



## Table of Contents

<b>Introduction.....</b>	<b>2</b>
What is e-Payroll? .....	2
Benefits of e-Payroll.....	2
Value Propositions of e-Payroll.....	2
Design Concept of e-Payroll.....	3
Functionality of e-Payroll .....	4

## Introduction

### What is e-Payroll?

Employers in Malaysia spend a considerable amount on payroll every year, namely the subscription charges to a payroll system and also admins, who were responsible for employer's monthly payroll processing. However, in 2020, in the face of COVID-19 pandemic, Malaysia's small & medium enterprises (SMEs) suffer from this gigantic blow and have been struggling to sustain their day-to-day operations.

Employees Provident Fund (EPF) is aware of the problems faced by SMEs and thus, wishes to help its employers by launching an initiative called e-Payroll. e-Payroll is a free-to-use Payroll system which will be provided to all employers registered under i-Akaun Majikan. In other words, employers who are onboard with i-Akaun Majikan now will have a FREE payroll system to rely on, while processing their payroll, starting 17<sup>th</sup> April 2021.

### Benefits of e-Payroll

- Easy Access via i-Akaun Majikan portal.
- Downloading of Employees records made easy via EPF Form A import.
- Built-in capability to check if the employee is an EPF member.
- Ready-to-use list of compensations and deductions, verified by statutory bodies such as EPF, SOCSO, EIS and IRBM.
- Auto Calculation of EPF, SOCSO, IRBM payment and other contributions.
- Support monthly, weekly and daily type of wages.
- compensations and deductions adjustment in just a few clicks.
- Hassle Free Generation of Bank and Statutory files to expedite the complete payroll journey.
- Seamless experience to continue EPF Payment Contribution from e-Payroll to i-Akaun Majikan.
- Auto generation of Yearly Income Tax forms/files.
- Payslips are available for employees, ensuring peace of mind.

### Value Propositions of e-Payroll

#### 1. Free-to-Use

- Employers save a chunk on processing payroll. Lightening their burden.

#### 2. Seamless Experience

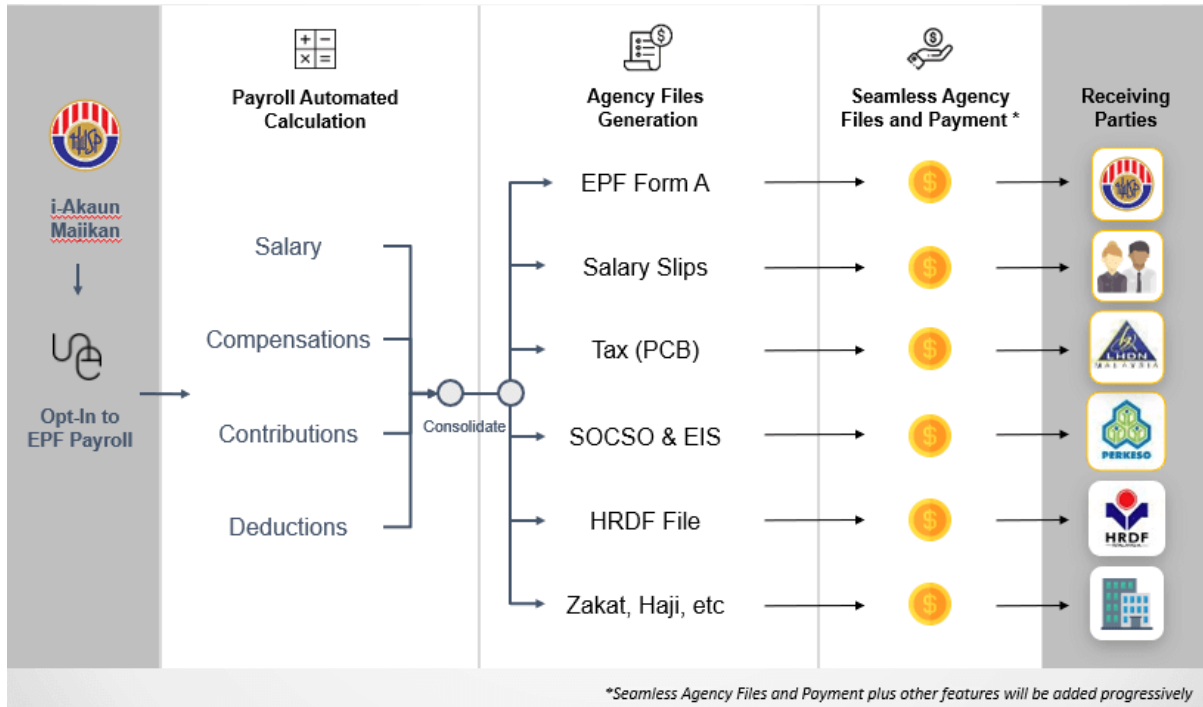
- Integration between e-Caruman and e-Payroll allows EPF Contribution Payment to be done via e-Payroll. e-Payroll is the only payroll system which possesses the EPF e-Caruman integration.

#### 3. Equally good/better

- Calculations are compiled to SOCSO/EIS/IRBM standards and are auto-calculated at real time.
- Compensations and Deductions are verified by SOCSO/EIS/IRBM.
- Validation/Verification sessions are carried out frequently during development.

## Design Concept of e-Payroll

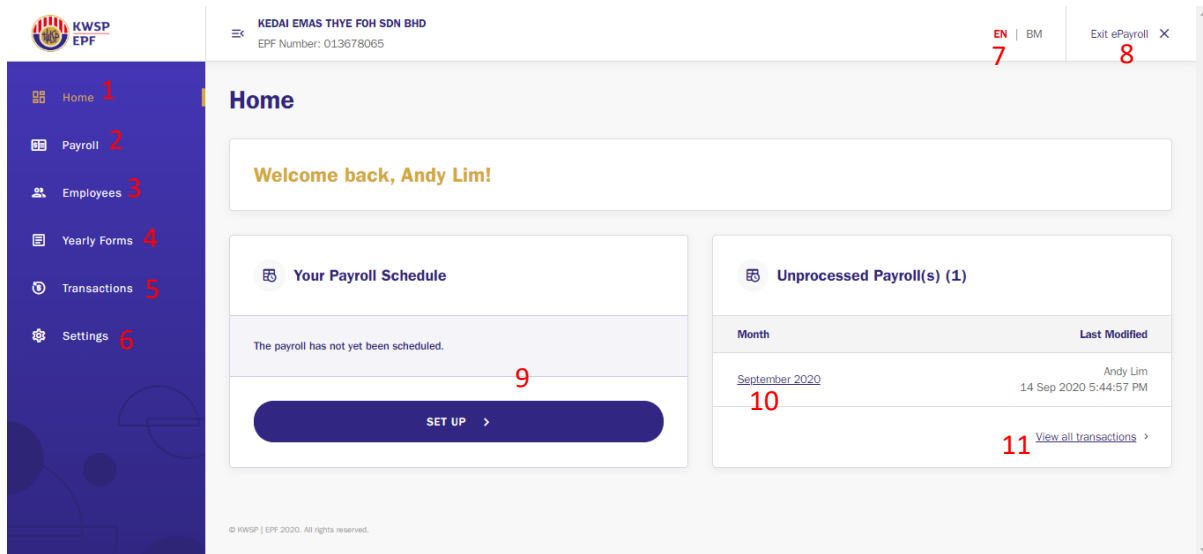
The end-to-end process for employers, starting from i-Akaun Majikan.



1. Log into i-Akaun Majikan and select e-Payroll from side menu.
2. Start the payroll processing procedures in e-Payroll. (i.e. Adding Employee, Setting up company settings, Adding compensation/deductions and processing payroll)
3. Generates monthly files (i.e. payslips and statutory files).
4. Links available in e-Payroll which will redirect employer to relevant statutory body's website for file upload purposes. Seamless experience!
5. Multiple parties would receive payment with minimal delay.
6. Informative tooltips, messages, and FAQs to educate employers regarding payroll along the way.

## Functionality of e-Payroll

A brief picture to showcase what is e-Payroll about and their functions at one simple glance.



- 1 – Homepage of e-Payroll.
- 2 – Start payroll.
- 3 – View/Add/Edit employees.
- 4 – Download Yearly Forms.
- 5 – View past payroll transactions.
- 6 – View/Add/Edit company settings.
- 7 – Language Selection between English & Bahasa Melayu.
- 8 – Exit e-Payroll.
- 9 – Set up Payroll Reminder.
- 10 – View & Continue Last Edited Payroll.
- 11 – View past payroll transactions.

***(Disclaimer: This User Guide is subject to change from time to time)***