



USER GUIDE

for Non-Malaysian Citizen Employees via e-Payroll

Adding new Non-Malaysian Citizen Employees **via e-Payroll**

Adding new employee

Login to i-Akaun (Employer) web portal

1) Enter your User ID and click **Next**

2) Enter your password and click **Login**

 KWSP EPF

EN | BM

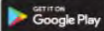
Welcome to i-Akaun (Employer)

e-Caruman
Easy, fast and secure

Now, employers can manage with ease employees' EPF contributions through i-Akaun (Majikan)

Register now

Download i-Akaun mobile app from



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i-Akaun (Employer)

USER ID

[Forgot User ID/Password?](#)
[i-Akaun Activation \(First Time Login\)](#)

Next



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Best viewed in Chrome version 69 or later, Firefox 61 and later, Safari 11 and later, or Edge 16 and later

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 KWSP EPF

EN | BM

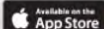
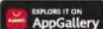
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Register now

Download i-Akaun mobile app from



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i-Akaun (Employer)

Security Image:

Secret Phrase: Abcd123456

PASSWORD

[Back](#) **Login**



Terms & Conditions | Privacy Policy | Security Policy | Disclaimer | Online Security Tips | Site Map

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Adding new employee

A Contribution Reminder will be displayed

3) Click **X** to dismiss the reminder

The screenshot displays the KWSP EPF Administrator portal. At the top, the user is logged in as 'Amelinall Administrator' with the status 'Active' and a last login time of '10-September-2025 09:21:01 AM'. A modal window titled 'Make Sure To Contribute On Time' is centered on the screen. The modal contains the text 'Contribution Reminder' and 'Complete your contribution payment by the 15th of each month.' with a 'CONTRIBUTE NOW' button. A calendar graphic highlights the 15th. A red circle with the number '3' and a red box around the 'X' button in the top right corner of the modal indicate the steps to dismiss the reminder. The background interface includes a sidebar with navigation options like 'EMPLOYER INFO', 'CONTRIBUTION', 'REGISTER EPF MEMBER', 'OUTSTANDING ITEM', 'e-PAYROLL', and 'MORE'. The right sidebar lists services such as 'CONTRIBUTION STATEMENT', 'NOTICE', 'RECEIPT', 'CALCULATOR', 'TRANSACTION HISTORY', 'ELIGIBILITY TO CONTRIBUTE', 'HELP', and 'ENQUIRY'. At the bottom, there is a table with columns for 'Contribution Month', 'File Name', 'Form Status', and 'Payment Status', showing data for August 2025. A 'Proceed Payment' button is also visible.

Make Sure To Contribute On Time

Contribution Reminder

Complete your contribution payment by the 15th of each month.

[CONTRIBUTE NOW](#)

**You can disregard this message if you've already contributed.*

Contribution Month	File Name	Form Status	Payment Status
August 2025	FA08/2025_000128602	Submitted	-

[Proceed Payment](#)

Adding new employee

4) Click e-Payroll

The screenshot displays the KWSP EPF Administrator Dashboard. On the left, a dark blue sidebar contains a menu with icons and labels: EMPLOYER INFO, CONTRIBUTION, REGISTER EPF MEMBER, OUTSTANDING ITEM, **e-PAYROLL** (highlighted with a red box and the number 4), and MORE. The main content area is white and shows a welcome message for 'Amelinall Administrator' with the last login time '22-September-2025 11:21:16 AM' and an 'Active' employer status. A message states: 'Thank you. We have received contribution payment for September 2025'. It lists 'Current Month: September 2025' and 'Wage Month: August 2025'. A large circular graphic shows '0 Outstanding Item'. Below this, a 'Pending for Payment (?)' section contains a table with two rows of payment information. A 'Submit Contributions' button is visible. On the right, a vertical sidebar lists various services: CONTRIBUTION STATEMENT, NOTICE, RECEIPT, CALCULATOR, TRANSACTION HISTORY, ELIGIBILITY TO CONTRIBUTE, HELP, and ENQUIRY. At the bottom right, there is a 'WhatsApp Us' button.

Employer No: [Redacted]
Role: Administrator

Welcome Amelinall Administrator
Last login: 22-September-2025 11:21:16 AM
Employer Status: Active

Thank you. We have received contribution payment for September 2025

Current Month: September 2025
Wage Month: August 2025

Kindly ensure your payment is in order. You may disregard this notice if payment has been made via other channels.

Submit Contributions

0 Outstanding Item
View Details

Pending for Payment (?)

If payment has already been made for the relevant contribution month, kindly disregard the information displayed below.

Contribution Month	File Name	Form Status	Payment Status	
October 2025	FA10/2025_000129301	Submitted	Unsuccessful	Proceed Payment
March 2025	FA03/2025_000130906	Submitted	Unsuccessful	Proceed Payment

CONTRIBUTION STATEMENT
NOTICE
RECEIPT
CALCULATOR
TRANSACTION HISTORY
ELIGIBILITY TO CONTRIBUTE
HELP
ENQUIRY

WhatsApp Us

Adding new employee

5) A message will be displayed as below. Click 'Proceed'

The screenshot displays the KWSP EPF e-PAYROLL system interface. At the top, the KWSP EPF logo is on the left, and navigation links for 'EN | BM' and 'Logout' are on the right. A shopping cart icon with a red '4' is also present. The left sidebar contains a menu with options: EMPLOYER INFO, CONTRIBUTION, REGISTER EPF MEMBER, OUTSTANDING ITEM, e-PAYROLL, and MORE. The main content area is titled 'Welcome to e-PAYROLL' and includes a message: 'Are you still processing payroll manually? This system helps employers to manage and track employees' statutory payments, compensations, benefits and more. Start using e-Payroll today and experience seamless access to our digital payroll system!'. A red circle with the number '5' highlights the 'Proceed' button, which is also enclosed in a red rectangular box. The right sidebar lists various services: CONTRIBUTION STATEMENT, NOTICE, RECEIPT, CALCULATOR, TRANSACTION HISTORY, ELIGIBILITY TO CONTRIBUTE, HELP, and ENQUIRY. A WhatsApp chat icon is located at the bottom right of the main content area.

Adding new employee

System will redirect you to the e-Payroll screen.

6) A pop-up message will be displayed. Click **X** to dismiss the pop-up message.

The screenshot displays the KWSP EPF e-Payroll interface. A 'Reminder' pop-up message is centered on the screen, titled 'Reminder' and 'ACTION REQUIRED'. The message states: 'Update your officer information now for accurate details in EA forms upon download.' It includes an image of a smartphone displaying the system interface. Below the image, there is a checkbox labeled 'Do not show this message again.' and a button labeled 'Go to Settings'. The background shows the 'Home' page with a sidebar menu (Home, Payroll, Employees, Yearly Forms, Transactions, Settings) and a main content area with a 'Welcome back, Serra' message. A table titled 'Payroll(s) (8)' is visible at the bottom right, showing payroll processing dates and user information.

Payroll Processing Date		Last Modified
May 2023		payrolladmin4 25 Oct 2023 3:48:37 PM
June 2023		payrolladmin4 25 Oct 2023 3:48:37 PM
July 2023		payrolladmin4 25 Oct 2023 3:48:37 PM

Adding new employee

7) Click 'Employees'

KWSP EPF

Home

Payroll

7 Employees

Yearly Forms

Transactions

Settings

Home

Welcome back, Serra

Reminder:

1. From 1 July 2022 onwards, the EPF statutory contribution rate for 2022 will revert to 11 percent. Please ensure that the Voluntary Excess (VE) rate entered is the preferred contribution rate.
2. Based on the latest prefix code for IRBM Tax Number change of individual taxpayers (from OG and SG) to IG as announced by IRBM in May 2021, e-payroll users/employers can now select prefix code IG option for their newly registered taxpayers (employees).
3. For Maybank2U Biz users, please refer to FAQ #14 at <https://www.kwsp.gov.my/en/employer/e-payroll>.

Have you updated the officer's name and designation?

This will ensure that the updated information is automatically reflected in the EA form upon download.

[EDIT EMPLOYER DETAILS](#)

🕒 Your Payroll Schedule

Reminder on next payroll processing. Another 20 day(s) to 27 Nov.

Payroll Processing Date

On the 27 November

🕒 Unprocessed Payroll(s) (8)

Month	Last Modified
May 2023	payrolladmin4 25 Oct 2023 3:48:37 PM
June 2023	payrolladmin4 25 Oct 2023 3:48:37 PM
July 2023	payrolladmin4 25 Oct 2023 3:48:37 PM

Checking EPF Member Status for the Non-Malaysian Citizen Employees

New Employee

Search for employee

For Malaysian employees, enter your MyKad number. For non-Malaysian employees, select 'Passport' and enter a valid passport number.

Identification Document Type* Passport Number ⓘ *

PASSPORT ▼ ██████████

Nationality* ▼

NEPAL ▼

8

9

CHECK IF EMPLOYEE IS AN EPF MEMBER > [Skip >](#)

8) Select 'Passport' as Identification Document Type, enter passport number and select 'Nationality'

9) Click 'Check if Employee is an EPF Member'

EPF Member Status – Employee already registered with EPF

KWSP EPF

EPF Number: [REDACTED]

10 (a)

Add New Employee

The employee is registered with EPF. You are advised to register your employee with other statutory agencies. You are encouraged to fill up all the employee details to facilitate payroll processing.

Personal Details

Full Name*

[REDACTED]

Staff ID*

[REDACTED]

Employee is no longer employed?

ARCHIVE

Nationality*

BANGLADESH

Country of Origin*

Select

Residential Status*

Resident Non-resident

Identification Document Type*

PASSPORT

Passport Number*

[REDACTED]

Date of Birth*

DD MM YYYY

Pass Types

Select

Pass Number

Pass Number

Pass Expiry Date

DD MM YYYY

Gender*

Male Female

Religion*

Select

Ethnicity*

Select

SAVE

10 (a) A message will be displayed if the employee is already registered with EPF

EPF Member Status – Employee not registered with EPF

10 (b) A message will be displayed in red font stating ‘This employee is NOT registered with EPF’



Home

Payroll

Employees

Yearly Forms

Transactions

Settings

EPF Number:

EN | BM

Exit e-Payroll

X

←

Add New Employee

10 (b)

This employee is NOT registered with EPF. You are advised to register your employee with ALL statutory agencies. You are encouraged to fill up all the employee details to facilitate payroll processing.

Personal Details

Employment Details

Salary Details

Contribution Details

Family Details
Previous Employment
Details (TP3)

Current Year Payroll
Information

SAVE

Personal Details

Full Name*

Full Name

UPLOAD PROFILE PICTURE

Staff ID*

Staff ID

Employee is no longer employed?
ARCHIVE



PUBLIC

Adding new employee

Add New Employee

This employee is NOT registered with EPF. You are advised to register your employee with ALL statutory agencies. You are encouraged to fill up all the employee details to facilitate payroll processing.

Personal Details | Employment Details | Salary Details | Contribution Details | Family Details (Previous Employment Details (TP3)) | Current Year Payroll Information | **SAVE**

Personal Details for [Redacted]

Full Name* [Redacted] **UPLOAD PROFILE PICTURE**

Staff ID* [Redacted] **Employee is no longer employed?** **ARCHIVE**

Nationality* NON MALAYSIAN **Country of Origin*** BANGLADESH **Residential Status*** Resident Non-resident

Identification Document Type* PASSPORT **Passport Number*** [Redacted] **Date of Birth*** 23/08/1995

Pass Types PAS LAWATAN KERJA SEMENTARA **Pass Number** [Redacted] **Pass Expiry Date** 01/10/2025

Gender* Male Female **Religion*** ISLAM **Ethnicity*** OTHERS

Marital Status* MARRIED **Disability*** Yes No **Mobile Phone Number*** MY (+60) [Redacted]

Email Address* [Redacted] **Preferred Communication Channel*** SMS/Phone Email Mail

- 11) The employer needs to enter their employee's information under 'Personal Details'

Adding new employee

Employment Details

Job Level Select	Job Title Job Title	Department Select
Highest Education Level Select	Specialisation Select	Special Worker Status Select
Employment Start Date 01/02/2023	Length of Service Experience: Years Experience: Months	
Employee Status PERMANENT	Date of Retirement / End of Contract 01/02/2028	Branch Branch

Salary Details

Basic Salary

Salary Type
Monthly Daily Hourly

Monthly Salary
RM 2200 Monthly

Kindly comply with the Minimum Wages Order 2022, National Wages Consultative Council Act 2011. Please click here for more information.

Compensation

No Compensation yet
Click Add Compensation if the employee has additional income(s). [Go to Settings](#) if there are no compensations added.

ADD COMPENSATION +

Salary Payment Method

Payment Method
Cash/Cheque Bank

Bank Name
Select

Employee Bank Account Name
Account Name

Employee Bank Account Number
Account Number

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- 12) The employer needs to enter their employee's information under 'Employment Details' and 'Salary Details'

Adding new employee

Employees Provident Fund (EPF) Opt In

From 1 July 2022 onwards, the EPF statutory contribution rate for 2022 will revert to 11 percent. Please ensure that the Voluntary Excess (VE) rate entered is the preferred contribution rate.

The contribution rate shown is an estimate. Actual calculation will be based on total EPF eligible monthly salary for that particular month.

Account Number Date of EPF Registration

Account Number DD MM YYYY

Other Deduction

Contribution	Voluntary Excess (all employee)	Voluntary Excess (Individual)
Employee		
% 2		
Employer	Employer	
% 2	% -	

Employee

Percentage Amount

Employer

Percentage Amount

- 13) The employer needs to enter the Voluntary Excess (VE) under 'Contribution Details', if applicable

Adding new employee

Other Deduction ⓘ

Add default deductions to employee. You are able to edit the amount on a monthly basis in the Payroll System.

Zakat Tabung Haji PTPTN

ADD OTHER DEDUCTION +

Family Details

Add employer's family member details for necessary tax deductions (when applicable).

ADD FAMILY +

TP3

Enter the information from the employee's TP3 form. As per Malaysia Inland Revenue Board (LHDN) requirement, it is compulsory for a newly hired employee to submit a TP3 Form to notify his new employer of his past employment with previous employer during the current year.

You can also make use of TP3 to input the employee's previous income/deductions in the present employment for the current year.

This function will be disabled once the payroll has been processed.

ADD TP3 ITEMS +

Current Year Payroll Information

Employers can now update the payroll information for the current year. This function allows employers to use Payroll at any time throughout the year without having to manually re-process the employment information for the previous month of the year. This function will be disabled once the payroll has been processed.

ADD CURRENT YEAR INFORMATION +

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14) The employer needs to enter their employee's information under 'Family Details, Previous Employment Details (TP3)' and 'Current Year Payroll Information'

Adding new employee



EN

Exit e-Payroll

Home

Payroll

Employees

Yearly Forms

Transactions

Settings

EPF Number

██████████

←

Add New Employee

This employee is NOT registered with EPF. You are advised to register your employee with ALL statutory agencies. You are encouraged to fill up all the employee details to facilitate payroll processing.

Personal Details

Employment Details

Salary Details

Contribution Details

Family Details
Previous Employment
Details (TP3)

Current Year Payroll
Information

SAVE

Personal Details for ██████████

Full Name*

██████████

UPLOAD PROFILE PICTURE

Staff ID*

SXV-82718

Employee is no longer employed?
ARCHIVE

Nationality*
NON MALAYSIAN

Country of Origin*
BANGLADESH

Residential Status*
Resident Non-resident

Identification Document Type*
PASSPORT

Passport Number*
██████████

Date of Birth*
23/08/1995

Pass Types
PAS LAWATAN KERJA SEMENTARA

Pass Number
██████████

Pass Expiry Date
01/10/2025

Gender*
Male Female

Religion*
ISLAM

Ethnicity*
OTHERS

Marital Status*
MARRIED

Disability*
Yes No

Mobile Phone Number*
MY (+60) ██████████

Email Address*
██████████

Preferred Communication Channel*
SMS/Phone Email Mail

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15) Once completed, scroll up and click 'Save'



PUBLIC

Adding new employee

Employees (6/6)

Search by Name/Employee ID

Filter by Department: -

Active Archived List Card

Name	Gross Salary	Department	Email	Mobile Phone Number	Status
[Redacted]	RM 18,000.00	-	[Redacted]	[Redacted]	Incomplete
[Redacted]	RM 28,000.00	-	[Redacted]	[Redacted]	Complete
[Redacted]	RM 28,000.00	-	[Redacted]	[Redacted]	Complete
[Redacted]	RM 28,000.00	-	[Redacted]	[Redacted]	Complete
[Redacted]	RM 28,000.00	-	[Redacted]	[Redacted]	Complete
[Redacted]	RM 28,000.00	-	[Redacted]	[Redacted]	Complete

16) The screen will display a list of all employees' information

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Notes:

- If the employer wants to add a new employee, click 'Add Employee'
- If the employer wants to add more than 1 employee, click 'Add Multiple Employee'

Error Message

when adding a new employee via e-Payroll

Error message – No information was selected/entered

a) An error message will be displayed if more than 15 characters are entered in the Passport Number field

The screenshot shows the 'New Employee' form with the 'Identification Document Type' set to 'PASSPORT'. The 'Passport Number' field contains a long string of characters, and a red error message 'Maximum 15 characters only' is displayed below the field.

b) An error message will be displayed if no information is entered in the Passport Number field

The screenshot shows the 'New Employee' form with the 'Identification Document Type' set to 'PASSPORT'. The 'Passport Number' field is empty, and a red error message 'Passport Number is required' is displayed below the field.

The screenshot shows the 'New Employee' form with the 'Identification Document Type' set to 'PASSPORT' and the 'Passport Number' field filled. The 'Nationality' field is empty, and a red error message 'Nationality is required' is displayed below the field.

c) An error message will be displayed if no nationality is selected

Error message – If the employee's information already exists in EPF records

d) An error message will be displayed stating 'An employee with the same ID Number and ID type already exist'

The screenshot displays the 'New Employee' form in the KWSP EPF system. The form includes fields for 'Identification Document Type*' (set to PASSPORT) and 'Nationality*' (set to NEPAL). A red box highlights a modal error message that reads: 'An employee with the same ID Number and ID type already exist'. The message is titled 'Reminder' and has a close button (X). The background form is partially obscured by this message. At the bottom of the form, there is a button labeled 'CHECK IF EMPLOYEE IS AN EPF MEMBER' and a 'Skip >' link.

Error Message – The employee's pass validity period is less than 60 days

The screenshot displays the 'Add New Employee' form on the KWSP EPF portal. The form is divided into several sections: Personal Details, Employment Details, Salary Details, Contribution Details, Family Details, and Current Year Payroll Information. The 'Personal Details' section is active, showing fields for Full Name, Staff ID, Nationality, Country of Origin, Residential Status, Identification Document Type, Passport Number, Date of Birth, Pass Types, Pass Number, Pass Expiry Date, Gender, Religion, Ethnicity, Marital Status, Disability, and Mobile Phone Number. An error message is displayed in a red box at the bottom right of the form, stating: 'Registration cannot proceed. The employee's pass must have more than 60 days of validity remaining.' The error message is triggered by the 'Pass Expiry Date' field, which is set to '01/10/2025'.

Add New Employee

This employee is NOT registered with EPF. You are advised to register your employee with ALL statutory agencies. You are encouraged to fill up all the employee details to facilitate payroll processing.

Personal Details for [Redacted]

Full Name*

[Redacted] **UPLOAD PROFILE PICTURE**

Staff ID*

SXV-82718 **Employee is no longer employed?** **ARCHIVE**

Nationality* NON MALAYSIAN **Country of Origin*** BANGLADESH **Residential Status*** Resident Non-resident

Identification Document Type* PASSPORT **Passport Number*** [Redacted] **Date of Birth*** 23/08/1995

Pass Types PAS LAWATAN KERJA SEMENTARA **Pass Number** [Redacted] **Pass Expiry Date** 01/10/2025

Gender* Male Female **Religion*** ISLAM **Ethnicity*** OTHERS

Marital Status* MARRIED **Disability*** Yes No **Mobile Phone Number*** MY (+60) [Redacted]

Registration cannot proceed. The employee's pass must have more than 60 days of validity remaining.

- e) An error message will be displayed if the employee's pass validity period is less than 60 days

THANK YOU

