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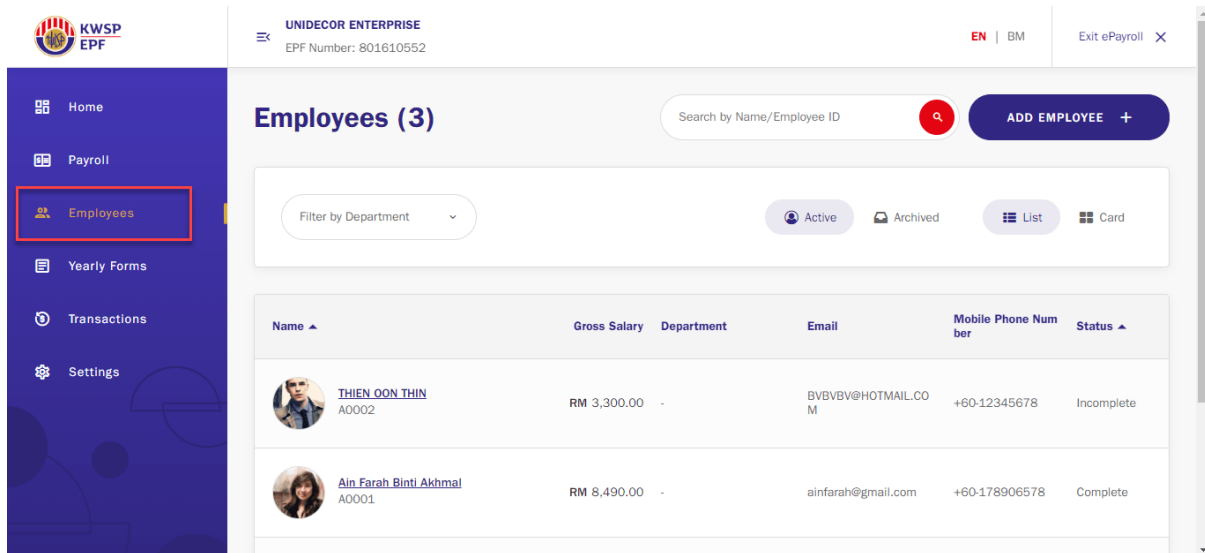
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## 2.0 Employee

### 2.1 Employee Listing

For employers to find employees and manage them.

Step 1: Click 'Employee' at side menu to view employees. Employees are defaulted to be displayed in 'List' View.





UNIDECOR ENTERPRISE  
EPF Number: 801610552

EN | BM Exit ePayroll X

**Employees (3)** Search by Name/Employee ID **ADD EMPLOYEE +**

Filter by Department Active Archived List Card

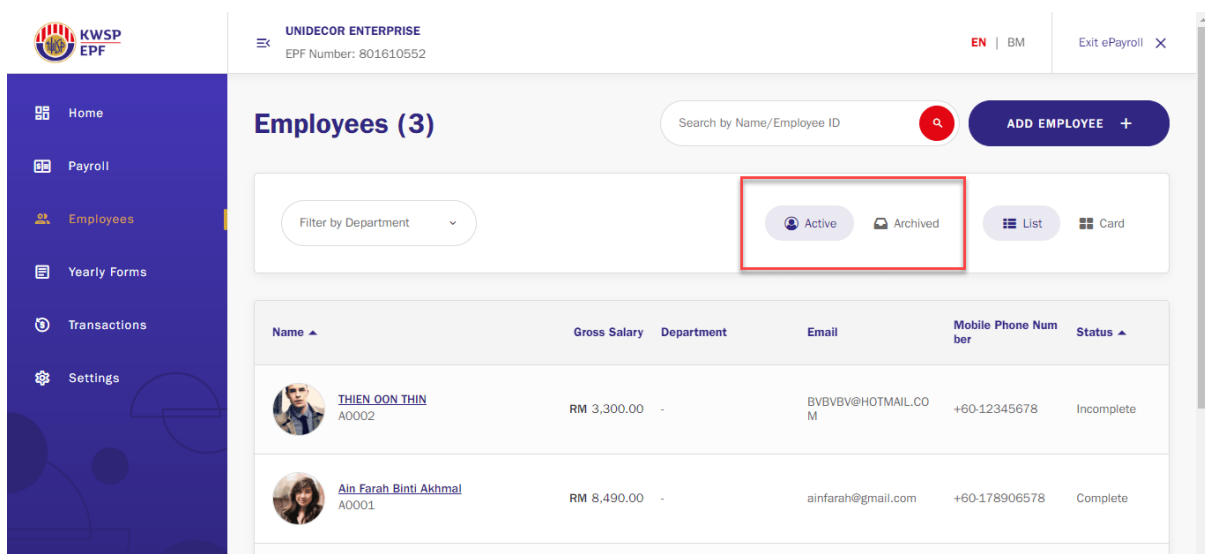
Name	Gross Salary	Department	Email	Mobile Phone Number	Status
 <a href="#">THIEN OON THIN</a> A0002	RM 3,300.00	-	BVBVBV@HOTMAIL.COM	+60-12345678	Incomplete
 <a href="#">Ain Farah Binti Akhmal</a> A0001	RM 8,490.00	-	ainfarah@gmail.com	+60-178906578	Complete

#### 2.1.1 Viewing 'Active' Employee Listing

For employers to find 'Active' employees in the company. Note that only 'Active' employees will be included into payroll processing.

Step 1: Click 'Active' icon.

Step 2: e-Payroll displays 'Active' employees.





UNIDECOR ENTERPRISE  
EPF Number: 801610552

EN | BM Exit ePayroll X

**Employees (3)** Search by Name/Employee ID **ADD EMPLOYEE +**

Filter by Department Active Archived List Card

Name	Gross Salary	Department	Email	Mobile Phone Number	Status
 <a href="#">THIEN OON THIN</a> A0002	RM 3,300.00	-	BVBVBV@HOTMAIL.COM	+60-12345678	Incomplete
 <a href="#">Ain Farah Binti Akhmal</a> A0001	RM 8,490.00	-	ainfarah@gmail.com	+60-178906578	Complete

## e-Payroll User Guide

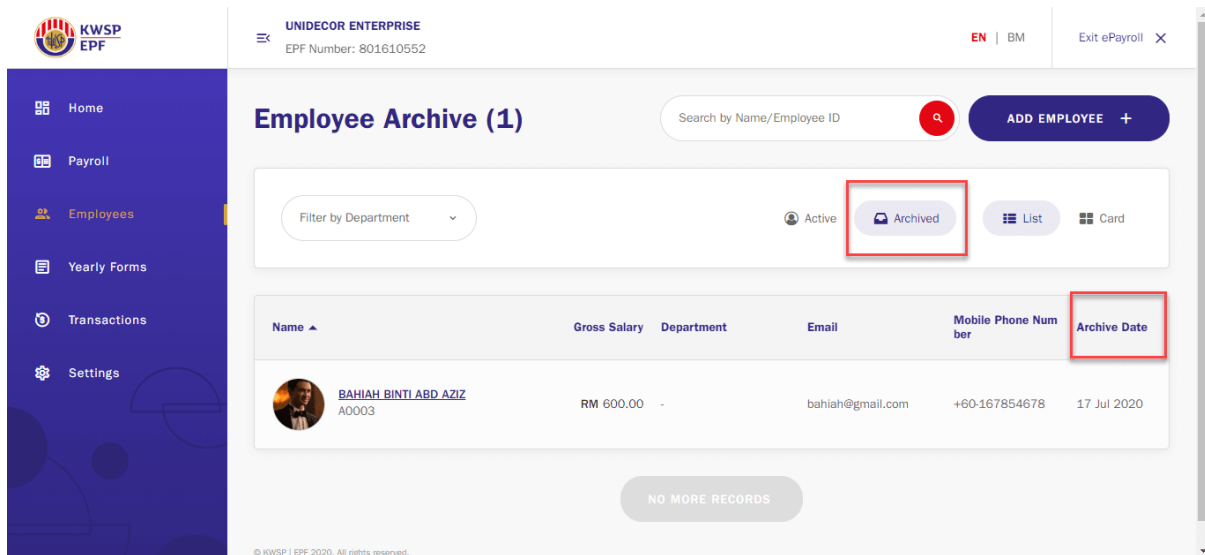
### 2.1.2 Viewing 'Archived' Employee Listing

For employers to find "Archived" employees in the company. Archived employees will not be included in payroll processing.

Step 1: Click 'Archived' icon.

Step 2: e-Payroll displays 'Archived' employees in.


Step 3: You may find particular employees' Archived Date here.



**Employee Archive (1)**

Search by Name/Employee ID  **ADD EMPLOYEE +**

Filter by Department

Name	Gross Salary	Department	Email	Mobile Phone Number	Archive Date
 <b>BAHIAH BINTI ABD AZIZ</b> A0003	RM 600.00	-	bahiah@gmail.com	+60-167854678	17 Jul 2020

NO MORE RECORDS

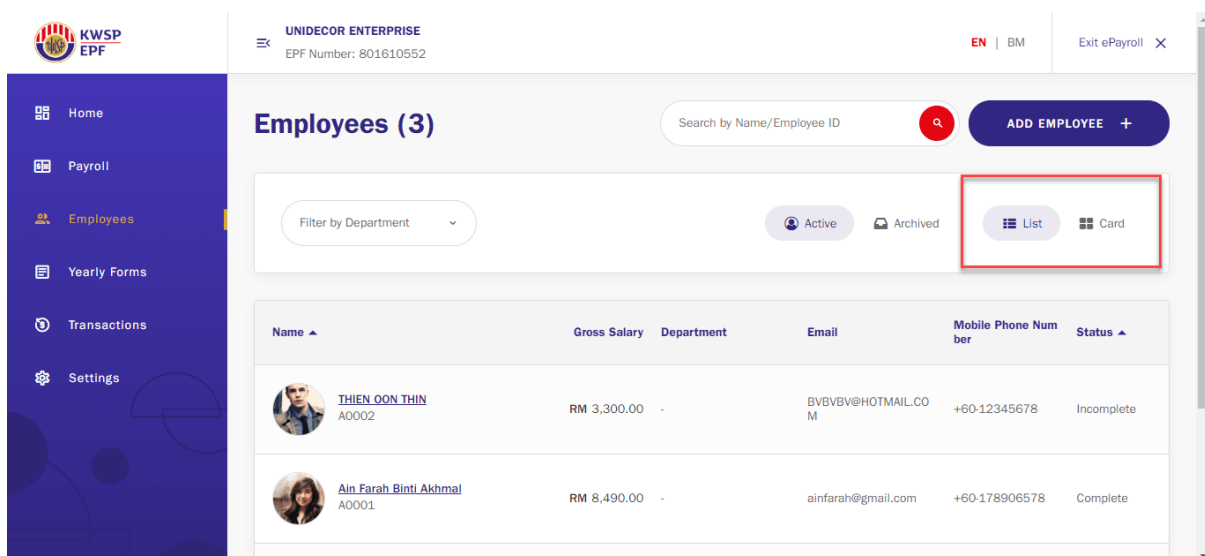
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### 2.1.3 List View & Card View of Employee Listing

For employers to experience different visual experience in while viewing/searching employees.

Step 1: Click 'List' icon



Step 2: e-Payroll displays employees in List view.



**Employees (3)**

Search by Name/Employee ID  **ADD EMPLOYEE +**

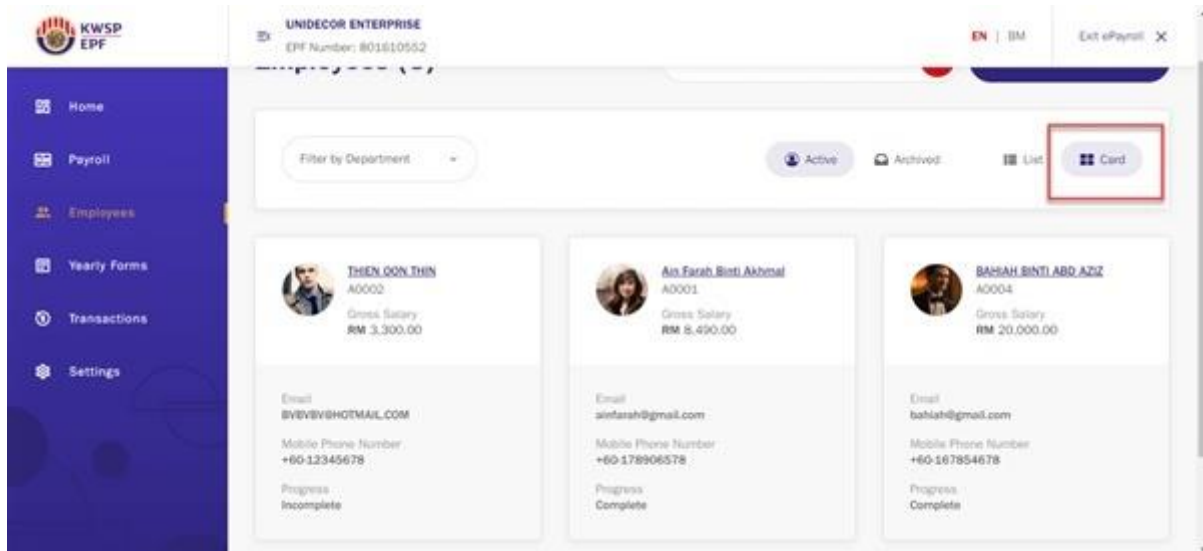
Filter by Department

Name	Gross Salary	Department	Email	Mobile Phone Number	Status
 <b>THIEN OON THIN</b> A0002	RM 3,300.00	-	BVBVBV@HOTMAIL.COM	+60-12345678	Incomplete
 <b>Ain Farah Binti Akhmal</b> A0001	RM 8,490.00	-	ainfarah@gmail.com	+60-178906578	Complete

Step 3: Click 'Card' view

Step 4: e-Payroll displays employees in Card view.

(Note: Information displayed in List view & card view is the same.)



The screenshot displays the e-Payroll system interface for UNIDECOR ENTERPRISE. The interface includes a navigation menu on the left with options: Home, Payroll, Employees, Yearly Forms, Transactions, and Settings. The main content area shows a list of employees in 'Card' view, with the 'Card' button highlighted in a red box. The employees listed are:

Employee Name	Employee ID	Gross Salary	Progress
THEN OON THIN	A0002	RM 3,300.00	Incomplete
An Farah Binti Akmal	A0001	RM 8,490.00	Complete
BAHIAH BINTI ABD AZIZ	A0004	RM 20,000.00	Complete

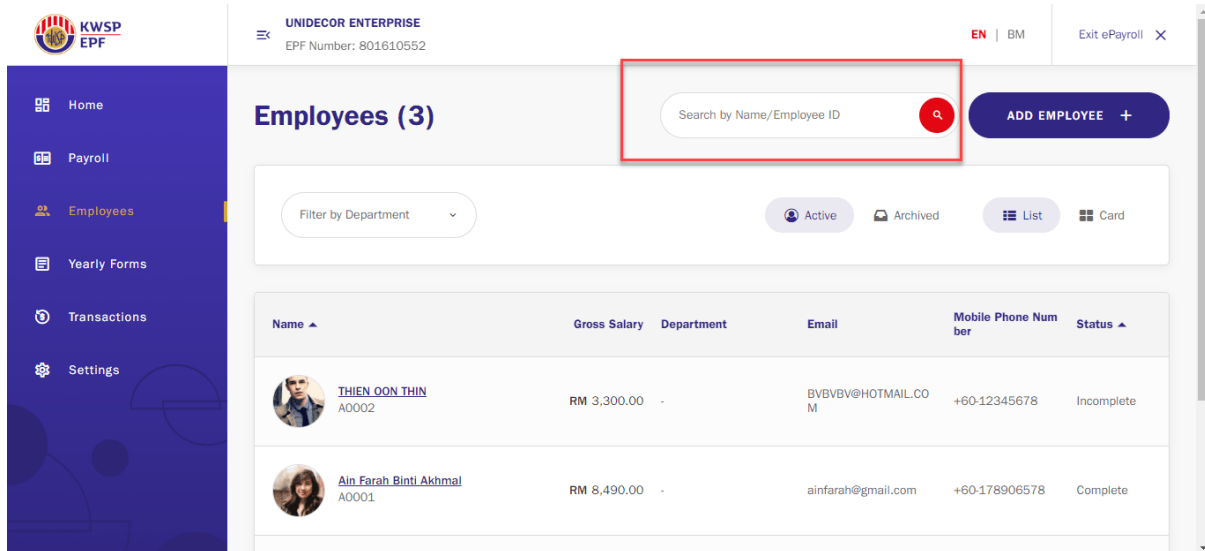
Each employee card also displays their email address and mobile phone number. The interface also features a 'Filter by Department' dropdown, 'Active' and 'Archived' filters, and a 'List' button.

## 2.2 Search Employee



For employers to search employees by Name or Staff ID to reduce time spent on searching them by scrolling along employee listing.

### 2.2.1 Search Employee by Name

Step 1: Find the search employee textbox. You may search your employees by name or staff ID.

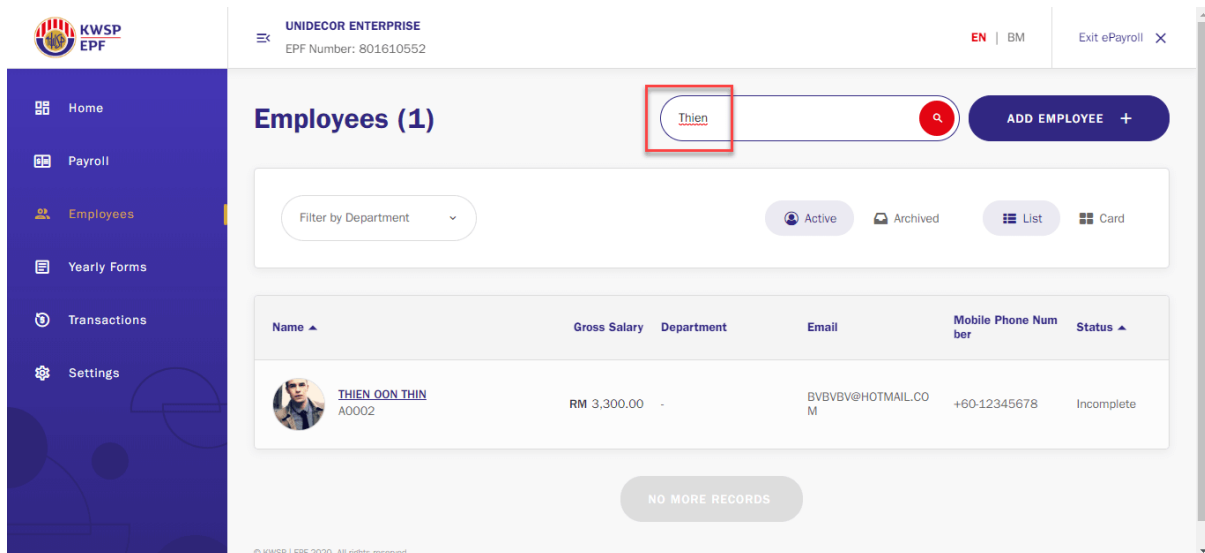


The screenshot shows the e-Payroll interface for UNIDECOR ENTERPRISE. The search bar is highlighted with a red box. The interface includes a sidebar with navigation options, a header with company information, and a main content area with a search bar, filters, and a table of employees.


Name	Gross Salary	Department	Email	Mobile Phone Number	Status
 <b>THIEN OON THIN</b> A0002	RM 3,300.00	-	BVBVBV@HOTMAIL.COM	+60-12345678	Incomplete
 <b>Ain Farah Binti Akhmal</b> A0001	RM 8,490.00	-	ainfarah@gmail.com	+60-178906578	Complete

Step 2: Enter employee name.

Step 3: e-Payroll displays relevant results.



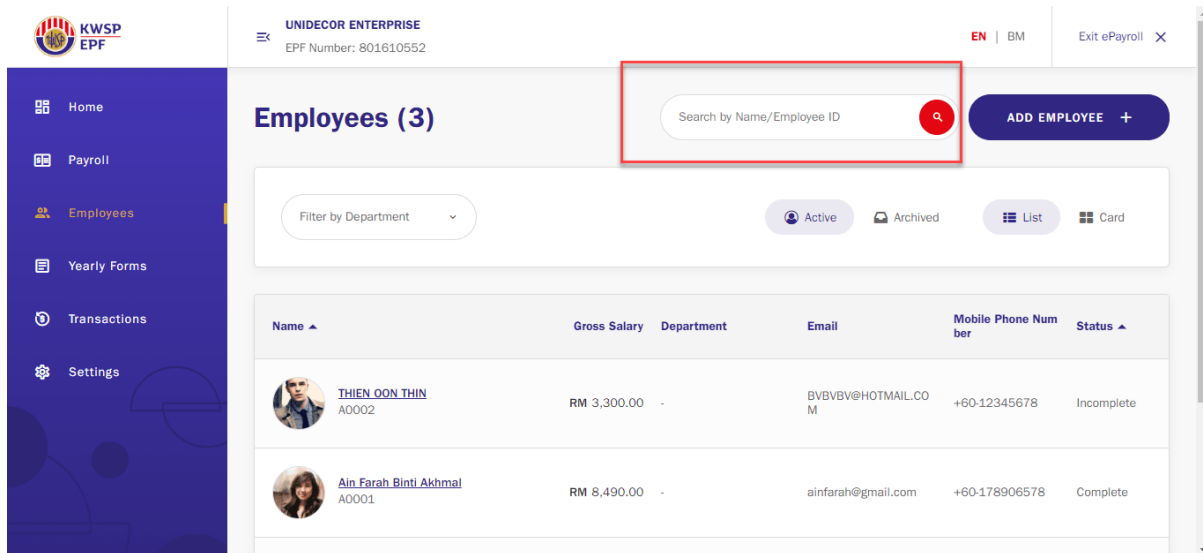
The screenshot shows the e-Payroll interface with the search bar highlighted by a red box. The search results are displayed in a table, and the search bar now contains the text 'Thien'.

Name	Gross Salary	Department	Email	Mobile Phone Number	Status
 <b>THIEN OON THIN</b> A0002	RM 3,300.00	-	BVBVBV@HOTMAIL.COM	+60-12345678	Incomplete



NO MORE RECORDS

### 2.2.2 Search Employee by Staff ID

Step 1: Find the search employee textbox. You may search your employees by name or staff ID.

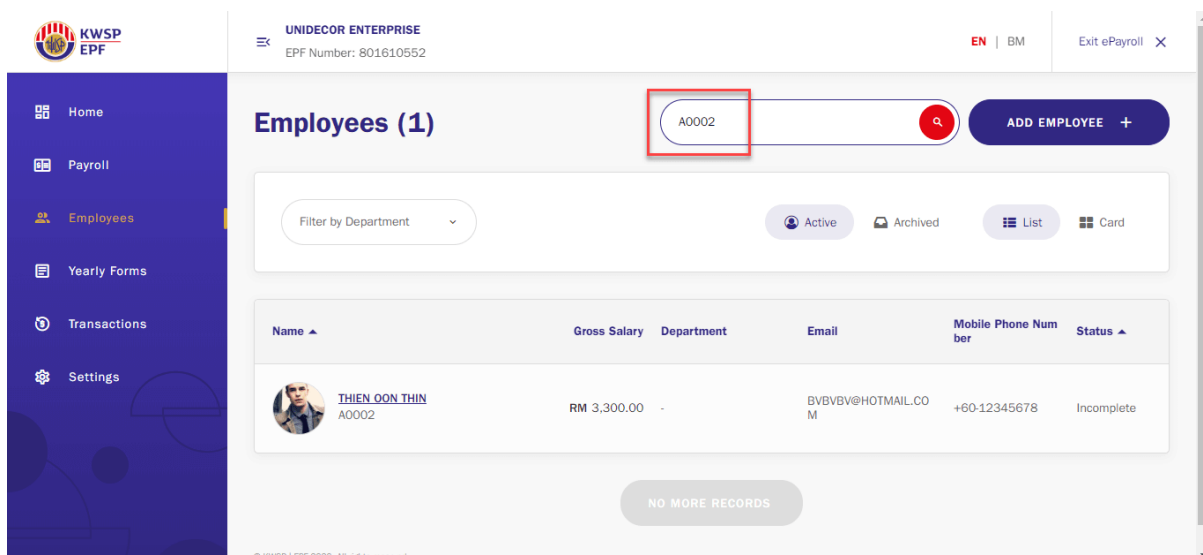


The screenshot shows the 'Employees (3)' page in the e-Payroll system. A red box highlights the search bar labeled 'Search by Name/Employee ID'. The page header includes 'UNIDECOR ENTERPRISE' and 'EPF Number: 801610552'. The left sidebar contains navigation options: Home, Payroll, Employees, Yearly Forms, Transactions, and Settings. The main content area has a 'Filter by Department' dropdown, 'Active' and 'Archived' filters, and 'List' and 'Card' view options. Below these is a table of employees.


Name	Gross Salary	Department	Email	Mobile Phone Number	Status
 <b>THIEN OON THIN</b> A0002	RM 3,300.00	-	BVBVBV@HOTMAIL.COM	+60-12345678	Incomplete
 <b>Ain Farah Binti Akhmal</b> A0001	RM 8,490.00	-	ainfarah@gmail.com	+60-178906578	Complete

Step 2: Enter employee's staff ID

Step 3: e-Payroll displays relevant results.



The screenshot shows the 'Employees (1)' page in the e-Payroll system. The search bar now contains the staff ID 'A0002', which is highlighted with a red box. The page header and sidebar are the same as in the previous screenshot. The table now only displays one employee record.

Name	Gross Salary	Department	Email	Mobile Phone Number	Status
 <b>THIEN OON THIN</b> A0002	RM 3,300.00	-	BVBVBV@HOTMAIL.COM	+60-12345678	Incomplete

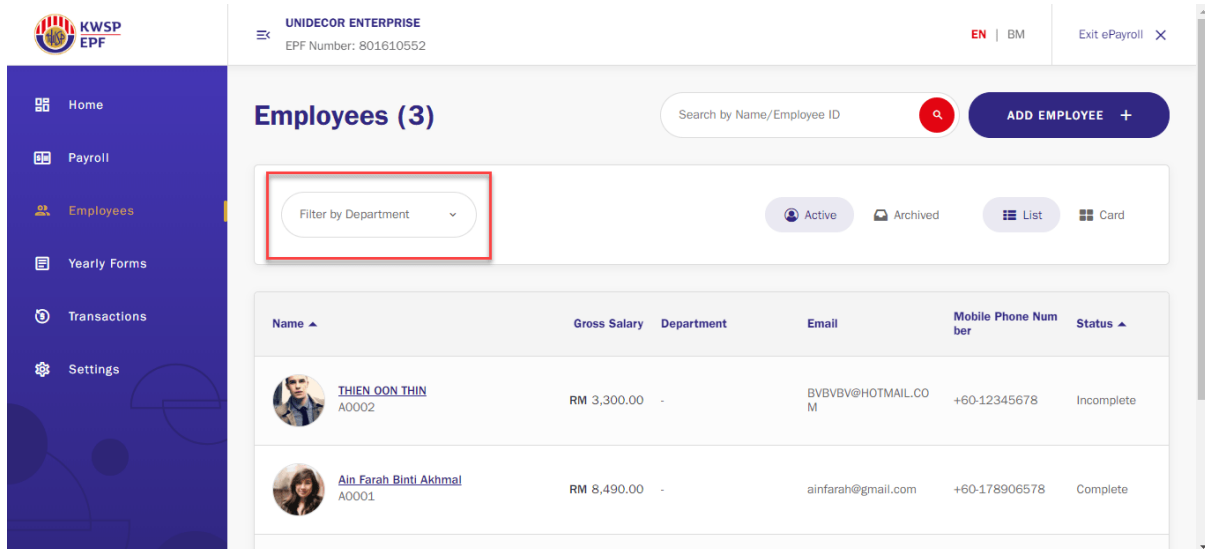
At the bottom of the table, there is a button labeled 'NO MORE RECORDS'.

## 2.3 Filter Employees



For employers to filter employees based on 'Department' entered in Employee Details.

Step 1: Click on 'Filter by Department' and select 'Department'.

Step 2: e-Payroll displays relevant results.



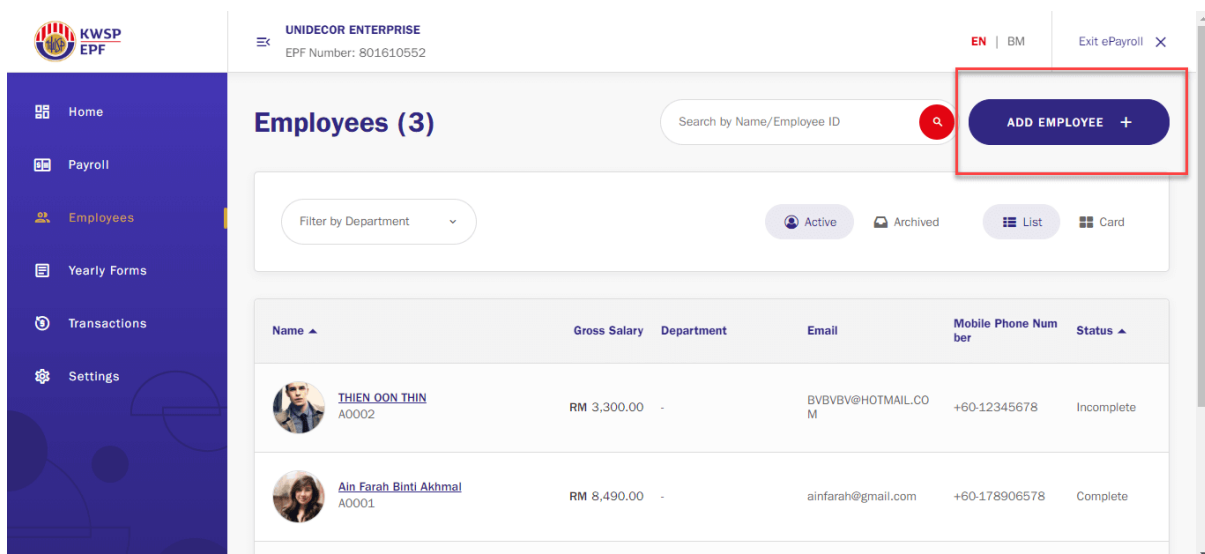
The screenshot shows the 'Employees (3)' page in the e-Payroll system. The 'Filter by Department' dropdown menu is highlighted with a red box. The table below shows the employee list:

Name	Gross Salary	Department	Email	Mobile Phone Number	Status
 <a href="#">THIEN OON THIN</a> A0002	RM 3,300.00	-	BVBVBV@HOTMAIL.COM	+60-12345678	Incomplete
 <a href="#">Ain Farah Binti Akhmal</a> A0001	RM 8,490.00	-	ainfarah@gmail.com	+60-178906578	Complete



## 2.4 Add Employee

For employers to add new employees who are onboard at the company.

Step 1: Click 'Add Employee' button.

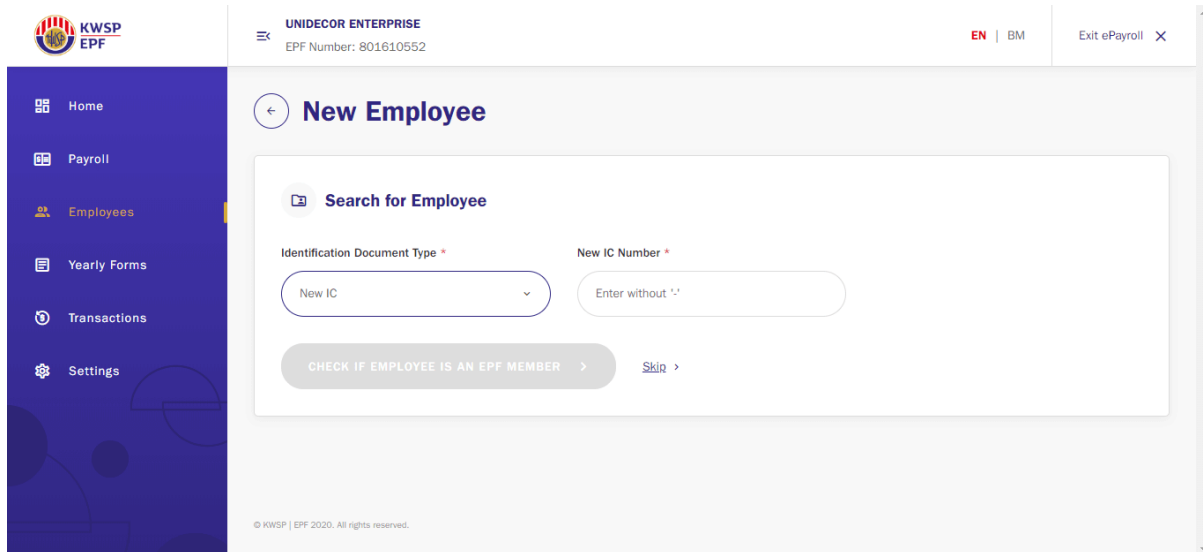


The screenshot shows the 'Employees (3)' page in the e-Payroll system. The 'ADD EMPLOYEE +' button is highlighted with a red box. The table below shows the employee list:

Name	Gross Salary	Department	Email	Mobile Phone Number	Status
 <a href="#">THIEN OON THIN</a> A0002	RM 3,300.00	-	BVBVBV@HOTMAIL.COM	+60-12345678	Incomplete
 <a href="#">Ain Farah Binti Akhmal</a> A0001	RM 8,490.00	-	ainfarah@gmail.com	+60-178906578	Complete

## e-Payroll User Guide

Step 2: e-Payroll redirects to 'Search EPF Member' page.

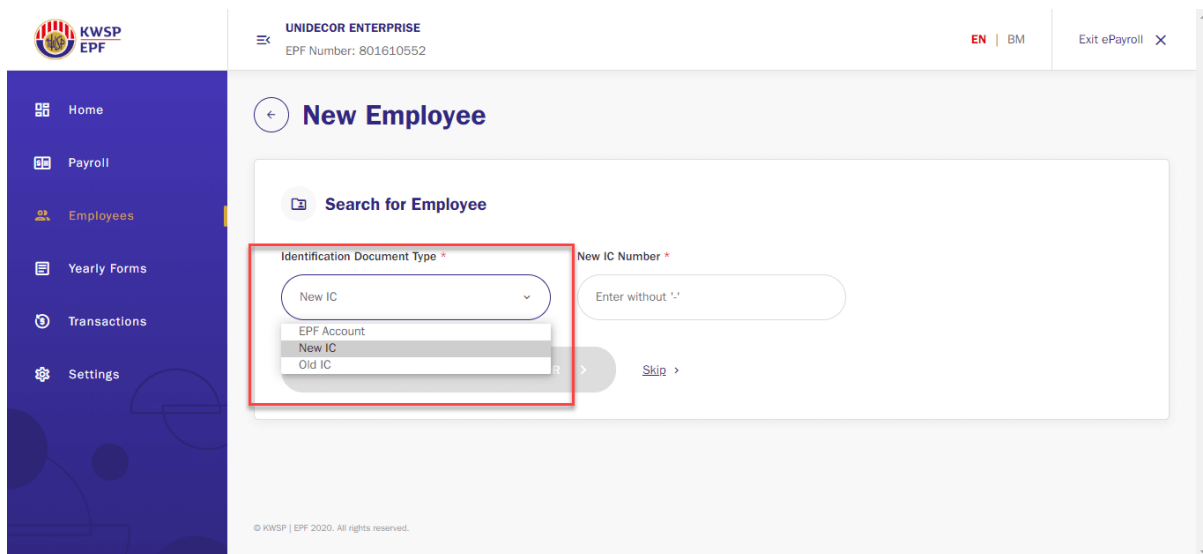


The screenshot shows the 'New Employee' page in the e-Payroll system. The page header includes the KWSP EPF logo, the company name 'UNIDECOR ENTERPRISE', the EPF Number '801610552', and language options 'EN | BM'. A navigation menu on the left lists 'Home', 'Payroll', 'Employees', 'Yearly Forms', 'Transactions', and 'Settings'. The main content area is titled 'New Employee' and contains a 'Search for Employee' section. This section has two input fields: 'Identification Document Type \*' with a dropdown menu currently set to 'New IC', and 'New IC Number \*' with a placeholder 'Enter without \*'. Below these fields are two buttons: 'CHECK IF EMPLOYEE IS AN EPF MEMBER >' and 'Skip >'. A copyright notice '© KWSP | EPF 2020. All rights reserved.' is visible at the bottom.

### 2.4.1 Search EPF Member

For employers to know if this new employee is an EPF member or not.

Step 3: Select 'Identification Document Type' from dropdown.

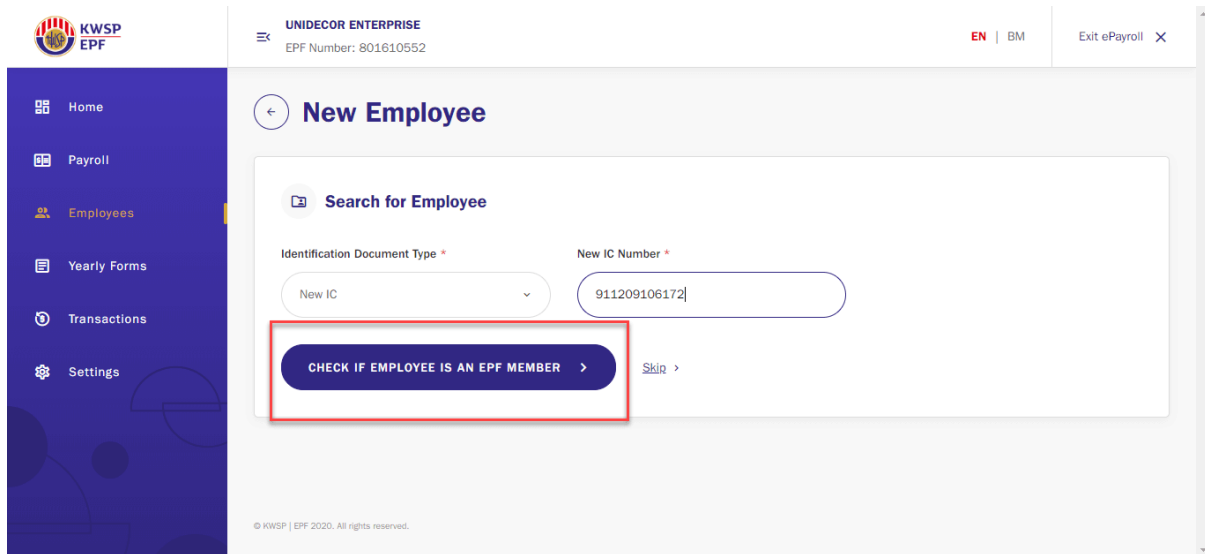


This screenshot is identical to the previous one, but the 'Identification Document Type \*' dropdown menu is open, showing three options: 'New IC', 'EPF Account', and 'Old IC'. The 'New IC' option is highlighted, indicating it is the selected item. The rest of the page layout, including the header, navigation menu, and other form elements, remains the same.

## e-Payroll User Guide

Step 4: Enter 'Identification Document' Number.

Step 5: Click 'Check if Employee is an EPF Member' button.



**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

EN | BM Exit ePayroll X

### New Employee

**Search for Employee**

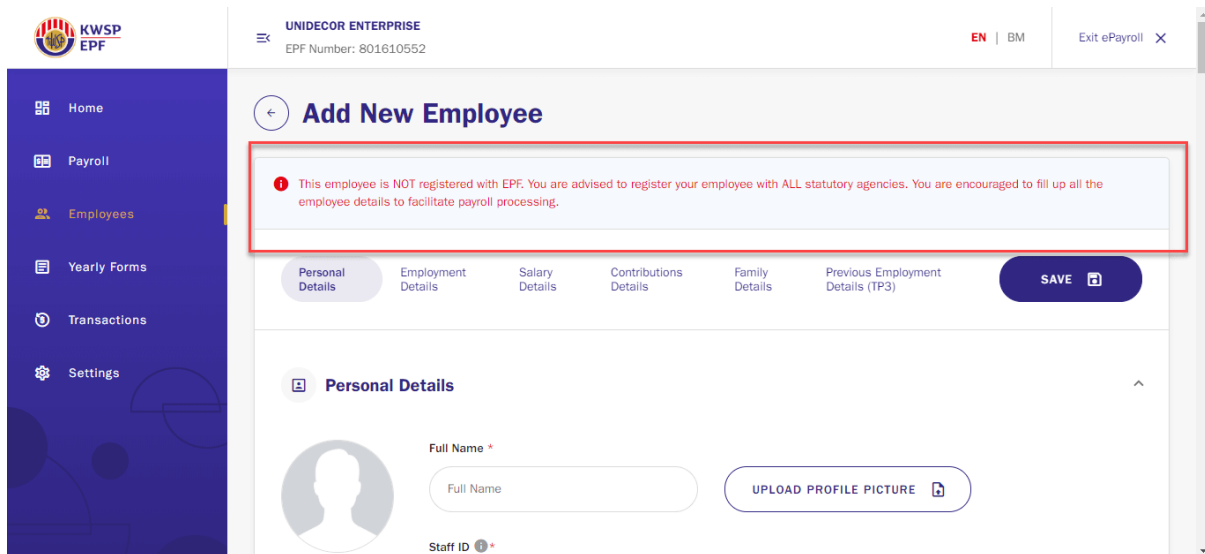
Identification Document Type \* New IC  
New IC Number \* 911209106172

**CHECK IF EMPLOYEE IS AN EPF MEMBER** > Skip >

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Step 6: System shows EPF status based on ID type & ID Number entered. (Screenshots below are examples of non-EPF member & Existing EPF Member.)

Step 7: Employer can continue to input employee details.



**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

EN | BM Exit ePayroll X

### Add New Employee

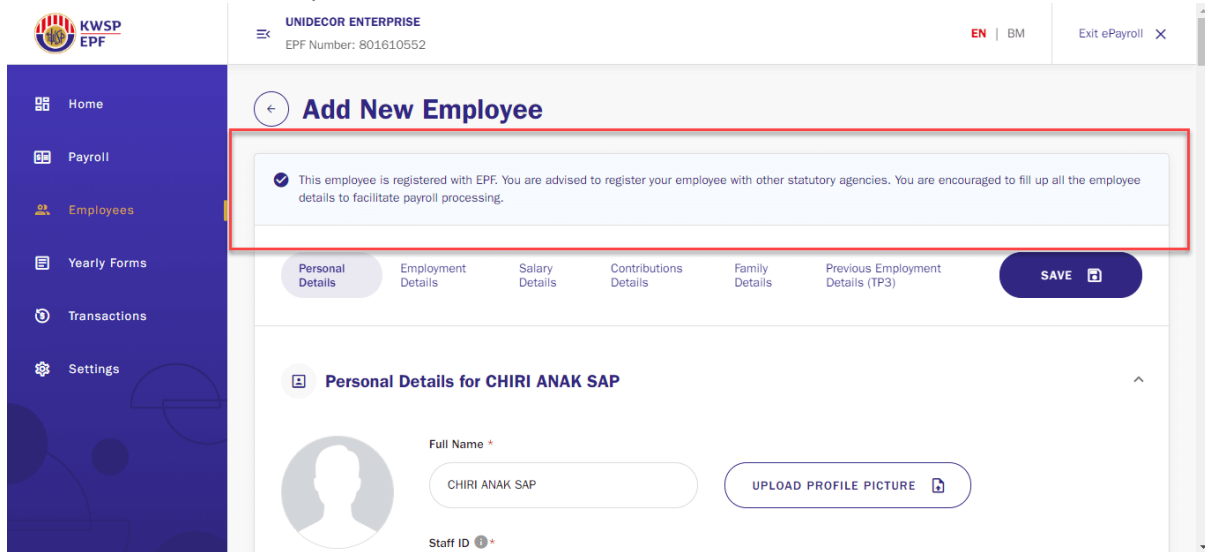
**This employee is NOT registered with EPF. You are advised to register your employee with ALL statutory agencies. You are encouraged to fill up all the employee details to facilitate payroll processing.**

Personal Details Employment Details Salary Details Contributions Details Family Details Previous Employment Details (TP3) **SAVE**

#### Personal Details

Full Name \*  
Full Name **UPLOAD PROFILE PICTURE**

Staff ID \*



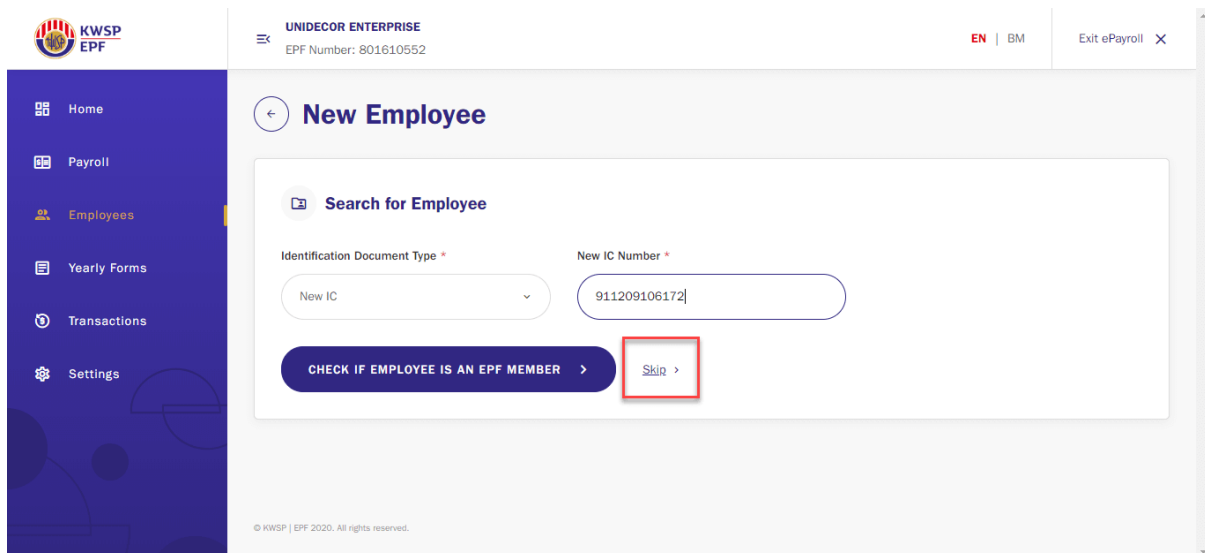
#### 2.4.1.2 How to skip 'Search EPF Member' page

For employer to skip this feature if employee is not applicable. (i.e. if employee is using a Passport)

Step 1: Click 'Skip' button.

Step 2: e-Payroll redirects to Add Employee page.

Step 3: Employer can proceed to input employee details.

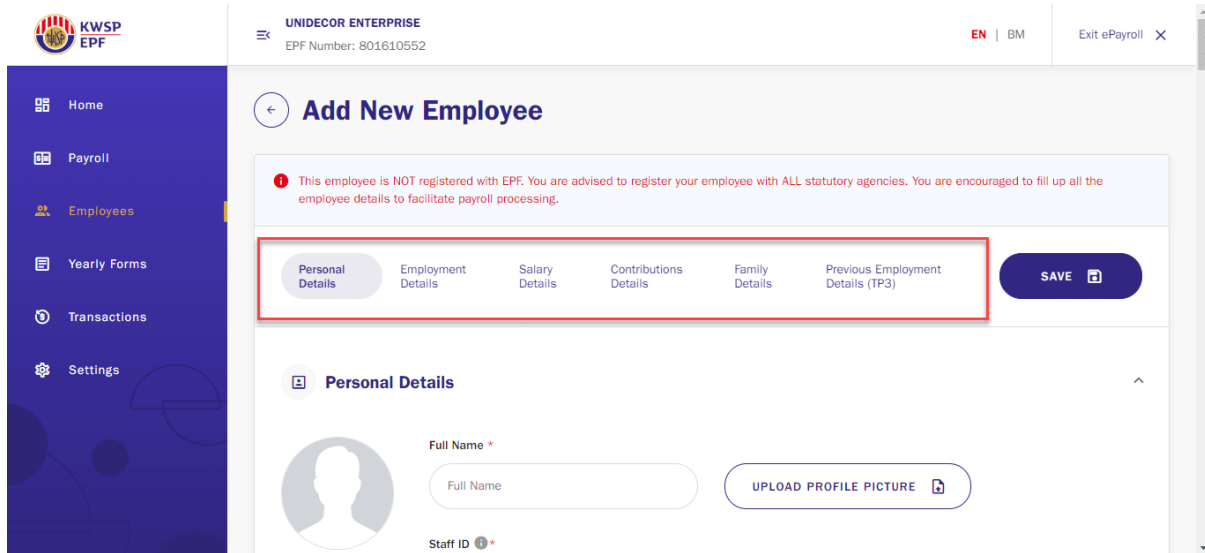


## e-Payroll User Guide

### 2.4.2 Entering Employee Details

For employer to input relevant employee details (i.e. Personal Details, Employment Details, Salary Details, Contribution Details, Family Details & Previous Employment Details), some of which are mandatory for payroll processing purposes.

Step 1: Employer can click tabs to navigate between different section (i.e. click 'Family Details' tab will navigate employer to 'Family Details' section).



**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

EN | BM Exit ePayroll X

**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 | Contributions Details | Family Details | Previous Employment Details (TP3) | **SAVE**

**Personal Details**

Full Name \*

Full Name  **UPLOAD PROFILE PICTURE**

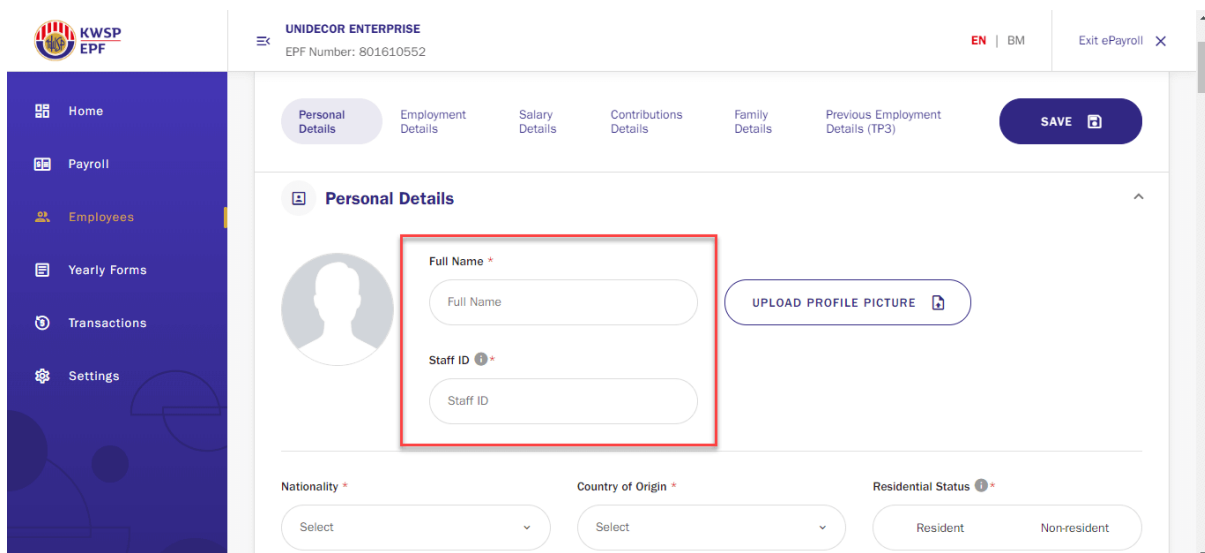
Staff ID \*

Staff ID

#### 2.4.2.1 Personal Details

Step 1: Enter 'Full Name'.

Step 2: Enter 'Staff ID'. (Staff ID will be used as part of e-Payroll's generated file name like Payslips, EA Form, PCB2)



**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

EN | BM Exit ePayroll X

Personal Details | Employment Details | Salary Details | Contributions Details | Family Details | Previous Employment Details (TP3) | **SAVE**

**Personal Details**

Full Name \*

Full Name  **UPLOAD PROFILE PICTURE**

Staff ID \*

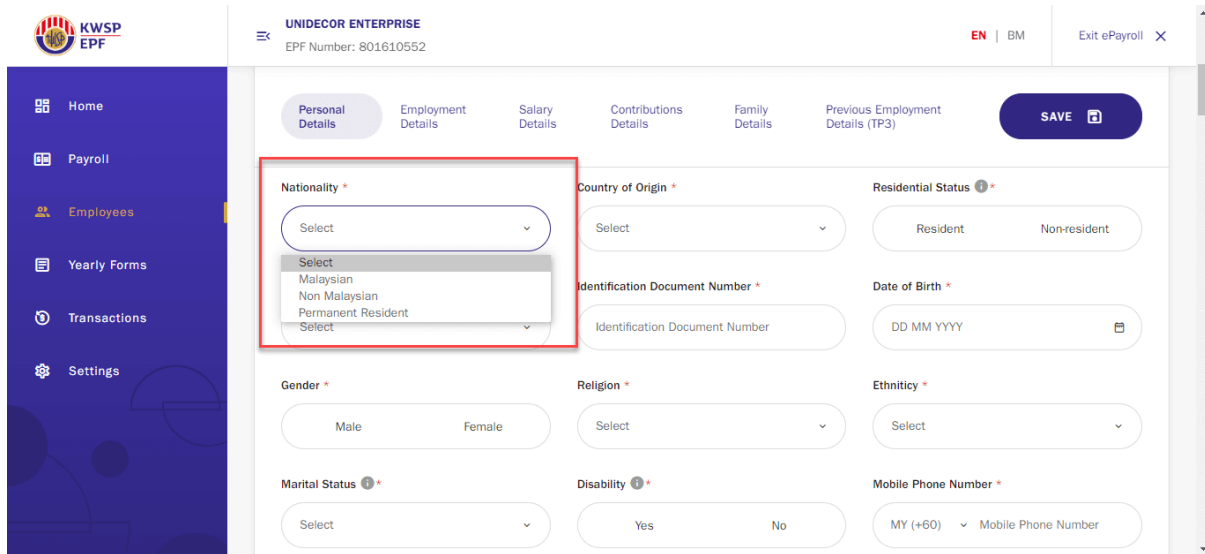
Staff ID

Nationality \* Country of Origin \* Residential Status \*

Select Select Resident Non-resident

## e-Payroll User Guide

### Step 3: Select Nationality.



**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

EN | BM Exit ePayroll X

Personal Details Employment Details Salary Details Contributions Details Family Details Previous Employment Details (TP3) **SAVE**

**Nationality \***  
Select  
Select  
Malaysian  
Non Malaysian  
Permanent Resident  
Select

**Country of Origin \***  
Select

**Residential Status \***  
Resident Non-resident

**Identification Document Number \***  
Identification Document Number

**Date of Birth \***  
DD MM YYYY

**Gender \***  
Male Female

**Religion \***  
Select

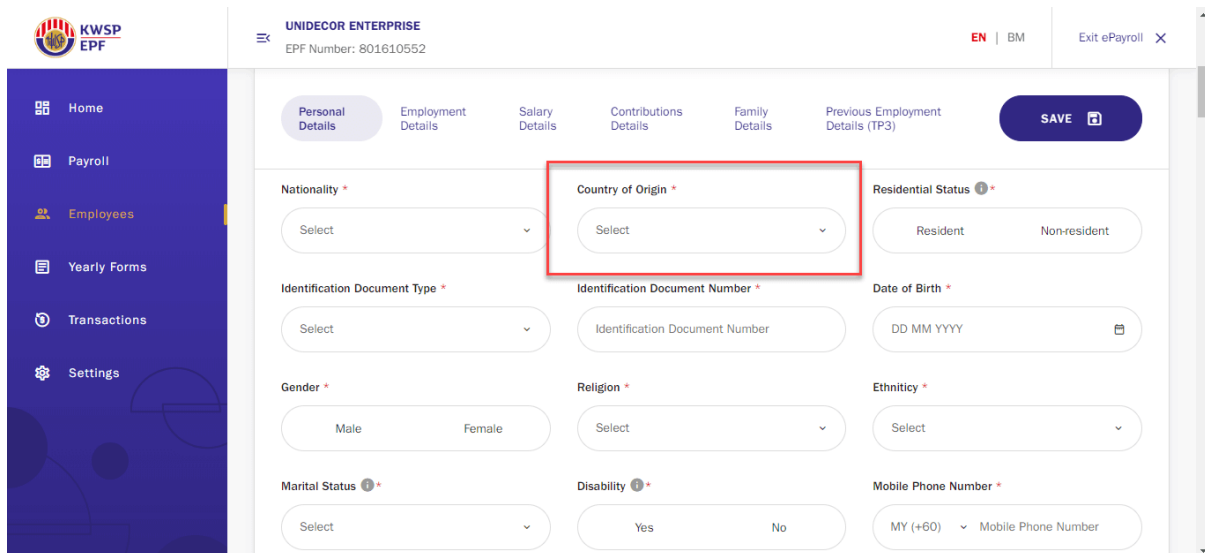
**Ethnicity \***  
Select

**Marital Status \***  
Select

**Disability \***  
Yes No

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

### Step 4: Select Country of Origin (if nationality selected is Non-Malaysian or Permanent Resident).



**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

EN | BM Exit ePayroll X

Personal Details Employment Details Salary Details Contributions Details Family Details Previous Employment Details (TP3) **SAVE**

**Nationality \***  
Select

**Country of Origin \***  
Select

**Residential Status \***  
Resident Non-resident

**Identification Document Type \***  
Select

**Identification Document Number \***  
Identification Document Number

**Date of Birth \***  
DD MM YYYY

**Gender \***  
Male Female

**Religion \***  
Select

**Ethnicity \***  
Select

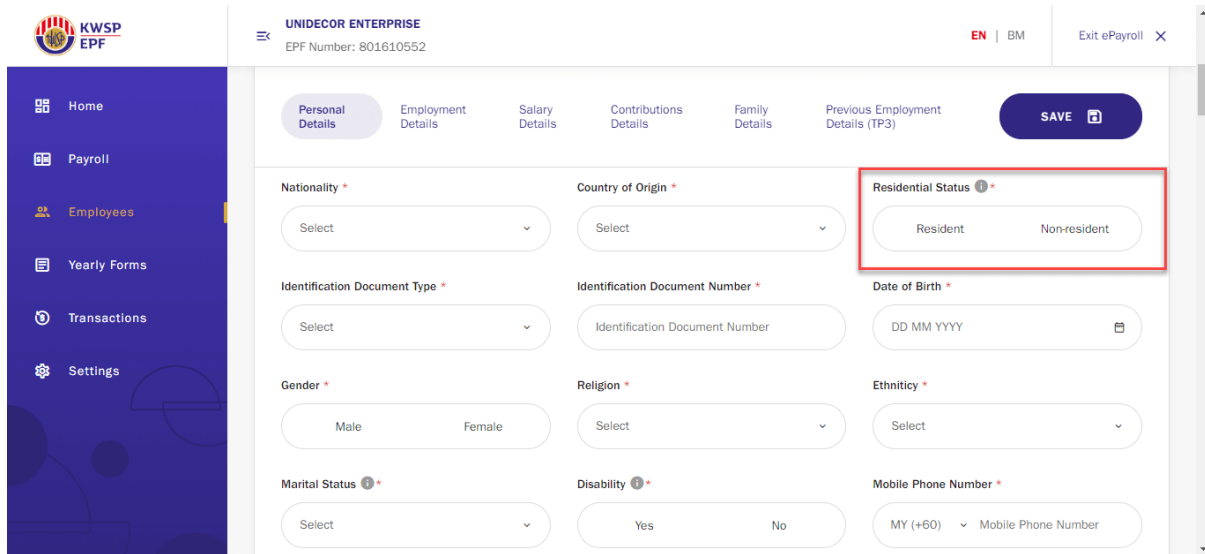
**Marital Status \***  
Select

**Disability \***  
Yes No

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

## e-Payroll User Guide

### Step 5: Select Residential Status.



**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

EN | BM | Exit ePayroll X

Personal Details | Employment Details | Salary Details | Contributions Details | Family Details | Previous Employment Details (TP3) | **SAVE**

**Nationality \*** **Country of Origin \*** **Residential Status \***

Select | Select | Resident | Non-resident

**Identification Document Type \*** **Identification Document Number \*** **Date of Birth \***

Select | Identification Document Number | DD MM YYYY

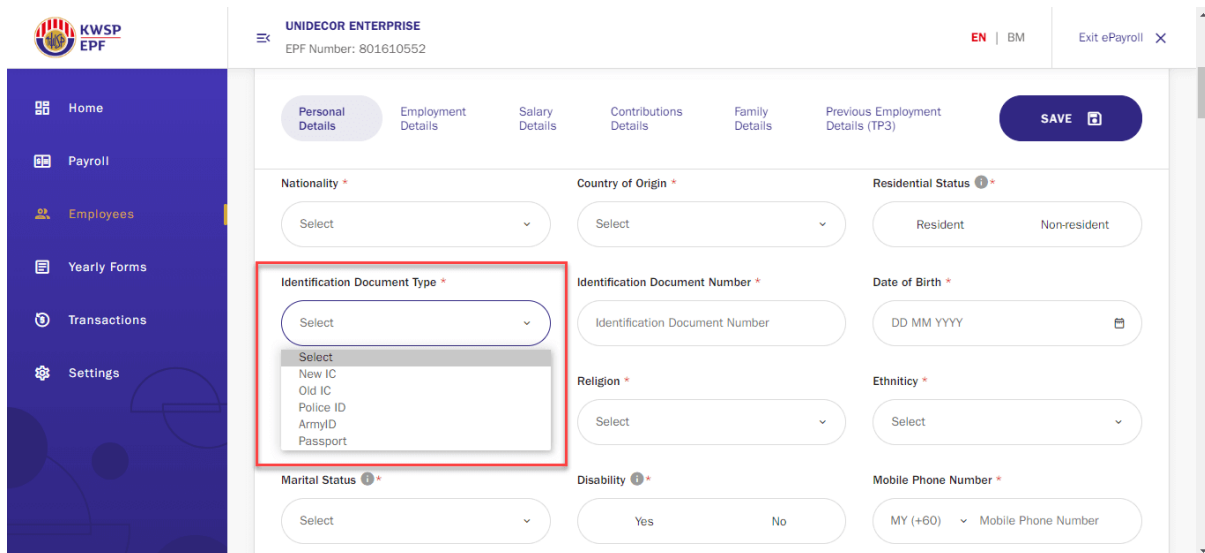
**Gender \*** **Religion \*** **Ethnicity \***

Male | Female | Select | Select

**Marital Status \*** **Disability \*** **Mobile Phone Number \***

Select | Yes | No | MY (+60) | Mobile Phone Number

### Step 6: Select Identification Document Type.



**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

EN | BM | Exit ePayroll X

Personal Details | Employment Details | Salary Details | Contributions Details | Family Details | Previous Employment Details (TP3) | **SAVE**

**Nationality \*** **Country of Origin \*** **Residential Status \***

Select | Select | Resident | Non-resident

**Identification Document Type \*** **Identification Document Number \*** **Date of Birth \***

Select | Identification Document Number | DD MM YYYY

**Religion \*** **Ethnicity \***

Select | Select

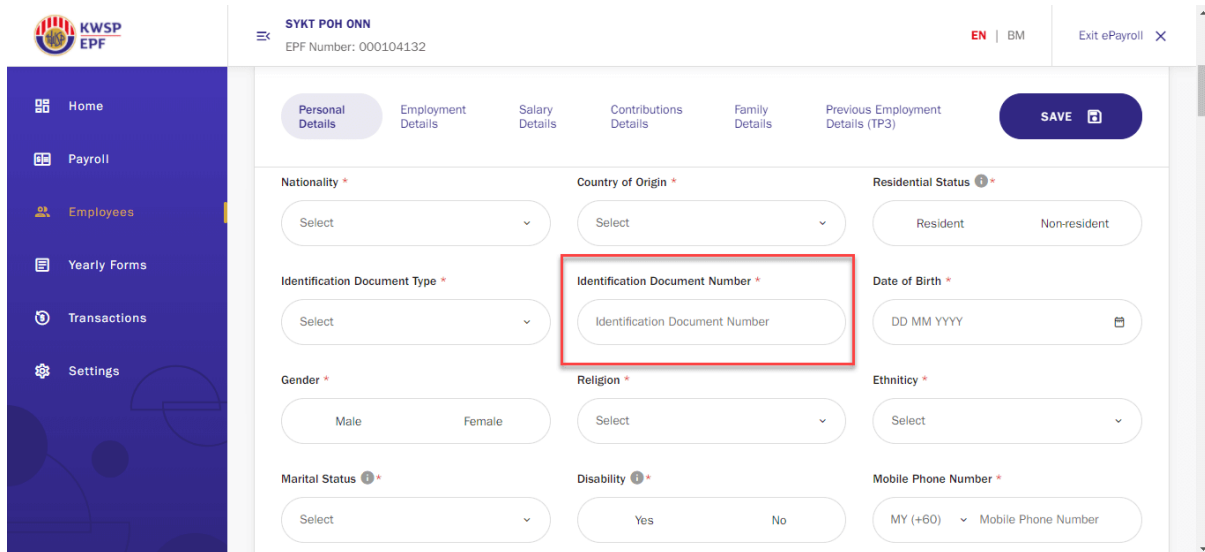
**Marital Status \*** **Disability \*** **Mobile Phone Number \***

Select | Yes | No | MY (+60) | Mobile Phone Number

Select  
 New IC  
 Old IC  
 Police ID  
 ArmyID  
 Passport

## e-Payroll User Guide

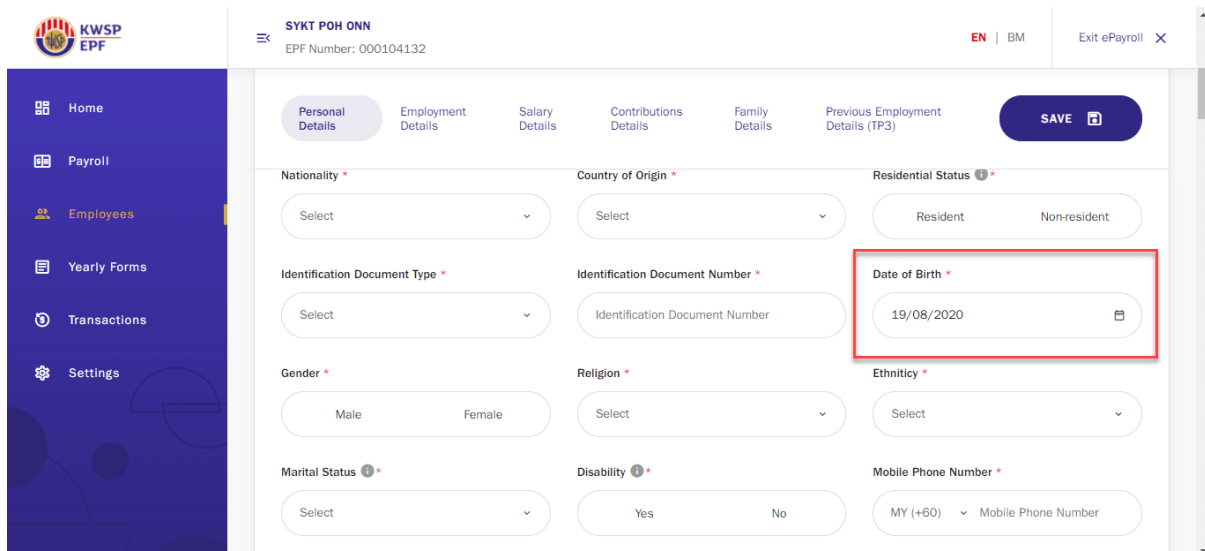
### Step 7: Enter Identification Document Number.



The screenshot shows the 'Personal Details' tab of the e-Payroll system for user SYKT POH ONN (EPF Number: 000104132). The 'Identification Document Number' field is highlighted with a red box. The form includes fields for Nationality, Country of Origin, Residential Status, Identification Document Type, Date of Birth, Gender, Religion, Ethnicity, Marital Status, Disability, and Mobile Phone Number.

Field	Value
Nationality *	Select
Country of Origin *	Select
Residential Status *	Resident / Non-resident
Identification Document Type *	Select
Identification Document Number *	Identification Document Number
Date of Birth *	DD MM YYYY
Gender *	Male / Female
Religion *	Select
Ethnicity *	Select
Marital Status *	Select
Disability *	Yes / No
Mobile Phone Number *	MY (+60) Mobile Phone Number

### Step 8: Enter Date of Birth.

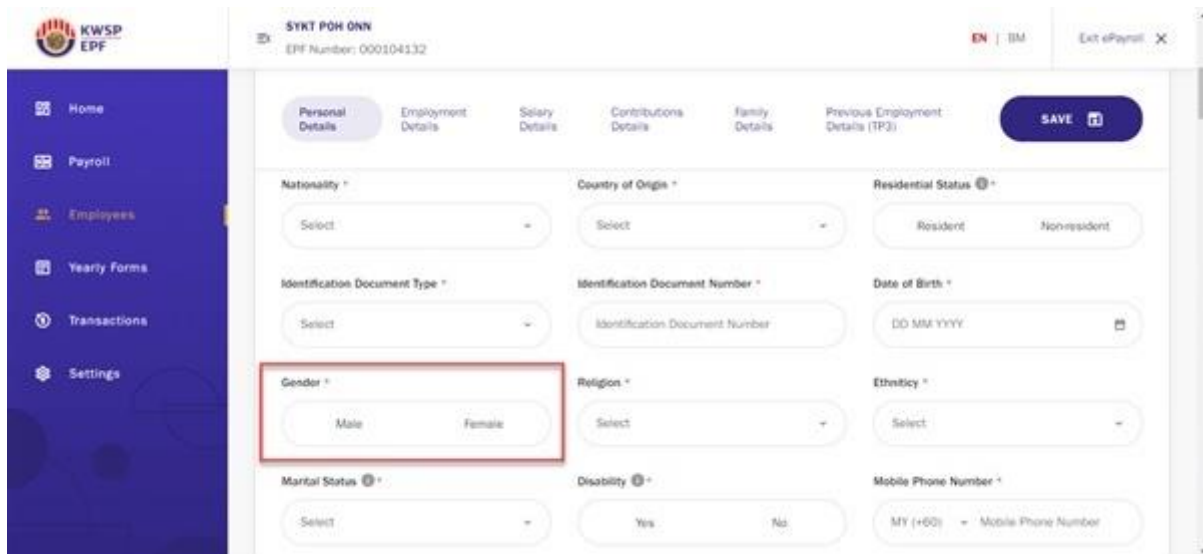


The screenshot shows the 'Personal Details' tab of the e-Payroll system for user SYKT POH ONN (EPF Number: 000104132). The 'Date of Birth' field is highlighted with a red box. The form includes fields for Nationality, Country of Origin, Residential Status, Identification Document Type, Identification Document Number, Date of Birth, Gender, Religion, Ethnicity, Marital Status, Disability, and Mobile Phone Number.

Field	Value
Nationality *	Select
Country of Origin *	Select
Residential Status *	Resident / Non-resident
Identification Document Type *	Select
Identification Document Number *	Identification Document Number
Date of Birth *	19/08/2020
Gender *	Male / Female
Religion *	Select
Ethnicity *	Select
Marital Status *	Select
Disability *	Yes / No
Mobile Phone Number *	MY (+60) Mobile Phone Number

## e-Payroll User Guide

### Step 9: Select Gender. (Optional)



**KWSP EPF** | SYKT POH ONN | EPF Number: 000104132 | EN | BM | Exit ePayroll X

**Personal Details** | Employment Details | Salary Details | Contributions Details | Family Details | Previous Employment Details (TP3) | **SAVE**

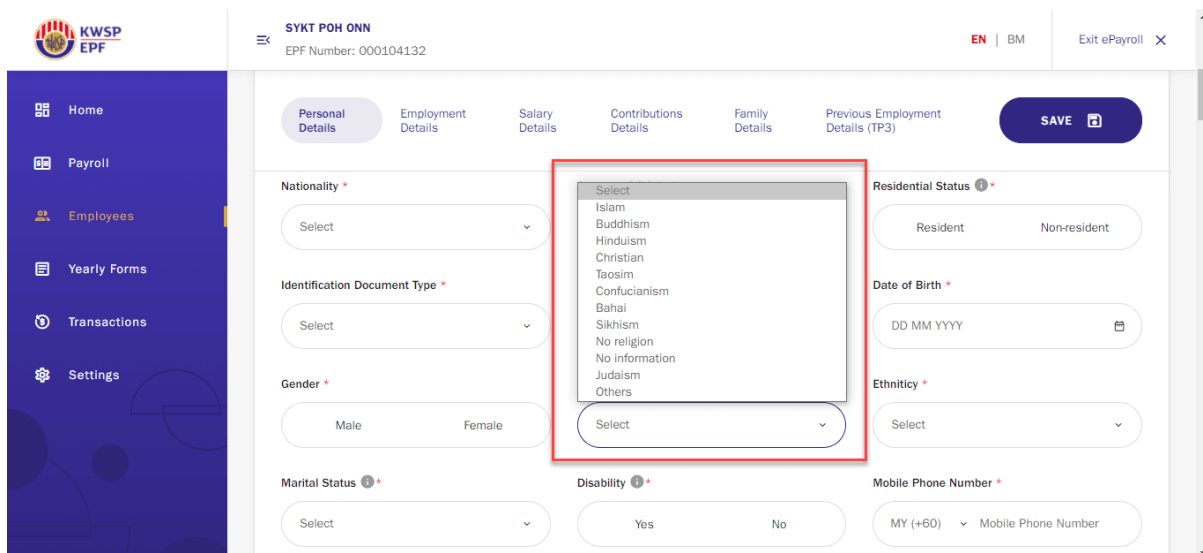
Nationality \* | Country of Origin \* | Residential Status \*  
 Select - | Select - | Resident | Non-resident

Identification Document Type \* | Identification Document Number \* | Date of Birth \*  
 Select - | Identification Document Number | DD MM YYYY

**Gender \*** | Religion \* | Ethnicity \*  
 Male | Female | Select - | Select -

Marital Status \* | Disability \* | Mobile Phone Number \*  
 Select - | Yes | No | MY (+60) - Mobile Phone Number

### Step 10: Select Religion. (Optional)



**KWSP EPF** | SYKT POH ONN | EPF Number: 000104132 | EN | BM | Exit ePayroll X

**Personal Details** | Employment Details | Salary Details | Contributions Details | Family Details | Previous Employment Details (TP3) | **SAVE**

Nationality \* | Residential Status \*  
 Select - | Resident | Non-resident

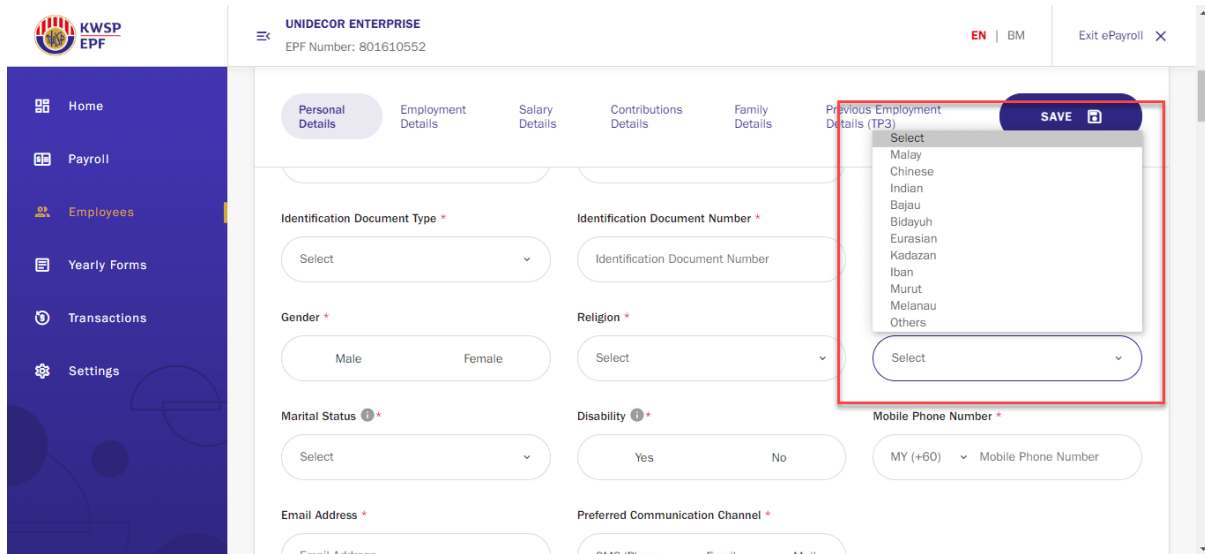
Identification Document Type \* | Date of Birth \*  
 Select - | DD MM YYYY

Gender \* | **Religion \*** | Ethnicity \*  
 Male | Female | Select - | Select -

Marital Status \* | Disability \* | Mobile Phone Number \*  
 Select - | Yes | No | MY (+60) - Mobile Phone Number

Religion dropdown options:  
 Select  
 Islam  
 Buddhism  
 Hinduism  
 Christian  
 Taosim  
 Confucianism  
 Bahai  
 Sikhism  
 No religion  
 No information  
 Judaism  
 Others

### Step 11: Select Ethnicity. (Optional)



**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

EN | BM | Exit ePayroll X

Personal Details | Employment Details | Salary Details | Contributions Details | Family Details | Previous Employment Details (TP3) | **SAVE**

Identification Document Type \*  
Select

Identification Document Number \*  
Identification Document Number

Gender \*  
Male Female

Religion \*  
Select

Marital Status \*  
Select

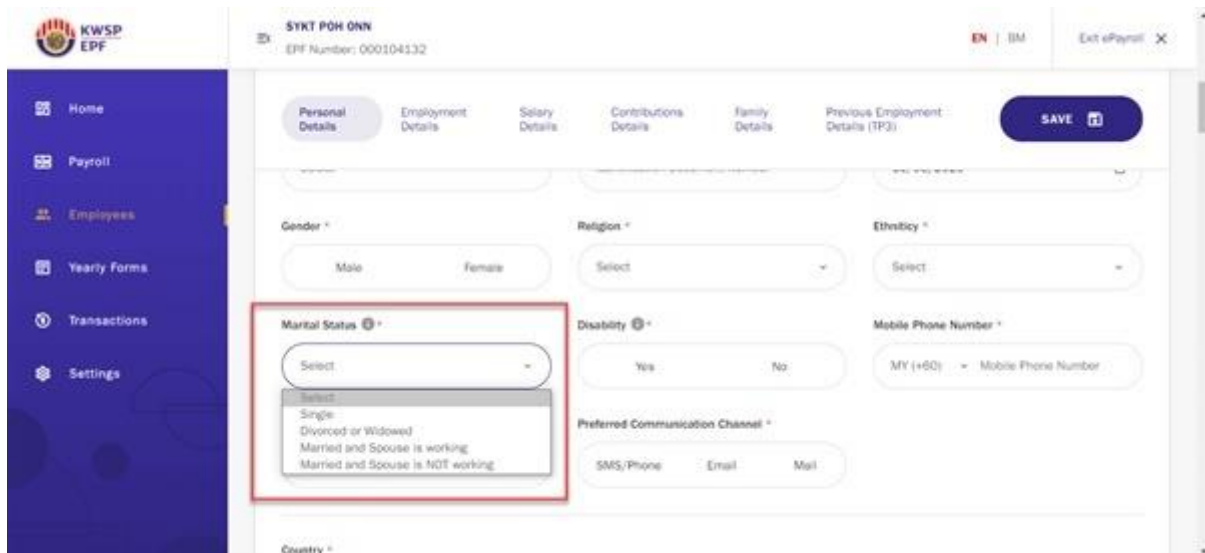
Disability \*  
Yes No

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

Email Address \*  
Email Address

Preferred Communication Channel \*  
SMS/Phone Email Mail

### Step 12: Select Marital Status.



**SYKT PÖH ÖNN**  
EPF Number: 000104132

EN | BM | Exit ePayroll X

Personal Details | Employment Details | Salary Details | Contributions Details | Family Details | Previous Employment Details (TP3) | **SAVE**

Gender \*  
Male Female

Religion \*  
Select

Ethnicity \*  
Select

Marital Status \*  
Select  
Single  
Divorced or Widowed  
Married and Spouse is working  
Married and Spouse is NOT working

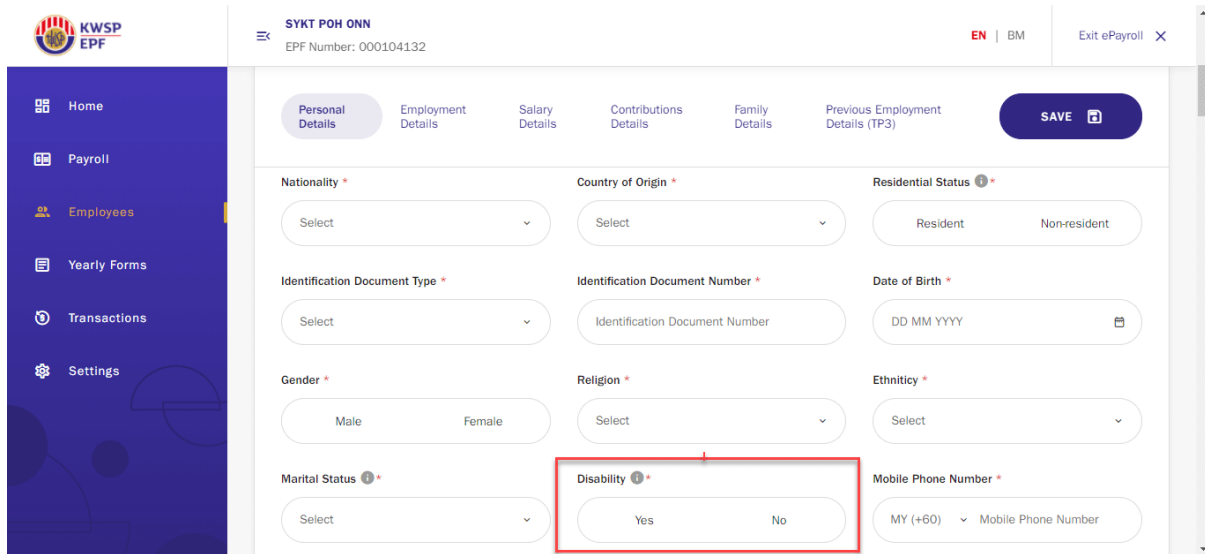
Disability \*  
Yes No

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

Preferred Communication Channel \*  
SMS/Phone Email Mail

Country \*

## Step 13: Select Disability.



**KWSP EPF** SYKT POH ONN  
EPF Number: 000104132 EN | BM Exit ePayroll X

Personal Details Employment Details Salary Details Contributions Details Family Details Previous Employment Details (TP3) **SAVE**

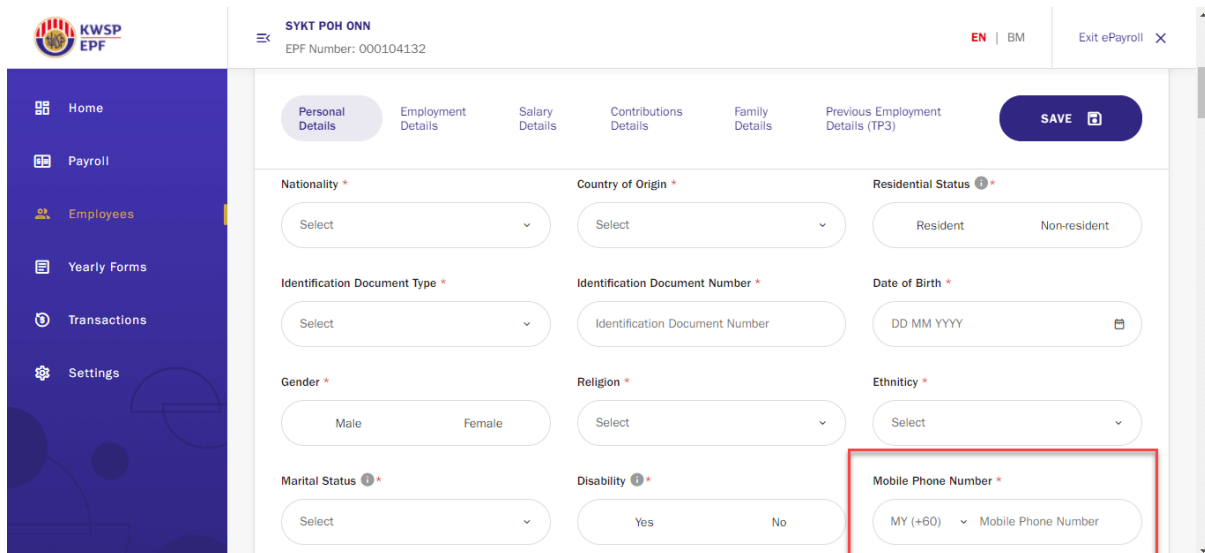
Nationality \* Country of Origin \* Residential Status \*  
Select Select Resident Non-resident

Identification Document Type \* Identification Document Number \* Date of Birth \*  
Select Identification Document Number DD MM YYYY

Gender \* Religion \* Ethnicity \*  
Male Female Select Select

Marital Status \* Disability \* Mobile Phone Number \*  
Select Yes No MY (+60) Mobile Phone Number

## Step 14: Enter Mobile Phone Number. (Optional)



**KWSP EPF** SYKT POH ONN  
EPF Number: 000104132 EN | BM Exit ePayroll X

Personal Details Employment Details Salary Details Contributions Details Family Details Previous Employment Details (TP3) **SAVE**

Nationality \* Country of Origin \* Residential Status \*  
Select Select Resident Non-resident

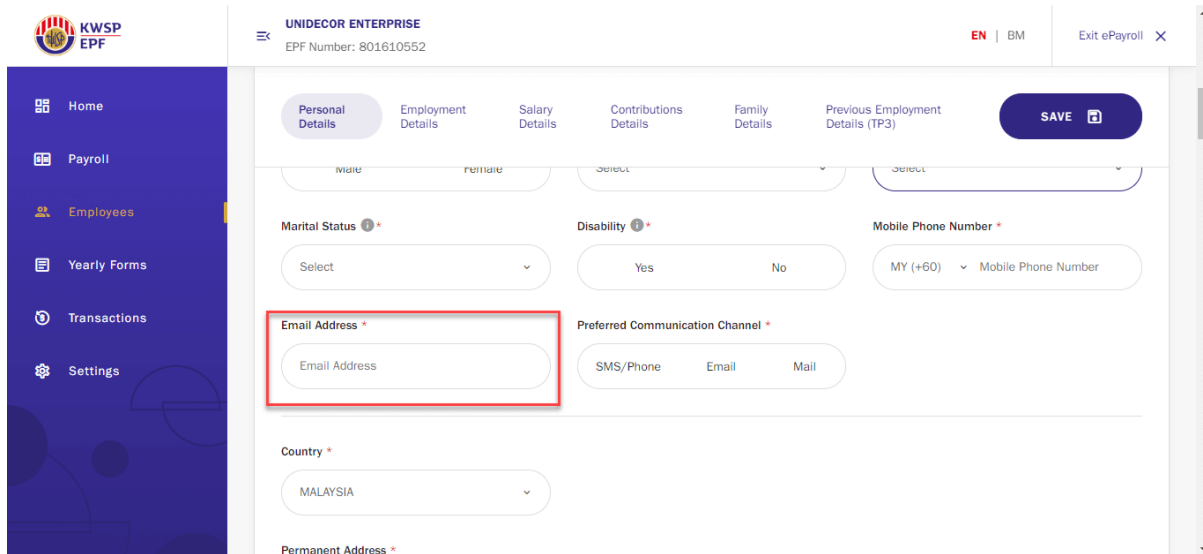
Identification Document Type \* Identification Document Number \* Date of Birth \*  
Select Identification Document Number DD MM YYYY

Gender \* Religion \* Ethnicity \*  
Male Female Select Select

Marital Status \* Disability \* Mobile Phone Number \*  
Select Yes No MY (+60) Mobile Phone Number

## e-Payroll User Guide

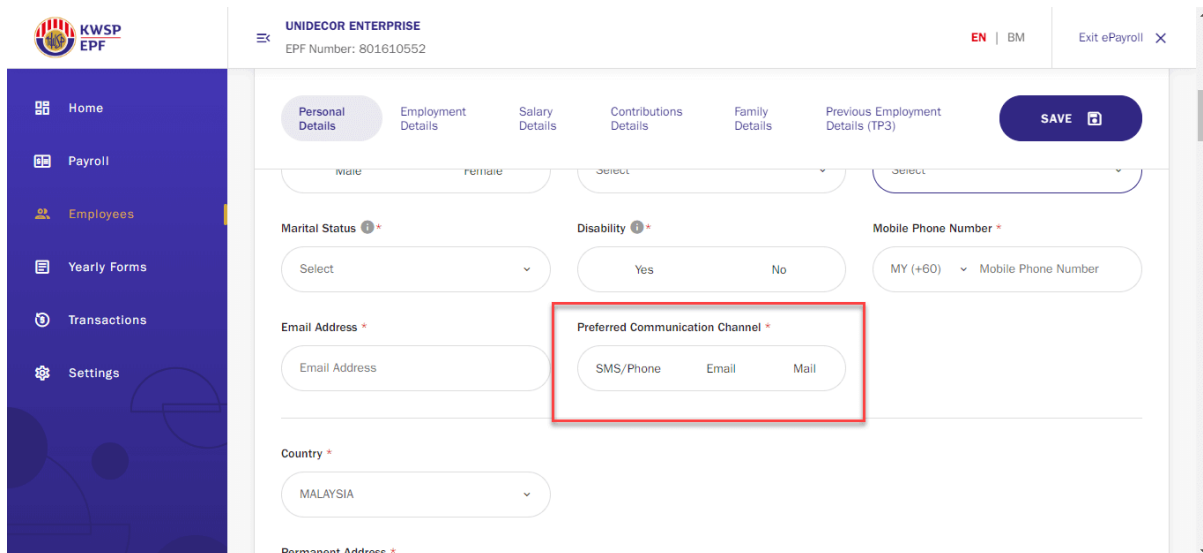
### Step 15: Enter Email Address. (Optional)



The screenshot shows the 'UNIDECOR ENTERPRISE' e-Payroll interface. The user is logged in as 'EN | BM' with EPF Number: 801610552. The 'Personal Details' tab is active. The 'Email Address' field is highlighted with a red box. Other fields include Marital Status, Disability, Mobile Phone Number, Preferred Communication Channel, and Country.

Field	Value
Marital Status	Select
Disability	Yes / No
Mobile Phone Number	MY (+60) Mobile Phone Number
Preferred Communication Channel	SMS/Phone / Email / Mail
Country	MALAYSIA

### Step 16: Enter Preferred Communication Channel. (Optional)

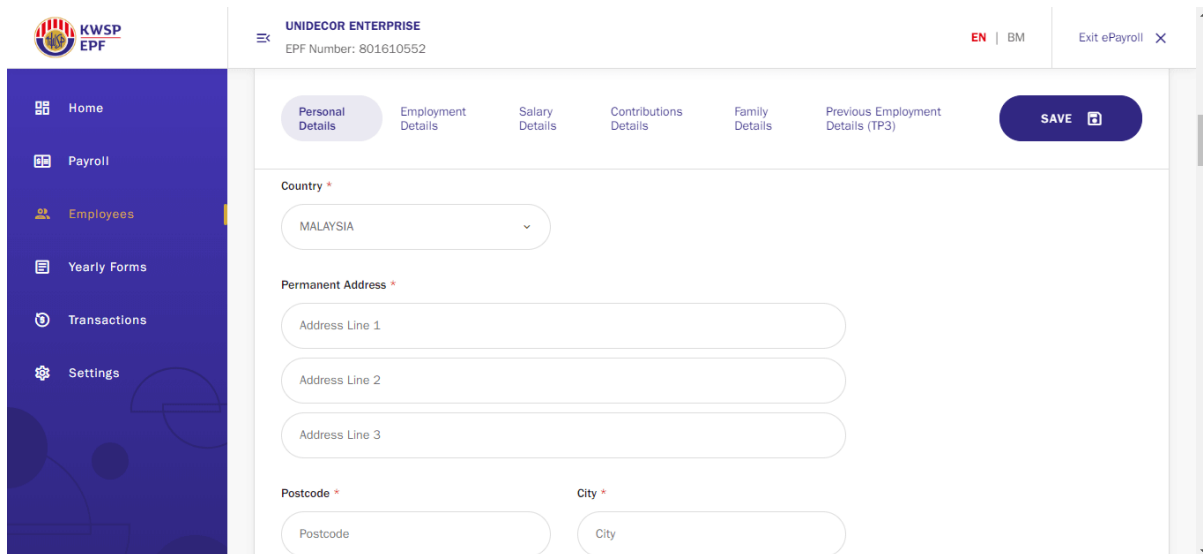


The screenshot shows the 'UNIDECOR ENTERPRISE' e-Payroll interface. The user is logged in as 'EN | BM' with EPF Number: 801610552. The 'Personal Details' tab is active. The 'Preferred Communication Channel' field is highlighted with a red box. Other fields include Marital Status, Disability, Mobile Phone Number, Email Address, and Country.

Field	Value
Marital Status	Select
Disability	Yes / No
Mobile Phone Number	MY (+60) Mobile Phone Number
Preferred Communication Channel	SMS/Phone / Email / Mail
Country	MALAYSIA

## e-Payroll User Guide

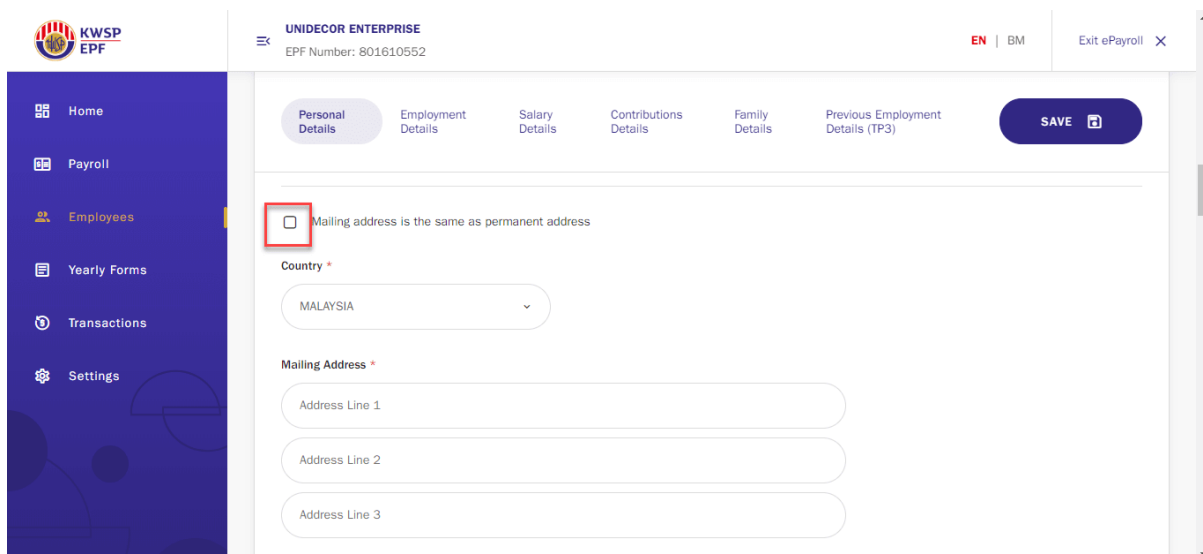
### Step 17: Enter Permanent Address. (Optional)



The screenshot shows the 'UNIDECOR ENTERPRISE' interface for EPF Number: 801610552. The user is logged in as EN | BM. The left sidebar contains navigation options: Home, Payroll, Employees, Yearly Forms, Transactions, and Settings. The main content area displays the 'Personal Details' tab. A 'SAVE' button is visible in the top right. The form fields include: Country (MALAYSIA), Permanent Address (Address Line 1, 2, 3), Postcode, and City.

### Step 18: Enter Mailing Address. (Optional)

Step 19: Tick checkbox if Mailing Address is the same as Permanent Address. e-Payroll will auto-populate Mailing Address as per Permanent Address if checkbox is ticked.

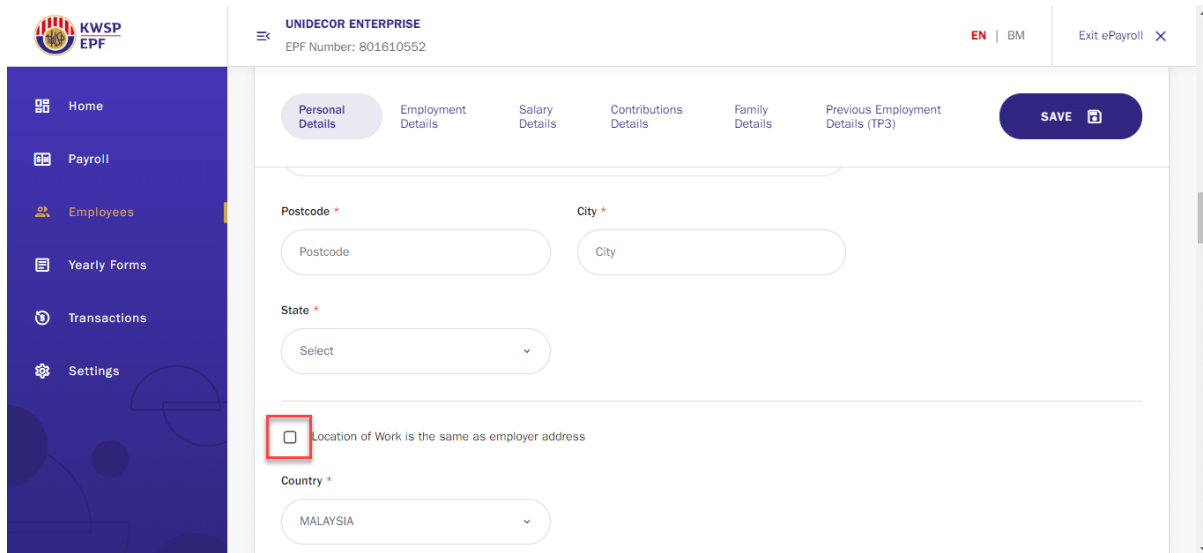


The screenshot shows the 'UNIDECOR ENTERPRISE' interface for EPF Number: 801610552. The user is logged in as EN | BM. The left sidebar contains navigation options: Home, Payroll, Employees, Yearly Forms, Transactions, and Settings. The main content area displays the 'Personal Details' tab. A 'SAVE' button is visible in the top right. The form fields include: Country (MALAYSIA), Mailing Address (Address Line 1, 2, 3), Postcode, and City. A checkbox labeled 'Mailing address is the same as permanent address' is highlighted with a red box.

## e-Payroll User Guide

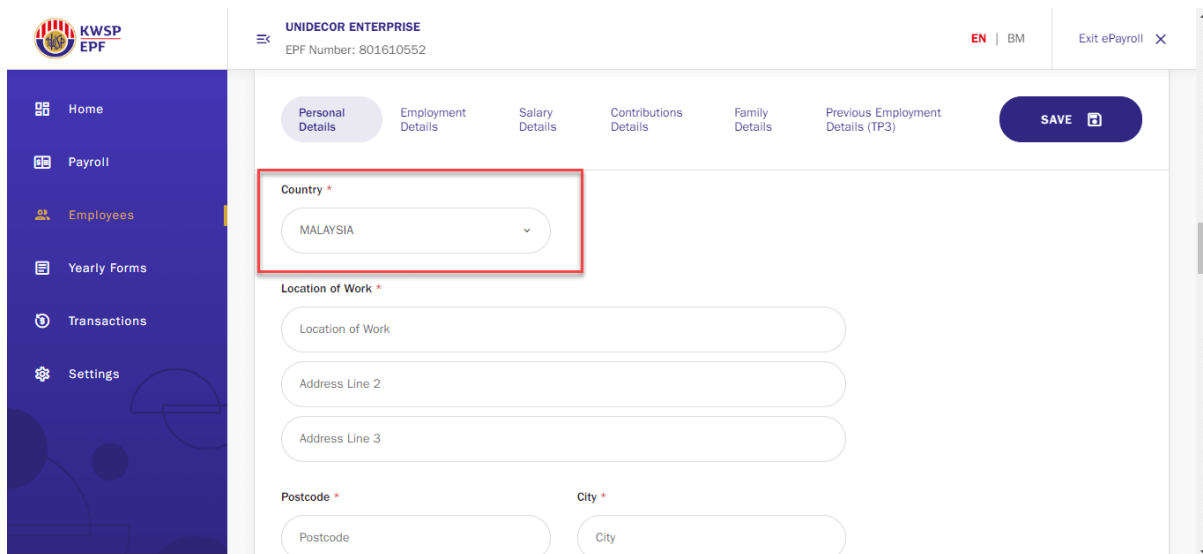
Step 20: Enter Working Location.

Step 21: Tick checkbox if Location of Work is the same as employer address. e-Payroll will auto-populate Working Location as per Business Address (in i-Akaun Majikan) if checkbox is ticked.




The screenshot shows the 'Personal Details' tab for 'UNIDECOR ENTERPRISE' (EPF Number: 801610552). The interface includes a sidebar with navigation options: Home, Payroll, Employees, Yearly Forms, Transactions, and Settings. The main content area has tabs for Personal Details, Employment Details, Salary Details, Contributions Details, Family Details, and Previous Employment Details (TP3). A 'SAVE' button is visible. The form fields include Postcode, City, State, and Country. A checkbox labeled 'Location of Work is the same as employer address' is highlighted with a red box.

Step 22: Please ensure Line 1, Line 2, Postcode, City & Country of working location is entered as it is mandatory to add employee successfully. (Refer screenshots below)



The screenshot shows the 'Personal Details' tab for 'UNIDECOR ENTERPRISE' (EPF Number: 801610552). The interface is similar to the previous screenshot. The 'Country' dropdown menu is highlighted with a red box. Below it, the 'Location of Work' section contains three input fields: 'Location of Work', 'Address Line 2', and 'Address Line 3'. The 'Postcode' and 'City' fields are also visible at the bottom.

## e-Payroll User Guide



UNIDECOR ENTERPRISE  
EPF Number: 801610552

EN | BM Exit ePayroll X

Personal Details Employment Details Salary Details Contributions Details Family Details Previous Employment Details (TP3) **SAVE**

Country \*  
MALAYSIA


**Location of Work \***

Location of Work  
*This line is required.*

Address Line 2  
*This line is required.*

Address Line 3

Postcode \* City \*



UNIDECOR ENTERPRISE  
EPF Number: 801610552

EN | BM Exit ePayroll X

Personal Details Employment Details Salary Details Contributions Details Family Details Previous Employment Details (TP3) **SAVE**


Address Line 3

**Postcode \*** City \*

58000 KUALA LUMPUR

58000  
KUALA LUMPUR, W.PERSEKUTUAN (KUALA LUM  
W.PERSEKUTUAN (KUALA LUMPUR)

**Employment Details**



UNIDECOR ENTERPRISE  
EPF Number: 801610552

EN | BM Exit ePayroll X

Personal Details Employment Details Salary Details Contributions Details Family Details Previous Employment Details (TP3) **SAVE**

Address Line 3

**Postcode \*** **City \***

58000 KUALA LUMPUR

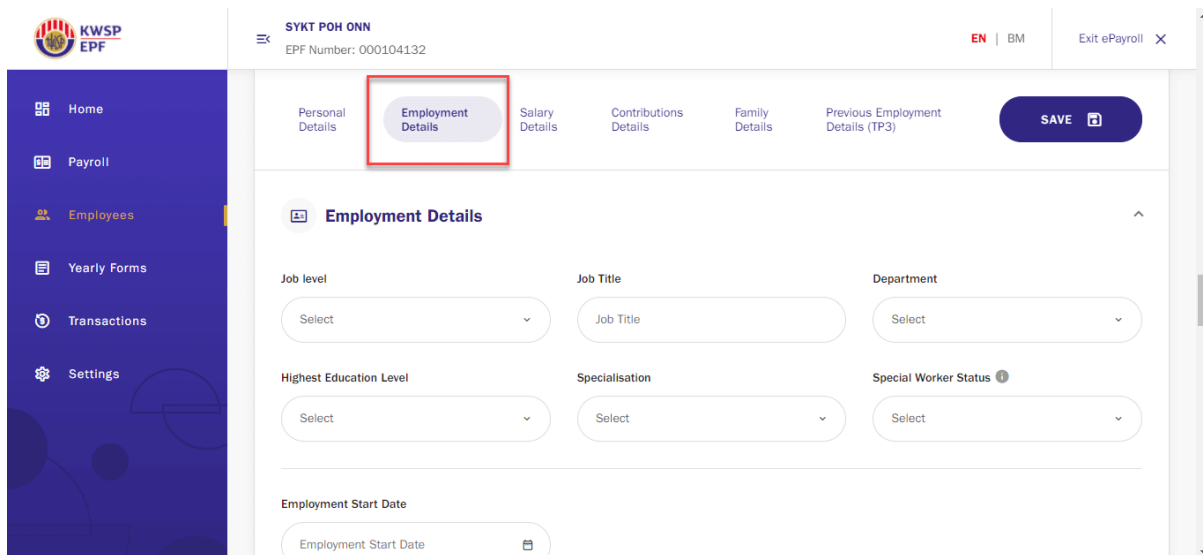
**State \***

W.PERSEKUTUAN (KUALA LUMPUR)

**Employment Details**

## 2.4.2.2 Employment Details

Step 1: Click 'Employment Details' tab.

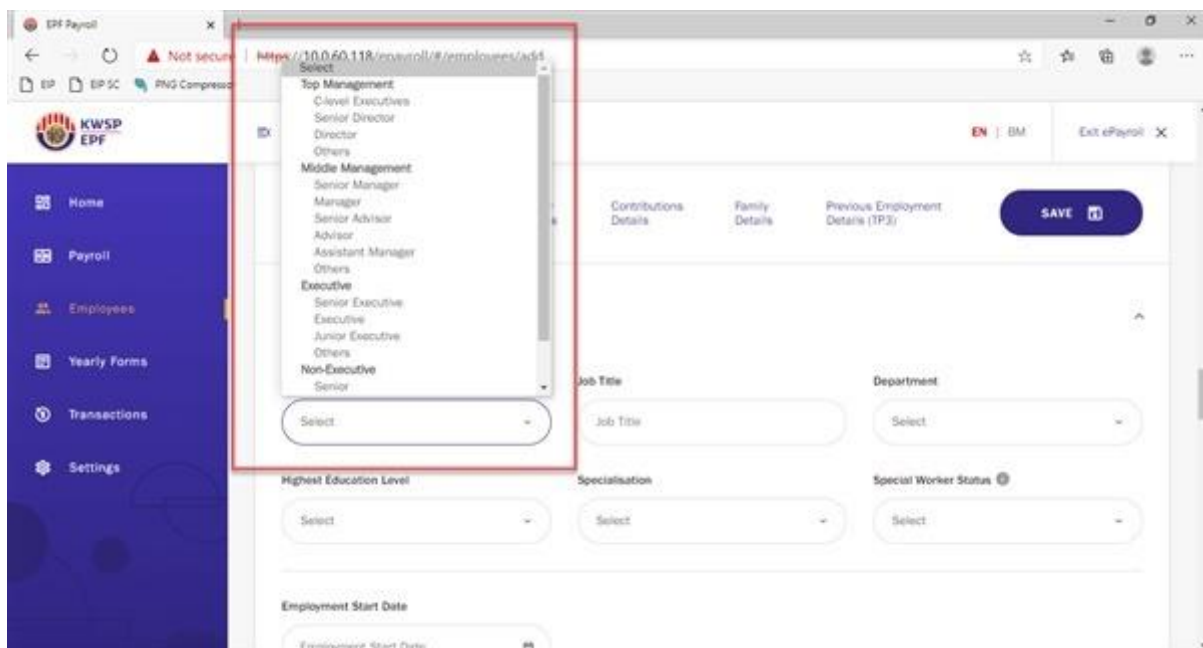


The screenshot shows the e-Payroll interface for user SYKT POH ONN (EPF Number: 000104132). The 'Employment Details' tab is highlighted with a red box. The interface includes a sidebar with navigation options: Home, Payroll, Employees, Yearly Forms, Transactions, and Settings. The main content area displays the 'Employment Details' form with the following fields:

- Job level: Select
- Job Title: Job Title
- Department: Select
- Highest Education Level: Select
- Specialisation: Select
- Special Worker Status: Select
- Employment Start Date: Employment Start Date

A 'SAVE' button is visible in the top right corner.

Step 2: Select Job Title. (Optional)



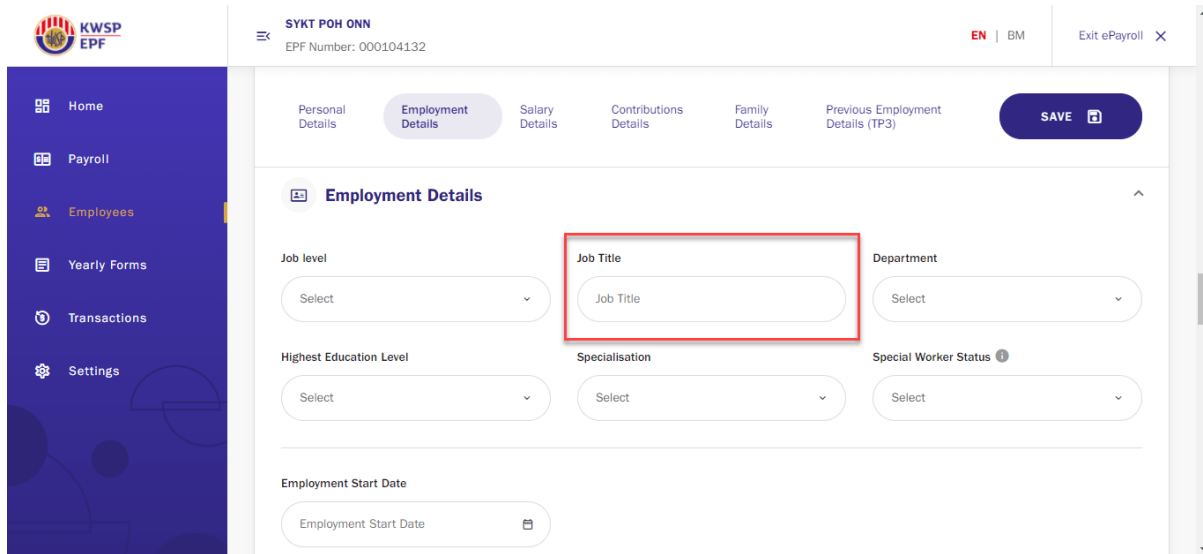
The screenshot shows the e-Payroll interface with the 'Job Title' dropdown menu open. The dropdown menu is highlighted with a red box and lists the following options:

- Top Management
  - C-level Executives
  - Senior Director
  - Director
  - Others
- Middle Management
  - Senior Manager
  - Manager
  - Senior Advisor
  - Advisor
  - Assistant Manager
  - Others
- Executive
  - Senior Executive
  - Executive
  - Junior Executive
  - Others
- Non-Executive
  - Senior

The 'Job Title' field in the form is currently set to 'Select'.

## e-Payroll User Guide

### Step 3: Enter Job Title. (Optional)



**KWSP EPF** | SYKT POH ONN | EPF Number: 000104132 | EN | BM | Exit ePayroll X

Personal Details | **Employment Details** | Salary Details | Contributions Details | Family Details | Previous Employment Details (TP3) | **SAVE**

### Employment Details

Job level: Select

**Job Title**: Job Title

Department: Select

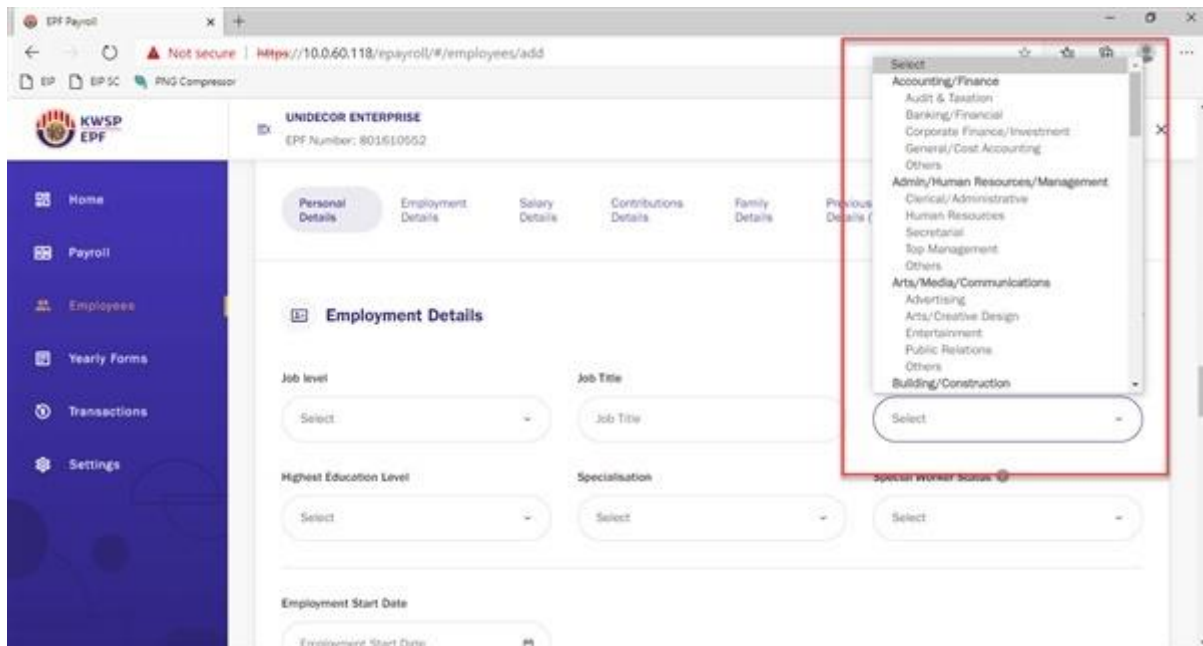
Highest Education Level: Select

Specialisation: Select

Special Worker Status: Select

Employment Start Date: Employment Start Date

### Step 4: Select Department. (Optional)



EPF Payroll | Not secure | <https://10.0.60.118/epayroll/#/employees/add>

**KWSP EPF** | UNIDECOR ENTERPRISE | EPF Number: 801610552

Personal Details | **Employment Details** | Salary Details | Contributions Details | Family Details | Previous Details

### Employment Details

Job level: Select

Job Title: Job Title

Department: **Building/Construction**

Highest Education Level: Select

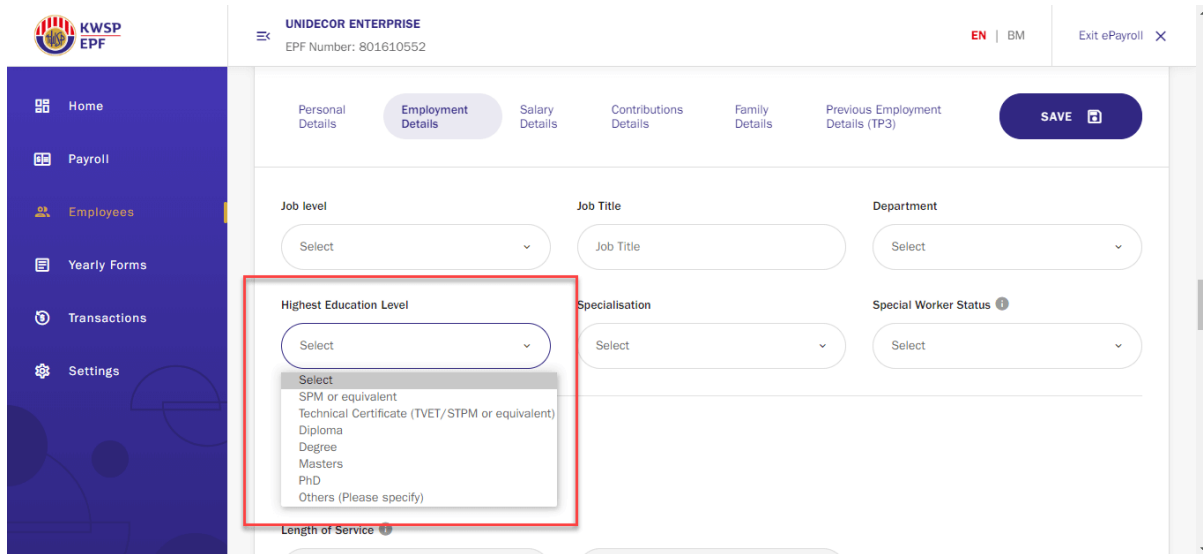
Specialisation: Select

Special Worker Status: Select

Employment Start Date: Employment Start Date

## e-Payroll User Guide

### Step 5: Select Highest Education Level. (Optional)



**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

EN | BM Exit ePayroll X

Personal Details Employment Details Salary Details Contributions Details Family Details Previous Employment Details (TP3) SAVE

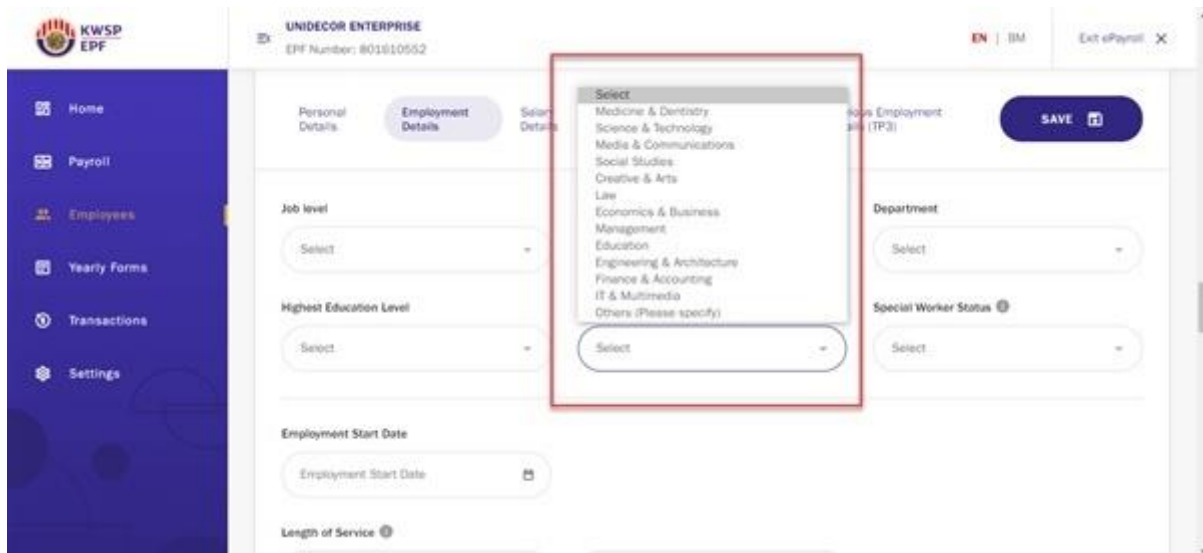
Job level: Select Job Title: Job Title Department: Select

**Highest Education Level**: Select  
 Select  
 SPM or equivalent  
 Technical Certificate (TVET/STPM or equivalent)  
 Diploma  
 Degree  
 Masters  
 PhD  
 Others (Please specify)

Specialisation: Select Special Worker Status: Select

Length of Service

### Step 6: Select Specialization. (Optional)



**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

EN | BM Exit ePayroll X

Personal Details Employment Details Salary Details Contributions Details Family Details Previous Employment Details (TP3) SAVE

Job level: Select Job Title: Job Title Department: Select

Highest Education Level: Select

**Specialization**: Select  
 Select  
 Medicine & Dentistry  
 Science & Technology  
 Media & Communications  
 Social Studies  
 Creative & Arts  
 Law  
 Economics & Business  
 Management  
 Education  
 Engineering & Architecture  
 Finance & Accounting  
 IT & Multimedia  
 Others (Please specify)

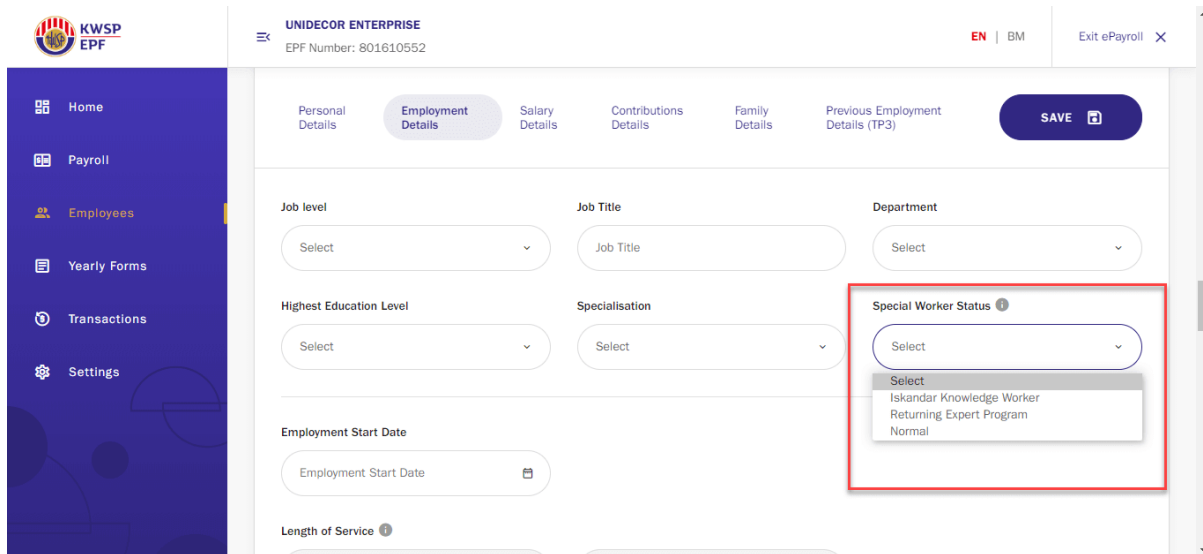
Special Worker Status: Select

Employment Start Date: Employment Start Date

Length of Service

## e-Payroll User Guide

Step 7: Select Special Worker Status. Only applicable for relevant individuals for tax calculation purposes. Select 'Normal' if not applicable. (Optional)



UNIDECOR ENTERPRISE  
EPF Number: 801610552

Home | Payroll | Employees | Yearly Forms | Transactions | Settings

Personal Details | **Employment Details** | Salary Details | Contributions Details | Family Details | Previous Employment Details (TP3) | SAVE

Job level: Select | Job Title: Job Title | Department: Select

Highest Education Level: Select | Specialisation: Select

Employment Start Date: Employment Start Date

Length of Service

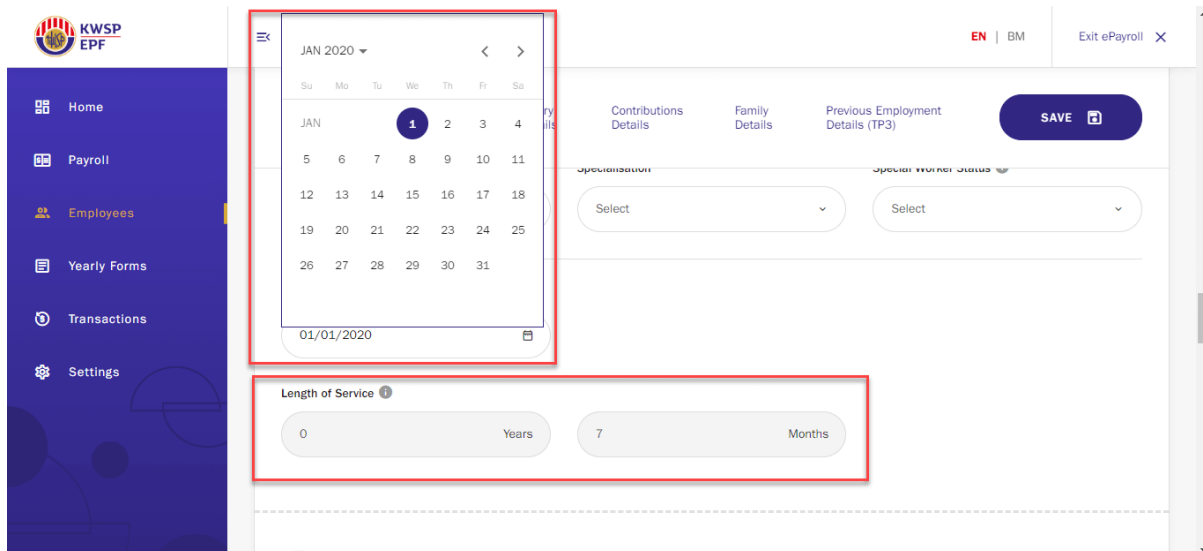
**Special Worker Status**

- Select
- Iskandar Knowledge Worker
- Returning Expert Program
- Normal

Step 8: Enter Employment Start Date.

**Note: Payroll will include employees into payroll based on Employment Start Date. (i.e. if employee's Employment Start Date is 05/05/2020, then e-Payroll will only include this employee into payroll from May 2020 onwards in Payroll Adjustment)**

Step 9: Length of Service will auto-calculate based on current date and Employment Start Date.



UNIDECOR ENTERPRISE  
EPF Number: 801610552

Home | Payroll | Employees | Yearly Forms | Transactions | Settings

Contributions Details | Family Details | Previous Employment Details (TP3) | SAVE

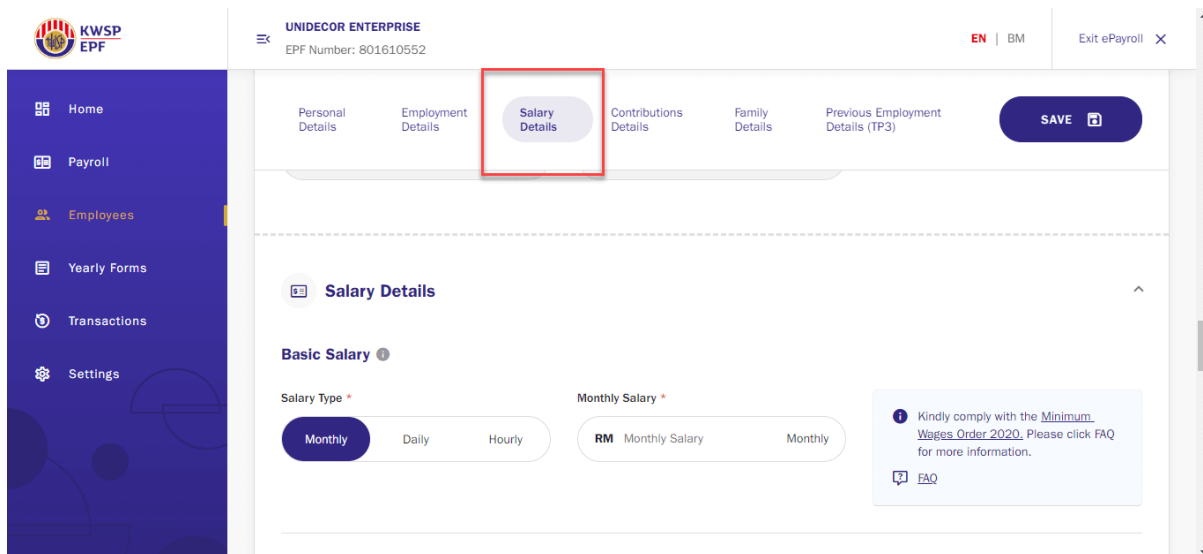
Specialisation: Select | Special Worker Status: Select

**Length of Service**

0 Years | 7 Months

## 2.4.2.3 Salary Details

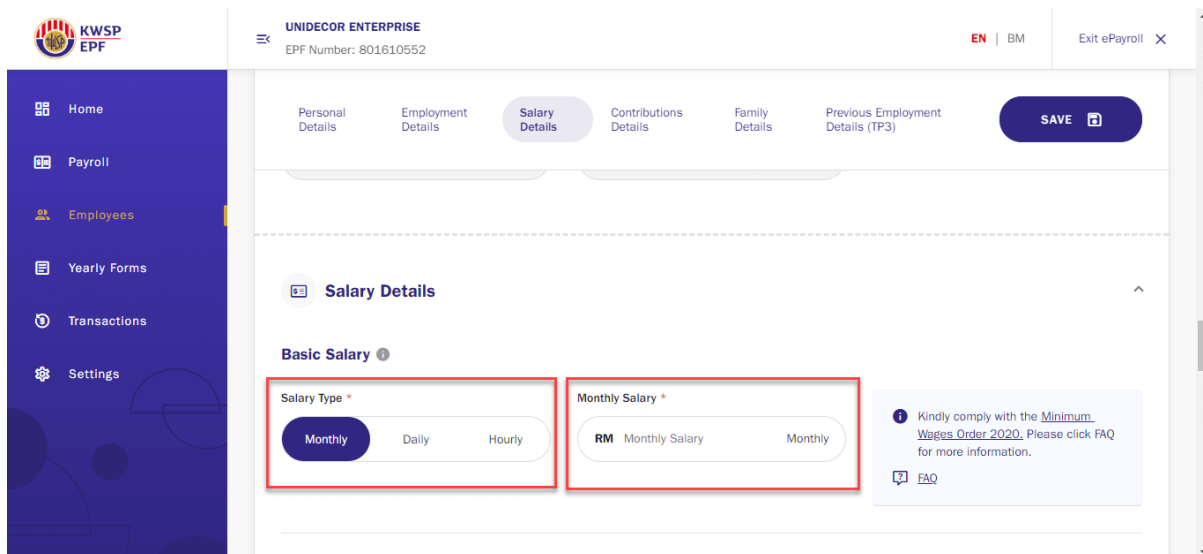
Step 1: Click 'Salary Details' tab.



The screenshot shows the e-Payroll interface for UNIDECOR ENTERPRISE (EPF Number: 801610552). The 'Salary Details' tab is highlighted in the top navigation bar. The main content area displays the 'Basic Salary' section with 'Salary Type' set to 'Monthly' and 'Monthly Salary' set to 'RM Monthly Salary'. A red box highlights the 'Salary Details' tab in the navigation bar.

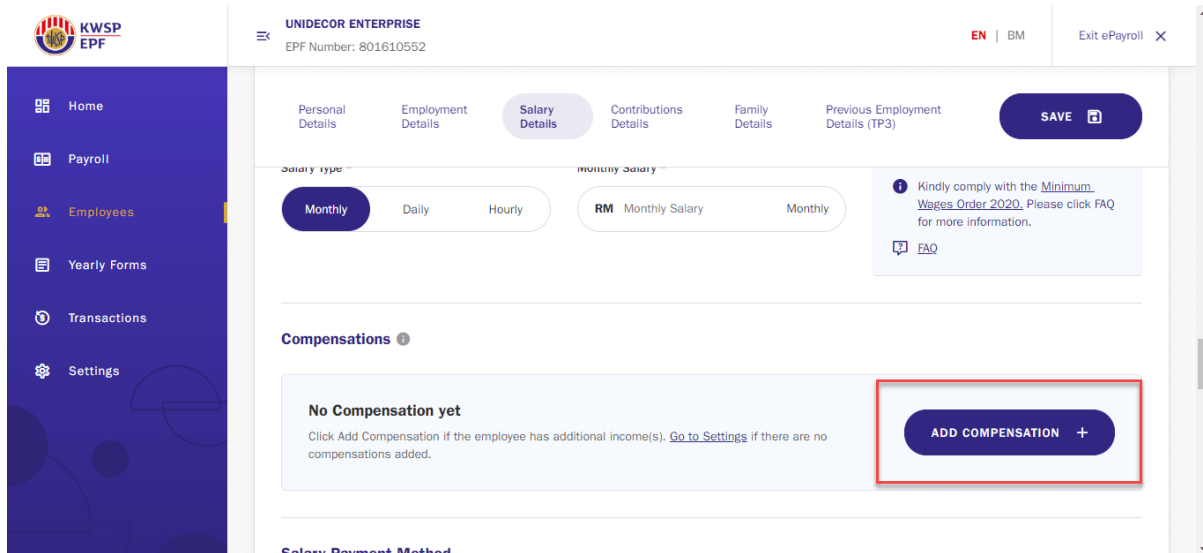
Step 2: Select Salary Type

Step 3: Enter salary amount.



The screenshot shows the e-Payroll interface for UNIDECOR ENTERPRISE (EPF Number: 801610552). The 'Salary Details' tab is highlighted in the top navigation bar. The main content area displays the 'Basic Salary' section. The 'Salary Type' field is set to 'Monthly' and the 'Monthly Salary' field is set to 'RM Monthly Salary'. Red boxes highlight the 'Salary Type' and 'Monthly Salary' fields.

Step 1: Click 'Add Compensation' button to add compensation onto employee.



UNIDECOR ENTERPRISE  
EPF Number: 801610552

Personal Details | Employment Details | **Salary Details** | Contributions Details | Family Details | Previous Employment Details (TP3) | **SAVE**

Salary Type: Monthly | Daily | Hourly | **RM Monthly Salary** | Monthly

Kindly comply with the [Minimum Wages Order 2020](#). Please click [FAQ](#) for more information.

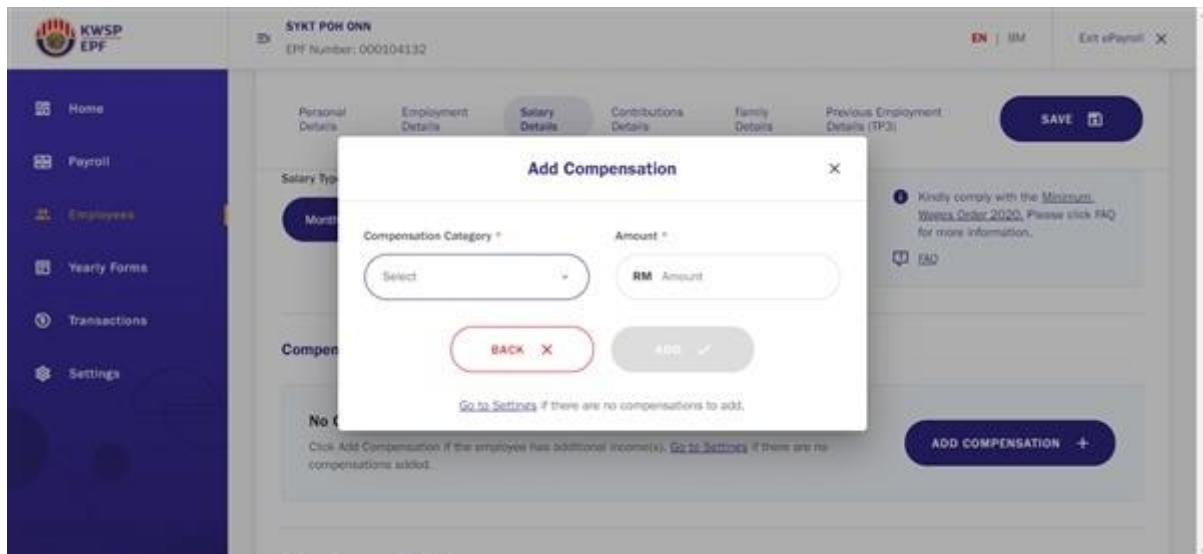
**Compensations**

**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

Step 2: e-Payroll displays input page.



SYKT POH ONN  
EPF Number: 000104132

Personal Details | Employment Details | **Salary Details** | Contributions Details | Family Details | Previous Employment Details (TP3) | **SAVE**

Salary Type: Monthly | Daily | Hourly | **RM Monthly Salary** | Monthly

Kindly comply with the [Minimum Wages Order 2020](#). Please click [FAQ](#) for more information.

**Add Compensation**

Compensation Category \*  
Select

Amount \*  
RM Amount

**BACK** **ADD**

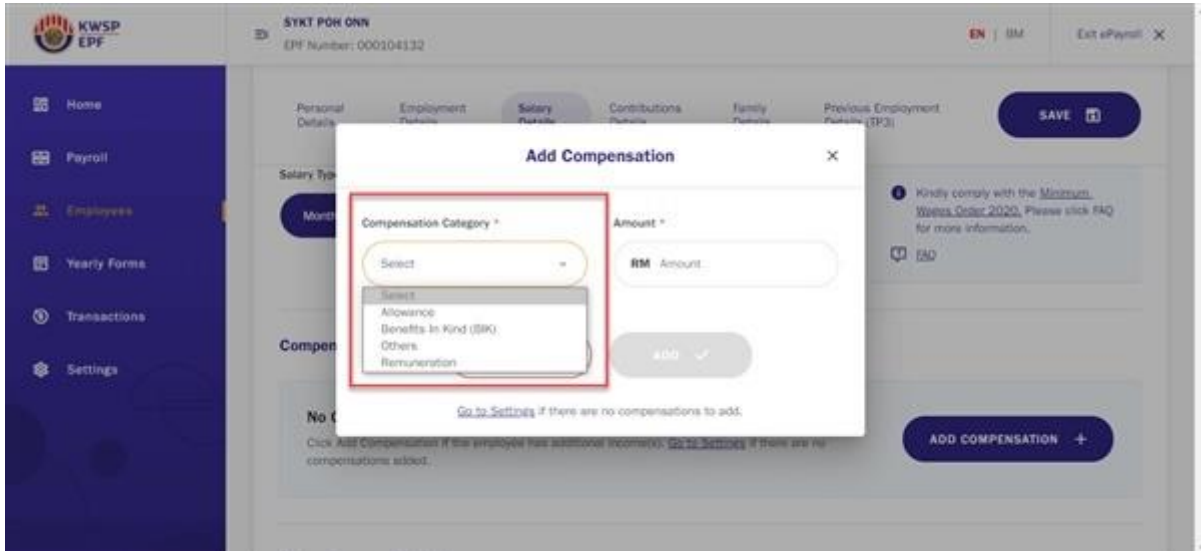
[Go to Settings](#) if there are no compensations to add.

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

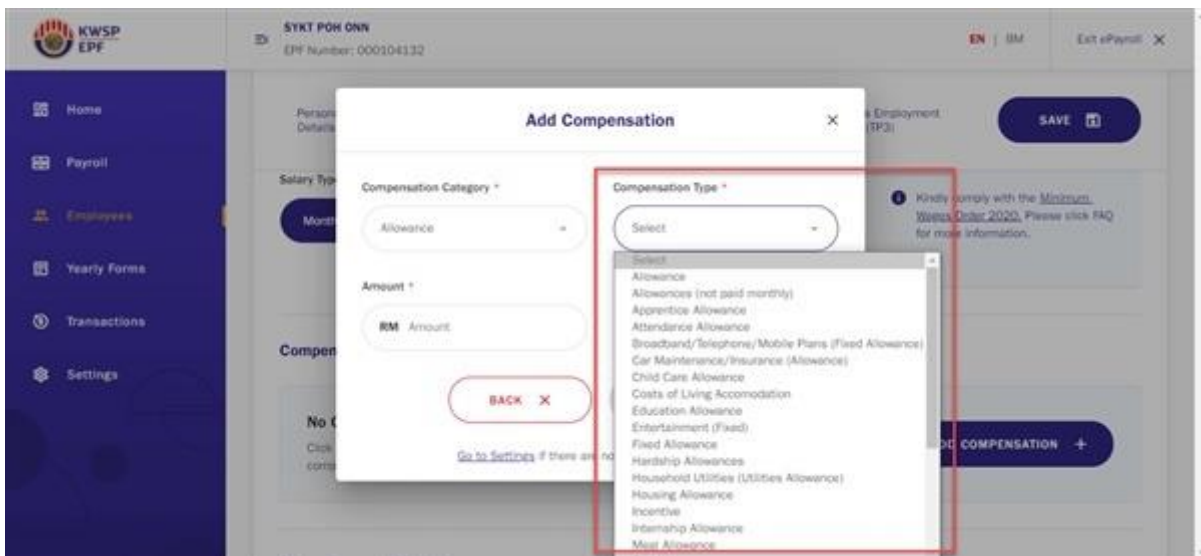
**ADD COMPENSATION +**

## e-Payroll User Guide

Step 3: Select Compensation Category. Compensation Type associated with selected Compensation Category will be displayed after selecting Compensation Category.



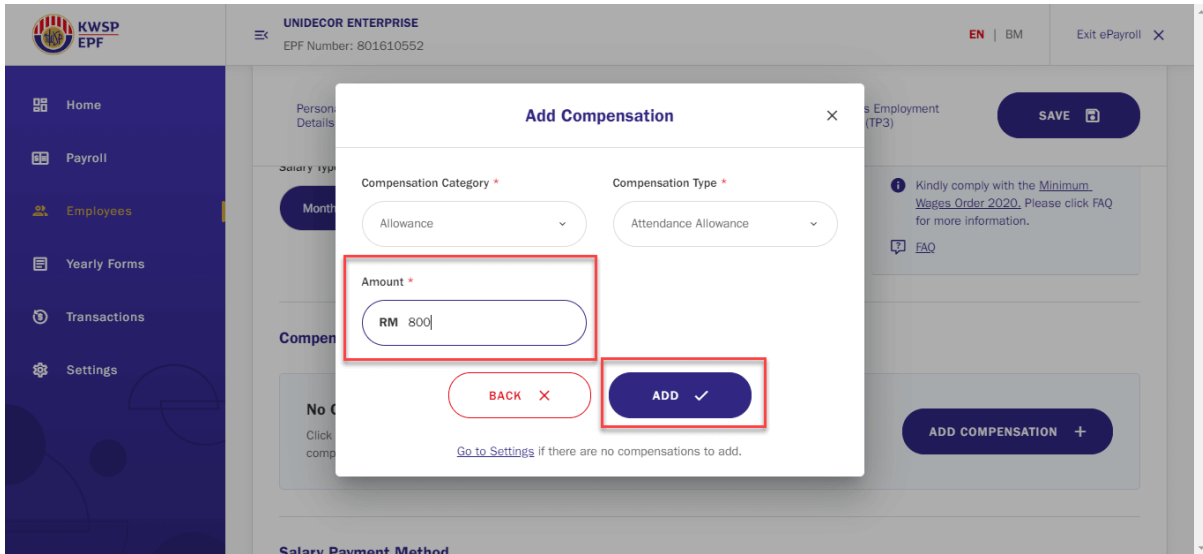
Step 4: Select Compensation Type.



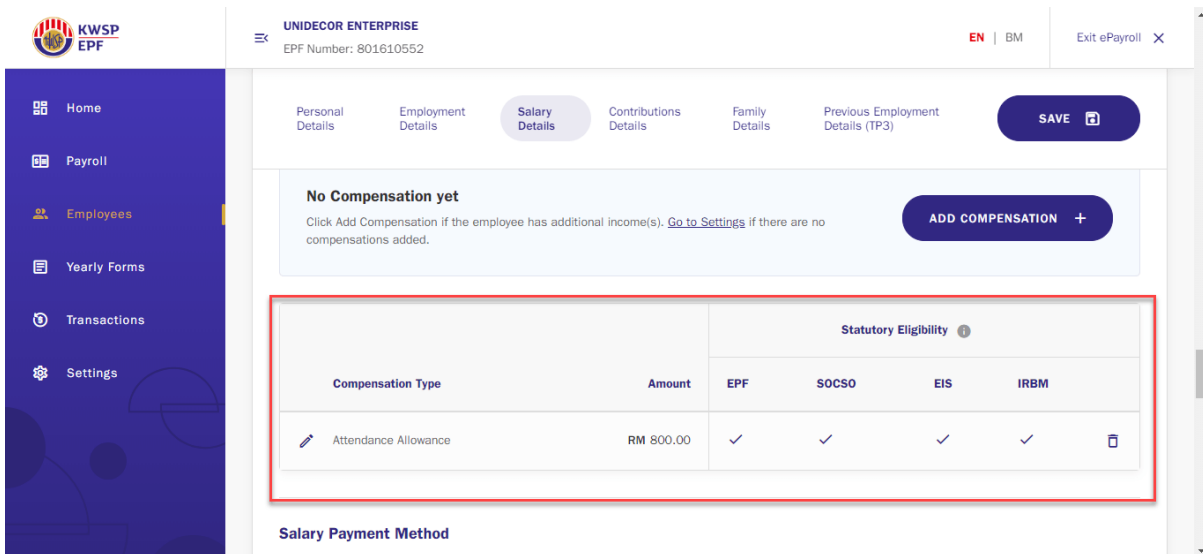
## e-Payroll User Guide

Step 5: Enter Amount.

Step 6: Click 'Add' to add this compensation onto employee.



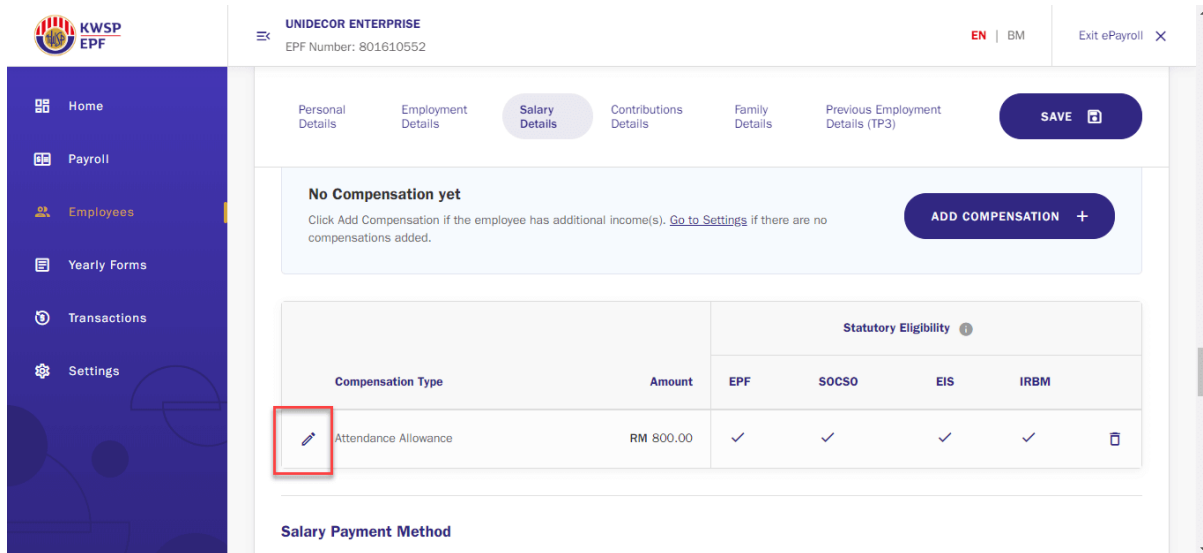
Step 7: e-Payroll adds compensation onto employee.



Compensation Type	Amount	Statutory Eligibility			
		EPF	SOCSSO	EIS	IRBM
Attendance Allowance	RM 800.00	✓	✓	✓	✓

## e-Payroll User Guide



Step 8: Click 'Edit' icon to edit added compensation.



UNIDECOR ENTERPRISE  
EPF Number: 801610552

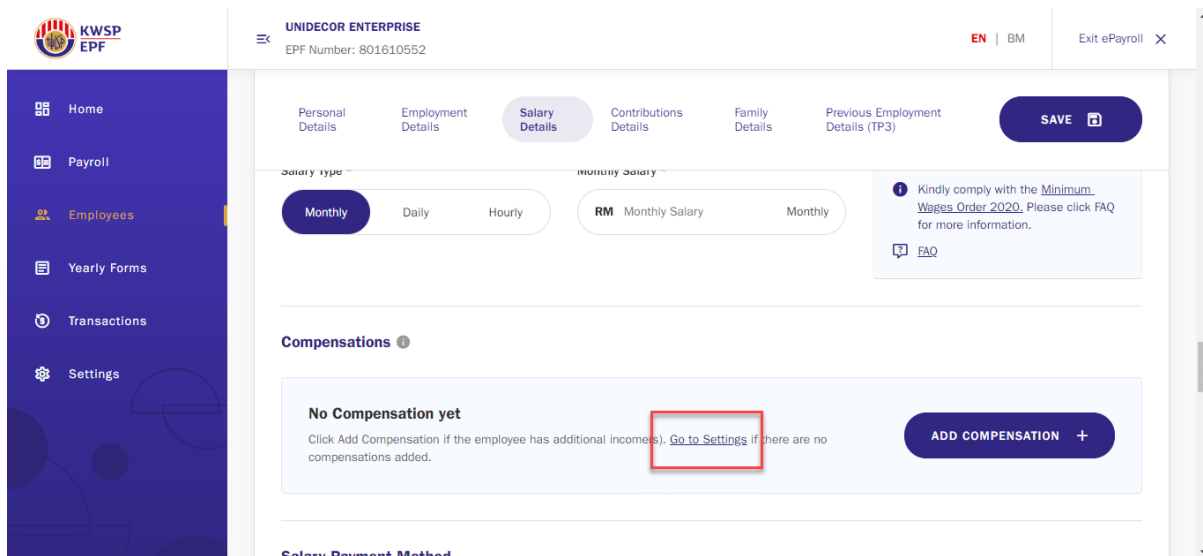
Personal Details | Employment Details | **Salary Details** | Contributions Details | Family Details | Previous Employment Details (TP3) | **SAVE**

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

Compensation Type	Amount	Statutory Eligibility				
		EPF	SOCSSO	EIS	IRBM	
 Attendance Allowance	RM 800.00	✓	✓	✓	✓	

**Salary Payment Method**

Step 9: Click 'Go to Settings' to be redirected to Payroll Settings. Employer may proceed to add customized payroll item/compensation in Payroll Settings.



UNIDECOR ENTERPRISE  
EPF Number: 801610552

Personal Details | Employment Details | **Salary Details** | Contributions Details | Family Details | Previous Employment Details (TP3) | **SAVE**

Salary type: **Monthly** | Daily | Hourly | **RM Monthly Salary** | Monthly

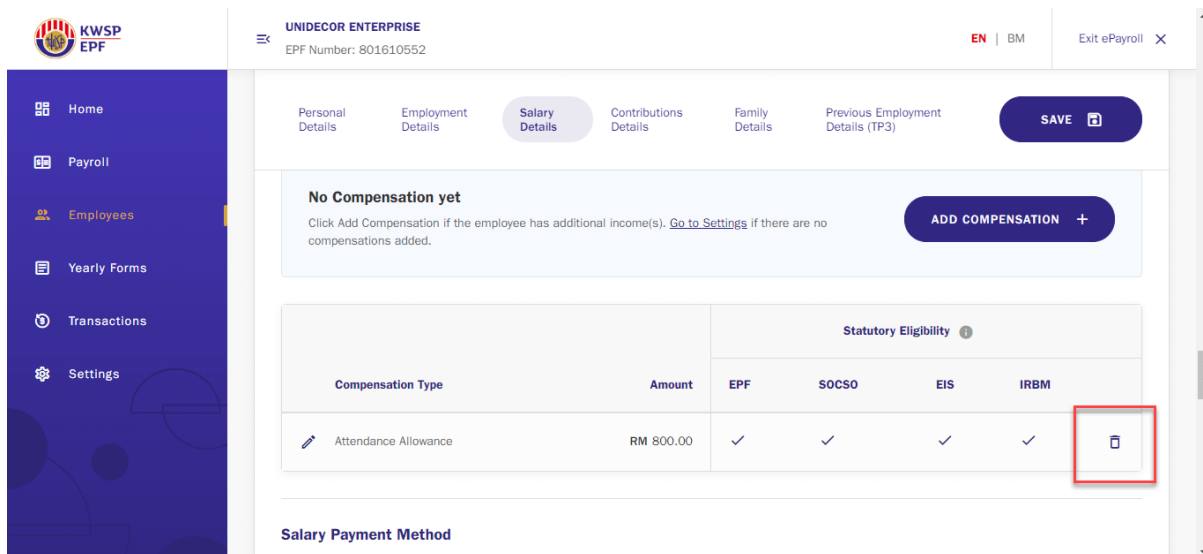
Kindly comply with the [Minimum Wages Order 2020](#). Please click [FAQ](#) for more information.  
[FAQ](#)

**Compensations**

**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**


Step 1: Click 'Delete' icon to delete added compensation.



UNIDECOR ENTERPRISE  
EPF Number: 801610552

Personal Details | Employment Details | **Salary Details** | Contributions Details | Family Details | Previous Employment Details (TP3) | SAVE

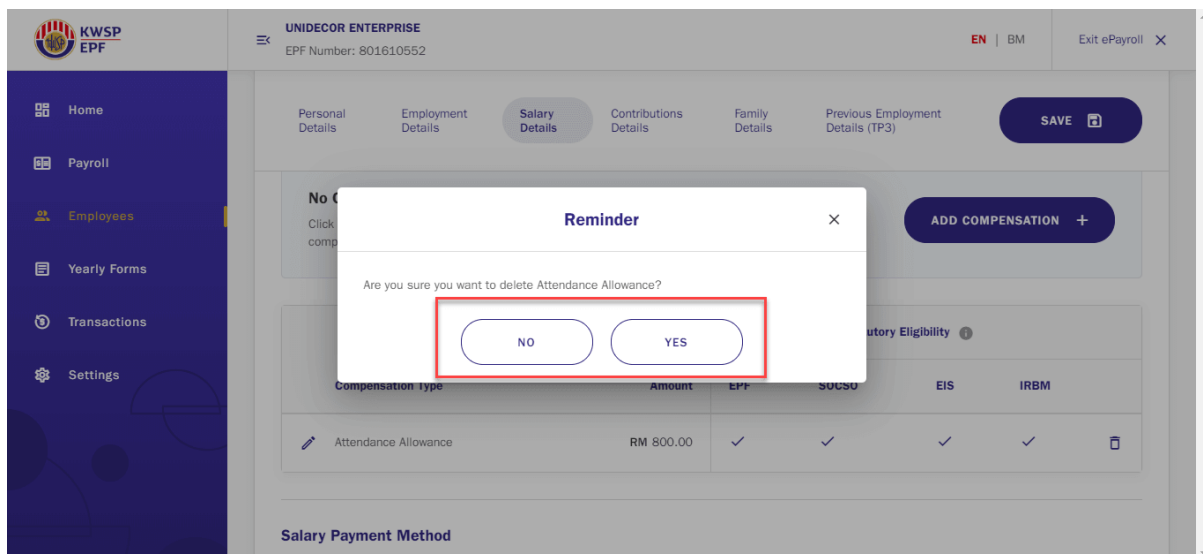
**No Compensation yet**  
Click Add Compensation if the employee has additional income(s). [Go to Settings](#) if there are no compensations added. ADD COMPENSATION +

Compensation Type	Amount	Statutory Eligibility				
		EPF	SOCSSO	EIS	IRBM	
Attendance Allowance	RM 800.00	✓	✓	✓	✓	

Salary Payment Method

Step 2: e-Payroll displays message. Click 'Yes' to delete added compensation from employee.


Step 3: Click 'No' if do not wish to delete added compensation.



UNIDECOR ENTERPRISE  
EPF Number: 801610552

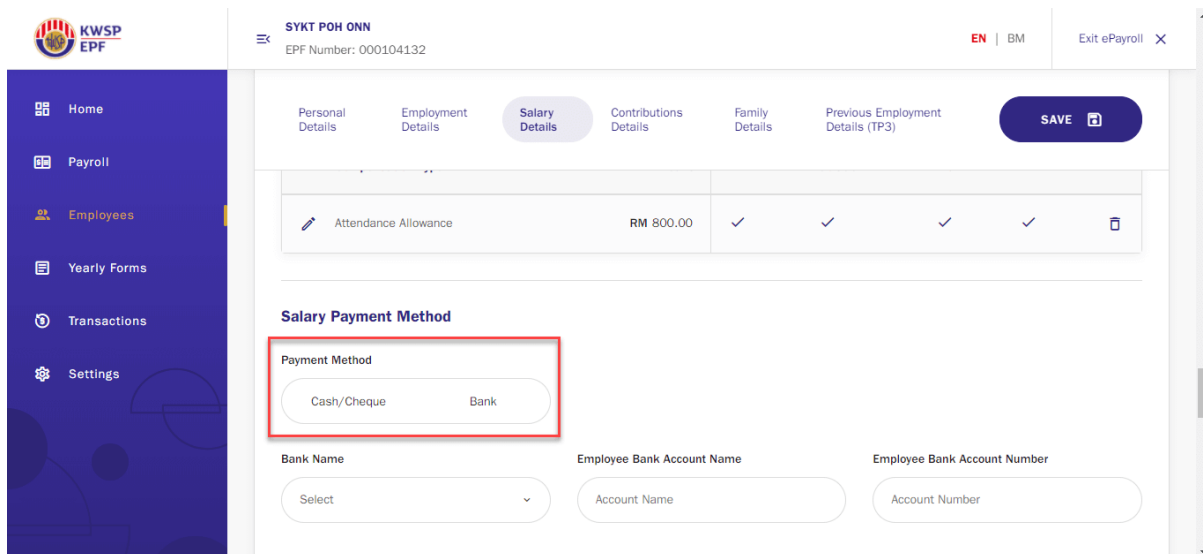
Personal Details | Employment Details | **Salary Details** | Contributions Details | Family Details | Previous Employment Details (TP3) | SAVE

**Reminder** X  
Are you sure you want to delete Attendance Allowance?  
NO YES

Compensation Type	Amount	Statutory Eligibility				
		EPF	SOCSSO	EIS	IRBM	
Attendance Allowance	RM 800.00	✓	✓	✓	✓	

Salary Payment Method

## Step 1: Select Payment Method. (Optional)



**KWSP EPF** SYKT POH ONN  
EPF Number: 000104132 EN | BM Exit ePayroll X

Personal Details Employment Details **Salary Details** Contributions Details Family Details Previous Employment Details (TP3) **SAVE**

Attendance Allowance	RM 800.00	✓	✓	✓	✓	
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**Salary Payment Method**

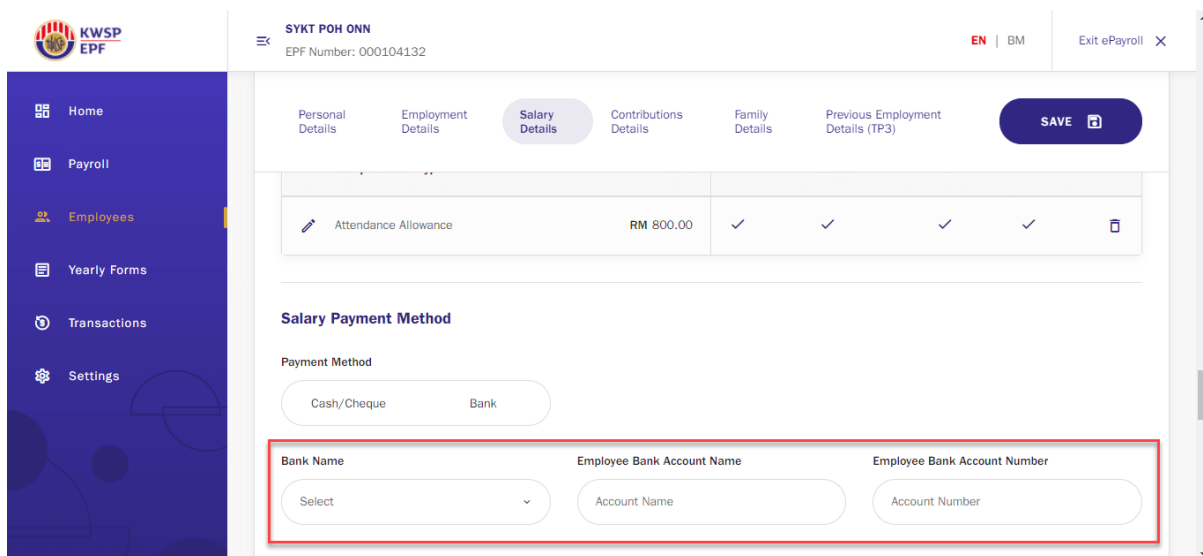
Payment Method

Cash/Cheque Bank

Bank Name Employee Bank Account Name Employee Bank Account Number

Select Account Name Account Number

## Step 2: Select/Enter Bank Name, Employee Bank Account Name &amp; Employee Bank Account Number.



**KWSP EPF** SYKT POH ONN  
EPF Number: 000104132 EN | BM Exit ePayroll X

Personal Details Employment Details **Salary Details** Contributions Details Family Details Previous Employment Details (TP3) **SAVE**

Attendance Allowance	RM 800.00	✓	✓	✓	✓	
----------------------	-----------	---	---	---	---	--

**Salary Payment Method**

Payment Method

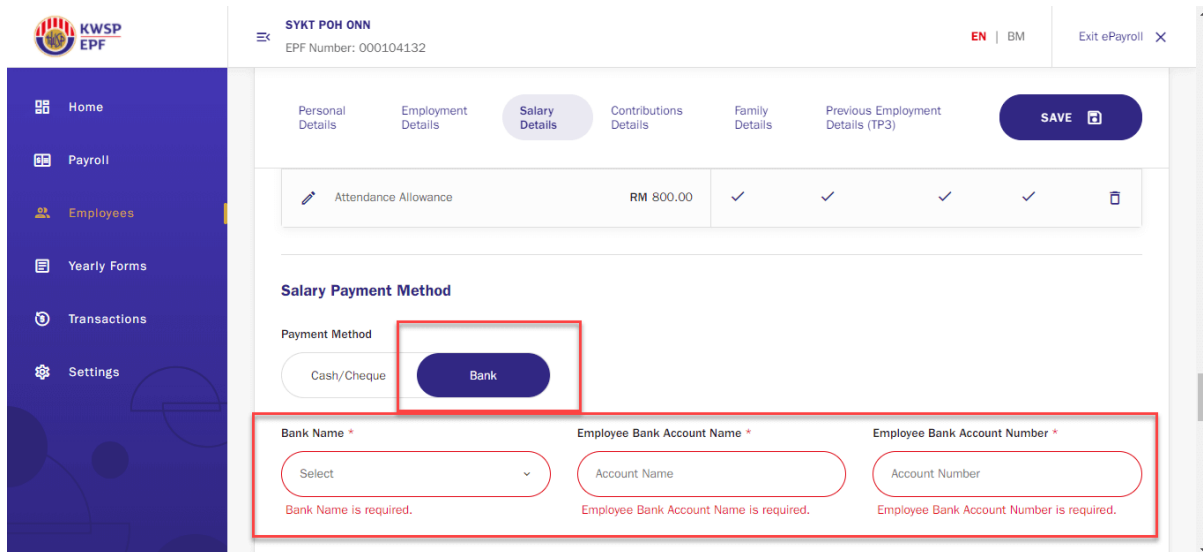
Cash/Cheque Bank

Bank Name Employee Bank Account Name Employee Bank Account Number

Select Account Name Account Number

## e-Payroll User Guide

Note: Bank Name, Employee Bank Account Name & Employee Bank Account Number are mandatory if selected payment method is 'Bank'. As these fields are required to be included into bank's salary file.



**SYKT POH ONN**  
EPF Number: 000104132

Personal Details | Employment Details | **Salary Details** | Contributions Details | Family Details | Previous Employment Details (TP3) | **SAVE**

Attendance Allowance	RM 800.00	✓	✓	✓	✓	
----------------------	-----------	---	---	---	---	--

**Salary Payment Method**

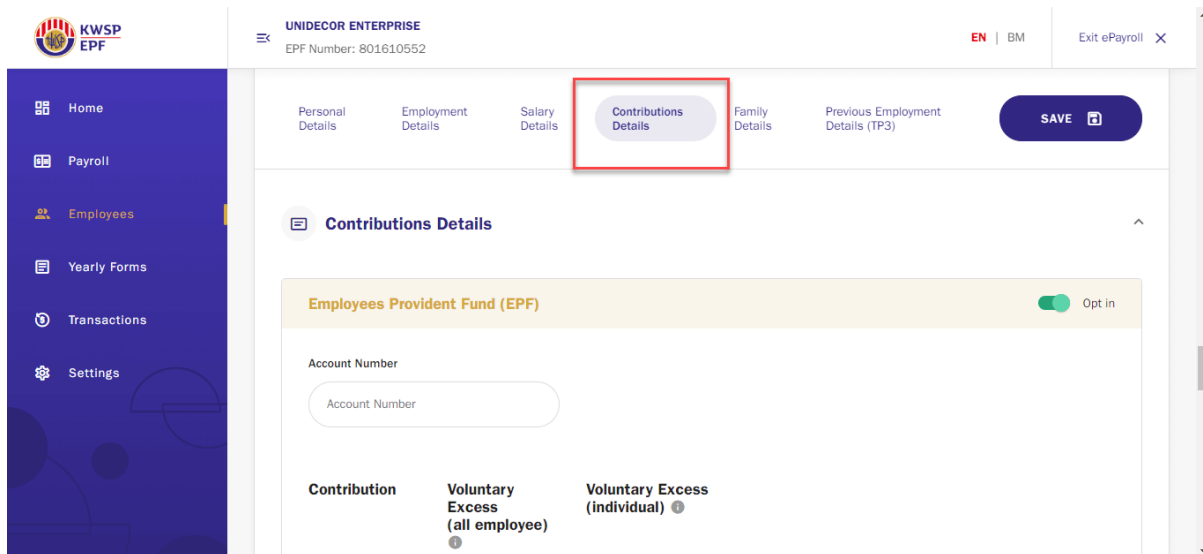
Payment Method:  Cash/Cheque  **Bank**

Bank Name \*  Employee Bank Account Name \*  Employee Bank Account Number \*

Bank Name is required. Employee Bank Account Name is required. Employee Bank Account Number is required.

### 2.4.2.4 Contribution Details

Step 1: Click 'Contribution Details' tab.



**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

Personal Details | Employment Details | Salary Details | **Contributions Details** | Family Details | Previous Employment Details (TP3) | **SAVE**

**Contributions Details**

**Employees Provident Fund (EPF)**  Opt in

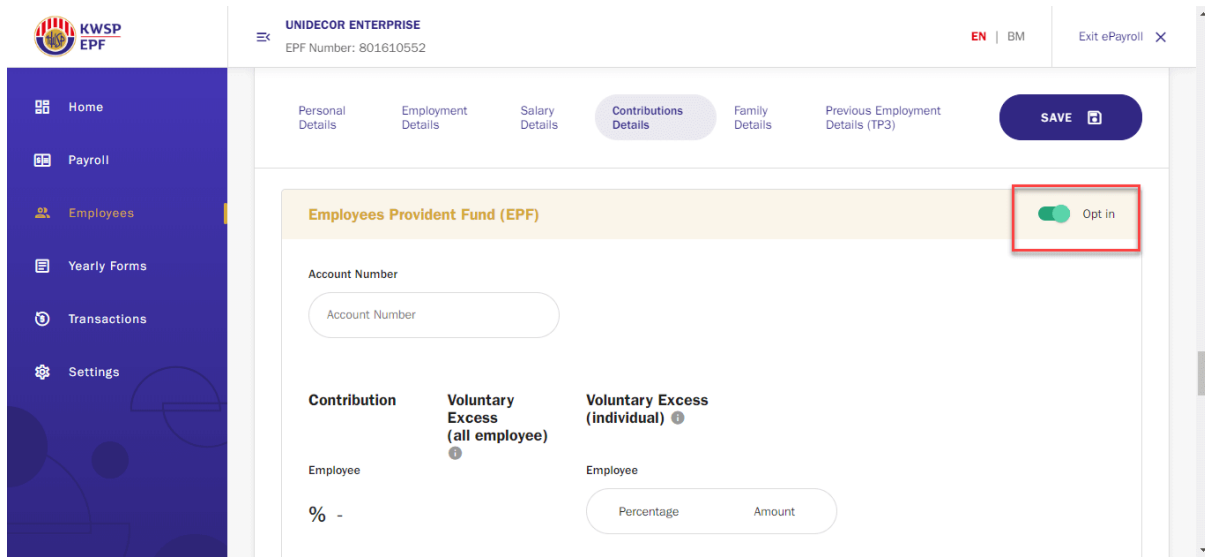
Account Number

Contribution	Voluntary Excess (all employee)	Voluntary Excess (individual)

## e-Payroll User Guide

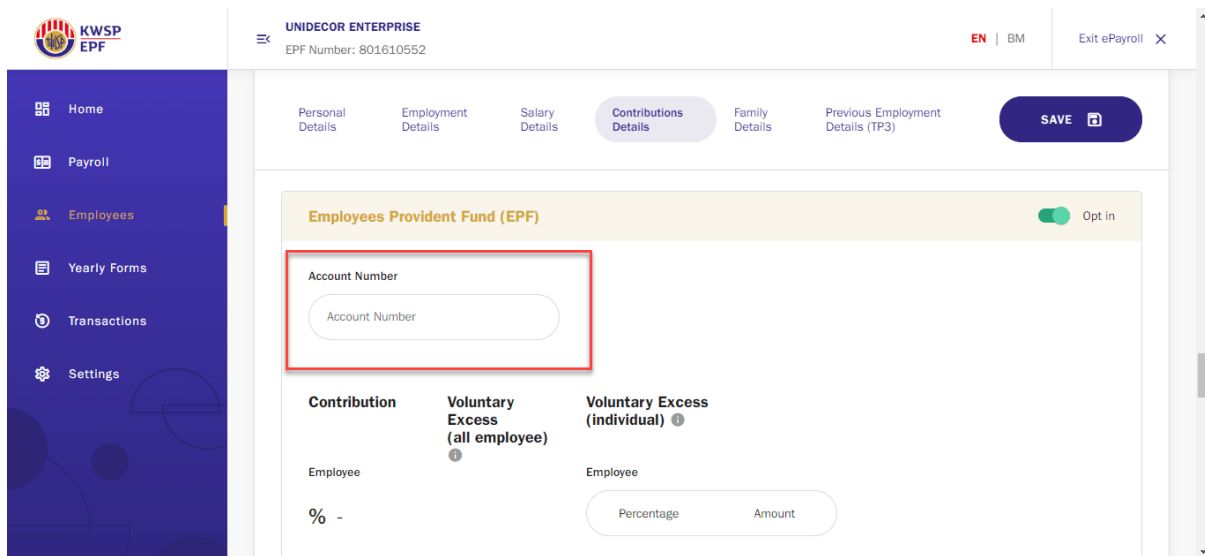
### Setting Up EPF Contribution

Step 1: Switch toggle to 'Opt In' if employee is eligible to contribute to EPF.



The screenshot shows the 'UNIDECOR ENTERPRISE' interface with the 'Employees Provident Fund (EPF)' section. The 'Opt in' toggle is turned on and highlighted with a red box. Below the toggle, there is an 'Account Number' input field. The 'Contribution' section shows 'Voluntary Excess (all employee)' and 'Voluntary Excess (individual)' options, with the current contribution set to 0%.

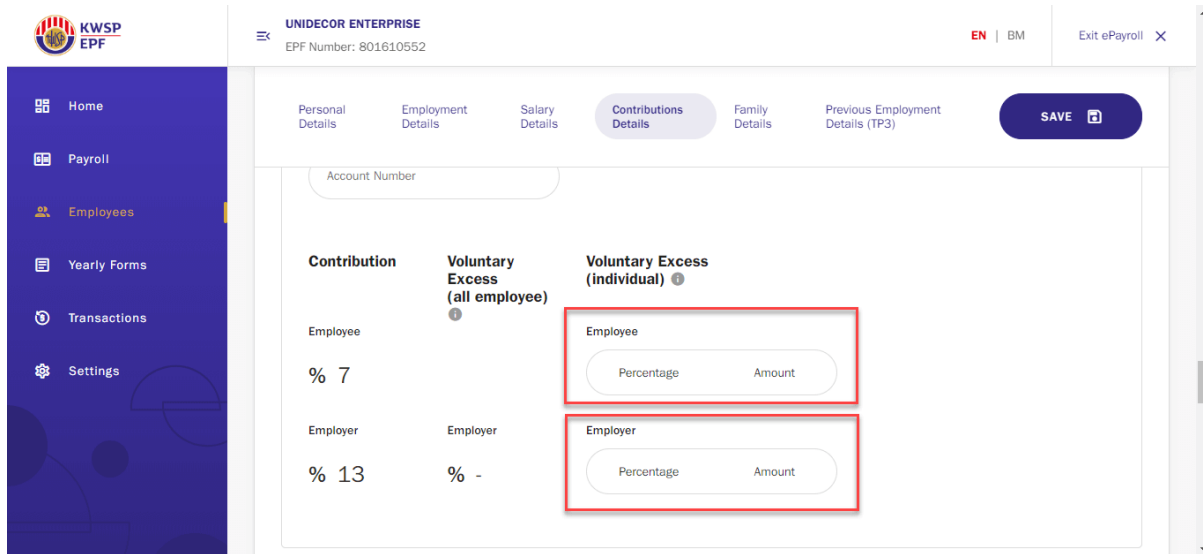
Step 2: Enter employee's EPF Account Number. (Optional)



The screenshot shows the same 'UNIDECOR ENTERPRISE' interface. The 'Opt in' toggle is still turned on. The 'Account Number' input field is now highlighted with a red box, indicating where the user should enter the employee's EPF account number. The 'Contribution' section remains the same.

## e-Payroll User Guide

Step 3: Add Voluntary Excess (if applicable). Leave blank if not applicable.



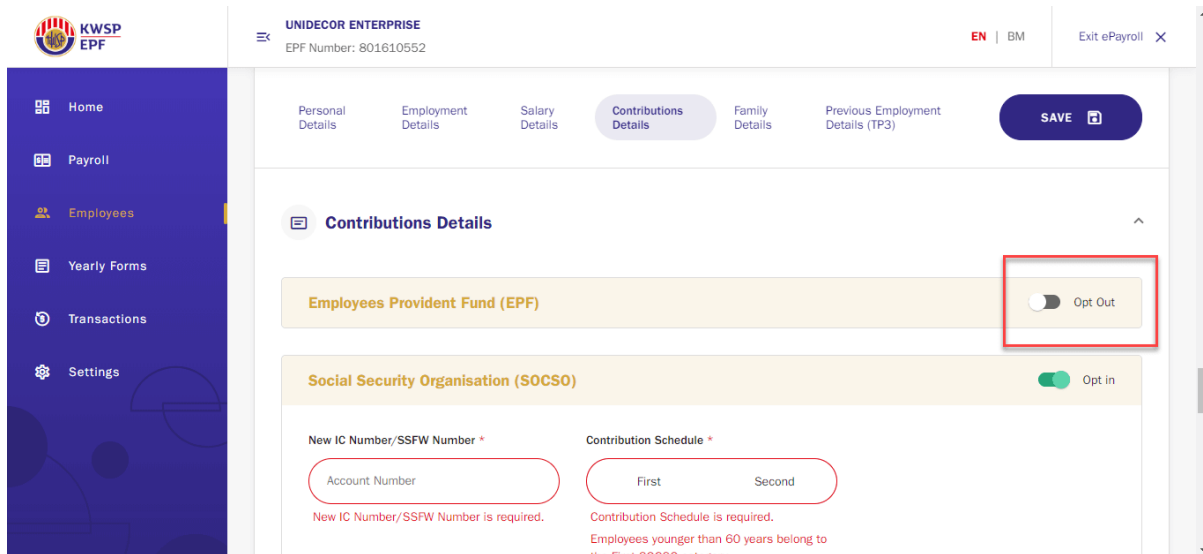
**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

Personal Details | Employment Details | Salary Details | **Contributions Details** | Family Details | Previous Employment Details (TP3) | **SAVE**

Account Number

Contribution	Voluntary Excess (all employee)	Voluntary Excess (individual)
Employee		<input type="text"/> Employee <input type="text"/> Percentage <input type="text"/> Amount
% 7		
Employer	Employer	<input type="text"/> Employer <input type="text"/> Percentage <input type="text"/> Amount
% 13	% -	

**Note: Switch toggle to 'Opt Out' if employee is not contributing to EPF.**



**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

Personal Details | Employment Details | Salary Details | **Contributions Details** | Family Details | Previous Employment Details (TP3) | **SAVE**

**Contributions Details**

**Employees Provident Fund (EPF)**  Opt Out

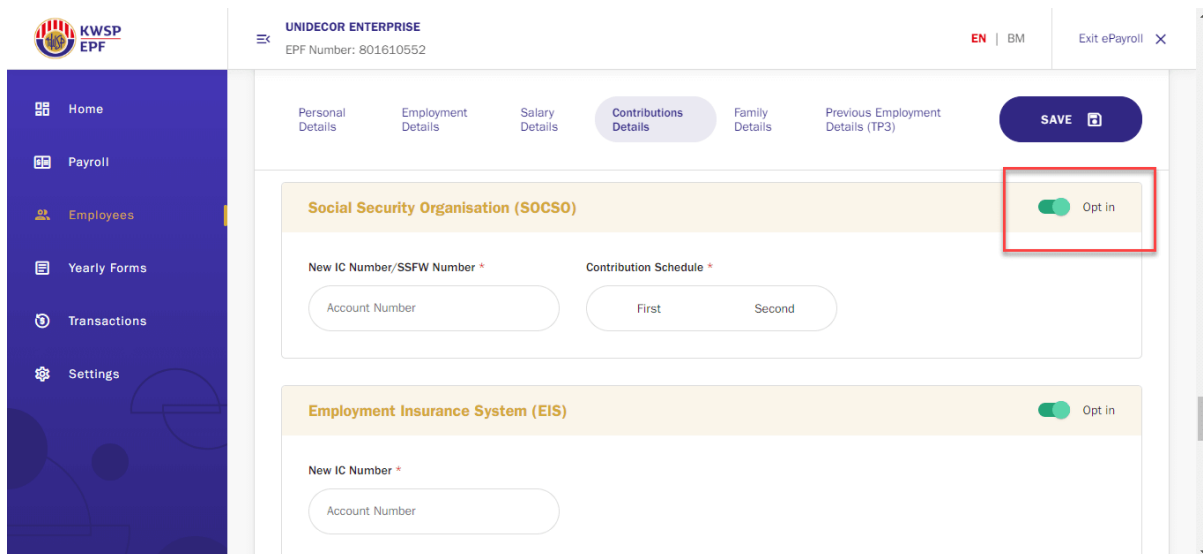
**Social Security Organisation (SOCSO)**  Opt in

New IC Number/SSFW Number \*  Account Number

Contribution Schedule \*  First     Second

New IC Number/SSFW Number is required. Contribution Schedule is required. Employees younger than 60 years belong to the First SOCSO category.

Step 1: Switch toggle to 'Opt In' if employee is eligible to contribute to SOCSO.



UNIDECOR ENTERPRISE  
EPF Number: 801610552

Personal Details | Employment Details | Salary Details | **Contributions Details** | Family Details | Previous Employment Details (TP3) | SAVE

**Social Security Organisation (SOCSO)**  Opt in

New IC Number/SSF Number \* | Contribution Schedule \*

Account Number | First | Second

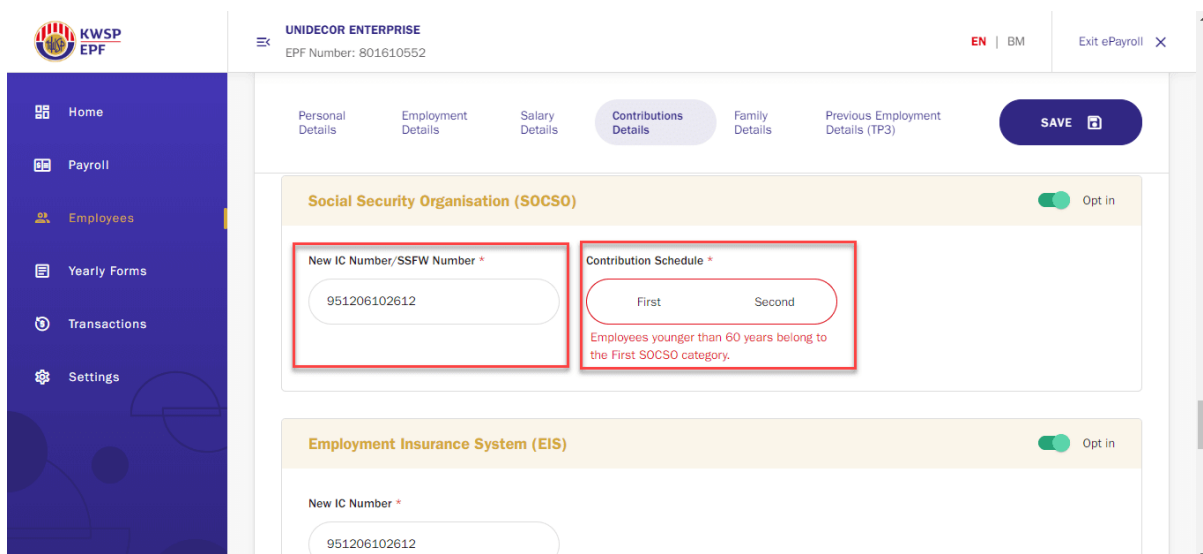
**Employment Insurance System (EIS)**  Opt in

New IC Number \*

Account Number

Step 2: Enter New IC Number/SSF Number. Please make sure it is entered correctly to ensure successful SOCSO contribution.

Step 3: Select Contribution Schedule.



UNIDECOR ENTERPRISE  
EPF Number: 801610552

Personal Details | Employment Details | Salary Details | **Contributions Details** | Family Details | Previous Employment Details (TP3) | SAVE

**Social Security Organisation (SOCSO)**  Opt in

New IC Number/SSF Number \* | Contribution Schedule \*

951206102612 | First | Second

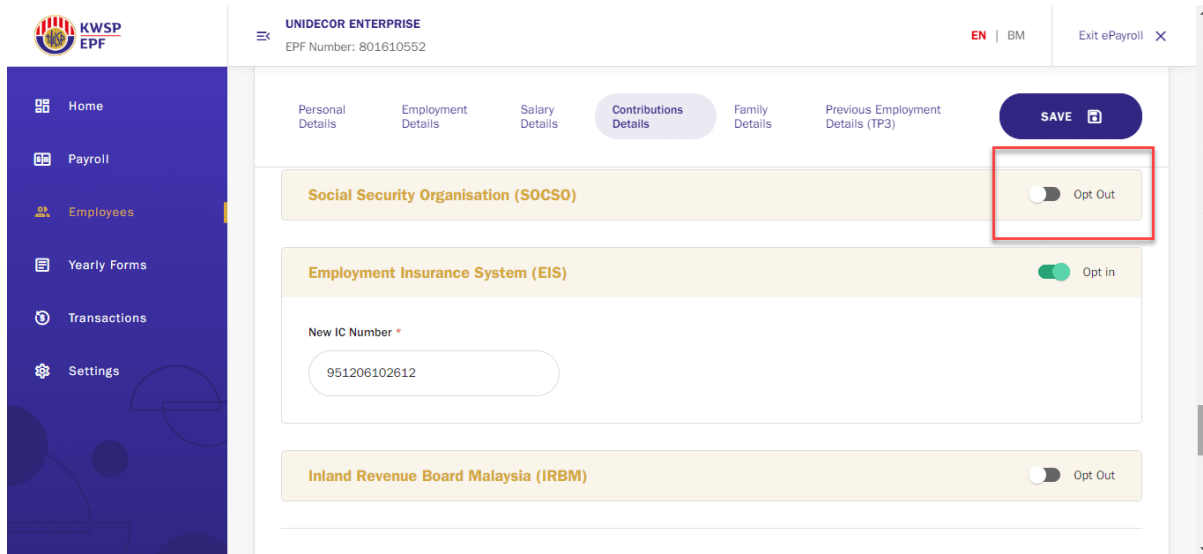
Employees younger than 60 years belong to the First SOCSO category.

**Employment Insurance System (EIS)**  Opt in

New IC Number \*

951206102612

**Note: Switch toggle to 'Opt Out' if employee is not contributing to SOCSO.**



UNIDECOR ENTERPRISE  
EPF Number: 801610552

EN | BM Exit ePayroll X

Personal Details Employment Details Salary Details **Contributions Details** Family Details Previous Employment Details (TP3) SAVE

**Social Security Organisation (SOCSO)**  Opt Out

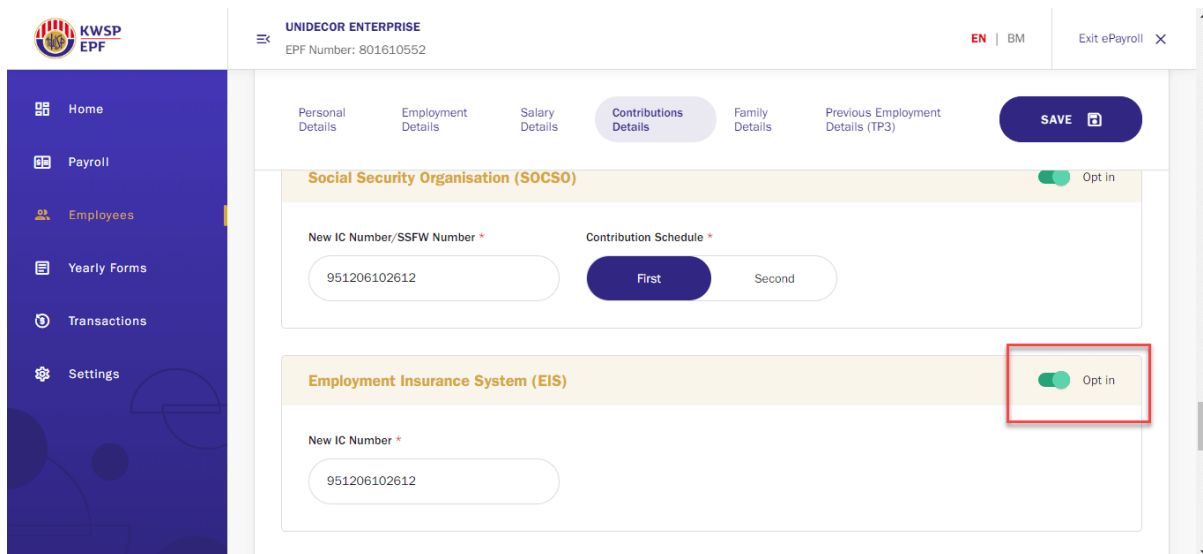
**Employment Insurance System (EIS)**  Opt in

New IC Number \*  
951206102612

**Inland Revenue Board Malaysia (IRBM)**  Opt Out

### Setting up EIS Contribution

**Step 1: Switch toggle to 'Opt In' if employee is eligible to contribute to EIS.**



UNIDECOR ENTERPRISE  
EPF Number: 801610552

EN | BM Exit ePayroll X

Personal Details Employment Details Salary Details **Contributions Details** Family Details Previous Employment Details (TP3) SAVE

**Social Security Organisation (SOCSO)**  Opt in

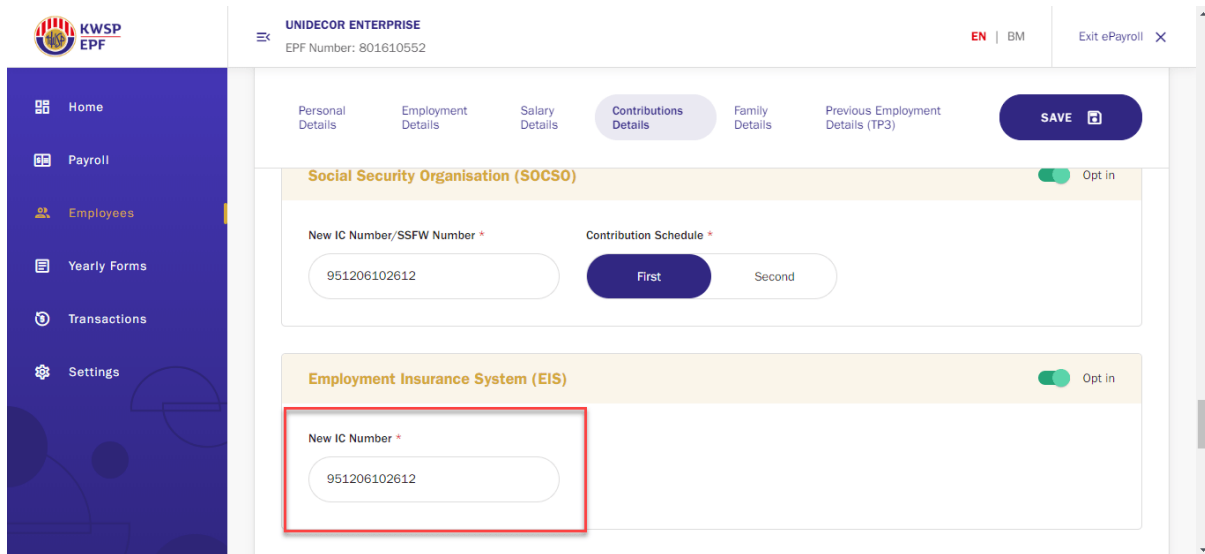
New IC Number/SSF Number \* Contribution Schedule \*  
951206102612 **First** Second

**Employment Insurance System (EIS)**  Opt in

New IC Number \*  
951206102612

## e-Payroll User Guide

Step 2: Enter New IC Number. Only New IC Number is accepted for EIS contribution, please make sure input is correctly entered.



UNIDECOR ENTERPRISE  
EPF Number: 801610552

EN | BM Exit ePayroll X

Personal Details Employment Details Salary Details **Contributions Details** Family Details Previous Employment Details (TP3) **SAVE**

**Social Security Organisation (SOCSO)**  Opt in

New IC Number/SSF Number \* Contribution Schedule \*

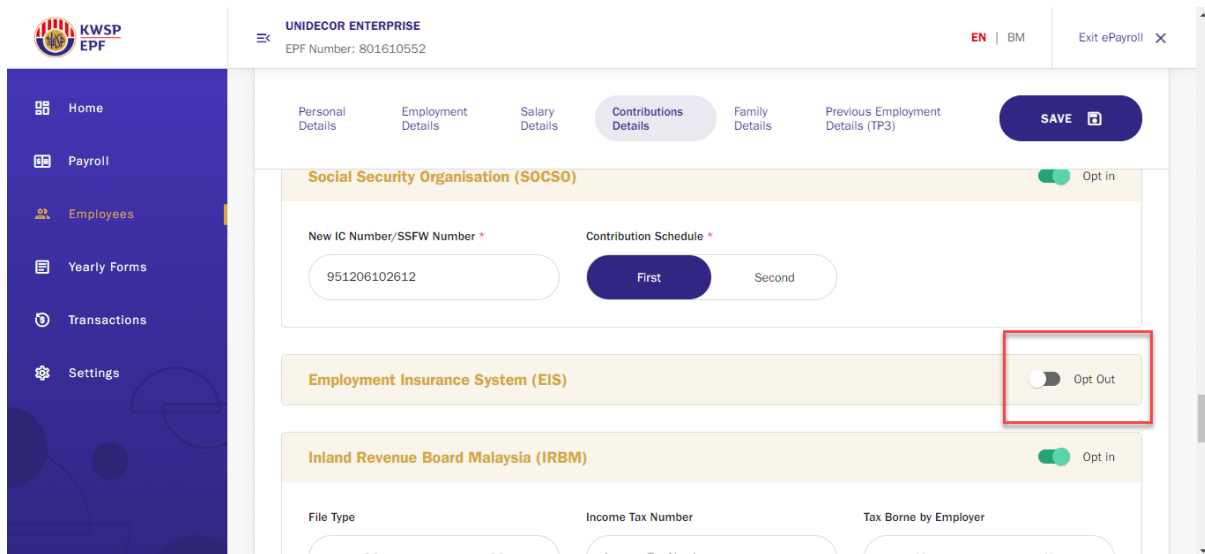
951206102612 **First** Second

**Employment Insurance System (EIS)**  Opt in

New IC Number \*

951206102612

**Note: Switch toggle to 'Opt Out' if employee is not contributing to EIS.**



UNIDECOR ENTERPRISE  
EPF Number: 801610552

EN | BM Exit ePayroll X

Personal Details Employment Details Salary Details **Contributions Details** Family Details Previous Employment Details (TP3) **SAVE**

**Social Security Organisation (SOCSO)**  Opt in

New IC Number/SSF Number \* Contribution Schedule \*

951206102612 **First** Second

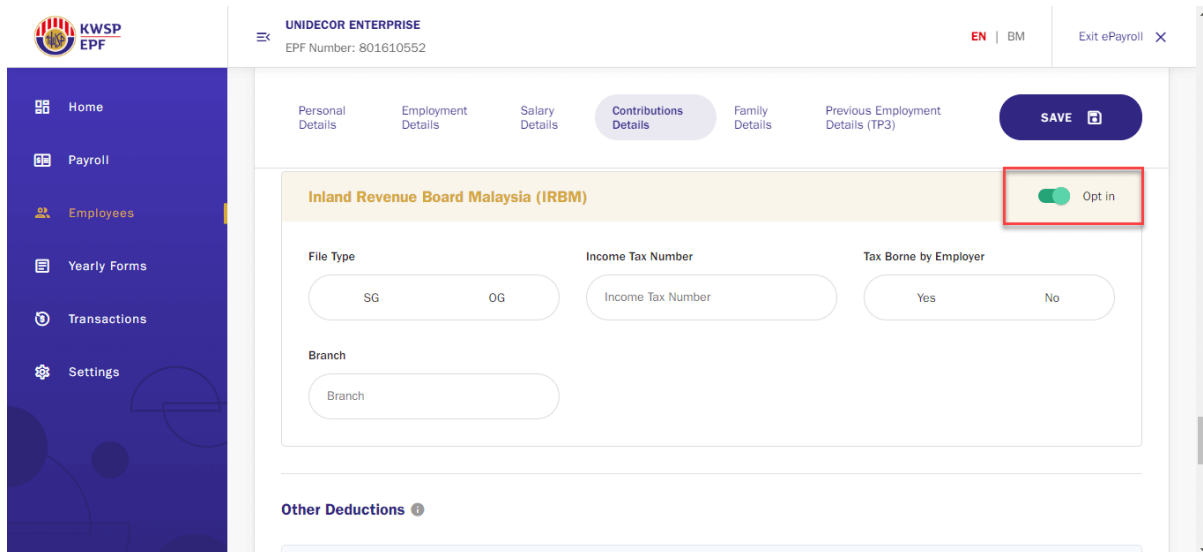
**Employment Insurance System (EIS)**  Opt Out

**Inland Revenue Board Malaysia (IRBM)**  Opt in

File Type Income Tax Number Tax Borne by Employer

SS OC Income Tax Number Yes No

Step 1: Switch toggle to 'Opt In' if employee is paying Income Tax.



**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

EN | BM Exit ePayroll X

Personal Details Employment Details Salary Details **Contributions Details** Family Details Previous Employment Details (TP3) **SAVE**

**Inland Revenue Board Malaysia (IRBM)**  Opt In

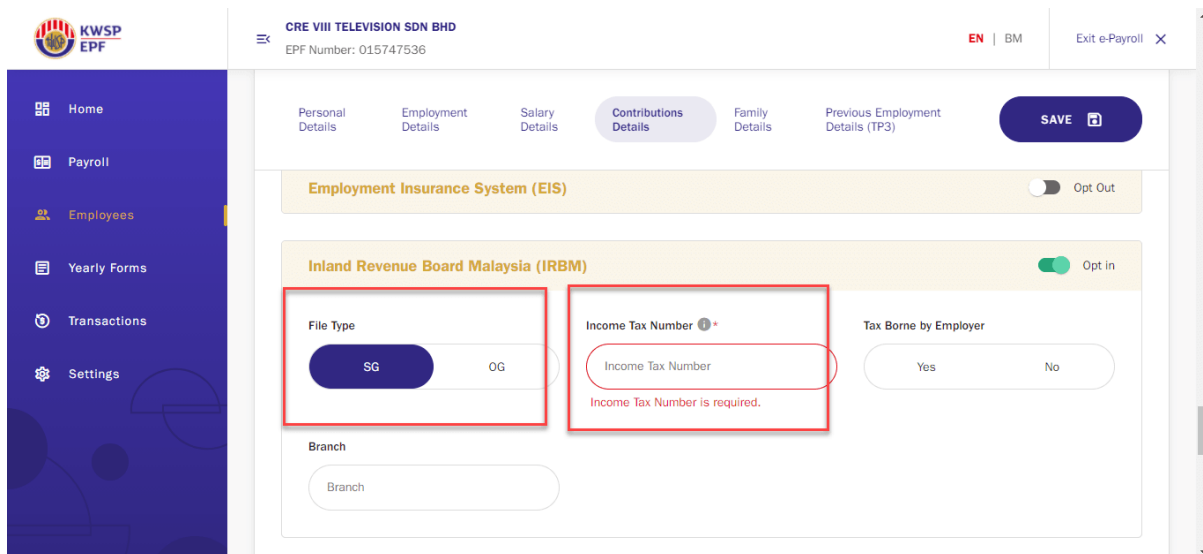
File Type:  SG  OG Income Tax Number:  Tax Borne by Employer:  Yes  No

Branch:

**Other Deductions**

Step 2: Enter File Type.

Step 3: Enter employee Income Tax Number.



**CRE VIII TELEVISION SDN BHD**  
EPF Number: 015747536

EN | BM Exit ePayroll X

Personal Details Employment Details Salary Details **Contributions Details** Family Details Previous Employment Details (TP3) **SAVE**

**Employment Insurance System (EIS)**  Opt Out

**Inland Revenue Board Malaysia (IRBM)**  Opt In

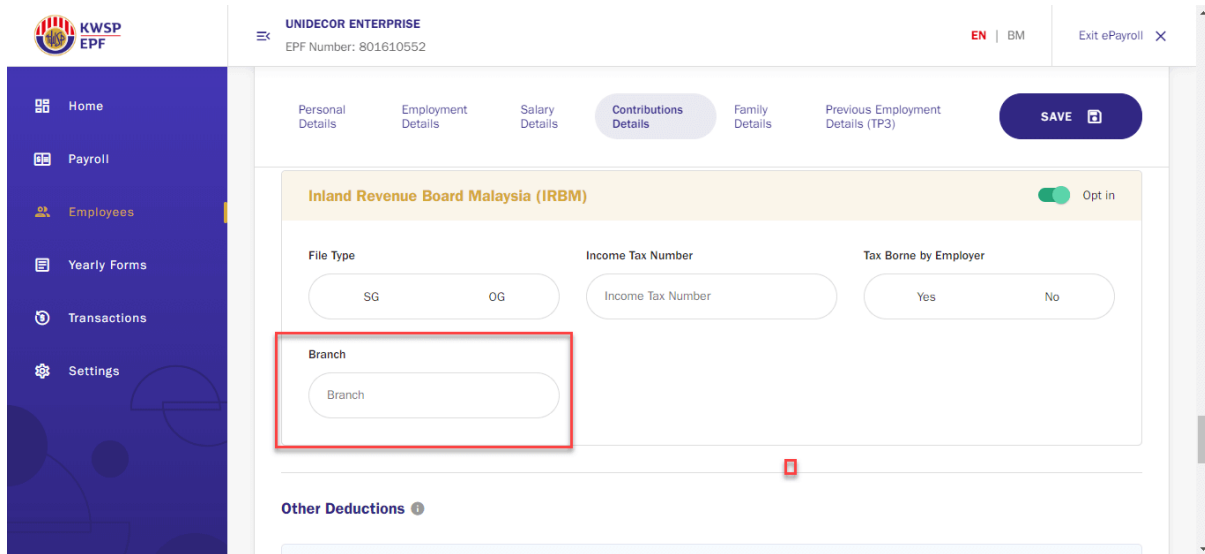
File Type:  SG  OG Income Tax Number <sup>\*</sup>:  Tax Borne by Employer:  Yes  No

*Income Tax Number is required.*

Branch:

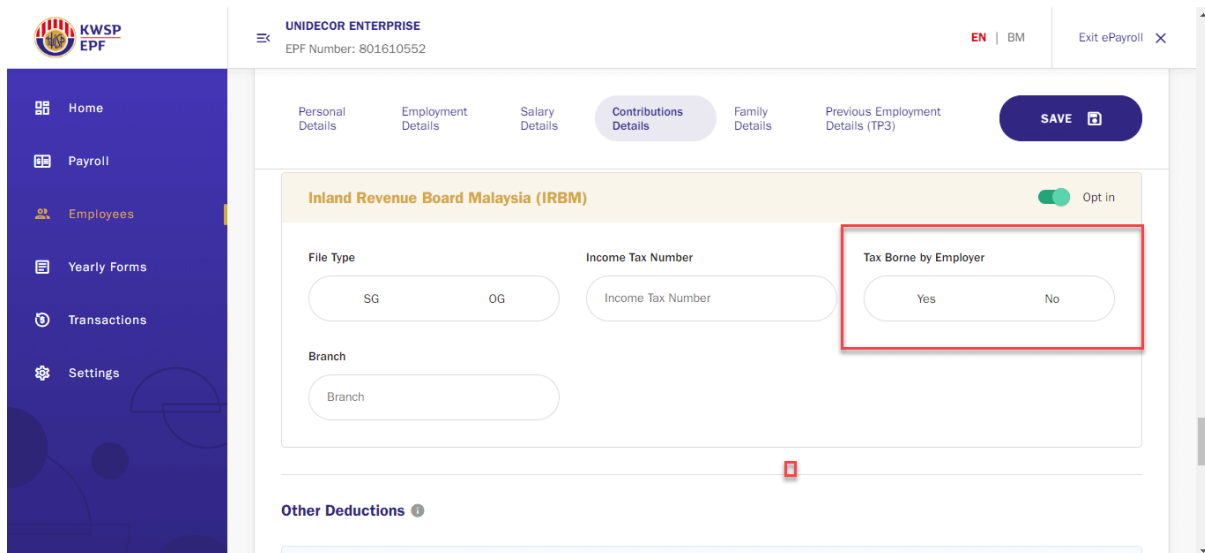
## e-Payroll User Guide

### Step 4: Enter Inland Revenue Board Malaysia (IRBM) Branch. (Optional)



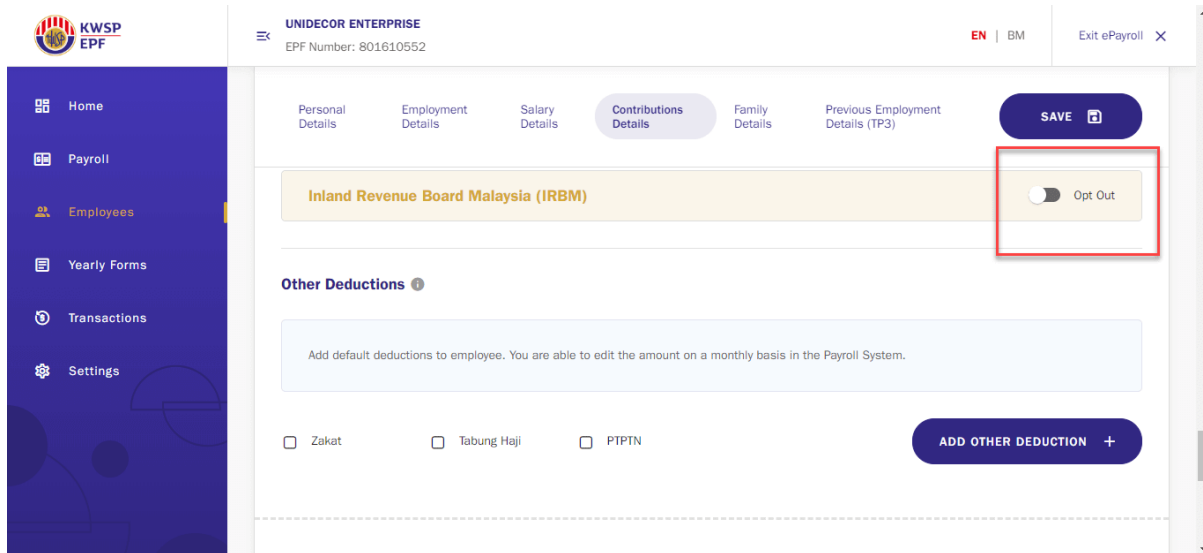
The screenshot shows the 'UNIDECOR ENTERPRISE' interface for EPF Number: 801610552. The 'Contributions Details' tab is active. The 'Inland Revenue Board Malaysia (IRBM)' section is expanded, showing a 'Tax Borne by Employer' toggle set to 'Opt in'. Below this, there are three input fields: 'File Type' (with 'SG' and 'OG' buttons), 'Income Tax Number' (with an 'Income Tax Number' placeholder), and 'Tax Borne by Employer' (with 'Yes' and 'No' buttons). The 'Branch' field, which contains a 'Branch' placeholder, is highlighted with a red rectangular box.

### Step 5: Determine if employee's Income Tax is borne by employer. Select 'No' if not applicable.



The screenshot shows the same 'UNIDECOR ENTERPRISE' interface. In this step, the 'Tax Borne by Employer' section is highlighted with a red rectangular box, and the 'No' button is selected. The 'Branch' field is no longer highlighted.

**Note: Switch toggle to 'Opt Out' if employee is not paying any Income Tax.**



UNIDECOR ENTERPRISE  
EPF Number: 801610552

Personal Details Employment Details Salary Details **Contributions Details** Family Details Previous Employment Details (TP3)

SAVE

**Inland Revenue Board Malaysia (IRBM)**

Opt Out

**Other Deductions**

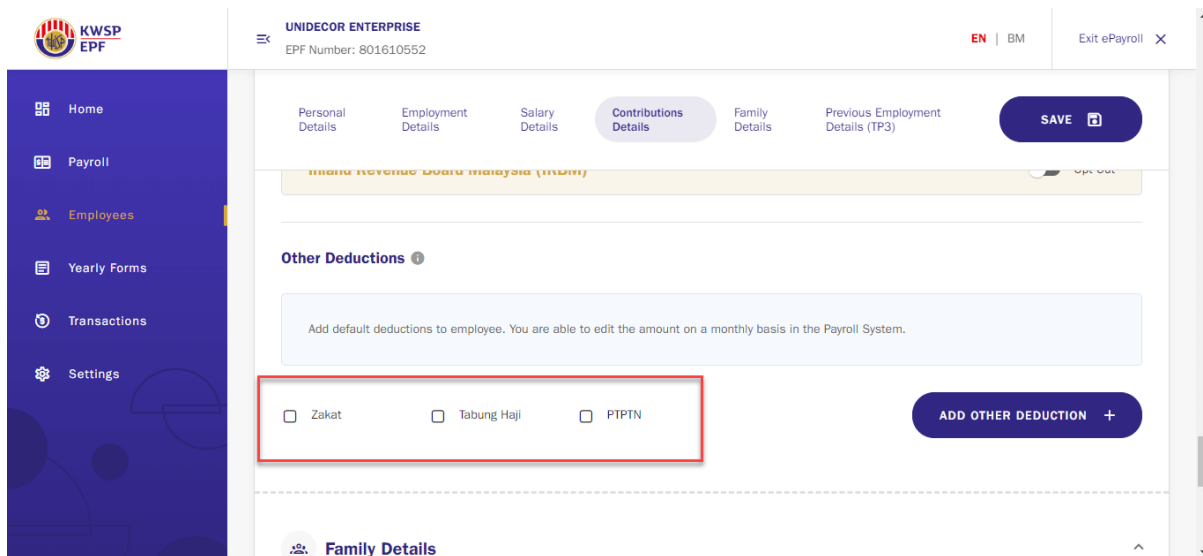
Add default deductions to employee. You are able to edit the amount on a monthly basis in the Payroll System.

Zakat  Tabung Haji  PTPTN

ADD OTHER DEDUCTION +

## Add Deductions

Step 1: Tick checkbox if employee is paying Zakat/Tabung Haji/PTPTN.



UNIDECOR ENTERPRISE  
EPF Number: 801610552

Personal Details Employment Details Salary Details **Contributions Details** Family Details Previous Employment Details (TP3)

SAVE

**Inland Revenue Board Malaysia (IRBM)**

Opt Out

**Other Deductions**

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

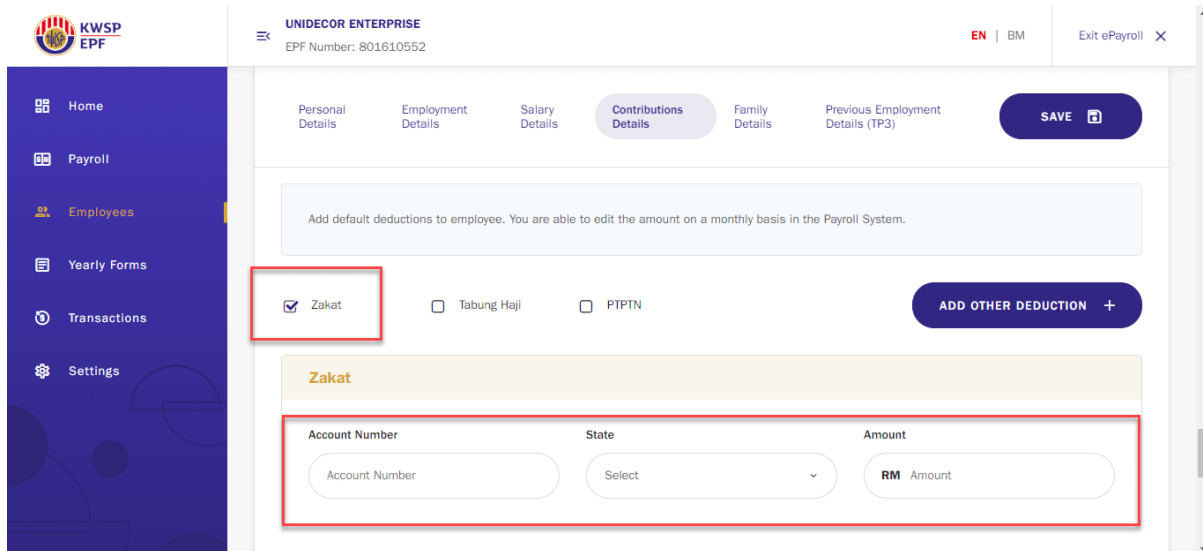
Zakat  Tabung Haji  PTPTN

ADD OTHER DEDUCTION +

Family Details

## e-Payroll User Guide

### Step 2: Enter related input fields.



UNIDECOR ENTERPRISE  
EPF Number: 801610552

Personal Details | Employment Details | Salary Details | **Contributions Details** | Family Details | Previous Employment Details (TP3) | SAVE

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

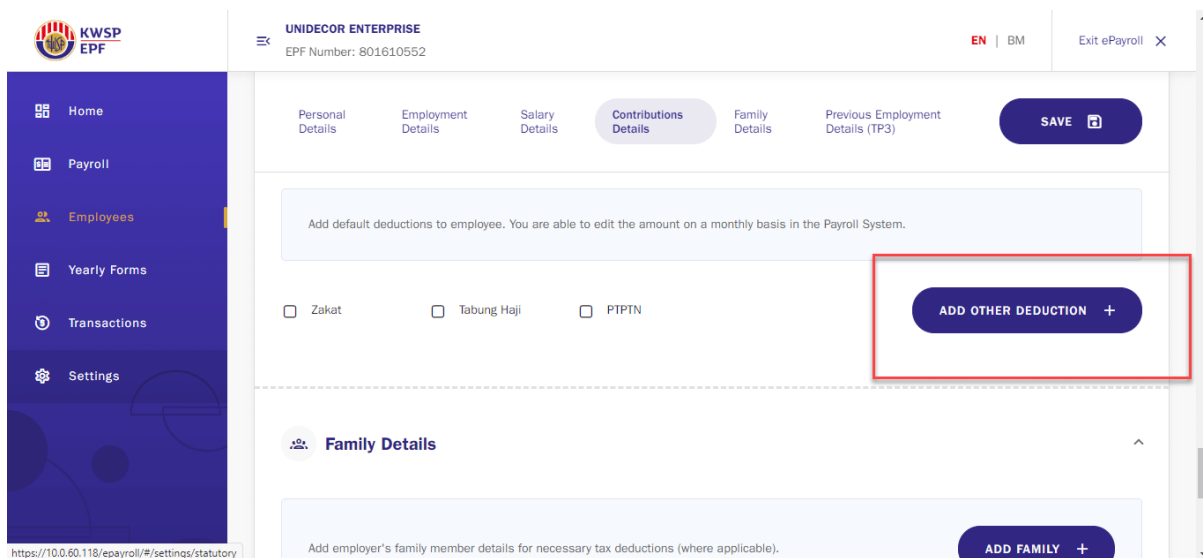
Zakat |  Tabung Haji |  PTPN | ADD OTHER DEDUCTION +

**Zakat**

Account Number	State	Amount
<input type="text" value="Account Number"/>	<input type="text" value="Select"/>	<input type="text" value="RM Amount"/>

### Adding Other Deductions

#### Step 1: Click 'Add Other Deduction' button.



UNIDECOR ENTERPRISE  
EPF Number: 801610552

Personal Details | Employment Details | Salary Details | **Contributions Details** | Family Details | Previous Employment Details (TP3) | SAVE

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

Zakat |  Tabung Haji |  PTPN | **ADD OTHER DEDUCTION +**

**Family Details**

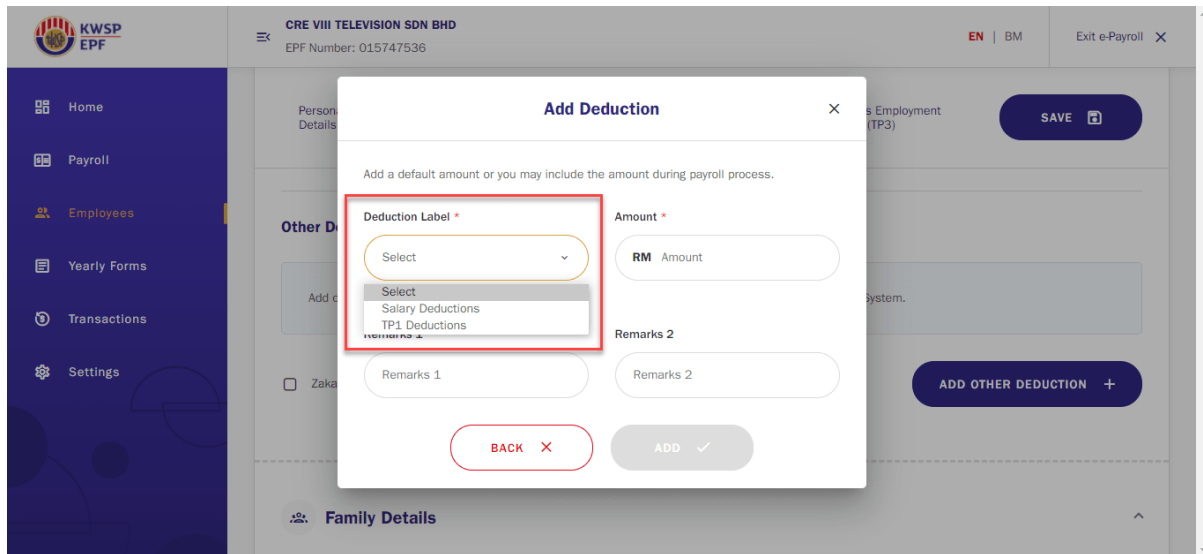
Add employer's family member details for necessary tax deductions (where applicable). | **ADD FAMILY +**

<https://10.0.60.118/epayroll/#/settings/statutory>

## e-Payroll User Guide

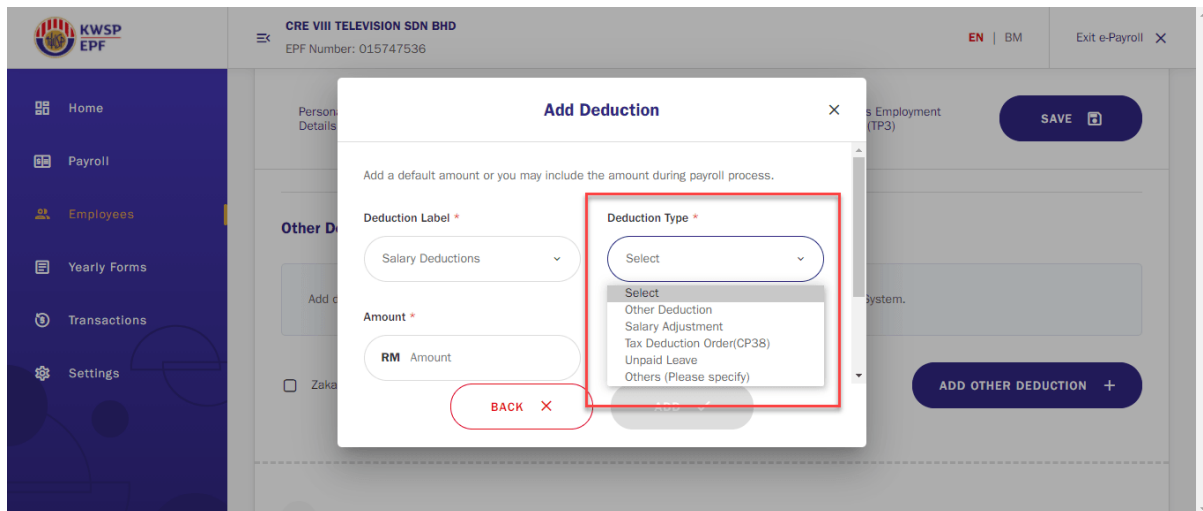
Step 2: e-Payroll displays input page.

Step 3: Select Deduction Label. There are 2 groups available. (Salary Deductions, TP1 Deductions)



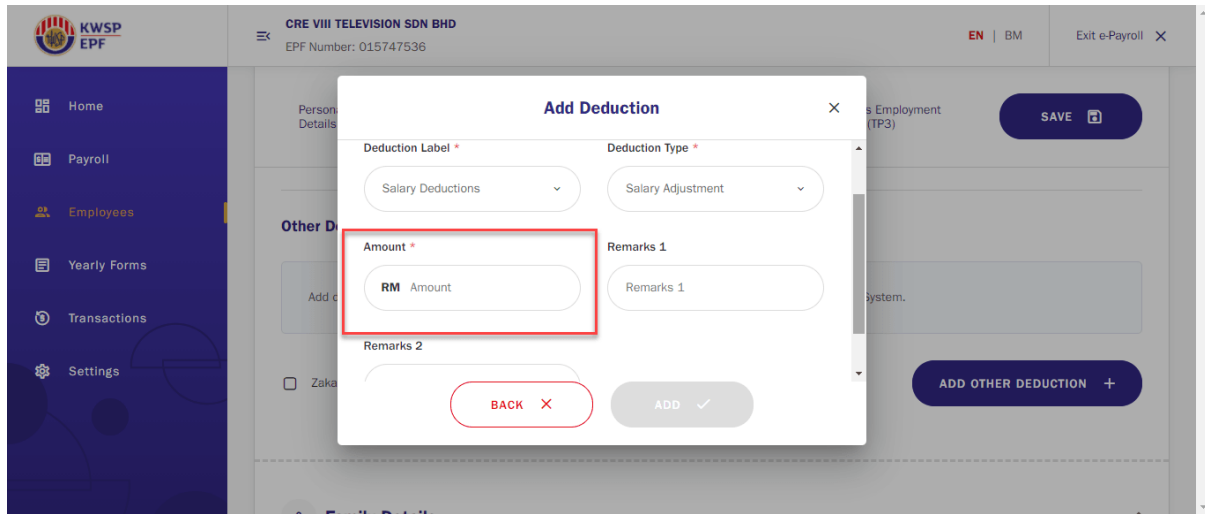
The screenshot shows the 'Add Deduction' modal form. The 'Deduction Label' dropdown is highlighted with a red box and is open, showing two options: 'Salary Deductions' and 'TP1 Deductions'. The form also includes an 'Amount' field with a unit of 'RM', two 'Remarks' fields, and 'BACK' and 'ADD' buttons at the bottom.

Step 4: Select Deduction item. Deduction items will be displayed based on deduction label selected in Step 3.



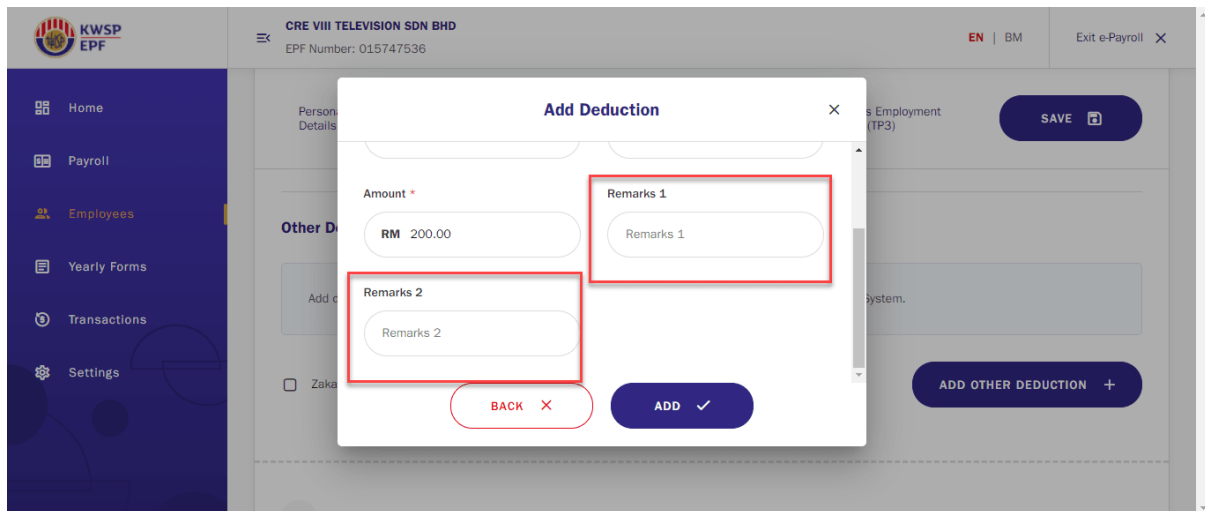
The screenshot shows the 'Add Deduction' modal form. The 'Deduction Label' is set to 'Salary Deductions'. The 'Deduction Type' dropdown is highlighted with a red box and is open, showing several options: 'Other Deduction', 'Salary Adjustment', 'Tax Deduction Order(CP38)', 'Unpaid Leave', and 'Others (Please specify)'. The form also includes an 'Amount' field with a unit of 'RM', two 'Remarks' fields, and 'BACK' and 'ADD' buttons at the bottom.

### Step 5: Enter Amount.



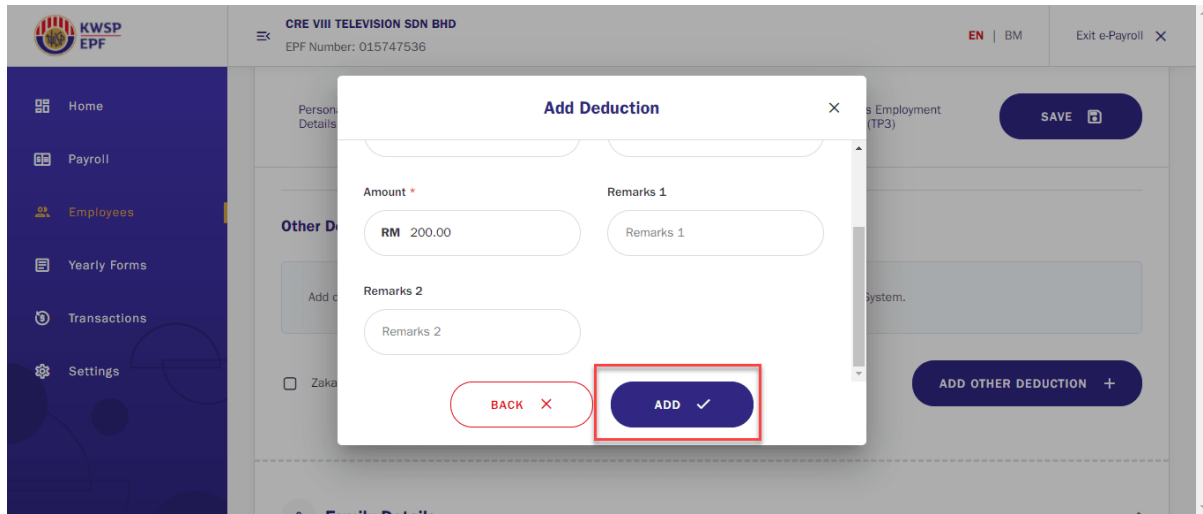
The screenshot shows the 'Add Deduction' modal form. The 'Deduction Label' is set to 'Salary Deductions' and the 'Deduction Type' is 'Salary Adjustment'. The 'Amount' field is highlighted with a red box and contains the text 'RM Amount'. The 'Remarks 1' and 'Remarks 2' fields are empty. At the bottom, there are 'BACK' and 'ADD' buttons.

### Step 6: Enter Remarks (Optional).



The screenshot shows the 'Add Deduction' modal form. The 'Amount' field now contains 'RM 200.00'. The 'Remarks 1' and 'Remarks 2' fields are highlighted with red boxes and contain the text 'Remarks 1' and 'Remarks 2' respectively. The 'ADD' button is now blue, indicating it is ready to be clicked.

Step 7: Click 'Add'.

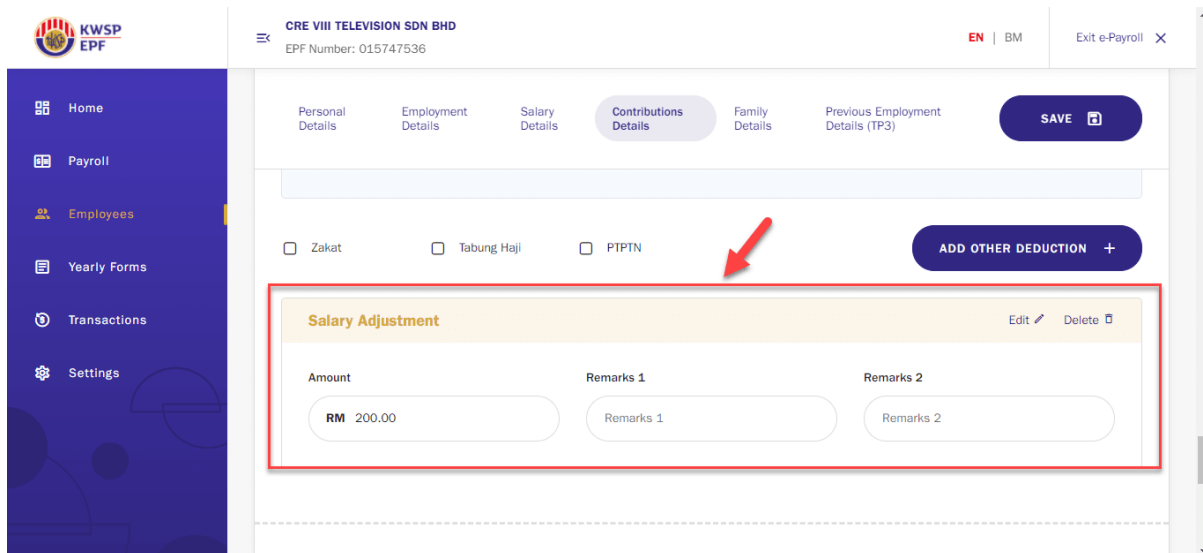


The screenshot shows the 'Add Deduction' modal form. The form contains the following fields and buttons:

- Amount \***: Input field with the value 'RM 200.00'.
- Remarks 1**: Input field with the value 'Remarks 1'.
- Remarks 2**: Input field with the value 'Remarks 2'.
- BACK**: Button with a red 'X' icon.
- ADD**: Button with a green checkmark icon, highlighted with a red box.

The background shows the employee details page for 'CRE VIII TELEVISION SDN BHD' with an EPF Number of '015747536'. The 'Contributions Details' tab is active, and the 'ADD OTHER DEDUCTION +' button is visible.

Step 8: Deduction is added successfully onto employee.



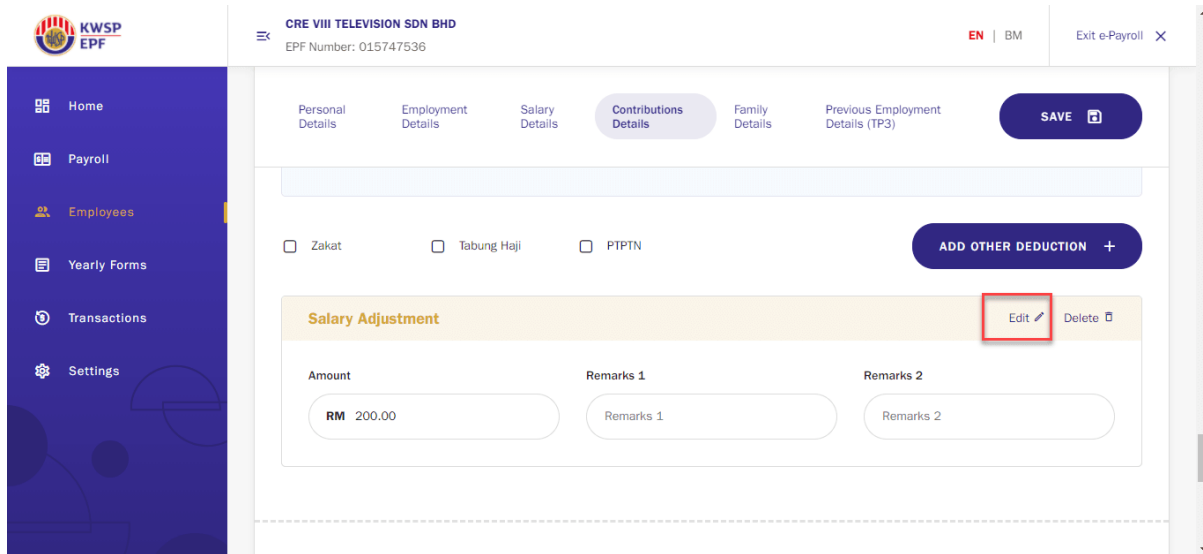
The screenshot shows the employee details page for 'CRE VIII TELEVISION SDN BHD' with an EPF Number of '015747536'. The 'Contributions Details' tab is active. The 'Salary Adjustment' deduction is listed in a table, highlighted with a red box:

Amount	Remarks 1	Remarks 2
RM 200.00	Remarks 1	Remarks 2

The 'ADD OTHER DEDUCTION +' button is visible, and a red arrow points to the 'PITPN' checkbox. The 'Zakat' and 'Tabung Haji' checkboxes are also visible.

## e-Payroll User Guide

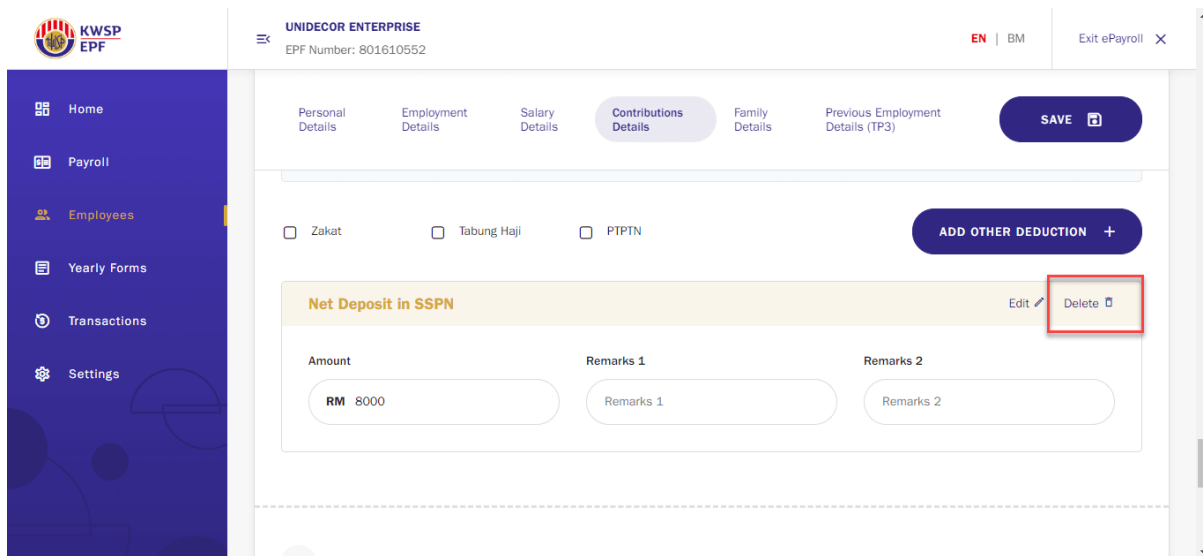
Step 9: Click Edit to edit deduction.



The screenshot displays the e-Payroll interface for employee CRE VIII TELEVISION SDN BHD (EPF Number: 015747536). The interface includes a sidebar with navigation options: Home, Payroll, Employees, Yearly Forms, Transactions, and Settings. The main content area shows the 'Contributions Details' tab, with a 'SAVE' button. Below this, there are checkboxes for Zakat, Tabung Haji, and PTPTN, and an 'ADD OTHER DEDUCTION +' button. A 'Salary Adjustment' section is highlighted in yellow, containing an 'Edit' button (circled in red) and a 'Delete' button. The 'Salary Adjustment' table has three columns: Amount, Remarks 1, and Remarks 2. The Amount column contains 'RM 200.00', Remarks 1 contains 'Remarks 1', and Remarks 2 contains 'Remarks 2'.

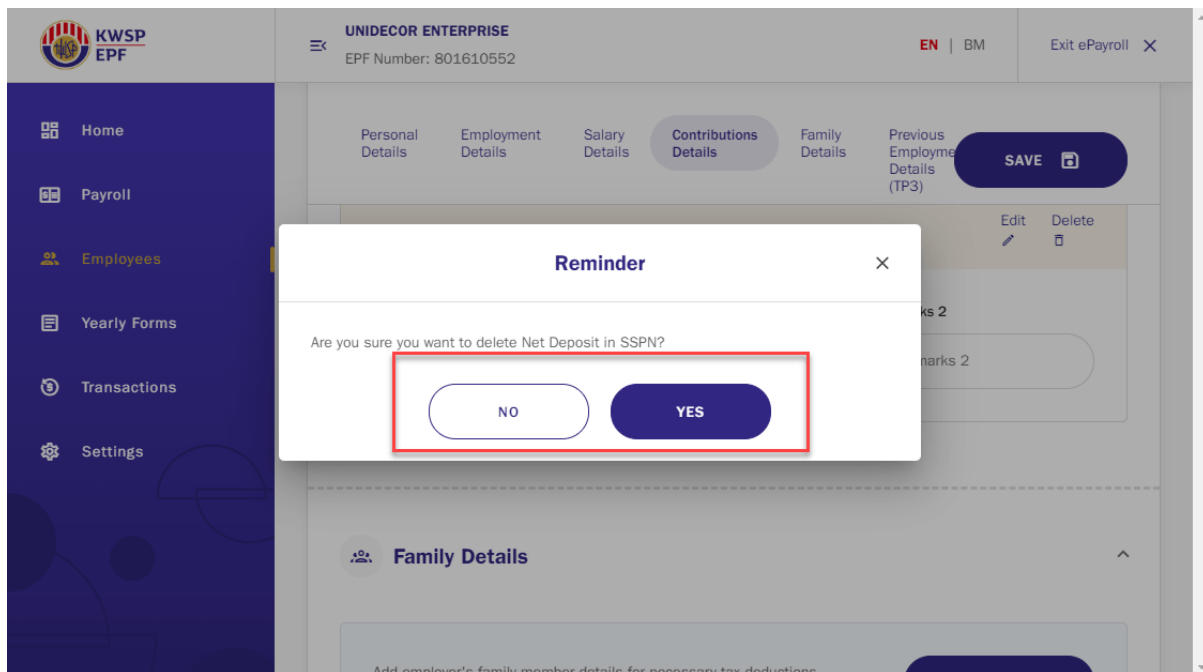
Amount	Remarks 1	Remarks 2
RM 200.00	Remarks 1	Remarks 2

Step 1: Click 'Delete' to delete deduction.

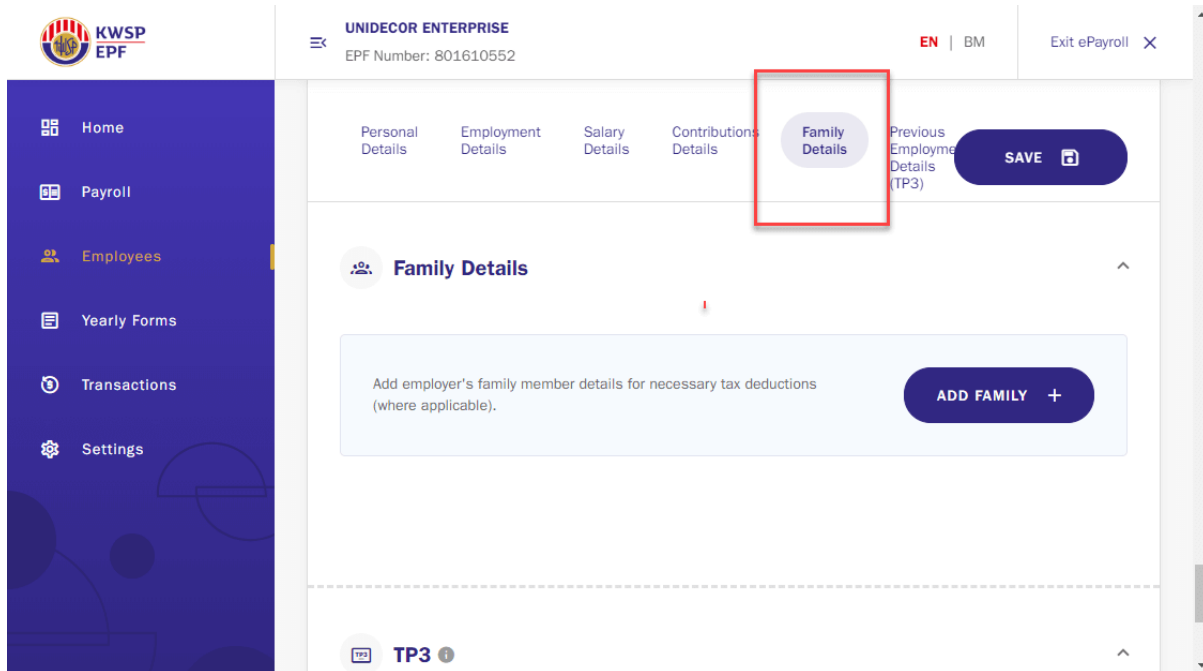


Step 2: A message will be displayed. Click 'Yes' to proceed on deleting deduction from employee.

Step 3: Click 'No' if do not wish to delete added compensation.

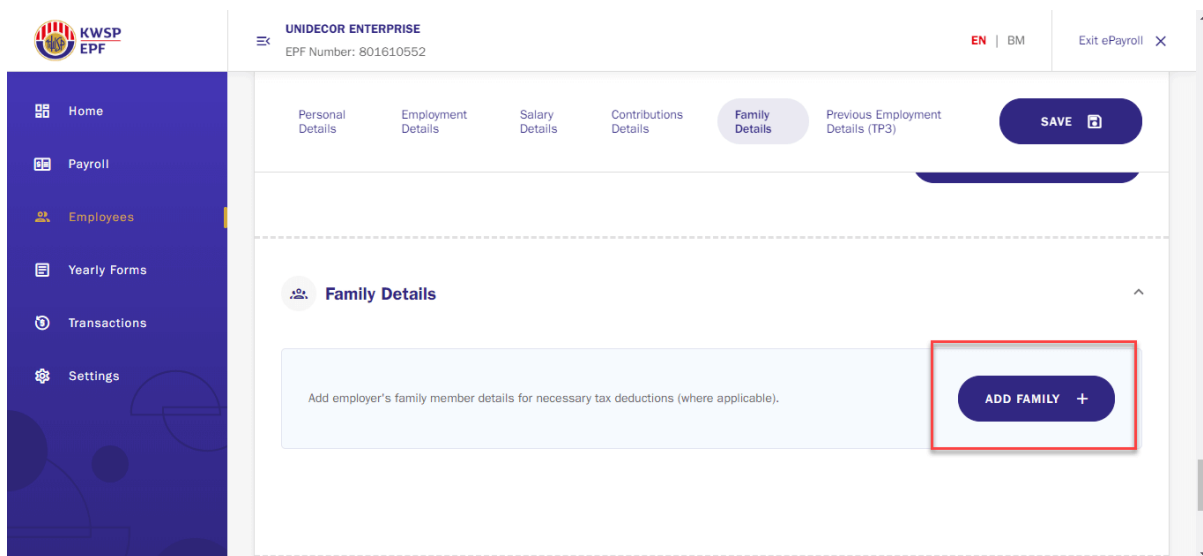


Step 1: Click “Family Details’ tab.



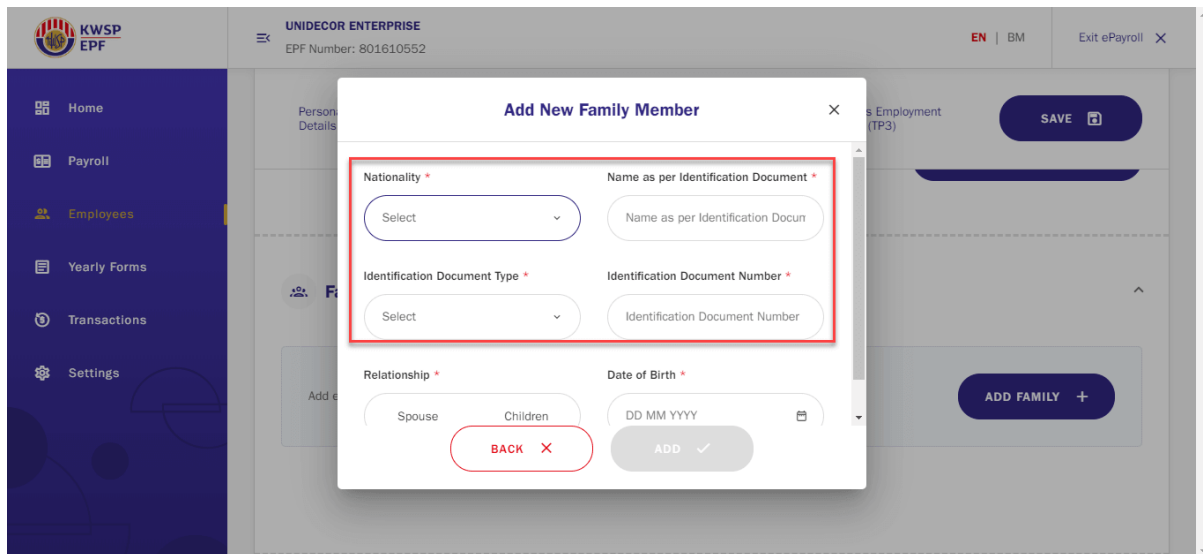
### Adding a Spouse

Step 1: Click ‘Add Family’ button.



## e-Payroll User Guide

Step 2: Enter Nationality, Name, Identification Document Type & Identification Document Number.



**Add New Family Member**

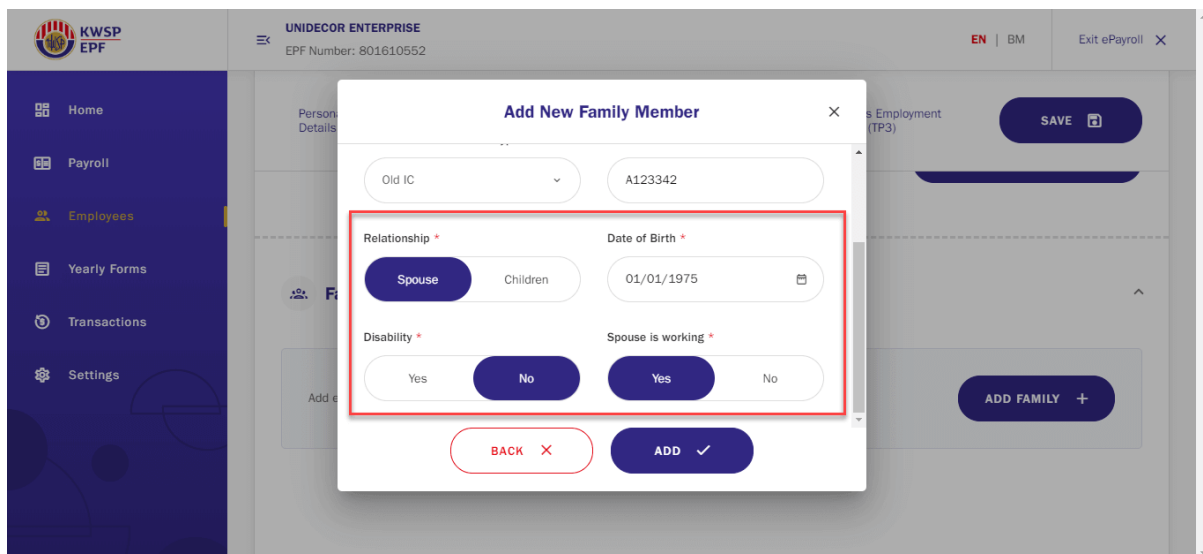
Nationality \*  Name as per Identification Document \*

Identification Document Type \*  Identification Document Number \*

Relationship \*  Spouse  Children Date of Birth \*

Step 3: Select 'Spouse' at Relationship.

Step 4: Enter/Select Date of Birth, Spouse's Disability & Spouse's Employment Status.



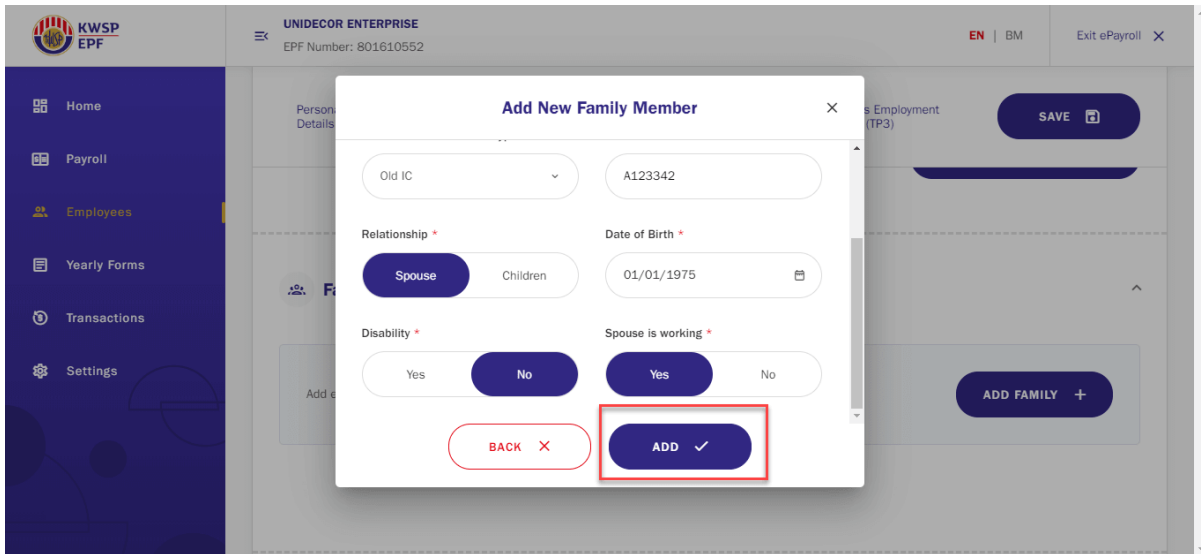
**Add New Family Member**

Old IC

Relationship \*  Spouse  Children Date of Birth \*

Disability \*  Yes  No Spouse is working \*  Yes  No

Step 5: Click 'Add'.



**Add New Family Member**

Old IC: A123342

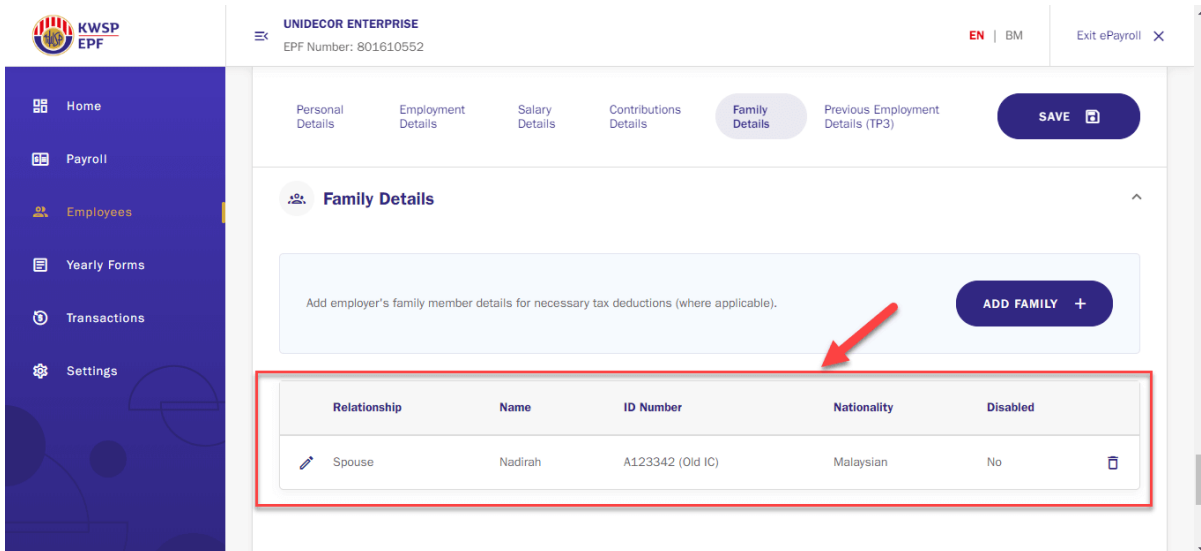
Relationship: **Spouse** Children

Date of Birth: 01/01/1975

Disability: **No** Yes

Spouse is working: **Yes** No



**ADD** ✓



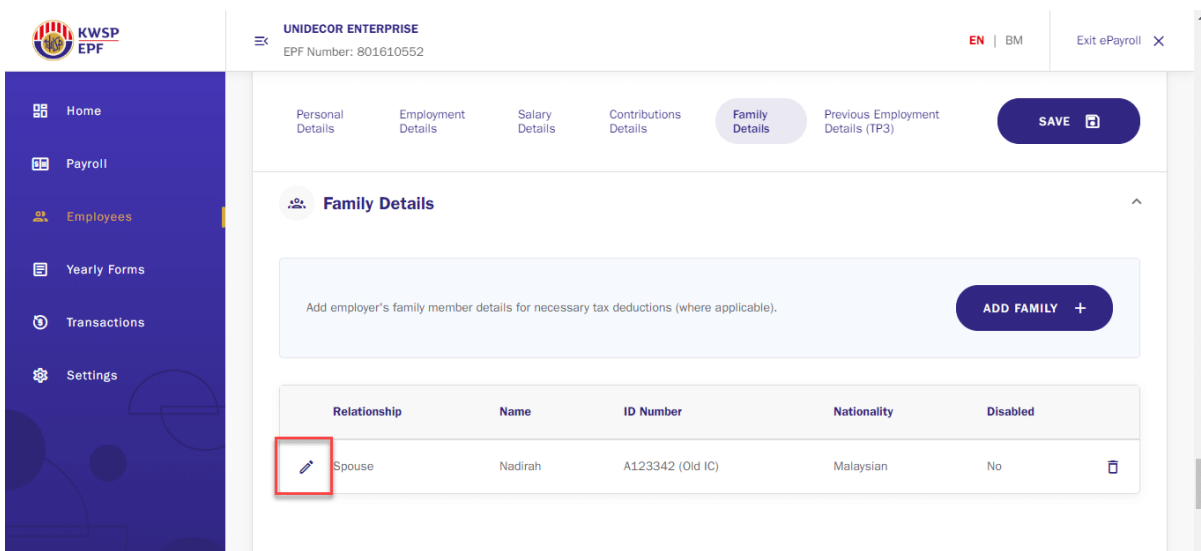
**Family Details**

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

**ADD FAMILY** +

Relationship	Name	ID Number	Nationality	Disabled
 Spouse	Nadirah	A123342 (Old IC)	Malaysian	No 



Step 6: Click 'Edit' icon to edit family member.



**Family Details**

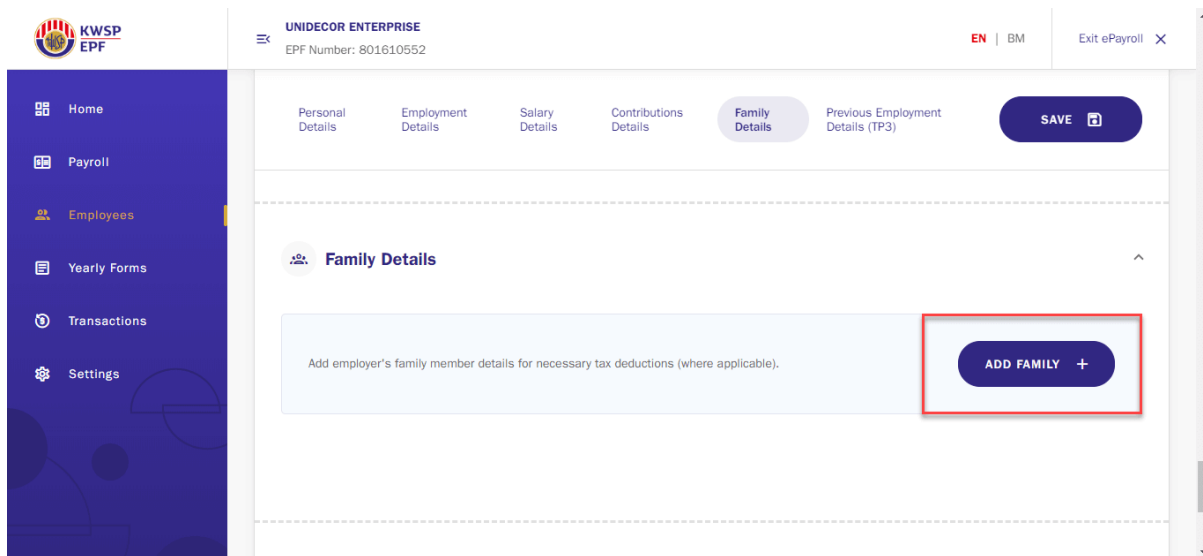
Add employer's family member details for necessary tax deductions (where applicable).

**ADD FAMILY** +

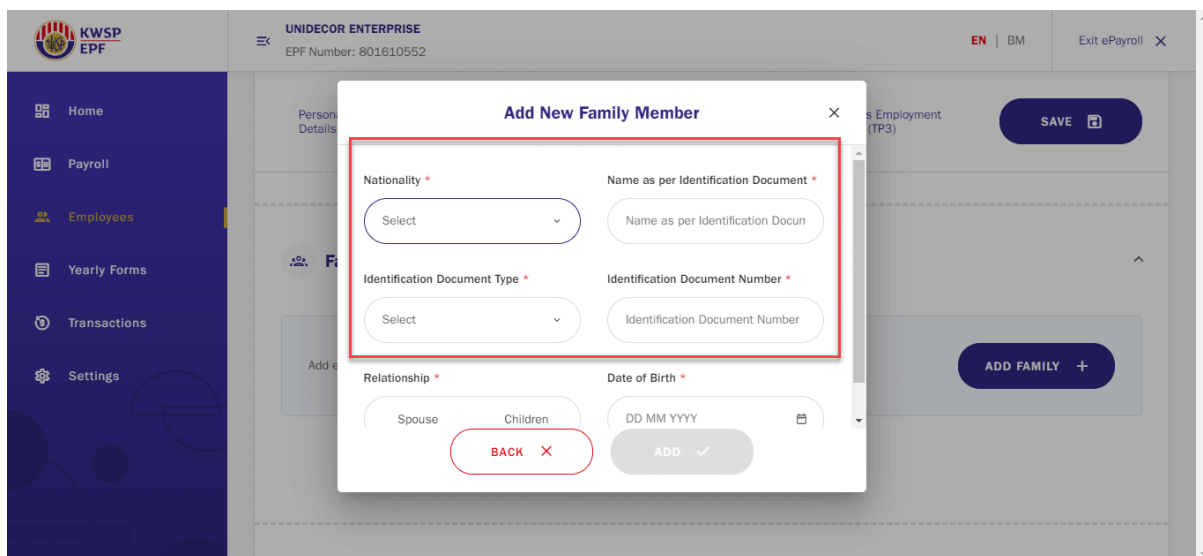
Relationship	Name	ID Number	Nationality	Disabled
 Spouse	Nadirah	A123342 (Old IC)	Malaysian	No 

### Adding a Children

Step 1: Click 'Add Family' button.

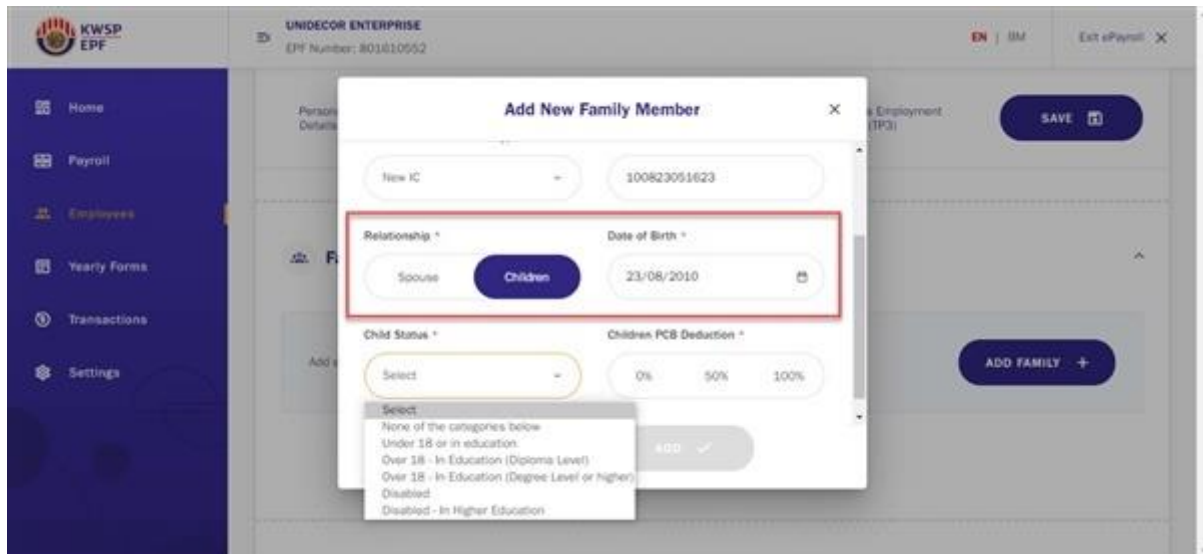


Step 2: Enter Nationality, Name, Identification Document Type & Identification Document Number.

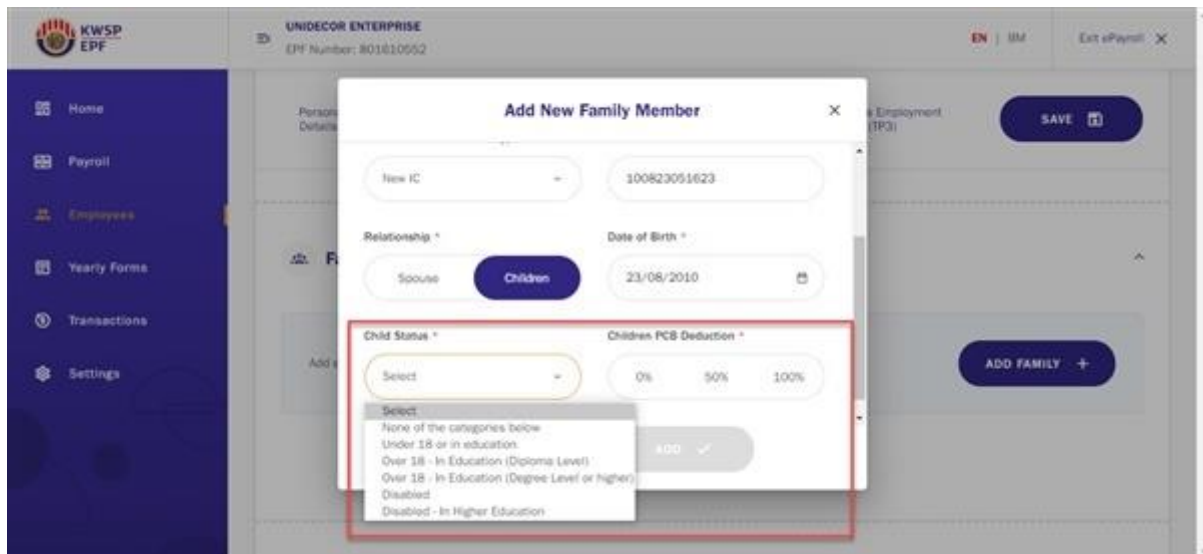


Step 3: Select 'Children' at Relationship.

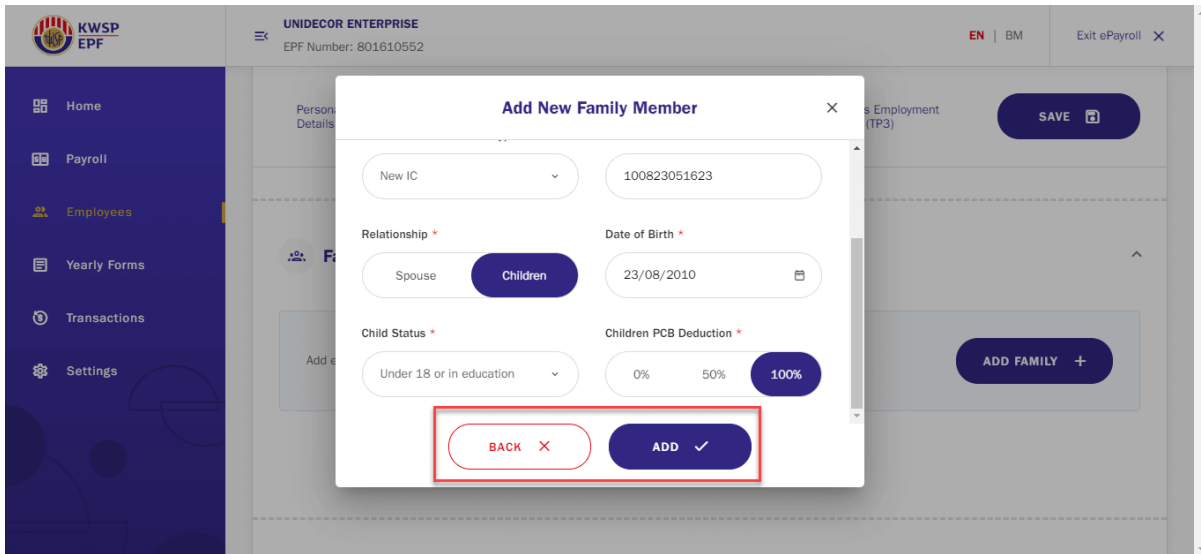
Step 4: Enter Date of Birth.



Step 5: Select 'Child Status' & Children PCB Deduction Percentage.



Step 6: Click 'Add'.



**Add New Family Member**

New IC: 100823051623

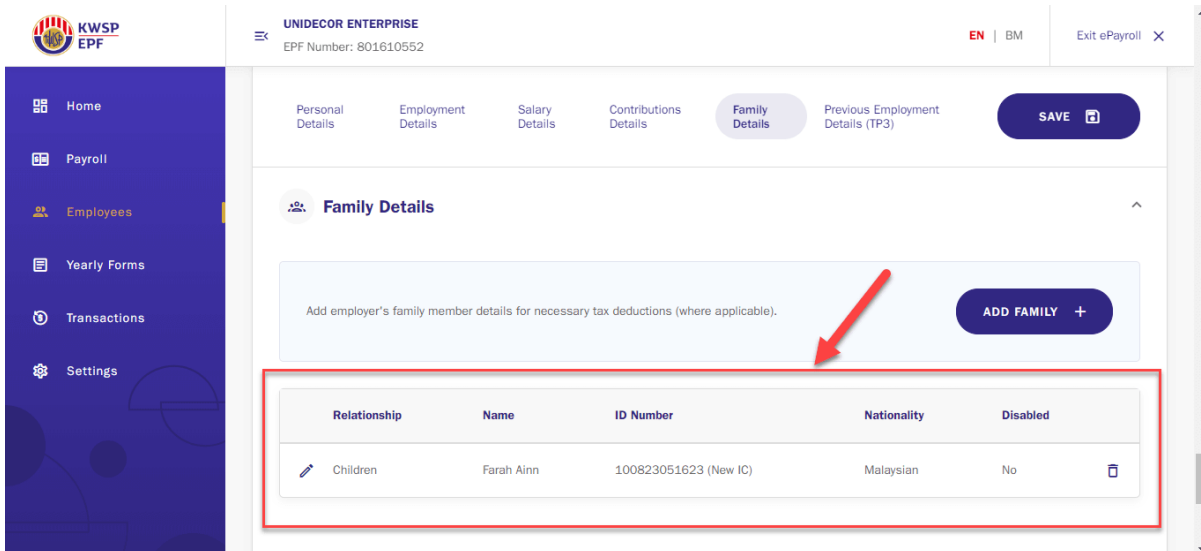
Relationship: **Children** (Selected)

Date of Birth: 23/08/2010

Child Status: Under 18 or in education

Children PCB Deduction: **100%** (Selected)

**ADD** ✓



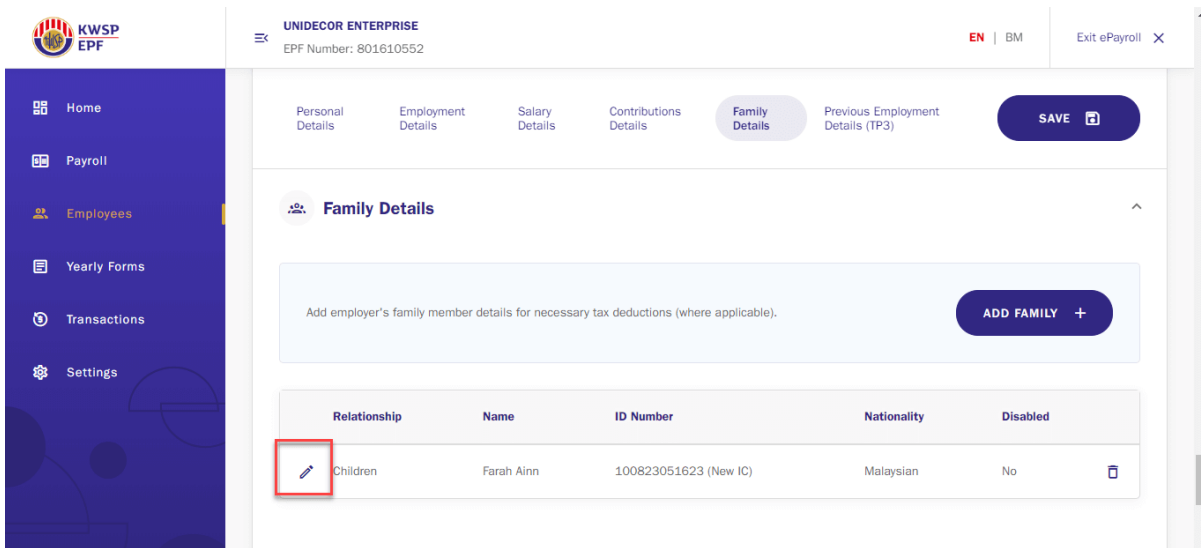
**Family Details**

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

**ADD FAMILY +**

Relationship	Name	ID Number	Nationality	Disabled
Children	Farah Ainn	100823051623 (New IC)	Malaysian	No

Step 7: Click 'Edit' icon to edit family member.



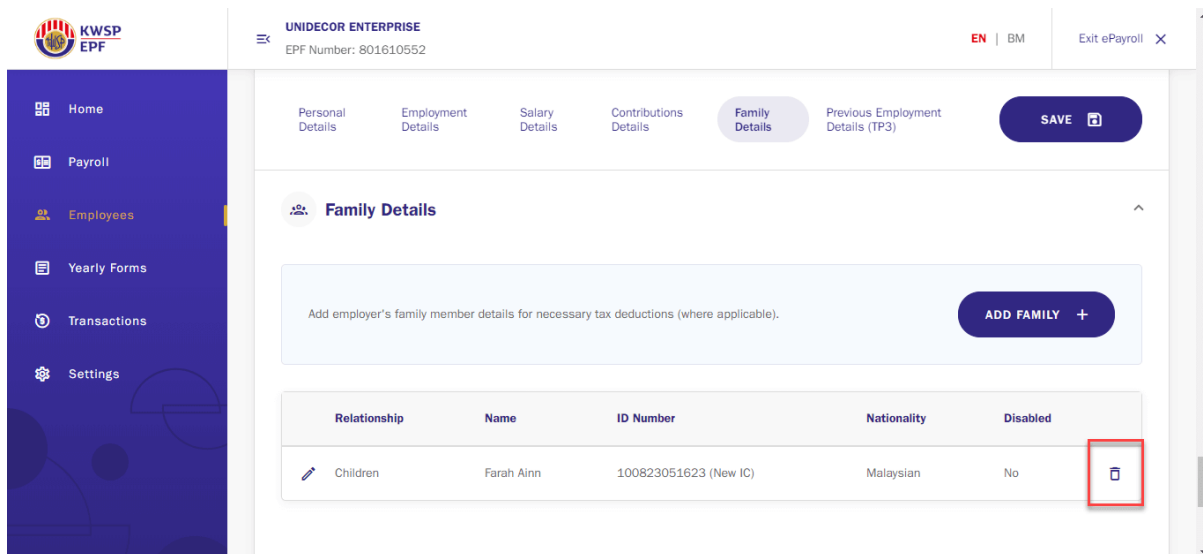
**Family Details**

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

**ADD FAMILY +**

Relationship	Name	ID Number	Nationality	Disabled
Children	Farah Ainn	100823051623 (New IC)	Malaysian	No

Step 1: Click 'Delete' icon



UNIDECOR ENTERPRISE  
EPF Number: 801610552

Personal Details Employment Details Salary Details Contributions Details **Family Details** Previous Employment Details (TP3) **SAVE**

**Family Details**

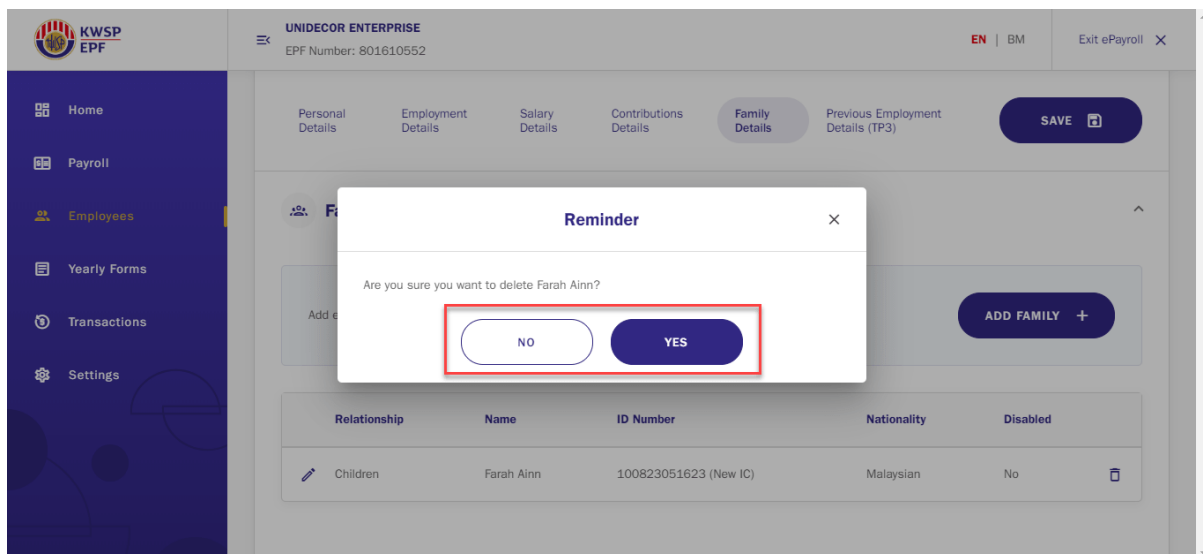
Add employer's family member details for necessary tax deductions (where applicable). **ADD FAMILY +**

Relationship	Name	ID Number	Nationality	Disabled	
Children	Farah Ainn	100823051623 (New IC)	Malaysian	No	

Step 2: e-Payroll displays reminder.

Step 3: Click 'Yes' to delete added family member.

Step 4: Click 'No' if do not wish to delete added family member.



UNIDECOR ENTERPRISE  
EPF Number: 801610552

Personal Details Employment Details Salary Details Contributions Details **Family Details** Previous Employment Details (TP3) **SAVE**

**Reminder** X

Are you sure you want to delete Farah Ainn?

**Family Details**

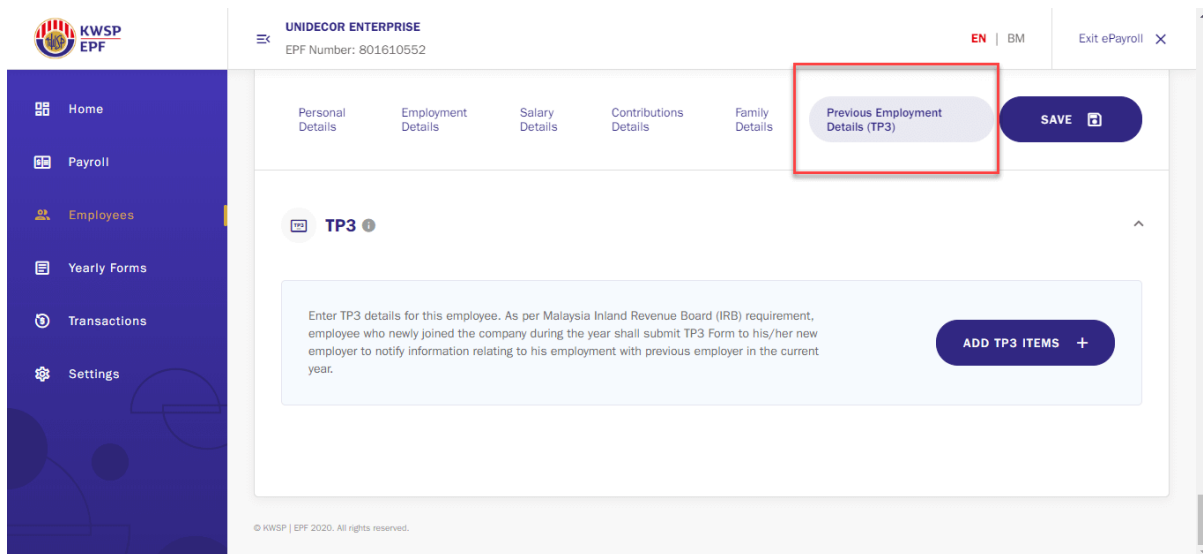
Add e... **ADD FAMILY +**

Relationship	Name	ID Number	Nationality	Disabled	
Children	Farah Ainn	100823051623 (New IC)	Malaysian	No	

## e-Payroll User Guide

### 2.4.2.6 Previous Employment Details (TP3)

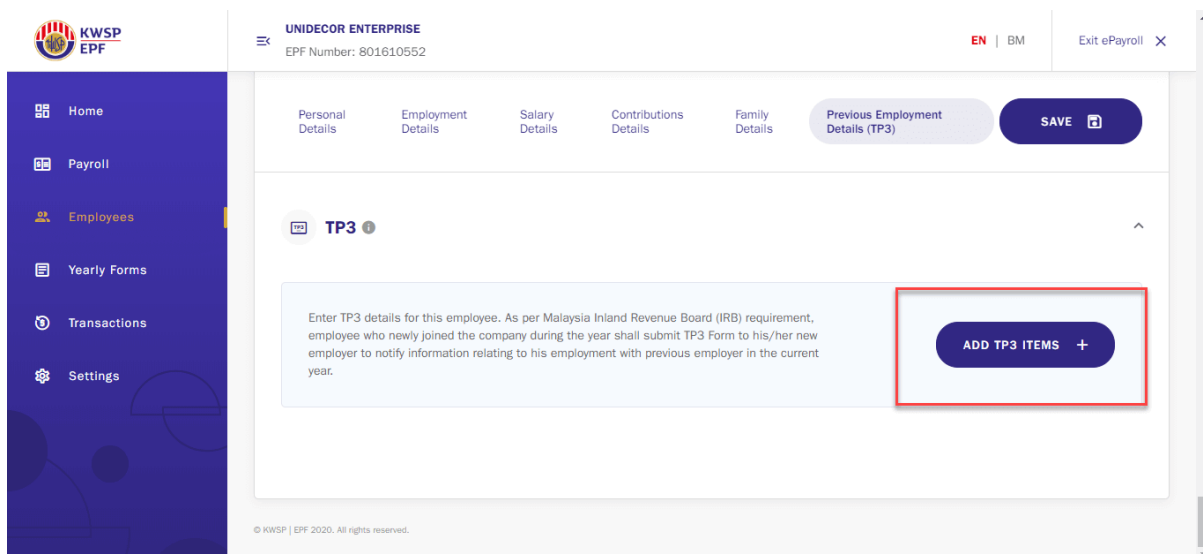
Step 1: Click 'Previous Employment Details (TP3) tab



The screenshot shows the e-Payroll interface for UNIDECOR ENTERPRISE. The left sidebar contains navigation options: Home, Payroll, Employees, Yearly Forms, Transactions, and Settings. The main content area has a top navigation bar with tabs: Personal Details, Employment Details, Salary Details, Contributions Details, Family Details, and Previous Employment Details (TP3). The 'Previous Employment Details (TP3)' tab is highlighted with a red box. To the right of this tab is a 'SAVE' button. Below the tabs, there is a 'TP3' section with a sub-header and a text box containing instructions: 'Enter TP3 details for this employee. As per Malaysia Inland Revenue Board (IRB) requirement, employee who newly joined the company during the year shall submit TP3 Form to his/her new employer to notify information relating to his employment with previous employer in the current year.' To the right of this text box is an 'ADD TP3 ITEMS +' button.

### Adding TP3 Items

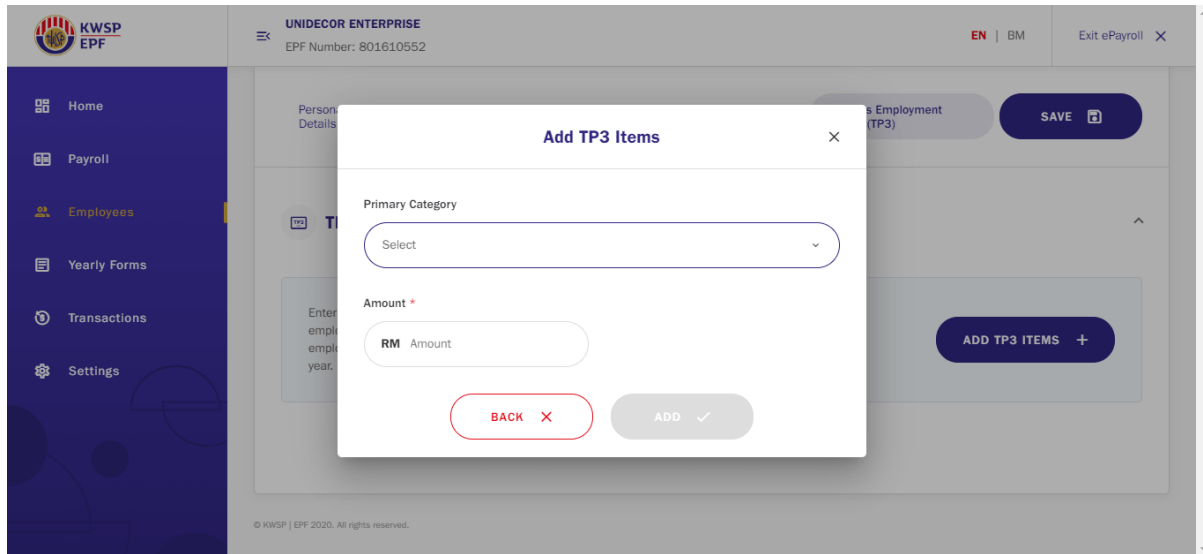
Step 1: Click 'Add TP3 Items' button.



This screenshot is identical to the previous one, showing the 'Previous Employment Details (TP3)' tab selected. However, the 'ADD TP3 ITEMS +' button is now highlighted with a red box, indicating the next step in the process.

## e-Payroll User Guide

Step 2: e-Payroll displays input page.

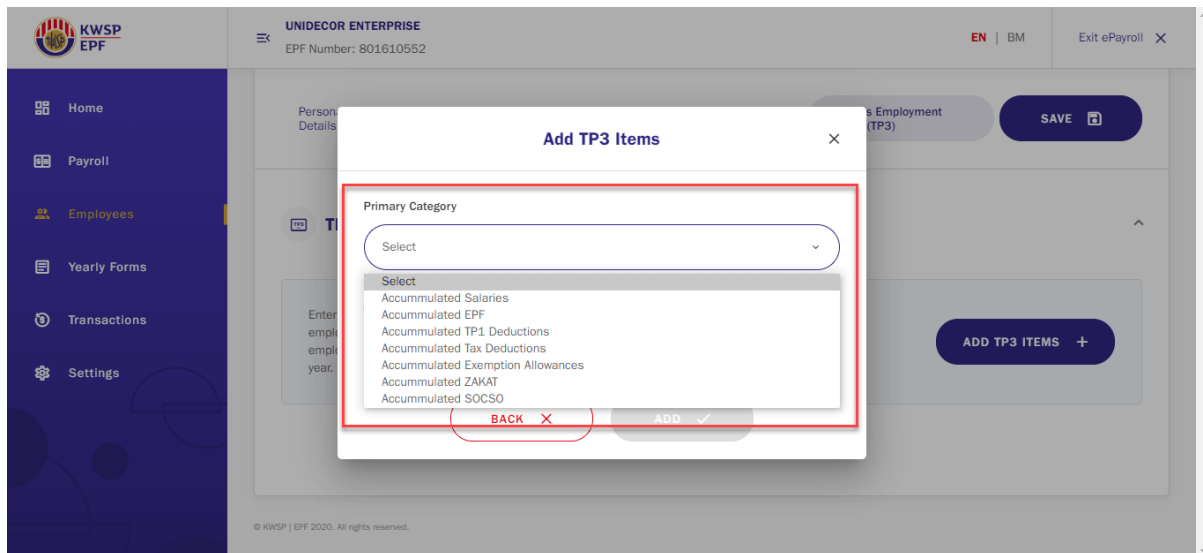


The screenshot shows the e-Payroll interface for UNIDECOR ENTERPRISE (EPF Number: 801610552). A modal window titled "Add TP3 Items" is open, allowing the user to input details for a new item. The modal contains the following fields and controls:

- Primary Category:** A dropdown menu with "Select" as the current value.
- Amount \*:** A text input field with "RM Amount" as a placeholder.
- Buttons:** A red "BACK X" button and a grey "ADD ✓" button.

The background interface shows a sidebar with navigation options (Home, Payroll, Employees, Yearly Forms, Transactions, Settings) and a main content area with a "SAVE" button and an "ADD TP3 ITEMS +" button.

Step 3: Select items from Primary Category.

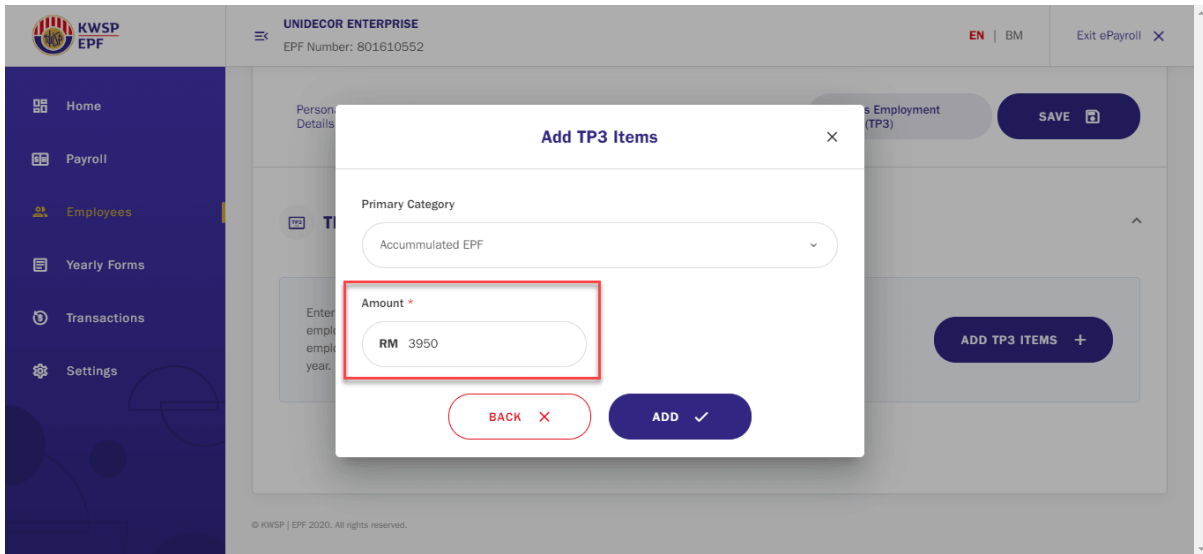


This screenshot shows the same "Add TP3 Items" modal form as in Step 2, but with the "Primary Category" dropdown menu open. The dropdown list displays the following options:

- Select
- Accumulated Salaries
- Accumulated EPF
- Accumulated TP1 Deductions
- Accumulated Tax Deductions
- Accumulated Exemption Allowances
- Accumulated ZAKAT
- Accumulated SOCSO

The "BACK X" and "ADD ✓" buttons are visible at the bottom of the modal. The background interface remains the same as in Step 2.

### Step 4: Enter Amount.



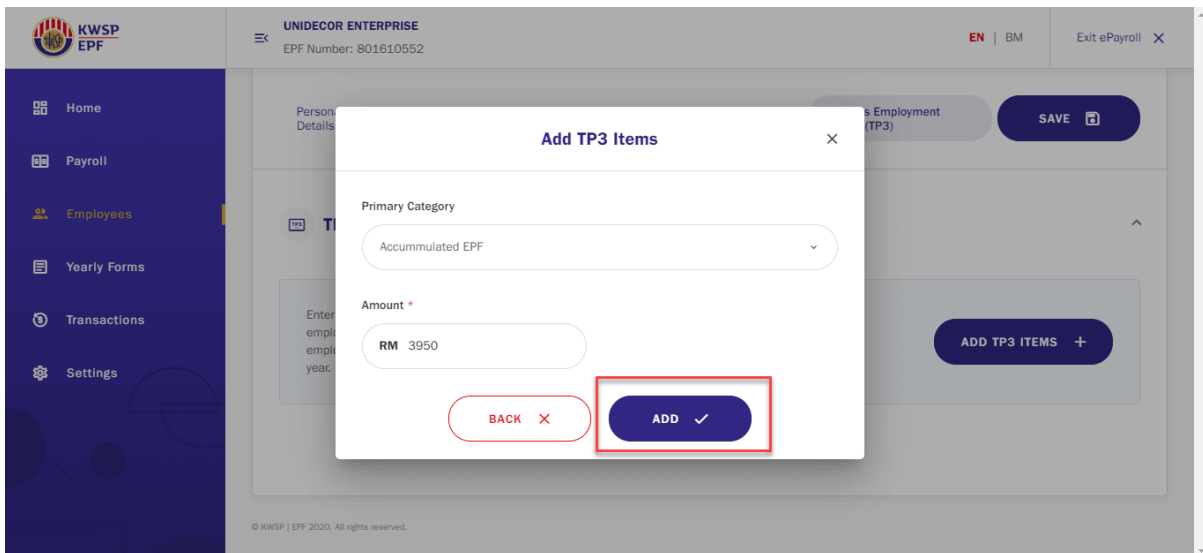
**Add TP3 Items**

Primary Category  
Accumulated EPF

Amount \*  
RM 3950

BACK ✕    ADD ✓

### Step 5: Click 'Add'.

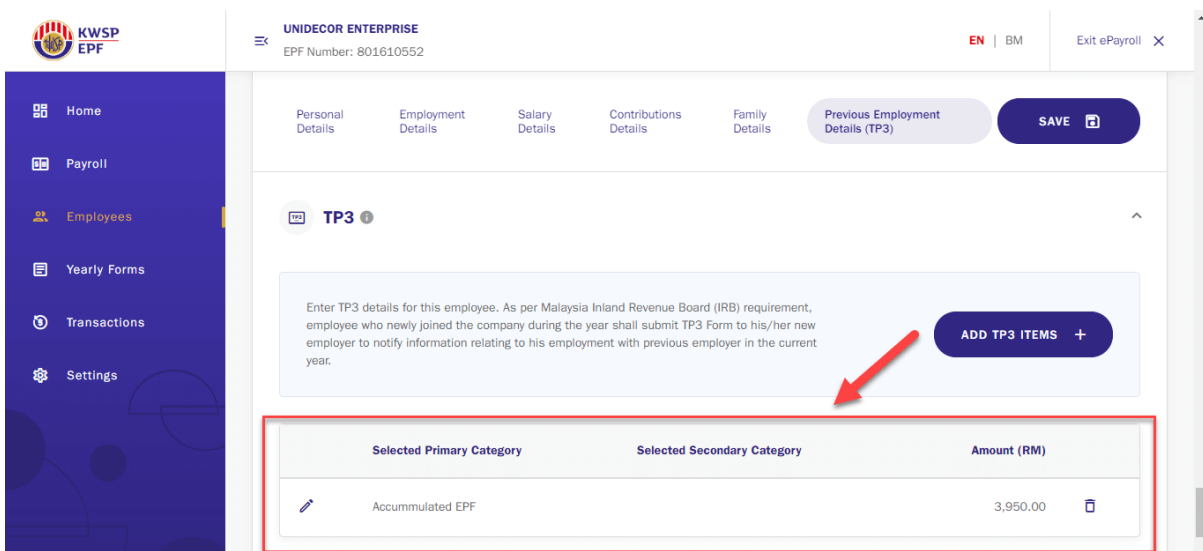


**Add TP3 Items**

Primary Category  
Accumulated EPF

Amount \*  
RM 3950

BACK ✕    ADD ✓



**TP3**

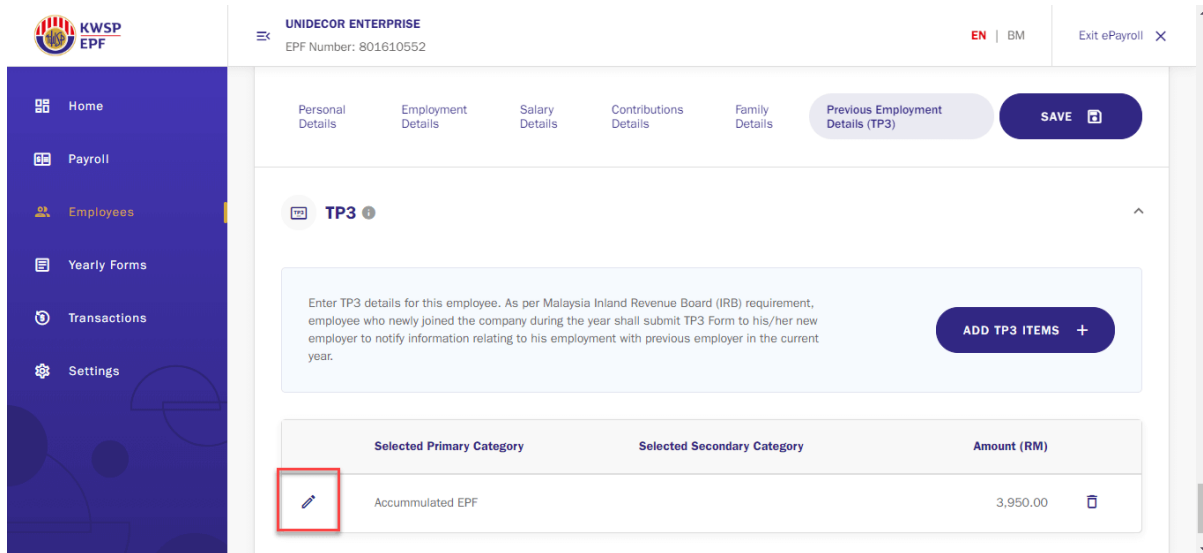
Enter TP3 details for this employee. As per Malaysia Inland Revenue Board (IRB) requirement, employee who newly joined the company during the year shall submit TP3 Form to his/her new employer to notify information relating to his employment with previous employer in the current year.

ADD TP3 ITEMS +

Selected Primary Category	Selected Secondary Category	Amount (RM)
Accumulated EPF		3,950.00

## e-Payroll User Guide

Step 6: Click 'Edit' icon to edit added TP3 item.





UNIDECOR ENTERPRISE  
EPF Number: 801610552

Personal Details | Employment Details | Salary Details | Contributions Details | Family Details | **Previous Employment Details (TP3)** | SAVE

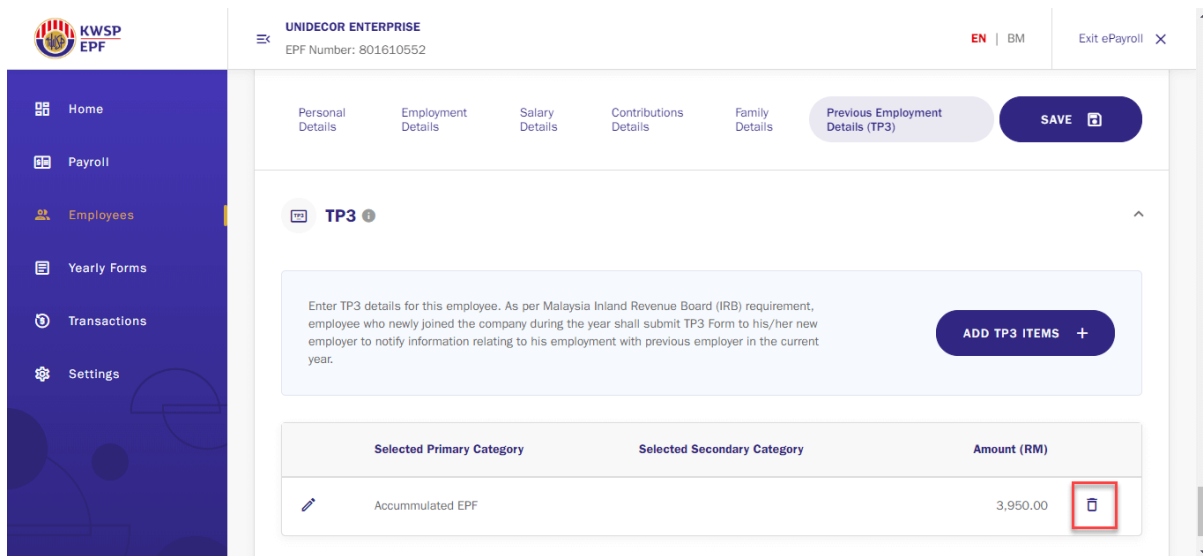
**TP3**

Enter TP3 details for this employee. As per Malaysia Inland Revenue Board (IRB) requirement, employee who newly joined the company during the year shall submit TP3 Form to his/her new employer to notify information relating to his employment with previous employer in the current year. **ADD TP3 ITEMS +**

Selected Primary Category	Selected Secondary Category	Amount (RM)
 Accumulated EPF		3,950.00 

Deleting added TP3 Item

Step 1: Click 'Delete' icon





UNIDECOR ENTERPRISE  
EPF Number: 801610552

Personal Details | Employment Details | Salary Details | Contributions Details | Family Details | **Previous Employment Details (TP3)** | SAVE

**TP3**

Enter TP3 details for this employee. As per Malaysia Inland Revenue Board (IRB) requirement, employee who newly joined the company during the year shall submit TP3 Form to his/her new employer to notify information relating to his employment with previous employer in the current year. **ADD TP3 ITEMS +**

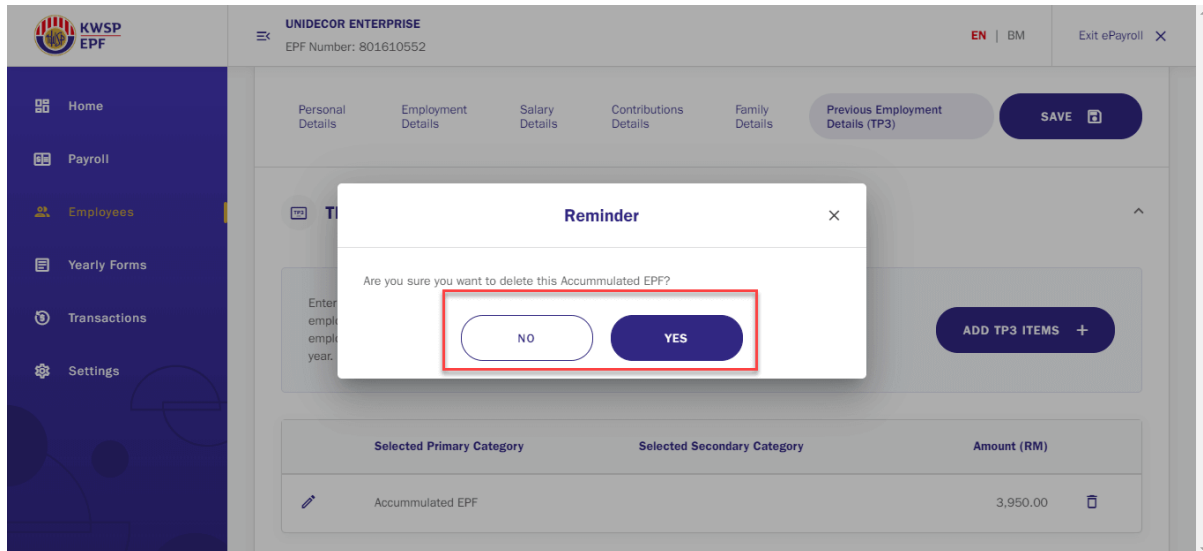
Selected Primary Category	Selected Secondary Category	Amount (RM)
 Accumulated EPF		3,950.00 

## e-Payroll User Guide

Step 2: e-Payroll displays reminder message

Step 3: Click 'Yes' to delete added TP3 item.

Step 4: Click 'No' if do not wish to delete added TP3 item.



The screenshot displays the e-Payroll interface for UNIDECOR ENTERPRISE. A modal dialog box titled "Reminder" is centered on the screen, asking "Are you sure you want to delete this Accumulated EPF?". Below the question are two buttons: "NO" and "YES". The "YES" button is highlighted with a red rectangular box. In the background, the main interface shows a table with columns for "Selected Primary Category", "Selected Secondary Category", and "Amount (RM)". A single row is visible with "Accumulated EPF" and an amount of "3,950.00".

Selected Primary Category	Selected Secondary Category	Amount (RM)
	Accumulated EPF	3,950.00

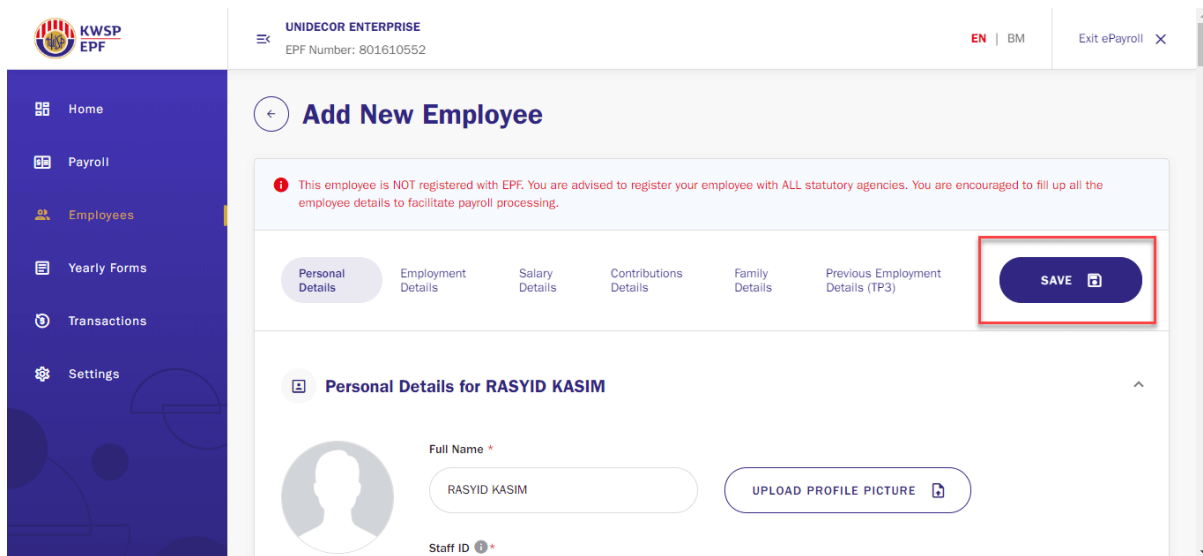
## e-Payroll User Guide

### 2.4.3 Save Employee

For employer to save all changes made onto employee.

#### 2.4.3.1 Add Employee Successfully

Step 1: Click 'Save' button.



**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

**Add New Employee**

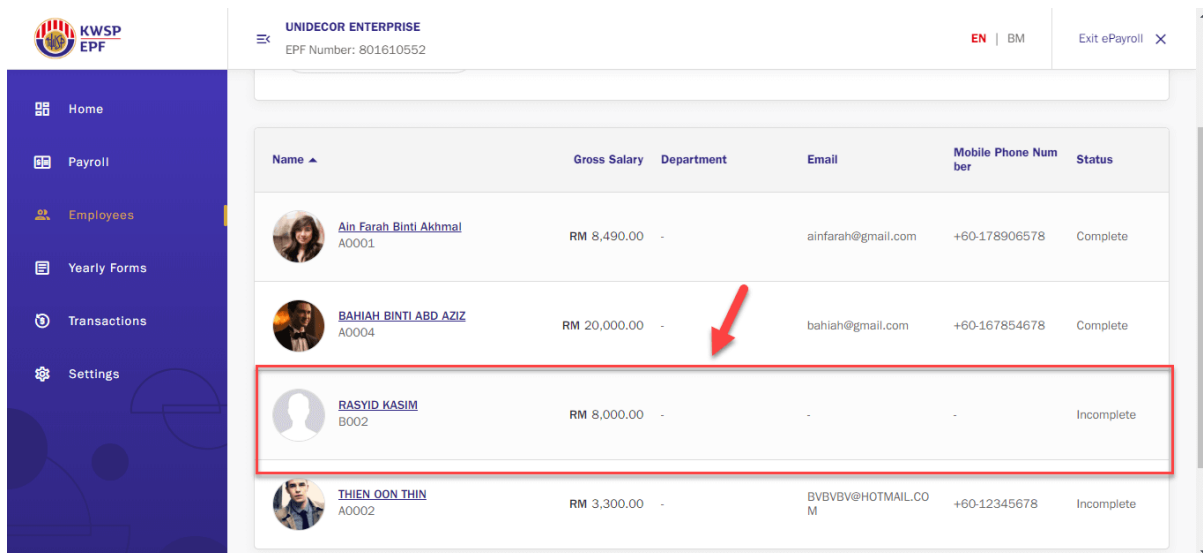
**SAVE**





**Personal Details for RASYID KASIM**

Full Name \*  
RASYID KASIM

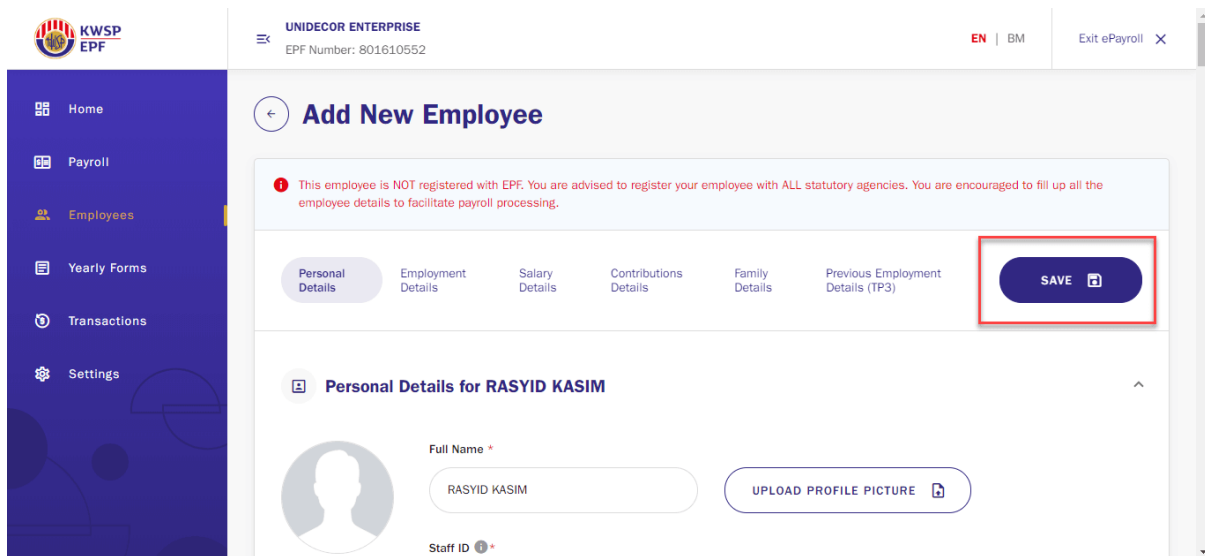
Staff ID \*

Step 2: e-Payroll adds employee into 'Active' Employee Listing.



Name	Gross Salary	Department	Email	Mobile Phone Number	Status
 <b>AIN FARAH BINTI AKHMAL</b> A0001	RM 8,490.00	-	ainfarah@gmail.com	+60-178906578	Complete
 <b>BAHIAH BINTI ABD AZIZ</b> A0004	RM 20,000.00	-	bahiah@gmail.com	+60-167854678	Complete
 <b>RASYID KASIM</b> B002	RM 8,000.00	-	-	-	Incomplete
 <b>THIEN OON THIN</b> A0002	RM 3,300.00	-	BVBVBV@HOTMAIL.COM	+60-12345678	Incomplete

Step 1: Click 'Save' button.



**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

**Add New Employee**

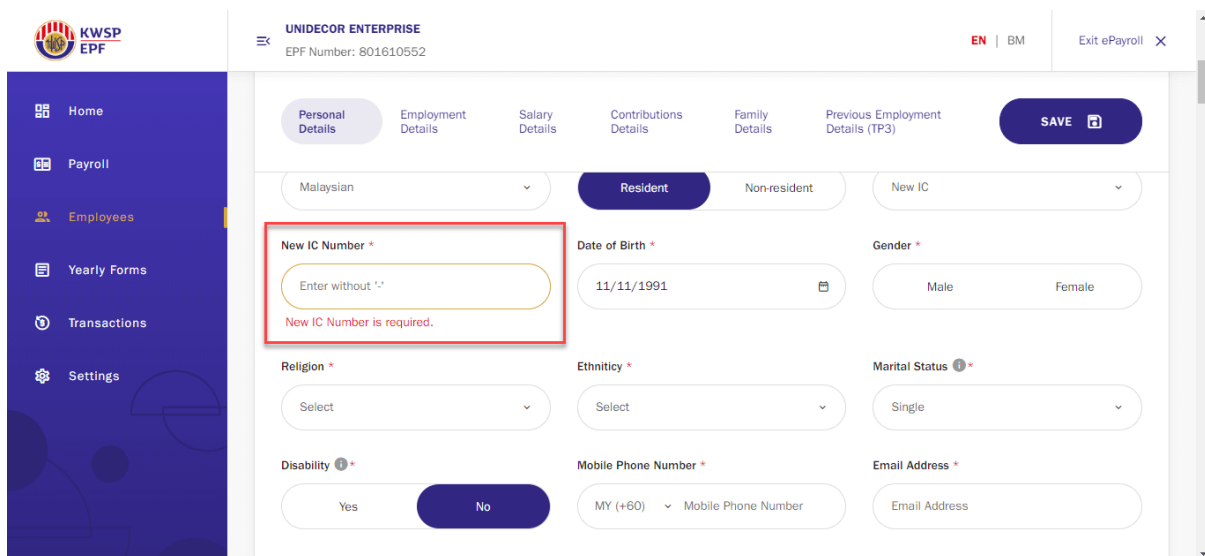
**SAVE**

**Personal Details for RASYID KASIM**

Full Name \*  
RASYID KASIM

Staff ID \*

Step 2: e-Payroll displays inline error if there are mandatory fields are not entered or invalid.



**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

**SAVE**

Malaysian  
Resident  
New IC

New IC Number \*  
Enter without \*  
New IC Number is required.

Date of Birth \*  
11/11/1991

Gender \*  
Male Female

Religion \*  
Select

Ethnicity \*  
Select

Marital Status \*  
Single

Disability \*  
Yes No

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

Email Address \*  
Email Address

How to correct?

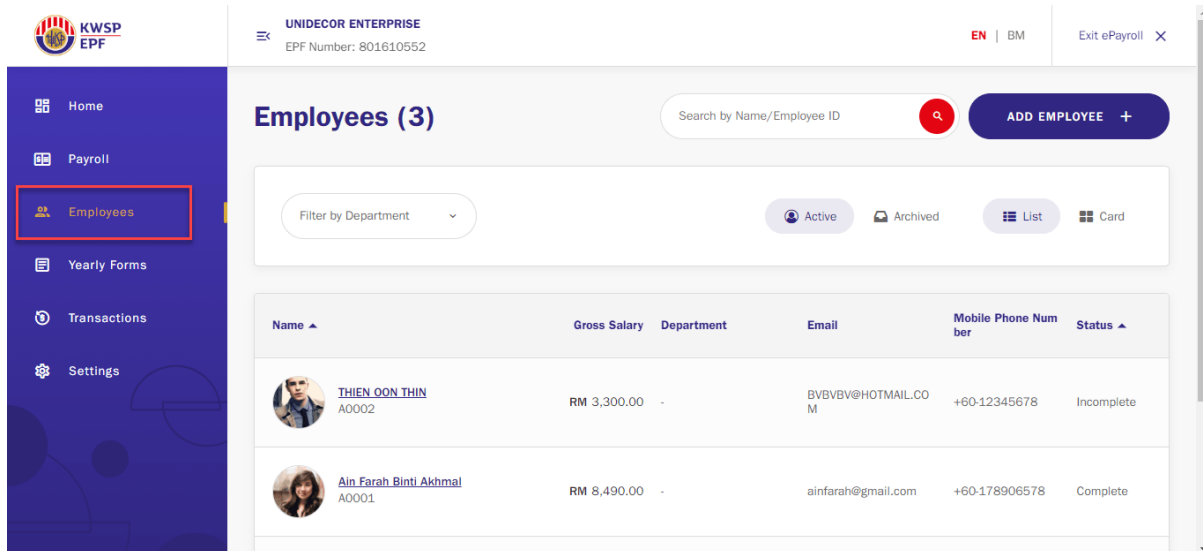
Step 1: Enter valid input in fields that are incomplete or invalid.

Step 2: Click 'Save' again.

### 2.4.4 Edit Employee

For employers to update employee's details (if any).

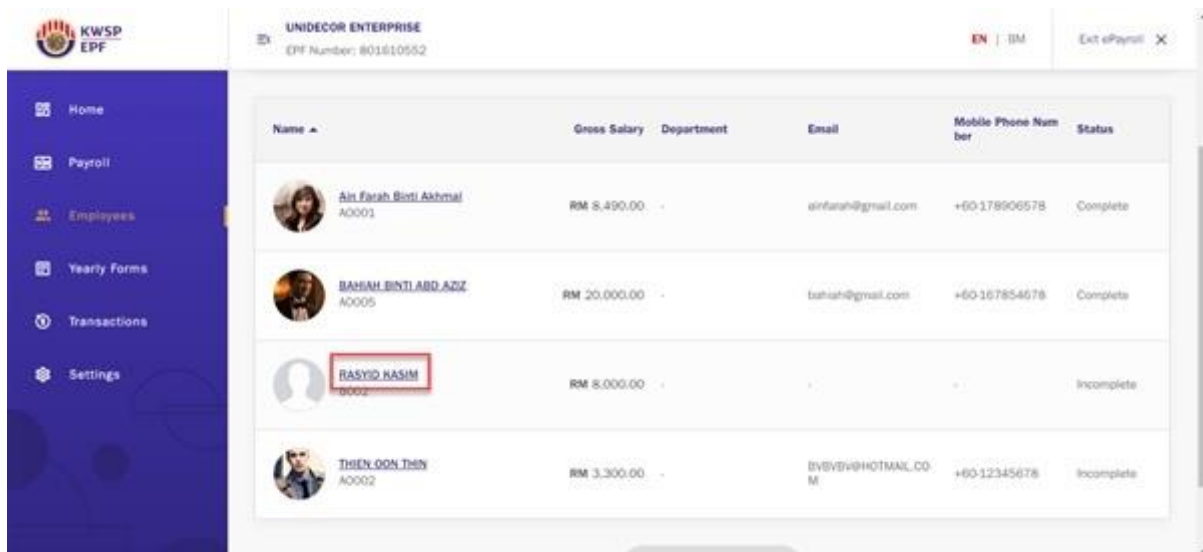
Step 1: Click 'Employee' side menu.



The screenshot shows the 'UNIDECOR ENTERPRISE' interface. The left-hand navigation menu is visible, with the 'Employees' option highlighted by a red rectangular box. The main content area displays a table of employees with the following data:

Name	Gross Salary	Department	Email	Mobile Phone Number	Status
<a href="#">THIEN OON THIN</a> A0002	RM 3,300.00	-	BVBVBV@HOTMAIL.COM	+60-12345678	Incomplete
<a href="#">Ain Farah Binti Akhmal</a> A0001	RM 8,490.00	-	ainfarah@gmail.com	+60-178906578	Complete

Step 2: Click employee name hyperlink.

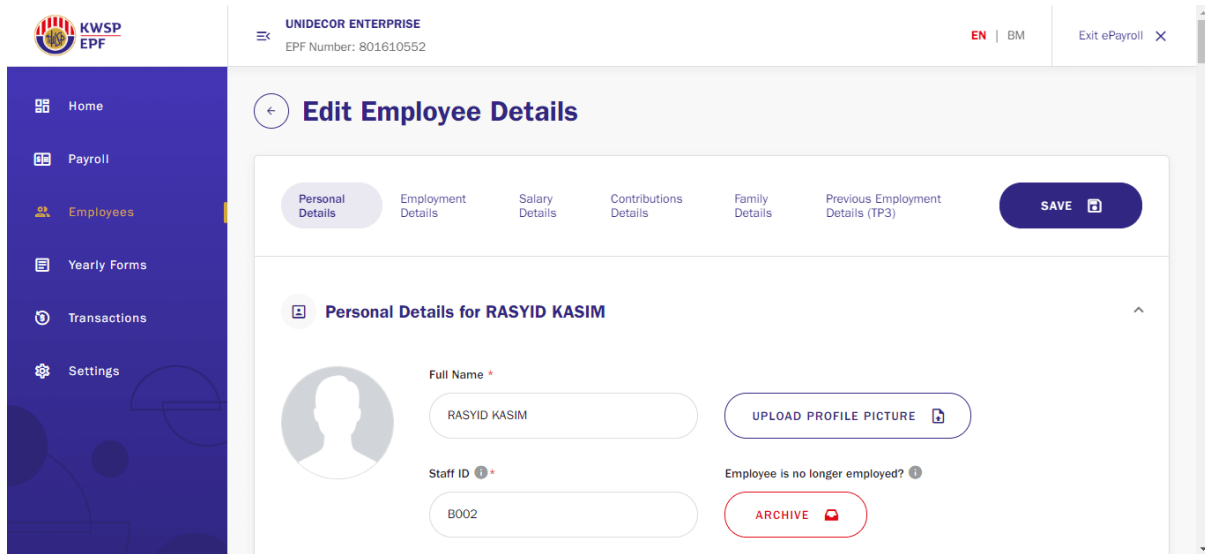


The screenshot shows the 'UNIDECOR ENTERPRISE' interface. The left-hand navigation menu is visible, with the 'Employees' option highlighted by a red rectangular box. The main content area displays a table of employees with the following data:

Name	Gross Salary	Department	Email	Mobile Phone Number	Status
<a href="#">Ain Farah Binti Akhmal</a> A0001	RM 8,490.00	-	ainfarah@gmail.com	+60-178906578	Complete
<a href="#">BAHIAH BINTI ABD. AZIZ</a> A0005	RM 20,000.00	-	bahiah@gmail.com	+60-167854678	Complete
<a href="#">RASYID NASIM</a> B0002	RM 8,000.00	-	-	-	Incomplete
<a href="#">THIEN OON THIN</a> A0002	RM 3,300.00	-	BVBVBV@HOTMAIL.COM	+60-12345678	Incomplete

## e-Payroll User Guide

Step 3: e-Payroll redirects to particular employee details.



UNIDECOR ENTERPRISE  
EPF Number: 801610552

EN | BM Exit ePayroll X

### Edit Employee Details

Personal Details Employment Details Salary Details Contributions Details Family Details Previous Employment Details (TP3) **SAVE**

#### Personal Details for RASYID KASIM

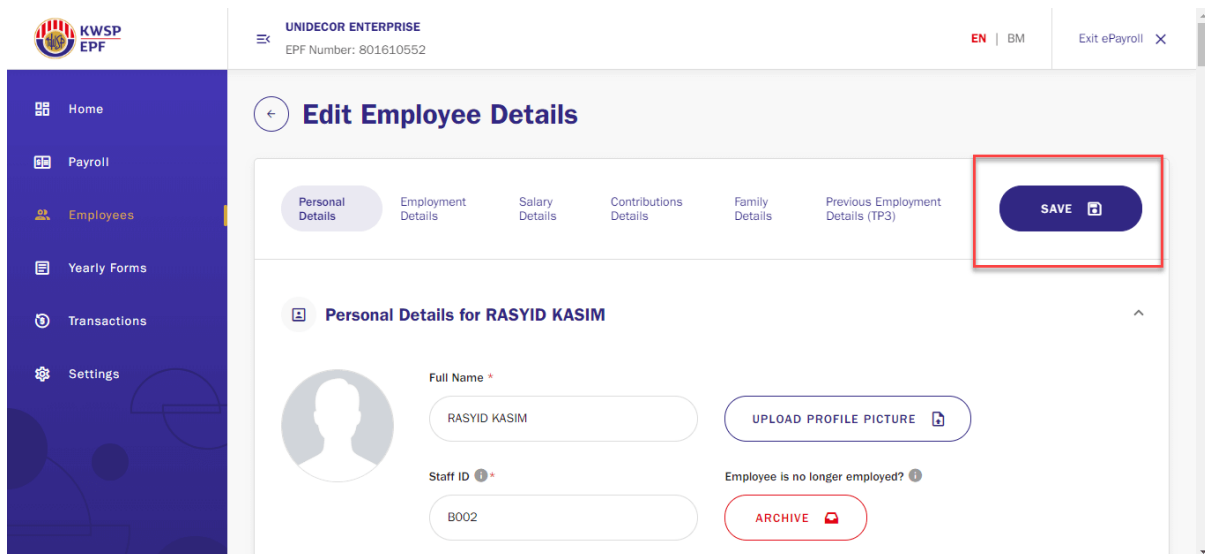
Full Name \*  
RASYID KASIM **UPLOAD PROFILE PICTURE**

Staff ID \*  
B002 **ARCHIVE**

Employee is no longer employed? **ARCHIVE**

Step 4: Update information.

Step 5: Click 'Save'.



UNIDECOR ENTERPRISE  
EPF Number: 801610552

EN | BM Exit ePayroll X

### Edit Employee Details

Personal Details Employment Details Salary Details Contributions Details Family Details Previous Employment Details (TP3) **SAVE**

#### Personal Details for RASYID KASIM

Full Name \*  
RASYID KASIM **UPLOAD PROFILE PICTURE**

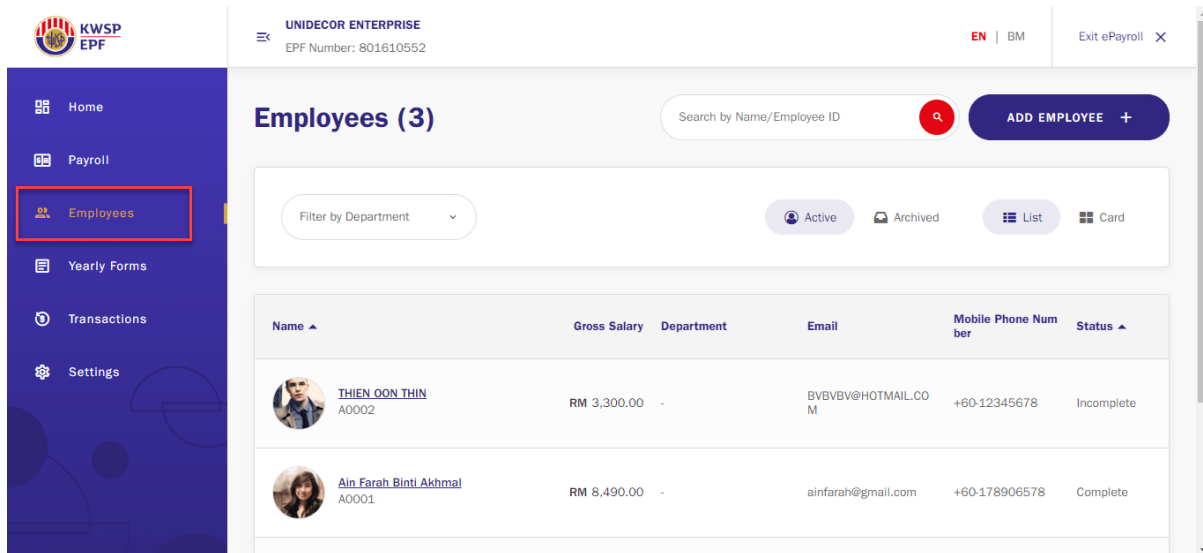
Staff ID \*  
B002 **ARCHIVE**

Employee is no longer employed? **ARCHIVE**

### 2.4.5 Archive Employee

For employer to remove employee from 'Active' employee listing if employee has left the company. Note that archived employee will not be included into payroll processing.

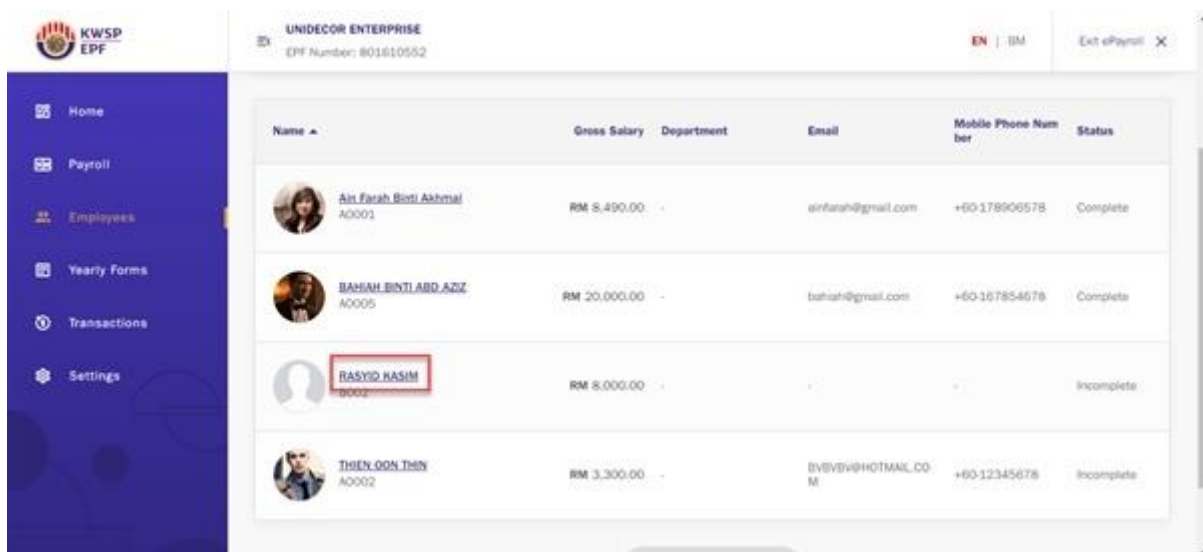
Step 1: Click Employee side menu.



The screenshot shows the e-Payroll interface for UNIDECOR ENTERPRISE. The left sidebar menu has 'Employees' highlighted with a red box. The main content area displays a table of active employees.

Name	Gross Salary	Department	Email	Mobile Phone Number	Status
<a href="#">THIEN OON THIN</a> A0002	RM 3,300.00	-	BVBVBV@HOTMAIL.COM	+60-12345678	Incomplete
<a href="#">Ain Farah Binti Akhmal</a> A0001	RM 8,490.00	-	ainfarah@gmail.com	+60-178906578	Complete

Step 2: Click employee name hyperlink.



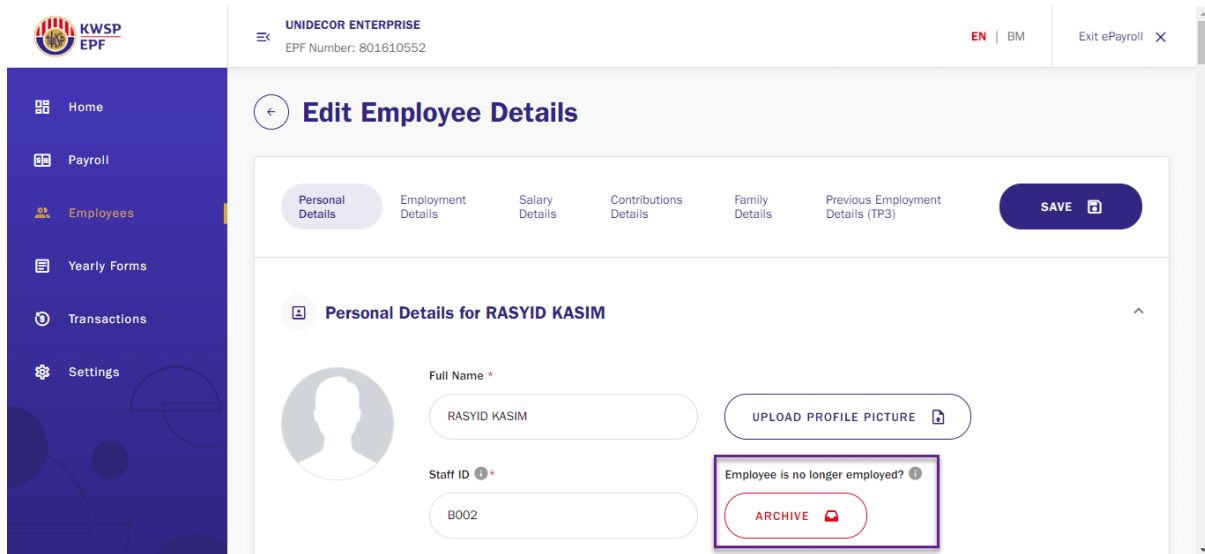
The screenshot shows the e-Payroll interface for UNIDECOR ENTERPRISE. The left sidebar menu has 'Employees' highlighted in red. The main content area displays a table of employees, with the name 'RASYID RASIM' highlighted in red in the original image.

Name	Gross Salary	Department	Email	Mobile Phone Number	Status
<a href="#">Ain Farah Binti Akhmal</a> A0001	RM 8,490.00	-	ainfarah@gmail.com	+60-178906578	Complete
<a href="#">BAHIAH BINTI ABD. AZIZ</a> A0005	RM 20,000.00	-	tshah@gmail.com	+60-167854678	Complete
<a href="#">RASYID RASIM</a> A0002	RM 8,000.00	-	-	-	Incomplete
<a href="#">THIEN OON THIN</a> A0002	RM 3,300.00	-	BVBVBV@HOTMAIL.COM	+60-12345678	Incomplete

## e-Payroll User Guide

Step 3: e-Payroll redirects to employee details.

Step 4: Click 'Archive' button.



UNIDECOR ENTERPRISE  
EPF Number: 801610552

EN | BM Exit ePayroll X

### Edit Employee Details

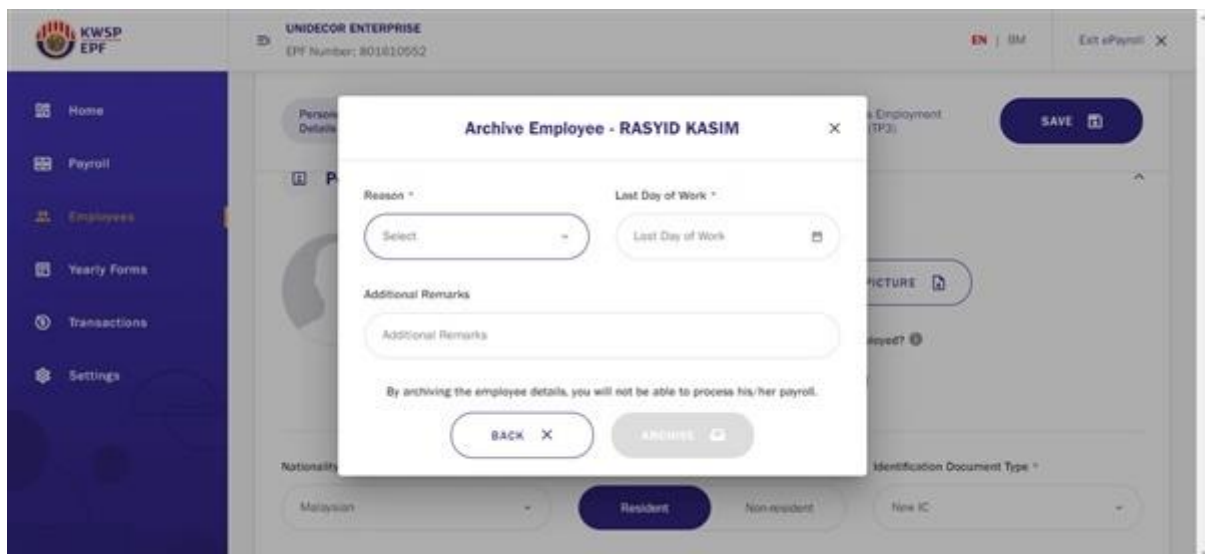
Personal Details Employment Details Salary Details Contributions Details Family Details Previous Employment Details (TP3) **SAVE**

#### Personal Details for RASYID KASIM

Full Name \*  
RASYID KASIM **UPLOAD PROFILE PICTURE**

Staff ID \*  
B002 **Employee is no longer employed? **ARCHIVE****

Step 5: e-Payroll displays input page.



UNIDECOR ENTERPRISE  
EPF Number: 801610552

EN | BM Exit ePayroll X

#### Archive Employee - RASYID KASIM

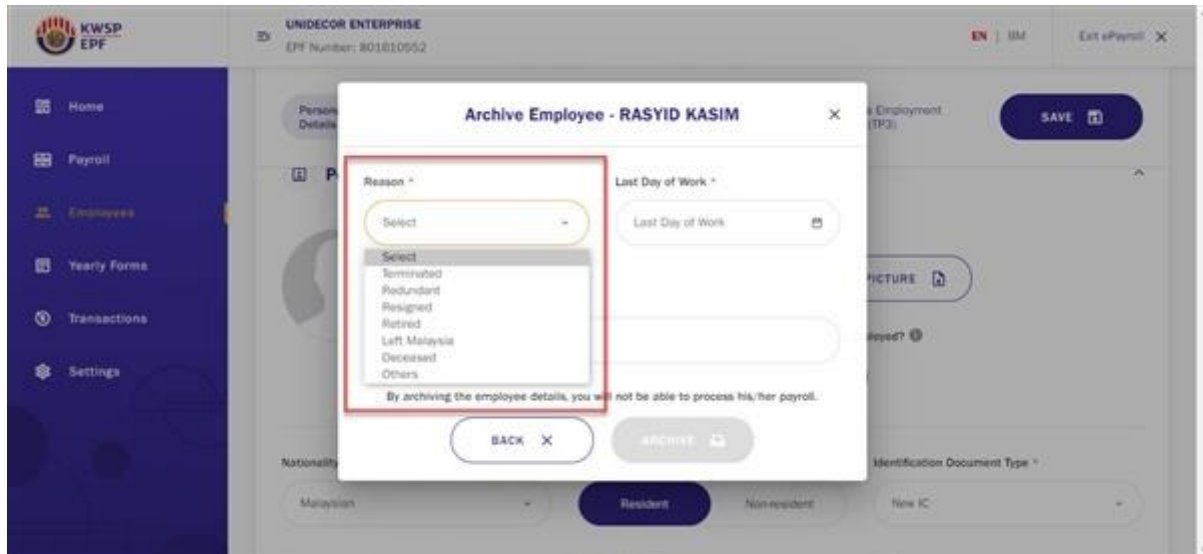
Reason \* Last Day of Work \*  
Select - Last Day of Work

Additional Remarks  
Additional Remarks

By archiving the employee details, you will not be able to process his/her payroll.

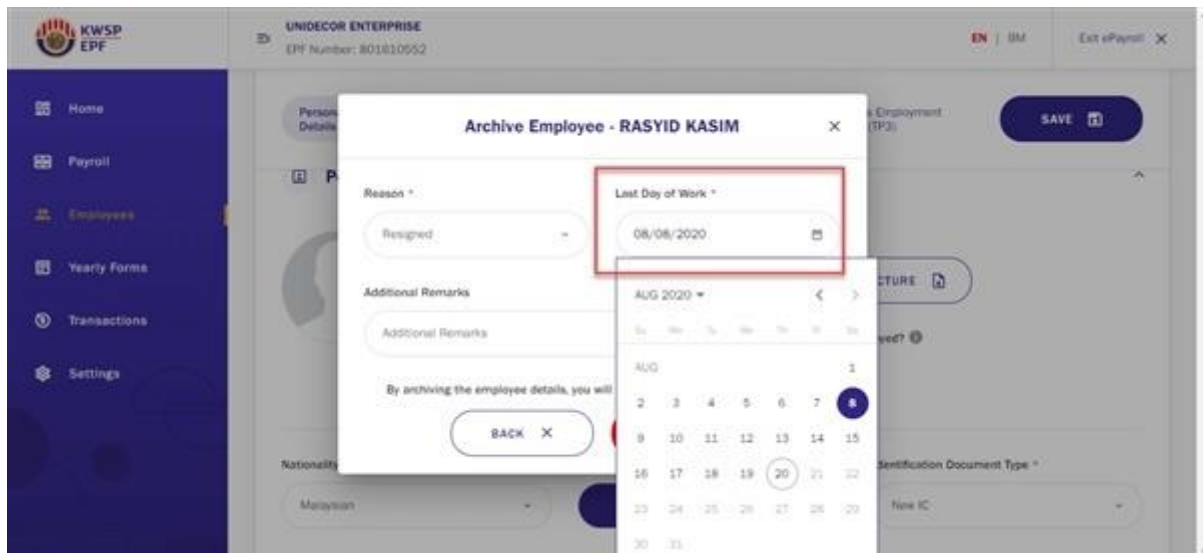
**BACK** **ARCHIVE**

## Step 6: Select Reason.



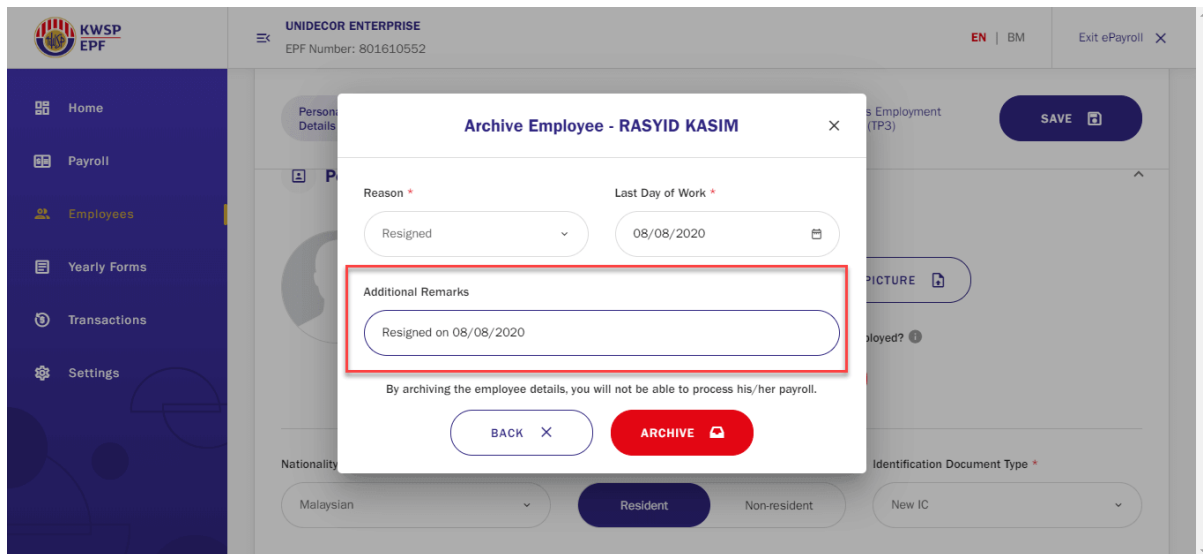
The screenshot shows the 'Archive Employee - RASYID KASIM' form. The 'Reason' dropdown menu is open, displaying the following options: Select, Terminated, Redundant, Resigned, Retired, Left Malaysia, Deceased, and Others. The 'Last Day of Work' field is currently empty. The form also includes a 'BACK' button and an 'ARCHIVE' button.

## Step 7: Enter Last Day of Work.



The screenshot shows the 'Archive Employee - RASYID KASIM' form. The 'Reason' dropdown menu is now set to 'Resigned'. The 'Last Day of Work' field contains the date '08/08/2020'. A calendar widget is open, showing the month of August 2020, with the date '20' selected. The form also includes a 'BACK' button and an 'ARCHIVE' button.

## Step 8: Enter Additional Remarks. (Optional)



**Archive Employee - RASYID KASIM**

Reason \*      Last Day of Work \*

Resigned      08/08/2020

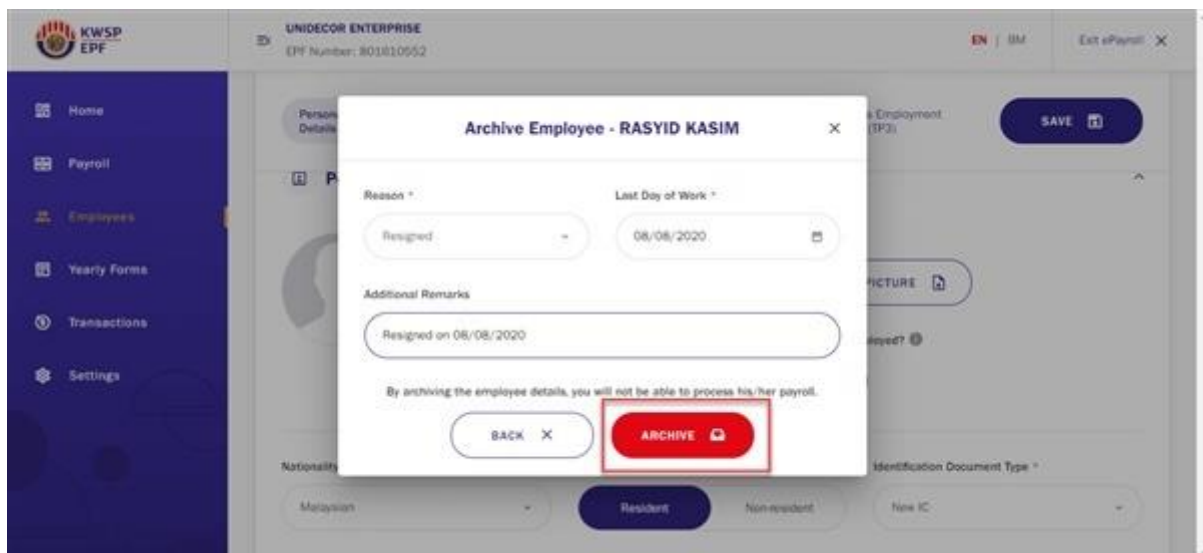
Additional Remarks

Resigned on 08/08/2020

By archiving the employee details, you will not be able to process his/her payroll.

BACK      ARCHIVE

## Step 9: Click 'Archive' button.



**Archive Employee - RASYID KASIM**

Reason \*      Last Day of Work \*

Resigned      08/08/2020

Additional Remarks

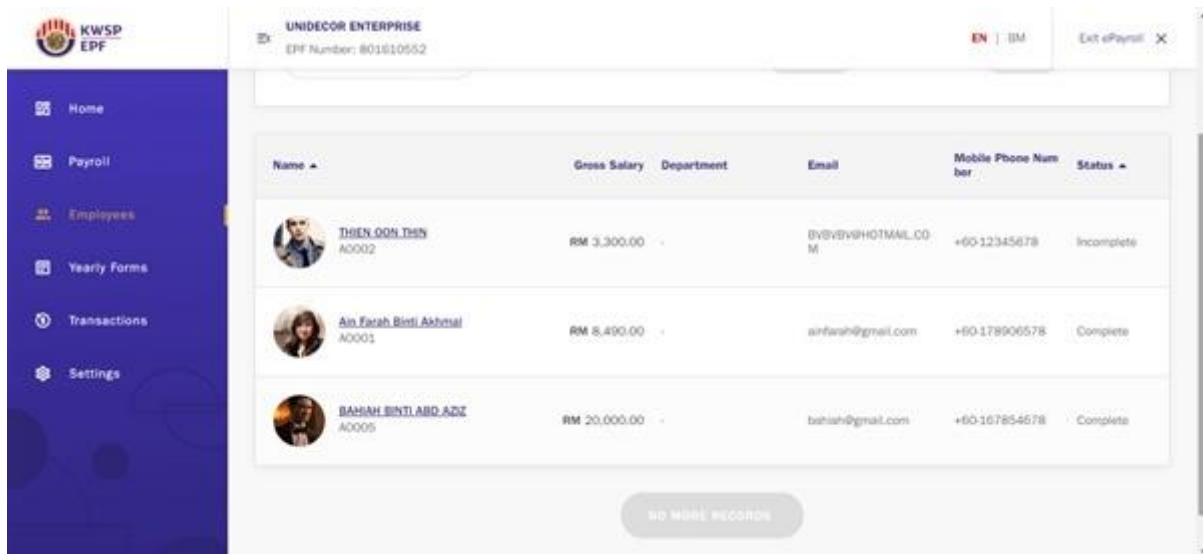
Resigned on 08/08/2020




By archiving the employee details, you will not be able to process his/her payroll.

BACK      ARCHIVE

## e-Payroll User Guide

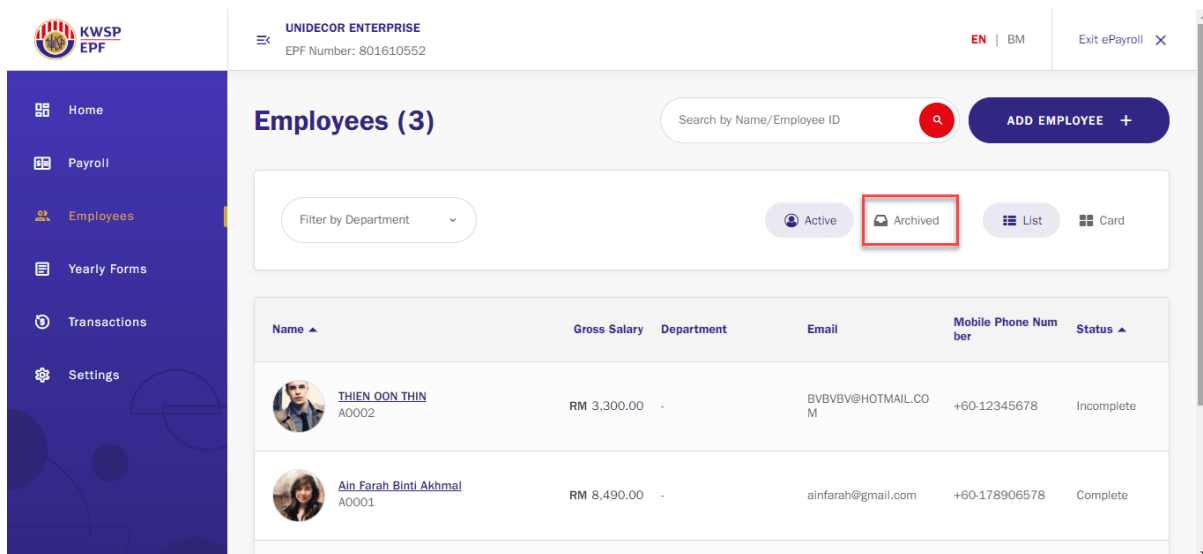
Step 10: Employer should notice that archived employee is not in 'Active' Employee Listing anymore.



Name	Gross Salary	Department	Email	Mobile Phone Number	Status
 <b>THIEN OON THIN</b> A0002	RM 3,300.00	-	BVBVBV@HOTMAIL.COM	+60-12345678	Incomplete
 <b>Ain Farah Binti Akhmal</b> A0001	RM 8,490.00	-	ainfarah@gmail.com	+60-178906578	Complete
 <b>BAHIAH BINTI ABD AZIZ</b> A0005	RM 20,000.00	-	bahiah@gmail.com	+60-167854678	Complete

### Viewing archived employee details



Step 1: Click 'Archived' icon.



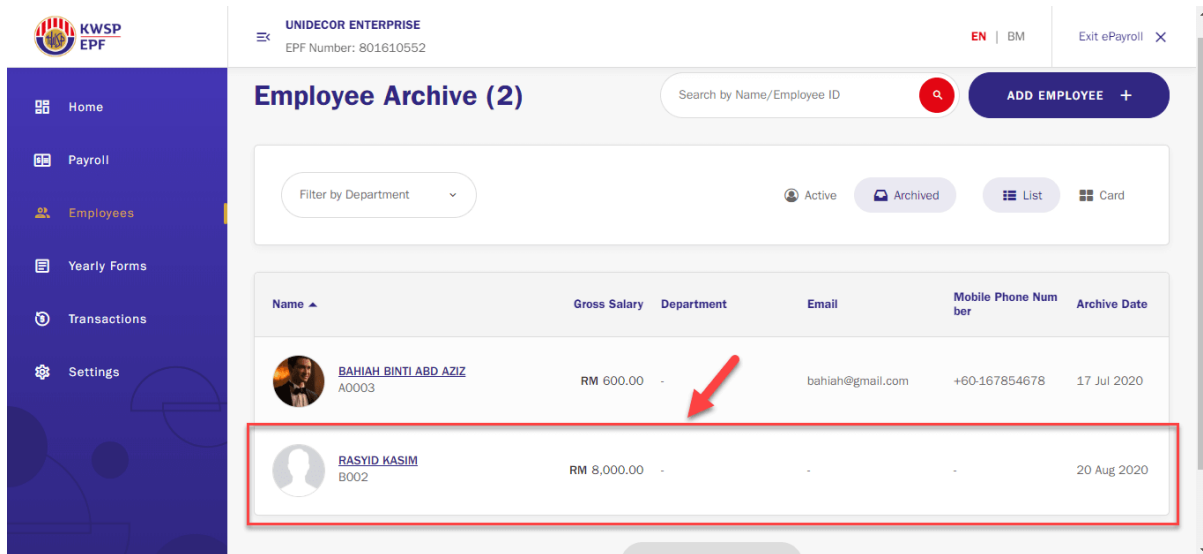
**Employees (3)**

Search by Name/Employee ID

Filter by Department

Name	Gross Salary	Department	Email	Mobile Phone Number	Status
 <b>THIEN OON THIN</b> A0002	RM 3,300.00	-	BVBVBV@HOTMAIL.COM	+60-12345678	Incomplete
 <b>Ain Farah Binti Akhmal</b> A0001	RM 8,490.00	-	ainfarah@gmail.com	+60-178906578	Complete

Step 2: Click archived employee's name hyperlink.



UNIDECOR ENTERPRISE  
EPF Number: 801610552



EN | BM Exit ePayroll X

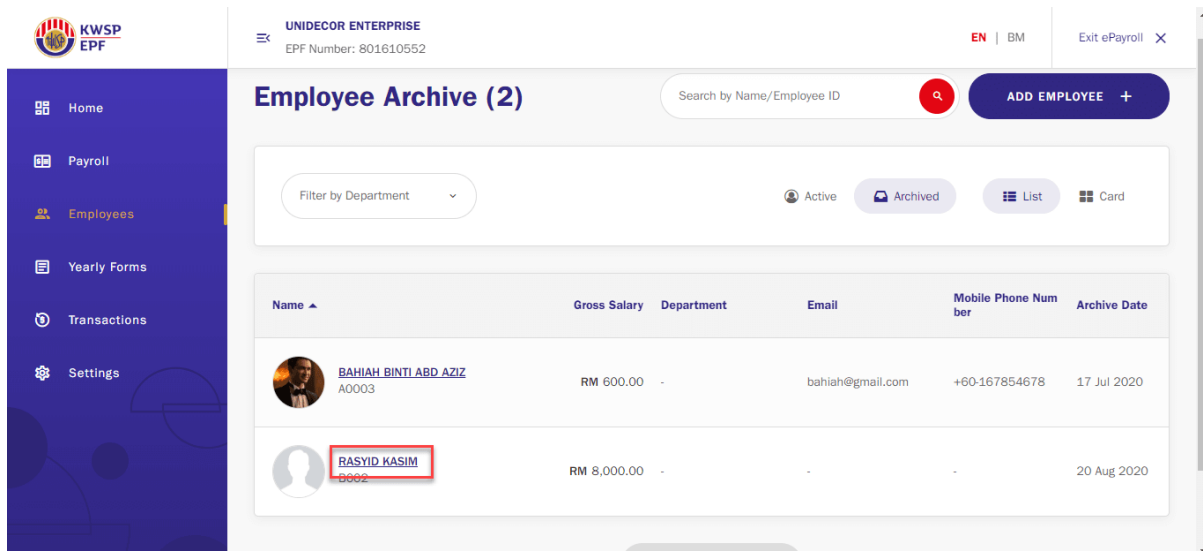
### Employee Archive (2)

Search by Name/Employee ID

Filter by Department

Active Archived List Card

Name	Gross Salary	Department	Email	Mobile Phone Number	Archive Date
 <a href="#">BAHIAH BINTI ABD AZIZ</a> A0003	RM 600.00	-	bahiah@gmail.com	+60-167854678	17 Jul 2020
 <a href="#">RASYID KASIM</a> B002	RM 8,000.00	-	-	-	20 Aug 2020



UNIDECOR ENTERPRISE  
EPF Number: 801610552



EN | BM Exit ePayroll X

### Employee Archive (2)

Search by Name/Employee ID

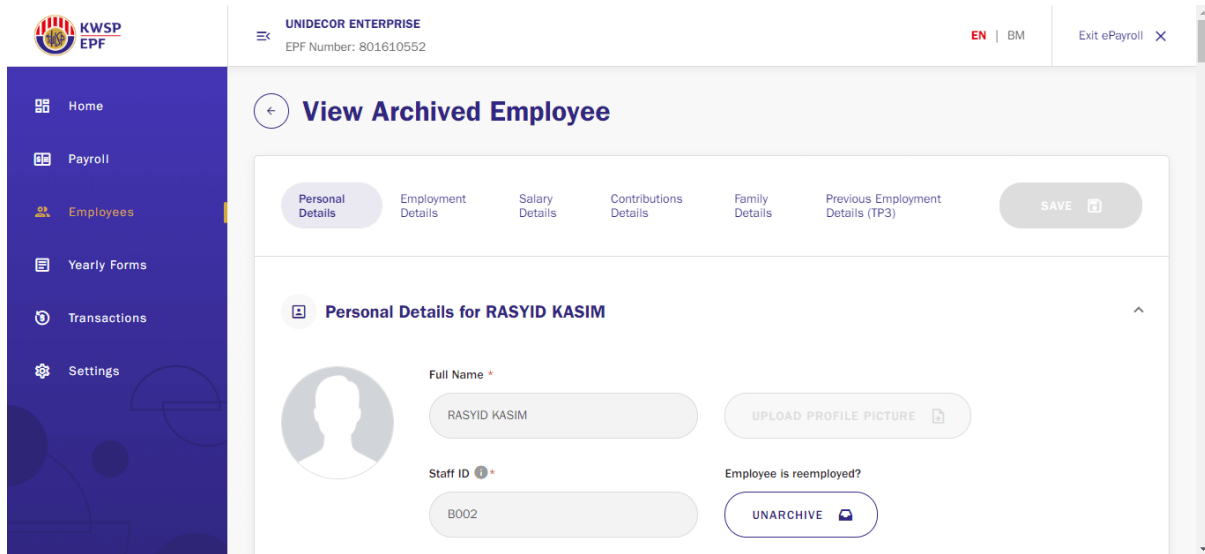
Filter by Department

Active Archived List Card

Name	Gross Salary	Department	Email	Mobile Phone Number	Archive Date
 <a href="#">BAHIAH BINTI ABD AZIZ</a> A0003	RM 600.00	-	bahiah@gmail.com	+60-167854678	17 Jul 2020
 <a href="#">RASYID KASIM</a> B002	RM 8,000.00	-	-	-	20 Aug 2020

## e-Payroll User Guide

Step 3: e-Payroll redirects to archived employee details.



**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

EN | BM | Exit ePayroll X

**View Archived Employee**

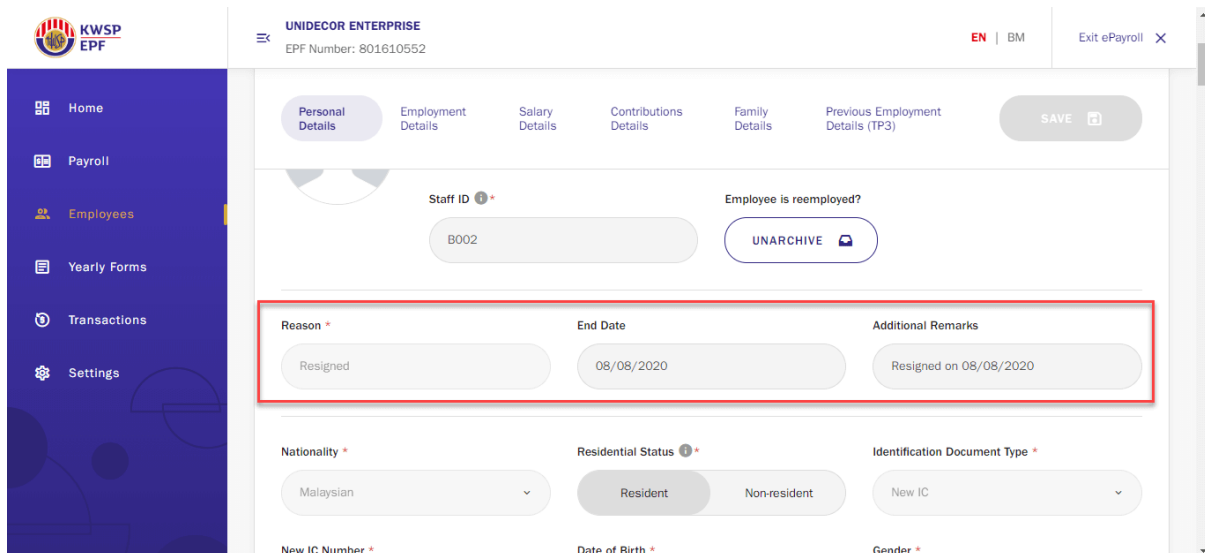
Personal Details | Employment Details | Salary Details | Contributions Details | Family Details | Previous Employment Details (TP3) | SAVE

**Personal Details for RASYID KASIM**

Full Name \*  
RASYID KASIM | UPLOAD PROFILE PICTURE

Staff ID \*  
B002 | Employee is reemployed?  
UNARCHIVE

Step 4: Employer can find Archived Reason, Last Day of Work & Additional Remarks here.



**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

EN | BM | Exit ePayroll X

Personal Details | Employment Details | Salary Details | Contributions Details | Family Details | Previous Employment Details (TP3) | SAVE

Staff ID \*  
B002 | Employee is reemployed?  
UNARCHIVE

**Reason \*** | **End Date** | **Additional Remarks**

Resigned | 08/08/2020 | Resigned on 08/08/2020

**Nationality \*** | **Residential Status \*** | **Identification Document Type \***

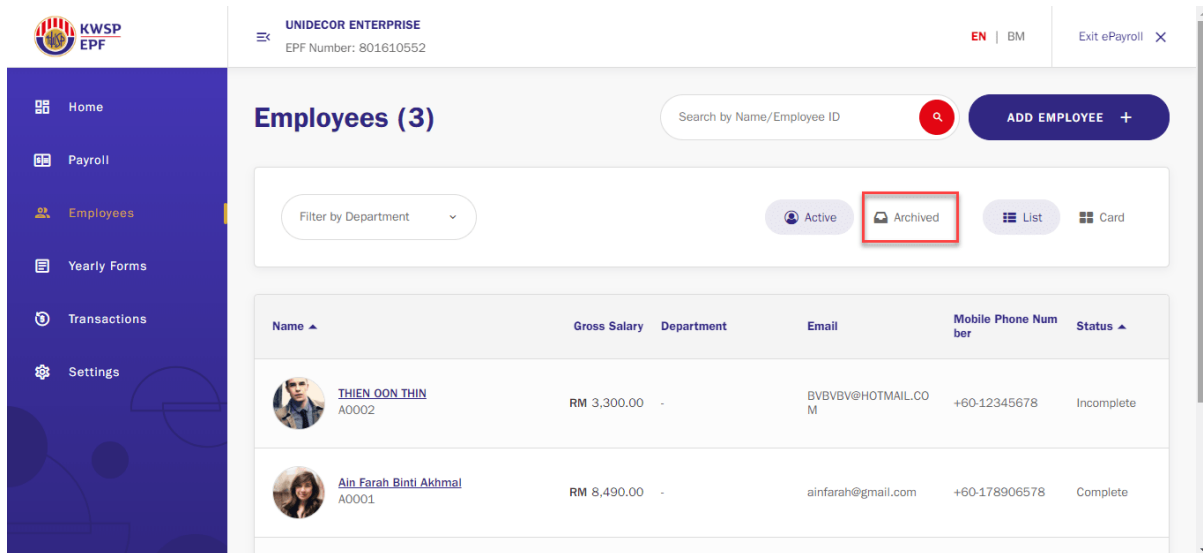
Malaysian | Resident | Non-resident | New IC

**New IC Number \*** | **Date of Birth \*** | **Gender \***



### 2.4.6 Unarchive Employee

To re-add an archived employee back into 'Active' employee listing if employee re-joins the company.

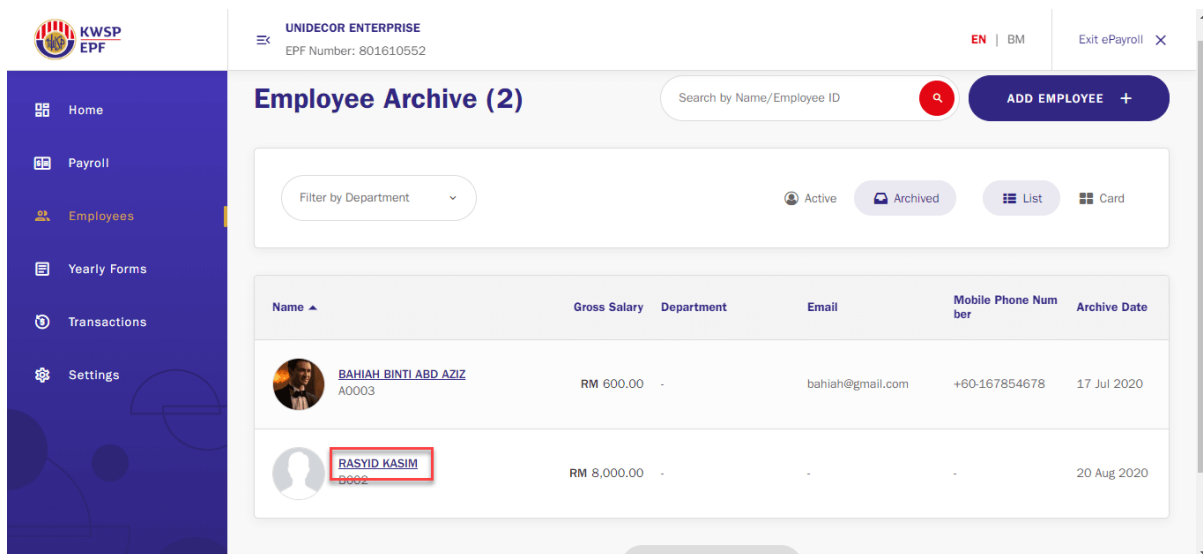
Step 1: Click 'Archived' icon.





The screenshot shows the 'Employees (3)' page in the e-Payroll system. The page header includes the company name 'UNIDECOR ENTERPRISE' and EPF Number '801610552'. The left sidebar contains navigation options: Home, Payroll, Employees, Yearly Forms, Transactions, and Settings. The main content area features a search bar, a filter dropdown for 'Filter by Department', and two filter buttons: 'Active' and 'Archived'. The 'Archived' button is highlighted with a red box. Below the filters is a table listing employees.

Name	Gross Salary	Department	Email	Mobile Phone Number	Status
 <a href="#">THIEN OON THIN</a> A0002	RM 3,300.00	-	BVBVBV@HOTMAIL.COM	+60-12345678	Incomplete
 <a href="#">Ain Farah Binti Akhmal</a> A0001	RM 8,490.00	-	ainfarah@gmail.com	+60-178906578	Complete

Step 2: Click archived employee's name hyperlink.

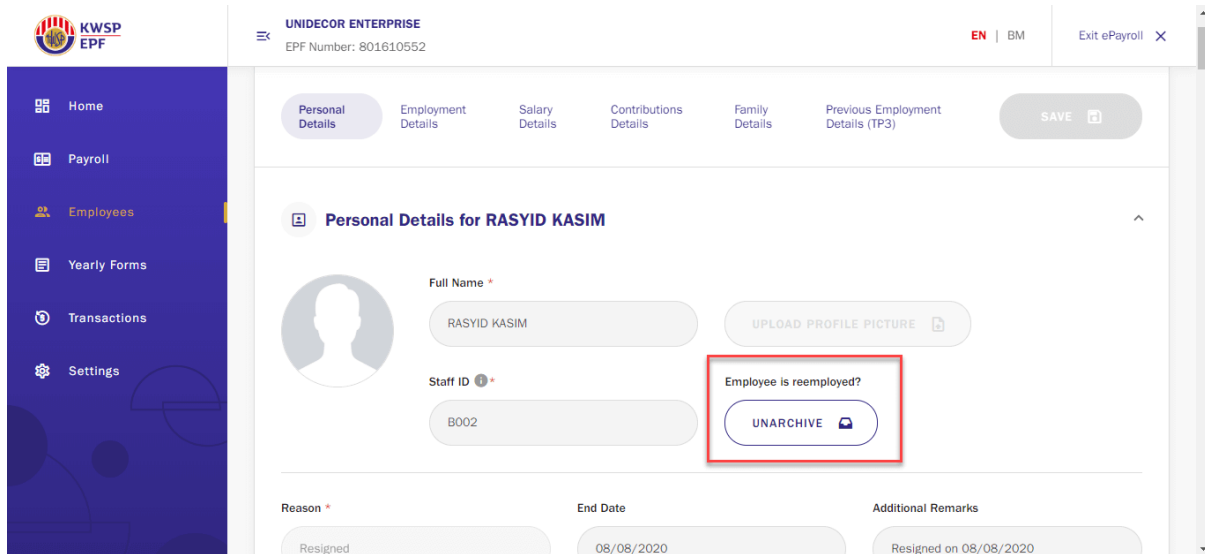


The screenshot shows the 'Employee Archive (2)' page in the e-Payroll system. The page header includes the company name 'UNIDECOR ENTERPRISE' and EPF Number '801610552'. The left sidebar contains navigation options: Home, Payroll, Employees, Yearly Forms, Transactions, and Settings. The main content area features a search bar, a filter dropdown for 'Filter by Department', and two filter buttons: 'Active' and 'Archived'. Below the filters is a table listing archived employees.

Name	Gross Salary	Department	Email	Mobile Phone Number	Archive Date
 <a href="#">BAHIAH BINTI ABD AZIZ</a> A0003	RM 600.00	-	bahiah@gmail.com	+60-167854678	17 Jul 2020
 <a href="#">RASIID KASIM</a> B0002	RM 8,000.00	-	-	-	20 Aug 2020

## e-Payroll User Guide

Step 3: Click 'Unarchive' button.



UNIDECOR ENTERPRISE  
EPF Number: 801610552

Home Payroll Employees Yearly Forms Transactions Settings

Personal Details Employment Details Salary Details Contributions Details Family Details Previous Employment Details (TP3) SAVE

**Personal Details for RASYID KASIM**

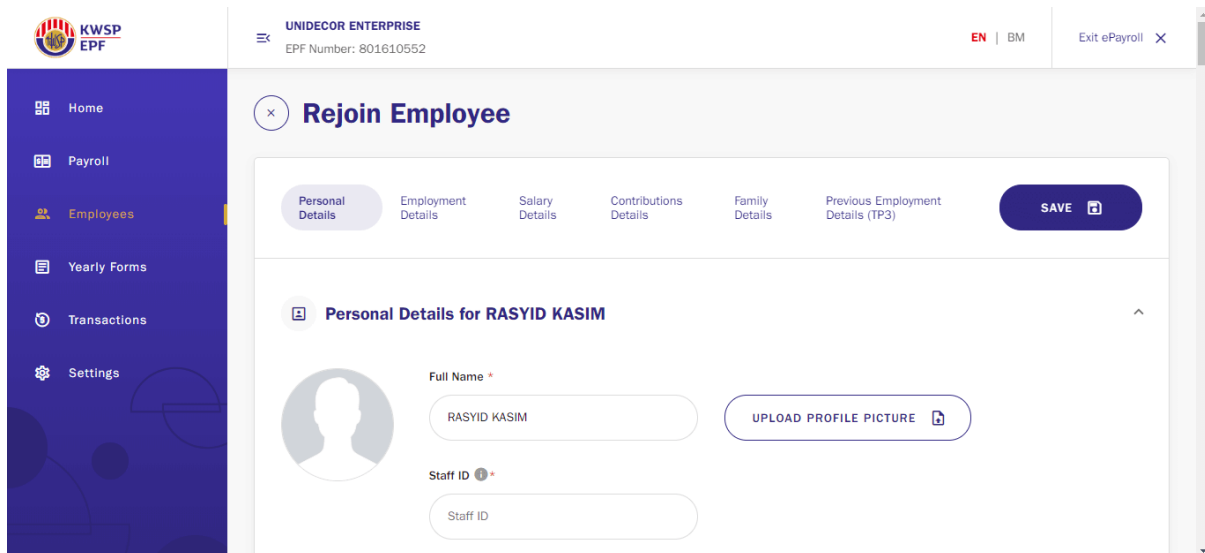
Full Name \*  
RASYID KASIM

Staff ID \*  
B002

Employee is reemployed?  
UNARCHIVE

Reason \* End Date Additional Remarks  
Resigned 08/08/2020 Resigned on 08/08/2020

Step 4: Update required information. (Staff ID, Employment Start Date & Salary amount)



UNIDECOR ENTERPRISE  
EPF Number: 801610552

Home Payroll Employees Yearly Forms Transactions Settings

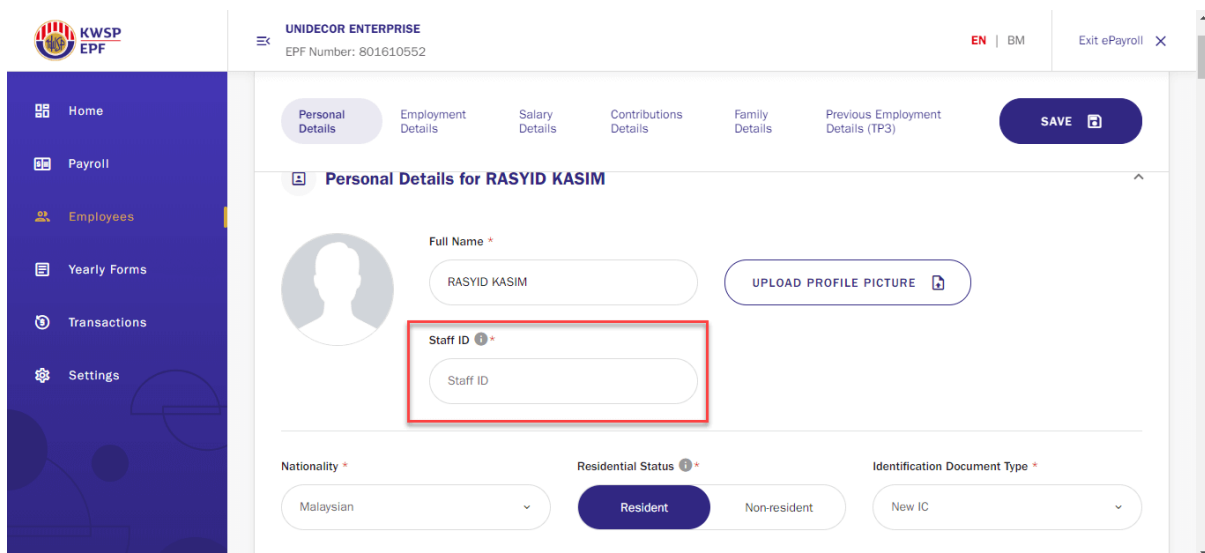
Personal Details Employment Details Salary Details Contributions Details Family Details Previous Employment Details (TP3) SAVE

**Rejoin Employee**

**Personal Details for RASYID KASIM**

Full Name \*  
RASYID KASIM

Staff ID \*  
Staff ID



UNIDECOR ENTERPRISE  
EPF Number: 801610552

Home Payroll Employees Yearly Forms Transactions Settings

Personal Details Employment Details Salary Details Contributions Details Family Details Previous Employment Details (TP3) SAVE

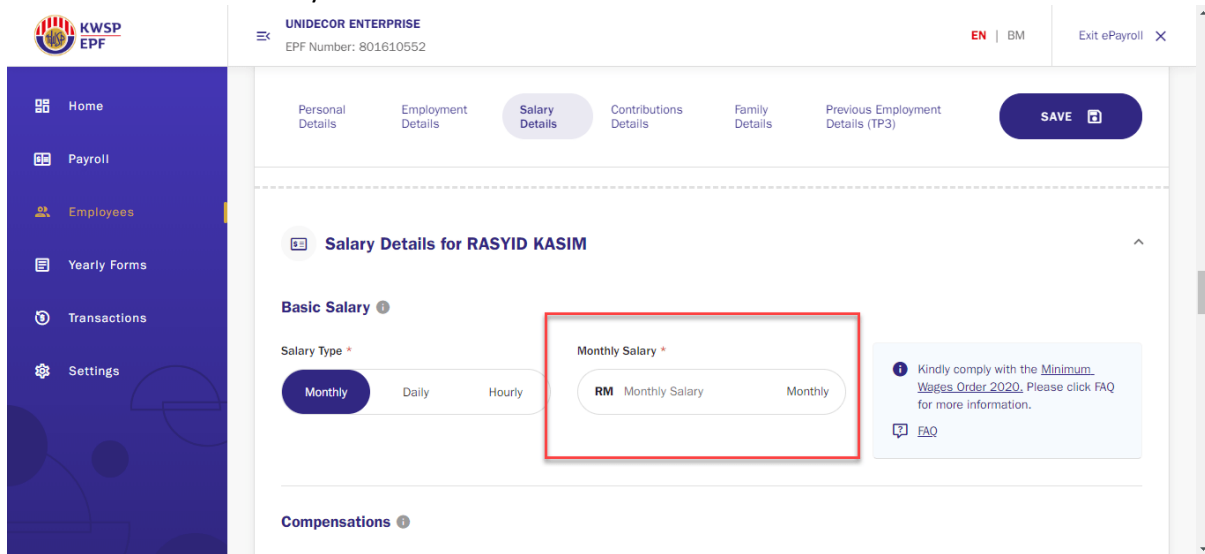
**Personal Details for RASYID KASIM**

Full Name \*  
RASYID KASIM

Staff ID \*  
Staff ID

Nationality \* Residential Status \* Identification Document Type \*  
Malaysian Resident Non-resident New IC

## e-Payroll User Guide



**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

EN | BM | Exit ePayroll X

Personal Details | Employment Details | **Salary Details** | Contributions Details | Family Details | Previous Employment Details (TP3) | **SAVE**

### Salary Details for RASYID KASIM

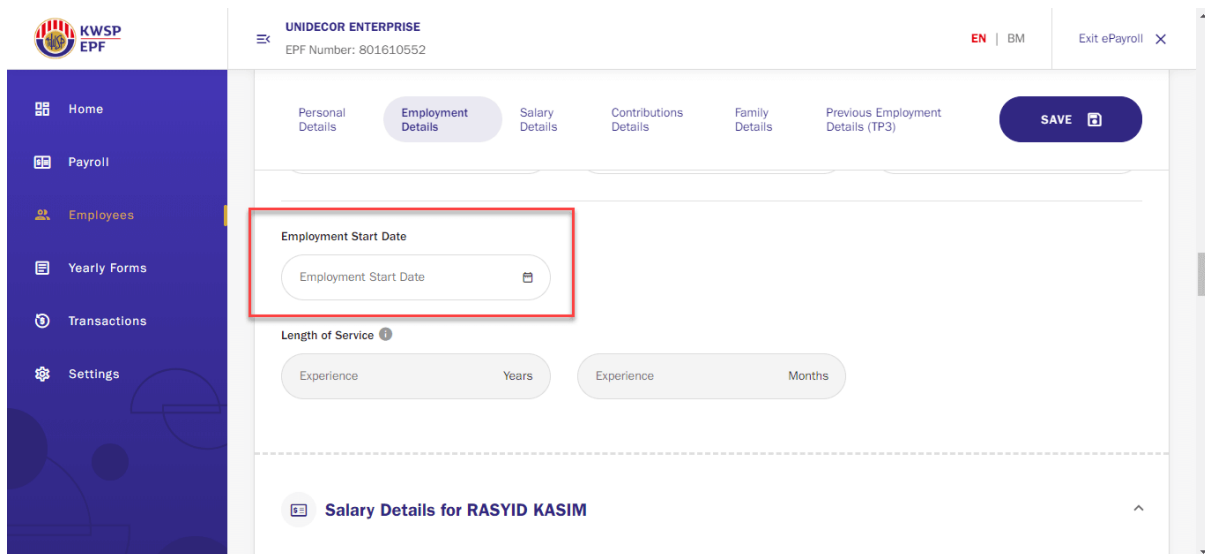
**Basic Salary**

Salary Type \*  
**Monthly** | Daily | Hourly

**Monthly Salary \***  
RM Monthly Salary Monthly

Kindly comply with the [Minimum Wages Order 2020](#). Please click [FAQ](#) for more information.  
[FAQ](#)

**Compensations**



**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

EN | BM | Exit ePayroll X

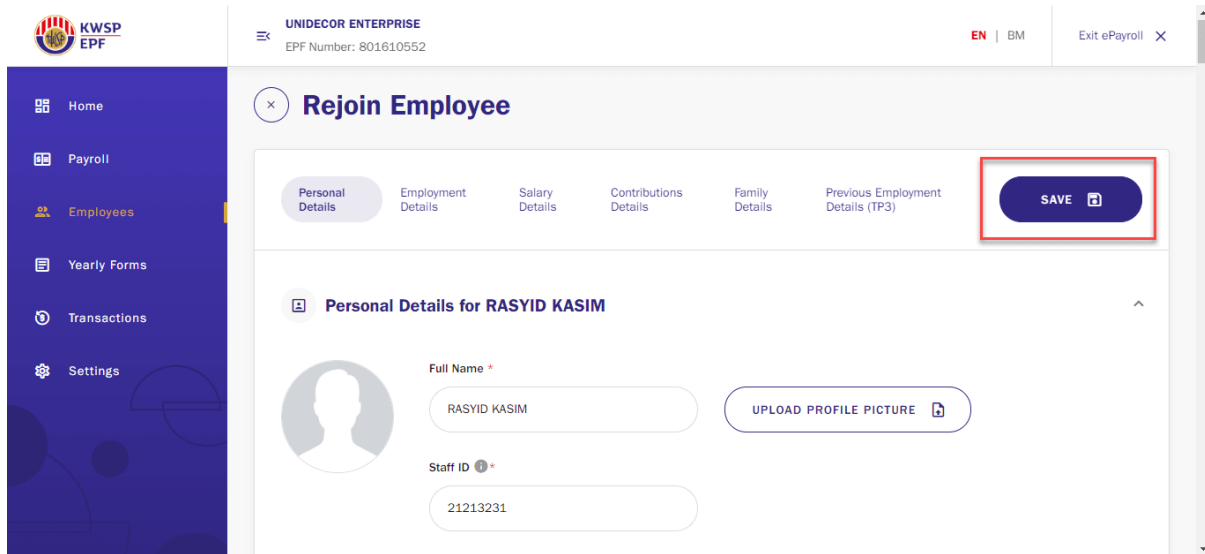
Personal Details | **Employment Details** | Salary Details | Contributions Details | Family Details | Previous Employment Details (TP3) | **SAVE**

**Employment Start Date**  
Employment Start Date

**Length of Service**  
Experience | Years | Experience | Months

### Salary Details for RASYID KASIM

Step 5: Click 'Save'.



UNIDECOR ENTERPRISE  
EPF Number: 801610552

EN | BM Exit ePayroll X

### Rejoin Employee

Personal Details Employment Details Salary Details Contributions Details Family Details Previous Employment Details (TP3)

**SAVE**

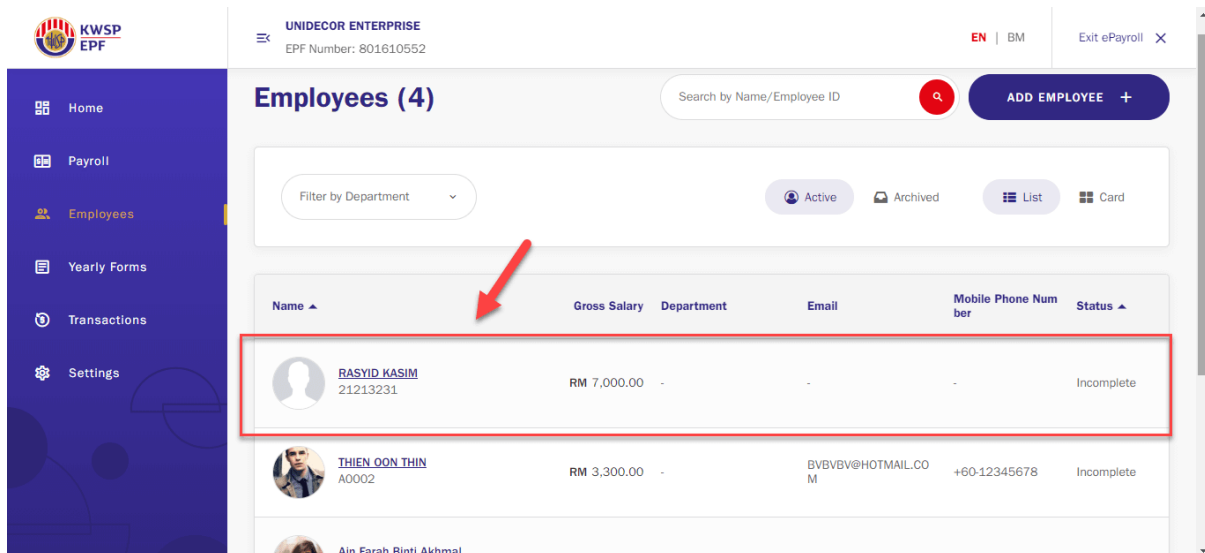
#### Personal Details for RASYID KASIM

Full Name \*  
RASYID KASIM

Staff ID \*  
21213231

UPLOAD PROFILE PICTURE

Step 6: Employee is now back into 'Active' Employee Listing.



UNIDECOR ENTERPRISE  
EPF Number: 801610552




EN | BM Exit ePayroll X

### Employees (4)

Search by Name/Employee ID

Filter by Department

Active Archived List Card

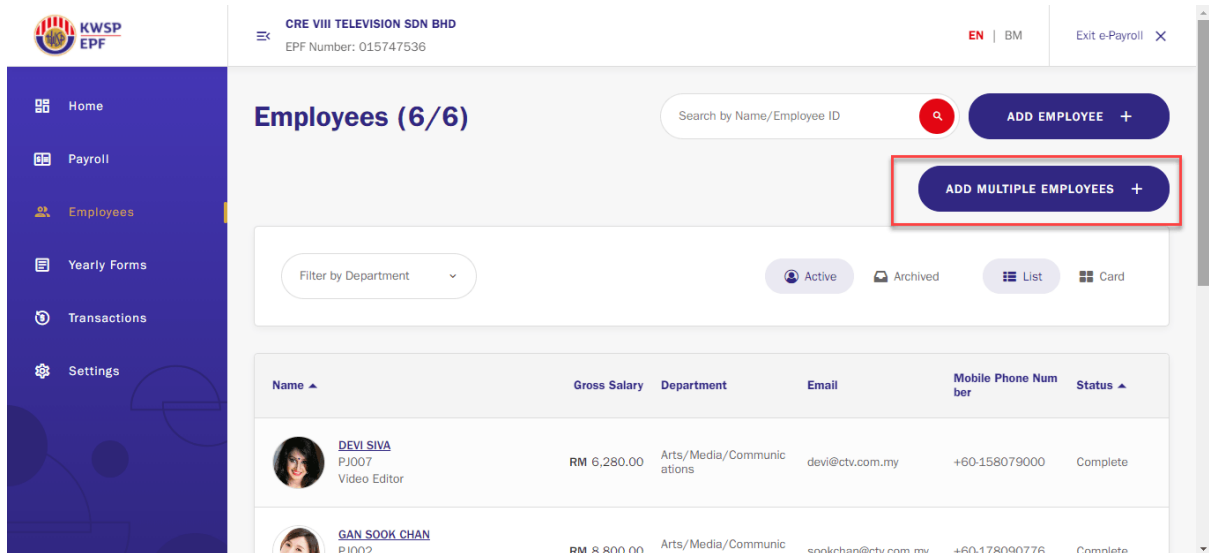
Name	Gross Salary	Department	Email	Mobile Phone Number	Status
 <b>RASYID KASIM</b> 21213231	RM 7,000.00	-	-	-	Incomplete
 <b>THIEN OON THIN</b> A0002	RM 3,300.00	-	BVBVBV@HOTMAIL.COM	+60-12345678	Incomplete
 <b>Ain Farah Binti Akhmal</b>	RM 2,100.00	-	-	+60-12345678	Incomplete

## e-Payroll User Guide



### 2.4.7 Import Employees in Bulk

Import all your employees in bulk to save time.

Step 1: Click 'Add Multiple Employees' button.

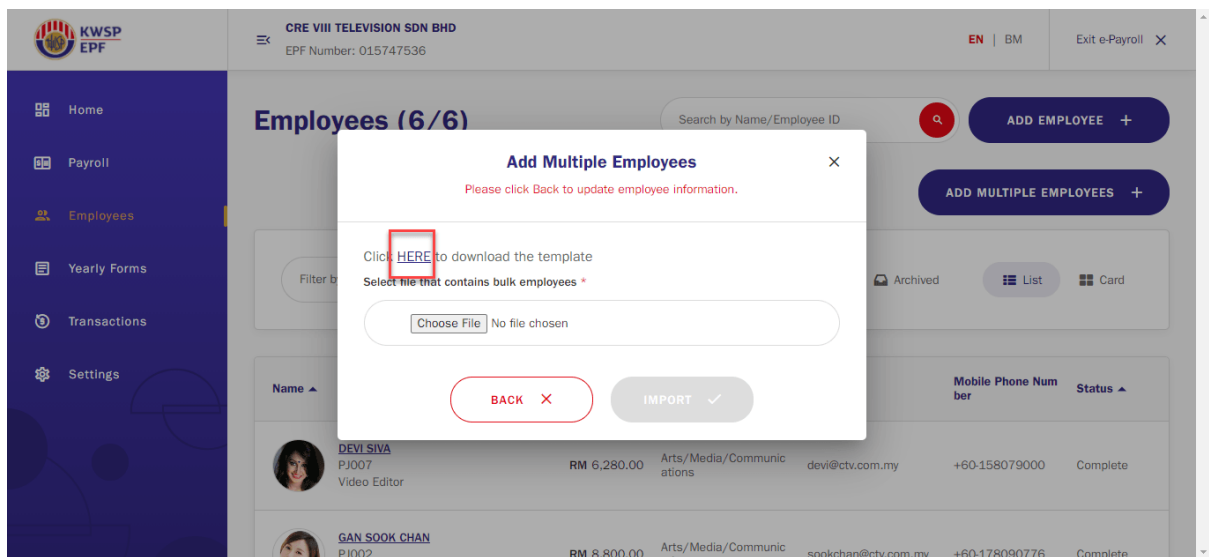


The screenshot shows the 'Employees (6/6)' page in the e-Payroll system. The page header includes the KWSP EPF logo, the company name 'CRE VIII TELEVISION SDN BHD', and the EPF Number '015747536'. The page title is 'Employees (6/6)'. There is a search bar for 'Name/Employee ID' and two buttons: 'ADD EMPLOYEE +' and 'ADD MULTIPLE EMPLOYEES +'. The 'ADD MULTIPLE EMPLOYEES +' button is highlighted with a red box. Below the buttons, there is a 'Filter by Department' dropdown and buttons for 'Active', 'Archived', 'List', and 'Card'. A table of employees is displayed below, with columns for Name, Gross Salary, Department, Email, Mobile Phone Number, and Status.

Name	Gross Salary	Department	Email	Mobile Phone Number	Status
 <b>DEVI SIVA</b> PJ007 Video Editor	RM 6,280.00	Arts/Media/Communications	devi@ctv.com.my	+60-158079000	Complete
 <b>GAN SOOK CHAN</b> PJ002	RM 8,800.00	Arts/Media/Communications	sookchan@ctv.com.my	+60-178090776	Complete

Step 2: System popup input page.

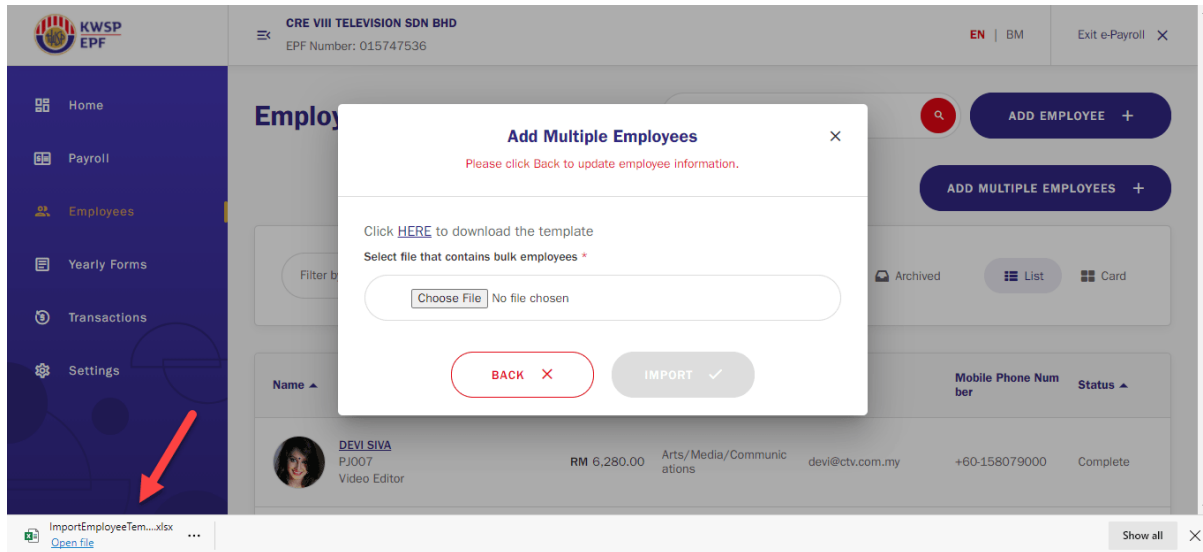
Step 3: Click 'HERE' hyperlink to download file template.



The screenshot shows the 'Add Multiple Employees' popup in the e-Payroll system. The popup title is 'Add Multiple Employees' and it contains the text 'Please click Back to update employee information.' Below this, there is a link 'Click [HERE](#) to download the template' where 'HERE' is highlighted with a red box. Below the link, there is a text input field 'Select file that contains bulk employees \*' and a 'Choose File' button. At the bottom of the popup, there are two buttons: 'BACK X' and 'IMPORT ✓'.

## e-Payroll User Guide

Step 4: Open the Excel file template downloaded.



The screenshot shows the 'Add Multiple Employees' modal window. The modal contains the following text:

**Add Multiple Employees**

Please click Back to update employee information.

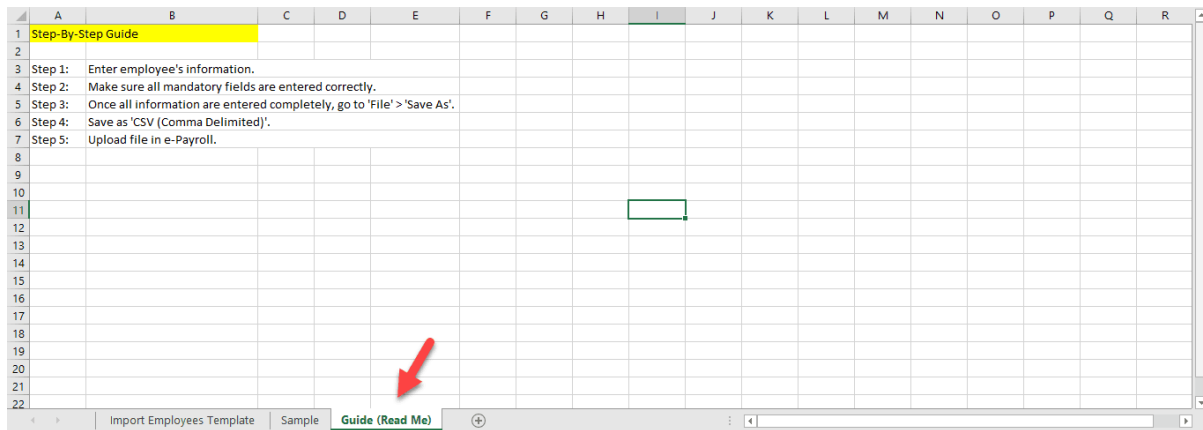
Click [HERE](#) to download the template

Select file that contains bulk employees \*

Choose File No file chosen

BACK X IMPORT ✓

Step 5: Hover to sheet named 'Guide (Read Me)' to understand more before beginning the import.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	<b>Step-By-Step Guide</b>																	
2																		
3	Step 1:	Enter employee's information.																
4	Step 2:	Make sure all mandatory fields are entered correctly.																
5	Step 3:	Once all information are entered completely, go to 'File' > 'Save As'.																
6	Step 4:	Save as 'CSV (Comma Delimited)'.																
7	Step 5:	Upload file in e-Payroll.																
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
19																		
20																		
21																		
22																		

### e-Payroll User Guide

Step 6: Hover to sheet named 'Import Employee Template' and enter all information in the template by following the instructions given. **(Note: Employee whose details are invalid/incomplete will be rejected and not be imported.)**

1	A	B	C	D	E	F	G	H	I	J
	Full Name	Staff ID	Nationality	Country of Origin	Residential Status	ID Type	ID Number	Date of Birth	Marital Status	Disability
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										

Enter Staff ID  
Staff ID should be unique, not duplicated, and without special characters.

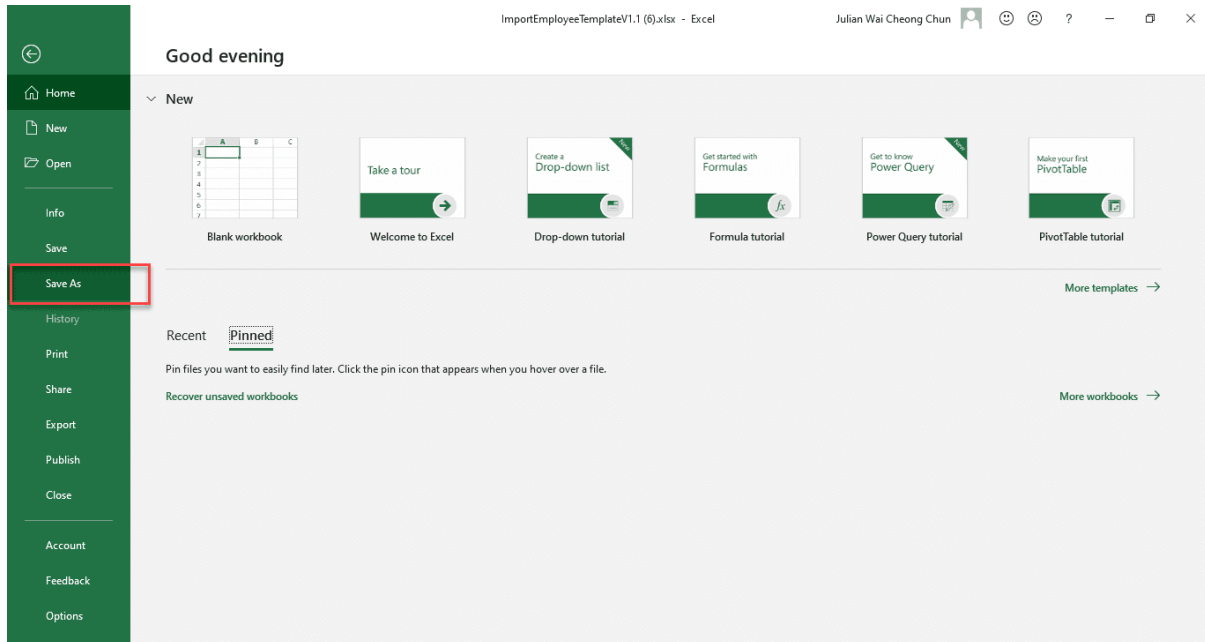
Import Employees Template | Sample | Guide (Read Me)

Step 7: You may refer to the sheet named 'Sample' for an example.

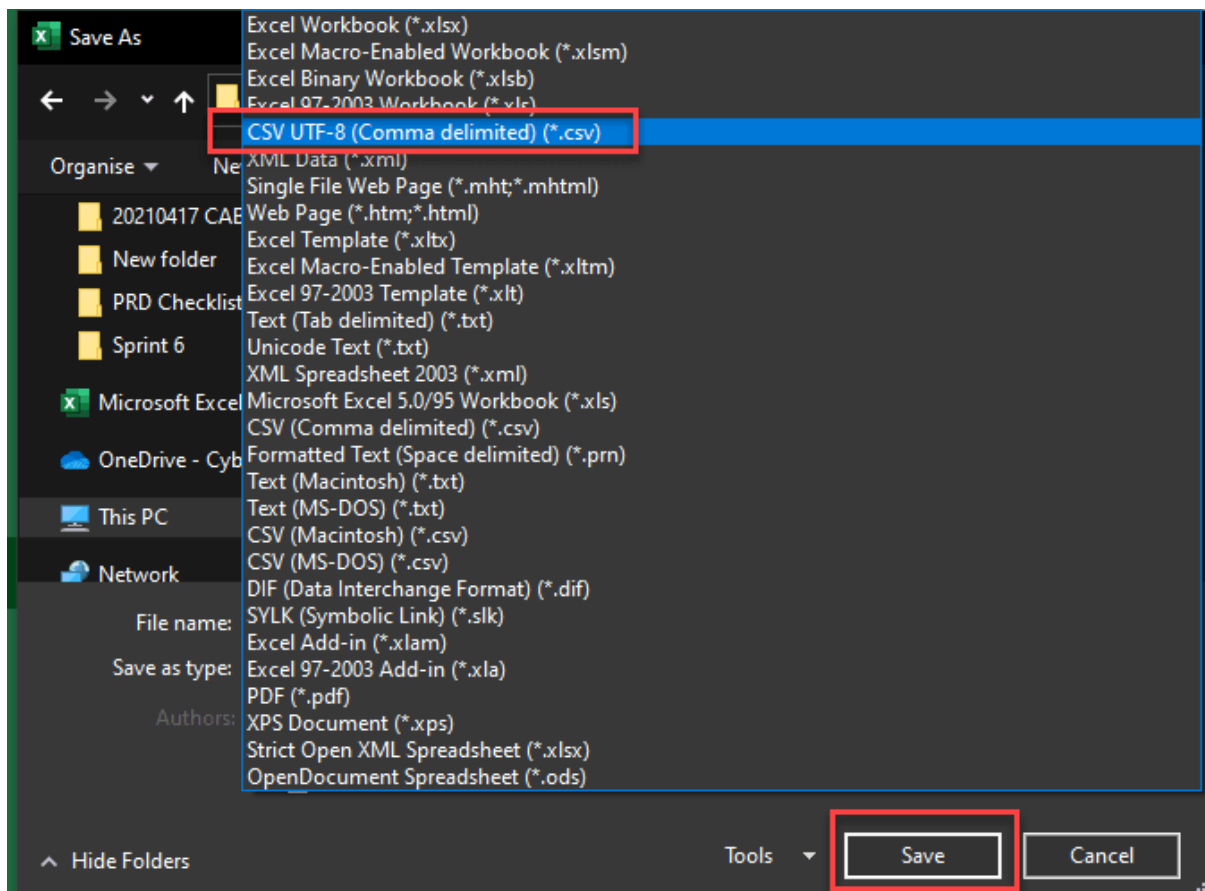
1	A	B	C	D	E	F	G	H	I	J
	Full Name	Staff ID	Nationality	Country of Origin	Residential Status	ID Type	ID Number	Date of Birth	Marital Status	Disability
2	Wong Poh Lim	OH001	Malaysian	MALAYSIA	Yes	New IC	951209172891	1991/11/11	Single	No
3	Mohammad Alif	OH002	Malaysian	MALAYSIA	Yes	Old IC	233453521	1990/08/18	Single	No
4	Georgia Smith	UK003	Non-Malaysian	IRELAND	No	Passport	AS279018	1980/06/01	Married and Spouse is working	No
5	Mughian Jegathesan	OH004	Permanent Resident	INDIA	Yes	Passport	AC9200182	1982/12/11	Married and Spouse is not working	No
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										

Import Employees Template | **Sample** | Guide (Read Me)

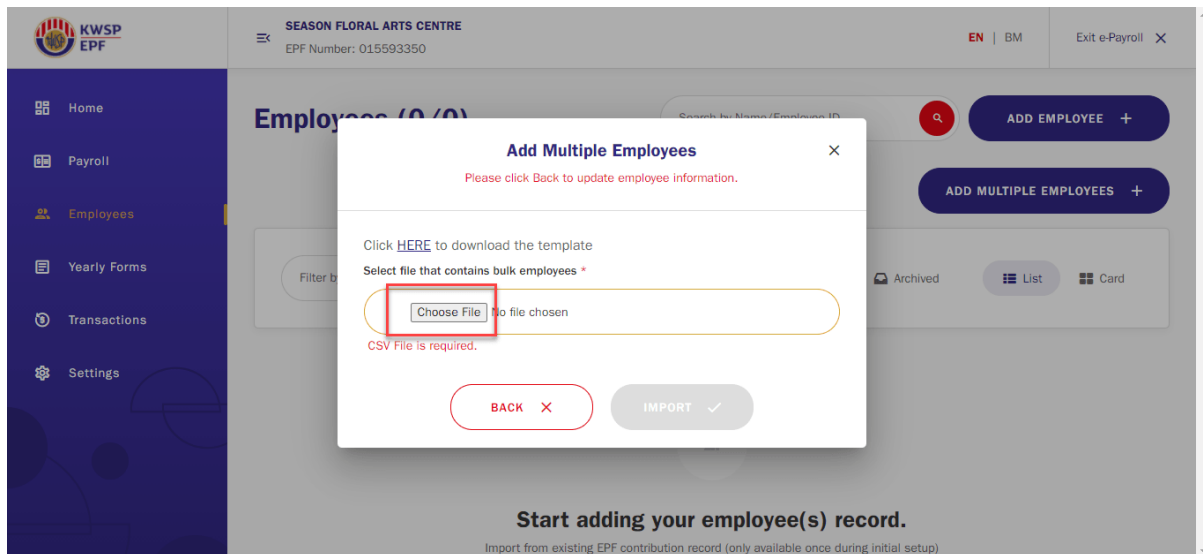
Step 8: Click File &gt; 'Save As'.



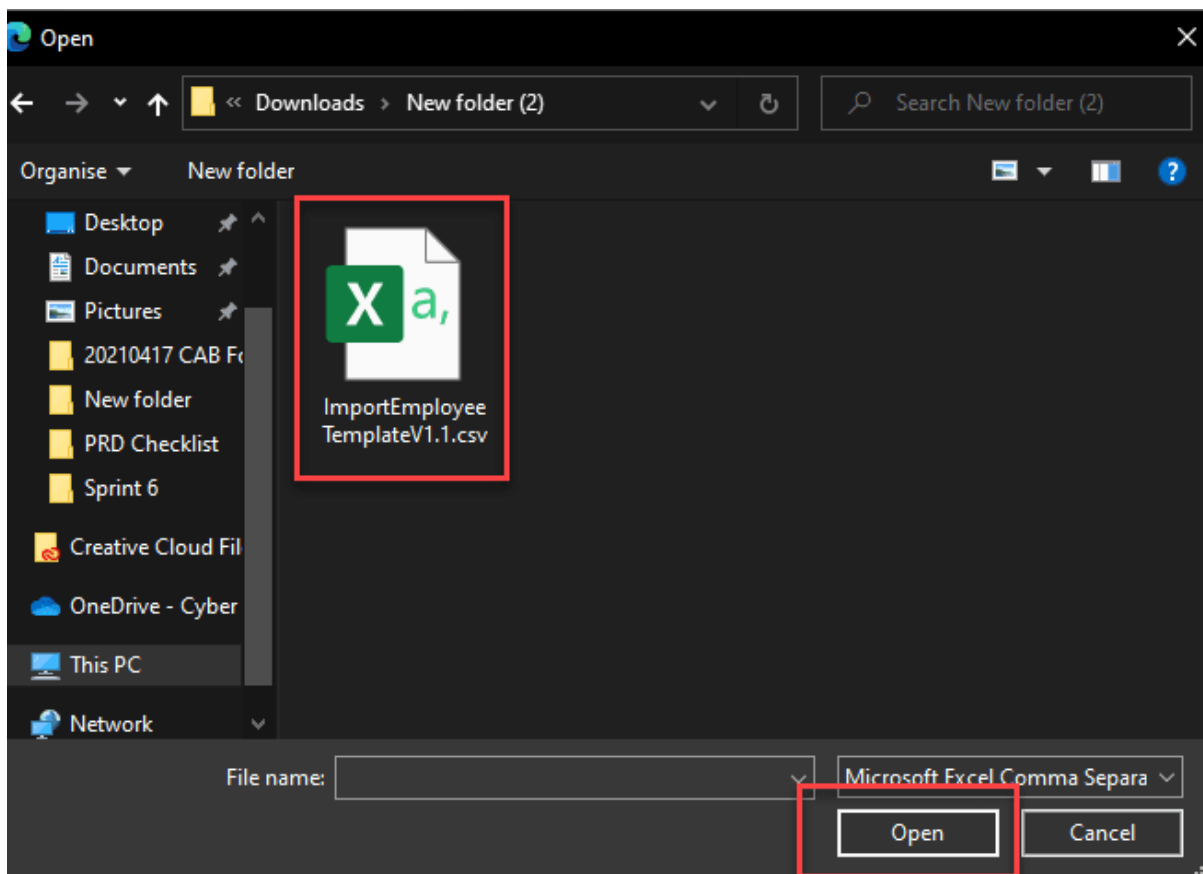
Step 9: Click "CSV UTF-9 (Comma delimited) (\*.csv)" and click 'Save'.



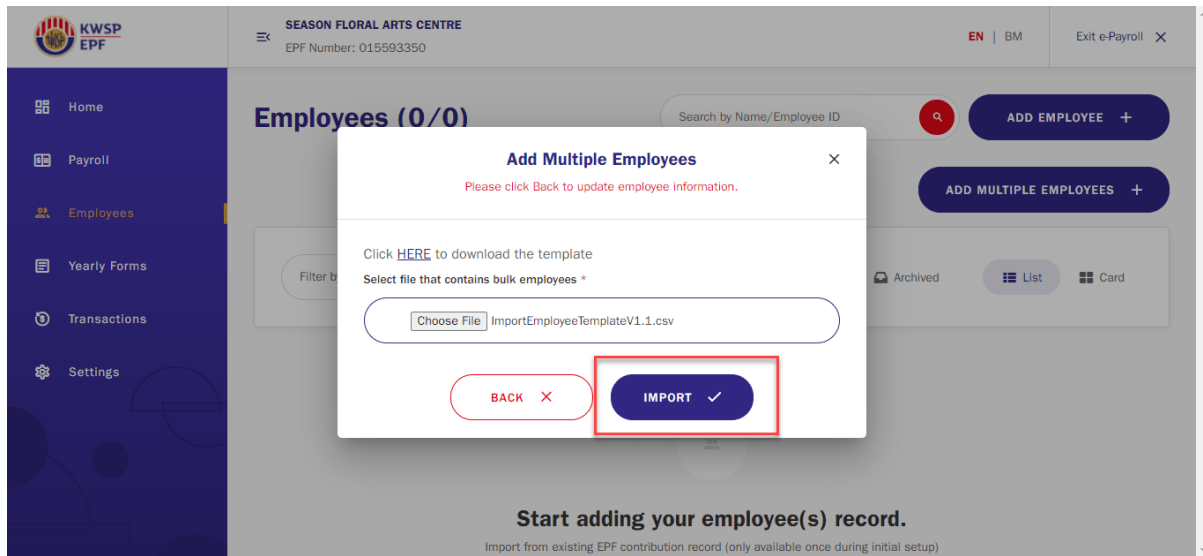
Step 10: Click 'Choose File'.



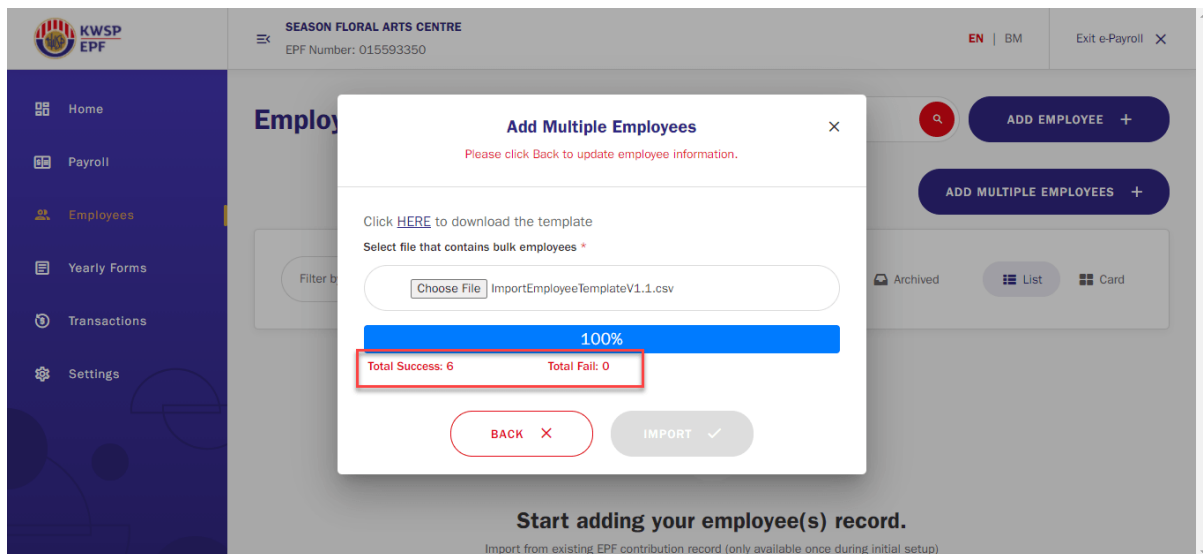
Step 11: Select the saved .csv file and click 'Open'.



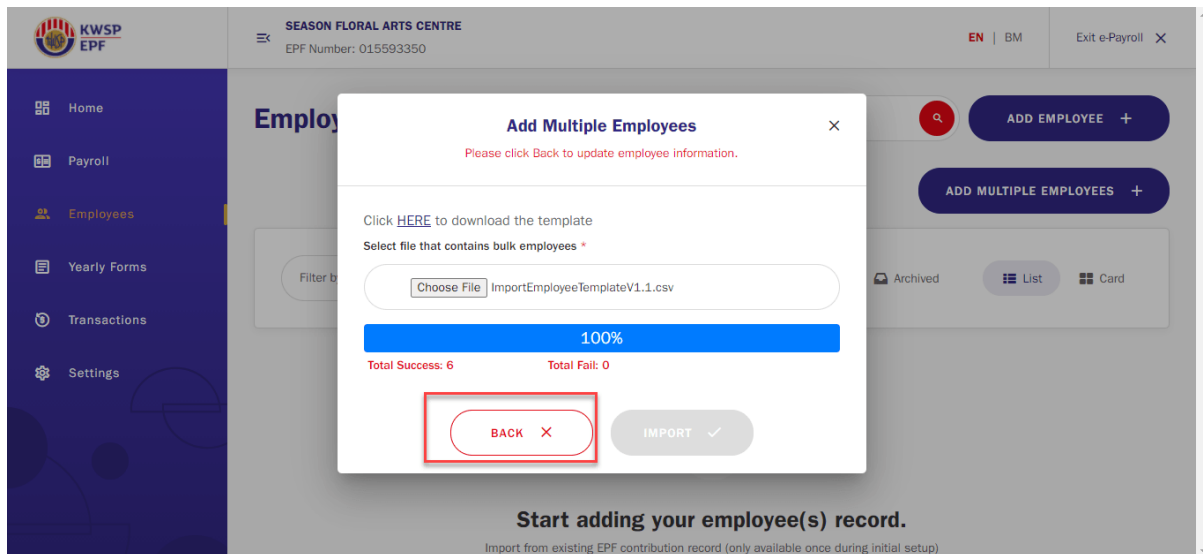
## Step 12: Click 'Import'



Step 13: You will be informed of the Success & Failed count after importing. **(Reminder to ensure all information are accurate before importing, else the employee will be rejected when importing.)**



### Step 14: Click 'Back'.



**Add Multiple Employees**

Please click Back to update employee information.

Click [HERE](#) to download the template

Select file that contains bulk employees \*

Choose File ImportEmployeeTemplateV1.1.csv

100%

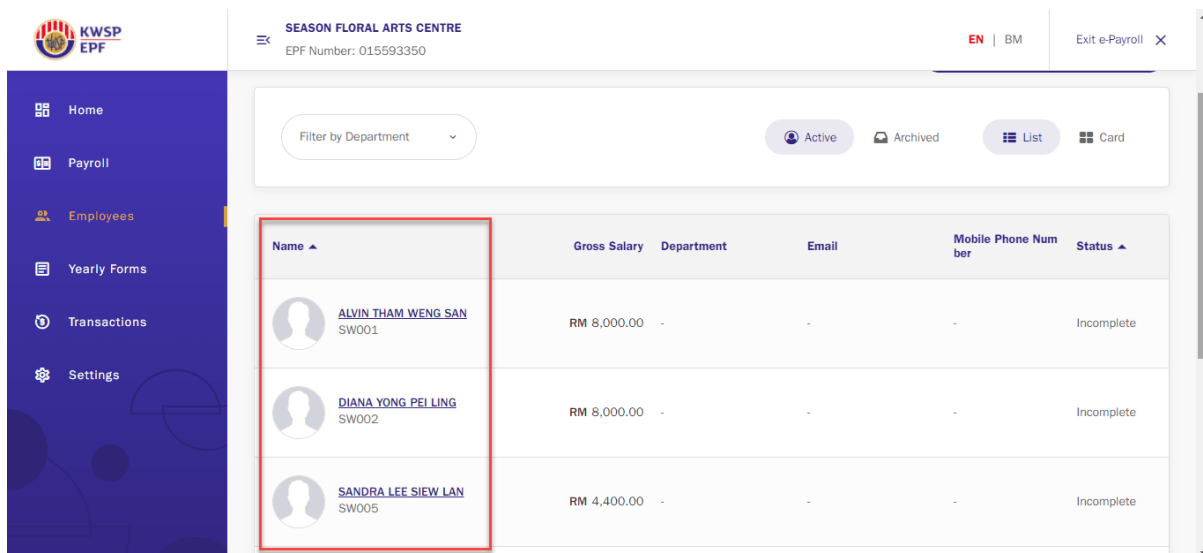
Total Success: 6 Total Fail: 0

**BACK** X IMPORT ✓

**Start adding your employee(s) record.**

Import from existing EPF contribution record (only available once during initial setup)




### Step 15: You are able to view all your imported employees.



**SEASON FLORAL ARTS CENTRE**  
EPF Number: 015593350

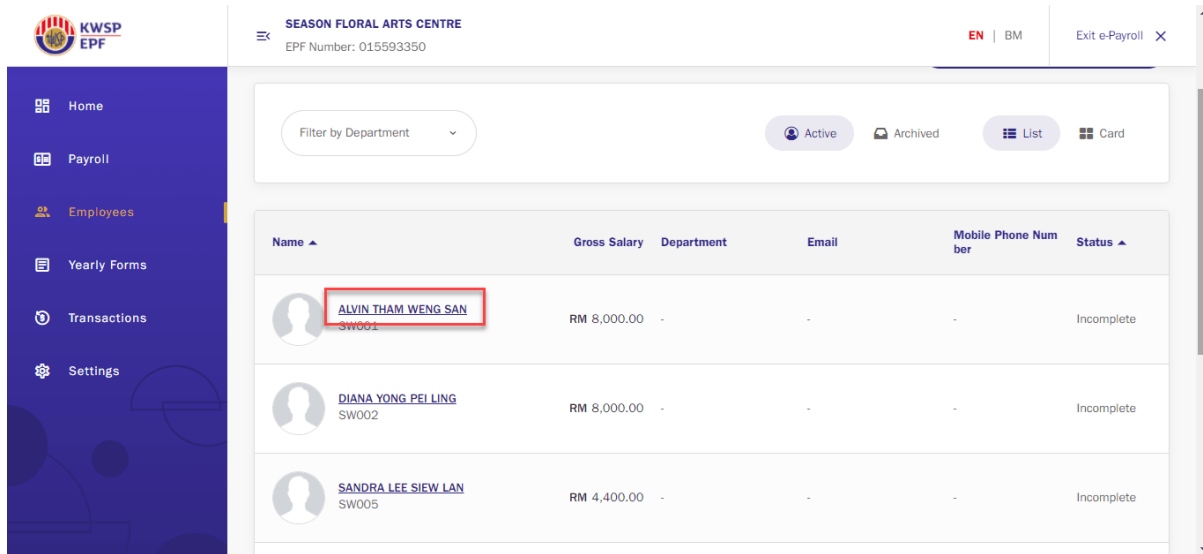
Filter by Department

Active Archived List Card

Name	Gross Salary	Department	Email	Mobile Phone Number	Status
 <a href="#">ALVIN THAM WENG SAN</a> SW001	RM 8,000.00	-	-	-	Incomplete
 <a href="#">DIANA YONG PEI LING</a> SW002	RM 8,000.00	-	-	-	Incomplete
 <a href="#">SANDRA LEE SIEW LAN</a> SW005	RM 4,400.00	-	-	-	Incomplete

## e-Payroll User Guide

Step 16: Click onto employee name hyperlink to view/edit their information.



The screenshot displays the e-Payroll interface for SEASON FLORAL ARTS CENTRE. The interface includes a navigation menu on the left with options: Home, Payroll, Employees, Yearly Forms, Transactions, and Settings. The main content area shows a table of employees with columns: Name, Gross Salary, Department, Email, Mobile Phone Number, and Status. The first row, for ALVIN THAM WENG SAN (SW001), is highlighted with a red box around the name. The other two rows are for DIANA YONG PEL LING (SW002) and SANDRA LEE SIEW LAN (SW005). All employees have a status of 'Incomplete'.

Name	Gross Salary	Department	Email	Mobile Phone Number	Status
<a href="#">ALVIN THAM WENG SAN</a> SW001	RM 8,000.00	-	-	-	Incomplete
<a href="#">DIANA YONG PEL LING</a> SW002	RM 8,000.00	-	-	-	Incomplete
<a href="#">SANDRA LEE SIEW LAN</a> SW005	RM 4,400.00	-	-	-	Incomplete

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