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## First-Time User (Accessing via i-Akaun Majikan)

Describes the step-by-step guide for existing i-Akaun Majikan employers to access e-Payroll seamlessly.

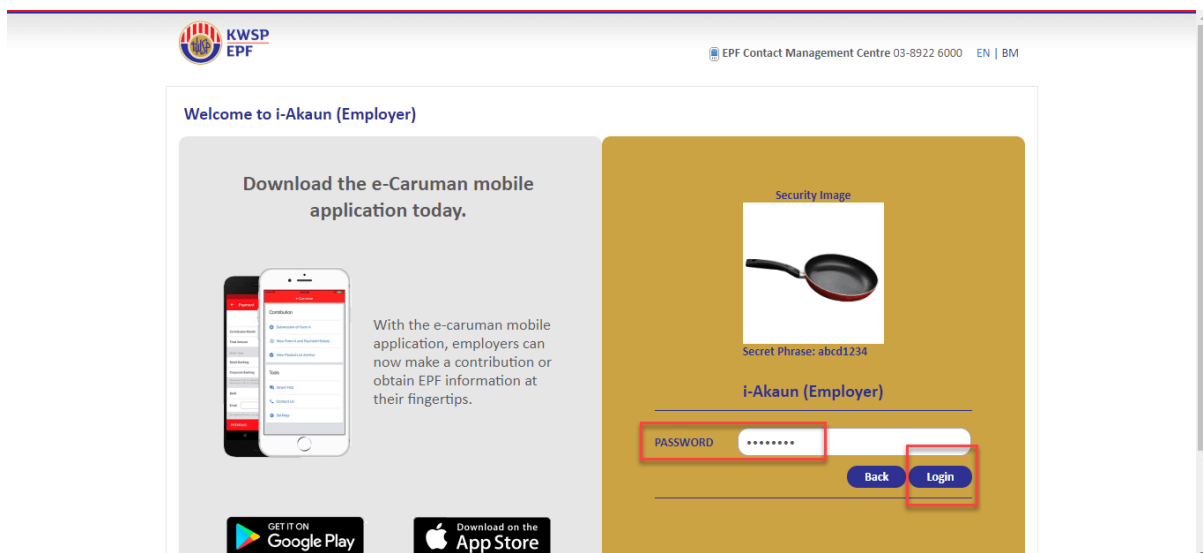
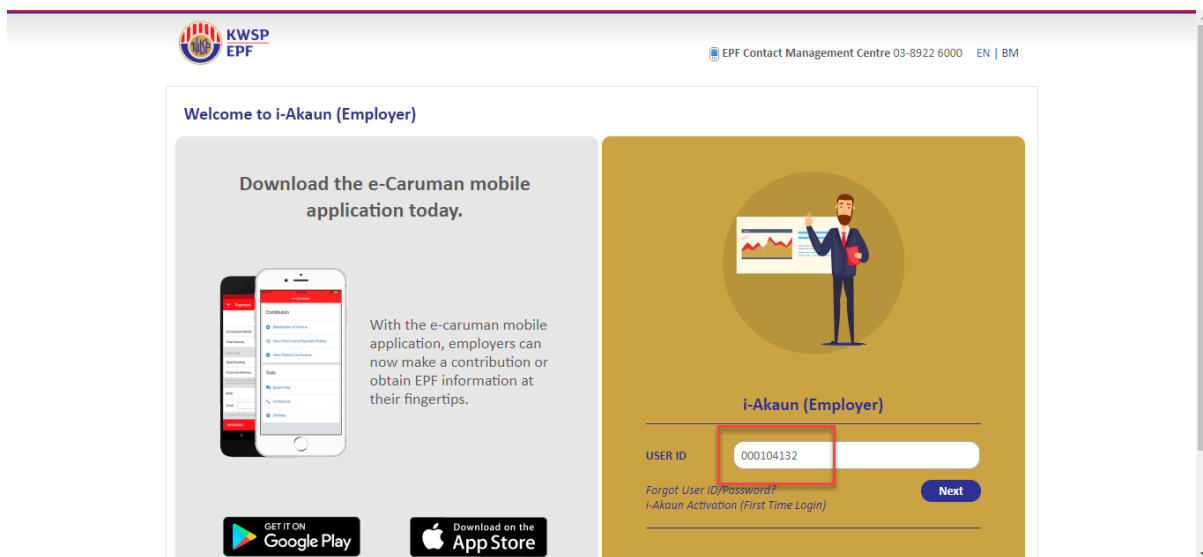
### 1.0 Log in via i-Akaun Majikan

For employers to access e-Payroll via logging in to i-Akaun Majikan.

Step 1: Enter User ID.

Step 2: Enter Password.

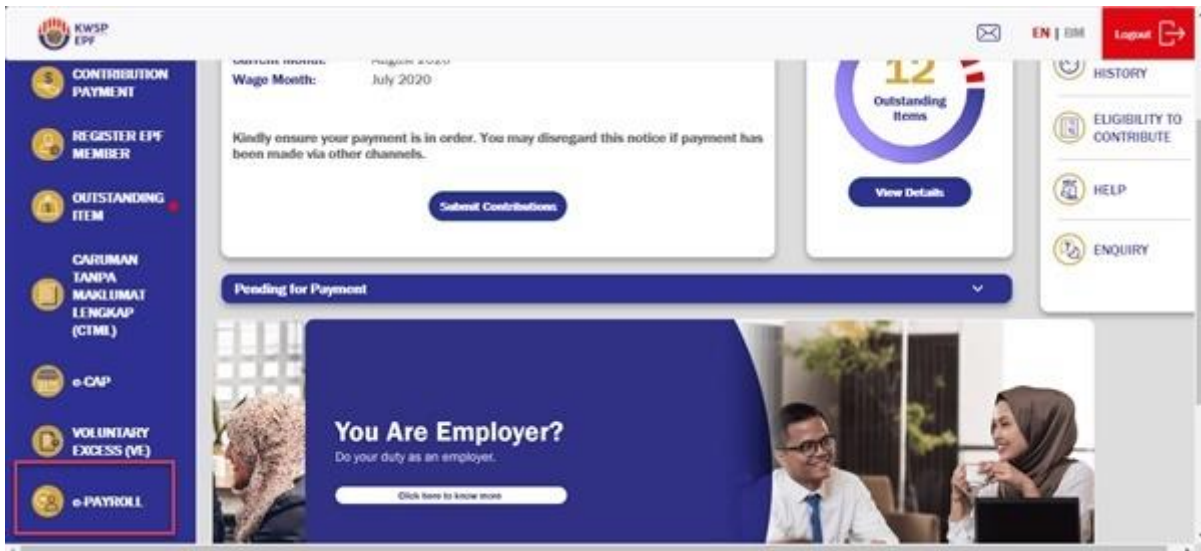
Step 3: Click 'Login'.



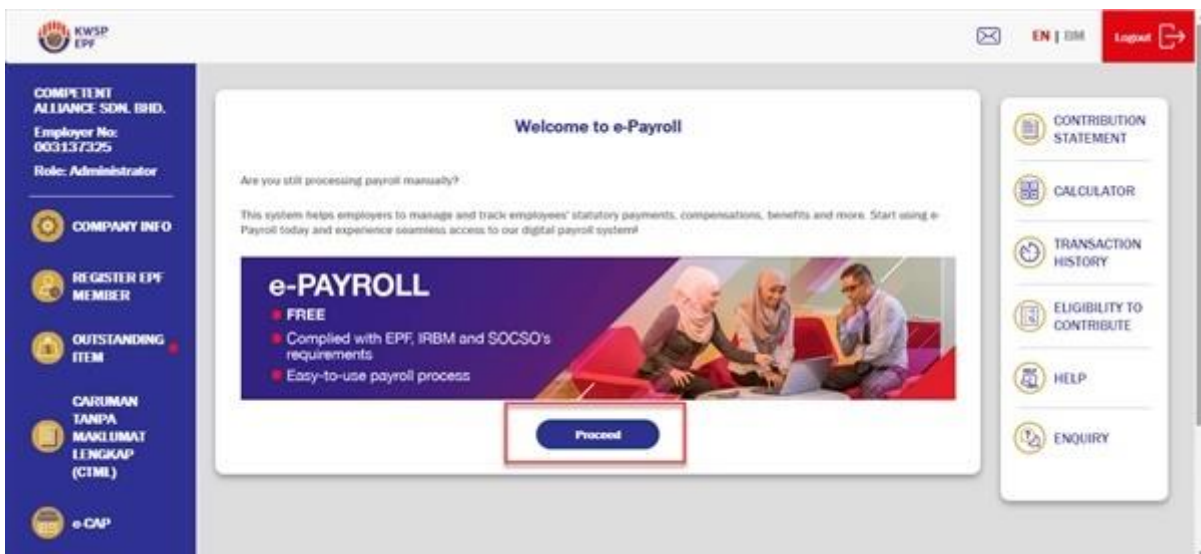
## e-Payroll User Guide

Step 4: System redirects to i-Akaun Majikan dashboard.

Step 5: Scroll down and click 'e-Payroll'.



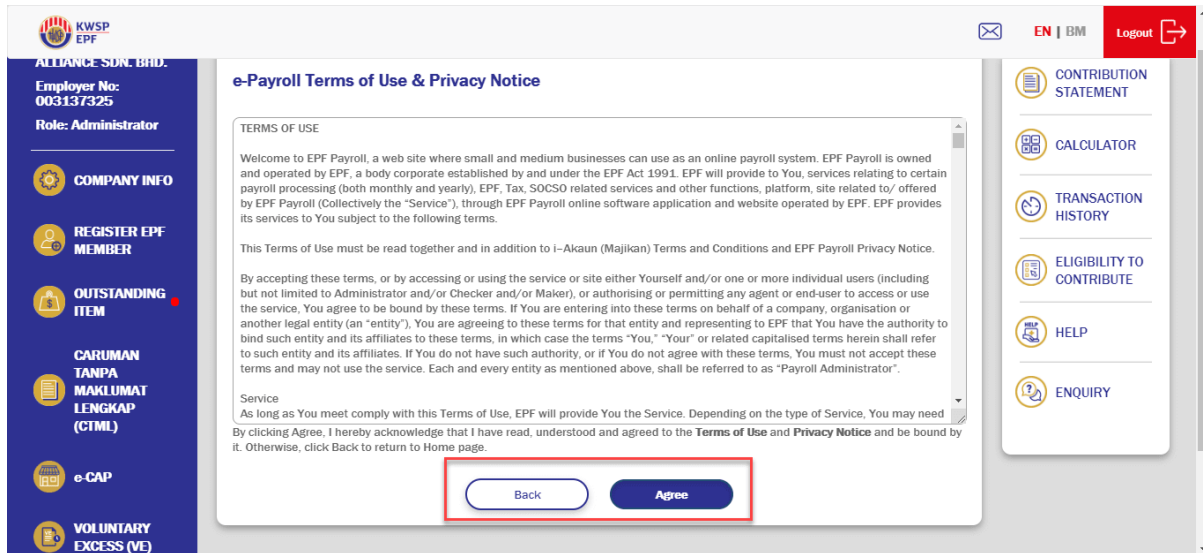
Step 6: Click 'Proceed'



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Step 7: System redirects to Terms of Use & Privacy Notice page.

Step 8: Click 'Agree' to be redirected to e-Payroll. Click 'Back' to return to i-Akaun Majikan dashboard.



Step 9: System redirects to e-Payroll Welcoming page (On-Boarding Set Up).

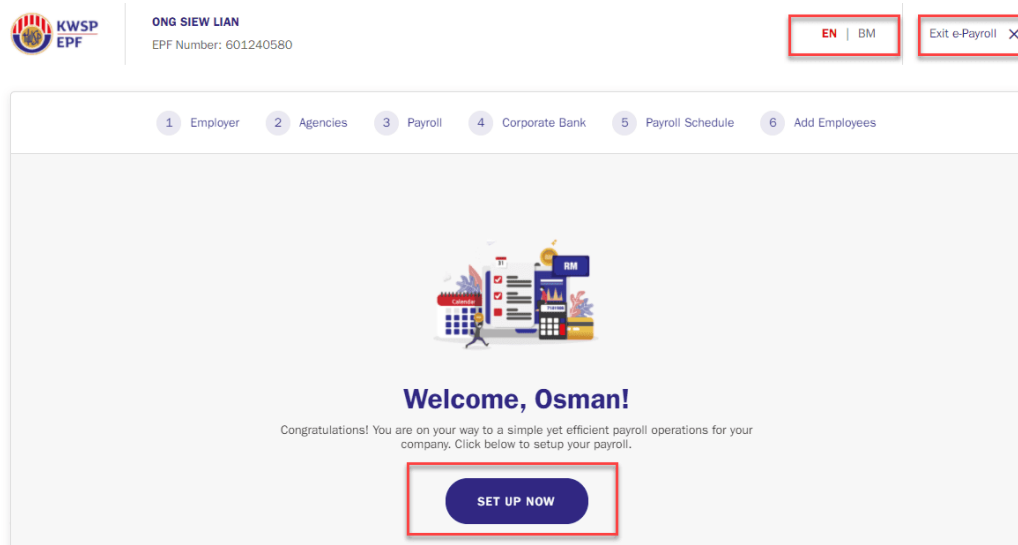
### 1.1 e-Payroll Welcoming Page (On-Boarding Set Up)

For employers to set up company's e-Payroll settings before having full access to e-Payroll's functionality.

Step 1: Click 'EN' to switch language to English. Click 'BM' to switch language to Bahasa Melayu.

Step 2: Click 'Exit ePayroll' to return to i-Akaun Majikan homepage. (if applicable)

Step 3: Click 'Set Up Now'

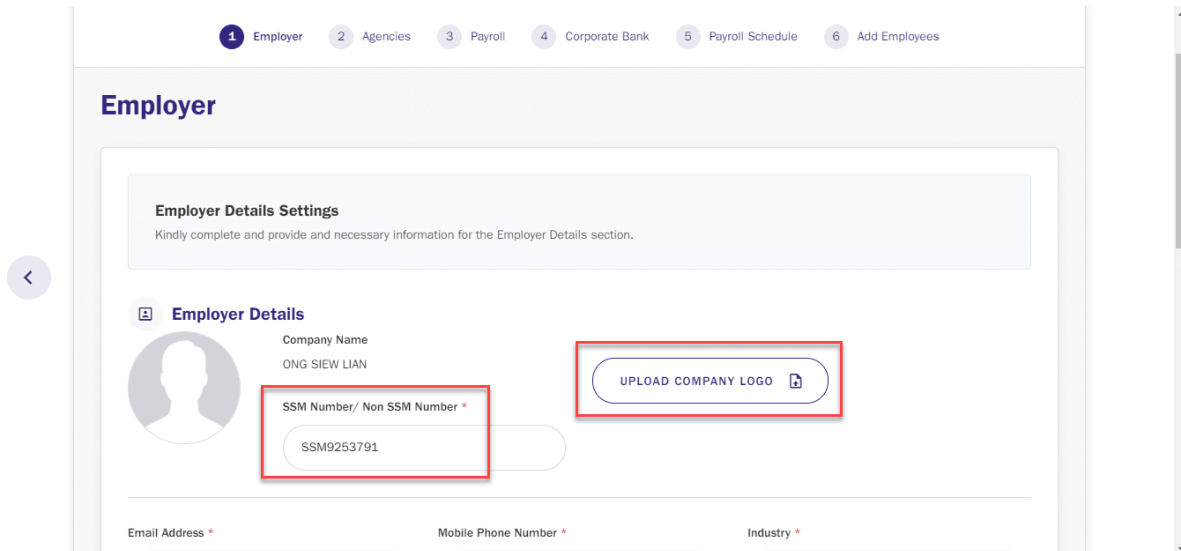


## 1.2 Employer Details Settings

For employer to set up company's information. (i.e. SSM Number/Non-SSM Number, Industry)

Step 1: Upload Company Logo. (Optional)

Step 2: Input SSM Number/Non-SSM Number.



**Employer**

**Employer Details Settings**  
Kindly complete and provide necessary information for the Employer Details section.

**Employer Details**

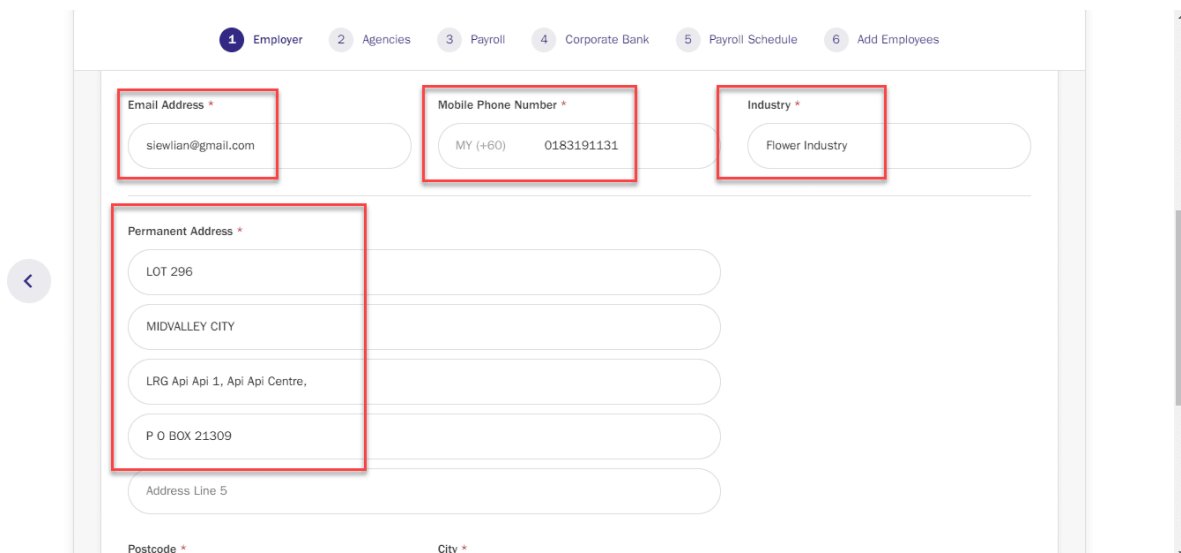
Company Name  
ONG SIEW LIAN

SSM Number/ Non SSM Number \*  
SSM9253791

UPLOAD COMPANY LOGO

Email Address \*      Mobile Phone Number \*      Industry \*

Step 3: Enter Email Address, Mobile Phone Number, Industry & Permanent Address.



**Employer**

Email Address \*  
siewlian@gmail.com

Mobile Phone Number \*  
MY (+60) 0183191131

Industry \*  
Flower Industry

**Permanent Address \***

LOT 296

MIDVALLEY CITY

LRG Api Api 1, Api Api Centre,

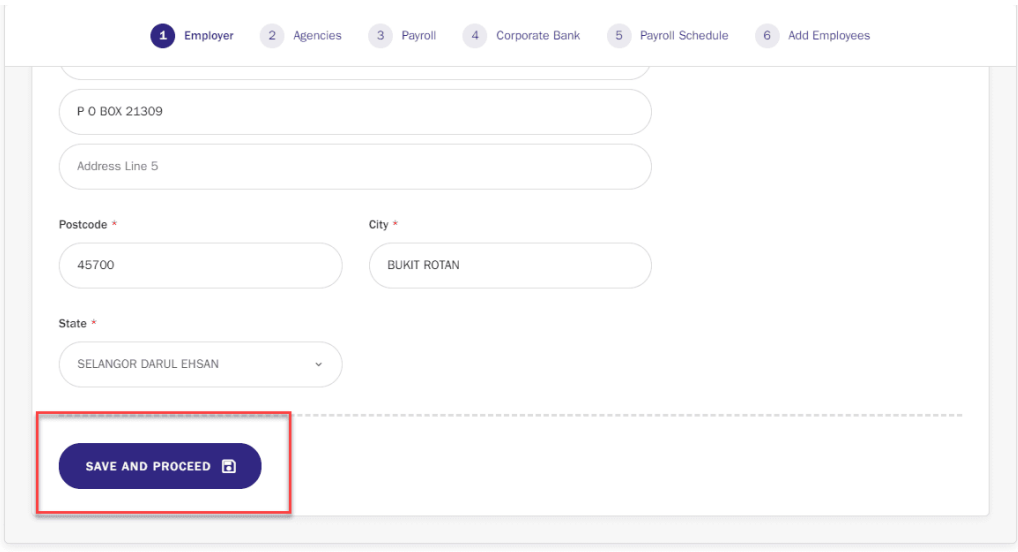
P O BOX 21309

Address Line 5

Postcode \*      City \*

## e-Payroll User Guide

Step 4: Click 'Save and Proceed'. You will be redirected to Agencies Settings.



1 Employer 2 Agencies 3 Payroll 4 Corporate Bank 5 Payroll Schedule 6 Add Employees

P O BOX 21309

Address Line 5

Postcode \* 45700 City \* BUKIT ROTAN

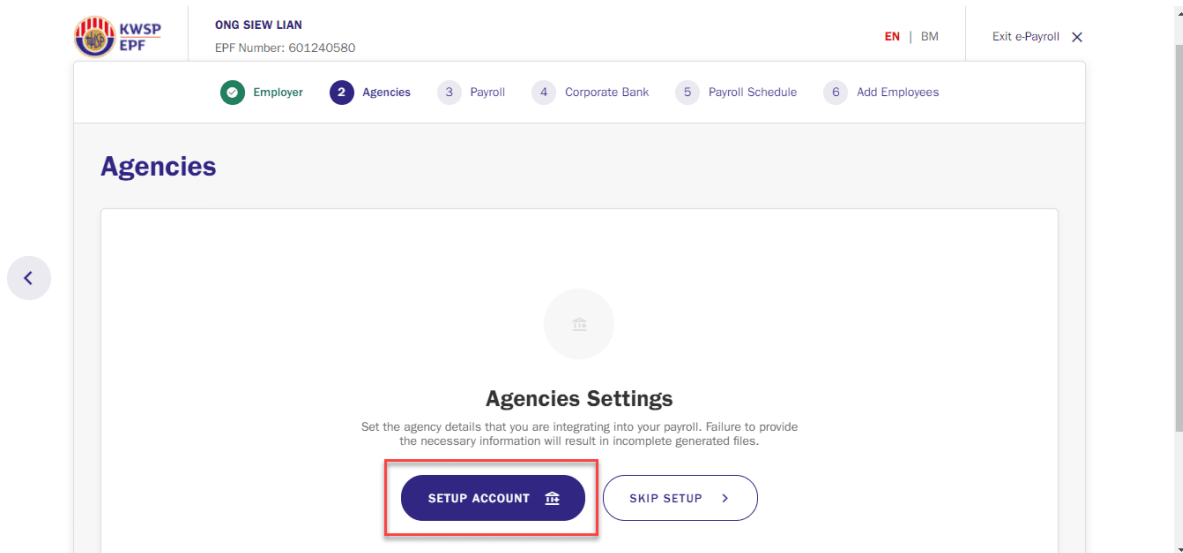
State \* SELANGOR DARUL EHSAN

**SAVE AND PROCEED**

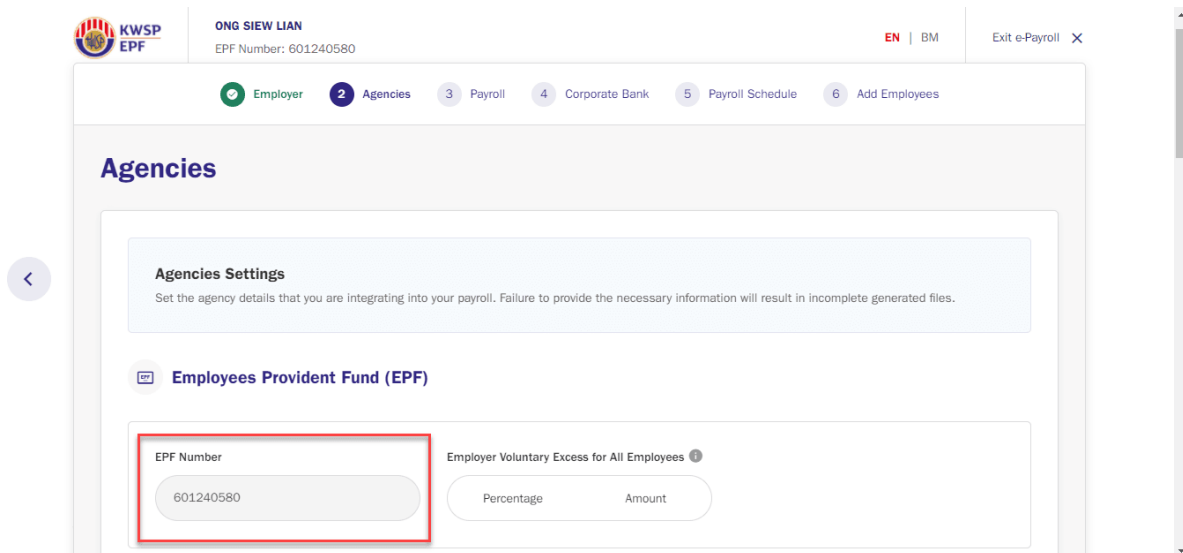
### 1.3 Agencies Setting

For employer to set up company's agencies settings (EPF, SOCSO, EIS, IRBM, Tabung Haji and HRDF). Note that SOCSO Form 8A (.txt), EIS File (.txt), CP39 (.txt) and Tabung Haji File (.txt) generated will be incomplete if SOCSO, EIS, IRBM and Tabung Haji's employer code are not entered.

Step 1: Click 'Setup Account'. Click 'Skip Setup' to skip setup. (Note: Statutory files generated upon payroll processing will be incomplete if Agencies Settings is not set up completely.)

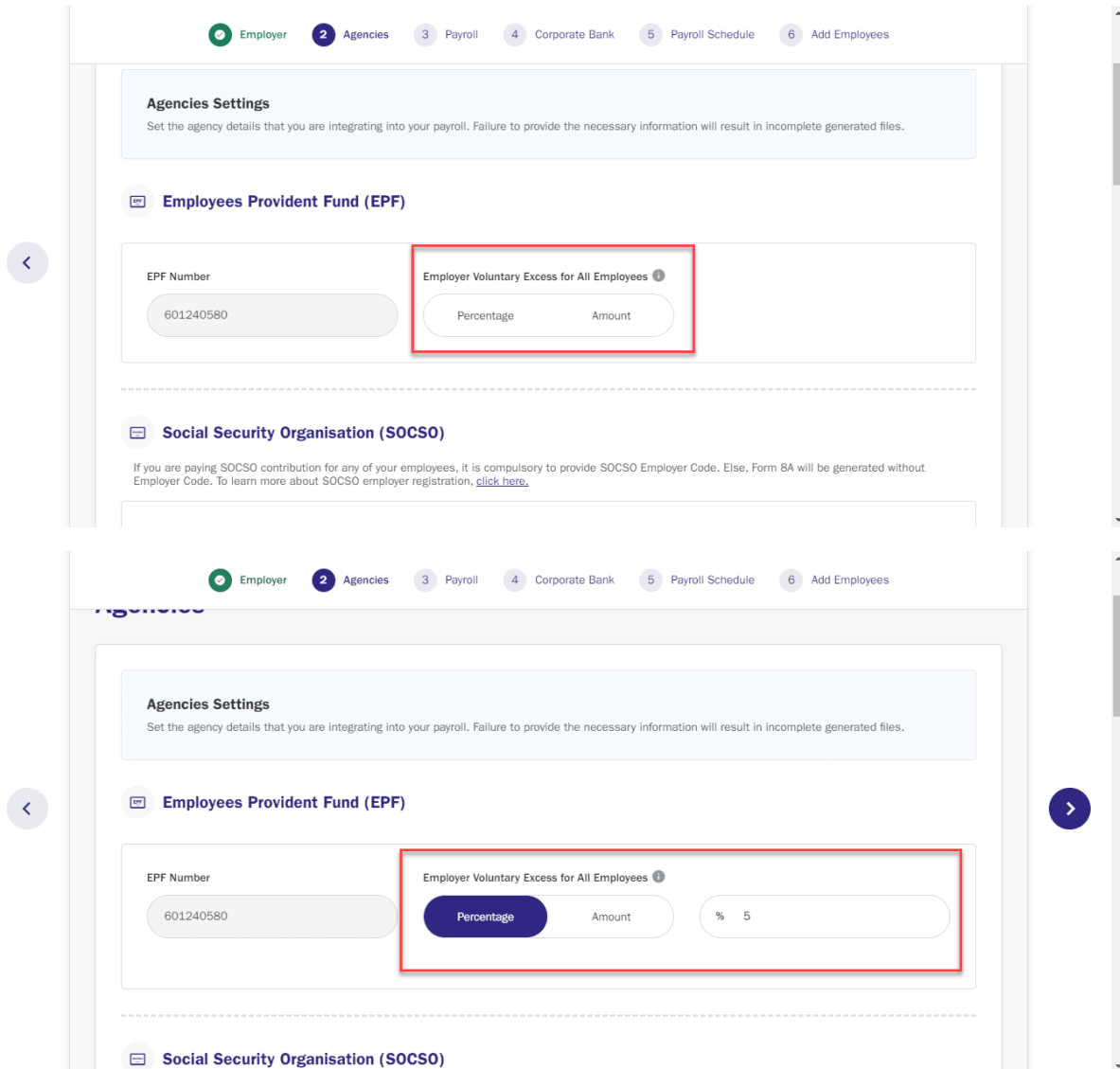


Step 2: EPF Number is not editable.



## e-Payroll User Guide

Step 3: Employer may add employer voluntary excess for all 'Active' employees. (Optional, ignore if not applicable.)



The screenshot displays the 'Employees Provident Fund (EPF)' configuration page. The navigation bar at the top includes: 1. Employer, 2. Agencies, 3. Payroll, 4. Corporate Bank, 5. Payroll Schedule, and 6. Add Employees. The 'EPF' section is active. The 'Employer Voluntary Excess for All Employees' section is highlighted with a red box. It contains two radio buttons: 'Percentage' (selected) and 'Amount'. The 'Percentage' input field contains the value '5'. Below this, the 'Social Security Organisation (SOCSO)' section is visible, with a note about compulsory registration and a link to 'click here'.

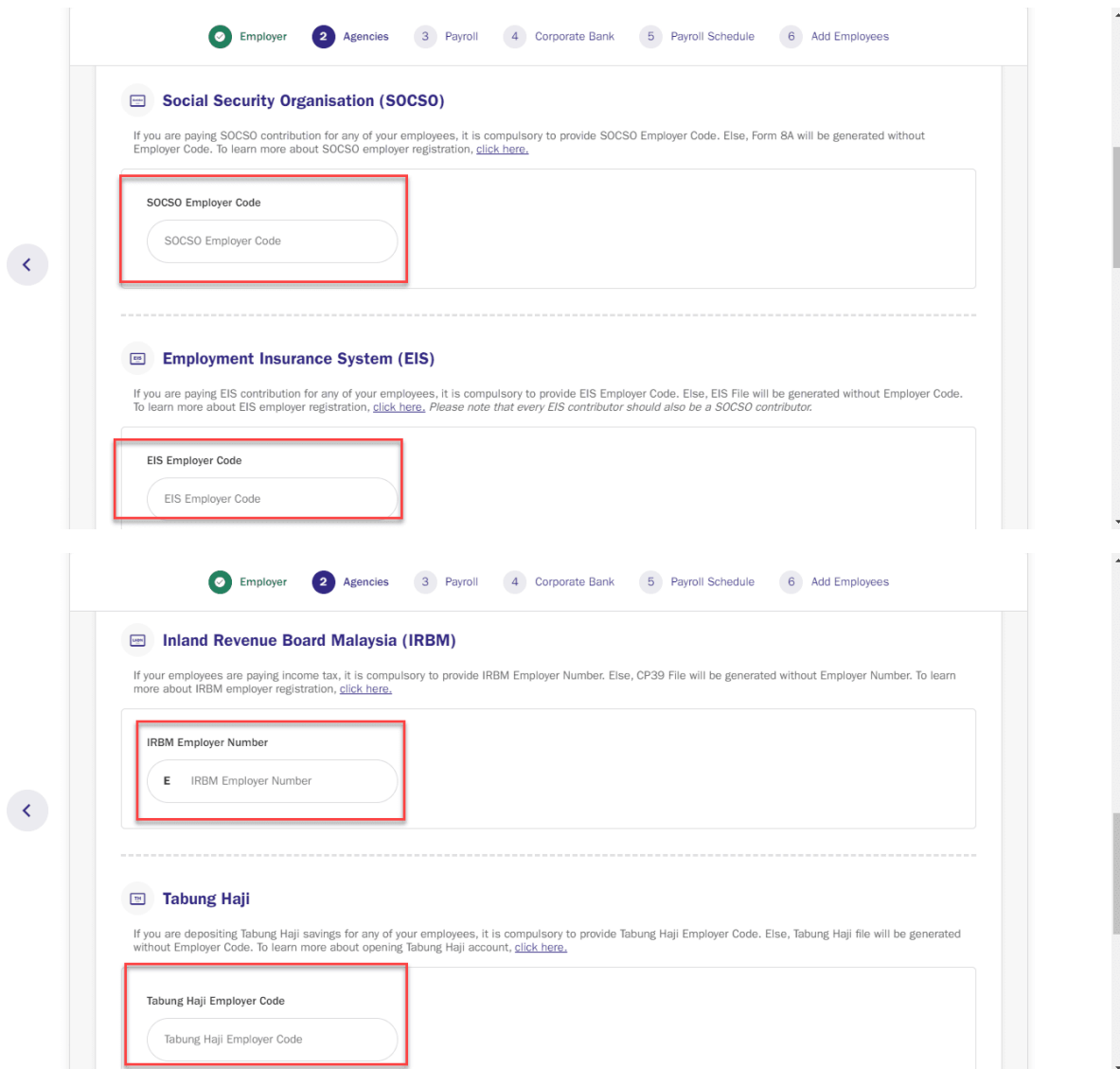
**Note: By using example above, this means ALL 'Active' employees will be entitled to additional 5% Employer Voluntary Excess.**

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Step 4: Employer is able to view added 'Voluntary Excess (all employee)' in Employee Details page after editing. Additionally, employer may still add extra voluntary excess (amount) onto specific employees. This step is only applicable upon completing e-Payroll First Time Setup.

**(Note: In Settings, if employer selects 'Amount' at 'Employer Voluntary Excess for all employees', then employer can only add additional voluntary excess (Amount) in Employee Details page, vice versa to 'Percentage')**

Step 5: Enter SOCSO, EIS, IRBM, Tabung Haji Employer Code. (Note: Statutory files generated upon payroll processing will be incomplete if Employer Codes are not entered.)



The screenshot displays the 'Add Employees' step in the e-Payroll system. The navigation bar at the top shows the following steps: 1. Employer, 2. Agencies, 3. Payroll, 4. Corporate Bank, 5. Payroll Schedule, and 6. Add Employees. The current step is 'Add Employees', which is highlighted in blue.

The main content area is divided into four sections, each with a red box highlighting the input field for the respective Employer Code:

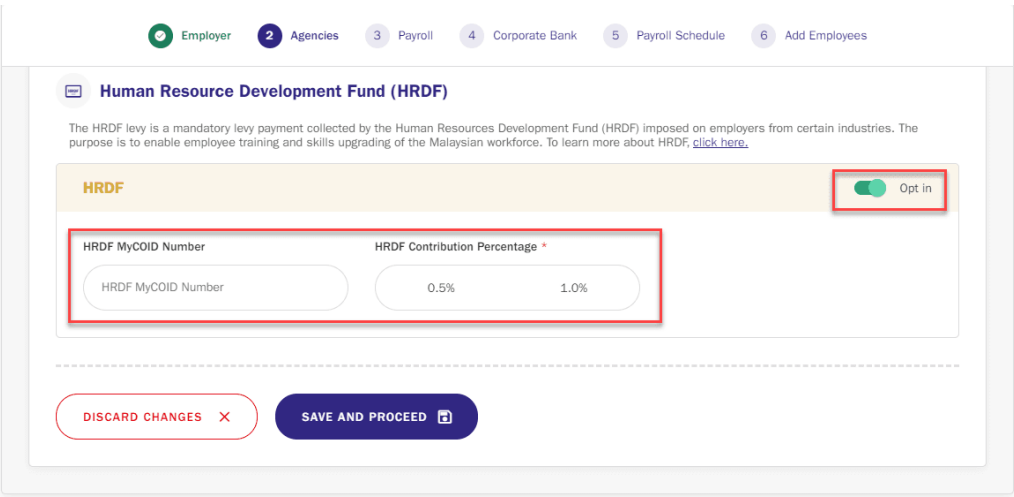
- Social Security Organisation (SOCSO)**: The input field is labeled 'SOCSO Employer Code' and contains the placeholder text 'SOCSO Employer Code'. A note below states: 'If you are paying SOCSO contribution for any of your employees, it is compulsory to provide SOCSO Employer Code. Else, Form 8A will be generated without Employer Code. To learn more about SOCSO employer registration, [click here](#).'
- Employment Insurance System (EIS)**: The input field is labeled 'EIS Employer Code' and contains the placeholder text 'EIS Employer Code'. A note below states: 'If you are paying EIS contribution for any of your employees, it is compulsory to provide EIS Employer Code. Else, EIS File will be generated without Employer Code. To learn more about EIS employer registration, [click here](#). Please note that every EIS contributor should also be a SOCSO contributor.'
- Inland Revenue Board Malaysia (IRBM)**: The input field is labeled 'IRBM Employer Number' and contains the placeholder text 'E IRBM Employer Number'. A note below states: 'If your employees are paying income tax, it is compulsory to provide IRBM Employer Number. Else, CP39 File will be generated without Employer Number. To learn more about IRBM employer registration, [click here](#).'
- Tabung Haji**: The input field is labeled 'Tabung Haji Employer Code' and contains the placeholder text 'Tabung Haji Employer Code'. A note below states: 'If you are depositing Tabung Haji savings for any of your employees, it is compulsory to provide Tabung Haji Employer Code. Else, Tabung Haji file will be generated without Employer Code. To learn more about opening Tabung Haji account, [click here](#).'

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Step 6: Switch HRDF toggle to 'Opt In' if employer is eligible to contribute to HRDF.

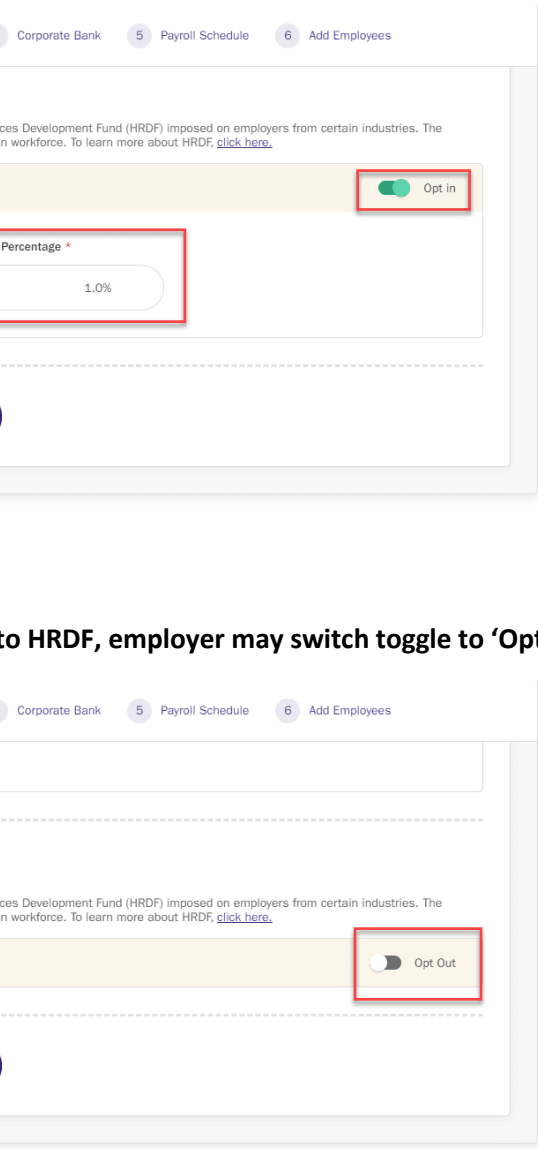
Step 7: Enters HRDF MyCOID Number.

Step 8: Selects HRDF Contribution Percentage.



The screenshot shows the 'Human Resource Development Fund (HRDF)' configuration screen. At the top, there is a progress bar with steps: 1. Employer, 2. Agencies, 3. Payroll, 4. Corporate Bank, 5. Payroll Schedule, and 6. Add Employees. The main heading is 'Human Resource Development Fund (HRDF)'. Below the heading is a descriptive paragraph: 'The HRDF levy is a mandatory levy payment collected by the Human Resources Development Fund (HRDF) imposed on employers from certain industries. The purpose is to enable employee training and skills upgrading of the Malaysian workforce. To learn more about HRDF, [click here](#).' Below this is a yellow bar with the label 'HRDF' and a toggle switch set to 'Opt In'. Underneath, there are two input fields: 'HRDF MyCOID Number' and 'HRDF Contribution Percentage \*'. The 'HRDF MyCOID Number' field contains the text 'HRDF MyCOID Number'. The 'HRDF Contribution Percentage \*' field has a dropdown menu with '0.5%' and '1.0%' options. At the bottom, there are two buttons: 'DISCARD CHANGES' with a red 'X' icon and 'SAVE AND PROCEED' with a document icon. A copyright notice at the bottom left reads '© KWSP | EPF 2021. All rights reserved.'

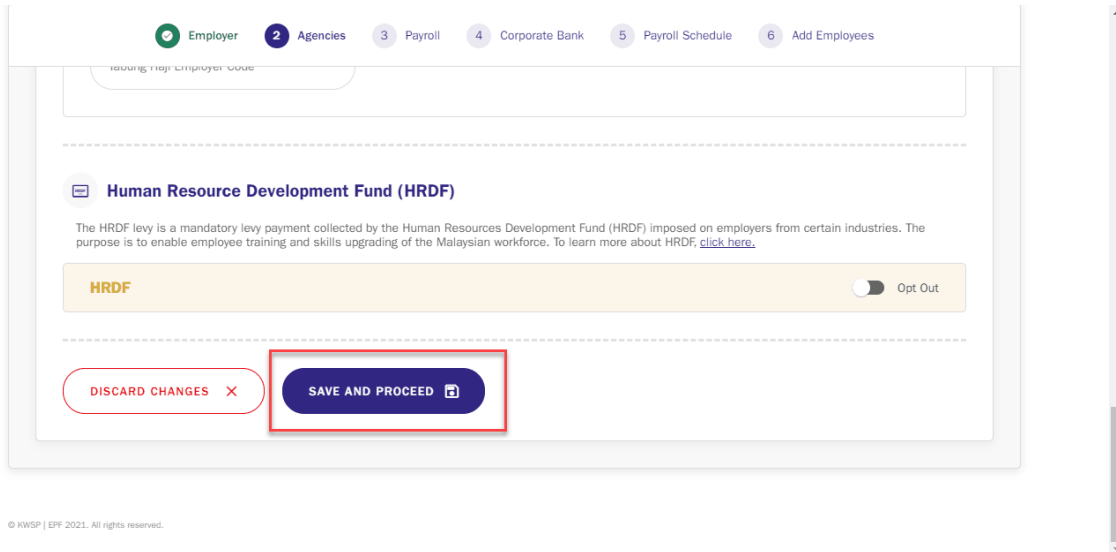
**Note: If employer is not eligible to contribute to HRDF, employer may switch toggle to 'Opt Out'.**



The screenshot shows the 'Human Resource Development Fund (HRDF)' configuration screen, similar to the previous one. The progress bar and heading are the same. The descriptive paragraph is also present. In this screenshot, the yellow bar with the label 'HRDF' has a toggle switch set to 'Opt Out'. The input fields for 'HRDF MyCOID Number' and 'HRDF Contribution Percentage \*' are not visible. At the bottom, the 'DISCARD CHANGES' and 'SAVE AND PROCEED' buttons are visible. A copyright notice at the bottom left reads '© KWSP | EPF 2021. All rights reserved.'

## e-Payroll User Guide

Step 9: Click 'Save and Proceed' to continue.



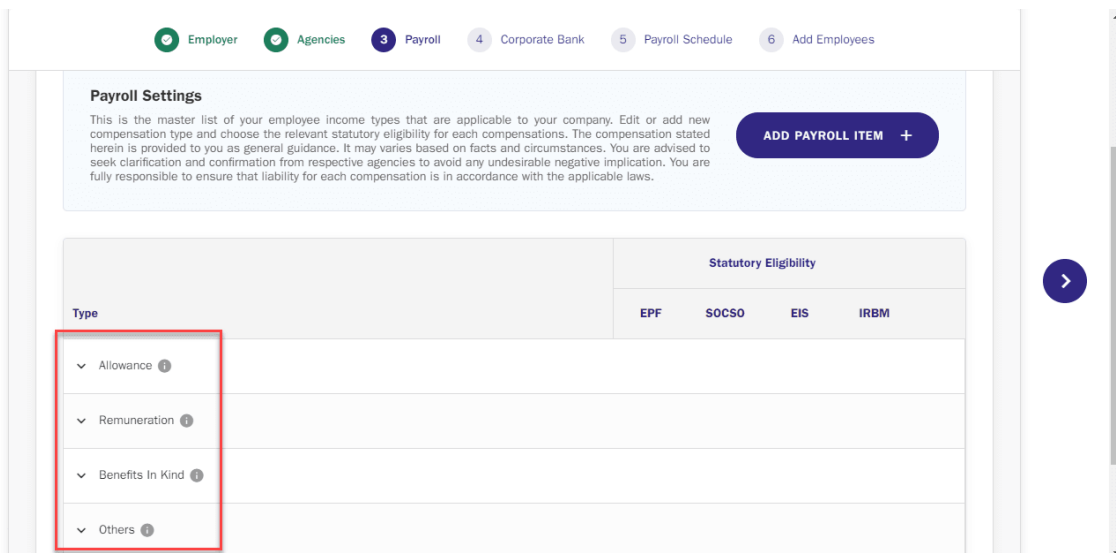
The screenshot shows the 'Human Resource Development Fund (HRDF)' settings page. At the top, there is a progress bar with six steps: 1. Employer, 2. Agencies, 3. Payroll, 4. Corporate Bank, 5. Payroll Schedule, and 6. Add Employees. Below the progress bar, there is a section for 'Human Resource Development Fund (HRDF)' with a brief description and a link to learn more. A toggle switch for 'Opt Out' is visible. At the bottom, there are two buttons: 'DISCARD CHANGES' and 'SAVE AND PROCEED', with the latter being highlighted by a red box.

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### 1.4 Payroll Settings (Optional)

For employer to view e-Payroll's pre-set compensation items. Additionally, employer may also add customized compensation item here.

Step 1: Four compensation category can be seen (Allowance, Remuneration, Benefits in Kind and Others).



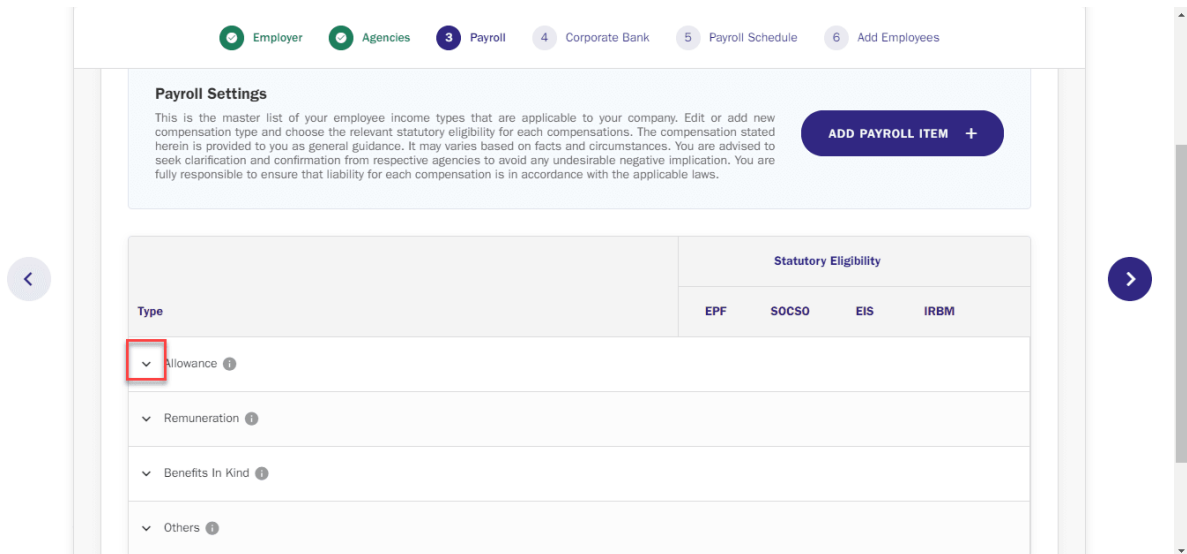
The screenshot shows the 'Payroll Settings' page. At the top, there is a progress bar with six steps: 1. Employer, 2. Agencies, 3. Payroll, 4. Corporate Bank, 5. Payroll Schedule, and 6. Add Employees. Below the progress bar, there is a section for 'Payroll Settings' with a brief description and an 'ADD PAYROLL ITEM +' button. Below this, there is a table with the following structure:

Type	Statutory Eligibility			
	EPF	SOCSO	EIS	IRBM
▼ Allowance ⓘ				
▼ Remuneration ⓘ				
▼ Benefits In Kind ⓘ				
▼ Others ⓘ				

The 'Type' column is highlighted with a red box.

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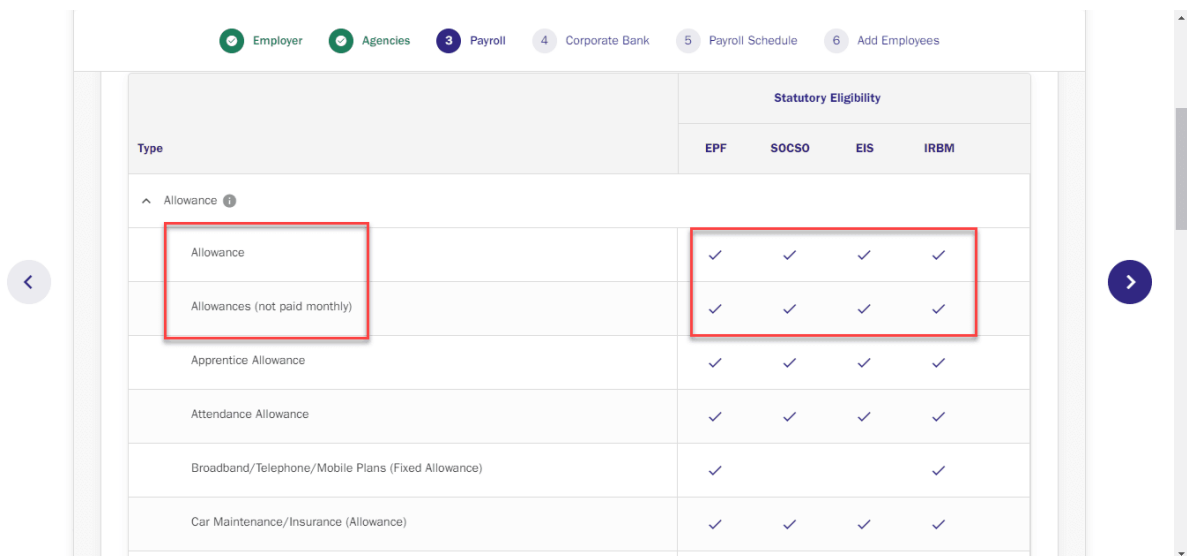
Step 2: Click 'Expand' arrow to display category items associated to the category.



The screenshot shows the 'Payroll Settings' page. At the top, there are navigation tabs: Employer, Agencies, Payroll (selected), Corporate Bank, Payroll Schedule, and Add Employees. Below the tabs is a 'Payroll Settings' section with a description and an 'ADD PAYROLL ITEM +' button. The main content is a table with columns for 'Type' and 'Statutory Eligibility' (EPF, SOCSO, EIS, IRBM). The 'Allowance' category is collapsed, indicated by a downward arrow and a red box around it.

Type	Statutory Eligibility			
	EPF	SOCSO	EIS	IRBM
▼ Allowance ⓘ				
▼ Remuneration ⓘ				
▼ Benefits In Kind ⓘ				
▼ Others ⓘ				

Step 3: e-Payroll expands category and displays compensation items and their respective statutory eligibility.



The screenshot shows the 'Payroll Settings' page with the 'Allowance' category expanded. The table now displays individual allowance items and their statutory eligibility. The 'Allowance' and 'Allowances (not paid monthly)' rows are highlighted with red boxes.

Type	Statutory Eligibility			
	EPF	SOCSO	EIS	IRBM
▲ Allowance ⓘ				
Allowance	✓	✓	✓	✓
Allowances (not paid monthly)	✓	✓	✓	✓
Apprentice Allowance	✓	✓	✓	✓
Attendance Allowance	✓	✓	✓	✓
Broadband/Telephone/Mobile Plans (Fixed Allowance)	✓			✓
Car Maintenance/Insurance (Allowance)	✓	✓	✓	✓

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Step 4: Click 'Collapse' button to collapse compensation category.

Employer Agencies **3** Payroll 4 Corporate Bank 5 Payroll Schedule 6 Add Employees

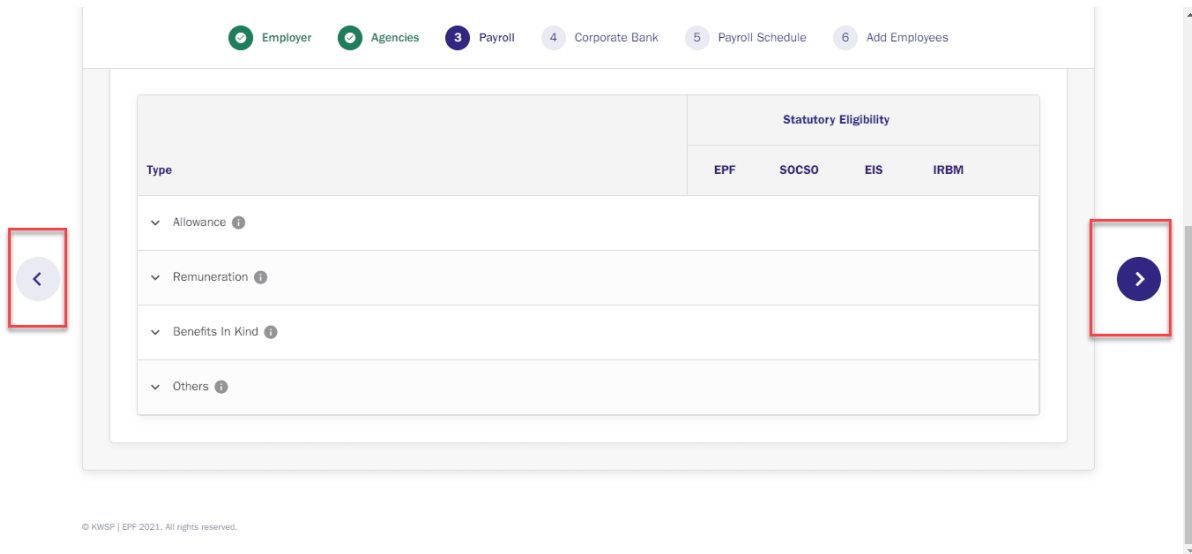
Type	Statutory Eligibility			
	EPF	SOCSO	EIS	IRBM
^ Allowance ⓘ				
Allowance	✓	✓	✓	✓
Allowances (not paid monthly)	✓	✓	✓	✓
Apprentice Allowance	✓	✓	✓	✓
Attendance Allowance	✓	✓	✓	✓
Broadband/Telephone/Mobile Plans (Fixed Allowance)	✓			✓
Car Maintenance/Insurance (Allowance)	✓	✓	✓	✓

Employer Agencies **3** Payroll 4 Corporate Bank 5 Payroll Schedule 6 Add Employees

Type	Statutory Eligibility			
	EPF	SOCSO	EIS	IRBM
∨ Allowance ⓘ				
∨ Remuneration ⓘ				
∨ Benefits In Kind ⓘ				
∨ Others ⓘ				

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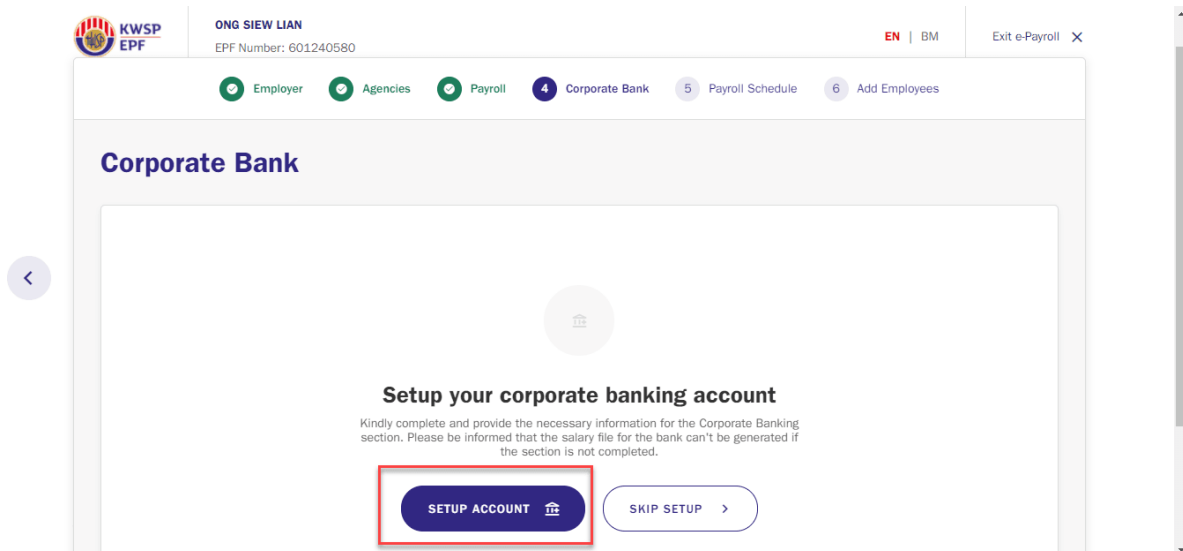
Step 5: Click 'Next' to continue. Click 'Back' to return to Agencies Settings.



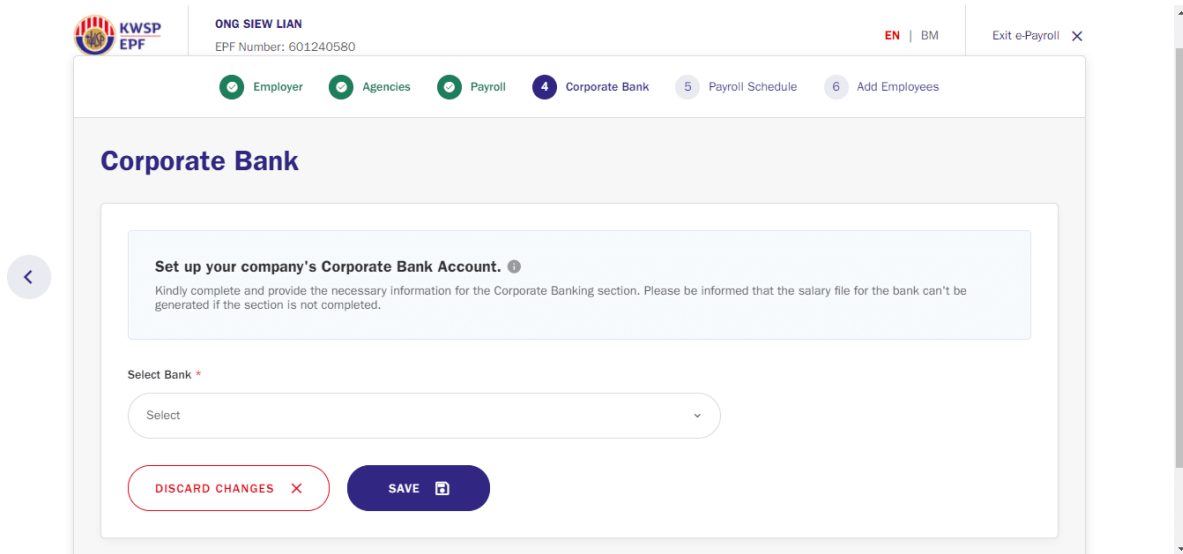
### 1.5 Corporate Bank Settings (Optional)

For employers to set up Corporate Bank account. Note that bank files generated is based on bank selected here. Bank files will not be generated if Corporate Bank Settings is not completed. Only 1 bank are allowed at a time.

Step 1: Click 'Setup Account' to set up Corporate Bank account.

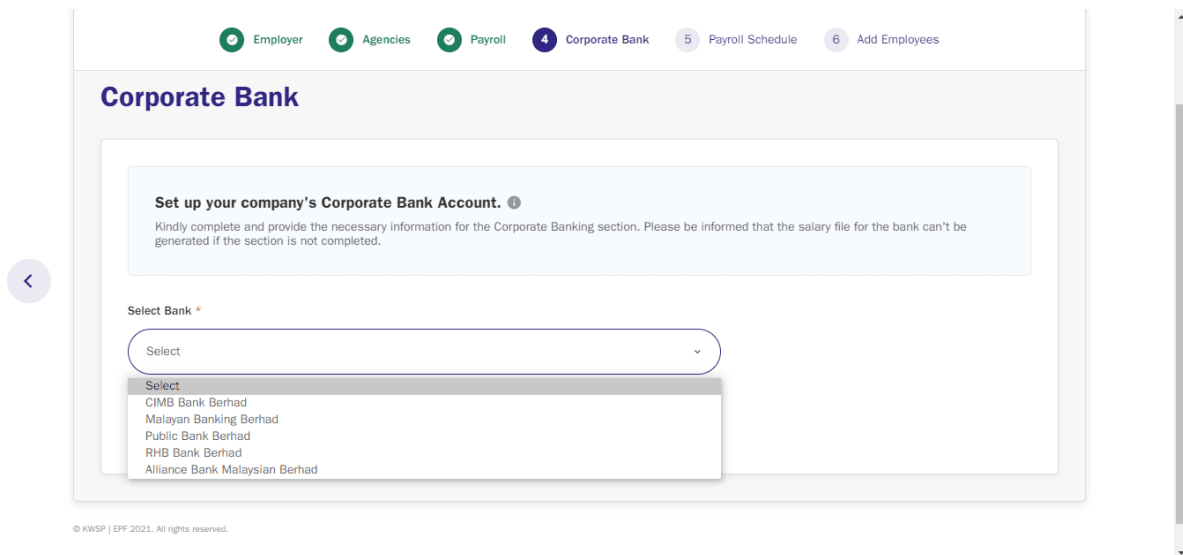


Step 2: e-Payroll redirects to bank setup page.



The screenshot shows the 'Corporate Bank' setup page. At the top, the user's name 'ONG SIEW LIAN' and EPF Number '601240580' are displayed. The navigation bar includes 'Employer', 'Agencies', 'Payroll', 'Corporate Bank' (highlighted), 'Payroll Schedule', and 'Add Employees'. The main heading is 'Corporate Bank'. Below it, a light blue box contains the instruction: 'Set up your company's Corporate Bank Account. Kindly complete and provide the necessary information for the Corporate Banking section. Please be informed that the salary file for the bank can't be generated if the section is not completed.' A 'Select Bank' dropdown menu is present, currently showing 'Select'. At the bottom, there are two buttons: 'DISCARD CHANGES' and 'SAVE'.

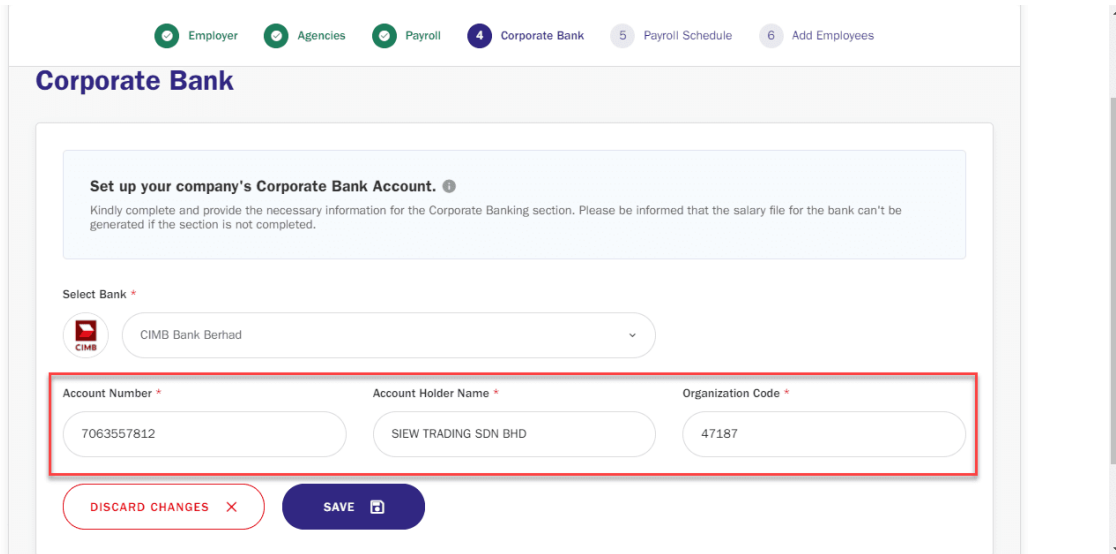
Step 3: Select Bank. (Supported banks are currently Public Bank, CIMB, RHB, Maybank and Alliance.)



This screenshot shows the same 'Corporate Bank' setup page as in Step 2, but with the 'Select Bank' dropdown menu open. The dropdown list displays the following options: 'Select', 'CIMB Bank Berhad', 'Malayan Banking Berhad', 'Public Bank Berhad', 'RHB Bank Berhad', and 'Alliance Bank Malaysian Berhad'. The rest of the page layout, including the navigation bar and the instruction box, remains the same.

## e-Payroll User Guide

Step 4: Enter all displayed fields. These fields are mandatory for bank file generation.



**Corporate Bank**

**Set up your company's Corporate Bank Account.** ⓘ  
Kindly complete and provide the necessary information for the Corporate Banking section. Please be informed that the salary file for the bank can't be generated if the section is not completed.

Select Bank \*  
CIMB Bank Berhad

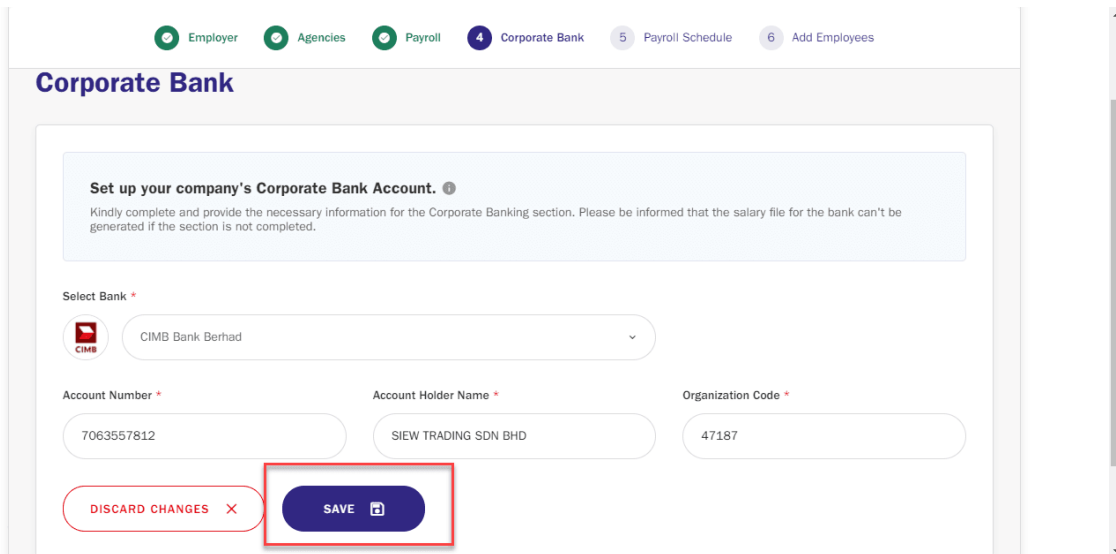
Account Number \*      Account Holder Name \*      Organization Code \*

7063557812      SIEW TRADING SDN BHD      47187

DISCARD CHANGES ✕      SAVE 📁

Step 5: Click 'Save'.

Step 6: e-Payroll redirects to Payroll Schedule page.



**Corporate Bank**

**Set up your company's Corporate Bank Account.** ⓘ  
Kindly complete and provide the necessary information for the Corporate Banking section. Please be informed that the salary file for the bank can't be generated if the section is not completed.

Select Bank \*  
CIMB Bank Berhad

Account Number \*      Account Holder Name \*      Organization Code \*

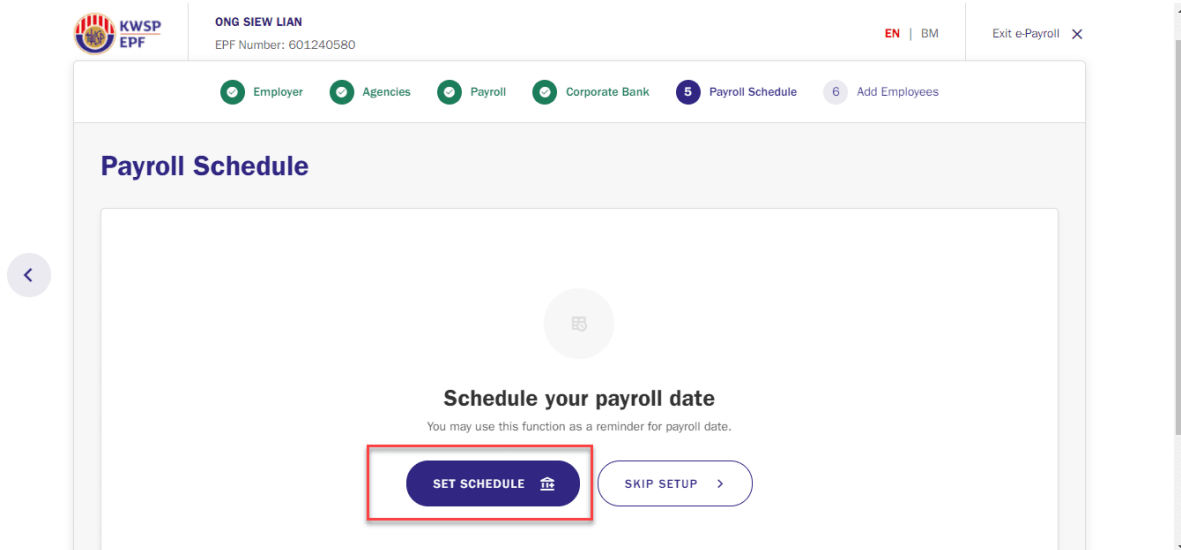
7063557812      SIEW TRADING SDN BHD      47187

DISCARD CHANGES ✕      SAVE 📁

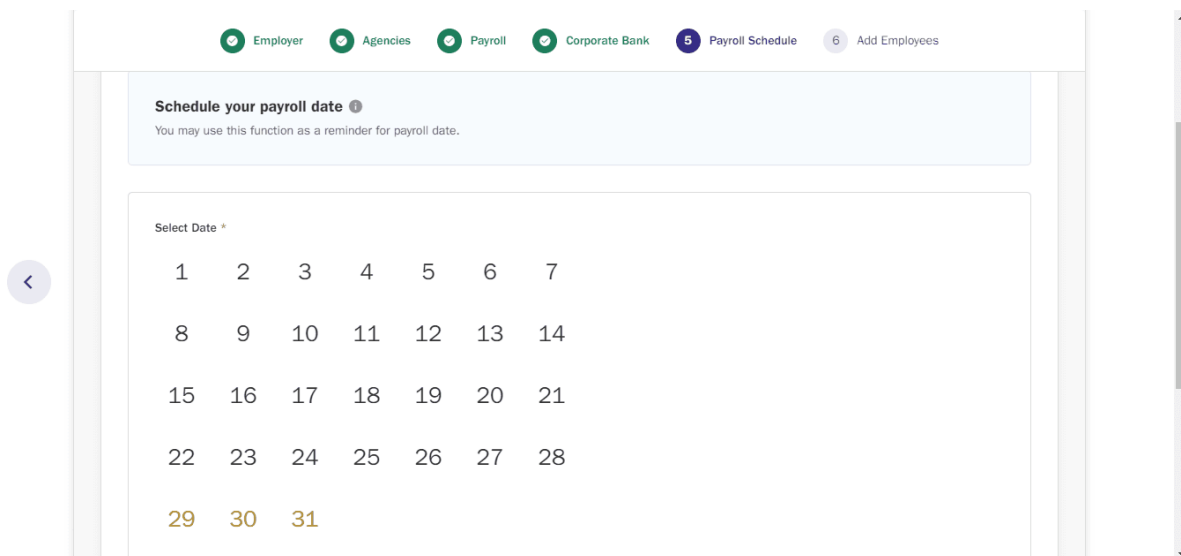
## 1.6 Payroll Schedule (Optional)

For employers to set a reminder date to serve as a payroll reminder at e-Payroll's homepage.

Step 1: Click 'Set Schedule'.

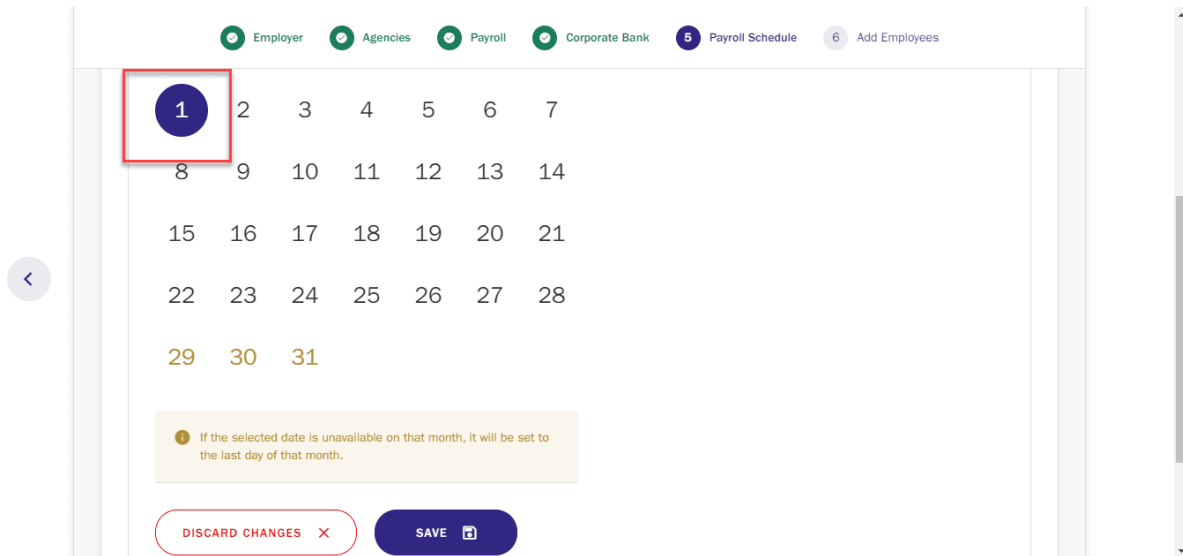


Step 2: e-Payroll displays date picker.



## e-Payroll User Guide

Step 3: Selects a date. (i.e. Selects 1<sup>st</sup>)



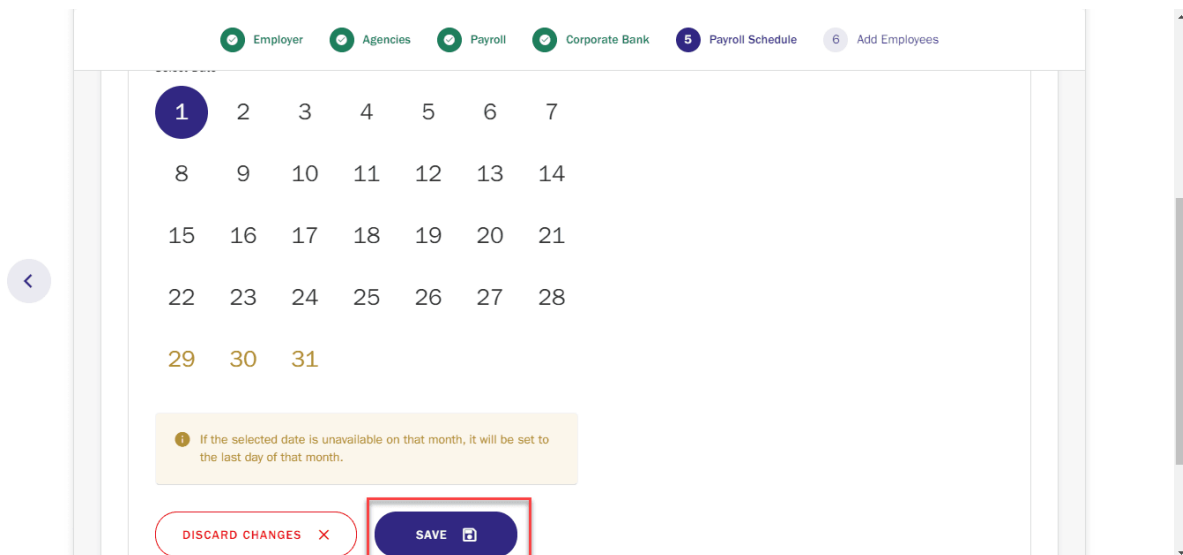
Employer Agencies Payroll Corporate Bank **5** Payroll Schedule 6 Add Employees

<b>1</b>	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**1** If the selected date is unavailable on that month, it will be set to the last day of that month.

DISCARD CHANGES X SAVE

Step 4: Click 'Save'.



Employer Agencies Payroll Corporate Bank **5** Payroll Schedule 6 Add Employees

<b>1</b>	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**1** If the selected date is unavailable on that month, it will be set to the last day of that month.

DISCARD CHANGES X SAVE

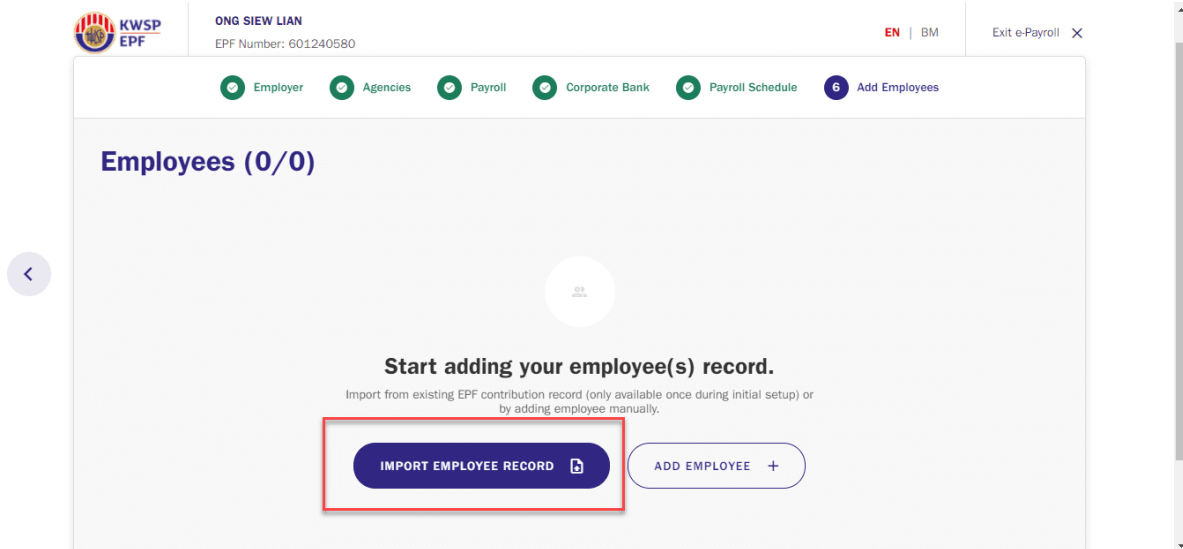
## 1.7 Add Employee (Mandatory)

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

### 1.7.1 Import Employee Record

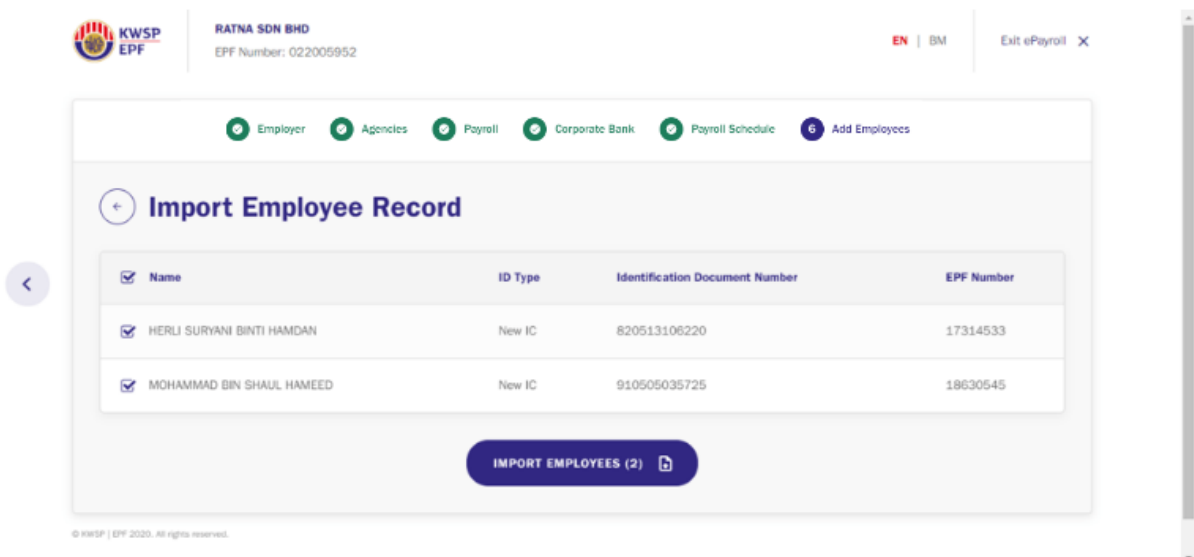
For employers to easily import employees who have included in the most recently posted Form A. (Only up to 3 months). Note that this feature would not be available after successfully adding an employee manually by clicking 'Add Employee' button here.

Step 1: Click 'Import Employee Record'.

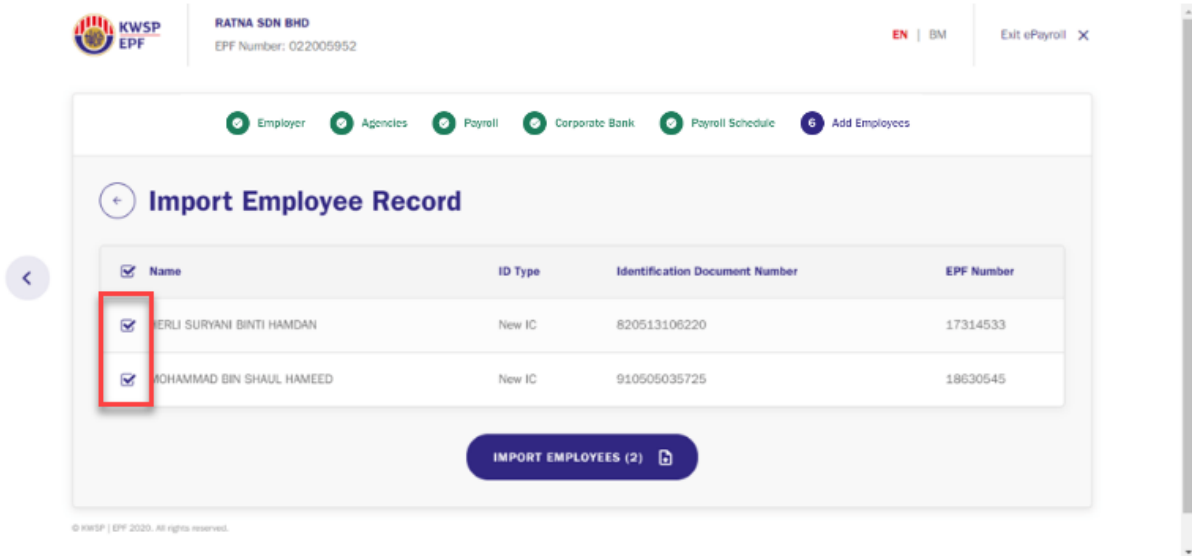


Step 2: e-Payroll redirects to Employee Record preview page.

**(Note: Employer may select employees to be imported here.)**

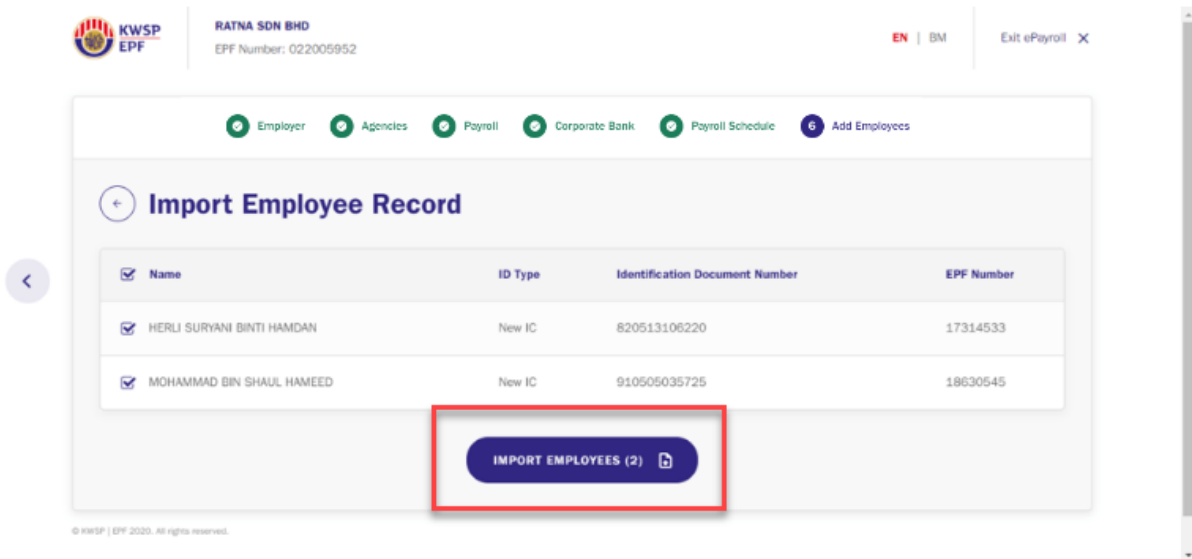


Step 3: Employer may untick checkbox if do not wish to import particular employee into e-Payroll.



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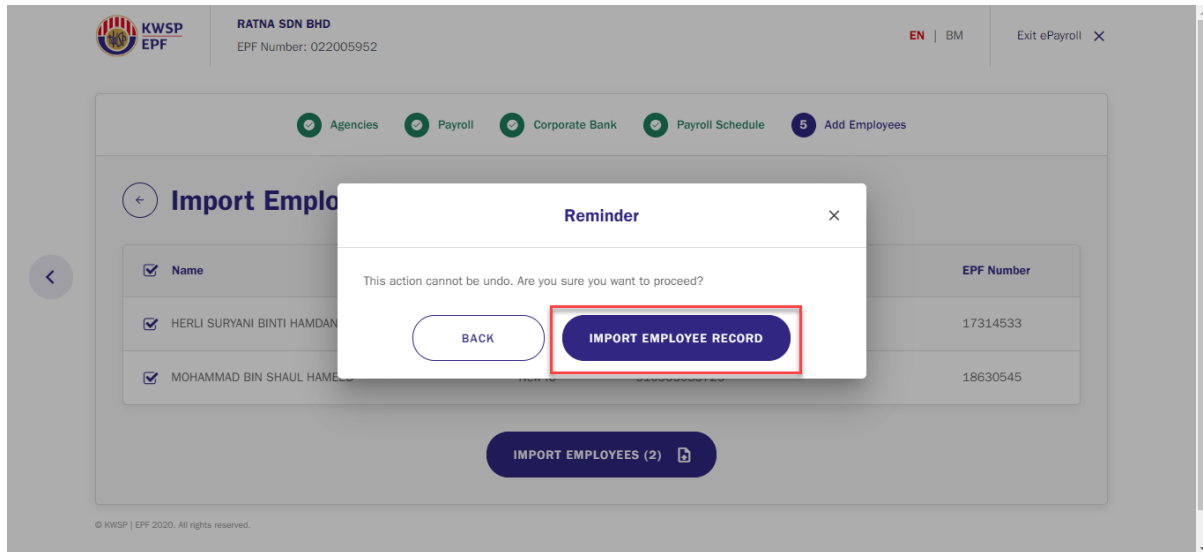
Step 4: Click 'Import Employees'.



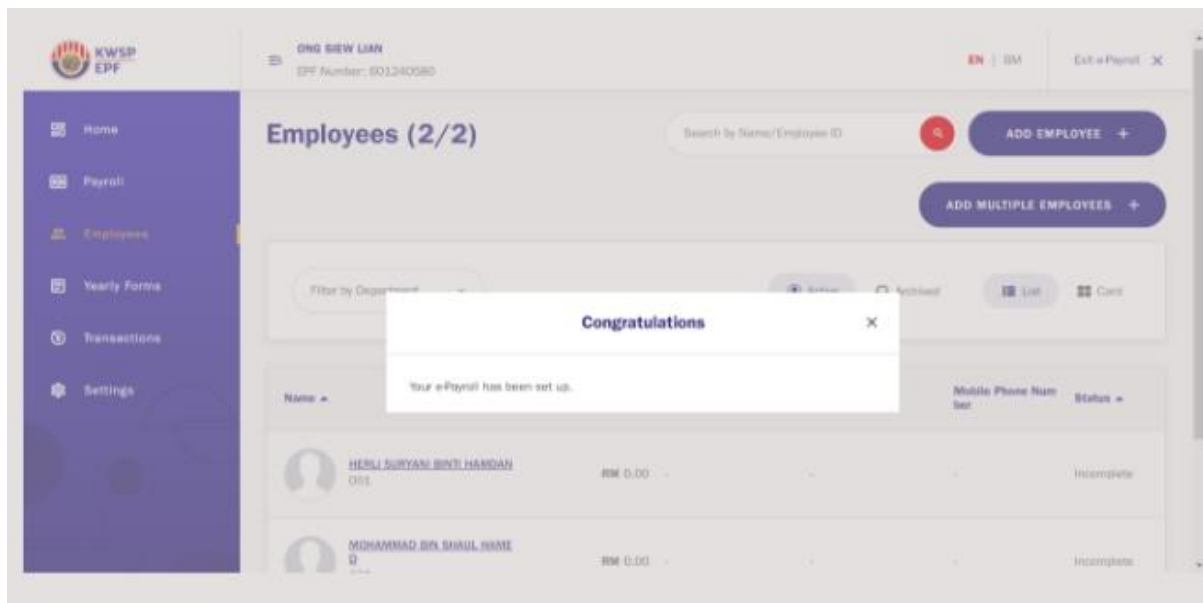
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## e-Payroll User Guide

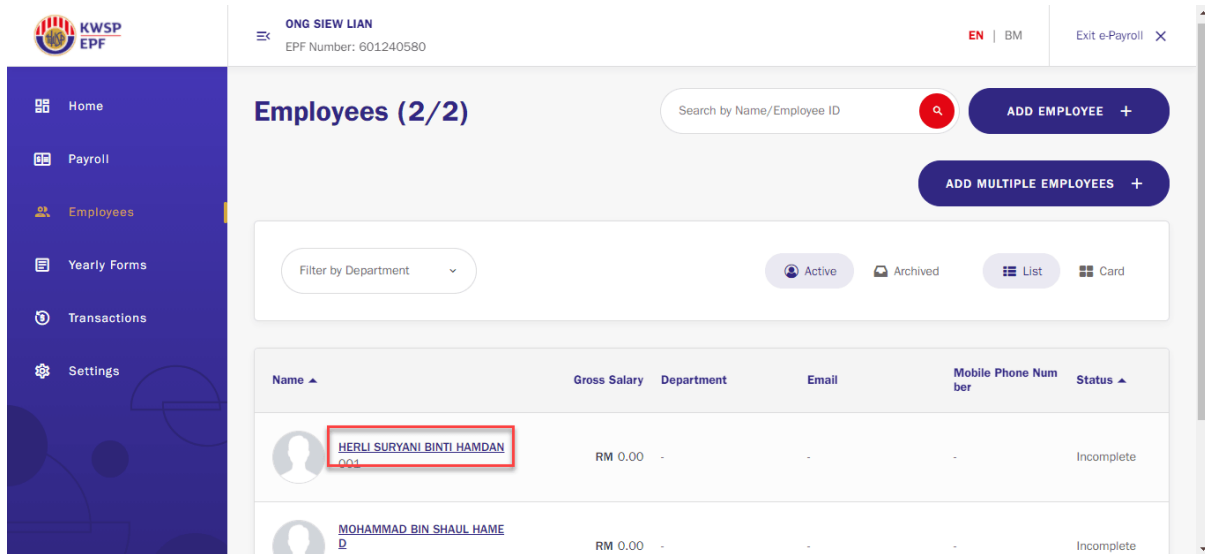
Step 5: Click 'Import Employee Record' to import selected employees.



Step 6: e-Payroll displays congratulatory message. e-Payroll First Time Setup is complete, employer now has full access to the functionality of e-Payroll.



Step 7: Click employee name hyperlink.



ONG SIEW LIAN  
EPF Number: 601240580

EN | BM Exit e-Payroll X

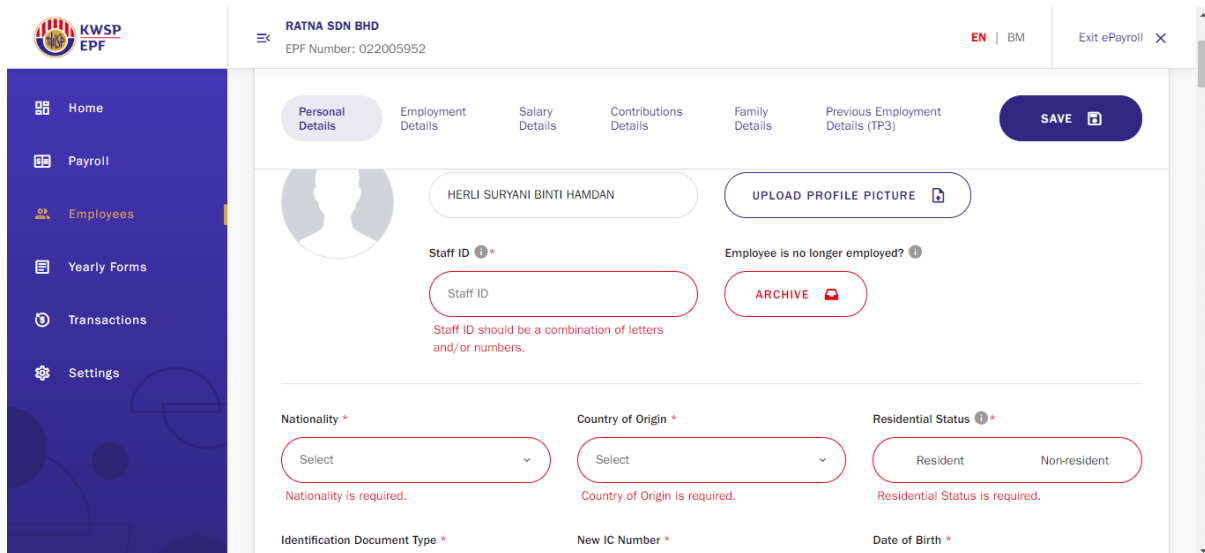
### Employees (2/2)

Search by Name/Employee ID

Filter by Department

Name	Gross Salary	Department	Email	Mobile Phone Number	Status
<a href="#">HERLI SURYANI BINTI HAMDAN</a>	RM 0.00	-	-	-	Incomplete
<a href="#">MOHAMMAD BIN SHAUL HAME</a>	RM 0.00	-	-	-	Incomplete

Step 8: Enter required details in order to start processing payroll.



RATNA SDN BHD  
EPF Number: 022005952

EN | BM Exit ePayroll X

HERLI SURYANI BINTI HAMDAN

Staff ID \*

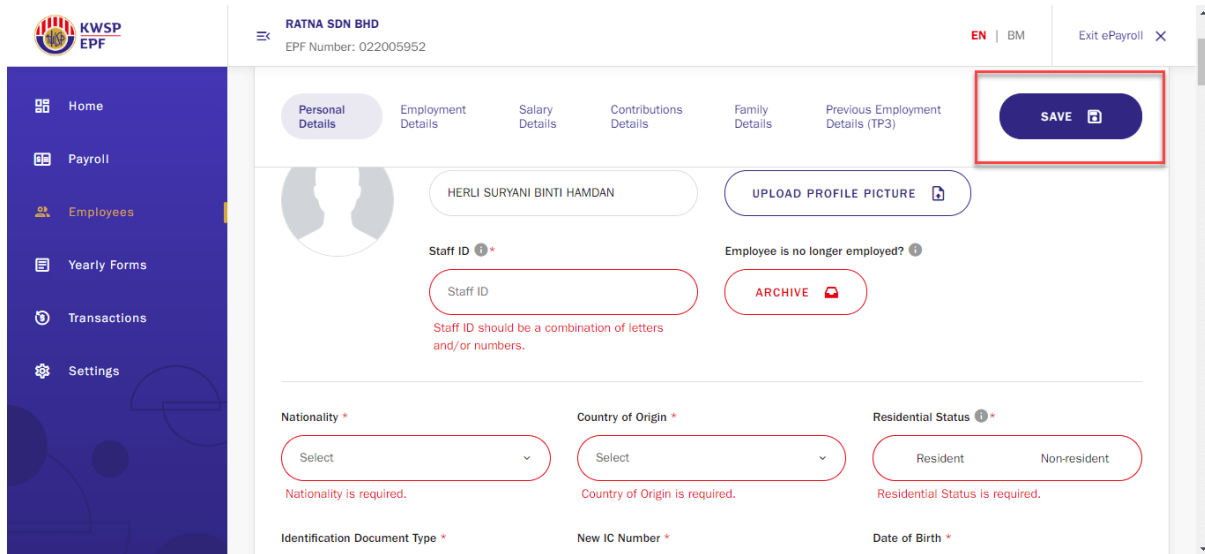
Employee is no longer employed?

Nationality \*

Nationality is required. Country of Origin is required. Residential Status is required.

Identification Document Type \*

Step 9: Click 'Save'.



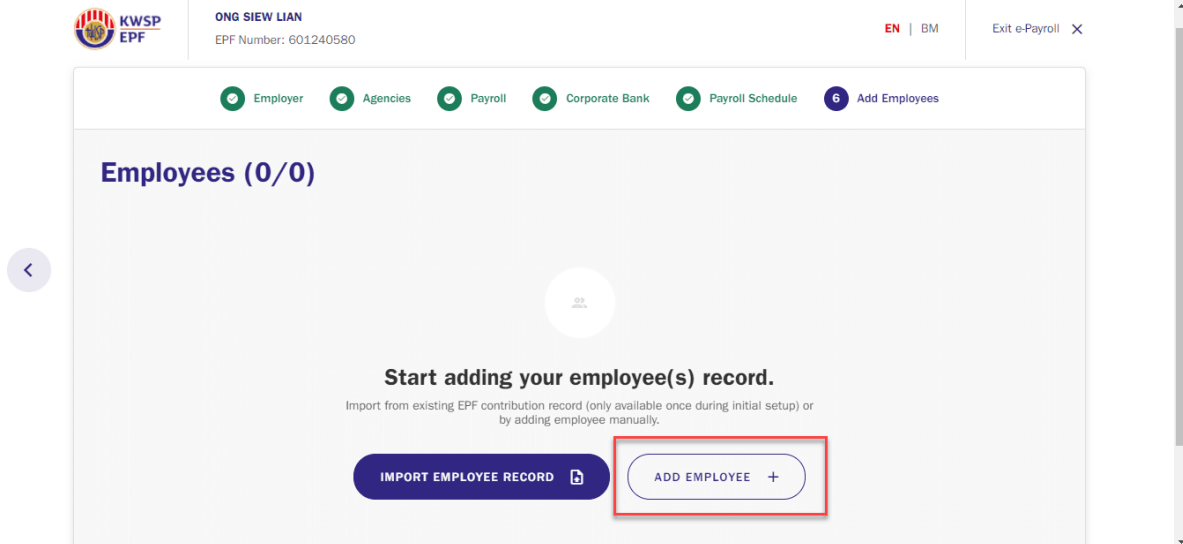
The screenshot displays the e-Payroll interface for RATNA SDN BHD. The top navigation bar includes the company name, EPF Number (022005952), and language options (EN | BM). A sidebar on the left contains menu items: Home, Payroll, Employees, Yearly Forms, Transactions, and Settings. The main content area shows the 'Personal Details' tab selected. A red box highlights the 'SAVE' button in the top right corner. Below the name 'HERLI SURYANI BINTI HAMDAN', there are fields for 'Staff ID' and 'Employee is no longer employed?'. The 'Staff ID' field has a red border and a warning message: 'Staff ID should be a combination of letters and/or numbers.' The 'Employee is no longer employed?' field has a red border and an 'ARCHIVE' button. Below these are three dropdown menus: 'Nationality \*' (with a warning 'Nationality is required.'), 'Country of Origin \*' (with a warning 'Country of Origin is required.'), and 'Residential Status \*' (with options 'Resident' and 'Non-resident' and a warning 'Residential Status is required.'). At the bottom, there are fields for 'Identification Document Type \*', 'New IC Number \*', and 'Date of Birth \*'.

## e-Payroll User Guide

### 1.7.2 Add Employee Manually

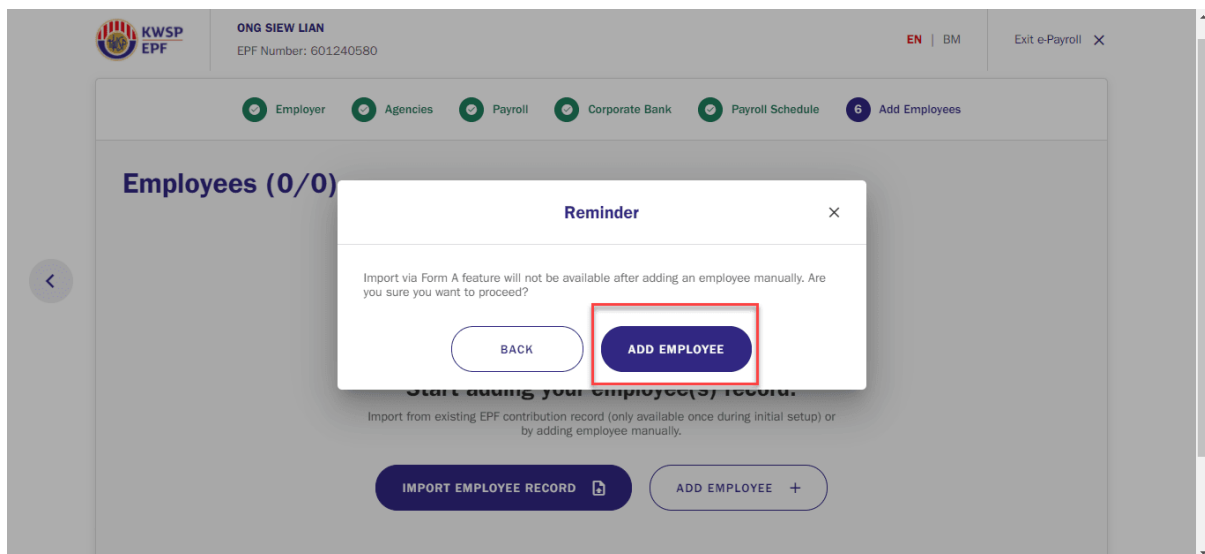
For employers to add employee manually if do not wishes to import them from recently posted Form A. Note that 'Import Employee Record' feature would not be available upon successfully adding an employee manually here.

Step 1: Click 'Add Employee'.



Step 2: e-Payroll displays reminder message.

Step 3: Click 'Add Employee' to proceed to add employee manually. (Refer **2.4 Add Employee** for detailed guide.)



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