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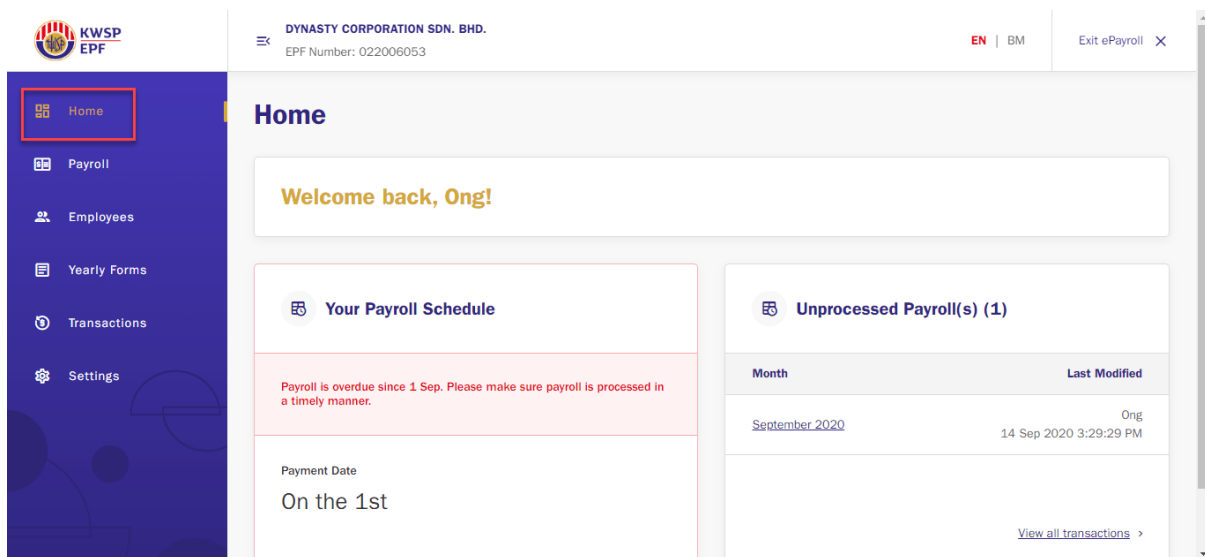
Returning User

Returning User is defined as an employer who had completed his First-Time Setup. e-Payroll's returning user will land at e-Payroll's Homepage upon clicking 'e-Payroll' in i-Akaun Majikan side menu.

1.0 Home

A page where employer will land on upon entering e-Payroll. Employer will be reminded on his/her payroll schedule and is able to access unprocessed payroll(s) here. Additionally, helpful links are provided on the side to assist employers on their doubts, if any.

Step 1: Click 'Home' on left side menu.

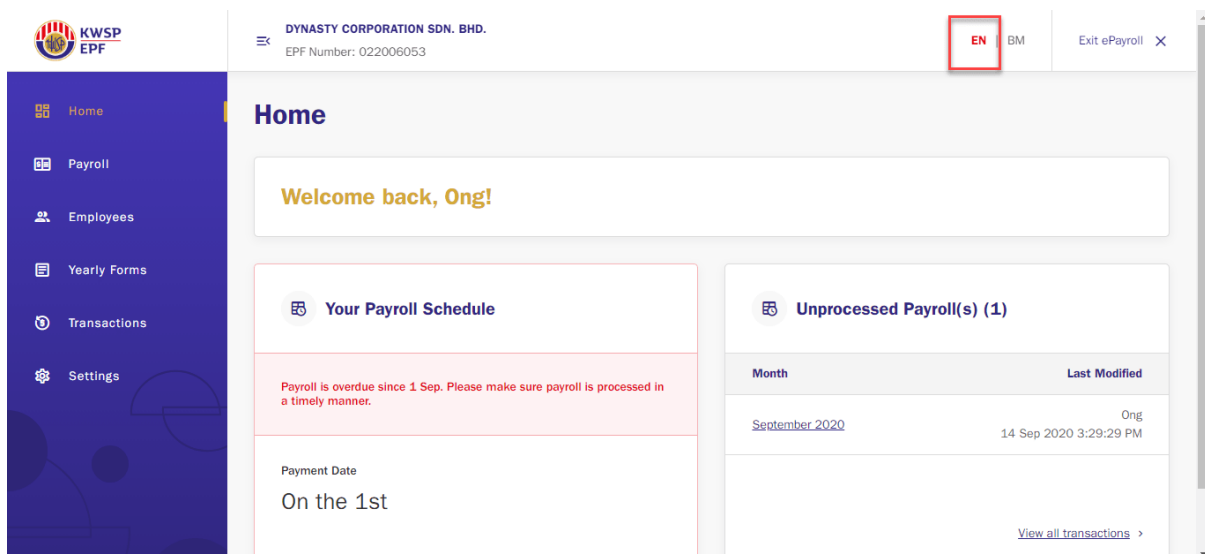


The screenshot shows the e-Payroll Home page for DYNASTY CORPORATION SDN. BHD. The left sidebar menu has 'Home' highlighted with a red box. The main content area displays a welcome message, a payroll schedule warning, and a table of unprocessed payroll(s).

Month	Last Modified
September 2020	Ong 14 Sep 2020 3:29:29 PM

1.1 Switching Language to English

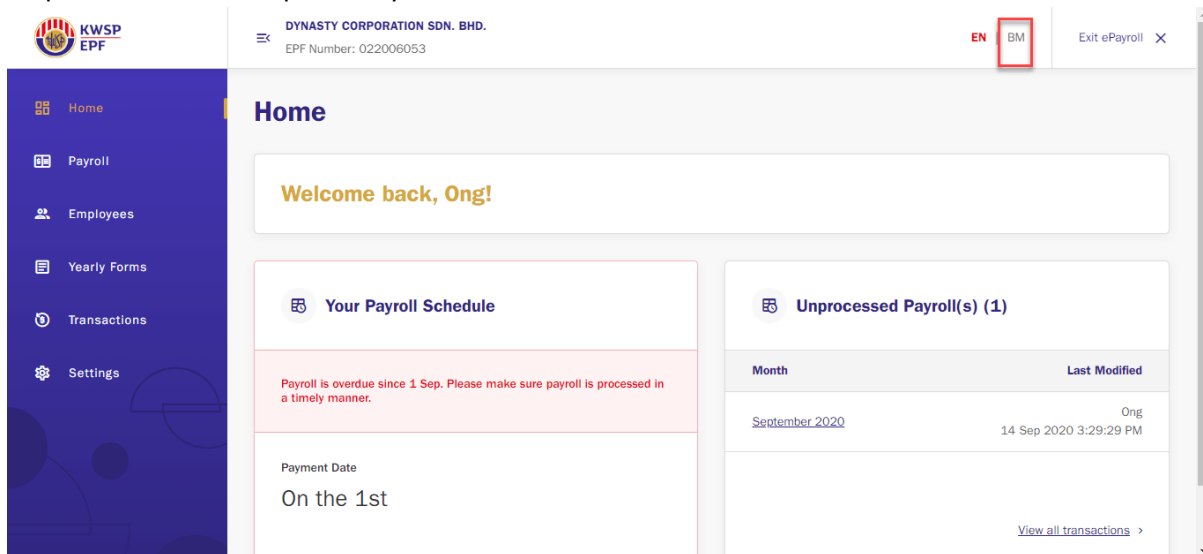
Step 1: Click 'EN' on top of e-Payroll.



The screenshot shows the e-Payroll Home page with the language dropdown menu open. The 'EN' option is highlighted with a red box.

1.2 Switching Language to BM

Step 1: Click 'BM' on top of e-Payroll.

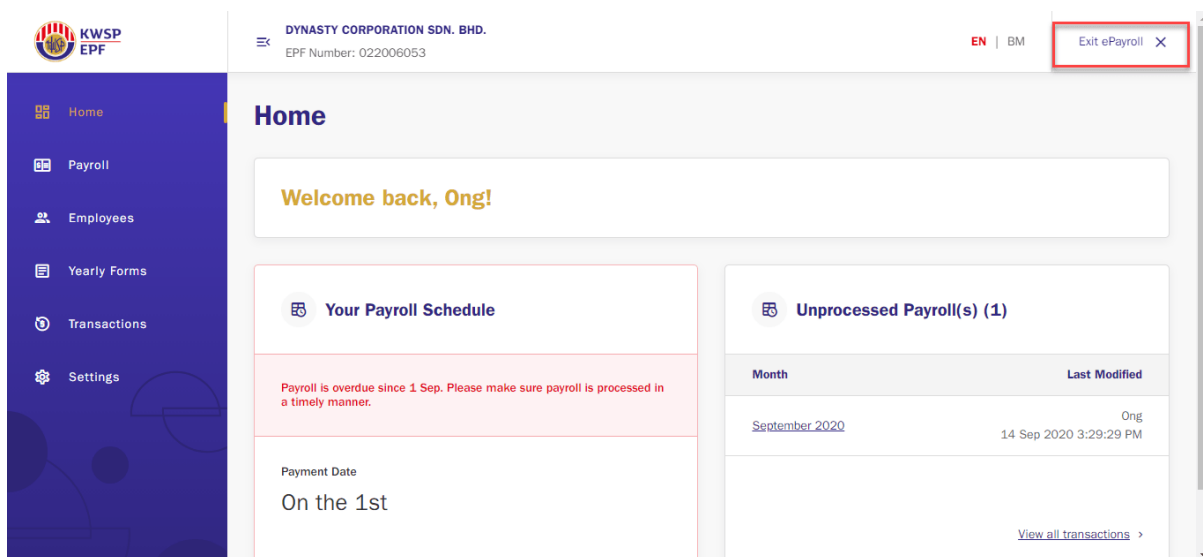


The screenshot shows the e-Payroll interface for Dynasty Corporation Sdn. Bhd. The user is logged in as Ong. The language is currently set to EN. A red box highlights the 'BM' button in the top right corner, next to the 'Exit ePayroll' button. The main content area displays a welcome message, a payroll schedule warning, and a table of unprocessed payroll transactions.

Month	Last Modified
September 2020	Ong 14 Sep 2020 3:29:29 PM

1.3 Exiting e-Payroll

Step 1: Click 'Exit e-Payroll'.



The screenshot shows the e-Payroll interface for Dynasty Corporation Sdn. Bhd. The user is logged in as Ong. The language is currently set to EN. A red box highlights the 'Exit ePayroll' button in the top right corner, next to the 'BM' button. The main content area displays a welcome message, a payroll schedule warning, and a table of unprocessed payroll transactions.

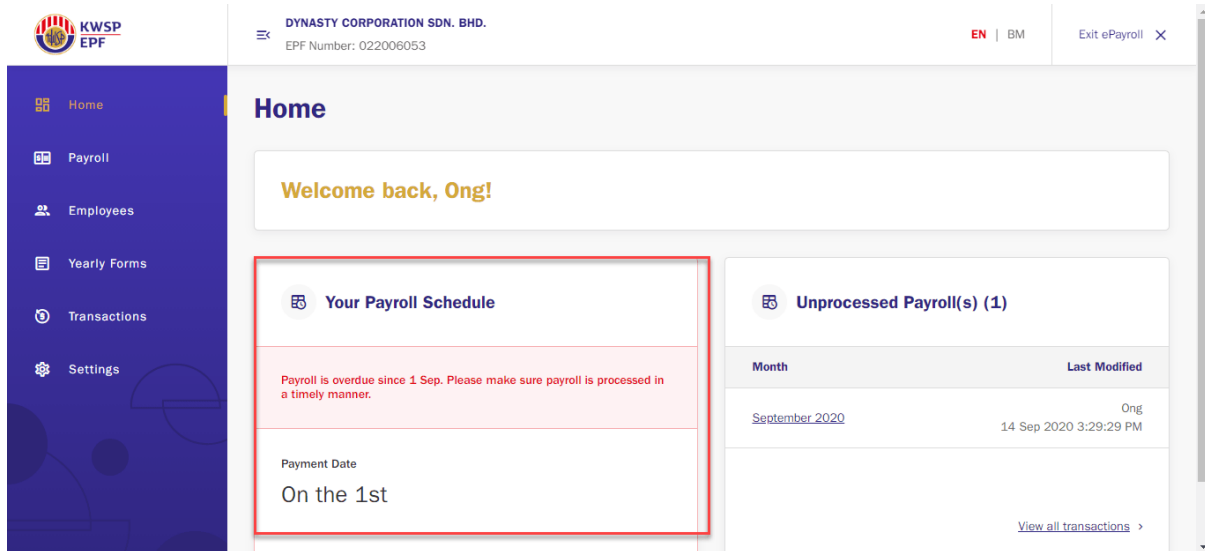
Month	Last Modified
September 2020	Ong 14 Sep 2020 3:29:29 PM

1.4 Payroll Schedule

A reminder for employer on his/her payroll processing.

Step 1: View payment date (from Payroll Schedule Settings).

Step 2: View different reminder message based on payment date.



Home

Welcome back, Ong!

Your Payroll Schedule

Payroll is overdue since 1 Sep. Please make sure payroll is processed in a timely manner.

Payment Date
On the 1st

Unprocessed Payroll(s) (1)

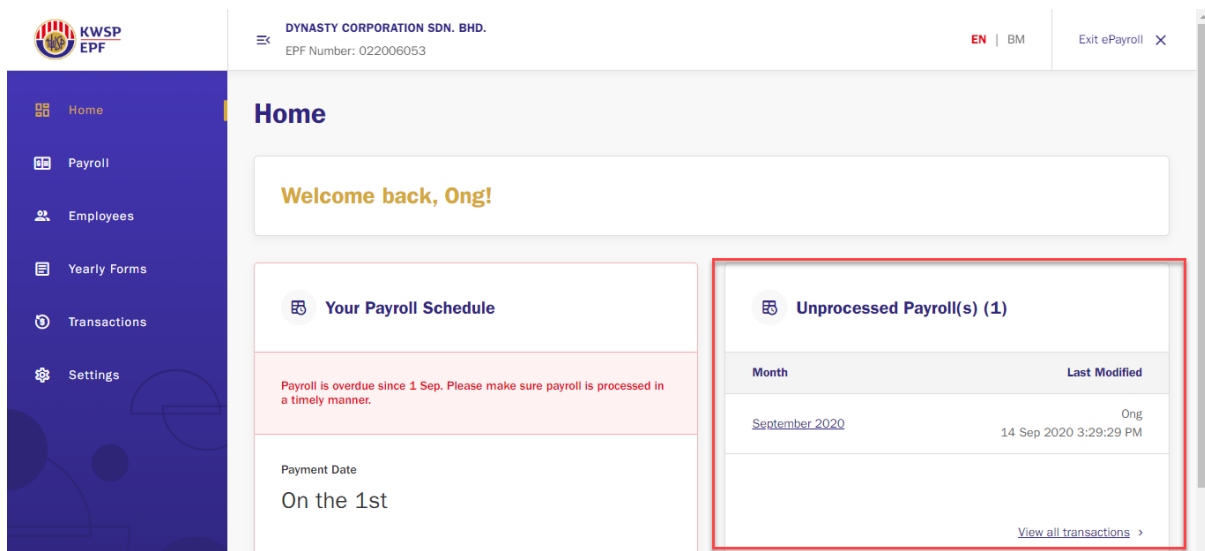
Month	Last Modified
September 2020	Ong 14 Sep 2020 3:29:29 PM

[View all transactions >](#)

1.5 Viewing Unprocessed Payroll(s)

For employer to view previously edited but not submitted payroll. Employer can easily be redirected to Payroll Adjust here.

Step 1: View previously edited payroll(s) here.



Home

Welcome back, Ong!

Your Payroll Schedule

Payroll is overdue since 1 Sep. Please make sure payroll is processed in a timely manner.

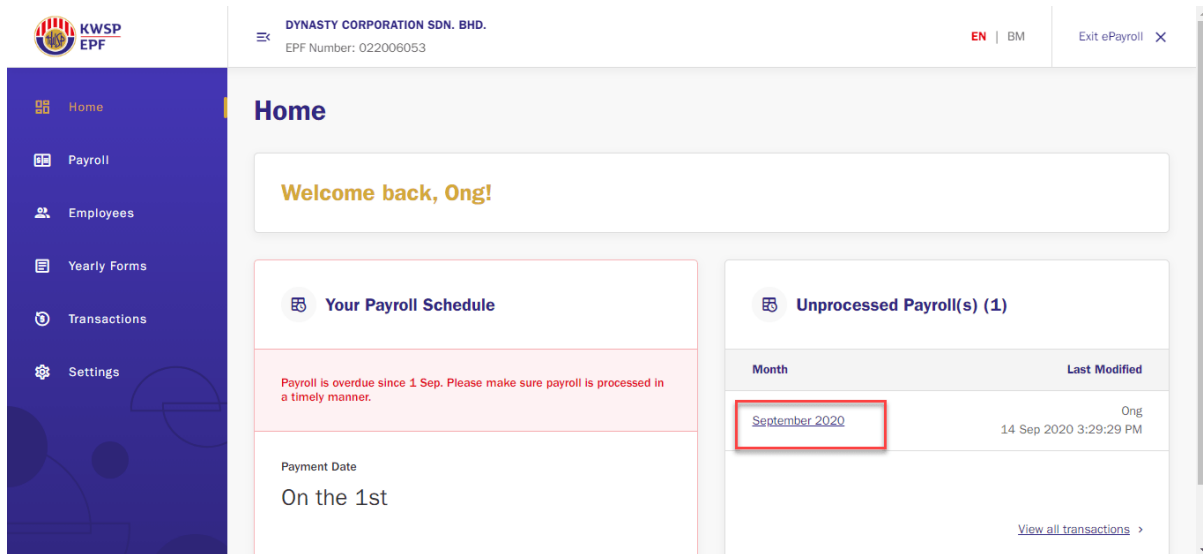
Payment Date
On the 1st

Unprocessed Payroll(s) (1)

Month	Last Modified
September 2020	Ong 14 Sep 2020 3:29:29 PM

[View all transactions >](#)

Step 2: Click 'month & year' hyperlink.



Home

Welcome back, Ong!

Your Payroll Schedule

Payroll is overdue since 1 Sep. Please make sure payroll is processed in a timely manner.

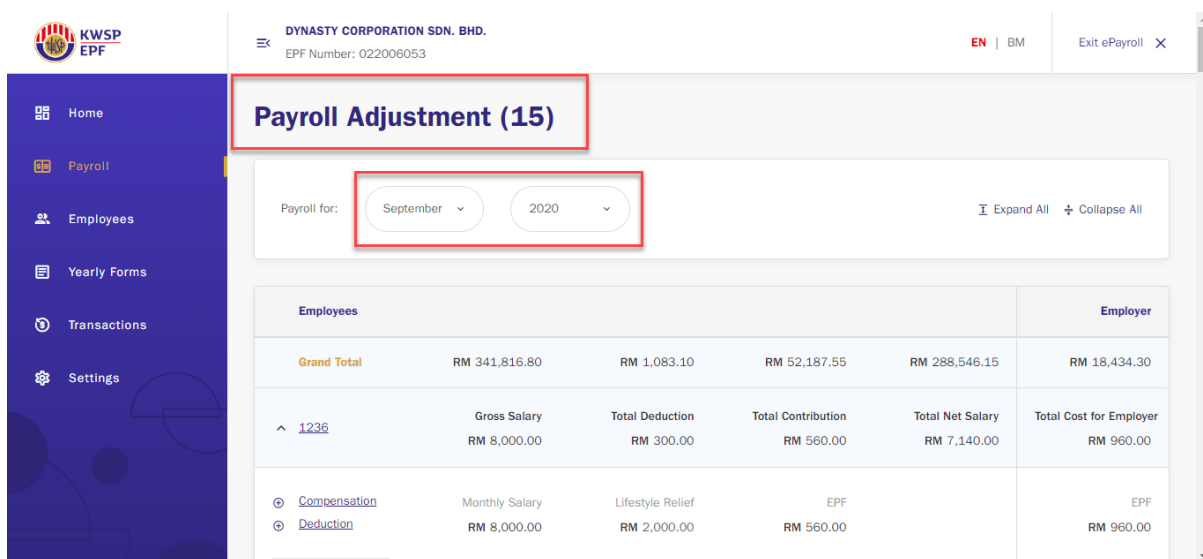
Payment Date
On the 1st

Unprocessed Payroll(s) (1)

Month	Last Modified
September 2020	Ong 14 Sep 2020 3:29:29 PM

[View all transactions >](#)

Step 3: e-Payroll redirects to selected month's Payroll Adjustment page. Employer can adjust/edit payroll here.



Payroll Adjustment (15)

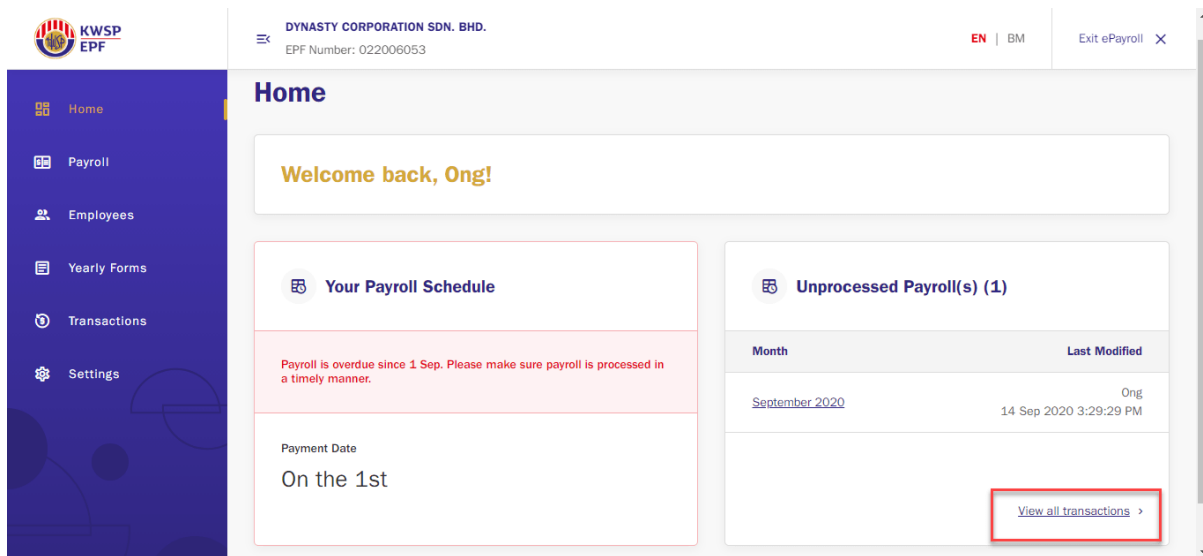
Payroll for: September 2020 [Expand All](#) [Collapse All](#)

	Employees				Employer
Grand Total	RM 341,816.80	RM 1,083.10	RM 52,187.55	RM 288,546.15	RM 18,434.30
^ 1236	Gross Salary RM 8,000.00	Total Deduction RM 300.00	Total Contribution RM 560.00	Total Net Salary RM 7,140.00	Total Cost for Employer RM 960.00
⊙ Compensation	Monthly Salary	Lifestyle Relief	EPF		EPF
⊙ Deduction	RM 8,000.00	RM 2,000.00	RM 560.00		RM 960.00

e-Payroll User Guide

1.6 Viewing Previous Transaction History

Step 1: Click 'View all transactions' hyperlink.



Home

Welcome back, Ong!

Your Payroll Schedule

Payroll is overdue since 1 Sep. Please make sure payroll is processed in a timely manner.

Payment Date
On the 1st

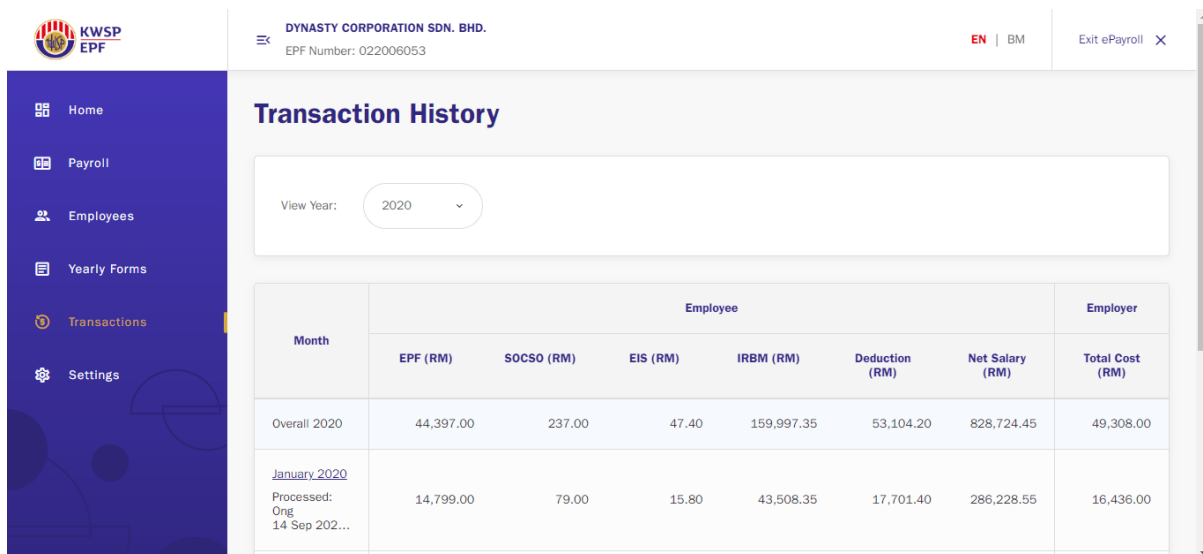
Unprocessed Payroll(s) (1)

Month	Last Modified
September 2020	Ong 14 Sep 2020 3:29:29 PM

[View all transactions >](#)

Step 2: e-Payroll redirects to Transaction History.

Step 3: Employer is able to view processed and unprocessed payroll.



Transaction History

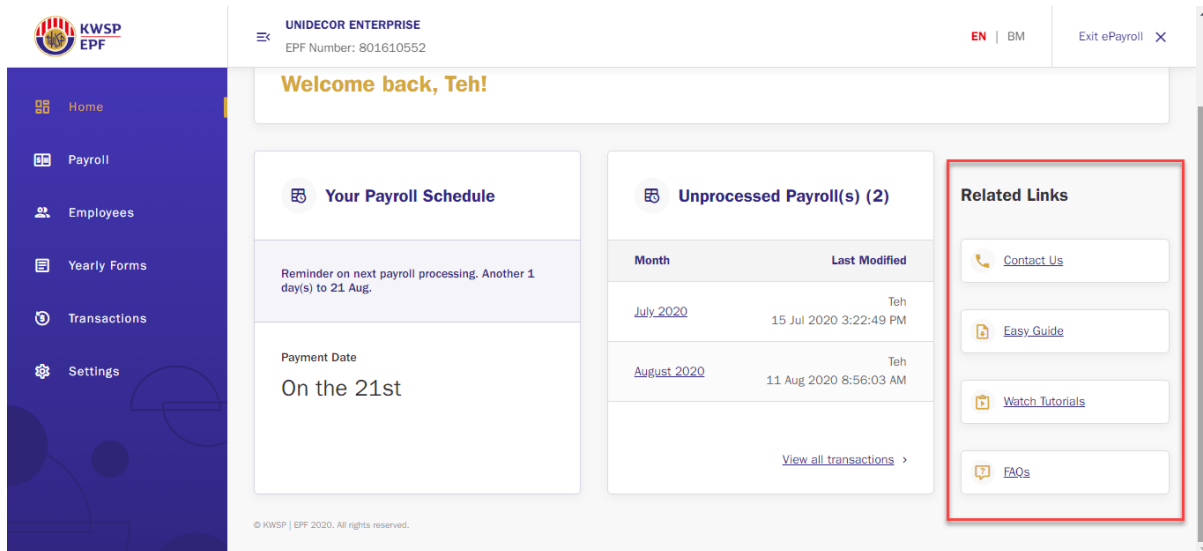
View Year: 2020

Month	Employee						Employer
	EPF (RM)	SOCSO (RM)	EIS (RM)	IRBM (RM)	Deduction (RM)	Net Salary (RM)	Total Cost (RM)
Overall 2020	44,397.00	237.00	47.40	159,997.35	53,104.20	828,724.45	49,308.00
January 2020 Processed: Ong 14 Sep 202...	14,799.00	79.00	15.80	43,508.35	17,701.40	286,228.55	16,436.00

1.7 Related Links

A section for employer to look for help if doubts arise.

Step 1: Select links provided to be redirected to related information source.



The screenshot displays the e-Payroll user interface for UNIDECOR ENTERPRISE. The user is logged in as Teh, with an EPF Number of 801610552. The interface includes a navigation menu on the left with options like Home, Payroll, Employees, Yearly Forms, Transactions, and Settings. The main content area shows a welcome message, a payroll schedule reminder for August 21st, and a table of unprocessed payroll transactions for July and August 2020. A 'Related Links' section on the right is highlighted with a red box, containing links for Contact Us, Easy Guide, Watch Tutorials, and FAQs.

UNIDECOR ENTERPRISE
EPF Number: 801610552

EN | BM | Exit ePayroll X

Welcome back, Teh!

Your Payroll Schedule

Reminder on next payroll processing. Another 1 day(s) to 21 Aug.

Payment Date
On the 21st

Unprocessed Payroll(s) (2)

Month	Last Modified
July 2020	Teh 15 Jul 2020 3:22:49 PM
August 2020	Teh 11 Aug 2020 8:56:03 AM

[View all transactions >](#)

Related Links

- [Contact Us](#)
- [Easy Guide](#)
- [Watch Tutorials](#)
- [FAQs](#)

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