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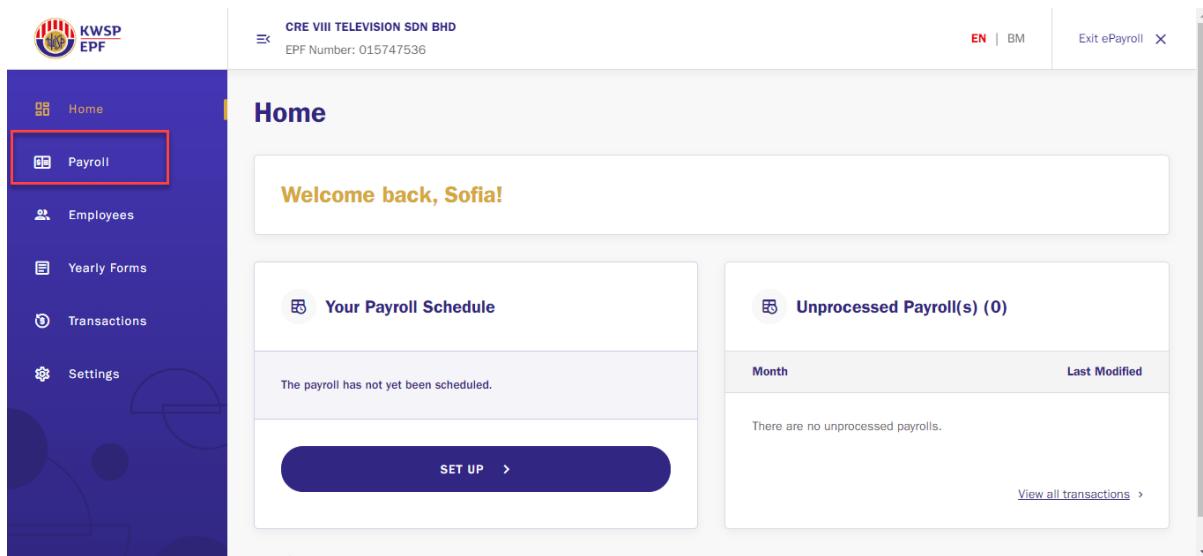
3.0 Payroll

For employers to process payroll. Employer is able to add, edit or delete payroll items here. Note that all changes made in Payroll Adjustment will only reflect on the selected payroll month and will not affect other month's payroll.

3.1 Payroll Adjustment (Starting Your Payroll)

Note that employees displayed in Payroll Adjustment will be based on 'Employment Start Date' entered in Employee Details. (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 1: Click 'Payroll' on the left side menu to enter 'Payroll Adjustment' page.



Home

Payroll

Employees

Yearly Forms

Transactions

Settings

CRE VIII TELEVISION SDN BHD
EPF Number: 015747536

EN | BM

Exit ePayroll X

Home

Welcome back, Sofia!

Your Payroll Schedule

The payroll has not yet been scheduled.

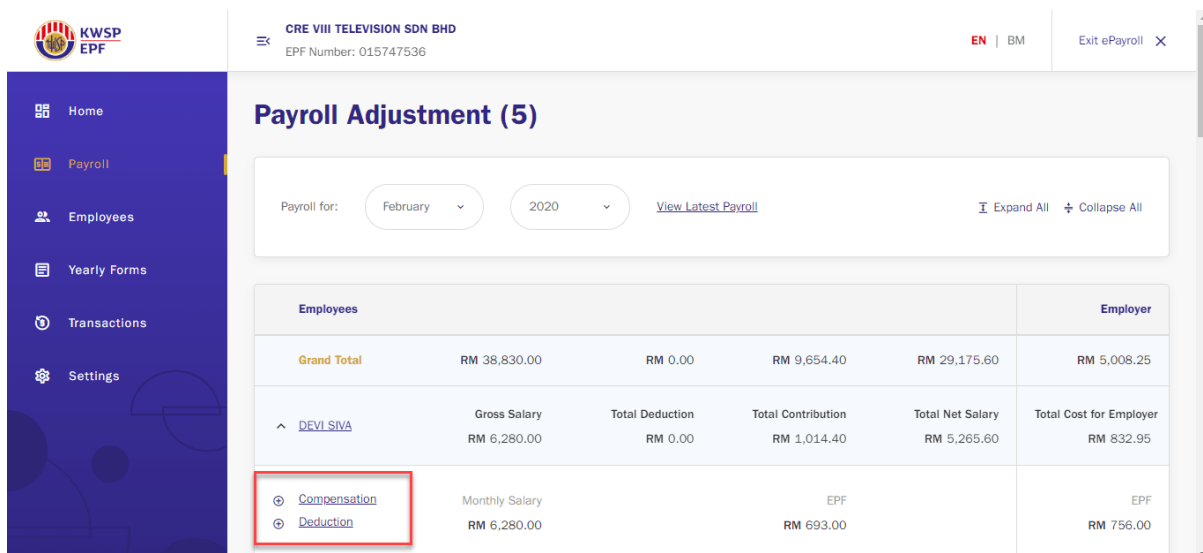
SET UP >

Unprocessed Payroll(s) (0)

Month	Last Modified
There are no unprocessed payrolls.	

[View all transactions >](#)

Step 2: Click 'Compensation' or 'Deduction' hyperlink to add new payroll items.



Home

Payroll

Employees

Yearly Forms

Transactions

Settings

CRE VIII TELEVISION SDN BHD
EPF Number: 015747536

EN | BM

Exit ePayroll X

Payroll Adjustment (5)

Payroll for: February 2020 [View Latest Payroll](#) [Expand All](#) [Collapse All](#)

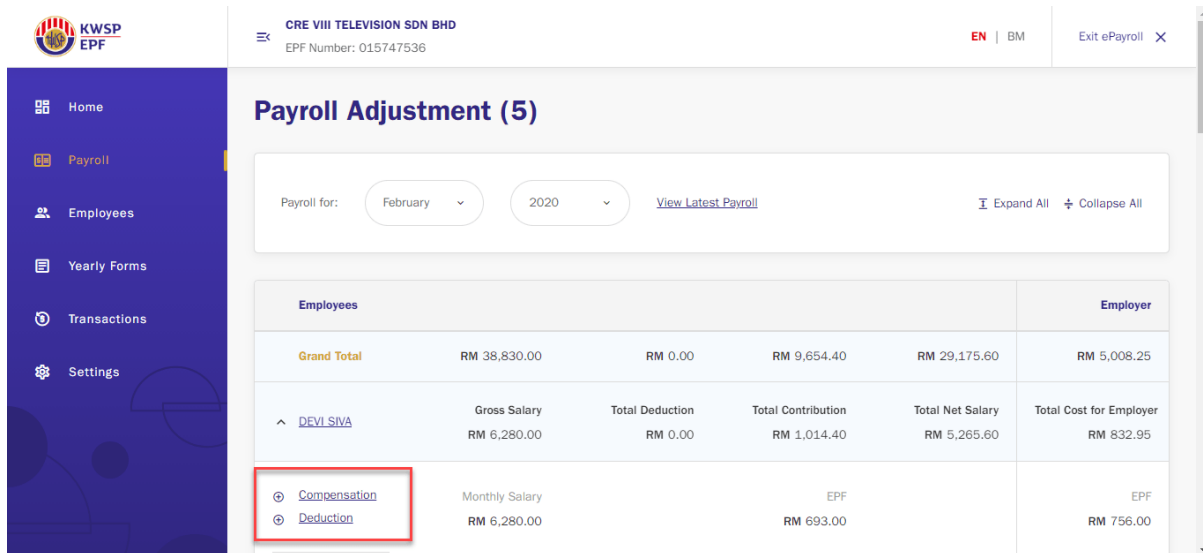
Employees					Employer
Grand Total	RM 38,830.00	RM 0.00	RM 9,654.40	RM 29,175.60	RM 5,008.25
DEVI SIVA	Gross Salary RM 6,280.00	Total Deduction RM 0.00	Total Contribution RM 1,014.40	Total Net Salary RM 5,265.60	Total Cost for Employer RM 832.95
<ul style="list-style-type: none"> ⊕ Compensation ⊖ Deduction 	Monthly Salary RM 6,280.00		EPF RM 693.00		EPF RM 756.00

e-Payroll User Guide

3.1.1 Adding New Payroll Items (Compensation/Deduction)

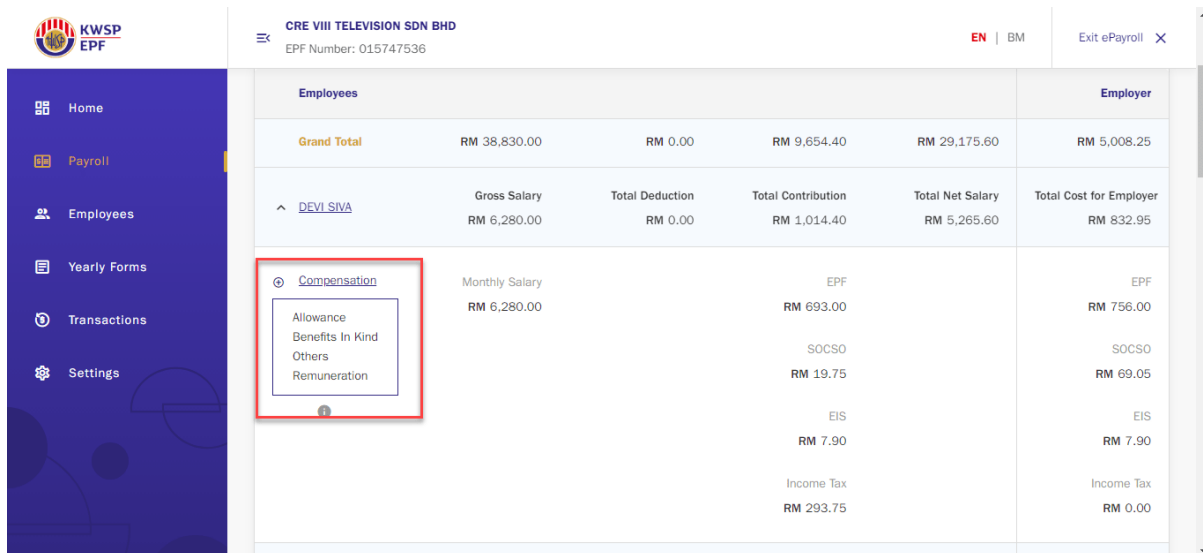
For employer to add new items onto employee. Note that all changes made will only reflect on selected month's payroll and will not affect other month's payroll.

Step 1: Click 'Compensation' or 'Deduction' hyperlink to add new payroll items.



Employees					Employer
Grand Total	RM 38,830.00	RM 0.00	RM 9,654.40	RM 29,175.60	RM 5,008.25
^ <u>DEVI SIVA</u>	Gross Salary RM 6,280.00	Total Deduction RM 0.00	Total Contribution RM 1,014.40	Total Net Salary RM 5,265.60	Total Cost for Employer RM 832.95
⊕ <u>Compensation</u>	Monthly Salary		EPF		EPF
⊕ <u>Deduction</u>	RM 6,280.00		RM 693.00		RM 756.00

Step 2: Select from 4 categories (Allowance, Remuneration, Benefits-in-Kind (BIK) & Others) if adding compensations.

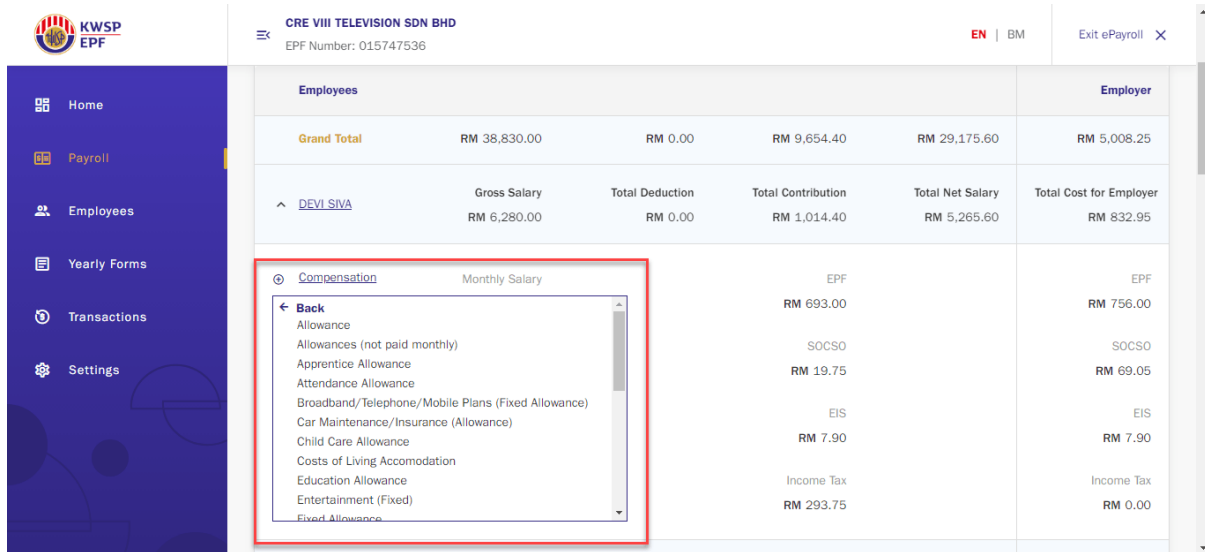


Employees					Employer
Grand Total	RM 38,830.00	RM 0.00	RM 9,654.40	RM 29,175.60	RM 5,008.25
^ <u>DEVI SIVA</u>	Gross Salary RM 6,280.00	Total Deduction RM 0.00	Total Contribution RM 1,014.40	Total Net Salary RM 5,265.60	Total Cost for Employer RM 832.95
⊕ <u>Compensation</u>	Monthly Salary		EPF		EPF
	RM 6,280.00		RM 693.00		RM 756.00
			SOCSSO		SOCSSO
			RM 19.75		RM 69.05
			EIS		EIS
			RM 7.90		RM 7.90
			Income Tax		Income Tax
			RM 293.75		RM 0.00

e-Payroll User Guide

Step 3: Select compensation items to add onto employee.

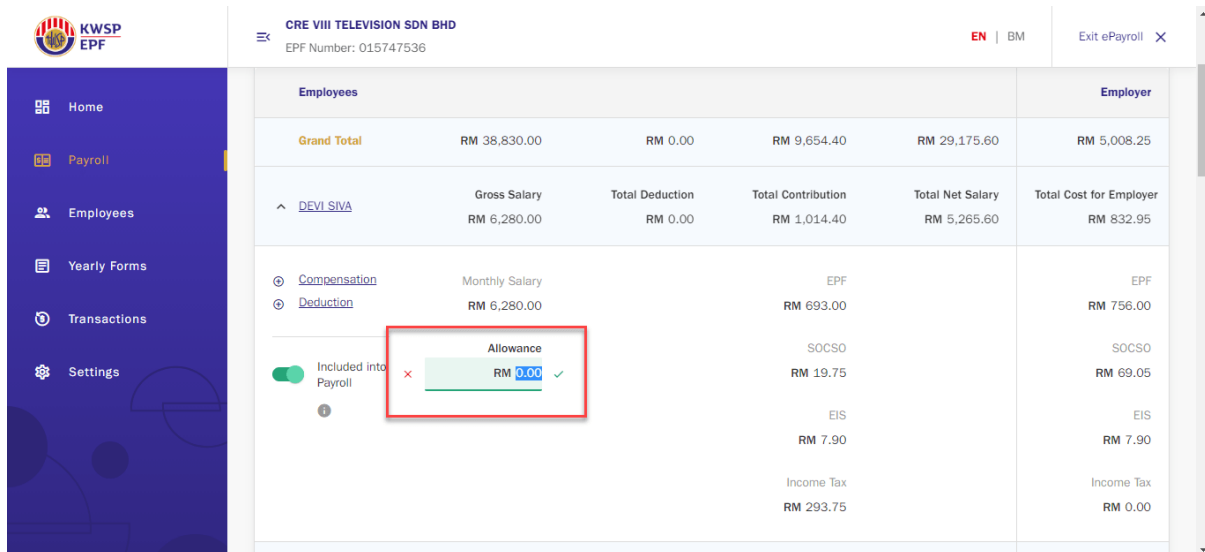
Step 4: Click 'Back' to select other categories.



Employees					Employer
Grand Total	RM 38,830.00	RM 0.00	RM 9,654.40	RM 29,175.60	RM 5,008.25
^ <u>DEVI SIVA</u>	Gross Salary	Total Deduction	Total Contribution	Total Net Salary	Total Cost for Employer
	RM 6,280.00	RM 0.00	RM 1,014.40	RM 5,265.60	RM 832.95
⊖ Compensation	Monthly Salary		EPF		EPF
← Back			RM 693.00		RM 756.00
Allowance					
Allowances (not paid monthly)			SOCSSO		SOCSSO
Apprentice Allowance			RM 19.75		RM 69.05
Attendance Allowance					
Broadband/Telephone/Mobile Plans (Fixed Allowance)			EIS		EIS
Car Maintenance/Insurance (Allowance)			RM 7.90		RM 7.90
Child Care Allowance					
Costs of Living Accomodation			Income Tax		Income Tax
Education Allowance					
Entertainment (Fixed)			RM 293.75		RM 0.00
Fixed Allowance					

Step 5: Edit amount and click '✓' to add them successfully.

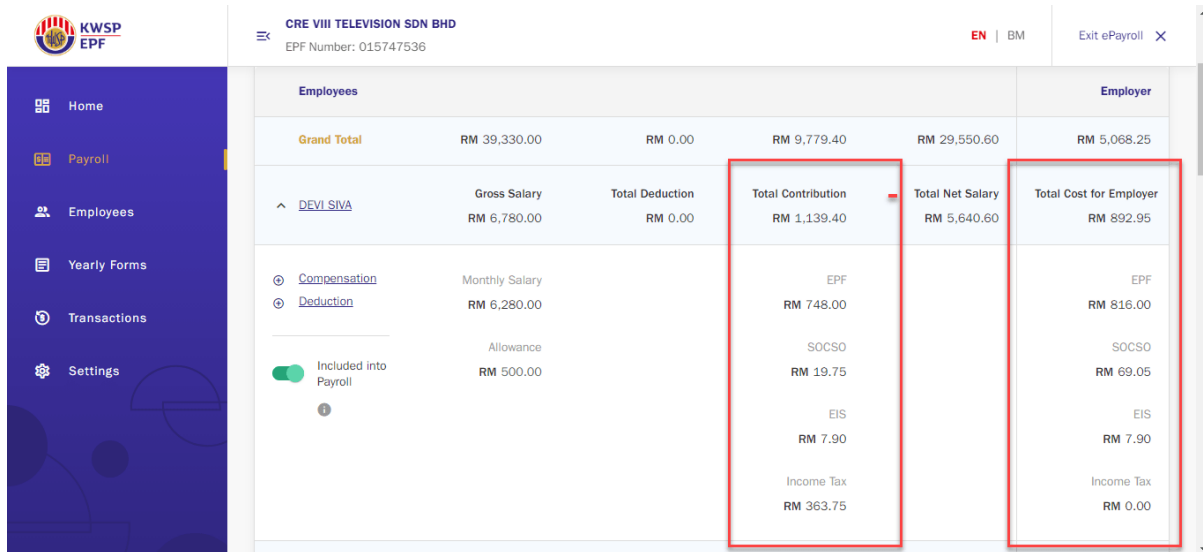
Step 5: Click 'X' to remove item.



Employees					Employer
Grand Total	RM 38,830.00	RM 0.00	RM 9,654.40	RM 29,175.60	RM 5,008.25
^ <u>DEVI SIVA</u>	Gross Salary	Total Deduction	Total Contribution	Total Net Salary	Total Cost for Employer
	RM 6,280.00	RM 0.00	RM 1,014.40	RM 5,265.60	RM 832.95
⊖ Compensation	Monthly Salary		EPF		EPF
⊖ Deduction	RM 6,280.00		RM 693.00		RM 756.00
⊖ Allowance			SOCSSO		SOCSSO
<input checked="" type="checkbox"/> Included into Payroll	RM 0.00		RM 19.75		RM 69.05
			EIS		EIS
			RM 7.90		RM 7.90
			Income Tax		Income Tax
			RM 293.75		RM 0.00

e-Payroll User Guide

Step 7: Calculation for EPF, SOCSO, EIS, Income Tax will be calculated automatically.



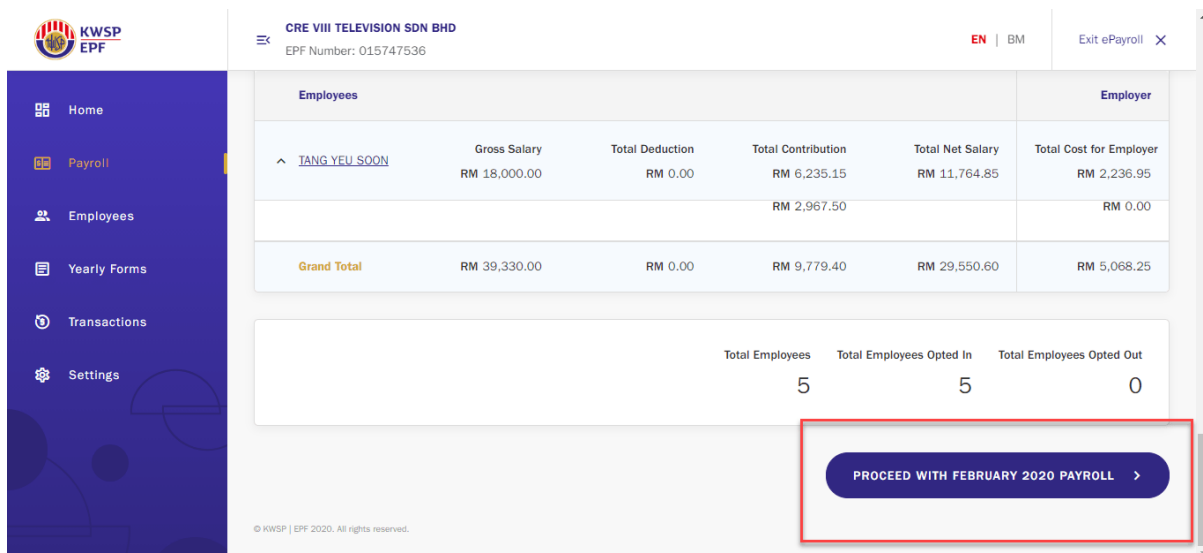
Employees		Employer			
Grand Total	RM 39,330.00	RM 0.00	RM 9,779.40	RM 29,550.60	RM 5,068.25
^ <u>DEVI SIVA</u>	Gross Salary RM 6,780.00	Total Deduction RM 0.00	Total Contribution RM 1,139.40	Total Net Salary RM 5,640.60	Total Cost for Employer RM 892.95
⊖ <u>Compensation</u>	Monthly Salary		EPF		EPF
⊖ <u>Deduction</u>	RM 6,280.00		RM 748.00		RM 816.00
	Allowance		SOCSO		SOCSO
<input checked="" type="checkbox"/> Included into Payroll	RM 500.00		RM 19.75		RM 69.05
			EIS		EIS
			RM 7.90		RM 7.90
			Income Tax		Income Tax
			RM 363.75		RM 0.00

3.1.2 Continue Proceeding Your Payroll

After editing or adjusting payroll, employer is able to proceed to the next step of payroll processing.

Step 1: Click 'Proceed with MM YYYY' button to continue payroll.

(Note: This step is not the final step)



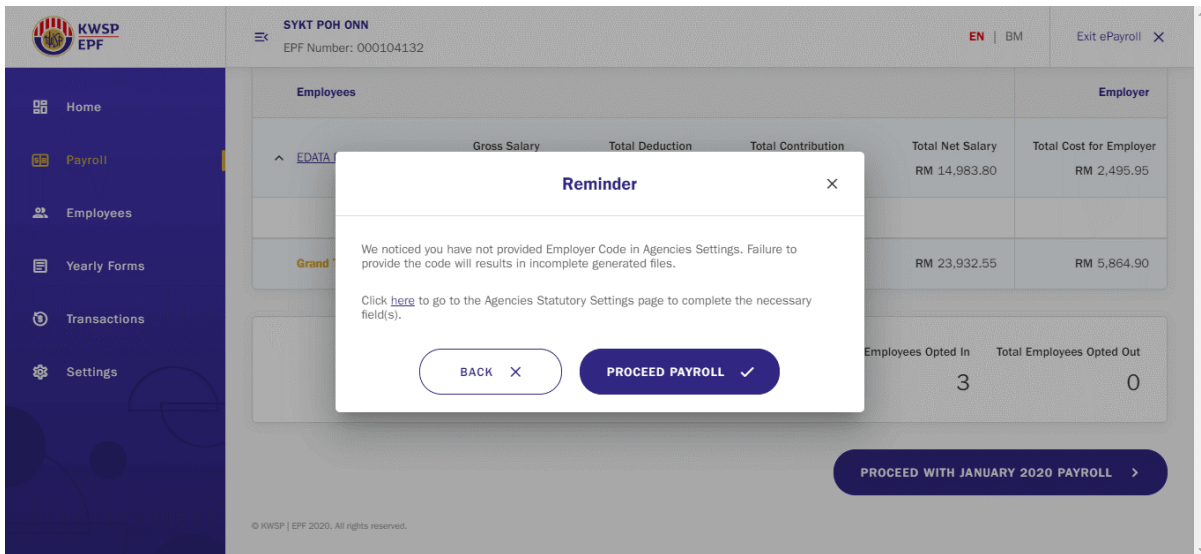
Employees		Employer			
^ <u>TANG YEU SOON</u>	Gross Salary RM 18,000.00	Total Deduction RM 0.00	Total Contribution RM 6,235.15	Total Net Salary RM 11,764.85	Total Cost for Employer RM 2,236.95
			RM 2,967.50		RM 0.00
Grand Total	RM 39,330.00	RM 0.00	RM 9,779.40	RM 29,550.60	RM 5,068.25

Total Employees	Total Employees Opted In	Total Employees Opted Out
5	5	0

PROCEED WITH FEBRUARY 2020 PAYROLL >

e-Payroll User Guide

Step 2: If Agencies Settings setup is incomplete, popup message will be shown to remind employer on incomplete generated files.



Employees	Gross Salary	Total Deduction	Total Contribution	Total Net Salary	Total Cost for Employer
				RM 14,983.80	RM 2,495.95
Grand				RM 23,932.55	RM 5,864.90

Step 3: Click 'Back' to return to Payroll Adjustment page.

Step 4: Click 'Proceed Payroll' button to continue payroll.

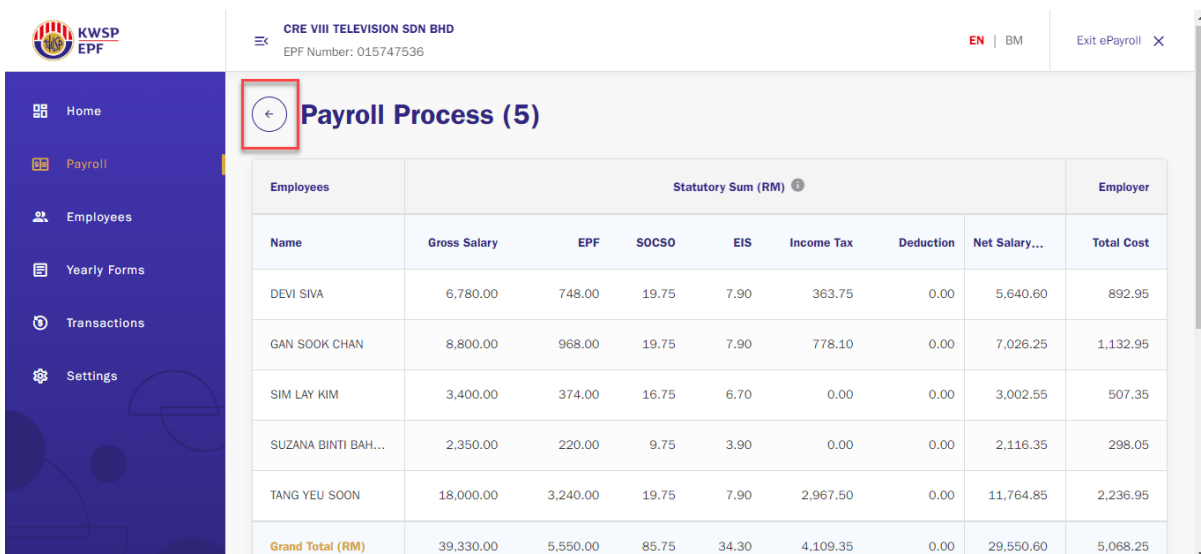
Step 5: Click 'here' hyperlink to be redirected to Agencies Settings to complete setup.

Note: Clicking 'Proceed Payroll' will redirect employer to the next page (Payroll Process).

3.2 Payroll Process

For employer to review a summary of payroll.

Step 1: Click 'Back' to return to Payroll Adjustment page to continue adjusting payroll.

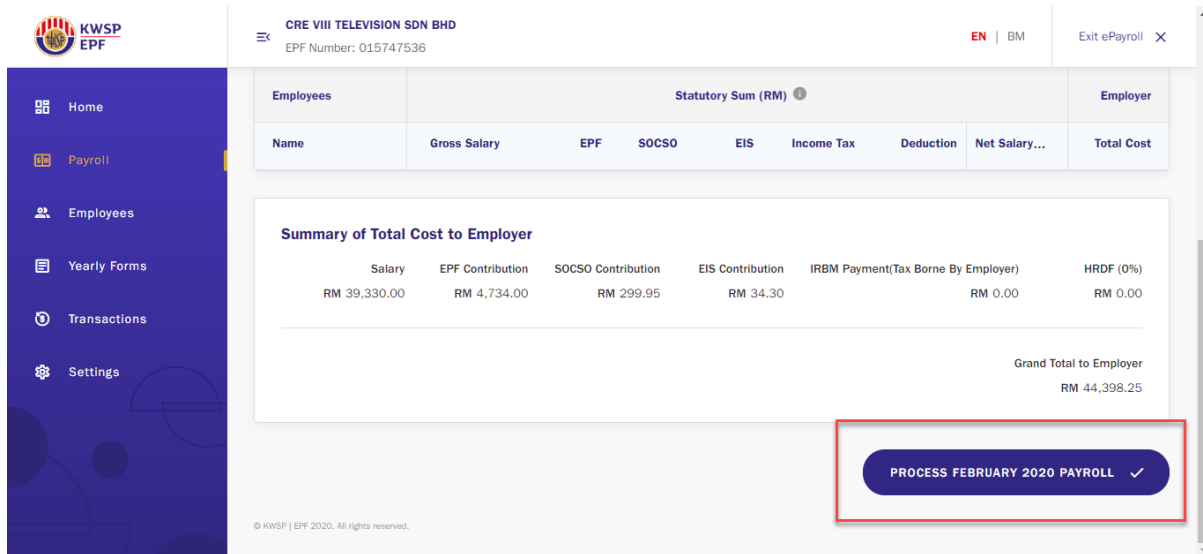


Employees	Statutory Sum (RM)							Employer
Name	Gross Salary	EPF	SOCSO	EIS	Income Tax	Deduction	Net Salary...	Total Cost
DEVI SIVA	6,780.00	748.00	19.75	7.90	363.75	0.00	5,640.60	892.95
GAN SOOK CHAN	8,800.00	968.00	19.75	7.90	778.10	0.00	7,026.25	1,132.95
SIM LAY KIM	3,400.00	374.00	16.75	6.70	0.00	0.00	3,002.55	507.35
SUZANA BINTI BAH...	2,350.00	220.00	9.75	3.90	0.00	0.00	2,116.35	298.05
TANG YEU SOON	18,000.00	3,240.00	19.75	7.90	2,967.50	0.00	11,764.85	2,236.95
Grand Total (RM)	39,330.00	5,550.00	85.75	34.30	4,109.35	0.00	29,550.60	5,068.25

e-Payroll User Guide

Step 2: Check summary of total cost to employer.

Step 3: Click 'Process MM YYYY Payroll' to process your payroll.



CRE VIII TELEVISION SDN BHD
EPF Number: 015747536

Employees		Statutory Sum (RM)					Employer	
Name	Gross Salary	EPF	SOCSSO	EIS	Income Tax	Deduction	Net Salary...	Total Cost
Summary of Total Cost to Employer								
Salary	EPF Contribution	SOCSSO Contribution	EIS Contribution	IRBM Payment(Tax Borne By Employer)		HRDF (0%)		
RM 39,330.00	RM 4,734.00	RM 299.95	RM 34.30	RM 0.00		RM 0.00		
							Grand Total to Employer	RM 44,398.25

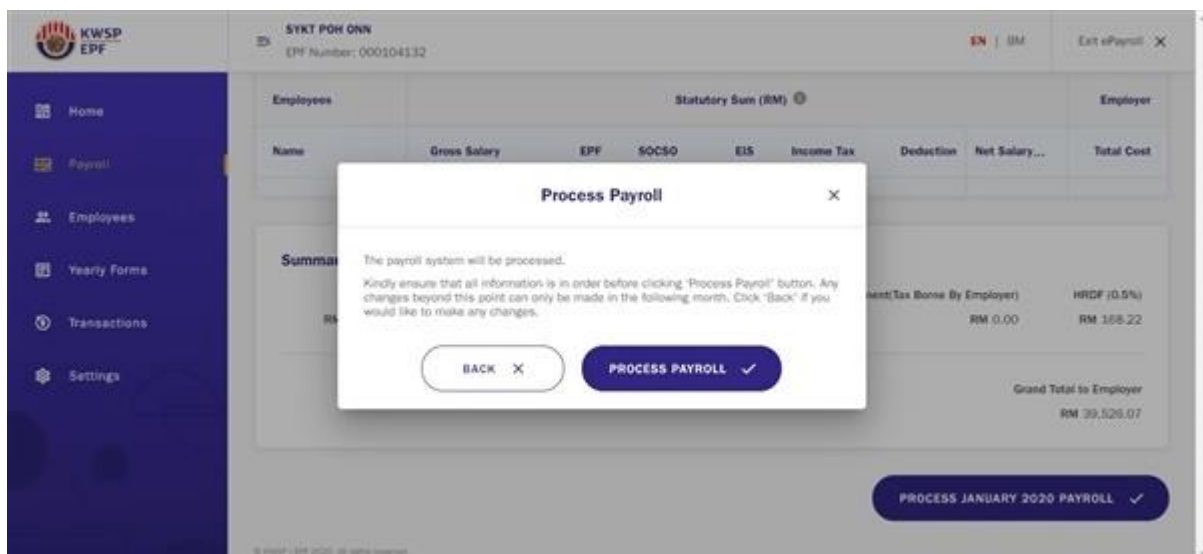
PROCESS FEBRUARY 2020 PAYROLL ✓

Step 4: e-Payroll displays confirmation message.

Step 5: Click 'Process Payroll' button to process your payroll.

(Note: This step will process your payroll and is not reversable. Please confirm before proceeding.)

Step 6: Click 'Back' to close message.



Process Payroll

The payroll system will be processed.
Kindly ensure that all information is in order before clicking 'Process Payroll' button. Any changes beyond this point can only be made in the following month. Click 'Back' if you would like to make any changes.

BACK ✕ **PROCESS PAYROLL** ✓

PROCESS JANUARY 2020 PAYROLL ✓

3.3 Payroll Submission

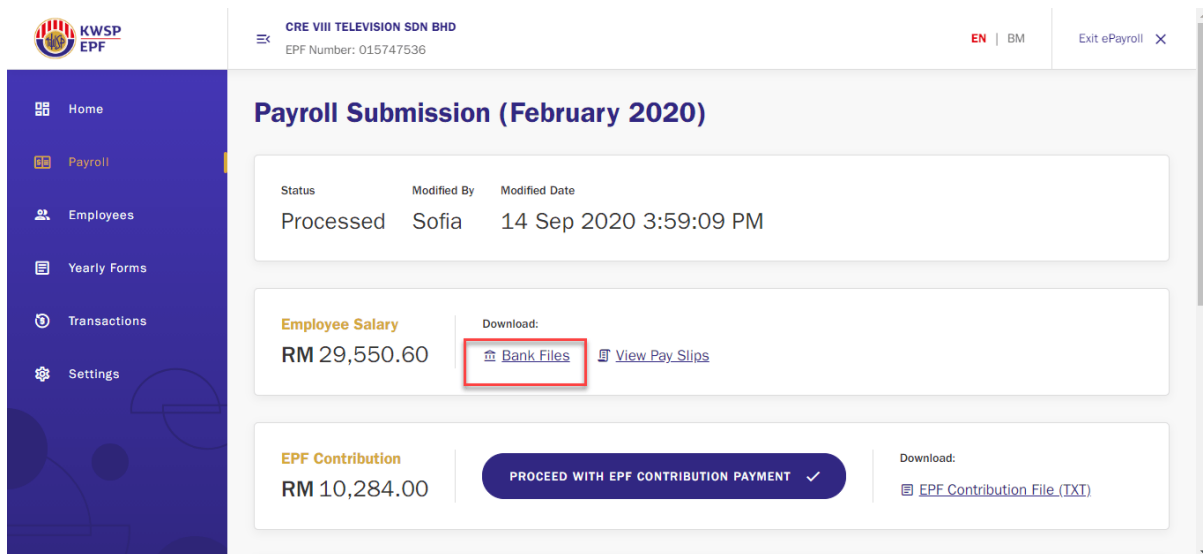
A summary page of processed payroll. Employer can download statutory, bank salary files and payslips here. Additionally, employer can continue EPF contribution payment via e-Caruman in i-Akaun Majikan.

3.3.1 Downloading Salary Files

For employers to download salary files. Employer may proceed to upload generated files by logging into respective bank's Corporate Bank account.

Step 1: Click on 'Bank Files' hyperlink to download salary files.

(Note: Bank file downloaded is based on bank selected in Corporate Bank Settings')



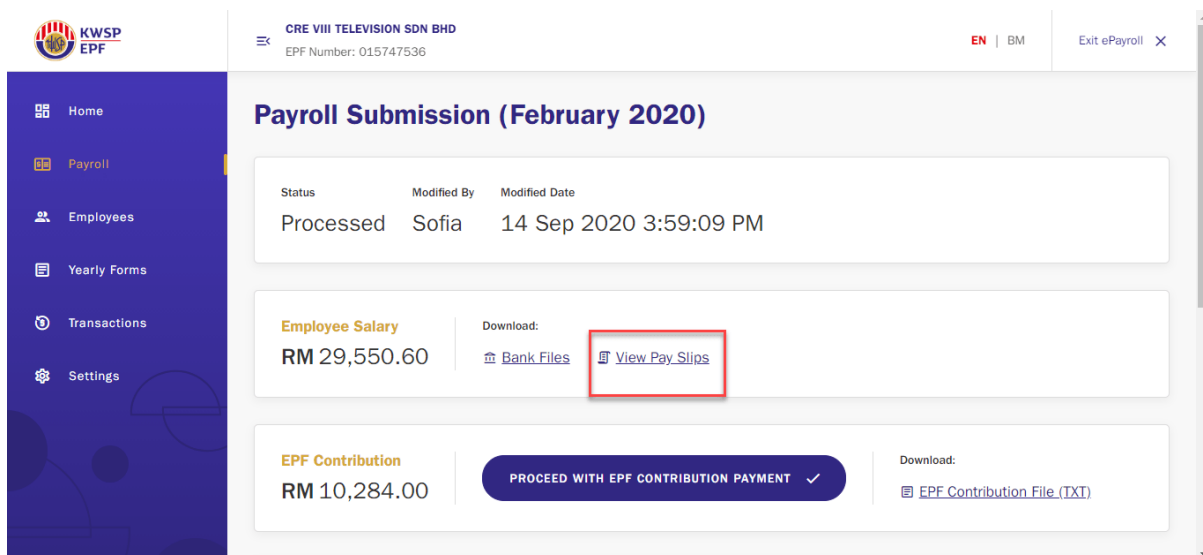
The screenshot displays the 'Payroll Submission (February 2020)' page. At the top, it shows the company name 'CRE VIII TELEVISION SDN BHD' and EPF Number '015747536'. The page is divided into three main sections:

- Status Summary:** A table with columns 'Status', 'Modified By', and 'Modified Date'. The status is 'Processed', modified by 'Sofia', and on '14 Sep 2020 3:59:09 PM'.
- Employee Salary:** Amount 'RM 29,550.60'. Below this, there are two download links: 'Bank Files' (highlighted with a red box) and 'View Pay Slips'.
- EPF Contribution:** Amount 'RM 10,284.00'. A button 'PROCEED WITH EPF CONTRIBUTION PAYMENT' with a checkmark is present. A download link 'EPF Contribution File (.TXT)' is also available.

3.3.2 Viewing and downloading Payslips

For employers to download payslips which are to be handed over to employees.

Step 1: Click 'View Pay Slips' hyperlink.

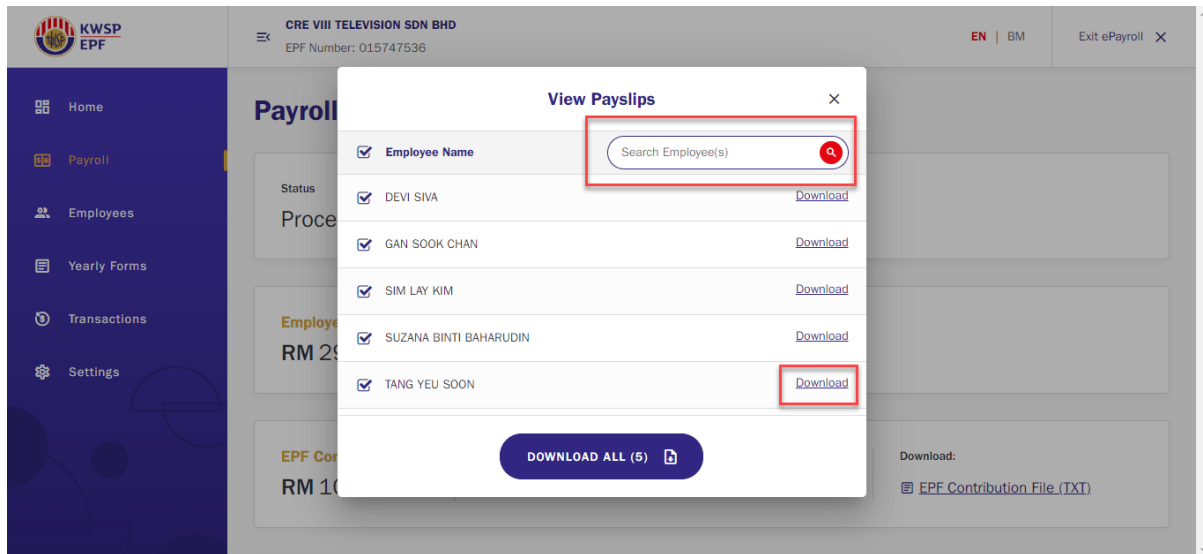


This screenshot is identical to the one above, showing the 'Payroll Submission (February 2020)' page. In this instance, the 'View Pay Slips' link under the 'Employee Salary' section is highlighted with a red box.

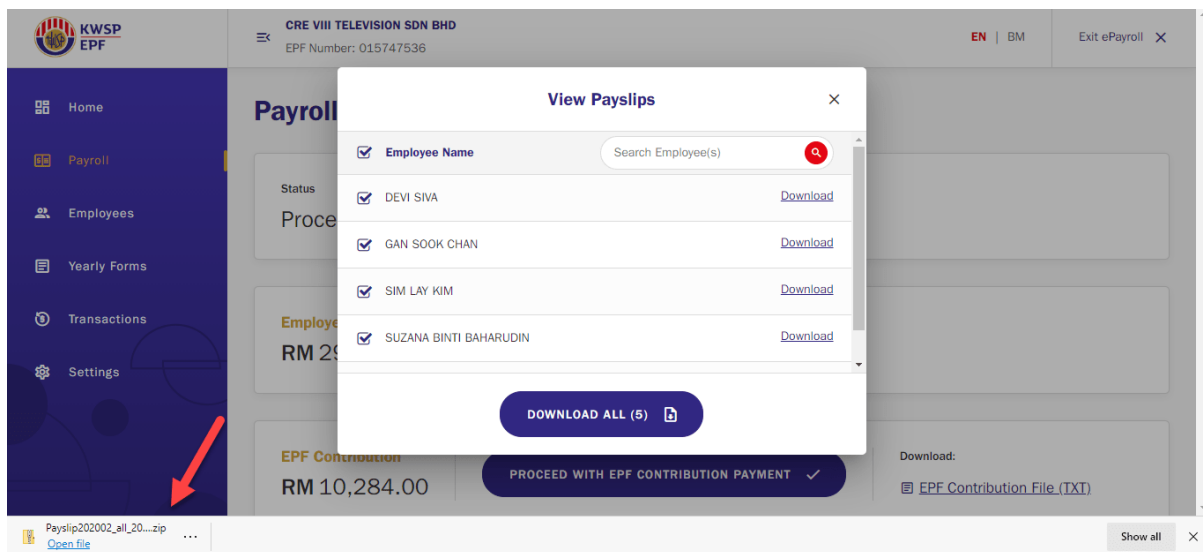
e-Payroll User Guide

Step 2: Search employee by keying in at the search employee textbox.

Step 3: Click 'Download' hyperlink to download respective employee's payslip.



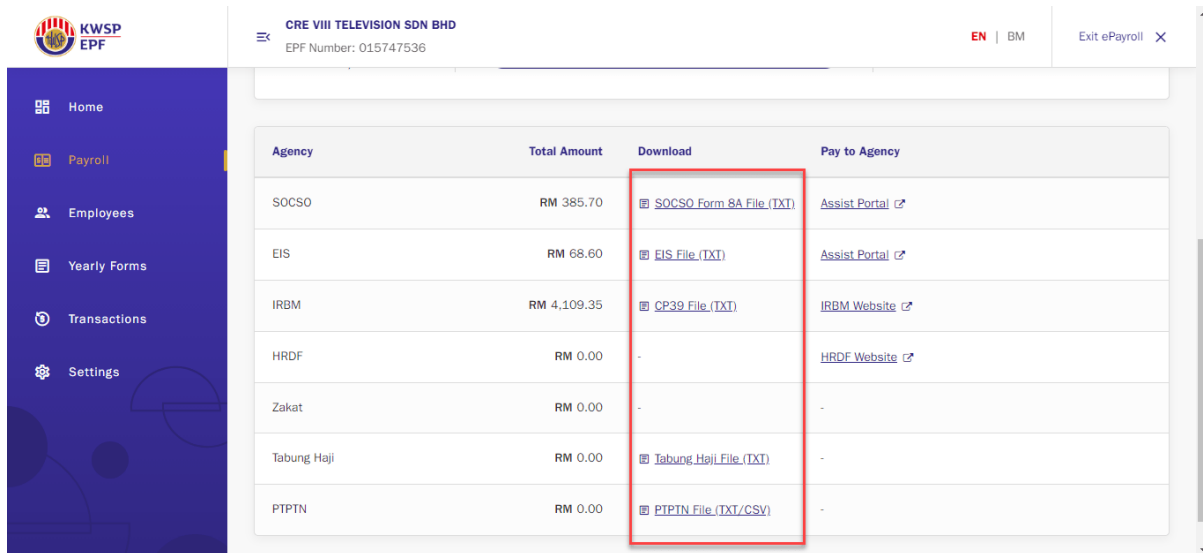
Step 4: The payslip will be downloaded in a zipped folder.



3.3.3 Downloading Statutory Files

For employers to upload/submit these files in respective agencies website.

Step 1: Click the file hyperlink to download statutory files.

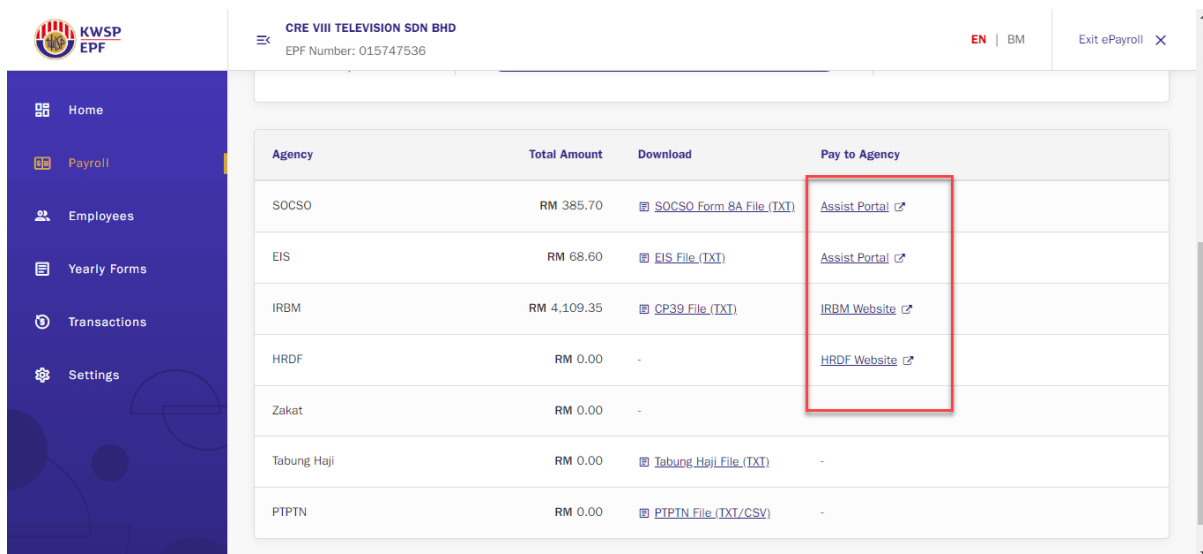


The screenshot shows the e-Payroll interface for CRE VIII TELEVISION SDN BHD (EPF Number: 015747536). The interface includes a sidebar with navigation options: Home, Payroll, Employees, Yearly Forms, Transactions, and Settings. The main content area displays a table with the following data:

Agency	Total Amount	Download	Pay to Agency
SOCSO	RM 385.70	SOCSO Form 8A File (.TXT)	Assist Portal
EIS	RM 68.60	EIS File (.TXT)	Assist Portal
IRBM	RM 4,109.35	CP39 File (.TXT)	IRBM Website
HRDF	RM 0.00	-	HRDF Website
Zakat	RM 0.00	-	-
Tabung Haji	RM 0.00	Tabung Haji File (.TXT)	-
PTPTN	RM 0.00	PTPTN File (.TXT/CSV)	-

In this screenshot, the download links for SOCSO, EIS, and Tabung Haji are highlighted with a red box.

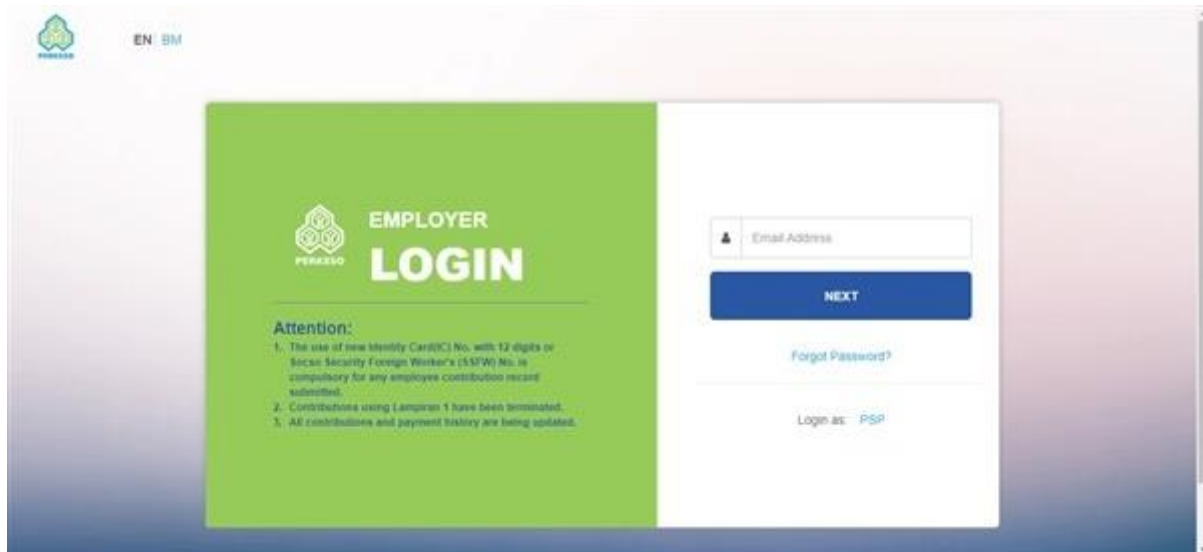
Step 2: Click agencies hyperlink under 'Pay to Agency' to be redirected to respective agencies.



This screenshot shows the same e-Payroll interface as the previous one. In this view, the hyperlinks under the 'Pay to Agency' column are highlighted with a red box:

Agency	Total Amount	Download	Pay to Agency
SOCSO	RM 385.70	SOCSO Form 8A File (.TXT)	Assist Portal
EIS	RM 68.60	EIS File (.TXT)	Assist Portal
IRBM	RM 4,109.35	CP39 File (.TXT)	IRBM Website
HRDF	RM 0.00	-	HRDF Website
Zakat	RM 0.00	-	-
Tabung Haji	RM 0.00	Tabung Haji File (.TXT)	-
PTPTN	RM 0.00	PTPTN File (.TXT/CSV)	-

Step 3: Log in.



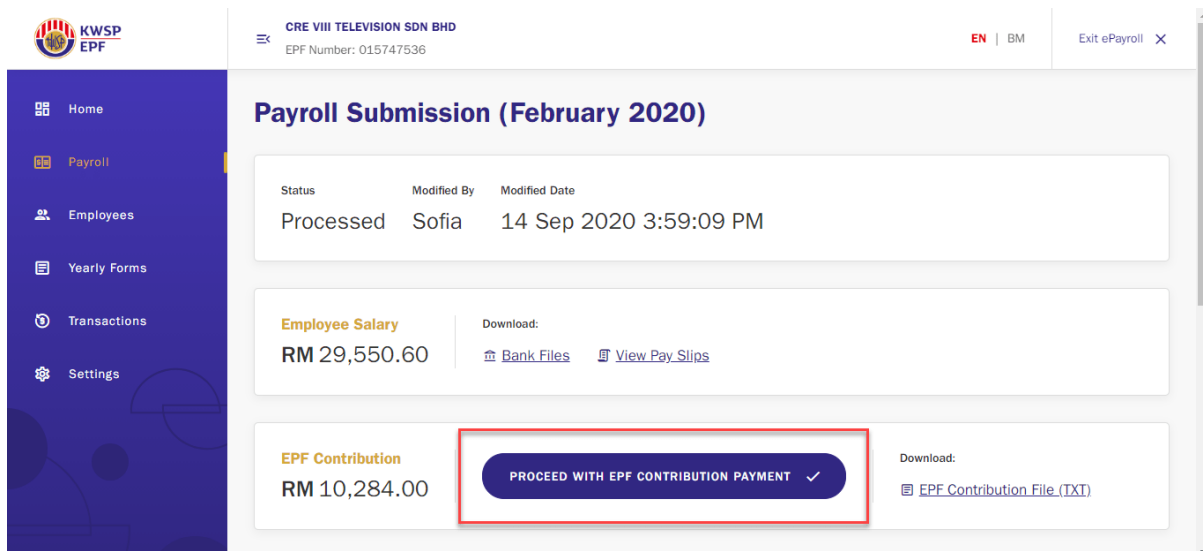
Step 4: Upload statutory file in agency website.

Note: It is employer's responsibility to ensure details are correctly entered before uploading file onto respective websites.

3.3.4 Paying EPF Contribution via e-Caruman in i-Akaun Majikan

This feature is for employer to continue his EPF payment journey from e-Payroll. This is an integration effort between e-Payroll and i-Akaun Majikan to provide a seamless experience for employer to pay EPF contribution.

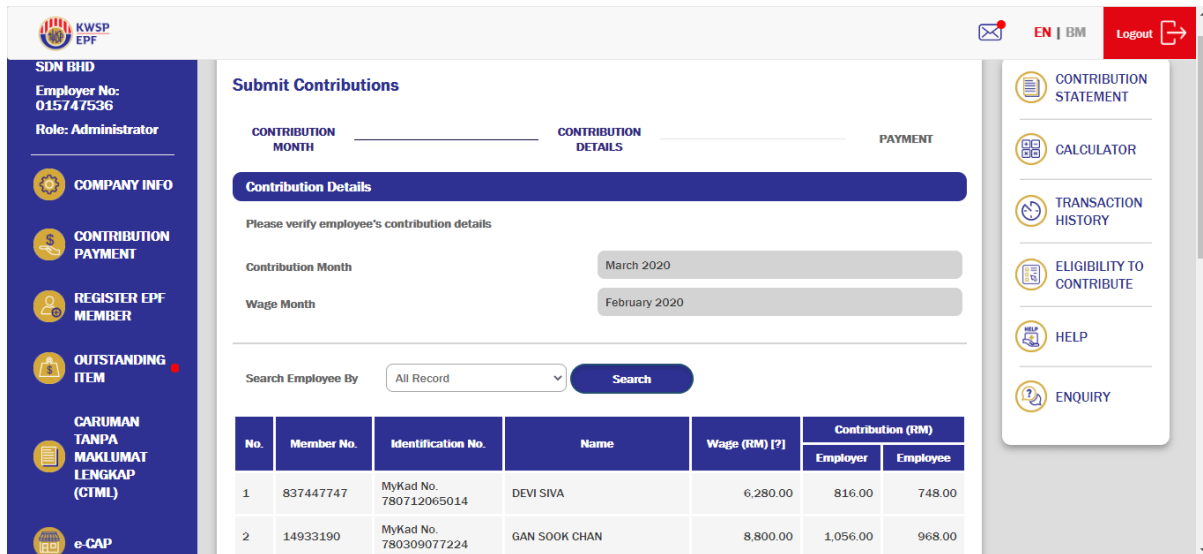
Step 1: Click 'Proceed With EPF Contribution Payment' button.



e-Payroll User Guide

Step 2: System will redirect to i-Akaun Majikan's Submit Contribution page.

Step 3: Check employee details and EPF contribution.



Submit Contributions

CONTRIBUTION MONTH CONTRIBUTION DETAILS PAYMENT

Contribution Details

Please verify employee's contribution details

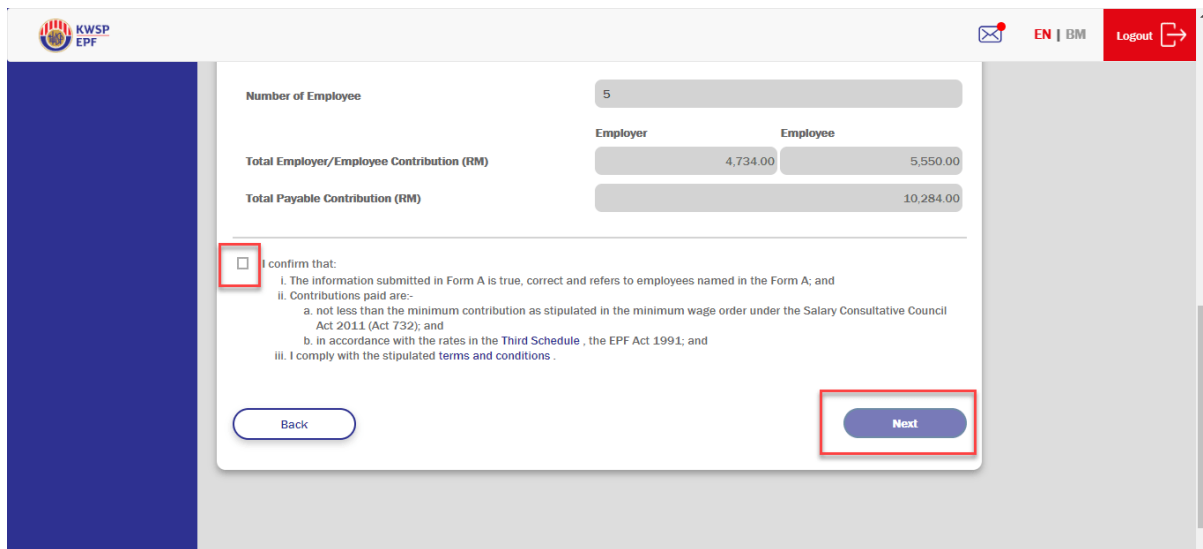
Contribution Month: March 2020
Wage Month: February 2020

Search Employee By: All Record Search

No.	Member No.	Identification No.	Name	Wage (RM) [?]	Contribution (RM)	
					Employer	Employee
1	837447747	MyKad No. 780712065014	DEVI SIVA	6,280.00	816.00	748.00
2	14933190	MyKad No. 780309077224	GAN SOOK CHAN	8,800.00	1,056.00	968.00

Step 4: Tick checkbox at Terms & Condition.

Step 5: Click 'Next' to continue.



Number of Employee: 5

Total Employer/Employee Contribution (RM):
Employer: 4,734.00 Employee: 5,550.00

Total Payable Contribution (RM): 10,284.00

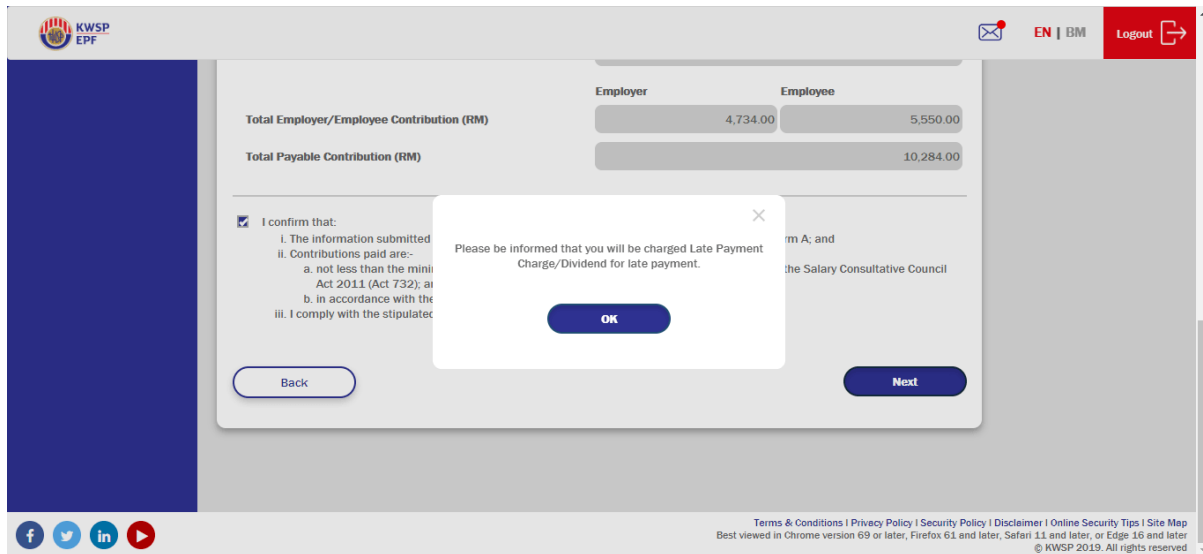
I confirm that:

- The information submitted in Form A is true, correct and refers to employees named in the Form A; and
- Contributions paid are:-
 - not less than the minimum contribution as stipulated in the minimum wage order under the Salary Consultative Council Act 2011 (Act 732); and
 - in accordance with the rates in the Third Schedule, the EPF Act 1991; and
- I comply with the stipulated terms and conditions.

Back Next

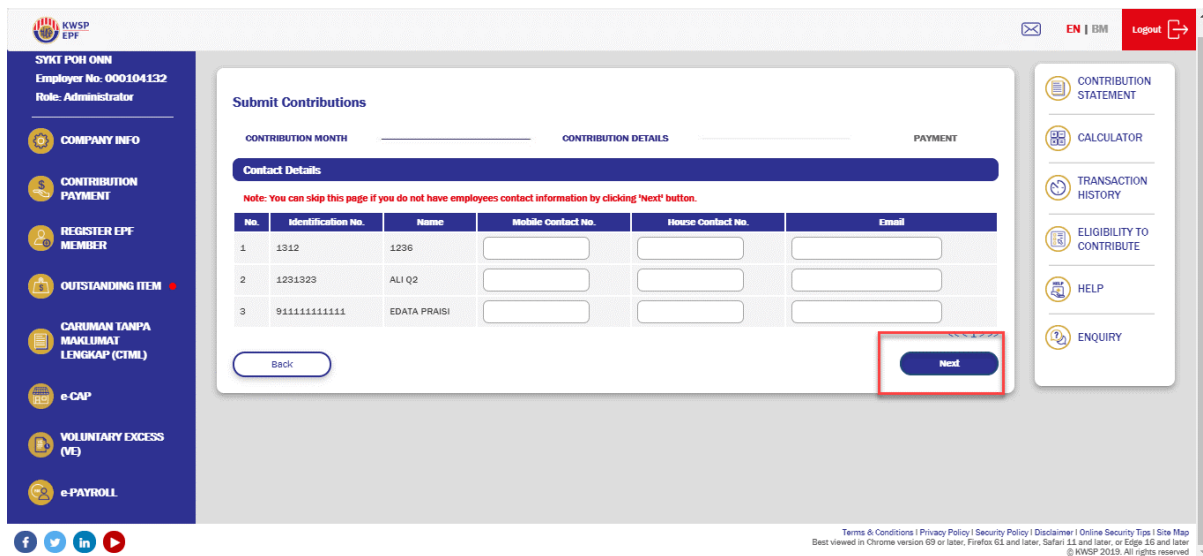
Step 6: System displays message.

Step 7: Click 'OK' after reading message.



Step 8: Enter employees' contact information. (Optional)

Step 9: Click 'Next' to continue.

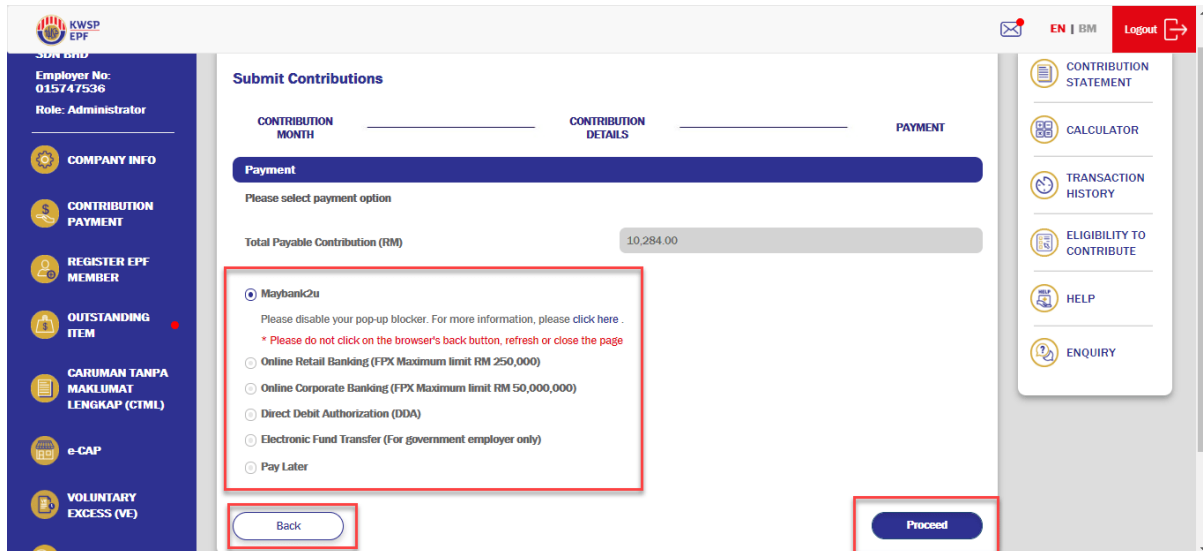


e-Payroll User Guide

Step 10: System redirects to next page.

Step 11: Select Payment Method.

Step 12: Click 'Proceed' to continue. Click 'Back' to return to i-Akaun Majikan's homepage.



Submit Contributions

CONTRIBUTION MONTH	CONTRIBUTION DETAILS	PAYMENT
--------------------	----------------------	---------

Payment

Please select payment option

Total Payable Contribution (RM) 10,284.00

Maybank2u
Please disable your pop-up blocker. For more information, please click here.
* Please do not click on the browser's back button, refresh or close the page

Online Retail Banking (FPX Maximum limit RM 250,000)

Online Corporate Banking (FPX Maximum limit RM 50,000,000)

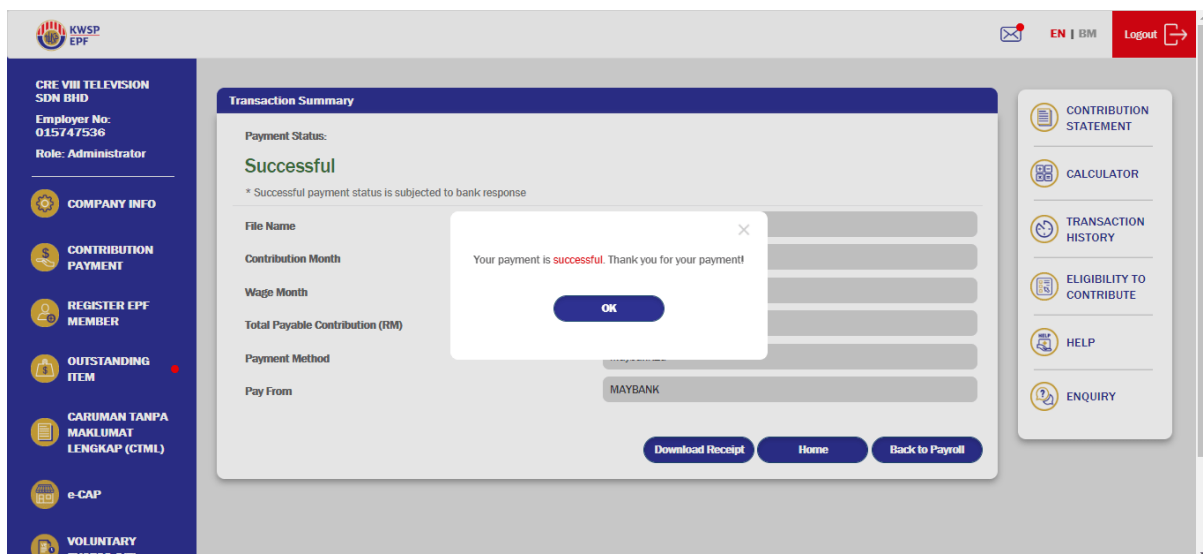
Direct Debit Authorization (DDA)

Electronic Fund Transfer (For government employer only)

Pay Later

Step 13: Payment status will be updated after payment is successful.

Step 14: Click 'OK'.



Transaction Summary

Payment Status: **Successful**

* Successful payment status is subjected to bank response

File Name

Contribution Month

Wage Month

Total Payable Contribution (RM)

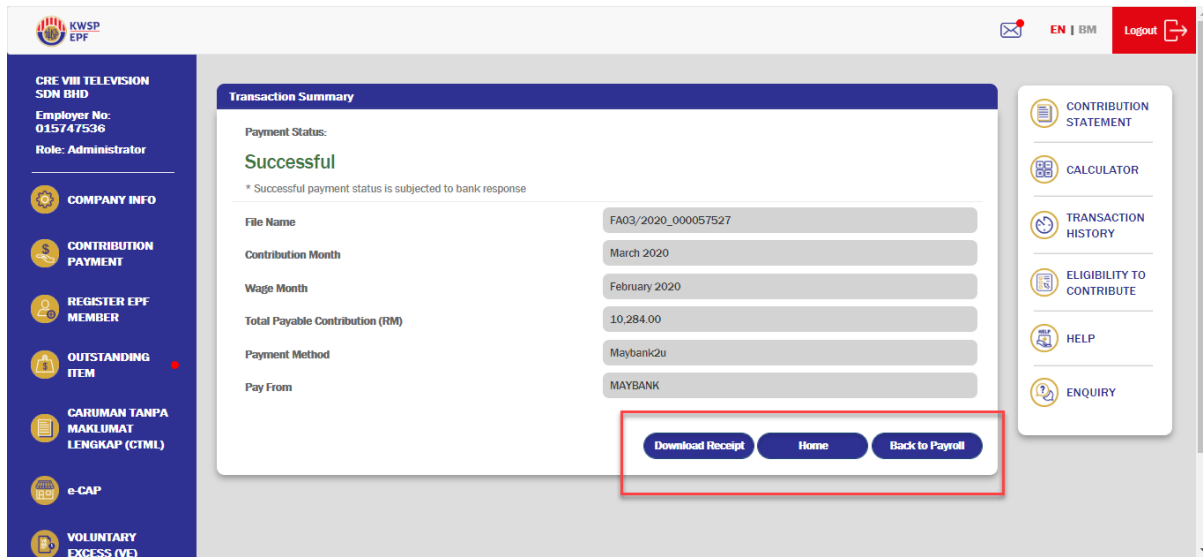
Payment Method

Pay From MAYBANK

Your payment is successful. Thank you for your payment!

e-Payroll User Guide

Step 15: Click 'Download Receipt' to download payment receipt. Click 'Home' to be redirected to i-Akaun Majikan's homepage. Click 'Back to Payroll' to return to e-Payroll.



Transaction Summary

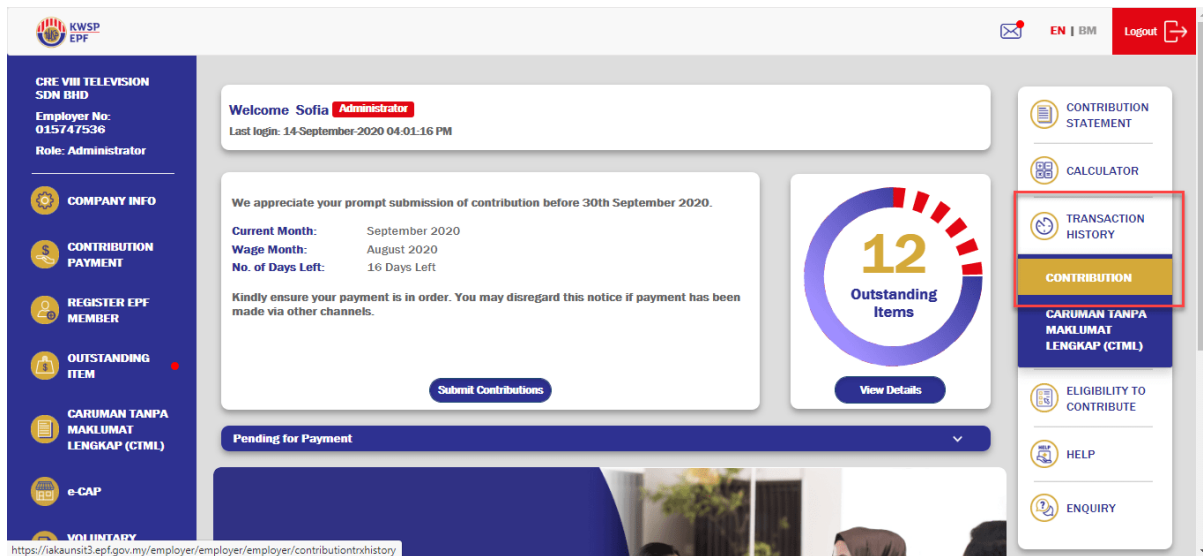
Payment Status:
Successful
* Successful payment status is subjected to bank response

File Name	FA03/2020_000057527
Contribution Month	March 2020
Wage Month	February 2020
Total Payable Contribution (RM)	10,284.00
Payment Method	Maybank2u
Pay From	MAYBANK

Buttons: [Download Receipt](#) | [Home](#) | [Back to Payroll](#)

Step 16: View your transaction history at i-Akaun Majikan's 'Transaction History'.

Step 17: Select 'Contribution'



Welcome Sofia **Administrator**
Last login: 14-September-2020 04:01:16 PM

We appreciate your prompt submission of contribution before 30th September 2020.

Current Month: September 2020
Wage Month: August 2020
No. of Days Left: 16 Days Left

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

[Submit Contributions](#) | [View Details](#)

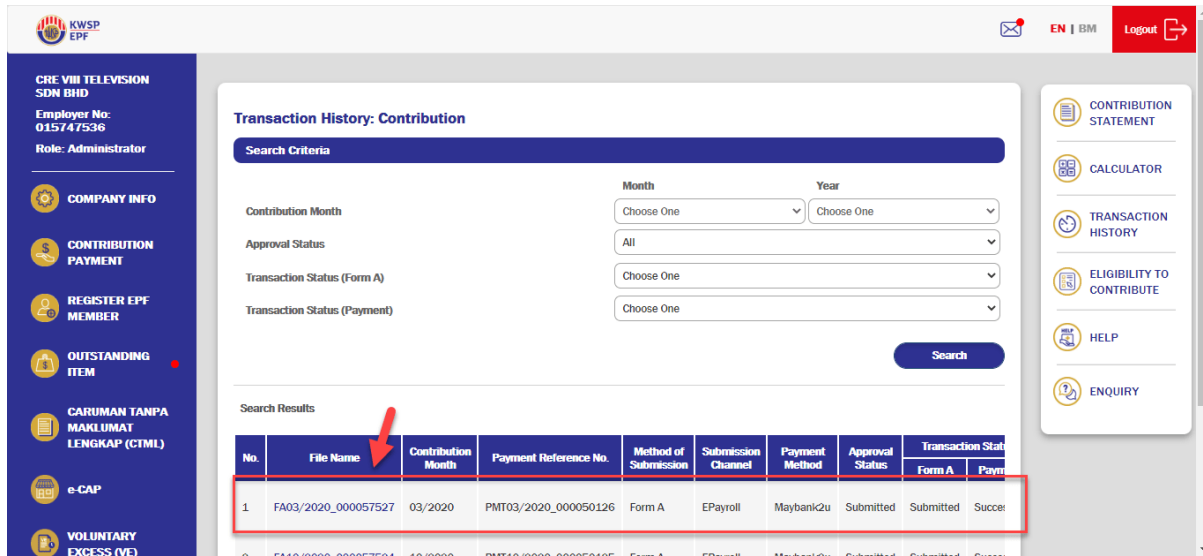
12 Outstanding Items

Pending for Payment

Navigation Menu: [CONTRIBUTION STATEMENT](#) | [CALCULATOR](#) | [TRANSACTION HISTORY](#) | **[CONTRIBUTION](#)** | [CARUMAN TANPA MAKLUMAT LENGKAP \(CTML\)](#) | [ELIGIBILITY TO CONTRIBUTE](#) | [HELP](#) | [ENQUIRY](#)

URL: <https://akaunsis3.epf.gov.my/employer/employer/employer/contributiontxhistory>

Step 18: Click File Name to view detailed information submitted Form A.



Transaction History: Contribution

Search Criteria

Month: Choose One | Year: Choose One

Contribution Month: Choose One

Approval Status: All

Transaction Status (Form A): Choose One

Transaction Status (Payment): Choose One

Search

Search Results

No.	File Name	Contribution Month	Payment Reference No.	Method of Submission	Submission Channel	Payment Method	Approval Status	Transaction Status	
								Form A	Payment
1.	FA03/2020_000057527	03/2020	PMT03/2020_000050126	Form A	EPayroll	Maybank2u	Submitted	Submitted	Success

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