

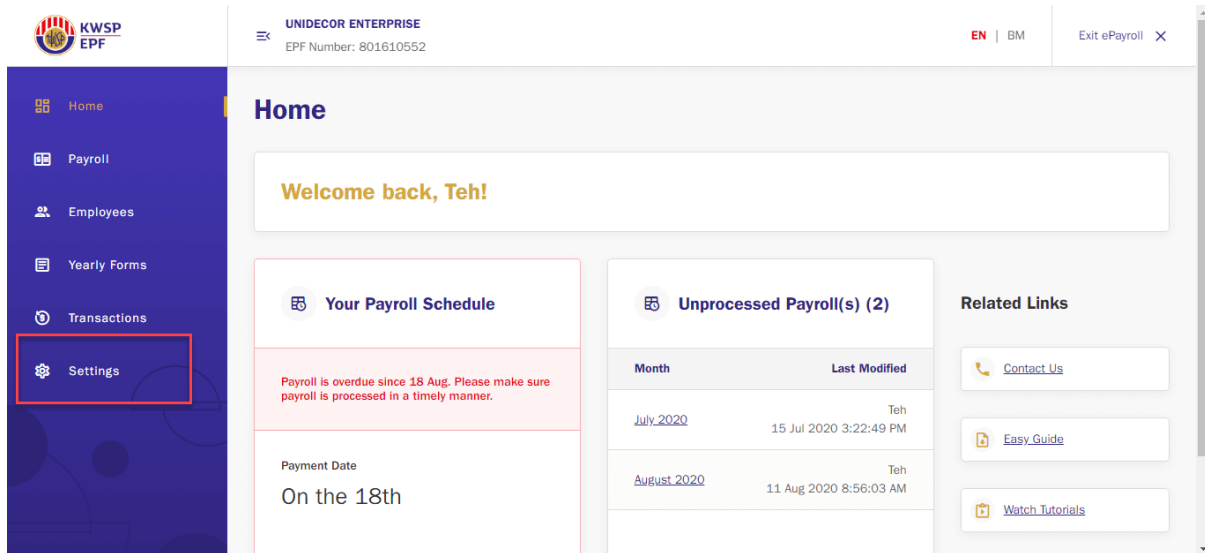
## Table of Contents

<b>6.0 Settings .....</b>	<b>2</b>
6.1 Employer Details Settings .....	3
6.1.1 Editing Employer Details Settings .....	3
6.1.2 Saving Employer Details Settings .....	7
6.2 Agencies Settings .....	8
6.2.1 Editing Agencies Setting.....	8
6.2.2 Saving Agencies Settings .....	15
6.3 Payroll Settings.....	15
6.3.1 Viewing Pre-Set Compensation Items.....	16
6.3.2 Adding New Payroll Item .....	18
6.4 Corporate Bank Settings .....	24
6.4.1 Setting up Corporate Bank Account.....	24
6.4.2 Editing Corporate Bank Account.....	28
6.4.3 Deleting Corporate Bank Account.....	29
6.5 Payroll Schedule.....	31
6.5.1 Setting Up Payroll Reminder .....	31
6.5.2 Editing Payroll Reminder.....	33

## 6.0 Settings

For employer to set up company's Agencies Settings, Payroll Settings, Corporate Bank Settings and Payroll Schedule Settings. Note that some of the settings here might affect generated bank files and statutory files in Payroll Submission.

Step 1: Click 'Settings' at side menu.



**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

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

### Home

Welcome back, Teh!

#### Your Payroll Schedule

Payroll is overdue since 18 Aug. Please make sure payroll is processed in a timely manner.

Payment Date  
On the 18th

#### Unprocessed Payroll(s) (2)

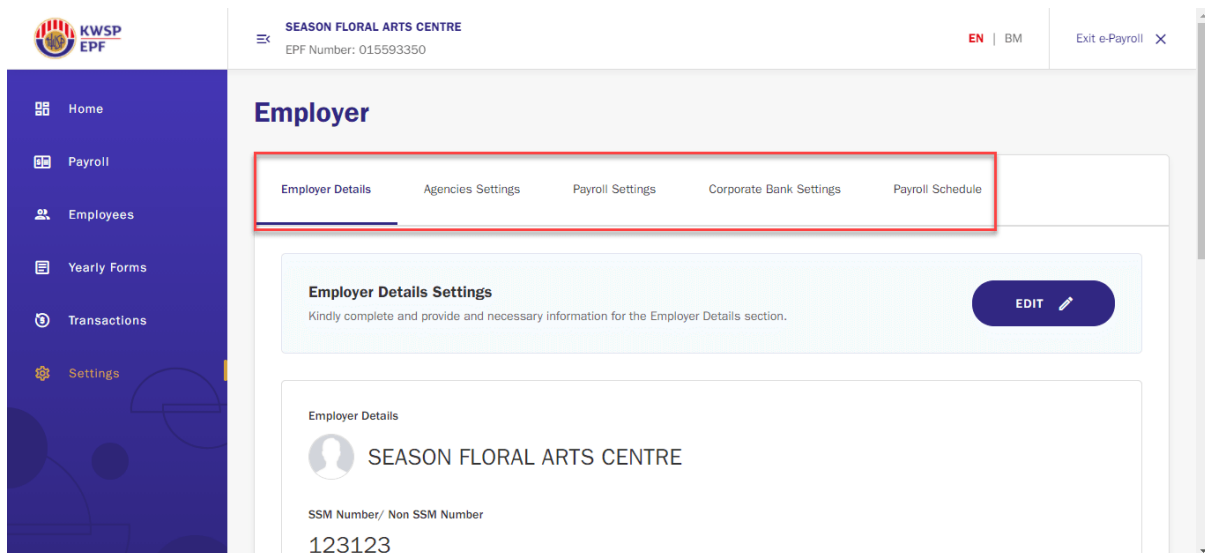
Month	Last Modified
July 2020	Teh 15 Jul 2020 3:22:49 PM
August 2020	Teh 11 Aug 2020 8:56:03 AM

#### Related Links

- Contact Us
- Easy Guide
- Watch Tutorials

Step 2: e-Payroll redirects to Settings page.

Step 3: Employer may choose between different Settings page by clicking the tabs above.



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

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


### Employer

Employer Details | Agencies Settings | Payroll Settings | Corporate Bank Settings | Payroll Schedule

#### Employer Details Settings

Kindly complete and provide and necessary information for the Employer Details section. [EDIT](#)

Employer Details

 SEASON FLORAL ARTS CENTRE

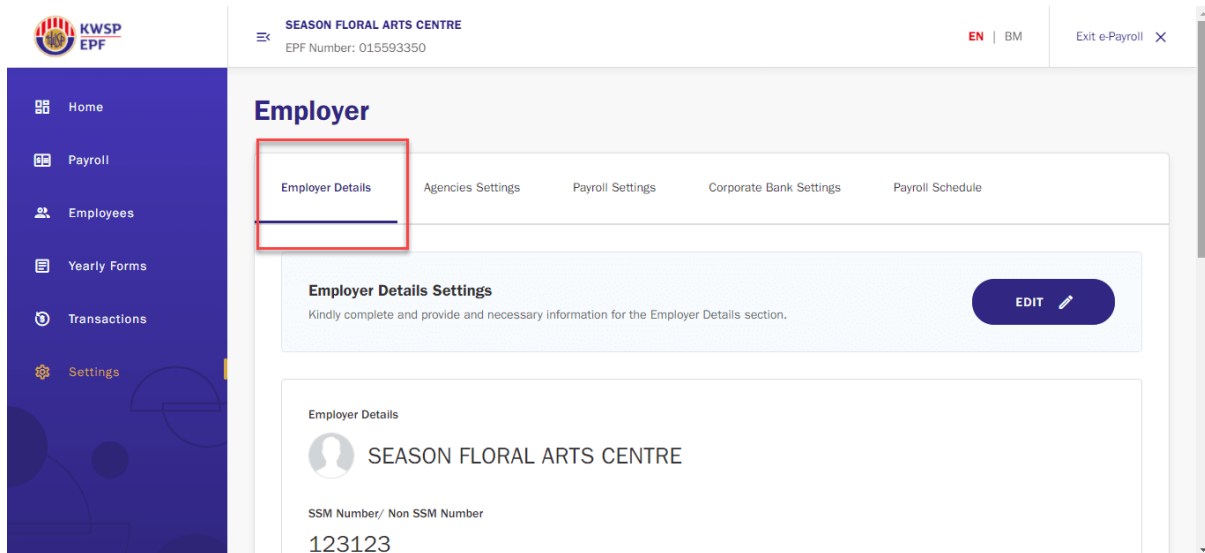
SSM Number/ Non SSM Number  
123123

## e-Payroll User Guide

### 6.1 Employer Details Settings

For employer to set up their company's details.

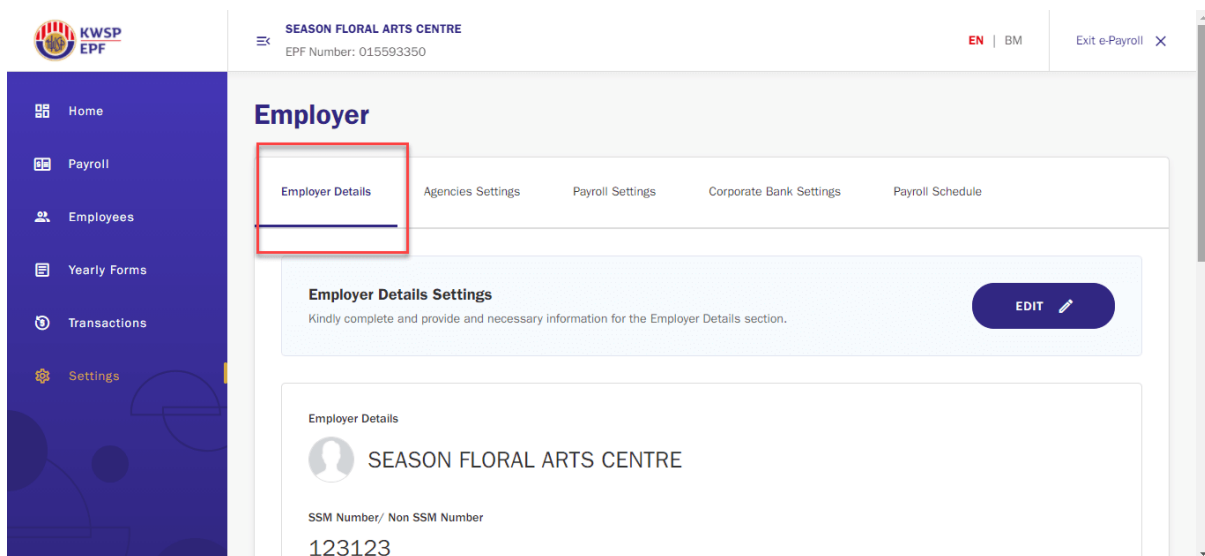
Step 1: Click 'Employer Details' tab.



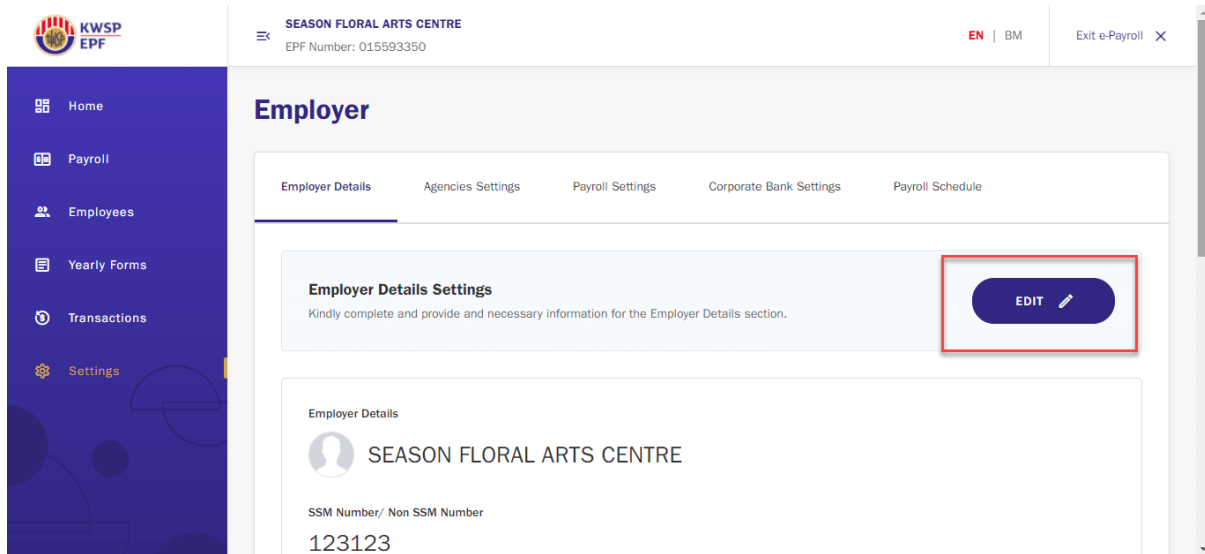
#### 6.1.1 Editing Employer Details Settings

For employer to make changes if necessary.

Step 1: Click 'Employer Details' tab.

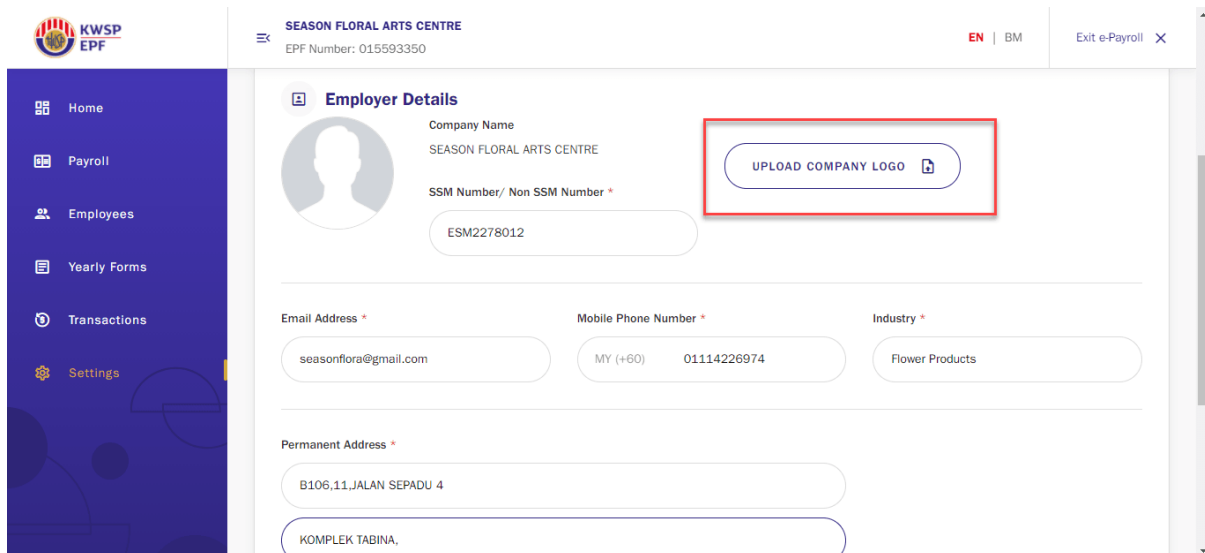


### Step 2: Click 'Edit'.



The screenshot shows the 'Employer Details Settings' page for 'SEASON FLORAL ARTS CENTRE'. The page has a dark blue sidebar on the left with navigation options: Home, Payroll, Employees, Yearly Forms, Transactions, and Settings. The main content area has a top navigation bar with 'Employer Details', 'Agencies Settings', 'Payroll Settings', 'Corporate Bank Settings', and 'Payroll Schedule'. Below this, there is a section titled 'Employer Details Settings' with a sub-header 'Employer Details Settings' and a description 'Kindly complete and provide and necessary information for the Employer Details section.' A red box highlights a dark blue 'EDIT' button with a pencil icon. Below this is the 'Employer Details' section, which includes a profile picture placeholder, the company name 'SEASON FLORAL ARTS CENTRE', and the SSM Number/ Non SSM Number '123123'.

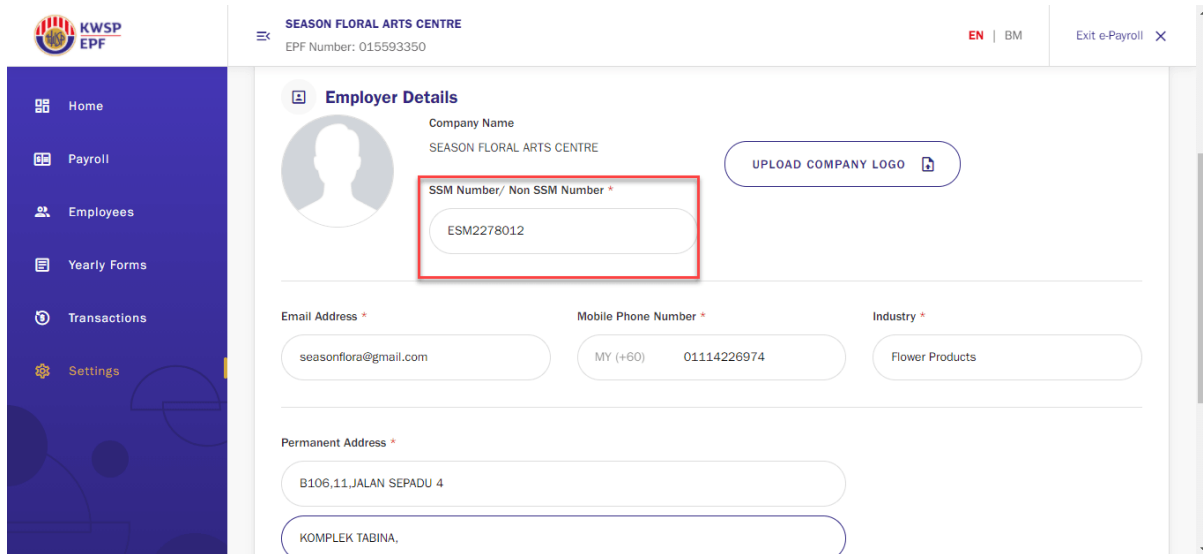
### Step 3: Upload Company Logo (Optional).



The screenshot shows the 'Employer Details' form for 'SEASON FLORAL ARTS CENTRE'. The page has the same dark blue sidebar as the previous screenshot. The main content area has a top navigation bar with 'Employer Details', 'Agencies Settings', 'Payroll Settings', 'Corporate Bank Settings', and 'Payroll Schedule'. Below this, there is a section titled 'Employer Details' with a sub-header 'Employer Details'. The form includes a profile picture placeholder, the company name 'SEASON FLORAL ARTS CENTRE', and the SSM Number/ Non SSM Number 'ESM2278012'. A red box highlights a button labeled 'UPLOAD COMPANY LOGO' with a document icon. Below this, there are three input fields: 'Email Address \*' with the value 'seasonflora@gmail.com', 'Mobile Phone Number \*' with the value 'MY (+60) 01114226974', and 'Industry \*' with the value 'Flower Products'. At the bottom, there is a 'Permanent Address \*' section with two input fields: 'B106.11,JALAN SEPADU 4' and 'KOMPLEK TABINA,'.

## e-Payroll User Guide

### Step 4: Input SSM Number/Non-SSM Number.



The screenshot shows the 'Employer Details' form for SEASON FLORAL ARTS CENTRE. The EPF Number is 015593350. The 'SSM Number/ Non SSM Number' field is highlighted with a red box and contains the value 'ESM2278012'. Other fields include Email Address (seasonflora@gmail.com), Mobile Phone Number (MY (+60) 01114226974), Industry (Flower Products), and Permanent Address (B106.11,JALAN SEPADU 4, KOMPLEK TABINA).

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

**Employer Details**

Company Name  
SEASON FLORAL ARTS CENTRE

SSM Number/ Non SSM Number \*  
ESM2278012

Upload Company Logo

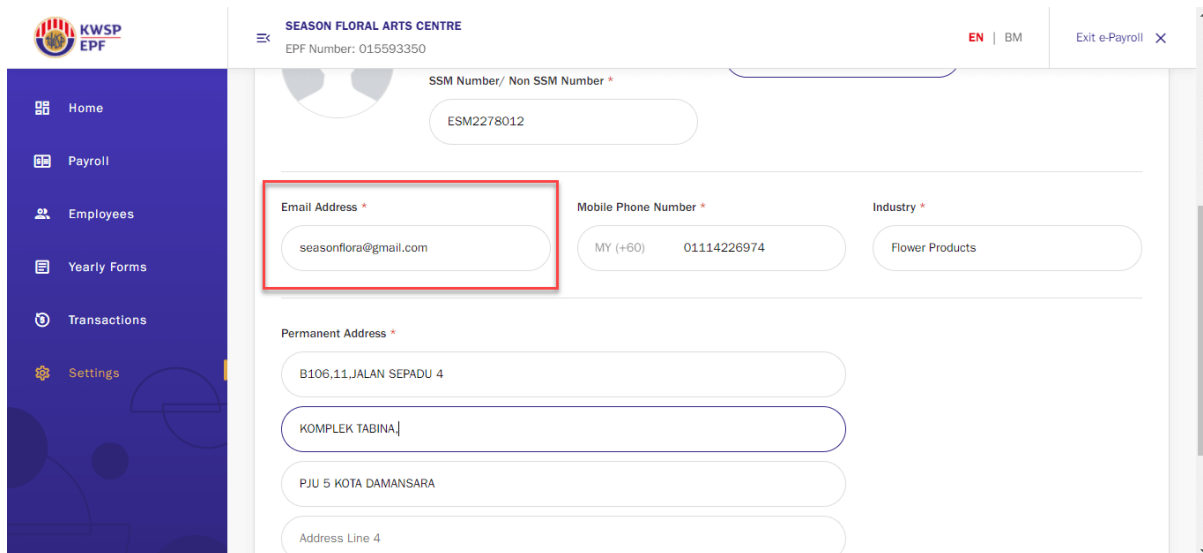
Email Address \*  
seasonflora@gmail.com

Mobile Phone Number \*  
MY (+60) 01114226974

Industry \*  
Flower Products

Permanent Address \*  
B106.11,JALAN SEPADU 4  
KOMPLEK TABINA,

### Step 5: Input Email Address.



The screenshot shows the 'Employer Details' form for SEASON FLORAL ARTS CENTRE. The EPF Number is 015593350. The 'Email Address' field is highlighted with a red box and contains the value 'seasonflora@gmail.com'. Other fields include SSM Number/ Non SSM Number (ESM2278012), Mobile Phone Number (MY (+60) 01114226974), Industry (Flower Products), and Permanent Address (B106.11,JALAN SEPADU 4, KOMPLEK TABINA, PJU 5 KOTA DAMANSARA, Address Line 4).

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

SSM Number/ Non SSM Number \*  
ESM2278012

Email Address \*  
seasonflora@gmail.com

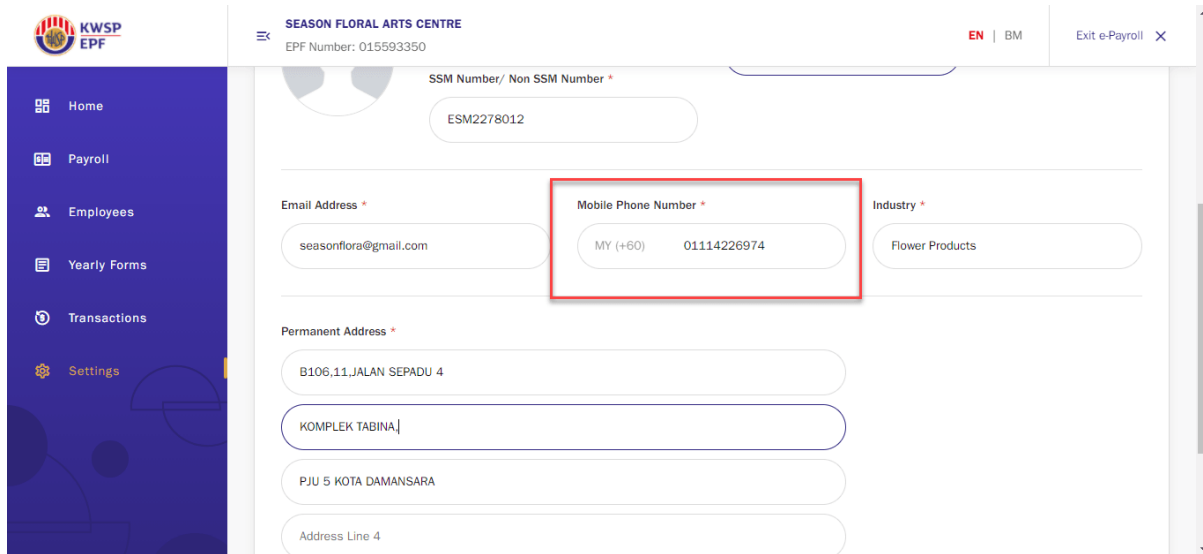
Mobile Phone Number \*  
MY (+60) 01114226974

Industry \*  
Flower Products

Permanent Address \*  
B106.11,JALAN SEPADU 4  
KOMPLEK TABINA,  
PJU 5 KOTA DAMANSARA  
Address Line 4

## e-Payroll User Guide

### Step 6: Input Company Phone Number.



SEASON FLORAL ARTS CENTRE  
EPF Number: 015593350

SSM Number/ Non SSM Number \*  
ESM2278012

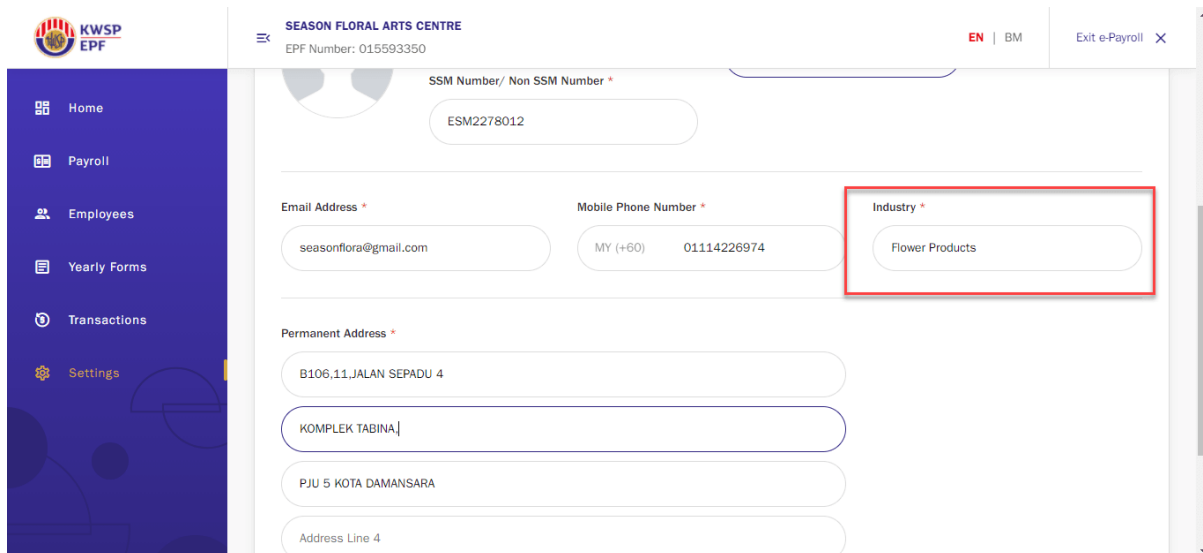
Email Address \*  
seasonflora@gmail.com

Mobile Phone Number \*  
MY (+60) 01114226974

Industry \*  
Flower Products

Permanent Address \*  
B106,11,JALAN SEPADU 4  
KOMPLEK TABINA,  
PUJ 5 KOTA DAMANSARA  
Address Line 4

### Step 7: Input Industry.



SEASON FLORAL ARTS CENTRE  
EPF Number: 015593350

SSM Number/ Non SSM Number \*  
ESM2278012

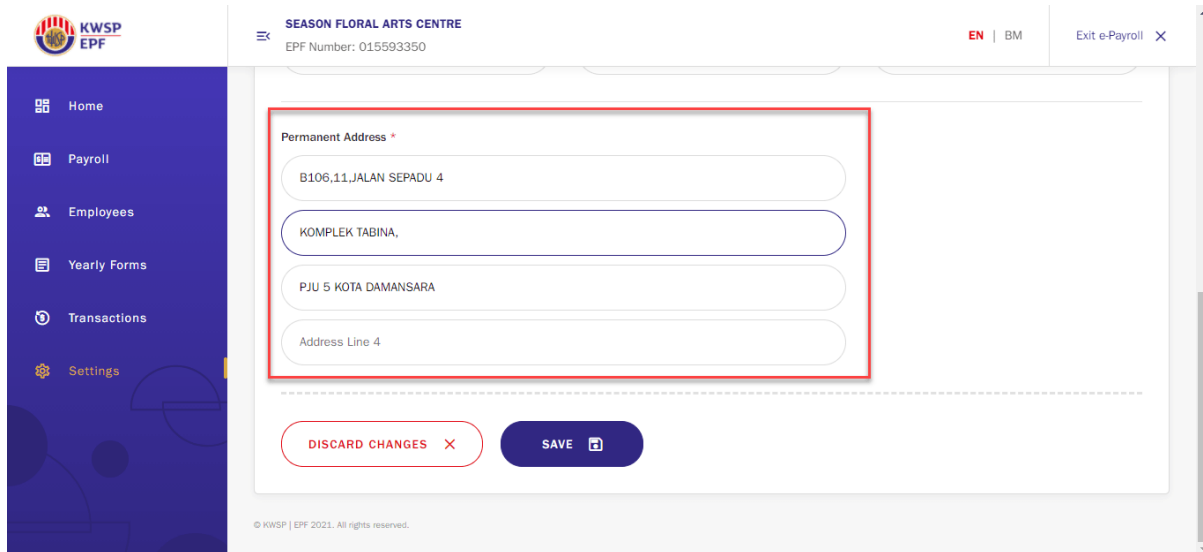
Email Address \*  
seasonflora@gmail.com

Mobile Phone Number \*  
MY (+60) 01114226974

Industry \*  
Flower Products

Permanent Address \*  
B106,11,JALAN SEPADU 4  
KOMPLEK TABINA,  
PUJ 5 KOTA DAMANSARA  
Address Line 4

## Step 8: Input Company's Address.



SEASON FLORAL ARTS CENTRE  
EPF Number: 015593350

EN | BM Exit e-Payroll X

Permanent Address \*

B106.11,JALAN SEPADU 4

KOMPLEK TABINA,

PJU 5 KOTA DAMANSARA

Address Line 4

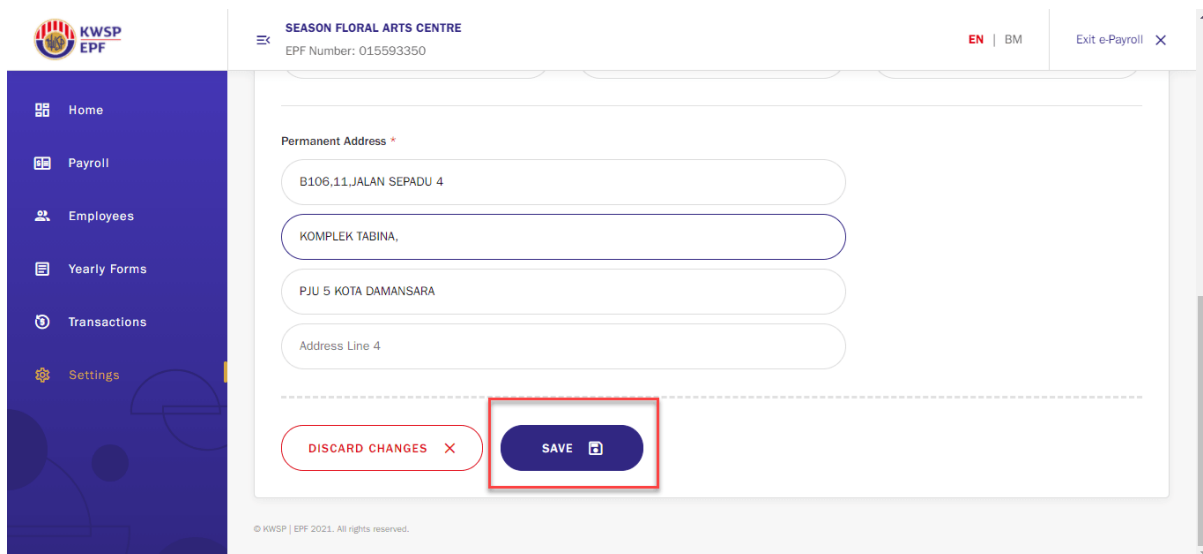
DISCARD CHANGES X SAVE

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## 6.1.2 Saving Employer Details Settings

For employers to save all edited changes in Employer Details Settings.

Step 1: After editing, click 'Save'.



SEASON FLORAL ARTS CENTRE  
EPF Number: 015593350

EN | BM Exit e-Payroll X

Permanent Address \*

B106.11,JALAN SEPADU 4

KOMPLEK TABINA,

PJU 5 KOTA DAMANSARA

Address Line 4

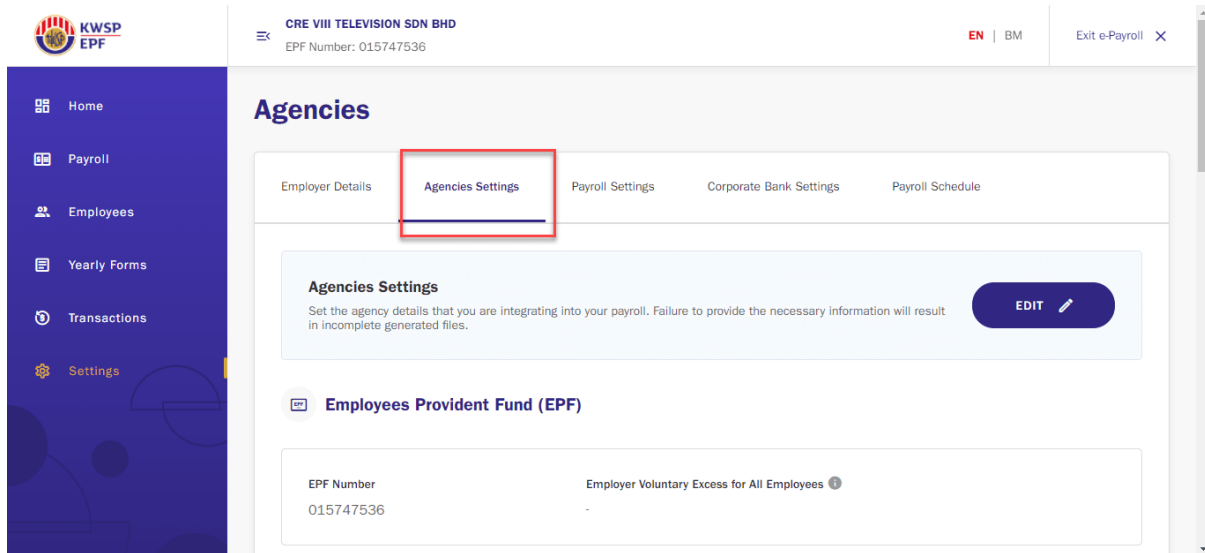
DISCARD CHANGES X SAVE

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## 6.2 Agencies Settings

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 'Agencies Settings' tab.

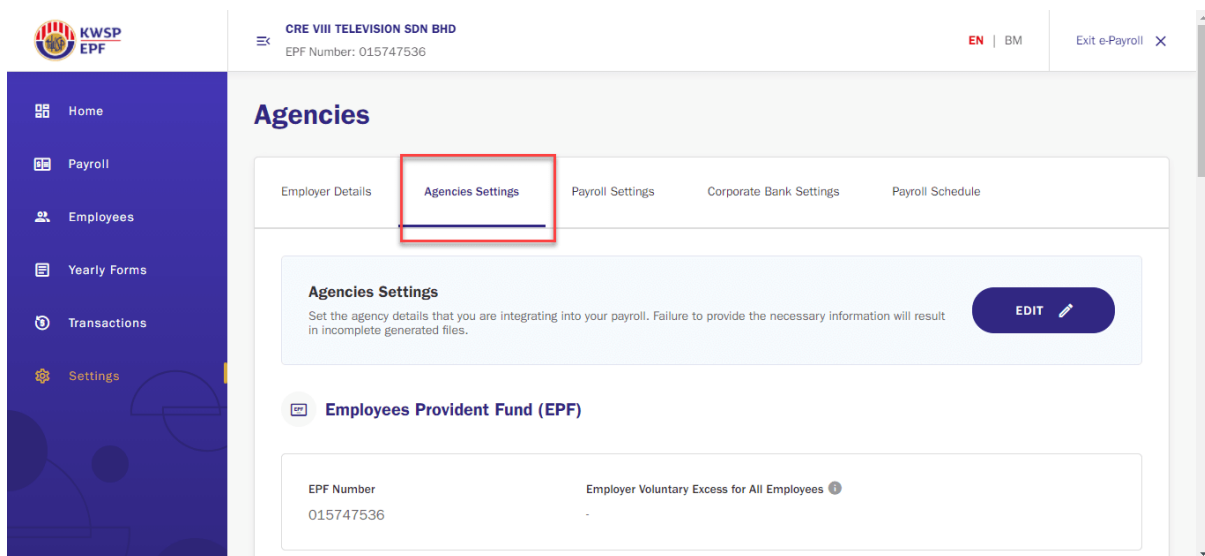


The screenshot shows the e-Payroll interface for 'CRE VIII TELEVISION SDN BHD' with EPF Number: 015747536. The 'Agencies Settings' tab is highlighted with a red box. The interface includes a sidebar with navigation options: Home, Payroll, Employees, Yearly Forms, Transactions, and Settings. The main content area displays the 'Agencies Settings' section with an 'EDIT' button and a description: 'Set the agency details that you are integrating into your payroll. Failure to provide the necessary information will result in incomplete generated files.' Below this, the 'Employees Provident Fund (EPF)' section shows the EPF Number as 015747536 and the Employer Voluntary Excess for All Employees as '-'. The top navigation bar includes 'EN | BM' and 'Exit e-Payroll X'.

### 6.2.1 Editing Agencies Setting

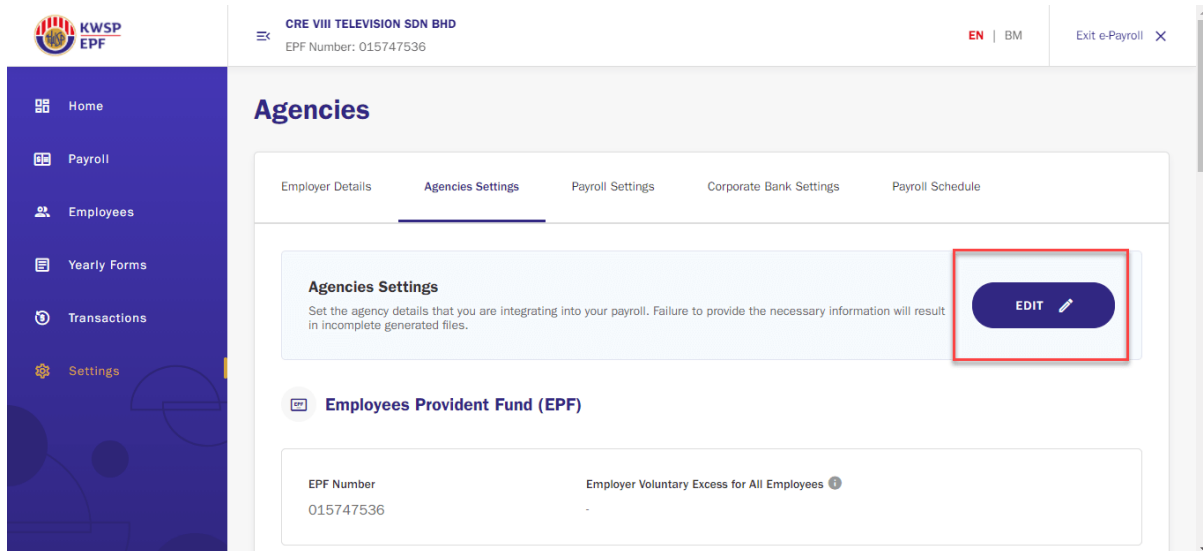
For employers to make changes if necessary.

Step 1: Click 'Agencies Settings' tab.



This screenshot is identical to the one above, showing the e-Payroll interface for 'CRE VIII TELEVISION SDN BHD' with EPF Number: 015747536. The 'Agencies Settings' 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 'Agencies Settings' section with an 'EDIT' button and a description: 'Set the agency details that you are integrating into your payroll. Failure to provide the necessary information will result in incomplete generated files.' Below this, the 'Employees Provident Fund (EPF)' section shows the EPF Number as 015747536 and the Employer Voluntary Excess for All Employees as '-'. The top navigation bar includes 'EN | BM' and 'Exit e-Payroll X'.

## Step 2: Click 'Edit'.



**Agencies**

Employer Details | **Agencies Settings** | Payroll Settings | Corporate Bank Settings | Payroll Schedule

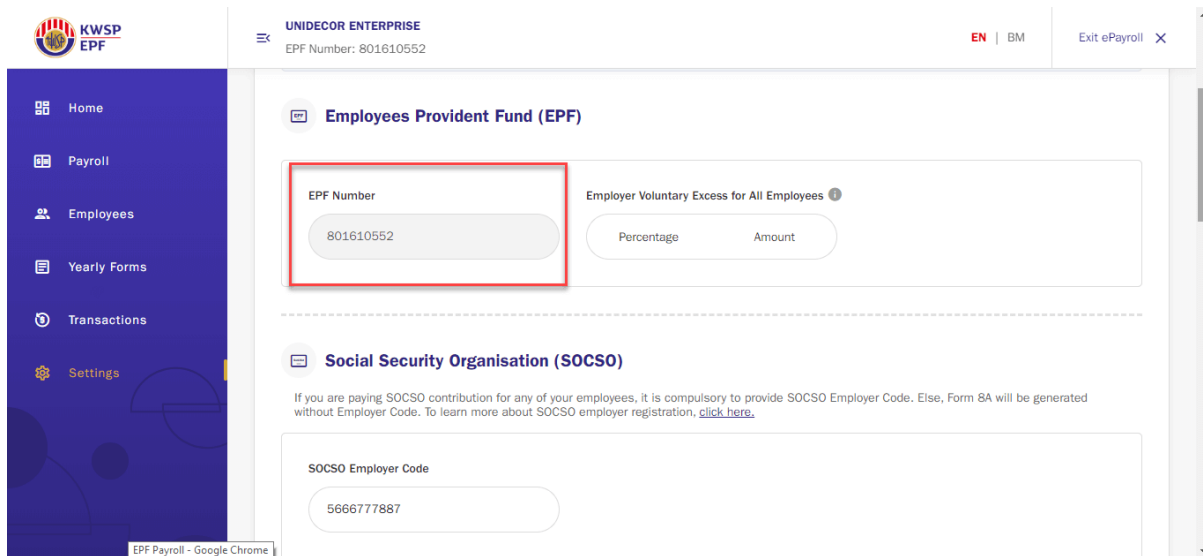
**Agencies Settings**  
Set the agency details that you are integrating into your payroll. Failure to provide the necessary information will result in incomplete generated files.

**Employees Provident Fund (EPF)**

EPF Number	Employer Voluntary Excess for All Employees
015747536	-

## Employees Provident Fund (EPF)

### Step 1: Employer's EPF Account Number is not editable.



**Employees Provident Fund (EPF)**

EPF Number	Employer Voluntary Excess for All Employees
801610552	Percentage Amount

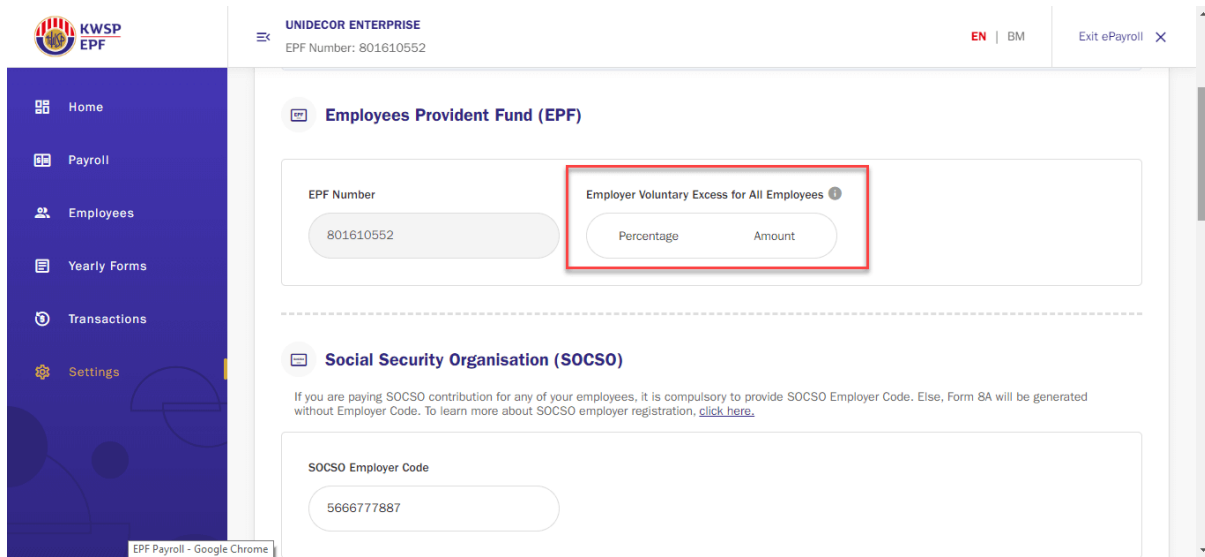
**Social Security Organisation (SOCSO)**

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](#).

SOCSO Employer Code
5666777887

## e-Payroll User Guide

Step 2: Employer may add employer voluntary excess for all 'Active' employees. (Optional, ignore if not applicable.)



**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

**Employees Provident Fund (EPF)**

EPF Number: 801610552

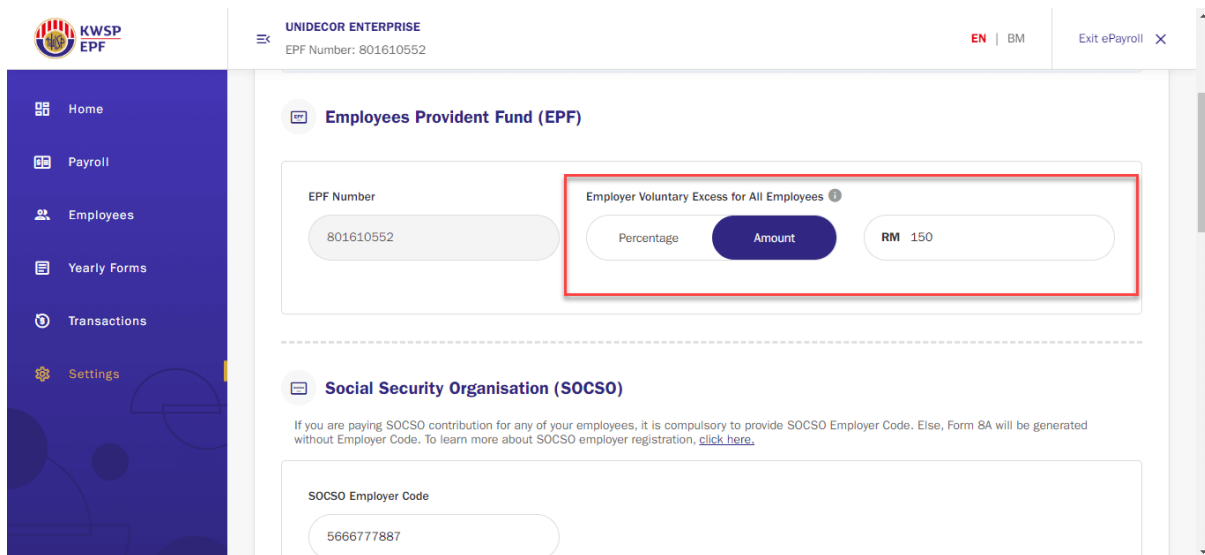
**Employer Voluntary Excess for All Employees**

Percentage  Amount

**Social Security Organisation (SOCSO)**

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](#).

SOCSO Employer Code: 566677887



**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

**Employees Provident Fund (EPF)**

EPF Number: 801610552

**Employer Voluntary Excess for All Employees**

Percentage  Amount  RM 150

**Social Security Organisation (SOCSO)**

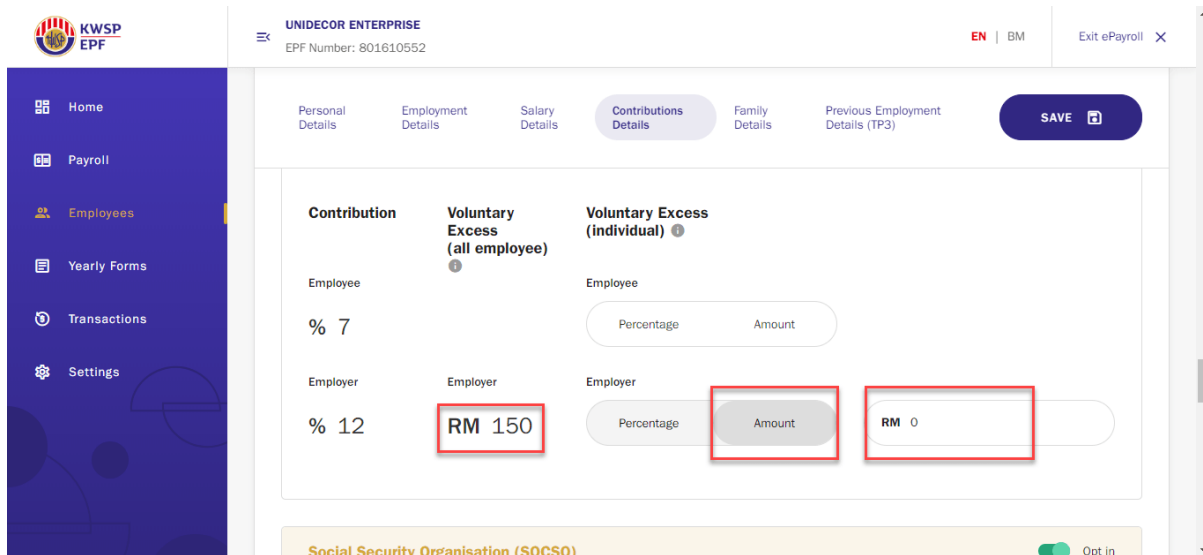
If you are paying SOCSO contribution for any of your employees, it is compulsory to provide SOCSO Employer Code. Else, Form 8A will be generated without Employer Code. To learn more about SOCSO employer registration, [click here](#).

SOCSO Employer Code: 566677887

### e-Payroll User Guide

Step 3: Employer is able to view added 'Voluntary Excess (all employee)' in Employee Details page while editing. Additionally, employer may still add extra voluntary excess (amount) onto specific employees.

**(Note: In Settings, if employer selected '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')**



UNIDECOR ENTERPRISE  
EPF Number: 801610552

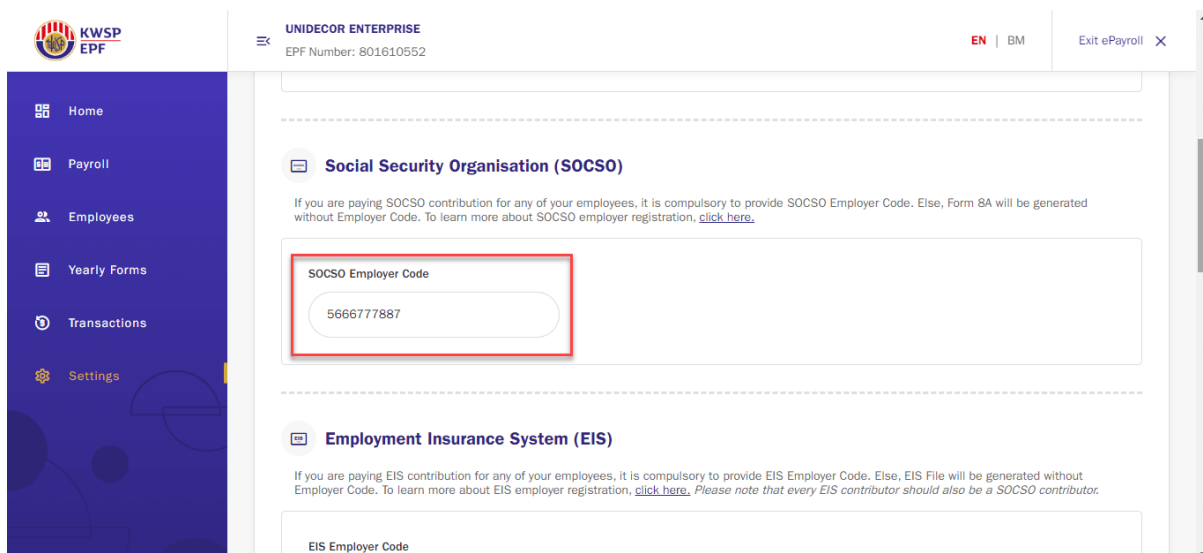
Personal Details | Employment Details | Salary Details | **Contributions Details** | Family Details | Previous Employment Details (TP3) | SAVE

Contribution	Voluntary Excess (all employee)	Voluntary Excess (individual)
Employee		Employee
% 7		Percentage   Amount
Employer	Employer	Employer
% 12	RM 150	Percentage   Amount   RM 0

Social Security Organisation (SOCSO)  Opt in

### Social Security Organisation (SOCSO)

Step 1: Enter SOCSO Employer Code. Note that SOCSO Form 8A generated will be incomplete if SOCSO Employer Code is not entered.



UNIDECOR ENTERPRISE  
EPF Number: 801610552

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

**Social Security Organisation (SOCSO)**

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](#).

SOCSO Employer Code  
5666777887

**Employment Insurance System (EIS)**

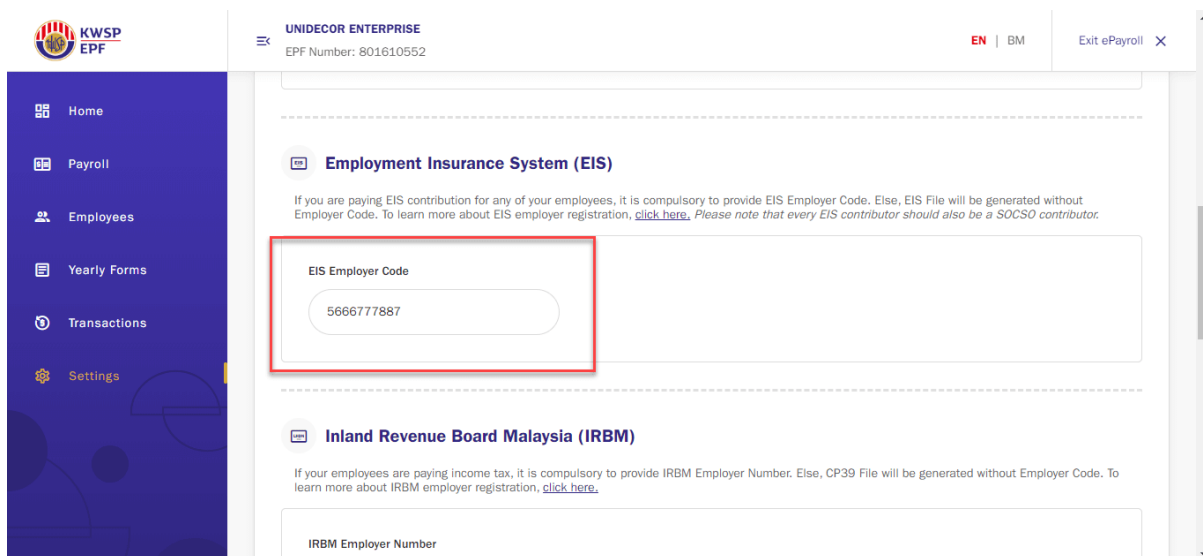
If you are paying EIS contribution for any of your employees, it is compulsory to provide EIS Employer Code. Else, EIS File will be generated without Employer Code. To learn more about EIS employer registration, [click here](#). Please note that every EIS contributor should also be a SOCSO contributor.

EIS Employer Code

## e-Payroll User Guide

### Employment Insurance System (EIS)

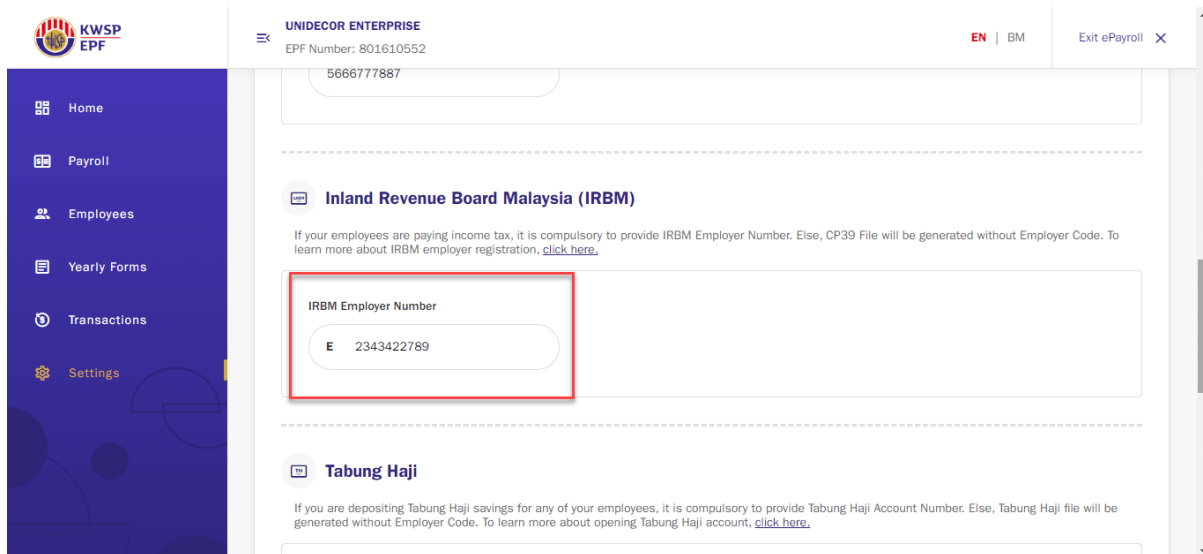
Step 1: Enter EIS Employer Code. Note that EIS File generated will be incomplete if EIS Employer Code is not entered.



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 displays the 'Employment Insurance System (EIS)' section. Below the header, there is a text box for 'EIS Employer Code' containing the value '5666777887'. Below this, the 'Inland Revenue Board Malaysia (IRBM)' section is visible, with a text box for 'IRBM Employer Number'.

### Inland Revenue Board Malaysia (IRBM)

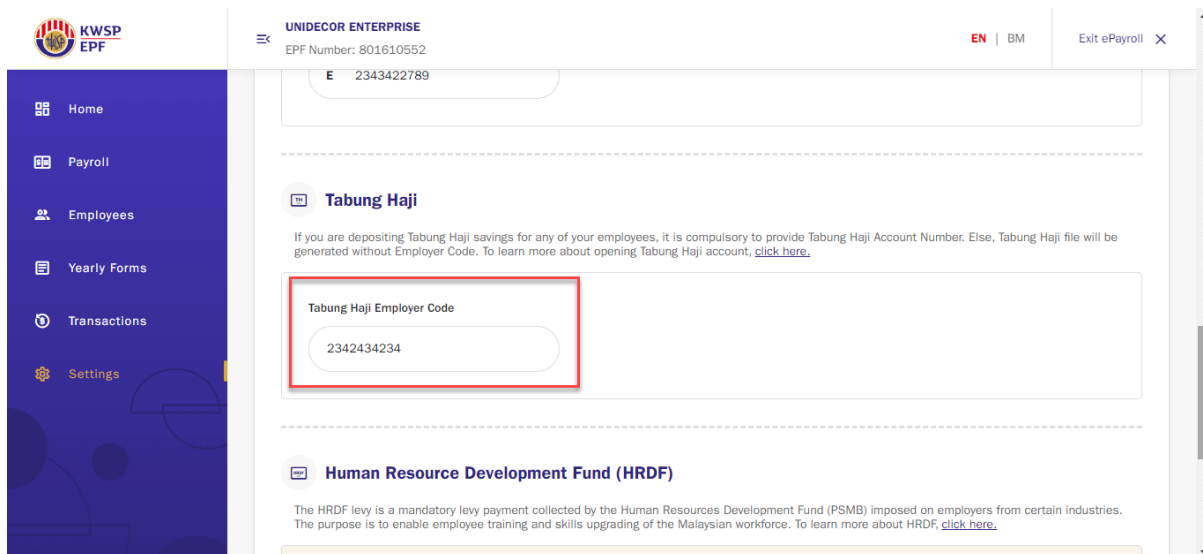
Step 1: Enter IRBM Employer Code. Note that CP39 file generated will be incomplete if IRBM Employer Code is not entered.



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 displays the 'Inland Revenue Board Malaysia (IRBM)' section. Below the header, there is a text box for 'IRBM Employer Number' containing the value 'E 2343422789'. Below this, the 'Tabung Haji' section is visible, with a text box for 'Tabung Haji Account Number'.

*Tabung Haji*

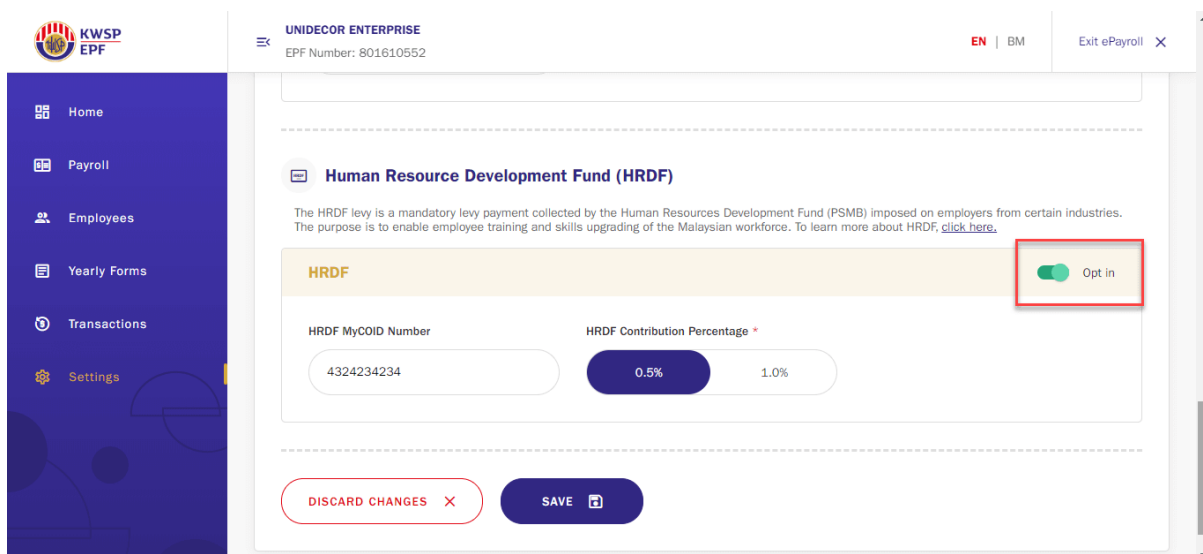
Step 1: Enter Tabung Haji Employer Code. Note that Tabung Haji file generated will be incomplete if Tabung Haji Employer Code is not entered.



The screenshot shows the 'UNIDECOR ENTERPRISE' dashboard. The left sidebar contains navigation options: Home, Payroll, Employees, Yearly Forms, Transactions, and Settings. The main content area is titled 'Tabung Haji' and includes a text input field for the 'Tabung Haji Employer Code' with the value '2342434234' entered. Below this is a section for 'Human Resource Development Fund (HRDF)' with explanatory text.

*Human Resource Development Fund (HRDF)*

Step 1: Switch toggle to 'Opt In'.

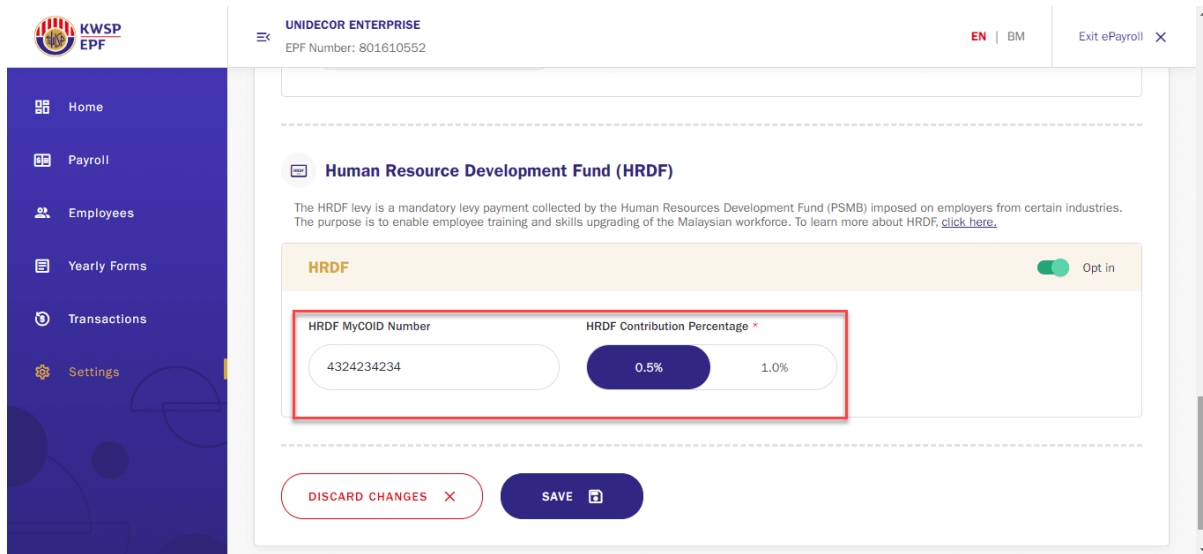


The screenshot shows the 'UNIDECOR ENTERPRISE' dashboard with the 'Human Resource Development Fund (HRDF)' section. A toggle switch labeled 'Opt in' is highlighted with a red box and is currently turned on. Below the toggle, there are input fields for 'HRDF MyCOID Number' (4324234234) and 'HRDF Contribution Percentage' (0.5%). At the bottom, there are 'DISCARD CHANGES' and 'SAVE' buttons.

## e-Payroll User Guide

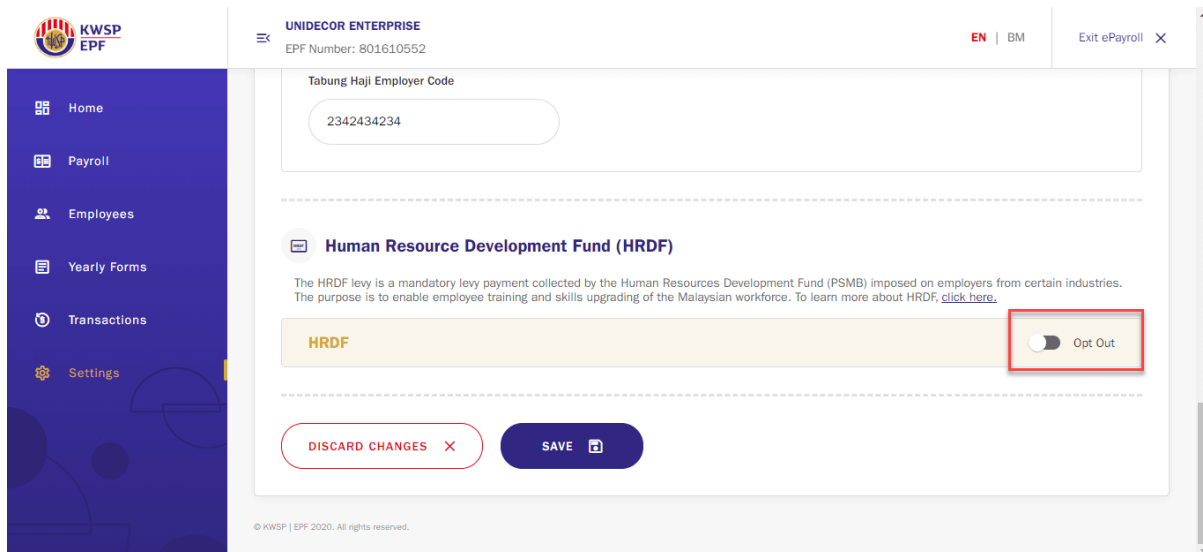
Step 2: Enter HRDF MyCOID Number. (Optional)

Step 3: Select HRDF Contribution Percentage.



The screenshot shows the 'Human Resource Development Fund (HRDF)' settings page. 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 has a title 'Human Resource Development Fund (HRDF)' and a description. Below this is a section titled 'HRDF' with a toggle switch set to 'Opt in'. Two input fields are highlighted with a red box: 'HRDF MyCOID Number' containing '4324234234' and 'HRDF Contribution Percentage' with radio buttons for '0.5%' and '1.0%'. At the bottom are 'DISCARD CHANGES' and 'SAVE' buttons.

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



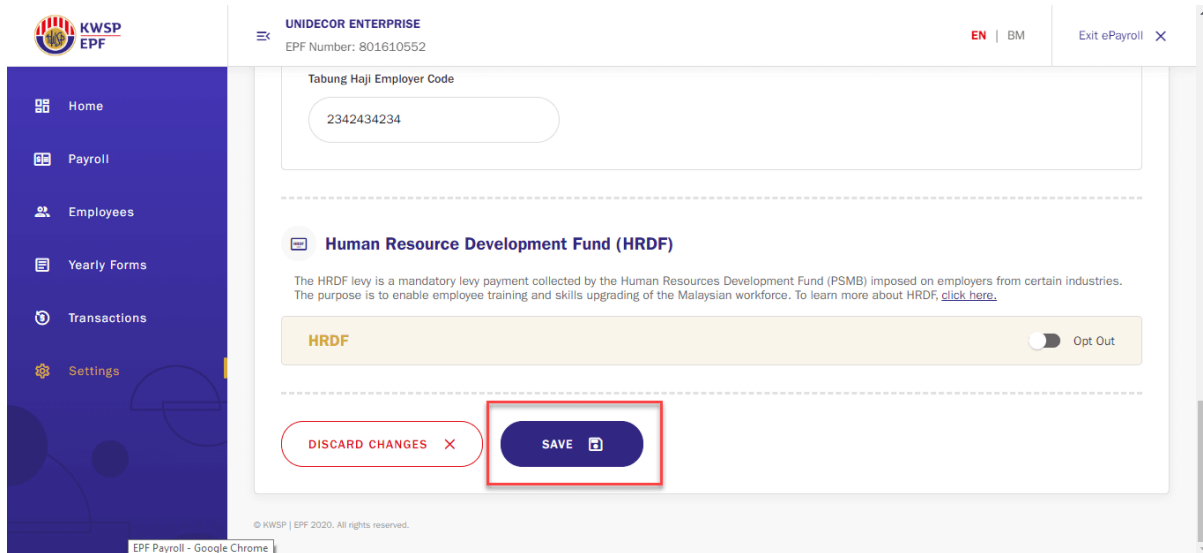
The screenshot shows the 'Human Resource Development Fund (HRDF)' settings page. The page header includes the KWSP EPF logo, the company name 'UNIDECOR ENTERPRISE', the EPF Number '801610552', and language options 'EN | BM'. A navigation menu on the left lists 'Home', 'Payroll', 'Employees', 'Yearly Forms', 'Transactions', and 'Settings'. The main content area has a title 'Human Resource Development Fund (HRDF)' and a description. Below this is a section titled 'HRDF' with a toggle switch set to 'Opt Out', which is highlighted with a red box. Above the HRDF section is a 'Tabung Haji Employer Code' field containing '2342434234'. At the bottom are 'DISCARD CHANGES' and 'SAVE' buttons.

## e-Payroll User Guide

### 6.2.2 Saving Agencies Settings

For employers to save all edited changes in Agencies Settings.

Step 1: After editing, click 'Save'.



UNIDECOR ENTERPRISE  
EPF Number: 801610552

Tabung Haji Employer Code  
2342434234

**Human Resource Development Fund (HRDF)**

The HRDF levy is a mandatory levy payment collected by the Human Resources Development Fund (PSMB) 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](#).

**HRDF**  Opt Out

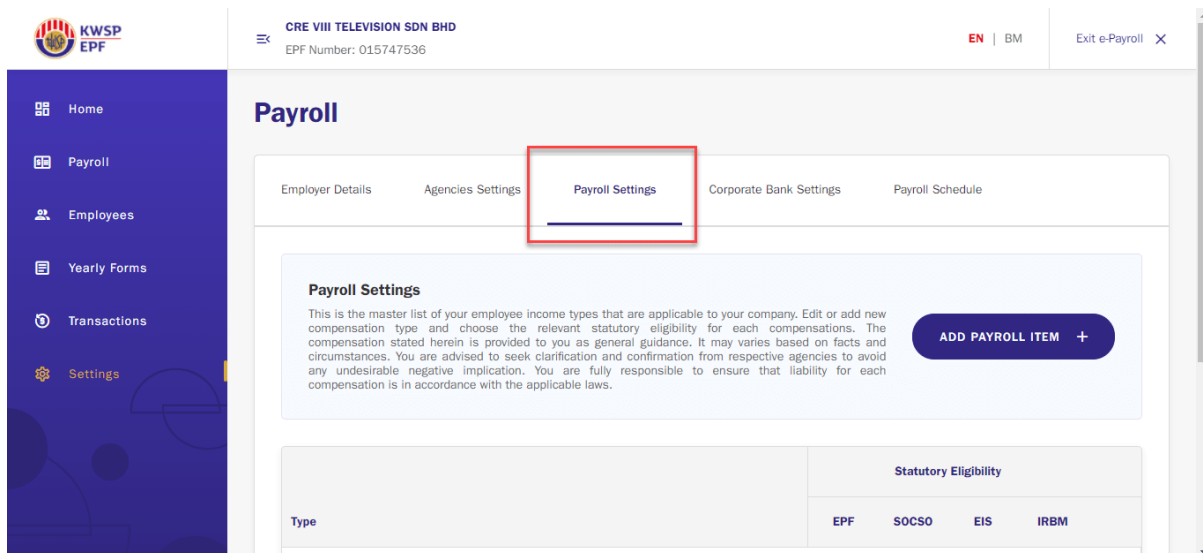
**DISCARD CHANGES** **SAVE**

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EPF Payroll - Google Chrome

### 6.3 Payroll Settings

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

Step 1: Click 'Payroll Settings' tab.



CRE VIII TELEVISION SDN BHD  
EPF Number: 015747536

**Payroll**

Employer Details Agencies Settings **Payroll Settings** Corporate Bank Settings Payroll Schedule

**Payroll Settings**

This is the master list of your employee income types that are applicable to your company. Edit or add new compensation type and choose the relevant statutory eligibility for each compensations. The compensation stated herein is provided to you as general guidance. It may varies based on facts and circumstances. You are advised to seek clarification and confirmation from respective agencies to avoid any undesirable negative implication. You are fully responsible to ensure that liability for each compensation is in accordance with the applicable laws.

**ADD PAYROLL ITEM**

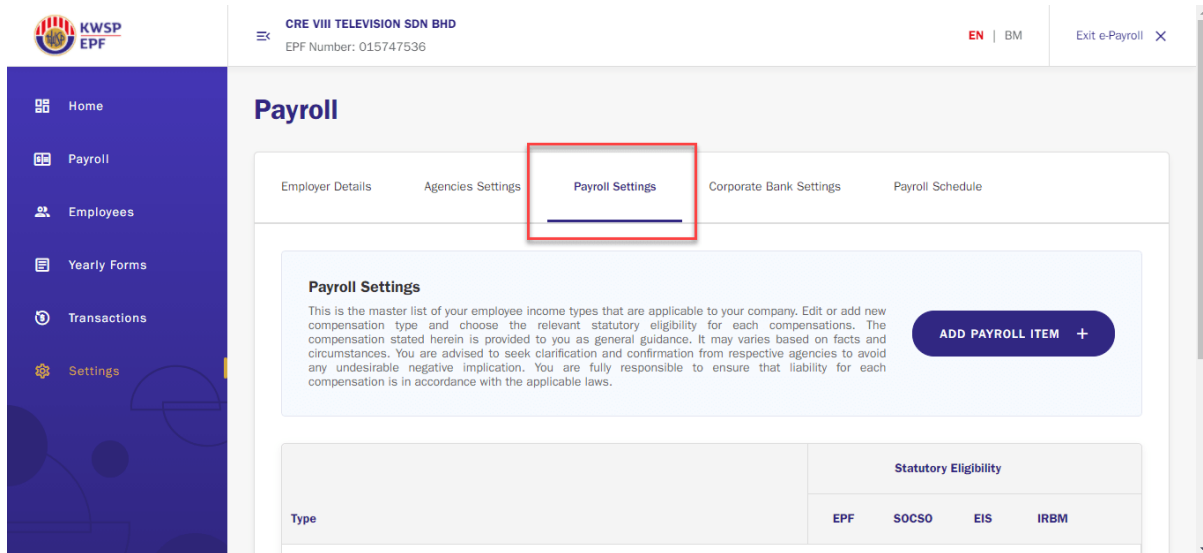
Type	Statutory Eligibility			
	EPF	SOCSO	EIS	IRBM

## e-Payroll User Guide

### 6.3.1 Viewing Pre-Set Compensation Items

For employers to view the statutory eligibility of all e-Payroll's compensation items.

Step 1: Click 'Payroll Settings' tab.

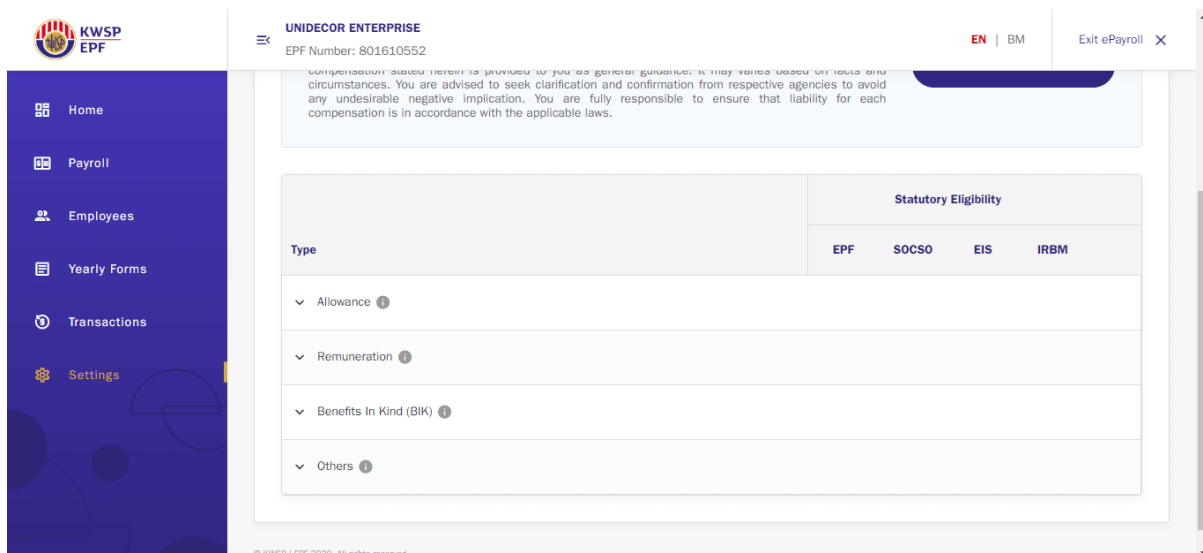


The screenshot shows the e-Payroll interface for 'CRE VIII TELEVISION SDN BHD' (EPF Number: 015747536). The 'Payroll Settings' tab is highlighted with a red box in the top navigation bar. The main content area displays the 'Payroll Settings' section with a description and an 'ADD PAYROLL ITEM +' button. Below this is a table for 'Statutory Eligibility'.

Type	Statutory Eligibility			
	EPF	SOCSSO	EIS	IRBM

Step 2: e-Payroll redirects to Payroll Settings.

Step 3: Four compensation category can be seen (Allowance, Remuneration, Benefits in Kind and Others).

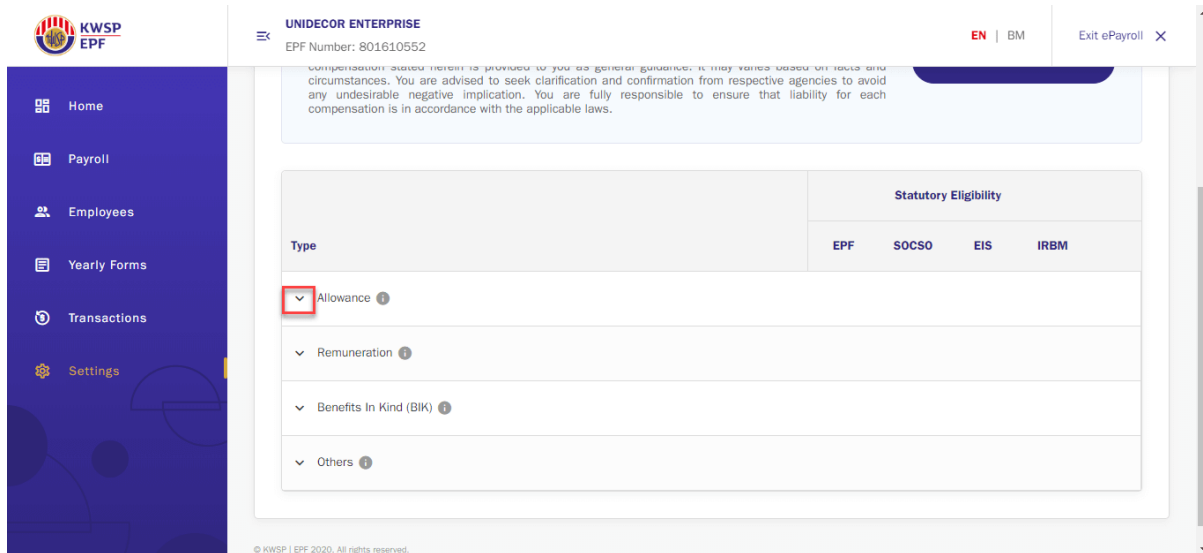


The screenshot shows the e-Payroll interface for 'UNIDECOR ENTERPRISE' (EPF Number: 801610552). The 'Payroll Settings' page is displayed, showing a table with four compensation categories: Allowance, Remuneration, Benefits In Kind (BIK), and Others. Each category has a dropdown arrow and a small information icon.

Type	Statutory Eligibility			
	EPF	SOCSSO	EIS	IRBM
▼ Allowance ⓘ				
▼ Remuneration ⓘ				
▼ Benefits In Kind (BIK) ⓘ				
▼ Others ⓘ				

## e-Payroll User Guide

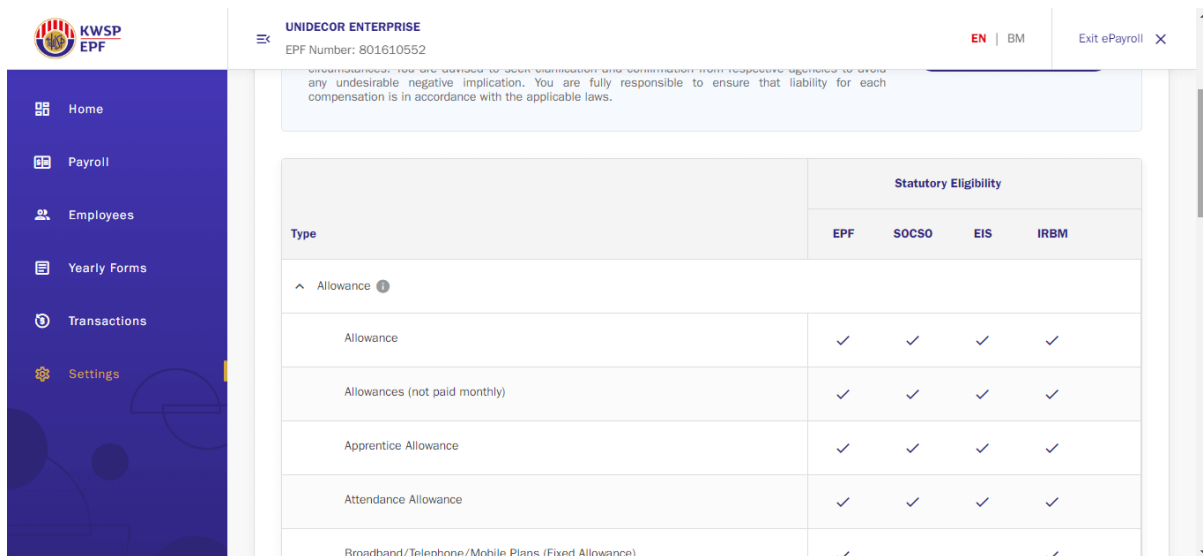
Step 4: Click 'Expand' arrow to display category items associated to the category.



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 displays a table with a 'Type' column and a 'Statutory Eligibility' section with columns for EPF, SOCSO, EIS, and IRBM. The 'Allowance' category is expanded, showing a dropdown arrow and a plus icon.

Type	Statutory Eligibility			
	EPF	SOCSO	EIS	IRBM
▼ Allowance <sup>1</sup>				
▼ Remuneration <sup>1</sup>				
▼ Benefits In Kind (BIK) <sup>1</sup>				
▼ Others <sup>1</sup>				

Step 5: e-Payroll expands category and displays compensation items and their respective statutory eligibility.

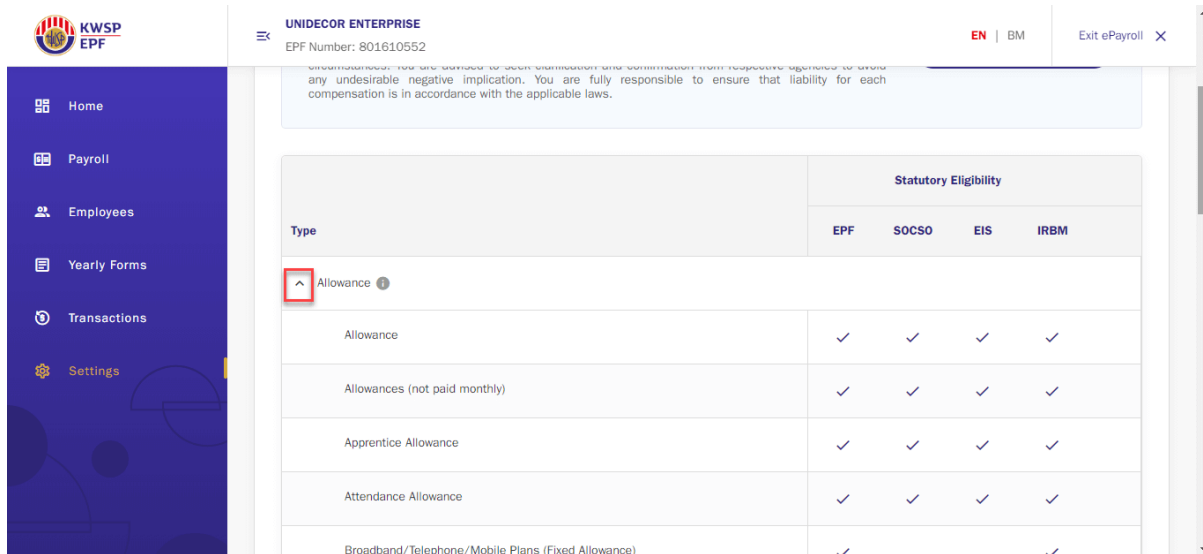


The screenshot shows the e-Payroll interface with the 'Allowance' category expanded. The table now displays a list of compensation items and their respective statutory eligibility for EPF, SOCSO, EIS, and IRBM.

Type	Statutory Eligibility			
	EPF	SOCSO	EIS	IRBM
▲ Allowance <sup>1</sup>				
Allowance	✓	✓	✓	✓
Allowances (not paid monthly)	✓	✓	✓	✓
Apprentice Allowance	✓	✓	✓	✓
Attendance Allowance	✓	✓	✓	✓
Broadband/Telephone/Mobile Plans (Fixed Allowance)	✓			✓

## e-Payroll User Guide

Step 6: Click 'Collapse' button to collapse compensation category.



**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

EN | BM | Exit ePayroll X

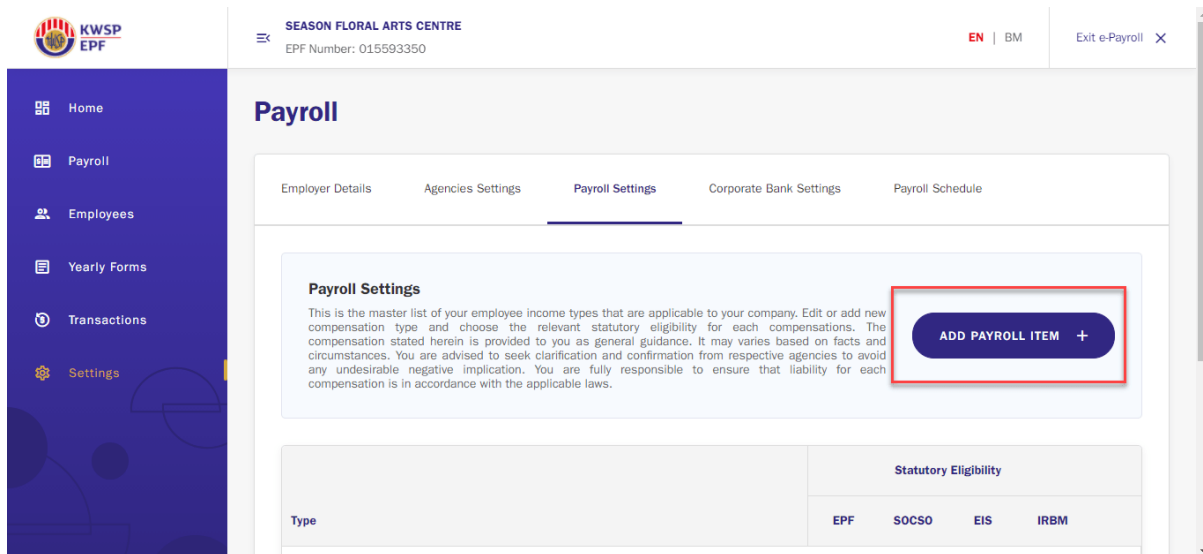
This is the master list of your employee income types that are applicable to your company. Edit or add new compensation type and choose the relevant statutory eligibility for each compensations. The compensation stated herein is provided to you as general guidance. It may varies based on facts and circumstances. You are advised to seek clarification and confirmation from respective agencies to avoid any undesirable negative implication. You are fully responsible to ensure that liability for each compensation is in accordance with the applicable laws.

Type	Statutory Eligibility			
	EPF	SOCSO	EIS	IRBM
<span style="border: 1px solid red; padding: 2px;">^</span> Allowance ⓘ Allowance	✓	✓	✓	✓
Allowances (not paid monthly)	✓	✓	✓	✓
Apprentice Allowance	✓	✓	✓	✓
Attendance Allowance	✓	✓	✓	✓
Broadband/Telephone/Mobile Plans (Fixed Allowance)	✓			✓

### 6.3.2 Adding New Payroll Item

For employer to add new customized compensation. Note that all newly added customized compensation will be considered as 'Additional Remuneration' when calculating Income Tax.

Step 1: Click 'Add Payroll Item' button.



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

EN | BM | Exit e-Payroll X

### Payroll

Employer Details | Agencies Settings | **Payroll Settings** | Corporate Bank Settings | Payroll Schedule

**Payroll Settings**

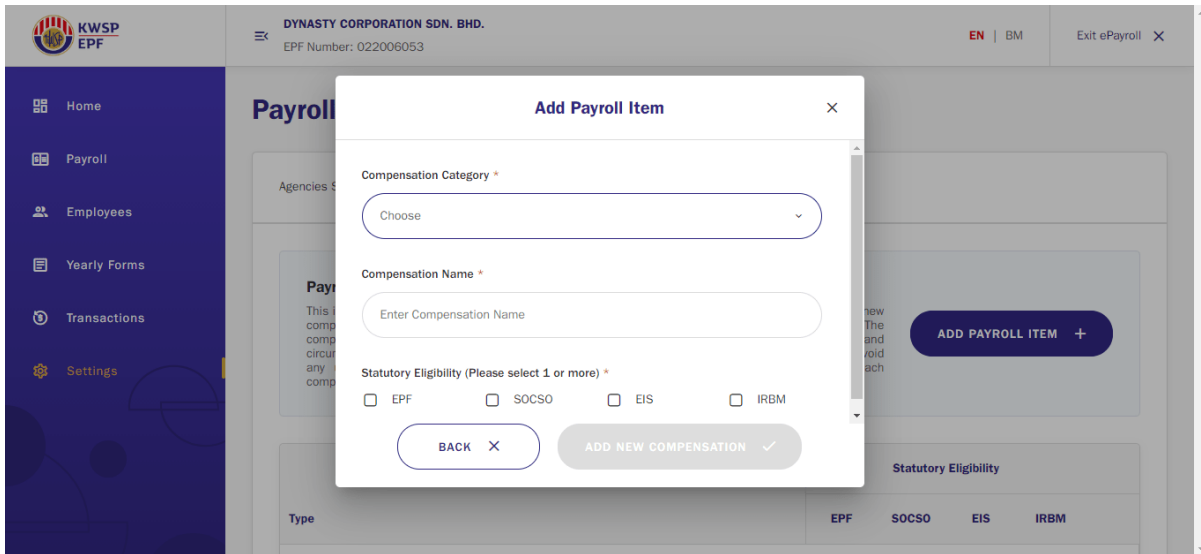
This is the master list of your employee income types that are applicable to your company. Edit or add new compensation type and choose the relevant statutory eligibility for each compensations. The compensation stated herein is provided to you as general guidance. It may varies based on facts and circumstances. You are advised to seek clarification and confirmation from respective agencies to avoid any undesirable negative implication. You are fully responsible to ensure that liability for each compensation is in accordance with the applicable laws.

**ADD PAYROLL ITEM +**

Type	Statutory Eligibility			
	EPF	SOCSO	EIS	IRBM

## e-Payroll User Guide

Step 2: e-Payroll displays input page.



**Add Payroll Item**

Compensation Category \*

Choose

Compensation Name \*

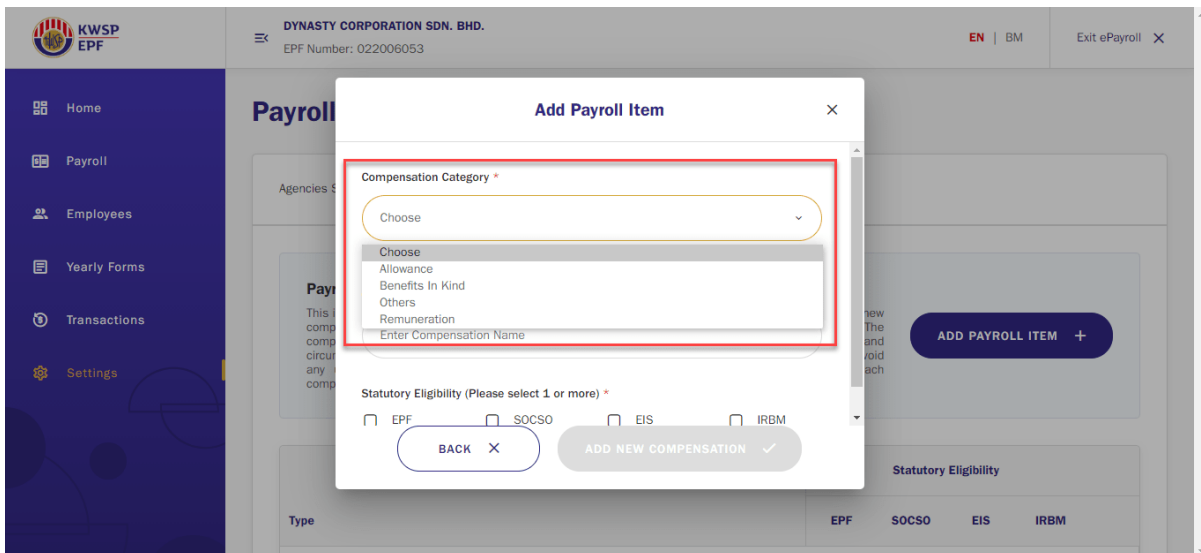
Enter Compensation Name

Statutory Eligibility (Please select 1 or more) \*

EPF  SOCSO  EIS  IRBM

BACK X ADD NEW COMPENSATION ✓

Step 3: Select Compensation Category.



**Add Payroll Item**

Compensation Category \*

Choose

Choose

Allowance

Benefits In Kind

Others

Remuneration

Enter Compensation Name

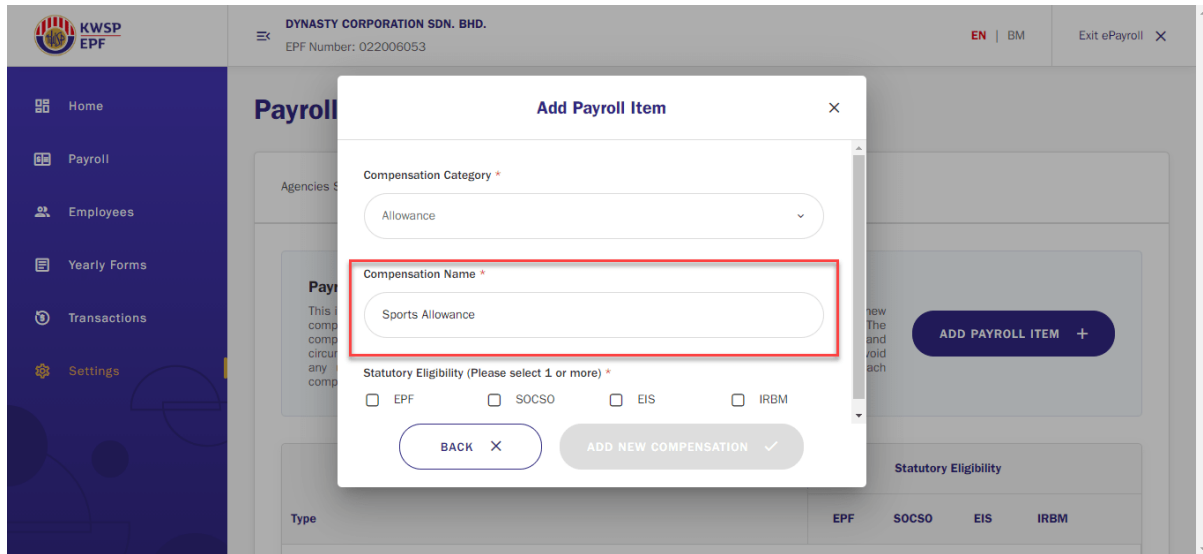
Statutory Eligibility (Please select 1 or more) \*

EPF  SOCSO  EIS  IRBM

BACK X ADD NEW COMPENSATION ✓

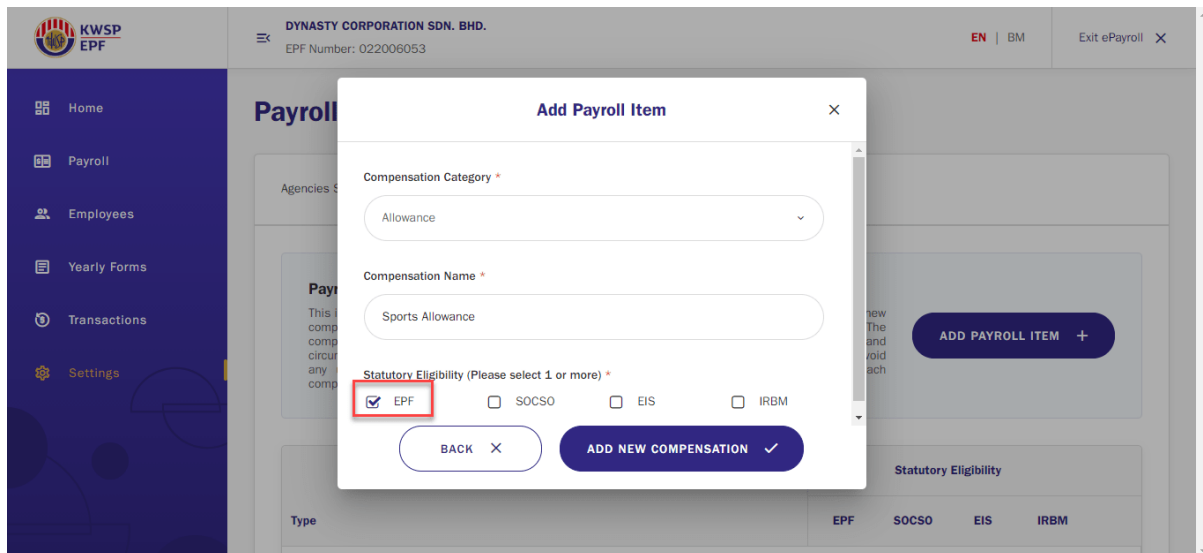
## e-Payroll User Guide

Step 4: Enter Compensation Name. Note that duplicated compensation name is not allowed.



The screenshot shows the 'Add Payroll Item' dialog box. The 'Compensation Category' is set to 'Allowance'. The 'Compensation Name' field is highlighted with a red box and contains the text 'Sports Allowance'. The 'Statutory Eligibility' section shows checkboxes for EPF, SOCSO, EIS, and IRBM, all of which are currently unchecked. The 'ADD NEW COMPENSATION' button is visible at the bottom right of the dialog.

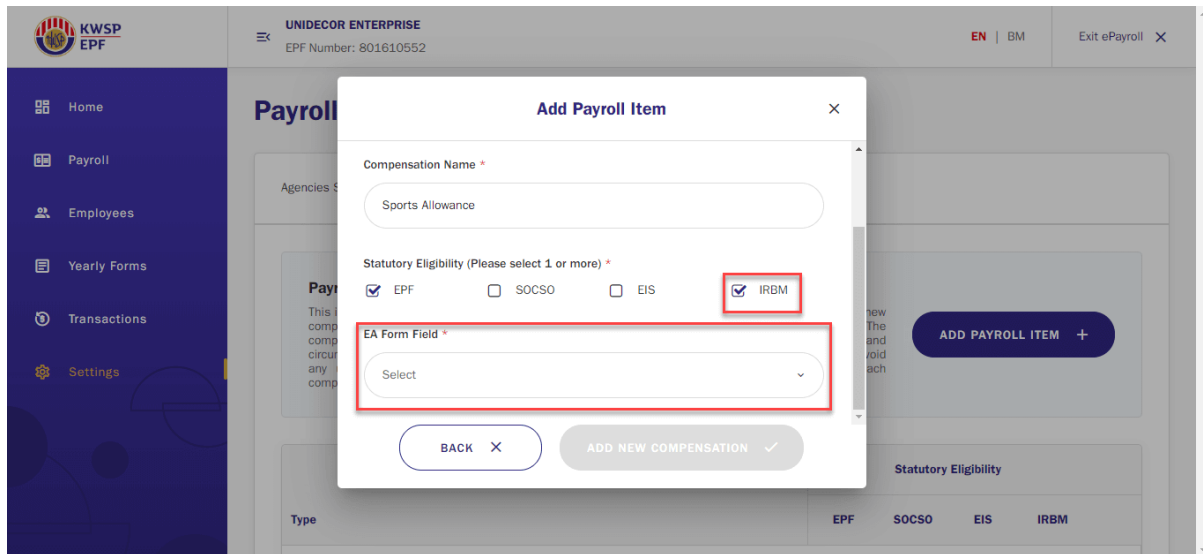
Step 5: Tick checkbox if the newly added compensation is eligible to respective statutory agency.



The screenshot shows the 'Add Payroll Item' dialog box. The 'Compensation Category' is set to 'Allowance'. The 'Compensation Name' field contains the text 'Sports Allowance'. The 'Statutory Eligibility' section shows checkboxes for EPF, SOCSO, EIS, and IRBM. The 'EPF' checkbox is now checked and highlighted with a red box. The 'ADD NEW COMPENSATION' button is visible at the bottom right of the dialog.

## e-Payroll User Guide

Step 6: If compensation is IRBM eligible (part of taxable income), employer is required to select EA Form Field.



UNIDECOR ENTERPRISE  
EPF Number: 801610552

**Add Payroll Item**

Compensation Name \*

Sports Allowance

Statutory Eligibility (Please select 1 or more) \*

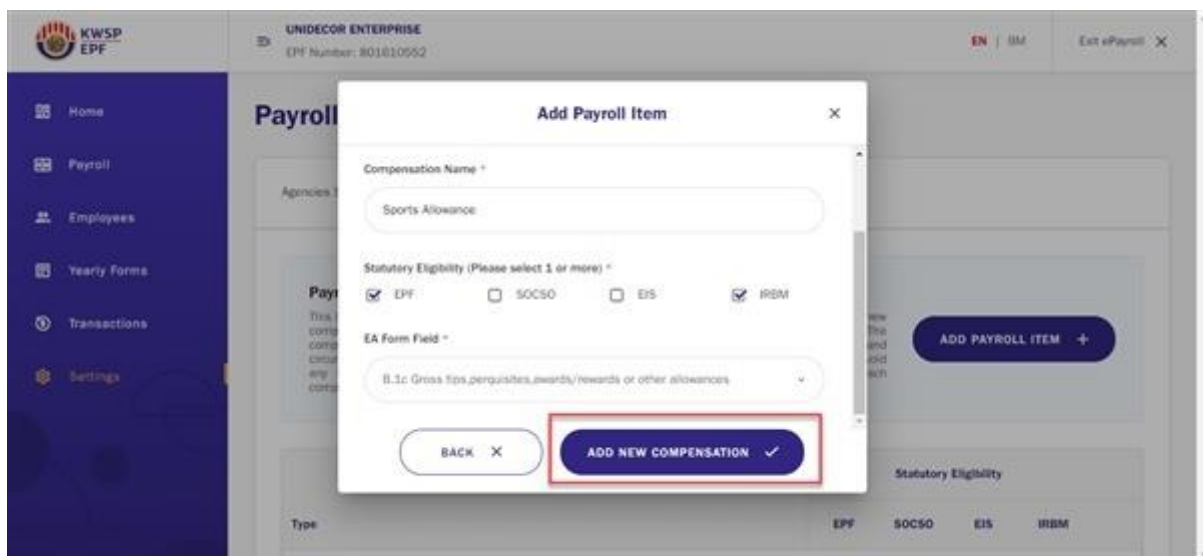
EPF  SOCSO  EIS  IRBM

EA Form Field \*

Select

BACK X ADD NEW COMPENSATION ✓

Step 7: Click 'Add New Compensation'.



UNIDECOR ENTERPRISE  
EPF Number: 801610552

**Add Payroll Item**

Compensation Name \*

Sports Allowance

Statutory Eligibility (Please select 1 or more) \*

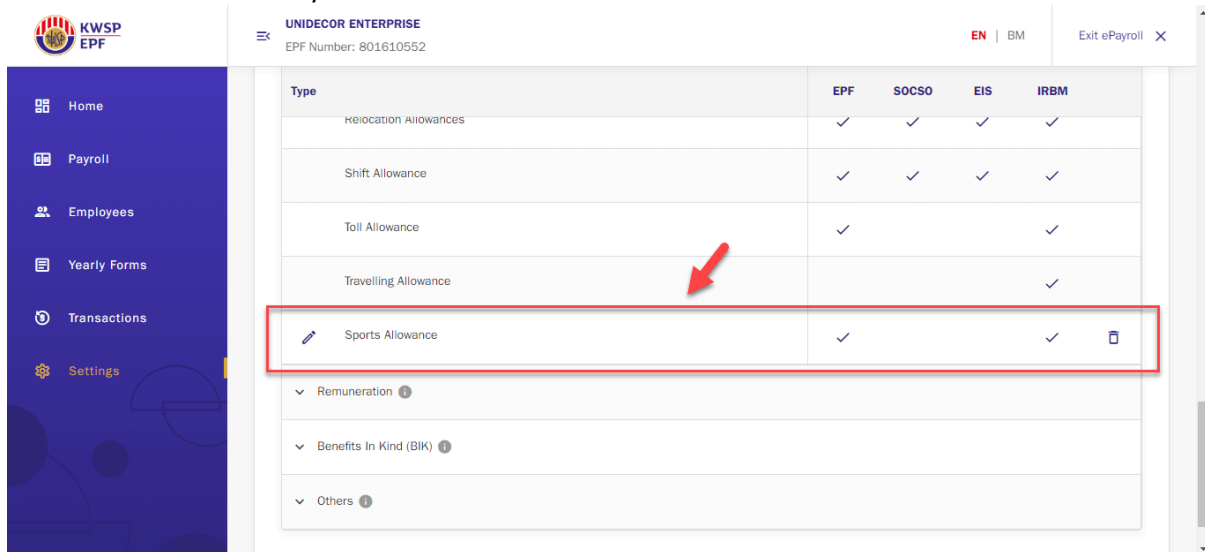
EPF  SOCSO  EIS  IRBM

EA Form Field \*



B.1c: Gross tips, perquisites, awards/rewards or other allowances

BACK X ADD NEW COMPENSATION ✓

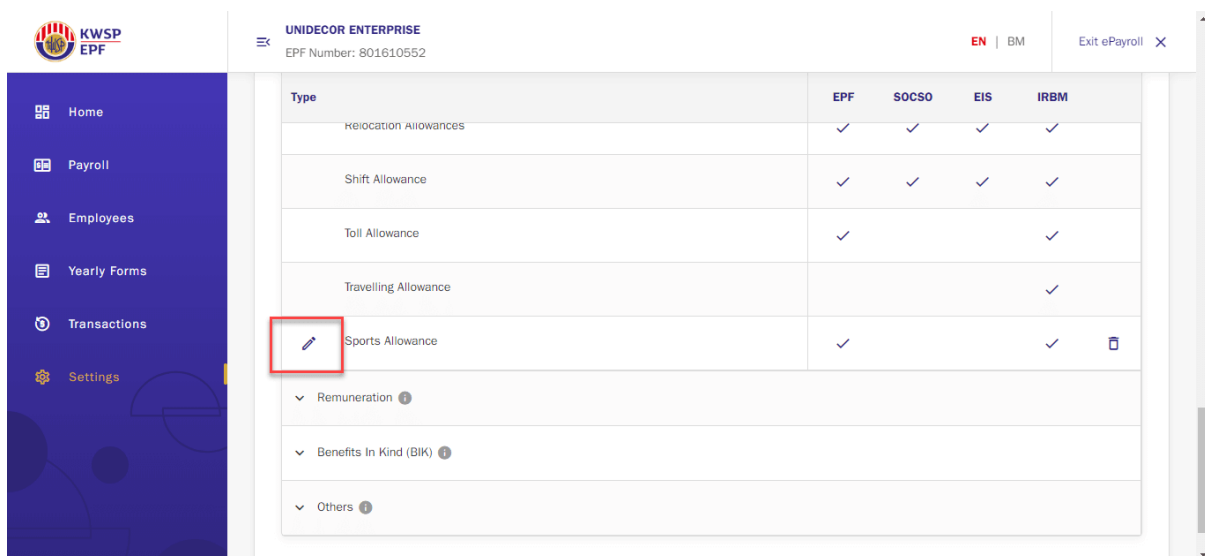
## e-Payroll User Guide





UNIDECOR ENTERPRISE  
EPF Number: 801610552

Type	EPF	SOCSSO	EIS	IRBM
Relocation Allowances	✓	✓	✓	✓
Shift Allowance	✓	✓	✓	✓
Toll Allowance	✓			✓
Travelling Allowance				✓
 Sports Allowance	✓			✓ 
Remuneration	-			
Benefits In Kind (BIK)	-			
Others	-			

Step 8: Click 'Edit' icon to edit compensation. Note that only newly added customized compensation can be edited. e-Payroll's pre-set compensation items are not editable.



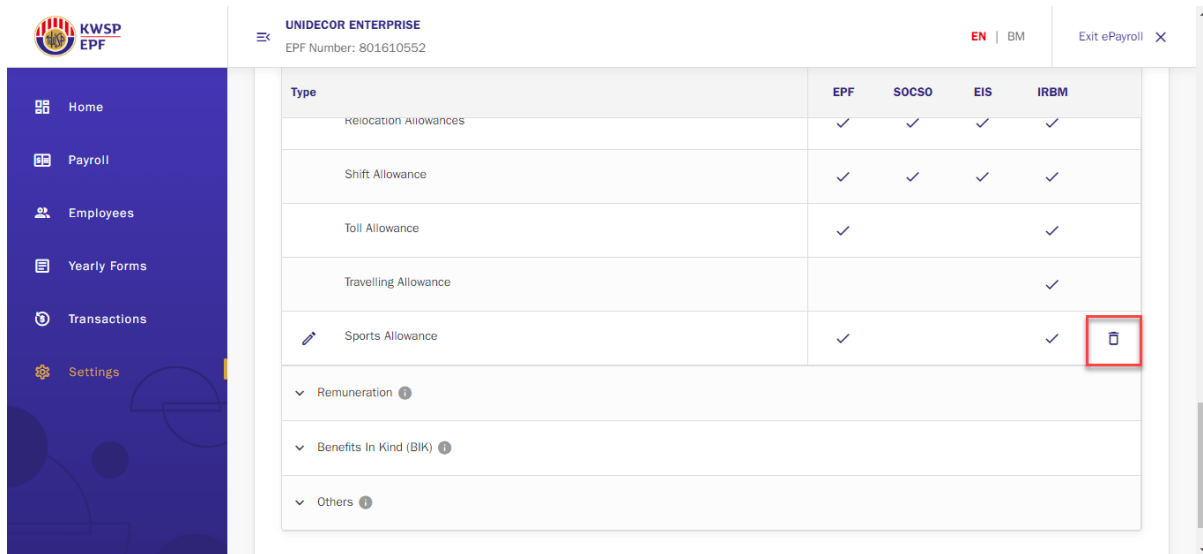
UNIDECOR ENTERPRISE  
EPF Number: 801610552

Type	EPF	SOCSSO	EIS	IRBM
Relocation Allowances	✓	✓	✓	✓
Shift Allowance	✓	✓	✓	✓
Toll Allowance	✓			✓
Travelling Allowance				✓
 Sports Allowance	✓			✓ 
Remuneration	-			
Benefits In Kind (BIK)	-			
Others	-			

## e-Payroll User Guide

### Deleting Newly Added Customized Compensation

Step 1: Click 'Delete' icon.



UNIDECOR ENTERPRISE  
EPF Number: 801610552

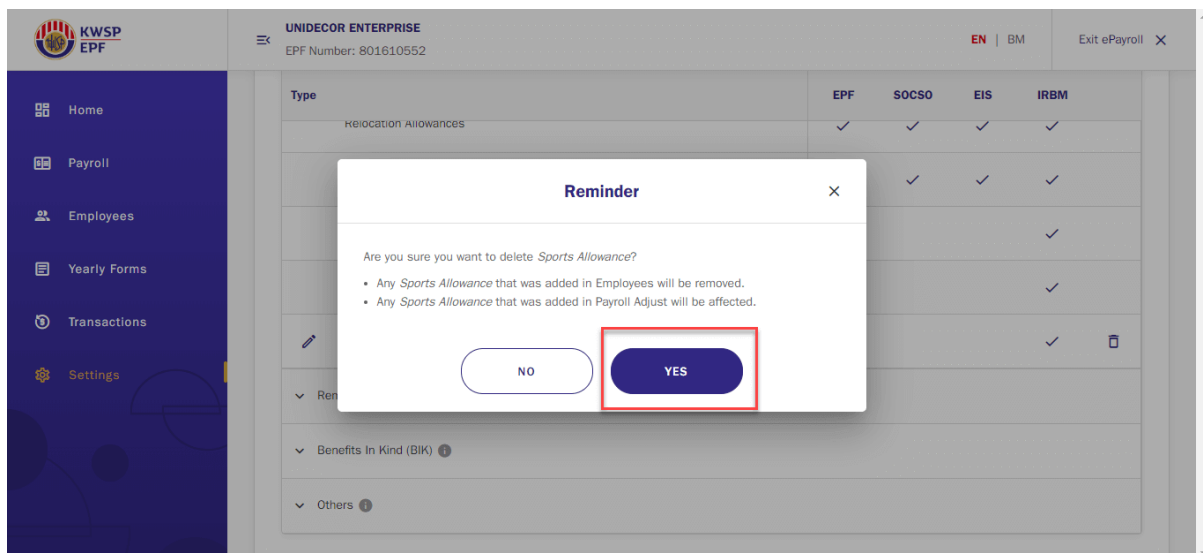
Type	EPF	SOCSSO	EIS	IRBM
Relocation Allowances	✓	✓	✓	✓
Shift Allowance	✓	✓	✓	✓
Toll Allowance	✓			✓
Travelling Allowance				✓
Sports Allowance	✓			✓
Remuneration ⓘ				
Benefits In Kind (BIK) ⓘ				
Others ⓘ				

Step 2: e-Payroll displays reminder message.

Step 3: Click 'Yes' to delete compensation.

Step 4: Click 'No' if do not wish to delete compensation.

**Note: If a newly added customized compensation is deleted in Payroll Settings, that particular compensation will be removed from Employee Details page, and, Payroll Adjustment page.**



UNIDECOR ENTERPRISE  
EPF Number: 801610552

Type	EPF	SOCSSO	EIS	IRBM
Relocation Allowances	✓	✓	✓	✓
Shift Allowance	✓	✓	✓	✓
Toll Allowance	✓			✓
Travelling Allowance				✓
Sports Allowance	✓			✓
Remuneration ⓘ				
Benefits In Kind (BIK) ⓘ				
Others ⓘ				

**Reminder** ×

Are you sure you want to delete *Sports Allowance*?

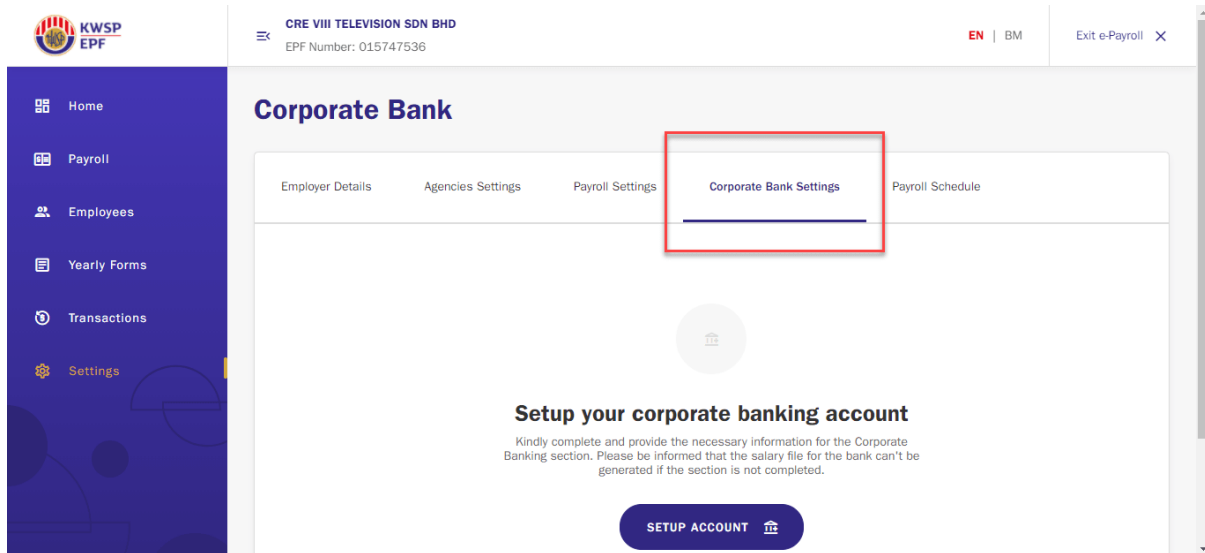
- Any *Sports Allowance* that was added in Employees will be removed.
- Any *Sports Allowance* that was added in Payroll Adjust will be affected.

NO YES

## 6.4 Corporate Bank Settings

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.

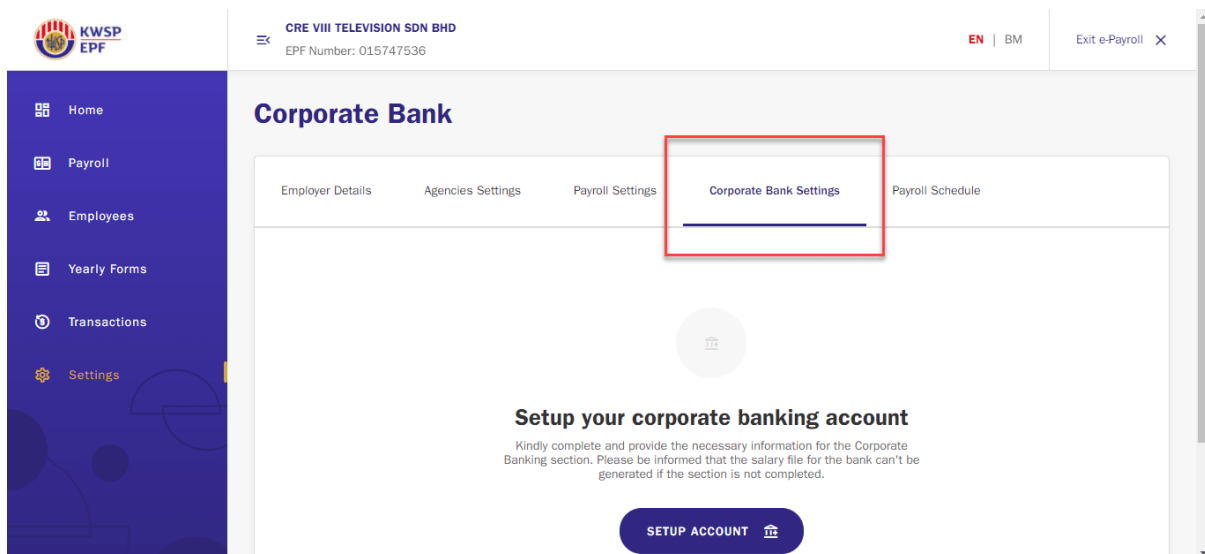
Step 1: Click 'Corporate Bank Settings' tab.



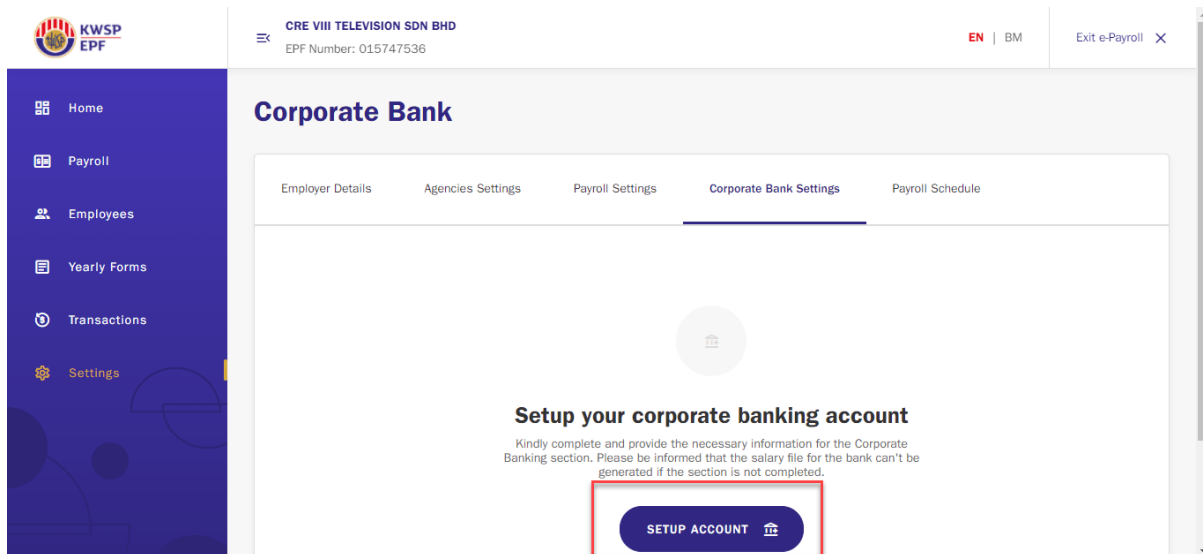
### 6.4.1 Setting up Corporate Bank Account

For employers to set up their Corporate Bank account (if applicable).

Step 1: Click 'Corporate Bank Settings' tab.

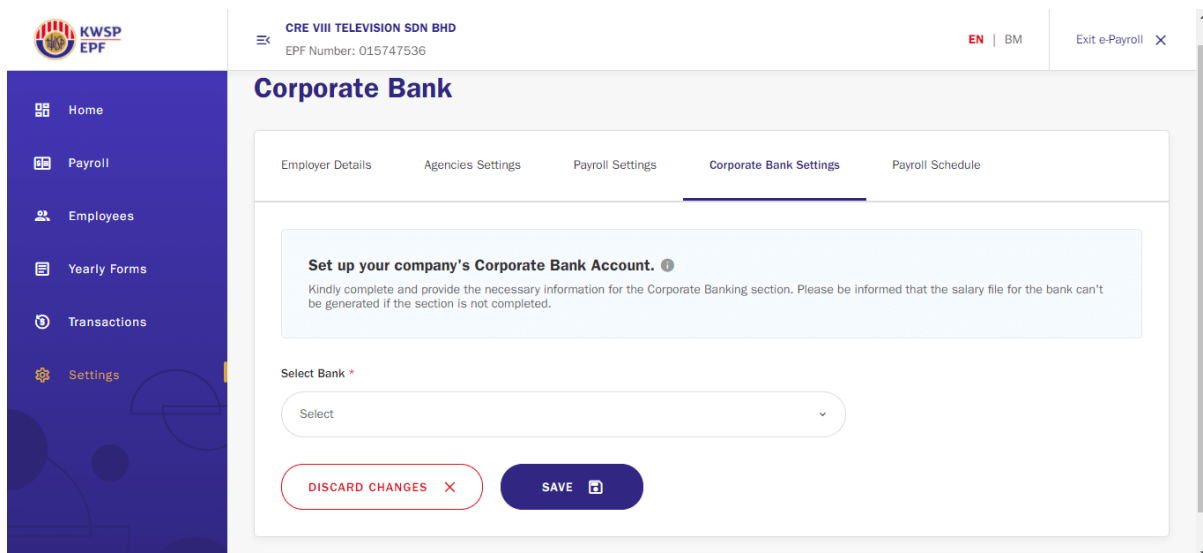


## Step 2: Click 'Setup Account'.



The screenshot shows the 'Corporate Bank' settings page. The left sidebar contains navigation options: Home, Payroll, Employees, Yearly Forms, Transactions, and Settings. The top header displays the company name 'CRE VIII TELEVISION SDN BHD' and EPF Number '015747536'. The main content area is titled 'Corporate Bank' and includes tabs for 'Employer Details', 'Agencies Settings', 'Payroll Settings', 'Corporate Bank Settings', and 'Payroll Schedule'. The 'Corporate Bank Settings' tab is active, showing a 'Setup your corporate banking account' section with a 'SETUP ACCOUNT' button highlighted by a red box.

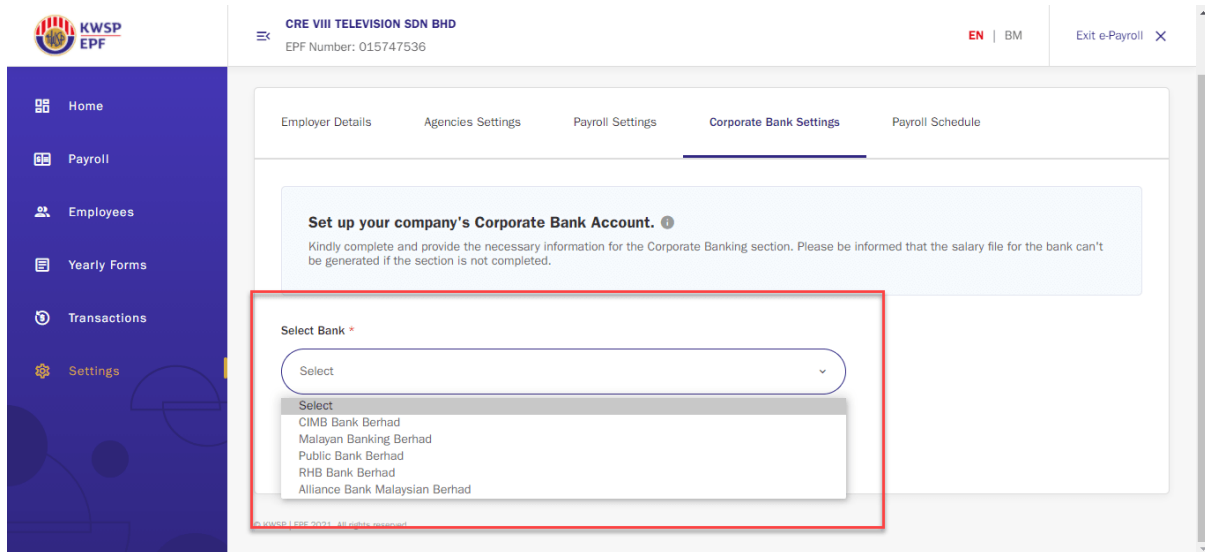
## Step 3: e-Payroll redirects to bank setup page.



The screenshot shows the 'Corporate Bank' settings page, specifically the 'Set up your company's Corporate Bank Account' section. The left sidebar and top header are the same as in the previous screenshot. The main content area is titled 'Corporate Bank' and includes tabs for 'Employer Details', 'Agencies Settings', 'Payroll Settings', 'Corporate Bank Settings', and 'Payroll Schedule'. The 'Corporate Bank Settings' tab is active, showing a 'Set up your company's Corporate Bank Account' section with a 'Select Bank' dropdown menu and 'DISCARD CHANGES' and 'SAVE' buttons.

## e-Payroll User Guide

Step 4: Select Bank. (Supported banks are currently Public Bank, CIMB, RHB, Maybank and Alliance.)



**KWSP EPF** | CRE VIII TELEVISION SDN BHD | EPF Number: 015747536 | EN | BM | Exit e-Payroll X

Employer Details | Agencies Settings | Payroll Settings | **Corporate Bank Settings** | Payroll Schedule

**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.

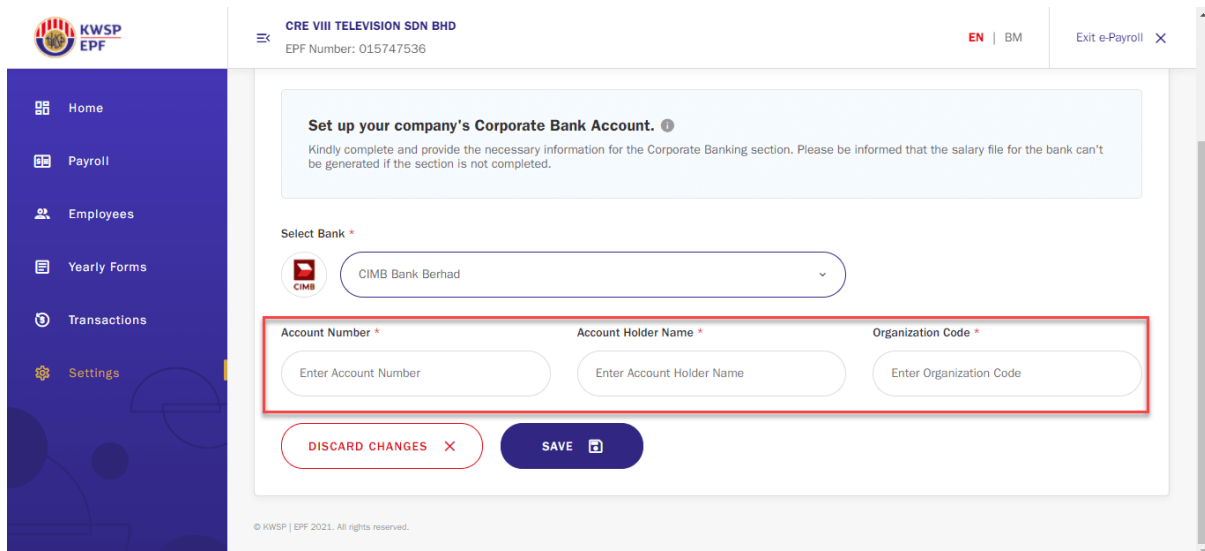
Select Bank \*

Select

- CIMB Bank Berhad
- Malayan Banking Berhad
- Public Bank Berhad
- RHB Bank Berhad
- Alliance Bank Malaysian Berhad

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Step 5: Enter all displayed fields. These fields are mandatory for bank files generation.




**KWSP EPF** | CRE VIII TELEVISION SDN BHD | EPF Number: 015747536 | EN | BM | Exit e-Payroll X

Employer Details | Agencies Settings | Payroll Settings | **Corporate Bank Settings** | Payroll Schedule

**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 \*

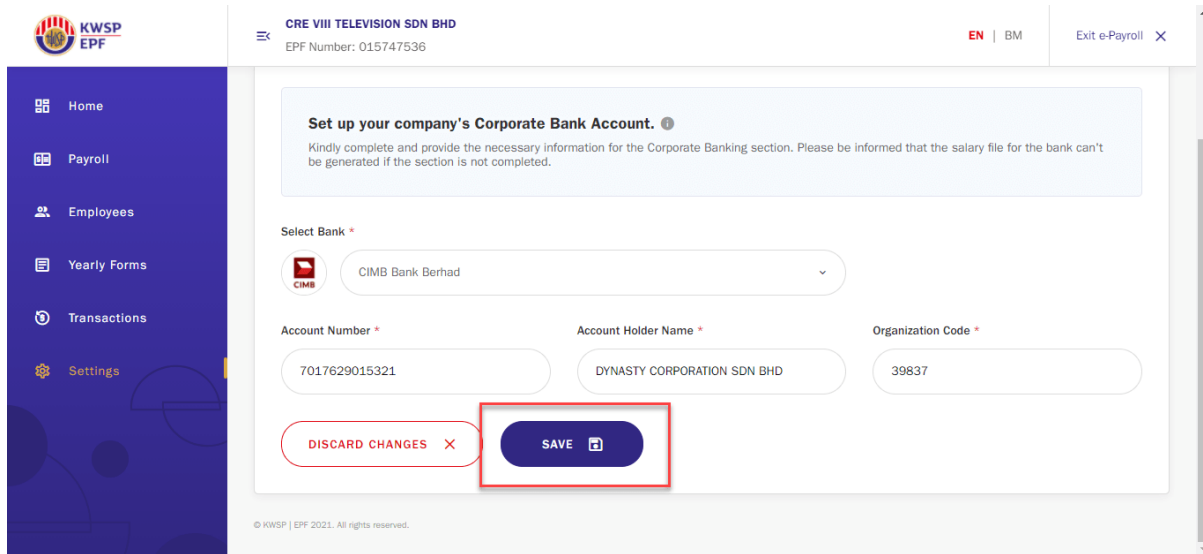
Enter Account Number | Enter Account Holder Name | Enter Organization Code

DISCARD CHANGES X | SAVE

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## e-Payroll User Guide

Step 6: Click 'Save'.



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

**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 \*  
7017629015321

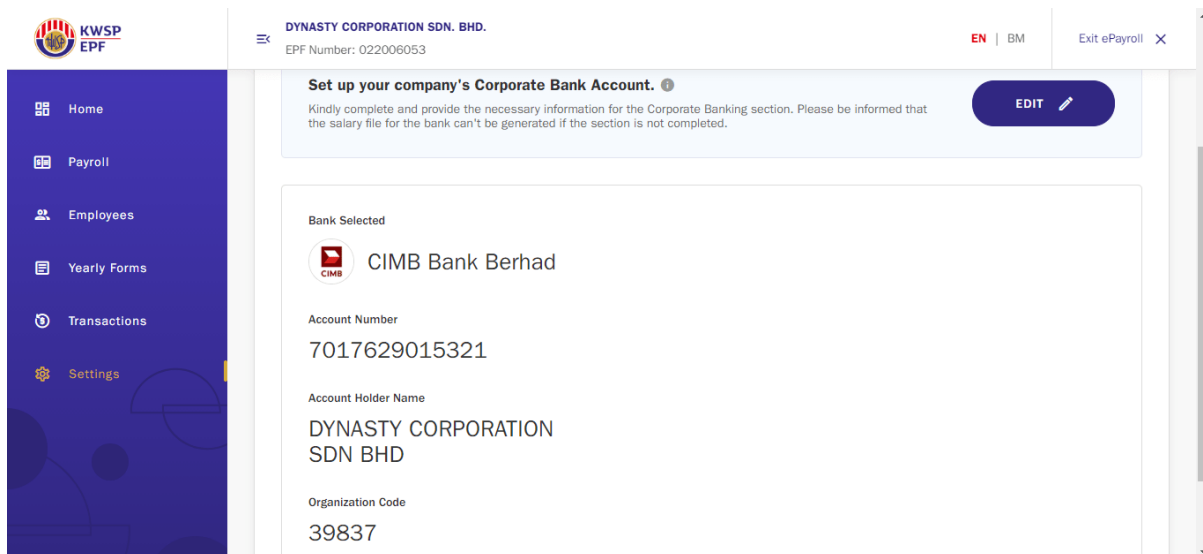
Account Holder Name \*  
DYNASTY CORPORATION SDN BHD

Organization Code \*  
39837

DISCARD CHANGES ✕    **SAVE** 📄

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Step 7: e-Payroll adds bank as Corporate Bank Account. Bank files will be generated based on bank selected here.



**DYNASTY CORPORATION SDN. BHD.**  
EPF Number: 022006053

**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.

EDIT ✎

Bank Selected  
CIMB Bank Berhad

Account Number  
7017629015321

Account Holder Name  
DYNASTY CORPORATION  
SDN BHD

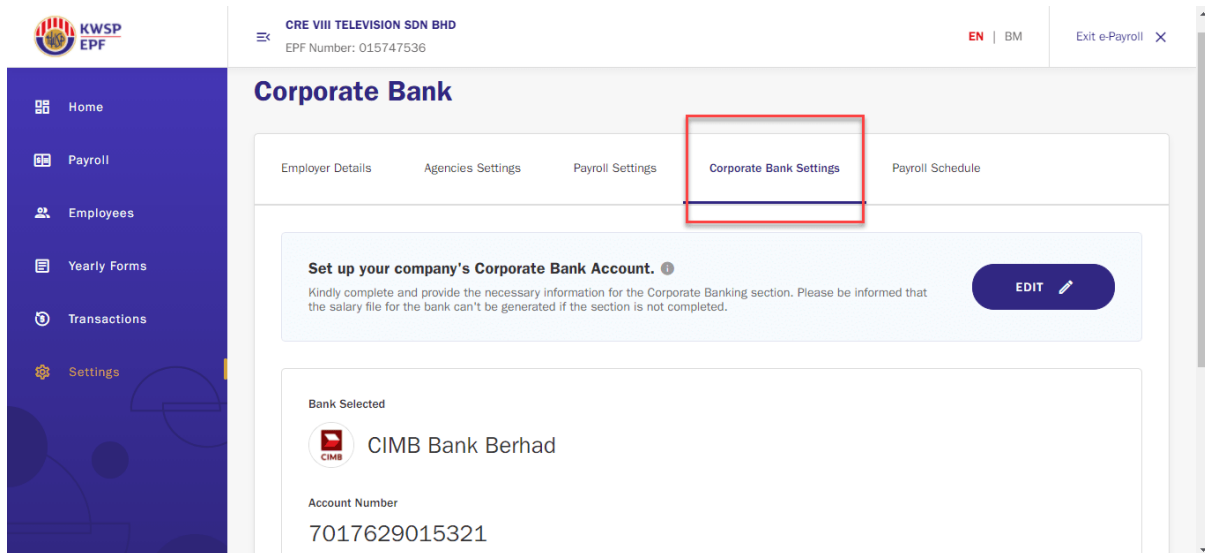
Organization Code  
39837

## e-Payroll User Guide

### 6.4.2 Editing Corporate Bank Account

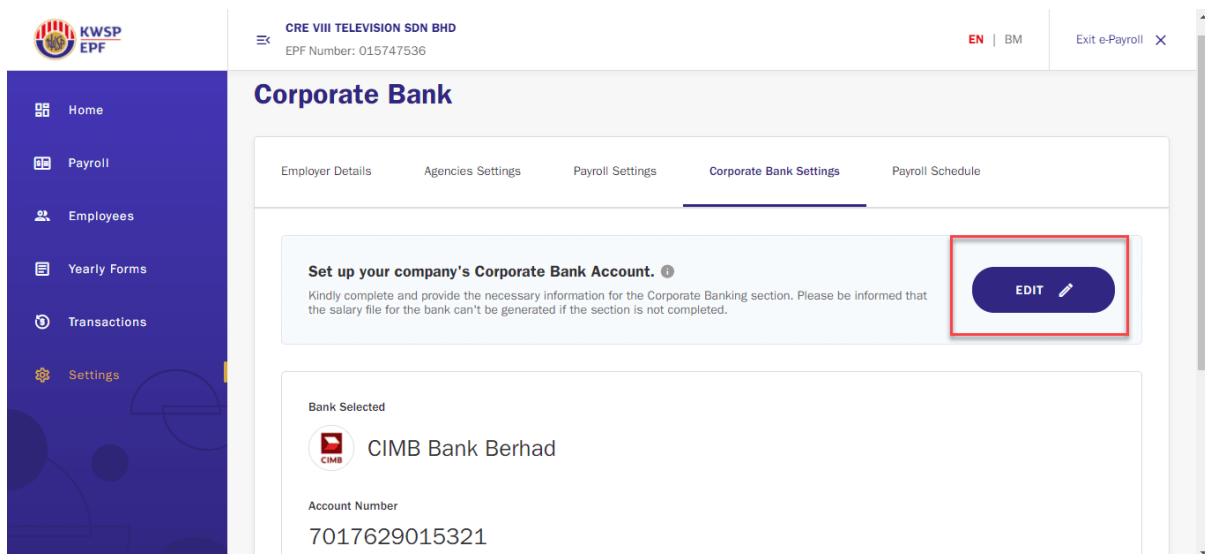
For employers to edit or update Corporate Bank account.

Step 1: Click 'Corporate Bank Settings' tab.



The screenshot shows the e-Payroll interface for 'CRE VIII TELEVISION SDN BHD' (EPF Number: 015747536). The 'Corporate Bank' section is active, with the 'Corporate Bank Settings' tab highlighted by a red box. Below the tabs, a message prompts the user to 'Set up your company's Corporate Bank Account' with an 'EDIT' button. The current bank selected is CIMB Bank Berhad with account number 7017629015321.

Step 2: Click 'Edit'.

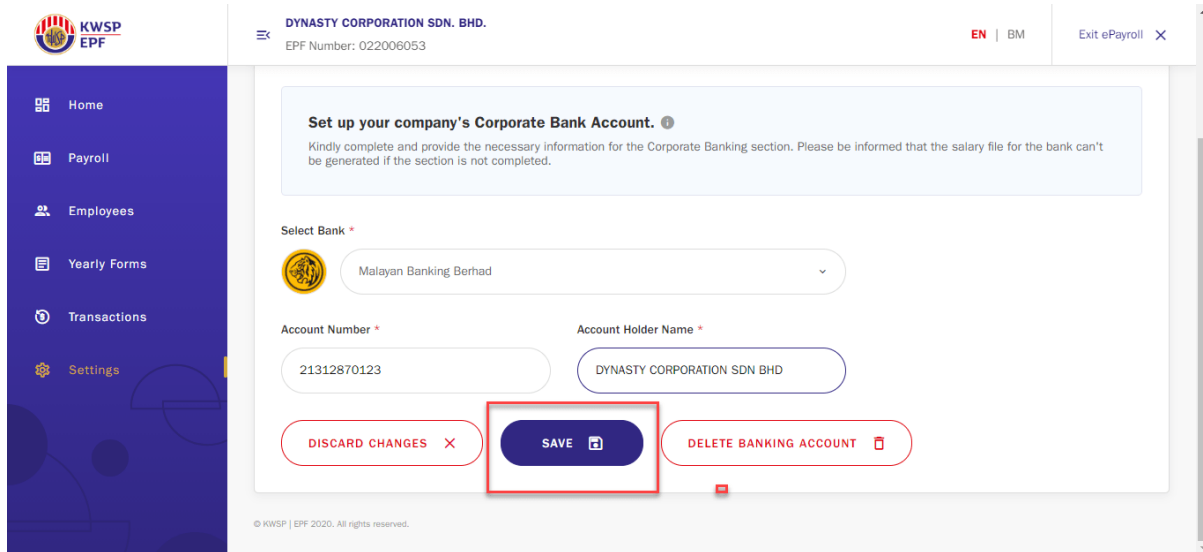


The screenshot shows the same e-Payroll interface, but the 'EDIT' button in the 'Set up your company's Corporate Bank Account' message is now highlighted with a red box, indicating the next step in the process.

## e-Payroll User Guide

Step 3: Employer may edit or update information.

Step 4: Click 'Save'.

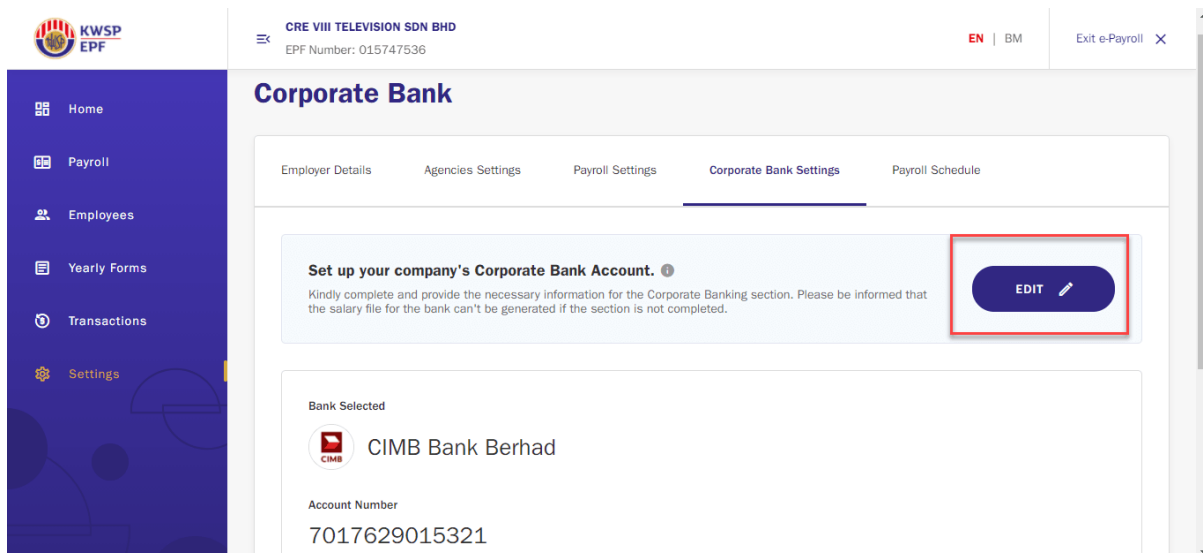


The screenshot shows the 'Set up your company's Corporate Bank Account' form for Dynasty Corporation Sdn. Bhd. The form includes a dropdown menu for 'Select Bank' with 'Malayan Banking Berhad' selected. Below this are input fields for 'Account Number' (21312870123) and 'Account Holder Name' (DYNASTY CORPORATION SDN BHD). At the bottom, there are three buttons: 'DISCARD CHANGES', 'SAVE', and 'DELETE BANKING ACCOUNT'. The 'SAVE' button is highlighted with a red box.

### 6.4.3 Deleting Corporate Bank Account

For employers to delete Corporate Bank account if the account is not applicable anymore. Note that bank files will not be generated if Corporate Bank account is deleted nor not set up.

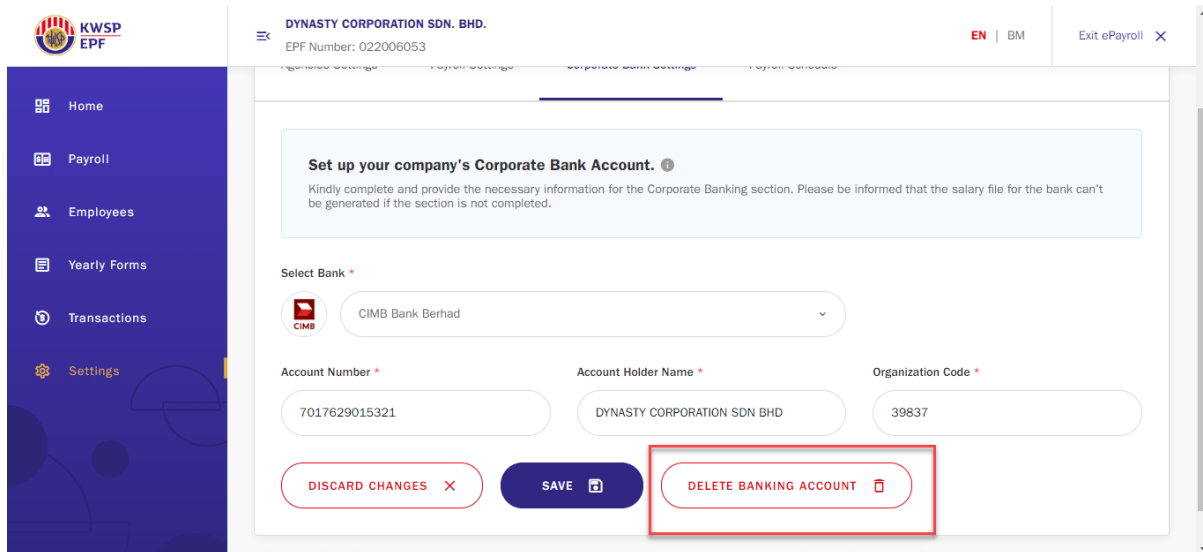
Step 1: Click 'Edit'.



The screenshot shows the 'Corporate Bank' settings page for CRE VIII TELEVISION SDN BHD. The page has a navigation menu with 'Corporate Bank Settings' selected. The main content area shows the 'Set up your company's Corporate Bank Account' form. An 'EDIT' button is highlighted with a red box. Below the form, the 'Bank Selected' is 'CIMB Bank Berhad' and the 'Account Number' is '7017629015321'.

## e-Payroll User Guide

Step 2: Click 'Delete Banking Account'.



**DYNASTY CORPORATION SDN. BHD.**  
EPF Number: 022006053

**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.

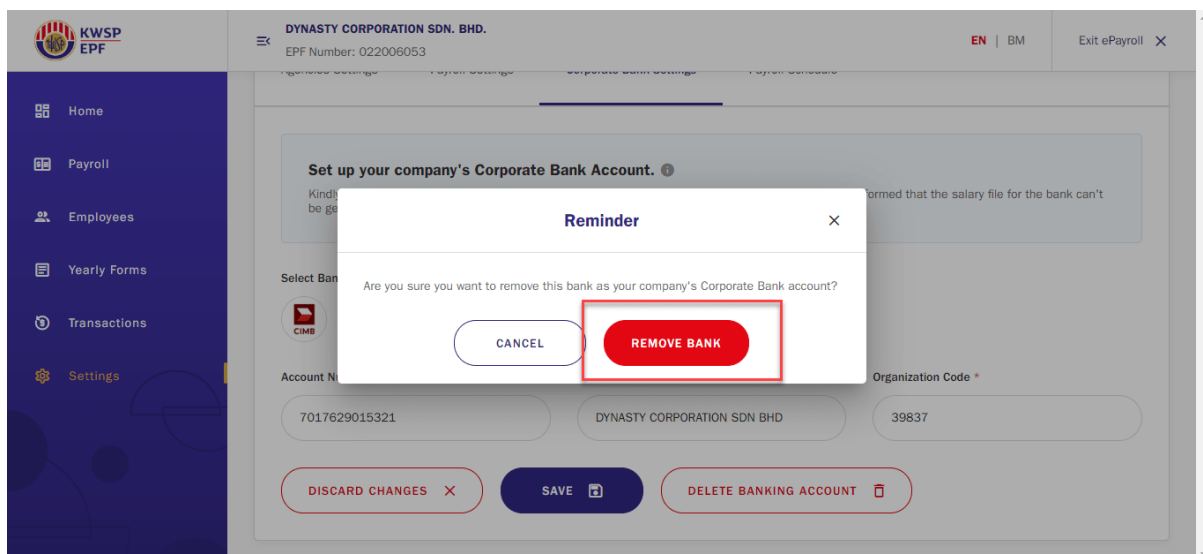
Select Bank \*  
CIMB Bank Berhad

Account Number \* 7017629015321 Account Holder Name \* DYNASTY CORPORATION SDN BHD Organization Code \* 39837

DISCARD CHANGES X SAVE DELETED BANKING ACCOUNT X

Step 3: e-Payroll displays reminder message.

Step 4: Click 'Remove Bank' to delete Corporate Bank account. Click 'Cancel' if do not wish to delete Corporate Bank account.



**DYNASTY CORPORATION SDN. BHD.**  
EPF Number: 022006053

**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 \* 7017629015321 Account Holder Name \* DYNASTY CORPORATION SDN BHD Organization Code \* 39837

DISCARD CHANGES X SAVE DELETED BANKING ACCOUNT X

**Reminder**

Are you sure you want to remove this bank as your company's Corporate Bank account?

CANCEL REMOVE BANK

## 6.5 Payroll Schedule

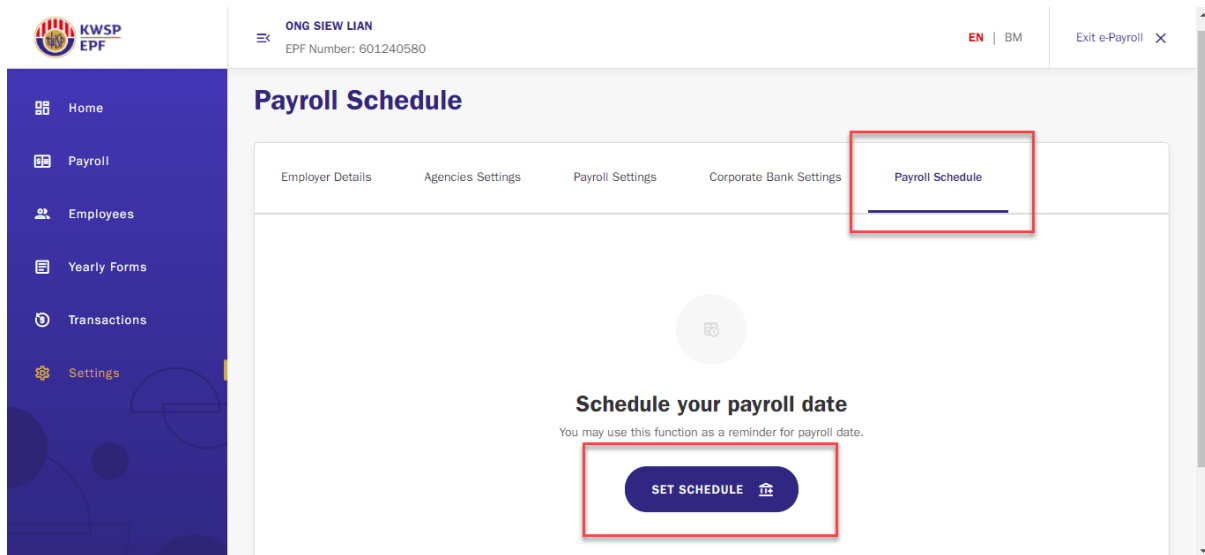
For employers to set a reminder date to serve as a payroll reminder at e-Payroll's homepage.

### 6.5.1 Setting Up Payroll Reminder

For employer to setup payroll reminder date if needed.

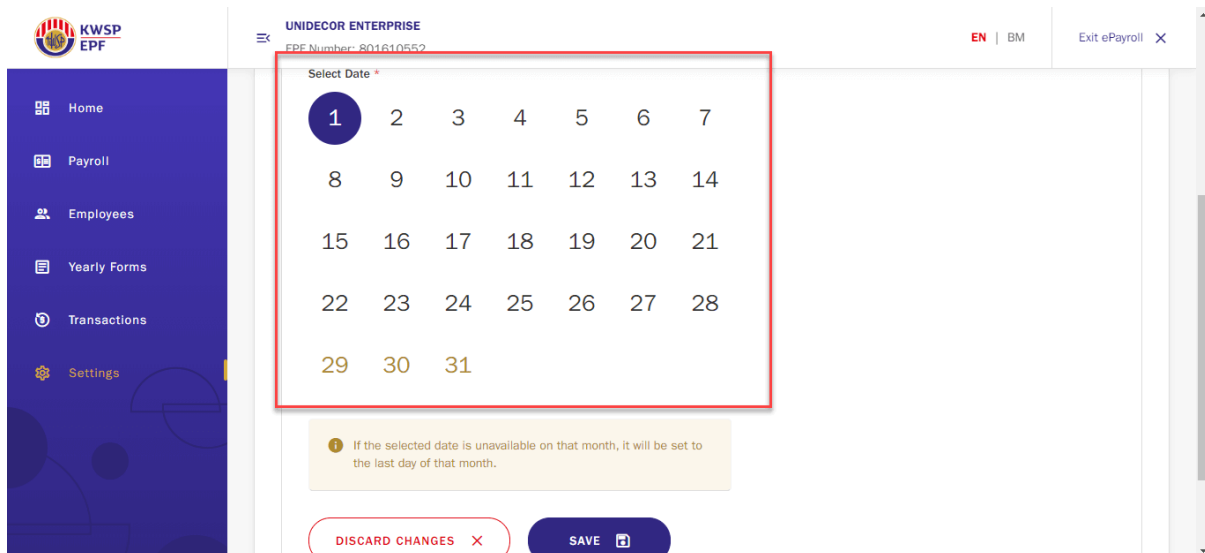
Step 1: Click 'Payroll Schedule' tab.

Step 2: Click 'Set Schedule'.



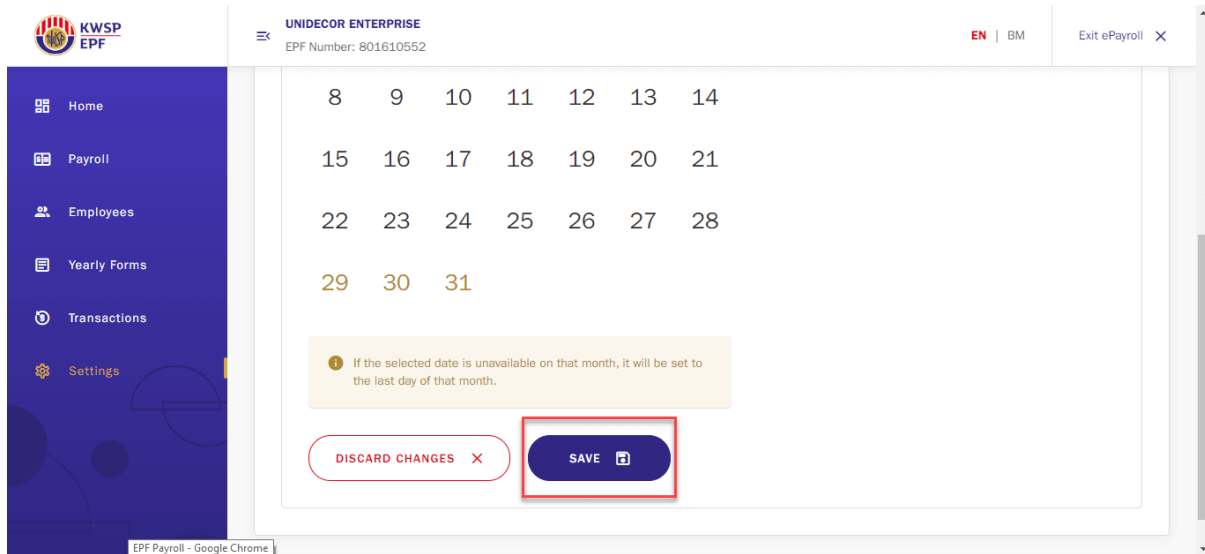
Step 3: e-Payroll displays date picker.

Step 4: Selects a date. (i.e. Selects 1<sup>st</sup>)



## e-Payroll User Guide

Step 5: Click 'Save'.



**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

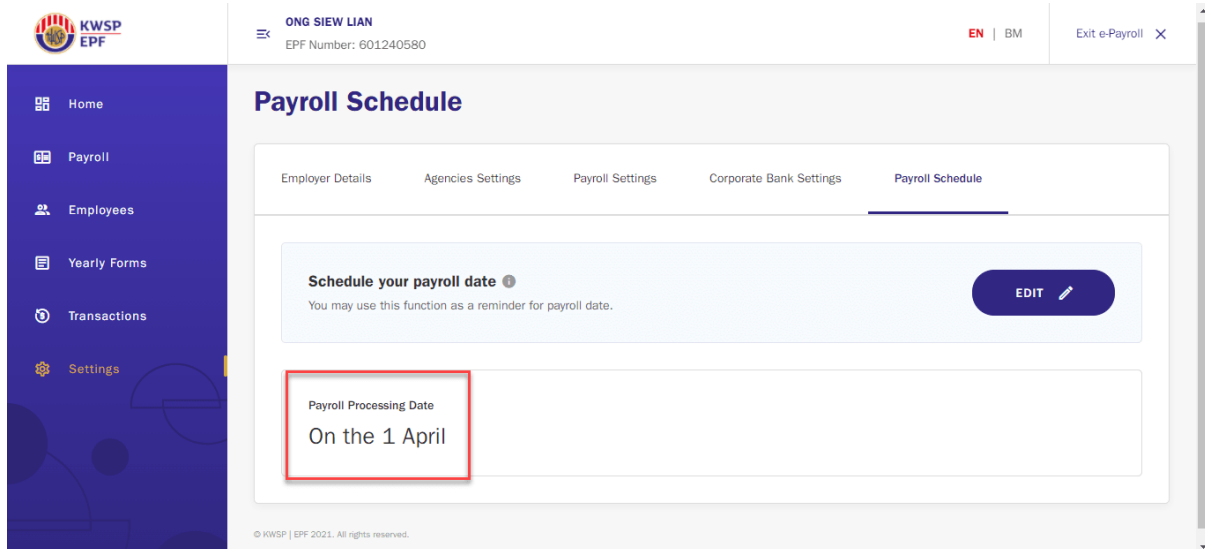
EN | BM Exit ePayroll X

8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28  
29 30 31

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

DISCARD CHANGES X SAVE

EPF Payroll - Google Chrome



**ONG SIEW LIAN**  
EPF Number: 601240580

EN | BM Exit ePayroll X

### Payroll Schedule

Employer Details Agencies Settings Payroll Settings Corporate Bank Settings Payroll Schedule

Schedule your payroll date <sup>i</sup>  
You may use this function as a reminder for payroll date.

EDIT

Payroll Processing Date  
On the 1 April

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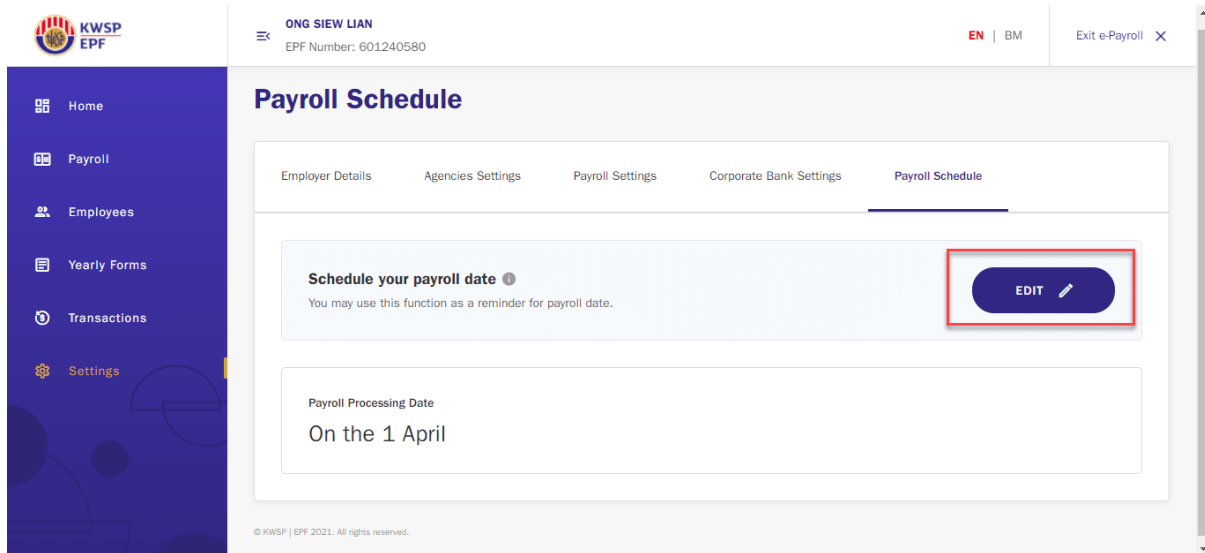
## e-Payroll User Guide

### 6.5.2 Editing Payroll Reminder

For employer to change payroll reminder date if needed.

Step 1: Click 'Payroll Schedule' tab.

Step 2: Click 'Edit'.



ONG SIEW LIAN  
EPF Number: 601240580

### Payroll Schedule

Employer Details Agencies Settings Payroll Settings Corporate Bank Settings Payroll Schedule

**Schedule your payroll date** ⓘ  
You may use this function as a reminder for payroll date.

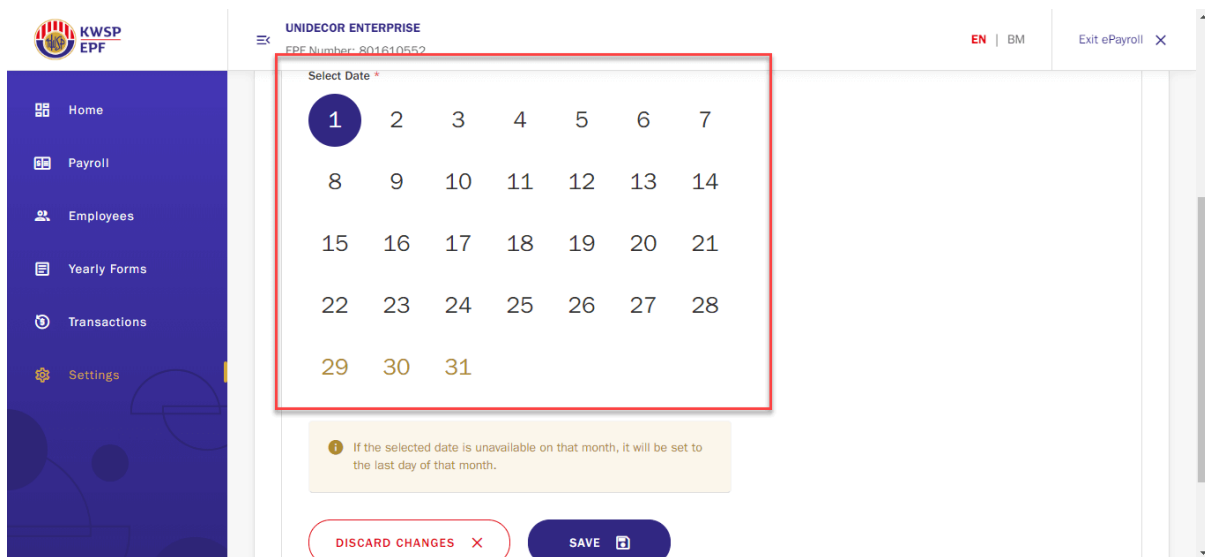
**EDIT** ✎

Payroll Processing Date  
On the 1 April

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Step 3: e-Payroll displays date picker.

Step 4: Selects a date. (i.e. Selects 1<sup>st</sup>)



UNIDECOR ENTERPRISE  
EPF Number: 801610552

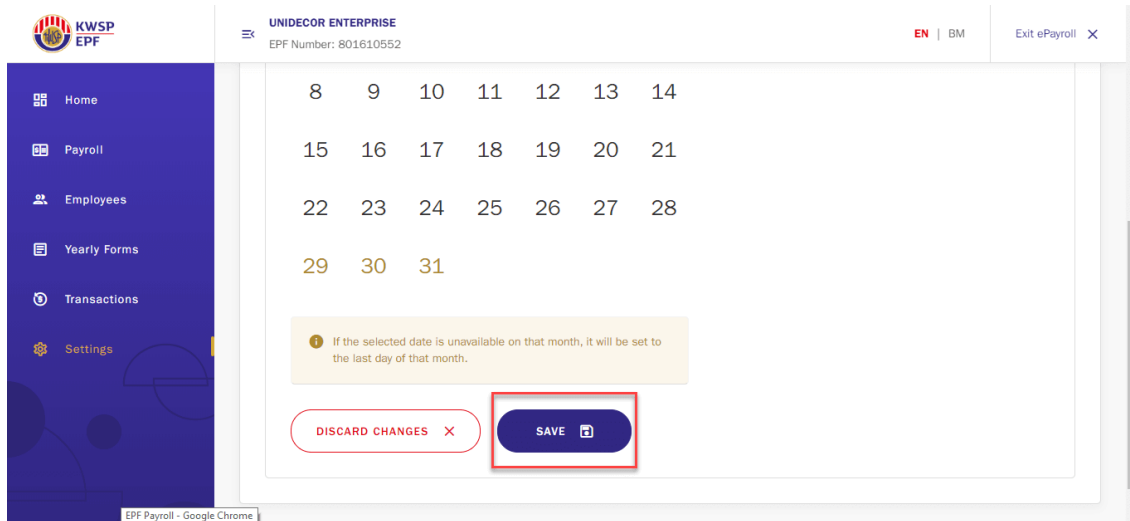
Select Date \*

1	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				

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

**DISCARD CHANGES** ✕ **SAVE** 💾

Step 5: Click 'Save'.



**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

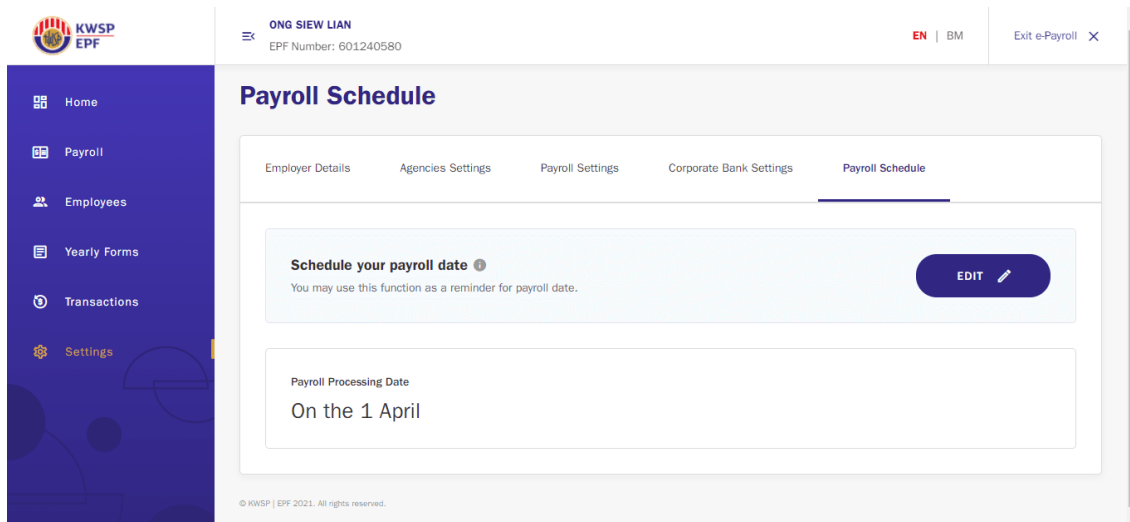
EN | BM Exit ePayroll X

8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28  
29 30 31

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

DISCARD CHANGES X **SAVE**

EPF Payroll - Google Chrome



**ONG SIEW LIAN**  
EPF Number: 601240580

EN | BM Exit e-Payroll X

### Payroll Schedule

Employer Details Agencies Settings Payroll Settings Corporate Bank Settings **Payroll Schedule**

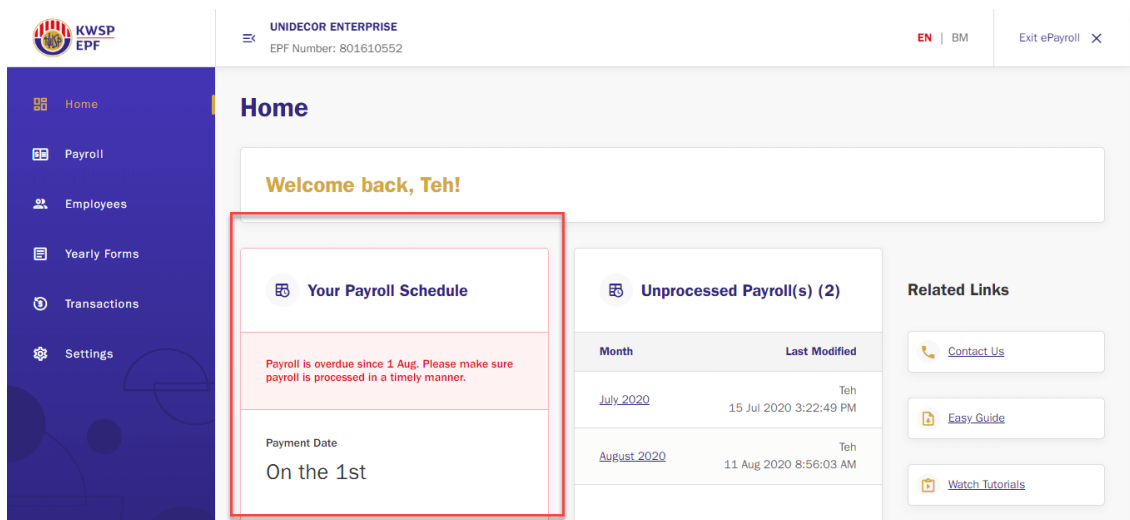
**Schedule your payroll date** **EDIT**

You may use this function as a reminder for payroll date.

Payroll Processing Date  
On the 1 April

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**Note: Homepage's Payroll Schedule information will change accordingly.**



**UNIDECOR ENTERPRISE**  
EPF Number: 801610552

EN | BM Exit ePayroll X

### Home

Welcome back, Teh!

**Your Payroll Schedule**

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

Payment Date  
On the 1st

**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

**Related Links**

- Contact Us
- Easy Guide
- Watch Tutorials

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