



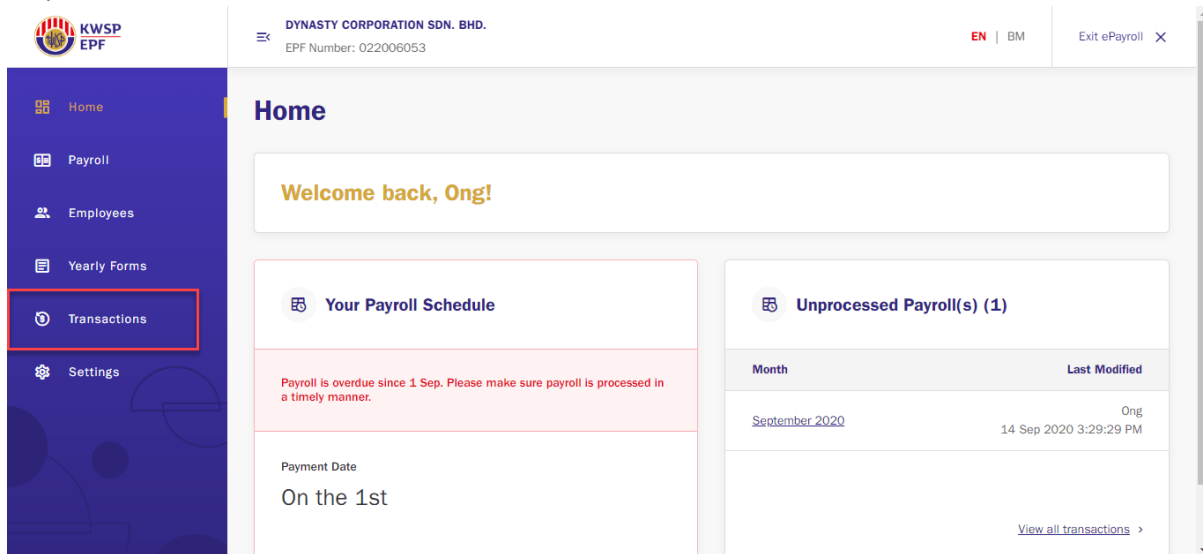
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4.1.2 Monthly Transaction Report.....	7
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4.0 Transaction

For employers to view past payroll transactions.

Step 1: Click 'Transaction' at side menu.



Home

Welcome back, Ong!

Your Payroll Schedule

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

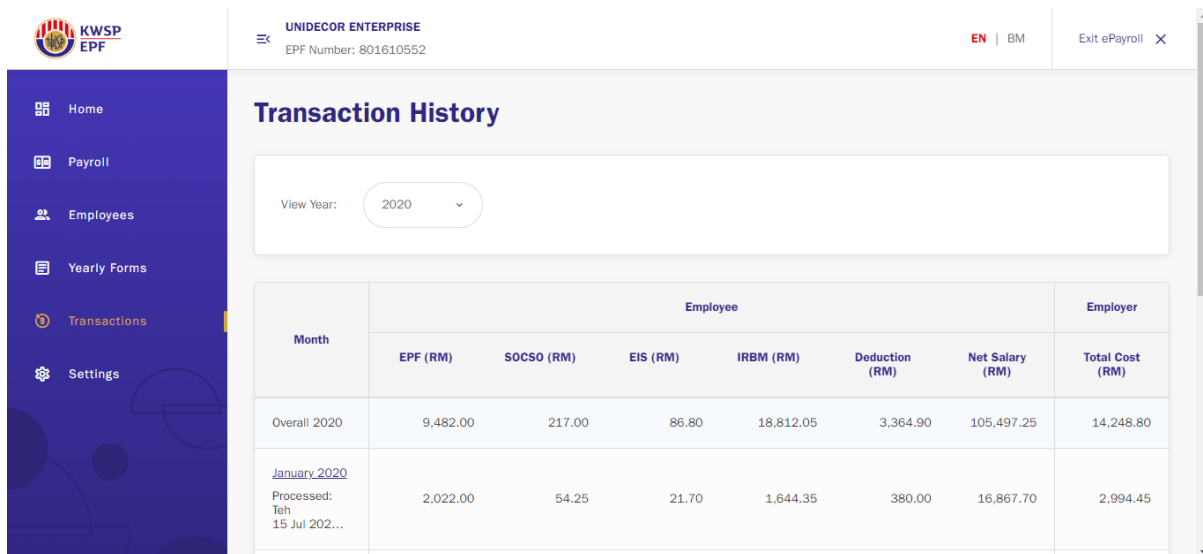
Payment Date
On the 1st

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 page.

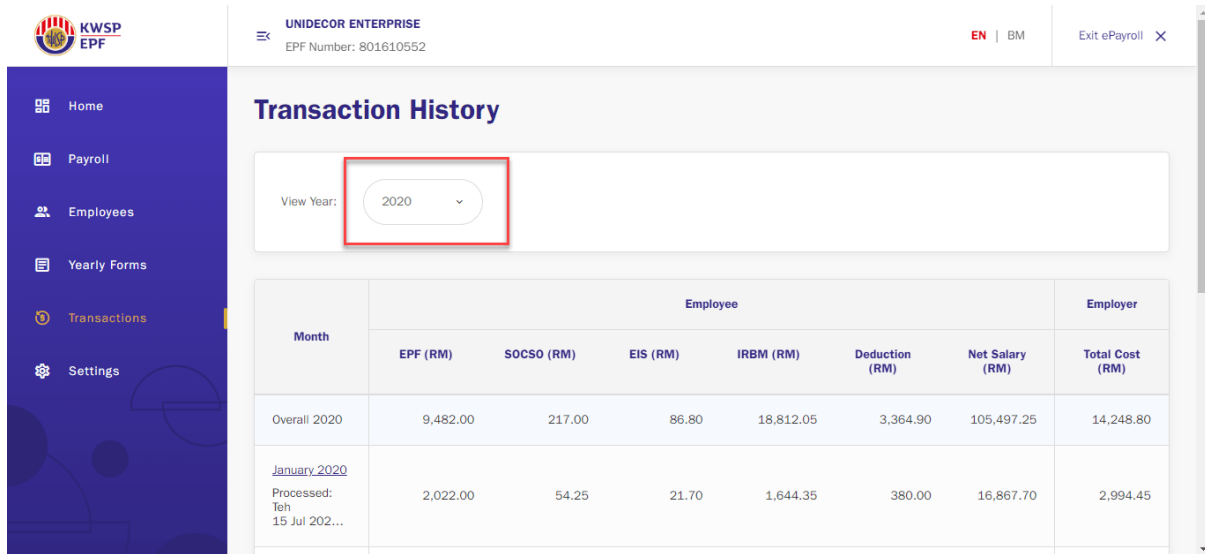


Transaction History

View Year: 2020

Month	Employee						Employer
	EPF (RM)	SOCOSO (RM)	EIS (RM)	IRBM (RM)	Deduction (RM)	Net Salary (RM)	Total Cost (RM)
Overall 2020	9,482.00	217.00	86.80	18,812.05	3,364.90	105,497.25	14,248.80
January 2020 Processed: Teh 15 Jul 202...	2,022.00	54.25	21.70	1,644.35	380.00	16,867.70	2,994.45

Step 3: Employer may filter transaction records based on year.



UNIDECOR ENTERPRISE
EPF Number: 801610552

EN | BM Exit ePayroll X

Transaction History

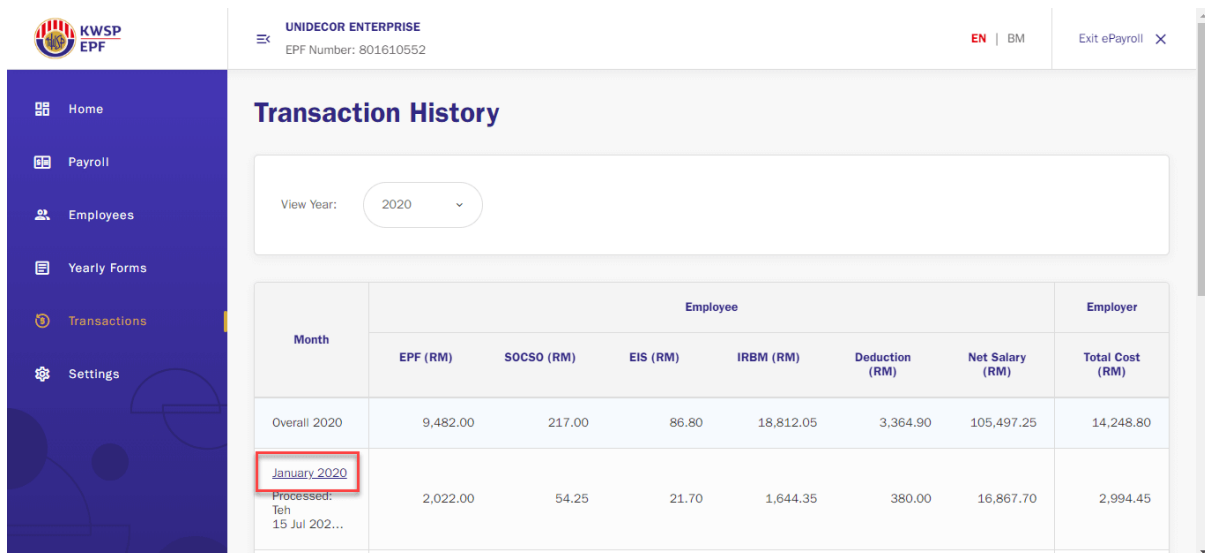
View Year: 2020

Month	Employee						Employer
	EPF (RM)	SOCSSO (RM)	EIS (RM)	IRBM (RM)	Deduction (RM)	Net Salary (RM)	Total Cost (RM)
Overall 2020	9,482.00	217.00	86.80	18,812.05	3,364.90	105,497.25	14,248.80
January 2020	2,022.00	54.25	21.70	1,644.35	380.00	16,867.70	2,994.45
Processed: Teh 15 Jul 202...							

4.1 Viewing Processed Payroll

For employer to view summary of previously processed payroll. Employer may download statutory files, bank salary files and payslips here. Additionally, employer may also view detailed payroll information by accessing 'Payroll' tab.

Step 1: Click 'Processed' payroll month's hyperlink.



UNIDECOR ENTERPRISE
EPF Number: 801610552

EN | BM Exit ePayroll X

Transaction History

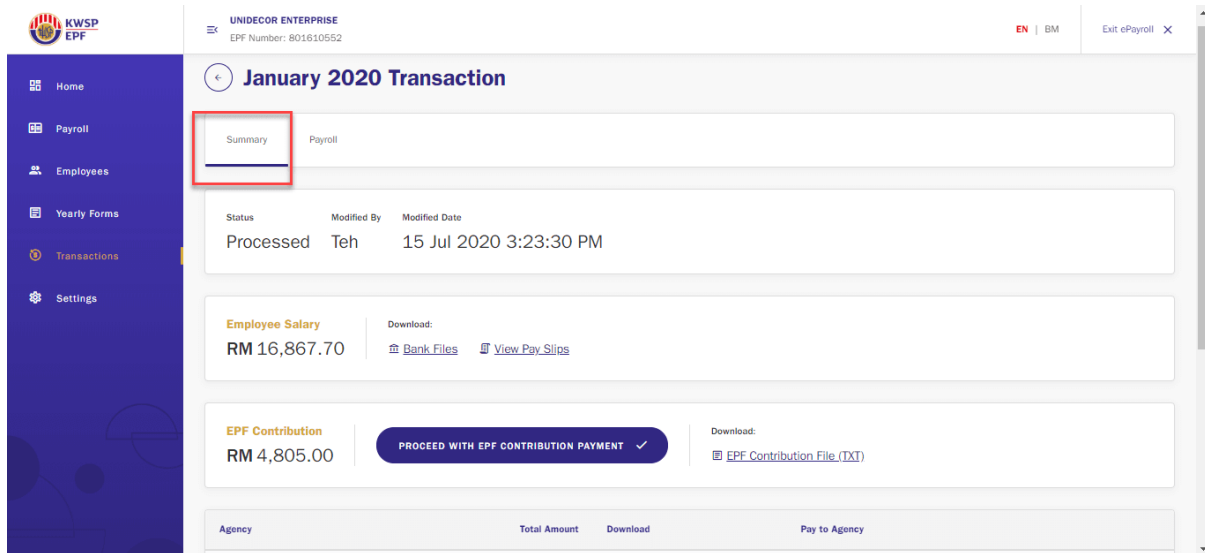
View Year: 2020

Month	Employee						Employer
	EPF (RM)	SOCSSO (RM)	EIS (RM)	IRBM (RM)	Deduction (RM)	Net Salary (RM)	Total Cost (RM)
Overall 2020	9,482.00	217.00	86.80	18,812.05	3,364.90	105,497.25	14,248.80
January 2020	2,022.00	54.25	21.70	1,644.35	380.00	16,867.70	2,994.45
Processed: Teh 15 Jul 202...							

e-Payroll User Guide

Step 2: Click 'Summary' tab.

Step 3: e-Payroll displays summary of processed payroll. Display is similar to Payroll Submission. (Note: Find **3.3 Payroll Submission** in Table of Contents for detailed information.)

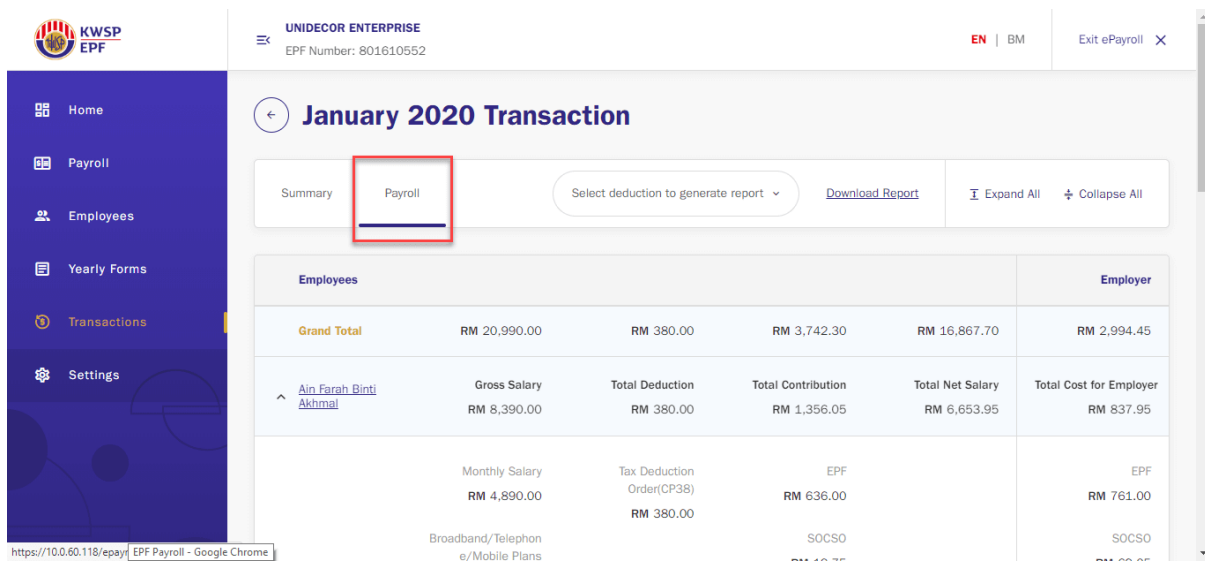


The screenshot shows the 'January 2020 Transaction' summary page. The 'Summary' tab is highlighted with a red box. The page displays the following information:

- Status:** Processed
- Modified By:** Teh
- Modified Date:** 15 Jul 2020 3:23:30 PM
- Employee Salary:** RM 16,867.70
- Download:** [Bank Files](#), [View Pay Slips](#)
- EPF Contribution:** RM 4,805.00
- Download:** [EPF Contribution File \(.TXT\)](#)
- PROCEED WITH EPF CONTRIBUTION PAYMENT** (checked)

Step 4: Click 'Payroll' tab

Step 5: e-Payroll displays detailed payroll information by employees. All information displayed is for display only and is non-editable.



The screenshot shows the 'January 2020 Transaction' payroll page. The 'Payroll' tab is highlighted with a red box. The page displays detailed payroll information for employees and a grand total.

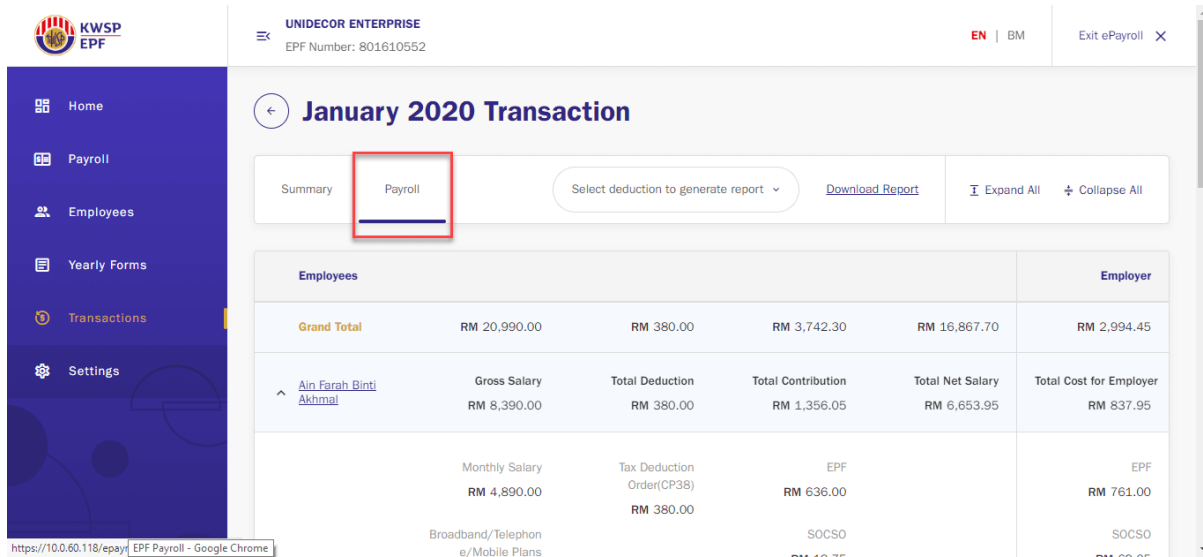
Employees					Employer
Grand Total	RM 20,990.00	RM 380.00	RM 3,742.30	RM 16,867.70	RM 2,994.45
Ain Farah Binti Akhmal	Gross Salary RM 8,390.00	Total Deduction RM 380.00	Total Contribution RM 1,356.05	Total Net Salary RM 6,653.95	Total Cost for Employer RM 837.95
	Monthly Salary RM 4,890.00	Tax Deduction Order(CP3B) RM 380.00	EPF RM 636.00	EPF RM 761.00	EPF RM 761.00
	Broadband/Telephone/Mobile Plans		SOCSO	SOCSO	SOCSO

e-Payroll User Guide

4.1.1 Deduction Report

This feature is only available for 'Processed' payroll. It is for employer to understand more on specific added deduction on selected payroll month.

Step 1: Click 'Payroll' tab



UNIDECOR ENTERPRISE
EPF Number: 801610552

EN | BM Exit ePayroll X

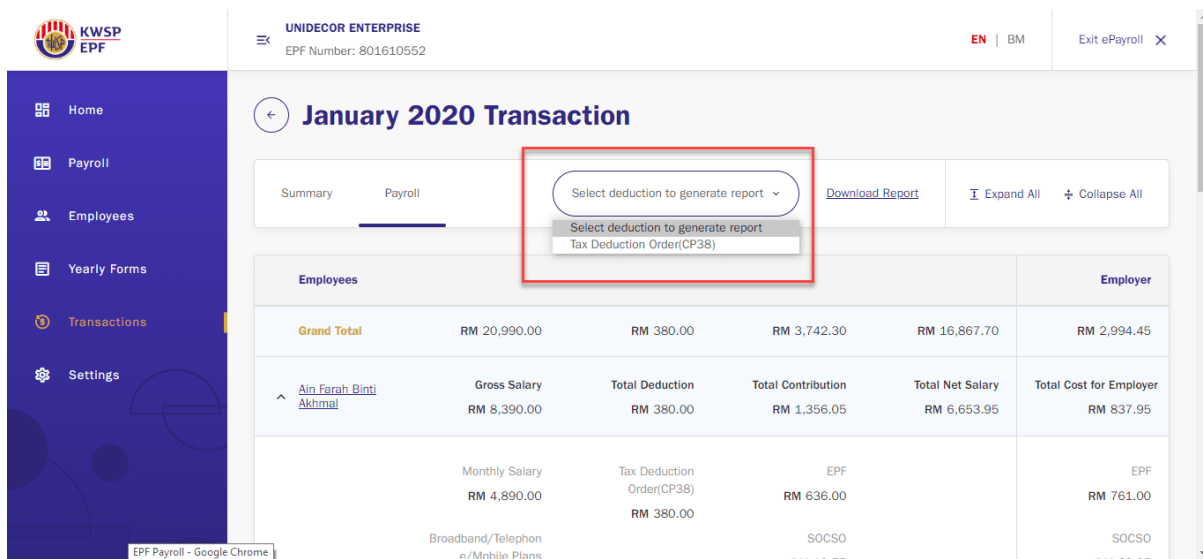
← January 2020 Transaction

Summary **Payroll** Select deduction to generate report Download Report Expand All Collapse All

Employees					Employer
Grand Total	RM 20,990.00	RM 380.00	RM 3,742.30	RM 16,867.70	RM 2,994.45
^ Ain Farah Binti Akhmal	Gross Salary RM 8,390.00	Total Deduction RM 380.00	Total Contribution RM 1,356.05	Total Net Salary RM 6,653.95	Total Cost for Employer RM 837.95
	Monthly Salary RM 4,890.00	Tax Deduction Order(CP38) RM 380.00	EPF RM 636.00	EPF RM 761.00	
	Broadband/Telephone/Mobile Plans		SOCSO	SOCSO	

https://10.0.60.118/epay/ EPF Payroll - Google Chrome

Step 2: Select deduction.



UNIDECOR ENTERPRISE
EPF Number: 801610552

EN | BM Exit ePayroll X

← January 2020 Transaction

Summary **Payroll** Select deduction to generate report Download Report Expand All Collapse All

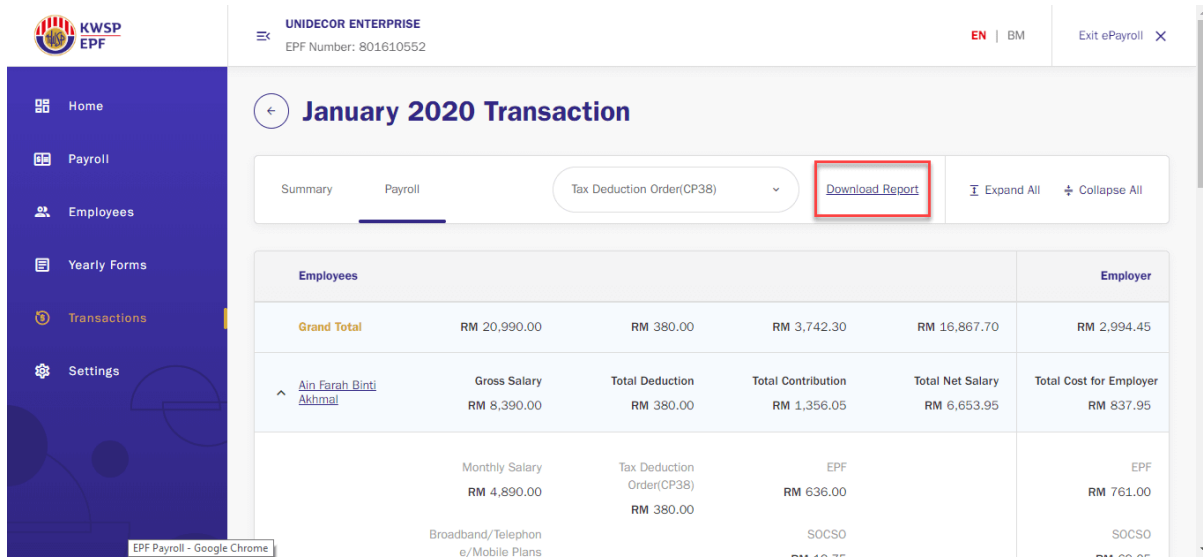
Select deduction to generate report
Tax Deduction Order(CP38)

Employees					Employer
Grand Total	RM 20,990.00	RM 380.00	RM 3,742.30	RM 16,867.70	RM 2,994.45
^ Ain Farah Binti Akhmal	Gross Salary RM 8,390.00	Total Deduction RM 380.00	Total Contribution RM 1,356.05	Total Net Salary RM 6,653.95	Total Cost for Employer RM 837.95
	Monthly Salary RM 4,890.00	Tax Deduction Order(CP38) RM 380.00	EPF RM 636.00	EPF RM 761.00	
	Broadband/Telephone/Mobile Plans		SOCSO	SOCSO	

EPF Payroll - Google Chrome

e-Payroll User Guide

Step 3: Click 'Download Report' hyperlink to download report.



UNIDECOR ENTERPRISE
EPF Number: 801610552

EN | BM Exit ePayroll X

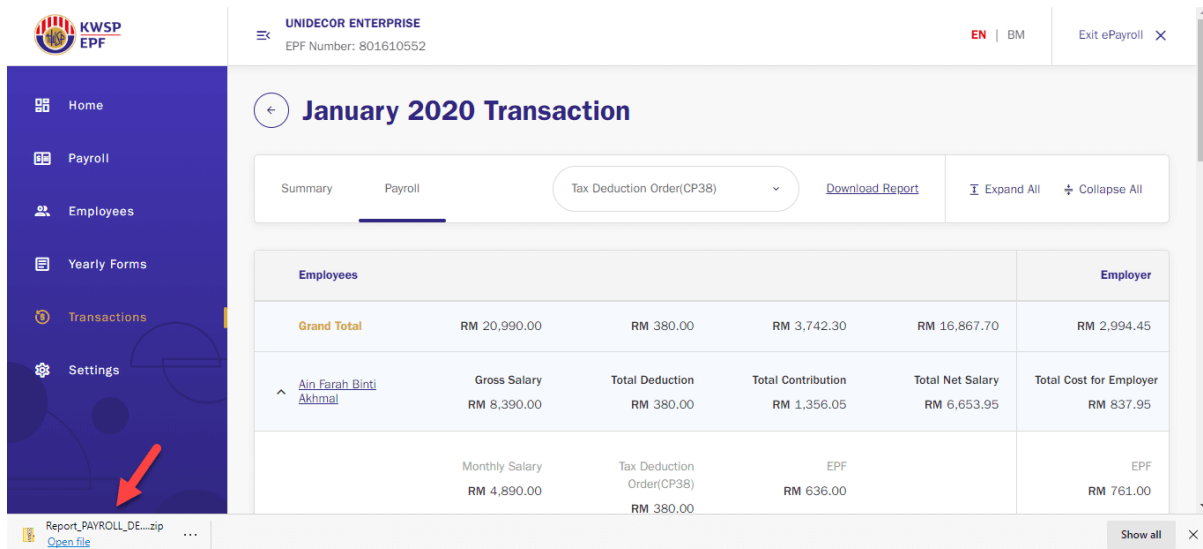
January 2020 Transaction

Summary Payroll Tax Deduction Order(CP38) **Download Report** Expand All Collapse All

Employees	Employer				
Grand Total	RM 20,990.00	RM 380.00	RM 3,742.30	RM 16,867.70	RM 2,994.45
^ <u>Ain Farah Binti Akhmal</u>	Gross Salary RM 8,390.00	Total Deduction RM 380.00	Total Contribution RM 1,356.05	Total Net Salary RM 6,653.95	Total Cost for Employer RM 837.95
	Monthly Salary RM 4,890.00	Tax Deduction Order(CP38) RM 380.00	EPF RM 636.00	EPF RM 761.00	EPF RM 761.00
	Broadband/Telephone/ e/Mobile Plans		SOCSCO	SOCSCO	SOCSCO

EPF Payroll - Google Chrome

Step 4: Deduction Report is downloaded in zipped format.



UNIDECOR ENTERPRISE
EPF Number: 801610552

EN | BM Exit ePayroll X

January 2020 Transaction

Summary Payroll Tax Deduction Order(CP38) **Download Report** Expand All Collapse All

Employees	Employer				
Grand Total	RM 20,990.00	RM 380.00	RM 3,742.30	RM 16,867.70	RM 2,994.45
^ <u>Ain Farah Binti Akhmal</u>	Gross Salary RM 8,390.00	Total Deduction RM 380.00	Total Contribution RM 1,356.05	Total Net Salary RM 6,653.95	Total Cost for Employer RM 837.95
	Monthly Salary RM 4,890.00	Tax Deduction Order(CP38) RM 380.00	EPF RM 636.00	EPF RM 761.00	EPF RM 761.00
	Broadband/Telephone/ e/Mobile Plans		SOCSCO	SOCSCO	SOCSCO

Report_PAYROLL_DE...zip
Open file

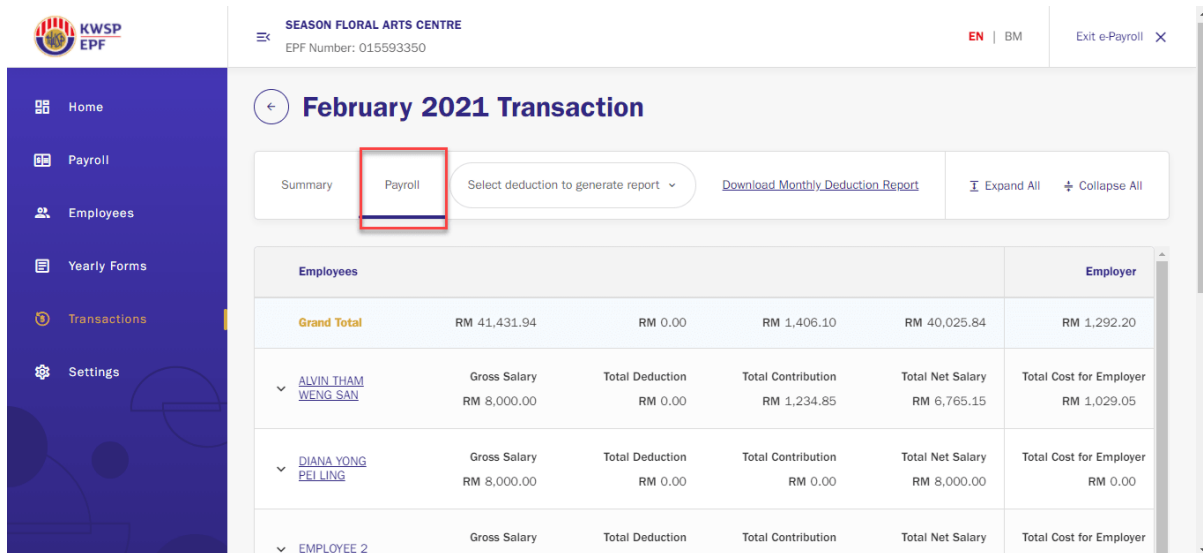
Show all X

e-Payroll User Guide

4.1.2 Monthly Transaction Report

This feature is only available for 'Processed' payroll. It is for employer to analyse and understand more on their monthly payroll.

Step 1: Click 'Payroll' tab.



SEASON FLORAL ARTS CENTRE
EPF Number: 015593350

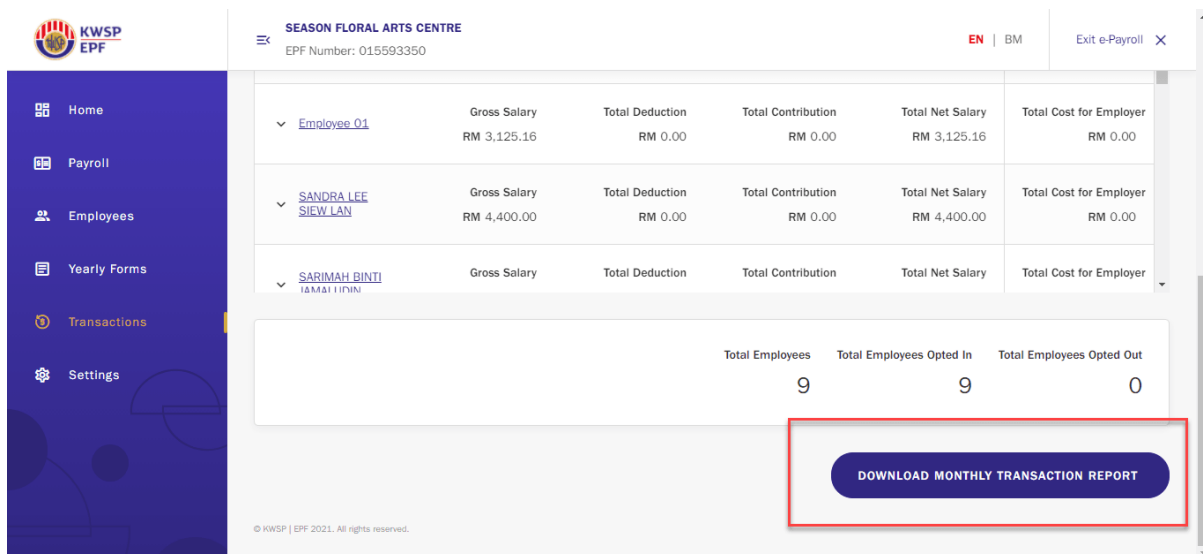
EN | BM Exit e-Payroll X

February 2021 Transaction

Summary **Payroll** Select deduction to generate report [Download Monthly Deduction Report](#) Expand All Collapse All

Employees					Employer
Grand Total	RM 41,431.94	RM 0.00	RM 1,406.10	RM 40,025.84	RM 1,292.20
ALVIN THAM WENG SAN	Gross Salary RM 8,000.00	Total Deduction RM 0.00	Total Contribution RM 1,234.85	Total Net Salary RM 6,765.15	Total Cost for Employer RM 1,029.05
DIANA YONG PELLING	Gross Salary RM 8,000.00	Total Deduction RM 0.00	Total Contribution RM 0.00	Total Net Salary RM 8,000.00	Total Cost for Employer RM 0.00
EMPLOYEE 2	Gross Salary	Total Deduction	Total Contribution	Total Net Salary	Total Cost for Employer

Step 2: Scroll to the bottom and click 'Download Monthly Transaction Report'.



SEASON FLORAL ARTS CENTRE
EPF Number: 015593350

EN | BM Exit e-Payroll X

Employee 01	Gross Salary RM 3,125.16	Total Deduction RM 0.00	Total Contribution RM 0.00	Total Net Salary RM 3,125.16	Total Cost for Employer RM 0.00
SANDRA LEE SIEW LAN	Gross Salary RM 4,400.00	Total Deduction RM 0.00	Total Contribution RM 0.00	Total Net Salary RM 4,400.00	Total Cost for Employer RM 0.00
SARIMAH BINTI TAMAI IHDIN	Gross Salary	Total Deduction	Total Contribution	Total Net Salary	Total Cost for Employer

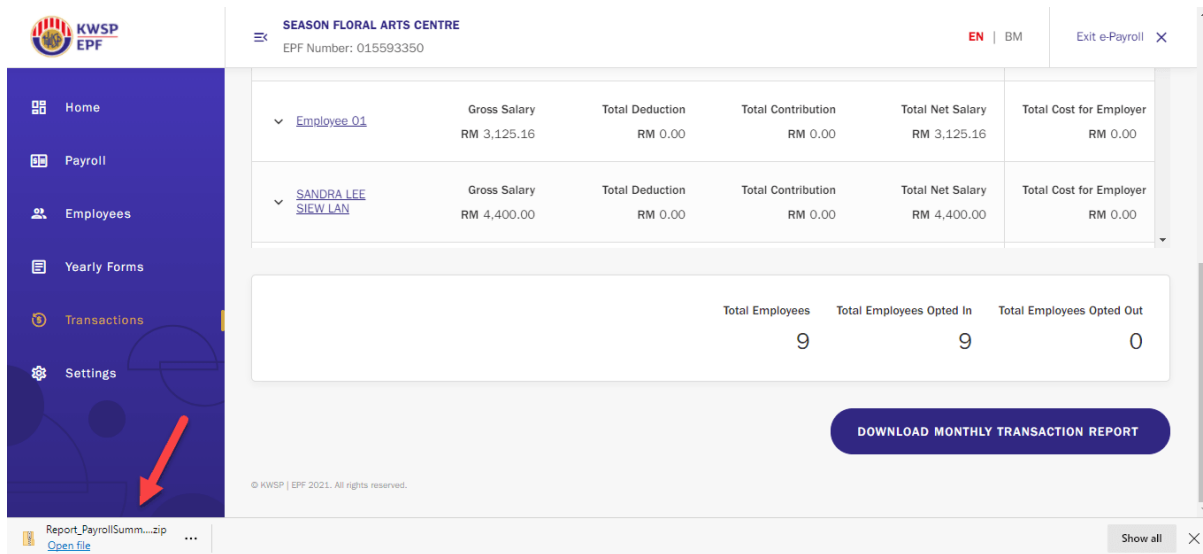
Total Employees: 9 Total Employees Opted In: 9 Total Employees Opted Out: 0

DOWNLOAD MONTHLY TRANSACTION REPORT

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e-Payroll User Guide

Step 3: Monthly Transaction Report is downloaded in zipped format.



The screenshot displays the e-Payroll system interface for SEASON FLORAL ARTS CENTRE (EPF Number: 015593350). The interface includes a sidebar menu with options: Home, Payroll, Employees, Yearly Forms, Transactions, and Settings. A red arrow points to the 'Settings' option. The main content area shows a table of payroll data for two employees:

Employee	Gross Salary	Total Deduction	Total Contribution	Total Net Salary	Total Cost for Employer
Employee_01	RM 3,125.16	RM 0.00	RM 0.00	RM 3,125.16	RM 0.00
SANDRA LEE SIRWLAN	RM 4,400.00	RM 0.00	RM 0.00	RM 4,400.00	RM 0.00

Below the table, a summary box displays the following statistics:

Total Employees	Total Employees Opted In	Total Employees Opted Out
9	9	0

A blue button labeled "DOWNLOAD MONTHLY TRANSACTION REPORT" is located at the bottom right of the main content area. At the bottom of the page, a file download notification shows "Report_PayrollSumm...zip" with an "Open file" link. A "Show all" button is also visible in the bottom right corner.

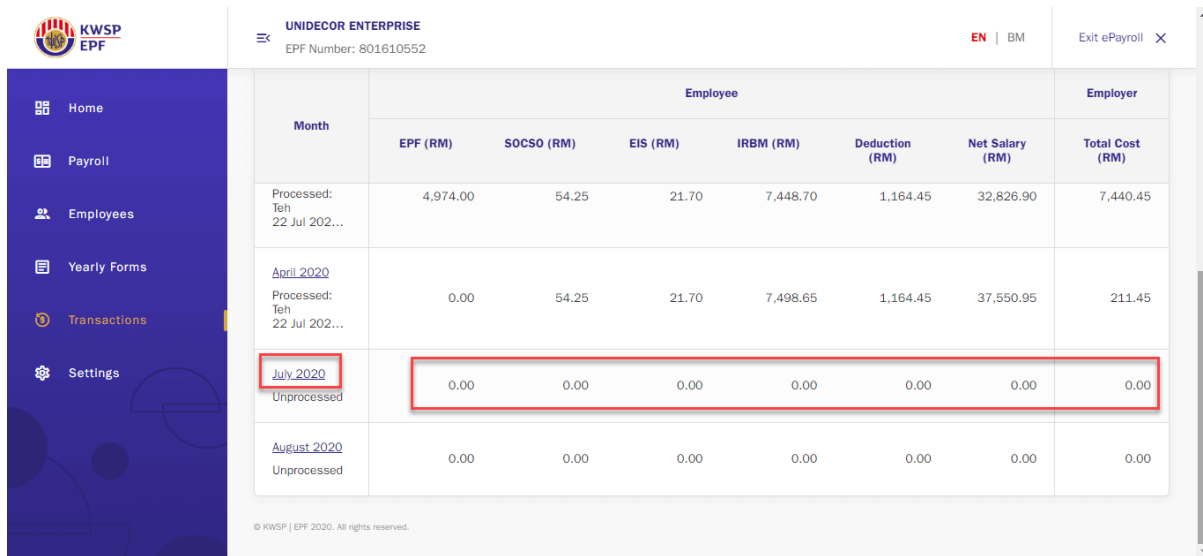
e-Payroll User Guide

4.2 Viewing Unprocessed Payroll

For employer to continue editing and adjusting unprocessed payroll.

Step 1: Click 'Unprocessed' payroll month hyperlink.

(Note: Amount displayed is RM0.00 as payroll is still not processed yet.)

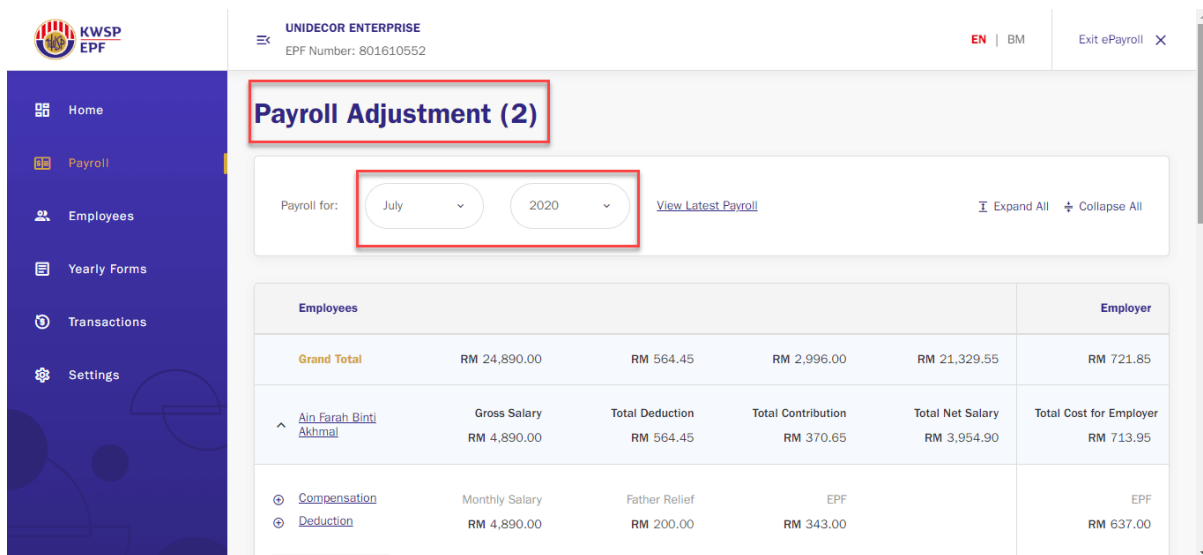


Month	Employee						Employer
	EPF (RM)	SOCSSO (RM)	EIS (RM)	IRBM (RM)	Deduction (RM)	Net Salary (RM)	Total Cost (RM)
Processed: Teh 22 Jul 202...	4,974.00	54.25	21.70	7,448.70	1,164.45	32,826.90	7,440.45
April 2020 Processed: Teh 22 Jul 202...	0.00	54.25	21.70	7,498.65	1,164.45	37,550.95	211.45
July 2020 Unprocessed	0.00	0.00	0.00	0.00	0.00	0.00	0.00
August 2020 Unprocessed	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Step 2: e-Payroll redirects to selected month's Payroll Adjustment page.

Step 3: Employer may continue to edit and adjust payroll here.

(Note: Refer to 3.1 Payroll Adjustment (Starting Your Payroll) for more info)



Payroll Adjustment (2)

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

Employees					Employer
Grand Total	RM 24,890.00	RM 564.45	RM 2,996.00	RM 21,329.55	RM 721.85
Ain Farah Binti Akhmal	Gross Salary RM 4,890.00	Total Deduction RM 564.45	Total Contribution RM 370.65	Total Net Salary RM 3,954.90	Total Cost for Employer RM 713.95
Compensation	Monthly Salary	Father Relief	EPF		EPF
Deduction	RM 4,890.00	RM 200.00	RM 343.00		RM 637.00

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