

1. Setting Company Profile and Payroll Month and Year
(System → General Setup → Company)

Company Name : New Shine Trading
 Address : No.88, Jalan Harimau,
 : Taman Century
 : 81200 Johor Bahru,Johor.
 Registration No . : JM 223344-A

 Payroll Year : 2012
 This Month : January

2. Setting Work Table
(System → Administrative Tools → Work Table)

● Edit Work Table # WT01

Code: WT01
 Description: Work Table #1
 Work Day Per Month: 26.00
 Daily Work Hours: 8.00
 Hourly Rate Formula: BASIC_RATE/26/8
 Half Basic Pay Formula: BASIC_RATE/2

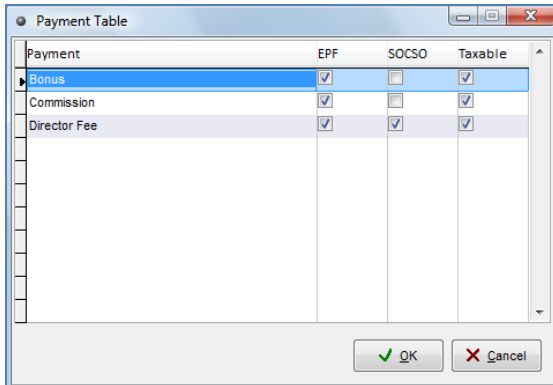
Working Days

Month	Monthly	1st Half	2nd Half
1	26.00	13.00	13.00
2	26.00	13.00	13.00
3	26.00	13.00	13.00
4	26.00	13.00	13.00
5	26.00	13.00	13.00
6	26.00	13.00	13.00
7	26.00	13.00	13.00
8	26.00	13.00	13.00
9	26.00	13.00	13.00
10	26.00	13.00	13.00
11	26.00	13.00	13.00
12	26.00	13.00	13.00

Save Cancel

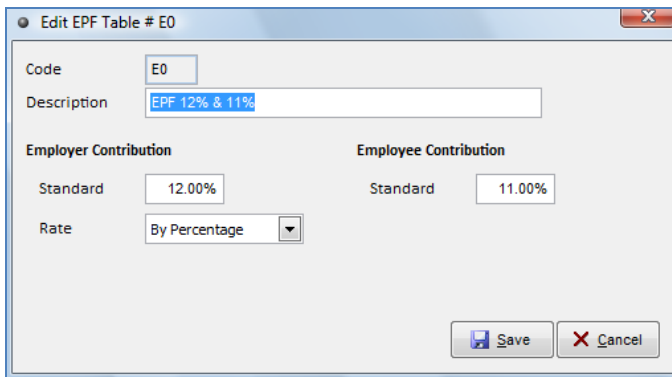
3. Setting Payment Table

(System → Administrative Tools → Payment Table)



4. Setting EPF Table

(System → Administrative Tools → Statutory Table → EPF Table)



5. Setting Socso Table

(System → Administrative Tools → Statutory Table → Socso Table)

6. Setting Allowance Table

(Employee → Allowance → Add)

Code	Description	EPF	Socso	Taxable	Wages Type
A01	Hand phone	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ordinary
A02	Travelling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ordinary
A03	Incentive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Additional
A04	Lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Additional

7. Setting Deduction Table

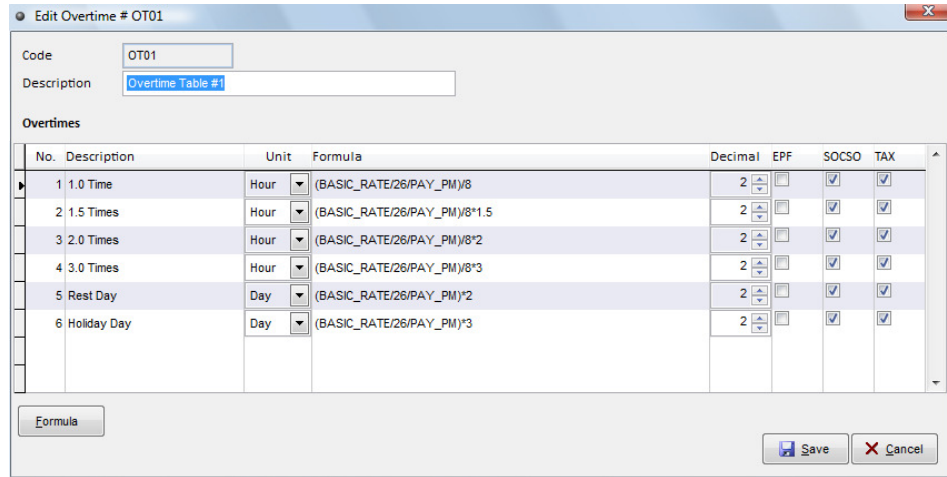
(Employee → Deduction → Add)

Code	Description	EPF	Socso	Taxable
D01	Uniform	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

D02	Loan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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8. Setting Overtime Table

(Employee → Overtime → Add)



No.	Description	Unit	Formula	Decimal	EPF	SOCSO	TAX
1	1.0 Time	Hour	(BASIC_RATE/26/PAY_PM)/8	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	1.5 Times	Hour	(BASIC_RATE/26/PAY_PM)/8*1.5	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	2.0 Times	Hour	(BASIC_RATE/26/PAY_PM)/8*2	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	3.0 Times	Hour	(BASIC_RATE/26/PAY_PM)/8*3	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Rest Day	Day	(BASIC_RATE/26/PAY_PM)*2	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Holiday Day	Day	(BASIC_RATE/26/PAY_PM)*3	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

9. Setting Leave

(Employee → Leave → Add)

Leave Code	Description	Type
MT	Maternity Leave	Pay Leave
MR	Marriage Leave	Pay Leave
OOB	Out of Bound	Non Pay Leave

** Formula : BASIC_RATE/DAY_OF_MONTH

10. Maintain Employee

Employee No	N001	N002	N003
Name	James Tan	Aishan Bin Ali	Muthu A/L Pama
Gender	Male	Female	Male
Race	Chinese	Malay	India
Marital Status	Married	Married	Single
Wife Working	No	Yes	-
No. Of Children	2	2	-
Child Relief Point	2	1	-
Job Title	Manager	Account Executive	Technician
Basic Rate	RM 4500	RM 2000	RM 1800
Pay Basic	Monthly	Monthly	Monthly
Pay Period	Monthly	Monthly	Monthly
Payment Mode	Bank	Bank	Bank
Date Hired	01/01/2010	01/01/2010	05/01/2011
Date Com	31/03/2010	31/03/2010	-
EPF – Table	EPF 12% & 11%	EPF 12% & 11%	EPF 12% & 11%
Socso - Table	Accident & Disable	Accident & Disable	Accident & Diasble
PCB – Table	Normal	Normal	Normal
Allowance			

Hand phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Travelling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incentive	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lunch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Deduction			
Uniform	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Loan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

11. Update Monthly Payroll

(Transaction → Payroll → Add → Payroll Month: January 2011 → Payroll Type: Month End Pay)

Employee No	N001	N002	N003
Working Days	27	27	27
Pay Days	??	??	??
Public Holiday	2 Days	2 Days	2 Days
Annual Leave	2 Days	-	-
Medical Leave	-	1 Days	1 Days
Non Pay Leave	-	-	1 Days
OOB	-	-	??
Overtime – 1.5 times	3 Hours	2 Hours	2 Hours
Overtime – 2.0 times	2 Hours	2 Hours	2 Hours
Hand phone	RM 100	RM 100	RM 100
Travelling	RM 200	-	-
Incentive	RM 100	-	-
Lunch	RM 4 Per Day	RM 4 Per Day	RM 4 Per Day
Uniform	-	-	RM 50
Loan	-	-	-

12. Process Pay

13. View Pay Slip

14. Print Pay Slip

(Transaction → Print Pay Slip)

15. Update Bonus

(Transaction → Payroll → Add → Payroll Month: January 2011 → Payroll Type: Month End Pay)

Employee No	N001	N002	N003
Bonus	1.5 Month	1 Month	RM 200

16. Print Bonus Slip

(Transaction → Print Pay Slip)

17. Print Management Report

(Report → Management Reports → Employee Pay Report)

18. EPF Report

(Report → EPF Report)

19. Socso Report

(Report → Socso Report)