

FINAL PAYROLL

Introduction

Steps to do final payroll to process the net pay amount based on computerized calculation.

Steps

1. On top of your screen, look for human resource > maintain employee> double click any one of the employee and go into this screen

The screenshot shows the 'Employee' window with the 'Payroll Info.' tab selected. The 'Wages Type' dropdown is highlighted with a red box, and the 'Wages' field contains the value '3,000.00'. The 'Wages' field is also highlighted with a red box. Other fields include 'Code: 001', 'Job Title', 'Name: LEE CHONG WAI', 'Active' checkbox, 'SOCSO No.', 'SOCSO Type: 1 First Category', 'Tax Branch', 'Tax No.', 'Marital Status: Single', 'Spouse Working', 'Spouse Disabled', 'Tax Category: C1', 'Override Tax Category', 'EA Serial No.', 'Join Date: 02/01/2010', 'Confirm Date: 01/04/2010', and 'Resign Date'. The 'Personal', 'Grouping', 'Family', 'Payroll Info.', 'Allowance', 'Deduction', 'Note', 'History', 'Child', and 'Attachments' tabs are visible at the top of the form area.

Make sure you have select the correct wages type and key in the wages amount

Employee

Code: 001 Job Title: Active

Name: LEE CHONG WAI

Personal Grouping Family Payroll Info. Allowance Deduction Note History Child Attachments

Allowance	DESCRIPTION	RATE	EPF	SOCSSO	PCB	PA	OT	EA	HRDF	Tax ...
H01	Handphone	150.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
M01	Meal	80.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
P01	Petrol	300.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

New Edit Delete Save Cancel More Preview Refresh Browse

This screen is to set your employees monthly fixed allowance

Click on the '+' button where the red arrow pointed, then select the type of allowance that you maintained in allowance maintenance

Key in the amount in the rate column, and tick on the deductions that need to be calculated, and remember to save after done.

2. On top of your screen, look for human resource > maintain employee> double click any one of the employee and go into this screen

- To process the month FINAL payroll -

Transaction Posting
Year: 2015 Month: 3

Payroll Transaction
Process Date: 31/03/2015
Process From: 01/03/2015 To 31/03/2015 ...
Cut-Off Day: 31

Description
Description 1: Month End (03.2015)
Description 2:
Ref 1:
Ref 2:

Include Default Wages/Allowance/Deduction in addition to Pending Transactions

Process

Select the correct year and month , for those that are not cut off at month end you can click on the '...' button at where the red arrow pointed to select the cut off day.

Description2, ref1 and ref2, you can key in as reference purpose.

A. Click on the process to proceed, then you will see the screen below

Code	Name
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Welcome

Month End (03.2015) - Mar 2015

Print Pay Slip Print EPF Borang A
Print Payroll Summary Print SOCSO Borang 8A
Print Payment Summary Print Income Tax CP39

B. Click on the print payslip to check on the amount that calculated from system

File Edit View Human Resource Payroll Leave Inquiry Tools Window Help

Process: 11 Project: Job: Task: Payment Type: Employee: Payslip Message: Notes:

Sort By: Employee, Employee Name, Branch, Department, HRGroup, Project, Job, Task

Payroll Payslip Payroll Payslip

Month End (03.2015) Preview

Drag a column header here to group by that column

NAME	Wages	Allowance	Deduction	Overtime	Bonus	Paid Leave	Inpaid Leave	Commission	PCB Normal	PCB Bonus	PCB Director	CB Additions	PCB	EPF Normal	PF Additions	EPF Bonus	EPF Director	employee EPF	implo
LEE CHONG	3,000.00	530.00	-	-	-	-	-	-	-	-	-	-	-	-390.00	-	-	-	-	-390.00
KOO KIAN KI	2,000.00	120.00	-	-	-	-	-	-	-	-	-	-	-	-234.00	-	-	-	-	-234.00
NICOLE	2,800.00	230.00	-	-	-	-	-	-	-	-	-	-	-	-335.00	-	-	-	-	-335.00
WONG CHUI	3,200.00	730.00	-	-	-	-	-	-	-	-	-	-	-	-434.00	-	-	-	-	-434.00
YAP KIM HO	5,000.00	750.00	-	-	-	-	-	-	-	-	-	-	-	-638.00	-	-	-	-	-638.00

File Edit View Human Resource Payroll Leave Inquiry Tools Window Help

Process: 11 Project: Job: Task: Payment Type: Employee: Payslip Message: Notes:

Sort By: Employee, Employee Name, Branch, Department, HRGroup, Project, Job, Task

Payroll Payslip Payroll Payslip

Month End (03.2015) Preview

Drag a column header here to group by that column

NAME	Bonus	EPF Director	employee EPF	employer EPF	ployee SOC	ployer SOC	dvance Paik	lvance Dedu	Loan	CP38	Claim	Director Fee	Tax Benefit	ax Deductio	Gross Pay	oss Deductio	ross Net Pa	Adjustment	Net Pay
LEE CHONG	-	-	-390.00	-461.00	-14.75	-51.65	-	-	-	-	-	-	-	-	3,530.00	-404.75	3,125.25	-	3,125.25
KOO KIAN KI	-	-	-234.00	-276.00	-10.75	-37.65	-	-	-	-	-	-	-	-	2,120.00	-244.75	1,875.25	-	1,875.25
NICOLE	-	-	-335.00	-396.00	-14.75	-51.65	-	-	-	-	-	-	-	-	3,030.00	-349.75	2,680.25	-	2,680.25
WONG CHUI	-	-	-434.00	-513.00	-14.75	-51.65	-	-	-	-	-	-	-	-	3,930.00	-448.75	3,481.25	-	3,481.25
YAP KIM HO	-	-	-638.00	-696.00	-14.75	-51.65	-	-	-	-	-	-	-	-	5,750.00	-652.75	5,097.25	-	5,097.25
			-2,031.00	-2,342.00	-69.75	-244.25	-	-	-	-	-	-	-	-	18,360.00	-2,100.75			16,259.25

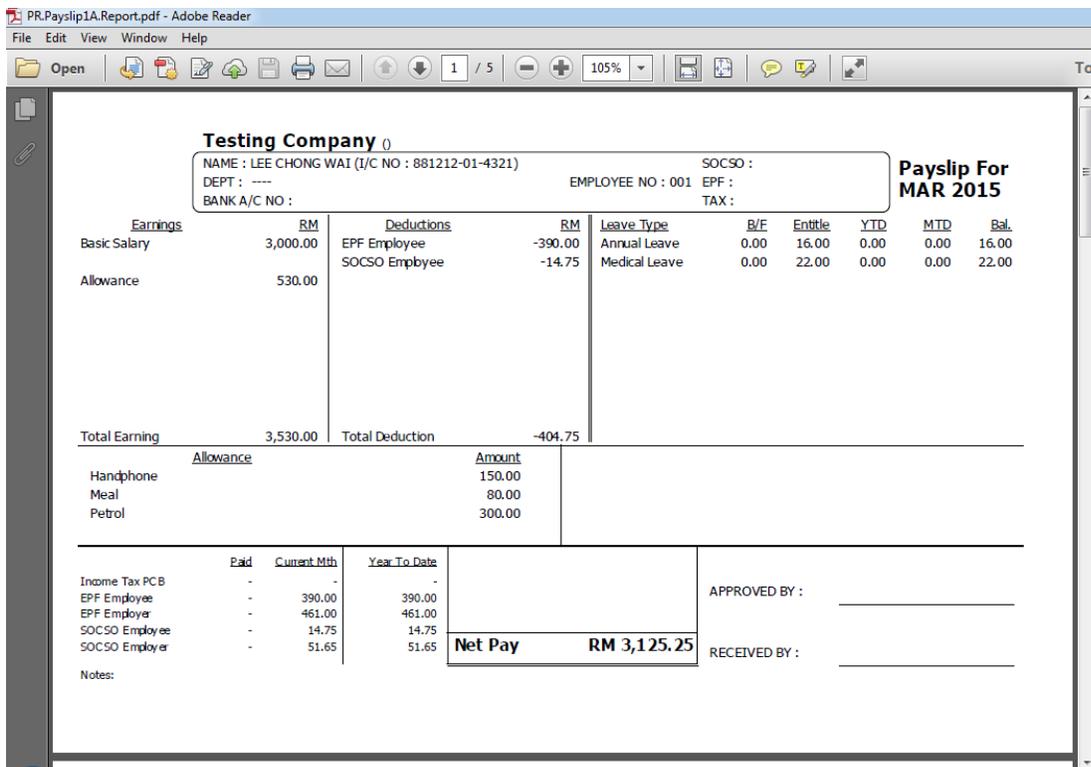
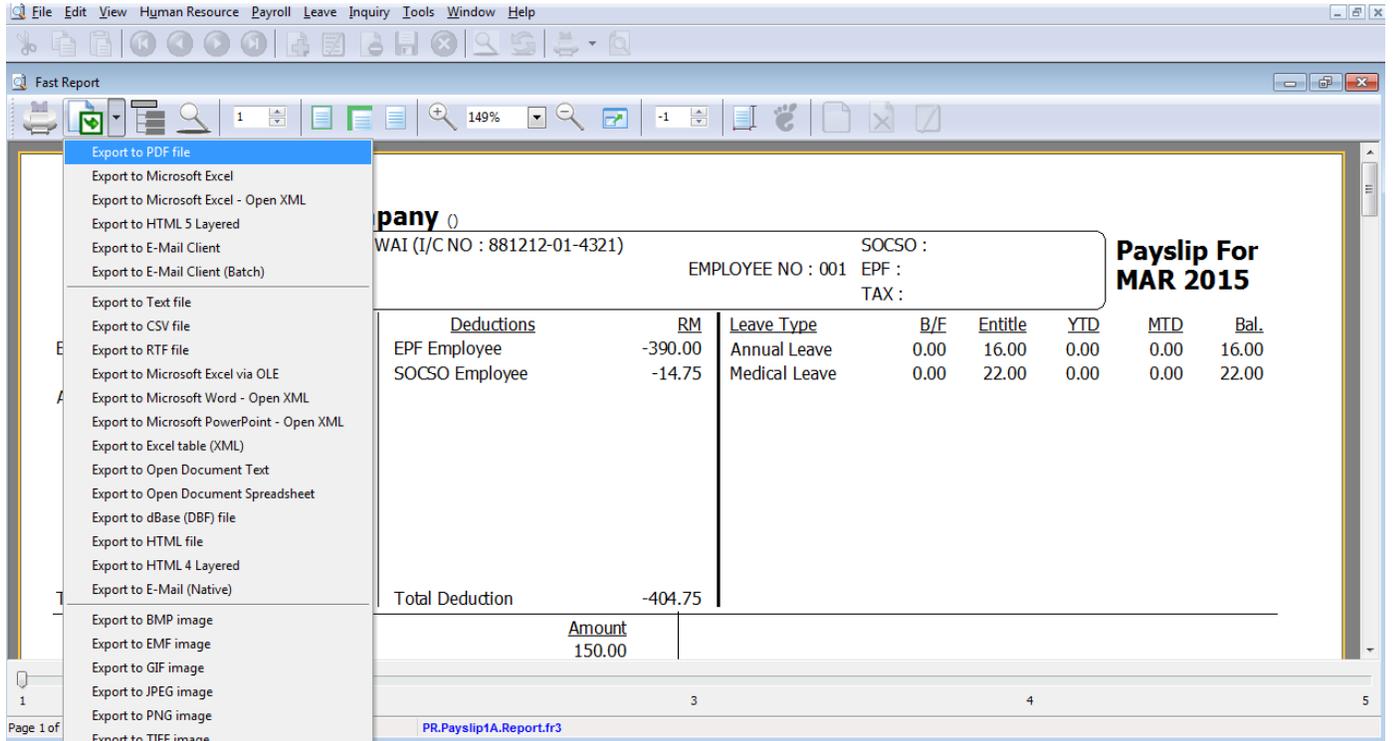
You can scroll to the right to check completely

C. Assume it is all correct amount, just click on the preview to check on how it will be printed out with 5 kinds of designs.

D. After you have selected your prefer format, you can direct print / export to documents that you want

Refer image below to export to other documents, for printing just click on the printer icon at the most left

The second image below is a sample of pdf file after exported



E.1 Back to steps 2.B.

File Edit View Human Resource Payroll Leave Inquiry Tools Window Help

Report: <ALL>

Process: 11 Employee: Branch: Department: Group: Payment Type:

Project: Job: Task:

Group/Sort By: Employee Employee Name Branch Department HRGroup Project Job

Payroll Summary

Month End (03.2015)

Drag a column header here to group by that column

NAME	---	M01	H01	P01	Gross Pay	EPF	SOCSCO	PCB Normal	CB Addition	Gross Deduct	PF-Employee	CSO-Employ	Gross Net Pa	Adjustment	Net Pay	Gross Zakat	ax Exempte
LEE CHONG	3,000.00	80.00	150.00	300.00	3,530.00	-390.00	-14.75	-	-	-404.75	-461.00	-51.65	3,125.25	-	3,125.25	-	-
KOO KIAN K	2,000.00	120.00			2,120.00	-234.00	-10.75	-	-	-244.75	-276.00	-37.65	1,875.25	-	1,875.25	-	-
NICOLE	2,800.00	80.00	150.00		3,030.00	-335.00	-14.75	-	-	-349.75	-396.00	-51.65	2,680.25	-	2,680.25	-	-
WONG CHUI	3,200.00	80.00	150.00	500.00	3,930.00	-434.00	-14.75	-	-	-448.75	-513.00	-51.65	3,481.25	-	3,481.25	-	-
YAP KIM HO	5,000.00	150.00	300.00	300.00	5,750.00	-638.00	-14.75	-	-	-652.75	-696.00	-51.65	5,097.25	-	5,097.25	-	-

This is print payroll summary (a quick summary to check on all those wages, allowance, gross pay, epf , socso etc... of all employees)

Refer back to Steps 2.C and 2.D to export / print it out

E.2 Payment summary

Payment Type	Payment Method	Total Amount	Employee Count	Report
Cash	----	16,259.25	5	Coinage Report

Month End (03.2015)

Drag a column header here to group by that column

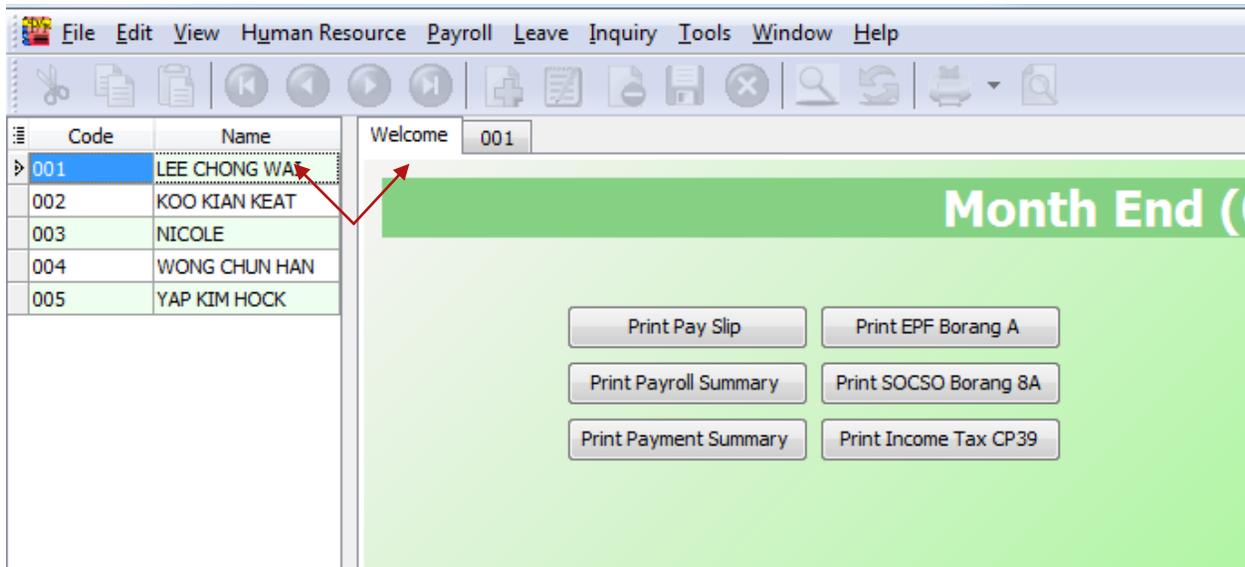
NAME	NETPAY	100	50	10	5	1	0.5	0.2	0.1	0.05	0.01
LEE CHO...	3,125.25	31	0	2	1	0	0	1	0	1	0
KOO KIA...	1,875.25	18	1	2	1	0	0	1	0	1	0
NICOLE	2,680.25	26	1	3	0	0	0	1	0	1	0
WONG C...	3,481.25	34	1	3	0	1	0	1	0	1	0
YAP KIM ...	5,097.25	50	1	4	1	2	0	1	0	1	0

Click on the Blue coirage report, then you will go to a screen that show you how the cash notes is being paid to the employees.

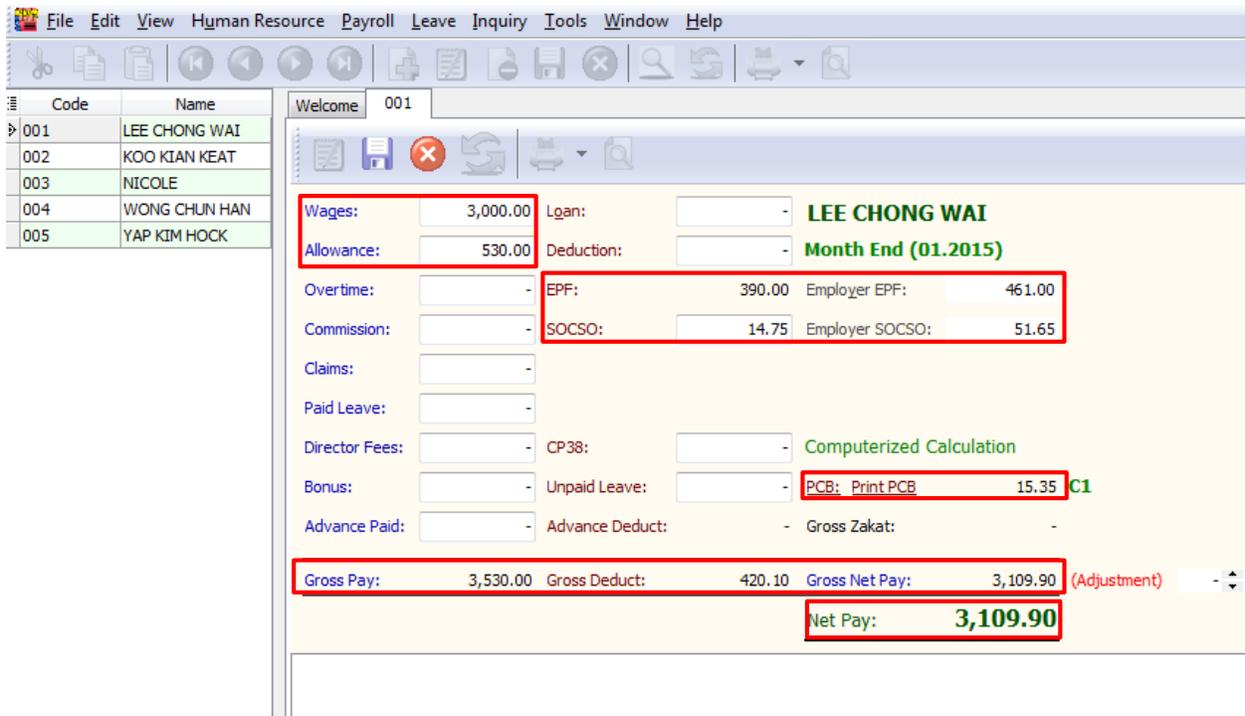
E.3 & E.4

For print epf borang a , socso borang 8a

It will display the employee epf, socso / employer epf, socso correspondingly.



You can double click your employee name to check on its individual's amount



This is how its look.

THE END