

- E-1** What is **Last Year December Taxable Amount** in *Personnel* \diamond *Add/Update Employees* \diamond *Setting*? *Version 9.0B (18 Jan 2006) onwards – Winnie*

Answer:

The amount maintained in this field will be used when bonus is to be calculated based on last year (December) taxable amount.

In order for the system to generate amount in this field: before **Year End**, go to *Housekeeping* \diamond *Setup* \diamond *Parameter Setup (Control)*, check the checkbox of **Bonus PCB calculated based on last year December taxable amount**, click **OK**, and the system will automatically capture last year (December) taxable amount into **Last Year December Taxable Amount** in *Personnel* \diamond *Add/Update Employees* \diamond *Setting*.

- E-2** What is **Initial** in Personnel File Maintenance? *All Windows Version– Winnie*

Answer:

Employee's initial is required when EPF contribution is to be sent via diskette to EPF office. The initial will be supplied by EPF office and to be maintained in *Personnel* \diamond *Add/Update Employees*. Leave the field blank if the initial is yet to be supplied by EPF office.

- E-3** What is **SOCSSO Initial** in Personnel File Maintenance? *Version 9.0b (18 Jan 2006) onwards – Winnie*

Answer:

SOCSSO's initial (supplied by SOCSSO office) is required when SOCSSO contribution is to be made by submitting Borang 8A in hard copy to SOCSSO office. It can be maintained in *Personnel* \diamond *Add/Update Employees*. Leave the field blank if the initial is yet to be supplied by SOCSSO office.

- E-4** What to do if **employee's EPF contribution, SOCSSO contribution and PCB deduction** are to be **paid by employer**? *Version 9.0b onwards – Winnie*

Answer:

Go to *Personnel* \diamond *Add/Update Employees (Setting)*, set *Yes* in the following fields:

- All EPF Pay By Employer*
- All SOCSSO Pay By Employer*
- All PCB Pay By Employer*

- E-5** How to maintain **different amount of fixed allowance** by line, branch, department, category of employees? *Version 9.0 (26 July 2005) onwards - PCLim*

Answer:

- a. *Go to Housekeeping* \diamond *Setup* \diamond *Tables Maintenance* \diamond *Allowance Table*, add an allowance title, e.g. *Petrol*, *Next*, *Next*, key in *Type = F* and *Formula = AW*, *OK*
- b. *Go to Personnel* \diamond *Update Allowance And Deduction*, select employees by: *Employee No*, *Line No*, *Branch*, *Department*, *Category* or *Employee Code*
 - Option* : *Allowance*
 - Allowance No.* : *1 PETROL*
 - Amount* : *RM 500.00* Click *OK*, *OK*
- c. Perform Process Pay: *Payments* \diamond *2nd Half Payroll* \diamond *Process Pay*, *OK*, *OK*
- d. View pay slip: *Payments* \diamond *2nd Half Payroll* \diamond *View Pay Slip*

- E-6** How do I set these 2 fields: **EPF (Yee) Formula** and **EPF (Yer) Formula** in Personnel File Maintenance? *Version 9.0b 24 September 2005 onwards-VWS*

Answer:

These two fields are used for additional contribution of EPF by employee/employer apart from the statutory amount. They can be in the form of amount or formula, e.g.

- EPF (Yee) Formula: 20.** (after Process Pay, RM20 is added into employee contribution)
- EPF (Yee) Formula: BRATE * 5/100.** (after Process Pay, employee contribution will be added by 5% of his basic rate)
- EPF (Yee) Formula: AW101 * 20/100.** (After Process Pay, employee contribution will be added by 20% of his row No.1 of Allowance table)(If the allowance row No. 17 is to be used, then the formula will be **AW117 * 20/100**)

- E-7** What should I do if **bonus** paid to a foreign worker is **not subjected to PCB** deduction? *Version 9.0a (2005) onwards – Winnie*

Answer:

There are two options:

- Go to *Personnel* > *Add/Update Employees (Setting)*, under *PCB Setting*, set *Bonus PCB* to '**No**', click on *Save*. Process the bonus pay again. OR,
- Go to *Payments* > *Bonus* > *Add/Modify* > *Fixed Bonus EPF/SOCSO/PCB*, change the PCB amount to 0.00 and type a letter '**P**' in the field of *Fixed ESP*, click on *Save*. Process the bonus pay again.

- E-8** What is **Convert Cla. Leave To Allowance** (*Personnel* > *Update Leave/Fund Entitled*)? *Version 9.0b (15 August 2004) onwards – Winnie*

Answer:

It is used on a resigned staff to convert his balance of Annual Leave to cash in lieu.

- You must have maintained **Date Resign** In *Personnel File Maintenance*
- Go to *Allowance Table*, maintain a description of Cash In Lieu/Annual Leave, key in Type as V, leave it blank for Formula For Type F & V
- Go to *Personnel* > *Update Leave/Fund Entitled*, click on *Update Leave/Fund Entitled*, key in balance of Annual Leave to be converted in **AL Cla.**
- Click on Exit button, click on **Convert Cla. Leave to Allowance** and specify **Allowance No.** to post.

- E-9** What is **Update Allowance And Deduction** in *Personnel* > *Update Leave/Fund Entitled*? *Version 9.0b (3 August 2005) onwards - Winnie*

Answer:

Faster way to update all employees' fixed allowance or deduction (without maintaining them individually in *Personnel File Maintenance*); you may specify the filtering system, select Allowance/Deduction No. and key in an amount to post to *Personnel File Maintenance*.

- E-10** How to handle this: the employer contributes **additional 5% of EPF contribution** on Basic Pay and Cash In Lieu, other allowances/bonus remain 12%?

All version 9.0b onwards - Winnie

Answer:

- i. *Housekeeping* \diamond *Setup* \diamond *Table Maintenance* \diamond *Allowance Table*, maintain 2 types of allowance, i.e.: Row no. 2: normal allowance (12% EPF by employer); and Row no.1: Cash In Lieu (17%). Check EPF checkbox against Row no.2.
- ii. *Personnel* \diamond *Add/Update Employees (Government)*, in **EPF (Yer) Formula**, key in:-
iif(half="2",ROUND((BASICPAY+PAYTRAN.AW101)*5/100,0),0)

E-11 How to update **increment amount for individual staff** in Personnel File Maintenance? *Version 9.0b (01 November 2006) onwards – Winnie*

Answer:

- i. *Personnel* \diamond *Generate Basic Rate Increment*, select *Increment To Individual*, Key in individual staff's increment rate & date. Then save it.
- ii. Click on *Update Increment into Basic Rate*. The system will update the basic rate on the same month; if the increment is for next month, the system will update the basic rate after month end processing.