Chapter 2

Company Profile

Learn how to:
- perform basic company setup which will affect payroll operation in general.
- maintain bank account(s) for electronic payment.
- maintain autorun numbering format for Employee Code.

Chapter 2   Company Profile

General info about the company payroll:
- Contributing HRDF at 1.00%
- Standard policy on EPF, SOCSO, EIS and Tax.
- Salary prorating for new joining or resigning employee will follow number of days in respective calendar month.
- Net pay will be rounded to RM1.00
- Salary and statutory payments will be made via company account at Malayan Banking Berhad.
- Employee code shall show the year and month of joining date.

Task 2.1
Login

👆 Login company: **1234 <your name>**

Task 2.2
Company Profile

👆 Confirm / Edit the following details

Tools > Company Profile > Basic Information > Company Information

HRDF Contribution Percentage	1.00
Default Pay Slip	Pay Slip – B3
Daily health declaration by employees	unchecked

Tools > Company Profile > Company Address   - Key in details of Company Address and Contact Person accordingly

Tools > Company Profile > Statutory Information   - Key in details of EPF/SOCSO/TAX accordingly

Tools > Company Profile > Contribution / Payroll Setting

Contribution Setting	(default)
No. of days in calculating Unpaid Leave daily rate	Fixed Days
No. of days in calculating Paid Leave daily rate	Fixed Days
Net Pay Rounding	Round to 1 ringgit

Tools > Company Profile > Bank Account > Add New Bank

Bank	Malayan Banking Berhad
Account Number	12121212
State	Selangor

Tools > Company Profile > Formats > Edit

Type	Employee Code	
Format	~~E <00000>~~	Change to E<000>/{@yyMM}
Next Number	~~1~~	Change to 6

🖐 End of chapter 🖐