



Chapter 5

Employee Maintenance

Learn how to:

- create new employee
- maintain new employee previous payroll summary
- import existing employees using Excel template
- import existing employees YTD payroll record using Excel template
- view relevant reports
- record the official receipt from LHDN

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Chapter 5 Employee Maintenance

- This company starts using AutoCount Cloud Payroll for payroll of April, yyyy onwards.
- The company has 5 existing employees who have joined several years ago. The first 3 months payroll were handled by HR Manager using a spreadsheet program.
- One new employee was recruited to commence on 1st April, yyyy. He has worked more than a year and has resigned from another company at the end of March, yyyy. .

Task 5.1

Create Employee

Payroll > Employee > Employee Maintenance (Add New)

🔑 Create newly joined employee (1st April, yyyy): Sweet JingJing

Employee Code	NEW	Auto-running number
Employee Full Name	Sweet JingJing	
<input type="checkbox"/> Is Active	<input checked="" type="checkbox"/>	

Personal Profile

IC	990909-09-0909	
Gender	Male	
Date of Birth	09/09/1999	
Age	24	Auto-calculated by the system
Marital Status	Single	

Spouse Information - Ignore
Employment Detail

Job Title	Sales Executive
Department	SSM
Wages Type	Monthly
Basic Rate	3000.00
Pay Frequency	Monthly
Payment By	Bank Transfer
Bank Payout	Malayan Banking Berhad
Employee Group	STANDARD
Join Date	01/04/yyyy



(Previous Employment Entry)

Description	Jan yyyy	Feb yyyy	Mar yyyy
Category 1. Earning (Count: 1)			
Total Remuneration (Normal & Additional)	0.00	0.00	8000
Category 2. Deduction (Count: 4)			
PCB Contributed	0.00	0.00	500
Employee EPF	0.00	0.00	880
Zakat	0.00	0.00	0.00
Employee Self Paid Zakat	0.00	0.00	0.00

Statutory Requirement

EPF Table	11% & 13%
EPF Number	90909090
SOCSSO Category	Category 1
SOCSSO Number	990909090909
SOCSSO Employment Status	(blank)
<input type="checkbox"/> Contribute EIS	<input checked="" type="checkbox"/>
Tax Status	Resident
Tax Number	SG99009900
<input type="checkbox"/> Contribute HRDF	<input checked="" type="checkbox"/>

Bank Account (Add New Bank)

Bank	Account Number	Beneficiary Name	State	Salary Percent	Is Main Account
Malayan Banking Berhad	900900900900			100	<input checked="" type="checkbox"/>

Task 5.2

Import Employees

Tools > Options > Excel Import

Options > Excel Import > Select File > Upload > Import All

📁 Import 5 existing employees details using the following Excel template file

[C5 - Employee_EmployeeBank.xlsx](#)

Note1: PCB for employees at 'Manager' position (or higher) shall be borne by the company.

Note2: Observe the setting of Deductible Child Relief for employee **E001/1905**



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Max 20 Char -	Max 60 Char	Max 50 Char	Male/Fer	Single/Married	Please fill either IC/FPlea		Max 2	1/0 (1 = Is Act	Max	Max	Max	Max 2	dd/MM/yyyy
2	Code	Name	Job Title	Gender	Marital Status	IC Number	Pass	Immig	Is Disable	Addr	Phon	Mob	Email	Join Date
3	E001/1905	Tom Kurus	SSM Manager	Male	Married	770707-07-0707			0					01/05/2019
4	E002/1910	Cindy Louder	Purchasing Executive	Female	Single	880808-08-0808			0					01/10/2019
5	E003/2006	Apapon Buleh	HRA Manager	Male	Married	730303-03-0303			0					01/06/2020
6	E004/2107	Aiyen Man	OP Executive	Male	Single	950505-05-0505			0					01/07/2021
7	E005/2110	Woo Verin	Marketing Executive	Male	Single	910101-01-0101			0					01/10/2021
8														

Task 5.3 Import YTD Payroll Records

Options > Excel Import
Options > Excel Import > Select File > Upload > Import All

Import payroll records (Jan ~ Mar, yyyy) of 5 existing employees using the following Excel template file:

[C5 - YTD PRTrans.xlsx](#)

Note: All these 5 employees have received their monthly payroll from January to March, generated using another program. YTD figures are imported so that PCB can be correctly calculated, and a complete EA can be generated later.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Max 20 Char	YYYYMM	Number	Num	Num	Nu	Nu	Nu	Nu	Nu	Nu	Number	Number	Number	Number	Numbe	Numbe	Nur	Number	Number
2	Employee Cod	Period	Salary	Adva	Dire	Co	Bo	Cl	Pa	Un	Loa	Employee E	Employer E	Employee	Employer	Employ	Employ	CP3	PCB	Zakat
3	E001/1905	202301	6000									660	900	19.75	69.05	7.9	7.9			143.35
4	E002/1910	202301	3600									396	468	17.75	62.15	7.1	7.1			
5	E003/2006	202301	7000									770	1050	19.75	69.05	7.9	7.9			400.85
6	E004/2107	202301	3200									352	416	15.75	55.15	6.3	6.3			
7	E005/2110	202301	3500									385	455	17.25	60.35	6.9	6.9			
8	E001/1905	202302	6000									660	900	19.75	69.05	7.9	7.9			143.35
9	E002/1910	202302	3600									396	468	17.75	62.15	7.1	7.1			
10	E003/2006	202302	7000									770	1050	19.75	69.05	7.9	7.9			400.85
11	E004/2107	202302	3200									352	416	15.75	55.15	6.3	6.3			
12	E005/2110	202302	3500									385	455	17.25	60.35	6.9	6.9			
13	E001/1905	202303	6000									660	900	19.75	69.05	7.9	7.9			143.35
14	E002/1910	202303	3600									396	468	17.75	62.15	7.1	7.1			
15	E003/2006	202303	7000									770	1050	19.75	69.05	7.9	7.9			400.85
16	E004/2107	202303	3200									352	416	15.75	55.15	6.3	6.3			
17	E005/2110	202303	3500									385	455	17.25	60.35	6.9	6.9			
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Task 5.4

View Reports

- ☞ View the following reports:
- Reports > Government Report > EPF Report > Monthly EPF Listing
 - Reports > Government Report > SOCSO Report > Monthly SOCSO Listing
 - Reports > Government Report > Income Tax Report > Monthly PCB Listing
 - Reports > Employee Report > Employee Detail Report; Employee Summary Report

Task 5.5

Record CP Receipt

Payroll > Payroll Management > CP Receipt

- ☞ Record the following CP Receipt issued by LHDN:

Month	PCB		
	Receipt Date	Receipt No	Amount
January	03/02/yyyy	12225	544.20
February	03/03/yyyy	23336	544.20
March	07/04/yyyy	34447	544.20
April			

- ☞ View the following report:
- Reports > Government Report > Income Tax Report > PCB2(II)

 End of chapter 