

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

Auto Count Sdn Bhd (751600-A)

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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)

Employee Code	NEW	Auto-running number
Employee Full Name	Sweet JingJing	
□I <i>s Active</i>	\checkmark	

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
<mark>Bank Payout</mark>	Malayan Banking Berhad
Employee Group	STANDARD
Join Date	01/04/уууу

(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
SOCSO Category	Category 1
SOCSO Number	990909090909
SOCSO Employment Status	(blank <u>)</u>
Contribute EIS	\checkmark
Tax Status	Resident
Tax Number	SG99009900
Contribute HRDF	\checkmark

Bank Account (Add New Bank)

Bank	Account Number	Beneficiary Name	State	Salary Percent	Is Main Account
Malayan Banking Berhad	900900900900			100	\checkmark

Task 5.2 Import Employees

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

1 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	В	С	D	E	F	G	Н		J	K	L	М	N
1 N	Max 20 Char - I	Max 60 Char	Max 50 Char	Male/Fer	Single/Married,	Please fill either IC/F	Plea	Max 2	1/0 (1 = Is Act	Мах	Max	Max	Max 2	dd/MM/yyyy
2 0	Code	Name	Job Title	Gender	Marital Status	IC Number	Pass	Immig	Is Disable	Add	Phon	Mob	Email	Join Date
3 E	001/1905	Tom Kurus	SSM Manager	Male	Married	770707-07-0707			0					01/05/2019
4 E	002/1910	Cindy Louder	Purchasing Executive	Female	Single	88080-80-8088			0					01/10/2019
5 E	003/2006	Apapon Buleh	HRA Manager	Male	Married	730303-03-0303			0					01/06/2020
6 E	004/2107	Aiyen Man	OP Executive	Male	Single	950505-05-0505			0					01/07/2021
7 E	005/2110	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

A 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	В	С	D	E	F	G	Н		J	Κ	L	Μ	N	0	Р	Q	R	S	Т
Max 20 Char	YYYYMM	Number	Num	Num	Nu	Nu	Nι	Nu	Nu	Nu	Number	Number	Number	Number	Numbe	Numbe	Nur	Number	Number
Employee Cod	Period	Salary	Adva	Dire	Со	Boi	Cla	Pai	Un	Loa	Employee E	Employer E	Employee	Employer	Employ	Employ	CP3	РСВ	Zakat
E001/1905	202301	6000									660	900	19.75	69.05	7.9	7.9		143.35	
E002/1910	202301	3600									396	468	17.75	62.15	7.1	7.1			
E003/2006	202301	7000									770	1050	19.75	69.05	7.9	7.9		400.85	
E004/2107	202301	3200									352	416	15.75	55.15	6.3	6.3			
E005/2110	202301	3500									385	455	17.25	60.35	6.9	6.9			
E001/1905	202302	6000									660	900	19.75	69.05	7.9	7.9		143.35	
E002/1910	202302	3600									396	468	17.75	62.15	7.1	7.1			
E003/2006	202302	7000									770	1050	19.75	69.05	7.9	7.9		400.85	
E004/2107	202302	3200									352	416	15.75	55.15	6.3	6.3			
E005/2110	202302	3500									385	455	17.25	60.35	6.9	6.9			
E001/1905	202303	6000									660	900	19.75	69.05	7.9	7.9		143.35	
E002/1910	202303	3600									396	468	17.75	62.15	7.1	7.1			
E003/2006	202303	7000									770	1050	19.75	69.05	7.9	7.9		400.85	
E004/2107	202303	3200									352	416	15.75	55.15	6.3	6.3			
E005/2110	202303	3500									385	455	17.25	60.35	6.9	6.9			
	A Max 20 Char Employee Coo E001/1905 E002/1910 E003/2006 E004/2107 E005/2110 E002/1910 E003/2006 E004/2107 E005/2110 E003/2006 E004/2107 E005/2110	A B Max 20 Char YYYYMM Employee Coc Period E001/1905 202301 E002/1910 202301 E003/2006 202301 E004/2107 202301 E005/2110 202302 E002/1910 202302 E002/1910 202302 E002/1910 202302 E003/2006 202302 E004/2107 202302 E005/2110 202302 E001/1905 202302 E005/2110 202302 E001/1905 202303 E002/1910 202303 E002/1910 202303 E003/2006 202303 E003/2006 202303 E003/2006 202303 E004/2107 202303 E005/2110 202303 E005/2110 202303	A B C Max 20 Char YYYYMM Number Employee Coc Period Salary E001/1905 202301 6000 E002/1910 202301 3600 E003/2006 202301 3200 E004/2107 202301 3500 E005/2110 202302 6000 E002/1910 202302 3600 E001/1905 202302 3600 E002/1910 202302 3200 E003/2006 202302 3500 E004/2107 202302 3500 E005/2110 202303 6000 E005/2110 202303 3600 E002/1910 202303 300 E001/1905 202303 300 E001/1905 202303 300 E001/1905 202303 300 E002/1910 202303 300 E003/2006 202303 300 E004/2107 202303 3200 E005/2110 <td>A B C D Max 20 Char YYYYMM Number Num Employee Cod Period Salary Adva E001/1905 202301 6000 E002 E003/2006 202301 3600 E002 E004/2107 202301 3200 E005/2110 202302 6000 E002/1910 202302 3600 E002/1910 202302 3600 E002/1910 202302 3600 E003/2006 202302 3600 E003/2006 202302 3500 E005/2110 202302 3500 E005/2110 202303 3600 E002/1910 202303 3600 E002/1910 202303 3600 E003/2006 202303 3600 E003/2006 202303 3600 E003/2006 202303 3200 E003/2006 202303 3200 E003/2006 202303 3200 E003/2017 202303 3200 E003/2017 202303 3200 E003/2010 202303 3200 E003/2017 202303 3200 E003</td> <td>A B C D E Max 20 Char YYYYMM Number Num Num Employee Coc Period Salary Adva Dire E001/1905 202301 6000 Image: Coc Period Salary Adva Dire E002/1910 202301 3600 Image: Coc Period Salary Adva Dire E002/1910 202301 3600 Image: Coc Period Salary Adva Dire E003/2006 202301 3600 Image: Coc Period Salary Adva Dire E005/2110 202301 3500 Image: Coc Period Salary Adva Period E001/1905 202302 3600 Image: Coc Image: Coc Period Period<</td> <td>A B C D E F Max 20 Char YYYYMM Number Num Num Num Employee Cod Period Salary Adva Dire Co E001/1905 202301 6000 </td> <td>A B C D E F G Max 20 Char YYYYMM Number Num Nu Nu Nu Nu Employee Coc Period Salary Adva Dire Co Bo E001/1905 202301 6000 </td> <td>A B C D E F G H Max 20 Char YYYYMM Number Num Nu Nu</td> <td>A B C D E F G H I Max 20 Char YYYYMM Number Num Nu Nu</td> <td>A B C D E F G H I J Max 20 Char YYYYMM Number Num Nu Nu</td> <td>A B C D E F G H I J K Max 20 Char YYYYMM Number Num Nu <</td> <td>A B C D E F G H I J K L Max 20 Char YYYYMM Number Num Nu <t< td=""><td>A B C D E F G H I J K L Mi Max 20 Char YYYYMM Number Num Nu Nu Nu Nu Nu Nu Nu Nu Number Number Number Employee Co Period Salary Adva Dire Co Bo Cl Pai Un Loa Employee E Employee E E001/1905 202301 3600 - 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Task 5.4

View Reports

 \checkmark 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

Month	РСВ										
MOTIUT	Receipt Date	Receipt No	Amount								
January	03/02/уууу	12225	544.20								
February	03/03/уууу	23336	544.20								
March	07/04/уууу	34447	544.20								
April											

• Reports > Government Report > Income Tax Report > PCB2(II)

