cloudpayroll Course Book

Chapter 9

Deduction

Learn how to:
- create/edit fixed deduction
- create/edit variable deduction
- assign deduction to employee
- create adhoc item for deduction
- process/reset payroll with deduction

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Chapter 9   Deduction

- Any employee who joins 'Employee Club' will be deducted from his salary a monthly fee of RM50.
- All employees are required to handle stock items with extra care, damages due to negligence shall be borne by the respective employee and to be deducted from his salary.

Task 9.1
Fixed Deduction

Tools > General Maintenance > Deduction (Add New)

🖱 Add a Fixed Deduction: CLUBFEE-50 with formula

Code	CLUBFEE-50
Description	Employee Club Monthly Fee 50
(Contribution)	☐ Pay EPF ☐ Pay SOCSO & EIS ☐ Pay Tax ☐ Pay HRDF
Formula	50

Task 9.2
Assign Deduction to Employee

Payroll > Employee > Employee Maintenance > Edit > Addition & Deduction > Add Payroll Item > Deduction

🖱 Assign the fixed deduction CLUBFEE-50 to Aiyen Man, starting from April, yyyy.

☐	Code	Description	Start Period	End Period	Amount	Pay EPF	Pay SOCSO & EIS	Pay Tax	Pay HRDF	Is Fixed
☑	CLUBFEE-40	Employee Club Monthly Fee 50	Apr yyyy		(empty)	☐	☐	☐	☐	☐

Task 9.3
Process Month End payroll

Payroll > Payroll Management > Process Payroll > Reset payroll for April, yyyy.

🖱 **Reset** April payroll and observe the changes in payroll Detail (Deduction)

Deduction	Amount	Pay EPF	Pay SOCSO & EIS	Pay Tax	Pay HRDF
CLUBFEE-50	50.00	☐	☐	☐	☐
	50.00				

Task 9.4
Variable Deduction

Tools > General Maintenance > Deduction (Add New)

🖑 Add a new variable deduction: COMPENSATION, without any formula

Code	COMPENSATION
Description	Compensation of Negligence
(Contribution)	☐ Pay EPF ☐ Pay SOCSO & EIS ☐ Pay Tax ☐ Pay HRDF
Formula	(empty)

Task 9.5
Process Month End payroll

Payroll > Payroll Management > Adhoc Payroll Items > Deduction (Add New Row)

🖑 Add the following **adhoc** deduction item for Aiyen Man: RM150

Employee	Period	Payroll Type	Is Paid	Code	Amount	Pay EPF	Pay SOCSO & EIS	Pay Tax	Pay HRDF	Is Fixed
Aiyen Man	April yyyy	Month End		COMPENSATION	150	☐	☐	☐	☐	☐

Payroll > Payroll Management > Process Payroll > Reset payroll for April, yyyy

🖑 **Reset** April payroll and observe the changes in payroll Detail (Deduction).

Deduction	Amount	Pay EPF	Pay SOCSO & EIS	Pay Tax	Pay HRDF
CLUBFEE-50	50.00	☐	☐	☐	☐
COMPENSATION	150.00	☐	☐	☐	☐
	200.00				

🖐 End of chapter 🖐