autocount cloudpayroll Course Book

Chapter 22

Zakat & Tabung Haji

Learn how to:
- enable Zakat & Tabung Haji
- maintain Zakat & Tabung Haji at employee maintenance (auto-deduction from salary)
- process payroll and view detail
- input Zakat paid directly by employee

Chapter 22   Zakat & Tabung Haji

Tom Kurus requests the company to auto-deduct contribution of zakat and Tabung Haji from his monthly salary. RM 35 for zakat and RM100 for tabung haji.

Task 22.1
Enable Zakat & Tabung Haji at Company Profile

Tools > Company Profile > Contribution/Payout Setting > Visibility

🖱 Confirm the following setting at Company Profile:

Items	Is Visible
Tabung Haji	☑
Zakat	☑

Task 22.2
Edit Zakat & Tabung Haji at Employee Maintenance

Payroll > Employee > Employee Maintenance > (Edit) > Statutory Requirement > Others

🖱 Enter the following details for Tom Kurus:

Zakat Number	H77222
Zakat Amount	35
Tabung Haji Number	120003200055000
Tabung Haji Amount	100

Task 22.3
Run Payroll Process

Payroll > Payroll Management > Process Payroll

🖱 Process/Reset payroll of current month end only for Tom Kurus:
🖱 View payroll detail (deducted amount for Zakat and Tabung Haji)
🖱 View PCB calculation (PCB reduced because of Zakat)

Task 22.4
Employee Paid Zakat Directly

Note: For this month, Tom Kurus has paid RM100 extra for zakat directly at zakat counter. He has submitted the proof together with TP1 form to HR Manager for PCB deduction.

Payroll > Payroll Management > Process Payroll > (Edit Detail) > Save & Recalculate

- Edit payroll details for Tom Kurus, key in RM100 at employee paid zakat field
- Save and Recalculate the payroll detail for Tom Kurus
- View payroll detail (Employee Paid Zakat)
- View PCB calculation (PCB reduction affected by Zakat and Employee Paid Zakat)

🖐 End of chapter 🖐