

The main title logo for the course book, featuring 'autocount' in a small font above 'cloud payroll' in a larger font, with a blue cloud icon above the word 'cloud', followed by the words 'Course Book' in a large, bold, blue font.

Step-by step Answer Guide

Chapter 8

Allowance

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Chapter 8 Allowance

Task 8.1a

Fixed Allowance

Edit the following Fixed Allowances

(Tools > General Maintenance > Allowance)

The screenshot shows the autoaccount cloud payroll dashboard. The top navigation bar includes the logo, a menu icon, and user information (NewUser). The left sidebar contains navigation categories: GENERAL (Dashboard, My Calendar), PAYROLL (Employee, Payroll Management), REPORTS (Government Report, Management Report, Employee Report), and HUMAN RESOURCE (My Claim, My Leave). The main content area features a top row of four summary cards: On Leave Today (0), On Leave Tomorrow (0), My Pending Requests (0), and Requested My Approval (0). Below this is a blue bar with five metrics: Total Headcount (6), Join This Month (0), Exit This Month (0), Join Next Month (0), and Exit Next Month (0). The dashboard also includes sections for TO DO LIST and ANNOUNCEMENTS, both showing 'No data'. A red arrow points to the 'Tools' option in the sidebar, and an orange callout box contains the instruction: '1. Scroll down for Tools > General Maintenance > Allowance'. At the bottom right, there is a 'What to do now?' button and a chat icon.

Edit the following Fixed Allowances, PETROL to TRAVEL
(Tools > General Maintenance > Allowance)

2. Select General Maintenance

3. Select Allowance

4. Click to edit

The screenshot displays the 'Allowance' management page in the autocount cloud payroll system. The page title is 'Allowance' and it includes a search filter and an 'Add New' button. A table lists various allowances with their respective codes and descriptions. The 'PETROL' allowance is highlighted with a red box, and a callout indicates that the user should click the edit icon for this row.

Code	Description	Pay EPF	Pay SOCSO ...	Pay Tax	Pay HRDF	Formula	
ATTENDANCE	Attendance ...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
CHILD	Child Care A...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
EDU	Education Al...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
HOUSE	Housing Allo...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
MEAL	Meal Allowa...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
PARK	Parking Allo...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
PETROL	Travel/Petro...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
PHONE	BroadBand/...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
SHIFT	Shift Allowa...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Count: 9

Page: 1

What to do now?

Edit the following Fixed Allowances Description PETROL to TRAVEL
Select Tax Exempted Rule no 1

The screenshot displays the 'EDIT ALLOWANCE' dialog box in the autocount cloud payroll system. The dialog is overlaid on a background showing a list of allowances with codes like ATEN..., CHILD, EDU, HOUSE, MEAL, PARK, PETROL, PHONE, and SHIFT. The 'EDIT ALLOWANCE' dialog has the following fields and options:

- Code ***: TRAVEL (An orange callout box points to this field with the text: "5. Rename Description PETROL > TRAVEL")
- Description**: Travel/Petrol Allowance
- Setting** tab is active, with a **Formula** tab also visible.
- Start Period**: Start Period (with a calendar icon)
- End Period**: End Period (with a calendar icon)
- Pay EPF**:
- Pay Tax**:
- Pay SO**:
- Pay HR**:
- Tax Exempted Rule**: 1. Petrol allowance, travelling allowance or toll payment (An orange callout box points to this dropdown with the text: "6. Click to select Tax Exempted Rule")
- Buttons**: Save (blue), Discard (red)

The background interface includes a sidebar with navigation options (Branch, Department, Project, Race, Employee Type, Employee Group, Calendar, Allowance, Deduction, EPF, BIK, Levy, Overtime), a search bar, and a user profile 'NewUser'.

Select Tax Exempted Rule no 1

7. Selec Petrol Allowance

Description	Limit Amt
1. Petrol allowance, travelling allowance or toll payment	6,000.00
2. Child care allowance	2,400.00
3. Telephone, mobile phone, pager and PDA	0.00
4. Monthly bills for broadband, phone, pager and PDA	0.00
5. Perquisites provided to employee for certain achievement	2,000.00
6. Parking rate and parking allowance	0.00
7. Meal allowance	0.00
8. Subsidised interest for housing, education or car loan	0.00

Count: 9

Save Discard

Page: 1

What to do now?

Select Tax Exempted Rule no 1

EDIT ALLOWANCE

Code * TRAVEL

Description Travel/Petrol Allowance

Setting Formula

Start Period End Period

Pay EPF Pay SOCSO & EIS

Pay Tax Pay HRDF

Tax Exempted Rule

1. Petrol allowance, travelling allowance or toll payment

Save Discard

8. Click Save to proceed

Edit the following Fixed Allowances, SHIFT to SHIFT 400 (Formula)
 (Tools > General Maintenance > Allowance)

The screenshot shows the 'Allowance' management page in the autocount cloud payroll system. The interface includes a sidebar with navigation options like 'Claim Type', 'Leave Type', 'Branch', 'Department', 'Project', 'Race', 'Employee Type', 'Employee Group', 'Calendar', 'Allowance', 'Deduction', 'EPF', 'BIK', and 'Levy'. The main area displays a table of allowances with columns for Code, Description, Pay EPF, Pay SOCSO, Pay Tax, Pay HRDF, and Formula. The 'SHIFT' allowance is highlighted in grey and enclosed in a red rectangular box. An orange callout bubble with a pencil icon points to the edit icon in the 'SHIFT' row, containing the text '1. Click to edit'. Other allowances listed include ATTENDANCE, CHILD, EDU, HOUSE, MEAL, PARK, PHONE, and TRAVEL. The page also features a search filter, an 'Add New' button, a 'Count: 9' indicator, and pagination controls (10, 20, 50) and a 'Page: 1' indicator.

Code	Description	Pay EPF	Pay SOCSO ...	Pay Tax	Pay HRDF	Formula
ATTENDANCE	Attendance ...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
CHILD	Child Care A...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
EDU	Education Al...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
HOUSE	Housing Allo...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
MEAL	Meal Allowa...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
PARK	Parking Allo...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
PHONE	BroadBand/...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
SHIFT	Shift Allowa...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
TRAVEL	Travel/Petro...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Edit the following Fixed Allowances, SHIFT to SHIFT 400 (Formula)
Click Formula Tab & Enter Formula amount

EDIT ALLOWANCE

Code *

Description

Start Period

End Period

Pay EPF Pay SOCSO & EIS

Pay Tax Pay HRDF

Tax Exempted Rule

Count: 9

Page: 1

What to do now?

Enter Formula amount 400

EDIT ALLOWANCE

Code *

Description

Setting Formula

Passed

Functions Allowance Deduction Time Attendance Others

4. Enter Formula > 400

5. Click Save to proceed

Allowance Listing

autocount cloud payroll

 NewUser

1234 NAZZEL

Allowance

Add New

Code	Description	Pay EPF	Pay SOCSO ...	Pay Tax	Pay HRDF	Formula	
ATTENDANCE	Attendance ...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
CHILD	Child Care A...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
EDU	Education Al...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
HOUSE	Housing Allo...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
MEAL	Meal Allowa...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
PARK	Parking Allo...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
PHONE	BroadBand/...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
SHIFT 400	Shift Allowa...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	400	
TRAVEL	Travel/Petro...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Count: 9

10
20
50

Page: 1

What to do now?

Task 8.1b

Assign allowance to Employee

Assign the following Fixed Allowance to Employee
(Payroll > Employee > Employee Maintenance)

The screenshot shows the 'Employee Maintenance' interface. The left sidebar contains a navigation menu with categories: GENERAL (Dashboard, My Calendar), PAYROLL (Employee, Employee Maintenance, Organization Chart), Payroll Management, REPORTS (Government Report, Management Report, Employee Report), and HUMAN RESOURCE. The 'Employee' menu item is highlighted with a red box. The main area displays a table of employees with columns: Code, Name, Job Title, Department, Branch, Join Date, ELeave, EClaim, and Active?. The row for 'Aiyen Man' (Code E004/1707) is highlighted with a red box, and a callout bubble points to the edit icon with the text '1. Click to edit'. The table also shows a 'Count: 6' and pagination options (10, 20, 50) and 'Page: 1'.

Code	Name	Job Title	Department	Branch	Join Date	ELeave	EClaim	Active?
E-0001/1904	SWEET JINGJING	SALES E...	SSM - SALE...		01/04/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E001/1505	Tom Kurus	SSM Ma...	SSM - SALE...		01/05/2015	<input type="checkbox"/>		<input checked="" type="checkbox"/>
E002/1510	Cindy Louder	Purchasi...	PUR - PURC...		01/10/2015	<input type="checkbox"/>		<input checked="" type="checkbox"/>
E003/1606	Apon Buleh	HRA Ma...	HRA - HUM...		01/06/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E004/1707	Aiyen Man	OP Exec...	ORD - ORD...		01/07/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E005/1710	Woo Verin	Market...	SSM - SALE...		01/10/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Assign the following Fixed Allowance to Employee Aiyen Man
(Payroll > Employee > Employee Maintenance > Aiyen Man > Additional & Deduction)

The screenshot displays the 'Aiyen Man' employee profile page in the autoaccount cloud payroll system. The left sidebar contains navigation menus for GENERAL, PAYROLL, REPORTS, and HUMAN RESOURCE. The main content area shows the employee's details and a set of tabs for managing different aspects of the employee's record. The 'Addition & Deduction' tab is highlighted with a red box and an orange callout bubble that says '2. Select Additional & Deduction'. The form fields are as follows:

- Employee Code ***: E004/1707
- Employee Full Name ***: Aiyen Man
- Is Active**:
- Is Foreigner**:
- Is Disable Person**:
- Has E-Lea**:
- Has E-Claim**:

Below the tabs, the 'Personal Information' section is visible with the following fields:

- Identity Card/Passport ***: IC: 950505-05-0505
- Gender**: Male
- Date of Birth**: 05/05/1995
- Age**: 24

A 'What to do now?' button is located at the bottom right of the form.

Add New Payroll Item

Assign the following Fixed Allowance to Employee Aiyen Man

(Payroll > Employee > Employee Maintenance > Aiyen Man > Additional & Deduction)

The screenshot shows the 'Aiyen Man' employee profile page in the 'Additional & Deduction' tab. The page includes a sidebar with navigation options like 'Employee', 'Employee Maintenance', 'Organization Chart', 'Payroll Management', 'Reports', and 'Human Resource'. The main content area has a form for employee details and a table for 'Addition & Deduction' items. An orange callout bubble with the text '3. Click Add Payroll Item' points to the 'Add Payroll Item' button in the table's top right corner.

Employee Details:

- Employee Code: E004/1707
- Employee Full Name: Aiyen Man
- Is Active:
- Is Foreigner:
- Is Disable Person:
- Has E-Leave:
- Has E-Claim:

Addition & Deduction Table:

Item Type	Description	Start Period	End Period	Amount
No Data Available				

Buttons: Save, Back, Add Payroll Item, What to do now?

Assign the following Fixed Allowance to Employee Aiyen Man: Travel & Shift 400

4. Tick Travel & Shift 400

<input type="checkbox"/>	Code	Descrip... ↓	Start Peri...	End Period	Amount	Pay EPF	Pay SOCS...	Pay Tax	Pay HRDF	Is Fixed	
<input checked="" type="checkbox"/>	TRAVEL	Travel/Petr...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	SHIFT 400	Shift Allow...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	PARK	Parking All...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	MEAL	Meal Allow...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	HOUSE	Housing Al...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	EDU	Education ...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	CHILD	Child Care ...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	PHONE	BroadBan...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	ATTENDAN...	Attendanc...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Click Apply to proceed

Apply Discard

Enter Amount 500 into Travel/Petrol Allowance by edit the setting

The screenshot shows the 'Addition & Deduction' tab for employee Aiyen Man. The interface includes a sidebar with navigation options like 'Employee', 'Payroll Management', and 'Reports'. The main content area displays the employee's profile and a table of allowances. The table has columns for 'Item Type', 'Description', 'Start Period', 'End Period', and 'Amount'. The 'Travel/Petrol Allowance' row is highlighted, and its edit icon is circled in red. A callout bubble points to this icon with the text '1. Click to edit'.

Item Type	Description	Start Period	End Period	Amount	
Allowance	Travel/Petrol Allowance				
Allowance	Shift Allowance 400			400	

Enter Amount 500 into Travel/Petrol Allowance by edit the setting

The screenshot shows the 'Addition & Deduction' section for employee 'Aiyen Man'. The interface includes a top navigation bar with the logo and user name 'NewUser', and a left sidebar with menu items like 'Employee', 'Payroll Management', and 'REPORTS'. The main content area has a breadcrumb trail: 'Personal Profile > Spouse Information > Employment Detail > Statutory Requirement > Addition & Deduction'. Below this is a table with columns: 'Item Type', 'Description', 'Start Period', 'End Period', and 'Amount'. The 'Amount' column header has an upward arrow and a 'Formula' button highlighted with a red box. An orange callout bubble points to this button with the text '2. Click Formula Column to allow Edit Amount'. The table contains two rows: 'Travel/Petrol Allowance' and 'Shift Allowance' (with a value of 400). At the bottom, there are pagination controls showing '10', '20', '50' and 'Page: 1'.

Item Type	Description	Start Period	End Period	Amount
Allowance	Travel/Petrol Allowance			Formula
Allowance	Shift Allowance			400

Select option Enter by *Amount*, and enter 500

The screenshot shows the 'Amount' dialog box in the autocount cloud payroll system. The dialog has a title bar with 'Amount' and a close button. It contains a radio button for 'By Amount' which is selected and highlighted with a red box. Below it is a text input field containing the number '500'. There are also options for 'By Formula' and a formula editor with buttons for mathematical functions like ROUND, ABS, SQRT, MAX, MIN, MOD, IF, ELSE, AND, and OR. At the bottom of the dialog are 'Save' and 'Discard' buttons. The background shows the main interface with a sidebar menu and a table of payroll items.

3. Click Option Amount

4. Enter Amount 500

5. Click Save to changes & proceed

List of allowance

test

autocount cloud payroll


Aiyen Man

Save Back




Personal Profile Spouse Information Employment Detail Statutory Requirement Addition & Deduction

Addition & Deduction

Drag a column header here to group by that column

6. Click  to save

Add Payroll Item

Item Type	Description	Start Period	End Period	Amount	
Allowance	Travel/Petrol Allowance	<input type="text"/>	<input type="text"/>	500	
Allowance	Shift Allowance			400	 

10 20 50 Page: 1

Well Done!

The screenshot shows the 'Addition & Deduction' page for employee Aiyen Man. The interface includes a top navigation bar with the autocount cloud payroll logo, a user profile 'NewUser', and notification icons. A left sidebar contains a navigation menu with sections for 'PAYROLL' (Employee, Employee Maintenance, Organization Chart, Payroll Management) and 'REPORTS' (Government Report, Management Report, Employee Report, Human Resource Letter). The main content area features a breadcrumb trail: Personal Profile > Spouse Information > Employment Detail > Statutory Requirement > Addition & Deduction. Below the breadcrumb is a blue header 'Addition & Deduction' and a button 'Add Payroll Item'. A table displays the following data:

Item Type	Description	Start Period	End Period	Amount	
Allowance	Travel/Petrol Allowance			500.00	
Allowance	Shift Allowance			400	

At the bottom of the table, there are page controls: '10' (selected), '20', '50', and 'Page: 1'. A callout bubble with the text '7. Click Save to proceed' points to the 'Save' button in the top right corner. The bottom of the screen shows a mobile-style navigation bar with icons for home, search, and power.

Task 8.1c

Process Month End Payroll – Fixed Allowance

Process month end payroll for April yyyy, only for E-004/1707
 (Payroll > Payroll Management > Process Payroll > New Payroll Process)

The screenshot shows the 'Process Payroll' interface. In the left sidebar, the 'Process Payroll' menu item is highlighted with a red box. An orange callout bubble points to the 'New Payroll Process' button with the text '1. Click NewPayroll Process to proceed'.

Latest Period: March 2019

EMPLOYEE COUNT : 5
 LEAVE CUT OFF DATE : 31/03/2019

Buttons: View, Delete

Drag a column header here to group by that column

Period	Payroll Type	Date	Leave Cutoff Date	Employee Count	Description	Is Committed
February 2019	Year To Date	28/02/2019	28/02/2019	5		<input type="checkbox"/>

Process month end payroll for April yyyy, only for E-004/1707
Select Payroll Type *Month End / Second Half*, Payroll Period *Month of April*

New Payroll Process

Payroll Type *

Description

Payroll Period

Month * Year *

Leave Cut Off Date

Filter

Search

- DEFAULT - Default Department
- HR - HUMAN RESOURCE & ADMIN
- OPE - OPERATION
 - ORD - ORDER PROCESSING
 - Aiyen Man

2. Select Payroll Type Month End / Second Half

3. Select Month of April & current year

4. Select only Employee Aiyen Man

Proceed with process of April current year for Aiyen Man

The screenshot displays the 'autocount cloud payroll' interface. On the left is a navigation menu with sections for 'PAYROLL' (Employee, Payroll Management, Adhoc Payroll Items, Time Attendance, Process Payroll, Electronic Payment, CP Receipt) and 'REPORTS' (Government Report, Management Report). The main area is titled 'Payroll Period' and contains the following fields:

- Month *: April
- Year *: 2019
- Leave Cut Off Date: Last Day

Below this is a 'Filter' section with a search bar and a list of departments:

- DEFAULT - Default Department
- HR - HUMAN RESOURCE & ADMIN
- OPE - OPERATION
 - Aiyen Man
- PUR - PURCHASING
- SSM - SALES SERVICE & MARKETING

At the bottom of the filter section are two buttons: 'Process' (blue) and 'Discard' (red). An orange callout bubble with the text '5. Click Process to proceed' points to the 'Process' button. The top right of the interface shows a user profile for 'NewUser' and a 'New Payroll Process' button. A table header is partially visible at the bottom with columns: 'Period', 'Payroll type', 'Date', 'Leave Cut-off Date', 'Employee Count', 'Description', and 'Is Committed'.

Summary of Payroll Process of April current year for Aiyen Man

The screenshot displays the 'Summary' view of a payroll process in the autocount cloud payroll system. The interface includes a navigation sidebar on the left with sections for 'PAYROLL' (Employee, Payroll Management, Adhoc Payroll Items, Time Attendance, Process Payroll, Electronic Payment, CP Receipt) and 'REPORTS' (Government Report, Management Report). The main content area shows a summary of payroll data for the current year of April.

Summary Cards:

- NUMBER OF EMPLOYEES:** 1
- TOTAL NET PAY:** 3,621.00
- LEAVE CUT OFF DATE:** 2019-04-30

Tax and Deduction Summary:

TOTAL PCB	TOTAL EPF	TOTAL SOCSO	TOTAL EIS	TOTAL HRDF
0.00	984.00	88.80	15.80	41.00

Action Buttons: Commit All, Summary Files

Table:

Drag a column header here to group by that column

Employee	Job Title	Department	Salary	Gross Pay	Total Deduction	Net Pay
Aiyen Man	OP Executive	ORD	3,200.00	4,100.00	478.65	3,621.00
Count: 1				4,100.00	478.65	3,621.00

Task 8.2a

Variable Allowance (Without Formula)

Confirm the following Variable Allowance (ATTENDENCE) without any formula
(Tools > General Maintenance > Allowance)

The screenshot displays the 'Allowance' management page in the autoaccount cloud payroll system. The left sidebar contains navigation options such as Leave Type, Branch, Department, Project, Race, Employee Type, Employee Group, Calendar, Allowance (selected), Deduction, EPF, and BIK. The main area shows a table of allowance codes with the following columns: Code, Description, Pay EPF, Pay SO..., Pay Tax, Pay HR..., and Formula. The 'ATTEN...' row is highlighted with a red box, and an orange callout bubble points to the edit icon in its rightmost column with the text '1. Click to edit'.

Code	Descri...	Pav EPF	Pav SO...	Pav Tax	Pav HR...	Formula	
ATTEN...	Attenda...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
CHILD	Child C...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
EDU	Educati...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
HOUSE	Housin...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
MEAL	Meal All...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
PARK	Parking...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
PHONE	BroadB...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
SHIFT 4...	Shift All...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	400	
TRAVEL	Travel/...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Count: 9

Page: 1

Confirm the following Variable Allowance (ATTENDANCE) setting for TAX Exempted Rule is empty
(Tools > General Maintenance > Allowance > Setting)

The screenshot displays the 'EDIT ALLOWANCE' form in the autocount cloud payroll system. The form is titled 'EDIT ALLOWANCE' and has a close button (X) in the top right corner. The 'Code' field is set to 'ATTENDANCE' and the 'Description' field is set to 'Attendance Allowance'. Below these fields are two tabs: 'Setting' (selected) and 'Formula'. Under the 'Setting' tab, there are two date pickers for 'Start Period' and 'End Period'. There are four checkboxes: 'Pay EPF' (checked), 'Pay Tax' (checked), 'Pay SOCSO & EIS' (checked), and 'Pay HRDF' (checked). The 'Tax Exempted Rule' field is a dropdown menu with the text 'Tax Exempted Rule' selected. This field is highlighted with a red rectangular box. An orange callout bubble with a white border points to this field and contains the text '2. Confirm Tax Exempted Rules is empty'. At the bottom of the form are 'Save' and 'Discard' buttons. The background shows the payroll system interface with a sidebar menu on the left and a table of allowances on the right. The browser address bar shows 'payroll.autocountsoft.com'.

Confirm the following Variable Allowance (ATTENDANCE) Formula is empty
(Tools > General Maintenance > Allowance)

Setting Formula

Formula

Code 1
ATTEN...
CHILD
EDU
HOUS...
Count: 9

10 20

Allowance Deduction Time Attendance Others

ROUND ABS SQRT MAX MIN M

AND OR

Save Discard

Page: 1

3. Click Formula to proceed

4. Confirm column Formula is empty

5. Click Save to proceed

Task 8.2b

Assign Allowance to Employee

Assign the following Attendance Allowance to Employee Aiyen Man
(Payroll > Employee > Employee Maintenance > Aiyen Man)

The screenshot shows the 'Employee Maintenance' interface. The left sidebar has 'Employee' and 'Employee Maintenance' highlighted. The main table contains the following data:

Code	Name	Job Title	Department	Branch	Join Date	ELeave	EClaim	Active?	Actions
E-0001/1904	SWEET JINGJING	SALES E...	SSM - SALE...		01/04/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E001/1505	Tom Kurus	SSM Ma...	SSM - SALE...		01/05/2015	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
E002/1510	Cindy Louder	Purchasi...	PUR - PURC...		01/10/2015	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
E003/1606	Apapon Buleh	HRA Ma...	HRA - HUM...		01/06/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E004/1707	Aiyen Man	OP Exec...	ORD - ORD...		01/07/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E005/1710	Woo Verin	Marketl...	SSM - SALE...		01/10/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Count: 6

Page: 1

Add Payroll Item Attendance Allowance to Employee Aiyen Man
 (Payroll > Employee > Employee Maintenance > Aiyen Man)

The screenshot shows the 'Addition & Deduction' page for employee Aiyen Man. The page includes a navigation menu on the left, a header with the user 'NewUser', and a main content area with a breadcrumb trail: Personal Profile > Spouse Information > Employment Detail > Statutory Requirement > Addition & Deduction. The 'Addition & Deduction' section contains a table with two existing items and an 'Add Payroll Item' button. An orange callout bubble with the text '2. Click Add Payroll Item' points to this button.

Employee Code *
 E-004/1707 Is Foreigner Is Disable Person

Employee Full Name *
 Aiyen Man

Is Active Has E-Leave Has E-Claim

Personal Profile Spouse Information Employment Detail Statutory Requirement **Addition & Deduction**

Addition & Deduction

Drag a column header here to group by that column

Item Type	Description	Start Period	End Period	↑ Amount	
Allowance	Travel/Petrol Allowance			500.00	
Allowance	Shift Allowance			400	

10 20 50 Page: 1

PAYROLL ITEM

Allowance			Deduction		Optional Deduction		BIK			
<input type="checkbox"/>	Code	Desc... ↓	Start P...	End Per...	Amount	Pay EPF	Pay SO...	Pay Tax	Pay HR...	Is Fixed
<input type="checkbox"/>	TRAVEL	Travel/P...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SHIFT 400	Shift All...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	PARK	Parking ...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		Meal All...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		Housing...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		Educati...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	CHILD	Child Ca...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	PHONE	BroadB...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	ATTEND...	Attenda...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3. Tick to select Allowance item ATTENDANCE

4. Click Apply to proceed

List of Employee (Aiyen Man) Payroll Item (Allowance)

The screenshot shows the 'Addition & Deduction' section for employee 'Aiyen Man'. The interface includes a sidebar with navigation options like Dashboard, My Calendar, and PAYROLL. The main content area displays a table of payroll items. A red box highlights the table, and a callout bubble points to the 'Save' button with the text '4. Click Save to proceed'.

Item Type	Description	Start Period	End Period	↑ Amount	
Allowance	Attendance Allowance				
Allowance	Travel/Petrol Allowance			500.00	
Allowance	Shift Allowance			400	

Page: 1

Task 8.2c

Process Month End Payroll – Method A (Recalculate)

Edit Processed Month End Payroll for April yyyy
 (Payroll > Payroll Management > Process Payroll)

The screenshot shows the autocount cloud payroll interface. On the left sidebar, the 'Process Payroll' option is highlighted with a red box. The main content area displays the 'Latest Period: April 2019' summary card. This card includes the following information:

- Month End / Second Half**
- EMPLOYEE COUNT : 1
- LEAVE CUT OFF DATE :30/04/2019
- Is Committed

Below the summary card, there are two buttons: 'Edit' (highlighted with a red box) and 'Delete'. An orange callout bubble points to the 'Edit' button with the text: "1. Edit proceed Payroll".

Below the summary card is a table with the following columns: Period, Payroll Type, Date, Leave Cutoff Date, Employee Count, Description, and Is Committed. The table contains three rows of data:

Period	Payroll Type	Date	Leave Cutoff Date	Employee Count	Description	Is Committed
March 2019	Year To Date	31/03/2019	31/03/2019	5		<input type="checkbox"/>
February 2019	Year To Date	28/02/2019	28/02/2019	5		<input type="checkbox"/>
January 2019	Year To Date	31/01/2019	31/01/2019	5		<input type="checkbox"/>

Edit Detail Processed Month End Payroll for April yyyy
 (Payroll > Payroll Management > Process Payroll > Detail)

2. Click Detail to proceed

Summary | **Detail**

test

Dashboard
My Calendar

PAYROLL

Employee
Payroll Management
Adhoc Payroll Items
Time Attendance
Process Payroll
Electronic Payment
CP Receipt

REPORTS

NUMBER OF EMPLOYEES: 1

TOTAL NET PAY: 3,621.00

LEAVE CUT OFF DATE: 2019-04-30

TOTAL PCB: 0.00 | TOTAL EPF: 984.00 | TOTAL SOCSO: 88.80 | TOTAL EIS: 15.80 | TOTAL HRDF: 41.00

Commit All | Summary Files

Drag a column header here to group by that column

Employee	Job Title	Department	Salary	Gross Pay	Total Deduction	Net Pay
Aiyen Man	OP Executive	ORD	3,200.00	4,100.00	478.65	3,621.00
Count: 1				4,100.00	478.65	3,621.00

Edit Detail Processed Month End Payroll for April yyyy, expend detail info for Aiyen Man
 (Payroll > Payroll Management > Process Payroll > Detail)

The screenshot shows the 'Detail' view of a payroll record for employee Aiyen Man. The interface includes a sidebar with navigation options like 'Dashboard', 'My Calendar', 'Employee', 'Payroll Management', and 'Process Payroll'. The main content area displays a table with columns for Earning, Deduction, and Company. A red box highlights a menu icon (three horizontal lines) in the top left of the table area, with a callout bubble containing the text '3. Click to Expend more information'.

Earning		Deduction		Company	
Basic Salary:	3,200.00	Deduction:	0.00	BIK:	
Allowance:	900.00	Advance:	0.00	Company EPF:	
OverTime:	0.00	EPF:	451.00	Company SOCSO:	
Commission:	0.00	SOCSO:	19.75	Company EIS:	
Bonus:	0.00	EIS:	7.90	Company Levy:	
Director Fee: <input type="checkbox"/> Is Fix	0.00	PCB Tax:	0.00	PCB Details	
Paid Leave:	0.00	CP 38 Tax:	0.00	Optional Deduction:	
Claim:	0.00	Unpaid Leave:	0.00	Employee Paid Zakat:	
Payment Of Arrears:	0.00	Zakat:	0.00	Prorated Salary	
		Employee Levy:	0.00	Days Not Worked:	
		Loan:	0.00		

Expand Detail Processed Month End Payroll for April yyyy & Reset Processor
 (Payroll > Payroll Management > Process Payroll > Detail)

The screenshot shows the 'Detail' view of payroll processing for 'Aiyen Man'. The interface includes a sidebar with navigation options like 'Dashboard', 'My Calendar', 'Employee', 'Payroll Management', and 'Reports'. The main content area displays a table with columns for Earning, Deduction, and Company. The 'Reset' button is highlighted with a red box, and an orange callout bubble points to it with the text '4. Click Reset to proceed'.

Earning		Deduction		Company	
Basic Salary:	3,200.00	Deduction:	0.00	BIK:	0.00
Allowance:	900.00	Advance:	0.00	Company EPF:	533.00
OverTime:	0.00	EPF:	451.00	Company SOCSO:	69.05
Commission:	0.00	SOCSCO:	19.75	Company EIS:	7.90
Bonus:	0.00	EIS:	7.90	Company Levy:	0.00
Director Fee: <input type="checkbox"/> Is Fix	0.00	PCB Tax:	0.00	PCB Details	
Paid Leave:	0.00	CP 38 Tax:	0.00	Optional Deduction:	0.00
Claim:	0.00	Unpaid Leave:	0.00	Employee Paid Zakat:	0.00
Payment Of Arrears:	0.00	Zakat:	0.00	Prorated Salary	
		Employee Levy:	0.00	Days Not Worked:	0.00
		Loan:	0.00		

Continue...

autocount cloud payroll
☰

 NewUser ▾

test ▾

- Dashboard
- My Calendar
- PAYROLL
- Employee <
- Payroll Management ▾
- Adhoc Payroll Items
- Time Attendance
- Process Payroll
- Electronic Payment
- CP Receipt
- REPORTS

OverTime:	0.00	EPF:	451.00	Company SOCSO:	69.05
Commission:	0.00	SOCSO:	19.75	Company EIS:	7.90
Bonus:	0.00	EIS:	7.90	Company Levy:	0.00
Director Fee: <input type="checkbox"/> Is Fix	0.00	PCB Tax:	0.00	PCB Details	
Paid Leave:	0.00	CP 38 Tax:	0.00	Optional Deduction:	0.00
Claim:	0.00	Unpaid Leave:	0.00	Employee Paid Zakat:	0.00
Payment Of Arrears:	0.00	Zakat:	0.00	Prorated Salary	
		Employee Levy:	0.00	Days Not Worked:	0.00
		Loan:	0.00		
		ASN Amt:	0.00		
		Tabung Haji Amt:	0.00		
Gross Pay:	4,100.00	Total Deduction:	478.65	Net Pay:	3,621.00

Expand Detail Processed Month End Payroll for April yyyy, Reset Processor

Confirm changes

⚠ Are you sure want to reset the payroll for employee [Aiyen Man] ?

Yes No

5. Click Yes to proceed

Month End / Second Half @ Apr 2019

Earning		Company	
Basic Salary:		BIK:	0.00
Allowance:	400.00	Company EPF:	468.00
OverTime:	0.00	Company SOCSO:	62.15
Commission:	0.00	Company EIS:	7.10
Bonus:	0.00	Company Levy:	0.00
Director Fee: <input type="checkbox"/> Is Fix	0.00	PCB Tax:	0.00
Paid Leave:	0.00	CP 38 Tax:	0.00

Edit Aiyen Man Allowance Column, to allow manual input of Attendance

The screenshot displays the payroll management interface for 'Aiyen Man'. The 'Detail' tab is active, showing a breakdown of earnings and deductions. The 'Allowance' value is set to 900.00, which is highlighted with a red box. An orange callout bubble points to this value with the instruction: "6. Click Allowance 900 to enter Allowance setting".

Earning			Deduction		Company	
Basic Salary:	3,200.00		Deduction:	0.00	BIK:	0.00
Allowance:	900.00		Advance:	0.00	Company EPF:	533.00
OverTime:	0.00		EPF:	451.00	Company SOCSO:	69.05
Commission:	0.00		SOCSO:	19.75	Company EIS:	7.90
Bonus:	0.00				Company Levy:	0.00
Director Fee: <input type="checkbox"/> Is Fix	0.00				PCB Details	
Paid Leave:	0.00		CP 38 Tax:	0.00	Optional Deduction:	0.00
Claim:	0.00		Unpaid Leave:	0.00	Employee Paid Zakat:	0.00
Payment Of Arrears:	0.00		Zakat:	0.00	Prorated Salary	
			Employee Levy:	0.00	Days Not Worked:	0.00
			Loan:	0.00		

Edit Aiyen Man Allowance Collumn, to allow manual input of Attendance

The screenshot shows the 'Sub Detail' window in the autocount cloud payroll system. It displays a table of allowances with columns for Allowance, Amount, Pay EPF, Pay SOCSO & EIS, and Pay Tax. The 'ATTENDANCE - Attenda...' row is highlighted, and its edit icon is circled in red. A callout bubble points to this icon with the text '7. Click to edit'.

Allowance	Amount	Pay EPF	Pay SOCSO & EIS	Pay Tax		
SHIFT 400 - Shift Allowa...	400.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
TRAVEL - Travel/Petrol A...	500.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
ATTENDANCE - Attenda...	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Count: 3	Sum: 900.00					

Enter amount 200 for Attendance Allowance

Sub Detail

test

Allowance +

Add New Row

Allowance	Amount	Pay EPF	Pay SOCSO & EIS	Pay Tax		
SHIFT 400 - Shift Allowa...	400.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
TRAVEL - Travel/Petrol ...	500.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
ATTENDA...	200	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Pay HRDF:

Is Fixed Wages:

Tax Exempted Rule: Select...

8. Enter amount 200

9. Click [save icon] to save

10. Click Close to proceed

Close

Employee Levy: 0.00 Days Not Worked: 0.00

Loan: 0.00

Click Save & Recalculate All to proceed

The screenshot shows the payroll management interface for an employee named Aiyen Man. The interface includes a sidebar with navigation options like Dashboard, My Calendar, and Payroll Management. The main area displays a 'Detail' view of payroll items, categorized into Earning and Deduction. A red box highlights the 'Save & Recalculate All' button, with an orange callout bubble containing the instruction: '11. Click save & Recalculate to proceed'.

Earning		Deduction		Company	
Basic Salary:	3,200.00	Deduction:			0.00
Allowance:	1,100.00	Advance:		EPF:	533.00
OverTime:	0.00	EPF:	451.00	Company SOCSO:	69.05
Commission:	0.00	SOCSO:	19.75	Company EIS:	7.90
Bonus:	0.00	EIS:	7.90	Company Levy:	0.00
Director Fee: <input type="checkbox"/> Is Fix	0.00	PCB Tax:	0.00	PCB Details	
Paid Leave:	0.00	CP 38 Tax:	0.00	Optional Deduction:	0.00
Claim:	0.00	Unpaid Leave:	0.00	Employee Paid Zakat:	0.00
Payment Of Arrears:	0.00	Zakat:	0.00	Prorated Salary	
		Employee Levy:	0.00	Days Not Worked:	0.00
		Loan:	0.00		

Click Save & Recalculate All to proceed, Yes to confirm

The screenshot displays the 'autocount cloud payroll' interface. A modal dialog box titled 'Confirm recalculate' is centered on the screen, containing the text 'Are you sure want to recalculate the payroll for all affected employees?' and two buttons: 'Yes' (highlighted in red) and 'No'. An orange callout bubble with the text '12. Click Yes to proceed' points to the 'Yes' button. The background interface shows a payroll summary for 'Aiyen Man' with tabs for 'Summary' and 'Detail'. The 'Detail' tab is active, showing a table with columns for 'Earning', 'Company', and 'Prorated Salary'. The table includes items like Basic Salary, Allowance, OverTime, Commission, Bonus, Director Fee, Paid Leave, Claim, Payment Of Arrears, BIK, Company EPF, Company SOCSO, Company EIS, Company Levy, Optional Deduction, Employee Paid Zakat, and Days Not Worked. A 'Save & Recalculate All' button is visible in the top right of the interface.

Month End / Second Half Process for April yyyy for Aiyen Man, Detail
 New Allowance amount appear 1,100.00
 (Payroll > Payroll Management > Process Payroll > Detail)

The screenshot shows the payroll management interface for 'Aiyen Man'. The 'Detail' tab is active, displaying a table of earnings and deductions. The 'Allowance' row is highlighted with a red box, showing a value of 1,100.00. The interface includes a sidebar with navigation options like 'Dashboard', 'My Calendar', 'Employee', 'Payroll Management', and 'Process Payroll'. The main content area has tabs for 'Summary' and 'Detail', and buttons for 'PCB Calculation Detail', 'LHDN Calculator', 'Save & Recalculate All', and 'Reset'. The table is organized into columns for Earning, Deduction, and Company details.

Earning		Deduction		Company	
Basic Salary:	3,200.00	Deduction:	0.00	BIK:	0.00
Allowance:	1,100.00	Advance:	0.00	Company EPF:	559.00
OverTime:	0.00	EPF:	473.00	Company SOCSO:	69.05
Commission:	0.00	SOCSO:	19.75	Company EIS:	7.90
Bonus:	0.00	EIS:	7.90	Company Levy:	0.00
Director Fee: <input type="checkbox"/> Is Fix	0.00	PCB Tax:	0.00	PCB Details	
Paid Leave:	0.00	CP 38 Tax:	0.00	Optional Deduction:	0.00
Claim:	0.00	Unpaid Leave:	0.00	Employee Paid Zakat:	0.00
Payment Of Arrears:	0.00	Zakat:	0.00	Prorated Salary	
		Employee Levy:	0.00	Days Not Worked:	0.00
		Loan:	0.00		

Continue...

autocount cloud payroll

 NewUser

- Dashboard
- My Calendar
- PAYROLL**
- Employee
- Payroll Management
 - Adhoc Payroll Items
 - Time Attendance
 - Process Payroll
 - Electronic Payment
 - CP Receipt
- REPORTS**

OverTime:	0.00	EPP:	473.00	Company SOCSO:	69.05
Commission:	0.00	SOCSO:	19.75	Company EIS:	7.90
Bonus:	0.00	EIS:	7.90	Company Levy:	0.00
Director Fee: <input type="checkbox"/> Is Fix	0.00	PCB Tax:	0.00	PCB Details	
Paid Leave:	0.00	CP 38 Tax:	0.00	Optional Deduction:	0.00
Claim:	0.00	Unpaid Leave:	0.00	Employee Paid Zakat:	0.00
Payment Of Arrears:	0.00	Zakat:	0.00	Prorated Salary	
		Employee Levy:	0.00	Days Not Worked:	0.00
		Loan:	0.00		
		ASN Amt:	0.00		
		Tabung Haji Amt:	0.00		
Gross Pay:	4,300.00	Total Deduction:	500.65	Net Pay:	3,799.00

Reset payroll process & observe changes in column Allowance

The screenshot shows the payroll management interface for employee 'Aiyen Man'. The 'Detail' tab is active, displaying a table of payroll items. The 'Reset' button is highlighted with a red box, and an orange callout bubble points to it with the text '1. Click Reset again to proceed'.

Earning	Deduction	Company
Basic Salary: 3,200.00	Deduction: 0.00	BIK: 0.00
Allowance: 1,100.00	Advance: 0.00	Company: 559.00
OverTime: 0.00	EPF: 473.00	Company SOCSO: 69.05
Commission: 0.00	SOCSO: 19.75	Company EIS: 7.90
Bonus: 0.00	EIS: 7.90	Company Levy: 0.00
Director Fee: <input type="checkbox"/> Is Fix 0.00	PCB Tax: 0.00	PCB Details
Paid Leave: 0.00	CP 38 Tax: 0.00	Optional Deduction: 0.00
Claim: 0.00	Unpaid Leave: 0.00	Employee Paid Zakat: 0.00
Payment Of Arrears: 0.00	Zakat: 0.00	Prorated Salary
	Employee Levy: 0.00	Days Not Worked: 0.00
	Loan: 0.00	

Observe the amount after reset from 1100 change back to 900 (this to test Variable Allowance Item)
 (Payroll > Payroll Management > Process Payroll > Detail)

The screenshot displays the payroll management interface for an employee named Aiyen Man. The 'Detail' tab is active, showing a breakdown of earnings and deductions. The 'Allowance' item is highlighted with a red box, indicating its value of 900.00. The interface also includes a sidebar with navigation options and a top navigation bar with user information and system icons.

Earning	Deduction	Company
Basic Salary: 3,200.00	Deduction: 0.00	BIK: 0.00
Allowance: 900.00	Advance: 0.00	Company EPF: 533.00
OverTime: 0.00	EPF: 451.00	Company SOCSO: 69.05
Commission: 0.00	SOCSO: 19.75	Company EIS: 7.90
Bonus: 0.00	EIS: 7.90	Company Levy: 0.00
Director Fee: <input type="checkbox"/> Is Fix 0.00	PCB Tax: 0.00	PCB Details
Paid Leave: 0.00	CP 38 Tax: 0.00	Optional Deduction: 0.00
Claim: 0.00	Unpaid Leave: 0.00	Employee Paid Zakat: 0.00
Payment Of Arrears: 0.00	Zakat: 0.00	Prorated Salary
	Employee Levy: 0.00	Days Not Worked: 0.00
	Loan: 0.00	

Note: Conclusion, allowance amount entered in Payroll Process > Details will be delete once reset.

Task 8.2d

Process Month End Payroll – Method B (Adhoc Item)

Add the following adhoc allowance item
 (Payroll > Payroll Management > Adhoc Payroll Items > Allowance)

The screenshot shows the 'Adhoc Payroll Items' interface. The left sidebar has a red box around the 'Adhoc Payroll Items' menu item. The main area has a tab for 'Allowance' and a table with columns: Emplo, Period, Payrol, Is Paid, Code, Amou, Pay EF, Pay SC, Pay HI, Is Fixe, Tax Ex. The 'Add New Row' button is highlighted with a red box and an orange callout bubble that says '1. Click Add New Row to proceed'. The table currently displays 'No Data Available'.

Add the following adhoc allowance item, Select Employee Aiyen Man
 (Payroll > Payroll Management > Adhoc Payroll Items > Allowance)

The screenshot displays the 'Adhoc Payroll Items' configuration screen in the autocount cloud payroll system. The interface includes a top navigation bar with the company logo and user information, a left sidebar with navigation options, and a main content area. In the main content area, a dropdown menu for selecting an employee is open, listing several employees. The option 'E-004/1707 - Aiyen Man' is highlighted with a red rectangular box. An orange callout bubble with a white border and a pointer to the selected option contains the text '2. Select Employee Aiyen Man'. Below the dropdown, a table is visible with columns for various payroll parameters: 'Peri', 'Payroll Typ', 'Is F', 'Code', 'Amou', 'Pay EP', 'Pay SC', 'Pay Ta', 'Pay HRI', 'Is Fix', and 'Tax Ex'. The table is currently empty, with a 'Count: 0' and 'Sum...' displayed below it. The left sidebar shows 'Payroll Management' selected, with 'Adhoc Payroll Items' as a sub-option. The bottom of the screen features a mobile navigation bar with icons for home, search, and other functions.

Add the following adhoc allowance item, Select Period April
(Payroll > Payroll Management > Adhoc Payroll Items > Allowance)

The screenshot shows the 'Adhoc Payroll Items' interface in the autocount cloud payroll system. The 'Allowance' tab is selected among other options like Overtime, Commission, Bonus, Claim, Payment of Arrears, Deduction, and Advance. A table is displayed with the following columns: Employee, Period, Amount, Pay EP, Pay SC, Pay Ta, Pay HR!, Is Fix, and Tax Ex. The 'Period' column header is highlighted with a red box, and an orange callout bubble points to it with the text '3. Select Period April yyyy'. The table currently shows a 'Count: 0' and a 'Sum...' row. The interface also includes a search bar, an 'Add New Row' button, and a 'Filter...' search box. The left sidebar shows the navigation menu with 'Payroll Management' expanded to show 'Adhoc Payroll Items'.

Add the following adhoc allowance item, Select Period April
(Payroll > Payroll Management > Adhoc Payroll Items > Allowance)

The screenshot shows the 'Adhoc Payroll Items' screen in the autocount cloud payroll system. A calendar overlay is displayed, showing the year 2019 and the month of April selected. An orange callout box points to the 'Apr' button with the text '4. Select April yyyy'. The interface includes a sidebar with navigation options like 'Dashboard', 'My Calendar', 'Employee', 'Payroll Management', and 'Reports'. The main area shows a table with columns for 'Employee', 'Pay EP', 'Pay SC', 'Pay Ta', 'Pay HRI', 'Is Fix', and 'Tax Ex'. The table is currently empty, with a 'Count: 0' and 'Sum...' displayed. The page number is 1.

Add the following adhoc allowance item, Select Payroll Type Month End
(Payroll > Payroll Management > Adhoc Payroll Items > Allowance)

The screenshot shows the 'Adhoc Payroll Items' page in the autocount cloud payroll system. The left sidebar contains navigation options like 'Dashboard', 'My Calendar', 'PAYROLL', 'Employee', 'Payroll Management', and 'REPORTS'. The main content area is titled 'Adhoc Payroll Items' and features a tabbed interface with 'Allowance' selected. Below the tabs, there's a search bar and an 'Add New Row' button. A table is displayed with columns: 'Employ', 'Period', 'Payroll Type', 'Co', 'Pay Ta', 'Pay HRI', 'Is Fix', and 'Tax Ex'. The 'Payroll Type' dropdown is open, showing 'nd Half', 'First Half', and 'Month End / Second Half'. A red circle highlights the dropdown, and an orange callout bubble points to it with the text '5. Select Payroll Type Month End / Second Half'. The table also shows a 'Sum...' row and a 'Page: 1' indicator.

Add the following adhoc allowance item, Select Code Attendance
(Payroll > Payroll Management > Adhoc Payroll Items > Allowance)

The screenshot shows the 'Adhoc Payroll Items' page in the Autocount Cloud Payroll system. The left sidebar contains navigation options: Dashboard, My Calendar, PAYROLL (Employee, Payroll Management), and REPORTS. Under 'Payroll Management', 'Adhoc Payroll Items' is selected. The main area displays a table with columns: Employ, Period, Payroll Type, Code, Amount, Pay HRI, Is Fix, and Tax Ex. The 'Code' column dropdown is open, showing a list of allowance codes. A red box highlights the dropdown menu, and an orange callout bubble points to it with the text '6. Select Code Attendance'. The dropdown list includes: 'ANCE', 'ATTENDANCE - Attendance Allowance', 'CHILD - Child Care Allowance', 'EDU - Education Allowance', 'HOUSE - Housing Allowance', and 'MEAL - Meal Allowance'. The table below shows a row with values 10, 20, and 50. The page number is 1.

Add the following adhoc allowance item, Enter Amount 230
 (Payroll > Payroll Management > Adhoc Payroll Items > Allowance)

The screenshot shows the 'Adhoc Payroll Items' interface. The left sidebar contains navigation options: Dashboard, My Calendar, PAYROLL (Employee, Payroll Management), and REPORTS. The 'Payroll Management' menu is expanded, showing 'Adhoc Payroll Items' as the selected option. The main content area displays a table with columns: Employ, Period, Payr, Amount, Pay EP, Pay SC, Pay Ta, Pay HRI, s Fix, Tax Ex, and a Save button. A search bar and 'Add New' button are at the top right. Three orange callout boxes provide instructions: '7. Enter Amount 230' points to the 'Amount' cell containing '230'; '8. Tick Pay EPF, Pay SOCSO & EIS, Pay Tax, Pay HRDF' points to the 'Pay EP', 'Pay SC', 'Pay Ta', and 'Pay HRI' columns which have checkmarks; '9. Click [Save icon] to save' points to the Save button. A red box highlights the 'Amount' cell and the four 'Pay' columns. The table footer shows 'Sum: 0.00' and a pagination bar with '10', '20', '50' and a page count of '1'.

Employ	Period	Payr	Amount	Pay EP	Pay SC	Pay Ta	Pay HRI	s Fix	Tax Ex	Save
			230	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sele	<input type="button" value="Save"/>
			Sum: 0.00							

Reset payroll for April yyyy & observe changes to Allowance column (this to test Adhoc Item)

The screenshot shows the payroll management interface for a user named Aiyen Man. The interface includes a sidebar with navigation options like Dashboard, My Calendar, and Payroll Management. The main area displays a 'Detail' view of payroll calculations. A red box highlights the 'Reset' button in the top right corner of the calculation area. A callout bubble points to this button with the instruction: "1. Click Reset again to proceed".

Earning		Deduction		Company	
Basic Salary:	3,200.00	Deduction:	0.00	BIK:	0.00
Allowance:	1,100.00	Advance:	0.00	Company	559.00
OverTime:	0.00	EPF:	473.00	Company SOCSO:	69.05
Commission:	0.00	SOCSO:	19.75	Company EIS:	7.90
Bonus:	0.00	EIS:	7.90	Company Levy:	0.00
Director Fee: <input type="checkbox"/> Is Fix	0.00	PCB Tax:	0.00	PCB Details	
Paid Leave:	0.00	CP 38 Tax:	0.00	Optional Deduction:	0.00
Claim:	0.00	Unpaid Leave:	0.00	Employee Paid Zakat:	0.00
Payment Of Arrears:	0.00	Zakat:	0.00	Prorated Salary	
		Employee Levy:	0.00	Days Not Worked:	0.00
		Loan:	0.00		

Observe the amount after reset from 900 change to 1,1300 (this to test Adhoc Allowance Item)
 (Payroll > Payroll Management > Process Payroll > Detail)

The screenshot shows the 'Detail' view of a payroll calculation for 'Aiyen Man'. The interface includes a sidebar with navigation options like 'Dashboard', 'My Calendar', 'Employee', and 'Payroll Management'. The main content area displays a table with three columns: Earning, Deduction, and Company. The 'Allowance' row is highlighted with a red box, showing a value of 1,130.00. Other rows include Basic Salary (3,200.00), OverTime (0.00), Commission (0.00), Bonus (0.00), Director Fee (0.00), Paid Leave (0.00), Claim (0.00), and Payment Of Arrears (0.00). Deductions include Deduction (0.00), Advance (0.00), EPF (478.00), SOCSO (19.75), EIS (7.90), PCB Tax (26.90), CP 38 Tax (0.00), Unpaid Leave (0.00), Zakat (0.00), Employee Levy (0.00), and Loan (0.00). Company details include BIK (0.00), Company EPF (565.00), Company SOCSO (69.05), Company EIS (7.90), and Company Levy (0.00). PCB Details include Optional Deduction (0.00) and Employee Paid Zakat (0.00). Prorated Salary details include Days Not Worked (0.00). Buttons for 'PCB Calculation Detail', 'LHDN Calculator', 'Save & Recalculate All', and 'Reset' are visible at the top of the table.

Earning		Deduction		Company	
Basic Salary:	3,200.00	Deduction:	0.00	BIK:	0.00
Allowance:	1,130.00	Advance:	0.00	Company EPF:	565.00
OverTime:	0.00	EPF:	478.00	Company SOCSO:	69.05
Commission:	0.00	SOCSO:	19.75	Company EIS:	7.90
Bonus:	0.00	EIS:	7.90	Company Levy:	0.00
Director Fee: <input type="checkbox"/> Is Fix	0.00	PCB Tax:	26.90	PCB Details	
Paid Leave:	0.00	CP 38 Tax:	0.00	Optional Deduction:	0.00
Claim:	0.00	Unpaid Leave:	0.00	Employee Paid Zakat:	0.00
Payment Of Arrears:	0.00	Zakat:	0.00	Prorated Salary	
		Employee Levy:	0.00	Days Not Worked:	0.00
		Loan:	0.00		

Continue...

The screenshot displays the autocount cloud payroll interface. On the left is a navigation sidebar with sections for GENERAL (Dashboard, My Calendar) and PAYROLL (Employee, Payroll Management, Adhoc Payroll Items, Time Attendance, Process Payroll, Electronic Payment, CP Receipt). The main area shows a payroll summary table with the following data:

Paid Leave:	0.00	CP 38 Tax:	0.00	Optional Deduction:	0.00
Claim:	0.00	Unpaid Leave:	0.00	Employee Paid Zakat:	0.00
Payment Of Arrears:	0.00	Zakat:	0.00	Prorated Salary	
		Employee Levy:	0.00	Days Not Worked:	0.00
		Loan:	0.00		
		ASN Amt:	0.00		
		Tabung Haji Amt:	0.00		
Gross Pay:	4,330.00	Total Deduction:	532.55	Net Pay:	3,797.00

At the bottom right of the interface, there are two circular icons: a plus sign (+) and a speech bubble icon.

Allowance Adhoc Item complete

The screenshot displays the payroll management interface for 'Aiyen Man'. The 'Detail' tab is active, showing a breakdown of earnings and deductions. The 'Allowance' is highlighted in red in the Earning section.

Earning	Deduction	Company
Basic Salary: 3,200.00	Deduction: 0.00	BIK: 0.00
Allowance: 1,130.00	Advance: 0.00	Company EPF: 565.00
OverTime: 0.00	EPF: 478.00	Company SOCSO: 69.05
Commission: 0.00	SOCSO: 19.75	Company EIS: 7.90
Bonus: 0.00	EIS: 7.90	Company Levy: 0.00
Director Fee: <input type="checkbox"/> Is Fix 0.00	PCB Tax: 26.90	PCB Details
Paid Leave: 0.00	CP 38 Tax: 0.00	Optional Deduction: 0.00
Claim: 0.00	Unpaid Leave: 0.00	Employee Paid Zakat: 0.00
Payment Of Arrears: 0.00	Zakat: 0.00	Prorated Salary
	Employee Levy: 0.00	Days Not Worked: 0.00
	Loan: 0.00	

Note: Conclusion, entering allowance using Ad-Hoc Payroll Item, amount entered remain intact even after reset.

Task 8.3a

Variable Allowance (With Formula) – TA Function

Edit the following Allowance Item : MEAL
(Tools > General Maintenance > Allowance)

The screenshot displays the 'Allowance' management page in the autocount cloud payroll system. The interface includes a top navigation bar with the company logo and user information, a left sidebar with navigation options, and a main content area with a table of allowance items. The 'MEAL' item is highlighted, and its edit icon is circled in red. An orange callout bubble points to the edit icon with the text '1. Click to edit'. The bottom navigation bar shows 'Allowance' selected, and the bottom right corner displays pagination controls and a page number of 1.

Code ↑	Descri...	Pay EPF	Pay SO...	Pay Tax	Pay HR...	Formula	
ATTEN...	Attenda...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
CHILD	Child C...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
EDU	Educati...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
HOUSE	Housin...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
MEAL	Meal All...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
PARK	Parking...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
PHONE	BroadB...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
SHIFT 4...	Shift All...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	400	
TRAVEL	Travel/...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Count: 9

10 20 50

Page: 1

Edit the following Allowance Item : MEAL
(Tools > General Maintenance > Allowance)

The screenshot displays the 'EDIT ALLOWANCE' screen in the autocount cloud payroll system. The interface includes a left-hand navigation menu with 'General Maintenance' selected, and a list of allowance items on the right, with 'MEAL' highlighted. The main form area shows the 'Code' as 'MEAL' and the 'Description' as 'Meal Allowance'. The 'Formula' tab is active and highlighted with a red box, and a yellow callout bubble with the text '1. Click Formula' points to it. Below the tabs, there are buttons for 'WORKING DAYS', 'WORKED DAYS', 'ABSENT DAYS', 'LEAVE DAYS', 'UNPAID LEAVE DAYS', 'WORKED REST DAYS', and 'WORKED HOLIDAYS'. The status 'Passed' is visible above the formula editor area. The right-hand side of the screen shows a search bar, an 'Add New' button, and a list of allowance items with edit and delete icons. The bottom right corner shows 'Page: 1' and a chat icon.

Edit the following Allowance Item : MEAL > Formula

EDIT ALLOWANCE

Code * MEAL

Description Meal Allowance

Setting Formula

Passed

WORKED DAYS

2. Drag Worked Days

Functions Allowance Deduction Time Attendance Others

WORKING DAYS WORKED DAYS ABSENT DAYS LEAVE DAYS

UNPAID LEAVE DAYS WORKED REST DAYS WORKED HOLIDAYS

Code	Count
ATTEN...	10
CHILD	20
EDU	
HOUSE	
MEAL	
PARK	
PHONE	
SHIFT 4..	
TRAVEL	

Edit the following Allowance Item : MEAL > Formula > Enter X5

EDIT ALLOWANCE

Code * MEAL

Description Meal Allowance

Setting Formula

Passed

WORKED DAYS x 5

2. Enter X5

3. Formula indication is Passed

Functions Allowance Deduction Time Attendance Others

WORKING DAYS WORKED DAYS ABSENT DAYS LEAVE DAYS

UNPAID LEAVE DAYS WORKED REST DAYS WORKED HOLIDAYS

Edit the following Allowance Item : MEAL > Formula

autocount cloud payroll

test

TOOLS

- Company Profile
- General Maintenance
 - Claim Type
 - Leave Type
- Branch
- Department
- Project
- Race
- Employee Type
- Employee Group
- Calendar
- Allowance

Code 1

ATTEN...

CHILD

EDU

HOUSE

MEAL

PARK

PHONE

SHIFT 4...

TRAVEL

Count: 9

10 20

Passed

WORKED DAYS x 5

Functions Allowance Deduction Time Attendance Others

WORKING DAYS WORKED DAYS ABSENT DAYS LEAVE DAYS

UNPAID LEAVE DAYS WORKED REST DAYS WORKED HOLIDAYS

OVERTIME FOR WORKED DAYS OVERTIME FOR REST DAYS

OVERTIME FOR HOLIDAYS LATENESS COUNT LATENESS TIME

Save Discard

Filter... Add New

NewUser

Page: 1

4. Click Save to proceed

Allowance Listing

autoaccount cloud payroll
NewUser

test

Allowance

Filter...

Add New

Code ↑	Descri...	Pay EPF	Pay SO...	Pay Tax	Pay HR...	Formula	
ATTEN...	Attenda...	✓	✓	✓	✓		✎ 🗑
CHILD	Child C...	✓	✓	✓	✓		✎ 🗑
EDU	Educati...	✓	✓	✓	✓		✎ 🗑
HOUSE	Housin...	✓	✓	✓	✓		✎ 🗑
MEAL	Meal All...	✓	✓	✓	✓	WORKED DAYS*5	✎ 🗑
PARK	Parking...	✓	✓	✓	✓		✎ 🗑
PHONE	BroadB...	✓	✓	✓	✓		✎ 🗑
SHIFT 4...	Shift All...	✓	✓	✓	✓	400	✎ 🗑
TRAVEL	Travel/...	✓	✓	✓	✓		✎ 🗑

Count: 9

10

20

50

Page: 1

Task 8.3b

Assign Allowance to Employee

Assign Allowance MEAL to Employee Aiyen Man
(Payroll > Employee > Employee Maintenance)

The screenshot shows the 'Employee Maintenance' interface. The left sidebar has a 'PAYROLL' section with 'Employee Maintenance' highlighted. The main area displays a table of employees with columns: Code, Name, Job Title, Department, Branch, Join Date, ELeave, EClaim, Active?, and action icons. The row for 'Aiyen Man' (Code E004/1707) is highlighted with a red box. A callout bubble points to the edit icon for this row with the text '1. Click to edit'.

Code	Name	Job Title	Department	Branch	Join Date	ELeave	EClaim	Active?	Action
E-0001/1904	SWEET JINGJING	SALES E...	SSM - SALE...		01/04/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E001/1505	Tom Kurus	SSM Ma...	SSM - SALE...		01/05/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E002/1510	Cindy Louder	Purchasi...	PUR - PURC...		01/10/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E003/1606	Apon Buleh	HRA Ma...	HRA - HUM...		01/06/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E004/1707	Aiyen Man	OP Exec...	ORD - ORD...		01/07/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E005/1710	Woo Verin	Market...	SSM - SALE...		01/10/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Count: 6

Page: 1

Assign Allowance MEAL to Employee Aiyen Man
 (Payroll > Employee > Employee Maintenance > Additional & Deduction)

The screenshot shows the 'Additional & Deduction' page for employee Aiyen Man. The page includes a sidebar with navigation options, a top navigation bar, and a main content area with a table of allowances. Two callout boxes highlight the 'Add Payroll Item' button and the 'Additional & Deduction' tab.

2. Click Additional & Deduction

3. Add Payroll Item

Item Type	Description	Start Period	End Period	↑ Amount	
Allowance	Travel/Petrol Allowance			500.00	
Allowance	Attendance Allowance				
Allowance	Shift Allowance			400	

Assign Allowance MEAL to Employee Aiyen Man

The screenshot shows the 'PAYROLL ITEM' dialog box with the 'Allowance' tab selected. The table below lists various allowance items. The 'MEAL' item is highlighted with a red box, and its checkbox is checked. A callout bubble points to the 'Apply' button at the bottom right of the dialog.

	Allowance	Deduction	Optional Deduction	BIK							
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
	Code	Desc... ↓	Start P...	End Per...	Amount	Pay EPF	Pay SO...	Pay Tax	Pay HR...	Is Fixed	
<input type="checkbox"/>	TRAVEL	Travel/P...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	SHIFT 400	Shift All...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	PARK	Parking...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	MEAL	Meal All...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	HOUSE	Housing...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	EDU	Educati...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CHILD	Child Ca...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	PHONE	BroadB...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	ATTEND...	Attenda...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. Click Apply to proceed

autocount cloud payroll

test

Aiyen Man









Save Back

Personal Profile Spouse Information Employment Detail Status Addition & Deduction

Addition & Deduction

Drag a column header here to group by that column

Add Payroll Item

Item Type	Description	Start Period	End Period	Amount	
Allowance	Meal Allowance				 
Allowance	Travel/Petrol Allowance			500.00	 
Allowance	Attendance Allowance				 
Allowance	Shift Allowance			400	 

10 20 50 Page: 1

4. Click Save to proceed

Task 8.3c

Process Month End Payroll – Import TA

Download Time Attendance template and import
(Payroll > Payroll Management > Time Attendance)

The screenshot displays the autocount cloud payroll interface. The top navigation bar includes the logo, a menu icon, and user information (NewUser). The main header shows 'Time Attendance' with a search filter and three buttons: 'Template', 'Configuration', and 'Import'. The 'Import' button is highlighted with an orange callout box containing the text '1. Click Import to proceed'. The main content area shows a table with columns 'Processed' and 'Payroll Type', and a message 'No Data Available'. The left sidebar contains a menu with 'Payroll Management' expanded, and 'Time Attendance' highlighted with a red box. Other menu items include 'Dashboard', 'My Calendar', 'Employee', 'Adhoc Payroll Items', 'Process Payroll', 'Electronic Payment', and 'CP Receipt'.

Download Time Attendance template and import
(Payroll > Payroll Management > Time Attendance)

The screenshot displays the autocount cloudpayroll application interface. On the left, a navigation menu lists options: Adhoc Payroll Items, Time Attendance (highlighted), Process Payroll, Electronic Payment, and CP Receipt. The main area shows a 'Time Attendance' import screen with a 'Save' button, a 'Back' button, and a dashed box labeled 'Import Time Attendance or Drop file here'. Below this is a table with columns: Unp..., Wor..., Wor..., Ove..., Ove..., Ove..., Late..., Late... The table content is 'No Data Available'. A file selection dialog is overlaid on the screen, showing a list of files including 'C8 - TimeAttendance AC Template.xlsx'. An orange callout bubble points to this file with the text '2. Select file C8 (Chapter 8)'. The dialog also shows 'File name: C8 - TimeAttendance AC Template.xlsx', 'All Files (*.*)', and 'Open' and 'Cancel' buttons. Another orange callout bubble points to the 'Open' button with the text '3. Click Open to proceed'.

Download Time Attendance template and import
(Payroll > Payroll Management > Time Attendance)

Well Done!

The screenshot shows the autocount cloud payroll interface. The top navigation bar is blue with the logo on the left and user information 'NewUser' on the right. A sidebar on the left contains a search bar with 'test' and a menu with categories 'GENERAL' and 'PAYROLL'. Under 'PAYROLL', 'Payroll Management' is expanded to show 'Time Attendance' as the active item. The main content area is titled 'Time Attendance' and features a search filter, 'Template', 'Configuration', and 'Import' buttons. A table displays one entry with columns for 'Processed', 'Payroll Type', and 'Period'. A green notification bar at the bottom states 'Data imported successfully'.

Processed	Payroll Type	Period
0 / 1	Month End / Second Half	April 2019

Reset payroll for April yyyy & observe changes to Allowance column (this to test Variable Allowance with Formula Item)

The screenshot shows the 'Payroll Management' section of the autocount cloud payroll system. The user is viewing the 'Detail' tab for employee 'Aiyen Man'. The interface includes a sidebar with navigation options like 'Dashboard', 'My Calendar', 'Employee', 'Payroll Management', 'Adhoc Payroll Items', 'Time Attendance', 'Process Payroll', 'Electronic Payment', and 'CP Receipt'. The main area displays a table of payroll items categorized into Earning, Deduction, and Company. A 'Reset' button is highlighted with a red box, and an orange callout bubble points to it with the text '1. Click Reset again to proceed'.

Earning		Deduction		Company	
Basic Salary:	3,200.00	Deduction:	0.00	BIK:	0.00
Allowance:	1,130.00	Advance:	0.00	Company	565.00
OverTime:	0.00	EPF:	478.00	Company SOCSO:	69.05
Commission:	0.00	SOCSO:	19.75	Company EIS:	7.90
Bonus:	0.00	EIS:	7.90	Company Levy:	0.00
Director Fee: <input type="checkbox"/> Is Fix	0.00	PCB Tax:	26.90	PCB Details	
Paid Leave:	0.00	CP 38 Tax:	0.00	Optional Deduction:	0.00
Claim:	0.00	Unpaid Leave:	0.00	Employee Paid Zakat:	0.00
Payment Of Arrears:	0.00	Zakat:	0.00	Prorated Salary	
		Employee Levy:	0.00	Days Not Worked:	0.00
		Loan:	0.00		

Reset payroll for April yyyy & observe changes to Allowance column (this to test Variable Allowance with Formula Item)

The screenshot shows the 'Month End / Second Half @ Apr 2019' view in the autocount cloud payroll system. A 'Confirm changes' dialog box is displayed in the center, asking: 'Are you sure want to reset the payroll for employee [Aiye Man] ?'. The dialog has 'Yes' and 'No' buttons. An orange callout bubble points to the 'Yes' button with the text '1. Click Yes to proceed'. In the background, a payroll summary table is visible with columns for 'Earning' and 'Company'. The 'Earning' column includes items like Basic Salary, Allowance, OverTime, Commission, Bonus, Director Fee, and Paid Leave. The 'Company' column includes items like BIK, Company EPF, Company SOCSO, Company EIS, Company Levy, and Optional Deduction. Buttons for 'LHDN Calculator', 'Save & Recalculate All', and 'Reset' are also visible.

Earning	Amount	Company	Amount
Basic Salary:	0.00	BIK:	0.00
Allowance:	0.00	Company EPF:	565.00
OverTime:	0.00	Company SOCSO:	69.05
Commission:	0.00	Company EIS:	7.90
Bonus:	0.00	Company Levy:	0.00
Director Fee: <input type="checkbox"/> Is Fix	0.00	PCB Tax:	26.90
Paid Leave:	0.00	CP 38 Tax:	0.00
		Optional Deduction:	0.00

Reset payroll for April yyyy & observe changes to Allowance column (this to test Variable Allowance with Formula Item)

The screenshot shows the payroll management interface for 'Aiyen Man' in April 2019. The 'Detail' tab is active, displaying a table of earnings and deductions. The 'Allowance' row is highlighted with a red box, showing a value of 1,230.00. The interface includes a sidebar with navigation options like 'Employee', 'Payroll Management', and 'Process Payroll'. The top navigation bar shows the user is logged in as 'NewUser'.

Earning		Deduction		Company	
Basic Salary:	3,200.00	Deduction:	0.00	BIK:	0.00
Allowance:	1,230.00	Advance:	0.00	Company EPF:	578.00
OverTime:	0.00	EPF:	489.00	Company SOCSO:	69.05
Commission:	0.00	SOCSCO:	19.75	Company EIS:	7.90
Bonus:	0.00	EIS:	7.90	Company Levy:	0.00
Director Fee: <input type="checkbox"/> Is Fix	0.00	PCB Tax:	53.90	PCB Details	
Paid Leave:	0.00	CP 38 Tax:	0.00	Optional Deduction:	0.00

Task 8.4a

Variable Allowance (With Formula) – Non TA Function

Add the following Allowance: LIVING ALLOWANCE with Formula
(Tools > General Maintenance > Allowance >

The screenshot shows the 'Allowance' management page in the autocount cloud payroll system. The left sidebar is open to 'General Maintenance', where 'Allowance' is selected. The main area displays a table of existing allowances and an 'Add New' button. An orange callout bubble points to the 'Add New' button with the text '1. Click Add New to proceed'.

Code ↑	Descri...	Pay EPF	Pay SO...	Pay Tax	Pay HR...	Formula
ATTEN...	Attenda...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
CHILD	Child C...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
EDU	Educati...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
HOUSE	Housin...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
MEAL	Meal All...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	WORKED DAYS*5
PARK	Parking...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
PHONE	BroadB...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
SHIFT 4...	Shift All...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	400
TRAVEL	Travel/...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Count: 9

Page: 1

Add the following Allowance: LIVING ALLOWANCE with Formula, Enter Code: Living & Description Living Allowance
(Tools > General Maintenance > Allowance >

The screenshot shows the 'ADD ALLOWANCE' form in the autocount cloud payroll system. The form is titled 'ADD ALLOWANCE' and has a close button (X) in the top right corner. It contains the following fields and sections:

- Code ***: A text input field containing 'LIVING'. An orange callout bubble points to this field with the text '2. Enter Code Living & Description Living Allowance'.
- Description**: A text input field containing 'LIVING ALLOWANCE'.
- Setting**: A tabbed interface with 'Setting' and 'Formula' tabs. The 'Formula' tab is selected, and an orange callout bubble points to it with the text '3. Click Formula'.
- Start Period**: A date input field with a calendar icon.
- End Period**: A date input field with a calendar icon.
- Pay EPF**: A checked checkbox.
- Pay Tax**: A checked checkbox.
- Pay SOCSO & EIS**: A checked checkbox.
- Pay HRDF**: A checked checkbox.
- Tax Exempted Rule**: A dropdown menu with 'Tax Exempted Rule' selected.
- Buttons**: 'Save' (blue) and 'Discard' (red) buttons at the bottom right.

The background shows the 'Allowance' list table with columns for Code and Description, and a 'Count: 9' indicator. The left sidebar shows the navigation menu with 'General Maintenance' selected and 'Allowance' highlighted. The top right shows the user profile 'NewUser' and a search filter.

Add the following Allowance: LIVING ALLOWANCE with Formula; Enter Formula MONTH'S WORKING DAYS

The screenshot displays the 'autocount cloud payroll' interface. On the left is a navigation menu with 'Allowance' selected. The main area shows the configuration for an allowance with 'Code' set to 'LIVING' and 'Description' set to 'LIVING ALLOWANCE'. The 'Formula' tab is active, showing a text input field containing 'MONTH'S WORKING DAYS'. Below this, a list of functions is displayed under the 'Others' category, including 'UNPAID LEAVE', 'UNPAID LEAVE DAYS', 'SALARY', 'BASIC RATE', 'PAID LEAVE', 'PAID LEAVE DAYS', 'CLAIM', 'MONTH'S WORKING DAYS', 'TOTAL MONTH'S DAYS', and 'MONTH'S PUBLIC HOLIDAYS'. An orange callout bubble with the text '4. Drag MONTH'S WORKING DAYS' points to the 'MONTH'S WORKING DAYS' function in the list.

Add the following Allowance: LIVING ALLOWANCE with Formula; Enter Formula MONTH'S WORKING DAYS X10

The screenshot displays the 'Add New Allowance' interface in the autoaccount cloud payroll system. The 'Code' field is set to 'LIVING' and the 'Description' is 'LIVING ALLOWANCE'. The 'Formula' tab is selected, showing the formula 'MONTH'S WORKING DAYS x 10'. A red box highlights the word 'Passed' in green, indicating the formula is valid. Callout boxes point to 'x 10' and 'Passed' with instructions: '5. Enter X10' and '6. Formula indication is Passed'. The interface includes a sidebar with navigation options like 'Company Profile', 'General Maintenance', and 'Allowance'. A list of existing allowances is visible on the right, and a bottom bar shows 'Page: 1'.

Add the following Allowance: LIVING ALLOWANCE with Formula; Enter Formula MONTH'S WORKING DAYS X10

Well Done!

The screenshot shows the 'Allowance' configuration screen in the autocount cloud payroll system. A modal window is open, displaying the formula 'MONTH'S WORKING DAYS x 10' and a 'Passed' status. The modal has tabs for 'Functions', 'Allowance', 'Deduction', 'Time Attendance', and 'Others'. Below the tabs, there are several buttons for selecting functions: UNPAID LEAVE, UNPAID LEAVE DAYS, SALARY, BASIC RATE, PAID LEAVE, PAID LEAVE DAYS, CLAIM, MONTH'S WORKING DAYS, TOTAL MONTH'S DAYS, MONTH'S PUBLIC HOLIDAYS, and MONTH'S REST DAYS. At the bottom of the modal, there are 'Save' and 'Discard' buttons. A callout box points to the 'Save' button with the text '7. Save to Proceed'. The background shows the main interface with a sidebar menu and a list of allowances.

7. Save to Proceed

Add the following Allowance: LIVING ALLOWANCE with Formula; Enter Formula MONTH'S WORKING DAYS X10
 Allowance Listing

Allowance Listing

Code ↑	Descri...	Pay EPF	Pay SO...	Pay Tax	Pay HR...	Formula	
ATTEN...	Attenda...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
CHILD	Child C...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
EDU	Educati...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
HOUSE	Housin...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
LIVING	LIVING ...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MONTH'S WORKING DAYS*10	
MEAL	Meal All...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	WORKED DAYS*5	
PARK	Parking...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
PHONE	BroadB...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
SHIFT 4...	Shift All...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	400	
TRAVEL	Travel/...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Count: ...

10 20 50 Page: 1

Task 8.4b

Assign Allowance to Employee

Assign LIVING ALLOWANCE to Employee Aiyen Man
(Payroll > Employee > Employee Maintenance)

The screenshot shows the 'Employee Maintenance' interface. The left sidebar has a red box around the 'Employee Maintenance' option under the 'PAYROLL' section. The main table displays a list of employees. The row for 'Aiyen Man' (Code E004/1707) is highlighted with a red box. A yellow callout bubble points to the edit icon for Aiyen Man with the text '1. Click to edit'.

Code	Name	Job Title	Department	Branch	Join Date	ELeave	EClaim	Active?	
E-0001/1904	SWEET JINGJING	SALES E...	SSM - SALE...		01/04/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E001/1505	Tom Kurus	SSM Ma...	SSM - SALE...		01/05/2015	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
E002/1510	Cindy Louder	Purchasi...	PUR - PURC...		01/10/2015	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
E003/1606	Apon Buleh	HRA Ma...	HRA - HUM...		01/06/2016	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
E004/1707	Aiyen Man	OP Exec...	ORD - ORD...		01/07/2017	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
E005/1710	Woo Verin	Market...	SSM - SALE...		01/10/2017	<input type="checkbox"/>		<input checked="" type="checkbox"/>	

Count: 6

Page: 1

Assign LIVING ALLOWANCE to Employee Aiyen Man
 (Payroll > Employee > Employee Maintenance > Additional & Deduction)

The screenshot shows the 'Addition & Deduction' page for employee Aiyen Man. The page features a navigation menu on the left with sections for GENERAL, PAYROLL, and REPORTS. The main content area includes a breadcrumb trail: Personal Profile > Spouse Information > Employment Detail > Statutory Requirement > Addition & Deduction. Below the breadcrumb is a blue header for 'Addition & Deduction' and a table of existing allowances. Two callout boxes highlight the 'Addition & Deduction' tab and the 'Add Payroll Item' button.

Item Type	Description	Start Period	End Period	Amount	
Allowance	Travel/Petrol Allowance			500.00	
Allowance	Attendance Allowance				
Allowance	Meal Allowance			WORKED DAYS*5	
Allowance	Shift Allowance			400	

Assign LIVING ALLOWANCE to Employee Aiyen Man

The screenshot shows the 'PAYROLL ITEM' configuration window. The 'Allowance' tab is active, and the 'LIVING' item is selected. The table below lists various payroll items and their associated settings.

	Allowance	Deduction	Optional Deduction	BIK							
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
	Code	Desc... ↓	Start P...	End Per...	Amount	Pay EPF	Pay SO...	Pay Tax	Pay HR...	Is Fixed	
<input type="checkbox"/>	TRAVEL	Travel/P...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	SHIFT 400	Shift All...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	PARK	Parking ...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	MEAL	Meal All...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	LIVING	LIVING ...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	HOUSE	Housing...				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	EDU	Educati...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	CHILD	Child Ca...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	PHONE	BroadB...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	ATTEND...	Attenda...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

4. Click Apply to proceed

Assigned LIVING ALLOWANCE to Employee Aiyen Man

The screenshot shows the 'Addition & Deduction' page for employee Aiyen Man. The interface includes a sidebar with navigation options like 'Dashboard', 'My Calendar', 'Employee Maintenance', and 'Organization Chart'. The main content area displays a table of payroll items. A red box highlights the first row of the table, which represents the 'LIVING ALLOWANCE' entry. A callout bubble with the text '4. Click Save to proceed' points to the 'Save' button at the top right of the page.

4. Click Save to proceed

Item Type	Description	Start Period	End Period	Amount	
Allowance	LIVING ALLOWANCE			MONTH'S WORKING DAYS*	
Allowance	Travel/Petrol Allowance			500.00	
Allowance	Attendance Allowance				
Allowance	Meal Allowance			WORKED DAYS*5	
Allowance	Shift Allowance			400	

Page: 1

Task 8.4c

Process Month End Payroll

Reset payroll for April yyyy & observe changes to Allowance column (this to test Variable Allowance with Formula – Non TA Item)
 (Payroll > Payroll Management > Process Payroll)

The screenshot shows the 'Detail' view of a payroll entry for 'Aiyen Man'. The interface includes a sidebar with navigation options like 'Dashboard', 'My Calendar', 'Employee', 'Payroll Management', 'Adhoc Payroll Items', 'Time Attendance', 'Process Payroll', 'Electronic Payment', and 'CP Receipt'. The main area displays a table with columns for Earning, Deduction, and Company. A 'Reset' button is highlighted with a red box and an orange callout bubble that says '1. Click Reset again to proceed'.

Earning		Deduction		Company	
Basic Salary:	3,200.00	Deduction:	0.00	BIK:	0.00
Allowance:	1,230.00	Advance:	0.00	Company:	578.00
OverTime:	0.00	EPF:	489.00	Company SOCSO:	69.05
Commission:	0.00	SOCSCO:	19.75	Company EIS:	7.90
Bonus:	0.00	EIS:	7.90	Company Levy:	0.00
Director Fee: <input type="checkbox"/> Is Fix	0.00	PCB Tax:	53.90	PCB Details	
Paid Leave:	0.00	CP 38 Tax:	0.00	Optional Deduction:	0.00
Claim:	0.00	Unpaid Leave:	0.00	Employee Paid Zakat:	0.00
Payment Of Arrears:	0.00	Zakat:	0.00	Prorated Salary	
		Employee Levy:	0.00	Days Not Worked:	0.00
		Loan:	0.00		

Reset payroll for April yyyy & observe changes to Allowance column (this to test Variable Allowance with Formula Item)

The screenshot shows the 'Detail' view of a payroll calculation for employee 'Aiyen Man'. A modal dialog box titled 'Confirm changes' is displayed in the center, asking for confirmation to reset the payroll. The dialog has a red warning icon and the text: 'Are you sure want to reset the payroll for employee [Aiyen Man]?' Below the text are two buttons: 'Yes' (highlighted in red) and 'No'. An orange callout bubble with a white border points to the 'Yes' button, containing the text '1. Click Yes to proceed'. The background table shows various payroll components:

Earning		Company	
Basic Salary:	0.00	BIK:	0.00
Allowance:	0.00	Company EPF:	578.00
OverTime:	489.00	Company SOCSO:	69.05
Commission:	19.75	Company EIS:	7.90
Bonus:	0.00	Company Levy:	0.00
Director Fee: <input type="checkbox"/> Is P	0.00	PCB Details	
Paid Leave:	0.00	Optional Deduction:	0.00
Claim:	0.00	Employee Paid Zakat:	0.00
Payment Of Arrears:	0.00	Prorated Salary	
		Days Not Worked:	0.00
		Employee Levy:	0.00
		Loan:	0.00

Reset payroll for April yyyy & observe changes to Allowance column (this to test Variable Allowance with Formula Item)

The screenshot shows the payroll management interface for 'Aiyen Man' in April 2019. The 'Detail' tab is active, displaying a table of earnings and deductions. The 'Allowance' row is highlighted with a red box, showing a value of 1,490.00. The interface includes a sidebar with navigation options like 'Dashboard', 'My Calendar', 'Employee', and 'Payroll Management'. At the top, there are navigation icons and a user profile for 'NewUser'.

Earning		Deduction		Company	
Basic Salary:	3,200.00	Deduction:	0.00	BIK:	0.00
Allowance:	1,490.00	Advance:	0.00	Company EPF:	611.00
OverTime:	0.00	EPF:	517.00	Company SOCSO:	69.05
Commission:	0.00	SOCSO:	19.75	Company EIS:	7.90
Bonus:	0.00	EIS:	7.90	Company Levy:	0.00
Director Fee: <input type="checkbox"/> Is Fix	0.00	PCB Tax:	13.05	PCB Details	
Paid Leave:	0.00	CP 38 Tax:	0.00	Optional Deduction:	0.00

Continue...

The screenshot displays the autocount cloud payroll interface. On the left is a navigation sidebar with sections for GENERAL (Dashboard, My Calendar) and PAYROLL (Employee, Payroll Management, Adhoc Payroll Items, Time Attendance, Process Payroll, Electronic Payment, CP Receipt). The main area shows a payroll summary table for an employee named 'test'. The table lists various components of the payroll, including Gross Pay, Total Deduction, and Net Pay. The 'Prorated Salary' row is highlighted in blue.

Paid Leave:	0.00	CP 38 Tax:	0.00	Optional Deduction:	0.00
Claim:	0.00	Unpaid Leave:	0.00	Employee Paid Zakat:	0.00
Payment Of Arrears:	0.00	Zakat:	0.00	Prorated Salary	
		Employee Levy:	0.00	Days Not Worked:	0.00
		Loan:	0.00		
		ASN Amt:	0.00		
		Tabung Haji Amt:	0.00		
Gross Pay:	4,690.00	Total Deduction:	557.70	Net Pay:	4,132.00

Reset payroll for April yyyy & observe changes to Allowance column (this to test Variable Allowance with Formula Item) > Sub Detail

The screenshot displays the 'Sub Detail' modal window. At the top, there is a search bar containing 'test' and a '+ Allowance' filter. An 'Add New Row' button is located in the top right corner of the modal. The main content is a table with the following data:

Allowance	Amount	Pay EPF	Pay SOCSO & EIS	Pay Tax		
MEAL - Meal Allowance	100.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
SHIFT 400 - Shift Allowa...	400.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
ATTENDANCE - Attenda...	230.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
LIVING - LIVING ALLOW...	260.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
TRAVEL - Travel/Petrol ...	500.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
ATTENDANCE - Attenda...	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Count: 6	Sum: 1,490.00					


Below the table, there is a 'Close' button. In the background interface, a 'Reset' button is visible, along with a 'Back' button and a 'NewUser' profile indicator. The bottom of the screen shows a summary table with fields like Director Fee, Paid Leave, PCB Tax, CP 38 Tax, and Optional Deduction.

Task 8.4d

Change Calendar Setting

Edit the following month information
(Tools > General Maintenance > Calendar)

The screenshot displays the 'Calendar' management interface. On the left sidebar, the 'Calendar' option is highlighted with a red box. The main area shows a table with the following data:

Code	Description	Main Calendar?	
DEFAULT	Default Calendar	<input checked="" type="checkbox"/>	
JOHOR	JOHOR CALENDER	<input type="checkbox"/>	

Below the table, there is a 'Count: 2' indicator and pagination controls showing '10', '20', and '50' items per page, with 'Page: 1' displayed. A callout bubble points to the edit icon for the 'JOHOR' calendar with the text '1. Click to edit to edit'.

autocount cloud payroll

test

DEFAULT - Default Calendar

Save Back

Company Profile

General Maintenance

- Claim Type
- Leave Type
- Branch
- Department
- Project
- Race
- Employee Type
- Employee Group
- Calendar**
- Allowance
- Deduction

March 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
01	02	03	04	05	06	07

April 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
01	02	03			06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	01	02	03	04	05
06	07	08	09	10	11	12

2. Click April yyyy to edit

May 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
-----	-----	-----	-----	-----	-----	-----

June 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
-----	-----	-----	-----	-----	-----	-----

autocount cloud payroll

test

DEFAULT - Default Calendar

Save Back

March 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
01	02	03	04	05	06	07

May 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun

June 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	01	02	03	04	05
06	07	08	09	10	11	12

2. Click Save to proceed

Company Profile

General Maintenance

- Claim Type
- Leave Type
- Branch
- Department
- Project
- Race
- Employee Type
- Employee Group
- Calendar
- Allowance
- Deduction

Task 8.4e

Reset Payroll Process

Reset payroll for April yyyy & observe changes to Allowance column (this to test Variable Allowance with Formula – Non TA Item)
 (Payroll > Payroll Management > Process Payroll)

The screenshot shows the payroll management interface for employee Aiyen Man. The 'Process Payroll' button is highlighted in the left sidebar. In the main content area, the 'Reset' button is circled in red. An orange callout bubble points to the button with the text: "1. Click Reset again to proceed".

Earning		Deduction		Company	
Basic Salary:	3,200.00	Deduction:	0.00	BIK:	0.00
Allowance:	1,490.00	Advance:	0.00	Company	611.00
OverTime:	0.00	EPF:	517.00	Company SOCSO:	69.05
Commission:	0.00	SOCSCO:	19.75	Company EIS:	7.90
Bonus:	0.00	EIS:	7.90	Company Levy:	0.00
Director Fee: <input type="checkbox"/> Is Fix	0.00	PCB Tax:	13.05	PCB Details	
Paid Leave:	0.00	CP 38 Tax:	0.00	Optional Deduction:	0.00

Reset payroll for April yyyy & observe changes to Allowance column (this to test Variable Allowance with Formula Item)

The screenshot shows the 'Month End / Second Half @ Apr 2019' payroll summary for employee Aiye. A modal dialog box titled 'Confirm changes' is displayed, asking 'Are you sure want to reset the payroll for employee [Aiye Man] ?'. The dialog has 'Yes' and 'No' buttons. An orange callout bubble points to the 'Yes' button with the text '1. Click Yes to proceed'. The background table shows earnings and company deductions.

Earning		Company	
Basic Salary:	0.00	BIK:	0.00
Allowance:		Company EPF:	611.00
OverTime:		Company SOCSO:	69.05
Commission:	0.00	Company EIS:	7.90
Bonus:	0.00	Company Levy:	0.00
Director Fee: <input type="checkbox"/> Is Fix	0.00	PCB Tax:	13.05
Paid Leave:	0.00	CP 38 Tax:	0.00
		Optional Deduction:	0.00

Reset payroll for April yyyy & observe changes to Allowance column (this to test Variable Allowance with Formula Item)

The screenshot shows the payroll management interface for 'Aiyen Man' in April 2019. The 'Detail' tab is active, displaying a table with columns for Earning, Deduction, and Company. The 'Allowance' row is highlighted with a red box, showing a value of 1,440.00. The interface includes a sidebar with navigation options like 'Payroll Management' and 'Process Payroll', and a top navigation bar with the user name 'NewUser'.

Earning	Deduction	Company
Basic Salary: 3,200.00	Deduction: 0.00	BIK: 0.00
Allowance: 1,440.00	Advance: 0.00	Company EPF: 604.00
OverTime: 0.00	EPF: 511.00	Company SOCSO: 69.05
Commission: 0.00	SOCSCO: 19.75	Company EIS: 7.90
Bonus: 0.00	EIS: 7.90	Company Levy: 0.00
Director Fee: <input type="checkbox"/> Is Fix 0.00	PCB Tax: 11.55	PCB Details
Paid Leave: 0.00	CP 38 Tax: 0.00	Optional Deduction: 0.00

Continue...

The screenshot displays the autocount cloud payroll interface. On the left is a navigation sidebar with a search bar containing 'test'. The sidebar is divided into 'GENERAL' (Dashboard, My Calendar) and 'PAYROLL' (Employee, Payroll Management, Adhoc Payroll Items, Time Attendance, Process Payroll, Electronic Payment, CP Receipt). The main area shows a payroll summary table with the following data:

Paid Leave:	0,00	CP 38 Tax:	0,00	Optional Deduction:	0,00
Claim:	0,00	Unpaid Leave:	0,00	Employee Paid Zakat:	0,00
Payment Of Arrears:	0,00	Zakat:	0,00	Prorated Salary	
		Employee Levy:	0,00	Days Not Worked:	0,00
		Loan:	0,00		
		ASN Amt:	0,00		
		Tabung Haji Amt:	0,00		
Gross Pay:	4,640.00	Total Deduction:	550.20	Net Pay:	4,090.00

At the bottom right of the interface, there are two circular icons: a plus sign (+) and a speech bubble icon.

Reset payroll for April yyyy & observe changes to Allowance column (this to test Variable Allowance with Formula Item) > Sub Detail

Sub Detail

Allowance + Add New Row

Allowance	Amount	Pay EPF	Pay SOCSO & EIS	Pay Tax		
ATTENDANCE - Attenda...	230.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
LIVING - LIVING ALLOW...	210.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
TRAVEL - Travel/Petrol ...	500.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
SHIFT 400 - Shift Allowa...	400.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
ATTENDANCE - Attenda...	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
MEAL - Meal Allowance	100.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Count: 6	Sum: 1,440.00					

Close

End of chapter 6