cloudpayroll Course Book

Chapter 16

Resigned Employee

Learn how to:
- handle employee resignation
- calculate prorated basic salary
- process paid leave (unused leave)

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Chapter 16   Resigned Employee

> Mr. Woo Verin has tendered his resignation letter.
> His last working day is on 19th April, yyyy
> His unused annual leave shall be converted into Paid Leave in his final payroll.

Task 16.1
Record Resigned Employee

Payroll > Employee > Employee Maintenance > (Edit) Employment Details

🖱 Assign the Resign Date for employee Woo Verin:

Resign Date	19/04/yyyy

Task 16.2
Prorated Salary Setting

Tools > Company Profile > Contribution/Payroll Setting

🖱 Confirm the following setting for prorated salary: All Days in Calendar

No. of days in prorating Salary	All Days in Calendar

Task 16.3
Process Payroll

Payroll > Payroll Management > Process Payroll

🖱 Delete all previously processed payrolls for April, yyyy
🖱 Process second half payrolls of April, yyyy, for employee Woo Verin only.
🖱 Figure out how was the prorated basic salary being calculated.

Earning		Deduction		Company	
Basic Salary	2,216.67	EPF	245.00	Company EPF	289.00
		SOCSO	11.25	Company SOCSO	39.35
		EIS	4.50	Company EIS	4.50
		PCB Tax	0.00		
				Prorated Salary	
				Days Not Worked	11.00
Gross Pay	2,216.67	Total Deduction	260.75	Net Pay	1,956.00

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Task 16.4
Paid Leave

Note: Woo Verin has 2.5 days of unused annual leave, and this shall be converted into paid leave.

Payroll > Payroll Management > Process Payroll

- Record the paid leave in Woo Verin's payrolls for April, yyyy (Detail)

Paid Leave

Paid Leave Days	2.5
Daily Rate	134.62
Paid Leave	336.55

- Save and Recalculate the payroll for Woo Verin.

Earning		Deduction		Company	
Basic Salary	2,216.67	EPF	282.00	Company EPF	333.00
Paid Leave	336.55	SOCSO	12.75	Company SOCSO	44.65
		EIS	5.10	Company EIS	5.10
		PCB Tax	0.00		
				Prorated Salary	
				Days Not Worked	11.00
Gross Pay	2,553.22	Total Deduction	299.85	Net Pay	2,253.00

Task 16.5
Commit Payroll Process

Payroll > Payroll Management > Process Payroll

- Commit payroll process of Woo Verin's payrolls for April, yyyy

Task 16.6
View Reports

Reports > Management Report > Payroll Report

- View the following reports for Woo Verin only: (you may export them to pdf format and email to Woo Verin)
  - Yearly Individual Pay Report
  - Yearly Payroll Summary Report

Task 16.7
Non-Active Employee

Payroll > Employee > Employee Maintenance (Edit)

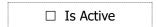👆 Set the status of Woo Verin become Non-Active

☐ Is Active

👆 Figure out what will be affected by the status of Non-Active.

✋ End of chapter ✋