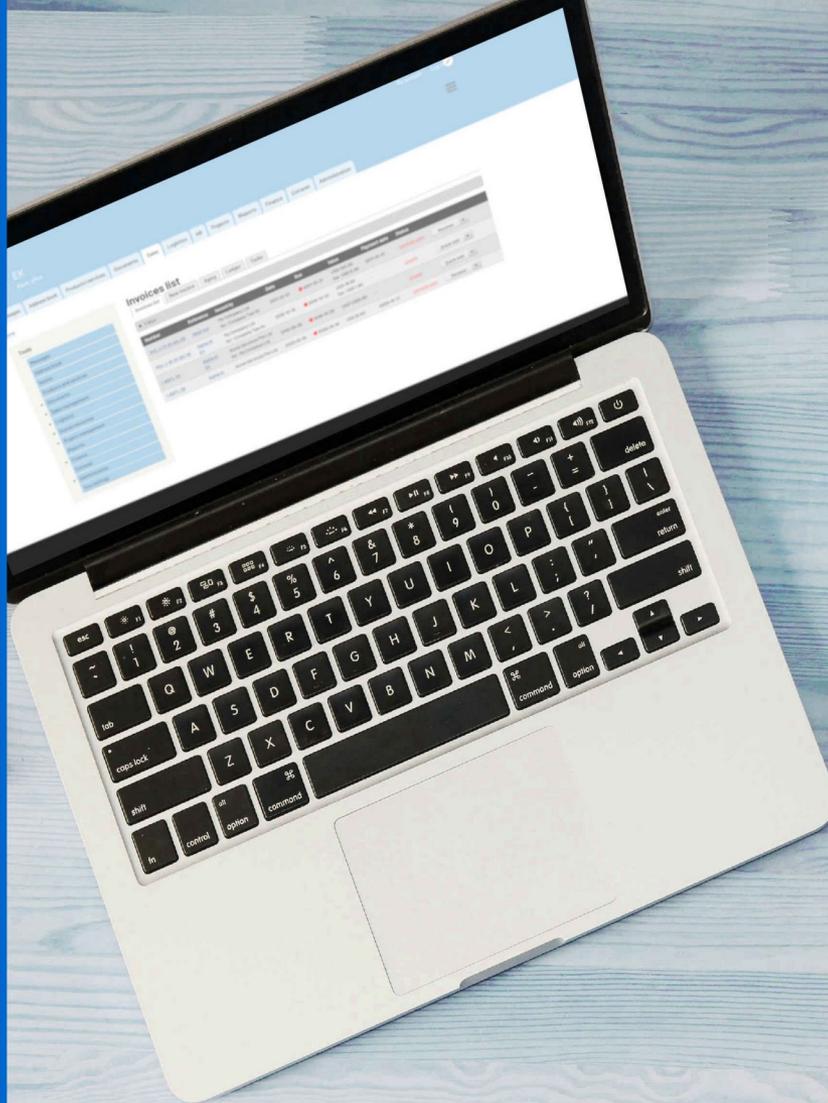


# Human Resources MY

Content:

- Parameters (main)
- Parameters (profile)
- Record
- Samples
- Fund tables



Custom module and settings for HR MY payroll



# Human resources MY

Parameters  
There are 2 levels of parameters:

- main parameters
- employee profile

Top ↑

## Edit main parameters

Go to main

List New employee Categories Main parameters Allowances Organization Accounts Manage payslips Forms Funds

company ^  
My Company Ltd

▼ fund 1

EPF  
Fund 1 name

tabulation  
Fund 1 calculation (P=percent; T=table)

0  
employer Fund 1 contribution (%)

0  
employee Fund 1 contribution (%)

Basic + fixed AW  
Fund 1 calculation base (C=contract, A=average, B=basic, G=gross)

▼ fund 2

Socso  
Fund 2 name

tabulation  
Fund 2 calculation (P=percent; T=table)

0  
employer Fund 2 contribution (%)

0  
employee Fund 2 contribution (%)

Gross  
Fund 2 calculation base (C=contract, A=average, B=basic, G=gross)

▼ fund 3

EIS  
Fund 3 name

tabulation  
Fund 3 calculation (P=percent; T=table)

0  
employer Fund 3 (%)

0  
employee Fund 3 (%)

Gross  
Fund 3 calculation base (C=contract, A=average, B=basic, G=gross)

Fund 1 is reserved for EPF

Use tabulation for calculation method

% are not used

Select Basic (+FA) as base  
EPF on bonus is calculated separately

Fund 2 is reserved for Socso

Fund 2 is reserved for Socso EIS

## Edit main parameters

- List
- New employee
- Categories
- Main parameters
- Allowances
- Organization
- Accounts
- Manage payslips
- Forms
- Funds

company \*  
My Company Ltd

tax

Income tax

income tax name

tabulation  **Use tabulation for calculation method**

income tax calculation (P=percent; T=table)

0

income tax employer (%)

0  **% are not used**

income tax employee (%)

Basic + fixed AW  **Select Basic + fixed allowances (i.e. OT) as base (includes basic, fixed allowances) Taxes on other allowances are calculated separately**

income tax calculation base (C=contract, A=average, B=basic, G=gross)

Custom data for Malaysia

**Tax deduction for individual \***

9000

Allowed tax deduction for individual as per yearly budget

**Tax deduction for husband or wife \***

4000

Allowed deduction for husband or wife

**Tax deduction for disabled individual \***

6000

Allowed deduction for disabled person

**Tax deduction for disabled husband or wife \***

3500  **Default values are provided.**

Allowed deduction for disabled husband or wife

**Tax deduction for for qualifying children \***

2000

Allowed deduction for qualifying children

**Contribution limit applied \***

4000

Approved scheme limit used in tax calculation

**Non resident tax rate \***

30

%

**Click "Save" after edit**

Save

## Edit allowances and deductions

- List
- New employee
- Categories
- Main parameters
- Allowances
- Organization
- Accounts
- Manage payslips
- Forms
- Funds

company \*  
My Company Ltd

category : category 1

For custom allowances and deductions, you can exclude from taxable revenue by default. They will still be integrated in tax

▼ Custom allowances

Description	Value	Formula	Include tax
<input type="text" value="Additional remuneration"/> custom allowance 1	<input type="text" value="0"/>	<input type="text" value="formula"/>	<input type="text" value="no"/>
<input type="text" value="Bonus"/> custom allowance 2	<input type="text" value="0"/>	<input type="text" value="formula"/>	<input type="text" value="no"/>
<input type="text" value="Attendance"/> custom allowance 3	<input type="text" value="0"/>	<input type="text" value="formula"/>	<input type="text" value="no"/>
<input type="text" value="Allowance"/> custom allowance no tax 4	<input type="text" value="0"/>	<input type="text" value="formula"/>	<input type="text" value="no"/>

▼ Custom deductions

Description	Value	Formula	Include tax
<input type="text" value="Contribution"/> deduction custom 2	<input type="text" value="0"/>	<input type="text" value="formula"/>	<input type="text" value="no"/>
<input type="text" value="Other contribution"/> deduction custom 3	<input type="text" value="0"/>	<input type="text" value="formula"/>	<input type="text" value="no"/>
<input type="text" value="Other 1"/> deduction custom no tax 4	<input type="text" value="0"/>	<input type="text" value="formula"/>	<input type="text" value="no"/>

Save

# Human resources MY

Parameters  
There are 2 levels of parameters:

- main parameters
- **employee profile**

## Edit employee

Data Attachments Edit History

company \*

My Company Ltd

identification references

Sex \*

Male

Birth date \* 10 / 07 / 2014

Identi

Retirement fund No.: ?

Tax category 3

Select the tax category:  
1 = single  
2 = married and H/W not working  
3 = married and H/W working, divorced, widowed, singled adopted child

Income tax No.: ?

Specific data profile

Custom data for Malaysia

Tax resident \*

Yes

Previous employer remuneration \*

0

gross normal remuneration and gross additional remuneration paid by prev

Previous employer contributions \*

0

subject to the total qualifying amount per year

Use this is the employee was employed by another employer during the year

Year \*

2019

indicate the year revenue and contributions were paid with previous employer

Number of children \*

3

qualifying children for tax rebate

Couple rebate \*

No

qualifying deduction for couple

Disabled tax rebate \*

No

qualifying deduction for disabled person

H/W disabled tax rebate \*

No

qualifying deduction for disabled husband or wife

Zakat fund \*

No

Record as per employee individual status

Save

Top ↑

## Payroll management

Record

Advance

Current payroll

Payslips

Forms

Post data

Record: added fields  
for MY

Contributions

As per main parameters

Employer		Employee	
0	EPF	0	<input type="checkbox"/>
0	Socso	0	<input type="checkbox"/>
0	EIS	0	<input type="checkbox"/>
Additional personal tax deduction		0	<input type="checkbox"/>
Zakat rebate		0	<input type="checkbox"/>
Income tax		0	<input type="checkbox"/>

Use for allowed rebates

If selected in profile

Select to calculate tax

Sample record  
Payroll Jan.  
Basic: 5500  
Tax category 3  
3 Children  
No bonus

Based on  
LHDN documentation

## Employee data: Allan

- ID: 5
- Payroll month: 2020-01
- basic salary: 5,500.00 MYR
- category: a
- rank: 0
- location: Location B
- start date: 2014-10-07
- status: working, confirmed
- tax category: 3

1 units work	1 units	0 no pay	0	5500.00 basic salary
base *	worked *	days	leaves	MYR *

## Contributions

Employer	Employee	
660 EPF	605	<input checked="" type="checkbox"/>
69.05 Socso	19.75	<input checked="" type="checkbox"/>
0 EIS	0	<input type="checkbox"/>
Additional personal tax deduction	0	
Zakat rebate	0	
Income tax	130.00	<input checked="" type="checkbox"/>
	base: 5500 (BF)	

Select for calculation

Total net salary 4745.25

My Company Ltd

(A433)

address line 1

address line 2

778686668 Goldcity, MALAYSIA

tel:3333333

fax:3333333

PAYSLIP

Nº1

Payroll month:	2020-01	Employee No:	5
Location:	Location B	Employee Name:	Allan
Bank ref:	Credit Mutuel - 00021589740	IC/Passport No.:	0307600253

Basic salary

EARNINGS DETAILS

5,500.00

GROSS SALARY (MYR)

5,500.00

DEDUCTIONS DETAILS

	Employer	Employee
EPF	660.00	605.00
Socso	69.05	19.75
Employee Income tax		130.00

TOTAL DEDUCTIONS (MYR)

754.75

NET PAY (MYR)

MYR 4,745.25

Sample record  
 Payroll Feb.  
 Basic: 5500  
 Tax category 3  
 3 Children  
 No bonus

Based on  
 LHDN documentation

▼ Employee data: Allan

- ID: 5
- Payroll month: 2020-02
- basic salary: 5,500.00 MYR
- category: a
- rank: 0
- location: Location B
- start date: 2014-10-07
- status: **working, confirmed**
- tax category: 3

1 units work    1 units    0 no pay    0    5500.00 basic salary  
 base \*    worked \*    days    leaves    MYR \*

Contributions

Employer	Employee	
660 EPF	605	<input checked="" type="checkbox"/>
69.05 Socso	19.75	<input checked="" type="checkbox"/>
0 EIS	0	<input type="checkbox"/>
Additional personal tax deduction	0	
Zakat rebate	0	
Income tax	130.00	<input checked="" type="checkbox"/>
	base: 5500 (BF)	

Total net salary    4745.25

# Human resources MY

Sample record  
Payroll March.  
Basic: 5500  
Rebate: 600  
Tax category 3  
3 Children  
No bonus

Based on  
LHDN documentation

## Employee data: Allan

- ID: 5
- Payroll month: 2020-03
- basic salary: 5,500.00 MYR
- category: a
- rank: 0
- location: Location B
- start date: 2014-10-07
- status: working, confirmed
- tax category: 3

1 units work base *	1 units worked *	0 days no pay	0 leaves	5500.00 MYR * basic salary
------------------------	---------------------	------------------	----------	-------------------------------

## Contributions

Employer	Employee	
660 EPF	605	<input checked="" type="checkbox"/>
69.05 Socso	19.75	<input checked="" type="checkbox"/>
0 EIS	0	<input type="checkbox"/>
Additional personal tax deduction	600	<input type="checkbox"/>
Zakat rebate	0	<input type="checkbox"/>
Income tax	125.20	<input checked="" type="checkbox"/>
	base: 5500 (BF)	

Applied to tax

Total net salary

4750.05

My Company Ltd

(A433)

address line 1  
address line 2  
778686668 Goldcity, MALAYSIA  
tel:3333333  
fax:3333333

PAYSLIP

Nº1

Payroll month:	2020-03	Employee No:	5
Location:	Location B	Employee Name:	Allan
Bank ref:	Credit Mutuel - 00021589740	IC/Passport No.:	0307600253

EARNINGS DETAILS

Basic salary	5,500.00
<b>GROSS SALARY (MYR)</b>	<b>5,500.00</b>

DEDUCTIONS DETAILS

	Employer	Employee
EPF	660.00	605.00
Socso	69.05	19.75
Employee Income tax		125.20

Allowed tax deductions	Applied to tax	600.00	
<b>TOTAL DEDUCTIONS (MYR)</b>			<b>749.95</b>
<b>NET PAY (MYR)</b>			<b>MYR 4,750.05</b>

# Human resources MY

Sample record  
Payroll April.  
Basic: 5500  
Rebate 700  
Bonus 8250  
Tax category 3  
3 Children

Based on  
LHDN documentation

## Employee data: Allan

- ID: 5
- Payroll month: 2020-04
- basic salary: 5,500.00 MYR
- category: a
- rank: 0
- location: Location B
- start date: 2014-10-07
- status: working, confirmed
- tax category: 3

1 units work    0 units    0 no pay    0 leaves    5,500.00 basic salary  
base \*    worked \*    days    MYR \*

### Custom allowances

#### Custom allowances

##### Allowance

Allowance			
8250	Additional remuneration	<input checked="" type="checkbox"/>	*

Add bonus

Include in tax

### Contributions

Employer		Employee	
1656	EPF	1518	<input checked="" type="checkbox"/>
69.05	Socso	19.75	<input checked="" type="checkbox"/>
0	EIS	0	<input type="checkbox"/>
Additional personal tax deduction		700	<input checked="" type="checkbox"/>
Zakat rebate		0	
Income tax		1015.80	<input checked="" type="checkbox"/>
		base: 5500 (BF)	

Applied to tax

Total net salary

11196.45

Top ↑

My Company Ltd

(A433)

address line 1  
address line 2  
778686668 Goldcity, MALAYSIA  
tel:3333333  
fax:3333333

PAYSLIP

Nº1

Payroll month:	2020-04	Employee No:	5
Location:	Location B	Employee Name:	Allan
Bank ref:	Credit Mutuel - 00021589740	IC/Passport No.:	0307600253

EARNINGS DETAILS	
Basic salary	5,500.00
Additional remuneration	8,250.00
<b>GROSS SALARY (MYR)</b>	<b>13,750.00</b>

DEDUCTIONS DETAILS		
	Employer	Employee
EPF	1,656.00	1,518.00
Socso	69.05	19.75
Employee Income tax		1,015.80

Allowed tax deductions	700.00	
	Applied to tax	
<b>TOTAL DEDUCTIONS (MYR)</b>		<b>2,553.55</b>
<b>NET PAY (MYR)</b>		<b>MYR 11,196.45</b>

## Employee history

Data Attachments Edit History

	Gross	Nett	Basic	Variable	Allowances	Commission	Deductions	
2020-01	5500	4745.25	5500	0	0	0	0	<a href="#">view</a>
2020-02	5500	4745.25	5500	0	0	0	0	<a href="#">view</a>
2020-03	5500	4750.05	5500	0	0	0	0	<a href="#">view</a>
2020-04	13750	11196.45	5500	0	8250	0	0	<a href="#">view</a>



EPF:	employer <b>1656</b>	<b>1518</b> employee
Socso:	employer <b>69.05</b>	<b>19.75</b> employee
EIS:	employer <b>0</b>	<b>0</b> employee
Income tax:		<b>1015.8</b>
Nett:		<b>11196.45</b>
Allowed tax deductions		700
Zakat rebate		0

Fund tables are the tables used to calculate the contributions by employer and employee.

They are provided by EPF, Socso or LHDN departments.

They may be updated directly from the system.

**Note: only edit data based on government agencies official data**

## Funds management

- List
- New employee
- Categories
- Main parameters
- Allowances
- Organization
- Accounts
- Manage payslips
- Forms
- Funds

Go to funds

▼ Filter  
company \* My Company Ltd - Select - Apply Reset

- Select -
- EPF Malaysia
- Socso Malaysia
- EIS Malaysia
- Income tax Malaysia

Select custom table and click "Apply"

To edit value, simply type-in the new value

EPF	Minimum	Maximum	Employer	Employee	Total
1	0.01	10.00	0.00	0.00	0.00
2	10.01	20.00	3.00	3.00	6.00
3	20.01	40.00	6.00	5.00	11.00
4	40.01	60.00	8.00	7.00	15.00
5	60.01	80.00	11.00	9.00	20.00





**AREA**  
**Systems**

**EK**