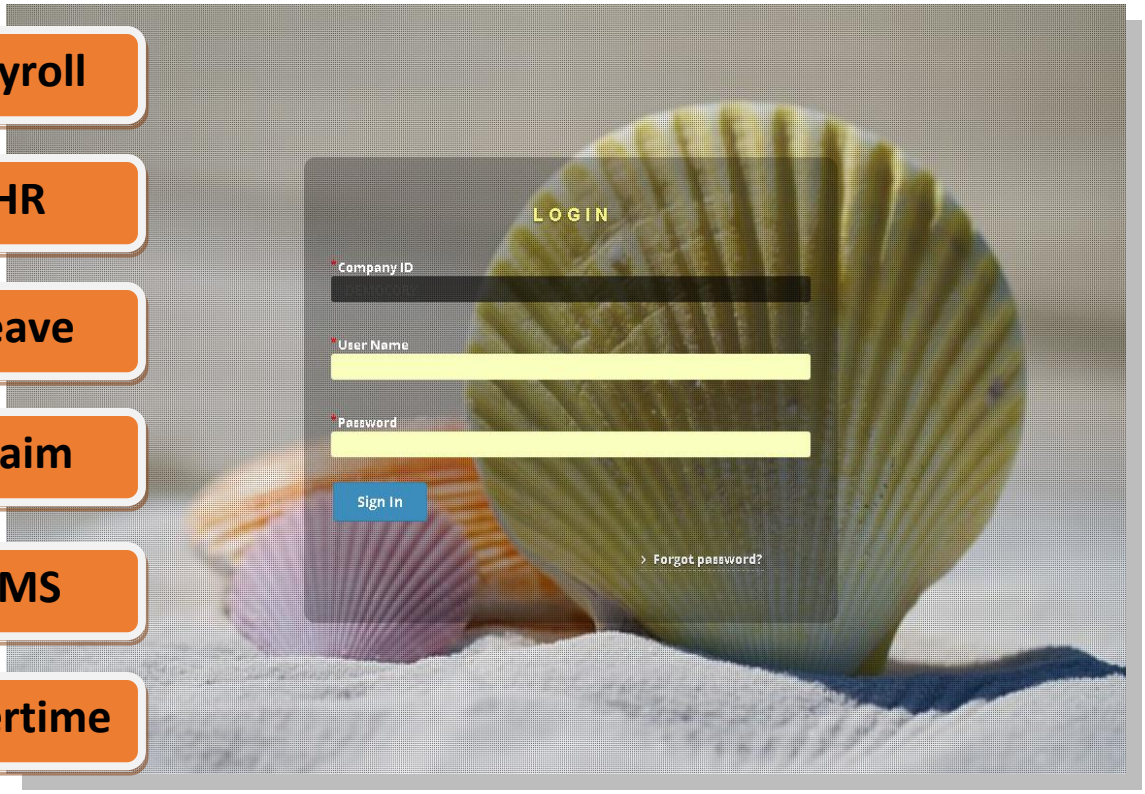
*"A Simplified HR experience"*

# HR2000 i-Payroll

- e-Payroll
- e-HR
- e-Leave
- e-Claim
- e-TMS
- e-Overtime
- e-Appraisal
- e-Document
- e-ESS




With Mobile Apps

A simplified web-based

Human Resource & Payroll Management System

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# HR2000 i-Payroll Web Version

## *"A Simplified HR experience"*

HR2000 i-Payroll is a web-based Employee Self-Service (ESS) system that simplifies the processes of e-Payroll, e-HR, e-Leave, e-Claim, e-TMS and e-Appraisal.

Employee Self Service (ESS) feature allows employees and department managers to apply and manage leave and claim transactions.

With MVC framework design, i-Payroll delivers high speed & simplified HRMS to manage your corporate human resource needs. i-Payroll delivers a fully integrated HR system allowing both employees and HR users to self-manage HR-related information such as salary, attendance, leave and claims.

## Integrated Modules

- Malaysian e-Payroll & e-HR
- e-Leave
- e-Claim
- e-TMS (with e-Overtime)
- e-Appraisal
- e-Document
- e-ESS
- e-Request
- Mobile apps

### Integrated HR System

**i-Payroll** is an integrated web-based Payroll, Human Resource, Leave, Claim and Time management system - allowing access to your payroll & HR securely.

### Instant information Retrieval & Updating

Payroll computation, Leave & Claim balances & entitlement info are available within the system. No monthly processing required !

### Leave & Claim application & approval anytime & anywhere

Application & approving processes are notified via e-mail on every application status. Supports both *internet* & *intranet* environment.

### Multi-Tier & Level Leave Approval

Supports both multi-tier & level approval flow.

### E-mail notification

Applicants and approvers are constantly updated on each application status via e-mail

### Reduce overhead cost & Reduce HR work load

Employees can self-check leave balances and amend personal information such as Email address, contact number and home address. Managing multiple branches leave is centralized, simplified and up-to-date as leave records are updated instantly upon approval.

### No worries about support & maintenance

Securely hosted and maintained by HR2000 technical staffs. Access to the server is made available 24 hours/7Days.

### AFTER SALES SERVICES

- Hotline & E-mail Support
- Software Update
- Remote PC support @ **Teamviewer**

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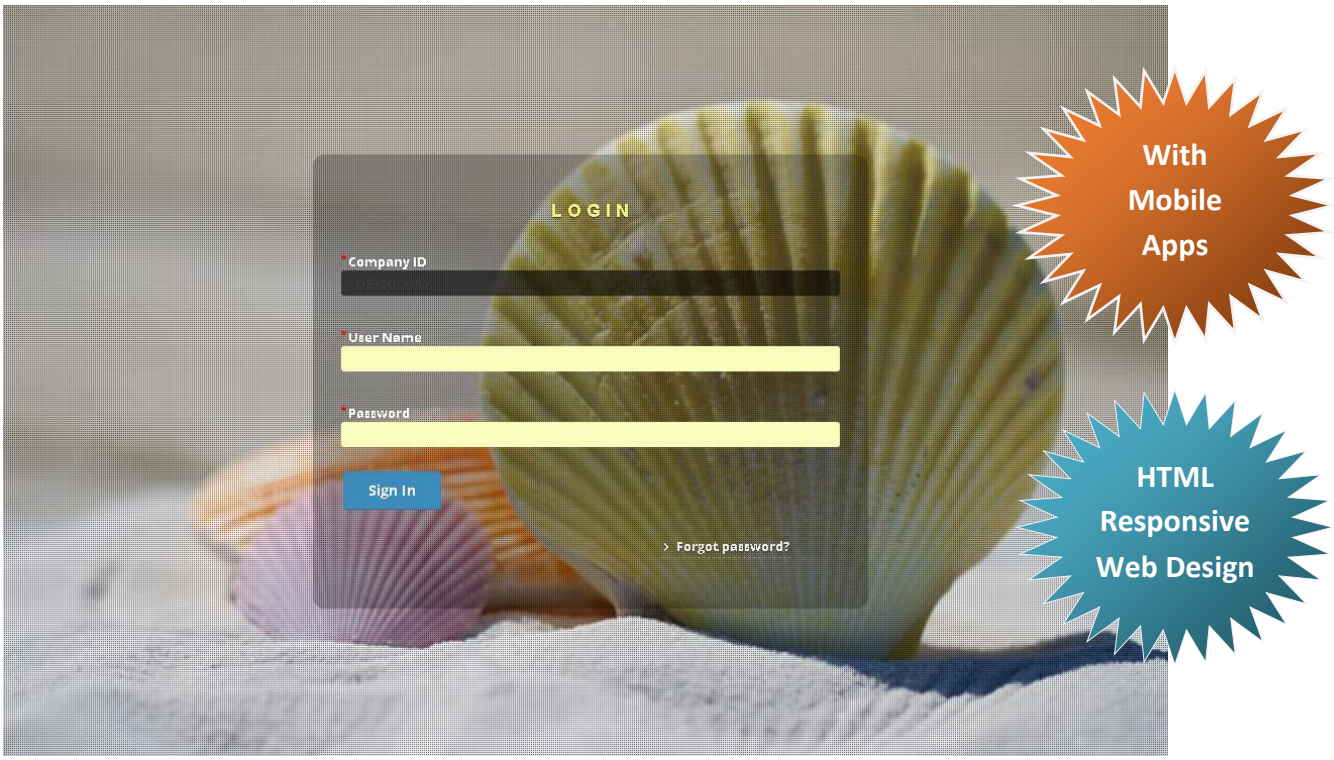


# i-Payroll

**i-Payroll is an integrated web-based Payroll, Human Resource, Leave, Claim and Time management system - allowing access to your payroll & HR securely.**

- **E-Payroll & E-Human Resource ~** A user-friendly Malaysian payroll & human resource (HRMS) management software designed to suit Malaysia labour law.
- **E-Leave & E-Claim ~** Employee Self-Service (ESS) e-Leave/e-Claim system simplifies the process flows of planning, applying and approving of leave & claim management. Handling all types of leaves & claims, it empowers your employee and department heads to self manage application and approval flow anytime, anywhere.
- **E-TMS (Time Management) ~** E-TMS engineered to satisfy both simple attendance monitoring & complex 24-hours rotating shift environment.
- **E-Documents ~** E-Documents provides easy retrieval of payslips & CP8A forms by employees. Documents are generated and distributed by payroll administrator in PDF password encrypted format.

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## System Specifications

- Web-based Payroll & Human Resource system
- Developed with Microsoft Visual Studio (MVC framework) & MSSQL database
- Dedicated Server hosted @ Shinjiru [ISO 9001:2008]
    - Dedicated Server: Windows INTEL Xeon Quad Core / 64GB RAM / Bandwidth : 1 Gbps
    - Server Location : Hosting by Shinjiru @ AIMS Kuala Lumpur, Malaysia
    - Windows Server 2019 Standard
    - MSSQL Web Edition 2019
    - **Unmetered** bandwidth & disk space for customer account
    - Secure SSL connection (encrypted data transfer)
    - Security Single **Sign-On SSO** and **2FA** feature supported
    - Protected & monitored with RAID, Firewall, Antivirus, DDOS Protection, Auto Backup, 24/7 monitoring
    - Daily automated database backup to multiple locations
    - Software fully managed by HR2000 technicians
    - Hardware fully managed by SHINJIRU (hosting) technicians

## Support & Services

- 3 years Free Maintenance
- Hotline & E-Mail support
- Software Updates
- Remote PC support @ **Teamviewer**

**Unmetered Bandwidth**

**Unmetered Disk Space**

**3 Years Free Maintenance**

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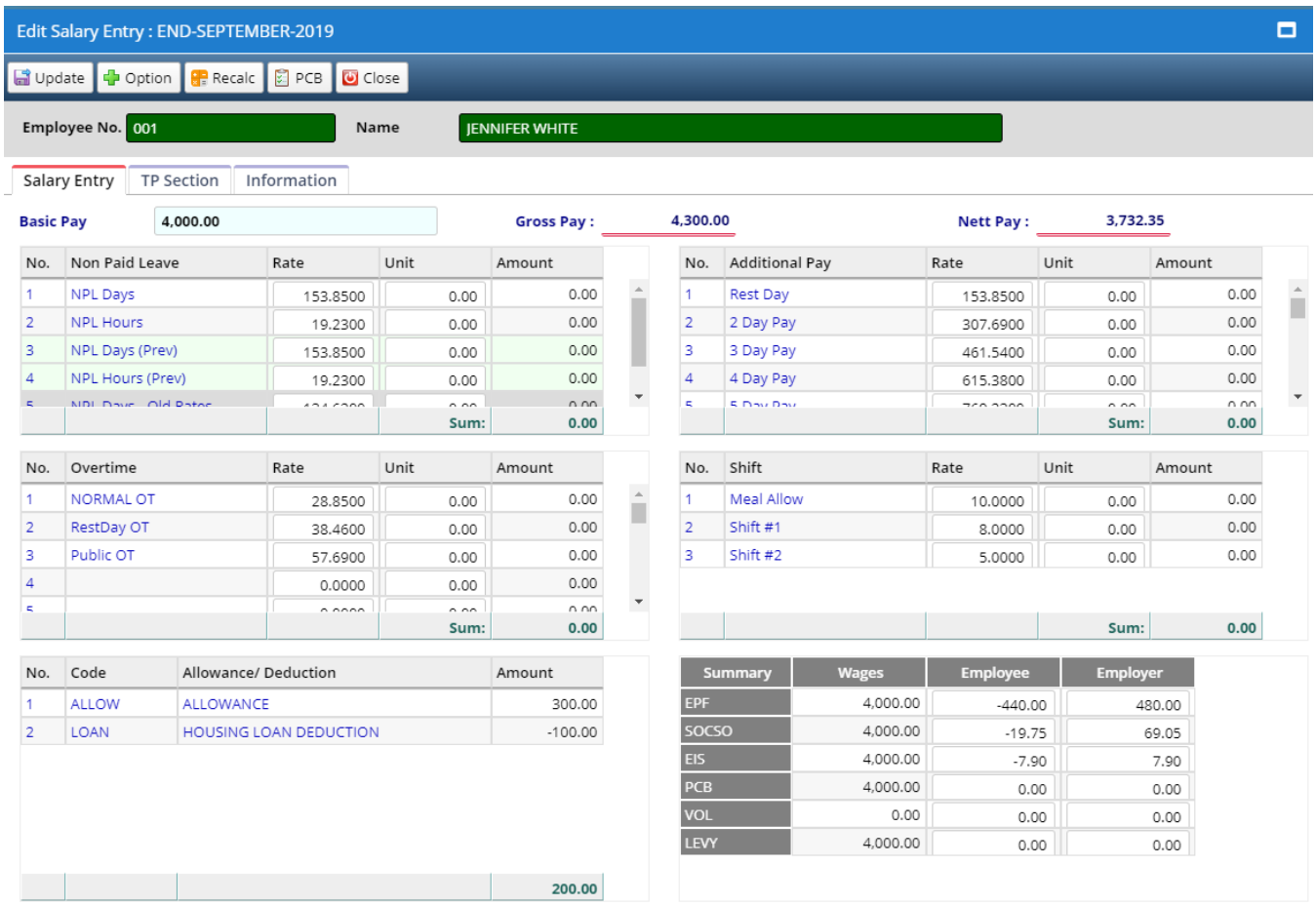
# e-Payroll



Edit Salary Entry : END-SEPTEMBER-2019

Update | Option | Recalc | PCB | Close

Employee No. 001 Name JENNIFER WHITE

Salary Entry | TP Section | Information

Basic Pay 4,000.00 Gross Pay : 4,300.00 Nett Pay : 3,732.35

| No. | Non Paid Leave | Rate | Unit | Amount |
|---|---|---|---|---|
| 1 | NPL Days | 153.8500 | 0.00 | 0.00 |
| 2 | NPL Hours | 19.2300 | 0.00 | 0.00 |
| 3 | NPL Days (Prev) | 153.8500 | 0.00 | 0.00 |
| 4 | NPL Hours (Prev) | 19.2300 | 0.00 | 0.00 |
| | | | Sum: | 0.00 |

| No. | Additional Pay | Rate | Unit | Amount |
|---|---|---|---|---|
| 1 | Rest Day | 153.8500 | 0.00 | 0.00 |
| 2 | 2 Day Pay | 307.6900 | 0.00 | 0.00 |
| 3 | 3 Day Pay | 461.5400 | 0.00 | 0.00 |
| 4 | 4 Day Pay | 615.3800 | 0.00 | 0.00 |
| | | | Sum: | 0.00 |

| No. | Overtime | Rate | Unit | Amount |
|---|---|---|---|---|
| 1 | NORMAL OT | 28.8500 | 0.00 | 0.00 |
| 2 | RestDay OT | 38.4600 | 0.00 | 0.00 |
| 3 | Public OT | 57.6900 | 0.00 | 0.00 |
| 4 | | 0.0000 | 0.00 | 0.00 |
| | | | Sum: | 0.00 |

| No. | Shift | Rate | Unit | Amount |
|---|---|---|---|---|
| 1 | Meal Allow | 10.0000 | 0.00 | 0.00 |
| 2 | Shift #1 | 8.0000 | 0.00 | 0.00 |
| 3 | Shift #2 | 5.0000 | 0.00 | 0.00 |
| | | | Sum: | 0.00 |

| No. | Code | Allowance/ Deduction | Amount |
|---|---|---|---|
| 1 | ALLOW | ALLOWANCE | 300.00 |
| 2 | LOAN | HOUSING LOAN DEDUCTION | -100.00 |
| | | | 200.00 |

| Summary | Wages | Employee | Employer |
|---|---|---|---|
| EPF | 4,000.00 | -440.00 | 480.00 |
| SOCSO | 4,000.00 | -19.75 | 69.05 |
| EIS | 4,000.00 | -7.90 | 7.90 |
| PCB | 4,000.00 | 0.00 | 0.00 |
| VOL | 0.00 | 0.00 | 0.00 |
| LEVY | 4,000.00 | 0.00 | 0.00 |

**FEATURES**

- One company per database
- Unlimited Employee records
- 5 payroll cycles (with unlimited years of data storage)
- Supports Monthly, Daily and Hourly payment
- Auto EPF, SOCSO, EIS and PCB computation. PCB computation endorsed by LHDN
- Government reports / Management Reports / Free Format reports / Internet banking modules
- Export reports to text, PDF, Ms Excel, Ms Words, images, RTF, HTML, etc
- E-mail and ESS payslip, CP8A and PCB2 forms

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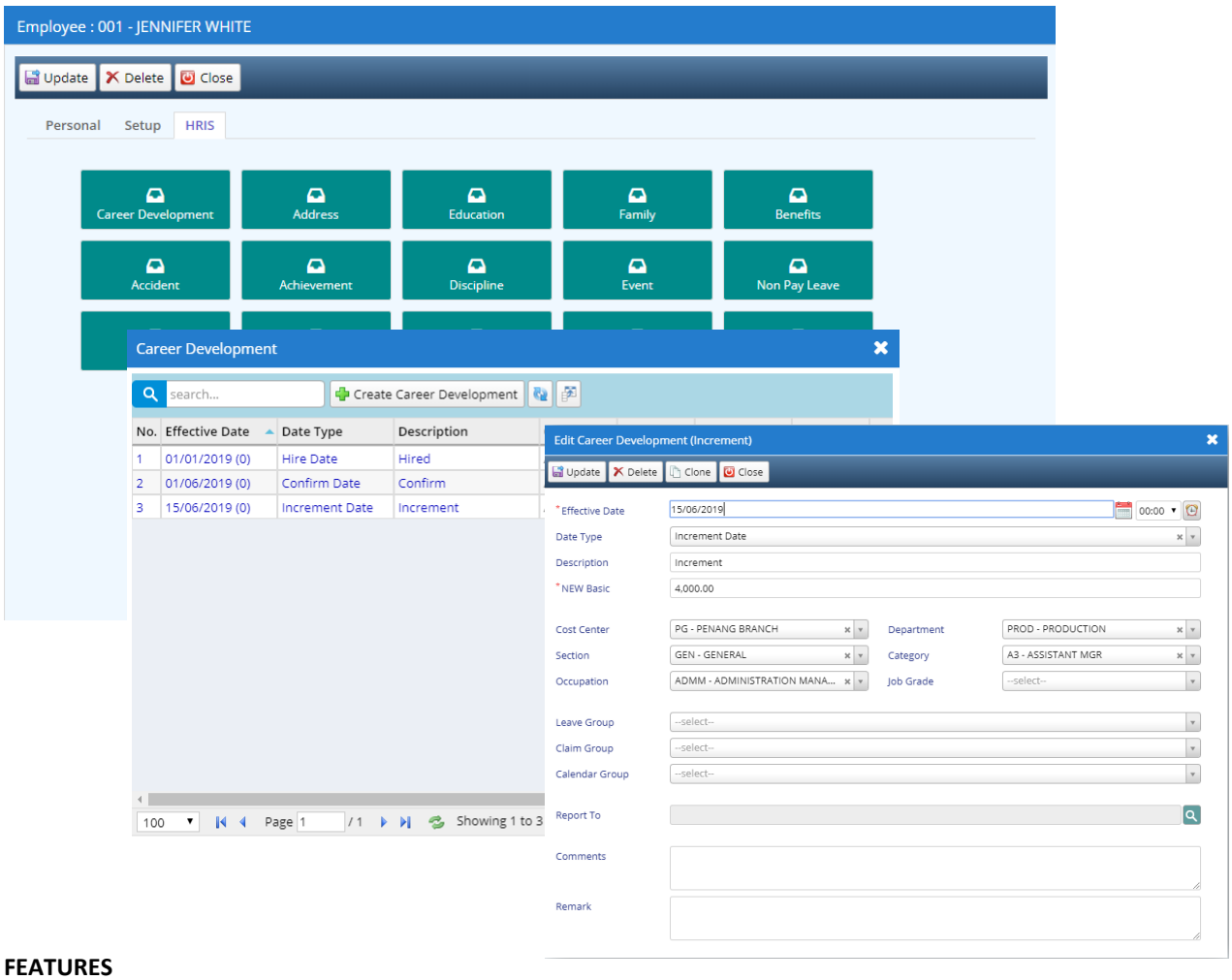
# e-HR




**FEATURES**

- Career Development
- Accident
- Achievement
- Address
- Benefit
- Discipline
- Education
- Employment History
- Event
- Family
- Insurance
- Non Pay Leave
- Skill
- Training

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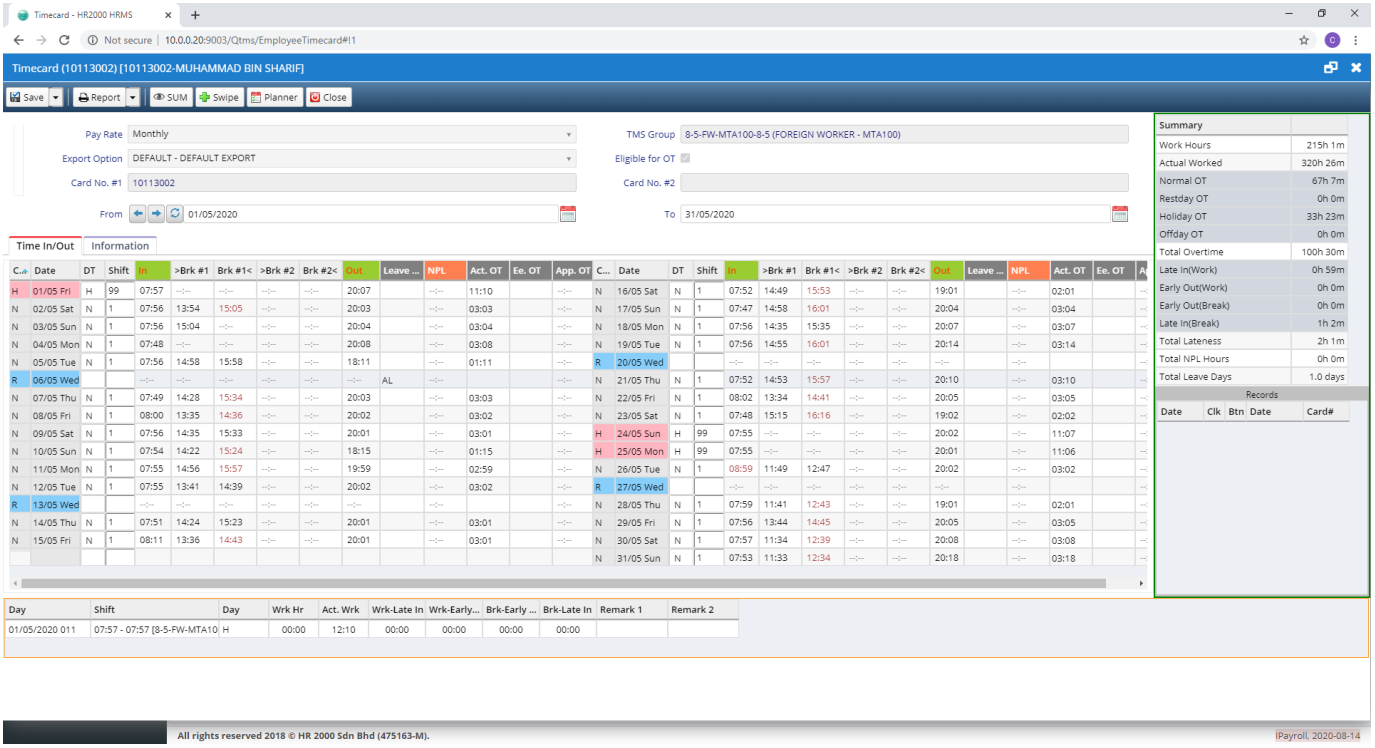
# e-TMS *(Time Management)*




**FEATURES**

- One company per database
- Unlimited Employee records
- Unlimited TMS Shift pattern settings
- Unlimited Conditional Allowances settings
- Overtime Application module (ie e-Overtime)
- Export reports to text, PDF, Ms Excel, Ms Words, images, RTF, HTML, etc
- Query Settings

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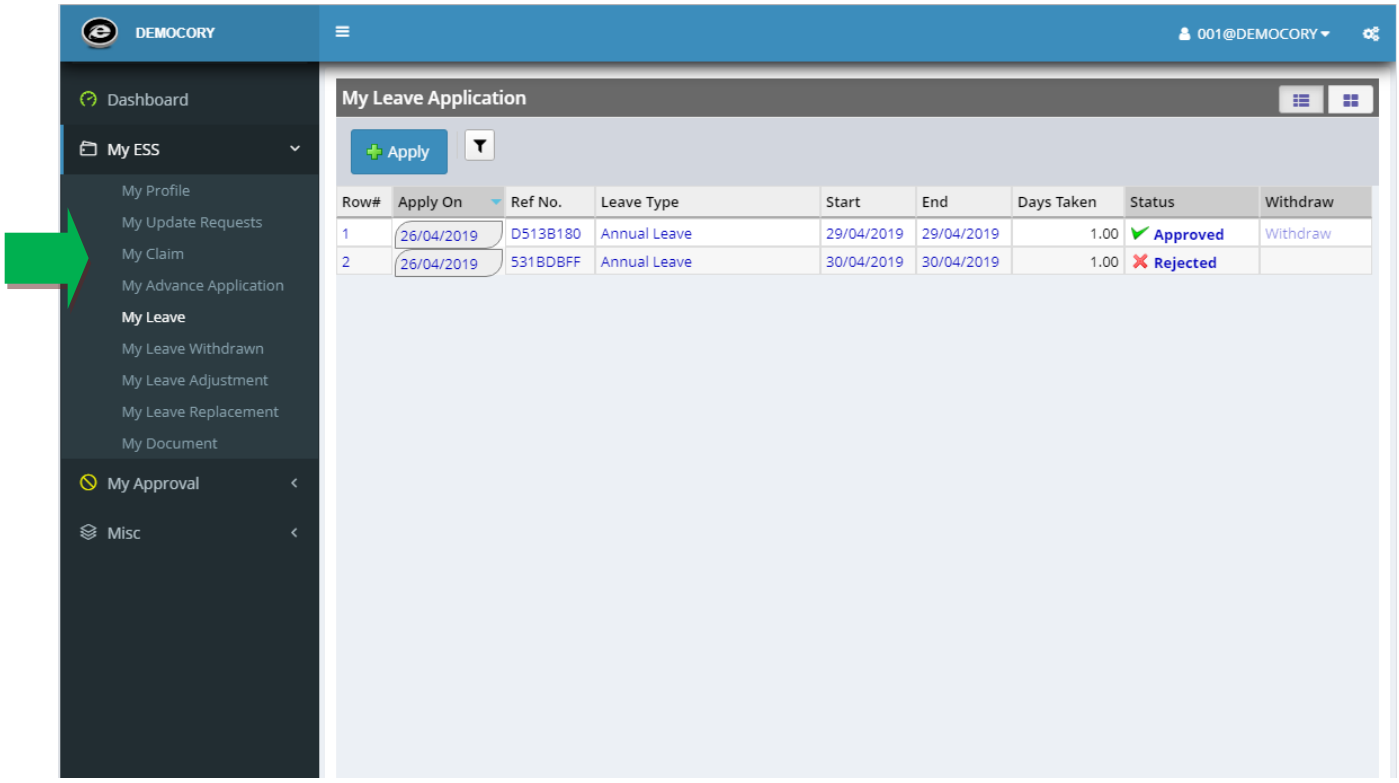
# e-Leave




**FEATURES**

- Employee Self Service (ESS) & Manager Self Service (MSS) – Leave Approval
- Leave Entitlement (with Policy) , Leave Replacement (with expiry date), Burn Leave
- Options to Apply Leave, Cancel Application & Withdraw Approved Leave
- Option to apply full or halfday (am/pm), advance leave, maximum days per application, cancel & apply leave with multi-conditions, etc
- Option to attach documents during application
- Multi-Tier (with Multi-Level) approval
- Support various state holiday
- View LEAVE CALENDAR by Employee & Company
- View Employee YEAR PLANNER
- E-mail notification to employee and supervisors on application status

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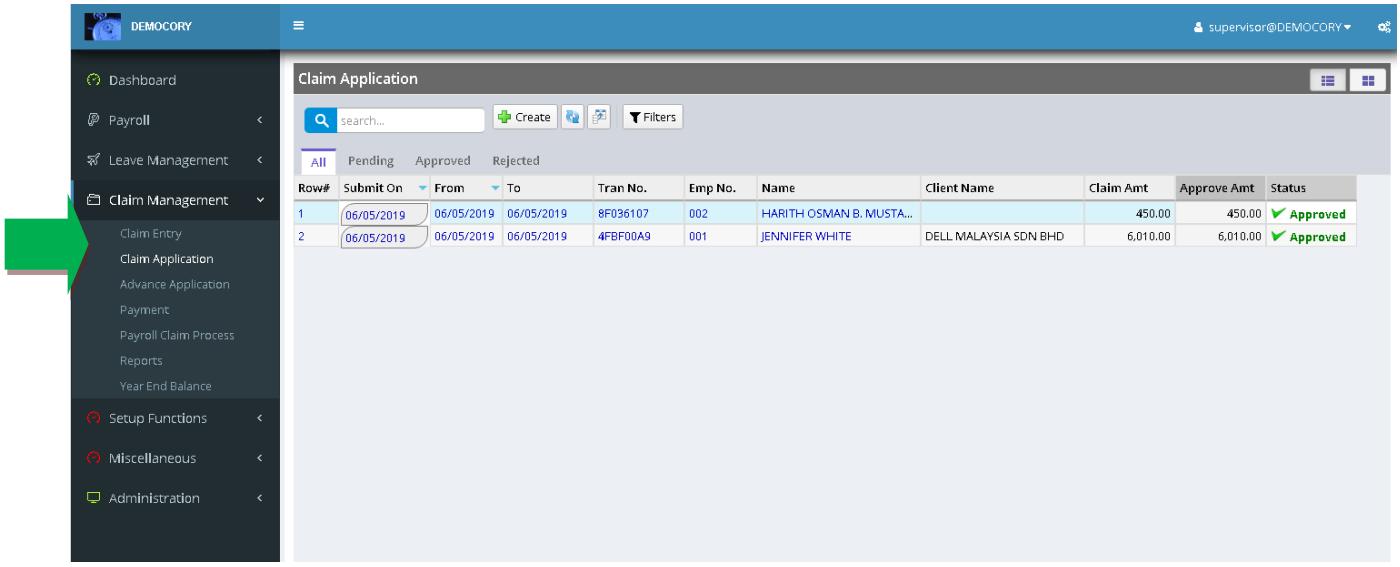
# e-Claim




**FEATURES**

- Employee Self Service (ESS) – Claim Application
- Manager Self Service (MSS) – Claim Approval
- Claim Entitlement (by single value, range, service year)
- Options to Apply Claim, Cancel Application & Withdraw Approved Claim
- Option to apply advance claim, set maximum amount allowed for each approver, etc
- Option to attach documents during application
- Claim reports

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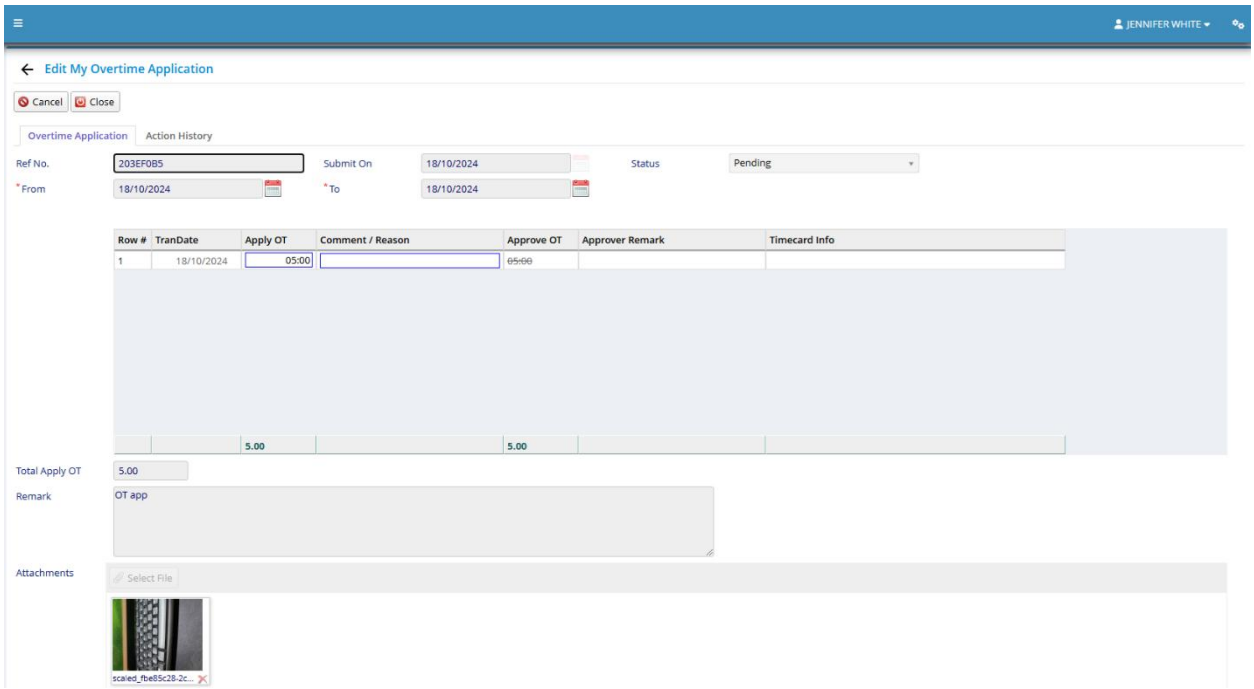
# e-Overtime




**FEATURES**

- Employee Self Service (ESS) – Overtime Application
- Manager Self Service (MSS) – Overtime Approval
- Options to Apply Overtime, Cancel Application & Withdraw Approved Overtime
- Option to attach documents during application
- Overtime reports

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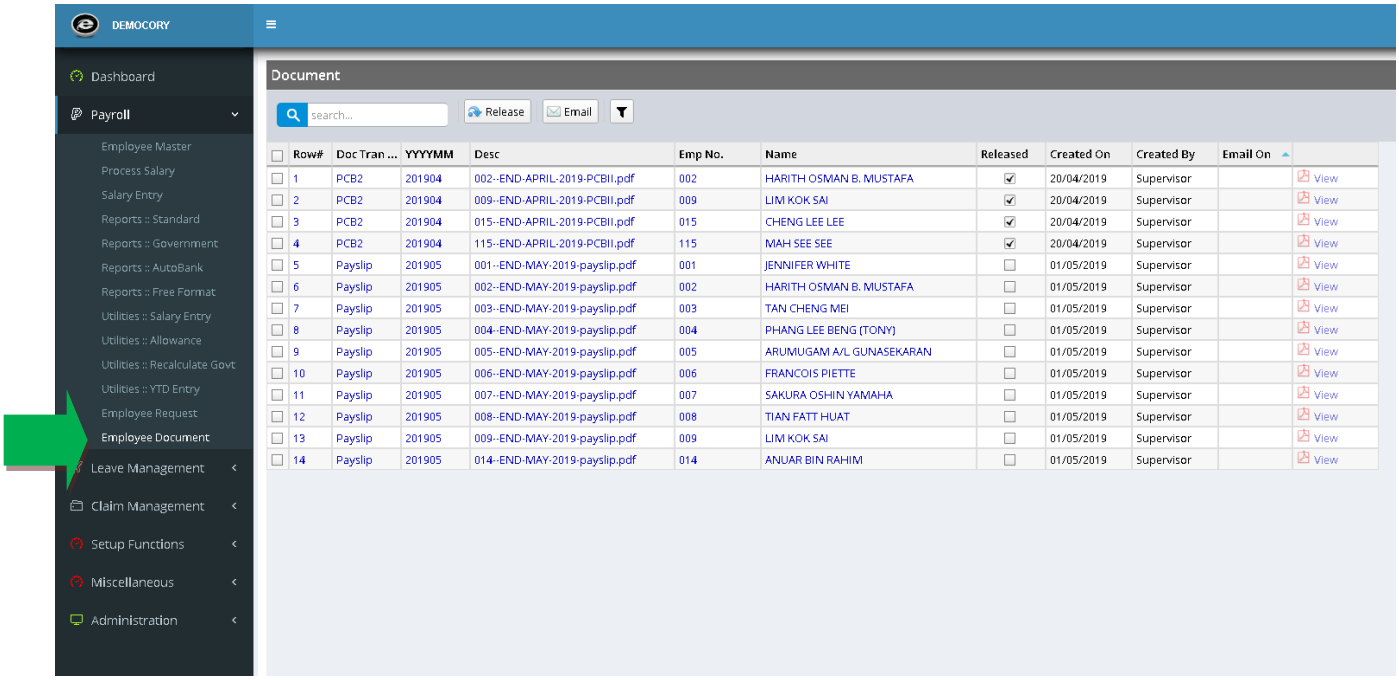
# e-Document




| Row# | Doc Tran ... | YYYYMM | Desc | Emp No. | Name | Released | Created On | Created By | Email On | |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | PCB2 | 201904 | 002--END-APRIL-2019-PCBII.pdf | 002 | HARITH OSMAN B. MUSTAFA | ☑ | 20/04/2019 | Supervisor | | View |
| 2 | PCB2 | 201904 | 009--END-APRIL-2019-PCBII.pdf | 009 | LIM KOK SAI | ☑ | 20/04/2019 | Supervisor | | View |
| 3 | PCB2 | 201904 | 015--END-APRIL-2019-PCBII.pdf | 015 | CHENG LEE LEE | ☑ | 20/04/2019 | Supervisor | | View |
| 4 | PCB2 | 201904 | 115--END-APRIL-2019-PCBII.pdf | 115 | MAH SEE SEE | ☑ | 20/04/2019 | Supervisor | | View |
| 5 | Payslip | 201905 | 001--END-MAY-2019-payslip.pdf | 001 | JENNIFER WHITE | ☐ | 01/05/2019 | Supervisor | | View |
| 6 | Payslip | 201905 | 002--END-MAY-2019-payslip.pdf | 002 | HARITH OSMAN B. MUSTAFA | ☐ | 01/05/2019 | Supervisor | | View |
| 7 | Payslip | 201905 | 003--END-MAY-2019-payslip.pdf | 003 | TAN CHENG MEI | ☐ | 01/05/2019 | Supervisor | | View |
| 8 | Payslip | 201905 | 004--END-MAY-2019-payslip.pdf | 004 | PHANG LEE BENG (TONY) | ☐ | 01/05/2019 | Supervisor | | View |
| 9 | Payslip | 201905 | 005--END-MAY-2019-payslip.pdf | 005 | ARUMUGAM A/L GUNASEKARAN | ☐ | 01/05/2019 | Supervisor | | View |
| 10 | Payslip | 201905 | 006--END-MAY-2019-payslip.pdf | 006 | FRANCOIS PIETTE | ☐ | 01/05/2019 | Supervisor | | View |
| 11 | Payslip | 201905 | 007--END-MAY-2019-payslip.pdf | 007 | SAKURA OSHIN YAMAHA | ☐ | 01/05/2019 | Supervisor | | View |
| 12 | Payslip | 201905 | 008--END-MAY-2019-payslip.pdf | 008 | TIAN FATT HUAT | ☐ | 01/05/2019 | Supervisor | | View |
| 13 | Payslip | 201905 | 009--END-MAY-2019-payslip.pdf | 009 | LIM KOK SAI | ☐ | 01/05/2019 | Supervisor | | View |
| 14 | Payslip | 201905 | 014--END-MAY-2019-payslip.pdf | 014 | ANUAR BIN RAHIM | ☐ | 01/05/2019 | Supervisor | | View |

**FEATURES**

- Employee Self Service (ESS) – Payslip, CP8A and PCB2 Forms
- Option to add password encryption (128bit) to PDF document
- Option to access documents via website or e-mail document to employees

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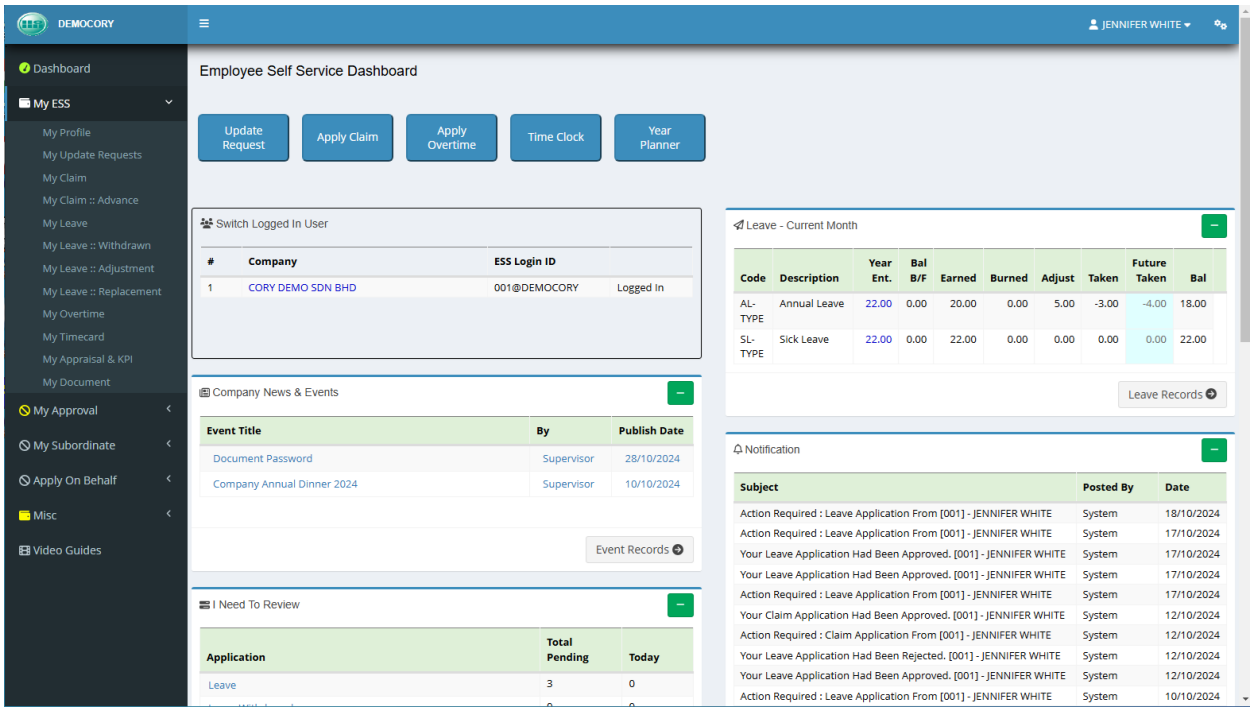
# e-ESS

With

e-Request

## *Employee Self Service*




### FEATURES

- **WEB login** for Employees and Supervisors
- View personal profile
- Apply Leave, Claim, Overtime
- Apply **On-Behalf** of other employees
- Apply **e-Request** (updating address, family, contact phone, education, training, employment history, etc)
- Supervisors to approve leave, claim, and overtime applications
- Supervisors to view sub-ordinate summary such as Leave, Claim, Attendance
- View **encrypted PDF** documents such as payslip, CP8A form, and PCB2 form
- View **Notifications** and Company **Announcements**

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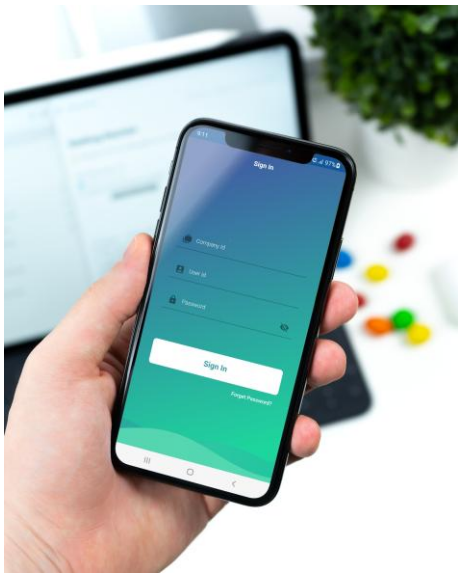
# About Mobile Apps



*Download i-Payroll mobile application from either **Google Play Store**, **Apple App Store** or **Huawei AppGallery**.*

Easy access to i-Payroll Employee Self Service (ESS) features is provided by our **mobile application**. Employees and supervisors are free to utilize web browsers as well as **mobile application**.

**MOBILE APPS Features:**

In comparison to direct HTTPS access to the i-Payroll web system, **mobile apps** are generally considered to be a "simplified" version. Mobile apps offer the majority of crucial features, including application, approval, and notification capabilities.

- User Login and stay connected
- Forgot/Reset password
- E-Clock IN & OUT
- Application & Approval process for Leave, Claim and Overtime
- E-Request to apply changes to Personal Detail, addresses, family members, education, etc
- Calendar View for Self & Sub-ordinates
- Receive "notifications"
- Access Documents such as payslips
- View Company Events
- View Own Profile

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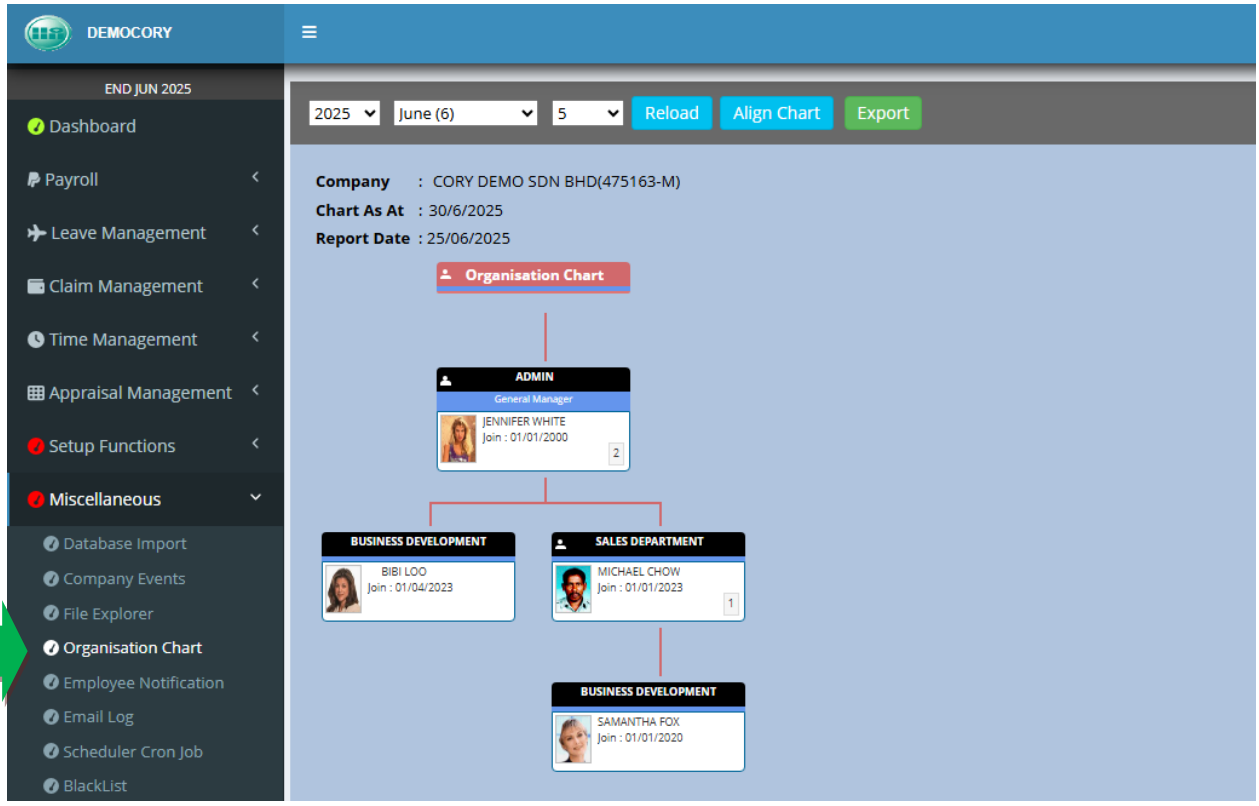
# Organisation Chart




An organization chart visually represents the structure and hierarchy within a company's department or function. This chart helps employees understand the flow of information and tasks within the department.

Charts can be exported to PNG image files for use in additional processing.

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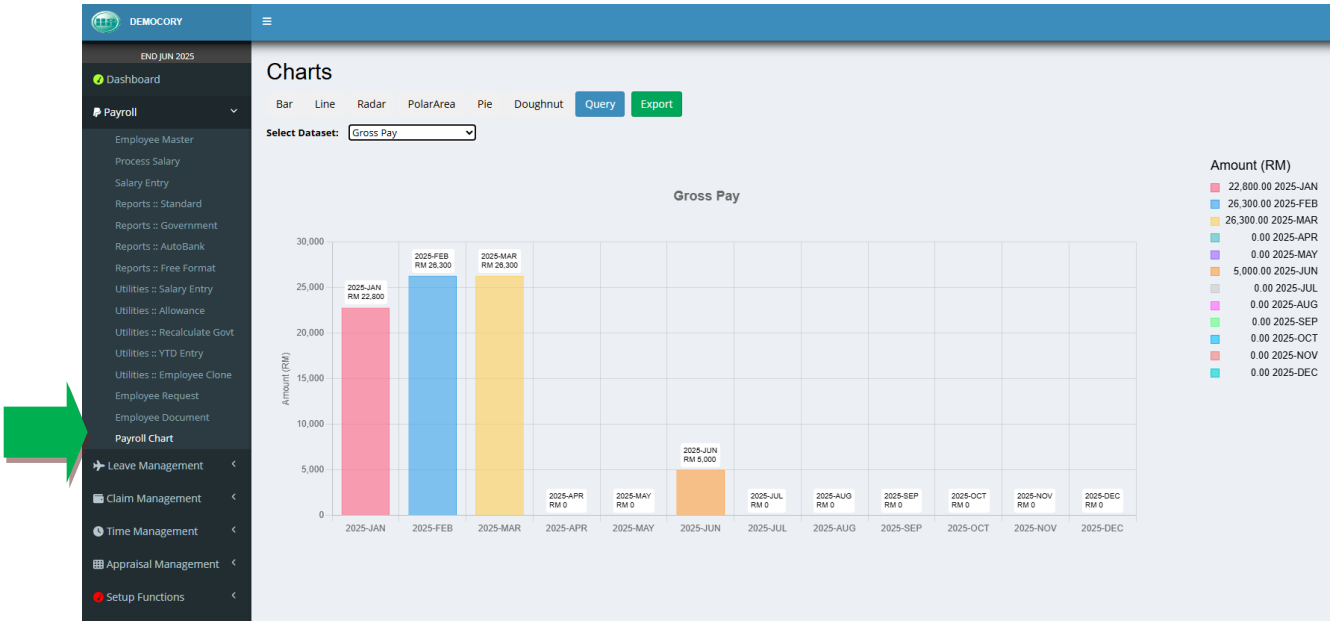
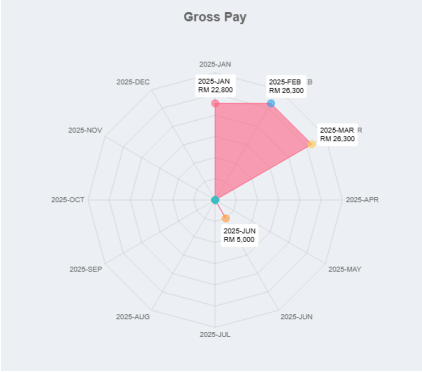
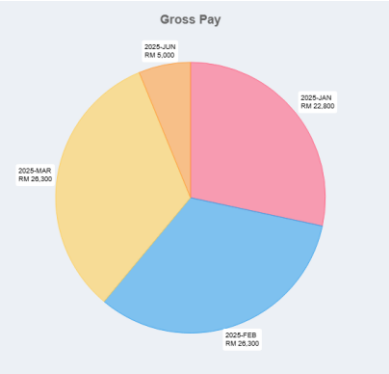
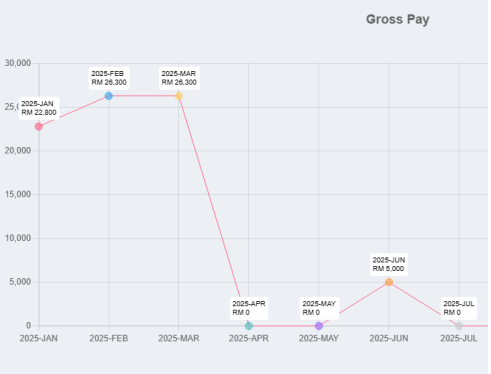
# Payroll Charts




Payroll charts provide valuable insights into workforce costs, enabling businesses to make informed financial decisions. Charts format available are bar, line, radar, polar area, pie and doughnut.

Charts can be exported to PNG image files for use in additional processing.

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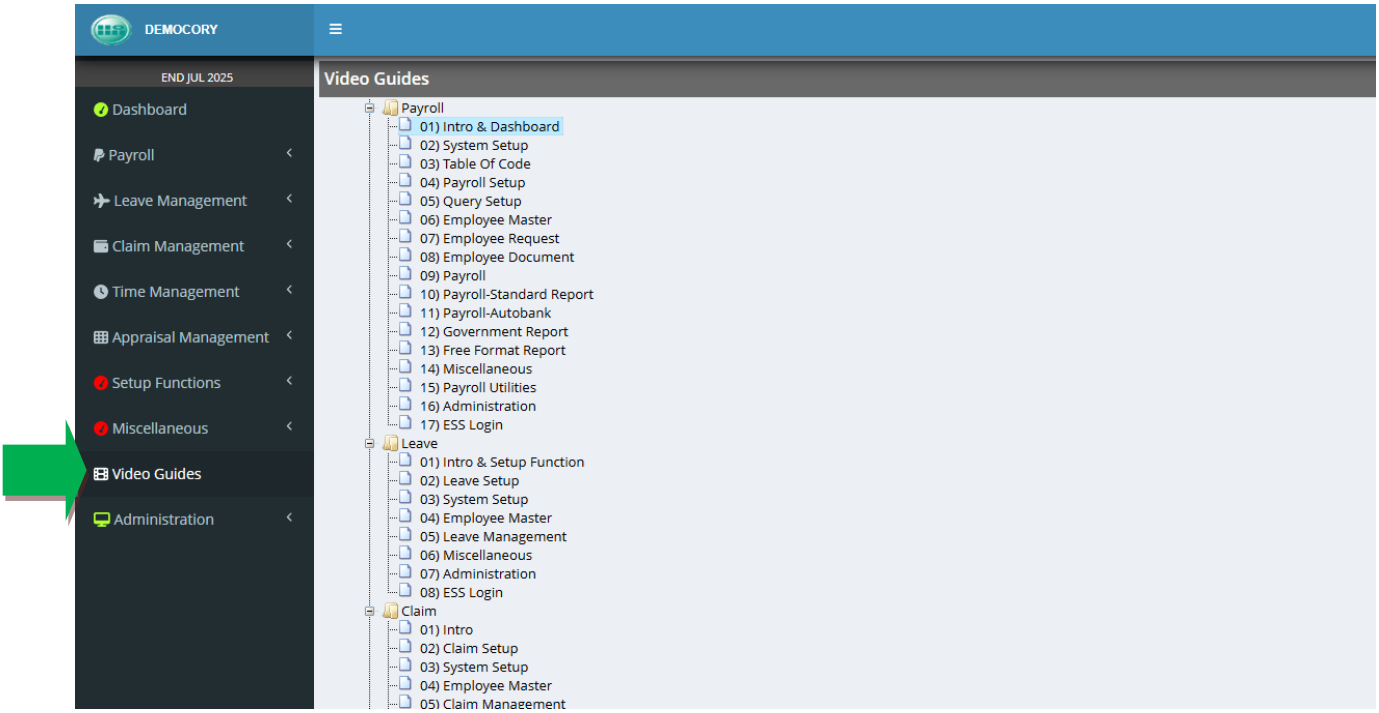
# Video Guide (Training Videos)




Within the system, users may easily learn using the **VIDEO GUIDE** module. It improves users' learning experiences delivered through videos accessible via the internet. Each topic is categorized by modules such as Payroll, Leave, Claim, Time Management, Appraisal Management and Mobile Application.

We have created many training videos on HR2000 software systems posted to YouTube. Click "Watch on Youtube" for full screen mode. Then, choose the highest video quality from settings.

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# Other e-Modules

## OTHER FEATURES

- **Responsive Web Design (Mobile Friendly)** – Web pages render well on a variety of devices (desktop, notebooks, mobile phones, and tablets) and window or screen sizes from minimum to maximum display size to ensure usability and satisfaction. Ensures high compatibility with most desktop & mobile internet browsers.
- **Dashboard**
- **Company Events** (ie. Bulletin Board)
- **Employee e-Clocking** using Mobile Application with GPS and designated location Geo-Fencing
- Link to many popular Time-Clock hardware devices such RFID, Fingerprint, and Face Recognition
- Report save to PDF, TXT, RTF, DOC, XLS, etc
- Concurrent Multi-User access
- **Database Import**
- **E-mail Task** to reset password, remind supervisor on pending approval
- Keep "**Black-Listed**" listing of employees to assist during hiring process
- **Security access rights** (ie. Role settings) for HR Users & Employees
- **Audit Trail** feature
- Payroll period locking

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# Network & Data Centres

HR2000 web-based solutions are fully hosted in **SHINJIRU Malaysia**.

## About Shinjiru Malaysia

Shinjiru has 2 data centres in Malaysia, one in Menara AIMS, Kuala Lumpur and another in CX2, Cyberjaya. SHINJIRU Malaysia is a leading web hosting solutions company in Malaysia (since 1998). SHINJIRU has achieved numerous awards and certifications such as the ISO9001:2015 Certification, APNIC IP Provider, Certified ICANN Registrar, Official MYNIC Partner, MSC Status, Deloitte Technology Fast500 Award, Microsoft 1-Tier Cloud Solutions Provider, Microsoft Silver Certified Partner and many more. Shinjiru is SOC2 certified by DELOITTE PLT

https://www.shinjiru.com.my/accreditations-awards/

**Anti-DDoS Protection**
With the help of our built-in Distributed Denial of Service (DDoS) detection and mitigation services, our premium network is able to absorb the DDoS attack before it reaches your server.

**Sophisticated Detection Techniques**
Built-in attack profiles, statistical and behavioral analysis methods to quickly identify attacks in progress.

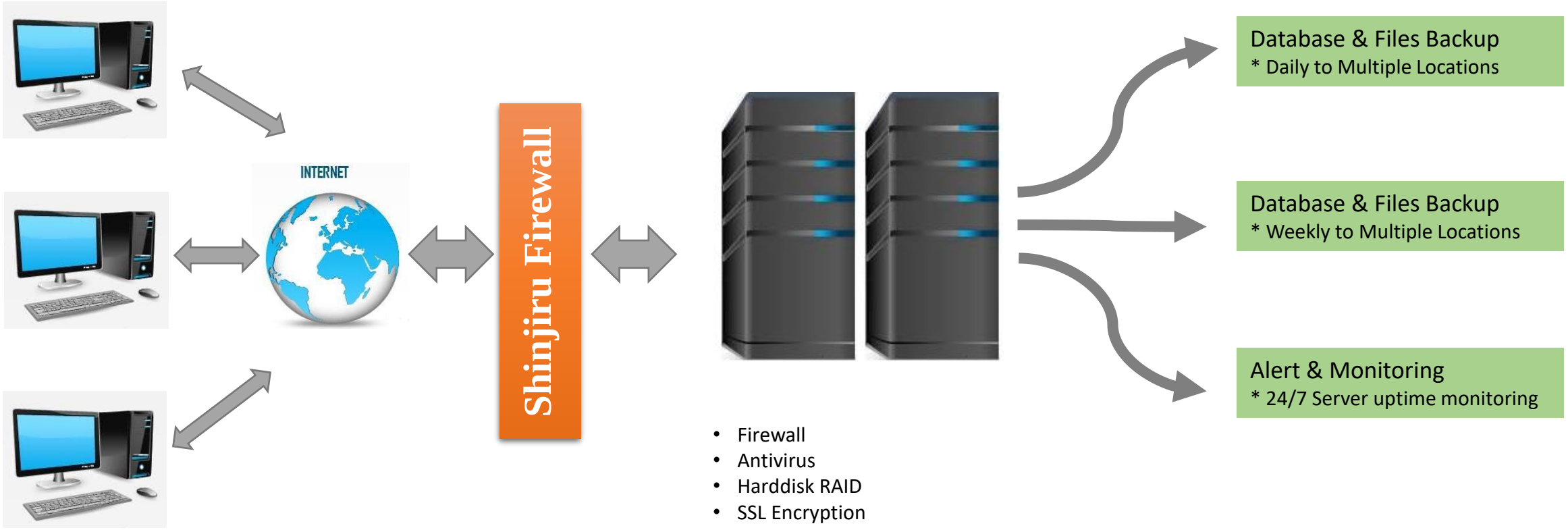
**Advanced Monitoring Network System**
Scrutinizes network traffic in real-time to identify anomalies, quarantines attack packets and blocks malicious traffic.

**Clean Pipe Network**
Our premium network cleans all internet traffic, eliminates malware, spam and viruses without you incurring capital expenditure on hardware. Rest assured that your data is clean and secured.

**Higher Burstable Level**
Our premium network allows you to burst your bandwidth up to 10 times more than a normal network.

**100% Bandwidth Utilisation**
Our system eliminates threats and ensures clean traffic, which is why you get the optimal utilization of bandwidth you purchased. You get 100% of what you paid for!

# Server Infrastructure Diagram

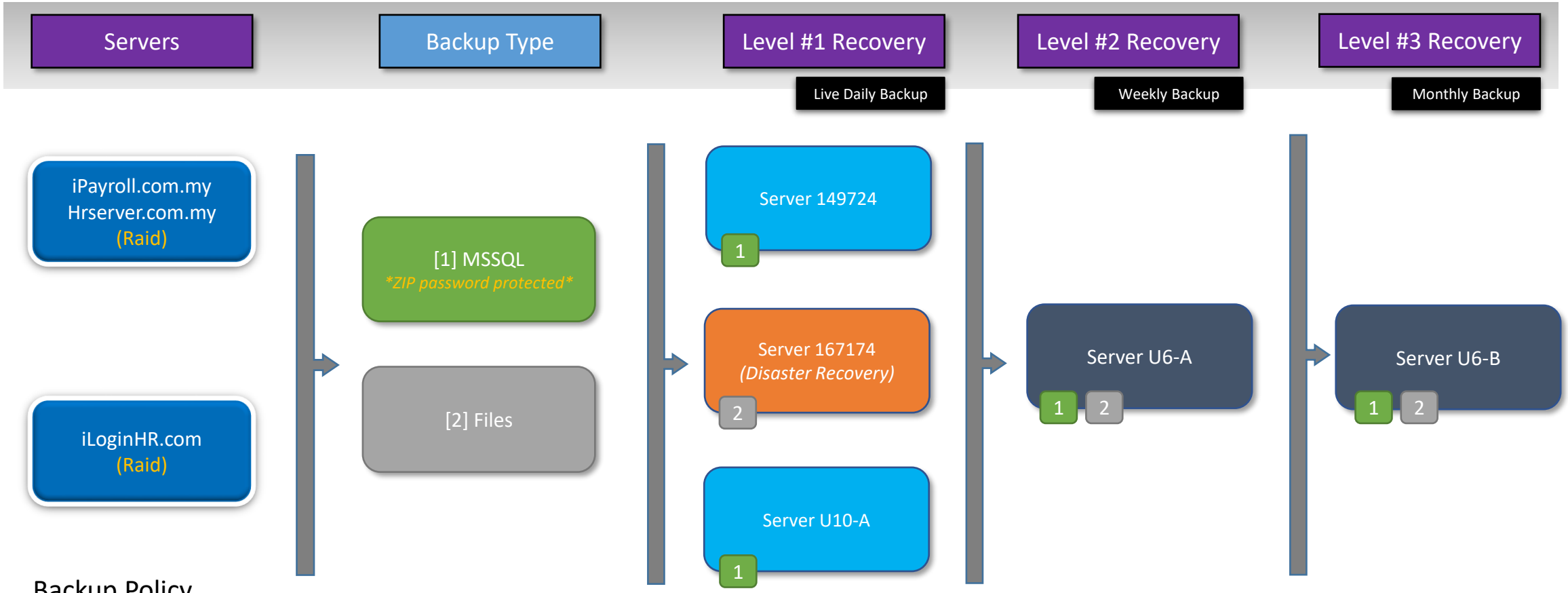



Public Internet

HR2000 Dedicated Servers

External Backup & Monitoring

# Backup Diagram




## Backup Policy

# Multiple Backup Sets & Locations (Backup 3-2-1 Policy)
# Multiple Recovery Levels
# Disaster Recovery Server – On Standby

1 MSSQL Backup

2 Web Files (eg. Attachments, documents)

## Backup 3-2-1 Policy

The 3-2-1 backup rule is a data protection strategy that recommends creating three copies of your data, storing them on two different media types, and keeping one copy off-site. This method ensures data redundancy and protection against various failure scenarios, including hardware failures, data corruption, and natural disasters. By following this rule, you can significantly reduce the risk of data loss and improve your ability to recover data in case of a disaster.

## Disaster Recovery

Disaster recovery (DR) is a process for restoring an organization's IT infrastructure and operations after a disruptive event, whether natural or human-caused. The goal is to minimize the impact of the disaster and restore normal operations as quickly as possible.

## Firewall

A firewall is a network security device that acts as a barrier between a trusted internal network and untrusted external networks, like the internet. It monitors, filters, and controls incoming and outgoing network traffic based on predefined security rules. Firewalls help protect networks from unauthorized access, malicious activities, and potential threats.

## Antivirus

Antivirus software is a security program designed to protect computers and other devices from malware, such as viruses, worms, trojans, and ransomware. It works by detecting, preventing, and removing these malicious threats, helping to keep devices secure and prevent data loss or damage.

## Harddisk RAID

HDD RAID refers to using multiple hard disk drives (HDDs) together in a Redundant Array of Independent Disks (RAID) configuration. RAID is a storage system that combines multiple physical drives into a single logical unit to improve performance, increase storage capacity, or provide data redundancy (protection against drive failures).

## SSL Encryption

SSL encryption, or Secure Sockets Layer, is a protocol that secures online communication by encrypting data transmitted between a website and a web browser or between two servers. It's a key part of what makes websites appear secure, represented by a padlock icon in the browser's address bar. Essentially, SSL encryption ensures that sensitive information like passwords, payment details, and personal data remains private and protected from interception during online transmission.

## Alert & Monitoring

An alert and monitoring tool is a system used to proactively track the health and performance of systems, applications, or infrastructure, and then automatically notify administrators or operators when specific conditions are met or thresholds are breached. These tools help identify and resolve potential issues before they impact users.

# SLA

## HR2000 :: SERVICE LEVEL AGREEMENT (SLA)

Version Date: June 26th 2025

This Service Level Agreement (**SLA**) describes the standard level of service customers can expect from HR2000. This SLA attempts to quantify the levels of service that customer (hereinafter referred to as "**CUSTOMER**") of HR 2000 SDN BHD (hereinafter referred to as "**HR2000**") can expect, and the remedies we offer in case HR2000 fails to provide service at those levels. . **iPayroll.com.my / iLoginHR.com / HRserver.com.my** (hereinafter referred to as "**SERVICES**") are trademarks of HR2000.

**HR2000 will carry out our obligations with highest care and skill to ensure customers data safety and application reliability and performance. HR2000 is committed to offering an exceptional level of service to all customers.**

1. **HR2000 is committed in providing:**
   - E-mail & phone support response time is guaranteed within 60 minutes (exclude peak hours).
   - Technical assistance in the event of a glitch; to repair and fully restore in the event data corruption is detected.
   - Regular software updates included system stability improvements, bug fixes, system security fixes, new and/or enhanced features, and further improvements to performance. HR2000 retains the right to modify the frequency of features release availability at its discretion.
   - A highest possible 99.75% uptime for its paid services, excluding scheduled maintenance.
   - Secure HTTPS access, server firewall, and server antivirus.
   - Backup & Redundancy to multiple different locations in Malaysia, namely
     (a) Redundancy data protection Using **RAID**
     (b) Databases & Files backup located to multiple secured remote locations
   - In case of HR2000 server hardware failure, HR2000 will execute 4 hour replacement to hardware (such as hard drive, memory, processor, power supply, NIC, motherboard).
   - In the event of data disaster, HR2000 will perform a 24-hour data recovery from the most recent sets of reliable backup data.

## 2. This SLA does not cover (without limitation):

Network performance at CUSTOMER's physical location or internet access point (such as a local DSL/cable modem).

## 3. Service Availability & Response Time

Telephone and e-mail support (Mon – Fri) 9:00 am to 5:45 pm - excluding State & Public holidays. All reports of Incidents must be made to HR2000 by customer's Authorized Contact(s) either via e-mail or telephone.

HR2000 will respond to service-related incidents and/or requests submitted by the Customer within the following time frames. These levels are used to categorize the impact and urgency of incidents, allowing for more efficient and targeted support:

(a) "Severity Level 1 (S1 - Critical)" means the most severe issues, often impacting the entire system or organization. Examples include a complete system outage or a critical security breach.

(b) "Severity Level 2 (S2 - High)" means significant problems that affect a large portion of users or applications, but not the entire system. Examples include a major network outage or a critical data corruption.

(c) "Severity Level 3 (S3 - Medium)" means issues that affect a smaller subset of users or applications, but are still disruptive. Examples include a functional issue or a performance degradation.

(d) "Severity Level 4 (S4 - Low)" means issues that have limited impact and are not considered critical. Examples include a cosmetic bug or a minor performance slowdown.

| Severity Level | Support Resolution Time | Sample Incidents |
|---|---|---|
| S1 (Critical) | 5 business days (max) | **Complete system outage or a critical security breach**<br>*eg. affects an entire service, resulting in the inability to perform/provide the functions of the service* |
| S2 (High) | 2 business days (max) | **Major network outage or a critical data corruption**<br>*eg. affects user's ability to perform a function that is critical to their role and standard business operations* |
| S3 (Medium) | 24 business hours (max) | **Functional issue or a performance degradation**<br>*eg. moderately affects a user's ability to perform functions as a part of their role* |
| S4 (Low) | 4 business hours (max) | **Cosmetic bug or a minor performance slowdown**<br>*eg. Does not impede a user's ability to perform a function or a workaround is available* |

## 4. Dedicated Server hosted @ Shinjiru [ISO 9001:2015]

- Dedicated Server: Quad Core Xeon E3 / 64GB RAM / Bandwidth : 1 Gbps
- Server Location : Hosting by Shinjiru @ AIMS Kuala Lumpur, Malaysia
- Windows Server 2019 Standard
- MSSQL Web Edition 2019
- Average 99.75% server uptime
- **Unmetered** bandwidth & disk space for customer account
- Shinjiru **Anti DDOS Protection** (refer https://www.shinjiru.com.my/security/ddos-protection/)
- Shinjiru ISO 9001:2015 Certified (refer https://www.shinjiru.com.my/accreditations-awards/)
- Secure **SSL** connection (encrypted data transfer)
- Protected & monitored with RAID, Firewall, Antivirus, DDOS Protection, Auto Backup, 24/7 monitoring
- Daily automated database backup to multiple locations
- Software fully managed by HR2000 technicians
- Hardware fully managed by SHINJIRU (hosting) technicians

***Note: Shinjiru Anti DDOS Protection Feature:***

1 Gbps Protection / Unlimited Amount of Attacks / Website Application Firewall (WAF) / Performance Optimization (CDN) / Network (Layer 3/4) DDoS Protection / Http & Https Layer 7 DDoS Protection / High Availability/Load Balancing / Firewall – HTTPS & PCI Compliant / Multiple Caching Level

## 5. Trademarks & Copyright

**iPayroll.com.my / iLoginHR.com / HRserver.com.my** (hereinafter referred to as "**SERVICES**") are trademarks of HR2000. HR2000's trademarks may not be used in connection with any product or service that is not of HR2000 in any manner that is likely to cause confusion among customers. All trademarks not owned by HR2000 that appear on this WEBSITES are the property of their respective owners. All content included on the site, such as text, graphics, logos, button icons, images, audio clips, digital downloads, data compilations, and software, is the property of HR2000. All software used on this site is the property of HR2000 or its software suppliers and is protected by Malaysian and international copyright laws.

## 6. Your Account

If you use the SERVICES, you are responsible for maintaining the confidentiality of your account and password and for restricting access to your computer, and you agree to accept responsibility for all activities that occur under your account or password. HR2000 reserves the right to refuse service, terminate accounts or remove or edit content in its sole discretion. You authorize and grant HR2000 the right of processing your data for your usage of the system, include but not limited to reporting and analytics, billing, processing HR procedures, referring new customers and others. During support of your usage, you may need to furnish some information to ease troubleshooting. The data we asked should be relevant to troubleshoot and fix your issue in using the SERVICES.

## 7. Disclaimer of Warranties and Limited Liability

The service is made available "AS IS" and "AS AVAILABLE". Your use of the Service is entirely at your own risk. In order to use the Service, you must submit accurate salary/wage and payroll information to Service during the enrollment process. Thereafter, you shall timely and accurately update all wage and payroll information as necessary to reflect changes. It is your responsibility to submit complete and accurate information to the Service and to remit the fees due in connection with the Service. It is your responsibility to check that statutory contributions and banking files are calculated accurately.

HR2000 disclaims all other warranties, express or implied, including but not limited to implied warranties of merchantability and fitness for a particular purpose, for the service and all accompanying written materials. HR2000 is not liable for damages for loss of business profits, business interruption, loss of business information, or other pecuniary loss arising out of use or inability to use the service.

## 8. Notification of Changes

HR2000 reserves the right to change the terms of this policy, at our sole discretion, to ensure that it is consistent with our future developments, industry trends, and/or any changes in legal or regulatory requirements. Notices to you regarding any modifications to this policy may be sent to you through email or ordinary mail. Any modifications to our policy will be announced on our website and other important pages. Therefore, it is suggested that you frequently read this declaration.

**HR 2000 SDN BHD (475163-M)**

# Terms

## HR2000 :: TERMS & CONDITIONS

Version Date: 20 July 2022

These terms and conditions govern your use of these SERVICES; by using the SERVICES, you accept these terms and conditions in full.

### 1. Privacy Statement

HR2000 is committed to protecting your privacy. Authorized employees within the company on a need to know basis only use any information collected from individual customers. We constantly review our systems and data to ensure the best possible service to our customers.

### 2. Confidentiality & Personal Data Protection Act 2010

HR2000 respects the privacy of individuals with regard to personal data and is committed to protecting the privacy of our users, and strives to provide a safe, secure user experience. Client records are regarded as confidential and therefore will not be divulged to any third party. We will not sell, share, or rent your personal information to any third party.

### 3. Retention of the data

If you're still actively using the SERVICES, the data shall be kept at a minimum of 7 years according to the law. If you're not using the SERVICES anymore or requests us to remove the data totally, we will clean it and not keeping a copy of your data in our website.

### 4. Prohibitions

You must not misuse this SERVICES. You will not: commit or encourage a criminal offense; transmit or distribute a virus, trojan, worm, logic bomb or any other material which is malicious, technologically harmful, in breach of confidence or in any way offensive or obscene; hack into any aspect of the Service; corrupt data; cause annoyance to other users; infringe upon the rights of any other person's proprietary rights; send any unsolicited advertising or promotional material, commonly referred to as "spam"; or attempt to affect the performance or functionality of any computer facilities of or accessed through this SERVICES.

## 5. Breaches of these terms and conditions

Without prejudice to HR2000 other rights under these terms and conditions, if you breach these terms and conditions in any way, HR2000 may take such action as HR2000 deems appropriate to deal with the breach, including suspending your access to the SERVICE, prohibiting you from accessing the SERVICES, blocking computers using your IP address from accessing the SERVICES.

## 6. Force Majeure

Neither party shall be liable to the other for any failure to perform any obligation under any Agreement which is due to an event beyond the control of such party including but not limited to any Act of God, terrorism, war, Political insurgence, insurrection, riot, civil unrest, act of civil or military authority, uprising, earthquake, flood or any other natural or man-made eventuality outside of our control, which causes the termination of an agreement or contract entered into, nor which could have been reasonably foreseen. Any Party affected by such event shall forthwith inform the other Party of the same and shall use all reasonable endeavors to comply with the terms and conditions of any Agreement contained herein.

## 7. Indemnity

You agree to indemnify, defend and hold harmless HR2000, its directors, officers, employees, consultants, agents, and affiliates, from any and all third party claims, liability, damages and/or costs (including, but not limited to, legal fees) arising from your use the SERVICES or your breach of the Terms of Service.

## 8. Notification of Changes

HR2000 reserves the right to change the terms of this policy, at our sole discretion, to ensure that it is consistent with our future developments, industry trends, and/or any changes in legal or regulatory requirements. Notices to you regarding any modifications to this policy may be sent to you through email or ordinary mail. Any modifications to our policy will be announced on our website and other important pages. Therefore, it is suggested that you frequently read this declaration.

**HR 2000 SDN BHD (475163-M)**

# PDPA

## HR2000 :: PERSONAL DATA PROTECTION ACT (PDPA) 2010

Version Date: June 26th 2025

**What is PDPA ?**

The Personal Data Protection Act 2010 ("PDPA") is an Act that regulates the processing of personal data in regards to commercial transaction. It was gazette in June 2010. References: http://www.pdp.gov.my

**How does HR2000 comply with PDPA ?**

HR 2000 respects the privacy of individuals with regard to personal data and is committed to protecting the privacy of our users, and strives to provide a safe, secure user experience. This privacy policy is formulated in accordance with the Personal Data Protection Act 2010 ("Act"), which describes how your information is collected and used and your choices with respect to your Personal Data.

**1.Information collected**

We collect information about users during the registration process for certain parts of our websites/applications; through their participation in certain activities and through the use of cookies. When you request pages from our websites/applications, it automatically collects some information about your preferences, including your IP address. We use this to help diagnose problems with our server, and to administer our site. The user-supplied information collected is not shared with other organizations for commercial purposes.

**2. Purpose of Personal Data collected**

Personal Data that you provide to us voluntarily on our website and its other related channels will be processed for the following purposes ("Purposes"): to complete transactions with you; to direct market to you; to understand and analyze our sales, and your needs and preferences; to develop, enhance, market and provide products and services to meet your needs; to improve our services; and, to respond to requests or complaints. Although the precise details of the Personal Data collected will vary according to the specific purpose whether via online or otherwise, we may typically collect the following Personal Data from or in relation to you: Name; Address; Phone number(s); Date of birth; Email address; Gender; Identity card number or passport number; Other personal particulars and salary related information.

**3. Use and Disclosure**

We may disclose your Personal Data to other subsidiaries within our group. These subsidiaries will treat your Personal Data as confidential, in accordance with this Privacy Policy and with all applicable Data Protection legislation and will process such Personal Data only for the Purposes and within the terms set out herein. We are responsible for the Personal Data under our control, including Personal Data disclosed by us to a Vendor (often referred to as the data processor). “Vendor” in this Privacy Policy means in relation to Personal Data any person or entity (other than an employee of HR 2000 SDN BHD) who processes the Personal Data on behalf of us. “Processing”, in relation to Personal Data means for example obtaining, recording, holding or using the Personal Data in carrying out any operation or set of operations on the Personal Data including organization, compilation, retrieval disclosure of the Personal Data for verification Purposes. We take every measure to provide a comparable level of protection for Personal Data should the information be Processed by a Vendor.

**4. Storage and Retention of Personal Data**

Your Personal Data shall be stored either in hard copies in our offices or stored in servers and operated by us or our service providers. Any Personal Data supplied by you will be retained by our organization as long as necessary for the fulfillment of the purposes stated in (2) above or is required to satisfy legal regulatory, accounting requirements or to protect our interests.

**5. Internet Cookies**

When you access our websites, we may collect non-personal data (e.g. type of Internet browser and operating system used, domain name of the website from which you came, number of visits, average time spent on the site, pages viewed). When you view our websites, we may store some data on your computer in the form of a “cookie” to automatically recognize your personal computer next time you visit. Cookies can help us in many ways, for example, by allowing us to tailor a website to better match your interests or to store your password to save you having to re-enter it each time. If you do not wish to receive cookies, please configure your Internet browser to erase all cookies from your computer’s hard drive, block all cookies or to receive a warning before a cookie is stored.

**6. Third Party Links**

We may provide links and references to third party sites (e.g. articles, Malaysian government website links to KWSP, LHDN, PERKESO). We have no control over such third party sites, and you acknowledge and agree that we are not responsible for the availability of such external sites or resources, and do not endorse and are not responsible or liable for any content, advertising, products, services or materials on or available through such sites or resources, including Third Party Content. You further acknowledge and agree that we shall not be responsible or liable, directly or indirectly, for any damage or loss caused by or in connection with use of or reliance on any content, goods or services on or available through any such site or resource.

**7. Confidentiality & Security**

Personal Data held by us will be kept confidential in accordance with this Privacy Policy pursuant to any applicable law that may from time to time be in force. The websites/applications have security measures in place to protect the loss, misuse and alteration of the information under our control. For the internet, unfortunately, no data transmission over the internet can be guaranteed as completely secure. So while we strive to protect such Personal Data, we cannot ensure or warrant the security of any Personal Data transmitted to us and individuals do so at their own risk. We will take reasonable steps to protect that information from misuse and loss and from unauthorized access, modification or disclosure.

**8. Right of Access to Personal Data**

Under the Act, you have the right of access to your Personal Data held by us. If you have any questions regarding this Privacy Policy or if you wish to request access to your Personal Data or if you wish to correct your Personal Data or if you wish to withdraw your consent to us for the processing of your Personal Data for the purposes as set out in (2) above or for the transfer of your Personal Data to the parties stated in (3) above, you may send your request in writing to us.

**9. Malaysian Governing Law & Compliance with EU General Data Protection Regulation (GDPR)**

This policy shall be governed in all respects by the laws of Malaysia. We reassure our clients that the Malaysian PDPA, along with our SLA and T&C, complies with many of the requirements of the EU GDPR.

**10. Notification of Changes**

HR2000 reserves the right to change the terms of this policy, at our sole discretion, to ensure that it is consistent with our future developments, industry trends, and/or any changes in legal or regulatory requirements. Notices to you regarding any modifications to this policy may be sent to you through email or ordinary mail. Any modifications to our policy will be announced on our website and other important pages. Therefore, it is suggested that you frequently read this declaration.

**Data Protection Officer (DPO):**

**Mr WK CHIN**

**HR 2000 SDN BHD (475163-M)**

Tel: 03-56329094 (Hotline)

# Anti-Bribery and Anti-Corruption Statement

## HR2000 :: Anti-Bribery and Anti-Corruption Statement

Version Date: June 26th 2025

### Anti-Bribery and Anti-Corruption Statement

HR 2000 SDN BHD ("HR2000") adopt a zero-tolerance approach against all forms of bribery and corruption. We are committed to conduct business in an ethical and honest manner in accordance with the Malaysian Anti-Corruption Commission Act 2009 and the MACC (Amendment) Act 2018 ("MACC Act").

### Reporting Channel

HR2000 encourages all parties to notify the company via email if you become aware of/suspect any potential corruption activities or misconducts. We will review every report submitted and either investigate without delay or forward the report to the responsible specialist department depending on the nature of the report. Should you have any queries or further questions, please do not hesitate to contact below:

**Compliance Department:**

**Mr KW CHEW**

**HR 2000 SDN BHD (475163-M)**

Tel: 03-56329094 (Hotline)

# Government Reports

# KUMPULAN WANG SIMPANAN PEKERJA

KWSP 6

Peraturan-Peraturan Dan Kaedah-Kaedah KWSP 1991 Kaedah 11(1)

**Borang A**

| No Rujukan Majikan | Bulan Caruman | Amaun Caruman (RM) | No. Rujukan Borang A |
|---|---|---|---|
| 002814012 | 05/2019 | 7996.00 | |

Jumlah caruman untuk bulan di atas hendaklah dibayar kepade KWSP/Agent Kutipan KWSP sebelum/pada 15hb setiap bulan

☐ Wang Tunai ☒ Cek/Kiriman Wang/Wang Pos /Draf Bank*No/EET/TT.: _____

Mukasurat:1

Cop Agen Kutipan

Nama Majikan : DEMONSTRATION COMPANY 180838-D

Alamat : 8 Jalan USJ 10/1M
UEP Subang Jaya
Selangor
Poskod : 47620

Tarikh DiCetak : 12/4/2019
Bil Pekerja : 16

| BIL | NO AHLI | NK | NO KAD PENGENALAN | NAMA PEKERJA / AHLI (Seperti yang terdapat di dalam Kad Pengenalan) | UPAH (RM) | CARUMAN (RM) MAJIKAN | CARUMAN (RM) PEKERJA |
|---|---|---|---|---|---|---|---|
| | | | | **Jumlah yang dibawa dari mukasurat terdahulu (jika ada)** | | 0 | 0 |
| 1 | 12026856 | 3 | 730811-14-5781 | ANUAR BIN RAHIM | 1800.00 | 216 | 198 |
| 2 | 05689335 | 0 | 661110105088 | ARUMUGAM A/L GUNASEKARAN | 1500.00 | 180 | 165 |
| 3 | 11450897 | 2 | 670119-04-4258 | CHENG LEE LEE | 4000.00 | 480 | 440 |
| 4 | 02105388 | 0 | 500109-10-8888 | CHONG CHEE HUAT | 1500.00 | 180 | 165 |
| 5 | 5654572 | | 670101-01-1232 | FRANCOIS PIETTE | 900.00 | 108 | 99 |
| 6 | 12026333 | 3 | 730811-14-3333 | HANIF BIN BUJONG | 1800.00 | 216 | 198 |
| 7 | 47243224 | | 540604-01-2345 | HARITH OSMAN B. MUSTAFA | 3500.00 | 420 | 385 |
| 8 | 12955678 | 1 | 661110-10-5088 | JENNIFER WHITE | 4000.00 | 480 | 440 |
| 9 | 02105388 | | A0551966 | LIM KOK SAI | 5000.00 | 600 | 550 |
| 10 | 11450555 | 2 | 670119-04-5555 | MAH SEE SEE | 4000.00 | 480 | 440 |
| 11 | 11863666 | 8 | 720605-08-6666 | MAJID BIN LONGMAN | 600.00 | 72 | 66 |
| 12 | 11863258 | 8 | 720605-08-3259 | MOHD ASMAWI BIN KURUS | 600.00 | 72 | 66 |
| 13 | 07878785 | | 750401-05-5588 | PHANG LEE BENG (TONY) | 1000.00 | 120 | 110 |
| 14 | 11655827 | 0 | 661110105077 | SAKURA OSHIN YAMAHA | 1750.00 | 212 | 194 |
| 15 | 12022875 | 8 | 710805-10-5858 | TAN CHENG MEI | 1300.00 | 156 | 143 |
| 16 | 02105374 | 0 | 500109-10-5483 | TIAN FATT HUAT | 1500.00 | 180 | 165 |
| 17 | | X | | | | | |
| 18 | | X | | | | | |
| 19 | | X | | | | | |
| 20 | | X | | | | | |
| | | | | | **JUMLAH BESAR(RM)** | **4172** | **3824** |
| | | | | | **JUMLAH(RM)** | **7996** | |

Tandatangan Wakil Majikan : _____

Nama : Ms Cheng Lee Lee

No. Kad Pengenalan : 661110-10-5088

No. Tel /Bimbit : 03-56329094

E-Mel : hrdept@hr2000.com.my

Tarikh : 12/04/2019

Cop Rasmi Majikan

**Catatan**

1. Nombor Majikan mesti ditulis di belakang cek.
2 Jumlah bayaran mesti sama dengan jumlah di Borang A.
3 Potong maklumat ahli yang telah berhenti kerja.
4 Jika ada butir-butir pekerja yang tidak disenaraikan, sila catatkan semua butirnya dan masukkan pekerja baru dalam ruangan kosong (jika ada).
5 Ruang ketiga (NK) hanya diisi oleh KWSP sahaja
6 Bulan caruman bersamaan Bulan Upah + 1
7 Upah termasuklah gaji pokok, komisyen, bonus, elaun dan bayaran yang dikenakan caruman KWSP.
8 Sila rujuk panduan mengisi Borang A di buku Panduan Majikan.

**PERINGATAN**: Berdasarkan Akta KWSP 1991, kesilapan membekalkan maklumat ahli boleh menyebabkan tuan dikenakan caj atau tindakan undang-undang.

# PERTUBUHAN KESELAMATAN SOCIAL

**PERATURAN - PERATURAN (AM) KESELAMATAN SOCIAL PEKERJA 1971 AKTA (PER 44A)**

**CARUMAN GAJI BULAN** 04 (bulan) 2019 (tahun)

**BORANG 8A**

| No. Kod Majikan | No.MyCoID / No.Pendaftaran Perniagaan | Amaun Caruman (RM) |
|---|---|---|
| A351230522 | 180838-D | 653.40 |

**Amaun caruman di atas hendaklah dibayar kepada PEKESO/EJEN PEMUNGUT tidak terlewat daripada 15/05/2019**

| Nama dan Alamat Majikan | Lembaran | Bil. Pekerja |
|---|---|---|
| DEMONSTRATION COMPANY<br>8 Jalan USJ 10/1M<br>UEP Subang Jaya<br>Selangor<br>47620 | 1 / 1 | 15 |

**Kegunaan Ejan Pemungut**

**Cop**

**No. Slip Bayaran**

| TARIKH MULA/BERHENTI KERJA (hhbbtttt) (1) | STATUS (2) | NO. KAD PENGENALAN (3) | NAMA PEKERJA (MENGIKUT KAD PENGENALAN) (4) | CARUMAN (5) RM SEN |
|---|---|---|---|---|
| | | 730811-14-5781 | ANUAR BIN RAHIM | 39.40 |
| | | 661110105088 | ARUMUGAM A/L GUNASEKARAN | 32.60 |
| | | 670119-04-4258 | CHENG LEE LEE | 88.80 |
| | | 500109-10-8888 | CHONG CHEE HUAT | 32.60 |
| | | 670101-01-1232 | FRANCOIS PIETTE | 19.10 |
| | | 730811-14-3333 | HANIF BIN BUJONG | 39.40 |
| | | 540604-01-2345 | HARITH OSMAN B. MUSTAFA | 77.60 |
| | | 661110-10-5088 | JENNIFER WHITE | 88.80 |
| | | 670119-04-5555 | MAH SEE SEE | 88.80 |
| | | 720605-08-6666 | MAJID BIN LONGMAN | 12.40 |
| | | 720605-08-3259 | MOHD ASMAWI BIN KURUS | 12.40 |
| | | 750401-05-5588 | PHANG LEE BENG (TONY) | 21.40 |
| | | 661110105077 | SAKURA OSHIN YAMAHA | 39.40 |
| | | 710805-10-5858 | TAN CHENG MEI | 28.10 |
| | | 500109-10-5483 | TIAN FATT HUAT | 32.60 |
| | | | | |
| | | | | |
| | | | | |
| | | | **Jumlah muka surat ini** | 653.40 |

**Tandatangan** :

**Nama** : Ms Cheng Lee Lee

**No. Tel** : 03-56329094

**& Cop Majikan**

**Kaedah Pembayaran (Sila tandakan (x))**

☐ **Tunai** ☐ **Kiriman Wang**

☒ **Cek .....** ☐ **Lain-lain .....**

**No. Cek / Kiriman Wang**

**BORANG 2**

BORANG PENDAFTARAN PEKERJA

PERATURAN-PERATURAN (AM) KESELAMATAN SOSIAL PEKERJA 1971

(Peraturan 10,12 and 12A)

PERKESO

**NO KOD MAJIKAN / MyCoID**

A 3 5 1 2 3 0 5 2

## BORANG 2- PENDAFTARAN PEKERJA

## A. BUTIRAN PEKERJA

| Jenis Kad Pengenalan (1) | No. Kad Pengenalan (2) | Nama Pekerja (seperti dalam Kad Pengenalan) (4) | Jantina (L/P) (5) | Bangsa (6) | Tarikh Mula Kerja (7) | Pekerjaan (8) | Sila tandakan (/) pekerja yang bergaji melebihi RM3000.00 sebulan (9) |
|---|---|---|---|---|---|---|---|
| B | 661110-10-5088<br>(3) Tarikh Lahir 10 11 19 71 | JENNIFER WHITE | P | | 01 01 2019<br>Hari Bulan Tahun | ADMINISTRATION MANAGER | / |
| | (3) Tarikh Lahir | | | | Hari Bulan Tahun | | |
| | (3) Tarikh Lahir | | | | Hari Bulan Tahun | | |
| | (3) Tarikh Lahir | | | | Hari Bulan Tahun | | |
| | (3) Tarikh Lahir | | | | Hari Bulan Tahun | | |
| | (3) Tarikh Lahir | | | | Hari Bulan Tahun | | |

## B. PENGESAHAN MAJIKAN / WAKIL MAJIKAN

Saya mengesahkan bahawa tiada seorang pun pekerja perusahaan ini sebagaimana yang ditakrifkan dalam seksyen 2(5)Akta telah tertinggal daripada senarai di atas.

Tandatangan: _____

Tarikh : 2 1 0 4 2 0 1 9

Nama Majikan/Nama Wakil Majikan: Ms Cheng Lee Lee

Nama Perusahaan: DEMONSTRATION COMPANY

No. KPPN: 661110-10-5088

Jawatan: Accounts Manager

No. Telefon Pejabat/No. Telefon Bimbit: 03-56329094

No. Faks:

E-mel: hrdept@hr2000.com.my

Tandatangan tidak diperlukan sekiranya borang ini dihantar melalui medium electronik tertakluk kepada pengesahan oleh PERKESO

BORANG PENDAFTARAN PEKERJA ASING / *FOREIGN'S WORKER REGISTRATION FORM*

PERKESO

# BORANG PENDAFTARAN PEKERJA ASING / *FOREIGN'S WORKER REGISTRATION FORM*

## A. BUTIR-BUTIR PEKERJA / *DETAILS OF EMPLOYEE*

**A1.** Nama* : SAKURA OSHIN YAMAHA
*Name*

**A2.** No. Pasport * : 23658972
*Passport No.*

**A3.** Tempoh Sah Laku Pasport : Hari *Day* / Bulan *Month* / Tahun *Year* — Hingga *until* — Hari *Day* / Bulan *Month* / Tahun *Year*
*Passport Validity Period*

**A4.** No. Permit Kerja / Pas Masuk :
*Working Permit / Entry Pass No.*

**A5.** Tempoh Sah Laku Permit Kerja / Pas Masuk — Hari *Day* / Bulan *Month* / Tahun *Year* — Hingga *Until* — Hari *Day* / Bulan *Month* / Tahun *Year*
*Working Permit / Entry Pass Validity Period*

**A6.** Warganegara * : Japan
*Nationality*

**A7.** Tarikh lahir * : 08 09 1967 (Hari *Day* / Bulan *Month* / Tahun *Year*)
*Date of Birth*

**A8.** Jenis Pekerjaan : E.D.P. MANAGER
*Type of Work*

**A9.** Jantina : ☐ Lelaki *Male* ☑ Perempuan Female
*Gender*

**A10.** Alamat surat menyurat / *Correspondence Address*:

41 JALAN STATION VICTORIA
8600 KLUANG, JOHORE
**Poskod/*Postcode*** **Negeri/*State***

**A11.** No. Tel. Rumah :
*Home Phone No.*

**A12.** No.Tel. Bimbit
*Mobile Phone No.*

**A13.** E-mel :
*Email*

**A14.** Tarikh Mula Kerja : 01 01 2019 (Hari *Day* / Bulan *Month* / Tahun *Year*)
*Employment Start Date*

## B. BUTIR-BUTIR MAJIKAN / *DETAILS OF EMPLOYER*

**B1.** No. Kod Majikan * : 294422330
*Employer Code*

**B2.** Nama Perusahaan : DEMONSTRATION COMPANY
*Industry / Business Name*

**B3.** No. Telefon : 03-56329094
*Telephone No.*

**B4.** No. Faks 03-56319736
*Fax No.*

**B5.** *E-Mel* : hrdept@hr2000.com.my
*Email*

## C. BUTIR-BUTIR ORANG UNTUK DIHUBUNGI BAGI PEKERJA / *CONTACT PERSON DETAILS FOR EMPLOYEE'S*

**C1.** Nama : Ms Cheng Lee Lee
*Name*

**C2.** Alamat surat menyurat : 8 Jalan USJ 10/1M,UEP Subang Jaya,47620 Selangor
*Corespondence Address*

**C3.** No. Telefon : 03-56329094
*Phone No.*

**C4.** Hubungan Dengan Pekerja : WAKIL MAJIKAN

**C5.** E-mel : hrdept@hr2000.com.my
*Email*

## D. PENGESAHAN MAJIKAN / *EMPLOYER ENDORSEMENT*

Saya memperakui bahawa sepanjang pengetahuan dan kepercayaan saya bahawa semua butiran yang dinyatakan adalah benar.
*I certify that to the best of my knowledge and belief that all the particulars specified are true.*

Tandatangan majikan / wakil majikan yang diberi kuasa :
*Signature of employer / employer's authorized representative*

Nama:
*Name*

Tarikh :

Jawatan :
*Designation*

***Tandatangan tidak diperlukan sekiranya borang ini dihantar melalui medium elektronik tertakluk kepada pengesahan oleh PERKESO.***

*Signature is not required if this form is submitted via electronic medium subject to confirmation by SOCSO*

**PERTUBUHAN KESELAMATAN SOSIAL** **LAMPIRAN 1**

**JADUAL CARUMAN BAGI SISTEM INSURANS PEKERJAAN (SIP)**

**NAMA MAJIKAN** **DEMONSTRATION COMPANY**

**KOD MAJIKAN** **A35123052**

| Bil | Kod Majikan | No. Kad Pengenalan | Nama Pekerja | Bulan Carum | Jumlah Caruman |
|---|---|---|---|---|---|
| 1 | A35123052 | 730811145781 | ANUAR BIN RAHIM | 122019 | 7.00 |
| 2 | A35123052 | 661110105088 | ARUMUGAM A/L GUNASEKARAN | 122019 | 5.80 |
| 3 | A35123052 | 670119044258 | CHENG LEE LEE | 122019 | 15.80 |
| 4 | A35123052 | 500109108888 | CHONG CHEE HUAT | 122019 | 5.80 |
| 5 | A35123052 | 670101011232 | FRANCOIS PIETTE | 122019 | 3.40 |
| 6 | A35123052 | 730811143333 | HANIF BIN BUJONG | 122019 | 7.00 |
| 7 | A35123052 | 540604012345 | HARITH OSMAN B. MUSTAFA | 122019 | 13.80 |
| 8 | A35123052 | 670119045555 | MAH SEE SEE | 122019 | 15.80 |
| 9 | A35123052 | 720605086666 | MAJID BIN LONGMAN | 122019 | 2.20 |
| 10 | A35123052 | 720605083259 | MOHD ASMAWI BIN KURUS | 122019 | 2.20 |
| 11 | A35123052 | 750401055588 | PHANG LEE BENG (TONY) | 122019 | 3.80 |
| 12 | A35123052 | 661110105077 | SAKURA OSHIN YAMAHA | 122019 | 7.00 |
| 13 | A35123052 | 710805105858 | TAN CHENG MEI | 122019 | 5.00 |
| 14 | A35123052 | 500109105483 | TIAN FATT HUAT | 122019 | 5.80 |
| | | | | **Jumlah Caruman (RM)** | **100.40** |

**BORANG 2**

BORANG PENDAFTARAN PEKERJA

PERATURAN-PERATURAN SISTEM INSURANS PEKERJA (PENDAFTARAN DAN CARUMAN) 2017

(Peraturan 4)

PERKESO

**BORANG SIP 2- PENDAFTARAN PEKERJA**

**NOMBOR KOD MAJIKAN / MyCoID**

| A | 3 | 5 | 1 | 2 | 3 | 0 | 5 | 2 | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

## A. BUTIRAN PEKERJA

| Jenis KP(1) | No. Kad Pengenalan (2) | Nama Pekerja (seperti dalam Kad Pengenalan) (4) | Jantina (L/P)(5) | Bangsa (6) | TarikhMula Kerja(7) | Pekerjaan (8) | Gaji >RM4000 Sebulan(9) |
|---|---|---|---|---|---|---|---|
| B | 661110-10-5088<br>(3) Tarikh Lahir 10 11 1971 | JENNIFER WHITE | P | | 01 01 2019<br>Hari Bulan Tahun | ADMINISTRATION MANAGER | |
| | Tarikh Lahir | | | | Hari Bulan Tahun | | |
| | Tarikh Lahir | | | | Hari Bulan Tahun | | |
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| | Tarikh Lahir | | | | Hari Bulan Tahun | | |
| | Tarikh Lahir | | | | Hari Bulan Tahun | | |

## B. PENGESAHAN MAJIKAN / WAKIL MAJIKAN

Saya mengesahkan bahawa tiada seorang pun pekerja perusahaan ini sebagaimana yang ditakrifkan dalam seksyen 2(5)Akta telah tertinggal daripada senarai di atas.

Tandatangan: _____

Tarikh : 18 04 2019

Nama Majikan/Nama Wakil Majikan: Ms Cheng Lee Lee

Nama Perusahaan: DEMONSTRATION COMPANY

No. KPPN: 661110-10-5088

Jawatan: Accounts Manager

No. Telefon Pejabat/No. Telefon Bimbit: 03-56329094

No. Faks:

E-mel: hrdept@hr2000.com.my

Tandatangan tidak diperlukan sekiranya borang ini dihantar melalui medium electronik tertakluk kepada pengesahan oleh PERKESO

Borang ini boleh difotokopi

**CP 39 Pin.2015**

**KETUA PENGARAH HASIL DALAM NEGERI**
**LEMBAGA HASIL DALAM NEGERI**
CAWANGAN SHAH ALAM
TKT 9-13, PLAZA PERANGSANG,
PERSIARAN PERBANDARAN
40000 SHAH ALAM

LHDN MALAYSIA

**CUKAIPENDAPATANMALAYSIA**

PENYATA POTONGAN CUKAI OLEH MAJIKAN

[SEKSYEN 107 AKTA CUKAI PENDAPATAN 1967

KAEDAH CUKAI PENDAPATAN (POTONGAN DARIPADA SARAAN),1994]

**UNTUK KEGUNAAN PEJABAT**

No. Kelompok

No. Resit

**POTONGAN BAGI BULAN** **DISEMBER** **TAHUN** **2019**

| BUTIR-BUTIR MAJIKAN | | BUTIR-BUTIR PEMBAYARAN | | | PEGAWAI YANG MENYEDIAKAN MAKLUMAT |
|---|---|---|---|---|---|
| **No. MajikanE:** | 0 2 9 4 4 2 2 3 – 3 0 | | **PCB** | **CP38** | Tandatangan : |
| No. Pendaftaran Perniagaan : | 180838-D | Jumlah Potongan | 314.35 | 60.00 | Nama Penuh : Ms Cheng Lee Lee |
| Nama Syarikat/ Perniagaan : | DEMONSTRATION COMPANY(180838-D) | Bilangan Pekerja | 4 | 1 | No. Pengenalan : 661110-10-5088 |
| Alamat : | 8 Jalan USJ 10/1M | Butir-butir/Cek/ Bank/Deraf/ Kiriman Wang/ Wang Pos | Amaun | 374.35 | Jawatan : Accounts Manager |
| | UEP Subang Jaya | | Nombor | | No. Telefon : 03-56329094 |
| | Selangor | | Cawangan | | |
| | 47620 | | Tarikh | 19/04/2019 | |

## A BORANG CP 39

1. Borang ini mesti diisi dengan lengkap dan betul.
2. Majikan digalakkan menghantar maklumat potongan melalui e-PCB/e-Data PCB/disket/cakera padat/pemacu flash mengikut format yang ditentukan oleh LHDN bagi menggantikan Borang CP39.
3. No. Cukai Pendapatan:
   3.1 Isikan nombor cukai pendapatan dalam ruangan yang telah disediakan.
   Contoh: SG 2506203-00(0) boleh diisi sebagai SG 02506203000
   3.2 Bagi pekerja yang layak dikenakan PCB tetapi tiada nombor cukai pendapatan, pendaftaran boleh dibuat melalui :
   i. majikan atau pekerja boleh mendaftar secara atas talian melalui e-Daftar di www.hasil.gov.my, atau
   ii. Borang CP22 atau borang *in lieu of CP39* dikemukakan ke cawangan LHDNM yang berdekatan.
4. Nama pekerja :
   Isikan nama penuh pekerja seperti di kad pengenalan/pasport **(Jangan senaraikan pekerja yang tidak layak dikenakan potongan bagi bulan berkenaan).**
5. Nombor Pengenalan : Isikan kedua-dua nombor kad pengenalan baru dan lama (sekiranya ada).
   Contoh: **720403065235 atau A2172122**
6. Jumlah Potongan Cukai: PCB - Isikan amaun cukai mengikut Potongan Cukai Bulanan.
   CP38 - Isikan amaun potongan cukai mengikut arahan Borang CP38 (jika ada).

## B PEMBAYARAN

1. Bayaran dan Borang CP39 yang telah lengkap diisi mestilah sampai ke Pusat Bayaran LHDN selewat-lewatnya **pada hari kelima belas bulan berikutnya.**
   Contoh: **PCB/CP38 bagi bulan Januari 2015, tarikh akhirnya ialah pada 15 Februari 2015.**
2. Sediakan borang CP39 beserta cek/bank draf/kiriman wang/wang pos (instrumen bayaran) yang berasingan untuk bulan atau tahun berlainan.
3. Pastikan jumlah potongan PCB/CP38 adalah betul dan sama dengan nilai instrumen bayaran.
4. Instrumen bayaran hendaklah dibayar kepada Ketua Pengarah Hasil Dalam Negeri. Catatkan no. majikan E, Nama Syarikat/Perniagaan dan alamat majikan di belakang instrumen bayaran.
5. Bayaran untuk Cukai Syarikat, Skim Ansurans (CP500), Penyelesaian Cukai (Pemberhentian Kerja) dan Cukai Keuntungan Harta Tanah tidak boleh dibayar bersama dengan bayaran yang menggunakan borang ini.
6. Untuk bayaran bagi Negeri Sabah, sila alamatkan ke :
   **Cawangan Pungutan Kota Kinabalu**
   **Wisma Hasil**
   **Jalan Tunku Abdul Rahman**
   **88600 Kota Kinabalu, Sabah**
7. Untuk bayaran bagi Negeri Sarawak, sila alamatkan ke
   **Cawangan Pungutan Kuching,**
   **Aras 1, Wisma Hasil,**
   **No. 1, Jalan Padungan,**
   **93100 Kuching, Sarawak**
8. Sila hubungi talian **1-800-88-LHDN (5436)** untuk sebarang pertanyaan lanjut.

## C PERINGATAN

1. Jika jumlah instrumen bayaran tidak sama dengan jumlah potongan, bayaran akan ditolak.
2. Sekiranya maklumat tidak lengkap dan tidak betul, majikan akan dikenakan kompaun.

No. MajikanE: 0 2 9 4 4 2 2 3 — 3 0



| BIL | NO. CUKAI PENDAPATAN | NAMA PENUH PEKERJA (SEPERTI DI KAD PENGENALAN ATAU PASSPORT) | NO. K/P LAMA | NO. K/P BARU | NO. PEKERJA | BAGI PEKERJA ASING | | JUMLAH POTONGAN CUKAI | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | NO. PASSPORT | KOD NEGARA | PCB (RM) | CP 38 (RM) |
| 1 | OG 3563342589 | CHENG LEE LEE | A0594256 | 670119-04-4258 | 015 | | | 16.65 | 0.00 |
| 2 | SG 3258061-01 | HARITH OSMAN B. MUSTAFA | A2365877 | 540604-01-2345 | 002 | | | 151.05 | 60.00 |
| 3 | SG 3258088-01 | LIM KOK SAI | 661110-10-8113 | A0551966 | 009 | | | 130.00 | 0.00 |
| 4 | OG 3563342555 | MAH SEE SEE | A0594555 | 670119-04-5555 | 115 | | | 16.65 | 0.00 |
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| | | | | | | | JUMLAH | 314.35 | 60.00 |
| | | | | | | | JUMLAH BESAR | 314.35 | 60.00 |

Borang CP39 boleh diperolehi di lawan web : http://www.hasil.gov.my

**LEMBAGA HASIL DALAM NEGERI**

BORANG PENDAFTARAN FAIL CUKAI PENDAPATAN

(Sila sertakan SALINAN KAD PENGENALAN dan BORANG EA) In lieu of CP 39 (Pin 1/2007)

**MAKLUMAT PEKERJA**

(BORANG INI HENDAKLAH DIISI OLEH PEKERJA)

**NAMA MAJIKAN**
DEMONSTRATION COMPANY

**NO. RUJUKAN MAJIKAN**
E 294422330

**NAMA PEKERJA**
ANUAR BIN RAHIM

**NO. GAJI/STAFF**
014

**NO. KP: (LAMA)** A2515684 **(BARU)** 730811-14-5781

**NO. RUJUKAN CUKAI PENDAPATAN**
SG/OG* SG 461234403

**TARAF PERKAHWINAN**
BUJANG

**TARIKH KAHWIN**

**JANTINA**
LELAKI

**TAHUN BILA PCB MULA DIBUAT**

**TARIKH MULA KERJA**
11/06/1993

**GAJI BULANAN** **RM** 1,800.00

**ALAMAT KEDIAMAN / POS***

Poskod

Jika warganegara asing, sila penuhkan butiran dibawah dan sertakan salinan muka surat pertama passport:

TARIKH LAHIR NO. PASSPORT

**JIKA BERKAHWIN, SILA ISI BAHAGIAN INI**

**MAKLUMAT ISTERI/SUAMI***

**NAMA ISTERI/SUAMI***

**NO. KP: (LAMA)** **(BARU)**

**NO. RUJUKAN CUKAI PENDAPATAN SUAMI SG/OG***

Jika isteri/suami*warganegara asing, sila penuhkan butiran dibawah dan sertakan salinan muka surat pertama passport:

TARIKH LAHIR NO. PASSPORT

Saya mengaku bahawa maklumat yang tersebut diatas adalah benar.

Sila kembalikan borang ini ke alamat berikut:

LEMBAGA HASIL DALAM NEGERI
Cawangan Pungutan, KL
Unit 22-2.2 Cawangan Pungutan
Tingkat 15, Blok 8A Kompleks Kerajaan Jalan Duta
Jalan Duta
50600 Kuala Lumpur

TANDATANGAN PEKERJA TARIKH

# LEMBAGA HASIL DALAM NEGERI MALAYSIA

## PEMBERITAHUAN OLEH MAJIKAN BAGI PEKERJA YANG HENDAK MENINGGALKAN MALAYSIA

*NOTIFICATION BY EMPLOYER OF EMPLOYEE'S DEPARTURE FROM MALAYSIA*

**[SUBSEKSYEN 83(4) AKTA CUKAI PENDAPATAN 1967]**

*[SUBSECTION 83(4) INCOME TAX ACT 1967]*

CP21 [Pin.1/2015]

**LEAVER**

**Satu salinan borang pemberitahuan ini hendaklah dikemukakan kepada Lembaga Hasil Dalam Negeri Malaysia:**
- **sekurang-kurangnya satu (1) bulan sebelum tarikh dijangka meninggalkan Malaysia.**

***A copy of this notification should be submitted to Inland Revenue Board:***
- ***not less than one (1) month before the expected date of departure.***

Nama & Alamat Majikan / *Employer's Name & Address*

DEMONSTRATION COMPANY
8 Jalan USJ 10/1M
UEP Subang Jaya
Selangor
Poskod :47620

No. Majikan / *Employer's No.*

E 2 9 4 4 2 2 3 3 0

No. Telefon Majikan / *Employer's Telephone No.*

03-56329094

## A. BUTIR-BUTIR PEKERJA YANG AKAN MENINGGALKAN MALAYSIA
## *PARTICULARS OF THE EMPLOYEE WHO WILL BE LEAVING MALAYSIA*

1. Nama Penuh / *Name of Employee*

HARITH OSMAN B. MUSTAFA

2 Tarikh Mula Bekerja / *Date of Commencement* 0 1 0 1 8 8

3. Tarikh Dijangka Meninggalkan Malaysia / *Expected Date to Leave Malaysia* 3 1 1 2 1 9

4. No. Pengenalan (No. Kad Pengenalan / Polis / Tentera / Pasport) / *Identification No. (Identity Card / Police / Army / Passport No.)*

5 4 0 6 0 4 0 1 2 3 4 5

5. No. Cukai Pendapatan / *Income Tax No.*

S G 3 2 5 8 0 6 1 0 1

6. Warganegara / *Citizen*

7. Tarikh Lahir / *Date of Birth* 0 4 0 6 5 4

8. Tempat Lahir / *Place of Birth*

9. Jenis Pekerjaan / *Nature of Employment*

ACCOUNTS MANAGER

10. No. Telefon Pekerja / *Employee's Telephone No.*

11. Alamat surat-menyurat pekerja yang terkini / *Current address of employee*

6 JALAN PERDANA 5/2
PANDAN PERDANA
KUALA LUMPUR
Poskod : 55300

☐ Tandakan 'X' jika alamat surat-menyurat di atas adalah alamat ejen cukai / *Enter 'X' if the above correspondence address belongs to a tax agent*

12. Alasan meninggalkan negara ini / *Reason for departure*

13. Alamat surat-menyurat di luar Malaysia / *Correspondence address outside Malaysia*

14. Jika akan kembali ke Malaysia, nyatakan tarikh dijangka kembali / *If returning to Malaysia, state the probable date of return*

## B. BUTIR-BUTIR SARAAN

| Jika pekerja tidak kembali, nyatakan di bawah ini emolumen dan caruman kepada mana-mana Kumpulan Wang yang diluluskan bagi tahun beliau meninggalkan negara ini :<br>*If not returning, state the emoluments and any approved Provident Fund contributions for the year of departure below :* | **Tahun Semasa / *Current Year*** | | |
|---|---|---|---|
| | Tempoh / *Period* | | **RM** |
| | Dari / *From* | Hingga / *Until* | |
| 1) Gaji, bayaran, upah dan kerja lebih masa<br>*Salary, fees, wages, and overtime pay* | 01/01/2019 | 31/12/2019 | 46,038.50 |
| 2) Gaji cuti<br>*Leave pay* | | | |
| 3) Komisen dan bonus<br>*Commission and bonus* | | | |
| 4) Ganjaran<br>*Gratuity* | | | |
| 5) Pampasan kerana kehilangan pekerjaan<br>*Compensation for loss of employment* | | | |
| 6) Elaun tunai termasuk cukai ditanggung oleh majikan<br>(sebutkan jenis-jenis elaun) ……..<br>*Allowance in cash including tax borne by the employer*<br>*(please state type of allowance) .....* | | | |
| 7) Pencen daripada majikan<br>*Pension from employer* | | | |
| 8) Manfaat berupa barangan yang layak dikenakan cukai<br>*Benefit in Kind subject to tax* | | | |
| 9) Nilai tempat kediaman yang disediakan majikan<br>*Value of living acommodation provided by the employer* | | | |
| 10) Elaun-elaun selain dari wang seperti makanan, pakaian, lojing atau pembantu rumah yang diperuntukkan atau dibayar oleh majikan<br>*Allowances in kind, e.g. value of food, clothing, lodging or servants provided or paid by the employer* | | | |
| 11) Bayaran-bayaran lain (jika ada, nyatakan)<br>*Other payments (if any, please specify)* | | | |
| **JUMLAH / *TOTAL*** | | **RM** | 46,038.50 |

## C. BUTIR-BUTIR PENDAPATAN YANG BELUM DILAPORKAN / *INCOME OF PRECEDING YEARS NOT DECLARED*

| Bil. | Jenis Pendapatan / *Type of Income* | Tempoh Diperoleh / *Year for Which Paid* | Jumlah Pendapatan (RM) / *Total Income (RM)* | Caruman KWSP Pekerja (RM) / *Provident & Pension Fund Contribution (RM)* |
|---|---|---|---|---|
| (i) | | | | |
| (ii) | | | | |
| (iii) | | | | |

## D. BUTIR-BUTIR LAIN / *OTHER PARTICULARS*

| | |
|---|---|
| 1) Jumlah wang yang ditahan oleh majikan dan akan dibayar kepada pekerja /<br>*Amount of money witheld by employer and due to employee* | **RM** ……7,215.80.. |
| 2) Jumlah Potongan Cukai Bulanan yang dibayar ke LHDNM dalam tahun ini /<br>*Amount of MonthlyTax Deductions paid for the current year* | **RM** ……161.05.. |
| 3) Jumlah potongan zakat yang dibayar dalam tahun ini /<br>*Amount of zakat paid for the current year* | **RM** …….. |
| 4) Caruman pekerja kepada KWSP atau kumpulan wang yang diluluskan /<br>*Employee contributions to Employee Provident Fund or any approved fund* | **RM** ……5,082.00… |

## E. AKUAN PEGAWAI YANG DIBERI KUASA/ *DECLARATION BY AUTHORISE OFFICER*

| | |
|---|---|
| Nama / *Name* : | Ms Cheng Lee Lee |
| Jawatan / *Designation* : | Accounts Manager |
| Tandatangan / *Signature* | |
| Tarikh / *Date* : | 1 9 0 4 1 9 |

# LEMBAGA HASIL DALAM NEGERI MALAYSIA

CP22 [Pin. 1/2011]

## PEMBERITAHUAN PEKERJA BARU

## *NOTIFICATION OF NEW EMPLOYEE*

[SUBSEKSYEN 83(2) AKTA CUKAI PENDAPATAN 1967]

*[SUBSECTION 83(2) OF THE INCOME TAX ACT 1967]*

**Borang Ini Hendaklah Dikembalikan Ke Mana-Mana Cawangan Lembaga Hasil Dalam Negeri Malaysia Di Mana Pekerja Menjalankan Pekerjaan**

***This Form Is To Be Sent To Any Branch of Lembaga Hasil Dalam Negeri Malaysia Where The Employee Is Exercising The Employment***

Kepada / *To*
Lembaga Hasil Dalam Negeri Malaysia
CAWANGAN SHAH ALAM
TKT 9-13, PLAZA PERANGSANG,
PERSIARAN PERBANDARAN
40000 SHAH ALAM

No. Majikan / *Employer's No.*: E 2944223330

No. Telefon Majikan / *Employer's Telephone No.*: 03 — 56329094

Daripada / *From*
DEMONSTRATION COMPANY
8 Jalan USJ 10/1M, UEP Subang Jaya
Selangor Poskod : 47620

### BUTIR-BUTIR PEKERJA BARU / *PARTICULARS OF NEW EMPLOYEE*

Nama Penuh / *Full Name*: SAKURA OSHIN YAMAHA

Jenis Pekerjaan / *Nature of Employment*: E.D.P. MANAGER

Tarikh Permulaan Pekerjaan Sekarang / *Commencement Date of Current Employment*: 01 01 19

Tempoh Pekerjaan Yang Dijangkakan / *Expected Duration of Employment*

Alamat Kediaman Sekarang / *Current Residential Address*

Alamat Surat-menyurat Sekarang / *Current Correspondence Address*

☐ Tandakan "X" jika alamat surat-menyurat di atas adalah alamat ejen cukai
*Enter "X" if the above correspondence address belongs to a tax agent*

No. Cukai Pendapatan * / *Income Tax No.**: SG 4123342055

No. Kad Pengenalan / Polis / Tentera / Pasport * / *Identity Card / Police / Army / Passport No.**: 2365897 2

No. Imigresen / *Immigration No.*:

Tarikh Lahir / *Date of Birth*: 08 09 67

Taraf Perkahwinan / *Marital Status*: SINGLE

Bilangan anak-anak di bawah umur 18 tahun / *No. of children below18 years of age*: 00

Jika berkahwin, nyatakan:
*If married, state:*

(a) Nama Penuh Suami / Isteri *Full Name of Husband / Wife*

(b) No. Kad Pengenalan / Polis / Tentera / Pasport Suami / Isteri *
*Husband's / Wife's Identity Card / Police / Army / Passport No.**

(c) No. Cukai Pendapatan Suami / Isteri *
Husband's / Wife's *Income Tax No.**

Nota: * Bagi warganegara Malaysia yang mempunyai Mykad, hanya No. Mykad sahaja perlu diisi. / *Note: * For a Malaysian citizen who has Mykad, only the MyKad No. need to be filled.*

### TERMA-TERMA PENGGAJIAN / *TERMS OF EMPLOYMENT*

(a) Kadar Saraan Tetap Sebulan / *Monthly Rate of Fixed Remuneration*: RM 3,500.00

(b) Kadar elaun tunai seperti cukai ditanggung oleh majikan, elaun sara hidup atau elaun tetap yang lain dan kadar elaun berupa barangan seperti rumah kediaman, pakaian, dsb
*Monthly rate of cash allowances e.g. tax borne by the employer, cost of living allowance or other fixed allowances and rate of allowances-in-kind e.g. residence, food, clothing, etc.*

(c) Emolumen tidak tetap yang beliau berhak (nyatakan perihalnya) dan tarikh jumlah bayaran akan diketahui
*Fluctuating emoluments to which he may be entitled (state the details) and the date when the amount will be known*

Nama dan alamat majikan yang dahulu di Malaysia
*Name and address of previous employer in Malaysia*

Tandatangan Majikan / *Employer's Signature*

Nama / *Name*: Ms Cheng Lee Lee

Jawatan / *Designation*: Accounts Manager

Tarikh / *Date*: 19/04/2019

# LEMBAGA HASIL DALAM NEGERI MALAYSIA
## PEMBERITAHUAN PEMBERHENTIAN KERJA (SWASTA)
### [SUBSEKSYEN 83(3) AKTA CUKAI PENDAPATAN 1967]

CP22A [Pin. 1/2015]

**Borang pemberitahuan ini hendaklah dikemukakan kepada Lembaga Hasil Dalam Negeri Malaysia :**
- **sekurang-kurangnya satu (1) bulan sebelum tarikh pemberhentian seseorang pekerja; atau**
- **secepat yang mungkin apabila seseorang pekerja meninggal dunia**

Nama & Alamat Majikan

DEMONSTRATION COMPANY
8 Jalan USJ 10/1M
UEP Subang Jaya
Selangor
Poskod :47620

No. Majikan

E 2 9 4 4 2 2 3 3 0

No. Telefon Majikan:

03-56329094

## A. BUTIR-BUTIR PEKERJA YANG BERHENTI KERJA / BERSARA / MENINGGAL DUNIA

1. Nama Penuh

HARITH OSMAN B. MUSTAFA

2. Tarikh Mula Bekerja: 0 1 0 1 8 8

3. Tarikh Berhenti / Persaraan / Kematian*: 3 1 1 2 1 9
*[* Potong yang mana tidak berkenaan]*

4. Tarikh Lahir: 0 4 0 6 5 4

5. Jenis Persaraan *[ Sila tandakan 'X']* Wajib ☐ Pilihan ☐

6. No. Rujukan (No. Kad Pengenalan/Polis/Tentera/Pasport)

5 4 0 6 0 4 0 1 2 3 4 5

7. No. Cukai Pendapatan

S G 3 2 5 8 0 6 1 0 1

8. Taraf Perkahwinan: BUJANG

9. Tuntutan Potongan Cukai Bagi Anak :

a) Bilangan anak 0 0 orang

b) Jumlah RM 0.00

10. Jika berkahwin, lengkapkan maklumat suami / isteri :

a) Nama Penuh Suami / isteri :

b) No. Rujukan (No. Kad Pengenalan/Polis/Tentera/Pasport)

c) No. Cukai Pendapatan

11. No. Telefon Pekerja Yang Berhenti Kerja / Bersara

12. Alamat surat-menyurat terkini :

6 JALAN PERDANA 5/2
PANDAN PERDANA
KUALA LUMPUR
Poskod : 55300

☐ Tandakan "X" jika alamat surat-menyurat di atas adalah alamat ejen cukai

13. Maklumat Wakil Sah *[ Bagi Kes Meninggal Dunia ]* :

a) Nama Penuh

b) No. Rujukan (No. Kad Pengenalan/Polis/Tentera/Pasport)

c) Alamat surat-menyurat

d) No. Telefon

## B. BUTIR-BUTIR SARAAN

| Butir-butir saraan yang diterima dalam tahun semasa untuk tempoh dari hari pertama tahun semasa sehingga tarikh berhenti kerja / bersara / meninggal dunia | Tahun Semasa | | |
|---|---|---|---|
| | Tempoh | | RM |
| | dari | hingga | |
| 1) Gaji, bayaran, upah dan kerja lebih masa | 01/01/2019 | 31/12/2019 | 46,038.50 |
| 2) Gaji cuti | | | |
| 3) Komisen dan bonus | | | |
| 4) Ganjaran | | | |
| 5) Pampasan kerana kehilangan pekerjaan | | | |
| 6) Elaun tunai termasuk cukai ditanggung oleh majikan (sebutkan jenis-jenis elaun) ..... | | | |
| 7) Pencen daripada majikan | | | |
| 8) Manfaat berupa barangan yang layak dikenakan cukai | | | |
| 9) Nilai tahunan tempat kediaman yang disediakan majikan | | | |
| 10) Elaun-elaun selain dari wang seperti makanan, pakaian, lojing atau pembantu rumah yang diperuntukkan atau dibayar oleh majikan | | | |
| 11) Kereta dan pemandu | | | |
| 12) Lain-lain bayaran (jika ada, nyatakan) ..... | | | |
| 13) Manfaat dari Skim Pemberian Saham daripada majikan kepada pekerja seperti ESOS, ESPP dan lain-lain:<br>Nyatakan:<br>i. Bilangan saham layak: .....<br>ii. Baki yang belum dilaksanakan: ..... | Tarikh opsyen diberi: ☐☐ ☐☐ ☐☐<br>Tarikh opsyen boleh laksana ☐☐ ☐☐ ☐☐<br>Tarikh opsyen dilaksana: ☐☐ ☐☐ ☐☐<br>Jumlah manfaat: RM | | |
| **JUMLAH** | | | RM 46,038.50 |

## C. BUTIR-BUTIR PENDAPATAN YANG BELUM DILAPORKAN

| Bil. | Jenis Pendapatan | Tempoh Diperoleh | Jumlah Pendapatan (RM) | Caruman KWSP Pekerja (RM) |
|---|---|---|---|---|
| (i) | | | | |
| (ii) | | | | |
| (iii) | | | | |

## D. BUTIR-BUTIR LAIN

| | |
|---|---|
| 1) Jumlah wang yang ditahan oleh majikan dan akan dibayar kepada pekerja | RM 7,215.80 |
| 2) Jumlah Potongan Cukai Bulanan yang dibayar ke LHDNM dalam tahun ini | RM 161.05 |
| 3) Jumlah potongan zakat dalam tahun ini | RM ..... |
| 4) Caruman pekerja kepada KWSP atau kumpulan wang yang diluluskan | RM 5,082.00 |

## E. AKUAN PEGAWAI YANG DIBERI KUASA

| | |
|---|---|
| Nama : | Ms Cheng Lee Lee |
| Jawatan : | Accounts Manager |
| Tandatangan : | |
| Tarikh : | 1 9 0 4 1 9 |

# LEMBAGA HASIL DALAM NEGERI MALAYSIA
# PEMBERITAHUAN PEMBERHENTIAN KERJA
## (AGENSI KERAJAAN)

CP22B [Pin.1/2015]

**Borang pemberitahuan ini hendaklah dikemukakan kepada Lembaga Hasil Dalam Negeri Malaysia :**
- sekurang-kurangnya satu (1) bulan sebelum tarikh pemberhentian seseorang pekerja; atau
- dalam tempoh enam (6) bulan sebelum seseorang pekerja bersara; atau
- secepat yang mungkin apabila seseorang pekerja meninggal dunia

Nama & Alamat Majikan

DEMONSTRATION COMPANY
8 Jalan USJ 10/1M
UEP Subang Jaya
Selangor
Poskod: 47620

No. Majikan

E 2 9 4 4 2 2 3 3 0

No. Telefon Majikan : 03-56329094

## A. BUTIR-BUTIR PEKERJA YANG BERHENTI KERJA / BERSARA / MENINGGAL DUNIA

1. Nama Penuh

HARITH OSMAN B. MUSTAFA

2. Tarikh mula bekerja 0 1 0 1 8 8

3. Tarikh berhenti / persaraan / kematian*
*[* Potong yang mana tidak berkenaan]* 3 1 1 2 1 9

4. Tarikh Lahir 0 4 0 6 5 4

5. Jenis Persaraan *[ Sila tandakan 'X']* Wajib ☐ Pilihan ☐

6. No. Rujukan (No. Kad Pengenalan/Polis/Tentera/Pasport)

5 4 0 6 0 4 0 1 2 3 4 5

7. No. Cukai Pendapatan

S G 3 2 5 8 0 6 1 0 1

8. Taraf Perkahwinan BUJANG

9. Tuntutan Potongan Cukai Bagi Anak :

a) Bilangan Anak 0 0 orang

b) Jumlah RM 0.00

10. Jika berkahwin, lengkapkan maklumat suami / isteri :

a) Nama Penuh Suami / isteri :

b) No. Rujukan (No. Kad Pengenalan/Polis/Tentera/Pasport)

c) No. Cukai Pendapatan

11. No. Telefon Pekerja Yang Berhenti Kerja / Bersara :

12. Alamat surat-menyurat terkini :

6 JALAN PERDANA 5/2
PANDAN PERDANA
KUALA LUMPUR
Poskod : 55300

☐ Tandakan "X" jika alamat surat-menyurat di atas adalah alamat ejen cukai

13. Maklumat Wakil Sah *[ Bagi Kes Meninggal Dunia ]* :

a) Nama Penuh

b) No. Rujukan (No. Kad Pengenalan/Polis/Tentera/Pasport)

c) Alamat surat-menyurat

c) No. Telefon

## B. BUTIR-BUTIR SARAAN

| Butir-butir saraan yang diterima dalam tahun semasa untuk tempoh dari hari pertama tahun semasa sehingga tarikh berhenti kerja / bersara / meninggal dunia | Tahun Semasa | | |
|---|---|---|---|
| | Tempoh | | RM |
| | dari | hingga | |
| 1) Gaji, bayaran, upah dan kerja lebih masa | 01/01/2019 | 31/12/2019 | 46,038.50 |
| 2) Gaji cuti | | | |
| 3) Komisen dan bonus | | | |
| 4) Ganjaran | | | |
| 5) Pampasan kerana kehilangan pekerjaan | | | |
| 6) Elaun tunai termasuk cukai ditanggung oleh majikan (sebutkan jenis-jenis elaun) …… | | | |
| 7) Pencen daripada majikan | | | |
| 8) Manfaat berupa barangan yang layak dikenakan cukai | | | |
| 9) Elaun-elaun selain dari wang seperti makanan, pakaian, lojing atau pembantu rumah yang diperuntukkan atau dibayar oleh majikan | | | |
| 10) Kereta dan pemandu | | | |
| 11) Lain-lain bayaran (jika ada, nyatakan) | | | |
| **JUMLAH** | | | 46,038.50 |

## C. BUTIR-BUTIR PENDAPATAN YANG BELUM DILAPORKAN

| Bil. | Jenis Pendapatan | Tempoh Diperoleh | Jumlah Pendapatan (RM) | Caruman KWSP Pekerja (RM) |
|---|---|---|---|---|
| (i) | | | | |
| (ii) | | | | |
| (iii) | | | | |

## D. BUTIR-BUTIR LAIN

| | |
|---|---|
| 1) Jumlah wang yang ditahan oleh majikan dan akan dibayar kepada pekerja | **RM** 7,215.80 |
| 2) Jumlah Potongan Cukai Bulanan yang dibayar ke LHDNM dalam tahun ini | **RM** 161.05 |
| 3) Jumlah potongan zakat yang dalam tahun ini | **RM** …… |
| 4) Caruman pekerja kepada KWSP atau kumpulan wang yang diluluskan | **RM** 5,082.00 |

## E. AKUAN OLEH PEGAWAI YANG DIBERI KUASA

| | |
|---|---|
| Nama : | Ms Cheng Lee Lee |
| Jawatan : | Accounts Manager |
| Kementerian / Jabatan : | |
| Tandatangan : | |
| Tarikh : | 1 9 0 4 1 9 |

**PERBADANAN TABUNG PENDIDIKAN TINGGI NASIONAL (PTPTN)**
BAHAGIAN POTONGAN GAJI
TINGKAT BAWAH, MENARA PTPTN
BLOK D, MEGAN AVENUE II, NO,12,JALAN YAP KWAN SENG
50450 KUALA LUMPUR.

**Hotline:**03-2080 4455
**Portal Rasmi:**www.ptptn.gov.my
**Aduan:**http://icare.ptptn.gov.my

**PEMBIAYAAN**

# BORANG POTONGAN GAJI PTPTN OLEH MAJIKAN

***PAYROLL DEDUCTION FORM FOR PTPTN***

**Bulan Potongan :** *Month of Deduction* **APRIL**

**Tahun :** *Year* **2019**

## MAKLUMAT MAJIKAN

***COMPANY DETAILS***

**Nama Majikan :** *Company Name* DEMONSTRATION COMPANY

**Alamat Majikan :** *Company Address*
8 Jalan USJ 10/1M
UEP Subang Jaya
Selangor

**No. Pendaftaran Perniagaan :** *Business Registration Number* 180838-D

**Nama Penyelia Data :** *Name of Data Provider* Ms Cheng Lee Lee

**Nombor Telefon :** *Telephone Number* 03-56329094

**Alamat e-Mel :** *e-Mail Address* hrdept@hr2000.com.my

## MAKLUMAT BAYARAN

***PAYEMENT DETAILS***

**Pindahan Dana Electronik** *Electronic Funds Transfer (EFT)* — atau *or* — **Cek** *Cheque*

**Tarikh Pindahan:** *Date of Transfer* _____

**No. Rujukan Pindahan (jika ada) :** *EFT Reference Number (if any)* _____

**Amaun Pindahan :** *Transfer Amount* _____

**Nombor Cek :** *Cheque Number* _____

**Bank Pengeluar Cek:** *Cheque Issuing Bank* _____

**Tarikh Cek :** *Date of Cheque* 21/04/2019

**Amaun Cek** *Cheque Amount* 500.00

**Tarikh Pos Cek ke PTPTN HQ:** *Date of Cheque sent to PTPTN HQ* _____

**Tarikh Deposit Cek*:** Date of Depositing Cheque* _____

**jika menggunakan Cheque Deposit Machine Bank Islam*
**if using Bank Islam Cheque Deposit Machine*

**Nota Penting:**
1. Sila pilih salah satu kaedah bayaran (EFT atau Cek);
2. Sila dapatkan no.akaun bank dengan mengemukakan permohona kepada **potongan_gaji@ptptn.gov.my**;
3. Cek bayaran dibuat atas nama **PERBADANAN TABUNG PENDII TINGGI NASIONAL** atau **PTPTN**

| BIL *No* | NO KP PEKERJA *STAFF IC NUMBER* | NAMA PEKERJA *STAFF NAME* | Amaun (RM) *AMOUNT(RM)* | NO. PEKERJA *STAFF ID (OPTIONAL)* |
|---|---|---|---|---|
| 1 | 661110105088 | ARUMUGAM A/L GUNASEKARAN | 100.00 | 005 |
| 2 | 540604-01-2345 | HARITH OSMAN B. MUSTAFA | 100.00 | 002 |

**JUMLAH** *TOTAL* RM **200.00**

m/s1

| BIL<br>*No* | NO KP PEKERJA<br>*STAFF IC NUMBER* | NAMA PEKERJA<br>*STAFF NAME* | Amaun (RM)<br>*AMOUNT(RM)* | NO. PEKERJA<br>*STAFF ID (OPTIONAL)* |
|---|---|---|---|---|
| 3 | 661110-10-5088 | JENNIFER WHITE | 100.00 | 001 |
| 4 | 750401-05-5588 | PHANG LEE BENG (TONY) | 100.00 | 004 |
| 5 | 710805-10-5858 | TAN CHENG MEI | 100.00 | 003 |

**JUMLAH**

m/s2 ***TOTAL*** RM **300.00**

**JUMLAH KESELURUHAN**

***GRAND TOTAL*** RM **500.00**

**LEMBAGA HASIL DALAM NEGERI MALAYSIA**
**PENYATA OLEH MAJIKAN**
**DI BAWAH SUBSEKSYEN 83(1) AKTA CUKAI PENDAPATAN 1967**
Borang ini ditetapkan di bawah seksyen 152 Akta Cukai Pendapatan 1967

**Borang E** — **SARAAN BAGI TAHUN 2019**

CP8 - Pin. 2018

**1** Nama Majikan Seperti Didaftarkan: DEMONSTRATION COMPANY

**2** No. Majikan: E 2944223 30

**3** Status Majikan: 0 — *1 = Kerajaan* *2 = Berkanun* *3 = Swasta*

**4** Status Perniagaan: 1 — *1 = Beroperasi* *2 = Dorman* *3 = Dalam Proses Penggulungan*

**5** No. Cukai Pendapatan: 01 = SG 03 = D 05 = J 07 = TP 09 = TC 11 = TR 13 = TN; 02 = OG 04 = C 06 = F 08 = TA 10 = CS 12 = PT 14 = LE

**6** No. Pengenalan:

**7** No. Pasport:

**8** No. Pendaftaran Dengan SSM Atau Lain-Lain: 180838-D

**9** Alamat Surat-menyurat: 8 Jalan USJ 10/1M

Poskod: 47620 Bandar: UEP Subang Jaya

Negeri: Selangor

## UNTUK KEGUNAAN PEJABAT

| Tarikh terima (1) | Tarikh terima (2) | Tarikh terima (3) |
|---|---|---|
| | | |

Nama DEMONSTRATION COMPANY

No. Majikan E 2944223330

**10** No. Telefon 03-56329094

**11** No. Telefon Bimbit

**12** e-Mel sales@hr2000.com.my

**13** Cara Pengemukaan C.P.8D

*1 = Bersama Borang E* *2 = Melalui Data Praisi*
*3 = Cakera padat / Pemacu USB / Cakera keras luaran*

## BAHAGIAN A: MAKLUMAT BILANGAN PEKERJA BAGI TAHUN BERAKHIR 31 DISEMBER 2019

**A1** Bilangan pekerja 16

**A2** Bilangan pekerja tertakluk kepada PCB 7

**A3** Bilangan pekerja baru 1

**A4** Bilangan pekerja berhenti 1

**A5** Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia

**A6** Melaporkan kepada LHDNM *(Jika A5 berkaitan)*

*1 = Ya*
*2 = Tidak*

## BAHAGIAN B: AKUAN

Saya Ms Cheng Lee Lee

No. Pengenalan / Pasport *
*(* Potong yang tidak berkenaan)* 661110105088

dengan ini mengakui bahawa penyata oleh majikan ini mengandungi maklumat yang benar, lengkap dan betul seperti mana yang dikehendaki di bawah Akta Cukai Pendapatan 1967.

Tandatangan

Tarikh: 20 (Hari) 04 (Bulan) 2019 (Tahun)

Jawatan Accounts Manager

**NOTA:** Pengakuan ini perlu dibuat oleh majikan mengikut kategori majikan selaras dengan peruntukan Seksyen 66 hingga 76, Akta Cukai Pendapatan 1967.

**Nama Majikan** DEMONSTRATION COMPANY

**No. Majikan E** 294422330

**(C.P.8D-Pin.2019)**

| | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Bil | No. Cukai Pendapatan | No.Pengenalan/ Passport | Kategori PeKerja | Cukai dibayar Majikan | Bil Anak | Jumlah Pelepasan | Jumlah Saraan Kasar | Manfaat Berupa Barangan | Nilai Tempat Kediaman | Manfaat ESOS | Perkuisit dikecuali-kan Cukai | TP1 Pelepasan | TP1 Zakat | Caruman KWSP Pekerja | Potongan Zakat | Potongan Cukai PCB | Potongan Cukai CP38 |
| 1 | **ANUAR BIN RAHIM** | | | | | | | | | | | | | | | | |
| | SG461234403 | 730811145781 | 1 | Tidak | 0 | 0.00 | 43,200.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,350.00 | 0.00 | 0.00 | 0.00 |
| 2 | **ARUMUGAM A/L GUNASEKARAN** | | | | | | | | | | | | | | | | |
| | SG251552808 | 661110105088 | 1 | Tidak | 0 | 0.00 | 38,911.83 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,580.00 | 0.00 | 0.00 | 0.00 |
| 3 | **CHENG LEE LEE** | | | | | | | | | | | | | | | | |
| | OG3563342589 | 670119044258 | 1 | Tidak | 0 | 0.00 | 96,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 14,400.00 | 0.00 | 976.00 | 0.00 |
| 4 | **CHONG CHEE HUAT** | | | | | | | | | | | | | | | | |
| | SG886531606 | 500109108888 | 1 | Tidak | 0 | 0.00 | 36,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,296.00 | 0.00 | 0.00 | 0.00 |
| 5 | **FRANCOIS PIETTE** | | | | | | | | | | | | | | | | |
| | SG2207821051 | 670101011232 | 1 | Tidak | 0 | 0.00 | 24,130.72 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,368.00 | 0.00 | 0.00 | 0.00 |
| 6 | **HANIF BIN BUJONG** | | | | | | | | | | | | | | | | |
| | SG461234333 | 730811143333 | 1 | Tidak | 0 | 0.00 | 43,200.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,350.00 | 0.00 | 0.00 | 0.00 |
| 7 | **HARITH OSMAN B. MUSTAFA** | | | | | | | | | | | | | | | | |
| | SG325806101 | 540604012345 | 1 | Tidak | 0 | 0.00 | 88,700.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 12,184.00 | 0.00 | 377.05 | 720.00 |
| 8 | **JENNIFER WHITE** | | | | | | | | | | | | | | | | |
| | SG217865609 | 661110105088 | 2 | Tidak | 0 | 0.00 | 95,952.37 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11,846.00 | 0.00 | 1,335.25 | 0.00 |
| 9 | **LIM KOK SAI** | | | | | | | | | | | | | | | | |
| | SG325808801 | A0551966 | 1 | Tidak | 0 | 0.00 | 120,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 13,200.00 | 0.00 | 4,460.00 | 0.00 |
| 10 | **MAH SEE SEE** | | | | | | | | | | | | | | | | |
| | OG3563342555 | 670119045555 | 1 | Tidak | 0 | 0.00 | 96,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 14,400.00 | 0.00 | 976.00 | 0.00 |
| 11 | **MAJID BIN LONGMAN** | | | | | | | | | | | | | | | | |
| | | 720605086666 | 1 | Tidak | 0 | 0.00 | 22,200.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,453.00 | 0.00 | 0.00 | 0.00 |
| 12 | **MOHD ASMAWI BIN KURUS** | | | | | | | | | | | | | | | | |
| | | 720605083259 | 1 | Tidak | 0 | 0.00 | 22,200.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,380.00 | 0.00 | 0.00 | 0.00 |
| 13 | **PHANG LEE BENG (TONY)** | | | | | | | | | | | | | | | | |
| | | 750401055588 | 1 | Tidak | 0 | 0.00 | 24,649.19 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,638.00 | 0.00 | 0.00 | 0.00 |
| 14 | **SAKURA OSHIN YAMAHA** | | | | | | | | | | | | | | | | |
| | SG412334205 | 23658972 | 1 | Tidak | 0 | 0.00 | 64,750.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 9,240.00 | 0.00 | 72.00 | 0.00 |
| 15 | **TAN CHENG MEI** | | | | | | | | | | | | | | | | |
| | SG609883010 | 710805105858 | 1 | Tidak | 0 | 0.00 | 32,510.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,786.00 | 0.00 | 0.00 | 0.00 |
| 16 | **TIAN FATT HUAT** | | | | | | | | | | | | | | | | |
| | SG296531606 | 500109105483 | 1 | Tidak | 0 | 0.00 | 36,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,296.00 | 0.00 | 0.00 | 0.00 |
| **JUMLAH** | | | | | | 0.00 | 884,405.51 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 122,767.00 | 0.00 | 8,196.30 | 720.00 |

**PENYATA BAYARAN CUKAI OLEH MAJIKAN** **PCB 2(II)-Pin.2012**

Tarikh: 20/04/2019

Kepada:
Ketua Pegawai Eksekutif/Ketua Pengarah Hasil Dalam Negeri
Lembaga Hasil Dalam Negeri Malaysia
Cawangan .....

Tuan,

| | |
|---|---|
| Potongan Cukai Yang Dibuat Dalam Tahun | 2019 |
| Nama Pekerja | LIM KOK SAI |
| No. Kad Pengenalan/No.Passpot | A0551966 |
| No.Cukai Pendapatan Pekerja | SG 3258088-01 |
| No. Pekerja | 009 |
| No. Majikan (E) | 294422330 |

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Potongan-potongan yang telah dibuat bagi pekerja di atas dalam tahun semasa adalah seperti berikut:

| Bulan | Amaun (RM) | | No. Resit/ No. Slip Bank/No. Transaksi | | Tarikh Resit/ Tarikh Transaksi | |
|---|---|---|---|---|---|---|
| | PCB | CP 38 | PCB | CP 38 | PCB | CP 38 |
| JANUARI | 130.00 | | B888200 | | 25/01/2019 | |
| FEBRUARI | 130.00 | | B888201 | | 25/02/2019 | |
| MARCH | 130.00 | | B888203 | | 25/03/2019 | |
| APRIL | 130.00 | | B888204 | | 25/04/2019 | |
| MEI | 130.00 | | B888205 | | 25/05/2019 | |
| JUN | 130.00 | | B888206 | | 25/06/2019 | |
| JULAI | 130.00 | | B888207 | | 25/07/2019 | |
| OGOS | 130.00 | | B888208 | | 25/08/2019 | |
| SEPTEMBER | 130.00 | | B888209 | | 25/09/2019 | |
| OKTOBER | 130.00 | | B888210 | | 25/10/2019 | |
| NOVEMBER | 130.00 | | B888211 | | 25/11/2019 | |
| DISEMBER | 130.00 | | B888212 | | 25/12/2019 | |
| Jumlah | 1,560.00 | 0.00 | | | | |

3. Potongan-potongan yang telah dibuat bagi pendapatan pekerja untuk tahun terdahulu dalam tahun semasa adalah seperti berikut:

| Jenis Pendapatan | Bulan | Tahun | Amaun PCB (RM) | No. Resit/ No. Slip Bank/ No. Transaksi | Tarikh Resit/ Tarikh Transaksi |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

Sekian. Terima kasih.

| | |
|---|---|
| Nama pengawai | Ms Cheng Lee Lee |
| Jawatan | Accounts Manager |
| No. Telefon | 03-56329094 |
| Nama Dan Alamat Majikan | DEMONSTRATION COMPANY |
| | 8 Jalan USJ 10/1M |
| | UEP Subang Jaya |
| | Selangor Poskod 47620 |

**AMANAH SAHAM NASIONAL BERHAD** **M/SURAT : 1**

**SISTEM SIMPANAN POTONGAN PEKERJA** **TARIKH : 20/04/2019**

**LAPORAN MENGIKUT SUSUNAN NOMBOR AKAUN**

**BULAN POTONGAN : 4/2019**

**KOD MAJIKAN : PM008**

**NOMBOR CEK :**

| Bil. | No. Pekerja | Kod Jabatan | No.Akaun | NamaPelabur | No. I/C | Jum. Potongan |
|---|---|---|---|---|---|---|
| 1 | 003 | | 003383760 | TAN CHENG MEI | 710805-10-5858<br>A1932537 | 100.00 |
| 2 | 002 | | 004483722 | HARITH OSMAN B. MUSTAFA | 540604-01-2345<br>A2365877 | 100.00 |
| 3 | 001 | | 004483760 | JENNIFER WHITE | 661110-10-5088<br>A0581988 | 100.00 |
| 4 | 005 | | 004485555 | ARUMUGAM A/L GUNASEKARAN | 661110105088<br>1234567 | 100.00 |
| 5 | 004 | | 444483760 | PHANG LEE BENG (TONY) | 750401-05-5588<br>A4532522 | 100.00 |
| | | | | | **Jumlah Besar (RM) :** | **500.00** |

****** LAPORAN TAMAT ******

# PUSAT KUTIPAN ZAKAT
## BORANG BAYARAN ZAKAT BULANAN

| | |
|---|---|
| Nama Majikan | DEMONSTRATION COMPANY |
| Alamat | 8 Jalan USJ 10/1M |
| | UEP Subang Jaya |
| | Selangor Poskod : 47620 |

| Kod Majikan : | Bulan | Nama Bank | No. CEK | Jumlah (RM) |
|---|---|---|---|---|
| 4333333 | APRIL 2019 | | | 176.00 |

| Bil | No. Kad Pengenalan Lama | No. Kad Pengenalan Baru | NAMA PEKERJA | Jumlah (RM) | Jenis Zakat |
|---|---|---|---|---|---|
| 1 | A2515684 | 730811-14-5781 | ANUAR BIN RAHIM | 55.00 | Pendapatan |
| 2 | A2365877 | 540604-01-2345 | HARITH OSMAN B. MUSTAFA | 88.00 | Pendapatan |
| 3 | A2154365 | 720605-08-3259 | MOHD ASMAWI BIN KURUS | 33.00 | Pendapatan |
| | | | **JUMLAH BESAR** | **176.00** | |

Maklumat Wakil Majikan :

Tandatangan :

Nama Penuh : Ms Cheng Lee Lee

No K.P. : 661110-10-5088

Jawatan : Accounts Manager

No Telefon : 03-56329094

E-mel : hrdept@hr2000.com.my

CopRasmiMajikan

(C.P. 8A - Pin. 2017)

MALAYSIA

# CUKAI PENDAPATAN

PENYATA SARAAN DARIPADA PENGGAJIAN

BAGI TAHUN BERAKHIR 31 DISEMBER 2019

**Penyata Gaji Pekerja SWASTA** **EA**

No. Cukai Pendapatan Pekerja SG 2178656-09

No. Siri B000001

No. Majikan E 294422330

Cawangan LHDNM KL

**BORANG EA INI PERLU DISEDIAKAN UNTUK DISERAHKAN KEPADA PEKERJA BAGI TUJUAN CUKAI PENDAPATAN**

## A BUTIRAN PEKERJA

1. Nama Penuh Pekerja/Pesara (En./Cik/Puan) JENNIFER WHITE
2. Jawatan ADMINISTRATION MANAGER
3. No. Kakitangan/No. Gaji 001
4. No. K.P. Baru 661110-10-5088
5. No. Pasport M123456789
6. No. KWSP 12955678
7. No. PERKESO 661110-10-5088
8. Bilangan Anak Yang Layak Untuk Pelepasan Cukai 0
9. Jika bekerja tidak genap setahun, nyatakan:
   (a) Tarikh mula bekerja 01/01/2019
   (b) Tarikh berhenti kerja

## B PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN

**(Tidak Termasuk Elaun/Perkuisit/Pemberian/Manfaat Yang Dikecualikan Cukai)**

| | RM |
|---|---|
| 1. (a) Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa) | 95,952.37 |
| (b) Fi (termasuk fi pengarah), komisen atau bonus | |
| (c) Tip kasar, perkuisit, penerimaan sagu hati atau elaun-elaun lain (Perihal pembayaran: ) | |
| (d) Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja | |
| (e) Manfaat Skim Opsyen Saham Pekerja (ESOS) | |
| (f) Ganjaran bagi tempoh dari hingga | |
| 2. Butiran bayaran tunggakan dan lain-lain bagi tahun-tahun terdahulu dalam tahun semasa | |
| Jenis pendapatan (a) | |
| (b) | |
| 3. Manfaat berupa barangan (Nyatakan: ) | |
| 4. Nilai tempat kediaman (Alamat: ) | |
| 5. Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan | |
| 6. Pampasan kerana kehilangan pekerjaan | |

## C PENCEN DAN LAIN-LAIN

| | |
|---|---|
| 1. Pencen | |
| 2. Anuiti atau Bayaran Berkala yang lain | |
| **JUMLAH** | 95,952.37 |

## D JUMLAH POTONGAN

| | | |
|---|---|---|
| 1. Potongan Cukai Bulanan (PCB) yang dibayar kepada LHDNM | | 1,335.25 |
| 2. Arahan Potongan CP 38 | | 0.00 |
| 3. Zakat yang dibayar melalui potongan gaji | | 0.00 |
| 4. Jumlah tuntutan potongan oleh pekerja melalui Borang TP1 berkaitan: | | |
| (a) Pelepasan | RM 0.00 | |
| (b) Zakat selain yang dibayar melalui potongan gaji bulanan | RM 0.00 | |
| 5. Jumlah pelepasan bagi anak yang layak | | 0.00 |

## E CARUMAN YANG DIBAYAR OLEH PEKERJA KEPADA KUMPULAN WANG SIMPANAN/PENCEN YANG DILULUSKAN DAN PERKESO

1. Nama Kumpulan Wang KUMPULAN WANG SIMPANAN PEKERJA (KWSP)

   Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) RM 11,846.00

2. PERKESO : Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) RM 474.00

## F JUMLAH ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI

**RM** 0.00

| | |
|---|---|
| Nama Pegawai | Ms Cheng Lee Lee |
| Jawatan | Accounts Manager |
| Nama dan Alamat Majikan | DEMONSTRATION COMPANY<br>8 Jalan USJ 10/1M<br>UEP Subang Jaya,<br>Selangor, Poskod47620 |
| No. Telefon Majikan | 03-56329094 |

Tarikh 21/04/2019

(C.P. 8A - Pin. 2017)

MALAYSIA

# INCOME TAX

**PRIVATE SECTOR Employee's Statement of Remuneration** **EA**

Serial No. B000001

STATEMENT OF REMUNERATION FROM EMPLOYMENT

Employee's Income Tax No. SG 2178656-09

Employer's No. E 294422330

FOR THE YEAR ENDED 31 DECEMBER 2019

LHDNM Branch KL

**THIS FORM EA MUST BE PREPARED AND PROVIDED TO THE EMPLOYEE FOR INCOME TAX PURPOSE**

## A PARTICULARS OF EMPLOYEE

1. Full Name of Employee/Pensioner (Mr./Miss/Madam) JENNIFER WHITE
2. Job Designation ADMINISTRATION MANAGER
3. Staff No./Payroll No. 001
4. New I.C. No. 661110-10-5088
5. Passport No. M123456789
6. EPF No. 12955678
7. SOCSO No. 661110-10-5088
8. Number Of Children Qualified For Tax Relief 0
9. If the period of employment is less than a year, please state:
   (a) Date of commencement 01/01/2019
   (b) Date of cessation

## B EMPLOYMENT INCOME, BENEFITS AND LIVING ACCOMMODATION

**(Excluding Tax Exempt Allowances/Perquisites/Gifts/Benefits)**

| | RM |
|---|---|
| 1. (a) Gross salary, wages or leave pay (including overtime pay) | 95,952.37 |
| (b) Fees (including director fees), commission or bonus | |
| (c) Gross tips, perquisites, awards/rewards or other allowances (Details of payment: ) | |
| (d) Income Tax borne by the Employer in respect of his Employee | |
| (e) Employee Share Option Scheme (ESOS) benefit | |
| (f) Gratuity for the period from to | |
| 2. Details of arrears and others for preceding years paid in the current year | |
| Type of income (a) | |
| (b) | |
| 3. Benefits in kind ( Specify: ) | |
| 4. Value of living accommodation provided (Address: ) | |
| 5. Refund from unapproved Provident/Pension Fund | |
| 6. Compensation for loss of employment | |

## C PENSION AND OTHERS

| | |
|---|---|
| 1. Pension | |
| 2. Annuities or other Periodical Payments | |
| **TOTAL** | 95,952.37 |

## D TOTAL DEDUCTION

| | | |
|---|---|---|
| 1. Monthly Tax Deductions (MTD) remitted to LHDNM | | 1,335.25 |
| 2. CP 38 Deductions | | 0.00 |
| 3. *Zakat* paid via salary deduction | | 0.00 |
| 4. Total claim for deduction by employee via Form TP1 in respect of: | | |
| (a) Relief | RM 0.00 | |
| (b) *Zakat* other than that paid via monthly salary deduction | RM 0.00 | |
| 5. Total qualifying child relief | | 0.00 |

## E CONTRIBUTIONS PAID BY EMPLOYEE TO APPROVED PROVIDENT/PENSION FUND AND SOCSO

1. Name of Provident Fund KUMPULAN WANG SIMPANAN PEKERJA (KWSP)

   Amount of compulsory contribution paid (state the employee's share of contribution only) RM 11,846.00

2. SOCSO : Amount of compulsory contribution paid (state the employee's share of contribution only) RM 474.00

## F TOTAL TAX EXEMPT ALLOWANCES / PERQUISITES / GIFTS / BENEFITS

RM 0.00

Name of Officer: Ms Cheng Lee Lee

Designation: Accounts Manager

Name and Address of Employer: DEMONSTRATION COMPANY
8 Jalan USJ 10/1M
UEP Subang Jaya,
Selangor, Poskod47620

Employer's Telephone No. 03-56329094

Date 21/04/2019

(C.P. 8C - Pin. 2017)

MALAYSIA

# CUKAI PENDAPATAN

PENYATA SARAAN DARIPADA PENGGAJIAN

BAGI TAHUN BERAKHIR 31 DISEMBER 2019

**Penyata Gaji Pekerja AGENSI KERAJAAN** **EC**

No. Siri: B000001

No. Majikan E: 294422330

No. Cukai Pendapatan Pekerja: SG 2178656-09

Cawangan LHDNM: KL

**BORANG EC INI PERLU DISEDIAKAN UNTUK DISERAHKAN KEPADA PEKERJA BAGI TUJUAN CUKAI PENDAPATAN**

## A BUTIRAN PEKERJA

1. Nama Penuh Pekerja/Pesara (En./Cik/Puan): JENNIFER WHITE
2. Jabatan: PRODUCTION
3. Jawatan: ADMINISTRATION MANAGER
4. No. Kakitangan / No. Gaji: 001
5. No. Kad Pengenalan / Polis / Tentera / Pasport: 661110-10-5088
6. No. KWSP: 12955678
7. No. PERKESO: 661110-10-5088
8. Bilangan Anak Yang Layak Untuk Pelepasan Cukai: 0
9. Jika bekerja tidak genap setahun, nyatakan:
   (a) Tarikh mula bekerja: 01/01/2019
   (b) Tarikh berhenti kerja:

## B PENDAPATAN PENGGAJIAN DAN MANFAAT

**(Tidak Termasuk Elaun/Perkuisit/Pemberian/Manfaat Yang Dikecualikan Cukai)**

| | RM |
|---|---|
| 1. **Gaji/Emolumen** | |
| (a) Gaji, termasuk Gaji Cuti, Bonus, Elaun Kena Cukai dan lain-lain | 95,952.37 |
| (b) Ganjaran bagi tempoh dari ..... hingga ..... | |
| 2. **Manfaat Berupa Barangan** (Nyatakan butiran: .....) | |
| 3. **Manfaat Tambang Percutian** (jika berkenaan) | |
| 4. **Butiran bayaran tunggakan dan lain-lain bagi tahun-tahun terdahulu dalam tahun semasa** | |
| Jenis pendapatan (a) ..... | |
| (b) ..... | |
| **PENDAPATAN BOLEH DICUKAI** ( B1 + B2 + B3 + B4 ) | 95,952.37 |

## C JUMLAH POTONGAN

| | | |
|---|---|---|
| 1. Potongan Cukai Bulanan (PCB) yang dibayar kepada LHDNM | | 1,335.25 |
| 2. Arahan Potongan CP 38 | | |
| 3. Zakat yang dibayar melalui potongan gaji | | |
| 4. Jumlah tuntutan potongan oleh pekerja melalui Borang TP1 berkaitan: | | |
| (a) Pelepasan | RM 0.00 | |
| (b) Zakat selain yang dibayar melalui potongan gaji bulanan | RM 0.00 | |
| 5. Jumlah pelepasan bagi anak yang layak | | 0.00 |

## D CARUMAN KEPADA KUMPULAN WANG SIMPANAN PEKERJA DAN PERKESO

**Amaun caruman yang wajib dibayar** (nyatakan bahagian pekerja sahaja)

1. KWSP: RM 11,846.00
2. PERKESO: RM 474.00

## E SENARAI ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI SERTA AMAUN MASING-MASING

| Jenis Elaun/Perkuisit/Pemberian/Manfaat | Jumlah Dikecualikan (RM) | Jenis Elaun/Perkuisit/Pemberian/Manfaat | Jumlah Dikecualikan (RM) |
|---|---|---|---|
| 1. | | 3. | |
| 2. | | 4. | |

| | |
|---|---|
| Nama Pegawai | Ms Cheng Lee Lee |
| Jawatan | Accounts Manager |
| Nama dan Alamat Majikan | DEMONSTRATION COMPANY<br>8 Jalan USJ 10/1M<br>UEP Subang Jaya,<br>Selangor, Poskod47620 |
| No. Telefon Majikan | 03-56329094 |

Tarikh: 21/04/2019

(C.P. 8C - Pin. 2017)

MALAYSIA

# INCOME TAX

STATEMENT OF REMUNERATION FROM EMPLOYMENT

FOR THE YEAR ENDED 31 DECEMBER 2019

**PUBLIC SECTOR Employee's Statement of Remuneration** **EC**

Serial No. B000001

Employer's No. E 294422330

Employee's Income Tax No. SG 2178656-09

LHDNM Branch KL

**THIS FORM EC MUST BE PREPARED AND PROVIDED TO THE EMPLOYEE FOR INCOME TAX PURPOSE**

## A PARTICULARS OF EMPLOYEE

1. Full Name of Employee/Pensioner (Mr./Miss/Madam) JENNIFER WHITE
2. Department PRODUCTION
3. Job Designation ADMINISTRATION MANAGER
4. Staff No./Payroll No. 001
5. Identity Card / Police / Army / Passport No. 661110-10-5088
6. EPF No. 12955678
7. SOCSO No. 661110-10-5088
8. Number of Children Qualified for Tax Relief 0
9. If the period of employment is less than a year, please state:
   (a) Date of commencement 01/01/2019
   (b) Date of cessation

## B EMPLOYMENT INCOME AND BENEFITS

**(Excluding Tax Exempt Allowances/Perquisites/Gifts/Benefits)**

| | RM |
|---|---|
| 1. **Salary/Emoluments** | |
| (a) Salary, including Leave Pay, Bonus, Taxable Allowances and others | 95,952.37 |
| (b) Gratuity for the period from ..... to ..... | |
| 2. **Benefits In Kind** (State details: .....) | |
| 3. **Benefit of Leave Passage for Travel** (if applicable) | |
| 4. **Details of arrears and others for preceding years paid in the current year** | |
| Type of income (a) ..... | |
| (b) ..... | |
| **TAXABLE INCOME** ( B1 + B2 + B3 + B4 ) | 95,952.37 |

## C TOTAL DEDUCTION

| | | |
|---|---|---|
| 1. Monthly Tax Deductions (MTD) remitted to LHDNM | | 1,335.25 |
| 2. CP 38 Deductions | | |
| 3. *Zakat* paid via salary deduction | | |
| 4. Total claim for deduction by employee via Form TP1 in respect of: | | |
| (a) Relief | RM 0.00 | |
| (b) *Zakat* other than that paid via monthly salary deduction | RM 0.00 | |
| 5. Total qualifying child relief | | 0.00 |

## D CONTRIBUTION TO EMPLOYEES PROVIDENT FUND AND SOCSO

**Amount of compulsory contribution paid** (state the employee's share of contribution only)

1. EPF: RM 11,846.00
2. SOCSO: RM 474.00

## E LIST OF TAX EXEMPT ALLOWANCES / PERQUISITES / GIFTS / BENEFITS WITH RESPECTIVE AMOUNT

| Type of Allowance/Perquisite/Gift/Benefit | Exempted Amount (RM) | Type of Allowance/Perquisite/Gift/Benefit | Exempted Amount (RM) |
|---|---|---|---|
| 1. | | 3. | |
| 2. | | 4. | |

Name of Officer: Ms Cheng Lee Lee

Designation: Accounts Manager

Name and Address of Employer: DEMONSTRATION COMPANY
8 Jalan USJ 10/1M
UEP Subang Jaya,
Selangor, Poskod47620

Employer's Telephone No. 03-56329094

Date 21/04/2019

# Management Reports

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 15-Apr-2019 (Mon) 02:00 PM



**REPORT TITLE** : **MONTH-TO-DATE PAYROLL DETAIL**

**SORTED BY** : **DEPARTMENT**

**PERIOD** : **END-DECEMBER-2019**

| EMP NO. | EMPLOYEE NAME | BASIC | NPL<br>ADDPAY | OT<br>SHIFT | BONUS | OTHERS | GROSS<br>PAY | E'EPF<br>E'VOL | E'SOC<br>E'EIS | E'TAX | OTHERS | NETTPAY | R'EPF<br>R'VOL | R'SOC<br>R'EIS | R'LEVY |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **GROUP** | : **ACCOUNTS DEPARTMENT(ACCT)** | | | | | | | | | | | | | | |
| 005 | ARUMUGAM A/L GUNASEKARAN | 1500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1500.00 | 165.00 | 7.25 | 0.00 | 0.00 | 1324.85 | 180.00 | 25.35 | 15.00 |
| | | | 0.00 | 0.00 | | | | 0.00 | 2.90 | | | | 0.00 | 2.90 | |
| 015 | CHENG LEE LEE | 4000.00 | 0.00 | 0.00 | 0.00 | 350.00 | 4350.00 | 440.00 | 19.75 | 16.65 | 0.00 | 3865.70 | 480.00 | 69.05 | 0.00 |
| | | | 0.00 | 0.00 | | | | 0.00 | 7.90 | | | | 0.00 | 7.90 | |
| | | | | | ALLOW | 350.00 | | | | | | | | | |
| 006 | FRANCOIS PIETTE | 900.00 | 0.00 | 0.00 | 0.00 | 0.00 | 900.00 | 99.00 | 4.25 | 0.00 | 0.00 | 795.05 | 108.00 | 14.85 | 9.00 |
| | | | 0.00 | 0.00 | | | | 0.00 | 1.70 | | | | 0.00 | 1.70 | |
| 002 | HARITH OSMAN B. MUSTAFA | 3500.00 | 0.00 | 0.00 | 0.00 | 100.00 | 3600.00 | 385.00 | 17.25 | 10.00 | 60.00 | 3120.85 | 420.00 | 60.35 | 35.00 |
| | | | 0.00 | 0.00 | | | | 0.00 | 6.90 | | | | 0.00 | 6.90 | |
| | | | | | ML | 100.00 | | | | CP38 | -60.00 | | | | |
| 115 | MAH SEE SEE | 4000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4000.00 | 440.00 | 19.75 | 16.65 | 0.00 | 3515.70 | 480.00 | 69.05 | 0.00 |
| | | | 0.00 | 0.00 | | | | 0.00 | 7.90 | | | | 0.00 | 7.90 | |
| 003 | TAN CHENG MEI | 1300.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1300.00 | 143.00 | 6.25 | 0.00 | 0.00 | 1148.25 | 156.00 | 21.85 | 0.00 |
| | | | 0.00 | 0.00 | | | | 0.00 | 2.50 | | | | 0.00 | 2.50 | |
| **Total Employee** | : **6** | | | | | | | | | | | | | | |
| **SubTotal** | | **15200.00** | **0.00** | **0.00** | **0.00** | **450.00** | **15650.00** | **1672.00** | **74.50** | **43.30** | **60.00** | **13770.40** | **1824.00** | **260.50** | **59.00** |
| | | | **0.00** | **0.00** | | | | **0.00** | **29.80** | | | | **0.00** | **29.80** | |

ALLOW.....350.00 CP38.....-60.00 ML.....100.00

| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **GROUP** | : **ADMINISTRATION DEPARTMENT(ADMN)** | | | | | | | | | | | | | | |
| 014 | ANUAR BIN RAHIM | 1800.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1800.00 | 198.00 | 8.75 | 0.00 | 0.00 | 1589.75 | 216.00 | 30.65 | 0.00 |
| | | | 0.00 | 0.00 | | | | 0.00 | 3.50 | | | | 0.00 | 3.50 | |
| 114 | HANIF BIN BUJONG | 1800.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1800.00 | 198.00 | 8.75 | 0.00 | 0.00 | 1589.75 | 216.00 | 30.65 | 0.00 |
| | | | 0.00 | 0.00 | | | | 0.00 | 3.50 | | | | 0.00 | 3.50 | |
| 009 | LIM KOK SAI | 5000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5000.00 | 550.00 | 0.00 | 130.00 | 0.00 | 4320.00 | 600.00 | 0.00 | 0.00 |
| | | | 0.00 | 0.00 | | | | 0.00 | 0.00 | | | | 0.00 | 0.00 | |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 17-Apr-2019 (Wed) 12:19 PM



**REPORT TITLE** : **MONTH-TO-DATE PAYROLL SUMMARY**

**SORTED BY** : **DEPARTMENT**

**PERIOD** : **END-DECEMBER-2019**

| EMP NO. | EMPLOYEE NAME | BASIC | NPL<br>ADDPAY | OT<br>SHIFT | BONUS | OTHERS | GROSS<br>PAY | E'EPF<br>E'VOL | E'SOC<br>E'EIS | E'TAX | OTHERS | NETTPAY | R'EPF<br>R'VOL | R'SOC<br>R'EIS | R'LEVY |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **GROUP** | **: ACCOUNTS DEPARTMENT(ACCT)** | | | | | | | | | | | | | | |
| **Total Employee** | **: 6** | | | | | | | | | | | | | | |
| **SubTotal** | | 15200.00 | 0.00 | 0.00 | 0.00 | 450.00 | 15650.00 | 1672.00 | 74.50 | 43.30 | 60.00 | 13770.40 | 1824.00 | 260.50 | 59.00 |
| | | | 0.00 | 0.00 | | | | 0.00 | 29.80 | | | | 0.00 | 29.80 | |

ALLOW.....350.00 CP38.....-60.00 ML.....100.00

| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **GROUP** | **: ADMINISTRATION DEPARTMENT(ADMN)** | | | | | | | | | | | | | | |
| **Total Employee** | **: 4** | | | | | | | | | | | | | | |
| **SubTotal** | | 9600.00 | 0.00 | 0.00 | 0.00 | 0.00 | 9600.00 | 1056.00 | 22.25 | 130.00 | 0.00 | 8382.85 | 1152.00 | 77.95 | 10.00 |
| | | | 0.00 | 0.00 | | | | 0.00 | 8.90 | | | | 0.00 | 8.90 | |

| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **GROUP** | **: E.D.P. DEPARTMENT(EDP)** | | | | | | | | | | | | | | |
| **Total Employee** | **: 1** | | | | | | | | | | | | | | |
| **SubTotal** | | 1750.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1750.00 | 194.00 | 8.75 | 0.00 | 0.00 | 1543.75 | 212.00 | 30.65 | 0.00 |
| | | | 0.00 | 0.00 | | | | 0.00 | 3.50 | | | | 0.00 | 3.50 | |

| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **GROUP** | **: MARKETING/SALES DEPARTMENT(MKTG)** | | | | | | | | | | | | | | |
| **Total Employee** | **: 2** | | | | | | | | | | | | | | |
| **SubTotal** | | 3000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3000.00 | 330.00 | 14.50 | 0.00 | 0.00 | 2649.70 | 360.00 | 50.70 | 0.00 |
| | | | 0.00 | 0.00 | | | | 0.00 | 5.80 | | | | 0.00 | 5.80 | |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 17-Apr-2019 (Wed) 12:36 PM



**REPORT TITLE** : **MONTH-TO-DATE OVERTIME DETAIL**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **END-DECEMBER-2019**

| EMP NO. | EMPLOYEE NAME | OT01Hrs Amt(RM) | OT02Hrs Amt(RM) | OT03Hrs Amt(RM) | OT04Hrs Amt(RM) | OT05Hrs Amt(RM) | OT06Hrs Amt(RM) | OT07Hrs Amt(RM) | OT08Hrs Amt(RM) | OT09Hrs Amt(RM) | OT10Hrs Amt(RM) | Total Hrs Amount(RM) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 005 | ARUMUGAM A/L GUNASEKARAN | 15.50 | - | - | - | - | - | - | - | - | - | 15.50 |
| | | 167.71 | - | - | - | - | - | - | - | - | - | 167.71 |
| 006 | FRANCOIS PIETTE | 8.80 | 9.90 | 10.10 | - | - | - | - | - | - | - | 28.80 |
| | | 57.20 | 85.73 | 131.19 | - | - | - | - | - | - | - | 274.12 |
| 002 | HARITH OSMAN B. MUSTAFA | 5.00 | 5.00 | 5.00 | - | - | - | - | - | - | - | 15.00 |
| | | 126.25 | 168.30 | 252.45 | - | - | - | - | - | - | - | 547.00 |
| 001 | JENNIFER WHITE | 30.00 | 20.00 | 10.00 | - | - | - | - | - | - | - | 60.00 |
| | | 865.50 | 769.20 | 576.90 | - | - | - | - | - | - | - | 2211.60 |
| 004 | PHANG LEE BENG (TONY) | 1.00 | 2.00 | 3.00 | - | - | - | - | - | - | - | 6.00 |
| | | 7.22 | 19.24 | 43.29 | - | - | - | - | - | - | - | 69.75 |
| 003 | TAN CHENG MEI | 5.00 | 8.00 | - | - | - | - | - | - | - | - | 13.00 |
| | | - | - | - | - | - | - | - | - | - | - | - |
| **Total Employee** | **: 6** | | | | | | | | | | | |
| **Grand Total** | | **65.30** | **44.90** | **28.10** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **138.30** |
| | | **1223.88** | **1042.47** | **1003.83** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **3270.18** |

**OT 1 =NORMAL OT** **OT 2 =RestDay OT** **OT 3 =Public OT**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 17-Apr-2019 (Wed) 01:07 PM



**REPORT TITLE** : **MONTH-TO-DATE SHIFT DETAIL**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **END-DECEMBER-2019**

| EMP NO. | EMPLOYEE NAME | SH1 Hrs Amt(RM) | SH2 Hrs Amt(RM) | SH3 Hrs Amt(RM) | SH4 Hrs Amt(RM) | SH5 Hrs Amt(RM) | SH6 Hrs Amt(RM) | SH7 Hrs Amt(RM) | SH8 Hrs Amt(RM) | SH9 Hrs Amt(RM) | SH10 Hrs Amt(RM) | SH11 Hrs Amt(RM) | SH12 Hrs Amt(RM) | TOTAL Amount(RM) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 005 | ARUMUGAM A/L GUNASEKARAN | 15.50 | 12.30 | - | - | - | - | - | - | - | - | - | - | 27.80 |
| | | 155.00 | 98.40 | - | - | - | - | - | - | - | - | - | - | 253.40 |
| 006 | FRANCOIS PIETTE | 8.80 | 9.90 | 10.10 | - | - | - | - | - | - | - | - | - | 28.80 |
| | | 88.00 | 79.20 | 50.50 | - | - | - | - | - | - | - | - | - | 217.70 |
| 002 | HARITH OSMAN B. MUSTAFA | 5.00 | 5.00 | 5.00 | - | - | - | - | - | - | - | - | - | 15.00 |
| | | 50.00 | 40.00 | 25.00 | - | - | - | - | - | - | - | - | - | 115.00 |
| 001 | JENNIFER WHITE | 30.00 | 20.00 | 10.00 | - | - | - | - | - | - | - | - | - | 60.00 |
| | | 300.00 | 160.00 | 50.00 | - | - | - | - | - | - | - | - | - | 510.00 |
| 004 | PHANG LEE BENG (TONY) | 1.00 | 2.00 | 3.00 | - | - | - | - | - | - | - | - | - | 6.00 |
| | | 10.00 | 16.00 | 15.00 | - | - | - | - | - | - | - | - | - | 41.00 |
| 003 | TAN CHENG MEI | 5.00 | 8.00 | - | - | - | - | - | - | - | - | - | - | 13.00 |
| | | 50.00 | 64.00 | - | - | - | - | - | - | - | - | - | - | 114.00 |
| **Total Employee** | **: 6** | | | | | | | | | | | | | |
| **Grand Total** | | **65.30** | **57.20** | **28.10** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **150.60** |
| | | **653.00** | **457.60** | **140.50** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **1251.10** |

**SH 1 =Meal Allow** **SH 2 =Shift #1** **SH 3 =Shift #2**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 17-Apr-2019 (Wed) 01:07 PM



**REPORT TITLE** : **MONTH-TO-DATE ADDITIONAL PAY DETAIL**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **END-DECEMBER-2019**

| EMP NO. | EMPLOYEE NAME | AP1 Day Amt(RM) | AP2 Day Amt(RM) | AP3 Day Amt(RM) | AP4 Day Amt(RM) | AP5 Day Amt(RM) | AP6 Day Amt(RM) | AP7 Day Amt(RM) | AP8 Day Amt(RM) | AP9 Day Amt(RM) | AP10 Day Amt(RM) | Total Days Amount(RM) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 005 | ARUMUGAM A/L GUNASEKARAN | 15.50 | 12.30 | - | - | - | - | - | - | - | - | 27.80 |
| | | 894.19 | 1419.17 | - | - | - | - | - | - | - | - | 2313.36 |
| 006 | FRANCOIS PIETTE | 8.80 | 9.90 | 10.10 | - | - | - | - | - | - | - | 28.80 |
| | | 304.65 | 685.37 | 1048.88 | - | - | - | - | - | - | - | 2038.90 |
| 002 | HARITH OSMAN B. MUSTAFA | 5.00 | 5.00 | 5.00 | - | - | - | - | - | - | - | 15.00 |
| | | 673.10 | 1346.15 | 2019.25 | - | - | - | - | - | - | - | 4038.50 |
| 001 | JENNIFER WHITE | 3.00 | 2.00 | 1.00 | - | - | - | - | - | - | - | 6.00 |
| | | 461.55 | 615.38 | 461.54 | - | - | - | - | - | - | - | 1538.47 |
| 004 | PHANG LEE BENG (TONY) | 1.00 | 2.00 | 3.00 | - | - | - | - | - | - | - | 6.00 |
| | | 38.46 | 153.84 | 346.14 | - | - | - | - | - | - | - | 538.44 |
| 003 | TAN CHENG MEI | 5.00 | 8.00 | - | - | - | - | - | - | - | - | 13.00 |
| | | 250.00 | 800.00 | - | - | - | - | - | - | - | - | 1050.00 |
| **Total Employee** | **: 6** | | | | | | | | | | | |
| **Grand Total** | | **38.30** | **39.20** | **19.10** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **96.60** |
| | | **2621.95** | **5019.91** | **3875.81** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **11517.67** |

**AP 1 =Rest Day** **AP 2 =2 Day Pay** **AP 3 =3 Day Pay** **AP 4 =4 Day Pay** **AP 5 =5 Day Pay**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 17-Apr-2019 (Wed) 01:08 PM



**REPORT TITLE** : **MONTH-TO-DATE LEVY CONTRIBUTION**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **END-DECEMBER-2019**

| EMP NO. | EMPLOYEE NAME | LEVY WAGES (RM) | LEVY AMOUNT (RM) |
|---|---|---|---|
| 005 | ARUMUGAM A/L GUNASEKARAN | 1,500.00 | 15.00 |
| 006 | FRANCOIS PIETTE | 900.00 | 9.00 |
| 002 | HARITH OSMAN B. MUSTAFA | 3,500.00 | 35.00 |
| 004 | PHANG LEE BENG (TONY) | 1,000.00 | 10.00 |
| **Total Employee** | **: 4** | | |
| **Grand Total** | | **6,900.00** | **69.00** |

**Levy Contribution** **(1.00 % of RM 6,900.00)** **69.00**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 17-Apr-2019 (Wed) 02:24 PM



**REPORT TITLE** : **MONTH-TO-DATE-EPF/SOCSO/PCB/LEVY DETAIL**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **END-DECEMBER-2019**

| EMP NO. | EMPLOYEE NAME | Ee EPF<br>Er EPF | TOT EPF<br>WAGES | Ee SOCSO<br>Er SOCSO | TOT SOCSO<br>WAGES | Ee EIS<br>Er EIS | TOT EIS<br>WAGES | Ee PCB<br>Er PCB | TOT PCB<br>WAGES | CP38 | ErLEVY<br>WAGES |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 014 | ANUAR BIN RAHIM | 198.00 | 414.00 | 8.75 | 39.40 | 3.50 | 7.00 | - | - | - | - |
| | | 216.00 | 1800.00 | 30.65 | 1800.00 | 3.50 | 1800.00 | - | 1800.00 | - | 1800.00 |
| 005 | ARUMUGAM A/L GUNASEKARAN | 449.00 | 939.00 | 19.75 | 88.80 | 2.90 | 5.80 | - | - | - | 15.00 |
| | | 490.00 | 4066.76 | 69.05 | 4411.83 | 2.90 | 1500.00 | - | 4411.83 | - | 1500.00 |
| 015 | CHENG LEE LEE | 440.00 | 920.00 | 19.75 | 88.80 | 7.90 | 15.80 | 16.65 | 16.65 | - | - |
| | | 480.00 | 4000.00 | 69.05 | 4000.00 | 7.90 | 4000.00 | - | 4000.00 | - | 4000.00 |
| 108 | CHONG CHEE HUAT | 165.00 | 345.00 | 7.25 | 32.60 | 2.90 | 5.80 | - | - | - | - |
| | | 180.00 | 1500.00 | 25.35 | 1500.00 | 2.90 | 1500.00 | - | 1500.00 | - | 1500.00 |
| 006 | FRANCOIS PIETTE | 348.00 | 728.00 | 17.25 | 77.60 | 1.70 | 3.40 | - | - | - | 9.00 |
| | | 380.00 | 3156.60 | 60.35 | 3430.72 | 1.70 | 900.00 | - | 3430.72 | - | 900.00 |
| 114 | HANIF BIN BUJONG | 198.00 | 414.00 | 8.75 | 39.40 | 3.50 | 7.00 | - | - | - | - |
| | | 216.00 | 1800.00 | 30.65 | 1800.00 | 3.50 | 1800.00 | - | 1800.00 | - | 1800.00 |
| 002 | HARITH OSMAN B. MUSTAFA | 847.00 | 1771.00 | 19.75 | 88.80 | 6.90 | 13.80 | 151.05 | 151.05 | 60.00 | 35.00 |
| | | 924.00 | 7653.50 | 69.05 | 8200.50 | 6.90 | 3500.00 | - | 8200.50 | - | 3500.00 |
| 001 | JENNIFER WHITE | 227.00 | 475.00 | 19.75 | 88.80 | - | - | - | - | - | - |
| | | 248.00 | 2048.47 | 69.05 | 4260.07 | - | - | - | 4260.07 | - | - |
| 009 | LIM KOK SAI | 550.00 | 1150.00 | - | - | - | - | 130.00 | 130.00 | - | - |
| | | 600.00 | 5000.00 | - | 5000.00 | - | 5000.00 | - | 5000.00 | - | 5000.00 |
| 115 | MAH SEE SEE | 440.00 | 920.00 | 19.75 | 88.80 | 7.90 | 15.80 | 16.65 | 16.65 | - | - |
| | | 480.00 | 4000.00 | 69.05 | 4000.00 | 7.90 | 4000.00 | - | 4000.00 | - | 4000.00 |
| 119 | MAJID BIN LONGMAN | 66.00 | 138.00 | 2.75 | 12.40 | 1.10 | 2.20 | - | - | - | - |
| | | 72.00 | 600.00 | 9.65 | 600.00 | 1.10 | 600.00 | - | 600.00 | - | 600.00 |
| 019 | MOHD ASMAWI BIN KURUS | 66.00 | 138.00 | 2.75 | 12.40 | 1.10 | 2.20 | - | - | - | - |
| | | 72.00 | 600.00 | 9.65 | 600.00 | 1.10 | 600.00 | - | 600.00 | - | 600.00 |
| 004 | PHANG LEE BENG (TONY) | 174.00 | 364.00 | 8.25 | 37.10 | 1.90 | 3.80 | - | - | - | 10.00 |
| | | 190.00 | 1579.44 | 28.85 | 1649.19 | 1.90 | 1000.00 | - | 1649.19 | - | 1000.00 |
| 007 | SAKURA OSHIN YAMAHA | 194.00 | 406.00 | 8.75 | 39.40 | 3.50 | 7.00 | - | - | - | - |
| | | 212.00 | 1750.00 | 30.65 | 1750.00 | 3.50 | 1750.00 | - | 1750.00 | - | 1750.00 |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 17-Apr-2019 (Wed) 02:26 PM Page : 1

**REPORT TITLE** : **BANK CREDITING REPORT**

**SORTED BY** : **BANK CODE + BRANCH**

**PERIOD** : **END-DECEMBER-2019**

| EMP NO. | EMPLOYEE NAME | OLD I/C NO | NEW I/C NO | PASSPORT NO | BANK A/C # | NETT PAY (RM) |
|---|---|---|---|---|---|---|
| **BANK** | **: BANK BUMIPUTRA BHD Branch(KL)** | | | | | |
| 002 | HARITH OSMAN B. MUSTAFA | A2365877 | 540604-01-2345 | | 01220112345 | 7,215.80 |
| 009 | LIM KOK SAI | 661110-10-8113 | A0551966 | | 222333444555 | 4,320.00 |
| **Total Employee** | **: 2** | | | | **Sub Total** | **11,535.80** |
| **BANK** | **: MAYBANK BERHAD Branch()** | | | | | |
| 001 | JENNIFER WHITE | A0581988 | 661110-10-5088 | M123456789 | 123456789012 | 4,213.32 |
| 004 | PHANG LEE BENG (TONY) | A4532522 | 750401-05-5588 | | 885632556622 | 1,465.04 |
| 006 | FRANCOIS PIETTE | 5643533 | 670101-01-1232 | | 325987562587 | 3,063.77 |
| 007 | SAKURA OSHIN YAMAHA | | 661110105077 | 23658972 | 223366889956 | 1,543.75 |
| 008 | TIAN FATT HUAT | 3000084 | 500109-10-5483 | | 335897558662 | 1,324.85 |
| 014 | ANUAR BIN RAHIM | A2515684 | 730811-14-5781 | | 332558996584 | 1,589.75 |
| 015 | CHENG LEE LEE | A0594256 | 670119-04-4258 | | 365889996655 | 3,865.70 |
| 019 | MOHD ASMAWI BIN KURUS | A2154365 | 720605-08-3259 | | 556698752366 | 530.15 |
| **Total Employee** | **: 8** | | | | **Sub Total** | **17,596.33** |
| **Total Employee** | **: 10** | | | | | |
| | | | | | **GRAND TOTAL** | **29,132.13** |

**Name & Signature of Authorising Signatories:** _____

**PREPARE BY :**_____

**Company Chop:**_____

**CHECKED BY :**_____

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 17-Apr-2019 (Wed) 02:26 PM



**REPORT TITLE** : **BANK CREDITING SUMMARY REPORT**

**SORTED BY** : **BANK CODE + BRANCH**

**PERIOD** : **END-DECEMBER-2019**

| BANK | DESCRIPTION | | NETT PAY (RM) |
|---|---|---|---|
| **BANK** : **BANK BUMIPUTRA BHD Branch(KL)** | | | |
| **Total Employee** | : **2** | **Sub Total** | **11,535.80** |
| **BANK** : **MAYBANK BERHAD Branch()** | | | |
| **Total Employee** | : **8** | **Sub Total** | **17,596.33** |
| **Total Employee** | : **10** | | |
| **GRAND TOTAL** | | | **29,132.13** |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

**REPORT TITLE** : **PAYMENT BY CASH REPORT**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **END-DECEMBER-2019**



| | | <----------Ringgit(RM)----------> | | | | | | | | | <----------Cents----------> | | | | | (RM) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **EMP NO.** | **EMPLOYEE NAME** | **1,000** | **500** | **100** | **50** | **20** | **10** | **5** | **2** | **1** | **50** | **20** | **10** | **5** | **1** | **NETT PAY** |
| 005 | ARUMUGAM A/L GUNASEKARAN | 0 | 0 | 39 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | **3,940.18** |
| | | | | | | | | | | | | | | | | Signature _____ |
| 003 | TAN CHENG MEI | 0 | 0 | 23 | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 1 | 1 | 0 | **2,322.15** |
| | | | | | | | | | | | | | | | | Signature _____ |
| **Total Employee** | **: 2** | | | | | | | | | | | | | | | |
| **GRAND TOTAL** | | **0** | **0** | **62** | **0** | **3** | **0** | **0** | **0** | **2** | **0** | **0** | **2** | **2** | **0** | **6,262.33** |

***** DENOMINATION SUMMARY *****

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| RM 1000 | X | 0 | = | RM 0.00 | 50 cents | X | 0 | = | RM | 0.00 |
| RM 500 | X | 0 | = | RM 0.00 | 20 cents | X | 0 | = | RM | 0.00 |
| RM 100 | X | 62 | = | RM 6,200.00 | 10 cents | X | 2 | = | RM | 0.20 |
| RM 50 | X | 0 | = | RM 0.00 | 5 cents | X | 2 | = | RM | 0.10 |
| RM 20 | X | 3 | = | RM 60.00 | 1 cents | X | 0 | = | RM | 0.00 |
| RM 10 | X | 0 | = | RM 0.00 | | | | | | |
| RM 5 | X | 0 | = | RM 0.00 | TOTAL AMOUNT | | | = | RM | 6,262.33 |
| RM 2 | X | 1 | = | RM 0.00 | | | | | | |
| RM 1 | X | 2 | = | RM 2.00 | | | | | | |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 18-Apr-2019 (Thu) 09:23 AM



**REPORT TITLE** : **PAYMENT BY CHEQUE REPORT**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **END-DECEMBER-2019**

| EMP NO. | EMPLOYEE NAME | OLD IC NO | NEW IC NO | CHEQUE # | NETT PAY | SIGNATURE |
|---|---|---|---|---|---|---|
| 108 | CHONG CHEE HUAT | | 500109-10-8888 | MBB-668822 | 1,324.85 | |
| 114 | HANIF BIN BUJONG | A2515633 | 730811-14-3333 | PBB-007732 | 1,589.75 | |
| 115 | MAH SEE SEE | A0594555 | 670119-04-5555 | MBB-3658899 | 3,515.70 | |
| 119 | MAJID BIN LONGMAN | A2154666 | 720605-08-6666 | PBB-002278 | 530.15 | |

**Total Employee** : **4**

**Grand Total** **6,960.45**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 20-Apr-2019 (Sat) 05:03 PM



**REPORT TITLE** : **PAYMENT BY WITHHELD PAYMENT REPORT**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **END-APRIL-2019**

| EMP NO. | EMPLOYEE NAME | OLD IC NO | NEW IC NO | CHEQUE # | BANK A/C # | NETT PAY | SIGNATURE |
|---|---|---|---|---|---|---|---|
| 115 | MAH SEE SEE | A0594555 | 670119-04-5555 | MBB-3658899 | 365889996222 | 3,532.35 | |
| 119 | MAJID BIN LONGMAN | A2154666 | 720605-08-6666 | PBB-002278 | 556698752444 | 530.15 | |
| 019 | MOHD ASMAWI BIN KURUS | A2154365 | 720605-08-3259 | | 556698752366 | 497.15 | |

**Total Employee** : **3**

**Grand Total** **4,559.65**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

**REPORT TITLE** : **MONTH-TO-DATE COMPANY STATISTIC**

**PERIOD** : **JANUARY UNTIL APRIL - YEAR 2019**



| DESCRIPTION | APR | YTD |
|---|---|---|
| BASIC PAY | 34,750.00 | 141,950.00 |
| MEAL ALLOWANCE | 100.00 | 400.00 |
| ALLOWANCE | 650.00 | 2,600.00 |
| **** GROSS TOTAL **** | **35,500.00** | **144,950.00** |
| EMPLOYEE EPF | -3,824.00 | -15,619.00 |
| EMPLOYEE SOCSO | -145.25 | -595.50 |
| EMPLOYEE EIS | -58.10 | -238.20 |
| EMPLOYEE INCOME TAX (PCB) | 0.00 | -490.20 |
| AMANAH SAHAM NASIONAL | -500.00 | -500.00 |
| CP38 DEDUCTION | -60.00 | -240.00 |
| HOUSING LOAN DEDUCTION | -100.00 | -400.00 |
| ZAKAT.P | -176.00 | -176.00 |
| **** TOTAL DEDUCTIONS **** | **-4,863.35** | **-18,258.90** |
| ****NETT PAY**** | **30,636.65** | **126,691.10** |

| MISC | APR | YTD |
|---|---|---|
| EMPLOYER EPF | 4,172.00 | 17,040.00 |
| EMPLOYER SOCSO | 508.15 | 2,083.30 |
| EMPLOYER EIS | 58.10 | 238.20 |
| EMPLOYER LEVY | 69.00 | 276.00 |
| TOTAL EPF CONTRIBUTION | 7,996.00 | 32,659.00 |
| TOTAL SOCSO CONTRIBUTION | 653.40 | 2,678.80 |
| TOTAL EIS CONTRIBUTION | 116.20 | 476.40 |
| EPF WAGES | 34,750.00 | 141,950.00 |
| SOCSO WAGES | 34,750.00 | 141,950.00 |
| EIS WAGES | 34,750.00 | 141,950.00 |
| TAX WAGES | 34,750.00 | 141,950.00 |
| LEVY WAGES | 34,750.00 | 141,950.00 |

| Payment Summary | NO. OF EMPL | NETT PAY |
|---|---|---|
| BANK | 9 | 20,889.30 |
| CASH | 2 | 2,273.10 |
| CHEQUE | 2 | 2,914.60 |
| WITHHELD | 3 | 4,559.65 |
| **TOTAL** | **16** | **30,636.65** |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**



**REPORT TITLE** : **MONTH-TO-DATE COMPANY Variance**

**PERIOD** : **JANUARY UNTIL APRIL - YEAR 2019**

| DESCRIPTION | (A) MARCH | (B) APRIL | (B)-(A) Variance | YTD |
|---|---|---|---|---|
| BASIC PAY | 34,750.00 | 34,750.00 | 0.00 | 141,950.00 |
| MEAL ALLOWANCE | 100.00 | 100.00 | 0.00 | 400.00 |
| ALLOWANCE | 650.00 | 650.00 | 0.00 | 2,600.00 |
| ***** GROSS PAY ***** | **35,500.00** | **35,500.00** | **0.00** | **144,950.00** |
| EMPLOYEE EPF | 3,824.00 | 3,824.00 | 0.00 | 15,619.00 |
| EMPLOYEE SOCSO | 145.25 | 145.25 | 0.00 | 595.50 |
| EMPLOYEE EIS | 58.10 | 58.10 | 0.00 | 238.20 |
| EMPLOYEE INCOME TAX (PCB) | 163.40 | 0.00 | -163.40 | 490.20 |
| CP38 DEDUCTION | 60.00 | 60.00 | 0.00 | 240.00 |
| HOUSING LOAN DEDUCTION | 100.00 | 100.00 | 0.00 | 400.00 |
| AMANAH SAHAM NASIONAL | 0.00 | 500.00 | 500.00 | 500.00 |
| ZAKAT.P | 0.00 | 176.00 | 176.00 | 176.00 |
| ***** NETT PAY ****** | **31,149.25** | **30,636.65** | **-512.60** | **126,691.10** |
| EMPLOYER EPF | 4,172.00 | 4,172.00 | 0.00 | 17,040.00 |
| EMPLOYER SOCSO | 508.15 | 508.15 | 0.00 | 2,083.30 |
| EMPLOYER EIS | 58.10 | 58.10 | 0.00 | 238.20 |
| EMPLOYER LEVY | 69.00 | 69.00 | 0.00 | 276.00 |
| TOTAL EPF CONTRIBUTION | 7,996.00 | 7,996.00 | 0.00 | 32,659.00 |
| TOTAL SOCSO CONTRIBUTION | 653.40 | 653.40 | 0.00 | 2,678.80 |
| TOTAL EIS CONTRIBUTION | 116.20 | 116.20 | 0.00 | 476.40 |
| EPF WAGES | 34,750.00 | 34,750.00 | 0.00 | 141,950.00 |
| SOCSO WAGES | 34,750.00 | 34,750.00 | 0.00 | 141,950.00 |
| EIS WAGES | 34,750.00 | 34,750.00 | 0.00 | 141,950.00 |
| TAX WAGES | 34,750.00 | 34,750.00 | 0.00 | 141,950.00 |
| LEVY WAGES | 34,750.00 | 34,750.00 | 0.00 | 141,950.00 |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)** Date : 20-Apr-2019 (Sat) 05:04 PM Page : 1

**REPORT TITLE** : **MONTH-TO-DATE EMPLOYEE Variance**

**PERIOD** : **JANUARY UNTIL APRIL**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Name | : ANUAR BIN RAHIM | Emp# | : 014 | Sex | : MALE | Hire | : 11/06/1993 |
| CCtr | : KUALA LUMPUR (HQ) | IC New | : 730811-14-5781 | Race | : MALAY | Confirm | : 11/09/1993 |
| Dept | : ADMINISTRATION DEPARTMENT | IC Old | : A2515684 | Marital | : SINGLE | Incr | : 01/01/1997 |
| Catg | : EXECUTIVE 1 | Passport | : | Nation | : MALAYSIAN | Resign | : / / |
| Occu | : ADMINISTRATION ASSISTANT | Immigr' | : | Country | : | Retire | : / / |

| | | | |
|---|---|---|---|
| EPF# | : 12026856 | EPF | : E1 |
| SOCSO# | : 730811-14-5781 | SOC | : S1 |
| Tax# | : SG 461234403 | PCB | : 01 |
| Bank# | : 332558996584 | OT | : 01 |
| Luth# | : | WORK | : N1 |
| **LHDN** | **: 01-Single person/married woman** | | |

| DESCRIPTION | (A) MARCH | (B) APRIL | (B)-(A) Variance | YTD |
|---|---|---|---|---|
| BASIC PAY | 1,800.00 | 1,800.00 | 0.00 | 7,200.00 |
| ***** GROSS PAY ***** | **1,800.00** | **1,800.00** | **0.00** | **7,200.00** |
| EMPLOYEE EPF | 198.00 | 198.00 | 0.00 | 792.00 |
| EMPLOYEE SOCSO | 8.75 | 8.75 | 0.00 | 35.00 |
| EMPLOYEE EIS | 3.50 | 3.50 | 0.00 | 14.00 |
| ZAKAT.P | 0.00 | 55.00 | 55.00 | 55.00 |
| ***** NETT PAY ****** | **1,589.75** | **1,534.75** | **-55.00** | **6,304.00** |
| EMPLOYER EPF | 216.00 | 216.00 | 0.00 | 864.00 |
| EMPLOYER SOCSO | 30.65 | 30.65 | 0.00 | 122.60 |
| EMPLOYER EIS | 3.50 | 3.50 | 0.00 | 14.00 |
| TOTAL EPF CONTRIBUTION | 414.00 | 414.00 | 0.00 | 1,656.00 |
| TOTAL SOCSO CONTRIBUTION | 39.40 | 39.40 | 0.00 | 157.60 |
| TOTAL EIS CONTRIBUTION | 7.00 | 7.00 | 0.00 | 28.00 |
| EPF WAGES | 1,800.00 | 1,800.00 | 0.00 | 7,200.00 |
| SOCSO WAGES | 1,800.00 | 1,800.00 | 0.00 | 7,200.00 |
| EIS WAGES | 1,800.00 | 1,800.00 | 0.00 | 7,200.00 |
| TAX WAGES | 1,800.00 | 1,800.00 | 0.00 | 7,200.00 |
| LEVY WAGES | 1,800.00 | 1,800.00 | 0.00 | 7,200.00 |

**COMPANY** : **DEMONSTRATION COMPANY**

Date : 22-Apr-2019 (Mon) 01:45 AM



**REPORT TITLE** : **PAYROLL RECONCILATION REPORT**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **MARCH - VS- APRIL - YEAR 2019**

| TITLE | EMPL# | EMPLOYEENAME | DATE HIRE | DATE RESIGN | DATE INCREMENT | (A) MARCH | (B) APRIL | (B)- (A) VARIANCE |
|---|---|---|---|---|---|---|---|---|
| EMPLOYEE INCOME TAX (PCE | 009 | LIM KOK SAI | 01/03/2009 | / / | / / | -130.00 | 0.00 | 130.00 |
| EMPLOYEE INCOME TAX (PCE | 015 | CHENG LEE LEE | 01/05/1997 | / / | 01/06/1999 | -16.70 | 0.00 | 16.70 |
| EMPLOYEE INCOME TAX (PCE | 115 | MAH SEE SEE | 01/05/1997 | / / | 01/06/1999 | -16.70 | 0.00 | 16.70 |
| ZAKAT | 002 | HARITH OSMAN B. MUSTAFA | 01/01/1988 | 31/12/2019 | 01/01/1999 | 0.00 | -88.00 | -88.00 |
| ZAKAT | 014 | ANUAR BIN RAHIM | 11/06/1993 | / / | 01/01/1997 | 0.00 | -55.00 | -55.00 |
| ZAKAT | 019 | MOHD ASMAWI BIN KURUS | 01/04/1995 | / / | 01/03/1999 | 0.00 | -33.00 | -33.00 |
| ASN | 001 | JENNIFER WHITE | 01/01/2019 | / / | 15/06/2019 | 0.00 | -100.00 | -100.00 |
| ASN | 002 | HARITH OSMAN B. MUSTAFA | 01/01/1988 | 31/12/2019 | 01/01/1999 | 0.00 | -100.00 | -100.00 |
| ASN | 003 | TAN CHENG MEI | 17/06/1992 | / / | 01/01/1999 | 0.00 | -100.00 | -100.00 |
| ASN | 004 | PHANG LEE BENG (TONY) | 01/01/1993 | / / | 15/04/1998 | 0.00 | -100.00 | -100.00 |
| ASN | 005 | ARUMUGAM A/L GUNASEKARAN | 31/12/1990 | / / | 01/01/1999 | 0.00 | -100.00 | -100.00 |
| | | | | | | | **TOTAL** | **-512.60** |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 01:46 AM Page : 1

**REPORT TITLE** : **MONTH-TO-DATE ALLOWANCE & DEDUCTION SUMMARY**

**SORTED BY** : **DEPARTMENT**

**PERIOD** : **END-APRIL-2019**

| Code | Allowances | | Amount |
|---|---|---|---|
| **GROUP : ACCOUNTS DEPARTMENT(ACCT)** | | | |
| ALLOW | ALLOWANCE | | 350.00 |
| ML | MEAL ALLOWANCE | | 100.00 |
| | | **Sub Total** | **450.00** |
| **GROUP : ADMINISTRATION DEPARTMENT(ADMN)** | | | |
| | | **Sub Total** | **0.00** |
| **GROUP : PRODUCTION(PROD)** | | | |
| ALLOW | ALLOWANCE | | 300.00 |
| | | **Sub Total** | **300.00** |
| **GROUP : STORE DEPARTMENT(STR)** | | | |
| | | **Sub Total** | **0.00** |
| | | **Grand Total** | **750.00** |

| Code | Deductions | | Amount |
|---|---|---|---|
| PTPTN | PTPTN Payment | | -300.00 |
| ZAKAT | ZAKAT.P | | -88.00 |
| ASN | AMANAH SAHAM NASIONAL | | -300.00 |
| CP38 | CP38 DEDUCTION | | -60.00 |
| | | **Sub Total** | **-748.00** |
| ASN | AMANAH SAHAM NASIONAL | | -100.00 |
| PTPTN | PTPTN Payment | | -100.00 |
| ZAKAT | ZAKAT.P | | -55.00 |
| | | **Sub Total** | **-255.00** |
| LOAN | HOUSING LOAN DEDUCTION | | -100.00 |
| PTPTN | PTPTN Payment | | -100.00 |
| ASN | AMANAH SAHAM NASIONAL | | -100.00 |
| | | **Sub Total** | **-300.00** |
| ZAKAT | ZAKAT.P | | -33.00 |
| | | **Sub Total** | **-33.00** |
| | | **Grand Total** | **-1,336.00** |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 01:48 AM Page : 1

**REPORT TITLE** : **MONTH-TO-DATE ADHOC ITEM LISTING**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **END-APRIL-2019**

| EMP NO. | EMPLOYEE NAME | ALLOW |
|---|---|---|
| 015 | CHENG LEE LEE | 350.00 |
| 001 | JENNIFER WHITE | 300.00 |
| **Total Employee** : **2** | | |
| **Grand Total** | | **650.00** |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**
**REPORT TITLE** : **YEAR-TO-DATE PAYROLL DETAIL**
**SORTED BY** : **EMPLOYEE NUMBER**
**PERIOD** : **JAN2019 UNTIL APR2019**

| EMP NO. | EMPLOYEE NAME | BASIC | NPL<br>ADDPAY | OT<br>SHIFT | BONUS | OTHERS | GROSS<br>PAY | E'EPF<br>E'VOL | E'SOC<br>E'EIS | E'TAX | OTHERS | NETTPAY | R'EPF<br>R'VOL | R'SOC<br>R'EIS | R'LEVY |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 014 | ANUAR BIN RAHIM | 7200.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7200.00 | 792.00 | 35.00 | 0.00 | 55.00 | 6304.00 | 864.00 | 122.60 | 0.00 |
| | | | 0.00 | 0.00 | | | | 0.00 | 14.00 | | | | 0.00 | 14.00 | |
| | | | | | | | | | | ZAKAT | -55.00 | | | | |
| 015 | CHENG LEE LEE | 16000.00 | 0.00 | 0.00 | 0.00 | 1400.00 | 17400.00 | 1760.00 | 79.00 | 50.10 | 0.00 | 15479.30 | 1920.00 | 276.20 | 0.00 |
| | | | 0.00 | 0.00 | | | | 0.00 | 31.60 | | | | 0.00 | 31.60 | |
| | | | | | ALLOW | 1400.00 | | | | | | | | | |
| 019 | MOHD ASMAWI BIN KURUS | 3000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3000.00 | 330.00 | 14.00 | 0.00 | 33.00 | 2617.40 | 360.00 | 49.10 | 0.00 |
| | | | 0.00 | 0.00 | | | | 0.00 | 5.60 | | | | 0.00 | 5.60 | |
| | | | | | | | | | | ZAKAT | -33.00 | | | | |
| 108 | CHONG CHEE HUAT | 6000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6000.00 | 660.00 | 29.00 | 0.00 | 0.00 | 5299.40 | 720.00 | 101.40 | 0.00 |
| | | | 0.00 | 0.00 | | | | 0.00 | 11.60 | | | | 0.00 | 11.60 | |
| 114 | HANIF BIN BUJONG | 7200.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7200.00 | 792.00 | 35.00 | 0.00 | 0.00 | 6359.00 | 864.00 | 122.60 | 0.00 |
| | | | 0.00 | 0.00 | | | | 0.00 | 14.00 | | | | 0.00 | 14.00 | |
| 115 | MAH SEE SEE | 16000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 16000.00 | 1760.00 | 79.00 | 50.10 | 0.00 | 14079.30 | 1920.00 | 276.20 | 0.00 |
| | | | 0.00 | 0.00 | | | | 0.00 | 31.60 | | | | 0.00 | 31.60 | |
| 119 | MAJID BIN LONGMAN | 3000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3000.00 | 330.00 | 14.00 | 0.00 | 0.00 | 2650.40 | 360.00 | 49.10 | 0.00 |
| | | | 0.00 | 0.00 | | | | 0.00 | 5.60 | | | | 0.00 | 5.60 | |
| **Total Employee** | **: 16** | | | | | | | | | | | | | | |
| **Grand Total** | | **141950.00** | **0.00** | **0.00** | **0.00** | **3000.00** | **144950.00** | **15619.00** | **595.50** | **490.20** | **1816.00** | **126191.10** | **17040.00** | **2083.30** | **276.00** |
| | | | **0.00** | **0.00** | | | | **0.00** | **238.20** | | | | **0.00** | **238.20** | |

ALLOW.....2,600.00 ASN.....-500.00 CP38.....-240.00 LOAN.....-400.00 ML.....400.00 PTPTN.....-500.00
ZAKAT.....-176.00

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**
**REPORT TITLE** : **YEAR-TO-DATE PAYROLL SUMMARY**
**SORTED BY** : **DEPARTMENT**
**PERIOD** : **JAN2019 UNTIL APR2019**

| EMP NO. | EMPLOYEE NAME | BASIC | NPL<br>ADDPAY | OT<br>SHIFT | BONUS | OTHERS | GROSS<br>PAY | E'EPF<br>E'VOL | E'SOC<br>E'EIS | E'TAX | OTHERS | NETTPAY | R'EPF<br>R'VOL | R'SOC<br>R'EIS | R'LEVY |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **GROUP** | **: PRODUCTION(PROD)** | | | | | | | | | | | | | | |
| **Total Employee** | **: 1** | | | | | | | | | | | | | | |
| **SubTotal** | | 16000.00 | 0.00 | 0.00 | 0.00 | 1200.00 | 17200.00 | 1760.00 | 79.00 | 0.00 | 600.00 | 14729.40 | 1920.00 | 276.20 | 0.00 |
| | | | 0.00 | 0.00 | | | | 0.00 | 31.60 | | | | 0.00 | 31.60 | |

ALLOW.....1,200.00 ASN.....-100.00 LOAN.....-400.00 PTPTN.....-100.00

| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **GROUP** | **: STORE DEPARTMENT(STR)** | | | | | | | | | | | | | | |
| **Total Employee** | **: 2** | | | | | | | | | | | | | | |
| **SubTotal** | | 6000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6000.00 | 660.00 | 28.00 | 0.00 | 33.00 | 5267.80 | 720.00 | 98.20 | 0.00 |
| | | | 0.00 | 0.00 | | | | 0.00 | 11.20 | | | | 0.00 | 11.20 | |

ZAKAT.....-33.00

| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Total Employee** | **: 16** | | | | | | | | | | | | | | |
| **Grand Total** | | **141950.00** | **0.00** | **0.00** | **0.00** | **3000.00** | **144950.00** | **15619.00** | **595.50** | **490.20** | **1816.00** | **126191.10** | **17040.00** | **2083.30** | **276.00** |
| | | | **0.00** | **0.00** | | | | **0.00** | **238.20** | | | | **0.00** | **238.20** | |

ALLOW.....2,600.00 ASN.....-500.00 CP38.....-240.00 LOAN.....-400.00 ML.....400.00 PTPTN.....-500.00
ZAKAT.....-176.00

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 01:53 AM Page : 1

**REPORT TITLE** : **YEAR-TO-DATE EPF CONTRIBUTION**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **JAN/2019 UNTIL APR/2019**

| EMP NO. | EMPLOYEE NAME | JAN Ee/Er | FEB Ee/Er | MAR Ee/Er | APR Ee/Er | MAY Ee/Er | JUN Ee/Er | JUL Ee/Er | AUG Ee/Er | SEP Ee/Er | OCT Ee/Er | NOV Ee/Er | DEC Ee/Er | TOTAL Ee/Er | GRAND TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 014 | ANUAR BIN RAHIM | 198.00 | 198.00 | 198.00 | 198.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 792.00 | 1656.00 |
| | | 216.00 | 216.00 | 216.00 | 216.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 864.00 | |
| 005 | ARUMUGAM A/L GUNASEKARAN | 165.00 | 165.00 | 165.00 | 165.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 660.00 | 1380.00 |
| | | 180.00 | 180.00 | 180.00 | 180.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 720.00 | |
| 015 | CHENG LEE LEE | 440.00 | 440.00 | 440.00 | 440.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1760.00 | 3680.00 |
| | | 480.00 | 480.00 | 480.00 | 480.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1920.00 | |
| 006 | FRANCOIS PIETTE | 99.00 | 99.00 | 99.00 | 99.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 396.00 | 828.00 |
| | | 108.00 | 108.00 | 108.00 | 108.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 432.00 | |
| 002 | HARITH OSMAN B. MUSTAFA | 385.00 | 385.00 | 385.00 | 385.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1540.00 | 3220.00 |
| | | 420.00 | 420.00 | 420.00 | 420.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1680.00 | |
| 001 | JENNIFER WHITE | 440.00 | 440.00 | 440.00 | 440.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1760.00 | 3680.00 |
| | | 480.00 | 480.00 | 480.00 | 480.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1920.00 | |
| 009 | LIM KOK SAI | 550.00 | 550.00 | 550.00 | 550.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2200.00 | 4600.00 |
| | | 600.00 | 600.00 | 600.00 | 600.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2400.00 | |
| 019 | MOHD ASMAWI BIN KURUS | 132.00 | 66.00 | 66.00 | 66.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 330.00 | 690.00 |
| | | 144.00 | 72.00 | 72.00 | 72.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 360.00 | |
| 004 | PHANG LEE BENG (TONY) | 110.00 | 110.00 | 110.00 | 110.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 440.00 | 920.00 |
| | | 120.00 | 120.00 | 120.00 | 120.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 480.00 | |
| 007 | SAKURA OSHIN YAMAHA | 385.00 | 194.00 | 194.00 | 194.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 967.00 | 2023.00 |
| | | 420.00 | 212.00 | 212.00 | 212.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1056.00 | |
| 003 | TAN CHENG MEI | 143.00 | 143.00 | 143.00 | 143.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 572.00 | 1196.00 |
| | | 156.00 | 156.00 | 156.00 | 156.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 624.00 | |
| 008 | TIAN FATT HUAT | 165.00 | 165.00 | 165.00 | 165.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 660.00 | 1380.00 |
| | | 180.00 | 180.00 | 180.00 | 180.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 720.00 | |
| **Total Employee** | **: 12** | | | | | | | | | | | | | | |
| **Grand Total** | | **3212.00** | **2955.00** | **2955.00** | **2955.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **12077.00** | **25253.00** |
| | | **3504.00** | **3224.00** | **3224.00** | **3224.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **13176.00** | |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 01:54 AM Page : 1

**REPORT TITLE** : **YEAR-TO-DATE SOCSO CONTRIBUTION**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **JAN/2019 UNTIL APR/2019**

| EMP NO. | EMPLOYEE NAME | JAN Ee/Er | FEB Ee/Er | MAR Ee/Er | APR Ee/Er | MAY Ee/Er | JUN Ee/Er | JUL Ee/Er | AUG Ee/Er | SEP Ee/Er | OCT Ee/Er | NOV Ee/Er | DEC Ee/Er | TOTAL Ee/Er | GRAND TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 014 | ANUAR BIN RAHIM | 8.75 | 8.75 | 8.75 | 8.75 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 35.00 | 157.60 |
| | | 30.65 | 30.65 | 30.65 | 30.65 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 122.60 | |
| 005 | ARUMUGAM A/L GUNASEKARAN | 7.25 | 7.25 | 7.25 | 7.25 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 29.00 | 130.40 |
| | | 25.35 | 25.35 | 25.35 | 25.35 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 101.40 | |
| 015 | CHENG LEE LEE | 19.75 | 19.75 | 19.75 | 19.75 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 79.00 | 355.20 |
| | | 69.05 | 69.05 | 69.05 | 69.05 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 276.20 | |
| 006 | FRANCOIS PIETTE | 4.25 | 4.25 | 4.25 | 4.25 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 17.00 | 76.40 |
| | | 14.85 | 14.85 | 14.85 | 14.85 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 59.40 | |
| 002 | HARITH OSMAN B. MUSTAFA | 17.25 | 17.25 | 17.25 | 17.25 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 69.00 | 310.40 |
| | | 60.35 | 60.35 | 60.35 | 60.35 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 241.40 | |
| 001 | JENNIFER WHITE | 19.75 | 19.75 | 19.75 | 19.75 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 79.00 | 355.20 |
| | | 69.05 | 69.05 | 69.05 | 69.05 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 276.20 | |
| 019 | MOHD ASMAWI BIN KURUS | 5.75 | 2.75 | 2.75 | 2.75 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 14.00 | 63.10 |
| | | 20.15 | 9.65 | 9.65 | 9.65 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 49.10 | |
| 004 | PHANG LEE BENG (TONY) | 4.75 | 4.75 | 4.75 | 4.75 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 19.00 | 85.60 |
| | | 16.65 | 16.65 | 16.65 | 16.65 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 66.60 | |
| 007 | SAKURA OSHIN YAMAHA | 17.25 | 8.75 | 8.75 | 8.75 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 43.50 | 195.80 |
| | | 60.35 | 30.65 | 30.65 | 30.65 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 152.30 | |
| 003 | TAN CHENG MEI | 6.25 | 6.25 | 6.25 | 6.25 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 25.00 | 112.40 |
| | | 21.85 | 21.85 | 21.85 | 21.85 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 87.40 | |
| 008 | TIAN FATT HUAT | 7.25 | 7.25 | 7.25 | 7.25 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 29.00 | 130.40 |
| | | 25.35 | 25.35 | 25.35 | 25.35 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 101.40 | |
| **Total Employee** | **: 11** | | | | | | | | | | | | | | |
| **Grand Total** | | **118.25** | **106.75** | **106.75** | **106.75** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **438.50** | **1972.50** |
| | | **413.65** | **373.45** | **373.45** | **373.45** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **1534.00** | |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 01:55 AM Page : 1

**REPORT TITLE** : **YEAR-TO-DATE EIS CONTRIBUTION**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **JAN/2019 UNTIL APR/2019**

| EMP NO. | EMPLOYEE NAME | JAN Ee/Er | FEB Ee/Er | MAR Ee/Er | APR Ee/Er | MAY Ee/Er | JUN Ee/Er | JUL Ee/Er | AUG Ee/Er | SEP Ee/Er | OCT Ee/Er | NOV Ee/Er | DEC Ee/Er | TOTAL Ee/Er | GRAND TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 014 | ANUAR BIN RAHIM | 3.50 | 3.50 | 3.50 | 3.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 14.00 | 28.00 |
| | | 3.50 | 3.50 | 3.50 | 3.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 14.00 | |
| 005 | ARUMUGAM A/L GUNASEKARAN | 2.90 | 2.90 | 2.90 | 2.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11.60 | 23.20 |
| | | 2.90 | 2.90 | 2.90 | 2.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11.60 | |
| 015 | CHENG LEE LEE | 7.90 | 7.90 | 7.90 | 7.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 31.60 | 63.20 |
| | | 7.90 | 7.90 | 7.90 | 7.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 31.60 | |
| 006 | FRANCOIS PIETTE | 1.70 | 1.70 | 1.70 | 1.70 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6.80 | 13.60 |
| | | 1.70 | 1.70 | 1.70 | 1.70 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6.80 | |
| 002 | HARITH OSMAN B. MUSTAFA | 6.90 | 6.90 | 6.90 | 6.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 27.60 | 55.20 |
| | | 6.90 | 6.90 | 6.90 | 6.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 27.60 | |
| 001 | JENNIFER WHITE | 7.90 | 7.90 | 7.90 | 7.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 31.60 | 63.20 |
| | | 7.90 | 7.90 | 7.90 | 7.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 31.60 | |
| 019 | MOHD ASMAWI BIN KURUS | 2.30 | 1.10 | 1.10 | 1.10 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5.60 | 11.20 |
| | | 2.30 | 1.10 | 1.10 | 1.10 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5.60 | |
| 004 | PHANG LEE BENG (TONY) | 1.90 | 1.90 | 1.90 | 1.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7.60 | 15.20 |
| | | 1.90 | 1.90 | 1.90 | 1.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7.60 | |
| 007 | SAKURA OSHIN YAMAHA | 6.90 | 3.50 | 3.50 | 3.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 17.40 | 34.80 |
| | | 6.90 | 3.50 | 3.50 | 3.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 17.40 | |
| 003 | TAN CHENG MEI | 2.50 | 2.50 | 2.50 | 2.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10.00 | 20.00 |
| | | 2.50 | 2.50 | 2.50 | 2.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10.00 | |
| 008 | TIAN FATT HUAT | 2.90 | 2.90 | 2.90 | 2.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11.60 | 23.20 |
| | | 2.90 | 2.90 | 2.90 | 2.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11.60 | |
| **Total Employee** | **: 11** | | | | | | | | | | | | | | |
| **Grand Total** | | **47.30** | **42.70** | **42.70** | **42.70** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **175.40** | **350.80** |
| | | **47.30** | **42.70** | **42.70** | **42.70** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **175.40** | |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 01:57 AM Page : 1

**REPORT TITLE** : **YEAR-TO-DATE PCB CONTRIBUTION**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **JAN/2019 UNTIL APR/2019**

| EMP NO. | EMPLOYEE NAME | JAN Ee/Er | FEB Ee/Er | MAR Ee/Er | APR Ee/Er | MAY Ee/Er | JUN Ee/Er | JUL Ee/Er | AUG Ee/Er | SEP Ee/Er | OCT Ee/Er | NOV Ee/Er | DEC Ee/Er | TOTAL Ee/Er | GRAND TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 015 | CHENG LEE LEE | 16.70 | 16.70 | 16.70 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 50.10 | 50.10 |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 009 | LIM KOK SAI | 130.00 | 130.00 | 130.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 390.00 | 390.00 |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 115 | MAH SEE SEE | 16.70 | 16.70 | 16.70 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 50.10 | 50.10 |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| **Total Employee** | **: 3** | | | | | | | | | | | | | | |
| **Grand Total** | | **163.40** | **163.40** | **163.40** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **490.20** | **490.20** |
| | | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 02:01 AM Page : 1

**REPORT TITLE** : **YEAR-TO-DATE VOL CONTRIBUTION**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **JAN/2019 UNTIL APR/2019**

| EMP NO. | EMPLOYEE NAME | JAN Ee/Er | FEB Ee/Er | MAR Ee/Er | APR Ee/Er | MAY Ee/Er | JUN Ee/Er | JUL Ee/Er | AUG Ee/Er | SEP Ee/Er | OCT Ee/Er | NOV Ee/Er | DEC Ee/Er | TOTAL Ee/Er | GRAND TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 002 | HARITH OSMAN B. MUSTAFA | 0.00 | 0.00 | 0.00 | 55.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 55.00 | 121.00 |
| | | 0.00 | 0.00 | 0.00 | 66.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 66.00 | |
| 001 | JENNIFER WHITE | 0.00 | 0.00 | 0.00 | 88.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 88.00 | 187.00 |
| | | 0.00 | 0.00 | 0.00 | 99.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 99.00 | |
| 003 | TAN CHENG MEI | 0.00 | 0.00 | 0.00 | 22.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 22.00 | 77.00 |
| | | 0.00 | 0.00 | 0.00 | 55.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 55.00 | |
| **Total Employee** | **: 3** | | | | | | | | | | | | | | |
| **Grand Total** | | **0.00** | **0.00** | **0.00** | **165.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **165.00** | **385.00** |
| | | **0.00** | **0.00** | **0.00** | **220.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **220.00** | |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 01:57 AM Page : 1

**REPORT TITLE** : **YEAR-TO-DATE LEVY CONTRIBUTION**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **JAN/2019 UNTIL APR/2019**

| EMP NO. | EMPLOYEE NAME | JAN Ee/Er | FEB Ee/Er | MAR Ee/Er | APR Ee/Er | MAY Ee/Er | JUN Ee/Er | JUL Ee/Er | AUG Ee/Er | SEP Ee/Er | OCT Ee/Er | NOV Ee/Er | DEC Ee/Er | TOTAL Ee/Er | GRAND TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 005 | ARUMUGAM A/L GUNASEKARAN | 15.00 | 15.00 | 15.00 | 15.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 60.00 | 60.00 |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 006 | FRANCOIS PIETTE | 9.00 | 9.00 | 9.00 | 9.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 36.00 | 36.00 |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 002 | HARITH OSMAN B. MUSTAFA | 35.00 | 35.00 | 35.00 | 35.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 140.00 | 140.00 |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 004 | PHANG LEE BENG (TONY) | 10.00 | 10.00 | 10.00 | 10.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 40.00 | 40.00 |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| **Total Employee** | **: 4** | | | | | | | | | | | | | | |
| **Grand Total** | | **69.00** | **69.00** | **69.00** | **69.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **276.00** | **276.00** |
| | | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 02:02 AM



**REPORT TITLE** : **YEAR-TO-DATE-EPF/SOCSO/EIS/PCB/LEVY DETAIL**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **JAN/2019 UNTIL APR/2019**

| EMP NO. | EMPLOYEE NAME | Ee EPF<br>Er EPF | TOT EPF<br>WAGES | Ee SOCSO<br>Er SOCSO | TOT SOCSO<br>WAGES | Ee EIS<br>Er EIS | TOT EIS<br>WAGES | Ee PCB<br>Er PCB | TOT PCB<br>WAGES | CP38 | ErLEVY<br>WAGES |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 014 | ANUAR BIN RAHIM | 792.00 | 1,656.00 | 35.00 | 157.60 | 14.00 | 28.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 864.00 | 7,200.00 | 122.60 | 7,200.00 | 14.00 | 7,200.00 | 0.00 | 7,200.00 | - | 7200.00 |
| 005 | ARUMUGAM A/L GUNASEKARAN | 660.00 | 1,380.00 | 29.00 | 130.40 | 11.60 | 23.20 | 0.00 | 0.00 | 0.00 | 60.00 |
| | | 720.00 | 6,000.00 | 101.40 | 6,000.00 | 11.60 | 6,000.00 | 0.00 | 6,000.00 | - | 6000.00 |
| 015 | CHENG LEE LEE | 1,760.00 | 3,680.00 | 79.00 | 355.20 | 31.60 | 63.20 | 50.10 | 50.10 | 0.00 | 0.00 |
| | | 1,920.00 | 16,000.00 | 276.20 | 16,000.00 | 31.60 | 16,000.00 | 0.00 | 16,000.00 | - | 16000.00 |
| 006 | FRANCOIS PIETTE | 396.00 | 828.00 | 17.00 | 76.40 | 6.80 | 13.60 | 0.00 | 0.00 | 0.00 | 36.00 |
| | | 432.00 | 3,600.00 | 59.40 | 3,600.00 | 6.80 | 3,600.00 | 0.00 | 3,600.00 | - | 3600.00 |
| 002 | HARITH OSMAN B. MUSTAFA | 1,540.00 | 3,220.00 | 69.00 | 310.40 | 27.60 | 55.20 | 0.00 | 0.00 | 720.00 | 140.00 |
| | | 1,680.00 | 14,000.00 | 241.40 | 14,000.00 | 27.60 | 14,000.00 | 0.00 | 14,000.00 | - | 14000.00 |
| 001 | JENNIFER WHITE | 1,760.00 | 3,680.00 | 79.00 | 355.20 | 31.60 | 63.20 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 1,920.00 | 16,000.00 | 276.20 | 16,000.00 | 31.60 | 16,000.00 | 0.00 | 16,000.00 | - | 16000.00 |
| 009 | LIM KOK SAI | 2,200.00 | 4,600.00 | 0.00 | 0.00 | 0.00 | 0.00 | 390.00 | 390.00 | 0.00 | 0.00 |
| | | 2,400.00 | 20,000.00 | 0.00 | 20,000.00 | 0.00 | 20,000.00 | 0.00 | 20,000.00 | - | 20000.00 |
| 019 | MOHD ASMAWI BIN KURUS | 330.00 | 690.00 | 14.00 | 63.10 | 5.60 | 11.20 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 360.00 | 3,000.00 | 49.10 | 3,000.00 | 5.60 | 3,000.00 | 0.00 | 3,000.00 | - | 3000.00 |
| 004 | PHANG LEE BENG (TONY) | 440.00 | 920.00 | 19.00 | 85.60 | 7.60 | 15.20 | 0.00 | 0.00 | 0.00 | 40.00 |
| | | 480.00 | 4,000.00 | 66.60 | 4,000.00 | 7.60 | 4,000.00 | 0.00 | 4,000.00 | - | 4000.00 |
| 007 | SAKURA OSHIN YAMAHA | 967.00 | 2,023.00 | 43.50 | 195.80 | 17.40 | 34.80 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 1,056.00 | 8,750.00 | 152.30 | 8,750.00 | 17.40 | 8,750.00 | 0.00 | 8,750.00 | - | 8750.00 |
| 003 | TAN CHENG MEI | 572.00 | 1,196.00 | 25.00 | 112.40 | 10.00 | 20.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 624.00 | 5,200.00 | 87.40 | 5,200.00 | 10.00 | 5,200.00 | 0.00 | 5,200.00 | - | 5200.00 |
| 008 | TIAN FATT HUAT | 660.00 | 1,380.00 | 29.00 | 130.40 | 11.60 | 23.20 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 720.00 | 6,000.00 | 101.40 | 6,000.00 | 11.60 | 6,000.00 | 0.00 | 6,000.00 | - | 6000.00 |
| **Total Employee** | **: 12** | | | | | | | | | | |
| **Grand Total** | | **12,077.00** | **25,253.00** | **438.50** | **1,972.50** | **175.40** | **350.80** | **440.10** | **440.10** | **720.00** | **276.00** |
| | | **13,176.00** | **109,750.00** | **1,534.00** | **109,750.00** | **175.40** | **109,750.00** | **0.00** | **109,750.00** | **-** | **109750.00** |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**



**REPORT TITLE** : **YEAR-TO-DATE OVERTIME DETAIL**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **Jan/2019 until Dec/2019**

| EMP NO. | EMPLOYEE NAME | OT01Hrs Amt(RM) | OT02Hrs Amt(RM) | OT03Hrs Amt(RM) | OT04Hrs Amt(RM) | OT05Hrs Amt(RM) | OT06Hrs Amt(RM) | OT07Hrs Amt(RM) | OT08Hrs Amt(RM) | OT09Hrs Amt(RM) | OT10Hrs Amt(RM) | Total Hrs Amount(RM) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 005 | ARUMUGAM A/L GUNASEKARAN | 15.50 | 12.30 | - | - | - | - | - | - | - | - | 27.80 |
| | | 167.71 | 177.36 | - | - | - | - | - | - | - | - | 345.07 |
| 006 | FRANCOIS PIETTE | 8.80 | 9.90 | 10.10 | - | - | - | - | - | - | - | 28.80 |
| | | 57.20 | 85.73 | 131.19 | - | - | - | - | - | - | - | 274.12 |
| 002 | HARITH OSMAN B. MUSTAFA | 5.00 | 5.00 | 5.00 | - | - | - | - | - | - | - | 15.00 |
| | | 126.25 | 168.30 | 252.45 | - | - | - | - | - | - | - | 547.00 |
| 001 | JENNIFER WHITE | 30.00 | 20.00 | 10.00 | - | - | - | - | - | - | - | 60.00 |
| | | 865.50 | 769.20 | 576.90 | - | - | - | - | - | - | - | 2,211.60 |
| 004 | PHANG LEE BENG (TONY) | 1.00 | 2.00 | 3.00 | - | - | - | - | - | - | - | 6.00 |
| | | 7.22 | 19.24 | 43.29 | - | - | - | - | - | - | - | 69.75 |
| 003 | TAN CHENG MEI | 5.00 | 8.00 | - | - | - | - | - | - | - | - | 13.00 |
| | | 46.90 | 100.00 | - | - | - | - | - | - | - | - | 146.90 |
| **Total Employee** | **: 6** | | | | | | | | | | | |
| **Grand Total** | | **65.30** | **57.20** | **28.10** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **150.60** |
| | | **1,270.78** | **1,319.83** | **1,003.83** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **3,594.44** |

**OT 1 =NORMAL OT OT 2 =RestDay OT OT 3 =Public OT**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 02:04 AM



**REPORT TITLE** : **YEAR-TO-DATE SHIFT DETAIL**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **Jan/2019 until Dec/2019**

| EMP NO. | EMPLOYEE NAME | SH1 Hrs Amt(RM) | SH2 Hrs Amt(RM) | SH3 Hrs Amt(RM) | SH4 Hrs Amt(RM) | SH5 Hrs Amt(RM) | SH6 Hrs Amt(RM) | SH7 Hrs Amt(RM) | SH8 Hrs Amt(RM) | SH9 Hrs Amt(RM) | SH10 Hrs Amt(RM) | | TOTAL Amount(RM) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 005 | ARUMUGAM A/L GUNASEKARAN | 15.50 | 12.30 | - | - | - | - | - | - | - | - | - | 27.80 |
| | | 155.00 | 98.40 | - | - | - | - | - | - | - | - | - | 253.40 |
| 006 | FRANCOIS PIETTE | 8.80 | 9.90 | 10.10 | - | - | - | - | - | - | - | - | 28.80 |
| | | 88.00 | 79.20 | 50.50 | - | - | - | - | - | - | - | - | 217.70 |
| 002 | HARITH OSMAN B. MUSTAFA | 5.00 | 5.00 | 5.00 | - | - | - | - | - | - | - | - | 15.00 |
| | | 50.00 | 40.00 | 25.00 | - | - | - | - | - | - | - | - | 115.00 |
| 001 | JENNIFER WHITE | 30.00 | 20.00 | 10.00 | - | - | - | - | - | - | - | - | 60.00 |
| | | 300.00 | 160.00 | 50.00 | - | - | - | - | - | - | - | - | 510.00 |
| 004 | PHANG LEE BENG (TONY) | 1.00 | 2.00 | 3.00 | - | - | - | - | - | - | - | - | 6.00 |
| | | 10.00 | 16.00 | 15.00 | - | - | - | - | - | - | - | - | 41.00 |
| 003 | TAN CHENG MEI | 5.00 | 8.00 | - | - | - | - | - | - | - | - | - | 13.00 |
| | | 50.00 | 64.00 | - | - | - | - | - | - | - | - | - | 114.00 |
| **Total Employee** | **: 6** | | | | | | | | | | | | |
| **Grand Total** | | **65.30** | **57.20** | **28.10** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **150.60** |
| | | **653.00** | **457.60** | **140.50** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **1,251.10** |

**SH 1 =Meal Allow** **SH 2 =Shift #1** **SH 3 =Shift #2**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 02:04 AM



**REPORT TITLE** : **YEAR-TO-DATE ADDITIONAL PAY DETAIL**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **JAN/2019 UNTIL DEC/2019**

| EMP NO. | EMPLOYEE NAME | AP1 Day Amt(RM) | AP2 Day Amt(RM) | AP3 Day Amt(RM) | AP4 Day Amt(RM) | AP5 Day Amt(RM) | AP6 Day Amt(RM) | AP7 Day Amt(RM) | AP8 Day Amt(RM) | AP9 Day Amt(RM) | AP10 Day Amt(RM) | Total Hrs Amount(RM) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 005 | ARUMUGAM A/L GUNASEKARAN | 15.50 | 12.30 | - | - | - | - | - | - | - | - | 27.80 |
| | | 894.19 | 1419.17 | - | - | - | - | - | - | - | - | 2313.36 |
| 006 | FRANCOIS PIETTE | 8.80 | 9.90 | 10.10 | - | - | - | - | - | - | - | 28.80 |
| | | 304.65 | 685.37 | 1048.88 | - | - | - | - | - | - | - | 2038.90 |
| 002 | HARITH OSMAN B. MUSTAFA | 5.00 | 5.00 | 5.00 | - | - | - | - | - | - | - | 15.00 |
| | | 673.10 | 1346.15 | 2019.25 | - | - | - | - | - | - | - | 4038.50 |
| 001 | JENNIFER WHITE | 3.00 | 2.00 | 1.00 | - | - | - | - | - | - | - | 6.00 |
| | | 461.55 | 615.38 | 461.54 | - | - | - | - | - | - | - | 1538.47 |
| 004 | PHANG LEE BENG (TONY) | 1.00 | 2.00 | 3.00 | - | - | - | - | - | - | - | 6.00 |
| | | 38.46 | 153.84 | 346.14 | - | - | - | - | - | - | - | 538.44 |
| 003 | TAN CHENG MEI | 5.00 | 8.00 | - | - | - | - | - | - | - | - | 13.00 |
| | | 250.00 | 800.00 | - | - | - | - | - | - | - | - | 1050.00 |
| **Total Employee** | **: 6** | | | | | | | | | | | |
| **Grand Total** | | **38.30** | **39.20** | **19.10** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **96.60** |
| | | **2,621.95** | **5,019.91** | **3,875.81** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **11,517.67** |

**AP 1 =Rest Day** **AP 2 =2 Day Pay** **AP 3 =3 Day Pay** **AP 4 =4 Day Pay** **AP 5 =5 Day Pay**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 02:05 AM



**REPORT TITLE** : **YEAR-TO-DATE EMPLOYEE STATISTIC**

**PERIOD** : **January UNTIL December**

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Name | : ANUAR BIN RAHIM | Emp# | : 014 | Sex | : MALE | Hire | : 11/06/1993 | EPF# | : 12026856 | EPF | : E1 |
| CCtr | : KUALA LUMPUR (HQ) | IC New | : 730811-14-5781 | Race | : MALAY | Confirm | : 11/09/1993 | SOCSO# | : 730811-14-5781 | SOC | : S1 |
| Dept | : ADMINISTRATION DEPARTMENT | IC Old | : A2515684 | Marital | : SINGLE | Incr | : 01/01/1997 | Tax# | : SG 461234403 | PCB | : 01 |
| Catg | : EXECUTIVE 1 | Passport | : | Nation | : MALAYSIAN | Resign | : / / | Bank# | : 332558996584 | OT | : 01 |
| Occu | : ADMINISTRATION ASSISTANT | Immigr' | : | Country | : | Retire | : / / | Luth# | : | WORK | : N1 |

**LHDN** : **01-Single person/married woman**

| DESCRIPTION | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| BASIC PAY | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 21,600.00 |
| ***** GROSS PAY ***** | **1,800.00** | **1,800.00** | **1,800.00** | **1,800.00** | **1,800.00** | **1,800.00** | **1,800.00** | **1,800.00** | **1,800.00** | **1,800.00** | **1,800.00** | **1,800.00** | **21,600.00** |
| EMPLOYEE EPF | 198.00 | 198.00 | 198.00 | 198.00 | 198.00 | 198.00 | 198.00 | 198.00 | 198.00 | 198.00 | 198.00 | 198.00 | 2,376.00 |
| EMPLOYEE SOCSO | 8.75 | 8.75 | 8.75 | 8.75 | 8.75 | 8.75 | 8.75 | 8.75 | 8.75 | 8.75 | 8.75 | 8.75 | 105.00 |
| EMPLOYEE EIS | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 42.00 |
| ZAKAT.P | 0.00 | 0.00 | 0.00 | 55.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 55.00 |
| ***** NETT PAY ****** | **1,589.75** | **1,589.75** | **1,589.75** | **1,534.75** | **1,589.75** | **1,589.75** | **1,589.75** | **1,589.75** | **1,589.75** | **1,589.75** | **1,589.75** | **1,589.75** | **19,022.00** |
| EMPLOYER EPF | 216.00 | 216.00 | 216.00 | 216.00 | 216.00 | 216.00 | 216.00 | 216.00 | 216.00 | 216.00 | 216.00 | 216.00 | 2,592.00 |
| EMPLOYER SOCSO | 30.65 | 30.65 | 30.65 | 30.65 | 30.65 | 30.65 | 30.65 | 30.65 | 30.65 | 30.65 | 30.65 | 30.65 | 367.80 |
| EMPLOYER EIS | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 42.00 |
| TOTAL EPF CONTRIBUTION | 414.00 | 414.00 | 414.00 | 414.00 | 414.00 | 414.00 | 414.00 | 414.00 | 414.00 | 414.00 | 414.00 | 414.00 | 4,968.00 |
| TOTAL SOCSO CONTRIBUTION | 39.40 | 39.40 | 39.40 | 39.40 | 39.40 | 39.40 | 39.40 | 39.40 | 39.40 | 39.40 | 39.40 | 39.40 | 472.80 |
| TOTAL EIS CONTRIBUTION | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 | 84.00 |
| EPF WAGES | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 21,600.00 |
| SOCSO WAGES | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 21,600.00 |
| EIS WAGES | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 21,600.00 |
| TAX WAGES | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 21,600.00 |
| LEVY WAGES | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 21,600.00 |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

**REPORT TITLE** : **YEAR-TO-DATE COMPANY STATISTIC**

**PERIOD** : **JAN/2019 UNTIL DEC/2019**



| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| BASIC PAY | 37,700.00 | 34,750.00 | 34,750.00 | 34,750.00 | 36,500.00 | 34,750.00 | 34,750.00 | 34,750.00 | 34,750.00 | 34,750.00 | 34,750.00 | 30,750.00 | 417,700.00 |
| OVERTIME | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,594.44 | 3,594.44 |
| ADDITIONAL PAY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11,517.67 | 11,517.67 |
| SHIFT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,251.10 | 1,251.10 |
| MEAL ALLOWANCE | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 1,200.00 |
| ALLOWANCE | 650.00 | 650.00 | 650.00 | 650.00 | 650.00 | 650.00 | 650.00 | 650.00 | 650.00 | 650.00 | 650.00 | 650.00 | 7,800.00 |
| **** GROSS TOTAL **** | **38,450.00** | **35,500.00** | **35,500.00** | **35,500.00** | **37,250.00** | **35,500.00** | **35,500.00** | **35,500.00** | **35,500.00** | **35,500.00** | **35,500.00** | **47,863.21** | **443,063.21** |
| EMPLOYEE EPF | -4,147.00 | -3,824.00 | -3,824.00 | -3,824.00 | -4,015.00 | -3,824.00 | -3,824.00 | -3,824.00 | -3,824.00 | -3,824.00 | -3,824.00 | -4,800.00 | -47,378.00 |
| EMPLOYEE SOCSO | -159.75 | -145.25 | -145.25 | -145.25 | -153.75 | -145.25 | -145.25 | -145.25 | -145.25 | -145.25 | -145.25 | -183.75 | -1,804.50 |
| EMPLOYEE EIS | -63.90 | -58.10 | -58.10 | -58.10 | -61.50 | -58.10 | -58.10 | -58.10 | -58.10 | -58.10 | -58.10 | -50.20 | -698.50 |
| EMPLOYEE INCOME TAX (PCB) | -163.40 | -163.40 | -163.40 | 0.00 | -183.75 | -163.30 | -163.30 | -163.40 | -163.30 | -163.30 | -173.30 | -314.35 | -1,978.20 |
| EMPLOYEE VOL | 0.00 | 0.00 | 0.00 | -55.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -55.00 |
| AMANAH SAHAM NASIONAL | 0.00 | 0.00 | 0.00 | -500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -500.00 |
| CP38 DEDUCTION | -60.00 | -60.00 | -60.00 | -60.00 | -60.00 | -60.00 | -60.00 | -60.00 | -60.00 | -60.00 | -60.00 | -60.00 | -720.00 |
| HOUSING LOAN DEDUCTION | -100.00 | -100.00 | -100.00 | -100.00 | -100.00 | -100.00 | -100.00 | -100.00 | -100.00 | -100.00 | -100.00 | -100.00 | -1,200.00 |
| PTPTN Payment | 0.00 | 0.00 | 0.00 | -500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -500.00 |
| ZAKAT.P | 0.00 | 0.00 | 0.00 | -176.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -176.00 |
| ** TOTAL DEDUCTIONS ** | **-4,694.05** | **-4,350.75** | **-4,350.75** | **-5,418.35** | **-4,574.00** | **-4,350.65** | **-4,350.65** | **-4,350.75** | **-4,350.65** | **-4,350.65** | **-4,360.65** | **-5,508.30** | **-55,010.20** |
| **NETT PAY** | **33,755.95** | **31,149.25** | **31,149.25** | **30,081.65** | **32,676.00** | **31,149.35** | **31,149.35** | **31,149.25** | **31,149.35** | **31,149.35** | **31,139.35** | **42,354.91** | **388,053.01** |

| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| EMPLOYER EPF | 4,524.00 | 4,172.00 | 4,172.00 | 4,172.00 | 4,380.00 | 4,172.00 | 4,172.00 | 4,172.00 | 4,172.00 | 4,172.00 | 4,172.00 | 5,238.00 | 51,690.00 |
| EMPLOYER SOCSO | 558.85 | 508.15 | 508.15 | 508.15 | 537.85 | 508.15 | 508.15 | 508.15 | 508.15 | 508.15 | 508.15 | 642.75 | 6,312.80 |
| EMPLOYER EIS | 63.90 | 58.10 | 58.10 | 58.10 | 61.50 | 58.10 | 58.10 | 58.10 | 58.10 | 58.10 | 58.10 | 50.20 | 698.50 |
| EMPLOYER VOL | 0.00 | 0.00 | 0.00 | 220.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 220.00 |
| EMPLOYER LEVY | 69.00 | 69.00 | 69.00 | 69.00 | 69.00 | 69.00 | 69.00 | 69.00 | 69.00 | 69.00 | 69.00 | 69.00 | 828.00 |
| TOTAL EPF CONTRIBUTION | 8,671.00 | 7,996.00 | 7,996.00 | 7,996.00 | 8,395.00 | 7,996.00 | 7,996.00 | 7,996.00 | 7,996.00 | 7,996.00 | 7,996.00 | 10,038.00 | 99,068.00 |
| TOTAL SOCSO CONTRIBUTION | 718.60 | 653.40 | 653.40 | 653.40 | 691.60 | 653.40 | 653.40 | 653.40 | 653.40 | 653.40 | 653.40 | 826.50 | 8,117.30 |
| TOTAL EIS CONTRIBUTION | 127.80 | 116.20 | 116.20 | 116.20 | 123.00 | 116.20 | 116.20 | 116.20 | 116.20 | 116.20 | 116.20 | 100.40 | 1,397.00 |
| TOTAL VOL CONTRIBUTION | 0.00 | 0.00 | 0.00 | 385.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 385.00 |
| EPF WAGES | 37,700.00 | 34,750.00 | 34,750.00 | 34,750.00 | 36,500.00 | 34,750.00 | 34,750.00 | 34,750.00 | 34,750.00 | 34,750.00 | 34,750.00 | 43,518.77 | 430,468.77 |

| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| SOCSO WAGES | 37,700.00 | 34,750.00 | 34,750.00 | 34,750.00 | 36,500.00 | 34,750.00 | 34,750.00 | 34,750.00 | 34,750.00 | 34,750.00 | 34,750.00 | 47,113.21 | 434,063.21 |
| EIS WAGES | 37,700.00 | 34,750.00 | 34,750.00 | 34,750.00 | 36,500.00 | 34,750.00 | 34,750.00 | 34,750.00 | 34,750.00 | 34,750.00 | 34,750.00 | 30,750.00 | 417,700.00 |
| TAX WAGES | 37,700.00 | 34,750.00 | 34,750.00 | 34,750.00 | 36,500.00 | 34,750.00 | 34,750.00 | 34,750.00 | 34,750.00 | 34,750.00 | 34,750.00 | 47,113.21 | 434,063.21 |
| LEVY WAGES | 37,700.00 | 34,750.00 | 34,750.00 | 34,750.00 | 36,500.00 | 34,750.00 | 34,750.00 | 34,750.00 | 34,750.00 | 34,750.00 | 34,750.00 | 30,750.00 | 417,700.00 |
| TOTAL OVERTIME HOURS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 150.60 | 150.60 |
| TOTAL ADDTIONAL PAY DAYS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 96.60 | 96.60 |
| TOTAL SHIFT DAYS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 150.60 | 150.60 |

**Total Employee : 16**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 02:06 AM Page : 1

**REPORT TITLE** : **YEAR-TO-DATE GROUP STATISTIC**

**SORTED BY** : **DEPARTMENT**

**PERIOD** : **JAN/2019 UNTIL DEC/2019**

| Department | *NONE* | ACCT | ADMN | EDP | MKTG | PROD | STR | Total |
|---|---|---|---|---|---|---|---|---|
| BASIC PAY | 0.00 | 182,400.00 | 115,200.00 | 24,500.00 | 36,000.00 | 44,000.00 | 15,600.00 | 417,700.00 |
| OVERTIME | 0.00 | 1,313.09 | 69.75 | 0.00 | 0.00 | 2,211.60 | 0.00 | 3,594.44 |
| ADDITIONAL PAY | 0.00 | 9,440.76 | 538.44 | 0.00 | 0.00 | 1,538.47 | 0.00 | 11,517.67 |
| SHIFT | 0.00 | 700.10 | 41.00 | 0.00 | 0.00 | 510.00 | 0.00 | 1,251.10 |
| MEAL ALLOWANCE | 0.00 | 1,200.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,200.00 |
| ALLOWANCE | 0.00 | 4,200.00 | 0.00 | 0.00 | 0.00 | 3,600.00 | 0.00 | 7,800.00 |
| **** GROSS TOTAL **** | **0.00** | **199,253.95** | **115,849.19** | **24,500.00** | **36,000.00** | **51,860.07** | **15,600.00** | **443,063.21** |
| EMPLOYEE EPF | 0.00 | -21,189.00 | -12,736.00 | -2,710.00 | -3,960.00 | -5,067.00 | -1,716.00 | -47,378.00 |
| EMPLOYEE SOCSO | 0.00 | -929.00 | -270.50 | -122.00 | -174.00 | -237.00 | -72.00 | -1,804.50 |
| EMPLOYEE EIS | 0.00 | -357.60 | -106.80 | -48.80 | -69.60 | -86.90 | -28.80 | -698.50 |
| EMPLOYEE INCOME TAX (PCB) | 0.00 | -531.95 | -1,446.25 | 0.00 | 0.00 | 0.00 | 0.00 | -1,978.20 |
| EMPLOYEE VOL | 0.00 | 33.00 | 0.00 | 0.00 | 0.00 | -88.00 | 0.00 | -55.00 |
| AMANAH SAHAM NASIONAL | 0.00 | -300.00 | -100.00 | 0.00 | 0.00 | -100.00 | 0.00 | -500.00 |
| CP38 DEDUCTION | 0.00 | -720.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -720.00 |
| HOUSING LOAN DEDUCTION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -1,200.00 | 0.00 | -1,200.00 |
| PTPTN Payment | 0.00 | -300.00 | -100.00 | 0.00 | 0.00 | -100.00 | 0.00 | -500.00 |
| ZAKAT.P | 0.00 | -88.00 | -55.00 | 0.00 | 0.00 | 0.00 | -33.00 | -176.00 |
| **** TOTAL DEDUCTIONS **** | **0.00** | **-24,382.55** | **-14,814.55** | **-2,880.80** | **-4,203.60** | **-6,878.90** | **-1,849.80** | **-55,010.20** |
| ****NETT PAY**** | **0.00** | **174,871.40** | **101,034.64** | **21,619.20** | **31,796.40** | **44,981.17** | **13,750.20** | **388,053.01** |

| Department | *NONE* | ACCT | ADMN | EDP | MKTG | PROD | STR | Total |
|---|---|---|---|---|---|---|---|---|
| EMPLOYER EPF | 0.00 | 23,116.00 | 13,894.00 | 2,960.00 | 4,320.00 | 5,528.00 | 1,872.00 | 51,690.00 |
| EMPLOYER SOCSO | 0.00 | 3,248.40 | 947.60 | 427.20 | 608.40 | 828.60 | 252.60 | 6,312.80 |
| EMPLOYER EIS | 0.00 | 357.60 | 106.80 | 48.80 | 69.60 | 86.90 | 28.80 | 698.50 |
| EMPLOYER VOL | 0.00 | 121.00 | 0.00 | 0.00 | 0.00 | 99.00 | 0.00 | 220.00 |
| EMPLOYER LEVY | 0.00 | 708.00 | 120.00 | 0.00 | 0.00 | 0.00 | 0.00 | 828.00 |
| TOTAL EPF CONTRIBUTION | 0.00 | 44,305.00 | 26,630.00 | 5,670.00 | 8,280.00 | 10,595.00 | 3,588.00 | 99,068.00 |
| TOTAL SOCSO CONTRIBUTION | 0.00 | 4,177.40 | 1,218.10 | 549.20 | 782.40 | 1,065.60 | 324.60 | 8,117.30 |
| TOTAL EIS CONTRIBUTION | 0.00 | 715.20 | 213.60 | 97.60 | 139.20 | 173.80 | 57.60 | 1,397.00 |

| Department | *NONE* | ACCT | ADMN | EDP | MKTG | PROD | STR | Total |
|---|---|---|---|---|---|---|---|---|
| TOTAL VOL CONTRIBUTION | 0.00 | 198.00 | 0.00 | 0.00 | 0.00 | 187.00 | 0.00 | 385.00 |
| EPF WAGES | 0.00 | 192,540.86 | 115,779.44 | 24,500.00 | 36,000.00 | 46,048.47 | 15,600.00 | 430,468.77 |
| SOCSO WAGES | 0.00 | 193,853.95 | 115,849.19 | 24,500.00 | 36,000.00 | 48,260.07 | 15,600.00 | 434,063.21 |
| EIS WAGES | 0.00 | 182,400.00 | 115,200.00 | 24,500.00 | 36,000.00 | 44,000.00 | 15,600.00 | 417,700.00 |
| TAX WAGES | 0.00 | 193,853.95 | 115,849.19 | 24,500.00 | 36,000.00 | 48,260.07 | 15,600.00 | 434,063.21 |
| LEVY WAGES | 0.00 | 182,400.00 | 115,200.00 | 24,500.00 | 36,000.00 | 44,000.00 | 15,600.00 | 417,700.00 |
| TOTAL OVERTIME HOURS | 0.00 | 84.60 | 6.00 | 0.00 | 0.00 | 60.00 | 0.00 | 150.60 |
| TOTAL ADDTIONAL PAY DAYS | 0.00 | 84.60 | 6.00 | 0.00 | 0.00 | 6.00 | 0.00 | 96.60 |
| TOTAL SHIFT DAYS | 0.00 | 84.60 | 6.00 | 0.00 | 0.00 | 60.00 | 0.00 | 150.60 |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 10:24 AM



**REPORT TITLE** : **YEAR-TO-DATE ADHOC ITEM LISTING**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **JAN/2019 UNTIL DEC/2019**

| ALLOW | Entitled | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TAKEN | BALANCE | REMARK |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **EMP : 015** | | | **Name :CHENG LEE LEE** | | | | | | | | | | | | | |
| ALLOW | 0.00 | 350.00 | 350.00 | 350.00 | 350.00 | 350.00 | 350.00 | 350.00 | 350.00 | 350.00 | 350.00 | 350.00 | 350.00 | 4,200.00 | -4,200.00 | Exceeded |
| **EMP : 001** | | | **Name :JENNIFER WHITE** | | | | | | | | | | | | | |
| ALLOW | 0.00 | 300.00 | 300.00 | 300.00 | 300.00 | 300.00 | 300.00 | 300.00 | 300.00 | 300.00 | 300.00 | 300.00 | 300.00 | 3,600.00 | -3,600.00 | Exceeded |
| **Total Employee** | **: 2** | | | | | | | | | | | | | | | |
| **Grand Total** | | | | | | | | | | | | | | | | |
| **ALLOW** | **0.00** | **650.00** | **650.00** | **650.00** | **650.00** | **650.00** | **650.00** | **650.00** | **650.00** | **650.00** | **650.00** | **650.00** | **650.00** | **7,800.00** | **-7,800.00** | |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)** Date : 22-Apr-2019 (Mon) 10:26 AM Page : 1

**REPORT TITLE** : **MONTH-TO-DATE GL CODE MAPPING**

| Payroll Code | Payroll Description | Cost Center | GL Code | GL Description | Amount | Debit | Credit |
|---|---|---|---|---|---|---|---|
| OVERTIME | OVERTIME | HQ | | | 216.65 | 216.65 | |
| SHIFT | SHIFT | HQ | | | 155.00 | 155.00 | |
| BASIC | BASIC PAY | HQ | | | 15,650.00 | 15,650.00 | |
| EPF | EMPLOYEE EPF | HQ | | | -1,917.00 | | -1,917.00 |
| PCB | EMPLOYEE INCOME | HQ | | | -130.00 | | -130.00 |
| ADDPAY | ADDITIONAL PAY | HQ | | | 1,588.44 | 1,588.44 | |
| SOCSO | EMPLOYEE SOCSO | HQ | | | -62.25 | | -62.25 |
| NETTPAY | NETT PAY | HQ | | | -15,480.14 | | -15,480.14 |
| EIS | EMPLOYEE EIS | HQ | | | -20.70 | | -20.70 |
| **Total Employee : 8** | | | | | | | |
| **Sub Total :** | | | | | **0.00** | **17,610.09** | **-17,610.09** |
| CP38 | CP38 DEDUCTION | IPOH | | | -60.00 | | -60.00 |
| SHIFT | SHIFT | IPOH | | | 586.10 | 586.10 | |
| PCB | EMPLOYEE INCOME | IPOH | | | -151.05 | | -151.05 |
| ADDPAY | ADDITIONAL PAY | IPOH | | | 8,390.76 | 8,390.76 | |
| ML | MEAL ALLOWANCE | IPOH | | | 100.00 | 100.00 | |
| OVERTIME | OVERTIME | IPOH | | | 1,166.19 | 1,166.19 | |
| SOCSO | EMPLOYEE SOCSO | IPOH | | | -62.25 | | -62.25 |
| NETTPAY | NETT PAY | IPOH | | | -15,280.05 | | -15,280.05 |
| EPF | EMPLOYEE EPF | IPOH | | | -1,776.00 | | -1,776.00 |
| BASIC | BASIC PAY | IPOH | | | 7,100.00 | 7,100.00 | |
| EIS | EMPLOYEE EIS | IPOH | | | -13.70 | | -13.70 |
| **Total Employee : 5** | | | | | | | |
| **Sub Total :** | | | | | **0.00** | **17,343.05** | **-17,343.05** |
| ALLOW | ALLOWANCE | JB | | | 350.00 | 350.00 | |
| EIS | EMPLOYEE EIS | JB | | | -15.80 | | -15.80 |
| SOCSO | EMPLOYEE SOCSO | JB | | | -39.50 | | -39.50 |
| EPF | EMPLOYEE EPF | JB | | | -880.00 | | -880.00 |
| PCB | EMPLOYEE INCOME | JB | | | -33.30 | | -33.30 |
| BASIC | BASIC PAY | JB | | | 8,000.00 | 8,000.00 | |
| NETTPAY | NETT PAY | JB | | | -7,381.40 | | -7,381.40 |
| **Total Employee : 2** | | | | | | | |
| **Sub Total :** | | | | | **0.00** | **8,350.00** | **-8,350.00** |
| NETTPAY | NETT PAY | PG | | | -4,213.32 | | -4,213.32 |
| ALLOW | ALLOWANCE | PG | | | 300.00 | 300.00 | |
| ADDPAY | ADDITIONAL PAY | PG | | | 1,538.47 | 1,538.47 | |
| SHIFT | SHIFT | PG | | | 510.00 | 510.00 | |
| OVERTIME | OVERTIME | PG | | | 2,211.60 | 2,211.60 | |
| SOCSO | EMPLOYEE SOCSO | PG | | | -19.75 | | -19.75 |
| LOAN | HOUSING LOAN DED | PG | | | -100.00 | | -100.00 |

| Payroll Code | Payroll Description | Cost Center | GL Code | GL Description | Amount | Debit | Credit |
|---|---|---|---|---|---|---|---|
| EPF | EMPLOYEE EPF | PG | | | -227.00 | | -227.00 |
| **Total Employee : 1** | | | | | | | |
| **Sub Total :** | | | | | **0.00** | **4,560.07** | **-4,560.07** |
| **Total Employee : 16 , Nett Pay Total : -42,354.91** | | | | | | | |
| **Grand Total :** | | | | | **0.00** | **47,863.21** | **-47,863.21** |

**COMPANY** : **DEMONSTRATION COMPANY**

Date : 24-Apr-2019 (Wed) 09:30 PM



**REPORT TITLE** : **EMPLOYEE TURN OVER ANALYSIS**

**SORTED BY** : **DEPARTMENT**

**PERIOD** : **2019**

| DEPARTMENT | STATUS | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ACCOUNTS DEPARTMENT(ACCT) | HIRED | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | RESIGNED | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| | ACTIVE | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | - |
| ADMINISTRATION DEPARTMENT(ADMN) | HIRED | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | RESIGNED | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | ACTIVE | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | - |
| E.D.P. DEPARTMENT(EDP) | HIRED | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| | RESIGNED | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | ACTIVE | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | - |
| MARKETING/SALES DEPARTMENT(MKTG) | HIRED | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | RESIGNED | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | ACTIVE | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | - |
| PRODUCTION(PROD) | HIRED | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| | RESIGNED | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | ACTIVE | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | - |
| STORE DEPARTMENT(STR) | HIRED | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | RESIGNED | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | ACTIVE | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | - |

**COMPANY** : **DEMONSTRATION COMPANY**

**REPORT TITLE** : **EMPLOYEE TURN OVER ANALYSIS**

**SORTED BY** : **DEPARTMENT**

**PERIOD** : **2019**



| DEPARTMENT | STATUS | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| GRAND TOTAL | HIRED | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| | RESIGNED | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| | ACTIVE | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | - |
| TURNOVER vs ACTIVE | HIRED % | 12.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 12.50 |
| | RESIGNED % | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6.25 | 6.25 |

**AVERAGE NUMBER OF ACTIVE STAFFS :** **16.00**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 10:45 AM



**REPORT TITLE** : **ANALYSIS BY AGE RANGE**

**SORTED BY** : **DEPARTMENT**

**PERIOD** : **END-DECEMBER-2019**

| | EMPLOYEE AGE RANGE | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Department** | **<=18** | **<=20** | **<=25** | **<=30** | **<=35** | **<=40** | **<=45** | **<=50** | **<=55** | **<=60** | **>60** |
| 1. ACCOUNTS DEPARTMENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 | 0 | 1 |
| 2. ADMINISTRATION DEPARTMENT | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 | 0 | 0 | 0 |
| 3. E.D.P. DEPARTMENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| 4. MARKETING/SALES DEPARTMENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| 5. PRODUCTION | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| 6. STORE DEPARTMENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 |
| **GRAND TOTAL** | **0** | **0** | **0** | **0** | **0** | **0** | **1** | **6** | **4** | **0** | **3** |
| **PERCENTAGE (%)** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **7.14** | **42.86** | **28.57** | **0.00** | **21.43** |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 10:46 AM



**REPORT TITLE** : **ANALYSIS BY SALARY RANGE**

**SORTED BY** : **DEPARTMENT**

**PERIOD** : **END-DECEMBER-2019**

| | | | | EMPLOYEE SALARY RANGE (RM ,000) | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Department** | **<=1** | **<=2** | **<=3** | **<=4** | **<=5** | **<=6** | **<=7** | **<=8** | **<=9** | **<=10** | **<=12** | **<=14** | **<=16** | **>16** |
| 1. ACCOUNTS DEPARTMENT | 1 | 2 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2. ADMINISTRATION DEPARTMENT | 1 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3. E.D.P. DEPARTMENT | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4. MARKETING/SALES DEPARTMENT | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5. PRODUCTION | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6. STORE DEPARTMENT | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **GRAND TOTAL** | 2 | 8 | 0 | 5 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **PERCENTAGE (%)** | **12.50** | **50.00** | **0.00** | **31.25** | **6.25** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 10:48 AM



**REPORT TITLE** : **ANALYSIS BY SERVICE YEAR RANGE**

**SORTED BY** : **DEPARTMENT**

**PERIOD** : **END-DECEMBER-2019**

| | EMPLOYEE SERVICE YEAR RANGE | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Department** | **<=0.5** | **<=1** | **<=3** | **<=5** | **<=10** | **<=15** | **<=20** | **<=25** | **<=30** | **>30** |
| 1. ACCOUNTS DEPARTMENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 2 | 1 |
| 2. ADMINISTRATION DEPARTMENT | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 | 0 |
| 3. E.D.P. DEPARTMENT | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4. MARKETING/SALES DEPARTMENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| 5. PRODUCTION | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6. STORE DEPARTMENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 |
| **GRAND TOTAL** | **0** | **2** | **0** | **0** | **1** | **0** | **0** | **5** | **5** | **3** |
| **PERCENTAGE (%)** | **0.00** | **12.50** | **0.00** | **0.00** | **6.25** | **0.00** | **0.00** | **31.25** | **31.25** | **18.75** |

**COMPANY** : **DEMONSTRATION COMPANY**

**REPORT TITLE** : **HEAD COUNT ANALYSIS**

**SORT BY** : **DEPARTMENT**

Date : 22-Apr-2019 (Mon) 11:03 AM



| HEAD COUNT ANALYSIS | | MONTH DESCRIPTION | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Department | GENDER | 2019-JAN | 2019-FEB | 2019-MAR | 2019-APR | 2019-MAY | 2019-JUN | 2019-JUL | 2019-AUG | 2019-SEP | 2019-OCT | 2019-NOV | 2019-DEC |
| ACCT ACCOUNTS DEPARTMENT | FEMALE | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| | MALE | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| | Total | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 |
| ADMN ADMINISTRATION DEPARTMENT | MALE | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| | Total | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| EDP E.D.P. DEPARTMENT | FEMALE | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| | Total | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| MKTG MARKETING/SALES DEPARTMENT | MALE | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| | Total | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| PROD PRODUCTION | FEMALE | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| | Total | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| STR STORE DEPARTMENT | MALE | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| | Total | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Total | | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 |

**DEMONSTRATION COMPANY (EMPLOYEE PERSONAL DETAIL)** Date : 22-Apr-2019 (Mon) 01:40 PM

| | | | |
|---|---|---|---|
| Employee No. | 001 | | |
| Name | JENNIFER WHITE | | |
| I/C No. (New) | 661110-10-5088 | Nationality | AMERICAN |
| I/C No. (OLD) | A0581988 | Race | CHINESE |
| I/C Color | RED | Religion | OTHERS |
| Passport No. | M123456789 | Sex | FEMALE |
| Immigration No. | | Marital Status | SINGLE |
| Immigration Expire | / / | No. of Children | 0 |
| Birth Date | 10/11/1971 (48 yrs) | Region | WEST MALAYSIAN |

| | | | |
|---|---|---|---|
| Current Basic | RM 4,000.00 | HireDate | 01/01/2019(01 yr 00 Mth) |
| Mid Basic | RM 0.00 | Resign Date | / / |
| Previous Basic | RM 3,500.00 | Confirm Date | 01/06/2019 |
| Payment Type | MONTHLY | Increment Date | 15/06/2019 |
| Payment Frequency | ONCE PER MONTH | Retire Date | / / |

| | | | |
|---|---|---|---|
| Payment Via | BANK | Cost Center | PENANG BRANCH |
| Bank Code/ Branch | MBB/ | Department | PRODUCTION |
| Bank Account No | 123456789012 | Section | GENERAL |
| Cheque No | | Category | ASSISTANT MGR |
| Country | | Occupation | ADMINISTRATION MANAGER |
| Annual Leave Entitled | | Job Grade | |
| Sick Leave Entitled | | Qualification | |

| | | | |
|---|---|---|---|
| Epf No | 12955678 | EPF Group | E1-Standard 11% and 12% |
| EPF Nk / Disk Initial | | SOCSO Group | S1-Socso Group 1 |
| SOCSO No | T1235897Y | PCB /Tax Group | 02-Spouse not working (0 child) |
| Income Tax No | SG 2178656-09 | Overtime Group | O1-Office Employees OT |
| Income Tax Branch | KL | Work/NPL Group | N1-Monthly Rated |
| Asn No | 004483760 | Security Group | S3-Clericals |
| Tabung Haji No | | EIS | S1-Eis Group 1 |
| PTPTN No | 02122169 | Deduct Levy | No |
| Union No | | ESOS | |
| Contract No | | | |

| | | | |
|---|---|---|---|
| Home Address | 29-2 KAMPUNG BATU BATU 5, JALAN IPOH | | |
| | KUALA LUMPUR | | |
| Postal | 51200 | | |
| E-Mail | sales@hr2000.com.my | | |
| Previous Employer | GENETICS SYSTEMS (M) SDN BHD | | |
| Home Telephone | 03-6228962 | Mobile | |
| Next of Kin | | Kin's Telephone | |
| Grade | GRADE A | Remark 5 | |
| Free Remark 2 | EXTRA ANNUAL LEAVE 10 DAYS DUE | Remark 6 | |
| Free Remark 3 | PROJECT KL | Remark 7 | |
| Free Remark 4 | | Remark 8 | |
| User Value 1 | 200.00 | User Value 2 | 0.00 |

| **SPOUSE DETAIL** | | | |
|---|---|---|---|
| Name | | I/C No (Old/ New) | |
| Income Tax No | | Income Tax Branch | |

| No. | Code | Fixed Allowance / Deduction | Amount (RM) | Period | From (MM/YYYY) | To(MM/YYYY) |
|---|---|---|---|---|---|---|
| 1 | LOAN | HOUSING LOAN DEDUCTION | -100.00 | END | 01/2000 | 12/2025 |
| 2 | ALLOW | ALLOWANCE | 300.00 | END | 01/2000 | 12/2025 |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 01:42 PM



**REPORT TITLE** : **EMPLOYEE FIXED ALLOW/DEDU LISTING**

**SORTED BY** : **EMPLOYEE NUMBER**

| CODE | DESCRIPTION | PERIOD | AMOUNT | FROM | TO |
|---|---|---|---|---|---|
| **001** | **JENNIFER WHITE** | | | | |
| LOAN | HOUSING LOAN DEDUCTION | END | -100.00 | 1/1/2000 | 12/1/2025 |
| ALLOW | ALLOWANCE | END | 300.00 | 1/1/2000 | 12/1/2025 |
| **002** | **HARITH OSMAN B. MUSTAFA** | | | | |
| ML | MEAL ALLOWANCE | END | 100.00 | 1/1/2000 | 12/1/2025 |
| CP38 | CP38 DEDUCTION | END | -60.00 | 1/1/2000 | 6/1/2025 |
| ASN | AMANAH SAHAM NASIONAL | END | -100.00 | 4/1/2019 | 4/1/2019 |
| **003** | **TAN CHENG MEI** | | | | |
| ASN | AMANAH SAHAM NASIONAL | END | -100.00 | 4/1/2019 | 4/1/2019 |
| **004** | **PHANG LEE BENG (TONY)** | | | | |
| ASN | AMANAH SAHAM NASIONAL | END | -100.00 | 4/1/2019 | 4/1/2019 |
| **015** | **CHENG LEE LEE** | | | | |
| ALLOW | ALLOWANCE | END | 350.00 | 1/1/1998 | 1/1/2025 |
| **115** | **MAH SEE SEE** | | | | |
| ALLOW | ALLOWANCE | END | 350.00 | 1/1/1998 | 1/1/2010 |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 01:43 PM



**REPORT TITLE** : **NEWLY JOINED LISTING (JOINED 01/01/2019 - 31/12/2019)**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **DECEMBER-2019**

| EMP NO. | EMPLOYEE NAME | DEPARTMENT | I/C NEW | PASSPORT | HIRE-DATE | CONFIRM | BASIC (RM) |
|---|---|---|---|---|---|---|---|
| 001 | JENNIFER WHITE | PROD | 661110-10-5088 | M123456789 | 01/01/2019 | 06/01/2019 | 4,000.00 |
| 007 | SAKURA OSHIN YAMAHA | EDP | 661110105077 | 23658972 | 01/01/2019 | 03/01/2019 | 3,500.00 |

**Grand Total Employee** : **2**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 01:45 PM



**REPORT TITLE** : **NEWLY RESIGNED LISTING (RESIGNED 01/01/2019 - 31/12/2019)**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **DECEMBER-2019**

| EMP NO. | EMPLOYEE NAME | DEPARTMENT | I/C NEW | PASSPORT | HIRE-DATE | RESIGN | SERVICE (YMD) |
|---|---|---|---|---|---|---|---|
| 002 | HARITH OSMAN B. MUSTAFA | ACCT | 540604-01-2345 | | 01/01/1988 | 31/12/2019 | 32Y 00M 00D |

**Grand Total Employee** : **1**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 01:45 PM



**REPORT TITLE** : **NEWLY CONFIRMED LISTING (CONFIRMED 01/01/2019 - 31/12/2019)**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **DECEMBER-2019**

| EMP NO. | EMPLOYEE NAME | DEPARTMENT | I/C NEW | PASSPORT | HIRE-DATE | CONFIRM | BASIC (RM) |
|---|---|---|---|---|---|---|---|
| 001 | JENNIFER WHITE | PROD | 661110-10-5088 | M123456789 | 01/01/2019 | 06/01/2019 | 4,000.00 |
| 007 | SAKURA OSHIN YAMAHA | EDP | 661110105077 | 23658972 | 01/01/2019 | 03/01/2019 | 3,500.00 |

**Grand Total Employee** : **2**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 01:45 PM



**REPORT TITLE** : **NEWLY INCREMENT LISTING (INCREMENT 01/01/2019 - 31/12/2019)**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **DECEMBER-2019**

| EMP NO. | EMPLOYEE NAME | DEPT | I/C NEW | HIRE-DATE | INCR-DATE | OLD BASIC | NEW BASIC | INCREMENT | PERCENT |
|---|---|---|---|---|---|---|---|---|---|
| 001 | JENNIFER WHITE | PROD | 661110-10-5088 | 01/01/2019 | 15/06/2019 | 4,000.00 | 4,000.00 | 0.00 | 0.00% |
| 007 | SAKURA OSHIN YAMAHA | EDP | 661110105077 | 01/01/2019 | 05/01/2019 | 3,500.00 | 3,500.00 | 0.00 | 0.00% |
| **Total Employee** | **: 2** | | | | | | | | |
| **Grand Total** | | | | | | | | **0.00** | |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 01:48 PM



**REPORT TITLE** : **NEWLY RETIRED LISTING**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **DECEMBER-2019**

| EMP NO. | EMPLOYEE NAME | SEX | DEPARTMENT | I/C NEW | BIRTH | RETIRE | AGE (YMD) |
|---|---|---|---|---|---|---|---|
| 015 | CHENG LEE LEE | FEMALE | ACCT | 670119-04-4258 | 19/01/1967 | 31/12/2019 | 52Y 11M 13D |
| 019 | MOHD ASMAWI BIN KURUS | MALE | STR | 720605-08-3259 | 06/05/1972 | 31/12/2019 | 47Y 06M 27D |

**Grand Total Employee** : **2**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 01:56 PM



**REPORT TITLE** : **NEWLY EXPIRED IMMIGRATION LISTING (EXPIRED 01/01/2019 - 31/12/2019)**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **DECEMBER-2019**

| EMPL NO. | EMPLOYEE NAME | SEX | PASSPORT | IMMIGRATION | EXPIRE | DEPARTMENT |
|---|---|---|---|---|---|---|
| 006 | FRANCOIS PIETTE | MALE | | | 31/12/2019 | ACCOUNTS DEPARTMENT |
| 007 | SAKURA OSHIN YAMAHA | FEMALE | 23658972 | | 31/12/2019 | E.D.P. DEPARTMENT |

**Grand Total Employee : 2**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 01:57 PM



**REPORT TITLE** : **AGE LISTING (AGE 0 TO 99)**

**SORTED BY** : **EMPLOYEE NAME**

| EMP NO. | EMPLOYEE NAME | SEX | DEPARTMENT | I/C NEW | BIRTH | AGE (YMD) |
|---|---|---|---|---|---|---|
| 014 | ANUAR BIN RAHIM | MALE | ADMN | 730811-14-5781 | 08/11/1973 | 45Y 08M 12D |
| 015 | CHENG LEE LEE | FEMALE | ACCT | 670119-04-4258 | 19/01/1967 | 52Y 03M 04D |
| 006 | FRANCOIS PIETTE | MALE | ACCT | 670101-01-1232 | 01/01/1967 | 52Y 03M 22D |
| 002 | HARITH OSMAN B. MUSTAFA | MALE | ACCT | 540604-01-2345 | 06/04/1954 | 64Y 10M 19D |
| 016 | HISHAM BIN DJOHARNIS | MALE | STR | 661123-10-5217 | 23/11/1966 | 52Y 05M 00D |
| 001 | JENNIFER WHITE | FEMALE | PROD | 661110-10-5088 | 11/10/1971 | 47Y 05M 13D |
| 019 | MOHD ASMAWI BIN KURUS | MALE | STR | 720605-08-3259 | 06/05/1972 | 46Y 10M 18D |
| 004 | PHANG LEE BENG (TONY) | MALE | ADMN | 750401-05-5588 | 04/01/1975 | 44Y 00M 22D |
| 007 | SAKURA OSHIN YAMAHA | FEMALE | EDP | 661110105077 | 09/08/1967 | 51Y 07M 15D |
| 003 | TAN CHENG MEI | FEMALE | ACCT | 710805-10-5858 | 08/05/1971 | 47Y 08M 18D |
| 008 | TIAN FATT HUAT | MALE | MKTG | 500109-10-5483 | 01/09/1950 | 69Y 03M 14D |

**Grand Total Employee** : **11**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

**REPORT TITLE** : **BIRTH LISTING**

**SORTED BY** : **EMPLOYEE NAME**



| EMP NO. | EMPLOYEE NAME | SEX | DEPARTMENT | I/C NEW | HIRE-DATE | BIRTH | AGE (YMD) |
|---|---|---|---|---|---|---|---|
| 014 | ANUAR BIN RAHIM | MALE | ADMN | 730811-14-5781 | 11/06/1993 | 08/11/1973 | 45Y 08M 12D |
| 015 | CHENG LEE LEE | FEMALE | ACCT | 670119-04-4258 | 01/05/1997 | 19/01/1967 | 52Y 03M 04D |
| 006 | FRANCOIS PIETTE | MALE | ACCT | 670101-01-1232 | 03/01/1995 | 01/01/1967 | 52Y 03M 22D |
| 002 | HARITH OSMAN B. MUSTAFA | MALE | ACCT | 540604-01-2345 | 01/01/1988 | 06/04/1954 | 64Y 10M 19D |
| 016 | HISHAM BIN DJOHARNIS | MALE | STR | 661123-10-5217 | 03/08/1998 | 23/11/1966 | 52Y 05M 00D |
| 001 | JENNIFER WHITE | FEMALE | PROD | 661110-10-5088 | 01/01/2019 | 11/10/1971 | 47Y 05M 13D |
| 019 | MOHD ASMAWI BIN KURUS | MALE | STR | 720605-08-3259 | 01/04/1995 | 06/05/1972 | 46Y 10M 18D |
| 004 | PHANG LEE BENG (TONY) | MALE | ADMN | 750401-05-5588 | 01/01/1993 | 04/01/1975 | 44Y 00M 22D |
| 007 | SAKURA OSHIN YAMAHA | FEMALE | EDP | 661110105077 | 01/01/2019 | 09/08/1967 | 51Y 07M 15D |
| 003 | TAN CHENG MEI | FEMALE | ACCT | 710805-10-5858 | 17/06/1992 | 08/05/1971 | 47Y 08M 18D |
| 008 | TIAN FATT HUAT | MALE | MKTG | 500109-10-5483 | 16/07/1983 | 01/09/1950 | 69Y 03M 14D |

**Grand Total Employee : 11**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 01:59 PM



**REPORT TITLE** : **SERVICE YEAR LISTING (SERVICE YEAR 0 - 99)**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **DECEMBER-2019**

| EMP NO. | EMPLOYEE NAME | SEX | DEPARTMENT | HIRE-DATE | RESIGN | SERVICE (YMD) |
|---|---|---|---|---|---|---|
| 014 | ANUAR BIN RAHIM | MALE | ADMN | 06/11/1993 | / / | 26Y 06M 21D |
| 005 | ARUMUGAM A/L GUNASEKARAN | MALE | ACCT | 31/12/1990 | / / | 29Y 00M 01D |
| 015 | CHENG LEE LEE | FEMALE | ACCT | 05/01/1997 | / / | 22Y 08M 00D |
| 006 | FRANCOIS PIETTE | MALE | ACCT | 01/03/1995 | / / | 24Y 11M 29D |
| 002 | HARITH OSMAN B. MUSTAFA | MALE | ACCT | 01/01/1988 | 31/12/2019 | 32Y 00M 00D |
| 016 | HISHAM BIN DJOHARNIS | MALE | STR | 08/03/1998 | 31/12/2009 | 11Y 04M 29D |
| 001 | JENNIFER WHITE | FEMALE | PROD | 01/01/2019 | / / | 01Y 00M 00D |
| 009 | LIM KOK SAI | MALE | ADMN | 03/01/2009 | / / | 10Y 10M 00D |
| 019 | MOHD ASMAWI BIN KURUS | MALE | STR | 04/01/1995 | / / | 24Y 09M 00D |
| 004 | PHANG LEE BENG (TONY) | MALE | ADMN | 01/01/1993 | / / | 27Y 00M 00D |
| 007 | SAKURA OSHIN YAMAHA | FEMALE | EDP | 01/01/2019 | / / | 01Y 00M 00D |
| 003 | TAN CHENG MEI | FEMALE | ACCT | 17/06/1992 | / / | 27Y 06M 15D |
| 008 | TIAN FATT HUAT | MALE | MKTG | 16/07/1983 | / / | 36Y 05M 16D |

**Grand Total Employee : 13**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 02:00 PM



**REPORT TITLE** : **SALARY REVISION LISTING (Year 2019)**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **DECEMBER-2019**

| EMP NO. | EMPLOYEE NAME | DEPT | I/C NEW | HIRE-DATE | INCR-DATE | OLD BASIC | NEW BASIC | INCREMENT | PERCENT |
|---|---|---|---|---|---|---|---|---|---|
| 014 | ANUAR BIN RAHIM | ADMN | 730811-14-5781 | 11/06/1993 | 01/01/1997 | 0.00 | 1,800.00 | 1,800.00 | 0.00% |
| 005 | ARUMUGAM A/L GUNASEKARAN | ACCT | 661110105088 | 31/12/1990 | 01/01/1999 | 0.00 | 1,500.00 | 1,500.00 | 0.00% |
| 015 | CHENG LEE LEE | ACCT | 670119-04-4258 | 01/05/1997 | 06/01/1999 | 0.00 | 4,000.00 | 4,000.00 | 0.00% |
| 006 | FRANCOIS PIETTE | ACCT | 670101-01-1232 | 03/01/1995 | 06/01/1999 | 0.00 | 900.00 | 900.00 | 0.00% |
| 002 | HARITH OSMAN B. MUSTAFA | ACCT | 540604-01-2345 | 01/01/1988 | 01/01/1999 | 0.00 | 3,500.00 | 3,500.00 | 0.00% |
| 016 | HISHAM BIN DJOHARNIS | STR | 661123-10-5217 | 03/08/1998 | 01/01/2009 | 0.00 | 900.00 | 900.00 | 0.00% |
| 001 | JENNIFER WHITE | PROD | 661110-10-5088 | 01/01/2019 | 15/06/2019 | 0.00 | 4,000.00 | 4,000.00 | 0.00% |
| 009 | LIM KOK SAI | ADMN | A0551966 | 01/03/2009 | / / | 0.00 | 5,000.00 | 5,000.00 | 0.00% |
| 019 | MOHD ASMAWI BIN KURUS | STR | 720605-08-3259 | 01/04/1995 | 03/01/1999 | 0.00 | 1,200.00 | 1,200.00 | 0.00% |
| 004 | PHANG LEE BENG (TONY) | ADMN | 750401-05-5588 | 01/01/1993 | 15/04/1998 | 0.00 | 1,000.00 | 1,000.00 | 0.00% |
| 007 | SAKURA OSHIN YAMAHA | EDP | 661110105077 | 01/01/2019 | 05/01/2019 | 0.00 | 3,500.00 | 3,500.00 | 0.00% |
| 003 | TAN CHENG MEI | ACCT | 710805-10-5858 | 17/06/1992 | 01/01/1999 | 1,200.00 | 1,300.00 | 100.00 | 8.33% |
| 008 | TIAN FATT HUAT | MKTG | 500109-10-5483 | 16/07/1983 | 16/05/1993 | 0.00 | 1,500.00 | 1,500.00 | 0.00% |
| **Total Employee** | **: 13** | | | | | | | | |
| **Grand Total** | | | | | | | | **28,900.00** | |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**
**REPORT TITLE** : **ACCIDENT DETAIL**
**SORTED BY** : **EMPLOYEE NAME**
**DATE RANGE** : **01/01/2019 - 31/12/2019**



| DATE | ACCIDENT DESCRIPTION | LOCATION<br>TIME | CAUSED BY<br>PERSON IN CHARGE | INSURED BY<br>RE-ACTION | COST (RM) |
|---|---|---|---|---|---|
| **Name : HARITH OSMAN B. MUSTAFA** | | **I/C New : 540604-01-2345** | **Sex : MALE** | **Marital : SINGLE** | **Dept : ACCT** / **Hire : 01/01/1988** |
| **Empl# : 002** | | **I/C OLD : A2365877** | **Race : MALAY** | **Cata : A2** | **Occu : ACMN** / **Term : 31/12/2019** |
| 01/01/2019 | MINOR ACCIDENT | Ipoh Site Office<br>10:30am | Car Accident | AIA<br>Sent car for repair | 800.00 |
| 01/02/2019 | MINOR ACCIDENT | Ipoh Site Office<br>16:00pm | Car Accident | AIA<br>Sent car for repair | 400.00 |
| **Total Records : 2** | | | | | **1,200.00** |
| **Name : JENNIFER WHITE** | | **I/C New : 661110-10-5088** | **Sex : FEMALE** | **Marital : SINGLE** | **Dept : PROD** / **Hire : 01/01/2019** |
| **Empl# : 001** | | **I/C OLD : A0581988** | **Race : CHINESE** | **Cata : A3** | **Occu : ADMM** / **Term : / /** |
| 21/03/2019 | MINOR ACCIDENT | Warehouse<br>10:00am | Moulding Machine<br>Mohd Sepawi | AIA | 1,200.00 |
| 20/06/2019 | MAJOR ACCIDENT<br>*Pending Investigation* | Warehouse<br>14:00pm | Self-Inflicted<br>George Kent | AIA | 200.00 |
| 26/11/2019 | MINOR ACCIDENT | Office<br>10:00am | Self-Inflicted<br>George Kent | SOCSO | 50.00 |
| **Total Records : 3** | | | | | **1,450.00** |

**Grand Total Records : 5**
**Total Employee : 2**

**2,650.00**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 03:21 PM



**REPORT TITLE** : **ACHIEVEMENT DETAIL**

**SORTED BY** : **EMPLOYEE NAME**

**DATE RANGE** : **01/01/2019 - 31/12/2019**

| DATE | ACHIEVEMENT DESCRIPTION | ITEM AWARDED | VALUE (RM) |
|---|---|---|---|

**Name : HARITH OSMAN B. MUSTAFA** | **I/C New : 540604-01-2345** | **Sex : MALE** | **Marital : SINGLE** | **Dept : ACCT** | **Hire : 01/01/1988**

**Empl# : 002** | **I/C OLD : A2365877** | **Race : MALAY** | **Catg : A2** | **Occu : ACMN** | **Term : 31/12/2019**

| | | | |
|---|---|---|---|
| 20/01/2019 | 10th ANNIVERSARY | Rolex Silver Watch | 8,000.00 |
| 30/09/2019 | TOP EMPLOYEE OF THE MONTH | Cash | 500.00 |

**Total Records : 2**

**8,500.00**

**Name : JENNIFER WHITE** | **I/C New : 661110-10-5088** | **Sex : FEMALE** | **Marital : SINGLE** | **Dept : PROD** | **Hire : 01/01/2019**

**Empl# : 001** | **I/C OLD : A0581988** | **Race : CHINESE** | **Catg : A3** | **Occu : ADMM** | **Term : / /**

| | | | |
|---|---|---|---|
| 01/10/2019 | TOP ATTENDANCE OF THE YEAR | Cash | 500.00 |
| 31/12/2019 | 10th ANNIVERSARY | Overseas Vacation for 2 Person | 2,000.00 |

**Total Records : 2**

**2,500.00**

**Grand Total Records : 4**
**Total Employee : 2**

**11,000.00**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 07:54 PM



**REPORT TITLE** : **BENEFIT DETAIL**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **01/01/2019 - 31/12/2019**

| DATE | BENEFIT DESCRIPTION<br>ASSETCODE | SERIAL/VEHICLE NO.<br>MODEL/YEAR | QUANTITY | VALUE (RM) | RETURN DATE | RETURNED |
|---|---|---|---|---|---|---|
| **Name : JENNIFER WHITE** | **I/C New : 661110-10-5088** | **Sex : FEMALE** | **Marital : SINGLE** | **Dept : PROD** | **Hire : 01/01/2019** | |
| **Empl# : 001** | **I/C OLD : A0581988** | **Race : CHINESE** | **Catg : A3** | **Occu : ADMM** | **Term : / /** | |
| 01/01/2019 | HANDPHONE | NOKIA 5210 (Tel: 012-2686526) | 1.00 | 1,200.00 | / / | NO |
| 14/03/2019 | COMPANY CAR | WHA 7183 | 1.00 | 20,000.00 | / / | NO |
| 18/04/2019 | UNIFORM | | 5.00 | 200.00 | / / | NO |
| 11/06/2019 | SAFETY SHOES | | 2.00 | 480.00 | / / | NO |
| **Total Records : 4** | | | | | | |
| | | | | **21,880.00** | | |

**Grand Total Records : 4**
**Total Employee : 1**

**21,880.00**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**
**REPORT TITLE** : **CAREER DEVELOPMENT DETAIL**
**SORTED BY** : **EMPLOYEE NAME**
**PERIOD** : **01/01/2019 - 31/12/2019**



| EFFECTIVE DATE | DATE TYPE | DESCRIPTION / COMMENTS / REMARK | COST CENTER / DEPARTMENT / SECTION | CATEGORY / JOBGRADE / OCCUPATION | LEAVE GROUP / CLAIM GROUP | NEW BASIC |
|---|---|---|---|---|---|---|
| **Name : CHENG LEE LEE** | | **I/C New : 670119-04-4258** | **Sex : FEMALE** | **Marital : MARRIED** | **Dept : ACCT** | **Hire : 01/05/1997** |
| **Emp# : 015** | | **I/C OLD : A0594256** | **Race : CHINESE** | **Catg : A2** | **Occu : ACMN** | **Term : / /** |
| 31/12/2019 | | Retirement | JOHOR BAHRU BRANCH<br>ACCOUNTS DEPARTMENT<br>GENERAL | MGR<br>ACCOUNTS MANAGER | | 4,000.00 |
| **Total Records : 1** | | | | | | |
| **Name : HARITH OSMAN B. MUSTAFA** | | **I/C New : 540604-01-2345** | **Sex : MALE** | **Marital : SINGLE** | **Dept : ACCT** | **Hire : 01/01/1988** |
| **Emp# : 002** | | **I/C OLD : A2365877** | **Race : MALAY** | **Catg : A2** | **Occu : ACMN** | **Term : 31/12/2019** |
| 31/12/2019 | Resign Date | RESIGN | IPOH BRANCH<br>ACCOUNTS DEPARTMENT<br>GENERAL | MGR<br>ACCOUNTS MANAGER | | 3,500.00 |
| **Total Records : 1** | | | | | | |
| **Name : JENNIFER WHITE** | | **I/C New : 661110-10-5088** | **Sex : FEMALE** | **Marital : SINGLE** | **Dept : PROD** | **Hire : 01/01/2019** |
| **Emp# : 001** | | **I/C OLD : A0581988** | **Race : CHINESE** | **Catg : A3** | **Occu : ADMM** | **Term : / /** |
| 01/01/2019 | Hire Date | Hired | PENANG BRANCH<br>PRODUCTION<br>GENERAL | ASSISTANT MGR<br>ADMINISTRATION MANAGER | | 3,500.00 |
| 01/06/2019 | Confirm Date | Confirm | PENANG BRANCH<br>PRODUCTION<br>GENERAL | ASSISTANT MGR<br>ADMINISTRATION MANAGER | | 4,000.00 |
| 15/06/2019 | Increment Date | Increment | PENANG BRANCH<br>PRODUCTION<br>GENERAL | ASSISTANT MGR<br>ADMINISTRATION MANAGER | | 4,000.00 |
| **Total Records : 1** | | | | | | |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

**REPORT TITLE** : **EMPLOYEE STATUS REPORT**

**SORTED BY** : **EMPLOYEE NUMBER**

**PERIOD** : **As At 22/04/2019**



| EMPL NO. | EMPLOYEE NAME | CCTR<br>CATG | DEPT<br>OCCU | SECT<br>JOBGRADE | HIRE<br>RESIGN | CONFIRM<br>INCREMENT | BASIC (RM) |
|---|---|---|---|---|---|---|---|
| 001 | JENNIFER WHITE | PG | PROD | GEN | 01/01/2019 | 01/06/2019 | 3,500.00 |
| | | A3 | ADMM | | / / | 15/06/2019 | |
| 002 | HARITH OSMAN B. MUSTAFA | IPOH | ACCT | GEN | 01/01/1988 | 01/04/1988 | 3,500.00 |
| | | A2 | ACMN | | 31/12/2019 | 01/01/1999 | |
| 003 | TAN CHENG MEI | HQ | ACCT | GEN | 17/06/1992 | / / | 1,300.00 |
| | | C1 | ACC CLERK | | / / | 01/01/1999 | |
| 004 | PHANG LEE BENG (TONY) | HQ | ADMN | GEN | 01/01/1993 | 01/04/1993 | 1,000.00 |
| | | C2 | ADMC | | / / | 15/04/1998 | |
| 005 | ARUMUGAM A/L GUNASEKARAN | IPOH | ACCT | GEN | 31/12/1990 | 31/01/1991 | 1,500.00 |
| | | B3 | ACC EXEC | | / / | 01/01/1999 | |
| 006 | FRANCOIS PIETTE | IPOH | ACCT | GEN | 03/01/1995 | 03/04/1995 | 900.00 |
| | | C3 | CLER | | / / | 01/06/1999 | |
| 007 | SAKURA OSHIN YAMAHA | HQ | EDP | GEN | 01/01/2019 | 01/03/2019 | 3,500.00 |
| | | A2 | EDPM | | / / | 01/05/2019 | |
| 008 | TIAN FATT HUAT | HQ | MKTG | GEN | 16/07/1983 | 14/03/1986 | 1,500.00 |
| | | B1 | S.SA.EXEC | | / / | 16/05/1993 | |
| 009 | LIM KOK SAI | HQ | ADMN | | 01/03/2009 | / / | 5,000.00 |
| | | | MGR | | / / | / / | |
| 014 | ANUAR BIN RAHIM | HQ | ADMN | GEN | 11/06/1993 | 11/09/1993 | 1,800.00 |
| | | B2 | AST-ADMIN | | / / | 01/01/1997 | |
| 015 | CHENG LEE LEE | JB | ACCT | GEN | 01/05/1997 | 01/09/1997 | 4,000.00 |
| | | A2 | ACMN | | / / | 01/06/1999 | |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

**REPORT TITLE** : **DISCIPLINE DETAIL**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **01/01/2019 - 31/12/2019**



**Name** : **JENNIFER WHITE** **I/C New** : **661110-10-5088** **Sex** : **FEMALE** **Marital** : **SINGLE** **Dept** : **PROD** **Hire** : **01/01/2019**

**Empl#** : **001** **I/C OLD** : **A0581988** **Race** : **CHINESE** **Catg** : **A3** **Occu** : **ADMM** **Term** : **/ /**

| DATE | DISCIPLINE DESCRIPTION | REASON GIVEN SUGGESTION | ACTION TAKEN INVESTIGATEDBY | COMMENT |
|---|---|---|---|---|
| 15/02/2019 | ABSENT WITHOUT OFFICIAL LEAVE ( | Personal | Verbal Warning<br>James Wong | |
| 22/03/2019 | SPEEDING | None | Warning Letter #1<br>George Kent | |
| 29/07/2019 | LATENESS ON JOB | Car Breakdown | Warning Letter #1<br>James Wong | |
| 11/08/2019 | LATENESS ON JOB | Personal Reason | Warning Letter #2<br>James Wong | |
| 12/12/2019 | LATENESS ON JOB | Personal Reason | Warning Letter #3<br>James Wong | Employee Terminated |

**Total Records :** **5**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**
**REPORT TITLE** : **EDUCATION DETAIL**
**SORTED BY** : **EMPLOYEE NAME**
**PERIOD** : **01/01/2019 - 31/12/2019**



| DATE | EDUCATION DESCRIPTION INSTITUTE/SCHOOL | YEARS | GRADES | GRADUATE | QUALIFICATION |
|---|---|---|---|---|---|
| **Name : HARITH OSMAN B. MUSTAFA** | **I/C New : 540604-01-2345** | **Sex : MALE** | **Marital : SINGLE** | **Dept : ACCT** | **Hire : 01/01/1988** |
| **Empl# : 002** | **I/C OLD : A2365877** | **Race : MALAY** | **Catg : A2** | **Occu : ACMN** | **Term : 31/12/2019** |
| 01/01/2019 | DEGREE IN COMMUNICATIONS<br>UNIVERSITY MICHIGAN | 4.00 | 4.0 | / / | DEGREE |

**Total Records : 1**

| | | | | | |
|---|---|---|---|---|---|
| **Name : JENNIFER WHITE** | **I/C New : 661110-10-5088** | **Sex : FEMALE** | **Marital : SINGLE** | **Dept : PROD** | **Hire : 01/01/2019** |
| **Empl# : 001** | **I/C OLD : A0581988** | **Race : CHINESE** | **Catg : A3** | **Occu : ADMM** | **Term : / /** |
| 08/05/2019 | HIGHER DIPLOMA IN COMPUTER STI<br>INTERNATIONAL COMPUTER LEARN | 2.00 | PASSED | 08/05/2019 | DIPLOMA |

**Total Records : 1**

**Grand Total Records : 2**
**Total Employee : 2**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 22-Apr-2019 (Mon) 11:38 PM Page : 1

**REPORT TITLE** : **EVENTS ALL DETAIL**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **01/01/2019 - 31/12/2019**

| DATE | EVENT DESCRIPTION | AUTHOR | COMMENTS | FOLLOW-UP | ALERT |
|---|---|---|---|---|---|
| **Name : HARITH OSMAN B. MUSTAFA** | | **I/C New : 540604-01-2345** | **Sex : MALE** | **Marital : SINGLE** | **Dept : ACCT** | **Hire : 01/01/1988** |
| **Empl# : 002** | | **I/C OLD : A2365877** | **Race : MALAY** | **Catg : A2** | **Occu : ACMN** | **Term : 31/12/2019** |
| 02/01/2019 | Chair Annual Sports Club Meeting | | | / / | YES |
| 01/05/2019 | Replace Siti Kasidah (Warehouse Mai | | Siti on Maternity Leave until 01.03.2019 | / / | YES |
| **Total Records : 2** | | | | | |
| **Name : JENNIFER WHITE** | | **I/C New : 661110-10-5088** | **Sex : FEMALE** | **Marital : SINGLE** | **Dept : PROD** | **Hire : 01/01/2019** |
| **Empl# : 001** | | **I/C OLD : A0581988** | **Race : CHINESE** | **Catg : A3** | **Occu : ADMM** | **Term : / /** |
| 01/02/2019 | Conduct Management Training to Stat | | | / / | YES |
| 01/05/2019 | Send for Management Training | | | / / | YES |
| 03/05/2019 | Salary Revision | Mr. Robert | Arrange meeting date for appraisal. | 01/12/2019 | YES |
| 08/05/2019 | Annual Meeting | Ms. Cynthia | Prepare all companies annual reports. | 01/12/2019 | YES |
| **Total Records : 4** | | | | | |

**Grand Total Records : 6**

**Total Employee : 2**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**
**REPORT TITLE** : **FAMILY DETAIL (ALLMEMBERS)**
**SORTED BY** : **EMPLOYEE NAME**
**PERIOD** : **01/01/2019 - 31/12/2019**



| MEMBERS NAME | RELATIONSHIP | SEX | BIRTH(AGE) | TEL/MOBILE | I/C NUMBER | OCCUPATION |
|---|---|---|---|---|---|---|
| **Name : HARITH OSMAN B. MUSTAFA** | **I/C New : 540604-01-2345** | | **Sex : MALE** | **Marital : SINGLE** | **Dept : ACCT** | **Hire : 01/01/1988** |
| **Empl# : 002** | **I/C OLD : A2365877** | | **Race : MALAY** | **Catg : A2** | **Occu : ACMN** | **Term : 31/12/2019** |
| MOHAMMAD B. ISMAIL | Father | MALE | 03/03/1925 (94) | | 250303-05-5942 | Retired |
| JULAIDAH BT. KAMARUZAMAN | Spouse | FEMALE | 30/12/1935 (83) | | 351230-05-1649 | House Wife |
| **Total Records : 2** | | | | | | |
| **Name : JENNIFER WHITE** | **I/C New : 661110-10-5088** | | **Sex : FEMALE** | **Marital : SINGLE** | **Dept : PROD** | **Hire : 01/01/2019** |
| **Empl# : 001** | **I/C OLD : A0581988** | | **Race : CHINESE** | **Catg : A3** | **Occu : ADMM** | **Term : / /** |
| CHRISTOPHER JAMES | Father | MALE | 01/03/1935 (84) | | | Retired |
| JAMES THOMPSON | Daughter | MALE | 29/11/1969 (49) | | | Civil Engineer |
| JENNY WHITE | Daughter | FEMALE | 17/12/1975 (43) | | | Interior Designer |
| MARRY ANN | Spouse | FEMALE | 09/07/1974 (44) | | | House Wife |
| **Total Records : 4** | | | | | | |

**Grand Total Records : 6**
**Total Employee : 2**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 23-Apr-2019 (Tue) 06:26 PM



**REPORT TITLE** : **INSURANCE DETAIL**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **01/01/2019 - 31/12/2019**

| DATE | INSURANCE DESCRIPTION<br>TYPE | INSURANCE CO.<br>DOCUMENT REF | PLAN<br>DURATION | COVERAGE(RM)<br>PREMIUM(RM) | CLAIM(RM)<br>RECV (RM) | SUBMITTED<br>RECEIVED | ADMITTED<br>RENEWAL |
|---|---|---|---|---|---|---|---|
| **Name : HARITH OSMAN B. MUSTAFA** | | **I/C New : 540604-01-2345** | **Sex : MALE** | **Marital : SINGLE** | | **Dept : ACCT** | **Hire : 01/01/1988** |
| **Empl# : 002** | | **I/C OLD : A2365877** | **Race : MALAY** | **Catg : A2** | | **Occu : ACMN** | **Term : 31/12/2019** |
| 01/01/2019 | Insurance Policy - AIA | AIA | Life Group Insurance | 100,000.00 | 0.00 | / / | / / |
| | POLICY | AIA/LIFE/001 | 1.00 | 10,000.00 | 0.00 | / / | 01/01/2019 |
| 01/01/2019 | Insurance Policy - ING | ING | PA | 50,000.00 | 0.00 | / / | / / |
| | POLICY | ING/PA-003 | 1.00 | 1,000.00 | 0.00 | / / | / / |
| **Total Records : 2** | | | | | | | |
| **Name : JENNIFER WHITE** | | **I/C New : 661110-10-5088** | **Sex : FEMALE** | **Marital : SINGLE** | | **Dept : PROD** | **Hire : 01/01/2019** |
| **Empl# : 001** | | **I/C OLD : A0581988** | **Race : CHINESE** | **Catg : A3** | | **Occu : ADMM** | **Term : / /** |
| 05/02/2019 | Insurance Claims | AIA | Medical Plan | 0.00 | 1,000.00 | 05/02/2019 | 15/01/2019 |
| | CLAIM | AIA/MP-01 | 0.00 | 0.00 | 0.00 | / / | / / |
| 08/05/2019 | Insurance Claims | ING | Accident Plan A | 0.00 | 3,600.00 | 08/05/2019 | 08/06/2019 |
| | CLAIM | Medical Reports from SJM( | 0.00 | 0.00 | 3,600.00 | 08/08/2019 | / / |
| 15/06/2019 | Insurance Claims | AIA | Medical Plan | 0.00 | 500.00 | 15/06/2019 | / / |
| | CLAIM | AIA/MP-002 | 0.00 | 0.00 | 0.00 | / / | / / |
| **Total Records : 3** | | | | | | | |

**Grand Total Records : 5**

**Total Employee : 2**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**
**REPORT TITLE** : **NPL RECORD DETAIL**
**SORTED BY** : **EMPLOYEE NAME**
**PERIOD** : **01/01/2019 - 31/12/2019**



| DATE | UNTIL | NPL DESCRIPTION | REASON | NPL DAYS | NPL HOURS |
|---|---|---|---|---|---|
| **Name : HARITH OSMAN B. MUSTAFA** | | **I/C New : 540604-01-2345** | **Sex : MALE** | **Marital : SINGLE** | **Dept : ACCT** |
| **Empl# : 002** | | **I/C OLD : A2365877** | **Race : MALAY** | **Catg : A2** | **Occu : ACMN** |
| | | | | | **Hire : 01/01/1988** |
| | | | | | **Term : / /** |
| 30/01/2019 | 31/01/2019 | ABENT WITHOUT OFFICIAL LEAVE (AWOL) | | 2.00 | 0.00 |
| 31/03/2019 | 31/03/2019 | ABENT WITHOUT OFFICIAL LEAVE (AWOL) | | 1.00 | 0.00 |
| **Total Records : 2** | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Name : JENNIFER WHITE** | | **I/C New : 661110-10-5088** | **Sex : FEMALE** | **Marital : SINGLE** | **Dept : PROD** |
| **Empl# : 001** | | **I/C OLD : A0581988** | **Race : CHINESE** | **Catg : A3** | **Occu : ADMM** |
| | | | | | **Hire : 01/01/2019** |
| | | | | | **Term : / /** |
| 03/03/2019 | 03/03/2019 | NON PAID LEAVE (NPL) | PERSONAL | 1.00 | 0.00 |
| 08/03/2019 | 08/03/2019 | NON PAID LEAVE (NPL) | CHILDREN SICK | 1.00 | 0.00 |
| 28/08/2019 | 30/08/2019 | NON PAID LEAVE (NPL) | BALIK KAMPUNG | 3.00 | 0.00 |
| **Total Records : 3** | | | | | |

**Grand Total Records : 5**
**Total Employee : 2**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**
**REPORT TITLE** : **SKILL DETAIL**
**SORTED BY** : **EMPLOYEE NAME**
**PERIOD** : **01/01/2019 - 31/12/2019**



| DATE | SKILL DESCRIPTION | PROFICIENCY | ACQUIRED FROM | COST(RM) |
|---|---|---|---|---|
| **Name : HARITH OSMAN B. MUSTAFA** | **I/C New : 540604-01-2345** | **Sex : MALE** | **Marital : SINGLE** | **Dept : ACCT** | **Hire : 01/01/1988** |
| **Empl# : 002** | **I/C OLD : A2365877** | **Race : MALAY** | **Catg : A2** | **Occu : ACMN** | **Term : 31/12/2019** |
| 01/01/2019 | BASIC COMPUTER KNOWLEDGE | AVERAGE | COMPUTER LEARNING CENTER (KL) | 500.00 |
| 01/01/2019 | BOOK KEEPING | AVERAGE | INSTITUTE ACCOUNTANT MALAYSIA | 3,000.00 |
| **Total Records : 2** | | | | |
| | | | | 3,500.00 |
| **Name : JENNIFER WHITE** | **I/C New : 661110-10-5088** | **Sex : FEMALE** | **Marital : SINGLE** | **Dept : PROD** | **Hire : 01/01/2019** |
| **Empl# : 001** | **I/C OLD : A0581988** | **Race : CHINESE** | **Catg : A3** | **Occu : ADMM** | **Term : / /** |
| 23/05/2019 | SHORT HAND | GOOD | Short Hand Course | 560.00 |
| 29/08/2019 | MICROSOFT EXCEL | GOOD | Computer Course | 150.00 |
| 08/12/2019 | MICROSOFT OFFICE | AVERAGE | Computer Course | 320.00 |
| **Total Records : 3** | | | | |
| | | | | 1,030.00 |

**Grand Total Records : 5**
**Total Employee : 2**

4,530.00

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

**REPORT TITLE** : **TRAINING DETAIL - BY EMPLOYEE**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **01/01/2019 - 31/12/2019**



| FROM | UNTIL | COURSE TITLE<br>TRAINER<br>ORGANISOR | HOURS<br>POINTS<br>SCORE | FEES (RM)<br>TRAV(RM)<br>HRDF(RM) | MISC (RM)<br>TOTAL (RM) | LEVY (RM)<br>SUBSIDY (RM) | VENUE<br>BONDED<br>COURSE CODE | CERTIFICATE |
|---|---|---|---|---|---|---|---|---|

**Name : HARITH OSMAN B. MUSTAFA** **I/C New : 540604-01-2345** **Sex : MALE** **Marital : SINGLE** **Dept : ACCT** **Hire : 01/01/1988**

**Empl# : 002** **I/C OLD : A2365877** **Race : MALAY** **Catg : A2** **Occu : ACMN** **Term : 31/12/2019**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 01/03/2019 | 10/03/2019 | ACCOUNTING COURSE PART I | 5.00 | 1,500.00 | 0.00 | 0.00 | | |
| | | APES SDN BHD | 0.00 | 0.00 | 1,500.00 | 0.00 | | |
| | | APES SDN BHD | GOOD | 0.00 | | | | |
| **Total Records : 1** | | | | | | | | |
| | | | 5.00 | 1,500.00 | 0.00 | 0.00 | | |
| | | | 0.00 | 0.00 | 1,500.00 | 0.00 | | |
| | | | | 0.00 | | | | |
| 15/05/2019 | 20/05/2019 | ACCOUNTING COURSE PART II | 5.00 | 1,500.00 | 0.00 | 0.00 | | |
| | | APES SDN BHD | 0.00 | 0.00 | 1,500.00 | 0.00 | | |
| | | APES SDN BHD | GOOD | 0.00 | | | | |
| **Total Records : 1** | | | | | | | | |
| | | | 5.00 | 1,500.00 | 0.00 | 0.00 | | |
| | | | 0.00 | 0.00 | 1,500.00 | 0.00 | | |
| | | | | 0.00 | | | | |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**
**REPORT TITLE** : **EMPLOYMENT HISTORY DETAIL**
**SORTED BY** : **EMPLOYEE NAME**
**DATE RANGE** : **01/01/1900 - 31/12/2019**



| JOINED | RESIGNED<br>SERV YR | COMPANY NAME<br>INCOME TAX NO<br>CONTACTPERSON/TEL<br>INDUSTRY | ADDRESS | OCCUPATION<br>SALARY (RM)<br>REASON LEFT | Show ? |
|---|---|---|---|---|---|

**Name : JENNIFER WHITE** | **I/C New : 661110-10-5088** | **Sex : FEMALE** | **Marital : SINGLE** | **Dept : PROD** | **Hire : 01/01/2019**
**Empl# : 001** | **I/C OLD : A0581988** | **Race : CHINESE** | **Catg : A3** | **Occu : ADMM** | **Term : / /**

| | | | | | |
|---|---|---|---|---|---|
| 08/05/1992 | 01/01/1993<br>00yr 07mth | International Communication Sdn Bhd<br><br>Ms. Joanne / () | | Communication Consultant.<br>1,600.00 | **NO** |
| 08/05/1994 | 31/12/1994<br>00yr 07mth | Satachi Corporation<br><br>Michael David / (03-5666-8888) | | Marketing Consultant<br>1,800.00<br>Better Career Opportunity | **NO** |
| 01/01/1999 | 31/03/1999<br>00yr 03mth | Star City Corporation Bhd<br><br>Sally Liew / (05-555-7183) | | Senior Marketing Consultant<br>2,200.00 | **NO** |

**Total Records : 3**

**Grand Total Records : 3**
**Total Employee : 1**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)** Date : 03-May-2019 (Fri) 10:44 AM 

**REPORT TITLE** : **LEAVE ENTITLEMENT BAL REPORT**

**SORTED BY** : **EMPLOYEE NUMBER**

**PERIOD** : **MAY 2019**

| NO. | LEAVE TYPE | DESC. | LAST B/F | EARNED | BURNED | ADJUST. | TAKEN | BAL | FUTURE | YR C/F | YR ENT. |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **GROUP** | **: 001 (JENNIFER WHITE)** | | | | | | | | | | |
| 1. | AL | Annual Leave | 5.00 | 10.00 | 0.00 | 0.00 | -1.00 | 14.00 | 0.00 | 0.00 | 10.00 |
| 2. | MC | Medical Leave | 0.00 | 14.00 | 0.00 | 0.00 | 0.00 | 14.00 | 0.00 | 0.00 | 14.00 |
| **GROUP** | **: 002 (HARITH OSMAN B. MUSTAFA)** | | | | | | | | | | |
| 1. | AL | Annual Leave | 10.00 | 30.00 | 0.00 | 0.00 | 0.00 | 40.00 | 0.00 | 0.00 | 30.00 |
| 2. | MC | Medical Leave | 0.00 | 22.00 | 0.00 | 0.00 | 0.00 | 22.00 | 0.00 | 0.00 | 22.00 |
| **GROUP** | **: 003 (TAN CHENG MEI)** | | | | | | | | | | |
| 1. | AL | Annual Leave | 0.00 | 30.00 | 0.00 | 0.00 | 0.00 | 30.00 | 0.00 | 0.00 | 30.00 |
| 2. | MC | Medical Leave | 0.00 | 22.00 | 0.00 | 0.00 | 0.00 | 22.00 | 0.00 | 0.00 | 22.00 |
| **GROUP** | **: 004 (PHANG LEE BENG (TONY))** | | | | | | | | | | |
| 1. | AL | Annual Leave | 0.00 | 30.00 | 0.00 | 0.00 | 0.00 | 30.00 | 0.00 | 0.00 | 30.00 |
| 2. | MC | Medical Leave | 0.00 | 22.00 | 0.00 | 0.00 | 0.00 | 22.00 | 0.00 | 0.00 | 22.00 |

**TOTAL EMPLOYEE : 4**

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)** Date : 03-May-2019 (Fri) 03:18 PM 

**REPORT TITLE** : **LEAVE APPLICATION REPORT**

**SORTED BY** : **EMPLOYEE NUMBER**

**PERIOD** : **01/01/2019 until 31/12/2019**

| DATE APPLY | REF NO | LEAVE TYPE | START ON | END ON | DAYS | STATUS | REASON |
|---|---|---|---|---|---|---|---|
| **GROUP : 001 (JENNIFER WHITE)** | | | | | | | |
| 26/04/2019 | 531BDBFF | Annual Leave | 30/04/2019 | 30/04/2019 | 1.00 | Reject | Holiday |
| 26/04/2019 | D513B180 | Annual Leave | 29/04/2019 | 29/04/2019 | 1.00 | Approved | Holiday |
| 29/04/2019 | 61DF10BC | Annual Leave | 02/05/2019 | 02/05/2019 | 1.00 | Cancelled | Holiday |
| 29/04/2019 | 9EA5CC10 | Annual Leave | 02/05/2019 | 02/05/2019 | 1.00 | Cancelled | Holiday |
| 29/04/2019 | 21BA3406 | Medical Leave | 03/05/2019 | 03/05/2019 | 1.00 | Pending | Bad Headache |
| | | | | **Sub Total :** | 5.00 | | |

**TOTAL EMPLOYEE : 1**

**GRAND TOTAL :** 5.00

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)** Date : 03-May-2019 (Fri) 03:20 PM 

**REPORT TITLE** : **LEAVE ADJUSTMENT REPORT**

**SORTED BY** : **EMPLOYEE NUMBER**

**PERIOD** : **01/01/2019 until 31/12/2019**

| DATE APPLY | REF NO | LEAVE TYPE | NO. DAYS | STATUS | REASON |
|---|---|---|---|---|---|
| **GROUP : 001 (JENNIFER WHITE)** | | | | | |
| 03/05/2019 | 2E1474CE | Annual Leave | 0.00 | Approved | Special approval by Managing Director |
| | | | 0.00 | | |
| **GROUP : 002 (HARITH OSMAN B. MUSTAFA)** | | | | | |
| 03/05/2019 | A5279EE2 | Annual Leave | 0.00 | Approved | Requested by Immediate Supervisor |
| | | | 0.00 | | |

**TOTAL EMPLOYEE :** **2**

**GRAND TOTAL :** 0.00

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 03-May-2019 (Fri) 03:23 PM



**REPORT TITLE** : **LEAVE REPLACEMENT REPORT**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **01/01/2019 - 31/12/2019**

| NO. | APPLY DATE | REF NO. | DAYS (+/-) | STATUS | REASON |
|---|---|---|---|---|---|

**GROUP** : **HARITH OSMAN B. MUSTAFA (002)**

**002** **HARITH OSMAN B. MUSTAFA**

**1.** **03/05/2019** **4350274A** **Approved** **Replacement Leave**

| DAYS(+/-) | EXPIRED DATE | Year 2019 | USED ON | TAKEN REF NO. |
|---|---|---|---|---|
| 0.5 | 03/05/2019 | BURNED | | |
| 0.5 | 03/05/2019 | BURNED | | |
| Sum 1.0 | | | | |

| APPLICATION FROM | YEAR | BURNED | USED | UNUSED | TOTAL |
|---|---|---|---|---|---|
| PREVIOUS YEAR | 2018 | 0 | 0 | 0 | 0 |
| CURRENT YEAR | 2019 | 1.0 | 0 | 0 | 1.0 |

**GROUP** : **JENNIFER WHITE (001)**

**001** **JENNIFER WHITE**

**1.** **03/05/2019** **3AB28F29** **Approved** **Replacement Leave**

| DAYS(+/-) | EXPIRED DATE | Year 2019 | USED ON | TAKEN REF NO. |
|---|---|---|---|---|
| 0.5 | 03/05/2019 | BURNED | | |
| 0.5 | 03/05/2019 | BURNED | | |
| Sum 1.0 | | | | |

| APPLICATION FROM | YEAR | BURNED | USED | UNUSED | TOTAL |
|---|---|---|---|---|---|
| PREVIOUS YEAR | 2018 | 0 | 0 | 0 | 0 |
| CURRENT YEAR | 2019 | 1.0 | 0 | 0 | 1.0 |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 03-May-2019 (Fri) 03:36 PM



**REPORT TITLE** : **LEAVE YEAR TAKEN SUMMARY REPORT**

**SORT BY** : **EMPLOYEE NUMBER**

**PERIOD** : **01/01/2019 until 31/12/2019**

| LEAVE TYPE DESCRIPTION | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Annual Leave | 0.00 | 0.00 | 0.00 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Medical Leave | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 5.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6.00 |
| Maternity Leave | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 60.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 60.00 |
| Paternity Leave | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3.00 |
| **TOTAL EMPLOYEE :** | | | | | | | | | | | | | |
| **GRAND TOTAL :** | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 | 8.00 | 60.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 70.00 |

**COMPANY** : **DEMONSTRATION COMPANY(180838-D)**

Date : 03-May-2019 (Fri) 03:37 PM



**REPORT TITLE** : **LEAVE TAKEN HISTORY DETAIL**

**SORTED BY** : **EMPLOYEE NUMBER**

**PERIOD** : **01/01/2019 until 31/12/2019**

| LEAVE | LEAVE APP.NO. | FROM | TO | DAY(S) | STATUS | REASON |
|---|---|---|---|---|---|---|
| **GROUP : 001 (JENNIFER WHITE)** | | | | | | |
| Annual Leave | D513B180 | 29/04/2019 | 29/04/2019 | 1.00 | Approved | Holiday |
| | **NO. of RECORD : 1** | | | **1.00** | | |
| Medical Leave | 21BA3406 | 03/05/2019 | 03/05/2019 | 1.00 | Approved | Bad Headache |
| | 6970FBBF | 24/06/2019 | 28/06/2019 | 5.00 | Approved | Accident |
| | **NO. of RECORD : 2** | | | **6.00** | | |
| Maternity Leave | 00F23BB8 | 01/07/2019 | 29/08/2019 | 60.00 | Approved | Maternity Leave |
| | **NO. of RECORD : 1** | | | **60.00** | | |
| **TOTAL RECORD : 4** | | | | **67.00** | | |
| **GROUP : 002 (HARITH OSMAN B. MUSTAFA)** | | | | | | |
| Paternity Leave | 173C4551 | 03/06/2019 | 05/06/2019 | 3.00 | Approved | First child born |
| | **NO. of RECORD : 1** | | | **3.00** | | |
| **TOTAL RECORD : 1** | | | | **3.00** | | |

**TOTAL EMPLOYEE : 2**

**GRAND TOTAL : 70.00**

**COMPANY** : **DEMO(DEMO)**

Date : 11-Jul-2019 (Thu) 12:15 PM Page : 1

**REPORT TITLE** : **MONTH-TO-DATE CLAIM ENTITLEMENT REPORT (JULY - 2019)**

**SORTED BY** : **EMPLOYEE NUMBER**

**PERIOD** : **JANUARY UNTIL JULY - YEAR 2019**

| | EMPLOYEE NAME / | | JULY - YEAR 2019 | | | | | | JANUARY UNTIL JULY - YEAR 2019 | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| EMP NO. | CLAIM ITEM TYPE | | APPROVED AMT | PENDING AMT | TOTAL | MONTHLY LIMIT | AVAILABLE BAL | STATUS | YR APP AMT | YR PEND AMT | TOTAL | YR LIMIT | AVAL BAL | STATUS |
| **GROUP** | **: 001 (JENNIFER WHITE DEMO)** | | | | | | | | | | | | | |
| **001** | **JENNIFER WHITE DEMO** | | | | | | | | | | | | | |
| | **999-HR** | **Claim Via Human Resources** | | | | | | | | | | | | |
| | **Combine Limit Group :1** | | | | | | | | | | | | | |
| (1) | 999-MEDI-1 | Medical Fee (For Self) | 80.00 | 0.00 | 80.00 | 1,200.00 | 1,120.00 | | 80.00 | 0.00 | 80.00 | 3,000.00 | 2,920.00 | |
| | | | **80.00** | **0.00** | **80.00** | **1,200.00**** | 1,120.00 | | **80.00** | **0.00** | **80.00** | **3,000.00***** | 2,920.00 | |
| | **Combine Limit Group :2** | | | | | | | | | | | | | |
| (1) | 999-BF | Breakfast | 50.00 | 0.00 | 50.00 | - | - | N/A | 50.00 | 0.00 | 50.00 | - | - | N/A |
| (2) | 999-Lunch | Lunch | 20.00 | 0.00 | 20.00 | 300.00 | 280.00 | | 43.00 | 206.90 | 249.90 | 1,000.00 | 750.10 | |
| (3) | 999-Dinner | Dinner | 110.00 | 0.00 | 110.00 | 99,999.99 | 99,889.99 | | 110.00 | 0.00 | 110.00 | 99,999.99 | 99,889.99 | |
| | | | **180.00** | **0.00** | **180.00** | **100,299.99**** | 100,119.99 | | **203.00** | **206.90** | **409.90** | **00,999.99***** | 100,590.09 | |
| | **Combine Limit Group :10** | | | | | | | | | | | | | |
| (1) | 999-ML | Mileage - Motorcar | 74.20 | 0.00 | 74.20 | 150.00 | 75.80 | | 74.20 | 56.89 | 131.09 | 300.00 | 168.91 | |
| (2) | 999-TAXI | Taxi Fee | 0.00 | 0.00 | 0.00 | - | - | N/A | 0.00 | 65.00 | 65.00 | - | - | N/A |
| (3) | ACC | Accomodation | 0.00 | 0.00 | 0.00 | - | - | N/A | 150.00 | 250.00 | 400.00 | - | - | N/A |
| | | | **74.20** | **0.00** | **74.20** | **150.00**** | 75.80 | | **224.20** | **371.89** | **596.09** | **300.00***** | - | N/A |

**COMPANY** : **DEMO(DEMO)**

Date : 11-Jul-2019 (Thu) 12:15 PM



**REPORT TITLE** : **MONTH-TO-DATE CLAIM ENTITLEMENT REPORT (JULY - 2019)**

**SORTED BY** : **EMPLOYEE NUMBER**

**PERIOD** : **JANUARY UNTIL JULY - YEAR 2019**

| | EMPLOYEE NAME / | | JULY - YEAR 2019 | | | | | | JANUARY UNTIL JULY - YEAR 2019 | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| EMP NO. | CLAIM ITEM TYPE | | APPROVED AMT | PENDING AMT | TOTAL | MONTHLY LIMIT | AVAILABLE BAL | STATUS | YR APP AMT | YR PEND AMT | TOTAL | YR LIMIT | AVAL BAL | STATUS |
| **GROUP** | **: 002 (HARITH OSMAN B. MUSTAFA)** | | | | | | | | | | | | | |
| **002** | **HARITH OSMAN B. MUSTAFA** | | | | | | | | | | | | | |
| | **999-HR** | **Claim Via Human Resources** | | | | | | | | | | | | |
| | **Combine Limit Group :10** | | | | | | | | | | | | | |
| (1) | 999-ML | Mileage - Motorcar | 34.70 | 0.00 | 34.70 | 150.00 | 115.30 | | 34.70 | 0.00 | 34.70 | 300.00 | 265.30 | |
| (2) | 999-PARK | Parking | 15.00 | 0.00 | 15.00 | - | - | N/A | 15.00 | 0.00 | 15.00 | - | - | N/A |
| (3) | 999-TOLL | Toll Fee | 20.00 | 0.00 | 20.00 | - | - | N/A | 20.00 | 0.00 | 20.00 | - | - | N/A |
| | | | **69.70** | **0.00** | **69.70** | **150.00**** | 80.30 | | **69.70** | **0.00** | **69.70** | **300.00***** | - | N/A |
| **GROUP** | **: 003 (TAN CHENG MEI)** | | | | | | | | | | | | | |
| **003** | **TAN CHENG MEI** | | | | | | | | | | | | | |
| | **999-HR** | **Claim Via Human Resources** | | | | | | | | | | | | |
| | **Combine Limit Group :2** | | | | | | | | | | | | | |
| (1) | 999-BF | Breakfast | 20.00 | 0.00 | 20.00 | - | - | N/A | 20.00 | 0.00 | 20.00 | - | - | N/A |
| | | | **20.00** | **0.00** | **20.00** | **0.00**** | -20.00 | Exceed | **20.00** | **0.00** | **20.00** | **0.00***** | - | N/A |
| | **Combine Limit Group :10** | | | | | | | | | | | | | |
| (1) | 999-ML | Mileage - Motorcar | 91.00 | 0.00 | 91.00 | 150.00 | 59.00 | | 91.00 | 0.00 | 91.00 | 300.00 | 209.00 | |
| (2) | 999-PARK | Parking | 5.00 | 0.00 | 5.00 | - | - | N/A | 5.00 | 0.00 | 5.00 | - | - | N/A |
| (3) | 999-TOLL | Toll Fee | 20.00 | 0.00 | 20.00 | - | - | N/A | 20.00 | 0.00 | 20.00 | - | - | N/A |
| | | | **116.00** | **0.00** | **116.00** | **150.00**** | 34.00 | | **116.00** | **0.00** | **116.00** | **300.00***** | - | N/A |
| | **Grand Total** | | **539.90** | **0.00** | **539.90** | **101,949.99**** | 101,410.09 | | **712.90** | **578.79** | **1,291.69** | **04,899.99***** | - | |

Note : **Combine Limit, ***Year Combine Limit

**COMPANY** : **DEMO(DEMO)**

**REPORT TITLE** : **CLAIM APPLICATION REPORT**

**SORTED BY** : **EMPLOYEE NUMBER**

**PERIOD** : **JAN until JUL 2019**



| SUBMIT ON | FROM | TO | DAY | TRAN NO. | REF NO | | CLAIM AMT | APP AMT | HOLD ? | PERIOD | STATUS | CLIENT NAME |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **GROUP : 001 (JENNIFER WHITE DEMO)** | | | | | | | | | | | | |
| 16/01/2019 | 16/01/2019 | 16/01/2019 | 1.00 | DDFA46AA | | | 245.79 | 245.79 | No | | Pending | |
| | 999-ML Mileage - Motorcar | | | | 1.00 | 56.89 | 56.89 | 56.89 | | | | |
| | 999-TAXI Taxi Fee | | | | 1.00 | 65.00 | 65.00 | 65.00 | | | | |
| | 999-Lunch Lunch | | | | 1.00 | 123.90 | 123.90 | 123.90 | | | | |
| | **ITEM TOTAL :** | | | | | | **245.79** | **245.79** | | | | |
| 11/07/2019 | 11/07/2019 | 11/07/2019 | 1.00 | 5E9970E7 | | | 58.30 | 58.30 | No | 2019-Jul-END | Approved | |
| | 999-Lunch Lunch | | | | 1.00 | 20.00 | 20.00 | 20.00 | | | | |
| | 999-ML Mileage - Motorcar | | | | 87.00 | 0.44 | 38.30 | 38.30 | | | | |
| | **ITEM TOTAL :** | | | | | | **58.30** | **58.30** | | | | |
| 11/07/2019 | 11/07/2019 | 11/07/2019 | 1.00 | F48CD3FE | | | 35.90 | 35.90 | No | 2019-Jul-END | Approved | |
| | 999-ML Mileage - Motorcar | | | | 81.00 | 0.44 | 35.90 | 35.90 | | | | |
| | **ITEM TOTAL :** | | | | | | **35.90** | **35.90** | | | | |
| 11/07/2019 | 11/07/2019 | 11/07/2019 | 1.00 | 9952F7C4 | | | 160.00 | 160.00 | No | 2019-Jul-END | Approved | |
| | 999-BF Breakfast | | | | 1.00 | 50.00 | 50.00 | 50.00 | | | | |
| | 999-Dinner Dinner | | | | 1.00 | 110.00 | 110.00 | 110.00 | | | | |
| | **ITEM TOTAL :** | | | | | | **160.00** | **160.00** | | | | |

**COMPANY** : **DEMO(DEMO)**

Date : 11-Jul-2019 (Thu) 12:19 PM Page : 1

**REPORT TITLE** : **CLAIM PAYMENT REPORT**

**SORTED BY** : **EMPLOYEE NUMBER**

**PERIOD** : **JUL 2019**

| DATE | REF NO | VOUCHER NO | CLAIM AMT |
|---|---|---|---|
| **GROUP : 001 (JENNIFER WHITE DEMO)** | | | |
| **001** | **JENNIFER WHITE DEMO** | | |
| 01/07/2019 | 77FACA8C | PV19/06005 | 600.00 |
| 11/07/2019 | 3905C121 | 222 | 500.00 |
| **TOTAL EMPLOYEE : 1** | | | |
| **GRAND TOTAL :** | | | 1,100.00 |
| **GROUP : 002 (HARITH OSMAN B. MUSTAFA)** | | | |
| **002** | **HARITH OSMAN B. MUSTAFA** | | |
| 01/07/2019 | 5776A96C | PV000000020000 | 500.00 |
| **TOTAL EMPLOYEE : 1** | | | |
| **GRAND TOTAL :** | | | 500.00 |
| **GROUP : 003 (TAN CHENG MEI)** | | | |
| **003** | **TAN CHENG MEI** | | |
| 01/07/2019 | 5D53EED7 | PV19/05600 | 500.00 |
| **TOTAL EMPLOYEE : 1** | | | |
| **GRAND TOTAL :** | | | 500.00 |

**COMPANY** : **DEMO(DEMO)**

Date : 11-Jul-2019 (Thu) 12:18 PM



**REPORT TITLE** : **CLAIM ADVANCE REPORT**

**SORTED BY** : **EMPLOYEE NUMBER**

**PERIOD** : **JUL 2019**

| DATE | TRAN NO | VOUCHER NO | CLAIM AMT | REMARK |
|---|---|---|---|---|
| **GROUP : 001 (JENNIFER WHITE DEMO)** | | | | |
| **001** | **JENNIFER WHITE DEMO** | | | |
| 11/07/2019 | BA717FF3 | | 5,000.00 | Payment Upfront |
| **TOTAL EMPLOYEE :** | **1** | | | |
| **GRAND TOTAL :** | | | 5,000.00 | |
| **GROUP : 002 (HARITH OSMAN B. MUSTAFA)** | | | | |
| **002** | **HARITH OSMAN B. MUSTAFA** | | | |
| 11/07/2019 | E1979411 | | 800.00 | Claim Advance to buy material |
| **TOTAL EMPLOYEE :** | **1** | | | |
| **GRAND TOTAL :** | | | 800.00 | |
| **GROUP : 003 (TAN CHENG MEI)** | | | | |
| **003** | **TAN CHENG MEI** | | | |
| 11/07/2019 | 13045C30 | | 500.00 | Project miscellaneous |
| **TOTAL EMPLOYEE :** | **1** | | | |
| **GRAND TOTAL :** | | | 500.00 | |

**COMPANY** : **DEMO(DEMO)**

Date : 11-Jul-2019 (Thu) 12:21 PM



**REPORT TITLE** : **Claim Ledger Statement**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **01/01/2019 - 31/12/2019**

| Date | DESC | REF NO. | DEBIT | CREDIT | BALANCE |
|---|---|---|---|---|---|
| **002** | **HARITH OSMAN B. MUSTAFA** | | | | |
| 25/07/2019 | Paid via Salary Entry | Salary Slip | 69.70 | 0.00 | 6,480.00 |
| 11/07/2019 | Claim | | 0.00 | 20.00 | 6,410.30 |
| 11/07/2019 | Claim | | 0.00 | 69.70 | 6,430.30 |
| 01/07/2019 | Payment | PV000000020000 | 500.00 | 0.00 | 6,500.00 |
| 01/01/2019 | Balance Brought Forward | | 0.00 | 0.00 | 6,000.00 |
| | | **Sub Total :** | 569.70 | 89.70 | 31,820.60 |

**COMPANY** : **DEMO(DEMO)**

Date : 11-Jul-2019 (Thu) 12:21 PM



**REPORT TITLE** : **CLAIM YEAR END REPORT**

**SORTED BY** : **EMPLOYEE NAME**

**PERIOD** : **JUL 2019**

| EMP NO. | EMPLOYEE NAME | YEAR | CREATED DATE | BAL AMT |
|---|---|---|---|---|
| 002 | HARITH OSMAN B. MUSTAFA | 2018 | 11/07/2019 | 6,000.00 |
| 001 | JENNIFER WHITE DEMO | 2018 | 11/07/2019 | 5,000.00 |
| 003 | TAN CHENG MEI | 2018 | 11/07/2019 | 7,000.00 |
| **TOTAL EMPLOYEE : 3** | | | | |
| **GRAND TOTAL :** | | | | **18,000.00** |

**COMPANY** : **DEMO COMPANY SDN BHD(990172-W)**
**REPORT TITLE** : **MONTHLY TIMECARD DETAIL ALLOWANCE REPORT**
**PERIOD** : **01/05/2020 To 31/05/2020** **SORTED BY** : **EMPLOYEE NUMBER**

Date : 04-Aug-2020 (Tue)
Time : 02:07 PM
Page : 1

**10113002 MUHAMMAD BIN SHARIF** — *Dept:RET* — *TMSGroup:8-5-FW-MTA100*

| Date | Day | Sh# | IN | OUT | Work Hour | Leave Code | NPL | Lates | Overtime Norm | Overtime Rest | Overtime Hol | Overtime Off | Allowances A1 | A2 | A3 | A4 | A5 | A6 | A7 | A8 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 01/05/2020 | H | F | 07:57 | 20:07 | | | | | | | 11:10 | | - | 5.00 | - | - | - | - | - | - |
| 02/05/2020 | SAT | 1 | 07:56 | 20:03 | 09:00 | | | 00:11 | 03:03 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 03/05/2020 | SUN | 1 | 07:56 | 20:04 | 09:00 | | | | 03:04 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 04/05/2020 | MON | 1 | 07:48 | 20:08 | 09:00 | | | | 03:08 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 05/05/2020 | TUE | 1 | 07:56 | 18:11 | 09:00 | | | | 01:11 | | | | - | - | 2.00 | - | - | - | - | - |
| 06/05/2020 | WED | | | | | AL | | | | | | | - | - | - | - | - | - | - | - |
| 07/05/2020 | THU | 1 | 07:49 | 20:03 | 09:00 | | | 00:06 | 03:03 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 08/05/2020 | FRI | 1 | 08:00 | 20:02 | 09:00 | | | 00:01 | 03:02 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 09/05/2020 | SAT | 1 | 07:56 | 20:01 | 09:00 | | | | 03:01 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 10/05/2020 | SUN | 1 | 07:54 | 18:15 | 09:00 | | | 00:02 | 01:15 | | | | - | - | 2.00 | - | - | - | - | - |
| 11/05/2020 | MON | 1 | 07:55 | 19:59 | 09:00 | | | 00:01 | 02:59 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 12/05/2020 | TUE | 1 | 07:55 | 20:02 | 09:00 | | | | 03:02 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 13/05/2020 | WED | | | | | | | | | | | | - | - | - | - | - | - | - | - |
| 14/05/2020 | THU | 1 | 07:51 | 20:01 | 09:00 | | | | 03:01 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 15/05/2020 | FRI | 1 | 08:11 | 20:01 | 09:00 | | | 00:07 | 03:01 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 16/05/2020 | SAT | 1 | 07:52 | 19:01 | 09:00 | | | 00:04 | 02:01 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 17/05/2020 | SUN | 1 | 07:47 | 20:04 | 09:00 | | | 00:03 | 03:04 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 18/05/2020 | MON | 1 | 07:56 | 20:07 | 09:00 | | | | 03:07 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 19/05/2020 | TUE | 1 | 07:56 | 20:14 | 09:00 | | | 00:06 | 03:14 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 20/05/2020 | WED | | | | | | | | | | | | - | - | - | - | - | - | - | - |
| 21/05/2020 | THU | 1 | 07:52 | 20:10 | 09:00 | | | 00:04 | 03:10 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 22/05/2020 | FRI | 1 | 08:02 | 20:05 | 09:00 | | | 00:07 | 03:05 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 23/05/2020 | SAT | 1 | 07:48 | 19:02 | 09:00 | | | 00:01 | 02:02 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 24/05/2020 | H | F | 07:55 | 20:02 | | | | | | | 11:07 | | - | 5.00 | - | - | - | - | - | - |
| 25/05/2020 | H | F | 07:55 | 20:01 | | | | | | | 11:06 | | - | 5.00 | - | - | - | - | - | - |
| 26/05/2020 | TUE | 1 | 08:59 | 20:02 | 08:01 | | | 00:59 | 03:02 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 27/05/2020 | WED | | | | | | | | | | | | - | - | - | - | - | - | - | - |
| 28/05/2020 | THU | 1 | 07:59 | 19:01 | 09:00 | | | 00:02 | 02:01 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 29/05/2020 | FRI | 1 | 07:56 | 20:05 | 09:00 | | | 00:01 | 03:05 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 30/05/2020 | SAT | 1 | 07:57 | 20:08 | 09:00 | | | 00:05 | 03:08 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 31/05/2020 | SUN | 1 | 07:53 | 20:18 | 09:00 | | | 00:01 | 03:18 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| Attendance : | 28 | | | | 215:01 | | | 02:01 | 67:07 | | 33:23 | | 0.00 | 125.00 | 48.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Final Amount(Daily/Monthly)** | | | | | | | | | | | | | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

**Legend : A1=ATTENDANCE A2=OT-MEAL A3=TRANSPORT**

**10114002 RATEJU BIN ABDULLAH** — *Dept:RET* — *TMSGroup:8-5-FW-MTA100*

| Date | Day | Sh# | IN | OUT | Work Hour | Leave Code | NPL | Lates | Overtime Norm | Overtime Rest | Overtime Hol | Overtime Off | Allowances A1 | A2 | A3 | A4 | A5 | A6 | A7 | A8 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 01/05/2020 | H | F | 09:55 | 20:13 | | | | | | | 09:18 | | - | 5.00 | - | - | - | - | - | - |
| 02/05/2020 | SAT | 1 | 09:53 | 20:17 | 07:07 | | | 01:53 | 03:17 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 03/05/2020 | SUN | 1 | 10:01 | 20:14 | 06:59 | | | 02:02 | 03:14 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 04/05/2020 | MON | 1 | 09:53 | 20:20 | 07:07 | | | 01:54 | 03:20 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 05/05/2020 | TUE | 1 | 09:57 | 15:29 | 05:32 | | | 03:28 | | | | | - | - | - | - | - | - | - | - |
| 06/05/2020 | WED | 1 | 09:58 | 20:20 | 07:02 | | | 01:58 | 03:20 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 07/05/2020 | THU | | | | | | | | | | | | - | - | - | - | - | - | - | - |
| 08/05/2020 | R | F | 09:57 | 20:11 | | | | | | 09:14 | | | - | 5.00 | - | - | - | - | - | - |
| 09/05/2020 | SAT | 1 | 09:56 | 20:18 | 07:04 | | | 01:58 | 03:18 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 10/05/2020 | SUN | 1 | 09:55 | 20:04 | 07:05 | | | 01:55 | 03:04 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 11/05/2020 | MON | 1 | 09:49 | 20:14 | 07:11 | | | 01:49 | 03:14 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 12/05/2020 | TUE | 1 | 09:56 | 20:10 | 07:04 | | | 01:56 | 03:10 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 13/05/2020 | WED | 1 | 10:01 | 20:09 | 06:59 | | | 02:01 | 03:09 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 14/05/2020 | THU | 1 | 09:56 | 20:19 | 07:04 | | | 02:01 | 03:19 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 15/05/2020 | FRI | | | | | | | | | | | | - | - | - | - | - | - | - | - |
| 16/05/2020 | SAT | 1 | 09:58 | 20:31 | 07:02 | | | 02:01 | 03:31 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 17/05/2020 | SUN | 1 | 09:57 | 20:02 | 07:03 | | | 01:57 | 03:02 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 18/05/2020 | MON | 1 | 08:02 | 18:05 | 09:00 | | | 00:04 | 01:05 | | | | - | - | 2.00 | - | - | - | - | - |
| 19/05/2020 | TUE | 1 | 07:59 | 18:08 | 09:00 | | | | 01:08 | | | | - | - | 2.00 | - | - | - | - | - |
| 20/05/2020 | WED | 1 | 10:00 | 20:03 | 07:00 | | | 02:01 | 03:03 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 21/05/2020 | THU | 1 | 09:58 | 20:11 | 07:02 | | | 01:58 | 03:11 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 22/05/2020 | R | F | 14:58 | 20:12 | | | | | | 05:14 | | | - | 5.00 | - | - | - | - | - | - |
| 23/05/2020 | SAT | 1 | 10:01 | 20:35 | 06:59 | | | 02:01 | 03:35 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 24/05/2020 | H | F | 09:58 | 20:07 | | | | | | | 09:09 | | - | 5.00 | - | - | - | - | - | - |
| 25/05/2020 | H | F | 09:57 | 20:15 | | | | | | | 09:18 | | - | 5.00 | - | - | - | - | - | - |
| 26/05/2020 | TUE | 1 | 09:56 | 20:06 | 07:04 | | | 01:57 | 03:06 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 27/05/2020 | WED | 1 | 09:56 | 20:18 | 07:04 | | | 01:57 | 03:18 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 28/05/2020 | THU | 1 | 09:56 | 20:07 | 07:04 | | | 01:57 | 03:07 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 29/05/2020 | FRI | | | | | | | | | | | | - | - | - | - | - | - | - | - |
| 30/05/2020 | SAT | 1 | 09:56 | 20:04 | 07:04 | | | 02:00 | 03:04 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 31/05/2020 | SUN | 1 | 09:58 | 20:07 | 07:02 | | | 01:59 | 03:07 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| Attendance : | 28 | | | | 164:38 | | | 42:47 | 66:42 | 14:28 | 27:45 | | 0.00 | 125.00 | 44.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Final Amount(Daily/Monthly)** | | | | | | | | | | | | | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

**Legend : A1=ATTENDANCE A2=OT-MEAL A3=TRANSPORT**

**COMPANY** : **DEMO COMPANY SDN BHD(990172-W)**
**REPORT TITLE** : **MONTHLY TIMECARD DETAIL REPORT**
**PERIOD** : **01/05/2020 To 31/05/2020** **SORTED BY** : **EMPLOYEE NUMBER**

Date : 04-Aug-2020 (Tue)
Time : 02:10 PM


**10113002 MUHAMMAD BIN SHARIF** *Dept:RET* *TMSGroup:8-5-FW-MTA100*

| Date | Day | Sh# | IN | Break #1 Start | Break #1 End | Break #2 Start | Break #2 End | OUT | Leave Code | Actual Hour Worked | NPL | Lates | Overtime Norm | Overtime Rest | Overtime Hol | Overtime Off |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 01/05/2020 | H | F | 07:57 | | | | | 20:07 | | 12:10 | | | | | 11:10 | |
| 02/05/2020 | SAT | 1 | 07:56 | 13:54 | 15:05 | | | 20:03 | | 12:07 | | 00:11 | 03:03 | | | |
| 03/05/2020 | SUN | 1 | 07:56 | 15:04 | | | | 20:04 | | 12:08 | | | 03:04 | | | |
| 04/05/2020 | MON | 1 | 07:48 | | | | | 20:08 | | 12:20 | | | 03:08 | | | |
| 05/05/2020 | TUE | 1 | 07:56 | 14:58 | 15:58 | | | 18:11 | | 10:15 | | | 01:11 | | | |
| 06/05/2020 | WED | | | | | | | | AL | | | | | | | |
| 07/05/2020 | THU | 1 | 07:49 | 14:28 | 15:34 | | | 20:03 | | 12:14 | | 00:06 | 03:03 | | | |
| 08/05/2020 | FRI | 1 | 08:00 | 13:35 | 14:36 | | | 20:02 | | 12:02 | | 00:01 | 03:02 | | | |
| 09/05/2020 | SAT | 1 | 07:56 | 14:35 | 15:33 | | | 20:01 | | 12:05 | | | 03:01 | | | |
| 10/05/2020 | SUN | 1 | 07:54 | 14:22 | 15:24 | | | 18:15 | | 10:21 | | 00:02 | 01:15 | | | |
| 11/05/2020 | MON | 1 | 07:55 | 14:56 | 15:57 | | | 19:59 | | 12:04 | | 00:01 | 02:59 | | | |
| 12/05/2020 | TUE | 1 | 07:55 | 13:41 | 14:39 | | | 20:02 | | 12:07 | | | 03:02 | | | |
| 13/05/2020 | WED | | | | | | | | | | | | | | | |
| 14/05/2020 | THU | 1 | 07:51 | 14:24 | 15:23 | | | 20:01 | | 12:10 | | | 03:01 | | | |
| 15/05/2020 | FRI | 1 | 08:11 | 13:36 | 14:43 | | | 20:01 | | 11:50 | | 00:07 | 03:01 | | | |
| 16/05/2020 | SAT | 1 | 07:52 | 14:49 | 15:53 | | | 19:01 | | 11:09 | | 00:04 | 02:01 | | | |
| 17/05/2020 | SUN | 1 | 07:47 | 14:58 | 16:01 | | | 20:04 | | 12:17 | | 00:03 | 03:04 | | | |
| 18/05/2020 | MON | 1 | 07:56 | 14:35 | 15:35 | | | 20:07 | | 12:11 | | | 03:07 | | | |
| 19/05/2020 | TUE | 1 | 07:56 | 14:55 | 16:01 | | | 20:14 | | 12:18 | | 00:06 | 03:14 | | | |
| 20/05/2020 | WED | | | | | | | | | | | | | | | |
| 21/05/2020 | THU | 1 | 07:52 | 14:53 | 15:57 | | | 20:10 | | 12:18 | | 00:04 | 03:10 | | | |
| 22/05/2020 | FRI | 1 | 08:02 | 13:34 | 14:41 | | | 20:05 | | 12:03 | | 00:07 | 03:05 | | | |
| 23/05/2020 | SAT | 1 | 07:48 | 15:15 | 16:16 | | | 19:02 | | 11:14 | | 00:01 | 02:02 | | | |
| 24/05/2020 | H | F | 07:55 | | | | | 20:02 | | 12:07 | | | | | 11:07 | |
| 25/05/2020 | H | F | 07:55 | | | | | 20:01 | | 12:06 | | | | | 11:06 | |
| 26/05/2020 | TUE | 1 | 08:59 | 11:49 | 12:47 | | | 20:02 | | 11:03 | | 00:59 | 03:02 | | | |
| 27/05/2020 | WED | | | | | | | | | | | | | | | |
| 28/05/2020 | THU | 1 | 07:59 | 11:41 | 12:43 | | | 19:01 | | 11:02 | | 00:02 | 02:01 | | | |
| 29/05/2020 | FRI | 1 | 07:56 | 13:44 | 14:45 | | | 20:05 | | 12:09 | | 00:01 | 03:05 | | | |
| 30/05/2020 | SAT | 1 | 07:57 | 11:34 | 12:39 | | | 20:08 | | 12:11 | | 00:05 | 03:08 | | | |
| 31/05/2020 | SUN | 1 | 07:53 | 11:33 | 12:34 | | | 20:18 | | 12:25 | | 00:01 | 03:18 | | | |
| Attendance : | 27 | | | | | | | | | 320:26 | | 02:01 | 67:07 | | 33:23 | |

**10114002 RATEJU BIN ABDULLAH** *Dept:RET* *TMSGroup:8-5-FW-MTA100*

| Date | Day | Sh# | IN | Break #1 Start | Break #1 End | Break #2 Start | Break #2 End | OUT | Leave Code | Actual Hour Worked | NPL | Lates | Overtime Norm | Overtime Rest | Overtime Hol | Overtime Off |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 01/05/2020 | H | F | 09:55 | | | | | 20:13 | | 10:18 | | | | | 09:18 | |
| 02/05/2020 | SAT | 1 | 09:53 | 13:55 | 14:53 | | | 20:17 | | 10:24 | | 01:53 | 03:17 | | | |
| 03/05/2020 | SUN | 1 | 10:01 | 13:37 | 14:38 | | | 20:14 | | 10:13 | | 02:02 | 03:14 | | | |
| 04/05/2020 | MON | 1 | 09:53 | 14:27 | 15:28 | | | 20:20 | | 10:27 | | 01:54 | 03:20 | | | |
| 05/05/2020 | TUE | 1 | 09:57 | 14:30 | | | | 15:29 | | 05:32 | | 03:28 | | | | |
| 06/05/2020 | WED | 1 | 09:58 | 14:29 | 15:29 | | | 20:20 | | 10:22 | | 01:58 | 03:20 | | | |
| 07/05/2020 | THU | | | | | | | | | | | | | | | |
| 08/05/2020 | R | F | 09:57 | | | | | 20:11 | | 10:14 | | | | 09:14 | | |
| 09/05/2020 | SAT | 1 | 09:56 | 14:37 | 15:39 | | | 20:18 | | 10:22 | | 01:58 | 03:18 | | | |
| 10/05/2020 | SUN | 1 | 09:55 | 14:43 | 15:39 | | | 20:04 | | 10:09 | | 01:55 | 03:04 | | | |
| 11/05/2020 | MON | 1 | 09:49 | 14:34 | 15:31 | | | 20:14 | | 10:25 | | 01:49 | 03:14 | | | |
| 12/05/2020 | TUE | 1 | 09:56 | 13:48 | 14:48 | | | 20:10 | | 10:14 | | 01:56 | 03:10 | | | |
| 13/05/2020 | WED | 1 | 10:01 | 13:32 | 14:32 | | | 20:09 | | 10:08 | | 02:01 | 03:09 | | | |
| 14/05/2020 | THU | 1 | 09:56 | 14:42 | 15:47 | | | 20:19 | | 10:23 | | 02:01 | 03:19 | | | |
| 15/05/2020 | FRI | | | | | | | | | | | | | | | |
| 16/05/2020 | SAT | 1 | 09:58 | 13:46 | 14:49 | | | 20:31 | | 10:33 | | 02:01 | 03:31 | | | |
| 17/05/2020 | SUN | 1 | 09:57 | 13:37 | 14:37 | | | 20:02 | | 10:05 | | 01:57 | 03:02 | | | |
| 18/05/2020 | MON | 1 | 08:02 | 11:34 | 12:38 | | | 18:05 | | 10:03 | | 00:04 | 01:05 | | | |
| 19/05/2020 | TUE | 1 | 07:59 | 12:39 | 13:37 | | | 18:08 | | 10:09 | | | 01:08 | | | |
| 20/05/2020 | WED | 1 | 10:00 | 13:52 | 14:53 | | | 20:03 | | 10:03 | | 02:01 | 03:03 | | | |
| 21/05/2020 | THU | 1 | 09:58 | 13:37 | 14:37 | | | 20:11 | | 10:13 | | 01:58 | 03:11 | | | |
| 22/05/2020 | R | F | 14:58 | | | | | 20:12 | | 05:14 | | | | 05:14 | | |
| 23/05/2020 | SAT | 1 | 10:01 | 14:36 | 15:36 | | | 20:35 | | 10:34 | | 02:01 | 03:35 | | | |
| 24/05/2020 | H | F | 09:58 | | | | | 20:07 | | 10:09 | | | | | 09:09 | |
| 25/05/2020 | H | F | 09:57 | | | | | 20:15 | | 10:18 | | | | | 09:18 | |
| 26/05/2020 | TUE | 1 | 09:56 | 13:51 | 14:52 | | | 20:06 | | 10:10 | | 01:57 | 03:06 | | | |
| 27/05/2020 | WED | 1 | 09:56 | 13:36 | 14:37 | | | 20:18 | | 10:22 | | 01:57 | 03:18 | | | |
| 28/05/2020 | THU | 1 | 09:56 | 14:33 | 15:34 | | | 20:07 | | 10:11 | | 01:57 | 03:07 | | | |
| 29/05/2020 | FRI | | | | | | | | | | | | | | | |
| 30/05/2020 | SAT | 1 | 09:56 | 13:41 | 14:45 | | | 20:04 | | 10:08 | | 02:00 | 03:04 | | | |
| 31/05/2020 | SUN | 1 | 09:58 | 13:43 | 14:44 | | | 20:07 | | 10:09 | | 01:59 | 03:07 | | | |
| Attendance : | 28 | | | | | | | | | 277:32 | | 42:47 | 66:42 | 14:28 | 27:45 | |

**COMPANY** : **DEMO COMPANY SDN BHD(990172-W)**
**REPORT TITLE** : **DAILY TIMECARD DETAIL REPORT**
**PERIOD** : **01/05/2020 To 31/05/2020** **SORTED BY** : **EMPLOYEE NUMBER**

Date : 04-Aug-2020 (Tue)
Time : 02:11 PM


**10113002 MUHAMMAD BIN SHARIF** *Dept:RET* *TMSGroup:8-5-FW-MTA100*

| Date | Day | Sh# | Time Zone IN | Time Zone OUT | IN | Break #1 Start | Break #1 End | Break #2 Start | Break #2 End | OUT | Leave Code | Actual Hour Worked | NPL | Lates | Overtime Norm | Overtime Rest | Overtime Hol | Overtime Off | Allowances A1 | A2 | A3 | A4 | A5 | A6 | A7 | A8 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 01/05/2020 | H | F | | | 07:57 | | | | | 20:07 | | 12:10 | | | | | 11:10 | | - | 5.00 | - | - | - | - | - | - |
| 02/05/2020 | SAT | 1 | 08:00 | 17:00 | 07:56 | 13:54 | 15:05 | | | 20:03 | | 12:07 | | 00:11 | 03:03 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 03/05/2020 | SUN | 1 | 08:00 | 17:00 | 07:56 | 15:04 | | | | 20:04 | | 12:08 | | | 03:04 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 04/05/2020 | MON | 1 | 08:00 | 17:00 | 07:48 | | | | | 20:08 | | 12:20 | | | 03:08 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 05/05/2020 | TUE | 1 | 08:00 | 17:00 | 07:56 | 14:58 | 15:58 | | | 18:11 | | 10:15 | | | 01:11 | | | | - | - | 2.00 | - | - | - | - | - |
| 06/05/2020 | WED | | | | | | | | | | AL | | | | | | | | - | - | - | - | - | - | - | - |
| 07/05/2020 | THU | 1 | 08:00 | 17:00 | 07:49 | 14:28 | 15:34 | | | 20:03 | | 12:14 | | 00:06 | 03:03 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 08/05/2020 | FRI | 1 | 08:00 | 17:00 | 08:00 | 13:35 | 14:36 | | | 20:02 | | 12:02 | | 00:01 | 03:02 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 09/05/2020 | SAT | 1 | 08:00 | 17:00 | 07:56 | 14:35 | 15:33 | | | 20:01 | | 12:05 | | | 03:01 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 10/05/2020 | SUN | 1 | 08:00 | 17:00 | 07:54 | 14:22 | 15:24 | | | 18:15 | | 10:21 | | 00:02 | 01:15 | | | | - | - | 2.00 | - | - | - | - | - |
| 11/05/2020 | MON | 1 | 08:00 | 17:00 | 07:55 | 14:56 | 15:57 | | | 19:59 | | 12:04 | | 00:01 | 02:59 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 12/05/2020 | TUE | 1 | 08:00 | 17:00 | 07:55 | 13:41 | 14:39 | | | 20:02 | | 12:07 | | | 03:02 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 13/05/2020 | WED | | | | | | | | | | | | | | | | | | - | - | - | - | - | - | - | - |
| 14/05/2020 | THU | 1 | 08:00 | 17:00 | 07:51 | 14:24 | 15:23 | | | 20:01 | | 12:10 | | | 03:01 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 15/05/2020 | FRI | 1 | 08:00 | 17:00 | 08:11 | 13:36 | 14:43 | | | 20:01 | | 11:50 | | 00:07 | 03:01 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 16/05/2020 | SAT | 1 | 08:00 | 17:00 | 07:52 | 14:49 | 15:53 | | | 19:01 | | 11:09 | | 00:04 | 02:01 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 17/05/2020 | SUN | 1 | 08:00 | 17:00 | 07:47 | 14:58 | 16:01 | | | 20:04 | | 12:17 | | 00:03 | 03:04 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 18/05/2020 | MON | 1 | 08:00 | 17:00 | 07:56 | 14:35 | 15:35 | | | 20:07 | | 12:11 | | | 03:07 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 19/05/2020 | TUE | 1 | 08:00 | 17:00 | 07:56 | 14:55 | 16:01 | | | 20:14 | | 12:18 | | 00:06 | 03:14 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 20/05/2020 | WED | | | | | | | | | | | | | | | | | | - | - | - | - | - | - | - | - |
| 21/05/2020 | THU | 1 | 08:00 | 17:00 | 07:52 | 14:53 | 15:57 | | | 20:10 | | 12:18 | | 00:04 | 03:10 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 22/05/2020 | FRI | 1 | 08:00 | 17:00 | 08:02 | 13:34 | 14:41 | | | 20:05 | | 12:03 | | 00:07 | 03:05 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 23/05/2020 | SAT | 1 | 08:00 | 17:00 | 07:48 | 15:15 | 16:16 | | | 19:02 | | 11:14 | | 00:01 | 02:02 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 24/05/2020 | H | F | | | 07:55 | | | | | 20:02 | | 12:07 | | | | | 11:07 | | - | 5.00 | - | - | - | - | - | - |
| 25/05/2020 | H | F | | | 07:55 | | | | | 20:01 | | 12:06 | | | | | 11:06 | | - | 5.00 | - | - | - | - | - | - |
| 26/05/2020 | TUE | 1 | 08:00 | 17:00 | 08:59 | 11:49 | 12:47 | | | 20:02 | | 11:03 | | 00:59 | 03:02 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 27/05/2020 | WED | | | | | | | | | | | | | | | | | | - | - | - | - | - | - | - | - |
| 28/05/2020 | THU | 1 | 08:00 | 17:00 | 07:59 | 11:41 | 12:43 | | | 19:01 | | 11:02 | | 00:02 | 02:01 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 29/05/2020 | FRI | 1 | 08:00 | 17:00 | 07:56 | 13:44 | 14:45 | | | 20:05 | | 12:09 | | 00:01 | 03:05 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 30/05/2020 | SAT | 1 | 08:00 | 17:00 | 07:57 | 11:34 | 12:39 | | | 20:08 | | 12:11 | | 00:05 | 03:08 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| 31/05/2020 | SUN | 1 | 08:00 | 17:00 | 07:53 | 11:33 | 12:34 | | | 20:18 | | 12:25 | | 00:01 | 03:18 | | | | - | 5.00 | 2.00 | - | - | - | - | - |
| Attendance : | | 27 | | | | | | | | | | 320:26 | | 02:01 | 67:07 | | 33:23 | | 0.00 | 125.00 | 48.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Final Amount(Daily/Monthly)** | | | | | | | | | | | | | | | | | | | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Legend : A1=ATTENDANCE A2=OT-MEAL A3=TRANSPORT

**COMPANY** : **DEMO COMPANY SDN BHD(990172-W)**
**REPORT TITLE** : **DAILY ATTENDANCE REPORT**
**PERIOD** : **01/05/2020 To 31/05/2020** **SORTED BY** : **EMPLOYEE NUMBER**

Date : 04-Aug-2020 (Tue)
Time : 02:13 PM


**10113002 MUHAMMAD BIN SHARIF** *Dept:RET* *TMSGroup:8-5-FW-MTA100*

| Date | Day | Type | Sh# | Time Zone IN | Time Zone OUT | Time IN | Time OUT | Late IN | Leave | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|
| 01/05/2020 | FRI | H | F | | | 07:57 | 20:07 | | | |
| 02/05/2020 | SAT | N | 1 | 08:00 | 17:00 | 07:56 | 20:03 | | | |
| 03/05/2020 | SUN | N | 1 | 08:00 | 17:00 | 07:56 | 20:04 | | | |
| 04/05/2020 | MON | N | 1 | 08:00 | 17:00 | 07:48 | 20:08 | | | |
| 05/05/2020 | TUE | N | 1 | 08:00 | 17:00 | 07:56 | 18:11 | | | |
| 07/05/2020 | THU | N | 1 | 08:00 | 17:00 | 07:49 | 20:03 | | | |
| 08/05/2020 | FRI | N | 1 | 08:00 | 17:00 | 08:00 | 20:02 | | | |
| 09/05/2020 | SAT | N | 1 | 08:00 | 17:00 | 07:56 | 20:01 | | | |
| 10/05/2020 | SUN | N | 1 | 08:00 | 17:00 | 07:54 | 18:15 | | | |
| 11/05/2020 | MON | N | 1 | 08:00 | 17:00 | 07:55 | 19:59 | | | |
| 12/05/2020 | TUE | N | 1 | 08:00 | 17:00 | 07:55 | 20:02 | | | |
| 14/05/2020 | THU | N | 1 | 08:00 | 17:00 | 07:51 | 20:01 | | | |
| 15/05/2020 | FRI | N | 1 | 08:00 | 17:00 | 08:11 | 20:01 | | | |
| 16/05/2020 | SAT | N | 1 | 08:00 | 17:00 | 07:52 | 19:01 | | | |
| 17/05/2020 | SUN | N | 1 | 08:00 | 17:00 | 07:47 | 20:04 | | | |
| 18/05/2020 | MON | N | 1 | 08:00 | 17:00 | 07:56 | 20:07 | | | |
| 19/05/2020 | TUE | N | 1 | 08:00 | 17:00 | 07:56 | 20:14 | | | |
| 21/05/2020 | THU | N | 1 | 08:00 | 17:00 | 07:52 | 20:10 | | | |
| 22/05/2020 | FRI | N | 1 | 08:00 | 17:00 | 08:02 | 20:05 | | | |
| 23/05/2020 | SAT | N | 1 | 08:00 | 17:00 | 07:48 | 19:02 | | | |
| 24/05/2020 | SUN | H | F | | | 07:55 | 20:02 | | | |
| 25/05/2020 | MON | H | F | | | 07:55 | 20:01 | | | |
| 26/05/2020 | TUE | N | 1 | 08:00 | 17:00 | 08:59 | 20:02 | 00:59 | | |
| 28/05/2020 | THU | N | 1 | 08:00 | 17:00 | 07:59 | 19:01 | | | |
| 29/05/2020 | FRI | N | 1 | 08:00 | 17:00 | 07:56 | 20:05 | | | |
| 30/05/2020 | SAT | N | 1 | 08:00 | 17:00 | 07:57 | 20:08 | | | |
| 31/05/2020 | SUN | N | 1 | 08:00 | 17:00 | 07:53 | 20:18 | | | |

**Record : 27** **Total Lateness : 00:59**

**10114002 RATEJU BIN ABDULLAH** *Dept:RET* *TMSGroup:8-5-FW-MTA100*

| Date | Day | Type | Sh# | Time Zone IN | Time Zone OUT | Time IN | Time OUT | Late IN | Leave | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|
| 01/05/2020 | FRI | H | F | | | 09:55 | 20:13 | | | |
| 02/05/2020 | SAT | N | 1 | 08:00 | 17:00 | 09:53 | 20:17 | 01:53 | | |
| 03/05/2020 | SUN | N | 1 | 08:00 | 17:00 | 10:01 | 20:14 | 02:01 | | |
| 04/05/2020 | MON | N | 1 | 08:00 | 17:00 | 09:53 | 20:20 | 01:53 | | |
| 05/05/2020 | TUE | N | 1 | 08:00 | 17:00 | 09:57 | 15:29 | 01:57 | | |
| 06/05/2020 | WED | N | 1 | 08:00 | 17:00 | 09:58 | 20:20 | 01:58 | | |
| 08/05/2020 | FRI | R | F | | | 09:57 | 20:11 | | | |
| 09/05/2020 | SAT | N | 1 | 08:00 | 17:00 | 09:56 | 20:18 | 01:56 | | |
| 10/05/2020 | SUN | N | 1 | 08:00 | 17:00 | 09:55 | 20:04 | 01:55 | | |
| 11/05/2020 | MON | N | 1 | 08:00 | 17:00 | 09:49 | 20:14 | 01:49 | | |
| 12/05/2020 | TUE | N | 1 | 08:00 | 17:00 | 09:56 | 20:10 | 01:56 | | |
| 13/05/2020 | WED | N | 1 | 08:00 | 17:00 | 10:01 | 20:09 | 02:01 | | |
| 14/05/2020 | THU | N | 1 | 08:00 | 17:00 | 09:56 | 20:19 | 01:56 | | |
| 16/05/2020 | SAT | N | 1 | 08:00 | 17:00 | 09:58 | 20:31 | 01:58 | | |
| 17/05/2020 | SUN | N | 1 | 08:00 | 17:00 | 09:57 | 20:02 | 01:57 | | |
| 18/05/2020 | MON | N | 1 | 08:00 | 17:00 | 08:02 | 18:05 | | | |
| 19/05/2020 | TUE | N | 1 | 08:00 | 17:00 | 07:59 | 18:08 | | | |
| 20/05/2020 | WED | N | 1 | 08:00 | 17:00 | 10:00 | 20:03 | 02:00 | | |
| 21/05/2020 | THU | N | 1 | 08:00 | 17:00 | 09:58 | 20:11 | 01:58 | | |
| 22/05/2020 | FRI | R | F | | | 14:58 | 20:12 | | | |
| 23/05/2020 | SAT | N | 1 | 08:00 | 17:00 | 10:01 | 20:35 | 02:01 | | |
| 24/05/2020 | SUN | H | F | | | 09:58 | 20:07 | | | |
| 25/05/2020 | MON | H | F | | | 09:57 | 20:15 | | | |
| 26/05/2020 | TUE | N | 1 | 08:00 | 17:00 | 09:56 | 20:06 | 01:56 | | |
| 27/05/2020 | WED | N | 1 | 08:00 | 17:00 | 09:56 | 20:18 | 01:56 | | |
| 28/05/2020 | THU | N | 1 | 08:00 | 17:00 | 09:56 | 20:07 | 01:56 | | |
| 30/05/2020 | SAT | N | 1 | 08:00 | 17:00 | 09:56 | 20:04 | 01:56 | | |
| 31/05/2020 | SUN | N | 1 | 08:00 | 17:00 | 09:58 | 20:07 | 01:58 | | |

**Record : 28** **Total Lateness : 40:51**

**10114003 ARYAL A/L DILLIRAM** *Dept:RET* *TMSGroup:8-5-FW-MTA100*

| Date | Day | Type | Sh# | Time Zone IN | Time Zone OUT | Time IN | Time OUT | Late IN | Leave | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|
| 01/05/2020 | FRI | H | F | | | 07:53 | 20:03 | | | |
| 02/05/2020 | SAT | N | 1 | 08:00 | 17:00 | 07:53 | 20:02 | | | |
| 03/05/2020 | SUN | N | 1 | 08:00 | 17:00 | 07:53 | 20:03 | | | |
| 04/05/2020 | MON | N | 1 | 08:00 | 17:00 | 07:53 | 20:03 | | | |
| 05/05/2020 | TUE | N | 1 | 08:00 | 17:00 | 07:52 | 20:07 | | | |
| 06/05/2020 | WED | R | F | | | 07:52 | 20:12 | | | |
| 07/05/2020 | THU | N | 1 | 08:00 | 17:00 | 07:52 | 20:09 | | | |
| 08/05/2020 | FRI | N | 1 | 08:00 | 17:00 | 07:50 | 20:05 | | | |
| 09/05/2020 | SAT | N | 1 | 08:00 | 17:00 | 07:50 | 20:02 | | | |
| 10/05/2020 | SUN | N | 1 | 08:00 | 17:00 | 07:52 | 20:10 | | | |
| 11/05/2020 | MON | N | 1 | 08:00 | 17:00 | 07:57 | 20:28 | | | |
| 12/05/2020 | TUE | N | 1 | 08:00 | 17:00 | 07:52 | 20:03 | | | |
| 14/05/2020 | THU | N | 1 | 08:00 | 17:00 | 07:51 | 20:04 | | | |
| 15/05/2020 | FRI | N | 1 | 08:00 | 17:00 | 07:58 | 20:06 | | | |
| 16/05/2020 | SAT | N | 1 | 08:00 | 17:00 | 07:50 | 20:07 | | | |
| 17/05/2020 | SUN | N | 1 | 08:00 | 17:00 | 07:52 | 20:05 | | | |
| 18/05/2020 | MON | N | 1 | 08:00 | 17:00 | 08:13 | 20:24 | | | |
| 19/05/2020 | TUE | N | 1 | 08:00 | 17:00 | 07:55 | 20:04 | | | |
| 21/05/2020 | THU | N | 1 | 08:00 | 17:00 | 07:49 | 20:08 | | | |
| 22/05/2020 | FRI | N | 1 | 08:00 | 17:00 | 08:06 | 20:01 | | | |
| 23/05/2020 | SAT | N | 1 | 08:00 | 17:00 | 11:37 | 20:09 | 03:37 | | |
| 24/05/2020 | SUN | H | F | | | 08:05 | 20:00 | | | |
| 25/05/2020 | MON | H | F | | | 08:01 | 20:08 | | | |
| 26/05/2020 | TUE | N | 1 | 08:00 | 17:00 | 07:53 | 20:27 | | | |
| 28/05/2020 | THU | N | 1 | 08:00 | 17:00 | 07:51 | 20:22 | | | |
| 29/05/2020 | FRI | N | 1 | 08:00 | 17:00 | 08:02 | 20:12 | | | |
| 30/05/2020 | SAT | N | 1 | 08:00 | 17:00 | 07:51 | 20:02 | | | |
| 31/05/2020 | SUN | N | 1 | 08:00 | 17:00 | 07:52 | 20:23 | | | |

**Record : 28** **Total Lateness : 03:37**

**COMPANY** : **DEMO COMPANY SDN BHD(990172-W)**
**REPORT TITLE** : **DAILY WORK HOUR REPORT**
**PERIOD** : **01/05/2020 To 31/05/2020** **SORTED BY** : **EMPLOYEE NUMBER**

Date : 04-Aug-2020 (Tue)
Time : 02:18 PM
Page : 1

**1. 10113002 MUHAMMAD BIN SHARIF** — *Dept:RET* — *TMSGroup:8-5-FW-MTA100*

| Date | Day | Type | Sh# | Time IN | Time OUT | Actual Hour Worked | Actual OT | Ee OT | Approve OT | Work Hour Norm | Work Hour Rest | Work Hour Hol | Work Hour Off | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 02/05/2020 | SAT | N | 1 | 07:56 | 20:03 | 12:07 | 03:03 | | | 09:00 | | | | |
| 03/05/2020 | SUN | N | 1 | 07:56 | 20:04 | 12:08 | 03:04 | | | 09:00 | | | | |
| 04/05/2020 | MON | N | 1 | 07:48 | 20:08 | 12:20 | 03:08 | | | 09:00 | | | | |
| 05/05/2020 | TUE | N | 1 | 07:56 | 18:11 | 10:15 | 01:11 | | | 09:00 | | | | |
| 07/05/2020 | THU | N | 1 | 07:49 | 20:03 | 12:14 | 03:03 | | | 09:00 | | | | |
| 08/05/2020 | FRI | N | 1 | 08:00 | 20:02 | 12:02 | 03:02 | | | 09:00 | | | | |
| 09/05/2020 | SAT | N | 1 | 07:56 | 20:01 | 12:05 | 03:01 | | | 09:00 | | | | |
| 10/05/2020 | SUN | N | 1 | 07:54 | 18:15 | 10:21 | 01:15 | | | 09:00 | | | | |
| 11/05/2020 | MON | N | 1 | 07:55 | 19:59 | 12:04 | 02:59 | | | 09:00 | | | | |
| 12/05/2020 | TUE | N | 1 | 07:55 | 20:02 | 12:07 | 03:02 | | | 09:00 | | | | |
| 14/05/2020 | THU | N | 1 | 07:51 | 20:01 | 12:10 | 03:01 | | | 09:00 | | | | |
| 15/05/2020 | FRI | N | 1 | 08:11 | 20:01 | 11:50 | 03:01 | | | 09:00 | | | | |
| 16/05/2020 | SAT | N | 1 | 07:52 | 19:01 | 11:09 | 02:01 | | | 09:00 | | | | |
| 17/05/2020 | SUN | N | 1 | 07:47 | 20:04 | 12:17 | 03:04 | | | 09:00 | | | | |
| 18/05/2020 | MON | N | 1 | 07:56 | 20:07 | 12:11 | 03:07 | | | 09:00 | | | | |
| 19/05/2020 | TUE | N | 1 | 07:56 | 20:14 | 12:18 | 03:14 | | | 09:00 | | | | |
| 21/05/2020 | THU | N | 1 | 07:52 | 20:10 | 12:18 | 03:10 | | | 09:00 | | | | |
| 22/05/2020 | FRI | N | 1 | 08:02 | 20:05 | 12:03 | 03:05 | | | 09:00 | | | | |
| 23/05/2020 | SAT | N | 1 | 07:48 | 19:02 | 11:14 | 02:02 | | | 09:00 | | | | |
| 26/05/2020 | TUE | N | 1 | 08:59 | 20:02 | 11:03 | 03:02 | | | 08:01 | | | | |
| 28/05/2020 | THU | N | 1 | 07:59 | 19:01 | 11:02 | 02:01 | | | 09:00 | | | | |
| 29/05/2020 | FRI | N | 1 | 07:56 | 20:05 | 12:09 | 03:05 | | | 09:00 | | | | |
| 30/05/2020 | SAT | N | 1 | 07:57 | 20:08 | 12:11 | 03:08 | | | 09:00 | | | | |
| 31/05/2020 | SUN | N | 1 | 07:53 | 20:18 | 12:25 | 03:18 | | | 09:00 | | | | |
| **Record : 24** | | | | | | **284:03** | **67:07** | | | **215:01** | | | | **215:01** |
| | | | | | | | | | | 24 | 0 | 0 | 0 | **24** |

**2. 10114002 RATEJU BIN ABDULLAH** — *Dept:RET* — *TMSGroup:8-5-FW-MTA100*

| Date | Day | Type | Sh# | Time IN | Time OUT | Actual Hour Worked | Actual OT | Ee OT | Approve OT | Work Hour Norm | Work Hour Rest | Work Hour Hol | Work Hour Off | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 02/05/2020 | SAT | N | 1 | 09:53 | 20:17 | 10:24 | 03:17 | | | 07:07 | | | | |
| 03/05/2020 | SUN | N | 1 | 10:01 | 20:14 | 10:13 | 03:14 | | | 06:59 | | | | |
| 04/05/2020 | MON | N | 1 | 09:53 | 20:20 | 10:27 | 03:20 | | | 07:07 | | | | |
| 05/05/2020 | TUE | N | 1 | 09:57 | 15:29 | 05:32 | | | | 05:32 | | | | |
| 06/05/2020 | WED | N | 1 | 09:58 | 20:20 | 10:22 | 03:20 | | | 07:02 | | | | |
| 09/05/2020 | SAT | N | 1 | 09:56 | 20:18 | 10:22 | 03:18 | | | 07:04 | | | | |
| 10/05/2020 | SUN | N | 1 | 09:55 | 20:04 | 10:09 | 03:04 | | | 07:05 | | | | |
| 11/05/2020 | MON | N | 1 | 09:49 | 20:14 | 10:25 | 03:14 | | | 07:11 | | | | |
| 12/05/2020 | TUE | N | 1 | 09:56 | 20:10 | 10:14 | 03:10 | | | 07:04 | | | | |
| 13/05/2020 | WED | N | 1 | 10:01 | 20:09 | 10:08 | 03:09 | | | 06:59 | | | | |
| 14/05/2020 | THU | N | 1 | 09:56 | 20:19 | 10:23 | 03:19 | | | 07:04 | | | | |
| 16/05/2020 | SAT | N | 1 | 09:58 | 20:31 | 10:33 | 03:31 | | | 07:02 | | | | |
| 17/05/2020 | SUN | N | 1 | 09:57 | 20:02 | 10:05 | 03:02 | | | 07:03 | | | | |
| 18/05/2020 | MON | N | 1 | 08:02 | 18:05 | 10:03 | 01:05 | | | 09:00 | | | | |
| 19/05/2020 | TUE | N | 1 | 07:59 | 18:08 | 10:09 | 01:08 | | | 09:00 | | | | |
| 20/05/2020 | WED | N | 1 | 10:00 | 20:03 | 10:03 | 03:03 | | | 07:00 | | | | |
| 21/05/2020 | THU | N | 1 | 09:58 | 20:11 | 10:13 | 03:11 | | | 07:02 | | | | |
| 23/05/2020 | SAT | N | 1 | 10:01 | 20:35 | 10:34 | 03:35 | | | 06:59 | | | | |
| 26/05/2020 | TUE | N | 1 | 09:56 | 20:06 | 10:10 | 03:06 | | | 07:04 | | | | |
| 27/05/2020 | WED | N | 1 | 09:56 | 20:18 | 10:22 | 03:18 | | | 07:04 | | | | |
| 28/05/2020 | THU | N | 1 | 09:56 | 20:07 | 10:11 | 03:07 | | | 07:04 | | | | |
| 30/05/2020 | SAT | N | 1 | 09:56 | 20:04 | 10:08 | 03:04 | | | 07:04 | | | | |
| 31/05/2020 | SUN | N | 1 | 09:58 | 20:07 | 10:09 | 03:07 | | | 07:02 | | | | |
| **Record : 23** | | | | | | **231:19** | **66:42** | | | **164:38** | | | | **164:38** |
| | | | | | | | | | | 23 | 0 | 0 | 0 | **23** |

**COMPANY** : **DEMO COMPANY SDN BHD(990172-W)**
**REPORT TITLE** : **DAILY ACTUAL HOUR WORKED REPORT**
**PERIOD** : **01/05/2020 To 31/05/2020** **SORTED BY** : **EMPLOYEE NUMBER**

Date : 04-Aug-2020 (Tue)
Time : 03:14 PM
Page : 1

**10113002 MUHAMMAD BIN SHARIF** — *Dept:RET* — *TMSGroup:8-5-FW-MTA100*

| Date | Day | Type | Sh# | Time IN | Time OUT | Work Hour | Actual OT | Ee OT | Approve OT | Actual Hour Worked Norm | Rest | Hol | Off | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 01/05/2020 | FRI | H | F | 07:57 | 20:07 | | 11:10 | | | | | 12:10 | | |
| 02/05/2020 | SAT | N | 1 | 07:56 | 20:03 | 09:00 | 03:03 | | | 12:07 | | | | |
| 03/05/2020 | SUN | N | 1 | 07:56 | 20:04 | 09:00 | 03:04 | | | 12:08 | | | | |
| 04/05/2020 | MON | N | 1 | 07:48 | 20:08 | 09:00 | 03:08 | | | 12:20 | | | | |
| 05/05/2020 | TUE | N | 1 | 07:56 | 18:11 | 09:00 | 01:11 | | | 10:15 | | | | |
| 07/05/2020 | THU | N | 1 | 07:49 | 20:03 | 09:00 | 03:03 | | | 12:14 | | | | |
| 08/05/2020 | FRI | N | 1 | 08:00 | 20:02 | 09:00 | 03:02 | | | 12:02 | | | | |
| 09/05/2020 | SAT | N | 1 | 07:56 | 20:01 | 09:00 | 03:01 | | | 12:05 | | | | |
| 10/05/2020 | SUN | N | 1 | 07:54 | 18:15 | 09:00 | 01:15 | | | 10:21 | | | | |
| 11/05/2020 | MON | N | 1 | 07:55 | 19:59 | 09:00 | 02:59 | | | 12:04 | | | | |
| 12/05/2020 | TUE | N | 1 | 07:55 | 20:02 | 09:00 | 03:02 | | | 12:07 | | | | |
| 14/05/2020 | THU | N | 1 | 07:51 | 20:01 | 09:00 | 03:01 | | | 12:10 | | | | |
| 15/05/2020 | FRI | N | 1 | 08:11 | 20:01 | 09:00 | 03:01 | | | 11:50 | | | | |
| 16/05/2020 | SAT | N | 1 | 07:52 | 19:01 | 09:00 | 02:01 | | | 11:09 | | | | |
| 17/05/2020 | SUN | N | 1 | 07:47 | 20:04 | 09:00 | 03:04 | | | 12:17 | | | | |
| 18/05/2020 | MON | N | 1 | 07:56 | 20:07 | 09:00 | 03:07 | | | 12:11 | | | | |
| 19/05/2020 | TUE | N | 1 | 07:56 | 20:14 | 09:00 | 03:14 | | | 12:18 | | | | |
| 21/05/2020 | THU | N | 1 | 07:52 | 20:10 | 09:00 | 03:10 | | | 12:18 | | | | |
| 22/05/2020 | FRI | N | 1 | 08:02 | 20:05 | 09:00 | 03:05 | | | 12:03 | | | | |
| 23/05/2020 | SAT | N | 1 | 07:48 | 19:02 | 09:00 | 02:02 | | | 11:14 | | | | |
| 24/05/2020 | SUN | H | F | 07:55 | 20:02 | | 11:07 | | | | | 12:07 | | |
| 25/05/2020 | MON | H | F | 07:55 | 20:01 | | 11:06 | | | | | 12:06 | | |
| 26/05/2020 | TUE | N | 1 | 08:59 | 20:02 | 08:01 | 03:02 | | | 11:03 | | | | |
| 28/05/2020 | THU | N | 1 | 07:59 | 19:01 | 09:00 | 02:01 | | | 11:02 | | | | |
| 29/05/2020 | FRI | N | 1 | 07:56 | 20:05 | 09:00 | 03:05 | | | 12:09 | | | | |
| 30/05/2020 | SAT | N | 1 | 07:57 | 20:08 | 09:00 | 03:08 | | | 12:11 | | | | |
| 31/05/2020 | SUN | N | 1 | 07:53 | 20:18 | 09:00 | 03:18 | | | 12:25 | | | | |
| **Record : 27** | | | | | | **215:01** | **100:30** | | | **284:03** | | **36:23** | | **320:26** |
| | | | | | | | | | | 24 | 0 | 3 | 0 | 27 |

**10114002 RATEJU BIN ABDULLAH** — *Dept:RET* — *TMSGroup:8-5-FW-MTA100*

| Date | Day | Type | Sh# | Time IN | Time OUT | Work Hour | Actual OT | Ee OT | Approve OT | Actual Hour Worked Norm | Rest | Hol | Off | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 01/05/2020 | FRI | H | F | 09:55 | 20:13 | | 09:18 | | | | | 10:18 | | |
| 02/05/2020 | SAT | N | 1 | 09:53 | 20:17 | 07:07 | 03:17 | | | 10:24 | | | | |
| 03/05/2020 | SUN | N | 1 | 10:01 | 20:14 | 06:59 | 03:14 | | | 10:13 | | | | |
| 04/05/2020 | MON | N | 1 | 09:53 | 20:20 | 07:07 | 03:20 | | | 10:27 | | | | |
| 05/05/2020 | TUE | N | 1 | 09:57 | 15:29 | 05:32 | | | | 05:32 | | | | |
| 06/05/2020 | WED | N | 1 | 09:58 | 20:20 | 07:02 | 03:20 | | | 10:22 | | | | |
| 08/05/2020 | FRI | R | F | 09:57 | 20:11 | | 09:14 | | | | 10:14 | | | |
| 09/05/2020 | SAT | N | 1 | 09:56 | 20:18 | 07:04 | 03:18 | | | 10:22 | | | | |
| 10/05/2020 | SUN | N | 1 | 09:55 | 20:04 | 07:05 | 03:04 | | | 10:09 | | | | |
| 11/05/2020 | MON | N | 1 | 09:49 | 20:14 | 07:11 | 03:14 | | | 10:25 | | | | |
| 12/05/2020 | TUE | N | 1 | 09:56 | 20:10 | 07:04 | 03:10 | | | 10:14 | | | | |
| 13/05/2020 | WED | N | 1 | 10:01 | 20:09 | 06:59 | 03:09 | | | 10:08 | | | | |
| 14/05/2020 | THU | N | 1 | 09:56 | 20:19 | 07:04 | 03:19 | | | 10:23 | | | | |
| 16/05/2020 | SAT | N | 1 | 09:58 | 20:31 | 07:02 | 03:31 | | | 10:33 | | | | |
| 17/05/2020 | SUN | N | 1 | 09:57 | 20:02 | 07:03 | 03:02 | | | 10:05 | | | | |
| 18/05/2020 | MON | N | 1 | 08:02 | 18:05 | 09:00 | 01:05 | | | 10:03 | | | | |
| 19/05/2020 | TUE | N | 1 | 07:59 | 18:08 | 09:00 | 01:08 | | | 10:09 | | | | |
| 20/05/2020 | WED | N | 1 | 10:00 | 20:03 | 07:00 | 03:03 | | | 10:03 | | | | |
| 21/05/2020 | THU | N | 1 | 09:58 | 20:11 | 07:02 | 03:11 | | | 10:13 | | | | |
| 22/05/2020 | FRI | R | F | 14:58 | 20:12 | | 05:14 | | | | 05:14 | | | |
| 23/05/2020 | SAT | N | 1 | 10:01 | 20:35 | 06:59 | 03:35 | | | 10:34 | | | | |
| 24/05/2020 | SUN | H | F | 09:58 | 20:07 | | 09:09 | | | | | 10:09 | | |
| 25/05/2020 | MON | H | F | 09:57 | 20:15 | | 09:18 | | | | | 10:18 | | |
| 26/05/2020 | TUE | N | 1 | 09:56 | 20:06 | 07:04 | 03:06 | | | 10:10 | | | | |
| 27/05/2020 | WED | N | 1 | 09:56 | 20:18 | 07:04 | 03:18 | | | 10:22 | | | | |
| 28/05/2020 | THU | N | 1 | 09:56 | 20:07 | 07:04 | 03:07 | | | 10:11 | | | | |
| 30/05/2020 | SAT | N | 1 | 09:56 | 20:04 | 07:04 | 03:04 | | | 10:08 | | | | |
| 31/05/2020 | SUN | N | 1 | 09:58 | 20:07 | 07:02 | 03:07 | | | 10:09 | | | | |
| **Record : 28** | | | | | | **164:38** | **108:55** | | | **231:19** | **15:28** | **30:45** | | **277:32** |
| | | | | | | | | | | 23 | 2 | 3 | 0 | 28 |

**COMPANY** : **DEMO COMPANY SDN BHD(990172-W)**
**REPORT TITLE** : **DAILY OVERTIME REPORT**
**PERIOD** : **01/05/2020 To 31/05/2020** **SORTED BY** : **EMPLOYEE NUMBER**

Date : 04-Aug-2020 (Tue)
Time : 03:15 PM
Page : 1

**10113002 MUHAMMAD BIN SHARIF** *Dept:RET* *TMSGroup:8-5-FW-MTA100*

| Date | Day | Type | Sh# | Time IN | Time OUT | Work Hour | Actual OT | EE OT | Approve OT | Overtime Norm | Overtime Rest | Overtime Hol | Overtime Off | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 01/05/2020 | FRI | H | F | 07:57 | 20:07 | | 11:10 | | | | | 11:10 | | |
| 02/05/2020 | SAT | N | 1 | 07:56 | 20:03 | 09:00 | 03:03 | | | 03:03 | | | | |
| 03/05/2020 | SUN | N | 1 | 07:56 | 20:04 | 09:00 | 03:04 | | | 03:04 | | | | |
| 04/05/2020 | MON | N | 1 | 07:48 | 20:08 | 09:00 | 03:08 | | | 03:08 | | | | |
| 05/05/2020 | TUE | N | 1 | 07:56 | 18:11 | 09:00 | 01:11 | | | 01:11 | | | | |
| 07/05/2020 | THU | N | 1 | 07:49 | 20:03 | 09:00 | 03:03 | | | 03:03 | | | | |
| 08/05/2020 | FRI | N | 1 | 08:00 | 20:02 | 09:00 | 03:02 | | | 03:02 | | | | |
| 09/05/2020 | SAT | N | 1 | 07:56 | 20:01 | 09:00 | 03:01 | | | 03:01 | | | | |
| 10/05/2020 | SUN | N | 1 | 07:54 | 18:15 | 09:00 | 01:15 | | | 01:15 | | | | |
| 11/05/2020 | MON | N | 1 | 07:55 | 19:59 | 09:00 | 02:59 | | | 02:59 | | | | |
| 12/05/2020 | TUE | N | 1 | 07:55 | 20:02 | 09:00 | 03:02 | | | 03:02 | | | | |
| 14/05/2020 | THU | N | 1 | 07:51 | 20:01 | 09:00 | 03:01 | | | 03:01 | | | | |
| 15/05/2020 | FRI | N | 1 | 08:11 | 20:01 | 09:00 | 03:01 | | | 03:01 | | | | |
| 16/05/2020 | SAT | N | 1 | 07:52 | 19:01 | 09:00 | 02:01 | | | 02:01 | | | | |
| 17/05/2020 | SUN | N | 1 | 07:47 | 20:04 | 09:00 | 03:04 | | | 03:04 | | | | |
| 18/05/2020 | MON | N | 1 | 07:56 | 20:07 | 09:00 | 03:07 | | | 03:07 | | | | |
| 19/05/2020 | TUE | N | 1 | 07:56 | 20:14 | 09:00 | 03:14 | | | 03:14 | | | | |
| 21/05/2020 | THU | N | 1 | 07:52 | 20:10 | 09:00 | 03:10 | | | 03:10 | | | | |
| 22/05/2020 | FRI | N | 1 | 08:02 | 20:05 | 09:00 | 03:05 | | | 03:05 | | | | |
| 23/05/2020 | SAT | N | 1 | 07:48 | 19:02 | 09:00 | 02:02 | | | 02:02 | | | | |
| 24/05/2020 | SUN | H | F | 07:55 | 20:02 | | 11:07 | | | | | 11:07 | | |
| 25/05/2020 | MON | H | F | 07:55 | 20:01 | | 11:06 | | | | | 11:06 | | |
| 26/05/2020 | TUE | N | 1 | 08:59 | 20:02 | 08:01 | 03:02 | | | 03:02 | | | | |
| 28/05/2020 | THU | N | 1 | 07:59 | 19:01 | 09:00 | 02:01 | | | 02:01 | | | | |
| 29/05/2020 | FRI | N | 1 | 07:56 | 20:05 | 09:00 | 03:05 | | | 03:05 | | | | |
| 30/05/2020 | SAT | N | 1 | 07:57 | 20:08 | 09:00 | 03:08 | | | 03:08 | | | | |
| 31/05/2020 | SUN | N | 1 | 07:53 | 20:18 | 09:00 | 03:18 | | | 03:18 | | | | |
| **Record : 27** | | | | | | **215:01** | **100:30** | | | **67:07** | | **33:23** | | **100:30** |
| | | | | | | | | | | 24 | 0 | 3 | 0 | 27 |

**10114002 RATEJU BIN ABDULLAH** *Dept:RET* *TMSGroup:8-5-FW-MTA100*

| Date | Day | Type | Sh# | Time IN | Time OUT | Work Hour | Actual OT | EE OT | Approve OT | Overtime Norm | Overtime Rest | Overtime Hol | Overtime Off | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 01/05/2020 | FRI | H | F | 09:55 | 20:13 | | 09:18 | | | | | 09:18 | | |
| 02/05/2020 | SAT | N | 1 | 09:53 | 20:17 | 07:07 | 03:17 | | | 03:17 | | | | |
| 03/05/2020 | SUN | N | 1 | 10:01 | 20:14 | 06:59 | 03:14 | | | 03:14 | | | | |
| 04/05/2020 | MON | N | 1 | 09:53 | 20:20 | 07:07 | 03:20 | | | 03:20 | | | | |
| 06/05/2020 | WED | N | 1 | 09:58 | 20:20 | 07:02 | 03:20 | | | 03:20 | | | | |
| 08/05/2020 | FRI | R | F | 09:57 | 20:11 | | 09:14 | | | | 09:14 | | | |
| 09/05/2020 | SAT | N | 1 | 09:56 | 20:18 | 07:04 | 03:18 | | | 03:18 | | | | |
| 10/05/2020 | SUN | N | 1 | 09:55 | 20:04 | 07:05 | 03:04 | | | 03:04 | | | | |
| 11/05/2020 | MON | N | 1 | 09:49 | 20:14 | 07:11 | 03:14 | | | 03:14 | | | | |
| 12/05/2020 | TUE | N | 1 | 09:56 | 20:10 | 07:04 | 03:10 | | | 03:10 | | | | |
| 13/05/2020 | WED | N | 1 | 10:01 | 20:09 | 06:59 | 03:09 | | | 03:09 | | | | |
| 14/05/2020 | THU | N | 1 | 09:56 | 20:19 | 07:04 | 03:19 | | | 03:19 | | | | |
| 16/05/2020 | SAT | N | 1 | 09:58 | 20:31 | 07:02 | 03:31 | | | 03:31 | | | | |
| 17/05/2020 | SUN | N | 1 | 09:57 | 20:02 | 07:03 | 03:02 | | | 03:02 | | | | |
| 18/05/2020 | MON | N | 1 | 08:02 | 18:05 | 09:00 | 01:05 | | | 01:05 | | | | |
| 19/05/2020 | TUE | N | 1 | 07:59 | 18:08 | 09:00 | 01:08 | | | 01:08 | | | | |
| 20/05/2020 | WED | N | 1 | 10:00 | 20:03 | 07:00 | 03:03 | | | 03:03 | | | | |
| 21/05/2020 | THU | N | 1 | 09:58 | 20:11 | 07:02 | 03:11 | | | 03:11 | | | | |
| 22/05/2020 | FRI | R | F | 14:58 | 20:12 | | 05:14 | | | | 05:14 | | | |
| 23/05/2020 | SAT | N | 1 | 10:01 | 20:35 | 06:59 | 03:35 | | | 03:35 | | | | |
| 24/05/2020 | SUN | H | F | 09:58 | 20:07 | | 09:09 | | | | | 09:09 | | |
| 25/05/2020 | MON | H | F | 09:57 | 20:15 | | 09:18 | | | | | 09:18 | | |
| 26/05/2020 | TUE | N | 1 | 09:56 | 20:06 | 07:04 | 03:06 | | | 03:06 | | | | |
| 27/05/2020 | WED | N | 1 | 09:56 | 20:18 | 07:04 | 03:18 | | | 03:18 | | | | |
| 28/05/2020 | THU | N | 1 | 09:56 | 20:07 | 07:04 | 03:07 | | | 03:07 | | | | |
| 30/05/2020 | SAT | N | 1 | 09:56 | 20:04 | 07:04 | 03:04 | | | 03:04 | | | | |
| 31/05/2020 | SUN | N | 1 | 09:58 | 20:07 | 07:02 | 03:07 | | | 03:07 | | | | |
| **Record : 27** | | | | | | **159:06** | **108:55** | | | **66:42** | **14:28** | **27:45** | | **108:55** |
| | | | | | | | | | | 22 | 2 | 3 | 0 | 27 |

**COMPANY** : **DEMO COMPANY SDN BHD(990172-W)**
**REPORT TITLE** : **DAILY LATENESS REPORT**
**PERIOD** : **01/05/2020 To 31/05/2020** **SORTED BY** : **EMPLOYEE NUMBER**

Date : 04-Aug-2020 (Tue)
Time : 03:20 PM
Page : 1

| Date | Day | Type | Sh# | Time IN | Time OUT | Break #1 IN | Break #1 OUT | Break #2 IN | Break #2 OUT | | Late In | Early Out | Break 1 & 2 Ea Out | Break 1 & 2 Late In | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **10113002** | **MUHAMMAD BIN SHARIF** | | | | | | | | | ***Dept:RET*** | | ***TMSGroup:8-5-FW-MTA100*** | | | |
| 02/05/2020 | SAT | N | 1 | 07:56 | 20:03 | 13:54 | 15:05 | 13:54 | 15:05 | | | | | 00:11 | 00:11 |
| 07/05/2020 | THU | N | 1 | 07:49 | 20:03 | 14:28 | 15:34 | 14:28 | 15:34 | | | | | 00:06 | 00:06 |
| 08/05/2020 | FRI | N | 1 | 08:00 | 20:02 | 13:35 | 14:36 | 13:35 | 14:36 | | | | | 00:01 | 00:01 |
| 10/05/2020 | SUN | N | 1 | 07:54 | 18:15 | 14:22 | 15:24 | 14:22 | 15:24 | | | | | 00:02 | 00:02 |
| 11/05/2020 | MON | N | 1 | 07:55 | 19:59 | 14:56 | 15:57 | 14:56 | 15:57 | | | | | 00:01 | 00:01 |
| 15/05/2020 | FRI | N | 1 | 08:11 | 20:01 | 13:36 | 14:43 | 13:36 | 14:43 | | | | | 00:07 | 00:07 |
| 16/05/2020 | SAT | N | 1 | 07:52 | 19:01 | 14:49 | 15:53 | 14:49 | 15:53 | | | | | 00:04 | 00:04 |
| 17/05/2020 | SUN | N | 1 | 07:47 | 20:04 | 14:58 | 16:01 | 14:58 | 16:01 | | | | | 00:03 | 00:03 |
| 19/05/2020 | TUE | N | 1 | 07:56 | 20:14 | 14:55 | 16:01 | 14:55 | 16:01 | | | | | 00:06 | 00:06 |
| 21/05/2020 | THU | N | 1 | 07:52 | 20:10 | 14:53 | 15:57 | 14:53 | 15:57 | | | | | 00:04 | 00:04 |
| 22/05/2020 | FRI | N | 1 | 08:02 | 20:05 | 13:34 | 14:41 | 13:34 | 14:41 | | | | | 00:07 | 00:07 |
| 23/05/2020 | SAT | N | 1 | 07:48 | 19:02 | 15:15 | 16:16 | 15:15 | 16:16 | | | | | 00:01 | 00:01 |
| 26/05/2020 | TUE | N | 1 | 08:59 | 20:02 | 11:49 | 12:47 | 11:49 | 12:47 | | 00:59 | | | | 00:59 |
| 28/05/2020 | THU | N | 1 | 07:59 | 19:01 | 11:41 | 12:43 | 11:41 | 12:43 | | | | | 00:02 | 00:02 |
| 29/05/2020 | FRI | N | 1 | 07:56 | 20:05 | 13:44 | 14:45 | 13:44 | 14:45 | | | | | 00:01 | 00:01 |
| 30/05/2020 | SAT | N | 1 | 07:57 | 20:08 | 11:34 | 12:39 | 11:34 | 12:39 | | | | | 00:05 | 00:05 |
| 31/05/2020 | SUN | N | 1 | 07:53 | 20:18 | 11:33 | 12:34 | 11:33 | 12:34 | | | | | 00:01 | 00:01 |
| **Record : 17** | | | | | | | | | | Total | **00:59** | | | **01:02** | **02:01** |
| | | | | | | | | | | Freq | 1 | 0 | 0 | 16 | 17 |
| **10114002** | **RATEJU BIN ABDULLAH** | | | | | | | | | ***Dept:RET*** | | ***TMSGroup:8-5-FW-MTA100*** | | | |
| 02/05/2020 | SAT | N | 1 | 09:53 | 20:17 | 13:55 | 14:53 | 13:55 | 14:53 | | 01:53 | | | | 01:53 |
| 03/05/2020 | SUN | N | 1 | 10:01 | 20:14 | 13:37 | 14:38 | 13:37 | 14:38 | | 02:01 | | | 00:01 | 02:02 |
| 04/05/2020 | MON | N | 1 | 09:53 | 20:20 | 14:27 | 15:28 | 14:27 | 15:28 | | 01:53 | | | 00:01 | 01:54 |
| 05/05/2020 | TUE | N | 1 | 09:57 | 15:29 | 14:30 | | 14:30 | | | 01:57 | 01:31 | | | 03:28 |
| 06/05/2020 | WED | N | 1 | 09:58 | 20:20 | 14:29 | 15:29 | 14:29 | 15:29 | | 01:58 | | | | 01:58 |
| 09/05/2020 | SAT | N | 1 | 09:56 | 20:18 | 14:37 | 15:39 | 14:37 | 15:39 | | 01:56 | | | 00:02 | 01:58 |
| 10/05/2020 | SUN | N | 1 | 09:55 | 20:04 | 14:43 | 15:39 | 14:43 | 15:39 | | 01:55 | | | | 01:55 |
| 11/05/2020 | MON | N | 1 | 09:49 | 20:14 | 14:34 | 15:31 | 14:34 | 15:31 | | 01:49 | | | | 01:49 |
| 12/05/2020 | TUE | N | 1 | 09:56 | 20:10 | 13:48 | 14:48 | 13:48 | 14:48 | | 01:56 | | | | 01:56 |
| 13/05/2020 | WED | N | 1 | 10:01 | 20:09 | 13:32 | 14:32 | 13:32 | 14:32 | | 02:01 | | | | 02:01 |
| 14/05/2020 | THU | N | 1 | 09:56 | 20:19 | 14:42 | 15:47 | 14:42 | 15:47 | | 01:56 | | | 00:05 | 02:01 |
| 16/05/2020 | SAT | N | 1 | 09:58 | 20:31 | 13:46 | 14:49 | 13:46 | 14:49 | | 01:58 | | | 00:03 | 02:01 |
| 17/05/2020 | SUN | N | 1 | 09:57 | 20:02 | 13:37 | 14:37 | 13:37 | 14:37 | | 01:57 | | | | 01:57 |
| 18/05/2020 | MON | N | 1 | 08:02 | 18:05 | 11:34 | 12:38 | 11:34 | 12:38 | | | | | 00:04 | 00:04 |
| 20/05/2020 | WED | N | 1 | 10:00 | 20:03 | 13:52 | 14:53 | 13:52 | 14:53 | | 02:00 | | | 00:01 | 02:01 |
| 21/05/2020 | THU | N | 1 | 09:58 | 20:11 | 13:37 | 14:37 | 13:37 | 14:37 | | 01:58 | | | | 01:58 |
| 23/05/2020 | SAT | N | 1 | 10:01 | 20:35 | 14:36 | 15:36 | 14:36 | 15:36 | | 02:01 | | | | 02:01 |
| 26/05/2020 | TUE | N | 1 | 09:56 | 20:06 | 13:51 | 14:52 | 13:51 | 14:52 | | 01:56 | | | 00:01 | 01:57 |
| 27/05/2020 | WED | N | 1 | 09:56 | 20:18 | 13:36 | 14:37 | 13:36 | 14:37 | | 01:56 | | | 00:01 | 01:57 |
| 28/05/2020 | THU | N | 1 | 09:56 | 20:07 | 14:33 | 15:34 | 14:33 | 15:34 | | 01:56 | | | 00:01 | 01:57 |
| 30/05/2020 | SAT | N | 1 | 09:56 | 20:04 | 13:41 | 14:45 | 13:41 | 14:45 | | 01:56 | | | 00:04 | 02:00 |
| 31/05/2020 | SUN | N | 1 | 09:58 | 20:07 | 13:43 | 14:44 | 13:43 | 14:44 | | 01:58 | | | 00:01 | 01:59 |
| **Record : 22** | | | | | | | | | | Total | **40:51** | **01:31** | | **00:25** | **42:47** |
| | | | | | | | | | | Freq | 21 | 1 | 0 | 12 | 22 |
| **10114003** | **ARYAL A/L DILLIRAM** | | | | | | | | | ***Dept:RET*** | | ***TMSGroup:8-5-FW-MTA100*** | | | |
| 23/05/2020 | SAT | N | 1 | 11:37 | 20:09 | 12:19 | | 12:19 | | | 03:37 | | | | 03:37 |
| **Record : 1** | | | | | | | | | | Total | **03:37** | | | | **03:37** |
| | | | | | | | | | | Freq | 1 | 0 | 0 | 0 | 1 |
| **10116001** | **PAN MENG YAM** | | | | | | | | | ***Dept:RET*** | | ***TMSGroup:10-8-NM*** | | | |
| 16/05/2020 | SAT | N | 1 | 09:58 | 18:54 | | | | | | | 01:06 | | | 01:06 |
| 20/05/2020 | WED | N | 1 | 09:22 | 18:56 | | | | | | | 01:04 | | | 01:04 |
| 26/05/2020 | TUE | N | 1 | 11:40 | 20:27 | | | | | | 01:40 | | | | 01:40 |
| **Record : 3** | | | | | | | | | | Total | **01:40** | **02:10** | | | **03:50** |
| | | | | | | | | | | Freq | 1 | 2 | 0 | 0 | 3 |
| **10117003** | **BHARAT RAJ PANDEY** | | | | | | | | | ***Dept:RET*** | | ***TMSGroup:8-5-FW*** | | | |
| 09/05/2020 | SAT | N | 1 | 07:51 | 20:03 | 12:35 | 13:36 | 12:35 | 13:36 | | | | | 00:01 | 00:01 |
| 19/05/2020 | TUE | N | 1 | 07:55 | 20:10 | 12:32 | 13:34 | 12:32 | 13:34 | | | | | 00:02 | 00:02 |
| 22/05/2020 | FRI | N | 1 | 08:06 | 20:02 | 12:29 | 13:32 | 12:29 | 13:32 | | | | | 00:03 | 00:03 |
| 23/05/2020 | SAT | N | 1 | 07:50 | 20:09 | 12:22 | 13:23 | 12:22 | 13:23 | | | | | 00:01 | 00:01 |
| **Record : 4** | | | | | | | | | | Total | | | | **00:07** | **00:07** |
| | | | | | | | | | | Freq | 0 | 0 | 0 | 4 | 4 |

**COMPANY** : **DEMO COMPANY SDN BHD(990172-W)**
**REPORT TITLE** : **KNOCKOFF DETAIL REPORT**
**PERIOD** : **01/05/2020 To 31/05/2020** **SORTED BY** : **EMPLOYEE NUMBER**

Date : 04-Aug-2020 (Tue)
Time : 03:49 PM
Page : 1

**10114002** **RATEJU BIN ABDULLAH** (Monthly)

(LATE/OT Knock-Off)

***Dept:RET*** ***TMSGroup:8-5-FW-MTA100***

| Date | Sh# | Day | Type | IN | OUT | Work Hour | Leave Code | Paid Hour | Lateness: Late In | Lateness: Brk Early | Lateness: Brk Late In | Lateness: Early Out | A) Export Late | B) TimeOff | C) NPL | D) A/B/C Final | E) OT | F) Knock-Off Result: Export NPL | F) Knock-Off Result: Export OT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 01/05/2020 | F | FRI | H | 09:55 | 20:13 | | | | | | | | | | | | 09:18 | | 09:18 |
| 02/05/2020 | 1 | SAT | N | 09:53 | 20:17 | 07:07 | | 09:00 | -01:53 | | | | -01:53 | | | -01:53 | 03:17 | | 01:24 |
| 03/05/2020 | 1 | SUN | N | 10:01 | 20:14 | 06:59 | | 09:00 | -02:01 | | -00:01 | | -02:02 | | | -02:02 | 03:14 | | 01:12 |
| 04/05/2020 | 1 | MON | N | 09:53 | 20:20 | 07:07 | | 09:00 | -01:53 | | -00:01 | | -01:54 | | | -01:54 | 03:20 | | 01:26 |
| 05/05/2020 | 1 | TUE | N | 09:57 | 15:29 | 05:32 | | 09:00 | -01:57 | | | -01:31 | -03:28 | | | -03:28 | | -03:28 | |
| 06/05/2020 | 1 | WED | N | 09:58 | 20:20 | 07:02 | | 09:00 | -01:58 | | | | -01:58 | | | -01:58 | 03:20 | | 01:22 |
| 07/05/2020 | | THU | | | | | | | | | | | | | | | | | |
| 08/05/2020 | F | FRI | R | 09:57 | 20:11 | | | | | | | | | | | | 09:14 | | 09:14 |
| 09/05/2020 | 1 | SAT | N | 09:56 | 20:18 | 07:04 | | 09:00 | -01:56 | | -00:02 | | -01:58 | | | -01:58 | 03:18 | | 01:20 |
| 10/05/2020 | 1 | SUN | N | 09:55 | 20:04 | 07:05 | | 09:00 | -01:55 | | | | -01:55 | | | -01:55 | 03:04 | | 01:09 |
| 11/05/2020 | 1 | MON | N | 09:49 | 20:14 | 07:11 | | 09:00 | -01:49 | | | | -01:49 | | | -01:49 | 03:14 | | 01:25 |
| 12/05/2020 | 1 | TUE | N | 09:56 | 20:10 | 07:04 | | 09:00 | -01:56 | | | | -01:56 | | | -01:56 | 03:10 | | 01:14 |
| 13/05/2020 | 1 | WED | N | 10:01 | 20:09 | 06:59 | | 09:00 | -02:01 | | | | -02:01 | | | -02:01 | 03:09 | | 01:08 |
| 14/05/2020 | 1 | THU | N | 09:56 | 20:19 | 07:04 | | 09:00 | -01:56 | | -00:05 | | -02:01 | | | -02:01 | 03:19 | | 01:18 |
| 15/05/2020 | | FRI | | | | | | | | | | | | | | | | | |
| 16/05/2020 | 1 | SAT | N | 09:58 | 20:31 | 07:02 | | 09:00 | -01:58 | | -00:03 | | -02:01 | | | -02:01 | 03:31 | | 01:30 |
| 17/05/2020 | 1 | SUN | N | 09:57 | 20:02 | 07:03 | | 09:00 | -01:57 | | | | -01:57 | | | -01:57 | 03:02 | | 01:05 |
| 18/05/2020 | 1 | MON | N | 08:02 | 18:05 | 09:00 | | 09:00 | | | -00:04 | | -00:04 | | | -00:04 | 01:05 | | 01:01 |
| 19/05/2020 | 1 | TUE | N | 07:59 | 18:08 | 09:00 | | 09:00 | | | | | | | | | 01:08 | | 01:08 |
| 20/05/2020 | 1 | WED | N | 10:00 | 20:03 | 07:00 | | 09:00 | -02:00 | | -00:01 | | -02:01 | | | -02:01 | 03:03 | | 01:02 |
| 21/05/2020 | 1 | THU | N | 09:58 | 20:11 | 07:02 | | 09:00 | -01:58 | | | | -01:58 | | | -01:58 | 03:11 | | 01:13 |
| 22/05/2020 | F | FRI | R | 14:58 | 20:12 | | | | | | | | | | | | 05:14 | | 05:14 |
| 23/05/2020 | 1 | SAT | N | 10:01 | 20:35 | 06:59 | | 09:00 | -02:01 | | | | -02:01 | | | -02:01 | 03:35 | | 01:34 |
| 24/05/2020 | F | SUN | H | 09:58 | 20:07 | | | | | | | | | | | | 09:09 | | 09:09 |
| 25/05/2020 | F | MON | H | 09:57 | 20:15 | | | | | | | | | | | | 09:18 | | 09:18 |
| 26/05/2020 | 1 | TUE | N | 09:56 | 20:06 | 07:04 | | 09:00 | -01:56 | | -00:01 | | -01:57 | | | -01:57 | 03:06 | | 01:09 |
| 27/05/2020 | 1 | WED | N | 09:56 | 20:18 | 07:04 | | 09:00 | -01:56 | | -00:01 | | -01:57 | | | -01:57 | 03:18 | | 01:21 |
| 28/05/2020 | 1 | THU | N | 09:56 | 20:07 | 07:04 | | 09:00 | -01:56 | | -00:01 | | -01:57 | | | -01:57 | 03:07 | | 01:10 |
| 29/05/2020 | | FRI | | | | | | | | | | | | | | | | | |
| 30/05/2020 | 1 | SAT | N | 09:56 | 20:04 | 07:04 | | 09:00 | -01:56 | | -00:04 | | -02:00 | | | -02:00 | 03:04 | | 01:04 |
| 31/05/2020 | 1 | SUN | N | 09:58 | 20:07 | 07:02 | | 09:00 | -01:58 | | -00:01 | | -01:59 | | | -01:59 | 03:07 | | 01:08 |
| **Record : 31** | | | | | | 164:38 | | 207:00 | -40:51 | | -00:25 | -01:31 | -42:47 | | | -42:47 | 108:55 | -03:28 | 69:36 |

**Unit : Npl Hour = 3.47, OT4=27.38,OT5=14.47,OT6=27.75**

**COMPANY** : **DEMO COMPANY SDN BHD(990172-W)**
**REPORT TITLE** : **DAILY BREAK REPORT**
**PERIOD** : **01/05/2020 To 31/05/2020** **SORTED BY** : **EMPLOYEE NUMBER**

Date : 04-Aug-2020 (Tue)
Time : 04:00 PM
Page : 1

**10113002 MUHAMMAD BIN SHARIF** *Dept:RET* *TMSGroup:8-5-FW-MTA100*

| Date | Day | Sh# | Break 1 Start | Break 1 End | Break 1 Hours | Break 2 Start | Break 2 End | Break 2 Hours | Break Early OUT | Break Late IN | Total Lateness |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 02/05/2020 | SAT | 1 | 13:54 | 15:05 | 01:11 | | | | | 00:11 | 00:11 |
| 03/05/2020 | SUN | 1 | 15:04 | | | | | | | | |
| 05/05/2020 | TUE | 1 | 14:58 | 15:58 | 01:00 | | | | | | |
| 07/05/2020 | THU | 1 | 14:28 | 15:34 | 01:06 | | | | | 00:06 | 00:06 |
| 08/05/2020 | FRI | 1 | 13:35 | 14:36 | 01:01 | | | | | 00:01 | 00:01 |
| 09/05/2020 | SAT | 1 | 14:35 | 15:33 | 00:58 | | | | | | |
| 10/05/2020 | SUN | 1 | 14:22 | 15:24 | 01:02 | | | | | 00:02 | 00:02 |
| 11/05/2020 | MON | 1 | 14:56 | 15:57 | 01:01 | | | | | 00:01 | 00:01 |
| 12/05/2020 | TUE | 1 | 13:41 | 14:39 | 00:58 | | | | | | |
| 14/05/2020 | THU | 1 | 14:24 | 15:23 | 00:59 | | | | | | |
| 15/05/2020 | FRI | 1 | 13:36 | 14:43 | 01:07 | | | | | 00:07 | 00:07 |
| 16/05/2020 | SAT | 1 | 14:49 | 15:53 | 01:04 | | | | | 00:04 | 00:04 |
| 17/05/2020 | SUN | 1 | 14:58 | 16:01 | 01:03 | | | | | 00:03 | 00:03 |
| 18/05/2020 | MON | 1 | 14:35 | 15:35 | 01:00 | | | | | | |
| 19/05/2020 | TUE | 1 | 14:55 | 16:01 | 01:06 | | | | | 00:06 | 00:06 |
| 21/05/2020 | THU | 1 | 14:53 | 15:57 | 01:04 | | | | | 00:04 | 00:04 |
| 22/05/2020 | FRI | 1 | 13:34 | 14:41 | 01:07 | | | | | 00:07 | 00:07 |
| 23/05/2020 | SAT | 1 | 15:15 | 16:16 | 01:01 | | | | | 00:01 | 00:01 |
| 26/05/2020 | TUE | 1 | 11:49 | 12:47 | 00:58 | | | | | | |
| 28/05/2020 | THU | 1 | 11:41 | 12:43 | 01:02 | | | | | 00:02 | 00:02 |
| 29/05/2020 | FRI | 1 | 13:44 | 14:45 | 01:01 | | | | | 00:01 | 00:01 |
| 30/05/2020 | SAT | 1 | 11:34 | 12:39 | 01:05 | | | | | 00:05 | 00:05 |
| 31/05/2020 | SUN | 1 | 11:33 | 12:34 | 01:01 | | | | | 00:01 | 00:01 |
| **Record : 23** | | | | | | | | | | 01:02 | 01:02 |

**10114002 RATEJU BIN ABDULLAH** *Dept:RET* *TMSGroup:8-5-FW-MTA100*

| Date | Day | Sh# | Break 1 Start | Break 1 End | Break 1 Hours | Break 2 Start | Break 2 End | Break 2 Hours | Break Early OUT | Break Late IN | Total Lateness |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 02/05/2020 | SAT | 1 | 13:55 | 14:53 | 00:58 | | | | | | |
| 03/05/2020 | SUN | 1 | 13:37 | 14:38 | 01:01 | | | | | 00:01 | 00:01 |
| 04/05/2020 | MON | 1 | 14:27 | 15:28 | 01:01 | | | | | 00:01 | 00:01 |
| 05/05/2020 | TUE | 1 | 14:30 | | | | | | | | |
| 06/05/2020 | WED | 1 | 14:29 | 15:29 | 01:00 | | | | | | |
| 09/05/2020 | SAT | 1 | 14:37 | 15:39 | 01:02 | | | | | 00:02 | 00:02 |
| 10/05/2020 | SUN | 1 | 14:43 | 15:39 | 00:56 | | | | | | |
| 11/05/2020 | MON | 1 | 14:34 | 15:31 | 00:57 | | | | | | |
| 12/05/2020 | TUE | 1 | 13:48 | 14:48 | 01:00 | | | | | | |
| 13/05/2020 | WED | 1 | 13:32 | 14:32 | 01:00 | | | | | | |
| 14/05/2020 | THU | 1 | 14:42 | 15:47 | 01:05 | | | | | 00:05 | 00:05 |
| 16/05/2020 | SAT | 1 | 13:46 | 14:49 | 01:03 | | | | | 00:03 | 00:03 |
| 17/05/2020 | SUN | 1 | 13:37 | 14:37 | 01:00 | | | | | | |
| 18/05/2020 | MON | 1 | 11:34 | 12:38 | 01:04 | | | | | 00:04 | 00:04 |
| 19/05/2020 | TUE | 1 | 12:39 | 13:37 | 00:58 | | | | | | |
| 20/05/2020 | WED | 1 | 13:52 | 14:53 | 01:01 | | | | | 00:01 | 00:01 |
| 21/05/2020 | THU | 1 | 13:37 | 14:37 | 01:00 | | | | | | |
| 23/05/2020 | SAT | 1 | 14:36 | 15:36 | 01:00 | | | | | | |
| 26/05/2020 | TUE | 1 | 13:51 | 14:52 | 01:01 | | | | | 00:01 | 00:01 |
| 27/05/2020 | WED | 1 | 13:36 | 14:37 | 01:01 | | | | | 00:01 | 00:01 |
| 28/05/2020 | THU | 1 | 14:33 | 15:34 | 01:01 | | | | | 00:01 | 00:01 |
| 30/05/2020 | SAT | 1 | 13:41 | 14:45 | 01:04 | | | | | 00:04 | 00:04 |
| 31/05/2020 | SUN | 1 | 13:43 | 14:44 | 01:01 | | | | | 00:01 | 00:01 |
| **Record : 23** | | | | | | | | | | 00:25 | 00:25 |

**10117003 RAHMAN BIN BHARAT** *Dept:RET* *TMSGroup:8-5-FW*

| Date | Day | Sh# | Break 1 Start | Break 1 End | Break 1 Hours | Break 2 Start | Break 2 End | Break 2 Hours | Break Early OUT | Break Late IN | Total Lateness |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 02/05/2020 | SAT | 1 | 12:41 | 13:40 | 00:59 | | | | | | |
| 03/05/2020 | SUN | 1 | 12:37 | 13:36 | 00:59 | | | | | | |
| 05/05/2020 | TUE | 1 | 12:42 | 13:42 | 01:00 | | | | | | |
| 06/05/2020 | WED | 1 | 12:41 | 13:32 | 00:51 | | | | | | |
| 07/05/2020 | THU | 1 | 12:48 | 13:43 | 00:55 | | | | | | |
| 08/05/2020 | FRI | 1 | 12:32 | 13:32 | 01:00 | | | | | | |
| 09/05/2020 | SAT | 1 | 12:35 | 13:36 | 01:01 | | | | | 00:01 | 00:01 |
| 10/05/2020 | SUN | 1 | 12:37 | 13:36 | 00:59 | | | | | | |
| 12/05/2020 | TUE | 1 | 12:31 | 13:29 | 00:58 | | | | | | |
| 13/05/2020 | WED | 1 | 14:35 | 15:21 | 00:46 | | | | | | |
| 14/05/2020 | THU | 1 | 13:05 | 13:56 | 00:51 | | | | | | |
| 15/05/2020 | FRI | 1 | 12:37 | 13:36 | 00:59 | | | | | | |
| 16/05/2020 | SAT | 1 | 12:31 | 13:28 | 00:57 | | | | | | |
| 17/05/2020 | SUN | 1 | 12:31 | 13:30 | 00:59 | | | | | | |
| 19/05/2020 | TUE | 1 | 12:32 | 13:34 | 01:02 | | | | | 00:02 | 00:02 |
| 20/05/2020 | WED | 1 | 12:34 | 13:30 | 00:56 | | | | | | |
| 21/05/2020 | THU | 1 | 14:04 | 14:52 | 00:48 | | | | | | |
| 22/05/2020 | FRI | 1 | 12:29 | 13:32 | 01:03 | | | | | 00:03 | 00:03 |
| 23/05/2020 | SAT | 1 | 12:22 | 13:23 | 01:01 | | | | | 00:01 | 00:01 |
| 26/05/2020 | TUE | 1 | 12:47 | 13:39 | 00:52 | | | | | | |
| 27/05/2020 | WED | 1 | 12:33 | 13:32 | 00:59 | | | | | | |
| 28/05/2020 | THU | 1 | 12:41 | 13:38 | 00:57 | | | | | | |
| 29/05/2020 | FRI | 1 | 12:48 | 13:40 | 00:52 | | | | | | |
| 30/05/2020 | SAT | 1 | 13:21 | 14:14 | 00:53 | | | | | | |
| 31/05/2020 | SUN | 1 | 12:46 | 13:43 | 00:57 | | | | | | |
| **Record : 25** | | | | | | | | | | 00:07 | 00:07 |

| | | | |
|---|---|---|---|
| **Total Employees :** | **3** | 01:34 | 01:34 |

**COMPANY** : **DEMO COMPANY SDN BHD(990172-W)**
**REPORT TITLE** : **DAILY CARD SWIPE REPORT**
**PERIOD** : **01/05/2020 To 31/05/2020** **SORTED BY** : **EMPLOYEE NUMBER**

Date : 04-Aug-2020 (Tue)
Time : 04:24 PM


| Date | Day | Card Swipe Record |
|---|---|---|

**10113002** **MUHAMMAD BIN SHARIF** ***Card#1:10113002 Card#2: Dept:RET TMSGroup:8-5-FW-MTA100***

| | |
|---|---|
| 01/05/2020 Fri | 07:57 \| 14:07 \| 15:12 \| 20:07 |
| 02/05/2020 Sat | 07:56 \| 13:54 \| 15:05 \| 20:03 |
| 03/05/2020 Sun | 07:56 \| 15:04 \| 20:04 |
| 04/05/2020 Mon | 07:48 \| 20:08 |
| 05/05/2020 Tue | 07:56 \| 14:58 \| 15:58 \| 18:11 |
| 07/05/2020 Thu | 07:49 \| 14:28 \| 15:34 \| 20:03 |
| 08/05/2020 Fri | 08:00 \| 13:35 \| 14:36 \| 20:02 |
| 09/05/2020 Sat | 07:56 \| 14:35 \| 15:33 \| 20:01 |
| 10/05/2020 Sun | 07:54 \| 14:22 \| 15:24 \| 18:15 |
| 11/05/2020 Mon | 07:55 \| 14:56 \| 15:57 \| 19:59 |
| 12/05/2020 Tue | 07:55 \| 13:41 \| 14:39 \| 20:02 |
| 14/05/2020 Thu | 07:51 \| 14:24 \| 15:23 \| 20:01 |
| 15/05/2020 Fri | 08:11 \| 13:36 \| 14:43 \| 20:01 |
| 16/05/2020 Sat | 07:52 \| 14:49 \| 15:53 \| 19:01 |
| 17/05/2020 Sun | 07:47 \| 14:58 \| 16:01 \| 20:04 |
| 18/05/2020 Mon | 07:56 \| 14:35 \| 15:35 \| 20:07 |
| 19/05/2020 Tue | 07:56 \| 14:55 \| 16:01 \| 20:14 |
| 21/05/2020 Thu | 07:52 \| 14:53 \| 15:57 \| 20:10 |
| 22/05/2020 Fri | 08:02 \| 13:34 \| 14:41 \| 20:05 |
| 23/05/2020 Sat | 07:48 \| 15:15 \| 16:16 \| 19:02 |
| 24/05/2020 Sun | 07:55 \| 13:40 \| 14:47 \| 20:02 |
| 25/05/2020 Mon | 07:55 \| 12:33 \| 13:38 \| 20:01 |
| 26/05/2020 Tue | 08:59 \| 11:49 \| 12:47 \| 20:02 |
| 28/05/2020 Thu | 07:59 \| 11:41 \| 12:43 \| 19:01 |
| 29/05/2020 Fri | 07:56 \| 13:44 \| 14:45 \| 20:05 |
| 30/05/2020 Sat | 07:57 \| 11:34 \| 12:39 \| 20:08 |
| 31/05/2020 Sun | 07:53 \| 11:33 \| 12:34 \| 20:18 |

**Sub Employee : 1** **Record : 27**

**10114002** **RATEJU BIN ABDULLAH** ***Card#1:10114002 Card#2: Dept:RET TMSGroup:8-5-FW-MTA100***

| | |
|---|---|
| 01/05/2020 Fri | 09:55 \| 13:44 \| 14:37 \| 20:13 |
| 02/05/2020 Sat | 09:53 \| 13:55 \| 14:53 \| 20:17 |
| 03/05/2020 Sun | 10:01 \| 13:37 \| 14:38 \| 20:14 |
| 04/05/2020 Mon | 09:53 \| 14:27 \| 15:28 \| 20:20 |
| 05/05/2020 Tue | 09:57 \| 14:30 \| 15:29 |
| 06/05/2020 Wed | 09:58 \| 14:29 \| 15:29 \| 20:20 |
| 08/05/2020 Fri | 09:57 \| 13:05 \| 14:06 \| 20:11 |
| 09/05/2020 Sat | 09:56 \| 14:37 \| 15:39 \| 20:18 |
| 10/05/2020 Sun | 09:55 \| 14:43 \| 15:39 \| 20:04 |
| 11/05/2020 Mon | 09:49 \| 14:34 \| 15:31 \| 20:14 |
| 12/05/2020 Tue | 09:56 \| 13:48 \| 14:48 \| 20:10 |
| 13/05/2020 Wed | 10:01 \| 13:32 \| 14:32 \| 20:09 |
| 14/05/2020 Thu | 09:56 \| 14:42 \| 15:47 \| 20:19 |
| 16/05/2020 Sat | 09:58 \| 13:46 \| 14:49 \| 20:31 |
| 17/05/2020 Sun | 09:57 \| 13:37 \| 14:37 \| 20:02 |
| 18/05/2020 Mon | 08:02 \| 11:34 \| 12:38 \| 18:05 |
| 19/05/2020 Tue | 07:59 \| 12:39 \| 13:37 \| 18:08 |
| 20/05/2020 Wed | 10:00 \| 13:52 \| 14:53 \| 20:03 |
| 21/05/2020 Thu | 09:58 \| 13:37 \| 14:37 \| 20:11 |
| 22/05/2020 Fri | 14:58 \| 20:12 |
| 23/05/2020 Sat | 10:01 \| 14:36 \| 15:36 \| 20:35 |

# Sample Payslips

**S001.RPT**

DEMONSTRATION COMPANY
NAME : JENNIFER WHITE
DEPT : PRODUCTION

PAY PERIOD : END-DEC-2017
STAFF# : 001
I/C# : 661110-10-5088

| --- EARNINGS --- | | --- RM --- | --- DEDUCTIONS --- | --- RM --- |
|---|---|---|---|---|
| BASIC PAY | | 4,000.00 | EMPLOYEE EPF (KWSP) | 524.00 |
| Normal OT | 10.00Hr x28.8500 | 288.50 | EMPLOYEE SOCSO (PERKESO) | 19.75 |
| RestDay OT | 5.00Hr x38.4600 | 192.30 | EMPLOYEE EIS | 7.90 |
| Public OT | 5.00Hr x57.6900 | 288.45 | HOUSING LOAN DEDUCTION | 100.00 |
| Meal Allow | 20.00Days x10.0000 | 200.00 | PTPTN Payment | 250.00 |
| Shif #1 | 20.00Days x8.0000 | 160.00 | | |
| Shif #2 | 20.00Days x5.0000 | 100.00 | | |
| ALLOWANCE | | 300.00 | | |
| MEDICAL CLAIM | | 50.00 | | |
| TOTAL : | | 5,579.25 | TOTAL : | 901.65 |

ANNL LEAVE TAKEN : 0.00 BALANCE : 20.00
SICK LEAVE TAKEN : 0.00 BALANCE : 18.00

NETT PAY : 4,677.60

EPF# : 12955678 TAX# : SG 2178656-09
SOCSO/EIS#: T1235897Y BANK#: 123456789012

| | CURRENT-MONTH | | | | YEAR-TO-DATE | | | |
|---|---|---|---|---|---|---|---|---|
| | E.P.F. | SOCSO | EIS | TAX | E.P.F. | SOCSO | EIS | TAX |
| EMP'EE: | 524.00 | 19.75 | 7.90 | 0.00 | 6,779.00 | 237.00 | 94.40 | 1,819.05 |
| EMP'ER: | 572.00 | 69.05 | 7.90 | | 7,396.00 | 828.60 | 94.40 | |
| TOTAL : | 1,096.00 | 88.80 | 15.80 | | 14,175.00 | 1,065.60 | 188.80 | |

**S002.RPT**

COMP : DEMONSTRATION COMPANY
NAME : JENNIFER WHITE

PERIOD : END-DEC-2017
STAFF# : 001

| --- EARNINGS --- | | --- RM --- | --- DEDUCTIONS --- | --- RM --- |
|---|---|---|---|---|
| BASIC PAY | | 4,000.00 | EMPLOYEE EPF (KWSP) | 524.00 |
| Normal OT | 10.00Hr x28.8500 | 288.50 | EMPLOYEE SOCSO (PERKESO) | 19.75 |
| RestDay OT | 5.00Hr x38.4600 | 192.30 | EMPLOYEE EIS | 7.90 |
| Public OT | 5.00Hr x57.6900 | 288.45 | HOUSING LOAN DEDUCTION | 100.00 |
| Meal Allow | 20.00Days x10.0000 | 200.00 | PTPTN Payment | 250.00 |
| Shif #1 | 20.00Days x8.0000 | 160.00 | | |
| Shif #2 | 20.00Days x5.0000 | 100.00 | | |
| ALLOWANCE | | 300.00 | | |
| MEDICAL CLAIM | | 50.00 | | |
| TOTAL EARNING : | | 5,579.25 | TOTAL DEDUCTION : | 901.65 |

ANNUAL LEAVE TAKEN : 0.00 BALANCE : 20.00
SICK LEAVE TAKEN : 0.00 BALANCE : 18.00

NETT PAY : 4,677.60

**S003.RPT**

COMP : DEMONSTRATION COMPANY — END-DEC-2017
NAME : JENNIFER WHITE — EMPL# : 001
I/C # : 661110-10-5088 SEX : FEMALE — DEPT# : PROD

| EARNINGS DESCRIPTION | | RM | DEDUCTIONS DESCRIPTION | RM |
|---|---|---|---|---|
| BASIC PAY | | 4,000.00 | EMPLOYEE EPF (KWSP) | 524.00 |
| Normal OT | 10.00Hr x28.8500 | 288.50 | EMPLOYEE SOCSO (PERKESO) | 19.75 |
| RestDay OT | 5.00Hr x38.4600 | 192.30 | EMPLOYEE EIS | 7.90 |
| Public OT | 5.00Hr x57.6900 | 288.45 | HOUSING LOAN DEDUCTION | 100.00 |
| Meal Allow | 20.00Days x10.0000 | 200.00 | PTPTN Payment | 250.00 |
| Shif #1 | 20.00Days x8.0000 | 160.00 | | |
| Shif #2 | 20.00Days x5.0000 | 100.00 | | |
| ALLOWANCE | | 300.00 | | |
| MEDICAL CLAIM | | 50.00 | | |
| TOTAL : | | 5,579.25 | TOTAL : | 901.65 |
| | | | NETT PAY : | 4,677.60 |

EMPLOYER EPF# : 002814012
EMPLOYER SOCSO# : A 35123052

EPF# : 12955678
SOCSO# : T1235897Y
TAX# : SG 2178656-09
BANK A/C : HLBB 123456789012

| | Current Month | | | | Year-to-Date | | | |
|---|---|---|---|---|---|---|---|---|
| | E.P.F. | SOCSO | EIS | TAX | | E.P.F. | SOCSO | EIS | TAX |
| EMP'EE : | 524.00 | 19.75 | 7.90 | 0.00 | EMP'EE: | 6,779.00 | 237.00 | 94.40 | 1,819.05 |
| EMP'ER : | 572.00 | 69.05 | 7.90 | | EMP'ER: | 7,396.00 | 828.60 | 94.40 | |
| Total : | 1,096.00 | 88.80 | 15.80 | | Total: | 14,175.00 | 1,065.60 | 188.80 | |

APPROVED By : _____ RECEIVED By : _____

**S004.RPT**

COMP : DEMONSTRATION COMPANY — PERIOD : END-DEC-2017
NAME : JENNIFER WHITE — EMPL # : 001

| EARNINGS | | RM | DEDUCTIONS | RM |
|---|---|---|---|---|
| BASIC PAY | | 4,000.00 | EMPLOYEE EPF (KWSP) | 524.00 |
| Normal OT | 10.00Hr x28.8500 | 288.50 | EMPLOYEE SOCSO (PERKESO) | 19.75 |
| RestDay OT | 5.00Hr x38.4600 | 192.30 | EMPLOYEE EIS | 7.90 |
| Public OT | 5.00Hr x57.6900 | 288.45 | HOUSING LOAN DEDUCTION | 100.00 |
| Meal Allow | 20.00Days x10.0000 | 200.00 | PTPTN Payment | 250.00 |
| Shif #1 | 20.00Days x8.0000 | 160.00 | | |
| Shif #2 | 20.00Days x5.0000 | 100.00 | | |
| ALLOWANCE | | 300.00 | | |
| MEDICAL CLAIM | | 50.00 | | |
| TOTAL : | | 5,579.25 | TOTAL : | 901.65 |
| | | | NETT PAY : | 4,677.60 |

**S005.RPT**

DEMONSTRATION COMPANY

| | | | |
|---|---|---|---|
| NAME | JENNIFER WHITE | PAY PERIOD : | END-DEC-2017 |
| CCTR | PENANG BRANCH | EMPL NO. : | 001 |
| DEPT | PRODUCTION | I/C NO : | 661110-10-5088 |
| | | EPF NO : | 12955678 |
| | | SOC/EIS NO : | T1235897Y |

| EARNING DESCRIPTION | | RM | DEDUCTION DESCRIPTION | RM |
|---|---|---|---|---|
| BASIC PAY | | 4,000.00 | EMPLOYEE EPF (KWSP) | 524.00 |
| Normal OT | 10.00Hr x28.8500 | 288.50 | EMPLOYEE SOCSO (PERKESO) | 19.75 |
| RestDay OT | 5.00Hr x38.4600 | 192.30 | EMPLOYEE EIS | 7.90 |
| Public OT | 5.00Hr x57.6900 | 288.45 | HOUSING LOAN DEDUCTION | 100.00 |
| Meal Allow | 20.00Days x10.0000 | 200.00 | PTPTN Payment | 250.00 |
| Shif #1 | 20.00Days x8.0000 | 160.00 | | |
| Shif #2 | 20.00Days x5.0000 | 100.00 | | |
| ALLOWANCE | | 300.00 | | |
| MEDICAL CLAIM | | 50.00 | | |
| TOTAL : | | 5,579.25 | TOTAL : | 901.65 |

Inc. Tax No. : SG 2178656-09
Bank A/C No. : HLBB 123456789012
Empl'r EPF RM : 572.00
Empl'r SOCSO RM : 69.05
Empl'r EIS RM : 7.90
Annl Leave Taken : 0.00 Balance : 20.00
Sick Leave Taken : 0.00 Balance : 18.00

NETT PAY : 4,677.60

RECEIVED By : _____

**S006.RPT**

DEMONSTRATION COMPANY

| | | |
|---|---|---|
| NAME :JENNIFER WHITE | DEPT# : PRODUCTION | END-DEC-2017 |
| I/C# :661110-10-5088 EPF# :12955678 | EMPL# : 001 | SEX:FEMALE |
| | SOC/EIS#: T1235897Y | |

| --- EARNINGS --- | | -- RM -- | --- DEDUCTIONS --- | -- RM -- |
|---|---|---|---|---|
| BASIC PAY | | 4,000.00 | EMPLOYEE EPF (KWSP) | 524.00 |
| Normal OT | 10.00Hr x28.8500 | 288.50 | EMPLOYEE SOCSO (PERKESO) | 19.75 |
| RestDay OT | 5.00Hr x38.4600 | 192.30 | EMPLOYEE EIS | 7.90 |
| Public OT | 5.00Hr x57.6900 | 288.45 | HOUSING LOAN DEDUCTION | 100.00 |
| Meal Allow | 20.00Days x10.0000 | 200.00 | PTPTN Payment | 250.00 |
| Shif #1 | 20.00Days x8.0000 | 160.00 | | |
| Shif #2 | 20.00Days x5.0000 | 100.00 | | |
| ALLOWANCE | | 300.00 | | |
| MEDICAL CLAIM | | 50.00 | | |
| TOTAL : | | 5,579.25 | TOTAL : | 901.65 |

BANK :HLBB / HLBB A/C : 123456789012 NETT PAY : 4,677.60

**CURRENT-MONTH**

| | | |
|---|---|---|
| EMP'ER EPF | [ 002814012 ] | RM 572.00 |
| EMP'ER SOC | [ A 35123052 ] | RM 69.05 |
| EMP'ER EIS | [ A 35123052 ] | RM 7.90 |

| | ENTL | TAKEN | BAL' |
|---|---|---|---|
| ANNUAL LEAVE: | 20.00 | 0.00 | 20.00 |
| SICK LEAVE: | 18.00 | 0.00 | 18.00 |

**YEAR-TO-DATE**

| | | |
|---|---|---|
| GROSS PAY | : RM 64,307.05 | |
| NETT PAY | : RM 54,027.60 | |
| E'E / E'R EPF | : RM 6,779.00/ | 7,396.00 |
| E'E / E'R SOCSO | : RM 237.00/ | 828.60 |
| E'E / E'R EIS | : RM 94.40/ | 94.40 |
| E'E INC. TAX | : RM 1,819.05 | |

**S007.RPT**

DEMONSTRATION COMPANY
JENNIFER WHITE

PERIOD : END-DEC-2017
EMPL # : 001

DEPARTMENT : PRODUCTION
BANK : HONG LEONG BANK BHD
BANK A/C# : 123456789012

EPF # : 12955678
SOCSO/EIS# : T1235897Y
INC TAX# : SG 2178656-09

| INCOME : | | RM | DEDUCTION : | RM |
|---|---|---|---|---|
| BASIC PAY | | 4,000.00 | EMPLOYEE EPF (KWSP) | 524.00 |
| Normal OT | 10.00Hr x28.8500 | 288.50 | EMPLOYEE SOCSO (PERKESO) | 19.75 |
| RestDay OT | 5.00Hr x38.4600 | 192.30 | EMPLOYEE EIS | 7.90 |
| Public OT | 5.00Hr x57.6900 | 288.45 | HOUSING LOAN DEDUCTION | 100.00 |
| Meal Allow | 20.00Days x10.0000 | 200.00 | PTPTN Payment | 250.00 |
| Shif #1 | 20.00Days x8.0000 | 160.00 | | |
| Shif #2 | 20.00Days x5.0000 | 100.00 | | |
| ALLOWANCE | | 300.00 | | |
| MEDICAL CLAIM | | 50.00 | | |
| | TOTAL : | 5,579.25 | TOTAL : | 901.65 |
| | | | NETT PAY | 4,677.60 |

EMP'ER EPF [ 002814012 ] [RM 572.00 ]
EMP'ER SOC [ A 35123052 ] [RM 69.05 ] AL ENTL: 20.00 TAKEN: 0.00 BALANCE: 20.00
EMP'ER EIS [ A 35123052 ] [RM 7.90 ] SL ENTL: 18.00 TAKEN: 0.00 BALANCE: 18.00

**S008.RPT**

DEMONSTRATION COMPANY
NAME : JENNIFER WHITE
DEPT : PRODUCTION

PAY PERIOD : END-DEC-2017
STAFF NO. : 001
I/C NO. : 661110-10-5088

| --- EARNINGS --- | | --- RM --- | --- DEDUCTIONS --- | --- RM --- |
|---|---|---|---|---|
| BASIC PAY | | 4,000.00 | EMPLOYEE EPF (KWSP) | 524.00 |
| Normal OT | 10.00Hr x28.8500 | 288.50 | EMPLOYEE SOCSO (PERKESO) | 19.75 |
| RestDay OT | 5.00Hr x38.4600 | 192.30 | EMPLOYEE EIS | 7.90 |
| Public OT | 5.00Hr x57.6900 | 288.45 | HOUSING LOAN DEDUCTION | 100.00 |
| Meal Allow | 20.00Days x10.0000 | 200.00 | PTPTN Payment | 250.00 |
| Shif #1 | 20.00Days x8.0000 | 160.00 | | |
| Shif #2 | 20.00Days x5.0000 | 100.00 | | |
| ALLOWANCE | | 300.00 | | |
| MEDICAL CLAIM | | 50.00 | | |
| | TOTAL : | 5,579.25 | TOTAL : | 901.65 |
| | | | NETT PAY : | 4,677.60 |

| | ANNUAL LEAVE | SICK LEAVE |
|---|---|---|
| ENTITLEMENT : | 20.00 | 18.00 |
| YTD TAKEN : | 0.00 | 0.00 |
| BALANCE : | 20.00 | 18.00 |

EPF# : 12955678 TAX# : SG 2178656-09
SOCSO/EIS#: T1235897Y BANK#: 123456789012

| CURRENT-MONTH | -E.P.F.- | -SOCSO- | -EIS- | -TAX- | YEAR-TO-DATE | -E.P.F.- | -SOCSO- | -EIS- | -TAX- |
|---|---|---|---|---|---|---|---|---|---|
| EMP'EE: | 524.00 | 19.75 | 7.90 | 0.00 | EMP'EE: | 6,779.00 | 237.00 | 94.40 | 1,819.05 |
| EMP'ER: | 572.00 | 69.05 | 7.90 | | EMP'ER: | 7,396.00 | 828.60 | 94.40 | |
| TOTAL : | 1,096.00 | 88.80 | 15.80 | | TOTAL : | 14,175.00 | 1,065.60 | 188.80 | |

**S009.RPT**

COMP : DEMONSTRATION COMPANY — END-DEC-2017
NAME : JENNIFER WHITE — EMPL# : 001
I/C # : 661110-10-5088 SEX : FEMALE — DEPT# : PROD

| EARNINGS DESCRIPTION | RM | DEDUCTIONS DESCRIPTION | RM |
|---|---|---|---|
| BASIC PAY | 4,000.00 | EMPLOYEE EPF (KWSP) | 524.00 |
| Normal OT 10.00Hr x28.8500 | 288.50 | EMPLOYEE SOCSO (PERKESO) | 19.75 |
| RestDay OT 5.00Hr x38.4600 | 192.30 | EMPLOYEE EIS | 7.90 |
| Public OT 5.00Hr x57.6900 | 288.45 | HOUSING LOAN DEDUCTION | 100.00 |
| Meal Allow 20.00Days x10.0000 | 200.00 | PTPTN Payment | 250.00 |
| Shif #1 20.00Days x8.0000 | 160.00 | | |
| Shif #2 20.00Days x5.0000 | 100.00 | | |
| ALLOWANCE | 300.00 | | |
| MEDICAL CLAIM | 50.00 | | |
| TOTAL : | 5,579.25 | TOTAL : | 901.65 |

ANNL LEAVE TAKEN : 0.00 BALANCE : 20.00
SICK LEAVE TAKEN : 0.00 BALANCE : 18.00

NETT PAY : 4,677.60

EPF# : 12955678
SOCSO/EIS# : T1235897Y
TAX# : SG 2178656-09
BANK A/C# : HLBB 123456789012

| | Current Month E.P.F. | SOCSO | EIS | TAX | Year-to-Date E.P.F. | SOCSO | EIS | TAX |
|---|---|---|---|---|---|---|---|---|
| EMP'EE : | 524.00 | 19.75 | 7.90 | 0.00 | 6,779.00 | 237.00 | 94.40 | 1,819.05 |
| EMP'ER : | 572.00 | 69.05 | 7.90 | | 7,396.00 | 828.60 | 94.40 | |
| Total : | 1,096.00 | 88.80 | 15.80 | | 14,175.00 | 1,065.60 | 188.80 | |

APPROVED By : _____ RECEIVED By : _____

**S010.RPT**

COMP : DEMONSTRATION COMPANY — END-DEC-2017
NAME : JENNIFER WHITE — EMPL# : 001
I/C # : 661110-10-5088 SEX : FEMALE — DEPT# : PROD

| EARNINGS DESCRIPTION | RM | DEDUCTIONS DESCRIPTION | RM |
|---|---|---|---|
| BASIC PAY | 4,000.00 | EMPLOYEE EPF (KWSP) | 524.00 |
| Normal OT 10.00Hr x28.8500 | 288.50 | EMPLOYEE SOCSO (PERKESO) | 19.75 |
| RestDay OT 5.00Hr x38.4600 | 192.30 | EMPLOYEE EIS | 7.90 |
| Public OT 5.00Hr x57.6900 | 288.45 | HOUSING LOAN DEDUCTION | 100.00 |
| Meal Allow 20.00Days x10.0000 | 200.00 | PTPTN Payment | 250.00 |
| Shif #1 20.00Days x8.0000 | 160.00 | | |
| Shif #2 20.00Days x5.0000 | 100.00 | | |
| ALLOWANCE | 300.00 | | |
| MEDICAL CLAIM | 50.00 | | |
| TOTAL : | 5,579.25 | TOTAL : | 901.65 |

EMPLOYER EPF# : 002814012
EMPLOYER SOCSO# : A 35123052
EMPLOYER EIS# : A 35123052

NETT PAY : 4,677.60

EPF# : 12955678
SOC/EIS# : T1235897Y
TAX# : SG 2178656-09
BANK A/C : HLBB 123456789012

| | Current Month E.P.F. | SOCSO | EIS | TAX | Year-to-Date E.P.F. | SOCSO | EIS | TAX |
|---|---|---|---|---|---|---|---|---|
| Emp'ee : | 524.00 | 19.75 | 7.90 | 0.00 | 6,779.00 | 237.00 | 94.40 | 1,819.05 |
| Emp'er : | 572.00 | 69.05 | 7.90 | | 7,396.00 | 828.60 | 94.40 | |
| Total : | 1,096.00 | 88.80 | 15.80 | | 14,175.00 | 1,065.60 | 188.80 | |

APPROVED By : _____ RECEIVED By : _____

**S011.RPT**

DEMONSTRATION COMPANY
NAME : JENNIFER WHITE
DEPT : PRODUCTION

PAY PERIOD : END-DEC-2017
STAFF# : 001
I/C# : 661110-10-5088

| --- EARNINGS --- | | --- RM --- | --- DEDUCTIONS --- | --- RM --- |
|---|---|---|---|---|
| BASIC PAY | | 4,000.00 | EMPLOYEE EPF (KWSP) | 524.00 |
| Normal OT | 10.00Hr x28.8500 | 288.50 | EMPLOYEE SOCSO (PERKESO) | 19.75 |
| RestDay OT | 5.00Hr x38.4600 | 192.30 | EMPLOYEE EIS | 7.90 |
| Public OT | 5.00Hr x57.6900 | 288.45 | HOUSING LOAN DEDUCTION | 100.00 |
| Meal Allow | 20.00Days x10.0000 | 200.00 | PTPTN Payment | 250.00 |
| Shif #1 | 20.00Days x8.0000 | 160.00 | | |
| Shif #2 | 20.00Days x5.0000 | 100.00 | | |
| ALLOWANCE | | 300.00 | | |
| MEDICAL CLAIM | | 50.00 | | |
| TOTAL : | | 5,579.25 | TOTAL : | 901.65 |

ANNL LEAVE TAKEN : 0.00 BALANCE : 20.00
SICK LEAVE TAKEN : 0.00 BALANCE : 18.00

NETT PAY : 4,677.60

EPF# : 12955678 TAX# : SG 2178656-09
SOCSO/EIS#: T1235897Y BANK#: 123456789012

| CURRENT-MONTH | E.P.F. | SOCSO | EIS | TAX |
|---|---|---|---|---|
| EMP'EE: | 524.00 | 19.75 | 7.90 | 0.00 |
| EMP'ER: | 572.00 | 69.05 | 7.90 | |
| TOTAL : | 1,096.00 | 88.80 | 15.80 | |

| YEAR-TO-DATE | E.P.F. | SOCSO | EIS | TAX |
|---|---|---|---|---|
| EMP'EE: | 6,779.00 | 237.00 | 94.40 | 1,819.05 |
| EMP'ER: | 7,396.00 | 828.60 | 94.40 | |
| TOTAL : | 14,175.00 | 1,065.60 | 188.80 | |

**S012.RPT**

COMP : DEMONSTRATION COMPANY
NAME : JENNIFER WHITE
DEPT: PROD

PERIOD : END-DEC-2017
EMPL # : 001

| EARNINGS | | RM | DEDUCTIONS | RM |
|---|---|---|---|---|
| BASIC PAY | | 4,000.00 | EMPLOYEE EPF (KWSP) | 524.00 |
| Normal OT | 10.00Hrs x28.8500 | 288.50 | EMPLOYEE SOCSO (PERKESO) | 19.75 |
| RestDay OT | 5.00Hrs x38.4600 | 192.30 | EMPLOYEE EIS | 7.90 |
| Public OT | 5.00Hrs x57.6900 | 288.45 | HOUSING LOAN DEDUCTION | 100.00 |
| Meal Allow | 20.00Unit x10.0000 | 200.00 | PTPTN Payment | 250.00 |
| Shif #1 | 20.00Unit x8.0000 | 160.00 | | |
| Shif #2 | 20.00Unit x5.0000 | 100.00 | | |
| ALLOWANCE | | 300.00 | | |
| MEDICAL CLAIM | | 50.00 | | |
| TOTAL : | | 5,579.25 | TOTAL : | 901.65 |

NETT PAY : 4,677.60

EMPLOYER CONTRIBUTION : EPF [ RM 572.00 ]
SOCSO/EIS [ RM 69.05 ] / [ RM 7.90 ]

**S013.RPT**

COMP : DEMONSTRATION COMPANY
NAME : JENNIFER WHITE
I/C # : 661110-10-5088 EPF# : 12955678

DEPT# : PROD END-DEC-2017
NUMBER# : 001
SOC/EIS#: T1235897Y TAX#: SG 2178656-09

| EARNINGS DESCRIPTION | | RM | DEDUCTIONS DESCRIPTION | RM |
|---|---|---|---|---|
| BASIC PAY | | 4,000.00 | EMPLOYEE EPF (KWSP) | 524.00 |
| Normal OT | 10.00Hr x28.8500 | 288.50 | EMPLOYEE SOCSO (PERKESO) | 19.75 |
| RestDay OT | 5.00Hr x38.4600 | 192.30 | EMPLOYEE EIS | 7.90 |
| Public OT | 5.00Hr x57.6900 | 288.45 | HOUSING LOAN DEDUCTION | 100.00 |
| Meal Allow | 20.00Days x10.0000 | 200.00 | PTPTN Payment | 250.00 |
| Shif #1 | 20.00Days x8.0000 | 160.00 | | |
| Shif #2 | 20.00Days x5.0000 | 100.00 | | |
| ALLOWANCE | | 300.00 | | |
| MEDICAL CLAIM | | 50.00 | | |
| | TOTAL : | 5,579.25 | TOTAL : | 901.65 |

EMPLOYER EPF# : 002814012
EMPLOYER SOC/EIS# : A 35123052
EMPLOYER TAX# : 294422330
BANK :HLBB / HLBB A/C : 123456789012

NETT PAY : 4,677.60

| | Current-Month E.P.F. | SOCSO | EIS | TAX | | Year-to-Date E.P.F. | SOCSO | EIS | TAX |
|---|---|---|---|---|---|---|---|---|---|
| Emp'ee : | 524.00 | 19.75 | 7.90 | 0.00 | Emp'ee : | 6,779.00 | 237.00 | 94.40 | 1,819.05 |
| Emp'er : | 572.00 | 69.05 | 7.90 | | Emp'er : | 7,396.00 | 828.60 | 94.40 | |
| Total : | 1,096.00 | 88.80 | 15.80 | | Total : | 14,175.00 | 1,065.60 | 188.80 | |

APPROVED By : _____ RECEIVED By : _____

**S014.RPT**

DEMONSTRATION COMPANY
NAME : JENNIFER WHITE
DEPT : PRODUCTION

PAY PERIOD : END-DEC-2017
EMPL NO. : 001
I/C NO. : 661110-10-5088

| --- EARNINGS --- | | --- RM --- | --- DEDUCTIONS --- | --- RM --- |
|---|---|---|---|---|
| BASIC PAY | | 4,000.00 | EMPLOYEE EPF (KWSP) | 524.00 |
| Normal OT | 10.00Hr x28.8500 | 288.50 | EMPLOYEE SOCSO (PERKESO) | 19.75 |
| RestDay OT | 5.00Hr x38.4600 | 192.30 | EMPLOYEE EIS | 7.90 |
| Public OT | 5.00Hr x57.6900 | 288.45 | HOUSING LOAN DEDUCTION | 100.00 |
| Meal Allow | 20.00Days x10.0000 | 200.00 | PTPTN Payment | 250.00 |
| Shif #1 | 20.00Days x8.0000 | 160.00 | | |
| Shif #2 | 20.00Days x5.0000 | 100.00 | | |
| ALLOWANCE | | 300.00 | | |
| MEDICAL CLAIM | | 50.00 | | |
| | TOTAL : | 5,579.25 | TOTAL : | 901.65 |

ANNL LEAVE TAKEN : 0.00 BALANCE : 20.00

NETT PAY : 4,677.60

SOC/EIS: T1235897Y EPF: 12955678
BANK : 123456789012 TAX: SG 2178656-09

**S015.RPT**

DEMONSTRATION COMPANY

| | | | |
|---|---|---|---|
| NAME | JENNIFER WHITE | PAY PERIOD : | END-DEC-2017 |
| CCTR | PENANG BRANCH | EMPL NO. : | 001 |
| DEPT | PRODUCTION | I/C NO : | 661110-10-5088 |
| | | EPF NO : | 12955678 |
| | | SOC/EIS NO : | T1235897Y |

| EARNING DESCRIPTION | | RM | DEDUCTION DESCRIPTION | RM |
|---|---|---|---|---|
| BASIC PAY | | 4,000.00 | EMPLOYEE EPF (KWSP) | 524.00 |
| Normal OT | 10.00Hr x28.8500 | 288.50 | EMPLOYEE SOCSO (PERKESO) | 19.75 |
| RestDay OT | 5.00Hr x38.4600 | 192.30 | EMPLOYEE EIS | 7.90 |
| Public OT | 5.00Hr x57.6900 | 288.45 | HOUSING LOAN DEDUCTION | 100.00 |
| Meal Allow | 20.00Days x10.0000 | 200.00 | PTPTN Payment | 250.00 |
| Shif #1 | 20.00Days x8.0000 | 160.00 | | |
| Shif #2 | 20.00Days x5.0000 | 100.00 | | |
| ALLOWANCE | | 300.00 | | |
| MEDICAL CLAIM | | 50.00 | | |
| TOTAL : | | 5,579.25 | TOTAL : | 901.65 |

NETT PAY : 4,677.60

YEAR-TO-DATE

| | | | |
|---|---|---|---|
| GROSS PAY | : RM 64,307.05 | | |
| NETT PAY | : RM 54,027.60 | | |
| E'E / E'R EPF | : RM 6,779.00/ | 7,396.00 | |
| E'E / E'R SOCSO | : RM 237.00/ | 828.60 | |
| E'E / E'R EIS | : RM 94.40/ | 94.40 | |
| E'E INC. TAX | : RM 1,819.05 | | |

Empl'e Tax# : SG 2178656-09
Bank A/C# : HLBB 123456789012

CURRENT-PERIOD

| | | | |
|---|---|---|---|
| Empl'r EPF | [ 002814012 ] | RM | 572.00 |
| Empl'r SOC | [ A 35123052 ] | RM | 69.05 |
| Empl'r EIS | [ A 35123052 ] | RM | 7.90 |
| Empl'r TAX | [ 294422330 ] | | |

**S016.RPT**

DEMONSTRATION COMPANY

| | | | |
|---|---|---|---|
| NAME | : JENNIFER WHITE | PAY PERIOD | : END-DEC-2017 |
| DEPT | : PRODUCTION | STAFF NO. | : 001 |
| | | I/C NO. | : 661110-10-5088 |

| --- EARNINGS --- | | --- RM --- | --- DEDUCTIONS --- | --- RM --- |
|---|---|---|---|---|
| BASIC PAY | | 4,000.00 | EMPLOYEE EPF (KWSP) | 524.00 |
| Normal OT | 10.00Hr x28.8500 | 288.50 | EMPLOYEE SOCSO (PERKESO) | 19.75 |
| RestDay OT | 5.00Hr x38.4600 | 192.30 | EMPLOYEE EIS | 7.90 |
| Public OT | 5.00Hr x57.6900 | 288.45 | HOUSING LOAN DEDUCTION | 100.00 |
| Meal Allow | 20.00Days x10.0000 | 200.00 | PTPTN Payment | 250.00 |
| Shif #1 | 20.00Days x8.0000 | 160.00 | | |
| Shif #2 | 20.00Days x5.0000 | 100.00 | | |
| ALLOWANCE | | 300.00 | | |
| MEDICAL CLAIM | | 50.00 | | |
| TOTAL : | | 5,579.25 | TOTAL : | 901.65 |

NETT PAY : 4,677.60

| | | |
|---|---|---|
| Empl'e EPF# | : | 12955678 |
| Empl'e SOCSO# | : | T1235897Y |
| Empl'e EIS# | : | T1235897Y |
| Empl'e TAX# | : | SG 2178656-09 |
| Empl'e BANK A/C# | : | HLBB 123456789012 |

| | | | |
|---|---|---|---|
| Empl'r EPF | [ 002814012 ] | RM | 572.00 |
| Empl'r SOC | [ A 35123052 ] | RM | 69.05 |
| Empl'r EIS | [ A 35123052 ] | RM | 7.90 |
| Empl'r TAX | [ 294422330 ] | | |

YEAR-TO-DATE

| | E.P.F. | SOCSO | EIS | TAX |
|---|---|---|---|---|
| Emp'ee : | 6,779.00 | 237.00 | 94.40 | 1,819.05 |
| Emp'er : | 7,396.00 | 828.60 | 94.40 | |
| Total : | 14,175.00 | 1,065.60 | 188.80 | |

**S017.RPT**

DEMONSTRATION COMPANY
NAME : JENNIFER WHITE
DEPT : PRODUCTION

PAY PERIOD : END-DEC-2017
EMPL NO. : 001
I/C NO. : 661110-10-5088

| --- EARNINGS --- | | --- RM --- | --- DEDUCTIONS --- | --- RM --- |
|---|---|---|---|---|
| BASIC PAY | | 4,000.00 | EMPLOYEE EPF (KWSP) | 524.00 |
| Normal OT | 10.00Hr x28.8500 | 288.50 | EMPLOYEE SOCSO (PERKESO) | 19.75 |
| RestDay OT | 5.00Hr x38.4600 | 192.30 | EMPLOYEE EIS | 7.90 |
| Public OT | 5.00Hr x57.6900 | 288.45 | HOUSING LOAN DEDUCTION | 100.00 |
| Meal Allow | 20.00Days x10.0000 | 200.00 | PTPTN Payment | 250.00 |
| Shif #1 | 20.00Days x8.0000 | 160.00 | | |
| Shif #2 | 20.00Days x5.0000 | 100.00 | | |
| ALLOWANCE | | 300.00 | | |
| MEDICAL CLAIM | | 50.00 | | |
| TOTAL : | | 5,579.25 | TOTAL : | 901.65 |

ANNL LEAVE TAKEN : 0.00 BALANCE : 20.00
SICK LEAVE TAKEN : 0.00 BALANCE : 18.00

NETT PAY : 4,677.60

SOC/EIS: T1235897Y EPF: 12955678
BANK : 123456789012 TAX: SG 2178656-09

CURRENT MONTH

| | E.P.F. | SOCSO | EIS | TAX |
|---|---|---|---|---|
| Emp'ee : | 524.00 | 19.75 | 7.90 | 0.00 |
| Emp'er : | 572.00 | 69.05 | 7.90 | |
| Total : | 1,096.00 | 88.80 | 15.80 | |

APPROVED BY:_____

RECEIVED BY:_____

**S018.RPT**

COMP : DEMONSTRATION COMPANY
NAME : JENNIFER WHITE

PERIOD : END-DEC-2017
NRIC NO: 661110-10-5088

| EARNINGS | | RM | DEDUCTIONS | RM |
|---|---|---|---|---|
| BASIC PAY | | 4,000.00 | EMPLOYEE EPF (KWSP) | 524.00 |
| Normal OT | 10.00Hr x28.8500 | 288.50 | EMPLOYEE SOCSO (PERKESO) | 19.75 |
| RestDay OT | 5.00Hr x38.4600 | 192.30 | EMPLOYEE EIS | 7.90 |
| Public OT | 5.00Hr x57.6900 | 288.45 | HOUSING LOAN DEDUCTION | 100.00 |
| Meal Allow | 20.00Days x10.0000 | 200.00 | PTPTN Payment | 250.00 |
| Shif #1 | 20.00Days x8.0000 | 160.00 | | |
| OTHERS... | | 450.00 | | |
| TOTAL | | 5,579.25 | TOTAL | 901.65 |

| [Year-To-Date] | E.P.F. | SOCSO | EIS | TAX | NETT PAY | 4,677.60 |
|---|---|---|---|---|---|---|
| Employee | RM :6,779.00 | 237.00 | 94.40 | 1,819.05 | | |
| Employer | RM :7,396.00 | 828.60 | 94.40 | | | |

**S019.RPT**

```
COMPANY  :  DEMONSTRATION  COMPANY                                  MONTH   : END-DEC-2017
NAME     :  JENNIFER  WHITE                                         EMPL#   : 001

I/C# : 661110-10-5088   EPF# : 12955678    SOC/EIS# :T1235897Y      I/TAX# : SG  2178656-09
```

| EARNINGS | RM | DEDUCTIONS | RM |
|---|---|---|---|
| BASIC PAY | 4,000.00 | EMPLOYEE EPF (KWSP) | 524.00 |
| Normal OT | 288.50 | EMPLOYEE SOCSO (PERKESO) | 19.75 |
| RestDay OT | 192.30 | EMPLOYEE EIS | 7.90 |
| Public OT | 288.45 | HOUSING LOAN DEDUCTION | 100.00 |
| Meal Allow | 200.00 | PTPTN Payment | 250.00 |
| Shif #1 | 160.00 | | |
| Shif #2 | 100.00 | | |
| ALLOWANCE | 300.00 | | |
| MEDICAL CLAIM | 50.00 | | |
| TOTAL : | 5,579.25 | TOTAL : | 901.65 |

```
EMP'R EPF RM :   572.00  [YTD] RM : 7,396.00                          NETT PAY :   4,677.60
EMP'R SOC RM :    69.05  [YTD] RM :   828.60  YTD EMP'E EPF    RM   :    6,779.00
EMP'R EIS RM :     7.90  [YTD] RM :    94.40  YTD EMP'E SOC/EIS RM :      237.00 /    94.40
EMP'R EPF#    :002814012                      EMP'R SOC/EIS#        :   A  35123052
```

**S020.RPT**

```
DEMONSTRATION  COMPANY                                    PAY PERIOD :  END-DEC-2017
NAME   :JENNIFER  WHITE                                   EMPL NO.   :  001
DEPT   :PRODUCTION                                        I/C NO.    :  661110-10-5088
```

| --- EARNINGS --- | | --- RM --- | --- DEDUCTIONS --- | --- RM --- |
|---|---|---|---|---|
| BASIC PAY | | 4,000.00 | EMPLOYEE EPF (KWSP) | 524.00 |
| Normal OT | 10.00Hr x28.8500 | 288.50 | EMPLOYEE SOCSO (PERKESO) | 19.75 |
| RestDay OT | 5.00Hr x38.4600 | 192.30 | EMPLOYEE EIS | 7.90 |
| Public OT | 5.00Hr x57.6900 | 288.45 | HOUSING LOAN DEDUCTION | 100.00 |
| Meal Allow | 20.00Days x10.0000 | 200.00 | PTPTN Payment | 250.00 |
| Shif #1 | 20.00Days x8.0000 | 160.00 | | |
| Shif #2 | 20.00Days x5.0000 | 100.00 | | |
| ALLOWANCE | | 300.00 | | |
| MEDICAL CLAIM | | 50.00 | | |
| TOTAL EARNINGS : | | 5,579.25 | TOTAL DEDUCTIONS : | 901.65 |

```
                                                          NETT SALARY :   4,677.60
```

| | ENTITLEMENT | YTD TAKEN | BALANCE |
|---|---|---|---|
| ANNL LEAVE : | 20.00 | 0.00 | 20.00 |
| SICK LEAVE : | 18.00 | 0.00 | 18.00 |

| | MONTH-TO-DATE | | | | YEAR-TO-DATE | | | |
|---|---|---|---|---|---|---|---|---|
| | E.P.F. | SOCSO / EIS | | TAX | E.P.F. | SOCSO | EIS | TAX |
| File # : | 12955678 | T1235897Y | | SG 2178656-09 | | | | |
| Emp'ee : | 524.00 | 19.75 | 7.90 | 0.00 | 6,779.00 | 237.00 | 94.40 | 1,819.05 |
| Emp'er : | 572.00 | 69.05 | 7.90 | | 7,396.00 | 828.60 | 94.40 | |

```
Nett salary credited to :- BANK CODE : HLBB      /  BRANCH : HLBB      ACC# :123456789012
```

**S021.RPT**

DEMONSTRATION COMPANY
Pay Period : END-DEC-2017

JENNIFER WHITE
29-2 KAMPUNG BATU
BATU 5, JALAN IPOH
KUALA LUMPUR
51200
PENANG BRANCH

| | | |
|---|---|---|
| E'yer EPF [RM]: | | 572.00 |
| E'yer SOCSO [RM]: | | 69.05 |
| E'yer EIS [RM]: | | 7.90 |
| ANNUAL LEAVE TAKEN : | | 0.00 |
| ANNUAL LEAVE BALANCE: | | 20.00 |

GENERAL

| EARNINGS: | | - RM - |
|---|---|---|
| BASIC PAY | | 4,000.00 |
| Normal OT | 10.00Hr x28.8500 | 288.50 |
| RestDay OT | 5.00Hr x38.4600 | 192.30 |
| Public OT | 5.00Hr x57.6900 | 288.45 |
| Meal Allow | 20.00Days x10.0000 | 200.00 |
| Shif #1 | 20.00Days x8.0000 | 160.00 |
| Shif #2 | 20.00Days x5.0000 | 100.00 |
| ALLOWANCE | | 300.00 |
| MEDICAL CLAIM | | 50.00 |
| TOTAL: | | 5,579.25 |

| DEDUCTIONS: | - RM - |
|---|---|
| EMPLOYEE EPF (KWSP) | 524.00 |
| EMPLOYEE SOCSO (PERKESO) | 19.75 |
| EMPLOYEE EIS | 7.90 |
| HOUSING LOAN DEDUCTION | 100.00 |
| PTPTN Payment | 250.00 |
| TOTAL: | 901.65 |

NET PAY 4,677.60

**S022.RPT**

DEMONSTRATION COMPANY
NAME JENNIFER WHITE
CCTR PENANG BRANCH
DEPT PRODUCTION

PAY PERIOD : END-DEC-2017
EMPL NO. : 001
I/C NO : 661110-10-5088
EPF NO : 12955678
SOC/EIS NO : T1235897Y

| EARNING DESCRIPTION | | RM |
|---|---|---|
| BASIC PAY | | 4,000.00 |
| Normal OT | 10.00Hr x28.8500 | 288.50 |
| RestDay OT | 5.00Hr x38.4600 | 192.30 |
| Public OT | 5.00Hr x57.6900 | 288.45 |
| Meal Allow | 20.00Days x10.0000 | 200.00 |
| Shif #1 | 20.00Days x8.0000 | 160.00 |
| Shif #2 | 20.00Days x5.0000 | 100.00 |
| ALLOWANCE | | 300.00 |
| MEDICAL CLAIM | | 50.00 |
| TOTAL : | | 5,579.25 |

| DEDUCTION DESCRIPTION | RM |
|---|---|
| EMPLOYEE EPF (KWSP) | 524.00 |
| EMPLOYEE SOCSO (PERKESO) | 19.75 |
| EMPLOYEE EIS | 7.90 |
| HOUSING LOAN DEDUCTION | 100.00 |
| PTPTN Payment | 250.00 |
| TOTAL : | 901.65 |
| NETT PAY : | 4,677.60 |

| | | |
|---|---|---|
| EMPL'R EPF | RM : | 572.00 |
| SOCSO | RM : | 69.05 |
| EIS | RM : | 7.90 |
| OTHERS | RM : | 0.00 |
| EPF# | : | 002814012 |
| SOCSO/EIS# | : | A 35123052 |

Bank : HLBB A/C : 123456789012

APPROVED By : _____

RECEIVED By : _____

**S023.RPT**

DEMONSTRATION COMPANY 180838-D

| | | | |
|---|---|---|---|
| NAME | JENNIFER WHITE | PAY PERIOD : | END-DEC-2017 |
| SECT | GENERAL | EMPL NO. : | 001 |
| DEPT | PRODUCTION | I/C NO : | 661110-10-5088 |
| SEX | FEMALE | EPF NO : | 12955678 |
| | | SOC/EIS NO : | T1235897Y |

| EARNING DESCRIPTION | | RM | DEDUCTION DESCRIPTION | RM |
|---|---|---|---|---|
| BASIC PAY | | 4,000.00 | EMPLOYEE EPF (KWSP) | 524.00 |
| Normal OT | 10.00Hr | 288.50 | EMPLOYEE SOCSO (PERKESO) | 19.75 |
| RestDay OT | 5.00Hr | 192.30 | EMPLOYEE EIS | 7.90 |
| Public OT | 5.00Hr | 288.45 | HOUSING LOAN DEDUCTION | 100.00 |
| Meal Allow | 20.00Days | 200.00 | PTPTN Payment | 250.00 |
| Shif #1 | 20.00Days | 160.00 | | |
| Shif #2 | 20.00Days | 100.00 | | |
| ALLOWANCE | | 300.00 | | |
| MEDICAL CLAIM | | 50.00 | | |
| | TOTAL : | 5,579.25 | TOTAL : | 901.65 |

| | | | |
|---|---|---|---|
| Inc. Tax No. | : SG 2178656-09 | NETT PAY : | 4,677.60 |
| Bank A/C No. | : HLBB 123456789012 | | |
| Empl'r EPF RM | : 572.00 | | |
| Empl'r SOCSO RM | : 69.05 | | |
| Empl'r EIS RM | : 7.90 | | |
| Annl Leave Taken : | 0.00 Balance : 20.00 | | |
| Sick Leave Taken : | 0.00 Balance : 18.00 | | |

APPROVED By : _____
Accounts & Admin Manager

RECEIVED By : _____

**S024.RPT**

DEMONSTRATION COMPANY EMPL No.: 001

NAME : JENNIFER WHITE Dept.: PRODUCTION END-DEC-2017

| EARNINGS | | RM | DEDUCTIONS | RM |
|---|---|---|---|---|
| BASIC PAY | | 4,000.00 | EMPLOYEE EPF (KWSP) | 524.00 |
| Normal OT | 10.00Hr x28.8500 | 288.50 | EMPLOYEE SOCSO (PERKESO) | 19.75 |
| RestDay OT | 5.00Hr x38.4600 | 192.30 | EMPLOYEE EIS | 7.90 |
| Public OT | 5.00Hr x57.6900 | 288.45 | HOUSING LOAN DEDUCTION | 100.00 |
| Meal Allow | 20.00Days x10.0000 | 200.00 | PTPTN Payment | 250.00 |
| Shif #1 | 20.00Days x8.0000 | 160.00 | | |
| Shif #2 | 20.00Days x5.0000 | 100.00 | | |
| ALLOWANCE | | 300.00 | | |
| MEDICAL CLAIM | | 50.00 | | |

| | | | CURRENT | / YTD |
|---|---|---|---|---|
| Annual Leave Entitled : 20.00 | Taken : 0.00 | Nett Wages : | 4,677.60 | / 54,027.60 |
| Sick Leave Entitled : 18.00 | Taken : 0.00 | Gross Wage : | 5,579.25 | / 64,307.05 |
| Bank : HLBB 123456789012 | | Total EPF : | 524.00 | / 6,779.00 |
| | | Total TAX : | 0.00 | / 1,819.05 |
| | | Total SOCSO : | 19.75 | / 237.00 |
| | | Total EIS : | 7.90 | / 94.40 |

## SZAKAT01.RPT

DEMONSTRATION COMPANY
NAME : JENNIFER WHITE
DEPT : PRODUCTION

PAY PERIOD : END-DEC-2017
STAFF# : 001
I/C# : 661110-10-5088

| --- EARNINGS --- | | --- RM --- | --- DEDUCTIONS --- | --- RM --- |
|---|---|---|---|---|
| BASIC PAY | | 4,000.00 | EMPLOYEE EPF (KWSP) | 524.00 |
| Normal OT | 10.00Hr x28.8500 | 288.50 | EMPLOYEE SOCSO (PERKESO) | 19.75 |
| RestDay OT | 5.00Hr x38.4600 | 192.30 | EMPLOYEE EIS | 7.90 |
| Public OT | 5.00Hr x57.6900 | 288.45 | HOUSING LOAN DEDUCTION | 100.00 |
| Meal Allow | 20.00Days x10.0000 | 200.00 | PTPTN Payment | 250.00 |
| Shif #1 | 20.00Days x8.0000 | 160.00 | | |
| Shif #2 | 20.00Days x5.0000 | 100.00 | | |
| ALLOWANCE | | 300.00 | | |
| MEDICAL CLAIM | | 50.00 | | |
| TOTAL : | | 5,579.25 | TOTAL : | 901.65 |
| | | | NETT PAY : | 4,677.60 |

EMP'EE EPF# : 12955678
EMP'EE SOCSO/EIS# : T1235897Y
EMP'EE TAX# : SG 2178656-09
EMP'EE BANK A/C# : HLBB 123456789012

| | | | |
|---|---|---|---|
| EMP'ER EPF | [ 002814012 ] | RM | 572.00 |
| EMP'ER SOC | [ A 35123052 ] | RM | 69.05 |
| EMP'ER EIS | [ A 35123052 ] | RM | 7.90 |
| EMP'ER TAX | [ 294422330 ] | | |

YEAR-TO-DATE

| | EMPLOYEE | EMPLOYER | TOTAL |
|---|---|---|---|
| EPF : | 6,779.00 | 7,396.00 | 14,175.00 |
| SOSCO : | 237.00 | 828.60 | 1,065.60 |
| EIS : | 94.40 | 94.40 | 188.80 |
| TAX : | 1,819.05 | | |
| ZAKAT : | 0.00 | | |

## SZAKAT02.RPT

DEMONSTRATION COMPANY
NAME : JENNIFER WHITE
DEPT : PRODUCTION

PAY PERIOD : END-DEC-2017
STAFF NO. : 001
I/C NO. : 661110-10-5088

| --- EARNINGS --- | | --- RM --- | --- DEDUCTIONS --- | --- RM --- |
|---|---|---|---|---|
| BASIC PAY | | 4,000.00 | EMPLOYEE EPF (KWSP) | 524.00 |
| Normal OT | 10.00Hr x28.8500 | 288.50 | EMPLOYEE SOCSO (PERKESO) | 19.75 |
| RestDay OT | 5.00Hr x38.4600 | 192.30 | EMPLOYEE EIS | 7.90 |
| Public OT | 5.00Hr x57.6900 | 288.45 | HOUSING LOAN DEDUCTION | 100.00 |
| Meal Allow | 20.00Days x10.0000 | 200.00 | PTPTN Payment | 250.00 |
| Shif #1 | 20.00Days x8.0000 | 160.00 | | |
| Shif #2 | 20.00Days x5.0000 | 100.00 | | |
| ALLOWANCE | | 300.00 | | |
| MEDICAL CLAIM | | 50.00 | | |
| TOTAL : | | 5,579.25 | TOTAL : | 901.65 |
| | | | NETT PAY : | 4,677.60 |

ANNL LEAVE TAKEN : 0.00 BALANCE : 20.00
SICK LEAVE TAKEN : 0.00 BALANCE : 18.00

EPF# : 12955678 TAX# : SG 2178656-09
SOC/EIS# : T1235897Y BANK# : 123456789012

CURRENT-MONTH

| | E.P.F. | SOCSO | EIS | TAX |
|---|---|---|---|---|
| Emp'ee : | 524.00 | 19.75 | 7.90 | 0.00 |
| Emp'er : | 572.00 | 69.05 | 7.90 | |
| Total : | 1,096.00 | 88.80 | 15.80 | |

YEAR-TO-DATE

| | Emp'ee | Emp'er | Total |
|---|---|---|---|
| EPF : | 6,779.00 | 7,396.00 | 14,175.00 |
| Socso : | 237.00 | 828.60 | 1,065.60 |
| EIS : | 94.40 | 94.40 | 188.80 |
| Tax : | 1,819.05 | | |
| Zakat : | 0.00 | | |