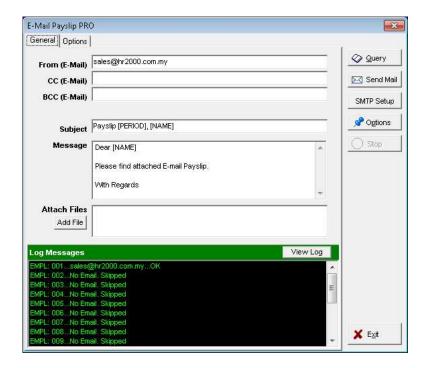
HR2000 E-Mail Payslip





Deliver employee payslips via E-Mail within minutes...

What is e-Mail Payslip?

Email Payslips are **encrypted PDF** payslip documents sent via e-mail to employees. Included option to attach e-mail file attachments such as PDF documents, Ms Words, Ms Excel, etc.

Benefits

- Deliver monthly employee payslips fast & on-time
- Save paper & printing costs
- Employees can view payslips anytime, anywhere...

How it Works?

- > Enter employee e-mail account into EMPLOYEE MASTER.
- From E-MAIL Payslip module, enter e-mail subject line & setup SMTP e-mail detail. You may attach additional documents such as PDF files, Ms Words or Ms Excel documents.
- Click SEND E-MAIL button!



HR 2000 SDN BHD



FREQUENTLY ASKED QUESTIONS (FAQ)

Q) How do we setup e-mail payslip in QUICK PAY?

First, enter employee e-mail accounts into EMPLOYEE MASTER records. Then, goto E-MAIL PAYSLIP module, and configure your SMTP e-mail server setting and payslip format preferences. Finally, click SEND button to view and send e-mail payslips to your employees.

Q) Can we send e-mail to HotMail.com, Yahoo.com, Gmail.com, etc?

YES! You may send email to your own corporate e-mail servers, and also other popular public e-mail hosts such as Yahoo.com, Gmail.com and HotMail.com.

Q) Can we attach & e-mail documents such PDF, Ms Words, and Ms Excel ? $\ensuremath{\mathsf{YES}}$!

Q) Can we attach company logo into E-Mail Payslips? YES!

Q) Can we request a "receipt" for all e-mail sent?

YES! You need to enable option "Request Read Receipts".

Q) Can we keep a CC and BCC copy of all e-mail sent?

YES! You need to specify an e-mail account into "CC E-Mail" or "BCC E-Mail" fields.

Q) Can we choose language either in ENGLISH or BAHASA? YES!

Q) Is the email encrypted for security purposes?

Yes, user can choose to encrypt with password using IC number, Hire Date, EPF number, Tax number, or birth date. Encrypted file is stored as PDF password protected attachment.

Q) What type of PDF encryption used?

PDF is encrypted using Acrobat 5.X version (encryption 128bit RC4).

Q) Do we need to pay annual maintenance fee for this Module?

NO! Annual maintenance fee are NOT required.







COMP : DEMONSTRATION COMPANY NAME : JENNIFER WHITE I/C # : 661110-10-5088 SEX	: FEMALE	(180838-D) END-DEC-2016 EMPL# : 001 DEPT# : PROD
EARNINGS DESCRIPTION BASIC PAY Normal OT	RM 8,000.00 576.90 384.60 576.90 200.00 160.00 100.00 123.80	DEDUCTIONS DESCRIPTION RM EMPLOYEE EPF (KWSP) 913.00 EMPLOYEE SOCSO (PERKESO) 19.75 INCOME TAX PCB 216.65 NPL DAYS 1.000Days x307.6900 307.69
TOTAL :	10,122.20	TOTAL : 1,457.09
ANNL LEAVE TAKEN: 5.00 BALANCE: 15.00 SICK LEAVE TAKEN: 0.00 BALANCE: 18.00		NETT PAY: 8,665.11 EPF# : 12955678 SOCSO# : T1235897Y TAX# : SG 2178656-09 BANK A/C: HLBB 123456789012
Current Month		Year-to-Date
End of the state of the sta	TAX216.65	E.P.F. SOCSO TAX Employee: 7,168.00 237.00 2,035.70 Employer: 11,488.00 828.60 Total: 18,656.00 1,065.60

COMP : DEMONSTRATION COMPANY PERIOD : END-DEC-2016

NAME : JENNIFER WHITE STAFF# : 001

EARNINGS BASIC PAY Normal OT	RM 8,000.00 576.90 384.60 576.90 200.00 160.00 100.00 123.80	DEDUCTIONS EMPLOYEE EPF (KWSP) EMPLOYEE SOCSO (PERKESO) INCOME TAX PCB NPL DAYS 1.000Days x307.6900	RM 913.00 19.75 216.65 307.69
TOTAL EARNING :	10,122.20	TOTAL DEDUCTION :	1,457.09
	ANCE : 15.00 ANCE : 18.00	NETT PAY :	8,665.11

DEMONSTRATION COMPANY PAY PERIOD : END-DEC-2016

NAME : JENNIFER WHITE STAFF NO. : 001

DEPT : PRODUCTION I/C NO. : 661110-10-5088

EARNINGS	RM	DEDUCTIONS	RM
BASIC PAY Normal OT 10.00Hr x57.6900 RestDay OT 5.00Hr x76.9200 Public OT 5.00Hr x115.3800 Meal Allow 20.00Days x10.0000 Shif #1 20.00Days x8.0000 Shif #2 20.00Days x5.0000 ATTENDANCE ALLOWANCE	8,000.00 576.90 384.60 576.90 200.00 160.00 100.00 123.80	EMPLOYEE EPF (KWSP) EMPLOYEE SOCSO (PERKESO) INCOME TAX PCB NPL DAYS 1.000Days x307.6900	913.00 19.75 216.65 307.69
TOTAL :	10,122.20	TOTAL :	1,457.09

Empl'e EPF# : 12955678
Empl'e SOCSO# : T1235897Y
Empl'e TAX# : SG 2178656-09

Empl'e BANK A/C# : HLBB 123456789012

Empl'r EPF [002814012] RM 1,610.00 Empl'r SOC [A 35123052] RM 69.05

Empl'r SOC [A 35123052] RM 69.05 [Empl'r TAX [294422330]

YEAR-TO-DATE ____ Employee Employer

NETT PAY :

8,665.11

Total

EPF : 7,168.00 11,488.00 18,656.00 Socso : 237.00 828.60 1,065.60

Tax : 2,035.70 Zakat : 0.00