



## E-Mail Payslip

Developed by

# HR2000

## HR2000 *E-mail Payslip*

Delivering monthly employee payslips via E-Mail – Within Minutes !

### What is E-Mail Payslip Module ?

**Payslips** are sent in **HTML formatted e-mail** and with options to include Employee Master detail and file attachments such as PDF documents, Ms Words, Ms Excel, etc. It only take minutes to send out all your employee monthly payslips - while saving printing time and cost !

### Benefits of E-Mail Payslip Module

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

Enter your e-mail, text message and file attachments...      Summary of e-mail processing result...      E-mail setup required before your computer can send out e-mail...

**E-Mail Payslip** (General tab)

- From (E-Mail):** juliana.hussain@hr2000.com.my (Annotation: Enter your e-mail account here)
- CC (E-Mail):** hrdept@hr2000.com.my (Annotation: Send cc e-mail (optional))
- Subject:** Payslip [PERIOD], [NAME] (Annotation: Your subject line here...)
- Message:** Dear [NAME],  
Wishing everyone a Very Happy New Year 2007.  
Yours truly  
Juliana Hussain (Annotation: Your text message here...)
- Footer (\*.htm):** C:\QSOL\SYSTEMMASTER1.HTM (Annotation: Attach footer note. You may find a few ready made footer document (in HTM format) in QSOL\SYSTEM\ directory.)
- Attach Files:** C:\MEMO.DOC, C:\LOGO.JPG (Annotation: Attach additional document files ...)

Buttons: Query, Send-Mail, Option, Stop, Add File, Exit

Status: Sent: 0    Error: 0    Process: COMPLETED !

See Master1.htm, Master2.htm, etc...

### CONTACT

Contact us today for a no-obligation demonstration. Or, visit [www.hr2000.com.my](http://www.hr2000.com.my) for more information...



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Fax: 03-5631-9736  
Email: [sales@hr2000.com.my](mailto:sales@hr2000.com.my)

### HOW IT WORKS

#### STEP #1

Enter employee e-mail account into EMPLOYEE MASTER.

#### STEP #2

From E-MAIL PAYSリップ module, enter e-mail subject line, message, and other SMTP e-mail detail. You may option to attach employee master information and other additional documents such as PDF files, Ms Words or Ms Excel documents.

#### STEP #3

Click SEND E-MAIL button to send out employee monthly e-mail payslips.



**\*\* E-MAIL Browser Supported \*\***





## FREQUENTLY ASKED QUESTIONS

**Q) We are using QUICK PAY Payroll. How do we setup e-mail payslip ?**

First, enter employee e-mail accounts into EMPLOYEE MASTER records. Then, goto E-MAIL PAYSZIP 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 payslips to HotMail.com, Yahoo.com, Gmail.com, etc ?**

YES ! You may send email payslips 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 ?**

YES !

**Q) Can we attach company logo into E-Mail payslip ?**

YES ! The company logo will show on e-mail header.

**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 e-mail payslip language either in ENGLISH or BAHASA ?**

YES ! There is a language option to generate e-mail payslip in either English or Bahasa version.

**Q) Is the email payslip encrypted for security purposes?**

Yes, user can choose to encrypt with password using IC number, Hire Date, EPF number, Tax number, or birth date. When encrypted, the payslip message is stored into ZIP password protected attachment.

**Q) What encrypted software do you use for the payslip?**

Payslip is encrypted using ZIP compression with password protection. Employees need to install ZIP programs (examples: Free 7-zip, and many others).

# Sample E-mail Payslip



 **Sample Email Payslip #1**

Dear JENNIFER WHITE,

REF: Please find your monthly payslip for END-MAY-2009.

Should there be any dispute over your salary or personal particulars, kindly inform us directly within 7 working days upon receiving of this e-mail.

Yours truly,  
**Juliana Hussin**  
*Human Resource Director*  
**DEMONSTRATION COMPANY**

The information in this email is confidential and may be legally privileged. It is intended solely for the addressee. Access to this email by anyone else is unauthorized. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful. If you are not the intended addressee please contact the sender and dispose of this e-mail.

<b>Company:</b>	<b>DEMONSTRATION COMPANY (180838-D)</b>
<b>Period:</b>	<b>END-MAY-2009</b>
<b>Empl No.:</b>	<b>001</b>
<b>Name:</b>	<b>JENNIFER WHITE</b>

<b>CURRENT MONTH PAYROLL DETAIL</b>		
<b>EARNINGS</b>	<b>Rates</b>	<b>Amount</b>
Basic Pay		4,000.00
ALLOWANCE		300.00
		-----
<b>GROSS PAY</b>		<b>4,300.00</b>
		-----
<b>DEDUCTIONS</b>	<b>Rates</b>	<b>Amount</b>
Employee KWSP		-473.00
Employee PERKESO		-9.75
Income Tax PCB		-136.45
HOUSING LOAN DEDUCTION		-100.00
		-----
<b>NETT PAY</b>		<b>3,580.80</b>
		-----
Employer KWSP		516.00
Employer PERKESO		34.15

▶ **Sample Email Payslip #2**

<b>Company:</b>	<b>DEMONSTRATION COMPANY (180838-D)</b>
<b>Period:</b>	<b>END-MAY-2009</b>
<b>Empl No.:</b>	<b>001</b>
<b>Name:</b>	<b>JENNIFER WHITE</b>

**CURRENT MONTH PAYROLL DETAIL**

<b>EARNINGS</b>	<b>Rates</b>	<b>Amount</b>
Basic Pay		<b>4,000.00</b>
Normal OT	10.00 Hours @28.850	<b>288.50</b>
RestDay OT	20.00 Hours @38.460	<b>769.20</b>
<b>ALLOWANCE</b>		<b>300.00</b>
		-----
<b>GROSS PAY</b>		<b>5,357.70</b>
		-----
<b>DEDUCTIONS</b>	<b>Rates</b>	<b>Amount</b>
Employee KWSP		<b>-473.00</b>
Employee PERKESO		<b>-9.75</b>
Income Tax PCB		<b>-263.35</b>
<b>HOUSING LOAN DEDUCTION</b>		<b>-100.00</b>
		-----
<b>NETT PAY</b>		<b>4,511.60</b>
		-----
Employer KWSP		<b>516.00</b>
Employer PERKESO		<b>34.15</b>

**EMPLOYEE MASTER**

<b>Name</b>	<b>JENNIFER WHITE</b>	<b>Number</b>	001
<b>I/C No (NEW)</b>	661110-10-5099	<b>Nationality</b>	AMERICAN
<b>I/C No (OLD)</b>	A0581988	<b>Race</b>	CHINESE
<b>Passport No</b>	M123456789	<b>Religion</b>	OTHERS
<b>Marital</b>	SINGLE	<b>Sex</b>	FEMALE
<b>No of Children</b>	0	<b>Birth Date</b>	10/11/1971 (37.50 yrs)

<b>Current Basic</b>	4000.00	<b>Hire Date</b>	01/07/1993 (15.92 yrs)
<b>Mid Basic</b>	0.00	<b>Resign Date</b>	
<b>Previous Basic</b>	3500.00	<b>Confirm Date</b>	01/06/1997
		<b>Retire Date</b>	

<b>Payment Via</b>	BANK	<b>Cost Center</b>	PENANG BRANCH
<b>Banker</b>	HONG LEONG BANK BHD	<b>Department</b>	PRODUCTION
<b>Bank Account No</b>	123456789012	<b>Section</b>	GENERAL
<b>Cheque No</b>		<b>Category</b>	ASSISTANT MGR
<b>EPF Account No</b>	12955678	<b>Occupation</b>	ADMINISTRATION MANAGER
<b>SOCSO Account No</b>	T1235897Y	<b>Job Grade</b>	
<b>Income Tax Account No</b>	SG 2178656-09	<b>Qualification</b>	MASTERS DEGREE

<b>Address</b>	29-2 KAMPUNG BATU	<b>e-Mail</b>	sales@hr2000.com.my
	BATU 5, JALAN IPOH	<b>Home Telephone</b>	03-6228962
	KUALA LUMPUR	<b>Next of Kin</b>	
<b>Postal</b>	51200	<b>Region</b>	WEST MALAYSIAN

**SPOUSE PARTICULARS**

<b>Name</b>	
<b>I/C No (New)</b>	
<b>I/C No (Old)</b>	
<b>Income Tax Number</b>	
<b>Income Tax Branch</b>	



▶ Sample Email Payslip #4

<b>Company:</b>	<b>DEMONSTRATION COMPANY (180838-D)</b>
<b>Address:</b>	<b>8 Jalan USJ 10/1M</b>
	<b>UEP Subang Jaya</b>
	<b>Selangor</b>
<b>Postal:</b>	<b>47620</b>
<b>Period:</b>	<b>END-MAY-2009</b>
<b>Empl No.:</b>	<b>001</b>
<b>Name:</b>	<b>JENNIFER WHITE</b>
<b>Department:</b>	<b>PRODUCTION</b>
<b>Section:</b>	<b>GENERAL</b>
<b>CostCenter:</b>	<b>PENANG BRANCH</b>
<b>Occupation:</b>	<b>ADMINISTRATION MANAGER</b>
<b>IC/Passport:</b>	<b>661110-10-5099 / M123456789</b>
<b>EPF No.:</b>	<b>12955678</b>
<b>SOCSSO No.:</b>	<b>T1235897Y</b>
<b>TAX No.:</b>	<b>SG 2178656-09</b>
<b>Payment Via:</b>	<b>BANK</b>
<b>Bank/Account:</b>	<b>HONG LEONG BANK BHD / 123456789012</b>

<b>CURRENT MONTH PAYROLL DETAIL</b>		
<b>EARNINGS</b>	<b>Rates</b>	<b>Amount</b>
Basic Pay		4,000.00
Normal OT	10.00 Hours @28.850	288.50
RestDay OT	20.00 Hours @38.460	769.20
ALLOWANCE		300.00
		-----
<b>GROSS PAY</b>		<b>5,357.70</b>
		-----
<b>DEDUCTIONS</b>	<b>Rates</b>	<b>Amount</b>
Employee KWSP		-473.00
Employee PERKESO		-9.75
Income Tax PCB		-263.35
HOUSING LOAN DEDUCTION		-100.00
		-----
<b>NETT PAY</b>		<b>4,511.60</b>
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Employer KWSP		516.00
Employer PERKESO		34.15