

# QUICK PAY

**Malaysian Payroll & Human Resource Management**



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## User Manual

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Developed and Distributed by

**HR 2000 SDN BHD**

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Updated 25 February 2022

## Introduction

## **INTRODUCTION**

**Quick PAY** , the complete real-time Windows software offers truly user-friendly MALAYSIAN Payroll & Human Resource management tool for the dynamic business environment for the New Millennium. QUICK PAY provides Easy Data Entry, Simplified Flow and incorporated with Internal Power Reporting tool - plus Data Exchange capabilities to popular Windows word-processors and spreadsheets applications.

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## Requirements

# **HARDWARE & SOFTWARE REQUIREMENT**

## **❶ WORKSTATION & SERVER COMPUTER (S)**

Workstation **minimum** hardware and software requirement:

- 4 GB Memory
- Mouse & Keyboard
- 200 MB hard-disk space for programs
- 20 MB hard-disk space for every 100 Employee records
- MS Windows Win 10 / Windows 2008 or later versions
- Dot-matrix printer or LaserJet printers

## Support

## **AFTER SALES SUPPORT**

- **Hotline Phone Service**
- **E-mail support**
- **Remote TeamViewer Support**
- **Internet Download**

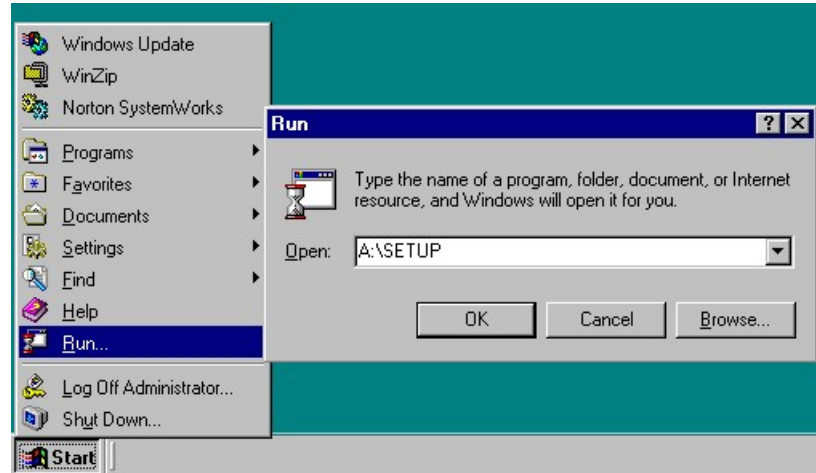
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## Install

Before installing, ensure no user is running QUICK PAY. Also, ensure you have full read/write access to directory being installed.

## INSTALL QUICK PAY

- Close all programs and ensure no one is using QUICK PAY
- Insert QUICK PAY installation CD into drive
- If a message does not appear (CDROM auto-run feature), click the **START** button, click **RUN**
- In the Open box, type the drive letter, followed by a colon (:), a backslash (\), and the word **setup**. See below example.
- Click OK, and the installation wizard starts. Follow the instructions that appear



TIPS: When prompted for installation **DESTINATION DIRECTORY**, always choose the default path of **C:\QPAY7** – unless you have other reasons to install program files into other folder (directory).

### **Technical Info:**

All programs and databases are stored in “QPAY7” directory. You should find minimum of 3 sub-directories i.e. DATA, SYSTEM7 and TEMP. DATA directory is for storing payroll databases, SYSTEM7 directory is for storing program files, while TEMP directory is used for internal processing purposes.

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## Installing Quick Pay into Network Environment

### At Server Computer:

- Install Quick Pay to QPAY7 directory
- Share QPAY7 directory to your Windows user
- Share access rights must be given **FULL** permission (full control + read + write)

### At Client or Workstation Computer(s):

- MAP server QPAY7 directory as a logical drive (e.g. Drive Q:)
- Create QPAY.EXE short-cut into your desktop



## How to Start

### EXECUTE QUICK PAY

From Windows **START** button, click **PROGRAMS**, click **QUICK PAY**, click on **QUICK PAY** *program* to execute the software application.



#### OPEN a Company Database

Select a database/company name. To gain access into the database, you must provide the correct User Identification (ID) and password.

#### CREATE a NEW Company Database

To create a new database/company, enter a new file name (e.g. DEMO2016). Default Supervisor password is **SUPER**. Refer changing passwords in SUPERVISOR PASSWORD module.

#### REMOVE a Company Database

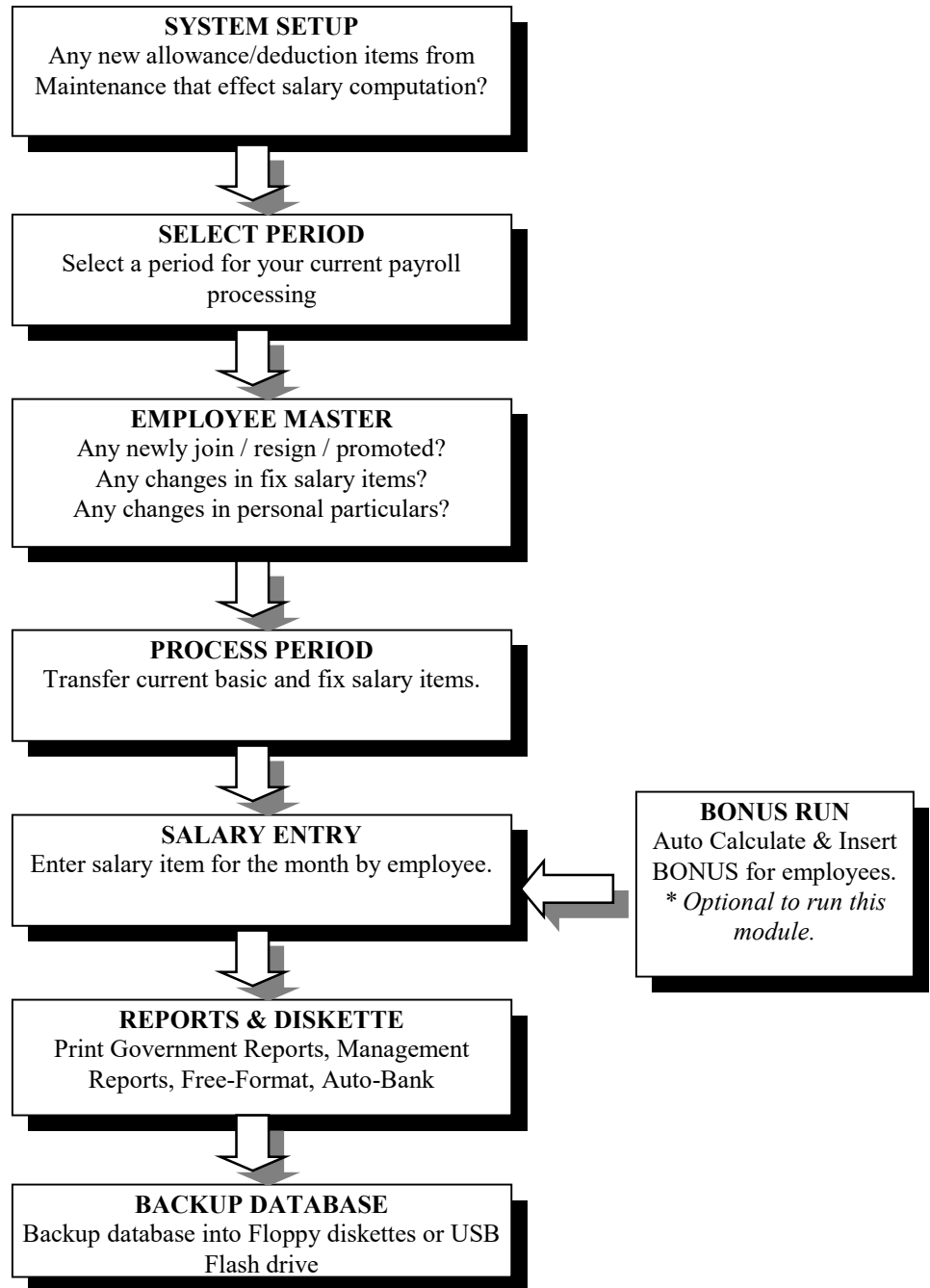
Click on **OPTION** button below. Then, select option **DATABASE ADMINISTRATOR**. You should see a list of database functions here such as Database DELETE, RENAME, COPY, DOCTOR, BACKUP, RESTORE, etc.

#### **Technical Info:**

Quick Pay databases are stored as independent directories (e.g. DEMO2015, DEMO2016, etc). Each database stores an entire year's data for a particular company. You may create unlimited databases for multiple companies. For each database, give a unique and meaningful file name. Database naming convention DOES NOT allow spaces, extended ASCII characters and long names. Limit your database naming within 8 characters.

## System Flow

### QUICK PAY system flow-chart :



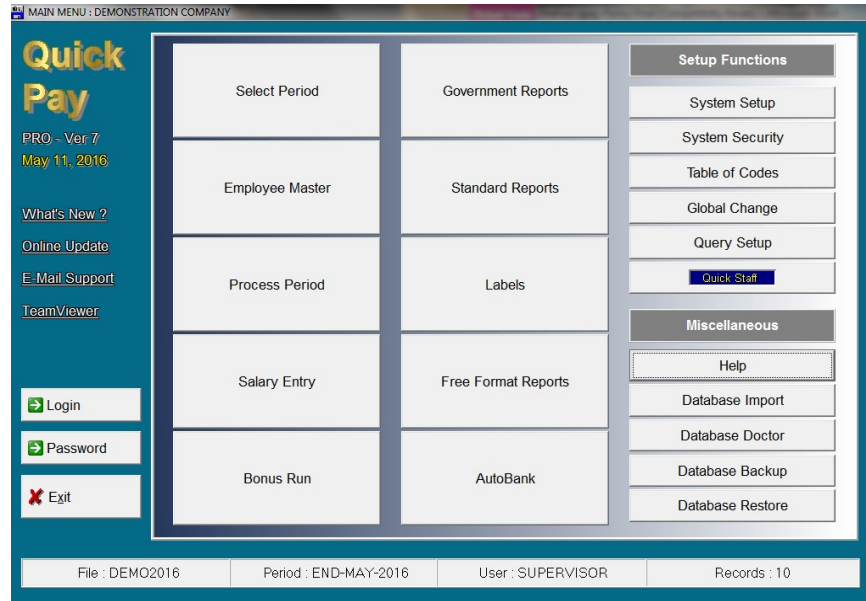
**Repeat steps from the top for the next payroll period until month December.**

**To start a new year, execute YEAR-END CLOSING.**

## Main Menu

### IMPORTANT:

Ensure that you have selected the correct database file and current processing period. This information is displayed on bottom of MAIN MENU screen.



**SELECT PERIOD** - Select a payroll period for processing

**EMPLOYEE MASTER** - Update employee personal particulars

**PROCESS PERIOD** - Transfer basic pay & fix allowances/deductions to SALARY ENTRY

**SALARY ENTRY** - Enter salary items for employees

**BONUS RUN** - If required, perform automatic bonus payment for employees

**GOVERNMENT REPORTS** - Printing of all statutory government forms & reports

**STANDARD REPORTS** - Printing of payslips, monthly reports, yearly reports and statistics

**LABEL** - Create and print labels

**FREE FORMAT REPORTS** - Create and print user-define format reports

**AUTOBANK** - Generate diskette files for Bank Credit via Diskette facility

**SYSTEM SETUP** - Setup company particulars and formula tables

**SYSTEM SECURITY** - Setup password and user access rights

**TABLE OF CODES** - Create user-define codes for allowances, departments, etc

**GLOBAL CHANGE** - Global changing of information stored in the database

**QUERY SETUP** - Query conditions to filter range of employees for reporting use

**HELP** - Help Documentation

**DATABASE IMPORT** - Import payroll data from external source

**DATABASE DOCTOR** - Fix database problems

**DATABASE BACKUP** - Make backup copies of databases

**DATABASE RESTORE** - Restore previous database backups

**LOGIN** - Change to another payroll database for processing

**PASSWORD** - Change current user password

**EXIT** - Quit application

## Monthly Steps

### IMPORTANT:

Perform the following steps before starting Payroll processes.

**SYSTEM SETUP**  
**SYSTEM SECURITY**  
**TABLE OF CODES**

## MONTHLY PAYROLL STEPS

### ❶ Monthly Step 1 of 4

From SELECT PERIOD, choose current payroll processing Period.  
*For example, End month of May 2016.*

### ❷ Monthly Step 2 of 4

From EMPLOYEE MASTER, update employees' personal particulars.  
*For example, salary increments, new fixed allowances or fixed deductions, increment date, resignation date, change of EPF or taxation, etc.*

### ❸ Monthly Step 3 of 4

Execute PROCESS PERIOD. Process Period will TRANSFER basic salary and fixed allowances and fixed deductions into SALARY ENTRY. You only need to execute this function once, and then you may proceed to update individual employees' salary for the month in SALARY ENTRY.

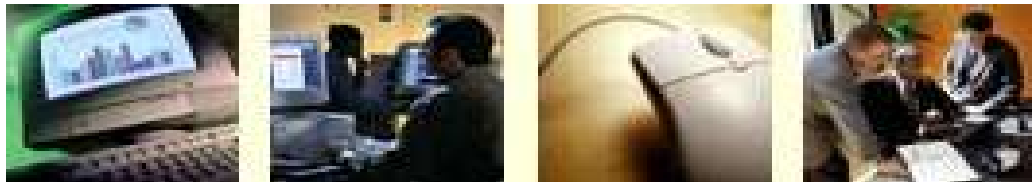
### ❹ Monthly Step 4 of 4

From SALARY ENTRY, proceed to enter employees' overtime hours, unpaid leaves, annual leave taken, commissions, claims, etc. When SAVE button is selected, QUICK PAY immediately calculates nett salary and stores the actual salary for the month.

NOTE: Before proceeding to print reports, ensure salary items in the SALARY ENTRY module are correct. All report figures are retrieved directly from SALARY ENTRY module.

# Quick Pay Modules

Malaysian Payroll & Human Resource Management



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## 1. SELECT PERIOD

Quick Pay stores employee information into Yearly Databases (eg. DEMO2015, DEMO2016, DEMO2017etc). Each database stores 12 months (i.e. January until December of the year) of payroll detail, while each month stores 3 payment periods i.e. Mid-Month, End-Month and Additional-Period.

Select a payroll period for current payroll processing. You may shift from one payroll period to another without any restriction.

- **Payroll Period** - Valid periods are Mid-period, End-Period and Additional period
- **Payroll Month** - Valid months are from January to December
- **Payroll Year** - Enter the current year in YYYY format e.g. 2016

Companies with twice-monthly salary payments normally use **mid-month** salary period. Companies to pay end-month salary use **end-month** salary period.

**Additional period** is only used to pay salary beyond the normal mid-month and end-month. Additional period are normally used to pay bonuses separately, festive advances, ad-hoc allowances and incentives, etc.

Payroll Year is the year indicator for the Database File. **DO NOT change the year for next year's salary processing.** Instead, use YEAR-END CLOSING module to create a new payroll year. Each database only stores salary data for the current year. If you wish to access to previous years salary data, you should select the correct Payroll Database.

**Note:** *Quick Pay DOES NOT require Month-End closing.*



## 2. EMPLOYEE MASTER

This is the maintenance module for employee personal details. You can create new employees, modify or delete existing records from the database.

The screenshot shows the 'EMPLOYEE' window with a table of employee records. The table has columns: Empl No, Employee Name, Dept, Pay Rate, and Resign. The first row is highlighted in blue. To the right of the table are buttons: Modify, Create, Delete, Search, and Exit. Below the table is a 'Sort By' dropdown menu set to 'Employee Number' and a checkbox for 'Include Active Employees Only'. Annotations with arrows point to these elements:

- Edit employee detail**: Points to the 'Modify' button.
- Create new employee record**: Points to the 'Create' button.
- Delete employee record**: Points to the 'Delete' button.
- Search employee record**: Points to the 'Search' button.
- Include or exclude resigned employees from view**: Points to the 'Include Active Employees Only' checkbox.
- Change sorting order**: Points to the 'Sort By' dropdown menu.

Empl No	Employee Name	Dept	Pay Rate	Resign
001	JENNIFER WHITE	PROD	MONTHLY	
002	HARITH OSMAN B. MUSTAFA	ACCT	MONTHLY	
003	TAN CHENG MEI	ACCT	MONTHLY	
004	PHANG LEE BENG (TONY)	ADMN	MONTHLY	
005	ARUMUGAM A/L GUNASEKARAN	ACCT	MONTHLY	
006	FRANÇOIS PIETTE	ACCT	MONTHLY	
007	SAKURA OSHIN YAMAHA	EDP	MONTHLY	
008	TIAN FATT HUAT	MKTG	MONTHLY	
009	LIM KOK SAI	ADMN	MONTHLY	
014	ANUAR BIN RAHIM	ADMN	MONTHLY	
015	CHENG LEE LEE	ACCT	MONTHLY	
016	HISHAM BIN DJOHARNIS	STR	MONTHLY	31/12/2009
019	MOHD ASMAWI BIN KURUS	STR	MONTHLY	
108	CHONG CHEE HUAT	MKTG	MONTHLY	
114	HANIF BIN BUJONG	ADMN	MONTHLY	
115	MAH SEE SEE	ACCT	MONTHLY	
119	MAJID BIN LONGMAN	STR	MONTHLY	
208	LIM SENG KAT	MKTG	MONTHLY	31/12/2009

### Modify Employee Record

- Press MODIFY button. Employee personal detail window will appear.
- Proceed to change necessary particulars.
- When done, Press OK/SAVE button.

### Create New Employee Record

- Press CREATE button. Employee personal detail window will appear.
- Proceed to enter employee's particulars accordingly.
- Every employee number must be unique
- When done, Press OK/SAVE button.

### Delete Employee Record

- Press DELETE button.
- Answer YES to confirm delete

#### NOTE:

- Employee numbers are alphanumeric (e.g. ABC123) and MUST BE UNIQUE
- To change employee number, refer topic GLOBAL CHANGE.
- Do not delete Terminated employees if you wish to print their EA-Forms by end of the year.

There are 6 available entry screens in EMPLOYEE MASTER:

- Screen #1-** Personal Detail (Section 1)
- Screen #2-** Personal Detail (Section 2)
- Screen #3-** Salary Entry (Setup how employee get paid and statutory groupings)
- Screen #4-** Fix Allowances and Fix Deductions
- Screen #5-** Leave Entitlement (Store annual entitlement value)
- Screen #6-** Loan Records (Tracking master loan value)

## EMPLOYEE MASTER - Screen 1 of 6

**EMPLOYEE**

Personal 1 | Personal 2 | Salary Setup | Fix Allow/Dedu | Leave Enti | Logn Records

Employee No: 006  
Name: FRANÇOIS PIETTE  
Nationality: OTH | Sex: Male  
Race: OTHERS | Marital: Single  
Religion: OTHERS | Birth: 01/01/1980 | 36 yr 5 mth  
Picture Option

IC No. (New): 670101-01-1232 | IC Color: Blue | IC Option  
IC No. (Old): 5643533 | Region: West Malaysian  
Passport No.: A3625963 | Immigration No.:  
Contract No.: | Expired By: / /  
Union No.: | ESOS #1 / #2: /  
Tax No: SG 2207821-05(1) | Tax Branch: | Child: 0  
Country Code: | PTPTN No.:  
EPF No.: 5654572 | EPF NK No.: | EPF Initial: |  
Socso No.: R98634543 | Socso Init: FRAN  
Tabung Haji No.: | ASN No.:  
Ok Cancel Help

### Employee Number

This is a 10 alphanumeric employee number.

Each employee uses a unique number as identification by Quick Pay/Staff.

Examples: 001,ADM-9999

### Employee Name

Enter the employee's name.

### Nationality

Pick a code from pre-defined table.

Examples: MSIA=Malaysian, JAPN=Japanese, IND=Indonesian, OTH=Others

### Race

Pick a code from pre-defined table.

Examples: MALAY=Bumiputra, CHINESE=Chinese, INDIAN=Indian, OTHERS=Others

### Religion

Pick a code from a pre-defined table.

Examples: MUSLIM=Muslim, BUDH=Buddhist, CHRISTIAN=Christian, OTH=Others

Sex

Select a Sex/Gender.

Available options: Male, Female

Marital

Select a Marital Status.

Available options: Single, Married, Divorced, and Widower

Birth Date

Enter employee's birth date. The right panel shows employee's age relative to current payroll month.

Date Format: dd/mm/yyyy

IC New (New Identity Card Number)

Enter employee's new IC number. Some government reports and bank diskette submissions require only one identity card number as reference. Also, setup "IC Option" accordingly.

Example: 661231-01-8888

IC Old (Old Identity Card Number)

Enter employee's old IC number. Some government reports and bank diskette submissions require only one identity card number as reference. Also, setup "IC Option" accordingly.

Example: A1234567

Passport Number

Enter employee's passport number.

Contract Number

Enter employee's contract number.

Union Number

Enter employee's union number.

IC Color

Enter employee's IC number color.

Available options: Blue, Red, Others

Region

Select West Malaysian, Sabahan, or Sarawakian.

Immigration Number

Enter employee's Immigration number.

Immigration Expiry(related to Immigration Number)

Enter employee's date expire for Immigration.

ESOS #1 / #2

Enter employee's Esos number.

TAX Number

Enter employee's Income Tax number.

*Valid Examples:*

*SG AAAAAAA-BB (C)*

*SG AAAAAAA-BB, or*

*11 full digit*

*AAAAAAA - 6 to 8 numeric digits. This is the income tax reference number*

*BB - 2 digit numeric. This is "Digit Semakan" or hash digit*

*(C) - 1 digit numeric. This is "Kod Isteri"*

- (1) Between "SG" and "AAAAAAA", with or without spaces is OK
- (2) Between the "AAAAAAA" and "(C)", with or without spaces is OK
- (3) Some employees do not have "(C)"
- (4) Number must have a "-" sign after "AAAAAAA"

#### TAX Branch

Enter employee's Income Tax branch.

Examples: "KL", "S.ALAM", "J.DUTA"

#### Child

Enter Employee number of children

#### Country Code (for CP39 tax report)

For foreigners, specify a Country Code. Country code is printed in CP39 Income Tax form.

#### PTPTN Number

Enter employee's PTPTN number.

#### EPF Number

Enter employee's Employee Provident Fund's (EPF) reference number.

#### NK number (related to EPF number)

Enter employee's NK number. NK number is related to employee's EPF number.

Note: NK="Nombor Kawalan"

#### EPF Initial (related to EPF number)

EPF initial is provided directly by EPF diskette submission department. Upon your company's registration to submit EPF contributions via diskette, the government EPF board shall provide a list of "EPF initial" numbers. These numbers should then be updated into the EMPLOYEE MASTER.

#### SOCISO Number

Enter employee's SOCISO number.

#### SOCISO Initial

Enter employee's SOCISO initial number. Item is printed in SOCISO Monthly Normal Report.

#### Tabung Haji Number

Enter employee's Tabung Haji number.

#### Amanah Saham Nasional Number

Enter employee's ASN number.

## 2.1 Identity Card Option

By default, Quick Pay uses employee's new identity card number in bank crediting, EPF (Borang-A) diskette submission, etc. Click on OPTIONS button to make necessary changes.

I/C OPTIONS is applied in the following reports:

- EPF diskette submission
- SOCISO diskette submission
- ASNB diskette submission
- AUTOBANK diskette submission

I/C Options

VC in EPF	New VC Number
VC in SOCISO	New VC Number
VC in ASNB	New VC Number
VC in Bank	Passport Number

## EMPLOYEE MASTER - Screen 2 of 6

**EMPLOYEE**

Personal 1 | **Personal 2** | Salary Setup | Fix Allw/Dedu | Leave Entl | Logn Records

Name: JENNIFER WHITE

Groups	Code	Description
Cost Center	PG	PENANG BRANCH
Department	PROD	PRODUCTION
Section	GEN	GENERAL
Category	A3	ASSISTANT MGR
Occupation	ADMM	ADMINISTRATION MANAGER
Job Grade		
Qualification	MASTER	MASTERS DEGREE

**Address**

29-2 KAMPUNG BATU  
BATU 5, JALAN IPOH  
KUALA LUMPUR

Postal: 51200  
Telephone: 03-6228962  
Mobile Phone:   
E-Mail 1:   
Payment Via: Bank  
Bank Code: HLBB  
Bank Branch: HLBB  
Bank A/C: 123456789012  
Cheque No.:   
Spouse Name:   
Spouse Old IC:   
Spouse New IC:   
Sp' Tax Branch:   
Spouse Tax No:   
Next of Kin:   
Kin's Telephone:   
Prev Employer: GENETICS SYSTEMS (M) SDN BHD  
E-Mail 2:   
Ok Cancel Help

### Cost Center

Pick a code from pre-defined table.

Examples: PJ=Petaling Jaya, KL=Kuala Lumpur, PG=Penang

### Department

Pick a code from pre-defined table.

Examples: ADMIN=Administration Dept, ACCT=Accounts Dept

### Section

Pick a code from pre-defined table.

Examples: QC=Quality Control Section, WIP=Work-In-Progress Section

### Category

Pick a code from pre-defined table.

Examples: EXECI=Executive I, EXECII=Executive II, MGR=Managers

### Occupation

Pick a code from pre-defined table.

Examples: GM=General Manager, HR-MG=Human Resource Manager, CLERK=Clerk

### Job Grade

Pick a code from pre-defined table.

Examples: A1=A1 Level, B1=B1 Level

### Qualification

Pick a code from pre-defined table.

Examples: DGIT=Degree in IT, DPSC=Diploma in Science, MBA=Master Business Admin

Payment Via

Select a Salary payment method. By setting payment via BANK, the employee's pay will appear in Bank Credit report and AutoBank utility. Setting payment via Cash will appear in Cash Denomination report. Payment via cheque will appear in Cheque report.

Available option: *Bank, Cash, Cheque, Credit Note or Withheld*

Bank Code (related to Payment Via)

If payment via Bank is selected, pick a code from pre-defined table.

Examples: *MBB=MayBan, PBB=Public Bank*

Bank Branch (related to Payment Via)

If payment via Bank is selected, enter the bank's branch code (if any).

Examples: *KL=KL Branch, PJ=PJ Branch*

Bank Account Number (related to Payment Via)

If payment is by Bank is selected, enter employee's bank account number.

If you are using AutoBank utility, kindly refer to bank account setting in AUTOBANK topic.

Examples: *123456789012*

Cheque Number

Enter cheque number. Item is printed in CHEQUE LISTING report.

Employee Address

Enter employee's home/mailling address.

Telephone

Enter employee's house phone number.

Mobile Phone

Enter employee's mobile phone number.

Spouse Name/IC/Tax Number/Branch

Enter spouse's (i.e. Husband/Wife) name, identity card number, income tax number and income tax branch.

Next of Kin

Enter employee's next of kin or emergency contact person.

Previous Employer Name

Enter previous employer name here. This information is printed in EA Form.

E-Mail Address #1 & #2

Enter employee e-mail address here.

## 2.2 CUSTOM Rate Option

This option allows you to set employee's overtime, shift and non-pay leave rates *independent* from SYSTEM SETUP. If enabled, overtime rates, shift rates and non-pay leave rates in SALARY ENTRY will inherit these figures instead of using the standard computation setup from SYSTEM SETUP overtime, shift and non-pay leave tables.

### Shift Ceiling

Enable Shift Ceiling will use the employee's Shift Table instead of table in SYSTEM SETUP - Shift table. If option is ticked, then enter the new shift rates.

The screenshot shows the 'Custom Rate' dialog box with the 'Shift Ceiling' tab selected. The 'Shift Ceiling' checkbox is checked. Below it is a table with 10 rows for shift rates.

	Shift Description	Rate
1	Meal Allow	10.0000
2	Shif #1	15.0000
3	Shif #2	20.0000
4		0.0000
5		0.0000
6		0.0000
7		0.0000
8		0.0000
9		0.0000
10		0.0000

At the bottom are buttons for 'Ok', 'Cancel', and 'Help'.

### Overtime Ceiling

Enable Overtime Ceiling will use the employee's Overtime Table instead of table in SYSTEM SETUP - Overtime table. If option is ticked, then enter the new overtime rates.

The screenshot shows the 'Custom Rate' dialog box with the 'Overtime Ceiling' tab selected. The 'Overtime Ceiling' checkbox is checked. Below it is a table with 10 rows for overtime rates.

	Overtime Description	Rate
1	Normal OT	22.0000
2	RestDay OT	32.0000
3	Public OT	42.0000
4		0.0000
5		0.0000
6		0.0000
7		0.0000
8		0.0000
9		0.0000
10		0.0000

At the bottom are buttons for 'Ok', 'Cancel', and 'Help'.

### NPL Ceiling

Enable NPL Ceiling will use the employee's table instead of table in SYSTEM SETUP - Work Group. If option is ticked, then enter the new NPL rates. For daily rated employees, NPL rate is Working days rate.

The screenshot shows the 'Custom Rate' dialog box with the 'NPL Ceiling' tab selected. The 'NPL Ceiling' checkbox is checked. Below it is a table with two rows: '1 DAY Rate' with a rate of '100.0000' and '2 HOUR Rate' with a rate of '25.0000'. The dialog has 'Ok', 'Cancel', and 'Help' buttons at the bottom.

	NPL Description	Rate
1	DAY Rate	100.0000
2	HOUR Rate	25.0000

### Statutory

- *Enable EPF Ceiling* will use the employee's table instead of table in SYSTEM SETUP - EPF Table. If option is ticked, then enter the new Employee and Employer amount.
- *Enable VOL Ceiling* will use the employee's table. If option is ticked, then enter the new Employee and Employer amount.
- *Enable PCB Ceiling* will use the employee's table instead of table in SYSTEM SETUP - PCB Table. If option is ticked, then enter the new Employee amount.
- *PCB Child is used to change employee PCB grouping.*  
If PCB child is entered, then this value is added into employee PCB child count. This feature is useful for PCB with child 0.50, or child exceeded 20 person.  
Example, employee PCB Group is "44 - SPOUSE WORKING (20 CHILD)" and PCB Child = 4.50, then employee PCB child count is  $20 + 4.50 = 24.50$ .

The screenshot shows the 'Custom Rate' dialog box with the 'Statutory' tab selected. It contains three sections: 'EPF & VOL Ceiling' with checkboxes for 'EPF Ceiling' and 'VOL Ceiling', and input fields for 'EPF(E)', 'EPF(R)', 'VOL(E)', and 'VOL(R)' (all showing 0.00); 'PCB Ceiling' with a checkbox for 'PCB Ceiling' and an input field for 'PCB(E)' (showing 0.00); and 'PCB Child' with an input field for 'PCB Child' (showing 0.00) and a blue text note: 'Enter a value (eg. 0.50) to accumulate into PCB number of child for PCB tax computation.' The dialog has 'Ok', 'Cancel', and 'Help' buttons at the bottom.



### Bank

Input Bank Beneficiary's Name, New IC, Old IC or Passport.

Warning: If bank beneficiary name is used, then employee name & ICs/passport in the bank diskette files will be replaced with these fields.

The screenshot shows a Windows-style dialog box titled "Custom Rate". It has a tabbed interface with tabs for "Shift Ceiling", "OT Ceiling", "NPL Ceiling", "Statutory", "Bank", "Registration", and "Others". The "Bank" tab is currently selected. Inside the dialog, there is a red warning message: "WARNING: If bank beneficiary name is used, then employee name & ICs/passport in bank diskette files will be replaced with these fields." Below the warning, there is a text input field labeled "Bank Beneficiary Name". Further down, there are three more input fields: "Beneficiary New IC:", "Beneficiary Old IC:", and "Beneficiary Passport:". At the bottom of the dialog, there are three buttons: "Ok" (with a green checkmark icon), "Cancel" (with a red X icon), and "Help" (with a question mark icon).

### Registration

Input Permit Number, Green Card Number & Expire Date.

The screenshot shows the same "Custom Rate" dialog box, but with the "Registration" tab selected. The "Bank" tab is now inactive. The dialog contains two sets of input fields. The first set is labeled "Permit No." and "Expire", with the "Expire" field having a small calendar icon to its right. The second set is labeled "GreenCard No." and "Expire", also with a calendar icon for the "Expire" field. The "Ok", "Cancel", and "Help" buttons are still present at the bottom.

#### Others

- *Compulsory include into CP8D* option will force employee to be listed into government CP8D form, regardless of any conditions applied to the particular form.
- *Service Point Value* is the Service Point for the selected employee. Refer SERVICE POINT module.
- *Use Currency Table* is the Foreign Currency rate. Refer Foreign Currency module.
- *Entitle Gratuity* option will activate Gratuity Payment for employee. Refer GRATUITY Module

The screenshot shows a software window titled "Custom Rate" with a tabbed interface. The "Others" tab is selected. Inside the tab, there are several sections:

- A checkbox labeled "Compulsory include Employee into CP8D (Form E)" which is currently unchecked.
- A section titled "Service Point" containing two input fields: "Service Point Value #1" and "Service Point Value #2", both showing the value "0.0000".
- A section titled "Foreign Currency" containing a label "Use Currency Table" and a dropdown menu currently set to "Local RM".
- A section titled "Gratuity" containing an unchecked checkbox labeled "Entitle Gratuity:" and an input field labeled "Use Mature Percent" showing the value "0.00".

At the bottom of the window are three buttons: "Ok" (with a green checkmark icon), "Cancel" (with a red X icon), and "Help" (with a blue question mark icon).

## EMPLOYEE MASTER - Screen 3 of 6

### Current Basic

Enter employee's current basic.

Employee's current basic is transferred into SALARY ENTRY's Basic Salary field during PROCESS PERIOD. It is also used for calculating overtime rates, non-paid-leave rates, and additional pay rates.

#### *(1) Monthly Rated Paid Employees*

*During PROCESS PERIOD module, Quick Pay will automatically transfer the salary (either full amount if employee is paid once a month. Otherwise, it will pay partial salary if paid twice monthly) into SALARY ENTRY module. For employee's paid twice monthly, if PROCESS PERIOD is executed for Mid-Month, then the Mid-Month salary amount (from EMPLOYEE MASTER) will be transferred into SALARY ENTRY's Basic Salary field. If PROCESS PERIOD is executed in End-Month, then the balance amounts (i.e. Current Basic less Mid Basic) are transferred instead.*

#### *(2) Daily Rated Paid Employees*

*During PROCESS PERIOD module, Quick Pay does not allocate any salary into employee's Basic Salary field. Instead, user is required to enter the day's work to derive the actual Basic Salary.*

### Mid Basic

Enter employee's mid-month basic.

Employee's mid-month basic is transferred into SALARY ENTRY's Basic Salary field when PROCESS PERIOD is executed in Mid-Month.

### Old Basic

Enter employee's previous basic.

Employee's Old Basic is used in BONUS RUN where user can pay bonuses based on old salary (i.e. before increment). It is also used in SALARY ENTRY's overtime & NPL entry for rates before increment.

#### Payment Rate

Select the correct payment rate for each employee.

If “Monthly Rated” is used, *Quick Pay* will assume the “Current Basic” is the full month’s salary. Otherwise, the “Current Basic” is assumed as rate per day.

Available Payment Rate options are “Monthly Rated” and “Daily Rated”.

Examples: If selected “Monthly Rated”, then Current Basic = RM 2,000.00. If selected “Daily Rated”, then Current Salary is RM 10.00.

#### Payment Frequency

Select the correct payment frequency for each employee.

Available payment frequency options are “Once per Month” and “Twice per Month”.

If “Once a Month” is used, *Quick Pay* will ignore totally from allocating any salary for the employee during PROCESS PERIOD.

If “Twice a Month”, then PROCESS PERIOD will allocate the employee’s salary for Mid-Month accordingly.

#### Date Hire

Enter employee’s date of hire. *Quick Pay* uses this date to detect whether the employee is active. Non-active employees are totally ignored during PROCESS PERIOD. If detected as newly joined, *Quick Pay* will prorate the employee’s salary during PROCESS PERIOD.

#### Date Confirm

Enter employee’s date of confirmation. *Quick Pay* salary computation is not sensitive to this date. This date does not effect the salary paid.

#### Date Increment

Enter employee’s date of salary increment. *Quick Pay* uses this date and also refers to “Current Basic” and “Old Basic” to determine if salary prorates should be activated during PROCESS PERIOD.

Example: If employee is newly increment in the current month. Then, *Quick Pay* will compute employee’s salary prorate base on the number of days worked before increment and number of days worked after increment.

#### Date Retire

Enter employee’s expected retirement date. *Quick Pay* salary computation is not sensitive to this date.

#### Date Terminate

Enter employee’s date of resignation/termination. This is the last working day. *Quick Pay* uses this date to detect whether the employee is active. Non-active employees are totally ignored during PROCESS PERIOD. If detected as newly resigned, *Quick Pay* will prorate the employee’s salary during PROCESS PERIOD.

#### CP22A Amount Withheld

This nett pay withheld figure is printed into CP22A government report.

#### EPF Group

Each employee master is attached to an EPF computation group or table. Once attached, *Quick Pay* will refer to SYSTEM SETUP (EPF Table) setting for all related EPF computation.

Example: If employee is not contributing EPF, enter as BLANK. If standard EPF contribution is used (e.g. employee=11% and employer is 12%), set to Group “E1” and then ensure SYSTEM SETUP - EPF Table for Group “E1” is set accordingly to employee=11% and employer=12%.

Use Group “E2”, “E3” and so forth for other contribution percentages.

#### SOCSSO Group

Each employee master is attached to a SOCSSO computation group or table. Once attached, *Quick Pay* will refer to SYSTEM SETUP (SOCSSO Table) setting for all related SOCSSO computation.

If employee is not contributing SOCSSO, leave group as BLANK. Otherwise, set to Group “S1”, “S2” or “S3”.

#### Deduct PCB?

To exclude employee from contributing PCB deduction, select option “NO”. Otherwise, employee’s PCB deduction will follow PCB Group table setting (refer following field Help documentation).

#### PCB Group

If “Deduct PCB” is Yes, then attach employee with a PCB group. If employee is not contributing PCB, leave group as BLANK. Click on PCB Pick List for available options.

#### Work Group (NPL)

Each employee master is attached to a Working Group.

For Monthly rated employees, Work Group determines the rate for unpaid leave (NPL) by days and hours in SALARY PERIOD Module. While for daily rated employees, Work Group determines employees’ hourly rate. Once attached, *Quick Pay* will refer to SYSTEM SETUP (Working Group Table) setting for all related NPL deductions.

#### Overtime Group

Each employee master is attached to an OT Group (or Overtime Group). OT Group determines the rate for overtime rates in SALARY PERIOD Module. Once attached, *Quick Pay* will refer to SYSTEM SETUP (OVERTIME Table) setting for all related Overtime computation.

#### LEVY Group

Each employee master is attached to a LEVY Group (related to Malaysian Human Resource Development Funds). LEVY Group determines the amount for Levy amount deduction in SALARY PERIOD Module. Once attached, *Quick Pay* will refer to SYSTEM SETUP (COMPANY PROFILE), Levy percentage field, for all related LEVY computation.

#### SECURITY Group

Each employee master is attached to a SECURITY Group.

Security group code is meant for restricting payroll users from accessing certain group of employee records within the database. Each payroll user can be assigned with a list of security groups accessible to them. Leave group as BLANK if you wish to allow free access to ALL users. *Available groups are "S1", "S2", and "S9".*

#### FREE REMARKS . . .

There are a few remark fields provided for user to use. These fields might also be used for special programming customization. Example: Benefit in kind for car, Punch Card ID, Membership numbers, etc.

## EMPLOYEE MASTER - Screen 4 of 6

**EMPLOYEE**

Personal 1 | Personal 2 | Salary Setup | **Fix Allw/Dedu** | Leave Entl | Loan Records

Name: JENNIFER WHITE

	Allow/Dedu Code	Description	Amount	Period	From (mm/yyyy)	To (mm/yyyy)
1	LOAN	HOUSING LOAN DEDUCTION	-100.00	End ▼	01/2016	12/2017
2	ALLOW	ALLOWANCE	300.00	End ▼	01/2016	12/2016
3			0.00	End ▼	/	/
4			0.00	End ▼	/	/
5			0.00	End ▼	/	/
6			0.00	End ▼	/	/
7			0.00	End ▼	/	/
8			0.00	End ▼	/	/
9			0.00	End ▼	/	/
10			0.00	End ▼	/	/
11			0.00	End ▼	/	/
12			0.00	End ▼	/	/
13			0.00	End ▼	/	/

Schedule Remark

Remove Expired

Ok Cancel Help

### Fixed Allowances & Fixed Deductions

For employees with monthly fixed allowances or fixed deductions, assign the item into “Code” field and follow by the amount. Amounts with positive value are allowances while negative values are deductions. For “Period” field, select “Mid”, “End” or “Add”-month. Then assign the period “From” and period “To” correctly.

*Note: Only a maximum of 16 fixed allowance/deductions items are provided for each employee.*

### Example:-

*If an employee has a month fixed “Traveling” allowance of RM 300.00 to be paid from January 2015 until March 2016 on every end of the month, then specify:*

*Code = “TRAV”, Amount= 300.00, Prd=“End”, From=01/2015, To=03/2016*

*If an employee has a month fixed “House Loan” deduction of RM 200.00 to be deducted from January 2016 until December 2016 on every mid of the month, then specify :*

*Code = “LOAN”, Amount= -200.00, Prd=“Mid”, From=01/2016, To=12/2016*

### Schedule Remarks

These remarks are for personal notation on FIX ALLOWANCES/DEDUCTIONS SCHEDULES.

## EMPLOYEE MASTER - Screen 5 of 6

EMPLOYEE

Personal 1

Personal 2

Salary Setup

Fix Allw/Dedu

Leave Enti

Loan Records

Name JENNIFER WHITE

	Leave Type	Total Entitlement	Leave Group	Previous Year Brought Forward
1	Annual Leave	20.00	L02 - EXECUTIVE ▼	7.00
2	Sick Leave	18.00	L05 - EXECUTIVE (SL) ▼	0.00
3		0.00	▼	0.00
4		0.00	▼	0.00
5		0.00	▼	0.00
6		0.00	▼	0.00
7		0.00	▼	0.00
8		0.00	▼	0.00
9		0.00	▼	0.00
10		0.00	▼	0.00

Ok

Cancel

Help

### Leave Entitlements

*Quick Pay* allows up to 10 type of leave entitlement tracking. The common leave entitlement types are “Annual Leave” and “Sick Leave”. Basically, *Quick Pay* provides a simple leave entitlement, taken and balance tracking. For a more comprehensive Leave Management system, please refer to QUICK STAFF system.

*Example: If the employee is entitled to 14 days of annual leave, then set 14 to the leave field. Leave balances is calculated by deducting the entitled days with days taken from SALARY ENTRY.*

## EMPLOYEE MASTER - Screen 6 of 6

EMPLOYEE

Personal 1 | Personal 2 | Salary Setup | Fix Allw/Dedu | Leave Entl | **Loan Records**

Name JENNIFER WHITE

	Loan Code	Description	Amount
1	LOAN	HOUSING LOAN DEDUCTION	3000.00
2			0.00
3			0.00
4			0.00
5			0.00
6			0.00
7			0.00
8			0.00
9			0.00
10			0.00

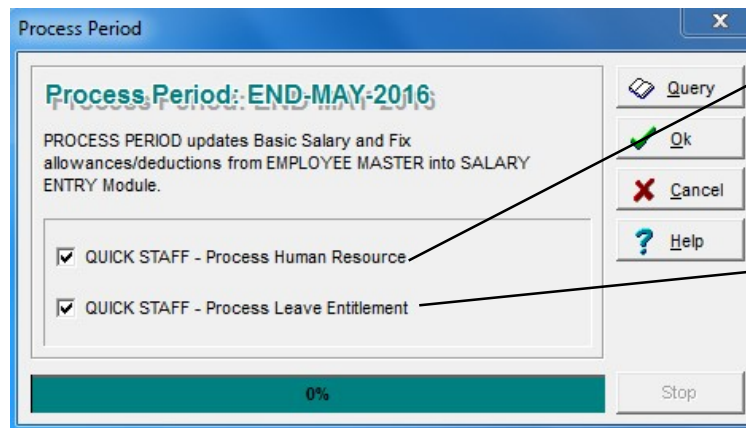
Ok Cancel Help

### Loan Records

*Quick Pay* allows a simple loan tracking system. It provides room for user to track actual loan amount, Life-To-Date loan payment made (i.e. from first payment until last year December) and Year-to-Date loan payment made (i.e. from January of current year until December).



### 3. PROCESS PERIOD



#### ONE TOUCH Processing

If QUICK STAFF is installed, enable this option to process Human Resource

#### ONE TOUCH Processing

If QUICK STAFF is installed, enable this option to process Leave Entitlement

**PROCESS PERIOD** will perform the following tasks:

- Transfer Employees' **Basic Salary** of the current period from EMPLOYEE MASTER into SALARY ENTRY. *(Salary will be prorated using calendar days for newly hired and resigned staffs)*
- Transfer Employee's **Fix Allowances & Fix Deductions** from EMPLOYEE MASTER into SALARY ENTRY

*Note: Before processing, update EMPLOYEE MASTER's detail to the latest information.*

#### **QUICK STAFF - Human Resource Processing Options**

☒ Process Human Resource

- If checked, HUMAN RESOURCE Processing will be executed. The processing will update Human Resource Records (QUICK STAFF) into EMPLOYEE MASTER (i.e. Career Development, Highest Qualification, and children below 18 years old)

☒ Process Leave Entitlement

- If checked, LEAVE ENTITLEMENT Processing will be executed. This processing option is also available in LEAVE MANAGEMENT Module.

Recommended items to **check** in EMPLOYEE MASTER before processing:

- Current Basic & Mid Basic
- Payment Rate (daily or monthly type)
- Payment Frequency (monthly or bi-monthly payment frequency)
- EPF, SOCSO, Tax, Overtime, Work Group & Levy settings
- Hire Date, Increment Date, Resign Date
- Fix Allowances/Deductions Schedule

After PROCESS PERIOD is completed, proceed to SALARY ENTRY to enter other payroll particulars e.g. Overtime hours worked, leave taken etc.

**NOTE:** *PROCESS PERIOD* should only be executed **ONCE** before starting the payroll period. If this function is executed more than once, Basic pay and fix allowances/deductions from EMPLOYEE MASTER will again **overwrite** (and not accumulated) into SALARY ENTRY.

<b>SPECIAL FEATURES</b>
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● **ADVANCE ITEMS**

During End-Month PROCESS PERIOD processing, if detected an allowance code of "ADV+" in Mid-Month or ADD-Month of SALARY ENTRY record, an allowance code of "ADV-" is automatically inserted into End-Month. The amount is a negate value.

*Example, if employee has an **ADV**ance paid in Mid-Month of RM 500.00, then you should find a deduction of RM -500.00 in End-Month.*

**Note:** *ADVANCE ITEMS feature is only applied to End-Month processing only*

● **SALARY HOLD-BACK ITEMS**

During End-Month PROCESS PERIOD processing, if detected an allowance code of "SAL-" in Mid-Month or ADD-Month of SALARY ENTRY record, an allowance code of "SAL+" is automatically inserted into End-Month. The amount is a negate value.

*Example, if employee has **SAL**ary holdback deduction in Mid-Month of RM -500.00, then you should find a **SAL**ary Paid Back of RM +500.00 in End-Month.*

**Note:** *SALARY HOLD-BACK ITEMS feature is only applied to End-Month processing only*

*For more detail see SALARY HOLD BACK Setup*

## 4. SALARY ENTRY

**SALARY ENTRY** Module is the where all paid salary items are stored.

Once the payroll items are entered and saved into **SALARY ENTRY**, you may proceed to print payslips, government reports and other management reports. All payroll figures from reports are extracted from this module.

Changes in **SALARY ENTRY** are reflected instantly in all reports.

### How to Use

Select an employee to modify salary record for the current payroll period.

The following are available screens in **SALARY ENTRY** :

**Screen 1**-Salary Entry (Store current period's salary)

**Screen 2**-Old Rates (Store NPL, Overtime & Additional pay based on previous basic rate)

**Screen 3**-TP Section (personal tax waivable income, Benefit-in-Kind items)

**Screen 4**-Information (Display brief information from **EMPLOYEE MASTER**)

### Screen #1 - Salary Entry

Salary Entry : END-MAY-2016

Name **JENNIFER WHITE** EmpNo **001**

1. Salary Entry | 2. Old Rates | 3. TP Section | 4. Information

Basic Pay

Non Paid Leave  Rate Unit

NPL Days	153.8500	1.000
NPL Hours	19.2300	0.000

Allowance & Deduction Amount

LOAN	HOUSING LOAN DEDUCTI	-100.00
ALLOW	ALLOWANCE	300.00
		0.00
		0.00
		0.00
		0.00

Overtime Rate Unit

1	Normal OT	28.8500	10.00
2	RestDay OT	38.4600	5.00
3	Public OT	57.6900	0.00
4		0.0000	0.00
5		0.0000	0.00

Additional Pay Rate Unit

1	Rest Day	153.8500	0.00
2	2 Day Pay	307.6900	0.00
3	3 Day Pay	461.5400	0.00

Shift Rate Unit

1	Meal Allow	10.0000	0.00
2	Shif #1	8.0000	0.00
3	Shif #2	5.0000	0.00
4		0.0000	0.00

Leave  Balance Taken

Annual Leave	26.000	1.000
Sick Leave	18.000	0.000

	Wages	Employee	Employer
EPF	4146.15	-458.00	500.00
SOCSSO	4626.95	-19.75	69.15
PCB	4626.95	-141.20	0.00
VOL		0.00	0.00
LEVY	3846.15		0.00

Nett Pay 3908.00 Gross Pay 4626.95

ReCalc Option

#### Basic Salary (Monthly Rated Employees Only):

This is the basic salary for the current period. This amount is the result transferred from **EMPLOYEE MASTER**. Users may overwrite this amount if necessary. Only monthly rated employees will have basic salary.

**Days Worked (Daily Rated Employees Only):**

This is the number of days worked for daily rated employees. Only daily rated employees will have "Days Worked" entry field.

**Hours Worked (Daily Rated Employees Only):**

This is the number of hours worked for daily rated employees. Enter number of hours worked by employee during the period. Only daily rated employees will have Hours Worked field shown on screen.

**Non-Pay Leave Days (Monthly Rated Employees Only):**

This is the number of Non-Pay Leave days taken. NPL days rates are setup in [SYSTEM SETUP](#). Only monthly rated employees will have NPL Days entry fields.

**Non-Pay Leave Hours (Monthly Rated Employees Only):**

This is the number of No-Pay-Leave hours taken. NPL hourly rates are setup in [SYSTEM SETUP](#). Only monthly rated employees will have NPL hours entry fields.

**Allowances/Deductions:**

This column allows up to 20 allowance/deduction code items to be allocated for the employee. Only predefined allowance/deduction codes can be selected here. For allowances, place a positive amount. Else, for deductions, place a negative amount.

**Overtime:**

These are the number of overtime hours worked. All overtime rates are preset in [SYSTEM SETUP](#). Enter the overtime frequency worked for each type of overtime. The overtime rates displayed are ORP.

**Additional Pay:**

These are the number of additional pay worked. All additional pay rates are preset in [SYSTEM SETUP](#). The additional rates displayed are in multiple of day's rate.

**Shift:**

These are the number of fixed rated shift allowances given. Shift rates are preset in [SYSTEM SETUP](#).

**Leave Balance & Taken:**

This is the number of leave days taken in the current period. It will also display the balance of leave days as at the current month.

**Info Button for Leave Detail:**

Click on INFO button to retrieve more detail on leave transaction entries. A pop-up listing will display all leave records from the Human Resource - Leave Module.

Leave	Info	Balance	Taken
Annual Leave		0.00	0.00
Sick Leave		0.00	0.00

**EPF, SOCSO, PCB, Levy:**

These are the contribution amount for EPF, SOCSO, PCB and Levy. Wages amount is the accumulated salary figures of the employee that contributes to the respective type of statutory contributions. "EE" is the amount paid by the employee, while "ER" is the amount paid by the employer.

**RECALC Button**

This button function allows you to recalculate EPF, SOCSO, PCB, Levy, Non-Pay Leave rates, Overtime rates, Shift rates, Additional Pay rates on the press of the button. Once recalculation is completed, your screen will display the new salary result. *However, the result is not saved until you Pressed OK/SAVE button.*



## OPTION Button

There are 2 options:-

- **Unlock EPF, SOCSO, PCB and Levy** - If enabled, you are allowed to modify the employee and employer contribution amount. Once enabled, Quick Pay does not auto-recalculate these amounts for you. Only use this feature if you wish to change these figures instead of letting Quick Pay perform auto-calculation.
- **Unlock Rates** - If enabled, you are allowed to modify the rates for NPL, Overtime, Shift, and Additional Pay. Once enabled, Quick Pay does not auto-recalculate these amounts for you. Only use this feature if you wish to change these figures instead of letting Quick Pay perform auto-calculation.

## Screen #2

Salary Entry : END-MAY-2016

Name: JENNIFER WHITE EmpNo: 001

1. Salary Entry | 2. Old Rates | 3. TP Section | 4. Information

Overtime		Rate	Unit
1	Normal OT	25.2400	0.00
2	RestDay OT	33.6500	0.00
3	Public OT	50.4800	0.00
4		0.0000	0.00
5		0.0000	0.00
6		0.0000	0.00
7		0.0000	0.00
8		0.0000	0.00
9		0.0000	0.00
10		0.0000	0.00

Non Pay Leave		Rate	Unit
NPL Days		134.6200	0.000
NPL Hours		16.8300	0.000

Additional Pay		Rate	Unit
1	Rest Day	134.6200	0.00
2	2 Day Pay	269.2300	0.00
3	3 Day Pay	403.8500	0.00
4	4 Day Pay	538.4600	0.00
5	5 Day Pay	673.0800	0.00

Salary Entry Remarks

GRADE	GRADE A
Free Remark 2	EXTRAANNUAL LEAVE 10 DAYS DUE
Free Remark 3	PROJECT KL
Free Remark 4	
Remark-5	
Remark-6	

Summary TOTAL

Non Paid Leave	0.00
Overtime	0.00
Additional Pay	0.00
Shift	0.00

Nett Pay 3598.80 Gross Pay 4300.00

ReCalc Option ☒ Ok ☐ Cancel ☐ Help

### Overtime/Non Pay Leave/Additional Pay:

These entry fields are similar to SALARY ENTRY - Screen 1. However, the rates calculated are base on EMPLOYEE MASTER's Previous Basic salary.

*Note: Screen-1 uses EMPLOYEE MASTER's Current Basic salary amount while Screen-2 uses Old Basic*

### Remarks:

These remarks are meant for user to place personal comments onto the salary record for the selected employee. The remarks are updated from EMPLOYEE MASTER remarks fields.

### Screen #3 - TP Section

Salary Entry : END-MAY-2016

Name: JENNIFER WHITE EmpNo: 001

1. Salary Entry | 2. Old Rates | 3. TP Section | 4. Information

No	Code	TP1/TP2/Perquisite	Amount
1	TP1.01	MEDICAL EXPENSES OF OV	-800.00
2	TP1.04	HIGHER EDUCATION FEES (S	-500.00
3	TP1.07	PURCHASE OF BOOKS	-150.00
4			0.00
5			0.00
6			0.00
7			0.00
8			0.00
9			0.00
10			0.00
11			0.00
12			0.00
13			0.00
14			0.00
15			0.00
16			0.00
17			0.00

Items placed here will NOT effect GROSS PAY. However, it may effect EPF Wages, SOCSO Wages and PCB Wages if configured accordingly.

Examples:

**Items to reduce PCB Wages (TP1)**

BOOK (CP8A=30)..... -150.00

LIFE INSURANCE (CP8A=31)..... -200.00

**Items to increase PCB Wages (TP2)**

CAR BENEFIT-IN-KIND (CP8A=5)..... +12,000

HOUSE BENEFIT-IN-KIND (CP8A=17)..... +8,000

Nett Pay 3616.90 Gross Pay 4300.00 ReCalc Option

This is where TP (i.e. personal tax waivable income, benefit-in-kind) items are entered. Items placed here will not affect Gross Pay. However, it may affect EPF Wages, SOCSO Wages and PCB Wages if configured accordingly.

Example, to reduce PCB Wages, you may enter TP1 items:

BOOKS (CP8A = 30)..... RM -100

LIFE INSURANCE (CP8A = 31)..... RM -200

Example, to increase PCB Wages, you may enter TP2 items:

CAR BENEFIT-IN-KIND (CP8A = 5)..... RM +12,000

HOUSE BENEFIT-IN-KIND (CP8A = 17)..... RM +8,000




## Screen #4- Information

This screen is designed to allow user to browse some of the important figures from EMPLOYEE MASTER.

Salary Entry : END-MAY-2016

Name JENNIFER WHITE EmpNo 001

1. Salary Entry	2. Old Rates	3. TP Section	4. Information
	Current Pay	<u>4000.00</u>	EPF Group <u>E1</u>
	Old Basic	<u>3500.00</u>	Socso Group <u>S1</u>
	Mid Month Pay	<u>0.00</u>	PCB Group <u>01</u>
	Pay Rate	<u>MONTHLY</u>	OT Group <u>Q1</u>
	Pay Freq	<u>ONCE PER MONTH</u>	NPL Group <u>N1</u>
	Bank	<u>HLBB</u>	Old IC <u>A0581988</u>
	Payment Via	<u>BANK</u>	New IC <u>661110-10-5099</u>
			Passport <u>M123456789</u>
	Hire Date	<u>01-07-1993</u>	Immigration No <u>9999999</u>
	Resign	<u>- -</u>	Cost Center <u>PG</u>
Increment	<u>15-06-2000</u>	Department <u>PROD</u>	
Confirm	<u>01-06-1997</u>	Section <u>GEN</u>	
Retire	<u>- -</u>	Category <u>A3</u>	
		Occupation <u>ADMM</u>	
		Job Grade <u></u>	
		Qualification <u>MASTER</u>	
<input checked="" type="checkbox"/> Deduct EPF in Mid Month <input checked="" type="checkbox"/> Deduct Socso in Mid Month <input checked="" type="checkbox"/> Deduct PCB in Mid Month <input checked="" type="checkbox"/> Deduct EPF in Add Month <input checked="" type="checkbox"/> Deduct Socso in Add Month <input checked="" type="checkbox"/> Deduct PCB in Add Month			

Nett Pay 3616.90    Gross Pay 4300.00    ReCalc    Option    ☒ Ok    ☒ Cancel    ? Help

## 5. BONUS RUN

Bonus Run : END-MAY-2016

General | Options

☒ **MOCK RUN Only ! Changes are Not Saved into SALARY ENTRY**

Bonus for Year: 2015 | December

Bonus Code: BONUS

BONUS Rate for MONTHLY Rated Employees: 2.00

BONUS Rate for DAILY Rated Employees: 0.00

☐ Use User Value#1 (Empl Master) as Bonus Rate

Bonus Method

- ☒ Basic x Rate x Service Days / 365
- ☐ Basic x Rate x Service Months / 12 (ignore month if hired after 1st)
- ☐ Basic x Rate x Service Months / 12 (ignore month if hired after 16th)
- ☐ Basic x Rate (No Prorate)

Use Basic as ...

- ☒ Current Basic in EMPLOYEE MASTER
- ☐ Old Basic in EMPLOYEE MASTER
- ☐ (YTD Basic / 12) in SALARY ENTRY
- ☐ (YTD Basic Less NPL / 12) in SALARY ENTRY
- ☐ User Value #1 (Empl Master)
- ☐ User Value #2 (Empl Master)

Query, Ok, Cancel, Help

**BONUS RUN** is to insert bonuses into SALARY ENTRY. Ensure that you have selected the correct *Payroll Period* from SELECT PERIOD module.

### How to Use

#### Mock Run Only

Check this option if you **DO NOT** wish to save Bonuses into SALARY ENTRY. Enabling this option will allow a mock or trial Bonus Run.

#### Bonus Year & Month

Bonus is calculated **relative** to last day of Bonus *Month* and *Year*

*Eg. If you are paying bonus for December year 1999, then enter Year = "1999" and Month = "December". Employees' working days are calculated from Jan 1st 1999 until Dec 31st 1999.*

#### BONUS Code

Select Bonus Code to store bonus amount. Bonus is considered as an allowance item.

*Note: Please ensure Bonus item is properly configured in [Table of Codes](#) for EPF and Taxation purposes*



### **Bonus Rates**

Bonus rates for daily rated and monthly rated employees are specified separately.

To use Bonus Rate from EMPLOYEE MASTER's User Value#1, check option "Use Value#1 (Employee Master) as Bonus Rate".

*Eg. Daily rated employees might be given 30 times of their daily rates; while monthly rated employees might be given 2 times of their monthly pay.*

### **BONUS Method**

Selects the method of bonus calculation.

- *Method 1* - Calculates employees' bonus based on actual working days
- *Method 2* - Calculates based on actual working months. Cut-off date of the month is on the 1st of the month.  
*Eg., if employee joined on the 2nd of the month, that month itself is not counted as a full working month.*
- *Method 3* - Calculates based on actual working months. Cut-off date of the month is on the 15th of the month.  
*Eg., if employee joined on 16th of the month, that month itself is not counted as a full working month.*
- *Method 4* -No Prorate ! Full bonus is given regardless of whether employee has worked a full year

### **Use Basic as...**

It determines the calculation of "Basic Pay" base on either current basic, old basic, year-to-date gross salary, or year-to-date gross salary (less non-pay-leave).

### **Bonus Rounding**

This option allows final rounding to bonus amount. Select either round down, up or nearest to RM 1.00.

If "No Rounding" option is selected, final amount is rounded to the nearest cent value.

### **Include Resigned Employees**

Check this option if you wish to *include* resigned employees in the current month. By default, newly resigned employees are excluded from being paid bonuses.

## 6. GOVERNMENT & MANAGEMENT REPORTS

*NOTE: Some reports might not be included depending on installed software version*

### GOVERNMENT REPORTS

### 18 Most Requested Government Reports

1. EPF Borang-A	Monthly Employee Provident Fund report o Included submission by diskette
2. SOCSO Borang-8	Monthly Employee PERKESO contribution report o Included submission by diskette
3. Income Tax CP39	Monthly PAYE (income tax) or PCB tax deduction report o Included submission by diskette
4. Income Tax - CP159	Yearly PAYE (Income Tax) Summary o Included Both Employee and Employer Format
5. Income Tax - CP22	Newly joined employee tax report
6. Income Tax - CP22 A	Newly resigned employee tax report
7. Income Tax - CP21	Newly resigned employee tax report (for foreigners)
8. EA Form – CP8A	Yearly employee tax return o Included Pre-Printed EA-Form Version
9. EC Form – CP8C	Yearly employee tax return (for government servants)
10. Form E	Summary of tax return
11. In Lieu of CP39	Income Tax Registration form.
12. SOCSO Form-2	Newly joined SOCSO contributing employees
13. SOCSO Form-3	Newly resigned SOCSO contributing employees
15. Tabung Haji	Employee Tabung Haji contribution listing o Included submission by diskette
16. Amanah Saham Nasional	Employee ASN contribution listing o Included submission by diskette
17. Zakat Contribution	Employee Zakat contribution listing o Included submission by diskette
18. ANGKASA Contribution	Employee ANGKASA contribution listing (diskette)

### STATISTIC REPORTS

### Analyze Employee by Head-Count and Groupings

1. Salary Analysis	Analyze salary range on employee head-count sorted by groups.
2. Turn-Over Analysis	Analyze turnover (recruitment and resign) by months on employee head-count sorted by groups.
3. Work Force Analysis	Statistics on head-count by individual races and gender.
4. Employee Age Analysis	Analyze age range on employee head-count sorted by groups.
5. Service Years Analysis	Analyze service years on employee head-count sorted by groups.
6. Head Count Analysis	Analyze employee headcount sorted by 2 level grouping

## MONTH-TO-DATE REPORTS

## Monthly Payroll Reports

1. Payslip	User-customize payslip format with a list of Ready-Made layout - with options to include leave balances and attach ad-hoc messages into your payslip.
2. Bank Credit Detail & Summary	Monthly salary crediting submission to banks. For bank credit submission using diskette, please refer BANK DISKETTE module.
3. Cash Payment	Cash denomination listing for employees paid by cash.
4. Cheque Payment	Cheque listing for employees paid by cheques.
5. Overtime Detail	Report on overtime hours and total amount
6. Shift Detail	Report on shift hours and total amount
7. Additional Pay Detail	Report on additional pay days and total amount
8. Payroll Detail & Summary	Report on all salary items for the month. Available in individual employee detail listing and summary by groups.
9. EPF, SOCSO, PCB & Levy Detail	Employee EPF, SOCSO, PCB and Levy contribution listing
10. Company Variance	Listing of variance amount for all salary items between current and previous month's payroll figures.
11. Company Statistic	Listing of all salary items in vertical format.
12. Employee Variance	Listing of employee variance amount for all salary items between current and previous month's payroll figures.
13. ADHOC Payroll Listing	Listing of employees with a user-select salary item. Example: List all employees who received Traveling allowance in the current month.
14. Allowances & Deductions Summary	Summary of allowances and deductions for a specific sorting group (e.g. Department, Section, Job Grade)

## YEAR-TO-DATE REPORTS

## Yearly Payroll Reports

1. Payroll Detail & Summary	Report on all salary items for the year. Available in individual employee detail listing and summary by groups.
2. EPF by Employee & Employer	EPF contribution for the year by employee and employer total
3. SOCSO by Employee & Employer	SOCSSO contribution for the year by employee and employer total
4. PCB by Employee & Employer	PCB (income tax) contribution for the year by employee and employer total
5. VOLUNTARY by Employee & Employer	Voluntary contribution for the year by employee and employer total
6. LEVY by Employee & Employer	Levy contribution for the year by employer total
7. Employee Statistics	Employee listing of all salary items in vertical format by individual month.
8. Company Statistics	Company listing of all salary items in vertical format by individual month.
9. Group Statistics	Listing of all salary items by Groups.
10. Overtime Detail	Report on overtime hours and total amount
11. Shift Detail	Report on shift hours and total amount
12. Additional Pay Detail	Report on additional pay days and total amount

## LEAVE MANAGEMENT REPORTS

## Leave Detail & Summary

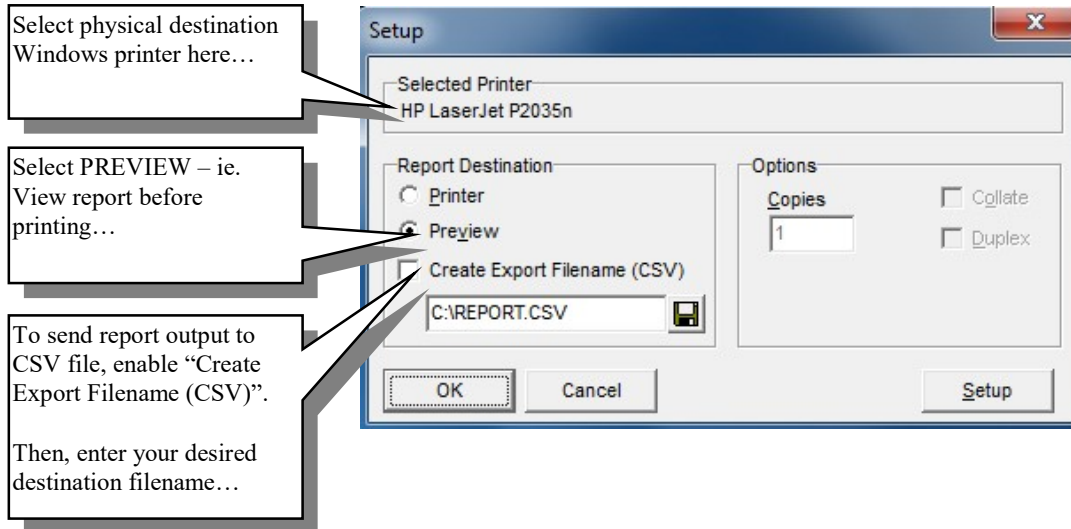
- |                          |  |
|--------------------------|--|
| 1. Leave Detail          | Report on a specific leave entitlement, taken and balance for the year by Detail.  |
| 2. Leave Summary         | Report on a specific leave entitlement, taken and balance for the year by Summary.   |
| 3. Employee Leave Detail | A yearly leave report by employee. Included summary entitlement, taken and balance - and a detailed listing of leave transactions. |

## MISCELLANEOUS REPORTS

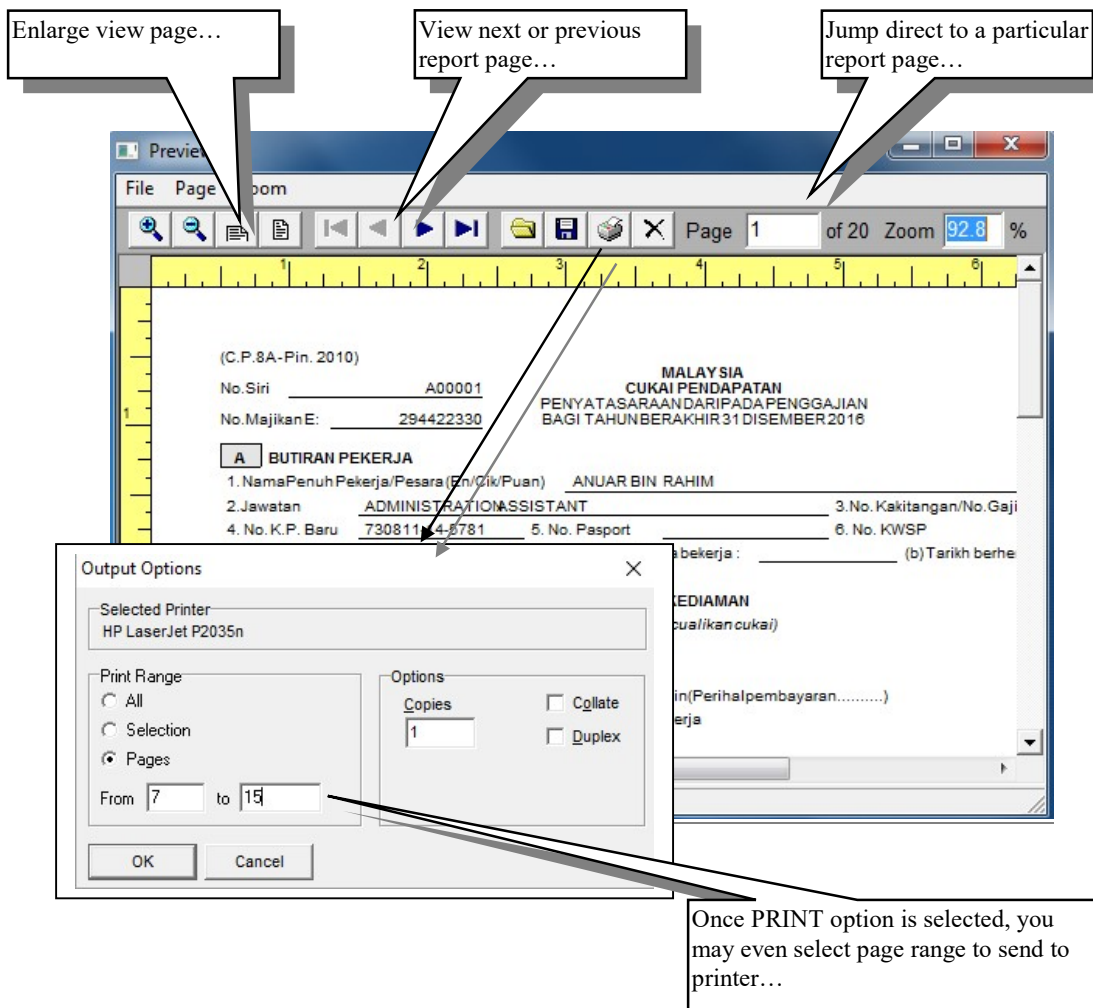
- |                             |  |
|-----------------------------|--|
| 1. Employee Master          | Print out of employee personal detail from EMPLOYEE MASTER           |
| 2. Newly Joined Listing     | Listing of employees newly recruited                                 |
| 3. Newly Terminated Listing | Listing of employees newly resigned                                  |
| 4. Newly Confirmed Listing  | Listing of employees newly confirmed                                 |
| 5. Newly Increment Listing  | Listing of employees newly increment salary                          |
| 6. Newly Retired            | Listing of employees newly retired                                   |
| 7. Salary Revision          | Listing of employees old and new salary                              |
| 8. Service Year Listing     | Listing of employees on service years rendered                       |
| 9. Employee Age Listing     | Listing of employees on age  |
| 10. Birth-Day Listing       | Listing of employees born on current month                           |
| 11. Immigration Expiry      | Listing of employees (foreigners) with expired immigration documents |

## 6.1 PRINTING CONTROL

Quick Pay *powerful printing engine* allows report viewing before sending to your Windows printer.

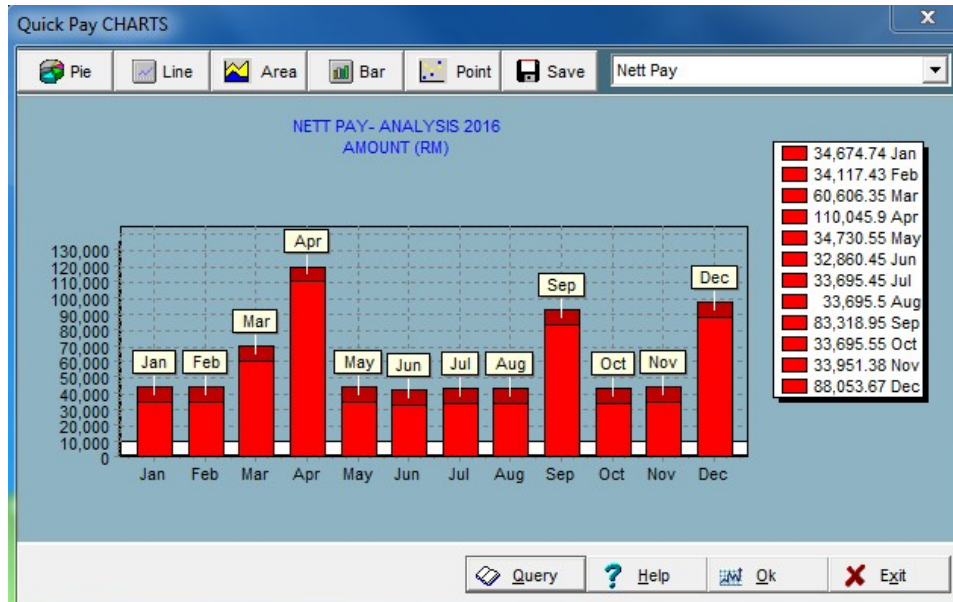


Once a report has been created for viewing, the following report viewing screen will appear:



## 6.2 PAYROLL CHART

A built-in PAYROLL CHART module is available in STANDARD REPORTS. Available chart types are area, horizontal and vertical bars, line, point and pie charts. You can easily plot useful graphical charts based on yearly basic pay, nett pay, overtime amount, gross pay total, EPF amount, etc...



## CHART CONTROL



Copy current displayed Chart. Click this once and then select PASTE option in any Windows application (eg. Ms Words, Ms Excel, Ms Paint) to insert



Print current displayed Chart. Note: You must first select your default Printer!



Choose chart type. Example: area, horizontal and vertical bars, line, point and pie charts



Enable or Disable 3-Dimension display



Rotate your chart. Rotation is NOT available to some chart types!



Increase Chart Depth



Display Chart Legend



Display Horizontal and Vertical Grids



More options...

## 6.3 PAYSIP PRINTING

Quick Pay allows user define payslip layout. Select among a list of available payslip template (\*.rpt) from OPTION button. For detail on available Payslip Keyword commands, refer to the accompanied Payslip.doc (Ms Words format).

### Payslip Messages

If current selected Payslip Template supports payslip remarks, enter your messages here to be printed in payslip.

### Payslip Merging

By default, only current selected period of the month is printed. If you wish to include (or merge) other periods, tick the options in Mid-Month, End-Month and/or Additional Month.

### Print Other Period Nett Pay as ADVANCE PAID

If payslip merging is selected, your nett pay will show a combined figure. To print only current period nett pay, you must check this option! By doing so, other period nett pay will be reflected as ADVANCE PAID sum in your Deduction Box.

### Print ONLY Allowance/Deduction

If you wish to print your payslip to show ONLY an allowance or deduction item, select the item here.

All other items (e.g. Basic, NPL, overtime, etc) are excluded! This feature is useful if you pay multiple allowances using the same payroll period (e.g. paying CAR, CLAIMS, and ADHOC payments into Additional Period at different dates).

### OPTIONS BUTTON

Functions available in options: -

- **Install Payslip Format**  
Choose a Payslip Template (normally stored in file extension of RPT). You may assign a different payslip template for each database.
- **Payslip Edit**  
Edit Payslip Template of current database. Payslip Template file is a text file containing script instructions.
- **Payslip Save to File...**  
Save current payslip file into file.
- **Grid Lines**  
Use Grid Lines to assist you during Payslip design mode.

## 7. LABEL

This module allows you to create and print labels. Label printing is normally fit to print on standard label stickers. You may then use the printed labels to stick onto manual punch cards, mailing addresses and/or other purposes.

*A sample label output:*

A sample label output showing employee information. The label is rectangular with a thin border. It contains the following text: "001", "JONATHAN HENRY", "29-2 KAMPUNG BATU", "BATU 5, JALAN IPOH", and "KUALA LUMPUR". Lines with labels point to specific parts of the text: "Employee Number" points to "001", "Employee Name" points to "JONATHAN HENRY", and "Mailing Address" points to the address lines.

### DIMENSION SECTION

**Dimension Folder:** Define your label dimension.

*Example:*

*Number of labels to be printed vertically & horizontally. Label width & height, and spacing between each printed label.*

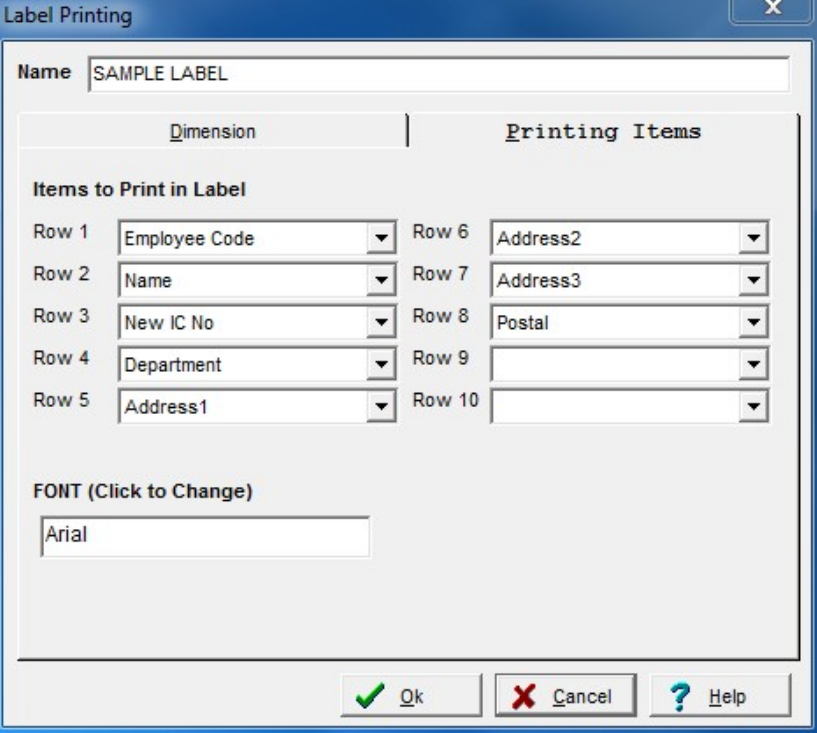
The "Label Printing" dialog box is shown. It has a "Name" field with "SAMPLE LABEL". Below this are two tabs: "Dimension" and "Printing Items". The "Dimension" tab is active, showing a diagram of two labels with dimensions A through F. Below the diagram are input fields for each dimension: A) Label Height (inch) = 2.00, B) Label Width (inch) = 3.00, C) Space Top (inch) = 0.10, D) Space Left (inch) = 0.50, E) Space Height (inch) = 0.50, F) Space Width (inch) = 0.20. The "Printing Items" tab is also visible, showing "G) Inside Margin (Inch) = 0.10", "Label across page = 2", "Label down page = 2", a checked "Print Border" checkbox, and a "Picture on Top Right" dropdown menu. At the bottom are "Ok", "Cancel", and "Help" buttons.



## PRINTING ITEMS SECTION

**Items To Print** : Select particulars from EMPLOYEE MASTER module to be arranged and to be printed onto your predefined label format.

**Font**: Select your desired printing font



**Label Printing**

Name:

**Printing Items**

Items to Print in Label	
Row 1	<input type="text" value="Employee Code"/>
Row 2	<input type="text" value="Name"/>
Row 3	<input type="text" value="New IC No"/>
Row 4	<input type="text" value="Department"/>
Row 5	<input type="text" value="Address1"/>
Row 6	<input type="text" value="Address2"/>
Row 7	<input type="text" value="Address3"/>
Row 8	<input type="text" value="Postal"/>
Row 9	<input type="text" value=""/>
Row 10	<input type="text" value=""/>

**FONT (Click to Change)**

## 8. FREE FORMAT REPORTS

Free Format Report module allows you to create and print your own desired report format. All reports are in tabular format. Each report allows up to a maximum of 50 columns. On each column, choose your own desired payroll items to be printed. During FREE FORMAT report printing, you may also save output result into CSV files, which is compatible with Ms Excel and Ms Words application.

### GENERAL SECTION

The screenshot shows the 'Free Format Report' dialog box with the 'General' tab selected. The 'Report Title' is 'SAMPLE PAYROLL SHEET'. Under 'Define Sorting', 'Sort By' is 'Employee Number' and 'Sort Order' is 'Sort Ascending'. The 'Mail Merge (MsWord)' section has a search icon. Under 'Payroll Figures', 'Current Month Only' is selected. Under 'Record Listing', 'Detail By Employees' is selected. The 'Options' section has several checkboxes: 'Exclude DAILY Rated Employees' (unchecked), 'Exclude MONTHLY Rated Employees' (unchecked), 'Exclude RESIGNED Employees' (checked), 'Exclude if LAST COLUMN is Zero or Empty' (unchecked), 'Break Page on New Sort Group' (unchecked), 'Skip line between printing' (checked), 'Use COMMA in Thousands' (checked), 'Print NUMBER and NAME on each Row' (unchecked), 'SHADE Column Titles' (checked), and 'Grid line for Columns and Rows' (unchecked). 'Paper Orientation' is 'Always Landscape' and 'Font Style (Click)' is 'Arial'. At the bottom are 'Ok', 'Cancel', and 'Help' buttons.

**Report Title:** This is the printed title on your report.

**Sort By:** Select a sorting order

If Level 1/2/3 sorting type is chosen, then, you must specify the Item for each level. Example, Level 1 = Department, Level 2 = Section, Level 3= Category

**Payroll Figures:** Select Current Month Only to include only current month's payroll figure. Else, select Year-to-Date Figure for entire year's total amount.

**Record Listing:** Select Detail by Employees to list individual employee detail. Else, select Sub-Total only to print sub-totals only.

### OPTIONS

- **Exclude Daily Rated Employees:** If enabled, then daily rated employees will be excluded.
- **Exclude Monthly Rated Employees:** If enabled, then monthly rated employees will be excluded.
- **Exclude Resigned Employees:** If enabled, only ACTIVE employees (as at current month) are included.
- **Exclude if LAST Column is Zero** value or EMPTY (i.e. Blank): Employee will be excluded if the last column (refer folder "Report Columns") is zero value or blank.
- **Break Page on Every Sorting Group:** If enabled, then on every new sorting group, a new page is skipped.
- **Skip Line between Printings:** If enabled, then one line will be skipped between record printings.
- **Shade Column Titles:** If enabled, then column titles on top are shaded.
- **Use Comma in Thousands:** If enabled, all numeric values are printed with comma separator for thousands. Example, one thousand = 1,000.00
- **Font:** Select your desired printing font

## REPORT COLUMNS SECTION

	Column Title	Width	Total	KeyWords	Special Setting	Justify
1	E'ye No:	0.7	<input type="checkbox"/>	[NUMBER]		Left
2	Name of Employee	2.3	<input type="checkbox"/>	[NAME]		Left
3	Basic salary	0.9	<input checked="" type="checkbox"/>	+<CB>		Right
4	Transport	0.7	<input checked="" type="checkbox"/>	+<TRANSPORT>		Right
5	Overtime	0.7	<input checked="" type="checkbox"/>	+<OT-AMT1>		Right
6	Gross Salary	0.9	<input checked="" type="checkbox"/>	+<GROSS-EARN>		Right
7	EPF-E	0.7	<input checked="" type="checkbox"/>	+<EEPF-AMT>		Right
8	SCS-E	0.7	<input checked="" type="checkbox"/>	+<ESOCSSO-AMT>		Right
9	STD	0.7	<input checked="" type="checkbox"/>	+<PCB-AMOUNT>		Right
10	Nett Pay	0.7	<input checked="" type="checkbox"/>	+<NETT-PAY>		Right
11	EPF-Y	0.7	<input checked="" type="checkbox"/>	+<REPF-AMT>		Right
12	SCS-Y	0.7	<input checked="" type="checkbox"/>	+<RSOCSSO-AMT>		Right
13		0.0	<input type="checkbox"/>			Left

Buttons:

**Title:** Place column title here. Example, "Employee Name", "Basic Pay", etc

**Width:** Set the width (in inches) for each column.

**Print Total:** If enabled, a total will be printed at the bottom of column.

**Keywords:** Each column uses a set of preset "Keywords" in order to recognize what items to be extracted from your payroll database. When entry cursor is in this field position, the "PICK LIST" button will be enabled. You can then click on this button to view a list of available keyword options. Combinations of keywords are allowed for payroll figures.

**Keyword Examples:**

(\*BONUS) + (<CB> \* 0.1) ... may get Bonus amount with 10% of Current Basic  
[NAME] ... will retrieve employee name

**Special Settings:** This field allows user to overwrite MONTH-TO-DATE or YEAR-TO-DATE option GENERAL folder. Example, you can select to retrieve MONTH-TO-DATE figure but without additional period items.

**Justify:** Set either left, center or right justify printing for each column.

## 9. AUTO BANK

AUTO-BANK credits employees' nett pay via Auto-Bank Credit facility. It generates a text file output according to the file format specified by the respective banks.

Employees' bank account number (click on HELP button for specific format for each bank) must follow specific format required by the banks. Contact your Bankers for information on file names, company identification numbers, etc. Some banks require additional printed documents to be submitted together with the output text file.

### Export File Name

Enter text file name to be generated. File name must follow individual bank's prefixed file names. E.g., MAYBAN might be using the file name of "A:\MBBAPS".

### Include Nett Pay

Specify which payroll period of the current month to be included.

### Credit Date

Specify the actual date for the bank to credit employees' nett pay into their respective bank accounts.

MayBank Bhd (MAS for Windows)

Export File Name: A:\MBBAPS View

Include Period: ☐ Mid Month ☒ End Month ☐ Add Month Credit Date: 31/05/2016

Company ID:   
Originator ID:   
Bank Account:   
Indicator: P - Production (Live) Version

Query Ok Exit Help

<input type="checkbox"/>	BBMB	KL	BANK BUMIPUTRA BHD
<input type="checkbox"/>	HLBB	HLBB	HONG LEONG BANK BHD
<input type="checkbox"/>	HSBC	301	HSBC BANK MALAYSIA BERHAD (301)
<input type="checkbox"/>	HSBC	302	HSBC BANK MALAYSIA BERHAD (302)
<input type="checkbox"/>	HSBC	373	HSBC BANK MALAYSIA BERHAD (373)
<input checked="" type="checkbox"/>	MBB		MAYBANK BERHAD

List Bank / Branch / List Bank Code Select All Clear All

## 10. SYSTEM SETUP

SYSTEM SETUP module allows users to set company profile particulars, general descriptions, and all computation formulas.

- **COMPANY PROFILE** - Setup company particulars
- **CASH DENOMINATION** - Setup coinage for Cash Denomination Report
- **EPF TABLE** - Setup formula for EPF contributions
- **SOCSSO TABLE** - Setup formula for SOCSSO contributions
- **PCB (TAX) TABLE** - Setup formula for PCB contributions
- **OVERTIME SETUP** - Setup formula for Overtime rates
- **SHIFT SETUP** - Setup formula for Shift rates
- **ADDITIONAL PAY SETUP** - Setup formula for Additional Pay table
- **WORK GROUP SETUP** - Setup formula for Work Group & Non-pay Leave formula
- **GOVERNMENT REPORT SETUP** - Setup miscellaneous particulars for Government form printing
- **FOREIGN CURRENCY SETUP** – Foreign currency table if non-Malaysian currency is used
- **QUERY SETUP** – Filtering tool to select group of employees for reporting or processing use

### 10.1 COMPANY PROFILE

This module allows users to setup particulars for the current select company. Enter company name, registration number, address, phone, fax, e-mail, and other government statutory account numbers.

Company Profile	Parameter	Misc Description	Printing Options
Company Name	DEMONSTRATION COMPANY		
Formerly Known			
Company No (ROC)	180838-D		
Address	8 Jalan USJ 10/1M		
	UEP Subang Jaya		
	Selangor	Postal	47620
E-Mail	hrdept@hr2000.com.my		
Telephone	03-56329094	ANGKASA No.	
Facsimile	03-56319736	ASN No.	PM008
		Tabung Haji No.	
EPF No.	002814012	EDI No.	
SOCSSO No.	A 35123052	Zakat No.	
TAX No.	294422330	PTPTN No.	002814012

Ok Cancel Help

#### **Rounding Method for OT, Shift and Additional Pay**

Rounding Method effects all rates and final amount of Overtime, Shift, Additional Pay, and Non-Paid Leave in SALARY ENTRY. Rounding to Rates and Amount for Overtime, Shift and Additional Pay.

*Rounding for Total Amount* - Rounding on computed amount for Overtime, Shift, Additional Pay and NPL (e.g. Overtime Amount #1). Recommended "Round to Nearest"

*Rounding for Rate* - Rounding on each rate in Overtime, Shift, Additional Pay and NPL (eg. Overtime Rate #1). Recommend "No Rounding"

*Rounding for Overtime Rate Per-Hour* - Rounding on ORP before multiplying with Overtime Rate. Recommended "No Rounding"

#### **Nett Pay Rounding**

By default, employees' Nett Pay are rounded to the nearest cents.

To use nett pay rounding, select rounding formula and set affected payment via categories.

*Example:*

*To round nearest RM 1.00, set ROUND NEAREST ==> 100 cents*

*To round down RM 1.00, set ROUND DOWN ==> 100 cents*

*To round nearest 50 cents, set ROUND NEAREST ==> 50 cents*

#### **Levy Percent**

Enter LEVY percentage (eg. 1%). LEVY contribution is calculated and stored into SALARY ENTRY. Only employees with LEVY Entitled (refer EMPLOYEE MASTER) will have Levy amount for Employer.

#### **Mid Basic Percent**

This will automatically assign *MidBasic* in EMPLOYEE MASTER when *CurrentBasic* is changed.

To use, ensure Employee is paid Twice-Per Month and Paid as Monthly Rated. Employees with payment frequency Once a Month and Daily Rated are not affected.

#### **Separate VOL from EPF**

By default, VOLUNTARY contribution amount in SALARY ENTRY are included into Monthly EPF Government report.

If option is checked, VOLUNTARY amount is not included into report.

#### **Skip SCAN Employee Master on SAVE**

Each time EMPLOYEE MASTER record is saved, Quick Pay scans for duplicate I/C and passport number within all employee records in your database. To disable this function, check this option.

*Warning: Some computers are known to experience slow down during scanning.*

**Do Not Reconcile ADD-Month EPF,SOCSSO,PCB,Levy**

Check this option if you do not wish EPF, SOCSSO, PCB and LEVY amount in ADD-Month to be reconciled with other periods of the month (ie. Mid and End-Month). During PROCESS PERIOD - Additional Month, employee basic will also be transferred into SALARY ENTRY.

*\* This option is commonly used by companies with 13th Month payroll cycle.*

**Leave Descriptions**

Quick Pay/Staff allows 10 type of leave tracking. Enter the descriptions for each leave type eg. Annual leave, Sick leave, etc.

**Employee Master Remarks**

These are the descriptions for free remark fields in EMPLOYEE MASTER module. Enter the descriptions for each remark e.g. Benefit in kind for car, Batch ID, Membership Number, etc

The screenshot shows a software window titled "Company Profile" with a close button (X) in the top right corner. The window contains two main sections: "Employee Master Remarks" and "Leave Description".

Employee Master Remarks	
Rmk 1	Car Provided Date
Rmk 2	Car Type
Rmk 3	Car Mfg Year
Rmk 4	Car Model
Rmk 5	
Rmk 6	
Rmk 7	
Rmk 8	
User 1	User Value 1
User 2	User Value 2

Leave Description	
1	Annual Leave
2	Sick Leave
3	
4	
5	
6	
7	
8	
9	
10	

At the bottom of the window, there are three buttons: "Ok" (with a green checkmark icon), "Cancel" (with a red X icon), and "Help" (with a blue question mark icon).



#### **Last Sorting Level for Reports**

In most standard reports, the last printing order are always sorted by Employee Number. Change this setting if necessary.

#### **Free Format Reports, Query, Label Reports Setup Location**

Recommended to **Use Global Reports** to share Free Format, Query and Label settings among all Payroll Databases. Technically, Quick Pay will use setup file from SYSTEMPATH.

**Use Local Reports** if you wish each Payroll Database to display setup file from its own database path. Technically, Quick Pay will use setup file from `{DataBasePath}\{CurrentDatabase}`. Local Reports should only be applied if you are managing payroll databases 10 companies and above.

*Note: Free Format, Query and Label are always stored into SYSTEM.INI file.*

#### **Enable print to PDF printer**

Replace default printer viewer with Adobe PDF viewer.

#### **Prepared by, Checked by, Approved by, Received by, Authorized by**

As some reports allow options to print the above descriptions as report footer, you may assign person-in-charge name here.

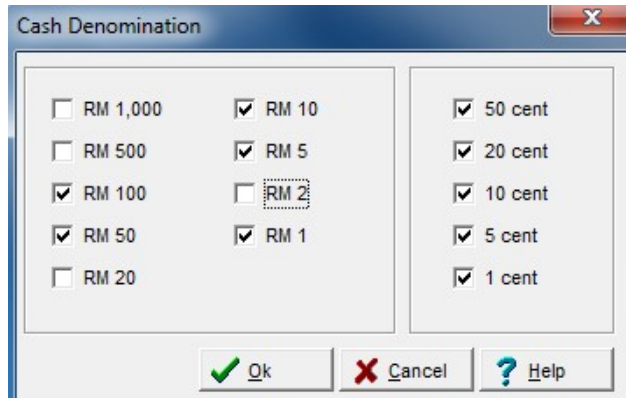


## 10.2 CASH DENOMINATIONS

Setup the denomination to use in CASH PAYMENT report. Check type of denominations (or coinage) to use when issuing payment to employees by cash.

**NOTE:** Only employees with *Payment Via* field = "Cash" will appear in *CASH PAYMENT* report.

This example is using all denomination type excluding denomination for RM 1,000 and RM 500.



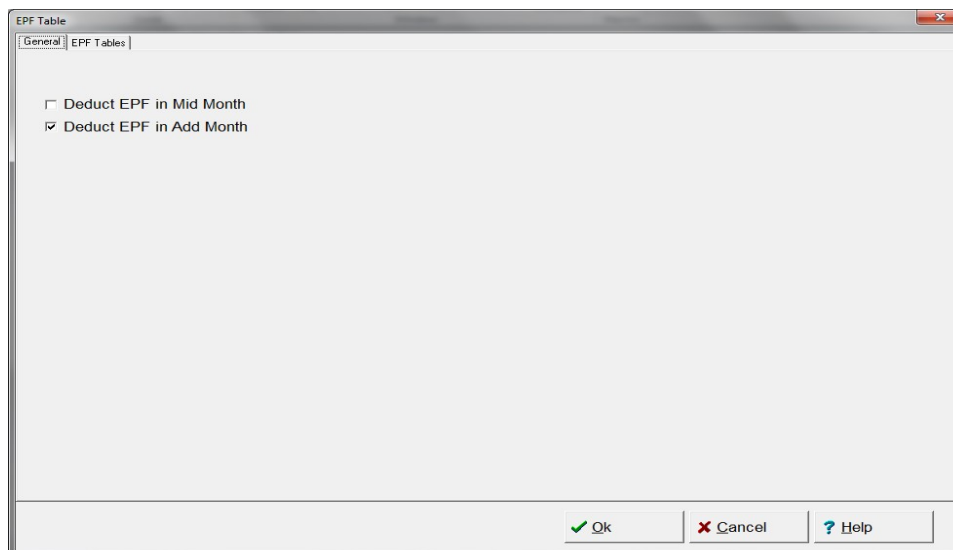
## 10.3 EPF TABLE

Quick Pay allows user to set EPF contribution rates. There are 30 available EPF groups (i.e. Group E1 to E30). It is recommended to use E1 for standard EPF contributions while the rest of the groups should be use for other contribution percentages. Once the EPF groups are properly set, proceed to EMPLOYEE MASTER to configure EPF Groups for entitled employees.

**EPF Group Description:** Enter the EPF Group description for each group.

**Deduct EPF in Mid-Month:** Specify YES to deduct EPF in mid-month salary period.

**Deduct EPF in Add-Month:** Specify YES to deduct EPF in additional-period.



## EPF GROUPS

**EPF Table**

General | EPF Tables

**EPF Groups**

E1  
E2  
E3  
E4  
E5  
E6  
E7  
E8  
E9  
E10  
E11  
E12  
E13  
E14  
E15  
E16  
E17  
E18  
E19  
E20  
E21

**Description** Standard EPF 11% and 12%

**Employer Contribution**

Range	Value1	Value2	Formula
<= 10.00	R3 [ ( R4 VALUE1) x	0.00 % + ( R0 VALUE2) x	0.00 % ]
<= 5,000.00	R3 [ ( R4 VALUE1) x	12.00 % + ( R0 VALUE2) x	0.00 % ]
<= 20,000.00	R3 [ ( R5 VALUE1) x	12.00 % + ( R0 VALUE2) x	0.00 % ]
<= 9,999,999.99	R3 [ ( R0 VALUE1) x	12.00 % + ( R0 VALUE2) x	0.00 % ]

Range: EPF Wages Value1: EPF Wages Value2: Vol1 Only

**Employee Contribution**

Range	Value1	Value2	Formula
<= 10.00	R3 [ ( R4 VALUE1) x	0.00 % + ( R0 VALUE2) x	0.00 % ]
<= 5,000.00	R3 [ ( R4 VALUE1) x	11.00 % + ( R0 VALUE2) x	0.00 % ]
<= 20,000.00	R3 [ ( R5 VALUE1) x	11.00 % + ( R0 VALUE2) x	0.00 % ]
<= 9,999,999.99	R3 [ ( R0 VALUE1) x	11.00 % + ( R0 VALUE2) x	0.00 % ]

Range: EPF Wages Value1: EPF Wages Value2: Vol1 Only

Ok Cancel Help

### VALUE-1 & VALUE-2

- *EPF Wages* – Include salary items with EPF Setting = YES
- *Basic Less NPL* – Include Basic Salary less No-Paid-Leave amount
- *Basic Less NPL + VOL 1* – Include Basic less No-Paid-Leave amount plus items with VOL=YES
- *VOLuntary 1 Only* – Include salary items with VOL 1 Setting = YES
- *Fixed Value* - Use constant value from the first field to the right (for foreigners with EPF contribution)
- *EPF Wages + VOL 1* – Include EPF Wages and Voluntary wages
- *Basic Only* – Include Basic Salary
- *VOL 2 Only* – Include salary items with VOL 2 Setting = YES
- *Basic Less NPL + VOL 2* – Include Basic less No-Paid-Leave amount plus items with VOL 2=YES

## ROUNDING METHOD

EPF contribution is setup using rounding methods from "R0" to "R5". Rounding method effects the computation of EPF contribution amount.

**\*\* Rounding Method R0 until R5 are applied on Wages before Multiplying with Percentage**

**R0 - No Rounding - No rounding is performed on end-result computation.**

E.g.

R0 ( \$ 0.00) --> 0.00

R0 ( \$ 0.49) --> 0.49

R0 ( \$ 0.50) --> 0.50

**R1 - Rounding to Lowest \$1 - All decimal value (or cents) will be rounded to zero cents.**

E.g.

R1 ( \$ 0.00) --> 0.00

R1 ( \$ 0.49) --> 0.00

R1 ( \$ 0.50) --> 0.00

R1 ( \$ 0.99) --> 0.00

**R2 - Rounding to Nearest \$1 - All decimal value (or cents) will be rounded to the nearest dollar.**

E.g.

R2 ( \$ 0.00) --> 0.00

R2 ( \$ 0.49) --> 0.00

R2 ( \$ 0.50) --> 1.00

R2 ( \$ 0.99) --> 1.00

**R3 - Rounding to Highest \$1 - All decimal value (or cents) will be rounded to the highest dollar.**

E.g.

R3 ( \$ 0.00) --> 0.00

R3 ( \$ 0.49) --> 1.00

R3 ( \$ 0.50) --> 1.00

R3 ( \$ 0.99) --> 1.00

**R4 - Rounding to Highest \$20 - All dollar value will be rounded to the next highest 20 dollar.**

E.g.

R4 ( \$ 0.00) --> 0.00

R4 ( \$ 0.49) --> 20.00

R4 ( \$ 0.50) --> 20.00

R4 ( \$ 0.99) --> 20.00

R4 ( \$19.99) --> 20.00

R4 ( \$20.00) --> 20.00

R4 ( \$20.01) --> 40.00

**R5 - Rounding to Highest \$100 - All dollar value will be rounded to the next highest 100 dollar.**

E.g.

R5 ( \$ 0.00) --> 0.00

R5 ( \$ 0.49) --> 100.00

R5 ( \$ 0.50) --> 100.00

R5 ( \$ 0.99) --> 100.00

R5 ( \$19.99) --> 100.00

R5 ( \$20.00) --> 100.00

R5 ( \$20.01) --> 100.00

R5 (\$100.00) --> 100.00

R5 (\$100.01) --> 200.00

***\*\* Rounding Method R6 until R8 are applied on Wages after Multiplying with Percentage***

**R6 - Rounding to Lowest \$1 after Multiplying Wages with Percentage**

**R7 - Rounding to Nearest \$1 after Multiplying Wages with Percentage**

**R8 - Rounding to Highest \$1 after Multiplying Wages with Percentage**



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## Special Feature

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- **EPF Percentage (for both Employee & Employer Section)**

Assign a value of 9999.99 into EPF Percentage to use percentage specified in **EMPLOYEE MASTER** → **Custom Rate** option. This feature is **ONLY** recommended if you have too many EPF percentage range.

**EMPLOYEE MASTER --> CUSTOM RATE --> EPF Percentage value.**

## 10.4 SOCSO TABLE

SOCSCO table affect SOCSCO computation in SALARY ENTRY module. Quick Pay allows user to set SOCSCO contribution rates. There are up to 3 SOCSCO groups (i.e. Group S1 to S3) available to set & use.

There are 3 available SOCSCO Groups i.e. S1, S2, and S3.

The screenshot shows the 'Socso Table' dialog box with the 'General' tab selected. It contains a table with 3 rows and 2 columns: 'Group' and 'SOCSCO Group Description'. The rows are numbered 1, 2, and 3, with descriptions 'SOCSCO Category 1', 'SOCSCO Category 2', and 'SOCSCO Category 3' respectively. Below the table, there are two checkboxes: 'Deduct SOCSCO in Mid Month' (unchecked) and 'Deduct SOCSCO in Add Month' (checked). At the bottom, there are three buttons: 'Ok' (green checkmark), 'Cancel' (red X), and 'Help' (blue question mark).

Group	SOCSCO Group Description
1	SOCSCO Category 1
2	SOCSCO Category 2
3	SOCSCO Category 3

☐ Deduct SOCSCO in Mid Month  
☒ Deduct SOCSCO in Add Month

**SOCSCO Group Description:** Enter the SOCSCO Group description for each group.

**Deduct SOCSCO in Mid-Month:** Specify YES to deduct SOCSCO in mid-month salary period.

**Deduct SOCSCO in Add-Month:** Specify YES to deduct SOCSCO in additional-period.

The screenshot shows the 'Socso Table' dialog box with the 'Options' tab selected. It contains two sections of text with checkboxes. The first section, in red text, states: 'With effective from June 2016, QUICK PAY uses system built-in formula for SOCSCO group S1, S2 and S3. However, you may disable this feature by enabling option below:'. Below this is a checkbox labeled 'Disable Built-In formula. Use settings in S1, S2 and S3 instead.'. The second section, also in red text, states: 'With effective from January 2016, you may option to include Employee SOCSCO contribution to be included into PCB computation.'. Below this is a checkbox labeled 'Include Employee monthly SOCSCO into PCB computation.'. At the bottom, there are four buttons: 'Reset', 'Ok' (green checkmark), 'Cancel' (red X), and 'Help' (blue question mark).

With effective from June 2016, QUICK PAY uses system built-in formula for SOCSCO group S1, S2 and S3. However, you may disable this feature by enabling option below:

☐ Disable Built-In formula. Use settings in S1, S2 and S3 instead.

With effective from January 2016, you may option to include Employee SOCSCO contribution to be included into PCB computation.

☐ Include Employee monthly SOCSCO into PCB computation.

### **Disable Built-In Formula**

With effective JUNE 2016, QUICK PAY will automatically uses built-in formula to calculate SOCSCO contribution amount. The existing settings for Group S1, S2 and S3 are no longer required.

Should you wish otherwise, please "ticked" this option and QUICK PAY will revert back using Group S1,S2 and S3 settings.

### **Include Employee monthly SOCSCO intoPCB computation**

With effective January 2016, you may option to include employee SOCSCO contribution into PCB computation. You may then "ticked" this option and QUICK PAY will automatically include employee SOCSCO contribution into PCB computation.

If "ticked". User required to fill up LHDN Borang PCB/TP 1 monthly.

Socso Table

General Options S1 S2 S3

SOCSSO Group S1

	Wages	Employee	Employer
<=	0.00	0.00	0.00
<=	30.00	-0.10	0.40
<=	50.00	-0.20	0.70
<=	70.00	-0.30	1.10
<=	100.00	-0.40	1.50
<=	140.00	-0.60	2.10
<=	200.00	-0.85	2.95
<=	300.00	-1.25	4.35
<=	400.00	-1.75	6.15
<=	500.00	-2.25	7.85
<=	600.00	-2.75	9.65
<=	700.00	-3.25	11.35
<=	800.00	-3.75	13.15

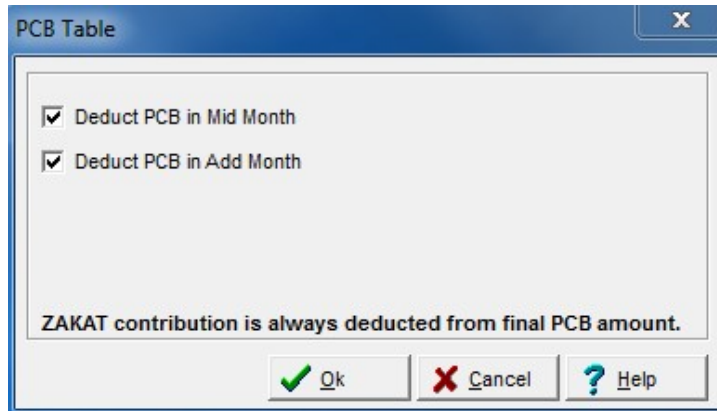
Ok Cancel Help

**WAGES:** If employee's SOCSSO wages is less or equals to this amount, then the EE and ER amount will be deducted for employee's SOCSSO contribution.

**EE:** Employee's SOCSSO contribution.

**ER:** Employer's SOCSSO contribution

## 10.5 PCB TABLE (INCOME TAX TABLE)



PCB Table setup will effect PCB computation in SALARY ENTRY.

**Note: ZAKAT contribution is automatically deducted from PCB amount.**

### How to Use

#### **Deduct PCB in Mid-Month**

If your company practices no PCB deduction in mid-month salary period, then disable this field.

#### **Deduct PCB in Add-Month**

If your company practices no PCB deduction in add-month salary period, then disable this field.

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## HOW QUICK PAY COMPUTE PCB@2009

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Lembaga Hasil Dalam Negeri (LHDN) has announced a new PCB calculation method with effective January 2009. The formula reconciles employee monthly PCB; and also allow employees to include personal waiveable tax wages (eg. books, life insurance, parent medical claims) into monthly PCB calculation with the objective of calculating an accurate final year-to-date tax amount.

In brief, LHDN attempts to predict and calculate employee annual income tax amount accurately by incorporating an advanced mathematical formula to derive monthly PCB tax amount. The formula supports payroll computation with items such as basic salary, bonuses and additional wages, perquisites, benefit-in-kind (ie. TP2) and many other personal tax reduction items (ie. TP1).

LHDN has also included their own version of PCB Calculator (see <http://www.hasil.gov.my>) for Malaysians to cross check their PCB accuracy.

### How to Use

Item	Value	Notes
A) Taxable Income + TP (January to December)	40000.00	Inclusive of future salary + TP: 0.00 + Perquisite: 0.00
B) Employee EPF + Life Insurance (January to December)	-4400.00	Included future forecasted Employee EPF...
C) PCB for the year (calculated from value A & B)	-80.00	PCB calculation limits EPF contribution to RM 6000.
D) PCB and Zakat paid upto last month.....	0.00	
E) PCB Saraan Tambahan for this month.....	0.00	

### **(A) Get Taxable Income + TP (January until December)**

This amount includes taxable income of paid + future basic salary + personal tax waiveable items (TP1).

*(i) **Perquisites are semi-taxable allowances/benefits.** Perquisites will not contribute to PCB Wages unless the amount exceeded "Maximum tax waiveable amount". Employee will ONLY be taxed on the exceeded amount. You may enter perquisite into SALARY ENTRY or TP SECTION. Perquisite items "increases" employee PCB wages.*

*Eg. Employee receives annual petrol allowances of RM 3,000. Petrol perquisite of first RM 2,400 (refer LHDN max waiveable amount for year 2009) is tax free; while the balance of RM 600 is taxable. So, employee's petrol perquisite taxable is RM 600; thus, will be included into PCB wages.*

*(ii) **TP1 items are personal tax waiveable items** such as parent medical, purchase of books, medical and education insurance. Each TP1 item has a ceiling amount determined by LHDN -*

eg. Medical ceiling is RM 5,000, books ceiling is RM 1,000 and computers ceiling is RM 3,000. TP1 ceiling amount changes on every year; so it is important to make these changes into TABLE OF CODES.

TP1 items are entered into SALARY ENTRY ==> TP SECTION. These items are entered as Negative value (eg. BOOKS = RM -100). You may enter these items as lump sum or monthly basis. TP1 items will reduce year-to-date PCB wages and is expected to reduce employee monthly and yearly PCB contribution.

According to LHDN, it is optional for employers to include TP1 items into monthly payroll for PCB@2009 calculation. Employers are advised to consult LHDN on rules and regulations to apply TP1 items into employee PCB contribution.

(iii) **Future salary** is Basic Salary from SALARY ENTRY multiply with the number of future months. PCB@2009 requires future salary to calculate the final PCB of the month.

Eg. If this month is February, the future salary is "Basic from SALARY ENTRY x 10 future months".

### **(B) Employee EPF + Life Insurance (January until December)**

This amount includes employee EPF of paid + future EPF based on basic salary + life insurance (CP8A=31).

(i) **Life Insurance** is declared as TABLE OF CODES ==> Allowance/Deduction code with CP8A=31.

You may enter Life Insurance in SALARY ENTRY or even into BIK SECTION with negative(-ve) amount.

Eg. LIFE INSURANCE..... RM -200

(ii) **Future EPF** is employee EPF calculated based on Basic Salary (from EMPLOYEE MASTER) multiply number of future months. If employee is daily rated, then Basic Salary is assumed as 26 days.

Eg. If this month is February, the future EPF is "EPF of Basic x 10 future months".

### **(C) Get Year-to-date PCB based on value (A) and value (B)**

This PCB amount is calculated based on value (A) and value (B); and taking into consideration EPF limit of RM 6,000 per year.

### **(D) Get actual paid PCB & Zakat from previous months**

This is the total paid PCB, Zakat, and Foreigner fee contribution of previous months retrieved from the payroll database.

### **(E) PCB Saraan Tambahan for this month**

This is the PCB on the additional wages or "Saraan Tambahan" for this month using LHDN formula.

*Note: QUICK PAY automatically reconciles PCB paid during Mid-month, End-Month and Additional-Month.*



## 10.6 OVERTIME SETUP

Overtime Setup will effect Overtime computation in SALARY ENTRY module. In EMPLOYEE MASTER, assign each employee with an overtime group. There are 10 available overtime groups i.e. Group O1 to O10.

### OVERTIME FORMULA

**Overtime Group Description:** Enter the Overtime Group description for each group.

Below example illustrates 3 overtime groups. Proceed to OVERTIME FORMULA folder to configure computation methods for each group. Once overtime groups are configured, proceed to EMPLOYEE MASTER and assign employee overtime group accordingly.

OT Group Description	Group Formula	Basic Ceiling	Wages Ceiling
1 HQ Office OT Formula	(Basic x 1.0000 ÷ 208.0000) + (OTWages x 1.0000 ÷ 208.0000)	1500.00	0.00
2 Branch OT Formula	(Basic x 1.0000 ÷ 8.0000) + (OTWages x 1.0000 ÷ 8.0000)	0.00	0.00
3 Daily OT Formula	(Basic x 1.0000 ÷ 208.0000) + (OTWages x 1.0000 ÷ 208.0000)	0.00	0.00
4	(Basic x 1.0000 ÷ 208.0000) + (OTWages x 1.0000 ÷ 208.0000)	0.00	0.00
5	(Basic x 1.0000 ÷ 208.0000) + (OTWages x 1.0000 ÷ 208.0000)	0.00	0.00
6	(Basic x 1.0000 ÷ 208.0000) + (OTWages x 1.0000 ÷ 208.0000)	0.00	0.00
7	(Basic x 1.0000 ÷ 208.0000) + (OTWages x 1.0000 ÷ 208.0000)	0.00	0.00
8	(Basic x 1.0000 ÷ 208.0000) + (OTWages x 1.0000 ÷ 208.0000)	0.00	0.00
9	(Basic x 1.0000 ÷ 208.0000) + (OTWages x 1.0000 ÷ 208.0000)	0.00	0.00
10	(Basic x 1.0000 ÷ 208.0000) + (OTWages x 1.0000 ÷ 208.0000)	0.00	0.00

Define Basic: Monthly Rated (Basic from EMPLOYEE MASTER), Daily Rated (Basic from EMPLOYEE MASTER)

Define OTWages: OT Wages from SALARY ENTRY, OT Wages from SALARY ENTRY

A B C D

Ok Cancel Help

For each overtime group, you may define different overtime computation method. During overtime computation, employees' ORP (overtime rate per-hour) are referred to the formula :

➔ **Overtime Rate Per-Hour = (Basic x A / B) + (OTWages x C / D)**

**Overtime Basic (Monthly Rated & Daily Rated):** By default, "Overtime Basic" value is derived from EMPLOYEE MASTER record.

You may define basic to use from either :

- Basic from EMPLOYEE MASTER
- Basic from Current Period of SALARY ENTRY
- Basic from Entire Month of SALARY ENTRY
- Basic Less NPL from Current Period of SALARY ENTRY
- Basic Less NPL from Entire Month of SALARY ENTRY
- Basic from EMPLOYEE MASTER User-Value #1
- Basic from EMPLOYEE MASTER + User-Value #1

**Basic Ceiling: (Optional)** You may also limit "Overtime Basic" figure to a ceiling value. Using this function will set ORP rate to a fixed value if employee basic exceeds this "Basic Ceiling" value.  
*Set value to zero to disable feature.*

**Example of using Basic Ceiling:**

OT Group Description	Group Formula	Basic Ceiling	Wages Ceiling
1 HQ Office OT Formula	(Basic x 1.0000 ÷ 208.0000 ) + (OTWages x 1.0000 ÷ 208.0000 )	1500.00	<input type="checkbox"/>
2 Branch OT Formula	(Basic x 1.0000 ÷ 8.0000 ) + (OTWages x 1.0000 ÷ 8.0000 )	0.00	<input type="checkbox"/>
3 Daily OT Formula	(Basic x 1.0000 ÷ 208.0000 ) + (OTWages x 1.0000 ÷ 208.0000 )	0.00	<input type="checkbox"/>

	Define Basic	Define OTWages
Monthly Rated	Basic from EMPLOYEE MASTER	OT Wages from SALARY ENTRY
Daily Rated	Basic from EMPLOYEE MASTER	OT Wages from SALARY ENTRY

The above example, assuming employee basic is RM 2,000, will produce  $ORP = RM\ 1500 / 208 = RM\ 7.21$   
*Note: RM 1,500 is used instead of RM 2,000 because of value set in "Basic Ceiling" field.*

**Wages Ceiling: (Optional)** If this option is enabled, computation on "OTWages" will be affected.  
*Note: OTWages are items set as "Yes" to overtime rate*

**Example of using Wages Ceiling:**

Eg. If Basic Ceiling is RM 1,500, and your Basic = RM 1,400 and OTWages (eg. Travelling allow) = RM 500, then :

Basic Used = RM 1,400 (ie. Does not exceed RM 1,500 ceiling)  
 OTWages Used = RM 100 (ie. Using RM 100 instead of full RM 500)

Eg. If Basic Ceiling is RM 1,500, and your Basic = RM 1,600 and OTWages (eg. Travelling allow) = RM 500, then :

Basic Used = RM 1,500 (ie. Exceeded RM 1,500 ceiling)  
 OTWages Used = RM 0 (ie. Exceeded RM 1,500 Total)

Summary: Priority will be given to Basic, then OTWages

## OVERTIME RATES

**Description:** Describe the overtime type. Example: Normal OT, Rest day OT, etc

**Rate:** There are 10 rates available. Enter the ORP (overtime rate per Hour) into the rate field. The common rate value are 1.5 for Normal Overtime, 2.0 for Sunday Overtime and 3.0 for Public Holiday Overtime.

**Other Fields:** Set the description, rates, EPF wages, SOCSO wages, Detect PCB Fixed Allowance, Levy wages, NPL wages, CP8A and CP22A column.

Rate	OT Rate Description	Rate	EPF	SOC	PCB Fixed Allow	Levy	Vol1	Vol2	CP8A	CP22A
1	Normal OT	1.500	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
2	RestDay OT	2.000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
3	Public OT	3.000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
4		0.000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0
5		0.000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0
6		0.000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0
7		0.000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0
8		0.000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0
9		0.000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0
10		0.000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0

The above example sets 3 rates i.e. Normal OT, Restday OT and Public Holiday OT with 1.5 rate, 2.0 rate and 3.0 rate respectively. The overtime amount will also contribute to SOCSO and detect as PCB Fixed Allowance. In CP8A form and CP22a form, the overtime amount will print in column number 1.

## 10.7 SHIFT SETUP

Shift Setup will effect Shift computation in SALARY ENTRY modules. Shift rates are fixed amount that can be use for piece rate payment, shift allowances, or attendance incentives.

There are 10 available shift rates.

**Descriptions:** Give a name to each of the Shift type

**Rate:** This is the actual value (i.e. RM) for each shift.

**EPF/SOCSO/PCB Fixed Allw/OT/NPL/Levy/Vol1/Vol2:**

Include or Exclude amount from EPF wages, SOCSO wages, as Fixed remuneration in PCB computation, Overtime wages, NPL wages, Levy wages, Voluntary(Vol1) EPF wages and Voluntary(Vol2) EPF wages

**CP8A/CP22A/21 Row Setup:**

Enter EA Row number here to position Shift amount into your CP8A (or better known as EA Form). To exclude, set to value zero.

*Example: The following example sets Shift#1 allowance at RM10.00 per unit, Shift#2 allowance at RM8.00 per unit, and Shift#3 allowance at RM5.00 per unit. Include into EPF wages, SOCSO wages, CP8A Row position to 3 and CP22A/21 Row position to 6*

No.	Shift Description	Rate	EPF	SOC	PCB Fixed Allw	OT	NPL	Levy	Vol1	Vol2	CP8A	CP22A/21
1	Shift #1	10.0000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	6
2	Shift #2	8.0000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	6
3	Shift #3	5.0000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	6
4	Shift #4	0.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0
5	Shift #5	0.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0
6	Shift #6	0.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0
7	Shift #7	0.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0
8	Shift #8	0.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0
9	Shift #9	0.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0
10	Shift #10	0.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0

## 10.8 ADDITIONAL PAY SETUP

Additional Pay is the multiple amount of daily rate. It is commonly used for Leave Pay and work on Rest day/Public holiday Pay which does not exceed normal hours of work. This Setup affects Additional Pay rates in SALARY ENTRY.

No.	Description	Rate	EPF	SOC	PCB Fixed Allw	OT	NPL	Levy	CP8A	CP22A	Vol1	Vol2	Rate Ceiling	Max Basic	Max Basic with Wages
1	RD <=4hr	0.50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	<input type="checkbox"/>	<input type="checkbox"/>	0.0000	0.00	<input type="checkbox"/>
2	RD >4<=8hr	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	<input type="checkbox"/>	<input type="checkbox"/>	0.0000	0.00	<input type="checkbox"/>
3	PH <=8hr	2.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	<input type="checkbox"/>	<input type="checkbox"/>	0.0000	0.00	<input type="checkbox"/>
4	AL Payback	1.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	<input type="checkbox"/>	<input type="checkbox"/>	0.0000	0.00	<input type="checkbox"/>
5	5 Day Pay	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	<input type="checkbox"/>	<input type="checkbox"/>	0.0000	0.00	<input type="checkbox"/>

Additional Pay (Days in Month)												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
26.00	26.00	26.00	26.00	26.00	26.00	26.00	26.00	26.00	26.00	26.00	26.00	

Ok Cancel Help

### Description

Title for Additional Pay items

### Rate

Additional Pay rate in SALARY ENTRY

*Formula: Additional Pay value in SALARY ENTRY = (Current Basic / Days per Month) x Rate*

### EPF/SOC/PCB Fixed Allw/OT/NPL/Levy/Vol1/Vol2:

Include or Exclude amount from EPF wages, SOCSO wages, as Fixed remuneration in PCB computation, Overtime wages, NPL wages, Levy wages, Voluntary(Vol1) EPF wages and Voluntary(Vol2) EPF wages

### CP8A/CP22A Row Setup:

Enter EA Row number here to position Additional Pay amount into your CP8A (or better known as EA Form). To exclude, set to value zero.

### Rate Ceiling

Enter a maximum rate value if Additional Pay Rate should NOT EXCEED a ceiling value.

No.	Description	Rate	EPF	SOC	PCB Fixed Allw	OT	NPL	Levy	CP8A	CP22A	Vol1	Vol2	Rate Ceiling	Max Basic	Max Basic with Wages
1	RD <=4hr	0.50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	<input type="checkbox"/>	<input type="checkbox"/>	38.4615	2000.00	<input type="checkbox"/>

*E.g. Above screen illustrate Rest Day: RD <=4hr rate WILL NOT exceed RM 38.4615*

### Max Basic

If Rate Ceiling is **ONLY applied** to employees with Basic Pay **Greater or Equal** than a specific value, then enter the basic salary value into Max Basic.

Additional Pay Setup															
No.	Description	Rate	EPF	SOC	PCB Fixed Alw	OT	NPL	Levy	CP8A	CP22A	Vol1	Vol2	Rate Ceiling	Max Basic	Max Basic with Wages
1	RD <=4hr	0.50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	<input type="checkbox"/>	<input type="checkbox"/>	38.4615	2000.00	<input type="checkbox"/>

E.g. Above screen sets Rest Day: RD <=4hr rate to value RM 38.4615 for employees with Basic Pay >= RM 2,000

### Max Basic with Wages

If enabled, MAX BASIC value will also include additional pay wages.

### Days Per Month

This setting determines the *daily rate* for additional pay.

Formula: **Daily Rate = Basic / (Days Per Month)**

## 10.9 WORK GROUP SETUP

Non-Pay Leave setup will effect Non-Pay Leave computation in SALARY ENTRY modules. There are 10 available Non-Pay Leave rates.

Grp	Description	Hours/Day	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep
1	Monthly Rated	8.000000	31.00	28.00	31.00	30.00	31.00	30.00	31.00	31.00	30.00
2	Daily Rated	8.000000	31.00	28.00	31.00	30.00	31.00	30.00	31.00	31.00	30.00
3		0.000000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4		0.000000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5		0.000000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6		0.000000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7		0.000000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8		0.000000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9		0.000000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10		0.000000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Option: Normal NPL Formula

Buttons: Ok, Cancel, Help

**Descriptions:** Enter the description for Non-Paid Leave group 1 to group 10.

**Hours/Day:** NPL rates are available in daily rate and hourly rate. The field hours/day will effect the NPL hourly rate.

==>> **NPL hour Rate** = (Basic + NPLWages) / (hours x days\_in\_the\_month)

Eg. If current month is January, and Days\_in\_the\_month for January is set to 31 and Hours/Day is set to 8, then NPL hour rate = Basic / ( 8 x 31 ).

**Days in the Month (January to December):** The days\_in\_the\_month will effect the NPL daily rate.

==>> **NPL daily Rate** = (Basic + NPLWages) / (Days\_in\_the\_month)

Eg. If current month is January, and Days\_in\_the\_month for January is set to 31, then NPL daily rate = Basic / 31

Below illustration shows NPL setting for 2 groups of employees i.e. Monthly Rated and Daily Rated workers.

**Monthly Rated Group (for January):**

==>> **NPL Daily Rate** = (Basic + NPLWages) / 31

==>> **NPL Hourly Rate** = (Basic + NPLWages) / (31 x 8)

**Daily Rated Group (for January):**

==>> **NPL Daily Rate** = (Basic + NPLWages) / 31

==>> **NPL Hourly Rate** = (Basic + NPLWages) / (31 x 8)

Grp	Description	Hours/Day	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep
1	Monthly Rated	8.000000	31.00	28.00	31.00	30.00	31.00	30.00	31.00	31.00	30.00
2	Daily Rated	8.000000	31.00	28.00	31.00	30.00	31.00	30.00	31.00	31.00	30.00





---

## OPTION Features

---

In OPTION field, you may use “Normal NPL Formula” (default), or other selection.

- **Normal NPL Formula:** Non-paid leave days and hourly rate will compute as per-setup
- **Use NPL-Hour as per NPL-Day for Previous month :** This option will convert the normal NPL-Hour rate computation to the following formula :  
==>>  $\text{NPL Hourly Rate} = (\text{Basic} + \text{NPLWages}) / (\text{Last month's Days\_in\_the\_Month})$
- **Use NPL-Hour as NPL-Day (Exclude Basic amount) :** This option will convert the normal NPL-Hour rate computation to the following formula (Basic is Excluded):  
==>>  $\text{NPL Hourly Rate} = (\text{NPLWages}) / (\text{Last month's Days\_in\_the\_Month})$
- **Use NPL-Hour as  $[(\text{Basic} + \text{NPLwages})/\text{HoursPerDay}]$  :** This option will calculate NPL-Hour rate to the following formula :  
==>>  $\text{NPL Hourly Rate} = (\text{Basic} + \text{NPLWages}) / (\text{Hours Per Day})$



## 10.10 FOREIGN CURRENCY SETUP

Foreign Currency option is available for paying employees with foreign currency instead of the normal local currency value. However, foreign currency option is only limited to employee's basic salary and fix allowances/deductions in EMPLOYEE MASTER.

**Step#1** - Setup Foreign Currency Table. Set currency rate for each individual month.

You may set up to 10 type of currencies.

	Currency Description	Jan Rate (RM)	Feb Rate (RM)	Mar Rate (RM)	Apr Rate (RM)	May Rate (RM)	Jun Rate (RM)
1	US DOLLAR	4.188880	4.205800	4.017600	3.893200	0.000000	0.000000
2	SG DOLLAR	3.029210	2.976760	2.898900	2.912300	0.000000	0.000000
3		0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
4		0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
5		0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
6		0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
7		0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
8		0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
9		0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
10		0.000000	0.000000	0.000000	0.000000	0.000000	0.000000

☐ Fixed Allw/Dedu Schedule is in Foreign Currency

Ok Cancel Help

**Step#2** - In EMPLOYEE MASTER, select CUSTOM RATE Button.

Select the appropriate currency used for each employee.

During PROCESS PERIOD, Quick Pay will multiply employee's basic salary and fix allowances/deductions (optional - refer Foreign Currency Table Setup) with current month's currency rate. The value is then stored in SALARY ENTRY - as usual.

Note: All salary figures in SALARY ENTRY are always in local currency.

Custom Rate

Shift Ceiling | OT Ceiling | NPL Ceiling | Statutory | Bank | Registration | Others

☐ Compulsory include Employee into CP8D (Form E)

Service Point

Service Point Value #1: 0.0000

Service Point Value #2: 0.0000

Foreign Currency

Use Currency Table: **US DOLLAR**

Gratuity

☐ Entitle Gratuity

Use Mature Percent: 0.00

Ok Cancel Help

## 10.11 GOVERNMENT REPORTS SETUP

This module allows users to fill in other necessary particulars in government forms. These particulars are extracted and printed into government forms.

### EPF FOLDER

Field applied in MayBan, Public Bank Web, BumiCommerce WEB EPF submission.  
Valid value :-

- 01 = Johor
- 02 = Kedah
- 03 = Kelantan
- 04 = Melaka
- 05 = Negeri Sembilan
- 06 = Pahang
- 07 = Pulau Pinang
- 08 = Perak
- 09 = Perlis
- 10 = Selangor
- 11 = Terengganu
- 12 = Sabah
- 13 = Sarawak

**Address** - KWSP submission branch address

**Person / IC / Occupation / Telephone / e-Mail** - Your company's person in-charge and other particulars

**Submit Disk** - For submission via diskette and web format. Specify your filename eg. A:\EPFORMA2

**State ID** - Numeric value to indicate Malaysian state.

### SOC SO FOLDER

OK Cancel Help

**Address** - SOC SO submission branch address

**Person / IC / Telephone / Occupation** - Your company's person in-charge and other particulars

**Submit Disk** - For submission via diskette and web format. Specify your filename eg. A:\BRG8A.TXT

## CP39 FOLDER

**Address** - Income Tax department submission branch address

**Person / IC / Occupation / Telephone / e-Mail** - Your company's person in-charge and other particulars

**HQ Reference** - If submitting diskette under a holding or group of companies, HQ Reference (income tax number) is required

**Use Format 9999999MM\_YYYY.TXT** - If enabled, "Submit Disk" file will not be used. Instead, a file name according to CP39 requirement will be created in drive <A>.

*Eg. If company number is "E2222233-02" and payment for July 2002, output file created is 22222330207\_2002.TXT*

**Submit Disk** - For submission via diskette and web format. Specify your filename eg. A:\CP39.TXT

## CP8A/C FOLDER

EA Remarks	Down (inch)	Left (inch)
1	0.00	0.00
2	0.00	0.00
3	0.00	0.00
4	0.00	0.00

(Value 0 = Disable)

**Section F Date** - Enter one line description to print under "SECTION (F) - Bayaran bagi Tahun" row

**Section F Description** - Enter one line description to print under "SECTION (F) - Jenis Pendapatan" row

**Perihal Description** - Enter one line description to print under "Perihal Pembayaran" row

**Print Serial Numbers** - Print running serial number on each CP8A/8C form. This is an automatic generated number according to tax regulation

**EMPLOYEE MASTER Remark in EA Form** - This option allows you to selectively print EMPLOYEE MASTER - Remark Field #1 - #4 into your EA form. You may adjust the printing coordinates by specifying values in inches for "Down" and "Left" coordinates.

#### **For CP8A & CP8C**

**Person** - Your Company's person in-charge name

**Occupation** - Your Company's person in-charge occupation

#### **CP8D FOLDER**

The screenshot shows the 'Government Reports Setup' dialog box with the 'CP8D' tab selected. The tab bar at the top includes EPF, Socso, CP39, CP8A/C, CP8D, CP22, CP22A/21, T.Haji, Zakat, ASN, CP159, Angkasa, and PTPTN. The main area contains three input fields: 'Status Majikan' (a single-line text box), 'No Cukai pendapatan' (a two-line text box with a hyphen separator), and 'Directory' (a text box with 'D:\' entered and a search icon). Below the 'Directory' field is a green instruction: 'Enter directory name (example. C:\ ) to store CP8D disk files :'. At the bottom are 'Ok', 'Cancel', and 'Help' buttons.

**Status Majikan-** Enter the Status code as LHDN CP8D options : 1) Kerajaan 2) Berkanun 3) Swasta

**No Cukai Pendapatan-** Enter your employer's income tax number. Refer to LHDN CP8D guide/explanatory notes

**Directory-** Enter directory name (example D:\) to store CP8D disk files

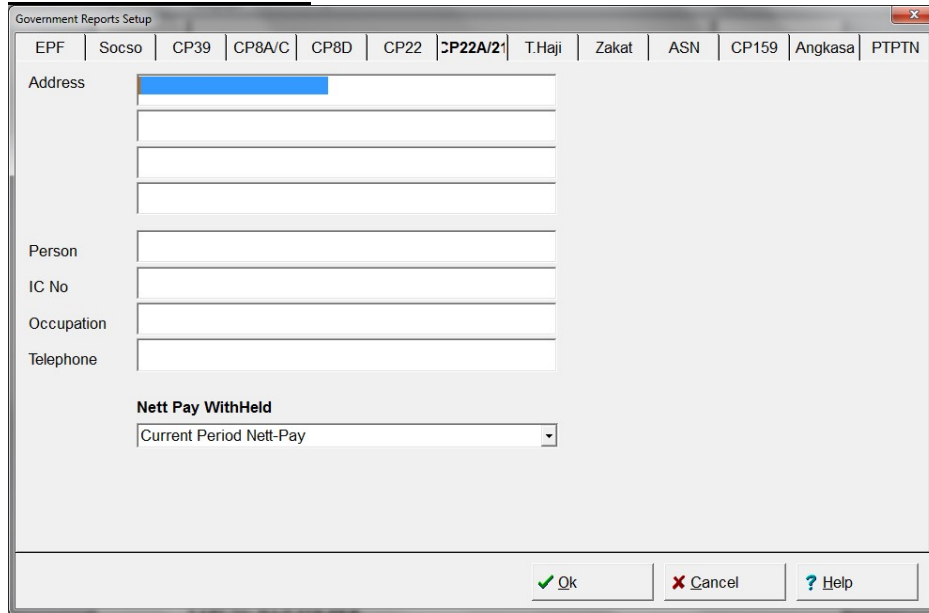
#### **CP22 FOLDER**

The screenshot shows the 'Government Reports Setup' dialog box with the 'CP22' tab selected. The tab bar at the top is the same as the previous dialog. The main area contains several input fields: 'Address' (a multi-line text box with the first line highlighted in blue), 'Person' (a single-line text box), 'IC No' (a single-line text box), 'Occupation' (a single-line text box), and 'Telephone' (a single-line text box). At the bottom are 'Ok', 'Cancel', and 'Help' buttons.

**Address** - Income Tax department submission branch address

**Person / IC / Telephone / Occupation** - Your company's person in-charge and other particulars

## CP22A/CP21 FOLDER

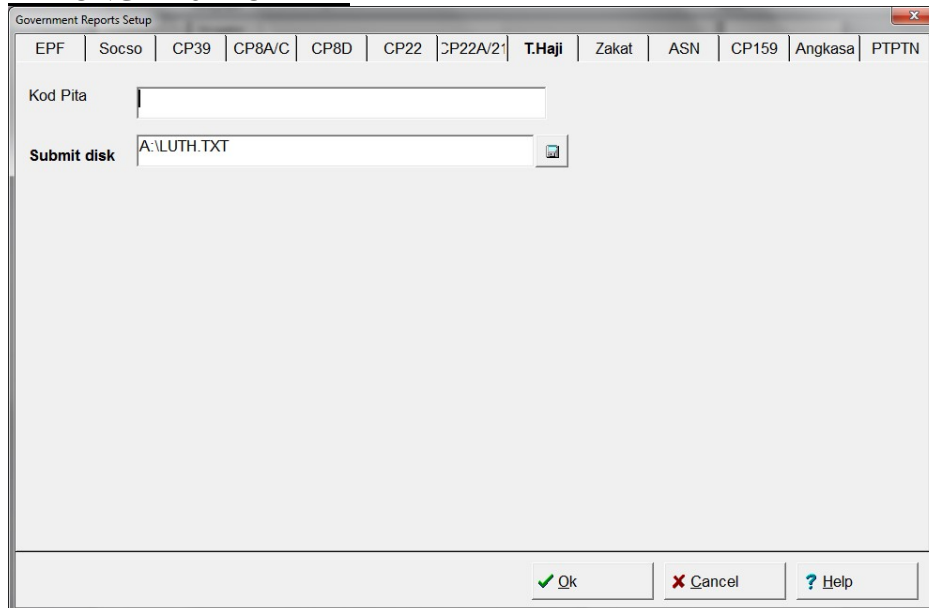


**Address** - Income Tax department submission branch address

**Person / IC / Telephone / Occupation** - Your company's person in-charge and other particulars

**Nett Pay Withheld** - Print Nett Pay withheld in CP22A/CP21 as Blank, Current Period Nett-Pay, or EMPLOYEE MASTER - CP22A Withheld value.

## TABUNG HAJI FOLDER



**Kod Pita** - Required code value for Diskette submission

**Submit Disk** - For submission via diskette. Specify your filename eg. A:\LUTH.TXT

## **ZAKAT FOLDER**

The screenshot shows a window titled "Government Reports Setup" with a menu bar containing: EPF, Socso, CP39, CP8A/C, CP8D, CP22, P22A/2, T.Haji, **Zakat**, ASN, CP159, Angkasa, and PTPTN. The main area contains several input fields: "Person", "IC No", "Occupation", and "Telephone", each followed by a text box. Below these is a "Submit disk" label followed by a text box containing "A:\ZAKAT.TXT" and a floppy disk icon. At the bottom right are three buttons: "Ok" (with a green checkmark), "Cancel" (with a red X), and "Help" (with a question mark).

**Submit Disk** - For submission via diskette. Specify your filename eg. A:\ZAKAT.TXT

## **ASN FOLDER**

The screenshot shows a window titled "Government Reports Setup" with a menu bar containing: EPF, Socso, CP39, CP8A/C, CP8D, CP22, P22A/2, T.Haji, Zakat, **ASN**, CP159, Angkasa, and PTPTN. The main area contains a "Submit disk" label followed by a text box containing "A:\SPGASB" and a floppy disk icon. At the bottom right are three buttons: "Ok" (with a green checkmark), "Cancel" (with a red X), and "Help" (with a question mark).

**Submit Disk** - For submission via diskette. Specify your filename eg. A:\SPGASB

## CP159 FOLDER

Government Reports Setup

EPF	Socso	CP39	CP8A/C	CP8D	CP22	CP22A/2	T.Haji	Zakat	ASN	<b>CP159</b>	Angkasa	PTPTN
-----	-------	------	--------	------	------	---------	--------	-------	-----	--------------	---------	-------

Address

Person

Occupation

I/C No.

Telephone

Financial Year

End as

LHDN Branch

Business

General

Receipt

Ok Cancel Help

**Address** - Income Tax department submission branch address

**Person / IC / Telephone / Occupation** - Your company's person in-charge and other particulars

**LHDN Branch** - Your company's LHDN branch

**Receipt Detail** - These are particulars from your monthly payment receipt

Government Reports Setup

EPF	Socso	CP39	CP8A/C	CP8D	CP22	CP22A/2	T.Haji	Zakat	ASN	<b>CP159</b>	Angkasa	PTPTN
-----	-------	------	--------	------	------	---------	--------	-------	-----	--------------	---------	-------

Monthly Payment Receipt Detail :

Month	PCB Resit 1	Date	PCB Resit 2	Date	CP38 Resit	Date
January		/ /		/ /		/ /
February		/ /		/ /		/ /
March		/ /		/ /		/ /
April		/ /		/ /		/ /
May		/ /		/ /		/ /
June		/ /		/ /		/ /
July		/ /		/ /		/ /
August		/ /		/ /		/ /
September		/ /		/ /		/ /
October		/ /		/ /		/ /
November		/ /		/ /		/ /
December		/ /		/ /		/ /

General

Receipt

Ok Cancel Help

## ANGKASA FOLDER

Government Reports Setup

EPF | Socso | CP39 | CP8A/C | CP8D | CP22 | CP22A/21 | T.Haji | Zakat | ASN | CP159 | **Angkasa** | PTPTN

Submit disk: A:\ANGKASA.TXT

Ok Cancel Help

**Submit Disk** - For submission via diskette. Specify your filename eg. A:\ANGKASA.TXT

## PTPTN FOLDER

Government Reports Setup

EPF | Socso | CP39 | CP8A/C | CP8D | CP22 | CP22A/21 | T.Haji | Zakat | ASN | CP159 | Angkasa | **PTPTN**

Address

Person

IC No

Occupation

Telephone

e-Mail

Submit disk

Ok Cancel Help

**Address** - Income Tax department submission branch address

**Person / IC / Occupation / Telephone / e-Mail** - Your company's person in-charge and other particulars

**Submit Disk** - For submission via diskette. Specify your filename as given by PTPTN



## 11. QUERY SETUP

**QUERY SETUP** allows user to filter employees from a particular processing or reporting.

By using the Query during a processing or reporting, only employees that appear in **INCLUDE IN QUERY** Section will be processed. The following example creates a Query to include only employee 001, 002 and 006.

Query Setup

Query Title: RANDOM 3 EMPLOYEES

	Field Item / Formulas (Keywords)	Op	Query Value	Condition
1	[NUMBER]	=	001	OR
2	[NUMBER]	=	002	OR
3	[NUMBER]	=	006	END
4		=		END
5		=		END

Pick List Query on Month-to-Date Values Pick List Process

**EXCLUDE from QUERY...**

003	TAN CHENG MEI
004	PHANG LEE BENG (TONY)
005	ARUMUGAM A/L GUNASEKAR
007	SAKURA OSHIN YAMAHA
008	TIAN FATT HUAT
TEST 1	TEXTER CHAN
TEST 2	FLORENCE LEE

**INCLUDE in QUERY...**

001	JENNIFER WHITE
002	HARITH OSMAN B. MUSTAF
006	FRANÇOIS PIETTE

Name: JENNIFER WHITE New I/C: 061110-10-5099  
 Date Hire: 01-07-1993 Old I/C: A0581988  
 Date Resign: - - - - - Passport: M123456789

Ok Cancel Help

### How to Use

QUERY SETUP allows user to filter employees from a particular processing and/or reporting. By using the Query during a processing and reporting, only employees that appear in the **INCLUDE EMPLOYEE IN QUERY** Section will be processed.

Define your query by specifying **KEYWORDS**, **Operator** and **Query value**. You may combine your conditions by using **AND-OR** conditions operator. Then, click **PROCESS** button to let Quick Pay search for matching employees.

During reporting or processing, click on **QUERY** button, if any. Then, look for **QUERY** and select from available list. Quick Pay only refers to **INCLUDE** in Query section during processing and reporting. You will need to re-process this query when required.

### **Query Description**

Describe current Query

### **Field Item / Formulas (Keywords)**

This is a user define query field. Only **KEYWORDS** are allowed to be used in query item.

### **Operator**

This is the operator field. Operator field compares the value of Query-Item with the Query-Value. Valid operators are: -

"=" - Equals

"<=" - Less or Equals

"<" - Less Than

">=" - Greater or Equal

">" - Greater Than

"<>" - Not Equal

### **Condition**

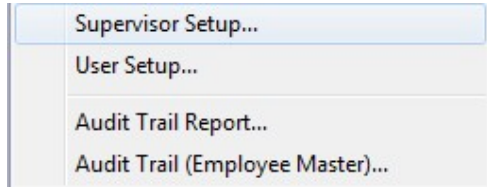
This is the condition bridge between one query line with the next. Condition can be the value of "OR" and "AND". The "AND" condition actually narrows down the scope of employees to be queried upon, while the "OR" condition normally widens the scope of employees to be queried upon. Condition "END" will terminate the query condition checking.

### **Query on Month-to-Date or Year-to-Date Value**

You may choose to query on Month-to-Date or Year-to-Date value.

## 12. SECURITY SETUP

There are two levels of payroll users in QUICK PAY. The first is **SUPERVISOR** level with complete authority over the entire database. While **USERS** level are configurable by **SUPERVISOR**.



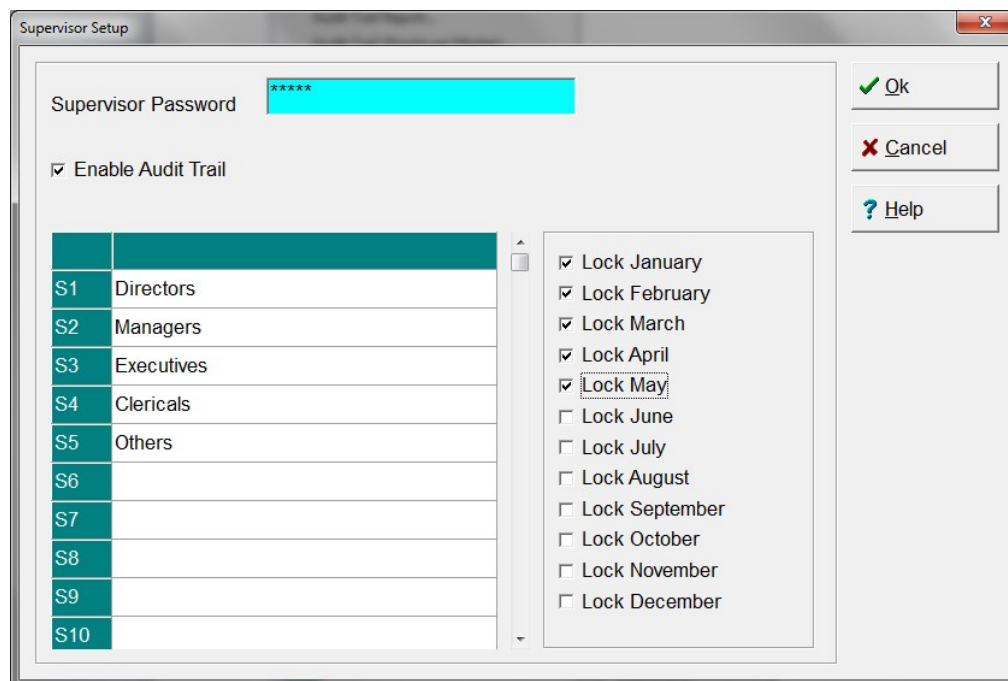
You may create unlimited payroll users, and each user may be restricted from accessing modules from the MAIN MENU and also from accessing certain groups (i.e. by using the Security Groups) of employees.

### 12.1 SUPERVISOR

Supervisor default ID is SUPERVISOR. A default password of SUPER is assigned. You should change this password as soon as you have created your database.

**Enable Audit Trail:** Every user access into Quick Pay/Staff is audited into a special audit log file. The log file will contain brief detail on which user, when, what has been performed, and to which employee record. If you do not wish to monitor such activities, then disable the function.

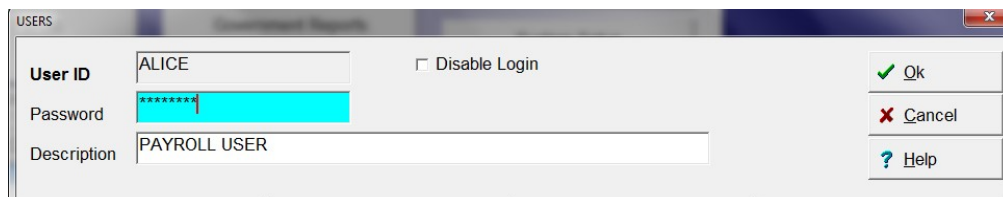
**Locking Payroll Months:** To restrict payroll figures of certain months from being modified, enable (or Tick) the appropriate month. Once locked, no users (inclusive of Supervisor) are gain entry into PROCESS PERIOD, BONUS RUN and SALARY ENTRY modules to change any payroll figures.



**Note:** SUPERVISOR ID from one database does not have the rights in other company database.

## 12.2 PAYROLL USERS

To access into any Quick Pay database, user must login with the correct User-ID and Password. You may assign each user ID with different access rights to MAIN MENU modules, employee groups (refer to Security Groups), and also selected functions.



**User ID:** This is the Identification Code for each payroll system user. Use this ID during Database Login.

**Description:** This is the description or name for the selected user ID. It is recommended to enter actual payroll user name for easy reference.

**Password:** Minimum password length is 8 characters and maximum Password length is 40 characters with mixture of ALPHABETS DIGITS. (eg. ABC12345). Password is not case sensitive (i.e. ABC12345 is similar to abc12345).

**Disable Login:** If enabled, user account will not be able to login.

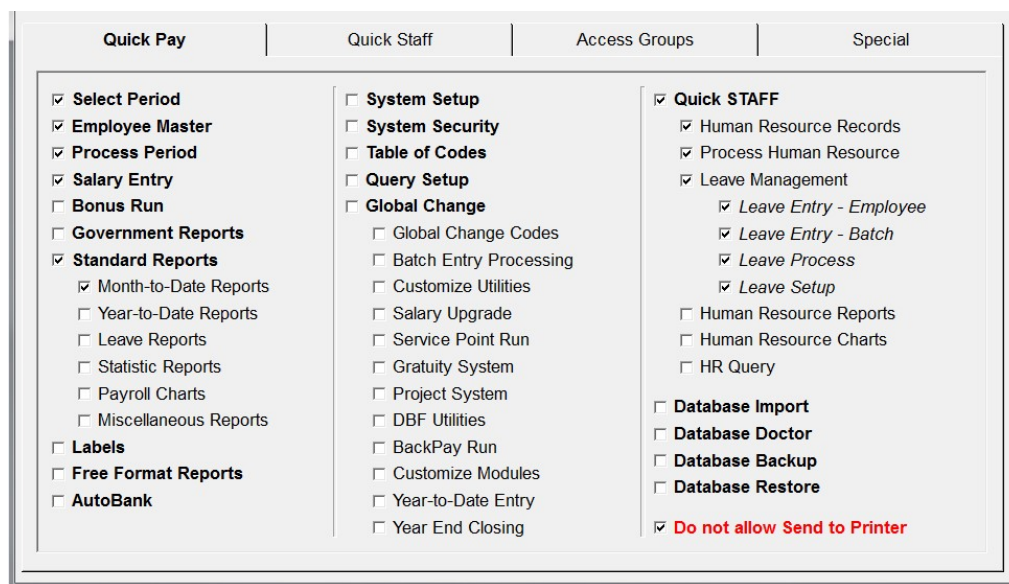
Warning: This field is also automatically enabled if user exceeded > 3 times password errors (ie. auto-lockout feature)

**Note:** Payroll Users from one database does not have access rights to other company database.

## Quick Pay Module Access Rights

You may restrict Users from accessing modules/sub-modules within Quick Pay MAIN MENU. Place a check (or tick) mark to allow access.

**Do not allow Send to Printer:** Allow report viewing, but not printing



Quick Pay	Quick Staff	Access Groups	Special
<input checked="" type="checkbox"/> Select Period	<input type="checkbox"/> System Setup	<input checked="" type="checkbox"/> Quick STAFF	
<input checked="" type="checkbox"/> Employee Master	<input type="checkbox"/> System Security	<input checked="" type="checkbox"/> Human Resource Records	
<input checked="" type="checkbox"/> Process Period	<input type="checkbox"/> Table of Codes	<input checked="" type="checkbox"/> Process Human Resource	
<input checked="" type="checkbox"/> Salary Entry	<input type="checkbox"/> Query Setup	<input checked="" type="checkbox"/> Leave Management	
<input type="checkbox"/> Bonus Run	<input type="checkbox"/> Global Change	<input checked="" type="checkbox"/> Leave Entry - Employee	
<input type="checkbox"/> Government Reports	<input type="checkbox"/> Global Change Codes	<input checked="" type="checkbox"/> Leave Entry - Batch	
<input checked="" type="checkbox"/> Standard Reports	<input type="checkbox"/> Batch Entry Processing	<input checked="" type="checkbox"/> Leave Process	
<input checked="" type="checkbox"/> Month-to-Date Reports	<input type="checkbox"/> Customize Utilities	<input checked="" type="checkbox"/> Leave Setup	
<input type="checkbox"/> Year-to-Date Reports	<input type="checkbox"/> Salary Upgrade	<input type="checkbox"/> Human Resource Reports	
<input type="checkbox"/> Leave Reports	<input type="checkbox"/> Service Point Run	<input type="checkbox"/> Human Resource Charts	
<input type="checkbox"/> Statistic Reports	<input type="checkbox"/> Gratuity System	<input type="checkbox"/> HR Query	
<input type="checkbox"/> Payroll Charts	<input type="checkbox"/> Project System		
<input type="checkbox"/> Miscellaneous Reports	<input type="checkbox"/> DBF Utilities	<input type="checkbox"/> Database Import	
<input type="checkbox"/> Labels	<input type="checkbox"/> BackPay Run	<input type="checkbox"/> Database Doctor	
<input type="checkbox"/> Free Format Reports	<input type="checkbox"/> Customize Modules	<input type="checkbox"/> Database Backup	
<input type="checkbox"/> AutoBank	<input type="checkbox"/> Year-to-Date Entry	<input type="checkbox"/> Database Restore	
	<input type="checkbox"/> Year End Closing	<input checked="" type="checkbox"/> Do not allow Send to Printer	

## Quick Staff Module Access Rights

You may restrict Users from accessing sub-modules within Quick Staff.  
Place a check (or tick) mark to allow access.

**Hide Salary Figure:** In CAREER DEVELOPMENT, hide salary figure field.

**Disable "Submit CLAIM to Salary Entry":** In LEAVE, disable "submit" field

**Disable "Submit to Salary Entry":** In NON-PAID LEAVE, disable "submit" field

Quick Pay	Quick Staff	Access Groups	Special
<b>Module Access</b>			
<input type="checkbox"/> Accidents		<input checked="" type="checkbox"/> Non-Paid Leave	
<input type="checkbox"/> Achievements		<input checked="" type="checkbox"/> Disable "Submit to Salary Entry"	
<input type="checkbox"/> Appraisals		<input type="checkbox"/> Scanned Pictures	
<input checked="" type="checkbox"/> Benefits		<input type="checkbox"/> Skill	
<input checked="" type="checkbox"/> Career Development		<input checked="" type="checkbox"/> Training	
<input checked="" type="checkbox"/> Hide Salary Figure		<input type="checkbox"/> Work History	
<input type="checkbox"/> Discipline		<input type="checkbox"/> Payment History	
<input checked="" type="checkbox"/> Education		<input type="checkbox"/> Others...	
<input type="checkbox"/> Events			
<input checked="" type="checkbox"/> Family			
<input type="checkbox"/> Insurance			
<input checked="" type="checkbox"/> Leave			
<input checked="" type="checkbox"/> Disable "Submit CLAIM to Salary Entry"			
<b>Menu Button Control</b>			
<input type="checkbox"/> Disable MODIFY Button			
<input checked="" type="checkbox"/> Disable DELETE Button			
<input type="checkbox"/> Disable CREATE Button			

## ACCESS GROUPS Section

There are currently 50 available Security Groups i.e. S1, S2,...S50. Security groups are attached to employee records in EMPLOYEE MASTER. Only User ID with authorized access to the respective Security Groups is allowed to access groups of employee records within the database.

*Example: If User ID is set to allow access to Security Group S1 and S2, and if employee record "Jonathan Henry" is set in the EMPLOYEE MASTER with Security Group S3, then User ID can only access employees within Security Group S1 and S2 - But not Jonathan Henry's record.*

Quick Pay	Quick Staff	Access Groups	Special																				
<b>Security Access Groups</b>																							
<input checked="" type="checkbox"/> Blank Security Group																							
	<table border="1"><thead><tr><th>Group Description</th><th>Access</th></tr></thead><tbody><tr><td>S1 Directors</td><td><input checked="" type="checkbox"/></td></tr><tr><td>S2 Managers</td><td><input checked="" type="checkbox"/></td></tr><tr><td>S3 Executives</td><td><input checked="" type="checkbox"/></td></tr><tr><td>S4 Clericals</td><td><input checked="" type="checkbox"/></td></tr><tr><td>S5 Others</td><td><input checked="" type="checkbox"/></td></tr><tr><td>S6</td><td><input type="checkbox"/></td></tr><tr><td>S7</td><td><input type="checkbox"/></td></tr><tr><td>S8</td><td><input type="checkbox"/></td></tr><tr><td>S9</td><td><input type="checkbox"/></td></tr></tbody></table>	Group Description	Access	S1 Directors	<input checked="" type="checkbox"/>	S2 Managers	<input checked="" type="checkbox"/>	S3 Executives	<input checked="" type="checkbox"/>	S4 Clericals	<input checked="" type="checkbox"/>	S5 Others	<input checked="" type="checkbox"/>	S6	<input type="checkbox"/>	S7	<input type="checkbox"/>	S8	<input type="checkbox"/>	S9	<input type="checkbox"/>		
Group Description	Access																						
S1 Directors	<input checked="" type="checkbox"/>																						
S2 Managers	<input checked="" type="checkbox"/>																						
S3 Executives	<input checked="" type="checkbox"/>																						
S4 Clericals	<input checked="" type="checkbox"/>																						
S5 Others	<input checked="" type="checkbox"/>																						
S6	<input type="checkbox"/>																						
S7	<input type="checkbox"/>																						
S8	<input type="checkbox"/>																						
S9	<input type="checkbox"/>																						

## SPECIAL Section

### **EMPLOYEE MASTER Module**

**Show ALL employee in Listing :** By default, user without proper access right will NOT see the entire employee list. If this option is enabled, user will be able to see all employee names in listing BUT will not be able to access any employees if without proper access right.

**Hide Field CURRENT, MID, OLD BASIC SALARY :** Do not show *Current Basic, Mid-Month Basic and Old Basic* entry fields in EMPLOYEE MASTER.

**Lock Field CURRENT, MID, OLD BASIC SALARY :** *Current Basic, Mid-Month Basic and Old Basic* entry fields in EMPLOYEE MASTER is visible but cannot be changed.

**Hide Page – PERSONAL 1 :** Do not show EMPLOYEE MASTER Folder – Personal-1

**Hide Page – PERSONAL 2:** Do not show EMPLOYEE MASTER Folder – Personal-2

**Hide Page- SALARY SETUP :** Do not show EMPLOYEE MASTER Folder Salary Setup

**Hide Page - FIX ALLOW :** Do not show EMPLOYEE MASTER Folder Fix Allowances

**Hide Page - LEAVE ENTITLEMENT :** Do not show EMPLOYEE MASTER Folder Leave Entitlement

**Hide Page - LOAN RECORDS :** Do not show EMPLOYEE MASTER Folder Loan Records

**Disable DELETE Button :** Do not allow DELETE data in EMPLOYEE MASTER.

**Disable SAVE Button :** Do not allow SAVING or changing data in EMPLOYEE MASTER.

### **SALARY ENTRY Module**

**Show ALL employee in Listing :** By default, user without proper access right will NOT see the entire employee list. If this option is enabled, user will be able to see all employee names in listing BUT will not be able to access any employees if without proper access right.

**Hide Field BASIC SALARY:** Do not show *Basic Salary Field* in SALARY ENTRY.

**Lock Field BASIC SALARY :** *Basic Salary* entry fields in SALARY ENTRY is visible but cannot be changed.

**Lock Field LEAVE :** *Leave* entry fields in SALARY ENTRY is visible but cannot be changed.

**Hide Field ALLW/DEDU CODES:** Do not show Allowances/Deductions table

**Hide page - TP SECTION (Benefit in Kind):** Do not show TP SECTION (Benefit in Kind) Page

**Hide Page - INFORMATION:** Do not show INFORMATION Page in SALARY ENTRY. INFORMATION Page shows employee's salary, and settings for EPF, SOCSO and PCB groups.

**Disable RECALC Button:** Do not allow user to recalculate EPF, SOCSO, PCB, Levy, Non-Pay Leave rates, Overtime rates, Shift rates, Additional Pay rates in SALARY ENTRY.

**Disable OPTION Button:** Do not allow user selecting OPTION button. OPTION button allows user to manual overwrite EPF, SOCSO, PCB and LEVY amount in SALARY ENTRY

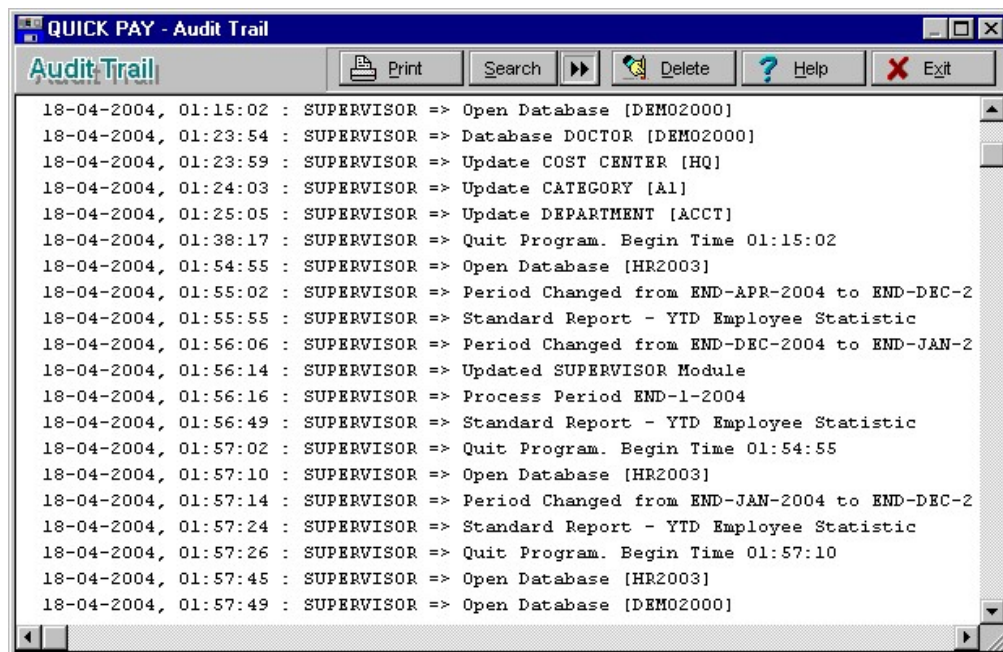
**Disable SAVE Button:** Do not allow SAVING or changing data in SALARY ENTRY.

Quick Pay	Quick Staff	Access Groups	Special
<b>EMPLOYEE MASTER Module</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Show ALL employee in Listing</li> <li><input checked="" type="checkbox"/> Hide Field CURRENT,MID,OLD BASIC SALARY</li> <li><input type="checkbox"/> Lock Field CURRENT,MID,OLD BASIC SALARY</li> <li><input type="checkbox"/> Hide Page - PERSONAL 1</li> <li><input type="checkbox"/> Hide Page - PERSONAL 2</li> <li><input checked="" type="checkbox"/> Hide Page - SALARY SETUP</li> <li><input type="checkbox"/> Hide Page - FIX ALLOW</li> <li><input type="checkbox"/> Hide Page - LEAVE ENTITLEMENT</li> <li><input type="checkbox"/> Hide Page - LOAN RECORDS</li> </ul> <div> <b>Menu Button Control</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Disable DELETE Button</li> <li><input type="checkbox"/> Disable SAVE Button</li> </ul> </div>		<b>SALARY ENTRY Module</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Show ALL employee in Listing</li> <li><input checked="" type="checkbox"/> Hide Field BASIC SALARY</li> <li><input type="checkbox"/> Lock Field BASIC SALARY</li> <li><input type="checkbox"/> Lock Field LEAVE</li> <li><input checked="" type="checkbox"/> Hide Field ALLW/DEDU CODES</li> <li><input checked="" type="checkbox"/> Hide Page - TP SECTION (Benefit in Kind)</li> <li><input checked="" type="checkbox"/> Hide Page - INFORMATION</li> </ul> <div> <b>Menu Button Control</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Disable RECALC Button</li> <li><input type="checkbox"/> Disable OPTION Button</li> <li><input type="checkbox"/> Disable SAVE Button</li> </ul> </div>	
<div> <b>HIDE: Field/Page is Not Visible.</b> <b>LOCK: Field is visible but cannot be changed.</b> </div>			

## 12.3 AUDIT TRAIL REPORTS

AUDIT TRAIL allows monitoring of payroll activities. You may track system access time, changes of salary figures to employees, deleting of records, accessing or executing modules in the payroll system. It also tracks unauthorized entries.

To enabled or disable Audit Trail recording, go to SYSTEM SECURITY - SUPERVISOR module. Audit Trail will occupy some hard-disk space and it is recommended to Print and then Delete the listing frequently.



### Print

To print a selected text range, highlight your desired text by dragging your mouse. Then, click on PRINT button.

### Search

Enter text to search

### Delete

Delete all Audit Trail records



## 12.4 AUDIT TRAIL (EMPLOYEE MASTER)

AUDIT TRAIL (Employee Master) allows monitoring of individual employee's changes in selective fields, such as,Bank Account, Category , Cost Center and etc.

You may place a cross ☒ mark to select particular employee to print and select particular Audit Fields  
 “Check All” to select all Employees and Audit Fields or “Clear All” to unselect all Employees and Audit Fields

Key in **From** date **To** date to filter on the selective payroll activities' date

Audit Trail - Employee Master

Select Employees to Print

Check All

Clear All

☒ 001

JENNIFER WHITE

☒ 002

HARITH OSMAN B. MUSTAFA

☒ 003

TAN CHENG MEI

☒ 004

PHANG LEE BENG (TONY)

☒ 005

ARUMUGAM A/L GUNASEKARAN

☒ 006

FRANÇOIS PIETTE

☒ 007

SAKURA OSHIN YAMAHA

☒ 008

TIAN FATT HUAT

☒ TEST 1

TEXTER CHAN

☒ TEST 2

FLORENCE LEE

Print

Help

Exit

Select Audit Fields

Check All

Clear All

☒ BANK ACCOUNT

☒ CATEGORY

☒ COST CENTER

☒ CURRENT BASIC

☒ DATE CONFIRM

☒ DATE HIRE

☒ DATE INCREMENT

☒ DATE RESIGN

☒ DATE RETIRE

☒ DEPARTMENT

☒ EPF Group

From

//

To

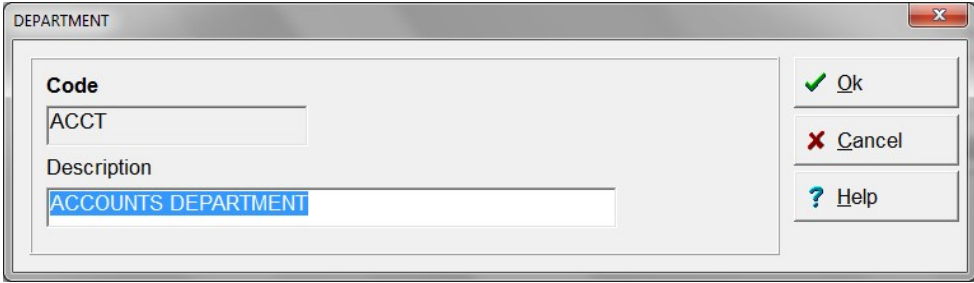
//

Delete

### 13. TABLE OF CODES

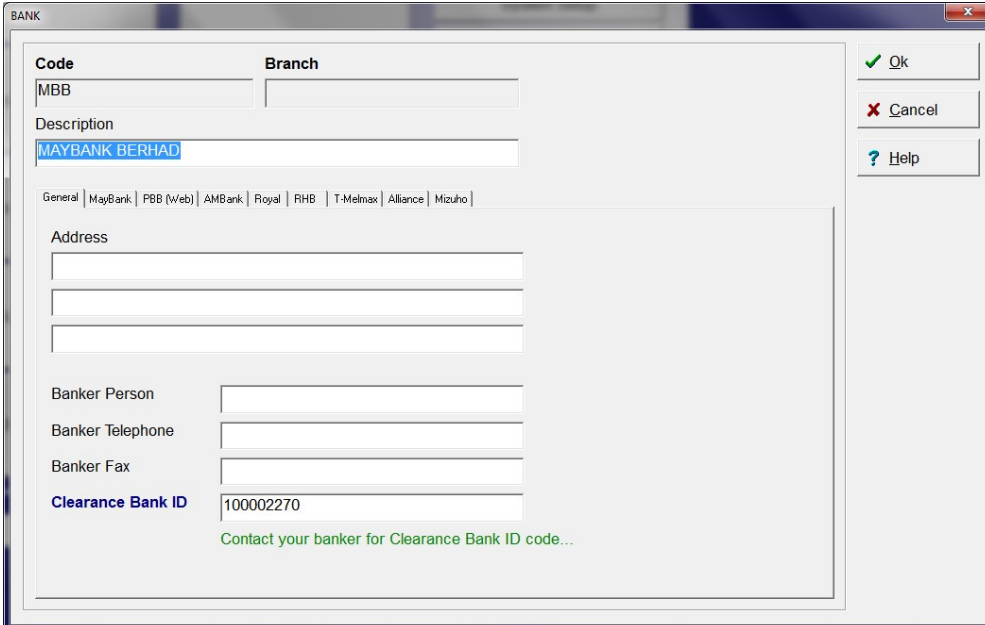
This is the Maintenance module for user definable codes. Examples: Departments, Cost-Centers, Occupations, etc. You may create unlimited items. However, each item created must have a unique code. Then, proceed with assigning a description and other particulars (if any).

Sample Screen for DEPARTMENT:



A screenshot of a software window titled "DEPARTMENT". It contains two text input fields: "Code" with the value "ACCT" and "Description" with the value "ACCOUNTS DEPARTMENT". To the right of the fields are three buttons: "Ok" (with a green checkmark icon), "Cancel" (with a red X icon), and "Help" (with a question mark icon).

Sample Screen for BANKS:



A screenshot of a software window titled "BANK". It contains several input fields and a list of bank names. The "Code" field has the value "MBB" and the "Branch" field is empty. The "Description" field has the value "MAYBANK BERHAD". Below the description is a list of bank names: "General", "MayBank", "PBB (Web)", "AMBank", "Riyal", "RHB", "T-Melmax", "Alliance", and "Mizuho". Below the list is an "Address" section with three empty text boxes. Further down are fields for "Banker Person", "Banker Telephone", and "Banker Fax", all of which are empty. At the bottom, there is a "Clearance Bank ID" field with the value "100002270" and a green text note below it that says "Contact your banker for Clearance Bank ID code...". To the right of the fields are three buttons: "Ok" (with a green checkmark icon), "Cancel" (with a red X icon), and "Help" (with a question mark icon).

**NOTE:** Each bank is defined with a combination of 2 keys (i.e. bank code + bank branch). Bank branch is allowed to be Blank.

## CREATING ALLOWANCES & DEDUCTIONS

Quick Pay allows unlimited creation of allowance and deductions items. Each item must be given a unique code. Each code should then be given a description for easy reference (eg. "TRAV"=Traveling allowance, "LOAN"=Loan deduction).

Each allowance/deduction item will then be use in EMPLOYEE MASTER (in Fix Allowance & Deduction schedule) and SALARY ENTRY.


Each item should also be set with either Yes or No to accumulate the amount value into EPF, SOCSO or PCB computation. By default, Basic Salary and Non-paid-leave are included during these computations.

### **Code:**

Enter a unique code for the allowance or deduction item

### **Description:**

Enter description for the allowance or deduction item



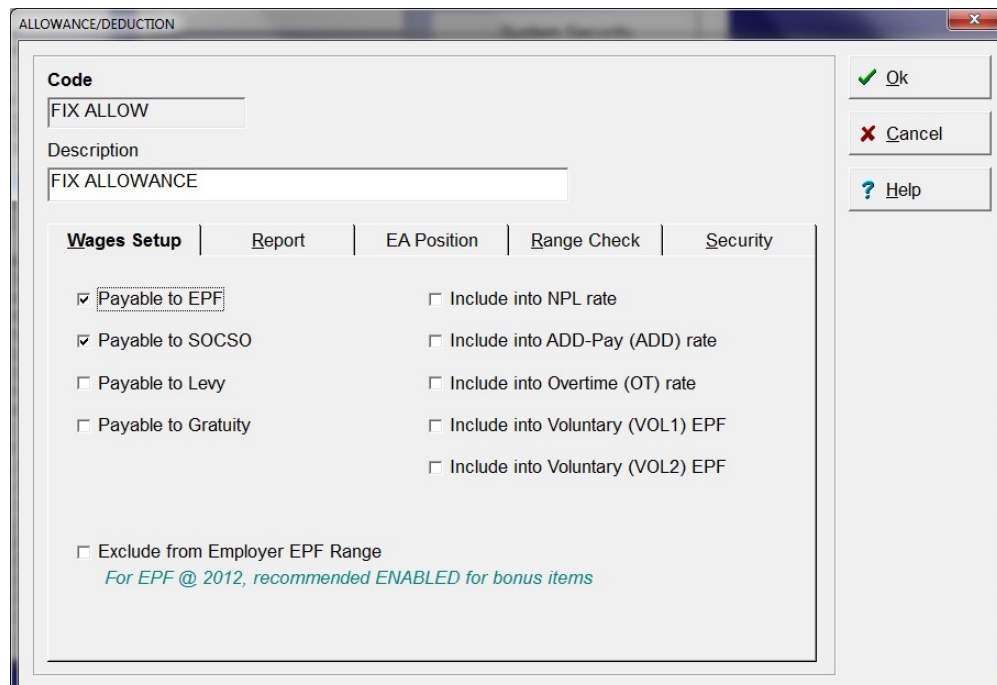
ALLOWANCE/DEDUCTION

Code  
FIX ALLOW

Description  
FIX ALLOWANCE

Ok  
Cancel  
Help

## Wages Setup Folder



ALLOWANCE/DEDUCTION

Code  
FIX ALLOW

Description  
FIX ALLOWANCE

Ok  
Cancel  
Help

**Wages Setup** | Report | EA Position | Range Check | Security

☒ Payable to EPF  
☒ Payable to SOCSO  
☐ Payable to Levy  
☐ Payable to Gratuity  
☐ Exclude from Employer EPF Range  
*For EPF @ 2012, recommended ENABLED for bonus items*

☐ Include into NPL rate  
☐ Include into ADD-Pay (ADD) rate  
☐ Include into Overtime (OT) rate  
☐ Include into Voluntary (VOL1) EPF  
☐ Include into Voluntary (VOL2) EPF

### **Payable to EPF/SOCSO/PCB/Levy/Gratuity:**

If ticked (or enabled), the allowance/deduction amount will contribute into the respective wages

### **Include into NPL/Add-Pay/Overtime/Voluntary (VOL1)EPF/Voluntary (VOL2)EPF:**

If ticked (or enabled), the allowance/deduction amount will contribute into the respective wages

***Exclude from Employer EPF Range:***

If ticked (or enabled), the allowance/deduction amount will NOT be included from EPF Range.

See EPF TABLE ==> Range for more info

\* This option was added for EPF @ 2012 changes. Recommended to ENABLE for bonus items only

**Report Folder**

ALLOWANCE/DEDUCTION

Code  
FIX ALLOW

Description  
FIX ALLOWANCE

Wages Setup | **Report** | EA Position | Range Check | Security

☐ Bonus in Report ☐ Prorate Allowance

☐ Detect as ASN ☐ Detect as OTHERS in Payslip

☐ Detect as Tabung Haji ☐ Detect as BASIC in Payslip

☐ Detect as CP38 Tax ☐ Do not show in Payslip

☐ Detect as ANGKASA ☒ Detect as PCB Fixed Allowance

☐ Detect as PTPTN

☐ Detect as ZAKAT

Report Grouping..... 0

Zakat Pendapatan

Ok  
Cancel  
Help

***Bonus in Report:***

If enabled, the item will be reported under "Bonus Column" in all Standard Management Reports.

***Detect as ASN:***

If enabled, the item will be reported as Amanah Saham Nasional deductions in Government ASN Report.

***Detect as Tabung Haji***

If enabled, the item will be reported as Tabung Haji deductions in Government Tabung Haji Report.

***Detect as CP38 Tax:***

If enabled, the item will be reported as CP38 tax amount in Government CP39 report.

***Detect as Angkasa:***

If enabled, the item is recognized as "Angkasa Deduction" for employee.

***Detect as PTPTN:***

If enabled, the item is recognized as "PTPTN Deduction" for employee.

***Detect as Zakat:***

If enabled, the item is recognized as a Zakat deduction for employee.

\* Zakat Pendapatan - Detect Zakat item as Zakat Pendapatan for reporting purpose

\* Zakat Harta - Detect Zakat item as Zakat Harta for reporting purpose

\* Zakat Pendapatan (PCB Penuh) - Detect Zakat item as Zakat Pendapatan for reporting purpose. The entire employee PCB amount will be moved to this Zakat item.

Zakat deduction will effect Employee PCB deduction. Example, if PCB amount is -RM 100 and Zakat is -RM 20, then the PCB deduction will be reduced to only -RM 80.

***Prorate Allowance:***

If enabled, allowance or deduction will be prorated during PROCESS PERIOD.

Prorate Formula: Amount x (Days Worked - NPL Days)/Days in Month

***Detect as OTHERS in Payslip:***

If enabled, the item will be accumulated and printed as "OTHERS..." in Payslip printing

***Do Not Show in Payslip:***

If enabled, the item will NOT be shown in any Payslip printing.

***Detect as PCB Fixed Allowance:***

If enabled, the item is recognised by Quick Pay as a Fixed Wages (Saraan Bulan Semasa) which will compute PCB according to LHDN method.

***Report Grouping:***

Enter value between 0 to 5. Refer FREE FORMAT Keyword to use this option.

## **EA Position Folder**

ALLOWANCE/DEDUCTION

Code  
FIX ALLOW

Description  
FIX ALLOWANCE

Wages Setup | Report | **EA Position** | Range Check | Security

CP8A position ..... 3 [Click HERE for EA Tips](#)

YTD Tax Exempted Amount (+ve) 0.00

Eg. Enter value 0 for fully taxable. For perquisite items, refer LHDN ruling for the year (eg. RM 6,000 for Petrol Card/Toll). If fully tax exempted (ie. totally not taxable), enter a huge value such as 99,999,999.99

If item is Personal Tax Waivable (CP8A=30),

Maximum YTD tax waivable amount (-ve) 0.00

Please enter Negative amount only !

CP22A position .... 6

Ok  
Cancel  
Help

***CP8A/ CP22A position:***

This is the row position to accumulate additional pay amount in CP8A (or EA form), and CP22A and CP21 government forms. "CLICK HERE for EA Tips" to find out for more information on EA row setup . . .

## **Range Check Folder**

The screenshot shows the 'ALLOWANCE/DEDUCTION' window with the 'Range Check' tab selected. The 'Code' field contains 'FIX ALLOW' and the 'Description' field contains 'FIX ALLOWANCE'. On the right, there are buttons for 'Ok', 'Cancel', and 'Help'. The 'Range Check' section includes a checkbox labeled 'Use Range Check during SALARY ENTRY'. Below this, there are input fields for 'Minimum Value' and 'Maximum Value', both set to '0.00'. A green text note at the bottom states: 'For Allowances, Min = 0.00 and Max = 999,999.00. For Deductions, Min = -999,999.99 and Max = 0.00'.

### ***Use RANGE CHECK during SALARY ENTRY***

If enabled, Quick Pay will check and warn user if item figure is out of pre-defined range value.

## **Security Folder**

The screenshot shows the 'ALLOWANCE/DEDUCTION' window with the 'Security' tab selected. The 'Code' field contains 'FIX ALLOW' and the 'Description' field contains 'FIX ALLOWANCE'. On the right, there are buttons for 'Ok', 'Cancel', and 'Help'. The 'Security' section includes a checkbox labeled 'Hide Entry from EMPLOYEE MASTER and SALARY ENTRY'. Below this, a green text note states: 'If enabled, ONLY Supervisor can "View" allowance/deduction figures. Other Users will be blocked from view.'

### ***Hide Entry from EMPLOYEE MASTER & SALARY ENTRY***

If enabled, only Supervisor User-ID can view item figure in EMPLOYEE MASTER and SALARY ENTRY module.

## 14. YEAR-TO-DATE ENTRY

Year to Date Entry module allows you to input each employee's payroll opening figures. Opening figures are required for PCB computation and printing of EA forms and. Year-to-Date entry is INDEPENDENT from your monthly payroll processing. You may schedule this task until year-end, if necessary.

### IMPORTANT: Year-To-Date Entry is for First Time Installation Use Only!

There are a few methods to input your opening payroll figures for each employee.

#### Method#1

In order to reduce your workload, you may choose to sum the total opening figures (e.g. total from January until March) and enter the figures into any month between January to March. However, this method will not be able to produce accurate monthly breakdown figures in your Year-to-Date reporting.

#### Method#2

You may also choose to enter the total figures in monthly basis from January until March. That means, you need to repeat 3 times on Year-to-Date Entry for each employee. This method will produce accurate monthly breakdown figures in your Year-to-Date reporting.

*Note: However, both methods will still produce similar accumulated figures when it comes to EA-form printing and so forth.*

Year-to-Date Entry: END-MAY-2016

Name: JENNIFER WHITE EmpNo: 001

1. Salary Entry | 3. TP Section

Basic Pay: 4000.00

Additional Pay

	Rate	Unit
1 RD <=4hr	0.0000	
2 RD >4<=8hr	0.0000	
3 PH <=8hr	0.0000	

Shift

	Rate	Unit
1 Shift #1	0.0000	
2 Shift #2	0.0000	
3 Shift #3	0.0000	
4 Shift #4	0.0000	

Leave

	Balance	Taken
Annual Leave	7.000	0.000
Sick Leave	18.000	0.000

Allowance & Deduction

	Amount
MEDI MEDICAL CLAIM	250.00
FIX ALLOW FIX ALLOWANCE	1000.00
	0.00
	0.00
	0.00
	0.00

Overtime

	Rate	Unit
1 Normal OT	0.0000	
2 RestDay OT	0.0000	
3 Public OT	0.0000	
4	0.0000	
5	0.0000	

Wages

	Employee	Employer
EPF	5000.00	-550.00
SOCSCO	5000.00	-14.75
PCB	0.00	-791.75
VOL		0.00
LEVY	4000.00	

Nett Pay 4685.25 Gross Pay 5250.00

Ok Cancel Help

## HOW TO USE

First, use SELECT PERIOD to choose the month you wish to accumulate the year-to-date figures (for Method#1) or current month total (for Method#2). Then, pick an employee and begin to input figures for basic, allowances, deductions, overtime amount, shift amount, employee EPF, employee SOCSCO, employee PCB, and so forth. Finally, save the entry and either proceed to the next employee or select other payroll periods to continue input on other current month's total.

## 15. GLOBAL CHANGE

Modules in GLOBAL CHANGE:

### **Global Change Codes**

This function allows you to “Change” Employee Number and other user defined codes (e.g. Department, Occupation, Job Grade, allowances, etc)..Quick Pay uses a unique code - normally, alpha-numeric of 10 characters - to identify an employee or an item.

### **Batch Entry Processing**

This function provides fast batch entry changes to EMPLOYEE MASTER and SALARY ENTRY

### **Customize Utilities**

Batch allowance/deduction insertion and removal and many other useful tools to manipulate database records

### **Salary Upgrade**

Replace Current Basic in EMPLOYEE MASTER by Job Grade

### **SERVICE POINT System**

SERVICE POINT allows you to insert a Service Point allowance into SALARY ENTRY. Service Point module is commonly used by hotel and food & beverage (F & B) industries that provides allowances based on employee point system.

### **GRATUITY System**

GRATUITY SYSTEM is a module to compute & store gratuity amount. Employee gratuity records are stored lifetime in the current selected database. Gratuity module is designed to be automated without any additional processing steps. Gratuity is computed "background" and transparent to users, when EPF amount is computed (eg. during PROCESS PERIOD, SALARY ENTRY, TMS IMPORT, Recalculate EPF/SOCISO/PCB/Levy and Point System,etc).

### **PROJECT MANAGEMENT System**

PROJECT SYSTEM is a module to generate an Export file (CSV format) for Multiple Project Costing use. Quick Pay stores lifetime Employee Project Records in the current selected database. Project System combines data from SALARY ENTRY and Employee Project Records to generate a CSV export file. Use Microsoft Excel or any other available Windows application software to open the CSV file to create your own desired report format.

### **DBF UTILITIES System**

DBF Utilities allows users to export many Quick Pay data into DBF file format. Use these files to integrate with your in-house developed applications. Software programmers with DBF knowledge can easily extract these data to generate reports using Crystal Report, FOXPRO, Visual Basic, Delphi, or Clipper.

### **ARREAR RUN System**

ARREARS RUN is to insert arrears or backpay payment into SALARY ENTRY.

Ensure that you have selected the correct Payroll Period from SELECT PERIOD module.

ARREARS RUN is re-calculating payroll for effected employees (ie. with increment within the year). It is sort of re-calcuting SALARY ENTRY of effected arrears months using latest Basic Pay from EMPLOYEE MASTER. The sum of payroll figure differences from this complex calculation is then stored as allowances items into SALARY ENTRY.

Users are advised to manually change arrears output in the form of allowances items in SALARY ENTRY if required.

*Note: You may retrieve more information on above modules by viewing HELP screen from each module.*

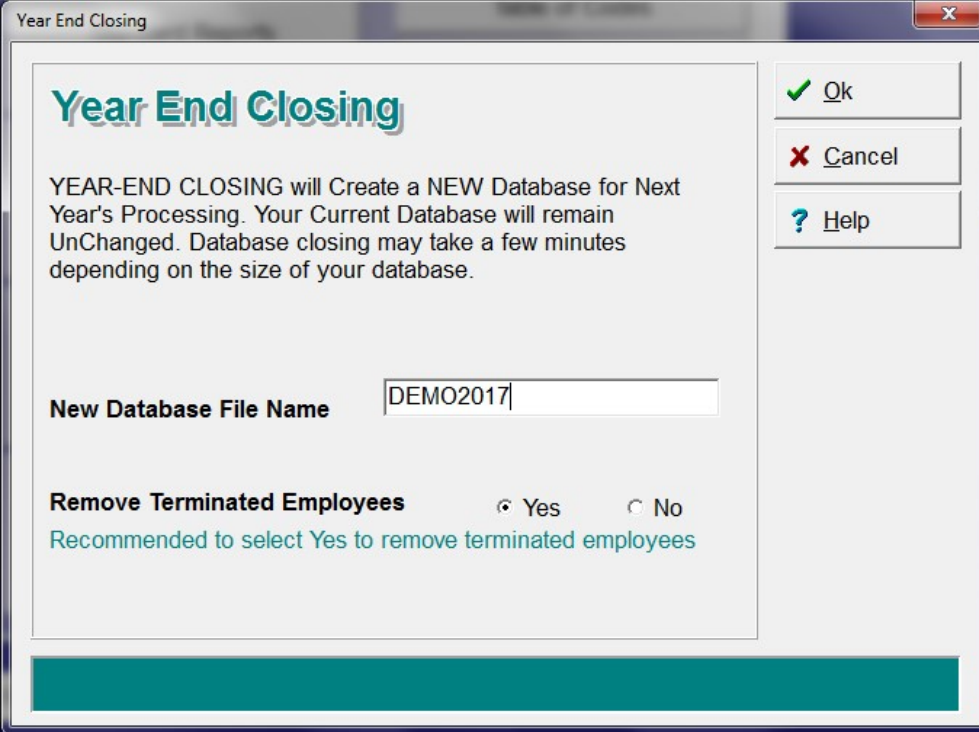


## 16. YEAR-END CLOSING

Year-End Closing should be executed on every year-end (i.e. December). This module will create a new file for subsequent year's payroll processing. Quick Pay/Staff requires yearly database closing as all payroll information are captured on a yearly basis only

Generally, year-end closing will duplicate the current selected database into a new file name. Then, it will proceed to remove terminated employees from the new file.

Upon a successful year-end closing, your original database will remain unchanged and a new independent database is created. After closing, you may proceed to use the new file for your next year's payroll processing.



The screenshot shows a Windows-style dialog box titled "Year End Closing". The main area contains the text: "YEAR-END CLOSING will Create a NEW Database for Next Year's Processing. Your Current Database will remain UnChanged. Database closing may take a few minutes depending on the size of your database." Below this text is a label "New Database File Name" followed by a text input field containing "DEMO2017". Underneath the input field are two radio buttons: "Yes" (which is selected) and "No". A blue text note below the radio buttons says "Recommended to select Yes to remove terminated employees". On the right side of the dialog, there are three buttons: "Ok" with a green checkmark icon, "Cancel" with a red X icon, and "Help" with a blue question mark icon. At the bottom of the dialog is a solid teal-colored bar.

### **Example:**

*Assuming that your current database name is "DEMO2016". After a successful year-end closing, assuming you use "DEMO2017" as your new file name, your DEMO2016 database will remain unchanged and a new payroll file with the name DEMO2017 is created.*

*Now, you may proceed to use DEMO2017 for your 2017 payroll processing and still being able to use DEMO2016 for your year-end EA-form printing.*

## 17. DATABASE IMPORT

Modules available in DATABASE IMPORT:

### Database Merging

Database merging allows you to combine employees from 2 or more company databases as one. Once completed, you can access the merged database like any other Quick Pay database.

### Database Exchange

Database Exchange allows copying of Employee records into another QuickPay database. Use this function to copy employee records between databases - example, relocating employees to another company.

### Import from Time Attendance Systems

This utility allows you to import data from a pre-defined Time Attendance export file from QUICK TMS (product of HR2000), a pre-defined Leave Records export file from QUICK TMS (product of HR2000), a pre-defined NPL Leave Records export file from HR2000 E-Office (product of HR2000), a pre-defined CSV format to import Quick Staff INSURANCE, TRAINING, APPRAISAL, LEAVE and FAMILY. Another option available is to import a 3 column delimited salary file which can be easily created using most spreadsheet applications.

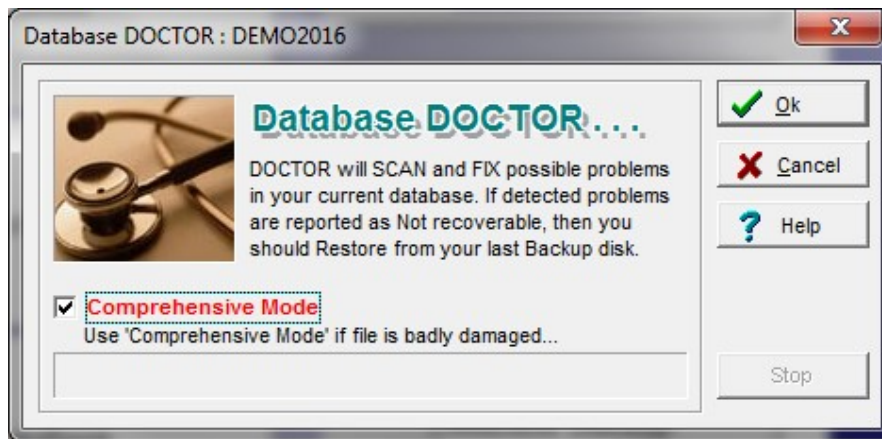
### Import from Other Sytems

This module imports data from an external source into Quick Pay. Available formats are ASCII delimited text files and/or CSV format files which can be easily created by MS Excel, Lotus, or dBase applications.

*Note: You may retrieve more information on above modules by viewing **HELP** screen from each module.*

## 18. DATABASE DOCTOR

**DATABASE DOCTOR** will attempt to fix damaged data links and perform necessary database re-indexing.



If recovery failed, you are recommended to perform [DATABASE RESTORE](#) from your last backup file.

Database problems is commonly caused by incomplete record saving due to power failure, accidental record deletion or software programming bugs.

### Comprehensive Mode

If database files are badly damaged, check this option to perform a more thorough **physical** file fixing & database 'packing'. Only use this option when DATABASE DOCTOR fails in Normal Mode.

## 19. DATABASE BACKUP

Backup files are stored in compressed **ZIP format**. ZIP files can easily store 200-300 employee records into one single 1.44 MB floppy disk storage media. However, if your database size is huge, then you might need a few floppy diskettes or use any external drive such as USB Flash drive to store your backup copy. Quick Pay will backup the **entire year**'s information into your floppy diskettes. It is advisable to do a monthly backup.

*Note: Frequent backup will reduce data lost in the event of Hard-Disk corruption.*

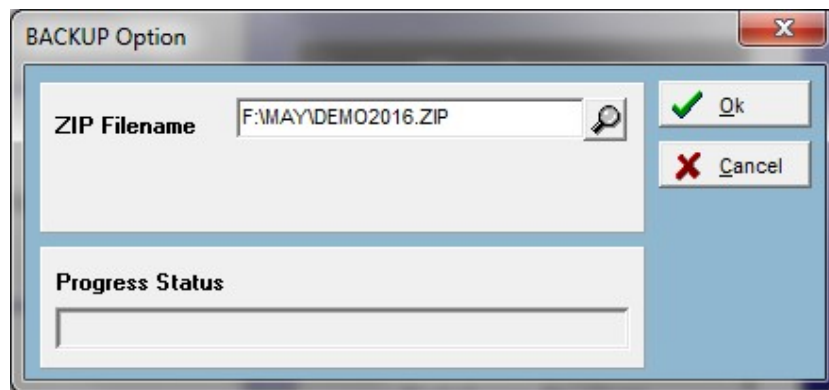
### How to Use

Select backup destination disk drive (either Drive A or USB drive), and click OK. Upon completion, you should find a compressed ZIP file in your floppy disk drive.

For USB flash drive backup, advise to create sub folder in the respective month accordingly (eg. MAY) Do not overwrite it. You will have each month backup in each sub folder.

**Zip Filename:** Enter backup ZIP filename

*Example F:\MAY\DEMO2016.ZIP*



## 20. DATABASE RESTORE

This module will restore the company database from the previous backup files from the backup floppy disk or USB Flash drive into the hard-disk.

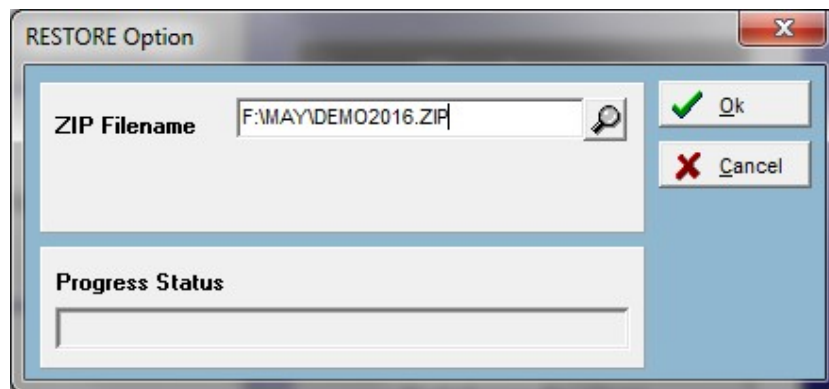
**WARNING:** Database Restore module will overwrite the selected database in your hard-disk. Ensure that you are restoring the correct payroll database file !

### How to Use

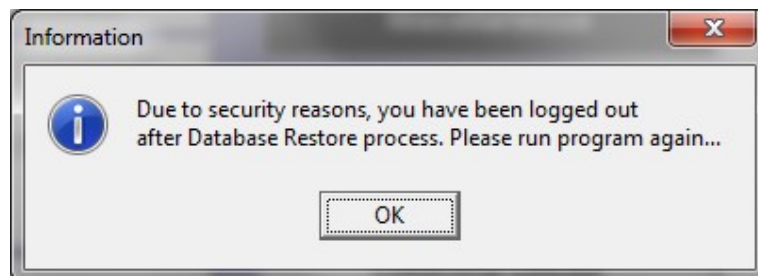
Select the source disk drive containing your last backup files, and click OK. Upon successfully restoring your database, you should find the last data information from backup is fully replaced database files in your hard-disk.

**Zip Filename:** Enter backup ZIP filename

*Example F:\MAY\DEMO2016.ZIP*

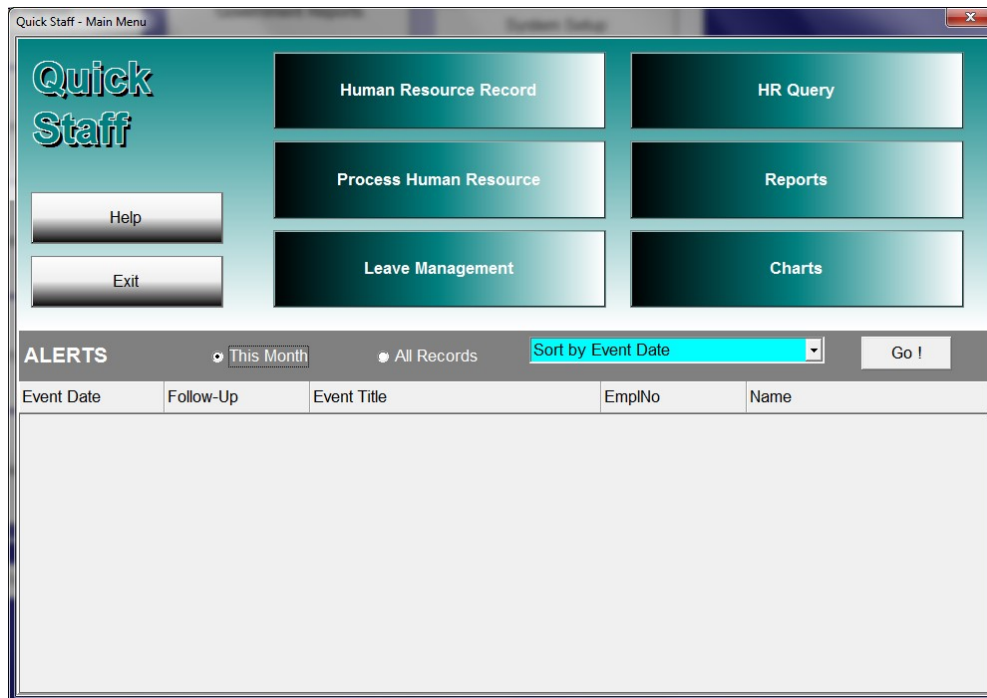


**Note:** Due to security reasons, message below will prompt out upon Database Restore completed



## 21. QUICK STAFF for Windows

**Quick STAFF**, an effective tool to manage your Employee Historical Information & Human Resource needs EASILY and EFFICIENTLY ! QUICK STAFF provides Quick-&-Easy storage & reporting system on employees' historical information. It allows an unlimited record storage of 17 Easy-to-Use Human Resource modules that fully integrates and compliments QUICK PAY. Analysis tools includes Detail & Summary reports - PLUS - Graphical Charts for cost distribution analysis.



### Quick Staff Overview

- **Human Resource Records**  
Employee historical human resource records
- **Process Human Resource**  
Human resource records are processed and updated to Employee Master's fields.
- **Leave Management**  
Leave records and processing
- **HR Query**  
HR fast query
- **Reports**  
Detail and analysis human resource reports
- **Charts**  
Human resource charts
- **ALERTS**  
To show the Events Alerts which had been set

## Human Resource Records

Quick Staff entry screen allows browsing current year records or all years, and easily view or edit Human Resource databases.

The following are modules available in Human Resource Records :

- **ACCIDENTS** - Monitor accidents by frequency, cause, location and cost
- **ACHIEVEMENT** - Keeps employees' awards & honors received
- **APPRAISAL** - Provide a useful analysis on individual strength & weaknesses
- **BENEFITS** - Records company benefits by quantity and value
- **CAREER DEVELOPMENT** - Records changes of career & salary progression within the company
- **DISCIPLINE** - Monitor employees' behavior & character
- **EDUCATION** - Store Education Records
- **EVENT** - Planner / Schedule for individual employees
- **FAMILY** - Records employees' family details
- **INSURANCE** - Records insurance claims
- **NON PAY LEAVE** - Records leave days taken
- **PICTURES** - Records computer scanned pictures and/or certificates
- **SKILL** - Records skills acquired by employees
- **TRAINING** - Records courses attended by duration, score, and cost
- **WORKING HISTORY** - Records employees' historical job experiences
- **PAYMENT HISTORY** - Records employees' history payments such as loan, bonuses, etc.
- **OTHERS (User Define)** - Allows other user defined record tracking

The screenshot shows a software window titled "Human Resource INFORMATION". It contains a search bar with "Empl No." 001 and "Name" JENNIFER WHITE. Below this are fields for "Ctr: PG", "Dept: PROD", "Hire: 01/07/1993", "Resign:", and "Serv Year: 22.91". A table displays the employee's career history with columns for Date, Description, Cost Centre, Department, Section, Category, Occu, JobGrade, and New Basic. The table shows a progression from a newly joined position in 1993 to a transfer in 2000. At the bottom, there is a navigation bar with tabs for various HR modules, with "Career Development" currently selected. Below the tabs are buttons for "All Records", "2016 Only", "5 Rec", "Modify", "Create", "Delete", "Help", and "Exit".

Date	Description	Cost Centre	Department	Section	Category	Occu	JobGrade	New Basic
01/07/1993	NEWLY JOINED	JB	ACCT	GEN	B2	ACC EXEC		1200.00
01/06/1997	CONFIRMED				B1			1650.00
14/12/1998	INCREMENT	HQ						2000.00
14/03/1999	PROMOTION	JB	EDP	GEN	A3	ADMM		3500.00
15/06/2000	TRANSFER	PG	PROD					4000.00

## QUICK STAFF – ACCIDENT RECORDS

This module allows users to enter employees' accident records and allow effective monitoring of accident frequencies, causes, and costs incurred to the company.

The 'Accident' form contains the following fields and annotations:

- Date**: 31/05/2016 (Annotation: Accident Date(Key))
- Description**: [Empty field] (Annotation: Describe briefly about the accident (KEY))
- Location**: [Empty field] (Annotation: Accident location or site (eg.factory, office,project location name,etc))
- Caused By**: [Empty field] (Annotation: The cause of accident (eg. negligence, fork-lift, machine,etc))
- Insured By**: [Empty field] (Annotation: Insurance coverage (if any))
- Time**: [Empty field] (Annotation: Time of accident)
- Cost (RM)**: 0.00 (Annotation: Specify actual or estimated lost of company)
- Person-in-charge**: [Empty field] (Annotation: Person-in-charge delegated to handle accident case and action to be taken)
- Re-action**: [Empty field]
- Remarks**: [Empty field] (Annotation: Extra remark on this accident)

## QUICK STAFF – ACHIEVEMENT RECORDS

This module allows users to enter employees' achievement records for effective performance evaluation.

The 'Achievement' form contains the following fields and annotations:

- Date**: 31/05/2016 (Annotation: Achievement Date (KEY))
- Description**: [Empty field] (Annotation: Description of Achievement (KEY))
- Item Awarded**: [Empty field] (Annotation: Item awarded (if any))
- Value (RM)**: 0.00 (Annotation: Value of award or achievement)
- Remarks**: [Empty field] (Annotation: Extra remarks on this achievement)

## QUICK STAFF – APPRAISAL RECORDS

This module allows users to enter employees' appraisal records to provide a useful management guide to analyze individual strength & weaknesses.

Appraisal

**Appraisal Date** 31/05/2016

**Description** [dropdown]

**Appraised By** [dropdown]

**Grade / Score** [dropdown]

**Points**

1.	0.00	2.	0.00	3.	0.00	4.	0.00
5.	0.00	6.	0.00	7.	0.00	8.	0.00
9.	0.00	10.	0.00	11.	0.00	12.	0.00

**Recommended**

**NEW Salary (RM)** 0.00 **Increment Date** / /

**Approved**

**NEW Salary (RM)** 0.00 **Increment Date** / /

**Remarks**

Appraisal Date (KEY)

Appraisal Description (KEY)

Specify person who conduct appraisal

Specify the grade or score given by the appraiser

Point scored by employee during appraisal

Enter employee's recommended NEW salary and effective date here, if any

Enter approved NEW salary and effective date here, if any

Extra remarks on this appraisal

## QUICK STAFF – BENEFITS RECORDS

This module allows users to enter benefits received by employees.

Benefits

**Date** 31/05/2016

**Description** [dropdown]

**Quantity** 0.00

**Model / Year**

**Serial/Vehicle No**

**Asset Code**

**Value (RM)** 0.00

**Return Date** / /

**Returned Status** No

**Remarks**

Benefit acquired Date (KEY)

Benefit Item Description (KEY)

Quantity acquired

Benefit Item's Model and Year acquired

Benefit Item's Serial or registration number

Benefit Item's Asset code

Actual value of item

Expected date of return

Has the benefit item been returned ?

Extra remarks on this benefit item



## QUICK STAFF – CAREER DEVELOPMENT RECORDS

This module allows users to record employees' job changes, salary increments, and relocation of work-places.

The screenshot shows the 'Career Development' form. It includes a 'Date' field with a calendar icon and a 'Description' field with a dropdown arrow. Below these are several fields with search icons: 'Cost Center', 'Department', 'Section', 'Category', 'Occupation', and 'Job Grade'. A 'NEW Basic' field contains the value '0.00'. To the right, a 'Date Fields' section contains radio buttons for 'None', 'Hire Date', 'Resign Date', 'Confirm Date', 'Increment Date', and 'Retire Date'. At the bottom are 'Comments' and 'Remarks' sections. Annotations on the right side of the form point to various fields with the following text: 'Date of Development (KEY)', 'Description of Development (KEY)', 'Specify changes here. Select the new location, change of Department/Section/Category/Occupation/Job grade, if any', 'If Date of Development applies to any of the following, eg. resign, confirm, increment, etc, then check any of the items', 'Enter NEW salary here, if any', 'Enter Comments here, if any', and 'Extra remarks on this Career Development'.

Note: **PROCESS HUMAN RESOURCE** will update Employee Master's Current Basic, Old Basic, Cost Centre, Department, Section, Category, Occupation, Job Grade, Hire Date, Resign Date, Confirm Date, Increment Date and Retirement Date.

## QUICK STAFF – DISCIPLINE RECORDS

This module allows users to enter employees' disciplinary records and to monitor their working characteristics & behaviour.

The screenshot shows the 'Discipline' form. It includes a 'Date' field with a calendar icon and a 'Description' field with a dropdown arrow. Below these are fields for 'Reason Given', 'Suggestion', 'Investigated By', 'Action Taken', and 'Followup Date' (with a calendar icon). At the bottom are 'Comments' and 'Remarks' sections. Annotations on the right side of the form point to various fields with the following text: 'Date of Discipline Action (KEY)', 'Discipline Description (KEY)', 'Excuses given by employee', 'Type of Action take or Penalty served', 'Name of Superior or Person who conducted the investigation', 'Disciplinary Action taken, if any', 'If follow up required, enter the date here', 'Enter Comments here', and 'Extra remarks on this Disciplinary issue'.

## QUICK STAFF – EDUCATION RECORDS

This module allows users to enter employees' education background.

The screenshot shows the 'Education' form with the following fields and labels:

- Education Date**: 31/05/2016 (Date of Education Received (KEY))
- Education Title**: (Title of Education (KEY))
- Institute / School**: (Acquired from which Institution)
- Years Studied**: 0.00 (Course Duration)
- Grades**: (Grades Achieve)
- Graduate Date**: / / (Graduation Date)
- Qualification Code**: (Highest Qualification to be updated to EMPLOYEE MASTER)
- ☐ **Submit to EMPLOYEE MASTER as Highest Qualification ?** (Check this option to Update Qualification Code to EMPLOYEE MASTER)
- Remarks**: (Extra remarks on this Education)

Note: **PROCESS HUMAN RESOURCE** will update Employee Master's Qualification Code.

## QUICK STAFF – EVENT RECORDS

This module assist in your ad-hoc planning or schedules for individual employees.

The screenshot shows the 'Event' form with the following fields and labels:

- Event Date**: 31/05/2016 (Event Date (KEY))
- Description**: (Event Description (KEY))
- Author**: (Events documented by whom ?)
- Comment**: (Enter your Comments here)
- Follow-Up Date**: / / (Specify date to follow up on this Event)
- ☐ **Activate ALERT** (Alert required ?)  
If enabled, record will show on QUICK STAFF Main Menu (Alert) when Event Date or FollowUp Date is current month...
- Remarks**: (Extra remarks on this Event)

## QUICK STAFF – FAMILY RECORDS

This module allows users to enter employees' family members details.

**Family**

**Member Name**  Family Member Name (KEY)

**Relationship**  Relationship eg. Husband, Wife, Son, Daughter, Mother-in-law, etc

**Date of Birth**  / /  Birth Date

**Sex**  Male Gender

**I/C No.**  Identity Card or Passport Number

**Occupation**  Current Occupation

**Tel/Mobile**  Contact Telephone or Mobile Number

☐ **Submit to EMPLOYEE MASTER as Children below 18 years ?** Check this option to Update "Children below 18 years" into EMPLOYEE MASTER

**Remarks**  Extra remarks on this Family Member

Note: **PROCESS HUMAN RESOURCE** will update Employee Master's Child field.

## QUICK STAFF – INSURANCE RECORDS

This module allows users to enter employees' insurance policies and track expiry dates.

**Insurance**

**Date**  31/05/2016  Date of Insurance Policy (KEY)

**Title**  Policy Name (KEY)

**Record Type**  Claim Specify Claim or Policy type

**Insurance Co**  Acquired from which Insurance Co.

Insurance Plan	Coverage	0.00
Document Ref	Premium	0.00

**Date Renewal**  / /  **Duration**  0.00 years Renewal Date & Duration

**Date Submit**  / /  **Claim Amount**  0.00 Claim submission Date & Claim Amount

**Date Admitted**  / /  **Recv Amount**  0.00 Date Admitted to Hospital or other Healthcare institutions.

**Date Discharged**  / /  **Date Recv**  / /  Date Discharged, Claim received date & amount

**Remarks**  Extra remarks on this Insurance

## QUICK STAFF – NON PAY LEAVE RECORDS

This module allows users to enter employees' Non Pay Leave records in Detail.

The 'Non Pay Leave' form contains the following fields and annotations:

- NPL Date**: A date picker set to 31/05/2016. Annotation: Non Pay Leave Date (KEY).
- Until**: A date picker set to 31/05/2016.
- Description**: A text input field. Annotation: NPL Description.
- NPL Days**: A numeric input field set to 0.000. Annotation: NPL Days & Hours taken.
- NPL Hours**: A numeric input field set to 0.000.
- Reasons**: A dropdown menu. Annotation: Reason for taking NPL.
- Submit to SALARY ENTRY ?**: A checkbox. Annotation: Check this option if you wish to update into NPL in SALARY ENTRY.
- Remarks**: A multi-line text area. Annotation: Extra remarks on this NPL.

Note: **PROCESS PERIOD** will update Non Pay Leave days taken into SALARY ENTRY record.

## QUICK STAFF – PICTURE RECORDS

This module allows users to store employees' scanned photographs, certificates, resumes, etc.

The 'Pictures' form contains the following fields and annotations:

- Picture Title**: A dropdown menu. Annotation: Description of Picture.
- File Name**: A text input field containing 'C:\QPAY7\DATA\DEMO2016\001.bmp'. Annotation: Picture file (supports BMP, GIF, JPG, PNG).
- Preview Picture**: A panel displaying a photograph of a woman. Annotation: Panel displaying picture. Double click on picture to zoom.
- Remarks**: A multi-line text area. Annotation: Extra remarks on this picture.

## QUICK STAFF – SKILL RECORDS

This module allows users to enter employees' skill records.

**Skill**

<b>Date Acquired</b>	31/05/2016	Date of Acquiring Skill (KEY)
<b>Description</b>		Skill Description
<b>Proficiency</b>		Competency Level / Grade
<b>Acquired From</b>		Source of Training Institution
<b>Cost (RM)</b>	0.00	Fees paid by Company

**Remarks**

Extra remarks on this Skill

## QUICK STAFF – TRAINING RECORDS

This module allows users to enter employees' courses and training records.

**Training**

<b>Training Date</b>	31/05/2016	<b>Until</b>	31/05/2016	Date of Training (KEY)
<b>Course Title</b>				Training Description
<b>Trainer</b>		<b>Fees (RM)</b>	0.00	Name of Trainer & Organiser
<b>Organiser</b>		<b>Trav (RM)</b>	0.00	Training Fees
<b>Course Code</b>		<b>Misc (RM)</b>	0.00	Travelling cost
<b>Training Hours</b>	0.00	<b>Levy (RM)</b>	0.00	Miscellaneous cost
<b>Training Points</b>	0.00	<b>Subsidy</b>	0.00	Levy Paid amount by Company
<b>Result / Score</b>		<b>HRDF (RM)</b>	0.00	Subsidy amount
<b>Certificate No.</b>		<b>Venue</b>		Amount to be claimed from HRDF
<b>Bonded Remarks</b>		<b>Bond Until</b>	/ /	Training Venue
<input type="checkbox"/> <b>Activate ALERT when Bond date is current month....</b>				Course Code, Total Hours of Training, Training Points received
<b>Remarks</b>				If Bonded, enter Bonded Remarks and Bond period
				Check this option if Alert required
				Training Result / Training Score
				Extra remarks on this Training

## QUICK STAFF – WORKING HISTORY RECORDS

This module allows users to enter employees' working history records.

The screenshot shows a 'Working History' form with the following fields and labels:

- Date Joined**: 31/05/2016 (Label: Date joining the company (KEY))
- Company Name**: (Label: Name of previous Company (KEY))
- Industry**: (Label: Type of Industry)
- Contact Person/Tel**: (Label: Referees from the company)
- Address**: (Label: Company Address)
- Occupation**: (Label: Position held)
- Salary (RM)**: 0.00 (Label: Last drawn Salary)
- Reason Left**: (Label: Reason for leaving the company)
- Resign**: (Label: Resign / Termination Date)
- Service**: 0 yr 0 mth (Label: Service year (auto))
- Remarks**: (Label: Extra remarks on this Working History)

## QUICK STAFF – PAYMENT HISTORY RECORDS

This module allows users to update & track employees' payment history such as bonuses, loan payments, advance payments, etc.

The screenshot shows a 'Payment History' form with the following fields and labels:

- Period Paid**:
  - Period**: END (Label: Select Payment Period, Month and Year)
  - Month**: 01
  - Year**: 2016
- Item Paid**:
  - Loan Code**: (Label: Select Payment item code, eg. Loan code (listing from Allowance/ Deduction Code) And enter Paid Amount)
  - Paid Amount (RM)**: 0.00
- Remarks**: (Label: Extra remarks on this Payment History)

QUICK STAFF – OTHER (User Define) RECORDS

This module allows users to store other user-defined Human Resource Activities.

Others...

<b>Title</b>	<input type="text"/>	Description (KEY)		
Detail #1	<input type="text"/>	Place your details here.....		
Detail #2	<input type="text"/>			
Detail #3	<input type="text"/>			
Detail #4	<input type="text"/>			
Value #1	<input type="text" value="0.00"/>	<input type="text" value="/ /"/>	Enter your Value / Amount and Date	
Value #2	<input type="text" value="0.00"/>	<input type="text" value="/ /"/>		
Value #3	<input type="text" value="0.00"/>	<input type="text" value="/ /"/>		
Value #4	<input type="text" value="0.00"/>	<input type="text" value="/ /"/>		
Remarks	<input type="text"/> <input type="text"/>			Extra remarks on this record



## 22. QUICK STAFF – LEAVE MANAGEMENT

Leave Management allows easy leave entitlement tracking and automatic carry forward leave balances into the next year.

### 22.1 LEAVE ENTRY BY EMPLOYEE

Leave Entry function allows you to Create & Modify employee leave records. Leave entitlement & balances are calculated and displayed immediately.

Quick Staff - Leave Entry

Empl No. 001 Name JENNIFER WHITE

Cctr: PG Dept: PROD Hire: 01/07/1993 Resign: Serv Year: 22.58

Leave Type	Grp	Last Year B/F	Curr Yr Earned	Total Adj	Total Entl	Total Taken	Balance Jan	Future Taken	Next Year C/F
1 Annual Leave	L01	5.000	2.000	0.000	7.000	0.000	7.000	0.000	5.000
2 Sick Leave	L05	0.000	18.000	0.000	18.000	0.000	18.000	0.000	0.000
3 Leave #3		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
4 Leave #4		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
5 Leave #5		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

Date	Until	Leave Type	Days Taken	Adjustment	Claim (RM)	Reason
09/02/2012	10/02/2012	Annual Leave	2.000	0.000	0.00	New Year Leave
11/02/2012	11/02/2012	Sick Leave	1.000	0.000	30.00	Medical Leave
29/03/2012	29/03/2012	Sick Leave	1.000	0.000	0.00	Fever
09/05/2012	09/05/2012	Annual Leave	1.000	0.000	0.00	
25/05/2012	27/05/2012	Annual Leave	3.000	0.000	0.00	Vacation
15/06/2012	18/06/2012	Sick Leave	4.000	0.000	0.00	High Fever
01/08/2012	07/08/2012	Annual Leave	7.000	0.000	0.00	Vacation
24/12/2012	24/12/2012	Annual Leave	1.000	0.000	0.00	Christmas

All Records 2016 Only Sort Date Modify Create Delete Help Exit

Leave Record

Leave Date / / until / /

Leave Type Annual Leave

Entry Time : ( Optional )

Days Taken 0.000 Adjustment ( + / - ) 0.000

Reason

Document Ref Doc' Date / /

Medical Claim Record

Clinics/Hospitals

Claim Code

Claims (RM) 0.00

Submit to SALARY ENTRY

Approved By (#1) (#2)

Remarks

Leave Taken Date (KEY)

Type of Leave Taken (KEY)

Record Time (Optional)

Leave Days Taken

Leave Adjustment. Plus or minus due to certain reason.

Reason for Taking Leave

Document references, such as Medical certificate

Clinic/Hospitals Name

If Claims are submitted, select a Claim allowance code and key in the amount

Check this option if you wish to transfer the Claim code & Claim amount into payroll SALARY ENTRY

Approver's Name

Extra remarks on this Leave record



## 22.2 LEAVE ENTRY BY BATCH

This module allows you to insert new leave record by batch.

**Quick Staff - Batch Leave Entry**

---

This Module will BATCH INSERT Leave Records

<input type="checkbox"/> 001	JENNIFER WHITE
<input type="checkbox"/> 002	HARITH OSMAN B. MUSTAFA
<input type="checkbox"/> 003	TAN CHENG MEI
<input type="checkbox"/> 004	PHANG LEE BENG (TONY)
<input type="checkbox"/> 005	ARUMUGAM A/L GUNASEKARAN
<input type="checkbox"/> 006	FRANÇOIS PIETTE
<input type="checkbox"/> 007	SAKURA OSHIN YAMAHA
<input type="checkbox"/> 008	TIAN FATT HUAT
<input type="checkbox"/> TEST 1	TEXTER CHAN
<input type="checkbox"/> TEST 2	FLORENCE LEE

---

Check All
Clear All

---

**Leave Date**      until  
  
**Leave Type**    Annual Leave 
  
  
Days Taken        Adjustment ( +/- )    
  
  
Reason

---

**Medical Claim Record**

Clinics/Hospitals     
  
Claim Code     
  
Claims (RM)        ☐ Submit to SALARY ENTRY

### 22.3 LEAVE ENTITLEMENT SETUP

### Computation Method

*Leave Management currently only supports Calendar computation method. Monthly leave entitlement days are always rounded down (eg. if January entitlement is 1.55 days, it is rounded to 1.00 days). However, when employee is terminated, the days are rounded to the nearest days ie. 1.55 days round to 2.00 days.*

## HOW TO USE

*Full 12 Months -or- Leave Earned until Current Month:*

If Full 12 Months option is selected, full entitlement days are given on January month. Otherwise, entitlement days are computed on a prorated monthly basis.

Use Leave Earned ONLY for First Service year:

On first service year, Leave-Earned-Until Current Month is applied.  
Subsequent service years will use Full 12 months

Use Retirement Date for Service Year Computation:

Normally, service year is computed based on employee hire date. Enable this option if you wish to use retirement date instead.

Compute Service Year as at January (on next service year):

On first service year, employee service year is calculated as normal. However, on next year, service year is only computed as at January - regardless of processing month. This method is not recommended.

No	Service Years <=	Entitled Days	Max B/F
1	2.00	14.00	5.00
2	5.00	18.00	5.00
3	99.00	20.00	5.00
4	0.00	0.00	0.00
5	0.00	0.00	0.00

Prorate Not Required (eg. Sick Leave, Maternity, Hospitalization)

No Prorate is computed even if Employee Terminated or Newly Joined. This option is commonly used for Hospitalization, Sick Leave, Maternity leaves.

Entitlement Rounding

Select Rounding method. By Default is selected Round Nearest 1.0 day.

Allow Take Leave After...

During LEAVE ENTRY, Quick Pay will warn user when employee is NOT supposed to take leave on a particular date. However, user may still proceed to enter and save leave entry.

Leave Table

Enter entitled leave days accordingly. Below example shows service year 2 and below entitles to 14 days annual leave, 5 years and below entitles 18 days, and 20 days for service above 5 years. All Service Years are having the same maximum bring forward leave, 5 days to next year

No	Service Years <=	Entitled Days	Max B/F
1	2.00	14.00	5.00
2	5.00	18.00	5.00
3	99.00	20.00	5.00
4	0.00	0.00	0.00
5	0.00	0.00	0.00

## LEAVE PROCESSING STEPS

### Step#1

Setup Leave Entitlement Groups in QUICK STAFF ==> LEAVE ENTITLEMENT SETUP.

Example, Setup L01 group to compute annual leave

### Step#2

In EMPLOYEE MASTER, attach Employee Leave Groups accordingly.

Example, attach "1. Annual Leave" to Group L01

*Below example shows employee annual leave is computed using L01 method, while sick leave is computed using L05 method.*

	Leave Type	Total Entitlement	Leave Group	Previous Year Brought Forward
1	Annual Leave	20.00	L01 - ANNUAL LEAVE -NON E ▼	0.00
2	Sick Leave	22.00	L05 - SICK LEAVE- NON EXE ▼	0.00
3		0.00	▼	0.00
4		0.00	▼	0.00

### Step#3

In QUICK STAFF, enter employee leave days taken. Negative days taken can be used for leave adjustments.

Alternatively, you can adjust leave from EMPLOYEE MASTER's Leave Brought Forward

### Step#4

Execute QUICK STAFF ==> LEAVE MONTHLY PROCESSING. This will assign leave entitled days into EMPLOYEE MASTER's "Total Leave Entitlement". Leave Monthly Processing must be executed once every month. You can process leave entitlement before OR after PROCESS PERIOD as LEAVE PROCESSING only uses QUICK STAFF Leave Records.

## Special Note

1. Always 'Enable' option Update Leave from QUICK STAFF in PROCESS PERIOD. This will ensure Leave Reports in STANDARD REPORT reflects similar results in Human Resource Leave Reports.
2. Leave Entitlement field in EMPLOYEE MASTER is Not Modifiable. Instead, Leave Entitlement is now automatically computed.
3. A Brought Forward column is added. This field stores leave days carried forward from previous year leave balance.
4. You MUST process leave every month in order to update Leave Entitlement in EMPLOYEE MASTER correctly.
5. Leave Entitlement will automatically Carried Forward to next year during YEAR-END CLOSING

## 22.4 PROCESS LEAVE ENTITLEMENT

**PROCESS LEAVE ENTITLEMENT** will compute employees' leave entitlement and balances. Run leave entitlement processing on every end-month to produce updated leave entitlement and balances.

Process Leave Entitlement will assign leave entitled days into EMPLOYEE MASTER's "Total Leave Entitlement". You can process leave entitlement before OR after PROCESS PERIOD as LEAVE PROCESSING only uses QUICK STAFF Leave Records.

### How to Use

#### Calculate Leave Entitlement

If enabled (recommended), leave entitlement and carry forward values are updated into EMPLOYEE MASTER.

#### Update Leave Days into SALARY ENTRY

If enabled (recommended), leave days taken from QUICK STAFF Leave Records are transferred into SALARY ENTRY records.

#### View

A leave entitlement report is created upon completion of processing. Click "View" Button to see the report

The following explains the detail inside Leave Entitlement Processing report.

C:\QPAY7\DATA\DEMO2016\LEAVE.TMP ( Date: 14/06/2016 11:38 AM )

File		Options		Search	X	Read ONLY
COMPANY: DEMONSTRATION COMPANY REPORT : LEAVE ENTITLEMENT PROCESSING PERIOD : END-MAY-2016 DATE : 14-Jun-2016 (Tue)						
=====						
Empl#:	001	Name:	JENNIFER WHITE	Hire:	01/07/1993	Resign: Retire: Service Year: 22.91
LastYear CurrYear  Total  Total  Total  Total NextYear  * Entitlement Earned in Year 2016 *						
Leave Description	B/F	Earned	Adjustmt	Entl	Taken	Balance
C/F  Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Tot						
Annual Leave	0.00	20.00	0.00	20.00	0.00	20.00
Sick Leave	0.00	22.00	0.00	22.00	0.00	22.00

**Leave Description**

Leave description

**Last Year B/F**

Last year brought forward leave days. Value is taken from EMPLOYEE MASTER "*Previous Year Brought Forward*" figure.

**Curr Year Earned**

Total leave days earned for all the months of the current year. If "*Leave earned until current month*" is applied, then this figure will accumulate leave earned days until current selected payroll month. Value is computed based on *Leave Group*.

**Total Adjustment**

If exists leave entry records with "adjustment" leave figures, then value will show these adjustment days total.

If "*Leave earned until current month*" is applied, then this figure will accumulate adjustment days until current selected payroll month.

**Total Entl**

Total leave days entitled. This is the sum of **Last Year B/F + Current Year Earned + Total Adjustment**

**Total Taken**

Total leave days taken. This value is derived from leave records taken.

**Total Balance**

Leave balance = **Total Entl - Total Taken**

**Next Year C/F**

This is the expected next year carried forward of leave days.

## 23. QUICK STAFF – HR QUERY

**HR QUERY** module allows you to perform fast query on Human Resource records. You can easily generate a list of employees matching your search criteria.

Create search on employees with company cars, insurance claim reference number, working experience on certain industries, education levels, skills, training courses taken, etc. The final search result will show a list of employees matching your search criteria in "Include in QUERY" box (see below illustration).

Excluded from QUERY			include in QUERY	
001	JENNIFER WHITE	→	002	HARITH OSMAN B.
003	TAN CHENG MEI	←	004	PHANG LEE BENG
005	ARUMUGAM A/L C	→		
006	FRANÇOIS PIET	→		
007	SAKURA OSHIN Y	→		
008	TIAN FATT HUAT	→		
014	ANUAR BIN RAH	→		
015	CHENG LEE LEE	→		

Search result in "Include in Query" box

Below are some example searches:

>> Search on employees with company cars or handphones...

>> Search on Matching "All Words" and Option "Employee Match ALL conditions..."

Accident	<input type="text"/>	Skill	<input type="text"/>
Appraisal	<input type="text"/>	Training	<input type="text"/>
Benefits	CAR HANDPHONE	Work History	<input type="text"/>
Discipline	<input type="text"/>	Matching	All Words
Education	<input type="text"/>	Option	Employee Match ALL Conditions...
Insurance	<input type="text"/>		

>> Search on employees with fighting disciplinary records...

Accident	<input type="text"/>	Skill	<input type="text"/>
Appraisal	<input type="text"/>	Training	<input type="text"/>
Benefits	<input type="text"/>	Work History	<input type="text"/>
Discipline	FIGHT	Matching	All Words
Education	<input type="text"/>	Option	Employee Match ALL Conditions...
Insurance	<input type="text"/>		

>> Search on employees with Degree or Diploma education level **AND** with previous working experience in Manufacturing industries

Accident	<input type="text"/>	Skill	<input type="text"/>
Appraisal	<input type="text"/>	Training	<input type="text"/>
Benefits	<input type="text"/>	Work History	MANUFACTURING
Discipline	<input type="text"/>		
Education	DEGREE DIPLOMA	Matching	All Words
Insurance	<input type="text"/>	Option	Employee Match ALL Conditions...

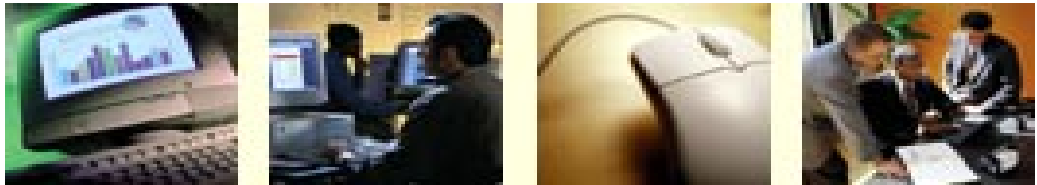
>> Search on employees with Master's degree **AND** has completed some Management courses...

Accident	<input type="text"/>	Skill	<input type="text"/>
Appraisal	<input type="text"/>	Training	MANAGEMENT COURSE
Benefits	<input type="text"/>	Work History	<input type="text"/>
Discipline	<input type="text"/>		
Education	MASTER DEGREE	Matching	All Words
Insurance	<input type="text"/>	Option	Employee Match ALL Conditions...

**Search HR records by specifying words separated by spaces.**  
**Query result is saved as QUERY #50**

# APPENDIX

Malaysian Payroll & Human Resource Management



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## Appendix 1: DOWNLOAD from Internet

The screenshot shows a web browser window with the address bar displaying 'www.hr2000.com.my/product.htm'. The website has a navigation bar with links: Home, Products, Client, About Us, Contact, and a phone number 'Call +603-56329094 (Hunting)'. The main heading is 'Products'. Below it, a section titled 'QUICK PAY for Windows' describes the software as a 'Malaysian Payroll & Human Resource' management tool. It lists features such as multiple company support, multi-user access, real-time data updates, and various reporting capabilities. A 'Download Ver 7' button is visible. A speech bubble points to the button with the text 'Click Here to begin Download'. A small inset image shows the software's interface.

Malaysian Payroll, Human Resource Management Software

Home Products Client About Us Contact Call +603-56329094 (Hunting)

# Products

## QUICK PAY for Windows

### QUICK PAY ~ Malaysian Payroll & Human Resource

Quick Pay is a user-friendly Malaysian payroll & human resource (HRMS) management software designed to suit Malaysia labour law. It provides Easy Data Entry, Simplified Flow and incorporated with Internal Power Reporting tool - plus Data Exchange capabilities to popular Windows word-processors and spreadsheets applications.

**QUICK PAY (Payroll) Features:**  
Multiple Company, Multi-user & Network access, Real-Time Data Update, Auto EPF, SOCSO, TAX computation, user define Overtime & Shift rates, Monthly/Daily/Hourly Payment, Salary Prorate, Leave Management, Bonus Computation, Gratuity, Voluntary EPF, Government Reports & Diskettes, Management Reports, Built-In Report Generator, Auto-Bank Diskette Submission, Data Import & Export Feature, Global Change Fields, Password Security, Audit Trail, Employee Photo, Database Merging, Database Exchange, Foreign Currency, Services Point, Arrears

**Download Ver 7**

Quick PAY / STAFF Ver. 7 (11/06/2016)

Click Here to begin Download

1. From Internet Explorer, login to <http://www.hr2000.com.my>
2. Go to **Products** page
3. Find **Quick Pay/ Staff Ver.7** section.
4. To download, click on button **Download Ver 7**
5. When asked **Would you like to open the file or save it to your computer?**, click **Save**. Then select the destination you want to save the file (eg. C:\Temp – create a Temp folder).
6. After download completed, go to the destination you saved (e.g. C:\Temp) and double-click **qpawin7.exe** and follow the instructions on screen.

*Note: Some download files are **PASSWORD** protected. Kindly call **HR2000** for your password.*

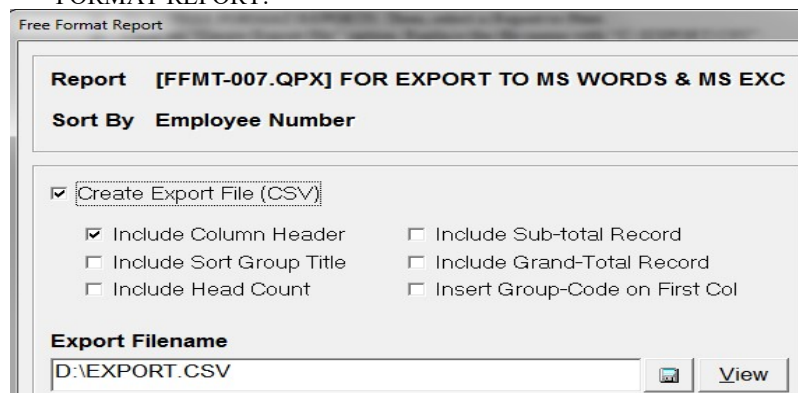
## Appendix 2: Export to Microsoft Words

The following steps will guide you on how to export payroll items into Ms Words for Letter Merging.

### Step 1 : Create an export file from QUICK PAY.

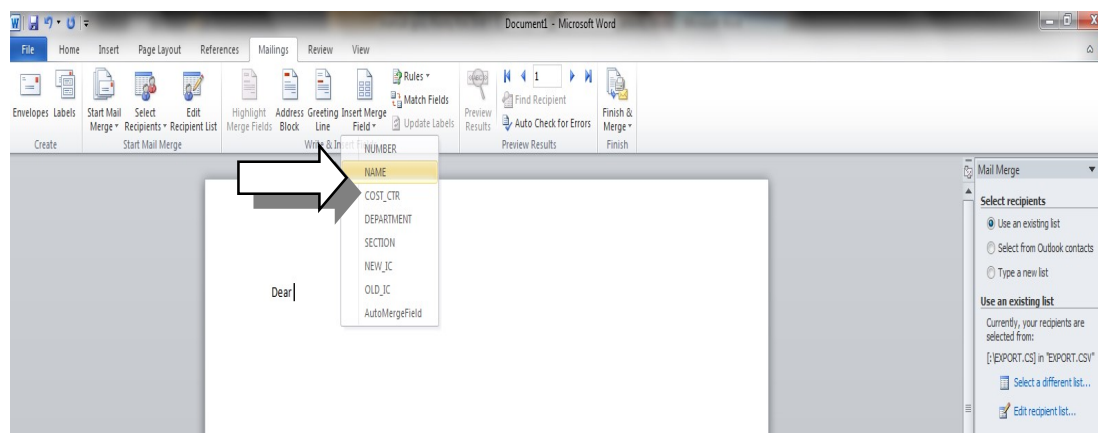
- ❑ Go to FREE FORMAT REPORTS. Then, select a Report to Print.
- ❑ Click on “Create Export File” and check “Include Column Header” option.
- ❑ Key in Export Filename (any filename with CSV extension) accordingly eg. D:\EXPORT.CSV

Note: This will create an export file of D:\EXPORT.CSV containing payroll information preset in your FREE FORMAT REPORT.



### Step 2 : Execute Microsoft Words

- ❑ Choose “MAILINGS” from Menu bar. Then, click on “START MAIL MERGE”
- ❑ Choose “STEP BY STEP MAIL MERGE WIZARD”
- ❑ In MAIL MERGE Window
  1. Select document type, eg. Letter .
  2. At right bottom Step 1 of 6, click Next: Starting Document
  3. Select Starting document, eg. Use the current document
  4. At right bottom Step 2 of 6, click Next: Select Recipients
  5. Select Recipients, eg. Use an existing list
  6. Click “BROWSE” to select recipient list file Data source from D:\EXPORT.CSV. Then click OK
  7. At right bottom Step 3 of 6, click Next: Write your letterBy now, you should have an empty Ms Word document. From here, you can proceed to type in your letter. If you decided to “Insert” an information from the export file (example: Employee Name), then point on the data merging position and click on “INSERT MERGE FIELD” button to choose the “NAME”.



8. Once complete writing the letter. At right bottom Step 4 of 6, click Next: Preview your letters
9. If the preview result is fine. At right bottom Step 5 of 6, click Next: Complete the merge

**Example:**

*In Ms Word's document, type the word "Dear". Then, click on "INSERT MERGE FIELD". You should see the exported fields here like Number, Name, etc (of course, depending on your Free Format exported items.). Continue to type your letter, and click INSERT MERGE FIELD again if you decided to place another item into this document.*

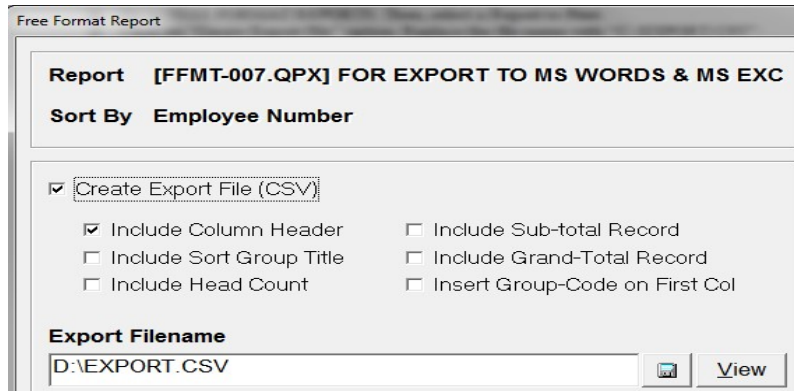
*To view the actual letter, click on "<<< ABC >>> Preview results" button. To scroll to next employee, click on the Forward (>) icon and Backward (<) icon.*

## Appendix 3: Export to Microsoft Excel

### Step 1 : Create an export file from QUICK PAY.

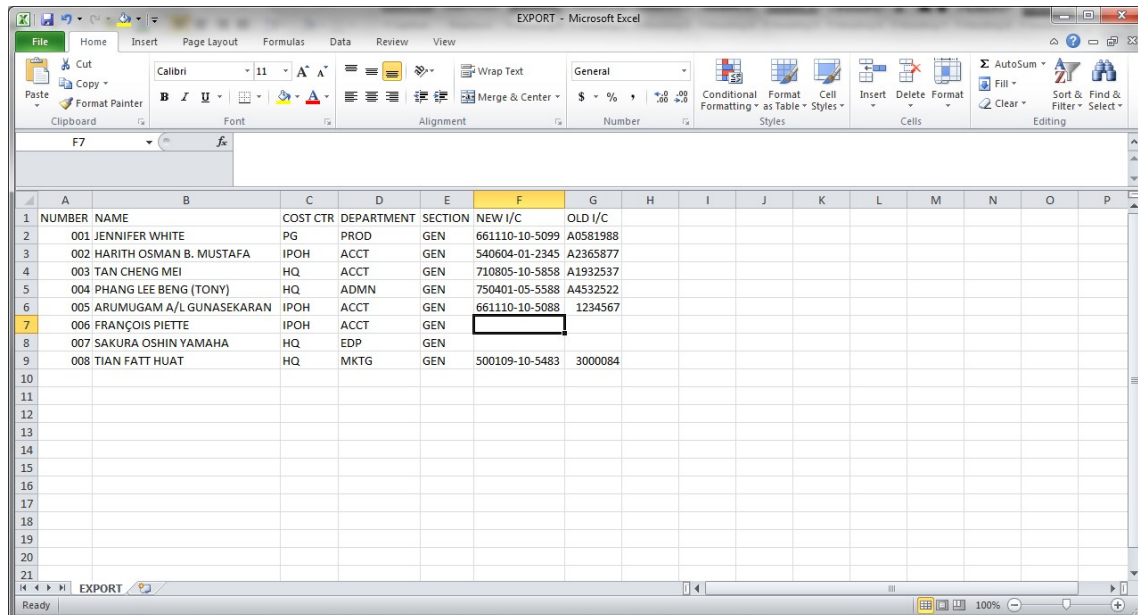
- ☐ Go to FREE FORMAT REPORTS. Then, select a Report to Print.
- ☐ Click on “Create Export File” and check “Include Column Header” option.
- ☐ Key in Export Filename (any filename with CSV extension) accordingly eg. D:\EXPORT.CSV

Note: This will create an export file of D:\EXPORT.CSV containing payroll information preset in your FREE FORMAT REPORT.



### Step 2 : Execute Microsoft EXCEL Program

- ☐ Choose “FILE” from Menu bar. Then, click on “OPEN”
- ☐ On filename entry, type “D:\EXPORT.CSV”



NUMBER	NAME	COST CTR	DEPARTMENT	SECTION	NEW I/C	OLD I/C
001	JENNIFER WHITE	PG	PROD	GEN	661110-10-5099	A0581988
002	HARITH OSMAN B. MUSTAFA	IPOH	ACCT	GEN	540604-01-2345	A2365877
003	TAN CHENG MEI	HQ	ACCT	GEN	710805-10-5858	A1932537
004	PHANG LEE BENG (TONY)	HQ	ADPN	GEN	750401-05-5588	A4532522
005	ARUMUGAM A/L GUNASEKARAN	IPOH	ACCT	GEN	661110-10-5088	1234567
006	FRANÇOIS PIETTE	IPOH	ACCT	GEN		
007	SAKURA OSHIN YAMAHA	HQ	EDP	GEN		
008	TIAN FATT HUAT	HQ	MKTG	GEN	500109-10-5483	3000084

By now, you should see the exported data neatly arranged in your Ms Excel spreadsheet. Please save the file into XLS file format.

## Appendix 4: Keywords for Free-Format & Query

[NUMBER]	Employee Number	[IC-OLD]	Old Identity Card No.
[NAME]	Employee Name	[IC-COLOR]	Identity Card Color
[SEX]	Sex / Gender	[PASSPORT-NO]	Passport No.
[RACE]	Race	[ACC-EPF]	EPF Account Number
[MARITAL]	Marital Status	[NK-EPF]	EPF NK (Nombor Kawalan)
[CHILDREN]	Children	[INIT-EPF]	EPF Initial Number
[DATE-HIRE]	Date Of Hire	[ACC-SOCSO]	SOCSO Acc No.
[DATE-RESIGN]	Date Of Resignation/Termination	[ACC-TAX]	Income Tax Acc No.
[DATE-INCR]	Date of Increment	[BRN-TAX]	Income Tax Branch
[DATE-CONF]	Date of Confirmation	[COUNTRY-CODE]	Income Tax Country Code
[DATE-RETR]	Date of Retirement	[IC-EPF]	I/C in EPF Report
[DATE-BIRTH]	Date of Birth	[IC-SOCSO]	I/C in SOCSO Report
[MTH-BIRTH]	Month of Birth	[IC-ASNB]	I/C in ASNB Report
[MTH-HIRE]	Month of Hire	[IC-BANK]	I/C in Bank Report
[MTH-RESIGN]	Month of Termination	[IC-REPORT]	I/C in Other Report
[IC-NEW]	New Identity Card No.		
[ACC-TAB-HAJI]	Tabung Haji No.	[DESC-OCCU]	Occupation Desc
[ACC-ASN]	ASN No.	[CODE-BANK]	Bank Code
[PREV-EMPR]	Previous Employer	[DESC-BANK]	Bank Desc
[ADDR-1]	Address #1	[BRN-BANK]	Bank Branch
[ADDR-2]	Address #2	[ACC-BANK]	Bank Account No.
[ADDR-3]	Address #3	[CODE-QUAL]	Qualification Code
[POSTAL]	Postal Code	[DESC-QUAL]	Qualification Desc
[CODE-CCTR]	Cost-Center Code	[CODE-JOB]	Job Grade Code
[DESC-CCTR]	Cost-Center Desc	[DESC-JOB]	Job Grade Desc
[CODE-DEPT]	Department Code	[CODE-NATION]	Nationality Code
[DESC-DEPT]	Department Desc	[DESC-NATION]	Nationality Desc
[CODE-SECT]	Section Code	[CODE-RELG]	Religion Code
[DESC-SECT]	Section Desc	[DESC-RELG]	Religion Desc
[CODE-CATG]	Category Code	[PAY-VIA]	Payment Via
[DESC-CATG]	Category Desc	[CHEQUE-NO]	Cheque No.
[CODE-OCCU]	Occupation Code	[REMARK-1]	Remark #1
[REGION]	Region (ie, West Malaysian/Sabahan/Sarawakian)	[REMARK-2]	Remark #2
		[REMARK-3]	Remark #3
		[REMARK-4]	Remark #4
		[PHONE]	Telephone
[SP-NAME]	Spouse's Name	[EMAIL]	e-Mail
[SP-OLDIC]	Spouse's Old IC	[NEXT-OF-KIN]	Next of Kin
[SP-NEWIC]	Spouse's New IC	[SERV]	Service Year (YY:MM:DD)
[SP-ACC-TAX]	Spouse's Income Tax #	[PAY-RATE]	Payment Rate
[SP-BRN-TAX]	Spouse's Tax Branch	[PAY-FREQ]	Payment Frequency
[GRP-TAX]	Income Tax Group	[ACC-IMI]	Immigration Number
		[DATE-XIMI]	Immigration Date
[GRP-ACCS]	Security Access Group	<USER-VAL-1>	User Value #1
[GRP-EPF]	EPF Group	<USER-VAL-2>	User Value #2
[GRP-SOCSO]	Socso Group	<AGE>	Age

[GRP-WORK]	Work Group / NPL Group	<SERV>	Service Years
[GRP-OT]	Overtime Group	<SERVMTH>	Service Months
[INCR-PERC]	Increment Percentage	<CB>	Current Basic (EMPL MASTER)
[COUNT]	Running No / Counter	<OB>	Old Basic
[SLYREMARK1]	Remark-1 from Salary Entry	<MB>	Mid-Month Basic
[SLYREMARK2]	Remark-2 from Salary Entry	<AE>	Annual Leave Entitlement
[SLYREMARK3]	Remark-3 from Salary Entry	<AL-TAKEN>	Annual Leave Days Taken
[SLYREMARK4]	Remark-4 from Salary Entry	<SE>	Sick Leave Entitlement
		<SL-TAKEN>	Sick Leave Days Taken
<BASIC-PAY>	Basic Pay (SALARY ENTRY)	<WORK-DAMT>	Days Worked Amount
<NETT-PAY>	Net Pay Amount	<WORK-HAMT>	Hours Worked Amount
<GROSS-EARN>	Gross Earnings Amount	<WORK-DAY>	Days Worked (Daily Rated)
<GROSS-DEDU>	Gross Deductions Amount	<WORK-HOUR>	Hours Worked (Daily Rated)
<TOTAL-ALLW>	Total Allowance Amount	<WORK-DRATE>	Days Worked Rate
<TOTAL-DEDU>	Total Deductions Amount	<WORK-HRATE>	Hours Worked Rate
<TOTAL-BONUS>	Total Bonus Amount	<NPL-DAMT>	No-Pay-Leave Days Amount
<PCB-AMOUNT>	Total PCB Amount	<NPL-HAMT>	No-Pay-Leave Hour Amount
<EPPF-AMT>	Employee EPF Amount	<NPL-DAY>	No-Pay-Leave Days
<REPF-AMT>	Employer EPF Amount	<NPL-HOUR>	No-Pay-Leave Hours
<ESOC SO-AMT>	Employee SOC SO Amount	<NPL-DRATE>	No-Pay-Leave Days Rate
<RSOC SO-AMT>	Employer SOC SO Amount	<NPL-HRATE>	No-Pay-Leave Hours Rate
<EVOL-AMT>	Employee Voluntary Amount		
<RVOL-AMT>	Employer Voluntary Amount		
<RLEVY-AMT>	Employer Levy Amount		
<EPF-WAGES>	EPF Wages Amount		
<SOC SO-WAGES>	SOC SO Wages Amount		
<PCB-WAGES>	PCB Wages Amount		
<OT-AMT1>	Overtime #1 Amount	<OT-HOUR1>	Overtime #1 Hours
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<OT-AMT4>	Overtime #4 Amount	<OT-HOUR4>	Overtime #4 Hours
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<OT-AMT7>	Overtime #7 Amount	<OT-HOUR7>	Overtime #7 Hours
<OT-AMT8>	Overtime #8 Amount	<OT-HOUR8>	Overtime #8 Hours
<OT-AMT9>	Overtime #9 Amount	<OT-HOUR9>	Overtime #9 Hours
<OT-AMT10>	Overtime #10 Amount	<OT-HOUR10>	Overtime #10 Hours
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<OT-RATE2>	Overtime #2 Rate	<OT-RATE7>	Overtime #7 Rate
<OT-RATE3>	Overtime #3 Rate	<OT-RATE8>	Overtime #8 Rate
<OT-RATE4>	Overtime #4 Rate	<OT-RATE9>	Overtime #9 Rate
<OT-RATE5>	Overtime #5 Rate	<OT-RATE10>	Overtime #10 Rate
<SH-AMT1>	Shift #1 Amount	<SH-HOUR1>	Shift #1 Hours

<SH-AMT2>	Shift #2 Amount	<SH-HOUR2>	Shift #2 Hours
<SH-AMT3>	Shift #3 Amount	<SH-HOUR3>	Shift #3 Hours
<SH-AMT4>	Shift #4 Amount	<SH-HOUR4>	Shift #4 Hours
<SH-AMT5>	Shift #5 Amount	<SH-HOUR5>	Shift #5 Hours
<SH-AMT6>	Shift #6 Amount	<SH-HOUR6>	Shift #6 Hours
<SH-AMT7>	Shift #7 Amount	<SH-HOUR7>	Shift #7 Hours
<SH-AMT8>	Shift #8 Amount	<SH-HOUR8>	Shift #8 Hours
<SH-AMT9>	Shift #9 Amount	<SH-HOUR9>	Shift #9 Hours
<SH-AMT10>	Shift #10 Amount	<SH-HOUR10>	Shift #10 Hours
<SH-RATE1>	Shift #1 Rate	<SH-RATE6>	Shift #6 Rate
<SH-RATE2>	Shift #2 Rate	<SH-RATE7>	Shift #7 Rate
<SH-RATE3>	Shift #3 Rate	<SH-RATE8>	Shift #8 Rate
<SH-RATE4>	Shift #4 Rate	<SH-RATE9>	Shift #9 Rate
<SH-RATE5>	Shift #5 Rate	<SH-RATE10>	Shift #10 Rate
<AP-AMT1>	Add'Pay #1 Amount	<AP-DAY1>	Add'Pay #1 Days
<AP-AMT2>	Add'Pay #2 Amount	<AP-DAY2>	Add'Pay #2 Days
<AP-AMT3>	Add'Pay #3 Amount	<AP-DAY3>	Add'Pay #3 Days
<AP-AMT4>	Add'Pay #4 Amount	<AP-DAY4>	Add'Pay #4 Days
<AP-AMT5>	Add'Pay #5 Amount	<AP-DAY5>	Add'Pay #5 Days
<AP-RATE1>	Add'Pay #1 Rates	[AD-GRPCODE1]	Group#1 Item Codes
<AP-RATE2>	Add'Pay #2 Rates	[AD-GRPCODE2]	Group#2 Item Codes
<AP-RATE3>	Add'Pay #3 Rates	[AD-GRPCODE3]	Group#3 Item Codes
<AP-RATE4>	Add'Pay #4 Rates	[AD-GRPCODE4]	Group#4 Item Codes
<AP-RATE5>	Add'Pay #5 Rates	[AD-GRPCODE5]	Group#5 Item Codes
[AD-GRPAMT1]	Group#1 Item Amount	<AD-GRPAMT1>	Group#1 Total Amount
[AD-GRPAMT2]	Group#2 Item Amount	<AD-GRPAMT2>	Group#2 Total Amount
[AD-GRPAMT3]	Group#3 Item Amount	<AD-GRPAMT3>	Group#3 Total Amount
[AD-GRPAMT4]	Group#4 Item Amount	<AD-GRPAMT4>	Group#4 Total Amount
[AD-GRPAMT5]	Group#5 Item Amount	<AD-GRPAMT5>	Group#5 Total Amount
[DATE-DAY]	Computer Day eg. DD-MM-YYYY	[LVE-DESC1]	Leave Description #1
[DATE-TIME]	Computer Time eg.HH:MM:SS	[LVE-DESC2]	Leave Description #2
[PERIOD]	Database Current Period eg. PRD-MTH-YYYY	[LVE-DESC3]	Leave Description #3
[COMPANY]	Company Name	[LVE-DESC4]	Leave Description #4
[YEAR]	Database Year	[LVE-DESC5]	Leave Description #5
[RACC-EPF]	Company EPF Account	[LVE-DESC6]	Leave Description #6
[RACC-SOCSO]	Company SOCSO Account	[LVE-DESC7]	Leave Description #7
[RACC-TAX]	Company Income Tax Account	[LVE-DESC8]	Leave Description #8
[RADDR-1]	Company Address Line #1	[LVE-DESC9]	Leave Description #9
[RADDR-2]	Company Address Line #2	[LVE-DESC10]	Leave Description #10
[RADDR-3]	Company Address Line #3		
[RPOSTAL]	Company Address Postal		

## Appendix 5: TOPICS found in HELP

To access online HELP topics in QUICK PAY, run **QUICK PAY**, goto **MAIN MENU**, goto **HELP**, and click on **ABOUT QUICK PAY**. The additional HELP topics included are :

### GENERAL INFORMATION

[QUICK PAY - General Overview](#)

[QUICK STAFF - General Overview](#)

[About HR 2000 Sdn Bhd](#)

### INSTALLATION GUIDE

[Installation \(Standalone PC and Network Environment\)](#)

[System Requirement](#)

### PROCESSING STEPS

[Monthly Processing Steps](#)

[Select Period](#)

[Employee Master](#)

[Process Period](#)

[Salary Entry](#)

### REPORTS

[Payslip Printing](#)

[Government Reports](#)

[Standard Reports](#)

[Label Writer](#)

[Free Format Report](#)

### DATA EXPORT & IMPORT

[Export to Microsoft Words](#)

[Export to Microsoft Excel](#)

[Export to DBF Files](#)

[Time Management Import](#)

[Import from Other Systems](#)

### ADD-ON MODULES

[E-Mail Payslip](#)

[E-Mail CP8A](#)

[E-Mail PCB2](#)

[Gratuity System](#)

[Service Point System](#)

[Project System](#)

[DBF Utility](#)

[Arrears Run](#)

### OTHER TOPICS

[How to Speed up your Computer](#)

[System Setup](#)

[SUPERVISOR](#) and [Users](#) Password Security

[Database Error Codes](#)

[Backup/Restore ZIP Error Codes](#)

[EMail Error Codes](#)