



MANUAL PENGGUNA

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This chapter gives you quick and simple instructions to get you up and running.

MINIMUM SYSTEMS REQUIREMENTS

- Pentium
- 32 MB of memory
- Windows 95 or higher
- At least 8 MB free disk space for software
- VGA monitor or higher
- Hard Disk Drive, CD ROM Drive
- Mouse or other pointing device
- Laser Printer (optional)

NOTE

Recommended allocation of 30MB or higher for company database

INSTALLATION

DiGiPAY files are shipped in a compressed format and automatically decompressed during the installation process. Therefore, to install and run software on your computer, you must first run the setup program. Do not just copy DiGiPAY files into a directory on your hard disk.

There are 2 ways to run the setup program:

I) AUTOOPEN

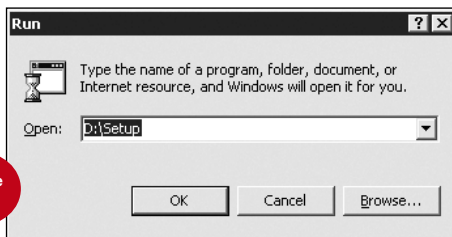
Insert the DiGiPAY CD into your computer's CD-ROM drive, the system will automatically run the Setup program.

II) MANUALLY (In case your CD drive doesn't support AutoOpen feature)

- Insert the software CD into your computer's CD-ROM drive.
- Make sure the Windows 95 or higher program is running on your computer.
- Choose RUN from the Windows 95 or higher program - Start Menu and type D:\Setup in the Open text box, click "OK".

For example: **D:\SETUP**

**Figure
1.1**



For AutoOpen and manually run setup program, please follow the on screen instruction. We recommend you to accept all the preset options for the most completed installation.

QUESTION ASKED WHEN INSTALLING

What are the choices?

What should you do?

Select Directory for DiGiPAY

Accept the preset choice: C:\DiGiPAY

At the end of the installation, a shortcut will be created on the desktop. If it is not created, please follow the following steps.

TO CREATE A SHORTCUT ON THE DESKTOP

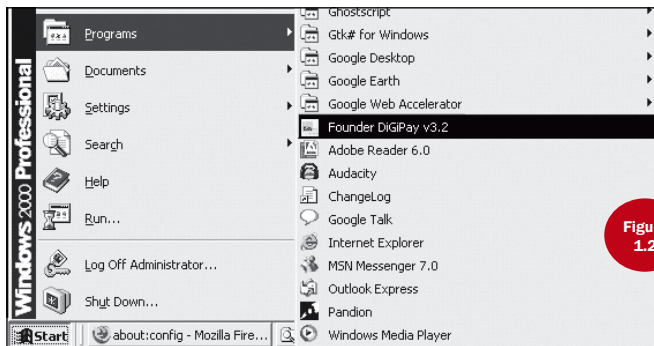
- Move the mouse or pointing device to the Start Menu at the bottom left of the screen.
- Click on the right mouse button, and a menu will appear.
- Click Explore, and a Windows Explorer will appear with contents of Start Menu folder shown.
- Double click the Programs folder.
- Look for DiGiPAY.
- Use the right mouse button to click on the DiGiPAY and drag it to the desktop. Release the mouse button, and a menu will appear.
- Click Create Shortcut(s) Here.
- The Shortcut will be shown on your desktop.

NOTE

Do not maximize the Windows Explorer.

GETTING STARTED

Once installation is completed, you may start to run DiGiPAY as shown in the following steps:



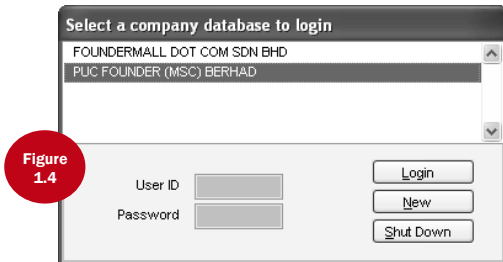
- Click on the Start Menu bar and choose PROGRAMS. Point to Founder Applications group icon and double click DiGiPAY as shown in Figure 1.2



- From the Windows desktop, double click the DiGiPAY icon as shown in Figure 1.3

LOGIN AND QUITTING

TO LOGGING ON TO DIGIPAY



When you start DiGiPAY, you may choose the directory that you want to log in by highlighting it and entering your User ID and Password. Refer to Figure 1.4 above.

- Single click on the desired directory.
- In the User ID box, type your name. For first time usage, leave it blank.
- In the Password box, type a password. For first time usage, leave it blank.
- Click Login button to proceed.

TO QUIT FROM DiGiPAY

When login window is prompted, click the Shut Down button to exit completely from DiGiPAY.

NEW COMPANY AND SETUP WIZARD

TO SETUP A NEW COMPANY/DIRECTORY

When the login window is prompted (refer to Figure 1.4.), click on the New button. The Setup Wizard will be launched.



Figure 1.5

- Language selection for the new company.



Figure 1.6


- Welcome message for the Setup Wizard. Key in the CD key and click Next button to proceed. You may find your CD key on the genuine hologram security sticker on your software setup CD.

Figure 1.7




DiGiPAY - Payroll Setup Wizard

Step 1 of 5

First, in order for me to identify this new set of payroll database that you're setting up, I need you to enter the following information regarding your organisation.



Company: PUC FOUNDER (MSC) BERHAD
 ROC No.: 451734A
 Address: NO 6, 8 & 10, JALAN BK 3/2, BANDAR KINRARA, 47180 PUCHONG, SELD E, MALAYSIA
 Phone No.: 03-8070 9933 Fax No.: 03-8070 9988
 E-mail: info@founder.com.my
 Contact: MR.CHONG


- Define the company profile. Click Next button to proceed.

Figure 1.8


DiGiPAY - Payroll Setup Wizard

Step 2 of 5

Secondly, you are required to choose the payroll processing parameters that suit your payroll policy so that I can process the payroll according to the selected parameters.



Start the payroll period from: 2009 June
 No. of working days in a week is: 6 days
 No. of working hours in a day is: 8 hours
 Daily rate is monthly basic divided by: 26 offered days
 Payroll cut-off every month on the day: 1st half month-end 30 Last day
 Applicable for 1st half month payroll:
 - 1st half month wages is to deduct: ☒ EPF ☒ SOCSO ☒ TAX
 - during month-end, 1st half wages is: ☒ Combined ☐ Separated

- Define payroll settings. Click Next button to proceed.

DiGiPAY - Payroll Setup Wizard

Step 3 of 5

Now, this is the spreadsheet-like table where you can key in all the employees' personal information according to the formatted columns.

If you have a large number of employee records to key in, you may want to save the table at anytime and continue the next time you run this Wizard again, or you can proceed to complete this setup with few employee records first and then add the remaining records later on.

[1] Emp. Name	Emp. No.	IC (new)	IC (old)	Passport	Birth d
YUSNITA BT MOHD	PUC301	701120-08-5864			20/11

add delete auto no. upgrade others continue next time

Back Next Cancel

Figure 1.9

- The setting up of employees particulars. Click Next button to proceed.

ADD - Add a new employee.

Delete - Delete a current employee.

Auto no. - Generate employee number based on 1st character of the employee name.
For example, J001 is generated for John Doe.

UPGRADE OTHERS - This function will scan your hard drive for known payroll packages. If the system discovered any, click on the entry and you will have the option to overwrite the existing data entry with upgraded data or to include the upgraded data as part of the existing data.

CONTINUE NEXT TIME - This will terminate the Setup Wizard and end the session for this newly setup company/directory. Save the changes done to ensure that Setup Wizard will be launched during next login session.

DiGiPAY - Payroll Setup Wizard

Step 4 of 5

Finally, if the employees are being paid for additional fixed-monthly or piece-rated allowances, you can define these type of allowances and whether they are subject to statutory deductions or overtime (OT) rate calculation, and then specify either the fixed amount or piece-rate for each employee in the table below.

Allowance

	Monthly	Piece-Rated	EPF	SOC	S	TAX	OT
#1 MILEAGE CLAIM	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#2 TRANSPORT FEE	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#3 MEAL ALLOWANCE	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#4	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Emp. Name	Emp. No.	#1	#2	#3	#4
YUSNITA BT MOHD	PUC301	20.00	150.00	250.00	

Back Next Cancel

Figure 1.10

- Assign fixed allowances for each employee. Click Next button to proceed.

DiGiPAY - Payroll Setup Wizard

Step 5 of 5

You have just completed the few simple steps that help you to setup your payroll database into the system. You can go back to any of the previous steps to change the parameters or tables, otherwise click the 'Finish' button to conclude this wizard setup.

Upon finishing this setup, you are able to process your payroll as according to the basic settings that you have selected.

Should you want to utilise many other advanced features comes with this software, you are advised to explore the concepts provided by the interactive Payroll Advisor or from the online Self-Help user guide, which both are available in the DiGiPAY's Control Center.

It's been a pleasure at your service, and once again, thank you for using this DiGiPAY software and I hope it can bring you a simple and yet productive approach in doing your payroll.

Finish

Back Next Cancel

Figure 1.11

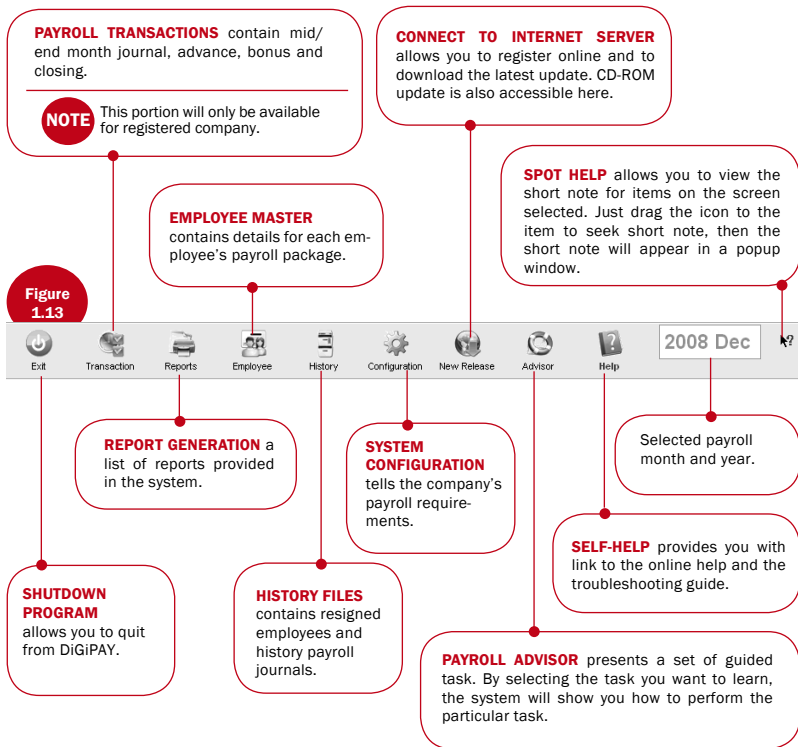
- The end of Setup Wizard. Click Finish button to save all settings.



Figure 1.12

Once the Setup Wizard is completed, you will be presented with the Welcome window as per Figure 1.12. The Welcome window will be displayed every time you login to this company unless the “Don’t show this message again” box is checked.

MAIN MENU



PAYROLL ADVISOR

By double clicking the option, the system will guide you until the task is completed.

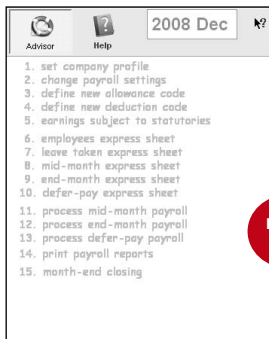


Figure 1.14

UPDATE SERVICE



Figure 1.15

As and when an update is available, it will be uploaded into the DiGiPAY Internet Server. If you do not have an internet access for the DiGiPAY computer, you may request your vendor to send you the latest updated CD.

To retrieve the latest update from the Internet, make sure, that the computer is connected to the Internet via modem, then click on the Connect to DiGiPAY Internet Server icon and click Connect button to start the process.

To retrieve the latest update from the CD, ☐ click on the Connect to DiGiPAY Internet Server icon and click CD-ROM button. You will be presented with a select directory dialog. Point the directory to your CD-ROM drive and click Select button to start the process.

As a new user of DiGiPAY, you are entitled to a free 12 months update service. Upon expiry of the 12 months period, you are advised to extend the update service for another 12 months with a minimal update fee. Print out the update service license from Company Profile/License within System Configuration, fill it up and send it together with your payment to us.

USER ACCESS AND PASSWORD

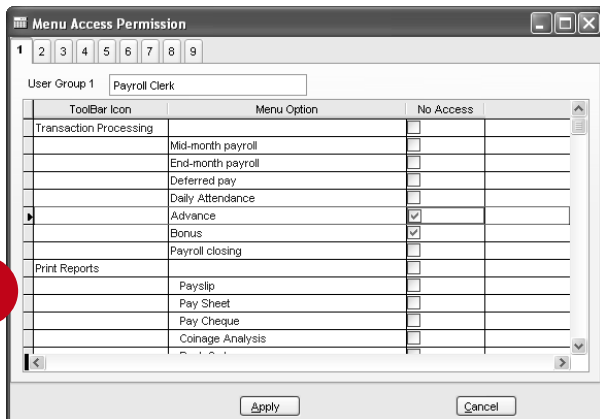



Figure 1.16

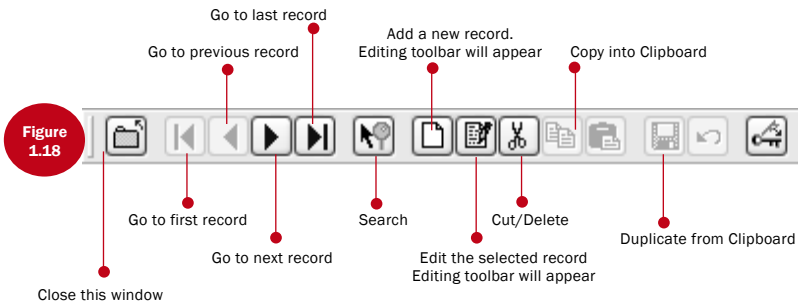
1. Determine the access right for 9 user groups. Click on the icon  and double click "Access permission". Put a check into menu option where the particular user group will have no access to it. Click Apply button to save the changes.



2. Determine the number of users allowed access to the system. Among all the users, only one of them is allowed to be granted with administrator right. For each user, assign a password with a maximum of 10 alphanumeric characters and his/her user group.
3. Select Company Profile/License. Put a check for option “requires password” and click Apply button to activate the user login.

TOOLBAR

VIEWING TOOLBAR



EDITING TOOLBAR



Toolbar guides you in viewing and maintaining the records.

CHAPTER 2

SYSTEM CONFIGURATION

This chapter guides you in setting up the system configuration based on your company's payroll requirements.

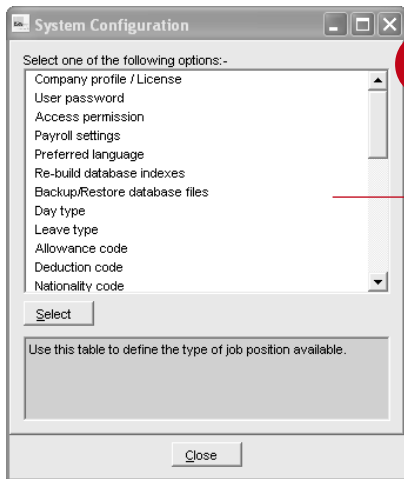



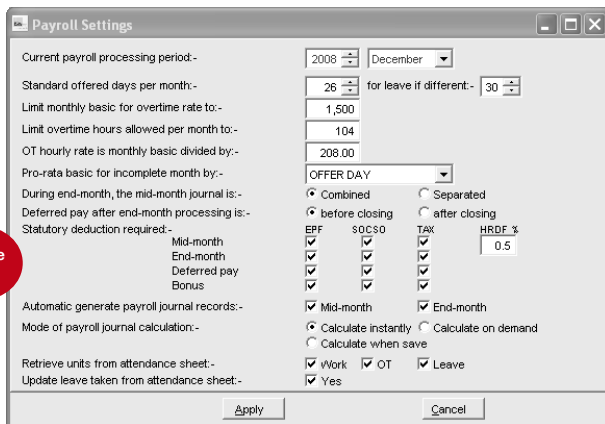
Figure 2.1

1. Payroll settings
2. Preferred language
3. Re-built database indexes
4. Backup/Restore database files
5. Day type
6. Leave type
7. Allowance/ Deduction code
8. Nationality/Ethnic/Religion/Education
9. Position/Branch/Department/Cost Center/Job Grade/Category
10. Branch address book
11. Earning subject to statutory

This function will be activated with a click on the icon  Configuration. It tells the whole company's payroll requirements. It consists of the following topics as shown in Figure 2.1.

Please refer to individual topic for elaboration.

PAYROLL SETTINGS



Payroll Settings

Current payroll processing period:- 2008 December

Standard offered days per month:- 26 for leave if different:- 30

Limit monthly basic for overtime rate to:- 1,500

Limit overtime hours allowed per month to:- 104

OT hourly rate is monthly basic divided by:- 208.00

Pro-rata basic for incomplete month by:- OFFER DAY

During end-month, the mid-month journal is:-
☒ Combined ☐ Separated
☒ before closing ☐ after closing

Deferred pay after end-month processing is:-

Statutory deduction required:-	EFF	SOCSSO	TAX	HRDF %
Mid-month	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.5
End-month	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Deferred pay	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Bonus	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Automatic generate payroll journal records:-
☒ Mid-month ☒ End-month

Mode of payroll journal calculation:-
☒ Calculate instantly ☐ Calculate on demand
☐ Calculate when save

Retrieve units from attendance sheet:-
☒ Work ☒ OT ☒ Leave

Update leave taken from attendance sheet:-
☒ Yes

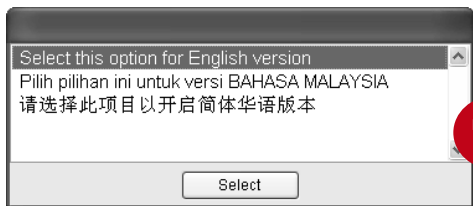
Buttons: Apply, Cancel

Figure 2.2

This function allows you to define basic payroll information for your company.

1. Double click “Payroll Settings” and define the settings available.
2. Three types of payroll journal calculation mode are available :-
 - Calculate instantly
 - Calculate when save
 - Calculate on demand
3. For payments separated from mid-month and end-month, such as commission, overtime or others, deferred pay is introduced. You may conduct deferred pay before closing – after end-month payment. You may also opt to conduct deferred pay after closing – before next month end-month payment.
4. For DiGiTime/TCMS V2 software users, attendance sheet will be utilized when you post your attendance records within DiGiTime/TCMS V2 software into DiGiPAY.
5. Upon selection, click “Apply” to confirm the changes.

PREFERRED LANGUAGE



This system is capable of displaying multi languages. Three languages are provided by default and these are English, Bahasa Malaysia and Chinese. For other languages please check with your nearest distributor or vendor.

Once activated, you will be presented with the various language options.

- Double click “Preferred language” and click on your preferred language.
- Click “Apply” to confirm.

NOTE

The language selected will be used the next time you login.

To display in Chinese, you must be running Windows operating system Chinese version. If you are running a Windows operating system English version, you may utilize a Chinese Language Input System such as ChineseStar or NJStar.

RE-BUILD DATABASE INDEXES

This function is to rebuild all the database indexes. Normally, this is not required unless your indexes are not up-to-date or corrupted.

- Double click “Re-build database indexes”, all the indexes will be re-built in a matter of seconds.

BACKUP/RESTORE DATABASE FILES

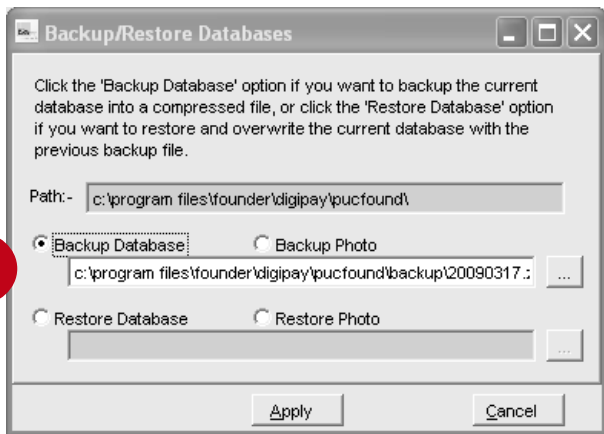


Figure
2.4

This function is to backup existing database to another storage media or restore database from previous back-uped database into system.

SELECT BACKUP COMMAND RADIO BUTTON

If you are using ARJ command, your command will be similar to below:

```
arj a -va -i2 -y a:\DiGiPAY sample\*.dbf
```

SELECT RESTORE COMMAND RADIO BUTTON

If you are using ARJ command, your command will be similar to below:

```
arj x -va -y a:\DiGiPAY sample\*.dbf
```

NOTE

Substitute the sample directory with actual directory name. You will find the actual directory being displayed inside the Path heading.

DAY TYPE

Day Type

Please specify the special key words of your choice for the day type definition:-

The normal working day is (eg. Monday): x Working Hour OT

The non-working offday is (eg. Saturday): x

The non-working restday is (eg. Sunday): x

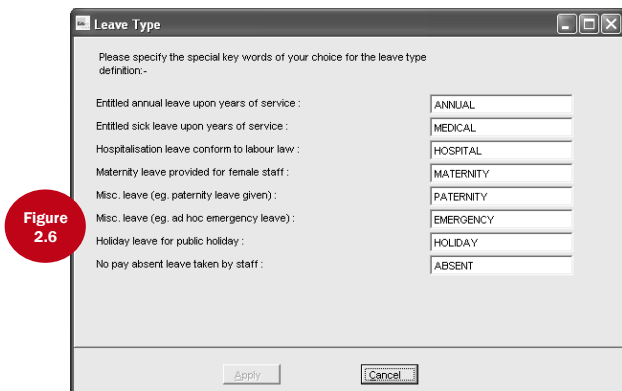
The non-working holiday is (eg. New Year): x

Figure 2.5

This function is to specify the keywords that represent the day type for each day of the week. We recommend you to maintain the default system setting.

1. Double click "Day type" and specify the keyword that represent the day type for :-
 - Normal Working Day (system default setting - WORKDAY)
 - Non-working Holiday (system default setting - HOLIDAY)
 - Other non-working Days (system default setting - RESTDAY or OFFDAY)
2. Click "Close" to confirm day type keyword.

LEAVE TYPE



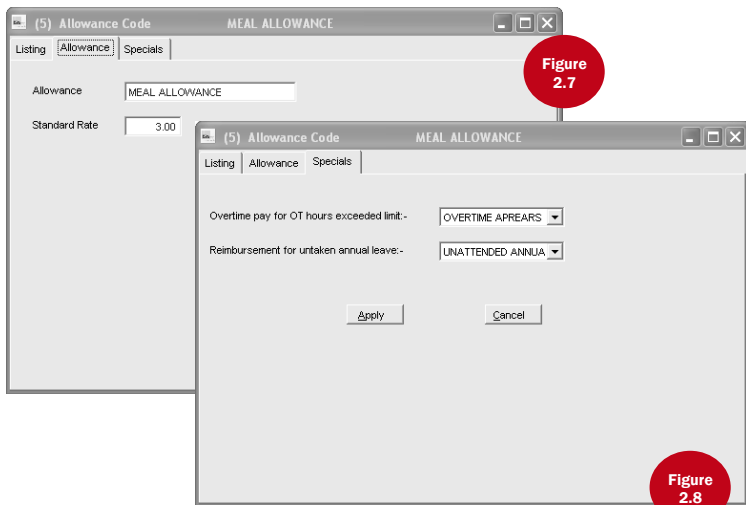
This function is to specify the type of leave allowed in the system. A total of 8 leave types are made available for your convenience. Feel free to change the default description.

1. Double click “Leave type” and specify the leave type that is implemented by your company.
2. Click “Close” to confirm leave type keyword.

ALLOWANCE/DEDUCTION CODE

Setting up of both allowances and deductions are similar. In order to cut the explanation short, information presented below is also applicable to deduction.

ALLOWANCE CODE



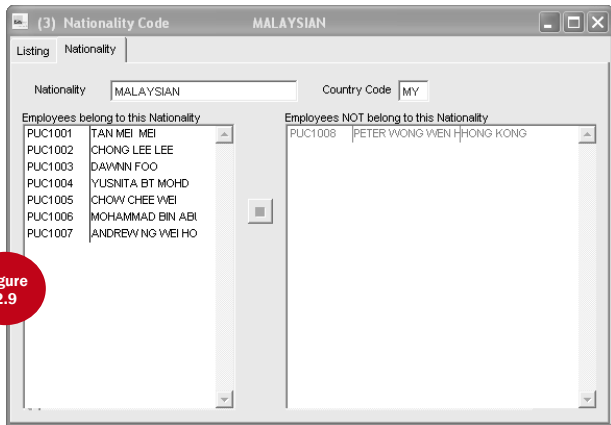
You can use this function to define your allowances. You can define unlimited numbers of allowances (constrained by hard disk size).

1. Double click "Allowance Code"
2. Use the viewing toolbar & editing toolbar to work with its content.
3. Assign the standard rate, if applicable.
3. Click "Listing" to view the available allowances.

NATIONALITY/ETHNIC/RELIGION/EDUCATION

Setting up of nationality, ethnic, religion and education are similar. In order to cut the explanation short, information presented below is also applicable to other settings.

NATIONALITY



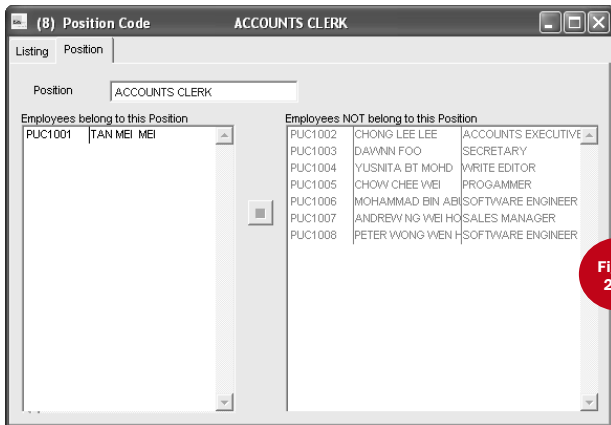
You can use this function to define a list of nationality for your employees. You can define unlimited numbers of nationality (constrained by hard disk size).

1. Double click “Nationality”.
2. Use the viewing toolbar & editing toolbar to work with its content.
3. You may also view and assign the employees to this nationality, during data entry.
4. Click “Listing” to view the available allowances.

POSITION/BRANCH/DEPARTMENT/COST CENTER/ JOB GRADE/CATEGORY

Setting up of position, branch, department, cost center, job grade and category are similar. In order to cut the explanation short, information presented below is also applicable to other settings.

POSITION



You can use this function to define a list of positions for your employees. You can define unlimited numbers of position (constrained by hard disk size).

1. Double click "Position".
2. Use the viewing toolbar & editing toolbar to work with its content.
3. You may also view and assign the employees to this position, during data entry.
4. Click "Listing" to view the available allowances.

BRANCH ADDRESS BOOK

The screenshot shows a window titled '(3) Address Book' with a sub-header 'MBB'. Below the title bar is a tabbed interface with 'Listing' and 'Address Code' tabs. The 'Address Code' tab is active, displaying the following information:

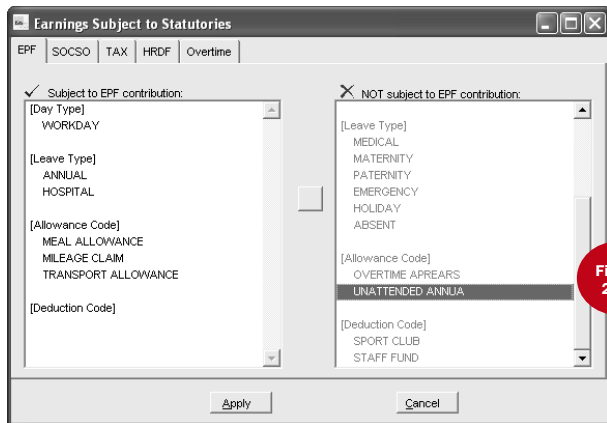
Address Code	MBB		
Name	MAYBANK BERHAD		
Branch/Place	TPM - BUKIT JALIL		
Address	LOT G1 & G2, Ground Floor, Support Service Building, Technology Park Malaysia, 57000 Bukit Jalil, Kuala Lumpur.		
Phone No.	8996 1069	Fax No.	8996 1073
Ref. No.	514413400679	BNM #	
Belongs to	<input type="radio"/> N/A <input type="radio"/> TAX <input type="radio"/> Tabung Haji <input type="radio"/> EPF <input type="radio"/> Zakat <input type="radio"/> Baitulmal <input type="radio"/> SOCSO <input type="radio"/> ASB <input type="radio"/> Bank		

**Figure
2.11**

This function is used to specify banks and statutory bodies related information. You can define unlimited numbers of branch addresses (constrained by hard disk size).

1. Double click “Branch Address Book”.
2. Use the viewing toolbar & editing toolbar to work with its content.
3. You will need to assign each address code to a specialised body.
4. For statutory bodies, Ref. No. will refer to company reference number for the said body.
5. For banks, Ref. No. will refer to company bank account number, while BNM # will refer to Bank Negara Malaysia No.
6. Click “Listing” to view the available allowances.

EARNINGS SUBJECT TO STATUTORY

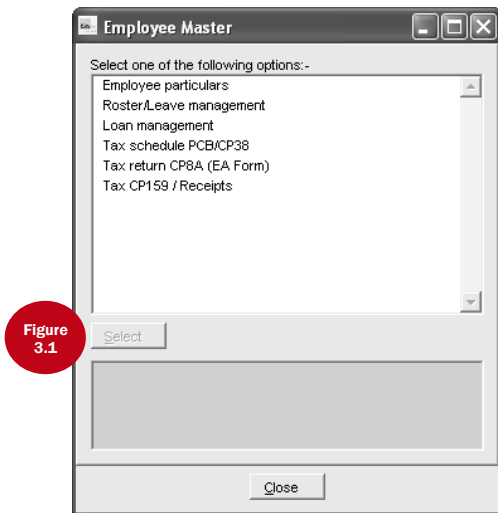


This function specifies the construction of earnings for statutory deductions' calculation.

1. Double click "Earning Subject to Statutory".
2. For each statutory body, assign the earning components that make up for its calculation by passing the earning components from box on the right into the box on the left.
3. Click "Listing" to view the available allowances.

CHAPTER 3

EMPLOYEE MASTER



A click on the people icon will activate this function. It consists of the following topics as shown in Figure 3.1.

This chapter emphasizes on Employee Particulars. The other five topics are covered in Chapter 4 & 5.

The function of Employee Particulars is to store the necessary payroll information of your staff. It also displays your staff's photograph.

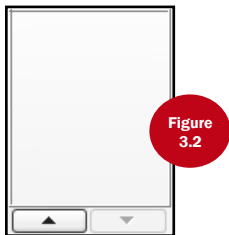
There are four things you can do here.

1. Add a new staff.
2. Attach or change photograph of a particular staff.
3. Change staff information.
4. Remove a staff or photograph.

TO ADD A NEW STAFF

- Use Add Record button on the viewing toolbar to add a record.
- To save, click on the Save Record button on the editing toolbar.

TO ATTACH /REMOVE PHOTOGRAPH



- Use Edit Record button on the viewing toolbar to start this process.
- Click on the box with an up arrow and assign the scanned photo (JPEG, BMP, etc). The photograph will be displayed immediately.
- To change a photograph, you must first remove the current photograph by clicking on the box with down arrow and then attach a new photograph.
- To confirm the changes, click on the Save Record button on the editing toolbar.

TO CHANGE STAFF INFORMATION

(8) Employee Particulars PUC1006 : MOHAMMAD BIN ABU

Listing | **Particulars** | References | Earnings | Summaries | Miscellaneous

Accessed ☒ Administrator only

Emp. No. PUC1006 *

Emp. Name MOHAMMAD BIN ABU *

Address NO.11, JALAN PUU 9/10, TAMAN PUNCAK JALLI, 43300 SELANGOR D.E, MALAYSIA. *

Phone No. 8944 5567 Mobile 019-2229189

E-mail mohd@founder.com.my

IC (new) 710911-12-5113 IC (old)

Passport 27110580 Expiry date / /

WFFermi Expiry date / /

Gender MALE *

Marital MARRIED *

Spouse Working Tax Cat

Child<18 yr 2 3KA2

Nationality MALAYSIAN

Ethnic MALAY

Religion MUSLIM

Education STPM

Birth Date 11/09/1971 Year 37 Month 6

Figure 3.3

(8) Employee Particulars PUC1006 : MOHAMMAD BIN ABU

Listing | Particulars | **References** | Earnings | Summaries | Miscellaneous

Ref No. 514413 106341

Bank A/C No. 1401223

Bank Add Initial MBA

Submit using IC New Old Print

Join date 15/02/2007 Year 2 Month 1 Day 6

Confirm date 15/05/2007

Suspend on / /

Resign date / /

Position SOFTWARE ENGINEER

Branch SERI KEMBANGAN

Department MARKETING DEPT

Cost Center MARKETING

Job Grade ENGINEER

Category STAFF

☒ EPF

☒ SOCSO

☒ TAX

☒ Zakat

☒ ASB

☒ Tabung Haji

☒ Baitulmal

☒ HRDF

☒ Levy

7234257

SG0507991(2)

7352678

1003241

4000412

7456789

Est. 1 2

TAX

RM 100.00

From PCB

Rebate

Employee 11.00

Employer 12.00

Special EPF %

Special Tax %

Figure 3.4

- Use Edit Record button on the viewing toolbar to start this process.
- Make the necessary changes on the staff information.
- To confirm the changes, click on the Save Record button on the editing toolbar.

TO REMOVE A STAFF

- Use Delete Record button on the viewing toolbar.
- When prompted, click on Yes button to confirm deletion.

PAYROLL POLICY

(B) Employee Particulars PUC1006 : MOHAMMAD BIN ABU

Listing | Particulars | References | **Earnings** | Summaries | Miscellaneous

Basic Rate: 3,200.00

Salary mode: MONTHLY x day

Payroll cut-off day for mid/end month: 31

Overtime cut-off day for the month: /

Daily rate is monthly basic divided by: OFFER DAY

Leave rate is monthly basic divided by: OFFER DAY

Normal working hours per day: 8.00 *

Overtime work is multiplied by:-

Working Hour	OT
WORKDAY x 1.5	x 1.5
OFFDAY x 1.5	x 2.0
RESTDAY x 1.5	x 2.0
HOLIDAY x 2.0	x 3.0

Limit monthly basic for OT: Overwrite: Daily Rate Hourly Rate Leave Rate

Leaves:-

Paid	Leaves:-
<input checked="" type="checkbox"/>	1. ANNUAL
<input checked="" type="checkbox"/>	2. MEDICAL
<input checked="" type="checkbox"/>	3. HOSPITAL
<input checked="" type="checkbox"/>	4. MATERNITY
<input checked="" type="checkbox"/>	5. PATERNITY
<input checked="" type="checkbox"/>	6. EMERGENCY
<input checked="" type="checkbox"/>	7. HOLIDAY
<input checked="" type="checkbox"/>	8. ABSENT

Allowances:-

Rate	Per
1. TRANSPORT ALLOWANCE	150.00
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Deductions:-

Rate	Per
1. SPORT CLUB	1.00
2. STAFF FUND	1.00
3.	
4.	
5.	
6.	
7.	
8.	

Figure 3.5

In order to process for payroll, it is necessary to define the payroll policy. In DiGiPAY, payroll policy is defined on page 3 of Employee Particulars.

- Define the information as per the payroll remuneration package offered to each of the employee.
- After Edit Record button of the viewing toolbar is clicked, compulsory item will be shown with an asterisk (*).
- For allowances and deductions, a total of defer 8 codes are available. In the Per column, there are 7 choices: unit, month, mid/end, mid only, day and overtime. Unit will activate unit x rate calculation. Month will activate payment of rate in End Month. Mid/end will activate payment of rate in both Mid and End Month. Mid only will activate payment of rate in Mid Monthly only. User will trigger the calculation based on an external function with the same name as per the code. Day will use total working days in attendance sheet as units, whereas overtime will use number of hours in attendance sheet as units.

- For leave, as monthly rated staff, the first 7 types of leave is included as part of the salary. Thus, they are checked to show its inclusion in the salary. For daily rated staff and hourly rated staff, these leaves will not be checked to calculate their payments.

RESIGNATION

When an employee resigned, all you need to do is to update his/her resignation date and last date on the job into Employee Particulars.

Execute the payroll process as usual and his/her payroll will be calculated with the resignation date taken into consideration.

PAYROLL SUMMARY & MISCELLANEOUS

(8) Employee Particulars PUC1006 : MOHAMMAD BIN ABU

Listing | Particulars | References | Earnings | **Summaries** | Miscellaneous

Summary for the year:- 2008

Year	Month	Journal	Basic work	Overtime work	Leave taken	Allowance	Bonus	GROSS EARNING	Deduction	R
2008	November	END-MONTH	3,200.00					3,200.00		
2008	December	END-MONTH	3,200.00					3,200.00		
		Total	6,400.00					6,400.00		

**Figure
3.6**

(8) Employee Particulars PUC1006 : MOHAMMAD BIN ABU

Listing | Particulars | References | Earnings | Summaries | Miscellaneous

Previous Increments

Date	Basic Rate
/ /	
/ /	
/ /	

Spouse Info

Name: Yusnita Bt Rosdi

Address: NO.11, JALAN PUJ 9/10, TAMAN PUNCAK JALIL, 43300 SELANGOR D E, MALAYSIA

IC No: 731025-14-5244

Tax No:

Branch:

Previous Employer

Present Employer

Notes

Figure 3.7

In addition to personal information and payroll policy, Employee Particulars also provides a page to view the payroll summary and a page to update other necessary information for statutory purpose.

CHAPTER 4

PAYROLL OPERATIONS

This chapter covers the simple procedures to run the DiGiPAY. Follow the steps below for the most efficient operations.

ASSUMPTION: System configurations and employee particulars have been setup.

ACTIVATE DiGiPAY PROGRAM

- Click on the Start Menu bar and choose PROGRAMS.
- Double click on DiGiPAY.

OR

- Double click the DiGiPAY icon on the desktop.

WHAT'S NEXT?

Loan Repayment Entry, Tax Schedule Entry, Advance Payment Entry, Leave Taken Entry and Attendance Sheet are optional modules provided in the DiGiPAY program. The purpose of incorporating these modules is to ease the operation work needed to conduct the monthly payroll processing. The following pages will show you how to utilize these modules.

LOAN REPAYMENT ENTRY


Figure 4.1

Year	Month	Journal	Scheduled	Shipped	Paid	MTD	Remark
2008	11	END-MONTH	400.00		400.00		
2008	12	END-MONTH	400.00			400.00	
2009	1	END-MONTH	400.00				
2009	2	END-MONTH	400.00				
2009	3	END-MONTH	400.00				
2009	4	END-MONTH	400.00				
2009	5	END-MONTH	400.00				
2009	6	END-MONTH	400.00				
2009	7	END-MONTH	400.00				
2009	8	END-MONTH	400.00				
2009	9	END-MONTH	400.00				
2009	10	END-MONTH	400.00				
2009	11	END-MONTH	200.00				
Total			5,000.00		400.00	400.00	Balance 4,200.00

Loan repayment allows you to specify deductions that will be effective for selective months. It is useful for short-term loan, for example festival advance.

This function is available in Employee Master.



1. Click on the icon .
2. Double click "Loan Management".
3. To add record, click on the Add Record button on the viewing toolbar.
4. Assign a unique loan code for each loan taken by each employee. Update with the loan taken date and total amount.
5. To simplify the loan payment schedule, look for Generate button on the editing toolbar. Click on it and you will be presented with a simple tool for schedule generation. Complete the data entry.
6. To confirm changes, click on Save Record button.

TAX SCHEDULE ENTRY




Emp. No.	Emp. Name	Submit using UC	January	February	March	April	May	June	July	August
PUC1006	MOHAMMAD BIN ABU	710911-12-5113	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00
PUC1005	CHOW CHEE WEI	720816-14-5217	26.00	26.00	26.00	26.00	26.00	26.00	26.00	26.00
PUC1007	ANDREW NG WEE HONG	690617-14-5319	63.00	63.00	63.00	63.00	63.00	63.00	63.00	63.00
PUC1008	PETER VONG WIEN HOIN	H895421317K	56.00	56.00	56.00	56.00	56.00	56.00	56.00	56.00

**Figure
4.2**

Upon approval by income tax authority, some employees would be granted permission to pay the monthly tax based on a fixed schedule by the body. There are two types of fixed schedule, PCB and CP38. PCB is deducted based on current month income, whereas CP38 is deducted based on last year income.

This function is available in Employee Master.



1. Click on the icon  .
2. Double click "Tax Schedule PCB/CP38".
3. To add record, click on the Add Record button on the viewing toolbar.
4. As the records are stored in a yearly basis, you must assign the specific year before updating the employee list at the bottom.
5. To confirm changes, click on Save Record button.

ADVANCE PAYMENT ENTRY


[illegible]

Figure 4.3

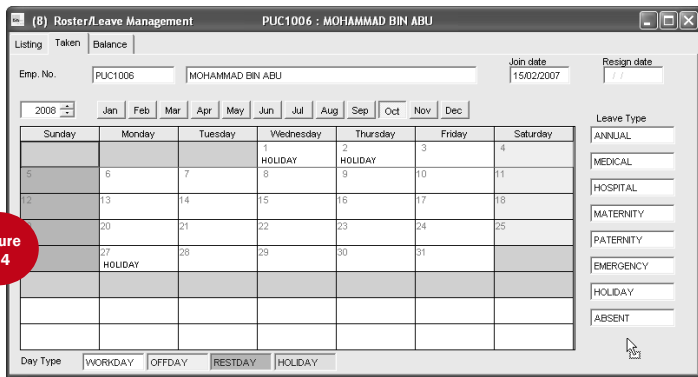
Advance payment refers to salary payment paid prior to month-end payroll processing. Thus, during month-end payroll processing, this amount will be deducted from the monthly salary.

This function is available in Payroll Transactions.



1. Click on the icon .
2. Double click "Advance".
3. To add record, click on the Add Record button on the viewing toolbar.
4. Assign a unique batch description, its payment year and month, before updating the employee list at the bottom.
5. To confirm changes, click on Save Record button.

LEAVE TAKEN ENTRY



(8) Roster/Leave Management PUC1006 : MOHAMMAD BIN ABU

Listing Taken Balance

Emp. No. PUC1006 MOHAMMAD BIN ABU Join date 15/02/2007 Resign date / /

2006 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 HOLIDAY	2 HOLIDAY	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
	20	21	22	23	24	25
	27 HOLIDAY	28	29	30	31	

Day Type WORKDAY OFFDAY RESTDAY HOLIDAY

Leave Type


- ANNUAL
- MEDICAL
- HOSPITAL
- MATERNITY
- PATERNITY
- EMERGENCY
- HOLIDAY
- ABSENT

Figure 4.4

By utilizing the leave taken entry, leave taken will be updated into payroll journal and ease the calculation of leave payment/deduction.

This function is available in Employee Master.



1. Click on the icon .
2. Double click "Roster/Leave Management".
3. Use the listing page to look for the employee.
4. To update leave taken, go to page and click on Edit Record button on the viewing toolbar.
5. Change the year accordingly and click on the month of leave taken.
6. To add in new leave taken, click on the leave type needed. The mouse pointer will change to a hand pointing to the leave type. Click and drag the mouse pointer to the day on leave.
7. By default, the leave taken will be 1 day. To change the leave taken or to add a remark line, double click on the day on leave and make the necessary adjustment.
8. To confirm changes, click on Save Record button.

ATTENDANCE SHEET

(1) Daily Attendance PUC1007 : ANDREW NG WEI HONG

Listing: Attendance

Emp. No. PUC1007 ANDREW NG WEI HONG


Date	Day Type	In	Break	Resume	Out	OT	Done	Day	Work	Overtime	Short	Leave Type	Day	Badge	Sche
01/11/2008	OFFDAY														
02/11/2008	OFFDAY														
03/11/2008	WORKDAY	09:00			18:00			1,000	8:00						
04/11/2008	WORKDAY	09:00			18:00			1,000	8:00						
05/11/2008	WORKDAY	09:00			18:00			1,000	8:00						
06/11/2008	WORKDAY	09:00			18:00	19:00	21:00	1,000	8:00	2:00					
07/11/2008	WORKDAY	09:00			18:00	19:00	21:00	1,000	8:00	2:00					
08/11/2008	OFFDAY														
09/11/2008	OFFDAY														
10/11/2008	WORKDAY	09:00			18:00	19:00	21:00	1,000	8:00	2:00					
11/11/2008	WORKDAY	09:00			18:00	19:00	21:00	1,000	8:00	2:00					
12/11/2008	WORKDAY	09:00			18:00	19:00	21:00	1,000	8:00	2:00					
13/11/2008	WORKDAY	09:00			18:00	19:00	21:00	1,000	8:00	2:00					
14/11/2008	WORKDAY	09:00			18:00	19:00	21:00	1,000	8:00	2:00					
15/11/2008	OFFDAY														
16/11/2008	OFFDAY														

Figure 4.5

Attendance sheet is available to help customers with DiGiTime/TCMS V2 program to speed up the payroll calculation process. Data will be posted from DiGiTime/TCMS V2 into this screen.

This function is available in Payroll Transactions. This function can also be utilized as a data entry screen.



1. Click on the icon .
2. Double click "Daily Attendance".
3. Use listing page to look for the employee. If he/she is not available, add a record for him/her by clicking the Add Record button on the viewing toolbar.
4. Update the attendance record as shown in his/her attendance sheet.
5. To confirm changes, click on Save Record button.

CREATE JOURNAL ENTRY

There are three types of journal, namely Mid-month, End-month and Deferred Pay. To create journal entry, you need to double click on the journal you plan to process.

If you had defined in Payroll Settings to automatically generate the journal records, the records will be created immediately. If generation is not automated, click on the Generate Record button on the viewing toolbar to start the process.

The generation process will retrieve its data from Employee Particulars, Loan Repayment Entry, Tax Schedule Entry, Advance Payment Entry, Leave Taken Entry and Attendance Sheet to create the unit payable/deduct. Once the generation is done, payroll calculation will take place.

After the journal is calculated, you may make additional changes to the journal such as ad-hoc allowances, deductions and overtime.

In Payroll Settings, it is stated that there are three types of payroll journal calculation mode, they are:

- Calculate instantly
- Calculate when save
- Calculate on demand

By setting payroll journal calculation mode to “Calculate instantly”, payroll calculation will be carried out during generation and changes on the journal contents. Setting to “Calculate when save” will allow calculation to be carried out during generation and saving record. By setting payroll journal calculation mode to “Calculate on demand”, you must click on the Calculate button on the viewing toolbar in order to carry out the calculation process.

NOTE

If you make any changes to any data after the generation, the journal will NOT be updated with the changes. You must run the calculate function in the journal.

In the next three pages, the 6 pages of the journal are presented.

(8) End-month Payroll PUC1007 : ANDREW NG WEI HONG

Listing Journal **Calculate instantly**

Emp. No. PUC1007 ANDREW NG WEI HONG 2008 December END-MON

work/OT	leaves	allowances	deductions	repayments	summary
WORKDAY	Day/Rate 23.000	Basic Rate 4,000.00	Salary mode MONTHLY	Amount 4,000.00	EPF <input checked="" type="checkbox"/> SOCSO <input checked="" type="checkbox"/> TAX <input checked="" type="checkbox"/> HRDF <input checked="" type="checkbox"/>
OT	Overtime Rate 14.00	X 19.23	X 1.50	= 403.83	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
OFFDAY		X 153.85	X 1.50	=	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
OT		X 19.23	X 2.00	=	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
RESTDAY		X 153.85	X 1.50	=	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
OT		X 19.23	X 2.00	=	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
HOLIDAY		X 153.85	X 2.00	=	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
OT		X 19.23	X 3.00	=	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
				0.000 OT 14.00	403.83 Subject to overtime

Figure 4.6

(8) End-month Payroll PUC1007 : ANDREW NG WEI HONG

Listing Journal **Calculate instantly**

Emp. No. PUC1007 ANDREW NG WEI HONG 2008 December END-MON

work/OT	leaves	allowances	deductions	repayments	summary
Leave Type	Day	X Day Rate		Amount	EPF <input checked="" type="checkbox"/> SOCSO <input checked="" type="checkbox"/> TAX <input checked="" type="checkbox"/> HRDF <input checked="" type="checkbox"/> OT <input checked="" type="checkbox"/>
ANNUAL		X		=	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
MEDICAL		X		=	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
HOSPITAL		X		=	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
MATERNITY		X		=	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
PATERNITY		X		=	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
EMERGENCY		X		=	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
HOLIDAY	1.000	X		=	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
ABSENT		X -153.85		=	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
				1.000	0.00

Figure 4.7

(8) End-month Payroll PUC1007 : ANDREW NG WEI HONG

Listing | Journal Calculate instantly

Emp. No. [PUC1007] [ANDREW NG WEI HONG] 2008-12-31 December END-MON

work/JOT	leaves	allowances	deductions	repayments	summary
<div>Allowance</div>	<div>Unit</div>	<div>Rate</div>	<div>Amount</div>		
[MILEAGE CLAIM]	1.00	X [100.00]	= [100.00]	<input type="checkbox"/> EPF	<input type="checkbox"/> SCSO
[]		X []	= []	<input type="checkbox"/> TAX	<input type="checkbox"/> HROF
[]		X []	= []	<input type="checkbox"/>	<input type="checkbox"/>
[]		X []	= []	<input type="checkbox"/>	<input type="checkbox"/>
[]		X []	= []	<input type="checkbox"/>	<input type="checkbox"/>
[]		X []	= []	<input type="checkbox"/>	<input type="checkbox"/>
[]		X []	= []	<input type="checkbox"/>	<input type="checkbox"/>
[]		X []	= []	<input type="checkbox"/>	<input type="checkbox"/>
[]		X []	= []	<input type="checkbox"/>	<input type="checkbox"/>
[]		X []	= []	<input type="checkbox"/>	<input type="checkbox"/>
				<div>100.00</div>	

(8) End-month Payroll PUC1007 : ANDREW NG WEI HONG

Listings Journal Calculate instantly

Emp. No. PUC1007 ANDREW NG WEI HONG 2008 December END-MON

work/OT	leaves	allowances	deductions	repayments	summary
Deduction SPORT CLUB	Unit 1.00	Rate X 5.00	= 5.00		EPF SOC SO TAX HRDF OT
STAFF FUND	1.00	X 10.00	= 10.00		
		X	=		
		X	=		
		X	=		
		X	=		
		X	=		
		X	=		
		X	=		
		X	=		
		X	=		
				15.00	

(8) End-month Payroll PUC1007 : ANDREW NG WEI HONG

Listing Journal Calculate instantly

Emp. No. PUC1007 ANDREW NG WEI HONG 2008 December END-MON

work/OT	leaves	allowances	deductions	repayments	summary
Loan					
CAR LOAN			Amount	400.00	
				400.00	

Figure 4.10

(8) End-month Payroll PUC1007 : ANDREW NG WEI HONG

Listing Journal Calculate instantly

Emp. No. PUC1007 ANDREW NG WEI HONG 2008 December END-MON

work/OT	leaves	allowances	deductions	repayments	summary
Basic work	:	4,000.00	Deduction	:	15.00
Overtime work	:	403.83	Repayment	:	400.00
Leave taken	:		Advance	:	
Allowance	:	100.00	Mid-month	:	
Bonus	:		Subject to	:	
			EPF	:	440.00
			SOCSSO	:	14.75
			TAX	:	114.00
			3KA3	:	
			CP38	:	
			Zakat	:	
			Levy	:	
GROSS EARNING	:	4,503.83			
LESS DEDUCTION	:	983.75			
NET PAY	:	3,520.08			
			Employer	:	480.00
			SOCSSO	:	51.65
			HRDF	:	6.00

Figure 4.11

BONUS

(1) Bonus OFFICE

Listing [Bonus]

Description OFFICE 2008 November END-MONTH


Calculate bonus tax deduction base on income of THIS-MONTH

Emp. No.	Emp. Name	Branch	Department	Salary mode	Basic Rate	x Month	Bonus	Loan
PUC1001	TAN MEI MEI	SERI KEMBANG	ACCOUNT DEPT	MONTHLY	2,000.00	1.50	3,000.00	
PUC1002	CHONG LEE LEE	SERI KEMBANG	FINANCIAL DEPT	MONTHLY	2,500.00	1.50	3,750.00	
PUC1003	DAVINNI FOO	SERI KEMBANG	FINANCIAL DEPT	MONTHLY	2,300.00	1.50	3,450.00	
PUC1004	YUSNITA BT MOHD	SERI KEMBANG	MARKETING DEPT	MONTHLY	2,200.00	1.50	3,300.00	
PUC1005	CHOWY CHEE YUEI	SERI KEMBANG	MARKETING DEPT	MONTHLY	3,000.00	1.50	4,500.00	
PUC1006	MOHAMMAD BIN ABU	SERI KEMBANG	MARKETING DEPT	MONTHLY	3,200.00	1.50	4,800.00	
PUC1007	ANDREW NG YUEI HONG	SERI KEMBANG	MARKETING DEPT	MONTHLY	4,000.00	1.50	6,000.00	
PUC1008	PETER WONG YVEN HONG	SERI KEMBANG	MARKETING DEPT	MONTHLY	3,800.00	1.50	5,700.00	

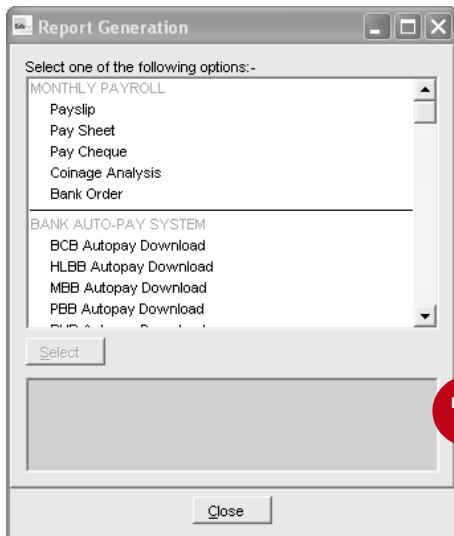
Figure 4.12


This function is available in Payroll Transactions.



1. Click on the icon .
2. Double click "Bonus".
3. To add record, click on the Add Record button on the viewing toolbar.
4. Assign a unique batch description, its payment year and month. Set the payment to either combine with End-month payment or separately.
5. For tax calculation, you have a choice of This-Month, Last-Month and Last December.
6. You can update the bonus records manually. You may also use the Generate Record button on the editing toolbar to reduce the data entry.
7. To confirm changes, click on Save Record button.

REPORT PRINTING



Click icon  , a Report Generation pop up screen will be displayed as shown in Figure 4.13.

All the reports available will be listed. Click on the report you want. You may shortlist your report with selected group of employees. You may also change the sorting order based on selected grouping. The groupings available are Employee No., Branch Code, Department Code, Cost Center Code, Job Grade Code and Category Code.

- **TO PRINT ON HARD COPY** - Click “Print” button to have a hardcopy printed.
- **TO VIEW ON SCREEN** - Click “Preview” button for an on-screen view only
- **TO QUIT FROM REPORT** - Click “Cancel” button to quit from report.

BANK AUTO-PAY SYSTEM

Bank auto-pay system is provided by some of the banks in Malaysia in order to allow the salary transfer to be done electronically. Currently, WinCom DiGiPAY program provides the interface for a total of five different bank auto-pay systems.

The banks available are Bumiputra Commerce Bank (BCB), Hong Leong Bank Berhad (HLBB), Maybank (MBB), Public Bank Berhad (PBB) and RHB. Additional banks will be included should there is a demand for it.

This function is available in Report Generation.

FULFILLING STATUTORY REQUIREMENTS

The monthly contribution reports are available for EPF, SOCSO, income tax, ASB, Baitulmal, Tabung Haji and Tabung Zakat.

In line with Malaysia government's E-Government initiative, disk submission is included for EPF, SOCSO and Income Tax.

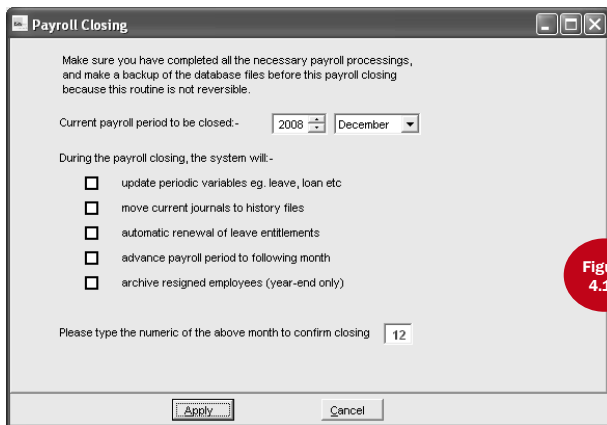
This function is available in Report Generation.

BACKUP

It is important to make backup of existing database to prevent lost of data for future reference.

This function is available in System Configuration.


PAYROLL CLOSING



Once you have completed the Monthly Payroll Operation, you are already at the last step of the Payroll Operation – Payroll Closing.


This function is available in Payroll Transactions. It will transfer all journals to the history files and move the date indicator at the toolbar to the next month pay period. Once it is completed, you are ready for the next month payroll process.



1. Click on the icon .
2. Double click “Payroll Closing”.
3. Type in the numeric of the month to confirm the payroll closing.
4. Once the numeric is entered correctly and Enter key is pressed, the Apply button will be activated.
5. Click on Apply button to proceed.

Remember to backup BEFORE payroll closing and not after.

TO SHUTDOWN FROM DiGiPAY

1. Click icon  to exit from DiGiPAY.
2. At login screen, click “Shutdown” button.

CONGRATULATION!

You have successfully completed the settings process of DiGiPAY.

LEAVE ENTITLEMENT SETTING

(8) Roster/Leave Management PUC1007 : ANDREW NG WEI HONG

Listing | Taken | **Balance**

Emp. No. PUC1007 ANDREW NG WEI HONG Join date 01/09/2006 Resign date / /

Leave Type	B/F	+ Entitled	- YTD	- MTD	= Balance
ANNUAL	15,000	18,000	18,000		15,000
MEDICAL		14,000			14,000
HOSPITAL		46,000			46,000
MATERNITY					
PATERNITY					
EMERGENCY					
HOLIDAY					
ABSENT					

Automatic annual entitlement -
☐ Not applicable
☒ Anniversary of serviced
☐ Calendar with new join prorate
☐ Calendar without new join prorate
☐ 1st year anniversary than calendar

Year of Serviced		Leave Entitlement	
Annual	Sick	Annual	Sick
1 to < 2	2	14	14
2 to < 5	5	18	14
5 to < 10	10	20	18
10 to < 55	55	22	20

Forfeit annual leave if absenteeism exceeds: 10 %
 Untaken annual leave allow to CF to next year: 15

Max. untaken annual leave can be reimbursed: 5.00
 No. of untaken leave to be paid as allowance: 0.00

Figure 5.1

This function is available in Employee Master. It is made available to run and setup the leave entitlement and taken.

You are required to specify each employee's leave entitlement calculation method based on length of service.

Leave entitlement is calculated during Payroll Closing. You may also use the Generate button on the viewing toolbar to execute the leave entitlement process.



1. Click on the icon Employee.
2. Double click "Roster/Leave Management".
3. Use the listing page to look for the employee.

4. To configure the leave entitlement calculation method, go to Balance page and click on Edit Record button on the viewing toolbar.
5. In the Automatic annual entitlement column, there are five choices. Namely: not applicable, anniversaries of serviced, calendar with new join prorata, calendar without new join prorata and 1st year anniversary than calendar.

ANNIVERSARY

Leave entitlement is calculated upon anniversary of joining.

Calendar with new join prorata

Leave entitlement will be calculated in payroll closing of December and pro rata entitlement for newly join employee within the year.

Calendar without new join prorata

Leave entitlement will be calculated in payroll closing of December. No pro rata entitlement will be calculated for new join employee within the year.

1ST ANNIVERSARY THAN CALENDAR

Leave entitlement is calculated 1st year upon anniversary of joining and subsequent year entitlement will be calculated by the end of December each year.

6. In the Year of Serviced column, enter the year of completed service ranges and the number of paid annual leave and sick leave eligible.
7. In the Max. Untaken Annual Leave Can Be Reimbursed items; the maximum number of untaken annual leave to pay back to the employee is entered. The actual days to pay back in the next payroll period will be shown in the Number of Untaken Annual Leave To Be Paid As Allowance item after the closing payroll. The allowance code used for the payment is assigned in Reimburse Allowance item in Allowance Code.
8. In Forfeit annual leave if absenteeism exceeds item, the percentage of forfeiture for annual leave is specified.
9. In Untaken annual leave allow to C/F to next year item, the maximum number of untaken annual leave that are allow to carry forward to next year is specified.
10. To change the leave entitlement, change at the left-hand portion.
11. To confirm changes, click on Save Record button.

HISTORY FILES

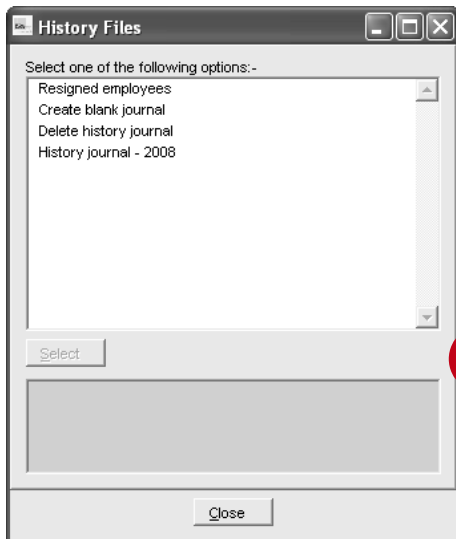



Figure 5.2



Click on the icon  on the main toolbar. As you can see in Figure 5.2, there are 4 options. However, only the first 3 options are permanent.

RESIGNED EMPLOYEES

This function is available to maintain the employee particulars for those who had resigned prior to January this year.

CREATE BLANK JOURNAL

To create new history journal, double click on “Create blank journal” and proceed with the process as prompted. Once it is completed, a new history journal option will be created in History Files.

DELETE HISTORY JOURNAL

To delete history journal, double click on "Delete history journal" and proceed as prompted. Once it is completed, the deleted history journal will be removed from History Files.

YEAR END TAX RETURN

In DiGiPAY, there are two year-end tax return forms, namely: CP8A (EA Form) and CP159.

TAX CP8A (EA FORM)

(1) Tax Return CP8A (EA Form) PUC1006 : MOHAMMAD BIN ABU

Listing CP 8A | Part B | Part B,C | Part D,E,F,G

(C.P. 8A - Pin. 2005)

MALAYSIA
CUKAI PENDAPATAN
PENYATA SARAAN DARIPADA PENGGAJIAN
BAGI TAHUN BERAKHIR 31 DISEMBER 2008

Penyata Gaji Pekerja SWASTA **EA**

No. Siri A 19
No. Majikan E 451734 A
No. Rujukan Cukai Pekerja SG0507991(2)
Cawangan LHDNM KL

BORANG EA INI PERLU DISEDAKAN UNTUK DISERAHKAN KEPADA PEKERJA
BAGI TUJUAN CUKAI PENDAPATANNYA


A BUTIRAN PEKERJA

1. Nama penuh Pekerja/Pesara MOHAMMAD BIN ABU
2. Jawatan SOFTWARE ENGINEER
3. No. Kakitangan/No. Gaji PUC1006
4. No. K.P. Baru 710911-12-5113
5. No. K.P. Lama
6. No. KWSP 1401223
7. Jika bekerja tidak genap setahun, nyatakan:
(a) Tarikh mula bekerja 15/02/2007
(b) Tarikh berhenti kerja

Figure 5.3

CP8A (EA Form) is printed for each employee for individual yearly income tax submission purpose.

This function is available in Employee Master.

1. Click on the icon  .
2. Double click "Tax return CP8A".

3. To generate the list of active employees, click on Generate button on the viewing toolbar and generate accordingly.
4. Once generation is completed, review and make sure accumulation is accurate. Make necessary changes by using Edit Record button and save the changes.
5. Click on the Sort button on the viewing toolbar to generate a No. Siri for each employee.

(1) Tax Return CPBA (EA Form) PUC1006 : MOHAMMAD BIN ABU

Listing CP 8A **Part B** Part B,C Part D,E,F,G

PEMDAPATAN PENGGAJIAN, MANFAAT DARI TEMPAT KEDIAMAN

001	Gaji Kasar, upah atau gaji cuti (termasuk gaji lebihmasa)	34,176.00
101	Fee (termasuk fee pengarah), komisen atau bonus - dari 01/01/2008 ke 31/12/2008	
102	Tip kasar, perkuist penerimaan saguhati atau elaun-elaun lain (Perihal	
	Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja	
	Nilai Manfaat atau kemudahan berupa barangan:	
103	(a) Kereta (Tarikh sebenar di peruntukkan (i) Nilai kereta dan petrol	
	(Jenis Tahun Model (ii) Nilai pemandu	
104	(b) Elektrik, air, telefon dan kemudahan lain	
105	(c) Nilai manfaat rumahtangga: (*Potong yang tidak berkenaan)	
	(i) Separuh lengkap dengan perabut/penyaman udara/fangsir/permaidani, atau	
	(ii) Lengkap dengan perkakas dapur, pinggan mangkuk, peralatan, perkakas, atau	
	(iii) Butiran berasingan : Perabot dan kelengkapan	
	Perkakas Dapur	
	Hiburan dan Rekreasi	

Figure
5.4

(1) Tax Return CPBA (EA Form) PUC1006 : MOHAMMAD BIN ABU

Listing CP 8A Part B Part B,C Part D,E,F,G Double click on symbol below to set earnings summary

106	(d) Pembantu rumah dan tukang kebun	
	(e) Manfaat Tambang Percutian	
	(f) Lain-lain (misalnya makanan dan pakaian)	
003	Nilai tempat kediaman (Alamat:	
107	Bayaran balik dari Kumpulan Wang Simpanan/Pencen yang tidak diluluskan	
	Pampasan kerana kehilangan pekerjaan	

PENCEN DAH LIAH-LAIH

007	Pencen	
010	Anuiti atau Bayaran Berkala lain	

JUMLAH **34,176.00**

Figure 5.5

(1) Tax Return CPBA (EA Form) PUC1006 : MOHAMMAD BIN ABU

Listing CP 8A Part B Part B,C Part D,E,F,G Double click on symbol below to set earnings summary

JUMLAH POTONGAN

1.	Potongan Cukai Berjadual (PCB) Tahun Semasa yang diremitkan kepada LHDNM	25.00
2.	Arahan Potongan CP 38	
3.	Potongan Zakat yang diremitkan kepada Pusat Pungutan Zakat	

CARUMAN YANG WAJIB DIBAYAR OLEH PEKERJA KEPADA KUMPULAN WANG PENCEN ATAU SIMPAHAN YANG DILULUSKAN

	EPF	SOCSSO
Nama Kumpulan Wang	4,224.00	177.00
Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) RM		

BUTIRAN PEMBAYARAN TUNGGAKAH & LAIN2 BAGI TAHUN-TAHUN TERDAHULU (SEBELUM TAHUN SEMASA)

Bayaran Bagi tahun	Jenis Pendapatan	Jumlah Bayaran(RM)	Caruman KWSP(RM)	Potongan Cukai Berjadual(PCB) (RM)
.....
.....

JUMLAH ELAUN / PERKUSIT / PEMBERIAH / MAIFAAAT YANG DIKECUALIKAN CUKAI RM

Name and Alamat Majikan **PUC FOUNDER (MSC) BERHAD [451734 A]**

NO.6,8 & 10, JALAN BK 3/2, BANDAR KINRARA, 47180 PUCHONG, SELANGOR DARUL EHSAN, MALAYSIA.

Figure 5.6

HOW TO ASSIGN ACCUMULATION INTO CP8A (EA FORM)?

The screenshot shows the 'Build Tax CP8A Earning summary [B104]' dialog box. The dialog is divided into two main sections: 'Earnings to be accumulated:' and 'Earnings NOT to be accumulated:'. The 'Earnings to be accumulated:' section contains a list of items: 'MEAL ALLOWANCE', 'MILEAGE CLAIM', and 'TRANSPORT ALLOWANCE'. The 'Earnings NOT to be accumulated:' section contains a list of items: 'Gross salary and overtime', 'Commission or bonus', 'OVERTIME APPEARS', 'UNATTENDED ANNUA', 'SPORT CLUB', and 'STAFF FUND'. There are also sections for '[Allowance Code]' and '[Deduction Code]'. At the bottom of the dialog are 'Apply' and 'Cancel' buttons. The background shows the 'Tax Return CP8A (EA Form)' window with a list of items and a total amount of 34,176.00.

Figure 5.7

As you may have noticed on Page 3 & 4 of CP8A (EA Form), there are a number of triangular placed in front of the amount box.

Double click on the triangular and below screen will appear. You are allowed to assign the earnings to be accumulated into each tax column.

TAX CP159 / RECEIPTS

Tax CP159 / Receipts

CP159 | Saraan | Akuan

MALAYSIA (C.P. 159 - Pin. 2/98)

CUKAI PENDAPATAN

No. Fail Majikan E

PENYATA POTONGAN CUKAI DI BAWAH
KAEDAH CUKAI PENDAPATAN (POTONGAN DARIPADA SARAAN) 1994

Nama Majikan : PUC FOUNDER (MSC) BERHAD [451734 A] Tahun Berakhir 31 Disember : 2007

Alamat (Selain dari Alamat peti Surat) : No 6, 6 & 10, Jalan BK 3/2, Bandar Kinrara,
47180 Puchong, Selangor D.E, Malaysia. No. Tel : 8070 8777
No. Faks : 8070 8877


Figure 5.8

Apply Cancel

Form CP159 must be submitted by the company to IRB every year.

This function is available in Employee Master.



1. Click on the icon .
2. Double click "Tax CP159 / receipts".
3. To generate the accumulation amount on Saraan page, click on Generate button on the viewing toolbar.
4. Update the tax receipts numbers and dates on Saraan page.
5. Complete the other pages and clicks on Apply button to save the changes.

Tax CP159 / Receipts

CP159 **Saraan** **Akuan**

Bulan	Saraan Kasar (Semua Pekerja)	Saraan Kasar yg Tertakluk Kepada Kadar Cukai	Pendapatan yg Patut Dipotong Di Saraan Cukai	Cukai Pendapatan Dipotong dan Dibayar	Jumlah potongan zakat	No. Resit 1 2	Tarikh
Januari	34,500.00	30,705.00	3,795.00	3,795.00	3,795.00		31/01/2008
Februari	23,000.00	20,470.00	170.00	170.00	170.00		29/02/2008
Mar	23,000.00	20,470.00	170.00	170.00	170.00		31/03/2008
April	23,000.00	20,470.00	170.00	170.00	170.00		30/04/2008
Mei	23,000.00	20,470.00	170.00	170.00	170.00		31/05/2008
Jun	23,000.00	20,470.00	170.00	170.00	170.00		30/06/2008
Julai	23,000.00	20,470.00	170.00	170.00	170.00		31/07/2008
Ogos	23,000.00	20,470.00	170.00	170.00	170.00		31/08/2008
September	23,000.00	20,470.00	170.00	170.00	170.00		30/09/2008
Oktober	23,000.00	20,470.00	170.00	170.00	170.00		31/10/2008
November	23,000.00	20,470.00	170.00	170.00	170.00		30/11/2008
Disember	23,000.00	20,470.00	170.00	170.00	170.00		31/12/2008
Jumlah	287,500.00	255,875.00	5,665.00	5,665.00	5,665.00		

Apply **Cancel**

Figure 5.9

Tax CP159 / Receipts

CP159 **Saraan** **Akuan**

1. Tahun kewangan perniagaan berakhir pada : 01/09/2006

2. Nombor fail cukai pendapatan - OG/D/C : Cawangan LHDN :

3. Jenis perniagaan :

4. Bilangan pekerja pada 31 Disember : 8

AKUAN

Saya ANDREW NG WEI HONG Nombor kad pengenalan 690617-14-5319

mengaku butir-butir dalam penyata ini adalah benar dan lengkap.

Jawatan : MANAGING DIRECTOR

Apply **Cancel**

Figure 5.10

4. In DiGiPAY directory, you will find a file called NETCFG.EXE.
5. Double click the NETCFG.EXE and the program will execute.
6. Click on Yes button to enable the network detection.
7. You will hear a beep sound and a new icon will be created at the taskbar.
8. Go back to My Computer. Right click on the DiGiPAY directory. Select Sharing and share the directory as DiGiPAY.

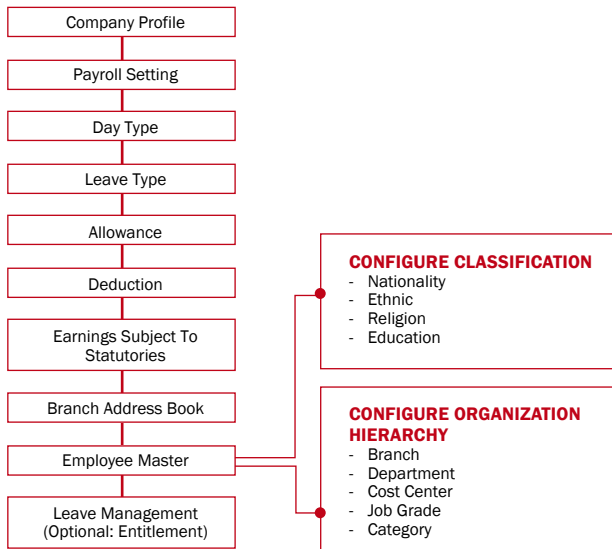
SETTING UP A WORKSTATION:

1. At Desktop, double click My Network or Network Neighborhood.
2. Look for the Server's computer name and double click on it.
3. You will find DiGiPAY directory in it. Right click on it. Select Map Network Drive and set it to Drive F (You may change it to others).
4. At Desktop, double click My Computer and look for Drive F and double click on it.
5. In Drive F, you will discover DiGiPAY programs.
6. Use the right mouse button to click on the DiGiPAY.EXE and drag it to the Desktop. Release the mouse button, and a menu will appear.
7. Click Create Shortcut(s) Here.
8. The Shortcut is now created on your desktop.
9. From the Desktop, you may now utilize the shortcut to access the DiGiPAY software through your network.

APPENDIX A

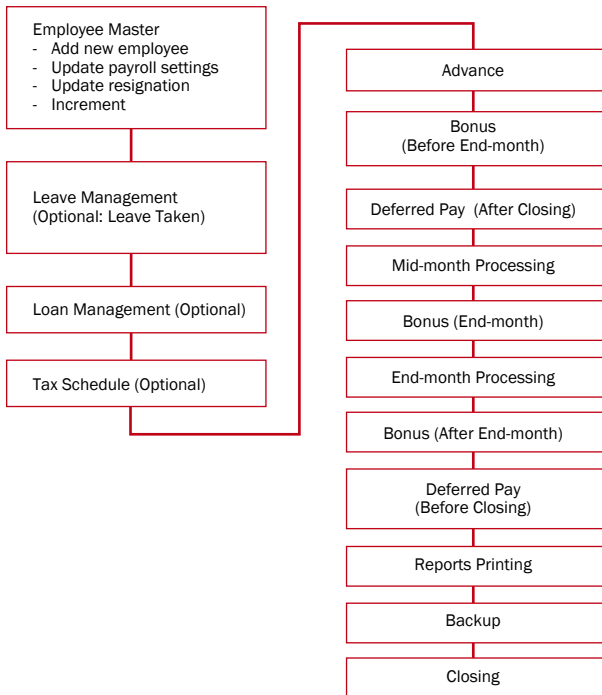
FLOW CHART

SETTING-UP



This flow chart shows you how to set up the DiGiPAY software without the use of Setup Wizard.

PAYROLL OPERATIONS



APPENDIX B

SAMPLE REPORTS

All sample reports are for reference only. The fonts and layout may differ slightly from the original printouts.

PAYSLIP

Founder						JAN 2002 END-MONTH						
EMPLOYEE NO		TEST01		NRIC NO.		670919-05-2163		BASIC/ MONTHLY		4000.00		
NAME		MOHD. ZUHIR IBRAHIM		DEPT NO.		ACCOUNT		RATE/HOUR		20.43		
EARNING	DAY/HR	RM	LEAVE	DAY	RM	ALLOWANCE	RM	DEDUCT/STATUS	EMP'YER	EMP'YER	YEAR-TO-DATE	RM
Basic work	18.0	4000.00				SPECIAL RE	250.00	SPORT CLUB	5.00		Basic work	4000.00
								AMANAH SAHAM	50.00		Overtime	
								TABUNG HAJI	20.00		Leave taken	
								TABUNG	20.00		allowances	250.00
								STAFF FUND	15.00		Bonus	
											deductions	110.00
											repayments	100.00
											EPF	469.00
								FESTIVE	100.00		SOCSSO	9.75
											Levy	10.00
											PCB	10.00
											CP38	
											Zakat	100.00
											NET PAY	3441.25
SUB-TOTAL		4000.00	SUB-TOTAL			SUB-TOTAL		EPF	469.00	512.00		
								SOCSSO	9.75	34.15		
ANNUAL	8.00-	0.00 = 8.00						TAX	10.00			
MEDICAL	14.00-	0.00 = 14.00						Zakat	100.00			
HOSPITAL	46.00-	0.00 = 46.00						Levy	10.00	12.00		
Pay By: BANK ORDER	222-172-3450/MBE					GROSS AMT	4250.00	TOTAL DEDUCT	808.75		EMP'YER	
EPF: 1401223 SOCSSO: 7234257 TAX: S60507991(2) Happy New Year								NET AMOUNT	3,441.25		EPF	512.00
											SOCSSO	34.15
											Levy	12.00
Employee						Employer						
_____						_____						

PAY SHEET

Founder DiGiPAY				Pay Sheet		01/04/2002 16:25:52	Page 1
				JAN 2002 END-MONTH			
Emp. No.	Emp. Name	I/C (new)	IC (old)	Passport	NET PAY	Signature	
1 TEST01	MOHD SUHIR IBRAHIM	670919-05-2163		27980143	3441.25	-----	
2 TEST02	KOH CHOON SHYAN	741212-11-8023	A2221123		1161.75	-----	
3 TEST04	PHANG MEI SIAM	760212-12-1723	1723456		1403.25	-----	
4 TEST05	CHEONG KEEN CHEE	770612-11-1134	K7253456		1315.75	-----	
5 TEST06	KAGUBATHY AREZELA	780909-08-1234	7132476		1993.25	-----	
6 TEST10	MUHAMAD OTHMAN	770618-04-5712	A3397654		3245.25	-----	
7 TEST11	JUMIYAH BINTI SAID	650402-04-2864	A0513525		1459.00	-----	
8 TEST12	LIEW PING SOW	730511-03-3412			1696.00	-----	
9 TEST13	LAI YEN CHEE	660712-05-6743	6781234		1311.50	-----	
9 SUMMARY					17027.00		

PAY CHEQUE

Founder DiGiPAY				Pay Cheque		01/04/2002 16:25:52	Page 1
				JAN 2002 END-MONTH			
Emp.No.	Emp. Name	I/C (new)	IC (old)	Passport	Bank Address	Bank A/C No.	NET PAY
1 TEST18	MOK KONG SEE	751225-05-5171	3451234		MBB	594-393-7872	1079.50
2 TEST22	AHMAD BIN HUSSAIN	740512-08-8421	1254167				1685.25
3 TEST23	LEE KAH YING	740519-05-7142					997.50
4 TEST43	LIM KAH YIN	740103-05-1234					976.50
5 SUMMARY							4738.75

COINAGE ANALYSIS

Founder DiGiPAY

01/04/2002 16:25:52 Page 1

Coinage Analysis JAN 2002 END-MONTH

Emp.No.	Emp. Name	I/C (new)	IC (old)	Passport	NET PAY	Bill Denomination					Coin Denomination						
						RM100	RM50	RM10	RM5	RM2	RM1	50sens	20sens	10sens	5sens	1sens	
1	TEST05	CHONG KEEN CHEE	770612-11-1134	K7253456	1315.75	13	0	1	1	0	0	1	1	0	1	0	
2	TEST06	RAGUBATHY AREZELA SWANDAPARATASAM	780909-08-1234	7132476	1993.25	19	1	4	0	1	1	0	1	0	1	0	
3	TEST38	BUJANG BIN MOHD ZAINUDDIN	670919-05-5379		719.00	7	0	1	1	2	0	0	0	0	0	0	
3	SUMMARY					4028.00	39	1	6	2	3	1	1	2	0	2	0
Total Cash Pay		:	3														
NET PAY		:	4028.00														
						<u>Amount (RM)</u>											
RM100 Denomination					:	39	3900.00										
RM50 Denomination					:	1	50.00										
RM10 Denomination					:	6	60.00										
RM5 Denomination					:	2	10.00										
RM2 Denomination					:	3	6.00										
RM1 Denomination					:	1	1.00										
50 Sens Denomination					:	1	0.50										
20 Sens Denomination					:	2	0.40										
10 Sens Denomination					:	0	0.00										
5 Sens Denomination					:	2	0.10										
1 Sens Denomination					:	0	0.00										
						<u>4028.00</u>											

BANK ORDER

Founder

A4-208 Leisure Commerce Square
9 Jalan PJ8 8/9, 46150 Petaling Jaya
Selangor

Date : 29/01/2002

MALAYAN BANKING BERHAD, DAMANSARA JAYA
22 & 23, Jalan SS 24/25
Damansara Jaya
47400 Petaling Jaya

Dear Sir/Madam

Kindly arrange to transfer the proceed of the enclosed Cheque No.
(RHB5679212) to the accounts of our staff on 01/02/2002 as detailed in the
enclosed attachments.

No.	Emp.No.	Emp.Name	NRIC No.	Bank Reference No.	Net Amount
1	TEST20	CHOOI WEI HOONG	750224-14-5567	594-039-3941	1,696.00
2	TEST30	JACQUELINE TEOH MEI MEI	7134267	813-216-2871	796.00
3	TEST50	JIMMY TEOH WAI	8713420	8415-024-7352123	1,097.00
4	TEST49	ISMAILUL ZAMAN BIN AZMI	- -	372-813-4815	962.00
5	TEST12	LIEW PING SOW	730511-03-3412	831-249-1942	1,696.00

PAYROLL JOURNAL

[illegible]

JOURNAL SUMMARY

Founder DiGiPAY		Journal Summary JAN 2002 END-MONTH										01/04/2002 16:25:52		Page 1	
Emp.No.	Emp.Name	Basic work	Leave OT Type	Allow.	Bonus	GROSS EARNING	Deduct.	TAX	EMP'YEE EFF	SOCSO Levy	EMP'YER EFF	SOCSO Levy	NET PAY		
1	TEST01 MOHD. ZUHRI IBRAHIM	4000.00		250.00		4250.00	310.00	10.00	469	9.75	10.00	512	34.15	3441.25	
2	TEST02 KOH CHON SUYAN	1650.00		250.00		1900.00	520.00		209	9.25		228	32.35	1161.75	
3	TEST04 PHANG HUI SHAN	8000.00				8000.00	5020.00	687.00	880	9.75		960	34.15	1403.25	
4	TEST05 CHEONG KEEN CHEE	1400.00		450.00		1850.00	320.00		205	9.25		224	32.35	1315.75	
5	TEST06 RAJIBATHY AREZELA SUNDARANAYAGAM	1800.00	200.00	250.00		2250.00	20.00		227	9.75		248	34.15	1993.25	
6	TEST10 MUHAMMAD OTUMAN BIN ZAHID	3500.00		450.00		3950.00	259.00		436	9.75		476	34.15	3245.25	
7	TEST11 JUNIYAH BINTI SAID	3500.00		250.00		3750.00	1867.25		414	9.75		452	34.15	1459.00	
8	TEST12 LIEW PING BOU	3500.00		250.00		3750.00	1567.25	63.00	414	9.75		452	34.15	1696.00	
9	TEST13 LAY YEN CHEE	2500.00		250.00		2750.00	1124.75		304	9.75		332	34.15	1311.50	
10	TEST17 NG WEI HONG	1800.00		650.00		2450.00	999.00		271			296	24.40	1180.00	
11	TEST18 NOK KONG SEE	1980.00	220.00	650.00		2450.00	1113.75		247	9.75		289	34.15	1079.50	
12	TEST19 KONG HEE HIN	3500.00		650.00		4150.00	1744.25	114.00	459	9.75		500	34.15	1824.00	
13	TEST20 CHOOI WEI HOONG	3500.00		250.00		3750.00	1567.25	63.00	414	9.75		452	34.15	1696.00	
14	TEST22 AHMAD BIN	1700.00		450.00		2150.00	195.00		260	9.75		280	34.15	1685.25	

EMPLOYEE PERSONAL RECORD

Founder DiGiPAY

01/04/2002 16:25:52 Page 2

Employee Personal Record

Emp. No. : TEST01 Emp. Name : MOHD. ZUHIR IBRAHIM

References

Join date	: 01/02/1991	Year	34	Month	6	Day	14	Position	: ACCOUNT MANAGER
Confirm date	: 01/04/1991							Branch	: PETALING JAYA
Suspend on	: / /							Department	: ACCOUNT
Resign date	: / /							Cost Center	: ACCOUNT
								Job Grade	: EXECUTIVE
								Category	: MANAGERIAL-PROFESSIONAL

	<u>Ref No.</u>		<u>Submit using I/C</u>
Bank A/C No.	: 222-172-3450	Bank Address	: MBB New
<input type="checkbox"/> Yes EPF	: 1401223	Initial	: MZI Old
<input type="checkbox"/> Yes SOCSO	: 7234257	Cat.	: 1 New
<input type="checkbox"/> Yes TAX	: 890507991(2)	Cat.	: 3KA2 New
<input type="checkbox"/> Yes Zakat	: 7352678	RM	: 100.00 New
<input type="checkbox"/> Yes ASB	: 1003241	<input type="checkbox"/> No	Rebate New
<input type="checkbox"/> Yes Tabung Haji	: 4000412		New
<input type="checkbox"/> Yes Baitulmal	: 7456789		New
<input type="checkbox"/> Yes HRDF			New
<input type="checkbox"/> Yes Levy	: <u>Employee</u> 10.00 <u>Employer</u> 12.00		
Special EPF %	:		

LEAVE TAKEN LIST

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Leave Taken List 01/01/2002 -> 31/12/2002

Emp. No.	Date	Leave Type	Day				
1 TEST01	02/01/2002	ANNUAL	1.000				
	29/01/2002	ABSENT	1.000				
	01/02/2002	ANNUAL	1.000				
	02/02/2002	ANNUAL	1.000				
	05/02/2002	ANNUAL	1.000				
MOHD. ZUHIR IBRAHIM		Leave Type	B/F	Entitled	YTD	MTD	Balance
		ANNUAL	0.000	8.000	3.000	0.000	5.000
		MEDICAL		14.000	0.000	0.000	14.000
		HOSPITAL		46.000	0.000	0.000	46.000
		MATERNITY			0.000	0.000	
		PATERNITY			0.000	0.000	
		EMERGENCY			0.000	0.000	
		HOLIDAY			0.000	0.000	
		ABSENT			1.000	0.000	

LOAN REPAYMENT LIST

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Loan Repayment List

Emp. No.	Loan	Date	Loan RM	Scheduled	Repayment	Balance		
1	TEST15	FESTIVE ADV-2001000004	01/12/2001	500.00				
				1/2002	END-MONTH	100.00	0.00	500.00
				2/2002	END-MONTH	100.00	0.00	500.00
				3/2002	END-MONTH	100.00	0.00	500.00
				4/2002	END-MONTH	100.00	0.00	500.00
				5/2002	END-MONTH	100.00	0.00	500.00
				500.00	500.00	0.00	500.00	
2	TEST22	FESTIVE ADV-2001000005	01/12/2001	500.00				
				1/2002	END-MONTH	100.00	100.00	400.00
				2/2002	END-MONTH	100.00	0.00	400.00
				3/2002	END-MONTH	100.00	0.00	400.00
				4/2002	END-MONTH	100.00	0.00	400.00
				5/2002	END-MONTH	100.00	0.00	400.00
				500.00	500.00	100.00	400.00	
3	TEST27	FESTIVE ADV-2001000006	01/12/2001	500.00				
				1/2002	END-MONTH	100.00	0.00	500.00
				2/2002	END-MONTH	100.00	0.00	500.00
				3/2002	END-MONTH	100.00	0.00	500.00
				4/2002	END-MONTH	100.00	0.00	500.00
				5/2002	END-MONTH	100.00	0.00	500.00
				500.00	500.00	0.00	500.00	

APPENDIX C

FREQUENTLY ASKED QUESTIONS

Q1. I realized that I had missed out some of the settings during the Setup Wizard session. How can I update the information?

A. Basically, each step in the Setup Wizard will help you to complete the setting up for a particular entry. The linkage from Setup Wizard with the DiGiPAY software is shown in the table below.

SETUP WIZARD	INFORMATION	LINK TO
Step 1	Company profile	System Configuration → Company Profile
Step 2	Payroll settings	System Configuration → Payroll Settings
	Days working	Employee Master → Roster/Leave Management
Step 3	Employee details	Employee Master → Employee Particulars
Step 4	Allowance subject to statutory	System Configuration → Earnings Subject to Statutories
	Employee fixed allowances assignment	Employee Master → Employee Particulars

Q2. I am planning to use loan repayment entry, tax schedule entry, advance payment entry, leave taken entry and attendance sheet for my monthly transactions. During payroll processing, how does DiGiPAY software make use of the information?

A. In DiGiPAY software, payroll processing is split to 2 portions. Namely: journal generation and calculation.

When the journal is accessed, there are 4 additional buttons in the viewing toolbar. The Generate button is used to execute journal generation, whereas the Calculate button is for journal calculation.

Journal generation is needed when deferred pay is used. For mid-month or end-month payroll processing, journal generation is automatically executed when the journal is accessed for the first time. Once generation is completed, journal calculation will be executed.

Table below is showing the sequence of the journal generation.

STEPS DESCRIPTION

1	Based on settings in Employee Particulars, select basic information, daily rate and hourly rate will be calculated.
2	From Employee Particulars, select fixed allowances and deductions.
3	From Attendance Sheet, select actual working days, overtime hours and leave taken. (Optional: Refer to Payroll Settings)
4	From Leave Management, select working days of the month and leave taken for the month.
5	From Advance, select advance payment transaction.
6	From Bonus, select bonus payment. (Optional: End-month)
7	From Mid-month journal, select mid-month statutory transaction. (Only during End-month)
8	From Deferred pay journal, select deferred pay statutory transaction. (Only during End-month, with deferred pay done after closing)
9	For new staff and resigning employee, calculate pro rata rate.

Table below is showing the sequence of journal calculation.

STEPS DESCRIPTION

1	From Employee Particulars, select additional fixed allowances and deductions.
2	Repeat steps 3 & 4 in journal generation.
3	Calculate basic wages.
4	Calculate leave payment.
5	Calculate allowances payment.
6	Calculate deductions.
7	Calculate overtime payment.
8	Calculate loan repayments.
9	Calculate EPF contributions.
10	Calculate SOCSO contributions.
11	Calculate Zakat contributions. (Optional: Refer to Employee Particulars, References page)
12	Calculate income tax amount.
13	Calculate foreign levy. (Optional: Refer to Employee Particulars, References page)
14	Calculate Human Resource Development Fund contribution base on each employee's gross income.

Q3. I made payroll adjustment within Employee Particulars. But, when I checked in journal, it was not updated with the new adjustments. What should I do to update the information?

A. To refresh the journal with new adjustment, it is necessary to execute the journal calculation process. Click on the Calculate button in the viewing toolbar, select the affected employees and click Apply button to complete the process.

Q4. I understand mid-month and end-month. But, why there is an additional deferred pay?

- A.** In normal practice, salary would be paid either twice a month or once a month. Thus, twice a month payment will require the use of mid-month journal. However, some payroll transactions, which require management approval such as overtime, commission and claims, may be delayed due to unforeseen circumstances. As these transactions are needed in statutory contribution calculations, deferred pay journal is introduced.

In DiGiPAY software, there is a necessary setting for deferred pay behavior stored in Payroll Settings: “Deferred pay after end-month processing is”. The options available are Before Closing and After Closing.

If Before Closing is chosen, the sequence of processing will be Mid-month, End-month and finally Deferred Pay. If After Closing is chosen, the sequence of processing will be Deferred pay, Mid-month and finally End-month. Failure to follow the sequence of processing will cause the statutory contributions being calculated wrongly.

To utilize the deferred pay journal, just access the Deferred Pay journal, add or look for the employee and make the necessary transactions. Save it and click on the Calculate button to complete it with the journal calculation.

Q5. I need to make bonus payment. What are the options available?

- A.** Bonus transactions will be paid in one of the 3 methods offered: Before End-month, End-month or After End-month. By choosing Before end-month or After end-month, bonus transactions will be monitored separately from the monthly salary transactions. Thus, statutory contributions will be calculated. By choosing End-month, bonus transactions will be added into End-month journal and statutory contributions will include bonus amount.

For the bonus amount, you may opt to make the bonus transaction entry manually. However, if the bonus is calculated based on X months of basic, you may make use of the Calculate button in the Editing toolbar.

As bonus income tax calculation will require a monthly remuneration amount as the starting point, 3 options are available: This-month, Last-month and Last December. By choosing This-month, current month salary tax remuneration will be used. By choosing Last-month, last month salary tax remuneration will be used. By choosing Last December, last December salary tax remuneration will be used.

Q6. I am trying to add a new allowance where it should be included in EPF and income tax calculation. But, I cannot find the necessary setting in Allowance codes. Where can I make the definition?

- A.** Go to System Configuration → Earnings Subject to Statutories. For EPF and Tax pages, move the new allowance from box in the right to the box in the left. If journal processing was done, run the journal calculation process to refresh the statutory contributions.

Q7. Every transaction in the DiGiPAY software yields the same amount as my manual calculation. But, why my manually calculated EPF contributions are higher than the result calculated by DiGiPAY?

A. This scenario would happen, when multiple journals are in use in the same month. In manual calculation, it is common that EPF contributions will be calculated separately from each journal and add up to show the full amount of the month.

DiGiPAY software calculates its statutory amount in a slightly different manner. As journals must be processed in sequence, the statutory calculation amount will be accumulated in each journal. Each journal will calculate the EPF contributions based on the total accumulated amount. By deducting the EPF contributions paid in the previous journal(s), the balance will be the actual EPF contributions payable from the current journal.

In short, DiGiPAY software is using the total accumulated amount for the month to calculate its statutory contributions.

Q8. I noticed that EPF, SOCSO and income tax are providing diskette submission service and this is available in the DiGiPAY software. What should I do to make use of this feature?

A. In order to utilize this feature, you must request approval from the relevant authority.

For example, let's discuss the procedure to request approval from EPF.

First, you must print the report. You should ask the EPF officer of your submission branch on the type of report they need for diskette submission.

Second, generate the data into the diskette.

Third, write a letter to the relevant department to request approval for diskette submission.

Finally, send the letter together with the report and diskette to the diskette submission center.

Once the request is reviewed, EPF officer will send a letter to your company stating the status of your request. If it was not approved, make the necessary adjustment as suggested in the report attached and submit the newly-generated diskette and report for second review.

If it was approved, every month EPF officer will send you a diskette. You should generate the data into the EPF diskette and send it back to EPF diskette submission center together with the report.

Q9. I noticed there is a zakat contribution in Employee Particulars, References page. How can I utilize it?

A. Zakat contribution is available to allow Muslim employees to give authorization to the company to make monthly deduction from his/her salary. The payable amount will be determined by the employee himself/herself.

Inland Revenue Department made a provision in its income tax regulation in 2000. The provision says that Muslim employees who make zakat contribution for the month are entitled to a rebate of the zakat amount from his/her income tax.

1. Fixed zakat contribution with fixed rebate.

Key in the zakat contribution amount into the RM box. Leave the boxes for From PCB and Rebate empty.

2. Pay income tax to zakat authority.

Put a tick in the box in front of From PCB. Leave the RM box and Rebate box empty.

3. Zakat is already paid personally, but rebate is requested from the employee to the current month payroll.

Key in the paid zakat amount into the RM box and put a tick in the box in front of Rebate. Leave the box for From PCB empty.

Q10. I had downloaded the latest update from the Internet via the Connect to DiGiPAY Internet. But, when I run the DiGiPAY software, it showed a message stating that "The installed dongle control device is not longer compatible with this new version of DiGiPAY software". What should I do to continue using this software?

- A.** Each copy of installed DiGiPAY software is entitled to a free 12-month update service. Upon expiry of the 12-month update service, you are required to renew the 12-month update service with a minimal fee. Although you are still allowed to download the latest update. But, you are not allowed to use it until the update service license is renewed.

The above mentioned message will appear when your update service is already expired and you are trying to run the latest update of the software. You are presented with 3 options:

- Print application form for new Update Service license no.
- Use the previous compatible version of this software.
- Key in the new Update Service license no.

Option 1 will print out the application form and you are required to make the necessary payment and fax the application form to us for processing. Once the form is received, the new Update Service license no. will be faxed to you within 2 working days.

Option 2 allows you to ignore the latest update and execute the last workable software.

Option 3 allows you key in the new Update Service license no. and once it is validated, the latest update will be executed.

For the latest series of Frequently Asked Questions, refer to DiGiPAY web site. <http://user.fingertec.com>.

Sila daftarkan perisian DiGiPAY anda di <http://user.fingertec.com>
Untuk tip teknikal dan manual dalam bahasa lain, sila rujuk <http://user.fingertec.com>

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