



Payroll

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Introduction

- This part is suitable for individuals who handle payrolls in any fields, and for those who wish to learn how to use *UBS Payroll* to perform its tasks.
- It is specially designed for *UBS:one: Payroll*, and it serves as standardised training material for the subject.
- **Pre-requisites:** trainees should have basic understanding of payroll processing.

Chapter 1: Basic Settings & Process Basic Payslip

1.1) Company Setting

- Basic record about company's details
- Go to **Housekeeping → Setup → Parameter Setup**
- At **Company Details** tab, key in user's company name and particulars
- Key in your company's full address for reporting purpose
- At **Month** section, maintain **This Month** & **This Year** correctly
- At **Payroll Manager** section, maintain the payroll manager's details. The details will be used to produce EPF, SOCSO and Income Tax report

The screenshot shows the 'Parameter Setup' window with the following sections:

- Company Details:**
 - Company Name: UBS Corporation Sdn Bhd
 - Address: Suite 1B-6, Level 6, Block 1B, Plaza Sentral, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur
 - Phone No.: 03-22614178
 - Fax No.: 03-22614279
 - R.O.C. Ref. No.: (441389-K)
- Country:**
 - Country Code: Malaysia
 - Currency Symbol: RM
- Month:**
 - This Month: 1
 - This Year: 2007
 - Report Date: 31/01/2007
- Payroll Manager:**
 - Name: LILIAN LEE
 - NRIC: 770207-05-1222
 - Position: PAYROLL MANAGER
 - Tel.: 03-22614178
 - Fax: 03-22614179

Buttons at the bottom: Ok, Cancel, Apply.

1.2) Personnel File Maintenance

- Record information about all employees' details in a company & usually keeping Fixed & Daily allowances amount.
- Go to **Personnel → Add / Update Employees**

Employee's Personnel Details

- At **Personnel Details** tab, key in the employee's particulars, click **Save**
- Important fields: Employee No, Name, Date of Birth, I/C No., Sex, Marital Status, # Children (Tax), Tax deduction for spouse

Personnel File Maintenance

Employee No. Name Initial

Personal Details | Pay | Government | Non-Citizen | Setting | Allowance/Deduction | Other

Employee Code I/C No. (Old)
 Address I/C No. (New)
 Post Code Town I/C Colour
 State Nationality Passport No.
 Phone No. Sex
 Highest Edu. Race
 Working Exp. Bumiputra
 Date of Birth Religion
 Marital Status

Spouse Particular | **Permanent Address/Contact**

Spouse Name
 SP, I/C No.
 # Children
 # Children (TAX) Below 18 Yrs
 Tax deduction for spouse
 Name
 Address
 Phone No.

Top Previous Next Bottom Search Cancel Add Save Exit

Employee's Pay Details

- At **Pay** tab, key in the employee's pay record, click **Save, Exit**
- Important fields: Date Commence & Basic Rate
- Other field: Job Title

1.3) Update Pay

- Mainly record how many days an employee came to work & keep a record of Variable allowance amount
- Go to **Payments** → **2nd Half Payroll** → **Add / Update** → **Normal Pay**
- At **Basic Pay & Overtime** tab, key in the Working Days and number of days for **Pay Days** and **No Pay Days**
- Click **Save, Exit**

2nd Half Payroll - Normal Pay [January '2007]

Employee No.

Line No.

Basic Pay & Overtime | Allowances | Deduction | Other | User Define Rate

Basic Rate
 Working Days

Pay Days		No Pay Days		Overtime		Hrs/Days	
DW	26.00	No Pay	LS	0.00	1.0 TIME	0.00	HRS
PH	0.00	No Pay	NPL	0.00	1.5 TIMES	0.00	HRS
AL	0.00	No Pay	AB	0.00	2.0 TIMES	0.00	HRS
MC	0.00	No Pay		0.00	3.0 TIMES	0.00	HRS
MT	0.00				REST DAY	0.00	DAYS
MR	0.00				PUB.HOL.	0.00	DAYS
CL	0.00						
HL	0.00						
EX	0.00						
PT	0.00						
AD	0.00						
	0.00						

Balance

OOB (Days)

Work Hours
 Lateness
 Early Dep.
 No Pay Hour

Top Previous Next Bottom Search Del. Pay Save Exit

Notes:

Working Days = No. of Days In The Month – Rest Days

Days Worked (DW) = Working Days – Pay Days – No Pay Days

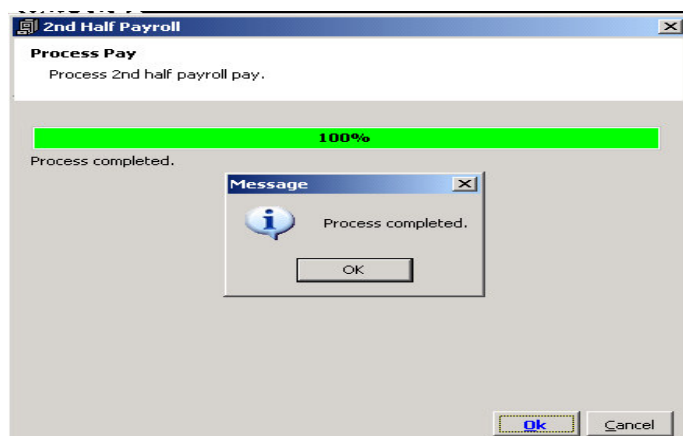
Pay Days are referred to Public Holiday (**PH**), Annual Leave (**AL**), Medical Leave (**MC**), Maternity Leave (**MT**), Marriage Leave (**MR**), Compassionate Leave (**CL**), Hospitalisation Leave (**HL**), Examination Leave (**EX**), Paternity Leave (**PT**) and Advance Leave (**AD**)

No Pay Days are referred to Production Line Shut Down (**LS**), Non-Pay Leaves (**NPL**) and Absent (**AB**)

Through Process Pay, UBS Payroll System will auto calculate employees' Days Worked base on the formula shown previous page.

1.4) Process Pay

- System to calculate the salary
- Go to **Payments** → **2nd Half Payroll** → **Process Pay**
- Click **Ok, OK**



1.5) View Payslip

- Allow user to view/check about the payslip before printing
- Go to **Payments** → **2nd Half Payroll** → **View Payslip**

Employee No.	Pay Rate Type	Pay Method	Allowance	Amount
A001	Monthly	Bank		
Name: ABDUL RAHMAN				
I/C: 790202-06-1234				
DW	26.00	I/C	790202-06-1234	
PH	0.00	Work Hours	0.00	Working Day 26.00
AL	0.00	Lateness	0.00	Basic Rate 3000.00
MC	0.00	Early Dep.	0.00	Piece Pay 0.00
MT	0.00	No Pay Hours	0.00	Basic Pay 3000.00
MR	0.00			Back Pay 0.00
CL	0.00	Overtime	Rate Hrs/Days	Amount
HL	0.00	1.0 TIME	9.6200 0.00	HRS 0.00
EX	0.00	1.5 TIMES	14.4200 0.00	HRS 0.00
PT	0.00	2.0 TIMES	19.2300 0.00	HRS 0.00
AD	0.00	3.0 TIMES	28.8500 0.00	HRS 0.00
LS	0.00	REST DAY	153.8500 0.00	DAYS 0.00
NPL	0.00	PUB.HOL.	230.7700 0.00	DAYS 0.00
AB	0.00			
ATTN. ALLW. FOOD ALLW. NO LATENESS NO ABSENT SHIFT ALL:				
<input checked="" type="radio"/> Allowance <input type="radio"/> Deduction <input type="radio"/> Other				
Basic/Dir. Fee	OT/Aw.	Gross	EPF	SOCSO
3000.00	0.00	3000.00	330.00	14.75
0.00	0.00		360.00	51.65
PCB	Other Ded.	NETT		
26.00	0.00	2629.25		

1.6) Print Payslip

- Print payslip according to preferred format
- Go to **Payments → 2nd Half Payroll → Print Payslip**
- Select a format, click **Ok, Preview, Print**

1.7) Basic Equations Of Payroll Calculation

- **Gross Pay** = Basic Pay + Allowances + Overtimes
- **Net Pay** = Gross Pay – Contributions – Deductions
- Contributions are referred to EPF and SOCSO contributions
- Deductions are referred to monthly tax deduction (PCB) and other deductions
- **Basic Pay** = Basic Rate – NPL deduction
- There are 3 options of deduction method for NPL as shown below:

(a)
$$\text{NPL deduction} = \frac{\text{Basic Rate}}{\text{Working days}} \times \text{No. of Days Applied For NPL}$$

(b)
$$\text{NPL deduction} = \frac{\text{Basic Rate}}{\text{Fixed days per month}} \times \text{No. of Days Applied For NPL}$$

“Fixed days per month” normally is referred to 26 days

(c)
$$\text{NPL deduction} = \frac{\text{Basic Rate}}{\text{No. of days in the month}} \times \text{No. of Days Applied For NPL}$$

- User need to choose one of them and to set it into UBS Payroll System
- Go to **Housekeeping → Setup → Parameter Setup**
- At **Pay Calculation** tab, focus on the drop down list of **Deduction Method for NPL**
- Click the drop down button to select one of the NPL deduction methods that to be used in Basic Pay calculation

Basic Pay (Monthly Rated) Determination

No. of payment per month: Pay once a month

1st Half Basic Pay Cal. Method: Half of the basic rate

Deduction method for NPL: Rate / Fixed days per month

Lateness deduction ratio:

1.8) Backup & Restore

Backup

- User are advised to backup data before do the Month End process
- User can backup data into Diskette (A: drive), Hard disk (C: drive) or other storage devices (e.g. thumb-drive)
- (Optional) Insert diskette or thumb drive
- Go to **Housekeeping → Backup and Restore → Backup**

- Select or type in the folder path, click **Backup** , **OK**

Restore

- (Optional) Insert diskette or thumb drive
- Go to ***Housekeeping → Backup and Restore → Restore***
- Select or type in the folder path, click ***Restore*** , key in the password: UBS, press ***Enter***

Chapter 2: Reports

2.1) Government Reports

- UBS Payroll System allows user to print out EPF, SOCSO and Income Tax reports for submission purpose

Government Reports

Income Tax Reports

CP 39 Monthly
CP 39 View Contribution
CP 39A Monthly
CP 22 Monthly
CP 22A Monthly
CP 25A Monthly
Mark To Print For Any Pay
List EA Form Status
List Taxable Figures
CP 8 Yearly
CP 8A Yearly
CP 8C Yearly
CP 8D Yearly
CP 159 12 Mths
PCB 2(11) 12 Mths
CP 38 12 Mths
List Tax Category
Taxable Pay
Taxable Pay By Employee 12 Mths
Taxable Pay 12 Mths

For The Month Ended 31/01/2006
Tax Category 1
CP8D Group All
Order By Name
Format 2005
For Monthly

☐ Print Prefix 'OS' and 'SG'
☒ Print foreign worker DOB
☐ Print Header
☐ Pre-Print Format

Butir-Butir Cek/Bank

Bank
Cek No.
Tarikh / /

Disedia Oleh

Nama
No. KP
Jawatan PAYROLL MANAGER
No. Tel.
No. Fax.

Ok Exit

2.2) A/C Maintenance For Employee's EPF, SOCSO & Income Tax

- Go to **Personnel** → **Add / Update Employees**
- Go to **Government** tab

Employees EPF A/C Maintenance

- At **EPF** section, key in employee's EPF No.

Employees SOCSO A/C Maintenance

- At **Insurance** section, key in employee's SOCSO No. or tick the check box of **Use I/C No.** as employee's SOCSO No.
- The steps shown below is to disable the SOCSO contributions of the employee
- Go to **Personnel** → **Add / Update Employees**
- At **Government** tab, **Insurance** section, focus on the drop down list of **Category**
- Select **X None** if the employee is not subject to SOCSO contribution

Employees Income Tax A/C Maintenance

- At **Tax** section, key in employee's **Income Tax Branch's Name**, **KI** (Kod Isteri) number if applicable and **Employee Income Tax No.**
- Click **Save**

2.3) Government Reports Submission

- UBS Payroll System can print data into government pre-printed forms that required to be submitted to EPF, SOCSO and IRB office

EPF Reports

- Go to **Government → EPF Reports**
- Tick the check box of **By Cash** if you wish to pay the EPF contribution in cash term
- If you leave the check box un-ticked, it means that you will pay the EPF contribution by cheque and you have to key in the cheque no.

Pre-Printed Form - EPF Borang A (Form of KWSP 6)

- Use Original Government Pre-Printed Form for monthly EPF contribution
- Print data on the form for submission
- No data disk to be submitted
- Select **EPF Borang A** from the list on the left hand side
- Tick the check box of **Pre-Print Format** to print the data on the original EPF Borang A, which received from EPF
- Click OK, Preview

SOCSSO Reports

- Go to **Government → SOCSSO Reports**
- Key in cheque no. if you wish to pay the amount by cheque

Pre-Printed Form - SOCSSO Borang 8A

- Use Original Government Pre-Printed Form for monthly SOCSSO contribution
- Select **SOCSSO Borang 8A (Contri.)** from the list on the left hand side
- Tick the check box of **Pre-Print Format** to print the data on the original SOCSSO Borang 8A
- Click **OK, Preview**

Income Tax Reports

- Go to **Government → Income Tax Reports**
- Key in cheque no. if you wish to pay the amount by cheque

Pre-Printed Form - CP39 Income Tax Form

- Use Original Government Pre-Printed Form for monthly Income Tax Payment
- Select **CP39** from the list on the left hand side
- Tick the check box of **Print Header** and **Pre-Print Format** to print the data on the 1st page of original CP39 Income Tax Form
- At **Butir-Butir Cek/Bank section**, key in Bank's name, Cheque no. and Tarikh as today's date
- Click **OK, Preview**
- Un-tick the check box of **Print Header** to print the data on the following page(s) of original CP39 Income Tax Form
- Click **OK, Preview**

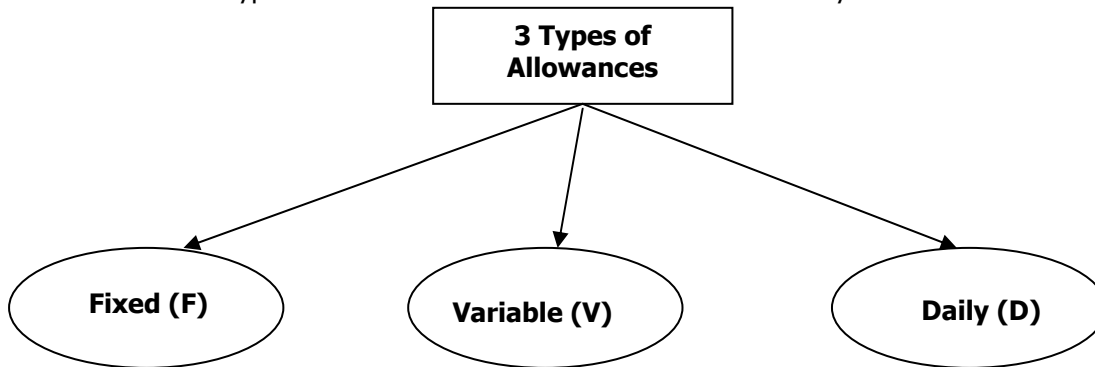
2.4) Management Reports

- To preview or print current month's reports of pay details for all employees
- Management reports are available at 2nd Half Payroll
- Go to **Payments → 2nd Half Payroll → Management Reports**
- The items shown in the list on the left hand side are meant for grouping purpose when printing management reports
- The items also serve the purpose to sort the data accordingly in management reports
- Select any item in the list & click **Ok**
- Select any report, ensure user have selected the correct paper size, then click **Ok, Preview**

Chapter 3: Additional

3.1) Allowance

- Allow user to maintain allowance rate & amount for all employees
- There are 3 types of allowances that can be maintained in the system



Fixed Allowance

Step 1 - Maintenance

- Go to **Housekeeping → Setup → Tables Maintenance → Allowance Table**
- On the First page, key in the name of fixed allowance item
- If the allowance is **subject to** EPF, SOCSO and/or TAX, tick the checkbox respectively
- Click **Next, Next**
- At Third page, remain F at **Type** column and AW at **Formula** column
- Click **OK, Cancel, Cancel**

Step 2 - Amount Update

- Go to **Personnel → Add / Update Employees**
- At **Allowance/Deduction** tab, key in the amount of fixed allowance items

Variable Allowance

Step 1 - Maintenance

- Go to **Housekeeping → Setup → Tables Maintenance → Allowance Table**
- On the First page, key in the name of variable allowance item
- If the allowance is **subject to** EPF, SOCSO and/or Tax, tick the checkbox respectively
- Click **Next, Next**
- At Third page, change to V at **Type** column and remove AW at **Formula** column
- Click **OK, Cancel, Cancel**

Step 2 - Amount Update

- Go to **Payments → 2nd Half Payroll → Add / Update → Add / Modify Allowance**

- Key in Variable allowance amount for employees
- Click **Save, Cancel**

Daily Allowance

Step 1 - Maintenance

- Go to **Housekeeping → Setup → Tables Maintenance → Allowance Table**
- On the First page, key in the name of daily allowance item
- If the allowance is **subject to** EPF, SOCSO and/or Tax, tick the checkbox respectively
- Click **Next, Next**
- At Third page, change to D at **Type** column. At **Formula** column, whether user remain or remove AW will not affect the calculation of Daily allowance
- Click **OK, Cancel, Cancel**

Step 2 - Rate Update

- Go to **Personnel → Add / Update Employees**
- At **Allowance/Deduction** tab, key in the Daily Rate of daily allowance item

Notes:

- The type of allowance items in Allowance Table must be entered in capital letter
- The formula "AW" is used to instruct the system to get the allowance amount which maintained in Personnel and **NOT** in Payment menu for payroll calculation
- The formula column at third page of Allowance Table is only meant for Fixed and Variable allowance

Reminder

- In Personnel menu, after completed maintaining the fixed and daily allowance amount of each employee, user must click **Save** before clicking **Next** to proceed to next employee
- In Payments menu, after completed to key in the employee's days worked, user must click **Save** before clicking **Next** to proceed to next employee
- Whenever user add or update the allowance rate or allowance amount in Allowance Table, Personnel menu or Payments menu, user are required to run Process Pay in Payments menu. This is to let the Payroll System to re-calculate employees' allowances base on the new added or updated data

3.2) Deduction

- Allow user to record the deduction amount
- Basically there are 2 types of deductions : (a) Fixed (b) Variable

Fixed Deduction

Step 1 - Maintenance

- Go to **Housekeeping → Setup → Tables Maintenance → Deduction Table**
- At First page, key in the name of fixed deduction items, click **Next**
- Remain F at **Type** column and key in DED at **Formula** column
- Click **OK, Cancel, Cancel**

Step 2 - Amount Update

- Go to **Personnel → Add / Update Employees**
- At **Allowance/Deduction** tab, key in fixed deduction amount

Variable Deduction

Step 1 - Maintenance

- Go to **Housekeeping → Setup → Tables Maintenance → Deduction Table**
- At First page, key in the name of variable deduction items, click **Next**
- Change to V at **Type** column and just leave blank at **Formula** column
- Click **OK, Cancel**

Step 2 - Amount Update

- Go to **Payments → 2nd Half Payroll → Add / Update → Add / Modify Deduction**
- Key in Variable Deduction amount for employees
- Click **Save, Cancel**

Reminder

- User are required to run Process Pay in Payments menu whenever user add or update the deduction items in
 - (a) Deduction Table
 - (b) Update Fixed Deduction amount in Personnel menu
 - (c) Update Variable Deduction amount in Payments menu
- This is to let the Payroll System to re-calculate employees' deductions base on the new added or updated data

3.3) Overtime

- Allow user to maintain overtime rate, days worked and hours of worked for all employees to calculate employees total overtime pay

Overtime Categories

- There are 5 categories of overtime as stated at table below:

No.	OVERTIME				
	Description	Abbreviation	Unit		Ratio According To MEA** 1955
			Measure	Minimum*	
1.	Overtime On Normal Working Day	OT ON ND	HRS	½ HRS	1.5 x HRP
2.	Overtime On Rest Day	OT ON RD	HRS	½ HRS	2.0 x HRP
3.	Overtime On Public Holiday	OT ON PH	HRS	½ HRS	3.0 x HRP
4.	Work On Rest Day	WORK-RD	DAYS	½ DAY	1 x ORP
5.	Work On Public Holiday	WORK-PH	DAYS	1 DAY	2 x ORP

Minimum Unit stated in MEA 1955 ** Malaysia Employment Act (MEA)

Terms Used In Overtime Calculation

- ORP = Ordinary Rate Of Pay means per day wages

$$\begin{aligned}
 &= \frac{\text{Basic Rate}}{\text{Monthly Working Days}} \\
 &= \frac{\text{Basic Rate}}{26} \quad (\text{as stated in MEA 1955})
 \end{aligned}$$

- HRP = Hourly Rate Of Pay

$$\begin{aligned}
 &= \frac{\text{Basic Rate} \times 12 \text{ months}}{\text{Yearly Working Hours}} \\
 &= \frac{\text{Basic Rate} \times 12 \text{ months}}{2,496 \text{ hours} ***}
 \end{aligned}$$

8 hours x 6 days x 52 weeks or 8 hours x 26 days x 12 months

Working Hours Table

- The parameters set in Working Hours Table are essential to ORP & HRP calculation
- The employee's hours of work per year varies from company to company, depending on the number of working days an employee has to come to work in a week
- Go to **Housekeeping → Setup → Tables Maintenance → Working Hours Table**
- Change the values in **Hours Per Year** accordingly

Working Hours	1	2	3	4	5	6	
Monthly Rated							
Months Per Year	12.00	12.00	12.00	12.00	12.00	12.00	OT = Basic Rate * ?/Hrs per yr
Days Per Month	26.00	26.00	26.00	26.00	26.00	26.00	NPL, Advance, ORP
Days Per Month	26.00	26.00	26.00	26.00	26.00	26.00	Absent
Hours Per Day	8.00	8.00	8.00	8.00	8.00	8.00	Lateness, Normal hr. worked pay
Hours Per Year	2496.00	2496.00	2496.00	2496.00	2496.00	2496.00	OT (Basic rate, Ded., Aw.)
Daily Rated							
Hours Per Day	8.00	8.00	8.00	8.00	8.00	8.00	OT (Basic rate, Ded., Aw.) Also to get Month_Rate
Days Per Month (A)	26.00	26.00	26.00	26.00	26.00	26.00	Bonus, Bonus PCB, Comm. PCB Also to get Month_Rate
Days Per Month (B)	26.00	26.00	26.00	26.00	26.00	26.00	Hrp = + Aw / ? / Hr. per day Set to 0 if day_worked is Used
Hourly Rated							
Hours Per Day	8.00	8.00	8.00	8.00	8.00	8.00	Basic Pay, OT (Ded., Aw.)
Days Per Month (A)	26.00	26.00	26.00	26.00	26.00	26.00	Equal Daily Rated Figures
Days Per Month (B)	26.00	26.00	26.00	26.00	26.00	26.00	Equal Daily Rated Figures

Setting Of Maximum Basic Rate

- In UBS Payroll, user allows to set the **maximum amount of basic rate** that to be used to calculate overtime
- User also can set to instruct the system to use employees' **actual basic rate** (regardless of basic rate amount) when calculate overtime
- Go to **Housekeeping → Setup → Parameter Setup**
- At **Pay Calculation** tab, **Overtime Determination** section, key in the maximum amount of basic rate in the field of **Maximum pay allowed to calculate HRP**
- If actual basic rate is used to calculate overtime, key in the amount of 99999 in the field of **Maximum pay allowed to calculate HRP**

Company Details | Pay Calculation | Pay Calculation[2] | Control

Basic Pay (Monthly Rated) Determination

No. of payment per month: Pay once a month
1st Half Basic Pay Cal. Method: Half of the basic rate
Deduction method for NPL: Rate / Fixed days per month
Lateness deduction ratio: 1.00

Overtime Determination

Maximum pay allowed to calculate HRP (1): 2000
Maximum pay allowed to calculate HRP (2): 10000 ☒ Inclusive of Allowance / Deduction
Calculate OT From Last Month HRP / ORP: No

EPF Determination

Separate Bonus / Comm. EPF Calculation: Yes
1st Half EPF equal to half full month EPF: No

Overtime Maintenance

- Go to **Housekeeping → Setup → Tables Maintenance → Overtime Table**

No.	Description	Unit	Ratio	Constant	Rate	DEC	EPF	SOC	TAX	HRD
1	1.0 TIME	HRS	1.0000	0.0000	0.0000	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	1.5 TIMES	HRS	1.5000	0.0000	0.0000	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	2.0 TIMES	HRS	2.0000	0.0000	0.0000	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	3.0 TIMES	HRS	3.0000	0.0000	0.0000	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	REST DAY	DAYS	2.0000	0.0000	0.0000	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	PUB.HOL.	DAYS	3.0000	0.0000	0.0000	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

For monthly rate employees whose basic rate is more than 2000.00

Ok Cancel

Step 1 – Description, Unit, Rate Maintenance

- Key in the overtimes' **description**, their **unit** used and **ratio** that applied in the calculation

Step 2 - EPF, SOCSO & Tax Contribution

- Tick the check box of EPF, SOCSO and/or Tax if it is applicable to the overtime
- Click **OK** to exit

Update Overtime Setting In Personnel File Maintenance

- Go to **Personnel → Add / Update Employees**
- Click on **Setting** tab, at **Overtime Setting** section, select the setting of *Maximum Basic Rate Used To Calculate Overtime* for this employee

Update Overtime Days Worked & Hours Of Worked

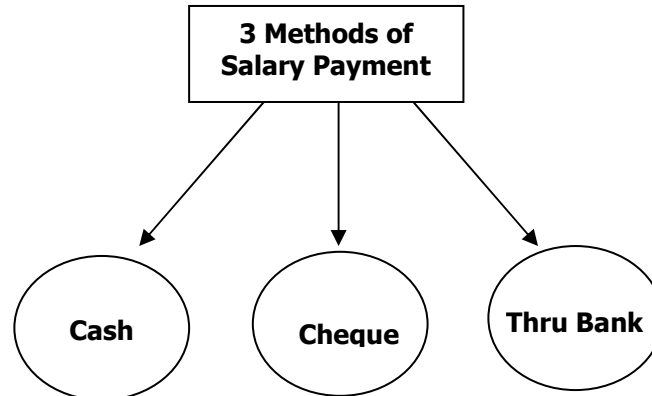
- Go to **Payments → 2nd Half Payroll → Add / Update → Normal Pay**
- At **Overtime** section, key in the days worked or hours of worked for each category of overtime

Reminder

- Whenever user update the overtime in Overtime Table of Housekeeping menu or Normal Pay of Payments menu, user are required to run **Process Pay**

3.4) Payment of Salary

- User can set the methods of salary payment for each of the employee
- User can print out report for each of the salary payment methods applied
- There are 3 methods of salary payment applicable in UBS Payroll System

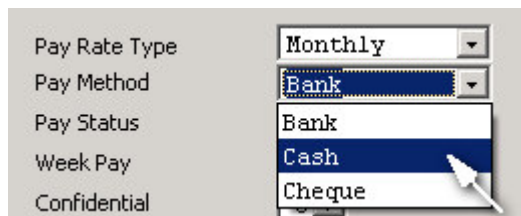


Method Of Salary Payment – Cash

- Wages or salaries are paid to employees in cash term

Step 1: Setting In Personnel Menu

- Go to **Personnel → Add/Update Employees**
- At **Pay** tab, select the employee's salary paid method as **Cash** from **Pay Method** drop-down list



Step 2: Print Employees Net Pay – Cash Report

- Go to **Payments → 2nd Half Payroll → Cash / Bank / Other → Net Pay – Cash / Bank / Others**
- Select **Cash** from the list on the left hand side, then click **OK, Preview**

Method of Salary Payment – Cheque

- Wages or salaries are paid to employees by issuing cheque

Step 1: Setting In Personnel Menu

- Go to **Personnel → Add/Update Employees**
- At **Pay** tab, select the employee's salary paid method as **cheque** from **Pay Method** drop-down list.

Pay Rate Type	Monthly
Pay Method	Bank
Pay Status	Bank
Week Pay	Cash
Confidential	Cheque

Step 2: Print Employees Net Pay – Cheque Report

- Go to **Payments → 2nd Half Payroll → Cash / Bank / Other → Net Pay – Cash / Bank / Others**
- Select **Cheque** from the list on the left hand side, then click **Cheque No.**
- Only those employees whose salaries are paid by cheques are shown on the list
- Key in the cheque numbers that are issued to employees
- Click **Save, Cancel, OK, Preview**

Method of Salary Payment – Thru Bank

- Wages or salaries are directly credited to employees' bank A/C
- This method will generate a letter of order to instruct bank officer to credit employees' salary amount into their bank A/Cs
- This method works if the bank's name which the company instructs to credit employees bank A/Cs is same as the bank's name of employees bank A/C

Step 1 - Maintain Company's Bank Information

- Go to **Housekeeping → Setup → Addresses and Account No.**
- At **Organisation Information** tab, key in the company's bank information.
- At **Your Company Registered Information** tab, key in the data as follow:
 - The company name that has registered with bank
 - The company's bank A/C number

Organisation Type	BANK	Category	1
Organisation Information		Your Company Registered Information	
Registered Name	UBS CORPORATION SDN BHD		
Account No.	MBB11222222		
State Code	AD		

Buttons: List, Top, Previous, Next, Bottom, Save, Exit

Step 2 - Setting In Personnel Menu

- Go to **Personnel** → **Add/Update Employees**
- At **Pay** tab, select the employee's salary paid method as **Bank** from **Pay Method** drop-down list

Pay Rate Type	Monthly
Pay Method	Bank
Pay Status	Bank
Week Pay	Cash
Confidential	Cheque

- At **Government** tab, **Bank** section, key in the employee's bank A/C Number

Bank - BANK	
Bank Code	1234444
Branch Code	88888888
Bank A/C No.	MBB23555566
Category	1
Bank IC	N
Payment Mode	

Step 3 - Print Letter Of Order To The Bank

- Go to **Payments** → **2nd Half Payroll** → **Cash / Bank / Other** → **Net Pay – Cash / Bank / Others**
- Select **Bank**, then key in the amount of **Bank Charges** per employee
- To make the payment to the bank, there are 2 choices of payment methods:
 - (a) Cheque Issuance
 - (b) Debit Company's Bank A/C
- If the company chooses to make payment by cheque, please follow the steps on below:
 - (a) Tick the check box of **Issue Cheque To Bank**
 - (b) Key in the **Cheque No.**
 - (c) Click **OK, Preview**
- If the company chooses to make payment by debiting company's bank A/C, then just click **OK, Preview**
- The system will generate a letter of order which will be issued to company's bank for processing purpose
- The letter is consist of employees' bank A/C number and their salary amount to be credited

3.5) Month End / Year End Processing

Month End

- The Month End process will close the current month payroll and it is an essential procedure that must be done before user can proceed to the following month

The Effects of Month End Process

- The Month End process is consist of 3 updates:
 - (a) Update the field of **This Month** at **Month** section of **Company Details** tab in **Housekeeping → Setup → Parameter Setup**
 - (b) Update **Pay Summary** report in **Monthly And Yearly → 12 Months Figures Update → Pay Summary**
 - (a) Update **Working Days** and **Zero** other payroll transaction data (except basic rate, fixed allowances and fixed deductions) in **Payments Menu → 2nd Half Payroll → Add / Update → Normal Pay**

Month End Process

- Go to **Housekeeping → Month End**

The screenshot shows a window titled "HouseKeeping" with a "Note" at the top: "In network environment, please make sure you are the only user to access to this option." Below the note, the title "MONTH END PROCESSING FOR JANUARY" is displayed. There are two radio button options: "1. Move Forward Transactions" (which is selected) and "2. Remove Transactions". Below these, there is a checked checkbox for "Update Working Days". Under this checkbox, there are two input fields: "1st half working day for coming month" with the value "0.00" and "2nd half working day for coming month" with the value "26.00". At the bottom right, there are "Ok" and "Cancel" buttons.

Step 1 - Next Month Transactions Update

- **Move Forward Transactions:** after month end, the Normal Pay will be updated (the Normal Pay is shown as 'Update'). User may proceed directly to Process Pay if there are no changes in normal pay.
- **Remove Transaction:** after month end, the Normal Pay will not be updated (the Normal Pay is shown as 'Add New Pay'). User must add & save Normal Pay before proceed to Process Pay.

Notes

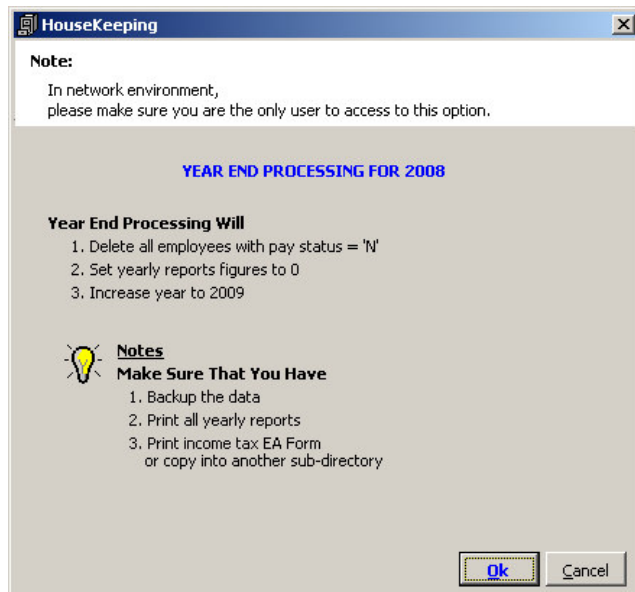
For both options, value of variable allowances won't be updated automatically.

Step 2 - Next Month Working Days Update

- User can key in the **next month working days** of 1st Half (from 1st to 15th) and 2nd Half (from 1st to end of month) to enable the system to update them in **Payments Menu → 1st Half / 2nd Half Payroll → Add / Update → Normal Pay**
- If the working days of current and following month are equally same, then un-tick the check box of **Update Working Days**. By doing this, the system will remain the working days of the following month as the current month.

Year End Processing

- This is to close the whole year's transactions & it is an essential procedure before move on to the following year
- Before doing this process, make sure that you have completed the last month's (December) payment & other procedures as stated in the Year End module
- User must run the Month End process of December, so that he / she can generate & print out employees' CP8A income tax form (EA Form)
- Go to **Housekeeping → Year End** to run Year End Processing



3.6) Bonus

Payment Bonus

Step 1: Housekeeping Menu - Parameter Setup

- Go to **Housekeeping → Setup → Parameter Setup**
- Click **Control** tab, at **Transaction** section, make sure:
 - (a) The check box of **Bonus PCB calculated based on last year December taxable amount** is **un-ticked**

- (b) The check box of **Do not adjust Bonus PCB / Comm. PCB / Dir. Fee PCB On 2nd Half** is **ticked**

- Click on **OK**

Step 2: Housekeeping Menu - Payment Table

- Go to **Housekeeping → Setup → Tables Maintenance**
- Select **Payment Table** from the tables listing shown on the left of window, then click on **OK**
- Look at row no. 3 (Bonus),
 - (a) Make sure the check box of **EPF & PCB** is **ticked** and the check box of **SOC(SO)** is **un-ticked** at the column of
 - (i) **Contribute To**
 - (ii) **Deduct Directly In This Pay**
 - (b) At the column of **Calculate Using Basic Rate Instead Of Basic Pay**, **tick** the check box of **PCB**
- Click on **OK**

Step 3: Payments Menu

- Go to **Payments → Bonus → Add / Modify → Add / Modify Bonus By Month / Percentage**

Employee No.	Basic Rate	No. Of Month	Estimated Month Rate	Bonus
A001	3000.00	0.00	3000.00	0.00
B001	2500.00	0.00	2500.00	0.00

Name : ALI BIN MOHAMAD Date Commence : / /
 Pay Rate Type : MONTHLY Date Resign : / /

Add / Modify Bonus By: Month

Search Save Cancel

- Select **Month** or **Percentage** from the drop down list of "Add / Modify Bonus By", which located at the bottom left of the window
- Key in No. Of Month or Percentage of basic rate as bonus for each employee
- Click on **Save**
- Go to **Payments → Bonus → Process Pay**
- Click on **OK**
- Go to **Payments → Bonus → Listing**
- Click on **OK**