

Payroll Management



- Multiple EPF, SOCSO and TAX employer reference number.
- Multiple employer address for EPF, SOCSO & TAX.
- EPF, SOCSO, TAX, Pension and EPF VE rates defined by grouping instead of defined for every individual employee.
- Link to GL System with option to distribute the employee costing up to 6 segmentation of cost centers.
- Unlimited Payroll Runs per month.
- User definable formula for computation of Basic, OT, No Pay Leave and Leave Pay.
- Unlimited Allowances and Deductions with associated attributes such as effective date, rate, fixed/variable, EPF able, SOCSO able, TAX able, Pension able, OT able, works like BONUS, etc.
- Unlimited Overtime Types with associated attributes such as effective date, rate, fixed/variable, EPF able, SOCSO able, TAX able, Pension able, etc.
- All Allowance, Deduction & Overtime rates are date effective with ability to view complete history of all previous rates.
- Allowance taxation to be computed as Bonus Taxation formula.
- Bank codes and associated information for Bank Credit of payroll.
- Simulation runs for Bonus and Increment to help in Management decision making processes.
- EA Benefit-In-Kind to be reported in the EA form.
- Individual decentralized Payroll transaction entry screens, eg. Allowance entry only, Deduction entries only or Overtime
- Allowance, Deduction and/or Overtime entries can be done on daily basis and posted in summary for payroll processing.
- Monthly, Daily & Hourly rated basic salary computation.
- Payroll transaction for future months can be entered while current month's payroll is still active (not closed yet).
- Automatic computation of Overtime hours in arrears eg. Overtime hours entered in current month but computation is based on last month's salary.
- Extra percentage to contribute for both staff and/or company for EPF, with separate formula for the extra percentage, where formula can be user defined and date effected.
- Back pay arrear computation of basic pay, allowance, deduction & overtime due to back dated basic salary increment, with no limit to the duration of months the back pay period can be extended to.
- Different payout for different group of staff – Payroll process.
- Schedule of Allowance or Deduction for each staff for each type of deduction where schedule can be staggered, amount can be variable and payout no. can also be different
- Integrate with Leave module for automated Unpaid Leave deduction.
- Feature to stop any transaction entry by users during the time of Payroll is sent for processing. This is important to ensure integrity of data.
- Detailed or summarized salary reconciliation comparing any two months within the same or across different year period
- Does not require to perform month end housekeep for future month processing.

- Salary reconciliation on any given month with any other month, on summary and able to drill down to individual detailed staff variance.
- Submission of bank crediting via bank autopay disk transfer. Bank autopay can be performed on single payout or multiple payouts combined.
- Distribution of employee's net pay by percentage or quantum amount, to be credited into various other bank accounts for monthly bank crediting exercise.



- Multiple Bonus payout in a month and in a year.
- Bonus simulation based on user definable business rules.
- Bonus simulation can be performed on forward basis eg. Simulate as payment in the following month or year period, taking into consideration of EPF, SOCSO, TAX & PENSION computation.
- Monthly Bonus Provision based on user definable % of basic and results of these provision can be exported to external financial system journal voucher.
- Option to pay bonus together or separate from salary
- Submission list for ASN, ASB, LUTH, etc., monthly deduction with required information of membership no. and disk transfer.
- Detailed analysis of earnings and/or deductions.
- Re-printing past month reports (including payslip) as and when required without doing data restore
- Increment simulation based on user definable business rules
- Increment simulation can be performed on forward basis ie. Simulate as payment in the following month and year period.
- Increment simulation can also be based on a user definable table of Steps And Lanes values (Matrix) and each staff tables setting is date effected.
- Dynamic interfacing to external Financial Systems. Indicate the names of Financial System that the Software had done interface for.
- GL posting as per existing financial system accounting treatment ie. As per existing financial system journal voucher accounting code structure – GL External Code Mapping.
- Cost allocation of each staff's payroll elements and be included in the GL posting interfacing automatically – Cost Allocation.
- Flexibility in user definable journal voucher accounting code structure to be interface for each payroll element without the need for vendor program modification, as when need arise.
- GL posting account code structure maintained separately from HR required organizational coding like Co. Code, Division, Region, Department, Section and/or Unit.
- GL posting journal voucher check report for each GL posting run for verification in detail and summary form.

- GL posting for Bonus provision on monthly basis.
- Statutory Forms including EPF Borang A, EPF BBCD, Socso 8A, Socso Form 2 and 3, TAX CP38/39, CP21, CP22 and CP22A, TAX EA Form, TAX CP 159, Form E and TAX PCB II.
- Submission of EPF, SOCSO and TAX via diskette.
- Declaration of any income salary item that is to be reported as arrears in the EA form with its associated EPF contribution for such arrears and the year of arrears.
- User definable declaration of Payroll elements for EA and CP22A form, as to what to declare and on which line of the Form to appear.
- Benefit In Kind for EA Form printing.
- Integration to other benefits from other modules to report in the EA form as benefit-in-kind.
- Pension deduction for both staff and/or company portion based on user definable %
- HRDF Contribution.
- ADO import into the system thru text / Excel.
- Service points benefits.
- Simulation runs based on staff performance for Bonus and Increment to help in Management decision making processes.
- Daily OT transaction and compute the OT and incentive accordingly based on the staff OT transaction.
- Festival advance for selective staff during festival period.
- Tax deduction suspension for a staff for a period of time.
- Additional tax deduction monthly.
- Conversion of tax deduction into Zakat automatically.

