

## AutoCount Guide on Employment Insurance System (EIS)

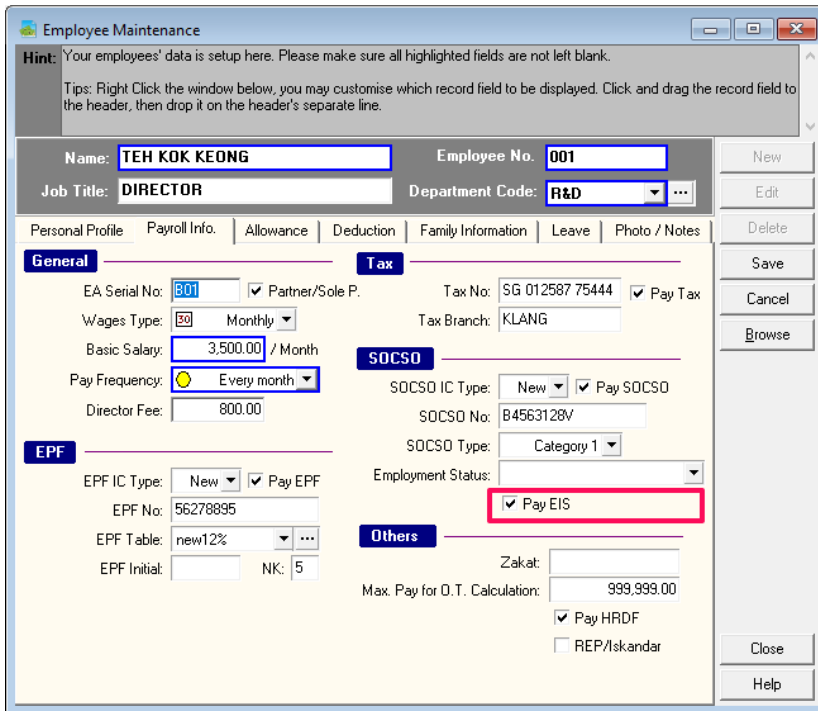
EIS will start to implement from 1<sup>st</sup> January 2018. As an employer, you are required to submit contributions to SOCSO. Both employers and employees are required to contribution 0.2% of their monthly wages. The table of contribution is accessible from the link below:

<https://www.perkeso.gov.my/sjp/>

### Who are covered under EIS?

There is a newly added checkbox - "Pay EIS" under employee maintenance.

This checkbox will be used to define whether the employee need to contribute to EIS. If this check box is ticked, EIS contribution will be calculated according to contribution table during payroll process.



The screenshot shows the 'Employee Maintenance' window. At the top, there is a hint: 'Your employees' data is setup here. Please make sure all highlighted fields are not left blank. Tips: Right Click the window below, you may customise which record field to be displayed. Click and drag the record field to the header, then drop it on the header's separate line.' Below the hint, there are fields for Name (TEH KOK KEONG), Employee No. (001), Job Title (DIRECTOR), and Department Code (R&D). The form is divided into several sections: General, Tax, SOCSO, EPF, and Others. In the SOCSO section, the 'Pay EIS' checkbox is checked and highlighted with a red box. Other fields include EA Serial No. (801), Partner/Sole P. (checked), Tax No. (SG 012587 75444), Pay Tax (checked), Wages Type (Monthly), Basic Salary (3,500.00 / Month), Pay Frequency (Every month), Director Fee (800.00), SOCSO IC Type (New), Pay SOCSO (checked), SOCSO No. (B4563128V), SOCSO Type (Category 1), Employment Status (dropdown), EPF IC Type (New), Pay EPF (checked), EPF No. (56278895), EPF Table (new12%), EPF Initial (NK: 5), Zakat (dropdown), Max. Pay for O.T. Calculation (999,999.00), Pay HRDF (checked), and REP/Iskandar (unchecked).

According to the Act, all employees are covered under EIS, except the following:

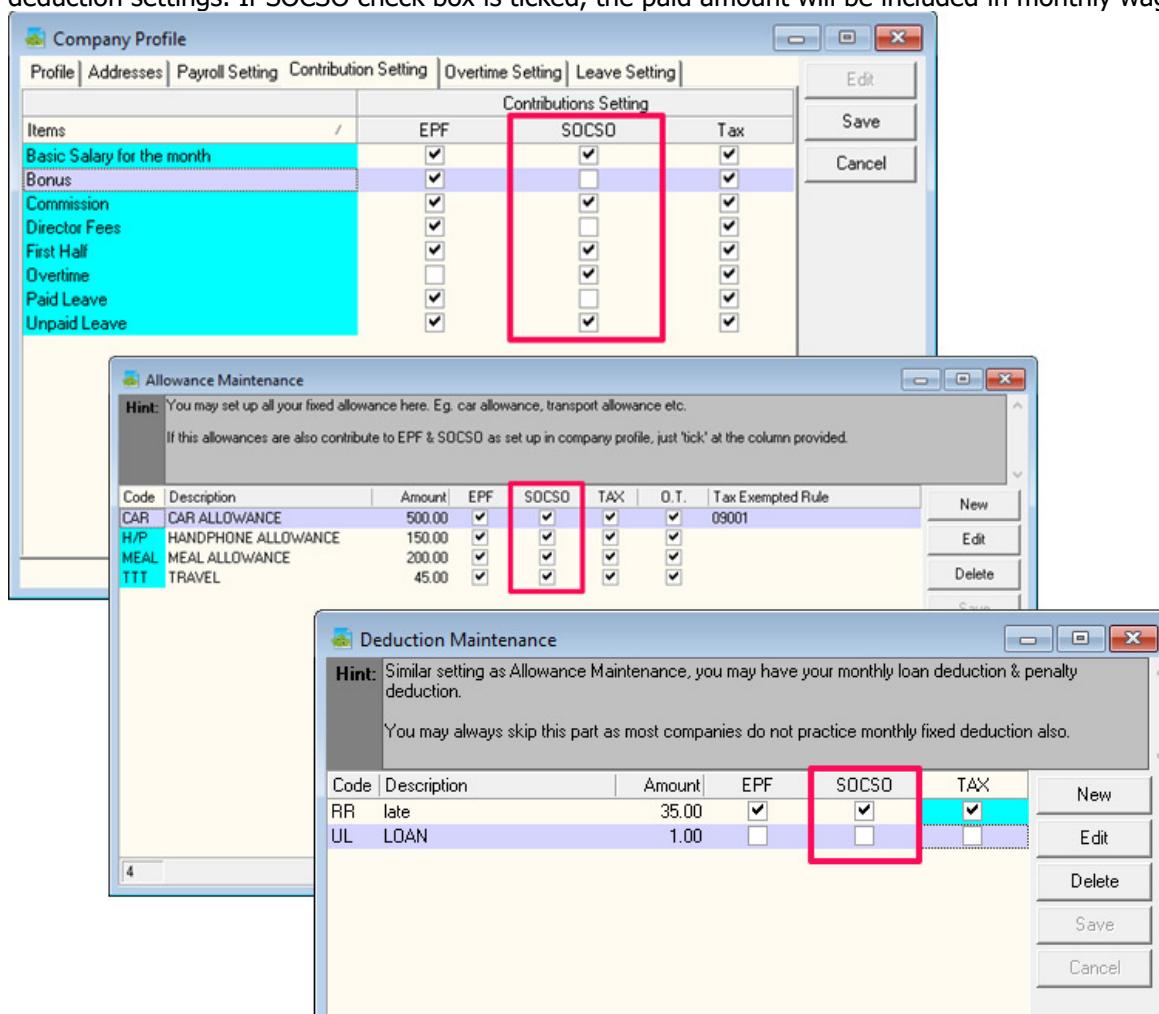
- Employees with age below 18
- Employees with age 60 and above
- Employees with age 57 and above and never contribute to EIS
- Foreign workers
- Others as stated by the act.

For those employees who are not required to pay EIS, you need to untick pay EIS checkbox under employee maintenance.

**Note:** For those users upgrade from older version, all employees will default tick pay EIS excepts for foreigners.

### What are the elements included in calculating monthly wages for EIS?

The settings are combined with SOCSO checkbox which is available under contribution setting, allowance and deduction settings. If SOCSO check box is ticked, the paid amount will be included in monthly wages for EIS.



**Company Profile - Contributions Setting**

Items	EPF	SOCSO	Tax
Basic Salary for the month	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bonus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Director Fees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
First Hall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Paid Leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Unpaid Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Allowance Maintenance**

Hint: You may set up all your fixed allowance here. Eg. car allowance, transport allowance etc.  
If this allowances are also contribute to EPF & SOCSO as set up in company profile, just 'tick' at the column provided.

Code	Description	Amount	EPF	SOCSO	TAX	O.T.	Tax Exempted Rule
CAR	CAR ALLOWANCE	500.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09001
H/P	HANDPHONE ALLOWANCE	150.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
MEAL	MEAL ALLOWANCE	200.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
TTT	TRAVEL	45.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

**Deduction Maintenance**

Hint: Similar setting as Allowance Maintenance, you may have your monthly loan deduction & penalty deduction.  
You may always skip this part as most companies do not practice monthly fixed deduction also.

Code	Description	Amount	EPF	SOCSO	TAX
RR	late	35.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UL	LOAN	1.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Payroll Process

You may refer to EIS column (under deduction) to view employee EIS contribution amount and Company EIS column (under company) to view employers EIS contribution amount.

Monthly		1st Half	2nd Half	Save	Cancel	Reset
<b>CHIN YUEN YUEN</b>						<b>K1 / B</b>
<b>Earning</b>		<b>Deduction</b>		<b>Company</b>		
Basic Salary:	1,500.00	Deduction:	0.00	BIK & VOLA:	...	
Allowance:	300.00	Advance:		BIK for PCB:		
Overtime Details:	0.00	EPF:	165.00	VOLA for PCB:		
Commission:		SOCSO:	7.25	Company EPF:	195.00	
Bonus:		<b>EIS:</b>	<b>2.90</b>	Company SOCSO:	25.35	
Director Fee:	0.00	PCB Tax:	0.00	<b>Company EIS:</b>	<b>2.90</b>	
Paid Leave:		CP39A Tax:	0.00	Payment by: <input type="text" value="\$"/> Cash		
Claim:		CP38 Tax:		<input type="checkbox"/> Committed		
Payment of Arrears:		Unpaid Leave:	0.00	Zakat: 0.00		
<b>Gross Pay: 1,800.00</b>		<b>Total deduction: 175.15</b>		<b>Net Pay: 1,624.85</b>		
Main   Optional Deductions   PCB Tax Details for Zakat						

## Submission of EIS contribution

Pending release as SOCSO has not yet released the new template for borang 8A. At this moment, you may refer to Monthly SOCSO listing for contribution amount to be paid.

## List of reports that have been enhanced to include EIS contribution amount:

- 1) Payslip A1
- 2) Payslip A2 (by 3)
- 3) Payslip A4
- 4) Payslip A4
- 5) Payslip B1
- 6) Payslip B2
- 7) Payslip B3
- 8) Payslip B4
- 9) Payslip B5
- 10) Payslip B6 (full page)
- 11) Payslip B7
- 12) Bonus Slip A1
- 13) Bonus Slip A2 (by 3)
- 14) Bonus Slip A3
- 15) Bonus Slip A4
- 16) Monthly SOCSO listing
- 17) Payroll Summary Report with EIS (new)
- 18) Payroll Summary Report with EIS, claim and zakat (new)
- 19) Yearly Payroll Summary Report with EIS (new)
- 20) Yearly Payroll Summary Report with EIS, claim and zakat (new)
- 21) Yearly EIS listing (new)