

Release Note CP 1.0.61

Enhancements

1. Automatically include Employee's SOCSO and EIS contribution to allow claim of tax relief under Optional Deduction- Contributions to PERKESO (limited to RM 350 per year).

Users no longer need to update tax relief amount after system calculates the SOCSO and EIS amount, this amount will be included under optional deduction – SOCSO Payment.

This feature must be enabled via:

Employee Maintenance > Statutory Requirement > SOCSO > Claim Employee's SOCSO & EIS Tax Relief

SOCSO

SOCSCO Category

Employment Injury Scheme and I... ✕

SOCSO Borne By Employer

Contribute EIS

EIS Borne By Employer

Claim Employee's SOCSO & EIS Tax Relief

SOCSCO Number

SOCSCO Number

SOCSCO Employment Status

SOCSCO Employment Status

After payroll process, the relief amount will be displayed under optional deduction in PCB Details section.

EARNING		DEDUCTION		COMPANY	
Basic Salary:	6,400.00	Deduction:	0.00	BIK:	0.00
Allowance:	0.00	Advance:	0.00	Company EPF:	768.00
OverTime:	0.00	EPF:	704.00	Company SOCSO:	86.65
Commission:	0.00	SOCSCO:	24.75	Company EIS:	9.90
Bonus:	0.00	EIS:	9.90	Company Levy:	0.00
Director Fee: <input type="checkbox"/> Is Fixed		PCB Tax:	274.40	PCB DETAILS	
	0.00	CP 38 Tax:	0.00	24.75+9.90 = 34.65	
Paid Leave:	0.00	Unpaid Leave:	0.00	Optional Deduction:	34.65
Claim:	0.00	Zakat:	0.00	Employee Paid Zakat:	0.00
Payment of Arrears:	0.00	Employee Levy:	0.00	Departure Levy:	0.00
PRORATED SALARY					

PCB Calculation Detail will also be stated under LP1 for that tax relief amount.

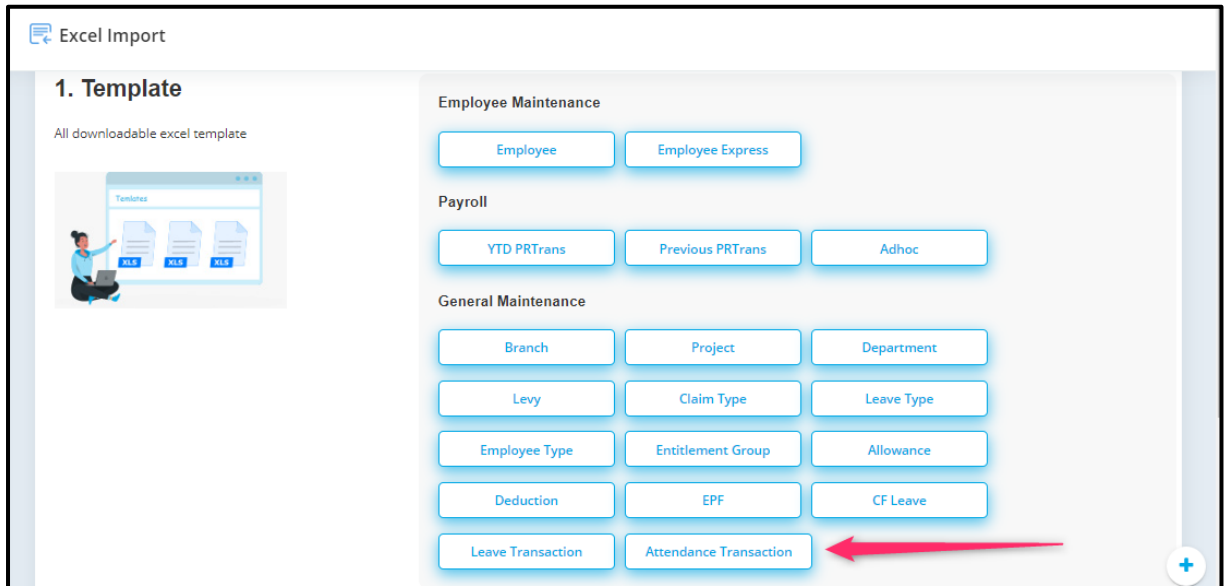
PCB Calculation Detail		
D	= Deduction for individual of RM 9,000.00	= 9,000.00
S	= Deduction for spouse of RM 0.00	= 0.00
DU	= Deduction for disabled individual of RM 6000.00	= 0.00
SU	= Deduction for disabled spouse of RM 5000.00	= 0.00
Q	= Deduction of RM 2,000.00 for qualifying children	= 0.00
C	= Number of qualifying children	= 0.00
ELP	= Other accumulated allowable deductions including from previous employment (if any).	= 0.00
LP1	= Other allowable deductions for current month.	= 34.65
$P = [(48,300.00-4,000.00) + (6,400.00-0.00) + (6,400.00-0.00) + 5.00 + (0.00-0.00)] - [9,000.00+0.00 + 0.00 + 0.00 + (2,000.00+0) + (0.00+34.65)] = 73,665.35$		
M	= Amount of first chargeable income for every range of chargeable income a year	= 70,000.00
R	= Percentage of tax rates	= 19.00
E	= Amount of tax on M less tax rebate for individual and spouse (if qualified)	= 3,700.00
Z	= Accumulated zakat paid other than zakat for current month	= 0.00
X	= Accumulated STD paid for previous month including from previous employment	= 2,750.00
$STD = [(73,665.35-70,000.00) + 19\% + 3,700.00 - (0.00+2,750.00)]/6 = 274.40$		

2. Upload of Attendance Transaction Data via Excel Import.

Missed attendance data can now be uploaded via excel import, Payroll Users with the access rights will be able to download the template and provide the attendance information with optional remarks.

The system can only recalculate the uploaded data at 12.00am, however if you require instant recalculation, kindly reassign the employee's shift code under attendance transaction.

Go to Excel Import > Attendance Transaction to download excel template.



Input the attendance data into excel template, save and reupload.

	A	B	C	D	E	F	G
1	Max 20 Char	dd/MM/yyyy	In 24h format (1200)	Remark			
2	Employee Code	Date	Time	Remark			
3	E-0001	02/09/2024	0755	Forgot Clock In Morning			
4	E-0001	02/09/2024	1915	Forgot Clock Out			
5	E-0001	02/09/2024	0945	On-Site Customer			
6	E-0001	02/09/2024	1335	Back from Customer Site			
7	E-0001	02/09/2024	0900	Go Out			
8	E-0001	02/09/2024	1500	Back Office			
9							

Attendance data will be reflected under attendance transaction and attendance report.

Attendance Transaction 02 Sep 2024-02 Sep 2024

Clock In: 07:55 - Normal

Break 1: 09:00 - Normal - 09:45 - Normal

Other Clocks:

Clock Out: 13:35 - Abnormal

Clock In: 15:00 - Abnormal

Clock Out: 19:15 - Normal

Worked Hours:
(09:00 - 07:55 = 01:05) + (13:35 - 09:45 = 04:55) + (19:15 - 15:00 = 09:10)

Total Worked Hours: 09:10

Shift Working Hours: 08:00

Scenario		Shift				Verified
Scenario	Code	In Time	Out Time	Wrk Hrs	In	Verified
Scenario	Normal Shift	09:00	18:00	08:00	07	<input checked="" type="checkbox"/>

Page: 1

Attendance Detail Report

14666 Add Excel Import for Attendance Raw Data Date : 06/09/2024

From 02/09/2024 To 02/09/2024 Page : 1 of 1

Employee: E-0001 - Normal Shift Department: DEFAULT - Default Department

Working Days : 1.0	No. Overtime : 0	No. Incomplete Work : 0	No. Lateness : 0
Rest Days : 0.0	Hours OT Worked : 00:00	Incomplete Work Hours : 00:00	Lateness Hours : 00:00
Holidays : 0.0	Hours OT Worked(Rest) : 00:00	Expected Work Hours : 08:00	No. Early Out : 0
Day Worked : 1.00	Hours OT Worked(Holiday) : 00:00	Total Worked Hours : 08:00	Early Out Hours : 00:00
Day Worked(Rest) : 0.00			No. Absence : 0.00
Day Worked(Holiday) : 0.00			No. Unpaid/Paid Leave : 0/0

Date: Mon, 02 Sep 24 Type: Work Day

Working Hour : 08:00	Absence : No	Total Early Out : 00:00	Missing Clock : No
Worked Hour : 08:00	OT Hours : 00:00	Total Lateness : 00:00	Incomplete Work Hrs : No

Shift:

Name	Start Work	Break Out	Break In	Break Out	Break In	Break Out	Break In	End Work
Normal Shift - Normal Shift	09:00	13:00	14:00					18:00

Clocking Log:

In/Out	Time	Type	Status	Clock Type	Clock Address	Note
In	07:55	Shift	Normal	Manual		Excel Import - Forgot Clock In Morning
Out	09:00	Shift	Normal	Manual		Excel Import - Go Out
In	09:45	Shift	Normal	Manual		Excel Import - On-Site Customer
Out	13:35	Shift	Abnormal	Manual		Excel Import - Back from Customer Site
In	15:00	Shift	Abnormal	Manual		Excel Import - Back Office
Out	19:15	Shift	Normal	Manual		Excel Import - Forgot Clock Out

3. Additional Custom Fields in Allowance & Deduction for EA Form.

Additional custom fields are now added in Allowance and Deduction for user to choose to be listed on EA Form. This will require the "Pay Tax" option to be selected.

Example shown when creating allowance for Part B6- Compensation for loss of employment.

1. When creating an Allowance enter allowance code and description of your choice.
2. Ensure that "Pay Tax" is checked
3. Select which EA Field this allowance will be displayed.

Complete Payroll Process with the allowance created.

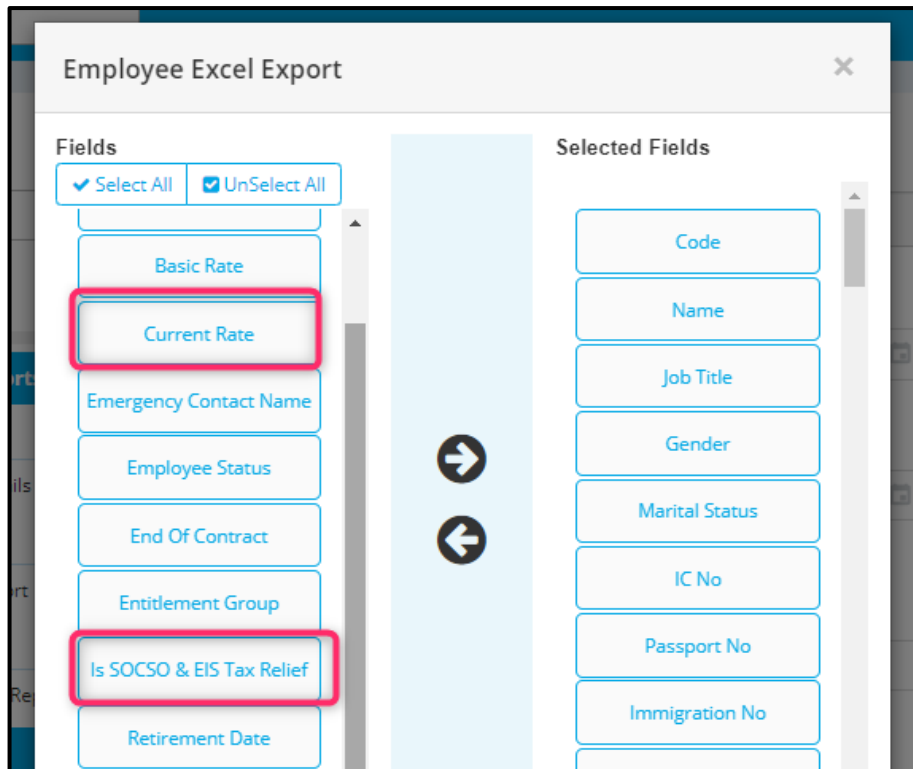
Allowance:	4,000.00	Advance:	0.00	Company EPF:	520.00
OverTime:	0.00	EPF:	440.00	Company SOCSO:	69.15
Commission:	0.00	SOCSO:	19.75	Company EIS:	7.90
Bonus:	0.00	EIS:	7.90	Company Levy:	0.00
Director Fee: <input type="checkbox"/> Is Fixed		PCB Tax:	656.75	PCB DETAILS	

Run payroll closing and check the EA, the Compensation for Loss of Employment allowance of RM 4,000 will appear on the EA form on line B6.

A PARTICULARS OF EMPLOYEE	
1. Full Name of Employee / Pensioner (Mr./Miss/Madam) Normal Shift
2. Job Designation
3. Staff No. / Payroll No.	E-0001
4. New I.C. No. 810222222222
5. Passport No.
6. EPF No.
7. SOCSO No.
8. Number of children qualified for tax relief	0
9. If the period of employment is less than a year, please state:
(a) Date of commencement
(b) Date of cessation
B EMPLOYMENT INCOME, BENEFITS AND LIVING ACCOMMODATION (Excluding Tax Exempt Allowances / Perquisites / Gifts / Benefits)	
	RM
1. (a) Gross salary, wages or leave pay (including overtime pay)	4,000.00
(b) Fees (including director fees), commission or bonus	0.00
(c) Gross tips, perquisites, awards / rewards or other allowances (Details of payment:))	0.00
(d) Income tax borne by the employer in respect of his employee	0.00
(e) Employee Share Option Scheme (ESOS) benefit	0.00
(f) Gratuity for the period from to	0.00
2. Details of arrears and others for preceding years paid in the current year	
Type of income (a)	
(b)	0.00
3. Benefits in kind (Specify:))	0.00
4. Value of living accommodation provided (Address:))	0.00
5. Refund from unapproved Provident / Pension Fund	0.00
6. Compensation for loss of employment	4,000.00
C PENSION AND OTHERS	
1. Pension	0.00
2. Annuities or other periodical payments	0.00
TOTAL	RM 8,000.00
D TOTAL DEDUCTION	
1. Monthly tax deductions (MTD) remitted to LHDNM	656.75
2. EPF deductions provided by EMPLOYEE	0.00

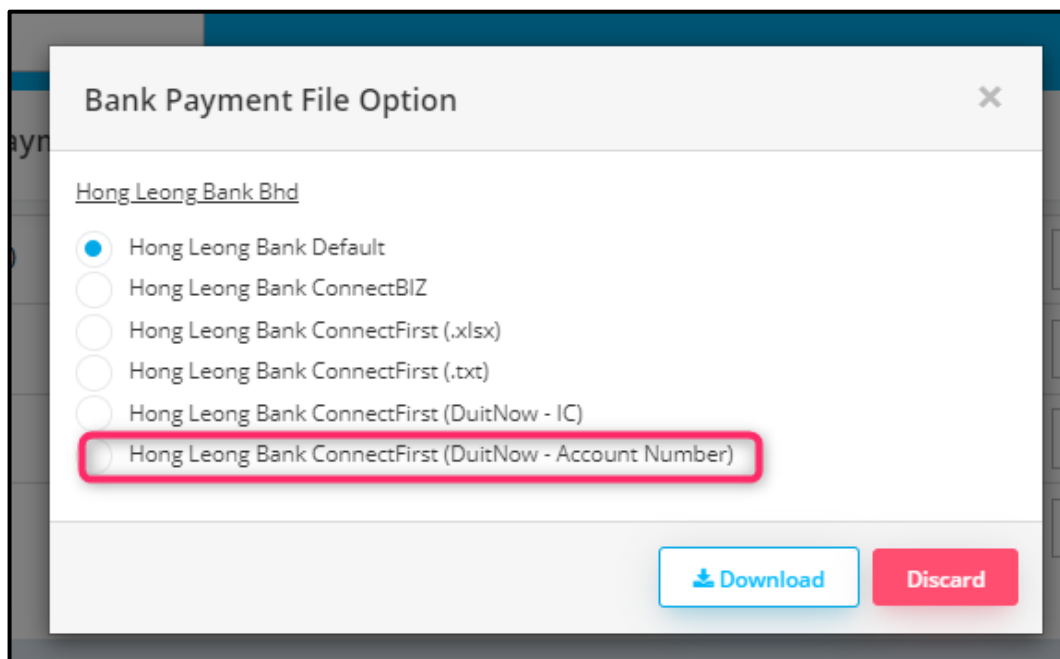
This is also applicable for B1F- Gratuity Amount.

- 4. Added Current Rate Column and Is SOCSO & EIS Tax Relief in Employee Detail Report for excel export.

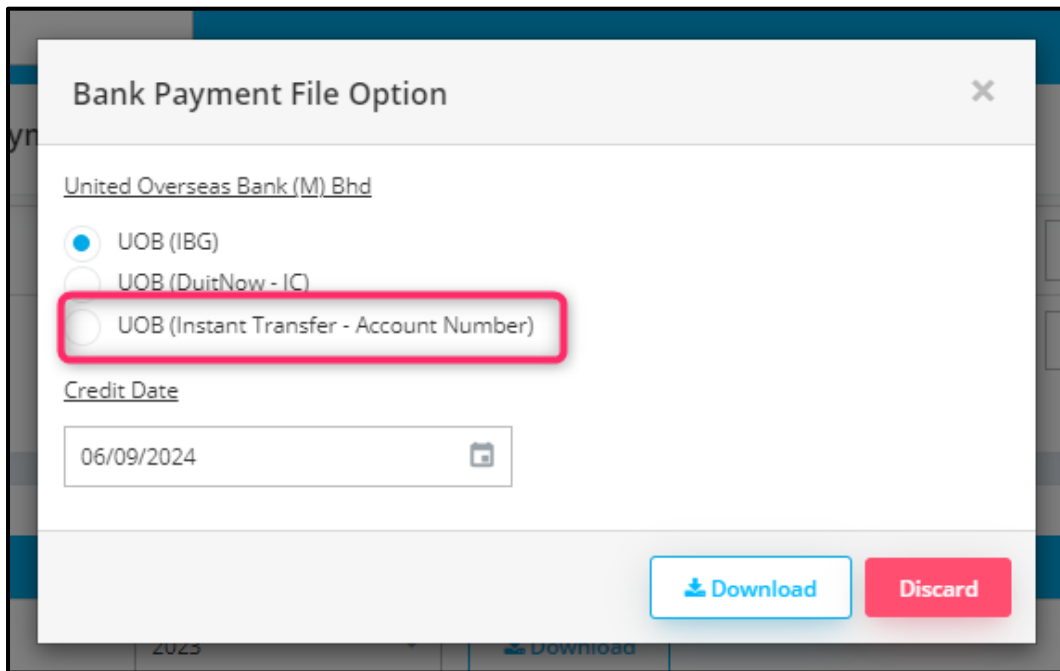


- 5. New Bank File Format for Hong Leong Connect First – Now supports DuitNow’s Account Numbers.

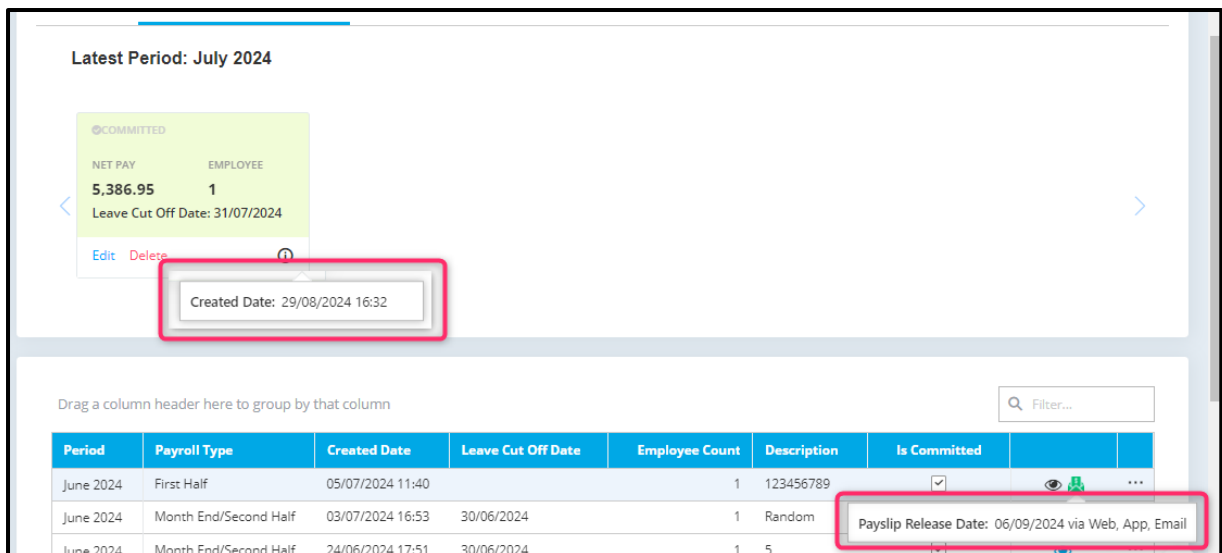
Support for Touch & Go e-wallet and BIGPAY.



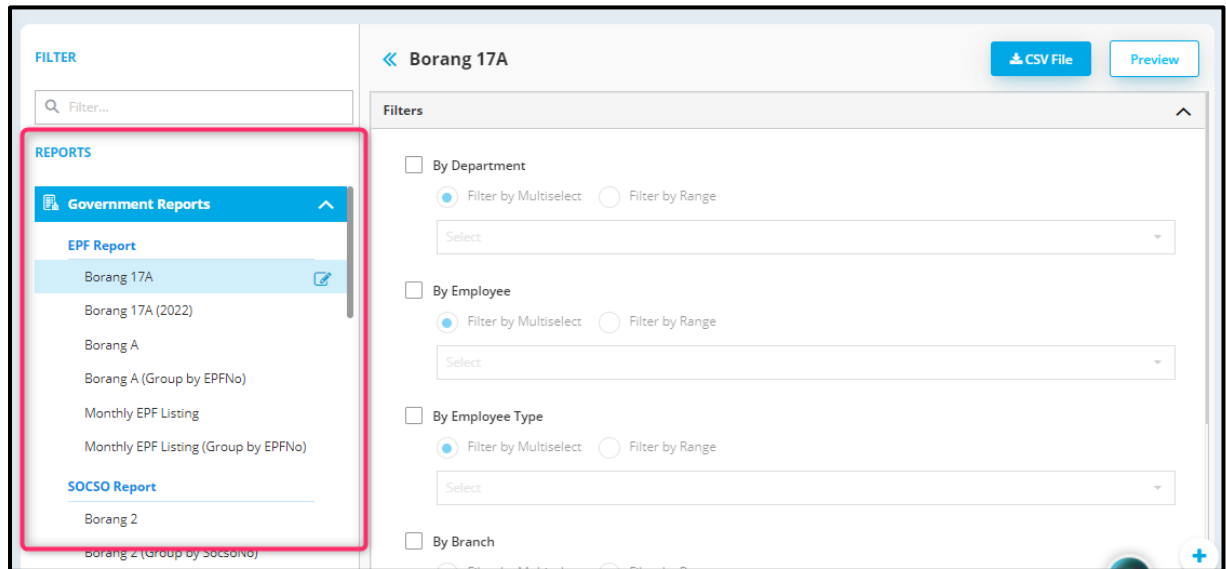
6. New Bank File Format for UOB Bank – Now supports DuitNow’s Account Number.
Support for Touch & Go e-wallet, BIGPAY, GX Bank and MBSB Bank.



7. Enhanced the process payroll screen to include created date and payslip release date.



8. Enhanced the UI for reports listing.



- 9. Enhanced the content of alert messages for leave cancellation request and leave expiry notifications.
- 10. Enhanced claim request report- added sorting by employee code.
- 11. Enhanced the email content for on-behalf approval.
- 12. Updated Notifications Reminders- Reminders can only be set for minimum 1 day before.
- 13. Enhanced on TIN validation and address column for e-Invoice submission.

Bug Fixes

1. Increment– Resolved issue where after save increment detail, the current rate is not updated immediately.
2. Attendance Report and Attendance Detail Report- Resolved issue where when attendance done by Wifi, the address column is empty.
3. Attendance Setup- Fixed geolocation address not saved into rule maintenance.
4. Attendance- Fixed an issue where shifts can be deleted even if assigned to employees.
5. Attendance- Fixed OT calculation where actual working hours not exceed shift hours.
6. Report- Fixed filtering issue for drafts -claim request & claim type transaction report.
7. Report- Fixed issue for employee detail report excel export when filtering by join & resign date.
8. Notification- Resolved notification issues for email and push notification on app.
9. Notification- Fixed email content for leave cancellation requests.
10. Mobile App- Fixed leave cancellation listed dates.
11. Others- Fixed issues regarding basic rate access rights in employee maintenance.
12. Others- Fixed download issue with EPF Borang A text file.
13. Others- Fixed validation of API key checking for cloud accounting.
14. Others- Fixed invoice address not updated after editing the billing party.

Prepared by Chen Ong

Last Modified 9th September 2024