

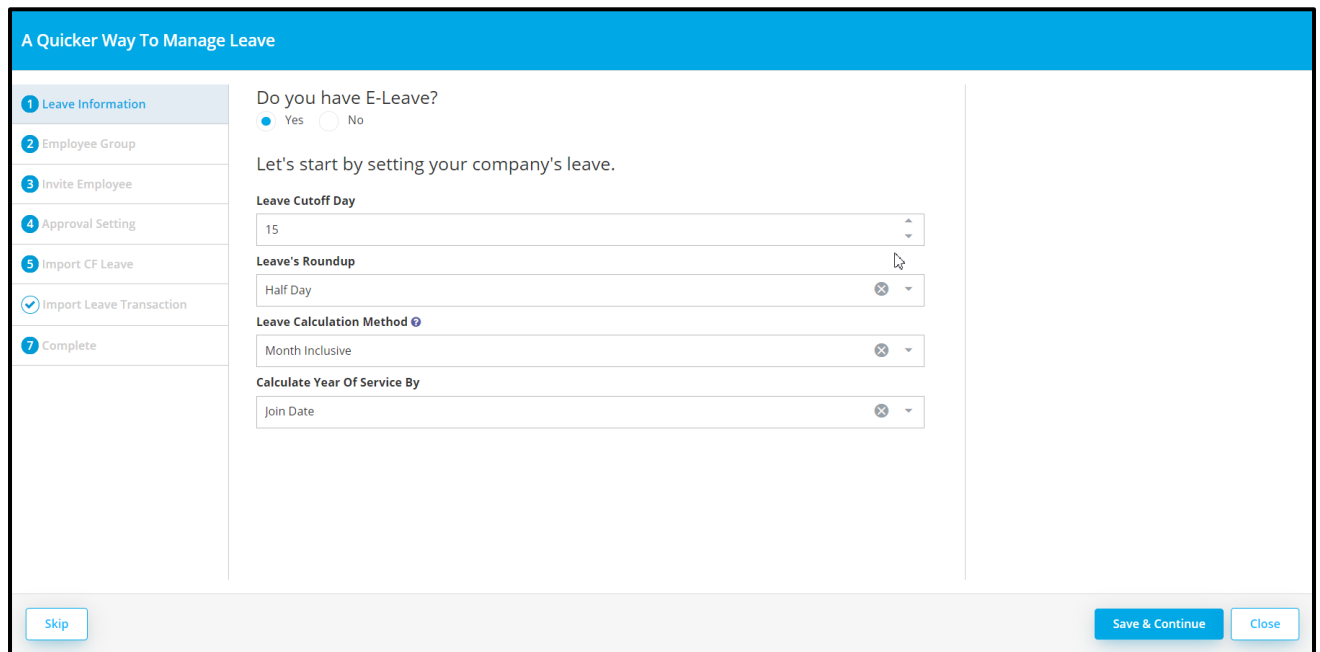
## Release Note CP 1.0.4

### New Features

#### 1. Leave Setup Wizard

A faster way for user to setup leave. It's a new wizard to guide user step by step on the setting need to be done to use the Leave Module.

Kindly go to Tools > Wizard Center > Leave Setup.



#### 2. Reminder Notification

Now you can setup reminder at system to notify HR or employee or may be the Person In Charge on the employee confirm date, expiry date of work permit, credited leave expiry date, change of EPF , SOCSO and EIS setting besides the leave application, claim application and payslip notification. You could even set where is the reminder delivered to, whether by App, Email or Web.

Kindly go to Tools > Options > Notification Setting

**Notification Setting**

Reminder	Active
Confirm Date	<input type="checkbox"/>
Birthday	<input type="checkbox"/>
Work Permit Expiry	<input type="checkbox"/>
Leave Expiry	<input type="checkbox"/>
Leave Application	<input checked="" type="checkbox"/>
Claim Application	<input checked="" type="checkbox"/>
Payslip Notification	<input checked="" type="checkbox"/>
To-Do List	<input type="checkbox"/>
EPF Notification	<input type="checkbox"/>
SOCSSO Notification	<input type="checkbox"/>
EIS Notification	<input type="checkbox"/>
EIS-60 Notification	<input type="checkbox"/>

**Confirm Date** ?

**Remind By**

App     Email     Web

**Remind after No. of Day from Joined Date**

**Remind Time**

**Reminder To \***

To get notify before confirmation of employment

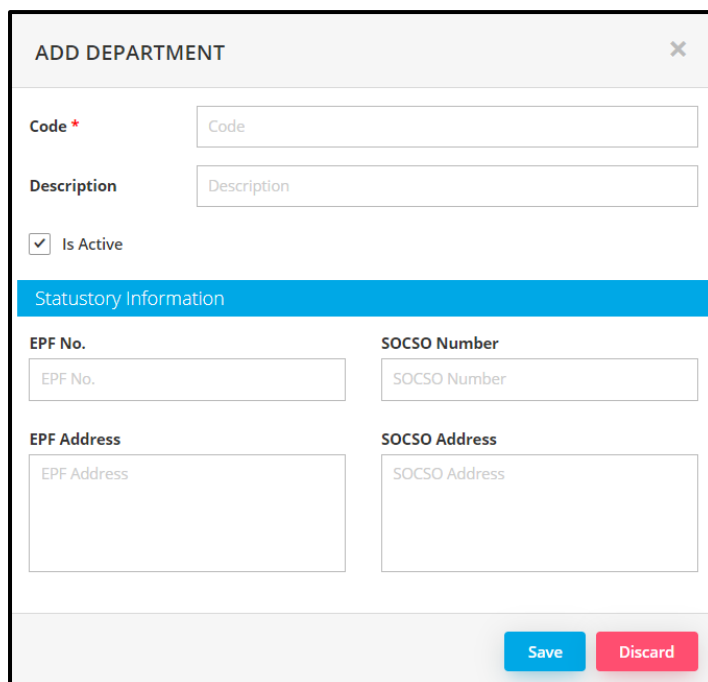
### 3. Support multiple EPF and SOCSO Number

System is now support multiple EPF and SOCSO number in 1 company. It's particularly for those company with multiple branch and with different EPF and/or SOCSO number under the same company name. You may maintain the info under department or branch.

With this new feature, the following files/reports will be affected:

- i. Branch Excel Import File (New column added)
- ii. Department Excel Import File (New column added)
- iii. Electronic Payment File > Government Files > EPF (Borang A)
- iv. Electronic Payment File > Government Files > SOCSO (Borang 8A)
- v. Electronic Payment File > Government Files > EIS
- vi. Electronic Payment File > Bank Payment Files > EPF (Borang A)
- vii. Electronic Payment File > Bank Payment Files > SOCSO (Borang 8A)
- viii. Reports > Government Report > EPF Report > Borang A
- ix. Reports > Government Report > EPF Report > Monthly EPF Listing
- x. Reports > Government Report > SOCSO Report > Borang 8A
- xi. Reports > Government Report > SOCSO Report > Borang 2
- xii. Reports > Government Report > SOCSO Report > Lampiran A
- xiii. Reports > Government Report > SOCSO Report > Monthly SOCSO Listing
- xiv. Reports > Government Report > SOCSO Report > Monthly EIS Listing
- xv. Reports > Government Report > EIS Report > Borang SIP 2
- xvi. Reports > Government Report > EIS Report > EIS Lampiran 1

\* For the Reports and Electronic Payment File, if you had multiple EPF/SOCSO Number, system will auto help group the employee based on the EPF/SOCSO Number. When you click to download the Electronic Payment File, it will be in ZIP File. For the reports, it will be separate into different page. **IF NOT, then it will be AS USUAL.**



The screenshot shows a web form titled "ADD DEPARTMENT" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Code \***: A text input field with the placeholder "Code".
- Description**: A text input field with the placeholder "Description".
- Is Active**: A checkbox that is checked.
- Statutory Information**: A section header with a blue background.
- EPF No.**: A text input field with the placeholder "EPF No.".
- SOCSO Number**: A text input field with the placeholder "SOCSO Number".
- EPF Address**: A text input field with the placeholder "EPF Address".
- SOCSO Address**: A text input field with the placeholder "SOCSO Address".
- Save**: A blue button.
- Discard**: A red button.

#### 4. Batch Update for Employee

A batch edit function in Employee Maintenance. Now you can batch update various types employee information, including deductions and benefits, earnings, payroll information or leave. It will be much more time efficient than update the employee one by one for the same data field.

Kindly go to Payroll > Employee > Employee Maintenance.

#### 5. Batch Update for Allowance & Deduction

A batch update function in allowance and deduction maintenance. Now, after you had made changes in the allowance or deduction maintenance, you may direct choose to update these changes to the selected employee.

Kindly go to Tools > General Maintenance > Allowance/Deduction.

#### 6. Batch Update for Employee Group

While you are doing setting for the employee group, you may now direct assign the user who can access to this group. In another words, which means you had done part of the user authorization setting.

Kindly go to Tools > General Maintenance > Employee Group.


## Enhancements

### 1. Enhancement of First Time Setup Wizard

First Time Setup Wizard is added new data fields for to user maintain.

Kindly go to Tools > Wizard Center > First Time Setup.

Hi Jessica, Welcome To AutoCount Payroll

<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Company Profile</li> <li><input checked="" type="checkbox"/> Bank Account</li> <li><input checked="" type="checkbox"/> Allowance</li> <li><input checked="" type="checkbox"/> Deduction</li> <li><input checked="" type="checkbox"/> Calendar Setting</li> <li><b>6</b> Import Employee</li> <li><b>7</b> Complete</li> </ul>	 <p><b>Test AC Sdn Bhd</b> 123456-A</p>	<p><b>Fill out your company profile information.</b></p> <table style="width: 100%;"> <tr> <td style="width: 50%;"> <b>Country</b>  <input type="text" value="Malaysia"/> </td> <td style="width: 50%;"> <b>State</b>  <input type="text" value="State"/> </td> </tr> <tr> <td colspan="2"> <b>Address</b>  <input style="height: 40px;" type="text"/> </td> </tr> <tr> <td> <b>Phone</b>  <input type="text" value="03-3000 3000"/> </td> <td> <b>HRDF Contribution Percentage</b>  <input type="text" value="HRDF Contribution Percentage"/> </td> </tr> <tr> <td> <b>EPF No.</b>  <input type="text" value="EPF No."/> </td> <td> <b>SOCSSO Number</b>  <input type="text" value="SOCSSO Number"/> </td> </tr> <tr> <td> <b>Employer File No.</b>  <input type="text" value="Employer File No."/> </td> <td> <b>Tax Number</b>  <input type="text" value="Tax Number"/> </td> </tr> </table>	<b>Country</b> <input type="text" value="Malaysia"/>	<b>State</b> <input type="text" value="State"/>	<b>Address</b> <input style="height: 40px;" type="text"/>		<b>Phone</b> <input type="text" value="03-3000 3000"/>	<b>HRDF Contribution Percentage</b> <input type="text" value="HRDF Contribution Percentage"/>	<b>EPF No.</b> <input type="text" value="EPF No."/>	<b>SOCSSO Number</b> <input type="text" value="SOCSSO Number"/>	<b>Employer File No.</b> <input type="text" value="Employer File No."/>	<b>Tax Number</b> <input type="text" value="Tax Number"/>
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## **Bugs Fixed**

1. Fixed Allowance Formula is not updated at Employee Maintenance after user had made changes in General Maintenance.
2. Fixed error message show when approver want to approve leave or claim request at ESS.
3. Fixed payroll user not able to cancel the Claim which had been approved.
4. Fixed header info of payslip is missing when save the edited report template.
5. Fixed missing watermark "DRAFT" on payslip.
6. Fixed no email notification on 2<sup>nd</sup> Approver after 1<sup>st</sup> Approver is approved the leave or claim request.

*Prepared by Jessica*

*Last Modified 17<sup>th</sup> Dec 2019*