PAYROLL FREQUENCY SETTINGS

Frequency – Where one company will pay salary twice or more times in a Month.

Go to Payroll \rightarrow Maintenance \rightarrow Maintain Frequency

| <u>File Edit View Human Resource</u> | e <u>Payroll</u> Leave Inquiry <u>T</u> ools <u>W</u> indow <u>H</u> elp | |
|--------------------------------------|--|-------------------------|
| % B B 0 0 0 | New Payroll | |
| | 📝 💦 Open Pending Payroll | |
| | Maintenance > | Maintain Wages |
| | Print Pay Slip | Maintain Frequency |
| | Print Payroll Summary | Maintain Contribution |
| | Print Payroll Summary (Work Unit) | Maintain Allowance |
| | Fint Coinage Report | Maintain Deduction |
| | Print Cheque Listing Report | Maintain Overtime |
| | Print Credit Bank Report | Maintain Claim |
| | Print Contribution Info | Maintain Commission |
| | Government Reports | Maintain Payment Method |
| | Print Yearly Payroll Report | |
| | Print Yearly Individual Report | |

Press New and set accordingly to what you prefer.

The Below is an example of Half Month Payroll with 50% contribution of Wages, Allowance and Deduction.

| Frequenc | у | | | | | | | | | |
|---------------------|--------------------------|--------|---------------|----------|------------|-------|-----|-----------|-----------|-------------------------------------|
| Code Description | HALF HALF MONTH PAYRO | Active | [| Set | as Default |] | | | | New Edit |
| 8 8 | | | | | | | | | | |
| SEQ | Day From | Day To | Contrib % | <u> </u> | EPF | SOCSO | PCB | Allowance | Deduction | |
| | | | | | | | | | | > <u>More</u> Preview Refresh |
| | | | | | | | | | | Browse |

Next, Go to Human Resource \rightarrow Maintain Employee \rightarrow Select the particular Employee \rightarrow Go to Payroll Info Tab \rightarrow set the Frequency According to the Maintenance Frequency respectively.

| SQL Payroll Enterprise Edition - Testing Company [2015] | | | the second s |
|---|--------------|--------------------------------|--|
| File Edit View Human Resource Payroll Leave Inc | Lode | Default Frequency | |
| Fire Fore Test Lighton Resource Easton Fease Inc | HALF | HALF MONTH PAYROLL | |
| | HALF MONTH | HALF MONTH PAY | |
| | | | |
| A Employee | | | |
| | | | |
| Code: 003 | | | |
| Name: NICOLE | | | Edt |
| | | | Delete |
| Personal Grouping | F | | |
| | | | Bave EPF |
| Wages Type: | | | Cancel |
| Wages: | 3 | | More |
| Contribution: | | Fetch All A A=a New | |
| Frequency: | | Tax No: | Preview |
| Payment Method: | 1 | Marital Status: | Refresh |
| Bank: | | Spouse Working Spouse Disabled | Browse |
| Bank Account No: | | Tax Category: C1 | socso |
| | | | U |
| Self Disabled | 🔄 Resident 💟 | Override Tax Category | |
| EPF No : | | EA Serial No: | |

The End result of the Maintain Employee part \rightarrow Click Save

| de: 003 v Job Title: VActive Ed:t v me: NICOLE Edit v Delete Foral Grouping Family Payroll Info. Allowance Deduction Note History Child Attachments Save Vages Type: v SOCSO No: SocSO Type: First Category v Cancel Ontribution: v SocSO Type: First Category v Preview v Refresh ank: v Spouse Working Spouse Disabled Resident V Override Tax Category FN 0: Tax Category: C1 edit Disabled Resident V Override Tax Category FN 0: EA Serial No: Job Title: v Resign Date: v Confirm Date: 01/04/2010 v Resign Date: v Cancel Edit Deduction Note History Child Attachments Code: 003 v Job Title: v Allowance Description RATE 5 SO PCB PA OT EA H Tax Code More More More No. Meal Residen RATE SO PCB PA OT EA H Tax Code More More Review | mployee | | | | | |
|--|----------------|-----------------------|--------------------------|------------------------|--|-----------|
| me: NICOLE Celt Celt | ode: 003 | ✓ Job Ti | tle: | | Active | New |
| sonal Grouping Family Payroll Info. Allowance Deduction Note History Child Attachments Vages 2,800.00 SOCSO No: Vages: 2,800.00 SOCSO Type: Frist Category Contribution: Tax Branch: requency: HALF Tax No: requency: HALF Tax No: warment Method: Marital Status: Single contribution: Tax Category: C1 eark: Spouse Working Spouse Disabled tark Account No: Tax Category: C1 elf Disabled Resident Override Tax Category Refresh pP No : EA Serial No: | ame: NICOLE | | | | | Edit 👻 |
| sonal Grouping Family Payroll Info. Allowance Deduction Note History Child Attachments Vages Type: | | | | | | Delete |
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| requency: HALF rawment Method: rawment Nicolate: rawme | Contribution: | 1 | Tax Branch: | a mot category | | More 🗸 |
| ayment Method: Indiation ayment Method: Indiation ank: Image: Spouse Working Image: Spouse Disabled Image | requency: | HALE | Tax No: | | | Preview 🔫 |
| ank: | avment Method | | - Marital Status: | 1 Single - | 8 | > Refresh |
| Anix. Initial: Image: Spouse viol king in spouse bisabled in the | ank. | | Spouse Warking | Source Disabled | in the second seco | Browse |
| IdA Category Ielf Disabled Resident IV Override Tax Category IV IV <td>ank Account Ma</td> <td></td> <td>Tax Categoria</td> <td>g j spouse Disabled</td> <td></td> <td></td> | ank Account Ma | | Tax Categoria | g j spouse Disabled | | |
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| K: Join Date: 02/01/2010 nitial: Confirm Date: 01/04/2010 Resign Date: Image: Confirm Date: Image: Confirm Date: Image: Code: 003 Job Title: Code: 003 Job Title: Code: Image: Code: Image: Code: Code: O03 Job Title: Code: O13 Job Title: Code: O2 Image: Code: Code: O13 Job Title: Code: O13 Job Title: Code: O13 Allowance Deleter Edit Deleter Save Allowance DESCRIPTION RATE So M01 Meal M01 Meal | PF No: | | EA Serial No: | | | |
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| H01 Handphone 150.00 V V Image: Constraint of the state of the sta | Allowance | DESCRIPTION | N RATE E | SO PCB PA OT EA | H Tax Code | Cancel |
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| Brows | | | | | | |

^ The above Employee (Nicole) has an Fixed Allowance of RM230.

| - T Transaction P | o process the MID mor osting | nth payroll - | Employee: | 2 |
|----------------------|---------------------------------|---------------------------|-----------|-----|
| Year: 2 | .015 💌 | Month: 6 | E Code | Nam |
| Process Frequer | icy 🗧 | | | |
| Frequency: H/ | ALF 🗸 | 1 | | |
| Sequence: | Seq Day From | Day To Contrib (15 50 | (%) | |
| 3 | | | | |
| Payroll Transact | on | | | |
| UTD Contrib % | 50 🚔 Proces | s Date: 15/06/2015 | ¥ | |
| Process From: | 01/06/2015 v To 1 | 5/06/2015 👻 | | |
| | | | | |
| Description | | | | |
| Description 1: | HALF MONTH PAYROLL | (06.20: | | |
| Description 2: | | | | |
| Description | | | | |
| Ref 1: | | | | |

Next, Go to Payroll \rightarrow New payroll \rightarrow Frequency

- 1 ~ Select the Frequency as you Set in Maintenance Frequency (EG: Half).
- 2 ~ The Employee/s that u have set as the Frequency type in Maintain Employee will show in this column
- $3 \sim$ Tick the Sequence that u wan to process.
- 4 ~ Click PROCESS

The following result below will show in the HALF MONTH FREQUENCY PAYROLL.

Contribution 50% - [Basic Wages (2800) x 0.5 = 1400] [Allowance (230) x 0.5 = 115] with EPF & SOCSO.

| Code 🖾 Name 003 NICOLE | | S | - 0 | | | | |
|---------------------------|----------------|----------|-----------------|--------|------------------|-------------|-----------|
| | Wages: | 1,400.00 | L <u>o</u> an: | - | NICOLE | | |
| | Allowance: | 115.00 | eduction: | 12 | HALF MONTH PA | YROLL (06.2 | 2015) |
| | Overtime: | - | EPF: | 168.00 | Employer EPF: | 198.00 | |
| | Commission: | -11- | SOCSO: | 7.75 | Employer SOCSO: | 27.15 | |
| | Claims: | 85 | | | | | |
| | Paid Leave: | - | | | | | |
| | Director Fees: | | CP38: | | Computerized Cal | culation | |
| | Bonus: | - | Unpaid Leave: | - | PCB: Print PCB | - | C1 |
| | Advance Paid: | - | Advance Deduct: | - | Gross Zakat: | - | |
| | Gross Pay: | 1,515.00 | Gross Deduct: | 175.75 | Gross Net Pay: | 1,339.25 | (Adjust |
| | | | | | Net Pay: | 1,339.25 | |
| | | | | | | | |

Next, go to process FINAL MONTH END.

| Transaction P | osting | narr no te po | p.o. | | |
|------------------|---------------------|-----------------|------------------|-----------------|---------|
| Year: | 2015 | Month: | 6 | | |
| Payroll Transact | ion | | | | |
| Process Date: | 30/06/2015 👻 | | | | |
| Process From: | 01/06/2015 - To | o 30/06/2015 | • | | |
| £ | | | | | |
| | | | | | |
| Description | Marth End (05. 20 | 15) | | | |
| Description 1: | Month End (06.20 | (15) | | | |
| Description 2. | | | | | |
| Ref 1: | | | | | |
| Ref 2: | | | | | |
| | | | | | 241 |
| 🕅 Include Defau | lt Wages/Allowance/ | Deduction in ac | ldition to Pendi | ng Transactions | Process |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Select the Employee (Nicole) that you've process Frequency. The following is the result of Employee that had process Frequency. Wages - [2800 (Basic) - 1400 (Frequency) = 1400]

| Allowance - | · [230 | (Fixed) - | 115 | (Frequenc | y) = 115] |
|-------------|---------|-----------|-----|-----------|-----------|
|-------------|---------|-----------|-----|-----------|-----------|

| Code | Name | Welcome 003 | | | | | | |
|------|---------------|----------------|----------|-----------------|--------|------------------|----------|-----------|
| 001 | LEE CHONG WAI | in the C | | 54 / C | | | | |
| 002 | KOO KIAN KEAT | | | - Q | | | | |
| 003 | NICOLE | - | | | | | | |
| 004 | WONG CHUN HAN | Wages: | 1,400.00 | Loan: | - | NICOLE | | |
| 005 | TAP NIM HOCK | Allowance: | 115.00 | Deduction: | 35 | Month End (06.2 | 015) | |
| | | Overtime: | - | EPF: | 167.00 | Employer EPF: | 198.00 | |
| | | Commission: | 1 | SOCSO: | 7.00 | Employer SOCSO: | 24.50 | |
| | | Claims: | 67 | | | | | |
| | | Paid Leave: | - | | | | | |
| | | Director Fees: | 22 | CP38: | 12 | Computerized Cal | culation | |
| | | Bonus: | - | Unpaid Leave: | | PCB: Print PCB | <i></i> | C1 |
| | | Advance Paid: | - | Advance Deduct: | | Gross Zakat: | ~ | |
| | | Gross Pay: | 1,515.00 | Gross Deduct: | 174.00 | Gross Net Pay: | 1,341.00 | (Adjust |
| | | | | | | Net Pay: | 1,341.00 | |
| | | | | | | 2- | | <u>~</u> |
| 5 | | | | | | | | |
| | | | | | | | | |

The Above is Example of 50% Contribution of HALF MONTH FREQUENCY PAYROLL

~75E END~