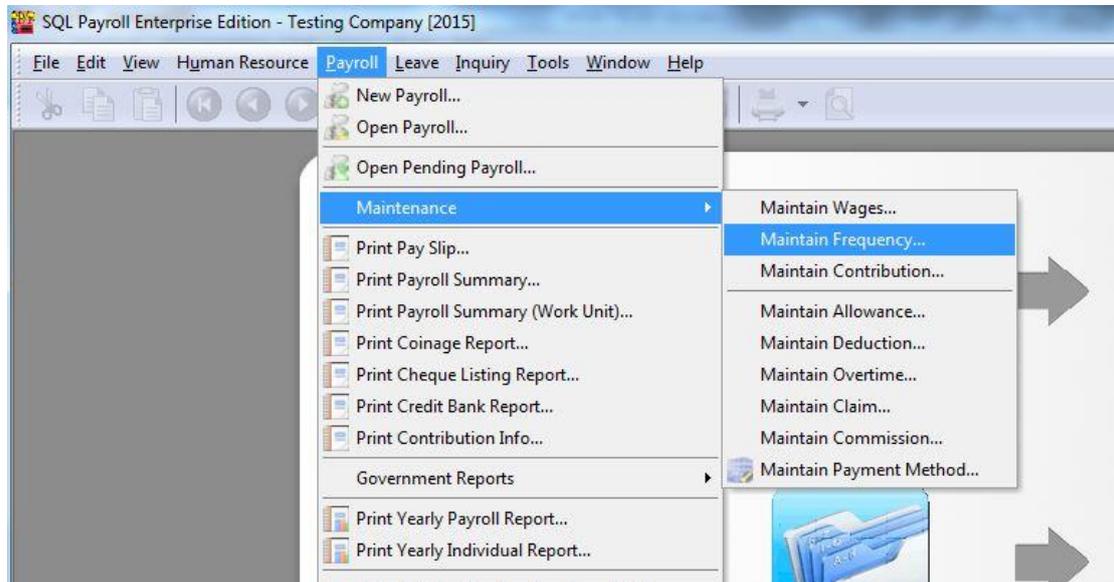


PAYROLL FREQUENCY SETTINGS

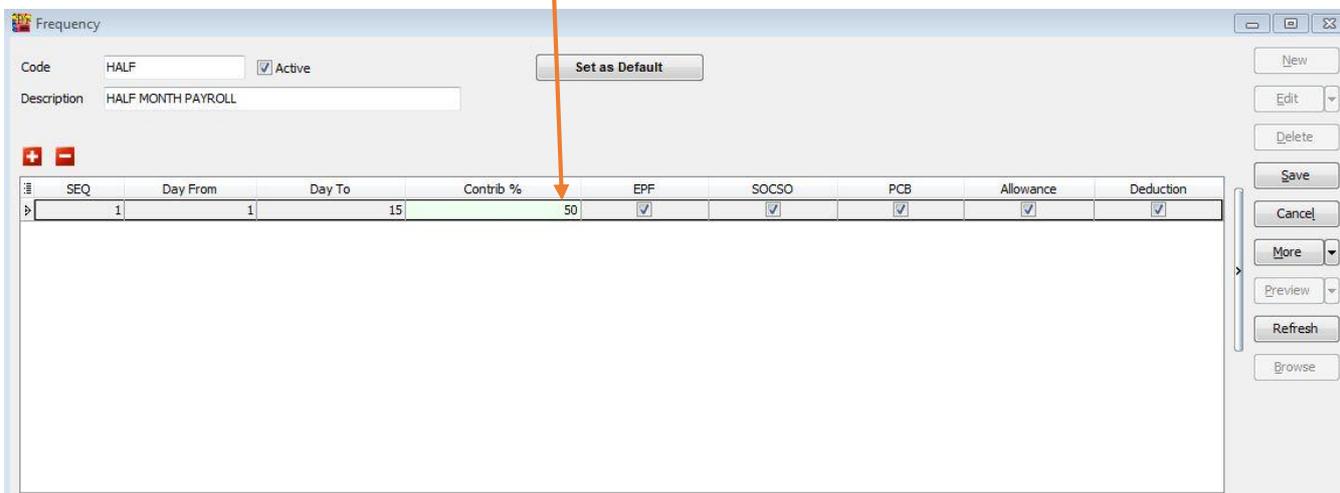
Frequency – Where one company will pay salary **twice or more times in a Month**.

Go to Payroll → Maintenance → Maintain Frequency

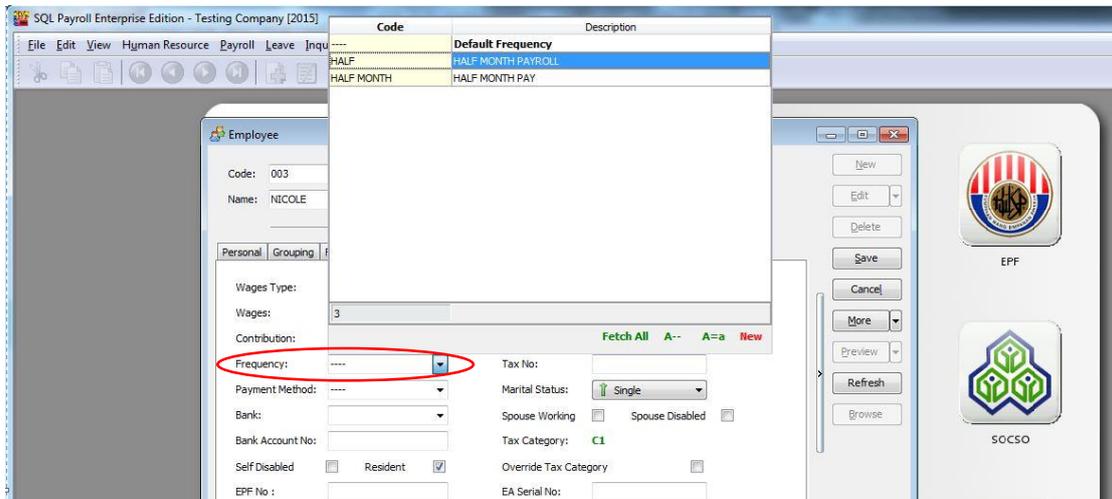


Press New and set accordingly to what you prefer.

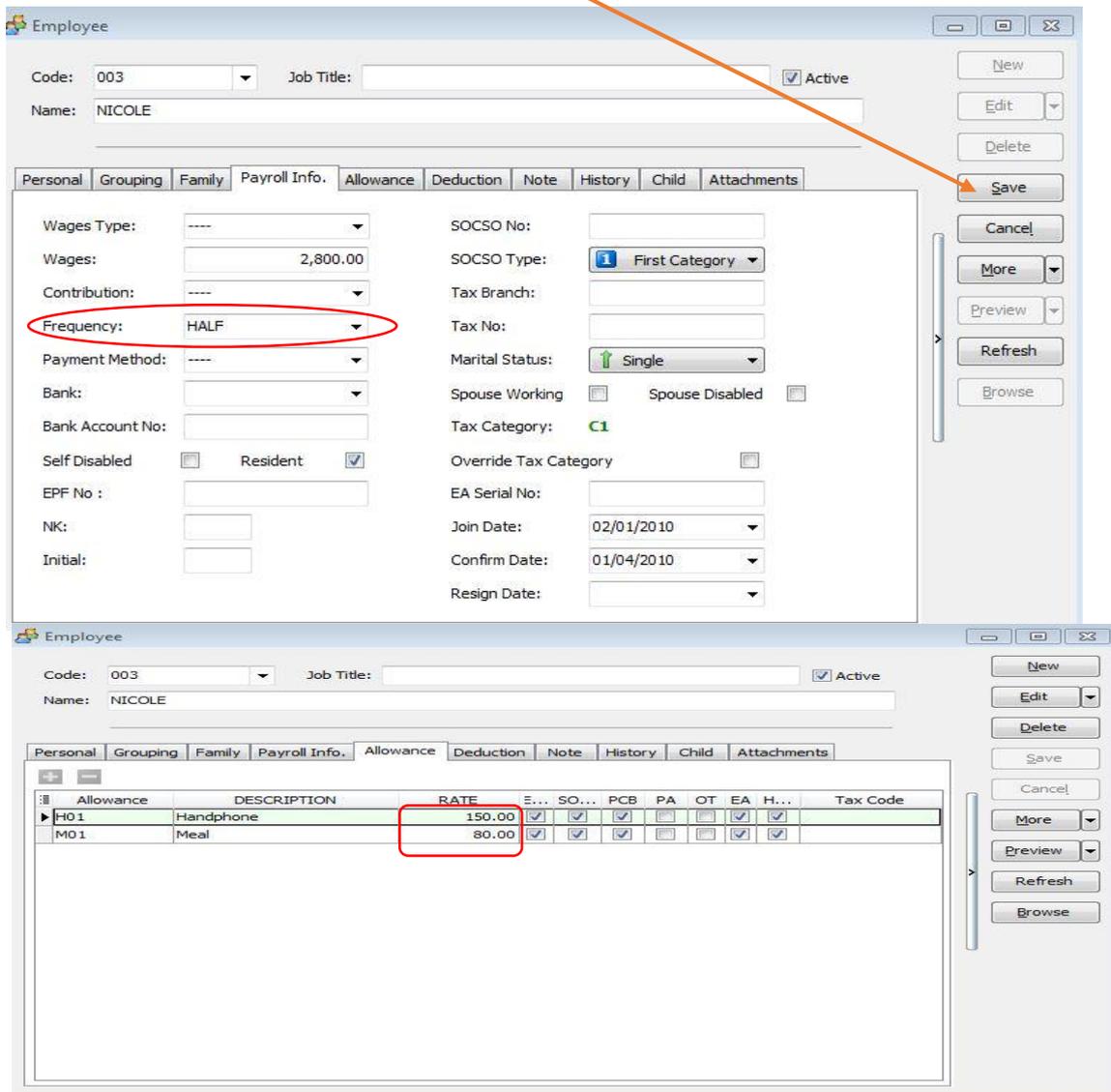
The Below is an example of Half Month Payroll with 50% contribution of Wages, Allowance and Deduction.



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



The End result of the Maintain Employee part → Click Save



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

Next, Go to Payroll → New payroll → 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

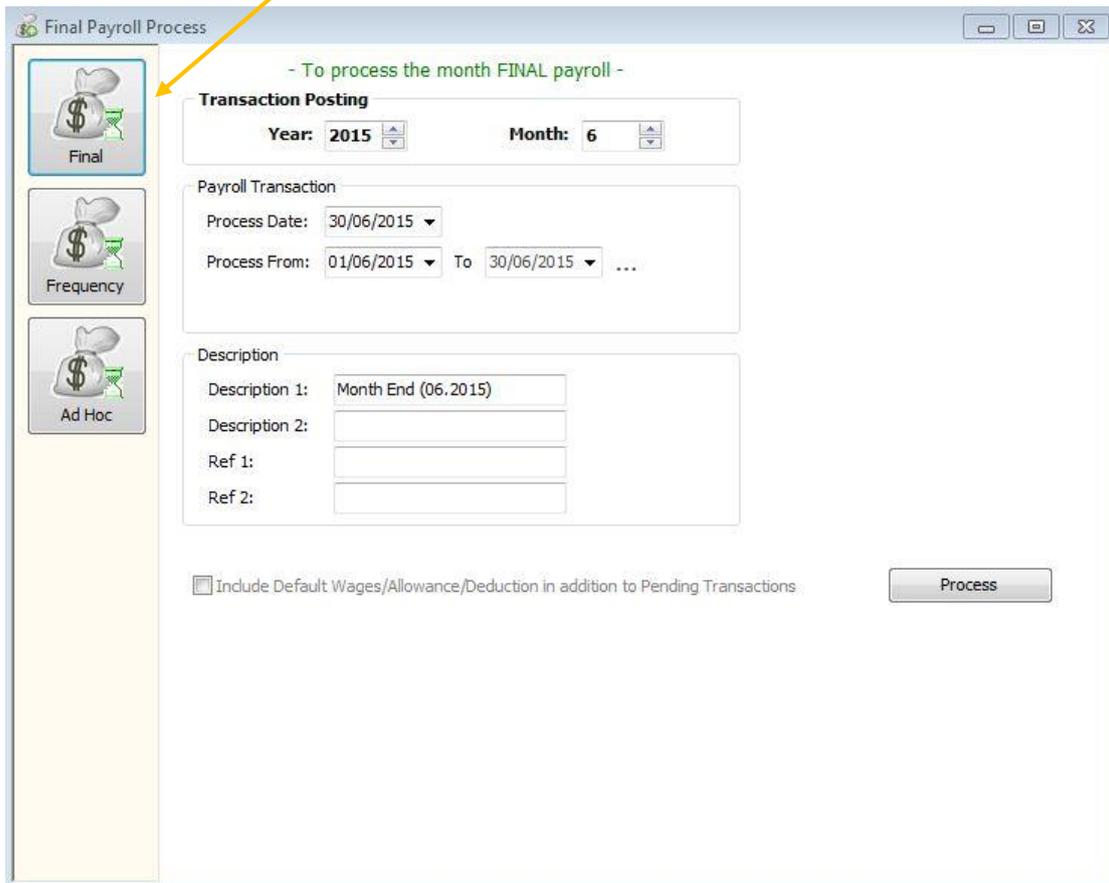
3 ~ Tick the Sequence that u want to process.

4 ~ Click PROCESS

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

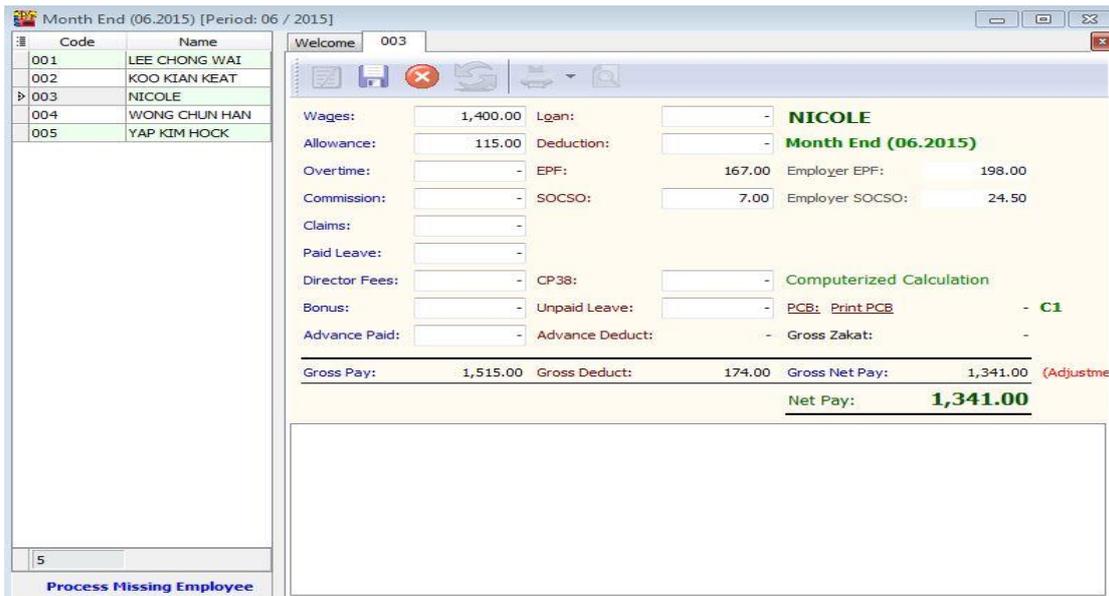
Contribution 50% - [Basic Wages (2800) x 0.5 = 1400] [Allowance (230) x 0.5 = 115] with EPF & SOCSO.

Next, go to process **FINAL MONTH END**.



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 (Frequency) = 115]



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

~THE END~