

MANUAL PENGGUNA

(USER MANUAL)



JABATAN BENDAHARI

PENGURUSAN GAJI

(PAYROLL MANAGEMENT)

UPSI (ISO)/BEN/P06/MP05

PINDAAN: 00

TARIKH: 8 JANUARI 2016

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Payroll Module

Payroll module allow user to obtain emolument information and updates staff allowances and deductions from time to time. The system also simplifies the payroll process for each staff by handling all processes and calculations that will result in the net salary.

Besides payroll payment, Payroll Module also allow user to generate/process the following data:

1. Bonus Payment
2. Generation of EC Forms
3. Generation of Return of Remuneration
4. Generation of Autopay File
5. Board of Director's (BOD) Allowance

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PAYROLL MANAGEMENT

To access Payroll menu, select **Payroll** as displayed in Figure 1-1.



Figure1-1:Payroll Module Menu

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PART 1: SETTING UP PAYROLL SETUPS

To update payroll setups, select **Setup Screen** as displayed in Figure 1-2

Payroll>>Setup Screen

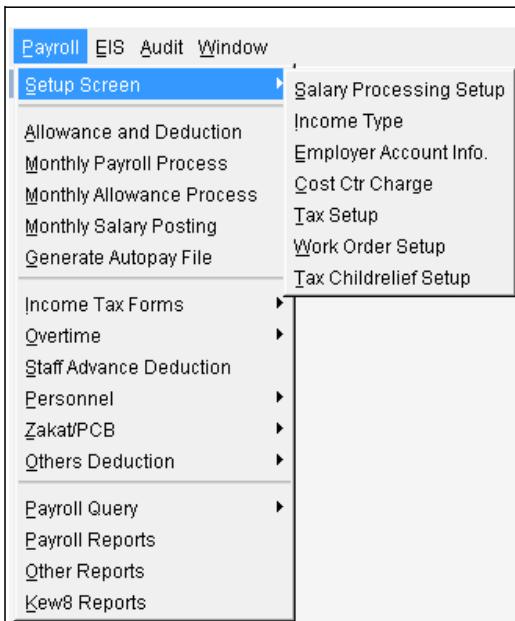


Figure1-2:Payroll Setup

There are 7 setups available for payroll process as listed below:-

- A. Salary Processing Setup
- B. Income Type
- C. Employer Account Information
- D. Cost Centre Charge
- E. Tax Setup
- F. Work Order Setup
- G. Tax Child Relief Setup

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A. SETTING UP SALARY PROCESSING SETUP

Payroll>>Setup Screen>> Salary Processing Setup

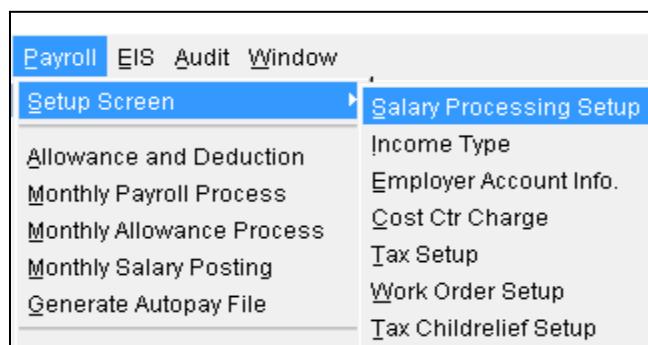


Figure1-3:Salary Processing Setup

The screenshot shows a software application window titled 'AYF050 - Payroll Processing setup'. At the top, it displays 'User : ROHAYU.GHAZALI' and 'Date : 27-10-2015 09:54'. The main area is titled 'Payroll Process' and contains several input fields:

- 'Pay Month' with a dropdown menu.
- 'Pay Date' with a text input field.
- 'Code' with a dropdown menu.
- 'Open Date' with a text input field.
- 'Close Date' with a text input field.
- 'Start Process date' with a text input field.
- 'End Process date' with a text input field.

Figure1-AYF050-1: Payroll Processing Setup

1. **Payroll Processing Setup** should be updated during the beginning of every month to enable payroll data to be processed.
2. To set up new month payroll process of permanent staff (eg.: for the month of November 2015),

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a. Fill in all parameters as follows:

Parameter	Example	Description
Payroll Month	201511	
Pay Date	25-11-2015	
Code	Monthly	Select Monthly for permanent staff.
Open Date	01-11-2015	First day of the month.
Close Date	11-11-2015	Payroll data from MyHRIS System cannot be transferred into MyFIS System beginning from this date.
Start Process Date	01-11-2015	First day of the process month.
End Process Date	30-11-2015	Last day of the process month.

b. Click  button

3. Payroll processing setup for part-time staff is slightly different with payroll processing setup for permanent staff.
4. To set up new month payroll process of part-time staff (eg.: for the month of October 2015),
 - a. Fill in all parameters as follows:

Parameter	Example	Description
Payroll Month	201510	
Pay Date	10-11-2015	
Code	Daily	Select Daily for part-time staff
Open Date	01-11-2015	First day of the month.
Close Date	05-11-2015	Payroll data from MyHRIS System cannot be transferred into MyFIS System beginning from this date.
Start Process Date	01-11-2015	First day of the process month.
End Process Date	30-11-2015	Last day of the process month.

b. Click  button.

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B. SETTING UP INCOME TYPE

Payroll>>Setup Screen >> Income Type

Figure1-AYF003-1: Income Type Setup

1. User can use this screen to create new or update current allowance and deduction code.
 2. To create new allowance code,
 - a. Fill in all required information as follows:

Parameter	Example	Description
Code	A181	Create allowance/deduction code manually ascending by number. (start with A for allowance and D for deduction)
Description	Telephone Allowance	Name of allowance/deduction.
EPF	Y	Set as "Y" if the allowance subject to EPF contribution. "N" if vice versa.
Socso	Y	Set as "Y" if the allowance subject to SOCSO contribution. "N" if vice versa.
Tax	Y	Set as "Y" if the allowance subject to

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		Monthly Tax Deduction (MTD) calculation. “N” if vice versa.
Account Code	512128	Enter the relevant account code for staff appointed under Standard Object (SO) 11.
Account Code Sambilan	529302	Enter the relevant account code for staff appointed under Standard Object (SO) 29.
Type	Allowance	“ALLOWANCE” for allowance and “DEDUCTION” for deduction.
Short Description	Tel. Allowance	Short description of allowance/deduction that will be displayed on Pay Slip.
Tax Type	Y	Set as “Y” if allowance/deduction amount is required to be entered into EC Form. “N” if vice versa.
Pay To ID	VN00003767	Select vendor ID if payroll deduction will be paid to the respective vendor. Eg.: EPF contributions will be paid to EPF.
JL Tag	N	Set “Y” to allow the deduction to be reconciled automatically in payroll voucher. Set “N” if vice versa.
Cost Centre Charge	102017	Cost centre that will be charged (for allowance) or will received payment (for deduction).
Project Code	022011-04-001	Project code that will be charged (for allowance) or will received payment (for deduction).
Elaun Tag	Y	Set “Y” if allowance is fixed. “N” if vice versa.

b. Click  button

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C. SETTING UP EMPLOYER ACCOUNT INFORMATION

Payroll >> Setup Screen >> Employer Account Info

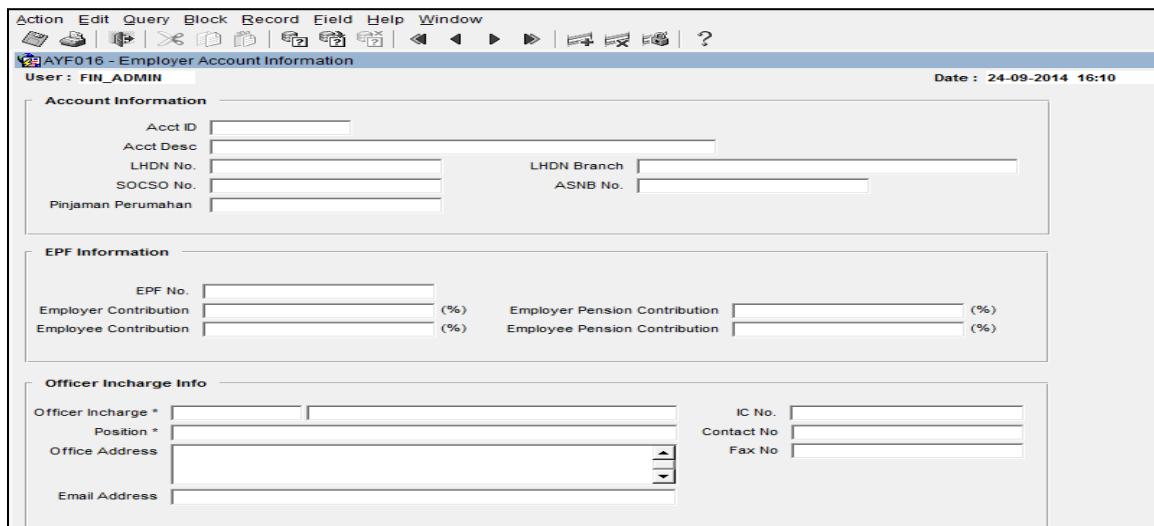


Figure1-AYF016-1:Employer Account Information

1. To create employer's account information,
 - a. Fill in all required employer's information as follows:

Parameter	Example	Description
Account ID	UPSI	Employer's acronym.
Account Description	Universiti Pendidikan Sultan Idris	Employer full name.
LHDN No.	0593428210	Tax reference number.
SOCSO No.	D4302077K	SOCSO number.
Pinjaman Perumahan	69000000	Registration number with Bahagian Pinjaman Perumahan.
LHDN Branch	Teluk Intan	Inland Revenue Board Of Malaysia (IRBM) branch.
ASNB No.	AU011	ASNB reference number.

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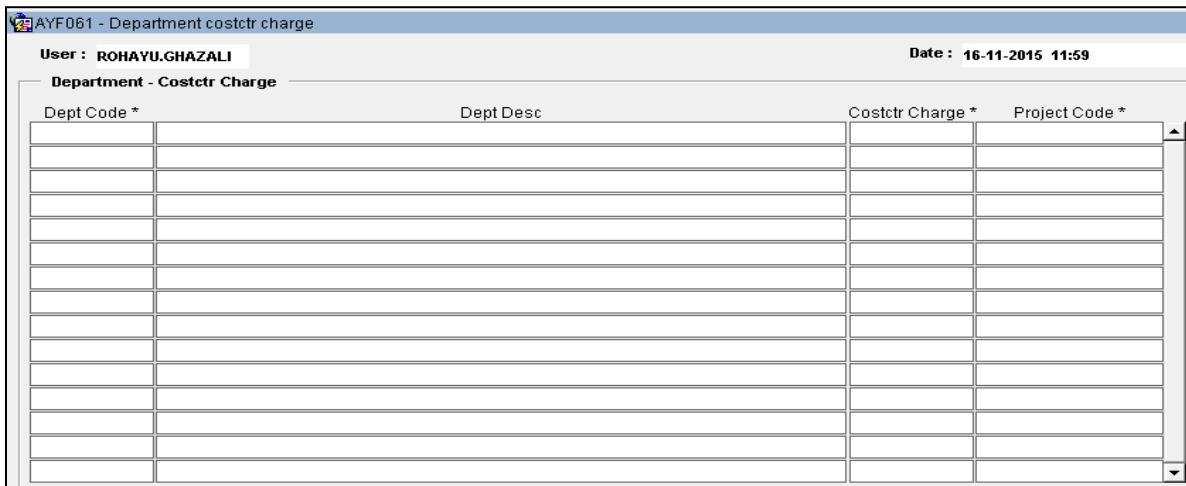
EPF No.	012049102	EPF number.
Employer Contribution (< 60yrs)	12	% of employer EPF contribution for staff under 60 years old with income subject to EPF amounted to above RM5,000.
Employee Contribution (< 60yrs)	11	% of employee EPF contribution for staff under 60 years old.
Employer Contribution (≥ 60yrs)	6	% of employer EPF contribution for staff 60 years old and above with income subject to EPF amounted above RM5,000.
Employee Contribution (≥ 60yrs)	5.5	% of employee EPF contribution for staff above 60 years old.
Officer Incharge	Rohayu binti Wan Ghazali	Name of officer in charge.
Position		Other particulars of person in charge.
Office Address		
Email Address		
IC No.		
Contact No		
Fax No.		

b. Click  button

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D. SETTING UP COST CENTRE CHARGE

Payroll >> Setup Screen >> Cost Ctr. Charge



The screenshot shows a software interface titled "AYF061 - Department costctr charge". At the top, it displays "User : ROHAYU.GHAZALI" and "Date : 16-11-2015 11:59". Below this, there is a section titled "Department - Costctr Charge" with a table header row containing "Dept Code *", "Dept Desc", "Costctr Charge *", and "Project Code *". The main area is a large grid table with approximately 20 rows, each corresponding to a department entry. The columns are labeled "Dept Code *", "Dept Desc", "Costctr Charge *", and "Project Code *".

Figure1-AYF061-1: Cost Centre Charge

1. Update cost centre charge setup as follows:-

- Click button **Enter Query** 
- Type required **Department Code** or **Department Description**. Both **Department Code** and **Department Description** will be entered automatically into this screen once Governance Division create a new department.
- Click **Execute Query** 
- Fill in all required particulars as follows:

Parameter	Example	Description
Cost Centre Charge	104027	Cost centre that will be charged according to staff's department
Project Code	022010-02-2012	Project code that will be charged according to staff's department

- Click  button

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E. SETTING UP TAX

Payroll >>Setup Screen >> Tax Setup

AYF065 - Tax Setup

User : ROHAYU.GHAZI Date : 12-03-2015

Tax Setup					
Start Amt (RM)	End Amt (RM)	Category	Type	No of Child	Amount Tax (RM)
2,851.00	2,855.00	1	B	0	1.10
2,851.00	2,855.00	3	KA2	2	.00
2,851.00	2,855.00	2	KA1	1	.00
2,851.00	2,855.00	2	KA2	2	.00
2,851.00	2,855.00	2	KA3	3	.00
2,851.00	2,855.00	2	KA4	4	.00
2,851.00	2,855.00	2	KAS	5	.00
2,851.00	2,855.00	2	KA6	6	.00
2,851.00	2,855.00	2	KA7	7	.00
2,851.00	2,855.00	2	KA8	8	.00
2,851.00	2,855.00	2	KA9	9	.00
2,851.00	2,855.00	2	KA10	10	.00
2,851.00	2,855.00	3	K	0	1.10
2,851.00	2,855.00	3	KA1	1	.00
2,851.00	2,855.00	3	KA3	3	.00

Figure1-AYF065-1:Tax Setup

1. To add new Monthly Tax Deduction (MTD) amount, click  button and fill in tax amount according to the relevant range of taxable income.
2. Click  button.
3. To update MTD information, click **Enter Query**  button > enter required taxable income range > click **Execute Query**  button. Update required information.
4. Click  button.

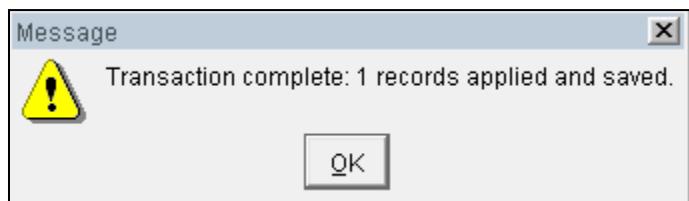
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F. SETTING UP WORK ORDER

Payroll >>Setup Screen >> Work Order Setup

Figure1-WSF040-1:Work Order Setup

1. To update work order setup,
 - a. Insert number of days that users want to back date work order creation in **Parameter No.** column.
 - b. Click  button.
 - c. The following pop-up screen will be displayed

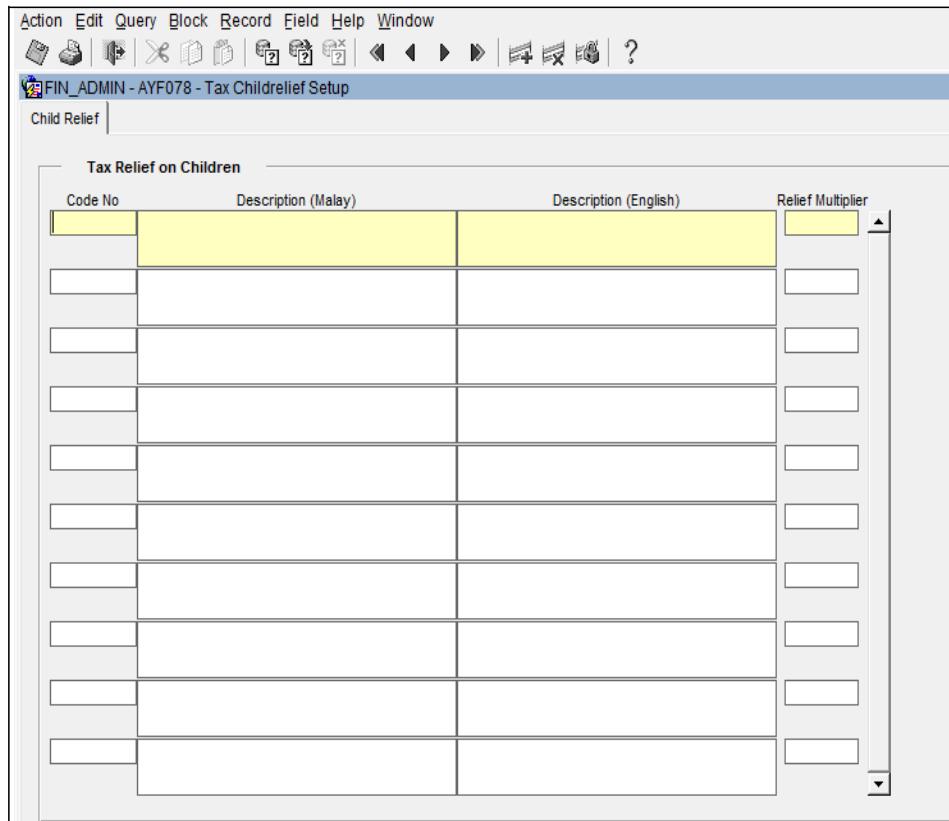


- d. Click 

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G. SETTING UP TAX CHILD RELIEF

Payroll >>Setup Screen >> Tax Child Relief Setup



Tax Relief on Children			
Code No	Description (Malay)	Description (English)	Relief Multiplier

Figure1-AYF078-1:Tax Child Relief Setup

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1. To add new tax child relief,
 - a. Fill in all required information as follows:

Parameter	Example	Description
Code No.	CF04	Create new code manually ascending by number.
Description (Malay)	Anak bawah 18 tahun	Child relief description in Malay
Description (English)	Child below the ages of 18.	Child relief description in English.
Relief Multiplier	1	Child relief multiplier

- b. Click  button.
2. To update current child relief information,
 - a. Update current child relief information.
 - b. The following pop-up screen will be displayed



- c. Click 

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PART 2: UPDATING STAFF'S PAYROLL INFORMATION

1. There are four (4) staff's payroll information that need to be updated into MyFIS System as listed below:
 - a. Staff's contribution status
 - b. Account number
 - c. Payroll deduction
 - d. Overtime allowance application
 - e. Child status

A. STAFF'S CONTRIBUTION STATUS

1. To update staff contribution status,
 - a. Go to **Staff Query** screen

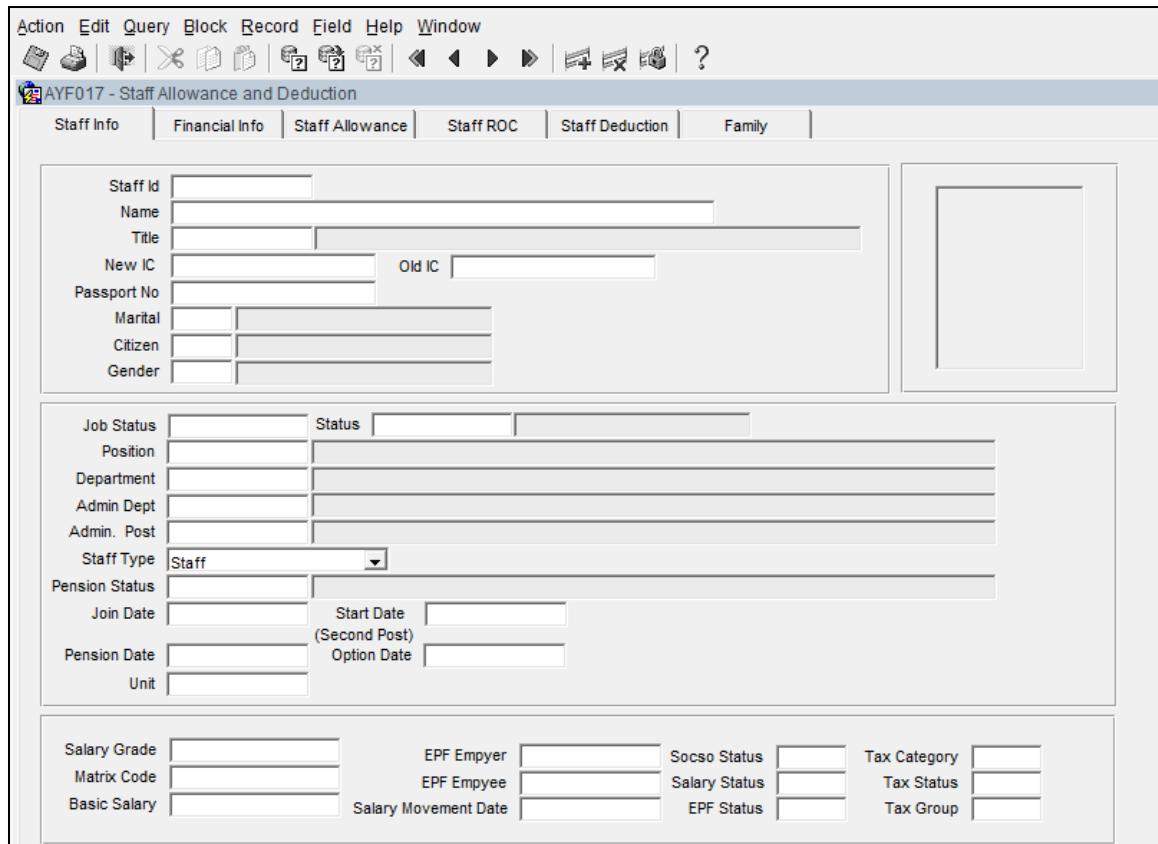
Payroll >> Allowance and Deduction >> Click **Enter Query** >> Insert Staff

No or Name >> Click **Execute Query** 

Figure1-AYF063-1:Staff Query

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b. Click Detail. The following screen will be displayed.



The screenshot shows a software application window titled "AYF017 - Staff Allowance and Deduction". The menu bar includes Action, Edit, Query, Block, Record, Field, Help, and Window. Below the menu is a toolbar with various icons. The main interface has several tabs: Staff Info (selected), Financial Info, Staff Allowance, Staff ROC, Staff Deduction, and Family. The Staff Info tab displays the following fields:

- Staff Id: [Input Box]
- Name: [Input Box]
- Title: [Input Box]
- New IC: [Input Box] Old IC: [Input Box]
- Passport No: [Input Box]
- Marital: [Input Box]
- Citizen: [Input Box]
- Gender: [Input Box]

Below these are more staff details:

- Job Status: [Input Box] Status: [Input Box]
- Position: [Input Box]
- Department: [Input Box]
- Admin Dept: [Input Box]
- Admin. Post: [Input Box]
- Staff Type: Staff (dropdown menu)
- Pension Status: [Input Box]
- Join Date: [Input Box] Start Date: [Input Box] (Second Post)
- Pension Date: [Input Box] Option Date: [Input Box]
- Unit: [Input Box]

At the bottom, there are groups of related fields:

- Salary Grade: [Input Box]
- EPF Empyter: [Input Box]
- Socso Status: [Input Box]
- Tax Category: [Input Box]
- Matrix Code: [Input Box]
- EPF Employee: [Input Box]
- Salary Status: [Input Box]
- Tax Status: [Input Box]
- Basic Salary: [Input Box]
- Salary Movement Date: [Input Box]
- EPF Status: [Input Box]
- Tax Group: [Input Box]

Figure1-AYF017-1:Staff Allowance and Deduction – Staff Info

- c. Update staff EPF and SOCSO contribution status. Set as Y if subject to contribution and N if vice versa.
- d. Click  button.

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	UPSI(ISO)/BEN/P06/MP05	Tarikh : 8 JANUARI 2016
		Pindaan : 00

B. ACCOUNT NUMBER

1. Update staff account number as follows:-
 - a. Go to Financial Info screen

Payroll >> Allowance and Deduction >> Click **Enter Query** >> Insert Staff

No or Name >> Click **Execute Query** >> Details >> Financial Info

Figure1-AYF017-2:Staff Allowance and Deduction – Financial Info

- b. Fill in all required information as follows:

Parameter	Example	Description
Seq.	6	Sequence number
Acct Name	B5	Bank code
Description	CIMB Bank	Bank name
Account No	123456	Account bank number
Status	ACTIVE	Set as ACTIVE for active account
Status	Y	Set as Y for active bank account only

- c. Click  button.

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	<p>Tarikh : 8 JANUARI 2016</p>	
	<p>UPSI(ISO)/BEN/P06/MP05</p>	<p>Pindaan : 00</p>

C. PAYROLL DEDUCTION

Payroll deductions consist of four (4) types as follows:

1. Zakat/Monthly Tax Deduction (MTD)

To verify Zakat/Monthly Tax Deduction (MTD),

- a. Go to Zakat/PCB Approval screen as follows:

Payroll >> Zakat/PCB >> Zakat/PCB Approval

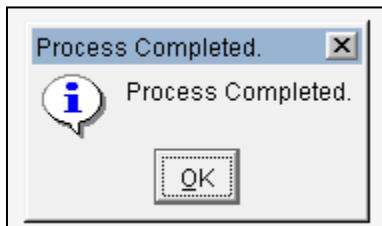
Figure1-AYF079-1:Zakat/PCB Approval

- b. Select Zakat/MTD application to be verified.
 - c. Click Verify button. The following pop-up screen will be displayed.

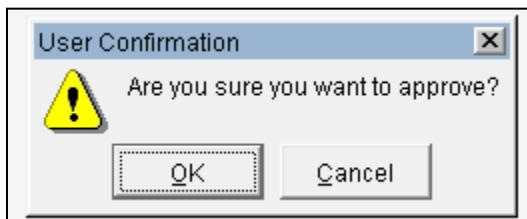


- d. Click OK. The following pop-up screen will be displayed.

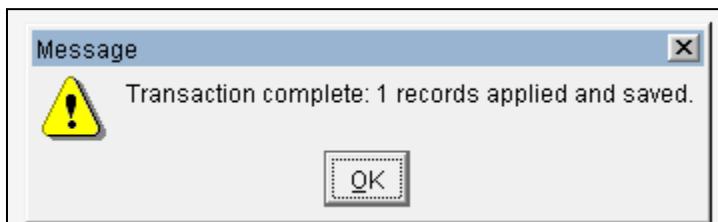
 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :23/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00



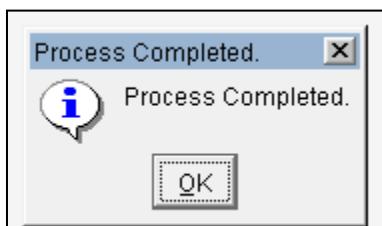
- e. Click OK. The application status will change from Apply to Verify status. To approve Zakat/ MTD, refer the same screen as above.
- f. Select Zakat/MTD application to be approved.
- g. Click Approve button. The following pop-up screen will be displayed.



- h. Click OK. The following pop-up screen will be displayed.

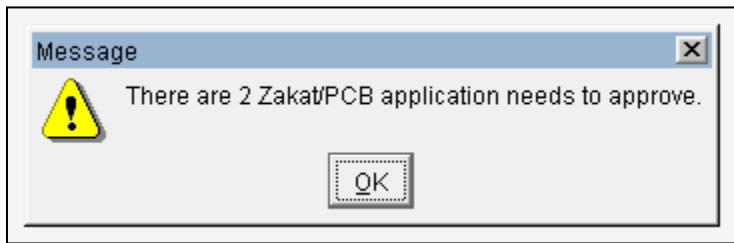


- i. Click OK. The following pop-up screen will be displayed



- j. Click OK. A pop-up screen mentioning the remaining number of application needs to be approved will be displayed as follows:

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :24/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00



- k. Click OK. The application status will change from Verify to Approve status and deduction information will be displayed automatically into Staff Deduction screen.

2. Payroll Deduction for Unadjusted Advance

To make payroll deduction of unadjusted advance,

- a. Go to Staff Advance Deduction screen

Payroll >> Staff Advance Deduction

Figure1-AYF066-1: Staff Advance Deduction

- b. Select required staff. Click **Detail** button. The following screen will be displayed:

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :25/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

AYF067 - Staff Deduction Profile

Main | Detail

Staff Profile

Staff ID	K00678	Azman bin L Kadir	Voucher No	BR120501863
Job Code	0204	PEGAWAI PSIKOLOGI S44	Voucher Date	24-05-2012
Dept Code	HEP	Bahagian Hal Ehwal Pelajar	Adjusted Amt (RM)	\$5,848.00
Cctr Code	107027	HEP - GAJI	Basic Salary (RM)	\$5,642.88

Previous Salary Info

Fix Income (RM)	\$6,592.88		
Deduction Amt (RM)	\$2,623.00	Pay Date	10-FEB-2015

Calculation Process - Full

Estimated Deduct Amt (RM)	
Balance of Salary (RM)	
Calculate	

Calculation Process - Installment

Estimated Month Deduction	
Estimated Deduction Per Month (RM)	
Calculate	

Calculation Process - For Max Deduction

Est Max Deduction Per Month (RM)	
Calculate	

Deduction Main

Deduction Type	INSTALLMENT	Status	STOP
Ref No	UPSI/BEN/	Month	5
Description			
Main Start Date	01-04-2013	End Date	31-08-2013

Figure1-AYF067-1: Staff Deduction Profile – Main

- c. At Deduction Main, select **Deduction Type** either Full or Installment.
- d. For Full deduction, fill in all required information as follows:

Parameter	Example
Deduction Type	FULL
Ref No	
Main Start Date	
End Date	

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اُنیورسٹی تَعْدِيَة سُلطان اَدْرِيس	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :26/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

e. Click **Detail** button. The following screen will be displayed.

Figure1-AYF067-2: Staff Deduction Profile – Detail

f. Fill in all required information as follows:

Parameter

Start Date

End Date

Monthly Amount (RM)

Month

g. Total deduction amount will be calculated automatically.

h. Select required deduction information.

- i. Click **Post** button. Deduction information will be posted to **Staff Deduction** screen.

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

- j. Click  button
- k. Click Exit  button
- l. Click **Memo-Pemberitahuan** button. Print the memo and give it to the staff.
- m. To make installment deduction, Go to **Calculation Process – Installment**
- n. Insert installment month
- o. Click **Calculate** button. Do calculation until user get suitable deduction amount.
- p. Next, fill in installment month on **Deduction Main**
- q. Insert **Main Start Date**
- r. Insert **End Date**
- s. Click  button
- t. Next, click **Detail** button. The following screen will be displayed.
- u. Fill in all required information as follows:

Parameter

Start Date

End Date

Monthly Amount (RM)

Month

- v. Total deduction amount will be calculated automatically.
- w. Select required deduction information.
- x. Click **Post** button. Deduction information will be post to **Staff Deduction** screen.
- y. Click  button
- z. Click  button. Click **Memo-Pemberitahuan** button. Print the memo and give it to the staff.

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :28/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

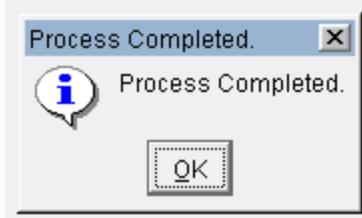
3. Others Deduction

To Verify application of others deduction,

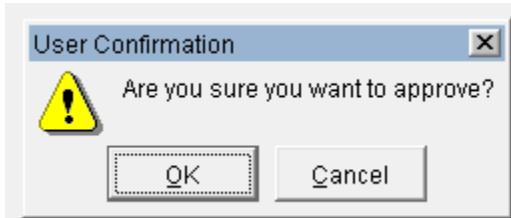
- Go to Others Deduction Approval screen as follows:

Payroll >> Others Deduction >> Others Deduction Approval

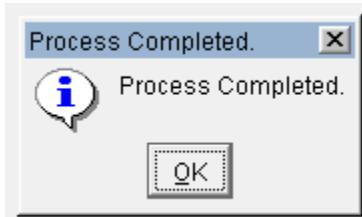
- Select others deduction application needs to be verified.
- Click Verify button. The following screen will be displayed.



- Click OK. Other deduction application status will change from Apply to Verify.
- To Approve application of others deduction, go to the same screen as above.
- Select others deduction application needs to be approved.
- Click Approve button. The following screen will be displayed.

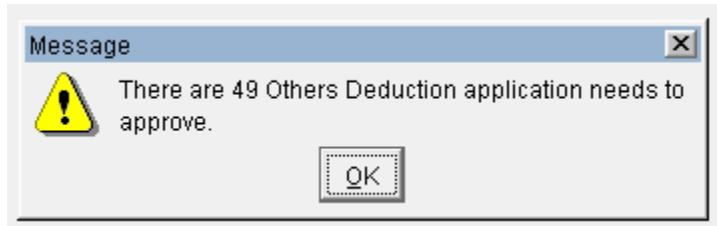


- Click OK. The following screen will be displayed.



- Click OK. A pop-up screen mentioning the remaining number of application needs to be approved will be displayed as follows

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :29/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00



- j. Click OK. The application status will change from Verify to Approve status and deduction information will be displayed automatically into Staff Deduction screen
- 4. Other Deduction (not categorized under type i, ii & iii above)**
- Other Deduction which is not categorized under type i, ii and iii above should be entered manually into Staff Deduction screen as follows:

- a. Go to **Staff Deduction** screen

Payroll >> Allowance and Deduction >> Click **Enter Query**  >> Insert
 Staff No or Name >> Click **Execute Query**  >> Details >> Staff Deduction

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	UPS1(ISO)/BEN/P06/MP05	Tarikh : 8 JANUARI 2016
		Pindaan : 00

Figure1-AYF017-3:Staff Allowance and Deduction – Staff Deduction

- b. Fill in all required information as follows:

Parameter	Example	Description
Income Code	D040	Select deduction code
Description	PTPTN	Deduction description will appear automatically
Start Date	01-09-2015	Deduction start date
End Date	31-12-2015	Deduction end date. Leave blank if not applicable.
Amount	50.00	Deduction amount

- c. Click button.

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اُنیورسٹی تَعْدِيَة سُلَطَان إِدْرِيس <small>SULTAN IDRIS EDUCATION UNIVERSITY</small>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :31/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

D. OVERTIME ALLOWANCE APPLICATION

Staff overtime allowance application needs to be approved in MyFIS System as follows:

1. Go to Overtime Approval screen as follows:

Payroll >> Overtime >> Overtime Approval

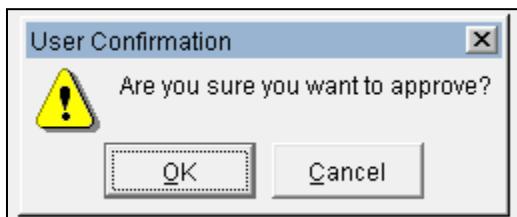
Figure1-AYF072-1: Overtime Approval Query

2. Execute query overtime application either by Overtime Month or Staff ID. View and check overtime application details.

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :32/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

Figure1-AOF001a-1: Overtime Approval

3. Back (click ) to the earlier screen to approve the application.
 4. Select application needs to be approved.
 5. Click Approve button. The following pop-up screen will be displayed:

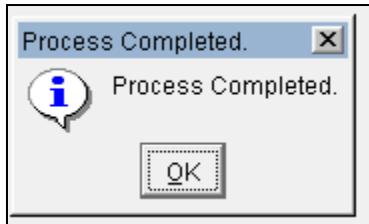


6. Click OK. The following pop-up screen will be displayed:



 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :33/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

7. Click OK. The following pop-up screen will be displayed:



8. Click OK. Overtime application that has been approved will be entered automatically into Staff Allowance screen as follows:

AYF017 - Staff Allowance and Deduction						
Staff Info	Financial Info	Staff Allowance	Staff ROC	Staff Deduction	Family	
Staff Allowance						
Income Code	Description	Start Date	End Date	Amount		
A001	GAJI POKOK	01-10-2015		\$2,248.51	ROC	▲
A002	IMBUHAN TETAP PERUMAHAN (ITP)	01-11-2015		\$300.00	ROC	▼
A003	IMBUHAN TETAP KHIDMAT AWAM (ITKA)	01-01-2010		\$160.00	ROC	▼
A009	OVERTIME	01-12-2015	31-12-2015	\$47.82	FIN	▼
A082	COST OF LIVING ALLOWANCE	01-04-2012		\$150.00	ROC	▼
...						▼
...						▼
...						▼
...						▼
...						▼
...						▼

Figure1-AYF017-4:Staff Allowance and Deduction – Staff Allowance

E. CHILD STATUS

1. Information of child above 21 years old and still study must be updated into **Family** screen to enable staff receive tax child relief.
2. Update staff child status as follows:-
 - a. Go to **Family** screen

 UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعية السلطانية عبد الله بن عبد العزىز SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :34/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

Payroll >> Allowance and Deduction >> Click **Enter Query**  >>

Insert Staff No or Name >> Click **Execute Query**  >> Details >>
Family

AYF017 - Staff Allowance and Deduction																																																
Staff Info	Financial Info	Staff Allowance	Staff ROC	Staff Deduction	Family																																											
Spouse Details <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Name</td> <td colspan="5">Ahmad Rifaie bin Amin</td> <td></td> </tr> <tr> <td>Job</td> <td colspan="5">Penolong Pengalat</td> <td></td> </tr> <tr> <td>Spouse Tax No</td> <td colspan="5">SG21646361000</td> <td></td> </tr> <tr> <td>Spouse Tax Branch</td> <td colspan="5">Teluk Intan</td> <td></td> </tr> </table>							Name	Ahmad Rifaie bin Amin						Job	Penolong Pengalat						Spouse Tax No	SG21646361000						Spouse Tax Branch	Teluk Intan																			
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Spouse Tax Branch	Teluk Intan																																															
Children Info <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>Date of Birth</th> <th>Child Tax Status</th> <th>Description</th> <th>Study Start Date</th> <th>Study End Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>Muhammad Harith Naim bin Ahmad Rifaie</td> <td>25-05-2015</td> <td>CF04</td> <td>Anak bawah 18 tahun</td> <td></td> <td></td> <td><input type="button" value="Verify Document"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="button" value="Verify Document"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="button" value="Verify Document"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="button" value="Verify Document"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="button" value="Verify Document"/></td> </tr> </tbody> </table>							Name	Date of Birth	Child Tax Status	Description	Study Start Date	Study End Date		Muhammad Harith Naim bin Ahmad Rifaie	25-05-2015	CF04	Anak bawah 18 tahun			<input type="button" value="Verify Document"/>							<input type="button" value="Verify Document"/>							<input type="button" value="Verify Document"/>							<input type="button" value="Verify Document"/>							<input type="button" value="Verify Document"/>
Name	Date of Birth	Child Tax Status	Description	Study Start Date	Study End Date																																											
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						<input type="button" value="Verify Document"/>																																										
Correspondence Address <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Address</td> <td colspan="5">No. 7, Jalan Kempas 10, PC 19, Proton City</td> <td></td> </tr> <tr> <td>Postcode</td> <td colspan="5">35900</td> <td></td> </tr> <tr> <td>City</td> <td colspan="5">Tanjong Malim</td> <td></td> </tr> <tr> <td>State</td> <td colspan="5">Perak</td> <td></td> </tr> <tr> <td>Country</td> <td colspan="5">Malaysia</td> <td></td> </tr> </table>							Address	No. 7, Jalan Kempas 10, PC 19, Proton City						Postcode	35900						City	Tanjong Malim						State	Perak						Country	Malaysia												
Address	No. 7, Jalan Kempas 10, PC 19, Proton City																																															
Postcode	35900																																															
City	Tanjong Malim																																															
State	Perak																																															
Country	Malaysia																																															

Figure1-AYF017-5:Staff Allowance and Deduction – Family

- a. Fill in child start and end date of his/her study duration. (Check the offer letter).
- b. Verify the supporting document.
- c. Click  button.

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية للدراسات SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :35/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

PART 3: PROCESS PAYROLL DATA

1. Go to Monthly Payroll Process screen

Payroll >> Monthly Payroll Process

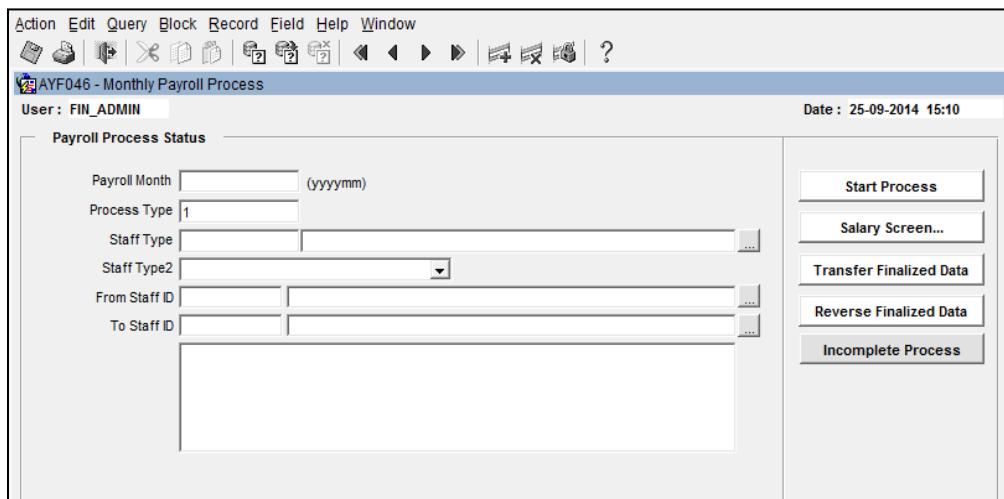


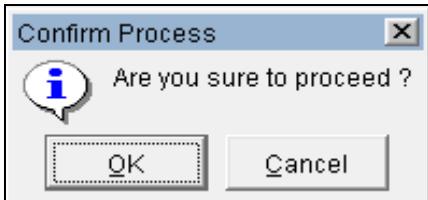
Figure1-AYF046-1:Monthly Payroll Process

2. Fill in all required information as follows:

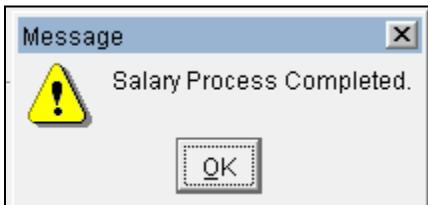
Parameter	Example	Description
Payroll Month	201511	
Staff Type	Staff	
Staff Type 2	Tetap	
From Staff ID		Fill in this parameter if user wants to process/transfer/reverse payroll data of specific staff only.
To Staff ID		

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة الإسلامية سلطان إدريس SULTAN IDRIS EDUCATION UNIVERSITY</p>	<p>MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)</p>	<p>Muka surat :36/71</p>
		<p>Tarikh : 8 JANUARI 2016</p>
	<p>UPSI(ISO)/BEN/P06/MP05</p>	<p>Pindaan : 00</p>

3. Click **Start Process** button. The following pop-up screen will be displayed

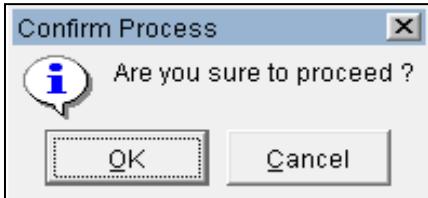


4. Click **OK**. The following pop-up screen will be displayed

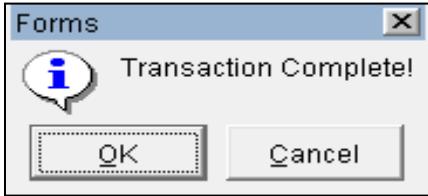


5. Click **OK**

6. Click Salary Screen button to view staff's payroll that has been processed. Otherwise, click **Transfer Finalized Data** button. The following pop-up screen will be displayed.



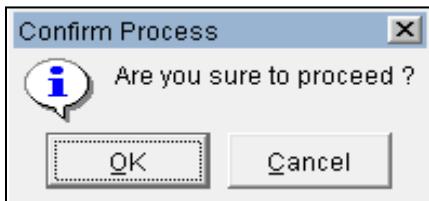
7. Click **OK**. The following pop-up screen will be displayed.



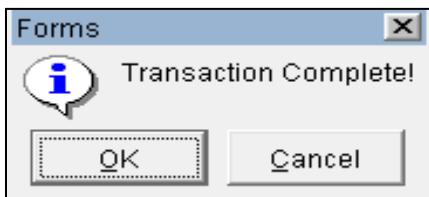
8. Click **OK**

9. To reverse payroll data that have been processed, click **Reverse Finalized Data** button. The following pop-up screen will be displayed.

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00



10. Click **OK**. The following pop-up screen will be displayed



11. Click **OK**

12. If there is any error, user will get notification through pop-up screen. Example of notification is as follows:



13. Click **OK**

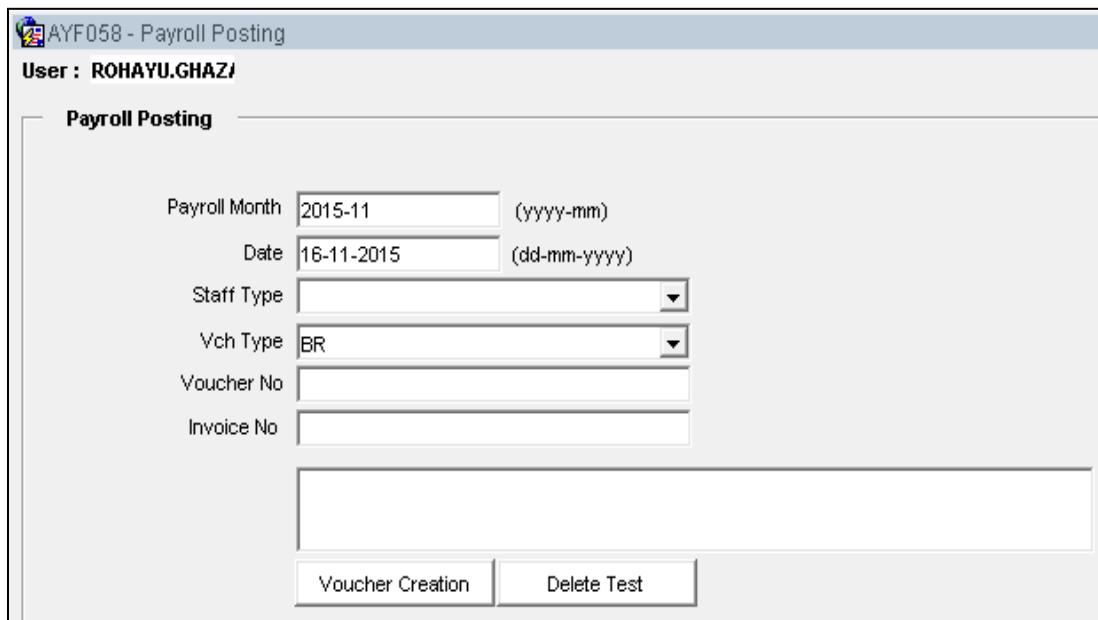
14. Click **Incomplete Process** button. Error report will be displayed. User should reverse that particular staff's payroll data that has been processed, make correction and process that particular staff's payroll data for the second time.

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

PART 4: PAYROLL POSTING

1. Go to **Monthly Payroll Process** screen

Payroll >> Monthly Payroll Posting



AYF058 - Payroll Posting

User : ROHAYU.GHAZI

Payroll Posting

Payroll Month: 2015-11 (yyyy-mm)
Date: 16-11-2015 (dd-mm-yyyy)
Staff Type:
Vch Type: BR
Voucher No:
Invoice No:

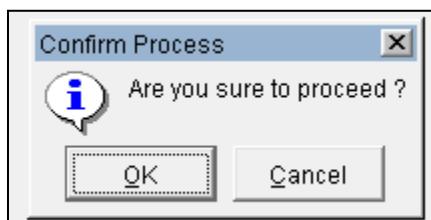
Voucher Creation Delete Test

Figure1-AYF058-1:Payroll Posting

2. Fill in all required information as follows:

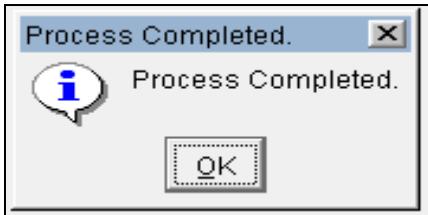
Parameter	Example	Description
Staff Type	Tetap	Select staff type
Vch Type	TEST	Select voucher type

3. Click **Voucher Creation** button. The following pop-up screen will be displayed.



 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية للدراسات SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :39/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

- Click **OK**. Another pop-up screen will be displayed.



- Click **OK**. **Voucher No.** and **Bill No.** will be generated automatically

- Copy voucher number. Go to voucher entry screen as follows:

Account Payable >> Voucher >>Voucher Entry >> Multiple Voucher Entry

Figure1-WPF050-1:Multiple Payto Name Voucher Entry

- Click button **Enter Query** . Paste payroll test voucher number. Click **Execute Query** button
- Payroll voucher will display all payroll data that have been processed. Check the data.
- Print out Monthly Salary Listing and Variance Report. Go to Payroll Report screen.
Payroll >> Payroll Reports >> Payroll Report Listing

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية للدراسات SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :40/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

AYR001F-Report Listing for Payroll

Please select which report to display :

Month (yyyymm)	Staff Type	Staff Type 2
Cost Centre From *	...	Cost Centre To *
Department *
Income Code *

SALARY/PAYOUT

1. Monthly Salary Listing (All)
 2. Monthly Salary Listing (By Cost Ctr)
 3. Summary Salary Listing (All)
 4. Summary Salary Listing (By Cost Ctr)
 5. Variance Report

KWSP/EPE

1. Caruman KWSP - Old
 2. Caruman KWSP - New

KWAP

1. Penyata Caruman Bulanan Listing
 2. KWAP - Format 2C :

Tambah :	Tolak :
<input type="radio"/> B (a)	<input type="radio"/> C (a)
<input type="radio"/> B (b)	<input type="radio"/> C (b)
<input type="radio"/> B (c)	<input type="radio"/> C (c)
	<input type="radio"/> C (d)

3. Senarai Induk Kakitangan Yang Mencarum
 4. Listing By Cost Centre
 5. Total By Cost Centre
 6. Borang CN 3 - Bayaran Caruman Bulanan

OTHERS

1. Income Tax Listing
 2. Takaful Malaysia Listing
 3. Penyata Potongan Cukai
 4. Zakat Listing
 5. Perkeso (borang 8A)
 6. Computer Loan Listing
 7. Cover Borang 8A
 8. Cover Kwsp

Run Report

6. Borang CN 3 (Excel)

Figure1-AYR001F-1:Report Listing for Payroll - Payroll Report Listing

10. Fill in all required information as follows:-

Parameter	Example	Description
Month	201511	Required payroll month
Staff Type	Tetap	Staff Type

11. Select required Salary/Payroll report
12. Clik **Run Report** button
13. The report will be displayed. Print the report.
14. Print out Detail Report (Laporan Terperinci). Go to Payroll >> Payroll Reports >> Bank Listing.

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

AYR001F-Report Listing for Payroll

Payroll Payslip	Payroll Report Listing	Allowance/Deduction	Bank Listing	Payroll Error	Salary													
<p>Listing staff by bank:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Month (yyyymm)</td> <td style="width: 15%;"><input type="text"/></td> </tr> <tr> <td>Bank</td> <td><input type="button" value="▼"/></td> </tr> <tr> <td>Staff Type</td> <td><input type="button" value="▼"/></td> </tr> <tr> <td>Staff ID From *</td> <td><input type="text"/> <input type="text"/></td> </tr> <tr> <td>Staff ID To *</td> <td><input type="text"/> <input type="text"/></td> </tr> </table> <p>Cheque :</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Voucher No</td> <td style="width: 15%;"><input type="text"/></td> <td style="width: 15%;"><input type="button" value="Run Report"/></td> </tr> </table>						Month (yyyymm)	<input type="text"/>	Bank	<input type="button" value="▼"/>	Staff Type	<input type="button" value="▼"/>	Staff ID From *	<input type="text"/> <input type="text"/>	Staff ID To *	<input type="text"/> <input type="text"/>	Voucher No	<input type="text"/>	<input type="button" value="Run Report"/>
Month (yyyymm)	<input type="text"/>																	
Bank	<input type="button" value="▼"/>																	
Staff Type	<input type="button" value="▼"/>																	
Staff ID From *	<input type="text"/> <input type="text"/>																	
Staff ID To *	<input type="text"/> <input type="text"/>																	
Voucher No	<input type="text"/>	<input type="button" value="Run Report"/>																
<input type="button" value="Exit"/>																		

Figure1-AYR001F-2:Report Listing for Payroll – Bank Listing

15. Insert TEST Voucher number
16. Click **Run Report** button
17. Check all reports and the test voucher. If all information are correct, delete the test voucher.
18. Go to **Monthly Payroll Process** screen

Payroll >> Monthly Payroll Posting

 UNIVERSITI PENDIDIKAN SULTAN IDRIS سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :42/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

 AYF058 - Payroll Posting

User : ROHAYU.GHAZI

Payroll Posting

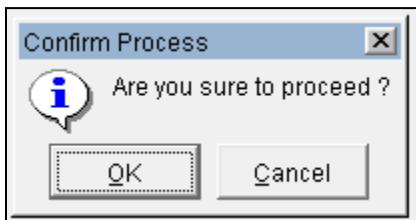
Payroll Month	2015-11	(yyyy-mm)
Date	16-11-2015	(dd-mm-yyyy)
Staff Type	<input type="button" value="▼"/>	
Vch Type	BR	<input type="button" value="▼"/>
Voucher No	<input type="text"/>	
Invoice No	<input type="text"/>	
<input type="text"/>		
<input type="button" value="Voucher Creation"/>		<input type="button" value="Delete Test"/>

Figure1-AYF058-1:Payroll Posting

19. Fill in all required informations as follows:

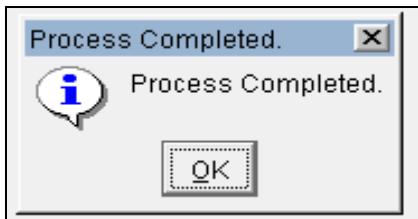
Parameter	Example	Description
Staff Type	Tetap	Select staff type
Vch Type	TEST	Select voucher type

20. Click **Delete Test** button. The following pop-up screen will be displayed.



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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

21. Click **OK**.



22. Click **OK**. Next, create the real voucher. Select **Staff Type** and **Select BR** from Voucher Type, Click **Voucher Creation** button. Voucher No. and Bill No. will be generated automatically

23. Go to **voucher entry** screen as follows:

Account Payable >> Voucher >>Voucher Entry >> Multiple Voucher Entry

Figure1-WPF050-1:Multiple Payto Name Voucher Entry

24. Click button **Enter Query** .Type required real payroll voucher number. Click **Execute Query** button

25. Payroll voucher will display all payroll data that have been process. Check the data.

26. Update voucher description.

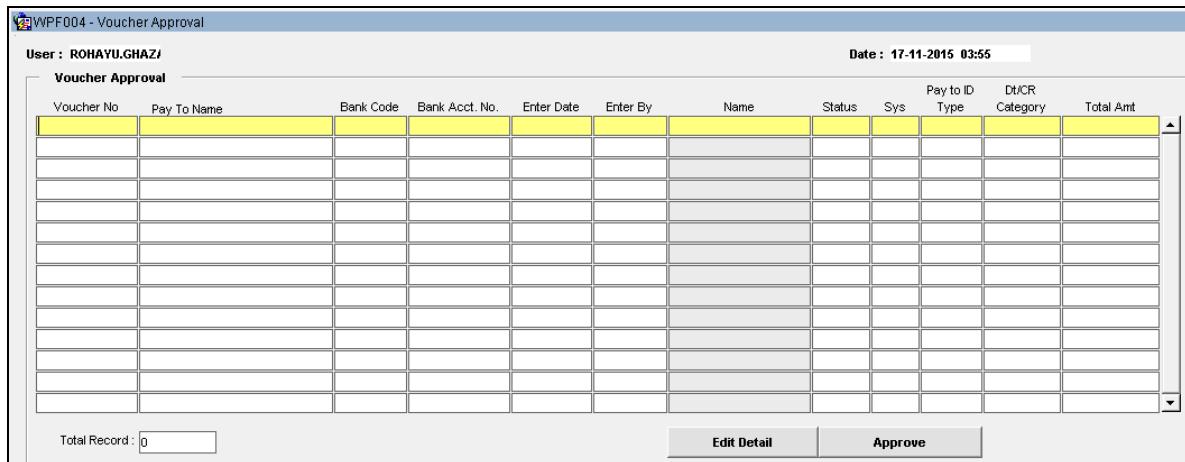
27. Click **Check DT CR** button

28. Click button.

29. Go to voucher approval screen as follows:

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :44/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

Account Payable >> Voucher >> Voucher Approval

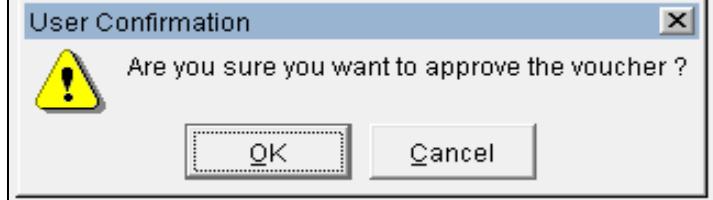


The screenshot shows a software interface titled "WPF004 - Voucher Approval". At the top, it displays "User : ROHAYU.GHAZI" and the date "Date : 17-11-2015 03:55". Below this is a table header for "Voucher Approval" with columns: Voucher No, Pay To Name, Bank Code, Bank Acct. No., Enter Date, Enter By, Name, Status, Pay to ID, Sys Type, Dt/CR Category, and Total Amt. The main area contains a large grid of rows, each representing a voucher entry. At the bottom left, there is a text box labeled "Total Record : 0". At the bottom right, there are two buttons: "Edit Detail" and "Approve".

Figure1-WPF004-1:Voucher Approval

30. Select payroll voucher.
31. Click **Edit Detail** button to view voucher detail. Otherwise, click **Approve** button.

The following pop-up screen will be displayed.

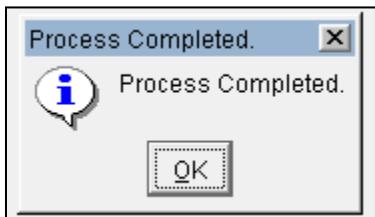


32. Click **OK**. The following pop-up screen will be displayed.



33. Click **OK**.

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00



34. Click **OK**.

PART 5: PAYROLL BATCH GENERATION

1. Go to **Payroll Payment Processing (EPS)** screen.

Payroll >> Payroll Payment >> Payroll Payment Processing (EPS)

The screenshot shows the IMS - Integrated Management System interface in Mozilla Firefox. The URL is <https://myfis.upsi.edu.my:8099/ims/finance/finance/framev2.html>. The menu bar includes File, Setup, Budgeting, Purchasing, Acct Payable, Asset/Inventory Mgt, Acct Receivable, Store Management, General Ledger, and Cash Manage. The Acct Payable menu is currently selected. A sub-menu for Payroll Payment is expanded, showing options: Payroll Payment Processing (EPS), Payroll Cheque Processing, Payroll Payment Printing, Payroll Payment Approval/File Encryption, and Payroll Payment Cancellation. The Payroll Payment Processing (EPS) option is highlighted with a blue box. The background features a yellow footer banner with the text "INTEGRATED MANAGEMENT SYSTEM" and "INFORMATION SYSTEM".

Figure1-4:Payroll Payment Processing (EPS)

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية للدراسات SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :46/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

Action Edit Query Block Record Field Help Window

WPF076 - Payroll Payment Processing (EPS)

User : ROHAYU.GHAZI Date : 20-05-2013 17:05

Payment Processing (EPS)

Type	Category	Voucher No	Approve By	Staff Name	Payto ID	Payto Name	Bank Type	Bank Acct No	Amount	Select?
SINGLE	MULTI	BR130501408	K00028	AHMAD HASSAN BIN SALE	K01192	MARYATI BINTI MD SAAD	BIMB	080680203202	\$200.00	<input type="checkbox"/>
SINGLE	SINGLE	BR130501407	K00028	AHMAD HASSAN BIN SALE	K00445	NORAIADA BINTI AHMAD TA	BIMB	080680201125	\$70.00	<input type="checkbox"/>
SINGLE	SINGLE	BR130501334	K00028	AHMAD HASSAN BIN SALE	K01205	HANAFI BIN JUNIT	BIMB	080680205266	\$152.00	<input type="checkbox"/>
SINGLE	SINGLE	BR130501332	K00028	AHMAD HASSAN BIN SALE	K01574	ABDUL JUMAAT BIN MAHAJ	BIMB	080680204572	\$34.00	<input type="checkbox"/>
SINGLE	SINGLE	BR130501329	K00028	AHMAD HASSAN BIN SALE	K00870	MOHD SHAFUL Bahrin Bin	BIMB	08013022457	\$35.00	<input type="checkbox"/>
SINGLE	SINGLE	BR130501326	K00028	AHMAD HASSAN BIN SALE	K01040	SITI FAZILATON AKMAR BIN	BIMB	080130203303	\$35.00	<input type="checkbox"/>
SINGLE	SINGLE	BR130501324	K00028	AHMAD HASSAN BIN SALE	K01458	RAJA NOOR FARAH AZURA	BIMB	1203801252251	\$35.00	<input type="checkbox"/>
SINGLE	SINGLE	BR130501306	K00028	AHMAD HASSAN BIN SALE	K00490	MEOR YUZAIMY BIN MEOR	BIMB	080680201828	\$55.00	<input type="checkbox"/>
SINGLE	SINGLE	BR130501305	K00028	AHMAD HASSAN BIN SALE	K01997	MUHAMMAD ARIF BIN MAT S	BIMB	080680206109	\$50.00	<input type="checkbox"/>
SINGLE	SINGLE	BR130501302	K00028	AHMAD HASSAN BIN SALE	K01427	NURAIZA AZREEN BINTI JAF	BIMB	080680204378	\$140.00	<input type="checkbox"/>
SINGLE	SINGLE	BR130501297	K00028	AHMAD HASSAN BIN SALE	K02110	ISHAK BIN SAAT	BIMB	080680205667	\$225.00	<input type="checkbox"/>
SINGLE	SINGLE	BR130501292	K00028	AHMAD HASSAN BIN SALE	K00594	ZUNIMAH BINTI ZAINUDIN	BIMB	080680201800	\$65.00	<input type="checkbox"/>
SINGLE	MULTI	BR130501270	K00028	AHMAD HASSAN BIN SALE	K00717	RIDZUAN BIN HUSSIN	BIMB	080680204290	\$3,361.13	<input type="checkbox"/>
SINGLE	SINGLE	BR130501254	K00028	AHMAD HASSAN BIN SALE	K00782	AHMAD JANATUL FIRDAUS	BIMB	080680201300	\$100.00	<input type="checkbox"/>

Batch No Created : Create Batch Select (BIMB) Select All Unselect All Voucher Detail Batch Detail

Total Record : 55

Figure1-WPF076-1:Payroll Payment Processing (EPS)

2. Fill in all parameters as follows:

Parameter	Example	Description
Payto Type	Staff	Select Staff
Citizen	Citizen	Select Citizen

3. Click button **Enter Query**  .Enter required payroll voucher number. Click

Execute Query  button.

4. Click **Select All** button.
5. Click **Create Batch** button.
6. Batch No will be created automatically. Copy that particular batch number.
7. Next, print the batch that has been generated.

Acct Payable >> Payroll Payment >> Payroll Payment Printing

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

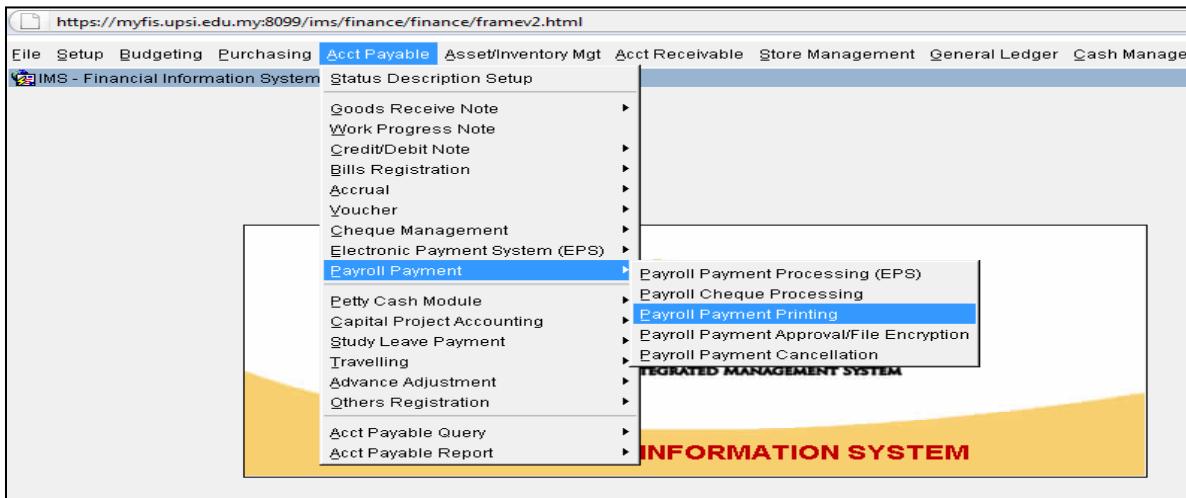


Figure1-5:Payroll Payment Printing

The screenshot shows the 'WPF186 - Payroll EPS Form Printing' screen. At the top, it displays 'User : ROHAYU.GHAZI' and 'Date : 20-05-2013 17:10'. Below this is a 'Payment Batch Information' section with fields for 'Batch No', 'Status', 'Created By', 'Created Date', 'Cancel By', 'Cancel Date', 'Mode of Payment', 'Total Payment Record', and 'Total Amount'. Below this is a 'Payment Detail Information' section containing a table with columns: Payment Doc No, Total Amt, Payee Type, Payto ID, Status, and Payto Name. The table has several rows of data. At the bottom of the screen are four buttons: 'Print Memo', 'Print Voucher', 'Collection List', and 'Print EPS Form'.

Figure1-WPF186-1:Payroll EPS Form Printing

8. Click button **Enter Query** . Insert batch no that have been copied earlier. Click **Execute Query** button.
9. Click **Print EPS Form**. Payroll batch will change from Entry to Print status. Print last 2 pages.

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS لیونسی تندیدین سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :48/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

10. Click **Collection List** button. Print last 2 pages. (Do the same process for non-citizen).

However, the next process for non-citizen payroll payment will be doing by Account, GST & Budget Unit for EPS transfer. Refer Arahan Kerja Pembayaran Melalui Electronic Payment System (EPS) (UPSI (ISO)/BEN/P06/AK03)

11. Next, approve the batch.

Acct Payable >> Payroll Payment >> Payroll Payment Approval/File Encryption

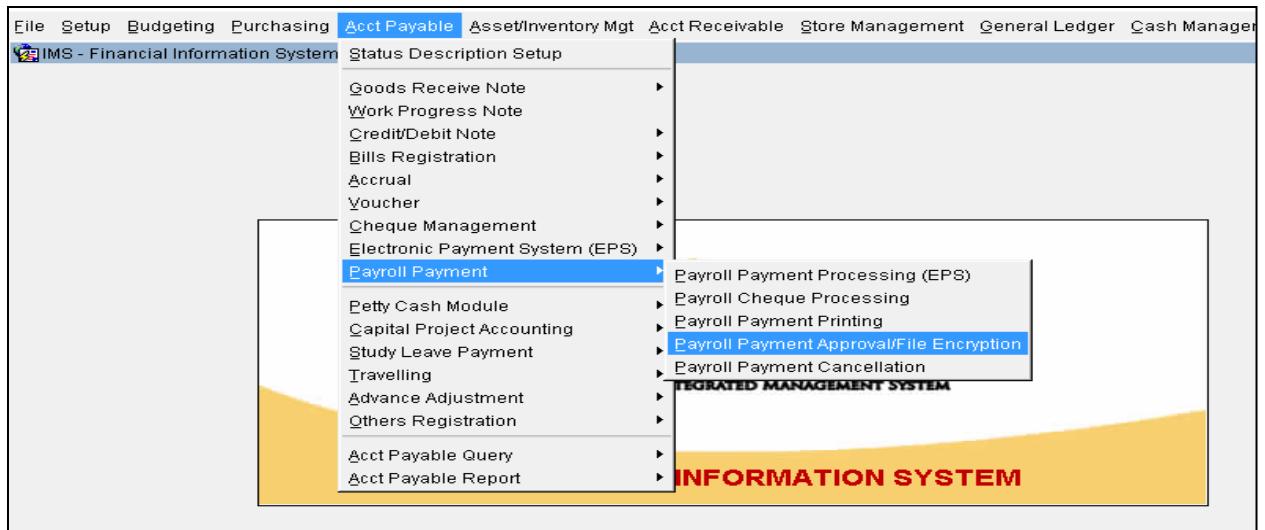


Figure1-6:Payroll Payment Approval/File Encryption

EPS Batch Info							
Bill	Batch No	Enter By	Enter Date	Transfer By	Transfer Date	Total Amt	Select?
1	SC00018539	K00023	20-05-2013			\$156,178.81	<input type="checkbox"/>
2	SC00018538	K00023	20-05-2013			\$5,982,302.74	<input type="checkbox"/>
3	SC00018537	K01921	20-05-2013			\$300.00	<input type="checkbox"/>
4	SC00018536	K00484	20-05-2013			\$31,502.12	<input type="checkbox"/>
5	SC00018535	K01921	20-05-2013			\$2,048.00	<input type="checkbox"/>
6	SC00018534	K01921	20-05-2013			\$681,838.78	<input type="checkbox"/>
7	SC00018533	K01921	20-05-2013			\$201,102.64	<input type="checkbox"/>
8	SC00018532	K01921	20-05-2013			\$101,558.83	<input type="checkbox"/>
9	SC00018531	K01921	20-05-2013			\$60,702.60	<input type="checkbox"/>
10	SC00018530	K01921	20-05-2013			\$132,142.79	<input type="checkbox"/>
11	SC00018529	K01921	20-05-2013			\$30,938.84	<input type="checkbox"/>
12	SC00018527	K01265	17-05-2013			\$2,629,660.90	<input type="checkbox"/>
13	SC00018526	K01265	17-05-2013			\$30,516.94	<input type="checkbox"/>
14	SC00018522	K01262	17-05-2013			\$1,233.00	<input type="checkbox"/>
15	SC00018518	K01262	17-05-2013			\$131,181.98	<input type="checkbox"/>

Figure1-WPF187-1:Payroll EPS Batch Query

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :49/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

12. Select Print status
13. Select batch that has been created earlier.
14. Click **Detail** button

WPF060 - Payment Approval/File Encryption

User : ROHAYU.GHAZI Date : 14-01-2015 17:16

Payment Batch Information							
Batch No	SC00023506	Total Amount	\$3,615,172.46	Total Payment Record	1948	Status	PRINT
Created by	K01761	Norwazirah binti Zainal Abidin			Created Date	14-01-2015	
Approve By					Approve Date		
Cancel By					Cancel Date		

Payment Detail Information							
Payment Doc No	Total Amt	Payee Type	Payto ID	Bank Name	ACC No	Payto Name	Select?
EP150101242	\$2,520.26	STAF	K00009	BIMB	08068020028865	Zainab binti Hussain	<input checked="" type="checkbox"/>
EP150101243	\$965.50	STAF	K00011	BIMB	08068020034596	Dahari bin Abdul Rahman	<input type="checkbox"/>
EP150101244	\$2,339.91	STAF	K00012	BIMB	08068020028724	Tengku Raudah binti Tengku Razman	<input type="checkbox"/>
EP150101245	\$1,728.92	STAF	K00013	BIMB	08068020028738	Suhaila binti Salim	<input type="checkbox"/>
EP150101246	\$1,576.28	STAF	K00015	BIMB	08068020036924	Nor Suhaila binti Mokhtar	<input type="checkbox"/>
EP150101247	\$2,096.21	STAF	K00018	BIMB	08068020025335	Abu Bakar bin Ismail	<input type="checkbox"/>
EP150101248	\$1,647.39	STAF	K00020	BIMB	08068020181622	Siti Zubaidah binti Salleh	<input type="checkbox"/>
EP150101249	\$1,271.38	STAF	K00021	BIMB	08068020030961	Norhayati binti Abdullah	<input type="checkbox"/>
EP150101250	\$1,463.48	STAF	K00023	BIMB	08068020031571	Hazizee Khazonna binti Harun	<input type="checkbox"/>
EP150101251	\$2,888.37	STAF	K00025	BIMB	08068020020125	Suhaila binti Sidek	<input type="checkbox"/>
EP150101252	\$938.67	STAF	K00027	BIMB	08068020167692	Mohd Azhar bin Kassim	<input type="checkbox"/>
EP150101253	\$1,778.80	STAF	K00028	BIMB	08068020031325	Ahmad Hassan bin Saleh	<input type="checkbox"/>
EP150101254	\$1,350.67	STAF	K00029	BIMB	08068020091859	Sazali bin Saaid	<input type="checkbox"/>
EP150101255	\$1,462.80	STAF	K00032	BIMB	08068020035716	Azhar bin Ahmad	<input type="checkbox"/>

Filename to Download:

Figure1-WPF060-1:Payment Approval/File Encryption

15. Click **Select All**.
16. Click **Approve**.
17. Batch status will change from Print to Approve.
18. Back to the following screen.

Acct Payable >> Payroll Payment >> Payroll Payment Approval/File Encryption

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية سلطان ابراهيم SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :50/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

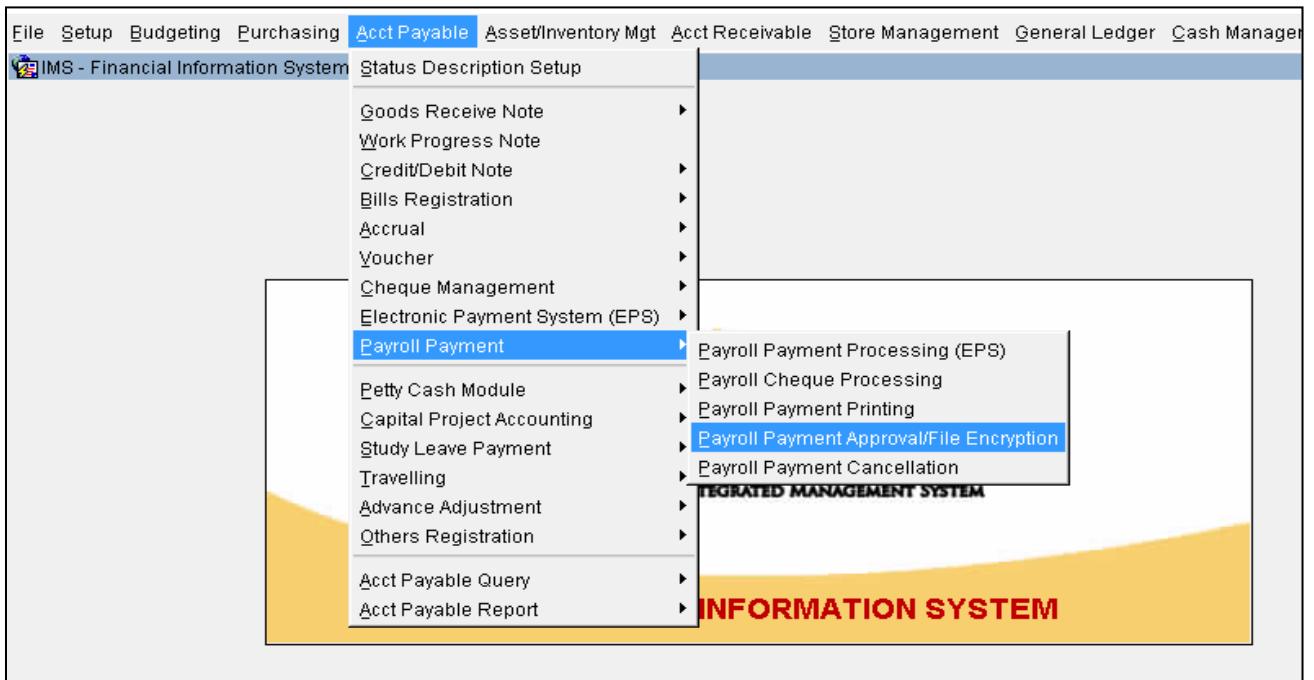


Figure1-7:Payroll Payment Approval/File Encryption

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :51/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

WPF187 - Payroll EPS Batch Query

User : ROHAYU.GHAZI Date : 20-05-2013

EPS Batch Status

Status PRINT

EPS Batch Info

Bil	Batch No	Enter By	Enter Date	Transfer By	Transfer Date	Total Amt	Select?
1	SC00018539	K00023	20-05-2013			\$156,178.81	<input type="checkbox"/>
2	SC00018538	K00023	20-05-2013			\$5,982,302.74	<input type="checkbox"/>
3	SC00018537	K01921	20-05-2013			\$300.00	<input type="checkbox"/>
4	SC00018536	K00484	20-05-2013			\$31,502.12	<input type="checkbox"/>
5	SC00018535	K01921	20-05-2013			\$2,048.00	<input type="checkbox"/>
6	SC00018534	K01921	20-05-2013			\$681,838.78	<input type="checkbox"/>
7	SC00018533	K01921	20-05-2013			\$201,102.64	<input type="checkbox"/>
8	SC00018532	K01921	20-05-2013			\$101,558.83	<input type="checkbox"/>
9	SC00018531	K01921	20-05-2013			\$60,702.60	<input type="checkbox"/>
10	SC00018530	K01921	20-05-2013			\$132,142.79	<input type="checkbox"/>
11	SC00018529	K01921	20-05-2013			\$30,938.84	<input type="checkbox"/>
12	SC00018527	K01265	17-05-2013			\$2,629,660.90	<input type="checkbox"/>
13	SC00018526	K01265	17-05-2013			\$30,516.94	<input type="checkbox"/>
14	SC00018522	K01262	17-05-2013			\$1,233.00	<input type="checkbox"/>
15	SC00018518	K01262	17-05-2013			\$131,181.98	<input type="checkbox"/>

Filename to Download: Salary Download 3rd Party Download Detail

Batch No Created:

Total Record: 6077

Figure1-WPF187-1:Payroll EPS Batch Query

19. Select Approve status.
20. Select payroll batch.
21. Click **Salary Download** button.
22. Pop-up **Bank Islam Default Encryption** will be displayed.
23. Click on binoculars symbol, select and open EPS file that has been downloaded in drive C:\imsupsi folder. The name of file is same as name that will be displayed on **Filename to Download** tab.
24. File name will be displayed next to binoculars symbol.
25. Click file encryption.
26. Click Generate .
27. Zip the file (right click >> send to >>compressed zipped folder)

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية للدراسات الإسلامية SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :52/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

PART 6: SALARY CREDITING

1. Log in to e-Banker

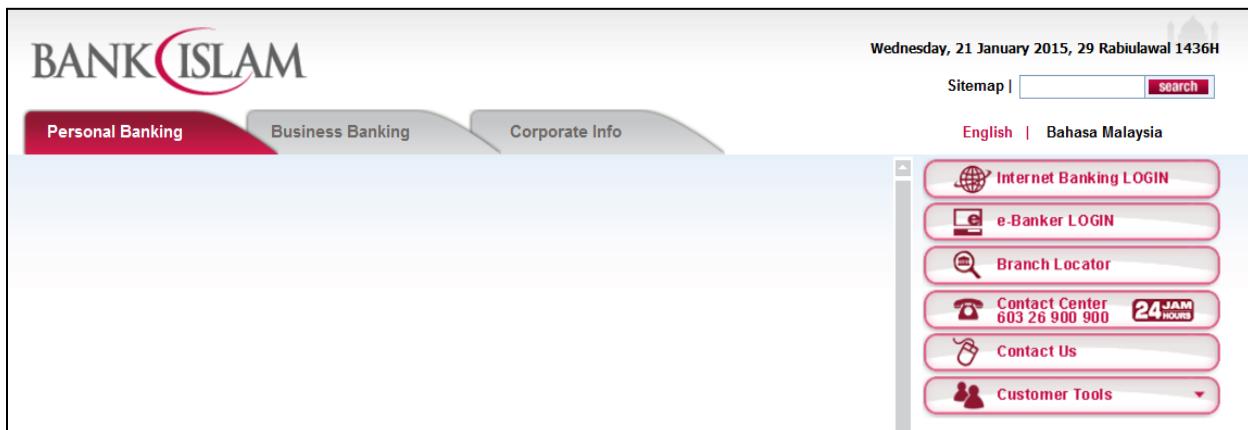


Figure1-8:E-Banker

The screenshot shows the e-Banker login page. It features the BANK ISLAM logo and the text "e-Banker BANKING FROM YOUR DESK". Below this, there are three input fields: "Login ID", "Password", and "Corporate ID". Above these fields, there are two radio buttons for "Password Login" and "Smart Card Login", with "Password Login" being selected. A note below the fields states: "To access eBANKER, you need to enter your Login ID, Password and Corporate ID." At the bottom of the form are two buttons: "Login" and "Cancel".

Figure1-9:E-Banker – Log In

- a. Fill in Login ID
- b. Insert Password
- c. Insert Corporate ID

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية للدراسات SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :53/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00



Figure1-10:E-Banker – Cash Manager

Figure1-11:E-Banker – Import

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية للعلوم جامعة سلطان ابراهيم SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :54/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

2. Import file

Click Cash Manager >> Payment >> Salary Crediting >> Import

a. Tick **With ID Validation** and **Overwrite Employee Profile**

b. Browse file. Ensure that file has been zipped. If it was not yet zipped, right click the folder, click Send To and click Compressed (Zipped) Folder.

c. Click **Import**

3. Make payment

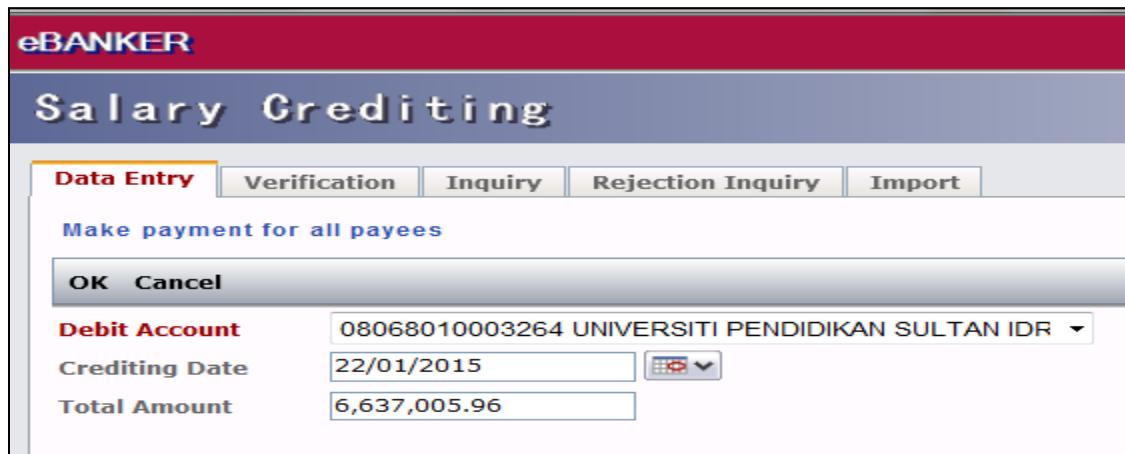
Click Cash Manager → Payment → Salary Crediting → Make Payment

a. Choose **Debit Account**

b. Insert **Crediting Date**

c. Check **Total Amount**

d. Click **OK**



Data Entry		Verification	Inquiry	Rejection Inquiry	Import
Make payment for all payees					
OK Cancel					
Debit Account	08068010003264 UNIVERSITI PENDIDIKAN SULTAN IDRIS				
Crediting Date	22/01/2015		<input type="button" value="Calendar"/>		
Total Amount	6,637,005.96				

Figure1-12:E-Banker – Data Entry

4. Verify payment

Click Cash Manager → Payment → Salary Crediting → Verification → Click on Batch Number → Select All → Verify

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	<p>MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)</p>	<p>Muka surat :55/71</p>
		<p>Tarikh : 8 JANUARI 2016</p>
	<p>UPSI(ISO)/BEN/P06/MP05</p>	<p>Pindaan : 00</p>

eBANKER UNIVERSITI PENDIDIKAN

Salary Crediting

Verification

Batch No.	000048	Crediting Date	22/01/2015	Created on	21/01/2015	by	SSARAH78																																																																							
From Account	08068010003264 UNIVERSITI PENDIDIKAN SULTAN			Verified on		by																																																																								
No. Of Rec.	1960			1st Appr. on		by																																																																								
Total Amount	6,683,144.85			2nd Appr. on		by																																																																								
Status	New			3rd Appr. on		by																																																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th><input checked="" type="checkbox"/></th> <th>New IC No.</th> <th>Old IC No.</th> <th>Police/Army ID/Passport No.</th> <th>Payee Account</th> <th>Payee Name</th> <th>Amount</th> <th>Description</th> <th>Bank Code</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>610421105803</td> <td></td> <td></td> <td>08068010024295</td> <td>Ab Aziz bin Mohd Yatim</td> <td>6,875.92</td> <td>EY150100374</td> <td></td> <td>New</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>750323038079</td> <td></td> <td></td> <td>08068020452179</td> <td>Ab Wahab bin Mohamad</td> <td>1,253.68</td> <td>EY150100835</td> <td></td> <td>New</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>740822025949</td> <td></td> <td></td> <td>08068020161756</td> <td>Abd Ghani bin Mansor</td> <td>4,623.98</td> <td>EY150100270</td> <td></td> <td>New</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>840822015779</td> <td></td> <td></td> <td>12029020343794</td> <td>Abd Hadi bin Borham</td> <td>4,326.57</td> <td>EY150101028</td> <td></td> <td>New</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>660125025507</td> <td></td> <td></td> <td>08068020221736</td> <td>Abd Kadir bin Arifin</td> <td>6,909.09</td> <td>EY150100458</td> <td></td> <td>New</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>670808015161</td> <td></td> <td></td> <td>12029010028313</td> <td>Abd Rahman bin Abd Ghani</td> <td>7,070.30</td> <td>EY150101082</td> <td></td> <td>New</td> </tr> </tbody> </table>									<input checked="" type="checkbox"/>	New IC No.	Old IC No.	Police/Army ID/Passport No.	Payee Account	Payee Name	Amount	Description	Bank Code	Status	<input checked="" type="checkbox"/>	610421105803			08068010024295	Ab Aziz bin Mohd Yatim	6,875.92	EY150100374		New	<input checked="" type="checkbox"/>	750323038079			08068020452179	Ab Wahab bin Mohamad	1,253.68	EY150100835		New	<input checked="" type="checkbox"/>	740822025949			08068020161756	Abd Ghani bin Mansor	4,623.98	EY150100270		New	<input checked="" type="checkbox"/>	840822015779			12029020343794	Abd Hadi bin Borham	4,326.57	EY150101028		New	<input checked="" type="checkbox"/>	660125025507			08068020221736	Abd Kadir bin Arifin	6,909.09	EY150100458		New	<input checked="" type="checkbox"/>	670808015161			12029010028313	Abd Rahman bin Abd Ghani	7,070.30	EY150101082		New
<input checked="" type="checkbox"/>	New IC No.	Old IC No.	Police/Army ID/Passport No.	Payee Account	Payee Name	Amount	Description	Bank Code	Status																																																																					
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<input checked="" type="checkbox"/>	660125025507			08068020221736	Abd Kadir bin Arifin	6,909.09	EY150100458		New																																																																					
<input checked="" type="checkbox"/>	670808015161			12029010028313	Abd Rahman bin Abd Ghani	7,070.30	EY150101082		New																																																																					

Figure1-13:E-Banker – Verification

eBANKER UNIVERSITI PENDIDIKAN SULTAN IDRIS Sign Out

Salary Crediting

Verification

Please select a batch and click View Batch button to approve the transactions within it.

Batch No.	Debit Account No.	Name	Crediting Date	No. Of Trx.	Total Amount	Status

1

Figure1-14:E-Banker – Approval

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :56/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

5. Approve payment

Click Cash Manager → Payment → Salary Crediting → Approval → Click on Batch Number → Select All → Approve

BONUS PAYMENT PROCESS

Generation of Bonus Voucher

Payroll >> Bonus

Figure1-AYF080-1: Bonus Upload Data

To generate bonus voucher,

1. Set bonus data to comma delimited (csv) format
2. Browse file to be uploaded.
3. Upload file.
4. Check staff numbers and amount that have been uploaded.
5. Fill in the following field:
 - a. Bill Description
 - b. Pay To

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :57/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

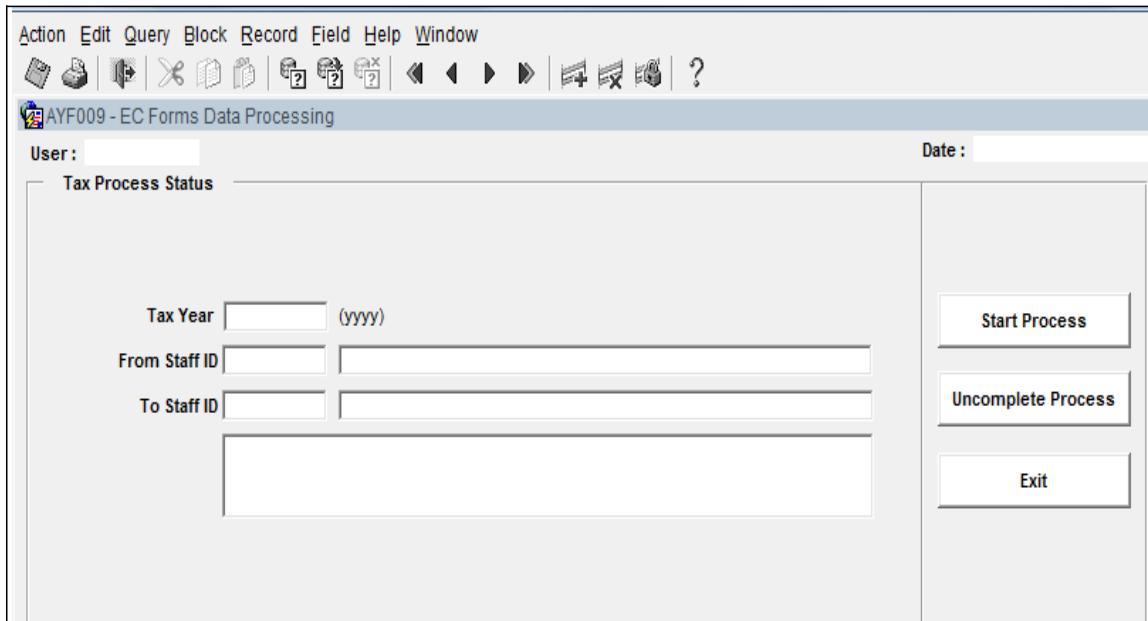
- c. Cost Centre (for bill creation purpose only)
 - d. Voucher Description
 - e. Account Code
6. Click **Generate Voucher**. Voucher number will be generated automatically.
7. Update the voucher at Account Payable >> Voucher >> Voucher Entry >> Multiple Voucher Entry screen.
8. Approve voucher at Account Payable >> Voucher >> Voucher Approval Screen

GENERATION OF EC FORMS

To generate EC Form,

1. Go to Generation of EC Forms Screen

Payroll >> Income Tax Forms >> Generation of EC Forms



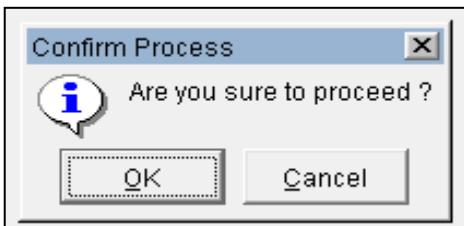
The screenshot shows the 'AYF009 - EC Forms Data Processing' application window. The menu bar includes Action, Edit, Query, Block, Record, Field, Help, and Window. The toolbar contains various icons for file operations. The main interface has fields for 'User' and 'Date'. A large text area labeled 'Tax Process Status' is present. Below it, there are fields for 'Tax Year' (with a dropdown for year), 'From Staff ID', and 'To Staff ID'. On the right side, there are three buttons: 'Start Process', 'Uncomplete Process', and 'Exit'.

Figure1-AYF009-1: EC Forms Data Processing

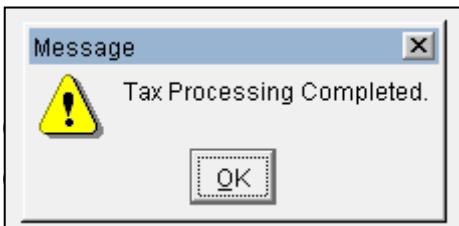
2. Fill in **Tax Year**.

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة الإسلامية جامعة سلطان ابراهيم SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :58/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

3. Leave **Staff ID** blank. (This parameter will be used if user wants to process EC Form of specific staff).
4. Click **Start Process** button
5. The following pop-up screen will be displayed.



6. Click **OK**. The following pop-up screen will be displayed.



To view income tax report,

1. Go to income tax report screen

Payroll >> Income Tax Forms >> Income Tax Reports

The screenshot shows the 'AYR004F-Income Tax Reports' window. At the top, there's a menu bar with File, Edit, Query, Block, Record, Field, Help, and Window. Below the menu is a toolbar with various icons. The main title is 'AYR004F-Income Tax Reports'. Underneath the title, there are three tabs: C Form, EC LPU, and EC Details. The 'C Form' tab is selected. On the left, there's a section titled 'EC Form Printing' with several input fields and dropdown menus. The fields include 'Year' (with placeholder 'Key in as format (yyyy)'), 'Department*', 'From Siri No*', 'To Siri No*', 'From Staff ID*', and 'To Staff ID*'. Each field has a small browse icon to its right. At the bottom of the form area are two buttons: 'Run Report' and 'Exit'.

Figure1-AYR004F-1: Income Tax Reports - EC Form

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :59/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

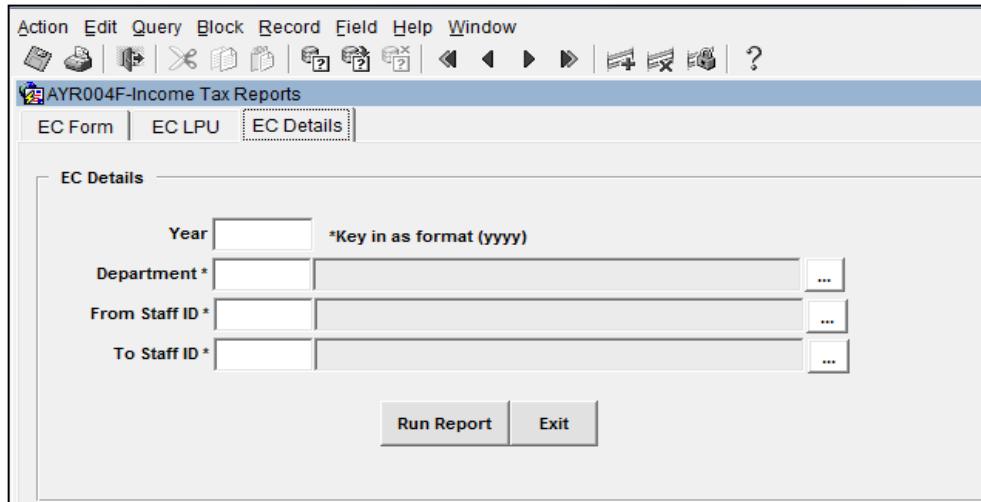


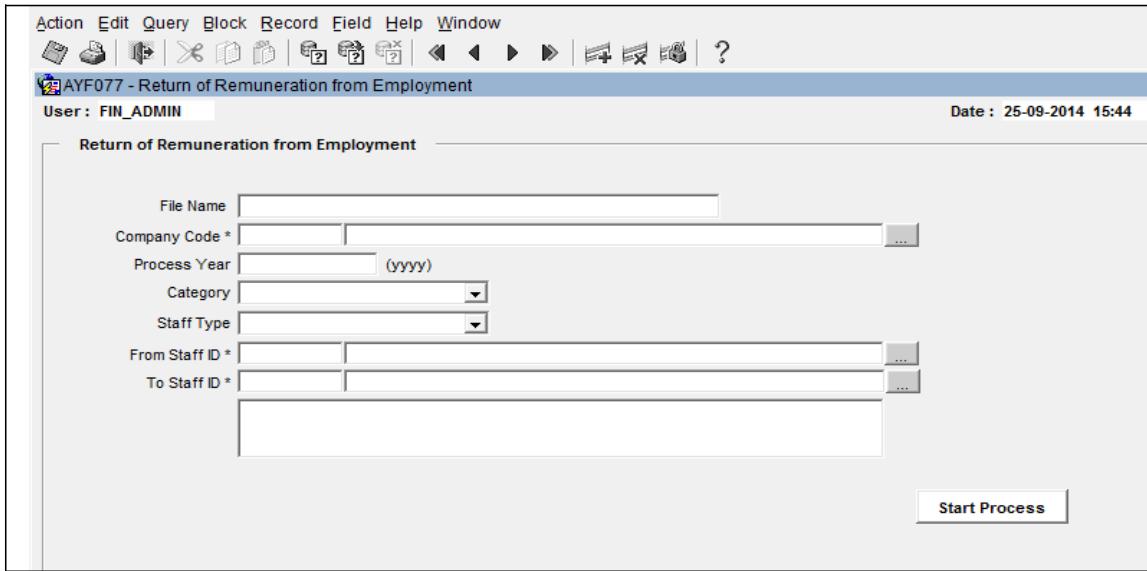
Figure1-AYR004F-2:Income Tax Reports - EC Details

2. Select required report.
3. Fill in all required information.
4. Click **Run Report** button

GENERATION OF RETURN OF REMUNERATION

1. Before generate Return of Remuneration, user should ensure there is imspsi folder in Drive C.
2. Next, go to **Return of Remuneration** screen
Payroll >> Income Tax Forms >> Return of Remuneration

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :60/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00



The screenshot shows a software application window titled "AYF077 - Return of Remuneration from Employment". The window has a toolbar at the top with various icons. Below the toolbar, the title bar displays "AYF077 - Return of Remuneration from Employment", the user "User : FIN_ADMIN", and the date "Date : 25-09-2014 15:44". The main area contains several input fields:

- File Name: An empty text input field.
- Company Code *: A dropdown menu or input field.
- Process Year: A dropdown menu or input field with "(yyyy)" placeholder.
- Category: A dropdown menu or input field.
- Staff Type: A dropdown menu or input field.
- From Staff ID *: A dropdown menu or input field.
- To Staff ID *: A dropdown menu or input field.

At the bottom right of the form area is a "Start Process" button.

Figure1-AYF077-1: Return of Remuneration from Employment

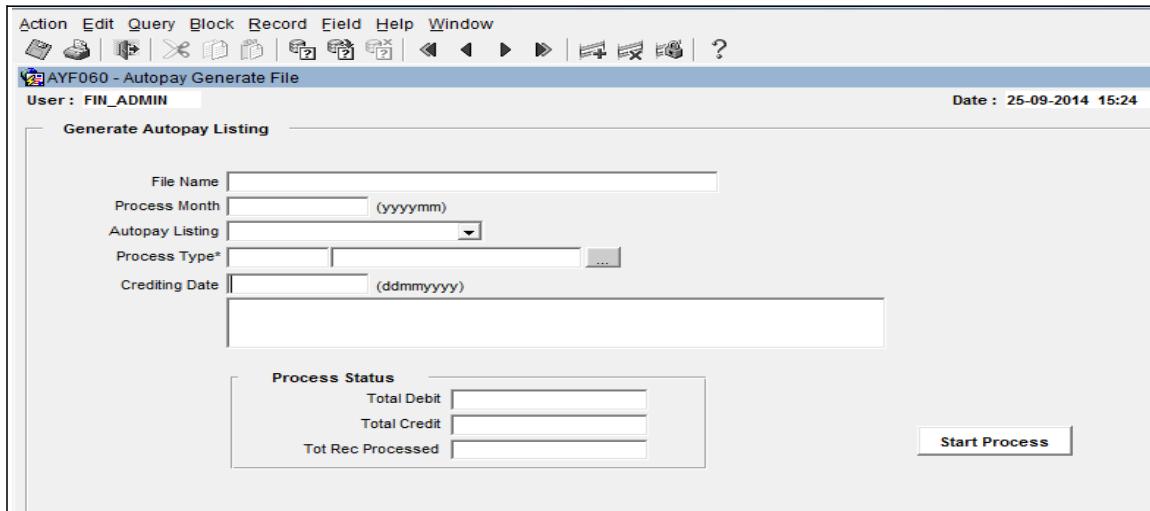
3. Fill in all required information as follows:-
 - a. Company Code - Upsi
 - b. Process Year - Eg: 2014
 - c. Category - Employer @ Employee (process one by one for each category)
 - d. Staff Type - Tetap
4. Click **Start Process** button. File Name will be generated automatically. The data of this report will be entered automatically into imsupsi folder that has been created earlier. User should process both employer and employee report and submit to LHDN together with Form E.

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :61/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

GENERATION OF AUTOPAY FILE

1. User should ensure there is imspsi folder available in Drive C in order to process autopay file.
2. Next, go to **Gerenate Autopay File** screen

Payroll >> Generate Autopay File



The screenshot shows the 'AYF060 - Autopay Generate File' application window. At the top, there's a menu bar with Action, Edit, Query, Block, Record, Field, Help, and Window. Below the menu is a toolbar with various icons. The main area is titled 'Generate Autopay Listing'. It contains several input fields: 'File Name' (empty), 'Process Month' (empty, with placeholder '(yyyymm)'), 'Autopay Listing' (dropdown menu showing options like 'All', 'C', 'D', 'E', 'F', 'G', 'H', 'I', 'J', 'K', 'L', 'M', 'N', 'O', 'P', 'Q', 'R', 'S', 'T', 'U', 'V', 'W', 'X', 'Y', 'Z'), 'Process Type*' (empty), and 'Crediting Date' (empty, with placeholder '(ddmmmyyyy)'). Below these fields is a large empty text area. At the bottom left is a 'Process Status' section with three input fields: 'Total Debit' (empty), 'Total Credit' (empty), and 'Tot Rec Processed' (empty). On the far right, there is a 'Start Process' button.

Figure1-AYF060-1: Autopay Generate File

3. Fill in all required information as follows:
 - a. File Name: Create by user
 - b. Process Month
 - c. Select required Autopay Listing
 - d. Process Type
 - e. Crediting Date
4. Click **Start Process** button. The file will be placed automatically into imspsi folder.

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :62/71 Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

BOARD OF DIRECTORS (BOD) ALLOWANCE

PART 1: ALLOWANCE PROCESS

To process BOD's allowance,

1. Go to **Monthly Allowance Process** screen

Payroll > Monthly Allowance Process

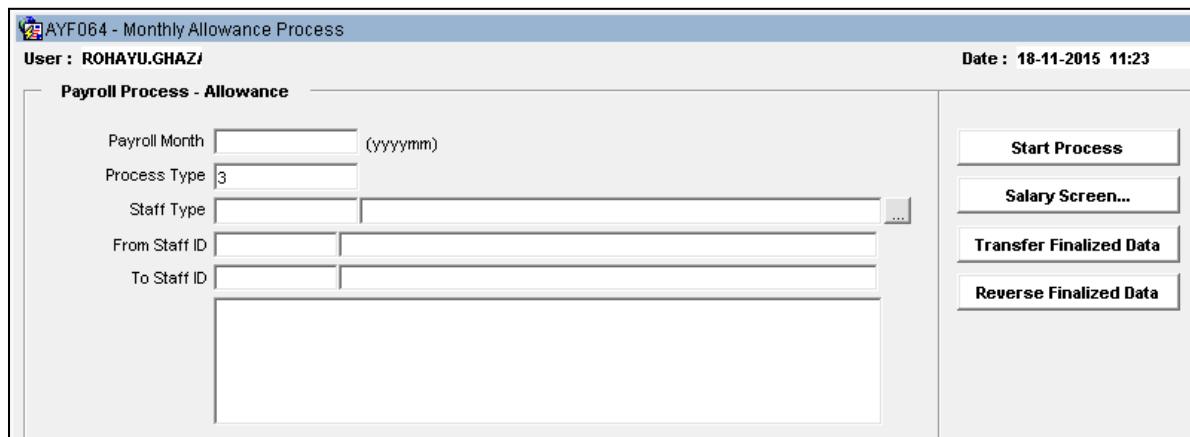


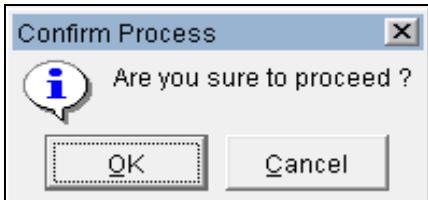
Figure1-AYF064-1: Monthly Allowance Process

2. Fill in all required information as follows:

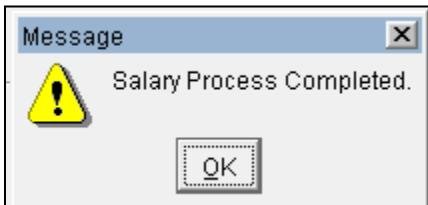
Parameter	Example	Description
Payroll Month	201511	
Staff Type	LPU	
From Staff ID		Fill in this parameter if user wants to process/transfer/reverse allowance data of specific board of director only.
To Staff ID		

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		<p>Tarikh : 8 JANUARI 2016</p>
	<p>UPSI(ISO)/BEN/P06/MP05</p>	<p>Pindaan : 00</p>

3. Click **Start Process** button. The following pop-up screen will be displayed



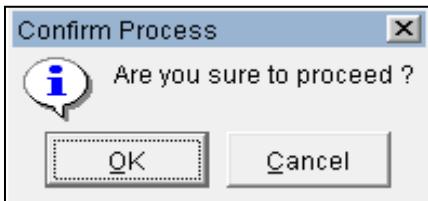
4. Click **OK**. The following pop-up screen will be displayed



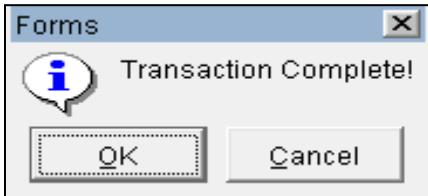
5. Click **OK**

6. Click **Salary Screen** button to view BOD's allowance that has been processed.

Otherwise, click **Transfer Finalized Data** button. The following pop-up screen will be displayed.



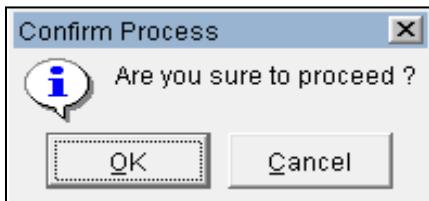
7. Click **OK**. The following pop-up screen will be displayed.



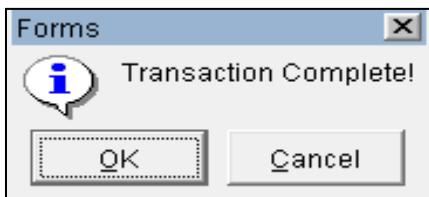
8. Click **OK**

9. To reverse allowance data that have been processed, click **Reverse Finalized Data** button. The following pop-up screen will be displayed.

 UNIVERSITI PENDIDIKAN SULTAN IDRIS <small>جامعة سلطان ابراهيم</small> <small>SULTAN IDRIS EDUCATION UNIVERSITY</small>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT) UPSI(ISO)/BEN/P06/MP05	Muka surat :64/71 Tarikh : 8 JANUARI 2016
		Pindaan : 00



10. Click **OK**. The following pop-up screen will be displayed



11. Click **OK**

PART 2: BOD'S ALLOWANCE POSTING

1. Go to Monthly Payroll Process screen

Payroll >> Monthly Payroll Posting

The screenshot shows the "AYF058 - Payroll Posting" application window. At the top, it displays the user "ROHAYU.GHAZI". The main area is titled "Payroll Posting" and contains the following fields:

- Payroll Month: 2015-11 (yyyy-mm)
- Date: 16-11-2015 (dd-mm-yyyy)
- Staff Type: (dropdown menu)
- Vch Type: BR (dropdown menu)
- Voucher No: (text input field)
- Invoice No: (text input field)

At the bottom of the form are two buttons: "Voucher Creation" and "Delete Test".

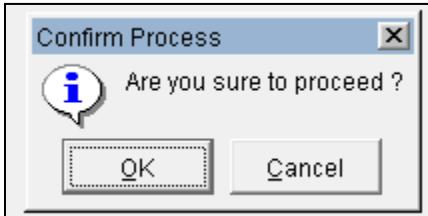
Figure1-AYF058-1: Payroll Posting

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :65/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

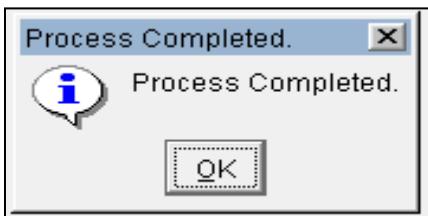
- Fill in all required information as follows:

Parameter	Example	Description
Staff Type	Lembaga Pengarah Universiti	
Vch Type	TEST	Select voucher type

- Click **Voucher Creation** button. The following pop-up screen will be displayed.



- Click **OK**. Another pop-up screen will be displayed.



- Click **OK**. **Voucher No.** and **Bill No.** will be generated automatically
- Copy voucher number. Go to voucher entry screen as follows:
Account Payable >> Voucher >> Voucher Entry >> Multiple Voucher Entry

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية للدراسات العلية</p> <p>SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :66/71
	UPSI(ISO)/BEN/P06/MP05	Tarikh : 8 JANUARI 2016
		Pindaan : 00

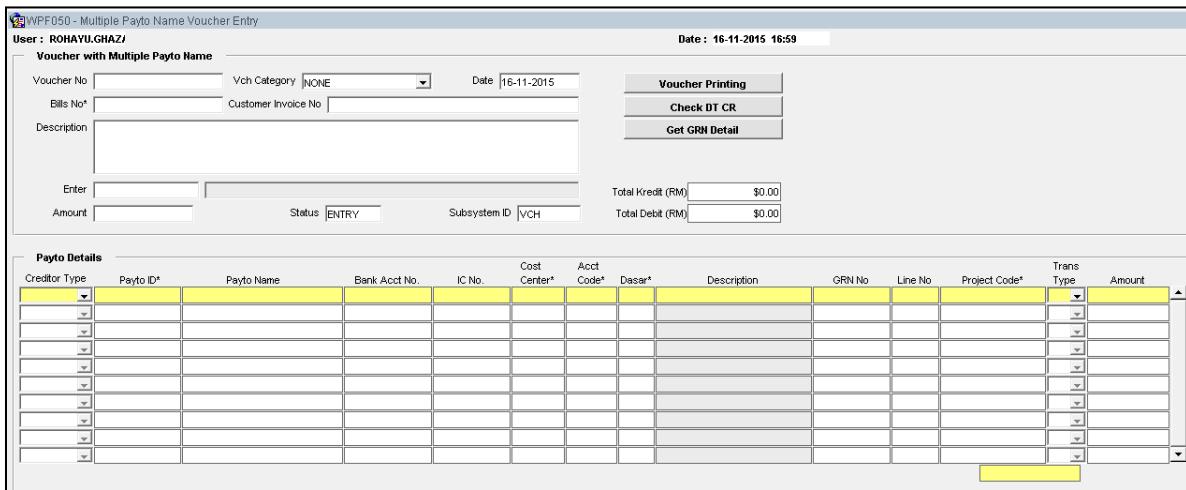


Figure1-WPF050-1: Multiple Payto Name Voucher Entry

7. Click button **Enter Query**  . Paste the test voucher number. Click **Execute Query** 
8. Test voucher will display all allowances data that have been processed. Check the data.
9. Print out Monthly Salary Listing. Go to **Payroll Report** screen.
Payroll >> Payroll Reports >> Payroll Report Listing

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		<p>Tarikh : 8 JANUARI 2016</p>
	<p>UPSI(ISO)/BEN/P06/MP05</p>	<p>Pindaan : 00</p>

AYR001F-Report Listing for Payroll

Please select which report to display :

Month (yyyymm)	<input type="text"/>	Staff Type	<input type="text"/>
Cost Centre From *	<input type="text"/> ...	Cost Centre To *	<input type="text"/> ...
Department *	<input type="text"/> ...		
Income Code *	<input type="text"/> ...		

SALARY/PAYROLL

1. Monthly Salary Listing (All)
 2. Monthly Salary Listing (By Cost Ctr)
 3. Summary Salary Listing (All)
 4. Summary Salary Listing (By Cost Ctr)
 5. Variance Report

KWSP/EPF

1. Caruman KWSP - Old
 2. Caruman KWSP - New

KWAP

1. Penyata Caruman Bulanan Listing
 2. KWAP - Format 2C :

Tambah :	<input type="radio"/> B (a)	Tolak :	<input type="radio"/> C (a)
	<input type="radio"/> B (b)		<input type="radio"/> C (b)
	<input type="radio"/> B (c)		<input type="radio"/> C (c)
			<input type="radio"/> C (d)

3. Senarai Induk Kakitangan Yang Mencarum
 4. Listing By Cost Centre
 5. Total By Cost Centre
 6. Borang CN 3 - Bayaran Caruman Bulanan

OTHERS

1. Income Tax Listing
 2. Takaful Malaysia Listing
 3. Penyata Potongan Cukai
 4. Zakat Listing
 5. Perkeso (borang 8A)
 6. Computer Loan Listing
 7. Cover Borang 8A
 8. Cover Kwsp

Run Report

6. Borang CN 3 (Excel)

Check No.

Figure1-AYR001F-1:Report Listing for Payroll – Bank Listing

10. Fill in all required information as follows:-

Parameter	Example	Description
Month	201511	Required allowance month
Staff Type	LPU	Staff Type

11. Select **Monthly Salary Listing (All)**
12. Clik **Run Report** button
13. The report will be displayed. Print the report.
14. Delete test voucher. Go to **Monthly Payroll Process** screen

Payroll >> Monthly Payroll Posting

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

AYF058 - Payroll Posting

User : ROHAYU.GHAZI

Payroll Posting

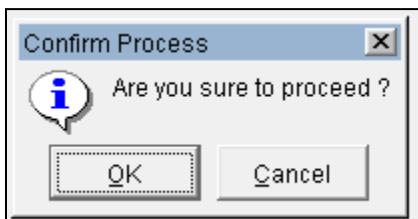
Payroll Month	2015-11	(yyyy-mm)
Date	16-11-2015	(dd-mm-yyyy)
Staff Type	<input type="button" value="▼"/>	
Vch Type	BR	<input type="button" value="▼"/>
Voucher No	<input type="text"/>	
Invoice No	<input type="text"/>	
<input type="button" value="Voucher Creation"/> <input type="button" value="Delete Test"/>		

Figure1-AYF058-1:Payroll Posting

15. Fill in all required information as follows:

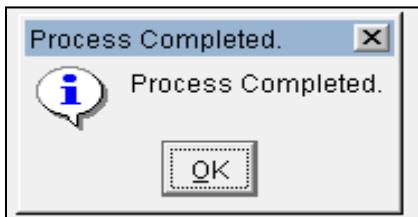
Parameter	Example	Description
Staff Type	Lembaga Pengarah Universiti	Select staff type
Vch Type	TEST	Select voucher type

16. Click **Delete Test** button. The following pop-up screen will be displayed.



17. Click **OK**.

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية للدراسات SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)	Muka surat :69/71
		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00



18. Click **OK**. Next, create the real voucher. Select Staff Type and Select BR from Voucher Type, Click **Voucher Creation** button. Voucher No. and Bill No. will be generated automatically. Copy voucher number.
19. Go to voucher entry screen as follows:

Account Payable >> Voucher >>Voucher Entry >> Multiple Voucher Entry

The screenshot shows the 'WPF050 - Multiple Payto Name Voucher Entry' window. At the top, it displays 'User : ROHAYULGHAZI' and 'Date : 16-11-2015 16:59'. Below this, there are fields for 'Voucher No' (set to 'NONE'), 'Date' (set to '16-11-2015'), 'Description' (empty), and 'Amount' (\$0.00). To the right, there are buttons for 'Voucher Printing', 'Check DT CR', and 'Get GRN Detail'. A large grid titled 'Payto Details' is at the bottom, containing columns for Creditor Type, Payto ID*, Payto Name, Bank Acct No., IC No., Cost Center*, Acct Code*, Daras*, Description, GRN No, Line No, Project Code*, Trans Type, and Amount. The grid has 12 rows.

Figure1-WPF050-1:Multiple Payto Name Voucher Entry

20. Click button **Enter Query**  . Paste voucher number that has been copied earlier.

Click **Execute Query**  button

21. Payroll voucher will display allowance data that have been processed. Check the data.
22. Update voucher description.
23. Click **Check DT CR** button

24. Click  button.

25. Next, approve the voucher. Go to voucher approval screen as follows:

Account Payable >> Voucher >> Voucher Approval

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	Tarikh : 8 JANUARI 2016	
	UPSI(ISO)/BEN/P06/MP05	Pindaan : 00

Figure1-WPF004-1:Voucher Approval

26. Select BOD's allowance voucher.
 27. Click **Edit Detail** button to view voucher detail. Otherwise, click **Approve** button. The following pop-up screen will be displayed.

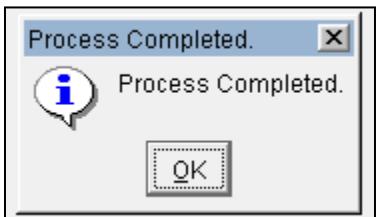


28. Click **OK**. The following pop-up screen will be displayed.



29. Click **OK**.

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية سلطان ابراهيم SULTAN IDRIS EDUCATION UNIVERSITY</p>	<p>MANUAL PENGGUNA PENGURUSAN GAJI (PAYROLL MANAGEMENT)</p>	<p>Muka surat :71/71</p>
		<p>Tarikh : 8 JANUARI 2016</p>
	<p>UPSI(ISO)/BEN/P06/MP05</p>	<p>Pindaan : 00</p>



30. Click **OK**