

Maintain employee

Whenever a new staff/worker/person/crew enter the company, Maintain Employee is the place where user needs to key in the details

Step 1: Navigate yourself to the Maintain Employee panel

The image shows two ways to reach the 'Maintain Employee' panel. On the left, a screenshot of the 'Human Resource' menu is shown with a red arrow pointing to the 'Maintain Employee...' option. A red box contains the text 'Step 1.1: Click Human Resources' with an arrow pointing to the 'Human Resource' menu, and another red box contains 'Step 1.2: Click maintain employee' with an arrow pointing to the 'Maintain Employee...' option. In the center, the word 'OR' is displayed. On the right, a screenshot of the 'Maintain Employee' panel is shown with a red arrow pointing to the 'Maintain Employee' button. A red box contains the text 'OR click here straight'.

Step 1.1: Click Human Resources

Step 1.2: Click maintain employee

OR

OR click here straight

Step 2: Click new to create new employee

The image shows a screenshot of the 'Employee' table. The table has columns for 'Code', 'Name', and 'Active'. The 'New' button is highlighted with a red box and a red arrow. A red box contains the text 'Click new to create new employee'.

Code	Name	Active
00001	ALT	<input checked="" type="checkbox"/>
00002	CHONG	<input checked="" type="checkbox"/>
00003	LEENA	<input checked="" type="checkbox"/>

Click new to create new employee

Step 3: Key in the employee's personal details

The screenshot shows a software window titled "Employee" with a tabbed interface. The "Personal" tab is selected and highlighted with a red arrow. The form contains the following fields and values:

- 3.(a) Code: 00001
- 3.(b) Job Title: DIRECTOR
- 3.(c) Active
- 3.(d) Name: ALI
- 3.(e) Gender: Male
- 3.(f) D.O.B: 25/03/1987
- 3.(g) Address: 5, JALAN BESI 123/79D, KELANTAN, 11600 JELUTONG, PULAU PINANG
- 3.(h) Phone: 03-1234 1234
- 3.(i) Mobile: 0123456789
- 3.(j) Email: ali@gmail.com
- 3.(k) New IC: 870325-07-1111
- 3.(l) Old IC: (empty)
- 3.(m) Change Password button
- 3.(n) Passport: (empty)
- 3.(o) Immigration No: (empty)

Symbol	Description
3.(a)	A unique code for the employee, it also act as a username for the employee to login.
3.(b)	The name of the position the employee will hold. (eg: chairman, secretary, auditor)
3.(c)	To be untick when an employee resigns. (if resign date is not set in payroll info.)
3.(d)	The name of the employee.
3.(e)	The gender/sex of the employee.
3.(f)	The date of birth of the employee (recommended to set so that can capture the age)
3.(g)	The housing address of the employee.
3.(h)	The house number of the employee.
3.(i)	The handphone number of the employee.
3.(j)	The email of the employee.
3.(k)	The Identification Card number of the employee.
3.(l)	The OLD Identification Card number of the employee. (only some very senior people will have)
3.(m)	The password for the employee to login his account. (need to set/change once in order to work)
3.(n)	The passport number of the employee (usually only recorded for foreign worker)
3.(o)	The immigration number of the employee

Step 4: Key in the employee's grouping details

Employee

Code: 00001 Job Title: DIRECTOR Active

Name: ALI

Personal **Grouping** Family Payroll Info. Allowance Deduction Note History Child Attachments

4.(a) Branch: KL Project: ----

HR Group: ---- Job: ENGINEER

Department: IT Task: ----

Category: SENIOR 4.(b) Calendar: ----

Country: MY

Race: MALAY 4.(c) Leave Group: SPECIAL

Symbol	Description
4.(a)	Key in the branch/department/category of the employee in the company. (if the company doesn't have so much grouping, just remain everything as default "----")
4.(b)	Select the type of calendar for the employee.
4.(c)	Select the leave group for the employee. (please visit Maintain Leave guide for more info)

Step 4.1: Create new Branch/HR Group/Department/Category/Country/Race

Branch: KL Project: ----

Step 4.1.1: Click the drop down arrow

Code	Description
----	Default Branch
JB	Johor Bahru
KL	Kuala Lumpur
PP	Pulau Pinang
SEL	Selangor

Step 4.1.2: Click the new button

New Branch

Step 4.1.3:

Code: Key in code...

Description: Key in description...

Active

Set as Default

Reset

Save & New

Save

Close

Step 4.1.4: Click save

Fetch All A-- A=a New

Step 5: Key in the employee's family details

The screenshot shows a web-based form titled "Employee". At the top, there are fields for "Code: 00001", "Job Title: DIRECTOR", and a checked "Active" checkbox. Below this is a "Name: ALI" field. A red arrow points to the "Family" tab in the navigation menu, which is also highlighted with a red box. The "Family" tab is active, displaying several input fields: "Spouse Name: SITI", "Spouse Address:" (with three empty lines), "Spouse Phone: 03-1111 1111", "Spouse Mobile: 0129876543", "Tax Branch:", "Tax No: 123123123", and "Spouse IC No: 880325-10-9998". On the right side of the form, there is a vertical toolbar with buttons for "New", "Edit", "Delete", "Save", "Cancel", "More", "Preview", "Refresh", and "Browse".

Step 6: Key in the employee's payroll information

The screenshot shows the 'Employee' form with the following details:

- Code: 00001, Job Title: DIRECTOR, Active:
- Name: ALI
- Payroll Info. tab is selected.
- 6.(a) Wages Type: SENIOR
- 6.(b) Wages: 5,000.00
- 6.(c) Contribution: ----
- 6.(d) Frequency: HALF
- 6.(e) Payment Method: CHEQUE
- 6.(f) Bank: CIMB Bank Berhad
- 6.(g) Bank Account No: 0123456789
- 6.(h) Self Disabled: Resident:
- 6.(i) EPF No: 12345678
- 6.(j) NK: 5
- 6.(k) Initial: [Empty]
- 6.(i) SOCSO No: 870325-07-1111
- 6.(ii) SOCSO Type: 1 First Category
- 6.(iii) Tax Branch: [Empty]
- 6.(iv) Tax No: 99999999
- 6.(v) Marital Status: Married
- 6.(vi) Spouse Working: Spouse Disabled:
- 6.(vii) Tax Category: C3.KA1
- 6.(viii) Override Tax Category:
- 6.(ix) EA Serial No: 0123456789
- 6.(x) Join Date: 13/06/2015
- 6.(xi) Confirm Date: 01/07/2015
- 6.(xii) Resign Date: [Empty]

Symbol	Description															
6.(a)	Type of income/wages. (Please visit Maintain Wages guide for more details)															
6.(b)	Monthly basic income/wages amount.															
6.(c)	Type of contribution. (Please view Maintain Contribution guide for more details)															
6.(d)	Frequency of salary issuance. (Please view Payroll Frequency Setting guide for more details)															
6.(e)	Type of payment method. (eg: cash, cheque, bank transfer)															
6.(f)	Employee's Bank															
6.(g)	Employee's Bank Account number															
6.(h)	Employee detail (these 2 will affect the taxable amount, tax relief, tax rebate sort of stuff)															
6.(i)	Employees Provident Fund (EPF) number															
6.(j)	A number that will appear in KWSP borang A form (usually old members only have)															
	<table border="1"> <thead> <tr> <th>B</th> <th>No.</th> <th>N</th> <th>NO. KAD</th> <th>NAMA PEKERJA / AHLI</th> </tr> <tr> <th>L</th> <th>AHLI</th> <th>K</th> <th>PENGENALAN</th> <th>(Seperti yang terdapat di dalam Kad Pengenalan)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12345678</td> <td>5</td> <td>870325071111</td> <td>ALI</td> </tr> </tbody> </table> <p><small>Jumlah yang dibawa dari maklumat terdahulu(ke ada)</small></p>	B	No.	N	NO. KAD	NAMA PEKERJA / AHLI	L	AHLI	K	PENGENALAN	(Seperti yang terdapat di dalam Kad Pengenalan)	1	12345678	5	870325071111	ALI
B	No.	N	NO. KAD	NAMA PEKERJA / AHLI												
L	AHLI	K	PENGENALAN	(Seperti yang terdapat di dalam Kad Pengenalan)												
1	12345678	5	870325071111	ALI												
6.(k)	Just something for a remark purpose															

Symbol	Description				
6.(i)	Employee's SOCSO number.				
6.(ii)	Employee's SOCSO Type (most people is First Category) -Second Category is usually for above 55 years old employee. However, if employee D.O.B is set, user do not need to manually change this, system will auto capture)				
6.(iii)	Employee's Tax Branch.				
6.(iv)	Employee's Tax Number.				
6.(v)	Employee's relationship status. (will affect tax category)				
6.(vi)	Employee's wife detail. (these 2 will affect the taxable amount, tax relief, tax rebate sort of stuff)				
6.(vii)	Employee's Tax Category. (system will auto generate according to the details keyed in)				
6.(viii)	When untick, can manually change tax category. (not recommended) (yellow means is user manually set)				
	<table border="1"> <tr> <td>Tax Category:</td> <td>C3.K</td> </tr> <tr> <td>Override Tax Category:</td> <td><input checked="" type="checkbox"/></td> </tr> </table>	Tax Category:	C3.K	Override Tax Category:	<input checked="" type="checkbox"/>
Tax Category:	C3.K				
Override Tax Category:	<input checked="" type="checkbox"/>				
6.(ix)	Employee's EA number				
6.(x)	The date when the employee join the company. (usually key this if there is a probation/training period before one join the company)				
6.(xi)	The date when the employee officially join the company.				
6.(xii)	The date when the employee resigns/leaves officially.				

Step 7: Key in the employee's monthly fix allowances/deductions

Employee

Code: 00001 Job Title: DIRECTOR Active

Name: ALI

Personal Grouping Family Payroll Info **Allowance** Deduction Note History Child Attachments

Allowance	DESCRIPTION	RATE	EPF	SOCSCO	PCB	PA	OT	EA	HRDF	Tax Code
HOUSE	HOUSE	1,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
PETROL	PETROL	200.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Petrol (Duties)
PHONE	PHONE	100.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Phone

Click here to add

Employee

Code: 00001 Job Title: DIRECTOR Active

Name: ALI

Personal Grouping Family Payroll Info Allowance **Deduction** Note History Child Attachments

Deduction	DESCRIPTION	RATE	EPF	SOCSCO	PCB	PA	OT	EA	HRDF	Zakat
PARKING	MONTHLY PARKING FEE	50.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NEWSPAPER	MONTHLY NEWSPAPER SUBSCRIPTION	30.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Click here to add

Step 7.1: How to create a new allowance/deduction

Step 7.1.1: Click the drop down arrow

Allowance	DESCRIPTION	RATE	EPF	SOC...	PCB
HOUSE	HOUSE	1,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Code	Description
---	Default Allowance
HOUSE	HOUSE
PETROL	PETROL
PHONE	PHONE

Step 7.1.2: Click the new button

Fetch All A-- A=a **New**

Step 7.1.3: Key in the information below and save.

New Allowance

Code: Active

Description:

Rate: -

Tax Exempted Code:

Contribution

EPF OT → Over Time
 SOCSCO EA → When ticked, will appear in EA form
 PCB HRDF → Human Resources Development Fund
 PCB (A) → PCB (additional) - tick this instead for ad-hoc income

Step 8: Add notes/remark and photo for the employee

Employee

Code: 00001 Job Title: DIRECTOR Active

Name: ALI

Personal Grouping Family Payroll Info. Allowance Deduction **Note** History Child Attachments

Note: Just a place to write additional information/remarks

Photo: To add photo, right click here and click Load...

Photo: Context menu options: Cut, Copy, Paste, Delete, Load..., Assign From Camera..., Save As...

Step 9: History report of the employee

Employee

Code: 00001 Job Title: DIRECTOR Active

Name: ALI

Personal Grouping Family Payroll Info. Allowance Deduction Note **History** Child Attachments

Post Date	Type	Description
13/06/2015	----	Entitled to PARKING with rate 50.00
13/06/2015	----	Entitled to NEWSPAPER with rate 30.00
13/06/2015	----	Entitled to HOUSE with rate 1,000.00
13/06/2015	----	Entitled to PETROL with rate 200.00
13/06/2015	----	Entitled to PHONE with rate 100.00
13/06/2015	----	Revise Wages from - to 5,000.00
13/06/2015	----	Revise WagesType from ---- to SENIOR
13/06/2015	----	Revise MaritalStatus from S to M

Any changes made to the employee will/can be recorded here

Step 10: Add the employee's children information (will affect tax category)

Employee

Code: 00001 Job Title: DIRECTOR Active

Name: ALI

Personal Grouping Family Payroll Info. Allowance Deduction Note History **Child** Attachments

Name	D.O.B	Tax Code	Eligible Rate	Number of Children
Child 1	11/06/2009	TC.1000	100%	1

Set the tax code accordingly, this will affect the tax category in payroll info.

If 100%, this individual will claim 100% of the whole deduction.

Eligible Rate 50%
Where two or more individuals (husband and wife not living together) are each entitled to claim a deduction for payment made in respect of the same child, each of those individual is entitled to claim 50% of the whole deduction. Subsection 48(4).

Step 11: Add any attachment related to the employee

(eg: resume, curriculum vitae, contract agreement, receipt claims etc)

Employee

Code: 00001 Job Title: DIRECTOR Active

Name: ALI

Personal Grouping Family Payroll Info. Allowance Deduction Note History Child **Attachments**

Name	Type	Size	Date Modified
001.jpg	JPEG image	578.84 KB	02/03/2015 06:32 PM
SMEcorp.jpg	JPEG image	769.65 KB	28/02/2015 12:14 PM

Click here to add