

SQL Payroll Year 2018



SQL Payroll KWSP (EPF) Year 2018



EPF Rate effective JAN 2018



Contribution

Code: ---- Active

Description: Default Contribution This is default record

General | More

Employee EPF Rate	A	11%
Employer EPF Rate	A	12%

Pensionable Public Sector Employees

Working Day Per Month: 26

Working Hour Per Day: 8

Overtime Calculation base on Maintain Employee Setting

SOCSSO Table: [Dropdown]

STD Calculator: Computerized Calculation

Auto claim SOCSSO for calculate PCB

A = Auto EPF Rate

For employees who receive monthly wages of RM5,000 and below, the portion of employer contribution is 13% with effect from January 2012 wages.

Buttons: New, Edit, Delete, Save, Cancel, More, Preview, Refresh, Browse

Set Employee & Employer EPF Rate to **A** = (Auto) , SQL System will auto set the EPF Rate based on KWSP rate.

Age below 60 year old	11%
Age above 60 year old	5.5%

For employee aged 60 year old and above, once SQL system detect the date of birth is more than 60 year old, in Final Payroll process SQL will auto calculate EPF Rate as 5.5 for employee.



SQL Payroll Monthly PCB Rate (2018)



Tax Resident and Budget 2018 Change

Chargeable Income (RM)	Rate %	Tax (RM)	Proposed Tax Rate	Tax (RM)	Tax Savings (RM)
0 - 5,000	0	0		0	-
5,001 – 20,000	1	0*	1	0*	-
20,001 – 35,000	5	500*	3	200*	300
35,001 – 50,000	10	2,400	8	1,800	600
50,001 – 70,000	16	5,600	14	4,600	1,000
70,001 – 100,000	21	11,900	21	10,900	1,000
100,000 – 250,000	24	47,900	24	56,900	1,000

* After tax rebate of RM 400 to chargeable income up to RM 35,000

Employment Insurance System E.I.S (2018)



Employment Insurance System (EIS)

Scope of EIS Wages

Salary

Allowance

Commission

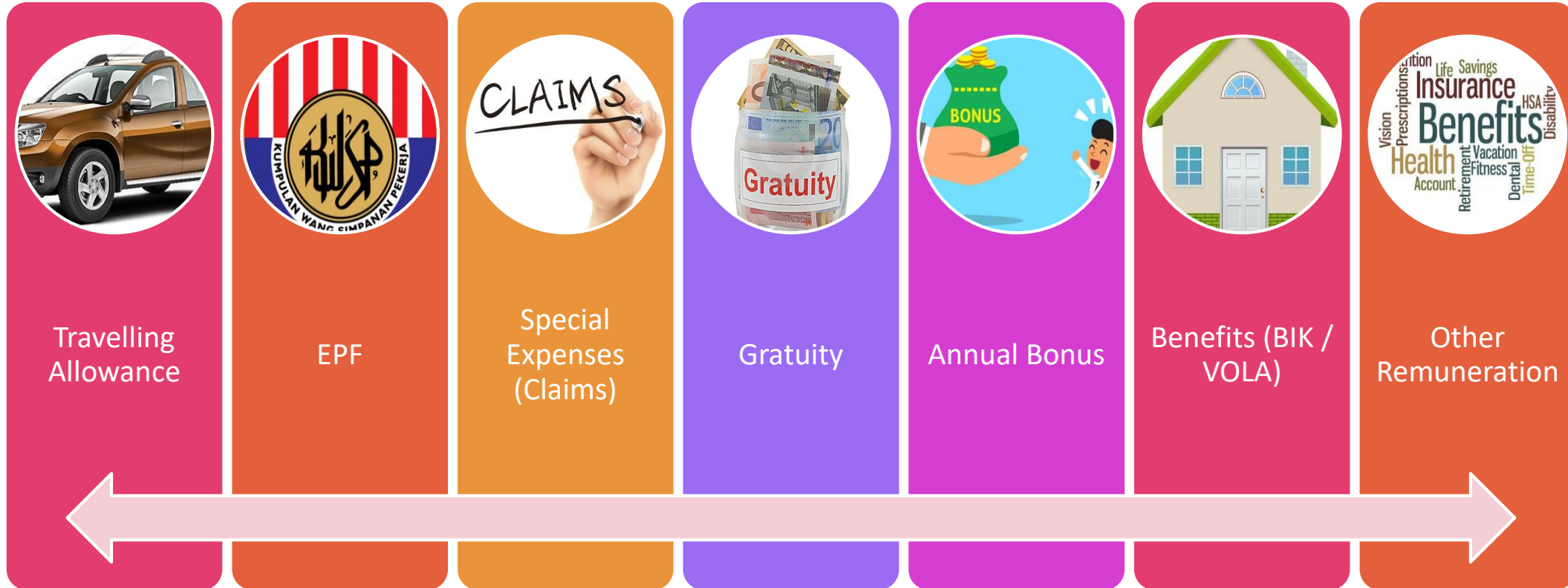
Overtime

Holidays

Extra Work
on Holiday

Pay Leave

Exemption on EIS



Exclusion from EIS



Age 18 and below



Age 60 and above



**New Employee
age 57 and above**



Public Sector



**Self Employed /
Sole Proprietors**



Domestic Workers



Foreign Workers



**Employer with no
Employee**

SQL Payroll employees contributed to E.I.S

The screenshot shows the 'Employee' form in the SQL Payroll system. The 'Payroll Info.' tab is selected and highlighted with a purple box. The 'EIS Type' dropdown is set to 'Yes' and is also highlighted with a purple box. Below the dropdown, a green text note reads: 'Age 18 below or 60 and above exclude from EIS contribution.' Other fields include Code: 001, Name: LEE CHONG WAI, Wages: 3,000.00, and Join Date: 02/01/2013.

Field	Value
Code	001
Name	LEE CHONG WAI
Active	<input checked="" type="checkbox"/>
Wages Type	----
Wages	3,000.00
Contribution	----
Frequency	----
Payment Method	----
Bank	----
Bank Account No	
Self Disabled	<input type="checkbox"/>
Resident	<input checked="" type="checkbox"/>
EPF No	
NK	
Initial	
SOCOSO No	
SOCOSO Type	1 First Category
EIS Type	Yes
Join Date	02/01/2013
Confirm Date	01/04/2013
Resign Date	
Tax Branch	
Tax No	
Marital Status	Single
Spouse Working	<input type="checkbox"/>
Spouse Disabled	<input type="checkbox"/>
Tax Category	C1
Override Tax Category	<input type="checkbox"/>
EA Serial No	

Note : System will auto defined as NO contribute EIS when system detected that employee aged below 18 or above 60 base on their DOB setting, in Final Payroll process even in the EIS Type had set as YES.

SQL Payroll employees does not need to contribute to E.I.S

Employee

Code: 002 Job Title: Active

Name: KOO KIAN KEAT

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

Wages Type: ---- Wages: 2,000.00 Contribution: ---- Frequency: ---- Payment Method: ---- Bank: Bank Account No: Self Disabled Resident EPF No: NK: Initial:

SOCSCO No: SOCSCO Type: 1 First Category Join Date: 01/08/2013 Confirm Date: 01/11/2013 Resign Date: EIS Type: No EIS Category: Foreign workers Tax Branch: Foreign workers Public sector Domestic servant Age 57 to 59 (never contribute to EIS before) Marital Status: Employer with no employee Self employed / sole proprietors Spouse working Spouse Disabled Tax Category: C1 Override Tax Category EA Serial No:

New Edit Delete Save Cancel More Preview Refresh Browse

SQL Payroll setting on allowance, overtime & etc contribute to EIS

Allowance

Code: H01 Active

Description: Handphone

Rate: -

Tax Exempted Code:

Contribution

<input checked="" type="checkbox"/> EPF	<input checked="" type="checkbox"/> EIS
<input checked="" type="checkbox"/> SOCSO	<input type="checkbox"/> OT
<input checked="" type="checkbox"/> PCB	<input checked="" type="checkbox"/> EA
<input type="checkbox"/> PCB (A)	<input checked="" type="checkbox"/> HRDF

Overtime

Code: HW15 Active

Description: Working Day

Rate: 1.50

Unit Type: Hourly

Pay Rate Script:

Leave Blank As Default Calculation

Contribution

<input type="checkbox"/> EPF	<input checked="" type="checkbox"/> EIS
<input checked="" type="checkbox"/> SOCSO	<input checked="" type="checkbox"/> EA
<input checked="" type="checkbox"/> PCB	<input type="checkbox"/> HRDF
<input type="checkbox"/> PCB (A)	

- Payroll | Maintenance | **Maintain Allowance**
- Assign E.I.S for monthly fixed allowance
EXCEPT travelling allowance

- Payroll | Maintenance | **Maintain Overtime**
- Default E.I.S is ticked, no need manual setting

Month End Process : E.I.S is auto calculated

Month End (01.2018) [Period: 01 / 2018]

Code	Name
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN

Welcome x 001 x

Wages: 3,000.00 Loan: - LEE CHONG WAI

Allowance: 530.00 Deduction: - Month End (01.2018)

Overtime: - EPF: 1,166.00 Employer EPF: 1,378.00

Commission: - SCSO: 17.75 Employer SCSO: 62.15

Claims: - EIS: 7.10 Employer EIS: 7.10

Paid Leave: -

Director Fees: - CP38: - Computerized Calculation

Bonus: 7,000.00 Unpaid Leave: - PCB: Print PCB - C1

Advance Paid: - Advance Deduct: - Gross Zakat: -

Gross Pay: 10,530.00 Gross Deduct: 1,190.85 Gross Net Pay: 9,339.15 (Adjust)

Net Pay: **9,339.15**

4

Process Missing Employee

Note : EIS amount is follow EIS table, NOT direct x 0.2%

Employment Insurance System E.I.S Notification Form



Employment Insurance System ASSIST Portal (online submission)



Go to **SIP Assist Portal** address at :
<https://sip.perkeso.gov.my/eisc/rcc>
Login with ID and password.

Secure | <https://sip.perkeso.gov.my/eisc/rcc>

PERKESO

PERKESO EMPLOYER
LOGIN

LoginID

Password

LOG IN

SQL
Account Payroll

SQL Payroll Company Profile

Employee Contributions

Employer Name :
ABCDE SDN BHD

Employer Code :
A3100001237X

General EPF TAX **SOCSCO** HRDF Zakat Officer Dealer

SOCSCO Branch

SOCSCO Employer No. (New) **A3100001237X**

Employer's New No. (12 characters in length), effective from July 2014 contribution.

SOCSCO Employer No.

SOCSCO Address

SOCSCO Phone

SOCSCO Fax

Important:

- **Employer SOCSCO number** must entered correctly in SQL Payroll (menu: **File | Company Profile ... SOCSCO tab**).

SQL Payroll Lampiran 1

NAME	Employee EIS	Employer EIS	Total EIS
LEE AH KAO	7.70	7.70	15.40
LEE KAH ENG	7.90	7.90	15.80
KOO KIAN KEAT	7.90	7.90	15.80
WONG CHUN HAN	7.90	7.90	15.80
YAP KIM HOCK	7.90	7.90	15.80
	39.30	39.30	78.60

Submission of EIS Lampiran 1 via Magnetic Media

EIS Lampiran 1

Save To C:\eStream

Save Cancel

- Go to **Payroll | Government Report | Print EIS Lampiran 1**
- Select the **Year** and **Month**. Click **Apply**.
- Click on **Submission of EIS Lampiran 1 via Magnetic Media** (make sure you are installed with latest **version 135**)
- Click on **Save** button to save the **EIS Text file** to a directory easy to recall the file.

Guide to upload Text File via EIS (SIP) Assist Portal

1.

Contribution Medium

Please Select

Text File Data Entry

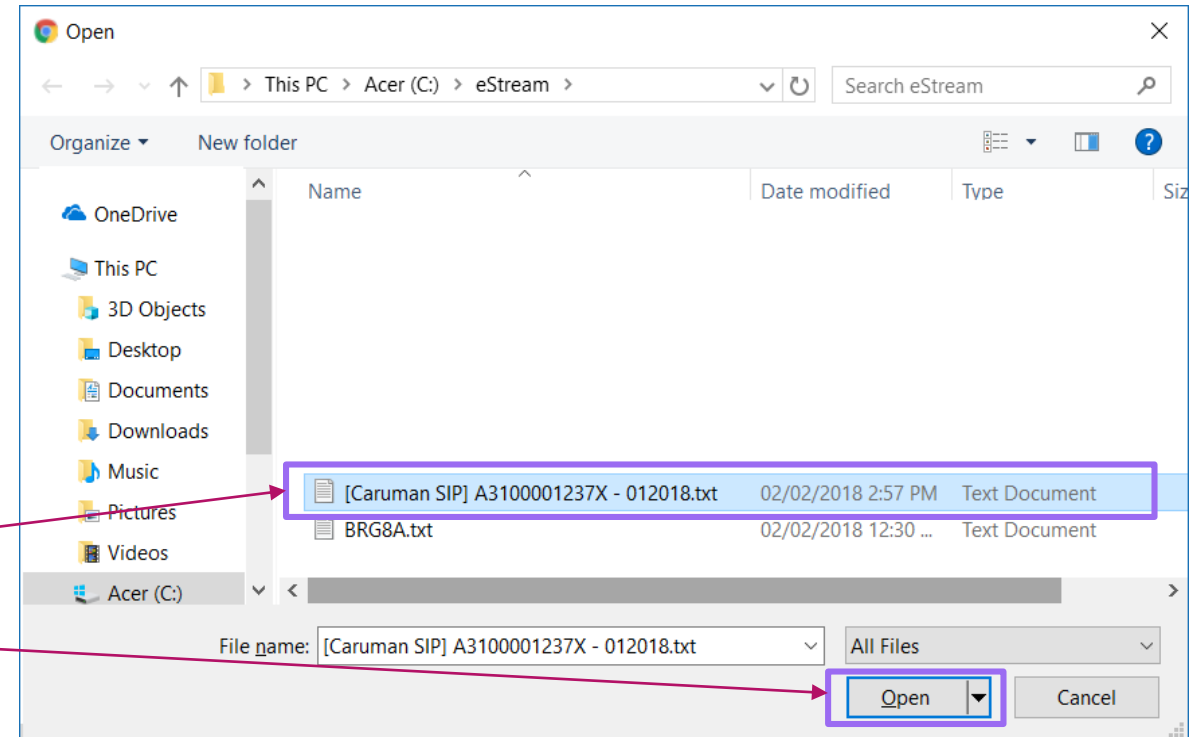
2.

Text File

Upload Text File

[Caruman SIP] A3100001237X - 012018.txt

3.



1. Click on **Choose File**.
2. Select the text file that generated and save from SQL Payroll (eg. [Caruman SIP] A3100001237X - 012018.txt). Click **Open**.
3. After the text file selected, click **UPLOAD** button.

SQL Payroll & ASSIST Portal submission

Text File

Upload Text File

Choose File [Caruman SIP] A3100001237X - 012018.txt

UPLOAD

Show 10 entries

No.	Contribution Month	Identification No.	Employee Name	Amount (RM)
1	01/2018	880201105112	LEE AH KAO	15.40
2	01/2018	901010115000	LEE KAH ENG	15.80
3	01/2018	930101101001	KOO KIAN KEAT	15.80
4	01/2018	850621083003	WONG CHUN HAN	15.80
5	01/2018	810628063333	YAP KIM HOCK	15.80

Showing 1 to 5

Previous 1 Next

- The EIS (SIP) contribution amount for all employees are uploaded successfully.
- Lastly, click Submit.

Print EIS Lampiran 1

Year 2018 Month 1

Apply

EIS Lampiran 1 - Jan 2018

NAME	NEWIC	Employee EIS	Employer EIS	Total EIS
LEE AH KAO	880201105112	7.70	7.70	15.40
LEE KAH ENG	901010115000	7.90	7.90	15.80
KOO KIAN KEAT	930101101001	7.90	7.90	15.80
WONG CHUN HAN	850621083003	7.90	7.90	15.80
YAP KIM HOCK	810628063333	7.90	7.90	15.80
		39.30	39.30	78.60

Submission of EIS Lampiran 1 via Magnetic Media

Total Contribution Months(s) 1

Total Amount (RM) 78.60

SUBMIT

Employment Insurance System (Excel Lampiran 1)

*This is the first method **before** online submission ready via Assist Portal



EIS CONTRIBUTION PAYMENT PROCEDURE

1. To make the EIS contribution payment, go Payroll | Government Report | Print EIS Lampiran 1.
2. All the information will be generated automatically.
3. Email Lampiran 1 to carumanSIP@perkeso.gov.my follow by the email subject/title format as below:

[Caruman SIP]: {Employer SOCSO No} - {Month / Year Contribution}
Example : [Caruman SIP]: A38000012061 - 02/2018

EIS CONTRIBUTION PAYMENT PROCEDURE

4. Prepare cheque, money order or postal money with the amount as in Lampiran 1. Please ensure the cheque, money order or postal money details are complete as per below:
 - a. Dated within the validity period;
 - b. Payment must be made to **PERTUBUHAN KESELAMATAN SOSIAL** or **PERKESO**;
 - c. The amount of payment should be same to the amount in the word;
 - d. Has been signed;
 - e. No amendments to cheque, money order or postal money;
 - f. **Name, Employer SOCSO Number, month and year of the contribution** along with **telephone number** shall be recorded on the back of check, money order or postal order; and
 - g. The amount of the cheque, money order or postal money shall be the sum of the amount payable.

EIS CONTRIBUTION PAYMENT PROCEDURE

5. Please go to the nearest PERKESO office and bring together:
 - A. Cheque, money order or postal money; and
 - B. Print the proof of the email sent in **Step 3**.
6. The PERKESO office will issue the EIS Contributions Receipt Slip (Slip Akuan Terimaan Bayaran Caruman SIP) to you (employer).
7. Payment via Electronic Fund Transfer (EFT), internet banking or FPX is temporarily unavailable.

EIS Lampiran 1 – Direct Email from SQL Payroll

1. Update the HR officer profile at **File | Company Profile...**
2. Click on **Officer** tab.
3. Enter the **Officer Name, Phone, and email.**

General	EPF	TAX	SOCSSO	HRDF	Zakat	Officer	Dealer
Officer Name	Raymond						
Officer IC	<input type="text"/>						
Officer Job Title	<input type="text"/>						
Officer Phone	03-7788 9900						
Officer Email	abc@gmail.com						

- Next, click on **EIS shortcut icon** from command navigator.
- Select the **Year** and **Month**. Click **Apply**.

The screenshot displays the SQL Payroll Enterprise Edition software interface. The main window title is "SQL Payroll Enterprise Edition - Testing Company [2018]". The menu bar includes "File", "Edit", "View", "Human Resource", "Payroll", "Leave", "Inquiry", "Tools", "Window", and "Help". The toolbar contains various icons for file operations and printing.

A dialog box titled "Print EIS Lampiran 1" is open, showing a table of EIS data for January 2018. The dialog box has a red border and contains the following table:

NAME	Employee EIS	Employer EIS	Total EIS
▶ LEE AH KAO	7.70	7.70	15.40
LEE KAH ENG	7.90	7.90	15.80
WONG CHUN HAN	7.90	7.90	15.80
YAP KIM HOCK	7.90	7.90	15.80
	31.40	31.40	62.80

Below the table, the text "Submission of EIS Lampiran 1 via Magnetic Media" is displayed. The dialog box also features a "Year" dropdown set to "2018", a "Month" dropdown set to "1", and an "Apply" button.

The main interface shows several shortcut icons for printing documents: "Payslip", "EPF", "Payroll Summary", "SOCSO", "EIS", and "PCB". The "EIS" icon is highlighted with a red border. A red arrow points from the "EIS" icon to the "Print EIS Lampiran 1" dialog box.

The status bar at the bottom of the window displays: "Version 1.2018.151.135 | Working Date: 30/01/2018 | Logon: ADMIN CAP NUM | WI-V3.0.1.32609 Firebird 3.0".

8. Click **EXPORT** and select report name: **EIS.Lampiran1**. Press **OK**.
9. Tick **Excel** only. Press **OK** to email.



10. **EIS Lampiran 1 (Excel)** auto attached to the email.
11. **Email subject** (auto fill-in).
(follow the format *[Caruman SIP]: {Employer SOCSO No} – {Month / Year Contribution}*)
12. Click **Send** to carumanSIP@perkeso.gov.my (auto fill-in)

Send

To... carumanSIP@perkeso.gov.my;

Cc... abc@gmail.com; [Officer Email]

Bcc...

Subject [Caruman SIP]:A3100005389W - 01/2018

EIS.Lampiran1.xls (15.7 KB)

Dear Sir/Madam,
Please check the attachment for [Caruman SIP]:A3100005389W - 01/2018

Best Regards,
Raymond [Officer Name]
Testing Company
Phone : 03-7788 9900 [Officer Tel]

Company Profile

General	EPF	TAX	SOCSO	HRDF	Zakat	Officer	Dealer	
Officer Name	Raymond							
Officer IC								
Officer Job Title								
Officer Phone	03-7788 9900							
Officer Email	abc@gmail.com							

Employment Insurance System E.I.S Listing



EIS Listing

This report help you to monitor your monthly EIS easily.

27/01/2018 12:53:31
ADMIN

EIS Contribution Listing As At January 2018

Testing Company ()

Page 1 of 1

Code	Employee Name	Employee	Employer	Total
001	LEE CHONG WAI	3.10	3.10	6.20
002	KOO KIAN KEAT	4.30	4.30	8.60
003	NICOLE	6.10	6.10	12.20
004	WONG CHUN HAN	7.90	7.90	15.80
005	YAP KIM HOCK	7.90	7.90	15.80
		29.30	29.30	58.60

[SQL Payroll step : Payroll](#) | [Government Report](#) | [Print EIS Lampiran 1](#) | [Click Preview](#)