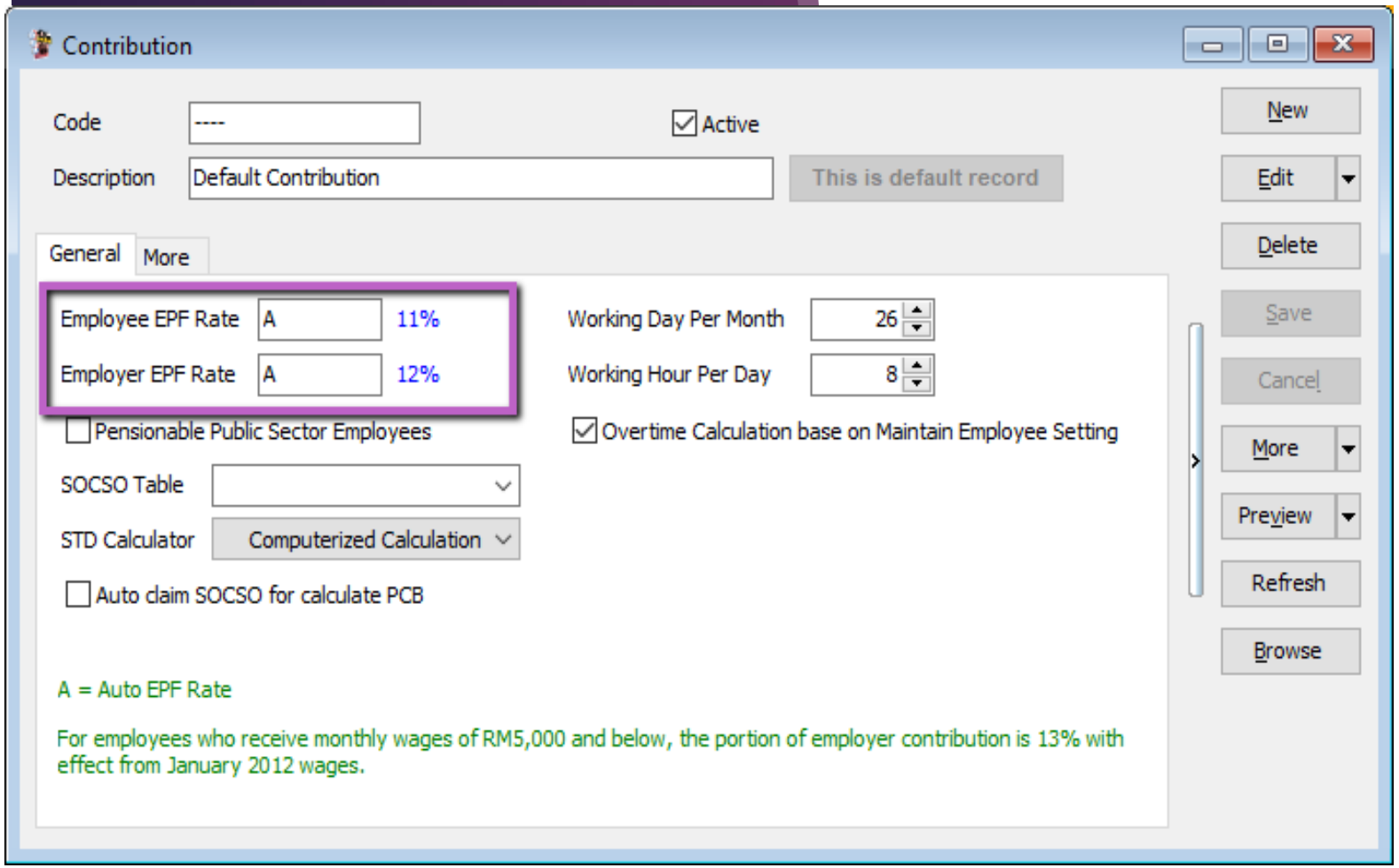
SQL Payroll Year 2018

SQL Payroll KWSP (EPF) Year 2018

EPF Rate effective JAN 2018

KWSP EPF



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 Account Payroll

Step : Payroll | Maintenance | Maintain Contribution

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

SQL Account Payroll

Employment Insurance System E.I.S (2018)

Employment Insurance System (EIS)

Scope of EIS Wages

SQL Account Payroll

Exemption on EIS

Travelling Allowance

EPF

Special Expenses (Claims)

Gratuity

Annual Bonus

Benefits (BIK / VOLA)

Other Remuneration

SQL Account Payroll

Exclusion from EIS

Age 18 and below

Age 60 and above

New Employee age 57 and above

Public Sector

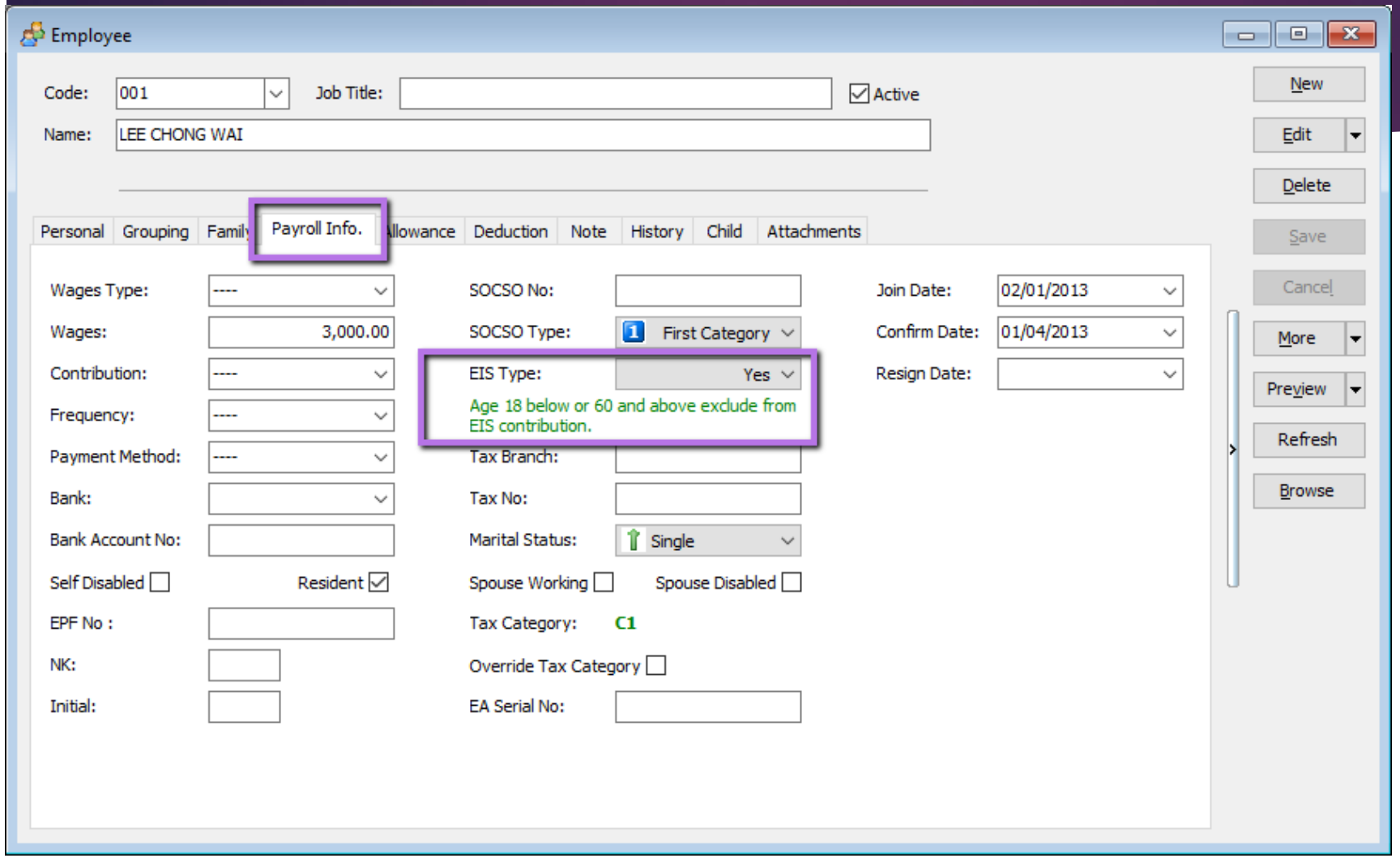
Self Employed / Sole Proprietors

Domestic Workers

Foreign Workers

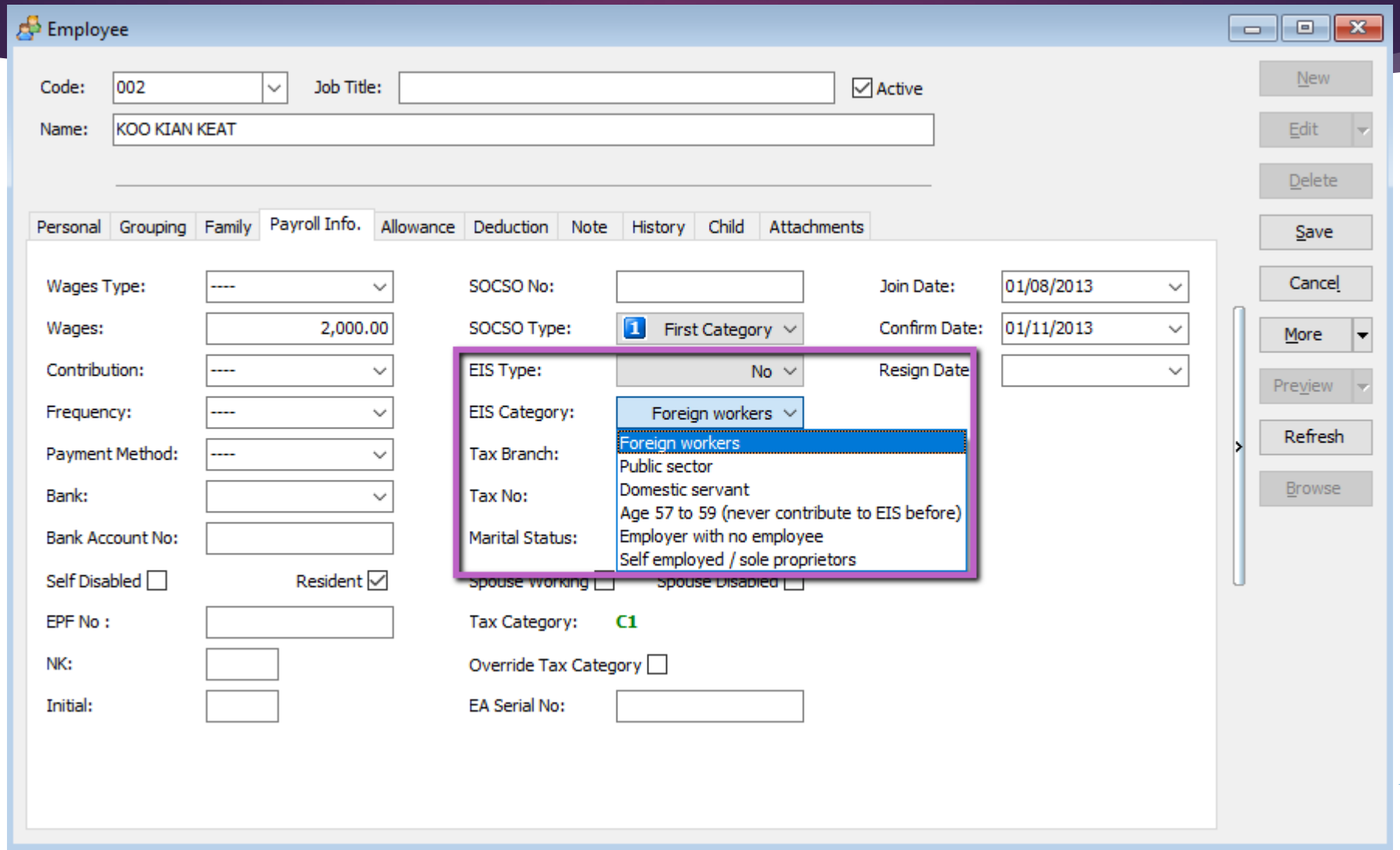
Employer with no Employee

SQL Payroll employees contributed to E.I.S

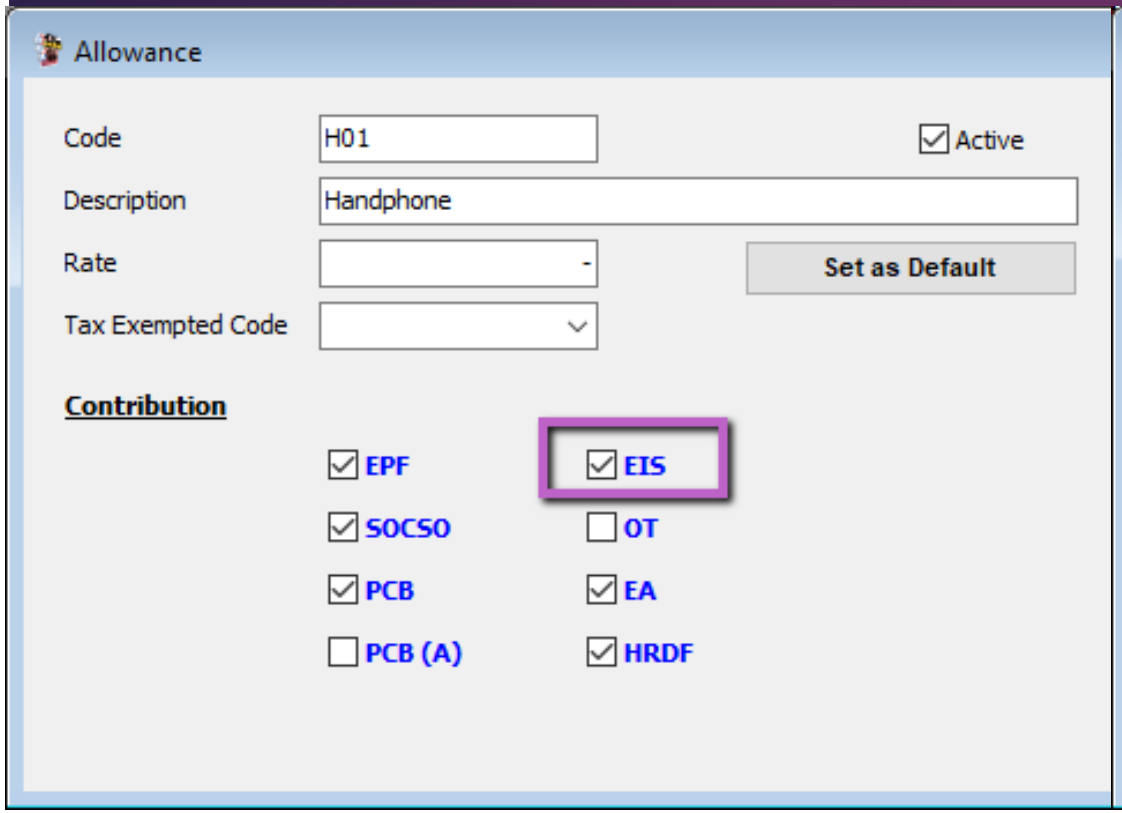


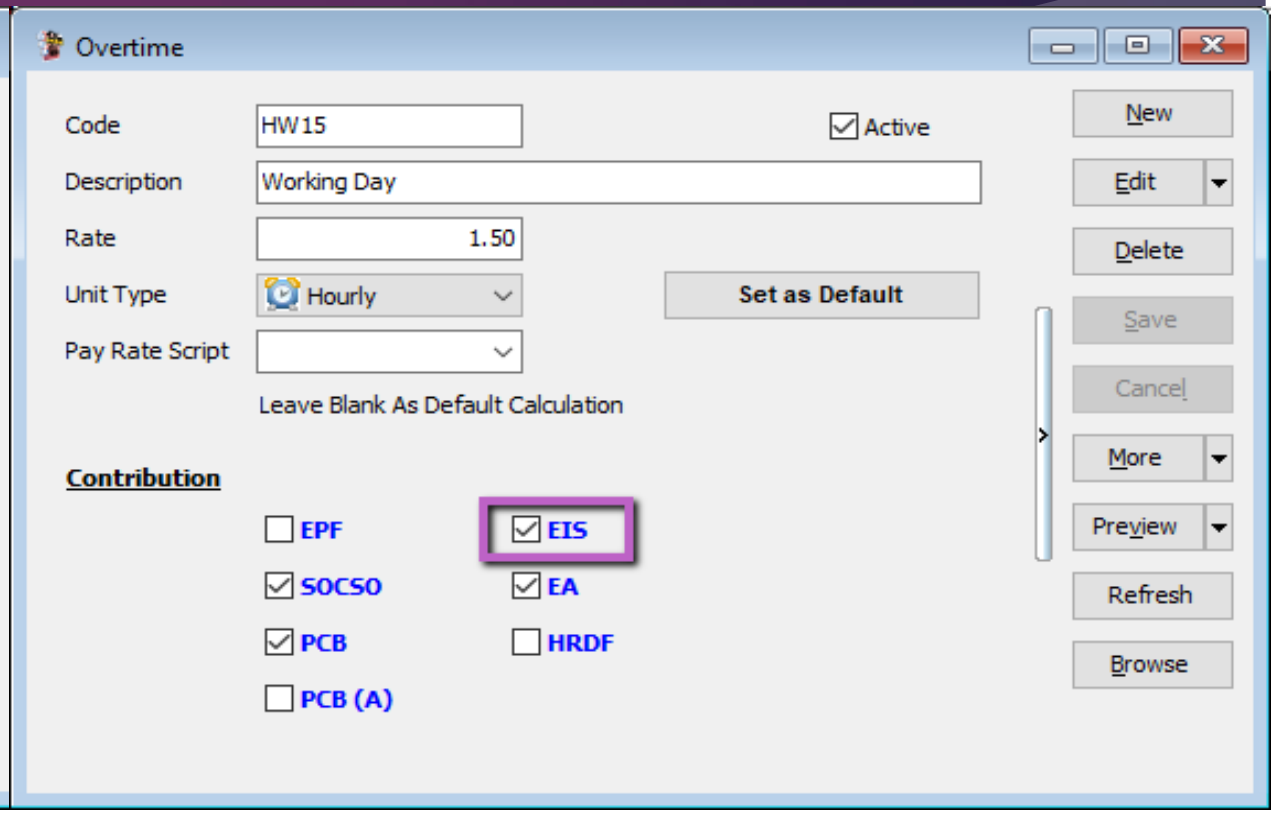
Note : System will auto defined as NO contribute EIS when system detected that employee aged below 18 or above 60 base on their DOB setting, in Final Payroll process even in the EIS Type had set as YES.

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



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

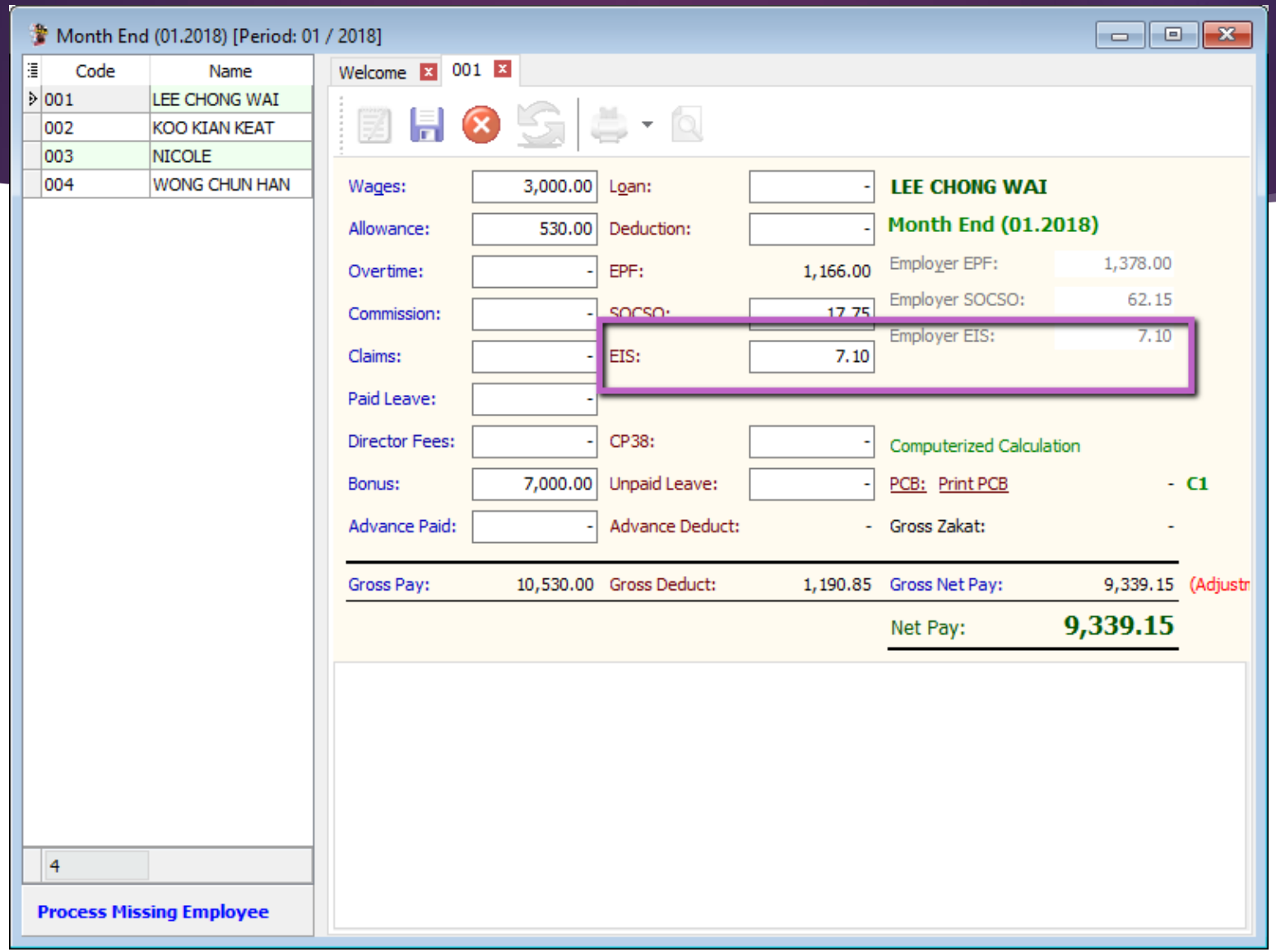




- Payroll | Maintenance | **Maintain Allowance**
  - Assign E.I.S for monthly fixed allowance EXCEPT travelling allowance

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

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



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

SQL Account Payroll

Employment Insurance System E.I.S Notification Form

Existing SOCSO Members
- Submit Form SIP 1A For Employer's Notification

BORANG SIP 1A
BORANG PEMBERITAHUAN MAJIKAN
PERATURAN-PERATURAN SISTEM INSURANS PEKERJAAN (PENDAFTARAN DAN CARUMAN) 2017
(Peraturan 2(2))

PERKESO

BORANG SIP 1A - PENDAFTARAN MAJIKAN

Nombor Pendaftaran (No.SSM/MyCoID, Badan Profesional, Perubuhan, Persatuan, Koperasi); atau
Nombor Pengenalan Diri Majikan (yang tidak berdaftar dengan SSM dan agensi am).

A. MAKLUMAT PERUSAHAAN

Nama Perusahaan: T e s t i n g C o m p a n y

B. KOD MAJIKAN / KOD PERUSAHAAN

Kod Majikan **Kod Perusahaan**

C. PENGESAHAN MAJIKAN/WAKIL MAJIKAN

Saya dengan ini mengesahkan bahawa maklumat di atas adalah benar sepanjang pengetahuan dan kepercayaan saya.

Tandatangan _____
Nama Majikan/Nama Wakil Majikan:
No. KPPN:
Jawatan:
Tarikh:

D. KEGUNAAN PERKESO

Tarikh Liabiliti

This Report can be generated from SQL Payroll as below step :

1) Payroll
2) Government Report
3) Print Borang EIS 1 / 1A

Penalty of NO Registration

- RM 10,000 or 2 year imprisonment or Both

SQL Account Payroll

Existing SOCSO Members
- Submit Form SIP 2A For Employee's Notification

BORANG SIP 2A
BORANG PEMBERITAHUAN PEKERJA
PERATURAN-PERATURAN SISTEM INSURANS PEKERJAAN (PENDAFTARAN DAN CARUMAN) 2017
(Peraturan 4)

PERKESO

BORANG SIP 2A- PENDAFTARAN PEKERJA

NO KOD MAJIKAN / MyCoID

A. BUTIRAN PEKERJA

Jenis Kad Pengenalan	No. Kad Pengenalan	Nama Pekerja (seperti dalam Kad Pengenalan)	Pekerjaan	Sila tandakan (/) pekerja yang bergaji melebihi RM4,000.00 sebulan
(1)	(2)	(4)	(8)	(9)
B	930101-10-0011	KOO KIAN KEAT		
	(3) Tarikh Lahir 01-01-1993			
B	911212-01-4321	LEE CHONG WAI		
	Tarikh Lahir 12-12-1991			
B	950831-10-5000	NICOLE		
	Tarikh Lahir 31-08-1995			
B	850621-08-3003	WONG CHUN HAN		/
	Tarikh Lahir 21-06-1985			

This Report can be generated from SQL Payroll as below step :

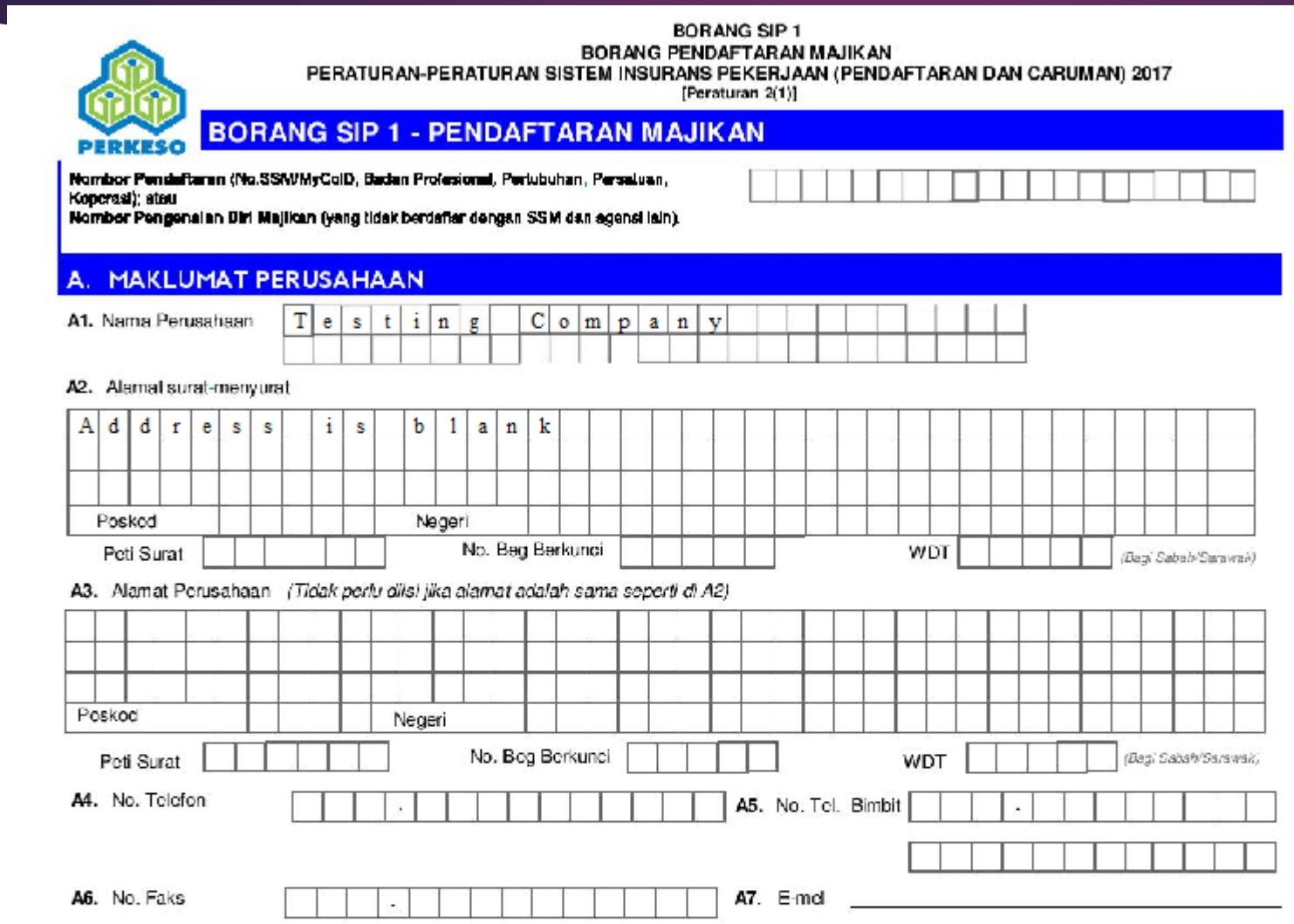
1) Payroll
2) Government Report
3) Print Borang EIS 2 / 2A

Penalty of NO Registration

- RM 10,000 or 2 year imprisonment or Both

SQL Account Payroll

NON SOCSO Members
- Submit Form SIP 1 For Employer's Notification



BORANG SIP 1
BORANG PENDAFTARAN MAJIKAN
PERATURAN-PERATURAN SISTEM INSURANS PEKERJAAN (PENDAFTARAN DAN CARUMAN) 2017
[Peraturan 2(1)]

PERKESO

BORANG SIP 1 - PENDAFTARAN MAJIKAN

Nombor Pendaftaran (No.SSM/MyCoID, Badan Profesional, Perlubuhan, Persatuan, Koperasi); atau
Nombor Pengenalan Diri Majikan (yang tidak berdaftar dengan SSM dan agensi lain).

A. MAKLUMAT PERUSAHAAN

A1. Nama Perusahaan: Testing Company

A2. Alamat surat-menyurat: Address is blank

Poskod | Negeri

Peti Surat | No. Beg Berkunci | WDT (Bagi Sabah/Sarawak)

A3. Alamat Perusahaan *(Tidak perlu diisi jika alamat adalah sama seperti di A2)*

Poskod | Negeri

Peti Surat | No. Beg Berkunci | WDT (Bagi Sabah/Sarawak)

A4. No. Telefon | **A5.** No. Tel. Bimbit

A6. No. Faks | **A7.** E-mel

This Report can be generated from SQL Payroll as below step :

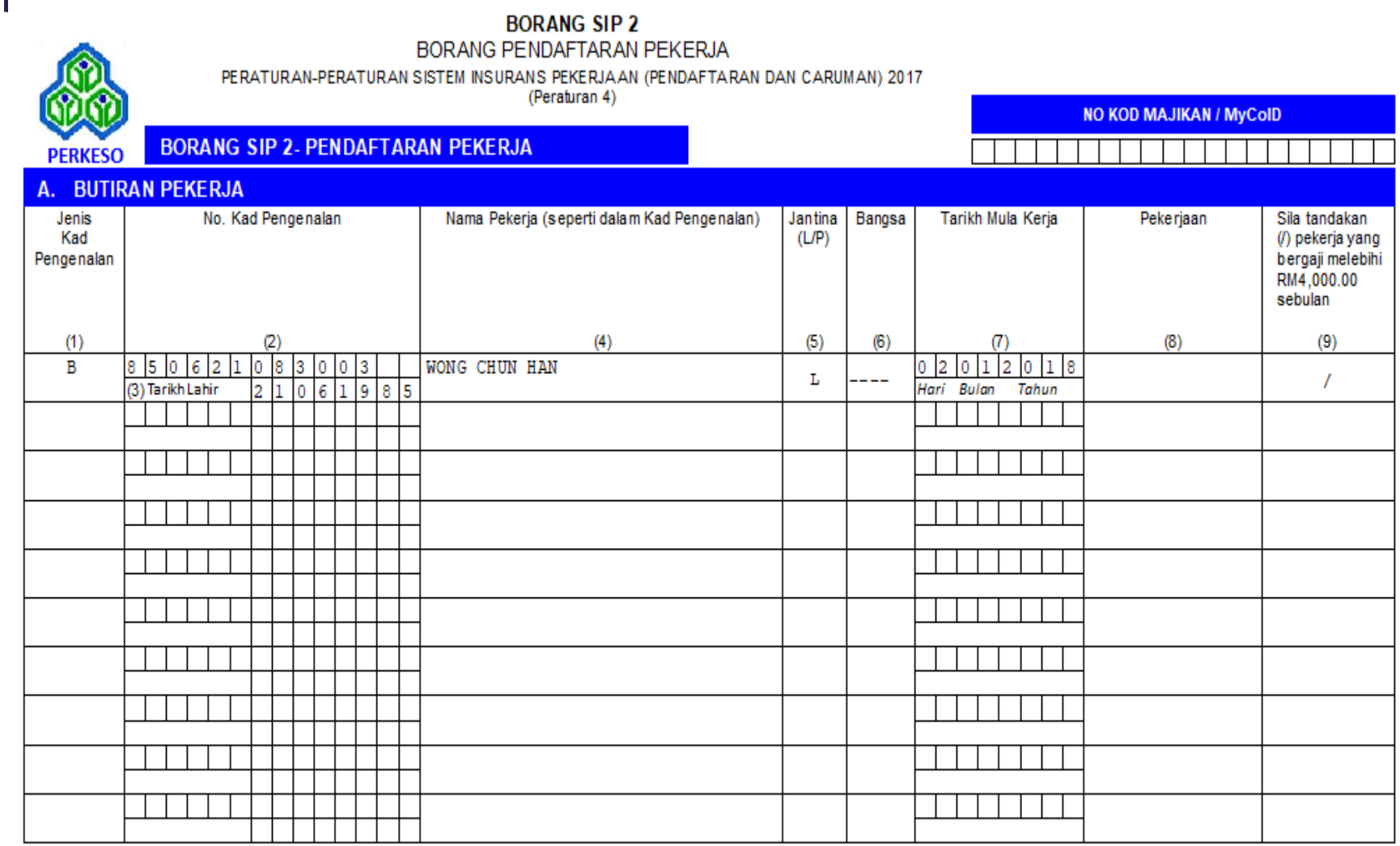
1) Payroll
2) Government Report
3) Print Borang EIS 1 / 1A

Penalty of NO Registration

- RM 10,000 or 2 year imprisonment or Both

SQL Account Payroll

NON SOCSO Members
- Submit Form SIP 2 For Employee's Notification



BORANG SIP 2
BORANG PENDAFTARAN PEKERJA
PERATURAN-PERATURAN SISTEM INSURANS PEKERJAAN (PENDAFTARAN DAN CARUMAN) 2017
(Peraturan 4)

PERKESO

BORANG SIP 2- PENDAFTARAN PEKERJA

NO KOD MAJIKAN / MyCoID

A. BUTIRAN PEKERJA

Jenis Kad Pengenalan (1)	No. Kad Pengenalan (2)	Nama Pekerja (seperti dalam Kad Pengenalan) (4)	Jantina (L/P) (5)	Bangsa (6)	Tarikh Mula Kerja (7)	Pekerjaan (8)	Sila tandakan (/) pekerja yang bergaji melebihi RM4,000.00 sebulan (9)
B	850621 08 30 03 (3) Tarikh Lahir 21 06 1985	WONG CHUN HAN	L	----	02 01 2018 Hari Bulan Tahun		/

This Report can be generated from SQL Payroll as below step :

1) Payroll
2) Government Report
3) Print Borang EIS 2 / 2A

Penalty of NO Registration

- RM 10,000 or 2 year imprisonment or Both

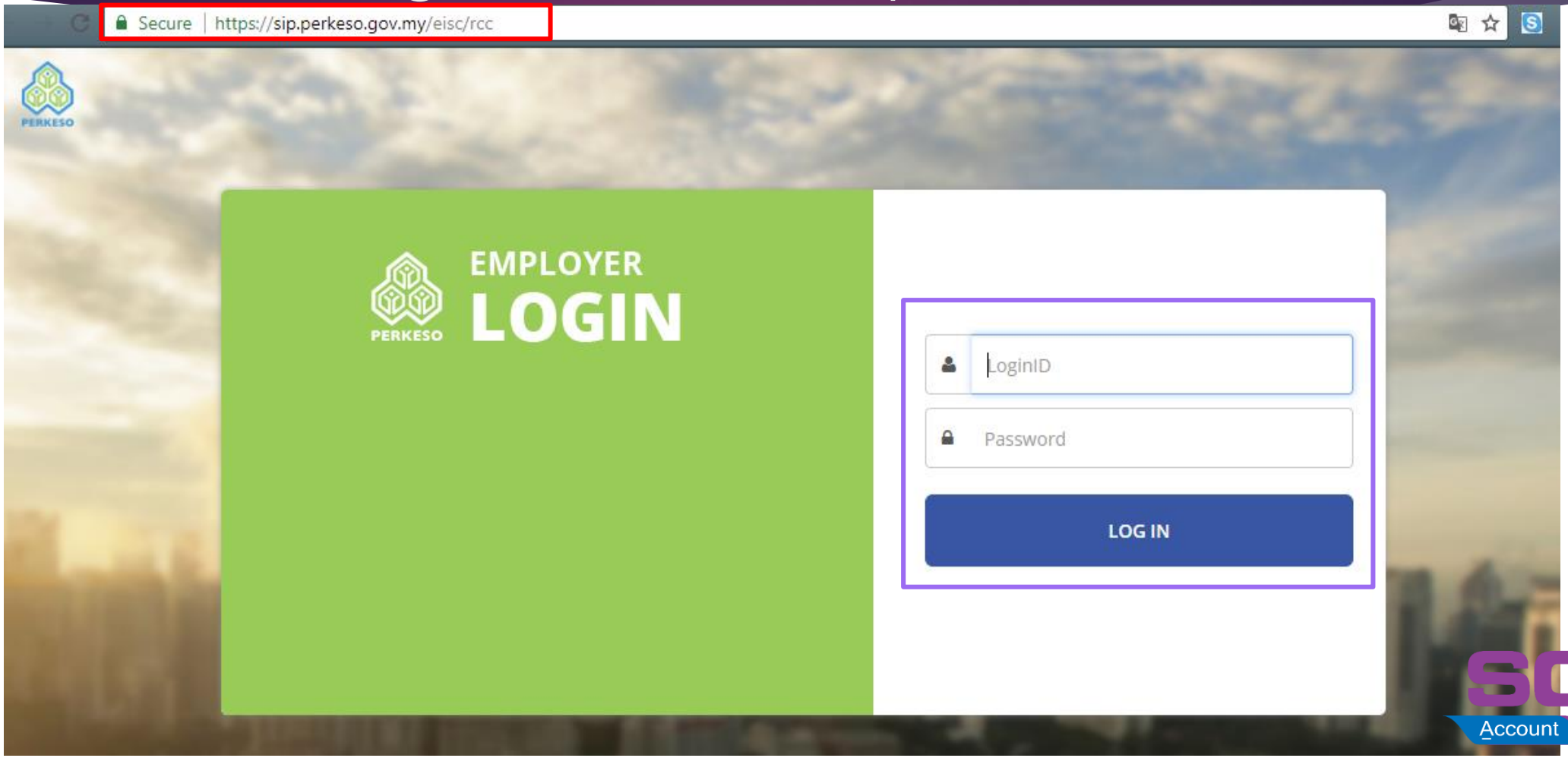
SQL Account Payroll

Employment Insurance System ASSIST Portal

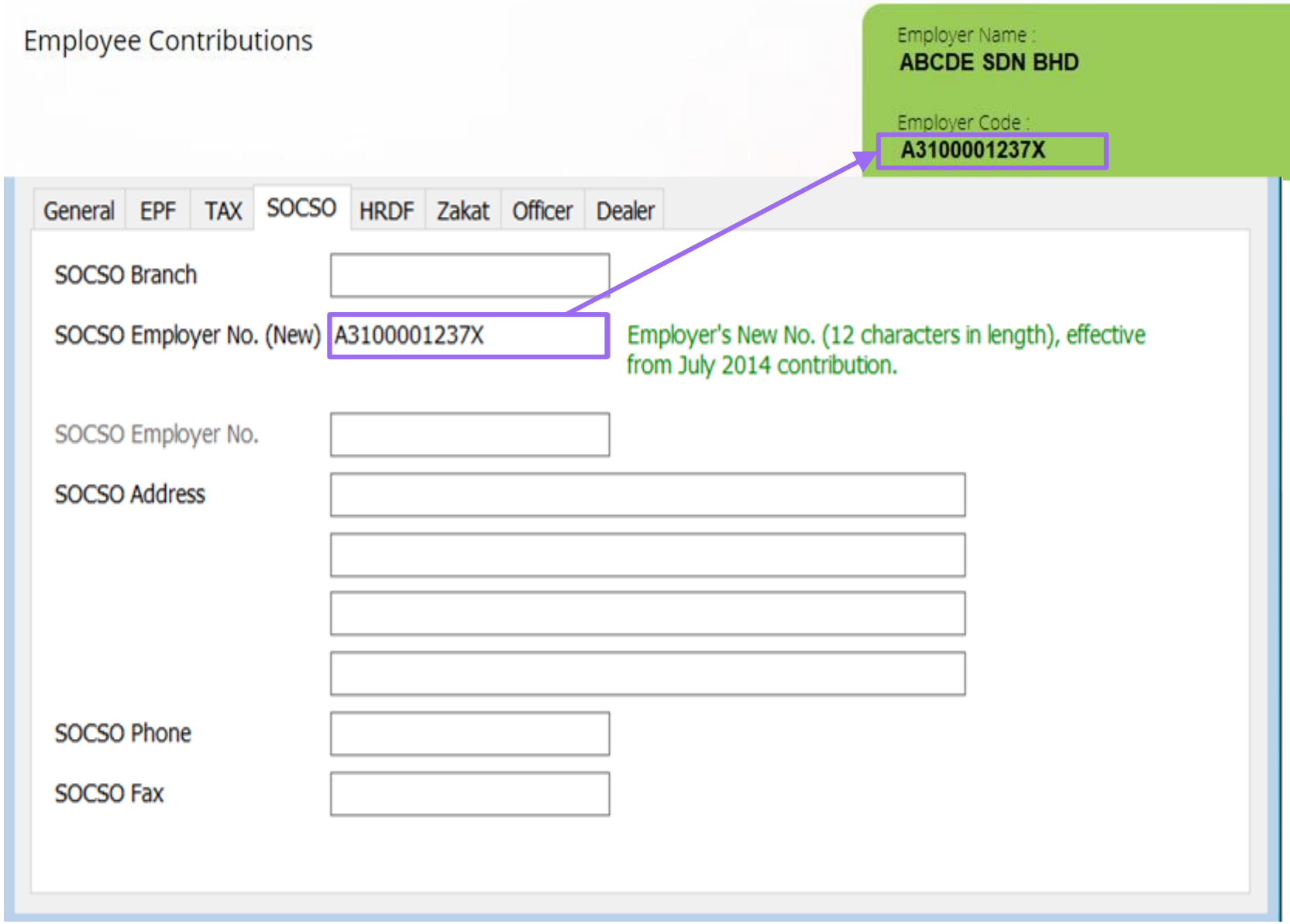
(online submission)

SQL Account Payroll

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



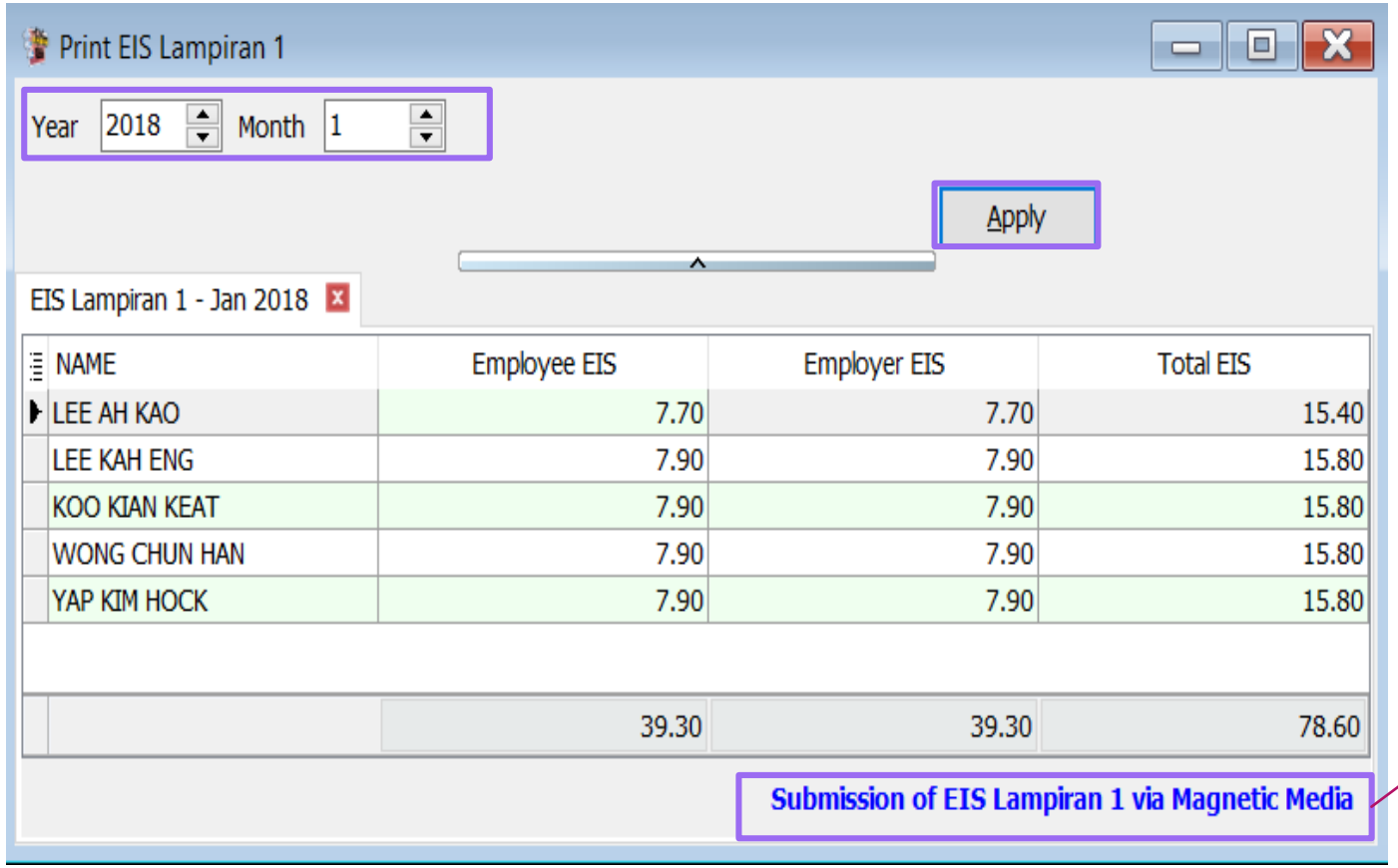
SQL Payroll Company Profile

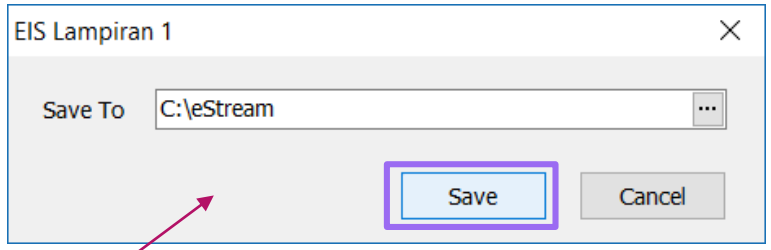


Important:

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

SQL Payroll Lampiran 1

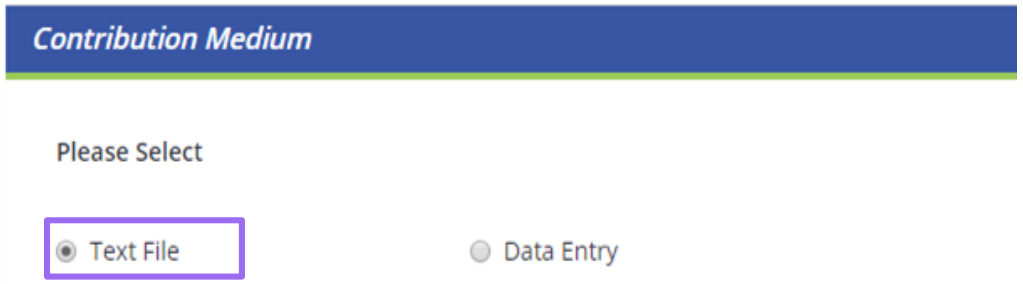




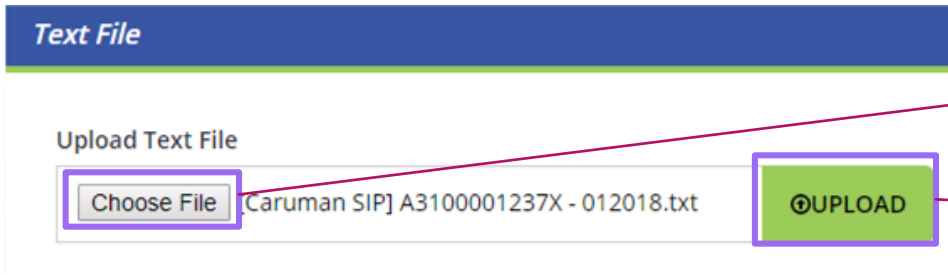
- Go to **Payroll | Government Report | Print EIS Lampiran 1**
- Select the **Year** and **Month.** Click **Apply**.
- Click on **Submission of EIS Lampiran 1 via Magnetic Media** (make sure you are installed with latest **version 135**)
- Click on **Save** button to save the **EIS Text file** to a directory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

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

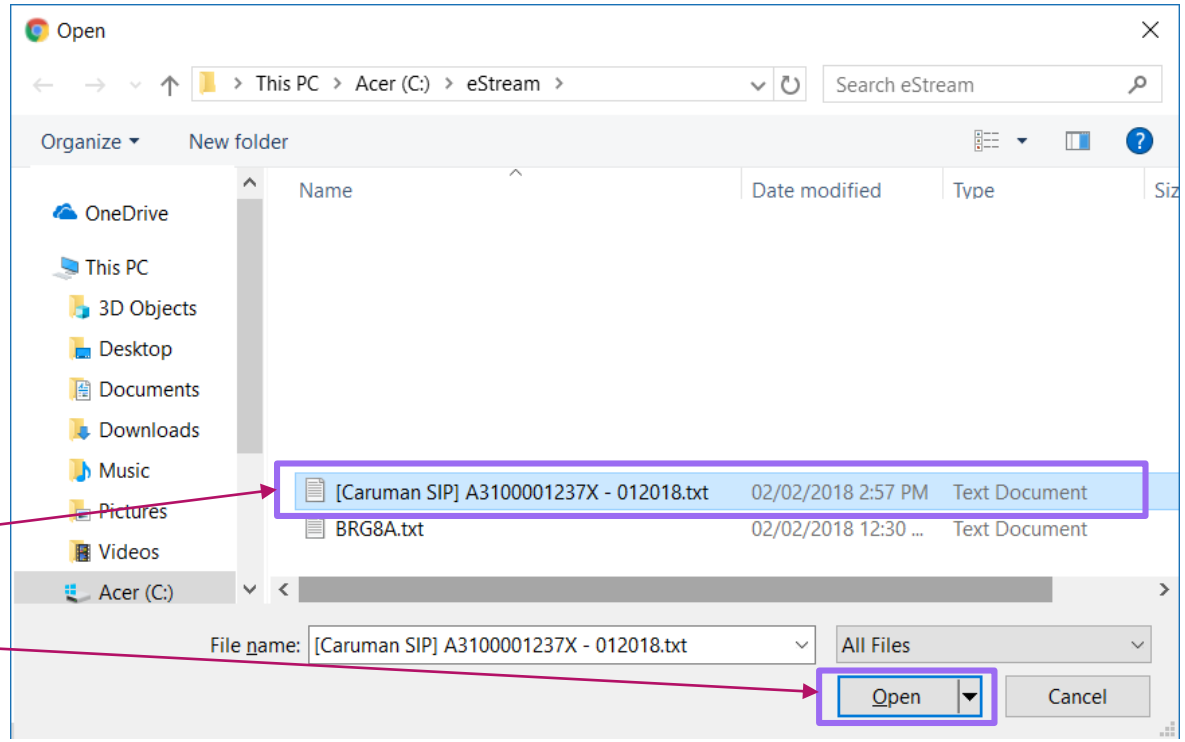
1.



2.

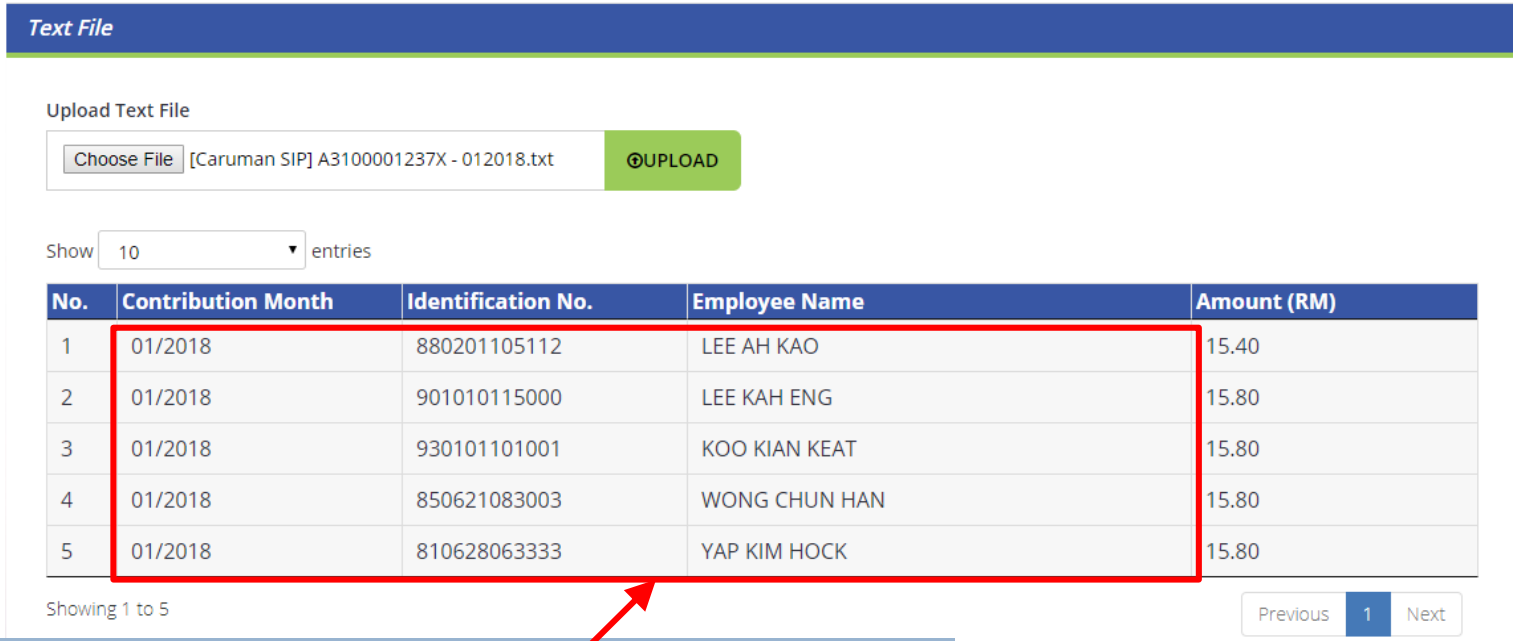


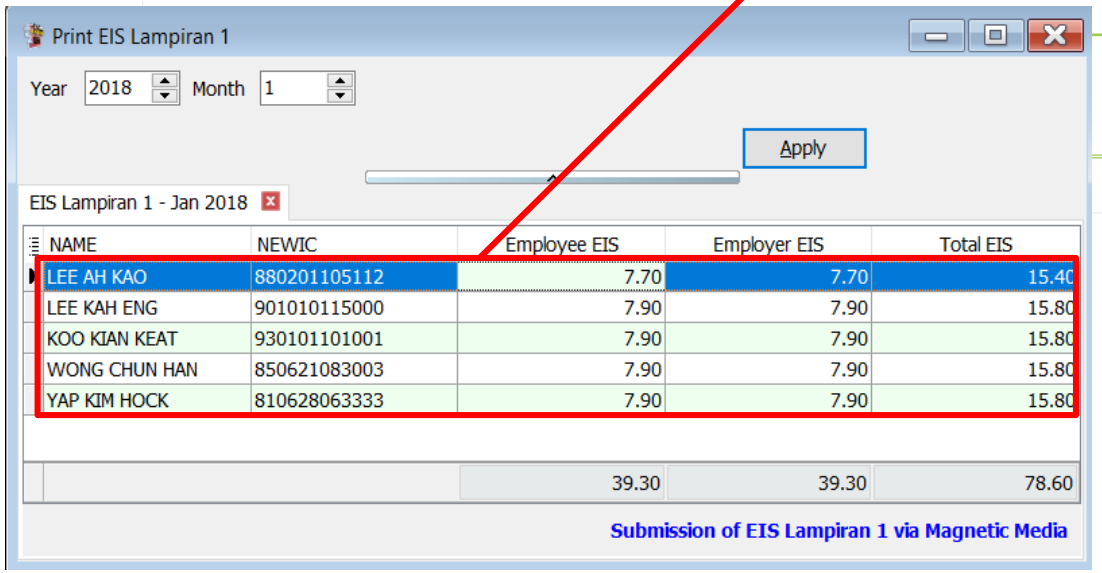
3.

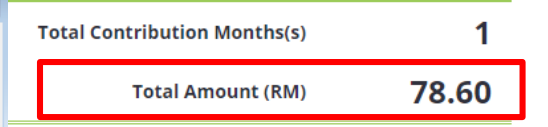


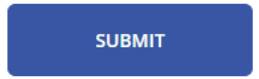
1. Click on **Choose File**.
2. Select the text file that generated and save from SQL Payroll (eg. [Caruman SIP] A3100001237X - 012018.txt).
   Click **Open**.
3. After the text file selected, click **UPLOAD** button.

SQL Payroll & ASSIST Portal submission









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

Employment Insurance System (Excel Lampiran 1)

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

SQL Account Payroll

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 **caruman**SIP@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

SQL Account Payroll

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).

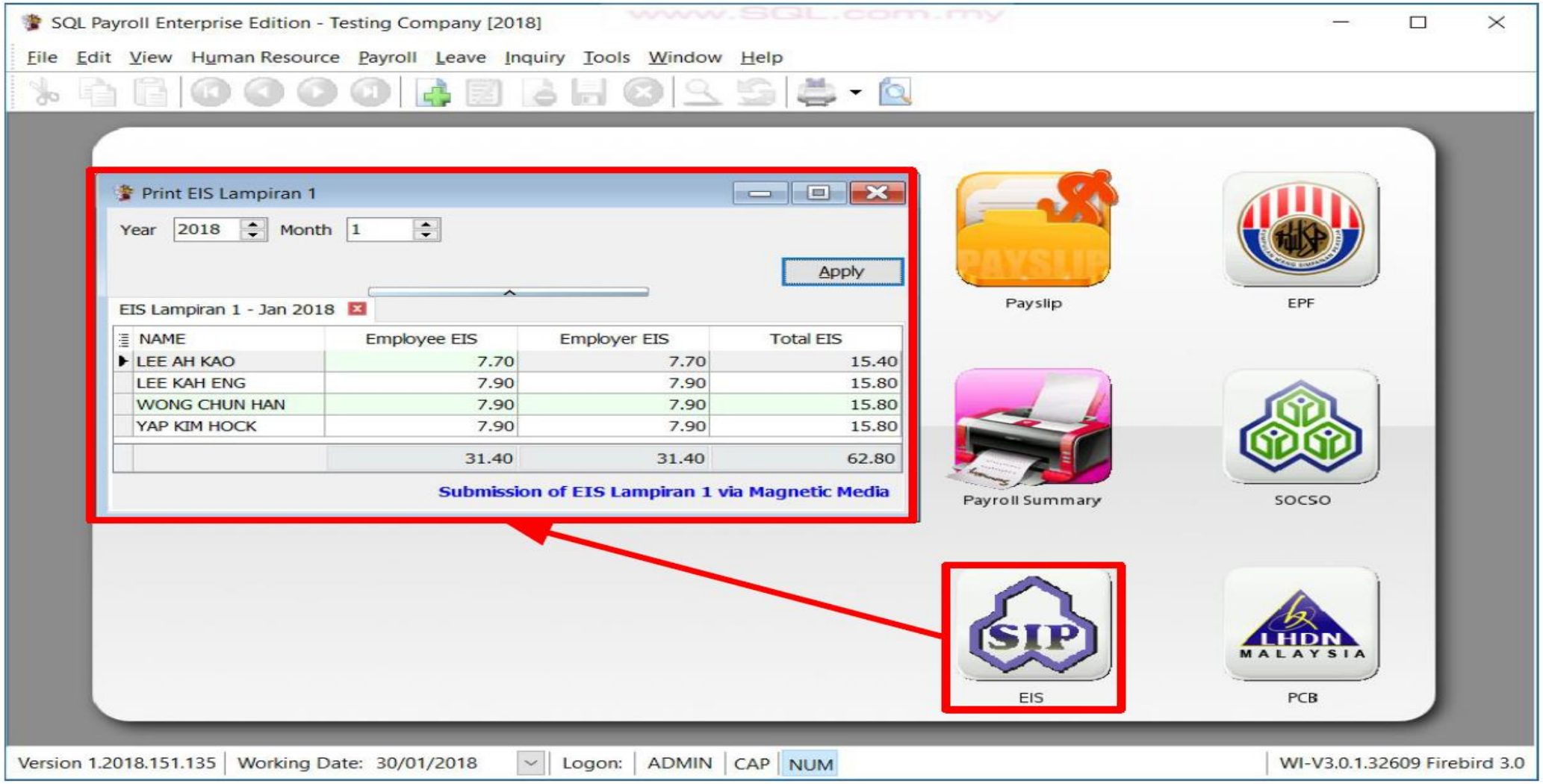
7. Payment via Electronic Fund Transfer (EFT), internet banking or FPX is temporarily unavailable.

SQL Account Payroll

EIS Lampiran 1 – Direct Email from SQL Payroll

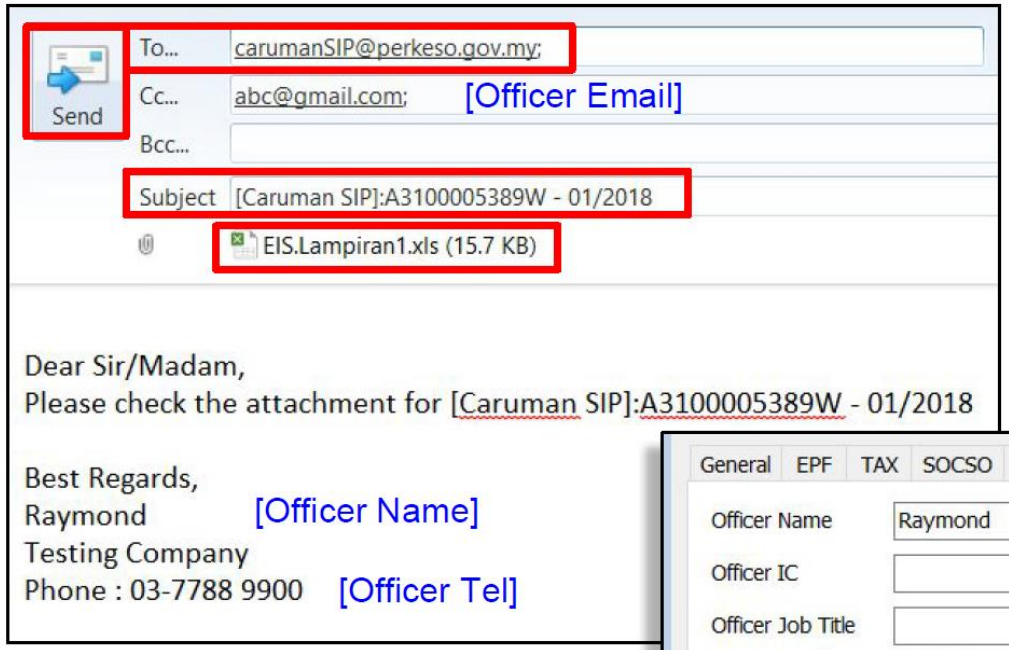
1. Update the HR officer profile at **File | Company Profile…**
2. Click on **Officer** tab.
3. Enter the **Officer Name**, **Phone**, and **email**.

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



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)



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

SQL Account Payroll