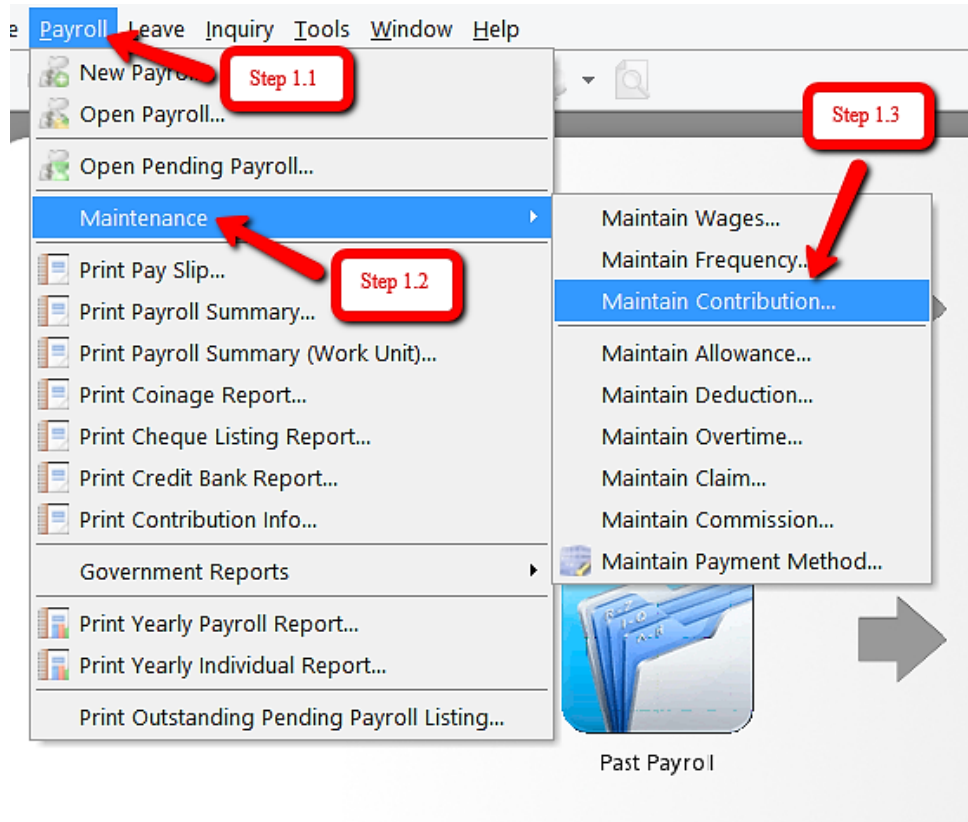


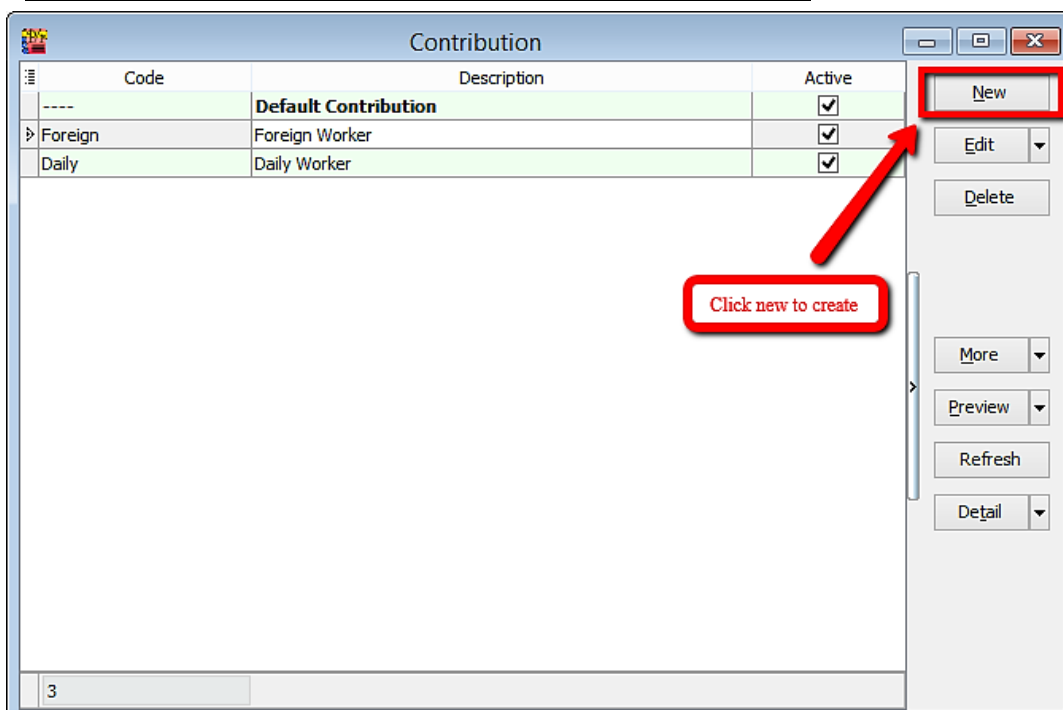
Maintain Contribution

- Setting up maintain contribution helps you to categorise the type of contribution an employee received.
- This would affect the types of contribution that they need to provide (EPF/SOCSSO/PCB & etc)
- This is especially useful if you have different types of worker such as permanent worker, contract worker, foreign worker & etc
- **At here you can set the Employee/Employer EPF rate, OT calculation and Tax calculation**

Step 1: Navigate yourself to the maintain contribution panel



Step 2: Click new to create new contribution



Step 3: Key in the info and tick the contribution needed

Step 3.1: Key the code

Step 3.2: Key the description

Step 3.3: Tick the things that are needed to contribute

Step 3.4: Fill in the info here

Step 3.5: Click Save

	EPF	SOCOSO	PCB	PCB (A)	EA	HRDF	OT
Bonus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pay Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unpaid Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Employee EPF Rate: 11% Working Day Per Month: 26
 Employer EPF Rate: 12% Working Hour Per Day: 8
 SOCOSO Table: [Dropdown] STD Calculator: Computerized Calculation
 Overtime Calculation base on Maintain Employee Setting
 Pensionable Public Sector Employees

Employer EPF Rate will increase to 13% for those earning not exceed 5000 per month with effect from year 2012 payroll

Usual contribution that are used by our users

Local Permanent workers

Local permanent worker usually tick like this

	EPF	SOCOSO	PCB	PCB (A)	EA	HRDF	OT
Bonus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pay Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unpaid Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Employee EPF Rate: 11% Working Day Per Month: 26
 Employer EPF Rate: 12% Working Hour Per Day: 8
 SOCOSO Table: [Dropdown] STD Calculator: Computerized Calculation
 Overtime Calculation base on Maintain Employee Setting
 Pensionable Public Sector Employees

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Foreign workers

Foreign worker usually tick like this

	EPF	SOCOSO	PCB	PCB (A)	EA	HRDF	OT
Bonus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pay Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Unpaid Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Employee EPF Rate: 11% Working Day Per Month: 26
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Explanation of terms in Maintain Contribution panel

Symbol	Explanation
1)	A unique name for the system to recognise the type of contribution
2)	The details of the contribution
3)	Allow this contribution to be selected in: Maintain employee >Payroll Info.
4)	Auto-select this contribution every time in: Maintain employee > Payroll Info.
5)	The amount of EPF needed to be pay by the Employee
6)	The amount of EPF needed to be pay by the Employer
7)	Which SOCSO table to follow (for default table, leave it empty) Recommended to leave blank
8)	Tick this will auto calculate the OT amount by: Hourly Rate = Wage ÷ Working Day ÷ Working Hour If untick, OT rate is needed to manually input after process month end
9)	The amount of days the employee work in a month (exclude Sunday)
10)	The amount of hours the employee work in a day (Please visit Daily Wage guide for more details)
11)	Which Scheduled Tax Deduction (STD) calculator to follow. Recommended to follow computerized calculation
12)	When tick, employee do not need to pay EPF but employer have to pay 17.5% This is for public sector employee who is already in pension but still choose to remain in work

Symbol	Explanation
a)	Contribute to the Employees Provident Fund (EPF)
b)	Contribution to Social Security Organization (SOCSO)
c)	Contribution to Potongan Cukai Berjadual (PCB), aka Monthly Tax Deduction (MTD) *Used for regular monthly pay out (eg: wages, allowance, overtime, paid leave)
d)	Same as PCB but used for ad-hoc pay out (eg: bonus, director fees, commission)
e)	Tick this means that employee that is selected with this wages type will have his/her payroll info to appear in the EA form.
f)	Human Resources Development Fund (HRDF), (eg: company trip, special events & etc) *will appear in contribution report
g)	Allow other than wages amount to contribute to Over Time (OT) eg: Wage RM1000, Bonus RM500 Without tick, OT will based on Wage RM1000 only to calculate the amount With tick, OT will based on Wage RM1000 + Bonus RM500 and calculate the amount