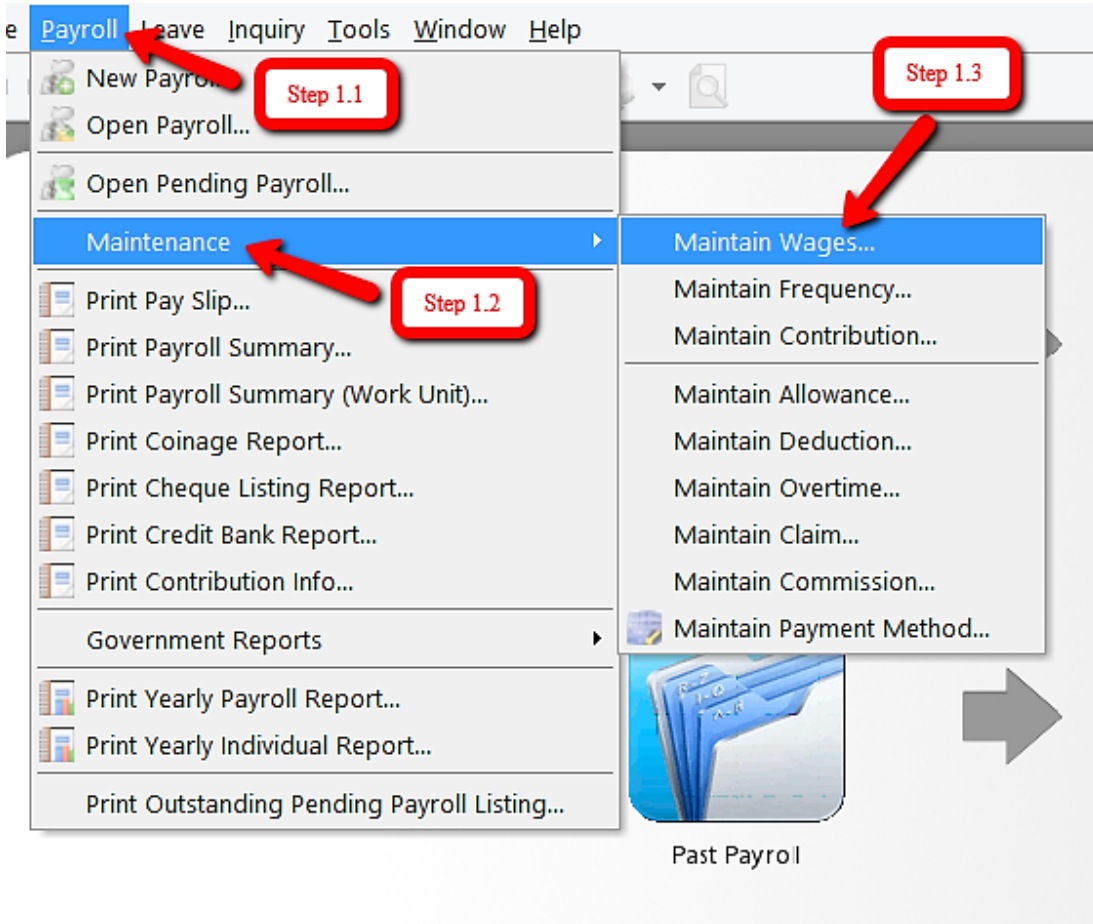


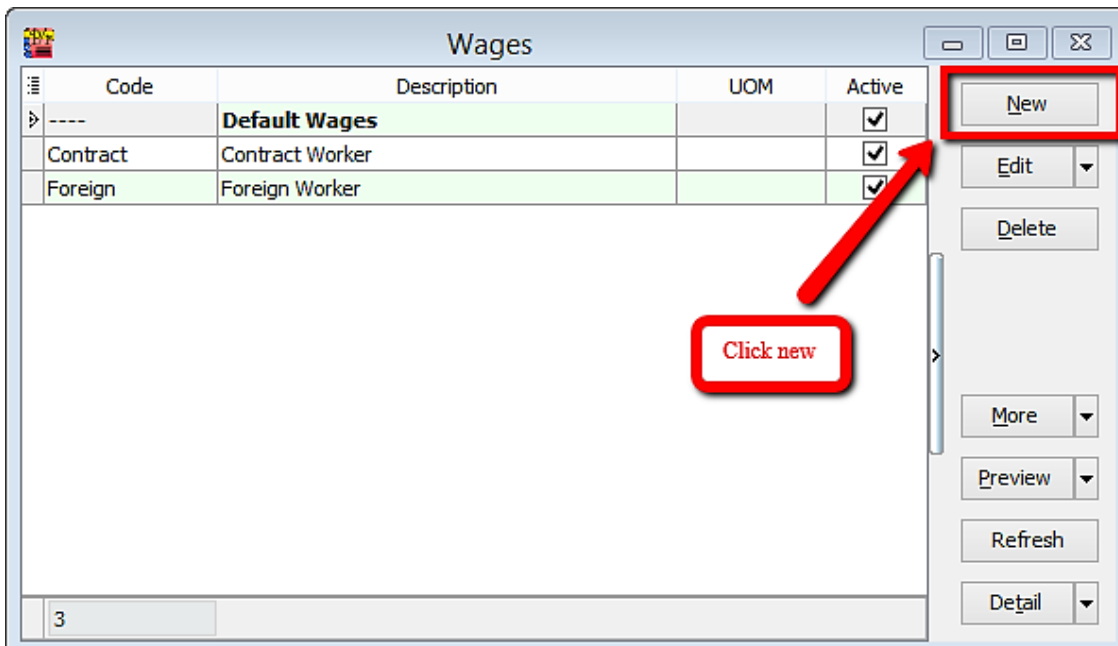
Maintain Wages

- Setting up maintain wages helps you to categorise the type of wages 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

Step 1: Navigate yourself to the maintain wages panel



Step 2: Click new to create new wages type



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

The screenshot shows the 'Wages' form with the following fields and callouts:

- Code:** A dropdown menu with a blue arrow pointing to it, labeled "Step 3.1: Key in the name of the code".
- Description:** A text box containing "Default Wages" with a blue arrow pointing to it, labeled "Step 3.2: Key in the description".
- UOM:** An empty text box.
- Active:** A checked checkbox.
- Set as Default:** A button.
- Contribution:** A section with checkboxes for EPF, SOCSO, PCB, PCB (A), OT, EA, and HRDF. A red box highlights this section with a callout: "Step 3.3: Tick the things that are needed to contribute.".
- Save:** A button highlighted with a red box and labeled "Step 3.4: Click save".

Terms	Explanation
Code	A unique name for the system to recognise the type of wages
Description	The details of the wages type
UOM	Serve no purpose, usually for remark only
Active	Allow this wages type to be selected in: Maintain employee > Payroll Info.
Set as Default	Auto-select this wages type every time in: Maintain employee > Payroll Info.
EPF	Monthly wages will contribute to the Employees Provident Fund (EPF)
SOCSO	Contribution to Social Security Organization (SOCSO)
PCB	Contribution to Potongan Cukai Berjadual (PCB), aka Monthly Tax Deduction (MTD) *Used for regular monthly pay out (eg: wages, allowance, overtime, paid leave)
PCB(A)	Same as PCB but used for ad-hoc pay out (eg: bonus, director fees, commission)
OT	Allow other than wages amount to contribute to Over Time (OT) eg: Wage RM1000, Allowance RM500 Without tick, OT will based on Wage RM1000 only to calculate the amount With tick, OT will based on Wage RM1000 + Allowance RM500 and calculate the amount
EA	Tick this means that employee that is selected with this wages type will have his/her payroll info to appear in the EA form.
HRDF	Human Resources Development Fund (HRDF), (eg: company trip, team building, special events) *will appear in contribution report

Usual wages that are used by our users

Local Permanent workers

The screenshot shows the 'Wages' form for Local Permanent workers. The 'Contribution' section has the following checkboxes:

- EPF
- SOCSO
- PCB
- PCB (A)
- OT
- EA
- HRDF

A red callout box says: "Local permanent worker will usually tick like this".

Foreign workers

The screenshot shows the 'Wages' form for Foreign workers. The 'Contribution' section has the following checkboxes:

- EPF
- SOCSO
- PCB
- PCB (A)
- OT
- EA
- HRDF

A red callout box says: "Foreign worker will usually tick like this as they do not need to contribute".