
SQL PAYROLL TRAINING

Contents

A) SQL PAYROLL

A-1) How to Setup Company Profile :

- Important Field MUST input to reflect in Government report.
- Short Brief on Package & extra module
- Product Activation (Export & Email Form)

A-2) Maintain Employee :

- Personal (Important of 'D.O.B' field /Function of 'Change Password' button)
- Maintenance _Grouping, Payroll Info, Fixed Allowance & Deduction
- PCB - Child setting .
- Increment Letter & Confirmation Letter.

A-3) Payroll Maintenance :

- Maintain Overtime
- Maintain Claim (NO Contribution) & Commission (NO Calculation)

A-4) Process Payroll :

- Final Payroll vs Resign Date
- Pending Payroll vs Adhoc & Final Payroll
- Frequency (MayBe)
- Show Default Payslip formats.

A-5) Government Report :

- Print Payslip for ALL Employees by easier way
- Payroll Summary (Temporary NO link to Account, manual input Payment Voucher _Individual /Total)
- Credit Bank Report _Direct Transfer.
- Government Reports for Monthly Submission (EPF Borang A, Socso Borang 8A, PCB CP39)
- EA Form vs Yearly Individual Report. (& Customize EA Form)

B) SQL PAYROLL LEAVE :

B-1) Maintain Leave

- Maintain Calendar (indicate in Maintain Employee_Grouping)
- Maintain Leave Type & Leave Group (setting for different Leave Policy & UL Calculation)

B-2) Leave Entitlement Processor

- Where to input Brought Forward Annual Leave for 1st time. (Further on will auto update)
- Able to manage the Leave Entitlement manually.

B-3) Leave Application:

- How to apply Leave in 'Day As Time'
- Unpaid Leave will auto capture in Monthly Final Payroll.

B-4) Leave Report :

- Leave Attendance & Leave Balance Report.

C) EXTRA GUIDANCE

E-1) Where to key-in PCB receipt?

E-2) Opening Balance for Employee (New Join Staff vs New Purchase User)

E-3) Shortcut Way on insert CP 38

E-4) Where to insert Tax Benefit & Tax Deduction Info?

E-5) Advance Paid & Advance Deduction

D) EXTRA MODULE IN PAYROLL SYSTEM (DEPEND ON TIME ALLOW)

C-1) Loan Module - Setting & Balance report.

C-2) SQL View - User vs Department

C-3) Import Data - Maintain Employee Master File from Csv File (Comma Separator Value)

C-4) Batch Email - How it's work

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