

timeTec

# Software Onboarding Process



Company Name

Implementer Name

Project Code

**TimeTec Cloud Sdn Bhd**

**TimeTec Cloud**

**SW\_250000**



# Summary

## Phase 1

### Online Kick-Off Meeting Session

1. Project License
2. Project Timeline
3. User Data Migration Template
4. Request Clocking Schedule Template
5. Request Leave Policy Template
6. Request Claim Policy Template
7. Online Webinar Training

## Phase 2

### Online Webinar Training

- Day 1 – Attendance  
 Day 2 – Leave & Claim  
 Day 3 – Payroll

## Phase 3

### First Review Session – Attendance Module

1. Organisation Structure
2. Manage User
3. System Role
4. Public Holiday
5. Clocking Schedule
6. Group Duty Roster
7. Clocking Via Mobile Apps @ Device
8. View Data Audit List
9. View Attendance Sheet
10. View Attendance Report

## Phase 4

### Second Review Session – Leave Module

1. Assign user into Leave Module
2. System Role
3. Leave Approval Method
4. Leave Type
5. Leave Policy
6. Service Accrual
7. Import Leave Balance @ Leave Taken
8. Leave Application
9. View Leave Report

## Phase 5

### Third Review Session – Claim Module

1. Assign user into Claim Module
2. System Role
3. Claim Approval Method
4. Claim Type
5. Claim Policy
6. Cost Center
7. Import Claim Balance
8. Claim Application
9. View Claim Report

## Phase 6

### Online Kick-Off Meeting – Payroll Module

1. Final Review
  - Attendance Setting
  - Leave Setting
  - Claim Setting
2. Payroll Template

## Phase 7

### Fourth Review Session – Payroll Module

1. Manage User
2. Payroll Item
3. Payroll Policy

## Phase 8

### Fifth Review Session – Payroll Module

1. Ad-Hoc Allowance
2. Import Employee Salary Data
3. Attendance Upload
4. Payroll Processing
5. Payroll Report

## Phase 9

### Final Review Session – Payroll Module

1. Payroll Processing
2. Payroll Summary Report
3. Download Bank File
4. Download Statutory File
5. Payroll: Lock / Un-Lock
6. Payroll: Closing

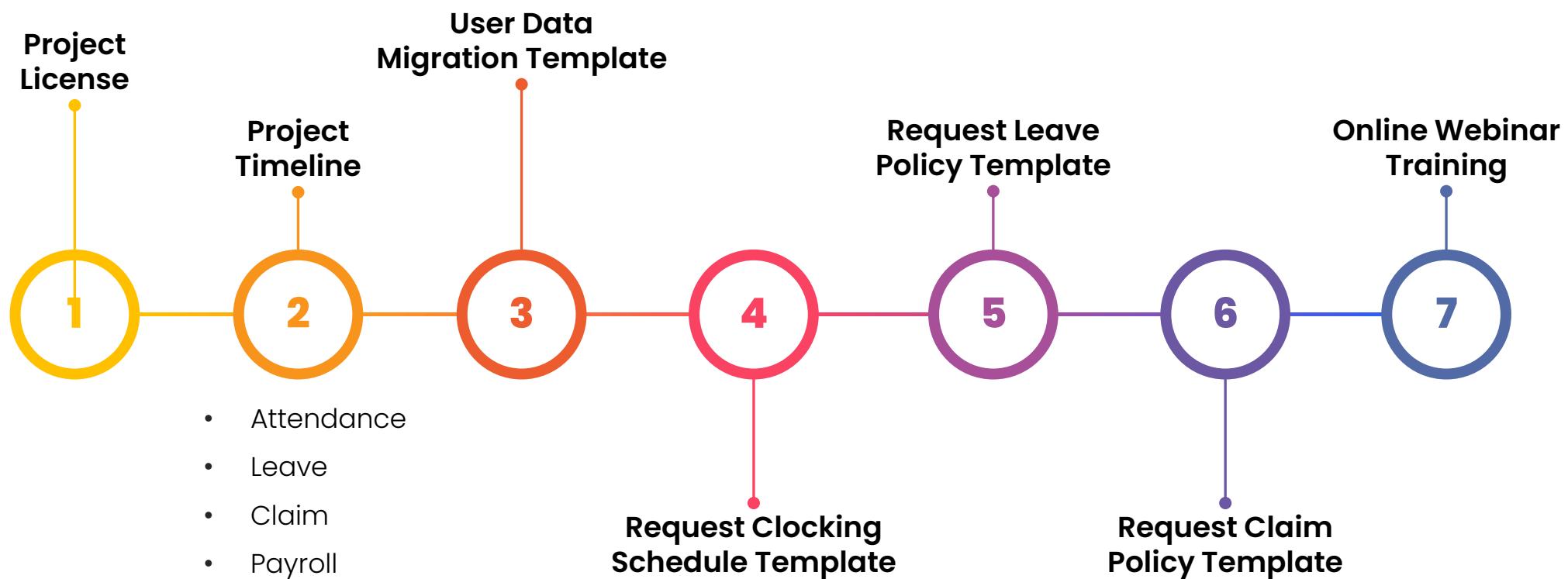
## Phase 10



**Project Go Live**

Phase 1

# Online Kick-Off Meeting Session



# Project License

License Activation Date

**dd/mm/yyyy**

URL

**[www.timeteccloud.com](http://www.timeteccloud.com)**

Temporary Admin Email Address

**[email address]**

Temporary Admin Password

**[password]**



Topic 2

**Project Timeline**[Click Here >](#)[Excel File](#)

Topic 3

**User Data Migration Template**[Click Here >](#)[Excel File](#)[PDF File](#)

Topic 4

**Request Clocking Schedule Template**[Click Here >](#)[Excel File](#)

Topic 5

**Request Leave Policy Template**[Click Here >](#)[Excel File](#)

Topic 6

**Request Claim Policy Template**[Click Here >](#)[Excel File](#)

# TimeTec Payroll – Bank Information

Bank	TimeTec Payroll	File format	Salary	Bonus	Statutory Payment			
					EPF	SOCSO	EIS	PCB
Maybank								
M2U – Version 4	MBB	Text File	✓	✓	✓	✓	✓	✓
M2U – Version 6	MBB	Text File	✓	✓	✓	✓	✓	✓
M2Biz	MBB	CSV File	✓	✓	✓	✓	✓	✓
Public Bank								
HR/Payroll Payment	PBB	Excel File	✓	✓	✓	✓	✓	✓
Bulk Payment	PBB	Excel File	✓	✓	✓	✓	✓	✓
Affin Bank								
Text file format	AFB	Text File	✓	✓	✓	✓	✓	✓
Excel file format	AFB	Excel File	✓	✓	✗	✗	✗	✗
Ambank								
Access Biz	AMBB	Excel file	✓	✓	✓	✓	✓	✓
AMBB (DOS)	AMBB	Excel file	✓	✓	✓	✓	✓	✓
Bulk Payment	AMBB	Excel file	✓	✓	✗	✗	✗	✗
Ambank Access Cooperate	AMBB	Excel file	✓	✓	✓	✓	✓	✓
Merchantrade								
Merchantrade - Text File	MERCHANTRADE	Text File	✓	✓	✗	✗	✗	✗
Merchantrade - Excel File	MERCHANTRADE	Excel file	✓	✓	✗	✗	✗	✗

# TimeTec Payroll – Bank Information

Bank	TimeTec Payroll	File format	Salary	Bonus	Statutory Payment			
					EPF	SOCSO	EIS	PCB
Standard Chartered								
Standard Chartered – Excel File	SCB	Excel File	✓	✓	✗	✗	✗	✗
Standard Chartered – CSV File	SCB	CSV File	✓	✓	✗	✗	✗	✗
Others Bank								
Hong Leong Bank	HLBB	Excel File	✓	✓	✓	✓	✓	✓
CIMB	CIMB	Text File	✓	✓	✓	✓	✓	✓
Alliance Bank	ABMB	Text File	✓	✓	✓	✓	✓	✓
Bank Islam	BIMB	Text File	✓	✓	✓	✓	✓	✓
OCBC	OCBC	Text File	✓	✓	✓	✓	✓	✓
UOB	UOB	Text File	✓	✓	✗	✗	✗	✗
HSBC	HSBC	Text File	✓	✓	✗	✗	✗	✗
MBSB	MBSB	Excel File	✓	✓	✗	✗	✗	✗
Bank Simpanan Nasional	BSN	Text File	✓	✓	✗	✗	✗	✗
RHB	RHB	Excel File	✓	✓	✓	✓	✓	✓
MUFG	MUFG	Text File	✓	✓	✓	✓	✓	✗

Topic 7

# Online Webinar Training

**Day 1**

## Attendance Module

Time 9am-5pm

Date dd/mm/yyyy

**Day 2**

## Leave & Claim

Time 9am-5pm

Date dd/mm/yyyy

**Day 3**

## Payroll

Time 9am-5pm

Date dd/mm/yyyy



## Support Channel

Hotline      **03-8070 9933**

Email      **[support@timeteccloud.com](mailto:support@timeteccloud.com)**



## What's Next

**1**

Fill up user data  
migration template

**2**

Fill up policy template

- Attendance
- Leave
- Claim

**3**

Attend online  
webinar training  
session

**4**

Follow Up weekly  
review session

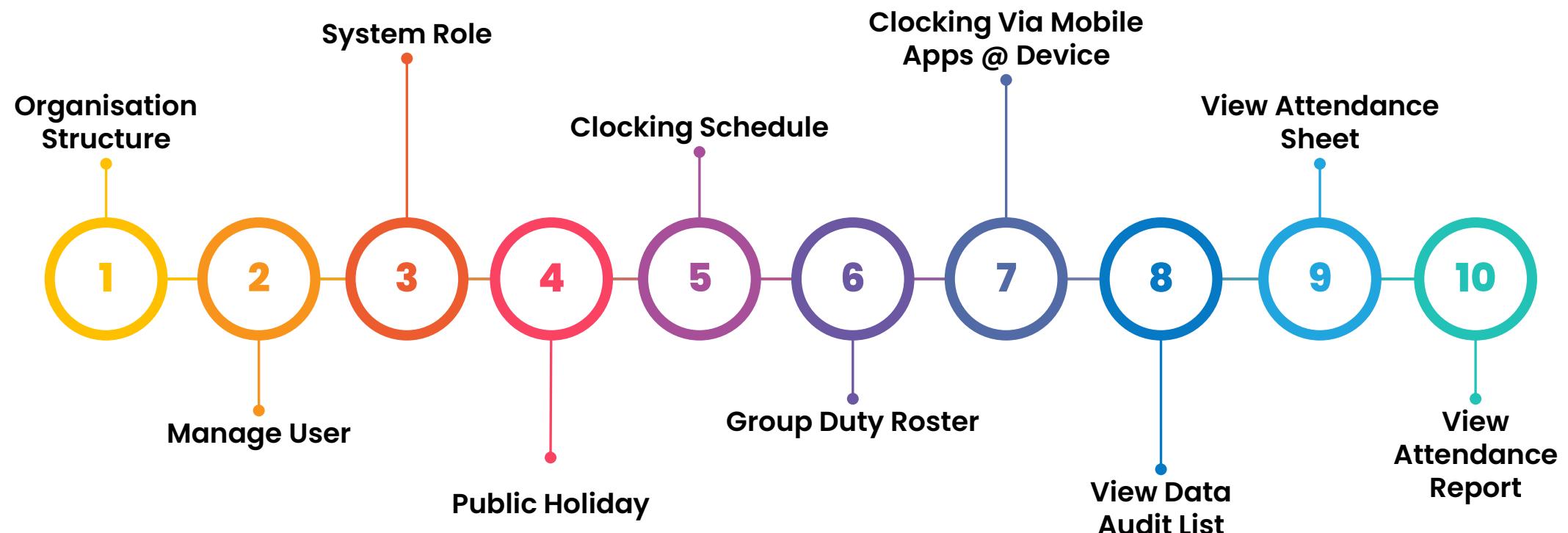
Phase 2

## Online Webinar Training



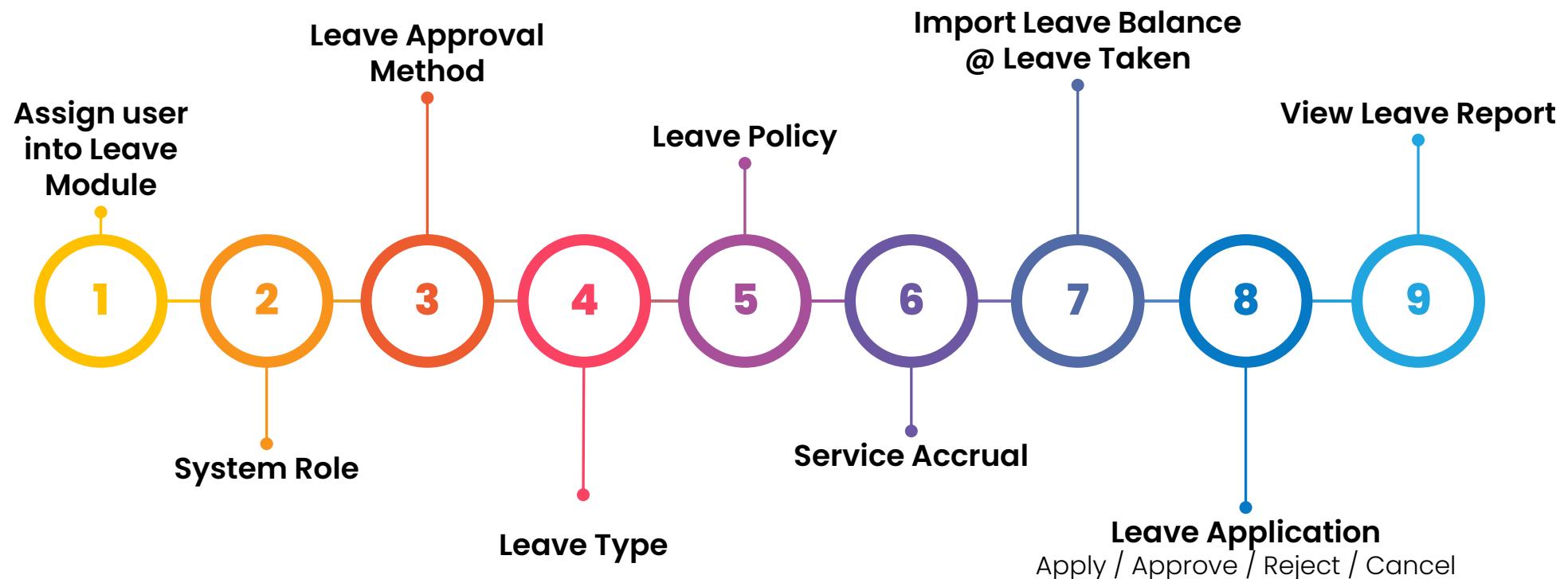
Phase 3

# First Review Session – Attendance Module



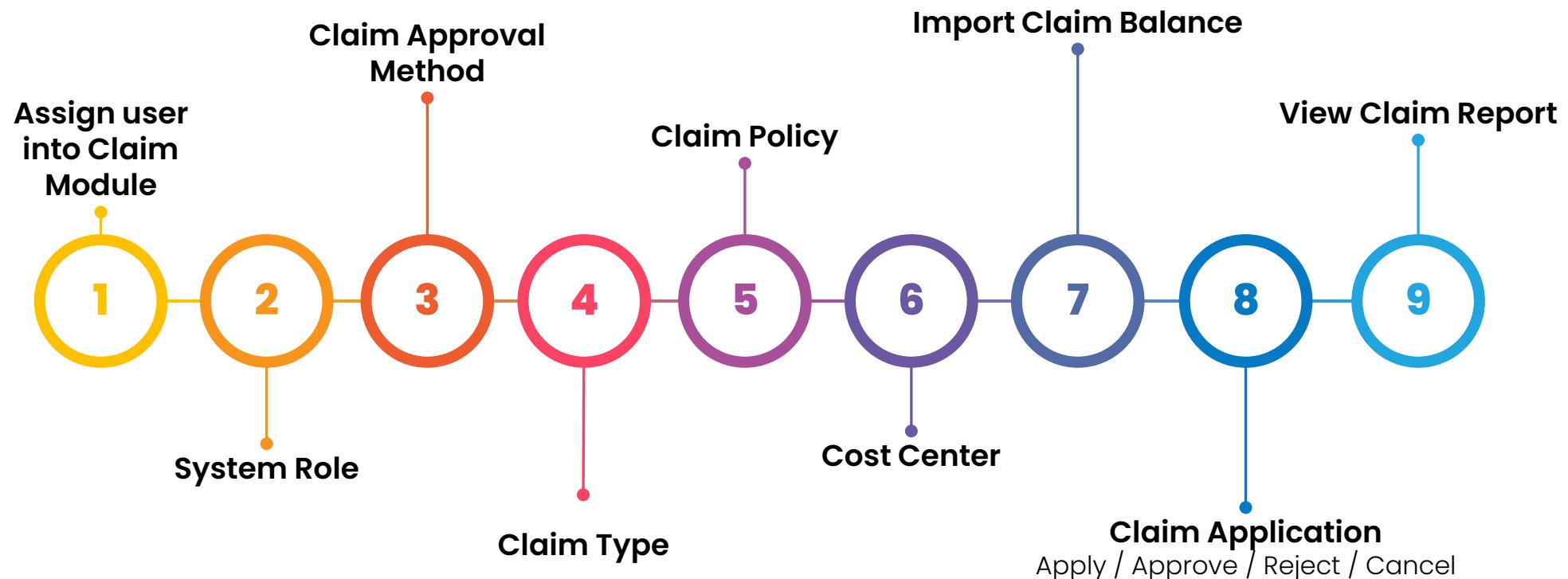
Phase 4

## Second Review Session – Leave Module



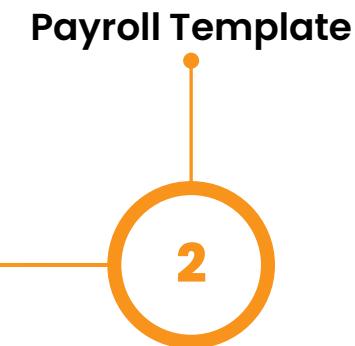
Phase 5

## Third Review Session – Claim Module



Phase 6

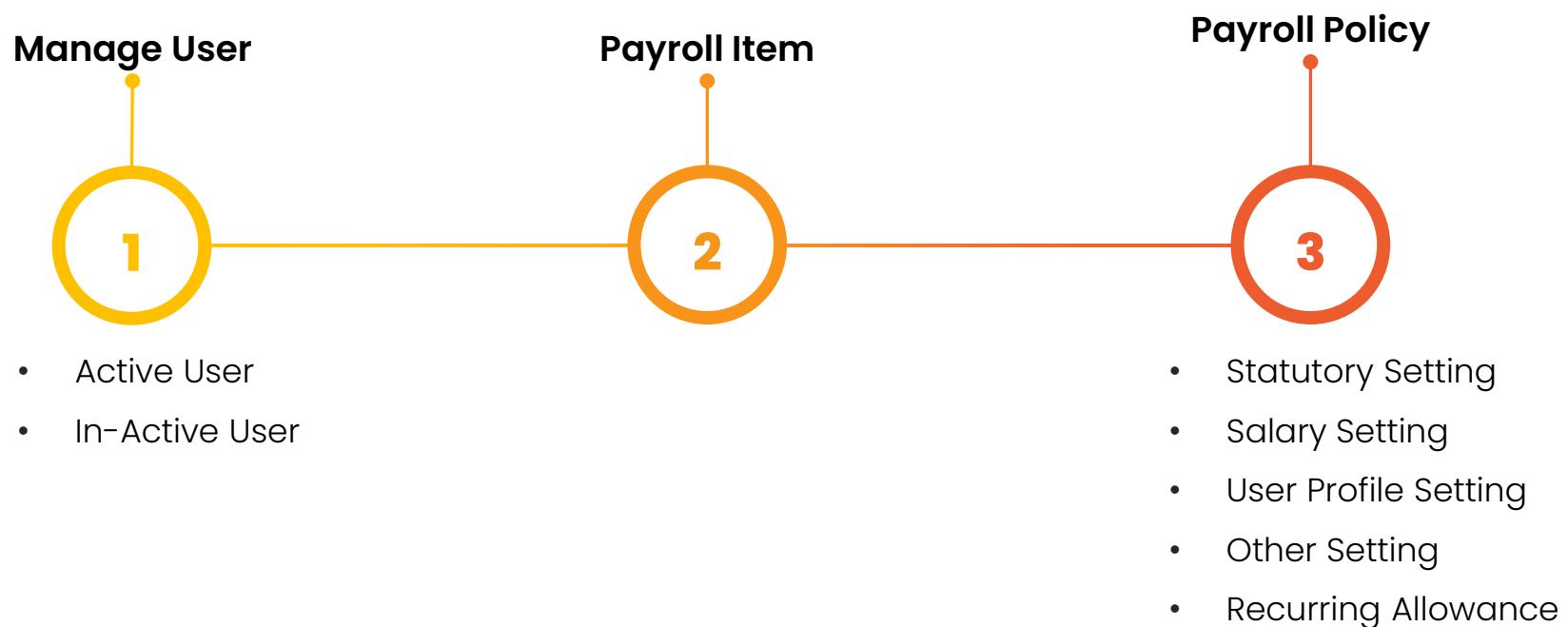
## Online Kick-Off Meeting – Payroll Module



- Payroll – User Data Migration
- Payroll – Salary Data
- Payroll – EA Form Data
- Payroll – Basic Company Information

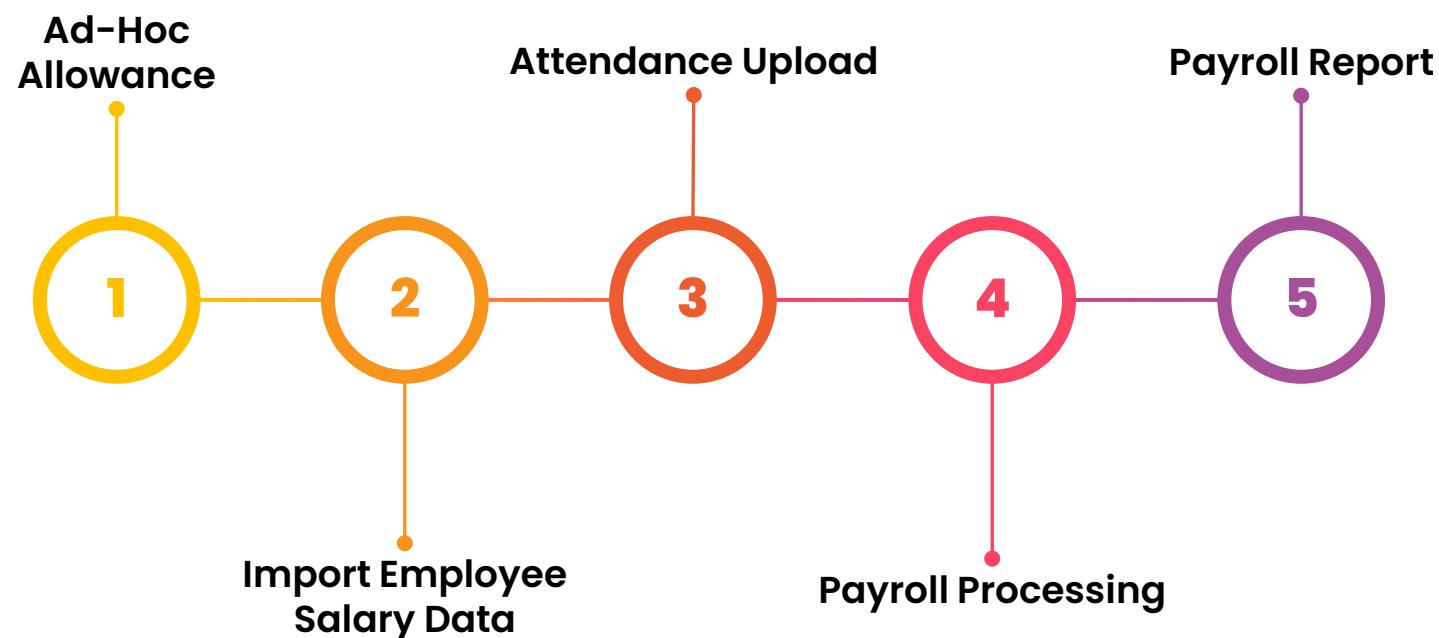
Phase 7

## Fourth Review Session – Payroll Module



Phase 8

## Fifth Review Session – Payroll Module



Phase 9

## Final Review Session – Payroll Module

