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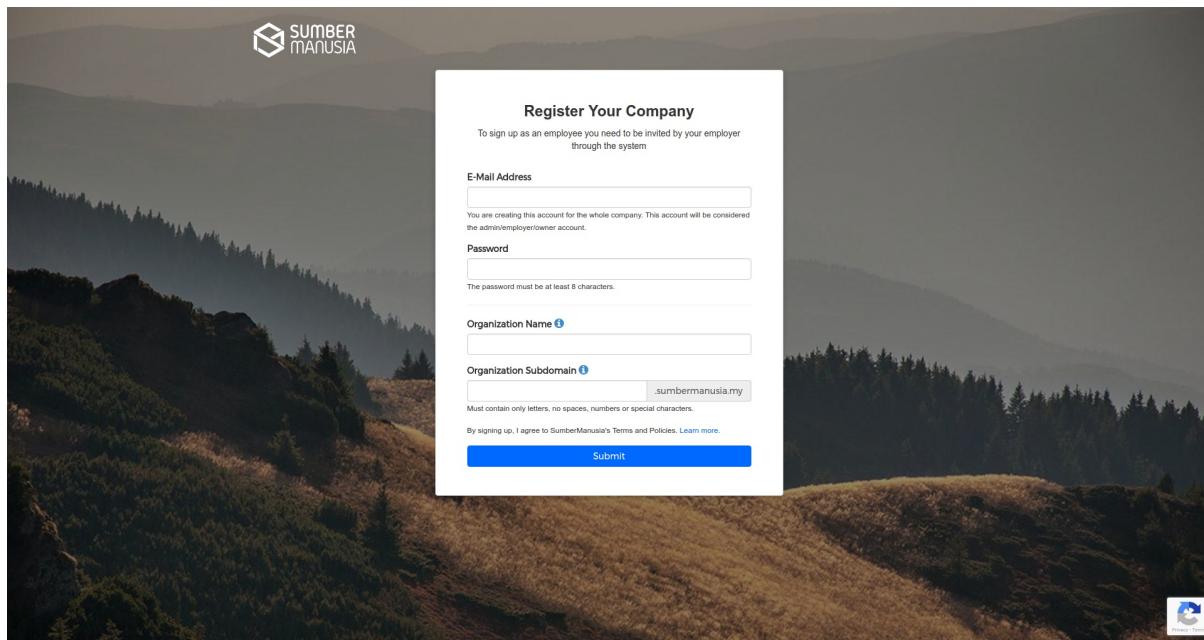
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## **Introduction**

## **Register "Sumber Manusia" for the first time**

## Employee signing up

Go to <http://sumbermanusia.my> and click register.



Fill up form. \* compulsory

Instruction	Explanation
Enter email address	This email address will be use for emailing purpose
Account password	Password must be at least 8 characters
Organization name	The name of your organization
Organization Sub-Domain	(mmb).sumbermanusia.my

**Successful submission will yield below's image.**



## Activation email

An activation email with link to activate your account will be in your inbox.

**Account Activation**

From: Aishah <aishah@sumbermanusia.my>  
To: <thepadei@gmail.com>  
[More info](#)

2017-08-28 08:23  
(a few seconds ago)  
Size: 7.9 KB

[HTML](#) [HTML Source](#) [Text](#) [Raw](#) [Analysis](#) [Check HTML](#) [Open in a new tab](#)

SumberManusia

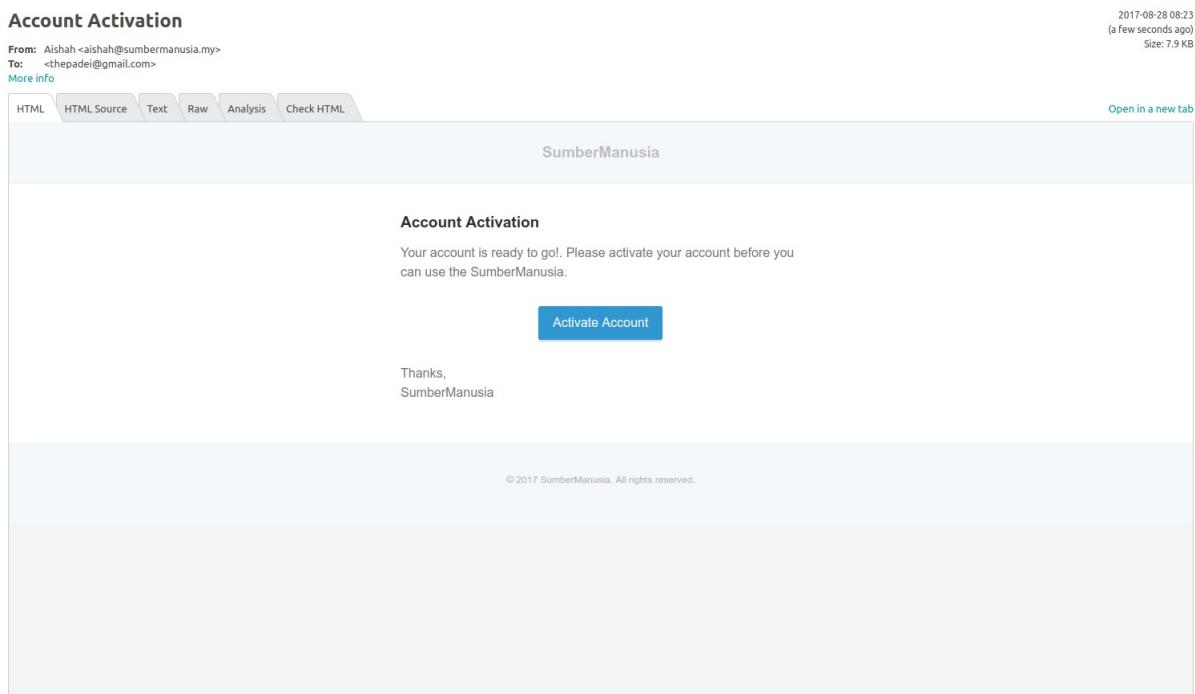
**Account Activation**

Your account is ready to go! Please activate your account before you can use the SumberManusia.

[Activate Account](#)

Thanks,  
SumberManusia

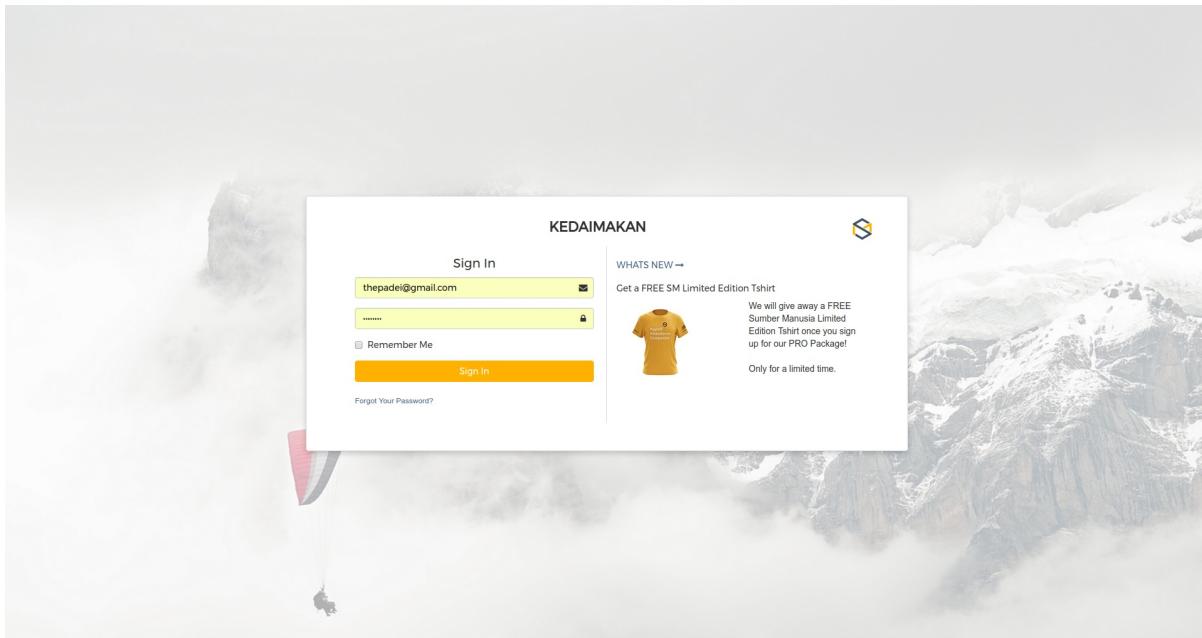
© 2017 SumberManusia. All rights reserved.



Click "Activate Account" and a new [Login](#) page will be loaded.

## User Login

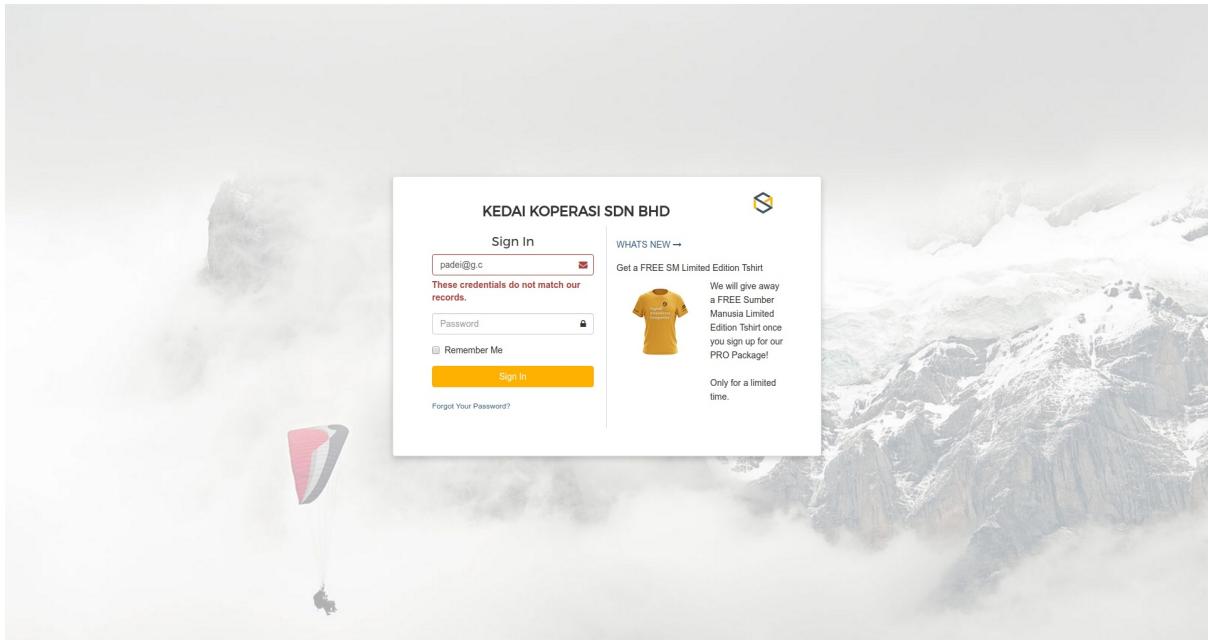
Insert your email address and password on login page.



Check "remember me", to save credentials for future login. \*optional

Forgot password, will redirect you to a [Forgot Password](#) page.

If email, has not been verified, an error "*These credentials do not match our records*" will be visible under the input-box.



You will be greeted with new **Wizard** page.

## Wizard

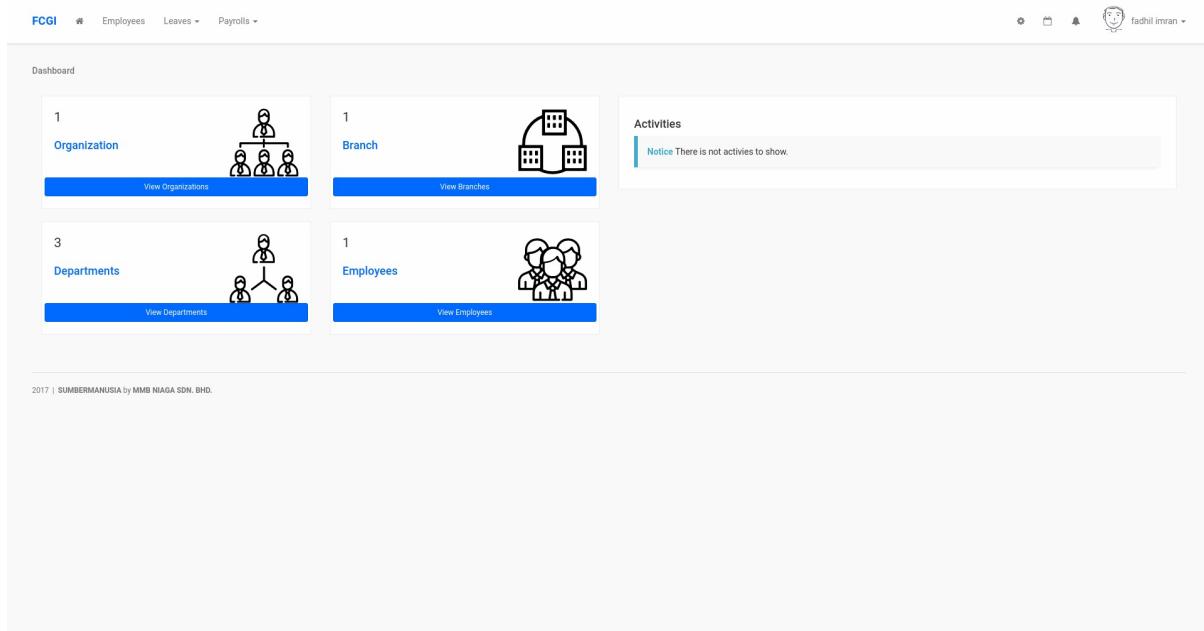
**On successful login, you will need to complete loaded wizard.**

The screenshot shows a wizard form titled "kedaimakan @ SumberManusia". The title is bolded at the top. Below it, a message reads: "Before we started, we need some help from you to setup your Organization." The form contains three input fields: "Your prefered name" (text input), "Your main business operates in" (dropdown menu with "Please Select" option), and "Are you one of the employee?" (radio button group with "Yes" and "No" options). A blue "Continue" button is located at the bottom right of the form area.

**Fill up form. \* compulsory**

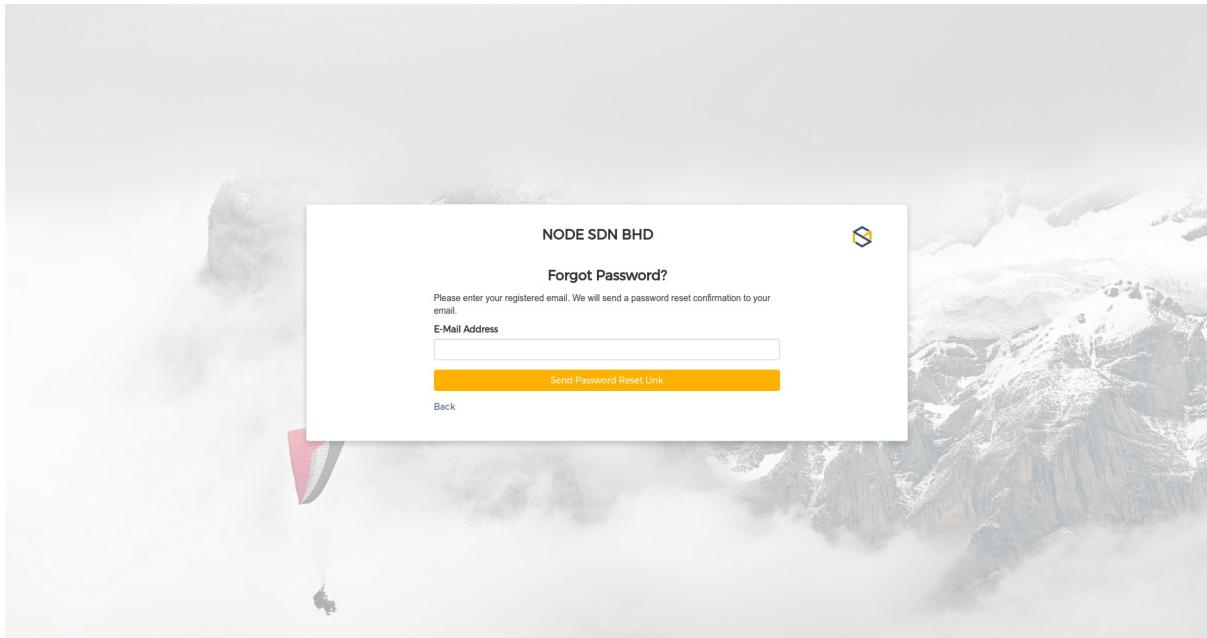
Instruction	Explanation
Your prefered name	What would you like to be called, e.g. nickname
Your main business operates in	Whereabout of your business
Employment status	Are you one of the employees

User's dashboard will displayed after finishing the wizard.



## Forgot Password

New forgot password page will be loaded.



Insert you email address for password resetting purpose.

Next, an email containing a link to reset your password will be sent to your inbox.

**Reset Password**

From: Aishah <aishah@sumbermanusia.my>  
To: <thepadei@gmail.com>  
[More info](#)

2017-09-06 04:08  
(a few seconds ago)  
Size: 9.3 KB

[HTML](#) [HTML Source](#) [Text](#) [Raw](#) [Analysis](#) [Check HTML](#) [Open in a new tab](#)

SumberManusia

Hello!

You are receiving this email because we received a password reset request for your account.

[Reset Password](#)

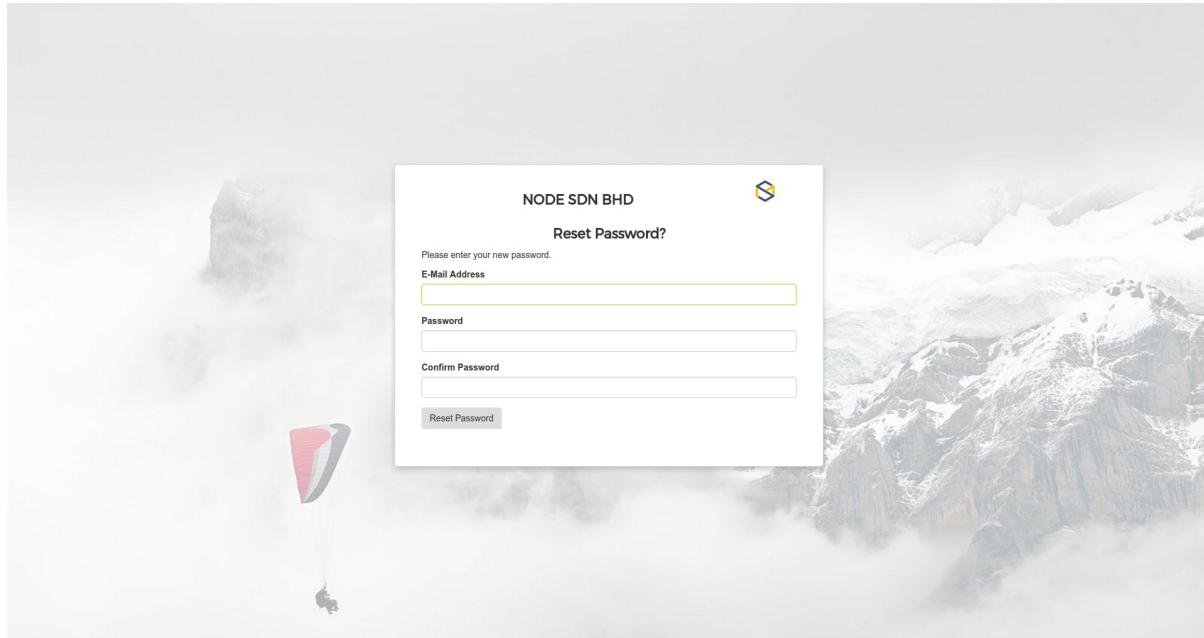
If you did not request a password reset, no further action is required.

Regards,  
SumberManusia

If you're having trouble clicking the "Reset Password" button, copy and paste the URL below into your web browser:  
<http://nodeis.sumbermanusia.dev/password/reset/c3617988be60b44af936d633469511db0ea7432eb094c118cf3ac4c7c1ed453d>

© 2017 SumberManusia. All rights reserved.

Click "Reset Password" to open a new tab for password-resetting.



Instruction	Explanation
Enter email address	This email address will be use for emailing purpose
Password	Password must be new password with at least 8 characters
Confirm Password	Reenter the above password

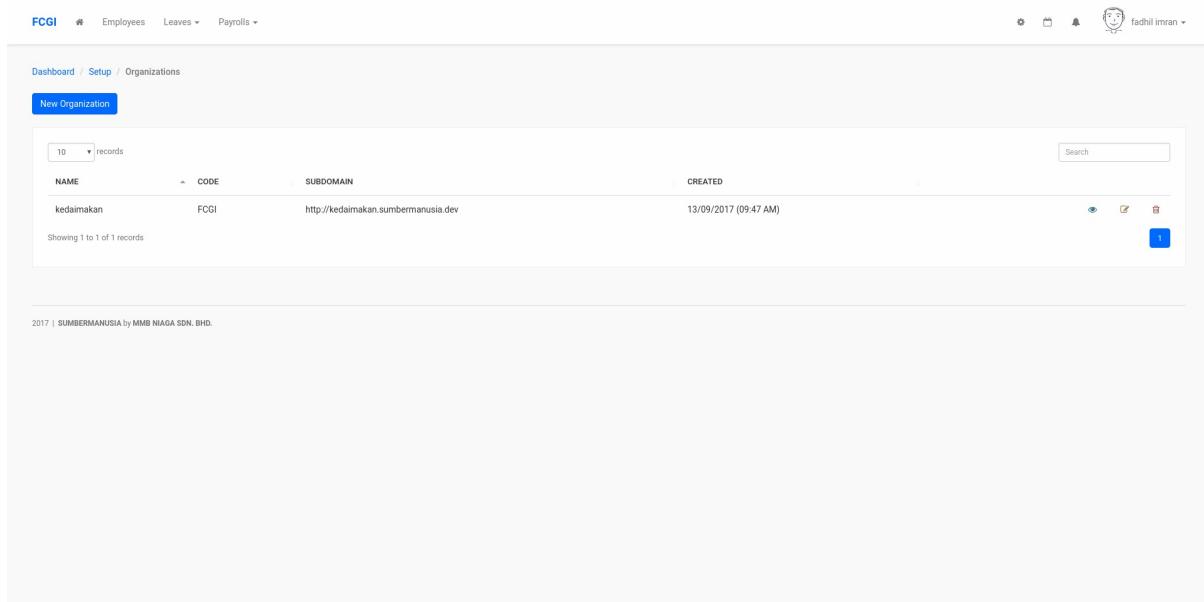
Upon finishing the process, you will be directed to the dashboard.



## **Setting up "Sumber Manusia" for the first time**

## Organization Setup

Organization dashboard will be presented.



The screenshot shows a web-based application interface for managing organizations. At the top, there is a navigation bar with links for 'FCGI', 'Employees', 'Leaves', 'Payrolls', and a user profile for 'fadhil imran'. Below the navigation, a breadcrumb trail indicates the current location: 'Dashboard / Setup / Organizations'. A prominent blue button labeled 'New Organization' is centered above a table. The table has columns for 'NAME', 'CODE', 'SUBDOMAIN', and 'CREATED'. One record is listed: 'kedaimakan' with 'FCGI' as the code, 'http://kedaimakan.sumbermanusia.dev' as the subdomain, and a creation date of '13/09/2017 (09:47 AM)'. To the right of the table are several small icons for filtering and exporting data. A search bar is located at the top right of the table area. At the bottom left of the page, there is a copyright notice: '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

Search function can be found on top right of the table to find information needed.

Each of the column are sort-able by clicking on title of column.

Number of records displayed can also be change from 10 up to 100.

Click "New Organization" to create new Organization.

New Organization form consisting of three parts will be displayed.

**DEMOALI** Dashboard Employees Payroll Calendar Setup Leaves 

Dashboard / Setup / Organizations / Edit Organization Details

**Organization Information**

Organization Name *	Demo Ali Sdn Bhd	Must be more than 5 characters. Can be found on: Borang A, Borang 8A, CP39, Form E, Form EA.
Organization Subdomain	demoali.sumbermanusia.my	Must contain only letters, no spaces, numbers or special characters with minimum of 4 characters.
Organization Type *	Private Limited Company (Sdn Bhd)	Your organization/company/business type.
Organization Logo	Browse Image...	Organization logo is optional.

**Statutory Information**

Registration No.	95190756	Can be found on: Borang SSM, Borang 8A, CP39, Form E (1221181B)
EPF Reference No.	6441	Can be found on: Borang A (No. Rujukan Majikan).
SOCSSO Reference No.	3556	Can be found on: Perkeso Borang 8A (No. Kod Majikan).
GST Reference No.	2	Your registered GST number with LHDN.

**Mailing Address Information**

Address	<input type="text"/>	Must be more than 10 characters
Postcode	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text"/> Please Select	
Country	<input type="text"/> Please Select	

**Physical Address Information**

<input type="checkbox"/> Same with Mailing Address	<input type="text"/>	Must be more than 10 characters
Address	<input type="text"/>	
Postcode	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text"/> Please Select	
Country	<input type="text"/> Please Select	

[Update Organization Details](#)

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### Form: Organization Information. \* compulsory

Instruction	Explanation
Enter new organization's desired name	Name must be more than 5 characters
Prefix code	Must be unique characters and not more than 4 characters.
Subdomain	e.g. fadhil.sumbermanusia.my <b>fadhil</b> is subdomain.
Organization Type	.e.g. Sole Proprietorship, Partnership, etc...
Organization Logo	Insert any photo format e.g JPG ,JPEG, PNG

### Form: Statutory Information.

Instruction	Explanation
Registration No	Can be found in Borang SSM, Borang 8A, CP39, Form E
EPF Reference No.	Can be found in Borang A (No. Rujukan Majikan)
GST Reference No.	Number registered with LHDN

**Form: Mailing Address Information.**

Instruction	Explanation
Address	Company's address. Need to be more than 10 characters
Postcode	
City	
State	
Country	

**Form: Physical Address Information.**

Instruction	Explanation
Same with Mailing Address checkbox	If same address is used, check
Postcode	
City	
State	
Country	

**Succesfull submission will redirect the page to organization's dasboard. A newly added organization will be added.**

**To view individual row, click on the first icon on the last columns.**

**Page will be redirected to a read-only page displaying all related informations on the organization.**

The screenshot shows the UIQP interface with a navigation bar at the top. The main content area displays a logo placeholder for 'YOUR COMPANY' and a table of organization details.

Organization Name	Node Sdn Bhd
Organization Subdomain	nodejs
Organization Type	Partnership
Organization No.	12211818M
Organization EPF No.	4651568
Organization SOCSO No.	88655616
Organization GST No.	6256564
Mailing Address	NodeJs Corporation 43000 Kajang Selangor Malaysia
Physical Address	NodeJs Corporation 43000 Kajang Selangor Malaysia

At the bottom left of the page, there is a small text: "2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD."

**To edit individual row, click on the middle icon on the last columns.**

**An edit organization page will be displayed containing old information inserted which can be alter.**

UIQP Dashboard Employees Payroll Calendar Setup Leaves ▾

Dashboard / Setup / Organizations / Edit Organization Details

Organization Information		Statutory Information	
Organization Name *	Node Sdn Bhd	Registration No.	12211818M
	Must be more than 5 characters. Can be found on: Borang A, Borang 8A, CP99, Form E, Form EA.		Can be found on: Borang SSM, Borang 8A, CP99, Form E (12211818M)
Organization Subdomain	nodejs sumbermanusia.my	EPF Reference No.	4651568
	Must contain only letters, no spaces, numbers or special characters with minimum of 4 characters.		Can be found on: Borang A (No. Rujukan Majikan).
Organization Type *	Partnership	SOC SO Reference No.	88655616
	Your organization/company/business type.		Can be found on: Perkosa Borang 8A (No. Kod Majikan).
Organization Logo	Browse Image...	GST Reference No.	6256564
	Organization logo is optional.		Your registered GST number with LHDN.
<b>Mailing Address Information</b>		<b>Physical Address Information</b>	
Address	NodeJs Corporation		
	Must be more than 10 characters		
Postcode	43000	Address	NodeJs Corporation
	Must be more than 10 characters		Must be more than 10 characters
City	Kajang	Postcode	43000
State	Selangor	City	Kajang
Country	Malaysia	State	Selangor
			Malaysia
<input type="button" value="Update Organization Details"/>			

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**To delete individual row, click on the right icon on the last columns and you will be prompted with a confirmation-popout.**

PTCO Dashboard Employees Calendar Setup Leaves ▾

Home / Setup / Organizations

New Organization

Confirmation																							
Are you sure you want to delete this?																							
<input type="button" value="Cancel"/> <input type="button" value="Delete"/>																							
<table border="1"> <thead> <tr> <th colspan="2"></th> <th colspan="2">Search</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>records</td> <td></td> <td></td> </tr> <tr> <th>NAME</th> <th>CODE</th> <th>SUBDOMAIN</th> <th>CREATED</th> </tr> <tr> <td>Node.js</td> <td>FYIW</td> <td>http://nodejs.sumbermanusia.dev</td> <td>29/08/2017 (04:15 PM)</td> </tr> <tr> <td>Node Sdn Bhd</td> <td>PTCO</td> <td>http://node.sumbermanusia.dev</td> <td>29/08/2017 (04:08 PM)</td> </tr> </tbody> </table>						Search		10	records			NAME	CODE	SUBDOMAIN	CREATED	Node.js	FYIW	http://nodejs.sumbermanusia.dev	29/08/2017 (04:15 PM)	Node Sdn Bhd	PTCO	http://node.sumbermanusia.dev	29/08/2017 (04:08 PM)
		Search																					
10	records																						
NAME	CODE	SUBDOMAIN	CREATED																				
Node.js	FYIW	http://nodejs.sumbermanusia.dev	29/08/2017 (04:15 PM)																				
Node Sdn Bhd	PTCO	http://node.sumbermanusia.dev	29/08/2017 (04:08 PM)																				
Showing 1 to 2 of 2 records																							

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## Branch Setup

**Branch dashboard will be presented.**

The screenshot shows a software interface titled 'PTCO' with a navigation bar including 'Dashboard', 'Employees', 'Calendar', 'Setup', and 'Leaves'. A user profile 'Fadhil' is visible in the top right. The main content area is titled 'Branches' and shows a table with one record:

BRANCH NAME	HQ	CREATED
Main Branch	Yes	29/08/2017 (04:08 PM)

Below the table, it says 'Showing 1 to 1 of 1 records'. On the left, there's a dropdown for 'records' set to '10'. On the right, there's a search bar and some icons. At the bottom left, it says '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

**Search function can be found on top right of the table to find information needed.**

**Each of the column are sort-able by clicking on title of column.**

**Number of records displayed can also be change from 10 up to 100.**

**Click on "New Branch" to create new Branch.**

PTCO Dashboard Employees Calendar Setup Leaves ▾

Home / Setup / Branches / New Branch

### Branch Information

**Branch Name \***  This is your branch name. Eg: Kuala Lumpur Branch

### Mailing Address Information

**Address**

**Postcode**

**City**

**State**

**Country**

### Physical Address Information

Same with Mailing Address

**Address**

**Postcode**

**City**

**State**

**Country**

### Working Days Information

Working Days *	Mon	Tue	Wed	Thur	Friday	Sat	Sun
Full Working Days	●	●	●	●	●	○	○
Half Working Days	○	○	○	○	○	○	○
Off Days	○	○	○	○	○	●	●

**Create Branch**

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**Form: Branch Information \* compulsory.**

Instruction	Explanation
Branch Name	Name of new Branch

**Form: Mailing Address Information.**

Instruction	Explanation
Address	Company's address. Need to be more than 10 characters
Postcode	
City	
State	
Country	

**Form: Physical Address Information.**

Instruction	Explanation
Same with Mailing Address checkbox	If same address is used, check
Postcode	
City	
State	
Country	

**Form: Working Days Information.**

**Working days**

- Configure working days of particular branch. Configurable with three configuration
- Full working days = 8 hours.
- Half working days = 4 hours
- Off Days = Holiday

**Succesfull submission will redirect the page to branch's dasboard. A newly added branch will be added.**

The screenshot shows the PTCO software interface with the following details:

- Header:** PTCO Dashboard Employees Calendar Setup Leaves Fadil
- Breadcrumbs:** Home / Setup / Branches
- Message:** Branch successfully created.
- Table:** Displays the list of branches with columns: BRANCH NAME, HQ, and CREATED.
- Data:**

BRANCH NAME	HQ	CREATED
Kajang Branch	No	29/08/2017 (05:12 PM)
Main Branch	Yes	29/08/2017 (04:08 PM)
- Page Footer:** Showing 1 to 2 of 2 records
- Page Bottom:** 2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

**To view individual row, click on the first icon on the last columns.**

**Page will be redirected to a read-only page displaying all related informations on the branch.**

**To edit individual row, click on the middle icon on the last columns.**

**An edit branch page will be displayed containing old information inserted which can be alter.**

The screenshot shows the PTCO Branch Setup interface with the following details:

- Branch Information:** Branch Name \* Kajang Branch (Note: This is your branch name. (Kuala Lumpur Branch))
- Mailing Address Information:**
  - Address: NodeJs Corporation
  - Postcode: 43000
  - City: Kajang
  - State: Selangor
  - Country: Malaysia
- Physical Address Information:**
  - Address: NodeJs Corporation
  - Postcode: 43000
  - City: Kajang
  - State: Selangor
  - Country: Malaysia
- Working Days Information:**

Working Days	Mon	Tue	Wed	Thur	Friday	Sat	Sun
Full Working Days	●	●	●	●	●	●	●
Half Working Days	○	○	○	○	○	○	○
Off Days	○	○	○	○	○	●	●

At the bottom left, it says "2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD." and at the bottom right, there is a "Update Branch Details" button.

**To delete individual row, click on the right icon on the last columns and you will be prompted with a confirmation-popout.**

The screenshot shows a web-based application interface for managing branches. At the top, there is a navigation bar with links for PTCO, Dashboard, Employees, Calendar, Setup, Leaves, and a user profile for Fadhil. Below the navigation, a breadcrumb trail indicates the current location: Home / Setup / Branches. A "New Branch" button is visible. The main content area displays a table of branch records with columns for BRANCH NAME, HQ, and CREATED. Two rows are listed: "Kajang Branch" (HQ: No, Created: 29/08/2017 05:12 PM) and "Main Branch" (HQ: Yes, Created: 29/08/2017 04:08 PM). A confirmation dialog box is overlaid on the page, asking "Are you sure you want to delete this?", with "Cancel" and "Delete" buttons. The bottom of the screen shows a footer with the text "2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD."

BRANCH NAME	HQ	CREATED
Kajang Branch	No	29/08/2017 (05:12 PM)
Main Branch	Yes	29/08/2017 (04:08 PM)

## Department Setup

**Department dashboard will be presented where departments will be listed under their specified branches.**

The screenshot shows a web-based application interface for department setup. At the top, there is a navigation bar with links for Dashboard, Employees, Payroll, Calendar, Setup, and Leaves. On the far right of the header, there are icons for search, refresh, and user profile. Below the header, the URL path 'Dashboard / Setup / Departments' is visible, along with a 'New Department' button. A dropdown menu for record count is set to '10'. The main content area displays a table with three rows of department data. The columns are labeled 'NAME' and 'CREATED'. The data is grouped under a heading 'Main Branch'. The first row lists 'Information Technology (IT)' created on '06/09/2017 (11:10 AM)'. The second row lists 'Finance' created on '06/09/2017 (11:10 AM)'. The third row lists 'Human Resource' created on '06/09/2017 (11:10 AM)'. To the right of each row are three small icons: a magnifying glass, a checkmark, and a trash can. A search bar is located at the top right of the table. At the bottom left of the table, it says 'Showing 1 to 3 of 3 records'. The footer of the page includes the text '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

NAME	CREATED
Main Branch	
Information Technology (IT)	06/09/2017 (11:10 AM)
Finance	06/09/2017 (11:10 AM)
Human Resource	06/09/2017 (11:10 AM)

**Search function can be found on top right of the table to find information needed.**

**Each of the column are sort-able by clicking on title of column.**

**Number of records displayed can also be change from 10 up to 100.**

**Click on "New Department" to create new department.**

PTCO Dashboard Employees Calendar Setup Leaves ▾

Home / Setup / Departments / New Department

Branch \* Please Select

Department Name \*

Create Department

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

**Form: Department Information \* compulsory.**

Instruction	Explanation
Select Branch	Select branch where the department will be deployed at
Department Name	Name for new department

**Succesfull submission will redirect the page to department's dasboard. A newly added department will be added.**

PTCO Dashboard Employees Calendar Setup Leaves ▾

Home / Setup / Departments

Department successfully created.

New Department

NAME	CREATED
Kajang Branch	Financial Department 29/08/2017 (05:24 PM)
Main Branch	Human Resource 29/08/2017 (04:08 PM)

Showing 1 to 2 of 2 records

10 records Search

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

**To view individual row, click on the first icon on the last columns.**

**Page will be redirected to a read-only page displaying all related informations on the department.**

The screenshot shows a web application interface for managing departments. At the top, there is a navigation bar with links: PTCO, Dashboard, Employees, Calendar, Setup, Leaves, and a user profile icon for Fadil. Below the navigation bar, the URL is shown as Home / Setup / Departments / Show Department Details. The main content area displays a table with two rows of department information:

Branch	Kajang Branch
Name	Financial Department

At the bottom left of the page, there is a small text: 2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

**To edit individual row, click on the middle icon on the last columns.**

**An edit department page will be displayed containing old information inserted which can be alter.**

Home / Setup / Departments / Edit Department Details

Branch \* Kajang Branch

Department Name \* Financial Department

Update Department Details

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

**To delete individual row, click on the right icon on the last columns and you will be prompted with a confirmation-popout.**

PTCO Dashboard Employees Calendar Setup Leaves ▾

Home / Setup / Departments

New Department

10 records

NAME CREATED

Kajang Branch	29/08/2017 (05:24 PM)		
Financial Department	29/08/2017 (04:08 PM)		

Main Branch

Human Resource

Showing 1 to 2 of 2 records

Confirmation

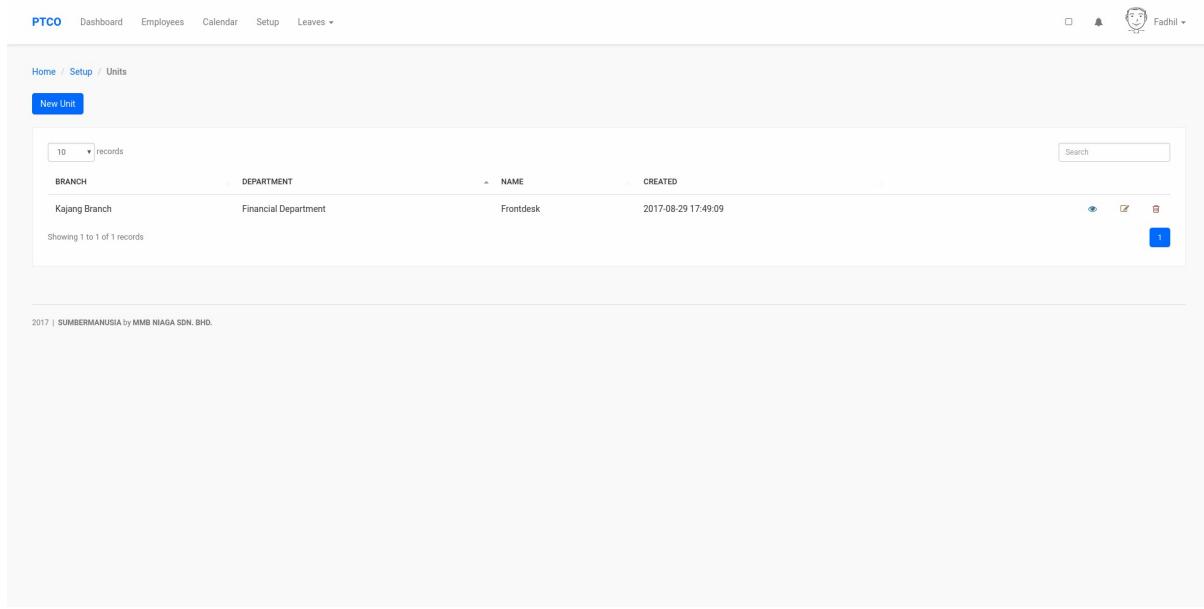
Are you sure you want to delete this?

Cancel Delete

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

## Unit Setup

**Unit dashboard will be displayed.**



The screenshot shows a web-based application interface for managing units. At the top, there is a navigation bar with links for PTCO, Dashboard, Employees, Calendar, Setup, Leaves, and a user profile for Fadhil. Below the navigation is a breadcrumb trail: Home / Setup / Units. A prominent blue button labeled "New Unit" is located above a table. The table has columns for BRANCH, DEPARTMENT, NAME, and CREATED. One record is listed: Kajang Branch, Financial Department, Frontdesk, and 2017-08-29 17:49:09. There are also icons for search, sort, and delete. A message at the bottom indicates "Showing 1 to 1 of 1 records".

**Search function can be found on top right of the table to find information needed.**

**Each of the column are sort-able by clicking on title of column.**

**Number of records displayed can also be change from 10 up to 100.**

**Click "New Unit" to create new unit.**

**New Unit form will be displayed.**

Home / Setup / Units / New Unit

Branch *	Please Select
Department *	Please Select
Unit Name *	
<b>Create Unit</b>	

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

**Form: Unit Information \* compulsory.**

Instruction	Explanation
Branch	Select branch where the unit will be deployed
Department	Select the department within the branch where unit will be created
Unit Name	Name of newly created unit

**Succesfull submission will redirect the page to group's dasboard. A newly added group will be added.**

Home / Setup / Units

Unit successfully created.

BRANCH	DEPARTMENT	NAME	CREATED
Kajang Branch	Financial Department	Frontdesk	2017-08-29 17:49:09

Showing 1 to 1 of 1 records

1

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

**To view individual row, click on the first icon on the last columns.**

**Page will be redirected to a read-only page displaying all related informations on the group.**

The screenshot shows a web application interface for managing units. At the top, there is a navigation bar with links: PTCO, Dashboard, Employees, Calendar, Setup, Leaves, and a user profile for Fadil. Below the navigation bar, the URL is shown as Home / Setup / Units / Show Unit Details. The main content area displays a table with three rows of unit information:

Branch	Kajang Branch
Department	Financial Department
Name	Frontdesk

At the bottom left of the content area, there is a small text: 2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

**To edit individual row, click on the middle icon on the last columns.**

**An edit group page will be displayed containing old information inserted which can be alter.**

Home / Setup / Units / Edit Unit Details

**Branch \*** Kajang Branch

**Department \*** Financial Department - (Kajang Branch)

**Unit Name \*** Frontdesk

**Update Unit Details**

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**To delete individual row, click on the right icon on the last columns and you will be prompted with a confirmation-popout.**

Home / Setup / Units

New Unit

10 records

BRANCH	DEPARTMENT	NAME	CREATED
Kajang Branch	Financial Department	Frontdesk	2017-08-29 17:49:09

Showing 1 to 1 of 1 records

Confirmation

Are you sure you want to delete this?

**Delete**

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

## Employee Group Setup

**Employee Group dashboard will be presented where all types of group will be displayed.**

The screenshot shows a web-based application interface for managing employee groups. At the top, there is a navigation bar with links for PTCO, Dashboard, Employees, Calendar, Setup, Leaves, and a user profile for Fadhil. Below the navigation is a breadcrumb trail: Home / Setup / Employee Groups. A blue button labeled "New Employee Group" is prominently displayed. The main content area is a table listing three employee groups: Executive, Management, and Non-Executive. The table has columns for NAME and CREATED. Each row contains three small icons for edit, delete, and details. A search bar is located at the top right of the table. At the bottom left, it says "Showing 1 to 3 of 3 records". The footer of the page includes the text "2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD."

NAME	CREATED	Action	Action	Action
Executive	29/08/2017 (04:08 PM)			
Management	29/08/2017 (04:08 PM)			
Non-Executive	29/08/2017 (04:08 PM)			

**Search function can be found on top right of the table to find information needed.**

**Each of the column are sort-able by clicking on title of column.**

**Number of records displayed can also be change from 10 up to 100.**

**Click "New Employee Group" to create new group.**

**New Employee Group form will be displayed.**

PTCO Dashboard Employees Calendar Setup Leaves ▾

Home / Setup / Employee Groups / New Employee Group

Name  Your Employee Group name. (Executive, Non-Executive)

**Save Changes**

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**Form: Organization Information \* compulsory.**

Instruction	Explanation
Name	Name of employee group. To group a number of employee in the same team or group. e.g. Executive, Non-Executive

**Succesfull submission will redirect the page to group's dasboard. A newly added group will be added.**

PTCO Dashboard Employees Calendar Setup Leaves ▾

Home / Setup / Employee Groups

Employee group successfully created.

**New Employee Group**

NAME	CREATED	
Executive	29/08/2017 (04:08 PM)	<input checked="" type="checkbox"/>
Internship	29/08/2017 (05:32 PM)	<input checked="" type="checkbox"/>
Management	29/08/2017 (04:08 PM)	<input checked="" type="checkbox"/>
Non-Executive	29/08/2017 (04:08 PM)	<input checked="" type="checkbox"/>

Showing 1 to 4 of 4 records

Search

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**To view individual row, click on the first icon on the last columns.**

**Page will be redirected to a read-only page displaying all related informations on the group.**

The screenshot shows a web application interface for managing employee groups. At the top, there is a navigation bar with links: PTCO, Dashboard, Employees, Calendar, Setup, Leaves, and a user profile for Fadhil. Below the navigation bar, the URL path is displayed as Home / Setup / Employee Groups / Show Employee Group Details. The main content area contains a table with one row, showing the name 'Internship' in the first column. At the bottom of the page, there is a footer note: 2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

**To edit individual row, click on the middle icon on the last columns.**

**An edit group page will be displayed containing old information inserted which can be alter.**

The screenshot shows a web-based application interface for managing employee groups. At the top, there is a navigation bar with links for PTCO, Dashboard, Employees, Calendar, Setup, Leaves, and a user profile for Fadhil. Below the navigation, a breadcrumb trail indicates the current location: Home / Setup / Employee Groups / Edit Employee Group Details. The main content area contains a form for editing an employee group. It has a 'Name' field containing 'Internship' with a placeholder 'Your Employee Group name. (Executive, Non-Executive)'. A blue 'Save Changes' button is located at the bottom of the form. At the very bottom of the page, there is a small footer note: '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

**To delete individual row, click on the right icon on the last columns and you will be prompted with a confirmation-popout.**

The screenshot shows a list of employee groups on a web page. The header includes PTCO, Dashboard, Employees, Calendar, Setup, Leaves, and a user profile for Fadhil. Below the header, a breadcrumb trail shows Home / Setup / Employee Groups. A 'New Employee Group' button is visible. The main content is a table listing four records:

NAME	CREATED	Actions
Executive	29/08/2017 (04:08 PM)	<input checked="" type="checkbox"/> <input type="checkbox"/>
Internship	29/08/2017 (05:32 PM)	<input checked="" type="checkbox"/> <input type="checkbox"/>
Management	29/08/2017 (04:08 PM)	<input checked="" type="checkbox"/> <input type="checkbox"/>
Non-Executive	29/08/2017 (04:08 PM)	<input checked="" type="checkbox"/> <input type="checkbox"/>

A confirmation dialog box is overlaid on the page, asking 'Are you sure you want to delete this?' with 'Cancel' and 'Delete' buttons. The footer of the page includes a 'Search' input field and the copyright notice: '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

## Holiday List Setup

**Holiday List dashboard will be presented where all holidays will be displayed.**

The screenshot shows a web-based application interface for managing holidays. At the top, there is a navigation bar with links for PTCO, Dashboard, Employees, Calendar, Setup, Leaves, and a user profile for Fadhil. Below the navigation is a breadcrumb trail: Home / Setup / Holiday Lists. A blue button labeled "New Holiday List" is visible. The main content area is a table titled "2017" showing the following data:

LABEL	DATE	IS BLOCK DATE	CREATED	Action
Christmas Day	25/12/2017	Yes	29/08/2017 (04:11 PM)	Eye, Edit, Delete
Sultan of Selangor's Birthday	11/12/2017	Yes	29/08/2017 (04:11 PM)	Eye, Edit, Delete
Prophet Muhammad's Birthday	01/12/2017	Yes	29/08/2017 (04:11 PM)	Eye, Edit, Delete
Deepavali	18/10/2017	Yes	29/08/2017 (04:11 PM)	Eye, Edit, Delete
Awal Muharram	22/09/2017	Yes	29/08/2017 (04:11 PM)	Eye, Edit, Delete
Malaysia Day	16/09/2017	Yes	29/08/2017 (04:11 PM)	Eye, Edit, Delete
Agong's Birthday	09/09/2017	Yes	29/08/2017 (04:11 PM)	Eye, Edit, Delete
Hari Raya Haji	01/09/2017	Yes	29/08/2017 (04:11 PM)	Eye, Edit, Delete
Merdeka Day	31/08/2017	Yes	29/08/2017 (04:11 PM)	Eye, Edit, Delete
Hari Raya Aidilfitri Holiday	26/06/2017	Yes	29/08/2017 (04:11 PM)	Eye, Edit, Delete

Below the table, it says "Showing 1 to 10 of 62 records" and has a page navigation bar with buttons for 1, 2, 3, 4, 5, 6, and 7. At the bottom left, there is a copyright notice: "2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD."

**Search function can be found on top right of the table to find information needed.**

**Each of the column are sort-able by clicking on title of column.**

**Number of records displayed can also be change from 10 up to 100.**

**Click "New Holiday List" to create new holiday.**

**New Holiday List form will be displayed.**

PTCO Dashboard Employees Calendar Setup Leaves ▾

Home / Setup / Holiday Lists / New Holiday List

Holiday Name	<input type="text"/>
Date	<input type="text"/>
<a href="#">Create New Holiday</a>	

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**Form: Organization Information \*compulsary**

Instruction	Explanation
Holiday Name	Name of holiday. e.g. Cuti Kemenangan Sukan SEA
Date	When is the holiday ?

**Succesfull submission will redirect the page to list's dasboard. A newly added holiday will be added.**

PTCO Dashboard Employees Calendar Setup Leaves ▾

Home / Setup / Holiday Lists

Holiday list successfully created.

[New Holiday List](#)

LABEL		DATE	IS BLOCK DATE	CREATED	
2017					
Kemenangan Sukan SEA	08/02/2017	<input checked="" type="checkbox"/>	29/08/2017 (06:07 PM)	<input checked="" type="checkbox"/>	
Christmas Day	25/12/2017	<input checked="" type="checkbox"/>	29/08/2017 (04:11 PM)	<input checked="" type="checkbox"/>	
Sultan of Selangor's Birthday	11/12/2017	<input checked="" type="checkbox"/>	29/08/2017 (04:11 PM)	<input checked="" type="checkbox"/>	
Prophet Muhammad's Birthday	01/12/2017	<input checked="" type="checkbox"/>	29/08/2017 (04:11 PM)	<input checked="" type="checkbox"/>	
Deepavali	18/10/2017	<input checked="" type="checkbox"/>	29/08/2017 (04:11 PM)	<input checked="" type="checkbox"/>	
Awal Muharram	22/09/2017	<input checked="" type="checkbox"/>	29/08/2017 (04:11 PM)	<input checked="" type="checkbox"/>	
Malaysia Day	16/09/2017	<input checked="" type="checkbox"/>	29/08/2017 (04:11 PM)	<input checked="" type="checkbox"/>	
Agong's Birthday	09/09/2017	<input checked="" type="checkbox"/>	29/08/2017 (04:11 PM)	<input checked="" type="checkbox"/>	
Hari Raya Haji	01/09/2017	<input checked="" type="checkbox"/>	29/08/2017 (04:11 PM)	<input checked="" type="checkbox"/>	
Merdeka Day	31/08/2017	<input checked="" type="checkbox"/>	29/08/2017 (04:11 PM)	<input checked="" type="checkbox"/>	

Showing 1 to 10 of 63 records

1 2 3 4 5 6 7

**To view individual row, click on the first icon on the last columns.**

**Page will be redirected to a read-only page displaying all related informations on the holiday.**

The screenshot shows a web-based application interface for managing holidays. At the top, there is a navigation bar with links for PTCO, Dashboard, Employees, Calendar, Setup, Leaves, and a user profile for Fadhil. Below the navigation bar, a breadcrumb trail indicates the current location: Home / Setup / Holiday Lists / Holiday List Details. The main content area displays a table with three rows of data:

Name	Kemenangan Sukan SEa
Date	2017-02-08
Is Block Date	<span style="background-color: green; color: white;">Yes</span>

At the bottom left of the page, there is a small copyright notice: "2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD." The overall layout is clean and modern, typical of a corporate intranet or HR system.

**To edit individual row, click on the middle icon on the last columns.**

**An edit holiday page will be displayed containing old information inserted which can be alter.**

PTCO Dashboard Employees Calendar Setup Leaves ▾

Home / Setup / Holiday Lists / New Holiday List

Holiday Name	Kemenangan Sukan SEA-29
Date	2017-02-08
<a href="#">Update Holiday List Details</a>	

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

**To delete individual row, click on the right icon on the last columns and you will be prompted with a confirmation-popout.**

PTCO Dashboard Employees Calendar Setup Leaves ▾

Home / Setup / Holiday Lists

New Holiday List

10 records

Search

Confirmation

Are you sure you want to delete this?

Cancel Delete

LABEL	DATE	IS BLOCK DATE	CREATED	
2017				
Kemenangan Sukan SEA	08/02/2017	Yes	29/08/2017 (06:07 PM)	
Christmas Day	25/12/2017	Yes	29/08/2017 (04:11 PM)	
Sultan of Selangor's Birthday	11/12/2017	Yes	29/08/2017 (04:11 PM)	
Prophet Muhammad's Birthday	01/12/2017	Yes	29/08/2017 (04:11 PM)	
Deepavali	18/10/2017	Yes	29/08/2017 (04:11 PM)	
Awal Muharram	22/09/2017	Yes	29/08/2017 (04:11 PM)	
Malaysia Day	16/09/2017	Yes	29/08/2017 (04:11 PM)	
Agong's Birthday	09/09/2017	Yes	29/08/2017 (04:11 PM)	
Hari Raya Haji	01/09/2017	Yes	29/08/2017 (04:11 PM)	
Merdeka Day	31/08/2017	Yes	29/08/2017 (04:11 PM)	

Showing 1 to 10 of 63 records

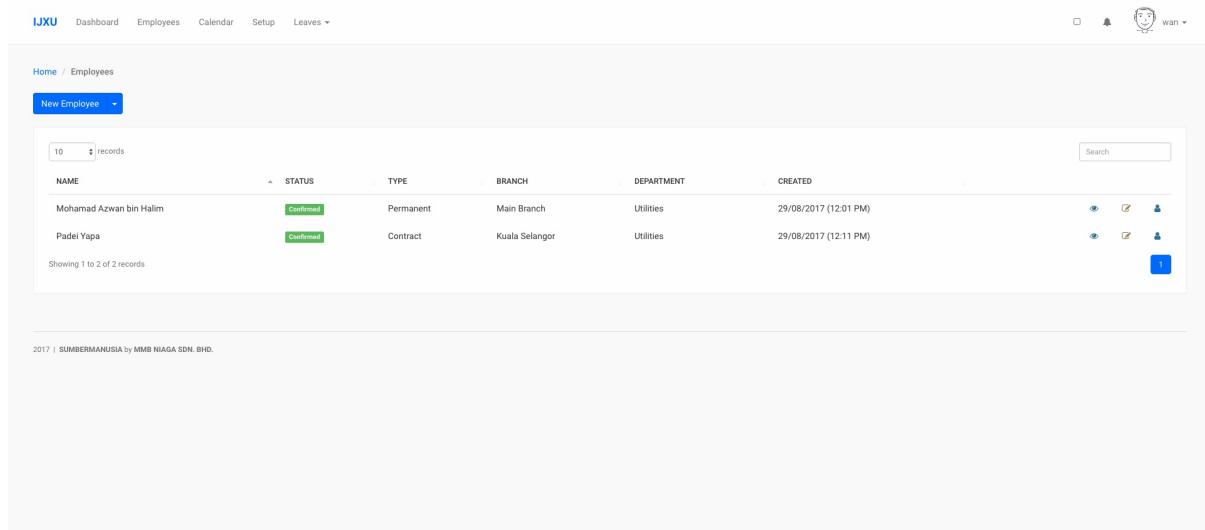
1 2 3 4 5 6 7

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## **Employee**

## Employee Dashboard

User will be presented with Employee's Dashboard.



The screenshot shows a web-based employee management system. At the top, there is a navigation bar with links for Home, Employees, Calendar, Setup, and Leaves. On the far right, there is a user profile icon and a dropdown menu. Below the navigation bar, the page title is "Employees". A blue button labeled "New Employee" is visible. The main content area is a table displaying employee information. The columns are NAME, STATUS, TYPE, BRANCH, DEPARTMENT, and CREATED. There are two records listed:

NAME	STATUS	TYPE	BRANCH	DEPARTMENT	CREATED
Mohamad Azwan bin Halim	Confirmed	Permanent	Main Branch	Utilities	29/08/2017 (12:01 PM)
Padei Yapa	Confirmed	Contract	Kuala Selangor	Utilities	29/08/2017 (12:11 PM)

At the bottom left, it says "Showing 1 to 2 of 2 records". On the right side of the table, there are icons for search, sort, and other actions. At the very bottom of the page, there is a footer note: "2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD."

Search function can be found on top right of the table to find information needed.

Each of the column are sort-able by clicking on title of column.

Number of records displayed can also be change from 10 up to 100.

Click on "New Employee" to add new employee entry.

## Add Employee

**Click on new Employee to add new employee information.**

**Form: General Information. \* compulsory**

Instruction	Explanation
Salutation	Salutation in name
First Name	What is Employee's First Name
Middle Name	What is Employee's Middle Name
Last Name	What is Employee's Last Name
Email	Employee's Email address for login purposes

**Form: Job Information. \* compulsory**

The screenshot shows a web-based application for managing employee information. At the top, there's a navigation bar with links for Home, Dashboard, Employees, Calendar, Setup, and Leaves. On the right side of the header, there are icons for search, notifications, and user profile (wan). Below the header, the main content area has a breadcrumb trail: Home / Employees / New Employee. The left sidebar has sections for General (Job, Statutory, Salary), and the Job section is currently active. The main form area is titled 'Job Information' and contains the following fields:

- Employment Status \***: A dropdown menu with 'Please Select' as the default option.
- Employment Type \***: A dropdown menu with 'Please Select' as the default option.
- Designation \***: A dropdown menu with 'Please Select' as the default option.
- Branch \***: A dropdown menu with 'Please Select' as the default option.
- Department \***: A dropdown menu with 'Please Select' as the default option.
- Unit \***: A dropdown menu with 'Please Select' as the default option.
- Joining Date \***: A date input field with a calendar icon.
- Confirmation Date \***: A date input field with a calendar icon.
- Supervisors**: A table with columns for Supervisor Name and Priority. It includes an 'Add Row' button.

At the bottom of the form is a blue 'Next' button. At the very bottom of the page, there's a small footer note: '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

Instruction	Explanation
Employment Status	Status of employment. E.g. Confirmed, Probation
Employment Type	What is the type of employment? Permanent or Contract?
Employee Group	In which group does this employee belongs to ?
Start Date/End date *if employment type is contract	Start and end of contract
Designation	What is his/her job title ?
Branch	In which branch will he/she work ?
Joining Date	Date he/she will start to join
Confirmation Date	Date he/she accept/confirm to work
Supervisors	Who will monitor/manage this employee

### Form: Statutory Information. \* compulsory

IJXU Dashboard Employees Calendar Setup Leaves ▾  wan ▾

Home / Employees / New Employee

General  
Job  
**Statutory**  
Salary

**Statutory Information**

Income Tax No. *	<input type="text"/>
EPF Membership No. *	<input type="text"/>
Employee EPF Rate *	Please Select
Employer EPF Rate *	Please Select
SOCZO No. *	<input type="text"/>
SOCZO Category *	Please Select
Work Permit No.	<input type="text"/>
Valid From Date	<input type="date"/>
Permit Expiry Date	<input type="date"/>
Passport No.	<input type="text"/>
Date Of Issue	<input type="text"/>
Date Of Expiry	<input type="text"/>
<b>Next</b>	

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

**Native**

Instruction	Explanation
Income Tax No.	Number for income tax
EPF Membership No.	Employee's EPF Membership number
Employee EPF Rate	What is employee's desired rate
SOCZO No	What is employee's SOCSO number
SOCZO Category	Which category does employee belongs to

**Foreigner**

Instruction	Explanation
Work Permit No.	Employee's permit number
Valid From Date	Initial Date of validation
Permit Expiry Date	Expiry Date of permit
Passport No.	
Date of Issue	
Date of Expiry	Expiry date of passport

**Form: Salary Information. \*compulsory**

Home / Employees / New Employee

**General**

**Job**

**Statutory**

**Salary**

**Salary Information**

Salary Payment Mode \*: Bank Transfer

Salary Frequency \*: Monthly

Financial Institute \*: Please Select

Bank Account No. \*:

Basic Salary \*: MYR

Create New Employee

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

Instruction	Explanation
Salary Payment Mode	How payment will be made, via Online, Cheque
Salary Frequency	The interval of which salary will be given, is it weekly , hourly
Financial Institute	Name of bank to transfer salary
Bank Account No.	Account number for stated bank
Basic Salary	Basic salary of employee, in RM

**Succesfull submission will redirect the page to employee's dasboard. A newly added employee will be added.**

Home / Employees

Employee successfully created.

New Employee

10 records

NAME	STATUS	TYPE	BRANCH	DEPARTMENT	CREATED
Padel Yappa	Confirmed	Part-Time	Main Branch	Human Resource	29/08/2017 (11:18 PM)
azwan bin halim	Confirmed	Permanent	Main Branch	Human Resource	29/08/2017 (11:13 PM)

Showing 1 to 2 of 2 records

Search

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

**To view individual row, click on the first icon on the last columns.**

**Page will be redirected to a read-only page displaying all related informations on the employee.**

The screenshot shows the TIQG application interface for viewing employee details. At the top, there's a navigation bar with links for Dashboard, Employees, Calendar, Setup, and Leaves. On the right side of the header, there are icons for search, notifications, and user profile. Below the header, the page title is "Show Employee Details" under the "Employees" section. The main content area displays the employee's profile picture, name (Padei Yappa), and location (Main Branch / Human Resource). A green button labeled "Confirmed" is visible. The page is divided into three main sections: "General Information", "Personal Information", and "Job Information". Each section contains several input fields for personal and professional details. At the bottom of the page, there's a small note: "2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD."

To edit individual row, click on the middle icon on the last columns.

An edit employee page will be displayed containing old information inserted which can be alter.

The screenshot shows the TIQG application interface for editing employee details. The navigation bar and header are identical to the previous screenshot. The main content area shows the "Edit Employee Details" page for the same employee. The left sidebar has tabs for "General", "Job", "Statutory", and "Salary", with "General" being the active tab. The main form is titled "General Information" and contains fields for Salutation (Mr), First Name (Padei), Middle Name, Last Name (Yappa), and Email (padel@gmail.com). A note below the email field says: "Email used for login to the system." At the bottom of the form is a blue "Next" button. The footer of the page includes the copyright notice: "2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD."

To delete individual row, click on the right icon on the last columns and you will be prompted with a confirmation-popout.

The screenshot shows a web-based application interface for managing employees. At the top, there is a navigation bar with links for 'Employees', 'Leaves', and 'Payroll'. On the far right, there is a user profile icon for 'Pablo Escobar'.

The main content area displays a table of employees. The columns are labeled: NAME, STATUS, TYPE, BRANCH, DEPARTMENT, and CREATED. Two rows of data are visible:

NAME	STATUS	TYPE	BRANCH	DEPARTMENT	CREATED
Pablo Escobar	-	-	-	-	13/09/2017 (03:10 PM)
Mohamad Azwan Halim	Confirmed	Permanent	Main Branch	Information Technology (IT)	13/09/2017 (03:14 PM)

Below the table, a message states 'Showing 1 to 2 of 2 records'. A confirmation dialog box is overlaid on the page, centered over the second row. The dialog has a title 'Confirmation' and the question 'Are you sure you want to delete this?'. It contains two buttons: 'Cancel' (white background) and 'Delete' (red background).

At the bottom left of the page, there is a footer note: '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

## Import employee data from excell

Click New Employee dropdown and select Import from Excel

MWNI Employees Leaves Payrolls

Dashboard / Employees

New Employee ▾

Import From Excel  
Download Excel Template

NAME	STATUS	TYPE	BRANCH	DEPARTMENT	CREATED
Pablo Escobar	-	-	-	-	13/09/2017 (
Mohamad Azwan Halim	Confirmed	Permanent	Main Branch	Information Technology (IT)	13/09/2017 (

Showing 1 to 2 of 2 records

Click choose file to upload Excel file and submit for review

Import Employee

Import excel file Choose File No file chosen

Close Submit For Review

System will review the file whether it follow the database scheme

**Click 'Import Success Row' to import file's data to the database**

FCGI Employees Leaves Payrolls fadil imran

Dashboard Employees Import Employees Import Employee Review Re-import Excel

Success [200 Rows] Import Success Row

Row	Details
1	Name : kamal adli a Email : popo@abcd.com1...
2	Name : azmi khairul b Email : popo@abcd.com2...
3	Name : khai rahman s Email : popo@abcd.com3...
4	Name : aiman hazim c Email : popo@abcd.com4...
5	Name : fatin syuhada d Email : popo@abcd.com5...
6	Name : aina aida s Email : popo@abcd.com6...
7	Name : muhd nor e Email : popo@abcd.com7...
8	Name : padei padei op Email : popo@abcd.com8...

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

All the data that successfully upload to the database will be appear at data table

Dashboard Employees New Employees

10 records Search

NAME	STATUS	TYPE	BRANCH	DEPARTMENT	CREATED
fadil imran	-	-	-	-	13/09/2017 (09:47 AM)
aiman hazim c	Retired	Contract	Main Branch	Human Resource	13/09/2017 (05:34 PM)
aina aida s	Confirmed	Contract	Main Branch	Human Resource	13/09/2017 (05:34 PM)
azmi khairul b	Pending	Contract	Main Branch	Human Resource	13/09/2017 (05:34 PM)
fatin syuhada d	Confirmed	Contract	Main Branch	Human Resource	13/09/2017 (05:34 PM)
kamal adli a	Confirmed	Contract	Main Branch	Human Resource	13/09/2017 (05:34 PM)
khai rahman s	Resigned	Contract	Main Branch	Human Resource	13/09/2017 (05:34 PM)
muhd nor e	Confirmed	Contract	Main Branch	Human Resource	13/09/2017 (05:34 PM)
padei padei op	Confirmed	Contract	Main Branch	Human Resource	13/09/2017 (05:34 PM)
padei padei op	Confirmed	Contract	Main Branch	Human Resource	13/09/2017 (05:34 PM)

Showing 1 to 10 of 201 records

1 2 3 4 5 ... 21

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## Create Payroll

Click on Payroll in the navigation bar.

Click on Payroll in the drop-down menu.

The screenshot shows the FCGL Payroll application interface. At the top, there is a navigation bar with links for 'Employees', 'Leaves', 'Payrolls', and a user profile for 'fadhil imran'. A dropdown menu for 'Payrolls' is open, showing 'Payrolls' and 'Authorization' as options. Below the navigation bar, there is a feedback banner that says 'We would love to hear your thoughts or feedback on how we can improve your experience! [Send your feedback](#)' with a close button. The main content area contains several cards: 'Organization' (1 item, View Organizations), 'Branch' (1 item, View Branches), 'Activities' (Notice: There is not activies to show), 'Departments' (3 items, View Departments), and 'Employees' (1 item, View Employees). At the bottom left, there is a copyright notice: '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

Search function can be found on top right of the table to find information needed.

**Each of the column are sort-able by clicking on title of column.**

**Number of records displayed can also be change from 10 up to 100.**

**Click on "New Payroll" to create new Payroll.**

Month	Issue Date	Num of Employee	Status	Action
Sep 2017	13 Sep 2017	1	Accepted	<input type="button" value="Status"/>
Sep 2017	13 Sep 2017	1	Accepted	<input type="button" value="Status"/>

New Payroll

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

### **Form: Branch Information \* compulsory.**

Instruction	Explanation
Pay Month	Select the month you wish to display the information
Pay Day	Select the pay day that you want to choose

**Succesfull submission will redirect the page to payroll's dasboard. A newly added payroll will be added.**

FCGI Employees Leaves Payrolls

Payroll successfully approved

New Payroll

Month	Issue Date	Num of Employee	Status	Action	
Sep 2017	13 Sep 2017	0	Pending	<input checked="" type="checkbox"/>	Status ▾
Nov 2017	13 Sep 2017	0	Pending	<input checked="" type="checkbox"/>	Status ▾

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

**Click on status button to change the status of the payroll**

MWNI Employees Leaves Payrolls

New Payroll

Month	Issue Date	Num of Employee	Status	Action	
Sep 2017	13 Sep 2017	1	Accepted	<input checked="" type="checkbox"/>	Status ▾
Sep 2017	13 Sep 2017	1	Accepted	<input checked="" type="checkbox"/>	Status ▾

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

Instruction	Explanation
Pending	Payroll not be review yet
Reviewed	Payroll reviewed but not decided yet
Accepted	Payroll is accepted
Rejected	Payroll rejected
Cancelled	Payroll cancelled
Processed	Payroll in process

**Click edit button on the status column**

**Click preview payslip to view payslip and verify**

Total Earnings	MYR 3500.00	Gross Salary	MYR 3500.00
Total Deductions	MYR 597.25	Net Salary	MYR 2902.75

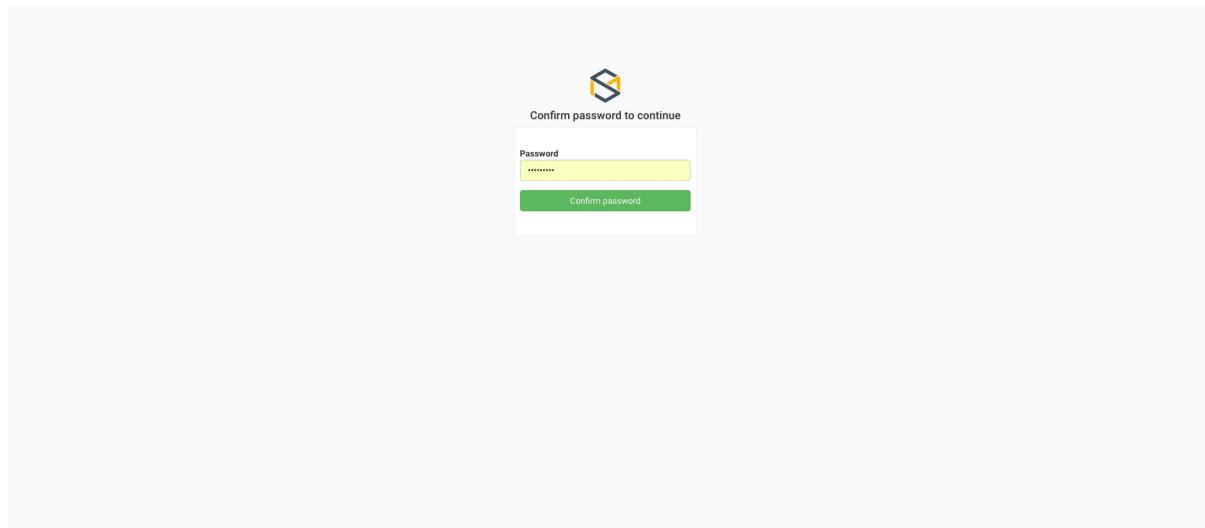
Earning Types	MYR 3500.00	Deduction Types	MYR 19.75
Basic	MYR 3500.00	SOCSO	MYR 19.75
Overtime	MYR 0.00	EPF	MYR 192.50
Incentive Pay	MYR 0.00	Income Tax	MYR 0.00
Bonus	MYR 0.00	CP38	MYR 0.00
Other	MYR 0.00	Loan	MYR 0.00
		Zakat	MYR 385.00

**Click email icon to send payslip through email to the employee**

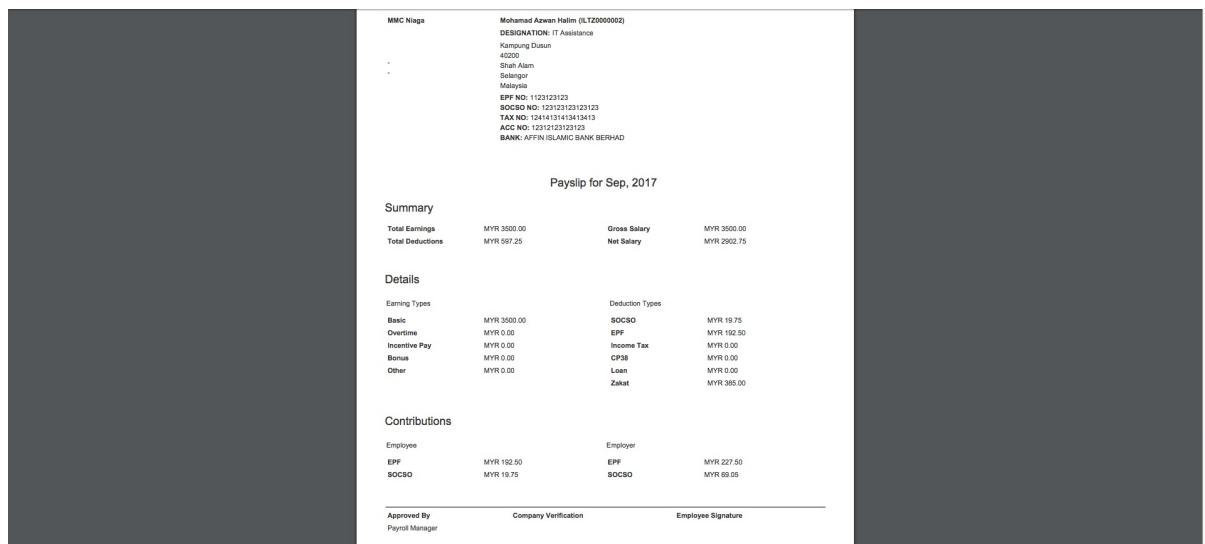
EMPLOYEE ID	NAME	BASIC SALARY	GROSS SALARY	TOTAL EARNING	TOTAL DEDUCTION	NET SALARY
ILT20000002	Mohamad Azwan Halim	MYR 35.00	MYR 70.00	MYR 35.00	MYR 21.10	MYR 13.90
ILT20000002	Mohamad Azwan Halim	MYR 35.00	MYR 70.00	MYR 35.00	MYR 21.10	MYR 13.90

**Click download icon to download payslip**

**Enter user password to proceed on download**



**Print preview will be shown**



**Click view payslip icon to view payslip details**

ILTZ Employees Leaves Payrolls

Back

MMC Niaga Mohamad Azwan Halim  
(ILT20000002)

DESIGNATION: IT Assistance  
Kampung Dusun  
40200  
Shah Alam  
Selangor  
Malaysia

EPF NO: 1123123123  
SOCSO NO: 123123123123  
TAX NO: 12413143418413  
BANK: AFFIN ISLAMIC BANK BERHAD  
ACCOUNT BANK / BANK: 12312123123123

Payslip for Sep, 2017

**Summary**

Total Earnings	MYR 3500.00	Gross Salary	MYR 3500.00
Total Deductions	MYR 597.25	Net Salary	MYR 2902.75

**Details**

Earning Types	Deduction Types
Basic	SOCZO MYR 19.75
Overtime	EPF MYR 192.50
Incentive Pay	Income Tax MYR 0.00
Bonus	CP38 MYR 0.00
Other	Loan MYR 0.00
	Zakat MYR 385.00

**Contributions**

Employee	Employer
EPF MYR 192.50	EPF MYR 227.50
SOCZO MYR 19.75	SOCZO MYR 69.05

This is computer generated document. No signature required.

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

**Click add more earning icon to see more feature we offered in SumberManusia**

ILTZ Employees Leaves Payrolls

Dashboard Payrolls / Edit Payrolls

Status : Active  
Pay Month : Oct 2017  
Pay Day : 13 Sep 2017

List Of Employee(s) : 10 records

EMPLOYEE ID NAME BASIC SALARY

Information Technology (IT)

ILT20000002 Mohamad Azwan Halim MYR 3500.00 MYR 7000.00 MYR 3500.00 MYR 597.25 MYR 2902.75

Showing 1 to 1 of 1 records

Add More Earnings

We are offering more feature on Payroll module.  
The incoming features to enable employer to add more earnings.

Following are the earnings we offer:

- 1. Non-Paid Leave
- 2. Overtime
- 3. Add Pay
- 4. Shift

Status ▾

NET SALARY ACTION

Search

< Previous 1 Next >



## Payroll Authorization

Click Payrolls and select Authorization

The screenshot shows a web-based payroll system interface. At the top, there is a navigation bar with the FCGI logo, a home icon, 'Employees', 'Leaves', a dropdown menu for 'Payrolls' (which is currently selected), and user profile information for 'fadhil imran'. Below the navigation bar is a 'Dashboard' section. A callout box highlights the 'Payrolls Authorization' option under the 'Payrolls' menu. A feedback banner at the top says, 'We would love to hear your thoughts or feedback on how we can improve your experience! Send your feedback' with a close button 'x'. The main content area contains several cards:

- Organization:** Shows 1 organization with a 'View Organizations' button.
- Branch:** Shows 1 branch with a 'View Branches' button.
- Activities:** Displays a notice: 'Notice There is not activies to show.'
- Departments:** Shows 3 departments with a 'View Departments' button.
- Employees:** Shows 1 employee with a 'View Employees' button.

At the bottom left, there is a footer note: '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

### Select name for Payroll Authorization form

Instruction	Explanation
Payroll Approver	People who responsible to approve payroll
Payroll Verifier	People who responsible to verify payroll

DEMOALI Employees Leaves Payrolls

Main Branch  
Payroll Approver: Please Select  
Payroll Verifier: Please Select

Terengganu Branch  
Payroll Approver: Please Select  
Payroll Verifier: Please Select

Kelantan Branch  
Payroll Approver: Please Select  
Payroll Verifier: Please Select

Kedah Branch  
Payroll Approver: Please Select  
Payroll Verifier: Please Select

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

### Select name for Payroll Approver

DEMOALI Employees Leaves Payrolls

Payroll Approver for: Main Branch assigned to Robb Upton

Main Branch  
Payroll Approver: DEMOALI0000151 - Robb Upton  
Payroll Verifier: Please Select

Terengganu Branch  
Payroll Approver: Please Select  
Payroll Verifier: Please Select

Kelantan Branch  
Payroll Approver: Please Select  
Payroll Verifier: Please Select

Kedah Branch  
Payroll Approver: Please Select  
Payroll Verifier: Please Select

Johor Branch  
Payroll Approver: Please Select  
Payroll Verifier: Please Select

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

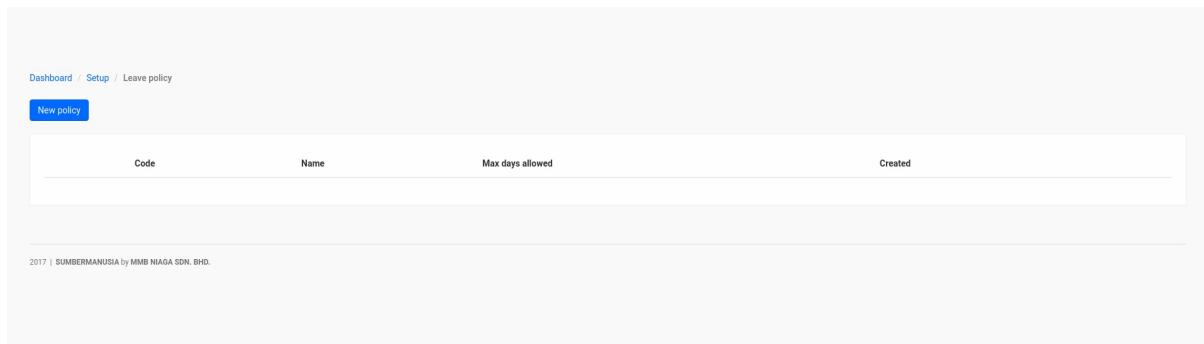
## Select name for Payroll Verifier

The screenshot shows a web-based payroll application with a header bar containing 'DEMOALI', a user icon, 'Employees', 'Leaves', and 'Payrolls'. Below the header, there are four main sections corresponding to different branches: Main Branch, Terengganu Branch, Kelantan Branch, and Kedah Branch. Each section has two dropdown menus: 'Payroll Approver' and 'Payroll Verifier'. In the 'Main Branch' section, the 'Payroll Approver' dropdown is populated with 'DEMOALI0000151 - Robb Upton', and the 'Payroll Verifier' dropdown is populated with 'DEMOALI0000251 - Harmony bin Corkery'. A blue banner at the top right indicates that the 'Payroll Verifier' for the Main Branch has been assigned to 'Harmony bin Corkery'. In the other three branches (Terengganu, Kelantan, and Kedah), both the 'Payroll Approver' and 'Payroll Verifier' dropdowns are set to 'Please Select'. At the bottom left of the page, there is a small text link: '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

## **Setting up "Leave" for the first time**

## Leave Policy

**Leave Policies dashboard will be presented.**



**Search function can be found on top right of the table to find information needed.**

**Each of the column are sort-able by clicking on title of column.**

**Number of records displayed can also be change from 10 up to 100.**

**Click on "New Leave Policy" to create new Policy.**

Home / Setup / Leave policy

**General Information**

Policy*	Code
Name*	Name
Max Days allowed*	Max days allowed
Carry forward allowed*	Carry forward allowed
Entitlement Days per year*	Entitlement days per year

**Save**

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

**Form: Leave Policy Information \* compulsory.**

Instruction	Explanation
Policy	The code to identify the policy
Name	Name of new Policy
Max Days Allowed	Maximum number of leaves allowed for this policy
Carry Forward Allowed	Number of carry forward allowed each year
Entitlement Days per year	Number of days entitled, per year

Succesfull submission will redirect the page to policy's dasboard. A newly added policy will be added.

Home / Setup / Leave policy

Policy successfully created.

New policy

Code	Name	Max days allowed	Created
A123	Medical Checkup	3.0	2017-09-06 16:04:58

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

**To edit individual row, click on the middle icon on the last columns.**

**An edit leave policy page will be displayed containing old information inserted which can be alter.**

Home / Setup / Leave policy

General

General Information

Policy*	A123
Name*	Medical Checkup
Max Days allowed*	3.0
Carry forward allowed*	4.0
Entitlement Days per year*	10.0

Save

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

**To delete individual row, click on the right icon on the last columns and you will be prompted with an alert.**

Home / Setup / Leave policy

Policies has been deleted.

New policy

Code	Name	Max days allowed	Created

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

## Where do i find all the informations needed in the form ?

You will be able to find all related information as follows:

### Company Name

Can be obtained from:

1. Borang SSM



BORANG 9  
AKTA SYARIKAT 1965

[Seksyen 16(4)]

No. Syarikat - MyCoID

1160306 A

### PERAKUAN PEMERBADANAN SYARIKAT SENDIRIAN

Dengan ini diperakui bahawa

**PAYROLL PANDA SDN. BHD.**

telah diperbadankan di bawah Akta Syarikat 1965, pada dan mulai dari 28 haribulan September 2015, dan bahawa syarikat ini adalah sebuah syarikat berhad menurut syer dan bahawa syarikat ini adalah sebuah syarikat sendirian.

Dibuat di bawah tandatangan dan meterai saya di Kuala Lumpur pada 28 haribulan September 2015.

2. Borang 8A



**PERTUBUHAN KESELAMATAN SOSIAL**  
**PERATURAN - PERATURAN (AM) KESELAMATAN SOSIAL PEKERJA 1971 (PER. 44A)**  
**CARUMAN GAJI BULAN**

--	--	--

  
 bulan      tahun

2346249101

**BORANG 8A**

No. Kod Majikan	No. MyCoID / No. Pendaftaran Perniagaan		Amaun Caruman (RM)																
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Nama dan Alamat Majikan					Lembaran														
					Bil. Pekerja														
					Kegunaan Ejen Pemungut														
					Cop														
					No. Slip Bayaran														
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3. Borang A

 <b>KUMPULAN WANG SIMPANAN PEKERJA</b> PERATURAN-PERATURAN DAN KAEADAH-KAEADAH KWSP 1991 KAEADAH 11(1)				KWSP 6																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%;">No Rujukan Majikan</th> <th style="width: 25%;">Bulan Caruman</th> <th style="width: 25%;">Amaun Caruman (RM)</th> <th style="width: 25%;">No Rujukan Borang A</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="4" style="text-align: center; padding: 5px;">           Jumlah caruman untuk bulan di atas hendaklah dibayar kepada KWSP/Agen Kutipan KWSP sebelum/pada 15hb setiap bulan  <input type="checkbox"/> Wang Tunai      <input type="checkbox"/> Cek/Kiriman Wang/Wang Pos            /Draf Bank*No./EFT/TT.: _____         </td> </tr> <tr> <td colspan="2" style="padding: 5px;">           Nama Majikan            Alamat: _____         </td> <td colspan="2" style="padding: 5px;">           Tarikh DiCetak :            Bil Pekerja : _____         </td> <td></td> </tr> </table>				No Rujukan Majikan	Bulan Caruman	Amaun Caruman (RM)	No Rujukan Borang A					Jumlah caruman untuk bulan di atas hendaklah dibayar kepada KWSP/Agen Kutipan KWSP sebelum/pada 15hb setiap bulan <input type="checkbox"/> Wang Tunai <input type="checkbox"/> Cek/Kiriman Wang/Wang Pos /Draf Bank*No./EFT/TT.: _____				Nama Majikan Alamat: _____		Tarikh DiCetak : Bil Pekerja : _____			
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Nama Majikan Alamat: _____		Tarikh DiCetak : Bil Pekerja : _____																			
Cop Agen Kutipan																					
BIL	NO AHLI	N K	NO KAD PENGENALAN	NAMA PEKERJA / AHLI (Seperti yang terdapat di dalam Kad Pengenalan)	UPAH (RM)	CARUMAN (RM)															
						MAJIKAN	PEKERJA														
Jumlah yang dibawa dari mukasurat terdahulu (jika ada)																					

4. CP39

# Borang

## A

Mukasurat:



Cop Agen Kutipan

<p>Borang ini boleh difotokopi</p> <p>KETUA PENGARAH HASIL DALAM NEGERI LEMBAGA HASIL DALAM NEGERI Cawangan Pungutan Kuala Lumpur Kaunter Bayaran Dan Tingkat 1, Blok 8A Kompleks Bangunan Kerajaan, Jalan Dut<sup>a</sup> 50600 KUALA LUMPUR</p>		 <p>CUKAI PENDAPATAN MALAYSIA PENYATA POTONGAN CUKAI OLEH MAJIKAN [SEKSYEN 107 AKTA CUKAI PENDAPATAN, 1967] KAEDAH CUKAI PENDAPATAN (POTONGAN DARIPADA SARAAN), 1994]</p>	CP39 Pin. 2011 <b>UNTUK KEGUNAAN PEJABAT</b> No. Kelompok <input type="text"/> <input type="text"/> No. Resit <input type="text"/> <input type="text"/>																																						
		POTONGAN BAGI BULAN <input type="text"/> TAHUN <input type="text"/>																																							
<b>BUTIR-BUTIR MAJIKAN</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">No. Rujukan</td> <td style="width: 15%;"><input type="text"/> - <input type="text"/></td> <td rowspan="2" style="width: 10%; text-align: center;">Jumlah Potongan</td> <td style="width: 15%;">PCB</td> <td style="width: 15%;">CP38</td> </tr> <tr> <td>No. Pendataran Majikan E</td> <td><input type="text"/></td> <td></td> <td></td> </tr> <tr> <td>No. Pendaftaran Perniagaan</td> <td><input type="text"/></td> <td></td> <td></td> </tr> <tr> <td><b>Nama Syarikat/ Perniagaan</b></td> <td><input type="text"/></td> <td></td> <td></td> </tr> <tr> <td>Alamat Syarikat/ Perniagaan</td> <td><input type="text"/></td> <td></td> <td></td> </tr> <tr> <td></td> <td><input type="text"/></td> <td></td> <td></td> </tr> <tr> <td></td> <td><input type="text"/></td> <td></td> <td></td> </tr> </table>		No. Rujukan	<input type="text"/> - <input type="text"/>	Jumlah Potongan	PCB	CP38	No. Pendataran Majikan E	<input type="text"/>			No. Pendaftaran Perniagaan	<input type="text"/>			<b>Nama Syarikat/ Perniagaan</b>	<input type="text"/>			Alamat Syarikat/ Perniagaan	<input type="text"/>				<input type="text"/>				<input type="text"/>			<b>BUTIR-BUTIR PEMBAYARAN</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="4" style="width: 15%; text-align: center;">Butir-butir / Cek / Bank / Derai / Kiriman Wang / Wang Pos</td> <td style="width: 15%;">Amaun</td> <td style="width: 15%;"></td> </tr> <tr> <td>Nombor</td> <td></td> </tr> <tr> <td>Cawangan</td> <td></td> </tr> <tr> <td>Tarikh</td> <td></td> </tr> </table>		Butir-butir / Cek / Bank / Derai / Kiriman Wang / Wang Pos	Amaun		Nombor		Cawangan		Tarikh	
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		<b>PEGAWAI YANG MENYEDIAKAN MAKLUMAT</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Tandatangan</td> <td style="width: 15%;"></td> </tr> <tr> <td>Nama Penuh</td> <td></td> </tr> <tr> <td>No. K/P</td> <td></td> </tr> <tr> <td>Jawatan</td> <td></td> </tr> <tr> <td>No. Telefon</td> <td></td> </tr> </table>		Tandatangan		Nama Penuh		No. K/P		Jawatan		No. Telefon																													
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**A BORANG CP 39**

1. Borang ini mestilah disi dengan lengkap dan betul.
2. Majikan digalakkan menghantar maklumat potongan dalam bentuk disket/cakera padat/pemacu flash mengikut format dan spesifikasi yang ditentukan oleh LHDN bagi menggunakan Borang CP39.
3. No. Rujukan Cukai Pendapatan:  
3.1 Isikan nombor rujukan cukai pendapatan dalam ruangan yang telah disediakan.  
Contoh: SG 2506203-00(0) boleh disi sebagai SG 025062030000
- 3.2 Bagi pekerja yang layak dikenakan PCB tetapi tidak nombor rujukan fail cukai pendapatan, pendaftaran boleh dibuat melalui :
  - i. majikan atau pekerja boleh mendaftar secara atas talian melalui e-Daftar di www.hasil.gov.my, atau
  - ii. Borang CP22 atau borang *in lieu* of CP39 dikemukakan ke cawangan LHDNM yang berdekat.
4. Nama pekerja :  
Isikan nama penuh pekerja seperti di kad pengenalan/pasport (Jangan senaraikan pekerja yang tidak layak dikenakan potongan bagi bulan berkenaan).
5. Nombor Kad Pengenalan : Isikan kedua-dua nombor kad pengenalan baru dan lama (sekiranya ada).  
Contoh: 720403065235 atau A2172122
6. Jumlah Potongan Cukai : PCB + Isikan amanah cukai mengikut Potongan Cukai Bulanan. CP38 + Isikan amanah potongan cukai mengikut arahan Borang CP38 (jika ada).

**B PEMBAYARAN**

1. Bayaran dan Borang CP39 yang telah lengkap disi mestilah sampai ke Cawangan Pungutan LHDN selepas lewatnya pada hari kesepuluh bulan berkenaan.  
Contoh: PCB/CP38 bagi bulan April 2010, tarikh akhirnya ialah pada 10 Mei 2010.
2. Sedakan borang CP39 beserta cek/bank draft/kiriman wang/wang pos (instrumen bayaran) yang berasingan untuk bulan atau tahun berlainan.
3. Pastikan jumlah potongan PCB/CP38 adalah betul dan sama dengan nilai instrumen bayaran.
4. Instrumen bayaran hendaklah dibayar kepada Ketua Pengarah Hasil Dalam Negeri. Catakan no rujukan E, Nama Syarikat/Perniagaan dan alamat majikan di belakang instrumen bayaran.
5. Bayaran untuk Cukai Syarikat, Skim Ansurans (CP500), Penyelesaian Cukai (Pemberhentian Kerja) dan Cukai Keuntungan Harta Tanah tidak boleh dibayar bersama dengan bayaran yang menggunakan borang ini.
6. Untuk bayaran bagi Negeri Sabah, sila alamatkan ke : 7. Untuk bayaran bagi Negeri Sarawak, sila alamatkan ke : Cawangan Pungutan Kota Kinabalu  
Wisma Hasil, Jalan Tunku Abdul Rahman 88600 Kota Kinabalu, Sabah  
Aras 1, Wisma Hasil,  
No. 1, Jalan Padungan,  
93100 Kuching, Sarawak
8. Sila hubungi talian 1-300-88-3010 untuk sebarang pertanyaan lanjut.

**C PERINGATAN**

1. Jika jumlah instrumen bayaran tidak sama dengan jumlah potongan, bayaran akan ditolak.
2. Sekiranya maklumat tidak lengkap dan tidak betul, majikan akan dikenakan kompaun.

**4. Form E**



Form  
**E**

**LEMBAGA HASIL DALAM NEGERI MALAYSIA**  
**RETURN FORM OF EMPLOYER**  
**UNDER SUBSECTION 83(1) OF THE INCOME TAX ACT 1967**  
This form is prescribed under section 152 of the Income Tax Act 1967

REMUNERATION FOR YEAR  
**2015**  
CPB - Pn. 2015

<b>1</b>	Name of Employer as Registered		
<b>2</b>	Employer's No.	<b>E</b>	
<b>3</b>	Status of Employer	<input type="checkbox"/>	1 = Government 3 = Private Sector
<b>4</b>	Status of Business	<input type="checkbox"/>	1 = In operation 2 = Has not commenced operations 3 = Dormant 4 = In the process of winding-up
<b>5</b>	Income Tax No.	01 = SG 03 = D 05 = J 07 = TP 09 = TC 11 = TR 13 = TN 02 = OG 04 = C 06 = F 08 = TA 10 = CS 12 = PT 14 = Others	
<b>6</b>	Identification No.		
<b>7</b>	Passport No.		
<b>8</b>	Registration No. with Companies Commission of Malaysia or others		
<b>9</b>	Correspondence Address		

**Company Registration Number**

Can be obtained from:

1. Borang SSM



SURUHANJAYA SYARIKAT MALAYSIA  
COMPANIES COMMISSION OF MALAYSIA



BORANG 9  
AKTA SYARIKAT 1965

[Seksyen 16(4)]

No. Syarikat - MyCoID

1160306 A

**PERAKUAN PEMERBADANAN SYARIKAT SENDIRIAN**

Dengan ini diperakui bahawa

**PAYROLL PANDA SDN. BHD.**

telah diperbadankan di bawah Akta Syarikat 1965, pada dan mulai dari 28 haribulan September 2015, dan bahawa syarikat ini adalah sebuah syarikat berhad menurut syer dan bahawa syarikat ini adalah sebuah syarikat sendirian.

2. Borang 8A



3. CP39

Borang ini boleh difotokopi <b>KETUA PENGARAH HASIL DALAM NEGERI</b> <b>LEMBAGA HASIL DALAM NEGERI</b> Cawangan Pungutan Kuala Lumpur Kounter Bayaran Dan Tingkat 1, Blok BA Kompleks Bangunan Kerajaan, Jalan Duta 50600 KUALA LUMPUR		 <b>CEKAI PENDAPATAN MALAYSIA</b> <b>PENYATA POTONGAN CUKAI OLEH MAJIKAN</b> <b>[SEKSYEN 107 AKTA CUKAI PENDAPATAN, 1967</b> <b>KAEDAH CUKAI PENDAPATAN (POTONGAN DARIPADA SARAAN), 1994]</b>	CP39 Pin. 2011 <b>UNTUK KEGUNAAN PEJABAT</b> No. Kelompok <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> No. Rejit <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>																																			
		<b>POTONGAN BAGI BULAN</b> <input type="text"/> <b>TAHUN</b> <input type="text"/>																																				
<b>BUTIR-BUTIR MAJIKAN</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">No. Rujukan Majikan E</td> <td style="width: 50%;">= <input type="text"/></td> </tr> <tr> <td>No. Pendataran Perniagaan</td> <td><input type="text"/></td> </tr> <tr> <td>Nama Syarikat/ Perniagaan</td> <td></td> </tr> <tr> <td>Alamat Syarikat/ Perniagaan</td> <td></td> </tr> <tr> <td>.....</td> <td></td> </tr> </table>		No. Rujukan Majikan E	= <input type="text"/>	No. Pendataran Perniagaan	<input type="text"/>	Nama Syarikat/ Perniagaan		Alamat Syarikat/ Perniagaan		.....		<b>BUTIR-BUTIR PEMBAYARAN</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Jumlah Potongan</td> <td style="width: 50%;">PCB</td> </tr> <tr> <td></td> <td>CP38</td> </tr> <tr> <td>Bilangan Pekerja</td> <td></td> </tr> <tr> <td>Butir-butir / Cek / Bank / Derai / Kiriman Wang / Wang Pos</td> <td>Amaun</td> </tr> <tr> <td></td> <td>Nombor</td> </tr> <tr> <td></td> <td>Cawangan</td> </tr> <tr> <td></td> <td>Tarikh</td> </tr> </table>		Jumlah Potongan	PCB		CP38	Bilangan Pekerja		Butir-butir / Cek / Bank / Derai / Kiriman Wang / Wang Pos	Amaun		Nombor		Cawangan		Tarikh	<b>PEGAWAI YANG MENYEDIAKAN MAKLUMAT</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Tandatangan</td> <td style="width: 50%;"></td> </tr> <tr> <td>Nama Penuh</td> <td></td> </tr> <tr> <td>No. K/P</td> <td></td> </tr> <tr> <td>Jawatan</td> <td></td> </tr> <tr> <td>No. Telefon</td> <td></td> </tr> </table>	Tandatangan		Nama Penuh		No. K/P		Jawatan		No. Telefon	
No. Rujukan Majikan E	= <input type="text"/>																																					
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Tandatangan																																						
Nama Penuh																																						
No. K/P																																						
Jawatan																																						
No. Telefon																																						

**A BORANG CP 39**

1. Borang ini mesi disi dengan lengkap dan betul.
2. Majikan digalakkan menghantar maklumat potongan dalam bentuk disket/cakera padat/pemacu flash mengikut format dan spesifikasi yang ditentukan oleh LHDN bagi menggantikan Borang CP39.
3. No. Rujukan Cukai Pendapatan:
  - 3.1 Isikan nombor rujukan cukai pendapatan dalam ruangan yang telah disediakan.  
Contoh: SG 2506203-000(0) boleh dituliskan sebagai SG 02506203000
  - 3.2 Bagi pekerja yang layak dikenakan PCB tetapi tiada nombor rujukan fail cukai pendapatan, pendaftaran boleh dibuat melalui :
    - i. majikan atau pekerja boleh mendaftar secara atas talian melalui e-Daftar di [www.hasil.gov.my](http://www.hasil.gov.my), atau
    - ii. Borang CP22 atau borang in lieu of CP39 dikemukakan ke cawangan LHDNM yang berdekatkan.
4. Nama pekerja :  
Isikan nama penuh pekerja seperti di kad pengenalan/pasport (Jangan senaraikan pekerja yang tidak layak dikenakan potongan bagi bulan berkenaan).
5. Nombor Kad Pengenalan : Isikan kedua-dua nombor kad pengenalan baru dan lama (sekiranya ada).  
Contoh: 720403065235 atau A2172122
6. Jumlah Potongan Cukai: PCB • Isikan amaun cukai mengikut Potongan Cukai Bulanan. CP38 • Isikan amaun potongan cukai mengikut arahan Borang CP38 (jika ada).

**B PEMBAYARAN**

1. Bayaran dan Borang CP39 yang telah lengkap disi mestilah sampai ke Cawangan Pungutan LHDN selewat lewatnya pada hari kesepuluh bulan berikutnya.  
Contoh: PCB/CP38 bagi bulan April 2010, tarikh akhirnya ialah pada 10 Mei 2010.
2. Sedikan borang CP39 beserta cek/bank draft/kiriman wang/wang pos (instrumen bayaran) yang berasingan untuk bulan atau tahun berlainan.
3. Pastikan jumlah potongan PCB/CP38 adalah betul dan sama dengan nilai instrumen bayaran.
4. Instrumen bayaran hendaklah dibayar kepada Ketua Pengarah Hasil Dalam Negeri. Catatkan no rujukan majikan E, Nama Syarikat/Perniagaan dan alamat majikan di belakang instrumen bayaran.
5. Bayaran untuk Cukai Syarikat, Skim Ansurans (CP500), Penyelesaian Cukai (Pemberhentian Kerja) dan Cukai Keuntungan Harta Tanah tidak boleh dibayar bersama dengan bayaran yang menggunakan borang ini.
6. Untuk bayaran bagi Negeri Sabah, sila alamatkan ke : 7. Untuk bayaran bagi Negeri Sarawak, sila alamatkan ke : Cawangan Pungutan Kota Kinabalu Cawangan Pungutan Kuching,  
Wisma Hasil, Aras 1, Wisma Hasil,  
Jalan Tunku Abdul Rahman No. 1, Jalan Padungan,  
88600 Kota Kinabalu, Sabah 93100 Kuching, Sarawak
8. Sila hubungi talian 1-300-88-3010 untuk sebarang pertanyaan lanjut.

**C PERINGATAN**

1. Jika jumlah instrumen bayaran tidak sama dengan jumlah potongan, bayaran akan ditolak.
2. Sekiranya maklumat tidak lengkap dan tidak betul, majikan akan dikenakan kompaun.

**4. Form E**



Form  
**E**

**LEMBAGA HASIL DALAM NEGERI MALAYSIA**  
**RETURN FORM OF EMPLOYER**  
**UNDER SUBSECTION 83(1) OF THE INCOME TAX ACT 1967**  
This form is prescribed under section 152 of the Income Tax Act 1967

REMUNERATION FOR YEAR  
**2015**  
CPB - Pn. 2015

<p><b>1</b> Name of Employer as Registered</p> <p>[Redacted Address Lines]</p> <p>[Redacted Address Lines]</p> <p>[Redacted Address Lines]</p> <p>[Redacted Address Lines]</p>
<p><b>2</b> Employer's No.</p> <p><b>E</b> [Redacted]</p>
<p><b>3</b> Status of Employer</p> <p><input type="checkbox"/> 1 = Government  <input type="checkbox"/> 2 = Statutory  <input type="checkbox"/> 3 = Private Sector</p>
<p><b>4</b> Status of Business</p> <p><input type="checkbox"/> 1 = In operation  <input type="checkbox"/> 2 = Has not commenced operations  <input type="checkbox"/> 3 = Dormant  <input type="checkbox"/> 4 = In the process of winding-up</p>
<p><b>5</b> Income Tax No.</p> <p>01 = SG 03 = D 05 = J 07 = TP 09 = TC 11 = TR 13 = TN  02 = OG 04 = C 06 = F 08 = TA 10 = CS 12 = PT 14 = Others</p> <p>[Redacted]</p> <p>[Redacted]</p>
<p><b>6</b> Identification No.</p> <p>[Redacted]</p>
<p><b>7</b> Passport No.</p> <p>[Redacted]</p>
<p><b>8</b> Registration No. with Companies Commission of Malaysia or others</p> <p>[Redacted]</p>
<p><b>9</b> Correspondence Address</p> <p>[Redacted]</p> <p>[Redacted]</p>

**E-Number**

Can be obtained from:

1. CP39

Borang ini boleh difotokopi

KETUA PENGARAH HASIL DALAM NEGERI  
LEMBAGA HASIL DALAM NEGERI  
Cawangan Pungutan Kuala Lumpur  
Kaunter Bayaran Dan Tingkat 1, Blok 8A  
Kompleks Bangunan Kerajaan, Jalan Dutta  
50600 KUALA LUMPUR



POTONGAN BAGI BULAN

TAHUN [ ]

CUKAI PENDAPATAN MALAYSIA  
PENYATA POTONGAN CUKAI OLEH MAJIKAN  
[SEKSYEN 107 AKTA CUKAI PENDAPATAN, 1967]  
KAEDAH CUKAI PENDAPATAN (POTONGAN DARIPADA SARAAN), 1994]

CP39 Pin. 2011

UNTUK KEGUNAAN PEJABAT									
No. Kelompok	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
No. Resit	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

BUTIR-BUTIR MAJIKAN			BUTIR-BUTIR PEMBAYARAN		PEGAWAI YANG MENYEDIAKAN MAKLUMAT		
No. Rujukan Majikan E	[ ]	- [ ]	PCB	CP38	Tandatangan		
No. Pendaftaran Perniagaan			Jumlah Potongan		Nama Penuh		
Nama Syarikat/ Perniagaan			Bilangan Pekerja		No. K/P		
Alamat Syarikat/ Perniagaan			Butir-butir / Cek / Bank / Derai / Kinihan Wang / Wang Pos	Amaun	Jawatan		
				Nombor			
				Cawangan			
				Tarikh			

**A BORANG CP 39**

1. Borang ini mestilah disi dengan lengkap dan betul.
2. Majikan digatakan mohonkan maklumat potongan dalam bentuk disket/cakera padat/pemacu flash mengikut format dan spesifikasi yang ditentukan oleh LHDN bagi menggantikan Borang CP39.
3. No. Rujukan Cukai Pendapatan:
  - 3.1 Isikan nombor rujukan cukai pendapatan dalam ruangan yang telah disediakan.  
Contoh: SG 2506203-0000 boleh disi sebagai SG 02506203000
  - 3.2 Bagi pekerja yang layak dikenakan PCB tetapi tiada nombor rujukan fail cukai pendapatan, pendaftaran boleh dibuat melalui :
    - i. majikan atau pekerja boleh mendafat secara atas talian melalui e-Daftar di www.hasil.gov.my, atau
    - ii. Borang CP22 atau borang in leu CP39 dikemukakan ke cawangan LHDNM yang berdekat.
4. Nama pekerja :  
Isikan nama penuh pekerja seperti di kad pengenalan/pasport (Jangan senaraikan pekerja yang tidak layak dikenakan potongan bagi bulan berkenaan).
5. Nombor Kad Pengenalan : Isikan kedua-dua nombor kad pengenalan baru dan lama (sekiranya ada).  
Contoh: 720403065235 atau A2172122
6. Jumlah Potongan Cukai: PCB • Isikan amanu cukai mengikut Potongan Cukai Bulanan. CP38 • Isikan amanu potongan cukai mengikut arahan Borang CP38 (jika ada).

**B PEMBAYARAN**

1. Bayaran dan Borang CP39 yang telah lengkap disi mestilah sampai ke Cawangan Pungutan LHDN selepas lewatnya pada hari kesepuluh bulan berlakunya.  
Contoh: PCBC/CP38 bagi bulan April 2010, tarikh akhirnya ialah pada 10 Mei 2010.
2. Sediakan borang CP39 beserta cek/bank draft/kiriman wang/wang pos (instrumen bayaran) yang berasangan untuk bulan atau tahun berlainan.
3. Pastikan jumlah potongan PCBC/CP38 adalah betul dan sama dengan nilai instrumen bayaran.
4. Instrumen bayaran hendaklah dibayar kepada Ketua Pengarah Hasil Dalam Negeri. Catarkan no rujukan majikan E, Nama Syarikat/Perniagaan dan alamat majikan di belakang instrumen bayaran.
5. Bayaran untuk Cukai Syarikat, Skim Ansurans (CP500), Penyelesaian Cukai (Pemberhentian Kerja) dan Cukai Keuntungan Harta Tanah tidak boleh dibayar bersama dengan bayaran yang menggunakan borang ini.
6. Untuk bayaran bagi Negeri Sabah, sila alamatkan ke : 7. Untuk bayaran bagi Negeri Sarawak, sila alamatkan ke : Cawangan Pungutan Kota Kinabalu Cawangan Pungutan Kuching,  
Wisma Hasil Arau 1, Wisma Hasil,  
Jalan Tunku Abdul Rahman No. 1, Jalan Padungan,  
88600 Kota Kinabalu, Sabah 93100 Kuching, Sarawak
8. Sila hubungi talian 1-300-88-3010 untuk sebarang pertanyaan lanjut.

**C PERINGATAN**

1. Jika jumlah instrumen bayaran tidak sama dengan jumlah potongan, bayaran akan ditolak.
2. Sekiranya maklumat tidak lengkap dan tidak betul, majikan akan dikenakan kompaun.

**2. Form E**



**LEMBAGA HASIL DALAM NEGERI MALAYSIA**  
**RETURN FORM OF EMPLOYER**  
**UNDER SUBSECTION 83(1) OF THE INCOME TAX ACT 1967**  
This form is prescribed under section 152 of the Income Tax Act 1967

REMUNERATION FOR YEAR  
**2015**  
CPB - Pn. 2015

<p><b>1</b> Name of Employer as Registered</p> <p>[Large rectangular box for address]</p>
<p><b>2</b> Employer's No.</p> <p><b>E</b> [Large rectangular box for number]</p>
<p><b>3</b> Status of Employer</p> <p><input type="checkbox"/> 1 = Government      2 = Statutory</p> <p><input type="checkbox"/> 3 = Private Sector</p>
<p><b>4</b> Status of Business</p> <p><input type="checkbox"/> 1 = In operation    2 = Has not commenced operations</p> <p><input type="checkbox"/> 3 = Dormant        4 = In the process of winding-up</p>
<p><b>5</b> Income Tax No.</p> <p>01 = SG 03 = D 05 = J 07 = TP 09 = TC 11 = TR 13 = TN</p> <p>02 = OG 04 = C 06 = F 08 = TA 10 = CS 12 = PT 14 = Others</p> <p>[Small rectangular box] [Large rectangular box for number]</p>
<p><b>6</b> Identification No.</p> <p>[Large rectangular box for number]</p>
<p><b>7</b> Passport No.</p> <p>[Large rectangular box for number]</p>
<p><b>8</b> Registration No. with Companies Commission of Malaysia or others</p> <p>[Large rectangular box for number]</p>
<p><b>9</b> Correspondence Address</p> <p>[Large rectangular box for address]</p> <p>[Large rectangular box for address]</p>

3. Form EA

(C.P. 8A - Pn. 2010)

MALAYSIA  
**INCOME TAX**

**PRIVATE SECTOR Employee's Statement of Remuneration EA**  
Employee's Income Tax No.

Serial No. ....

Employer's No. E .....  

STATEMENT OF REMUNERATION FROM EMPLOYMENT  
FOR THE YEAR ENDED 31 DISEMBER .....

LHDNM Branch .....

**THIS FORM EA MUST BE PREPARED AND PROVIDED TO THE EMPLOYEE FOR INCOME TAX PURPOSE****A PARTICULARS OF EMPLOYEE**

1. Full Name of Employee/Pensioner (Mr./Miss/Madam) .....
2. Job Designation .....
3. Staff No./Payroll No. .....
4. New Identity Card No. .....
5. Passport No. .....
6. EPF No. ....
7. If the period of employment is less than a year, please state:
  - (a) Date of commencement .....
  - (b) Date of cessation .....

**B EMPLOYMENT INCOME, BENEFITS AND LIVING ACCOMMODATION (Excluding Tax Exempt Allowances/Perquisites/Gifts/Benefits)**

RM

1. Gross salary, wages or leave pay (including overtime pay)  
Fees (including director fees), commissions or bonuses  
Gross tips, perquisites, awards/rewards or other allowances (Details of payment  
Income tax borne by the employer in respect of his employee .....
2. Value of benefits-in kind:
  - (a) Motorcars (Actual date provided ..... )  
(Type ..... Year ..... Model ..... ) (i) Value of motorcar and petrol  
(ii) Value of driver .....
  - (b) Electricity, water, telephone and other benefits .....
  - (c) Value of household benefits: ( \*Delete whichever is not relevant )
    - (i) Semi-furnished with furniture\*/air-conditioners\*/curtains\*/carpets\*, or
    - (ii) Fully-furnished with kitchen equipment, crockery, utensils and appliances, or
    - (iii) Separate Items: Furniture and fittings  
Kitchen equipment  
Entertainment and recreation .....
  - (d) Household servant and gardener .....
  - (e) Benefit of leave passage for travel .....
  - (f) Others (for example food and garments) .....
3. Value of living accomodation provided (Address ..... ) .....

**C-Number**

Can be obtained on Form E.



Form  
**E**

**LEMBAGA HASIL DALAM NEGERI MALAYSIA**  
**RETURN FORM OF EMPLOYER**  
**UNDER SUBSECTION 83(1) OF THE INCOME TAX ACT 1967**  
This form is prescribed under section 152 of the Income Tax Act 1967

REMUNERATION FOR YEAR  
**2015**  
CP8 - Pn. 2015

<p><b>1</b> Name of Employer as Registered</p> <p>[Redacted area for Name of Employer]</p>
<p><b>2</b> Employer's No.</p> <p><b>E</b> [Redacted area for Employer's No.]</p>
<p><b>3</b> Status of Employer</p> <p><input type="checkbox"/> 1 = Government      <input type="checkbox"/> 2 = Statutory  <input type="checkbox"/> 3 = Private Sector</p>
<p><b>4</b> Status of Business</p> <p><input type="checkbox"/> 1 = In operation    2 = Has not commenced operations  <input type="checkbox"/> 3 = Dormant        4 = In the process of winding-up</p>
<p><b>5</b> Income Tax No.</p> <p>01 = SG 03 = D 05 = J 07 = TP 09 = TC 11 = TR 13 = TN  02 = OG 04 = C 06 = F 08 = TA 10 = CS 12 = PT 14 = Others</p> <p>[Redacted area for Income Tax No.]</p> <p>[Redacted area for Income Tax No.]</p>
<p><b>6</b> Identification No.</p> <p>[Redacted area for Identification No.]</p>
<p><b>7</b> Passport No.</p> <p>[Redacted area for Passport No.]</p>
<p><b>8</b> Registration No. with Companies Commission of Malaysia or others</p> <p>[Redacted area for Registration No.]</p>
<p><b>9</b> Correspondence Address</p> <p>[Redacted area for Correspondence Address]</p> <p>[Redacted area for Correspondence Address]</p>

**EPF Number**

Can be obtained on Borang A.

	<b>KUMPULAN WANG SIMPANAN PEKERJA</b> PERATURAN-PERATURAN DAN KAEADAH-KAEADAH KWSP 1991 KAEADAH 11(1)				KWSP 6		
	No Rujukan Majikan	Bulan Caruman	Amaun Caruman (RM)	No Rujukan Borang A			
Jumlah caruman untuk bulan di atas hendaklah dibayar kepada KWSP/Agen Kutipan KWSP sebelum/pada 15hb setiap bulan <input type="checkbox"/> Wang Tunai <input type="checkbox"/> Cek/Kiriman Wang/Wang Pos /Draf Bank*No /EFT /TT. :							
Nama Majikan Alamat		Tarikh DiCetak : Bil Pekerja :					
						Mukasurat: 	
						Cop Agen Kutipan	
<b>BIL</b>	<b>NO AHLI</b>	<b>N K</b>	<b>NO KAD PENGENALAN</b>	<b>NAMA PEKERJA / AHLI</b> (Seperti yang terdapat di dalam Kad Pengenalan)	<b>UPAH (RM)</b>	<b>CARUMAN (RM)</b>	
						<b>MAJIKAN</b>	<b>PEKERJA</b>
Jumlah yang dibawa dari mukasurat terdahulu (jika ada)							

**SOCSCO Number**Can be obtained on **Borang 8A**.



**PERTUBUHAN KESELAMATAN SOSIAL**  
**PERATURAN - PERATURAN (AM) KESELAMATAN SOSIAL PEKERJA 1971 (PER. 44A)**  
**CARUMAN GAJI BULAN**    
2346249101

**BORANG 8A**

No. Kod Majikan	No. MyCoID / No. Pendaftaran Perniagaan	Amaun Caruman (RM)
<input type="text"/>	<input type="text"/>	<input type="text"/> . <input type="text"/>
Amaun caruman di atas hendaklah dibayar kepada PERKESO/EJEN PEMUNGUT tidak lewat daripada		
Nama dan Alamat Majikan		Lembaran <input type="text"/> / <input type="text"/> Bil. Pekerja <input type="text"/>
		Kegunaan Ejen Pemungut Cop
No. Slip Bayaran <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		

TARIKH MULA/BERHENTI KERJA (hhbbbttt) (1)	STATUS (2)	NO. KAD PENGENALAN (3)	NAMA PEKERJA (MENGIKUT KAD PENGENALAN) (4)	CARUMAN (5)	
				RM	SEN
				<input type="text"/>	<input type="text"/>
				<input type="text"/>	<input type="text"/>
				<input type="text"/>	<input type="text"/>
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This article was published for SumberManusia-Beta-RC1.