
Table of Contents

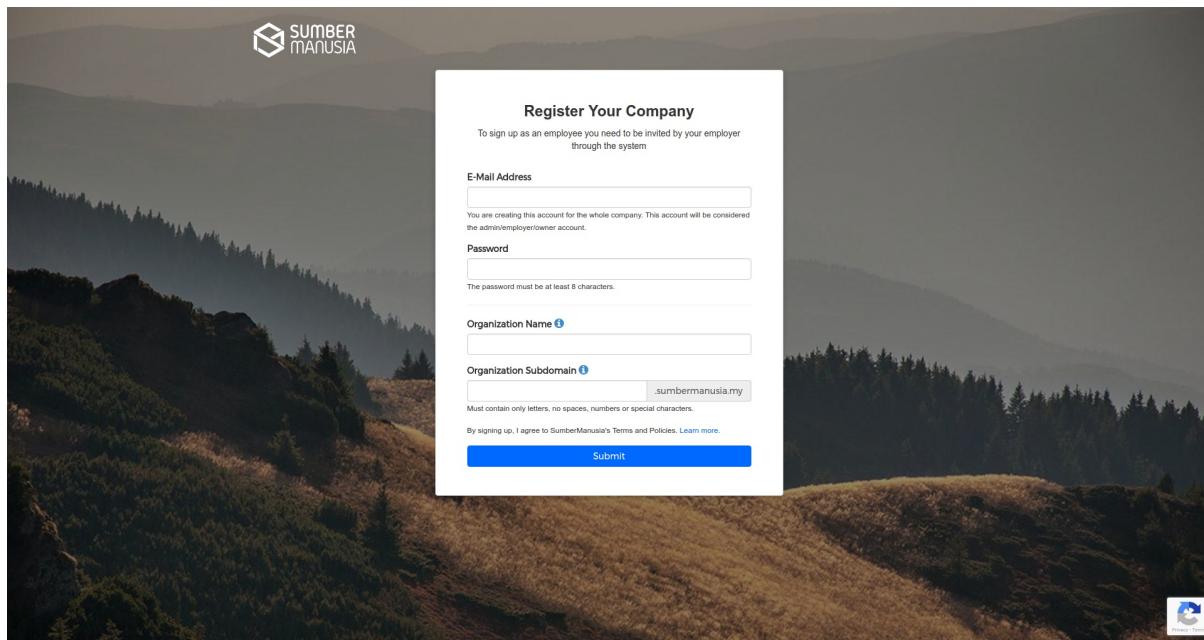
Introduction	1.1
Registration	1.2
Sign up employee	1.2.1
Activation Email	1.2.2
Login	1.2.3
Wizard	1.2.4
Forgot Password	1.2.5
Setup	1.3
Organization Setup	1.3.1
Branch Setup	1.3.2
Department Setup	1.3.3
Unit Setup	1.3.4
Employee Group Setup	1.3.5
Holiday Setup	1.3.6
Employee	1.4
Dashboard	1.4.1
Add Employee	1.4.2
Import Employee	1.4.3
Payroll	1.4.4
Leave Policy	1.5
Leave Policy Dashboard	1.5.1
Reference	1.6

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

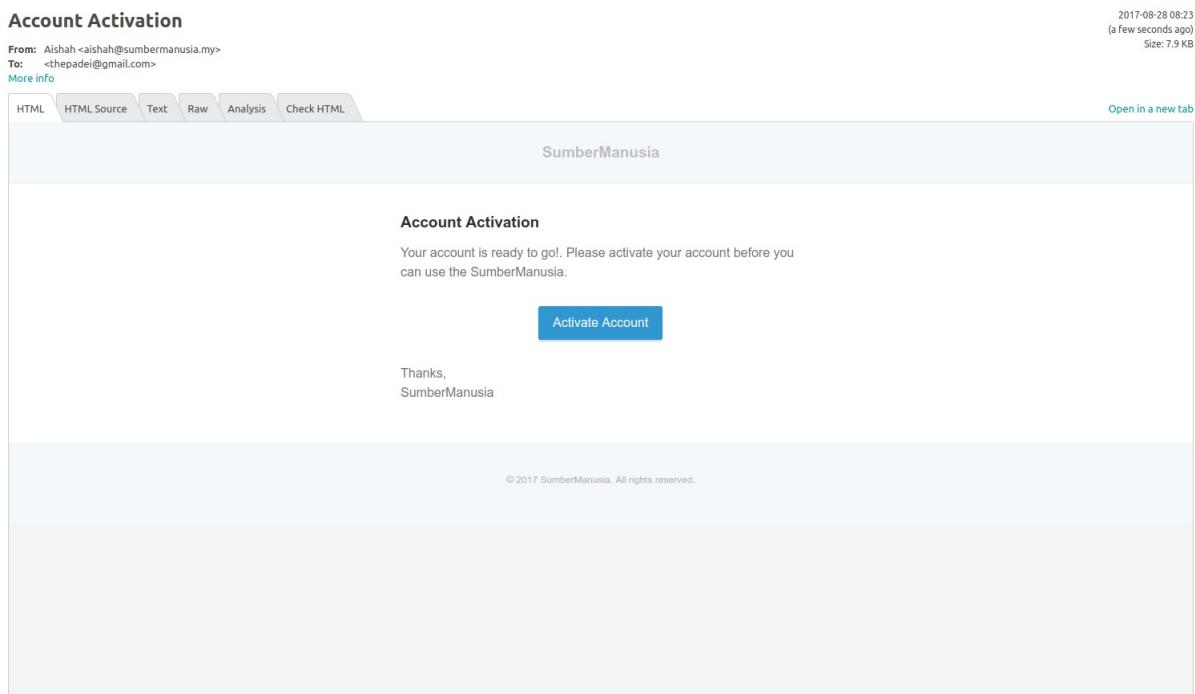
Account Activation

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

[Activate Account](#)

Thanks,
SumberManusia

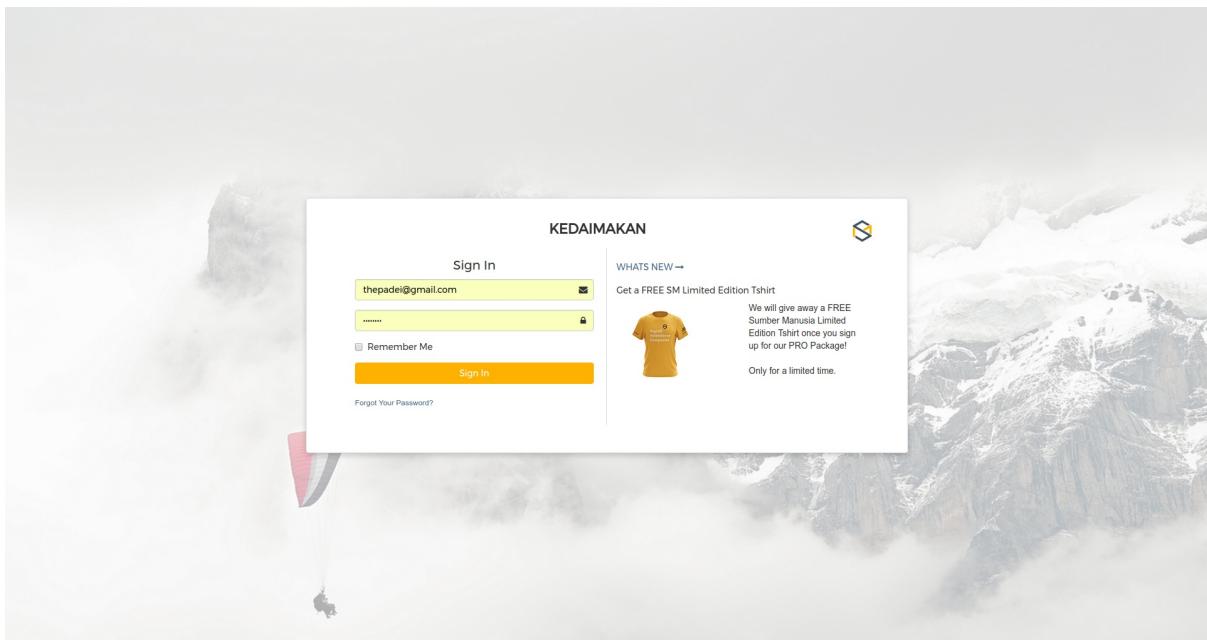
© 2017 SumberManusia. All rights reserved.



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

User Login

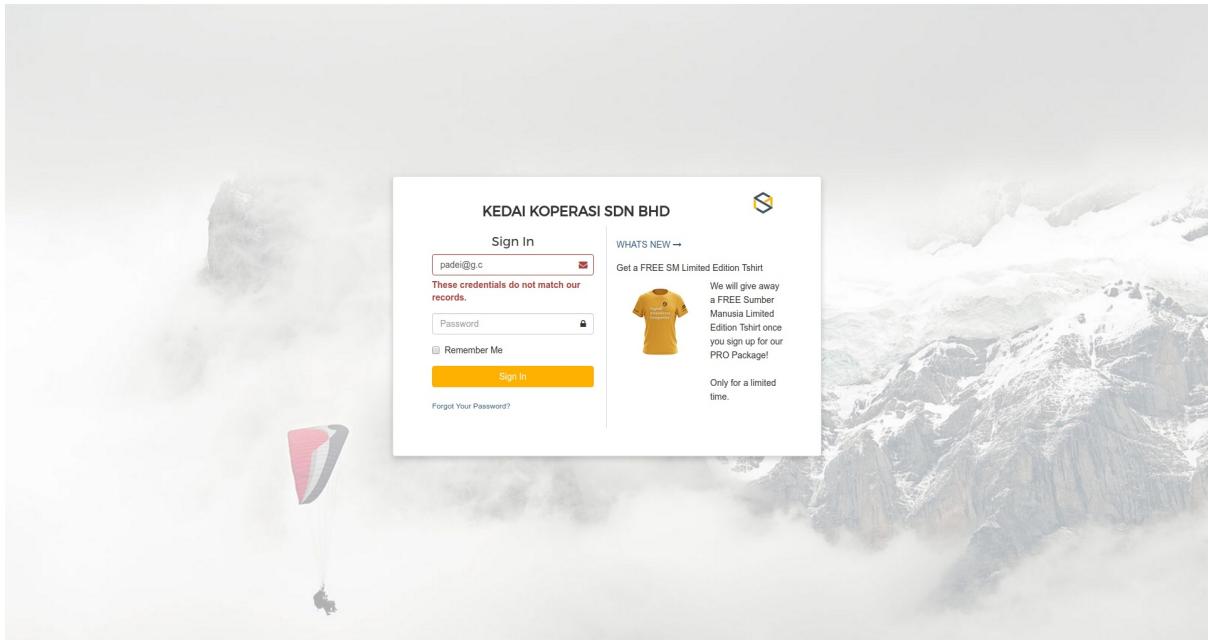
Insert your email address and password on login page.



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

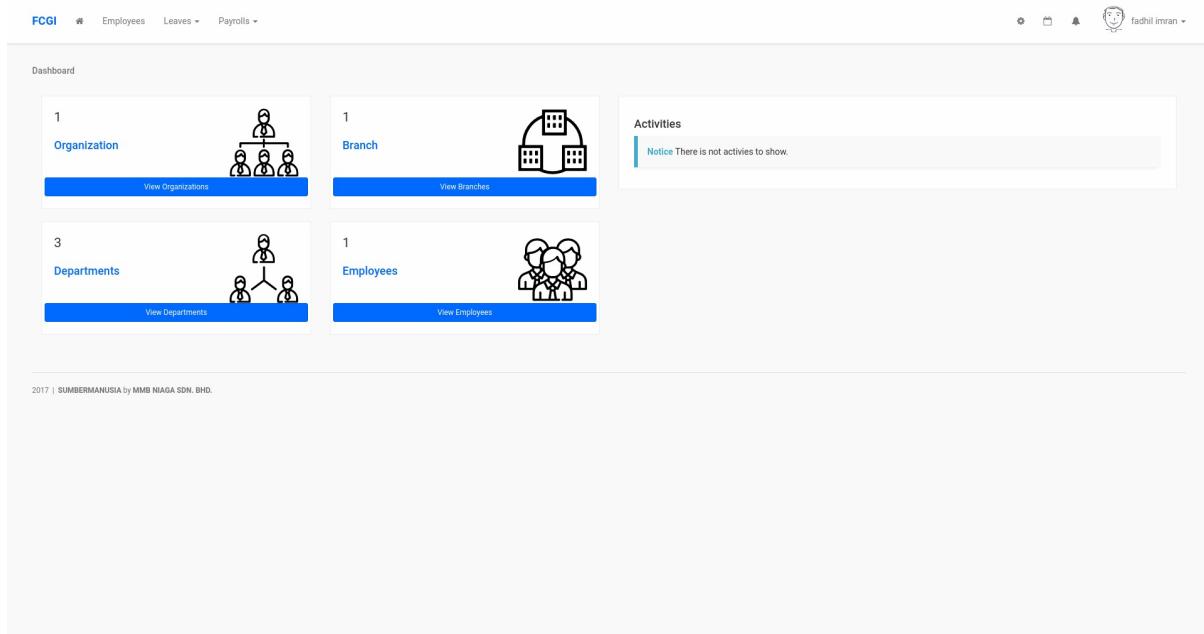
On successful login, you will need to complete loaded wizard.

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

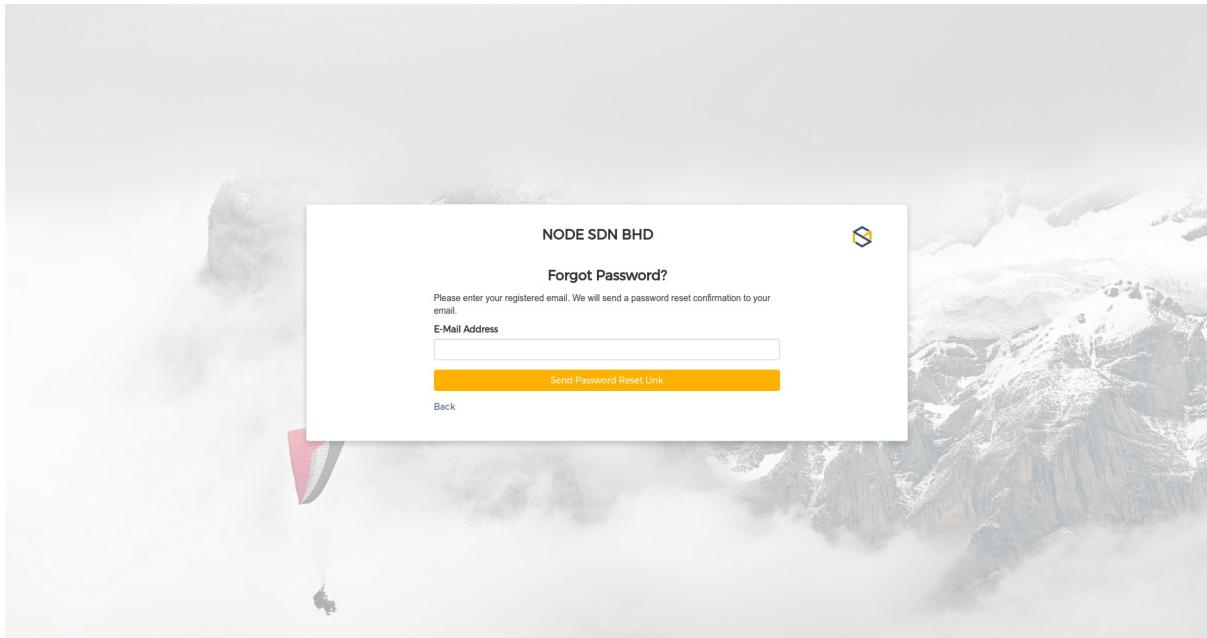
Instruction	Explanation
Your prefered name	What would you like to be called, e.g. nickname
Your main business operates in	Whereabout of your business
Employment status	Are you one of the employees

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](#)

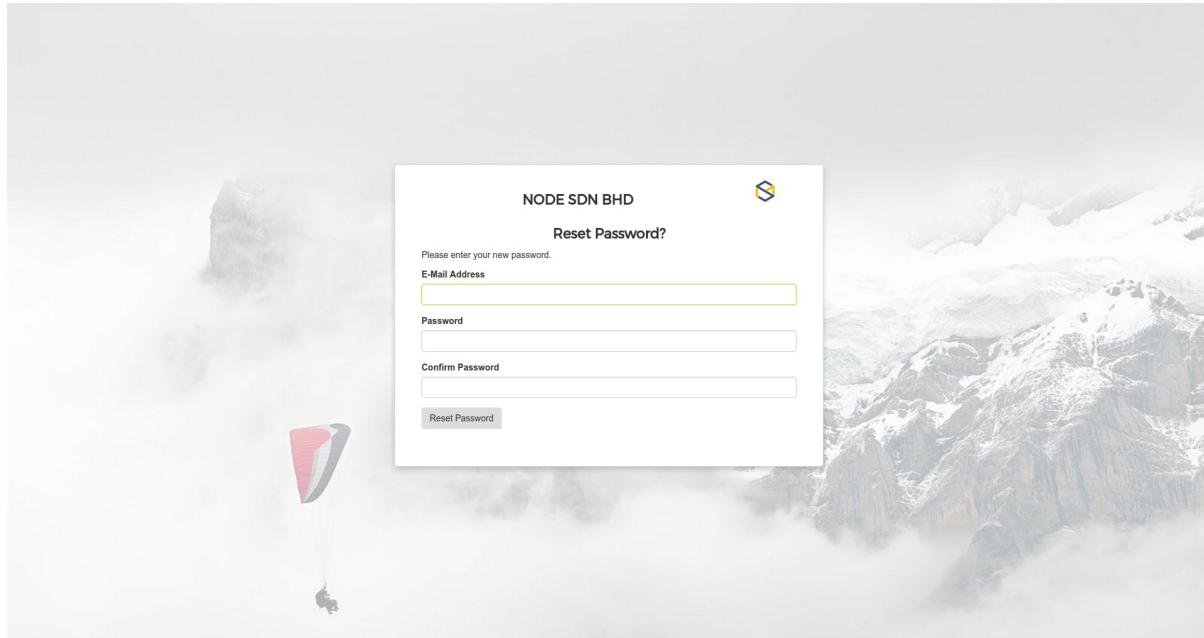
If you did not request a password reset, no further action is required.

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.



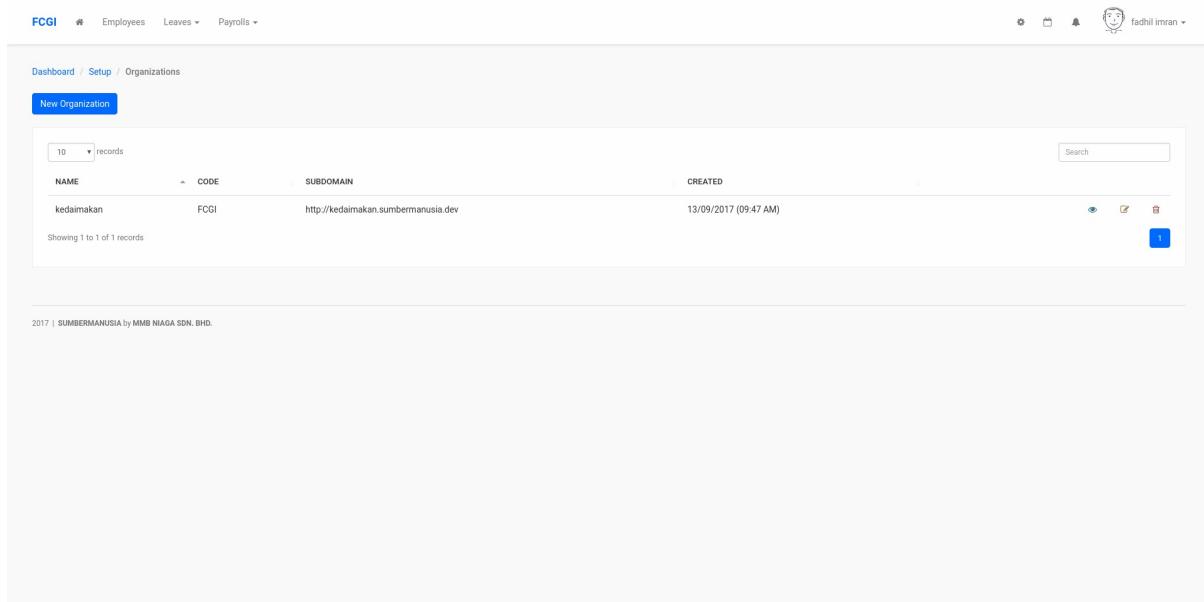
Instruction	Explanation
Enter email address	This email address will be use for emailing purpose
Password	Password must be new password with at least 8 characters
Confirm Password	Reenter the above password

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, sorting, and deleting. 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](#)

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

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 fadhil 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	SOCOS 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 LHON.
Mailing Address Information		Physical Address Information	
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"/>			

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 / 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="4">Records</th> </tr> <tr> <th>NAME</th> <th>CODE</th> <th>SUBDOMAIN</th> <th>CREATED</th> </tr> </thead> <tbody> <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>				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)
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																			

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

Branch Setup

Branch dashboard will be presented.

The screenshot shows a software interface titled 'PTCO' with a navigation bar including 'Dashboard', 'Employees', 'Calendar', 'Setup', 'Leaves', and a user profile for 'Fadhil'. 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 right side of the table, there are icons for search, filter, and delete. 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

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

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 application interface. At the top, there is a navigation bar with links for Home, Setup, Employees, Calendar, Setup, Leaves, and a user profile for Fadhil. Below the navigation bar, the URL is shown as Home / Setup / Branches. A green success message box displays "Branch successfully created." Below this, a blue button labeled "New Branch" is visible. The main content area is a table listing two branches:

BRANCH NAME	HQ	CREATED
Kajang Branch	No	29/08/2017 (05:12 PM)
Main Branch	Yes	29/08/2017 (04:08 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 viewing, editing, and deleting each row. The footer of the page includes the text "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 displays the 'Edit Branch Details' page within the PTCO application. The header shows navigation links: PTCO, Dashboard, Employees, Calendar, Setup, Leaves, and a user profile for Fadhil. The main content area is titled 'Edit Branch Details' and contains the following sections:

- Branch Information:** A field labeled 'Branch Name *' contains 'Kajang Branch' with a note: 'This is your branch name. (Kuala Lumpur Branch)'.
- Mailing Address Information:** Fields for 'Address' (NodeJs Corporation), 'Postcode' (43000), 'City' (Kajang), 'State' (Selangor), and 'Country' (Malaysia).
- Physical Address Information:** A checkbox 'Same with Mailing Address' is checked. Fields for 'Address' (NodeJs Corporation), 'Postcode' (43000), 'City' (Kajang), 'State' (Selangor), and 'Country' (Malaysia) are identical to the mailing address.
- Working Days Information:** A table titled 'Working Days' with columns for 'Working Days' (Full Working Days, Half Working Days, Off Days) and days of the week (Mon, Tue, Wed, Thur, Friday, Sat, Sun). Each cell in the table contains a radio button, with most cells showing a solid black dot (selected).

At the bottom of the form is a blue 'Update Branch Details' 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 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 footer of the page includes the text "Showing 1 to 2 of 2 records" and "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, along with the text "padel". Below the header, the URL "Dashboard / Setup / Departments" is visible, and a blue button labeled "New Department" is prominently displayed. A dropdown menu next to it shows "10 records". To the right of the dropdown is a search input field with the placeholder "Search". 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)". Each row has three small icons on the right: a magnifying glass, a checkmark, and a trash can. At the bottom left of the table, it says "Showing 1 to 3 of 3 records". At the very bottom of the page, there is a footer note: "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.

PTCO Dashboard Employees Calendar Setup Leaves ▾

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

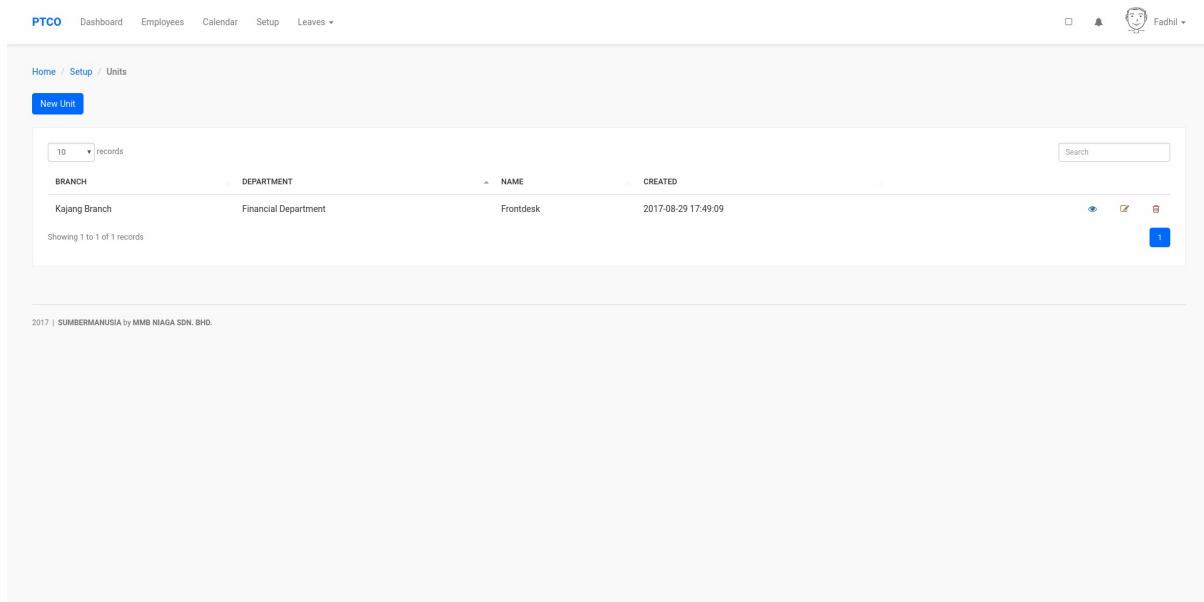
Kajang Branch	29/08/2017 (05:24 PM)		
Financial Department	29/08/2017 (04:08 PM)		
Main Branch			
Human Resource	29/08/2017 (04:08 PM)		

Showing 1 to 2 of 2 records

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 bar, the URL is shown as Home / Setup / Units. A blue button labeled "New Unit" is visible. The main content area displays a table with the following data:

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

Below the table, it says "Showing 1 to 1 of 1 records". On the right side of the table, there are icons for search, filter, and other actions. At the bottom left 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 "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 *	
Create Unit	

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

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

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.

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

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

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)
Internship	29/08/2017 (05:32 PM)
Management	29/08/2017 (04:08 PM)
Non-Executive	29/08/2017 (04:08 PM)

Showing 1 to 4 of 4 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 group.

The screenshot shows a web-based application interface. At the top, there is a navigation bar with links: PTCO, Dashboard, Employees, Calendar, Setup, Leaves, and a user profile icon for Fadhil. Below the navigation bar, a breadcrumb trail indicates the current location: Home / Setup / Employee Groups / Show Employee Group Details. The main content area displays a single row of data in a table format. The first column is labeled 'Name' and contains the value 'Internship'. To the right of the data cells are three small icons: a magnifying glass, a pencil, and a delete symbol. At the bottom left of the page, there is a copyright notice: '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 the PTCO Employee Group Setup interface. At the top, there is a navigation bar with links for Dashboard, Employees, Calendar, Setup, Leaves, and a user profile for Fadhil. Below the navigation is a breadcrumb trail: Home / Setup / Employee Groups / Edit Employee Group Details. The main content area contains a form with a 'Name' field containing 'Internship' and a note below it stating 'Your Employee Group name. (Executive, Non-Executive)'. A blue 'Save Changes' button is at the bottom of the form. At the very bottom of the page, there is a 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 the PTCO Employee Group Setup interface with a list of employee groups. The table has columns for NAME and CREATED. The data is as follows:

NAME	CREATED
Executive	29/08/2017 (04:08 PM)
Internship	29/08/2017 (05:32 PM)
Management	29/08/2017 (04:08 PM)
Non-Executive	29/08/2017 (04:08 PM)

A modal dialog titled 'Confirmation' is displayed in the center, asking 'Are you sure you want to delete this?'. It has 'Cancel' and 'Delete' buttons. The background of the page is dimmed, indicating an active modal.

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 contains a table with the following columns: LABEL, DATE, IS BLOCK DATE, and CREATED. The table lists various holidays for the year 2017, including Christmas Day, Sultan of Selangor's Birthday, Prophet Muhammad's Birthday, Deepavali, Awal Muharram, Malaysia Day, Agong's Birthday, Hari Raya Haji, Merdeka Day, and Hari Raya Aidilfitri Holiday. Each row includes a set of three icons for edit, delete, and other actions. A search bar is located at the top right of the table. At the bottom left, it says "Showing 1 to 10 of 62 records". The footer of the page includes the text "2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD."

LABEL	DATE	IS BLOCK DATE	CREATED	
2017				
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)	
Hari Raya Aidilfitri Holiday	26/06/2017	Yes	29/08/2017 (04:11 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 Holiday List" to create new holiday.

New Holiday List form 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 Fadil. Below the navigation is a breadcrumb trail: Home / Setup / Holiday Lists / New Holiday List. The main content area contains a form with fields for 'Holiday Name' and 'Date', and a blue 'Create New Holiday' button. At the bottom left, there is a copyright notice: '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

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.

The screenshot shows the 'Holiday Lists' page after a successful submission. It displays a green success message: 'Holiday list successfully created.' Below this, there is a table listing various holidays with columns for Label, Date, Is Block Date, and Created. The table includes rows for Kemenangan Sukan SEA, Christmas Day, Sultan of Selangor's Birthday, Prophet Muhammad's Birthday, Deepavali, Awal Muharram, Malaysia Day, Agong's Birthday, Hari Raya Haji, and Merdeka Day. At the bottom, there is a pagination bar showing 'Showing 1 to 10 of 63 records' and a page number selector from 1 to 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	Yes

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
Update Holiday List 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 / 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

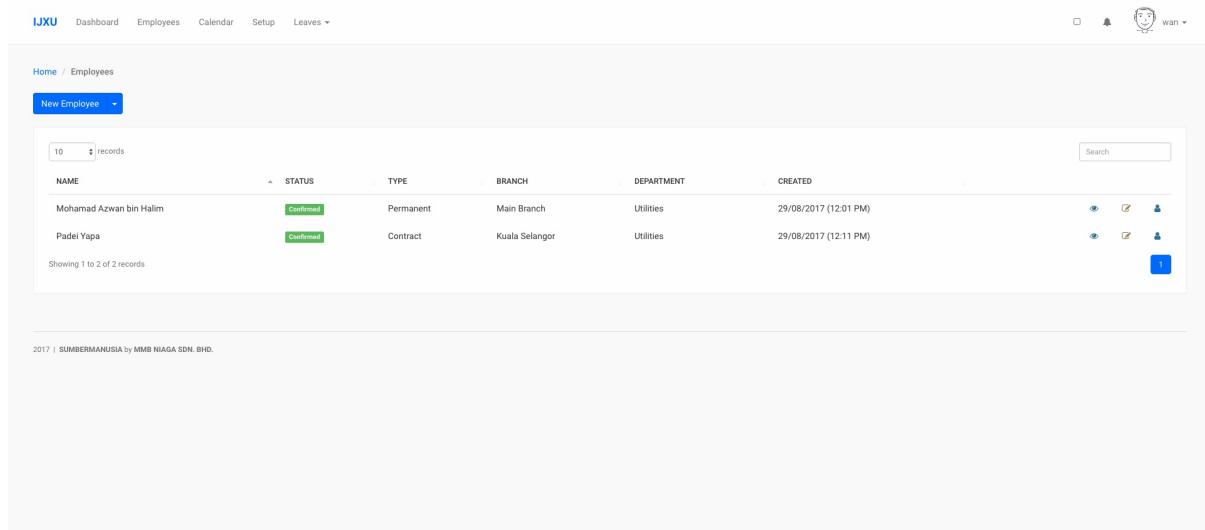
1 2 3 4 5 6 7

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

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 'Dashboard', 'Employees', 'Calendar', 'Setup', and 'Leaves'. On the far right of the header, there is a user profile icon and the name 'wan'.

The main content area is titled 'Employees' and shows a table of employee records. The table has columns: NAME, STATUS, TYPE, BRANCH, DEPARTMENT, and CREATED. There are two records displayed:

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)

Below the table, it says 'Showing 1 to 2 of 2 records'. To the left of the table, there is a dropdown menu labeled 'New Employee'. To the right, there is a search bar and some filter icons. At the 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

Home / Employees / New Employee

General

Job

Statutory

Salary

Job Information

Employment Status * Please Select

Employment Type * Please Select

Designation * Please Select

Branch * Please Select

Department * Please Select

Unit * Please Select

Joining Date *

Confirmation Date *

Supervisors	Supervisor Name	Priority
	<input type="button" value="Add Row"/>	

Next

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

Home / Employees / New Employee

General
Job
Statutory
Salary

Statutory Information

Income Tax No. *

EPF Membership No. *

Employee EPF Rate * Please Select

Employer EPF Rate * Please Select

SOCSO No. *

SOCSO Category * Please Select

Work Permit No.

Valid From Date

Permit Expiry Date

Passport No.

Date Of Issue

Date Of Expiry

Next

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
SOCSO No	What is employee's SOCSO number
SOCSO 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

New Employee

Employee successfully created.

NAME	STATUS	TYPE	BRANCH	DEPARTMENT	CREATED
Padei 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

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 URL is shown as Home / Employees / Show Employee Details. The main content area displays the employee's profile picture (a cartoon head), name (Padei Yappa), and location (Main Branch / Human Resource). A green button labeled 'Confirmed' is visible. The page is divided into sections: 'General Information' (Full Name: Padei Yappa, Preferred Name: -, First Name: Padei, Middle Name: -, Last Name: Yappa); 'Personal Information' (New NRIC No.: -, Nationality: -, Gender: -); and 'Job Information' (Employment Status: Confirmed, Employment Type: Part-Time, Designation: Head of Department, Branch: Main Branch, Department: Human Resource, Unit: -, Joining Date: 01/08/2017, Confirm Date: 01/08/2017).

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 user profile are the same as the previous screenshot. The URL is Home / Employees / Edit Employee Details. The left sidebar has tabs for General (which is selected and highlighted in blue), Job, Statutory, and Salary. The main content area 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 states: 'Email used for login to the system.' A blue 'Next' button is at the bottom of the form.

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's a navigation bar with links for 'Employees', 'Leaves', and 'Payroll'. On the far right, there's a user profile for 'Pablo Escobar' with a small profile picture. Below the navigation, a breadcrumb trail shows 'Dashboard / Employees'. A modal window titled 'Confirmation' is open in the center, asking 'Are you sure you want to delete this?'. There are two buttons at the bottom of the modal: 'Cancel' (white background) and 'Delete' (red background). The main content area displays a table of employee records. The columns are labeled 'NAME', 'STATUS', 'TYPE', 'BRANCH', 'DEPARTMENT', and 'CREATED'. The first record is 'Pablo Escobar' with status '-' and type '-'. The second record is 'Mohamad Azwan Halim' with status 'Confirmed', type 'Permanent', branch 'Main Branch', department 'Information Technology (IT)', and created dates '13/09/2017 (03:10 PM)' and '13/09/2017 (03:14 PM)'. Each row has a set of icons for actions like edit, delete, and details. At the bottom left of the main content area, it says 'Showing 1 to 2 of 2 records'. At the very bottom of the page, there's 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	Retired	Contract	Main Branch	Human Resource	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

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

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 has 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 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 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

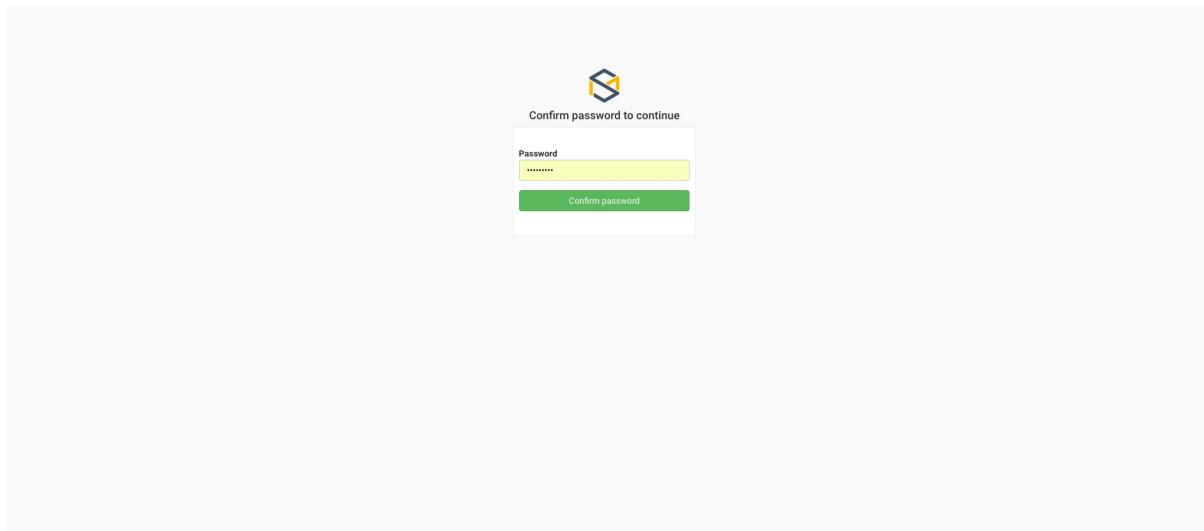
Earning Types	Deduction Types	NET SALARY	ACTION
Basic	SOCSO MYR 19.75		
Overtime	EPF MYR 192.50		
Incentive Pay	Income Tax MYR 0.00		
Bonus	CP38 MYR 0.00	MYR 2902.75	+ 📁 📎 📈 🔍
Other	Loan MYR 0.00		
	Zakat MYR 385.00		

Click email icon to send payslip through email to the employee

EARNING TYPES	DEDUCTION TYPES	NET SALARY	ACTION
Basic	SOCSO MYR 19.75		
Overtime	EPF MYR 192.50		
Incentive Pay	Income Tax MYR 0.00		
Bonus	CP38 MYR 0.00	MYR 2902.75	+ 📁 📎 📈 🔍
Other	Loan MYR 0.00		
	Zakat MYR 385.00		

Click download icon to download payslip

Enter user password to proceed on download



Print preview will be shown

MMC Niaga Mohamad Azwan Halim (LTZ0000002) DESIGNATION: IT Assistance Kampung Dusun 40000 Shah Alam Selangor Malaysia EPF NO: 123123123123123 SOCSO NO: 123123123123123 TAX NO: 12414131413413413 ACC NO: 1231213123123123 BANK: AFFIN ISLAMIC BANK BERHAD	Payslip for Sep, 2017 Summary <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Total Earnings</td> <td>MYR 3500.00</td> <td>Gross Salary</td> <td>MYR 3500.00</td> </tr> <tr> <td>Total Deductions</td> <td>MYR 597.25</td> <td>Net Salary</td> <td>MYR 2902.75</td> </tr> </table> Details <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Earning Types</th> <th>Deduction Types</th> </tr> </thead> <tbody> <tr> <td>Basic</td> <td>SOCSO EPF</td> </tr> <tr> <td>Overtime</td> <td>MYR 10.75</td> </tr> <tr> <td>Incentive Pay</td> <td>MYR 192.50</td> </tr> <tr> <td>Bonus</td> <td>Income Tax</td> </tr> <tr> <td>Other</td> <td>CP38 Loan Zakat</td> </tr> <tr> <td></td> <td>MYR 0.00 MYR 0.00 MYR 385.00</td> </tr> </tbody> </table> Contributions <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Employee</th> <th>Employer</th> </tr> </thead> <tbody> <tr> <td>EPF</td> <td>EPF</td> </tr> <tr> <td>SOCSO</td> <td>SOCSO</td> </tr> </tbody> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Approved By</td> <td style="width: 33%;">Company Verification</td> <td style="width: 33%;">Employee Signature</td> </tr> <tr> <td>Payroll Manager</td> <td></td> <td></td> </tr> </table>	Total Earnings	MYR 3500.00	Gross Salary	MYR 3500.00	Total Deductions	MYR 597.25	Net Salary	MYR 2902.75	Earning Types	Deduction Types	Basic	SOCSO EPF	Overtime	MYR 10.75	Incentive Pay	MYR 192.50	Bonus	Income Tax	Other	CP38 Loan Zakat		MYR 0.00 MYR 0.00 MYR 385.00	Employee	Employer	EPF	EPF	SOCSO	SOCSO	Approved By	Company Verification	Employee Signature	Payroll Manager		
Total Earnings	MYR 3500.00	Gross Salary	MYR 3500.00																																
Total Deductions	MYR 597.25	Net Salary	MYR 2902.75																																
Earning Types	Deduction Types																																		
Basic	SOCSO EPF																																		
Overtime	MYR 10.75																																		
Incentive Pay	MYR 192.50																																		
Bonus	Income Tax																																		
Other	CP38 Loan Zakat																																		
	MYR 0.00 MYR 0.00 MYR 385.00																																		
Employee	Employer																																		
EPF	EPF																																		
SOCSO	SOCSO																																		
Approved By	Company Verification	Employee Signature																																	
Payroll Manager																																			

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

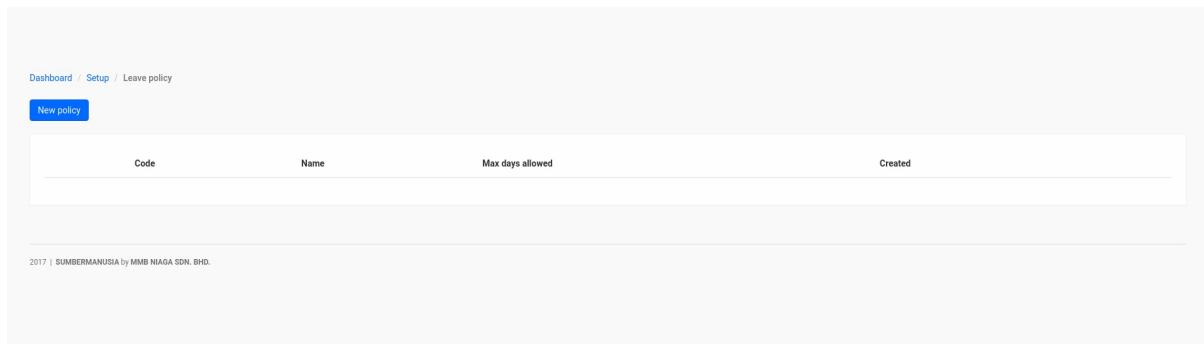
Search

< Previous 1 Next >

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

TARIKH MULA/BERHENTI KERJA (hhbttt) (1)	STATUS (2)	NO. KAD PENGENALAN (3)	NAMA PEKERJA (MENGIKUT KAD PENGENALAN) (4)	CARUMAN (5)	
				RM	SEN
				<input type="checkbox"/>	.
				<input type="checkbox"/>	.
				<input type="checkbox"/>	.
				<input type="checkbox"/>	.
				<input type="checkbox"/>	.
				<input type="checkbox"/>	.
				<input type="checkbox"/>	.
				<input type="checkbox"/>	.
				<input type="checkbox"/>	.
				<input type="checkbox"/>	.
				<input type="checkbox"/>	.
				<input type="checkbox"/>	.
				<input type="checkbox"/>	.
				<input type="checkbox"/>	.
				<input type="checkbox"/>	.
				<input type="checkbox"/>	.
				<input type="checkbox"/>	.
				<input type="checkbox"/>	.

3. Borang A

	KUMPULAN WANG SIMPANAN PEKERJA PERATURAN-PERATURAN DAN KADEAH-KADEAH KWSP 1991 KADEAH 11(1)				KWSP 6										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No Rujukan Majikan</th> <th>Bulan Caruman</th> <th>Amaun Caruman (RM)</th> <th>No Rujukan Borang A</th> <th></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Jumlah caruman untuk bulan di atas hendaklah dibayar kepada KWSP/Agen Kutipan KWSP sebelum/pada 15hb setiap bulan</p> <p><input type="checkbox"/> Wang Tunai <input type="checkbox"/> Cek/Kiriman Wang/Wang Pos <input type="checkbox"/> /Draf Bank*No /EFT /TT. : _____</p>					No Rujukan Majikan	Bulan Caruman	Amaun Caruman (RM)	No Rujukan Borang A							
No Rujukan Majikan	Bulan Caruman	Amaun Caruman (RM)	No Rujukan Borang A												
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:



<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^a 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 UNTUK KEGUNAAN PEJABAT 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"/>																																																					
BUTIR-BUTIR MAJIKAN <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">No. Rujukan Majikan E</td> <td style="width: 40%; text-align: center;">_____ - _____</td> <td style="width: 30%;"></td> </tr> <tr> <td>No. Pendaftran Perniagaan</td> <td colspan="2"></td> </tr> <tr> <td>Nama Syarikat/ Perniagaan</td> <td colspan="2"></td> </tr> <tr> <td>Alamat Syarikat/ Perniagaan</td> <td colspan="2"></td> </tr> <tr> <td>.....</td> <td colspan="2"></td> </tr> <tr> <td>.....</td> <td colspan="2"></td> </tr> <tr> <td>.....</td> <td colspan="2"></td> </tr> </table>		No. Rujukan Majikan E	_____ - _____		No. Pendaftran Perniagaan			Nama Syarikat/ Perniagaan			Alamat Syarikat/ Perniagaan					BUTIR-BUTIR PEMBAYARAN <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Jumlah Potongan</td> <td style="width: 30%; text-align: center;">PCB</td> <td style="width: 40%; text-align: center;">CP38</td> </tr> <tr> <td>Bilangan Pekerja</td> <td colspan="2"></td> </tr> <tr> <td>Butir-butir / Cek / Bank / Derai / Kiriman Wang / Wang Pos</td> <td colspan="2"></td> </tr> <tr> <td>Amaun</td> <td colspan="2"></td> </tr> <tr> <td>Nombor</td> <td colspan="2"></td> </tr> <tr> <td>Cawangan</td> <td colspan="2"></td> </tr> <tr> <td>Tarikh</td> <td colspan="2"></td> </tr> </table>	Jumlah Potongan	PCB	CP38	Bilangan Pekerja			Butir-butir / Cek / Bank / Derai / Kiriman Wang / Wang Pos			Amaun			Nombor			Cawangan			Tarikh			PEGAWAI YANG MENYEDIAKAN MAKLUMAT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Tandatangan</td> <td style="width: 70%;"></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	_____ - _____																																																						
No. Pendaftran Perniagaan																																																							
Nama Syarikat/ Perniagaan																																																							
Alamat Syarikat/ Perniagaan																																																							
.....																																																							
.....																																																							
.....																																																							
Jumlah Potongan	PCB	CP38																																																					
Bilangan Pekerja																																																							
Butir-butir / Cek / Bank / Derai / Kiriman Wang / Wang Pos																																																							
Amaun																																																							
Nombor																																																							
Cawangan																																																							
Tarikh																																																							
Tandatangan																																																							
Nama Penuh																																																							
No. K/P																																																							
Jawatan																																																							
No. Telefon																																																							

| **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 menggantikan 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 02506203000 - 3.2 Bagi pekerja yang layak dikenakan PCB tetapi tidak nombor rujukan fail cukai pendapatan, pendafrahan 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 datir/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 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 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

1	Name of Employer as Registered	<input type="text"/>	
		<input type="text"/>	
		<input type="text"/>	
		<input type="text"/>	
2	Employer's No.	<input type="text" value="E"/>	<input type="text"/>
3	Status of Employer	<input type="checkbox"/>	1 = Government 3 = Private Sector
4	Status of Business	<input type="checkbox"/>	1 = In operation 2 = Has not commenced operations 3 = Dormant 4 = In the process of winding-up
5	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	<input type="text"/>
6	Identification No.	<input type="text"/>	
7	Passport No.	<input type="text"/>	
8	Registration No. with Companies Commission of Malaysia or others	<input type="text"/>	
9	Correspondence Address	<input type="text"/>	
		<input type="text"/>	

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

		PERTUBUHAN KESELAMATAN SOSIAL PERATURAN - PERATURAN (AM) KESELAMATAN SOSIAL PEKERJA 1971 (PER. 44A) CARUMAN GAJIL BILAN bulan tahun 			2346249101 BORANG 8A
No. Kod Majikan		No. MyCoID / No. Pendaftaran Perniagaan		Amaun Caruman (RM)	
 		 		 	
Amaun caruman di atas hendaklah dibayar kepada PERKESO/EJEN PEMUNGUT tidak lewat dari pada Nama dan Alamat Majikan					
 			Lembaran 	Bil. Pekerja 	
Kegunaan Ejen Pemungut Cop					
No. Slip Bayaran 					
TARIKH MULA/BERHENTI KERJA (hhbbtttt) (1)	STATUS (2)	NO. KAD PENGENALAN (3)	NAMA PEKERJA (MENGIKUT KAD PENGENALAN) (4)	CARUMAN (5)	
				RM	SEN

3. CP39

Borang ini boleh difotokopi KETUA PENGARAH HASIL DALAM NEGERI LEMBAGA HASIL DALAM NEGERI Cawangan Pungutan Kuala Lumpur Kounter Bayaran Dan Tingkat 1, Blok BA Kompleks Bangunan Kerajaan, Jalan Duta 50600 KUALA LUMPUR		 CEKAI 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 <input type="text"/> <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"/> <input type="text"/>																																			
		POTONGAN BAGI BULAN <input type="text"/> TAHUN <input type="text"/>																																				
BUTIR-BUTIR MAJIKAN <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			BUTIR-BUTIR PEMBAYARAN <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	PEGAWAI YANG MENYEDIAKAN MAKLUMAT <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"/>																																					
No. Pendataran Perniagaan	<input type="text"/>																																					
Nama Syarikat/ Perniagaan																																						
Alamat Syarikat/ Perniagaan																																						
.....																																						
Jumlah Potongan	PCB																																					
	CP38																																					
Bilangan Pekerja																																						
Butir-butir / Cek / Bank / Derai / Kiriman Wang / Wang Pos	Amaun																																					
	Nombor																																					
	Cawangan																																					
	Tarikh																																					
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, 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>1 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>2 Employer's No.</p> <p>E [Redacted]</p>
<p>3 Status of Employer</p> <p><input type="checkbox"/> 1 = Government <input type="checkbox"/> 2 = Statutory <input type="checkbox"/> 3 = Private Sector</p>
<p>4 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>5 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>6 Identification No.</p> <p>[Redacted]</p>
<p>7 Passport No.</p> <p>[Redacted]</p>
<p>8 Registration No. with Companies Commission of Malaysia or others</p> <p>[Redacted]</p>
<p>9 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		 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 <input type="text"/> No. Resit <input type="text"/>																																																																														
		POTONGAN BAGI BULAN <input type="text"/> TAHUN <input type="text"/>																																																																															
BUTIR-BUTIR MAJIKAN <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">No. Rujukan Majikan E</td> <td style="width: 15%;"><input type="text"/></td> <td style="width: 15%;"><input type="text"/> - <input type="text"/></td> <td style="width: 15%;"><input type="text"/></td> <td style="width: 15%;"><input type="text"/></td> <td style="width: 15%;"><input type="text"/></td> </tr> <tr> <td>No. Pendaftaran Perniagaan</td> <td colspan="5"><input type="text"/></td> </tr> <tr> <td>Nama Syarikat/ Perniagaan</td> <td colspan="5"><input type="text"/></td> </tr> <tr> <td>Alamat Syarikat/ Perniagaan</td> <td colspan="5"><input type="text"/></td> </tr> <tr> <td></td> <td colspan="5"><input type="text"/></td> </tr> <tr> <td></td> <td colspan="5"><input type="text"/></td> </tr> </table>		No. Rujukan Majikan E	<input type="text"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No. Pendaftaran Perniagaan	<input type="text"/>					Nama Syarikat/ Perniagaan	<input type="text"/>					Alamat Syarikat/ Perniagaan	<input type="text"/>						<input type="text"/>						<input type="text"/>					BUTIR-BUTIR PEMBAYARAN <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">PCB</td> <td style="width: 15%;">CP38</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>Jumlah Potongan</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Bilangan Pekerja</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Butir-butir / Cek / Bank / Derai / Kinihan Wang / Wang Pos</td> <td>Amaun</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Nombor</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Cawangan</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Tarikh</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		PCB	CP38					Jumlah Potongan						Bilangan Pekerja						Butir-butir / Cek / Bank / Derai / Kinihan Wang / Wang Pos	Amaun						Nombor						Cawangan						Tarikh				
No. Rujukan Majikan E	<input type="text"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																																												
No. Pendaftaran Perniagaan	<input type="text"/>																																																																																
Nama Syarikat/ Perniagaan	<input type="text"/>																																																																																
Alamat Syarikat/ Perniagaan	<input type="text"/>																																																																																
	<input type="text"/>																																																																																
	<input type="text"/>																																																																																
PCB	CP38																																																																																
Jumlah Potongan																																																																																	
Bilangan Pekerja																																																																																	
Butir-butir / Cek / Bank / Derai / Kinihan Wang / Wang Pos	Amaun																																																																																
	Nombor																																																																																
	Cawangan																																																																																
	Tarikh																																																																																
PEGAWAI YANG MENYEDIAKAN MAKLUMAT																																																																																	
		A BORANG CP 39	B PEMBAYARAN																																																																														
		<p>1. Borang ini mestilah disi dengan lengkap dan betul.</p> <p>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.</p> <p>3. No. Rujukan Cukai Pendapatan:</p> <ol style="list-style-type: none"> 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 : <ol style="list-style-type: none"> i. majikan atau pekerja boleh mendafat secara atas talian melalui e-Daftar di www.hasil.gov.my, atau ii. Borang CP22 atau borang in <i>leu</i> of CP39 dikemukakan ke cawangan LHDNM yang berdekat. <p>4. Nama pekerja : Isikan nama penuh pekerja seperti di kad pengenalan/pasport (Jangan senaraikan pekerja yang tidak layak dikenakan potongan bagi bulan berkenaan).</p> <p>5. Nombor Kad Pengenalan : Isikan kedua-dua nombor kad pengenalan baru dan lama (sekiranya ada). Contoh: 720403065235 atau A2172122</p> <p>6. Jumlah Potongan Cukai: PCB • Isikan amaun cukai mengikut Potongan Cukai Bulanan. CP38 • Isikan amaun potongan cukai mengikut arahan Borang CP38 (jika ada).</p>																																																																															
		<p>1. Bayaran dan Borang CP39 yang telah lengkap disi mestilah sampai ke Cawangan Pungutan LHDN selepas lewatnya pada hari kesepuluh bulan berikutnya. Contoh: PCB/CP38 bagi bulan April 2010, tarikh akhirnya ialah pada 10 Mei 2010.</p> <p>2. Sediakan borang CP39 beserta cek/bank draft/kiriman wang/wang pos (instrumen bayaran) yang berasanggup untuk bulan atau tahun berlainan.</p> <p>3. Pastikan jumlah potongan PCB/CP38 adalah betul dan sama dengan nilai instrumen bayaran.</p> <p>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.</p> <p>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.</p> <p>6. Untuk bayaran bagi Negeri Sabah, sila alismatkan ke : 7. Untuk bayaran bagi Negeri Sarawak, sila alismatkan 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</p> <p>8. Sila hubungi talian 1-300-88-3010 untuk sebarang pertanyaan lanjut.</p>																																																																															
		<p>C PERINGATAN</p> <ol style="list-style-type: none"> 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>1 Name of Employer as Registered</p> <p>[Large rectangular box for address]</p>
<p>2 Employer's No.</p> <p>E [Large rectangular box for number]</p>
<p>3 Status of Employer</p> <p><input type="checkbox"/> 1 = Government 2 = Statutory</p> <p><input type="checkbox"/> 3 = Private Sector</p>
<p>4 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>5 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>6 Identification No.</p> <p>[Large rectangular box for number]</p>
<p>7 Passport No.</p> <p>[Large rectangular box for number]</p>
<p>8 Registration No. with Companies Commission of Malaysia or others</p> <p>[Large rectangular box for number]</p>
<p>9 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>1 Name of Employer as Registered</p> <p>[Redacted area for Name of Employer]</p>
<p>2 Employer's No.</p> <p>E [Redacted area for Employer's No.]</p>
<p>3 Status of Employer</p> <p><input type="checkbox"/> 1 = Government <input type="checkbox"/> 2 = Statutory <input type="checkbox"/> 3 = Private Sector</p>
<p>4 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>5 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>6 Identification No.</p> <p>[Redacted area for Identification No.]</p>
<p>7 Passport No.</p> <p>[Redacted area for Passport No.]</p>
<p>8 Registration No. with Companies Commission of Malaysia or others</p> <p>[Redacted area for Registration No.]</p>
<p>9 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.


PERTUBUHAN KESELAMATAN SOSIAL

2346249101

PERATURAN - PERATURAN (AM) KESELAMATAN SOSIAL PEKERJA 1971 (PER. 44A)

CARUMAN GAJI BULAN bulan tahun**BORANG 8A**

No. Kod Majikan <input type="text"/>	No. MyCoID / No. Pendaftaran Perniagaan <input type="text"/>	Amaun Caruman (RM) <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"/>		

TARIKH MULA/BERHENTI KERJA (hhbbtttt) (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"/>	.
				<input type="text"/>	.
				<input type="text"/>	.
				<input type="text"/>	.
				<input type="text"/>	.
				<input type="text"/>	.
				<input type="text"/>	.
				<input type="text"/>	.
				<input type="text"/>	.
				<input type="text"/>	.
				<input type="text"/>	.

This article was published for SumberManusia-Beta-RC1.