

Release Note CP 1.0.25

Enhancement

- 1. Enhance eAmPayday SOCSO payment file, EIS payment file
- Change Year End Process to Payroll Closing, Leave Closing and Claim Closing. Starting from year 2023, we will be spliting the YearEnd Process into below 3 options:-

Part (A): Payroll Closing Part (B): Leave Closing Part (C): Claim Closing

This enhancement is helpful for user where you can run the closing for each module (payroll, leave, claim) seperately & easily.

Please take note system will not include those resigned employee or employee join on future year in Leave Closing & Claim Closing.

Note: if the user is using both payroll & leave module in our system, you MUST take note on the leave closing. For details, please refer to Part B.

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(14) test year end on 28 Cababoard Cababoard Cababoard Cababoard		GENERAL MAINTENANCE		OPTIONS
Payroll × Reports × Human Resource × Tools > Administration × Integration ×	 Company Profile USER SETTINGS Access Group Approval Setting User Authorization Invite Users 	 Claim Type Leave Type Branch Department Project Employee Type Employee Group 	 Calendar Allowance Deduction EPF Levy Overtime 	 Report Management Notification Setting Excel Import Period Setup Claim Closing Leave Closing Payroll Closing UDF WIZARD CENTER First Time Setup

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Part (A) Payroll Closing (Tools > Options > Payroll Closing)

This remained as previous year end process.

User should complete current year payroll process until December month, then only proceed on this.

Once the payroll closing is done, the user will be able to view or amend the EA form. EA is only available for employees once Payroll Closing is committed.

Payroll Clo	sing												Back
Year * 2022		Desc	ription										
		Pending Data											
Adhoc I	Payroll Items (Not Pos	ited)										c -	
Payroll	Process (Not Commit	ted)										<i>c</i> -	
Payroll Closi	ng										N	ext	Back
Year *		Pending Data	iption						Year End Summary				
Drag a column	header here to group by that col	umn						Q Filter			⑦ Refresh	Expor	t
Employee †	Department	Salary	Allowance	Taxable Allowance	Over Time	Commission	Earning Bonus		Paid Leave	Claim	Payment Of Arro	ears	Gro
E-0001 - test1	DEFAULT - Default Department	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	692.31	0.00		0.00	10,
E-0002 - test2	DEFAULT - Default Department	10.000.00	0.00	0.00	0.00	0.00	0.00	0.00	923.08	0.00		0.00	10,
E-0003 - test3	DEFAULT - Default Department	14,000.00	0.00	0.00	0.00	0.00	0.00	0.00	603.08	0.00		0.00	14,
E-0006 - test6	DEFAULT - Default Department	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	5.
E-0007 - test7	DEFAULT - Default Department	5,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	5,
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Previous											Sav	e Change	š
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l Yea	Description		Committed?	Last Modified		Last Modifi	ed User						
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Part (B) Leave Closing (Tools > Options > Leave Closing) When go to the leave closing, there are 2 options available for you.

Leave Closing			Q Filter	New Leave Closing 🗸
				Leave Balance By:
Year	Description	Last Modified	Require Month-End Payroll Process for December of Closing Year	December Cut-Off Date
		No da	ta available	Real-Time Balance
Count: 0				
10 20 50				Page:

Please take note that in this leave closing, you will see all the figure will be displayed with 5 decimal points. This is because of the encashment will flow into payroll process & payroll is accepted for 5 decimal points. So, we were enhanced like this.

(1) 'Leave Balance by December Cut-Off Date'

We **strongly recommend** that user need to run until December Month End Payroll Process only do leave closing.

But system will still capture the leave entitlement based on the last committed payroll if December Month End Payroll Process is not run yet.

This will affect for the leave type is using advanced earn leave or earn leave setting. Kindly refer to below example.

In the employee group, set 12 days per year for below leave type.

If the user is last committed the payroll for November 2022.

You will be able to see the entitled & available column is showing different leave days.

Earn leave & Advance Earn leave is 11 days; but Yearly leave is 12 days.

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Drag a column I	neader here to group by that column	in							Q test1		S Refr	esh
Drag a column h Employ 1 1	reader here to group by that column	ın 12	Entitled	Taken	Available	Service Year	Max BF	Credit Leave	Q test1	CF	S Refra	esh
Drag a column h Employ †1 E-0001 - <mark>test1</mark>	neader here to group by that column Leave Type AL-AE - Annual Leave (Advance Earr	in 12 n)	Entitled 11.00000	Taken 0.00000	Available 11.00000	Service Year 3	Max BF 12.00000	Credit Leave 11.00000	Q test1 Expiry Date 30/11/2023	CF 0.00000	C Refri Encashment 0.00000	esh
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(2) **`Leave Balance by Real Time Balance**' means the leave entitlement will display based on the leave balance screen (up-to-date leave entitlement: refer to today date info).

Same as option 1, this will affect for the leave type is using advanced earn leave or earn leave setting.

If the user would like to early proceed the leave closing before 31st of December, you can advise them to use this option. But please remind to the user, once the December month payroll is committed, they should delete this processed leave closing & re-process again the leave closing with select 'leave closing from Payroll'. So that this leave closing - leave entitlement will be accurate with December payroll month payslip.

In conclusion, once the user is done for the leave closing:

(1) The carry forward leave will be displayed on next year leave balance screen – BF / Credits column

OR / AND

(2) The encashment leave will be included to next payroll process calculation.

Part (C) Claim Closing (Tools > Options > Claim Closing)

User can process this claim closing without payroll or leave closing. Once the user done for this, the carry forward amount will be display in next year claim balance screen – BF amount.

Below is the claim closing screen for your reference.

Lg Claim Closing								Back
Year *		Description						
2022		Description						
	Pend	ding						
	Da	ita						
Claim Request								ø –
								Next
Claim Closing								Back
Claim Closing								Back
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Year •		Description Description						Back
Year *		Description Description						Back
Year *	(1	Description Description						Back
Year *		Description Description				Gun Cuert		Back
Year *	Para De	Description Description				Cam Curoff		Back
Year • 2022	Per	Description Description				S Claim Cutoff		Back
Claim Closing Year • 2022	Pen D	Description Description				S Claim Cutoff		Bock
Year Year	Per Do	Description Description				Caim Cutoff		Back
Year • 2022 Drag a column header	Per De De	Description Description				Caim Cutoff		Back
Year • 2022 Drag a column header Employee 11	Per De here to group by that column	Description Description	Yearly Limit	Monthly Limit	Per Visit Limit	Claim Cutoff Q test Max 8F	Approved Amt	Back
Year • 2022 Drag a column header Employee 11 E-0001 - Testi	Fier Per D D here to group by that column Claim Type 12 DEN - Dental Claim	Description Description	Yearly Limit 500.00	Monthly Limit 0.00	Per Visit Limit 0.00	S Claim Cultoff Max BF 500.00	Approved Amt 0.00	Back

No. 36, Persiaran Mergastua, Kepong Baru, 52100 Kuala Lumpur, Malaysia T: 603 6275 2718 F: 603 6263 3628 W: www.jtech.my E: info@jtech.my



1. Fixed KWSP payment file due to hast total not correct issue

Prepared by Jessica, Winnie Last Modified 30th December 2022