autocount CloudPayroll

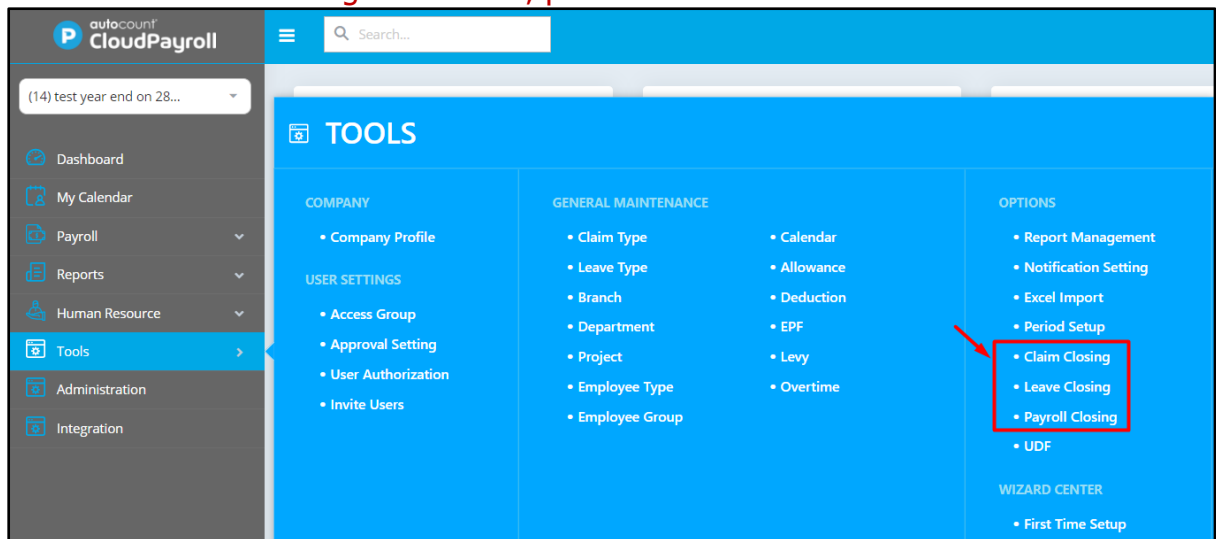**Release Note CP 1.0.25**

Enhancement

1. Enhance eAmPayday – SOCSO payment file, EIS payment file
2. 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.
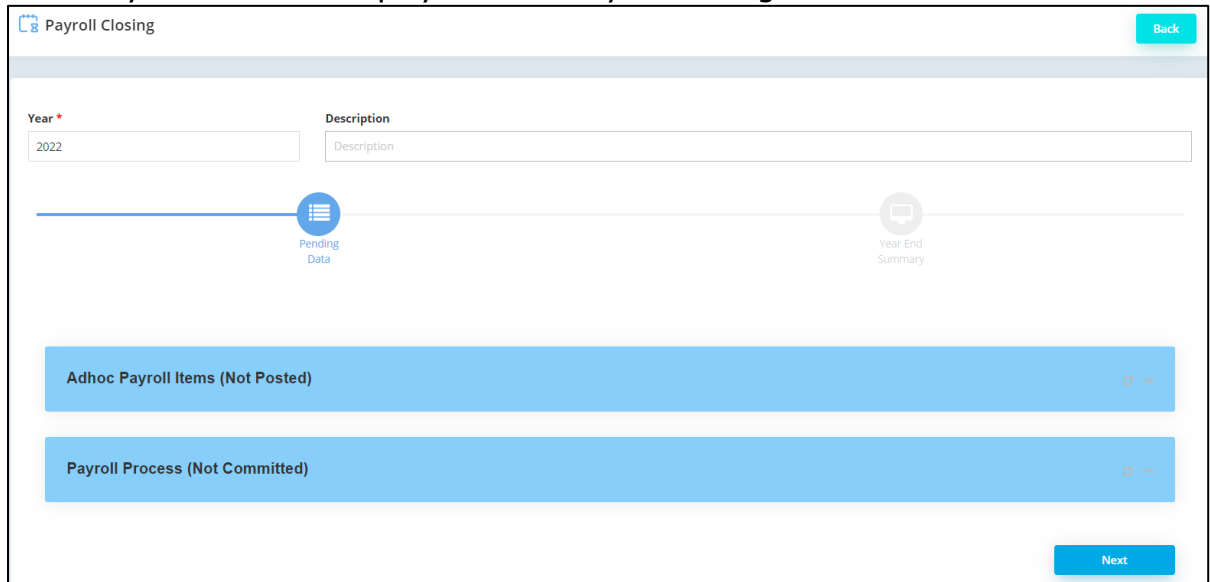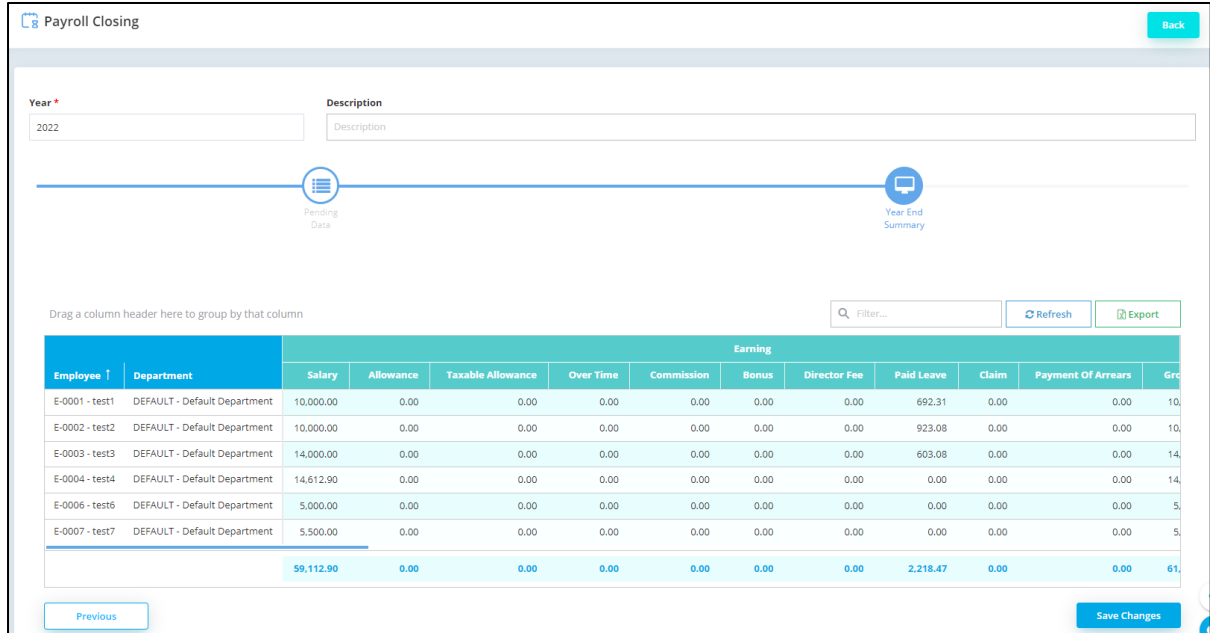
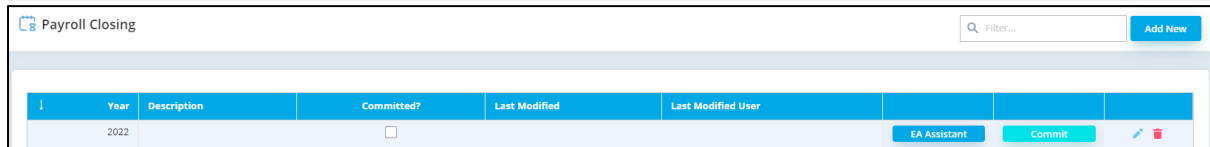Part (A) Payroll Closing (Tools > Options > Payroll Closing)
This remained as previous year end process.
User should complete current year payroll process until December month, then only proceed on this.
Once the payroll closing is done, the user will be able to view or amend the EA form.
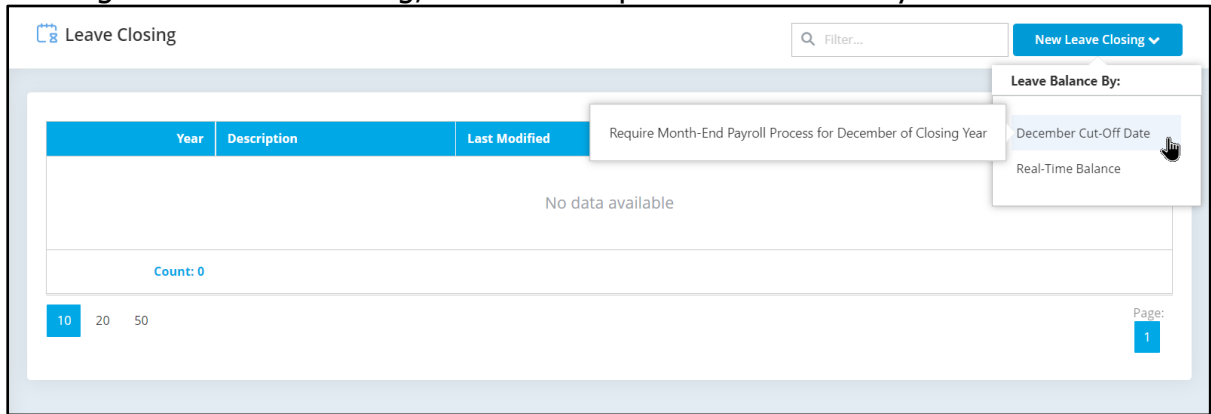EA is only available for employees once Payroll Closing is committed.

Payroll Closing   Back

Year *   Description
2022   Description

            ●───────────────────────────────●
          Pending   Year End
           Data   Summary

Adhoc Payroll Items (Not Posted)

Payroll Process (Not Committed)

                                                            Next

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Payroll Closing   Back

Year *   Description
2022   Description

            ●───────────────────────────────●
          Pending   Year End
           Data   Summary

Drag a column header here to group by that column   🔍 Filter...   ⟳ Refresh   📄 Export

| Employee ↑ | Department | Earning | | | | | | | | | | |
		Salary	Allowance	Taxable Allowance	Over Time	Commission	Bonus	Director Fee	Paid Leave	Claim	Payment Of Arrears	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-0004 - test4	DEFAULT - Default Department	14,612.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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,
		59,112.90	0.00	0.00	0.00	0.00	0.00	0.00	2,218.47	0.00	0.00	61,

Previous   Save Changes

Payroll Closing   🔍 Filter...   Add New

↓	Year	Description	Committed?	Last Modified	Last Modified User			
	2022		☐			EA Assistant	Commit	✏ 🗑

Part (B) Leave Closing (Tools > Options > Leave Closing)
When go to the leave closing, there are 2 options available for you.

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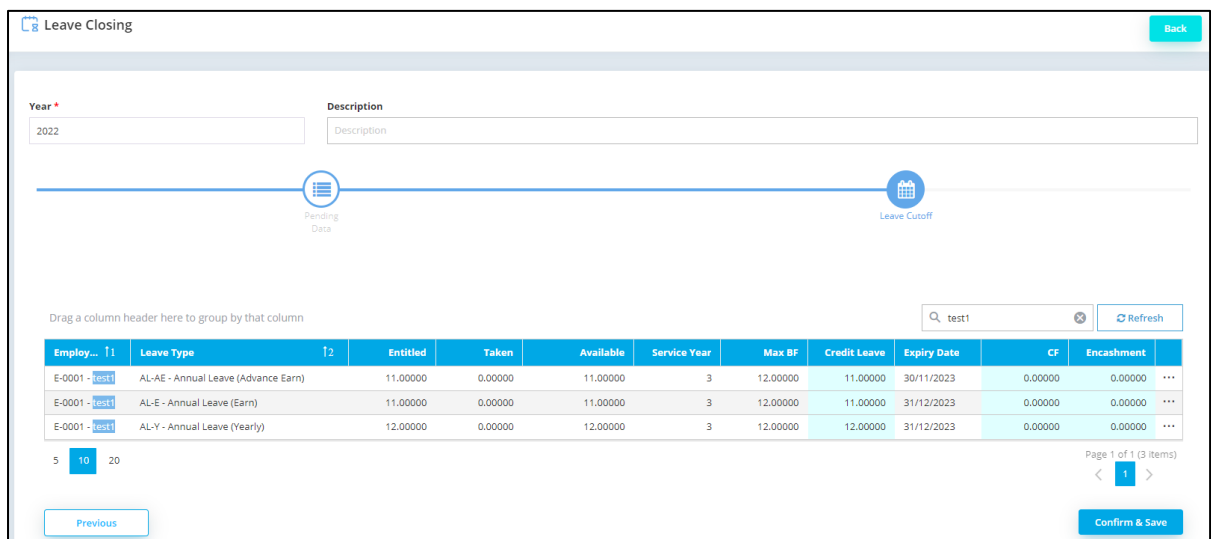This will affect for the leave type is using advanced earn leave or earn leave setting.
Kindly refer to below example.

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.

(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.

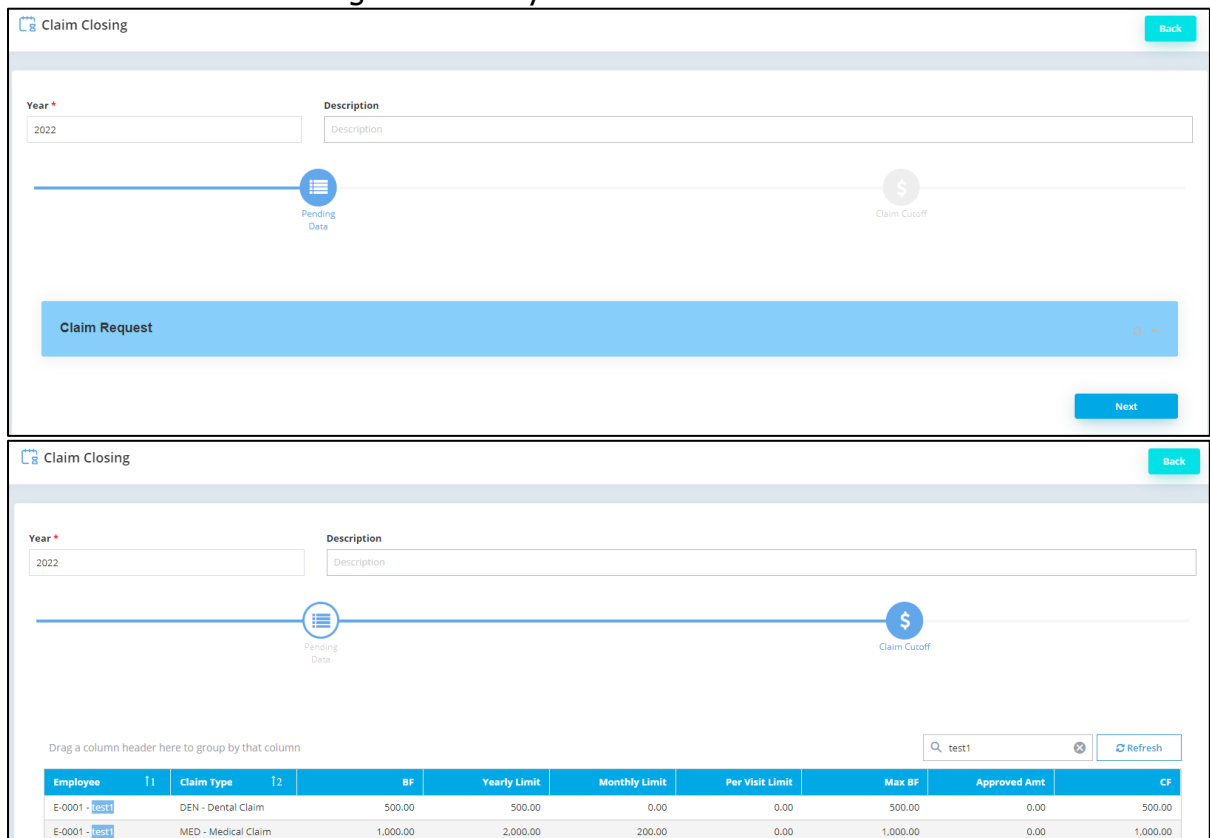In conclusion, once the user is done for the leave closing:
(1) The carry forward leave will be displayed on next year leave balance screen – BF / Credits column
OR / AND
(2) The encashment leave will be included to next payroll process calculation.

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.

Employee	Claim Type	BF	Yearly Limit	Monthly Limit	Per Visit Limit	Max BF	Approved Amt	CF
E-0001 - test1	DEN - Dental Claim	500.00	500.00	0.00	0.00	500.00	0.00	500.00
E-0001 - test1	MED - Medical Claim	1,000.00	2,000.00	200.00	0.00	1,000.00	0.00	1,000.00

![autocount CloudPayroll logo]

<u>Bugs Fixed</u>

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

Prepared by Jessica, Winnie

Last Modified 30th December 2022