

# SQL PAYROLL – DAILY PAY METHOD

For example,

Pay rate per day = RM16.00

Normal working hour = 8 hours

## DEFINE THE CONTRIBUTION SETTING

[Path: Payroll → Maintenance → Maintain Contribution...]

- 1) Create new contribution, let said the contribution code is “DAILY.”
- 2) Define the following items:-
  - a) Working Day Per Month = 1
  - b) Working Hour Per Day = 8

	EPF	SOCSO	PCB	EA	HRDF	OT
Bonus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pay Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unpaid Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Employee EPF Rate: 11%      Working Day Per Month: 1

Employer EPF Rate: 12%      Working Hour Per Day: 8

Overtime Calculation base on Maintain Employee Setting

## **INPUT THE DAILY RATE IN MAINTAIN EMPLOYEE**

[Path: Human Resource → Maintain Employee...]

- 1) Input the daily rate (RM16.00 per day) in the Wages field.
- 2) Set the contribution to “DAILY”.

The screenshot shows the 'Employee' maintenance form with the 'Allowance' tab selected. The 'Wages' field is set to 16.00 and the 'Contribution' field is set to DAILY, both highlighted with red circles. The form includes fields for Code (001), Job Title, Name (LEE CHONG WAI), and an 'Active' checkbox. The 'Allowance' tab contains fields for Wages Type, Wages (16.00), Contribution (DAILY), Frequency, Payment Method (MBB), Bank Account No (5754455), EPF No, NK, Initial, SOCSO No, SOCSO Type (1 First Category), Tax Branch, Tax No, Marital Status (Single), Tax Deduct Child, Spouse Working, Tax Category (C1), and EA Serial No. A vertical toolbar on the right contains buttons for New, Edit, Delete, Save, Cancel, More, Preview, and Browse.

## OPEN PENDING PAYROLL – WAGES

[Path: Payroll → Open Pending Payroll...]

- 1) Go to Wages Pending.
- 2) Key-in the daily working records for an employee.

Work unit = 1 day

Rate = RM16.00 per day

Trans Date	Post Date	Employee	Code	Description	Work Unit	Rate	Amount	WAGES
02/09/2008	03/09/2008	001	----	Default Wages	1.00	16.00	16.00	16
03/09/2008	03/09/2008	001	----	Default Wages	1.00	16.00	16.00	16
04/09/2008	03/09/2008	001	----	Default Wages	1.00	16.00	16.00	16

Count = 3      48.00

## OPEN PENDING PAYROLL – OVERTIME

[Path: Payroll → Open Pending Payroll...]

- 1) Go to Overtime Pending.
- 2) Key-in the daily working records for an employee.

Code = HW15 (OT Hourly Rate)

Work Unit = No.of hours (OT)

Rate = 1.5 rate per hour (OT)

Trans Date	Post Date	Employee	Code	Description	Work Unit	Rate
03/09/2008	30/09/2008	001	HW15	Working Day	4.00	1.50
04/09/2008	30/09/2008	001	HW15	Working Day	3.00	1.50

Count = 2

## **FINAL PAYROLL PROCESS**

[Path: Payroll → New Payroll...]

- 1) Click on Final followed by Process button.

Final Payroll Process

- To process the month FINAL payroll -

**Transaction Posting**

Year: 2008      Month: 9

Process Date: 04/09/2008

**Description**

Description 1: Month End (09.2008)

Description 2:

Ref 1:

Ref 2:

Generate Default Wages/Allowance/Deduction If Has Pending Transactions

Process

## CHECK TO THE WAGES RECORDS

- 1) Click on the Wages to retrieve the detailed wages records.
- 2) You will see the records are posted from wages pending for the month.

The screenshot displays a payroll software interface for the month of September 2008. The main window is titled "Month End (09.2008) [Period: 09 / 2008]". On the left, a list of employees is shown with codes 001 to 005 and names: LEE CHONG WAI, KOO KIAN KEAT, NICOLE, WONG CHUN HAN, and YAP KIM HOCK. The "Wages" tab is selected, showing a summary for LEE CHONG WAI. The "Wages" field is circled in red, with a value of 48.00. Below this, various allowances and deductions are listed, including Allowance (530.00), Overtime (21.00), Commission, Claims, Paid Leave, Director Fees, Bonus, EPF (18.00), SOCSO (2.75), and Advance. The summary shows a Gross Pay of 599.00, Gross Deduct of 20.75, and a Gross Net Pay of 578.25 (with an adjustment). The final Net Pay is 578.25. Below the summary, a "Wages" table is shown, with the first three rows circled in red. The table has columns for Trans Date, Post Date, Code, Description, and Amount. The rows are: 02/09/2008, 03/09/2008, ----, Default Wages, 16.00; 03/09/2008, 03/09/2008, ----, Default Wages, 16.00; and 04/09/2008, 03/09/2008, ----, Default Wages, 16.00. At the bottom, a "Count =" field shows a value of 48.00. A "Process Missing Employee" button is visible at the bottom left.

Trans Date	Post Date	Code	Description	Amount
02/09/2008	03/09/2008	----	Default Wages	16.00
03/09/2008	03/09/2008	----	Default Wages	16.00
04/09/2008	03/09/2008	----	Default Wages	16.00

**CHECK TO THE OVERTIME RECORDS**

- 1) Click on the Overtime to retrieve the detailed wages records.
- 2) You will see the records are posted from Overtime pending for the month.
  - a. Working Day Per Month = 1 (from Maintain Contribution)
  - b. Working Hour Per Day = 8 (from Maintain Contribution)
  - c. Wages = RM16.00 (from Maintain Employee)

Based on the above information,

Daily Pay Rate = RM16.00 / 1 day = RM16.00 per day

Hourly Pay Rate = RM16.00 / 8 hrs = RM2.00 per hour

Therefore, the overtime calculation is

Code	Work Unit	Rate	Pay Rate	OT Pay Rate	Amount
HW15	4 hrs	1.5	2.00	RM2.00 x 1.5 = RM3.00	RM3.00 x 4 hrs = RM12.00
HW15	3 hrs	1.5	2.00	RM2.00 x 1.5 = RM3.00	RM3.00 x 3 hrs = RM9.00

Month End (09.2008) [Period: 09 / 2008]

Employee: LEE CHONG WAI

Wages: 48.00, Allowance: 530.00, **Overtime: 21.00**, Commission: -, Claims: -, Paid Leave: -, Director Fees: -, Bonus: -

Loan: -, Deduction: -, EPF: 18.00, Employer EPF: 20.00, SOCSO: 2.75, Employer SOCSO: 9.65, PCB Monthly: -, Bonus: -, Director Fees: -, Total: -

Gross Pay: 599.00, Gross Deduct: 20.75, Gross Net Pay: 578.25 (Adjustment), Net Pay: 578.25

Trans Date	Post Date	Code	Description	Work Unit	RATE	Pay Rate	Amount
03/09/2008	30/09/2008	HW15	Working Day	4.00	1.50	2.00	12.00
04/09/2008	30/09/2008	HW15	Working Day	3.00	1.50	2.00	9.00

Count = 21.00

<END>