
PeopleSoft HCM 9.2: Global Payroll for Malaysia

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PeopleSoft HCM 9.2: Global Payroll for Malaysia
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Preface

Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft Applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

PeopleSoft Hosted Online Help

You access the PeopleSoft Online Help on Oracle's PeopleSoft Hosted Online Help website, which enables you to access the full help website and context-sensitive help directly from an Oracle hosted server. The hosted online help is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support, because that documentation is now incorporated into the hosted website content. The Hosted Online Help website is available in English only.

Note: Only the most current release of hosted online help is updated regularly. After a new release is posted, previous releases remain available but are no longer updated.

Locally Installed Help

If you are setting up an on-premises PeopleSoft environment, and your organization has firewall restrictions that prevent you from using the Hosted Online Help website, you can install the PeopleSoft Online Help locally. If you install the help locally, you have more control over which documents users can access and you can include links to your organization's custom documentation on help pages.

In addition, if you locally install the PeopleSoft Online Help, you can use any search engine for full-text searching. Your installation documentation includes instructions about how to set up Elasticsearch for full-text searching. See *PeopleSoft 9.2 Application Installation* for your database platform, "Installing PeopleSoft Online Help." If you do not use Elasticsearch, see the documentation for your chosen search engine.

Note: See [Oracle Support Document 2205540.2 \(PeopleTools Elasticsearch Home Page\)](#) for more information on using Elasticsearch with PeopleSoft.

Note: Before users can access the search engine on a locally installed help website, you must enable the Search field. For instructions, go to your locally installed PeopleSoft Online Help site and select About This Help >Managing Locally Installed PeopleSoft Online Help >Enabling the Search Button and Field in the Contents sidebar.

Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format. The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has

a different structure and it does not include the interactive navigation features that are available in the online help.

Common Help Documentation

Common help documentation contains information that applies to multiple applications. The two main types of common help are:

- Application Fundamentals
- Using PeopleSoft Applications

Most product families provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product family. Whether you are implementing a single application, some combination of applications within the product family, or the entire product family, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft Applications.

Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

<i>Typographical Convention</i>	<i>Description</i>
Key+Key	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For Alt+W, hold down the Alt key while you press the W key.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ().
[] (square brackets)	Indicate optional items in PeopleCode syntax.

Typographical Convention	Description
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.
=>	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY_CD_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

Region and Industry Identifiers

Information that applies only to a specific region or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in the PeopleSoft Online Help:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in the PeopleSoft Online Help:

- USF (U.S. Federal)
- E&G (Education and Government)

Translations and Embedded Help

PeopleSoft 9.2 software applications include translated embedded help. With the 9.2 release, PeopleSoft aligns with the other Oracle applications by focusing our translation efforts on embedded help. We are not planning to translate our traditional online help and PeopleBooks documentation. Instead we offer very direct translated help at crucial spots within our application through our embedded help widgets. Additionally, we have a one-to-one mapping of application and help translations, meaning that the software and embedded help translation footprint is identical—something we were never able to accomplish in the past.

Using and Managing the PeopleSoft Online Help

Click the Help link in the universal navigation header of any page in the PeopleSoft Online Help to see information on the following topics:

- What's new in the PeopleSoft Online Help.
- PeopleSoft Online Help accessibility.
- Accessing, navigating, and searching the PeopleSoft Online Help.
- Managing a locally installed PeopleSoft Online Help website.

Related Links for PeopleSoft HCM

[PeopleSoft Information Portal](#)

[My Oracle Support](#)

[PeopleSoft Training from Oracle University](#)

[PeopleSoft Video Feature Overviews on YouTube](#)

[PeopleSoft Business Process Maps \(Microsoft Visio format\)](#)

Contact Us

Send your suggestions to PSOFT-INFODEV_US@ORACLE.COM. Please include release numbers for the PeopleTools and applications that you are using.

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Chapter 1

Getting Started with Global Payroll for Malaysia

Global Payroll for Malaysia Overview

Global Payroll for Malaysia delivers elements, rules, pages, processes, and reports that work with the core Global Payroll application to form a complete payroll package for Malaysia. You can define earnings, such as the base salary, contractual bonus, and festive advance. You can define deductions, such as festive advance repayments, and Zakat contributions. With Global Payroll for Malaysia, you can track absences and vacations for employees. With Global Payroll for Malaysia, you can calculate termination pay and adjust or reverse an employee's check. You can generate payslips, process banking, and generate reports, such as Inland Revenue Board (IRB) reports.

Related Links

[Global Payroll for Malaysia Business Processes](#)

Global Payroll for Malaysia Business Processes

Global Payroll for Malaysia provides these business processes:

Note: If you elect to use the delivered rules for Global Payroll for Malaysia, use only the employment instance in HR.

- Taxation.
- Banking and recipient processing.
- Printing and viewing payslips.
- Payroll reporting.
- General Ledger interface.
- Absence processing.
- Termination processing.
- Employee Provident Fund contributions.
- Social Security Organization contributions.
- Inland Revenue reporting.
- Loan processing.

- Festive Advance integration.

We cover these business processes in the business process topics in this PeopleBook.

Global Payroll for Malaysia Integrations

Global Payroll for Malaysia integrates with these applications through the core Global Payroll application:

- PeopleSoft Human Resources (HR)
- PeopleSoft Time and Labor.
- PeopleSoft General Ledger.

We discuss integration considerations in the core Global Payroll PeopleBook.

Related Links

"Understanding Payee Data" (PeopleSoft HCM 9.2: Global Payroll)

"Real Time Integration with Other PeopleSoft Applications" (PeopleSoft HCM 9.2: Global Payroll)

"Understanding the General Ledger Interface" (PeopleSoft HCM 9.2: Global Payroll)

Global Payroll for Malaysia Implementation

PeopleSoft Setup Manager enables you to generate a list of setup tasks for your organization based on the features that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleBook documentation.

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table loading sequences, data models, and business process maps.

Refer to the *PeopleSoft HCM 9.2 - Reorganization of Component Interface Permissions* (Doc ID [2342162.1](#)) MOS posting for a list of system-delivered CIs and their usage, the mapping of CIs and associated permission lists, and the mapping of CI permission lists and user roles.

See the product documentation for *PeopleTools: Setup Manager*

Chapter 2

Understanding Global Payroll for Malaysia

Global Payroll for Malaysia Business Processes

Global Payroll for Malaysia supports the following business processes:

- Taxation.

Global Payroll for Malaysia comes with all the elements that are required to correctly calculate a payee's tax. Whatever the scenario—tax exemptions, pretax benefits, dependent's rebates, contributions to Zakat, CP38 tax payment, multiple payments within a calendar period, annualized tax, previous year tax, mid-period hires or terminations, or multiple jobs—the system calculates the appropriate tax.

The system also enables you to manage benefits in kind, such as automobile and housing benefits, to be used in CP8A reporting.

- Banking and recipient processing.

This feature supports net payment (employee salary) direct deposits and recipient payments using an electronic file format. Global Payroll for Malaysia generates electronic file outputs to credit employee salaries, and it reports this data to the recipient.

The banking process of Global Payroll combines payroll data, pay entity source bank data, and payee or recipient bank data. The file creation process for electronic funds transfer (EFT) extracts data that is compiled by the banking process according to the content that you specify for the EFT file, merges it with data that is provided by Global Payroll for Malaysia, and creates the file for transmission.

With the banking and recipient processing functionality, you can:

- Select from multiple options for the content of the EFT file.
- Create an EFT file.
- Create files for the submission of recipient payment data in the recipient's electronic file format.

- Payslip printing and viewing.

Global Payroll for Malaysia comes with a generic payslip template, which you can use as a pattern when you create your own payslip templates.

The payslip feature enables you to design payslips so that they use the proper format to display the data that you specify. You can override templates at lower levels, so you do not have to create multiple templates to cover every payslip scenario.

The payslip feature enables you to:

- Create payslip templates and payslip messages in which you can specify accumulator column headings (such as Gross, Tax, and Net), row labels for columns (such as Period to Date and Year to Date), sections for grouping earnings and deductions, earnings and deductions that appear on payslips, and delivery option overrides.
- Specify the absence entitlement to appear on the payslip.
- Attach payslip templates to pay groups.

- Payroll reporting.

In addition to the reports that are delivered with Global Payroll, the country-specific extension for Malaysia provides a set of reports that support Malaysian business requirements.

Reports included in Global Payroll for Malaysia are:

- Payroll Results Register MYS report.
 - Reconciliation MYS report.
 - Pay Component Register MYS report.
- General Ledger interface.

The General Ledger interface (GLI) functionality for Malaysia builds on the standard GLI functionality that is delivered with Global Payroll. Additional features for Malaysia include the Leave Liability report and the Absence History report.

General Ledger functionality enables you to:

- Cost employee leave entitlements.
 - Post accrual when pay periods do not match costing periods.
 - View General Ledger data on an online inquiry page.
 - Link journal types to General Ledger groupings so that you can create reports by journal type.
 - Calculate accrued salary and leave liability.
 - Report on leave liability and history.
 - Run the GLI processes.
- Absence processing.

Global Payroll for Malaysia comes with predefined rules for processing absence payments, such as annual leave, sick leave, maternity leave, leave without pay, study leave, bereavement leave, and half pay suspension. It also comes with rules to calculate absence entitlements on termination, including rules for the payment of unused annual leave when leaves involve guaranteed termination payments.

Absence requirements that are specific to Malaysia focus on the common business process and legislative requirements. Global Payroll for Malaysia comes with Malaysian accrual and take rules

as customary data, and the rules are bound by Malaysian regulations. You can easily modify many of these rules to reflect absence policies that are specific to your organization.

To demonstrate how Global Payroll can process typical absence requirements in Malaysia, the PeopleSoft system provides seven absence entitlements and eight absence take elements.

- Termination processing.

The system enables you to manage the entire termination process, including the impact on the following functional areas: tax calculation, social security, Employee Provident Fund, absences, loans, festive advances, earnings and deductions, and General Ledger accrual calculations.

The PeopleSoft terminations feature also enables you to:

- Make a payment of deduction in lieu of notice period.
- Freeze net pay payments that are linked to termination for retirement or to payees who leave Malaysia.

- Employee Provident Fund (EPF) contributions.

This feature enables you to calculate, record, and report contributions for the EPF that are collected by the EPF board. The PeopleSoft system supports the requirements of EPF administration, maintenance, and reporting and provides:

- Support for employee and employer payments to the EPF in accordance with the calculation of eligibility rules for EPF legislation.
- Calculation of voluntary employee and employer EPF contributions.
- Functionality for splitting the employee contribution into pre-tax and post-tax deductions.
- Identification and management of unique company and employee identifiers.
- A process that completes the EPF Form A containing all EPF monthly contributions for submission to the EPF board.
- Reports that support administrative reporting in accordance with EPF requirements.
- The EPF Summary report.

- Social Security Organization (SOCSCO) contributions.

To manage contributions to the SOCSCO, the PeopleSoft application contains numerous tables, fields, and pages to maintain contribution data.

The system:

- Collects employer and employee data that is needed for calculations and reports.
- Determines SOCSCO contribution eligibility and scheme type.
- Defines wages that are used for SOCSCO.
- Calculates SOCSCO contributions.

- Prepares the SOCSO Summary Report.
- Produces the following reports: SOCSO Form 2, the employee register report; SOCSO Form 8A, containing the details of all contributions for the given period that is associated with the employer's SOCSO number; SOCSO Form 8B, which lists SOCSO arrears contributions for employees with arrears contributions for a given period; SOCSO Form 3, containing the details of all payees who have been terminated in the given month.
- Inland Revenue reporting.

This feature enables you to capture, generate, and maintain both employee and company identification and biographical data that supports the reporting requirements of the Inland Revenue Board (IRB).

Reporting functionality for Malaysian Inland Revenue enables you to create the following reports as required by the IRB for reporting: annual tax statements (CP8A), notification of an employee's intention to leave Malaysia (CP21), new employees (CP22), employee termination (CP22A), monthly taxation deductions (CP39), the individual statement of tax deductions by month with tax receipt number (PCB2), and the annual report that identifies all payees and their total remuneration and total deductions for the year (Form E). You can also generate the annual statement of tax deductions (CP159 and CP159A).

- Loan processing.

Many companies in Malaysia offer loans to their employees to meet short-term and long-term financial needs. The company recovers the loan over a period of time through equated monthly installments that are deducted from the payroll. This feature also includes straight-line loan interest calculation. Global Payroll for Malaysia enables you to maintain and track these loans by:

- Defining different loan types such as home, car, and personal loans.
 - Defining the repayment span and the interest rate.
 - Calculating the repayment deduction by pay frequency or by mutual agreement.
 - Updating loan balances.
 - Integration with the Administer Festive Advance business process of HR.
- This feature provides integration between HR and Global Payroll, which enables you to take the festive advance amounts that are calculated in HR and post them to Global Payroll. It also enables you to update the festive advance status in HR. Festive advance payments are made during the payroll period in which they are issued and are deducted from the following pay period.

Delivered Elements

Global Payroll defines each business process for Malaysia in terms of delivered elements and rules. Some of these elements and rules are specifically designed to meet legal requirements, while others support common or so-called customary payroll practices.

This section discusses:

- Creation of delivered elements.
- Element ownership and maintenance.

Creation of Delivered Elements

All elements and rules that are delivered with the country extension were created using the core application, the same application that you use both to create additional elements or rules and (in many cases) to configure existing elements that are part of the Global Payroll system. Because the tools that are needed to redefine or create new payroll elements are fully documented in the core application PeopleBook, the information does not appear here. Instead, this PeopleBook briefly reviews the relationship between the core application (which contains the tools that you need to define your own elements and rules) and the country extensions (which contain country-specific rules and elements that are predefined in the PeopleSoft system).

The core application has the following characteristics:

- It consists of a payroll rules engine, which is a flexible tool that enables users to define the rules and elements of their payroll system and run payroll and absence calculations.

Global Payroll does not have payroll-specific logic or computations embedded in application code. Instead, all business application logic, such as earnings, deductions, absences, and accumulators, are specified in terms of payroll rules and elements. Global Payroll enables the user to enter and maintain payroll rules by using pages, and it offers a comprehensive set of features that enable users to work in their preferred language or currency.

- It provides a payroll processing framework, which is a flexible way to define and carry out payroll and absence processing flows, such as calendars, run types, pay periods, and process lists.

Country extensions have the following characteristics:

- They are built using the core application.
- They consist of statutory and customary objects (country-specific payroll rules, elements, payroll processes, reports, pages, and self-service applications).

Element Ownership and Maintenance

The delivered elements and rules of the Global Payroll country extension for Malaysia are classified based on whether they are owned and maintained by the user or whether they are predefined in the PeopleSoft system. Some elements and rules are predefined in the PeopleSoft system and cannot be modified or reconfigured. Others can be configured to meet requirements that are unique to a particular organization.

Element Ownership in Global Payroll

Global Payroll has the following five categories of element ownership:

PS Delivered/Maintained

Elements that are created and maintained on an ongoing basis by PeopleSoft developers.

PS Delivered/Not Maintained

Elements that are delivered by PeopleSoft that the customer must maintain. This category consists primarily of either customary (nonstatutory) rules or statutory elements that

customers may want to define according to their own interpretation of the rules. Although PeopleSoft developers may occasionally update elements in this category, you are not required to apply these updates.

Customer Maintained

Elements that are created and maintained by a customer. The PeopleSoft system does not come with the rules in this category.

PS Delivered/Customer Modified

Elements that were originally created and maintained by PeopleSoft developers but over which the customer has taken control (this change is irreversible).

PS Delivered/ Maintained/Secure

Delivered elements that the customer can never modify or control.

Element Ownership in Global Payroll for Malaysia

The elements in Global Payroll for Malaysia have only two of the preceding five categories:

- PeopleSoft-delivered and maintained.
- PeopleSoft-delivered but not maintained.

In general, Global Payroll for Malaysia mostly uses elements that are PeopleSoft-delivered and maintained, unless the modification of an element might interfere with calculations that satisfy legislative requirements. Elements that are PeopleSoft-delivered but not maintained enable you to modify, update, and reconfigure the delivered elements to meet needs that are specific to your organization.

The following table contains a feature-by-feature description of element ownership and maintenance in Global Payroll for Malaysia:

Feature	Ownership
Taxation.	PeopleSoft-delivered and maintained.
Banking and recipient processing.	PeopleSoft-delivered but not maintained.
Payslip printing and viewing.	PeopleSoft-delivered but not maintained.
Payroll reporting.	PeopleSoft-delivered but not maintained.
General Ledger interface.	PeopleSoft-delivered but not maintained.
Absence processing.	PeopleSoft-delivered but not maintained.
Termination processing.	PeopleSoft-delivered but not maintained.
Employee Provident Fund contributions.	PeopleSoft-delivered and maintained.
Social Security Organization contributions.	PeopleSoft-delivered and maintained.
Inland Revenue reporting.	PeopleSoft-delivered but not maintained.

Feature	Ownership
Loan processing.	PeopleSoft-delivered but not maintained.
Integration with the Administer Festive Advance business process of HR.	PeopleSoft-delivered but not maintained.

Note: Accumulators that contain custom elements may have an ownership status different from those listed here.

Related Links

"Defining Element Names" (PeopleSoft HCM 9.2: Global Payroll)

Naming Conventions for Delivered Elements

Understanding the naming conventions for PeopleSoft-delivered elements enables you to determine how an element is used, the element type, and even the functional area that it serves. Depending on whether the element is a primary element, a component of a primary element, or a supporting element, either the naming convention for the supporting element or the naming convention for the component-name (suffix) applies.

This section discusses:

- Differences between the naming conventions.
- Functional codes for Malaysia.
- Element type codes (PIN_TYPE).

Differences Between the Naming Conventions

This section describes the naming convention for supporting elements and the naming convention for component names.

Supporting Elements

Global Payroll for Malaysia uses the supporting element naming convention for arrays, brackets, counts, dates, durations, formulas, rate codes, variables, historical rules, fictitious calculation rules, proration rules, rounding rules, accumulators, sections, element groups, and generation control conditions.

The format for supporting element names is:

FFF TT NAME

where *FFF* is the functional area code, *TT* is the type of supporting element, and *NAME* is a descriptive name. For example, in the Social Insurance variable SOC VR CONTRIB ER, *SOC* represents the functional area (SOC SO), *VR* represents the element type (variable), and *CONTRIB ER* stands for employer contribution.

Component Names (Suffixes)

When you create an earning or deduction element in Global Payroll, you must define the components that make up the element, such as base, rate, unit, and percentage. The system generates the components and accumulators for the element based on the calculation rule or accumulator periods. The system also names the components and accumulators by appending a suffix to the element name. This table describes the component suffixes:

Suffix	Description
BASE	Base
PCT	Percentage
RATE	Rate
UNIT	Unit

For example, you define the earning element EARN1 with the following calculation rule:

$$\text{EARN1} = \text{Rate} \times \text{Unit}$$

The system creates two additional elements for the components in the calculation rule: a rate element called EARN1_RATE and a unit element called EARN1_UNIT.

In Global Payroll for Malaysia, all suffixes are grouped into one of the following types:

- Separator.
- Earnings and deductions component suffixes.
- Earnings and deductions accumulator suffixes.
- Deduction arrears component suffixes.

The following table describes the accumulator suffixes:

Suffix	Description
CPTDA	Calendar period-to-date amounts.
CMTDA	Calendar month-to-date amounts.
CQTDA	Calendar quarter-to-date amounts.
CYTDA	Calendar year-to-date amounts.
CPTDU	Calendar period-to-date units.
CMTDU	Calendar month-to-date units.
CQTDU	Calendar quarter-to-date units.

Suffix	Description
CYTDU	Calendar year-to-date units.
FPTDA	Fiscal period-to-date amounts.
FMTDA	Fiscal month-to-date amounts.
FQTDA	Fiscal quarter-to-date amounts.
FYTDA	Fiscal year-to-date amounts.
FPTDU	Fiscal period-to-date units.
FMTDU	Fiscal month-to-date units.
FQTDU	Fiscal quarter-to-date units.
FYTDU	Fiscal year-to-date units.

The following table describes the arrears components suffixes:

Suffix	Description
PYBCK	Payback.
NTTKN	Amount not taken.
ATARR	Add to arrears.

The following table describes the arrears accumulator suffix:

Suffix	Description
ARR	Arrears.

The following table describes the component suffixes that are required for absences:

Suffix	Description
UNTPD	Unit paid.
UNTAD	Unit adjustment.

The following table describes the accumulator suffixes that are required for absences:

Suffix	Description
BAL	Balance.
ENT	Entitlement.
ADJ	Adjustment.
TAKE	Take.

Related Links

"Understanding Earning and Deduction Elements" (PeopleSoft HCM 9.2: Global Payroll)

Functional Codes

The following table contains the functional area codes that are used in the names of Malaysian elements:

Functional Area Code	Description
ANN	Annual leave.
BIK	Benefits In Kind.
BSC	Basic pay.
CMN	Areas common to multiple functional areas.
DED	Other deductions.
EPF	Employee Provident Fund.
ERN	Other earnings.
FAD	Festive advances.
GLI	Calculations for General Ledger integration.
HPL & HALF	Half Paid Leave.
HSP	Hospital leave.
IRD	Inland Revenue department reporting.
LN	Loans.
LVE	Leave types.
MAT	Maternity leave.
NPL	No Pay Leave.
OVT	Overtime.

Functional Area Code	Description
PDL	Paid leave.
PSLP	Payslip.
PY	Previous Year.
RPT	General reporting and architecture.
RTO	Retro.
SCK	Sick leave.
SOC and SOCSO	Social Security Organization.
TAX	Tax calculation.
TER	Terminations.

Element Type Codes (PIN_TYPE)

The following table contains codes for all the element types. Because not all element types are delivered for Malaysia, not all of these codes appear in the names of Malaysian elements.

Element Type Code	Description
AE	Absence entitlement.
AT	Absence take.
AC	Accumulator.
AR	Array.
AA	Auto-assigned.
BR	Bracket.
CT	Count.
DT	Date.
DD	Deduction.
DR	Duration.
ER	Earnings.
EG	Element group.
EM	Error message.

Element Type Code	Description
FC	Fictitious calculation.
FM	Formula.
GC	Generation control.
HC	Historical rule.
PP	Previous period rule.
PR	Process.
PO	Proration rule.
RC	Rate code.
RR	Rounding rule.
SE	Section.
SY	System element.
VR	Variable.

How to View Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Malaysia. Instructions for running the query are provided in the *PeopleSoft Global Payroll PeopleBook*.

Related Links

"Understanding How to View Delivered Elements" (PeopleSoft HCM 9.2: Global Payroll)

Data Archiving

Global Payroll for Malaysia generates a large amount of result data which you may need to maintain for auditing or regulatory purposes, and which should periodically be archived. To facilitate this requirement, PeopleSoft PeopleTools delivers an archiving tool called the Data Archive Manager. To aid in archiving your data, Global Payroll for Malaysia delivers a predefined archive object (GPMY_RSLT_ARCHIVE) and an archive template (GPMYRSLT) created using the Data Archive Manager. The archive template uses queries to select and store data by calendar group ID from calculation, banking, and other tables.

Note: Please use extreme caution when making changes to delivered archive objects, queries, or templates. Any modifications can result in the loss of important data.

Related Links

"Archiving Global Payroll Data" (PeopleSoft HCM 9.2: Global Payroll)

Chapter 3

Understanding Definition Country Data

Element PIN Range

Each country extension that is developed for Global Payroll has a PIN range to which elements can be assigned. The PIN range for Global Payroll for Malaysia is 150000–159999.

Related Links

"Understanding Elements" (PeopleSoft HCM 9.2: Global Payroll)

"Why the Core Application Uses Pay Item Name (PIN) Processing" (PeopleSoft HCM 9.2: Global Payroll)

Delivered Sample Data

The PeopleSoft system comes with sample data to facilitate navigation during implementation analysis. Sample data can also serve as the starting point for the design of an implementation of Global Payroll for Malaysia. The following data values provide basic information for viewing the delivered sample data:

Note: Most of the delivered sample data for Global Payroll for Malaysia begins with the letters *KM*.

Sample Data Type	Delivered Value
Regulatory region.	MYS
Business unit.	MYS01, KM01
SetID.	MYS01, KMMYS
Company.	KM1, KM2
Global Payroll pay group.	KM1PG1, KM1PG2, KM1PG3, KM1PG4, KM1PG5, KM2PG1, KM2PG2, KM2PG3, KM2PG4

Triggers and Segmentation Events

These tables list triggers and segmentation events for Malaysia.

Triggers

This table lists triggers for Malaysia:

Record (Table) Name	Type	Trigger Event ID
ADDRESSES	Iterative	N/A
COMPENSATION	Iterative	N/A
COMPENSATION	Retro	COMPENSATI
CONTRACT_DATA	Iterative	N/A
EMPLOYMENT	Iterative	N/A
GPMY_EPF_PYE	Iterative	N/A
GPMY_EPF_PYE	Segmentation	N/A
GPMY_SOC_PYE	Iterative	N/A
GPMY_SOC_PYE	Retro	SOCSO
GPMY_SOC_PYE	Segmentation	N/A
GPMY_TAX_CP38	Iterative	N/A
GPMY_TAX_PYE	Iterative	N/A
GPMY_TAX_PYE	Segmentation	N/A
GP_ABS_EVENT	Iterative	N/A
GP_ABS_EVENT	Retro	GPABSEVENT
GP_ABS_OVRD	Iterative	N/A
GP_ABS_OVRD	Retro	GPABSOVRD
GP_OFFCYCL_A_VW	Iterative	N/A
GP_OFFCYCL_C_VW	Iterative	N/A
GP_OFFCYCL_M_VW	Iterative	N/A
GP_OFFCYCL_U_VW	Iterative	N/A
GP_PI_MNL_DATA	Iterative	N/A
GP_PI_MNL_DATA	Retro	GPPIMNLDAT
GP_PI_MNL_SOVR	Iterative	N/A
GP_PI_MNL_SOVR	Retro	GPPIMNLISOV
GP_PYE_OVRD	Iterative	N/A
GP_PYE_OVRD	Retro	GPPYEOVRD

Record (Table) Name	Type	Trigger Event ID
GP_PYE_OVR_SOVR	Iterative	N/A
GP_PYE_OVR_SOVR	Retro	GPPYEOVRSO
GP_PYE_SECT_DTL	Iterative	N/A
GP_PYE_SECT_DTL	Retro	GPPYESECTD
GP_RTO_TRGR_VW	Iterative	N/A
GP_SEG_TRGR_VW	Iterative	N/A
JOB	Iterative	N/A
JOB	Retro	JOB
JOB	Segmentation	N/A
JOB_JR	Iterative	N/A
PERSON	Iterative	N/A
PERS_DATA_EFFDT	Iterative	N/A
PER_ORG_INST	Iterative	N/A
SCH_ASSIGN	Iterative	N/A
SCH_ASSIGN	Retro	SCHASSIGN
SCH_MNG_SCH_TBL	Iterative	N/A
TL_PAYABLE_TIME	Iterative	N/A
WKF_CNT_TYPE	Iterative	N/A

View these trigger definitions using the Trigger Definition page.

Related Links

"Setting Up Trigger Definitions" (PeopleSoft HCM 9.2: Global Payroll)

"Implementing Triggers" (PeopleSoft HCM 9.2: Global Payroll)

Segmentation Events

This table lists segmentation events for Malaysia.

Name	Description	Segment Type
COMPRATE	Comp rate segmentation.	Element

Name	Description	Segment Type
JOB	Job segmentation.	Period
ORGNUM	Organizational number change.	Period
SOCSO	SOCSO slicing.	Element

View these segmentation events on the Segmentation Events Definition page.

Retroactive Processing Methods

The default retroactive method and the on-conflict retroactive method for Malaysia are both forwarding. The core Global Payroll application retroactive processing meets all requirements for processing retroactive payments in Malaysia.

Related Links

"Understanding Retroactive Methods" (PeopleSoft HCM 9.2: Global Payroll)

"Understanding General Rules of Retroactive Processing" (PeopleSoft HCM 9.2: Global Payroll)

Payment Keys

You can use payment keys in conjunction with forwarding retroactivity to separate retroactive payments by company. This usage ensures that retroactive payments are assigned correctly (for instance, to the correct company).

Related Links

"Understanding the Organizational Structure" (PeopleSoft HCM 9.2: Global Payroll)

Proration Methods

The proration methods that are used by Global Payroll for Malaysia are based on calendar days. Global Payroll for Malaysia provides these proration methods:

- EARNING PO: used by shift, bonus and special allowance earnings.
- ERN PO LSTPER: used by meal allowance, car, travel and laundry.
- ERN PO SALARY: used by Salary Basic.

Rounding Rules

Global Payroll for Malaysia provides the following rounding rules used in various calculations:

- EPF RR 20: EPF Rounding By 20.

- EPF RR 100: EPF Rounding By 100.
- CMN RR NEAREST RM: Round Tax Up to Nearest RM.
- TAX RR BASE: Tax Base Amount Increment.
- CMN RR NEXT: Round Next.
- CMN RR DOWN: Round Down.

For more information about these rounding rules, access the Rounding Rules page (Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Rounding Rules).

Permission Lists and User Roles

Global Payroll for Malaysia contains the following permission lists:

<i>Permission List</i>	<i>Type</i>	<i>Action</i>	<i>Description</i>
HCCPGMYS	Component	Modify	Component permission list for Malaysia.
HCCPHR30MY	Component	Review	Set up workforce tables for Malaysia.
HCDPMYS	Data	Review	Data permission for Malaysia.
HCPPMYS	Primary	Review	Primary list for Malaysia.

Global Payroll for Malaysia contains the following user roles:

<i>Role</i>	<i>Description</i>
GP Administrator MYS	Global Payroll for Malaysia administrator.
HR Administrator MYS	Human Resources for Malaysia administrator.

Accumulator Setup

The Inland Revenue Department and Social Security Organization (SOCSSO) require earnings to be reported separately by employer number. Your organization may have more than one tax number. If so, user keys enable you to track a given accumulator for each employer number. You must first determine the organizational link between the employer numbers and the organization entity. After you determine this link, you must use the user key (that is, the employer number) so that earnings can be segregated.

This functionality applies to balance accumulators for the SOCSSO, Employee Provident Fund, and tax features.

Message Sets

Global Payroll for Malaysia uses the following message sets (these details appear on the Message Catalog page):

Message Set	Description	Usage
17220	Global Payroll for Malaysia – online.	Online error and warning messages.
17221	Global Payroll for Malaysia – text messages.	Page and secondary page titles.
17225	Global Payroll for Malaysia – batch.	Batch error, warning, and general messages.
17227	Global Payroll for Malaysia – self-service.	Self-service messages.

Related Links

"Understanding Calculation Elements" (PeopleSoft HCM 9.2: Global Payroll)

Chapter 4

Understanding Definition of Earnings

Earnings

Global Payroll for Malaysia comes with a number of earnings to demonstrate how Global Payroll rules can meet common processing requirements.

Delivered Earnings Elements

The following table lists some of the delivered earning elements and provides a brief synopsis of how the system calculates the earnings. This is not a complete list; for a complete list of delivered earnings, access the Earnings component (Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Payroll Elements > Earnings).

Name and Description	Unit (or Base)	Rate	Percent	Amount
SALARY BASIC (basic pay)				KMSAL
SALARY HOUR (basic pay hourly)	BSC FM SCHRS	KMHRLY		
MEAL ALLOW (meal allowance)				Payee level
TRAVEL ALLOW (travel allowance)				VARIABLE - NUMERIC CMN VR ZERO
SHFT ALL HRL (shift allowance hourly)	Payee level	HOURLY RT	ERN VR SHFTALLPCT	
SHFT ALL AMT (shift allowance amount)				Payee level
OVERTIME 1.5 (overtime 1.5)	Payee level	ERN FM OVTRATE	150	

Name and Description	Unit (or Base)	Rate	Percent	Amount
OVERTIME 2 (overtime 2)	Payee level	ERN FM OVTRATE	200	
CT BONUS (contractual bonus)				Payee level
NCT BONUS (noncontractual bonus)				Payee level
UNIFORM (uniform allowance)				Payee level
CAR (car allowance)				Payee level
LAUNDRY (laundry allowance)				Payee level
SPEC ALLOW (special allowance)				Payee level
LOAN ADV (loan advance)				Payee level
SALARY ADV (salary advance)				Payee level
SAL BSC RTO (basic pay)				Variable — Numeric ERN VR ZEROMON
SAL HOUR RTO (basic pay hourly)				Variable — Numeric ERN VR ZEROMON
MEAL RTO (meal allowance)				Payee level
TRAVEL RTO (travel allowance)				Payee level
SHFT HRL RTO (shift allowance hourly)				Payee level

Name and Description	Unit (or Base)	Rate	Percent	Amount
SHFT AMT RTO (shift allowance amount)				Payee level
OVT 1.5 RTO (overtime 1.5)				Payee level
OVT 2 RTO (overtime 2)				Payee level
UNIFORM RTO (uniform allowance)				Payee level
CAR RTO (car allowance)				Variable - Numeric ERN VR ZEROMON
LAUNDRY RTO (laundry allowance)				Payee level
SPECIAL RTO (special allowance)				Payee level
CT BONUS PY (contractual bonus previous year)				Payee level
NCT BONUS PY (noncontractual bonus previous year)				Payee level
ARR ER PY (arrears of previous year)				Payee level

Variables Used in Earning Amounts

Two variables, CMN VR ZERO and ERN VR ZERO, are used in delivered earning amounts. Both variables have a value of 0; they are generic examples. To override values at Calendar, Pay Entity, or Pay Group levels, create your own variables and replace the example variables.

Delivered Earnings and Relationship to EPF, SOCSO, and Tax Calculations

Many earnings apply to Employee Provident Fund (EPF), Social Security Organization (SOCSO), and tax calculations. The following table lists some of the delivered earnings and their relationship to EPF,

SOCSO, and tax calculations. To meet their requirements, each entity can change the composition of the earnings that form part of EPF.

<i>Earning</i>	<i>Eligible for EPF Calculation</i> <i>EPF AC GROSS</i>	<i>Eligible for SOCSO Calculation</i> <i>SOC AC INCOME SEB</i>	<i>Eligible for Scheduler Tax Calculation</i>	<i>Eligible for Annual Tax Calculation</i>
Basic hourly	Yes (Y)	Y	Y	No (N)
Basic salary	Y	Y	Y	N
Meal allowance	Y	Y	Y	N
Travel allowance	N	Y	Y	N
Leave pay	Y	Y	Y	N
Shift allowance	Y	Y	Y	N
Overtime	N	Y	Y	N
Contractual bonus	Y	N	N	Y
Noncontractual bonus	Y	N	N	Y
Uniform allowance	Y	Y	Y	N
Car allowance	Y	Y	Y	N
Laundry allowance	Y	Y	Y	N
Special allowance	Y	Y	Y	N
Loan and salary advance	N	N	N	N
Festive advance	N	N	N	N

Earning Calculations

This section discusses:

- Basic pay.
- Meal allowance.
- Travel allowance.

- Shift allowance.
- Leave encashment.
- Overtime.
- Bonus.
- Uniform allowance.
- Car allowance.
- Laundry allowance.
- Special allowance.
- Loan and salary advance allowance.
- Festive advances.

Basic Pay

Basic pay is the salary that is based on either a flat amount that is paid each month or the number of hours multiplied by an hourly rate for the employee. This earning is taxable. Global Payroll for Malaysia comes with two basic pay earnings: one based on a flat amount (SALARY BASIC) and another based on an hourly rate (SALARY HOUR).

Flat Amount

This amount is the minimum that a payee can earn for the pay period unless a special factor reduces the basic pay. The flat amount is entered into the system with the rate code KMSAL. The basic salary element (SALARY BASIC) uses the generation control element BSC GC MTHLY. When prorated, the system uses the proration rule EARNING PO to adjust the amount by the number of calendar days (dividing the calendar days in the slice by the calendar days in the period).

The SALARY BASIC flat amount contributes to the following accumulators:

- SALARY BASIC_CMTDA
- SALARY BASIC_CYTDA
- MYS WAGES
- SOC AC INCOME SEG
- SALARY AC BASIC
- ERN AC GROSS

The earning element SAL BSC RTO is used for retro calculation of Basic Pay.

Hourly Rate

This earning is applicable to hourly pay group payees. It is calculated by multiplying the total working hours (BSC FM SCHHRS) by the hourly rate (KMHRLY). The hourly salary element (SALARY

HOURLY) uses the generation control element BSC GC HOURLY, and it uses the pay group proration rule by default.

SALARY HOUR contributes to the following accumulators:

- SALARY HOUR_CMTDA
- SALARY HOUR_CYTDA
- MYS WAGES
- SOC AC INCOME SEG
- SALARY AC HOUR
- ERN AC GROSS

The earning element SAL HOUR RTO is used for retro calculation of Basic Pay Hourly

Related Links

"Understanding Earning and Deduction Elements" (PeopleSoft HCM 9.2: Global Payroll)

Meal Allowance

Meal allowances compensate employees for expenses incurred for food. They are paid as a flat amount that is set at the payee level on the Earnings and Deductions Assignment pages or by positive input.

You can override this amount at the pay calendar level. To do this, you create a new variable specifically for Meal Allowance and ensure that it can have calendar overrides. Then, you replace the generic CMN VR ZERO variable in the Meal Allowance code with the new variable.

The meal allowance element (MEAL ALLOW) uses the generation control element ERN GC PAYALLOW to ensure that the allowance is applied only once per period and only in the last segment.

When prorated, the element uses CMN DR CALDYSMTH to calculate the allowance based on the month's calendar days. When MEAL ALLOW is prorated, leave without pay days decreases the entitlement.

The MEAL ALLOW element contributes to the following accumulators:

- MEAL ALLOW_CMTDA
- MEAL ALLOW_CYTDA
- MYS WAGES
- SOC AC INCOME SEG
- ERN AC OTHALL

The earning element MEAL RTO is used for retro calculation of Meal Allowance.

Travel Allowance

Travel allowances are granted to payees who commute to work. They are paid as a flat amount set at the payee level on the Earnings and Deductions Assignment pages or by positive input.

You can override this amount at the pay calendar level. To do this, you create a new variable specifically for Travel Allowance and ensure that it can have calendar overrides. Then, you replace the generic CMN VR ZERO variable in the Travel Allowance code with the new variable.

The travel allowance element (TRAV ALLOW) uses the generation control element ERN GC PAYALLOW to ensure that the allowance is applied only once per period and only in the last segment.

TRAV ALLOW contributes to the following accumulators:

- TRAVEL ALLOW_CMTDA
- TRAVEL ALLOW_CYTDA
- MYS WAGES
- SOC AS INCOME SEG
- ERN AC TRAALL
- EPF AC GROSS

The earning element TRAVEL RTO is used for retro calculation of Travel Allowance.

Shift Allowance

Shift allowances can be calculated based on the hourly rate or a flat rate.

Calculation of Shift Allowance Based on Hourly Rate

SHFT ALL HRL is paid as a percentage of the hourly rate multiplied by the shift hours. The shift hours are set at the payee level by positive input.

You can override the percentage variable ERN VR SHFTALLPCT value at the pay calendar level.

The shift allowance hourly amount element (SHFT ALL HRL) uses no generation control. It applies the pay group proration rule when prorating payments.

SHFT ALL HRL contributes to the following accumulators:

- SHFT ALL HRL_CMTDA
- SHFT ALL HRL_CYTDA
- SOC AC INCOME SEG
- ERN AC OTHALL

The earning element SHFT HRL RTO is used for retro calculation of Shift Allowance Hourly.

Calculation of Shift Allowance Based on Flat Amount

The shift allowance SHFT ALL AMT is paid as a flat amount that is set at the payee level by the Earnings and Deduction Assignment or positive input pages. The shift allowance flat amount element uses the generation control element CMN GC ACTIVE. When prorated, the element uses EARNING PO.

SHFT ALL AMT contributes to the following accumulators:

- SHFT ALL AMT_CMTDA
- SHFT ALL AMT_CYTDA
- SOC AS INCOME SEG
- ERN AC OTHALL

The earning element SHFT AMT RTO is used for retro calculation of Shift Allowance Amount.

Leave Encashment

Leave Encashment (LEAVE ENCASH) is an earning that is based on unused leave and enables the automatic encashment of unused previous year leave balance. It is calculated by multiplying applicable leave days (calculated by the formula, LVE FM ENCASH) by basic salary rate (calculated by the formula, LVE FM PAYRATE). You can override these amounts at the payee level. The leave payment (LEAVE ENCASH) uses the generation control element LVE GC PAYENC. The variable LVE VR ENCASHMTH, enables the system to determine the month of payment.

LEAVE ENCASH contributes to the following accumulators:

- SOC AC INCOME SEG
- LEAVE ENCASH_YTDA
- ERN AC LEAVE
- EPF AC GROSS

Overtime

Overtime is given to payees who work longer than normal hours to complete an assigned task. It is calculated by multiplying overtime hours by a percentage of the hourly rate.

Generally, overtime is paid in the month after the overtime work is completed. The rate that is used in overtime calculations is the rate at the time the work was performed, not when the overtime is paid.

The system issues a warning if more than 104 overtime hours are paid in one month.

Since overtime is paid only to employees who work extra hours, overtime hours are entered as Positive Input. Overtime is paid at either 1.5 times the hourly rate or twice the hourly rate depending on the overtime selected (1.5 or 2). The hourly rate is calculated by multiplying the rate formula ERN FM CHKOVTHRS by 150 percent for overtime payments of one-and-a-half times the normal rate (earning OVERTIME 1.5). When overtime payments are twice the normal rate (earning OVERTIME 2), the system calculates the hourly rate by multiplying ERN FM OVTRATE by 200 percent.

No generation control exists.

OVERTIME 1.5 contributes to the following accumulators:

- OVERTIME 1.5_CMTDA
- OVERTIME 1.5_CYTDA
- SOC AC INCOME SEG
- ERN AC GROSS
- EPF AC GROSS

The earning element OVT 1.5 RTO is used for retro calculation of Overtime 1.5.

OVERTIME 2 contributes to the following accumulators:

- OVERTIME 2_CMTDA
- OVERTIME 2_CYTDA
- SOC AC INCOME SEG
- ERN AC GROSS
- EPF AC GROSS

The earning element OV 2 RTO is used for Retro calculation of Overtime 2.

Bonus

Bonuses are generally a fixed amount that are paid on a quarterly, biannual, or annual basis depending on the performance of the employee or the company. They can be a flat amount or a percentage of basic or gross salary. Bonuses can be contractual or noncontractual.

Contractual Bonus

Contractual bonuses apply to a particular period and must be reported as income for the period regardless of when the bonuses are paid. These bonuses can be quarterly, biannual, or annual.

CT BONUS is paid as a flat amount that is set at the payee level by positive input or as a recurring amount on the Earnings Deduction Assignment pages.

It uses the generation control element CMN GC ACTIVE to checks for active employees.

Global Payroll for Malaysia includes bonus accrual elements as part of the sample General Ledger Interface (GLI) functionality. You can use these elements to create your own bonus rules.

CT BONUS contributes to the following accumulators:

- TAX AC ANN GROSS
- CT BONUS_CMTDA
- CT BONUS_CYTDA
- ERN AC CYBON

The earning element CT BONUS PY is used for calculation of Contractual Bonus Previous Year.

Noncontractual Bonus

Noncontractual bonuses apply to the period in which they are paid. These bonuses can be paid annually (using NCT BONUS) or paid for a previous year (using NCT BONUS PY) for example, paid in January for the previous year.

NCT BONUS is usually paid as a flat amount that is set at the payee level by positive input.

No generation control exists. When prorated, the element uses the pay group proration rule.

NCT BONUS contributes to the following accumulators:

- TAX AC ANN GROSS
- NCT BONUS_CMTDA
- NCT BONUS_CYTDA
- ERN AC CYBON

The earning element NCT BONUS PY is used for calculation of Noncontractual Bonus Previous Year.

Uniform Allowance

The uniform allowance is given so that employees can purchase uniforms. It is usually a one-time, annual payment that is entered at the payee level as positive input. UNIFORM is used for current uniform allowance payments, UNIFORM RTO is used for retroactive uniform allowance payments.

UNIFORM uses CMN GC ACTIVE. It cannot be prorated because the allowance is given in full to new employees when hired.

UNIFORM contributes to the following accumulators:

- UNIFORM_CMTDA
- UNIFORM_CYTDA
- SOC AC INCOME SEG
- ERN AC OTHALL

The earning element UNIFORM RTO is used for retro calculation of uniform allowance.

Car Allowance

The car allowance is given to employees to maintain their cars. CAR is paid as a flat amount that is set at the payee level by positive input or earning/deduction assignment pages.

It uses the generation control element ERN GC PAYALLOW to ensure that the allowance is applied only once per period and only in the last segment. When prorated, the element uses ERN PO LSTPER to calculate the allowance based on the calendar days.

CAR contributes to the following accumulators:

- CAR_CMTDA
- CAR_CYTDA
- MYS WAGES
- SOC AC INCOME SEG
- ERN AC TRAALL

The earning element CAR RTO is used for retro calculation of car allowance.

Laundry Allowance

The laundry allowance (LAUNDRY) is given to employees to maintain their work uniforms. It is a flat amount that is set at the payee level by positive input or earning/deduction assignment.

The laundry allowance element uses the generation control element ERN GC PAYALLOW to ensure that the allowance is applied only once per pay period and only in the last segment. When prorated, the element uses ERN PO LSTPER to calculate the allowance based on the calendar days.

LAUNDRY contributes to the following accumulators:

- LAUNDRY_CMTDA
- LAUNDRY_CYTDA
- SOC AC INCOME SEG
- ERN AC OTHALL

The earning element LAUNDRY RTO is used for retro calculation of laundry allowance.

Special Allowance

Special allowance (SPEC ALLOW) is a generic allowance that is set aside for a special purpose. It is a flat amount that is set at the payee level by positive input or earning/deduction assignment. The special allowance element uses the generation control element CMN GC ACTIVE. When prorated, the element uses proration rule EARNING PO to calculate the allowance based on calendar days.

SPECIAL contributes to the following accumulators:

- SPEC_ALLOW_CMTDA
- SPEC_ALLOW_CYTDA
- MYS WAGES
- SOC AC INCOME SEG
- ERN AC OTHALL

The earning element SPECIAL RTO is used for retro calculation of special allowance.

Loan and Salary Advance Allowance

Loan payments (LOAN ADV) and salary advances (SALARY ADV) are entered as flat amounts that are set at the payee level by positive input. Neither the loan allowance nor the salary advance elements use generation control.

LOAN ADV contributes to the following accumulators:

- LOAN ADV_CMTDA
- LOAN ADV_CYTDA
- LOANS AC

SALARY ADV contributes to the following accumulators:

- SALARY ADV_CMTDA
- SALARY ADV_CYTDA
- LOANS AC

Festive Advances

The system enables you to grant advances for each of the four major festivals: Hari Raya (HARIRAYA ADV), Christmas (XMAS ER ADV), Chinese New Year (CNY ER ADV), and Deepavali (DEEPA ER ADV). The advances are later recovered in installments. Each of these advances is a flat amount that is set at the payee level by positive input.

HARIRAYA ADV contributes to the following accumulators:

- HARIRAYA ADV_CMTDA
- HARIRAYA ADV_CYTDA
- FAD AC ADV AMT
- FAD AC FA BAL
- LOANS AC

XMAS ER ADV contributes to the following accumulators:

- XMAS ER ADV_CMTDA
- XMAS ER ADV_CYTDA
- FAD AC ADV AMT
- FAD AC FA BAL
- LOANS AC

DEEPA ER ADV contributes to the following accumulators:

- DEEPA ER ADV_CMTDA

- DEEPA ER ADV_CYTDA
- FAD AC ADV AMT
- FAD AC FA BAL
- LOANS AC

CYN ER ADV contributes to the following accumulators:

- CNY ER ADV_CMTDA
- CNY ER ADV_CYTDA
- FAD AC ADV AMT
- FAD AC FA BAL
- LOANS AC

Related Links

[Understanding Festive Advance Payroll Integration](#)

Chapter 5

Understanding Definition of Deductions

Deductions

Global Payroll for Malaysia comes with a number of deductions to demonstrate how Global Payroll rules can meet common processing requirements such as Employee Provident Fund (EPF) and Social Security Organization (SOCSO) contributions.

Delivered Deductions Elements

In the following table, the first column contains the deductions name and a description. The letters *gc* in a row indicate that the deduction has a generation control. The letters *po* denote a post-processing formula. The letters *pr* denote a preprocessing formula. The other four columns indicate the deduction calculation rule unit \times rate, unit \times rate \times percent, or amount. The processing of some of these deduction codes is discussed in more detail later in this topic.

The delivered deduction elements are:

Name and Description	Unit (or Base)	Rate	Percent	Amount
CNY DD PB (Chinese New Year payback, <i>gc, po.</i>)	FAD AC ADV AMT		Variable - numeric FAD VR RECVRY PCT = 100%	
DEDUCT IRB (deduction to pay Inland Revenue Board)				Variable - Numeric TER VR AMTPYIRB
DEEPAV DD PB (Deepavali advance payback, <i>gc, po.</i>)	FAD AC ADV AMT		Variable – numeric FAD VR RECVRY PCT =100%	
EPF DD AN VO (voluntary EPF contributions on ANN income)				Variable - numeric EPF VR ANN VOL
EPF DD ANN (EPF contributions on annual income)				Variable - numeric EPF VR ANN

Name and Description	Unit (or Base)	Rate	Percent	Amount
EPF DD EE PY (employee EPF contribution for previous year)				Variable - Numeric EPF VR PY
EPF DD EE TO (total employee contribution)				Variable Numeric EPF VR TOT EE
EPF DD EE VO (voluntary employee EPF contribution)				Variable Numeric EPF VR EE VOL AMT
EPF DD EEREG (regular EPF deduction)				Variable Numeric EPF VR TEMP REG
EPF DD ER (employer EPF deduction)				Variable Numeric EPF VR ER GROSS
EPF DD ER VO (voluntary employer EPF contribution)				Variable - Numeric EPF VR ER VOL AMT
EPF DD ERANV (EPF annual contributions employer vol)				Variable - Numeric EPF VR ER AN VO
EPF DD POSTX (Post-tax EPF deduction.)				Variable - Numeric EPF VR POSTX
EPF DD PRETX (pre-tax EPF deduction)				Variable - Numeric EPF VR PRETX
EPF EEREG VO (Regular Employee EPF Voluntary contributions)				Variable - Numeric EPF VR VOL AMT TEM
FREEZE PYMTS (freeze payments)				TER VR FREEZEAMT

Name and Description	Unit (or Base)	Rate	Percent	Amount
HALF PAY LVE (half pay leave deduction)	Payee level	LVE FM HALF RATE		
HARI RAYA DD (Hari Raya advance payback, <i>gc, po.</i>)	FAD AC ADV AMT		Variable Numeric FAD VR RECVRY PCT 100%	
LN DEDUCT 1 (company loan)				LN VR DED1
LN DEDUCT 2 (housing loan)				LN VR DED2
LN DEDUCT 3 (car loan)				LN VR DED3
LWOP (leave without pay)	Variable - Numeric LVE VR LWOPWKLDYS	Formula LVE FM UNPLRATE		
LWOP HRLY (leave without pay hourly)	Variable LVE VR LWOP HRS	Rate Code KMHRLY		
LWOP RTO (LWOP retro)				Payee Level
LWOP RTO PY (LWOP retro previous years)				Payee Level
SAL ACCR REC (recovery of salary accrual)				GLI AC SALACCR
SHORT NOTICE (deduction in lieu of notice)				TER VR NOTIFEE
SOCSO EE (employee SOCSO contribution)				SOC VR CTREE

Name and Description	Unit (or Base)	Rate	Percent	Amount
SOCSO EE RTO (employee retroactive SOCSO contribution)				Payee level
SOCSO ER (employer SOCSO contribution)				SOC VR CTRER
SOCSO ER RTO (employer retroactive SOCSO contribution)				Payee level
TAX ADDL REG (additional tax on regular)				TAX VR ADDL AMT
TAX ANN ADDL (additional tax on annual)				TAX VR ANN ADD
TAX DD ANN (annual tax deduction)				TAX VR ANN DED
TAX DD CP38 (tax on CP38)				TAX VR CP38 DED
TAX DD PREYR (tax deduction for the previous year)				TAX VR PY DED
TAX DD STD (scheduler tax)				TAX VR DEDUCTION
TAX DD TOTAL (total tax)				TAX VR TOTAL
TAX DD ZAKAT (tax deduction for ZAKAT)				TAX VR ZAKAT
UNFREEZE TAX (unfrozen taxes)				TER VR TAXUNFREEZE

Name and Description	Unit (or Base)	Rate	Percent	Amount
UNP ANN LVE (unpaid annual leave)	ANN VR UNPWKLDYS	LVE FM PAYRATE		
XMAS DD PB (Christmas advance payback, <i>gc, po.</i>)	FAD AV ADV AMT		Variable - Numeric FAD VR RECVRY PCT 100	

Deduction Calculations

This section discusses:

- EPF deductions.
- SOCSO deductions.
- Tax deductions.
- Leave without pay deductions.
- Loan and advance recovery.
- Festive advance recovery deductions.
- Maximum deduction limits.

EPF Deductions

Global Payroll for Malaysia comes with 12 deductions for EPF amounts.

See [Understanding the EPF Contribution Process](#).

SOCSO Deductions

Global Payroll for Malaysia comes with four deductions for SOCSO deduction amounts.

See [Understanding the SOCSO Contribution Process](#).

Tax Deductions

Global Payroll for Malaysia comes with eight deductions for tax deduction amounts.

See [Understanding Income Tax](#).

Leave Without Pay Deductions

The leave without pay (LWOP) deduction is entered or generated as a result of an approved unpaid absence event occurring in the period.

This deduction uses a unit \times rate calculation rule. The system calculates the units by counting the workable days of unpaid leave. The rate LVE FM UNPLRATE is derived from the payee's standard daily rate by dividing the monthly rate by the calendar days. You use this deduction to pay the absence take LWOP. This amount is then taken from the gross amount.

This deduction element contributes to the SOC AC INCOME SEG, ERN AC LEAVE, and EPF AC GROSS accumulators.

Loan and Advance Recovery

You use the LN DEDUCT deductions to recover the amount that is paid for loans. The deduction is taken when an amount exists in the loan balance accumulator. Each loan deduction element uses a variable (LN VR DED) to calculate the loan repayment according to the specifications that are established in the loan feature. No generation control or special proration rule exists.

When used, the loan deductions (LN DEDUCT 1 company loan, LN DEDUCT 2 housing loan, and LN DEDUCT 3 car loan) contribute to the NET PAY accumulator.

Related Links

[Understanding Loans](#)

Festive Advance Recovery Deductions

Global Payroll for Malaysia enables you to pay festive advances through the payroll system. However, because the payments are advances, they must be recovered through deductions in subsequent pay periods. Separate customary deductions corresponding to each of the festive advance types and their supporting elements enable you to deduct the festive advance amount in subsequent payments. This enables you to recover the entire outstanding festive advance payments when an employee is terminated.

You specify the deduction elements that are to be used for the recovery of the festive advances on the Festive Advance Pay Program page in HR.

Deduction elements all use a calculation rule of base \times percent, where the base is derived from accumulator FAD AC ADV AMT and the percentage can be entered.

The following festive advance deductions enable you to recover festive advance payments by subtracting from the FAD AC ADV AMT accumulator:

- XMAS DD PB (Christmas advance payback).
- HARI RAYA DD (Hari Raya advance payback).
- DEEPAV DD PB (Deepavali advance payback).
- CNY DD PB (Chinese New Year advance payback).

Related Links

[Understanding Festive Advance Payroll Integration](#)

Maximum Deduction Limits

The system issues a warning message when a payee's total deductions exceed a defined percentage of wages within a processing period. This check is not done for terminated employees. To perform this calculation, the system uses accumulators MYS WAGES and MYS DEDUCTION to total the month's wages and deductions, variable CMN VR MAXPCTDED to hold the maximum deduction percentage, and formula CMN FM DEDLIMIT to test whether the limit is exceeded and to issue a warning. Variable CMN VR MAXPCTDED maintains a limit of 50 percent. This increases to 75 percent when the housing loan deduction (LN DEDUCT 2) is present.

Chapter 6

Setting Up Taxation

Understanding Income Tax

This section discusses:

- Determination of the tax category.
- Determination of the tax scale.
- Determination of the tax method
- Determination of the taxable gross.
- Calculation of the tax.

Determining the Tax Category

The system uses the tax deduction table to determine which tax deductions apply to a payee. The table that is used depends on the payee's marital status, gender, and spouse's employment status. The system uses the formula TAX FM CATEGORY, data from HR, and the Payee Details page to assign tax categories. This formula is referenced by the formula TAX FM INIT (INITIALIZATION TAXES), which is resolved first in the TAX SE CALC section.

Note: The system retrieves the tax category only when using the formula method of tax calculation.

Determining the Tax Scale

The system determines the appropriate tax scale by assessing the payee's eligible children. Applicable criteria are the child's age, student status, the child's marital status, and disability. The system uses the formula TAX FM DERIVE SC and data from HR (including the Full Time Student and Student in Malaysia fields on the Update Dependent/Beneficiary page) to determine the tax scale.

Determining the Tax Method

To calculate taxes, the system can use either the tax scale method or the formula method which is also called the computerized calculation method. You make this selection by setting the variable TAX VR METHOD to S (scale method) or F (formula method).

When using the tax scale method, you can override the tax scale at the payee level by using the Maintain Tax Data MYS - Payee Details page. When using the formula method, you can override the category and number of dependents at the payee level by using the Maintain Tax Data MYS - Payee Details page.

Note: The system is delivered with TAX VR METHOD set to F.

Determining the Taxable Gross

The taxable gross is the amount in each pay period that the system uses to calculate tax liabilities.

Using the Scale Method

The payroll system calculates the taxable gross amount by subtracting all of the nontaxable earnings and pretax deductions and benefits from the total gross income. To accomplish this, the system uses TAX FM BASE and TAX FM ANN BASE, which use the regular gross amount and annual gross amount, respectively.

Taxable gross consists of three tax classes: regular tax (TAX AC REG GROSS), annual tax (TAX AC ANN GROSS), or previous year tax (TAX AC BASE PY).

Using the Formula Method

The payroll system calculates the income for the year subject to the tax, by performing the following calculation:

- Add the net income received up to the previous month including additional annual income.
- Add the income received in any previous employment.
- Add the net income for the current month.
- Add the projected net income for the remainder of the year.
- Add the annual income for the current month (only for the annual tax calculation).
- Subtract the optional and allowable deductions for the fiscal year.
- Subtract EPF (subtract no more than 6000 MYR per year).

To accomplish this, the system uses TAX FM COMP FL CLC which uses chargeable income for the year excluding the current month's annual income, and TAX FM CMP AN BASE, which uses chargeable income for the year including the current month's annual income. Segment gross, which contributes to the chargeable income for the year subject to the tax, consists of three classes:

- Regular income (TAX COMP REG GROSS).
- Annual Income (TAX COMP ANN GROSS).
- Previous year income (TAX AC BASE PY).

Calculating the Tax

The system uses a scheduler tax-calculation process. The one it uses depends on the tax method that you select using the variable TAX VR OPTIONS. The possible processes are:

1. Calculate no tax for the period.
2. Calculate taxes as a flat percentage.
3. Divide the month into two pay periods.

For the first pay period, the system predicts the total monthly tax deduction (using formula TAX FM COMPTE OPT3) and applies this amount. In the last pay period, or for terminated employees, the system automatically calculates the reconciliation deduction using formula TAX FM COMPTE OPT4.

4. Calculate the monthly tax for the month to date (MTD) income and subtract the previously calculated taxes using formula TAX FM COMPTE OPT4.
5. Divide the month into two pay periods.

For the first pay period, the system predicts the total monthly tax deduction (using formula TAX FM COMPTE OPT3), compares it with the amount that is calculated through method 4, and applies the larger of the two. In the last pay period, or for terminated employees, the system automatically calculates the reconciliation deduction using formula TAX FM COMPTE OPT4.

Note: The variable TAX VR OPTIONS operates at a collective level. You can override it at the payee or organizational level.

Annual Tax Calculation Using the Scale Method

The system calculates annual tax in this way:

1. Derives Tax A by adding the MTD scheduler tax income and the recurring monthly rate for the missing period of the month when the period end date is not equal to the month end date.
2. Derives Tax B by adding 1/12 of the MTD annual tax income to the income that is used to calculate MTD tax.
3. Determines the annual tax, where

$$(Annual\ Tax) = (Tax\ B - Tax\ A) \times 12.$$

Note: When a non-contractual bonus for the current year needs to be run before the regular payroll for a particular calendar, you must replace the value that is contained in formula CMN FM REMPER with a 1 at the calendar level override.

See [Delivered Deductions Elements](#).

STD Calculation Using the Formula Method

The system uses the TAX FM COMP FL CLC formula to calculate regular STD (scheduler tax deductions) in the following manner:

1. Net STD for current month equals STD for current month minus Zakat and Fee/Levy for the current month.
2. STD for the current month equals:

$$[(P-M)*R+B]-(Z+X)/n+1$$

- *P* is the chargeable income for the year subject to the tax. The system adds the net year-to-date income up to the current month, plus the income received in any previous employment, plus the current month net income projected for the remaining months of the year, plus the annual income (only for the annual tax calculation), subtracting any optional and allowable deductions for the fiscal year

- Up to 6000 MYR per year EPF is subtracted to determine the chargeable income P .
 - Z is the total year-to-date of zakat paid other than the zakat/fee for the current month.
 - X is the total year-to-date STD paid up to the previous month.
 - N is the number of remaining months in the fiscal year.
3. The system calculates the projected EPF subject to the chargeable income for the remaining months using the formula EPF REG TAX PROJ.

Annual Tax Calculation Using the Formula Method

The system uses the formula TAX FM CMP AN BASE to calculate any additional annual remuneration tax in this way:

1. Determines the total STD for the year by adding the accumulated year-to-date STD and current month-to-date STD multiplied by the number of months remaining in the year.
2. Derives the chargeable income for the year using the following formula:

$$P = [\Sigma(Y - K^*) + (Y1 - K1^*) + [(Y2 - K2^*) \times n] + (Yt - Kt^*)] - [D + S + 1000C + \Sigma LP LP1]$$

Where $(Yt - Kt^*)$ is the net annual income (MTD) for the current month after subtracting EPF calculated for annual income received for the month.

3. Derives the total tax for the year for the chargeable income P .
4. Determines the annual tax by subtracting Step 1 from Step 3 and adding any Zakat/Fee paid before the current month. STD for additional remuneration equals Step 3 - [Step 1[D] + Zakat and fee/levy which has been paid]

Previous Year Tax Calculation Using Collective Agreement

Collective Agreement combines both the scale and the formula methods of calculating previous year taxes on the additional remuneration paid for previous years as arrears in the current year. For additional remuneration coming from fiscal year 2008 and before, tax is computed using the scale method. For additional remuneration coming from fiscal year 2009 and after, tax is computed using the formula method. For example, when the salary adjustment was paid for three previous years, the tax amount is derived based on the respective year of tax-relating information such as tax category, number of dependents, taxable gross, EPF amount, and tax amount. Tax calculation method and other tax parameters pertaining to each of the previous years are also considered.

With Collective Agreement, the system can manage retroactive payments for up to five previous years. Remuneration of each of the five previous years is segregated and forwarded to five different elements in the current year. This functionality has introduced five override sets (1, 2, 3, 4, and 5) catering to each of the five previous years. Override set number 99 is to forward retro deltas coming from the current year.

- Formula TAX FM PY COLLCALC is derived from the formula TAX FM BASE and is used to calculate the taxes for previous five years remuneration using Collective Agreement.
- Formula TAX FM COLLEC CALC is used to calculate taxes on previous year additional remuneration. Depending on the previous year from which the arrear comes, either the formula or the scale method is used.

- Formula TAX FM CMP PRE YR is used to fetch previous year's data from the historical rule TAX HR CMP PREV YR using the formula method.
- Formula TAX FM PRE YEAR is used to fetch previous year's data from the historical rule TAX HR PREV YR AC using the scale method.
- The duration element, CMN DR RETRO YR, returns the difference between the current year and previous year(s).
- The retro deltas of each of the previous year's remuneration are forwarded separately to separate earning elements.
- The retro process override formula element, CMN FM RTO_TYPE, is modified to return the correct Override set number based on the retro year.

Identifying Company Tax Details

To set up identification of company tax details, use the Tax Number Table MYS (GPMY_TAX_TBL) and Statutory Region Table MYS (GPMY_STAT_REG) components.

This section discusses how to identify company tax details.

Pages Used to Identify Company Tax Details

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Default Settings Page</u>	COMPANY_TABLE2	Set up default company information; for example, the Malaysian reference and registration numbers that are used by various statutory reports.
<u>Statutory Region Table MYS Page</u>	GPMY_STAT_REG	Maintain statutory regional information for EPF, SOCSO, and taxation reporting.
<u>Tax Number Table MYS Page</u>	GPMY_TAX_TBL	Maintain employer contact information for tax reporting.
<u>Tax Data Page</u>	GPMY_TAX_ORG_NBR	Associate a tax reference number with an organizational unit, such as a company, pay group, location, establishment, or department.
Tax Reference Number Details Page	GPMY_TAX_ORG_SEC	View employer details that are associated with the tax reference number.

Default Settings Page

Use the Default Settings page (COMPANY_TABLE2) to set up default company information; for example, the Malaysian reference and registration numbers that are used by various statutory reports.

Navigation

Set Up HCM > Foundation Tables > Organization > Company > Default Settings

Reference Number Enter the company reference number, which is a number that the government of Malaysia assigns to an organization to uniquely identify it. This number is also the Company C File Number. This number is used in Annual Statement of Tax Deductions - Malaysian CP159 report (GPMYTX05).

Registration Number Enter the Company Registration Number, which is a number that the government of Malaysia assigns to an organization to uniquely identify it. The Registration Number is used in CP39 Monthly Statement of Tax Deductions - Electronic form (GPMYTX04).

Statutory Region Table MYS Page

Use the Statutory Region Table MYS page (GPMY_STAT_REG) to maintain statutory regional information for EPF, SOCSO, and taxation reporting.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Statutory Region Table MYS > Statutory Region Table MYS

Image: Statutory Region Table MYS page

This example illustrates the fields and controls on the Statutory Region Table MYS page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Statutory Region Table MYS' page. At the top, it displays 'Statutory Region PENINSULA'. Below this is a table header with 'Statutory Region' and navigation controls: 'Find | View All', 'First', '1 of 1', and 'Last'. The table contains one row with the following fields:

- *Effective Date:** 01/01/1990
- *Description:** PENINSULA
- Short Description:** PENINSULA
- Comment:** (Empty text area)

Statutory Region Enter the statutory region. This region is reported on the following forms: EPF Form 6, SOCSO Form 8A, SOCSO Form 8B, CP39 Monthly Statement of Tax Deductions - Electronic

form, and Employee Tax Refund Form - Malaysian CP159A/
PCB2(II).

Tax Number Table MYS Page

Use the Tax Number Table MYS page (GPMY_TAX_TBL) to maintain employer contact information for tax reporting.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > Tax Number Table
MYS > Tax Number Table MYS

Image: Tax Number Table page

This example illustrates the fields and controls on the Tax Number Table page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Tax Number Table MYS' interface. At the top, it displays 'Tax Number KMTAX0001'. Below this is a 'Tax Number Data' section with fields for:

- *Effective Date: 01/01/1990
- *Status: Active
- *Description: Employer tax one
- Short Description: ER tax 1
- *Statutory Region: PENINSULA
- HeadQuarters:
- Comment: Employer tax number one

 Below the 'Tax Number Data' section is an 'Employer Details' section with fields for:

- Registered Name: Malaysia Business Unit
- Country: MYS (Malaysia)
- Address: Km Industrial Area, Seattle House, Kuala Lumpur, Selangor 55100
- Responsible ID: KM0009
- Name: Woo, John
- National ID: 999999-99-9999
- Job Title: Manager
- Telephone: 060/685-2372
- Fax: 060/685-2222

- Registered Name** Enter the employer's official name.
- Address** Enter the employer's address.
- Responsible ID** Enter the employee ID of the organization's tax contact.
- Name** Enter the name of the organization's contact person for taxation inquiries. This name appears as the company contact in all reports that are submitted to the Department of Inland Revenue.
- National ID** Enter the contact person's national ID.

Job Title Enter the job title of the company contact for taxation inquiries. This information appears in all the reports that are submitted to the Department of Inland Revenue.

Telephone and Fax Enter the telephone and fax number of the company contact for taxation inquiries. This information appears in all reports that are submitted to the Department of Inland Revenue.

Tax Data Page

Use the Tax Data page (GPMY_TAX_ORG_NBR) to associate a tax reference number with an organizational unit, such as a company, pay group, location, establishment, or department.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Organization Numbers MYS > Tax Data

Image: Tax Data page

This example illustrates the fields and controls on the Tax Data page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Tax Data' page with the following elements:

- Navigation tabs: EPF Data, SOCSO Data, Tax Data
- Section: Organization Link Data
- Search filters:
 - *Organizational Link Option: Company
 - *Effective Date: 01/01/1990
 - *Status: Active
- Control: Load All Units button
- Table: Organization Link List

*Organization Unit	Description	*Tax Number	Details
1 GM1	Malaysian Business Systems	KMTAX0004	[Details]
2 KM1	Malaysian Business Systems	KMTAX0001	[Details]
3 KM1	Malaysian Business Systems	KMTAX0002	[Details]
4 KM2	Malay Manufacturing Company	KMTAX0003	[Details]

Organizational Link Option Select an organizational link. Options are: *Company, Pay Group, Location, Establishment, and Department.*

Load All Units Click to insert a list of all possible organizational units into the organization link list. You can then specify the tax references number for each unit.

Effective Date and Status Enter the effective date and status of the organization link. If the organizational link option changes, all the organizational units are deleted and all existing organizational link options become inactive.

Details

Click to view the Tax Reference Number Details page, which displays the employer details that are associated with the tax number.

Deriving Employee Tax Scales

To review the delivered tax scale data, use the Tax Scale Table (GPMY_TAX_SCALE_TBL) component.

This section discusses how to derive employee tax scales.

Pages Used to Derive Employee Tax Scales

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Scale Definition Page</u>	GPMY_TAX_SCALE	Define a tax scale that can change over time. Identify tax scale basis (that is, marital status, number of dependents, and spouse's employment status).
<u>Wage Range Page</u>	GPMY_TAX_RANGE	Define the range of wages for each tax scale and the applicable tax amount for each range.
<u>Brackets - Data Page</u>	GP_BRACKET3	View the delivered Malaysian tax schedule that the system uses if you select the formula method.
<u>Tax Declaration Setup MYS Page</u>	GPMY_TAX_SETUP	Define the tax declaration setup for each data entry page

Scale Definition Page

Use the Scale Definition page (GPMY_TAX_SCALE) to define a tax scale that can change over time.

Identify tax scale basis (that is, marital status, number of dependents, and spouse's employment status).

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > Tax Scale Table MYS > Scale Definition

Image: Scale Definition page

This example illustrates the fields and controls on the Scale Definition page. You can find definitions for the fields and controls later on this page.

Use the Tax Scale Table to view the delivered Malaysian Tax Schedule that the system uses if you select the tax scale method.

Maximum Monthly Rate	Displays the maximum rate for the tax scale.
Percent Above Maximum	Displays the percent that applies when the wages that are applicable to the scale exceed the maximum monthly rate.

Scale Category

Single/Married	Indicates whether the scale is applicable to single or married employees.
Number of Dependents	Displays the number of dependents for the tax scale.
Spouse Employed	Indicates whether the employee's spouse is employed.

Wage Range Page

Use the Wage Range page (GPMY_TAX_RANGE) to define the range of wages for each tax scale and the applicable tax amount for each range.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > Tax Scale Table MYS > Wage Range

Image: Wage Range page

This example illustrates the fields and controls on the Wage Range page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Wage Range' page for 'Tax Scale B' (Single Man or Married Woman) effective from 01/01/2009. The table below represents the data shown in the screenshot:

	Low Range	High Range	Tax Amount
1	0.000000	2400.990000	0.000000
2	2401.000000	2450.990000	13.000000
3	2451.000000	2500.990000	16.000000
4	2501.000000	2550.990000	20.000000

Low Range

Displays the minimum taxable wages for the specified tax amount. This amount must be less than the high range.

High Range

Displays the maximum taxable wages for the specified tax amount. This amount must be greater than the low range and cannot overlap another range.

Tax Amount

Displays the amount of tax to be withheld from a payee based on the payee's taxable wages.

Brackets - Data Page

Use the Brackets - Data page (GP_BRACKET3) to view the delivered Malaysian tax schedule that the system uses if you select the formula method.

Navigation

- Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Brackets > Data
- Search for and select the TAX BR SCALE element.
- Select the Data page and display all columns.

Image: Brackets - Data page

This example illustrates the fields and controls on the Brackets - Data page. You can find definitions for the fields and controls later on this page.

Return Column TAX BR SCALE	Return Column TAX VR LOWER SCALE	Return Currency	Return Column TAX VR SLAB RATE	Return Column TAX VR FACTOR	Return Currency		
0.000000	0.00	MYR	0.000000	0.00	MYR	+	-
2500.000000	2500.00	MYR	1.000000	-400.00	MYR	+	-
5000.000000	5000.00	MYR	3.000000	-375.00	MYR	+	-
20000.000000	20000.00	MYR	7.000000	75.00	MYR	+	-
35000.000000	35000.00	MYR	12.000000	1525.00	MYR	+	-
50000.000000	50000.00	MYR	19.000000	3325.00	MYR	+	-
70000.000000	70000.00	MYR	24.000000	7125.00	MYR	+	-
100000.000000	100000.00	MYR	27.000000	14325.00	MYR	+	-
250000.000000	250000.00	MYR	27.000000	54825.00	MYR	+	-
0.000000	0.00	MYR	0.000000	0.00	MYR	+	-

Use the TAX BR SCALE bracket to view the delivered tax data that the system uses if you select the tax formula method. This data is used by the formula TAX FM FINAL CALC.

Tax Declaration Setup MYS Page

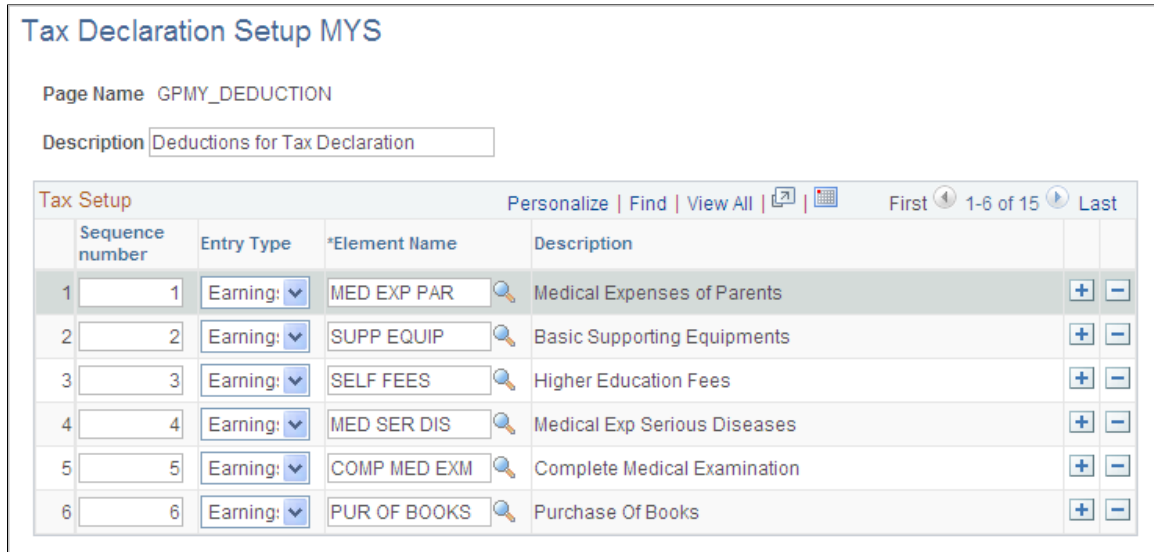
Use the Tax Declaration Setup MYS page (GPMY_TAX_SETUP) to .

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > Tax Declaration Setup MYS

Image: Tax Declaration Setup MYS page

This example illustrates the fields and controls on the Tax Declaration Setup MYS page. You can find definitions for the fields and controls later on this page.



Define the tax declaration setup for each data entry page. For example, the elements that you define for the Deductions page (GPMY_DEDUCTION) are the elements that you can select when entering payee tax information on the Rebates page.

Sequence Number Enter a sequence number to indicate the sequence of elements for the page.

Entry Type Select the element's entry type.

Element Name Select the element name. Only elements with the selected entry type appear as choices. The corresponding description appears when you select the element name.

Entering Employee Tax Details

This section discusses how to enter employee tax details.

Pages Used to Enter Employee Tax Details

Page Name	Definition Name	Usage
Payee Details Page	GPMY_TAX_PYE	Associate a payee with a tax reference number, enter amounts or percentages for additional taxation, and stop taxation.
Spouse Details Page	GPMY_TAX_SPOUSE	Enter spouse tax information for married employees.

Page Name	Definition Name	Usage
Maintain Tax Declaration MYS-Dedn (maintain tax declaration MYS - deduction) Page	GPMY_DEDUCTION	Declare optional employee deductions.
Maintain Tax Declaration MYS-Rebate Page	GPMY_REBATE	Declare optional employee rebates.
Maintain Tax Declaration MYS-PrevEmpl (maintain tax declaration MYS - previous employment) Page	GPMY_PREV_EMPL	Declare optional employee previous employment.
<u>Define CP38 Data MYS Page</u>	GPMY_TAX_CP38	Define an employee's CP38 data.

Payee Details Page

Use the Payee Details page (GPMY_TAX_PYE) to associate a payee with a tax reference number, enter amounts or percentages for additional taxation, and stop taxation.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Taxes > Maintain Tax Data MYS > Payee Details

Image: Payee Details page

This example illustrates the fields and controls on the Payee Details page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Payee Details' page for Michelle Lee. At the top, there are tabs for 'Payee Details' and 'Spouse Details'. The employee's name is 'Michelle Lee', and her status is 'Employee'. Her employee ID is 'KM0021' and her record number is '0'. Her date of birth is '01/01/1942', her identification card number is '999999999999', and her passport number is 'KMP00021'.

The 'Payee Tax Details' section includes a table with the following fields:

*Effective Date	*Status
01/01/2003	Active

Other fields in this section include: Tax Reference Number (AA00000021000), Stop Tax (unchecked), Spouse Employed (checked), Letter Reference, Tax Scale, Tax Category, Number of Dependents, Self Disabled, Spouse Disabled, Returning Expert Program, and Knowledge Worker. There is also a 'First Form E Reporting Year' dropdown menu.

The 'Schedular Tax' section has fields for Additional Amount (150.000000 MYR) and Additional Percent.

The 'Annual Tax' section has fields for Additional Amount (MYR) and Additional Percent.

The 'Employer Information' section includes a *Tax Number (KMTAX0003) and a note 'Employer tax three for comp. K', along with a Tax Office Branch field.

Tax Reference Number

Displays the employee's tax reference number. The format should be AA999999999999.

Letter Reference

Enter the letter reference that instructs the employer to stop the tax deduction for a particular employee. This data can be saved only if you select the Stop Tax check box.

Stop Tax

Select to stop the calculation of all tax for the payee except additional taxes that are specified for scheduler tax and annual tax.

Warning! Selecting the Stop Tax check box applies this feature to all future dates. To restart taxation for the next year, enter a new row with an effective date of January of that year.

Wife Employed

Select to specify that the wife of a male payee is employed. This field is hidden for female payees.

Tax Scale	Enter a value to override the tax scale that is determined automatically by the system. Use when employing the scale method.
Tax Category	Enter a value to override the tax category that is determined automatically by the system. Use when employing the formula method.
Number of Dependents	Enter a value to override the number of dependents (through the Dependent/Beneficiary pages). Use when employing the formula method.
First Form E Reporting Year	Displays the first year that a Form E was printed for a payee. This field is updated by the Form E report process and is display-only.
Schedular Tax Additional Amount	Enter an additional amount of tax to be withheld from the payee for scheduler tax. Either an amount or a percentage may be entered, but not both.
Schedular Tax Additional Percentage	Enter an additional percentage of tax to be withheld from the payee for scheduler tax. Either an amount or a percentage may be entered, but not both.
Annual Tax Additional Amount	Enter an additional amount to be withheld from the payee for annual tax.
Annual Tax Additional Percentage	Enter an additional percentage to be withheld from the payee for annual tax.
Employer Tax Number	Displays the employer tax reference number to which the payee is assigned. The system generates a value that is based on the organizational link information, but the value can be overridden. This field is required for all payees.
Tax Office Branch	Enter the name of the tax office branch that handles the payee.

Spouse Details Page

Use the Spouse Details page (GPMY_TAX_SPOUSE) to enter spouse tax information for married employees.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Taxes > Maintain Tax Data MYS > Spouse Details

Image: Spouse Details page

This example illustrates the fields and controls on the Spouse Details page. You can find definitions for the fields and controls later on this page.

The screenshot shows a web interface with two tabs: "Payee Details" and "Spouse Details". The "Spouse Details" tab is active. At the top, the name "Michelle Lee" is displayed in a dashed box, followed by "Employee", "Empl ID KM0021", and "Empl Record 0". Below this, "Date of Birth 01/01/1942", "Identification Card Number 999999999999", and "Passport Number KMP00021" are listed. A section titled "Spouse Tax Details" contains a table with columns for "Effective Date", "Status", "ID", "Name", "Old IC Number", "New IC Number", "Tax Reference Number", and "Tax Office Branch". The "Effective Date" is 01/01/2003 and "Status" is Active. The "ID" field has a search icon. The "Name" field contains "WAN LEE". Other fields are empty or contain default values.

ID Enter the ID for the spouse of the payee. If you enter a value, the system supplies the remaining information, which is display-only. Otherwise, you can enter information about the spouse.

Define CP38 Data MYS Page

Use the Define CP38 Data MYS page (GPMY_TAX_CP38) to define an employee's CP38 data.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Taxes > Define CP38 Data MYS > Define CP38 Data MYS

Image: Define CP38 Data MYS page

This example illustrates the fields and controls on the Define CP38 Data MYS page. You can find definitions for the fields and controls later on this page.

Define CP38 Data MYS

Michelle Lee Employee Empl ID KM0021 Empl Record 0

Date of Birth 01/01/1942 Identification Card Number 99999990021

Passport Number KMP00021

CP38 Data Find | View All First 1 of 1 Last

Tax Year Status + -

Effective Date

CP38 IRB Reference Number

Total Amount to Recover

Installment Amount

Number of Installments

Recover from Bonus Payment

Enter the CP38 data that is sent from the Inland Revenue Board (IRB).

Tax Year	Enter the tax year to which the CP38 deductions apply.
CP38 IRB Reference Number	Enter the number that is provided by the IRB for this payee.
Total Amount to Recover	Displays the amount to be collected from the employee. This amount is specified in the letter from the IRB.
Number of Installments	Displays the number of installments that are specified in the letter from the IRB.
Recover from Bonus Payment	Enter the amount, if any, that is to be withheld from bonus payments.

Supporting Element Overrides Page

Global Payroll for Malaysia enables you to manage your payees' Zakat contributions. The system can either deduct a fixed monthly amount for a payee or consider all the tax deductions as Zakat contributions. In both instances, Zakat is deducted from net pay and is applied as a rebate in the tax process.

When you use the fixed amount option, the maximum amount of Zakat tax rebate is equal to the total tax amount. If the Zakat tax rebate exceeds the total tax amount, the remaining rebate applies to subsequent months (but not subsequent years). Zakat functionality does not apply to bonus payments, except when applying excess rebates.

To enter a fixed amount of Zakat:

1. Access the Supporting Element Overrides page (Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Absence Elements > Absence Entitlements > Supporting Element Overrides).
2. Enter the TAX VR ZAKAT element on the Elements/Dates tab.
3. Enter the begin and end dates to define the period in which the amount should be recovered.
4. On the Values tab, enter the monthly amount to be recovered.

To trigger a Zakat rebate equal to total tax amounts:

1. Access the Supporting Element Overrides page (Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Absence Elements > Absence Entitlements > Supporting Element Overrides).
2. Enter the TAX VR ZAKAT SCH element on the Elements/Data tab.
3. Enter the begin and end dates to define the period in which the override applies.
4. Enter a character value of *Y* on the Values tab.

Extracting Dependent Data from HR

To determine the number of dependents for tax purposes, the system extracts the following information from the Personal Profile page in the HR application:

- Relationship to payee.
- Dependent or beneficiary type.
- Birth date.
- Marital status.
- Full-time student status.
- Disability.
- Student - Within/Outside Malaysia.

Related Links

"Understanding Additional Worker Data" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

Setting Up Benefits In Kind

To set up Benefits In Kind (BIKs), use the Benefits in Kind Setup MYS (GPMY_BIK_SETUP) component.

This section provides an overview of BIK setup.

Pages Used to Set Up BIKs

Page Name	Definition Name	Usage
<u>Property Value Page</u>	COMPANY_PROP_TBL2	Identify and assign values to company property that is a BIK.
<u>Benefits in Kind Setup MYS - Amounts Page</u>	GPMY_BIK_SETUP	Enter the elements whose value is determined by amounts that you enter at the payee level.
<u>Benefits in Kind Setup - Eligible Page</u>	GPMY_BIK_SETUP	Enter the elements that retrieve default benefit values from the earnings elements.

Understanding BIK Setup

BIKs are goods, services, or property provided by the employer to the employee. BIKs are stored in Global Payroll elements. Once entered, the system uses this information to generate tax form CP8A.

You can set up three types of BIKs in the payroll system:

- Company property.

Use this type of BIK when company property is considered a BIK. Use the Property Value page to record the purchase date, price, benefit value, and life span of the benefit.

- By amount.

This type of BIK has values that vary by employee and that are defined at the payee level. Examples include interest paid by the employer, tuition, and fuel that is provided without a car.

- By eligibility.

This type of BIK has the same value for all eligible employees. Examples are mobile phone expenses, gardener allowance, domestic servant allowance, and driver allowance.

Property Value Page

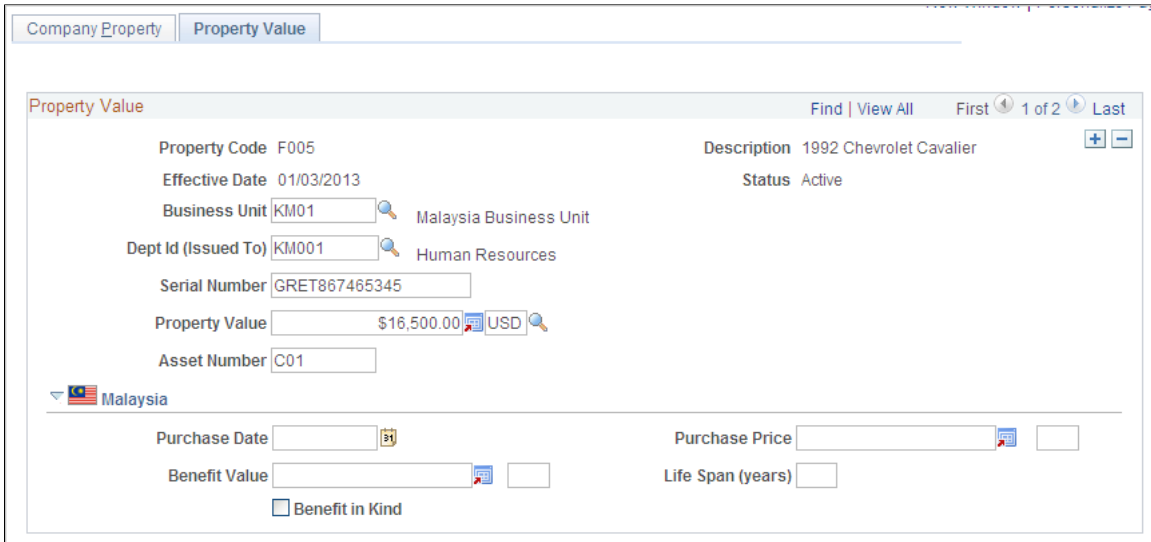
Use the Property Value page (COMPANY_PROP_TBL2) to identify and assign values to company property that is a BIK.

Navigation

Set Up HCM > Product Related > Workforce Administration > Company Property > Property Value

Image: Property Value page

This example illustrates the fields and controls on the Property Value page. You can find definitions for the fields and controls later on this page.



- Purchase Date** Enter the date of purchase.
- Purchase Price** Enter the purchase price.
- Benefit Value** Enter the value of the benefit to be used in calculations.
- Life Span (years)** Enter the expected life span of the company property.
- Benefit in Kind** Select if the property is a BIK.

Related Links

"Handling Company Property" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

Benefits in Kind Setup MYS - Amounts Page

Use the Benefits in Kind Setup MYS - Amounts page (GPMY_BIK_SETUP) to enter the elements whose value is determined by amounts that you enter at the payee level.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > Benefits in Kind Setup MYS - Amounts

Search for and select the GPMY_BIK_AMOUNTS page.

Image: Benefits in Kind Setup MYS page

This example illustrates the fields and controls on the Benefits in Kind Setup MYS page. You can find definitions for the fields and controls later on this page.

Sequence	Entry Type	*Element Name	Description
10	Earnings	FUEL NC BIK	Fuel Benefit without Car
20	Earnings	SERV UTL BIK	Serv Chrg and Utilities Benef
30	Earnings	INT FREE BIK	Interest paid by Employer
40	Earnings	SUB INT BIK	Subsidised Interest Benefit
50	Earnings	INSUR BIK	Group Insurance Benefit
60	Earnings	TUITION BIK	Tuition and School Benefit

Use Benefit Eligibility

Select this check box to identify eligibility.

Sequence

Enter a number to specify the sequence of the elements displayed. This number determines the order in which the elements appear on the payee entry page.

Entry Type

Select the type of element.

Element Name

Enter the name of the element that is related to the benefit.

Benefits in Kind Setup - Eligible Page

Use the Benefits in Kind Setup - Eligible page (GPMY_BIK_SETUP) to enter the elements that retrieve default benefit values from the earnings elements.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > Benefits in Kind Setup MYS > Benefits in Kind Setup MYS

Search for and select the GPMY_BIK_ELIGIBLE page.

Image: Benefits in Kind - Eligible page

This example illustrates the fields and controls on the Benefits in Kind - Eligible page. You can find definitions for the fields and controls later on this page.

Use Benefit Eligibility

Selected by default because all elements grouped on this page are eligible for BIK. Each has a specific value defined at the earning level.

Sequence Number

Enter a number to specify the sequence of the elements displayed. This number determines the order in which the elements appear on the payee entry page.

Entry Type

Select the type of element.

Element Name

Enter the name of the element that is related to the benefit.

Assigning BIKs to an Employee

After you define BIK types, you assign them to employees and maintain them.

This section discusses how to assign BIKs to an employee.

Pages Used to Assign BIKs to Employees

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Company Property Page</u>	COMPANY_PROPERTY	Assign property codes, issuance, and return dates to an employee.
<u>Benefit Amounts Page</u>	GPMY_BIK_AMOUNTS	Enter the eligible benefits along with their amounts and their start and end dates.

Page Name	Definition Name	Usage
<u>Eligible Benefits Page</u>	GPMY_BIK_ELIGIBLE	Enter the eligible benefits and their start and end dates.

Company Property Page

Use the Company Property page (COMPANY_PROPERTY) to assign property codes, issuance, and return dates to an employee.

Navigation

Workforce Administration > Job Information > Company Property

Image: Company Property page

This example illustrates the fields and controls on the Company Property page. You can find definitions for the fields and controls later on this page.

Property Code

Enter the Property Code.

Issue Date

Enter the date that the company property is issued to the employee.

Date Returned

Enter the date when the property is returned by the employee.

Benefit Amounts Page

Use the Benefit Amounts page (GPMY_BIK_AMOUNTS) to enter the eligible benefits along with their amounts and their start and end dates.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Taxes > Specify Benefits in Kind MYS > Benefit Amounts

Image: Benefit Amounts page

This example illustrates the fields and controls on the Benefit Amounts page. You can find definitions for the fields and controls later on this page.

Benefit Amounts		Eligible Benefits	
Lee Choo Employee		Empl ID KM0001	
		Empl Record 0	
Value of Benefits		Personalize Find View All [Print] [Calendar]	
		First 1-6 of 11 Last	
Element Name	Description	Begin Date	End Date
1 FUEL NC BIK	Fuel Benefit without Car	<input type="text"/>	<input type="text"/>
2 SERV UTL BIK	Serv Chrg and Utilities Benef	01/08/2003	12/31/2003
3 INT FREE BIK	Interest paid by Employer	<input type="text"/>	<input type="text"/>
4 SUB INT BIK	Subsidised Interest Benefit	<input type="text"/>	<input type="text"/>
5 INSUR BIK	Group Insurance Benefit	<input type="text"/>	<input type="text"/>
6 TUITION BIK	Tuition and School Benefit	01/08/2003	12/31/2003
Amount	Currency Code		
1200.000	MYR		
14400.000	MYR		

Begin Date

Enter the start date of the entitlement.

End Date

Enter the end date of the entitlement or the employee's termination date. Enter proration in calendar days using the begin and end dates. The system will not calculate the BIK if the end date is before the segment end date. Termination dates are automatically considered entitlement end dates.

Note: No proration is needed for the following BIKs: group insurance benefit (INSUR BIK), interest paid by employee (INT FREE BIK), recreation and club membership (RECREAT BIK), service charge and utilities benefit (SERV UTIL BIK), and tuition and school benefit (TUITION BIK). For these benefits, the begin and end dates should span the entire year.

Amount

Enter the amount of the entitlement.

Note: When you enter the housing BIK, the system can compare the BIK to the payee's gross income. Enter the BIK as a percentage of the gross using earning HOUS BIK PCT or as an amount using earning HOUS BIK AMT. You can enter both to make the system calculate and choose the lesser value.

Eligible Benefits Page

Use the Eligible Benefits page (GPMY_BIK_ELIGIBLE) to enter the eligible benefits and their start and end dates.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Taxes > Specify Benefits in Kind MYS > Eligible Benefits

Image: Eligible Benefits page

This example illustrates the fields and controls on the Eligible Benefits page. You can find definitions for the fields and controls later on this page.

Benefit Amounts		Eligible Benefits		
Lee Choo		Employee	Empl ID KM0001	Empl Record 0
Eligible Benefits		Personalize Find View All	First 1-6 of 7 Last	
Element Name	Description	Eligible	Begin Date	End Date
1 DRIVER BIK	Driver Benefit	<input checked="" type="checkbox"/>	01/08/2003	12/31/2003
2 FUR AIR BIK	Semi Furnished House with Air	<input type="checkbox"/>		
3 FUR FULL BIK	Fully Furnished House Benefit	<input checked="" type="checkbox"/>	04/01/2003	12/31/2003
4 FUR SEMI BIK	Semi Furnished House Benefit	<input type="checkbox"/>		
5 MOBILE BIK	Mobile Phone Rental Benefit	<input checked="" type="checkbox"/>	10/10/2003	12/31/2003
6 GARDEN BIK	Gardener Benefit	<input type="checkbox"/>		

- Eligible** Select if the employee is eligible for the benefit.
- Begin Date** Enter the start date of the entitlement.
- End Date** Enter the end date of the entitlement or the employee's termination date. Enter proration in calendar days using the begin and end dates. The system will not calculate the BIK if the end date is before the segment end date. Termination dates are automatically considered entitlement end dates.

Note: Benefit amounts are derived from Global Payroll Earning elements.

Reporting Tax Data

Global Payroll for Malaysia enables you to create the following tax reports:

- CP22

- CP39

Related Links

[Understanding Inland Revenue Reporting](#)

Chapter 7

Administering Inland Revenue Reporting

Understanding Inland Revenue Reporting

Global Payroll for Malaysia enables you to capture, generate, and maintain employee and company identification and biographical data that supports the reporting requirements of the Inland Revenue Board (IRB). The system meets the department's requirement to produce the CP21, CP22, CP22A, CP8A, CP39, CP159, CP159A/PCB2, EPF Form A, EPF Summary, SOCSO Form 2, SOCSO Form 8A, SOCSO Form 8B, SOCSO Form 3, and Form E forms.

Many IRB reports are required as part of the process of terminating employment. A complete listing of termination reports is provided in the topic "Managing Termination Payments.

See [Creating Termination Reports](#).

Note: The GP_PR_TMP, GP_PR_TMP2, and the GPMY_PR_TMP3 tables that are discussed in this section are temporary tables and serve as temporary storage mechanisms for processing data.

CP21 Processing

The CP21 report notifies the IRB of an employee's intention to depart from Malaysia for a period exceeding three months. The CP21 form contains four sections: Employer Details, Employee Details, Remuneration Details, and Other Particulars. Employer details come from the Tax Number Table MYS. Employee details come from the Employee Tax Details, the employee's Personal Data and Maintain Termination Data pages. Remuneration details show the employee earnings, grouped according to user-defined parameters. Other particulars require details of the tax payments and deductions that have been made, and the employee's approved EPF contributions.

Global Payroll for Malaysia enables you to run this report on an as-needed basis. To do so, the system uses Structured Query Report Writer (SQR) GPMYTX01 to:

- Retrieve the company details from the Tax Number Table MYS.
- Retrieve payee information, dependent details, passport or NIC numbers, and spousal information.
- Retrieve Remuneration from the View CP21 Details MYS, Salary Details page.
- Format the data and print the form.

Global Payroll for Malaysia enables you to view and modify CP21 data online before finalizing the data. You can print the report multiple times.

CP22 Processing

This report notifies the IRB of a new employee. The report provides the following information: employee name and address, nature of employment, date of hire, gross monthly salary, expected duration of employment, marital status, and previous employer's name and address.

The CP22 form contains four sections: Employer Details, Employee Details, Terms of Employment, and Previous Employer. Employer details come from the Tax Number Table MYS. Employee details come from the employee's Maintain Tax Details, Personal Data and Dependent Beneficiary pages. Terms of employment include information about the employee wage, fixed allowances, and any fluctuating earnings. The Previous Employer section displays the name and address of the previous employer.

To produce this report, the system uses SQR GPMYTX02 to:

- Retrieve the employee's monthly salary from the JOB table.
- Print the report.

CP22A Processing

This report notifies the IRB of employees who have ceased their employment. The report provides the following information: employee name and address, nature of employment, gross monthly salary, duration of employment, and marital status.

The CP22A form contains four sections: Employer Details, Employee Details, Remuneration details and other particulars. Employer details come from the Tax Number Table MYS. Employee details come from the employee's Maintain Tax Details, Termination, Dependent Beneficiary or the Personal Data pages. The Remuneration section includes information about the employee wage, fixed allowances, and any fluctuating earnings. Other Particulars require details of the tax payments/deductions that have been made, and the employee's contributions to approved Provident or Pension Funds (EPF).

Global Payroll for Malaysia enables you to run this report on an as-needed basis. To do this, the system uses SQR GPMYTX03 to:

- Retrieve the employee's gross salary, leave pay, bonus, gratuity, allowances, tax, and EPF contributions from the GPMY_PR_TMP3 table.
- Print the details.

Global Payroll for Malaysia enables you to view and modify CP22A data online before finalizing the data. You can print the report multiple times.

CP8A Processing

This annual statement reports total remuneration and tax deductions for an employee. This report is created at the end of the year, or when an employee is terminated. The report contains information about the payee, income, tax deductions, EPF deductions, and arrears payments. This form is given to the employee and the employee submits it to the IRB.

To create this report, the system uses SQR GPMYTX07 to:

- Extract the company details from the COMPANY table and Tax Number Table MYS.
- Build the ORDER BY clause based on the sorting sequence and payee sort order.
- Compute the total remuneration and tax paid by using the View CP8A Details pages (GPMY_CP8A_HDR, GPMY_CP8A_DTL1, and GPMY_CP8A_DTL2 tables).
- Format the data and print the form.

Global Payroll for Malaysia enables you to view and modify CP8A data online before finalizing the data. You can print the report multiple times.

CP39 Processing

Form CP39 lists all employees and the tax deductions that are made on their behalf. This is generally run and sent to the IRB monthly. To do this, the system uses SQR GPMYTX04 to:

- Total the tax remitted to the IRB for all payees for the appropriate month.
- Print the report.

CP159 Processing

Form CP159 reports, by month, the remuneration that is paid during the year and the projected and actual income tax that is deducted. The employer sends this report directly to the IRB. The report contains three sections: Employer Details, Deductions and Remuneration Summary, and Certification Details. To create this report, the system uses SQR GPMYTX05 to:

- Retrieve the gross remuneration, taxable gross, and tax deducted from the GPMY_PR_TMP and GPMY_PR_TMP3 tables for each payee.
- Store these values in an array.
- Retrieve the company details from the Tax Number Table MYS.
- Total the amounts for gross remuneration, taxable gross, and tax deducted.
- Print the details in English or Malay.

Global Payroll for Malaysia enables you to view and modify CP159 data online before finalizing the data. You can print the report multiple times.

CP159A/PCB2 Processing

PCB2 is a letter confirming that the employer has made all of the relevant deductions for a given year. It includes the year, employee name, identity card number, income tax reference number, and employee number. This form is given to the employee who submits it to the IRB. To create this report, the system uses SQR GPMYTX08 to:

- Retrieve the following information for each employee:
 - Name, identity card number, and payee tax reference number.
 - Tax deducted for the tax year, from the GPMY_PR_TMP and GPMY_PR_TMP3 tables.
 - Receipt date and receipt number, from the GPMY_CP159_RCT table.
- Print the details.
- Write the data to a .lis file.

EPF Form A Processing

This is a monthly statement of EPF contributions. To produce this report, the system uses SQR GPMYEP01 to:

- Set the end date of the contributing month.

- Open the output file (if you select Output to Interface file on the EPF Form A page).
- Join the JOB, GPMY_EPF_PYE, and NAMES tables to select payees.
- Join the GPMY_EPF_ORG, GPMY_EPF_ORG_DT, and GPMY_EPF_TBL tables to select the EPF number details.
- Write the file header and employer header records to the output file.
- Join the GPMY_PR_TMP3 and GPMY_PR_TMP tables to determine the payee and employer EPF contributions for the month.
- Retrieve the employee's national ID type.
- Print the report listing payees and contribution amounts.
- Prepare the output file.

EPF Summary Report Processing

This report provides the details of employees and their EPF contributions. You can create it for any period, such as a month or a year.

To create this report, the system uses SQR GPMYPY06 to:

- Extract data from the applicable tables based on the Organizational Link Option selected on the run control page (for example, company details from the Company table and Tax Number Table MYS).
- Build the ORDER BY clause based on the sorting sequence and payee sort order.
- Format the data and print the report.

Because this is a summary report, there is no option to view and modify CP8A data online before printing.

SOCSCO Form 2 Processing

This monthly report shows SOCSCO data for all new employees that were hired during the month. To produce this report, the system uses SQR GPMYSO02 to:

- Build the WHERE clause for selecting the supplied SOCSCO number, if the SOCSCO Reference Number field is populated.
- Join the GPMY_SOC_ORG_DT, GPMY_SOC_ORG, and GPMY_SOC_TBL tables to extract the company details.
- Join the GPMY_SCO_PYE, NAMES, PERSON, and PERS_DATA_EFFDT tables to select the employee details for the specified duration.
- Retrieve the employee's national ID type.
- Print the report.

SOCSCO Form 8A Processing

This monthly report shows SOCSCO contributions for all employees and their associated SOCSCO reference numbers. You can produce both a printed report and a flat file. To do this, the system uses SQR GPMYSO03 to:

- Join the GPMY_SOC_ORG, GPMY_SOC_ORG_DT, GPMY_SOC_TBL, GPMY_SOC_PYE, and NAMES tables to select the payees and organization unit details for the organizational link option, organizational link unit, and SOCSCO reference number that is entered on the run control page.
- Join the GPMY_PR_TMP3 and GPMY_PR_TMP tables to determine the total SOCSCO contributions by all payees in the organizational unit for the given month.
- Join the GPMY_PR_TMP3 and GPMY_PR_TMP tables to determine the total number of payees who are contributing in SOCSCO for the period.
- Retrieve the employees' national ID type.
- Check the status of the contributing payees, if they are terminated.
- Prepare the data for the output file.
- Create the output file.
- Print the details.

SOCSCO Form 8B Processing

This monthly report shows SOCSCO arrears contributions for employees. To create this report, the system uses SQR GPMYSO01 to:

- Join the GPMY_SOC_ORG, GPMY_SOC_ORG_DT, GPMY_SOC_TBL, GPMY_SOC_PYE, and NAMES tables to retrieve the payee and organizational link unit details.
- Join the GPMY_PR_TMP3 and GPMY_PR_TMP tables to determine the total SOCSCO arrears contributions for all the contributing payees in the organizational unit for the period.
- Join the GPMY_PR_TMP3 and GPMY_PR_TMP tables to determine the total number of payees that made SOCSCO arrears payments for the period.
- Retrieve the employee's national ID type.
- Check the status of the contributing payees if they are terminated.
- Print the report.

SOCSCO Form 3 Processing

This monthly report shows SOCSCO information for all payees who were terminated during the month. To create this report, the system uses SQR GPMYSO04 to:

- Build the WHERE clause for selecting the supplied SOCSCO number, if the SOCSCO Reference Number field is populated on the run control page.
- Join the GPMY_SOC_ORG_DT and GPMY_SOC_ORG tables to retrieve the company details.

- Join the GPMY_SOC_PYE, PERSONAL_DATA, NAMES, PERSON, and PERS_DATA_EFFDT tables to retrieve the payee details for the duration and SOCSO number specified.
- Retrieve the employee's national ID type.
- Print the report.

Form 8D Processing

Form 8D is the annual return that is completed by employers. It identifies all payees, their total remuneration, and total tax deductions for the year. To create this report, the system uses GPMYTX06 to retrieve the Form 8D value from the GPMY_EPL_TX_DTLS table for each employee.

If the Form 8D value is less than the tax year, then the payee has been previously declared. The system determines the total annual salary and the total annual tax from the TMP3 table and prints the details.

If the Form 8D value is 0 or equal to the current tax year, then the payee is being declared for the first time. The system determines the total annual salary and the total annual tax from the TMP3 table and prints the details. It then updates the FIRST_FORME_REPORT field of the GPMY_EPL_TX_DTLS table.

Form E Processing

Form E is the cover note for the annual return (Form 8D) that is completed by employers. It gives the consolidated details of employee remuneration and tax deductions for the year.

To create this report, the system uses GPMYTX09 to:

- Extract the company details from the COMPANY table and Tax Number Table MYS.
- Build the ORDER BY clause based on the sorting sequence and payee sort order.
- Format the data and print the form.

Because this is a cover report, there is no option to view and modify Form E data online before printing.

Common Elements Used in Administering Inland Revenue Reporting

Organizational Link Option	Select the entity type. Options are <i>Company</i> , <i>Establishment</i> , <i>Department</i> , <i>Pay Group</i> , or <i>Location</i> .. This field is mandatory.
Business Unit	Select the business unit. This field is required when the organizational link option is <i>Location</i> or <i>Department</i> .
Tax Year	Enter the tax year for which the report is generated. This is the year of assessment, which begins on January 1 and ends on December 31.
SOCSO Reference Number	Select the SOCSO reference number for the organizational link option and organizational unit selected. If this field is left blank, all available numbers are used.
Tax Number	Select the tax reference number for the organizational link option and organizational unit.

Creating Tax Reports

This section discusses how to print CP39 forms.

Pages Used to Create Tax Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Print CP22 MYS Page	GPMY_RC_GPMYTX02	Run the GPMYTX02 SQR to create the CP22 form.
Payee Extract Page	GPMY_PR_RC	Set report parameters.
<u>Print CP39 Forms Page</u>	GPMY_RC_GPMYTX04	Run the GPMYTX04 SQR to create the CP39 form. This component consists of two pages, the Payee Extract page and the Print CP39 Forms page.

Print CP39 Forms Page

Use the Print CP39 Forms page (GPMY_RC_GPMYTX04) to run the GPMYTX04 SQR to create the CP39 form.

Navigation

Global Payroll & Absence Mgmt > Taxes > CP39 Forms MYS > Print CP39 Forms

Image: Print CP39 Forms page

This example illustrates the fields and controls on the Print CP39 Forms page. You can find definitions for the fields and controls later on this page.

Create File Select to create an electronic file.

Enter report parameters on the Payee Extract page. Then, select the Print CP39 Forms page to enter additional report parameters.

Creating EPF Forms

This section discusses how to create EPF Forms.

Pages Used to Create EPF Forms

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>EPF Form A Page</u>	GPMY_RC_GPMYEP01	Set up report parameters for EPF Form A and select whether to read or create the EPF file. This component consists of two pages, Payee Extract and EPF Form A.
<u>EPF Summary Page</u>	GPMY_RC_GPMYPY06	Set up report parameters for the EPF Summary form. This component consists of two pages, Payee Extract and EPF Summary.

EPF Form A Page

Use the EPF Form A page (GPMY_RC_GPMYEP01) to set up report parameters for EPF Form A and select whether to read or create the EPF file.

Navigation

Global Payroll & Absence Mgmt > Pension > Print EPF Form A MYS > EPF Form A

Image: EPF Form A page

This example illustrates the fields and controls on the EPF Form A page. You can find definitions for the fields and controls later on this page.

The screenshot displays the EPF Form A page interface. At the top, there are tabs for 'Payee Extract' and 'EPF Form A'. Below the tabs, there are fields for 'Run Control ID', 'PS', 'Report Manager', and 'Process Monitor', along with a 'Run' button. A 'Language' dropdown menu is set to 'English'. The main content area is divided into several sections:

- Report Extract:** Displays report details including Report ID (GPMYEP01), Calendar Group ID, Period ID (06M01), Begin Date (01/01/2006), End Date (01/31/2006), and Monthly EPF Contribution.
- Report Parameters:** Contains two radio buttons: 'Output to Interface file' (selected) and 'Input from Interface file'.
- Output To Interface File:** Includes a dropdown for '*Organizational Link Option' (set to 'Company'), text boxes for 'Organization Unit' and 'EPF Number' (with search icons), and a text box for 'Output File Name' (containing 'EPFFORMA.txt').
- Input From Interface File:** Includes a text box for 'Input File name'.

In the Report Parameters section, you must indicate whether the system creates the output file to be sent to EPF (by selecting the Output to Interface file check box) or reads the input file that is provided by EPF (by selecting the Input from Interface file check box). Enter the file name in either the Output File Name or the Input File name field.

EPF Summary Page

Use the Print EPF Summary page (GPMY_RC_GPMYPY06) to set up report parameters for the EPF Summary form.

Navigation

Global Payroll & Absence Mgmt > Pension > Print EPF Summary MYS > EPF Summary

Image: EPF Summary page

This example illustrates the fields and controls on the EPF Summary page. You can find definitions for the fields and controls later on this page.

The screenshot shows the EPF Summary page interface. At the top, there are tabs for 'Payee Extract' and 'EPF Summary'. Below the tabs, there are fields for 'Run Control ID' (PS), 'Report Manager', and 'Process Monitor', along with a 'Run' button. A 'Language' dropdown menu is set to 'English'. The 'Report Extract' section displays the following details:

Report ID	GPMYPY06	EPF Summary Report
Calendar Group ID		
Period ID	06M01	06M01 Monthly
Begin Date	01/01/2006	End Date 01/31/2006

The 'Report Parameters' section includes:

- *Organizational Link Option: Location (dropdown menu)
- Business Unit: MYS01 (with search icon) - Malaysian Business Unit
- Organization Unit: KMMYS1 (with search icon) - Malaysian Head Office

Enter the report parameters for either the Calendar Group ID or the Period ID on the Payee Extract page. Then, select the EPF Summary page to enter additional report parameters based on the option you select in the Organizational Link Option field.

Creating SOCSO Reports

This section lists the pages that are used to create SOCSO reports.

Pages Used to Create SOCSO Reports

Page Name	Definition Name	Usage
SOCSO Form 8A Page	GPMY_RC_GPMYSO03	Run the GPMYSO03 SQR to create SOCSO Form 8A.
SOCSO Form 8B Page	GPMY_RC_GPMYSO01	Run the GPMYSO01 SQR to create SOCSO Form 8B.
SOCSO Form 2 Page	GPMY_RC_GPMYSO02	Run the GPMYSO02 SQR to create SOCSO Form 2.
SOCSO Form 3 Page	GPMY_RC_GPMYSO04	Run the GPMYSO04 SQR to create SOCSO Form 3.

Page Name	Definition Name	Usage
SOCSO Summary Page	GPMY_RC_GPMYPY07	Enter the parameters to run the SOCSO Summary report. This component consists of two pages, the Payee Extract page and the SOCSO Summary page.

Creating Year-End Reports

This section discusses how to update CP8A and CP159 detail pages.

Pages Used to Create Year-End Reports

Page Name	Definition Name	Usage
Tax Receipt Table MYS Page	GPMY_TAX_RCPT	Record the receipt number and total amount remitted to the IRB. This data is used by the CP159 and PCB(II) reports.
Create CP159 Data MYS Page	GPMY_PR_RC_CP8A	Create the CP159 report parameters.
View CP159 Details MYS - Personal Data Page	GPMY_CP159_DTLS	View and edit the CP159 data that is produced from the Create CP159 Data process.
View CP159 Details MYS - Salary Details Page	GPMY_CP159_EDIT	View and edit the CP159 data that is produced from the Create CP159 Data process.
Print CP159 Forms MYS Page	GPMY_RC_GPMYTX05	Set the report parameters and launch the CP159 report process.
Create CP8A Data MYS Page	GPMY_PR_RC_CP8A	Create the CP8A report parameters.
View CP8A Details MYS - Personal Data Page	GPMY_CP8A_DTLS	View the CP8A data online before printing the report.
View CP8A Details MYS - Salary Details Page	GPMY_CP8A_EDIT	Edit the CP8A data that is produced from the Create CP8A Data page.
Print CP8A Forms MYS Page	GPMY_RC_GPMYTX07	Print the CP8A form.
Finalize CP8A Details MYS Page	GPMY_CP8A_FINAL	Finalize the CP8A data.
Payee Extract Page	GPMY_PR_RC	Set the launch parameters and launch the Form E report process.
Print Form E Page	GPMY_RC_GPMYTX09	Set the launch parameters and launch the Form E report process.

Page Name	Definition Name	Usage
Payee Extract Page	GPMY_PR_RC	Set the parameters and launch the PCB 2 (II) report process.
Print PCB 2 (II) Page	GPMY_RC_GPMYTX08	Set the parameters and launch the PCB 2 (II) report process.

Understanding Personal Data and Salary Details

Access the Personal Data and Salary Details pages (Global Payroll & Absence Mgmt > Year-End Processing > View CP8A Details MYS > Personal Data.)

Image: Personal Data page

This example illustrates the fields and controls on the Personal Data page. You can find definitions for the fields and controls later on this page.

Personal Data
Salary Details

Satya Sai
Person ID KM0006

Company KM1
Contribution Year 2004

Employer Tax Number
 Finalized

Payee's Personal Detail

National ID 999999999999

Tax Reference Number AA00000006000

Date of Birth 05/01/1968

Description Assistant-Administrative

Address Line 1 C / 540

Address Line 2 2nd Lane

Address Line 3 Batu Ferringhi

Marital Status Married

Employment Dates

First Start Date	Termination Date
------------------	------------------

Image: Salary Details page

This example illustrates the fields and controls on the Salary Details page. You can find definitions for the fields and controls later on this page.

Personal Data
Salary Details

Satya Sai
Person ID KM0006

Finalized

Salary Details
Personalize | Find | View All | |
Salary Details ▼ 1-5 of 11 ▶ Last

	Field Name	Description	Calc Value		
1	BONUS	BONUS	327.000000	+	-
2	CAR_BIK_CP8A	Value of Motor Car & Fuel	27.000000	+	-
3	DRIVER_YTD	Value of Driver	27.000000	+	-
4	EPF_COMP_YTD	YTD Compulsory EPF contributio	555.000000	+	-
5	FULLY_FURN_YTD	YTD Fully furnished benefit	27.000000	+	-

Finalized

Select this option to finalize the values on this page. On some pages, this option is automatically selected when you run the finalize process. Once finalized, the page cannot be updated.

Calc Value (calculation value)

Update calculation values, if necessary.

Chapter 8

Setting Up Payslips

Understanding Payslip Setup

The payslip feature enables you to design payslips so that they display data that you specify in the format that you want. Because you can override templates at lower levels, you do not have to create multiple templates to cover all payslip scenarios.

Creating Payslip Templates and Messages

To set up payslip templates and messages, use the Templates MYS (GPMY_PSLP_SETUP) and Messages MYS (GPMY_PSLP_MSG) components.

This section discusses how to create payslip templates and messages.

Pages Used to Create Payslip Templates and Messages

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Payslip Setup Page</u>	GPMY_PSLP	Set up delivery and print exclusion options, column headings, and column contents for accumulators.
<u>Earnings and Deduction Page</u>	GPMY_PSLP1	Create sections of earnings and deductions, select description options, and set the element components that the payslip displays.
<u>Absence Details Page</u>	GPMY_PSLP2	Select the absence elements that appear on the payslip and select the description options.
<u>Messages MYS Page</u>	GPMY_PSLP_EXT	Create messages that appear on payslips. You can control which payslips show the messages.

Payslip Setup Page

Use the Payslip Setup page (GPMY_PSLP) to set up delivery and print exclusion options, column headings, and column contents for accumulators.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Payslips > Templates MYS > Payslip Setup

Image: Payslip Setup page

This example illustrates the fields and controls on the Payslip Setup page. You can find definitions for the fields and controls later on this page.

Payslip ID

Displays the ID of the payslip template. Using this ID, you can attach a single template to multiple pay groups.

Delivery Option

Select an address to receive printed payslips. It can be an internal address (either a location or a department that uses a location address) or an external address (the home address or mail address that appears in the payee's personal data record).

You can override the selection that is made here on the Payee Payslip Overrides page, which is effective-dated. In this way, you can override the delivery option for a period of time.

Exclude Printing

Select either *Department* or *Location* to exclude departments or locations from the payslip print run. The corresponding link becomes active so that you can select from the department or location lists.

You can override the exclusion on the Print Payslips page before you run the print program.

Note: If you enter a particular pay entity as the print option on the Print Payslips page and you have excluded a location that is associated with the pay entity, the payslip is not printed for that location.

Column 1 through Column 6

Enter the labels to appear on the printed payslip as the column headings for the accumulators. These column labels appear on the payslip under the heading Pay Summary.

Payslip Setup Page

Access the Payslip Setup page (Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Payslips > Templates MYS > Payslip Setup).

Accumulators 1 to 3

Sequence Enter a sequence number to set the order in which the accumulators appear. They appear in ascending order with the lowest number first.

Description Enter a description for the row.

Accumulator 1 to Accumulator 3 Select the accumulators to appear in the corresponding column.

For example, suppose that you enter the description of sequence 1 and 2 as *Current* and *YTD* (year to date), respectively. If you also want to display quarter to date (QTD) accumulated amounts, create a new row, give the new row the description *QTD*, then select the accumulators that correlate to the column headings.

Accumulator 4 to Accumulator 6 Set up accumulators 4 to 6. No Sequence or Description fields are available because the same sequence number and description applies to all six accumulators in the row.

Image: Columns and rows on the payslip in the Pay Summary region

This diagram shows how column numbers, sequences, and accumulator numbers appear on the printed payslip.

Pay Summary				
	Column 1 Label	Column 2 Label	Column 3 Label	Continued →
Seq 1 Description	Accum 1, Seq 1	Accum 2, Seq 1	Accum 3, Seq 1	
Seq 2 Description	Accum 1, Seq 2	Accum 2, Seq 2	Accum 3, Seq 2	
Seq 3 Description	Accum 1, Seq 3	Accum 2, Seq 3	Accum 3, Seq 3	
Continued ↓				

Related Links

"Understanding Accumulators" (PeopleSoft HCM 9.2: Global Payroll)

Earnings and Deduction Page

Use the Earnings and Deduction page (GPMY_PSLP1) to create sections of earnings and deductions, select description options, and set the element components that the payslip displays.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Payslips > Templates MYS > Earnings and Deduction

Image: Earnings and Deduction page

This example illustrates the fields and controls on the Earnings and Deduction page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Earnings and Deduction' page with the following details:

- Payslip ID:** KMPAYSLIP
- Effective Date:** 01/01/1990
- Description:** Payslip Template for Malaysia
- Short Description:** Payslip
- Section Setup:**
 - Sequence:** 10
 - Description:** Earnings Section
- Section Elements Table:**

Sequence	Element Name	Year To Date Units	Display YTD Amount
1	SALARY BASIC	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	SALARY HOUR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	MEAL ALLOW	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	TRAVEL ALLOW	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	LAUNDRY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	UNIFORM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	SPEC ALLOW	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	SHFT ALL AMT	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	SHFT ALL HRL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	OVERTIME 1.5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11	OVERTIME 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12	CT BONUS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	NCT BONUS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	SAL BSC RTO	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	SAL HOUR RTO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Section Setup

Sequence

Enter a number to determine the order in which the sections appear. The lowest number appears first. You can create an unlimited number of sections.

Description

Enter descriptions that appear as section headings in the payslip region under the heading Payment Details.

Element Details

Select the Element Details tab.

Sequence

Enter a number to determine the order in which the elements appear in the section. The lowest number appears first.

Year To Date Units (year to date units) and **Display YTD Amount** (display year to date amounts)

Select these options to display the YTD units and amounts for each element in the Payment Details region.

Element Components

Select the Element Components tab.

Description Type

Select one of three descriptions to appear for each earning and deduction row in the Payment Details region of the payslip.

Options are:

Custom: A text box appears for you to enter a description.

Description: The element description appears as entered on the name page of the element in its component.

Element Name: The name of the element appears from its name page in its component. It also appears on the Element Details tab.

Print Unit, Print Rate, Print Base, and Print Percentage

Select the components of the element's calculation rule that you want to show for each earning or deduction in the sections.

You can select only the components that are in the element's calculation rule. For example, for an earning with calculation rule $\text{Unit} \times \text{Rate}$, only the unit and rate check boxes are available for entry.

Note: The amount always appears; therefore, that is not an option here.

Related Links

"Understanding Earning and Deduction Elements" (PeopleSoft HCM 9.2: Global Payroll)

"Defining Earning Elements" (PeopleSoft HCM 9.2: Global Payroll)

"Defining Deduction Elements" (PeopleSoft HCM 9.2: Global Payroll)

Absence Details Page

Use the Absence Details page (GPMY_PSLP2) to select the absence elements that appear on the payslip and select the description options.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Payslips > Templates MYS > Absence Details

Image: Absence Details page

This example illustrates the fields and controls on the Absence Details page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Absence Details' page. At the top, there are tabs for 'Payslip Setup', 'Earnings and Deduction', and 'Absence Details'. Below the tabs, the 'Payslip ID' is 'KMPAYSLIP'. There are sections for 'Payslip Setup' and 'Absence Setup'. The 'Element Details' section is expanded, showing a table with the following data:

*Sequence	Element Name	Description Type	Description
1	AB MAT LV	Description	Maternity Leave

Sequence

Enter a number to determine the order in which the elements appear in the section. The lowest number appears first.

Element Name

The system prints the element units, take units, adjustment units, and balance units for each selected entitlement. Data is retrieved from the auto-generated accumulators, beginning with the standard suffixes.

Description Type

Select one of three descriptions to appear for each earning and deduction row in the Payment Details region of the payslip. Options are:

Custom: A text box appears for you to enter a description.

Description: The element's description appears as entered on the element's name page in its component.

Element Name: The element's name appears from its name page in its component. It also appears on the Element Details tab.

Related Links

[Absence Rules for Malaysia](#)

Messages MYS Page

Use the Messages MYS page (GPMY_PSLP_EXT) to create messages that appear on payslips.

You can control which payslips show the messages.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Payslips > Messages MYS > Messages MYS

Image: Messages MYS page

This example illustrates the fields and controls on the Messages MYS page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Messages MYS' page. At the top, it displays 'Calendar Group ID KZ B200601' and '2006 01 - Biweekly'. Below this is a 'Definition' section with a search bar and navigation controls ('Find | View All', 'First', '1 of 1', 'Last'). The form contains the following fields:

- *Message Number:
- *Message Level:
- Group ID:
- Payee List ID:
- *Message:

Message Number

Enter the message ID that the system uses to obtain the correct message for the payees. Arrays, formulas, and variables combine to produce the right message.

Message Level

Select from the following values:

All: All payees identified in the calendar group.

Group Build: All payees included in a group that is built using the Group Build Definition feature in HR. If you select this option, enter a group in the Group ID field.

Group List: All payees in a list that is built using the Group List feature in Global Payroll. If you select this value, enter a group in the Group List ID field.

Message

Enter the text of the message to appear on selected payslips.

Attaching Payslip Templates to Pay Groups

To set up links to pay groups, use the Link to Paygroup MYS (GPMY_PYGRP_PSLP) component.

You attach a payslip template to a pay group using the Link to Paygroup MYS page. A pay group can have multiple payslip templates attached at any one time, and a single template can be attached to multiple pay groups. Each payslip template is used in conjunction with a particular run type.

This section discusses how to link a template to a pay group.

Page Used to Attach Payslip Templates to Pay Groups

Page Name	Definition Name	Usage
Link to Paygroup MYS Page	GPMY_PYGRP_EXT	Associate pay groups with payslip templates.

Link to Paygroup MYS Page

Use the Link to Paygroup MYS page (GPMY_PYGRP_EXT) to associate pay groups with payslip templates.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Payslips > Link to Paygroup MYS > Link to Paygroup MYS

Image: Link to Paygroup MYS page

This example illustrates the fields and controls on the Link to Paygroup MYS page. You can find definitions for the fields and controls later on this page.

Regular Run Type

Select the run type. This value is defined on the Run Types page.

Pay Frequency

Select the pay frequency. This value is defined on the Frequency Table page.

Payslip ID

Select the payslip ID for the payslip templates that you want to associate with the pay group. Payslip IDs are defined on the Template Setup & Accumulators page.

Chapter 9

Setting Up Social Security Contributions

Understanding the SOCSO Contribution Process

Global Payroll for Malaysia enables you to make SOCSO contributions on behalf of employers and employees to pay for the invalidity pension benefit and employment injury benefits.

This section discusses:

- Employee eligibility and scheme type.
- Definition of SOCSO wages.
- Calculation of SOCSO contributions.
- Delivered SOCSO elements.

Employee Eligibility and Scheme Type

Payees should not begin making SOCSO contributions if they have an income of more than 2000 MYR. However, this eligibility rule does not mean that payees earning more than 2000 MYR cannot *continue* contributing if they made less than 2000 MYR when they enrolled in SOCSO. Later, the payee's income level could have risen above 2000 MYR. In this case, employees can continue to make SOCSO contributions even though they currently make more than the maximum income. For this reason, eligibility to SOCSO is user-controlled. The payee can be enrolled in the employment injury scheme and the invalidity pension scheme, or the employment injury scheme only. Age determines eligibility, but you determine which scheme the system applies. Payees younger than 55 can be part of the former category, while those over 55 can only be part of the latter. Each scheme is linked to a different contribution schedule.

The array SOC AR EEDATA reads the SOCSO category, the employee SOCSO membership number, and the employer SOCSO reference number from the Payee Maintain SOCSO MYS page.

The formula SOC FM CATEGORY determines the SOCSO category (scheme type) by using the duration SOC DR AGE to calculate the payee's age by comparing the birth date and the period end date.

Definition of SOCSO Wages

The formula SOC FM CONTRIB uses the accumulator SOC AC INCOME MTD to calculate the earnings that apply to SOCSO contributions. Arrears earnings are kept separate from SOCSO earnings. This enables the system to forward retroactive SOCSO contributions. Elements liable to SOCSO must contribute to accumulator SOC AC INCOME SEG.

The accumulator SOC AC INCOME YTD stores the employee's SOCSO income for the year.

Related Links

[Earnings](#)

Calculation of SOCSO Contributions

SOCSO contributions are deducted as a percentage of each ringgit earned. Therefore, contributions are calculated in each pay period of the month, regardless of the earnings per period.

The contribution calculation always uses the same calculation method for every frequency and every period in the month. In all cases, the system calculates:

- The employer and employee contributions, assessing the contribution schedule table starting from the month-to-date income.
- The difference between the calculated monthly contribution and the month-to-date contributions that were previously deducted.

If the difference is a negative amount, the amount is refunded.

No special processing requirements exist for termination payments.

Delivered SOCSO Elements

This table lists and describes the delivered SOCSO deductions:

<i>Element Name</i>	<i>Description</i>
SOCSO EE	SOCSO payee contribution
SOCSO ER	SOCSO employer contribution
SOCSO EE RTO	SOCSO employee retro
SOCSO ER RTO	SOCSO employer ctr retro

Global Payroll for Malaysia uses an array, formulas, variables, and deductions to:

1. Read payee SOCSO data.

The array SOC AR EEDATA stores the information that is entered on the Payee Maintain SOCSO MYS page. The employee's SOCSO Category is stored as the variable SOC VR CATEGORY.

2. Read SOCSO Contributions.

SOC BR CTREMPLOYEE lists the employer and employee contribution, based on the income (SOC AC INCOME MTD) of the employee. There are two variables for SOC VR CATEGORY, GE which is the pensioner part of SOCSO, and LT, which is the combined Injury and pension scheme.

3. Check whether to calculate SOCSO.

The formula SOC FM CALCULATE checks the employee's SOCSO status and category to determine whether to calculate SOCSO.

4. Calculate the monthly SOCSO contribution based on the contribution schedule table.

The bracket SOC BR CTREMPLOYEE contains the variables and values that are needed to determine the monthly contribution based on payee income.

5. Calculate sliced Income for SOCSO.

SOC FM SLICEINC is used to slice the income for SOCSO calculation. If the employee has an increase in rate and the element is segmented, it calculates each slice correctly.

6. Split the contribution between employer and employee.

The formula SOC FM CONTRIB uses variables SOC VR CTREE and SOC VR CTRER to create employee and employer contributions.

7. Create SOCSO deductions.

The system uses the variables SOC VR CTREE and SOC VR CTRER to supply the SOCSO EE and SOCSO ER deductions.

Setting Up Employer Data

To set up employer data, use the SOCSO Number table MYS (GPMY_SOC_TBL) component.

This section discusses how to set up employer data.

Use the SOCSO Org Link Sec Page (SOCSO organization link) page (GPMY_SOCSO_ORG_SEC) to view employer details that are associated with the SOCSO number.

Navigation

Click the Details icon on the Maintain SOCSO MYS page.

Pages Used to Set Up Employer Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>SOCSO Number Table MYS Page</u>	GPMY_SOC_TBL	Maintain employer contact information for SOCSO reporting.
<u>SOCSO Data Page</u>	GPMY_SOC_ORG_NBR	Associate a SOCSO number with an organizational unit, such as company, pay group, location, establishment, or department.
<u>SOCSO Org Link Sec Page</u>	GPMY_SOCSO_ORG_SEC	View employer details that are associated with the SOCSO number.

SOCSO Number Table MYS Page

Use the SOCSO Number Table MYS page (GPMY_SOC_TBL) to maintain employer contact information for SOCSO reporting.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security / Insurance > SOCSO Number Table MYS > SOCSO Number Table MYS

Image: SOCSO Number Table MYS page

This example illustrates the fields and controls on the SOCSO Number Table MYS page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'SOCSO Number Table MYS' page. At the top, the SOCSO Number is 000000001. Below this is a 'Social Security Organization Data' section with fields for Effective Date (01/01/1990), Status (Active), Description (Employer SOCSO one), Short Description (ER SOC 1), Statutory Region (PENINSULA), and a checked 'HeadQuarters' checkbox. A comment field contains 'Employer SOCSO num one'. The 'Employer Details' section includes fields for Registered Name (KM1 - Malaysia Business Unit), Country (MYS - Malaysia), Address (Km Industrial Area, Seattle House, Kuala Lumpur, Selangor 55100), Responsible ID (KM0009), Name (Woo, John), National ID (999999-99-9999), Job Title (Manager), Telephone (060/685-2372), and Fax.

Statutory Region

Enter the statutory region. This region is reported on the following forms: EPF Form 6, SOCSO Form 8A, SOCSO Form 8B, CP39 Monthly Statement of Tax Deductions - Electronic form, Employee Tax Refund Form - Malaysian CP159A/PCB2 (II).

Registered Name

Enter the employer's official name.

- Address** Enter the employer's address.
- Responsible ID** Enter the employee ID of the organization's SOCSO contact. The system populates other fields on this page that are related to this value.
- Name** Enter the name of the contact person of the company for SOCSO inquiries. This name will be printed on the SOCSO reports.
- National ID** Enter the contact person's national ID.
- Job Title** Enter the job title of the company contact for SOCSO inquiries. This information will be printed on the SOCSO reports.
- Telephone and Fax** Enter the numbers of the company contact for SOCSO inquiries. The phone number will be printed on the SOCSO reports.

SOCSO Data Page

Use the SOCSO Data page (GPMY_SOC_ORG_NBR) to associate a SOCSO number with an organizational unit, such as company, pay group, location, establishment, or department.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Organization Numbers MYS > SOCSO Data

Image: SOCSO Data page

This example illustrates the fields and controls on the SOCSO Data page. You can find definitions for the fields and controls later on this page.

The screenshot displays the SOCSO Data page interface. At the top, there are tabs for 'EPF Data', 'SOCSO Data', and 'Tax Data'. The main section is titled 'Organization Link Data' and includes search and view controls. A dropdown menu for '*Organizational Link Option' is set to 'Location'. Below it, the '*Effective Date' is 01/01/1990 and '*Status' is Active. A 'Load All Units' button is present. The main data area is a table titled 'Organization Link List' with the following columns: Business Unit, *Organization Unit, Description, *SOCSO Number, and Details. The table contains five rows, all with Business Unit 'MYS01' and Organization Unit 'KMMYS1', describing 'Malaysian Head Office' with SOCSO numbers 000000001 through 000000005.

Business Unit	*Organization Unit	Description	*SOCSO Number	Details
1 MYS01	KMMYS1	Malaysian Head Office	000000001	[+]
2 MYS01	KMMYS1	Malaysian Head Office	000000002	[+]
3 MYS01	KMMYS1	Malaysian Head Office	000000003	[+]
4 MYS01	KMMYS1	Malaysian Head Office	000000004	[+]
5 MYS01	KMMYS1	Malaysian Head Office	000000005	[+]

Organizational Link Option Select the organizational link. Options are: *Company, Pay Group, Location, Establishment, and Department.*

Load All Units

Click to insert all possible organizational units in the organizational link list. Then, you can specify the SOCSO number for each unit.

Effective Date and Status

Enter the effective date and status of the organization link. If the organizational link option changes, all the organizational units are deleted and all past organizational link options become inactive.

Details

Click to view the SOCSO Reference Number Details page, which displays the employer details that are associated with the SOCSO number.

SOCSO Org Link Sec Page

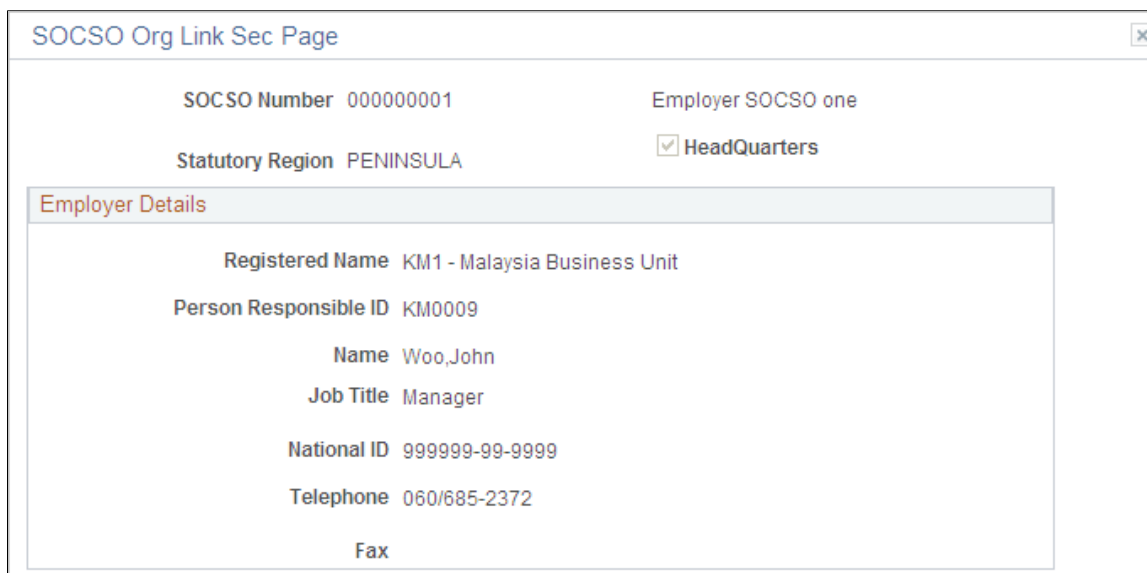
Use the SOCSO Org Link Sec Page page (GPMY_SOCSO_ORG_SEC) to view employer details that are associated with the SOCSO number.

Navigation

Click the Details icon on the SOCSO Data page.

Image: SOCSO Org Link Sec Page page

This example illustrates the fields and controls on the SOCSO Org Link Sec Page page. You can find definitions for the fields and controls later on this page.



Setting Up Employee Data

This section discusses how to enter employee SOCSO data.

Page Used to Set Up Employee Data

Page Name	Definition Name	Usage
Maintain SOCSO MYS Page	GPMY_SOC_PYE	Associate an employer number with an employee, select the IC indicator status, and select the SOCSO category.

Maintain SOCSO MYS Page

Use the Maintain SOCSO MYS page (GPMY_SOC_PYE) to associate an employer number with an employee, select the IC indicator status, and select the SOCSO category.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Social Security/Insurance > Maintain SOCSO MYS > Maintain SOCSO MYS

Image: Maintain SOCSO MYS page

This example illustrates the fields and controls on the Maintain SOCSO MYS page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Maintain SOCSO MYS' page for employee Shin Syan. The page displays the following information:

- Employee:** Shin Syan, Empl ID KM0003, Empl Record 0
- Date of Birth:** 06/10/1948
- Identification Card Number:** 999999999999
- Passport Number:** KMP00003

The 'Social Security Organization Data' section includes the following fields and controls:

- *Effective Date:** 03/01/2003
- *Status:** Active
- *IC Indicator:** New
- Employer Number:** 000000002 (Employer SOCSO two)
- Membership Number:** K0000003S
- *SOCSO Category:** older than or equal to 55

IC Indicator

Select the type of IC number. Values are: *Old* and *New* or *N/A*. This IC number is used in legal reports. When an employee's IC number is absent, the passport number is printed on the forms.

Employer Number

Select the employer's SOCSO number. If the organizational link has only one employer number, the system displays that number by default. Otherwise, select from the possible SOCSO numbers. If the organizational data changes for an employee, you must change the employer number manually.

Membership Number

Enter the employee membership number. The system verifies the adherence to the A9999999A format.

SOCSO Category

The scheme in which the payee is enrolled depends on age. Select *< 55* or *>=55* to assign the category, or select *Payroll* to have the system calculate the category using the payee's age.

Reporting SOCSO Data

Global Payroll for Malaysia enables you to create reports. All, except for the SOCSO Summary report, are required by the Inland Revenue Board.

This section lists the pages used to report SOCSO data.

Pages Used to Report SOCSO Data

Page Name	Definition Name	Usage
SOCSO Summary Page	GPMY_RC_GPMYPY07	SOCSO contributions divided by payee.
SOCSO Form 8A Page	GPMY_PR_RC	SOCSO contributions for all employees and their associated SOCSO reference number.
Print SOCSO Form 8B MYS Page	GPMY_RC_GPMYSO01	SOCSO contributions in arrears for employees.
Print SOCSO Form 2 MYS Page	GPMY_RC_GPMYSO02	SOCSO data for all new employees hired during the month.
Print SOCSO Form 3 MYS Page	GPMY_RC_GPMYSO04	SOCSO information for all employees terminated during the month.

Related Links

[Global Payroll for Malaysia Reports: A to Z](#)

[Understanding Inland Revenue Reporting](#)

Chapter 10

Setting Up Loans

Understanding Loans

Many Malaysian organizations offer loans to meet the short-term and long-term needs of their payees. The loan is recovered by the organization over a period of time, through periodic installments that are deducted from the payroll. Global Payroll for Malaysia enables you to process loan payments, and monitor and process loan repayments.

Three types of loan deductions are delivered as sample data:

- Home loans (LN DEDUCT 2)
These loans are used to purchase or construct a house, or to improve existing property.
- Car loans (LN DEDUCT 3)
These loans are used to purchase new or used cars.
- Company loans (LN DEDUCT 1)
These loans are used to purchase consumer goods, or to pay for education or weddings.

Global Payroll for Malaysia enables you to:

- Define different types of loans.
- Define repayment schedules based on loan type.
- Deduct loan repayments according to the loan schedule.
- Apply a straight-line interest calculation.
- Update loan balances as repayments are made.
- Provide loan and interest balances.
- Modify the loan recovery schedule.

Understanding Delivered Loan Elements

Global Payroll for Malaysia uses the following array, formulas, variables, and deductions to process loans:

- LN AR DATA (loan data) array.

This array reads and stores the information that is entered on the Payee Loans Data page.

- LN FM LNMGMNT (loan management) formula.

This formula determines whether the current payment is the final loan installment, applies the loan deduction, and updates the loan accumulator. It is also used to calculate interest.

- LN VR DED1 (company loan) variable, LN VR DED2 (housing loan) variable, and LN VR DED3 (car loan) variable.

The system uses these variables to calculate the amount to deduct for each loan.

- LN DEDUCT 1 (company loan) deduction, LN DEDUCT 2 (housing loan) deduction, and LN DEDUCT 3 (car loan) deduction.

The system uses these deductions to hold the loan payment amounts.

During loan processing, the system uses the loan elements to:

1. Read the data that is on the Payee Loans Data page using the array LN AR DATA.
2. Determine whether this is the final loan repayment by using the formula LN FM LNMGMNT.
3. Determine the amount of the current loan repayment using the formula LN FM LNMGMNT.
4. Create the loan deduction by moving the value from the formula LN FM LNMGMNT to the variables LN VR DED1, LN VR DED2, OR LN VR DED3.
5. Update the loan accumulator.

Understanding Delivered Loan Elements

Global Payroll for Malaysia uses the following array, formulas, variables, and deductions to process loans:

- LN AR DATA (loan data) array.

This array reads and stores the information that is entered on the Payee Loans Data page.

- LN FM LNMGMNT (loan management) formula.

This formula determines whether the current payment is the final loan installment, applies the loan deduction, and updates the loan accumulator. It is also used to calculate interest.

- LN VR DED1 (company loan) variable, LN VR DED2 (housing loan) variable, and LN VR DED3 (car loan) variable.

The system uses these variables to calculate the amount to deduct for each loan.

- LN DEDUCT 1 (company loan) deduction, LN DEDUCT 2 (housing loan) deduction, and LN DEDUCT 3 (car loan) deduction.

The system uses these deductions to hold the loan payment amounts.

During loan processing, the system uses the loan elements to:

1. Read the data that is on the Payee Loans Data page using the array LN AR DATA.

2. Determine whether this is the final loan repayment by using the formula LN FM LNMGMNT.
3. Determine the amount of the current loan repayment using the formula LN FM LNMGMNT.
4. Create the loan deduction by moving the value from the formula LN FM LNMGMNT to the variables LN VR DED1, LN VR DED2, OR LN VR DED3.
5. Update the loan accumulator.

Entering Loan Data

The Global Payroll for Malaysia loans feature assumes that you have a process to request and approve loans. When the details are agreed upon, the system can monitor the payment of the loan to the employee and the repayment of the loan balance to the employer.

This section discusses how to enter loan data.

Page Used to Enter Loan Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Request Loans MYS Page</u>	GPMY_LN_PYE	Enter and update payee loan data.

Request Loans MYS Page

Use the Request Loans MYS page (GPMY_LN_PYE) to enter and update payee loan data.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Loans > Request Loans MYS > Request Loans MYS

Image: Request Loans MYS page

This example illustrates the fields and controls on the Request Loans MYS page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Request Loans MYS' page for Employee ID KM0026, Empl Record 0, and Name Vincent Chen. The 'Loan Data' section includes the following fields:

- *Effective Date: 02/11/2013
- *End Date: (empty)
- *Loan Code: (empty)
- *Sequence Number: 1
- *Loan Total Amount: (empty) MYR Malaysian Ringgit
- Interest Percentage: (empty)
- Installment Amount: (empty) MYR Malaysian Ringgit
- *Element Name: LN VR DED3
- Number of Installments: (empty)
- *Frequency ID: (empty)
- Comment: (empty text area)

Effective Date and End Date

Enter dates to set the loan duration.

Note: Any change in the repayment schedule requires a new instance on this page. Overriding the loan deductions elsewhere results in an error.

Loan Code

Enter a description of the loan. Used with the sequence number to identify the loan.

Sequence Number

Enter the sequence number for the loan code.

Loan Total Amount

Enter the total amount of the loan.

Interest Percentage

Enter the agreed annual interest percentage. The system uses the number of installments to calculate when the loan is recovered. It then applies a percentage that is equal to the interest percentage that is multiplied by the duration of the loan in years. If you enter a value in this field, you must use the Number of Installments field.

Installment Amount

Select the amount that is to be deducted per loan installment. If the installment amount exceeds the outstanding balance, only the outstanding balance is recovered.

Note: You can enter an installment amount in this field or the number of installments (in the Number of Installments field). The system calculates whichever value you do not provide.

Element Name

Select the variable containing the loan type.

Number of Installments

Indicate the number of installments that are used to recover the loan. If you enter *Installment Amount*, you do not enter the number of installments.

Frequency ID

Specify the repayment frequency to which the installment amount is related or the units that the Number of Installments field uses.

Setting Up Banking and Recipient Processing

Understanding Banking and Recipient Processing Setup

Before you can successfully run banking and recipient processes, you need to set up additional source bank details and link the source banks to debit types. Additional setup is also required on an ongoing basis, such as linking payees to recipients. You must also provide additional recipient information for reporting and collection of any commissions that may be payable. The system requires additional bank, bank account, recipient, and payee data to process payments to banks and providers for Malaysia. That information includes:

- Source bank overrides for certain debit types.
- Information that is related to fees and commissions that providers may owe to entities that collect payee deductions on behalf of providers.
- Group IDs that providers assign to identify the pay entity for those providers.
- Payee IDs or membership numbers that providers assign.

Related Links

[Understanding Banking and Recipient Processing](#)

Setting Up Multiple Source Banks by Debit Type

To set up multiple source banks, use the Pay Entity Source Bank MYS (GPMY_PYENT) and Pay Entity SBank Usr Name MYS (GPMY_PYENT_SBANK) components.

This section provides an overview of multiple source banks setup and discusses how to set up multiple source banks by debit type.

Pages Used to Set Up Multiple Source Banks by Debit Type

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Pay Entity Source Bank MYS Page	GPMY_PE_SBANK_OVRD	View information about the source bank that the system uses for a particular debit type for an organizational unit. This information is entered on the Source Bank Link page.

Page Name	Definition Name	Usage
Source Bank Override Page	GPMY_PE_SBANK_SEC	Associate source banks with debit types for a particular organizational unit. The read-only information on this page comes from the setup information on the Source Bank Link page of the Pay Entity component.
PayEntity Sbank - Usr Name MYS Page	GPMY_PYENT_BNK	Define the source bank, user name, and user number for a Malaysian pay entity.

Understanding Multiple Source Banks Setup

In Global Payroll, you can set up different source banks for each organizational unit, such as a company, department, establishment, or pay group. You set up this information on the Source Bank Link page of the Pay Entity component.

For Malaysia, you can also set up different source banks for each drawing purpose. The drawing purpose is defined as a debit type. The debit types are either net payment or recipient.

Instead of setting up a source bank on the Source Bank Link page, where you link source banks to organization units, you can access additional pages on which you enter multiple source banks by debit type.

Note: The MAYB (May Bank) and RHB (Rashid Hussein Bank) electronic funds transfer (EFT) formats are delivered as customary data for Malaysia. When you set up a source bank account for electronic funds transfer (EFT) payments, you must specify one of these formats in the EFT Domestic field, and you must enter a value for the bank transfer ID.

Related Links

"Understanding Banking" (PeopleSoft HCM 9.2: Global Payroll)

[Understanding Banking and Recipient Processing](#)

[Setting Up Additional Recipient Information](#)

Pay Entity Source Bank MYS Page

Use the Pay Entity Source Bank MYS page (GPMY_PE_SBANK_OVRD) to view information about the source bank that the system uses for a particular debit type for an organizational unit.

This information is entered on the Source Bank Link page.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Pay Entity Source Bank MYS > Pay Entity Source Bank MYS

Image: Pay Entity Source Bank MYS page

This example illustrates the fields and controls on the Pay Entity Source Bank MYS page. You can find definitions for the fields and controls later on this page.



Source Bank Override

Click the Source Bank Override link to access the Source Bank Overrides group box.

Source Bank Override Page

Use the Source Bank Override page (GPMY_PE_SBANK_SEC) to associate source banks with debit types for a particular organizational unit.

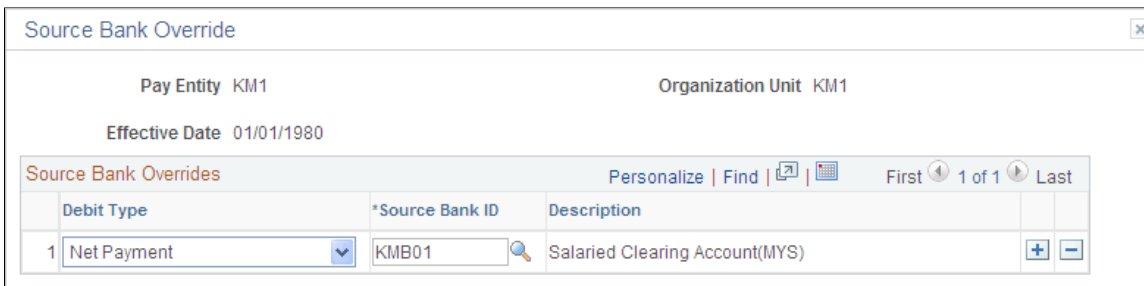
The read-only information on this page comes from the setup information on the Source Bank Link page of the Pay Entity component.

Navigation

Click the Source Bank Override link on the Source Bank Override page.

Image: Source Bank Override (by debit type) page

This example illustrates the fields and controls on the Source Bank Override (by debit type) page. You can find definitions for the fields and controls later on this page.



Debit Type

Enter a debit type. Values are *Net Payment* and *Recipient*.

Source Bank ID

Enter the ID of the source bank that you use to pay the debit type.

PayEntity SBank - Usr Name MYS Page

Use the PayEntity SBank - Usr Name MYS page (GPMY_PYENT_BNK) to define the source bank, user name, and user number for a Malaysian pay entity.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > PayEntity SBank - Usr Name MYS > PayEntity SBank - Usr Name MYS

Image: PayEntity SBank - Usr Name page

This example illustrates the fields and controls on the PayEntity SBank - Usr Name page. You can find definitions for the fields and controls later on this page.



Every bank assigns a user number and user name to the pay entity's source bank ID. Use this page to enter these values into the system.

Setting Up Additional Recipient Information

To set up additional recipient information, use the Deduction Recipients MYS (GPMY_RECIPIENT) component.

This section discusses how to set up additional recipient information.

You can associate an electronic file format with a provider, enter pay entity and commission payment details, and enter a group ID with the provider. You can also link payee membership numbers to a provider by using the provider's recipient ID.

Pages Used to Set Up Additional Recipient Information

Page Name	Definition Name	Usage
Deduction Recipients MYS Page	GPMY_RECIPIENT_EXT	Link an electronic file format to a provider. Enter pay entity and commission payment details, and enter the group ID with the provider.
Add Deduction Recipients MYS Page	GPMY_RCPPYE_EXT	Link payee membership numbers to a provider using the provider's recipient ID.

Page Name	Definition Name	Usage
Deduction List Page	GPMY_RCPPYE_SEC	Enter the deductions to which a particular membership number belongs.

Related Links

"Understanding Banking" (PeopleSoft HCM 9.2: Global Payroll)

[Understanding Banking and Recipient Processing](#)

[Setting Up Multiple Source Banks by Debit Type](#)

Deduction Recipients MYS Page

Use the Deduction Recipient MYS page (GPMY_RECIPIENT_EXT) to link an electronic file format to a provider.

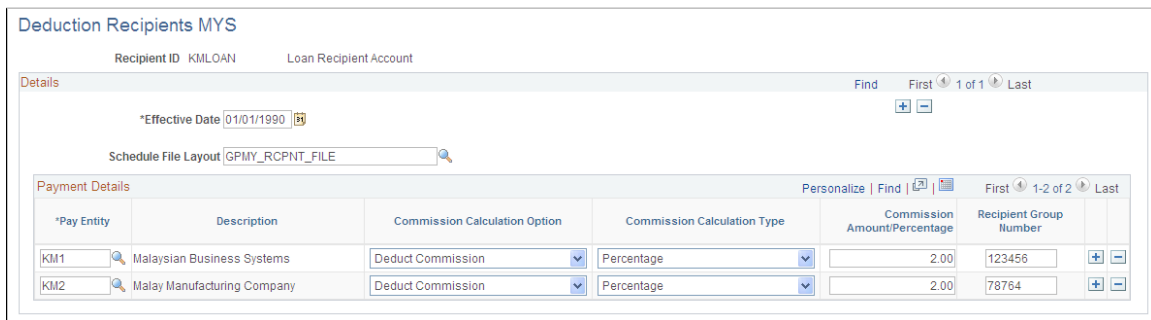
Enter pay entity and commission payment details, and enter the group ID with the provider.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Banking > Deduction Recipients MYS > Deduction Recipient MYS

Image: Deduction Recipients MYS

This example illustrates the fields and controls on the Deduction Recipients MYS. You can find definitions for the fields and controls later on this page.



Schedule File Layout

Select the appropriate file layout for the electronic files that you submit to recipients. You create the layouts in Application Designer.

Pay Entity

Enter the pay entity that is going to receive any commission that is payable by the recipient. If the commission is to be deducted from the payment that is due to the recipient, the debit to this pay entity's source bank is reduced by the commission amount.

Commission Calculation Option

Select from these possible values:

Deduct Commission (payment): Deduct the amount from the payment made to the recipient.

None: No commission calculation is performed.

Report Only: Report the amount of commission for later payment by the recipient to the pay entity.

Commission Amount / Percentage Values are *Flat Amt* (flat amount), *None*, and *Percentage*. Enter the amount or percentage in the Amount/Percentage field.

Recipient Group Number Enter the ID that the recipient allocates to the pay entity; that is, enter the customer number with the recipient.

Add Deduction Recipients MYS Page

Use the Add Deduction Recipients MYS page (GPMY_RCPPYE_EXT) to link payee membership numbers to a provider using the provider's recipient ID.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Net Pay / Recipient Elections > Add Deduction Recipients MYS > Add Deduction Recipients MYS

Image: Add Deduction Recipients MYS page

This example illustrates the fields and controls on the Add Deduction Recipients MYS page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Add Deduction Recipients MYS' page. At the top, it displays 'Employee ID KM0002', 'Empl Record 0', and 'Name Bret Wampoa'. Below this is a 'Details' section with an 'Effective Date' of 02/11/2013. The main part of the page is a 'Membership Details' table. The table has columns for 'Recipient ID', 'Recipient Name', 'Membership ID', 'Use Primary National ID', 'All Deductions', and 'Deduction List'. There is one row with Recipient ID 'KMLOAN', Recipient Name 'Loan Recipient Account', and Membership ID '5533'. The 'Use Primary National ID' checkbox is unchecked, and the 'All Deductions' checkbox is checked. There are also links for 'Personalize', 'Find', and 'Deduction List'.

If the payee's membership ID is the same number as the primary ID, select the Use Primary ID check box and leave the Membership ID field blank. You can specify whether the combination of recipient ID and membership number applies to all deductions, or you can designate specific deductions for the combination.

You can enter multiple combinations of recipient IDs and membership IDs.

Membership ID and Use Primary ID Enter the payee's membership number that is associated with particular recipients. If you select the Use Primary ID check box, the Membership ID field is unavailable. The membership ID is retrieved from the employee's National ID table (PERS_NID.NATIONAL_ID) during the EFT file creation process.

Deduction List and All Dedns (all deductions) Select the Deductions List link to access the Deduction List page, where you enter the deductions to which a particular membership number belongs. When you quit the Deductions List page, the All Dedns check box is automatically updated and selected if you enter specific deductions.

Note: If you use the Add Deduction Recipients MYS page, you cannot use multiple instances. If you want to use multiple instances, use the generic Add Deduction Recipients page.

Chapter 12

Setting Up Employee Provident Fund Contributions

Understanding the EPF Contribution Process

This section discusses:

- EPF contribution calculation.
- Gross salary for EPF contributions.
- Employee EPF contribution limits.
- Delivered EPF elements.

EPF Contribution Calculation

To calculate EPF contributions, the system:

1. Defines gross salary for EPF contributions and divides them into different income types.
2. Rounds EPF salaries.
3. Determines employee and employer voluntary and statutory EPF contribution limits.
4. Divides the employee contributions into pretax and post-tax deductions.

Gross Salary for EPF Contributions

Global Payroll for Malaysia uses the accumulator EPF AC GROSS to define the gross salary. View the accumulator's definition to see its members.

It may be necessary to include earnings from previous years. For example, bonus payments are subject to EPF contributions but are often paid retroactively. The reporting requirement is to identify the payment and its EPF contributions. The system uses accumulators to accomplish this.

When defining gross salary for EPF, the system splits the payee's EPF income into three parts: regular EPF income (using EPF AC GROSS), current year bonuses (using ERN AC CYBON), and previous year bonuses (using EPF AC PY INCOME).

Related Links

[Earnings](#)

Employee EPF Contribution Limits

Before determining contribution limits, the system rounds the payee's income. For incomes less than 5000 MYR, the system rounds in increments of 20 MYR. For incomes greater than 5000 MYR, the system rounds in increments of 100 MYR.

To determine the contribution limit, the system uses element EPF VR EE RATE to apply a flat contribution rate of 11 percent for employees. For employers, the system uses EPF VR ER RATE to apply a flat contribution rate of 12 percent. The system also applies voluntary contribution percentages to this income.

Delivered EPF Elements

Twelve EPF deduction elements are delivered for Malaysia:

<i>Delivered EPF Deduction Element Name</i>	<i>Description</i>
EPF DD AN VO	Voluntary EPF Contrb on ANN Inc
EPF DD ANN	EPF Contrb on Annual Income
EPF DD EE PY	Employee EPF PY Contribution
EPF DD EE TO	Total Employee Contribution
EPF DD EE VO	Voluntary EPF Contr Employee
EPF DD EEREG	Regular EPF Employee Deduction
EPF DD ER	EPF Employer Deduction
EPF DD ER VO	Voluntary EPF Cont ER
EPF DD ERANV	EPF Annual Contrb ER Vol
EPF DD POSTX	EPF Post Tax Deduction
EPF DD PRETX	EPF Pre Tax Deduction
EPF EEREG VO	Regular EE EPF Voluntary contr

Global Payroll for Malaysia uses an array, formulas, variables, and deductions to:

1. Read payee EPF data.

Array EPF AR EEDATA stores the information that is entered on the Maintain EPF MYS page.

2. Calculate EPF gross earnings.

The accumulators EPF AC GROSS, ERN AC CYBON, and EPF AC PY INCOME define the three parts of the EPF gross salary.

3. Determine whether the payee is eligible for EPF contributions.

The formula EPF FM CHK checks the effective status to ensure that EPF deductions apply.

- Determine whether the payee's income meets the EPF contribution minimum.

The formula EPF FM BS checks that the EPF accumulated monthly gross, which is the accumulator containing the month's applicable EPF earnings, meets the EPF minimums, and it applies the necessary rounding rules.

- Calculate the employee and employer contribution.

The formula EPF FM CALCULATION uses the payee's EPF earnings, employee and employer voluntary contribution amounts, tax limits, and EPF contribution rates to calculate the employer and employee deductions. This formula stores the deduction amounts in the following variables: EPF VR PRETX (EPF Pre Tax deduction), EPF VR POSTX (EPF Deduction Post Tax), and EPF VR ER GROSS (Employer Contribution Gross). The EPF pretax deduction is also grouped into the three EPF classes, which match the three tax classes.

- Create deduction elements based on the calculated contributions.

The deduction elements EPF DD PRETX (EPF Pre Tax Deduction), EPF DD POSTX (EPF Post Tax Deduction), and EPF DD ER (EPF Employer Deduction) hold the EPF contribution amounts.

Setting Up Employer Data

To set up employer data, use the EPF Number Table MYS (GPMY_EPF_TBL) and Organization Numbers MYS (GPMY_ORG_NBR) components.

This section discusses how to set up employer data.

Pages Used to Set Up Employer Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>EPF Number Table MYS Page</u>	GPMY_EPF_TBL	Maintain employer contact information for EPF reporting.
<u>EPF Data Page</u>	GPMY_EPF_ORG_NBR	Associate an EPF number with an organizational unit, such as a company, pay group, location, establishment, or department.
Org Link EPF Sec Page MYS Page	GPMY_EPF_ORG_SEC	View employer details that are associated with the EPF number.

EPF Number Table MYS Page

Use the EPF Number Table MYS page (GPMY_EPF_TBL) to maintain employer contact information for EPF reporting.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Pensions > EPF Number Table MYS > EPF Number Table MYS

Image: EPF Number Table MYS page

This example illustrates the fields and controls on the EPF Number Table MYS page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'EPF Number Table MYS' page. At the top, it displays 'EPF Number 0000001' and 'Employee Provident Fund Data'. Below this is a navigation bar with 'Find | View All', 'First 1 of 1 Last', and '+' '-' buttons. The main form contains several fields:

- *Effective Date: 01/01/1990
- *Status: Active
- *Description: Employer EPF one
- Short Description: ER EPF 1
- *Statutory Region: PENINSULA
- HeadQuarters:
- Comment: Employer EPF number one

 A section titled 'Employer Details' is expanded, showing:

- Registered Name: KM1 - Malaysia Business Unit
- Country: MYS Malaysia
- Address: KM Industrial Area, Seattle House, Kuala Lumpur, Selangor 55100
- Responsible ID: KM0009
- Name: Woo, John
- National ID: 999999-99-9999
- Job Title: Manager
- Telephone: 060/685-2372
- Fax: (empty field)

Statutory Region

Enter the statutory region. This region is reported on the following forms: EPF Form 6, SOCSO Form 8A, SOCSO Form 8B, CP39 Monthly Statement of Tax Deductions - Electronic form, and Employee Tax Refund Form - Malaysian CP159A/PCB2(II).

Responsible ID

Enter the employee ID of the organization's EPF contact.

- Name** Enter the name of the contact person of the company for EPF inquiries. This name appears on all EPF reports.
- Job Title** Enter the job title of the company contact for EPF inquiries. This information appears on all EPF reports.
- Telephone and Fax** Enter the telephone and fax number of the company contact for EPF inquiries. This information appears on all EPF reports.

EPF Data Page

Use the EPF Data page (GPMY_EPF_ORG_NBR) to associate an EPF number with an organizational unit, such as a company, pay group, location, establishment, or department.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Organization Numbers MYS > EPF Data

Image: EPF Data page

This example illustrates the fields and controls on the EPF Data page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'EPF Data' page with tabs for 'EPF Data', 'SOCSO Data', and 'Tax Data'. The 'Organization Link Data' section includes a dropdown for '*Organizational Link Option' (set to 'Location'), a 'Load All Units' button, an '*Effective Date' field (01/01/1990), and a '*Status' dropdown (set to 'Active'). Below this is the 'Organization Link List' table with columns for Business Unit, Organization Unit, Description, EPF Number, and Details.

Business Unit	*Organization Unit	Description	*EPF Number	Details
1 MYS01	KMMYS1	Malaysian Head Office	0000001	[Details] [Add] [Remove]
2 MYS01	KMMYS1	Malaysian Head Office	0000002	[Details] [Add] [Remove]
3 MYS01	KMMYS1	Malaysian Head Office	0000003	[Details] [Add] [Remove]

Organizational Link Option Select an organizational link. Values are *Company*, *Pay Group*, *Location*, *Establishment*, and *Department*.

Load All Units Click to insert a list of all possible organizational units into the organization link list. You can then specify the EPF Number for each unit.

Effective Date and Status Enter the effective date and status of the organization link. If the organizational link option changes, all the organizational units are deleted and all past organizational link options become inactive.

Details Click the Details button to view the EPF Number Details page, which displays the employer details that are associated with the EPF number.

Setting Up Employee EPF Data

This section discusses how to enter employee EPF data.

Page Used to Enter Employee EPF Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Maintain EPF MYS Page</u>	GPMY_EPF_PYE	Associate an employer number with an employee, apply the foreign worker rate, set up voluntary contributions, and assign beneficiaries.

Maintain EPF MYS Page

Use the Maintain EPF MYS page (GPMY_EPF_PYE) to associate an employer number with an employee, apply the foreign worker rate, set up voluntary contributions, and assign beneficiaries.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Pension Information > Maintain EPF MYS > Maintain EPF MYS

Image: Maintain EPF MYS

This example illustrates the fields and controls on the Maintain EPF MYS. You can find definitions for the fields and controls later on this page.

Maintain EPF MYS

Satya Sai Employee Empl ID KM0006 Empl Record 0

Date of Birth 05/01/1968 Identification Card Number 999999999999

Passport Number KMP00006

Employee Provident Fund Data Find | View All First 1 of 1 Last

*Effective Date 01/01/2002 *Status Active

*Identification Card Indicator New

Employer Number 0000001 Employer EPF one

Membership Number 00000006 Age 55 Withdrawal

Initials K06

*Contribution Type Employer and Payee Use Foreign Worker Rate

Payee Voluntary Contribution

Percentage

Amount Currency

Emplr Voluntary Contribution

Percentage

Amount Currency

Beneficiaries Personalize | Find | View All First 1 of 1 Last

	*Dependent/Beneficiary ID	Beneficiary	Relationship to Employee	*Percentage
1	<input type="text"/>			<input type="text"/>

Identification Card Indicator

Select the type of ID Card number. Values are *Old*, *New*, and *N/A*. This ID card number is used in the statutory EPF reports.

Employer Number

Select the employer's EPF number.

Membership Number

Enter the employee's membership number.

Initials

Enter the employee's initials. After the payee is enrolled in the EPF, the organization uses these initials for reporting purposes.

Contribution Type

Specify who makes the contribution. Values are *Employer and Payee*, *Payee only*, and *Employer only*.

Use Foreign Worker Rate

Select this option to apply the foreign worker rate. This rate is stored in the variable EPF VR ER NON CTZN (currently 5 percent).

Payee Voluntary Contribution

Enter the percentage or amount of the EPF contribution that exceeds the statutory contribution.

Employer Voluntary Contribution

Enter the percentage or amount of the voluntary contribution. A collective employer percentage can be defined through the bracket EPF BR ERVLPCT. If a voluntary employer

percentage is entered here (at the payee level), it overrides the collective employee percentage.

Beneficiaries

Enter beneficiaries. The values that are available in the ID field come from the Dependents page. Enter the appropriate percentage in the Percentage field.

Reporting EPF Data

Global Payroll for Malaysia enables you to create a report summarizing EPF contributions as well as the EPF Form A, which is required by the Inland Revenue Board.

Related Links

[Understanding Inland Revenue Reporting](#)

[Global Payroll for Malaysia Reports: A to Z](#)

Understanding Absence Rules

Absence Rules for Malaysia

Global Payroll for Malaysia comes with predefined rules for processing absence payments, such as annual leave, sick leave, maternity leave, and half-pay leave. It also comes with rules to calculate unused annual leave on termination. You can easily modify any of these rules to reflect absence and termination policies that are specific to an organization or to labor agreements with employees.

To demonstrate how Global Payroll can process typical absence requirements in Malaysia, PeopleSoft provides four absence entitlements and eight absence take elements. Following the table of primary elements—that is, the absence and take elements—these topics discuss the interaction of each element with supporting elements.

Delivered Absence Primary Elements

This section discusses:

- Delivered absence entitlements.
- Delivered absence takes.

Delivered Absence Entitlements

Primary absence elements are absence entitlements (entitlement or pro rata) and absence takes. Absence entitlement elements define how much paid time off an organization gives payees for various kinds of absences. They also specify the entitlement period, the calculation frequency, and any automatic adjustments to make to entitlement balances. This table lists the absence entitlement elements for Malaysia:

Name	Description	Used By
AB MAT LV	Maternity leave	MAT LVE TAKE
ANN LVE ENT	Annual leave entitlement	ANN LVE TAKE
SCK LVE ENT	Sick leave entitlement	SICK LVE TAKE
HSP LVE ENT	Hospital leave entitlement	HSP LVE TAKE
MAT LVE ENT	Maternity entitlement	MAT LV TAKE
HLF LVE ENT	Half pay leave entitlement	HALF LVE TAKE

Name	Description	Used By
NPL LVE ENT	Unpaid leave entitlement	NPL LVE TAKE

Delivered Absence Takes

Absence take elements define rules for allowing paid time off. They define the kinds of absences that are valid and the requirements that must be met before entitlement can be used. This table lists the absence take elements for Malaysia:

Name	Description	Used By
ANN LVE TAKE	Annual leave take	ANN LVE ENT
SICK LVE TAKE	Sick leave take	SCK LVE ENT
HSP LVE TAKE	Hospital leave take	HSP LVE ENT
MAT LV TAKE	Maternity leave	MAT LVE ENT
HALF LVE TAKE	Half pay leave	HLF LVE ENT
NPL LVE TAKE	Leave without pay	NPL LVE ENT
BER LVE TAKE	Bereavement leave	
STUDY TAKE	Study leave	

Note: No delivered entitlements exist for bereavement or study leave because no paid time off is given for those takes.

Annual Leave Calculation

Every employee who works for at least three months is entitled to prorated annual leave. The entitlement is based on calendar days. Global Payroll for Malaysia comes with an absence entitlement for the calculation of annual leave entitlement. The element ANN LVE ENT calculates leave on a per segment basis. Leave entitlement is based on the years of service within the organization.

Note: No fixed legislation exists to carry over entitlement. Generally, leave balance from one year cannot be carried over for more than two years.

The annual leave entitlement element ANN LVE ENT uses the formula ANN FM ENT FM to calculate leave on a pay segment basis (returning the period annual leave entitlement during the period accrual process). The leave entitlement is based on the years of service within the company.

The formula ANN FM ENT FM resolves like this:

1. The annual leave entitlement value is retrieved from the bracket LVE BR ANNENT.

This annual leave bracket defines the entitlement that an employee can earn in each month of service. The bracket is used when calculating the entitlement on a per pay segment basis. The bracket search keys and return column values are (after the completion of (x) months of service, an employee is entitled to x days of leave):

<i>Months of Service (LVE VR SERVICE MTH)</i>	<i>Days of Leave (LVE BR ANNT)</i>
24	8
60	12
99999	16

- The formula ANN FM ENT FM uses the variable LVE VR SERVICEMTH to return the employee's length of service.

The length of service is determined by comparing the results of the durations CMN DR SRVSEGBGN and CMN DR SRVSEGEN. Note that the payee's length of service is broken by periods of leave without pay.

- Accumulator LVE ENTPROB stores the annual leave entitlement during the three months after the hire date. The entitlement is moved to the ordinary annual leave accumulator at the end of this period.
- The outstanding leave balance is paid off on termination.
- Formulas LVE FM ENCASH, earning LEAVE ENCASH, and variable *LVE VR ENCASHMTH* enable you to automatically turn an unused previous year balance into cash. Variable LVE VR ENCASHMTH determines the month of payment. As delivered, it pays half of the outstanding balance in June.
- Formulas ANN FM UNUSEDENT and ANN FM PAYUNUSED, earning ANN LVE UNUSED, and variable ANN VR PAYUNUSED enable you to automatically forfeit unused leave. These elements calculate the end-of-year balance. The variable determines whether to pay or forfeit the amount.

Related Links

[Absence Rules for Malaysia](#)

[Delivered Absence Primary Elements](#)

"Understanding Absence Setup and Management Tasks" (PeopleSoft HCM 9.2: Global Payroll)

Sick Leave Calculation

Every employee who works for at least six months is entitled to sick leave. The entitlement, which depends on the length of service, ranges from 14 to 22 working days for nonhospitalization and up to 60 days if hospitalization is necessary. An employee cannot claim paid leave while on annual leave, rest day, public holiday, or any nonworking day.

The sick leave entitlement element SCK LVE ENT uses the formula SCK FM ENTITL to grant the entitlement to the employee.

This entitlement is granted each calendar year.

The formula SCK FM TAKE UNIT evaluates whether the day is a working day and whether the employee is scheduled to work. Sick leave that is taken before the minimum service period or that exceeds the maximum limit is deducted from the annual leave before it becomes unpaid leave.

Note: No accrual rules exist for sick leave. The entitlement cannot be carried forward into another term. Also, no proration rule exists for sick leave accrual.

Related Links

[Absence Rules for Malaysia](#)

[Delivered Absence Primary Elements](#)

"Understanding Absence Setup and Management Tasks" (PeopleSoft HCM 9.2: Global Payroll)

Hospitalization Leave Calculation

Hospitalization leave is calculated in the same way as sick leave. The only difference is that the entitlement is 60 days in a calendar year (provided that the probation is completed). The 60-day limit is controlled by using the variable HSP VR MAX ENT, and you can change the value in this variable to suit the organization's requirements.

Employee eligibility is determined by HSP LVE ENT.

The formula HSP FM TAKE UNIT evaluates whether the day is a working day and whether the employee is scheduled to work. Hospital leave that is taken before the minimum service period or exceeding the maximum limit is deducted from the annual leave before it becomes unpaid leave.

Note: The combination of sickness and hospital leave days cannot exceed 60 days.

Related Links

[Absence Rules for Malaysia](#)

[Delivered Absence Primary Elements](#)

"Understanding Absence Setup and Management Tasks" (PeopleSoft HCM 9.2: Global Payroll)

Maternity Leave Calculation

All female employees are entitled to 60 consecutive days of maternity leave.

The maternity leave entitlement MAT LVE ENT uses the formula MAT FM GC ELIG to maintain and calculate maternity leave that employees take. The calculation is based on per absence days. The absence take MAT LV TAKE maintains the total days for maternity. Employees can earn maternity as paid leave provided that they complete their probation period. The probation period is calculated as 180 days of service from the date of joining. An employee is allowed a maximum of 60 days of leave, which is controlled by the variable MAT VR ENT. A maximum of 60 days of leave is granted with full pay. If the absence day count is greater than 60 days, the days reduce the annual leave (if any is available) before they become unpaid leave.

The formula MAT FM GC ELIG determines whether an employee is eligible for claiming maternity leave. The determination is based on the completion of 180 days of service within the company. If the probation period is not completed, the day take results in unpaid leave. If the ABSENCE DATE is less than the maternity leave eligibility date (date LVE DT MATLVEDT), the formula does not resolve.

Related Links

[Absence Rules for Malaysia](#)

[Delivered Absence Primary Elements](#)

"Understanding Absence Setup and Management Tasks" (PeopleSoft HCM 9.2: Global Payroll)

Paid Leave Calculation

Global Payroll for Malaysia comes with elements to calculate two paid leaves:

- Study leave.

The study leave uses STUDY TAKE and day formula LVE FM PAID UNIT. The system does not use an entitlement for this leave.

- Bereavement leave.

The bereavement leave uses BER LVE TAKE and day formula LVE FM PAID UNIT. The system does not use an entitlement for this leave.

Half-Pay Leave Calculation

The half-pay leave entitlement element HLF LVE ENT uses the formula NPL FM GC ELIG to verify that the entitlement date (ABSENCE DATE) is within the entitlement period.

Half salary is deducted during days of half-pay leave.

Related Links

[Absence Rules for Malaysia](#)

[Delivered Absence Primary Elements](#)

"Understanding Absence Setup and Management Tasks" (PeopleSoft HCM 9.2: Global Payroll)

Leave Without Pay Calculation

The unpaid leave entitlement NPL LVE ENT is the entitlement for Leave Without Pay. No other entitlements or accruals are associated with leave without pay. The system calculates unpaid leave as it occurs.

The absence day take formula NPL FM TAKE UNIT evaluates each day of the absence event.

The payroll process counts the calendar days, workable days, and scheduled hours of leave without pay through duration LVE DR LEAVES. This duration is also used to calculate days of annual leave when

annual leave take exceeds annual leave entitlement. For monthly compensated payees, workable days of leave without pay absence are deducted through deduction leave without pay. The rate is calculated in calendar days. For hourly compensated payees, the deduction is Leave Without Pay HRLY. Calendar days of leave without pay are used to prorate entitlement of recurring allowances. Days of leave without pay are considered breaks of service.

Related Links

[Absence Rules for Malaysia](#)

[Delivered Absence Primary Elements](#)

"Understanding Absence Setup and Management Tasks" (PeopleSoft HCM 9.2: Global Payroll)

Absence Entitlement Calculation on Termination

This section discusses unused annual leave calculation on termination.

Unused Annual Leave Calculation on Termination

Global Payroll for Malaysia comes with a set of predefined rules for processing absences that are due on termination. These rules are based on Malaysian statutory requirements.

When employees are terminated, they are entitled to a payment for their prorated unused annual leave. The earning element ANN LVE LIEU is the payment in lieu of annual leave entitlement. The calculation of the unused annual leave amount is $\text{Unit} \times \text{Rate}$ where Unit is the accumulator ANN LVE ENT_BAL and Rate is the formula LVE FM PAYRATE.

The accumulator ANN LVE ENT_BAL returns the total annual leave entitlement balance. This accumulator is used to calculate the unused annual leave days that must be reimbursed to the employee.

Related Links

[Absence Rules for Malaysia](#)

[Delivered Absence Primary Elements](#)

"Understanding Absence Setup and Management Tasks" (PeopleSoft HCM 9.2: Global Payroll)

Posting Festive Advances to Global Payroll

Understanding Festive Advance Payroll Integration

The festive advance payment ensures that employees have sufficient money to pay for larger than usual expenses that are often incurred during certain festival periods. This money is not a bonus or additional salary; but it is a form of interest free loan that is advanced by the employer, and it is recouped by deductions that are made in subsequent payrolls.

You set up base information such as calculation rules and a pay program and then calculate and review the appropriate festive advance amounts for individual employees in HR. Then, Global Payroll for Malaysia enables you to:

- Distribute the amount to the employee.
- Recover the advance from the employee in subsequent payrolls.

The following steps provide an overview of the integration between HR and Global Payroll for Malaysia. These steps cover the process for setting up, posting, paying, and recovering festive advance amounts.

Note: You first use HR to set up and manage festive advances (Steps 1 through 8). Then, you use Global Payroll to post, pay, and recover the advances (Steps 9 through 12).

1. Set up religions and ethnic groups using the Religions page and Ethnic Group page in HR.
2. Set up the default religions and ethnic groups for employees using the Modify a Person - Regional page.
3. Set up the rules by which the festive advance amounts are calculated using the Festive Advance Calc Rule (festive advance calculation rule) page.
4. Group festive advance payment rules to create the programs that you use to pay festive advances to employees using the Festive Advance Pay Program page.

You select the festive advance earnings and deductions that are used in Global Payroll to pay and then recover the festive advance after posting. You also use this page to select the calculation rule, which determines whether the system uses a flat amount, a percentage, or both.

5. Link festive advance pay programs to specific codes using the Job Code Table - Job Code Profile page.
6. Override any default festive advance setup for specific employees using the Job Data - Employment Information page, and specify a date from which the employee is eligible for festive advance.
7. Identify eligible employees and calculate the festive advance based on setup, rules, and type of festive holiday using the Festive Advance Calculation page.

Festive advance amounts are stored in the FA Payments table.

8. Review and confirm festive advance calculations.

View, change, and approve calculated festive amounts online using the FA Employee Details page and the FA Pay Details page.

9. Post calculated festive advance amounts to Global Payroll using the run control page.

The posting process (GPMY_FA_POST_AE) enables you to copy the festive advances from the FA Payments table into the Global Payroll Positive Input tables. You can then nominate the calendar to which the payments are posted.

10. Festive advance earnings for each festive amount type enable you to pay the festive advance.

11. When an advance is paid, it is added to the following two accumulators:

- FAD AC ADV AMT (advance amount accumulator).

This accumulator holds the amount paid, and it is cleared when each advance is paid so that it contains only the value of the last paid advance.

- FAD AC FA BAL (outstanding balance accumulator).

This accumulator is used to hold the outstanding balance, and it is reduced by the payback deductions.

12. Customary festive advance payback deductions, corresponding to each of the festive advance types (and supporting elements), enable you to deduct festive advance amounts in subsequent pays.

These advance payback deductions enable you to recover all of the outstanding festive advance payments when an employee is terminated.

Related Links

"Designing a Festive Advance Program" (PeopleSoft HCM 9.2: Human Resources Administer Festive Advance)

"Processing Advances" (PeopleSoft HCM 9.2: Global Payroll)

[Deductions](#)

Understanding Festive Advance Payments

This section discusses

- Recovery of festive advance payments.
- Festive advance recovery process.

Recovery of Festive Advance Payments

Global Payroll enables you to make the actual festive advance payments through the Global Payroll system. However, as festive advance payments are advances, they must be recovered through deductions in the payroll system in subsequent pay periods. Separate customary deductions corresponding to each of the festive advance types and supporting elements enable you to deduct festive advance amounts in

subsequent pay periods. This enables you to recover the entire outstanding festive advance payments when an employee is terminated.

You specify the deduction elements to use for the recovery of the festive advances on the Festive Advance Pay Program page in HR. To ensure that you select appropriate deductions on this page, the system enables you to select only deductions with a category of *FA* (festive advance). All elements created use this category. Separate deductions are provided for recovering advances for each of the festive advance types, and they are all set up identically.

The following festive advance deductions enable you to recover festive advance payments (they add to the FAD AC FA BAL accumulator):

- CNY DD PB (Chinese New Year payback).
- DEEPA DD PB (Deepavali advance payback).
- XMAS DD PB (Christmas advance payback).
- HARI RAYA DD (Hari Raya advance payback).

Note: Deductions are delivered to recover 100 percent of the advance in the following period. To spread it out, change the percentage on the deduction.

Festive Advance Recovery Process

The following supporting elements control the processing of festive advance recoveries (payback):

1. When an advance is paid, it is added to two accumulators:

- FAD AC ADV AMT (advance amount accumulator).

This accumulator holds the amount paid, and it is cleared when each advance is paid so that it contains only the value of the last paid advance.

- FAD AC FA BAL (outstanding balance accumulator).

This accumulator holds the outstanding balance, and it is reduced by the payback deductions.

2. The amount for the payback deductions is based on the first accumulator (the amount of the last paid advance).

Although, in the delivered rules, it is 100 percent of that amount, you can use variable FAD VR RECVRY PCT to change this percentage to spread the repayments as required.

Note: Accumulators are updated at the end of the process, so the payback deduction is calculated based on the accumulators from the previous pay, not including any newly paid advance.

3. The post-processing formula FAD FM ADV LIMIT is used with all of the deductions to limit the deduction amount to the outstanding balance (the second accumulator, FAD AC FA BAL).

If an employee's termination date falls within the current period, the post-processing formula overrides the deduction amount with the entire outstanding balance so that the advance is always fully repaid on termination.

- The formula FAD FM ADV PBCK determines whether an outstanding advance needs to be repaid (in accumulator FAD AC FA BAL).

If so, the formula then determines whether the current deduction is the one specified in the employee's festive advance program for paying it back. The outstanding balance is also verified in the FAD GC ADV PBCK generation control to save calculating when there is no advance to repay. An error message is generated if the gross pay is less than the amount to be deducted.

- The array FAD AR PBCK DEDN loans the deduction code that is assigned to the employee's festive advance program and holiday type to the variable FAD VR PBCK DEDN.

Related Links

"Understanding Country-Specific Table Setup" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

"Understanding the Festive Advance Process" (PeopleSoft HCM 9.2: Human Resources Administer Festive Advance)

"Processing Advances" (PeopleSoft HCM 9.2: Global Payroll)

[Deductions](#)

[Earnings](#)

Posting and Unposting Festive Advance Payments

This section provides an overview of the process of posting and unposting festive advance payments and lists the page used to post and unpost festive advance payments.

Page Used to Post and Unpost Festive Advance Payments

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Post/Unpost Festive Advncs MYS Page	GPMY_RC_FA_POST	<p>Run the Festive Advance Posting/ Unposting process. When the processing type is <i>Post</i> and the status is <i>Approved</i>, the Festive Advance Posting process (GPMY_FA_POST AE) enables you to copy the festive advances from the FA_PAYMENT table into the Positive Input tables in Global Payroll. If the calendar is open and a trigger does not already exist, an iterative trigger row (GP_ITER_TRGR) is created and the FA_PAYMENT row status is updated to <i>Posted</i>.</p> <p>When the processing type is <i>Unpost</i> and the status is <i>Posted</i>, the unposting process enables you to change the row status of the FA_PAYMENT table to <i>Approved</i>.</p>

Post/Unpost Festive Advncs MYS Page

Use the Post/Unpost Festive Advncs MYS page (GPMY_RC_FA_POST) to run the Festive Advance Posting/Unposting process.

When the processing type is Post and the status is Approved, the Festive Advance Posting process (GPMY_FA_POST AE) enables you to copy the festive advances from the FA_PAYMENT table into the Positive Input tables in Global Payroll. If the calendar is open and a trigger does not already exist, an iterative trigger row (GP_ITER_TRGR) is created and the FA_PAYMENT row status is updated to Posted. When the processing type is Unpost and the status is Posted, the unposting process enables you to change the row status of the FA_PAYMENT table to Approved.

Navigation

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Prepare Payroll > Post/Unpost Festive Advncs MYS > Post/Unpost Festive Advncs MYS

Note: Only calendars that have not already been finalized are allowed. If the calendar is already calculated, iterative triggers are created.

Paying Festive Advance Payments in Global Payroll

For you to pay the festive advances using Global Payroll, earnings elements are provided for each of the festive advance holiday types (Chinese New Year, Christmas, Deepavali, and Hari Raya). The value of the earnings all come from positive input. You specify the earnings elements to use for payment of the festive advances on the Festive Advance Pay Program page in HR. To ensure that you select appropriate earnings on this page, the system enables you to select only earnings with the category of *FA* (festive advance). All the elements created use this category. Separate earnings are provided for paying advances for each of the festive advance types, and they are all set up identically.

Each of the festive advances (earnings) uses the FAD FM ADVANCE post-processing formula. Whenever an advance is paid, the formula adjusts the advance accumulator so that it contains only the latest advance amount that was paid to the employee. The current value of the accumulator FAD AC ADV AMT is moved to variable FAD VR ADV CLR, which subtracts from the accumulator. This effectively erases its current value.

The following festive advance earnings add to the FAD AC ADV AMT accumulator:

- CNY ER ADV (Chinese New Year advances).
- DEEPA ER ADV (Deepavali advances).
- XMAS ER ADV (Christmas advances).
- HARIRAYA ADV (Hari Raya advances).

Related Links

"Understanding Country-Specific Table Setup" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

"Understanding the Festive Advance Process" (PeopleSoft HCM 9.2: Human Resources Administer Festive Advance)

"Processing Advances" (PeopleSoft HCM 9.2: Global Payroll)

Deductions

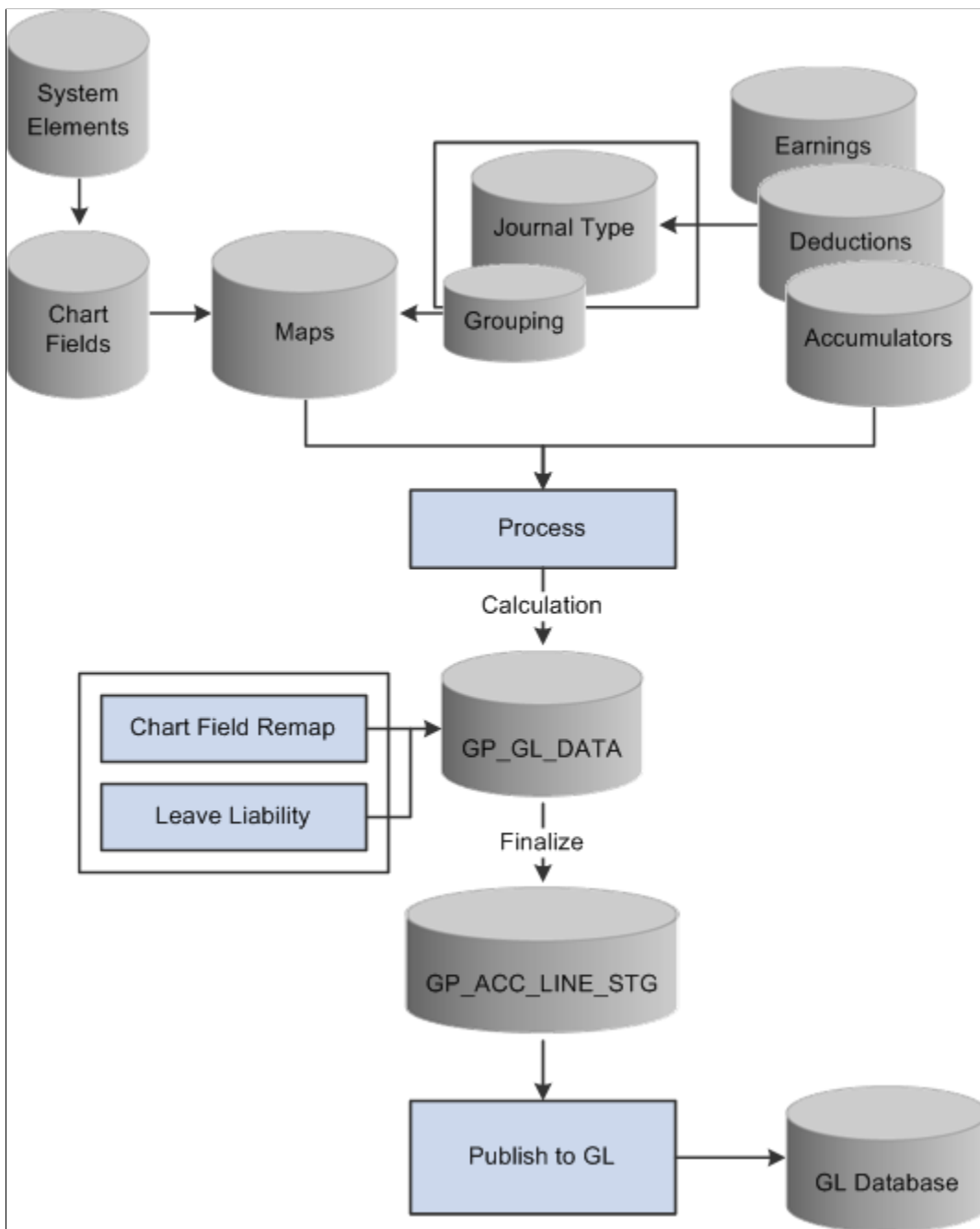
Earnings

Using the GLI

Understanding Payroll Data Processing to GLI

Image: Malaysia GLI Processing

This diagram illustrates the processing of payroll data for the GLI:



The two shaded boxes with borders show the added local functionality. The selected check boxes represent the options that are on the processing page. Note that the Leave Entitlement option updates data in the GP_GL_DATA table for inclusion in the output to the GLI.

Related Links

[Reporting Leave Liability and Absence History](#)

[Linking Journal Types to General Ledger Groupings](#)

[Running the GLI Processes](#)

[Remapping ChartFields After Initial Calculation](#)

Understanding Accrued Salary and Bonus Calculation

The following earnings, which are contained in the EARNINGS GLI section, are provided to calculate the current value of leave entitlements. They are all for use by the general ledger only and should not add to gross or net accumulators. The system calculates GLI earnings in the last period of the month, or on termination. The earnings are not paid but are used for GLI reporting of annual leave liability and the reversal of liabilities on termination:

- LIAB ANN DYS

This is the leave liability earning for the standard annual leave entitlement in days.

- LIAB TER DYS

This is the leave liability earning that is used for reversing the liability on termination.

- SAL ACCRUAL

This is the salary accrual earning that is used to accrue a percentage of earnings. It is used for reporting accrued salary when the pay period end is earlier than the financial period. You decide on the percentage to accrue by using GLI VR PCTSALACR.

- CT BON ACCR

In Malaysia, two types of bonuses are paid to employees as incentives: contractual bonuses and noncontractual bonuses. This is the bonus accrual earning that is used to accrue a percentage of a contractual bonus. Bracket GLI BR CTBONPCT determines the percentage of the monthly salary that is accrued. Formula GLI FM BONUSACC determines the accrual entitlement. Both the entitlement bonus (one unit per month) and the amount are accrued.

- NCT BON ACCR

This is the bonus that accrual earnings use to accrue a percentage of a noncontractual bonus. Bracket GLI FM NCTBONPCT determines the percentage of the monthly salary that is accrued. Formula GLI FM BONUSACC determines the accrual entitlement. Both the entitlement bonus (one unit per month) and the amount are accrued.

Note: If the end date of the last pay period in a month is before the end of the accounting period, you can send a percentage of total salary as the accrued costing for the gap that is between the two dates. The value that is set to General Ledger is reversed by the Financials system the following month, and it is replaced by actual costings.

Related Links

[Reporting Leave Liability and Absence History](#)

Understanding Leave Liability Calculation

This section discusses:

- Leave liability.
- Reversal of leave liability on termination.

Leave Liability

The amount of leave that an employee is owed needs to be considered as a liability in the general ledger. For leave liability reporting, Global Payroll for Malaysia uses earnings that store the monetary value of each employee's leave entitlement. The earnings are not paid as earnings because they do not contribute to MYS GROSS SALARY. Consequently, they appear in a section of their own, following the other earnings sections.

Because the GLI flat file requires only the difference between the liability for the last pay period and the current pay period, that difference is calculated by the Application Engine Leave Liability process and passed to GP_GL_DATA.

If an employee is terminated, the stored value of the processed liability must be reversed in the general ledger, because it is no longer a liability.

Reversal of Leave Liability on Termination

The earning element LIAB TER DYS is the leave liability earning that is used for reversing the liability on termination.

This earning element uses an amount calculation rule if the amount is derived from earning element LIAB ANN DYS. The generation control element CMN GC TERM STAT checks only for terminated employees by using the formula CMN FM TERM STAT. This formula determines whether the employee is currently terminated (that is, the termination date is in the current segment) or the employee was terminated in the past but the termination is entered in the current period. The termination leave liabilities are calculated only when an employee is terminated so that they reverse any remaining liabilities that are in the general ledger.

The earning element LIAB TER DYS contributes to the accumulator LIAB TER DYS_FPTDA.

If an employee is terminated, the leave balance liability earning value becomes the termination liability earning for reversal.

Related Links

[Reporting Leave Liability and Absence History](#)

Linking Journal Types to General Ledger Groupings

To set up journal type links to GL groupings, use the Journal Type MYS (GPMY_GL_GROUP) component.

This section provides an overview of linking journal types to general ledger groupings and lists the page used to link journal types to general ledger groupings.

Page Used to Link Journal Types to General Ledger Groupings

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Journal Type MYS Page	GPMY_JOURNAL_TYPE	Attach one journal type to each general ledger group.

Understanding Linking Journal Types to General Ledger Groupings

You report payroll data to the general ledger by journal type by linking a journal type to a general ledger grouping.

Link journal types to groupings on the Journal Type page. A grouping comprises entry types of earnings, deductions, or segment accumulators. The five delivered journal types are salary, accrual, employee entitlements, statistical, and terminated EE's entitlement (terminated employee's entitlement).

Note: The Leave Entitlements Application Engine process selects data for inclusion in the GPMY_LEAVE_LIAB record (from GP_GL_DATA) by the flags for the journal types employee entitlement and terminated EE's entitlement. Therefore, any organization that needs to resolve leave entitlement calculations that are within the leave entitlement phase of the GLI process needs to select a journal type for each general ledger grouping code that is associated with general ledger liability earning codes.

This table illustrates setup:

<i>Grouping Code</i>	<i>Element</i>	<i>Journal Type</i>
Accrual	CT BON ACCR and NCT BON ACCR.	Accrual.
Earnings	MYS GROSS (segment accumulator).	Salary.
Deductions	MYS DEDUCTIONS.	Salary.
Entitlements	LIAB ANN DYS (earning).	Employee Entitlement.
Termination	LIAB TER DYS (earning).	Terminated Annual Liab Days (terminated annual liability days).

Reporting Leave Liability and Absence History

This section provides an overview of leave liability reporting.

- Calculate annual leave for accrual in days.
- Calculate annual leave liability for reversal on termination.
- Calculate salary accrual earnings.
- Calculate bonus accrual earnings.
- Calculate noncontractual bonus earnings.
- Reverse leave liability when the cost center changes.

Pages Used to Report Leave Liability and Absence History

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Leave Liability MYS Page	GPMY_RC_LVELIAB	Specify the population of employees for whom to report leave liability. You can specify an as of date, and you can report by element category.
Leave History MYS Page	GPMY_RC_ABS_HIST	Specify the population of employees about whom to report the history. You can specify an absence type and the period that is to be reported. You can set up to three sort orders.

Understanding Leave Liability Reporting

The data that the report process extracts for leave liability reporting can be transferred to the general ledger through the GLI.

The reports and the interface depend on data that is created by using Global Payroll rules.

Note: In this section, the word *reported* means printed on a report and available for transfer to GLI.

Liability and absence history are calculated and reported for the administration of employee absences and leave. They are used to identify trends in absences and for costing purposes.

Liability is reported for annual leave that is accrued in days. The values are calculated as the earning LIAB ANN DYS. This earning does not contribute to the accumulator MYS GROSS.

When you run the liability report, the parameters include the element category. The earning LIAB ANN DYS is category ANN. The category value is assigned as a variable that is entered as a supporting element override for each earning.

Calculating Annual Leave for Accrual in Days

The calculating rule for LIAB ANN DYS is unit rate, where unit is the formula GLI FM LIAB DAYS and rate is the formula LVE FM PAYRATE.

Leave liabilities are calculated at the end of each month for active employees, or when an employee is terminated. The generation control element GLI GC GENGLI verifies this by using the following formulas:

- CMN FM LSTSEGMTH

This formula verifies that it is the last segment of the last pay for the month, and the employee is active.

- CMN FM TERMIN

This formula determines whether the employee is terminated in this pay.

The element LIAB ANN DYS contributes to the accumulator LIAB ANN DYS_YTDA.

Calculating Annual Leave Liability for Reversal on Termination

The calculation rule for LIAB TER DYS is amount, where amount equals the earning element LIAB ANN DYS.

The generation control element CMN GC TERMIN checks only for terminated employees by using formula CMN FM TERMIN. The formula CMN FM TERMIN determines whether the employee is currently terminated (that is, the termination date is in the current segment) or the employee was terminated in the past and the termination is entered in the current period. The termination leave liabilities are calculated only when an employee is terminated so that they reverse any remaining liabilities that are in the general ledger. No proration applies.

The element LIAB TER DYS contributes to the accumulator LIAB TER DYS_YTDA.

Calculating Salary Accrual Earnings

The calculation rule for SAL ACCRUAL is $\text{Base} \times \text{Percentage}$, where base is the accumulator GLI AC RECPYMTS and percentage is the variable GLI VR PCTSALACR.

The variable GLI VR PCTSALACR enables you to enter the percentage that is to be accrued. You add the variable as a calendar-supporting element override on the last calendar of the month, so the variable's override levels should be set to pay calendar. The value of the variable varies according to the gap between the end of the pay period and the end of the financial period. You enter the value on the Pay Calendar SOVR's page because it depends on the number of days between the end of the pay period and the end of the month. Consequently, the override level for the pay calendar should be selected.

Accruals need to be calculated only in the last segment of each month and only for active employees. The generation control GLI GC SALACCR therefore includes the formula GLI FM GENSALACR, which returns a value that determines whether to pay the earning SAL ACCRUAL.

The earning SAL ACCRUAL contributes to the accumulator SAL ACCRUAL_YTDA.

Calculating Bonus Accrual Earnings

The calculating rule for CT BON ACCR is amount, where amount equals the formula GLI FM CTBONACC.

You use formula GLI FM CTBONACC to determine the amount that each period accrues for contractual bonuses. The formula GLI FM BONUSACC determines whether a bonus is accrued. The bracket GLI BR CTBONPCT determines the percentage of salary to accrue.

Calculating Noncontractual Bonus Earnings

The calculation rule for NCT BON ACCR is amount, where amount equals the formula GLI FM NCTBONACC.

You use the formula GLI FM NCTBONACC to determine the amount that each period should accrue for noncontractual bonuses. The formula GLI FM BONUSACC determines whether a bonus is accrued. The bracket GLI BR NCTBONPCT determines the percentage of salary to accrue.

Reversing Leave Liability When the Cost Center Changes

The Leave Entitlements Application Engine process determines whether a change of ChartField exists for each employee. The ChartFields represent cost centers such as departments and pay groups. When the process detects a change, it reverses the liability from the center that stores the processed liability, and it sends the full amount of the new, unprocessed liability (not the difference) to the new cost center.

Related Links

[Linking Journal Types to General Ledger Groupings](#)

[Running the GLI Processes](#)

[Remapping ChartFields After Initial Calculation](#)

Running the GLI Processes

This section provides an overview of the GLI process and discusses how to run the GLI process.

Pages Used to Run the GLI Processes

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Send Costs to GL MYS Page	GPMY_GL_PREPARE	Initiate the processes for calculation of general ledger data, leave liability, ChartField remapping, finalization of the GLI, and statistical data updates.
Review GL Costing Info MYS Page	GPMY_GL_INQUIRY	Review ledger data for an employee.

Understanding the GLI Process

The calculation phase of GLI processing populates the GP_GL_DATA table. The Leave Entitlement process compares previous entitlement liability to current entitlement liability and loads the difference into GP_GL_DATA. After you update the GP_GL_DATA table, you can complete the standard core GLI process by running the Finalize process.

You can also run the GPMYS_GL_MAP Application Engine process that updates the ChartFields that are in GP_GL_DATA. The process selects and updates the necessary GP_GL_DATA records with specified ChartField overrides. When you run the GLI Finalize process, the data is summarized by using the chosen, remapped ChartFields for correct account mapping.

Note: You must finalize the payroll before obtaining up-to-date entitlement balances, upon which the liability calculation is based, for annual leave.

Send Costs to GL MYS Page

Use the Send Costs to GL MYS page (GPMY_GL_PREPARE) to initiate the processes for calculation of general ledger data, leave liability, ChartField remapping, finalization of the GLI, and statistical data updates.

Navigation

Global Payroll & Absence Mgmt > Time and Labor / GL Costs > Send Costs to GL MYS > Send Costs to GL MYS

Image: Send Costs to GL MYS page

This example illustrates the fields and controls on the Send Costs to GL MYS page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Send Costs to GL MYS' page with the following elements:

- Page Header:** Run Control ID PS Report Manager Process Monitor Run
- Payroll Run Section:**
 - *Calendar Group
 - Stream Number Process Streams
 - *Posting Date 02/11/2013
- Processing Phases and Options Section:**
 - Calculate
 - Chart Field Remap
 - Leave Liability
 - Finalize
 - Update Statistics
- Processing Phases Table:**

Stream Number	Calculate Payees	Chart Field Remap	Leave Liability
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Calendar List Table:**

Pay Group	Calendar ID	Payment Date

ChartField Remap

Select this option to enable the ChartField Remapping process (GPMYS_GL_MAP) when running the General Ledger process. The ChartField Remapping process updates ChartFields in GP_GL_DATA. The GLI finalize process summarizes the data by using the remapped Chartfields.

Note: This page provides the additional processing phase options Leave Liability and ChartField Remap. These options are not available on the page that you access when you select Compensate Employees > Manage Payroll Process > Process (GP_GL_PREPARE).

Running the ChartFields Remapping Process

The ChartFields Remapping process:

- Uses specified ChartField overrides and updates the GP_GL_DATA records.
- Enables the GLI Finalize process to correctly summarize transactions by using the selected combination of ChartFields, grouping codes, and account values.

You run the new Application Engine program as part of the standard GLI process in the following sequence:

1. Ensure that the general ledger calculation phase is complete.
2. Run the new Application Engine process to perform department remapping.

You run the remapping process before the leave entitlement process. If you alter the remapping, you must rerun the calculate process. You can't rerun the remapping process until you run the calculation process.

3. Ensure that the general ledger leave entitlement phase is complete.
4. Run the GLI Finalize process.

Note: This process runs as a separate process and is not integrated into existing application engine processes. Thus, it does not affect the existing GLI.

Related Links

[Reporting Leave Liability and Absence History](#)

[Linking Journal Types to General Ledger Groupings](#)

[Remapping ChartFields After Initial Calculation](#)

Remapping ChartFields After Initial Calculation

To remap ChartFields, use the GL Chartfield Remapping MYS (GPMY_GL_MAP) component.

This section provides an overview of ChartField remapping and discusses how to remap ChartFields after initial calculation.

Page Used to Remap ChartFields After Initial Calculation

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>GL Chartfield Remap Page</u>	GPMY_GL_MAP	Set up general ledger ChartField parameters that enable you to remap ChartFields after you run the initial Calculate process. You can configure and maintain general ledger remapping data, and you can set up different levels of ChartFields based on General Ledger groupings codes or accounts.

Understanding ChartField Remapping

Global Payroll for Malaysia enables you to define ChartField remapping data that is used during the GLI process and to post payroll costs to differing levels of ChartFields based on General Ledger groupings codes or accounts. You can use the GL ChartField Remap page to set up general ledger ChartField parameters that enable you to remap default ChartFields after you run the initial Calculate process. For example, you might have a requirement that a higher level of ChartFields is attached to each of the account codes. Instead of using multiple departments for each account code, you might require one global ChartField level that covers all departments.

GL Chartfield Remap Page

Use the GL Chartfield Remap page (GPMY_GL_MAP) to set up general ledger ChartField parameters that enable you to remap ChartFields after you run the initial Calculate process.

You can configure and maintain general ledger remapping data, and you can set up different levels of ChartFields based on General Ledger groupings codes or accounts.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Integration > GL Chartfield Remapping MYS > GL Chartfield Remap

ChartFields

ChartFields represent attributes of a payee, such as a department, company, or employee ID. When you send a payee's earnings, deductions, or accumulator amounts to General Ledger, you can also transmit the values that are associated with a specific combination of ChartFields for the payee.

Chartfields to be passed to GL
(ChartFields to be passed to general ledger)

A field appears for each ChartField that you set up on the ChartField page in Global Payroll. Select the ChartFields check boxes to specify whether to send specific ChartFields to the general ledger. During mapping, ChartFields can be used to cost to different account codes. You can then specify not to send the ChartFields to the general ledger and only send the values to the accounts. When integrating Global Payroll with General Ledger, you can remap ChartField values to a business unit's general ledger account numbers. To enter the new, remapped ChartField value, use the Transformed Values tab.

Transformed Values

The default ChartFields values appear in the fields on the ChartFields tab. To remap the default settings, select the new values on the Transformed Values tab.

Account

Select the General Ledger account number to which the ChartFields and grouping codes map.

Grouping Code

Select the code to map to the General Ledger account. This is the grouping code for the elements that are included in the General Ledger transfer. A grouping consists of entry types of earnings, deductions, or segment accumulators. Elements must exist in groups before they can be processed by General Ledger. Instead of entering earnings individually, you bundle them into one accumulator and create a grouping code for that accumulator.

Related Links

[Reporting Leave Liability and Absence History](#)

[Linking Journal Types to General Ledger Groupings](#)

[Running the GLI Processes](#)

Chapter 16

Setting Up Reports

Setting Up Report Parameters

To set up report parameters for Malaysia, use the Payee Report Fields MYS (GPMY_PR_FLD_TABLE), Payee Report Break Levels MYS (GPMY_PR_BRK_LVL), Payee Report Element Map MYS (GPMY_PR_EMAP), and Payee Report Setup MYS (GPMY_PR_SETUP) components.

This section discusses how to set up report parameters.

Pages Used to Set Up Generic Report Parameters

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Payee Report Fields MYS Page</u>	GPMY_PR_FIELDS	Set up report fields. Data items that are used on a report must first be defined on this page.
<u>Payee Report Break Levels MYS Page</u>	GPMY_PR_BRK_LVL	Define break levels.
<u>Payee Report Element Map MYS Page</u>	GPMY_PR_ELEM_MAP	Define the elements that are to be reported.
<u>Payee Report Setup MYS Page</u>	GPMY_PR_SETUP	Define reports.

Payee Report Fields MYS Page

Use the Payee Report Fields MYS page (GPMY_PR_FIELDS) to set up report fields.

Data items that are used on a report must first be defined on this page.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Reports > Payee Report Fields MYS > Payee Report Fields MYS

Image: Payee Report Fields MYS page

This example illustrates the fields and controls on the Payee Report Fields MYS page. You can find definitions for the fields and controls later on this page.

The screenshot shows a web form titled "Payee Report Fields MYS". The form contains the following fields and values:

- Field Name:** ALLOWANCES
- *Description:** Allowances in Kind
- Short Description:** Allowances
- *Field Type:** Numeric (selected from a dropdown menu)
- Comment:** Allowances in Kind

Field Name	Enter a value that uniquely identifies a field that is to be printed on a report. You may use a maximum of 15 characters.
Description	Enter a description of the report field.
Short Description	Enter a description of the report field. If this field is blank, the system enters the first 10 characters of the Description field.
Field Type	Select a data format for the field. The field may be defined as numeric, character, or date, but the process only manages numeric fields.
<hr/>	
	Note: When a field type is selected for a report field, it cannot be altered.
<hr/>	
Comment	Enter additional information about the field.

Payee Report Break Levels MYS Page

Use the Payee Report Break Levels MYS page (GPMY_PR_BRK_LVL) to define break levels.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Reports > Payee Report Break Levels MYS > Payee Report Break Levels MYS

Image: Payee Report Break Levels MYS page

This example illustrates the fields and controls on the Payee Report Break Levels MYS page. You can find definitions for the fields and controls later on this page.

Payee Report Break Levels MYS

Break Level Data Type Code

Description

Element

*Entry Type Element Name

Source and Use

Database Field

System-Computed

Record (Table) Name

Field Name

Prompt View Name

Element Name

Set ID Controlled

Break Level

Enter a number that identifies the break level code.

Data Type

Select the data type. Values are:

System Data: A delivered break level.

Customer Data: All other break levels.

Element

Entry Type

Select the entry type of the element that you associate with the break level. Values are *System Element - Character* and *Variable - Character*.

Element Name

Select the system element of variable that you associate with the break level. For example, if you define pay group as the break level, select the GP PAYGROUP element.

Note: Any element that is selected must be resolved and stored.

Source and Use

If you select a system element, information that is contained on the Source and Use page of GP_PIN appears in this group box.

Payee Report Element Map MYS Page

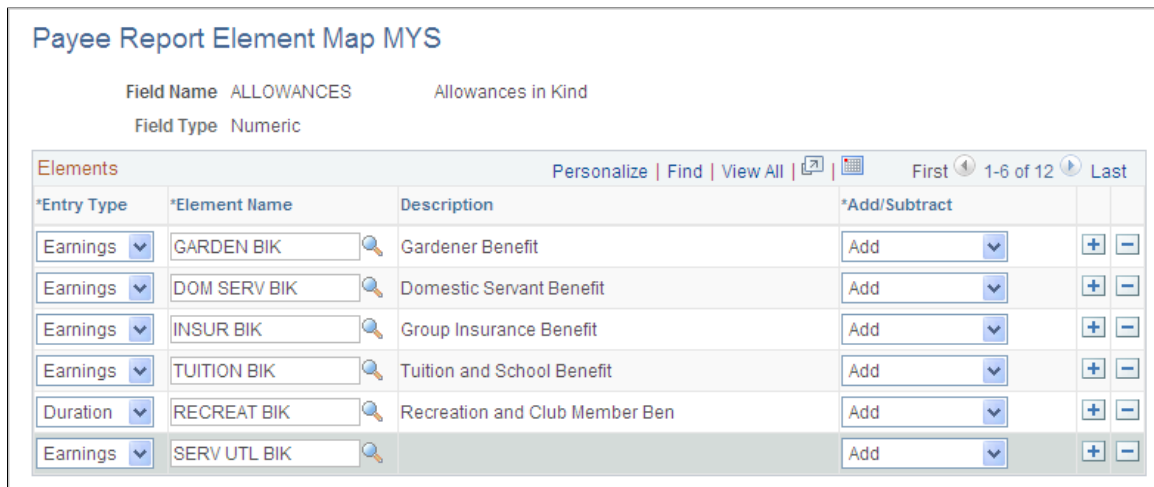
Use the Payee Report Element Map MYS page (GPMY_PR_ELEM_MAP) to define the elements that are to be reported.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Reports > Payee Report Element Map MYS > Payee Report Element Map MYS

Image: Payee Report Element Map MYS page

This example illustrates the fields and controls on the Payee Report Element Map MYS page. You can find definitions for the fields and controls later on this page.



Entry Type

Select the type of element that is to be mapped to the Report field. This value changes depending on the field type.

Element Name

Enter the name of the element that is to be mapped to the Report field.

Add/Subtract

Indicate whether the element is added to or subtracted from the result of the Report field.

Payee Report Setup MYS Page

Use the Payee Report Setup MYS page (GPMY_PR_SETUP) to define reports.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Reports > Payee Report Setup MYS > Payee Report Setup MYS

Image: Payee Report Setup MYS page

This example illustrates the fields and controls on the Payee Report Setup MYS page . You can find definitions for the fields and controls later on this page.

Payee Report Setup MYS

Report ID

*Description

Report Break Levels

Break Level 1

Break Level 2

Break Level 3

Fields Personalize | Find | View All | |

First 1-3 of 12 Last

	*Field Name	Description	Field Type		
1	<input type="text" value="ALLOWANCES"/>	Allowances in Kind	Numeric	+	-
2	<input type="text" value="ALLOWANCES_CAS"/>	Allowances in Cash	Numeric	+	-
3	<input type="text" value="ARREARS_PY"/>	Previous Years Arrears	Numeric	+	-

Report ID

Enter the name of the Structured Query Report.

Report Break Levels

Select the break levels for the report.

Fields

Enter the report fields that are to be used in the report.

Running Banking and Recipient Processes

Understanding Banking and Recipient Processing

Global Payroll for Malaysia supports net payment (employee salary) direct deposits and recipient payments by using an electronic file format (MAYB or RHB). Banking and recipient processing functionality enables you to:

- Run an EFT file creation process to generate a file that includes employee salaries (net payments) and recipient payments.

Net amount and recipient payments are calculated by the core banking process and stored in the GP PAYMENT result table.

- Generate data for the purpose of delivering deduction details to the recipient.

The program extracts payment information directly from the GP PAYMENT result table to create the MAYB and RHB files.

- Select whether to have the system deduct commissions from the recipient payment.
- Generate a report containing information on amounts that are transferred to employee accounts (the Net Payment report) and another report containing details of amounts that are collected from employees on behalf of a recipient (the Recipient report).

Note: In this section, a provider and a recipient are the same thing, unless otherwise noted.

Bank Accounts

The following validation occurs when you are adding bank accounts for Malaysia:

- Bank IDs must be four numeric characters, and the bank must appear in the Bank table (BANK_EC_TBL).
- Branch codes must be three numeric characters.
They are validated against the Bank Branch table (BANK_BRANCH_TBL).
- Bank account numbers must be no more than 11 numeric characters, and no validation occurs.

Related Links

["Understanding Banking" \(PeopleSoft HCM 9.2: Global Payroll\)](#)

[Understanding Banking and Recipient Processing](#)

[Creating EFT Files](#)

[Generating Recipient Payment Report Files](#)

["Understanding Off Cycle Processing" \(PeopleSoft HCM 9.2: Global Payroll\)](#)

Managing the Banking Process Flow

The banking process of Global Payroll combines payroll data, pay entity source bank data, and payee or recipient bank data. The EFT file creation process extracts data that the banking process compiles according to the type of EFT file that you are creating, merges it with data that the Malaysia country extension provides, and creates the file for transmission.

To manage the banking process with Global Payroll:

1. Run the payroll process by using Global Payroll.
2. Run the Global Payroll banking process.

The core prepayment banking process calculates net amounts and recipient payments and stores them in the GP PAYMENT result table. The Global Payroll status is set to Prepared. The GP PAYMENT result table contains one entry for every net pay distribution from every payment that is included in a calendar run and provides the basis on which an organization pays its payees.

3. Using Global Payroll for Malaysia, run the Create EFT Payment File MYS Application Engine process (GPMY_EFT_FIL), which populates the file that is used for electronic fund transfer.

In this step, the system selects payees from GP PAYMENT with the following parameters:

- Payment status: finalized.
- Payment type: net pay distribution.
- Payment method: bank transfer.
- Currency code: MYR (Malaysian Ringgits).

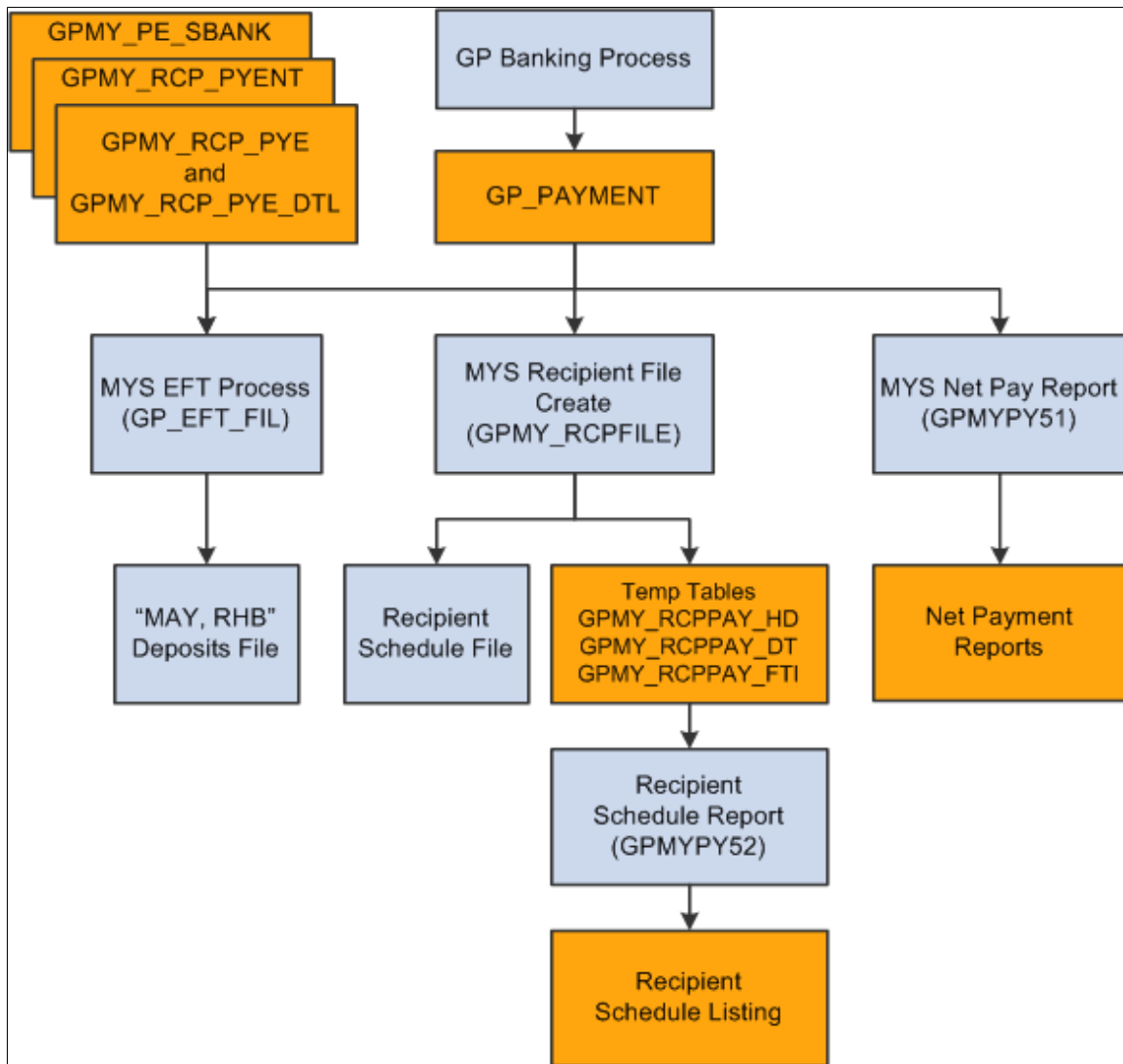
Note: The source bank in the GP_PAYMENT rows that are selected must have May Bank Malaysia or Rashid Hussein Bank as its EFT domestic. Otherwise, those GP_PAYMENT rows are not selected (even though the criteria in the four preceding bullet points are met).

The payment status for the selected payees is set to Transferred in GP PAYMENT.

Note: You must run the banking process before the Bank file generation process.

Image: Malaysian banking and recipient processing flow

This diagram illustrates the process flow for banking and recipient processing:



Related Links

["Understanding Banking" \(PeopleSoft HCM 9.2: Global Payroll\)](#)

[Understanding Banking and Recipient Processing](#)

[Creating EFT Files](#)

[Generating Recipient Payment Report Files](#)

["Understanding Off Cycle Processing" \(PeopleSoft HCM 9.2: Global Payroll\)](#)

Creating EFT Files

This section provides an overview of EFT files and discusses how to create EFT files.

Page Used to Create EFT Files

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Create EFT Payment File MYS Page	GPMY_EFT_FILE_RC	Create EFT files. Enter the parameters for the electronic file creation.

Understanding EFT Files

The system creates the Malaysia standard MAYH deposit file by using a process that gives you multiple options that control the contents of the file. The process creates a separate MAYH file for each source bank account that is referenced in the processing. The options for the content of a file are:

- Net pay only.
- Recipient payments only.
- Net pay and recipient payments.

Related Links

["Understanding Banking" \(PeopleSoft HCM 9.2: Global Payroll\)](#)

[Understanding Banking and Recipient Processing](#)

[Generating Recipient Payment Report Files](#)

Create EFT Payment File MYS Page

Use the Create EFT Payment File MYS (create electronic funds transfer file MYS) page (GPMY_EFT_FILE_RC) to create EFT files.

Enter the parameters for the electronic file creation.

Navigation

Global Payroll & Absence Mgmt > Payment Processing > Create EFT Payment File MYS > Create EFT Payment File MYS

Image: Electronic Funds Transfer page

This example illustrates the fields and controls on the Electronic Funds Transfer page. You can find definitions for the fields and controls later on this page.

An application engine process extracts the salary data from the GP_PAYMENT table and creates the EFT file for transmission to the bank. You can create files for net pay only, recipient payments only, both net pay and recipient payments, or specific deductions.

Note: You must prepare and finalize the banking process (GP_PMT_PREPARE) before you can create the MAYB file. When the MAYB file is created, the system changes the payment status in GP_PAYMENT from *F* (finalized) to *T* (transferred).

Payment Type

Select from *Net Pay Distributions Only*, *Net Pay and Recipients*, or *Recipient Deductions Only*.

The EFT file that the system creates contains data that is only for payments of the type that you specify.

Deposit Date

Enter the date of the actual transfer of funds and the date that they are deposited with the bank. This value is normally the same as the payment date that is on the pay calendar, but you can change it if the payment date is not a business date. The date cannot be in the past.

Net Pay Distributions**Calendar Group ID**

Enter the ID for the calendar group for which you want the system to extract payee net pay data. You can select only

calendars for which the banking process is finalized. You do not need a calendar group ID for the payment type recipient deductions only.

Recipient Payments

Pay Entity

When you set up deduction recipient data, specify a pay entity as part of the payment details. In the details, you specify commission details and the group number.

Debit Date

The system extracts recipient payments if the debit date is equal to the recipient's deposit schedule. If the recipient does not have a deposit schedule, the system extracts payments by using the debit date without reference to a deposit schedule. The date appears in the file header.

EFT Format Domestic

Select either *MAYB* (May Bank - Malaysia) or *RHB* (Rashid Hussein Bank).

Recipient Selection, Deduction, and Recipient ID

The system includes payments according to these rules (and according to the debit date and its rules):

All Recipients: Payments for all deductions for all recipients according to the debit date rules.

Selected Deduction: Payments for all recipients for the (single) selection that you make in the Deduction field.

Selected Recipients: Payments for all deductions for the recipients that you select in the Recipient ID field.

Generating Recipient Payment Report Files

This section provides an overview of recipient payment report files and discusses how to generate the recipient payment electronic files and reports.

Page Used to Generate Recipient Payment Report Files

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Create Recipient File MYS Page</u>	GPMY_RUNCTL_RCP_FL	Generate the recipient payment electronic files and reports.

Understanding Recipient Payment Report Files

Organizations commonly transmit files to recipients so that they can update their records. For example, an organization may pay a recipient weekly, and at the end of the month deliver a file with all the payment details. Recipients generally specify the information that they want and the report file layout. After you create the file layout, link it to a recipient on the Deduction Recipient page.

The layout GPMY_RCPNT_FILE provides a sample file layout. The GPMY_RCPFILE Application Engine process gets the file layout, which is stored on the Deduction Recipient page.

Note: This electronic file depends upon first running the GPMY_EFT_FIL Application Engine process for all recipients.

Related Links

"Understanding Banking" (PeopleSoft HCM 9.2: Global Payroll)

[Understanding Banking and Recipient Processing](#)

[Creating EFT Files](#)

"Understanding Off Cycle Processing" (PeopleSoft HCM 9.2: Global Payroll)

Create Recipient File MYS Page

Use the Create Recipient File MYS page (GPMY_RUNCTL_RCP_FL) to generate the recipient payment electronic files and reports.

Navigation

Global Payroll & Absence Mgmt > Payment Processing > Create Recipient File MYS > Create Recipient File MYS

Image: Create Recipient File MYS page

This example illustrates the fields and controls on the Create Recipient File MYS page. You can find definitions for the fields and controls later on this page.

Details		Personalize	Find	First	1 of 1	Last
Recipient ID	Description					
1	KMLOAN					

Debit Date

The system extracts recipient payments if the debit date is equal to the recipient's deposit schedule. If the recipient does not have a deposit schedule, the system extracts payments by using the debit date without reference to a deposit schedule.

Payment Date

This is the date, from the file header, on which the bank passes the payment to the recipient.

Recipient Selection and Deduction Select from *All Recipients*, *Selected Deduction*, or *Selected Recipients*. You select only one deduction but multiple recipients for the second and third options.

Reporting Net Payment

This section lists the page used to report net payment.

The Net Payment report (GPMYPY51.SQR) is a list of all the net payments that the core Global Payroll core banking process generates. You enter the calendar group ID that you want to report on and specify whether you want payee-level detail or merely a summary.

The Net Payment report extracts data from the EFT File Transactions, Header, Personal Data, and Job tables.

Choose detail or summary reporting.

Detail Reporting

The following table provides an example of the data that appears in the Detail report:

<i>Employee ID</i>	<i>Empl#</i>	<i>Name</i>	<i>Pay Date</i>	<i>Pay Amount</i>
KM001	0	John Lee	01/01/2001	5000
KM002	0	Susan Fong	01/01/2001	4500
Total Records	2			
Total Credit	9500			
Total Debit	9500			

Summary Reporting

The following table provides an example of the data that appears in the Summary report:

	<i>Total Records</i>
Total Credit	9500
Total Debit	9500

Page Used to Report Net Payment

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Net Payment Report MYS Page	GPMY_NET_PAY_RC	Generate and print a net payment report.

Related Links

["Understanding Banking" \(PeopleSoft HCM 9.2: Global Payroll\)](#)

[Understanding Banking and Recipient Processing](#)

[Creating EFT Files](#)

[Generating Recipient Payment Report Files](#)

Printing and Viewing Payslips

Understanding the Payslip Process

The payslip run control page launches the following procedure:

1. The calendar group ID is selected from the Run Control table.
2. The system reads the reprint selections from the Run Control table.

If both the department and location fields are blank, the system reads the payee selection option. If it contains the value *20* and a payee list exists, then the system reads it into memory.

3. The system selects the pay groups from the PS_GP_CAL_RUN_DTL table based on the calendar group ID.
4. The three sort keys are read from the PS_GPMY_PSLP record.

These values are used to determine the sort order by creating the order by clause in the main SQL loop. If no sort order is selected, the default sort sequence is used. It sorts by employee name.

5. The system retrieves the delivery option field from the GPMY_PSLP table based on the payslip ID.
6. The exclusion flag is read at this time.

If it is set to *location*, the location secondary record is read to build the SQL by creating a not in list. If the flag is set to *department*, the same applies by reading the department secondary record.

7. The system formats the payment details and prints them in the header for each payee by reading the payslip self-service view GPMY_SS_PSLP_VW.

The view retrieves all the personal data, job data, and compensation information that the system needs to format and print.

8. For each payee that is selected, the system checks the payee Override table GPMY_PSLP_PYE to determine whether an override of the delivery address is made.

If so, the system retrieves the address based on the override value. Otherwise, the default is used.

9. Based on the template ID, the system retrieves the column labels from the GPMY_PSLP table to obtain the most recent effective-dated row, and it formats and prints the labels.

The following fields are retrieved:

- GPMY_LBL_ACUM1
- GPMY_LBL_ACUM2
- GPMY_LBL_ACUM3

- GPMY_LBL_ACUM4
- GPMY_LBL_ACUM5
- GPMY_LBL_ACUM6

These values are then printed across the printed payslip. The accumulator values are retrieved by using the view GPMY_PSLP_AC_VW. The view retrieves the accumulator values (GPMY_ACUM_VAL1, and so on) and the description label field DESCR, which is printed to the left of the accumulator values.

10. Based on the template ID, the system retrieves the payslip sections from the GPMY_PSLP_HDR record for the most recent effective-dated row.

The rows of data that are retrieved from the payslip header table are based on the sequence number in ascending order. The system retrieves the description of each section at this time and then formats and prints the descriptions. For each row that is retrieved from the payslip header table for the current payslip ID, the fields SEQ_NUM and DESCR are retrieved. The description value is printed to provide the description title. Based on the keys of the payslip ID, the sequence number and the effective date, the system can retrieve the element details from the payslip detail record. For each section that is entered, the SQL view GPMY_PSLP_ED_VW retrieves the element details. For each element that is retrieved, the system checks the description field. If the value is C, then the system uses the custom description value for printing. Otherwise, the description is taken from the PS_GP_PIN table. The rate, hour amount, year-to-date hours, and year-to-date amount are printed by extracting the data by using the view GPMY_PSLP_ED_VW.

11. The system prints the disbursement details.

Using the SQL view GPMY_PSLP_ND, the system extracts the disbursement details and formats and prints them across the page. The details that are printed are bank, BSB (Bank State Branch), account number, and amount. If a payment is made that is not an electronic funds transfer, only the disbursed amount is printed.

12. The system formats and prints the payee message.

The rules in the payroll calculation determine whether a message is necessary for the payee.

Overriding Payslip Delivery Options

This section provides an overview of payslip delivery options override and lists the page that is used to override payslip delivery options.

Page Used to Override Payslip Delivery Options

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Payslip Delivery Option MYS Page	GPMY_PSLP_PYE	For an individual payee, select an effective-dated delivery option that is different from the default that is on the payslip template.

Understanding Payslip Delivery Options Override

The default delivery option for all payslips is the internal or external address that you select when you define the payslip template. You can set an effective-dated override of the default at the payee level to redirect the payslips to a different delivery option.

Related Links

[Printing Payslips](#)

[Viewing Payslips Online](#)

[Understanding Payslip Setup](#)

Payslip Delivery Option MYS Page

Use the Payslip Delivery Option MYS page (GPMY_PSLP_PYE) to for an individual payee, select an effective-dated delivery option that is different from the default that is on the payslip template.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Payslips > Payslip Delivery Option MYS > Payslip Delivery Option MYS

Image: Payslip Delivery Option MYS page

This example illustrates the fields and controls on the Payslip Delivery Option MYS page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Payslip Delivery Option MYS' page for employee 'Lee Choo'. The page includes the following details:

- Employee:** Lee Choo
- Employee ID:** KM0001
- Empl Record:** 0
- Override Delivery Details:**
 - *Effective Date:** 02/11/2013
 - *Status:** Active
 - Delivery Option:** Home Address

Printing Payslips

This section discusses how to print payslips.

Page Used to Print Payslips

Page Name	Definition Name	Usage
Create / Print Payslips MYS Page	GPMY_PSLP_RC	Generate and print payslips.

Create / Print Payslips MYS Page

Use the Create / Print Payslips MYS page (GPMY_PSLP_RC) to generate and print payslips.

Navigation

Global Payroll & Absence Mgmt > Payslips > Create / Print Payslips MYS > Create / Print Payslips MYS

Image: Create / Print Payslips MYS page

This example illustrates the fields and controls on the Create / Print Payslips MYS page. You can find definitions for the fields and controls later on this page.

You print payslips by running the GPMYPS01 SQR.

The template that you define controls the layout of the printed payslip.

You print payslips by calendar group ID. You can restrict the payslips that are printed from the pay run that is associated with the calendar group ID.

You can print payslips for:

- An entire calendar group ID.
- Individual payees for the selected calendar group ID.
- Groups of payees that are in the selected calendar group ID by pay entity, pay group, department, or location.

The run control page has links to the options.

You can set up to three sort keys from the following options: *Department*, *Employee Name*, *Location*, *Not Applicable*, *Pay Entity*, and *Pay Group*. If you select *Not Applicable*, the program prints the payslips by employee name.

Related Links[Viewing Payslips Online](#)[Understanding Payslip Setup](#)[Overriding Payslip Delivery Options](#)**Describing Processes Used in a Payslip Job**

The Payslip page launches a Job (GPMYPYSL) containing two processes in sequence:

1. The Structured Query Report (SQR) GPMYPS01 prints the payslip report and provides self service related information for ePay if ePay is licensed.
2. The GP_EPAY Application Engine process uses the payslip report and self service related information provided by the prior processes in this job to create self-service payslips for each payee. If ePay is not licensed, this process will report that ePay has not been licensed and will complete with success.

Related Links

"Setting Up View Payslip" (PeopleSoft HCM 9.2: ePay)

Viewing Payslips Online

If you license PeopleSoft ePay, employees can view an online self-service version of the payslip. To aid in resolving questions raised by employees about their payslips, the payroll administrator can view employees' self service payslips in an online view that replicates the employees' view. Like the printed payslip, the online version is based on the layout that is defined in the payslip template.

Related Links[Printing Payslips](#)[Understanding Payslip Setup](#)[Overriding Payslip Delivery Options](#)

"Viewing Payslips Online" (PeopleSoft HCM 9.2: ePay)

Managing Termination Payments

Understanding Termination Processing

Termination processing is a two-step process. Complete each process to ensure that the system updates the payee records correctly. To complete the termination process:

- Update job data.
- Process the termination.

This section discusses:

- Updating Job Data
- Processing the Termination
- Applying Payments and Deductions in Lieu of Notice
- Freezing Net Pay Payment
- Describing Delivered Termination Elements

Updating Job Data

When payees are terminated, made redundant, or retired, you update their job data by using the Work Location page. The PeopleSoft termination process uses the termination date that you enter to calculate termination pay. The effective date of a termination is the day that the payee no longer works for the company, that is, the day after the payee's last day of work.

Related Links

"Defining Personnel Actions and Reasons" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

Processing the Termination

PeopleSoft Global Payroll for Malaysia delivers a set of rules for termination processing that takes into account all statutory requirements. When you terminate a payee's employment, regardless of the reason, the employer is obliged to make certain payments to the employee depending on the circumstances of the termination. The termination process involves:

- Payment of unused leave balances.

General Ledger calculations must be performed on termination, even if the event occurs before the last period of the month. The system generates an earning that is equal to the total value of the

outstanding leave balance. By using the General Ledger Interface, this earning closes out the total amount of accrued annual leave.

- Payment of prorated earnings and deductions.

The system can prorate earnings and deductions that depend on active status, removes the maximum limits for deduction calculations, and pays allowances that are normally paid only in the last period of the month.

- Reconciliation of taxes, Employee Provident fund (EPF), Social Security Organization (SOCSO), and Festive Advance recovery.

Normal deduction limits do not apply to these calculations.

- Calculation of short notification periods.

The payroll system also enables you to make payments or take deductions because of a shortened notification period.

- Freezing net payments for the Inland Revenue Board.

You can freeze the payment of net pay that is awaiting tax reconciliation.

Applying Payments and Deductions in Lieu of Notice

When a payee's employment is terminated, either by the employee or the payee, the period between the date that the notification occurs and the effective date of the termination determines if the system calculates payments or deductions in lieu of notice. The law prescribes a minimum period length for notice; it is the same for both employers and payees.

In the absence of written terms to the contrary, the minimum period of notice is:

- Four weeks if employed for less than two years.
- Six weeks if employed for two years or more, but less than five years.
- Eight weeks if employed for five years or more.

If the notice period is less than the minimum period prescribed by law, the system will calculate either a deduction, if the notice is given by the payee, or a payment, if the notice is given by the employer. In either case, you should verify these results and modify or override them as necessary because the payment or deduction may be waived for various reasons. For example, if the notice is given by the payee, the employer may waive the deduction, and if the notice is given by the employer, reasons may exist, such as dismissal for misconduct, that permit a shorter notice.

The calculation rule for the payment or deduction in lieu of notice is:

(minimum calendar days of notice – actual calendar days of notice) * monthly salary / calendar days in the month of termination

Freezing Net Pay Payment

If a payee terminates employment due to retirement or if the employee plans to leave Malaysia after termination, the Inland Revenue Board (IRB) requires that the payments of the last allowances be

frozen until the IRB completes an actual yearly tax calculation. When the IRB completes the final tax reconciliation calculation, the employer is given a value that it must deduct or add to the frozen amount.

Describing Delivered Termination Elements

The system provides sections for processing termination of employment. These sections ensure that all legal obligations are met, and that you can make changes to suit your business practices.

Note: In addition to the listed sections, the delivered formula element, TER FM NOTIFIC, calculates the notification payments or deductions.

TERMINATION Section

The following table describes elements within the TERMINATION section:

<i>Element Type</i>	<i>Elements Used for Termination</i>	<i>Description</i>
Formula	TER FM PAYFREEZE	This formula references the Payee Termination page to verify whether you have asked for the net payment to be frozen. It then verifies whether the net pay is greater than zero. If yes, it forwards the net pay value to the TER VR FREEZEAMT variable and the tax deduction value to TER VR TAXFREEZE. It also verifies the status of the Inland Revenue Board Balance group box on the Payee Termination page and decides whether the payee owes the IRB or is entitled to a refund from the IRB.
Earnings	UNFREEZE PYM	The calculation rule for this earning is amount, where the amount is variable, TER VR UNFREEZE, which receives its value from the TER FMPAYFREEZE formula.
Deduction	UNFREEZE TAX	The calculation rule for this deduction is amount, where the amount is variable, TER VR TAXUNFREEZE, which receives its value from the TER FMPAYFREEZE formula.
Earnings	PAYMT IRB	The calculation rule for this earning is amount, where the amount is variable, TER VR AMTREIRB, which receives its value from the TER FMPAYFREEZE formula.

Element Type	Elements Used for Termination	Description
Deduction	DEDUCT IRB	The calculation rule for this deduction is amount, where the amount is variable, TER VR AMTPYIRB, which receives its value from the TER FMPAYFREEZE formula.
Earnings	FREEZE TAX	The calculation rule for this earning is amount, where the amount is variable, TER VR TAXFREEZE, which receives its value from the TER FMPAYFREEZE formula.
Deduction	FREEZE PYMTS	The calculation rule for this deduction is amount, where the amount is variable, TER VR FREEZEAMT, which receives its value from the TER FMPAYFREEZE formula.

EARNINGS - OTHER Section

The following table describes elements within the EARNINGS - OTHER section:

Earnings	LIEU NOTICE	The calculation rule for this earning is amount, where the amount is the TER VR NOTIFER variable.
Deduction	SHORT NOTICE	The calculation rule for this deduction is amount, where the amount is the TER VR NOTIFEE variable.

ABS PAY ELEM Section

The following table describes elements within the ABS PAY ELEM section:

Formula	LVE FM ENTPROTER	This formula checks for a termination date. If there is a date and the LVE ENTPROB accumulator is greater than zero, it moves the value from the accumulator into the LVE VR ENTPROTER variable for payment.
Formula	ANN FM UNUSEDENT	This formula calculates the unused entitlement and moves it to the ANN VR UNUSED variable. (This is not used for termination processing but for forfeiting of unused leave)

Formula	ANN FM PAYUNUSED	This formula decides whether the unused entitlement should be paid, if so the system sends the value to ANN VR UNUSEDPD, or it is to be forfeited and sent to ANN VR UNUSEDFO. (This is not used for termination processing but for forfeiting of unused leave)
Earnings	ANNLVEUNUSED	The calculation rule for this earning is unit x rate. The unit is ANN VR UNUSEDPD and the rate is the LVE FM PAYRATE formula. This formula retrieves the monthly rate and divides it by the work days. (This is not used for termination processing but for forfeiting of unused leave)
Earnings	ANN LVE LIEU	The calculation rule for this earning is unit x rate. The unit is accumulator ANN LVE ENT_BAL and the rate is the LVE FM PAYRATE formula. This formula retrieves the monthly rate and divides it by the work days. This earnings pays the outstanding balance on termination.

Terminating Employees

This section discusses how to update and maintain termination data for Malaysia.

Page Used to Terminate Employees

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Maintain Termination Data MYS Page</u>	GPMY_TER_PYE	Enter specific Malaysian termination details, such as who initiated the termination, notification date. Select options to freeze net pay, withhold notification period, deduct payments for the Inland Revenue Board (IRB), or grant an IRB refund.

Maintain Termination Data MYS Page

Use the Maintain Termination Data MYS page (GPMY_TER_PYE) to enter specific Malaysian termination details, such as who initiated the termination, notification date.

Select options to freeze net pay, withhold notification period, deduct payments for the Inland Revenue Board (IRB), or grant an IRB refund.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Terminations > Maintain Termination Data MYS > Maintain Termination Data MYS

Image: Maintain Termination Data MYS page

This example illustrates the fields and controls on the Maintain Termination Data MYS page. You can find definitions for the fields and controls later on this page.

- Effective Date** Enter the employee's termination date. This date must match the termination date on the employee's job record.
- Notification Date** Enter the date that termination notification is given.
- Notification Origin** Indicate whether the payee or the employer initiated the termination.
- Action and Reason Code** These fields display termination information from the Job Data page.
- Departing Malaysia** Select this check box when the terminated employee is leaving Malaysia.
- Cessation Reported to IRB** Select this check box to indicate that details about the departure are to be sent to the IRB.
- Withhold Notification Period** Deselect this check box to ignore the notification dates for deductions and payments in lieu of notice.
- Freeze Net Pay** Select to freeze net payments on termination.

To freeze the net pay on termination, enter an instance with an effective date that is equal to the termination date (one day before the termination action). When the IRB sends the

clearance notification to unfreeze net pay and the IRB balance amounts, enter a new effective-dated instance indicating when the unfreeze occurs.

Refund

Select to indicate that the amount that is listed is a refund from the IRB. If this check box is not selected, the employee owes the amount.

Amount

Enter the amount that is owed to or reimbursed by the IRB.

Creating Termination Reports

This section lists the pages that are used to create termination reports.

Pages Used to Create Termination Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Create CP21 Data MYS Page	GPMY_CREATE_CP21	Notifies the IRB of an employee's intention to depart from Malaysia for a period of three months or more.
View CP21 Details - Personal Data Page	GPMY_CP21_DTLS	View and finalize the details of the CP21 report before printing the report.
View CP21 Details - Salary Details Page	GPMY_CP21_EDIT	View and modify the calculated values retrieved from the results tables before printing the report.
Print CP21 Forms MYS Page	GPMY_RC_GPMYTX01	Print the CP21 form for the IRB.
Create CP22A Data MYS Page	GPMY_CREATE_CP21	Extract data for the CP22A report from the results tables.
View CP22A Details MYS - Personal Data Page	GPMY_CP22A_PERS	View the data created for the CP22A report.
View CP22A Details MYS- Salary Details Page	GPMY_CP22A_SAL	View and modify the salary data calculation results for the CP22A report.
Print CP22A Forms MYS Page	GPMY_RC_GPMYTX03	Print the CP22A form for the IRB.

Related Links

[Understanding Inland Revenue Reporting](#)

Appendix A

Global Payroll for Malaysia Reports

Global Payroll for Malaysia Reports: A to Z

These tables list the Global Payroll for Australia reports sorted by report ID. For more information about running these reports refer to:

For more information about running these reports, refer to:

- The corresponding topic in this product documentation.
- *PeopleTools: Process Scheduler*
- *PeopleTools: BI Publisher for PeopleSoft.*
- *PeopleTools: SQL Language Reference for PeopleSoft*

For samples of these reports, see the [Report Samples](#) that are published with this online documentation.

Note: For more information about running the reports, refer to the corresponding topic in this PeopleBook.

For samples of these reports, see the Portable Document Format (PDF) files that are published with your online documentation.

Report ID and Report Name	Description	Navigation	Run Control Page
GPMYAM01 Absence History Report	Lists, by employee, all types and durations of absence takes. This report lists, for each employee, all leave that is taken, with dates and duration, paid status, and other information.	Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Leave History MYS > Absence History Report	GPMY_RC_ABS_HIST
GPMYAM02 Leave Liability Report	Reports the value of all leave balances (rate x entitlement balance). This report lists, for each employee, absence entitlement that is converted to leave liability. It includes the earning codes that are used to pass liability to General Ledger Interface or QSP.	Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Leave Liability MYS > Leave Liability	GPMY_RC_LVELIAB
GPMYEP01 EPF Form A	Contains monthly statement of Employee Provident Fund (EPF) contributions.	Global Payroll & Absence Mgmt > Pension > Print EPF Form A MYS > EPF Form A	GPMY_RC_GPMYEP01

Report ID and Report Name	Description	Navigation	Run Control Page
GPMYPY06 EPF Summary Report	Prints the payee IDs, pay end date, and EPF deductions that are for a given organizational unit.	Global Payroll & Absence Mgmt > Pension > Print EPF Summary MYS > EPF Summary	GPMY_RC_GPMYPY06
GPMYPY07 SOCSO Summary Report	Prints the payee IDs, pay end date, and Social Security Organization (SOCSO) deductions that are for a given organizational unit.	Global Payroll & Absence Mgmt > Social Security / Insurance > Print SOCSO Summary MYS > SOCSO Summary	GPMY_RC_GPMYPY07
GPMYSO01 SOCSO Form 8B	Lists SOCSO arrears contributions for employees with arrears contributions for a given period.	Global Payroll & Absence Mgmt > Social Security / Insurance > Print SOCSO Form 8B MYS > SOCSO Form 8B	GPMY_RC_GPMYSO01
GPMYSO03 SOCSO Form 8A	Contains details of all contributions for the given period that are associated with the employer's SOCSO number.	Global Payroll & Absence Mgmt > Social Security / Insurance > Print SOCSO Form 8A MYS > SOCSO Form 8A	GPMY_RC_GPMYSO03
GPMYSO02 SOCSO Form 2	Prints the employee register report.	Global Payroll & Absence Mgmt > Social Security / Insurance > Print SOCSO Form 2 MYS > SOCSO Form 2	GPMY_RC_GPMYSO02
GPMYSO04 SOCSO Form 3	Details all payees who are terminated in a given month.	Global Payroll & Absence Mgmt > Social Security / Insurance > Print SOCSO Form 3 MYS > SOCSO Form 3	GPMY_RC_GPMYSO04
GPMYTX01 CP21	Provides notification of an employee's intent to leave Malaysia.	Global Payroll & Absence Mgmt > Termination Processing > Print CP21 Forms MYS > Print CP21 Forms	GPMY_RC_GPMYTX01
GPMYTX02 CP22	Reports new employees.	Global Payroll & Absence Mgmt > Taxes > CP22 Forms MYS > Print CP22A Forms	GPMY_RC_GPMYTX02
GPMYTX03 CP22A	Reports terminated employees.	Global Payroll & Absence Mgmt > Termination Processing > Print CP22A Forms MYS > Print CP22A Forms	GPMY_RC_GPMYTX03
GPMYTX04 CP39	Reports monthly taxation deductions.	Global Payroll & Absence Mgmt > Taxes > CP39 Forms MYS > Print CP39 Forms	GPMY_RC_GPMYTX04

Report ID and Report Name	Description	Navigation	Run Control Page
GPMYTX05 CP159	Provides annual statement of tax deductions	Global Payroll & Absence Mgmt > Year-End Processing > Print CP159 Forms MYS > Print CP159	GPMY_RC_GPMYTX05
GPMYTX06 Form 8D	Identifies annually all payees, their total remuneration, and total deductions for the year.	Global Payroll & Absence Mgmt > Year-End Processing > Print Form 8D MYS > Print Form 8D	GPMY_RC_GPMYTX06
GPMYTX07 CP8A	Provides annual tax statements.	Global Payroll & Absence Mgmt > Year-End Processing > Print CP8A Forms MYS > Print CP8A Forms	GPMY_RC_GPMYTX07
GPMYTX09 Form E	Provides a cover note for the Form E and contains employer details compiled from the CP 8A/8C reports.	Global Payroll & Absence Mgmt > Year-End Processing > Print Form E MYS > Print Form E	GPMY_RC_GPMYTX09
GPMYPCB2 CP159/PCB2	Provides annual statement of tax deductions.	Global Payroll & Absence Mgmt > Year-End Processing > Print PCB 2 (II) MYS Print PCB 2 (II)	GPMY_RC_GPMYTX08

