

How to get the text file for monthly online monthly submission (EPF, SOCSO, EIS, PCB)

First, process your month end:

Final Payroll Process

- To process the month FINAL payroll -

Transaction Posting

Year: 2021 Month: 5

Payroll Transaction

Process Date: 31/05/2021

Process From: 01/05/2021 To 31/05/2021 ...

Description

Description 1: Month End (05.2021)

Description 2:

Ref 1:

Ref 2:

Employee Other

* ✓	Code	Name
✓	001	LEE CHONG WAI
✓	002	KOO KIAN KEAT
✓	003	NICOLE
✓	004	WONG CHUN HAN
✓	00001	AMY LOI YOKE MEI

5

☐ Include Default Wages/Allowance/Deduction/Tax Benefit in addition to Pending Transactions

☐ Use system calculated amount for Pending Overtime/Unpaid Leave

Process

EPF (KWSP)

After processing your month end, click the following buttons :

Month End (05.2021) [Period: 05 / 2021]

Code	Name
00001	AMY LOI YOKE MEI
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN

5

Process Missing Employee

Month End (05.2021) - May 2021

Print Pay Slip

Print EPF Borang A

Print Payroll Summary

Print SOCSO Borang 8A

Print Payment Summary

Print EIS Lampiran 1

Print Income Tax CP39

Print HRDF

Click Submission of KWSP's Borang A via Magnetic Media .

EPF Borang A

Year: 2021 Month: 5

Payment Method: ☐ Cash ☒ Cheque/Money Orders/Others Apply

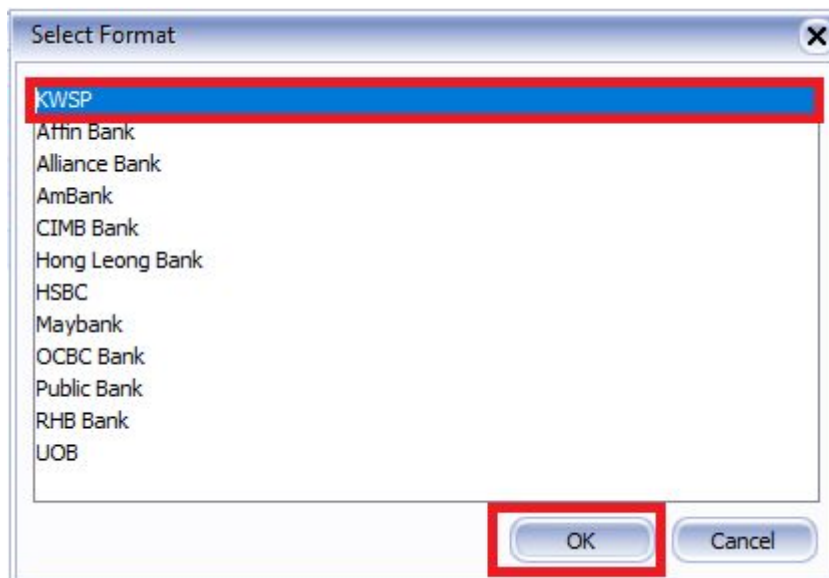
EPF Borang A - May 2021

NAME	Employee EPF	Employer EPF
ALL MOHD	638.00	696.00
AMY LOI YOKE MEI	403.00	440.00
KOO KIAN KEAT	234.00	255.00
LEE CHONG WAI	390.00	425.00
NICOLE	335.00	365.00
WONG CHUN HAN	434.00	473.00

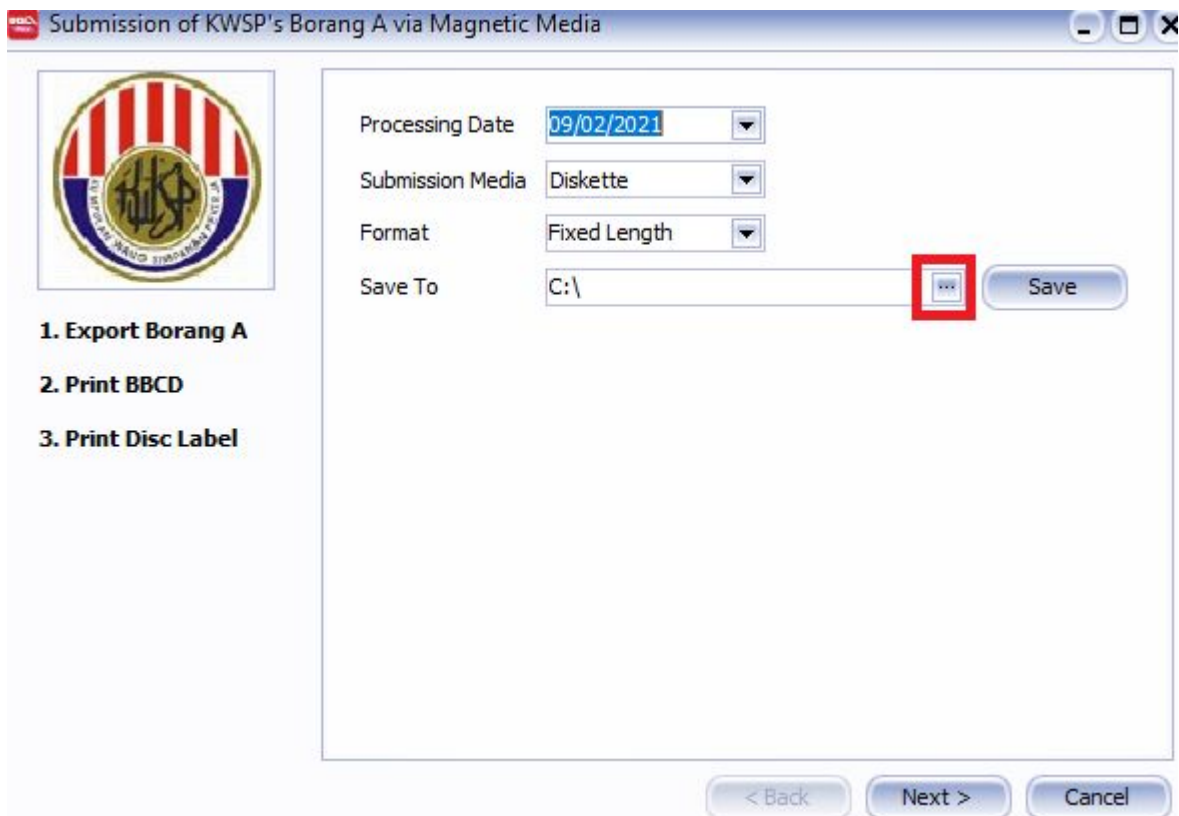
2,434.00 2,654.00

Submission of KWSP's Borang A via Magnetic Media

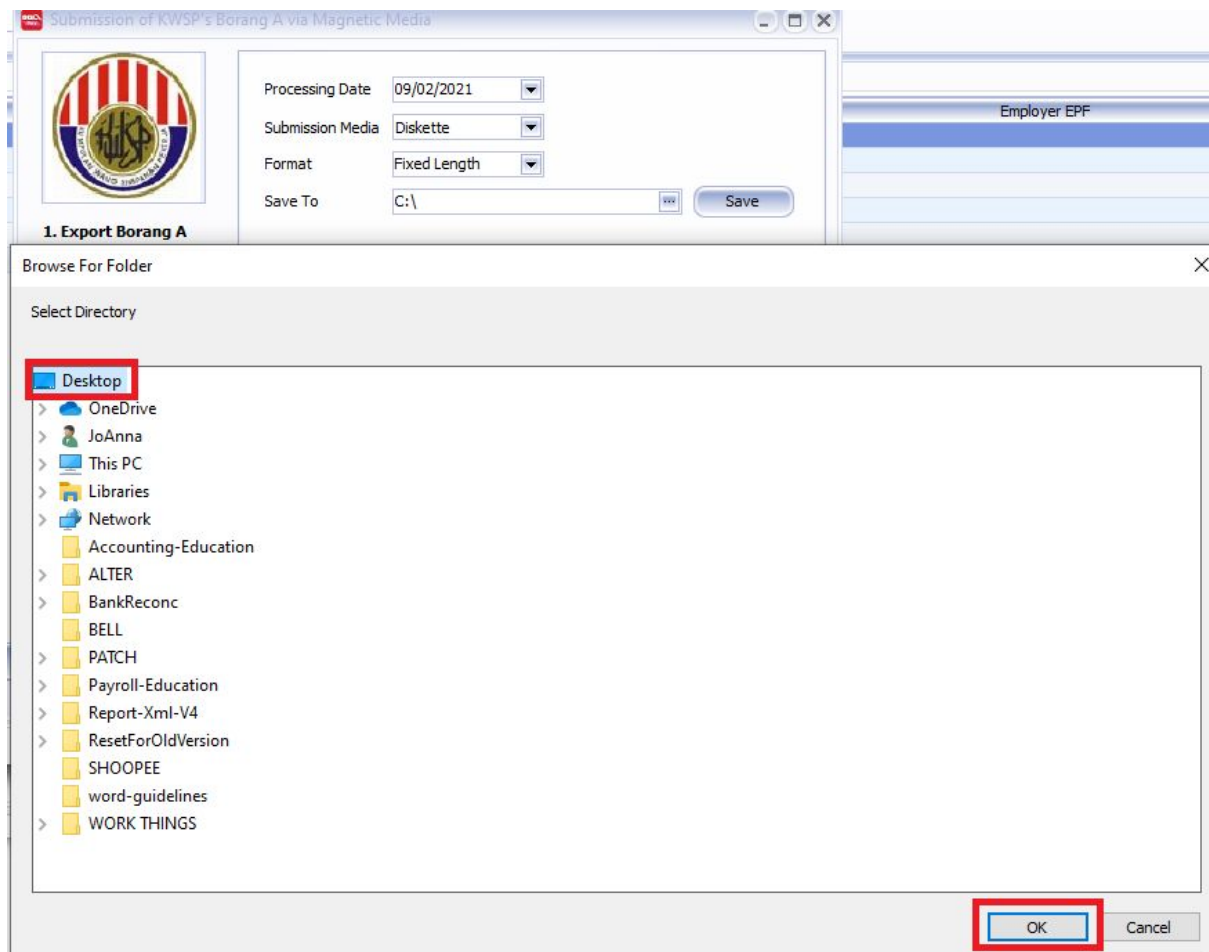
Select the KWSP option , Press OK.



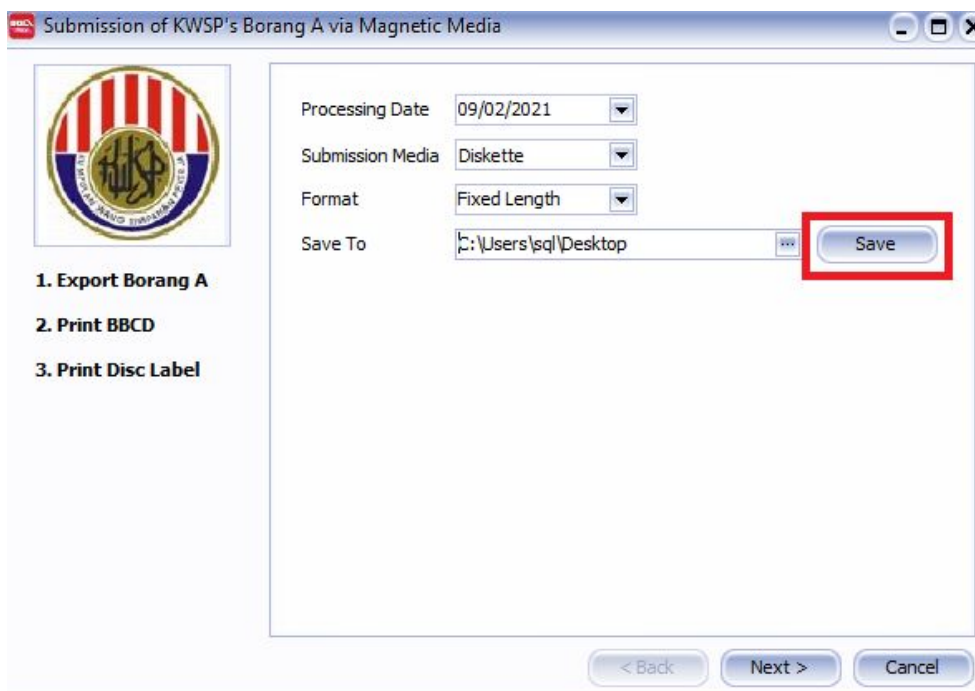
Press the small box with 3 small dots to select the location that you will be saving this text file into.

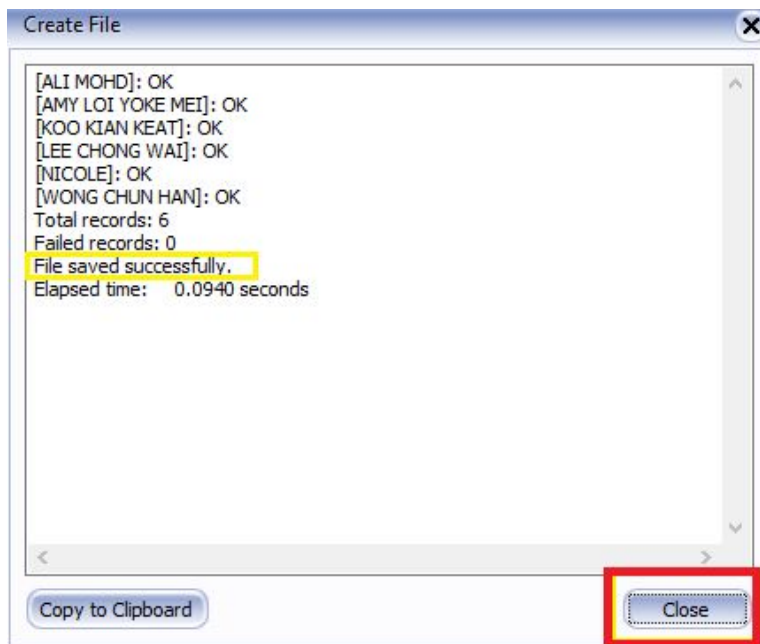


For example, desktop was the selected location. Once you have selected the location, press OK.

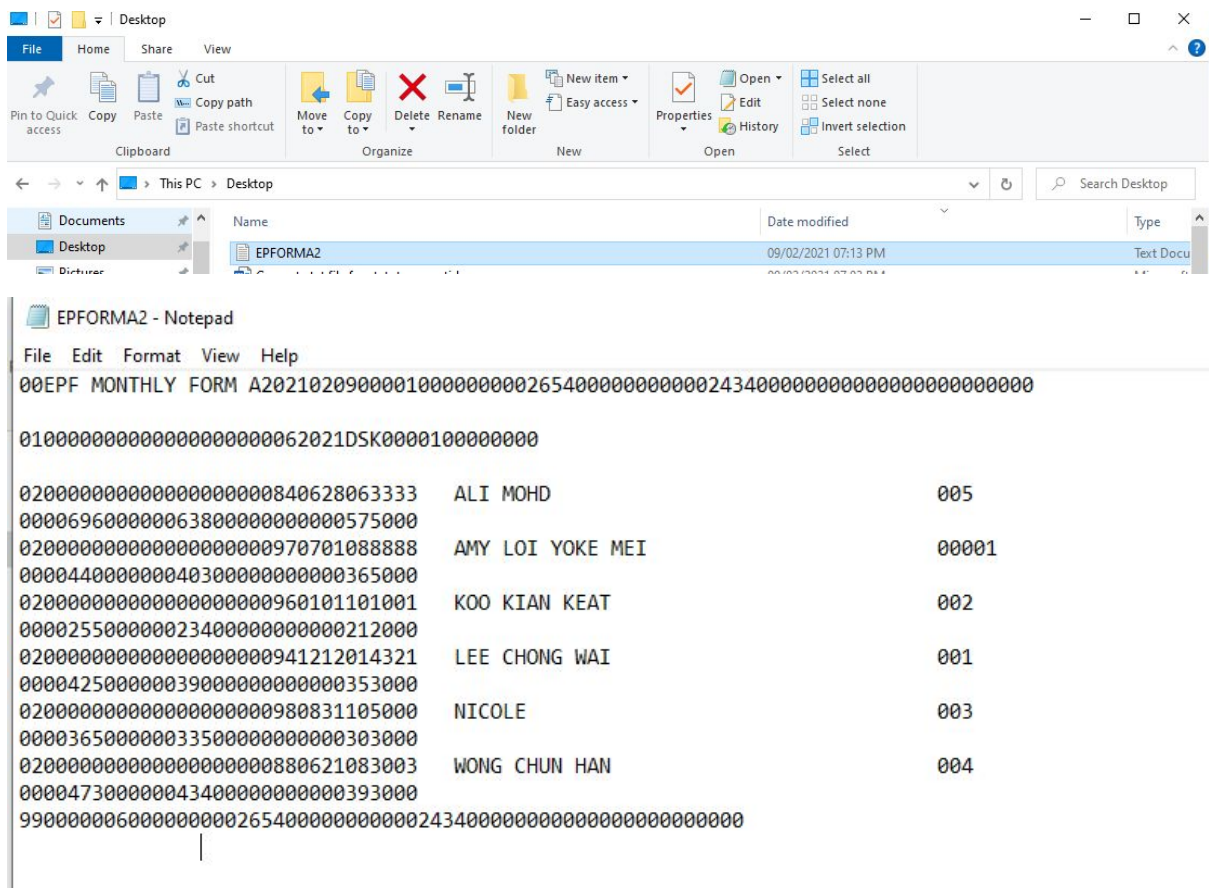


Press Save





Close the pop-up and you will find the text file in your Desktop location.



The text file is now read for you to submit online at KWSP's website.

SOCSCO (ASSIST PERKESO)

Menu: Payroll | Government Reports | Print SOCSCO Borang 8A

Click Print SOCSCO Borang 8A after processing your month End.

The screenshot shows a software window titled 'Month End (05.2021) [Period: 05 / 2021]'. On the left, there is a table with employee details:

Code	Name
00001	AMY LOI YOKE MEI
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN

Below the table is a 'Process Missing Employee' button. The main area of the window has a green background with the title 'Month End (05.2021) - May 2021'. It contains several buttons: 'Print Pay Slip', 'Print EPF Borang A', 'Print Payroll Summary', 'Print SOCSCO Borang 8A' (highlighted with a red box), 'Print Payment Summary', 'Print EIS Lampiran 1', 'Print Income Tax CP39', and 'Print HRDF'.

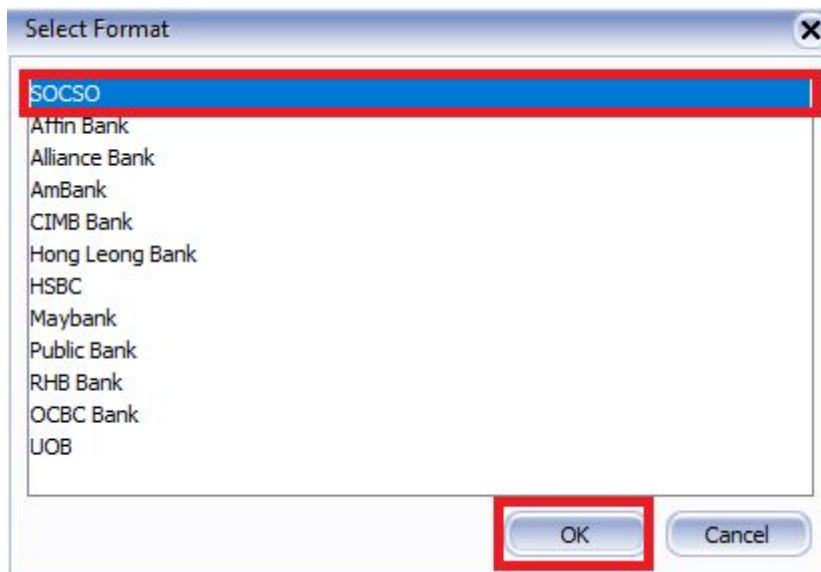
Click "Submission of SOCSCO Borang 8A via Magnetic Media"

The screenshot shows a software window titled 'SOCSCO Borang 8A'. It has fields for 'Year: 2021' and 'Month: 5', and a 'Payment Method: Cash' dropdown with an 'Apply' button. Below this is a table titled 'SOCSCO Borang 8A - May 2021' with the following data:

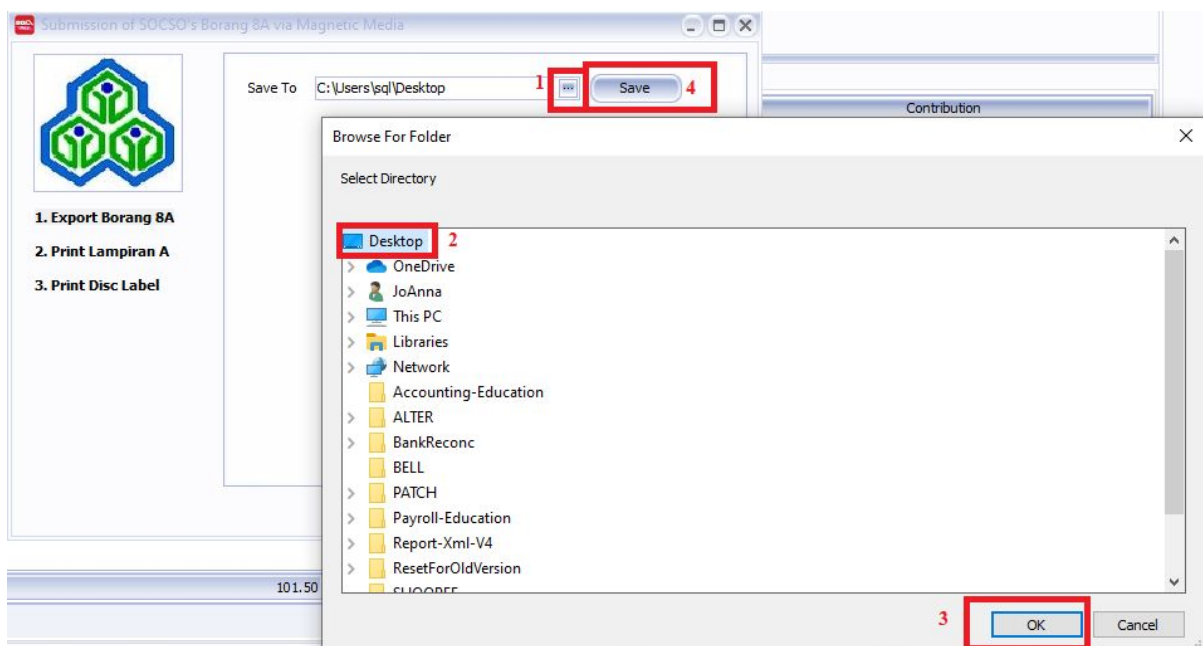
NAME	Employee SOCSCO	Employer SOCSCO	Contribution
ALI MOHD	19.75	69.05	88.80
AMY LOI YOKE MEI	18.25	63.85	82.10
KOO KIAN KEAT	10.75	37.65	48.40
LEE CHONG WAI	17.75	62.15	79.90
NICOLE	15.25	53.35	68.60
WONG CHUN HAN	19.75	69.05	88.80

At the bottom, there is a summary row with values: 101.50, 355.10, and 456.60. A red box highlights the button 'Submission of SOCSCO's Borang 8A via Magnetic Media' at the bottom right.

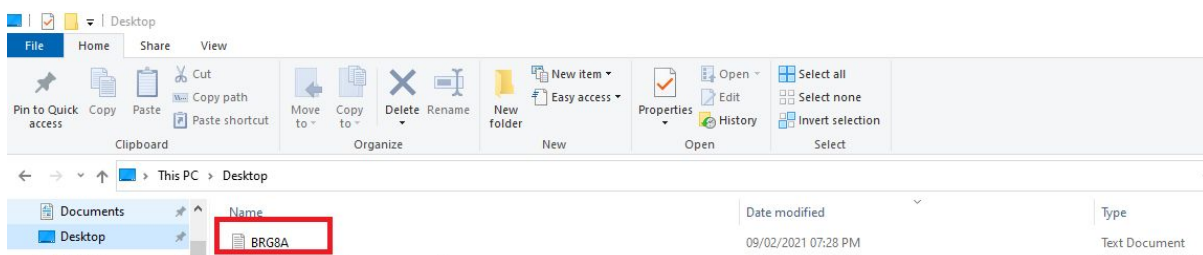
Select the SOCSO text file format . Press OK



First, click the small box with 3 dots, select the location which you want to save the text file into. Then press OK. Press Save last.



Once you have Save, you can see the text file in your Desktop location.



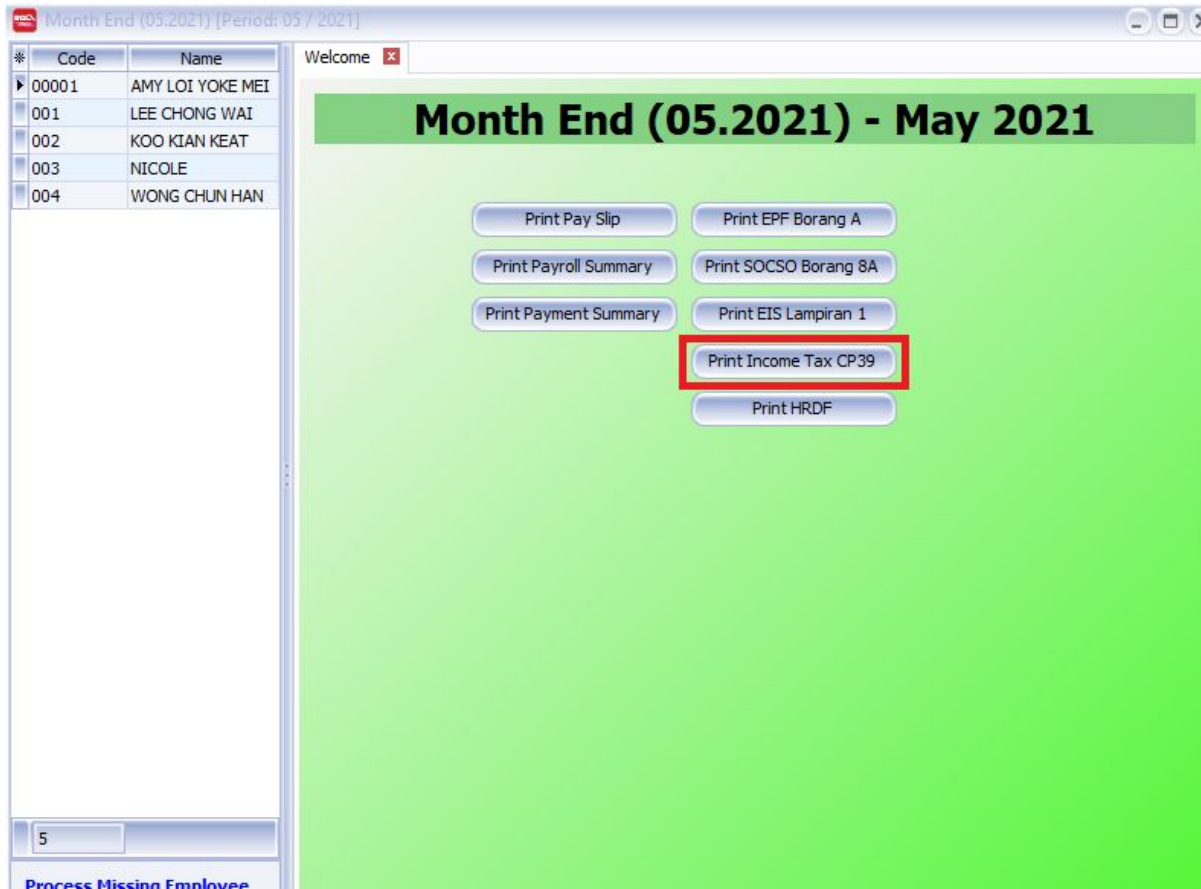
Submit the text file at the SOCSO website.

```
BRG8A - Notepad
File Edit Format View Help
YYYYYY      1234564567      840628063333ALI MOHD
052021000000000008880
YYYYYY      1234564567      970701088888AMY LOI YOKE MEI
052021000000000008210
YYYYYY      1234564567      960101101001KOO KIAN KEAT
052021000000000004840
YYYYYY      1234564567      941212014321LEE CHONG WAI
052021000000000007990
YYYYYY      1234564567      980831105000NICOLE
052021000000000006860
YYYYYY      1234564567      880621083003WONG CHUN HAN
052021000000000008880
```

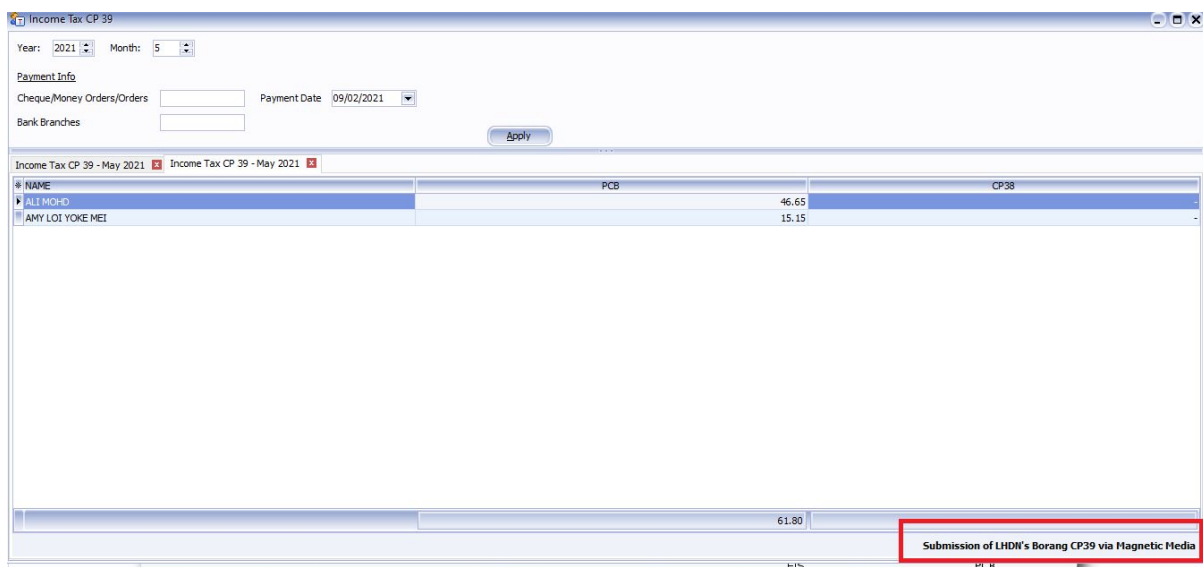

PCB (LHDN e-Data PCB)

Menu: Payroll | Print Government Report | Print Income Tax CP39

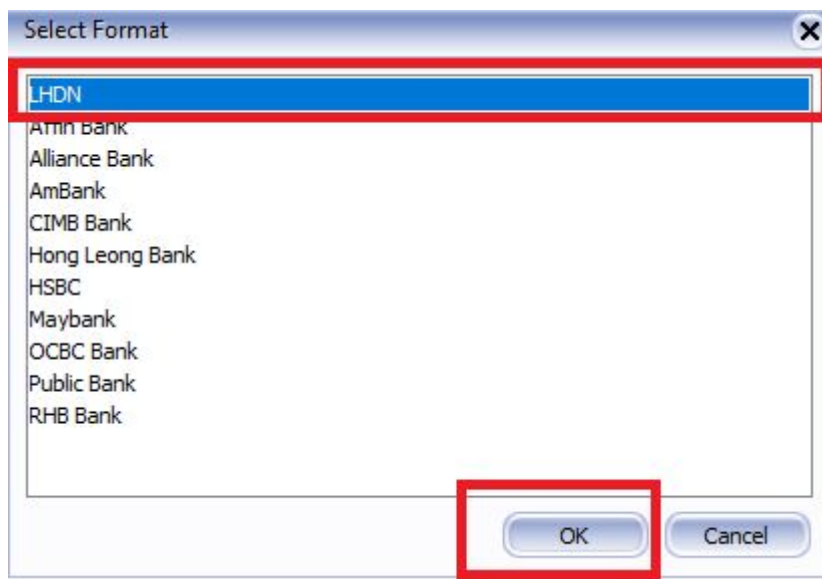
Click Print Income Tax CP39 after processing your month End.



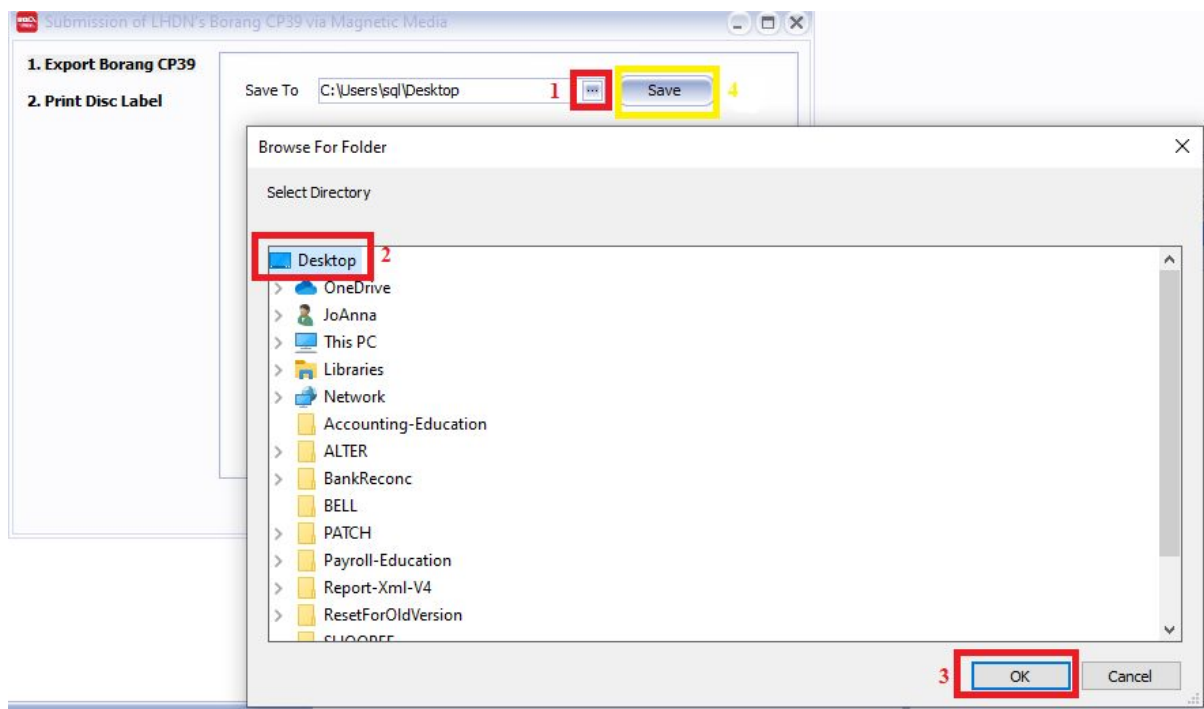
Click on "Submission of LHDN Borang CP39 via Magnetic Media".



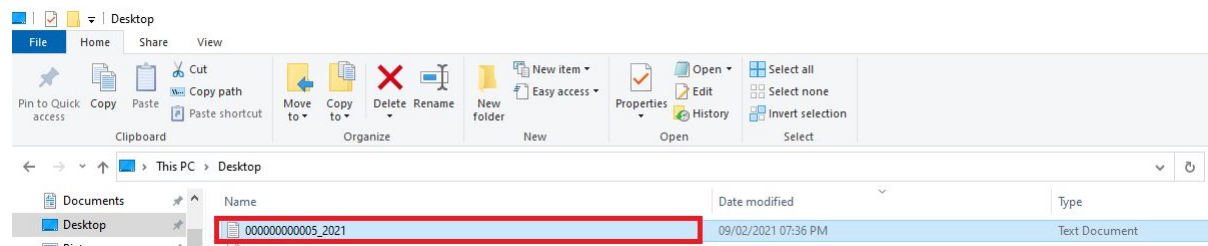
Select the LHDN format and press OK.



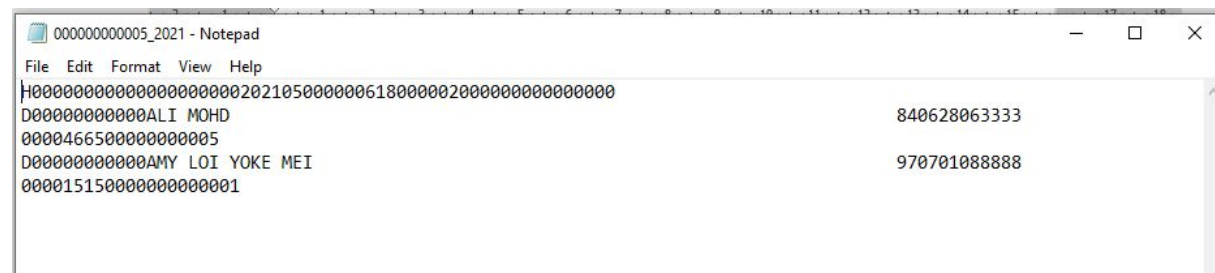
First, click the small box with 3 dots, select the location which you want to save the text file into. Then press OK. Press Save last.



You can see the text file has been saved into your Desktop location.



Your text file is ready to be submitted on the LHDN's official website.



EIS (ASSIST EIS)

Menu: Payroll | Government Reports | Print EIS Lampiran 1

Click Print EIS Lampiran 1 after processing your month End.

Month End (02.2021) [Period: 02 / 2021]

Welcome

Month End (02.2021) - Feb 2021

Print Pay Slip Print EPF Borang A

Print Payroll Summary Print SOCSO Borang 8A

Print Payment Summary **Print EIS Lampiran 1**

Print Income Tax CP39

Print HRDF

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Process Missing Employee

Click "Submission of EIS Lampiran 1 via Magnetic Media"

Print EIS Lampiran 1

Year 2021 Month 2

Apply

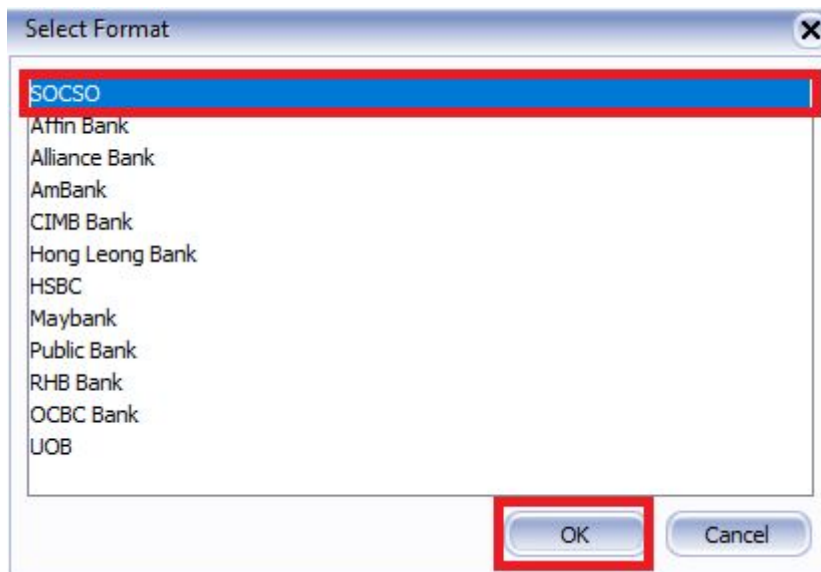
EIS Lampiran 1 - Feb 2021

NAME	Employee EIS	Employer EIS	Total EIS
ALI MOHD	7.90	7.90	15.80
AMY LOI YOKE MEI	7.30	7.30	14.60
KOO KIAN KEAT	4.10	4.10	8.20
LEE CHONG WAI	7.10	7.10	14.20
NICOLE	6.10	6.10	12.20
WONG CHUN HAN	7.90	7.90	15.80

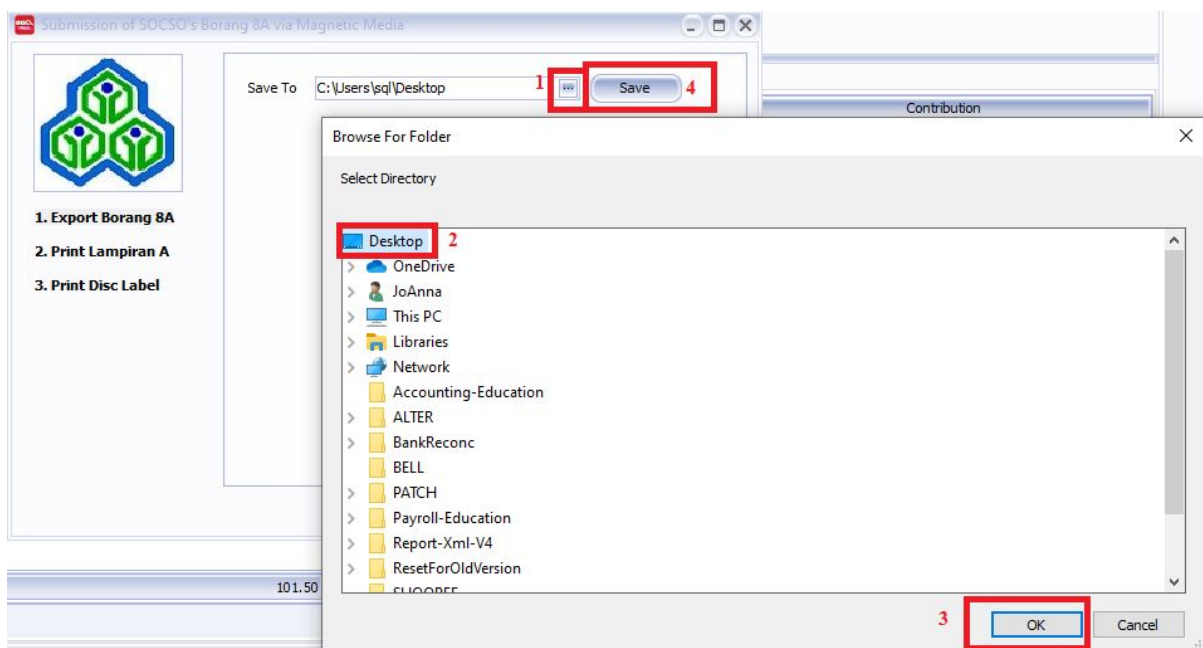
40.40 40.40 80.80

Submission of EIS Lampiran 1 via Magnetic Media

Select the SOCSO text file format . Press OK



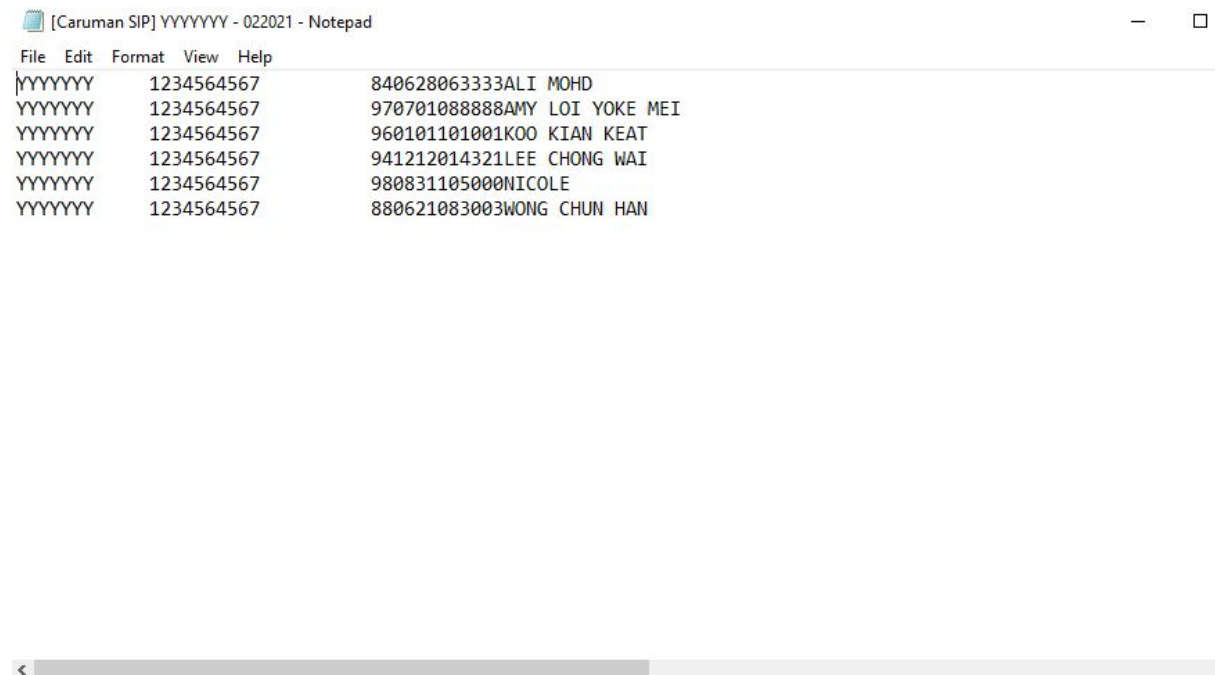
First, click the small box with 3 dots, select the location which you want to save the text file into. Then press OK. Press Save last.



Once you have Save, you can see the text file in your Desktop location.



Submit the text file at the SOCSO website.



```
[Caruman SIP] YYYYYY - 022021 - Notepad
File Edit Format View Help
YYYYYY 1234564567 840628063333ALI MOHD
YYYYYY 1234564567 970701088888AMY LOI YOKE MEI
YYYYYY 1234564567 960101101001KOO KIAN KEAT
YYYYYY 1234564567 941212014321LEE CHONG WAI
YYYYYY 1234564567 980831105000NICOLE
YYYYYY 1234564567 880621083003WONG CHUN HAN
```

END