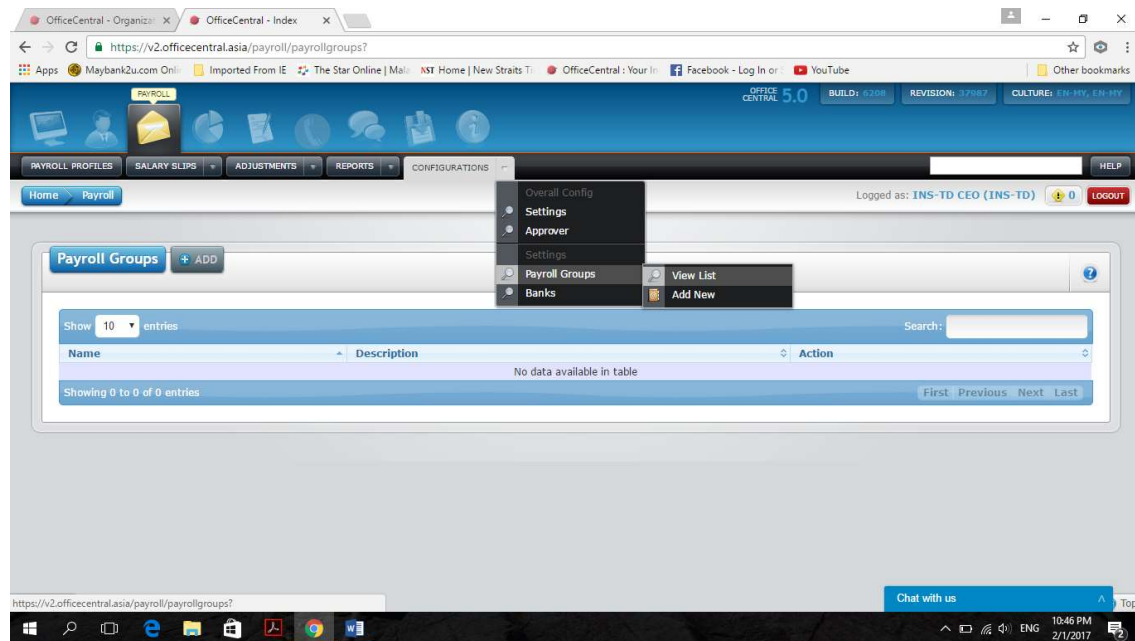


PAYROLL

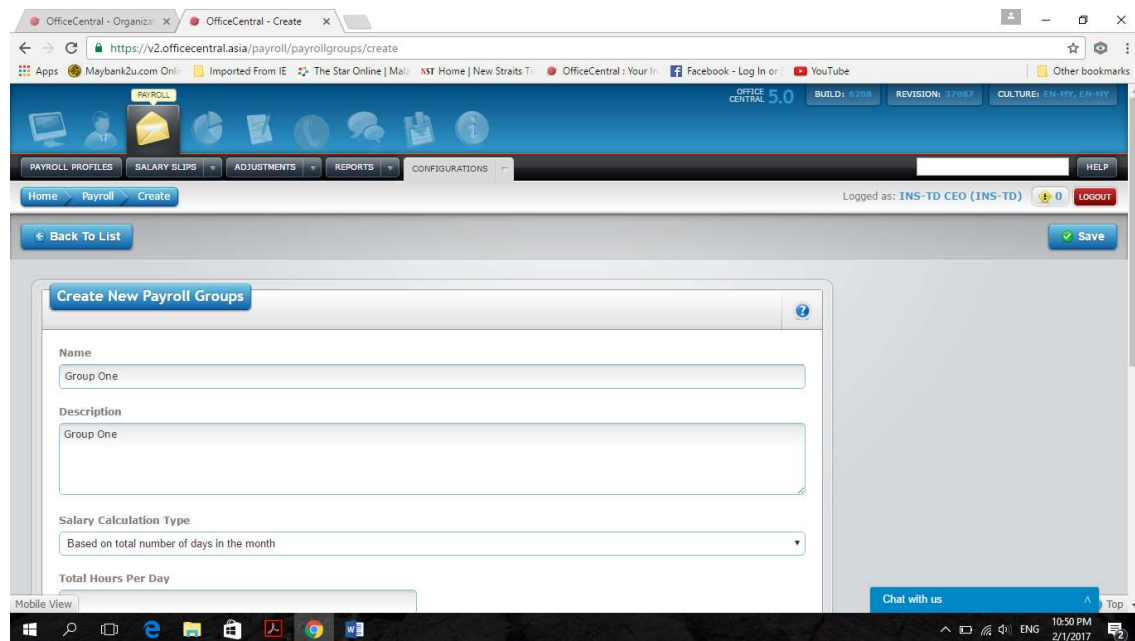
CONFIGURATIONS

STEP 1: Create New Payroll Group

Configuration; Payroll Group; View List. Click on “Add” button.

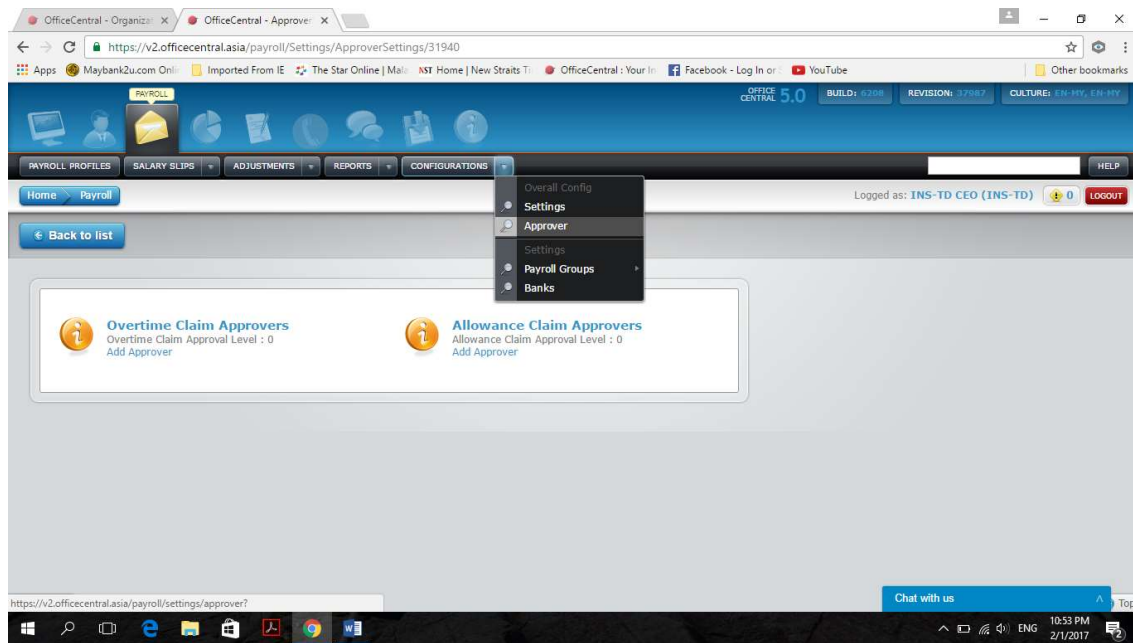


Set Rates for Overtime and hours in a working day.

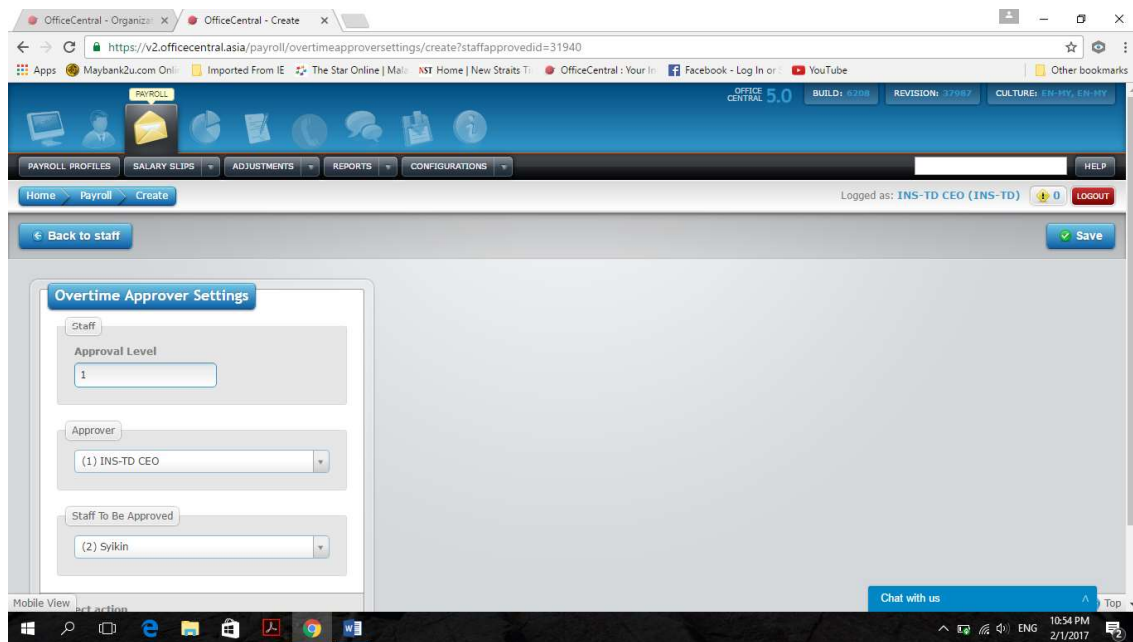


STEP 2: Set Approver.

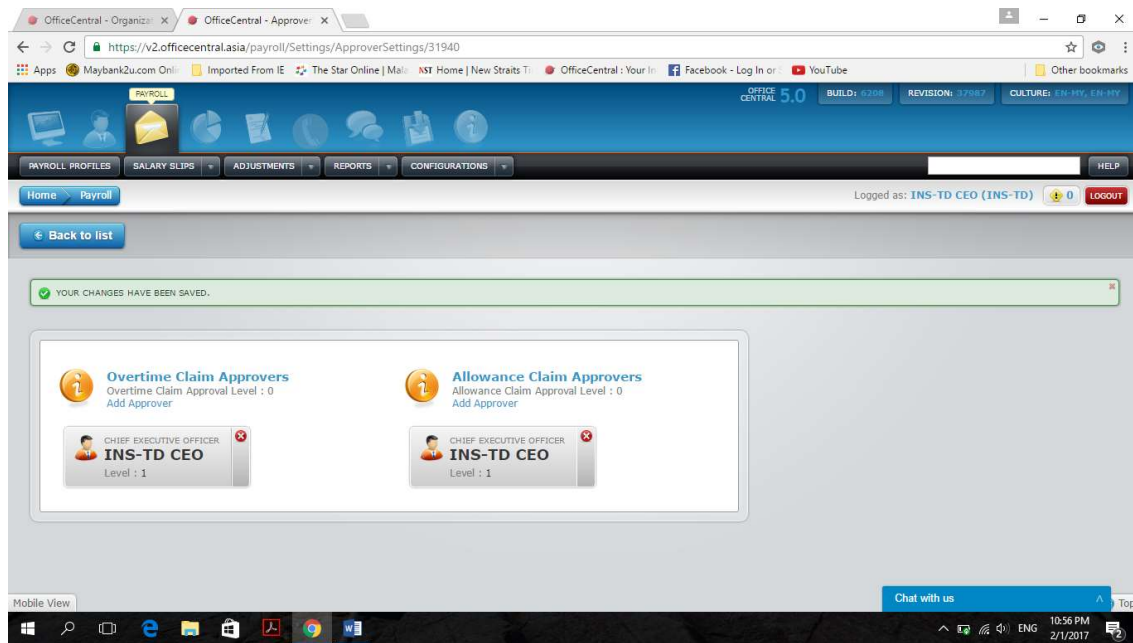
Configurations; Approver



Click “Add Approver” item.

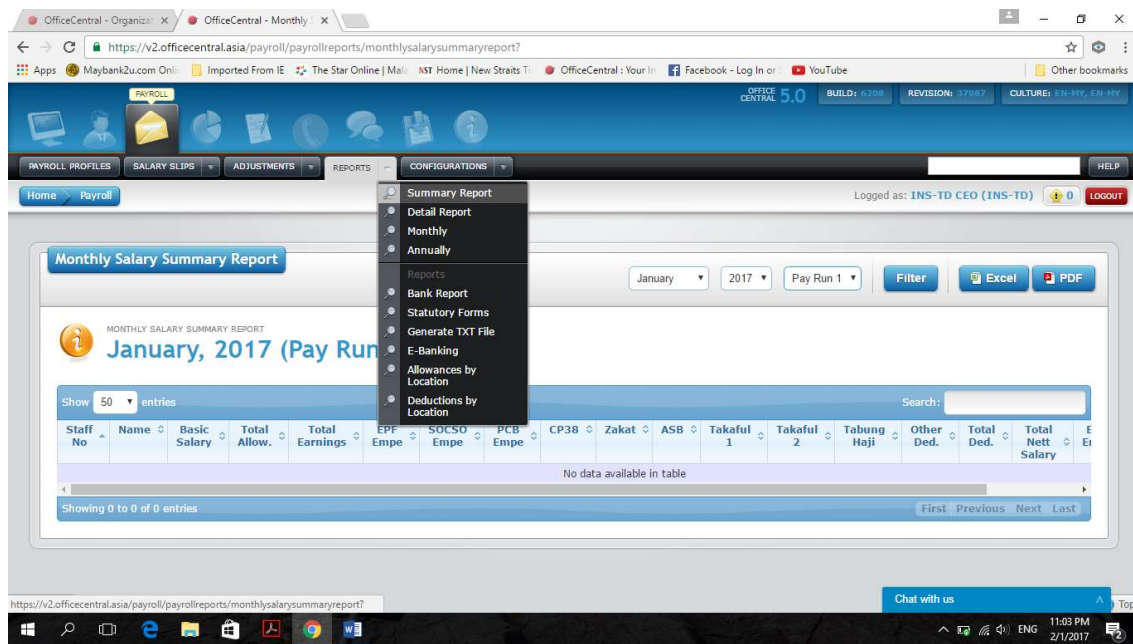


Approver set.



REPORTS

STEP 3: Summary Report



Monthly Salary Summary Report

OfficeCentral - Organiza... OfficeCentral - Monthly...
 https://v2.officecentral.asia/payroll/payrollreports/monthlysalarysummaryreport?
 Apps Maybank2u.com Onl... Imported From IE The Star Online | Ma... NST Home | New Straits Ti... OfficeCentral: Your... Facebook - Log In or YouTube Other bookmarks

OFFICE CENTRAL 5.0 BUILD: 6208 REVISION: 37087 CULTURE: EN-MY, EN-MY
 PAYROLL PROFILES SALARY SLIPS ADJUSTMENTS REPORTS CONFIGURATIONS HELP
 Home Payroll Logged as: INS-TD CEO (INS-TD) 0 LOGOUT

Monthly Salary Summary Report
 January 2017 Pay Run 1 Filter Excel PDF

MONTHLY SALARY SUMMARY REPORT
January, 2017 (Pay Run 1)

Show 50 entries Search:

Staff No	Name	Basic Salary	Total Allow.	Total Earnings	EPF Empe	SOCSSO Empe	PCB Empe	CP38	Zakat	ASB	Takaful 1	Takaful 2	Tabung Haji	Other Ded.	Total Ded.	Total Nett Salary
No data available in table																

Showing 0 to 0 of 0 entries First Previous Next Last

Mobile View Chat with us Top
 11:03 PM 2/1/2017

Salary Pay Detail Listing

OfficeCentral - Organiza... OfficeCentral - Monthly...
 https://v2.officecentral.asia/payroll/payrollreports/monthlysalariesreport?
 Apps Maybank2u.com Onl... Imported From IE The Star Online | Ma... NST Home | New Straits Ti... OfficeCentral: Your... Facebook - Log In or YouTube Other bookmarks

OFFICE CENTRAL 5.0 BUILD: 6208 REVISION: 37087 CULTURE: EN-MY, EN-MY
 PAYROLL PROFILES SALARY SLIPS ADJUSTMENTS REPORTS CONFIGURATIONS HELP
 Home Payroll Logged as: INS-TD CEO (INS-TD) 0 LOGOUT

Salary Pay Detail Listing
 January 2017 Pay Run 1 Filter Excel PDF

SALARY PAY DETAIL LISTING
January, 2017 (Pay Run 1)

Show 50 entries Search:

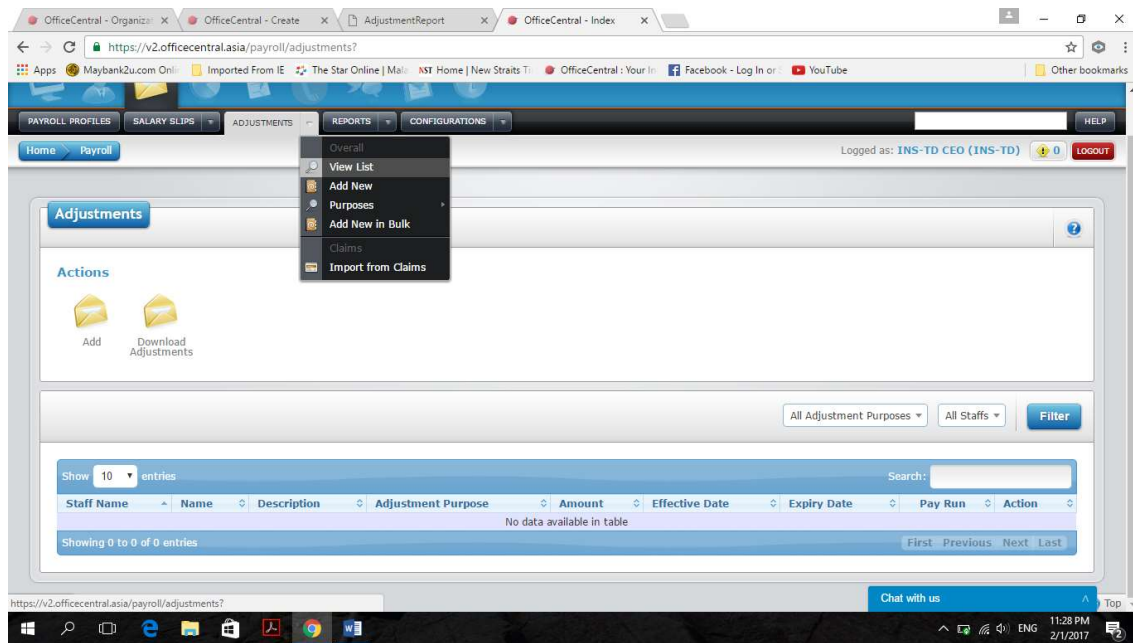
STAFF NO	NAME	BASIC SALARY	FIXED ALLW	TOTAL ALLW	TOTAL DED.	GROSS SALARY	EPF EMPE	SOCSSO EMPE	PCB EMPE	ZAKAT	SALADJ	NETT SALARY	EPF EMPR	SOCSSO EMPR
No data available in table														

Showing 0 to 0 of 0 entries First Previous Next Last

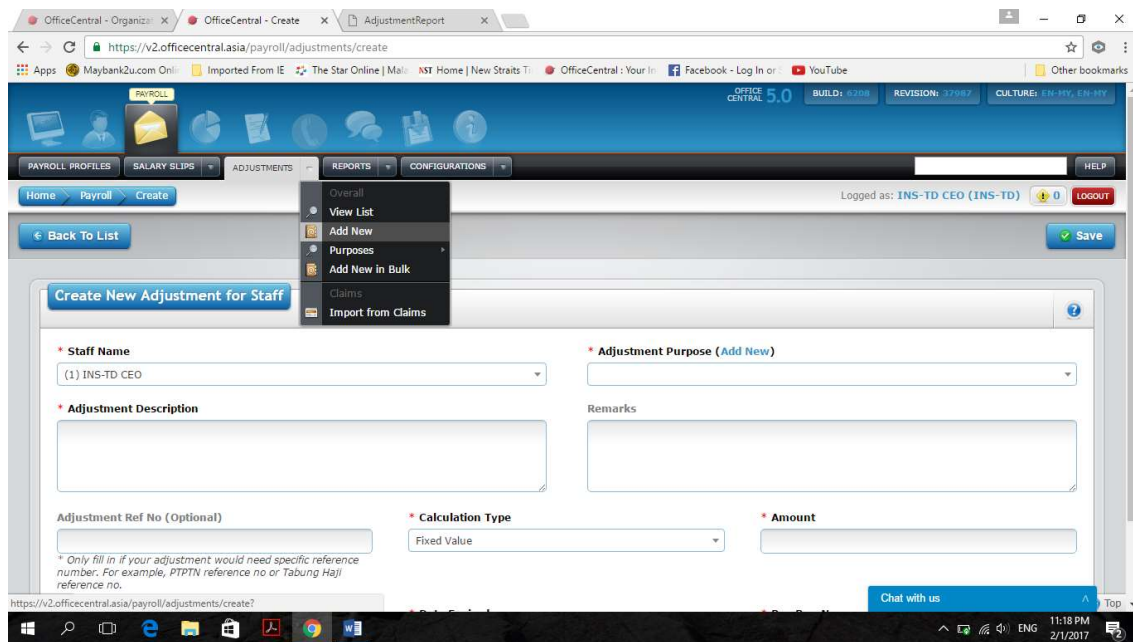
Mobile View Chat with us Top
 11:04 PM 2/1/2017

ADJUSTMENTS

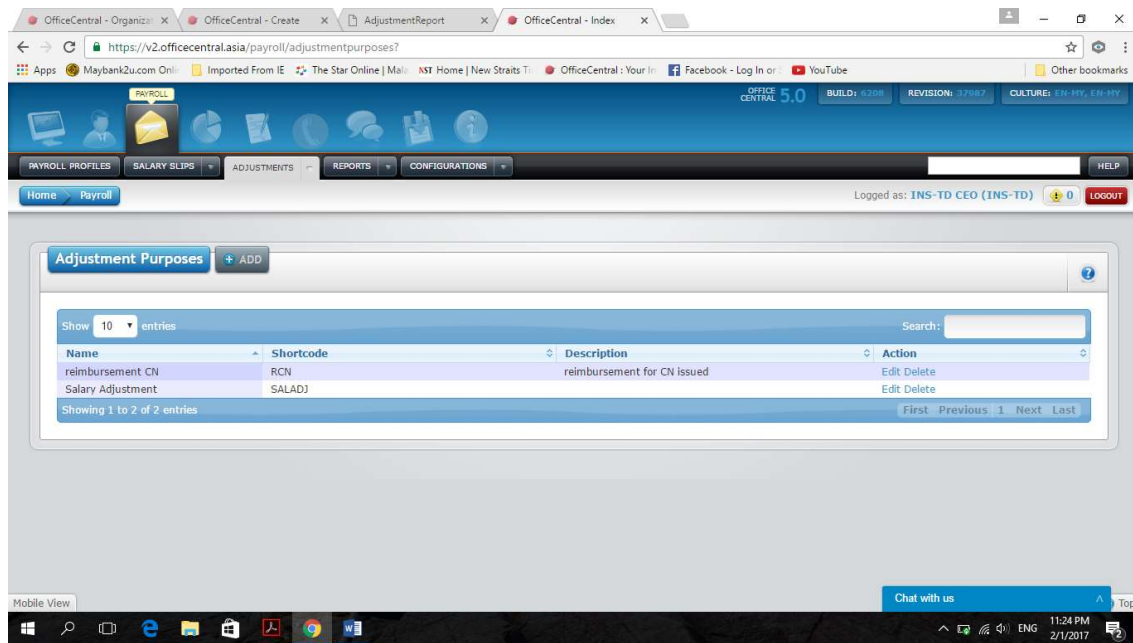
STEP 4: Adjustment to Staff salary – deduction or addition of amounts, based on “Purpose”.



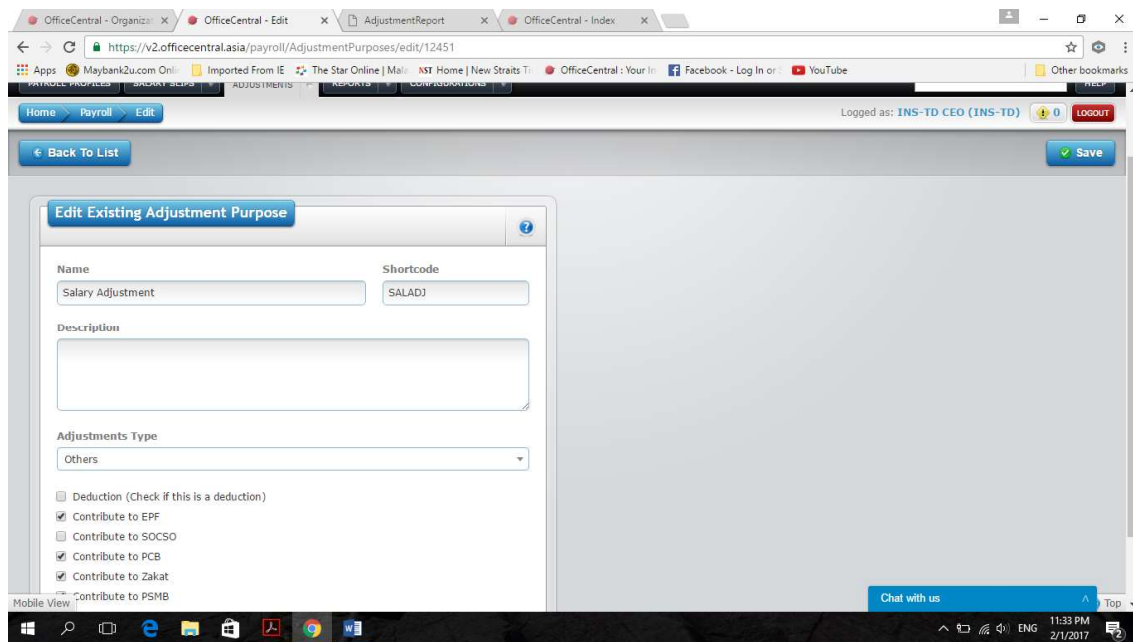
Click “Add” option to create a specific adjustment for a specific staff.



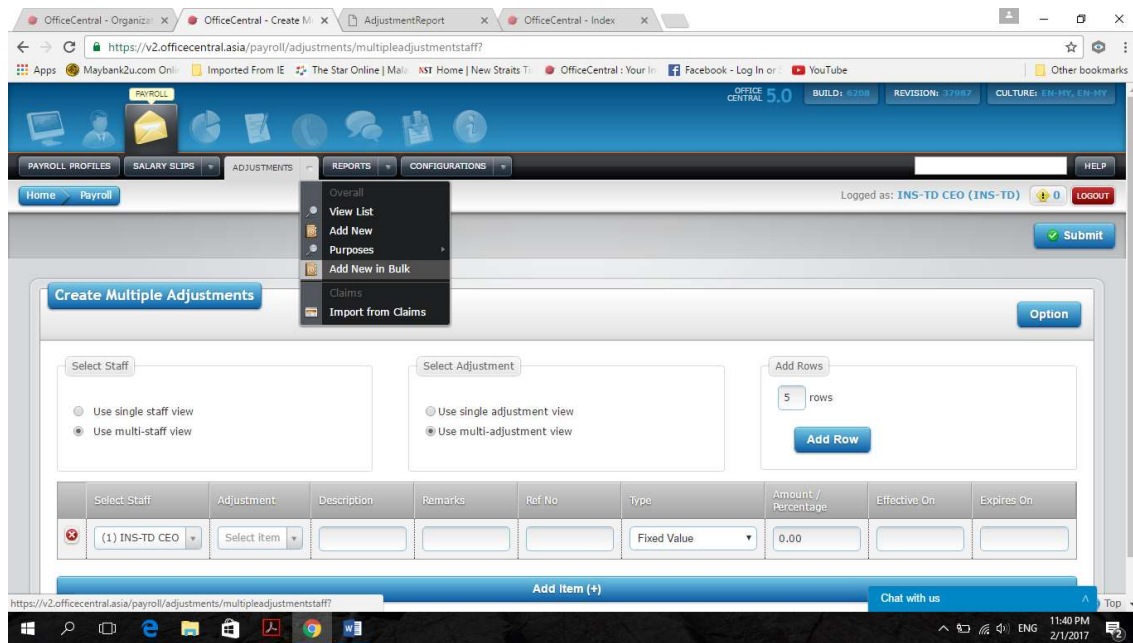
STEP 5: Adjustment Purposes – to be defined.



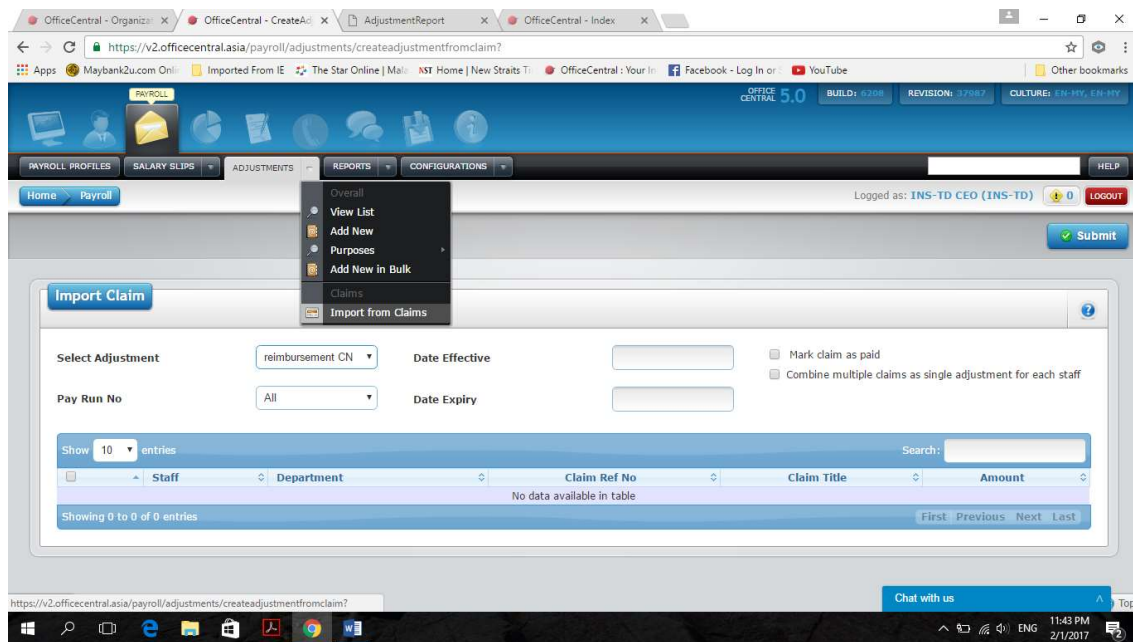
Defined Adjustment Type and nature of adjustment.



For updating multiple staff adjustment, use "Add New in Bulk".



STEP 6: TO include claim into salary slip, can consider “Import from Claim”.



SALARY SLIPS

STEP 7: