Payroll and Statutory Payments Guide

Getting Started:

- First time performing payroll payments, please contact Business Call Centre at 1300 888 828 or email to mybusinesscare@cimb.com to enable payroll and statutory payments.
- Please note that the first EPF and SOCSO submission is a test file and must be approved by the respective statutory bodies (usually takes up to 3 working days) before you can submit a payment. To check the approval status, please refer to Section 2 (ii) below.
- Fields marked with asterisk (*) in the sections below are mandatory fields.
- For further guidance on the fields, kindly refer to the Appendix section.

Section 1: Transaction initiation

BizChannel@CIMB	Payroll		
Pending Tasks	Nethod		
Account Information	metrou	• New	
Payments Management		O Template	Select Template V
Bill Payments			
B2B Payments			
Government Payment Services			
Cheque Services			
Collections Management			
Petronas Merchant Services			
FX and Money Market			
Information Management			
Utilities			
Reports			
LMS Report			
Payroll			
▶ Payroll			
Payroll Template			

- i) Click 'Payroll' from the left side menu. Select 'Payroll' to create new transaction/ template or select 'Payroll Template' to retrieve saved templates.
- ii) Select 'New' to create a new transaction. Select 'Template' if using the earlier saved template.

iii) Click '**Continue**' to proceed.

Section 2: Company details

Employer Information	
Payroll Source Account *	
	Vinne Oddarce
Zakat Information	
	Conline Balance
Region*	V
Zakat Employer Reference*	
Month and Year Deduction*	V. V
SOC SO Information	
SOCSO Source Account *	Donline Balance
Employer Code*	SOCSO Employer Test Status
MyCo ID	
LHDN Information	
LHDN Source Account *	P P Online Balance
Region*	
Employer Tax No.*	
Month and Year Deduction*	
Contact Person*	
Contact Person Email Address*	
Contact Person Phone No.*	
EPF Information	
EPF Source Account*	Dolline Balance
Payment Type*	Form A Y Form A Testing Status
EPF Form Submission*	O Test
Employer Name*	
Employer EPF No*	
Contribution Month and Year*	
State Code*	×
Contact Person Name*	
Contact Phone Number*	
New or Supplementary Indicator*	✓
Sequence No*	
	iv Continue Back

 Click to select the type of payment, i.e. Payroll, Zakat, SOCSO,LHDN or EPF. Enter the details into the template.

Example:

- a) Employees contributing to Zakat - select only Payroll and Zakat and save as template A.
- b) Employees contributing to LHDN and EPF – select Payroll, LHDN and EPF and save as template B.
- ii) For EPF or SOCSO payments, the first submission is a test file and it must be approved by the respective statutory bodies before you can proceed to make the payment. Click here to check the status of your test file. Once approved, you may proceed to submit the payment.
- iii) Select 'Test' for the first EPF submission. Else, select 'Live' for payment once the test status is approved.
- iv) Click '**Continue**' to proceed to Section 3.

Section 3: Employee details

BizChannel@CIMB	Payroll						
Pending Tasks	Employee Information						
Account Information						Part and the second	Payment
Jayments Management	Emplo	yee name	Payron Amount	Zakat Amount	bank name	Reference no.	No.
an Payments		Add / Edit Employee			×		
BZB Payments		Add / Edit Employee			~		
Cheque Services		Add / Edit Employee			~		
Collections Management		Add / Edit Employee			~	-	
Petronas Merchant Services		Add / Edit Employee	<u> </u>		~		
X and Money Market						V	Add To Liet
nformation Management							AGG TO LIST
Innues	Instruction Mode						
MS Report							
Payroll	• Today						
► Payroll	O Future Payment Date			(dd/mm/yyyy)			
> Payroll Template	Session Time		: 08:00 - Session	1 🗸			
						Save As Template C	onfirm Back
Payroll							
Employee Profile							
Employee Name*							
Account No.*							
Employee ID*		*Empl	oyee ID with more than	10 characters will be tru	ncated for LHDN payment		
Old / New IC*		NEW V]				
Passport No							
Employee Email Address*							
Amount Detail							
Payroll Amount*							
Zakat Amount*							
SOCSO Amount*							
HOH DCR Amount							
Libri - Co Allount							
LHDN CP38 Amount*							
EPF Employer Contribution Amo	ount*						
EPF Employee Contribution Ame	ount*						
Payroll Detail							_
Bank Name*				~			
Reference No*			_	· .			
Payment Reference No*							
Other Payment Details							
Zakat Detail							
Zakat Payment Classification*							
SOC SO Detail							
Employee Code							
Contribution Month and Year*		×. ×	1				
Employment Date							
Freedoment Clarker		(d	d/mm/yyyyy)				
Employment Status					×		
LHDN Detail Tax Reference No.*							
Wife's Code'							
Country Code							
EDE Datail							-
EPF Detáil Employee's EPE Number*							
Employee's Err number							
Employee Wages*							
						iv Can	cel Save

Section 4: Submission of transaction for approval

Source Account	Total Amount	
8601824995	MYR 3,000.00	
_		
14-Feb-2018 Mess	sage from webpage	
s Tax (GST) payable by the Customer nsfer	Click OK to Create the Record	
	OK Cancel	
	Source Account 8601824995 14-Feb-2018 is Tax (GST) payable by the Customer nsfer	Source Account Total Amount B601824995 MYR 3,000.00 14-Feb-2018 Is Tax (GST) payable by the Customer Is fer OK Cancel

- i) Click 'Add/Edit Employee'.
- ii) At '**Payroll**' tab, enter the details. The fields available to be filled are based on the selection of payment type in Section 2 above (Payroll or Statutory Payments).
- iii) If Payroll is not selected in Section 2 above, please enter '0' for 'Account No'.
- iv) Click 'Save' to proceed. Repeat steps (i) to (iii) to create another employee record.
- v) Upon creating all the employee records, click 'Add To List' to proceed.
- vi) Click 'Confirm' to proceed for payment or 'Save As Template' for future use (can be retrieved from 'Payroll Template' under 'Payroll' menu).

i) Click 'Submit' and 'OK'.

Result Message: This transaction is pending for approval.

Important note: The authoriser will need to approve/decline the submitted transaction prior to processing by the Bank.

For further enquiries, please contact our Business Call Centre at **1300 888 828** between 7AM to 7PM from Monday to Friday or 8AM to 5PM on Saturday (excluding public holidays) or email to **mybusinesscare@cimb.com**.

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Payroll

Section 2: Company details

EMPLOYER INFORMATION

• Payroll Source Account - CIMB account number to pay from for salary payments.

ZAKAT INFORMATION

- Zakat Source Account CIMB account number to pay from for zakat payments.
- Region Select either 'Selangor' or 'Wilayah Persekutuan KL' from the dropdown list. Not available for other states.

SOCSO INFORMATION

- SOCSO Source Account CIMB account number to pay from for SOCSO payments.
- MyCo ID Business registration number.

LHDN INFORMATION

- LHDN Source Account CIMB account number to pay from for LHDN payments.
- Region Select 'LHDNM'.

EPF INFORMATION

- EPF Source Account CIMB account number to pay from for EPF payments.
- EPF Form Submission Select 'Test' for first EPF submission. Else, select 'Live' for actual payment once the test status is approved. CIMB account number to pay from for salary payments.

Section 3: Employee details

EMPLOYEE PROFILE

- Account No Employee account number either with CIMB or other bank. Enter '0' if payroll is not selected.
- Old/New IC Enter '0' for foreign workers.

AMOUNT DETAIL

• Payroll Amount - Net Salary.

PAYROLL DETAIL

• Bank Name - The bank for employee account number.

LHDN DETAIL

• Wife's Code - The last digit of your employee's tax reference number.

EPF DETAIL

• Employee Wages - Gross salary.

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