

## Getting Started:

- First time user for payroll payments, please contact Business Call Centre at 1300 888 828 or email to [mybusinesscare@cimb.com](mailto: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.

## Section 1: Transaction Initiation

- Click **'Payroll'** from the left side menu. Select **'Payroll'** to create new transaction /template or select **'Payroll Template'** to retrieve saved templates.
- Method:** Select **'New'** to create a new transaction. Select **'Template'** if the template has been saved earlier.
- Click **'Continue'** to proceed.

## Section 2: Company Details

- Tick  on **SOCSO Information**.
  - SOCSO Source Account:** Click on magnifier icon and search for an account to pay from.
  - Contribution Type:** Select Employment Insurance System (EIS)
  - Employer Code:** Key in the Employer Code.
- SOCSO Employer Test Status:** Employer test status 'In Progress' / 'Approved'.
- Click **'Continue'** to proceed.

## Section 3: Employee Details

- Click **'Add/Edit Employee'**.

**Payroll** ii

**Employee Profile**

Employee Name\*

Account No.\*

Employee ID\*  \*Employee ID with more than 10 characters will be truncated for LHDN payment

Old / New IC\*  OLD

Passport No

Employee Email Address\*

**Amount Detail**

SOCISO Amount\*

**SOCISO Detail**

Employee Code

Contribution Month and Year\*  January  -  2018

Employment Date  ( dd/mm/yyyy )

Employment Status

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- ii) At 'Payroll' tab, enter the details
- iii) Click 'Save' to proceed. Repeat steps (i) to (iii) to create another employee record.
- iv) Upon creating all the employee records, click 'Add To List' to proceed.
- v) **Instruction Mode:** Select one of the 'Instruction Mode'
  - **Today:** Transaction to be processed once approved, click 'Today'.
  - **Future Payment Date:** Click the box and choose the date for the transaction to be processed.
  - **Session Time:** Select which session for the file to be processed. ONLY applicable to Future Payment Date selection.

**Payroll**

**Employee Information**

Employee Name	SOCISO Amount
farah <input type="button" value="Add / Edit Employee"/>	30 <input type="text"/>
<input type="text"/> <input type="button" value="Add / Edit Employee"/>	<input type="text"/>
<input type="text"/> <input type="button" value="Add / Edit Employee"/>	<input type="text"/>
<input type="text"/> <input type="button" value="Add / Edit Employee"/>	<input type="text"/>
<input type="text"/> <input type="button" value="Add / Edit Employee"/>	<input type="text"/>

iv

**Employee Information List**

Employee Name	SOCISO Amount
<input type="checkbox"/> farah 30	

**Instruction Mode** v

Today

Future Payment Date :  ( dd/mm/yyyy )

Session Time :  4:30 - Session 1

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- vi) Click 'Confirm' to proceed for payment or 'Save As Template' for future use (can be retrieved from 'Payroll Template' under 'Payroll' menu)

## Section 4: Submission of Transaction for Approval

**Payroll**

Service	Source Account	Total Amount
Socso	8006941376	MYR 30.00

**Instruction Mode**

Today

All fees / charges are subject to Goods and Services Tax (GST)  
\* Subject to the effective GST rate at the date of transfer

Message from webpage

i

- i) Click 'Submit' and 'OK'.

### 1st time submission:

**Payroll**

• Message: APR\_1110991 - Your first submission is pending SOCSO's approval. Please ensure Status is Approved in the SOCSO Approval tab before making an actual payment submission.

Service	Source Account	Total Amount
Socso	8006941376	MYR 30.00

**Instruction Mode**

Today 02-Aug-2018

All fees / charges are subject to Goods and Services Tax (GST) payable by the Customer  
\* Subject to the effective GST rate at the date of transfer

- 1<sup>st</sup> time submission: **Result Message:** Your first submission is pending SOCSO's approval. Please ensure Status is Approved in the SOCSO Approval tab before making an actual payment submission.

Employer Code	Status
B3200084799M	IN PROGRESS
B3400028959M	APPROVED
A3101001117X	APPROVED

- Note:**
1. Test file submission is required for customers who submit SOCSO for the first time with a new 12-digit employer code
  2. No test file is required for customers who submit SOCSO with the old 9-digit employer code

Employer Code	Status
B3200084799M	APPROVED
B3400028959M	APPROVED
A3101001117X	APPROVED

- Note:**
1. Test file submission is required for customers who submit SOCSO for the first time with a new 12-digit employer code
  2. No test file is required for customers who submit SOCSO with the old 9-digit employer code

## Existing customer:

**Payroll**

**Result Message: This transaction is pending for approval**

Transaction Reference No.	Service	Source Account	Total Amount	Workflow List
201808020000021962	SOCSCO	8006941376	MYR 30.00	<a href="#">Workflow List</a>

**Instruction Mode**

Today: 02-Aug-2018  
Submitted Time (Information of time is following GMT+8): 02-Aug-2018 05:14:47

[Print](#) [Save As](#) [Done](#)

All fees / charges are subject to Goods and Services Tax (GST) payable by the Customer  
\* Subject to the effective GST rate at the date of transfer

## Existing customer:

**Result Message:** This transaction pending for Approval.

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

## Section 5: Approval of Transaction by Authorizer

**BizChannel@CIMB**

All Task Listing | **Pending Approval** | View Expired Transactions

Company\*: SDN BHD

**Pending Tasks** i

Account Information

Search Account

Search By: Account No. [ ] Account Name [ ] [Search](#)

**Pending Approval**

No.	Creation Date	Reference No.	Menu	Pay From	Transaction Amount	Instruction Mode	Instruction Date	Maker User ID	Status
1	02-Aug-2018 17:14:47	<span style="color: red;">ii</span> 201808020000021962	SOCSCO	8006941376 / NADIA ( MYR )	MYR 30.00	Today	02-Aug-2018	JANET	Approver Task Advance
2	02-Aug-2018 15:19:16	201808020000021951	SOCSCO	8006941376 / NADIA ( MYR )	MYR 30.00	Today	02-Aug-2018	JANET	Approver Task Advance
3	27-Jul-2018 12:07:06	201807270000021788	SOCSCO	8006941376 / NADIA ( MYR )	MYR 90.00	Today	30-Jul-2018	JANET	Approver Task Advance

[Approve](#) [Reject](#)

i) Click '**Pending Tasks**' from the left side menu and select '**Pending Task**'.

ii) Click the **hyperlink** at Reference No. column to see the transaction detail before approve.

### Authentication

iii) Response Number: Enter the '**Response Number**'.

iv) Click '**Approve**' and '**OK**'.

**SOCSCO**

Transaction Reference No.: 201808020000021962

**File Details**

Source Account: 8006941376 - NADIA(MYR)  
Contribution Type: Employment Insurance System (EIS)  
File Format: TXT  
File Type: Non Encrypted  
File Upload: BIZLITE\_SOCSCO.TXT

**Transaction Detail**

Total Record: 1  
Total Amount: MYR 30.00  
Total Debt Amount: MYR 30.00

**Instruction Mode**

Today: 02-Aug-2018

**Transaction History List**

Action Date	User ID	User Name	Action
2018-08-02 17:14:47	JANET	JANET	Created

**Approval Matrix List**

Signature Set	Total Approver (s) Required	Number of Approver	Company	User Group	Targeted User
Schema Default	1	1	B000022	User Group 01	Any User

**Approver List**

User ID	User Name	User Group
JENNY	JENNY	User Group 01

**Authentication**

Challenge Number: 030208

Response Number: iii [ ] [Help](#) [Resend OTP](#)

iv [Approve](#) [Reject](#) [Back](#)

All fees / charges are subject to Goods and Services Tax (GST) payable by the Customer  
\* Subject to the effective GST rate at the date of transfer

**SOCSCO**

**Result Message: SOCSCO EIS has been successfully released and executed**

Transaction Reference No.: 201808020000021962

**File Details**

Source Account: 8006941376 - NADIA(MYR)  
Contribution Type: Employment Insurance System (EIS)  
File Format: TXT  
File Type: Non Encrypted  
File Upload: BIZLITE\_SOCSCO.TXT

**Transaction Detail**

Total Record: 1  
Total Amount: MYR 30.00  
Total Debt Amount: MYR 30.00

**Instruction Mode**

Today: 02-Aug-2018

[Print](#) [Save As](#) [Back to Pending Task](#)

All fees / charges are subject to Goods and Services Tax (GST) payable by the Customer  
\* Subject to the effective GST rate at the date of transfer

**Result Message:** SOCSCO EIS has been successfully released and executed.

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](mailto:mybusinesscare@cimb.com).