BizChannel@CIMB LITE Package PERKESO EIS via Payroll Payment Guide

CIMB BANK

CIMBISLAMIC

Getting Started:

- First time user for payroll payments, please contact Business Call Centre at 1300 888 828 or email to <u>mybusinesscare@cimb.com</u> 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



Section 2: Company Details

Payroli	
Employer Information	
Payroll Source Account *	Online Balance
Zakat Information	
Zakat Source Account *	Online Balance
Region*	
Zakat Employer Reference*	
Month and Year Deduction*	January 🗸 - 2018 🗸
SOCSO Information	
SOCSO Source Account *	Online Balance
Contribution Type*	Employment Insurance System (EIS) 🗸
Employer Code*	SOCSO Employer Test Status
MyCo ID	
LHDN Information	
LHDN Source Account *	Online Balance
Region*	\checkmark
Employer Tax No.*	
Month and Year Deduction*	January V _ 2018 V
Contact Person*	
Contact Person Email Address*	
Contact Person Phone No.*	
EPF Information	
EPF Source Account *	Online Balance
Payment Type*	Form A Y Form A Testing Status
EPF Form Submission*	● Test ◯ Live
Employer Name*	
Employer EPF No*	
Contribution Month and Year*	January 💙 🛛 2018 🗸
State Code*	Johor
Contact Person Name*	
Contact Phone Number*	
New or Supplementary Indicator*	First Contribution for the month 🗸
Sequence No*	
	V Continue Back

- 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.
- iii) Click '**Continue**' to proceed.
- i) Tick on SOCSO Information.
- ii) SOCSO Source Account: Click on magnifier icon and search for an account to pay from.
- iii) Contribution Type: Select Employment Insurance System (EIS)
- iv) **Employer Code:** Key in the Employer Code.

SOCSO Employer Test Status: Employer test status 'In Progress' / 'Approved'.

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

Section 3: Employee Details



i) Click 'Add/Edit Employee'.

	Payroll ii		
Employee B	rofile		
Employee N	ame*		
Account No.	*		
Employee ID)*	*Employee ID with	more than 10 characters will be truncated for LHDN payment
Old / New IC	*	OLD V	
Passport No			
Employee Er	mail Address*		
Amount Det	ail		_
SOC SO Amo	ount*		
SOC SO Deta	il		
Employee Cod	le		
Contribution	n Month and Year*	January V _ 2018 V	
Employment D	ate	(dd/mm/vvvv)	
Employment S	Status		~
			iii Cancel Save
Pa	yroll		Cancel Save
Pa	yroll		(iii) Cancel Save
Pay Employee Inform	yroll	Employee Name	SOCSO Amount
Pay Employee Inform	yroll nation farah	Employee Name Add / Edit Employee	SOCSO Amount
Pay Employee Inform	yroll nation [farah	Employee Name Add / Edit Employee Add / Edit Employee	SOCSO Amount
Pay Employee Inform	yroll farah	Employee Name Add / Edit Employee Add / Edit Employee Add / Edit Employee Add / Edit Employee	Cancel Save Cancel Save SOCSO Amount SOC SO Amount
Pay Employee Inform	yroll farah	Employee Name Add / Edit Employee	Cancel Save Socso Amount 30 Socso Amount
Pay	roll farah farah	Employee Name Add / Edit Employee	SOCSO Amount
Pay Employee Inform	yroll farah farah	Employee Name Add / Edit Employee Add / Edit Employee Add / Edit Employee Add / Edit Employee Add / Edit Employee	SOCSO Amount 30 Cancel Save Add To List Add To List
Employee Inform	yroll hation farah	Employee Name Add / Edit Employee Add / Edit Employee	SOCSO Amount 30 Cancel Save Add To List Add To List
Employee Inform	yroll farah farah farah farah farah farah farah farah	Employee Name Add / Edit Employee Employee Name	SOCSO Amount Add To List SOCSO Amount SOCSO Amount
Employee Inform	yroll hation	Employee Name Add / Edit Employee Add / Edit Employee Add / Edit Employee Add / Edit Employee Add / Edit Employee	Cancel Save
Employee Inform	yroll hation farah	Employee Name Add / Edit Employee Employee Name	Cancel Save
Employee Inform	yroll hation farah	Employee Name Add / Edit Employee Employee Name	Cancel Save SOC SO Amount Add To List SOC SO Amount SOC SO Amount SOC SO Amount Comparison Soc SO Amount Comparison Soc So Amount Soc Soc A
Employee Inform	yroll farah farah in	Employee Name Add / Edit Employee Employee Name	Cancel Save Cancel Save Concel Soc So Amount Concel Soc Soc Amount Conce
Employee Inform Employee Inform Instruct O Today Future Paymer	yroll hation farah	Employee Name Add / Edit Employee Employee Name	Cancel Save Soc SO Amount 30 Add To List Coc SO Amount 30 Coc SO
Employee Inform Employee Inform Instruct O Today Future Paymer Session Time	yroll hation farah farah inclust hation List h h h h h h h h h h h h h h h h h h h	Employee Name Add / Edit Employee Employee Name	Cancel Save SOC SO Amount 30 30

- At 'Payroll' tab, enter the ii) 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 Mode³
 - Today: Transaction to processed be once approved, click 'Today'.

• Future Payment Date: Click the box and choose the date for the transaction be to processed. Session Time: Select which session for the file to be processed. ONLY applicable to Future Payment Date selection.

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

Click 'Submit' and 'OK'. i)

Section 4: Submission of Transaction for Approval

Service Source Account Total Amount Socso MYR 30.00 8006941376 X Message from webpage Instruction Mode Today j Submit Back Click OK to Create the Record All fees / charges are subject to Goods and Services Tax (GST * Subject to the effective GST rate at the date of transfe i OK Cancel

1st time submission:

Payroll		
 Message: APR_1110991 - Your first submission is pending 	SOCSO's approval.Please ensure Status is Approved in the SOCS	O Approval tab before making an actual payment submission.
Service	Source Account	Total Amount
Socso	8006941376	MYR 30.00
Instruction Mode		
Today	02-Aug-2018	
		Submit 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 transfe

Employer Code	Status
B3200084799M	IN PROGRESS
B3400028959M	APPROVED
A3101001117X	APPROVED

Note:

1. Test file submission is reauired 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

1st 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.

Existing customer:

socso

Payroll					
	 Result Message: This transaction is pending for approval 				
Transaction Reference No.	Service	Source Account	Total Amount	Workflow List	
20180802000021962	Socso	8006941376	MYR 30.00	Workflow List	
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 from / observed and publication Oceania and Complete Terry	OCT) another builty Contained				

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

Section 5: Approval of Transaction by Authorizer



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.

- 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'.

Transaction Reference No.			: 20180802000021962			
File Details						
Source Account			: 8006941376 - NADIA(M	r/R)		
Contribution Type				: Employment Insurance	System (EIS)	
File Format			: TXT			
File Type			: Non Encrypted			
File Upload			: BIZLITE_SOCSO.TXT			
Transaction Detail						
Total Record			: <u>1</u>			
Total Amount			: MYR 30.00			
Total Debit Amount			: MYR 30.00			
Instruction Mode						
Today			: 02-Aug-2018			
Transaction History List						
Action Date		User	D	User Name		Action
2018-08-02 17:14:47		JANE	т	JANET		Created
Approval Matrix List						
Signature Set	Total Approver (s) Required	Number of Approver	Company	User G	roup	Targeted User
Signature Set	Total Approver (s) Required	Number of Approver	Company B000022	User G	roup oup 01	Targeted User
Signature Set Schema Default	Total Approver (s) Required 1	Number of Approver 1	Company B000022	User G	roup oup 01	Targeted User Any User
Signature Set	Total Approver (s) Required 1	Number of Approver 1	Company B000022	User G	oup 01	Targeted User
Signature Set Schema Default Approver List	Total Approver (s) Required 1	Number of Approver 1	Company B000022	User G	oup 01	Targeted User Any User
Signature Set Schema Default Approver List User ID	Total Approver (s) Required 1	Number of Approver 1	Company B000022 User Name	User G	oup 01 User Group	Targeted User Any User
Signature Set Schema Defauit Approver List User ID JENNY	Total Approver (s) Required 1	Number of Approver 1	Company B000022 User Name JENNY	User G	oup 01 User Group User Group 01	Targeted User Any User
Signature Set Schema Default Approver List User ID JENNY Authentication	Total Approver (s) Required 1	Number of Approver 1	Company B000022 User Name JENNY	User G	oup 01 User Group User Group 01	Targeted User Any User
Signature Set Schema Default Approver List User ID JENIY Authentication Challenge Number	Total Approver (s) Required 1	Number of Approver	Company B000022 User Name JENNY 030208	User G	oup 01 User Group User Group 01	Targeted User Any User
Signature Set Schema Default Approver List User ID JENNY Authentication Challenge Number Resoonse Number	Total Approver (s) Required 1	Number of Approver 1	Company B000022 User Name JENNY 030208	User G	oup 01 User Group User Group 01	Targeted User Any User
Signature Set Schema Default Approver List User ID JENNY Authenfication Challenge Number Response Number	Total Approver (s) Required 1	Number of Approver 1	Company B000022 User Name JENNY 030208 (Help	User G User Gr Resend OTP	oup 01 User Group User Group 01	Any User
Signature Set Schema Default Approver List User ID JSINY Authentication Challenge Number Response Number	Total Approver (s) Required 1	Number of Approver 1	Company B000022 User Name JENNY 030208 030208 Help	User G User Gr Resend OTP	oup 01 User Group User Group 01	Targeted User Any User Image: Constraint of the second
Signature Set Schema Default Approver List User ID JENNY Authentication Challenge Number Response Number All fees / charges are subject	Total Approver (s) Required 1	Number of Approver 1	Company B000022 User Name JENNY 030208 030208 Help	User G	oup 01 User Group User Group 01	Any User Any User Any User Approve Reject Back

SOCSO Result Message: SOCSO EIS Result Message: SOCSO has been successfully released and executed
 201808020000021962 has been successfully released Transaction Reference No and executed. File Details Source Account Contribution Type 8006941376 - NADIA(MYR) Employment Insurance System (EIS) TXT File Format File Type File Upload Transaction Detail Total Record Non Encrypted BIZLITE_SOCSO.TXT MYR 30.00 Total Amount Total Debit Amou MYR 30.00 Instruction Mode

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

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**.

Today

iv) Click 'Approve' and 'OK'.