

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

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

Section 2: Company details

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

Example:

 - Employees contributing to Zakat - select only Payroll and Zakat and save as template A.
 - Employees contributing to LHDN and EPF – select Payroll, LHDN and EPF and save as template B.
- 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.
- Select **'Test'** for the first EPF submission. Else, select **'Live'** for payment once the test status is approved.
- Click **'Continue'** to proceed to Section 3.

Section 3: Employee details

Employee Information

Employee Name	Payroll Amount	Zakat Amount	Bank Name	Reference No.	Payment Reference No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Instruction Mode

Today
 Future Payment Date
 Session Time: (dd/mm/yyyy)

Buttons:

- 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.'**

Employee Profile

Employee Name*
 Account No.*
 Employee ID* *Employee ID with more than 10 characters will be truncated for LHDN payment
 Old / New IC* NEW
 Passport No
 Employee Email Address*

Amount Detail

Payroll Amount*
 Zakat Amount*
 SOCSO Amount*
 LHDN PCB Amount*
 LHDN CP38 Amount*
 EPF Employer Contribution Amount*
 EPF Employee Contribution Amount*

Payroll Detail

Bank Name*
 Reference No*
 Payment Reference No*
 Other Payment Details

Zakat Detail

Zakat Payment Classification*

SOCSO Detail

Employee Code
 Contribution Month and Year* .
 Employment Date (dd/mm/yyyy)
 Employment Status

LHDN Detail

Tax Reference No.*
 Wife's Code*
 Country Code*

EPF Detail

Employee's EPF Number*
 Employee Wages*

Buttons:

- 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).

Section 4: Submission of transaction for approval

Service

Service	Source Account	Total Amount
Payroll	8601824995	MYR 3,000.00

Instruction Mode

Today 14-Feb-2018

Buttons:

Message from webpage

Click OK to Create the Record

Buttons:

- 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**.

Section 2: Company details

EMPLOYER INFORMATION

- **Payroll Source Account** - CIMB account number to pay from for salary payments.
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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.
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SOCSSO INFORMATION

- **SOCSSO Source Account** - CIMB account number to pay from for SOCSSO payments.
 - **MyCo ID** - Business registration number.
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LHDN INFORMATION

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