

Permulaan:

- Untuk pengguna pertama kali dalam pembayaran gaji (payroll), sila hubungi Pusat Panggilan Perniagaan di 1300 888 828 atau hantar emel kepada mybusinesscare@cimb.com untuk mengaktifkan pembayaran gaji dan pembayaran berkanun.
- Sila ambil perhatian bahawa penghantaran pertama KWSP (EPF) dan PERKESO (SOCSO) adalah dalam bentuk fail percubaan (test file) dan mesti diluluskan oleh badan berkanun yang berkaitan (boleh mengambil masa sehingga 3 hari berkerja) sebelum anda boleh membuat pembayaran sebenar. Untuk memeriksa status kelulusan, sila rujuk kepada Bahagian 2 (ii) di bawah
- Medan yang mempunyai tanda asterisk (*) dalam bahagian-bahagian di bawah adalah medan wajib diisi.

Bahagian 1: Inisiasi Transaksi

The screenshot shows the BizChannel@CIMB interface. On the left is a navigation menu with 'Payroll' highlighted. The main area shows the 'Payroll' transaction initiation screen. It has a 'Method' dropdown with 'New' selected (marked with a red circle 'ii') and a 'Continue' button (marked with a red circle 'iii').

i) Klik **'Payroll'** dari menu di sebelah kiri. Pilih **'Payroll'** untuk mencipta transaksi/templat baru atau pilih **'Payroll Template'** untuk mendapatkan templat yang telah disimpan sebelum ini.

ii) **Method:** Pilih **'New'** untuk mencipta transaksi baru. Pilih **'Template'** jika templat telah disimpan sebelum ini.

iii) Klik **'Continue'** untuk ke bahagian seterusnya.

Bahagian 2: Butiran Syarikat

The screenshot shows the 'Payroll' form with various sections: Employer Information, Zakat Information, SOCSO Information (checked), LHDN Information, and EPF Information. Red circles with letters 'i' through 'v' point to specific fields: 'i' on SOCSO Source Account, 'ii' on Contribution Type, 'iii' on Employer Code, 'iv' on SOCSO Employer Test Status, and 'v' on the Continue/Back buttons at the bottom right.

i) Tanda pada **SOCSCO Information**.

ii) **SOCSCO Source Account:** Klik pada ikon kanta pembesar dan cari akaun untuk pembayaran.

iii) **Contribution Type:** Pilih Employment Insurance System (EIS).

iv) **Employer Code:** Masukkan Kod Majikan (Employer Code).

SOCSCO Employer Test Status: Status percubaan majikan (Employer test status) 'In Progress' / 'Approved'

v) Klik **'Continue'** untuk meneruskan.

Bahagian 3: Butiran Pekerja

The screenshot shows the 'Employee Information' table. It has columns for 'Employee Name' and 'SOCSCO Amount'. There are five rows, each with an 'Add / Edit Employee' button (marked with a red circle 'i'). An 'Add To List' button is at the bottom right.

i) Klik **'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

SOCSCO Amount*

SOCSCO Detail

Employee Code

Contribution Month and Year* January - 2018

Employment Date (dd/mm/yyyy)

Employment Status

iii

Payroll

Employee Information

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

iv

Employee Information List

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

Instruction Mode v

Today

Future Payment Date : (dd/mm/yyyy)

Session Time : 4:30 - Session 1

vi

Bahagian 4: Penyerahan Transaksi untuk Kelulusan

Payroll

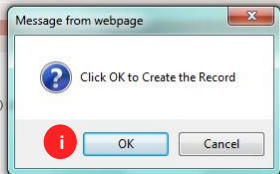
Service	Source Account	Total Amount
Socso	8006941376	MYR 30.00

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

i



Penghantaran Kali Pertama

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

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

ii) Pada tab 'Payroll', masukkan butiran.

iii) Klik 'Save' untuk meneruskan. Ulangi langkah (i) hingga (iii) untuk mencipta rekod pekerja yang lain.

iv) Setelah mencipta semua rekod pekerja, klik 'Add To List' untuk meneruskan.

v) **Instruction Mode:** Pilih salah satu 'Instruction Mode'

- **Today:** Transaksi akan diproses setelah diluluskan, klik 'Today'.

- **Future Payment Date:** Klik pada kotak dan pilih tarikh pada masa hadapan untuk transaksi diproses.

Session Time: Pilih sesi untuk fail diproses. HANYA tersedia untuk pemilihan Future Payment Date.

vi) Klik 'Confirm' untuk meneruskan pembayaran atau 'Save As Template' untuk digunakan pada masa hadapan (hanya boleh diperoleh daripada 'Payroll Template' di bawah menu 'Payroll')

i) Klik 'Submit' dan 'OK'

Penghantaran Kali Pertama:

Mesej Keputusan: Your first submission is pending SOCSO's approval. Please ensure Status is Approved in the SOCSO Approval tab before making an actual payment submission

Pelanggan Sedia Ada

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 fees / charges are subject to Goods and Services Tax (GST) payable by the Customer
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Pelanggan Sedia Ada:

Mesej Keputusan: "This transaction pending for Approval"

Nota Penting: Pengguna diberi kuasa perlu meluluskan/menolak transaksi yang telah dihantar sebelum diproses oleh pihak Bank.

Bahagian 5: Kelulusan Transaksi oleh Pengguna Diberi Kuasa

BizChannel@CIMB

All Task Listing | Pending Approval | View Expired Transactions

Company: SDN BHD

Search Account: Account No. / Account Name

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	20180802000021962	SOCSO	8006941376 / NADIA (MYR)	MYR 30.00	Today	02-Aug-2018	JANET	Approver Task Advance
2	02-Aug-2018 15:19:16	20180802000021951	SOCSO	8006941376 / NADIA (MYR)	MYR 30.00	Today	02-Aug-2018	JANET	Approver Task Advance
3	27-Jul-2018 12:07:06	20180727000021788	SOCSO	8006941376 / NADIA (MYR)	MYR 90.00	Today	30-Jul-2018	JANET	Approver Task Advance

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

i) Klik 'Pending Tasks' dari menu di sebelah kiri dan pilih 'Pending Task'.

ii) Klik pada **hiperpautan** dalam kolom 'Reference No.' untuk melihat butiran transaksi sebelum kelulusan.

Authentication:

iii) Response Number: Masukkan 'Response Number'.

iv) Klik 'Approve' dan 'OK'.

SOCSO

Transaction Reference No.: 20180802000021962

File Details

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

Transaction Detail

Total Record: 1
Total Amount: MYR 30.00
Total Debit 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: [Help](#) [Resend OTP](#)

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

All fees / charges are subject to Goods and Services Tax (GST) payable by the Customer
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SOCSO

• Result Message: SOCSO has been successfully released and executed

Transaction Reference No.: 20180802000021962

File Details

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

Transaction Detail

Total Record: 1
Total Amount: MYR 30.00
Total Debit 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

Mesej Keputusan: PERKESO EIS (SOCSO EIS) telah berjaya diluluskan dan dilaksanakan. "SOCSO EIS has been successfully released and executed".

Untuk pertanyaan lebih lanjut, sila hubungi Pusat Panggilan Perniagaan kami di **1300-888-828** antara pukul 8 pagi hingga 7 petang pada hari Isnin hingga Jumaat atau pukul 8 pagi hingga 5 petang pada hari Sabtu (tidak termasuk cuti umum) atau hantar emel kepada mybusinesscare@cimb.com