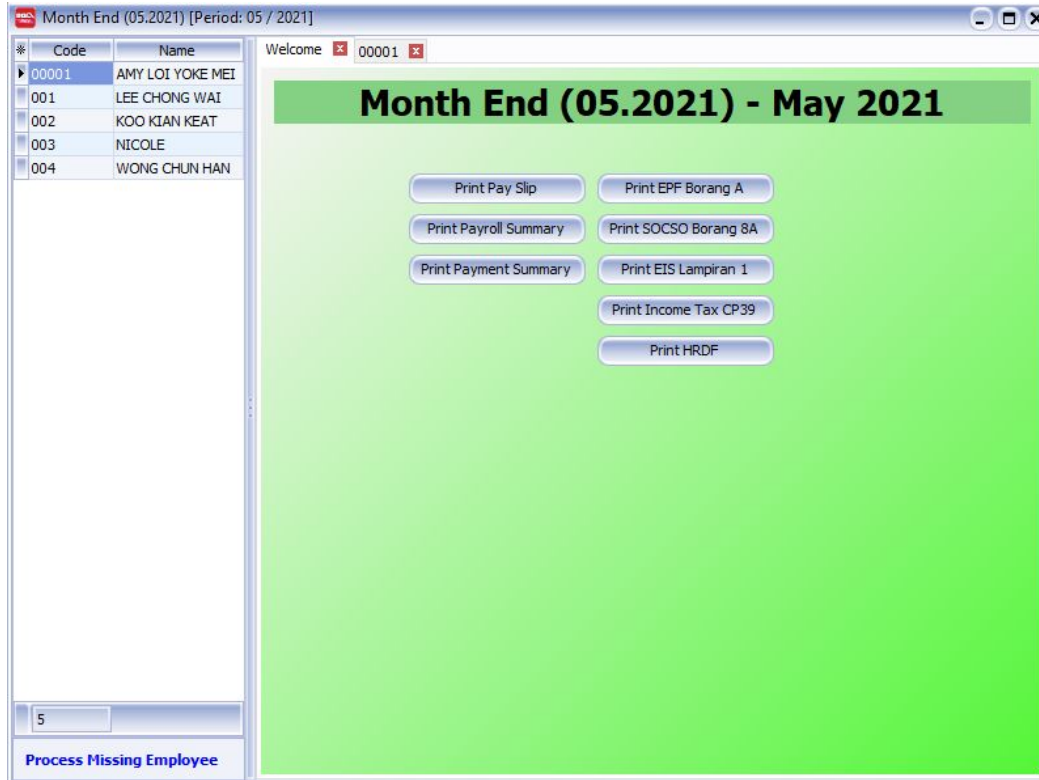
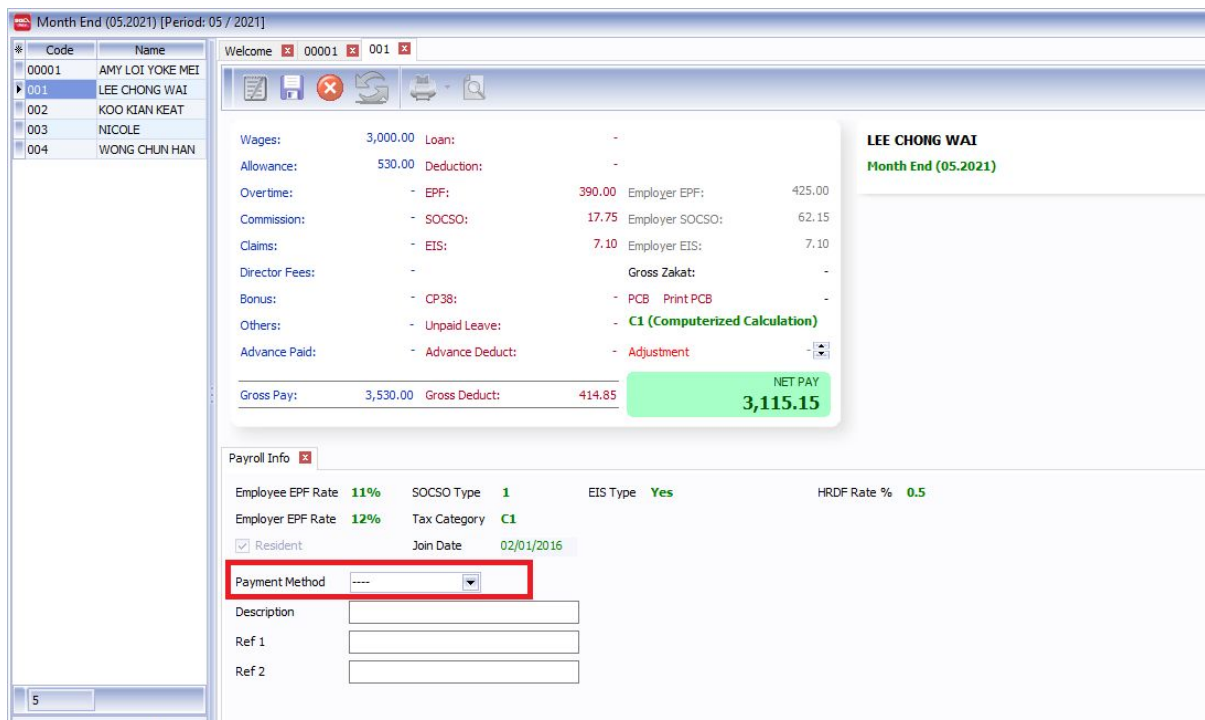


# How to change payment method after payroll has been processed?



Select the employee's name . Go to the bottom the paysheet and select payment method.



Select the correct payment method.

Month End (05.2021) [Period: 05 / 2021]

Code	Name
00001	AMY LOI YOKE MEI
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN

Wages: 3,000.00 Loan: -  
Allowance: 530.00 Deduction: -  
Overtime: - EPF: 390.00 Employer EPF: 425.00  
Commission: - SOCSO: 17.75 Employer SOCSO: 62.15  
Claims: - EIS: 7.10 Employer EIS: 7.10  
Director Fees: - Gross Zakat: -  
Bonus: - CP38: - PCB Print PCB -  
Others: - Unpaid Leave: - C1 (Computerized Calculation) -  
Advance Paid: - Advance Deduct: - Adjustment: -

Gross Pay: 3,530.00 Gross Deduct: 414.85 NET PAY 3,115.15

Payroll Info

Employee EPF Rate 11% SOCSO Type 1 EIS Type Yes HRDF Rate % 0.5  
Employer EPF Rate 12% Tax Category C1  
 Resident Join Date 02/01/2016

Payment Method

Code	Description
----	Default PaymentMethod
CHEQUE	CHEQUE
MAYBANK	maybank

5  
Process Missing Employee

Remember to press save.

Month End (05.2021) [Period: 05 / 2021]

Code	Name
00001	AMY LOI YOKE MEI
001	LEE CHONG WAI
002	KOO KIAN KEAT
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004	WONG CHUN HAN

Wages: 3,000.00 Loan: -  
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Director Fees: - Gross Zakat: -  
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Others: - Unpaid Leave: - C1 (Computerized Calculation) -  
Advance Paid: - Advance Deduct: - Adjustment: -

Gross Pay: 3,530.00 Gross Deduct: 414.85 NET PAY 3,115.15

Payroll Info

Employee EPF Rate 11% SOCSO Type 1 EIS Type Yes HRDF Rate % 0.5  
Employer EPF Rate 12% Tax Category C1  
 Resident Join Date 02/01/2016

Payment Method MAYBANK

Description  
Ref 1  
Ref 2

5  
Process Missing Employee

END