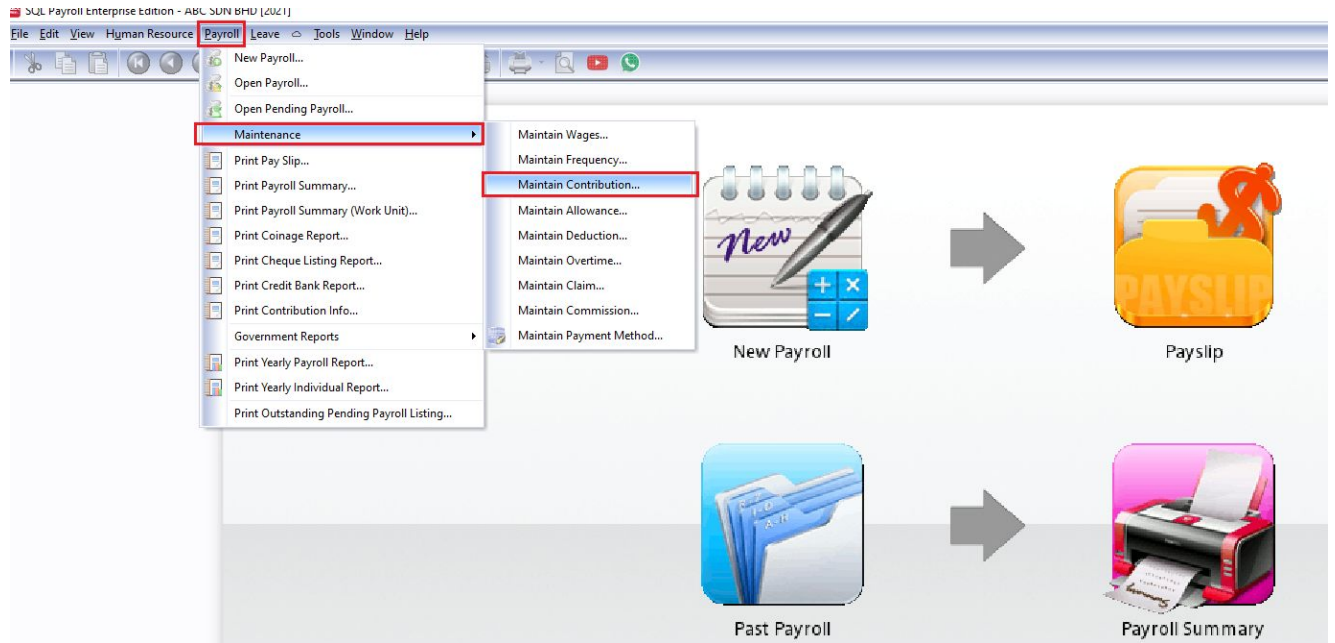


# Where to change the Employee/Employer EPF rate?

Employee EPF RATE :

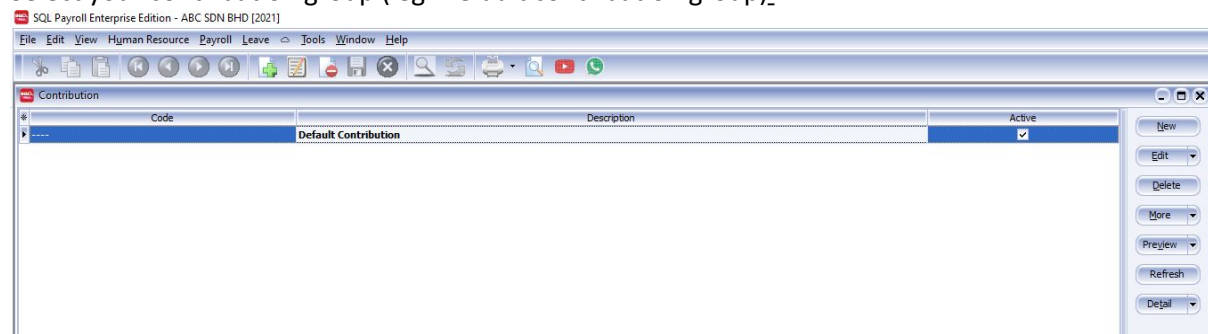
## Step 1:

Once you have logged into your SQL PAYROLL, go to Payroll -> Maintenance -> Maintain Contribution

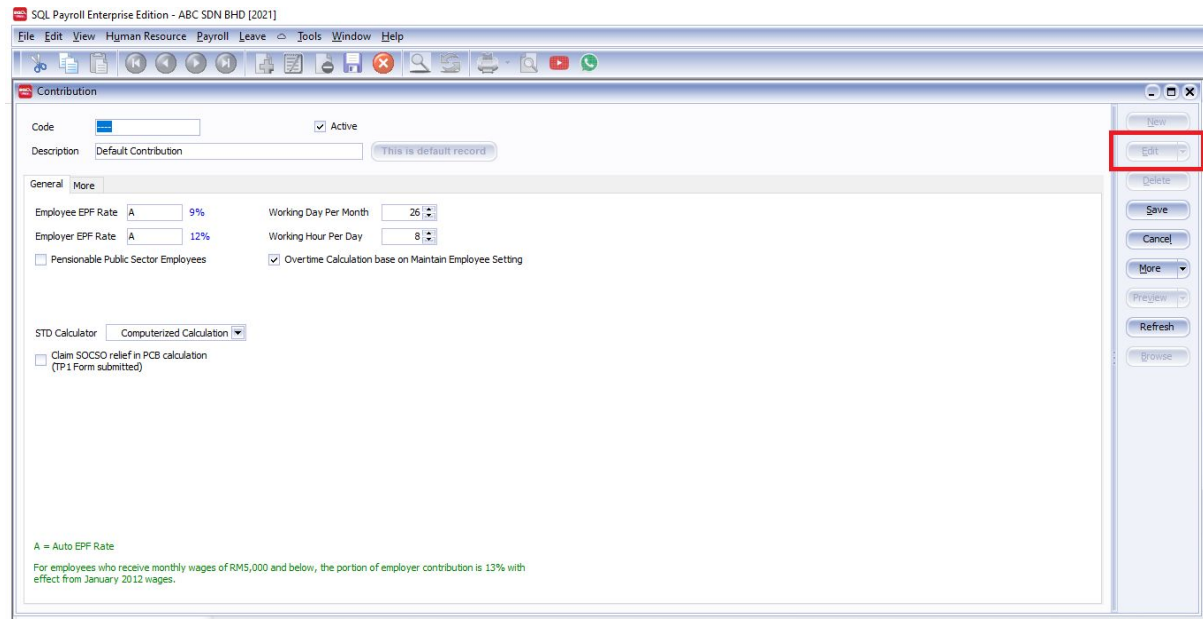


## Step 2:

Select your contribution group ( eg. Default contribution group)

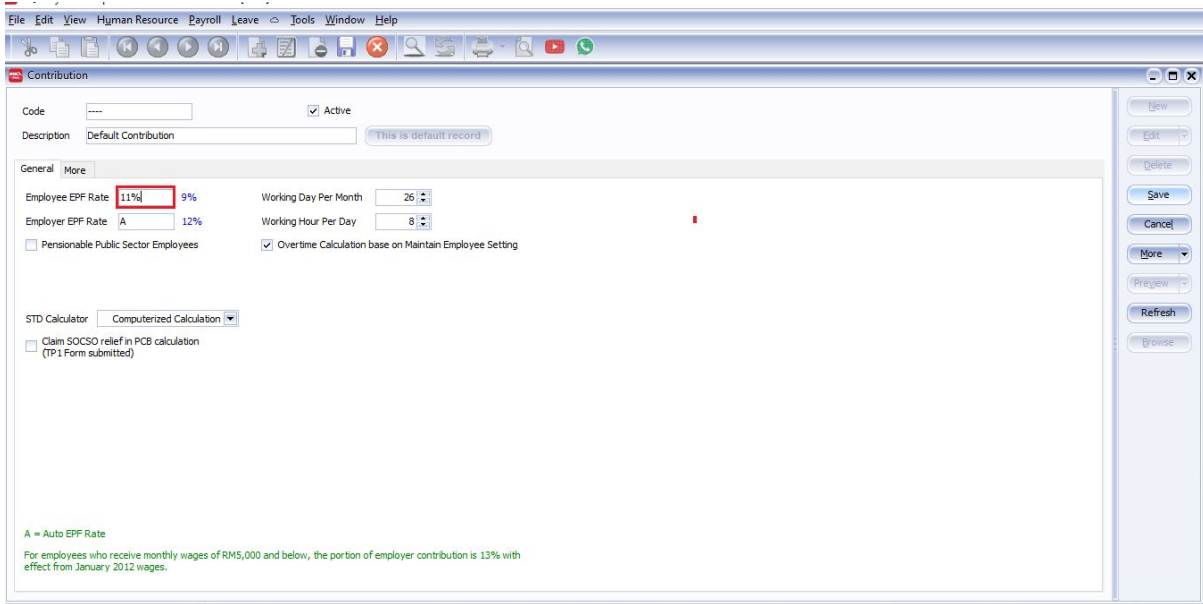


Press EDIT



### Step 3:

Use your mouse and click into the Employee EPF Rate Box . Remove the “A” and key n “11%”

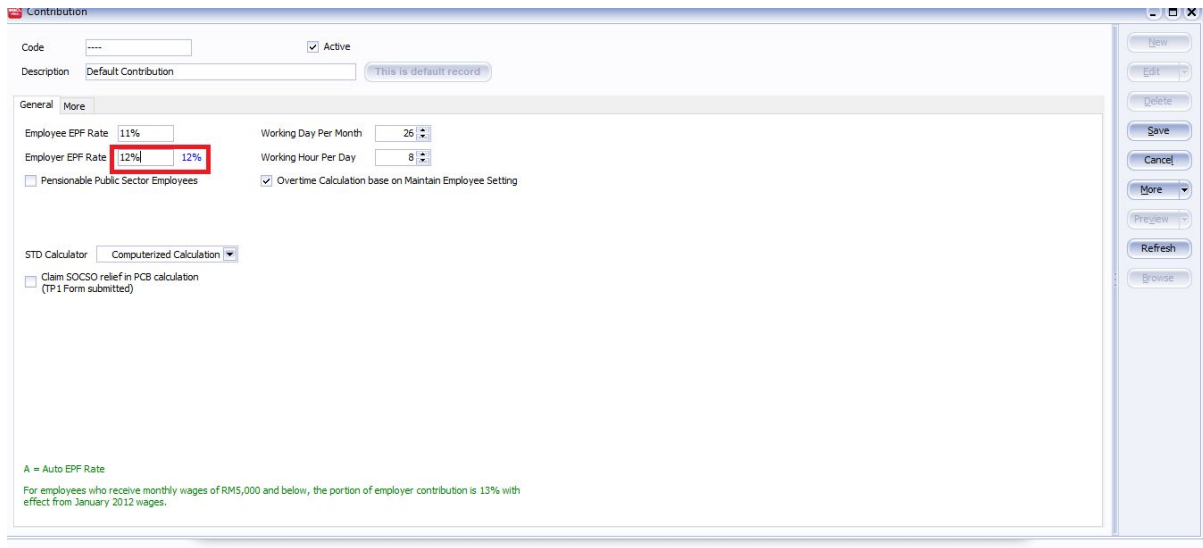


Press Save.

Now your Employee Contribution Rate has been set to a fixed 11% rate .

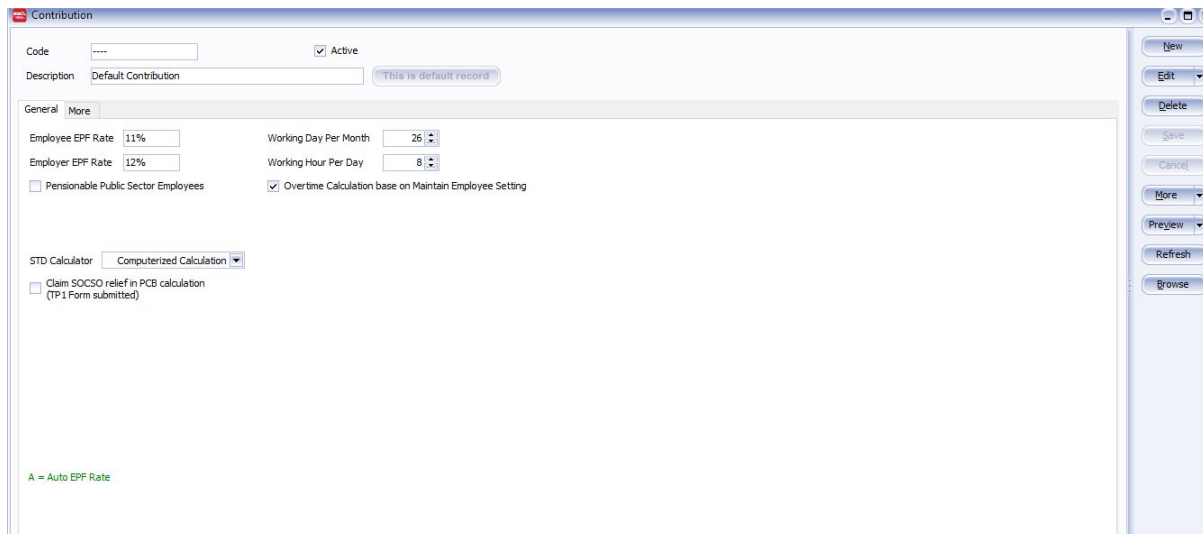
## Employer EPF Rate :

Step 1 & 2 same as Employee Rate. The go to Employer EPF rate, Delete the “A” and type out the contribution rate that you want . eg. “12%”. Once that is done . Press Save.



The screenshot shows the 'Contribution' form in a software application. The form is titled 'Contribution' and has a 'Code' field with '----' and an 'Active' checkbox checked. The 'Description' field contains 'Default Contribution' and a button labeled 'This is default record'. The form is divided into 'General' and 'More' tabs. Under the 'General' tab, the 'Employee EPF Rate' is set to 11% and the 'Employer EPF Rate' is set to 12%. The 'Working Day Per Month' is 26 and the 'Working Hour Per Day' is 8. There are checkboxes for 'Pensionable Public Sector Employees' (unchecked) and 'Overtime Calculation base on Maintain Employee Setting' (checked). The 'STD Calculator' is set to 'Computerized Calculation'. There is a checkbox for 'Claim SOCSO relief in PCB calculation (TP1 Form submitted)' which is unchecked. A note at the bottom states: 'A = Auto EPF Rate. For employees who receive monthly wages of RM5,000 and below, the portion of employer contribution is 13% with effect from January 2012 wages.' On the right side of the form, there are buttons for 'New', 'Edit', 'Delete', 'Save', 'Cancel', 'More', 'Preview', 'Refresh', and 'Browse'.

**We have set our Employee EPF contribution to 11% and out Employer EPF contribution to 12%**



The screenshot shows the 'Contribution' form in a software application. The form is titled 'Contribution' and has a 'Code' field with '----' and an 'Active' checkbox checked. The 'Description' field contains 'Default Contribution' and a button labeled 'This is default record'. The form is divided into 'General' and 'More' tabs. Under the 'General' tab, the 'Employee EPF Rate' is set to 11% and the 'Employer EPF Rate' is set to 12%. The 'Working Day Per Month' is 26 and the 'Working Hour Per Day' is 8. There are checkboxes for 'Pensionable Public Sector Employees' (unchecked) and 'Overtime Calculation base on Maintain Employee Setting' (checked). The 'STD Calculator' is set to 'Computerized Calculation'. There is a checkbox for 'Claim SOCSO relief in PCB calculation (TP1 Form submitted)' which is unchecked. A note at the bottom states: 'A = Auto EPF Rate'. On the right side of the form, there are buttons for 'New', 'Edit', 'Delete', 'Save', 'Cancel', 'More', 'Preview', 'Refresh', and 'Browse'.

Go to **Maintain Employee** and assign the contribution group to your respective employee.

The screenshot displays two forms from a software application. The top form is titled "Employee" and contains the following fields:

- Code: 001
- Job Title: [Empty]
- Manager:
- Active:
- Name: LEE CHONG WAI
- Navigation tabs: Personal, Grouping, Family, Payroll Info, Allowance, Deduction, Claim Limit, Tax Benefit, Note, History, Child, E Leave, Attachments
- Wages Type: [Empty]
- Wages: 3,000.00
- Contribution: [Dropdown menu, highlighted with a red box]
- Frequency: [Empty]
- Payment Method: [Empty]
- SOCSSO No: [Empty]
- SOCSSO Type: 1 First Category
- EIS Type: Yes
- Age 18 below or 60 and above exclude from EIS contribution.
- Tax Branch: [Empty]
- Join Date: 02/01/2016
- Confirm Date: 01/04/2016
- Resign Date: [Empty]

The bottom form is titled "Contribution" and contains the following fields:

- Code: [Dropdown menu, highlighted with a red box]
- Active:
- Description: Default Contribution
- This is default record:
- Navigation tabs: General, More
- Employee EPF Rate: 11%
- Employer EPF Rate: 12%
- Working Day Per Month: 26
- Working Hour Per Day: 8
- Pensionable Public Sector Employees:
- Overtime Calculation base on Maintain Employee Setting:
- STD Calculator: Computerized Calculation

**DONE**