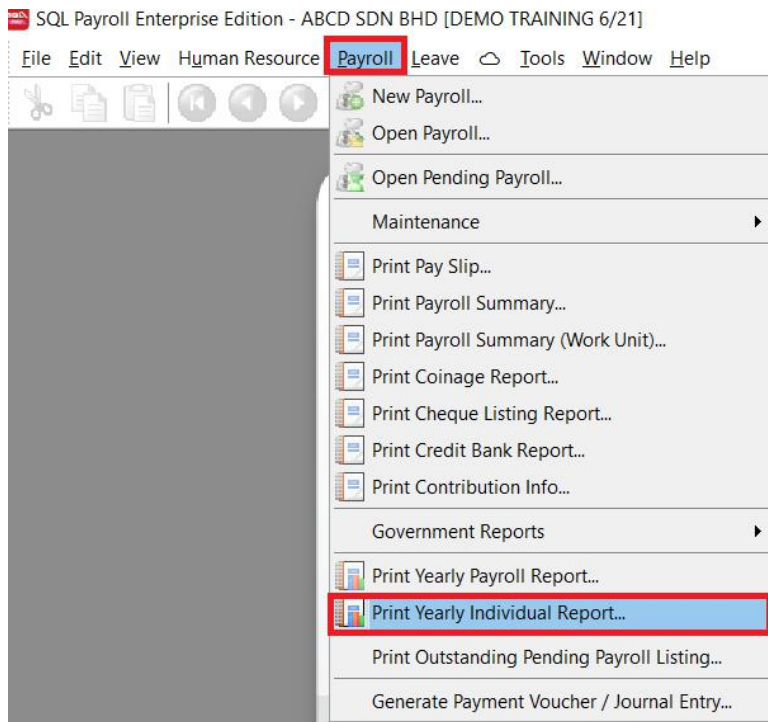


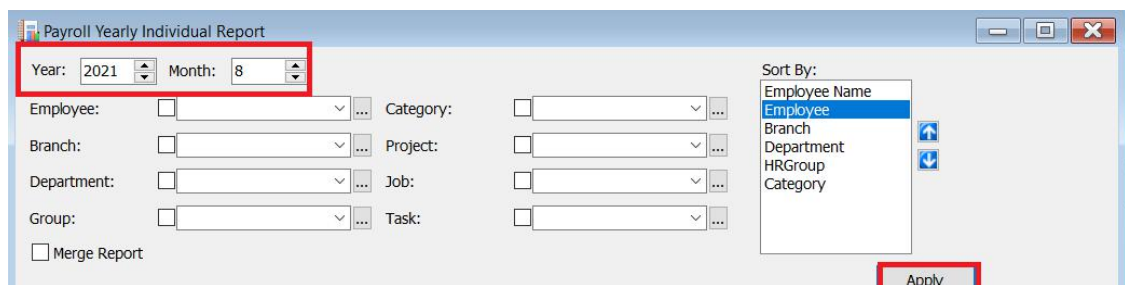
## Comparison the previous month payroll data for each employee

If you want to compare your employee past months payrolls you can use out Yearly Individual Report.

- 1) Go to Payroll -> Print Yearly Individual Report.



- 2) Set which month you want to compare. If you want to compare August 2021 with July 2021, set the Month as 8 and Year as 2021.
- 3) Press Apply button.



- 4) You will see the yearly earning for each employee. Click on the employee's name to see their breakdown.

Payroll Yearly Individual Report

Year: 2021 Month: 8

Employee: [ ] Category: [ ]

Branch: [ ] Project: [ ]

Department: [ ] Job: [ ]

Group: [ ] Task: [ ]

Merge Report

Sort By: Employee, Employee Name, Branch, Department, HRGroup, Category

Apply

Payroll Yearly Individual Pay - Sep-2020 till Aug-2021

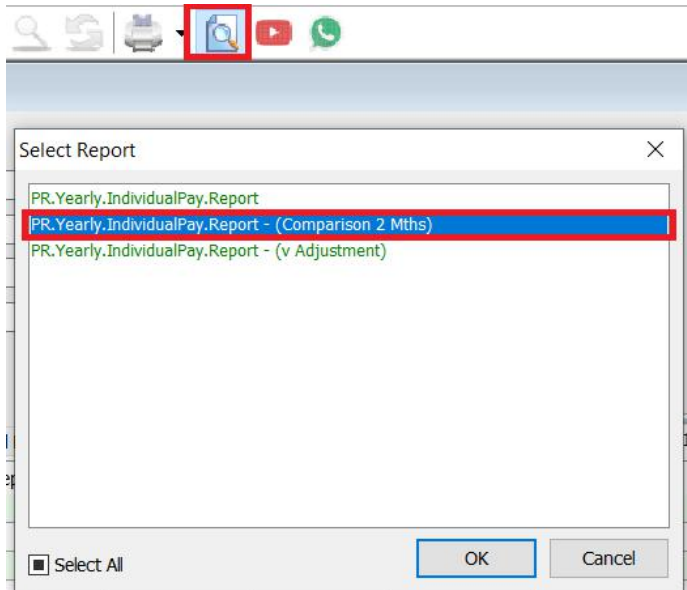
Name	Sep-2020	Oct-2020	Nov-2020	Dec-2020	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	Jun-2021	Jul-2021	Aug-2021	Total
lee chong wei													
<b>Earning</b>													
Wages											3,000.17	3,000.00	6,000.17
Allowance											256.45	530.00	786.45
Overtime													
Commission													
Claim													
Paid Leave													
Director Fee													
Bonus											3,000.00		3,000.00
Advance Paid													
Compensation											1,000.00		1,000.00
<b>Deduction</b>													
Loan													
Deduction											-11.13	-23.00	-34.13
CP38													
Unpaid Leave													
Advance Deduct													
Employee EPF											-693.00	-390.00	-1,083.00
Employee SOCSO											-16.25	-17.75	-34.00

5) Press the small + icon to expand the row and see the details for allowances and overtimes

Payroll Yearly Individual Pay - Sep-2020 till Aug-2021

Name	Jul-2021	Aug-2021	
lee chong wei			
<b>Earning</b>			
Wages	3,000.17	3,000.00	
Code	Sep-2020	Oct-2020	Nov-2020
Default Wa...			
Allowance	256.45	530.00	
Code	Sep-2020	Oct-2020	Nov-2020
Handphone			
Meal			
Petrol			
Overtime			
Commission			
Claim			
Paid Leave			
Director Fee			
Bonus	3,000.00		
Advance Paid			
Compensation	1,000.00		
<b>Deduction</b>			

6) Press the preview icon to generate a comparison report.



7) The report will compare in 2 months (Aug 2021 vs Jul 2021).

27/08/2021 15:40:01  
ADMIN

### Yearly Individual Pay for 2021

ABCD SDN BHD (xxxxxxxx (xxxx)) Page 1 of 5

EMPLOYEE NO : 001  
NAME : lee chong wei (I/C NO : 941212-01-4321)  
DEPT : Default Department  
Designation :

SOCSCO :  
EPF :  
TAX :

Description	Jul-2021	Aug-2021	Variance
Wages	3,000.17	3,000.00	-0.17
Allowance	530.00	530.00	0.00
Overtime		67.88	67.88
Commission			0.00
Claim		30.00	30.00
Paid Leave			0.00
Director Fee			0.00
Bonus	3,000.00		-3,000.00
Advance Paid			0.00
Compensation	1,000.00		-1,000.00
<b>Total Earning</b>	<b>7,530.17</b>	<b>3,627.88</b>	<b>-3,902.29</b>
Loan			0.00
Deduction	-23.00	-23.00	0.00
CP38			0.00
Unpaid Leave			0.00
Advance Deduct			0.00
Employee EPF	-726.00	-390.00	336.00
Employee SOCSCO	-17.75	-17.75	0.00
PCB Normal			0.00
PCB Additional			0.00
PCB Bonus			0.00
PCB Director			0.00
Employee EIS	-7.10	-7.10	0.00
<b>Total Deduction</b>	<b>-773.85</b>	<b>-437.85</b>	<b>336.00</b>
Adjustment (Rounding)			0.00
<b>Net Pay</b>	<b>6,756.32</b>	<b>3,190.03</b>	<b>-3,566.29</b>
Tax Benefit			0.00
Optional Tax Relief	17.75	17.75	0.00
Employer EPF	858.00	461.00	397.00
Employer SOCSCO	62.15	62.15	0.00
Total Employer Cost	8,457.42	4,158.13	-4,299.29

===END===