

How to process pending claims, or commission for resigned staff after resign date

In scenarios where a staff resigns in this current month but they have pending commissions, or claims that will only be distributed in the following month, how to we process these transactions?

For example, the picture below shows that staff has resign on 15/07/2021. There is 1 pending commission transaction for 31/08/2021. How do we process this?

The screenshot shows the 'Employee' form with the following details:

- Code: 00001, Job Title: Accountant, Manager: , Active:
- Name: JOANNE HEW
- Personal tab selected
- Wages Type: ----, Wages: 4,100.00, Contribution: ----, Frequency: ----, Payment Method: ----, Bank: Maybank, Bank Account No: 888888888
- SOCSSO No: 65656565, SOCSSO Type: First Category, EIS Type: Yes, Resign Date: 15/07/2021 (highlighted)
- Join Date: 01/01/2019, Confirm Date: 01/03/2019
- Age 18 below or 60 and above exclude from EIS contribution.
- Tax Branch: , Tax No: A-7877, Marital Status: Married
- Self Disabled: , Resident:
- Spouse Working: , Spouse Disabled:
- EPF No: 98989898, Tax Category: C2.KA1
- NK: , Initial: , Override Tax Category:
- EA Serial No: , Tabung Haji No:

The screenshot shows the 'Pending Commission - Aug 2021' window with the following table:

Trans Date	Post Date	Employee	NAME	Code	Description	Work Unit	R...	Amo...
07/07/2021	15/08/2021	00001	JOANNE H...	----	Default Commission	1.00	1.00	1,000.00

Count = 1, 1,000.00

- 1) In our August 2021, month end, press the Other tab and tick the “show resigned employee” checkbox.

Final Payroll Process

- To process the month FINAL payroll -

Transaction Posting

Year: 2021 **1** Month: 8 **3**

Employee **Other** **2**

Show Resigned Employee

Resign Date From: 01/07/2021

<input type="checkbox"/>	Code	Name
<input type="checkbox"/>	00001	JOANNE HEW

0

Include Default Wages/Allowance/Deduction/Tax Benefit in addition to Pending Transactions

Use system calculated amount for Pending Overtime/Paid Leave/Unpaid Leave

Process

- 2) Choose the Resign Date From (when he/she has resigned), select the name of the resigned employee.
- 3) Press Process.

Final Payroll Process

- To process the month FINAL payroll -

Transaction Posting

Year: 2021 Month: 8

Employee Other

Show Resigned Employee

Resign Date From: 01/07/2021 **1**

<input checked="" type="checkbox"/>	Code	Name
<input checked="" type="checkbox"/>	00001	JOANNE HEW

1

Include Default Wages/Allowance/Deduction/Tax Benefit in addition to Pending Transactions

Use system calculated amount for Pending Overtime/Paid Leave/Unpaid Leave **3**

Process

4) Pending transactions only (eg. Commission) will be processed.

The screenshot displays a payroll software interface. On the left, a list of employees is shown with columns for Code and Name. The main area shows a detailed payroll summary for JOANNE HEW for the month of August 2021. The summary includes various components such as Wages, Allowance, Overtime, Commission (highlighted in red), Claims, Director Fees, Bonus, Others, and Advance Paid. It also lists deductions like Loan, Deduction, EPF, SOCSO, EIS, and Advance Deduct. The Gross Pay is 1,000.00 and the Gross Deduct is 116.65, resulting in a NET PAY of 883.35. Below the summary, there is a 'Payroll Info' section with fields for Employee EPF Rate (11%), Employer EPF Rate (13%), SOCSO Type (1), Tax Category (C2.KA1), EIS Type (Yes), HRDF Rate % (0), and a checkbox for Resident (checked) with a Join Date of 01/01/2019.

Code	Name
00002	ALI
00001	JOANNE HEW
002	KOO KIAN KEAT
001	lee chong wei
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

JOANNE HEW
Month End (08.2021)

Wages:	-	Loan:	-
Allowance:	-	Deduction:	-
Overtime:	-	EPF:	110.00
Commission:	1,000.00	SOCSO:	4.75
Claims:	-	EIS:	1.90
Director Fees:	-	Optional Tax Relief:	4.75
Bonus:	-	Employer EPF:	130.00
Others:	-	Employer SOCSO:	16.65
Advance Paid:	-	Employer EIS:	1.90
		Gross Zakat:	-
		PCB Print PCB:	-
		C2.KA1 (Computerized Calcula...:	-
		Adjustment:	-

Gross Pay: 1,000.00 Gross Deduct: 116.65 **NET PAY 883.35**

Payroll Info

Employee EPF Rate	11%	SOCSSO Type	1	EIS Type	Yes	HRDF Rate %	0
Employer EPF Rate	13%	Tax Category	C2.KA1				
<input checked="" type="checkbox"/> Resident		Join Date	01/01/2019				

===END===