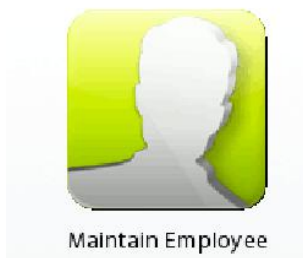


Recurring Zakat in Maintain Employee

- 1) Go to Maintain Employee:



- 2) Select the respective employee and go to Deduction

A screenshot of a software window titled "Employee". At the top, there are fields for "Code" (00002), "Job Title", "Manager" (checkbox), "Active" (checkbox), and a "Read MyKad" button. Below these is a "Name" field containing "ALI". A horizontal menu bar includes "Personal", "Grouping", "Family", "Payroll Info.", "Allowance", "Deduction", "Claim Limit", "Tax Benefit", "Note", "History", "Child", and "Attachments". The "Deduction" tab is selected and highlighted with a red box. Below the menu is a table with columns: Deduction, DESCRIPTION, RATE, Date To, Date From, SOCSO, PCB, PCB (A), EIS, EPF, OT, EA, HRDF, Zakat, and Tab... The "Zakat" column has a small red square icon next to it. On the right side of the window, there is a vertical toolbar with buttons: New, Edit (highlighted with a red box), Delete, Save, Cancel, More, Preview, Refresh, and Browse.

- 3) Enter a deduction and tick Zakat check box. You will notice that the other contribution check box will be unticked.

A screenshot of the same "Employee" window, showing the "Deduction" tab. The table now has one row of data. The "Zakat" column has a checked checkbox, which is highlighted with a red box. The other checkboxes in the row are unchecked. The "Edit" button in the toolbar remains highlighted with a red box.

- 4) Key in Rate and set the period of contribution in the Date From and Date To column.

Employee

Code: 00002 Job Title: Manager Active

Name: ALI

Personal Grouping Family Payroll Info. Allowance Deduction Claim Limit Tax Benefit Note History Child Attachments

Deduction	Description	Rate	EPF	SOCSCO	PCB	PCB (A)	EIS	OT	EA	HRDF	Zakat	Date Fr...	Date To	Tabung...
(All)	Default Deduction	10.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			

- (Sorted)
- Date From
- Date To
- Deduction
- Description
- EA
- EIS
- EPF
- HRDF
- OT
- PCB
- PCB (A)
- Rate
- SOCSO
- Tabung Haji
- Work Unit
- Zakat
- Zakat Type

Buttons: New, Edit, Delete, Save, Cancel, More, Refresh, Browse

Employee

Code: 00002 Job Title: Manager Active

Name: ALI

Personal Grouping Family Payroll Info. Allowance Deduction Claim Limit Tax Benefit Note History Child Attachments

Deduction	Description	Date From	Date To	Rate	EPF	SOCSCO	PCB	PCB (A)	EIS	OT	EA	HRDF	Zakat	Tabun...
I	Default Deduction	01/07/2021	31/08/2021	10.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Buttons: New, Edit, Delete, Save, Cancel, More, Refresh, Browse

5) Save and process your month end. You will see the amount in your Gross Zakat

Employee

Code: 00002 Job Title: Manager Active

Name: ALI

Personal Grouping Family Payroll Info. Allowance Deduction Claim Limit Tax Benefit Note History Child Attachments

Deduction	Description	Date From	Date To	Rate	EPF	SOCSCO	PCB	PCB (A)	EIS	OT	EA	HRDF	Zakat	Tabun...
▶	Default Deduction	01/07/2021	31/08/2021	10.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Buttons: New, Edit, Delete, Save, Cancel, More, Refresh, Browse

Month End (07.2021) [Period: 07 / 2021]

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

Welcome 00002

Wages:	3,000.00	Loan:	-
Allowance:	-	Deduction:	10.00
Overtime:	-	EPF:	330.00
Commission:	-	SOCSCO:	14.75
Claims:	-	EIS:	5.90
Director Fees:	-	Gross Zakat:	10.00
Bonus:	-	CP38:	-
Others:	-	Unpaid Leave:	-
Advance Paid:	-	Advance Deduct:	-
Gross Pay:	3,000.00	Gross Deduct:	360.65
		NET PAY	
		2,639.35	

ALI
Month End (07.2021)

Payroll Info

Employee EPF Rate **11%** SOCSCO Type **1** EIS Type **Yes** HRDF Rate % **0**
 Employer EPF Rate **13%** Tax Category **C1**
 Resident Join Date

7
Process Missing Employee

===END===