



# HR2000 E-Mail Payslip

*Deliver employee  
payslips via E-Mail  
within minutes...*

## What is e-Mail Payslip ?

Payslips are sent in HTML formatted e-mail and with options to include Employee Master detail and file attachments such as PDF documents, Ms Words, Ms Excel, etc

## Benefits

- Deliver monthly employee payslips fast & on-time
- Save paper & printing costs
- Employees can view payslips anytime, anywhere...

## How it Works ?

- Enter employee e-mail account into EMPLOYEE MASTER.
- From E-MAIL Payslip module, enter e-mail subject line & setup SMTP e-mail detail. You may attach additional documents such as PDF files, Ms Words or Ms Excel documents.
- Click SEND E-MAIL button !



## HR 2000 SDN BHD

9A Jalan USJ 10/1C, Subang Jaya 47620, Selangor Darul Ehsan, Malaysia.  
Tel: 03-5632-9094 (Hunting) | Fax: 03-5631-9736 | Email: sales@hr2000.com.my | Web: www.hr2000.com.my



## **FREQUENTLY ASKED QUESTIONS**

### **Q) How do we setup e-mail payslip in QUICK PAY ?**

First, enter employee e-mail accounts into EMPLOYEE MASTER records. Then, goto E-MAIL PAYSLIP module, and configure your SMTP e-mail server setting and payslip format preferences. Finally, click SEND button to view and send e-mail payslips to your employees.

### **Q) Can we send e-mail to HotMail.com, Yahoo.com, Gmail.com, etc ?**

YES ! You may send email to your own corporate e-mail servers, and also other popular public e-mail hosts such as Yahoo.com, Gmail.com and HotMail.com.

### **Q) Can we attach & e-mail documents such PDF, Ms Words, and Ms Excel ?**

YES !

### **Q) Can we attach company logo into E-Mail Payslips ?**

YES !

### **Q) Can we request a "receipt" for all e-mail sent ?**

YES ! You need to enable option "Request Read Receipts".

### **Q) Can we keep a CC and BCC copy of all e-mail sent ?**

YES ! You need to specify an e-mail account into "CC E-Mail" or "BCC E-Mail" fields.

### **Q) Can we choose language either in ENGLISH or BAHASA ?**

YES !

### **Q) Is the email encrypted for security purposes?**

Yes, user can choose to encrypt with password using IC number, Hire Date, EPF number, Tax number, or birth date. Encrypted file is stored as PDF password protected attachment.

## *Sample Reports*



# ECO GREEN SDN BHD

<b>COMP : DEMONSTRATION COMPANY</b>		<b>( 180838-D )</b>		<b>END-DEC-2016</b>			
<b>NAME : JENNIFER WHITE</b>				<b>EMPL# : 001</b>			
<b>I/C # : 661110-10-5088</b>		<b>SEX : FEMALE</b>		<b>DEPT# : PROD</b>			
<u>EARNINGS DESCRIPTION</u>		<u>RM</u>		<u>DEDUCTIONS DESCRIPTION</u>			
BASIC PAY		8,000.00		EMPLOYEE EPF (KWSP)			
Normal OT 10.00Hr x57.6900		576.90		EMPLOYEE SOCSO (PERKESO)			
RestDay OT 5.00Hr x76.9200		384.60		INCOME TAX PCB			
Public OT 5.00Hr x115.3800		576.90		NPL DAYS 1.000Days x307.6900			
Meal Allow 20.00Days x10.0000		200.00					
Shif #1 20.00Days x8.0000		160.00					
Shif #2 20.00Days x5.0000		100.00					
ATTENDANCE ALLOWANCE		123.80					
<b>TOTAL :</b>		<b>10,122.20</b>		<b>TOTAL :</b>			
				<b>1,457.09</b>			
ANNL LEAVE TAKEN : 5.00		BALANCE : 15.00		<b>NETT PAY :</b>			
SICK LEAVE TAKEN : 0.00		BALANCE : 18.00		<b>8,665.11</b>			
				EPF# : 12955678			
				SOCSO# : T1235897Y			
				TAX# : SG 2178656-09			
				BANK A/C : HLBB 123456789012			
<u>Current Month</u>			<u>Year-to-Date</u>				
	<u>E.P.F.</u>	<u>SOCSO</u>	<u>TAX</u>		<u>E.P.F.</u>	<u>SOCSO</u>	<u>TAX</u>
Employee :	913.00	19.75	216.65	Employee :	7,168.00	237.00	2,035.70
Employer :	1,610.00	69.05		Employer :	11,488.00	828.60	
Total :	2,523.00	88.80		Total :	18,656.00	1,065.60	

COMP : DEMONSTRATION COMPANY

PERIOD : END-DEC-2016

NAME : JENNIFER WHITE

STAFF# : 001

--- EARNINGS ---		--- RM ---	--- DEDUCTIONS ---		--- RM ---
BASIC PAY		8,000.00	EMPLOYEE EPF (KWSP)		913.00
Normal OT	10.00Hr x57.6900	576.90	EMPLOYEE SOCSO (PERKESO)		19.75
RestDay OT	5.00Hr x76.9200	384.60	INCOME TAX PCB		216.65
Public OT	5.00Hr x115.3800	576.90	NPL DAYS 1.000Days x307.6900		307.69
Meal Allow	20.00Days x10.0000	200.00			
Shif #1	20.00Days x8.0000	160.00			
Shif #2	20.00Days x5.0000	100.00			
ATTENDANCE ALLOWANCE		123.80			
TOTAL EARNING :		10,122.20	TOTAL DEDUCTION :		1,457.09
ANNUAL LEAVE TAKEN	: 5.00	BALANCE : 15.00	NETT PAY :		8,665.11
SICK LEAVE TAKEN	: 0.00	BALANCE : 18.00			

**DEMONSTRATION COMPANY**

NAME : JENNIFER WHITE  
 DEPT : PRODUCTION

PAY PERIOD : END-DEC-2016  
 STAFF NO. : 001  
 I/C NO. : 661110-10-5088

--- EARNINGS ---	--- RM ---	--- DEDUCTIONS ---	--- RM ---
BASIC PAY	8,000.00	EMPLOYEE EPF (KWSP)	913.00
Normal OT 10.00Hr x57.6900	576.90	EMPLOYEE SOCSO (PERKESO)	19.75
RestDay OT 5.00Hr x76.9200	384.60	INCOME TAX PCB	216.65
Public OT 5.00Hr x115.3800	576.90	NPL DAYS 1.000Days x307.6900	307.69
Meal Allow 20.00Days x10.0000	200.00		
Shif #1 20.00Days x8.0000	160.00		
Shif #2 20.00Days x5.0000	100.00		
ATTENDANCE ALLOWANCE	123.80		
<b>TOTAL :</b>	<b>10,122.20</b>	<b>TOTAL :</b>	<b>1,457.09</b>
		<b>NETT PAY :</b>	<b>8,665.11</b>

Empl'e EPF# : 12955678  
 Empl'e SOCSO# : T1235897Y  
 Empl'e TAX# : SG 2178656-09  
 Empl'e BANK A/C# : HLBB 123456789012

Empl'r EPF [002814012 ] RM 1,610.00  
 Empl'r SOC [A 35123052 ] RM 69.05  
 Empl'r TAX [294422330 ]

YEAR-TO-DATE			
	Employee	Employer	Total
EPF :	7,168.00	11,488.00	18,656.00
Socso :	237.00	828.60	1,065.60
Tax :	2,035.70		
Zakat :	0.00		