

E-OFFICE WEB-SPACE

Simple | Fast | Secure - Employee Self Service



The screenshot shows the HR 2000 SDN BHD (DEMO) interface. At the top, it displays the user's login information: "Login As : JENNIFER WHITE" and the date "25/07/2014". The company name "DEMO_CORY" and the current year "12/2014" are also visible. Below this, there are navigation tabs for "Home", "Employee", "Supervisor", "Miscellaneous", and "Log Out". The main content area shows a table of files with the following columns: FileName, FileSize, Type, Date, and Download. The table contains three rows of PDF files, each with a "Download" button. At the bottom of the table, there is a "Records per page" dropdown set to "500" and a "Show Filter" button. Below the table, there is a note: "Best view in Internet Explorer 8.0 or latest at resolution 1280 x 800 pixels. Copyright © HR 2000 Sdn Bhd. All rights reserved."

e-Payslip
e-CP8A
e-CP8C
e-PCB2

About E-OFFICE web-SPACE

E-OFFICE webSPACE (ESS module) is a self service facility that enables employees to access their payslip, CP8A/CP8C and PCB2 documents directly from a secure web site. It also lets Human Resource departments to upload & share corporate bulletin files to your employees within a secure and convenient storage area.

Benefits

- 24/7 access from anywhere to payslips, CP8A/CP8C and PCB2
- Password security control with system login password & PDF password
- PDF documents are password protected and can be downloaded and printed online
- Fast delivery & reduce cost of distributing documents to employees
- Documents are securely hosted in HR2000's fully managed dedicated web server

How it Works

- Administrator generates PDF documents using QUICK PAY Ver 7
- PDF documents are uploaded to E-OFFICE using FTP
- Employees login to E-OFFICE to retrieve payslip, CP8A, CP8C and PCB2 files

Password
Protected
PDF

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) What is the product specification?

Web-SPACE included the following items:

- One (1) database hosted in www.iLoginHR.com.
- Modules **E-Payslip + e-CP8A + e-CP8C + e-PCB2**
- Storage Capacity: **5,000** MB disk space
- Installation, setup and implementation service
- **3 years** after sales maintenance service

Q) How do employees **access their documents** such as payslip, CP8A/CP8C and PCB2 forms ?

Employees need to use any web browser to login into E-OFFICE (www.iLoginHR.com) => webSPACE. All previously uploaded documents such as payslips, CP8A/CP8C and PCB2 will be shown. Employees may choose to download these documents to view or print.

Q) Which **web browsers** are supported by E-OFFICE webSPACE ?

webSPACE works with most popular desktop browsers such as Microsoft IE, Firefox, Google Chrome, Safari, Opera, etc. Apple IOS may use Safari while Android OS is recommended to use FireFox.

Q) Can documents be viewed from a **mobile device** ?

Yes. All uploaded documents are in PDF (password protected) files and can be viewed by web browsers that supports PDF file viewing. Mobile devices with problems viewing PDF files may try using web browsers such as FireFox & Opera.

Q) How **secure** is webSPACE ?

webSPACE uses 2 level password protection ie. a user login ID and password to gain access to E-OFFICE (www.iLoginHR.com) and a second password to open the encrypted PDF documents.

Q) How secure is transferring PDF documents from PC to E-OFFICE server ?

Each customer is given a dedicated FTP account & password for uploading files to E-OFFICE server. This dedicated account is NOT shared with any other users.

Q) What is the capacity of **5,000 MB storage space** ?

We estimate 2 MB storage space is required for each employee each year. You can store 250 employee documents up to 10 years. When you run out of disk space, you may free up existing storage space, or purchase additional storage space.

Q) We detected a fault in previously uploaded documents. Can we re-upload again ?

Yes. Use options in QUICK PAY Ver7 to upload your documents again. All previously uploaded documents will be overwritten.

Q) Do we need to pay annual **maintenance fee** ?

Annual maintenance fee for webSPACE module is optional.

Q) Can we still use E-OFFICE if annual support/maintenance fee is not paid ?

Yes, employees can still access the website to view previously uploaded documents. Your FTP account will still be able to upload documents into webSPACE.

Q) How do we **housekeep our documents** in E-OFFICE server ?

From Quick Pay ver7 => SMTP/FTP setup, use option to connect & manage your server files. From here, you may upload, download and delete files. You can also use FTP applications such as WS FTP, FileZilla, CoreFTP, CoffeeCup FTP, etc to manage your files.

Q) How long does E-OFFICE server keeps our documents ?

E-OFFICE server does not automatically remove your documents. You need to manually free up your server space by deleting previously uploaded documents.

Q) We already purchased E-OFFICE e-Leave system. Can we use webSPACE ?

Yes. You just need to make a purchase on webSPACE. Your employees can instantly use webSPACE module.

Q) We have many company databases in QUICK PAY Ver7. Can we purchase only one database in webSPACE ?

Yes. You just need to ensure all employee number in QUICK PAY Ver7 are unique & without duplicates.

Sample Reports



ECO GREEN SDN BHD

COMP : DEMONSTRATION COMPANY		(180838-D)		END-DEC-2016			
NAME : JENNIFER WHITE				EMPL# : 001			
I/C # : 661110-10-5088		SEX : FEMALE		DEPT# : PROD			
<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					
TOTAL :		10,122.20		TOTAL :			
				1,457.09			
ANNL LEAVE TAKEN : 5.00		BALANCE : 15.00		NETT PAY :			
SICK LEAVE TAKEN : 0.00		BALANCE : 18.00		8,665.11			
				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		
TOTAL :	10,122.20	TOTAL :	1,457.09
		NETT PAY :	8,665.11

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		

Serial No. C000016 STATEMENT OF REMUNERATION FROM EMPLOYMENT

Employer's No. E 294422330 FOR THE YEAR ENDED 31 DECEMBER 2016 LHDNM Branch KL

THIS FORM EA MUST BE PREPARED AND PROVIDED TO THE EMPLOYEE FOR INCOME TAX PURPOSE

A PARTICULARS OF EMPLOYEE

- 1. Full Name of Employee/Pensioner (Mr./Miss/Madam) JENNIFER WHITE
- 2. Job Designation ADMINISTRATION MANAGER
- 3. Staff No./Payroll No. 001
- 4. New I.C. No. 661110-10-5088
- 5. Passport No. M123456789
- 6. EPF No. 12955678
- 7. SOCSO No. T1235897Y
- 8. Number Of Children Qualified For Tax Relief 0
- 9. If the period of employment is less than a year, please state:
 - (a) Date of commencement _____
 - (b) Date of cessation 31/12/2016

B EMPLOYMENT INCOME, BENEFITS AND LIVING ACCOMMODATION

(Excluding Tax Exempt Allowances/Perquisites/Gifts/Benefits)	RM
1. (a) Gross salary, wages or leave pay (including overtime pay)	55,648.65
(b) Fees (including director fees), commission or bonus	6,811.00
(c) Gross tips, perquisites, awards/rewards or other allowances (Details of payment: <u>...ssdfdsdffdffdsfs...</u>)	3,300.00
(d) Income Tax borne by the Employer in respect of his Employee	_____
(e) Employee Share Option Scheme (ESOS) benefit	_____
(f) Gratuity for the period from _____ to _____	_____
2. Details of arrears and others for preceding years paid in the current year	
Type of income (a) _____	_____
(b) _____	_____
3. Benefits in kind (Specify: _____)	_____
4. Value of living accommodation provided (Address: _____)	_____
5. Refund from unapproved Provident/Pension Fund	_____
6. Compensation for loss of employment	_____

C PENSION AND OTHERS

1. Pension	_____
2. Annuities or other Periodical Payments	_____
TOTAL	65,759.65

D TOTAL DEDUCTION

1. Monthly Tax Deductions (MTD) remitted to LHDNM	2,096.00
2. CP 38 Deductions	55.00
3. Zakat paid via salary deduction	0.00
4. Total claim for deduction by employee via Form TP1 in respect of: <ul style="list-style-type: none"> (a) Relief RM <u>3,800.00</u>.. (b) Zakat other than that paid via monthly salary deduction RM <u>0.00</u>.. 	_____
5. Total qualifying child relief	0.00

E CONTRIBUTIONS PAID BY EMPLOYEE TO APPROVED PROVIDENT/PENSION FUND AND SOCSO

1. Name of Provident Fund <u>KUMPULAN WANG SIMPANAN PEKERJA (KWSP)</u>	
Amount of compulsory contribution paid (state the employee's share of contribution only)	RM <u>7,322.00</u>
2. SOCSO : Amount of compulsory contribution paid (state the employee's share of contribution only)	RM <u>237.00</u>

F TOTAL TAX EXEMPT ALLOWANCES / PERQUISITES / GIFTS / BENEFITS

RM 0.00

Date 13/03/2017

Name of Officer	<u>MS Cheng Lee Lee</u>
Designation	<u>Accounts Manager</u>
Name and Address of Employer	<u>DEMONSTRATION COMPANY</u> <u>8 Jalan USJ 10/1M</u> <u>UEP Subang Jaya</u> <u>Selangor Poskod 47620</u>
Employer's Telephone No.	<u>03-56329094</u>

CUKAI PENDAPATAN

No. Cukai Pendapatan Pekerja
SG 2178656-09

No. Siri C000016

PENYATA SARAAN DARIPADA PENGGAJIAN

No. Majikan E 294422330

BAGI TAHUN BERAKHIR 31 DISEMBER 2016

Cawangan LHDNM KL

BORANG EC INI PERLU DISEDIAKAN UNTUK DISERAHKAN KEPADA PEKERJA BAGI TUJUAN CUKAI PENDAPATAN

A BUTIRAN PEKERJA

- 1. Nama Penuh Pekerja/Pesara (En./Cik/Puan) JENNIFER WHITE
- 2. Jabatan PRODUCTION
- 3. Jawatan ADMINISTRATION MANAGER
- 4. No. Kakitangan/No. Gaji 001
- 5. No. Kad Pengenalan/Polis/Tentera/Pasport 661110-10-5088 M123456789
- 6. No. KWSP 12955678
- 7. No. PERKESO T1235897Y
- 8. Bilangan Anak Yang Layak Untuk Pelepasan Cukai 0
- 9. Jika bekerja tidak genap setahun, nyatakan:
(a) Tarikh mula bekerja _____
(b) Tarikh berhenti kerja 31/12/2016

B PENDAPATAN PENGGAJIAN DAN MANFAAT

- (Tidak Termasuk Elaun/Perkuisit/Pemberian/Manfaat Yang Dikecualikan Cukai) **RM**
- 1. Gaji/Emolumen 55,648.65
 - (a) Gaji, termasuk Gaji Cuti, Bonus, Elaun Kena Cukai dan lain-lain
 - (b) Ganjaran bagi tempoh dari hingga
 - 2. Manfaat berupa barangan (Nyatakan:)
 - 3. Manfaat Tambang Percutian (jika berkenaan)
 - 4. Butiran bayaran tunggakan dan lain-lain bagi tahun-tahun terdahulu dalam tahun semasa
 - Jenis pendapatan (a)
 - (b)
- PENDAPATAN BOLEH DICUKAI (B1 + B2 + B3 + B4)** 65,759.65

C JUMLAH POTONGAN

- 1. Potongan Cukai Bulanan (PCB) yang dibayar kepada LHDNM 2,096.00
- 2. Arahan Potongan CP 38 55.00
- 3. Zakat yang dibayar melalui potongan gaji 0.00
- 4. Jumlah tuntutan potongan oleh pekerja melalui Borang TP1 berkaitan:
 - (a) Pelepasan RM 3,800.00
 - (b) Zakat selain yang dibayar melalui potongan gaji bulanan RM 0.00
- 5. Jumlah pelepasan bagi anak yang layak 0.00

D CARUMAN KEPADA KUMPULAN WANG SIMPANAN PEKERJA DAN PERKESO

- Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja)
- 1. KWSP : RM 7,322.00
 - 2. PERKESO : RM 237.00

E SENARAI ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI SERTA AMAUN MASING-MASING

Jenis Elaun/Perkuisit/Pemberian/Manfaat Jumlah Dikecualikan (RM) Jenis Elaun/Perkuisit/Pemberian/Manfaat Jumlah Dikecualikan (RM)

Tarikh 13/03/2017

Nama Pegawai	<u>MS Cheng Lee Lee</u>
Jawatan	<u>Accounts Manager</u>
Nama dan Alamat Majikan	<u>DEMONSTRATION COMPANY</u> <u>8 Jalan USJ 10/1M</u> <u>UEP Subang Jaya</u> <u>Selangor Poskod 47620</u>
No. Telefon Majikan	<u>03-56329094</u>

Serial No. C000016 STATEMENT OF REMUNERATION FROM EMPLOYMENT

Employer's No. E 294422330 FOR THE YEAR ENDED 31 DECEMBER 2016

LHDNM Branch KL

THIS FORM EC MUST BE PREPARED AND PROVIDED TO THE EMPLOYEE FOR INCOME TAX PURPOSE

A PARTICULARS OF EMPLOYEE

- 1. Full Name of Employee/Pensioner (Mr./Miss/Madam) JENNIFER WHITE
- 2. Department PRODUCTION
- 3. Job Designation ADMINISTRATION MANAGER
- 4. Staff No./Payroll No. 001
- 5. Identity Card / Police / Army / Passport No. 661110-10-5088 M123456789
- 6. EPF No. 12955678
- 7. SOCSO No. T1235897Y
- 8. Number of Children 0
- 9. If the period of employment is less than a year, please state:
 - (a) Date of commencement _____
 - (b) Date of cessation 31/12/2016

B EMPLOYMENT INCOME AND BENEFITS

(Excluding Tax Exempt Allowances/Perquisites/Gifts/Benefits)		RM
1. Salary/Emoluments		
(a) Salary, including Leave Pay, Bonus, Taxable Allowances and others		<u>55,648.65</u>
(b) Gratuity for the period from to		_____
2. Benefits In Kind (State details:		_____
3. Benefit of Leave Passage for Travel (if applicable)		_____
4. Details of arrears and others for preceding years paid in the current year		
Type of income (a)		_____
(b)		_____
TAXABLE INCOME (B1 + B2 + B3 + B4)		<u>65,759.65</u>

C TOTAL DEDUCTION

1. Monthly Tax Deductions (MTD) remitted to LHDNMM		<u>2,096.00</u>
2. CP 38 Deductions		<u>55.00</u>
3. Zakat paid via salary deduction		<u>0.00</u>
4. Total claim for deduction by employee via Form TP1 in respect of:		
(a) Relief	RM <u>3,800.00</u>	
(b) Zakat other than that paid via monthly salary deduction	RM <u>0.00</u>	
5. Total qualifying child relief		<u>0.00</u>

D CONTRIBUTION TO EMPLOYEES PROVIDENT FUND AND SOCSO

Amount of compulsory contribution paid (state the employee's share of contribution only)		
1. EPF :	RM	<u>7,322.00</u>
2. SOCSO :	RM	<u>237.00</u>

E LIST OF TAX EXEMPT ALLOWANCES / PERQUISITES / GIFTS / BENEFITS WITH RESPECTIVE AMOUNT

Type of Allowance/Perquisite/Gift/Benefit	Exempted Amount (RM)	Type of Allowance/Perquisite/Gift/Benefit	Exempted Amount (RM)
---	----------------------	---	----------------------

Date 13/03/2017

Name of Officer	<u>MS Cheng Lee Lee</u>
Designation	<u>Accounts Manager</u>
Name and Address of Employer	<u>DEMONSTRATION COMPANY</u> <u>8 Jalan USJ 10/1M</u> <u>UEP Subang Jaya</u> <u>Selangor Poskod 47620</u>
Employer's Telephone No.	<u>03-56329094</u>

PENYATA BAYARAN CUKAI OLEH MAJIKAN

PCB 2(II)-Pin. 2012

Kepada:
 Ketua Pegawai Eksekutif/Ketua Pengarah Hasil Dalam Negeri
 Lembaga Hasil Dalam Negeri Malaysia
 Cawangan

Tarikh: 13/03/2017

Tuan,

Potongan Cukai Yang Dibuat Dalam Tahun 2016
 Nama Pekerja JENNIFER WHITE
 No. Kad Pengenalan/No. Passport 661110-10-5088 M123456789
 No. Cukai Pendapatan Pekerja SG 2178656-09
 No. Pekerja 001
 No. Majikan (E) 294422330

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Potongan-potongan yang telah dibuat bagi pekerja di atas dalam tahun semasa adalah seperti berikut:

Bulan	Amaun (RM)		No. Resit/No. Slip Bank/No. Transaksi		Tarikh Resit/Tarikh Transaksi	
	PCB	CP38	PCB	CP38	PCB	CP38
Januari	66.65	0.00	B00001		25/01/2000	
Februari	62.65	0.00	B00002		25/02/2000	
Mac	553.50	0.00	B00003		25/03/2000	
April	801.85	0.00	B00004		25/04/2000	
Mei	45.35	0.00	B00005		25/05/2000	
Jun	45.35	0.00	B00006		25/06/2000	
Julai	45.30	0.00	B00007		25/07/2000	
Ogos	45.30	0.00	B00008		25/08/2000	
September	45.30	0.00	B00009		25/09/2000	
Oktober	45.25	0.00	B00010		25/10/2000	
November	62.55	0.00	B00011		25/11/2000	
Disember	276.95	55.00	B00012		25/12/2000	
Jumlah	2,096.00	55.00				

3. Potongan-potongan yang telah dibuat bagi pendapatan pekerja untuk tahun terdahulu dalam tahun semasa adalah seperti berikut:

Jenis Pendapatan	Bulan	Tahun	Amaun PCB (RM)	No. Resit/ No. Slip Bank/ No. Transaksi	Tarikh Resit/ Tarikh Transaksi

Sekian. Terima kasih.

Nama pegawai Ms Cheng Lee Lee
 Jawatan Accounts Manager
 No. Telefon 03-56329094
 Nama Dan Alamat Majikan DEMONSTRATION COMPANY
8 Jalan USJ 10/1M
UEP Subang Jaya
Selangor Poskod 47620

STATEMENT OF PAYMENT BY EMPLOYER

PCB 2(II)-Pin. 2012

To:
 Chief Executive Officer/Director General Inland Revenue
 Inland Revenue Board Of Malaysia
 Branch

Date: 13/03/2017

Sir,

Tax Deduction Made During The Year 2016
 Name Of Employee JENNIFER WHITE
 New Identity Card No./Passport No. 661110-10-5088 M123456789
 Employee Income Tax No. SG 2178656-09
 Staff No. 001
 Employer's No. (E) 294422330

The above matter is hereby referred.

2. Deductions that have been made to the above employee in the current year are as followed:

Month	Amount (RM)		Receipt No./Bank Slip No./ Transaction No.		Receipt Date/Transaction Date	
	MTD	CP38	MTD	CP38	MTD	CP38
January	66.65	0.00	B00001		25/01/2000	
February	62.65	0.00	B00002		25/02/2000	
March	553.50	0.00	B00003		25/03/2000	
April	801.85	0.00	B00004		25/04/2000	
May	45.35	0.00	B00005		25/05/2000	
June	45.35	0.00	B00006		25/06/2000	
July	45.30	0.00	B00007		25/07/2000	
August	45.30	0.00	B00008		25/08/2000	
September	45.30	0.00	B00009		25/09/2000	
October	45.25	0.00	B00010		25/10/2000	
November	62.55	0.00	B00011		25/11/2000	
December	276.95	55.00	B00012		25/12/2000	
Total	2,096.00	55.00				

3. Deductions that have been made to the above employee for the preceeding year income in the current year are as followed:

Type Of Income	Month	Year	MTD Amount (RM)	Receipt No./ Bank Slip No./ Transaction No.	Receipt Date/ Transaction Date

Thank you.

Name Of Officer Ms Cheng Lee Lee
 Designation Accounts Manager
 Telephone No. 03-56329094
 Name And Address Of Employer DEMONSTRATION COMPANY
8 Jalan USJ 10/1M
UEP Subang Jaya
Selangor Poskod 47620