



EC FORM, PAYSLIP & STAFF PORTAL MODULE (CFG-PA02)

About This Course

The EC Form, Pay slip & Staff Portal is a 2 day course which is ideal for those candidates who are responsible of the data entry, daily operations, processing and reconciliation of Payroll module.

This course will benefit people who need further understanding of the current functionalities of the payroll module, processes and report in payroll. It encompasses a wide variety of the payroll areas and provides a detail working knowledge to take away with you where you will have understanding about this Century Financials System module.

Course Objectives

Upon completion of this course of this course you should be able to:

- ✓ Understand the payroll operation including managing the batch information and payroll functions.
- ✓ Understand on the pay file generation and it related setups.
- ✓ Understand the preparations before the pay run, update/validate pay run information (pay sheet).
- ✓ Understand on the auto pay generation, pay run integration and closing.
- ✓ Get comprehensive understanding on the payroll process and reconciliation methodology.
- ✓ Knowledge on statutory and standard and reports in the module.
- ✓ Get to know the other standard functions and reports in the module.

Target Audience

Employee who are in charge of the Accounts Department or Human Resource particularly section Payroll.

Course Outline

DAY 1

Introduction

Brief explanation of the Payroll Module
Integration between Century Financials and Staff Portal.

Pay Slip - Processes and Reports

Understand the *Maklumat Pekerja* Information
Understand the *Ringkasan Maklumat Pekerjaan*
Understand the *Senarai Slip Gaji* Information
Understand the *Slip Gaji* Information
How to print Pay Slip List & Pay Slip

EC Form - Processes and Reports

Understand the *Sejarah Penyata Gaji Lama (Tahunan)*
Understand the *Sejarah Pekerja*
Understand the EC Form Information
Updating the EC Edit Form
How to load records in EC Edit Form
How to print EC Form List & EC Form

DAY 2

Staff Portal

How to access the Staff Portal
Managing User Login credentials
How to print Pay Slip
How to print EC Form

Claim and Advance Statements & Reports In Staff Portal

Understand the CA Ledger Report - Travel & Misc
How to print Claim and Advance Ledger Report

Staffs Loan Statement In Staff Portal

Understand the Loan Statement
How to print Loan Statement

Register

Course : _____

Date : _____

Participant One :

Name : _____

Organization Name : _____

Job Title : _____

Email : _____

Contact Number : _____

Training Date : _____

Participant Two :

Name : _____

Organization Name : _____

Job Title : _____

Email : _____

Contact Number : _____

Training Date : _____

Human Resource / Approving Manager :

Name : _____

Organization Name : _____

Job Title : _____

Contact Number : _____

Fax Number : _____

Administrative Details:

Course Fee : RM 1,500.00 / Pax

GST 6% : RM 90.00 / Pax

Total : RM 1,590.00 / Pax
Lunch and refreshment provided

Duration : 2 Days

Contact Information :

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Century Software (M) Sdn Bhd

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Seksyen 51A , 47300 Petaling Jaya , Selangor

Ways to Register :

1. Cheques are to be made payable to Century Software (M) Sdn Bhd and mail payment together with registration to : A-8, Level 7 , Sunway PJ@51A, Jalan SS 9A/19, Seksyen 51A , 47300 Petaling Jaya , Selangor.

2. Online registration at
<http://www.centurysoftware.com.my>

Terms & Conditions :

Upon receipt of a completed registration form , it confirms that the organization is registering for the seat(s) of the participant(s) to attend the training.

1. Payment is required with registration and must be received prior to the event.

2. Payment has to be received 7 working days prior to the event commencement. However a substitute is welcome at no additional charges.

3. If cancellation occurs in 7 working days prior to the event and there is no substitute, the organizer reserves the right to charge 50% of the total investment.

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