



EIS Lampiran 1 and Text File Submission User Guide

Sage Payroll MY

Prepared by: Sage Software Sdn. Bhd.

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Version: 1.0

Category: Internal

Release Date: 07/02/2018 18:30 PM

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Document Sign-Off

Role	Name	Signature	Date
Author	Liong Kah Mee		07/02/2018

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Document Change Control

Version	Date	Author	Summary of Changes
1.0	07/02/2018	Liong Kah Mee	Initial creation.

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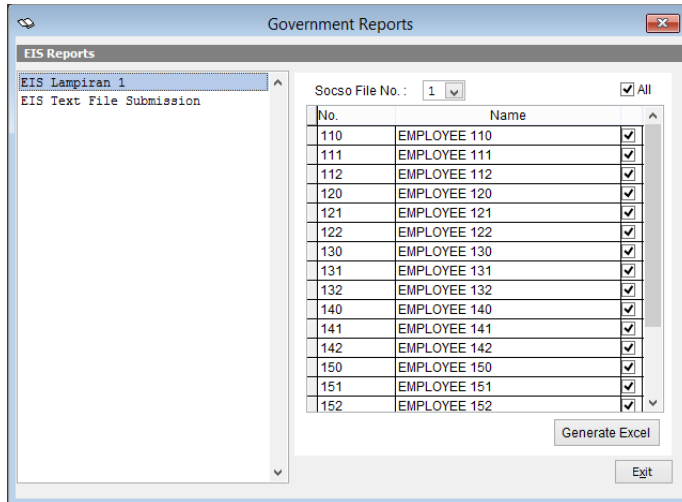
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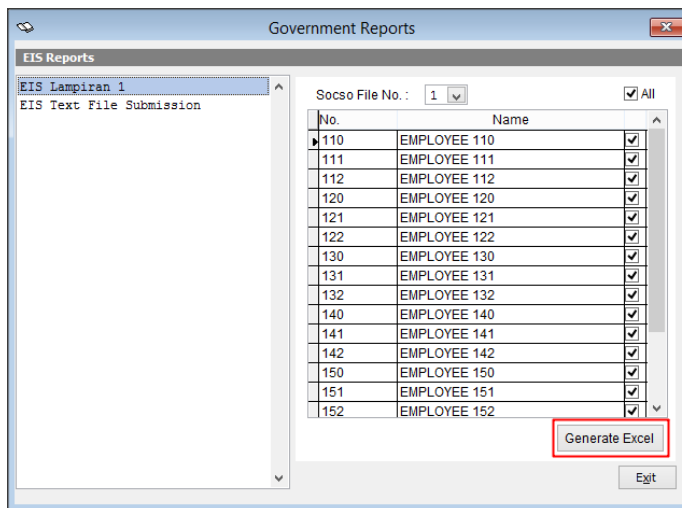
2 EIS Lampiran 1

To generate EIS Lampiran 1 Excel Sheet,

- a. Go to *Government* → *EIS Reports* → *EIS Lampiran 1*




- b. Select the Socso File No. and Employee that you wish to generate in the excel format. Sage Payroll will always default as Ticked All for employee. However, if you do not wish to generate for specific employee, you can always untick.
- c. Click Generate Excel.



Notes: Please wait for a moment while system generating the excel.

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d. Excel sheet is now generated. Please save and rename the excel as your preference.

PERTUBUHAN KESELAMATAN SOSIAL JADUAL CARUMAN BAGI SISTEM INSURANS PEKERJAAN (SIP)		Lampiran 1			
					
NAMA MAJIKAN*		Vita Mart L			
KOD MAJIKAN*		A12354667			
BIL	KOD MAJIKAN*	NO. KAD PENGENALAN*	NAMA PEKERJA (Mengikut Kad Pengenalan)	BULAN CARUM*	JUMLAH CARUMAN*
1	A12354667	890505-06-5561	EMPLOYEE 110	012018	9.80
2	A12354667	890505-06-5562	EMPLOYEE 111	012018	15.80
3	A12354667	890505-06-5563	EMPLOYEE 112	012018	15.80
4	A12354667	890505-06-5564	EMPLOYEE 120	012018	7.80
5	A12354667	890505-06-5565	EMPLOYEE 121	012018	7.80
6	A12354667	890505-06-5566	EMPLOYEE 122	012018	15.80
7	A12354667	890505-06-5567	EMPLOYEE 130	012018	7.80
8	A12354667	890505-06-5568	EMPLOYEE 131	012018	7.80
9	A12354667	890505-06-5569	EMPLOYEE 132	012018	7.80
10	A12354667	890505-06-5573	EMPLOYEE 150	012018	7.80
11	A12354667	890505-06-5574	EMPLOYEE 151	012018	7.80
12	A12354667	890505-06-5575	EMPLOYEE 152	012018	7.80
13	A12354667	890505-06-5576	EMPLOYEE 160	012018	6.60
14	A12354667	890505-06-5577	EMPLOYEE 161	012018	14.20
15	A12354667	890505-06-5578	EMPLOYEE 162	012018	15.80
16	A12354667	890505-06-5579	EMPLOYEE 180	012018	3.80
17	A12354667	890505-06-5580	EMPLOYEE 190	012018	3.80
JUMLAH CARUMAN (RM)					163.80

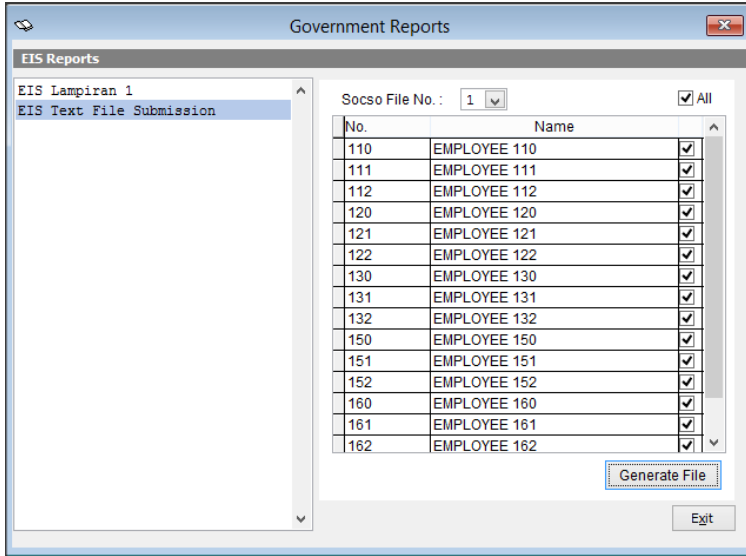
* Wajib Diisi
mohon tambah jalur (row) sekiranya ruangan tidak mencukupi

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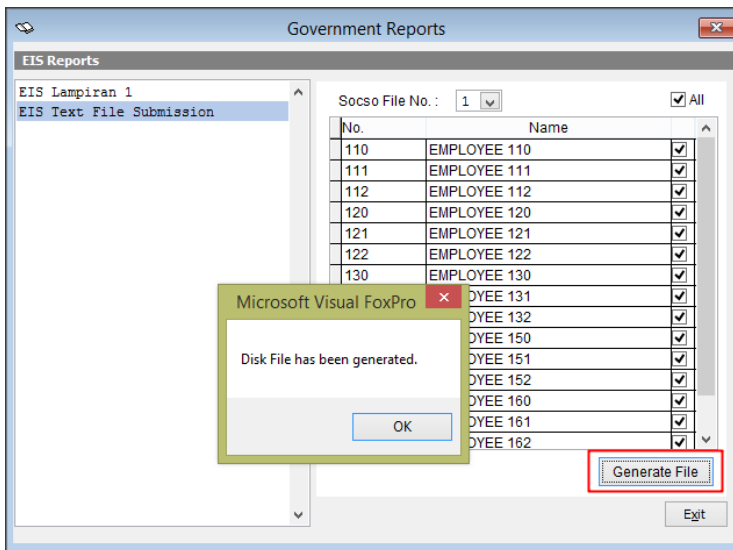
3 EIS Text File Submission

To generate EIS Text File Format Submission,

- a. Go to *Government* → *EIS Reports* → *EIS Text File Submission*



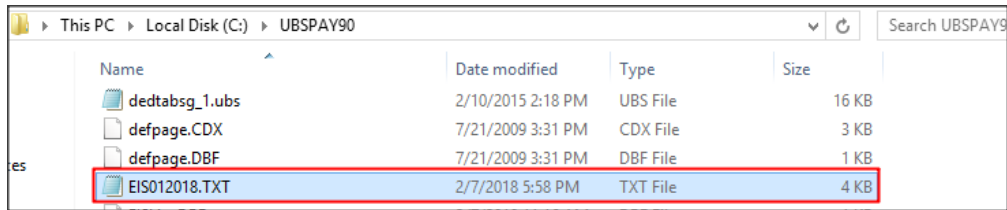
- b. Select the Socso File No. and employee that you wish to generate in the text file format. Sage Payroll will always default as Ticked All for employee. However, if you do not wish to generate for specific employee, you can always untick.
- c. Click Generate File.



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- d. To view the text file, please go to your C drive → UBSPAY90 → Look for EIS(MonthContribution).txt



- e. Below is the sample text file that generated by Sage Payroll:



*** End ***

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