# E-LEARNING

# MILLION PAYROLL

## Course Objectives

Million Payroll course is a computerised payroll course, learning how to compute payroll using Million Payroll System. The objectives of the course are learning how to use payroll system, with payroll system, we can do payroll efficiently. Efficient payroll systems save time and money by ensuring that pay payments go out on time and in the correct amounts each pay period. Once you master the payroll, many parts can be automated, to reduce errors and delays.

## Course Contents

1. Lesson 1



- Maintain Company Profile
- Setting Work Table
- Setting Payment Table
- Setting EPF Table
- Allowance
- Deduction
- Overtime
- Employee File Maintenance
- Leave
- Update Annual Leave &Medical Leave
- Month End Pay
- Commission Pay
- View/Print Payslip
- Management Report
- Government Report
- Increment Salary

2. Lesson 2

- Add New Employee (Daily Rate and Hourly Rate)
- Advance Pay
- OOB
- Loan Maintenance
- Bonus pay
- Resigned
- Fortnightly
- APS (Auto Pay System)
- Print CP8A/EA FORM

3. Lesson 3

- Maintain Company Profile
- Maintain Brought Forward Payroll
- Employee File Maintenance
- Payroll For Piecework Employee

## *Who should attend*

Payroll Clerk, Payroll Manager, Accounts Assistant, Accounts Clerk, Accounts Executives, Accountant, Director, Financial Controller

## *Learning Outcome*

Upon completion of this course, trainee will be able to do:

Malaysian Payroll & Salary Calculation. Auto-calculate EPF, SOCSO, EIS, PCB and HRDF.

Integration payroll system with banks and accounting system and send e-payslip to employees.

### Contact

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