

# USER MANUAL : SOCSO + EIS CONTRIBUTION & PAYMENT (EXTERNAL USER)

Dokumen	User Manual : SOCSO + EIS Contribution & Payment (External User)
Versi	1.0
Organisasi	Pertubuhan Keselamatan Sosial (PERKESO)
Tarikh	22 Julai 2022

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# SOCSO + EIS Contribution Module

This module allow employer to submit SOCSO and EIS contributions simultaneously and may refer as "Combine Contribution" after this. Submission can be made via data entry or uploading contribution text file.

# 1. Combine Contribution Landing Page

SOCSO + EIS Contribution		Employ 999 SC Employ A31999	ver Name IN BHD ver Code 9999999K				
Employer Code Аз199999999К Employer Contribution Pending List	·						
Employer Code	Employer Name	Co	ontribution Month	4	ict	Action	n
A3199999999K	999 SDN BHD	01	1/2022	s	OCSO+EIS	\$	
Unsubmitted Contribution (Draft)							
Employer Code	Employer Name	Contribution Mont	th Medium	Act	Draft Create Date	¢	Action
A3199999999K	999 SDN BHD	05/2022	8A	SOCSO+EIS	09/06/2022 14:54:36		18
					ARREARS CONTRIBUT	TION TE	(T FILE

Step 1	:	User need to navigate from MySite > Contribution > Contribution > SOCSO + EIS
		- System will display Employer Name and Employer Code in the green box.
Step 2	:	User to select Employer Code (drop down). System will list down the employer code (s)
		linked to the login account (if any).
Step 3	:	Employer Contribution Pending List
		- System will list down the outstanding contribution submission for combine
		contribution.
		- User to click on "Action" icon and system will direct to Combine Contribution data
		entry screen. (Refer to section 2)
Step 4	:	Unsubmitted Contribution (Draft)
		- System will list down the draft Combine Contribution submission. User may click
		"Edit" icon to continue with the editing and contribution submission. Else, user may
		click "Remove" icon to delete the draft Combine Contribution submission.

- User may tick on the "checkbox" to remove multiple draft Combine Contribution submission(s) simultaneously.

### Step 5 : "Arrears Contribution" Button

- User to click "Arrears Contribution" button for submission of back dated or previous contribution month (Refer to section 2)

### Step 6 : "Text File" Button

- Submission using Combine Contribution text file, user to click "Text File" button (Refer to section 3)

### 2. Combine Contribution Data Entry

Cont	ribution Month	1		Act										
05		2022		SOCSO+EIS										
oloye	e Contributio	ons												
tentio	on:													
'he ei	mployee's contr	ibution amount	below is pre-popul	ate based on the previous submis	sion data, please amend if	necessary								
Popre	h Pu Employee	Identification No												
Searc	an by Employee	Identification No		4										
		Identificatio	n	E	Employee's			socs	0			EIS		
							Employe	r's Employ	ee's	Total	Employer's	Employee's	Total	
No.	Туре	Number	7	Name		Salary (RM)	Contributi (R	on Contribu M)	ition (RM)	Amount (RM)	Contribution (RM)	Contribution (RM)	Amount (RM)	Actio
1			262	BINTIALI		100.00	1	50	0.40	1.90	0.20	0.20	0.40	,
2			848	NTI SUASA		200.00	2	10	-	2.10	-	-	0.00	
3		_	0403	Ţ		300.00	3	10	. [	3.10	-	. [	0.00	,
4		-	0404			400.00	6	15	1.75	7.90	0.70	0.70	1.40	1
				soo	cso						EIS			
	Total	Salary (RM)	Tota Employee(s	Employer's Contribution (RM)	Employee's Contribut (F	tion Total Ar RM)	nount (RM)	Total Employee(s)	Emp	oloyer's Contri	ibution Em (RM)	ployee's Contributi (R	on Total M)	Amour (RM
		1,000.00		12.85	2	2.15	15.00	2			0.90	0.	90	1.8
										Total SO	CSO + EIS Con	tribution Amount (RM	):	16.8
	BACK									SAVE DR	AFT		UBMIT	

### Step 1 : Submission Contribution Information

- "Contribution Month" and "Act" will be displayed based on user selection.

### Step 2 : Employee Contributions

- System to edit or key in employee's wages / salary for respective contribution month (applicable for 1<sup>st</sup> submission).
- System will display list of Employee contribution details for Combine Contribution (based on previous paid Combine Contribution submission).

- User able to edit employee's wages / salary by clicking on "Action" icon and system will auto calculate the employer and employee shares for SOCSO and EIS contribution.
- Summary of Combine Contribution submission will be displayed on the bottom section upon submission.
- User may click "Save Draft" button if user wish to revisit the draft Combine Contribution submission later. Else, click "Back" button to go back to the Combine Contribution main screen. (Refer to section 1.0)
- User may click "Submit" button to proceed with the submission. System will generate the Acknowledgement Contribution Received (ACR) and EIS Contribution Received (ECR) documents simultaneously and redirect to Acknowledgement screen. (Refer to section 4.0)
- User able to search for specific employee contribution using employee "Identification Number"

*Note: Amount "-" means employee or employer share is not eligible. Please refer to SOCSO or EIS Contribution schedule.* 

### 3. Combine Contribution Text File

ombine Text F ention: lease ensure employer a Submission Contribu	ile are using the new text tion Information	file structure for SOCSO +	EIS submission.			Employer Name 999 SDN BHD Employer Code A31999999999K				
Medium										
Text File Choose File No file	chosen					• UPLOAD				
Contribution Summa	у									
Employer Code	Contribution Month	Total SOCSO Employee(s)	SOCSO Employer Amount (RM)	SOCSO Employee Amount (RM)	Total SOCSO Amount (RM)	Total EIS Employee(s)	EIS Employer Amount (RM)	EIS Employee Amount (RM)	Total EIS Amount (RM)	Action
A3199999999K	01/2021	1	69.05	19.75	88.80	1	7.90	7.90	15.80	B
ВАС	к					Total Com	bine Contribution Amo	unt (RM) :	1 SUBMIT	04.60

Step 1 : Submission Contribution Information

#### Medium

- System will display submission medium based on user selection.

#### **Text File**

- User to upload Combine Contribution Text File format only. Other text file format will be blocked from submission and error will be displayed "invalid text file format"

#### Step 2 : Contribution Summary

- System will process Combine Contribution Text File and calculate contribution amount upon submission. Summary of Combine Contribution will be displayed on the Contribution Summary section.
- User click "Action" icon to view the details of Combine Contribution submitted.
- User to click "Submit" button to proceed with Combine Contribution submission and user will redirect to Acknowledgement screen. (Refer to section 4).
- -

# 4. SOCSO + EIS Contribution Acknowledgement

ICSO + EIS Cor	Itribution Ackno	wledgement	Employer Name 999 SDN BHD Employer Code A31999999999K			
05/07/2022						
ACR/ECR No.	Employer Code	Employer Name	Medium	Contribution Month	Total Employee(s)	Total Amount (RM)
ACR072220008167	А3199999999К	999 SDN BHD	Text File	01/2021	1	88.80
ECR072220005866	A3199999999K	999 SDN BHD	Text File	01/2021	1	15.80
BACK	_		Total Combine Co	Intribution Amount (RM)	: FPX PAY	104.60 Ment

#### Step 1 : Acknowledgement Contribution Received

- "Received Date" system to display the received date based on user submission.
- System to list down the ACR and ECR summary in the table.
- User able to click "Print ACR / ECR" button to download the pdf documents or user may proceed with payment by clicking "FPX Payment" button.
- Else, user to click "Back" button to go back to Combine Contribution main page. (Refer to section 1).

# Payment Module

This module allow employer to make payment for SOCSO or EIS via Financial Processing Exchange (FPX).

# 1. Payment Main Screen

500	PAY	MENT EN	BM						My Sites 💌	🔵 MRR 👻
Electro	nic Fund	's Transfer - FPX -								
		Payme	ent							
FP	х Рау	ment	у							
Payme	ent Infor	mation							(	) 🖸
► S	earch									
	No.	Payment Type 👳	ACT	÷	Reference No.	¢	Amount (RM)	Total Amount (RM)	Outstanding Amount (RM) $\Rightarrow$	Action
	<b>No.</b>	Payment Type 🗧	ACT SOCSO	4.14	Reference No.	¢	<b>Amount (RM)</b> 574.80	Total Amount (RM) ÷ 574.80	Outstanding Amount (RM) ⇔ 347.50	Action
	<b>No.</b> 1 2	Payment Type 🗧 Contribution Contribution	ACT SOCSO SOCSO	47	Reference No.           ACR112170002013           ACR122170003552	¢	Amount (RM) 574.80 100.00	Total Amount (RM)	Outstanding Amount (RM) ↔ 347.50 100.00	Action
	No. 1 2 3	Payment Type       Contribution       Contribution       Contribution	ACT SOCSO SOCSO SOCSO	¢	Reference No.           ACR112170002013           ACR122170003552           ACR122170005398	¢	Amount (RM) 574.80 100.00 193.20	Total Amount (RM) 574.80 100.00 193.20	0utstanding Amount (RM) 0 347.50 100.00 193.20	Action Ration Ration Ration
	No. 1 2 3 4	Payment Type       Contribution       Contribution       Contribution       Contribution       Contribution	ACT SOCSO SOCSO SOCSO SOCSO	÷	Reference No.           ACR112170002013           ACR122170003552           ACR122170005398           ACR122170005612	\$	Amount (RM) 574.80 100.00 193.20 66.40	Total Amount (RM)         •           574.80         100.00           193.20         66.40	Outstanding Amount (RM)         •           347.50         347.50           100.00         193.20           66.40         66.40	Action Rt 0 Rt 0 Rt 0 Rt 0
	No. 1 2 3 4 5	Payment Type       Contribution       Contribution       Contribution       Contribution       Contribution       Contribution	ACT SOCSO SOCSO SOCSO SOCSO SOCSO	4	Reference No.           ACR112170002013           ACR122170003552           ACR122170005398           ACR122170005612           ACR122170005718	¢	Amount (RM) 574.80 100.00 193.20 66.40 50.70	Total Amount (RM)         a           574.80         574.80           100.00         100.00           1193.20         66.40           50.70         50.70		Action R. 0 R. 0 R. 0 R. 0 R. 0

### Step 1 : User need to navigate from MySite > Payment > FPX > Payment

- System will display outstanding payment for Acknowledgement Contribution Received (ACR), EIS Contribution Received (ECR), *Faedah Caruman Lewat Bayar* (FCLB), EIS FCLB, Compound or EIS Compound.
- For Combine Contribution submission, system will group ACR and ECR respectively.

. 7 Contribution	SOCSO	ACR012180007095		101.20	101.20	My Sites 💌
		ACR and	ECR Detail			
				Employer Name K LUMPUR RESTAURAN Employer Code A310000002K	T SDN BHD	
cknowledgement Contributio	n Received					
Received Date						
24/03/2022						
ACR/ECR No.	Employer Code	Employer Name	Medium	Contribution Month	Total Employees	Contribution Amount (R
ACR032220000054	A310000002K	K LUMPUR RESTAURANT SDN BHD	8A	10/2021	2	81.0
ECR032220000050	A310000002K	K LUMPUR RESTAURANT SDN BHD	8A	10/2021	2	14.4
				Total (	Contribution Amount (RM):	95.4
_						
CLOSE						
CLOSE						

Step 2 : User to click "View" icon to display the details.

	10	Contribution	SOCSO	ACR022	220025268	15.00		15.00	My Sites 💌	🔘 MR R 💌
	11	Contribution	SOCSO		CONFIRM	NATION	×	2.70	2.70	Rê
	12	Contribution	SOCSO					118.20	118.20	R. î
	13	Contribution	SOCSO	Pleas	e select from below to rem	nove:		168.80	168.80	R. 🗈
	14	Contribution	SOCSO					235.50	235.50	
	15	Contribution	SOCSO		Reference No.	Amount (RM)		235.50	235.50	R. 8
	16	Contribution	SOCSO		ACR032220000031		15.00	15.00	15.00	<b>1</b> 4 🗊
	17	Contribution	SOCSO		ECR032220000028		1.80	19.80	19.80	R. O
	18	Contribution	SOCSO					15.00	15.00	R. 🗊
	19	Contribution	SOCSO + EIS		S CANCEL			16.80	16.80	Re
	20	Contribution	SOCSO + EIS					95.40	95.40	Re
	24	Contribution	SOCSO + EIS	ACR032	220000055	81.00		05.40	05.40	B.o.
	21	Contribution	30030 + EIS	ECR032	220000051	14.40		95.40	95.40	
	22	FCLB	SOCSO	3100000	0002K170690	1,174.80		1,174.80	1,174.80	<b>6</b> 3
	23	FCLB	SOCSO	3100000	0002K171709	2,270,40		2,270,40	2,270,40	B

Step 3 : User to click "Remove" icon to delete the unnecessary ACR or ECR only. User able to tick "check box" for selected ACR or ECR before proceed with deletion. Pop up Confirmation will appear, and user may select either to "Cancel" or "Confirm"

		ment							
Payme	nt Infor	rmation							6
► S	earch								
	No.	Payment Type	ACT ÷	Reference No.	÷	Amount (RM)	Total Amount (RM)	Outstanding Amount (RM) $\Rightarrow$	Act
	1	Contribution	SOCSO	ACR112170002013		574.80	574.80	347.50	E,
	2	Contribution	SOCSO	ACR122170003552		100.00	100.00	100.00	Eà.
	3	Contribution	SOCSO	ACR122170005398		193.20	193.20	193.20	R
	4	Contribution	SOCSO	ACR122170005612		66.40	66.40	66.40	R
	5	Contribution	SOCSO	ACR122170005718		50.70	50.70	50.70	E.
	ADI	D TO CART						PROCEED TO SUMMARY	
Dishor	ored C	heque Payment Inf	formation						
Dishor No.	ored C Payr	theque Payment Inf	formation Employer Code	÷ C	Cheque Bar	nk Name 💠 Ch	eque No. 💠 Cheque Dat	te 🝦 Amount (RM) 💠	Actio

Step 4

: - User to tick "Check Box" to proceed with selection by clicking "Add to Cart" button.

*Note : User able to select multiple transactions for payment.* 

- User to click "Proceed to Summary" button to proceed with payment via FPX.

Paymen	nt Cart						
Ne	Employee Code	Employee Name	Deference No	ACT	Raumant Tune	Outstanding Amount (BM)	Antin
1	A310000002K	K LUMPUR RESTAURANT SDN BHD	ACR022220025268	socso	Contribution	15.00	EL 8
2	A310000002K	K LUMPUR RESTAURANT SDN BHD	ACR022220025273	SOCSO	Contribution	168.80	EL 8
	404000000000		ACR032220000055	00000 - 510	Qualify for	05.40	
3	A310000002K	K LUMPUR RESTAURANT SUN BHD	ECR032220000051	SOUSO + EIS	Contribution	95.40	EC E
4	A310000002K	K LUMPUR RESTAURANT SDN BHD	310000002K180007	SOCSO	FCLB	2,560.00	R. 8
5	A310000002K	K LUMPUR RESTAURANT SDN BHD	ECR022220004350	EIS	Contribution	1.80	EL 😑

#### Step 5 : Payment Cart

- User able to "View" and "Delete" the selected submission. (Refer to Step 2 and 3)
- User able to search outstanding payment (not included in Payment Cart) by clicking "Search Payment" button. (Refer to Step 4).
- User able to remove the selected transaction by clicking "Clear List" button. *Note : All transaction in Payment Cart will be removed.*
- Else, user can proceed with payment by clicking "Continue" button.
- User will be directed to FPX payment screen.

PAYMENT EN BM		My Sites 🕥 🌘
Electronic Funds Transfer - FPX -		
FPX Payment		
FPX Payment		
() FPX		
Payment Amount (RM)	2,841.00	
- Please Select -	- Select Bank -	
Email Address*		
testEmail@gmail.com FPX.Operating Hours: 24x7		
FPX information By clicking on the "Proceed" button below, you agree to FPX's Terms and Con	ors.	
* You must have internet Banking Account in order to make transaction using F * Please ensure that your browser's pop up biocker has been disable to avoid * Do not close browser / reflexit page until you receive response.	y interruption during mailing transaction.	
BACK		PROCEED

### Step 6 : **FPX Payment**

- User able select Business Model drop down list
  - i. Corporate to Corporate (B2B)
    - using company / corporate account.
  - ii. Personal to Corporate (B2C)
    - using personal account

### *Note : user may refer to panel bank for further information if required.*

- User to select preferred "Bank" and input email address for notification purposes. (\* indicates mandatory field)
- User to click "Proceed" button and system will redirect page to selected Bank Internet Banking page.
- Else, click "Back" button to redirect to FPX Payment Cart page.

# 2. Payment History

PERKESO	PAYMENT	EN BM					My Sites 💌	UMR R
Electronic	Funds Transfer +							
EDV	Doumont H	Payment						
FFA	Раутепт п	History						
Payment	Information							
No	Payment	EPX Transaction ID	Seller Order No	Amount (RM)	Create Date -	Response Code	Status	Action
NO.	Date			ranoant (ran) ÷	Greate Date +		, ouus ,	Action
<b>NO.</b>	Date :	2207051133440048	CP_050722_000059	16.80	05/07/2022 11:33:44 AM	00 - Approved	Success	0
1 2	Date         a           05/07/2022         05/07/2022	2207051127020029	CP_050722_000059 20220705112700_193	16.80 1.00	05/07/2022 11:33:44 AM 05/07/2022 11:27:00 AM	00 - Approved 00 - Approved	Success Success	6 6
No. 1 2 3	Date         a           05/07/2022         a           05/07/2022         a           25/08/2021         b	2207051133440048 2207051127020029 -	CP_050722_000059 20220705112700_193 20210825174432_86404	16.80 1.00 118.20	05/07/2022 11:33:44 AM 05/07/2022 11:27:00 AM 25/08/2021 05:44:32 PM	00 - Approved 00 - Approved 1C - Buyer Choose Cancel At Login Page	Success Success Failed	0 0 0
No. 1 2 3	Date         a           05/07/2022         a           05/07/2022         a           25/08/2021         a	2207051133440048 2207051127020029 -	CP_050722_000059 20220705112700_193 202210825174432_86404	16.80 1.00 118.20	05/07/2022 11:33:44 AM 05/07/2022 11:27:00 AM 25/08/2021 05:44:32 PM	00 - Approved 00 - Approved 1C - Buyer Choose Cancel At Login Page	Success Success Failed	6 0

### Step 1 : User need to navigate from MySite > Payment > FPX > History

- History of FPX payment will be displayed in Payment Information

Electronic Fu	nds Transfer + FPX +							
FPX St	atus				Employer Name K LUMPUR RESTAURANT SON BHD Employer Code A3100000000K			
Payment Sta	itus							
		Transaction Status:		SUCCESSFUL				
		FPX Transaction ID:		2207051133440048				
		Date & Time:		05/07/2022 11:33:44 A	2			
		Seller Order No.:		CP_050722_000059				
		Buyer Bank:		SBI Bank A				
		Transaction Amount (RM):		MYR 16.80				
		Transaction Code:		00				
Receipt Gen	ioralised			васк				
Receipt Gen	ACT	Receipt No.	Employer Code	BACK Employer Name		Â	mount (RM)	Action
Receipt Gen	ACT SOCSO	Racept No. 2022000204735	Employer Code A3100000000X	ENCK Employer Name KLUMPUR RESTAURANT SON EHO		A	mount (95M) 10.00	Action
Receipt Gen	ACT SOCSO EG	Racelpt No. 2020000206736 20200000017785	Employer Code A3100000020 A3100000020	BACK Employer/Name KLUMPUR RESTAURAAT SON BHO KLUMPUR RESTAURAAT SON BHO		Å	mount ( <b>556)</b> 13.00 1.00	Action
No. 1	ACT 50050 803	Receipt No. 2022/900203719 2022/0000217785	Employer Code A31000000215 A31000000215	BACK Employer Name KLUARIVE RESTAURANT SON BHO KLUARIVE RESTAURANT SON BHO		A.	<b>ncunt (FM)</b> 15.00 1.00	Action
Receipt Gen No. 1 2 New FCLB N	ACT SOCIO SOCIO ES Koloce Generated	Recorte. 2020/00/07/15 2020/00/27/15	Engloge Cole Al'Internet Al'Internet C	BACK Engliger Name K LLAMUR RESTRUMANT SON BHO K LLAMUR RESTRUMANT SON BHO		, A	mount (KM) 13.00 1.00	Action Action
Receipt Gen No. 1 2 New FCLB N	ACT SOLO ES	Recept No. 2020/00/07/19 2020/00/07/19 Engloyer Cole	Engloyer Cole Al 100000000X Al 10000000X	BOX Engloye Nam KLUMPUR RESILUKAN' SOLIPIO KLUMPUR RESILUKAN' SOLIPIO	Notes 0		mount (RM) 15.00 1.00 apment Amount (RM)	Action
Receipt Gen No. 1 2 New FCLB N No. 1	ACT SOCIO Els ACT SOCIO A ACT SOCIO A ACT SOCIO A SOCIO A ACT SOCI	Recept No. 2022/00/2017/13 2022/00/2017/75 Englight Code 4/10/2000205	Engloya Cole A11000000 A1100000 A110000 A110000 A110000 A110000 A110000 A110000 A110000 A110000 A1100 A11000 A11000 A11000 A1100 A1100 A11000 A1000 A1000 A1000 A1000 A1000 A1000 A1000 A1000 A1000 A1000 A1000 A1000 A1000 A1000 A10	Box Esplayer fann K.Lamira REStaulwar 101 (Ho K.Lamira REStaulwar 101 (Ho	<b>Neise 0</b> 11000002225	22	mount (RBI) 1500 1600 1900 1900 1900 1900 1900 1900	Acton Acton Acton

Step 2 : - FPX with "Success" status, user able to click "Action" icon to view the payment details with Receipt and FCLB or EIS FCLB (if any and applicable for late payment).

FPX Status			Employer Name K LUMPUR RESTAURANT SON BHD Employer Code A310000002K	
Payment Status				
	Transaction Status:	UNSUCCESSFUL		
	FPX Transaction ID:	210825174434025	53	
	Date & Time:	25/08/2021 05:44:	34 PM	
	Seller Order No.:	20210825174432_	_86404	
	Buyer Bank:	SBI Bank A		
	Transaction Amount (RM):	MYR 118.20		
	Transaction Code:	1C		

Step 3 : - FPX with "Failed" status, user able to click "Action" icon to view the error details