



PERTUBUHAN KESELAMATAN SOSIAL

HOW TO INSERT NEW DEDUCTION INTO SISTEM CARUMAN PERKESO

Pertubuhan Keselamatan Sosial
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USER MANUAL – How to insert New Deduction into Sistem Caruman PERKESO

1 Introduction

This manual will assist user how to insert new deduction into Sistem Caruman PERKESO

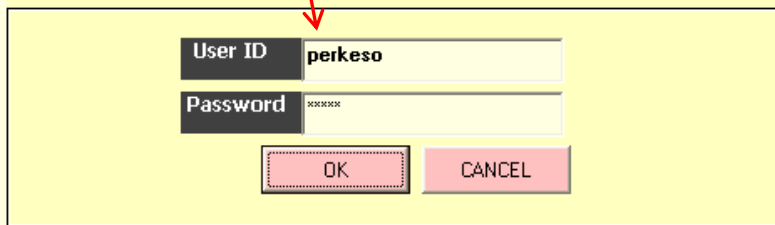
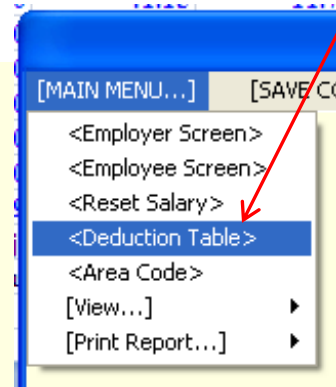
2 Follow the steps below;

2.1 LOGIN to Sistem Caruman PERKESO

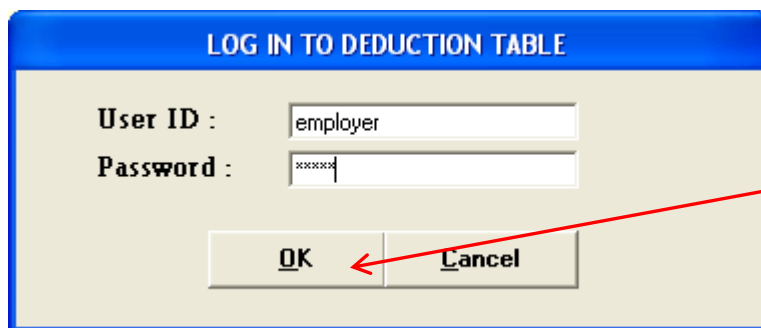
- 3) Key in **Userid** and **Password**
- 4) Default Password = **socso**

- 1) Click **[MAIN MENU]**
- 2) Click **<Deduction Table>**

SISTEM CARUMAN BULANAN MENGGUNAKAN DISKET

2.2 LOGIN to Deduction Table



- 5) Keyin User ID = **employer**
- 6) Password = **empr**
- 7) Click **OK**

2.3 Edit Existing Deduction

MONTHLY CONTRIBUTION RATES

DEDUCTION TABLE

Add Edit Delete Refresh Close

First Salary : 0.00

End Salary : 30.00

Employer Deduction : 0.40

Employee Deduction : 0.10

Total Deduction : 0.50

Type 2 - Employer Deduction : 0.30

Record: 1

8) Click Next Button  until **First Salary = 2,900** is displayed . Please refer screen below

MONTHLY CONTRIBUTION RATES

DEDUCTION TABLE

Add Edit Delete Refresh Close

First Salary : 2,900.00

End Salary : 999,999.99

Employer Deduction : 51.65

Employee Deduction : 14.75

Total Deduction : 66.40

Type 2 - Employer Deduction : 36.90

Record: 35

13) From here click **Edit** button

MONTHLY CONTRIBUTION RATES

DEDUCTION TABLE

First Salary : 2,900.00

End Salary : 3000.00

Employer Deduction : 51.65

Employee Deduction : 14.75

Total Deduction : 66.40

Type 2 - Employer Deduction : 36.90

Update Close

Record: 35

9) Please change **End Salary** to **3000**
 10) Then Click **Update**
 11) After updating is successful, the message below will appear.
 12) Click **OK**

Sistem Caruman

 Data is already updated!

OK

2.4 Insert New Deduction

MONTHLY CONTRIBUTION RATES

DEDUCTION TABLE

Add **Edit** **Delete** **Refresh** **Close**

First Salary : 2,900.00

End Salary : 3,000.00

Employer Deduction : 51.65

Employee Deduction : 14.75

Total Deduction : 66.40

Type 2 - Employer Deduction : 36.90

Record: 35

- 18) System will show the New Deduction has been added to the system
- 19) After that please click **Add** button

- 14) Please proceed to insert next New Deduction from **First Salary = 3000 until 4000.**
- 15) Please Follow the steps below. Insert;
- i) First Salary = **3000**
 - ii) End Salary= **3100**
 - iii) Employer Deduction= **53.35**
 - iv) Employee Deduction= **15.25** then press **Enter**.
 - v) System will automatically display Total Deduction = **68.60**
 - vi) Type 2 – Employer Deduction= **38.10**

- 16) After that Click **Update** button. Then click **OK**

- 17) To Insert next New Deduction, Please follow the **DEDUCTION TABLE 2016**. Table was given below

MONTHLY CONTRIBUTION RATES

DEDUCTION TABLE

First Salary : 3,000.00

End Salary : 3,100.00

Employer Deduction : 53.35

Employee Deduction : 15.25

Total Deduction : 68.6

Type 2 - Employer Deduction : 38.10

Update **Close**

Record: 46

Sistem Caruman

Data is already updated!

OK

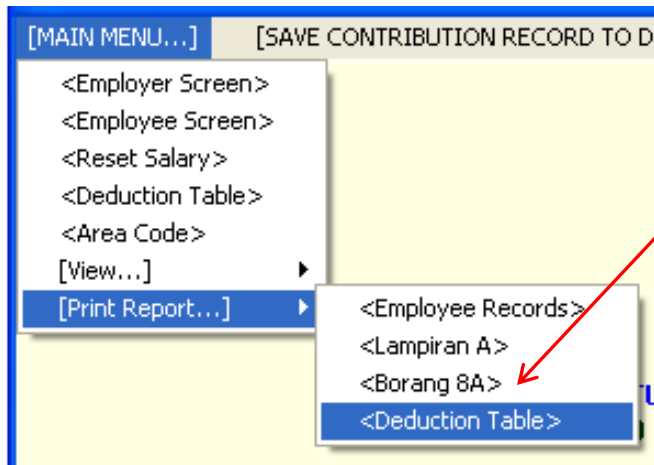
DEDUCTION TABLE 2016

First Salary	End Salary	Employer Deduction	Employee Deduction	Total Deduction	Type 2 - Employer	
0	30	0.4	0.1	0.5	0.3	
30	50	0.7	0.2	0.9	0.5	
50	70	1.1	0.3	1.4	0.8	
70	100	1.5	0.4	1.9	1.1	
100	140	2.1	0.6	2.7	1.5	
140	200	2.95	0.85	3.8	2.1	
200	300	4.35	1.25	5.6	3.1	
300	400	6.15	1.75	7.9	4.4	
400	500	7.85	2.25	10.1	5.6	
500	600	9.65	2.75	12.4	6.9	
600	700	11.35	3.25	14.6	8.1	
700	800	13.15	3.75	16.9	9.4	
800	900	14.85	4.25	19.1	10.6	
900	1000	16.65	4.75	21.4	11.9	
1000	1100	18.35	5.25	23.6	13.1	
1100	1200	20.15	5.75	25.9	14.4	
1200	1300	21.85	6.25	28.1	15.6	
1300	1400	23.65	6.75	30.4	16.9	
1400	1500	25.35	7.25	32.6	18.1	
1500	1600	27.15	7.75	34.9	19.4	
1600	1700	28.85	8.25	37.1	20.6	
1700	1800	30.65	8.75	39.4	21.9	
1800	1900	32.35	9.25	41.6	23.1	
1900	2000	34.15	9.75	43.9	24.4	
0	0	0	0	0	0	
2000	2100	35.85	10.25	46.1	25.6	
2100	2200	37.65	10.75	48.4	26.9	
2200	2300	39.35	11.25	50.6	28.1	
2300	2400	41.15	11.75	52.9	29.4	
2400	2500	42.85	12.25	55.1	30.6	
2500	2600	44.65	12.75	57.4	31.9	
2600	2700	46.35	13.25	59.6	33.1	
2700	2800	48.15	13.75	61.9	34.4	
2800	2900	49.85	14.25	64.1	35.6	
2900	3000	51.65	14.75	66.4	36.9	Existing-Edit
3000	3100	53.35	15.25	68.6	38.1	New
3100	3200	55.15	15.75	70.9	39.4	New
3200	3300	56.85	16.25	73.1	40.6	New
3300	3400	58.65	16.75	75.4	41.9	New
3400	3500	60.35	17.25	77.6	43.1	New
3500	3600	62.15	17.75	79.9	44.4	New
3600	3700	63.85	18.25	82.1	45.6	New
3700	3800	65.65	18.75	84.4	46.9	New
3800	3900	67.35	19.25	86.6	48.1	New
3900	4000	69.05	19.75	88.8	49.4	New
4000	999999.99	69.05	19.75	88.8	49.4	New

2.5 IMPORTANT - Print Deduction

To confirm the inserted deduction data is correct, please print deduction table from the system and compare with **DEDUCTION TABLE 2016**

2.6 How to Print Deduction



- 20) Click **[MAIN MENU..]**.
 21) Select **[Print Report...]**
 22) Click **<Deduction Table>**

DeductionTable

Zoom: 100%

		FIRST CATEGORY EMPLOYMENT INJURY & INVALIDITY			Second Category Employment Injury
MINIMUM SALARY	MAXIMUM SALARY	EMPLOYER'S SHARE	EMPLOYEE'S SHARE	TOTAL	Total contribution by Employer only
0.00	30.00	0.40	0.10	0.50	0.30
30.00	50.00	0.70	0.20	0.90	0.50
50.00	70.00	1.10	0.30	1.40	0.80
70.00	100.00	1.50	0.40	1.90	1.10
100.00	140.00	2.10	0.60	2.70	1.50
140.00	200.00	2.95	0.85	3.80	2.10
200.00	300.00	4.35	1.25	5.60	3.10
300.00	400.00	6.15	1.75	7.90	4.40
400.00	500.00	7.85	2.25	10.10	5.60
500.00	600.00	9.65	2.75	12.40	6.90
600.00	700.00	11.35	3.25	14.60	8.10
700.00	800.00	13.15	3.75	16.90	9.40
800.00	900.00	14.85	4.25	19.10	10.60
900.00	1,000.00	16.65	4.75	21.40	11.90
1,000.00	1,100.00	18.35	5.25	23.60	13.10
1,100.00	1,200.00	20.15	5.75	25.90	14.40
1,200.00	1,300.00	21.85	6.25	28.10	15.60
1,300.00	1,400.00	23.65	6.75	30.40	16.90
1,400.00	1,500.00	25.35	7.25	32.60	18.10
1,500.00	1,600.00	27.15	7.75	34.90	19.40
1,600.00	1,700.00	28.85	8.25	37.10	20.60
1,700.00	1,800.00	30.65	8.75	39.40	21.90
1,800.00	1,900.00	32.35	9.25	41.60	23.10
1,900.00	2,000.00	34.15	9.75	43.90	24.40
0.00	0.00	0.00	0.00	0.00	0.00
2,000.00	2,100.00	35.85	10.25	46.10	25.60
2,100.00	2,200.00	37.65	10.75	48.40	26.90

Nota : Jumlah potongan adalah untuk gaji melebihi gaji minima tetapi tidak melebihi gaji maksima

Pages: 1

- 23) Click  to print Deduction Report and compare with **DEDUCTION TABLE 2016** given above