

## FREQUENTLY ASKED QUESTION - SAGE PAYROLL – EIS

### 1. WHAT IS EIS?

The Employment Insurance System, (SIP) was first implemented in January 2018 as a social security network aimed at helping workers who lost their jobs for financial assistance and seeking new jobs.  
 Provide immediate financial assistance (7 days after job loss confirmation) to job loss contributors.  
 Helping contributors who lost their jobs get new jobs through job relocation programs including mobility assistance.  
 Increase the job absence of job losses by vocational training & training programs

### 2. WHOM CONTRIBUTES TO EIS?

All private sector employers need to pay monthly contributions for each employee. (Exempt from civil servants, domestic servants and self-employed)  
 Employee is a person employed by an employer under a service contract or apprenticeship. The service contract or apprentice is either written or oral, express or implied.  
 All employees aged 18 years to 60 years old must be nominated except for employees aged 57 years and above and no contribution has been paid before reaching 57 years.  
 Defined contribution coverage is subject to the insured ceiling (GYD) of RM4000.00

### 3. IS THE EIS DEDUCTION AVAILABLE IN SAGE PAYROLL SOFTWARE?

Yes, The EIS updates is available on Sage Payroll version 9.9.4.0.

### 4. HOW TO PROCESS EIS USING SAGE PAYROLL?

#### EIS Contribution Setting

There are 2 locations that you can do the setting:

- a. Personnel  Add/Update Employee  Govern. Tab  Insurance section

The screenshot shows the 'Personnel File Maintenance' window for 'EMPLOYEE A'. The 'Insurance' section is active, and the 'Contribute to EIS' checkbox is checked and highlighted with a red box. Other fields include Bank Code, EPF No., and Tax No.

Tick – This employee is contributing to EIS.

Untick – This employee is not contributing to EIS.



## 5. DO WE NEED TO DO ANYTHING MANUALLY, SO THAT THE CORRECT AMOUNT WILL BE DEDUCTED?

Yes. Once you update to the latest version, a New table maintenance setting will be available.

You must go to each table setting and specify if the EIS must be enabled for each transaction type, in accordance to your Payroll processing rules, if any of the mentioned table is subjected to EIS Calculation as per your company policy.

If you are not sure which of the below Payments, Allowances, Deductions are subjected to EIS calculation, please contact your Tax advisor or your Accountant. Refer to the screen below;

### Table maintenance setting for EIS Contribution

#### 1. Payment Table

Payment Table
X

		Contribute to					Deduct Directly In This Pay					Calculate Using Basic Rate Instead Of Basic Pay				
12BCD Table		EPF	SOC	EIS	PCB	HRD	EPF	SOC	EIS	PCB	EPF	SOC	EIS	PCB	OT	
1	1st Half	-	-	-	-	-	-	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	-	-	-	-	
2	2nd Half	-	-	-	-	-	-	-	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	<input checked="" type="checkbox"/>	
3	Bonus	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	-	-	-	-	-	
4	Commission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	-	-	-	-	-	
5	Director Fee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>	-	-	-	-	-	-	-	-	-	
6	Piece Rated	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	-	-	-	-	-	-	-	-	-	-	

**Notes**  
 Calculate Bonus PCB / Comm. PCB  
 - 2nd half must be paid before Bonus / Comm.

OK Cancel

#### 2. Allowance Table

Allowance Table
X

No.	Description	OT1	OT2	OT3	OT4	OT5	OT6	EPF	SOC	EIS	TAX	HRD	NPL	Late	Bonus	PAY	EA	Relief Code
1	ALLOW 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
6		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
7	ATTN. ALLW.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
8	FOOD ALLW.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
9	NO LATENESS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
10	NO ABSENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
11	SHIFT ALL:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
12	TIP ALL.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
13		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
14		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
15		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
16		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
17		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Mark All
 
Back Next OK Cancel

### 3. Deduction Table

No.	Description	OT	EPF	SOC	EIS	TAX	HRD	NPL	ZAK	PAY	File No.
1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9	T. BAITULMAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10	F.W. LEVY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13	ASN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
14		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
15		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Mark All

Next OK Cancel

**Notes**  
 ZAK --> ZAKAT  
 9 --> Tabung Baitulmal  
 10 --> F.W. Levy  
 12 --> Loan Return  
 13 --> ASN  
 14 --> Tabung Haji  
 15 --> CP38

### 4. Overtime Table

No.	Description	Unit	Ratio	Constant	Rate	DEC	EPF	EIS	SOC	TAX	HRD
1	1.0 TIME	HRS	1.0000	0.0000	0.0000	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	1.5 TIMES	HRS	1.5000	0.0000	0.0000	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	2.0 TIMES	HRS	2.0000	0.0000	0.0000	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	3.0 TIMES	HRS	3.0000	0.0000	0.0000	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	REST DAY	DAYS	2.0000	0.0000	0.0000	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	PUB.HOL.	DAYS	3.0000	0.0000	0.0000	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Set Overtime pay as normal pay

For monthly rate employees whose basic rate is more than 2250.00

OK Cancel

### 6. DO WE NEED TO REMOVE THE EMPLOYEES WHO ARE 60 YEARS & ABOVE MANUALLY FROM EIS DEDUCTION?

Please untick "Contribute to EIS" either Personnel File Maintenance or EIS Employee Setting feature/function if your employee did not contribute to EIS.

### 7. IS THERE A REPORT THAT SHOWS THE EIS DEDUCTION FOR THE MONTH?

Yes, you may view the EIS deduction in the Management Report.

### 8. IS THERE A FORM IN GOVERNMENT MODULE FOR US TO SUBMIT THE CONTRIBUTION DIRECTLY FROM SAGE SOFTWARE?

No. The format is still being finalized by Perkeso.

## 9. WHEN WILL THIS FINALIZED?

Perkeso has not released any final date but will be early February 2018.

## 10. WHAT IS THE SUBMISSION DATE?

This is going to be a monthly submission that must be submitted on the 15<sup>th</sup> of each month. The first submission must be on 15<sup>th</sup> February 2018.

## 11. WE NEED TO SUBMIT THE EIS FORM SIP1A & SIP2A. WHERE IN SAGE PAYROLL CAN I FIND THIS FORM?

iPerkeso is getting the Perkeso Assist Portal ready at the beginning of February.

- a. You should wait until the system is available. Once it is available, the company and all their employees currently registered in SOCSO will be **automatically** updated. You do not need to do anything unless you want to add in new employee or remove certain employees.
- b. **Form SIP1A and Form SIP2A** are optional if you can **NOT** wait until February and want to make sure that your company and employees are registered in EIS.
- c. **NB:** However, these forms will **NOT** be accepted anymore from 1<sup>st</sup> Feb 2018 when the actual Perkeso Assist Portal is up and running.
- d. Since you do not need to do anything as the Perkeso Assist Portal will automatically updated the company and employee's information, you do not need to submit Form SIP1A and SIP2A.
- e. If you still want to proceed, you may need to download the forms or obtain the forms from SOCSO office. These forms are not available in Sage Payroll.

## 12. WHEN WILL THE EIS FILE SUBMISSION FORMAT BE AVAILABLE IN SAGE PAYROLL?

If the company wishes to make payment before Perkeso Assist Portal is ready, ie before February 2018, you can still make payment manually at Perkeso

- a. Counter or Bank Counter:
- b. Manual submission must bring along the proof of contribution record, which is the ACR (for SOCSO) and ECR (for EIS).
- c. Current payment option is available for ACR (for SOCSO) only.
- d. Currently there is no option to pay EIS, and no option to generate ECR (for EIS).

## ADDITIONAL INFORMATION: PERKESO'S TERMS

- ACR is meant for SOCSO contribution record reference. This reference key is always unique. User is required to generate it upon each of the SOCSO payment cycle.
  - Without ACR, you will not be able to make payment for SOCSO (regardless online payment or manual payment).
- ECR is meant for EIS contribution record reference. This reference key is always unique. User is required to generate it upon each of the EIS payment cycle.
  - Without ECR, you will not be able to make payment for EIS (regardless online payment or manual payment).

## REFERENCES:

- Videos from Perkeso: <https://www.perkeso.gov.my/index.php/en/video>
- How to generate ACR (SOCSSO contribution reference number) from Perkeso Assist Portal: <https://www.youtube.com/watch?v=BzwVNr3Wijo>
- What is Perkeso Assist Portal: <https://www.perkeso.gov.my/index.php/en/129-publications/news-cutting/disember-2017/450-what-is-perkeso-assist-portal>
- User Guide for Perkeso Assist Portal: <https://www.perkeso.gov.my/portal/usermanual/assist-user-manual.pdf>
- Official statement from Perkeso about the Perkeso Assist Portal: <https://www.perkeso.gov.my/index.php/en/perkeso-assist-portal>