



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

<b>Dokumen</b>	<b>User Manual : SOCSO + EIS Contribution &amp; Payment (External User)</b>
<b>Versi</b>	1.0
<b>Organisasi</b>	Pertubuhan Keselamatan Sosial (PERKESO)
<b>Tarikh</b>	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

Employer Name  
999 SDN BHD  
Employer Code  
A3199999999K

Contribution Submission

Employer Code  
A3199999999K

Employer Contribution Pending List

Employer Code	Employer Name	Contribution Month	Act	Action
A3199999999K	999 SDN BHD	01/2022	SOCSO+EIS	

Unsubmitted Contribution (Draft)

REMOVE DRAFT(S)

<input type="checkbox"/>	Employer Code	Employer Name	Contribution Month	Medium	Act	Draft Create Date	Action
<input type="checkbox"/>	A3199999999K	999 SDN BHD	05/2022	8A	SOCSO+EIS	09/06/2022 14:54:36	

ARREARS CONTRIBUTION TEXT 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

**Submission Contribution Information**

Contribution Month

Act

SOCSCO+EIS

**Employee Contributions**

Attention:  
\*The employee's contribution amount below is pre-populate based on the previous submission data, please amend if necessary

Q

Identification			Employee's		SOCSCO			EIS			Action
No.	Type	Number	Name	Salary (RM)	Employer's Contribution (RM)	Employee's Contribution (RM)	Total Amount (RM)	Employer's Contribution (RM)	Employee's Contribution (RM)	Total Amount (RM)	
1	██████	██████262	██████ BINTI ALI	100.00	1.50	0.40	1.90	0.20	0.20	0.40	<a href="#">✎</a>
2	██████	██████848	██████ NTI SUJASA	200.00	2.10	-	2.10	-	-	0.00	<a href="#">✎</a>
3	██████	██████403	██████	300.00	3.10	-	3.10	-	-	0.00	<a href="#">✎</a>
4	██████	██████404	██████	400.00	6.15	1.75	7.90	0.70	0.70	1.40	<a href="#">✎</a>

Total Salary (RM)	SOCSCO				EIS			
	Total Employee(s)	Employer's Contribution (RM)	Employee's Contribution (RM)	Total Amount (RM)	Total Employee(s)	Employer's Contribution (RM)	Employee's Contribution (RM)	Total Amount (RM)
1,000.00	4	12.85	2.15	15.00	2	0.90	0.90	1.80
Total SOCSCO + EIS Contribution Amount (RM) :								16.80

BACK

SAVE DRAFT

SUBMIT

**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

**Combine Text File**

Attention:  
\*Please ensure employer are using the new text file structure for SOCSO + EIS submission.

Employer Name  
**999 SDN BHD**

Employer Code  
**A3199999999K**

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Submission Contribution Information

Medium

Text File

Text File

No file chosen
U P L O A D

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Contribution Summary

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	
Total Combine Contribution Amount (RM) :									<b>104.60</b>	

BACK

SUBMIT

**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

SOCSO + EIS Contribution Acknowledgement

Employer Name  
999 SDN BHD  
Employer Code  
A3199999999K

Acknowledgement Contribution Received

Received Date  
05/07/2022

ACR/ECR No.	Employer Code	Employer Name	Medium	Contribution Month	Total Employee(s)	Total Amount (RM)
ACR072220008167	A3199999999K	999 SDN BHD	Text File	01/2021	1	88.80
ECR072220005866	A3199999999K	999 SDN BHD	Text File	01/2021	1	15.80

Total Combine Contribution Amount (RM) : 104.60

BACK PRINT ACR/ECR FPX PAYMENT

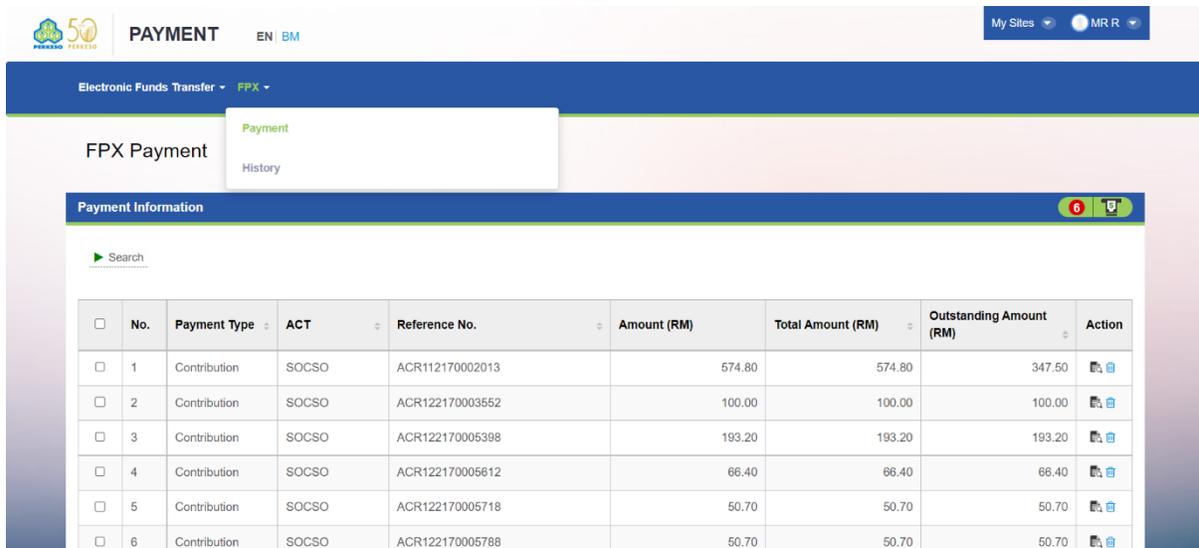
### Step 1 : Acknowledgement Contribution Received

- "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).

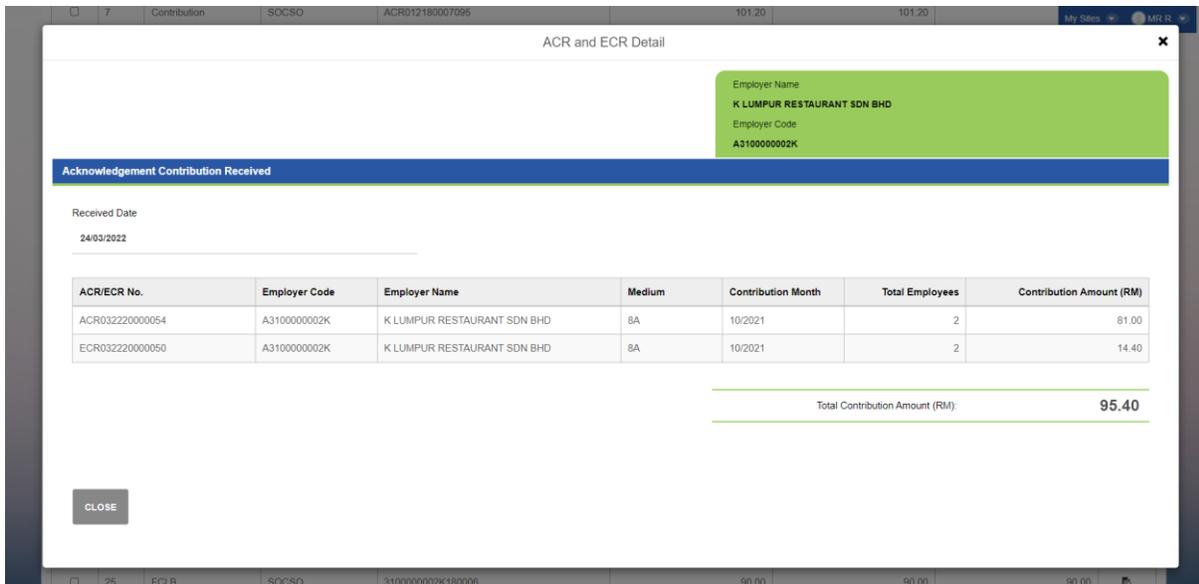
## 1. Payment Main Screen



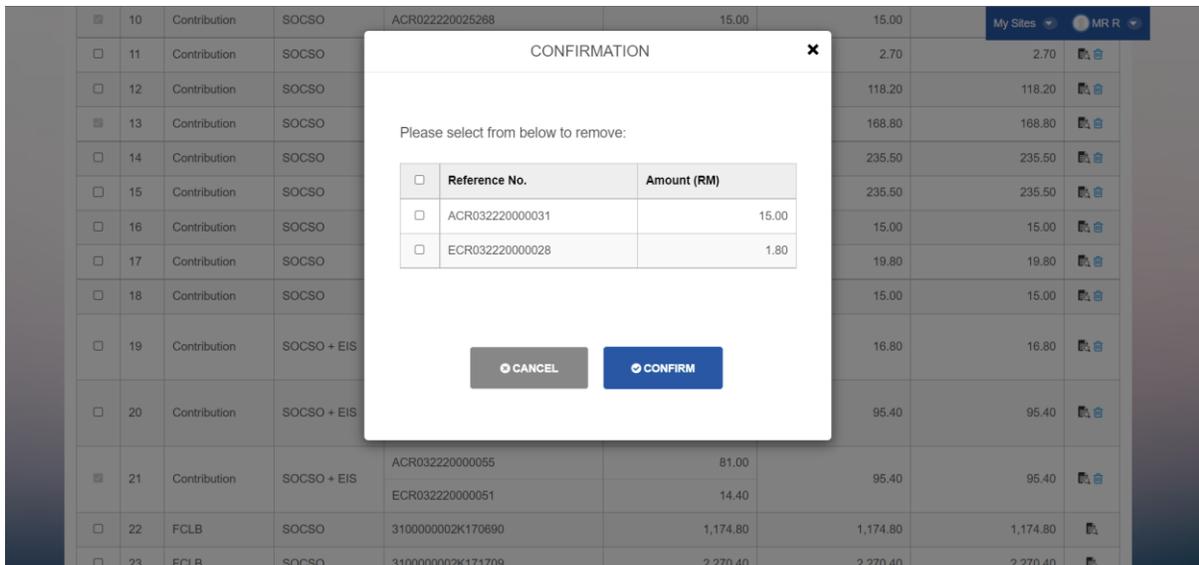
The screenshot displays the 'Payment Main Screen' interface. At the top, there is a navigation bar with the 'PAYMENT' title and 'EN | BM' language options. A 'My Sites' dropdown menu is set to 'MR R'. Below this, a blue header bar contains 'Electronic Funds Transfer' and 'FPX'. A 'Payment' dropdown menu is open, showing 'Payment' and 'History' options. The main content area is titled 'FPX Payment' and 'Payment Information'. A search bar is present above a table of payment records. The table has columns for 'No.', 'Payment Type', 'ACT', 'Reference No.', 'Amount (RM)', 'Total Amount (RM)', 'Outstanding Amount (RM)', and 'Action'. There are 6 rows of data, all for 'Contribution' payments to 'SOCSO'.

<input type="checkbox"/>	No.	Payment Type	ACT	Reference No.	Amount (RM)	Total Amount (RM)	Outstanding Amount (RM)	Action
<input type="checkbox"/>	1	Contribution	SOCSO	ACR112170002013	574.80	574.80	347.50	 
<input type="checkbox"/>	2	Contribution	SOCSO	ACR122170003552	100.00	100.00	100.00	 
<input type="checkbox"/>	3	Contribution	SOCSO	ACR122170005398	193.20	193.20	193.20	 
<input type="checkbox"/>	4	Contribution	SOCSO	ACR122170005612	66.40	66.40	66.40	 
<input type="checkbox"/>	5	Contribution	SOCSO	ACR122170005718	50.70	50.70	50.70	 
<input type="checkbox"/>	6	Contribution	SOCSO	ACR122170005788	50.70	50.70	50.70	 

- 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.



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



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"



### FPX Payment

#### Payment Information

Search

<input type="checkbox"/>	No.	Payment Type	ACT	Reference No.	Amount (RM)	Total Amount (RM)	Outstanding Amount (RM)	Action
<input type="checkbox"/>	1	Contribution	SOC SO	ACR112170002013	574.80	574.80	347.50	
<input type="checkbox"/>	2	Contribution	SOC SO	ACR122170003552	100.00	100.00	100.00	
<input type="checkbox"/>	3	Contribution	SOC SO	ACR122170005398	193.20	193.20	193.20	
<input type="checkbox"/>	4	Contribution	SOC SO	ACR122170005612	66.40	66.40	66.40	
<input type="checkbox"/>	5	Contribution	SOC SO	ACR122170005718	50.70	50.70	50.70	

PAGE 1 OF 16

5 ITEMS PER PAGE

Showing 1 - 5 of 79 results.

First Previous Next Last

ADD TO CART

PROCEED TO SUMMARY

#### Dishonored Cheque Payment Information

No.	Payment Channel	Employer Code	Cheque Bank Name	Cheque No.	Cheque Date	Amount (RM)	Action
1	OTC Bank	A310000002K	PUBLIC BANK BERHAD	931	-	445.50	

- 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.

50th Anniversary | PAYMENT | EN | BM | My Sites | MR R

Electronic Funds Transfer - FPX

### FPX Payment

**Payment Cart**

No.	Employer Code	Employer Name	Reference No.	ACT	Payment Type	Outstanding Amount (RM)	Action
1	A310000002K	K LUMPUR RESTAURANT SDN BHD	ACR022220025268	SOCSSO	Contribution	15.00	 
2	A310000002K	K LUMPUR RESTAURANT SDN BHD	ACR022220025273	SOCSSO	Contribution	168.80	 
3	A310000002K	K LUMPUR RESTAURANT SDN BHD	ACR032220000055 ECR032220000051	SOCSSO + EIS	Contribution	95.40	 
4	A310000002K	K LUMPUR RESTAURANT SDN BHD	310000002K180007	SOCSSO	FCLB	2,560.00	 
5	A310000002K	K LUMPUR RESTAURANT SDN BHD	ECR022220004350	EIS	Contribution	1.80	 

Total Amount (RM) **2,841.00**

SEARCH PAYMENT
CLEAR LIST
CONTINUE

**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.

**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

Payment Information

No.	Payment Date	FPX Transaction ID	Seller Order No.	Amount (RM)	Create Date	Response Code	Status	Action
1	05/07/2022	2207051133440048	CP_050722_000059	16.80	05/07/2022 11:33:44 AM	00 - Approved	Success	<a href="#">i</a>
2	05/07/2022	2207051127020029	20220705112700_193	1.00	05/07/2022 11:27:00 AM	00 - Approved	Success	<a href="#">i</a>
3	25/08/2021	-	20210825174432_86404	118.20	25/08/2021 05:44:32 PM	1C - Buyer Choose Cancel At Login Page	Failed	<a href="#">i</a>

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- Step 1 : User need to navigate from **MySite > Payment > FPX > History**
- History of FPX payment will be displayed in Payment Information

FPX Status

Employer Name: K LUMPUR RESTAURANT SDN BHD  
Employer Code: A31000002K

Transaction Status	SUCCESSFUL
FPX Transaction ID	2207051133440048
Date & Time	05/07/2022 11:33:44 AM
Seller Order No.	CP_050722_000059
Buyer Bank	SBI Bank A
Transaction Amount (RM)	MYR 16.80
Transaction Code	00

Receipt Generated

No.	ACT	Receipt No.	Employer Code	Employer Name	Amount (RM)	Action
1	SOCSD	2022000020873	A31000002K	K LUMPUR RESTAURANT SDN BHD	16.80	<a href="#">▲</a>
2	EIS	2022000021788	A31000002K	K LUMPUR RESTAURANT SDN BHD	1.80	<a href="#">▲</a>

New FCLB Notice Generated

No.	ACT	Employer Code	Employer Name	Notice ID	Payment Amount (RM)	Action
1	SOCSD	A31000002K	K LUMPUR RESTAURANT SDN BHD	310000002K22002	20.00	<a href="#">▲</a>
2	EIS	A31000002K	K LUMPUR RESTAURANT SDN BHD	310000002K22001	20.00	<a href="#">▲</a>

- 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).

50 YEARS PAYMENT ENI BM My Sites MR R

Electronic Funds Transfer FPX

FPX Status

Employer Name  
K LUMPUR RESTAURANT SDN BHD  
Employer Code  
A310000002K

Payment Status

Transaction Status:	UNSUCCESSFUL
FPX Transaction ID:	2108251744340253
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

BACK

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