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USER GUIDE & FILE FORMAT: EMPLOYEE PROVIDENT FUND (EPF) LATE PAYMENT CHARGE & DIVIDEND VIA INFINITY

Important Notes:

User access right must be granted by Company Administrator

- EPF certification test needs to be successfully completed prior to first time submission
- Supported file types that can be uploaded: CSV PDF, XLS, Image file (e.g. JPG, BMP), and Zip file
- Cents not allowed; e.g. 1,000 cents to instead be inserted as RM10

A. Guide for Company Administrators in Infinity: Assigning Group Roles to User Profile

Step 1					
USERS MANAGEMENT					
Manage User Profiles					
Manage User Password					
Manage User Account Access					
Company A	First Name			Application Type	Action
Company 1			userib 🗸	Application Type	Action
BANANA-Z	MY1HLJ	Agent 007	MY1HLJ	Modified	÷
BELIMBING SDN BHD	UIDB003 TEST	UID003 TEST LAST NAME	UIDB003	-	÷
BELIMBING SDN BHD	FNAME UMAS002A	LNAME UMAS002A	UMA5002A	Edit	
				View Approved Details	

a) From the top menu bar, go to Admin > Users Management > Manage User Account Access.

b) Select the User and click to edit.

Step 2	
Account and Product to Access	What transactions can user access?
BANANA-Z (Default Company)	Such for Transform
Select All Accounts	ept
Current Account	Select All
Limit transactions to only Pre-appr	EPF Payment (Employee)
O Yes	EPF Payment (Executive)
No	EPF Payment - Late/Div(Employee)
What can the user view?	
Account Overview	
Account Activities	
What transactions can the user access?	
Transactions * Q. 67 Transactions Selected	
 a) Select by ticking the Accourt b) At "Transaction", click Q b) Select "EPF Payment – Late 	nts to be granted access to the User. e/Div(Employee)", and click "Apply".

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ep 3	
Current Account MYR	
Pre-Approved Payee	No
What can user(s) view?	
What products can user(s) access?	3 products selected
	EPF Payment (Employee)
	EPF Payment (Executive) EPF Payment - Late/Div(Employee)
Cancel Edit Submit	
ick "Submit" for approval.	

B. Guide for Company Administrators in Infinity: Approving the User Account Setup

Step 1							
USERS MANAGEMENT Manage User Profiles Manage User Password Manage User Account Access							
Transaction Type Bank Reference CAccount	Currency C	Transaction Application / Value 个 Date Date	🔆 Status	Action			
AC NAME EPF Payment (Employee) F 55 14001139	1 81 MYR MYR	22/08/2022 22/08/2022	Pending Authorise	:			
Cancel Notify Approver Ret	urn to Maker	Approve					
 a) From the top menu bar, go to Admin > Users Management > Manage User Account Access. b) Select the User and click to open User Account screen for approval. c) Click "Approve" after confirming the User Account setup to proceed. 							



C. How to Make EPF Late Payment Charge & Dividend in Infinity

Step 1		
AGEMENT 🗸	ACCOUNTS	PAY & TRANSFER
BULK T	RANSACTIONS	TOOLS
Transfer Payroll Cashier's Telegrap Upload I	to Other Local Banks s Orders / Cheques bhic Transfers Bulk Files	Manage Manage Manage Transact Track Paj
⊺o Uplo & Trans	ad EPF Late fer > Upload	e Paymer d Bulk File

Step 2	
Upload Bulk Files 📀	+ Upload New Bulk Files
Transaction Type Account Currency Amount Range Value Date	Clear Filter(s)
4236 Record(s)	Show Selected (0)
Next, click + Upload New Bulk Files .	

itep 3	
What type of files are you uploading?	
File Type * EPF Payment - Late/Div(Employee)	۹
From	
Account Name, Currency, or Account Number*	٩
When	
Transfer Date 16/06/2022	Ē
a) After selecting Compan	y ID, under File T

c) Next, under "When", select the Transfer Date.

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Step 4	
Upload Files	
Drag your files (.txt.,xml.,pgp) here or choose file * You can upload up to 3 files each time	
a) To upload files, click on "choose file". b) Choose the file you desire to upload.	

Step 5		
Files to be Sent		
1 file(s)		Show Selected (1)
🗾 File Type	File Name	Action
	UELI010401.csv 123 Bytes File upfoaded!	I
	_	
Cancel	Submit	
) To proceed) Authoriser	d, tick the fi to approve	ile to upload the transad

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D. EPF Late Payment Charge and Dividend File Format (version 1.0 20200401)

Filename: UELIddmmNN.csv

Legen	d
UELI	: File Name Prefix
ddmm	: Date and month that the file was created
NN	: File Sequence Number (Up to 99 per day)

Filename example: UELI010401.csv

No	Field Name	Туре	M/O	Field Characters	Remarks
1	Employer EPF No	Num	М	19	Must not contain leading zeroes for employer EPF no. E.g. If employer EPF no. is "000017799999", this field should have the value: "17799999"
2	File Processing Date	Num	М	8	The date must be valid, in the format of YYYYMMDD. E.g. 1 April 2020 is input as "20200401" YYYY: year MM: month DD: day
3	Late Payment Amount*	Num	М	(15,2)	If Late Payment Amount is RM5500.00, this field should have the value: "550000"
4	Dividend Payment Amount*	Num	М	(15,2)	If Dividend Payment Amount is RM500.00, this field should have the value: "50000"

Note: Fields indicated by * cannot be left blank. This field can be in zero ("0") with the condition that the other payment types contain value. E.g. Late Payment Type: 0, Dividend Payment Amount: 50000 and vice versa.

E. Sample File

a) Open using Notepad

UELI010401.csv - Notepad		_ 🗆 🗙
<u>F</u> ile <u>E</u> dit F <u>o</u> rmat <u>V</u> iew <u>H</u> elp		
<pre>"EPF Employer no","File Processing Date(YYYYMMDD)","Late Payment Amount","D 1779999,20200401,550000,50000</pre>	vividend Payment Amount'	
T		• •
	Ln 2, Col 30	1.

b) Open using Microsoft Excel

X] 🛃 🤊 • (≅ - /k • = UEL										LI010401.csv - Microsoft Excel		
File Home Insert Page Layout Formulas Data Review View													
Ê	🛛 👗 Cut	Calibri	- 11	т А́ А́	= = = ».		Wrap Text	General	•	≤ ₿		Normal	
Pas	te	BI	<u>U</u> - <u>·</u> -	<u> </u>	■ ■ ■ 🔅	(# 🔤	Merge & Center 👻	∰ - % ,	00. 0. 00 →.0	Conditional Formatting *	Format as Table *	Neutral	
	Clipboard 🗔 Font 🗔			Alignment 🕞			Number	r Gi					
	B5	- (*	f_{sc}										
	А	В		С		D		E	F	G	F		
1	EPF Employer no	File Processing Date(YYYYMMDD)		Late Payment Amount		Dividend Payment Amount							
2	1779999	20200401			550000		50000						
3													