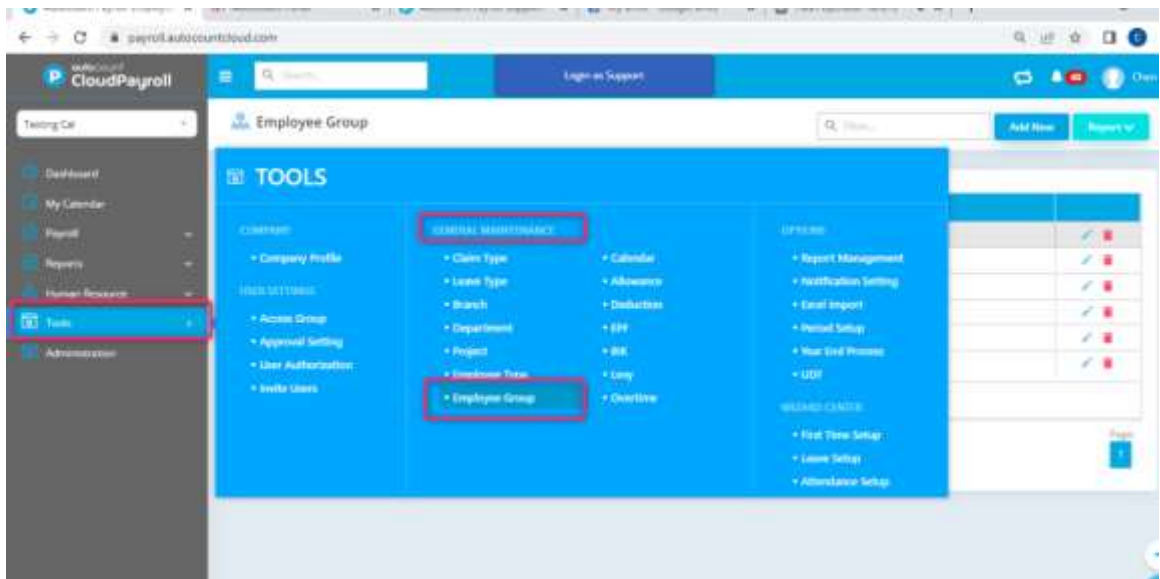


To be informed that the government changes is effective 01st January 2023. You may proceed below changes in AutoCount Cloud Payroll.

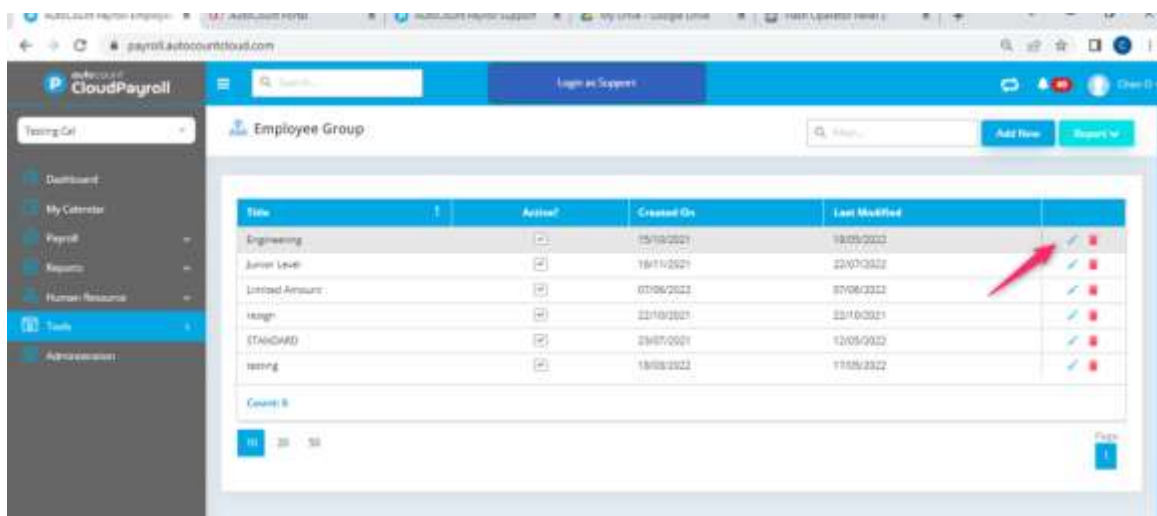
1. Maternity Leave from 60 days up to 98 days

Changes this information in the employee group.

1. Go to **Tools > General Maintenance > Employee Group**

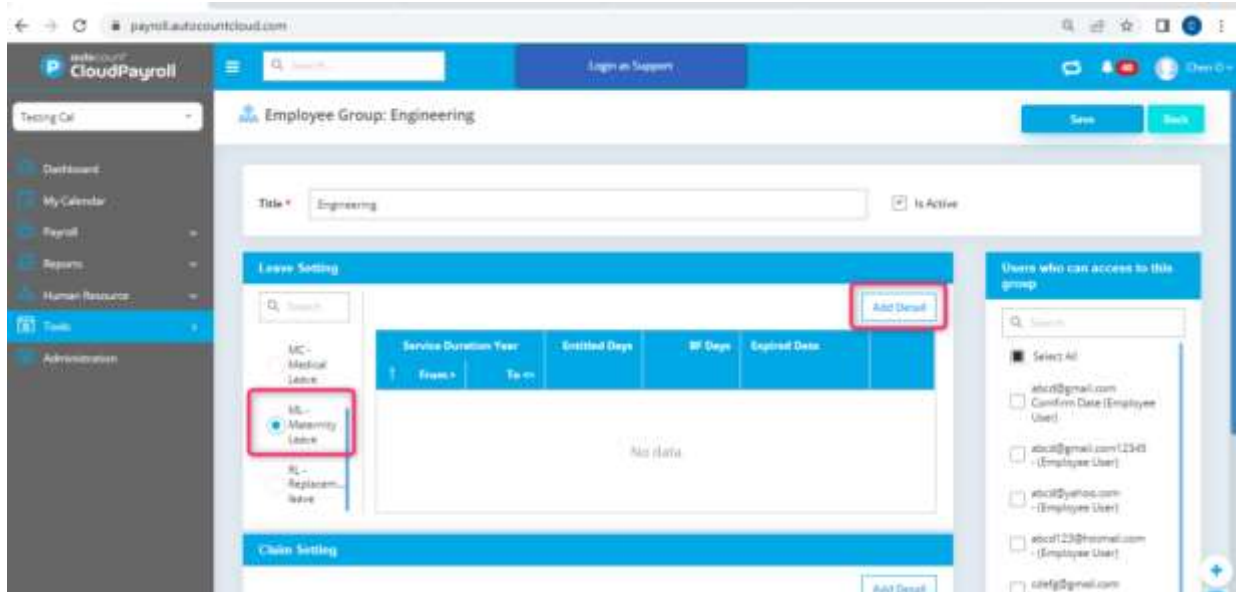


2. Click on **Edit button** on your employee group

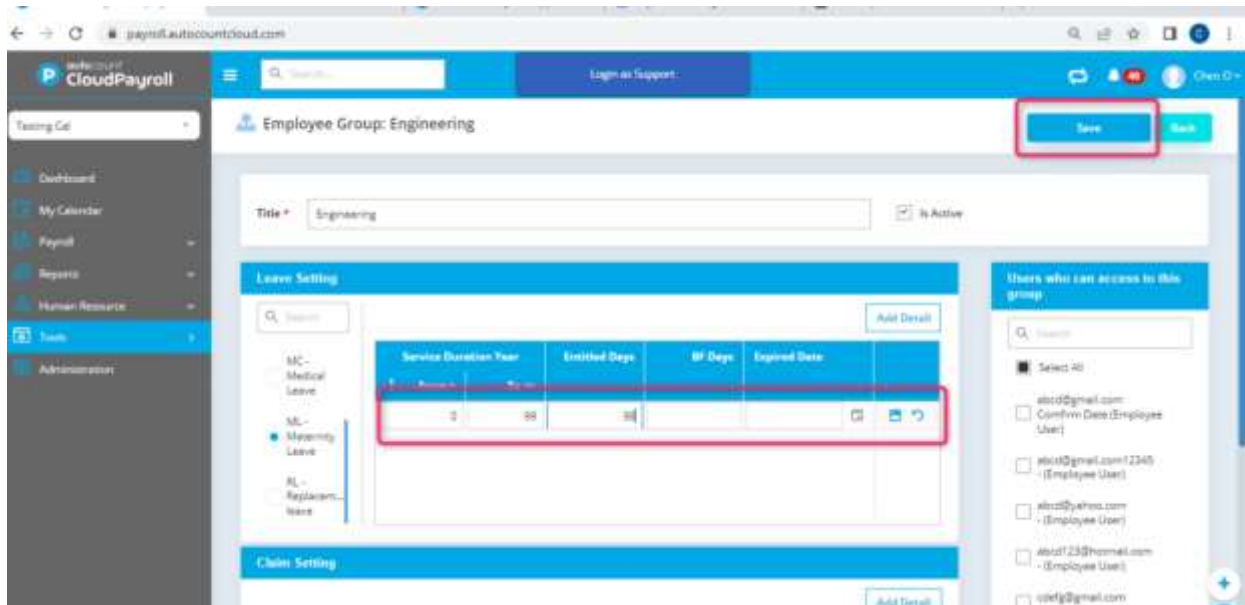


3. Look for **Maternity Leave**

If you haven't created any leave entitlement for Maternity Leave, kindly click on Add Detail button



Input details as below **From 0 to 99** and put **98 days**, then **save** it



If you have already created leave entitlement for Maternity Leave, kindly click on **edit button**, change the entitled days **from 60 to 98**, then **save** it

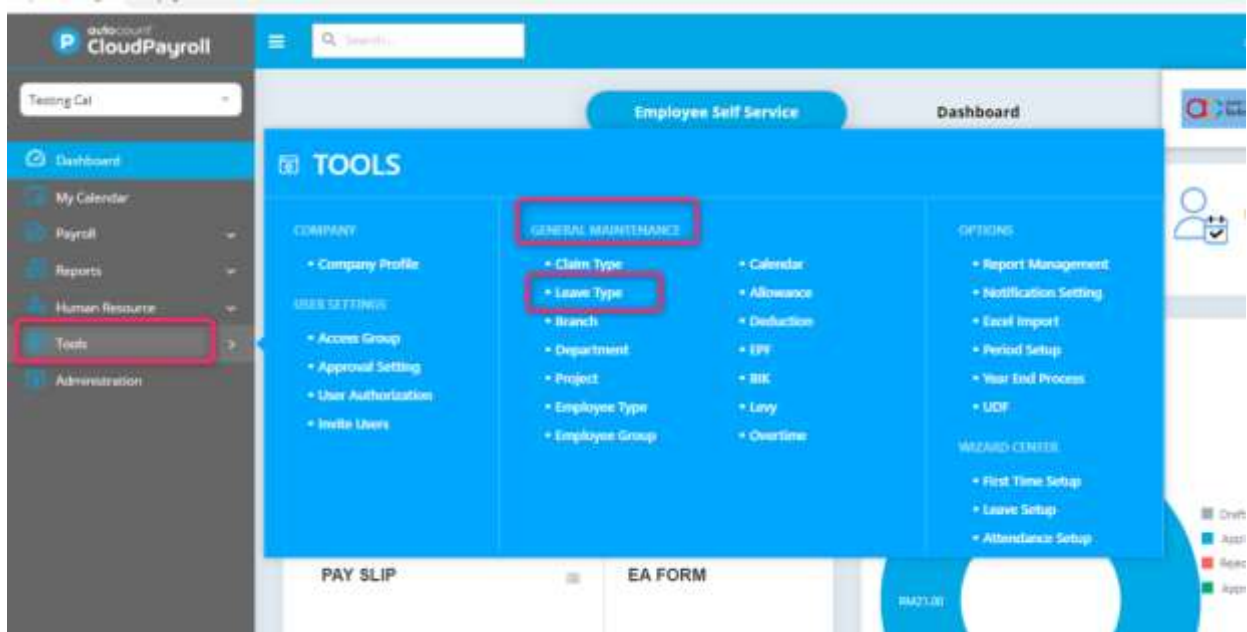
4. Now entitlement for Maternity Leave is updated to 98 days

2. Add new for Paternity Leave, entitle for 7 Days

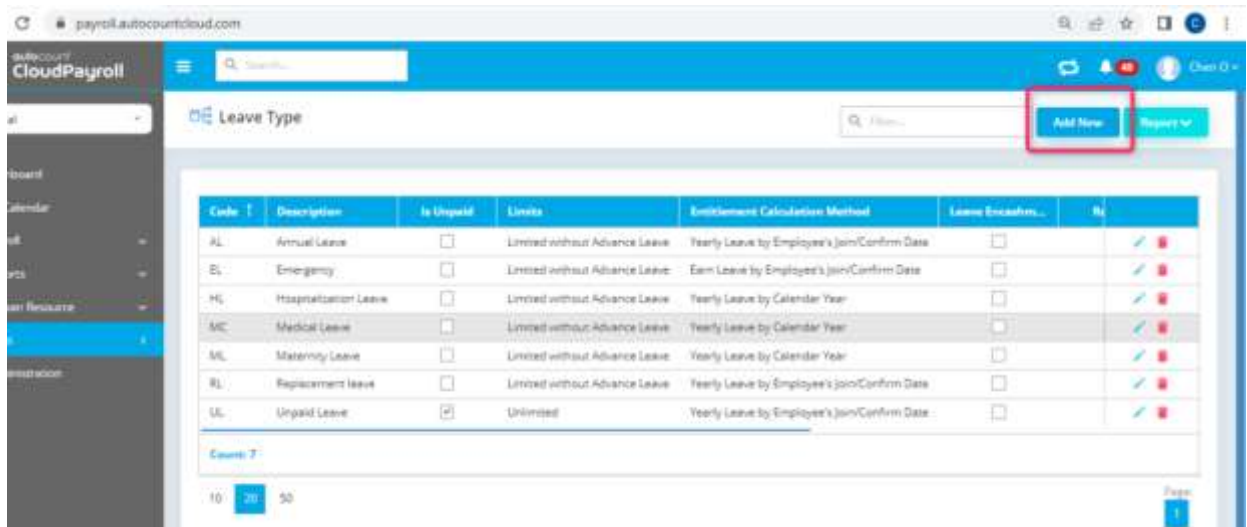
Add new in leave type & set the entitlement in the employee group.

(a) Create new leave type

1. Go to **Tools > General Maintenance > Leave Type**



2. Click on **Add New**



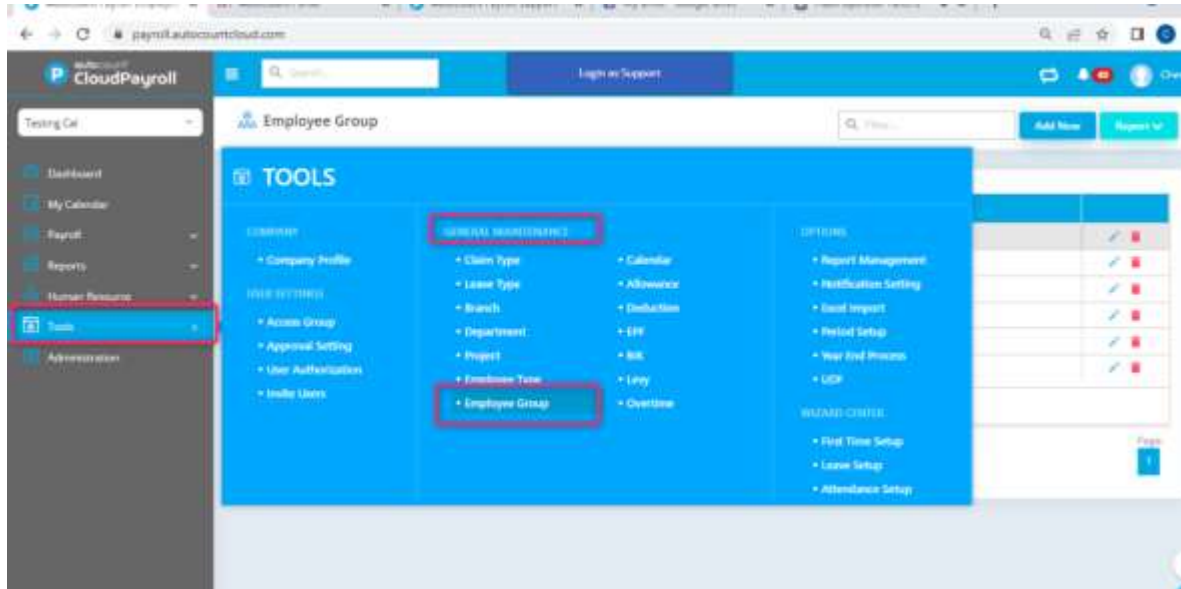
3. Key in details as follow then **save it**

4. Now your new leave type- **Paternity Leave is created.**

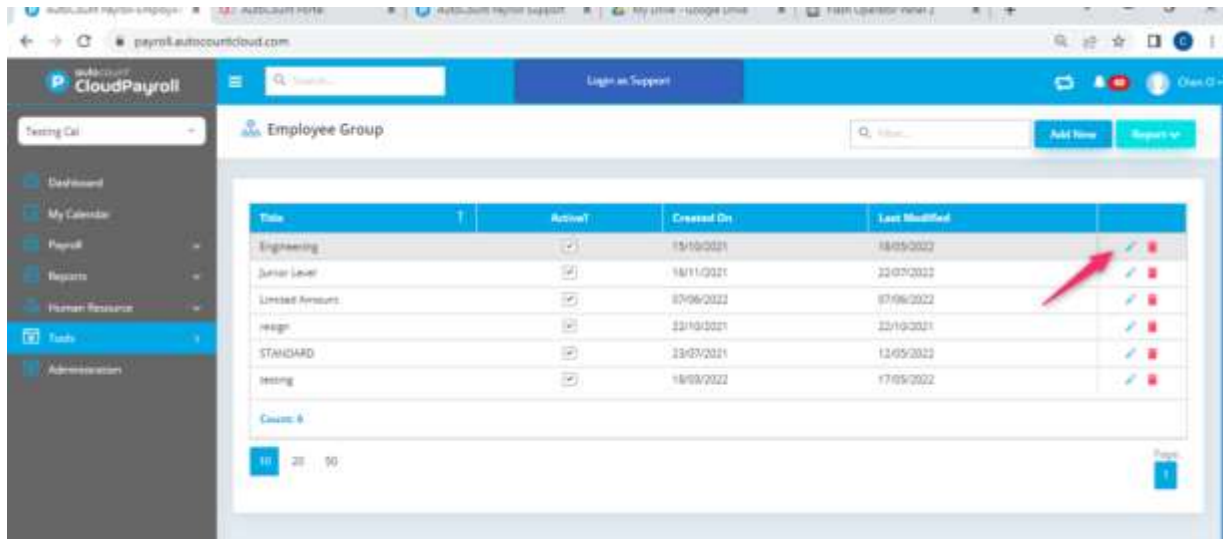
Code	Description	Is Unpaid	Limits	Entitlement Calculation Method	Leave Encashm...	IN
AL	Annual Leave	<input type="checkbox"/>	Limited without Advance Leave	Yearly Leave by Employee's Join/Confirm Date	<input type="checkbox"/>	
EL	Emergency	<input type="checkbox"/>	Limited without Advance Leave	Yearly Leave by Employee's Join/Confirm Date	<input type="checkbox"/>	
HL	Hospitalization Leave	<input type="checkbox"/>	Limited without Advance Leave	Yearly Leave by Calendar Year	<input type="checkbox"/>	
ML	Medical Leave	<input type="checkbox"/>	Limited without Advance Leave	Yearly Leave by Calendar Year	<input type="checkbox"/>	
PL	Paternity Leave	<input type="checkbox"/>	Limited without Advance Leave	Yearly Leave by Calendar Year	<input type="checkbox"/>	
RL	Replacement leave	<input type="checkbox"/>	Limited without Advance Leave	Yearly Leave by Employee's Join/Confirm Date	<input type="checkbox"/>	
UL	Unpaid Leave	<input checked="" type="checkbox"/>	Unlimited	Yearly Leave by Employee's Join/Confirm Date	<input type="checkbox"/>	

(b) Set leave entitlement

1. Go to **Tools > General Maintenance > Employee Group**

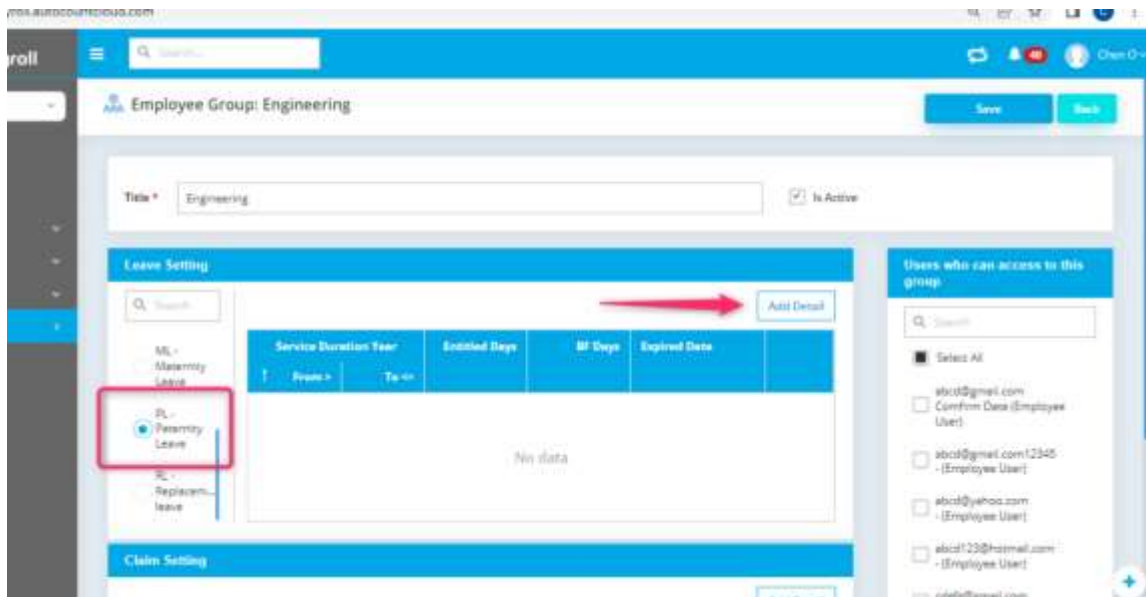


2. Click on **Edit button** on your employee group

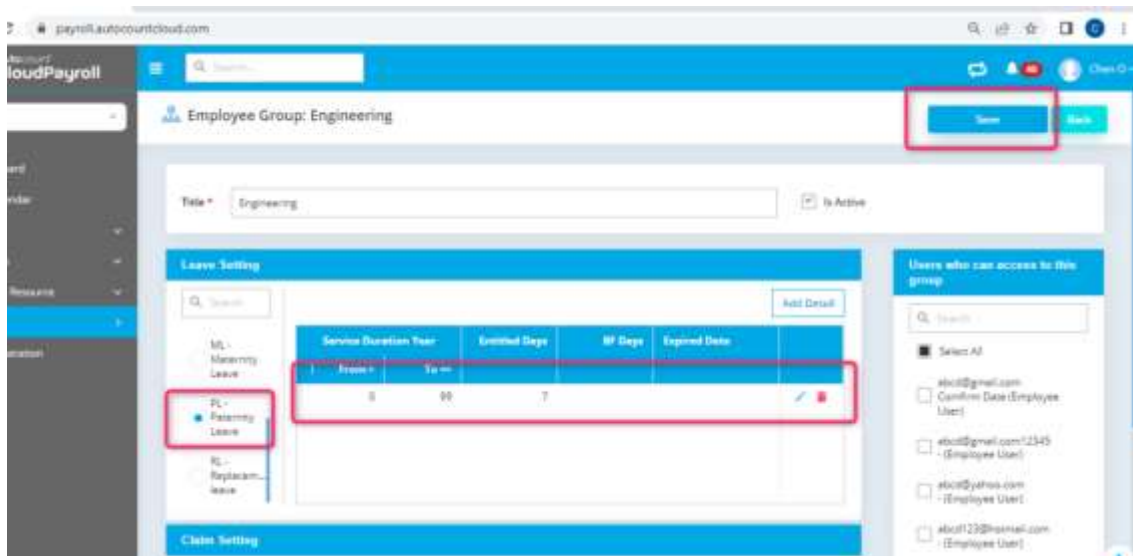


3. Look for **Paternity Leave**

If you haven't created any leave entitlement for Paternity Leave, kindly click on Add Detail button



Input details as below **From 0 to 99** and put **7 days**, then **save it**



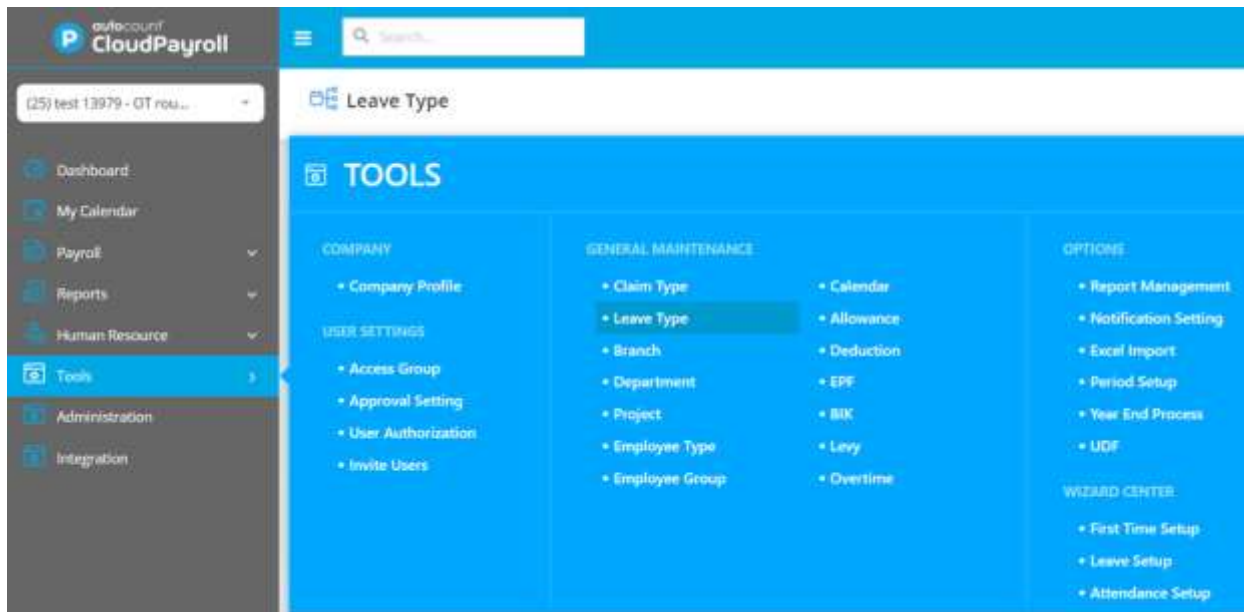
If you have already created leave entitlement for Paternity Leave, kindly click on **edit button**, change the **existing entitled days to 7 days**, then **save it**

4. Now entitlement for Paternity Leave is updated to 7 days

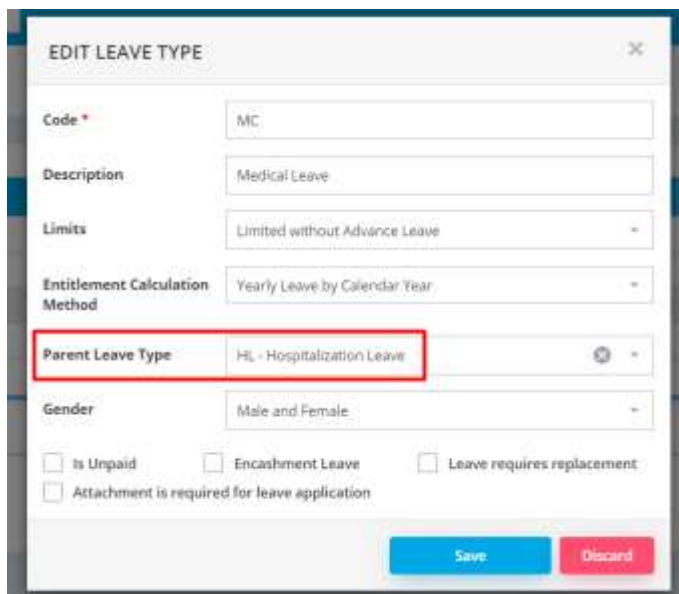
3. Medical leave no longer shares leave entitlement with hospitalization leave **Change this information in leave type.**

By removing Parent Leave Type, it means no longer sharing the leave entitlement. Below example is for medical leave & hospitalization leave. This setting is to respond to regulation change effective 01st January 2023.

1. Go to **Tools > Leave Type**



2. Remove the Parent Leave Type **“Hospitalization Leave”**



3. click **‘Save’** button to confirm the changes.

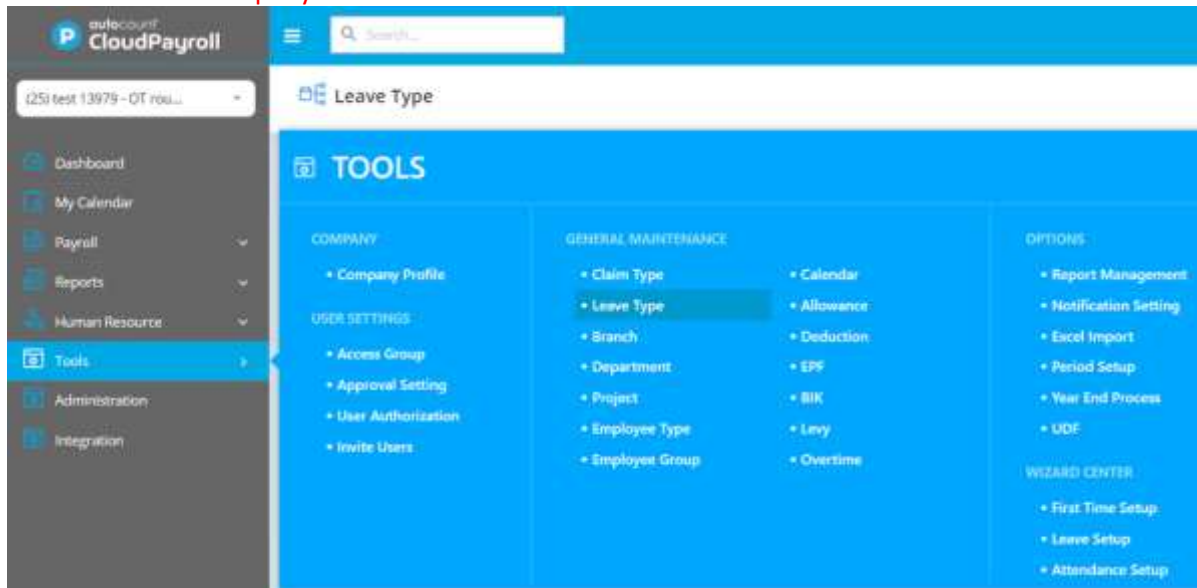
4. Formula used to calculate the employee month's work

$$\frac{\text{Monthly wages}}{\text{Number of days of the wage period}} \times \text{X number of days eligible in the wage period}$$

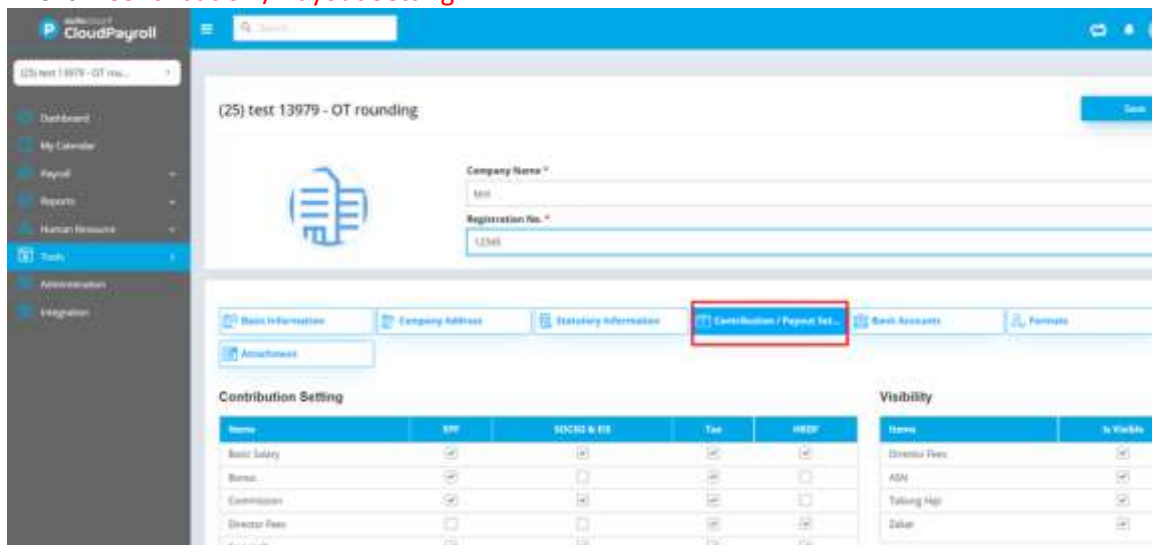
This is applicable for new join case, resign case, take leave of absence without pay, and call up for National Service case.

Change the setting in company profile – contribution / payout setting.

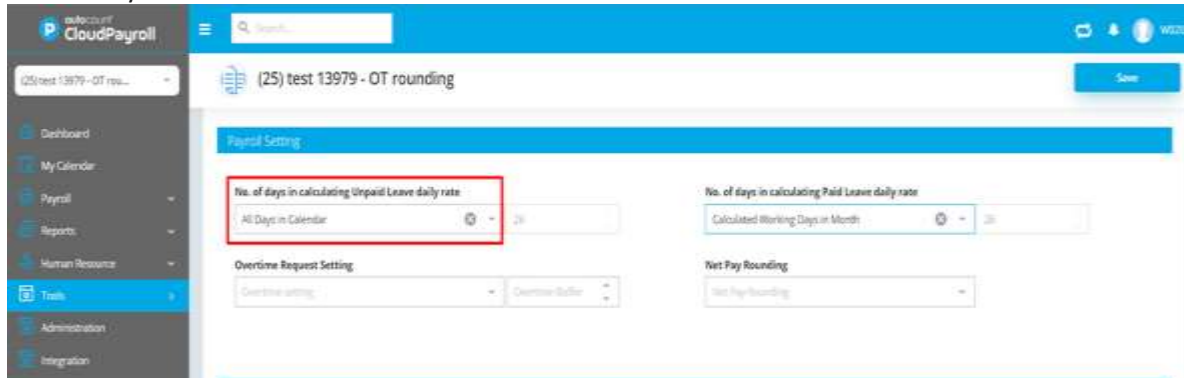
1. Go to **Tools > Company Profile**



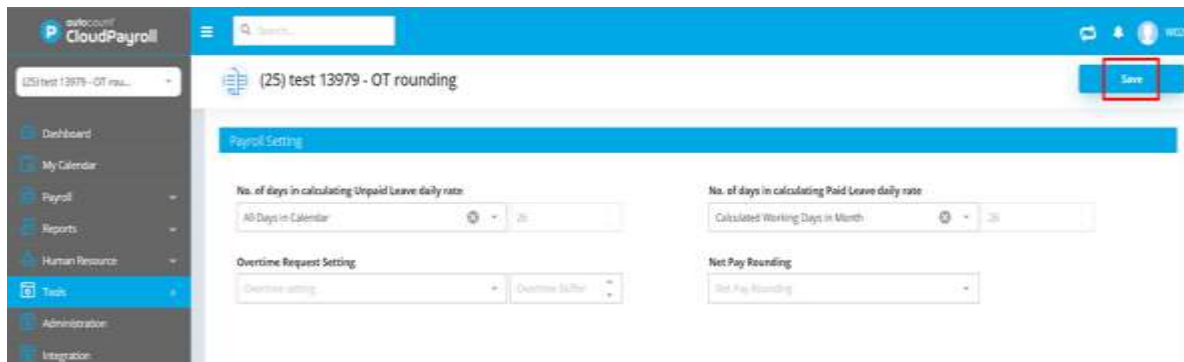
2. Click '**Contribution / Payout Setting**'



3. Scroll down to payroll setting part, use 'All Days in Calendar' for no. of days in calculating Unpaid Leave daily rate.



4. Click **Save** to confirm the changes.

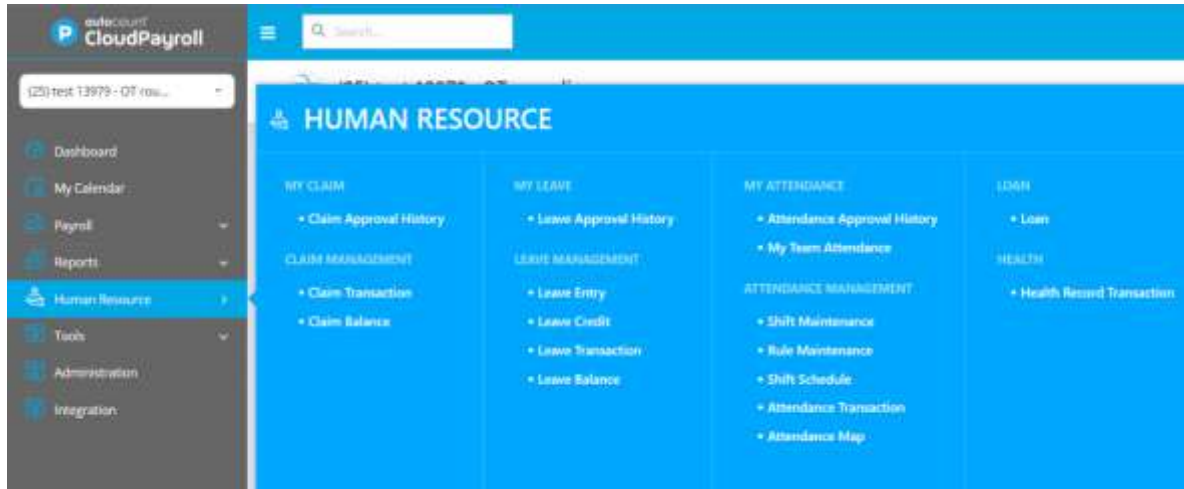


From now on, unpaid leave calculation will follow this setting.

5.Reduce the normal working hours from 48 to 45

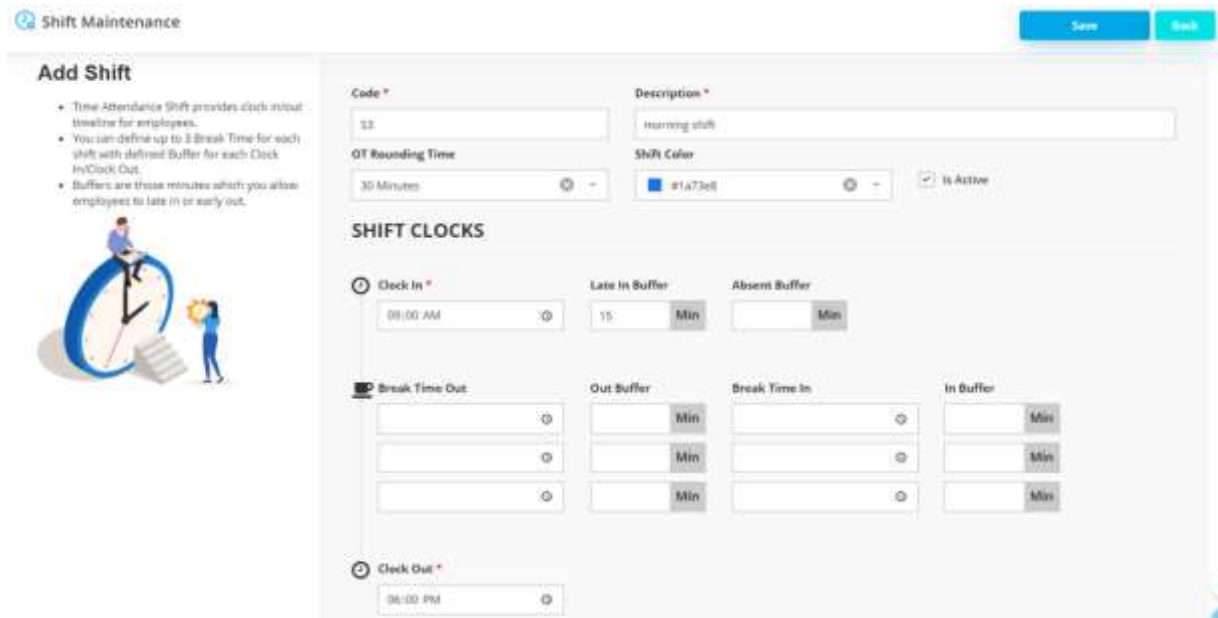
Kindly check the shift maintenance setting & calendar – working hours per day setting.
Please take note that the above setting needs to be tally.

1. Go to **Human Resource > Shift Maintenance**

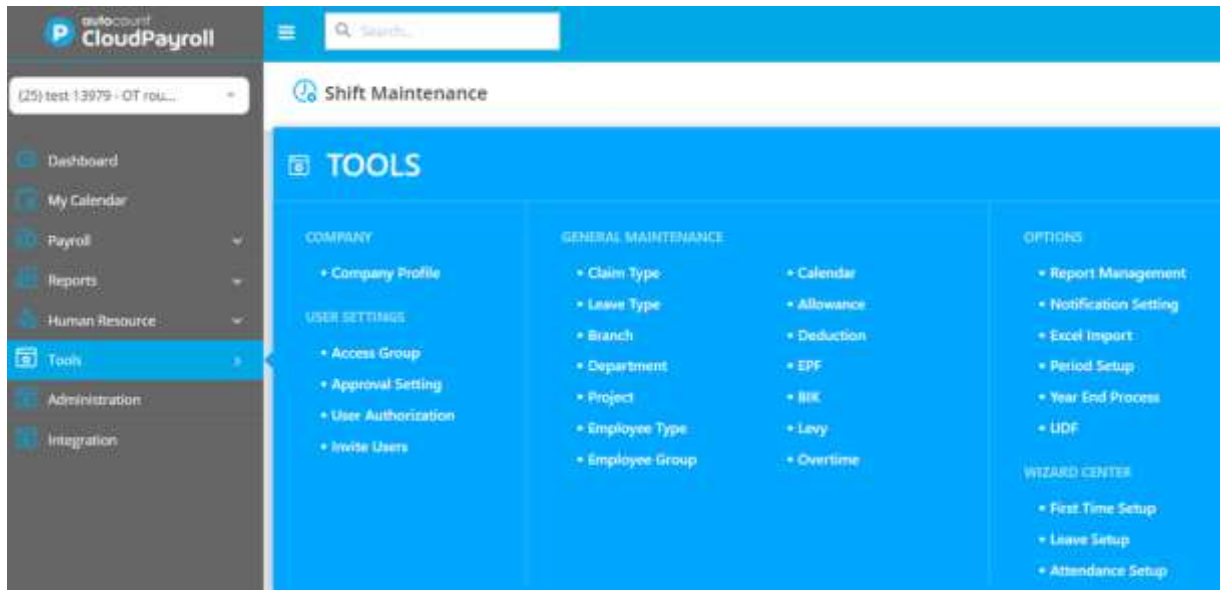


2. Review the shift setting in below.

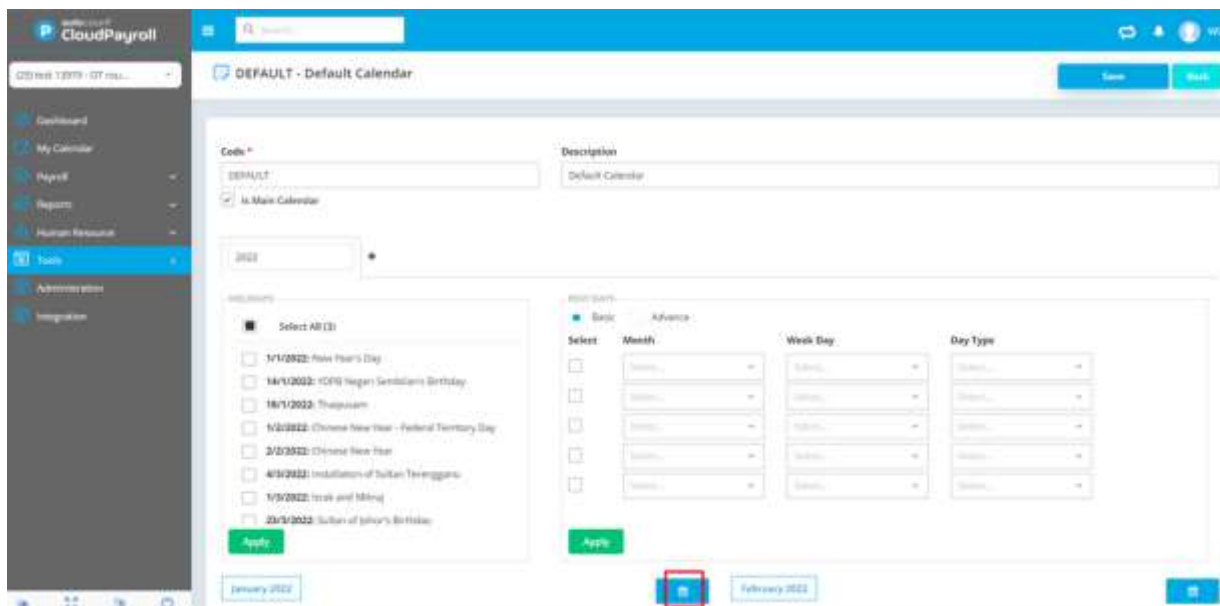
Kindly ensure the employee's weekly normal working hours is not more than 45 effective 01st January 2023.



3. Go to **Tools > Calendar**.



4. Click on the **calendar icon**, as highlighted.



5. Check the working hours per day to tally with the shift maintenance setting?

Shift maintenance's working hours is shift out minus shift in. If set break time, also need to minus.

NOTE: If both settings are different, it will affect the attendance value when pull request to payroll for calculation.

Month Information (JANUARY 2022)

This month's working days

Auto Calculated Working Days
Rest Days and Holidays will be excluded from Month's Days. 31

Fixed Working Days
Your defined working days will be used as working days. 26

First Half Days for this month: 15

Working Hours Per Day for this month: 8

Apply this setting to other months

Save Discard

6. Labour law cover to employee's salary up to RM 4,000.00

Kindly check the employee maintenance & remember to set employment details – overtime if the employee is entitled to overtime pay.

Below is the government official document for your reference.

(1) [Employment \(Amendment\) Act A1651 Bl.pdf - Google Drive](#)

(2) [PU\(B\)3~1.PDF - Google Drive](#)