



| No | Name | Daily basic (RM) | Work day | PH | AL | MC | Basic (RM) | PH (RM) | MC (RM) | Total (RM) | Overtime | | | Total (RM) | Deductions | | Total (RM) | Adv. (RM) | Net pay | |
|----|------|------------------|----------|----|----|----|------------|---------|---------|------------|----------|------|--------|------------|------------|--------|------------|-----------|---------|--|
| | | | | | | | | | | | Hours | Rate | Amount | | EPF | SOCSSO | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |

Legend:

- PH means Public Holiday*
- AL means Annual leave*
- MC means Sick leave*
- Adv. means Advance payment*

Note:

- *This sample is just an overview on what information to be captured on the payroll record summary and it should be customized to suit your documentation needs.*
- *Year-to-date deductions should be detailed in the payroll record summary if it is applicable in your entity.*

DISCLAIMER: The information in this document is prepared for a brief and general guideline on wages and hours and has been compiled using various sources publicly available. Efforts have been made to ensure that relevant information have been included; however TFT does not claim that the information in this guideline is exhaustive. Further, this document does not purport to contain all the information that the end user or reader including but not limited to employers, buyers, importers, manufacturers, suppliers or distributors (collectively “End User”) may desire in understanding regarding the processes, practices or laws in Malaysia in respect of wages and hours. The intent of this document is to provide basic guidelines which may be of some help to the end user. With the help of this document, the end user should ensure that the relevant laws, rules, regulations and guidelines are applicable, suitable, updated and relevant to their company or business as a whole.

TFT, its subsidiaries, related corporation, affiliates, associates, business partners (collectively, “TFT Group”) and TFT’s directors, shareholders, officers, employees, agents, representatives and advisers (“Representatives”) do not:- (i) make any representation, undertaking or warranty, express or implied, nor any of them, to the extent permitted by law, have any responsibility or liabilities whatsoever in respect of the truth, accuracy or completeness of, or omission from, this document or any related documents or information, whether written or oral, supplied at any time or in respect of any statement, disclosure, or opinion expressed or omitted; (ii) owe any duty of care or otherwise owed by TFT Group or its Representatives to the End User in respect of or in connection with this document; (iii) have any obligation to update this document or to correct any inaccuracies, incompleteness or omissions therein; and (iv) accept any responsibility or liability to any reader or third party for any damages, loss, cost or expense, or any loss of profits, business or anticipated savings or for any consequential loss whatsoever, whether directly or indirectly, due to or in connection with any negligence, error, misstatement, misrepresentation or omission by TFT Group or its Representatives.