

PSU 4.0

User Guide

23rd July 2021

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1. About PSU 4.0

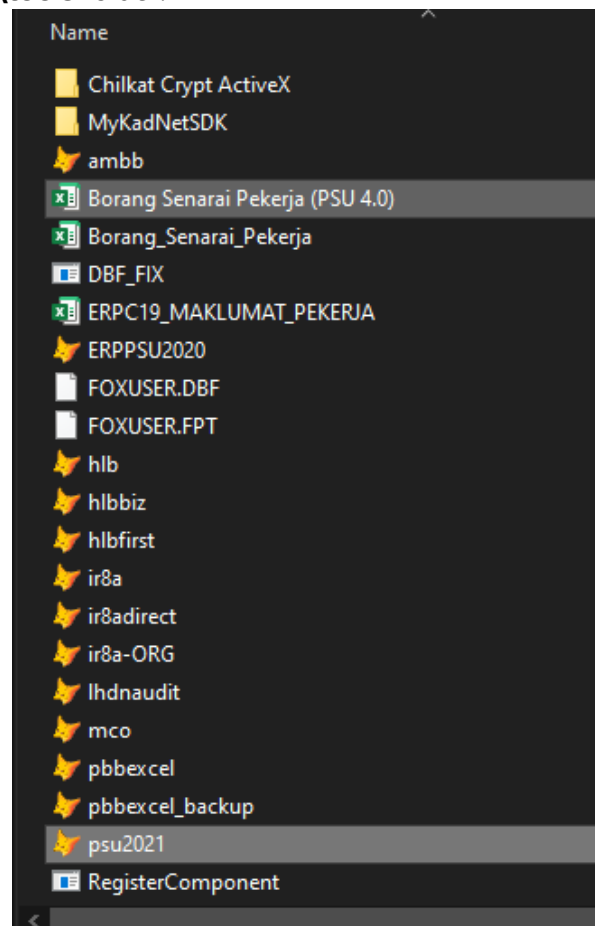
In the previous program, PSU 3.0, employees who were earning more than RM4000 would not be eligible for the program, however, in this PSU 4.0, there is no longer a salary limit for eligibility.

This program will commence on the 1st of August 2021 until the 30th of October 2021.

For more information, please visit www.perkeso.gov.my

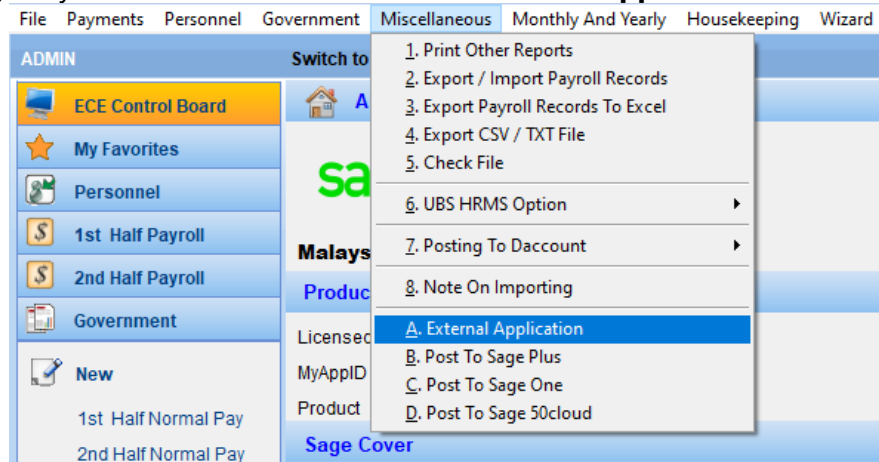
2. Setup

- i. Download zip file from download.sage.my
- ii. After extracting the files, Copy **PSU2021.exe** AND **Borang Senarai Pekerja (PSU 4.0)** to **UBSpay90\tools** folder.

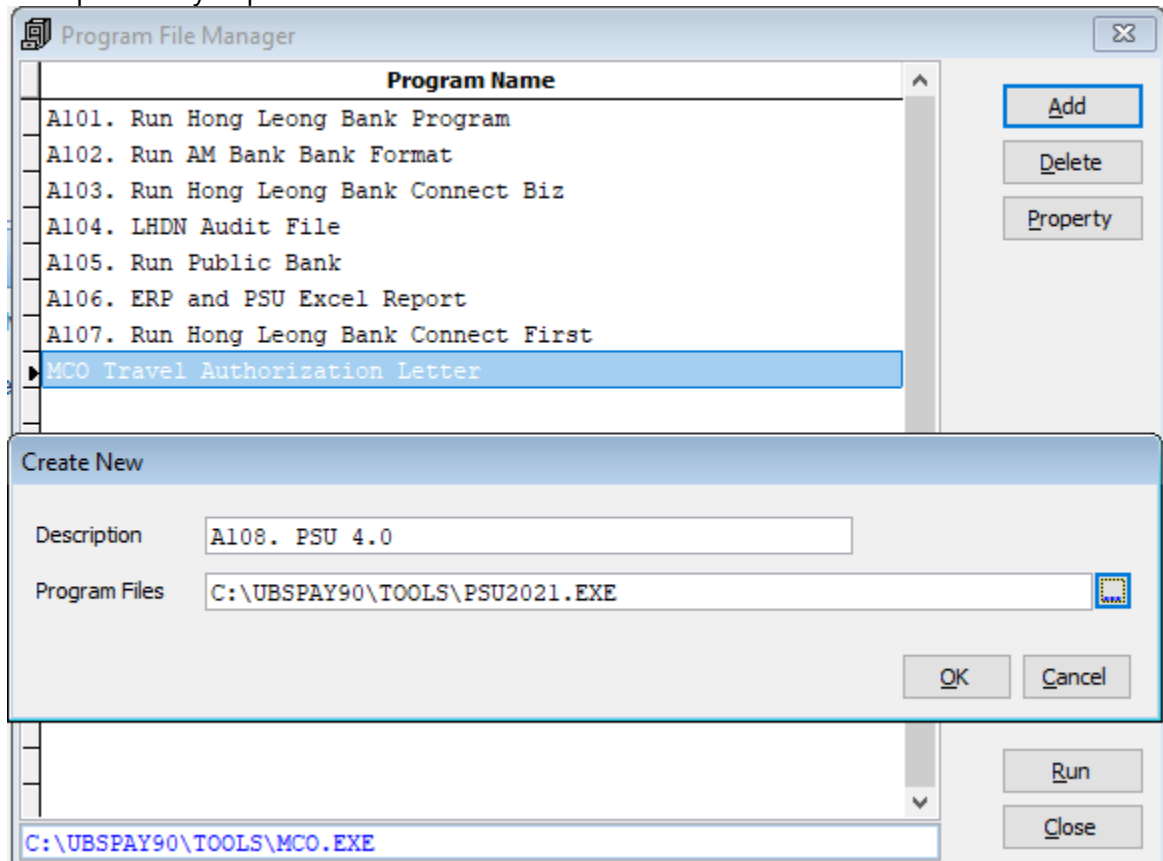


3. Add External Application to Sage Payroll

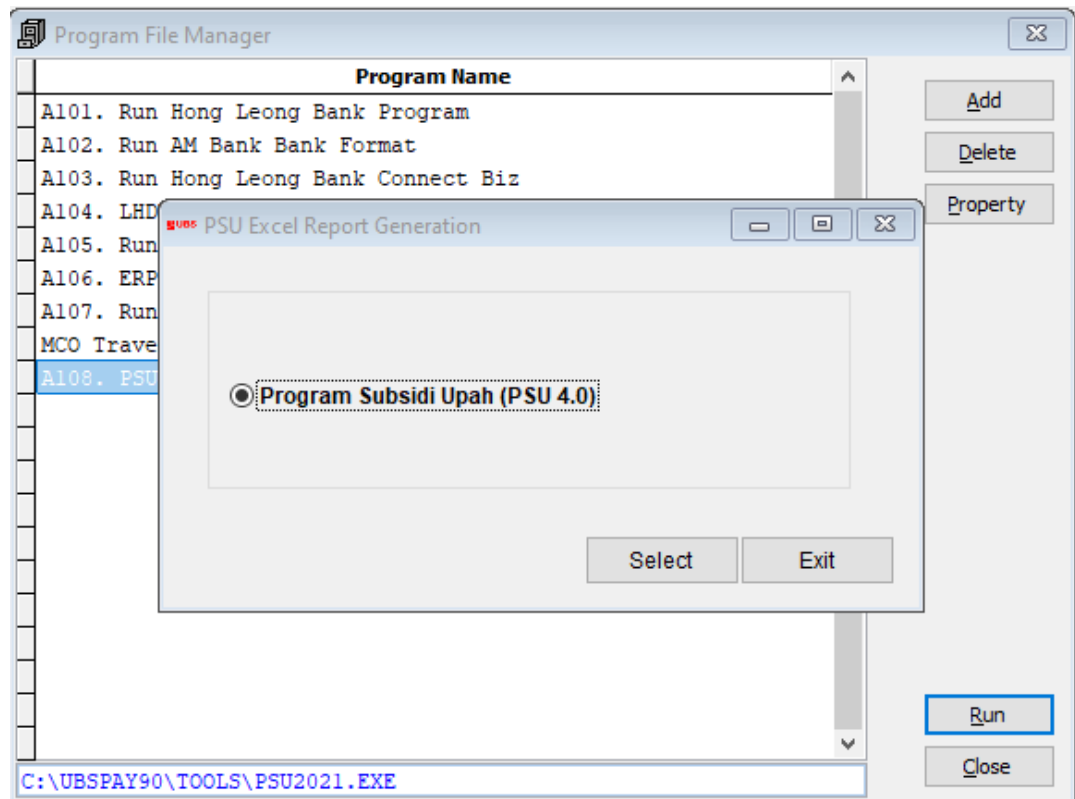
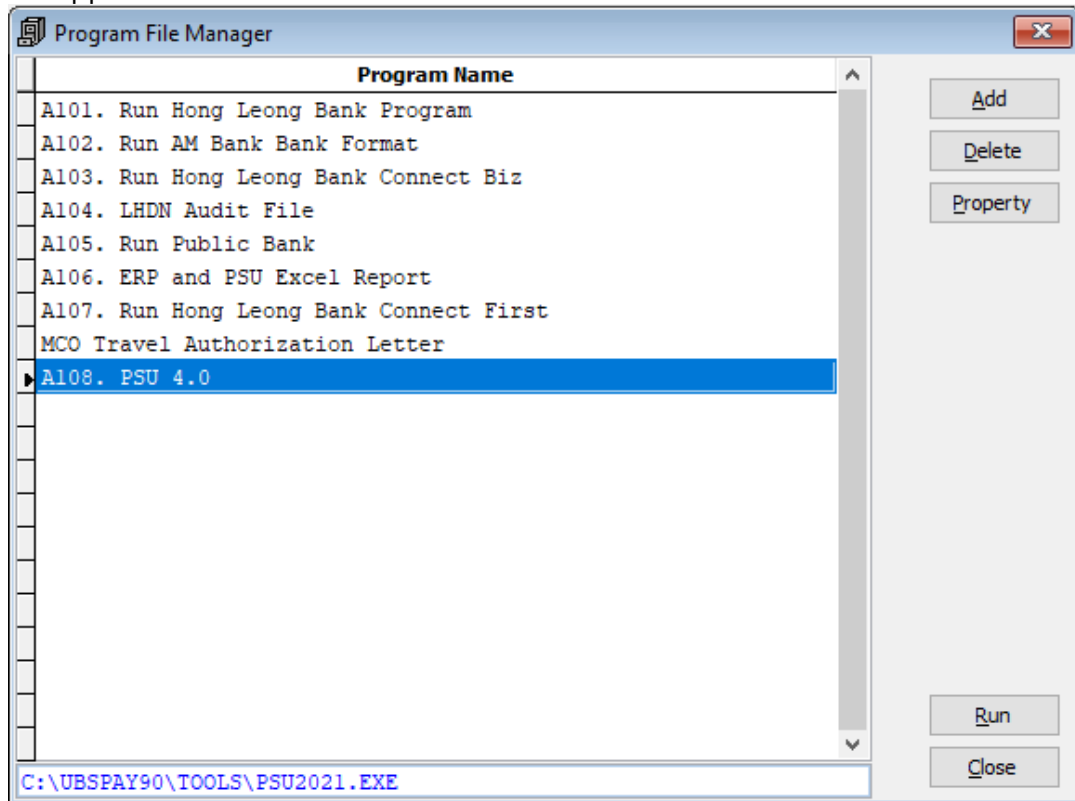
- i. Run Sage Payroll, Go to **Miscellaneous > A. External Application**



- ii. Click "Add" to add an external application, fill in description and add the exe that you have previously copied from Tools folder.



iii. Run Application



4. PSU Excel File Generation Screen

Note: foreign employees are not eligible for this wage subsidy program, so foreign employees are excluded from the list by default.

Click “Generate” button to generate excel form.

Program Subsidi Upah (PSU) Excel File Generation

You may generate this excel report as for your reference if you apply for Program Subsidi Upah (PSU). Below is the information which will be generate in the excel report

- Employee who contribute to SOCSO.

Select All

	Emp No.	Name	Basic Rate
<input checked="" type="checkbox"/>	001	Employee 001 (< Capping)	4000.00
<input checked="" type="checkbox"/>	002	EMPLOYEE NAME	4000.00
<input checked="" type="checkbox"/>	003	Employee 003 (> Capping)	8000.00
<input checked="" type="checkbox"/>	004	Employee 4 (multiple relieves)	5000.00
<input checked="" type="checkbox"/>	005	Employee 005 (Accumulate relieves)	4500.00
<input checked="" type="checkbox"/>	006	Employee 006 (pre-relief + current month relief)	4500.00
<input checked="" type="checkbox"/>	007	Employee 007 (< Capping)	4500.00
<input checked="" type="checkbox"/>	008	Employee 008 (= Capping)	2800.00
<input checked="" type="checkbox"/>	009	Employee 009 (> Capping)	8000.00
<input checked="" type="checkbox"/>	010	Employee 010 (multiple relieves)	5000.00
<input checked="" type="checkbox"/>	011	Employee 011 (accumulate relieves)	4500.00
<input checked="" type="checkbox"/>	012	Employee 012 (pre-relief + current month relief)	4500.00
<input checked="" type="checkbox"/>	104	Employee 104 (multiple relieves)	5000.00
<input checked="" type="checkbox"/>	1234		4000.00
<input checked="" type="checkbox"/>	4052	NPL	1900.00
<input checked="" type="checkbox"/>	1111		0.00
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

include foreign employee(s)

Important notes: This excel report is not intended to do direct submission to the government. It is for your ease of reference in order to fill up the government form.

You may refer to government website for more information:
<https://www.perkeso.gov.my/index.php/en/kenyataan-media>

5. Generate Excel Form

Once the form is generated, fill in all other fields as required before submission.

BELANJAWAN 2021 BELANJAWAN 2021 PROGRAM SUBSIDI UPAH 4.0											
A.MAKLUMAT MAIKAN											
No Kod Majikan : ..											
Nama Perusahaan : ..											
B.MAKLUMAT PEKERJA											
Bil	Tuntutan Ke	Nama Pekerja	No Kad Pengenalan	Jantina	Pangkat	Jawatan	Pendidikan	No Telefon	Emel Pekerja	Gaji Semasa (RM)	Adakah Pekerja ini terlibat dengan Cuti Tanpa Gaji (CTG)?
1		Employee 001 (< Capping)	123456-78-9012	Perempuan		Admin Exec				4000	
2		EMPLOYEE NAME	223456-78-9012	Lelaki		Junior Exec			joshua.lim@sage.com	4000	
3		Employee 003 (> Capping)	523456789012	Perempuan		Project Manager				8000	
4		Employee 4 (multiple relieves)	123456789019	Lelaki		Clerk				5000	
5		Employee 005 (Accumulate relieves)	9234567895	Lelaki						4500	
6		Employee 006 (pre-relief + current month relief)	923456789126	Lelaki						4500	
7		Employee 007 (< Capping)	723456789012	Lelaki						4500	
8		Employee 008 (= Capping)	623456789012	Lelaki						2800	
9		Employee 009 (> Capping)	523456789012	Lelaki						8000	
10		Employee 010 (multiple relieves)	103456789012	Lelaki						5000	
11		Employee 011 (accumulate relieves)	113456789012	Lelaki						4500	
12		Employee 012 (pre-relief + current month relief)	133456789012	Lelaki						4500	
13		Employee 104 (multiple relieves)	493456789012	Lelaki						5000	
14		Foreign Employee		Lelaki						5000	
15		qwewqe	12312-32-3123	Lelaki						4000	
16				Lelaki						4000	
17		NPL		Lelaki						1900	
18				Lelaki						0	

***** The End *****