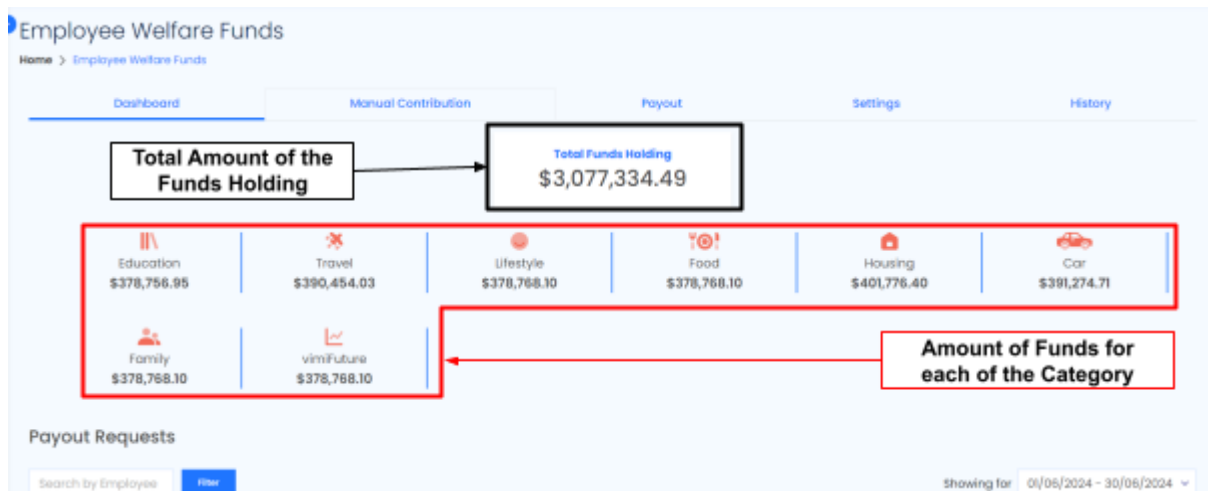


# **EWF Manual & Auto Contribution Guide**

Step 1: Head over to **All Features** Tab at the top of the website  Under **Action** list, click on **Employee Welfare Funds**.



Step 2: At the **Dashboard** page, it shows the total amount of the funds holding. Besides, it shows the amount of funds for each of the categories.

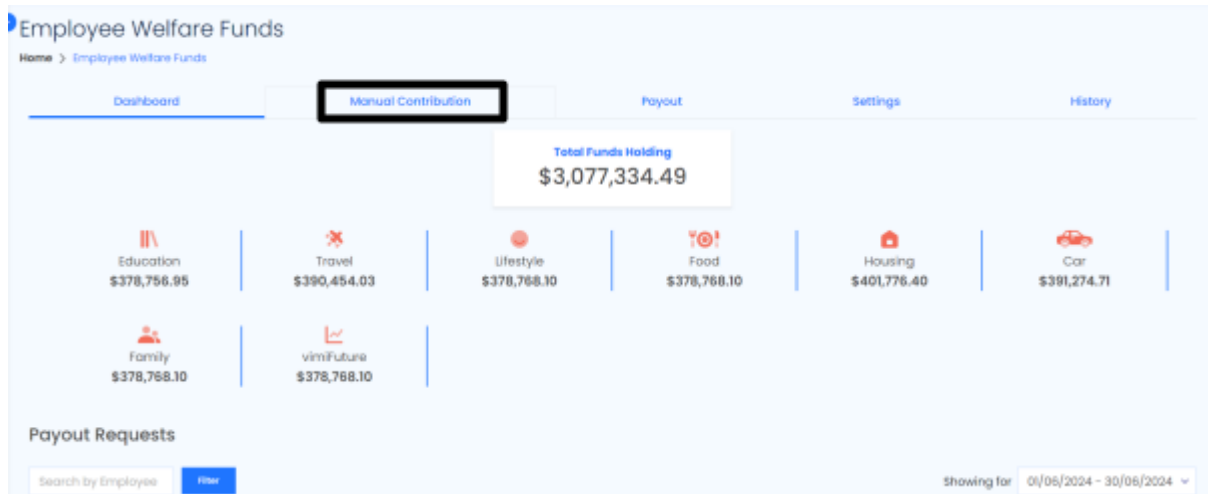


\*\*\*Please be noted that companies have **2 options to contribute in EWF**.

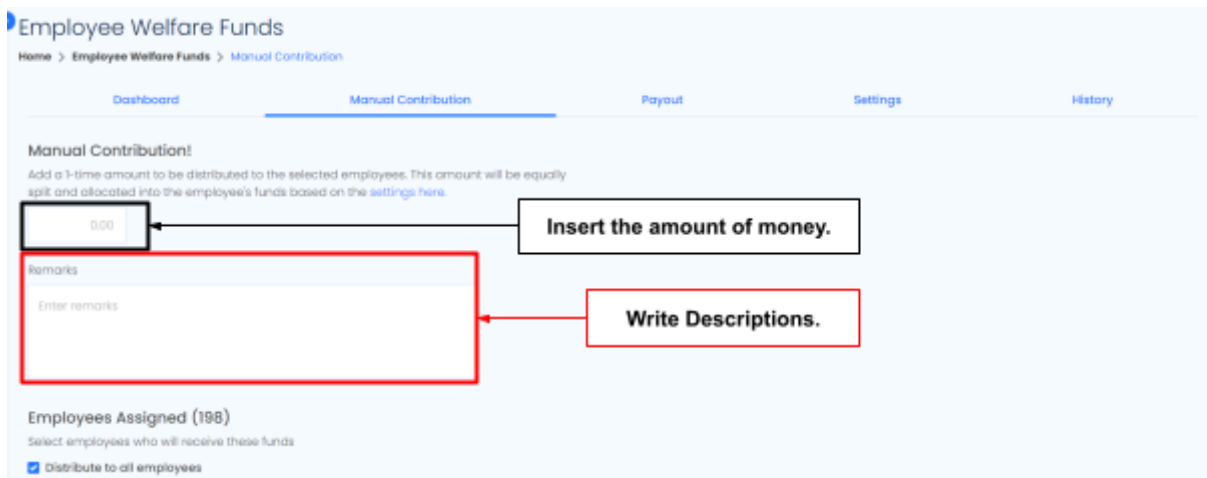
1. Manual Contribution
2. Auto Contribution

## Manual Contribution

1. Click on 'Manual Contribution'.



2. A lump sum of money may be **manually inserted** in EWF. Besides, the description of the amount of money can be written at the 'Remarks' column.



3. Employers may decide whether the funds are distributed to all employees by 'tick' on the '**Distribute to all employees**'.

**Employees Assigned (198)**  
Select employees who will receive these funds

Distribute to all employees

**Contribution Distribution**

	Fund name	% Split	(100.00% remaining)	<a href="#">Split Equally</a>
<input checked="" type="checkbox"/>	Education	<input type="range"/>		0.00 %
<input checked="" type="checkbox"/>	Travel	<input type="range"/>		0.00 %
<input checked="" type="checkbox"/>	Lifestyle	<input type="range"/>		0.00 %
<input checked="" type="checkbox"/>	Food	<input type="range"/>		0.00 %
<input checked="" type="checkbox"/>	Housing	<input type="range"/>		0.00 %
<input checked="" type="checkbox"/>	Car	<input type="range"/>		0.00 %
<input checked="" type="checkbox"/>	Family	<input type="range"/>		0.00 %
<input checked="" type="checkbox"/>	vimiFuture	<input type="range"/>		0.00 %

[Contribute!](#)

**OR**

**Untick the box and manually assign** a certain of employees.

**Employees Assigned (0)**  
Select employees who will receive these funds

Distribute to all employees

[+](#)

Select Department  Search by Name [Select All](#) [Deselect All](#)

<a href="#">AA</a> Aaron V050 - Table 3	<a href="#">AD</a> Adrian (#Post) V058 - Table 8	<a href="#">AL</a> Alan (#Post) V058 - Table 8	<a href="#">AL</a> Alan V050 - Table 9
<a href="#">AL</a> Alexis Administration	<a href="#">AS</a> Asmara Binti Ismail Executive	<a href="#">BT</a> BT V050 - Table 1	<a href="#">CA</a> Camille (#Post) V058 - Table 2
<a href="#">CH</a> Chan (#Post) V058 - Table 11	<a href="#">CH</a> Chan (#Post) V058 - Table 5	<a href="#">CC</a> Chan Chee Chul V050 - Table 9	<a href="#">CH</a> CHANG (#Post) V058 - Table 11

189+

4. Choose the funds that want to be allocated and **insert manually the percentage** for the funds. You may choose the split equally the percentage by clicking on **'Split Equally'**.

Contribution Distribution

Fund name	% Split	(0.00% remaining)	Split Equally
<input checked="" type="checkbox"/> Education	<input type="range"/>		25 %
<input checked="" type="checkbox"/> Travel	<input type="range"/>		5 %
<input checked="" type="checkbox"/> Lifestyle	<input type="range"/>		10 %
<input checked="" type="checkbox"/> Food	<input type="range"/>		44 %
<input type="checkbox"/> Housing	<input type="range"/>		0.00 %
<input type="checkbox"/> Car	<input type="range"/>		0.00 %
<input type="checkbox"/> Family	<input type="range"/>		0.00 %
<input checked="" type="checkbox"/> vimiFuture	<input type="range"/>		16 %

Contribute!

Choose either  
I. Split Equally  
II. Manually insert the percentage of the funds.

Select the funds that want to be allocated.

5. Click after **'Contribute'** after done all the settings.

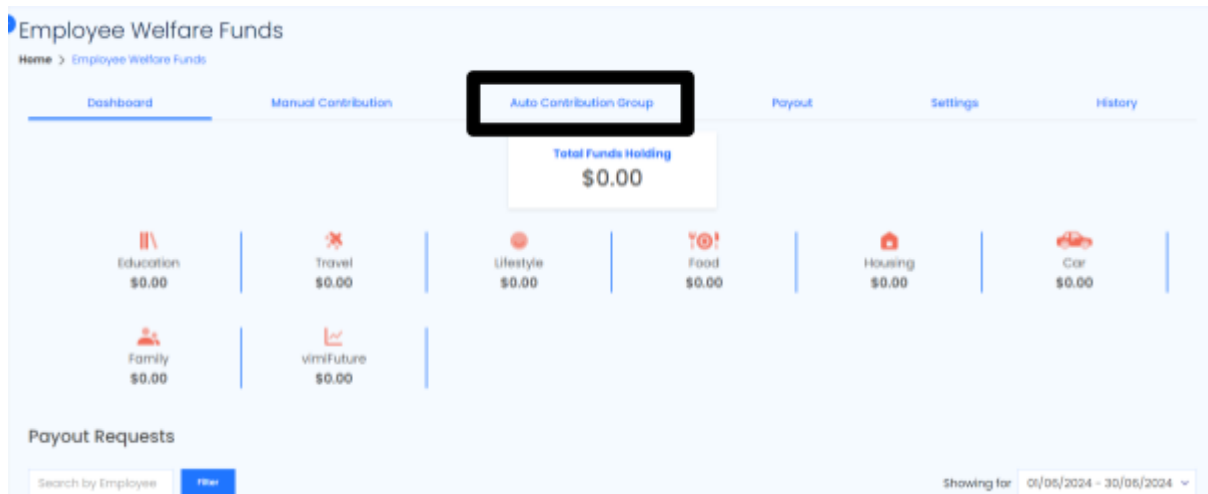
Contribution Distribution

Fund name	% Split	(0.00% remaining)	Split Equally
<input checked="" type="checkbox"/> Education	<input type="range"/>		25 %
<input checked="" type="checkbox"/> Travel	<input type="range"/>		5 %
<input checked="" type="checkbox"/> Lifestyle	<input type="range"/>		10 %
<input checked="" type="checkbox"/> Food	<input type="range"/>		44 %
<input type="checkbox"/> Housing	<input type="range"/>		0.00 %
<input type="checkbox"/> Car	<input type="range"/>		0.00 %
<input type="checkbox"/> Family	<input type="range"/>		0.00 %
<input checked="" type="checkbox"/> vimiFuture	<input type="range"/>		16 %

Contribute!

## Auto Contribution

1. Click on 'Auto Contribution'.



The screenshot shows the 'Employee Welfare Funds' dashboard. The navigation menu includes 'Dashboard', 'Manual Contribution', 'Auto Contribution Group', 'Payout', 'Settings', and 'History'. The 'Auto Contribution Group' tab is highlighted with a black box. Below the navigation, a 'Total Funds Holding' card displays '\$0.00'. There are six category cards: Education (\$0.00), Travel (\$0.00), Lifestyle (\$0.00), Food (\$0.00), Housing (\$0.00), and Car (\$0.00). Below these are two more cards: Family (\$0.00) and vmiFuture (\$0.00). At the bottom, there is a 'Payout Requests' section with a search bar and a date range filter set to '01/05/2024 - 30/05/2024'.

2. Click on 'Create New Group'.



The screenshot shows the 'Auto Contribution Group' page. The navigation menu includes 'Dashboard', 'Manual Contribution', 'Auto Contribution Group', 'Payout', 'Settings', and 'History'. The 'Auto Contribution Group' tab is highlighted with a blue underline. A 'Create New Group' button is highlighted with a black box. Below the navigation, there is a table with the following columns: GROUPS, DESCRIPTION, PEOPLE, and ACTION. The table contains one row: 'Default Group' with the description 'Default group for EWF', a 'PEOPLE' count of 4 (represented by icons for JP, UN, LG, US, UK), and an 'ACTION' button labeled 'Edit People'.

GROUPS	DESCRIPTION	PEOPLE	ACTION
Default Group	Default group for EWF	JP UN LG US UK +4	Edit People

3. Insert the **title of 'EWF Group'** and **description of the group**. EWF personal settings can be changed in the 'Team Commission Setting'.

The screenshot shows the 'Create EWF Group' form with three main sections. The first section, 'EWF Group', contains a text input field with 'Manager' entered. A red arrow points from this field to a box labeled 'Title of the EWF group'. The second section, 'EWF Group Description', contains a text area with 'This group is applied employee for manager level.' A blue arrow points from this area to a box labeled 'Description of the EWF group'. The third section, 'EWF Personal Setting', contains a table of commission allocations and a link to 'Team Commissions' settings. A grey arrow points from this section to a box labeled 'The percentage that wants to be allocated for EWF can be changed in 'Team Commissions Setting''.

**Create EWF Group**

Home > Auto Contribution Group > Create New Auto Contribution Group

**Create EWF Group**

EWF Group

Manager

**Title of the EWF group**

EWF Group Description

This group is applied employee for manager level.

**Description of the EWF group**

EWF Personal Setting

Commissions allocation has been set to:

vimiBank A	50.00%
vimiBank B	50.00%
Welfare Fund	0.00%

You can change this in [Company Settings > Team Commissions](#)

**The percentage that wants to be allocated for EWF can be changed in 'Team Commissions Setting'**

4. Scroll down to **Auto Contribution**. It is optional to turn on the auto contribution. It can be turned on if

**Scenario 1:**

Staff A got a monthly salary of RM5,000

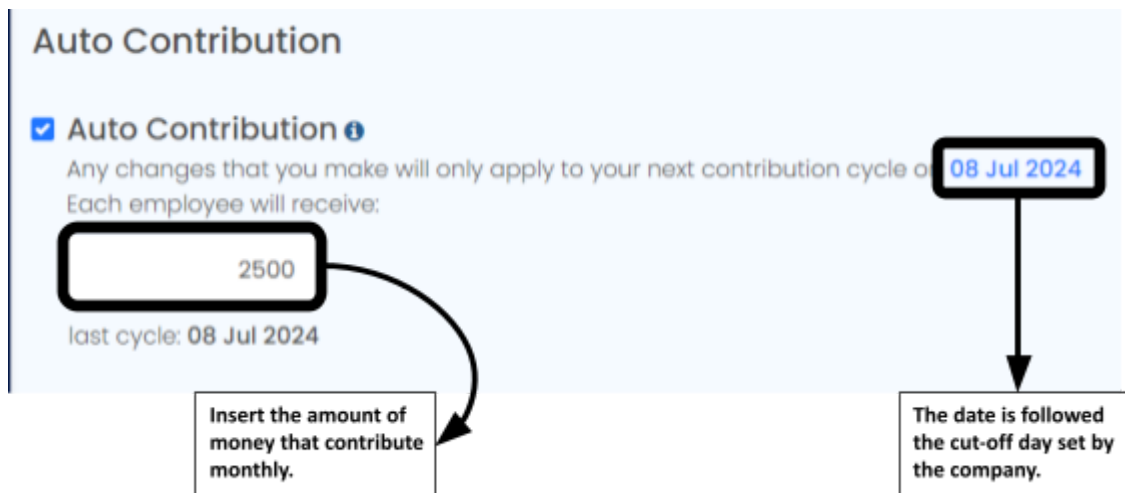
Staff A agrees with his employer, 5% (=RM250) of the monthly salary will be the saving in EWF. Therefore, the employer will auto contribute RM250 to Staff A monthly and give Staff A payroll of RM4,750.

Assume there are 10 staff assigned in this group. Each person contributes RM250, so the total contribution is RM2,500 monthly.

**Scenario 2:**

Employer want to give extra allowance monthly.

Please be noted that the contribution cycle is based on the cut-off day that is set by the company.



5. Continue scroll down to **Contribution Distribution**. Choose the funds that want to be allocated and **insert manually the percentage** for the funds. You may choose the split equally the percentage by clicking on '**Split Equally**'.

The screenshot shows the 'Contribution Distribution' interface. A table lists various funds with checkboxes for selection and percentage input fields. A callout box labeled 'I.' points to the 'Split Equally' link. Another callout box explains the choice between 'Split Equally' and manually inserting percentages. A third callout box points to the selection checkboxes.

Fund name	% Split	(0.00% remaining)	Split Equally
<input checked="" type="checkbox"/> Education	<input type="range"/>		25 %
<input checked="" type="checkbox"/> Travel	<input type="range"/>		5 %
<input checked="" type="checkbox"/> Lifestyle	<input type="range"/>		10 %
<input checked="" type="checkbox"/> Food	<input type="range"/>		44 %
<input type="checkbox"/> Housing	<input type="range"/>		0.00 %
<input type="checkbox"/> Car	<input type="range"/>		0.00 %
<input type="checkbox"/> Family	<input type="range"/>		0.00 %
<input checked="" type="checkbox"/> vimiFuture	<input type="range"/>		16 %

Choose either

- I. Split Equally
- II. Manually insert the percentage of the funds.

Select the funds that want to be allocated.

6. Click '**Create**' after all the settings are done.

The screenshot shows the 'Contribution Distribution' interface with the 'Create' button highlighted by a red box.

Fund name	% Split	(0.00% remaining)	Split Equally
<input checked="" type="checkbox"/> Education	<input type="range"/>		25 %
<input checked="" type="checkbox"/> Travel	<input type="range"/>		5 %
<input checked="" type="checkbox"/> Lifestyle	<input type="range"/>		10 %
<input checked="" type="checkbox"/> Food	<input type="range"/>		44 %
<input type="checkbox"/> Housing	<input type="range"/>		0.00 %
<input type="checkbox"/> Car	<input type="range"/>		0.00 %
<input type="checkbox"/> Family	<input type="range"/>		0.00 %
<input checked="" type="checkbox"/> vimiFuture	<input type="range"/>		16 %

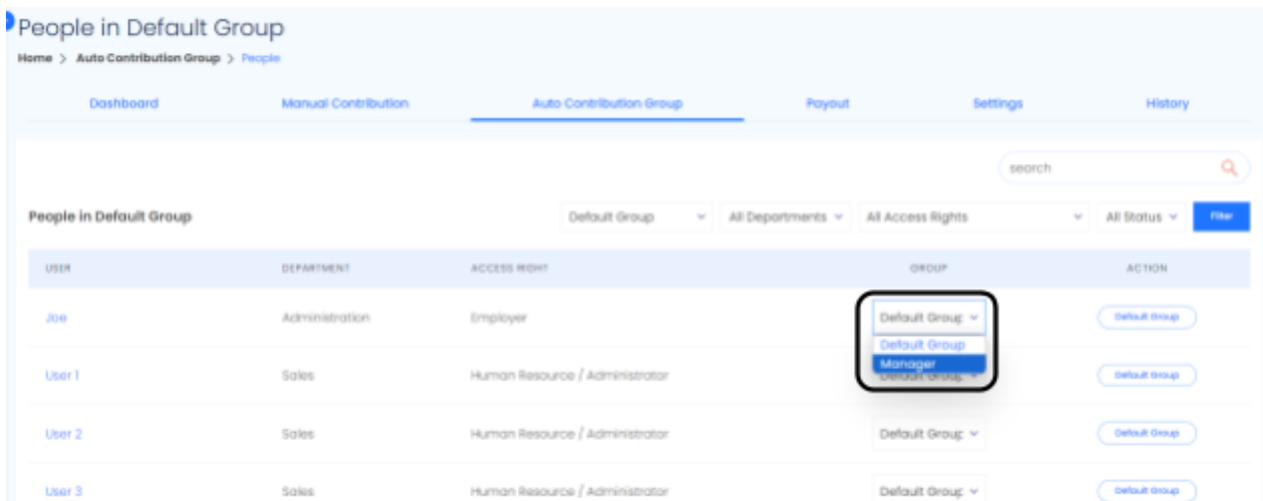
**Create** Back



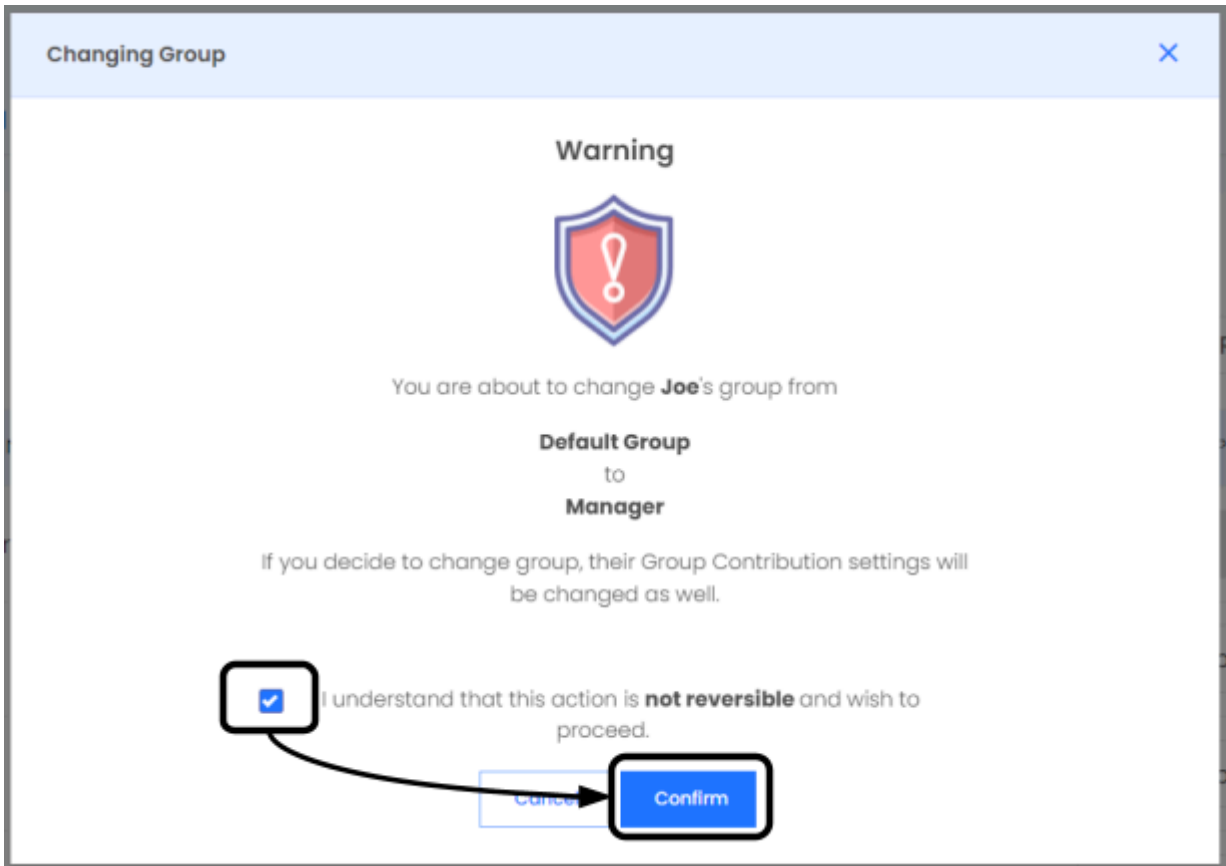
7. Auto contribution settings successfully saved. Click on 'Edit People' of the Default Group.



8. Assign people to the group that was created.



9. A message will prompt out. **Tick** on 'I understand that this action is not reversible and wish to proceed'. Then press '**Confirm**'.



10. "XXX's EWF Group Updated" message will prompt. Back to the '**Auto Contribution**' page. The staff is already assigned to the group that created.

