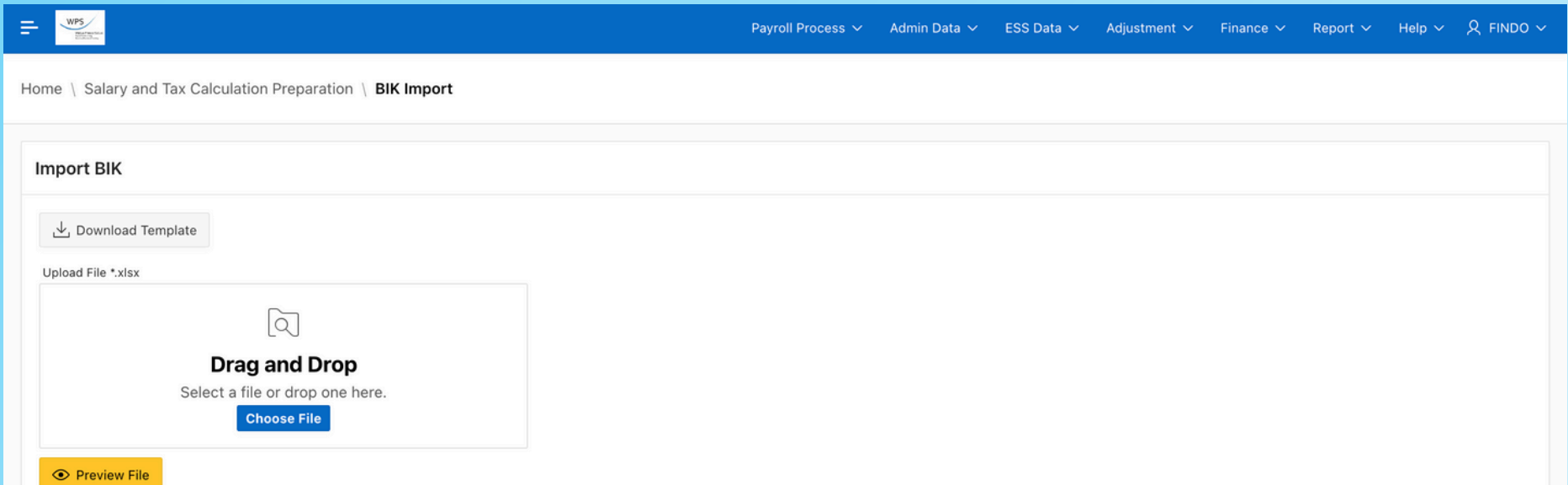




Memproses BIK

1. Upload data BIK

Pada menu Salary and Tax Calculation pilih display Benefit In Kind, lalu klik tombol Import dan Download template. Isikan data pada template excel



Jika data sudah disiapkan, upload data BIK dengan klik tombol Choose File, lalu klik tombol preview. Dan klik Save untuk upload data BIK.



Sistem akan melakukan validasi terhadap data yang diunggah.

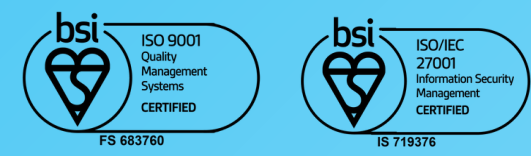
Kolom Data akan menunjukkan hasil validasi:

Y : Data sesuai

X : Data tidak sesuai

Catatan:

Saat mengunggah komponen BIK yang dikenakan pajak, pengisian jenis Tax tidak wajib apabila Default Tax telah disetting di Master Salary Component.



2. Input Data BIK

Pada menu Salary and Tax Calculation, klik tombol New untuk menginput BIK secara manual.

WPS

Payroll Process ▾Admin Data ▾ESS Data ▾Adjustment ▾Finance ▾Report ▾Help ▾FINDO ▾

Home \ Salary and Tax Calculation Preparation

Display

Benefit In Kind ▾

Bulk DeleteImportNewTemporary Calculation BIKSummary Report

WPS

Payroll Process ▾Admin Data ▾ESS Data ▾Adjustment ▾Finance ▾Report ▾Help ▾FINDO ▾

Home \ Salary and Tax Calculation Preparation \ BIK Update

BackCreate

Employee ▾Salary Component ▾

Transaction Date AmountPaid ?
Unpaid ▾

Currency ▾IDRRef NoTax
- default salary component - ▾

Note

Input DateInput UserUpdate DateUpdate User

Panduan Pengisian Data Komponen BIK

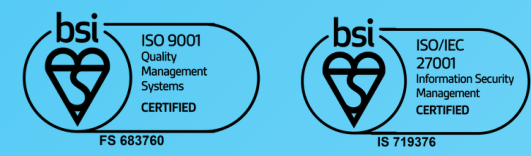
Isi kolom berikut sesuai dengan detail komponen BIK yang akan ditambahkan:

- Employee: Nama karyawan yang akan diinput.
- Salary Component: Nama komponen BIK.
- Transaction Date: Tanggal transaksi BIK.
- Amount: Nilai atau nominal komponen BIK.
- Paid: Status pembayaran komponen BIK.

Jika sudah dibayarkan, sistem akan otomatis menambahkan komponen deduction agar nilai BIK tidak mempengaruhi perhitungan THP (Take Home Pay).

- Currency: Jenis mata uang dari komponen BIK.
- Tax: Jenis pajak yang dikenakan pada komponen BIK.

Setelah seluruh data terisi dengan benar, klik tombol Create untuk menyimpan data.



3.Delete Data BIK

-Bulk Delete

Pada menu Salary and Tax Calculation Preparation klik tombol Bulk delete, Pilih batch dan input Payroll period lalu klik tombol GO. Select All atau select data yang akan di delete. Klik tombol delete untuk menghapus data.

WPS

Payroll ProcessAdmin DataESS DataAdjustmentFinanceReportHelpFINDO

HomeSalary and Tax Calculation PreparationBulk Delete

BackSelect AllUnSelect AllDelete

Batch

Payroll Period

Go

Search: All Text Columns

Go

Actions

Edit

Save

Reset

Choose	Period	Emp	Employee	Code	Salary Component Na	BIK	BIK Name	Amount	Paid	Tax	Date	Ref No	Note
--------	--------	-----	----------	------	---------------------	-----	----------	--------	------	-----	------	--------	------

-Delete Komponen BIK

Pada menu Salary and Tax Calculation Preparation pilih batch dan input payroll period lalu klik GO untuk menampilkan data. Klik icon pencil untuk melihat detail transaksi.

HomeSalary and Tax Calculation Preparation

DisplayBenefit in KindBulk-DeleteImportTemporary Calculation BIKSummary

Batch

Payroll Period

Search: All Text Columns

Go

Actions

Choose	Period	Emp	Employee	Salary Component Name	BIK	BIKName	Amout	Paid	Tax	Note
	202411	OAE	OAE	Other Allowance Employee	2	Bingkisan	3.088,840	G	G	Hadiah Berupa barang dengan

Payroll ProcessAdmin DataAdjustmentFinanceReportHelpZ-FINDO

meSalary and Tax Calculation PreparationBIK Update

BackDeleteCreate

Employee

Salary Component

Transaction Date

Amount

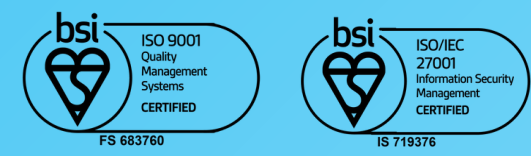
Paid ?

Currency

Ref No

Tax

Klik tombol delete untuk menghapus data.



4. Temporary Calculation BIK & Upload Salary Adjustment
Pada menu Salary and Tax Calculation Preparation klik tombol Temporary Calculation BIK

Home Salary and Tax Calculation Preparation

Display Benefit in Kind Bulk-Delete Import Temporary Calculation BIK Summary

Match Payroll Period
F 202411

Choose Employee yang akan diproses, input start and end period lalu klik tombol GO. Maka system akan mengkalkulasi perhitungan BIK

Payrol. Process Admin Data ESS Data Adjustment Finance Report Help

Salary and Tax Calculation Preparation Prepare to Salary Adjustment

Employees Choose Start Period End Period Go
202411 202411

The periods cannot cross into a different year.

Go Rows SO :

Period	Salary Component	COA	Emp	Employee	Batasan	Empl	Enimp	Tax	Note	Eligible	2 Non Taxable	3 Non Taxable	5 Tax Allowance	A
	BIK Transport	Fasilitas Kendaraan			100,000,000								3,815,800	
	BIK Transport	Fasilitas			100,000,000								1,089,500	

Setelah melakukan proses BIK klik tombol Prepare to Salary Adjusment.

Hide Query Select Select All

Prepare Save to Salary Adjustment

Go Edit Save

BIK	Employee	Batasan	Bulanan / Tahun	Rata-Rata Bu...	Input User	Tax
AL... 2-Bing...		3,000,000	tahun paj...		3,088,840	
Owner AL... 2-Bing...		3,000,000	tahun paj...		2,060,100	

Klik Detail Query, pilih komponen BIK yang ingin difilter, lalu klik GO. Setelah data tampil, pilih baris yang ingin diupload (Select/Select All), lalu klik Save to Salary Adjustment.

📌 Catatan: Jika komponen sudah dibuat di Salary Adjustment, proses ini tidak bisa dilakukan lagi. Lakukan revise terlebih dahulu di menu Salary Adjustment sebelum mengulang proses ini.