



iManager User Guide (eMPF Setup)

Version 3.0



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Topic 2 Advanced Settings of iMGR

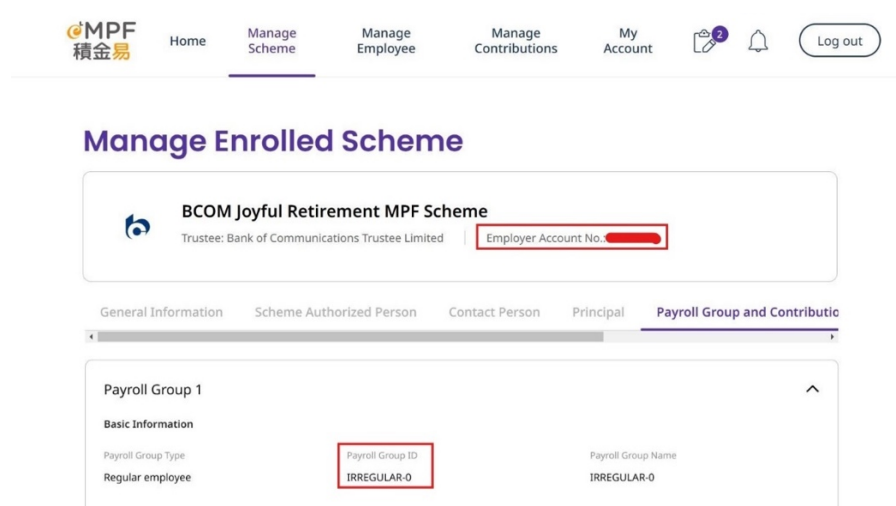
2.12 eMPF Setup

In this section, you can configure the eMPF platform settings. Here, you can also output the employees' information and their MPF plan details.

2.12.1

Pre-Setup Requirements

Before starting the eMPF setup, please complete the application for an eMPF account and obtain the employee's employer's MPF account number and payroll group ID from the eMPF platform to proceed with the subsequent steps.

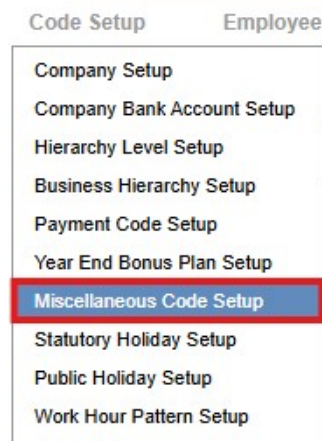


After obtaining the necessary information, the employer must set up the details in iMGR.

2.12.2

Setup for "eMPF Termination Code" and "Tax Cessation Reason"

- Click "Code Setup" → "Miscellaneous Code Setup".



- ii) Click on **"Cessation Reasons"** from the menu on the left.

Miscellaneous Code Setup

Employment Type

Cessation Reason

Position

Qualification

Skill

Skill Level

Rank

Staff Type

Permit Type

Document Type

Place Of Birth

Country of Issue

Nationality

CL Claim Reasons

Employment Type

Delete

<input type="checkbox"/>	<input type="button" value="Add"/>
<input type="checkbox"/>	<input type="button" value="Edit"/>
<input type="checkbox"/>	<input type="button" value="Edit"/>
<input type="checkbox"/>	<input type="button" value="Edit"/>
<input type="checkbox"/>	<input type="button" value="Edit"/>
<input type="checkbox"/>	<input type="button" value="Edit"/>
<input type="checkbox"/>	<input type="button" value="Edit"/>

- iii) Click **"Edit"** to modify the Cessation Reasons Code.

Miscellaneous Code Setup

Employment Type

Cessation Reason

Position

Qualification

Skill

Skill Level

Rank

Staff Type

Permit Type

Document Type

Place Of Birth

Country of Issue

Nationality

CL Claim Reasons

Cessation Reason

Delete

	Code	Description	Tax Cessation Reason	Severance Pay	Long Service Pay	YEB Prorata
<input type="button" value="Add"/>	<input type="text"/>	<input type="text"/>	Not Selected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="Edit"/>	DN	Death	No	Yes	No
<input type="checkbox"/>	<input type="button" value="Edit"/>	DS	Summary dismissal	No	No	No
<input type="checkbox"/>	<input type="button" value="Edit"/>	ER	Early retirement	No	No	No

- iv) Select the appropriate **"eMPF Termination Code"** and **"Tax Cessation Reason"** for each cessation reason.

Note: It is essential to set up **"eMPF Termination Codes"** and **"Tax Termination Reasons"** for all reasons for departure

Miscellaneous Code Setup

Employment Type

Cessation Reason

Position

Qualification

Skill

Skill Level

Rank

Staff Type

Permit Type

Document Type

Place Of Birth

Country of Issue

Nationality

CL Claim Reasons

Cessation Reason

Delete

	Code	Description	Tax Cessation Reason	Severance Pay	Long Service Pay	YEB Prorata
<input type="button" value="Add"/>	<input type="text"/>	<input type="text"/>	Not Selected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	DN	Death	4 - Death	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="Edit"/>	DS	Summary dismissal	No	No	No
<input type="checkbox"/>	<input type="button" value="Edit"/>	ER	Early retirement	No	No	No

- v) Click **"Save"** to save all inputted information.

Miscellaneous Code Setup

Employment Type

Cessation Reason

Position

Qualification

Skill

Skill Level

Rank

Staff Type

Permit Type

Document Type

Place Of Birth

Country of Issue

Nationality

CL Claim Reasons

Cessation Reason

Delete

	Code	Description	Tax Cessation Reason	Severance Pay	Long Service Pay	YEB Prorate
<input type="checkbox"/>	<input type="text" value="Add"/>	<input type="text" value="Not Selected"/>	Not Selected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text" value="Save"/> <input type="text" value="Cancel"/> <input type="text" value="DN"/>	<input type="text" value="Death"/>	4 - Death	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	eMPF Termination Code: <input type="text" value="DEATH - Death"/>					
<input type="checkbox"/>	<input type="text" value="Edit"/> <input type="text" value="DS"/>	Summary dismissal		No	No	No
	eMPF Termination Code:					
<input type="checkbox"/>	<input type="text" value="Edit"/> <input type="text" value="ER"/>	Early retirement		No	No	No
	eMPF Termination Code:					

2.12.3

Setup for "Grade Code or Rank (For eMPF)" and "Payroll Group ID"

- i) Click **"MPF Setup"** → **"MPF Plan Setup"**.

MPF Setup

Attendance

Ta

MPF Plan Setup

AVC Plan Setup

P-Fund Plan Setup

Casual Plan Setup

MPF Enrolment Form (Employer Review)

Generate HSBC MPF Enrollment Form

- ii) Select the corresponding MPF scheme from the **"MPF Plan List"**.

MPF Plan Setup

MPF Plan Search

Code:

Scheme No:

Name of Employer:

Description:

Scheme Name:

MPF Plan List

New		Delete	
<input type="checkbox"/> Code	Description	Scheme No	Scheme Name
<input type="checkbox"/> HASE	HASE	MT00253	Hang Seng Mandatory Provident Fund - SuperTrust Plus
<input type="checkbox"/> HASE2	HASE2	MT00253	Hang Seng Mandatory Provident Fund - SuperTrust Plus

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- iii) Click **"Edit"** to modify the data.

MPF Plan Setup

View MPF Plan : HASE

-- Back - Edit Delete			
Plan Code :	HASE	Description :	HASE
Scheme No :	MT00253 - Hang Seng Mandatory Provident Fund - SuperTrust Plus		
Name of Employer :	HASE	Employer Participation No. :	
Contact Name :		Contact No. :	
Address :			
Rounding Rule for Employer Contribution :	Round to 2 decimal place(s)	Rounding Rule for Employee Contribution :	Round to 2 decimal place(s)
eMPF Options			
Employer Account Number:		Grade Code or Rank(For eMPF):	
Payroll Group ID:		Department Code:	
HSBC/HASE MPF			
Pay Center ID:	MLY	Default Class ID:	CLASS001
Employer ID:	12345678		

- iv) Enter the **“Employer Account Number”** and **“Payroll Group ID”** that were obtained from eMPF (refer to step 2.12.1).

強積金計劃設定

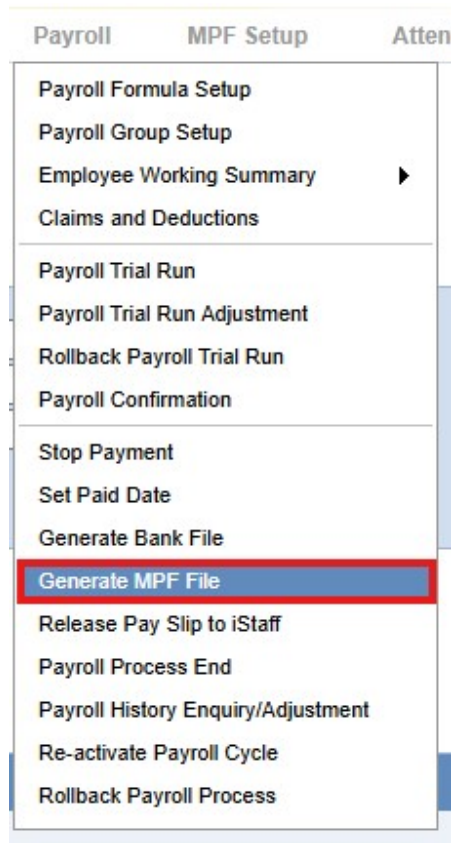
編輯 強積金計劃 : HASE

返回 儲存 刪除			
計劃代號:	HASE	描述:	HASE
計劃號碼:	全部 ▼ MT00253 - Hang Seng Mandatory Provident Fund - SuperTrust Plus ▼		
僱主名稱:	HASE	僱主參與編號:	
聯絡人名稱:		聯絡號碼:	
地址:			
僱主供款進位規則:	進位至 ▼ 2 ▼ 小數位	僱員供款進位規則:	進位至 ▼ 2 ▼ 小數位
eMPF Options			
Employer Account Number:		Grade Code or Rank(For eMPF):	
Payroll Group ID:		Department Code:	
HSBC/HASE MPF			
Pay Center ID:	MLY	預設級別號碼:	CLASS001
僱主編號:	12345678		

- v) Click **“Save”** to save all inputted information.

Generate eMPF File

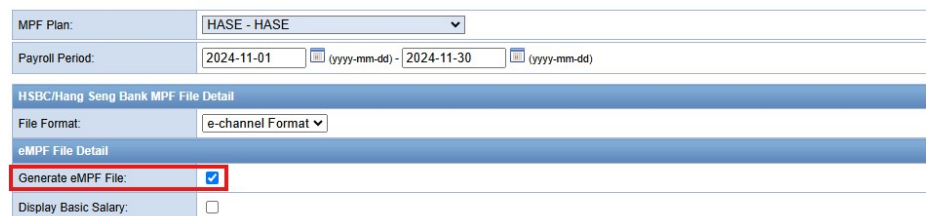
- i) Click **"Payroll"** → **"Generate MPF file"**.



The screenshot shows a software interface with a menu titled 'Payroll' selected. The menu contains the following items: Payroll Formula Setup, Payroll Group Setup, Employee Working Summary (with a right-pointing arrow), Claims and Deductions, Payroll Trial Run, Payroll Trial Run Adjustment, Rollback Payroll Trial Run, Payroll Confirmation, Stop Payment, Set Paid Date, Generate Bank File, **Generate MPF File** (highlighted with a red border), Release Pay Slip to iStaff, Payroll Process End, Payroll History Enquiry/Adjustment, Re-activate Payroll Cycle, and Rollback Payroll Process.

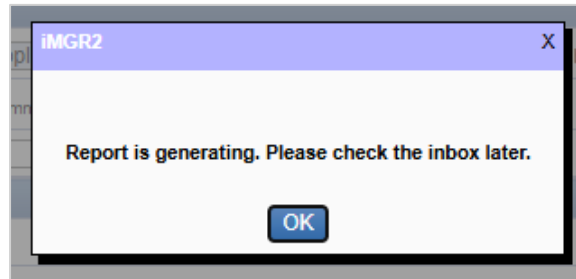
- ii) Choose the MPF Plan and Payroll Period, then check (✓) **"Generate eMPF File"** under eMPF File Detail.

Note: If using Manulife's MPF scheme, check (✓) the **"Display Basic Salary"** option.

Generate MPF File**MPF Detail:**


The screenshot shows the 'MPF Detail' form. It includes fields for 'MPF Plan' (set to 'HASE - HASE'), 'Payroll Period' (set to '2024-11-01' to '2024-11-30'), and 'File Format' (set to 'e-channel Format'). Below these is the 'eMPF File Detail' section, which contains two checkboxes: 'Generate eMPF File' (checked with a blue square) and 'Display Basic Salary' (unchecked).

- iii) Once the process is complete and you click **"Create MPF File,"** a message will appear. Click **"OK"** to proceed.



- iv) In your inbox, select a file location and click **"Save"** to save the eMPF file for submission to the eMPF Platform

Inbox

Message Detail

- Back -		Delete		
From:	SYSTEM	Date:	2024-11-15 11:32:10	
Subject:	eMPF_Template			
Attachment:	MPFERemittanceStatement_20241115113210.pdf eMPF_Template_20241115113210.xls			

Appendix 2 Additional Resources

iManager Essential eMPF Resources for Users

A2.1 eMPF Blog

- I. **Navigating Your eMPF Journey with People Tech: What Employers Need to Know**
Dive into our comprehensive guide to understand the impact of eMPF on employers and the steps needed for a smooth transition.
<https://lnkd.in/g3GDrUMx>

A2.2 Detailed Guides

- I. **Part 1: Understanding the Transition and Trustee Migration Timeline**
<https://lnkd.in/gBdYEu2R>
- II. **Part 2: Post-Launch Tips and Updates**
<https://lnkd.in/gxrQVqPm>

A2.3 Official eMPF Website

- I. **Visit the Official eMPF Website for comprehensive details about the platform**
https://www.empf.org.hk/?language_id=1

A2.4 Step-by-Step Video Tutorials

- I. **Explore our quick guide to setting up eMPF with iManager**
<https://youtu.be/SZx2vyhgmEA>