

# Access EasyPay

## April 2024 Release Notes



# About these Release Notes

Welcome to the Access EasyPay Release Notes!

This document outlines all you need to know about this version of the software, it will provide you with a summary of the changes, and by using the hyperlinks you will be able to easily navigate through the document to find out detailed information about the new features, including screenshots and videos where appropriate.

Please refer to the table of contents for a full list of what is included.

## About Access EasyPay

EasyPay is an award-winning and leading payroll and human resource management software trusted by over 18,000 businesses including SMEs and MNCs in the region for over 30 years.

As global and local business landscapes are constantly changing, HR practitioners today demand a system that is not just reliable and efficient, but also compliant to the local regulatory standards, configurable, intuitive to use and able to handle ad-hoc and unexpected cases. EasyPay does just that.

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# Release Summary

## Access EasyPay Version 2024.01 Updates

### General

Fix EPE Export Teams Create Unnecessary Teams In ESS

Fix Truncated Full Description For Residence Status In Family / Other Contacts Report

Fix Spelling Error In Tax Engine Debug Log

### Malaysia

UI Changes In Income Tax Details For CP21 Form 2023

UI Changes In Income Tax Details For CP22A Form 2023

Malaysia CP22A Form 2023 Update

Malaysia CP21 Form 2023 Update

Fix Active Employees Showing Cessation Date On Income Tax Record

### Singapore

Fix CPF Engine on AW When Employee Resigns With 1 month Unpaid Leave

Fix Foreign Worker Levy Calculation

Fix Code Setup > Position > Career Path Previous & Next Irresponsive Icons

Fix Position Group Level Unable To Update New Value When Updating Existing Group ID

Fix Laser Payslip Amount Missing In Preview

## Indonesia

Tax Processing Option - Indonesia Individual Tax Monthly ETR Update

Tax Rate Table Setup - Indonesia Individual Tax Monthly ETR Update 2024

Update Payroll Processing For Indonesia Individual Tax Monthly ETR Category A

Update Payroll Processing For Indonesia Individual Tax Monthly ETR Category B

Update Payroll Processing For Indonesia Individual Tax Monthly ETR Category C

Update Pay Processing > Pay Period - Indonesia Individual Tax Monthly ETR Update 2024

New Tax Rate Table Rate For Indonesia Individual Tax Monthly ETR Update 2024

Statutory Government Policy Setup Updated With New Indonesia Revised BPJS Pension Contribution Rate wef 1 March 2024

Update Pay Details Default With New Indonesia Revised BPJS Pension Contribution Rate wef 1 March 2024

Update Statutory Policy Setup With New Indonesia Revised BPJS Pension Contribution Rate wef 1 March 2024

Update BPJS Progression With New Indonesia Revised BPJS Pension Contribution Rate wef 1 March 2024

Update Pay Processing Indonesia Revised BPJS Pension Contribution Rate wef 1 March 2024

Update Income Tax Record - Indonesia Individual Tax Monthly ETR Update 2024

## Philippines

Update Philippines PHIC RF1 Form A4 Size, Report by Period

Update Philippines PHIC RF1 Form Legal Size, Report by Period

# Release Contents

The below section describes the release summary in more details.

## Statutory Updates that apply to Version 2024.01

### Malaysia

UI Changes In Income Tax Details For CP21 Form 2023

With this, new field 'Accepted Offer Under Employee Separation Scheme' is added on Income Tax Detail screen, this field is required in the new CP21 Form.

The screenshot displays the 'Income Tax Details' window. At the top, there is a search bar with 'Identity No' set to '012435600' and a 'Search' button. Below this, the word 'VOLUNTARY' is prominently displayed. The interface is divided into several sections: 'Option', 'Tax Policy', 'Tax Branch', and 'Family / Other Contacts'. The main form area contains fields for 'Tax Ref No' (S1234), 'Tax Method' (Employer Pay Tax), 'Employer Setup' (Creative), 'Employee Status' (2), 'Tax Policy' (DefaultPolicy), 'Tax Scheme' (Resident), and 'Accepted Offer Under Employee Separation Scheme' (No/Not Applicable). There are also checkboxes for 'Tax Priority' and 'Is Handicapped'. A 'Children Information' section provides instructions on how child relief points are derived and includes input fields for 'No of Children Eligible for Relief', 'Child Relief Point', and 'No of Children Below 18', all currently set to 0. A 'Spouse Information' section includes fields for 'Spouse Tax Ref No' (1234567891234) and 'Spouse Tax Branch', along with a 'Spouse Working' checkbox. At the bottom, there are 'Preview', 'Save', and 'Cancel' buttons.

## UI Changes In Income Tax Details For CP22A Form 2023

With this, new field Notification Status is added on Income Tax Detail > Employer Setup screen, this field is required in new CP22A Form.

The screenshot shows the 'Tax Employer Setup' window with the following fields and values:

- Employer Setup ID:** Creative
- Description:** Creative Software Pte Ltd
- General:** Monthly Tax Receipt No, Mass Assign
- Authorised Person:**
  - Identity No: A9874563
  - Name: Ex Wai Cee
  - Designation: HR
- Employer Information:**
  - Type Of Business: [Empty]
  - Financial End Year: 0
  - Public Sector
- Tax Information:**
  - Tax Branch: West
  - Branch E No: 12345-A
  - Tax File No E: E283
  - Notification Status: New
  - Tax Ref No: 67890
- Contact Details:**
  - Address: 7 Jalan Kilang #07-01
  - Postal Code: 159407
  - State: Singapore
  - City: Singapore
  - Telephone No: +65-6278-0097
  - Fax No: +65-6273-1872
  - E-Mail Address: [Empty]

Buttons at the bottom: Preview, New, Delete, Save, Cancel

**LEMBAGA HASIL DALAM NEGERI MALAYSIA**  
**BORANG PEMBERITAHUAN OLEH MAJIKAN BAGI PEKERJA YANG HENDAK**  
**MENINGGALKAN MALAYSIA**

CP21 [Pin.1/2023]

**LEAVER**



[SUBSEKSYEN 83(4) AKTA CUKAI PENDAPATAN 1967]

Borang ini ditetapkan di bawah seksyen 152 Akta Cukai Pendapatan 1967

NOTIFICATION FORM BY EMPLOYER OF EMPLOYEE'S DEPARTURE FROM MALAYSIA

[SUBSECTION 83(4) INCOME TAX ACT 1967]

This form is prescribed under section 152 of the Income Tax Act 1967

**Borang pemberitahuan ini hendaklah diserahkan kepada Lembaga Hasil Dalam Negeri Malaysia (LHDNM):**

- sekurang-kurangnya 30 hari sebelum tarikh dijangka meninggalkan Malaysia.

**This notification form should be submitted to the Inland Revenue Board of Malaysia (IRBM):**

- not less than 30 days before the expected date of departure from Malaysia.

Nama & Alamat Majikan / Employer's Name & Address

Creative Software Pte Ltd  
7 Jalan Kilang #07-01

Singapore Singapore 159407

No. Majikan / Employer's No.

E 2 8 3

No. Telefon Majikan / Employer's Telephone No.

+65-6278-0097

Status Pemberitahuan / Notification Status

[Tandakan 'X' dalam kotak berkenaan / Indicate 'X' in the relevant box]

Baharu / New  Pindaan / Amendment  Tambahan / Additional

**A. BUTIR-BUTIR PEKERJA YANG AKAN MENINGGALKAN MALAYSIA**  
**PARTICULARS OF THE EMPLOYEE WHO WILL BE LEAVING MALAYSIA**

1. Nama penuh / Full name

Sara Binte Abdul Test

2. Tarikh Mula Bekerja / Date of commencement of employment

03 02 20

3. Tarikh Dijangka Meninggalkan Malaysia / Expected date to leave Malaysia

00 00 00

4. No. Pengenalan (No. Kad Pengenalan / Polis / Tentera / Pasport) / Identification No. (Identity Card / Passport No.)

7 8 3 4 7 2 3 8 9 2

5. No. Pengenalan Cukai / Tax Identification No.

00 00 00 00 00 00 00 00 00 00

6. Warganegara / Citizen

Malaysian

7. Tarikh Lahir / Date of birth

01 09 79

8. Tempat Lahir / Place of birth

Malaysia

9. Jenis Pekerjaan / Nature of employment

None

10. No. Telefon Pekerja / Employee's telephone no.

11. Alamat e-mel / E-mail address

12. Alamat surat-menyurat pekerja yang terkini / Current address of employee

Sila tandakan 'X' jika alamat surat-menyurat di atas adalah alamat ejen cukai / Please tick 'X' if the above correspondence address belongs to a tax agent

13. Alasan meninggalkan negara ini / Reason for departure

14. Alamat surat-menyurat di luar Malaysia / Correspondence address outside Malaysia

15. Jika akan kembali ke Malaysia, nyatakan tarikh dijangka kembali / If returning to Malaysia, state the probable date of return

16. Cukai ditanggung majikan / Tax borne by employer

[Tandakan 'X' dalam kotak / Indicate 'X' in the relevant box]

Ya / Yes  Tidak / No

17. Menerima tawaran skim pemberhentian pekerja / Accepted offer under employee separation scheme.

[Tandakan 'X' dalam kotak / Indicate 'X' in the relevant box]

Ya / Yes  Tidak / Tidak Berkenaan No / Not Applicable



<b>B. BUTIR-BUTIR SARAAAN</b>			
Jika pekerja tidak kembali, nyatakan di bawah ini emolumenten dan caruman kepada mana-mana Kumpulan Wang yang dihluskan bagi tahun beliau meninggalkan negara ini : <i>If not returning, state the emoluments and any approved Provident Fund contributions for the year of departure below :</i>	Tahun Semasa / Current Year		
	Tempoh / Period		RM
	Dari / From	Hingga / Until	
1) Gaji, bayaran, upah dan kerja lebih masa <i>Salary, fees, wages, and overtime pay</i>	01-01-2024	01-04-2024	8150.00
2) Gaji cuti <i>Leave pay</i>			0.00
3) Komisen dan bonus <i>Commission and bonus</i>			0.00
4) Ganjaran Tempoh tahun genap perkhidmatan: ..... Ganjaran dikecualikan cukai : RM ..... <i>Gratuity</i> Period of completed year of service: ..... Tax-exempted gratuity : RM.....			0.00
5) Pampasan kerana kehilangan pekerjaan Tempoh tahun genap perkhidmatan: ..... Pampasan dikecualikan cukai : RM ..... <i>Compensation for loss of employment</i> Period of completed year of service: ..... Tax-exempted compensation: RM.....			0.00
6) Elaun tunai termasuk cukai ditanggung oleh majikan (sebutkan jenis-jenis elaun) ..... <i>Allowance in cash including tax borne by the employer</i> (please state type of allowance) .....			0.00
7) Pencen daripada majikan <i>Pension from employer</i>			0.00
8) Manfaat berupa barangan yang layak dikenakan cukai <i>Benefit in Kind subject to tax</i>			0.00
9) Nilai tempat kediaman yang disediakan majikan <i>Value of living accommodation provided by the employer</i>			0.00
10) Elaun-elaun selain dari wang seperti makanan, pakaian, lojing atau pembantu rumah yang diperuntukkan atau dibayar oleh majikan <i>Allowances in kind, e.g. value of food, clothing, lodging or servants provided or paid by the employer</i>			0.00
11) Bayaran-bayaran lain (jika ada, nyatakan) <i>Other payments (if any, please specify)</i>			
<b>JUMLAH / TOTAL</b>			<b>RM</b>

<b>C. BUTIR-BUTIR PENDAPATAN YANG BELUM DILAPORKAN / INCOME OF PRECEDING YEARS NOT DECLARED</b>				
Bil.	Jenis Pendapatan / Type of Income	Tempoh Diperoleh / Year for Which Paid	Jumlah Pendapatan (RM) / Total Income (RM)	Caruman KWSP Pekerja (RM) / Provident & Pension Fund Contribution (RM)
(i)				
(ii)				
(iii)				

<b>D. BUTIR-BUTIR LAIN / OTHER PARTICULARS</b>	
1) Jumlah wang yang ditahan oleh majikan dan akan dibayar kepada pekerja / <i>Amount of money withheld by employer and due to employee</i>	RM _____
2) Jumlah Potongan Cukai Bulanan yang dibayar ke LHDNM dalam tahun ini / <i>Amount of Monthly Tax Deductions paid for the current year</i>	RM <u>197.60</u>
3) Jumlah potongan zakat yang dibayar dalam tahun ini / <i>Amount of zakat paid for the current year</i>	RM <u>0.00</u>
4) Caruman pekerja kepada KWSP atau kumpulan wang yang dihluskan / <i>Employee contributions to Employee Provident Fund or any approved fund</i>	RM <u>0.00</u>

<b>E. AKUAN PEGAWAI YANG DIBERI KUASA/ DECLARATION BY AUTHORISE OFFICER</b>	
Nama / Name :	Ex Wai Cee
Jawatan / Designation :	HR
Tandatangan / Signature :	Tarikh / Date : 22/04/24
<b>NOTA / NOTE :</b> Pengakuan ini perlu dibuat oleh majikan mengikut kategori majikan selaras dengan peruntukan seksyen 66 hingga 76 dan seksyen 86 Akta Cukai Pendapatan 1967 / This declaration must be made by the employer in accordance with the category of employer as provided under sections 66 to 76 and section 86 of the Income Tax Act 1967	



**LEMBAGA HASIL DALAM NEGERI MALAYSIA**  
**BORANG PEMBERITAHUAN PEMBERHENTIAN KERJA (SWASTA)**  
 [SUBSEKSYEN 83(3) AKTA CUKAI PENDAPATAN 1967]  
 Borang ini ditetapkan di bawah seksyen 152 Akta Cukai Pendapatan 1967

CP22A [Pin.1/2023]

Borang pemberitahuan ini hendaklah dikemukakan kepada Lembaga Hasil Dalam Negeri Malaysia (LHDNM) :  
 - sekurang-kurangnya 30 hari sebelum tarikh pemberhentian seseorang pekerja; atau  
 - dalam tempoh 30 hari selepas dimaklumkan kematian seseorang pekerja

Nama & Alamat Majikan Creative Software Pte Ltd 7 Jalan Kilang #07-01  Singapore      Singapore      159407	No. Majikan E 283 No. Telefon Majikan: +65-6278-0097 Status Pemberitahuan [Sila tandakan 'X'] <input checked="" type="checkbox"/> Baharu <input type="checkbox"/> Pindaan <input type="checkbox"/> Tambahan
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**A. BUTIR-BUTIR PEKERJA YANG BERHENTI KERJA / BERSARA / MENINGGAL DUNIA**

1. Nama penuh Sara Binte Abdul Test	b) No. Pengenalan (No. Kad Pengenalan/Pasport) _____
2. Jenis pemberhentian [Sila tandakan 'X'] <input type="checkbox"/> Berhenti Kerja <input type="checkbox"/> Bersara <input type="checkbox"/> Meninggal Dunia	c) No. Pengenalan Cukai (TIN) _____
3. Tarikh mula bekerja    03 02 20 4. Tarikh berhenti / persaraan / kematian* [* Potong yang mana tidak berkenaan]    01 04 24 5. Tarikh majikan terima pemakhuman kematian pekerja [* Bagi kes kematian pekerja]    _____	15. No. telefon pekerja yang berhenti kerja / bersara : _____
6. Jenis Persaraan [Sila tandakan 'X', bagi kes persaraan]    Wajib <input type="checkbox"/> Pilihan <input type="checkbox"/> 7. Cukai ditanggung majikan [Sila tandakan 'X']    Ya <input type="checkbox"/> Tidak <input checked="" type="checkbox"/>	16. a) Alamat surat-menyurat terkini : _____ _____ _____ <input type="checkbox"/> Tandakan "X" jika alamat surat-menyurat di atas adalah alamat ejen cukai
8. Menerima tawaran skim pemberhentian pekerja [Sila tandakan 'X'] <input type="checkbox"/> Ya <input checked="" type="checkbox"/> Tidak/Tidak Berkenaan	b) Alamat e-mel _____
9. No. Pengenalan (No. Kad Pengenalan/Pasport) 7834723632	17. Maklumat wakil sah [ Bagi kes meninggal dunia ] : a) Nama penuh _____
10. No Pengenalan Cukai (TIN) _____	b) No. Pengenalan (No. Kad Pengenalan/Pasport) _____
11. Tarikh Lahir    01 09 79	c) Hubungan _____
12. Taraf Perkahwinan    Divorced	d) Alamat surat-menyurat _____ _____ _____
13. Tuntutan Potongan Cukai Bagi Anak : a) Bilangan anak    00 orang b) Jumlah    RM    0.00	e) No. Telefon _____
14. Jika berkahwin, lengkapkan maklumat suami / isteri : a) Nama Penuh Suami / Isteri _____	

<b>B. BUTIR-BUTIR SARAAN</b>			
Butir-butir saraan yang diterima dalam tahun semasa untuk tempoh dari hari pertama tahun semasa sehingga tarikh berhenti kerja / bersara / meninggal dunia	Tahun Semasa		
	Tempoh		RM
	dari	hingga	
1) Gaji, bayaran, upah dan kerja lebih masa	01-01-2024	01-04-2024	8150.00
2) Gaji cuti			0.00
3) Komisen dan bonus			0.00
4) Ganjaran Tempoh tahun genap perkhidmatan: _____ Ganjaran dikecualikan cukai: RM _____			0.00
5) Pampasan kerana kehilangan pekerjaan Tempoh tahun genap perkhidmatan: _____ Pampasan dikecualikan cukai: RM _____			0.00
6) Elaun tunai termasuk cukai ditanggung oleh majikan (sebutkan jenis-jenis elaun) _____			0.00
7) Pencen daripada majikan			0.00
8) Manfaat berupa barangan yang layak dikenakan cukai			0.00
9) Nilai tahunan tempat kediaman yang disediakan oleh majikan			0.00
10) Elaun-elaun selain dari wang seperti makanan, pakaian, lojing atau pembantu rumah yang diperuntukkan atau dibayar oleh majikan			0.00
11) Kereta dan pemandu			0.00
12) Lain-lain bayaran (jika ada, nyatakan)			
13) Manfaat dari Skim Pembenan Saham daripada majikan kepada pekerja seperti ESOS, ESPP dan lain-lain: Nyatakan: i. Bilangan saham layak: 0 _____ ii. Baki yang belum dilaksanakan: 0.00 _____	Tarikh opsyen diberi: <input type="text" value="00"/> <input type="text" value="00"/> <input type="text" value="00"/>	Tarikh opsyen boleh laksana: <input type="text" value="00"/> <input type="text" value="00"/> <input type="text" value="00"/>	Tarikh opsyen dilaksana: <input type="text" value="00"/> <input type="text" value="00"/> <input type="text" value="00"/>
	Jumlah manfaat: RM		0.00
<b>JUMLAH</b>			RM

<b>C. BUTIR-BUTIR PENDAPATAN YANG BELUM DILAPORKAN</b>				
Bil.	Jenis Pendapatan	Tempoh Diperoleh	Jumlah Pendapatan (RM)	Caruman KWSP Pekerja (RM)
(i)				
(ii)				
(iii)				

<b>D. BUTIR-BUTIR LAIN</b>	
1) Jumlah wang yang ditahan oleh majikan dan akan dibayar kepada pekerja	RM _____
2) Jumlah Potongan Cukai Bulanan yang dibayar ke LHDNM dalam tahun ini	RM _____ 197.60
3) Jumlah potongan zakat yang dibayar dalam tahun ini	RM _____ 0.00
4) Caruman pekerja kepada KWSP atau kumpulan wang yang diluluskan	RM _____ 0.00

<b>E. AKUAN PEGAWAI YANG DIBERI KUASA</b>	
Nama :	<input type="text" value="Ex Wai Cee"/>
Jawatan :	<input type="text" value="HR"/>
Tandatangan :	<input type="text"/> Tarikh : <input type="text" value="22"/> <input type="text" value="04"/> <input type="text" value="24"/>

**NOTA :**  
Pengkakuan ini perlu dibuat oleh majikan mengikut kategori majikan selaras dengan peruntukan seksyen 66 hingga 76 dan seksyen 86 Akta Cukai Pendapatan 1967

## Indonesia

Tax Processing Option – Added Monthly ETR to Setup > Pay Process Option > Tax Processing Option as additional option.

**Pay Process Option**

No of Decimal Places for General: 2

No of Decimal Places for Overtime / Leave Deduction Rate: 4

Prorate Method for Total Wage: Prorate by Working Days

Prorate Method for Back Pay: Prorate by Working Days

Mid Month Allocation Method: Prorated TW - (Sub 2 % \* Full TW)

Last OT Rate / Leave Deduction Method: Last Period

Default Payment Method: Cash

**BPJSTK/BPJS Kesehatan/BPJS Pensiun Computation Setting**

To compute Pay Period BPJSTK/BPJS Kesehatan/BPJS Pensiun for every Sub Periods

Tax Processing Option: Monthly ETR

BPJSTK Processing Option for Resign Employee: No Prorate

BPJS Pensiun Processing Option for New/Resign Employee: No Prorate

Save Cancel

Monthly ETR Categories A,B,C Updated In Tax Rate Table For Individual Tax Monthly ETR Update 2024.

Tax Rate Table

Tax Rate Table Rate2022

General Yearly Monthly ETR-A Monthly ETR-B Monthly ETR-C

Up To	Tax Rate (Percentage)
600000000	5
2500000000	15
5000000000	25
50000000000	30
9999999999	35

Update Payroll Processing For Indonesia Individual Tax Monthly ETR Category A,B,C. With this, Monthly ETR Tax Processing Option is able to compute monthly tax accurately based on employee categories.

Update Pay Processing > Pay Period, two new fields are added under Income Tax which are 'Tax Category' to indicate employee's category and 'Tax Processing Option' selected for Indonesia Individual Tax Monthly ETR Update 2024.

Modify Pay Period

Employee ID 003 Search

**Ming Ming**

Year: 2022 Period: 8 PayGroup: 1 Payment Group

This record is the same for all Sub Periods in that Period.

Pay Period Summary		Contribution/Tax	
<b>Local Currency:</b>		<b>Local Currency:</b>	
<input type="checkbox"/> Total Wage		<input type="checkbox"/> BPJSTK	
Basic Rate	30.000.000	BPJSTK Status	Existing
<input type="checkbox"/> Others		BPJSTK Wage	30.000.000
OT Amount	0	Employee Contribution	600.000
OT Back Pay	0	Old Age	1.110.000
Shift Amount	0	Accident	267.000
Leave Deduction Amount	0	Death	90.000
Back Pay	0	<input type="checkbox"/> BPJS Kesehatan	
<input type="checkbox"/> Allowance/Deduction		BPJS Kesehatan Status	Existing
Other Allowance	0	BPJS Kesehatan Marital Status	S (Single)
Bonus	0	BPJS Kesehatan Wage	12.000.000
Deduction	0	Employee Contribution	120.000
Reimbursement	0	Employer Contribution	480.000
		<input type="checkbox"/> BPJS Pensiun	
		BPJS Pensiun Wage	8.754.600
		Employee Contribution	87.546
		Employer Contribution	175.092
		<input type="checkbox"/> Income Tax	
		Tax Gross Salary	32.122.092
		Tax Amount	3.785.989
		Tax Category	
		Tax Processing Option	

Statutory Government Policy Setup Updated With New Indonesia Revised BPJS Pension Contribution Rate wef 1 March 2024

**Statutory Government Policy Setup**

Government Statutory Scheme:

Effective Date:  [Navigation icons]

Government Statutory Policy:

Remarks:

Government Statutory Scheme	Effective Date	Government Statutory Policy	Remarks
BPJSKesehatan	01-01-2024	BPJS-Kes2024Jan	
BPJSKesehatan	01-01-2023	BPJS-Kes2023Jan	
BPJSKesehatan	01-01-2022	BPJS-Kes2022Jan	
BPJSKesehatan	01-01-2020	BPJS-Kes2020Jan	
BPJSKesehatan	01-01-2018	BPJS-Kes2018Jan	
BPJSKesehatan	01-01-2017	BPJS-Kes2017Jan	
BPJSKesehatan	01-04-2016	BPJS-Kes2016Apr	
BPJSKesehatan	01-07-2015	BPJS-Kes2015Jul	
BPJSKesehatan	01-01-2014	BPJS-Kes2014Jan	
BPJSPensiun	01-03-2024	BPJS-Pensiun2024Mar	

Buttons: Preview, New, Delete, Save, Cancel

Update Pay Details Default With New Indonesia Revised BPJS Pension Contribution Rate wef 1 March 2024

**Pay Default Setup**

Description:

- Absent Day Rate
- Annual Brought Forward
- Annual Entitlement
- Annual Leave Balance Deduction Pay Element ID
- Annual Leave Balance Encashment Pay Element ID
- Annual Leave Balance Encashment upon Cessation
- Auto Retrieval for Absent
- Auto Retrieval for Annual
- Auto Retrieval for Late
- Auto Retrieval for NPL
- Auto Retrieval for Sick
- Bonus Factor
- BPJS Kesehatan Policy
- BPJS Kesehatan Scheme
- BPJS Pensiun Policy
- BPJSTK Policy
- BPJSTK Scheme
- BRP Day Rate

BPJS Pensiun Policy:

Buttons: Save, Cancel

Statutory Policy Setup

Statutory Policy:  [Navigation icons]

**Statutory Table Setup**

Government

Description:

Assign Statutory Table

**Available for Selection :**

Drag a column header here to group by that column

Statutory Table	Residence Status	Statutory Scheme
BPJS-TKGrp1-0120ST	Local	BPJSTK
BPJS-TKGrp1-0120PR	PR	BPJSTK
BPJS-TKGrp1-0120FW	FW	BPJSTK
BPJS-TKGrp1-0119ST	Local	BPJSTK
BPJS-TKGrp1-0119PR	PR	BPJSTK
BPJS-TKGrp1-0119FW	FW	BPJSTK
BPJS-TKGrp1-0104ST	Local	BPJSTK
BPJS-TKGrp1-0104PR	PR	BPJSTK
BPJS-TKGrp1-0104FW	FW	BPJSTK
BPJS-Pensiun0715ST	Local	BPJSPensiun
BPJS-Pensiun0715PR	PR	BPJSPensiun
BPJS-Pensiun0715FW	FW	BPJSPensiun
BPJS-Pensiun0324ST	Local	BPJSPensiun
BPJS-Pensiun0324PR	PR	BPJSPensiun
BPJS-Pensiun0324FW	FW	BPJSPensiun
BPJS-Pensiun0323ST	Local	BPJSPensiun
BPJS-Pensiun0323PR	PR	BPJSPensiun
BPJS-Pensiun0323FW	FW	BPJSPensiun
BPJS-Pensiun0322ST	Local	BPJSPensiun
BPJS-Pensiun0322PR	PR	BPJSPensiun
BPJS-Pensiun0322FW	FW	BPJSPensiun

**Selected :**

BPJS-Pensiun0324FW  
BPJS-Pensiun0324PR  
BPJS-Pensiun0324ST

[=>] [<=] [All] [Clear]

Update BPJS Progression With New Indonesia Revised BPJS Pension Contribution Rate wef 1 March 2024

**BPJS Pensiun Progression**

Progression | Assign Employee

Employee ID:

**Ming Ming**

Effective Date:  Career Code:

Statutory Policy:  Statutory Scheme:

Remarks:

Update Pay Processing, Statutory Table Rate With Indonesia Revised BPJS Pension Contribution Rate wef 1 March 2024

**Statutory Table Setup**

Statutory Table:

Residence Status:

Statutory Scheme:

Description:

Statutory Records

Drag a column header here to group by that column

Minimum Salary	Maximum Salary	Minimum Statutory Age	Maximum Statutory Age
0	9999999999	0	58



Income Tax Record > Tax Information figures are adjusted to reflect Monthly ETR figures instead of YTD figures.

Income Tax Record

Identity No: 002233445566 Search

**Sulami Dewa Dhani**  
Taxation Year 2024

Option Tax Policy Employer Setup

General Tax Information Log File

<input type="checkbox"/> Gross Salary	17033592
1. Salary / Wages / Old Age Pension	
2. Tax Benefit	
3a. Other Allowance	
3b. Overtime	
4. Honararia / Similar Payment	
5. Insurance Paid by Employer	54.741
6. Benefits In Kind / Other Benefit	
8. Bonus	
9. Total Gross (Item 1 to 8)	17.033.592
<input type="checkbox"/> Taxable Amount	
10. Occupational Expense	
11. Occupational Expense for Bonus	
12. Pension / Old Age Expense	
14. Current Taxable	
15. Previous Taxable Amount	
16. Annualised Taxable Amount	
17a. Personal Relief	
17b. Married Relief	
17c. Dependents Relief	
18. Taxable Amount after Relief (Item 16 - 17a-c)	
<input type="checkbox"/> Tax Amount	0

Reprocess Recalculate


# Philippines

Update Philippines PHIC RF1 Form Legal Size, Report by Period to the latest period.

PhilHealth RF-1 Revised February 2014						Republic of the Philippines PHILIPPINE HEALTH INSURANCE CORPORATION Head Office: 481-7444 www.philhealth.gov.ph actioncenter@philhealth.gov.ph			EMPLOYER'S REMITTANCE REPORT			FOR PHILHEALTH USE			
1 PHILHEALTH NO. EMPLOYER TIN 145678899						Date Received : _____ Action Taken : _____			By: _____ <small>Signature Over Printed Name</small>						
2 COMPLETE EMPLOYER NAME Creative Software Demo COMPLETE MAILING ADDRESS 7 Jalan Kilang #07-01 12333445 TELEPHONE NO. +65-6278-0097 EMAIL ADDRESS						3 EMPLOYER TYPE <input type="checkbox"/> PRIVATE <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> HOUSEHOLD			4 TYPE OF REPORT <input type="checkbox"/> REGULAR RF-1 <input type="checkbox"/> ADDITION TO PREVIOUS RF-1 <input type="checkbox"/> DEDUCTION TO PREVIOUS RF-1			5 APPLICABLE PERIOD DECEMBER 2022			
6 PHILHEALTH IDENTIFICATION NUMBER (PIN)		7 EMPLOYEES INFORMATION				8 <small>Fill out this portion only if declared employee's has not yet been issued his/her PIN</small>		9 MONTHLY SALARY BRACKET		10 NHIP PREMIUM CONTRIBUTION PS ES		11 EMPLOYEE STATUS S-Separated, NE-No Earnings, NH-Newly Hired / Effectivity Date			
		LAST NAME	FIRST NAME	NAME EXT (SR./JR.)	MIDDLE NAME	DATE OF BIRTH (mm-dd-yyyy)	SEX (M/F)								
1.		Cruz 7.21234567890123	Marie		Ann	03-16-1966	F			292.74	292.74				
2.		NOTHING FOLLOWS													
3.															
4.															
5.															
6.															
7.															
8.															
9.															
10.															
12						13 ACKNOWLEDGEMENT RECEIPT (PAR/POR/TRANSACTION REFERENCE NO.)						14 SUBTOTAL (PS + ES) <small>(To be accomplished on every page)</small>		15 PREPARED BY: SIGNATURE OVER PRINTED NAME	
Indicate Total Number of employees per page		APPLICABLE PERIOD	REMITTED AMOUNT	ACKNOWLEDGEMENT RECEIPT	TRANSACTION DATE	NO. OF EMPLOYEES			292.74 292.74						
		12	585.48			1			585.48						
								GRAND TOTAL (PS + ES) <small>(To be accomplished on every page)</small>		292.74 292.74				OFFICIAL DESIGNATION 22-04-2024 DATE	
16 UNDER THE PENALTY OF THE LAW, I HEREBY ATTEST THAT THE ABOVE INFORMATION PROVIDED HEREIN ARE TRUE AND CORRECT.													22-04-2024 Date		
Signature over printed name						Official Designation						Date			

PLEASE READ INSTRUCTIONS (FOR EACH NUMBERED BOX) AT THE BACK BEFORE ACCOMPLISHING THIS FORM

Page 1 of 1 Pages

 <b>PhilHealth RF-1</b> <small>Revised February 2014</small>		Republic of the Philippines <b>PHILIPPINE HEALTH INSURANCE CORPORATION</b> Healthline 441-7444 www.philhealth.gov.ph act@hrcor@philhealth.gov.ph		<b>EMPLOYER'S REMITTANCE REPORT</b>		FOR PHILHEALTH USE															
<b>1 PHILHEALTH NO.</b> EMPLOYER TIN <b>145678899</b>		Date Received: _____ Action Taken : _____ By: _____ <small>Signature Over Printed Name</small>																			
<b>2 COMPLETE EMPLOYER NAME</b> Creative Software Demo <b>COMPLETE MAILING ADDRESS</b> 7 Jalan Kilang #07-01 12333445  <b>TELEPHONE NO.</b> +65-6278-0097 <b>EMAIL ADDRESS</b>		<b>3 EMPLOYER TYPE</b> <input type="checkbox"/> PRIVATE <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> HOUSEHOLD		<b>4 REPORT TYPE</b> <input type="checkbox"/> REGULAR RF-1 <input type="checkbox"/> ADDITION TO PREVIOUS RF-1 <input type="checkbox"/> DEDUCTION TO PREVIOUS RF-1		<b>5 APPLICABLE PERIOD</b> DECEMBER 2022															
<b>6 PHILHEALTH IDENTIFICATION NUMBER (PIN)</b>		<b>7 EMPLOYEES INFORMATION</b>				<b>8</b> <small>Fill out this portion only if declared employees has not yet been issued his/her PIN</small>		<b>9</b>		<b>10 NHIP PREMIUM CONTRIBUTION</b>		<b>11 EMPLOYEE STATUS</b>									
		LAST NAME		FIRST NAME		NAME EXT. (SR./JR.)		MIDDLE NAME		DATE OF BIRTH (mm-dd-yyyy)		SEX (M/F)		MONTHLY SALARY BRACKET		PS		ES		S-Separated, NE-No Earnings, NH-Newly Hired / Effectivity Date	
1.		Cruz 7.21234567		Marie				Ann		03-16-1988		F		2		292.74		292.74			
2.		NOTHING FOLLOWS																			
3.																					
4.																					
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9.																					
10.																					
<b>12</b>		<b>13 ACKNOWLEDGEMENT RECEIPT (PAR/POR/TRANSACTION REFERENCE NO.)</b>						<b>14 SUBTOTAL (PS + ES)</b> <small>(To be accomplished on every page)</small>				292.74    292.74		<b>15 PREPARED BY:</b>							
<small>Indicate Total Number of employees per page</small>		APPLICABLE PERIOD		REMITTED AMOUNT		ACKNOWLEDGEMENT RECEIPT		TRANSACTION DATE		NO. OF EMPLOYEES		585.48				SIGNATURE OVER PRINTED NAME					
12		12		585.48						1		292.74    292.74				OFFICIAL DESIGNATION 22-04-2024 DATE					
<b>16 UNDER THE PENALTY OF THE LAW, I HEREBY ATTEST THAT THE ABOVE INFORMATION PROVIDED HEREIN ARE TRUE AND CORRECT.</b>																					
_____ <small>Signature over printed name</small>											_____ <small>Official Designation</small>				_____ <small>Date</small>						

PLEASE READ INSTRUCTIONS (FOR EACH NUMBERED BOX) AT THE BACK BEFORE ACCOMPLISHING THIS FORM

# How to Contact Us

For information related to this release or how to upgrade please use the following contacts:  
Your Account Manager or Customer Success Manager

## Support department

- Email
  - [apac.premiumsupport.easypay@theaccessgroup.com](mailto:apac.premiumsupport.easypay@theaccessgroup.com) (Singapore, Premium Plan)
  - [apac.standardsupport.easypay@theaccessgroup.com](mailto:apac.standardsupport.easypay@theaccessgroup.com) (Singapore, Standard Plan)
- Telephone
  - +65 6336 6118 (Singapore, Premium Plan)
  - +603 2272 9999 (Malaysia)

General Website:

<https://www.theaccessgroup.com/>

# Technical Information

The remaining sections in the document outline information on product compatibility, any changes to system requirements and details related to resolved issues.

## Product Compatibility

The below table identifies the products that integrate with this version of Access EasyPay and indicates if an upgrade is required to any other product as part of this release.

Product Name	Versions supported	Upgrade required
Access EasyPay	v2023.10 or above	N/A

## System Requirement



## Access EasyPay

Type	Database Server		Client	
	Minimum	Recommended	Minimum	Recommended
Operating System	<ul style="list-style-type: none"> <li>Windows Server 2012 R2 / Windows Server 2016</li> <li>Windows Server 2019</li> <li>Windows Server 2022</li> </ul>		<ul style="list-style-type: none"> <li>Windows 8.1</li> <li>Windows 10</li> <li>Windows 11</li> </ul>	
Pre-requisite Software			<ul style="list-style-type: none"> <li>Microsoft .NET Framework 4.6.1</li> </ul>	
Processor	<ul style="list-style-type: none"> <li>Intel Core i5 or above</li> <li>Xeon processor, 3.0 GHz</li> </ul>		<ul style="list-style-type: none"> <li>Intel Core i5 or above</li> </ul>	
RAM	<ul style="list-style-type: none"> <li>4 GB</li> </ul>	<ul style="list-style-type: none"> <li>16 GB</li> </ul>	<ul style="list-style-type: none"> <li>4 GB</li> </ul>	<ul style="list-style-type: none"> <li>8 GB</li> </ul>
Hard Disk	<ul style="list-style-type: none"> <li>900 MB for SQL Anywhere 17 installation</li> <li>150 MB + 150 MB for transaction data/year (based on 100 staff x 12 pay records x 12 leave records/staff/year without attachment)</li> </ul>		<ul style="list-style-type: none"> <li>2 GB for EasyPay installation &amp; required software</li> </ul>	
Network ports	<ul style="list-style-type: none"> <li>SQL Anywhere: 2638 (Default)</li> </ul>			
Screen Display	<ul style="list-style-type: none"> <li>Resolution: 1024 x 768</li> <li>16/24/32-bit High Color</li> </ul>			
64-bit Windows Support	<ul style="list-style-type: none"> <li>Access EasyPay is a 32-bit application that has been tested to work under 32-bit emulation transparently on 64-bit windows.</li> <li>To work correctly with third-party software such as Microsoft Excel, 32-bit version must be installed.</li> </ul>			
<b>Operating System:</b> With latest windows updates & Supported with known issues and limitations				

