

# Access EasyPay

## October 2023 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 v2023.11

## Version 2023.11 updates

### General Updates

Tools menu are removed from EasyPay

Security fixes to address vulnerabilities

Export leave history to include hour leave application

Global terms and conditions now replaced with hyperlink

Export leave history to include hour leave application if leave is created on ePortal

Fix allocation table error message

Fix issue of future dated resign supervisor not found in dropdown when creating new employee

### Statutory Updates

#### Brunei

Brunei YA2023 – New Statutory SPK Policy and Scheme

#### Singapore

Revised Foreign Worker Levy rate wef 1 September 2023

New Workpass – ONEPASS

# Release Contents

The below section describes the release summary in more details.

## Updates that apply to version 17 only

### Brunei

New statutory scheme SPKScheme is added, the TAP progression tab is also renamed to include SPK.

Module > TAP/SPK Progression

Group By: Pay Record ID | UnGroup | Expand | UnExpand

TAP/SPK Progression

Progression Assign Employee

Effective Date: 27-09-2023

Career Code: Demotion

Statutory Scheme: [Dropdown]

Replace TAP Policy

Remarks: [Dropdown: TAP1Scheme, TAP2Scheme, TAP3Scheme, SPKScheme]

Note: Please Backup Database before Process

Assign Employee

Available for Selection:

Employee ID	Employee Name
AA001	Nur Atiqah Binte Abdullah
AL001	Andy Leong
HY001	Halimah Binte Yusof
MN001	Mohammed Bin Naw
NS001	Mohd Naim Bin Muhd Samad
SL001	Steven Lim
SR001	Siti Rosmah Bin Ahmad
SR002	Siti Rosmah Bin Ahmad
TT001	Tony Tan

Selected:

Employee ID	Employee Name
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Confirm

Pay record label renamed to include SPK, new field name added in pay processing to accommodate SPK contribution.  
 Pay processing > pay record

**Modify Pay Record**

Employee ID: SQ001    Search    << < > >>    sybase

**Sarah Binte Wahid**

Year: 2023    Period: 10    Sub Period: 1    Type: Normal Pay    Record ID: Norm

OT Record    Shift Record    Leave Deduction Record

Detail    Leave Information    Bank Allocation    Message

Pay Record Summary

Local Currency:		Foreign Currency:		Contribution/Tax	
<input type="checkbox"/> Full Total Wage		<input type="checkbox"/> Exchange Rate Info		<input type="checkbox"/> Local Currency:	
<input type="checkbox"/> Current		Exchange Rate ID		<input type="checkbox"/> TAP 1/SPK	
Basic Rate	500.01	Exchange Rate		TAP/SPK Wage	
MVC	0.00	1		Employee TAP/SPK	
NWC	0.00	<input type="checkbox"/> Full Total Wage		Employer TAP/SPK	
<input type="checkbox"/> Previous		<input type="checkbox"/> Current		<input type="checkbox"/> TAP 2	
Basic Rate	500.01	Basic Rate		TAP Wage	
MVC	0.00	MVC		Employee TAP	
NWC	0.00	NWC		Employer TAP	
<input type="checkbox"/> Allocated		<input type="checkbox"/> Previous		<input type="checkbox"/> TAP 3	
Basic Rate	500.01	Basic Rate		TAP Wage	
MVC	0.00	MVC		Employee TAP	
NWC	0.00	NWC		Employer TAP	
Total Wage	500.01	<input type="checkbox"/> Allocated		<input type="checkbox"/> SCP	
		Basic Rate		SCP Wage	
		500.01			

Wage formula setup label renamed to include SPK.  
 Setup > Wage formula setup

**Wage Formula**

Wage: TAP 1/SPK Wage    << < > >>    Get

Description: \_\_\_\_\_

Available for Selection :	Selected :
Back Pay	Employee Total Wage
Leave Deduction Amount	
Subject to TAP 1/SPK Wage	
Employee Total Wage	

>> <<

All Clear

New policy is added for local and PR employees on setup policy tab.  
 Setup > Statutory Setup > Statutory Policy Setup

**Statutory Policy Setup**

Statutory Policy: SPKYr2023Jul

Statutory Table Setup

Description: Employer 8.5% Employee 8.5%

Assign Statutory Table

**Available for Selection :**

Statutory Table	Residence Status	Statutory Scheme	Des
S0110ST	Local	SCP	Emp
S0110PR	PR	SCP	Emp
S0110CC	CertCitizen	SCP	Emp
0723ST	Local	SPK	Emp
0723PR	PR	SPK	Emp
0104ST	Local	TAP 1	Emp
0104PR	PR	TAP 1	Emp
0104CC	CertCitizen	TAP 1	Emp

Drag a column header here to group by that column

**Selected :**

- 0723PR
- 0723ST

Buttons: =>, <=, All, Clear

New table added on statutory table setup to include SPK and Table Setup is renamed.  
 Setup > Statutory Table Setup

**Statutory Table Setup**

Statutory Table: 0104CC

Residence Status: CertCitizen

Statutory Scheme: TAP 1

Description: Employer 5%, Employee 5%

Statutory Records

Laser payslip renamed to include SPK.  
 Reports > Payslip Generation  
 Pre-printed payslip

		<u>Current</u>		
TAP Wage :		0.00		
SCP Wage :		5,675.00		
Gross Wage :		5,675.00		
<b>Total TAP/SPK :</b>		0.00		
Employee TAP/SPK :		0.00		
Employer TAP/SPK :		0.00		
<b>Total SCP :</b>		196.00		
Employee SCP :		98.00		
Employer SCP :		98.00		
MVC	0.00	NWC	0.00	Employer TAP
NWC	0.00	Allocated		SCP
Total Wage	500.01	Basic Rate	500.01	SCP Wage

Non-preprinted payslip

<b>NET WAGE :</b>	<b>5,577.00</b>
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		<u>Current</u>
TAP Wage :		0.00
SCP Wage :		5,675.00
Gross Wage :		5,675.00
<b>Total TAP/SPK :</b>		0.00
Employee TAP/SPK :		0.00
Employer TAP/SPK :		0.00
<b>Total SCP :</b>		196.00
Employee SCP :		98.00
Employer SCP :		98.00



## Malaysia

Fix TP3 form and PCB audit to generate the form in last month of pay.

## Hong Kong

Fix the MPF Submission for HSBC Trustee with new employee.

## Singapore

Enhanced new EasyPay workpass – ONEPASS

Enhanced Laser payslip to display position description.

Revised Foreign Worker Levy rate wef 1 September 2023 have been updated in EasyPay.

Fix incorrect entitlement for MOM childcare leave when calendar is January, and not January.

Fix allocation table and leave type to disallow invalid characters.

**This update applies to version 17:**

## **Bank File Update**

### **Malaysia**

Maybank 2E-RC SOCSO, EIS, EPF, CP39 format bank disk have been updated to the latest specifications.

### **Philippines**

New Bankdisk, ANZ Transactive Cash Asia, Salary format have been updated to the latest specifications.  
HSBC (iFile), Salary format bankdisk have been updated to the latest specifications.

### **HongKong**

New Bankdisk, HSBC XML, Salary format have been updated to the latest specifications.

# 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				

