



Access UBS Payroll February 2024 Release Notes



About these Release Notes

Welcome to the Access UBS Payroll 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 UBS Payroll

Access UBS Payroll gives you complete control and visibility over your payroll, securely storing your employee records and payroll information, with a range of constantly updated government reports and a variety of bank formats to keep you compliant to legislative changes and your payroll accurate.

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Release Summary

Access UBS Payroll v2024.1

This release encompasses our efforts to ensure our product in compliance with government statutory policy, specifically in CP8D text file, EA form and tax relief changes.

Important Note:

- You might need to disable your Anti-virus before you install the new update as some Anti-virus can interfere and prevent a successful installation.

The following major features are included in this release, please select the appropriate links if you would like more details on the features. The features are grouped by Product/Area to help you find the information you need easily.

Malaysia Statutory Update

New Input Fields for CP8D

Added input fields Employee Status, and Retirement Age for CP8D text file format.

[Read more about this feature](#)

Remove Obsoleted CP8D File Format Option

Removed obsoleted CP8D file format option 'E-Data Prefill (Old)'.

[Read more about this feature](#)

Update on CP8D Text File Format

Updated CP8D text file format as per the latest template from LHDN.

[Read more about this feature](#)

New Input Field for EA Form

Added input field LHDNM State for EA Form.

[Read more about this feature](#)

Update on EA Form

Updated EA Form as per the latest template from LHDN.

[Read more about this feature](#)

Update on Childcare Perquisite

Updated the capping of Childcare Perquisite with effective from YA2024.

[Read more about this feature](#)

Update on Tax Reliefs

Updated the tax reliefs with effective from YA2024.

[Read more about this feature](#)

Release Contents

The below section describes the features in more detail, including screenshots and videos where appropriate, this is ordered by the products/modules identified in Release Summary section.

Malaysia Statutory Update

New Input Fields for CP8D

For Malaysia license, two input fields below have been added to support the new fields Employee Status, and Date of Retirement/End of Contract in CP8D text file format:

1. Employee > Employee details/creation/edit screens > Statutory Info tab > Tax Submission Info section > Employee Status
 - a. Default to 2 Permanent, but it's editable.
 - b. Please update the Employee Status of any employee accordingly before generating CP8D text file / CP8 (E Form) Page 4.

The screenshot shows the 'Edit Employee' form with the 'Statutory Info' tab selected. The 'Employee Status' dropdown menu is open, showing the following options: 1 Management of the organization, 2 Permanent, 3 Contract, 4 Part time, 5 Interns, 6 Others. The 'Employee Status' field is currently set to 2. The form also displays fields for EPF No., EPF IC, EPF (Yee) Formula, EPF (Yer) Formula, SOCSO No., SOCSO IC, SOCSO Initial, EIS Info, and Tax Submission Info.

2. Settings > General Settings > General Setup > Company Details tab > Country Settings section > Retirement Age
 - a. Default to 60, but it's editable.
 - b. The Retirement Age will be used to estimate employee's Date of Retirement in CP8D text file and CP8 (E Form) report.

General Setup
✕

Company Details
Pay Calculation
Pay Calculation (2)
Control
Auto Numbering
E-Leave

Company Info

Company Name:

Address:

Phone No.:

Fax No.:

E-Mail:

R.O.C. Ref. No.:

Date of Incorporation:

Country Settings

Country Code:

Currency Symbol:

Retirement Age:

Payroll Manager Profile Info

Name:

NRIC:

Position:

Tel.:

Fax:

E-Mail:

Payroll Month

This Month:

This Year:

Report Date: 31/01/2022

Remove Obsoleted CP8D File Format Option

To avoid confusion, CP8D file format export option 'E-Data Prefill (Old)' has been removed and option label 'Fixed Format/E-Data Prefill' has been renamed to 'e-Data Praisi/e-CP8D'.

Income Tax Reports
✕

Select the type of reports below:

- CP39 - Monthly
- CP39 View Contribution
- CP21 - Monthly
- CP22 - Monthly
- CP22A - Monthly
- CP25A - Monthly
- TP 1 - Monthly
- TP 2
- TP 3
- Mark To Print For Any Pay
- List EA Form Status
- List Taxable Figures
- List Relief Claim
- List Tax Exempted Allowance
- CP8 - Yearly**
- CP8A - Yearly
- CP8C - Yearly
- PCB2(11) - 12 Mths
- CP38 - 12 Mths
- List Tax Category
- Taxable Pay
- Lampiran B-Swasta - 12 Mths
- Taxable Pay By Employee 12 Mths
- Taxable Pay 12 Mths
- Taxable OT/AW/DED 12 Mths
- PCB/CP38 Monthly
- Taxable Pay Check - By Employee

Tax Category:

Business Type:

Close Account on:

LHDN Branch:

Format:

Status:

Mailing Address:

Prepared By

Name:

NRIC / No. KP:

Job Position:

Phone No.: Fax No.:

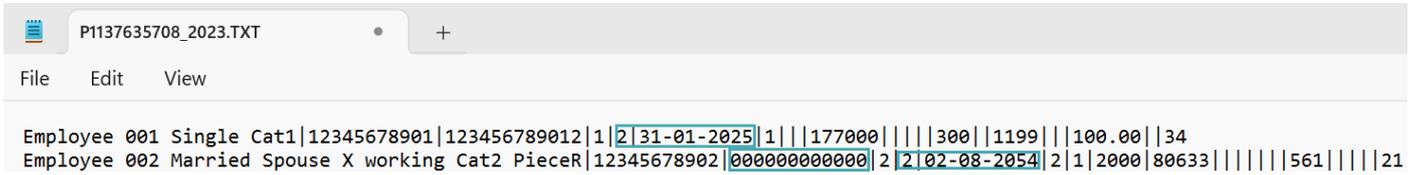
Date:

File Format As:

Update on CP8D Text File Format

With compliance to the CP8D text file format of the year ended 2023 (<https://www.hasil.gov.my/media/fw2jk2fd/ef-filing-programme-for-the-year-2024.pdf>), added 2 new fields 'Employee Status' and 'Date of Retirement / End of Contract' to CP8D text file format, also fill in number 000000000000 (12 digits) in Identification / Passport no. field if the employee does not have an Identification No.

Reports > Statutory Reports > Income Tax > CP8 > File Format As 'e-Data Prais/e-CP8D' > Export File:



Important!

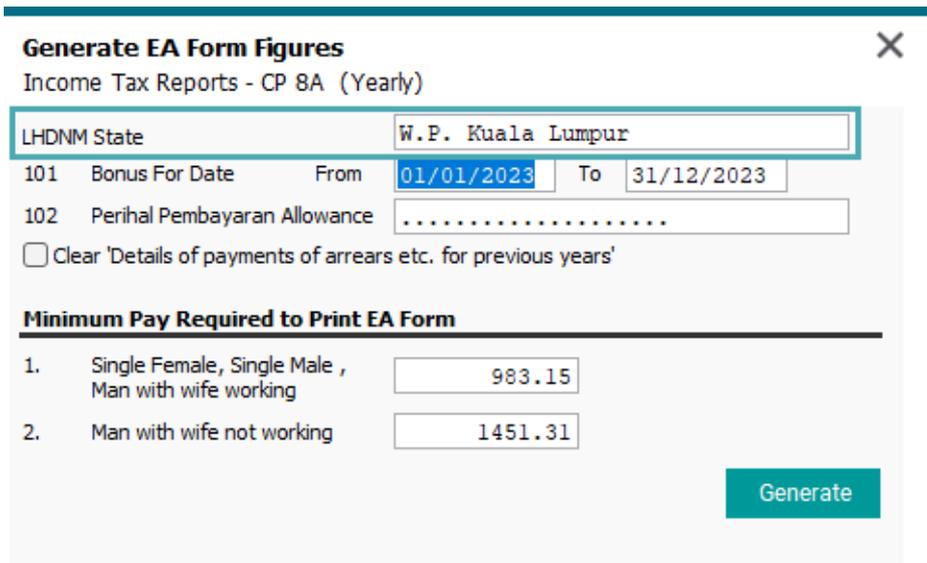
Please fill in compulsory fields below in Employee creation/edit screens before generating CP8D text file / CP8 (E Form) Page 4:

1. Basic Info tab > Personal Info section > **Full Name**
2. (For Malaysian employee) Basic Info tab > Personal Info section > **I/C No. (New)**
3. (For non-Malaysian employee) Basic Info tab > Personal Info section > **Passport No.**
4. Basic Info tab > Personal Info section > **Date of Birth**
5. Basic Info tab > Personal Info section > **Marital Status**
6. (If any) Basic Info tab > Family Info section > **Employment Status**
7. (If any) Basic Info tab > Family Info section > **No. of Children**
8. (If any) Employment Info tab > Employment Work Info section > **Date Resigned**
9. Employment Info tab > Employment Status Info section > **Contract**
10. (If any) Employment Info tab > Employment Status Info section > **Contract Expired On**
11. Statutory Info tab > Tax Submission Info section > **Tax No.**
12. Statutory Info tab > Tax Submission Info section > **Employee Status**

New Input Field for EA Form

Input field 'LHDNM State' has been added in windows below to support the new field LHDNM Negeri in the CP8A (EA) form:

1. Reports > Statutory Reports > Income Tax > CP8A > Generate (EA form figures)



Update on EA Form

Updated EA Form as per the latest template from LHDN at Reports > Statutory Reports > Income Tax > CP8A - Format 2024:

(C.P.8A - Pin. 2023)

MALAYSIA

Penyata Gaji Pekerja SWASTA **EA**

No. Siri _____

CUKAI PENDAPATAN

No. Pengenal Cukai (TIN) Pekerja

PENYATA SARAAN DARIPADA PENGGAJIAN

12345678901

No. Majikan E 11376357-08

BAGI TAHUN BERAKHIR 31 DISEMBER 2023

LHDNM Negeri W.P. Kuala Lumpur

BORANG EA INI PERLU DISEDIAKAN UNTUK DISERAHKAN KEPADA PEKERJA BAGI TUJUAN CUKAI PENDAPATAN

A BUTIRAN PEKERJA

- Nama Penuh Pekerja/Pesara (Encik/Cik/Puan) Employee 001 Single Cat1
- Jawatan General Manager
- No. Kakitangan/No. Gaji 001
- No. K.P. Baru 123456789012
- No. Pasport P123451
- No. KWSP E123451
- No. PERKESO 123456789012
- Bilangan anak yang layak untuk pelepasan cukai 0
- Jika bekerja tidak genap setahun, nyatakan:
(a) Tarikh mula bekerja _____
(b) Tarikh berhenti kerja _____

B PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN

- (Tidak Termasuk Elaun/Perkuisit/Pemberian/Manfaat Yang Dikecualikan Cukai)
- | | RM |
|---|-----------|
| 1. (a) Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa) | 10,200.00 |
| (b) Fi (termasuk fi pengarah), komisen atau bonus | 7,900.00 |
| (c) Tip kasar, perkuisit, penerimaan sagu hati atau elaun-elaun lain (Perihal pembayaran : _____) | _____ |
| (d) Cukai pendapatan yang dibayar oleh majikan bagi pihak pekerja | _____ |
| (e) Manfaat Skim Opsyen Saham Pekerja (ESOS) | _____ |
| (f) Ganjaran bagi tempoh dari _____ hingga _____ | _____ |
| 2. Butiran bayaran tunggakan dan lain-lain bagi tahun-tahun terdahulu dalam tahun semasa
Jenis pendapatan (a) _____
(b) _____ | _____ |
| 3. Manfaat berupa barangan (Nyatakan: <u>Car Entertainment and Recreation Allowances in kind (Servant, food, clothing, lodging)</u>) | 1,600.00 |
| 4. Nilai tempat kediaman (Alamat : _____) | 1,300.00 |
| 5. Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan | _____ |
| 6. Pampasan kerana kehilangan pekerjaan | _____ |

C PENCEN DAN LAIN-LAIN

- Pencen _____
 - Anuiti atau bayaran berkala yang lain _____
- JUMLAH** 21,000.00

D JUMLAH POTONGAN

- Potongan cukai bulanan (PCB) yang dibayar kepada LHDNM 3,797.40
- Arahan potongan CP38 yang dibayar kepada LHDNM 100.00
- Zakat yang dibayar melalui potongan gaji 150.00
- Derma/hadiah/sumbangan diluluskan yang dibayar melalui potongan gaji _____
- Jumlah tuntutan potongan oleh pekerja melalui Borang TP1 berkaitan:
(a) Pelepasan RM 334.65
(b) Zakat selain yang dibayar melalui potongan gaji bulanan RM _____
- Jumlah pelepasan bagi anak yang layak _____

E CARUMAN YANG DIBAYAR OLEH PEKERJA KEPADA KUMPULAN WANG SIMPANAN/PENCEN YANG DILULUSKAN DAN PERKESO

- Nama Kumpulan Wang KWSP
Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) RM 1,199.00
- PERKESO : Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) RM 34.65

F JUMLAH ELAUN/PERKUISIT/PEMBERIAN/MANFAAT YANG DIKECUALIKAN CUKAI

RM _____

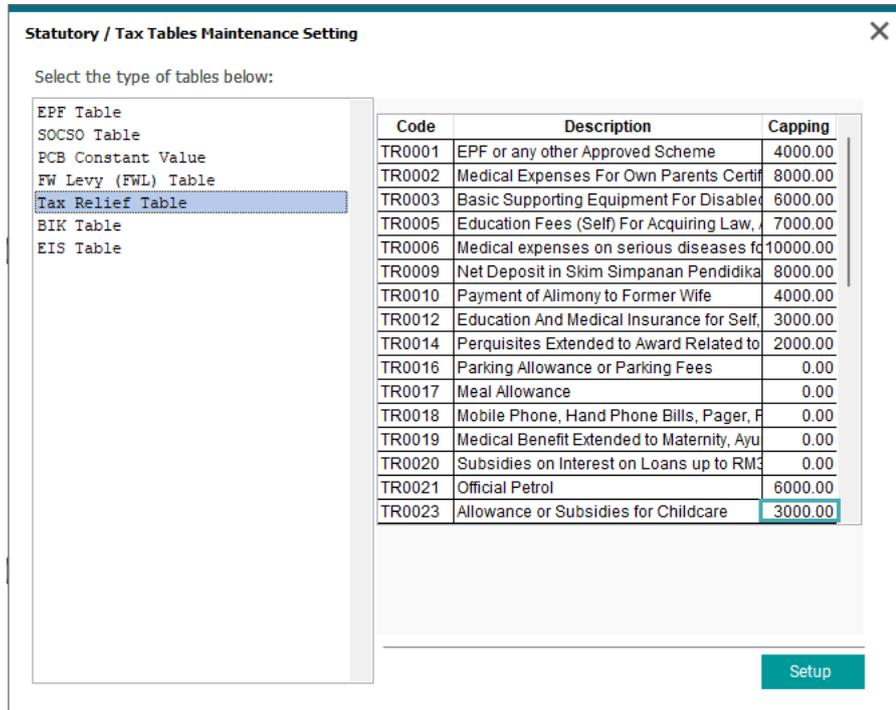
Nama Pegawai	<u>Payroll Mgr Name</u>
Jawatan	<u>PAYROLL MANAGER</u>
Nama dan Alamat Majikan	<u>Lampiran B</u> <u>Suite 1B-6, Level 6, Block 1B Plaza Sentral, Jalan Stesen Sentral 5 Kuala Lumpur</u> <u>Sentral, 50470 Kuala Lumpur</u>
No. Telefon Majikan	<u>03-34567891</u>

Tarikh : 01/02/2024

Update on Childcare Perquisite

From YA2024 onwards, tax exemption limit income on childcare allowance (perquisite) in respect of children up to 12 years of age received by the employee or paid directly by the employer to the childcare centre increased from RM2,400 to RM3,000 per year.

Updated the capping of childcare allowance (perquisite) in Settings > Payroll Settings > Statutory / Tax Tables Maintenance Setting > Tax Relief Table:



Code	Description	Capping
TR0001	EPF or any other Approved Scheme	4000.00
TR0002	Medical Expenses For Own Parents Certif	8000.00
TR0003	Basic Supporting Equipment For Disabled	6000.00
TR0005	Education Fees (Self) For Acquiring Law,	7000.00
TR0006	Medical expenses on serious diseases fo	10000.00
TR0009	Net Deposit in Skim Simpanan Pendidika	8000.00
TR0010	Payment of Alimony to Former Wife	4000.00
TR0012	Education And Medical Insurance for Self,	3000.00
TR0014	Perquisites Extended to Award Related to	2000.00
TR0016	Parking Allowance or Parking Fees	0.00
TR0017	Meal Allowance	0.00
TR0018	Mobile Phone, Hand Phone Bills, Pager, F	0.00
TR0019	Medical Benefit Extended to Maternity, Ayu	0.00
TR0020	Subsidies on Interest on Loans up to RM3	0.00
TR0021	Official Petrol	6000.00
TR0023	Allowance or Subsidies for Childcare	3000.00

Update on Tax Reliefs

Updated the Tax Relief Table as per relief changes for YA2024 (<https://www.hasil.gov.my/media/hgifbzyz/spesifikasi-kaedah-pengiraan-berkomputer-pcb-2024.pdf>):

1. (Relief Code TR0050) Added new relief Dental examination and treatment expenses for parents (sharing limit RM8,000)
2. (Relief Code TR0051) Added new relief Full medical examination for parents limited to RM1,000 (sharing limit RM8,000)
3. (Relief Code TR0052) Added new relief Dental examination and treatment expenses on individuals, spouses or children limited to RM1,000 (sharing limit RM10,000)
4. (Relief Code TR0053) Added new relief Lifestyle (self-enrichment course fees) (sharing limit RM2,500)
5. (Relief Code TR0044) Updated capping and description of Lifestyle (gym membership fees or sports training) (sharing limit RM1,000)
6. (Relief Code TR0040) Updated capping of Lifestyle (sport equipment) (sharing limit RM1,000)
7. (Relief Code TR0048) Updated capping of Lifestyle (rental/entrance fees of sport facility) (sharing limit RM1,000)
8. (Relief Code TR0049) Updated capping of Lifestyle (registration fees for approved sport competition) (sharing limit RM1,000)

How to Contact Us

The Release Summary and Contents are also available from the Access Support Community
<https://download.my.accesscloud.com/>

For further 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.support.my@theaccessgroup.com (UBS Customer Inquiry) – Product UBS Accounting and Billing, Inventory and Billing, UBS Payroll, UBS POS, and UBS BSM
 - APAC.Channel.SupportMY@theaccessgroup.com (UBS Partner Inquiry) – Product UBS Accounting and Billing, Inventory and Billing, UBS Payroll, UBS POS, and UBS BSM
- Tel
 - General Line Office: 1300 88 7243 | +603 2272 9999

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<https://www.theaccessgroup.com/en-my/>