

Access EasyPay

December 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 Version 2023.12 and Version 2020.11 updates

General

Public holidays 2024 for all supported countries are updated

Singapore

Revised Foreign Worker Levy Rates with effective from 1 January 2024

Revised CPF Ordinary Wage Capping \$6,800 & Senior Worker Rate with effective from 1 Jan 2024

Revised Appendix IR8A, IR8S, Appendix 8A and Appendix 8B forms for IRAS direct submission YA 2024

Update IR8A & A8B Warning Messages for YA2024 Direct Submission

Update Citizenship Code to Nationality Code for YA2024 Direct Submission

Fix CPF maximum capping amount in CPF Table

Access EasyPay Version 2023.12 only updates

General

Fix year not in sequence at process pay screen

Fix incorrect convert days for deleted hour leave application in ESS

Fix leave hours display difference between EasyPay and ESS for export leave application

Enhance Cessation Code header to Cessation Description for Cessation Report

Singapore

New leave type unpaid infant care added in Leave Module

Fix CS Format 1,2 payslip to display two decimal place OT rate.

Fix truncated period information display of hourly and daily rated non pre-printed Laser Payslip

Malaysia

Enhance tax scheme (Default) as display purpose for non-resident employees

Fix tax category for single marital status with adopted children

Philippines

Fix Laser Payslip not showing all loan information

Fix value in payroll summary report showing on header line

Release Contents

The below section describes the release summary in more details.

Updates that apply to Access EasyPay Version 17 and Version 10

General

Public Holidays 2024 for all supported countries are updated in system

View Calendar

Calendar ID: 5Days Week Cal

Holidays Country ID: Singapore

Option: View Calendar | Fixed Calendar

Year: 2024

Work Calendar Leave Calendar

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	
Jan	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	23
Feb	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F			21	
Mar	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	21	
Apr	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F		22	
May	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F		23	
Jun	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O		20	
Jul	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F		23	
Aug	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	22	
Sep	O	F	F	F	F	F	O	O	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F		21	
Oct	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F		23	
Nov	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O		21	
Dec	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F		22	

Check No. of Days

From: 1/1/2024 To: 31/12/2024 262 days

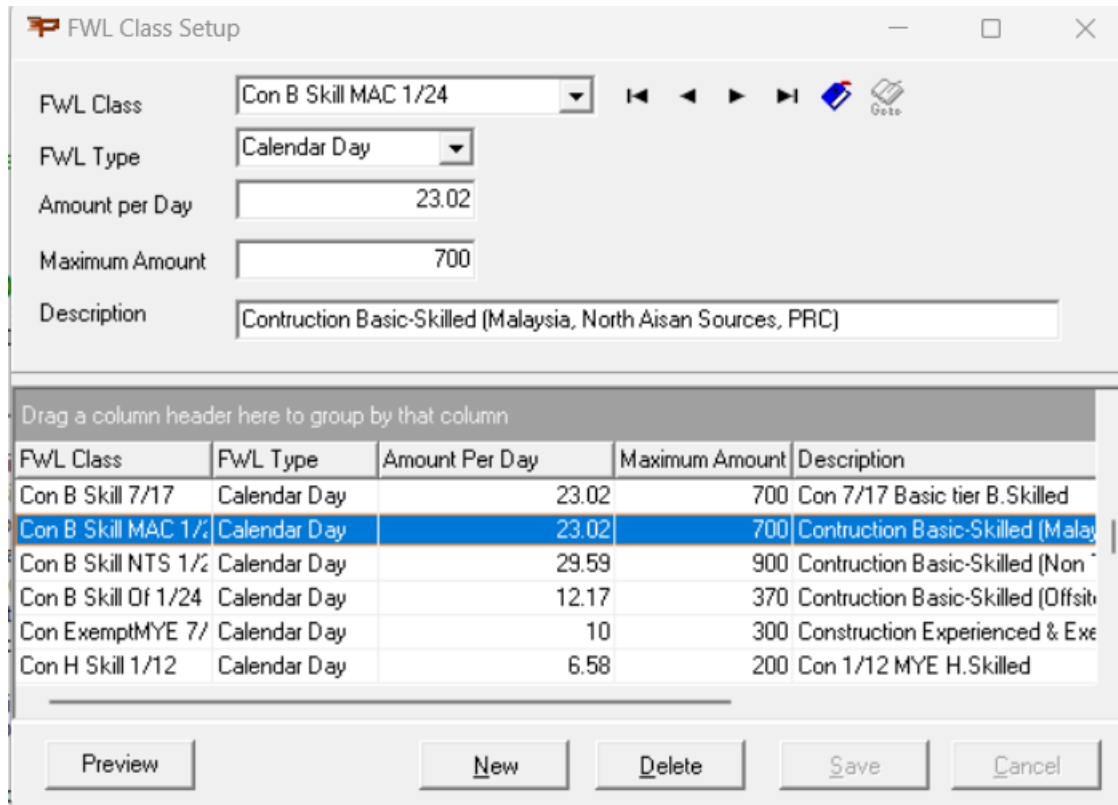
Drag a column header here to group by that column

Week No	Date	Week of the Day	Public Holiday	Holiday	Work Day	WeekWork Pattern	Leave Day	Leave Pattern
1	01-01-2024	Monday	No	New Year	1	5 Days Week	1	5 Days Week

Singapore

Revised Foreign Worker Levy rate with effective from 1 January 2024 are updated in FWL Setup under FWL Class

Setup > Foreign Worker Levy Setup



The screenshot shows the 'FWL Class Setup' window. At the top, there are navigation icons and a 'Go to' button. Below these are several input fields: 'FWL Class' (set to 'Con B Skill MAC 1/24'), 'FWL Type' (set to 'Calendar Day'), 'Amount per Day' (23.02), 'Maximum Amount' (700), and 'Description' (Contraction Basic-Skilled (Malaysia, North Aisan Sources, PRC)).

Below the input fields is a table with the following columns: 'FWL Class', 'FWL Type', 'Amount Per Day', 'Maximum Amount', and 'Description'. The table contains several rows, with the row 'Con B Skill MAC 1/24' highlighted in blue.

FWL Class	FWL Type	Amount Per Day	Maximum Amount	Description
Con B Skill 7/17	Calendar Day	23.02	700	Con 7/17 Basic tier B.Skilled
Con B Skill MAC 1/24	Calendar Day	23.02	700	Contraction Basic-Skilled (Malaysia, North Aisan Sources, PRC)
Con B Skill NTS 1/2	Calendar Day	29.59	900	Contraction Basic-Skilled (Non-Technical)
Con B Skill Of 1/24	Calendar Day	12.17	370	Contraction Basic-Skilled (Offsite)
Con ExemptMYE 7/	Calendar Day	10	300	Construction Experienced & Experienced
Con H Skill 1/12	Calendar Day	6.58	200	Con 1/12 MYE H.Skilled

At the bottom of the window, there are five buttons: 'Preview', 'New', 'Delete', 'Save', and 'Cancel'.

Revised CPF Ordinary Wage Capping \$6,800 & Senior Worker Rate wef 1 Jan 2024

New CPF rate updated in Setup > CPF Setup > CPF Table Setup

CPF Table Setup

CPF Table: 0124ST

Residence Status: Local

CPF Scheme: Private

Description: Local Citizen Employer 17%, Employee 20% wef January 1, 2024

Ordinary Wage Capping [For Income Tax Processing]

102000 - Total Ordinary Wage

Ordinary Wage Capping per Period: 6800

0 % of Total Ordinary Wage if > Ordinary Wage Capping per Year

CPF Records

Drag a column header here to group by that column

Minimum Salary	Maximum Salary	Minimum CPF Age	Maximum CPF Age
0	50	0	55
50	500	0	55
500	750	0	55
750	99999999	0	55
0	50	55	60
--	--	--	--

CPF Policy Setup

CPF Policy: Year2024Jan

CPF Table Setup

Government

Description: 17% Employer, 20% Employee wef 1 January 2024

Assign CPF Table

Available for Selection :

Drag a column header here to group by that column

CPF Table	Residence Status	CPF Scheme
0105P2F	PR2	Private - Full
0105P2	PR2	Private
0105P1F	PR1	Private - Full
0105P1	PR1	Private
0105Fw	Fw	Private
0105EP	EP	Private
0104ST	Local	Private
0104P3	PR3	Private
0104P2F	PR2	Private - Full
0104P2	PR2	Private
0104P1F	PR1	Private - Full
0104P1	PR1	Private
0104Fw	Fw	Private
0104EP	EP	Private
0101ST	Local	Private
0101P3	PR3	Private
0101P2	PR2	Private
0101P1	PR1	Private
0101Fw	Fw	Private
0101EP	EP	Private

Selected :

- 0124P1
- 0124P1F
- 0124P2
- 0124P2F
- 0124P3
- 0124P3F
- 0124ST

Buttons: Preview, New, Delete, Save, Cancel

CPF Government Policy Setup

Effective Date: 01-01-2024

Government CPF Policy: Year2024Jan

Remarks:

Effective Date	Government CPF Policy	Remarks
01-01-2024	Year2024Jan	
01-09-2023	Year2023Sep	
01-01-2023	Year2023Jan	
01-01-2022	Year2022Jan	
01-01-2016	Year2016Jan	
01-01-2015	Year2015Jan	
01-01-2014	Year2014Jan	
01-09-2012	Year2012Sep	
01-01-2012	Year2012Jan	
01-09-2011	Year2011Sep	
01-03-2011	Year2011March	
01-09-2010	Year2010Sep	

Buttons: Preview, New, Delete, Save, Cancel

New CPF Policy added in Setup > Pay Details Default

Pay Default Setup

Description:

- BRP Day Rate
- BRP Hour Rate
- CPF Policy**
- CPF Scheme
- Employee CPF Paid by Employer
- Employee Hours per Day
- FwL Class
- GRP Day Rate
- GRP Hour Rate
- Late Hour Rate
- MAW Projection Method
- Medisave Paid By Employer
- Medisave Scheme
- MVC Capping
- No Absent Computation (Tick NOT to compute)
- No Late Computation (Tick NOT to compute)
- NPL Day Rate
- NPL Hour Rate

CPF Policy: Year2024Jan

Buttons: Save, Cancel

New CPF Policy added under Modules > CPF Progression. Existing employees under MAW projection method - Maximum Additional Wage Limit will not be automatically configured, users will need to configure accordingly.

CPF Progression

Progression | Assign Employee

Employee ID: A104 [Search] [Data]

A104 Name

Effective Date: 01-01-2024 Career Code: []

CPF Policy: Year2024Jan CPF Scheme: Private

CPF Account No: S1234567.4 [Retrieve]

Medisave Paid by Employer: Medisave Scheme: []

MAW Projection Methods:

- No MAW Projection
- Maximum Additional Wage (MAW) Limit
- Ordinary Wage Projection

Remarks: []

Current:

- CPF Policy: Year2022Jan
- CPF Scheme: Private
- Residence Status: Local

Drag a column header here to group by that column

Effective Date	Career Code	CPF Policy	Current	CPF Account No	CPF Scheme	MAW Option	MAW Limit	Include Recurring Pay Element	Ordinary Wage pe
01-01-2024		Year2024Jan	No	S1234567.4	Private	No MAW Capping	0		1

Revised IR8A Form to latest IRAS Specification changes, Citizenship is updated to Nationality and Email field is added under declaration.

2023

FORM IR8A(electronic)

This statement can only be issued by an employer in the Auto-Inclusion Scheme (AIS) and is for your retention. The information in this statement will be automatically included in your income tax return, so you need not declare them in your tax form.

Employer's Tax Ref. No. / UEN C198501669N	Employee's Tax Ref. No. : *NRIC / FIN (Foreign Identification No.) S1234567D	Sex M	Nationality Singapore Citizen
Full Name of Employee as per NRIC/FIN A104 Name	Date of Birth 26-10-1990	Bank to which salary is credited	
Residential Address	Designation None		
If employment commenced and/or ceased during the year, state : (See Explanatory Note 5)	Date of Commencement -	Date of Cessation -	

INCOME (See Explanatory Note 9 unless otherwise specified) \$

a) Gross Salary, Fees, Leave Pay, Wages and Overtime Pay	21000.00
b) Bonus (non-contractual bonus paid in 2022 and / or contractual bonus)	1750.00
c) Director's fees (approved at the company's AGM/EGM on -)	NA

d) Others :

1. Allowances: (i) Transport \$ NA (ii) Entertainment \$ NA (iii) Others \$ 311.00	311.00
2. Gross commission for the period - to - <input type="checkbox"/> *Monthly <input type="checkbox"/> other adhoc payment	NA
3. Pension	NA
4. Lump sum payment	NA

(i) Gratuity \$ NA	(ii) Notice Pay \$ NA	(iii) Ex-gratia payment \$ NA
(iv) Others (please state nature) \$ NA		
(v) Compensation for loss of office \$ NA Approval obtained from IRAS: No		
Reason for payment:	Length of service within the company/group: NA	
Basis of arriving at payment: (Give details separately if space is insufficient)		

5. Retirement benefits including gratuities/pension/commutation of pension/lump sum payments, etc from Pension/Provident Fund: Name of Fund (Amount accrued up to 31 Dec 1992 \$ NA) Amount accrued from 1993: NA

6. Contributions made by employer to any Pension/Provident Fund constituted outside Singapore without tax concession : NA
Contributions made by employer to any Pension/Provident Fund constituted outside Singapore with tax concession :
Name of the overseas pension/provident fund:
Full Amount of the contributions : NA Are contributions mandatory?
Were contributions charged / deductions claimed by a Singapore permanent establishment?

7. Excess/Voluntary contribution to CPF by employer (less amount refunded/to be refunded): NA
[Complete the Form IR8S]

8. Gains or profits from Employee Stock Option(ESOP) /other forms of Employee Share Ownership (ESOW) Plans : NA
[Complete the Appendix 8B]

9. Value of Benefits-in-kind [See Explanatory Note 12 and complete Appendix 8A] NA

TOTAL (items d1 to d9) 311.00

e) 1. Remission: Amount of Income \$ NA	NA
2. Overseas Posting: NA (See Explanatory Note 8a)	NA
3. Exempt Income : \$ NA (See Explanatory Note 8b)	NA

f) Employee's income tax borne by employer?	If tax is fully borne by employer , DO NOT enter any amount in (i) and (ii)	
NO	(i) If tax is partially borne by employer, state the amount of income which tax is borne by employer	NA
	(ii) If a fixed amount of tax is borne by employee, state the amount of tax to be paid by employee	NA

DEDUCTIONS (See Explanatory Note 10 - Deductions)

EMPLOYEE'S COMPULSORY contribution to <input checked="" type="checkbox"/> CPF <input type="checkbox"/> Designated Pension or Provident Fund (less amount refunded / to be refunded) Name of Fund: Central Provident Fund	4612.00
(Apply the appropriate CPF rates published by CPF Board on its website 'www.cpf.gov.sg'. Do not include excess/voluntary contributions to CPF, voluntary contributions to Medisave Account, voluntary contributions to Retirement Sum Topping-up Scheme, SRS contributions and contributions to Overseas Pension or Provident Fund in this item)	
Donations deducted from salaries for : <input type="checkbox"/> Yayasan Mendaki Fund <input type="checkbox"/> Community Chest of Singapore <input type="checkbox"/> SINDA <input type="checkbox"/> CDAC <input type="checkbox"/> ECF <input type="checkbox"/> Other tax exempt donations	NA
Contributions deducted from salaries to Mosque Building Fund :	NA
Life Insurance premiums deducted from salaries :	NA

DECLARATION (See Explanatory Note 2)

Name of Employer :	Sage Software Asia Pte Ltd (Demo)		
Address of Employer :	8 Commonwealth Lane #04-01 Utraco Green S(149555)		
AUTHORISED PERSON NAME	DIRECTOR	+65-6278-0097	08-11-2023
Name of authorised person making the declaration	Designation	Tel. No/Email	Signature Date

There are penalties for failing to give a return or furnishing an incorrect or late return.

IR8A(1/2023)

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* Delete where applicable



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2023

FORM IR8S(electronic)

DETAILS OF EMPLOYER'S / EMPLOYEE'S CONTRIBUTIONS TO CPF FOR THE YEAR ENDED 31 DEC 2022

Fill in this form if applicable and give it to your employee by 1 Mar 2023 for his submission together with his Income Tax Return

Employer's Tax Ref. No./UEN	: C198501669N	Employee's Income Tax Ref. No.	: S8676152A
Employee's NRIC No./FIN	: S8676152A	Date of Birth	: 28-11-1967
Full Name of Employee as per NRIC/FIN	: Tonny Wong		
Date of S'pore PR Status Granted (if granted on/after 1 Jan 2020)	:		
Date of Renoucement of S'pore PR	:		
If Employment Commenced and/or Ceased during the year :	Date of Commencement :		
	Date of *Cessation / Overseas Posting :		

SECTION A: Details of monthly wages and contributions
(See Explanatory Note 4)

MONTH	ORDINARY	E'R CPF	ACTUAL	E'E CPF	ACTUAL	ADDITIONAL	E'R CPF	ACTUAL	E'E CPF	ACTUAL
JAN	8390.08	1020.00	1020.00	1200.00	1200.00	NA	NA	NA	NA	NA
FEB	8363.89	1020.00	1020.00	1200.00	1200.00	NA	NA	NA	NA	NA
MAR	2560.82	436.00	436.00	512.00	512.00	NA	NA	NA	NA	NA
APR	3288.41	560.00	560.00	657.00	657.00	NA	NA	NA	NA	NA
MAY	4163.41	708.00	708.00	832.00	832.00	NA	NA	NA	NA	NA
JUN	2988.41	509.00	509.00	597.00	597.00	NA	NA	NA	NA	NA
JUL	9229.12	1020.00	1020.00	1200.00	1200.00	NA	NA	NA	NA	NA
AUG	9229.12	1020.00	1020.00	1200.00	1200.00	NA	NA	NA	NA	NA
SEP	8940.71	1020.00	1020.00	1200.00	1200.00	NA	NA	NA	NA	NA
OCT	9229.12	1020.00	1020.00	1200.00	1200.00	NA	NA	NA	NA	NA
NOV	8940.71	1020.00	1020.00	1200.00	1200.00	NA	NA	NA	NA	NA
DEC	9229.12	840.00	840.00	840.00	840.00	6345.02	889.00	889.00	888.00	888.00
TOTAL	84552.92	10193.00	10193.00	11838.00	11838.00	6345.02	889.00	889.00	888.00	888.00

Has approval been given by CPF Board to make full contributions (for SPR status granted on / after 1 Jan 2020): NA

SECTION B: Excess/Voluntary contribution to CPF (See Explanatory Note 4)

Employer's Contribution : 0.00
Employee's Contribution : 0.00

Please complete Section C if you or your employee has claimed/will claim a refund of the excess CPF contribution from CPF Board.

SECTION C: Details of Refund claimed/ to be claimed on excess CPF contributions made in 2022 (See Explanatory Note 4)

*ORDINARY/ADDITIONAL WAGES					AMOUNT OF REFUND				
AMOUNT		PERIOD		Date Paid	EMPLOYER		EMPLOYEE		
S	From	To	Contribution		Interest	@Date	Contribution	^Interest	@Date
0.00					0.00	0.00		0.00	0.00

Remarks :

AUTHORISED PERSON NAME		DIRECTOR
Name of authorised person making the declaration	Signature	Designation
Sage Software Asia Pte Ltd (Demo)	+65-6278-0097	08-11-2023
Name of Employer	Tel. No./Email	Date

* Delete where applicable

@ Please indicate the date refund was received. If the refund has not been received ,please indicate the date the claim was made or expected to be made as at the date of completion of this form.

^ Interest from the refund of employee's contribution is assessable under S10(1)(d) of the Income Tax Act (for example, if the date of refund is in the year 2022, interest will be taxable in the Year of Assessment 2023). Employees are required to declare the interest amount in their income tax returns.

There are penalties for failing to give a return or furnishing an incorrect or late return

IR8S(1/ 2023)

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APPENDIX 8A(electronic)

Value of Benefits-in-Kind for the Year Ended 31 Dec 2022

(Fill in this form if applicable and give it to your employee by 1 Mar 2023 for his submission together with his Income Tax Return)

Full Name of Employee as per NRIC/FIN: Hamid Sukor Tax Ref. No. : G762553 \$

1. Place of Residence provided by Employer - (See Explanatory Note 12)

Address :	Period of Occupation from : to	No. of days : 0
Number of employee(s) sharing the premises (exclude family members who are not employees): 1		

2. Accommodation and related benefits provided by Employer (See Explanatory Note 12):

a. Annual Value (AV) of Premises for the period provided (state apportioned amount, if applicable)	NA
b. Value of Furniture & Fitting (Mandatory if 2a is completed) : (i) 40% of AV if premises is partially furnished or (ii) 50% of AV if premises is fully furnished	NA
c. Rent paid by employer including rental of Furniture & Fittings (state apportioned amount, if applicable) (Mandatory if the rent is paid by the employer)	NA
d. Taxable Value of Place of Residence : (2a + 2b) or 2c	NA
e. Total Rent paid by employee for Place of Residence	NA

f. Total Taxable Value of Place of Residence (2d - 2e) ----- NA

g. Utilities / Telephone / Pager / Suitcase / Golf Bag & Accessories / Camera / Electronic Gadgets (e.g. Tablet, Laptop, etc) [Actual Amount]	NA
h. Driver [Annual Wages X (Private / Total Mileage)]	NA
i. Servant / Gardener / Upkeep of Compound [Annual wages or actual amount paid by employer to a company to perform these services]	NA

j. Taxable value of utilities and housekeeping costs (2g +2h + 2i) ----- NA

3. Hotel Accommodation Provided - (See Explanatory Note 12)

a. Actual cost of hotel accommodation/ Serviced Apartment within hotel building	NA
b. Amount paid by the employee	NA

c. Taxable Value of Hotel Accommodation (3a - 3b) ----- NA

4. Others

a. Cost of home leave passages and incidental benefits provided to employee and his family: ----- 0.00
(See Explanatory Note 12)

b. Interest payment made by the employer to a third party on behalf of an employee and/or interest benefits arising from loans provided by employer interest free or at a rate below market rate to the employee who has substantial shareholding or control or influence over the company (See Explanatory Note 12): ----- 0.00

c. Insurance premiums paid by the employer (See Explanatory Note 12): ----- 0.00

d. Free or subsidised holidays including air passage, etc: ----- 0.00

e. Educational expenses including tutor provided (See Explanatory Note 12): ----- 0.00

f. Entrance/transfer fees and annual subscription to social or recreational clubs: ----- 0.00

g. Gains from assets, eg vehicles, property, etc sold to employees at a price lower than open market value: ----- 0.00

h. Full cost of motor vehicles given to employee: ----- 0.00

i. Car benefits (See Explanatory Note 12) : ----- 0.00

j. Other non-monetary awards/benefits which do not fall within the above items (See Explanatory Note 12) : ----- 0.00

TOTAL VALUE OF BENEFITS-IN-KIND (ITEMS 2 TO 4) TO BE REFLECTED IN ITEM d9 OF FORM IR8A 0.00

Name of Employer : Sage Software Asia Pte Ltd (Demo)

Address of Employer : 8 Commonwealth Lane #04-01 Ultraco Greent

S(149555)

AUTHORISED PERSON NAME	DIRECTOR	+65-6278-0097	08-11-2023
Name of authorised person making the declaration	Designation	Tel. No./Email	Signature
			Date

There are penalties for failing to give a return or furnishing an incorrect or late return

IR8A(A/I/ 2023) This is a computer generated document, no signature is required.

2024

Appendix 8B(electronic)

DETAILS OF GAINS OR PROFITS FROM EMPLOYEE STOCK OPTION (ESOP) / OTHER FORMS OF EMPLOYEE SHARE OWNERSHIP (ESOW) PLANS FOR THE YEAR ENDED 31 DEC 2023

Fill in this form and give to your employee / submit to IRAS by 1 Mar 2024. Please read the explanatory notes when completing this form.

Tax Ref. (NRIC/FIN) : S9039396J

Full Name of Employee as per NRIC/FIN : HO RUI JIN PETER

Company Registration Number / UEN	Name of Company	Indicate Type of plan Granted:		Date of grant	Date of exercise of ESOP or date of vesting of ESOW Plan (if applicable). If moratorium (i.e. selling restriction) is imposed, state the date the moratorium is lifted for the ESOP/ ESOW Plans	Exercise Price of ESOP / or Price Paid / Payable per Share under ESOW Plan (S)	Open Market Value Per share as at the Date of Grant of ESOP/ ESOW Plan (S)	Open market Value Per Share as at the Date Reflected at Column (d) of this form (S)	Number of Shares Acquired	Gains from ESOP/ESOW Plans			Gross Amount of gains from ESOP/ ESOW Plans (S)		
		1) ESOP or	2) ESOW							Gross Amount Qualifying for Income Tax Exemption under :-					
(a)	(b)	(c1)	(c2)	(c2)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	
SECTION A : EMPLOYEE EQUITY-BASED REMUNERATION (EEBR) SCHEME													(l) = (g-e) x h	(m) = (l)	
(I) TOTAL OF GROSS ESOP/ESOW GAINS IN SECTION A													0.0000	0.0000	
SECTION B : EQUITY REMUNERATION INCENTIVE SCHEME (ERIS) SMES										(i) = (g-f) x h		(l) = (f-e) x h	(m) = (i)+(l)		
(II) TOTAL OF GROSS ESOP/ESOW GAINS IN SECTION B													0.0000	0.0000	
SECTION C : EQUITY REMUNERATION INCENTIVE SCHEME (ERIS) ALL CORPORATIONS										(j) = (g-f) x h		(l) = (f-e) x h	(m) = (j)+(l)		
(III) TOTAL OF GROSS ESOP/ESOW GAINS IN SECTION C													0.0000	0.0000	
SECTION D : EQUITY REMUNERATION INCENTIVE SCHEME (ERIS) START-UPS											(k) = (g-f) x h		(l) = (f-e) x h	(m) = (k)+(l)	
(IV) TOTAL OF GROSS ESOP/ESOW GAINS IN SECTION D													0.0000	0.0000	
SECTION E : TOTAL GROSS AMOUNT OF ESOP/ESOW GAINS (I+II+III+IV) (THIS AMOUNT IS TO BE REFLECTED IN ITEM d(8) OF FORM IR8A)															0.00

Remarks :

App8B(1/2024)

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2024

Appendix 8B(electronic)

DETAILS OF GAINS OR PROFITS FROM EMPLOYEE STOCK OPTION (ESOP) / OTHER FORMS OF EMPLOYEE SHARE OWNERSHIP (ESOW) PLANS FOR THE YEAR ENDED 31 DEC 2023

Fill in this form and give to your employee / submit to IRAS by 1 Mar 2024. Please read the explanatory notes when completing this form.

Tax Ref. (NRIC/FIN) : S9039396J

Full Name of Employee as per NRIC/FIN : HO RUI JIN PETER

Company Registration Number / UEN	Name of Company	Indicate Type of plan Granted:		Date of grant	Date of exercise of ESOP or date of vesting of ESOW Plan (if applicable). If moratorium (i.e. selling restriction) is imposed, state the date the moratorium is lifted for the ESOP/ ESOW Plans	Exercise Price of ESOP / or Price Paid / Payable per Share under ESOW Plan (S)	Open Market Value Per share as at the Date of Grant of ESOP/ ESOW Plan (S)	Open market Value Per Share as at the Date Reflected at Column (d) of this form (S)	Number of Shares Acquired	Gains from ESOP/ESOW Plans			Gross Amount of gains from ESOP/ ESOW Plans (S)	
		1) ESOP or	2) ESOW							Gross Amount Qualifying for Income Tax Exemption under :-				
(a)	(b)	(c1)	(c2)	(c2)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)

*ERIS (SMEs) - This is only applicable to gains derived from the exercise of ESOP granted on or after 1 June 2000 and on or before 31 Dec 2013/ restricted ESOW granted on or after 1 Jan 2002 and on or before 31 Dec 2013 by a qualifying company under the ERIS (SMEs)#

**ERIS (ALL CORPORATIONS) - This is only applicable to gains derived from the exercise of ESOP granted on or after 1 April 2001 and on or before 31 Dec 2013 / restricted ESOW granted on or after 1 Jan 2002 and on or before 31 Dec 2013 by a qualifying company under the ERIS (ALL CORPORATIONS)#

***ERIS (START-UPS) - This is only applicable to gains derived from the exercise of ESOP / restricted ESOW granted on or after 16 Feb 2008 and on or before 15 Feb 2013 and within 3 years' of the qualifying company's incorporation.#

****Including any amount of discount enjoyed by an employee on ESOP/ESOW Plan.# #See Explanatory Note 4 of Appendix 8B

DECLARATION

We certify that on the date of grant of ESOP/ESOW plan, all the conditions (with reference to each respective scheme) stated in paragraphs 4 & 5 of the Explanatory Notes for Completion of Appendix 8B were met.

Company Registration No.: C198501669N Name of Employer : Sage Software Asia Pte Ltd (Demo) Date of incorporation (For ERIS (Start-ups only)) :

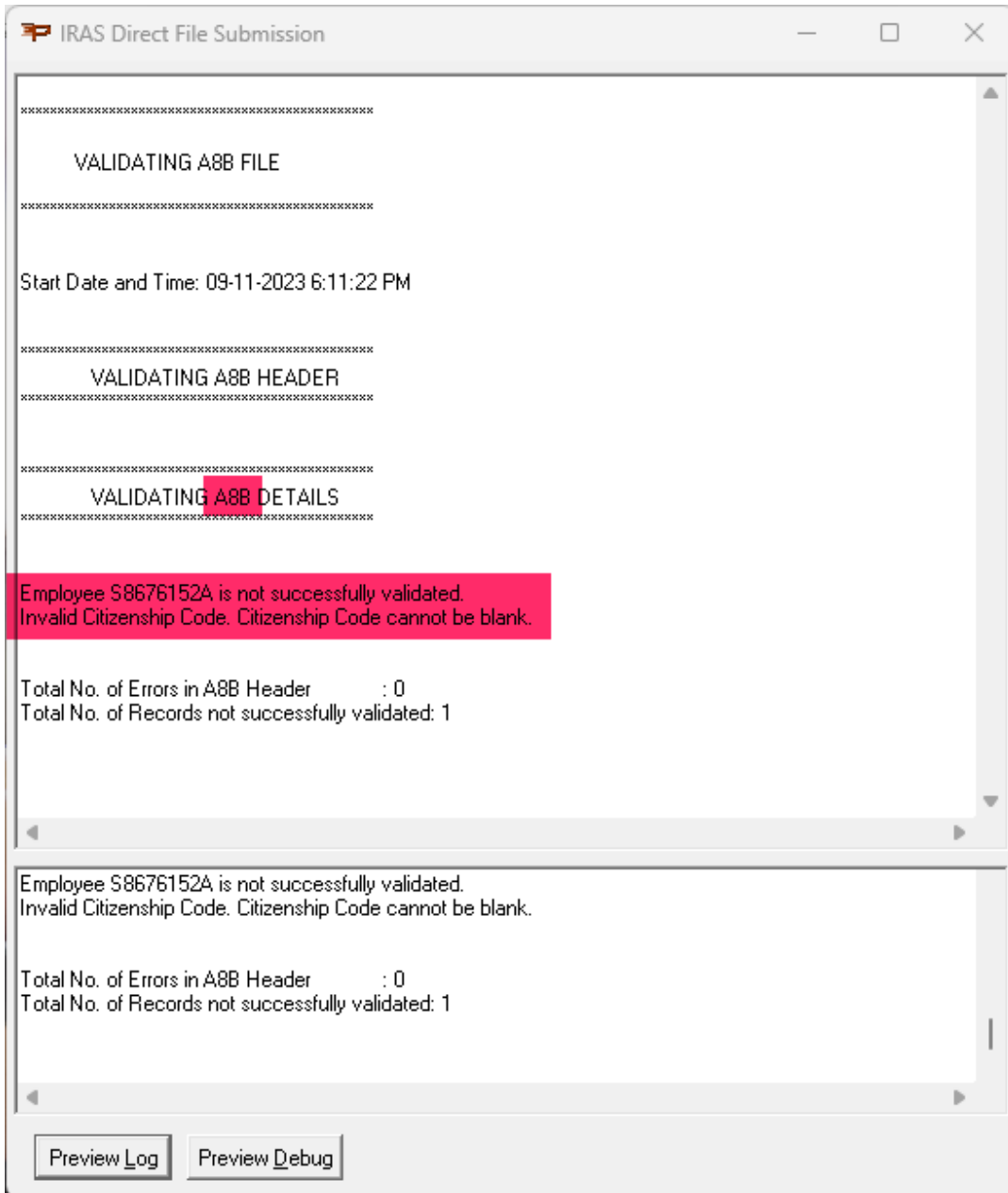
Name & signature of authorised person making the declaration : Tan Sim Lian Signature :

Designation : Finance Director Tel/Email : +65-6278-0097 Date : 08-11-2023

There are penalties for failing to give a return or furnishing an incorrect or late return.

This is a computer generated document, no signature is required.

Warning message for IRAS Direct Submission Failed validation is updated to the below:



CPF Table capping amount bug is fixed for affected age group 55 above for all residence status.

CPF Wizard

CPF Table: **0124ST**

Salary: to

Age: to

Employee | Employer

Choose Only one of the Templates

- Template 1
- Template 2
- Template 3
 - % of Ordinary Wage Max and
 - % of Additional Wage
- Template 4
- Advance

This update applies to version 17 only:

General updates

Fix year not in sequence at pay process screen

Pay Record Pay Group 1 Payment Group | Year | Period | Sub Period | Record ID

2012
2013
2014
2015
2016
2017
2018
2019

Preview Log | New | Delete | Lock | UnLock | Date Reprocess | Modify | Tools | Process Interface

Fix incorrect convert days for deleted leave application from ESS

Export Leave History to ESS

Leave Type ID Selection: From: Absent, To: Unpaid Infant Care

Range Selection: From Date: 01-01-2023, To Date: 29-11-2023

Go

Employee ID	Employee Name	Leave Type ID	From Date	Start Time	To Date	End Time	Convert Days	Status
269	Employee 269 ESSCLDUA	Hour Test	27-11-2023	03:00PM	27-11-2023	05:00PM	0.25	To Delete from ESS

Enhance cessation code to cessation description for cessation report

Sage Software Asia Pte Ltd (Demo)

Cessation Report From 06-11-2023 to 07-11-2023

Group By : Department

Sort By : Employee ID

Query ID : ALL

Identity No	Employee ID	Employee Name	Hire Date	Position	Cessation Date	Cessation Description
Total Employees : 1						
Department :	Finance					
1234-56780-987	E044	Jenny Wee	07-02-2022	Accountant	06-11-2023	Early Release of Contract
Total Employees : 3						
Department :	Information Technology					
2123-405832	E042	Valerie Kho	15-02-2021	Executive	07-11-2023	Transfer of Subsidiary/Associated Dismissal
1234512345	E043	Iris Tay	15-12-2021	Executive	06-11-2023	Transfer of Subsidiary/Associated
810101-01-2222	W20085695	How Ming Size	01-01-2010	Executive	07-11-2023	Transfer of Subsidiary/Associated
Total Employees : 3						
Department :	None					
810101-01-1111	Half1	Stephan A/L Robin	15-10-2012	None	07-11-2023	Leave Country
800101-01-1111	Semi 001	Patrick Teoh Ming Hoe	01-01-2009	None	07-11-2023	Retrenchment

Singapore

New unpaid leave type enhanced in Leave Module > Setup > Leave Policy

Leave Policy

Leave Policy: Std Leave Policy

Range Basis: Category

Leave Cycle Method: Calendar

For User defined Method: Calendar Start Month: January

Description: Standard Leave Policy

Leave Type	Allocation	Costing Method
Category	Leave Type ID	Allocation
	Unpaid Infant Care	System MDM
???	Absent	Absent
???	Annual	Annual
???	Compassionate	Compassionate
???	Hospitalisation	System MDM
???	Late	Late
???	NoPay	NoPay
???	Sick	System MDM
???	Maternity	System MDM
???	ChildCare	System MDM
		Current TW-WDays

Buttons: Preview, New, Delete, Save, Cancel

Drag a column header here to group by that column

Leave Policy	Description	Range Basis	Leave Cycle Method	Calendar St
Std Leave Policy	Standard Leave Policy	Category	Calendar	

Malaysia

Malaysia - Enhance tax scheme (Default) for display purpose only to indicate non-resident employees

Setup > Income Tax Detail

Malaysia - Fix tax category for single marital status with adopted children employee in E form and relevant EasyPay fields.

A	B	C	D	E
Bil.	Nama pekerja	No. Pengenalan Cukai (TIN)	No. pengenalan / pasport	Kategori pekerja ¹
1	Adie Mohammad	123456	123456788190	3
2	Chua See Ling	12455788	124557887152	2
3	Daily	34455	345678904125	1
4	ER Pay Tax	443322	34568906322	1
5	FW1	12323123	156985236012	1
6	K3 Guy	0	1231231231	3

Philippines

Philippines - Fix payslip not showing all loan information

Sage Software Solutions Pte Ltd - Demo

Loan Setup Report

Query ID : ALL

Loan From : Company to SSS

Sort By : Employee ID

Details						
Year	Period	Sub Period	Pay Element ID	Payment	Processed On	
2020	6	1	NF Tax On COmm	3870.50	06-01-2020	
2020	5	1	NF Tax On COmm	3870.50	05-01-2020	
2020	4	1	NF Tax On COmm	3870.50	04-01-2020	
2020	3	1	NF Tax On COmm	3870.50	03-01-2020	
2020	2	1	NF Tax On COmm	3870.50	02-01-2020	
Total :				19352.50		

Philippines - Fix Payroll Summary Report format

Creative Software Demo

Payroll Summary Report By :

Sub Period : All Period : 12 Year : 2020 Query ID : ALL

Pay Type : All Pay Record ID : All Branch : None

Pay Group : 1 Payment Group Sort By : Branch,Category,Employee ID

Employee ID	Employee Name	Total Wage Total OT	Lve Deduction BackPay OT BackPay	Bonus Other Allowance	Gross Bef Deduct	Other Deduct Donation Reimbursement	PHIC Wage EE PHIC ER PHIC	HD MF Wage EE HD MF ER HD MF	SSS Wage EE SSS ER SSS	ECOLA Amt Net Wage	ATC Tax Amt Paid Tax Amt Tax Benefit
001	Marie MA Cruz 7.21234567890123456789012	14000.50 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	14000.50	0.00 0.00 0.00	14000.50 210.01 210.01	14000.50 280.01 280.01	14000.50 560.00 1130.00	0.00 0.00 12950.48	0.00 0.00 0.00
004	Ryan RM Santos 7.2	15000.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	15000.00	0.00 0.00 0.00	15000.00 225.00 225.00	15000.00 300.00 300.00	15000.00 600.00 1230.00	0.00 0.00 13875.00	0.00 0.00 0.00
Total Category :	Executive (Executive)	29000.50 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	29000.50	0.00 0.00 0.00	29000.50 435.01 435.01	29000.50 580.01 580.01	29000.50 1160.00 2360.00	0.00 0.00 26825.48	0.00 0.00 0.00
005	Hazel HM Reyes 7.5	10000.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	10000.00	0.00 0.00 0.00	10000.00 150.00 150.00	10000.00 200.00 200.00	10000.00 400.00 810.00	0.00 0.00 9250.00	0.00 0.00 0.00
Total Category :	Junior (Junior)	10000.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	10000.00	0.00 0.00 0.00	10000.00 150.00 150.00	10000.00 200.00 200.00	10000.00 400.00 810.00	0.00 0.00 9250.00	0.00 0.00 0.00
002	Grace GY Garcia 7.3	208000.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	208000.00	0.00 0.00 0.00	208000.00 900.00 900.00	208000.00 4160.00 4160.00	208000.00 800.00 1630.00	0.00 0.00 149955.20	0.00 52184.80 0.00
007	Ema e Tan 7.4	180000.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	180000.00	0.00 0.00 0.00	180000.00 900.00 900.00	180000.00 3600.00 3600.00	180000.00 800.00 1630.00	0.00 0.00 131296.00	0.00 43404.00 0.00
M001	Mary Tan	80000.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	80000.00	0.00 0.00 0.00	80000.00 900.00 900.00	80000.00 1600.00 1600.00	80000.00 800.00 1630.00	0.00 0.00 62856.67	0.00 13843.33 0.00
YY 001	YY 001	22500.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	22500.00	0.00 0.00 0.00	22500.00 337.50 337.50	22500.00 450.00 450.00	22500.00 800.00 1630.00	0.00 0.00 20896.67	0.00 15.83 0.00
Total Category :	None (None)	490500.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	490500.00	0.00 0.00 0.00	490500.00 3037.50 3037.50	490500.00 9810.00 9810.00	490500.00 3200.00 6520.00	0.00 0.00 365004.54	0.00 109447.96 0.00
Total Branch :	None (None) (7 Employees)	529500.50 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	529500.50	0.00 0.00 0.00	529500.50 3622.51 3622.51	529500.50 10590.01 10590.01	529500.50 4760.00 9690.00	0.00 0.00 401080.02	0.00 109447.96 0.00



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

