

Access UBS Payroll April 2025 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.

Table of Contents

Release Summary	4
Release Contents	6
Login Enhancement with Evo	6
Access Evo	7
Leave Configuration.....	9
Data Export and Import	12
Dashboard and Reports	13
Post to Payroll.....	15
(Add-on Features) Express Leave	16
AmBank	22
How to Contact Us.....	23

Release Summary

Access UBS Payroll v2025.2

This release encompasses our efforts to provide a more productive, experience quicker, easier and more effective ways of working with the introduction of UBS Evo and integration with add-on features Express Leave.

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.

UBS Evo

Login Enhancement with Evo

Updated Login screen and About screen of UBS Payroll.

[Read more about this feature](#)

Access Evo

Introducing Access Evo Platform.

[Read more about this feature](#)

Interface with Express Leave

Leave Configuration

Activate eLeave and configure leave type, leave scheme and leave entitlement.

[Read more about this feature](#)

Data Export and Import

Export employee details and leave balances to Express Leave, also import approved leave requests from Express Leave.

[Read more about this feature](#)

Dashboard and Reports

View eLeave Dashboard, Leave Summary Report and Approved Leave Report.

[Read more about this feature](#)

Post to Payroll

Post the count of approved leave requests to Payroll.

[Read more about this feature](#)

(Add-on Features) Express Leave

Functions and features in Access Evo Express Leave.

[Read more about this feature](#)

Bank Files Update

Added new bank files or updated existing bank file formats as per customer requests.

[Read more about this feature](#)

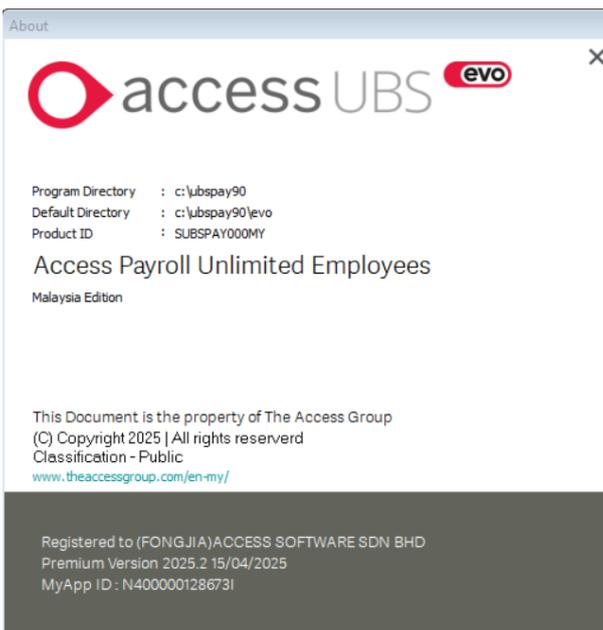
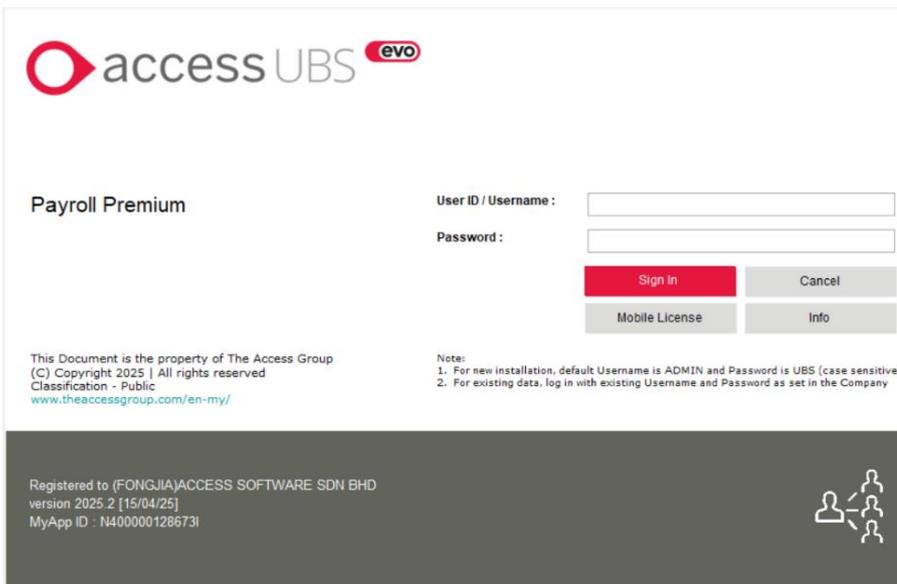
Release Contents

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.

UBS Evo

Login Enhancement with Evo

Login screen and About screen of UBS Payroll have been updated with new logo and Access colour scheme following the introduction of UBS Evo solution which is a bundle of on-premises Access UBS Payroll and online platform Access Evo.



Access Evo

Access Evo is an intuitive, easy-to-use business management software/platform incorporating AI features and functionality that delivers next-level productivity, faster, easier working and rewarding user experiences:

1. Colleagues - Energise your team members with collaboration tools, action-focused Workspaces, Copilot the AI-powered virtual assistant and role-based apps to drive productivity.
2. Managers - Support your management team with analytics dashboards, apps for quick approvals, and action-focused Workspaces to help them manage their people.
3. Executive teams - Inform your executives with multi-product blended analytics from across your organisation and give them the ability to communicate with everyone with ease.
4. Power users - Give your key functional users the software they need and remove the endless demands for information and tasks from other colleagues.

Learn more about the features of Access Evo via <https://www.theaccessgroup.com/en-my/evo/>.

The graphic displays the 'UBS evo Base Edition' interface. At the top, the title 'UBS evo Base Edition' is shown. Below it is a red rounded rectangle containing icons for 'UBS Payroll', 'Analytics', 'Learning Lite', 'Applause Std', 'Collaborate', 'Engage Lite', 'Digital Assistant', and 'Mobile'. Below this are five feature cards, each with an icon, title, and description.

Feature	Description
Analytics	25 Dashboards, 142 insights, 19 shared views across Customers, Suppliers, General Ledger, Products & Payroll.
Learning Lite	Learning system including product training and 10 standard courses.
Applause Standard	Recognition tool, encourages peer to peer recognition based on company values.
Engage Lite	Social Feed which allows everyone to interact with their colleagues.
Collaborate	Collaboration tool, allowing sharing of documents, task and project management.

UBS **evo** Standard Edition



*SSO only available for core EasyPay when hosted by Access



CoPilot

Your smart digital assistant delivers what you need in the flow of work.



Feed

Your prioritised action list improves productivity and compliance.



Mobile

The power of Access EasyPay Evo in your pocket. Giving you the freedom to do more on the move.



Engage

Full Social Feed with Articles, Events and post to ALL.



Collaborate with AI

Collaboration tool, allowing sharing of documents with AI search capability.

UBS **evo** Advanced Edition





Advanced Analytics

Extended dashboard packs (where available) and additional administrative and designer users.



Advanced Data Engine

3rd party data connections inbound, increased storage and data refresh rates, outbound connections and data fusions.



Applause Rewards

Add Rewards to recognition tool, driving increased engagement across the company.

Interface with Express Leave

Access Evo Express Leave app is an online application used for managing employee leave requests, providing both employees and employers with a convenient way to handle leave-related tasks. It allows employees to view leave balances, submit requests, and upload supporting documents, while also enabling managers to approve or reject requests.

Access UBS Payroll is now integrated with add-on application Access Evo Express Leave to streamline leave management, payroll processing and reduce errors.

Leave Configuration

1. In UBS Payroll > Settings > General Settings > General Setup > eLeave,
 - a. Tick 'Activate eLeave' checkbox to enable eLeave functions.
 - b. Set a Pay Point for the company data.
 - c. Update Cut Off Period, New Join Prorata, Resign Prorata and Decimal Point Rounding, if necessary.

General Setup
✕

Company Details
Pay Calculation
Pay Calculation (2)
Control
Auto Numbering
eLeave

Activate eLeave Pay Point

Cut Off Period :-

From To

New Join Prorata :-

Join Day	Entitled For 1st Month	
1 To <	<input style="width: 40px;" type="text" value="32"/>	Is <input style="width: 50px;" type="text" value="FULL"/>
32 To <	<input style="width: 40px;" type="text" value="0"/>	Is <input style="width: 50px;" type="text"/>
0 To <	<input style="width: 40px;" type="text" value="0"/>	Is <input style="width: 50px;" type="text"/>

Resign Prorata :-

Last Day	Entitled For Resign Month	
1 To <	<input style="width: 40px;" type="text" value="32"/>	Is <input style="width: 50px;" type="text" value="FULL"/>
32 To <	<input style="width: 40px;" type="text" value="0"/>	Is <input style="width: 50px;" type="text"/>
0 To <	<input style="width: 40px;" type="text" value="0"/>	Is <input style="width: 50px;" type="text"/>

Note: '<' = Less Than

Decimal Point Rounding :-
(for calculating new join, resign, and year-end processing)

Decimal Point	Round To		
<input style="width: 40px;" type="text" value="0.01"/>	to	<input style="width: 40px;" type="text" value="0.49"/>	<input style="width: 40px;" type="text" value="0.00"/>
<input style="width: 40px;" type="text" value="0.50"/>	to	<input style="width: 40px;" type="text" value="0.50"/>	<input style="width: 40px;" type="text" value="0.50"/>
<input style="width: 40px;" type="text" value="0.51"/>	to	<input style="width: 40px;" type="text" value="0.99"/>	<input style="width: 40px;" type="text" value="1.00"/>
<input style="width: 40px;" type="text"/>			

2. In UBS Payroll > eLeave > Settings (icon) > Manage Leave Type, update the Description of the 3 user defined leave types U1, U2 and U3, if necessary.
 - a. Any update on the user defined leave types' Description shall be performed in Express Leave > Company Admin > Leave Types as well.

Manage Leave Type

Apply or maintain leave type.

Leave Code	Description
AB	Absent
AD	Advance Leave
AL	Annual Leave
CL	Compassionate Leave
EX	Examination Leave
HL	Hospitalisation Leave
LS	Line Shut Down
MC	Sick Leave
MR	Marriage Leave
MT	Maternity Leave
NPL	No-Pay Leave
PT	Paternity Leave
U1	Well Being Leave
U2	User Defined2
U3	

Leave Type Code

Description

Cancel
Save

3. In UBS Payroll > eLeave > Settings (icon) > Manage Leave Scheme, add Leave Scheme and then Add/View Detail to configure the Day Entitled of each leave types.

Manage Leave Scheme

Apply or maintain leave scheme.

Scheme Code

Description

Annual leave (AL) to be carried forward to the following year (for year-end processing):

Max AL C/F
 Day
 Percentage (Based on AL Entitled)

Decimal Point Rounding:
(for calculating new join, resign, and year-end processing)

	Decimal Point	Round To

Scheme Code	Description	Max. AL C/F
01	Standard	8.00 Day
02	Contract	0.00 Day

Add/View Detail
Print
Delete
Add New
Edit

Manage Leave Scheme Detail Maintenance

Maintain leave scheme detail.

Scheme Code

Leave Code

Length of Service in Year Day Entitled

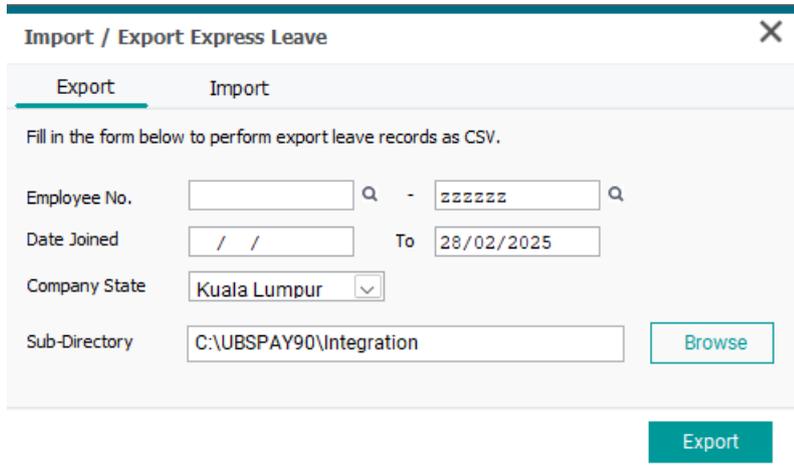
	>	0.00	to	2.00	8.00	
	>	2.00	to	5.00	12.00	Insert
	>	5.00	to	99.00	16.00	Modify
						Remove

Leave Code	Description
AL	Annual Leave
CL	Compassionate Leave
EX	Examination Leave
HL	Hospitalisation Leave
LS	Line Shut Down
MC	Sick Leave
MR	Marriage Leave
MT	Maternity Leave
NPL	No-Pay Leave
PT	Paternity Leave
U1	Well Being Leave
U2	User Defined2
U3	

Print
Delete
Cancel
Save

Data Export and Import

1. Export employee details and leave balances to a csv file via eLeave > Import/Export > Export feature.
 - a. Select Company State of the employees, which define the applicable public holidays of the employees in Express Leave.

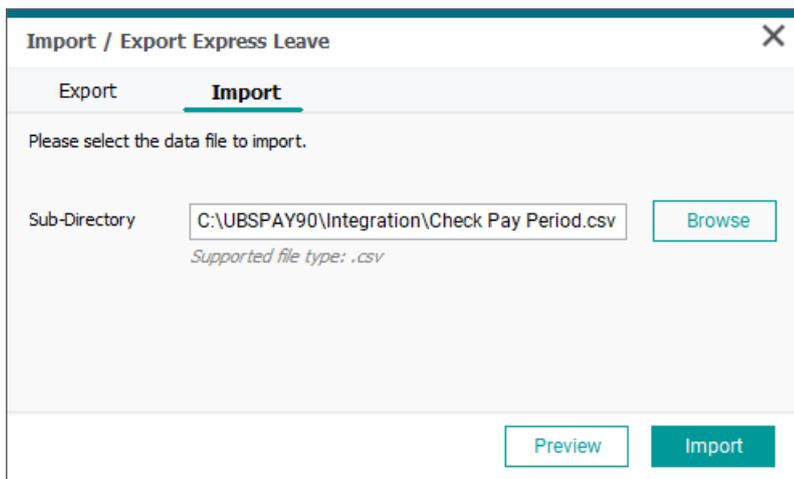


The screenshot shows a window titled "Import / Export Express Leave" with a close button (X) in the top right corner. The "Export" tab is selected. Below the tab, there is a heading "Fill in the form below to perform export leave records as CSV." The form contains the following fields:

- Employee No.: A search input field with a magnifying glass icon, containing "zzzzzz".
- Date Joined: A date input field with slashes, followed by "To" and another date input field containing "28/02/2025".
- Company State: A dropdown menu with "Kuala Lumpur" selected.
- Sub-Directory: A text input field containing "C:\UBSPAY90\Integration" and a "Browse" button.

At the bottom right of the form is a large teal "Export" button.

2. Import approved leave requests from Express Leave via eLeave > Import/Export > Import feature.
 - a. The imported approved leave requests will be listed on the eLeave dashboard.
 - b. Leave balances will be updated once the approved leave requests have been imported successfully to UBS Payroll.



The screenshot shows the same window "Import / Export Express Leave" but with the "Import" tab selected. The heading reads "Please select the data file to import." The form contains:

- Sub-Directory: A text input field containing "C:\UBSPAY90\Integration\Check Pay Period.csv" and a "Browse" button. Below the field, it says "Supported file type: .csv".

At the bottom of the window are two buttons: "Preview" and "Import".

Dashboard and Reports

1. eLeave Dashboard

- a. Accessible from eLeave side menu once eLeave is activated.
- b. Display up to 15 approved leave requests per page and can be filtered by Employee No.
- c. Allow user to configure eLeave Settings via the settings icon, view employee leave entitlements via Employee Leave Settings, view leave reports, import/export leave data, and post leave count (including no-pay leave) to current month payroll for payroll processing.

2. Reports

- a. Leave Summary Report and Approved Leave Reports (Group by Employee No. / Leave Type) are accessible from eLeave > Reports.

Access GOC Malaysia Sdn.Bhd

Leave Summary Report

Employee No. : - ZZZZZZ Page : 3
 Department : - ZZZZZZZZZZ Date : 16/04/2025

S/No.	Leave Type	Day Entitled	Day B/F	Day Taken	Adjustment	Balance
TIPE2 Ernest Tjia 2 Department : Human Resources & Date Joined : 01/03/2018 Sex : Male						
Leave Scheme : 02						
1	AB Absent	-	0.00	1.00	0.00	-
	<u>S/No.</u> <u>Leave Start Date</u> <u>Leave End Date</u> <u>Session</u> <u>Total Day</u> <u>Remark</u>					
	1 03/02/2025 03/02/2025 Full day 1.00					
2	AD Advance Leave	0.00	0.00	0.00	0.00	0.00
3	AL Annual Leave	21.00	0.00	0.00	0.00	21.00
4	CL Compassionate Leave	3.00	0.00	0.00	0.00	3.00
5	EX Examination Leave	3.00	0.00	0.00	0.00	3.00
6	HL Hospitalisation Leave	60.00	0.00	0.00	0.00	60.00
7	MC Sick Leave	22.00	0.00	0.00	0.00	22.00
8	MR Marriage Leave	3.00	0.00	0.00	0.00	3.00
9	NPL No-Pay Leave	-	0.00	1.00	0.00	-
	<u>S/No.</u> <u>Leave Start Date</u> <u>Leave End Date</u> <u>Session</u> <u>Total Day</u> <u>Remark</u>					
	1 28/02/2025 28/02/2025 Full day 1.00					
10	PT Paternity Leave	7.00	0.00	0.00	0.00	7.00
11	U1 Well Being Leave	4.00	0.00	0.00	0.00	4.00

Approved Leave Report

Employee No. : [] to [zzzzz] - active only
 Leave Type : [] to [zzz]
 Leave Date : [01/02/2025] to [28/02/2025]

S/No.	Leave Start Date	Leave End Date	Leave Type	Session	Total Day	Remark	Source
ESPD <u>David E spiritu</u>							
1	18/02/2025	18/02/2025	AL Annual Leave	Full day	1.00	Department : <u>Human Resources & Administration</u>	Express Leave
					Sub-Total :	1.00	
TIPE2 <u>Ernest Tipa 2</u>							
1	03/02/2025	03/02/2025	AB Absent	Full day	1.00	Department : <u>Human Resources & Administration</u>	Express Leave
					Sub-Total :	1.00	
2	28/02/2025	28/02/2025	NPL No-Pay Leave	Full day	1.00		Express Leave
					Sub-Total :	1.00	
001 <u>Aizat Ahmad</u>							
1	07/02/2025	07/02/2025	AB Absent	Full day	1.00	Department : <u>Operation</u>	Express Leave
					Sub-Total :	1.00	
2	10/02/2025	10/02/2025	AD Advance Leave	Full day	1.00		Express Leave
3	11/02/2025	12/02/2025	AD Advance Leave	Full day	1.00		Express Leave
					Sub-Total :	2.00	
4	03/02/2025	03/02/2025	AL Annual Leave	Full day	1.00		Express Leave
					Sub-Total :	1.00	
5	04/02/2025	06/02/2025	CL Compassionate Leave	Full day	3.00		Express Leave
					Sub-Total :	3.00	
6	13/02/2025	14/02/2025	EX Examination Leave	Full day	2.00		Express Leave

Approved Leave Report

Employee No. : [] to [zzzzz] - active only
 Leave Type : [] to [zzz]
 Leave Date : [01/02/2025] to [28/02/2025]

S/No.	Leave Start Date	Leave End Date	Session	Total Day	Remark	Source
AB <u>Absent</u>						
TIPE2 <u>Ernest Tipa 2</u>						
1	03/02/2025	03/02/2025	Full day	1.00	Department : <u>Human Resources & Administration</u>	Express Leave
					Sub-Total :	1.00
001 <u>Aizat Ahmad</u>						
2	07/02/2025	07/02/2025	Full day	1.00	Department : <u>Operation</u>	Express Leave
					Sub-Total :	1.00
AD <u>Advance Leave</u>						
001 <u>Aizat Ahmad</u>						
1	10/02/2025	10/02/2025	Full day	1.00	Department : <u>Operation</u>	Express Leave
2	11/02/2025	12/02/2025	Full day	1.00		Express Leave
					Sub-Total :	2.00
AL <u>Annual Leave</u>						
ESPD <u>David E spiritu</u>						
1	18/02/2025	18/02/2025	Full day	1.00	Department : <u>Human Resources & Administration</u>	Express Leave
					Sub-Total :	1.00
001 <u>Aizat Ahmad</u>						
2	03/02/2025	03/02/2025	Full day	1.00	Department : <u>Operation</u>	Express Leave
					Sub-Total :	1.00

Post to Payroll

1. Allow user to post approved leave count, especially no-pay leave to current payroll month for payroll processing.
 - a. For user defined leave types U1, U2 and U3, user needs to manually key in the leave count in Payroll > 1st / 2nd Half Payroll > Normal Pay > Basic Pay & Overtime.
 - b. Supported Pay Frequency: Pay once a month (post to 2nd Half Payroll), Pay twice a month (post to 1st / 2nd Half Payroll).

Post To Payroll ✕

Payroll Month:

Pay Frequency: Pay once a month
 Pay twice a month

Payroll Type:

Leave Date From: To:

Employee No.: -

Department:

Preview Before Posting ✕

No.	Name	AL	CL	EX	HL	MC	MR	MT	NPL	PT	AD	LS	AB	AC Bal	MC Bal
001	Aizat Ahmad	1.00	3.00	2.00	2.00	1.00	3.00	0.00	2.00	1.00	2.00	0.00	1.00	6.00	12.00

2nd Half Payroll - Normal Pay (February 2025) Process Required ✕

Employee No. Employee Name Line No.

⏪ ⏩

Basic Pay & Overtime Allowances Deductions Others User Define Rate Relief & Rebate BIK Item

Basic Rate: View More Details

Working Days: Calculate

<p>Pay Days</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>DW</td><td>0.00</td></tr> <tr><td>PH</td><td>0.00</td></tr> <tr><td>AL</td><td>1.00</td></tr> <tr><td>MC</td><td>1.00</td></tr> <tr><td>MT</td><td>0.00</td></tr> <tr><td>MR</td><td>3.00</td></tr> <tr><td>CL</td><td>3.00</td></tr> <tr><td>HL</td><td>2.00</td></tr> <tr><td>EX</td><td>2.00</td></tr> <tr><td>PT</td><td>1.00</td></tr> <tr><td>AD</td><td>2.00</td></tr> <tr><td></td><td>0.00</td></tr> </table>	DW	0.00	PH	0.00	AL	1.00	MC	1.00	MT	0.00	MR	3.00	CL	3.00	HL	2.00	EX	2.00	PT	1.00	AD	2.00		0.00	<p>Leave Balance</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>AL</td><td>6.00</td></tr> <tr><td>MC</td><td>12.00</td></tr> </table>	AL	6.00	MC	12.00	<p>No Pay Days</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>No Pay LS</td><td>0.00</td></tr> <tr><td>No Pay NPL</td><td>2.00</td></tr> <tr><td>No Pay AB</td><td>1.00</td></tr> <tr><td>No Pay</td><td>0.00</td></tr> </table> <p>OOB (Days) <input type="text" value="0.00"/></p>	No Pay LS	0.00	No Pay NPL	2.00	No Pay AB	1.00	No Pay	0.00	<p>Overtime</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1.0 TIME</td><td>0.00</td><td>HRS</td></tr> <tr><td>1.5 TIMES</td><td>0.00</td><td>HRS</td></tr> <tr><td>2.0 TIMES</td><td>0.00</td><td>HRS</td></tr> <tr><td>3.0 TIMES</td><td>0.00</td><td>HRS</td></tr> <tr><td>Work Hours</td><td>0.00</td><td>HRS</td></tr> <tr><td>Lateness</td><td>0.00</td><td>HRS</td></tr> <tr><td>Early Dep.</td><td>0.00</td><td>HRS</td></tr> <tr><td>No Pay Hour</td><td>0.00</td><td>HRS</td></tr> </table>	1.0 TIME	0.00	HRS	1.5 TIMES	0.00	HRS	2.0 TIMES	0.00	HRS	3.0 TIMES	0.00	HRS	Work Hours	0.00	HRS	Lateness	0.00	HRS	Early Dep.	0.00	HRS	No Pay Hour	0.00	HRS
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Work Hours	0.00	HRS																																																													
Lateness	0.00	HRS																																																													
Early Dep.	0.00	HRS																																																													
No Pay Hour	0.00	HRS																																																													
			<p>Hrs/Days</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>REST DAY</td><td>0.00</td><td>DAYS</td></tr> <tr><td>PUB.HOL.</td><td>0.00</td><td>DAYS</td></tr> </table>	REST DAY	0.00	DAYS	PUB.HOL.	0.00	DAYS																																																						
REST DAY	0.00	DAYS																																																													
PUB.HOL.	0.00	DAYS																																																													

(Add-on Features) Express Leave

1. Settings

a. Company Admin > Company Details

Company Details

999998UBS VIP

14 Employees

43 Leave Requests

Active Account Status

Company Name: UBS Demo

Status: Active

Start Timesheets on: Monday

Start Time Tracking on: dd/mm/yyyy

Timesheet entry format: Minutes eg 7.45

Note: The following values will be used as defaults when creating new employees

Country: Malaysia

State/Region: Kuala Lumpur

Work Hours per Day: 8.00

Leave Calendar access level: Employee (Non-Approver)

Paypoints (csv): ACCESSGOCKL, ACCESSSG

Time Tracking Emails Enabled: No

Access Attaché Online Connection: No organisation connected

Connect to Organisation

Update Company Details

b. Company Admin > Manage Users (imported from UBS Payroll csv export file, editable)

Manage Users

999998UBS VIP

14 Employees

43 Leave Requests

Active Account Status

Create New User

Show: 50 entries

Search:

Employee	Email	Location	Region, Country	Permission Level	Default Approver	Work Days	Leave Balances	As At	Payroll User?	Actions
Alizat Ahmad EmployeeID: 001	001@gmail...	(441389-K)	Kuala Lumpur, Malaysia	Employee (Non-Approver)	Fongjia Khong	Custom Edit	Leave Balances	14 Apr 2025		Edit, Delete
Barzin bin Muhammad EmployeeID: 202	002@gmail...	(441389-K)	Selangor, Malaysia	Employee (Approver)	Fongjia Khong	Assign Hours	Leave Balances	11 Apr 2025		Edit, Delete
Calvin John EmployeeID: 203	fongjia.kh...	(441389-K)	Selangor, Malaysia	Employee (Approver)	Fongjia Khong	Assign Hours	Leave Balances	11 Apr 2025		Edit, Delete
David Espiritu EmployeeID: ESPD	david.espi...	(441389-K)	Kuala Lumpur, Malaysia	Administrator	David Espiritu	Assign Hours	Leave Balances	11 Apr 2025		Edit, Delete
Ernest Tjia 2 EmployeeID: TIPE2	ernest.tip...	(441389-K)	Kuala Lumpur, Malaysia	Administrator	David Espiritu	Assign Hours	Leave Balances	11 Apr 2025		Edit, Delete
Fongjia Khong EmployeeID: KHCF	fongjia.kh...	(441389-K)	Kuala Lumpur, Malaysia	Administrator	Fongjia Khong	Assign Hours	Leave Balances	11 Apr 2025		Edit, Delete
George Andrews EmployeeID: ANDG	george@get...		Warning: State & Country are missing	Employee (Non-Approver)	Jeirco Jungco	Assign Hours	Leave Balances	16 Apr 2025		Edit, Delete

c. Company Admin > Leave Types (shall be configured based on UBS Payroll Leave Types)

Leave Type	Code	Policy Notes	Linked Leave Balance	Visible to	Action
Absent	AB			Employee (Non-Approver) and higher	Edit Delete
Advance Leave	AD		Annual Leave	Employee (Non-Approver) and higher	Edit Delete
Annual Leave	AL		Annual Leave	Employee (Non-Approver) and higher	Edit Delete
Compassionate Leave	CL		Compassionate Leave	Employee (Non-Approver) and higher	Edit Delete
Examination Leave	EX		Study Leave	Non-Employee and higher	Edit Delete
Hospitalisation Leave	HL		Hospitalisation Leave	and higher	Edit Delete
Marriage Leave	MR		Marriage Leave	and higher	Edit Delete
Maternity Leave	MT		Maternity Leave	and higher	Edit Delete
No-Pay Leave	NPL		User Defined3	and higher	Edit Delete
Paternity Leave	PT		Paternity Leave	and higher	Edit Delete
Sick Leave	MC		Sick Leave	Employee (Non-Approver) and higher	Edit Delete

d. General > Public Holidays

Country	Region	Date	Description
January			
Malaysia	Kuala Lumpur	Wednesday 1st January 2025	New Year's Day
Malaysia	Labuan	Wednesday 1st January 2025	New Year's Day
Malaysia	Melaka	Wednesday 1st January 2025	New Year's Day
Malaysia	Negeri Sembilan	Wednesday 1st January 2025	New Year's Day
Malaysia	Pahang	Wednesday 1st January 2025	New Year's Day
Malaysia	Penang	Wednesday 1st January 2025	New Year's Day
Malaysia	Perak	Wednesday 1st January 2025	New Year's Day
Malaysia	Putrajaya	Wednesday 1st January 2025	New Year's Day
Malaysia	Sabah	Wednesday 1st January 2025	New Year's Day
Malaysia	Sarawak	Wednesday 1st January 2025	New Year's Day
Malaysia	Selangor	Wednesday 1st January 2025	New Year's Day
Malaysia	Negeri Sembilan	Tuesday 14th January 2025	YDPB Negeri Sembilan's Birthday
Malaysia	Kedah	Monday 27th January 2025	Israk and Mikraj
Malaysia	Negeri Sembilan	Monday 27th January 2025	Israk and Mikraj
Malaysia	Perlis	Monday 27th January 2025	Israk and Mikraj
Malaysia	Terengganu	Monday 27th January 2025	Israk and Mikraj
Malaysia	National Holiday	Wednesday 29th January 2025	Chinese New Year
Malaysia	Kedah	Thursday 30th January 2025	Chinese New Year Holiday

2. Data Import / Export

a. Company Admin > Import Access Leave Data

i. Import employee details & leave balances from UBS Payroll csv file.

MY LEAVE

- My Leave
- Request Leave
- Request on Behalf
- Leave Calendar

GENERAL

- Public Holidays

MANAGE APPROVALS

- Approve Leave 2
- Approve Timesheets
- Approve Time Tracking
- Approval History

REVIEW & PROCESS

- Check Pay Period
- Process for Payroll

REPORTS

- Audit Report
- Leave Balance Report
- Processed Entries
- Filtered Report
- Time Tracking Report

COMPANY ADMIN

- Company Details
- Manage Users

Import Access Leave Data

Drop / Load File

Drop your file onto this box or click to select the file.

Fields Supported

BI Field Name	Updating Existing Users	Creating New Users	Other Information
Required Fields			
EmployeeCode	Required	Required	Needs to be Unique per Employee
EmailAddress	Optional if EmployeeCode provided	Required	Needs to be Unique per Employee
Employee Details			
FullName	Optional	Required	
Location	Optional	Optional	This relates to "Location" in Payroll
State	Optional	Optional	Will default to company State if value not found
HoursPerDay	Optional	Optional	New Users

b. Review & Process > Check Pay Period

i. Export unprocessed leave requests to a csv file for UBS Payroll.

- ii. After exported leave requests to UBS Payroll, user can go to Review & Process > Process for Payroll to disable the re-export of the leave requests by changing the Processed indicator through Process Entries.

MY LEAVE

- My Leave
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COMPANY ADMIN

- Company Details

Check Pay Period

Use this page to identify any outstanding items that need to be actioned for the pay period

Last Day of Pay Cycle:

Submission Types:

Cost Centre:

Pay Points:

[Apply Filter](#)

Results

Show 25 entries Search: [Export](#)

Employee Code	Employee	Location	Type	Cost Centre	Duration (hours)	Duration (days)	Period	Leave Balance (hours)	Leave Balance (days)	As At	Status	Action	Assigned	Created By	Last Action by	Processed
001	Aizat Ahmad	(441389-K)	Well Being Leave	Not Set	8.00	1	28-02-2025 28-02-2025	32.00	4.0	14 Apr 2025	Approved	Cancel		Fongjia Khong	Fongjia Khong on 11-04-2025	No
001	Aizat Ahmad	(441389-K)	Paternity Leave	Not Set	8.00	1	27-02-2025 27-02-2025	0.00	0.0	14 Apr 2025	Approved	Cancel		Fongjia Khong	Fongjia Khong on 11-04-2025	No

3. Leave Request, Approval & Dashboards/Reports

a. My Leave > My Leave

MY LEAVE

- My Leave
- Request Leave
- Request on Behalf
- Leave Calendar

GENERAL

- Public Holidays

MANAGE APPROVALS

- Approve Leave 2
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- Approval History

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COMPANY ADMIN

- Company Details
- Manage Users

My Leave (Fongjia Khong)

My Leave Balance(s) as at 11 Apr 2025

Leave Type	Balance
Advance Leave / Annual Leave	16.0 days / 128.0000 hours
Sick Leave	22.0 days / 176.0000 hours
Examination Leave	3.0 days / 24.0000 hours
Compassionate Leave	3.0 days / 24.0000 hours
User Defined2 (NPL)	999.0 days / 7992.00 hours

My Leave Request History

Show entries Search:

Leave Period	Leave Type	Status	Approver	Created By	Created On	Action
Tue 18 Feb 2025 to Thu 20 Feb 2025	3 days of No-Pay Leave (24.000 hours)	Approved	Fongjia Khong	Fongjia Khong	13 Apr 2025	
Sun 13 Apr 2025 to Sun 13 Apr 2025	0 day of No-Pay Leave (40.000 hours)	Pending Approval	Fongjia Khong	Fongjia Khong	13 Apr 2025	
Mon 03 Feb 2025 to Fri 07 Feb 2025	5 days of Annual Leave (40.000 hours)	Approved	Fongjia Khong	Fongjia Khong	13 Apr 2025	
Mon 24 Mar 2025 to Mon 24 Mar 2025	4.000 hours of Annual Leave View Comments	Approved	Fongjia Khong	Fongjia Khong	12 Apr 2025	
Fri 14 Mar 2025 to Fri 14 Mar 2025	4.000 hours of No-Pay Leave	Approved	Fongjia Khong	Fongjia Khong	12 Apr 2025	
Mon 10 Mar 2025 to Mon 10 Mar 2025	4.000 hours of Annual Leave	Pending Approval	Barzin bin Muhammad	Fongjia Khong	12 Apr 2025	
Mon 12 May 2025 to Tue 13 May 2025	1 day of Annual Leave (8.000 hours)	Pending Approval	Barzin bin Muhammad	Fongjia Khong	11 Apr 2025	Edit Cancel

b. My Leave > Request Leave

MY LEAVE

- My Leave
- Request Leave
- Request on Behalf
- Leave Calendar

GENERAL

- Public Holidays

MANAGE APPROVALS

- Approve Leave 2
- Approve Timesheets
- Approve Time Tracking
- Approval History

REVIEW & PROCESS

- Check Pay Period
- Process for Payroll

REPORTS

- Audit Report
- Leave Balance Report
- Processed Entries

Request Leave (Fongjia Khong)

Leave Period *

Leave Type *

Number of Work Days

Number of Hours

Approver *

Cost Centre

Attachment if required No file chosen
Upload a PDF or an image file type (pdf, jpg, jpeg, bmp, png)

Comments

c. My Leave > Request on Behalf

MY LEAVE

- My Leave
- Request Leave
- Request on Behalf
- Leave Calendar

GENERAL

- Public Holidays

MANAGE APPROVALS

- Approve Leave 2
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- Process for Payroll

REPORTS

- Audit Report
- Leave Balance Report
- Processed Entries
- Filtered Report

Create on Behalf

Employee *

Leave Period *

Leave Type *

Number of Work Days

Number of Hours

Approver *

Cost Centre

Attachment if required
Upload a PDF or an image file type (pdf, jpg, jpeg, bmp, png)

Comments

d. Manage Approvals > Approve Leave

MY LEAVE

- My Leave
- Request Leave
- Request on Behalf
- Leave Calendar

GENERAL

- Public Holidays

MANAGE APPROVALS

- Approve Leave 2
- Approve Timesheets
- Approve Time Tracking
- Approval History

REVIEW & PROCESS

- Check Pay Period
- Process for Payroll

Pending Leave Requests

Date Range

Show entries Search:

Employee	Created By	Leave Requested	Leave Balance	Status	Created On	Cost Centre	Action	Reassign
Aizat Ahmad	Fongjia Khong	4.00 hour(s) of No-Pay Leave Mon 14 Apr 2025 to Mon 14 Apr 2025	Leave balance not visible	Pending Approval	14 Apr 2025	(Not Set)	<input type="button" value="Approve"/> <input type="button" value="Reject"/>	Reassign to ...
Fongjia Khong	Fongjia Khong	0 days / 40.00 hours of No-Pay Leave Sun 13 Apr 2025 to Sun 13 Apr 2025	Leave balance not visible	Pending Approval	13 Apr 2025	(Not Set)	<input type="button" value="Approve"/> <input type="button" value="Reject"/>	Reassign to ...

Showing 1 to 2 of 2 entries First Previous 1 Next Last

e. Manage Approvals > Approve History

MY LEAVE

- My Leave
- Request Leave
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GENERAL

- Public Holidays

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Approval History

Date Range

Filter By Types

Show entries Search:

Employee	Location	Type	Details	Cost Centre	Period	Status	Actioned On	Actioned By
Aizat Ahmad	(441389-K)	Leave	3 days of User Defined2 (NPL) (24,000 hours)	(Not Set)	From: Wed 19 Mar 2025 To : Fri 21 Mar 2025	Approved	12 Apr 2025 5:41 PM	Fongjia Khong
Aizat Ahmad	(441389-K)	Leave	1 days of No-Pay Leave (8,000 hours)	(Not Set)	From: Mon 17 Mar 2025 To : Tue 18 Mar 2025	Approved	12 Apr 2025 5:41 PM	Fongjia Khong
Aizat Ahmad	(441389-K)	Leave	10 days of Maternity Leave (80,000 hours)	(Not Set)	From: Sat 01 Mar 2025 To : Sat 15 Mar 2025	Approved	11 Apr 2025 8:03 PM	Fongjia Khong
Aizat Ahmad	(441389-K)	Leave	1 days of Well Being Leave (8,000 hours)	(Not Set)	From: Fri 28 Feb 2025 To : Fri 28 Feb 2025	Approved	11 Apr 2025 8:03 PM	Fongjia Khong
Aizat Ahmad	(441389-K)	Leave	1 days of Paternity Leave (8,000 hours)	(Not Set)	From: Thu 27 Feb 2025 To : Thu 27 Feb 2025	Approved	11 Apr 2025 8:03 PM	Fongjia Khong
Aizat Ahmad	(441389-K)	Leave	2 days of No-Pay Leave (16,000 hours)	(Not Set)	From: Tue 25 Feb 2025 To : Wed 26 Feb 2025	Approved	11 Apr 2025 8:02 PM	Fongjia Khong
Aizat Ahmad	(441389-K)	Leave	3 days of Marriage Leave (24,000 hours)	(Not Set)	From: Thu 20 Feb 2025 To : Mon 24 Feb 2025	Approved	11 Apr 2025 8:02 PM	Fongjia Khong
Aizat Ahmad	(441389-K)	Leave	2 days of Hospitalisation Leave (16,000 hours)	(Not Set)	From: Tue 18 Feb 2025 To : Wed 19 Feb 2025	Approved	11 Apr 2025 8:02 PM	Fongjia Khong

f. My Leave > Leave Calendar

The screenshot shows the 'Leave Calendar' interface for April 2025. The calendar grid displays days from 1st to 30th. The 1st and 2nd are marked as 'MY' (My Leave) in yellow. The 16th is marked as 'PH' (Public Holiday) in blue. The 18th, 19th, 20th, 21st, and 22nd are marked as 'PH' in orange. The 25th, 26th, and 27th are marked as 'PH' in orange. The left sidebar contains a navigation menu with categories: MY LEAVE, GENERAL, MANAGE APPROVALS, REVIEW & PROCESS, and REPORTS. The main content area shows a search bar, a calendar grid, and a list of employees under 'My Calendar' and 'People I Approve'.

g. Reports > Leave Balance Report

The screenshot shows the 'Leave Balance Report' interface. It features a filter section with the following options: As At Date (16/04/2025), Employee (Search for employees), Leave Types (All Leave Types), Pay Frequency (All Pay Frequencies), Pay Points (All Pay Points), Cost Centre (All Cost Centres), Location (All Locations), and Country (Malaysia). Below the filters is an 'Apply Filter' button. The main area displays a table of employee leave balances with columns for Employee Name, Employee Code, Location, Cost Centres, State/Region, Balance as at, Annual Leave (hours), Annual Leave (days), Compassionate Leave (hours), Compassionate Leave (days), Study Leave (hours), Study Leave (days), Hospitalisation Leave (hours), Hospitalisation Leave (days), Marriage Leave (hours), and Marriage Leave (days). The table shows data for Aizat Ahmad and Barzin bin Muhammad.

h. Reports > Processed Entries

The screenshot shows the 'Processed Entries' interface. It displays a table with the following columns: Company, Status, Records / Entries, Date Processed, Processed By, and Actions. The table contains two entries for 'UBS Demo'.

Company	Status	Records / Entries	Date Processed	Processed By	Actions
UBS Demo	Active	6 Records	04 Apr 2025 02:33:43 AM	Ernest Tipa 2	Mark As Complete Restore
UBS Demo	Active	2 Records	22 Nov 2024 08:06:55 AM	Leny Januar	Mark As Complete Restore

Bank Files Update

AmBank

APS No.	Payment Type	Enhancement (New/Update)	Details
External Application A106	SOCSSO, EIS	Update	Ensure data accuracy for employees with wages above RM 5000 in AmBank AmAccess Biz SOCSSO and EIS bank files.

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