

Access UBS Payroll Evo

January 2026 Release Notes



About these Release Notes

Welcome to the Access UBS Payroll Evo 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 Evo

Access UBS Payroll Evo 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 Evo v2026.0

This release encompasses our efforts to ensure our product in compliance with government statutory policy, specifically in Malaysia Tax Relief update and Singapore CPF 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

Update on Tax Reliefs

Updated Malaysia tax reliefs for YA2026.

[Read more about this feature](#)

Update on CP22A Text File Format

Added new field to CP22A text file format as per the latest specification from LHDN.

[Read more about this feature](#)

Update on TP1 Form

Updated TP1 Form as per the latest template from LHDN.

[Read more about this feature](#)

Update on TP3 Form

Updated TP3 Form as per the latest template from LHDN.

[Read more about this feature](#)

Revision on EPF Contribution Calculation Method for Non-Malaysian Citizen Employees

Updated alert notification and EPF table default settings for the revision of EPF Contribution Calculation Method for non-Malaysian citizen employees (who became EPF members after 1 August 1998).

[Read more about this feature](#)

Singapore Statutory Update

Update on CPF Contribution Rate & OW Ceiling

Updated the CPF Ordinary Wage (OW) ceiling and contribution rate with effective from 1 January 2026.

[Read more about this feature](#)

S-Code License

Handle User Accessibility when S-Code License has Expired

Updated the user accessibility of Payroll and HRMS apps for S-Code license expiration.

[Read more about this feature](#)

Express Leave Interface and Payroll Enhancements

Malaysia 2026 Public Holidays in Express Leave

Updated Access Workspace Express Leave system with year 2026 Malaysia federal public holidays

[Read more about this feature](#)

Update on Digital Assistant Link

Updated Access UBS Digital Assistant link to new Help Centre webpage.

[Read more about this feature](#)

Display Scaling for Large Monitors

Added display scaling option on login page.

[Read more about this feature](#)

PCB2(II) Tax Form Email Distribution

Added email distribution feature for Income Tax form PCB2(II).

[Read more about this feature](#)

UBS Payroll Evo

Delta Changes Enhancement

Added new field to track last updated datetime in Payroll / Employee tables of UBS Payroll Evo.

[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.

Malaysia Statutory Update

Update on Tax Reliefs

Updated the Tax Relief Table as per relief changes for YA2026 (<https://www.hasil.gov.my/media/arvlrzh5/spesifikasi-kaedah-pengiraan-berkomputer-pcb-2026.pdf>):

1. (Relief Code TR0047) Update sub-relief Intervention Expenditure for Specific Learning Disabilities capping to RM10,000.
2. (Relief Code TR0037) Restore tax relief for Domestic Tourism Expenditure capping to RM1,000.
3. (Relief Code TR0033, TR0035, TR0041) Update Description for Tax Reliefs as below:
 - a. Fees paid to childcare centre / kindergarten / daily Care Centre / after-school transit centre.
 - b. Life insurance premiums or Takaful contributions for self, spouse or child / EPF Voluntary Contribution.
 - c. Electric Vehicle (EV) charging facility payment expenses / purchase of household food waste composting machines or grinder / household CCTV

Settings > Payroll Settings > Statutory / Tax Tables Maintenance Setting > Tax Relief Table:

Code	Description	Capping
TR0032	Lifestyle (reading material)	2500.00
TR0033	Fees paid to child care centre / kindergarten	3000.00
TR0034	Purchase of Breastfeeding Equipment	1000.00
TR0035	Life insurance premiums or Takaful contributions	1000.00
TR0036	Cost of fertility treatment for the tax payer	1000.00
TR0037	Domestic tourism expenditure	1000.00
TR0038	Fees for skills improvement and self-improvement	2000.00
TR0039	Vaccination expenses for self, spouse / child	1000.00
TR0040	Lifestyle (sport equipment)	1000.00
TR0041	machines or grinder / household CCTV	2500.00
TR0042	Education Fees (Self) for Masters/Doctors	1000.00
TR0043	Lifestyle (computer/smartphone/tablet)	2500.00
TR0044	Lifestyle (gym membership fees or sports)	1000.00
TR0045	Lifestyle (subscription of internet broadband)	2500.00
TR0047	Intervention expenditure for Autism, ADHD	10000.00
TR0048	Lifestyle (rental/entrance fees of sport facilities)	1000.00

	HAD TAHUNAN (RM)	POTONGAN	
		SEMASA (RM)	TERKUMPUL (RM)
C6 Gaya hidup – Perbelanjaan berkaitan sukan bagi kegunaan diri sendiri / pasangan / anak / ibu bapa:			
a) Pembelian peralatan sukan untuk aktiviti sukan mengikut Akta Pembangunan Sukan 1997	0.00	1000	0.00
b) Bayaran sewa atau fi kemasukan ke fasiliti sukan	0.00		
c) Bayaran fi pendaftaran bagi menyertai pertandingan sukan	0.00		
d) Bayaran yuran keahlian gimnasium atau yuran latihan sukan	0.00		
C7 Pembelian peralatan penyusuan ibu untuk kegunaan diri sendiri bagi anak berumur 2 tahun dan ke bawah (Terhad sekali setiap 2 tahun taksiran)		1,000	0.00
C8 Yuran penghantaran anak berumur 12 tahun dan ke bawah ke taman asuhan kanak-kanak / Tadika/ pusat jagaan harian/ pusat transit yang berdaftar.		3,000	0.00
C9 Tabungan bersih dalam Skim Simpanan Pendidikan Nasional		8,000	0.00
C10 Bayaran alimoni kepada bekas isteri		4,000	0.00
C11 Insuran nyawa / KWSP Sukarela			
a) KWSP Sukarela (Terhad RM4,000 termasuk KWSP wajib)	0.00	7,000	0.00
b) Insuran nyawa / KWSP Sukarela (Terhad RM3,000)	0.00		
C12 Skim persaraan swasta dan anuiti tertangguh		3,000	0.00
C13 Insurans pendidikan dan perubatan		4,000	0.00
C14 Caruman kepada PERKESO mengikut Akta Keselamatan Sosial Pekerja 1969 / Akta Sistem Insurans Pekerjaan 2017		350	0.00
C15 Perbelanjaan bayaran pemasangan,sewaan,pembelian termasuk sewa beli peralatan atau langganan bagi penggunaan kemudahan pengecasan kenderaan elektrik bagi kenderaan sendiri/Pembelian mesin kompos sisa makanan bagi kegunaan isi rumah (Terhad sekali setiap 3 tahun taksiran) /Pembelian & pemasangan mesin rincih sisa makanan & CCTV bagi kegunaan isi rumah (Terhad sekali setiap 2 tahun taksiran)		2,500	0.00
C16 Bayaran faedah pinjaman rumah kediaman pertama (perlu penuhi syarat kelayakan)			
a) Harga rumah sehingga RM500,000		7,000	0.00
b) Harga rumah melebihi RM500,000 hingga RM750,000		5,000	0.00
C17 Bayaran fi kemasukan ke pusat pelancongan dan program kebudayaan/kesenian bagi pelancongan dalam negara.		1,000	0.00

BAHAGIAN D: REBAT

D1 a) Zakat selain yang dibayar melalui potongan daripada gaji bulanan	0.00
b) Levi pelepasan bagi perjalanan umrah / perjalanan bagi tujuan keagamaan (Terhad 2 kali tuntutan seumur hidup)	0.00

BAHAGIAN E: AKUAN PEKERJA

Saya mengakui bahawa semua maklumat yang dinyatakan dalam borang ini adalah benar, betul dan lengkap. Sekiranya maklumat yang diberikan tidak benar, tindakan mahkamah boleh diambil ke atas saya di bawah perenggan 113(1)(b) Akta Cukai Pendapatan 1967.

Tarikh:

Tandatangan:

BAHAGIAN F: PERSETUJUAN MAJIKAN

Pemohonan tuntutan pekerja di atas adalah dipersetujui bagi potongan **BULAN:** 0 1 **TAHUN:** 2 0 2 6

Tarikh : 31/01/2026
 Nama : Payroll Manager Name
 Jawatan : PAYROLL MANAGER

Update on TP3 Form

Updated TP3 Form as per the latest template from LHDNM at Reports > Statutory Reports > Income Tax > TP 3 - Format 2026.

Page 1:

BORANG PCB/TP3 (1/2026)

LEMBAGA HASIL DALAM NEGERI MALAYSIA

BORANG MAKLUMAT BERKAITAN PENGGAJIAN DENGAN MAJIKAN-MAJIKAN TERDAHULU DALAM TAHUN SEMASA BAGI TUJUAN POTONGAN CUKAI BULANAN (PCB) KAEDAH-KAEDAH CUKAI PENDAPATAN (POTONGAN DARIPADA SARAAN) 1994 Borang ini ditetapkan di bawah seksyen 152 Akta Cukai Pendapatan (ACP) 1967

BAHAGIAN A : MAKLUMAT MAJIKAN

Nama Majikan Terdahulu 1 :
No. Pengenal Cukai (TIN) :
Nama Majikan Terdahulu 2 :
No. Pengenal Cukai (TIN) :

*Sila gunakan lampiran tambahan bagi majikan seterusnya

BAHAGIAN B : MAKLUMAT INDIVIDU

Nama : Barzin bin Muhammad
No. Kad Pengenal / Pasport : 801101131221
No. Pengenal Cukai (TIN) : IG2468013572

BAHAGIAN C : MAKLUMAT SARAAN / KWSP / ZAKAT / PCB (Sila nyatakan jumlah keseluruhan daripada majikan-majikan terdahulu)

SAMPLE		AMAUN TERKUMPUL (RM)
C1	Jumlah saraan kasar bulanan dan saraan tambahan termasuk elaun / perkuisit / pemberian / Manfaat yang dikenakan cukai	0.00
C2	Jumlah elaun/perkuisit/pemberian/manfaat yang dikecualikan cukai:	
i)	Elaun perjalanan, kad petrol atau elaun petrol dan fi tol atas urusan rasmi	0.00
ii)	Elaun penjagaan anak	0.00
iii)	Produk yang dikeluarkan oleh perniagaan majikan yang diberi secara percuma atau diberi pada harga diskaun	
iv)	Perkuisit dalam bentuk tunai/barangan berkaitan dengan pencapaian perkhidmatan lalu, anugerah khidmat cemerlang, anugerah inovasi atau anugerah produktiviti atau perkhidmatan lama dengan syarat pekerja tersebut telah berkhidmat lebih daripada 10 tahun	0.00
v)	Lain-lain elaun/perkuisit/pemberian/manfaat yang dikecualikan cukai. *Sila rujuk nota penerangan Borang BE	
C3	Jumlah caruman KWSP atau Kumpulan Wang Lain Yang Diluluskan ke atas semua saraan (Saraan bulanan dan saraan tambahan)	7865.00
C4	i) Jumlah Zakat	0.00
	ii) Levi pelepasan bagi perjalanan umrah / perjalanan tujuan keagamaan agama lain (Terhad 2 kali tuntutan seumur hidup)	0.00
C5	Jumlah PCB (tidak termasuk CP38)	8797.45

BAHAGIAN D: MAKLUMAT POTONGAN (Sila nyatakan jumlah keseluruhan daripada majikan-majikan terdahulu)

			HAD TAHUNAN (RM)	POTONGAN TERKUMPUL (RM)
D1	Perbelanjaan untuk ibu bapa / datuk nenek:			
	a) Rawatan perubatan, keperluan khas dan perkhidmatan penjagaan		8,000	0.00
	b) Rawatan pergigian	0.00		
	c) Pemeriksaan perubatan penuh termasuk kos pemvaksinan (Terhad RM1,000)	0.00		
D2	Peralatan sokongan asas untuk kegunaan diri sendiri / pasangan / anak / ibu bapa yang kurang upaya		6,000	0.00
D3	Yuran pengajian (diri sendiri):			
	a) Peringkat selain Sarjana / Doktor Falsafah – Bidang undang-undang/ perakaunan/kewangan islam/teknikal/vokasional/ industri/ saintifik / teknologi	0.00	7,000	0.00
	b) Peringkat Sarjana/ Doktor Falsafah – sebarang bidang atau kursus pengajian	0.00		
	c) Kursus peningkatan kemahiran atau kemajuan diri (Terhad RM2,000)	0.00		
D4	Perbelanjaan rawatan perubatan bagi:			
	a) Penyakit serius ke atas diri sendiri / pasangan / anak	0.00	10,000	0.00
	b) Rawatan kesuburan ke atas diri sendiri / pasangan	0.00		
	c) Pemvaksinan ke atas diri sendiri / pasangan / anak (Terhad RM1,000)	0.00		
	d) Pemeriksaan atau rawatan pergigian ke atas diri sendiri / pasangan / anak (Terhad RM1,000)	0.00		
	e) Pemeriksaan perubatan penuh, pemeriksaan kesihatan mental atau Konsultasi, fi bayaran ujian pengesanan penyakit dan pembelian peralatan pemeriksaan kesihatan sendiri (Bukan untuk kegunaan perniagaan) ke atas diri sendiri / pasangan / anak (Terhad RM1,000)	0.00		
	f) Penilaian bagi tujuan diagnosis, program Intervensi awal atau rawatan pemulihan bagi anak kurang upaya pembelajaran berumur 18 tahun dan ke bawah (Terhad RM10,000)	0.00		
D5	Gaya hidup – Perbelanjaan untuk kegunaan diri sendiri / pasangan/anak bagi:			
	a) Pembelian atau langganan buku / jurnal / majalah / surat khabar / lain-lain penerbitan seumpamanya (Bukan bahan bacaan terlarang)	0.00	2,500	0.00
	b) Pembelian komputer peribadi / telefon pintar / tablet (Bukan untuk kegunaan perniagaan)	0.00		
	c) Bayaran bil bulanan untuk langganan internet (Atas nama sendiri)	0.00		
	d) Bayaran kursus peningkatan kemahiran atau kemajuan diri	0.00		
D6	Gaya hidup – Perbelanjaan berkaitan sukan bagi kegunaan diri sendiri/pasangan/anak/ ibu bapa bagi:			
	a) Pembelian peralatan sukan untuk aktiviti sukan mengikut Akta Pembangunan Sukan 1997	1000.0	1,000	1000.0
	b) Bayaran sewa atau fi termasuk ke fasiliti sukan	0.00		
	c) Bayaran fi pendaftaran bagi menyertai pertandingan sukan	0.00		
	d) Bayaran yuran keahlian gimnasium atau yuran latihan sukan	0.00		
D7	Pembelian peralatan penyusuan ibu untuk kegunaan diri sendiri bagi anak berumur 2 tahun dan ke bawah (Terhad sekali setiap 2 tahun taksiran)		1,000	0.00
D8	Yuran penghantaran anak berumur 12 tahun dan ke bawah ke taman asuhan kanak-kanak / Tadika/ pusat jagaan harian/ pusat transit yang berdaftar		3,000	0.00
D9	Tabungan bersih dalam Skim Simpanan Pendidikan Nasional		8,000	0.00

		HAD TAHUNAN (RM)	POTONGAN TERKUMPUL (RM)
D10 Bayaran alimoni kepada bekas isteri		4,000	0.00
D11 Insuran nyawa / KWSP Sukarela			
a) KWSP Sukarela (Terhad RM4,000 termasuk KWSP wajib)	2000.00	7,000	5000.00
b) Insuran nyawa / KWSP Sukarela (Terhad RM3,000)	3000.00		
D12 Skim persaraan swasta dan anuiti tertangguh		3,000	0.00
D13 Insurans pendidikan dan perubatan		4,000	0.00
D14 Caruman kepada PERKESO mengikut Akta Keselamatan Sosial Pekerja 1969 / Akta Sistem Insurans Pekerjaan 2017		350	0.00
D15 Perbelanjaan bayaran pemasangan/sewaan/pembelian termasuk sewa-beli peralatan atau langganan bagi penggunaan kemudahan pengecasan kenderaan elektrik bagi kenderaan sendiri / Pembelian mesin kompos sisa makanan bagi kegunaan isi rumah (terhad sekali setiap 3 tahun taksiran) / Pembelian & pemasangan mesin rincih sisa makanan & CCTV bagi kegunaan isi rumah (Terhad sekali setiap 2 tahun taksiran)		2,500	0.00
D16 Bayaran faedah pinjaman rumah kediaman pertama (perlu penuhi syarat kelayakan)			
a) Harga rumah sehingga RM500,000		7,000	0.00
b) Harga rumah melebihi RM500,000 hingga RM750,000		5,000	0.00
D17 Bayaran fi kemasukan ke pusat pelancongan dan program kebudayaan/kesenian bagi pelancongan dalam negara		1,000	0.00

SAMPLE

BAHAGIAN E: AKUAN PEKERJA

Saya mengakui bahawa semua maklumat yang dinyatakan dalam borang ini adalah benar, betul dan lengkap. Sekiranya maklumat yang diberikan tidak benar, tindakan mahkamah boleh diambil ke atas saya di bawah perenggan 113(1)(b) Akta Cukai Pendapatan 1967.

Tarikh:

Tandatangan

NOTA :

Borang ini hendaklah diisi oleh pekerja dan satu salinan diserahkan kepada majikan tanpa resit atau dokumen sokongan untuk tujuan pelarasan pengiraan PCB.

Majikan hendaklah meminta pekerja mengemukakan borang ini sekiranya pekerja pernah bekerja dengan majikan-majikan lain dalam tahun semasa.

Majikan hanya perlu menyimpan borang ini untuk tempoh 7 tahun. Borang ini perlu dikemukakan sekiranya diminta oleh LHDNM.

Sila rujuk **Nota Penerangan TP3** untuk maklumat lanjut pengisian.

Revision on EPF Contribution Calculation Method for Non-Malaysian Citizen Employees

In November 2025, we have been informed that there is a revision in the EPF Calculator when computing the EPF Contribution for non-Malaysian citizen employees (who became EPF members after 1 August 1998).

With this revision, the EPF Contribution Rate Update Alert message appeared upon UBS login has been updated as shown below:

Important: EPF Contribution Rate Update Required

New EPF contribution rates for Non-Malaysian citizen employees (who became EPF members after 1 August 1998) will be effective from October 2025.

Current Configuration:

- Employee Contribution: 11%
- Employer Contribution: RM 5 (Calculation Method: FC - EPF Employer = Fixed Rate)

Required New Configuration:

- Employee Contribution: 2%
- Employer Contribution: 2% (Calculation Method: **CA - Calculate (EPF = Pay * ?%)**)

Action Required: Please update your EPF configuration before processing October 2025 payroll.

☐ Do not remind me again

[Update EPF Configuration](#) [Learn More](#)

For the new company default setting in Settings > Payroll Settings > Statutory / Tax Tables Maintenance Setting > EPF Table > Setup, the Calculation Method of the relevant sample EPF Contribution Rate has been defaulted to CA - Calculate (EPF = Pay * ?%)

Statutory / Tax Tables Maintenance Setting

EPF Table

Apply or set up the employee and employer contribution rate to EPF below:

Tables	Employee	Employer	Cal. Method	Special Calculation
Table 1	% 11.00	% 12.00	TA - Look	
Table 2	% 0.00	% 4.00	TA - Look	
Table 3	% 5.50	% 6.50	TA - Look	
Table 4	% 5.50	% 6.00	TA - Look	
Table 5	% 2.00	% 2.00	CA - Calcul	
Table 6	% 11.00	% 12.00	TA - Look	
Table 7	% 11.00	% 12.00	TA - Look	
Table 8	% 11.00	% 12.00	TA - Look	
Table 9	% 11.00	% 12.00	TA - Look	
Table 10	% 11.00	% 12.00	TA - Look	
Table 11	% 11.00	% 12.00	TA - Look	
Table 12	% 11.00	% 12.00	TA - Look	
Table 13	% 11.00	% 12.00	TA - Look	
Table 14	% 11.00	% 12.00	TA - Look	
Table 15	% 11.00	% 12.00	CA - Calcul	

☐ Use table value for employer EPF calculation

[Save](#)

Singapore Statutory Update

Update on CPF Contribution Rate & OW Ceiling

As per stated in CPF Board article <https://www.cpf.gov.sg/employer/infohub/news/cpf-related-announcements/new-contribution-rates>, with effective from 1 January 2026:

- the CPF Ordinary Wage (OW) ceiling raises from \$7,400 to \$8,000. Employee that earns an ordinary wage above \$7,400 may experience changes on the CPF contribution limit.
- the CPF contribution rates for employees aged above 55 to 65 are increased to strengthen their retirement adequacy. The changes apply to wages earned from 1 January 2026.

The changes above have been updated to the Housekeeping > Setup > Government Tables > CPF Table:

Table	Employee	Employer
1		ROUND(PAYIN * 17/100,0)
2		ROUND(PAYIN * 17/100,0)
3		ROUND(PAYIN * 17/100,0)
4		ROUND(PAYIN * 16/100,0)
5		ROUND(PAYIN * 12.5/100,0)
6		ROUND(PAYIN * 9/100,0)
7		ROUND(PAYIN * 4/100,0)
8		ROUND(PAYIN * 4/100,0)
9		ROUND(PAYIN * 4/100,0)
10		ROUND(PAYIN * 4/100,0)
11		ROUND(PAYIN * 3.5/100,0)
12		ROUND(PAYIN * 3.5/100,0)
13		ROUND(PAYIN * 9/100,0)
14		ROUND(PAYIN * 9/100,0)
15		ROUND(PAYIN * 9/100,0)
16		ROUND(PAYIN * 6/100,0)

Ceiling for normal pay CPF calculated: 8000
Ceiling for Bonus CPF calculated: 102000

Save Cancel

S-Code License

Handle User Accessibility when S-Code License has Expired

Upon S-Code license subscription has expired, system will send alert upon user accessing company data.

User will be in View only mode, restricted from accessing Payroll app Classic View, add entries or perform import in Payroll app Modern View and HRMS app.

access UBS Payroll

Employees
Payroll
Reports
Integration
Data Management
eLeave
Settings

Integrations

Payroll Posting to UBS Accounting

- Company Totals
- Branch to Branch Account
- Category to Category Account
- Department to Department Account
- Line No. to Line No. Account
- Project to Project Account

Import / Export

Notes : Click to view more about importing payroll data.

- Import / Export Payroll Records
- Import / Export HRMS Files
- Import / Export Express Leave
- Export Payroll Records to Excel
- Export CSV / TXT File

Others

- External Applications
- HRMS : Update AL / MC Balance

Import 1st Half from

- Access Expenses
- FingerTec
- Payroll.TXT
- Payt9.DBF

Import Month End / 2nd Half from

- Access Expenses
- FingerTec
- Payroll.TXT
- Payt9.DBF

ADMIN

Manage company profile

Manage Password

Backup & Restore

About

Terms & Privacy Policy

Switch to Classic Mode

Exit

The restriction will be removed once user has renewed the license.

Express Leave Interface and Payroll Enhancements

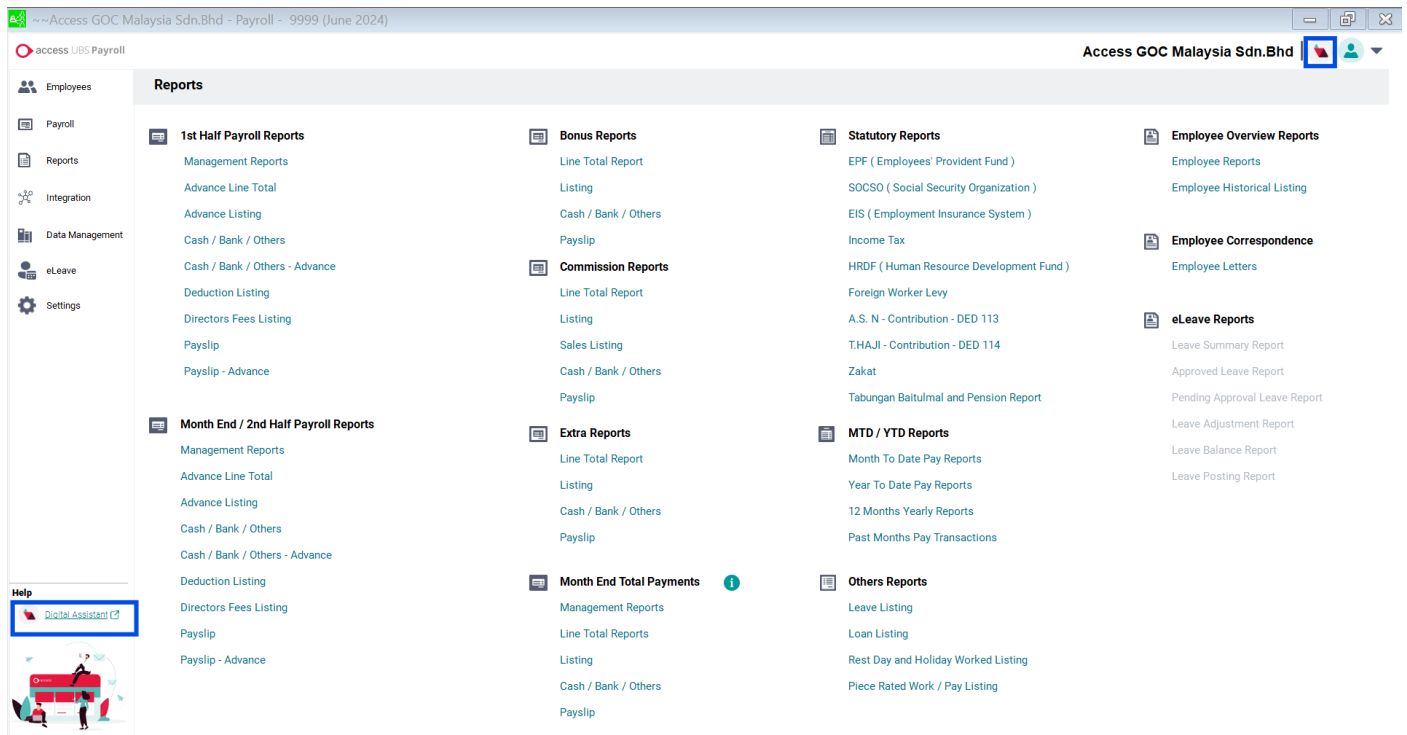
Malaysia 2026 Public Holidays in Express Leave

Updated Access Workspace Express Leave system with Year 2026 Malaysia federal public holidays for accurate leave planning and management across the organisation.

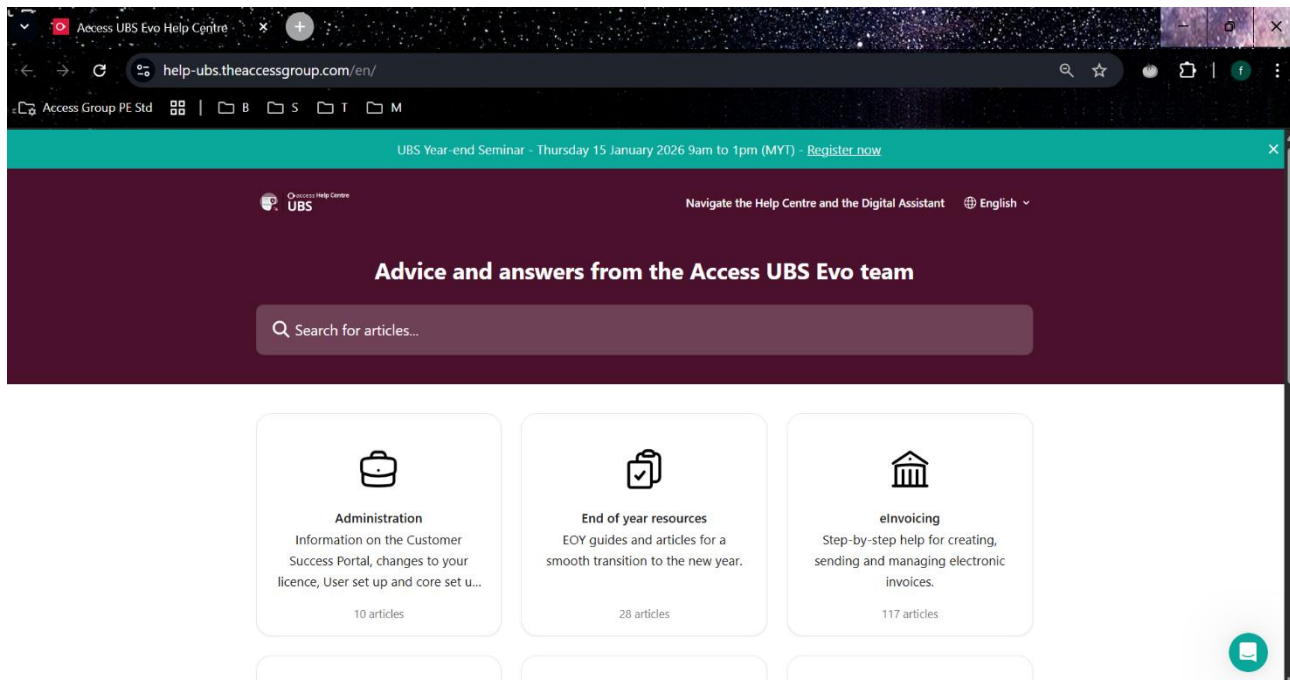
Public Holidays			
Public Holidays			
Show 100 entries			
Country	State	Date	Description
Australia	South Australia	Friday 3rd April 2026	Good Friday
Australia	Tasmania	Friday 3rd April 2026	Good Friday
Australia	Victoria	Friday 3rd April 2026	Good Friday
Australia	Western Australia	Friday 3rd April 2026	Good Friday
Cook Islands	National Holiday	Friday 3rd April 2026	Good Friday
New Zealand	National Holiday	Friday 3rd April 2026	Good Friday
Malaysia	Sabah	Monday 30th March 2026	Sabah Governor's Birthday
Malaysia	Melaka	Tuesday 24th March 2026	Hari Raya Aidilfitri Holiday
Malaysia	Johor	Monday 23rd March 2026	Sultan of Johor's Birthday
Malaysia	Kelantan	Monday 23rd March 2026	Hari Raya Aidilfitri Holiday
Malaysia	Johor	Monday 23rd March 2026	Hari Raya Aidilfitri Holiday
Malaysia	Kuala Lumpur	Monday 23rd March 2026	Hari Raya Aidilfitri Holiday
Malaysia	Labuan	Monday 23rd March 2026	Hari Raya Aidilfitri Holiday

Update on Digital Assistant Link

The Access UBS Digital Assistant and Help Centre are now in one place; visit [HERE](#).




On click of the Digital Assistant, system will open browser and direct user to the Help Centre:



The new UBS Help Centre has smarter search and navigation, sleek user-friendly design, and quick access to resources, including a curated collection for Year-end processing [HERE](#) to assist you with a smooth transition to the new year. Read more about how to Navigate the new Help Centre [HERE](#) and maximise your use of the Digital Assistant [HERE](#) to get answers to your questions faster.

Display Scaling for Large Monitors

Following the implementation of default auto-scaling feature for better Modern View user experience in UBS Payroll Evo v2025.5, a checkbox option 'Turn on display auto-scaling' has been added to the login page to allow users with large monitors e.g. 4K monitor, or who have a need, to turn off the auto-scaling feature in Modern View.



Payroll Premium

User ID / Username :

Password :

Sign In

Cancel

Mobile License

Info


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Note:

1. For new installation, default Username is ADMIN and Password is UBS (case sensitive)
2. For existing data, log in with existing Username and Password as set in the Company

☒ Turn on display auto-scaling

Registered to (FONGJIA) ACCESS SOFTWARE
version 2026.0 [08/01/26]
MyApp ID : S61000020925I



PCB2(II) Tax Form Email Distribution

Added email functionality to Reports > Statutory Reports > Income Tax > PCB2(II) – 12 Mths report, enabling direct email distribution to employees like CP8A report capabilities. This streamlines year-end tax document distribution and reduces manual effort.

Pre-requisite:

1. Ensure Microsoft Outlook is setup and launched before running UBS Payroll.
2. Ensure employees' email address have been entered in Employees > Employee details > Basic Info > Permanent Address / Contact > E-mail.

To send the PCB2(II) tax form via e-mail, tick the relevant checkbox, then click on Generate button.

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

Order By

Employee No. -

PCB Receipt No./Date

Arrears Receipt No./Date

Prepared By

Name

NRIC / No. KP

Job Position

Phone No. Fax No.

E-Mail

Date

☒ Send EA form via e-mail

Tick to select the recipients of PCB2(II) email.

Click on View PDF file for preview. Or click on Send button to email respective PCB2(II) tax form as a password (NRIC / Passport No.) protected attachment.

[illegible]

Sample PCB2(II) email:

SAA1-3267 (TP1 2024) EA Form

ET

Ernest Tupa

To Ernest Tupa

1006.pdf

10 KB

Reply

Reply All

Forward

Thu 8/1/2026 1:17 PM

Attached in this e-mail is the PDF copy of your PCB - 12 Months Form for the year of 2021 . Password is your IC\Passport number without dash.

This is an auto-generated email. No Signature is required and please do not reply to this email.

Disclaimer:
This attachment is available in PDF format which that can be viewed by using the "Adobe Reader". This message contains privileged and confidential information and is intended only for the individual named. If you are not the intended recipient you should not disseminate, distribute store, print, copy or deliver this message, please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail and any attachments from your system. E-mail transmission cannot be guaranteed to be secured or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete or contain viruses. Therefore the company does not accept liability for any errors or omissions in the contents of this message which arise as a result of e-mail transmission.

UBS Payroll Evo

Delta Changes Enhancement

To reduce Access EVO Analytics data load by just loading delta changes instead of the whole dataset, added new field in various Payroll / Employee tables of UBS Payroll Evo to track the record’s last updated date time. The changes is in UBS Payroll EVO backend, but no changes on the screen designs.

Bank Files Update

CIMB Bank

APS No.	Payment Type	Enhancement (New/Update)	Details
7	Salary	Update	Update Salary file of CIMB Bank with email notification capability.

Maybank

APS No.	Payment Type	Enhancement (New/Update)	Details
93	EPF	Update	Update Maybank 2E-RC EPF file to generate country code for foreign workers.

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: +603 9212 1392

General Website:

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