

Access EasyPay

July 2025 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 v2025.01

Version 2025.01 updates

Singapore

Singapore GPCL Form Update

Shared Parental Leave - Fix able to apply for leave 1 year after Child is born

Update customers with MAW Limit Option 2 & create 1 Jan 2025 CPF Progression automatically

Update payment set code to optional field for HSBC (Net G3) bank disk

Malaysia

Fix E Form missing row 1 and 2 in excel file but able to view in txt format

Fix the address postal code is not displayed on the CP22A,CP21,CP22B Form

Thailand

Enhance Thailand ESG tax rebate 300,000 baht

EasyPay Evo

Evo Dataview have been enhanced to improve CoPilot ability to answers the questions

Enhance leave dashboards & payroll dashboards

Enable multiple databases for one organization

Enhance the existing dataview to include info such as CPF, OT, basic rate progression

Release Contents


The below section describes the release summary in more details.

Updates that apply to Version 2025.01

Singapore

Singapore GPCL Form is updated to the latest version.
Leave > Reports > GPCL Form

Form GPCL1



GOVERNMENT-PAID CHILDCARE LEAVE (GPCL) SCHEME AND
EXTENDED CHILDCARE LEAVE (ECL) SCHEME
DECLARATION BY EMPLOYEE
Child Development Co-savings Act 2001
Child Development Co-savings (Leave and Benefits) Regulations 2017

This form will take about 3 minutes to complete.

Before you start,

- i) Please read the Explanatory Notes on Page 5.
- ii) Please note that apart from Part 6, all references to "you" or "I" in this form shall be taken to be a reference to you, the applicant, who is applying for Childcare/ Extended Childcare Leave.
- iii) Please remember to submit a copy of the following documents to your employer for verification, along with this form:
 - Your child's birth certificate (not required for foster parent/kin carer)
 - Singapore citizenship certificate of child (if applicable) (not required for foster parent/kin carer)
 - Letter of Identity for foster parent/kin carer (if applicable)
 - Legal Guardianship document (if applicable).

All fields and tick boxes are mandatory unless otherwise stated.

Scheme applied for (please tick one)

☒ Childcare Leave (GPCL)¹

☐ Extended Childcare Leave (ECL)¹

Part 1: Parent Details

Name:
SPL

NRIC / FIN:
T2345678A

Duration of employment in the relevant period ²:

Note:

If you are submitting this form to your employer for the first time for current relevant period (referred to in Part 3) you will need to complete all the sections in the form. Otherwise, please skip Part 4.

Part 2: Declaration of Eligibility


Please indicate "Yes" to only one of the following options (a) and (b) below.

a. As at the date of this application, I have at least one child below the age of 7, who is a Singapore citizen.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. As at the date of this application, I do not have any child below the age of 7, who is a Singapore Citizen, and have at least one child who is, or is above the age of 7 years but below the age of 13 years who is a Singapore Citizen. ³	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

¹ Please see paragraphs 13 to 17 of the Explanatory Notes.

² "Relevant period" means any 12-month period as agreed to by the employer and employee. Where there is no mutual agreement with the employer, the relevant period refers to a calendar year (1 Jan to 31 Dec).

Shared Parental Leave should only be allowed to apply for 1 year duration starting from childbirth, this bug has been fixed.

 Leave Type

Leave Type ID: Shared Parental

Appearance | General | Entitlement | Brought Forward | Suspend

Distribute Method: First Full

Rounding Method: Half

Prorate Method: By Month

Prorate Conditions

☐ No Prorate for Career Change

☐ No Prorate for New Hire

☐ No Prorate for Cessation

Apply Rounding to

☒ Entitlement + Brought Forward + Adjustment - BF Forfeit

☐ Entitlement + Adjustment

☐ Entitlement Only


Prorate Cut Off Day: 0

After Prorate Cut Off Day is considered as 0 month

☐ Once taken No Entitlement

Update users with MAW Limit Option 2 & create 1 Jan 2025 CPF Progression automatically.

The previous update excludes users on option2 for CPF Progression > MAW Limit, this has been fixed, and the latest progression will be inserted automatically to ensure the latest CPF Policy is in effect.

 CPF Progression







Progression

Assign Employee

Employee ID

10

Search

Casual 1

Effective Date

01-01-2025

Career Code

CPF Policy

Year2025Jan

CPF Scheme

Private

CPF Account No

S8888889.8

Retrieve

Medisave Paid by Employer

☐

Medisave Scheme

...

MAW Projection Methods

☐ No MAW Projection
 ☒ Maximum Additional Wage (MAW) Limit
 ☐ Ordinary Wage Projection

MAW Limit

30000

(Zero indicates no limit)

Remarks

Drag a column header here to group by that column

Effective Date	Career Code	CPF Policy	Current	CPF Account No	CPF Scheme	MAW Option
01-01-2025		Year2025Jan	No	S8888889.8	Private	MAW Limit
01-01-2024		Year2024Jan	Yes	S8888889.8	Private	MAW Limit
01-09-2023		Year2023Sep	No	S8888889.8	Private	Ordinary Wage

Update HSBC (Net G3) bank file payment set code to optional field

Bank Submission

Format Selection

Submit for:

Format:

HSBC

Company Bank Account No:

Value Date:

Payment Set No (3 Chars):

Payment Type:

Purpose Code (4 Chars):

Payment Description (Max 24 Chars):

Second Party ID:

Malaysia

Fix E Form missing row 1 and 2 in excel file but able to view in txt format, excel row 1&2 are now showing correctly.

Reports > Government Forms > E form

20	I.	Majikan dikehendaki mengisi Penyata ini untuk semua pekerja bagi tahun 2024. Majikan yang telah menghantar maklumat melalui e-Data Praisile-CP8D seba
21	II.	Medan yang WAJIB diisi adalah :
22	a.	Medan B - Nama Pekerja
23	b.	Medan D - No. Pengenalan / Pasport
24	c.	Medan E - Kategori Pekerja
25	d.	Medan F - Status Pekerja
26	e.	Medan G - Tarikh Persaraan / Tamat Kontrak
27	f.	Medan H - Cukai ditanggung oleh majikan
28	III.	Sekiranya pekerja tiada No Pengenalan, ruangan D (No. Pengenalan) perlu diisi dengan nombor 000000000000 (12 digit)
29		
30	TA:	
31	1	Kategori Pekerja (Seperti dalam Jadual PCB)
32		Kategori 1: Bujang
33		Kategori 2: Berkahwin dan suami atau isteri tidak bekerja
34		Kategori 3: Berkahwin dan suami atau isteri bekerja, bercerai atau kematian suami atau isteri, atau bujang yang mempunyai anak angkat
35		
36	2	Status Pekerja
37		Status 1: Pengurusan Organisasi
38		Status 2: Tetap
39		Status 3: Kontrak
40		Status 4: Sambilan
41		Status 5: Pelatih Industri
42		Status 6: Lain-lain
43		*Pengurusan organisasi adalah merujuk kepada pengarah syarikat / ahli lembaga koperasi / pentadbir utama pertubuhan / pekongsi bagi perkongsian liabiliti
44	3	Termasuk manfaat berupa barangan, manfaat nilai tempat kediaman dan tunggakan saraan kasar tahun-tahun terdahulu
45	4	Amaun zakat SELAIN yang dibayar melalui potongan gaji bulanan
46		
47		
48		
49		
50		
51		
52		
53		
54		
55		

A	B	C	D	E	F	G	H
Bil.	Nama pekerja	No. Pengenalan Cukai (TIN)	No. pengenalan / pasport	Kategori pekerja ¹	Status Pekerja ²	Tarikh Persaraan / Tamat Kontrak	Cukai ditanggung oleh majikan (Isikan 1 atau 2) 1 = Ya 2 = Tidak
1	Adie Mohammad	123456	123456788190	3	2	28-12-2022	1
2	CSUITETEST	0	870927085678	1	0	27-09-2052	2
3	PPFVNI MAN4NK	0	990917085670	1	2	17-09-2064	2



LEMBAGA HASIL DALAM NEGERI MALAYSIA
BORANG PEMBERITAHUAN PEMBERHENTIAN KERJA (SWASTA)
[SUBSEKSYEN 83(3) AKTA CUKAI PENDAPATAN 1967]

CP22A [Pin. 1/202

Borang ini ditetapkan di bawah seksyen 152 Akta Cukai Pendapatan 1967

Borang pemberitahuan ini hendaklah dikemukakan kepada Lembaga Hasil Dalam Negeri Malaysia (LHDNM) :
• sekurang-kurangnya 30 hari sebelum tarikh pemberhentian seseorang pekerja; atau
• dalam tempoh 30 hari selepas dimaklumkan kematian seseorang pekerja

Nama & Alamat Majikan

Creative Software Pte Ltd
No 1A, PERSIARAN KUALA LANGAT
SECTION 27,
SHAH ALAM, SELANGOR
Singapore Singapore 159407

No. Majikan

E 1234567890

No. Telefon Majikan: +65-62780097

Status Pemberitahuan [Sila tandakan 'X']

☒ Baharu ☐ Pindaan ☐ Tambahan

A. BUTIR-BUTIR PEKERJA YANG BERHENTI KERJA / BERSARA / MENINGGAL DUNIA

1. Nama penuh

Chua See Ling

2. Jenis pemberhentian [Sila tandakan 'X']

☐ Berhenti Kerja ☐ Bersara ☐ Meninggal Dunia

3. Tarikh mula bekerja

10 10 10

4. Tarikh berhenti / persaraan / kematian*

[* Potong yang mana tidak berkenaan]

20 05 22

5. Tarikh majikan terima pemakluman

kematian pekerja [* Bagi kes kematian
pekerja]

11 11 11

6. Jenis Persaraan

[Sila tandakan 'X' bagi kes persaraan]

Wajib ☐ Pilihan ☐

7. Cukai ditanggung majikan

[Sila tandakan 'X']

Ya ☐ Tidak ☒

8. Menerima tawaran skim pemberhentian pekerja [Sila tandakan 'X']

☐ Ya ☒ Tidak/Tidak Berkenaan

9. No. Pengenalan (No. Kad Pengenalan/Passport)

124557887152

10. No. Pengenalan Cukai (TIN)

12 455788 1111

11. Tarikh Lahir

15 05 75

12. Taraf Perkahwinan

Married

b) No. Pengenalan (No. Kad Pengenalan/Passport)

1111111111

c) No. Pengenalan Cukai (TIN)

11 11111111

15. No. telefon pekerja yang berhenti kerja / bersara :

16. a) Alamat surat-menyurat terkini :

☐ Tandakan "X" jika alamat surat-menyurat di atas
adalah alamat ejen cukai

b) Alamat e-mel

17. Maklumat wakil sah [Bagi kes meninggal dunia] :

a) Nama penuh

b) No. Pengenalan (No. Kad Pengenalan/Passport)

1111111111

c) Hubungan

Thailand

Enhance Thailand ESG tax rebate of 300,000 baht

Thai ESG Fund unit purchase is now included in the tax report. Long Term Equity Fund is now replaced by Thai ESG.

Personal Income Tax Reconciliation Sheet Baker Hughes Thailand Co Ltd

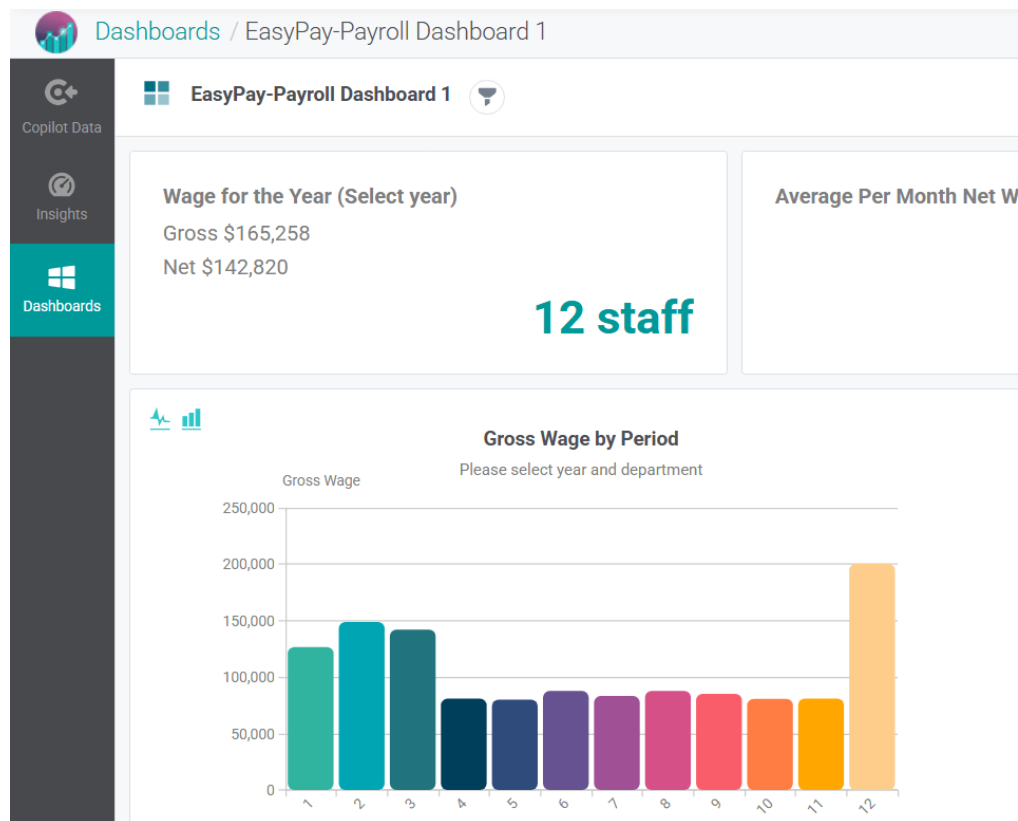
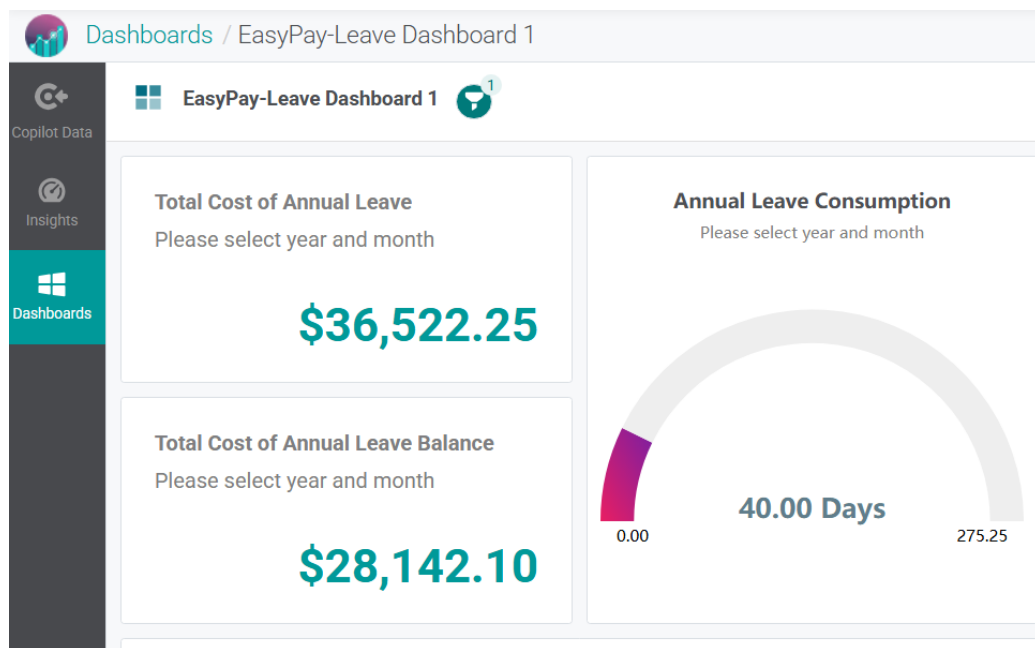
Employee TIN: 1 9098 00001 28 C

Employee Name PEWDEE, PUNYAWAT


Gross earnings	485,768.00
Less: exempted income	<u>0.00</u>
Balance	485,768.00
Less: Expense allowance	<u>100,000.00</u>
Balance	385,768.00
Less: Personal allowance	60,000.00
- Spouse - has no income	0.00
Children (not studying or studying abroad)	0.00
Children (studying in Thailand)	0.00
Parental care	0.00
Disabled/Incompetent person support	0.00
Health insurance premium	0.00
Life insurance premium	0.00
Annuity insurance premium	0.00
Provident fund contribution	0.00
National Savings Fund contribution	0.00
Retirement Mutual Fund unit purchase	0.00
Thai ESG Fund unit purchase	0.00
Interest paid on loan for purchase, hire-purchase, or construction of	0.00
First time home buyer expense	0.00
Social Security Fund contribution	6,300.00
Food and domestic tourism expense during the Songkarn festival	0.00
Domestic tourism expense	0.00
Purchase of One Tambon One Product (OTOP) goods	0.00
Year - end domestic tourism expense	0.00
Domestic purchase of goods or service expense	<u>0.00</u>
Balance	319,468.00
Less: donation supporting education/sports/others	<u>0.00</u>
Balance	319,468.00
Less: other donation	<u>0.00</u>
Net Income	<u>319,468.00</u>
Tax computed from Net Income	9,446.80
Less: Withholding Tax	<u>9,446.80</u>
Tax over/under deduction	<u>0.00</u>


EasyPay Evo


Leave and payroll dashboards are enhanced to show accurate data. Evo is now able to support multiple databases with a single organization. This allows multiple companies data to be consolidated in one place.





EasyPay Evo dataview are enhanced to include more information and able to return answers for CoPilot. Dataview is enhanced with more information for copilot data.


 Copilot Data

 Copilot Data

 Insights

 Dashboards


 Copilot Data

 Filters

[Clear all filters](#)

Filter by Creator


0 ^


 Search for a Creator


☐


Simple Editor


6


Description 


 EasyPay Employee Allowance, Deduction & ...

 EasyPay Employee Details

 EasyPay Employee Passes

 EasyPay Employee Salary Adjustment

 EasyPay Leave Summary

 EasyPay Payroll Information

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

- Case Portal

[The Access Customer Success Portal | Knowledge \(site.com\)](#)

- Telephone
 - +65 6018 6046 (Singapore, Premium Plan)
 - +603 9212 1393 (Malaysia)

General Website:

<https://www.theaccessgroup.com/>

Technical Information

The remaining sections in the document outline information on system requirements.

System Requirement

Type	Database Server		Client	
	Minimum	Recommended	Minimum	Recommended
Operating System	<ul style="list-style-type: none">Windows Server 2016Windows Server 2019Windows Server 2022		<ul style="list-style-type: none">Windows 10Windows 11	
Pre-requisite Software			<ul style="list-style-type: none">Microsoft .NET Framework 4.8Microsoft .NET 8 Desktop Runtime	
Processor	<ul style="list-style-type: none">Intel Core i5 or aboveXeon 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 installations150 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 <u>EasyPay</u> 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 76816/24/32-bit High <u>Color</u>			
64-bit Windows Support	<ul style="list-style-type: none">Access <u>EasyPay</u> 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				