

Access EasyPay

February 2024 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

Updates that apply to both Version 2020.12 & 2024.00

Statutory Updates

Malaysia

Malaysia TP1 Income Tax Report 2024 update
Malaysia TP3 Income Tax Report 2024 update
Update Rebate ID following Malaysia Tax Changes 2024
Tax Formula - Malaysia C Suite Formula Update
Employee Status UI - Malaysia CP8D e-Filing text format update
Malaysia CP8D e-Filing text format update
Update Income Tax Policy > Progression
Process Payroll - Malaysia C Suite Formula Update
Remove Rebate ID Life Ins PF
Malaysia YA2024 - Revise EA form
Malaysia YA2024 - Revise EC form
Update E Form CP8D Excel File

Updates that apply to Version 2024.00 only

Indonesia

Updated Indonesia BPJS Ketenagakerjaan and Kesehatan with new rate for 2024 in the following screens:
Statutory Policy Setup - Revised BPJS Ketenagakerjaan minimum wage wef 1 Jan 2024
Pay Processing - Indonesia Revised BPJS Ketenagakerjaan Minimum Wage wef 1 Jan 2024
Government Policy Setup - Revised BPJS Ketenagakerjaan minimum wage wef 1 Jan 2024
Pay Details Default - Revised BPJS Ketenagakerjaan minimum wage wef 1 Jan 2024
BPJS Progression - Revised BPJS Ketenagakerjaan minimum wage wef 1 Jan 2024
Statutory Policy Setup - Indonesia Revised BPJS Kesehatan Rate wef 1 Jan 2024
Pay Processing - Indonesia Revised BPJS Kesehatan Rate wef 1 Jan 2024
Pay Details Default - Indonesia Revised BPJS Kesehatan Rate wef 1 Jan 2024
Statutory Government Policy Setup - Indonesia Revised BPJS Kesehatan Rate wef 1 Jan 2024
BPJS Progression - Indonesia Revised BPJS Kesehatan Rate wef 1 Jan 2024

Brunei

Updated SPK scheme in the following screens:

Pay Detail Label - SPK, wef 1 July 2023
Payroll Summary Report - SPK, wef 1 July 2023
Label Change in Setup Tab - SPK, wef 1 July 2023
TAP/SPK Submission Report - SPK, wef 1 July 2023
Setup > Pay Default Setup - SPK, wef 1 July 2023
Setup > Pay Process Option - SPK, wef 1 July 2023
Modules/Reports > TAP Progression Print Preview - SPK, wef 1 July 2023
Setup/Reports > TAP/SCP Report - SPK, wef 1 July 2023
Label Change in Setup > TAP/SCP Table - SPK, wef 1 July 2023
Payroll Report - SPK, wef 1 July 2023 - SPK, wef 1 July 2023
Reports > TAP Submission Report Logic Change - SPK, wef 1 July 2023
Pay Group Setup Label Change - SPK, wef 1 July 2023

Philippines

Updated Philippines PHIC and HDMF rates for 2024 in the following screens:

Statutory Table Setup - New PHIC Contribution wef 1 Jan 2024
Statutory Government Setup - New PHIC Contribution wef 1 Jan 2024
Statutory Policy Setup - New PHIC Contribution wef 1 Jan 2024
Statutory Contribution Progression - New PHIC Contribution wef 1 Jan 2024
Pay Default Setup - New PHIC Contribution wef 1 Jan 2024
Pay Processing - New PHIC Contribution wef 1 Jan 2024
Statutory Contribution Government Setup - HDMF New Rate wef 1 Feb 2024
Statutory Contribution Policy Setup - HDMF New Rate wef 1 Feb 2024
Statutory Contribution Table Setup - HDMF New Rate wef 1 Feb 2024

Singapore

Leave Application & Processing - Enhance Singapore Paternity Leave Entitlement to 4 weeks wef 1 Jan 2024

Bug Fixes

Brunei

Fix Brunei Payroll Analysis Report when saved to PDF Year is truncated.
Fix incorrect spelling of "between" in TAP / SCP Wizard Template 2

Release Contents

Malaysia

Malaysia TP1 Income Tax Report 2024 update in Reports > Government Form > TP1 Form



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LEMBAGA HASIL DALAM NEGERI MALAYSIA
BORANG TUNTUTAN POTONGAN DAN REBAT INDIVIDU BAGI TUJUAN POTONGAN CUKAI BULANAN (PCB)
KAEDAH-KAEDAH CUKAI PENDAPATAN (POTONGAN DARIPADA SARAAAN) 1994
 Borang ini ditetapkan di bawah seksyen 152 Akta Cukai Pendapatan (ACP) 1967

BULAN POTONGAN:

TAHUN POTONGAN:

BAHAGIAN A: MAKLUMAT MAJIKAN

A1 Nama :
 A2 No. Pengenalan Cukai (TIN) :

BAHAGIAN B: MAKLUMAT INDIVIDU

B1 Nama :
 B2 No. Kad Pengenalan / Pasport :
 B3 No. Pengenalan Cukai (TIN) :
 B4 No. Pekerja / Gaji :

BAHAGIAN C: MAKLUMAT POTONGAN

HAD TAHUNAN (RM)	POTONGAN	
	SEMASA (RM)	TERKUMPUL (RM)

C1 Perbelanjaan untuk ibu bapa:

- a) Rawatan perubatan, keperluan khas dan perkhidmatan penjagaan
 b) Rawatan pergigian
 c) Pemeriksaan perubatan penuh (**Terhad RM 1,000**)

8,000		0.00	0.00

C2 Peralatan sokongan asas untuk kegunaan diri sendiri/pasangan/anak/
ibu bapa yang kurang upaya

6,000

0.00	0.00
------	------

C3 Yuran pengajian (diri sendiri):

- a) Peringkat selain Sarjana / Doktor Falsafah - Bidang undang-undang /
perakaunan / kewangan islam / teknikal / vokasional / industri / saintifik / teknologi
 b) Peringkat Sarjana/ Doktor Falsafah - sebarang bidang atau kursus pengajian.
 c) Kursus peningkatan kemahiran atau kemajuan diri
(**Terhad RM2,000**)

7,000		0.00	0.00

C4 Perbelanjaan bagi:

- a) Penyakit serius ke atas diri sendiri/ pasangan / anak
 b) Rawatan kesuburan ke atas diri sendiri / pasangan
 c) Pempvaksinan ke atas diri sendiri / pasangan / anak
(**Terhad RM1,000**)
 d) Pemeriksaan dan rawatan pergigian ke atas diri sendiri /
pasangan / anak (**Terhad RM1,000**)
 e) Pemeriksaan perubatan penuh, ujian pengesanan COVID-19 termasuk
pembelian kit ujian sendiri, pemeriksaan kesihatan mental atau konsultasi
ke atas diri sendiri / pasangan / anak (**Terhad RM1,000**)
 f) Penilaian bagi tujuan diagnosis, program intervensi awal atau rawatan
pemulihan bagi anak kurang upaya pembelajaran berumur 18 tahun dan ke
bawah (**Terhad RM4,000**)

10,000		0.00	0.00

C5 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)
 b) Pembelian komputer peribadi / telefon pintar / tablet
(Bukan untuk kegunaan perniagaan)
 c) Bayaran bil bulanan untuk langganan internet (Atas nama sendiri)
 d) Bayaran kursus peningkatan kemahiran atau kemajuan diri

2,500		0.00	0.00

HAD TAHUNAN (RM)	POTONGAN	
	SEMASA (RM)	TERKUMPUL (RM)

C6 Gaya hidup - Perbelanjaan berkaitan sukan bagi kegunaan diri sendiri / pasangan / anak bagi:

- a) Pembelian peralatan sukan untuk aktiviti sukan mengikut Akta Pembangunan Sukan 1997
- b) Bayaran sewa atau fi kemasukan ke fasiliti sukan
- c) Bayaran fi pendaftaran bagi menyertai pertandingan sukan
- d) Bayaran yuran keahlian gimnasium atau yuran latihan sukan

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

1,000	50.00	777.00
-------	-------	--------

C7 Pembelian peralatan penyusuan ibu untuk kegunaan diri sendiri bagi anak berumur 2 tahun dan ke bawah (Potongan dibenarkan sekali dalam setiap 2 tahun taksiran)

1,000	0.00	0.00
-------	------	------

C8 Yuran penghantaran anak berumur 6 tahun dan ke bawah ke taman asuhan kanak-kanak / tadika yang berdaftar

3,000	0.00	0.00
-------	------	------

C9 Tabungan bersih dalam Skim Simpanan Pendidikan Nasional

8,000	0.00	0.00
-------	------	------

C10 Bayaran alimoni kepada bekas isteri

4,000	0.00	0.00
-------	------	------

C11 Insurans nyawa / KWSP Sukarela

- a) Insurans nyawa / KWSP Sukarela (Terhad RM3,000)
- b) KWSP Sukarela (Terhad RM4,000 termasuk KWSP wajib)

<input type="text"/>
<input type="text"/>

7,000	0.00	3,001.00
-------	------	----------

C12 Skim persaraan swasta dan anuiti tertangguh

3,000	0.00	0.00
-------	------	------

C13 Insuran pendidikan dan perubatan

3,000	0.00	0.00
-------	------	------

C14 Caruman kepada PERKESO mengikut Akta Keselamatan Sosial Pekerja 1969 / Akta Sistem Insurans Pekerja 2017

350	0.00	0.00
-----	------	------

C15 Perbelanjaan bayaran pemasangan/sewaan/pembelian termasuk sewa-beli peralatan / langganan bagi penggunaan kemudahan pengecasan kenderaan elektrik bagi kenderaan sendiri (Bukan untuk kegunaan perniagaan)

2,500	0.00	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

Permohonan tuntutan pekerja di atas adalah dipersetujui bagi potongan **BULAN:**

TAHUN:

Tarikh: :

Nama :

Jawatan :

Alamat Majikan :

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

BAHAGIAN A: MAKLUMAT MAJIKAN

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

*Sila gunakan lampiran tambahan bagi majikan seterusnya

BAHAGIAN B: MAKLUMAT INDIVIDU

Nama :
No. Kad Pengenalan / Pasport :
No. Pengenalan Cukai (TIN) :

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

	AMAUN TERKUMPUL (RM)
C1 Jumlah saraan kasar bulanan dan saraan tambahan termasuk elaun / perkuisit / pemberian / manfaat yang dikenakan cukai	
C2 Jumlah elaun/perkuisit/pemberian/manfaat yang dikecualikan cukai:	
i) Elaun perjalanan, kad petrol atau elaun petrol dan fi tol atas urusan rasmi	
ii) Elaun penjagaan anak	
iii) Produk yang dikeluarkan oleh pemiagaan 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	
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)	
C4 i) Jumlah Zakat	
ii) Levi pelepasan bagi perjalanan umrah / perjalanan tujuan keagamaan agama lain (Terhad 2 kali tuntutan seumur hidup)	
C5 Jumlah PCB (tidak termasuk CP38)	

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

		HAD TAHUNAN (RM)	POTONGAN TERKUMPUL (RM)
D1	Perbelanjaan untuk ibu bapa:		
	a) Rawatan perubatan, keperluan khas dan perkhidmatan penjagaan	8,000	
	b) Rawatan pergigian		
	c) Pemeriksaan perubatan penuh (Terhad RM1,000)		
D2	Peralatan sokongan asas untuk kegunaan diri sendiri / pasangan / anak / ibu bapa yang kurang upaya	6,000	
D3	Yuran pengajian (diri sendiri):		
	a) Peringkat selain Sarjana / Doktor Falsafah - Bidang undang-undang/ perakaunan/keuangan islam/teknikal/vokasional/ industri/ saintifik / teknologi	7,000	
	b) Peringkat Sarjana/ Doktor Falsafah - sebarang bidang atau kursus pengajian		
	c) Kursus peningkatan kemahiran atau kemajuan diri (Terhad RM2,000)		
D4	Perbelanjaan bagi:		
	a) Penyakit serius ke atas diri sendiri / pasangan / anak	10,000	
	b) Rawatan kesuburan ke atas diri sendiri / pasangan		
	c) Pemvaksinan ke atas diri sendiri / pasangan / anak (Terhad RM1,000)		
	d) Pemeriksaan dan rawatan pergigian ke atas diri sendiri / pasangan / anak (Terhad RM1,000)		
	e) Pemeriksaan perubatan penuh, ujian pengesanan COVID-19 termasuk pembelian kit ujian sendiri, pemeriksaan kesihatan mental atau konsultasi ke atas diri sendiri / pasangan / anak (Terhad RM1,000)		
	f) Penilaian bagi tujuan diagnosis, program Intervensi awal atau rawatan pemulihan bagi anak kurang upaya pembelajaran berumur 18 tahun dan ke bawah (Terhad RM4,000)		
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)	2,500	
	b) Pembelian komputer peribadi / telefon pintar / tablet (Bukan untuk kegunaan perniagaan)		
	c) Bayaran bil bulanan untuk langganan internet (Atas nama sendiri)		
	d) Bayaran kursus peningkatan kemahiran atau kemajuan diri		
D6	Gaya hidup - Perbelanjaan berkaitan sukan bagi kegunaan diri sendiri/pasangan/anak bagi:		
	a) Pembelian peralatan sukan untuk aktiviti sukan mengikut Akta Pembangunan Sukan 1997	1000	
	b) Bayaran sewa atau fi kemasukan ke fasiliti sukan		
	c) Bayaran fi pendaftaran bagi menyertai pertandingan sukan		
	d) Bayaran yuran keahlian gimnasium atau yuran latihan sukan		
D7	Pembelian peralatan penyusuan ibu untuk kegunaan diri sendiri bagi anak berumur 2 tahun dan ke bawah (Potongan dibenarkan sekali dalam setiap 2 tahun taksiran)	1,000	
D8	Yuran penghantaran anak berumur 6 tahun dan ke bawah ke taman asuhan kanak-kanak / tadika yang berdaftar	3,000	
D9	Tabungan bersih dalam Skim Simpanan Pendidikan Nasional	8,000	

	HAD TAHUNAN (RM)	POTONGAN TERKUMPUL (RM)
D10 Bayaran alimony kepada bekas isteri	4,000	<input type="text"/>
D11 Insuran nyawa / KWSP Sukarela		
(a) Insuran nyawa / KWSP Sukarela (Terhad RM3,000)	<input type="text"/>	<input type="text"/>
(b) KWSP Sukarela (Terhad RM4,000 termasuk KWSP wajib)	<input type="text"/>	
D12 Skim persaraan swasta dan anuiti tertangguh	3,000	<input type="text"/>
D13 Insurans pendidikan dan perubatan	3,000	<input type="text"/>
D14 Caruman kepada PERKESO mengikut Akta Keselamatan Sosial Pekerja 1969 / Akta Sistem Insurans Pekerjaan 2017	350	<input type="text"/>
D15 Perbelanjaan bayaran pemasangan/sewaan/pembelian termasuk sewa-beli peralatan / langganan bagi penggunaan kemudahan pengecasan kenderaan elektrik bagi kenderaan sendiri (Bukan untuk kegunaan perniagaan)	2,500	<input type="text"/>

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.

Employee Status UI added in pay period following Malaysia CP8D e-Filing text format update

Contribution/Tax	
Local Currency:	
Residence Status / Tax Scheme	Resident
Tax Status	Existing
Employment Status	3 - Contract
Total CP38	1 - Management of the Organization
Total WP39	2 - Permanent
Total Zakat	3 - Contract
<input type="checkbox"/> HRDF	4 - Part Time
HRD Levy Wage	5 - Intern
HRD Levy	6 - Others
	50

Update Rebate ID- Childcare,Lifestyle Sports,Life Insurance following Malaysia Tax Changes 2024 in Modules> Income Tax Details > Tax Policy > Rebate. Removed Rebate ID Life Ins PF as it is no longer applicable.

Income Tax Policy

Tax Policy ID: DefaultPolicy

Tax Formula

General | Progression | Rebate | Other Tax Formula | Mass Assign

Effective Date: 01-01-2024

Rebate ID	Rebate Description	Capping Amount	Capping Duration	Capping Paym
Alimony	Payment Of Alimony To Former Wife	4000	1	Multiple
Annuity	Annuity Scheme	3000	1	Multiple
BreastFeedingEquip	Purchase of Breastfeeding Equipment	1000	2	Once
Child	Per Child	2000	1	Multiple
Childcare	Allowance or subsidies for childcare	3000	1	Multiple
Communication	Telephone and mobile phone, telephone bills, pager & PDA	0	1	Multiple
Compensation	Compensation for loss of Employment	10000	1	Multiple
Departure Levy	Levy Release for Umrah Travel / Religions Trip for other religions (Limited to 2 lifetime cl	0	1	Multiple
Disabled Person	Disabled Person	6000	1	Multiple
Disabled Spouse	Disable Husband / Wife	5000	1	Multiple
Educ Med Insurance	Education And Medical Insurance	3000	1	Multiple
Electric Vehicle	Electric Vehicle (EV) Charging Facility Payment Expenses	2500	1	Multiple
Employer Goods	Employer's own goods (free / discounted)	1000	1	Multiple
Employer Service	Employer's own services (free / discounted)	0	1	Multiple
Foreign Insurance	Compulsory insurance premium paid for foreign employees in lieu of SOCSO payment	0	1	Multiple
Group Insurance	Group insurance premium to protect the employees in the event of accident	0	1	Multiple
Individual	Individual	9000	1	Multiple
Innovation	Perquisites extended to award related to innovation, productivity & efficiency	2000	1	Multiple
Kindergartens Fee	Fees Paid to Child Care Centres and Kindergartens	3000	1	Multiple
KWSP	Employee Provident Fund	4000	1	Multiple

Tax Formula - Malaysia C Suite Formula Update, value T is removed in the parameters table

Tax Formula Setup

Tax Formula ID: C-SUITEYear2024

Tax Scheme: C-SUITE

Description: Year 2024 MTD Formula for Position of

Parameters Table

From P (RM)	To P (RM)	R (%)
35000	999999999	15

Update Income Tax Policy > Progression

Income Tax Policy

Tax Policy ID: DefaultPolicy

Tax Formula

General | Progression | Rebate | Other Tax Formula | Mass Assign

Effective Date: 01-01-2024

Tax Scheme	Tax Formula ID
C-SUITE	C-SUITEYear2024
ISKANDAR	ISKANDARYear2022
REP	REPYear2013

MALAYSIA
INCOME TAX

PUBLIC SECTOR Employee's
Statement of Remuneration

EC

Serial No. A00001 STATEMENT OF REMUNERATION FROM EMPLOYMENT
FOR THE YEAR ENDED 31 DECEMBER 2023
Employer's No. E 12345678-01

Employee's Tax Identification No. (TIN)
LHDNM State Negeri Sembilan

THIS FORM EC MUST BE PREPARED AND PROVIDED TO THE EMPLOYEE FOR INCOME TAX PURPOSE

A PARTICULARS OF EMPLOYEE

- 1. Full Name of Employee / Pensioner (Mr./Miss/Madam) New Employee
- 2. Department None
- 3. Job Designation None
- 4. Staff No. / Payroll No. 171992
- 5. Identity Card / Police / Army / Passport No. 920701016366
- 6. EPF No.
- 7. SOCSO No. 920701016366
- 8. Number of children qualified for tax relief 0
- 9. If the period of employment is less than a year, please state :
(a) Date of commencement
(b) Date of cessation

B EMPLOYMENT INCOME AND BENEFITS

(Excluding Tax Exempt Allowances / Perquisites / Gifts / Benefits)

RM

1. Salary / Emolument

- (a) Salary, including Leave Pay, Bonus, Taxable Allowances and others 6,000.00
- (b) Gratuity for the period from 1 January 2023 to 31 December 2023 0.00

2. Benefits In Kind (State details:.....) 0.00

3. Benefit of Leave Passage for Travel (if applicable) 0.00

4. Details of arrears and others for preceding years paid in the current year

- Type of Income (a) 0.00
- (b) 0.00

TAXABLE INCOME (B1 + B2 + B3 + B4) 6,000.00

C TOTAL DEDUCTION

- 1. Monthly tax deductions (MTD) remitted to LHDNM 247.50
- 2. CP38 deductions remitted to LHDNM 0.00
- 3. *Zakat* paid via salary deduction 0.00
- 4. Approved donations / gifts / contributions via salary deduction 0.00
- 5. Total claim for deduction by employee via Form TP1 in respect of:
(a) Relief RM 0.00
(b) *Zakat* other than that paid via monthly salary deduction RM 0.00
- 6. Total qualifying child relief 0.00

D CONTRIBUTION TO EMPLOYEES PROVIDENT FUND AND SOCSO

Amount of compulsory contribution paid (state the employee's share of contribution only)

- 1. EPF: RM 660.00
- 2. SOCSO: RM 34.65

E LIST OF TAX EXEMPT ALLOWANCES / PERQUISITES / GIFTS / BENEFITS WITH RESPECTIVE AMOUNT

Type of Allowance/Perquisite/Gift/Benefit	Exempted Amount(RM)	Type of Allowance/Perquisite/Gift/Benefit	Exempted Amount(RM)
1.	0.00	3.	0.00
2.	0.00	4.	0.00

Name of Officer	<u>Ex Wai Cee</u>
Designation	<u>HR</u>
Name and Address of Employer	<u>Creative Software Pte Ltd</u> <u>7 Jalan Kilang #07-01 KL WP 159407</u>
Employer's Telephone No.	<u>+65-6278-0097</u>

Date 09-02-2024

CUKAI PENDAPATAN

No. Siri A00031
No. Majikan E 1234567890

PENYATA SARAAN DARIPADA PENGAJIAN
BAGI TAHUN BERAKHIR 31 DISEMBER 2022

No. Pengenal Cukai (TIN) Pekerja
LHDNM Negeri Negeri Sembilan

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

A BUTIRAN PEKERJA

- 1. Nama Penuh Pekerja / Pesara (Encik/Cik/Puan) Stephan A/L Robin
2. Jawatan None
3. No. Kakitangan / No. Gaji Half1
4. No. K.P. Baru 810101-01-1111
5. No. Pasport
6. No. KWSP 1234
7. No. PERKESO 810101-01-111122
8. Bilangan anak yang layak untuk pelepasan cukai 0
9. Jika bekerja tidak genap setahun, nyatakan:
(a) Tarikh mula bekerja
(b) Tarikh berhenti kerja

B PENDAPATAN PENGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN (Tidak Termasuk Elaun / Perkuisit / Pemberian / Manfaat Yang Dikecualikan Cukai)

RM

- 1. (a) Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa) 100,214.40
(b) Fi (termasuk fi pengarah), komisen atau bonus 8,672.40
(c) Tip kasar, perkuisit penerimaan sagu hati atau elaun-elaun lain (Perihal pembayaran:) 12,163.00
(d) Cukai pendapatan yang dibayar oleh majikan bagi pihak pekerja 0.00
(e) Manfaat Skim Opsyen Saham Pekerja (ESOS) 0.00
(f) Ganjaran bagi tempoh dari 01-01-2022 hingga 31-12-2022 0.00
2. Butiran bayaran tunggakan dan lain-lain bagi tahun-tahun terdahulu dalam tahun semasa
Jenis pendapatan (a) 0.00
(b)
3. Manfaat berupa barangan (Nyatakan:) 95.00
4. Nilai tempat kediaman (Alamat: 123 Testing Road) 1,350.00
5. Bayaran balik daripada Kumpulan Wang Simpanan / Pencen yang tidak diluluskan 45.00
6. Pampasan kerana kehilangan pekerjaan 0.00

C PENCEN DAN LAIN-LAIN

- 1. Pencen 0.00
2. Anuiti atau bayaran berkala yang lain 100.00
JUMLAH 122,639.80

D JUMLAH POTONGAN

- 1. Potongan cukai bulanan (PCB) yang dibayar kepada LHDNM 11,004.60
2. Arahan potongan CP38 yang dibayar kepada LHDNM 28.00
3. Zakat yang dibayar melalui potongan gaji 55.70
4. Derma / hadiah / sumbangan diluluskan yang dibayar melalui potongan gaji 0.00
5. Jumlah tuntutan potongan oleh pekerja melalui Borang TP1 berkaitan:
(a) Pelepasan RM 1,247.80
(b) Zakat selain yang dibayar melalui potongan gaji bulanan RM 124.00
6. Jumlah pelepasan bagi anak yang layak 6,000.00

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

- 1. Nama Kumpulan Wang Employees Provident Fund
Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) RM 12,273.00
2. PERKESO: Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) RM 352.80

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

RM 2,000.00

Form containing employee details: Nama Pegawai Ali Bin Baba, Jawatan HR Manager, Nama dan Alamat Majikan ABC Company Sdn Bhd, No.1, Lorong 2, Jalan 3, KL WP 87000, No. Telefon Majikan +65-6278-0097

Tarikh: 13-02-2024

CP8D Excel File in Reports > Government Form > E Form Preview, Malaysia CP8D text file is enhanced with two new fields in compliant with the new format.



LEMBAGA HASIL DALAM NEGERI MALAYSIA
PENYATA SARAAAN DARIPADA PENGGAJIAN, TUNTUTAN POTONGAN DAN
MAKLUMAT MENGENAI POTONGAN CUKAI DI BAWAH KAEDAH-KAEDAH CUKAI PENDAPATAN
(POTONGAN DARIPADA SARAAAN) 1994 BAGI TAHUN BERAKHIR 31 DISEMBER 2023

MAKLUMAT MAJIKAN

No. majikan E	1234567801
Nama majikan	Creative Software Pte Ltd
Saraan bagi tahun	2023

MAKLUMAT PEKERJA

- Majikan dikehendaki mengisi Penyata ini untuk semua pekerja bagi tahun 2023. Majikan yang telah menghantar maklumat melalui e-Data Praise-CP8D sebelum 25 Februari 2024 tidak perlu mengemukakan lagi maklumat C.P.8D bersama Borang e-E.

- Nota:**
- Kategori Pekerja (Seberi dalam Jadual PCB)**
 Kategori 1: Bujang
 Kategori 2: Berkahwin dan suami atau isteri tidak bekerja
 Kategori 3: Berkahwin dan suami atau isteri bekerja, bercerai atau kematian suami atau isteri, atau bujang yang mempunyai anak angkat
 - Status Pekerja**
 Status 1: Pengurusan Organisasi
 Status 2: Tetap
 Status 3: Kontrak
 Status 4: Sambutan
 Status 5: Pelatih Industri
 Status 6: Lain-lain
 Pengurusan organisasi adalah merujuk kepada pengarah syarikat / ahli lembaga koperasi / pentadbir utama pertubuhan / pekongsi bagi perkongsian liabiliti terhad.
 - Termasuk manfaat berupa barangan, manfaat nilai tempat kediaman dan tanggungan saraan kasar tahun-tahun terdahulu
 - Amaun zakat SELAIN yang dibayar melalui potongan gaji bulanan
 - Medan yang WAJIB di isi adalah :
 I: Medan B - Nama Pekerja
 II: Medan D - No. Pengenalan / Pasport
 III: Medan E - Kategori Pekerja
 IV: Medan F - Status Pekerja
 V: Medan G - Tarikh Pensaraan / Tamat Kontrak
 VI: Medan H - Cukai ditanggung oleh majikan
 - Sekiranya pekerja tiada No. Pengenalan, ruangan D (No. Pengenalan) perlu diisi dengan nombor 000000000000 (12 digit)

A	B	C	D	E	F	G	H		I	J	K	L	M	N	O	P		Q	R	S	T		U	
							Cukai ditanggung oleh majikan (1 = Ya 2 = Tidak)	Pelapasan anak yang layak								Jumlah saraan kasar ²	Manfaat berupa barangan				Nilai tempat kediaman	Manfaat skim options saham pekerja (ESOS)		Storan / perkusut / gembelit / manfaat yang dibaccualikan cukai
BL	Nama pekerja	No. Pengenalan Cukai (TR)	No. pengenalan / pasport	Kategori pekerja ¹	Status Pekerja	Tarikh Pensaraan / Tamat Kontrak																		

Singapore

Leave Application & Processing is updated with Singapore Paternity Leave Entitlement of 4 weeks wef 1 Jan 2024, employee entitled can now apply up to 4 weeks in the system.



Indonesia

Pay Details Default - Revised BPJS Ketenagakerjaan minimum wage wef 1 Jan 2024

Pay Default Setup

Description
Absent Day Rate
Annual Brought Forward
Annual Entitlement
Annual Leave Balance Deduction Pay Element ID
Annual Leave Balance Encashment Pay Element ID
Annual Leave Balance Encashment upon Cessation
Auto Retrieval for Absent
Auto Retrieval for Annual
Auto Retrieval for Late
Auto Retrieval for NPL
Auto Retrieval for Sick
Bonus Factor
BPJS Kesehatan Policy
BPJS Kesehatan Scheme
BPJS Pensiun Policy
BPJSTK Policy
BPJSTK Scheme
BRP Day Rate

BPJSTK Policy

BPJS-TKGrp1-2024Jan

Statutory Policy Setup

Statutory Policy: BPJS-TKGrp1-0124S

Statutory Table Setup

Government

Description: 3.7% ER Old Age, 2% EE Old Age, 0.24% ER Accident, 0.3% ER Death wef 1 January 2024

Assign Statutory Table

Available for Selection :

Statutory Table	Residence Status	Statutory Scheme
BPJS-TKGrp2-0120ST	Local	BPJSTK
BPJS-TKGrp2-0120PR	PR	BPJSTK
BPJS-TKGrp2-0120FW	FW	BPJSTK
BPJS-TKGrp2-0119ST	Local	BPJSTK
BPJS-TKGrp2-0119PR	PR	BPJSTK
BPJS-TKGrp2-0119FW	FW	BPJSTK
BPJS-TKGrp2-0104ST	Local	BPJSTK
BPJS-TKGrp2-0104PR	PR	BPJSTK
BPJS-TKGrp2-0104FW	FW	BPJSTK
BPJS-TKGrp1-0317ST	Local	BPJSTK
BPJS-TKGrp1-0317PR	PR	BPJSTK
BPJS-TKGrp1-0317FW	FW	BPJSTK
BPJS-TKGrp1-0124ST	Local	BPJSTK
BPJS-TKGrp1-0124PR	PR	BPJSTK
BPJS-TKGrp1-0124FW	FW	BPJSTK
BPJS-TKGrp1-0122ST	Local	BPJSTK

Selected :

Buttons: =>, <=, All, Clear

Government Policy Setup - Revised BPJS Ketenagakerjaan minimum wage wef 1 Jan 2024

Statutory Government Policy Setup

Government Statutory Scheme:

Effective Date: ⏪ ⏩ 📄 📄

Government Statutory Policy:

Remarks:

Government Statutory Scheme	Effective Date	Government Statutory Policy	Remarks
BPJSPensiun	01-03-2018	BPJS-Pensiun2018Mar	
BPJSPensiun	01-03-2017	BPJS-Pensiun2017Mar	
BPJSPensiun	01-03-2016	BPJS-Pensiun2016Mar	
BPJSPensiun	01-07-2015	BPJS-Pensiun2015Jul	
BPJSTK	01-01-2024	BPJS-TKGrp1-2024Jan	
BPJSTK	01-01-2022	BPJS-TKGrp3-2022Jan	
BPJSTK	01-01-2021	BPJS-TKGrp3-2021Jan	
BPJSTK	01-01-2020	BPJS-TKGrp3-2020Jan	
BPJSTK	01-01-2019	BPJS-TKGrp3-2019Jan	
BPJSTK	01-01-2004	Year2004Jan	

BPJS Progression - Revised BPJS Ketenagakerjaan minimum wage wef 1 Jan 2024

BPJSTK Progression

Progression | Assign Employee

Employee ID: ⏪ ⏩ 📄 📄

Maria

Effective Date: Career Code:

BPJSTK Policy: BPJSTK Scheme:

KPJ No:

Remarks:

Statutory Policy Setup

Statutory Policy: [Icons: Refresh, Previous, Next, Print, Copy]

Statutory Table Setup

Government

Description:

Assign Statutory Table

Available for Selection :

Drag a column header here to group by that column

Statutory Table	Residence Status	Statutory Scheme
BPJS-Kes0124ST	Local	BPJSKesehatan
BPJS-Kes0124PR	PR	BPJSKesehatan
BPJS-Kes0124FW	FW	BPJSKesehatan
BPJS-Kes0123ST	Local	BPJSKesehatan
BPJS-Kes0123PR	PR	BPJSKesehatan
BPJS-Kes0123FW	FW	BPJSKesehatan
BPJS-Kes0122ST	Local	BPJSKesehatan
BPJS-Kes0122PR	PR	BPJSKesehatan
BPJS-Kes0122FW	FW	BPJSKesehatan
BPJS-Kes0120ST	Local	BPJSKesehatan
BPJS-Kes0120PR	PR	BPJSKesehatan
BPJS-Kes0120FW	FW	BPJSKesehatan
BPJS-Kes0118ST	Local	BPJSKesehatan
BPJS-Kes0118PR	PR	BPJSKesehatan
BPJS-Kes0118FW	FW	BPJSKesehatan
BPJS-Kes0117ST	Local	BPJSKesehatan
BPJS-Kes0117PR	PR	BPJSKesehatan
BPJS-Kes0117FW	FW	BPJSKesehatan
BPJS-Kes0114ST	Local	BPJSKesehatan
BPJS-Kes0114PR	PR	BPJSKesehatan
BPJS-Kes0114FW	FW	BPJSKesehatan

Selected :

BPJS-Kes0124ST

[=>] [<=] [All] [Clear]

Pay Details Default - Indonesia Revised BPJS Kesehatan Rate wef 1 Jan 2024

Pay Default Setup

Description
Absent Day Rate
Annual Brought Forward
Annual Entitlement
Annual Leave Balance Deduction Pay Element ID
Annual Leave Balance Encashment Pay Element ID
Annual Leave Balance Encashment upon Cessation
Auto Retrieval for Absent
Auto Retrieval for Annual
Auto Retrieval for Late
Auto Retrieval for NPL
Auto Retrieval for Sick
Bonus Factor
BPJS Kesehatan Policy
BPJS Kesehatan Scheme
BPJS Pensiun Policy
BPJSTK Policy
BPJSTK Scheme
BRP Day Rate

BPJS Kesehatan Policy

BPJS-Kes0124ST

Save Cancel

Statutory Government Policy Setup - Indonesia Revised BPJS Kesehatan Rate wef 1 Jan 2024

Statutory Government Policy Setup

Government Statutory Scheme:

Effective Date: [Navigation icons]

Government Statutory Policy:

Remarks:

Government Statutory Scheme	Effective Date	Government Statutory Policy	Remarks
BPJSKesehatan	01-01-2024	BPJS-Kes2024Jan	
BPJSKesehatan	01-01-2023	BPJS-Kes2023Jan	
BPJSKesehatan	01-01-2022	BPJS-Kes2022Jan	
BPJSKesehatan	01-01-2020	BPJS-Kes2020Jan	
BPJSKesehatan	01-01-2018	BPJS-Kes2018Jan	
BPJSKesehatan	01-01-2017	BPJS-Kes2017Jan	
BPJSKesehatan	01-04-2016	BPJS-Kes2016Apr	
BPJSKesehatan	01-07-2015	BPJS-Kes2015Jul	
BPJSKesehatan	01-01-2014	BPJS-Kes2014Jan	
BPJSPensiun	01-03-2023	BPJS-Pensiun2023Mar	

[Preview] [New] [Delete] [Save] [Cancel]

BPJS Progression - Indonesia Revised BPJS Kesehatan Rate wef 1 Jan 2024

BPJS Kesehatan Progression

Progression | Assign Employee

Employee ID: [Search] [Navigation icons]

Tan Ni Mei

Effective Date: Career Code:

Statutory Policy: Statutory Scheme:

Remarks:

[Preview] [New]

Fix Brunei Payroll Analysis Report when saved to PDF Year is truncated

Creative Software Pte Ltd
DETAILED PAYROLL REPORT FOR OCTOBER 2019
 Sub Period: All Pay Record Type: All
 Sorted By: Employee ID

Classification Code: -

EMPLOYEE NO: ET001	NAME: Test1	OCCUPATION: None	-None
← EARNINGS →		← DEDUCTIONS →	
TOTAL WAGE	400.00*	EMPLOYEE TAP 2	-20.00
		EMPLOYEE SCP	-18.00
TOTAL EARNINGS	400.00	TOTAL DEDUCTIONS	-38.00
EMPLOYER TAP 2	20.00	NET SALARY	362.00
EMPLOYER SCP	20.00	* TOTAL TAP 2 SALARY	400.00
		* TOTAL SCP SALARY	400.00
EMPLOYEE NO: Y001	NAME: Test2	OCCUPATION: None	-None
← EARNINGS →		← DEDUCTIONS →	
TOTAL WAGE	3,500.00*	EMPLOYEE TAP I/SPK	-175.00
		EMPLOYEE SCP	-99.00
TOTAL EARNINGS	3,500.00	TOTAL DEDUCTIONS	-274.00
EMPLOYER TAP I/SPK	175.00	NET SALARY	3,226.00
EMPLOYER SCP	100.00	* TOTAL TAP I/SPK SALARY	3,500.00
		* TOTAL SCP SALARY	3,500.00
EMPLOYEE NO: Y003	NAME: Manu Balasiah	OCCUPATION: None	-None
← EARNINGS →		← DEDUCTIONS →	
TOTAL WAGE	2,658.00*	EMPLOYEE SCP	-93.03
TOTAL EARNINGS	2,658.00	TOTAL DEDUCTIONS	-93.03
EMPLOYER SCP	93.03	NET SALARY	2,564.97
		* TOTAL TAP I/SPK SALARY	2,658.00
		* TOTAL SCP SALARY	2,658.00
EMPLOYEE NO: Y004	NAME: Teste3	OCCUPATION: None	-None
← EARNINGS →		← DEDUCTIONS →	

Fix incorrect spelling of "between" in TAP / SCP Wizard Template 2

TAP / SCP Wizard

TAP / SCP Table: 0104ST

Salary: [] 0 to [] 9999999

Age: [] 0 to [] 99

Employee | Employer

Choose Only one of the Templates

Template 1

Template 2

Round to 2 decimal places [] 5 % of the employee's TAP I/SPK Wage [] for the month]

Between [] 0 to [] 0 (if no limit, please set to -9999999 to 9999999)

Advance

[Save] [Cancel]

Pay Default Setup - SPK, wef 1 July 2023

Pay Default Setup

Description
Employee Hours per Day
GRP Day Rate
GRP Hour Rate
Late Hour Rate
MVC Capping
No Absent Computation (Tick NOT to compute)
No Late Computation (Tick NOT to compute)
NPL Day Rate
NPL Hour Rate
OT Day Rate
OT Hour Rate
PayGroup for Daily Rated
PayGroup for Hourly Rated
PayGroup for Monthly Rated
SCP Policy
Sick Entitlement
TAP/SPK Policy
TAP/SPK Scheme

TAP/SPK Policy

SPKYr2023Jul

Save Cancel

Payroll Summary Report - SPK, wef 1 July 2023

Creative Software Pte Ltd

Payroll Summary Report By :

Sub Period : All Period : 10 Year : 2019 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 Total Shift	Lva Deduction BackPay OT BackPay	Bonus Other Allowance	Gross BefDeduct	Other Deduct Donation Reimbursement	EE SCP TAP/SPK Net Wage	TAP 3 Wage TAP 2 Wage TAP 1/SPK Wg	SCP Wage ER SCP ER TAP/SPK
Y003	Mamu Balasih	2658.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	2658.00	0.00 0.00	93.03 0.00 2564.97	2658.00	2658.00 93.03 0.00
Y006	Mary Chan	2410.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	2410.00	0.00 0.00	84.35 121.00 2204.65	2410.00	2410.00 84.35 121.00
Y007	Jolin Lee	2600.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	2600.00	0.00 0.00	91.00 0.00 2509.00	2600.00	2600.00 91.00 0.00
Y011	Ong Ah Peng	2000.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	2000.00	0.00 0.00	0.00 0.00 2000.00	0.00	0.00 0.00 0.00
Total Category :	Junior (Junior)	9668.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	9668.00	0.00 0.00	268.38 121.00 9278.62	7668.00	7668.00 268.38 121.00
ET001	Tester	400.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	400.00	0.00 0.00	18.00 20.00 362.00	400.00	400.00 20.00 20.00

Label Change in Setup Tab - SPK, wef 1 July 2023, renamed to Statutory

Statutory Table Setup

Statutory Table: 0104CC
Residence Status: CertCitizen
Statutory Scheme: TAP 1
Description: Employer 5%, Employee 5%

Statutory Records

Drag a column header here to group by that column

Minimum Salary	Maximum Salary	Minimum Age	Maximum Age
0	9999999	0	99

TAP/SPK Submission Report - SPK, wef 1 July 2023

TAP/SPK Submission Report

Report Type: Senarai Caruman Skim Persaraan Kebangsaan
Pay Group: 1 Payment Group
Month:
Year: 2019
Period: 10
Sort By: Identity No

Preview

Pay Process Option

No of Decimal Places for General: 2

No of Decimal Places for Overtime / Leave Deduction Rate: 4

Prorate Method for Total Wage: Prorate by Working Days

Prorate Method for Back Pay: Prorate by Working Days

Mid Month Allocation Method: (Actual / Sub 1 Day) * (Sub 1 % * Ful

Last OT Rate / Leave Deduction Method: Last Period

Default Payment Method: Cash

Statutory Computation Setting

To compute Pay Period TAP / SCP / SPK for every Sub Periods

TAP Progression Setup

TAP/SPK Progression Setup

Effective Date :

From: 16-02-2024

To: 16-02-2024

Option

Sort By: Employee ID

Preview

Creative Software Pte Ltd
DETAILED PAYROLL REPORT FOR OCTOBER 2019

Sub Period: All Pay Record Type: All
 Sorted By: Employee ID

Branch: None - None		OCCUPATION: None -None	
EMPLOYEE NO: E7001	NAME: Tester		
← EARNINGS →		← DEDUCTIONS →	
TOTAL WAGE	400.00 *	EMPLOYEE TAP 2	-20.00
		EMPLOYEE SCP	-18.00
TOTAL EARNINGS	400.00	TOTAL DEDUCTIONS	-38.00
EMPLOYER TAP 2	20.00	NET SALARY	362.00
EMPLOYER SCP	20.00	* TOTAL TAP 2 SALARY	400.00
		* TOTAL SCP SALARY	400.00
EMPLOYEE NO: Y001		NAME: Test2	
← EARNINGS →		← DEDUCTIONS →	
TOTAL WAGE	3,500.00 *	EMPLOYEE TAP 1/SPK	-175.00
		EMPLOYEE SCP	-99.00
TOTAL EARNINGS	3,500.00	TOTAL DEDUCTIONS	-274.00
EMPLOYER TAP 1/SPK	175.00	NET SALARY	3,226.00
EMPLOYER SCP	100.00	* TOTAL TAP 1/SPK SALARY	3,500.00
		* TOTAL SCP SALARY	3,500.00
EMPLOYEE NO: Y003		NAME: Maria Halosiah	
← EARNINGS →		← DEDUCTIONS →	
TOTAL WAGE	2,658.00 *	EMPLOYEE SCP	-93.03
TOTAL EARNINGS	2,658.00	TOTAL DEDUCTIONS	-93.03
EMPLOYER SCP	93.03	NET SALARY	2,564.97
		* TOTAL TAP 1/SPK SALARY	2,658.00
		* TOTAL SCP SALARY	2,658.00
EMPLOYEE NO: Y004		NAME: Tester3	
← EARNINGS →		← DEDUCTIONS →	

Pay Group Setup [Close]

Pay Group | Assign Employee

Pay Group: 1 Payment Group [Navigation Icons]

Standard | Period Message

Description:

No of Sub Period: Sub Period Cut Off Date:

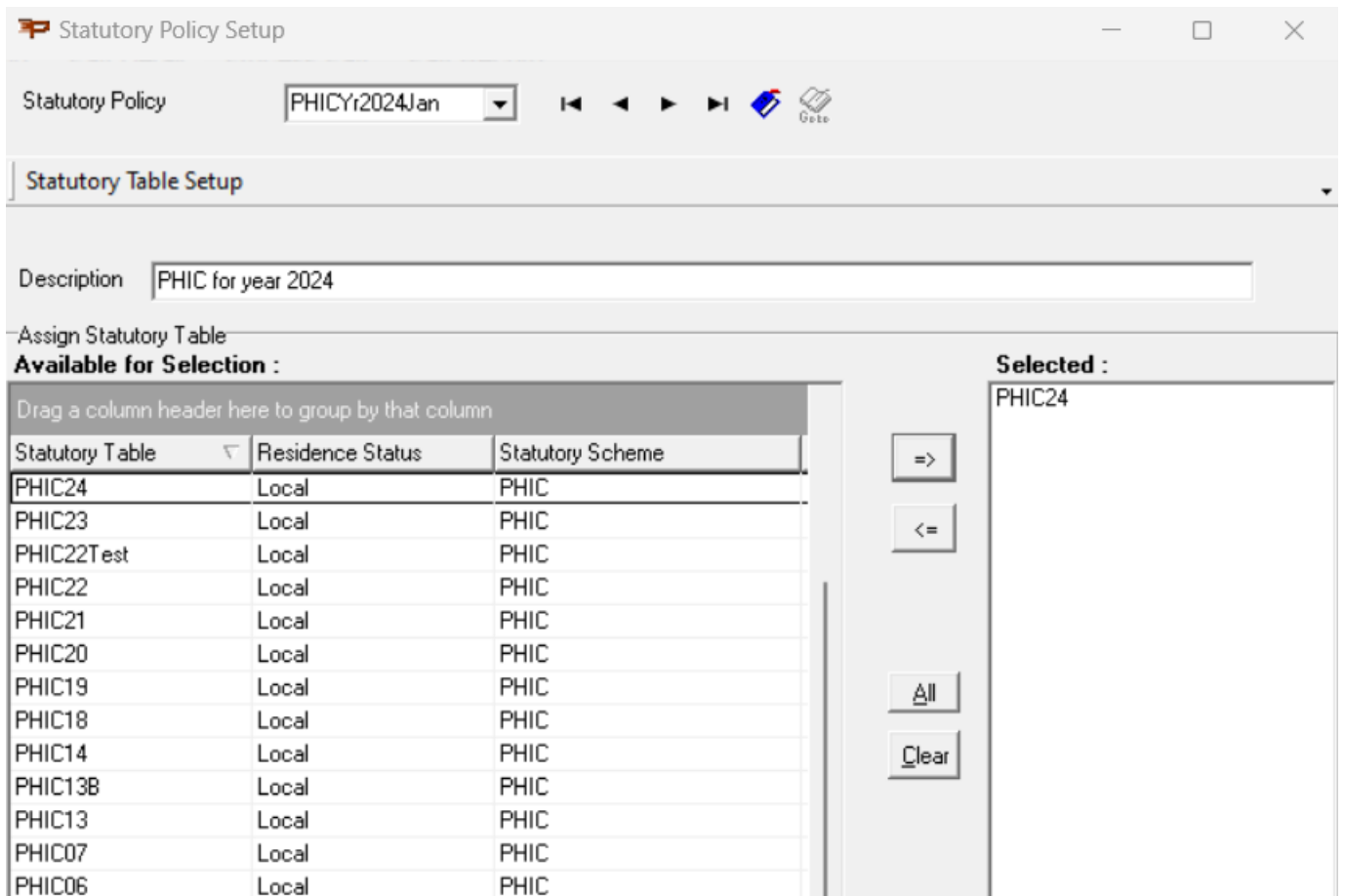
Starting Payroll Year: Leave Cut Off Date:

Starting Payroll Month:

[Save] [Cancel]

Philippines

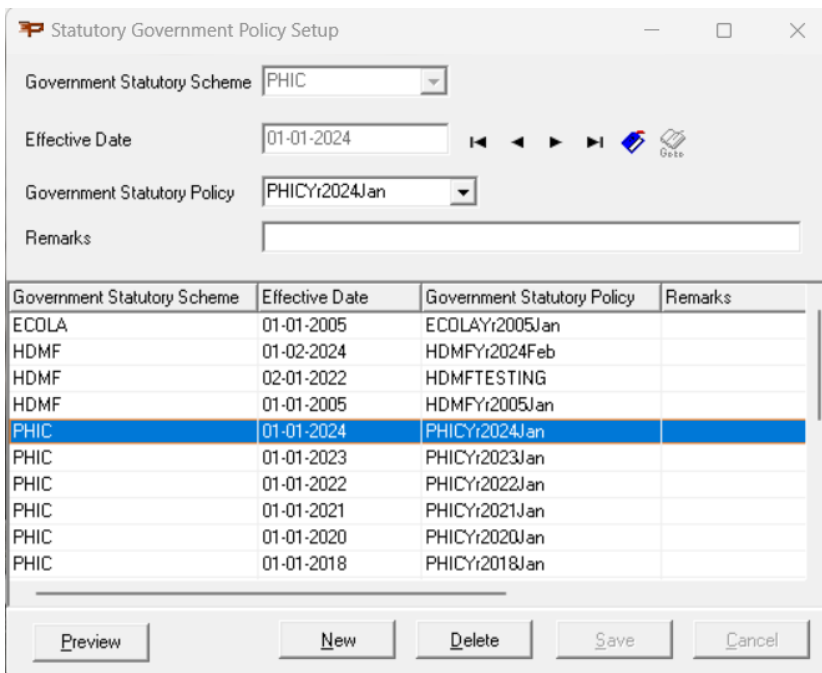
Statutory Table Setup - New PHIC Contribution wef 1 Jan 2024



The screenshot shows the 'Statutory Policy Setup' window. At the top, the 'Statutory Policy' dropdown is set to 'PHICYr2024Jan'. Below this, the 'Statutory Table Setup' section has a 'Description' field containing 'PHIC for year 2024'. The main area is divided into 'Available for Selection' and 'Selected'. The 'Available for Selection' table lists various statutory tables with their residence statuses and schemes. The 'Selected' list currently contains 'PHIC24'. Navigation buttons like '<=>' and '<=>' are visible between the two lists, along with 'All' and 'Clear' buttons.

Statutory Table	Residence Status	Statutory Scheme
PHIC24	Local	PHIC
PHIC23	Local	PHIC
PHIC22Test	Local	PHIC
PHIC22	Local	PHIC
PHIC21	Local	PHIC
PHIC20	Local	PHIC
PHIC19	Local	PHIC
PHIC18	Local	PHIC
PHIC14	Local	PHIC
PHIC13B	Local	PHIC
PHIC13	Local	PHIC
PHIC07	Local	PHIC
PHIC06	Local	PHIC

Statutory Government Setup - New PHIC Contribution wef 1 Jan 2024



The screenshot shows the 'Statutory Government Policy Setup' window. The 'Government Statutory Scheme' dropdown is set to 'PHIC'. The 'Effective Date' field is '01-01-2024'. The 'Government Statutory Policy' dropdown is set to 'PHICYr2024Jan'. Below these fields is a 'Remarks' text area. A table at the bottom lists government statutory schemes with their effective dates and policies. The row for 'PHIC' with effective date '01-01-2024' and policy 'PHICYr2024Jan' is highlighted in blue. At the bottom, there are buttons for 'Preview', 'New', 'Delete', 'Save', and 'Cancel'.

Government Statutory Scheme	Effective Date	Government Statutory Policy	Remarks
ECOLA	01-01-2005	ECOLAYr2005Jan	
HDMF	01-02-2024	HDMFYr2024Feb	
HDMF	02-01-2022	HDMFTESTING	
HDMF	01-01-2005	HDMFYr2005Jan	
PHIC	01-01-2024	PHICYr2024Jan	
PHIC	01-01-2023	PHICYr2023Jan	
PHIC	01-01-2022	PHICYr2022Jan	
PHIC	01-01-2021	PHICYr2021Jan	
PHIC	01-01-2020	PHICYr2020Jan	
PHIC	01-01-2018	PHICYr2018Jan	

Statutory Policy Setup - New PHIC Contribution wef 1 Jan 2024

Statutory Policy Setup

Statutory Policy: PHICYr2024Jan

Statutory Table Setup

Description: PHIC for year 2024

Assign Statutory Table

Available for Selection :

Statutory Table	Residence Status	Statutory Scheme
PHIC24	Local	PHIC
PHIC23	Local	PHIC
PHIC22Test	Local	PHIC
PHIC22	Local	PHIC
PHIC21	Local	PHIC
PHIC20	Local	PHIC
PHIC19	Local	PHIC
PHIC18	Local	PHIC
PHIC14	Local	PHIC

Drag a column header here to group by that column

Selected :

PHIC24

Buttons: =>, <=, All, Clear

Statutory Contribution Progression - New PHIC Contribution wef 1 Jan 2024

Statutory Contribution Progression

Progression

Employee ID: 001

Search

Marie MA Cruz 7.2123456789012345678901234567890

Effective Date: 01-01-2024

Career Code: Promotion

Statutory Scheme: PHIC

Statutory Policy: PHICYr2024Jan

Remarks:

Pay Default Setup - New PHIC Contribution wef 1 Jan 2024

Pay Default Setup

Description

- GRP Hour Rate
- HDMF Policy
- Late Hour Rate
- Minimum Wage Earner
- No Absent Computation (Tick NOT to compute)
- No Late Computation (Tick NOT to compute)
- NPL Day Rate
- NPL Hour Rate
- OT Day Rate
- OT Hour Rate
- PayGroup for Daily Rated
- PayGroup for Hourly Rated
- PayGroup for Monthly Rated
- PHIC Policy**
- Sick Entitlement
- SSS Policy
- Tax Employer
- Tax Policy

PHIC Policy

PHICYr2024Jan

Save Cancel

Statutory Contribution Government Setup - HDMF New Rate wef 1 Feb 2024

Statutory Government Policy Setup

Government Statutory Scheme: HDMF

Effective Date: 01-02-2024

Government Statutory Policy: HDMFYr2024Feb

Remarks:

Government Statutory Scheme	Effective Date	Government Statutory Policy	Remarks
ECOLA	01-01-2005	ECOLAYr2005Jan	
HDMF	01-02-2024	HDMFYr2024Feb	
HDMF	02-01-2022	HDMFTESTING	
HDMF	01-01-2005	HDMFYr2005Jan	
PHIC	01-01-2024	PHICYr2024Jan	
PHIC	01-01-2023	PHICYr2023Jan	
PHIC	01-01-2022	PHICYr2022Jan	
PHIC	01-01-2021	PHICYr2021Jan	
PHIC	01-01-2020	PHICYr2020Jan	
PHIC	01-01-2018	PHICYr2018Jan	

Statutory Contribution Policy Setup - HDMF New Rate wef 1 Feb 2024

Statutory Policy Setup

Statutory Policy: [Navigation icons]

Statutory Table Setup

Description:

Assign Statutory Table

Available for Selection :

Drag a column header here to group by that column

Statutory Table	Residence Status	Statutory Scheme
PHIC24	Local	PHIC
PHIC23	Local	PHIC

[=>]

Selected :

HDMF24

Statutory Contribution Table Setup - HDMF New Rate wef 1 Feb 2024

Statutory Table Setup

Statutory Table: [Navigation icons]

Residence Status:

Statutory Scheme:

Description:

Statutory Records

Drag a column header here to group by that column

Minimum Salary >=	Maximum Salary <	Minimum Statutory Age	Maximum Statutory Age
0	1501	0	99
1501	10000	0	99
10000	99999999	0	99

Pay Default Setup - HDMF New Rate wef 1 Feb 2024

Pay Default Setup

Description

- GRP Hour Rate
- HDMF Policy**
- Late Hour Rate
- Minimum Wage Earner
- No Absent Computation (Tick NOT to compute)
- No Late Computation (Tick NOT to compute)
- NPL Day Rate
- NPL Hour Rate
- OT Day Rate
- OT Hour Rate
- PayGroup for Daily Rated
- PayGroup for Hourly Rated
- PayGroup for Monthly Rated
- PHIC Policy
- Sick Entitlement
- SSS Policy
- Tax Employer
- Tax Policy

HDMF Policy

HDMFYr2024Feb

Save Cancel

Statutory Contribution Progression - HDMF New Rate wef 1 Feb 2024

Statutory Contribution Progression

Progression | Assign Employee

Employee ID 001 Search

Marie MA Cruz 7.2123456789012345678901234567890

Effective Date 01-02-2024 Career Code None

Statutory Scheme HDMF Statutory Policy HDMFYr2024Feb

Remarks

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



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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				

