

Access EasyPay

April 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 v2025.00

Version 2025.00 updates

General

EasyPay Evo Introduction

Singapore

Modify Pay Process - MAW Projection Method & MAW limit: Set it as non-editable field
Update Singapore IR21 Form Changes
Fix employee name truncated in Bank Listing Report
Enhance Singapore Shared Parental Leave wef 1 Apr 2025

Malaysia

Fix missing BIK details in drop down list in BIK Recurring Report
Fix CP22 Text File Marital Status Field
Update Tax Relief Rebate ID & Description for YA2025
Update Income Tax Policy > Progression for YA2025
Update TP3 Form Changes for YA2025
Update TP1 Form Changes 2025 for YA2025
Update PCB Audit Rebates for Payroll Register File TP1 & TP3
Enhance English EA Form and update EA Form (English & Malay) for YA2025
Update E Form to latest format for YA2025

Philippines

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Pay Detail Default - Philippines SSS Contribution Rate Changes wef Jan 2025
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Indonesia

Statutory Policy Setup - Indonesia Revised BPJS Kesehatan Rate wef 1 Jan 2025
Pay Details Default - Indonesia Revised BPJS Kesehatan Rate wef 1 Jan 2025
Statutory Government Policy Setup - Indonesia Revised BPJS Kesehatan Rate wef 1 Jan 2025
BPJS Progression - Indonesia Revised BPJS Kesehatan Rate wef 1 Jan 2025
Statutory Government Policy Setup - Indonesia Revised BPJS Pension Contribution Rate wef 1 March 2025
Statutory Policy Setup - Indonesia Revised BPJS Pension Contribution Rate wef 1 March 2025
Pay Details Default - Indonesia Revised BPJS Pension Contribution Rate wef 1 March 2025
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Pay Processing - Indonesia Revised BPJS Pension Contribution Rate wef 1 March 2025

Release Contents

The below section describes the release summary in more details.

EasyPay Evo

EasyPay Evo is unique artificial intelligence solution that empowers our customers to achieve more in the moment, giving you the freedom to do more of what's important.

What features does EasyPay Evo have?

- **Evo CoPilot**, an AI assistant that improves your working day by providing intelligent insights, answering queries and suggesting actions based on the right context, without the wait. Copilot makes it easier to gather information and execute tasks efficiently. Everything from HR policies to financial queries and smart email suggestions can be done in an instant.
- **Feed**, which is a personalised feed of tasks that aggregates notifications, tasks, and updates from across your Access products that understand your role and the tools you use. Feed automatically manages your priorities to keep you focused on what matters most, and with the ability to action your tasks directly within Feed without needing to switch between applications, the time it takes to complete your tasks is also significantly less.
- **Spaces** is a feature that promotes collaborative environments that enhance teamwork and organization. Create customized dashboards that you can configure yourself. Track your progress from every angle, with dynamic overviews and relevant applications that keep everyone moving forwards.
- **Mobile** features are available, users can now access your Access products and all the great features of Access Evo within the palm of your hand. It's never been easier to complete tasks on the move.
- **Analytics** feature which is a powerful and flexible analytics tool that pulls data from all your Access software. From Finance to HR and payroll; view, build and publish insights and dashboards to track performance
- **Collaborate** feature allows you to engage and reach your entire team. Connect your team with our powerful collaboration tool. Perfect for document sharing and task management.
- **Learning Lite** provide impactful learning experiences, an online learning platform for employees comes with several pre-installed and useful courses.
- **Document Storage**, automate and organise with secure Document Storage, providing safe cloud-based document storage with 24/7 access, all backed up and secure in our world-leading data centres.
- **Third Party App Integration**, connect to 250+ third-party apps. Enabling you to centralise data from multiple sources. Connect, blend and visualise all your business data in a single place. Create custom dashboards or insights with data from your connected Access products.

Updates that apply to Version 2025.00

Singapore

Enhance Modify Pay Process – MAW Projection Method & Limit is now set as non-editable fields to ensure accuracy of information.

Modify Pay Period

Employee ID

10

Search

◀◀

◀

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SPL

Year : 2025

Period : 1

PayGroup : 1 Payment Group

This record is the same for all Sub Periods in that Period.

Period Summary

Leave Information

Pay Period Summary

Local Currency:

Total Wage

Basic Rate

MVC

NWC

Others

OT Amount

OT Back Pay

Shift Amount

Leave Deduction Amount

Back Pay

Allowance/Deduction

Other Allowance

Bonus

Deduction

Reimbursement

5,000.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

Contribution/Tax

Local Currency:

Overseas Employee CPF

Overseas Employer CPF

Medisave

Ordinary Contribution

Additional Contribution

MAW

MAW Projection Method

User's MAW Limit (0 = No limit)

Capped Previous Additional Wage

Capped Current Additional Wage

Supplementary IR8A CPF

CPF Wage

Previous Ordinary Wage

Current Ordinary Wage

Previous Additional Wage

Current Additional Wage

Supplementary IR8A

Company Policy

Employee Ordinary CPF

Employer Ordinary CPF

Employee Additional CPF

Employer Additional CPF

Total Employee CPF

0.00

0.00

0.00

0.00

0.00

Ordinary Wage Projection

42,000.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

Balance

Employee Information

Local Currency:

Employee Name

Start Date

End Date

Start Date

End Date

Drag a column header here to group by that column

Employee ID	Employee Name	Year	Period	Sub Period /	Status	Start Date	End Date
10	SPL	2025	1	1	Active	01-01-2025	31-01-2025

Form IR21

Comptroller of Income Tax 55 Newton Road Revenue House Singapore 307987	NOTIFICATION OF A NON-CITIZEN EMPLOYEE'S CESSATION OF EMPLOYMENT OR DEPARTURE FROM SINGAPORE	Tel: 1800-3568300 Website: https://www.iras.gov.sg		
This form is to be completed by the employer. It will take about 10 minutes to complete. Please get ready the employee's personal particulars and employment income details for the year of cessation and the prior year. Do read the explanatory notes <i> when completing this form.				
A TYPE OF FORM IR21 (Please cross "x" where appropriate) <i>				
1. <input checked="" type="checkbox"/> Original 2. <input type="checkbox"/> Additional, this is in addition to Form IR21 dated _____ 3. <input type="checkbox"/> Amended, this supersedes Form IR21 dated _____				
B EMPLOYER'S PARTICULARS				
1. *Company's Tax Ref No <u>T16ZZ0099J</u> 2. Company's Name <u>Sage Software Asia Pte Ltd</u> 3. Company's Address Blk/Hse No. <u>8</u> Unit No. <u>04</u> <u>01</u> Street Name <u>Commonwealth Lane</u> Singapore Postal Code <u>149555</u>				
C EMPLOYEE'S PERSONAL PARTICULARS				
1. Full Name of Employee as per NRIC / FIN (Mr/Mrs/Miss/Mdm) <u>Employee E</u> 2. Identification No. NRIC _____ FIN <u>G7844412L</u> Malaysian IC (if applicable) _____ 3. Mailing Address [Please inform your employee to update his/her latest contact details with IRAS] 4. Date of Birth <u>19/08/85</u> 5. Sex* <u>Male/ Female</u> 6. Citizenship <u>Australian</u> 7. Marital <u>Separated</u> 8. Contact No. _____ 9. Email Address _____				
D EMPLOYEE'S EMPLOYMENT RECORDS				
10. Date of Arrival, if known <i> <u>NA</u> 11. Date of Commencement <u>29/09/16</u> 12. Date of Cessation/Overseas Posting <i> <u>17/05/22</u> 13. Date of Departure, if known <u>NA</u> 14. Date of Resignation / Termination Notice Given <u>16/04/22</u> 15. Designation <u>General Manager</u> 16. Give reasons if less than one month's notice is given to IRAS before employee's cessation** <input type="checkbox"/> Absconded / Left without notice <input type="checkbox"/> Immediate Resignation / Short Notice <input type="checkbox"/> Resigned whilst overseas / on home leave <input type="checkbox"/> Others. Give details: _____ 17. Amount of Monies withheld pending Tax Clearance S\$ _____ Cts <u>0 • 00</u> 18. Are these all the monies you can withhold from the date of notification of resignation / termination / overseas posting?** <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 18a. Give reason if you have selected 'No' for D18 above or report \$0.00 under D17** <input type="checkbox"/> Resigned after pay day <input type="checkbox"/> Salary already paid via bank <input type="checkbox"/> Did not return from leave <input type="checkbox"/> Employee owes company monies <input type="checkbox"/> Others. Give Details: _____ 19. Date Last Salary Paid <i> <u>17/05/22</u> 20. Amount of Last Salary Paid <i> <u>7850.00</u> 21. Period applicable for Last Salary Paid <i> <u>May 2022</u> 22. Name of Bank to which the employee's salary is credited <u>BN AMRO Bank NV</u> 23. Name & Tel No of New Employer, if known _____ 24. Employee's Income Tax Borne By Employer <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, Fully borne <input type="checkbox"/> Yes, Partially borne ** <i> Give details: _____				
E SPOUSE'S AND CHILDREN'S PARTICULARS (Please complete for dependents' relief claims)				
1. Name of Spouse _____ 2. Date of Birth <u>NA</u> 3. Ident No. _____ 4. Date of Marriage <u>NA</u> 5. Nationality _____ 6. Is the spouse's yearly income more than \$8,000?** <input type="checkbox"/> Yes <input type="checkbox"/> No 7. Children's Particulars (To provide the name of children according to the order of birth and furnish the information as an attachment if the no. of rows provided is insufficient.)				
No.	Name of Child	Sex	Date of Birth	State the name of school if child is above 16 years old
1			NA	
2			NA	
3			NA	
FOR OFFICIAL USE				
1 APP/ ATT 4 Dfee/ESOP/ EXCPF/LS 7 TOT MS Std / Trnee / DTR / EMB / NRE / NOR / SA / NCB/ RB / CR / Decd / inclpl / Nsgd / Addr				Date Received: Finalised by & Date:

Employee name truncated in Bank Listing Report is now fixed

Access EasyPay PE (Demo)

Bank Report

Payment By Bank

Query ID: ALL

Sort By : Bank ID , Branch ID , Employee ID

Pay Group : 1 Payment Group

Year: 2022 Period: 12 Sub Period: 1

Pay Type : Normal Pay

Bank Name: BN AMRO Bank NV

Bank ID: 7010

Item	Employee ID Identity No	Employee Name Beneficiary Name	Branch Account No	Amount
Branch ID: 12312312				
1	Employee C G8293623N	Employee C Employee C	None 15413214-124	4,510.00
Branch Total:				4,510.00
Bank Total:				4,510.00

Name & Signature of
Authorising Officer : _____

Company Stamp : _____

Singapore Shared Parental Leave is now enhanced in EasyPay wef 1 Apr 2025. Total default entitlement for each parent will be 3 weeks.

Leave Type

Leave Type IDShared Parental

AppearanceGeneralEntitlementBrought FowardSuspend

Leave Function asMDM Shared Parental

☒ Active

☐ Credit Leave

Color Code

Leave AbbreviationSP

DescriptionShared Parental

PreviewNewDeleteSaveCancel

Leave Type ID	Leave Credit	Leave Unit	Abbreviation	Color Code	Active	Description
Shared Parental	No	Days	SP		Yes	Shared Parental

Malaysia

Missing BIK details in drop down list in BIK Recurring Report is now fixed

BIK Recurring Report

Employee Id From : 001

BIK Item From : ACC2

Start Year From : 2017

Sort By : BIK Item Id

To : YTD_001

To : Utility

To : 2023


BIK Item Id		car			
Employee Id	Start Year	Start Period	Annual Amount	Previous Payment	
Employee Name	No. of Payment	End Period	Payment Amount per Sub Period	Remarks	
M_001	2017	1	122.00	0.00	
Mei Mei	1	12	122.00	This is from recurring	

Balance Information

YTD Payment : 122.00

Balance : 0.00

Update E Form to latest format for YA2025



LEMBAGA HASIL DALAM NEGERI MALAYSIA
PENYATA SARAAN DARIPADA PENGGAJIAN, TUNTUTAN POTONGAN DAN
MAKLUMAT MENGENAI POTONGAN CUKAI DI BAWAH KAEDAH-KAEDAH CUKAI PENDAPATAN
(POTONGAN DARIPADA SARAAN) 1994 BAGI TAHUN BERAKHIR 31 DISEMBER 2024

MAKLUMAT MAJIKAN

No. majikan E

Nama majikan

Saraan bagi tahun

1234567890

Creative Software Pte Ltd

2024

MAKLUMAT PEKERJA

Majikan dikehendaki mengisi Penyata ini untuk semua pekerja bagi tahun 2024. Majikan yang telah menghantar maklumat melalui e-Data Prais/i-e-CP8D sebelum 25 Februari 2025 tidak perlu mengemukakan lagi maklumat C.P.8D bersama Borang e-E.

Nota: 1

Kategori Pekerja (Seperti 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

2

Status Pekerja

Status 1: Pengurusan Organisasi

Status 2: Tetap

Status 3: Kontrak

Status 4: Sambilan

Status 5: Pelatih Industri

Status 6: Lain-lain

Penourusan oranisasi adalah merujuk kepada penorah svarikat / ahli lembaga koperasi / pentadbir utama pertubuhan / pekonosi baai perkonosian liabiliti terhad.

CP22 Text File Marital Status field is now fixed to display the required values

[illegible]

Tax Relief Rebate ID & Description is now updated for Default Policy following YA2025 latest updates

Education/Medical Insurance rebate capping now updated to 4,000

Disabled Person rebate is now 7,000

Disabled Spouse rebate is now 6,000

Electric vehicle rebate description now includes Purchase of Food Waste Composting Equipment

First home buyer rebate of RM7,000 for property <RM500,000.

First home buyer rebate of RM5,000 for property RM500,000-RM700,000.

Income Tax Policy

Tax Policy ID

DefaultPolicy

⏪

⏩

⏴

⏵

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Get

Tax Formula

General

Progression

Rebate

Other Tax Formula

Mass Assign

Effective Date

01-01-2025

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⏵

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Rebate ID	Rebate Description	Capping Amount	Capping Duration	Capping Paym
Disabled Person	Disabled Person	7000	1 Multiple	
Disabled Spouse	Disable Husband / Wife	6000	1 Multiple	
Educ Med Insurance	Education And Medical Insurance	4000	1 Multiple	
Electric Vehicle	Electric Vehicle (EV) Charging Facility Payment Expenses	2500	1 Multiple	

Income Tax Policy > Progression is now updated following YA2025 latest updates

Income Tax Policy

Tax Policy ID: ⏮ ⏪ ⏩ ⏭ 

Tax Formula

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

Effective Date:

Child Relief

Child over the age 18 years and receiving full-time instruction in a college or university outside Malaysia	<input type="text" value="4"/>
Child over the age 18 years and receiving full-time instruction in a college or university in Malaysia	<input type="text" value="4"/>
Child certified by the Department Of Social Welfare to be disabled	<input type="text" value="4"/>

Resident Tax Formula:

Minimum Tax Amount:

PCB Audit Rebates for Payroll Register File TP1 & TP3 are now updated following YA2025 latest updates

NAMA SYARIKAT		Creative Software Pte Ltd													
TAHUN SARAAAN		:2022													
BILANGAN REKOD		:119													
PERS. NO.	W-TYP WAGE	DISCRIPTION	JAN	FEB	MAC	APR	MEI	JUN	JUL	OGOS	SEPT	OKT	NOV	DIS	TOTAL
ER_Tax001	/101	Basic Salary	5000.00	0.00	0.00	0.00	0.00	5000.00	5000.00	0.00	0.00	5000.00	5000.00	5000.00	40000.00
ER_Tax001	/107	Total Gross Remuneration	5000.00	0.00	0.00	0.00	0.00	5000.00	5000.00	0.00	0.00	5000.00	5000.00	5000.00	40000.00
ER_Tax001	/108	Gross Tax Wages	5000.00	0.00	0.00	0.00	0.00	5000.00	5000.00	0.00	0.00	5000.00	5000.00	5000.00	40000.00
ER_Tax001	/110	EPF	450.00	0.00	0.00	0.00	450.00	0.00	550.00	550.00	550.00	550.00	550.00	550.00	4100.00
ER_Tax001	/111	SOCSSO	19.75	0.00	0.00	0.00	19.75	0.00	19.75	24.75	24.75	24.75	24.75	24.75	178.00
ER_Tax001	/112	EIS	7.90	0.00	0.00	0.00	7.90	7.90	0.00	7.90	9.90	9.90	9.90	9.90	71.20
ER_Tax001	/114	MTD	129.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	129.85
ER_Tax001	/120	TP1 - Total Deduction	27.65	0.00	0.00	0.00	0.00	0.00	27.65	27.65	0.00	27.65	34.65	34.65	249.20
ER_Tax001	/301	PCB Category	1.00	0.00	0.00	0.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00	
M_001	/101	Basic Salary	6082.10	6082.10	6082.10	6082.10	6082.10	6082.10	6082.10	6082.10	6082.10	6082.10	6082.10	6082.10	72985.20
M_001	/106	Back Pay	1658.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1658.76
M_001	/107	Total Gross Remuneration	8340.86	6082.10	6082.10	6082.10	6082.10	6082.10	6082.10	6082.10	6082.10	6082.10	6082.10	6082.10	78743.96
M_001	/108	Gross Tax Wages	6748.10	6082.10	6082.10	6082.10	6082.10	6082.10	6082.10	9582.60	6582.10	6082.10	6082.10	6082.10	82651.70
M_001	/110	EPF	753.00	549.00	549.00	549.00	549.00	549.00	726.00	671.00	671.00	671.00	671.00	671.00	7579.00
M_001	/111	SOCSSO	19.75	19.75	19.75	19.75	19.75	19.75	19.75	24.75	24.75	24.75	24.75	24.75	257.00
M_001	/112	EIS	7.90	7.90	7.90	7.90	7.90	7.90	7.90	9.90	9.90	9.90	9.90	9.90	102.80
M_001	/114	MTD	337.95	217.95	217.95	217.95	206.80	748.00	202.85	137.10	135.95	134.45	132.20	129.00	3217.05

BORANG PCB/TP3 (1/2025)

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 Terdahulu1 :

No. Pengenalan Cukai(TIN) :

Nama Majikan Terdahulu2 :

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 SARAAN / 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	<input type="text"/>
C2 Jumlah elaun/perkuisit/pemberian/manfaat yang dikecualikan cukai	
i) Elaun perjalanan, kad petrol atau elaun petrol dan fi tol atas urusan rasmi	<input type="text"/>
ii) Elaun penjagaan anak	<input type="text"/>
iii) Produk yang dikeluarkan oleh perniagaan majikan yang diberi secara percuma atau diberi pada harga diskaun	<input type="text"/>
iv) Perkuisit dalam bentuk tunai/barangan berkaitan dengan penggunaan perkhidmatan lain	<input type="text"/>

TP1 Form updated to latest format for YA2025.

BORANG PCB/TP1 (1/2025)				
LEMBAGA HASIL DALAM NEGERI MALAYSIA				
BORANG TUNTUTAN POTONGAN DAN REBAT INDIVIDU BAGI TUJUAN POTONGAN CUKAI BULANAN (PCB)				
KAEDAH-KAEDAH CUKAI PENDAPATAN (POTONGAN DARIPADA SARAAH) 1994				
Borang ini ditetapkan dibawah seksyen 152 Akta Cukai Pendapatan (ACP) 1967				
BULAN POTONGAN :		12	TAHUN POTONGAN 2022	
BAHAGIAN A : MAKLUMAT MAJIKAN				
A1	Nama	: ABC Pte Ltd		
A2	No. Pengenal Cukai (TIN)	: 123456789012344		
BAHAGIAN B : MAKLUMAT INDIVIDU				
B1	Nama	: ER Pay Tax		
B2	No. Kad Pengenal / Pasport	: 34568906322		
B3	No. Pengenal Cukai (TIN)	: E443322		
B4	No. Pekerja / Gaji	: ER_Tax001		
BAHAGIAN C : MAKLUMAT POTONGAN				
		HAD TAHUNAN (RM)	POTONGAN	
			SEMASA (RM)	TERKUMPUL (RM)
C1 Perbelanjaan untuk ibu bapa / datuk nenek:				
a) Rawatan perubatan, keperluan khas dan perkhidmatan penjagaan		8,000	0.00	0.00
b) Rawatan pergigian				
c) Pemeriksaan perubatan penuh termasuk kos pemvaksinan (Terhad RM 1,000)				
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		7,000	0.00	0.00
b) Peringkat Sarjana/ Doktor Falsafah - sebarang bidang atau kursus pengajian				
c) Kursus peningkatan kemahiran atau kemajuan diri (Terhad RM2,000)				
C4 Perbelanjaan rawatan perubatan bagi:				
a) Penyakit serius ke atas diri sendiri/ pasangan / anak		10,000	0.00	0.00
b) Rawatan kesuburan ke atas diri sendiri / pasangan				
c) Pemvaksinan ke atas diri sendiri / pasangan / anak (Terhad RM 1,000)				
d) Pemeriksaan dan rawatan pergigian ke atas diri sendiri / pasangan / anak (Terhad RM1,000)				
e) Pemeriksaan dan rawatan penuh ujian penderiaan COVID-19 termasuk				

Malaysia EA Form now available in English and updated to the latest format for YA 2025.

EA Form

Year: 2024

Sort by: Serial No

Salary Range

From: 0

To: 99999999

☒ Include zero amount

Date: 4/ 2/2025

Language: English

Preview Report Output Viewer Email Viewer Advance

(C.P. 8A - Pin. 2024)

MALAYSIA
INCOME TAX

PRIVATE SECTOR Employee's
Statement of Remuneration

EA

Serial No. A00001

STATEMENT OF REMUNERATION FROM EMPLOYMENT
FOR THE YEAR ENDED 31 DECEMBER 2024

Employee's Tax Identification No. (TIN)

Employer's TIN E123456789012344

LHDNM State Johor Bahru

THIS FORM EA 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) **NEWLY CREATED EMPLOYEE**
2. Job Designation **Finance Director**
3. Staff No. / Payroll No. **111**
4. New I.C. No. **991012085760**
5. Passport No.
6. EPF No.
7. SOCSO No. **991012085760**
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, BENEFITS AND LIVING ACCOMMODATION
(Excluding Tax Exempt Allowances / Perquisites / Gifts / Benefits)**

RM

1. (a) Gross salary, wages or leave pay (including overtime pay) **34,500.00**
- (b) Fees (including director fees), commission or bonus **0.00**
- (c) Gross tips, perquisites, awards / rewards or other allowances (Details of payment:) **0.00**
- (d) Income tax borne by the employer in respect of his employee **0.00**
- (e) Employee Share Option Scheme (ESOS) benefit **0.00**
- (f) Gratuity for the period from **01-01-2024** to **31-12-2024** **0.00**
2. Details of arrears and others for preceding years paid in the current year
- Type of income (a) **0.00**
- (b)
3. Benefits in kind (Specify:) **0.00**
4. Value of living accommodation provided (Address:) **0.00**
5. Refund from unapproved Provident / Pension Fund **0.00**
6. Compensation for loss of employment **0.00**

C PENSION AND OTHERS


1. Pension **0.00**
2. Annuities or other periodical payments **0.00**
- TOTAL** **34,500.00**

D TOTAL DEDUCTION

1. Monthly tax deductions (MTD) remitted to LHDNM **4,833.15**
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:

Philippines

Fix incorrect public holiday for Philippines calendar, the calendar is now accurately updated with the official government announced holidays.


Holidays Setup

Country

Holiday ID

Date

Description

New

Delete

Save

Cancel

Drag a column header here to group by that column

Year	Holiday ID	Date	Description
2025	Rizal Day	30-12-2025	Rizal Day
2025	Christmas Day	25-12-2025	Christmas Day
2025	Immaculate Conception	08-12-2025	Immaculate Conception
2025	Bonifacio Day	30-11-2025	Bonifacio Day
2025	All Saints Day	01-11-2025	All Saints' Day
2025	National Heroes Day	25-08-2025	National Heroes Day
2025	Ninoy Aquino Day	21-08-2025	Ninoy Aquino Day
2025	Independence Day	12-06-2025	Independence Day

Statutory Government Policy Setup and Table Setup updated with Philippines SSS Contribution Rate Changes wef Jan 2025. The SSS Contribution is now 15%, minimum MSC 5,000, maximum MSC 35,000 pesos.

Statutory Policy Setup

Statutory Policy

SSSYr2025Jan

Statutory Table Setup

Description

SSS for Year 2025

Assign Statutory Table

Available for Selection :

Drag a column header here to group by that column

Statutory Table	Residence Status	Statutory Scheme
SSS25	Local	SSS
SSS23	Local	SSS
SSS21	Local	SSS
SSS19	Local	SSS
SSS14	Local	SSS
SSS07	Local	SSS
SSS05	Local	SSS
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
PHIC05	Local	PHIC

=>

<=

All

Clear

Selected :

SSS25

Preview

New

Delete

Save

Cancel

Pay Detail Default updated with Philippines SSS Contribution Rate Changes wef Jan 2025
The SSS Year 2025 Jan is now the latest default policy in Pay Default Setup.

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

SSS Policy

SSSYr2025Jan

Save Cancel

Statutory Government Policy Setup is now updated with latest SSS Scheme with effective date January 2025.

Statutory Government Policy Setup

Government Statutory Scheme:

Effective Date: ◀ ▶ 🔍 📅

Government Statutory Policy:

Remarks:

Government Statutory Scheme	Effective Date	Government Statutory Policy	Remarks
PHIC	01-01-2006	PHICYr2006Jan	
PHIC	01-01-2005	PHICYr2005Jan	
SSS	01-01-2025	SSSYr2025Jan	
SSS	01-01-2024	SSSYr2024Jan	
SSS	01-01-2023	SSSYr2023Jan	
SSS	01-01-2021	SSSYr2021Jan	
SSS	01-04-2019	SSSYr2019Apr	
SSS	01-01-2014	SSSYr2014Jan	
SSS	01-01-2007	SSSYr2007Jan	
SSS	01-01-2005	SSSYr2005Jan	

Statutory Contribution Progression - Philippines SSS Contribution Rate Changes wef Jan 2025
The statutory progression is now updated to SSSYr2025Jan following the changes.

Statutory Contribution Progression

Progression | Assign Employee

Employee ID: ◀ ▶ 🔍 📅

Marie MA Cruz 7.2123456789012345678901234567890

Effective Date: Career Code:

Statutory Scheme: Statutory Policy:

Remarks:

Drag a column header here to group by that column

Effective Date	Career Code	Statutory Scheme	Statutory Policy	Current
01-01-2025	None	SSS	SSSYr2025Jan	<input checked="" type="checkbox"/>
01-02-2024	None	HDMF	HDMFYr2024Feb	<input type="checkbox"/>
01-01-2024	Promotion	PHIC	PHICYr2005Jan	<input type="checkbox"/>
01-01-2023	None	SSS	SSSYr2023Jan	<input type="checkbox"/>
01-07-2022	None	PHIC	PHICYr2022Jan	<input checked="" type="checkbox"/>

Indonesia BPJS Kesehatan & BPJS Pension now updated with the latest rate in Statutory Policy Setup.

BPJS Kesehatan contribution maximum wage updated to 5.558.515_with effective from 1st January 2025
BPJS Pension contribution maximum wage updated to 10.547.400 with effective from 1st March 2025

Statutory Policy Setup

Statutory PolicyBPJS-Kes2025Jan

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-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

Selected :

BPJS-Kes0125FW
BPJS-Kes0125PR
BPJS-Kes0125ST

Statutory Policy Setup

Statutory PolicyBPJS-Pensiun2025M

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-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

Selected :

BPJS-Pensiun0325FW
BPJS-Pensiun0325PR
BPJS-Pensiun0325ST

Indonesia BPJS Kesehatan & BPJS Pension now updated in Pay Details Default to BPJS-Kes2025Jan & BPJS-Pensiun2025Mar

Pay Default Setup

Description
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
BRP Hour Rate

BPJS Kesehatan Policy

BPJS-Kes2025Jan

Save Cancel

Pay Default Setup

Description
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
BRP Hour Rate

BPJS Pensiun Policy

BPJS-Pensiun2025Mar

Save Cancel

Indonesia BPJS Kesehatan & BPJS Pension now updated with the latest rate in Statutory Government Policy Setup, with BPJS-Kes2025Jan & BPJS-Pensiun2025Mar.

Statutory Government Policy Setup

Government Statutory Scheme

BPJSKesehatan

Effective Date

01-01-2025

Government Statutory Policy

BPJS-Kes2025Jan

Remarks

Government Statutory Scheme	Effective Date	Government Statutory Policy	Remarks
BPJSKesehatan	01-01-2025	BPJS-Kes2025Jan	
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	

Preview

New

Delete

Save

Cancel

Statutory Government Policy Setup

Government Statutory Scheme

BPJSKesehatan

Effective Date

01-01-2025

Government Statutory Policy

BPJS-Pensiun2025Mar

Remarks

Government Statutory Scheme	Effective Date	Government Statutory Policy	Remarks
BPJSKesehatan	01-01-2025	BPJS-Kes2025Jan	
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	

Preview

New

Delete


Save

Cancel

Indonesia BPJS Kesehatan Progression now updated with the latest Statutory Policy BPJS-Kes2025Jan.

BPJS Kesehatan Progression

Progression | Assign Employee |

Employee ID 

Tan Ni Mei

Effective Date Career Code

Statutory Policy Statutory Scheme

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

- 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 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 76816/24/32-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				