

Access UBS Payroll June 2024 Release Notes



About these Release Notes

Welcome to the Access UBS Payroll Release Notes!

This document outlines all you need to know about this version of the software, it will provide you with a summary of the changes, and by using the hyperlinks you will be able to easily navigate through the document to find out detailed information about the new features, including screenshots and videos where appropriate.

Please refer to the table of contents for a full list of what is included.

About Access UBS Payroll

Access UBS Payroll gives you complete control and visibility over your payroll, securely storing your employee records and payroll information, with a range of constantly updated government reports and a variety of bank formats to keep you compliant to legislative changes and your payroll accurate.

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Release Summary

Access UBS Payroll v2024.3

This release encompasses our efforts to provide a better user experience with the implementation of digital assistant and product enhancements/fixes.

Important Note:

- You might need to disable your Anti-virus before you install the new update as some Anti-virus can interfere and prevent a successful installation.

The following major features are included in this release, please select the appropriate links if you would like more details on the features. The features are grouped by Product/Area to help you find the information you need easily.

Malaysia Statutory Update

New Input Fields for CP22A

Added input fields to allow users enter value for new fields and Money Withheld amount in CP22A Form.

[Read more about this feature](#)

New Input Fields for CP21

Added input fields to allow users enter value for new fields in CP21 Form.

[Read more about this feature](#)

Enhancement Highlights

Intercom / Digital Assistant Implementation

Added Digital Assistant icon to ease user intercoms with support consultant.

[Read more about this feature](#)

Update on View Calculation Screen (For Malaysian License Only)

Updated the 1st Half Payroll and Month End/2nd Half Payroll View Calculation Screen for better user experience.

[Read more about this feature](#)

Update on ASNB Text File Configuration (For Malaysian License Only)

Added input fields in the ASNB text file configuration screen to support future bank requirements.

[Read more about this feature](#)

Export to Excel for Commission Listing Report

Added Export to Excel feature for Commission Listing Report.

[Read more about this feature](#)

Bank Files Update

Added new bank file format as per customer request.

[Read more about this feature](#)

Release Contents

The below section describes the features in more detail, including screenshots and videos where appropriate, this is ordered by the products/modules identified in Release Summary section.

Malaysia Statutory Update

New Input Fields for CP22A

In Reports > Statutory Reports > Income Tax > CP22A report filter screen, added a 'CP22A Info' field with 'Update Details' button, also added an 'E-Mail' field of the report preparer.

Upon clicking on the 'Update Details' button, system will pop up a window allow users to enter the Notification Status, Leaving Reason, Death Acknowledgement Date (if applicable), Retirement Type (if applicable), Layoff Scheme and Money Withheld amount.

Default value of Money Withheld amount is the current month 2nd Half Payroll Net Pay of the first search Employee No. System will return 0.00 net pay as the default Money Withheld when 2nd Half Payroll Process Pay is not yet done, or the selected employee has blank Resigned Date.

The image shows two screenshots from a software application. The left screenshot is titled 'Income Tax Reports' and shows a list of report types on the left, with 'CP22A - Monthly' selected. The main area contains search and filter fields: Tax Category (1), Order By (Name), Employee No. (with a search icon), Resigned Date From (01/01/2024) and To (31/01/2024), and Format (2023 (Page 1)). A 'CP22A Info' field with an 'Update Details' button is highlighted with a blue box. Below this is a 'Prepared By' section with fields for Name (Payroll Mgr Name), NRIC/No. KP (723456789012), Job Position (PAYROLL MANAGER), Phone No. (03-34567891), Fax No., E-Mail (payrollMgr@email.com), and Date. A 'Generate' button is at the bottom right. The right screenshot is titled 'Update CP22A' and shows a form with the following fields: Notification Status (New), Leaving Reason (Resigned), Death Acknowledgement Date (// /), Retirement Type, Layoff Scheme (No / Not Releva), and Money Withheld (16215.35). A 'Save' button is at the bottom right.

New Input Fields for CP21

In Reports > Statutory Reports > Income Tax > CP21 report filter screen, added a 'CP21 Info' field with 'Update Details' button, also added an 'E-Mail' field of the report preparer.

Upon clicking on the 'Update Details' button, system will pop up a window allow user to enter the Notification Status and Layoff Scheme.

The image shows two overlapping windows from a software application. The left window is titled 'Income Tax Reports' and contains a list of report types on the left and a form on the right. The right window is titled 'Update CP21' and contains two dropdown menus and a 'Save' button.

Income Tax Reports Window:

- Left sidebar: Select the type of reports below:
 - CP39 - Monthly
 - CP39 View Contribution
 - CP21 - Monthly**
 - CP22 - Monthly
 - CP22A - Monthly
 - CP25A - Monthly
 - TP 1 - Monthly
 - TP 2
 - TP 3
 - Mark To Print For Any Pay
 - List EA Form Status
 - List Taxable Figures
 - List Relief Claim
 - List Tax Exempted Allowance
 - CP8 - Yearly
 - CP8A - Yearly
 - CP8C - Yearly
 - PCB2(11) - 12 Mths
 - CP38 - 12 Mths
 - List Tax Category
 - Taxable Pay
 - Lampiran B-Swasta - 12 Mths
 - Taxable Pay By Employee 12 Mths
 - Taxable Pay 12 Mths
 - Taxable OT/AW/DED 12 Mths
 - PCB/CP38 Monthly
 - Taxable Pay Check - By Employee
- Form fields:
 - Tax Category: 1
 - Order By: Name
 - Employee No.: [Search] - [Search]
 - Resigned Date From: 01/01/2024 To: 31/01/2024
 - Format: 2023 (Page 1)
 - CP21 Info** [Update Details]
 - Prepared By** [Update Profile Setup]
 - Name: Payroll Mgr Name
 - NRIC / No. KP: 723456789012
 - Job Position: PAYROLL MANAGER
 - Phone No.: 03-34567891 Fax No.: [Search]
 - E-Mail**: payrollMgr@mail.com
 - Date: / /
- Buttons: Generate

Update CP21 Window:

- Notification Status: New
- Layoff Scheme: No / Not Releva
- Save

Enhancement Highlights

Intercom / Digital Assistant Implementation

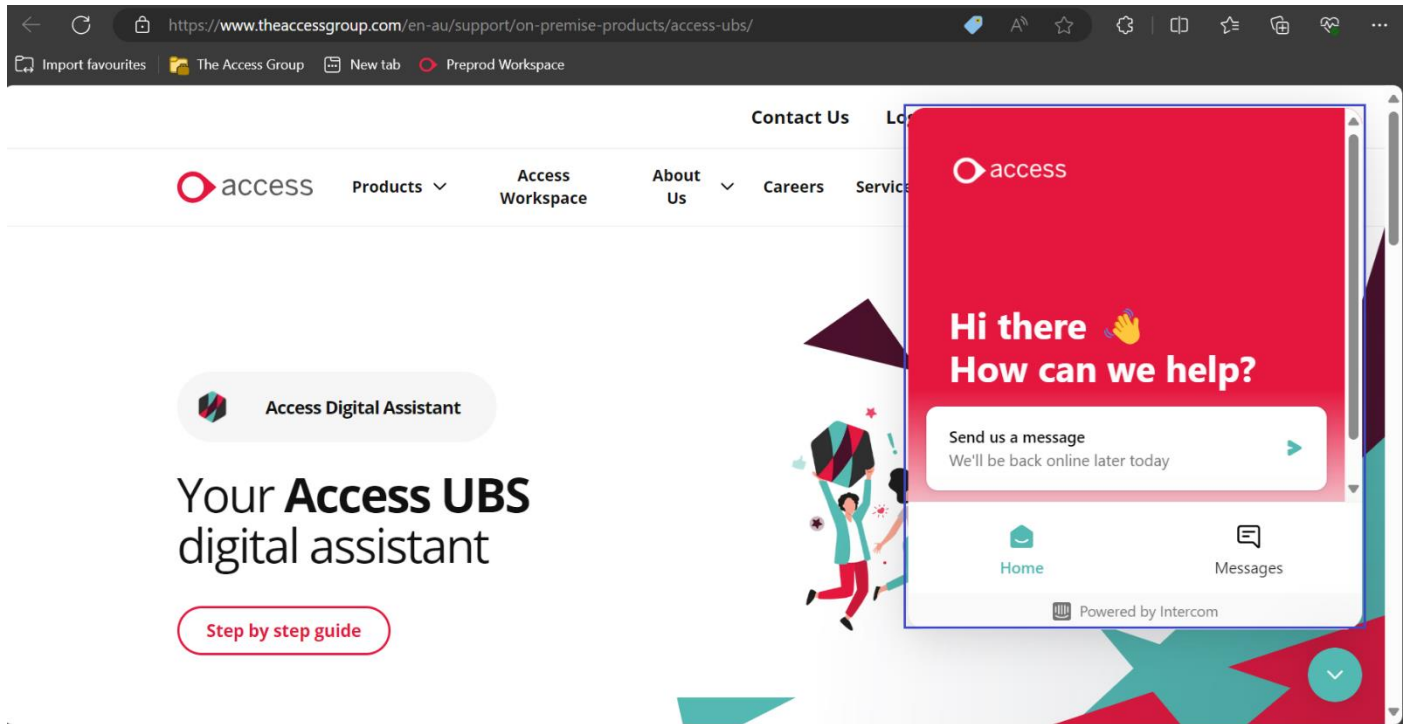
Added a Digital Assistant icon next to the login user Profile Picture on the top right of UBS Payroll app screen.

The image shows a screenshot of the UBS Payroll app interface. The top right corner shows the user profile picture and a 'Digital Assistant' icon. The main content area displays a list of employees with columns for Emp No., Name, Job Title, Department, Date Joined, Date Resigned, Status, and Actions.

Employee List:

Emp No.	Name	Job Title	Department	Date Joined	Date Resigned	Status	Actions
001	Employee 001 Single Cat1	General Manager	002	01/01/2022	31/01/2022	Inactive	[Menu] [Edit] [Delete]
002	Employee 002 Married Spouse X working Cat2 Piece			01/01/2021	--	Active	[Menu] [Edit] [Delete]

On click of the Digital Assistant icon, system shall open a browser and redirect user to the Microsite of Access UBS where user could directly intercom with the support consultant for assistance in future.



Update on View Calculation Screen (For Malaysian License Only)

For better user experience, in Payroll > 1st Half Payroll and Month End/2nd Half Payroll > View Payslip > View Calculation > Ordinary Wages tab:

1. Changed field label 'MTD (A)' to 'MTD (Ordinary Wages)'.
2. Added a field 'MTD (Fixed Commission)' to show the PCB of fixed commission with a hyperlink 'View More...' which when on click, system will pop up the PCB Calculation details of Fixed Commission.
3. Change field label 'Net MTD (A+B+C+D)' to 'MTD Current Month'.

View Calculation (Log File & For Reference Only)			
Month End / 2nd Half			
Ordinary Wages	Bonus	Commission	Director Fee & Non-Fixed Income
PCB Calculation Detail (Ordinary Wages Only)			
Estimated Taxable Yearly Ordinary & Additional Wages (P)	97,000.00	Remain Working Month (N)	10
Paid Ordinary & Additional Wages (Include Previous Company) (Y)	0.00	Self Deduction (D)	9,000.00
Contributed KWSP (Include Previous Company) (K)	0.00	Spouse Deduction (S)	0.00
Current Month Ordinary Wages (Y1)	10,000.00	Children Deduction (C)	0.00
Current Month Contributed KWSP (K1)	1,100.00	Disable Employee (Du)	0.00
Estimate Remaining Month Ordinary Wages (Y2)	10,000.00	Disable Spouse (Su)	0.00
Estimate Remaining Qualified KWSP + Life Insurance Amount (K2)	290.00	Current Month Levy (V1)	0.00
Life Insurance and Annuity (Include Previous Company) (K & K1)	0.00		
Accumulated Tax Relief (Include Previous Company) (LP)	0.00		
Current Month Tax Relief (LP1)	0.00		
Taxable Income From The Total Yearly Income (M)	70,000.00	MTD (Ordinary Wages)	802.72
Tax Rate (%) (R)	19.00	MTD (Fixed Commission) View More...	483.65
Taxable Amount to M (B)	3,700.00	Current Month Zakat, Fee/Levy and Departure Levy	60.00
Accumulated Zakat Contribution (Z)	0.00	MTD Current Month	8,301.40
Accumulated Levy Contribution (Z)	0.00		
Accumulated Departure Levy (Z)	0.00		
Accumulated PCB Contribution (Include Previous Company) (X)	0.00		

Formula Calculation Reference (2022)

MTD (Current Mth) = $\frac{[(P-M)R + B] - (Z + X)}{N + 1}$ OR MTD (Foreign Worker) = $\frac{[(Y1 + Yt)R - V1]}{N + 1}$

Where

$P = [\sum(Y - K^*) + (Y1 - K1^*) + [(Y2 - K2^*)N] + (Yt - Kt^*)] - [D + S + Du + Su + QC + (\sum LP + LP1)]$

*K+ K1+ K2+ Kt <= 4000

[More about for MTD Calculation...](#)

In the PCB Calculation details of Fixed Commission screen:

1. Removed the field label & value of 'AW Adjustment' field and 'MTD' field.
2. Rename field label 'Total MTD' to 'MTD (Fixed Commission)'.

View Calculation (Log File & For Reference Only)			
Month End / 2nd Half			
PCB Calculation Detail (Fixed Commission Only)			
Estimated Taxable Yearly Ordinary & Additional Wages (P)	119,000.00	Remain Working Month (N)	10
Paid Ordinary & Additional Wages (Include Previous Company) (Y)	0.00	Self Deduction (D)	9,000.00
Contributed KWSP (Include Previous Company) (K)	0.00	Spouse Deduction (S)	0.00
Current Month Ordinary Wages (Y1)	12,000.00	Children Deduction (C)	0.00
Current Month Contributed KWSP (K1)	1,320.00	Disable Employee (Du)	0.00
Estimate Remaining Month Ordinary Wages (Y2)	12,000.00	Disable Spouse (Su)	0.00
Estimate Remaining Qualified KWSP + Life Insurance Amount (K2)	268.00	Current Month Levy (V1)	0.00
Life Insurance and Annuity (Include Previous Company) (K & K1)	0.00		
Accumulated Tax Relief (Include Previous Company) (LP)	0.00		
Current Month Tax Relief (LP1)	0.00		
Taxable Income From The Total Yearly Income (M)	100,000.00		
Tax Rate (%) (R)	25.00		
Taxable Amount to M (B)	9,400.00		
Accumulated Zakat Contribution (Z)	0.00		
Accumulated Levy Contribution (Z)	0.00		
Accumulated Departure Levy (Z)	0.00		
Accumulated PCB Contribution (Include Previous Company) (X)	0.00	MTD (Fixed Commission)	483.65

In Payroll > 1st Half Payroll or Month End/2nd Half Payroll > View Payslip > View Calculation > Commission tab, remove the box, field label & value of 'Fixed Commission' and 'View More...' link.

View Calculation (Log File & For Reference Only)			
Month End / 2nd Half			
Ordinary Wages	Bonus	Commission	Director Fee & Non-Fixed Income
PCB Calculation Detail (Commission)			
Estimated Taxable Yearly Ordinary & Additional Wages (P)	127,100.00	Estimate 1 Year PCB	14149.96
Paid Ordinary & Additional Wages (Include Previous Company) (Y)	0.00	Self Deduction (D)	9,000.00
Contributed KWSP (Include Previous Company) (K)	0.00	Spouse Deduction (S)	0.00
Current Month Ordinary Wages (Y1)	12,000.00	Children Deduction (C)	0.00
Current Month Contributed KWSP (K1)	1,320.00	Current Month Levy (V1)	0.00
Estimate Remaining Month Ordinary Wages (Y2)	12,000.00		
Estimate Remaining Qualified KWSP + Life Insurance Amount (K2)	233.90		
Current Month Additional Wages (Yt)	8,100.00		
Current Month Additional Wages KWSP (Kt)	341.00		
Life Insurance and Annuity (Include Previous Company) (K & K1)	0.00		
Accumulated Tax Relief (Include Previous Company) (LP)	0.00		
Current Month Tax Relief (LP1)	0.00		
Taxable Income From The Total Yearly Income (M)	100,000.00		
Tax Rate (%) (R)	25.00	MTD (C)	2,025.04
Taxable Amount to M (B)	9,400.00		
Accumulated Zakat Contribution (Z)	0.00		
Accumulated Levy Contribution (Z)	0.00		
Accumulated Departure Levy (Z)	0.00		
Accumulated PCB Contribution (Include Previous Company) (X)	0.00		

Formula Calculation Reference (2022)

MTD (Current Mth) = $\frac{[(P-M)R+B]-[Z+X]}{N+1}$ OR MTD (Foreign Worker) = $[(Y1+Yt)R-V1]$

Where
 $P = [\sum(Y-K^*) + (Y1-K1^*) + \{[(Y2-K2^*)N] + (Yt-Kt^*)\}] - [D+S+Du+Su+QC+(\sum LP+LP1)]$

*K+ K1+ K2+ Kt <= 4000 [More about for MTD Calculation...](#)

Update on ASNB Bank File Configuration (For Malaysian License Only)

In Settings > Bank Settings > Addresses & Account No. > ASN category > Your Company Registered Info tab, added new input fields 'ASN Bank Code' and 'ASN Bank Account No.' to better support ASNB bank file in the future.

Addresses & Account No.

Organisation Type: Category:

Registered Name: File No.:

ASN Bank Code: **ASN Bank Account No.:** **State Code:**

APS - Auto Pay System

Short Name (APS): Given ID (APS): Organization ID (APS):

Encryption Program Folder:

APS Format No. In Aps_Set.DBF: File Name For Disk/Internet Transfer:

Field To Store RCFIG:

Field To Store RCFIG2: Field To Store RCFIG3: Field To Store RCFIG4:

In Employee > Employee details/creation/edit screens > Payment Info tab > Additional Payments Info section > Deduction tab, added drop down input box 'Product Type', after Membership No. input box of Deduction item 13 (ASN), to allow users select the ASNB Product Type.

Edit Employee

Employee No.: 002 Employee Name: 002 Fix Comm then 2nd Half

Basic Info Employment Info **Payment Info** Statutory Info Prev. Employment Relief

Basic Payment Info

Basic Rate: Increment Amount: Increment Date:

Mid Month Increment Amount: Mid Month Increment Date:

Pay Rate Type: Pay Method: Pay Status:

Week Pay: Confidential:

Bank Info

Bank Code: MEPS: Branch Code: Bank A/C No.: Payment Mode:

Category: Bank IC:

Additional Payments Info

Director fee appear as:

Choose any available additional payments to fill up if necessary.

Allowance	Deduction	Benefit In Kind
1.	<input type="text" value="0.00"/>	
2.	<input type="text" value="0.00"/>	
3.	<input type="text" value="0.00"/>	
4.	<input type="text" value="0.00"/>	
5.	<input type="text" value="0.00"/>	
6.	<input type="text" value="0.00"/>	
7.	<input type="text" value="0.00"/>	
8.	<input type="text" value="0.00"/>	
9. T. BAITULMAL	<input type="text" value="0.00"/>	
10. F.W. LEVY	<input type="text" value="0.00"/>	
11.	<input type="text" value="0.00"/>	
12.	<input type="text" value="0.00"/>	
13. ASNB	<input type="text" value="100.00"/>	
14.	<input type="text" value="0.00"/>	
15.	<input type="text" value="0.00"/>	

Membership No.: **Product Type:**

Export to Excel for Commission Listing Report

In Reports > Commission Reports > Listing > Commission Listing > Generate (listing screen), added an 'Excel' button to allow users exporting the listing to excel directly instead of export using the Converter.

Commission Listing										
EMP.NO.	LINE NO.	B.RATE	COMM.	EPF	SOC	SO	EIS	PCB	NET	S T
002		1500.00	1000.00	110	5.00	2.00		123.85	759.15	A M
TOTAL :		1000.00			759.15					

COMMISSION LISTING												
FEBRUARY 2024												
PCB												
EMPLOYEE NUMBER	NAME	TYPI	BASIC RATE	COMMISSION	EPF	SOC	SO	EIS	PCB	NET	SIGNATURE	
E'YEE E'YERE'YEE E'YEI'E'YEI'E'YER												
001	001 2nd Half then fix comm	M	3700.00	1000.00	110.00	130.00	5.00	17.50	2.00	2.00	30.05	852.95
002	002 Fix Comm then 2nd Half	M	1500.00	1000.00	110.00	130.00	5.00	17.50	2.00	2.00	123.85	759.15
TOTAL PER LINE GROUP				2000.00	220.00	260.00	10.00	35.00	4.00	4.00	153.90	1612.10
TOTAL:				2000.00	220.00	260.00	10.00	35.00	4.00	4.00	153.90	1612.10

Bank Files Update

MUFG Bank

APS No.	Payment Type	Enhancement (New/Update)	Details
138	Salary	New	Add new Salary file of Mitsubishi UFJ Financial Group (MUFG) Bank.

How to Contact Us

The Release Summary and Contents are also available from the Access Support Community
<https://download.my.accesscloud.com/>

For further information related to this release or how to upgrade please use the following contacts:

Your Account Manager or Customer Success Manager

Support department

- Email
 - APAC.support.my@theaccessgroup.com (UBS Customer Inquiry) – Product UBS Accounting and Billing, Inventory and Billing, UBS Payroll, UBS POS, and UBS BSM
 - APAC.Channel.SupportMY@theaccessgroup.com (UBS Partner Inquiry) – Product UBS Accounting and Billing, Inventory and Billing, UBS Payroll, UBS POS, and UBS BSM
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