

Access EasyPay

December 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

Access EasyPay v2024.04

Version 2024.04 updates

Singapore

CPF Ordinary Wage Capping \$7,400 & Senior Worker Rate wef 1 Jan 2025
Appendix 8B report template updated with IRAS latest changes for year 2025
IR8A report template updated with IRAS latest changes for year 2025

Malaysia

Enhance Perquisite Employer Borne Tax in EasyPay
Fix the tick box for tax borne by employer in CP21 form
Fix unable to generate EA, EC,CP22A when changing date format
Fix unable to generate TP3 Form when there is no rebate claim
Fix salary type reflecting wrongly in Personnel Employment Report

Hong Kong

Enhance eMPF Bulk Submission CSV file feature in EasyPay

Release Contents

The below section describes the release summary in more details.

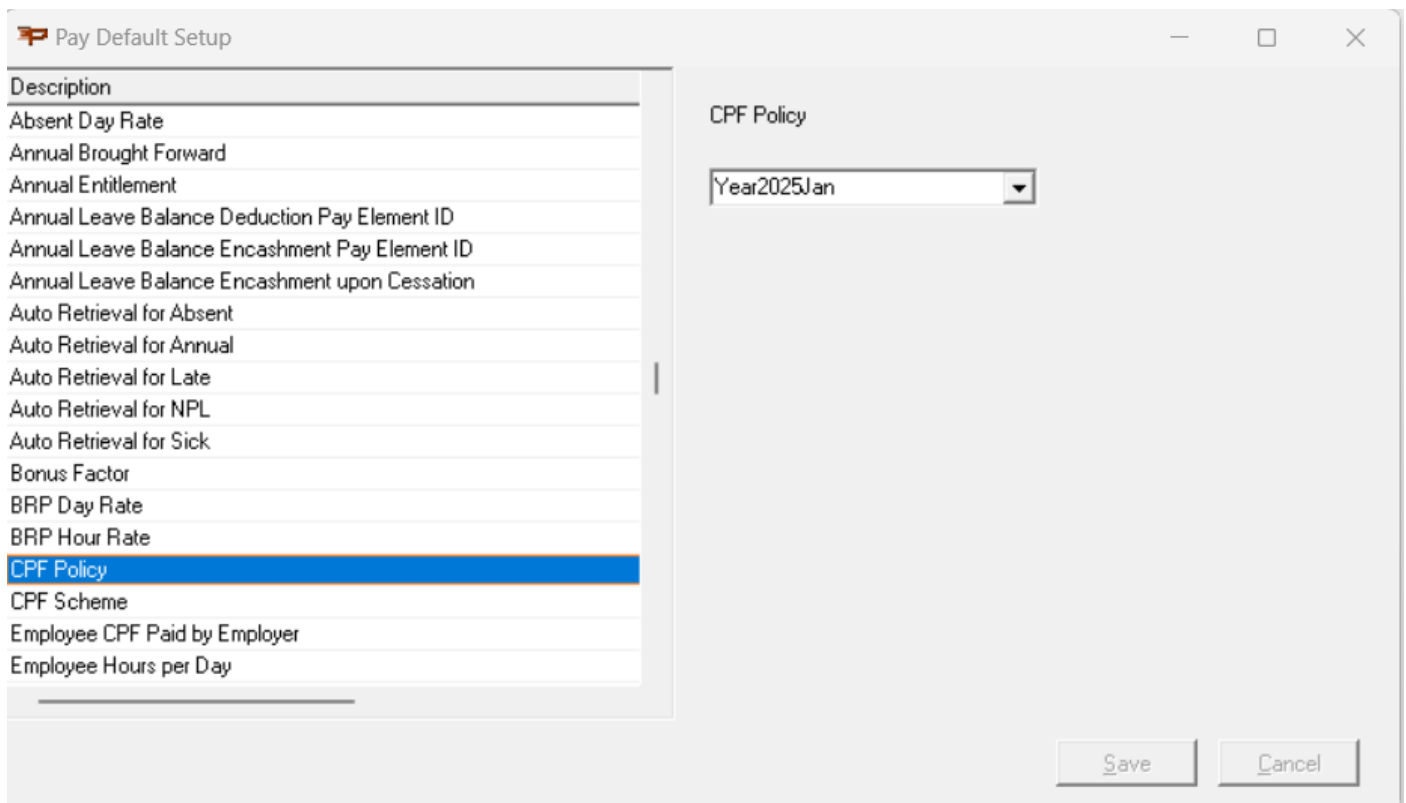
Updates that apply to Version 2024.04

Singapore

In line with CPF Ordinary Wage Capping Increase of \$7,400 & Senior Worker Rate wef 1 Jan 2025, the necessary changes are updated in the following screens which include:

Pay Details Setup

A new CPF Policy is created titled Year2025Jan.



The screenshot shows a software window titled "Pay Default Setup". On the left, there is a list of configuration items under the heading "Description". The items are: 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, BRP Day Rate, BRP Hour Rate, CPF Policy (highlighted in blue), CPF Scheme, Employee CPF Paid by Employer, and Employee Hours per Day. On the right side of the window, there is a section labeled "CPF Policy" with a dropdown menu currently displaying "Year2025Jan". At the bottom right of the window, there are two buttons: "Save" and "Cancel".

CPF Progression

A new progression with effective date 01-01-2025 is created for active employees with MAW Projection Methods: No MAW Projection and Ordinary Wage Projection. Users are advised to use these methods for accurate CPF calculations. For option MAW Limit, user will need to manually enter the MAW limit, the changes will not be automatically applied for this option.

CPF Progression

Progression | Assign Employee

Employee ID: 111

2025Jan

Effective Date: 01-01-2025

CPF Policy: Year2025Jan

CPF Account No: 99988998

Career Code: FirstRecord

CPF Scheme: Private

Retrieve

Medisave Paid by Employer:

Medisave Scheme: []

MAW Projection Methods:

- No MAW Projection
- Maximum Additional Wage (MAW) Limit
- Ordinary Wage Projection

Remarks: []

Effective Date	Career Code	CPF Policy	Current	CPF Account No	CPF Scheme	MAW Option	MAW Limit	Include Recurring Pay Element	Ordinary Wage ps
01-01-2025	FirstRecord	Year2025Jan	Yes	99988998	Private	No MAW Capping		0	1

CPF policy setup

A new policy is automatically created with all the rate tables assigned according to the new CPF rates for all resident status types.

CPF Policy Setup

CPF Policy: Year2025Jan

CPF Table Setup

Government

Description: 17% Employer, 20% Employee wef 1 January 2025

Assign CPF Table

Available for Selection:

CPF Table	Residence Status	CPF Scheme
0105P2F	PR2	Private - Full
0105P2	PR2	Private
0105P1F	PR1	Private - Full
0105P1	PR1	Private
0105FW	FW	Private
0105EP	EP	Private
0104ST	Local	Private
0104P3	PR3	Private
0104P2F	PR2	Private - Full
0104P2	PR2	Private
0104P1F	PR1	Private - Full
0104P1	PR1	Private
0104FW	FW	Private
0104EP	EP	Private
0101ST	Local	Private
0101P3	PR3	Private
0101P2	PR2	Private
0101P1	PR1	Private
0101FW	FW	Private
0101EP	EP	Private

Selected:

- 0125P1
- 0125P1F
- 0125P2
- 0125P2F
- 0125P3
- 0125P3F
- 0125ST

Buttons: Preview, New, Delete, Save, Cancel

Government CPF policy setup

A new Government CPF Policy Year2025Jan is automatically created with effective date 01-01-2025.

Effective Date	Government CPF Policy	Remarks
01-01-2025	Year2025Jan	
01-01-2024	Year2024Jan	
01-09-2023	Year2023Sep	
01-01-2023	Year2023Jan	
01-01-2022	Year2022Jan	
01-01-2016	Year2016Jan	
01-01-2015	Year2015Jan	
01-01-2014	Year2014Jan	
01-09-2012	Year2012Sep	
01-01-2012	Year2012Jan	
01-09-2011	Year2011Sep	
01-03-2011	Year2011March	

CPF Table Setup

The CPF Tables for all types of residence status are updated with the latest rates and capping is increased to \$7400.

CPF Table: ⏪ ⏩ 📄 🗑️

Residence Status:

CPF Scheme:

Description:

Ordinary Wage Capping [For Income Tax Processing]

- Total Ordinary Wage

Ordinary Wage Capping per Period:

% of Total Ordinary Wage if > Ordinary Wage Capping per Year

CPF Records

Drag a column header here to group by that column

Minimum Salary	Maximum Salary	Minimum CPF Age	Maximum CPF Age
0	50	0	55
50	500	0	55
500	750	0	55
750	999999999	0	55
0	50	55	60
--	--	--	--

Drag a column header here to group by that column

CPF Table	Residence Status	CPF Scheme	Description
0125ST	Local	Private	Local Citizen Employer 17%, Employee 20% wef January 1,
0199P1	PR1	Private	PR 1st year - Employer 2.5%, Employee 5% wef Jan 1, 1999
0199P2	PR2	Private	PR 2nd year - Employer 7.5%, Employee 15% wef Jan 1, 1999

IR8A report template updated with IRAS latest changes for YA2025.

The Current IR8A Details is updated to the latest specification from IRAS, specifically item No. 6 is changed to 'Contributions made by employer to any Pension/Provident Fund constituted outside Singapore'.

Current IR8A Details

Identity No

Time Sheet 1

Details | Income | Income :Others (d) | Deduction | Declaration

d) OTHERS

1. Allowances :	Transport	<input type="text" value="0"/>	Entertainment	<input type="text" value="0"/>	Others	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2. Gross Commission	for period	<input type="text"/>	to	<input type="text"/>				<input type="text" value="0"/>
3. Pension								<input type="text" value="0"/>
4. Lump Sum payment	Reason Service Lump Sum	Gratuity	<input type="text" value="0"/>	Compensation	<input type="text" value="0"/>	Approval Date	<input type="text"/>	<input type="text" value="0"/>
		Notice Pay	<input type="text" value="0"/>	Ex-gratia	<input type="text" value="0"/>	Others (please state nature)	<input type="text" value="0"/>	
5. Retirement benefits including gratuities/pension/commutation of pension/lump sum payments, etc from Pension/Provident Fund : Name of Fund <input type="text"/> (Amount accrued up to 31 Dec 1992 <input type="text" value="0"/>) Amount accrued from 1993 <input type="text" value="0"/>								
6. Contributions made by employer to any Pension/Provident Fund constituted outside Singapore								<input type="text" value="0"/>
7. Excess/Voluntary contribution to CPF by Employer : (Please complete Form IR8S)								<input type="text" value="0"/>
8. Gains or profits from Employee Stock Option (ESOP) / other forms of Employee Share Ownership (ESOW) Plans (Please complete Appendix 8B) Name of Fund / Share : <input type="text"/>								<input type="text" value="0"/>
9. Value of Benefits-In-Kind : Please complete Form Appendix 8A <input type="text" value="0"/>								<input type="text" value="0"/>
Remarks : <input type="text"/>								TOTAL of items d1 to d9 <input type="text" value="0"/>

Appendix 8B report template updated with IRAS latest changes for YA2025.

Section B,C,D fields i, j and k are removed as per IRAS Appendix 8B latest template.

Section E is replaced with 'Tax exemptions under the ERS (SMEs), ERS (All Corporations) and ERS (Start-Ups) will cease with effect from the Year of Assessment 2025. **Including any amount of discount enjoyed by an employee on ESOP/ESOW Plan'.

Appendix 8B

Identity No: S8789098H Search

Last Changed Date Time: 09-04-2024 2:08:35 AM

Header Message: Addy Too Full

**APPENDIX 8B
DETAILS OF GAINS AND PROFITS FROM EMPLOYEE STOCK OPTION(ESOP) / OTHER FORMS OF
EMPLOYEE SHARE OWNERSHIP(ESOW) PLANS FOR THE YEAR ENDED 31 DEC 2024**

Tax Ref. (NRIC/FIN): S8789098H Sex: Male Remarks: Update to IRBA

Nationality: UK Date of Birth: 24-06-1950 Others (in or after 2003): 0

Section A: EEBR Scheme | Section B: ERS SMEs | Section C: ERS All Corporations |

EMPLOYEE EQUITY-BASED REMUNERATION (EEBR) SCHEME

Company Registration Number	Company ID Type	Name of Company which Granted the ESOP/ESOW Plans	Indicate Type of Plan Granted: 1) ESOP or 2) ESOW (c1)	Date of grant of ESOP/ESOW Plan (c2)	Date of exercise of ESOP or date of vesting of ESOW Plan (if applicable). If moratorium (i.e. selling restriction) is imposed, state the date the moratorium is lifted for the ESOP/ESOW Plans (d)	Exercise Price of ESOP/ or Price Paid/ Payable per share under ESOW Plans(\$ (e)	Open Market Value per share as at the Date of Grant of ESOP/ESOW Plan (\$) (f)	Open Market Value Per Share as at the Date Reflected at Column(d) of this form (\$) (g)	Number of Shares Acquired (h)	Gross not Qual Tax Exer (i) = (g) x (h)
(a)		(b)								

Total Gross amount not qualifying for income tax exemption for ESOP granted before 2003: 0.00 on or after 2003 and ESOW: 0.00

Total Gross amount of gains from ESOP / ESOW Plans for ESOP granted before 2003: 0.00 on or after 2003 and ESOW: 0.00

Preview Save Cancel

SECTION E : TOTAL GROSS AMOUNT OF ESOP/ESOW GAINS (I+II+III+IV) 0.00

ERIS (SMEs): This is only applicable to gains derived from the exercise of ESOP granted on or after 1 June 2000 and on or before 31 Dec 2013 / restricted ESOW granted on or after 1 Jan 2002 and on or before 31 Dec 2013 by a qualifying company under the ERIS (SMEs)

DECLARATION : Employer ID: IRBA YA2025

Drag a column header here to group by that column

Identity No	Employee Name	Employer ID	Tax Ref (NRIC/FIN)	Nationality	Date of Birth	Sex	Total EESOP Tax Exemption	Total CSOP Tax Exemption	Total ESOP No Tax Exemption	Total EESOP No Tax Exemption
S8789098H	Addy Too Full	IRBA YA2025	S8789098H		24-06-1950					

The field Citizenship is changed to Nationality on the UI to reflect IRAS latest template for YA2025.

Current IRBA Details

Identity No: 121234567R Search

Time Sheet 1

Details | Income | Income : Others (d) | Deduction | Declaration

Last Changed Date Time: 09-04-2024 2:08:33 AM

Employer's Tax Ref. No. / UEN: T16220099J Employee's Tax Ref No. : *NRIC/FIN (Foreign Identification no.): 121234567R

Full Name of Employee as per NRIC / FIN: Time Sheet 1 ID Type: FIN

Date of Birth: 01-01-1986 Gender: M

Nationality: Malaysian Designation: None

Bank to which salary is credited:

Address: Line 1 / Block - House No. Type: N

Line 2 / Street Name Country:

Line 3 / Level No.

Unit No.

Postal Code

If employment commenced/ceased during the year, state:

Date of Commencement: IRAS Nationality Code: 304

Date of Cessation/posted overseas: 31-01-2024 Cessation Provision:

Section 45 (applicable to non-resident director) Indicator

Tick this, if withholding tax has been paid on director's fees.

Preview

Malaysia

Perquisite Employer Borne Tax is enhanced in EasyPay.

With this, under BIK/ESOS Setup a new option is added under Property which is Tax Borne By Employer. When an employee has tax borne by employer which is considered as a tax benefit from previous year, during pay record creation in the next year, the system will automatically create an BIK/ESOS Entry for period 1 under Normal Pay. This figure is editable and will be calculated under EA Form Section B1(d).

BIK/ESOS Setup

BIK Item ID: Tax Borne By ER

Property: Tax Borne By Employer

Description: Tax Borne By ER

To Compute as Additional Tax

Buttons: Preview, New, Delete, Save, Cancel

BIK Item ID	Property	Description	Compute as Additional
Other Benefits	Others BIK		
Perquisites	Perquisites		
Servant	Servant		
Utility	Utility		
ACC2	Living Accommodation		
ESOS	Employee Share Option Scheme (ESOS)		
RS	Employee Share Option Scheme (ESOS)		
Other BIK	Others BIK		
Tax Borne By ER	Others BIK	Tax Borne By ER	

Income Tax Details > Tax Method > when employee pay tax is chosen the CP21 Form will display 'No' in field 16.

Income Tax Details

Identity No: 123456789190

Name: Adie Mohammad

Option: Tax Policy: Tax Branch: Family / Other Contacts

Tax Ref No: 123456

Employer Setup: 1234

Tax Policy: DefaultPolicy

Tax Scheme: C-SUITE

Accepted Offer Under Employee Separation Scheme: No/Not Applicable

Tax Method: Employee Pay Tax

Employee Status: 2

Tax Priority

Is Handicapped

Children Information:

Child Relief Point Is Derived Using:

- a. Child over 18 years old and taking Diploma or above
- b. Child below 18 years old and not working (1 relief point each)
- c. Child is handicapped

No of Children Eligible for Relief: 2

Child Relief Point: 2

No of Children Below 18: 2

Get From Family

Spouse Information:

Spouse Tax Ref No: 1232321

Spouse Tax Branch: 123123

Spouse Working

Buttons: Preview, Save, Cancel

Fix issue of unable to generate EA,EC,CP22A when changing date format in Core > Company > Date Format, it is now able to generate regardless of date format chosen.

Access EasyPay - Core - [Company]

File View Modules Setup Reports Interface Import ESS Custom Modules Windows Help

Payroll Leave Human Resource Costing Code Setup Company Personnel Details Employment Details Digital As

Refresh Query ALL Query Setup... Calendar Setup Launch Interface Viewer Address

Information Company Letterhead Company Branch Statutory Information Bank

Company Profile

Name: ABC Pte Ltd

Address: 7 Jalan Kilang #07-01

Postal Code: 159407

Country: MY

State: Johor

City: JB

Contact Information

Phone Number: +65-6278-0097 Fax Number: +65-6273-1872

E-Mail Address:

Remarks 1: Remarks1

Remarks 2: Remarks2

Company Detail

Registration Number: C198501669N234567890 Probation Period: 3 Mth

Company Type: Private Retirement Age: 65

Company Currency: MY Date Format: DD-MM-YYYY

Thousand Separator: .

Fix the issue of unable to generate TP3 Form when there is no rebate claim, user can now generate TP3 without any rebate.

BORANG PCB/TP3 (1/2024)

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 SARAAH) 1994
 Borang ini ditetapkan di bawah seksyen 52 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 lamiran tambahan bagi majikan seterusnya

BAHAGIAN B: MAKLUMAT INDIVIDU

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

BAHAGIAN C: MAKLUMAT SARAAH / KWSP/ ZAKAT / PCB (Bila 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 fit 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 tuna/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	<input type="text"/>
v) Lain - lain elaun/ perkuisit/ pemberian/ manfaat yang dikecualikan cukai *Sila rujuk nota penerangan Borang BE	<input type="text"/>
C3 Jumlah caruman KWSP atau Kumpulan Wang Lain Yang Diluluskan ke atas semua saraan (Saraan bulanan dan saraan tambahan)	<input type="text"/>
C4 i) Jumlah Zakat	<input type="text"/>

Fix the issue of 'Salary Type' field reflecting wrongly in Personnel Employment Report due to multiple basic rate progression, it is now showing correctly.

ABC Pte Ltd
Employment with Personal Details Report

Sort By : Employee ID
 Query ID : ALL
 Identity No : 991012085760 Employee ID : 111
 Name : NEWLY CREATED EMPLOYEE

Employment Details

Hire Date : 03-01-2023 Previous Service Year : 0.00
 Probation Period : 3 Mth Confirm. Due : 02-04-2023 Confirm. Date : 03-04-2023
 Cessation Date :
 Cessation Code : None
 Retirement Age : 65 Retire. Due : 11-10-2064 Retire. Date : 12-10-2025
 Supervisor Name : N/A
 Supervisory Position : No
 Branch Name : New1
 Department : Sales
 Section : None
 Position : Finance Director
 Category : Management
 Salary Type : Monthly Rated
 Basic Rate : 4500.00 Is Shift Worker : No

Total Wage : 4500.00
 Calendar : 5Days Week Cal
 Salary Grade : None
 Classification Code : Permanent

Staff Number :
 Expiry Date :
 Staff :
 Test :

Other Information
 Date Of Leaving MY :
 Date Of Return to MY :

Hong Kong

eMPF Bulk Submission CSV file feature in EasyPay is now enhanced in EasyPay.

Users can generate the csv file for bulk submission and manually upload onto MPF Portal for submission.

Under Report > MPF Submission, a new Submission Scheme 'MPF' is added with Trustee 'eMPF Bulk Submission', when this is selected user will be able to enter Employer Account Number and Scheme Code (this is the code given by MPF when the trustee migrates to the new MPF Platform).

Once this information is entered, click on 'Launch' button to generate the CSV file. This CSV file can then be uploaded onto MPF Platform Portal for submission, the result of submission will be shown on the website.

The screenshot shows a web application window titled "MPF Submission". On the left is a sidebar with a "Report" menu item. The main content area is divided into several sections:

- Contribution Period Selection:** Contains two dropdown menus: "Contribution Year" (set to 2022) and "Contribution Month" (set to 12).
- Submission Details:** Contains four dropdown menus: "Submission Scheme" (set to MPF), "Trustee" (set to eMPF Bulk Submission), "File Format" (set to CSV), and "Sort By" (set to Employee Name). Below these is a checked checkbox labeled "Include Existing Employees With Zero Relevant Wage".
- Input Fields:** Two text input fields labeled "Employer Account Number" and "Scheme Code" are located below the details section.
- Launch Button:** A button labeled "Launch" is positioned at the bottom left of the form.

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 2016 Windows Server 2019 Windows Server 2022 		<ul style="list-style-type: none"> Windows 10 Windows 11 	
Pre-requisite Software			<ul style="list-style-type: none"> Microsoft .NET Framework 4.8 Microsoft .NET 8 Desktop Runtime 	
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 installations 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				