

Access UBS Payroll January 2025 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 v2025.0

This release encompasses our efforts to ensure our product in compliance with government statutory policy, specifically in Malaysia Tax Relief update and Singapore CPF changes.

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

Update on Tax Reliefs

Updated Malaysia tax reliefs for YA2025.

Read more about this feature

Update on Employment Status Flag for CP8 Report

Updated the label of Employment Status For Year drop down value.

Read more about this feature

Increase Field Length of Fixed SOCSO Contribution Rate Input Fields

Increased the field length of the fixed SOCSO contribution rate input fields in 1st Half Payroll and 2nd Half Payroll screens.

Read more about this feature

Singapore Statutory Update

Update on CPF Contribution Rate & OW Ceiling

Updated the CPF Ordinary Wage (OW) ceiling and contribution rate with effective from 1 January 2025.

Read more about this feature



Update on IR8A Appendix 8B Report Update Screen

Updated the designs of IR8A Appendix 8B Report Update screens to fit the latest report layout.

Read more about this feature

Update on IRAS Tax Report Templates

Updated the report format of IR8A, IR8A Appendix 8A, and IR8A Appendix 8B.

Read more about this feature

Other Enhancement

Update on Default Payroll Year of New Database

Updated the default payroll year of new database to follow the calendar year.

Read more about this feature

Bank Files Update

Added new bank files or updated existing bank file formats as per customer requests.

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.

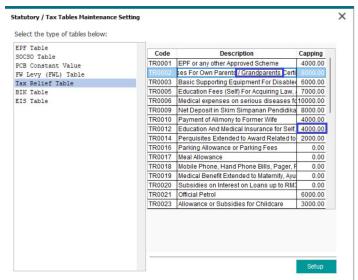
Malaysia Statutory Update

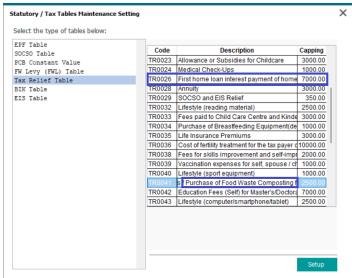
Update on Tax Reliefs

Updated the Tax Relief Table as per relief changes for YA2025 (https://www.hasil.gov.my/media/mdahzjwi/spesifikasi-kaedah-pengiraan-berkomputer-pcb-2025.pdf):

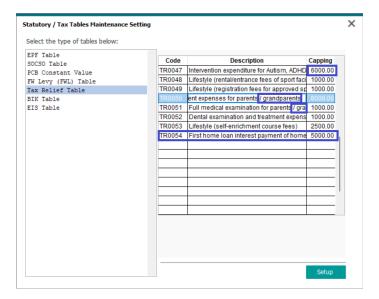
- 1. (Relief Code TR0002, TR0050, TR0051) Update sub-reliefs of parents' medical expenses to include 'Grandparents' in the description.
- 2. (Relief Code TR0012) Update tax relief of Education and Medical Insurance capping to RM4,000.
- 3. (Relief Code TR0026) Restore and update tax relief for Interest Paid on Housing Loans of home valued up to RM500,000 (relief capping RM7,000).
- 4. (Relief Code TR0054) Added new tax relief for first home loan interest payment of home valued between RM500,001 and RM750,000 (relief capping RM5,000).
- 5. (Relief Code TR0041) Update relief of Electric Vehicle (EV) Charging Facility Payment Expenses to include the purchase of food waste composting machines in the description.
- 6. (Relief Code TR0047) Update sub-relief Intervention Expenditure for Specific Learning Disabilities capping to RM6000.

Settings > Payroll Settings > Statutory / Tax Tables Maintenance Setting > Tax Relief Table:









Updated additional tax relief capping for:

- 1. individual with disabilities to RM7000
- 2. spouse with disabilities to RM6000
- 3. unmarried child with disabilities to RM8000

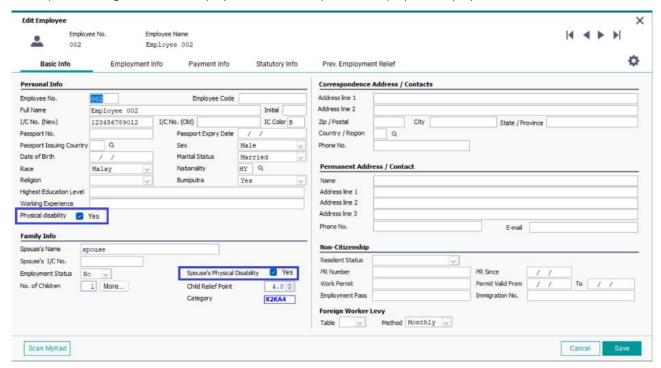
View Calculation (Log File & For Reference Only)

Month End / 2nd Half

Normal Remuneration Additional Remuneration	ion		
PCB Calculation Detail (Ordinary Wages, Fixed Commission	n)		
Estimated Taxable Yearly Ordinary & Additional Wages (P)	21,600.00	Remain Working Month (N)	10
Paid Ordinary & Additional Wages (Include Previous Company) (Y)	4,600.00	Self Deduction (D)	9,000.00
Contributed KWSP (Include Previous Company) (K)	506.00	Spouse Deduction (S)	4,000.00
Current Month Ordinary Wages (Y1)	5,000.00	Children Deduction (C)	8,000.00
Current Month Contributed KWSP (K1)	550.00	Disable Employee (Du)	7,000.00
Estimate Remaining Month Ordinary Wages (Y2)	5,000.00	Disable Spouse (Su)	6,000.00
Estimate Remaining Qualified KWSP + Life Insurance Amount (K2)	294.40	Current Month Levy (V1)	0.00
Life Insurance and Annuity (Include Previous Company) (K & K1)	0.00	Yearly Tax (CS)	-452.00
Accumulated Tax Relief (Include Previous Company) (LP)	0.00	_	0.00
Current Month Tax Relief (LP1)	0.00	MTD (Ordinary Wages)	
Taxable Income From The Total Yearly Income (M)	20,000.00	MTD (Fixed Commission)	0.00
Tax Rate (%) (R)	3.00	Current Month Zakat, Fee/Levy and	(0.00)
Taxable Amount to M (B)	-650.00	Departure Levy ==	
Accumulated Zakat Contribution (Z)	0.00	Net MTD	0.00
Accumulated Levy Contribution (Z)	0.00	MTD (Additional Remuneration)	0.00
Accumulated Departure Levy (Z)	0.00	MTD Adjust (Additional Remuneration)	0.00
Accumulated PCB Contribution (Include Previous Company) (X)	0.00	MTD Current Month	0.00
		MTD Current Month (after rounding)	0.00



Pre-requisite setting for disabled employee and disabled spouse in Employee > Employee details:



Updated the relief point per unmarried disabled child to 4 points (relief amount RM8,000) and 8 points (relief amount RM16,000) respectively:

Number of Children Qualified for Tax Relief		×
	100 %	50%
 Child under age of 18 years in a current year or child of 18 years and above who is receiving full-time education in a current year. (1pt) 	0	0
 Child over the age of 18 years and receiving full-time instruction at diploma level onwards in an institution of higher education in Malaysia or at degree level onwards in an institution of higher education outside Malaysia. (4 pts) 	0	0
Disable child as certified by the Department of Social Welfare. (4 pts)	1	0
 Disable child receiving further instruction at diploma level onwards an institution of higher education in Malaysia or at degree level onwards in an institution of higher education outside Malaysia. (8 pts) 	0	0
5. Child doesn't qualify for tax relief	0	
Total number of children qualified for tax relief (1 + 2 + 3 + 4)		1
Total number of children (1 + 2 + 3 + 4 + 5)		1
Total Child Relief Point		4.0
		Save

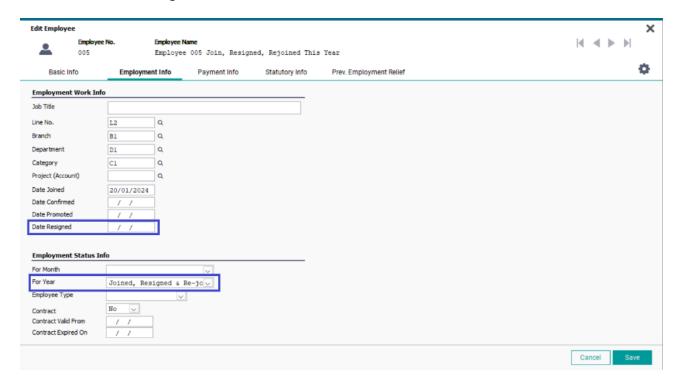


Update on Employment Status Flag for CP8 Report

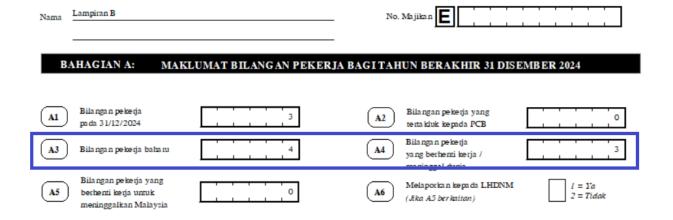
Refined the label of Employee Details Employment Status Info section For Year field drop down value from 'Joined & Resigned This Year' to 'Joined, Resigned & Re-joined This Year'.

To add count to both A3 and A4 in the CP8 report Page 3 for the employee that enters, exits and re-enters the business in the same year:

- 1. Set Employee > Employee details > Employment Info tab > Employment Status Info section For Year field = Joined, Resigned & Re-joined This Year.
- 2. Clear the Date Resigned to be blank.



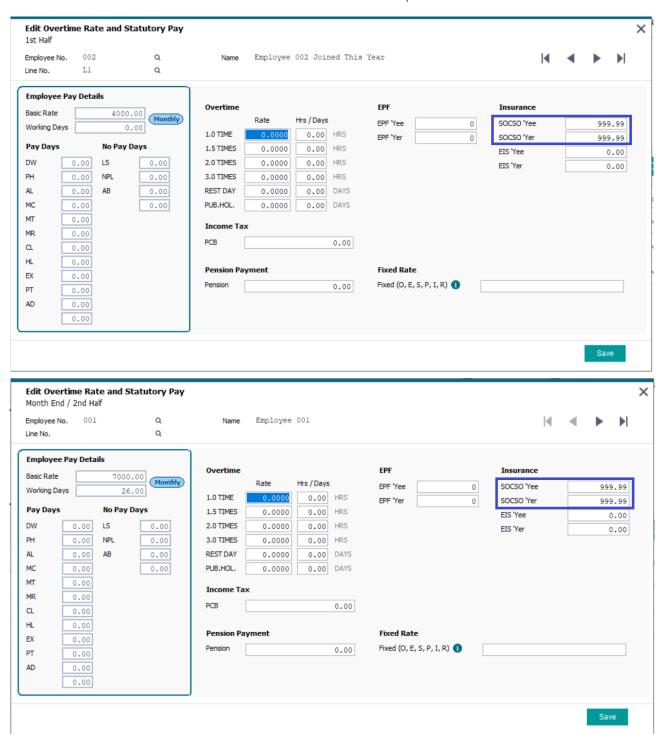
Reports > Statutory Reports > Income Tax > CP8:





Increase Field Length of Fixed SOCSO Contribution Rate Input Fields

In Payroll > 1st Half or Month End/2nd Half > Actions (3 dots icon) > Edit OT Rate/Statutory Pay > Insurance section, the input amount allowed for SOCSO 'Yee and SOCSO 'Yer fixed rate are increased up to 999.99.





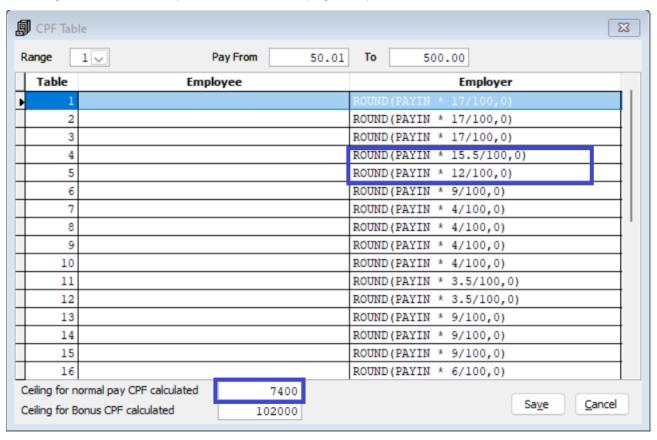
Singapore Statutory Update

Update on CPF Contribution Rate & OW Ceiling

As per stated in CPF Board article https://www.cpf.gov.sg/employer/infohub/news/cpf-related-announcements/new-contribution-rates, with effective from 1 January 2025:

- i. the CPF Ordinary Wage (OW) ceiling will be raised from \$6,800 to \$7,400. Employee that earns an ordinary wage above \$6,800 may experience changes on the CPF contribution limit.
- ii. the CPF contribution rates for employees aged above 55 to 65 are increased to strengthen their retirement adequacy. The changes apply to wages earned from 1 January 2025.

The changes above have been updated to the Housekeeping > Setup > Government Tables > CPF Table:



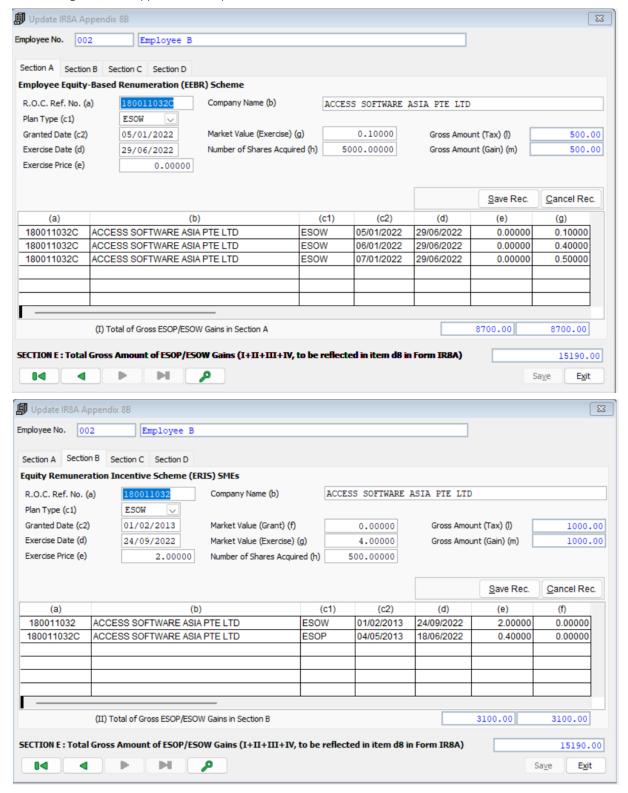


Update on IR8A Appendix 8B Report Update Screen

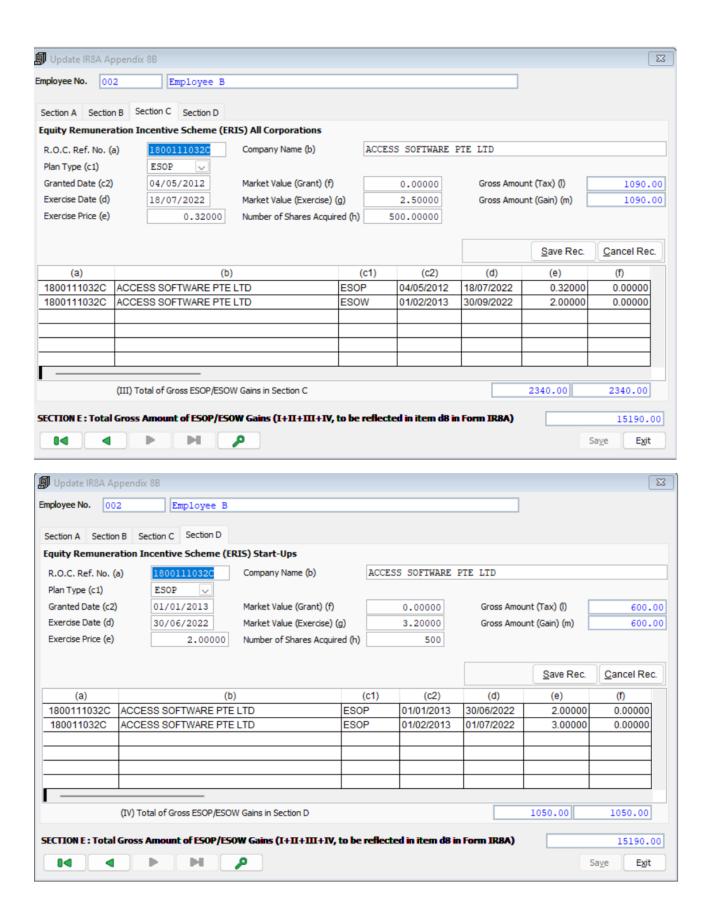
To fit the changes in IR8A Appendix 8B Report format, updated the Government > IR8A > Print IR8A Appendix 8B > Update screen:

- 1. Section A: updated tool tip of fields (I) and (m).
- 2. Section B: hid input field, grid column and total field of (i), updated formula and tool tip of fields (l) and (m).
- 3. Section C: hid input field, grid column and total field of (j), updated formula and tool tip of fields (l) and (m).
- 4. Section D: hid input field, grid column and total field of (k), updated formula and tool tip of fields (l) and (m).

Latest designs of IR8A Appendix 8B > Update screen:









Update on IRAS Tax Report Templates

Added Report Format 2025 of IR8A (AIS) in Government > IR8A menu:

2025	EMBI OVE		A (Electron		0.0004			
information in t	ent can only be iss this statement will b	E'S REMUNERATION I sued by an employer in the be automatically included in if your employer is in the A	Auto-Inclusion So your income tax	cheme (AIS) and is return, so you nee	for your <u>retention</u> . T			
Employer's Tax Ref. No. / UB	Employer's Tax Ref. No. / UEN: UEN-LOCAL CO 180011032C Employee's Tax Ref. No. : "NRIC / FIN (Foreign Identification No.) 78000001J							
Full Name of Employee as p	er NRIC / FIN: Emp	oloyee A	Date of Birth 20/06/1991		Sex Female			
Residential Address 43000 aa			Designation PA		Name of Bank to w	vhich salary is credi	ted	
If employment commenced a (See Explanatory Note 5)	and/or ceased durir	ng the year, state :	Date of Comme	encement	Date of Cessation 08/04/2024			
INCOME (See Explanator)	. Note 0 unless et	hannisa specified)			00/04/2024			
a) Gross Salary, Fees, Leave						\$ 227	733.37	
b) Bonus (non-contractual bo		_	nus for services r	endered in 2024)			720.00	
c) Director's fees (approved	at the company's A	AGM/EGM on / /202	4)					
d) Others:1. Allowances: (i) Transport	\$	(ii) Entertainment \$	(iii)	Others \$				
2. Gross Commission for the	e period	/ to/ /		onthly and/or othe	r adhoc payment			
Pension Lump sum payment		SAMPI	LE					
(i) Gratuity \$		(ii) Notice Pay \$		(iii) Ex-gratia pay	ment \$			
(iv) Others (please state n							——	
(v) Compensation for loss	ог опое э	Approv	al obtained from I	RAS: "Yes/No D				
Reason for payment: Basis of arriving at the	anmont.	(Give details se	parately if space	,	e within the compa	any/group:	——	
5. Retirement benefits include	ding gratuities / per : Name of Fund 1 Dec 1992 \$	nsion / commutation of pens	sion / lump sum p	ocrued from 1993	•••			
[See Explanatory Notes 7. Excess/Voluntary contribution [Complete the Form IR8 8. Gains or profits from Emplements [Complete the Appendix 9. Value of Benefits-in-kind	9d (6)] ution to CPF by em (8)] bloyee Stock Option (8)]	ployer (less amount refund	led/to be refunded	Ownership (ESOW				
				TOTAL (items	d1 to d9)			
2. Overseas Posting: "Full \(\) 3. Exempt Income : \$	employer? (i) If tax is partially borne by employer, state the amount of income for which tax is borne by employer							
1207110		f tax is borne by employee,			-,			
DEDUCTIONS (See Explar EMPLOYEE'S COMPULS to be refunded) Name of	ORY contribution t	o *CPF / Designated Pensi	ion or Provident F	und (less amour	nt refunded/	5887		
Donations deducted from "Yayasan Mendaki Fund/0	Donations deducted from salaries for : "Yayasan Mendaki Fund/Community Chest of Singapore/SINDA/CDAC/ECF/Other tax exempt donations							
Contributions deducted f				•				
Life Insurance premiums		alaries:						
DECLARATION (See Expla	anatory Note 2) ESS SOFTWARE	ASIA PTE LTD						
Name of Employer		ck 1B Plaza Sentral, Jalan	Stesen Sentral 5	Kuala Lumpur Sei	 ntral, 50470 Kuala Lu	umpur		
	LOYERS@EMAIL	VT						
ALITHOPISED PERSON NAM	·-	DIDECTOR		785422				



IR8A(1/2025)

Name of authorised person making the declaration

Tel. No.

Designation

There are penalties for failing to give a return or furnishing an incorrect or late return.

Date

* Delete where applicable

Signature

Appendix 8A (Electronic)

VALUE OF BENEFITS-IN-KIND FOR THE TEAK	ENDED 31 DEC 2024
only be issued by an employer in the Auto-Inclusion	Scheme (AIS) and is for your retention. The

This statement can information in this statement will be automatically included in your income tax return, so you need not declare them in your tax form. You can check if your employer is in the AIS at IRAS website, https://go.gov.sg/iras-ais-search.

Full Name of Emplo	yee as per NRIC / FIN: Employe	e B		Tax Ref. No.: 78	0000021	
						\$
1. Place of Residen	ice provided by Employer (See E	Explanatory Note 12)				
Address: 877 SUP	PLIED GREEN RESIDENCE		Period of	occupation :	No. of days :	
			01/01/202	4 - 31/12/2024	385	
Number of employe	e(s) sharing the premises (exclude	family members who are	not employ	ees):		
2. Accommodation	and related benefits provided by	/ Employer (See Explana	tory Note 1	2):		
a. Annual Value (A	V) of Premises for the period provide	ded (state apportioned a	mount, if ap	plicable)		
b. Value of Fumitu	re & Fitting (Mandatory if 2a is com	npleted):				
(i) 40% of AV if	premises is (partially)fumished or	r				
(ii) 50% of AV if	premises is fully fumished					
	nployer including rental of Furniture e rent is paid by the employer)	& Fittings (state apportion	ed amount,	if applicable) :	10000.00	
d. Taxable Value	of Place of Residence : (2a + 2b)	or 2c			10000.00	
e. Total Rent paid	by employee for Place of Residenc	e			4000.00	
f. Total Taxable V	/alue of Place of Residence (2d -	2e)				6000.00
g. Utilities / Teleph	one / Pager / Suitcase / Golf Bag 8	& Accessories / Camera / I	Electronic G	adgets (e.g.		
	etc) [Actual Amount]					
•	Wages X (Private / Total Mileage)]					
	ner / Upkeep of Compound	to a company to porform	there reni	1		
	or actual amount paid by employer of utilities and housekeeping cos		mese servi	æsj	ı	
	otel accommodation/Serviced Apart	tment within hotel building	1			
b. Amount paid by	of Hotel Accommodation (3a - 3b					
	oi notei Acconinodation (sa - su	,				
4. Others						
	ve passages and incidental benefits	s provided to employee an	id his family	' :		
(See Explanator	•	utu on hoholf of an ample	on and/or i	stancet banafite asisina fo		
provided by emplo	made by the employer to a third pa oyer interest free or at a rate below company (See Explanatory Note	market rate to the employ				
	ms paid by the employer (See Exp	-				
 d. Free or subsidise 	d holidays including air passage, et	tc.:				
	nses including tutor provided (See					
	fees and annual subscription to so					
g. Gains from assets	s, e.g. vehicles, property, etc. sold	to employees at a price lo	wer than op	en market value :		
	r vehicles given to employee :					
	Explanatory Note 12) :					
j. Otner non-moneta	ary awards/benefits which do not fa	il within the above items (See Explar	natory Note 12)	,	
TOTAL VALUE O	F BENEFITS-IN-KIND (ITEMS 2 T	O 4) TO BE REFLECTED	IN ITEM d	9 OF FORM IR8A	Į	6000.00
Name of Employer :	ACCESS SOFTWARE ASIA PT					
Address of Employer	Suite 1B-6, Level 6, Block 1B Pl	aza Sentral, Jalan Stesen	Sentral 5 k	uala Lumpur Sentral, 50	470 Kuala Lumpur	
Email Address :	EMPLOYERS@EMAIL.VT					
AUTHORISED PERS	SON NAME	DIRECTOR		98765432		
Name of authorised p	person making the declaration	Designation		Tel. No.	Signature	Date
IR8A(A/1/2025)	There are penalties for failing	to give a return or furnis	shing an in	correct or late return.		



Added Report Format 2025 of IR8A Appendix 8B in Government > IR8A menu:

2025

Appendix 8B (Electronic)

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

This statement can only be issued by an employer in the Auto-Inclusion Scheme (AIS) and is for your retention. The information in this statement will be automatically included in your income tax return, so you need not declare them in your tax form. You can check if your employer is in the AIS at IRAS website, https://go.gov.sg/iras-ais-search.

Tax Ref. (NRIC/FIN): T80000021 Full Name of Employee as per NRIC / FIN: Employee B

Company	Name of Company	Indicate	Date	Date of exercise of ESOP	Exercise	Open	Open	Number			Gaine from FC	OP/ESOW Plans	
Registration		Type of	of grant		Price of	Market	Market	of Shares	Groce Amo	ount Qualifying fo		**Gross	Gross Amount
Number /		Plan	or grant	Plan (if applicable). If	ESOP/ or	Value Per	Value Per	Accquired			or income rax	Amount not	of gains from
UEN		Granted		moratorium (i.e. selling	Price Paid/		Share as at	, tooquii ou	ERIS	ERIS	ERIS	Qualifying	ESOP/
02.1		1) ESOP	1	restriction) is imposed.	Payable per	the Date of	the Date		(SMEs)	(All		for Tax Exemption	ESOW Plans
		or		state the date the	Share under	Grant of	Reflected at		(SIVIES)	(All Corporations)	(Start-ups)	(\$)	(\$)
		2) ESOW		moratorium is lifted for the	ESOW	ESOP/	Column (d)			Corporations)		(-)	(-)
		1		ESOP/ESOW Plans	Plan (\$)	ESOW Plan	of this form						
						(\$)	(\$)						
(a)	(b)	(c1)	(c2)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(1)	(m)
SECTION A	: EMPLOYEE EQUIT	Y-BASED	REMUNE	RATION (EEBR) SCHEME								(l) = (g-e) x h	(m) = (l)
180011032C	ACCESS SOFTWARE ASIA	ESOW	05/01/2024	29/06/2024	0.00000		0.10000	5000.00000				500.00	500.0
180011032C	ACCESS SOFTWARE ASIA	ESOW	06/01/2024	29/06/2024	0.00000		0.40000	8000.00000				3200.00	3200.0
180011032C	ACCESS SOFTWARE ASIA	ESOW	07/01/2024	29/06/2024	0.00000		0.50000	10000.00000				5000.00	5000.0
(I) 1	TOTAL OF GROSS ES	SOP/ESOV	W GAINS	IN SECTION A	SAMF	PLE						8700.00	8700.0
SECTION B	: EQUITY REMUNER	ATION IN	CENTIVE	SCHEME (ERIS) SMEs								(I) = (g-e) x h	(m) = (l)
180011032	ACCESS SOFTWARE ASIA	ESOW	01/02/2013	24/09/2024	2.00000	0.00000	4.00000	500.00000				1000.00	1000.0
180011032C	ACCESS SOFTWARE ASIA	ESOP	04/05/2013	18/06/2024	0.40000	0.00000	2.50000	1000.00000				2100.00	2100.0
(II) T	TOTAL OF GROSS ES	OP/ESOV	V GAINS	IN SECTION B								3100.00	3100.0
SECTION C	: EQUITY REMUNER	ATION IN	CENTIVE	SCHEME (ERIS) ALL COR	PORATIONS							(I) = (g-e) x h	(m) = (l)
1800111032C	ACCESS SOFTWARE PTE	ESOP	04/05/2012	18/07/2024	0.32000	0.00000	2.50000	500.00000				1090.00	1090.0
1800111032C	ACCESS SOFTWARE PTE	ESOW	01/02/2013	30/09/2024	2.00000	0.00000	4.50000	500.00000				1250.00	1250.0
(III) T	TOTAL OF GROSS ES	OP/ESOV	V GAINS	IN SECTION C								2340.00	2340.0
SECTION D	: EQUITY REMUNER	ATION IN	CENTIVE	SCHEME (ERIS) START-UF	s							(I) = (g-e) x h	(m) = (l)
1800111032C	ACCESS SOFTWARE PTE	ESOP	01/01/2013	30/06/2024	2.00000	0.00000	3.20000	500.00000				600.00	600.0
180011032C	ACCESS SOFTWARE PTE	ESOP	01/02/2013	01/07/2024	3.00000	0.00000	4.50000	300.00000				450.00	450.0
(IV)	TOTAL OF GROSS E	SOP/ESO	W GAINS	IN SECTION D								1050.00	1050.0
acorion c	SECTION E: TOTAL GROSS AMOUNT OF ESOP/ESOW GAINS (I+II+III+IV) (THIS AMOUNT IS TO BE REFLECTED IN ITEM 48 OF FORM IR8A)								15190.0				

Tax exemptions under the ERIS (SMEs), ERIS (AII Corporations), and ERIS (Start-Ups) will including any amount of discount enjoyed by an employee on ESO-RESOW Plant P DECLARATION We can be seen to the seen of		tive scheme) stated in paragraphs 4	§ 5 of the Explanatory Notes for Completion of Completi	#Gee Explanatory Note 4 of Appendix of Appendix 8B were met.	t 8B
Company Registration No. : 180011032C	Name of Employer : ACCESS SO	FTWARE ASIA PTE LTD	Date of incorp	oration (For ERIS (Start-up	s only)) :
Name of authorised person making the declaration : AUT	THORISED PERSON NAME	Signature :	Designation : DIRECTOR	Tel: 98765432	Date :
Email Address : EMPLOYERS@EMAIL.VT					

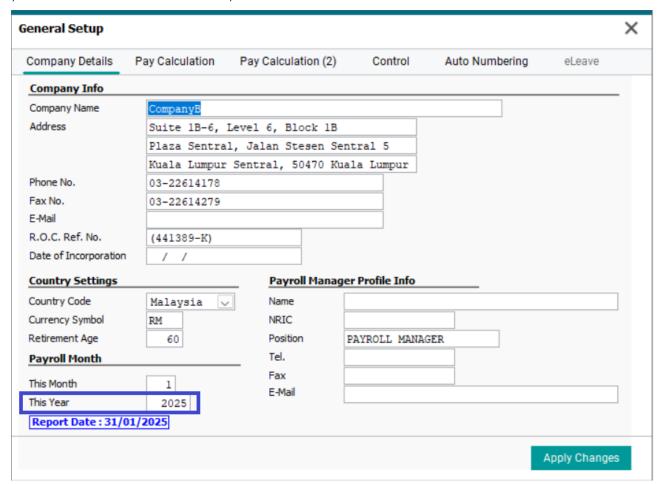
There are penalties for failing to give a return or furnishing an incorrect or late return.



Other Enhancement

Update on Default Payroll Year of New Database

In Settings > General Settings > General Setup > Company Details > Payroll Month > This Year field, updated the default payroll year of new database to follow calendar year.



Bank Files Update

Affin Bank

_									
	APS No.	Payment Type	Enhancement (New/Update)	Details					
	106	Salary	Update	Rectify two field lengths in the Salary file of the Affin Bank.					
	108	SOCSO	Update	Rectify two field lengths in the SOCSO file of the Affin Bank.					



How to Contact Us

The Release Summary and Contents are also available from the Access Support Community https://download.my.accessacloud.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
 - o <u>APAC.support.my@theaccessgroup.com</u> (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
- Tel
- o General Line Office: 1300 88 7243 | +603 2272 9999

General Website:

https://www.theaccessgroup.com/en-my/

