

Access EasyPay

October 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 v2024.03

Version 2024.03 updates

Statutory Updates

Singapore

Enhance CPF API in EasyPay for CPF Submission

Enhance Voluntary Paternity Leave tickbox in Leave Default Setup

Malaysia

Enhance CP22 and CP22A text file format in EasyPay

General Updates

Fix error when mass assign for Supervisor ID in Career Progression

Remove work contact column in Personnel Details as it does not have corresponding field

Hong Kong

Bank File Hong Kong HSBC MRI Salary Format

Release Contents

The below section describes the release summary in more details.

Updates that apply to Version 2024.03

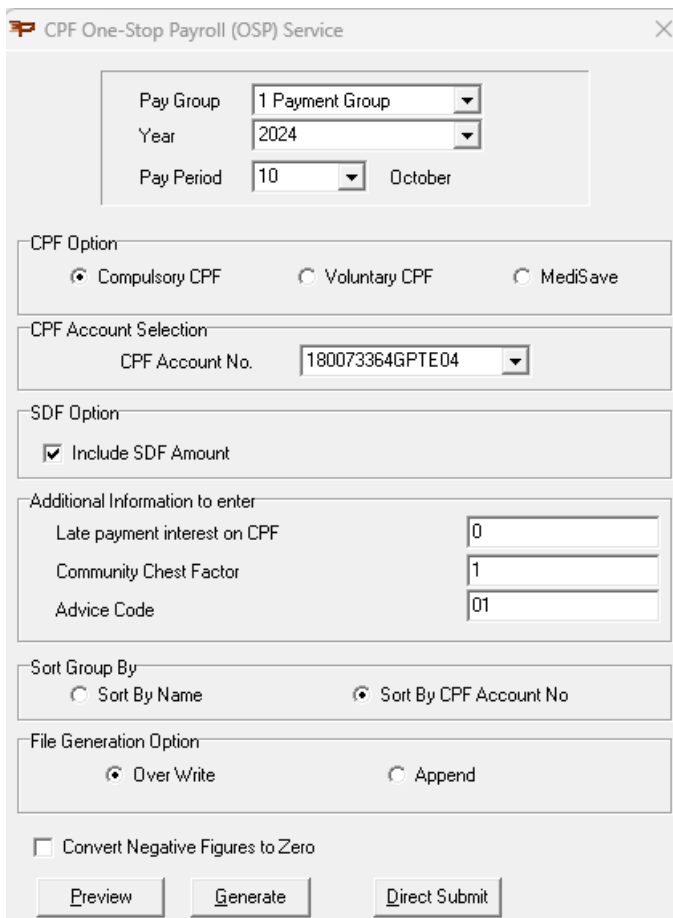
Singapore

CPF has introduced submission of CPF contributions to CPFB through One-stop Payroll (OSP) API service. For more info, please refer to www.cpf.gov.sg

To support this, EasyPay has been enhanced to provide the CPF submission via One-stop Payroll API Service.

Workflow steps for the CPF API is as below.

Payroll > Reports > CPF Submission Reports > CPF One-Stop Payroll (OSP) Service



The screenshot shows a web form titled "CPF One-Stop Payroll (OSP) Service". The form contains several sections:

- Pay Group:** A dropdown menu with "1 Payment Group" selected.
- Year:** A dropdown menu with "2024" selected.
- Pay Period:** A dropdown menu with "10" selected, and "October" displayed next to it.
- CPF Option:** Three radio buttons: "Compulsory CPF" (selected), "Voluntary CPF", and "MediSave".
- CPF Account Selection:** A dropdown menu for "CPF Account No." with "180073364GPTE04" selected.
- SDF Option:** A checkbox labeled "Include SDF Amount" which is checked.
- Additional Information to enter:** Three input fields: "Late payment interest on CPF" (value: 0), "Community Chest Factor" (value: 1), and "Advice Code" (value: 01).
- Sort Group By:** Two radio buttons: "Sort By Name" and "Sort By CPF Account No" (selected).
- File Generation Option:** Two radio buttons: "Over Write" (selected) and "Append".
- Convert Negative Figures to Zero:** An unchecked checkbox.
- Buttons:** "Preview", "Generate", and "Direct Submit".

User can specify the payment mode and deduction date, click proceed to submission when done.

Employer's CPF Submission - SandBox Testing

Specify the options before the submission

Payment Mode: Direct Debit

Deduction Date: Friday, 13 September 2024

The due date for CPF contributions is on the last day of the calendar month. Enforcement action would be taken against employers who fail to pay by the 14th of the following month (or the next working day if the 14th falls on a Saturday, Sunday or Public Holiday). This includes imposing late payment interest charged at 1.5% per month commencing from the first day after the due date.

Source: www.cpf.gov.sg

Proceed to submission

User will see Singpass login screen

Beware of account takeovers ^

Scammers may manipulate victims to change their Singpass contact details, e.g. email and mobile number. This allows the scammers to receive the victim's One-Time Passwords or take over the Singpass account to commit crimes. If you suspect your account has been compromised, call the Singpass hotline.

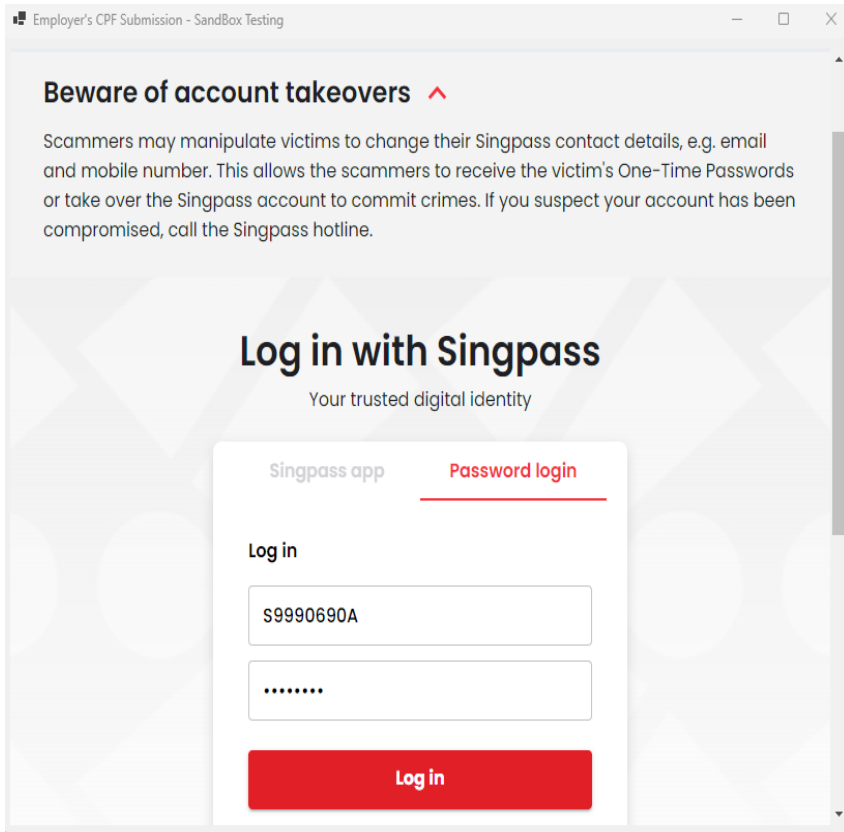
Log in with Singpass

Your trusted digital identity

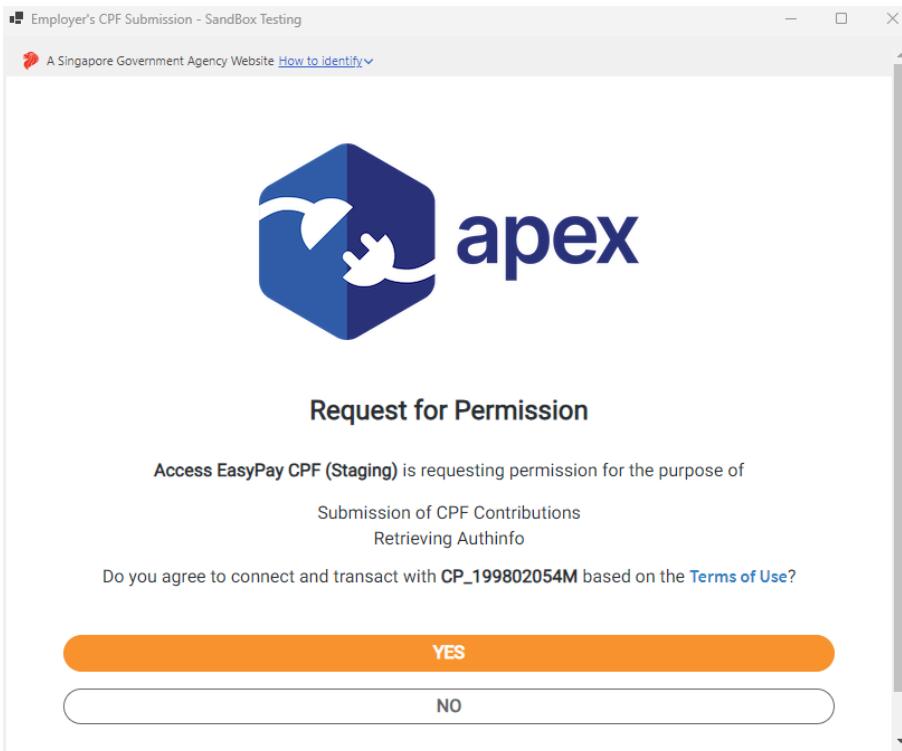
Singpass app Password login

Scan with Singpass app
Logging in as **Business User**

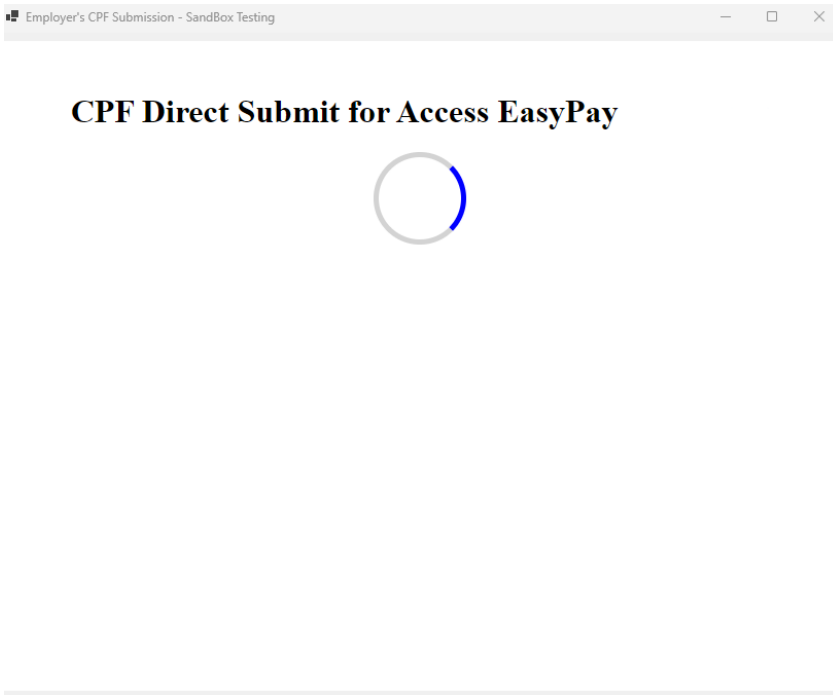
Go to Password Login tab and enter Username and password



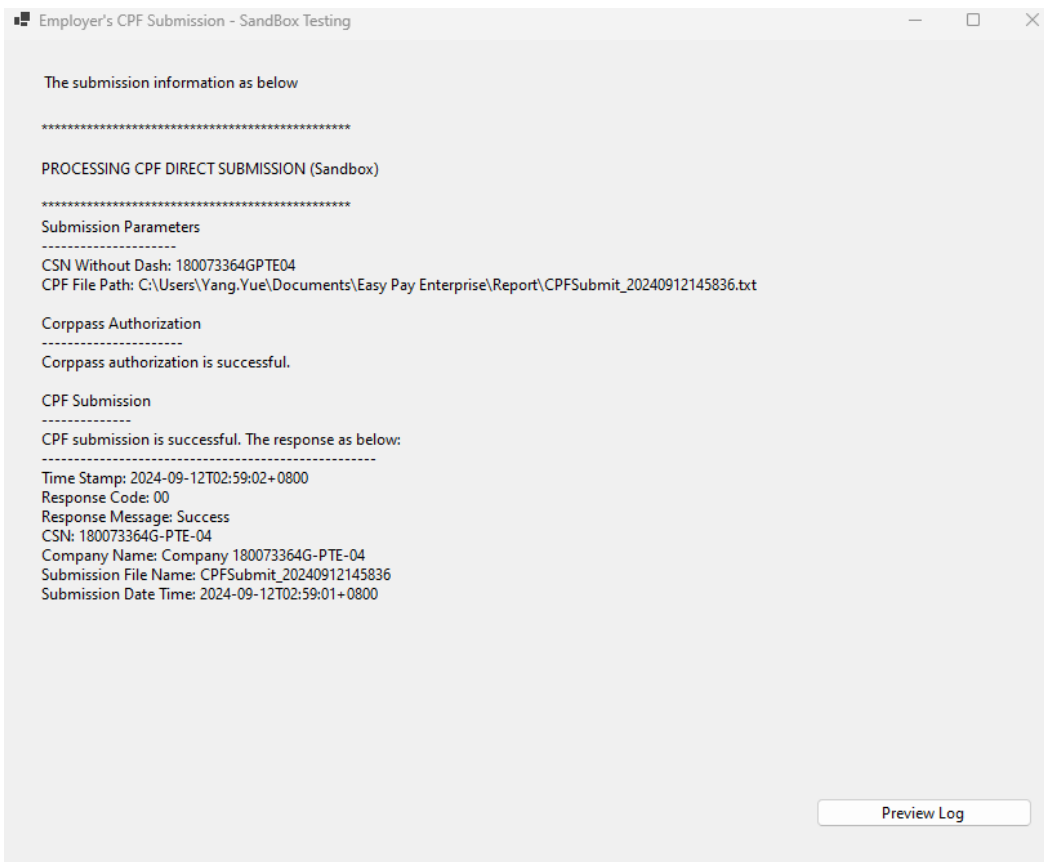
Direct to consent page and click Yes



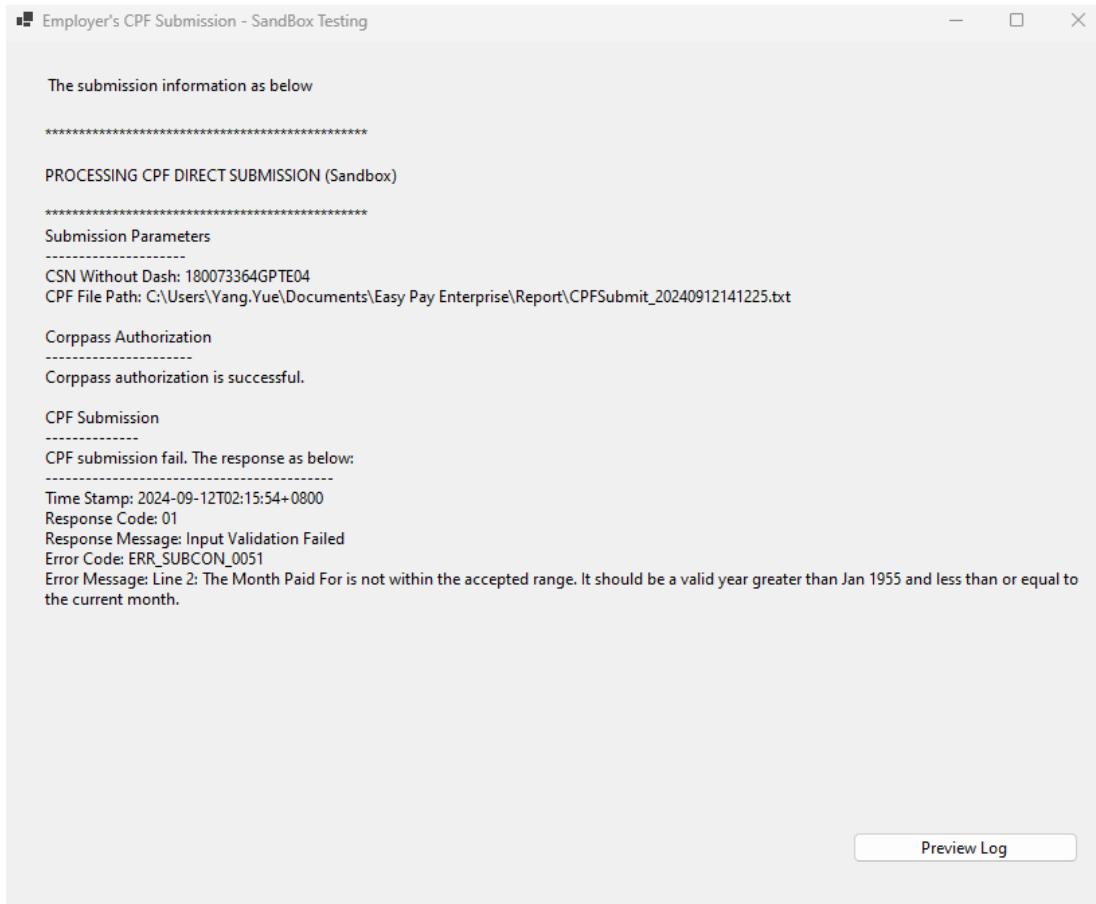
Upload the files to CPF through API



If the submission is successful, this will be the response.



If the submission is not successful, this will be the response.



To support the CPF OSP Service, the CPF EZPay FTP File Submission Title is changed to reflect the API service.

Payroll > Pay Process Flow > CPF EZPay FTP File Submission is renamed to CPF One-Stop Payroll (OSP) Service

CPF One-Stop Payroll (OSP) Service

Pay Group: 1 Payment Group
Year: 2024
Pay Period: 10 October

CPF Option:
 Compulsory CPF Voluntary CPF MediSave

CPF Account Selection:
CPF Account No.: 180073364GPTE04

SDF Option:
 Include SDF Amount

Additional Information to enter:
Late payment interest on CPF: 0
Community Chest Factor: 1
Advice Code: 01

Sort Group By:
 Sort By Name Sort By CPF Account No

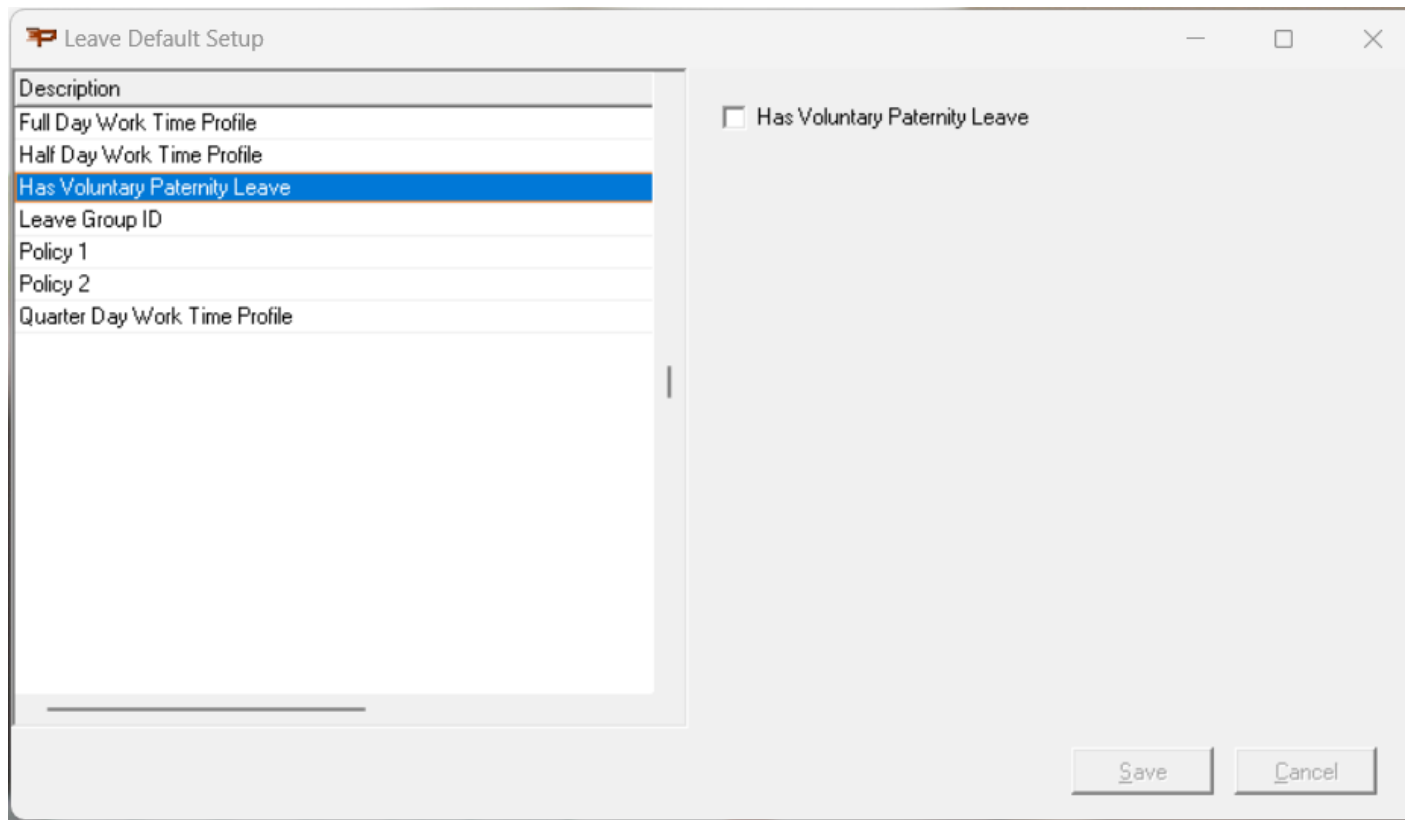
File Generation Option:
 Over Write Append

Convert Negative Figures to Zero

EasyPay now has Voluntary Paternity Leave tickbox to differentiate mandatory and voluntary basis

Setup > Leave Default Setup > Has Voluntary Paternity Leave

When the tickbox is ticked, the additional 2 weeks paternity leave balance will be showing according to the work calendar selected.



Fix adjusted excess CPF amount showing in voluntary column in CPF payment advice, EZPay FTP file submission

Setup > Pay Process Option > CPF Computation Setting 'To compute Government CPF and Voluntary CPF' ticked or unticked, Reports > CPF Submission Report > CPF Payment Advise is now showing correctly.

Central Provident Fund Board
PAYMENT ADVICE

MANDATORY REF NO. : 1234567890CCC22
VOLUNTARY REF NO. :

SUBM MODE : INTERNAL
DATE : 30-09-2024

Sage Software Asia Pte Ltd
8 Commonwealth Lane
#04-01

PART 1 : Payment Details For January,2024

	AMOUNT \$	NO. OF EMPLOYEES
1. CPF Contribution		
Mandatory Contribution	2220.00	1
Voluntary Contribution	0.00	0
2. B/F CPF late Payment interest	0.00	
Interest charged on last payment	0.00	
3. Late payment interest on CPF Contribution	0.00	
4. Late payment penalty for Foreign Worker Levy	0.00	
5. Foreign Worker Levy	0.00	0
6. Skills Development Levy	11.00	1
7. Donation to Community Chest	0.00	0
8. Mosque Building & Mendaki Fund (MBMF)	0.00	0
9. SINDA Fund	0.00	0
10. CDAC Fund	0.00	0
11. Eurasian Community Fund (EUCF)	0.00	0
Total :	2231.00	

Please fill in cheque details if you are paying by cheque
BANK :
CHEQUE NO.:

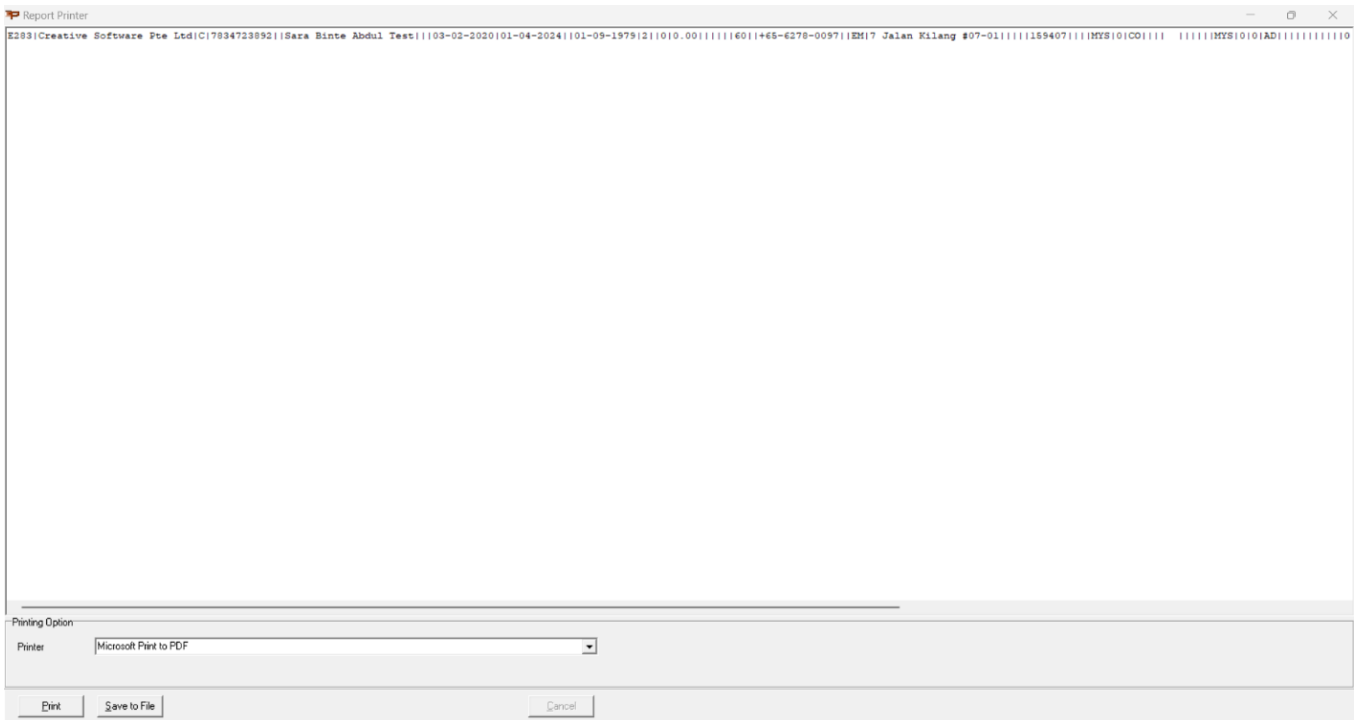
THE EMPLOYER HEREBY GUARANTEES
THE ACCURACY
OF THE CPF RETURNS FOR January,2024
AS SHOWN ON THE SUBMITTED DISKETTE.

EMPLOYER'S AUTHORIZED SIGNATORY

Malaysia

The CP22A in text file for online submission is available in EasyPay.

With this, Reports > Government Form > CP22A text file format is now made available in EasyPay.



To support CP22A text file submission, we have enhanced the screen to include some new fields to comply with the requirements.

Income Tax Record > Miscellaneous 2 screen to comply CP22A text file online submission.

With this, Pay Processing > Income Tax Record screen is enhanced with new fields Legal Representative of Death Information and Tax Agent Postal Code

Tax Record
Identity No:

Patrick Teoh Ming Hoe

Taxation Year **2017**

Employee ID **Semi 001**

Option
Tax Employer
ReOrder Serial No By
Identity No
Update Particular
Rebate Granted
Rebate Claim Record
Mass Assign Type of Income

General
EA Section A - Employee Particulars
EA Section B
EA Section C - F
Miscellaneous 1
Miscellaneous 2
No of Eligible Children Breakdown (Optional)

Current Correspondence Address (CP21 / CP22 / CP22A / CP22B) - Tax Agent Only

Check if below correspondence address belongs to a tax agent

Address 1

Address 2

Postal Code

Cessation Information (CP21 / CP22A / CP22B)

Last Salary On Hold

Legal Representative of Death Information

Full Name

IC/Passport No

Relationship

Address 1

Address 2

Address 3

Postal Code

National Code

Address Indicator

Stock Option (CP22A)

Offer Date

Exercise Date

Total Benefit

Share Scheme from employer such as ESOS, ESPP (CP22A)

Scheme Type

No. of shares qualified

Option Date

Remaining amount that has not been executed

Passport Information (CP22)

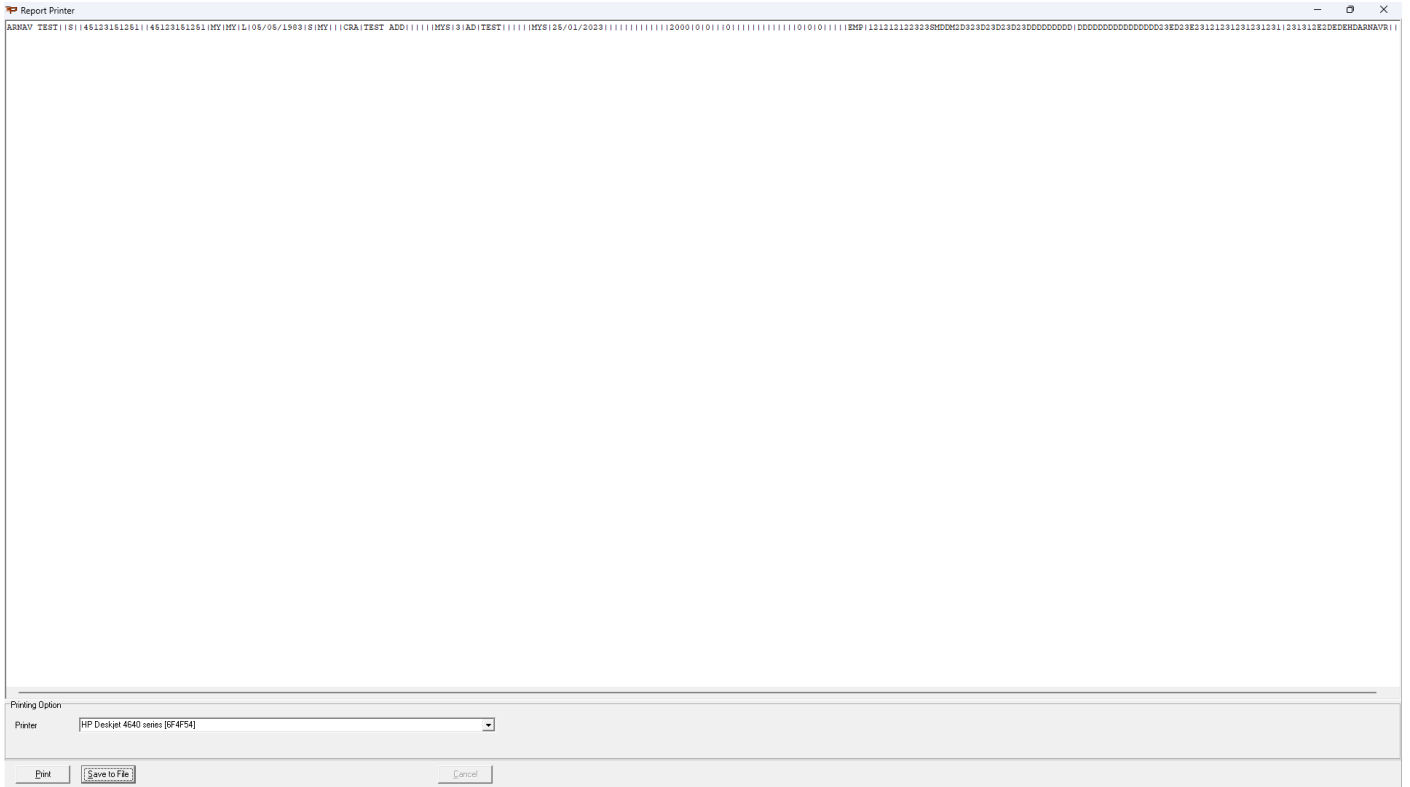
Passport Expiry Date

Drag a column header here to group by that column

Employee ID	Taxation Year	Tax Policy ID	Serial No	Tax Amount	CP38	ZAKAT	Employee Mandatory EPF	Submission Date	Employee SOCSO
Semi 001	2017	26%	C00003	11000	0	0	0	19-09-2018	51.25
Semi 001	2013	26%	A00007	2600	0	0	1100	18-06-2013	0

CP22 text file for online submission is now available in EasyPay.

With this, Reports > Government Form > CP22 text file format is available in EasyPay



To support CP22 text file submission, we have enhanced the screen to include some new fields to comply with the requirements.

Income Tax Record > Miscellaneous 2 screen to comply CP22 text file online submission.

With this, Pay Processing > Income Tax Record screen is enhanced with new field Passport Information CP22 to comply with LHDN requirements.

Patrick Teoh Ming Hoe
 Taxation Year **2017**
 Employee ID **Semi 001**

Identity No: 800101-01-1111

Option: Tax Employer | ReOrder Serial No By: Identity No | Update Particular | Rebate Granted | Rebate Claim Record | Mass Assign Type of Income

General | EA Section A - Employee Particulars | EA Section B | EA Section C - F | Miscellaneous 1 | **Miscellaneous 2** | No of Eligible Children Breakdown (Optional)

Current Correspondence Address (CP21 / CP22 / CP22A / CP22B) - Tax Agent Only

Check if below correspondence address belongs to a tax agent

Address 1: [Text Field]
 Address 2: [Text Field]
 Postal Code: [Text Field]

Legal Representative of Death Information

Full Name: [Text Field]
 IC/Passport No: [Text Field]
 Relationship: [Text Field]
 Address 1: [Text Field]
 Address 2: [Text Field]
 Address 3: [Text Field]
 Postal Code: [Text Field]
 National Code: [Text Field]
 Address Indicator: 0 - Malaysia

Cessation Information (CP21 / CP22A / CP22B)

Last Salary On Hold: [Text Field] 0

Stock Option (CP22A)

Offer Date: [Text Field]
 Exercise Date: [Text Field]
 Total Benefit: [Text Field] 0

Share Scheme from employer such as ESOS, ESPP (CP22A)

Scheme Type: [Text Field]
 No. of shares qualified: [Text Field] 0
 Option Date: [Text Field]
 Remaining amount that has not been executed: [Text Field] 0

Passport Information (CP22)

Passport Expiry Date: [Text Field]

Buttons: Preview | Delete | Save | Cancel

Drag a column header here to group by that column

Employee ID	Taxation Year	Tax Policy ID	Serial No	Tax Amount	CP38	ZAKAT	Employee Mandatory EPF	Submission Date	Employee SOCSO
Semi 001	2017	26%	C00003	11000	0	0	0	19-09-2018	51.25
Semi 001	2013	26%	A00007	2600	0	0	1100	18-06-2013	0

General Updates Bug Fixes

Fix error when doing mass assign for Supervisor ID in Core > Modules > Career Progression. The mass assign function is now working properly for Supervisor ID.

Career Progression

Basic Rate Progression

Progression | Assign Employee

Employee ID: 123 Search

Penny Avery

Current Status

ID No: S4563445J Branch: 001 Category: Junior Supervisor Position

Hire Date: 21-03-2022 Department: HR Position: Payroll Officer Leave Group:

Cessation Date: 28-09-2024 Section: None Supervisor ID:

Current Effective Date: 21-03-2022 Career Code: FirstRecord

Remarks:

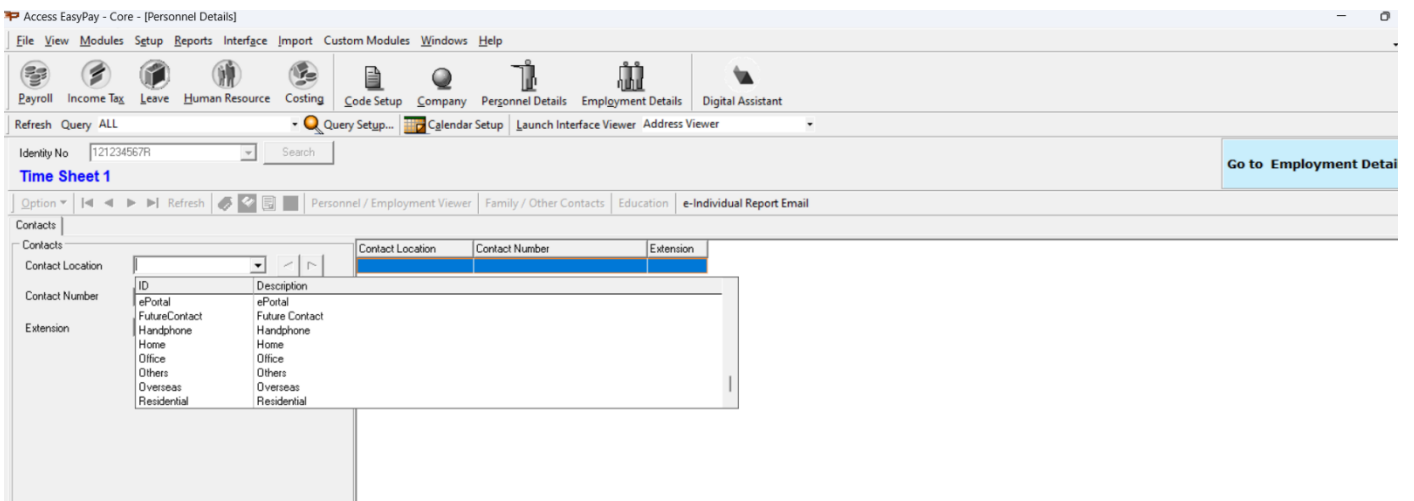
Fields	New Value
Supervisor ID	
Key Shift Team	
Classification	
T1	
T2	
T3	
T4	
T5	
Salary Grade	

Drag a column header here to group by that column

Current	Effective Date	Career Code	Remarks	Attachment ID
Yes	21-03-2022	FirstRecord		

Preview Mark Current Update Fields New Delete Save Cancel

Remove work contact column in Personnel Details as it does not have corresponding field and no longer applicable.



Hong Kong

HSBC MRI Salary Format Bank File is updated with the latest specification in Reports > Bank Disk Generation



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				