

# Access EasyPay

## July 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 Version 2024.02 Updates

### General

Fix EPE half day leave imported from EasyPay not showing 1st half & 2nd half

Fix non paid leave in EasyPay showing incorrect information

Enhance intercom deployment microsite URL icon in EasyPay modules

### Singapore

Fix direct submit CPF error on EasyPay

Fix personnel and employment report when preview the probation is not displayed fully

Fix unable to sort any column in the personnel details & employment details

Fix appendix 8B section E to show year 2013 instead of 2023

Fix CPF direct submit invalid CPF submission number characters

Fix CPF line invalid CPF submission number characters

Fix FWL Setup spelling error

### Malaysia

CP21 Form updated

Enhance 17th Sept 2024 public holiday replacement leave

Fix SOCSO amount in E Form is not tally with TP1 form

The cessation date in CP8D is incorrect when there is more than 1 employment record.

### Indonesia

Fix rounding method for Monthly ETR

# Release Contents

The below section describes the release summary in more details.

## General bug fixes

Fix EPE half day leave imported from EasyPay not showing 1st half & 2nd half

### Apply for Leave



Start date

28/07/2023

-- Please select ▼

End date

28/07/2023

-- Please select ▼

Apply half day? ⓘ

Leave days

0.5

Reason

Sick



**Sick Entitlement**

Balance Forecast

Leave balance after end date  
108.00 hrs (13.50 days)

Fix non paid leave in EasyPay showing incorrect information

Non paid leave was previously calculated wrongly when the setting was set 21 to 20 current in leave cut off range.

**Employee I**  
 Year: 2024 Period: 5 Sub Period: 1 Type: Normal Pay Record ID: Normal

OT Record | Shift Record | Leave Deduction

Lve Type	Current						Last					
	Day Rate	Days	Total Amt	Hr Rate	Hours	Total Amt	Day Rate	Days	Total Amt	Hr Rate	Hours	Total Amt
NPL	-21.54	0	0	-2.86	0	0	-22.52	0	0	-2.86	0	0
Absent	-21.54	0	0	0	0	0	-22.52	0	0	0	0	0
Late	0	0	0	-2.86	8	-22.88	0	0	0	-2.86	4	-11.44

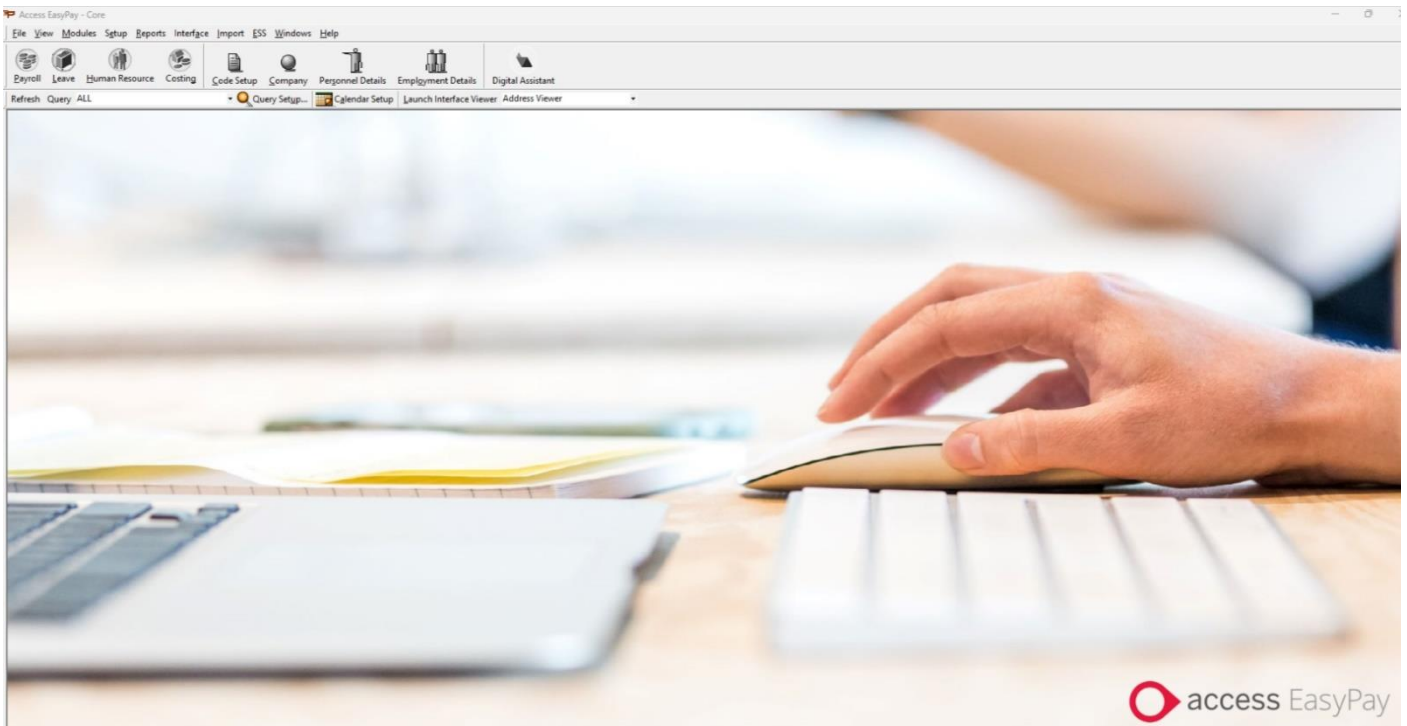
Leave Deduction Amount  
 Total: -34.32

Balance  
 Local Currency:  
 Gross Wage: 461.10

Save Cancel

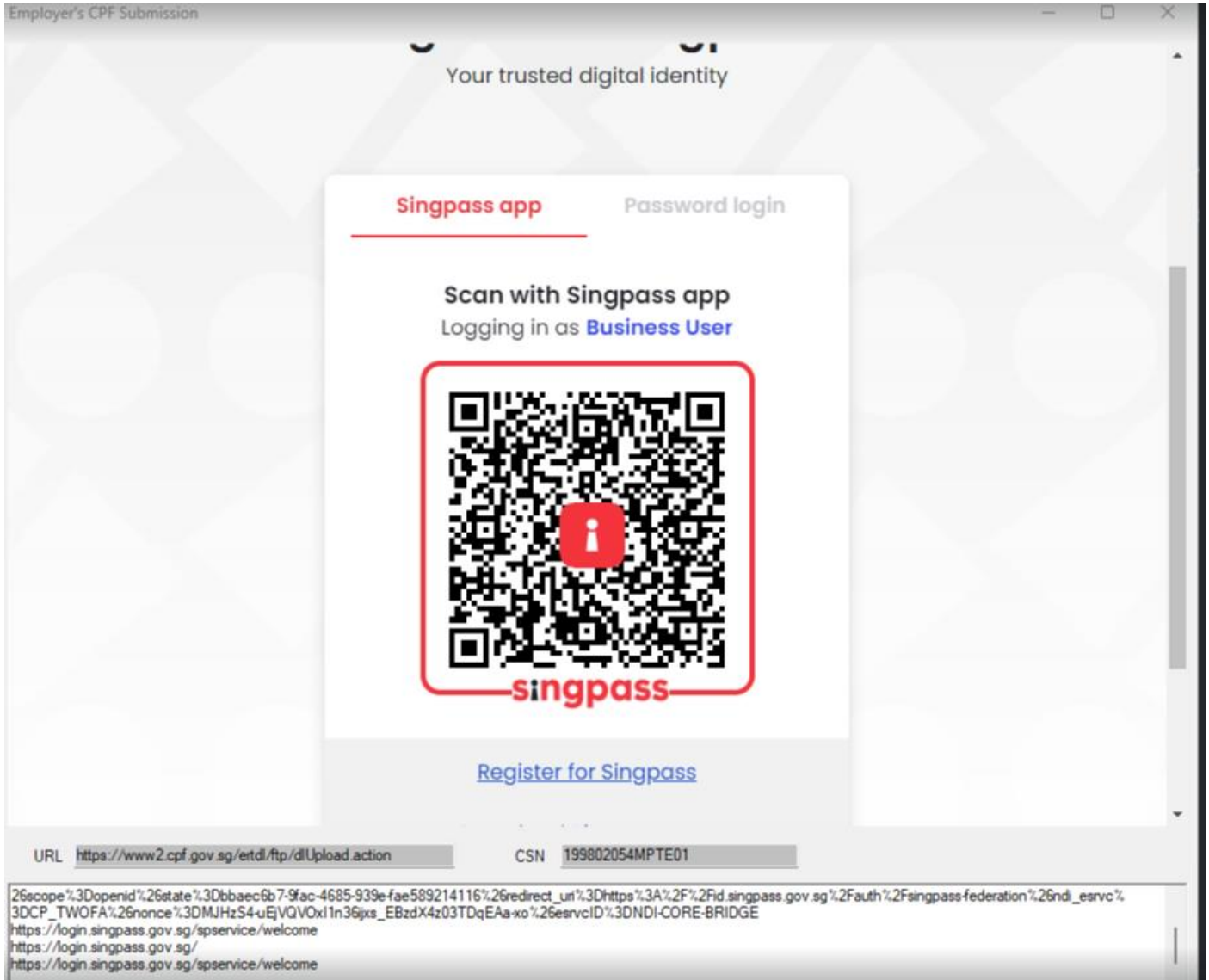
Enhance intercom deployment microsite URL icon in EasyPay modules

Digital Assistant feature is enhanced in all modules to lead users to support URL link.



## Singapore

Fix unable to direct submit CPF on EasyPay



Fix personnel and employment report when preview the probation period is not displayed fully, please click reset layout and click on preview.

## Sage Software Asia Pte Ltd

### Employment with Personal Details Report

Sort By : Employee ID

Query ID : ALL

Identity No : S4563445J

Employee ID :1234

Name : Penny Avery

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#### Employment Details

Hire Date : 05-10-2024

Previous Service Year : 0.00

Probation Period : 10 Mth

Confirm. Due : 04-08-2025

Confirm. Date : 05-08-2025

Cessation Date :

Cessation Code : None

Retirement Age : 65

Retire. Due : 01-02-2055

Retire. Date : 02-02-2055

Supervisor Name : N/A

Supervisory Position : No

Employment Act Deduction Cap : No

Branch Name : None

Department : None

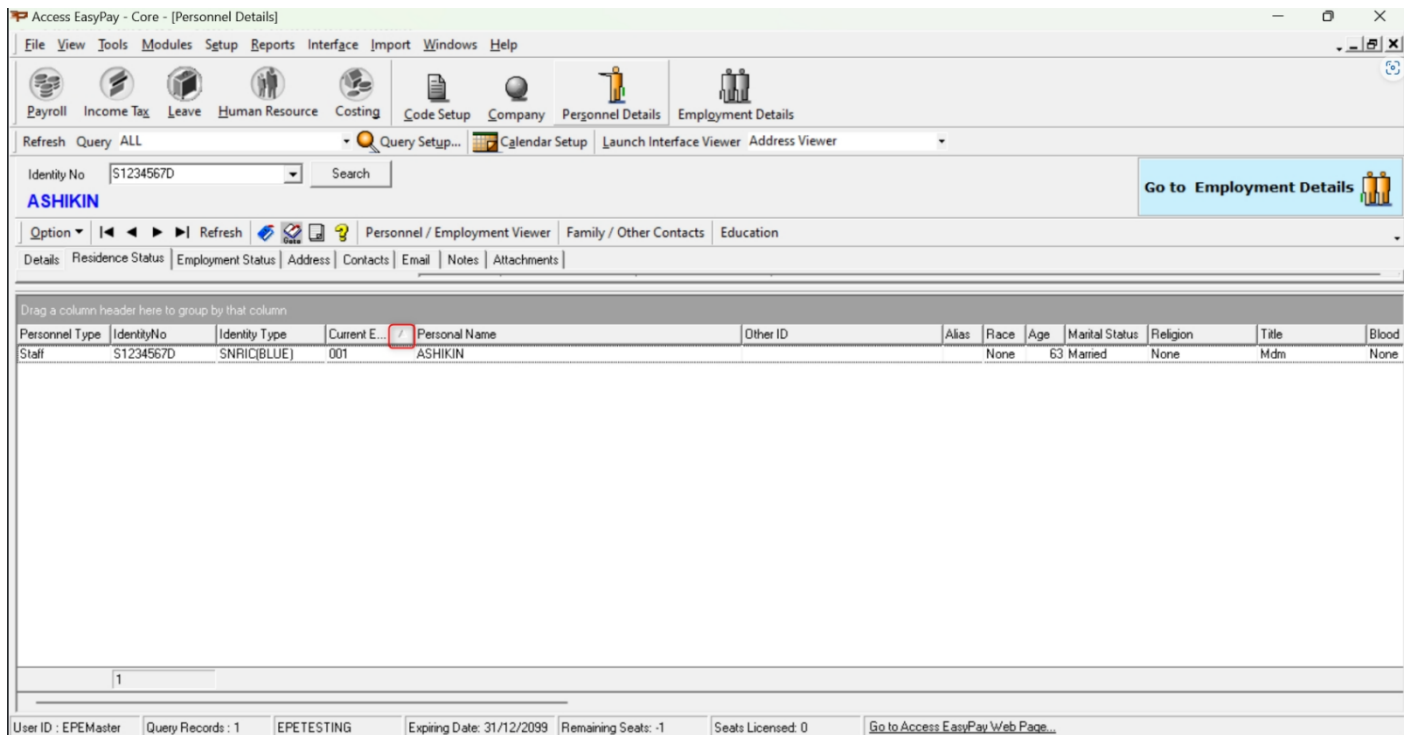
Section : None

Position : None

Category : None

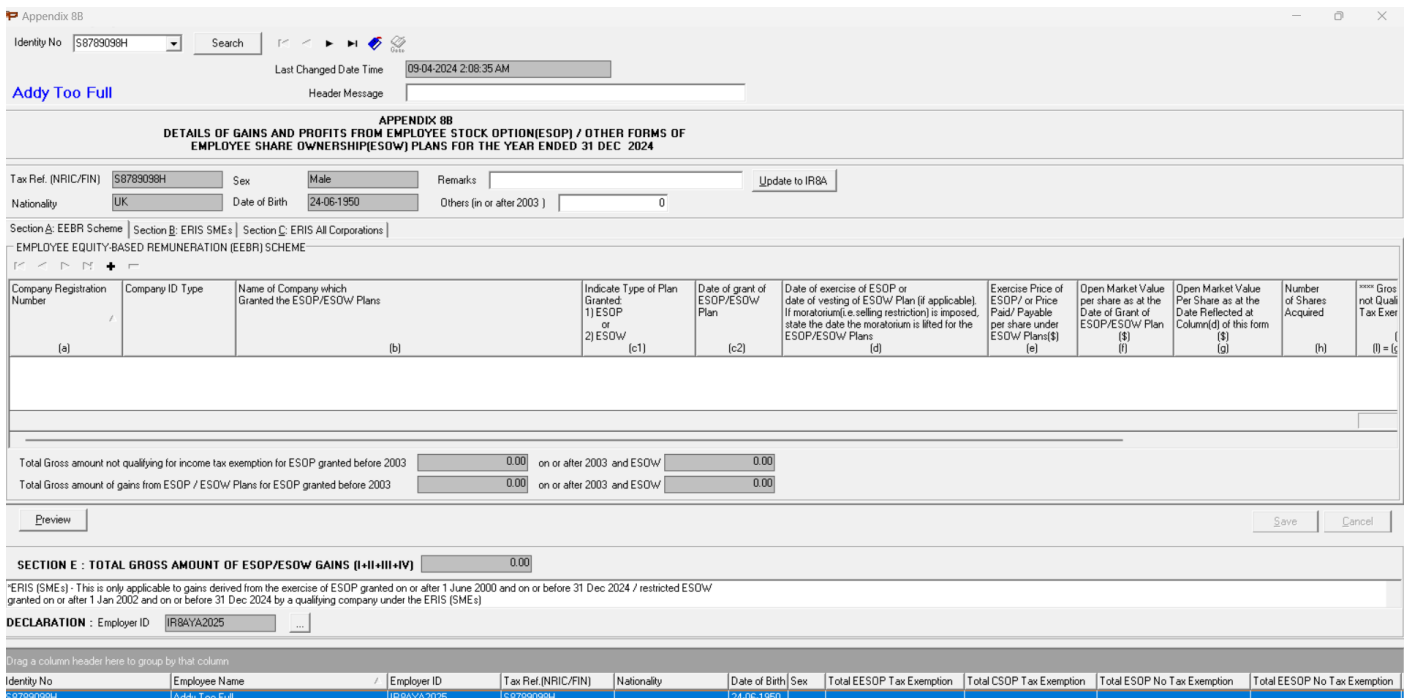


Fix unable to sort any column in the personnel details & employment details



Fix appendix 8B section E to show year 2013 instead of 2023

Section E has an error where the year should display 2013 and not following the calendar year, this is addressed and fixed.



Fix CPF direct submit invalid CPF submission number characters error

The characters limit allowed for CSN is now 14-15 instead of 15 only.

CPF EZPAY (FTP) File Submission

Pay Group: 1 Payment Group  
Year: 2024  
Pay Period: 9 September

CPF Option:  
 Compulsory CPF  Voluntary CPF  MediSave

CPF Account Selection:  
CPF Account No.: 1234567890CCC22

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

Preview Generate Direct Submit

## Fix CPF line invalid CPF submission number characters

The characters limit allowed for CSN is now 14-15 instead of 15 only.

CPF Line

Pay Group: 1 Payment Group

Year: 2024

Pay Period: 9 September

CPF Option:  
 Compulsory CPF  Voluntary CPF  MediSave

CPF Account Selection:  
CPF Account No.: 1234567890CCC22

SDF Option:  
 Include SDF Amount

Data Key in:  
Late payment interest on CPF: 0  
Community Chest Factor: 1  
Advice Code: 1

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

Convert Negative Figures to Zero

Preview Generate

## Fix FWL Setup spelling error

FWL Class Setup

FWL Class: Con B Skill MAC 1/24

FWL Type: Calendar Day

Amount per Day: 23.02

Maximum Amount: 700

Description: Construction Basic-Skilled (Malaysia, North Asian Sources, PRC)

Drag a column header here to group by that column

FWL Class	FWL Type	Amount Per Day	Maximum Amount	Description
Con B Skill 7/17	Calendar Day	23.02	700	Con 7/17 Basic tier B.Skilled
Con B Skill MAC 1/24	Calendar Day	23.02	700	Construction Basic-Skilled (Malaysia, North Asian Sources, PRC)
Con B Skill NTS 1/2	Calendar Day	29.59	900	Construction Basic-Skilled (Non Traditional Sources)
Con B Skill Of 1/24	Calendar Day	12.17	370	Construction Basic-Skilled (Offsite)
Con ExemptMYE 7/	Calendar Day	10	300	Construction Experienced & Exempt from MYE (7/07)
Con H Skill 1/12	Calendar Day	6.58	200	Con 1/12 MYE H.Skilled

Preview      New      Delete      Save      Cancel

# Malaysia

CP21 Form updated and added new field in Income Tax Details screen > Accepted Offer Under Employee Separation Scheme

Income Tax Details

Identity No: 012435600 Search

**VOLUNTARY**

Option Tax Policy Tax Branch Family / Other Contacts

Tax Ref No: S1234 Tax Method: Employer Pay Tax

Employer Setup: Creative Employee Status: 2

Tax Policy: DefaultPolicy

Tax Scheme: Resident

Accepted Offer Under Employee Separation Scheme: No/Not Applicable

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: 0

Child Relief Point: 0

No of Children Below 18: 0

Get From Family

Spouse Information

Spouse Tax Ref No: 1234567891234

Spouse Tax Branch: ...

Spouse Working

Preview Save Cancel



LEMBAGA HASIL DALAM NEGERI MALAYSIA  
BORANG PEMBERITAHUAN OLEH MAJIKAN BAGI PEKERJA YANG HENDAK  
MENINGGALKAN MALAYSIA

CP21 [Pin.1/2023]

LEAVER

[SUBSEKSYEN 83(4) AKTA CUKAI PENDAPATAN 1967]

Borang ini ditetapkan di bawah seksyen 152 Akta Cukai Pendapatan 1967

NOTIFICATION FORM BY EMPLOYER OF EMPLOYEE'S DEPARTURE FROM MALAYSIA  
[SUBSECTION 83(4) INCOME TAX ACT 1967]

This form is prescribed under section 152 of the Income Tax Act 1967

Borang pemberitahuan ini hendaklah dikemukakan kepada Lembaga Hasil Dalam Negeri Malaysia (LHDNM):  
sekurang-kurangnya 30 hari sebelum tarikh dijangka meninggalkan Malaysia.

This notification form should be submitted to the Inland Revenue Board of Malaysia (IRBM):  
not less than 30 days before the expected date of departure from Malaysia.

Nama & Alamat Majikan / Employer's Name & Address

Creative Software Pte Ltd  
7 Jalan Kilang #07-01

Singapore Singapore 159407

No. Majikan / Employer's No.

E 283

No. Telefon Majikan / Employer's Telephone No.

+65-6278-0097

Status Pemberitahuan / Notification Status

[Tandakan 'X' dalam kotak berkenaan / Indicate 'X' in the relevant box]

Baharu / New  Pindaan / Amendment  Tambahan / Additional

A. BUTIR-BUTIR PEKERJA YANG AKAN MENINGGALKAN MALAYSIA  
PARTICULARS OF THE EMPLOYEE WHO WILL BE LEAVING MALAYSIA

1. Nama penuh / Full name

Arnav Test

2. Tarikh Mula Bekerja /

Date of commencement of employment

25 01 23

3. Tarikh Dijangka Meninggalkan Malaysia /

Expected date to leave Malaysia

4. No. Pengenal (No. Kad Pengenal / Polis / Tentera / Pasport) /  
Identification No. (Identity Card / Passport No.)

45123151251

5. No. Pengenal Cukai / Tax Identification No.

12. Alamat surat-menyurat pekerja yang terkini /  
Current address of employee

Sila tandakan 'X' jika alamat surat-menyurat di atas  
adalah alamat ejen cukai /  
Please tick 'X' if the above correspondence address  
belongs to a tax agent

13. Alasan meninggalkan negara ini /  
Reason for departure

Enhance 17th Sept 2024 public holiday replacement leave

**Holidays Setup**

Country: MY

Holiday ID: Malaysia Day

Date: 17-09-2024

Description: Malaysia Day, Hari Keputeraan

**New** **Delete** **Save** **Cancel**

Drag a column header here to group by that column

Year	Holiday ID	Date	Description
2024	Christmas Day	25-12-2024	Christmas Day
2024	Deepavali	31-10-2024	Deepavali
2024	Malaysia Day	17-09-2024	Malaysia Day, Hari Keputeraan
2024	Malaysia Day	16-09-2024	Malaysia Day, Hari Keputeraan
2024	National Day	31-08-2024	National Day
2024	Awal Muharam	08-07-2024	Awal Muharam
2024	Awal Muharam	07-07-2024	Awal Muharam
2024	Hari Raya Qurban	17-06-2024	Hari Raya Qurban

Fix SOCSO amount in E Form is not tally with TP1 form

The amount is different due to rounding method which has been fixed.

	HAD TAHUNAN (RM)	POTONGAN	
		SEMASA (RM)	TERKUMPUL (RM)
C6 Gaya hidup - Perbelanjaan berkaitan sukan bagi kegunaan diri sendiri/ pasangan/ anak bagi			
a) Pembelian peralatan sukan untuk aktiviti sukan mengikut Akta Pembangunan Sukan 1997	<input type="text"/>	1,000	<input type="text"/>
b) Bayaran sewa atau fi kemasukan ke fasiliti sukan	<input type="text"/>		
c) Bayaran fi pendaftaran bagi menyertai pertandingan sukan	<input type="text"/>		
d) Bayaran yuran keahlian gimnasium atau yuran latihan sukan	<input type="text"/>		
C7 Pembelian peralatan penyusuan ibu untuk kegunaan diri sendiri bagi anak berumur 2 tahun dan ke bawah (Potongan dibenarkan sekali dalam setiap 2 tahun taksiran)	1,000	<input type="text"/>	<input type="text"/>
C8 Yuran penghantaran anak berumur 6 tahun dan ke bawah ke taman asuhan kanak-kanak/ tadika yang berdaftar	3,000	<input type="text"/>	<input type="text"/>
C9 Tabungan bersih dalam Skim Simpanan Pendidikan Nasional	8,000	<input type="text"/>	<input type="text"/>
C10 Bayaran alimoni kepada bekas isteri	4,000	<input type="text"/>	<input type="text"/>
C11 Insurans nyawa/ KWSP Sukarela			
a) Insurans nyawa/ KWSP Sukarela (Terhad RM3,000)	<input type="text"/>	7,000	<input type="text"/>
b) KWSP Sukarela (Terhad RM4,000 termasuk KWSP wajib)	<input type="text"/>		
C12 Skim persaraan swasta dan anuiti tertanggung	3,000	<input type="text"/>	<input type="text"/>
C13 Insurans pendidikan dan perubatan	3,000	<input type="text"/>	<input type="text"/>
C14 Caruman kepada PERKESO mengikut Akta Keselamatan Sosial Pekerja 1969 / Akta Sistem Insurans Pekerja 2017	350	<input type="text"/>	<input type="text"/>
C15 Perbelanjaan bayaran pemasangan/ sewaan/ pembelian termasuk sewa-beli peralatan/ langganan bagi penggunaan kemudahan pengecasan kenderaan elektrik bagi kenderaan sendiri (Bukan untuk kegunaan perniagaan)	2,500	<input type="text"/>	<input type="text"/>
<b>BAHAGIAN D : REBAT</b>			
D1 a) Zakat selain yang dibayar melalui potongan daripada gaji bulanan		<input type="text"/>	
b) Levi pelepasan bagi perjalanan umrah/ perjalanan bagi tujuan keagamaan (Terhad 2 kali tuntutan seumur hidup)		<input type="text"/>	



Fix cessation date in CP8D is incorrect when there is more than 1 employment record, the latest date will be shown after the fix.

```

Cory Koh|B112 9302|1|2|01-08-2059|2|||394|||||||2
Daniel Leong||273892223|3|2|01-05-2046|1|||4040|||||||28
Donny Leong||468239(1)|1|2|01-01-2037|2|||4140|||||||29
FW Danny Young Tester||S8744474P|1|2|19-08-2047|2|||2300|||||||
Jinggan Anak Linggau||82010101111|1|2|01-01-2042|2|||2356|||||||260||||
Jovina D/O Testing001||38930020(0)|2|2|15-08-2050|2|||2450|||||||17
Kavi S/o Praka||2389009237|1|2|05-01-2058|2|||104500|||||||24385.75|||34
Kerry Heng||829046205|1|2|06-09-2047|2|||5100|||||||34
Koh Cheng Mun||78974801(0)|2|2|01-01-2028|2|||55500|||||||6105||11039.30|||34
Koh Sa Mui||2u3891467281|1|2|01-10-2047|2|||6600|||||||726||||45
Mohamed Testing||90944383(1)|2|2|12-12-2047|2|||8000|||||||154.30|||34
Ne Lala||2343532|3|2|01-01-2038|2|||4650|||||||9
Nur Zara Adawiyah Binte Mohammad Hassan||P435892388H|1|2|08-01-2059|1|||14424|||||||1346||56.00|||59
PR Tester 1||82389232|1|2|01-09-2042|2|||4321|||||||21
PR Tester 2||24345345|3|2|01-05-2038|2|||7890|||||||182.00|||
PR Tester 3||89024569|1|2|07-09-2047|2|||3111|||||||
Rainy Daily Bin Awang||T92035239B|2|2|01-09-2047|2|||1|||
Sara Binte Abdul Test||7834723892|3|2|01-04-2024|2|||8150|||||||197.60|||34
Siti Sue Bte Test Ji||940378992|2|2|06-01-2037|1|||6368|||||||34
VOLUNTARY|1234|012435600|1|0|30-05-2050|1|||13188|||||||581.80|||69
Yazid Bin Test Dawood|10477662050|1434986600|2|1|2|01-01-2049|2|||46470|||||||9067.65|||34
Yo Tu Foo||2232343|1|2|04-01-2046|2|||4000|||||||440||||27
Young Tai Test||930 473939(3)|1|2|15-03-2024|2|||6464|||||||45
  
```

**Indonesia**

Fix monthly ETR rounding mechanism, monthly tax contribution amount will be rounded down. (Previously fixed in a patch and now included in release)



# 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

- Email
  - [apac.premiumsupport.easypay@theaccessgroup.com](mailto:apac.premiumsupport.easypay@theaccessgroup.com) (Singapore, Premium Plan)
  - [apac.standardsupport.easypay@theaccessgroup.com](mailto:apac.standardsupport.easypay@theaccessgroup.com) (Singapore, Standard Plan)
- Telephone
  - +65 6336 6118 (Singapore, Premium Plan)
  - +603 2272 9999 (Malaysia)

General Website:

<https://www.theaccessgroup.com/>

# Technical Information

The remaining sections in the document outline information on product compatibility, any changes to system requirements and details related to resolved issues.

## Product Compatibility

The below table identifies the products that integrate with this version of Access EasyPay and indicates if an upgrade is required to any other product as part of this release.

Product Name	Versions supported	Upgrade required
Access EasyPay	v2023.10 or above	N/A



## System Requirement

### Access EasyPay

Type	Database Server		Client	
	Minimum	Recommended	Minimum	Recommended
Operating System	<ul style="list-style-type: none"> <li>Windows Server 2012 R2 / Windows Server 2016</li> <li>Windows Server 2019</li> <li>Windows Server 2022</li> </ul>		<ul style="list-style-type: none"> <li>Windows 8.1</li> <li>Windows 10</li> <li>Windows 11</li> </ul>	
Pre-requisite Software			<ul style="list-style-type: none"> <li>Microsoft .NET Framework 4.6.1</li> </ul>	
Processor	<ul style="list-style-type: none"> <li>Intel Core i5 or above</li> <li>Xeon processor, 3.0 GHz</li> </ul>		<ul style="list-style-type: none"> <li>Intel Core i5 or above</li> </ul>	
RAM	<ul style="list-style-type: none"> <li>4 GB</li> </ul>	<ul style="list-style-type: none"> <li>16 GB</li> </ul>	<ul style="list-style-type: none"> <li>4 GB</li> </ul>	<ul style="list-style-type: none"> <li>8 GB</li> </ul>
Hard Disk	<ul style="list-style-type: none"> <li>900 MB for SQL Anywhere 17 installation</li> <li>150 MB + 150 MB for transaction data/year (based on 100 staff x 12 pay records x 12 leave records/staff/year without attachment)</li> </ul>		<ul style="list-style-type: none"> <li>2 GB for EasyPay installation &amp; required software</li> </ul>	
Network ports	<ul style="list-style-type: none"> <li>SQL Anywhere: 2638 (Default)</li> </ul>			
Screen Display	<ul style="list-style-type: none"> <li>Resolution: 1024 x 768</li> <li>16/24/32-bit High Color</li> </ul>			
64-bit Windows Support	<ul style="list-style-type: none"> <li>Access EasyPay is a 32-bit application that has been tested to work under 32-bit emulation transparently on 64-bit windows.</li> <li>To work correctly with third-party software such as Microsoft Excel, 32-bit version must be installed.</li> </ul>			
<b>Operating System:</b> With latest windows updates & Supported with known issues and limitations				

