

Access UBS Payroll March 2023 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 v2023.3

This release encompasses our efforts to ensure our product in compliance with government statutory policy, specifically in E Form and CP8D.

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 CP8 Form

Updated CP8 Form (E-Form and CP8D) as per the latest template from LHDN.

Read more about this feature

System Interface Modernisation (for Malaysia License)

Previous Month Payroll

Added new feature in Payroll main screen to allow user to view previous month(s) payroll figures.

Read more about this feature



Release Contents

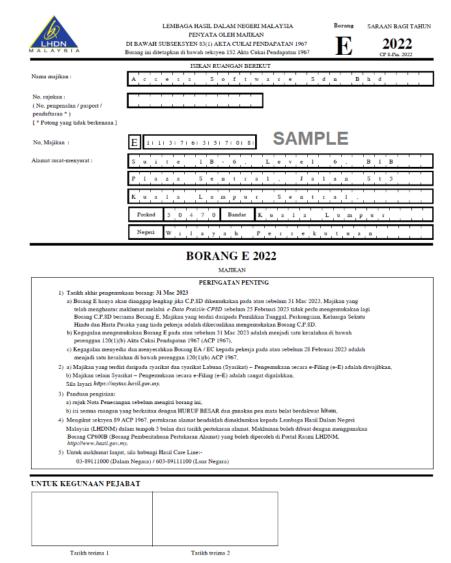
The below section describes the features in more detail, including screenshots and videos where appropriate, this is ordered by the products/modules identified in Release Summary section.

Malaysia Statutory Update

Update on CP8 Form

Updated CP8 Form (E-Form & CP8D) as per the latest template from LHDN at Reports > Statutory Reports > Income Tax > CP8 at Format 2023:

CP8 Page 1







LEMBAGA HASIL DALAM NEGERI MALAYSIA PENYATA OLEH MAJIKAN

Borang SARAA

SARAAN BAGI TAHUN

DI BAWAH SUBSEKSYEN 83(1) AKTA CUKAI PENDAPATAN 1967 Borang ini ditetapkan di bawah seksyen 152 Akta Cukai Pendapatan 1967 ${f E}$

2022 CP 8-Pin. 2022

1	Nama Majikan Seperti Didaftarkan	Acc	ess Software Sdn Bhd
2	No, Majikan	E 1	1 3 7 6 3 5 7 0 8
3	Kategori Majikan		Kerajaan $2 \equiv Berkanum$ $3 \equiv Pihak berkuasa tempatan$ Swata - Syarikat $5 \equiv Swasta$ - Selain syarikat
4	Status majikan	1 =	Beroperasi 2 = Dorman 3 = Dalam Proses Penggulungan
5	No, Pengenalan Cukai (TIN)		C 05 = F 07 = TA 09 = CS 11 = PT 13 = LE 1 06 = TP 08 = TC 10 = TR 12 = TN
6	No, Pengenalan		
7	No, Pasport		SAMPLE
8	No, Pendaftaran Dengan SSM Atau Lain-Lain	(4 4	1 3 8 9 - K)
9	Alamat Surat-menyurat		Suite IB-6, Level 6, BIB
			Plaza Sentral, Jalan St5
			Kuala Lumpur Sentral,
	[Poskod	5 0 4 7 0 Bandar Kuala Lumpur
		Negeri	Wilayah Persekutuan
10	No, Telefon	0 3 -	2 2 6 1 4 1 7 8
11	No. Telefon Bimbit		
12	E-mel		
	[
13	Cara Pengemukaan C,P, 8	SD	1 = Melalui e-Data Praisi/e-CP8D 2 = Pemacu USB 3 = Melalui e-mel kepada CP8D⊕hasil.gov.my menggunakan e-mel seperti di ruang 12 4 = Dikecualikan *



^{*} Nota = Pengecualian ini terpakai kepada majikan yang terdiri daripada Pemilikan Tunggal, Perkongsian, Keluarga Sekutu Hindu dan Harta Pusaka yang tiada pekerja sahaja

Nama Access Software Sdn Bhd		No. Majikan 📘 1 1 3 7	6 3 5 7 0 8
BAHAGIAN A: MAI	KLUMAT BILANGAN PEKERJA	BAGI TAHUN BERAKHIR 31 DISEN	1BER 2022
A1 Bilangan pekerja pada 31/12/2022 A3 Bilangan pekerja baharu Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia	SAMPLE	A2 Bilangan pekerja yang tertakluk kepada PCB Bilangan pekerja yang berhenti kerja / meninggal dunia Melaporkan kepada LHDNM (Jika A5 berkaitan)	$ \begin{array}{c} 1 & 3 \\ 2 & \\ 1 = Ya \\ 2 = Tidak \end{array} $
BAHAGIAN B:		AKUAN	
Saya	Payroll Mg	r Name	
No. pengenalan / pasport * (* Potong yang tidak berkenaan)	7 2 3 4 5 (6 7 8 9 0 1 2	
dengan ini mengakui bahawa p dikehendaki di bawah Akta Cul		mat yang benar, lengkap dan betul seperti mana ya	ng
Tandatangan		Tarikh:	Hari Bulan Tahun
Jawatan	PAYROLL MA	N A G E R	

NOTA: Pengakuan ini perlu dibuat oleh majikan mengikut kategori majikan selaras dengan peruntukan seksyen 66 hingga 76 dan seksyen 86 Akta Cukai Pendapatan 1967





LEMBAGA HASII. DALAM NEGERI MALAYSIA PENYATA SARAAN DARIPADA PENGGAJIAN, TUNTUTAN POTONGAN DAN MAKLUMAT MENGENAI POTONGAN CUKAI DI BAWAH KAEDAH-KAEDAH CUKAI PENDAPATAN (POTONGAN DARIPADA SARAAN) 1994 BAGI TAHUN BERAKHIR 31 DISEMBER 2022

KLUMAI MAJIKAN		
No. Majikan:	1137635708	
Nama Majikan: Saraan Bagi Tahun :	Access Software Sdn Bhd	
Saraan Bagi Tahun :	2022	

MAKLUMAT PEKERJA

- Majikan dikebendaki mengisi penyata ini dalam format Excel atau fail txt untuk semua pekerja bagi tahun 2022 seperti contoh di bawah.
 Majikan yang telah menghantar maklumat melalui «-Data Praizi/e-CP8D sebelum 25 Februari 2023 tidak perlu mengemukakan lagi Borang C.P.8D bersama Borang E,
 Selain «-Data Praizi/e-CP8D, Borang C.P.8D hendaklah dikemukakan dalam format Excel atau fail txt dengan menggunakan pemacu USB atau e-mel kepada CP8D⊕hasil.gov.my.

Nota: 1 <u>Kategori pekerja (seperti dalam Jadual PCB)</u>
Kategori 1 : Bujang

SAMPLE

Kategori 2 : Berkahwin dan suami atau isteri tidak bekerja

Kategori 3 : Berkahwin dan suami atau isteri bekerja, bercerai atau kematian suami atau isteri, atau bujang yang mempunyai anak angkat

2 Termasuk manfaat berupa barangan, manfaat nilai tempat kediaman dan tunggakan saraan kasar tahun-tahun terdahulu

Amaun zakat SELAIN yang dibayar melalui potongan gaji bulanan

_	5 Amaun zakat Sel.Aliv yang utsayar menanu potongan gaji outanan																			
A	В	C	D	E	F	G	н	I	J	K	L	M	N	0	P	Q	R	S	T	U
BiL	Nama Perkerja	No. Pengenalan Cukai (TIN)	No. Pengenalan / Pasport	Kategori Pekerja ¹	Cukai Ditanggung Oleh Majikan		Pelepasan Anak Yang Layak		Manfaat Berupa Barangan	ipa Tempat	Manfaat Skim Opsyen Saham	Elaun / Perkuisit / Pemberian / Manfaat	Jumlah Tuntutan Potongan Oleh Pekerja Melalui Borang TP1		Caruman Kepada Kumpulan Wang	Zakat Yang Dibayar Melalui	Jumlah Potongan Cukai		Insurans perubatan yang dibayar	Caruman n PERKESO yang dibayar
					(Isikan 1 atau 2) 1 = Ya	Bilangan Anak	Jumlah Pelepasan				Pekerja (ESOS)	Yang Dikecualikan Cukai	Pelepasan	Zakat ³	Simpanan Pekerja	Potongan Gaji	PCB	CP38	melalui potongan gaji	melalui potongan gaji
					2 = Tidak		(RM)	(RM)	(RM)	(RM)	(RM)	(RM)	(RM)	(RM)	(RM)	(RM)	(RM)	(RM)	(RM)	(RM)
1	Employee 001 Single Cat1	T123451	123456789012	1	1	0	0.000	24479.10	1300.00	1300.00	0.00	0.00	334.65	0.00	1199.00	150.00	3779.10	100.00	0	34
2	Employee 002 Married Spouse X working Cat2 PieceR	T123452	223456789012	2	2	0	0.000	39502.00	0.00	0.00	0.00	0.00	256.20	0.00	4312.00	0.00	0.00	0.00	0	256
3	Employee 003 Married spouse working Cat3 Adv Extra	T123453	P123453	3	2	0	0.000	3450.00	0.00	0.00	0.00	0.00	24.15	0.00	381.00	0.00	0.00	0.00	0	24
4	Employee 004 ~35k Single Cat1	T123454	423456789012	1	2	0	0.000	48000.00	0.00	0.00	0.00	0.00	331.80	0.00	5280.00	0.00	194.70	0.00	0	331
5	Employee 005 ~35k Married Spouse X Work Cat2	T123455	523456789012	2	2	0	0.000	52000.80	0.00	0.00	0.00	0.00	350.00	0.00	5736.00	0.00	0.00	0.00	0	365
6	Employee 006 ~35k Married Spouse working Cat3	T123456	623456789012	3	2	0	0.000	48000.00	0.00	0.00	0.00	0.00	331.80	0.00	5280.00	0.00	194.70	0.00	0	331
7	Employee 007 >35k Single Catl	T123457	723456789012	1	2	0	0.000	72000.00	0.00	0.00	0.00	0.00	700.00	0.00	7920.00	0.00	2855.00	0.00	350	415
8	Employee 008 >35k Married Spouse X Work Cat2	T123458	823456789011	2	2	0	0.000	72000.00	0.00	0.00	0.00	0.00	118.80	0.00	7920.00	0.00	2434.55	0.00	0	415
9	Employee 009 >35k Married Spouse working Car3	T123459	923456789012	3	2	0	0.000	72000.00	0.00	0.00	0.00	0.00	0.00	0.00	7920.00	0.00	2970.00	0.00	0	415
10	Employee A	T823451	82345789011	1	2	0	0.000	21600.00	0.00	0.00	0.00	0.00	147.00	0.00	2376.00	0.00	1111.55	0.00	0	147
11	Employee B	T823452	823456789012	3	2	1	6000.000	63800.00	0.00	11000.00	0.00	0.00	350.00	0.00	5808.00	0.00	6692.95	0.00	0	365

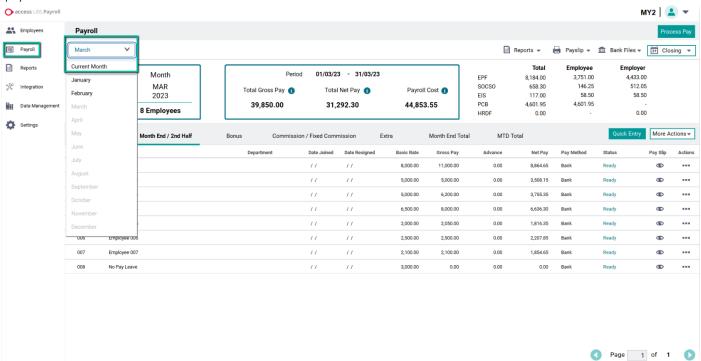


System Interface Modernisation (for Malaysia License)

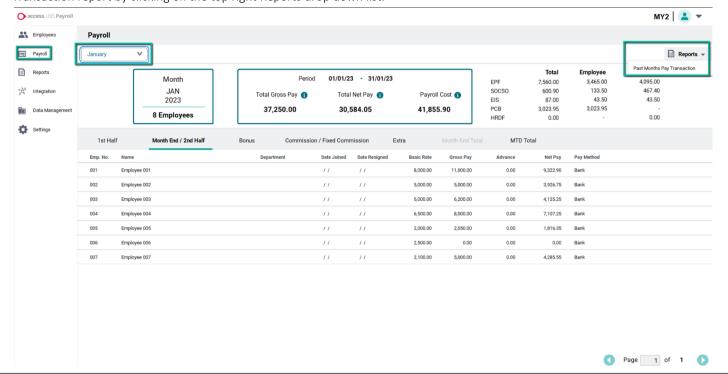
Previous Month Payroll

Added new feature, a Payroll Month drop down list in the Modern View Payroll main screen to allow user to read-only the payroll figures of previous month(s) (if available).

By clicking on the Payroll Month drop down list, user could select any available month to view the month's payroll data. The Payroll Month drop down list is defaulted to show Current Month payroll where user could proceed to update and process pay for the month as usual.



For previous month payroll, the figures are read-only since the payroll has been closed. Also, user could view the Past Months Pay Transaction report by clicking on the top right Reports drop down list.





How to Contact Us

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
 - o <u>APAC.Channel.SupportMY@theaccessgroup.com</u> (UBS Partner Inquiry) Product UBS Accounting and Billing, Inventory and Billing, UBS Payroll, UBS POS, and UBS BSM
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