

Access UBS Payroll January 2024 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 v2024.0

This release encompasses our efforts to ensure our product in compliance with government statutory policy, specifically in CPF salary ceiling and contribution rate 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.

Singapore Statutory Update

Update on CPF Ordinary Wages Ceiling and Contribution Rate

Updated the CPF Ordinary Wage (OW) ceiling and contribution rate with effective from 1 January 2024.

[Read more about this feature](#)

Update on IR8A (AIS) Report

Updated the report format of IR8A for YA2024.

[Read more about this feature](#)

Malaysia Statutory Update

Revise Employee Count Formula on CP8 Report

Updated the Employee Count Formula on CP8 Report (E-Form) as per advised by LHDNM officers.

[Read more about this feature](#)

Bank Files Update

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.

Singapore Statutory Update

Update on CPF Ordinary Wages Ceiling and Contribution Rate

As per stated in CPF Board article <https://www.cpf.gov.sg/employer/infocenter/news/cpf-related-announcements/new-contribution-rates>, with effective from 1 January 2024:

- i. the CPF Ordinary Wage (OW) ceiling will be raised from \$6,300 to \$6,800. Employee that earns an ordinary wage above \$6,300 may experience changes on the CPF contribution limit.
- ii. the CPF contribution rates for employees aged above 55 to 70 are increased to strengthen their retirement adequacy. The changes apply to wages earned from 1 January 2024.

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

Table	Employee	Employer
1	$\text{INT}(\text{PAYIN} * 20/100)$	$\text{ROUND}(\text{PAYIN} * (17 + 20)/100, 0) - \text{EPFW}$
2	$\text{INT}(\text{PAYIN} * 20/100)$	$\text{ROUND}(\text{PAYIN} * (17 + 20)/100, 0) - \text{EPFW}$
3	$\text{INT}(\text{PAYIN} * 20/100)$	$\text{ROUND}(\text{PAYIN} * (17 + 20)/100, 0) - \text{EPFW}$
4	$\text{INT}(\text{PAYIN} * 16/100)$	$\text{ROUND}(\text{PAYIN} * (15 + 16)/100, 0) - \text{EPFW}$
5	$\text{INT}(\text{PAYIN} * 10.5/100)$	$\text{ROUND}(\text{PAYIN} * (11.5 + 10.5)/100, 0) - \text{EPFW}$
6	$\text{INT}(\text{PAYIN} * 7.5/100)$	$\text{ROUND}(\text{PAYIN} * (9 + 7.5)/100, 0) - \text{EPFW}$
7	$\text{INT}(\text{PAYIN} * 5/100)$	$\text{ROUND}(\text{PAYIN} * (4 + 5)/100, 0) - \text{EPFW}$
8	$\text{INT}(\text{PAYIN} * 5/100)$	$\text{ROUND}(\text{PAYIN} * (4 + 5)/100, 0) - \text{EPFW}$
9	$\text{INT}(\text{PAYIN} * 5/100)$	$\text{ROUND}(\text{PAYIN} * (4 + 5)/100, 0) - \text{EPFW}$
10	$\text{INT}(\text{PAYIN} * 5/100)$	$\text{ROUND}(\text{PAYIN} * (4 + 5)/100, 0) - \text{EPFW}$
11	$\text{INT}(\text{PAYIN} * 5/100)$	$\text{ROUND}(\text{PAYIN} * (3.5 + 5)/100, 0) - \text{EPFW}$
12	$\text{INT}(\text{PAYIN} * 5/100)$	$\text{ROUND}(\text{PAYIN} * (3.5 + 5)/100, 0) - \text{EPFW}$
13	$\text{INT}(\text{PAYIN} * 15/100)$	$\text{ROUND}(\text{PAYIN} * (9 + 15)/100, 0) - \text{EPFW}$
14	$\text{INT}(\text{PAYIN} * 15/100)$	$\text{ROUND}(\text{PAYIN} * (9 + 15)/100, 0) - \text{EPFW}$
15	$\text{INT}(\text{PAYIN} * 15/100)$	$\text{ROUND}(\text{PAYIN} * (9 + 15)/100, 0) - \text{EPFW}$
16	$\text{INT}(\text{PAYIN} * 12.5/100)$	$\text{ROUND}(\text{PAYIN} * (6 + 12.5)/100, 0) - \text{EPFW}$

Ceiling for normal pay CPF calculated: 6800
Ceiling for Bonus CPF calculated: 102000

Update on IR8A (AIS) Report

Updated the Report Format 2024 of IR8A (AIS) for in Government > IR8A menu:

2024

FORM IR8A (Electronic)

EMPLOYEE'S REMUNERATION FOR THE YEAR ENDED 31 DEC 2023

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>.

Employer's Tax Ref. No. / UEN: UEN-LOCAL CO 180011032C	Employee's Tax Ref. No. : *NRIC / FIN (Foreign Identification No.) T8000002I		
Full Name of Employee as per NRIC / FIN: Employee B	Date of Birth 08/02/1979	Sex Male	Nationality CN
Residential Address xx xx 43000 xx	Designation Director	Name of Bank to which salary is credited	
If employment commenced and/or ceased during the year, state : (See Explanatory Note 5)	Date of Commencement	Date of Cessation	

INCOME (See Explanatory Note 9 unless otherwise specified)

\$

a) Gross Salary, Fees, Leave Pay, Wages and Overtime Pay	34800.00
b) Bonus (non-contractual bonus paid on and/or contractual bonus for services rendered in 2023)	
c) Director's fees (approved at the company's AGM/EGM on 31 / 5 / 2023)	1200.00
d) Others :	
1. Allowances : (i) Transport \$ (ii) Entertainment \$ (iii) Others \$	
2. Gross Commission for the period ... / ... / ... to ... / ... / ... * Monthly and/or other adhoc payment	
3. Pension	
4. Lump sum payment	
(i) Gratuity \$ (ii) Notice Pay \$ (iii) Ex-gratia payment \$	
(iv) Others (please state nature) \$	
(v) Compensation for loss of office \$ Approval obtained from IRAS: *Yes/No Date of approval	
Reason for payment: Length of service within the company/group:	
Basis of arriving at the payment: (Give details separately if space is insufficient)	
5. Retirement benefits including gratuities / pension / commutation of pension / lump sum payments, etc from Pension / Provident Fund : Name of Fund (Amount accrued up to 31 Dec 1992 \$ Amount accrued from 1993 :	
6. Contributions made by employer to any Pension/Provident Fund constituted outside Singapore without tax concession: Contributions made by employer to any Pension/Provident Fund constituted outside Singapore with tax concession: Name of the overseas pension/provident fund: Full Amount of the contributions: Are contributions mandatory: *Yes/No Were contributions charged / deductions claimed by a Singapore permanent establishment: *Yes/No	
7. Excess/Voluntary contribution to CPF by employer (less amount refunded/to be refunded) : [Complete the Form IR8S]	
8. Gains or profits from Employee Stock Option (ESOP) / other forms of Employee Share Ownership (ESOW) Plans: [Complete the Appendix 8B]	8700.00
9. Value of Benefits-in-kind [See Explanatory Note 12 and complete Appendix 8A]	6000.00
TOTAL (items d1 to d9)	14700.00

- e) 1. Remission: Amount of Income \$
2. Overseas Posting: *Full Year/Part of the Year (See Explanatory Note 8a)
3. Exempt Income : \$ (See Explanatory Note 8b)

f) Employee's income tax borne by employer? *YES / NO	If tax is fully borne by employer, DO NOT enter any amount in (i) and (ii)	
	(i) If tax is partially borne by employer, state the amount of income for which tax is borne by employer	
	(ii) If a fixed amount of tax is borne by employee, state the amount of tax to be paid by employee	

DEDUCTIONS (See Explanatory Note 10 - Deductions)

EMPLOYEE'S COMPULSORY contribution to *CPF / Designated Pension or Provident Fund (less amount refunded/ to be refunded) Name of Fund :	6300
Donations deducted from salaries for : *Yayasan Mendaki Fund/Community Chest of Singapore/SINDA/CDAC/ECF/Other tax exempt donations	
Contributions deducted from salaries to Mosque Building Fund :	
Life Insurance premiums deducted from salaries:	500

DECLARATION (See Explanatory Note 2)

Name of Employer :	ACCESS SOFTWARE ASIA PTE LTD				
Address of Employer :	Suite 1B-6, Level 6, Block 1B Plaza Sentral, Jalan Stesen Sentral 5 Kuala Lumpur Sentral, 50470 Kuala Lumpur				
Email Address :	EMPLOYERS@EMAIL.VT				
AUTHORISED PERSON NAME	DIRECTOR	98765432			
Name of authorised person making the declaration	Designation	Tel. No.	Signature	Date	

IR8A(1/2024)

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

* Delete where applicable



Malaysia Statutory Update

Revise Employee Count Formulas on CP8 Report

Revise formulas for employee counts as below on Income Tax report CP8 (E-Form) Page 3 as per advised by LHDNM officers:

- i. Increase A3 New Employee Count by 1, whenever there's a newcomer to the business
- ii. Increase A4 Resigned/Terminated/Deceased Employee Count by 1, whenever an employee has ceased employment / died
- iii. Conditions i and ii apply regardless of how many times the same employee enters and exits the business in the same year.

BAHAGIAN A: MAKLUMAT BILANGAN PEKERJA BAGI TAHUN BERAKHIR 31 DISEMBER 2022

A1	Bilangan pekerja pada 31/12/2022	<input type="text"/>	A2	Bilangan pekerja yang tertakluk kepada PCB	<input type="text"/>
A3	Bilangan pekerja baharu	<input type="text"/>	A4	Bilangan pekerja yang berhenti kerja / meninggal dunia	<input type="text"/>
A5	Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia	<input type="text"/>	A6	Melaporkan kepada LHDNM (Jika A5 berkaitan)	<input type="checkbox"/> 1 = Ya <input type="checkbox"/> 2 = Tidak

- iv. To add count to both A3 and A4 in the CP8 report for the employee that enters and exists the business in the same year, set Employee > Employee details > Employment Info tab > Employment Status Info section For Year field = Joined & Resigned This Year.

The screenshot shows the 'Edit Employee' interface with the 'Employment Info' tab selected. Under 'Employment Work Info', the 'Date Resigned' is set to 31/01/2022. The 'Employment Status' dropdown menu is open, showing options: 'Joined Before This Year', 'Joined This Year', 'Resigned This Year', and 'Joined & Resigned This Year'. The 'Joined & Resigned This Year' option is highlighted with a red box. Below it, the 'For Year' dropdown is also set to 'Joined & Resigned This Year'.

Bank Files Update

Maybank

APS No.	Payment Type	Enhancement (New/Update)	Details
36	Salary	Update	- Updated hashing formula for better security measurement. - Allow alphanumeric up to 30 characters for Batch No. input (Client Batch ID).

How to Contact Us

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

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