

Access UBS Payroll Evo August 2025 (Including Hotfix) Release Notes



About these Release Notes

Welcome to the Access UBS Payroll Evo 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 Evo

Access UBS Payroll Evo 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 Evo v2025.3 & v2025.4

V2025.3 release encompasses our efforts to ensure our product in compliance with income tax document needs and provides Co-pilot accessibility to Employee and Payroll data in Access Evo.

V2025.4 release provides a hotfix for the CP39 PCB text file to ensure the automated file name aligns with the format required by LHDNM.

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.

Evo Co-pilot Data Enhancement

Enhance Access Evo Co-pilot accessibility to employee and payroll data.

[Read more about this feature](#)

Digital Assistant Enhancement

Added Digital Assistant hyperlink to ease user support.

[Read more about this feature](#)

Income Tax Documents Enhancement

Update on CP39 Text File

Updated CP39 PCB text file according to the latest format.

[Read more about this feature](#)

Update on Employee's Spouse Details Fields

Updated Employees details screen and CP8 Update screen on employee's spouse details for CP22 & CP22A text file requirements.

[Read more about this feature](#)

Update on CP22 Text File

Updated CP22 text file to include optional field values.

[Read more about this feature](#)

Update on CP22A Text File & Form

Updated CP22A text file as per the latest format and includes optional field values. Also, display All PCB Pay by Employer indicator on CP22A tax form.

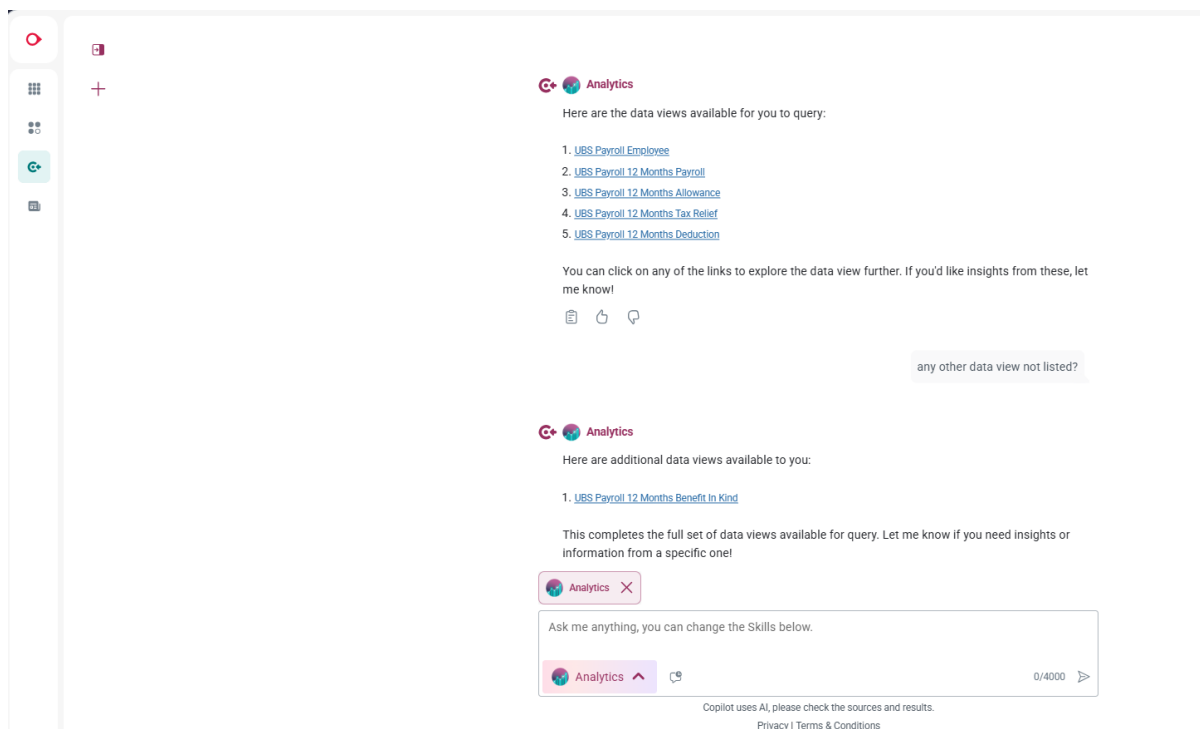
[Read more about this feature](#)

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.

Evo Co-pilot Data Enhancement

Enhanced the standard content of Access Evo to improve Co-pilot accessibility to employee and payroll data.



Digital Assistant Enhancement

In addition to the existing Digital Assistant icon on the top right corner, added a Digital Assistant hyperlink at the bottom left corner to ease user in getting help from support consultant via digital chat.

Access GOC Malaysia Sdn.Bhd. Payroll - 9999 (July 2024)

access UBS Payroll

Access GOC Malaysia Sdn.Bhd.

Employees

Employee

Active 9 Inactive 0

QUICK FILTER Employee No. Name Department Job Title

Emp No.	Name	Job Title	Department	Date Joined	Date Resigned	Status	Actions
001	Aizat Ahmad	Project Manager	OPERATION	01/04/2024	30/06/2024	Active	
002	Barzin bin Muhammad	Channel Sales Manager	SALES	01/10/2023	31/05/2024	Active	
003	Calvin John	Chief Executive Officer	OPERATION	20/05/2024	--	Active	
004	Dang Sin Yee	Managing Director	OPERATION	01/01/2021	--	Active	
005	Eileena Puvan	Software Architect	OPERATION	01/03/2024	--	Active	
006	Faneesh a/I Chandra	Chief Operation Officer	OPERATION	01/01/2020	30/04/2024	Active	
007	Gamila binti Ali	Advisor	OPERATION	01/02/2024	30/04/2024	Active	
008	Robert Kow	Partner Sales Manager	SALES	01/06/2024	30/06/2024	Active	
009	Nitya Maniam	Partner Sales Manager	SALES	01/06/2024	30/06/2024	Active	

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Income Tax Documents Enhancement

Update on CP39 Text File

In Reports > Income Tax > CP39 > Export File feature, Wife Code has been removed from the CP39 PCB text file (APS No. 55) transaction details record, and the length of Tax Identification Number field has been increased from 10 to 11.

```
H01234567840123456784202406000062681000003000000505500001
D10544355081Aizat Ahmad                    G1234561    801101131211    00002060000000000001
D00531367080Calvin John                      P123453     GB00565880000000000003
D02468013575Eileena Puvan                    P123455     IN00058870000000000005
D12345678909TP Test                          823456789019    00000000000005055009
```

File name of the generated CP39 PCB text file has been automated to <EmployerFileNo.><PayrollMonth>_<PayrollYear>.txt as per LHDNM requirement for user convenience, e.g. 012345678407_2025.txt.

User is no longer needed to configure it manually in Settings > Bank Settings > Addresses & Account No. > Tax > Your Company Registered Info > File Name For Disk/Internet Transfer field but just need to ensure Settings > Bank Settings > Addresses & Account No. > Tax > Your Company Registered Info > Employer File No. field is filled up.

Addresses & Account No.

Organisation Type Category

Organisation Info	Your Company Registered Info	Officer In Charge
Registered Name	<input type="text" value="Access GOC Malaysia Sdn.Bhd"/>	
Employer File No.	<input type="text" value="0123456784"/>	

Update on Employee's Spouse Details Fields

To fulfil the latest CP22 and CP22A file format requirements, in Employees > Edit Employee > Basic Info > Family Info:

1. Added a new field "Spouse's IC Type" with drop down values C - New IC No., and S - Passport No.
2. Changed field name "Spouse's I/C No." to "Spouse's I/C / Passport No." for user to key in employee's spouse's Passport No. in the mentioned field, if applicable.

Edit Employee

Employee No. 002 Employee Name Barzin bin Muhammad

Basic Info Employment Info Payment Info Statutory Info Prev. Employment Relief

Personal Info

Employee No. 002 Employee Code Initial
Full Name Barzin bin Muhammad
I/C No. (New) 801101-13-1221 I/C No. (Old) IC Color B
Passport No. Passport Expiry Date / /
Passport Issuing Country Q Sex Male
Date of Birth 01/01/1980 Marital Status Married
Race Malay Nationality MY Q
Religion Bumiputra Yes
Highest Education Level
Working Experience
Physical disability Yes

Family Info

Spouse's Name Spouse 2
Spouse's IC Type S
Spouse's I/C / Passport No. P4366918
Spouse's Physical Disability Yes
Employment Status No Child Relief Point 2.0
No. of Children 2 More... Category K2KA2

Correspondence Address / Contacts

Address line 1
Address line 2
Zip / Postal City State / Province
Country / Region Q
Phone No.

Permanent Address / Contact

Name
Address line 1
Address line 2
Address line 3
Phone No. E-mail

Non-Citizenship

Resident Status
PR Number PR Since / /
Work Permit Permit Valid From / / To / /
Employment Pass Immigration No.

Foreign Worker Levy

Table Method Monthly

Cancel Save

In Reports > Statutory Reports > Income Tax > CP8A > Update > General > Spouse Particulars, changed field name "Nric" to "I/C / Passport No.".

Update EA Form Figures

Income Tax Reports - CP 8A (Yearly)

Allow for updating EA form figures details into the report.

Employee No. 002 Name Barzin bin Muhammad

General Taxable Income / Allowance / Benefit Non - Taxable Allowance / Benefit Approved Donation

File No. IG2468013572
LHDN Branch
No. Siri (iii) 00001

Spouse Particulars

Name Spouse 2
I/C / Passport No. P4366918
Address
File No.
LHDN Branch

Nama dan alamat majikan dahulu

Name
Address

Bayaran Tunggakan dan lain-lain bagi tahun-tahun terdahulu dalam tahun semasa

Bagi Tahun
Jenis Pendapatan Commission
Jumlah Bayaran 0.00
KWSP (RM) 0.00

Update on CP22 Text File

Included values for optional fields below in Reports > Statutory Reports > Income Tax > CP22 > Export File (text file):

1. Correspondence Address Line 2, Correspondence Address Country,
2. Spouse Name, Spouse Identification Card Type, Spouse Identity Card Number, Spouse Passport Number, Spouse Tax Identification Number, Spouse HP Number,
3. Holiday Salary Amount, Bonus Commission Amount, Cash Allowance Amount, Benefit-in-kind Amount, Value of Living Amount, Others Allowance Amount,
4. Previous Employer Name, Previous Employer Address Line 1, Previous Employer Address Line 2, Previous Employer Address Line 3.

Changed file extension of CP22 text file from upper case to lower case (.txt) to fulfil the latest validation rules of income tax portal.

```
FOREIGN[IG1234567890][S][P12493918|14/02/2030|[PH|ALB|L|24/04/1990|2|PH|9562212352|testmail@gmail.com]|CRA|CRA LINE1|CRA LINE2|47580|SUBANG JAYA|SELANGOR|MYS|1|AD|]||||||01/06/2024|]||SPOUSE FOREIGN[P29182028|]SP1234567|60122342012|5000|0|11480|14231|]||||||5000|0|0|5000|PREV EMPLOYER|EMP|PREMP ADD1|PREMP ADD2|PREMP ADD3|]LOCAL[IG12345678908|C823456789018|]MYS|[01/01/1964|2|MY|123456432|email.address@gmail.com]|CRA|CR LINE1|CR LINE2|47580|SUBANG JAYA|SELANGOR|MYS|1|AD|]||||||01/06/2024|]||LOCAL SPOUSE|121234567890|IG1234567|60321292191|4999|0|1180|]723|]||||||18500|8000|7000|4999|PREV EMPLOYER|EMP|PEMP ADD1|PEMP ADD2|PEMP ADD3|]
```

Update on CP22A Text File & Form

Updated the Reports > Statutory Reports > Income Tax > CP22A > Export File (text file) as per the latest format and included values for optional fields below:

1. Number of Children, Total Amount,
2. Spouse Name, Spouse Identification Card Type, Spouse Identity Card Number, Spouse Passport Number, Spouse Tax Identification Number,
3. Employer Address Line 2, Employer Address Line 3, Taxpayer Address Line 2.

Changed file extension of CP22A text file from upper case to lower case (.txt) to fulfil the latest validation rules of income tax portal.

0123456780_C922a.txt

```
1 0123456780Access GOC Malaysia Sdn.Bhd[S|P2923495B|Resigning Expat|test@gmail.com|11-04-2011|31-07-2024|D26-06-2024|24-07-1964|2|2|M| 3|6000|Spouse  
Foreign[S|P36291923B|IG987654321|60|293837262|1300887243|smtheaccessgroup.com.my|BM|Level 17, Exchange 106, Lingkaran TRX|55188 Tun Razak Exchange|Kuala Lumpur,  
Malaysia|155188|||MYM5|0|CO|Cor Addr1|Cor  
Addr2||147500||MYM5|0|0|1|||11-01-2024|31-07-2024|7000|01-01-2024|31-07-2024|800|01-01-2024|31-07-2024|310|||01-01-2024|31-07-2024|500|||01-01-2024|31-07-2024|333||01-01-2024|  
31-07-2024|1557|01-01-2024|31-07-2024|333|01-01-2024|31-07-2024|232|01-01-2024|31-07-2024|400|01-01-2024|31-07-2024|500|01-01-2024|31-07-2024|600|111111|222|12790|2024||  
9000,00|230,95|20,00|1045,00|2024||1045,00|01-2024|1045,00
```

Updated Reports > Statutory Reports > Income Tax > CP22A > Format 2023 (Page 1) to display the Employees > Employee Details > Settings > Statutory Settings > All PCB Pay By Employer indicator of the employee.

6. Jenis pertamam [Sila tandakan 'X' bagi kes persaraan]	Wajib <input type="checkbox"/>	Pilihan <input type="checkbox"/>	W.Pemeriksaan
7. Cukai ditanggung majikan [Sila tandakan 'X']	Ya <input type="checkbox"/>	Tidak <input checked="" type="checkbox"/>	Sila tandakan 'X' jika alamat surat-menyurat di atas

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
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