

Access UBS Payroll

October 2025 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 v2025.5

This release encompasses our efforts to ensure our product in compliance with government statutory policy and provide better user experience.

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 EPF Contribution Rates for Non-Malaysian Citizen Employees

Added alert notification on the changes of EPF Contribution Rate for non-Malaysian citizen employees (who became EPF members after 1 August 1998) and guide user to the contribution rate.

[Read more about this feature](#)

Expand and Update EPF Table Settings

Expanded the number of available EPF tables and updated the default contribution rates of new company data.

[Read more about this feature](#)

Update on Payment Table Setting for Overtime Calculation

Added option of including Commission for the Overtime rate per hour calculation in Payment Table Setting.

[Read more about this feature](#)

UBS Evo Co-pilot Data Enhancement

Update on Data Description

Improve Access UBS Evo Co-pilot accuracy to employee and payroll data query.

[Read more about this feature](#)

UBS Evo Leave Management (Express Leave)

eLeave Year End Closing / New Year Rollover

Added Year End Closing feature to eLeave, the UBS Payroll Evo interface with add-on feature Express Leave.

[Read more about this feature](#)

eLeave Adjustment

Added Leave Adjustment feature to eLeave, the UBS Payroll Evo interface with add-on feature Express Leave.

[Read more about this feature](#)

Other Enhancements

New Improved Modern View Layout

Improve the responsiveness of Modern View layout to well fit in common Windows Display Scales.

[Read more about this feature](#)

Bank Files Update

Added new bank files or 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.

Malaysia Statutory Update

Update on EPF Contribution Rates for Non-Malaysian Citizen Employees

Upon user accessing Company data, alert notification on the changes of EPF Employee Contribution Rates for non-Malaysian citizen employees (who became EPF members after 1 August 1998) has been added as shown below:

 **Important: EPF Contribution Rate Update Required**

New EPF contribution rates for Non-Malaysian citizen employees (who became EPF members after 1 August 1998) will be effective from October 2025.

Current Configuration:

- Employee Contribution: 11%
- Employer Contribution: RM 5 (Calculation Method: FC - EPF Employer = Fixed Rate)

Required New Configuration:

- Employee Contribution: 2%
- Employer Contribution: 2% (Calculation Method: TA - Look up from table)

Action Required: Please update your EPF configuration before processing October 2025 payroll.

☐ Do not remind me again

[Update EPF Configuration](#) [Learn More](#)

On click of the Update EPF Configuration button, user will be directed to the Settings > Payroll Settings > Statutory / Tax Tables Maintenance Setting > EPF Table to update/add the contribution rates and Calculation Method of the EPF Table for non-Malaysian citizen employees (who became EPF members after 1 August 1998):

Statutory / Tax Tables Maintenance Setting

EPF Table

Apply or set up the employee and employer contribution rate to EPF below:

Tables	Employee	Employer	Cal. Method	Special Calculation
Table 1	%	11.00 %	12.00	TA - Look
Table 2	%	11.00 %	12.00	TA - Look
Table 3	%	0.00 %	4.00	TA - Look
Table 4	%	5.50 %	6.50	TA - Look
Table 5	%	5.50 %	6.00	TA - Look
Table 6	%	11.00 RM	5.00	FC - EPF E
Table 7	%	11.00 %	12.00	TA - Look
Table 8	%	11.00 %	12.00	TA - Look
Table 9	%	11.00 %	12.00	TA - Look
Table 10	%	11.00 %	12.00	TA - Look
Table 11	%	11.00 %	12.00	TA - Look
Table 12	%	11.00 %	12.00	TA - Look
Table 13	%	11.00 %	12.00	TA - Look
Table 14	%	11.00 %	12.00	TA - Look
Table 15	%	11.00 %	12.00	CA - Calcu

☐ Use table value for employer EPF calculation

[Save](#)

After updated/added the contribution rates and Calculation Method of the EPF Table for non-Malaysian citizen employees (who became EPF members after 1 August 1998), user shall ensure the EPF Table is assigned to the eligible non-Malaysian citizen employees in Employees > Edit Employee > Statutory Info > EPF Info > Table:

Edit Employee

Employee No. 001

Employee Name Aiman Hakim bin Mohd Farid

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

EPF Info

EPF No.

Table

6

Category

1

EPF (Yee) Formula

2

EPF (Yer) Formula

3

EPF (Yer) Formula

4

EPF (Yer) Formula

5

NK ☐

EPF IC

N

1	11.00%	13.00%
2	11.00%	12.00%
3	0.00%	4.00%
4	5.50%	6.50%
5	5.50%	6.00%

SOCSSO Info

SOCSSO No.

6

Table

1

Category

1

☒ Socso\EIS Relief

SOCSSO IC

N

SOCSSO Initial

7	11.00%	12.00%

EIS Info

Category

1

☒ Contribute to EIS

Tax Submission Info

Branch

Tax No.

Category

1

Tax type

RS

Employee Status

2

KI ☐

Scan MyKad
Cancel
Save

For more information on the EPF Employee Contribution Rates for non-Malaysian citizen employees (who became EPF members after 1 August 1998) that takes effective from October 2025 onwards, click on Learn More button on the alert notification windows to read the EPF Board article:

Contribution For Non-Malaysian Citizen Employees

Member ▾ Employer ▾ Corporate ▾ 🔍 EN Employer Login

Employer / Responsibilities / Non-Malaysian Citizen Emplo...

Effective October 2025

Contribution For Non-Malaysian Citizen Employees

As an employer, you are responsible for ensuring that all non-Malaysian citizen employees with a valid work pass are registered and contribute to the EPF in accordance with the law. This page provides comprehensive guidance on contribution, registration, and key information regarding the mandatory contributions for non-Malaysian citizen employees.

Expand and Update EPF Table Settings

In Modern View > Settings > Payroll Settings > Statutory / Tax Tables Maintenance Setting > EPF Table > Setup, user can now configure up to 15 EPF contribution combinations. Below is the default settings for new company data:

Statutory / Tax Tables Maintenance Setting
✕

EPF Table

Apply or set up the employee and employer contribution rate to EPF below:

Tables		Employee		Employer	Cal. Method	Special Calculation	i
Table 1	%	11.00	%	12.00	TA - Look		
Table 2	%	0.00	%	4.00	TA - Look		
Table 3	%	5.50	%	6.50	TA - Look		
Table 4	%	5.50	%	6.00	TA - Look		
Table 5	%	2.00	%	2.00	TA - Look		
Table 6	%	11.00	%	12.00	TA - Look		
Table 7	%	11.00	%	12.00	TA - Look		
Table 8	%	11.00	%	12.00	TA - Look		
Table 9	%	11.00	%	12.00	TA - Look		
Table 10	%	11.00	%	12.00	TA - Look		
Table 11	%	11.00	%	12.00	TA - Look		
Table 12	%	11.00	%	12.00	TA - Look		
Table 13	%	11.00	%	12.00	TA - Look		
Table 14	%	11.00	%	12.00	TA - Look		
Table 15	%	11.00	%	12.00	CA - Calcu		

☐ Use table value for employer EPF calculation
 Save

Update on Payment Table Setting for Overtime Calculation

In Settings > Payroll Settings > Payroll Tables Maintenance Setting > Payment Table > Setup, user can now configure to include Commission (both non-fixed and fixed commissions) in the Overtime payment calculation.

Payment Table
✕

i Info

1. Calculate Bonus PCB / Comm. PCB - 2nd half must be paid before Bonus / Comm.
 2. If the "Deduct directly in this pay" option is un-ticked, SOCSO and EIS contribution amounts will not appear in the relevant reports and pay slips.

	Contribute to					Deduct directly in this pay				Calculate Using Basic Rate Instead of Basic Pay					Subject to
12BCD Table	EPF	SOC	EIS	PCB	HRD	EPF	SOC	EIS	PCB	EPF	SOC	EIS	PCB	OT	OT
1 1st Half	-	-	-	-	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-	-	-	-	-	-
2 2nd Half	-	-	-	-	-	-	-	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	<input checked="" type="checkbox"/>	-
3 Bonus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-	-	-	-	-
4 Commission	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-	-	-	-	<input type="checkbox"/>
5 Director Fee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>	-	-	-	-	-	-	-	-	-	-
6 Piece Rated	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	-	-	-	-	-	-	-	-	-	-	-

Save

If the Subject To OT checkbox is ticked for Commission, the Overtime Rate per Hour formula below will be applied:
 Overtime rate per hour = (Basic Rate + non-fixed Commission + fixed Commission) x 12 / (hours per year) x (rate)

UBS Evo Co-pilot Data Enhancement

Update on Data Description

Updated Access UBS Evo employee and payroll data description to improve Co-pilot accuracy to user query.

access

Access Asia - UBS Workspace Dev

DEMO

Fong Jia Khong

My Dashboard

Analytics

My Settings

Members

Roles & Permissions

+

Spaces

+ Add App

Copilot Data

Copilot Data

+ Add

Filters

Clear all filters

Filter by Tag

0

Filter by Creator

0

Filter by Category

0

Select All

Quick Actions

UBS Payroll

Description

Tags

Creator

Modified date

Shared

UBS Payroll 12 Months Payroll

simpleedito...

30 Sep 2025 08:...

UBS Payroll 12 Months Benefits In...

simpleedito...

25 Sep 2025 04:...

UBS Payroll Employee

simpleedito...

07 Aug 2025 09:...

UBS Payroll 12 Months Tax Relief

simpleedito...

01 Aug 2025 08:...

UBS Payroll 12 Months Allowance

simpleedito...

01 Aug 2025 02:19

UBS Payroll 12 Months Deduction

simpleedito...

01 Aug 2025 02:19

UBS Evo Leave Management (Express Leave)

eLeave Year End Closing / New Year Rollover

After Posted eLeave to Payroll, Process Pay and ran Month End Closing for December Payroll, eLeave user can perform Year End Closing which system will:

- 1. Calculate employee leave balances and apply carry-forward limits and rules
- 2. Generate base annual entitlements with carried forward leaves for new year
- 3. Display updated leave balances and carry forward details in leave summary

On eLeave main screen, click on Closing > Year End and proceed to run Year End Closing for eLeave:

eLeave

Post to Payroll

Reports

Import/Export

Closing

Year End

Leave Summary

Total Leave Approved

18

Emp No.

Name

Department

001

Aiman Hakim bin Mohd Farid

OPERATION

001

Aiman Hakim bin Mohd Farid

OPERATION

001

Aiman Hakim bin Mohd Farid

OPERATION

001

Aiman Hakim bin Mohd Farid

OPERATION

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Aiman Hakim bin Mohd Farid

OPERATION

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Aiman Hakim bin Mohd Farid

OPERATION

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Aiman Hakim bin Mohd Farid

OPERATION

001

Aiman Hakim bin Mohd Farid

OPERATION

001

Aiman Hakim bin Mohd Farid

OPERATION

eLeave Year-End Close Process for 2025

Please make sure you are the only user to access this option in network environment.

Also, ensure that you have done the following tasks before proceeding further.

• Backup the data

• Print or save all your leave reports

Year-End Processing will

• Calculate and update the total day of AL to be carried forward and AL entitled day

• Delete individual leave records

Proceed

Search Employee Number

Import Date

Payroll Month

Source

08/05/2025

Express Leave

08/05/2025

Express Leave

08/05/2025

Express Leave

08/05/2025

Express Leave

08/05/2025

Express Leave

08/05/2025

Express Leave

08/05/2025

Express Leave

access

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2. eLeave > Settings > Employee Leave Settings > Leave Summary (previously named as 'Entitlement'):

Leave Summary

Employee No.

E001

Employee Name

SAA1-11133 EE1

	Code	Description	Entitlement	BF	Taken	Adjustment	Balance	Adjustment Reason
▶	AB	Absent	999.00	0.00	0.00	0.00	999.00	
	AD	Advance Leave	999.00	0.00	0.00	0.00	999.00	
	AL	Annual Leave	8.00	1.00	0.00	0.00	9.00	
	CL	Compassionate Leave	999.00	0.00	0.00	0.00	999.00	
	EX	Examination Leave	999.00	0.00	0.00	0.00	999.00	
	HL	Hospitalisation Leave	60.00	0.00	0.00	0.00	60.00	
	MC	Sick Leave	14.00	0.00	0.00	0.00	14.00	
	MR	Marriage Leave	999.00	0.00	0.00	0.00	999.00	
	MT	Maternity Leave	98.00	0.00	0.00	0.00	98.00	
	NPL	No-Pay Leave	999.00	0.00	0.00	0.00	999.00	
	PT	Paternity Leave	0.00	0.00	0.00	0.00	0.00	
	LS	Line Shut Down	999.00	0.00	0.00	0.00	999.00	
	U1	Birthday Leave	1.00	0.00	0.00	0.00	1.00	
	U2	Wellbeing Leave	5.00	0.00	0.00	0.00	5.00	
	U3	Bonus Leave	5.00	0.00	0.00	0.00	5.00	

Edit

eLeave Adjustment

User can now perform leave balance adjustment in eLeave > Settings > Employee Leave Settings > Leave Summary by clicking on the Edit button. On the Edit screen, key in the total Adjustment day(s) of the year for the selected leave type and Adjustment Reason, then Save.

Leave Summary

Employee No.

E001

Employee Name

SAA1-11133 EE1

	Code	Description	Entitlement	BF	Taken	Adjustment	Balance	Adjustment Reason
	AB	Absent	999.00	0.00	0.00	0.00	999.00	
	AD	Advance Leave	999.00	0.00	0.00	0.00	999.00	
	AL	Annual Leave	8.00	1.00	0.00	1.00	10.00	PH replacement
	CL	Compassionate Leave	999.00	0.00	0.00	0.00	999.00	
	EX	Examination Leave	999.00	0.00	0.00	0.00	999.00	
	HL	Hospitalisation Leave	60.00	0.00	0.00	0.00	60.00	
	MC	Sick Leave	14.00	0.00	0.00	0.00	14.00	
	MR	Marriage Leave	999.00	0.00	0.00	0.00	999.00	
	MT	Maternity Leave	98.00	0.00	0.00	0.00	98.00	
	NPL	No-Pay Leave	999.00	0.00	0.00	0.00	999.00	
	PT	Paternity Leave	0.00	0.00	0.00	0.00	0.00	
	LS	Line Shut Down	999.00	0.00	0.00	0.00	999.00	
	U1	Birthday Leave	1.00	0.00	0.00	0.00	1.00	
▶	U2	Wellbeing Leave	5.00	0.00	0.00	-1.00	4.00	Adjustment
	U3	Bonus Leave	5.00	0.00	0.00	0.00	5.00	

Cancel

Save

Leave Summary

Adjustment saved successfully!

Please update the leave changes to Express Leave.

OK

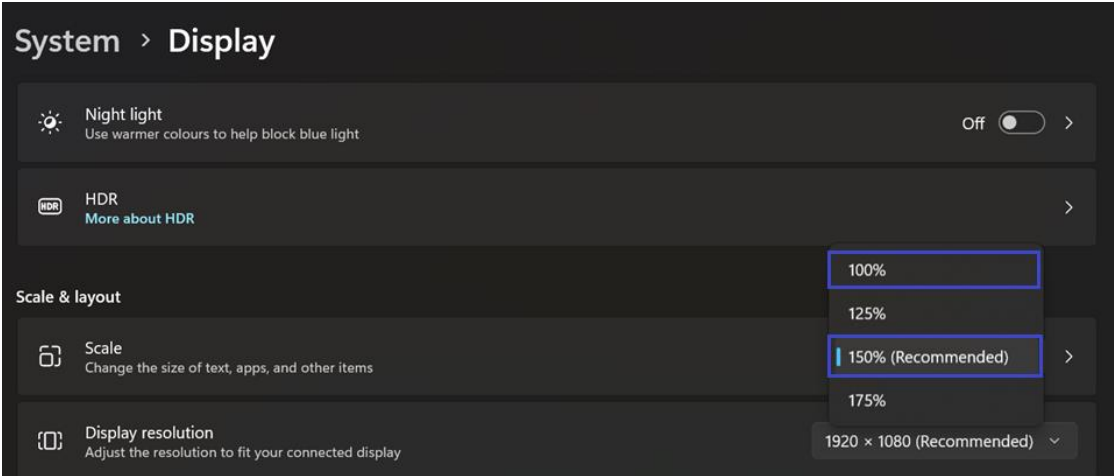
Positive total Adjustment day(s) will increase the leave Balance, while negative total Adjustment day(s) decreases the leave Balance.

- Note:
- 1. System only recognise the last total Adjustment day(s) when calculating leave balance.
 - 2. Any changes on the leave settings, including leave balances shall be updated to the UBS Evo add-on feature Express Leave.

Other Enhancements

New Improved Modern View Layout

Improved the layout of UBS Payroll Modern View to be responsive to common Microsoft Windows Display Scales (150% and 100%) for better user experience. User needs not scroll on the screen now to read information / perform task or change to a small display resolution while using the Modern View features.



Access Penang - Payroll - 9999 (December 2025)

access UBS Payroll

Employees

Payroll

Reports

Integration

Data Management

eLeave

Settings

Help

Payroll

January

Reports

Month

JAN 2025

11 Employees

Period

01/01/25 - 31/01/25

Total Gross Pay

86,300.00

Total Net Pay

77,006.25

Payroll Cost

92,146.51

EPF

8,452.00

SOCSSO

631.20

EIS

64.60

PCB

10,915.70

HRDF

864.26

Total

3,993.00

Employee

140.25

Employer

4,459.00

490.95

32.30

-

864.26

1st Half	Month End / 2nd Half	Bonus	Commission / Fixed Commission	Extra	Month End Total	MTD Total			
Emp. No.	Name	Department	Date Joined	Date Resigned	Basic Rate	Gross Pay	Advance	Net Pay	Pay Method
002	Muhammad Danish bin Roslan	SALES	01/10/2023	/ /	0.00	0.00	0.00	0.00	Bank
003	John Peterson	OPERATION	20/05/2024	/ /	37,000.00	39,000.00	0.00	38,970.25	Bank
004	Lim Mei Ling	OPERATION	01/01/2021	/ /	0.00	0.00	0.00	0.00	Bank
005	Arvind Kumar a/l Rajendran	OPERATION	01/03/2024	/ /	10,000.00	11,000.00	0.00	9,999.40	Bank
006	M. Thivan a/l Maniam	OPERATION	01/01/2020	/ /	25,000.00	26,000.00	0.00	19,160.85	Bank
008	Wong Jia Xuan	SALES	01/01/2025	/ /	5,000.00	5,000.00	0.00	4,305.35	Bank
009	Olivia Martin	SALES	01/06/2024	31/01/2025	5,000.00	5,300.00	0.00	4,570.40	Bank

Page 1 of 1

Bank Files Update

AmBank

APS No.	Payment Type	Enhancement (New/Update)	Details
38	Salary	Update	Ensure the Salary file of AmBank is generated in the user-selected directory.

OCBC Bank

APS No.	Payment Type	Enhancement (New/Update)	Details
54	EPF	Update	Update EPF file of OCBC Bank to allow cents in the Salary of Employee field.

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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