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:

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):

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:

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:

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
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

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.

12BCD Table		Contribute to					Deduct directly in this pay				Calculate Using Basic Rate Instead of Basic Pay					Subject to
		EPF	SOC	EIS	PCB	HRD	EPF	SOC	EIS	PCB	EPF	SOC	EIS	PCB	OT	OT
1	1st Half	-	-	-	-	-	-	☑	☐	☑	-	-	-	-	-	-
2	2nd Half	-	-	-	-	-	-	-	-	-	☐	☐	☐	-	☑	-
3	Bonus	☑	☐	☐	-	-	-	☐	☐	-	-	-	-	-	-	-
4	Commission	☑	☐	☐	-	-	-	☐	☐	-	-	-	-	-	-	☐
5	Director Fee	☑	☑	☐	-	☐	-	-	-	-	-	-	-	-	-	-
6	Piece Rated	☑	☑	☐	-	-	-	-	-	-	-	-	-	-	-	-

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.

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:

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eLeave Year-End Close Process for 2025 ✕

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

eLeave Year-End Close Process Confirmation ✕

⚠ Please backup data before proceed with Year End Process.
Are you sure to continue?

[No] [Yes]

[Proceed]

eLeave Year-End Close Process for 2025 ✕

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

100%

Year-end close processing completed.

[Finish]

On Year End Closing for eLeave has been completed, the brought forward (BF) leave and annual entitlement leave of the new year can be viewed at:

1. eLeave > Reports > Leave Summary Report

eLeave

Leave Summary Report

| Employee No. | : | - zzzzzz | | | Page : 1 | |
| Department | : | - zzzzzzzzzz | | | Date : 07/10/2025 | |

S/No.	Leave Type	Day Entitled	Day B/F	Day Taken	Adjustment	Balance
E001	SAA1-11133 EE1	Department :		Date Joined : 01/01/2025	Sex : Male	
	Leave Scheme : 100%					
1	AL Annual Leave	8.00	1.00	0.00	1.00	10.00
2	HL Hospitalisation Leave	60.00	0.00	0.00	0.00	60.00
3	MC Sick Leave	14.00	0.00	0.00	0.00	14.00
4	PT Paternity Leave	0.00	0.00	0.00	0.00	0.00
5	U1 Birthday Leave	1.00	0.00	0.00	0.00	1.00
6	U2 Wellbeing Leave	5.00	0.00	0.00	-1.00	4.00
7	U3 Bonus Leave	5.00	0.00	0.00	0.00	5.00

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!
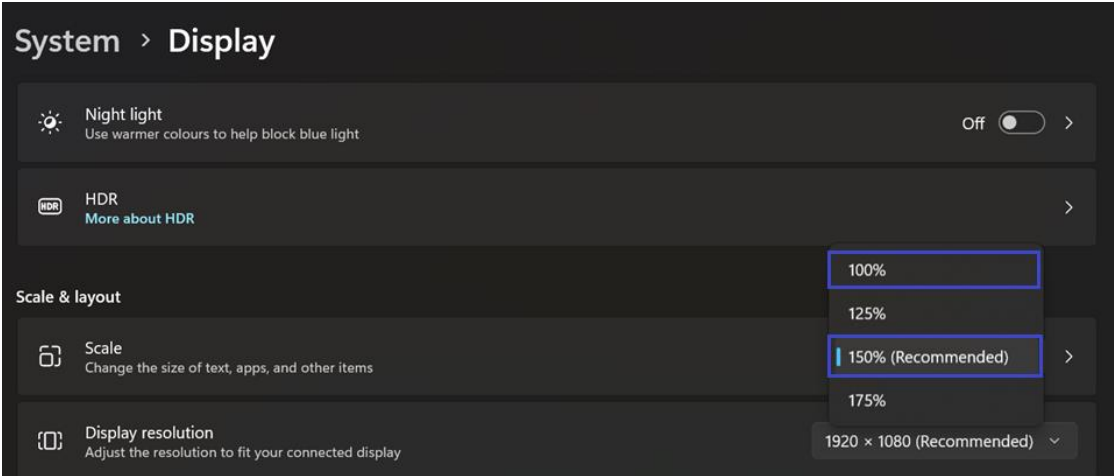   Please update the leave changes to Express Leave.

OK

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

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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.

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.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

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