Access UBS Payroll

SOCSO & EIS Relief Shortfall Patch

User Guide

About this User Guide

Welcome to the Access UBS Payroll – SOCSO & EIS Relief Shortfall Patch User Guide!

This document outlines all you need to know about this external application of the software, it will provide you with a summary of the patch, 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 – SOCSO & EIS Relief Shortfall Patch

This release encompasses our efforts to assist users to generate the list of affected employees (whose total SOCSO and EIS employee contribution has exceeded RM250 and auto-generation of SOCSO and EIS relief was turned on in UBS Payroll) and to update relief shortfall in year 2022 payroll which caused by SOCSO & EIS Relief capping amount issue during system re-process pay.

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.

SOCSO & EIS Relief Shortfall Patch

About

Background and function of the SOCSO & EIS Relief Shortfall Patch.

Read more about this feature

Setup

Guidance on how to apply the patch files in UBS Payroll.

Read more about this feature

View & Export List of Affected Employees

Guidance on how to view and export the affected employees list (if any) of the SOCSO & EIS tax relief capping issue.

Read more about this feature

Update Relief Shortfall

Guidance on how to rectify the SOCSO & EIS tax relief shortfall and relief amount in EA 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.

SOCSO & EIS Relief Shortfall Patch

About

What is happening?
With compliance to Budget Malaysia 2022, effective from January 2022, the capping of SOCSO and EIS tax relief (Relief Code TR0029) in UBS Payroll has been revised from RM 250 to RM 350.

However, there was an issue in the system that the accumulated relief amount of auto-generated SOCSO and EIS tax relief was capped at RM250 instead of RM350 when user re-ran Process Pay.

Who is affected?
Employees with SOCSO & EIS Employee Contribution more than RM 250 and applied the auto SOCSO & EIS Relief generation in year 2022.

What is affected?
For the affected employees ONLY:
- The tax computation is done based on the Relief Capping of RM 250 instead of RM 350 for SOCSO & EIS relief.
- The EA form shows SOCSO and EIS Relief amount up to RM 250 in Section D item 5. Jumlah tuntutan potongan oleh pekerja melalui Borang TP1 berkaitan: (a) Pelepasan.
- The CP8D shows SOCSO and EIS Relief amount up to RM 250 in field Jumlah tuntutan potongan oleh pekerja melalui Borang TP1 – Pelepasan / (SOCSO) Perkeso contribution paid via salary deduction.
- LHDN has verified that the actual tax amount will be recomputed, and any excess amount will be refunded to the employee.

Will we see any change?
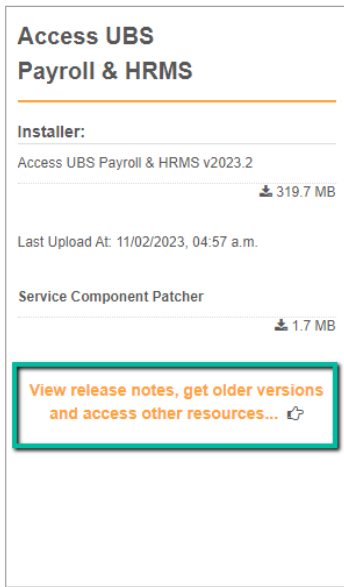An external program 'SOCSO & EIS Relief Shortfall Patch' has been developed for year 2022 payroll:
- To provide a list of employees affected (if any).
- To rectify the SOCSO & EIS Relief amount of the affected employees (if any) for the purpose of printing EA Form and Submission of CP8D file. (NO tax computation involves.)
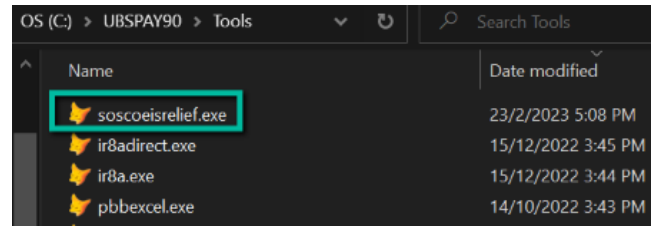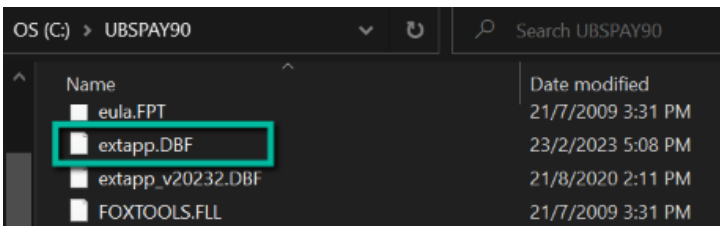
What could user do?
- The affected employees to submit actual SOCSO & EIS Relief amount as usual in annual Income Tax Return Form.
- Run external program 'SOCSO & EIS Relief Shortfall Patch':
    - To view and export the list of employees affected (if any)
    - To rectify the SOCSO & EIS Relief amount of the affected employees (if any)
- Print EA Form with updated SOCSO & EIS Relief amount for the affected employees (if any)
- Submit CP8D file with updated SOCSO & EIS Relief amount of the affected employees (if any)

Setup

1. Go to https://download.my.accessacloud.com/ . Under Access UBS Payroll & HRMS section, access other resources. Download SOCSO & EIS Relief Shortfall Patch zip file from Tools and Utilities.
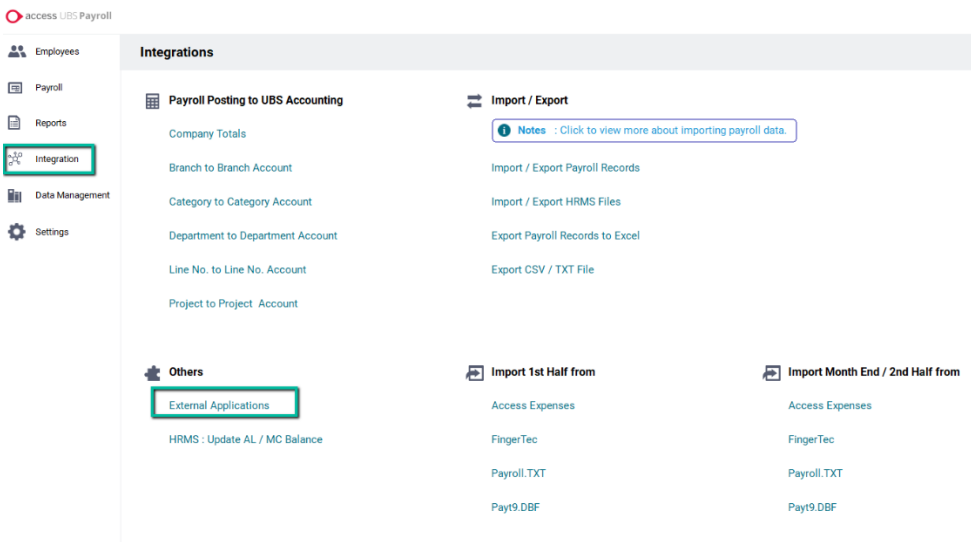

2. After extracting the zip file, copy **extapp.DBF** to *C:\UBSPAY90* folder and **soscoeisrelief.exe** to *C:\UBSPAY90\Tools* folder.
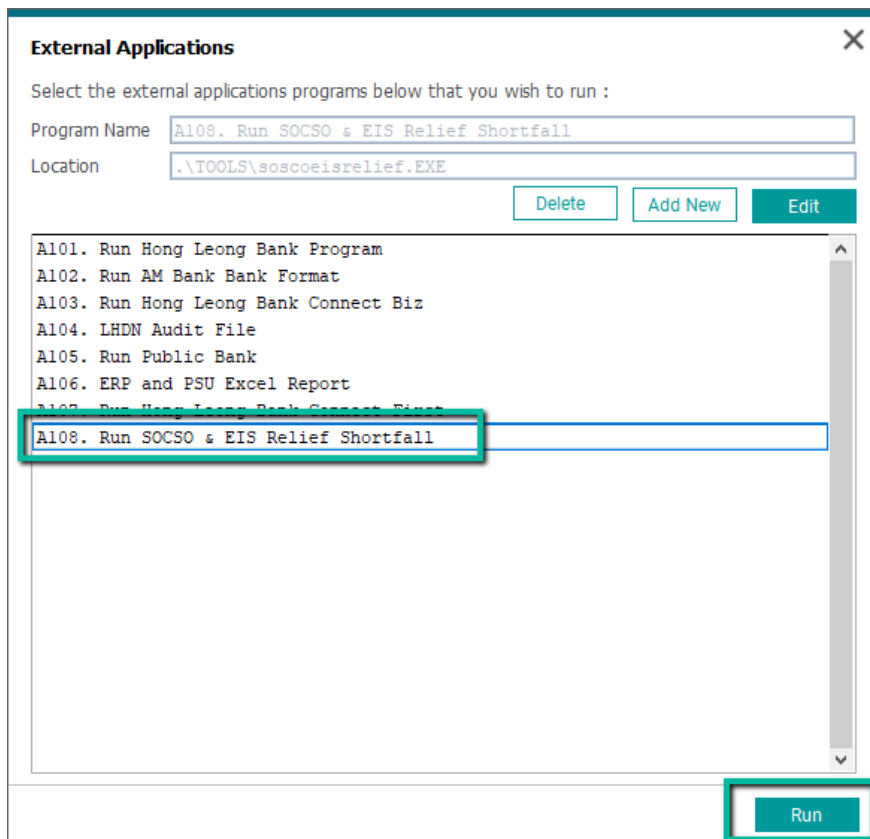

View & Export List of Affected Employees

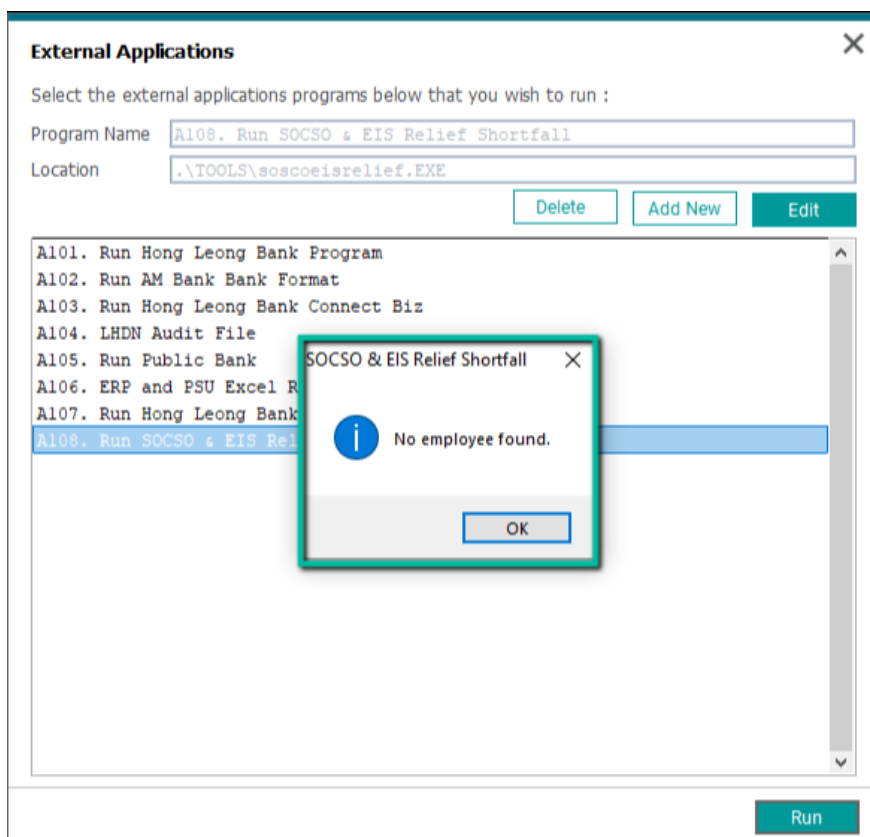**Important: This patch program only works for the year 2022 payroll.**

1. Restore / open year 2022 payroll data.
2. Go to Integration > Others section, click on External Applications.

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3. Select A108. Run SOCSO & EIS Relief Shortfall. Click on Run button.

4. If no employee is affected, the external program will pop up 'No employee found' message. User could close the program and no need to adjust the SOCSO & EIS relief.

5. If there's any affected employee, the external program will list out the affected:
- Employee No.
- Employee Name
- Actual SOCSO & EIS Employee Contribution
- Current SOCSO & EIS Relief claim by employee via TP1 Form
- Expected SOCSO & EIS Relief claim by employee via TP1 Form
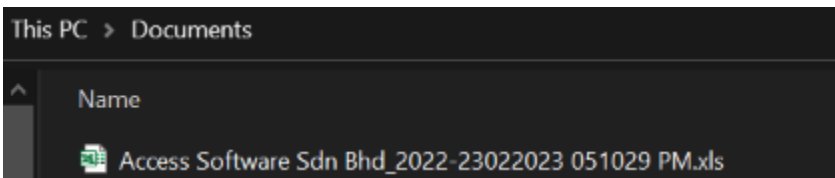- Shortfall of SOCSO & EIS Relief claim by employee via TP1 Form

Affected Employee List

List of employee(s) with SOCSO & EIS Relief Shortfall

Employee No.	Employee Name	Actual SOCSO'YEE_EIS'YEE Contribution	Current TP1 SOCSO_EIS Relief	Expected TP1 SOCSO_EIS Relief	TP1 SOCSO_EIS Relief Shc
M01	Employee M01	331.80	250.00	331.80	81.80
M02	Employee M02	331.80	250.00	331.80	81.80
M03	Employee M03	293.30	250.00	293.30	43.30
M04	Employee M04	293.30	250.00	293.30	43.30
M09	Employee M09	331.80	250.00	331.80	81.80
M19	Employee M19	293.30	250.00	293.30	43.30
M21	Employee M21	266.70	250.00	266.70	16.70
S01	Employee S01	331.80	250.00	331.80	81.80
S03	Employee S03	277.20	250.00	277.20	27.20

Export To Excel   Update Relief Shortfall

6. To export the affected employee list to excel in the computer's user Document folder, click on Export To Excel button.

This PC > Documents

Name

Access Software Sdn Bhd_2022-23022023 051029 PM.xls

	A	B	C	D	E	F
1						
2	Employee No.	Employee Name	Actual SOCSO'YEE & EIS'YEE Contribution	Current TP1 SOCSO & EIS Relief	Expected TP1 SOCSO & EIS Relief	TP1 SOCSO & EIS Relief Shortfall
3	M01	Employee M01	331.8	250	331.8	81.8
4	M02	Employee M02	331.8	250	331.8	81.8
5	M03	Employee M03	293.3	250	293.3	43.3
6	M04	Employee M04	293.3	250	293.3	43.3
7	M09	Employee M09	331.8	250	331.8	81.8
8	M19	Employee M19	293.3	250	293.3	43.3
9	M21	Employee M21	266.7	250	266.7	16.7
10	S01	Employee S01	331.8	250	331.8	81.8
11	S03	Employee S03	277.2	250	277.2	27.2
12						
13						
14						

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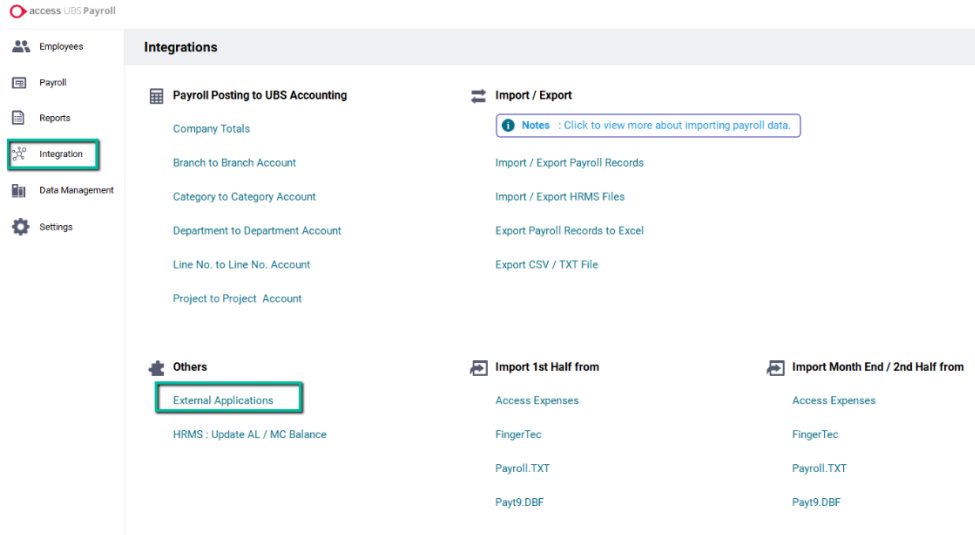www.theaccessgroup.com

Update Relief Shortfall

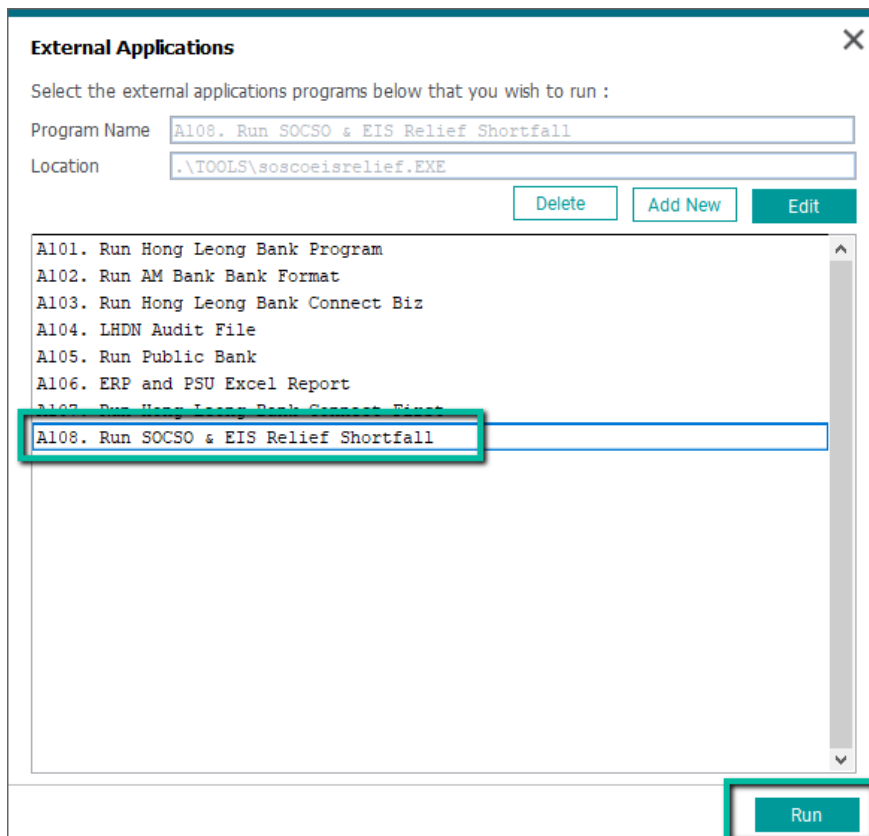Important: This patch program only works for the year 2022 payroll.

Please backup data before performing Relief Shortfall update!

This relief adjustment is just for the purpose of printing EA Form and Submission of CP8D file. (NO tax computation involves.)

1. Restore / open year 2022 payroll data.
2. Go to Integration > Others section, click on External Applications.

3. Select A108. Run SOCSO & EIS Relief Shortfall. Click on Run button to check for any affected employee(s).

4. To adjust the SOCSO & EIS Relief amount for the affected employees, click on Update Relief Shortfall button.
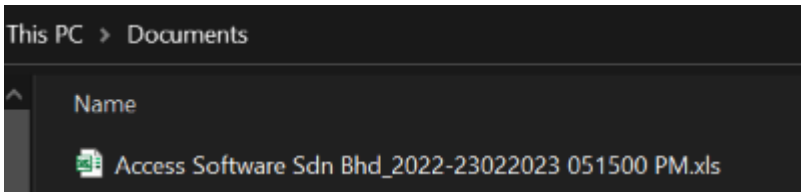

Affected Employee List

List of employee(s) with SOCSO & EIS Relief Shortfall

Employee No.	Employee Name	Actual SOCSO'YEE _EIS'YEE Contribution	Current TP1 SOCSO _EIS Relief	Expected TP1 SOCSO _EIS Relief	TP1 SOCSO _EIS Relief Shc
M01	Employee M01	331.80	250.00	331.80	81.80
M02	Employee M02	331.80	250.00	331.80	81.80
M03	Employee M03	293.30	250.00	293.30	43.30
M04	Employee M04	293.30	250.00	293.30	43.30
M09	Employee M09	331.80	250.00	331.80	81.80
M19	Employee M19	293.30	250.00	293.30	43.30
M21	Employee M21	266.70	250.00	266.70	16.70
S01	Employee S01	331.80	250.00	331.80	81.80
S03	Employee S03	277.20	250.00	277.20	27.20

Export To Excel   Update Relief Shortfall

4.1 The external program will first export the affected employee list to excel in the computer's user Document folder.

This PC > Documents

Name

Access Software Sdn Bhd_2022-23022023 051500 PM.xls

	A	B	C	D	E	F
1						
2	Employee No.	Employee Name	Actual SOCSO'YEE & EIS'YEE Contribution	Current TP1 SOCSO & EIS Relief	Expected TP1 SOCSO & EIS Relief	TP1 SOCSO & EIS Relief Shortfall
3	M01	Employee M01	331.8	250	331.8	81.8
4	M02	Employee M02	331.8	250	331.8	81.8
5	M03	Employee M03	293.3	250	293.3	43.3
6	M04	Employee M04	293.3	250	293.3	43.3
7	M09	Employee M09	331.8	250	331.8	81.8
8	M19	Employee M19	293.3	250	293.3	43.3
9	M21	Employee M21	266.7	250	266.7	16.7
10	S01	Employee S01	331.8	250	331.8	81.8
11	S03	Employee S03	277.2	250	277.2	27.2
12						
13						
14						

4.2 Secondly, the external program will auto-generate a SOCSO & EIS Relief with the shortfall amount in December 2022 for relief amount adjustment. (Note: Advisable do NOT Process Pay to recalculate the previously done December payroll.)

2nd Half Payroll - Normal Pay (December 2022) Process Required

Employee No.   Employee Name   Line No.
M01   Employee M01

Basic Pay & Overtime   Allowances   Deductions   Others   User Define Rate   **Relief & Rebate**   BIK Item

Relief Items Details   + Add

Relief Code	Description	Relief Date	Relief Amount	
TR0029	SOCSO and EIS Relief	27/12/2022	0.00	X
TR0029	SOCSO and EIS Relief	31/12/2022	81.80	X

Rebate Items Amount - Through TP 1 Form Declaration
Zakat   Departure Levy   Levy
0.00   0.00   0.00

Delete Pay   Save

5. Go to Report > Statutory Reports > Income Tax > CP8A to generate/update EA form figures. Click on the Generate button which is next to the Update button. Then, click on Generate button in the Generate EA Form Figures windows. Click on OK button.

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

- 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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