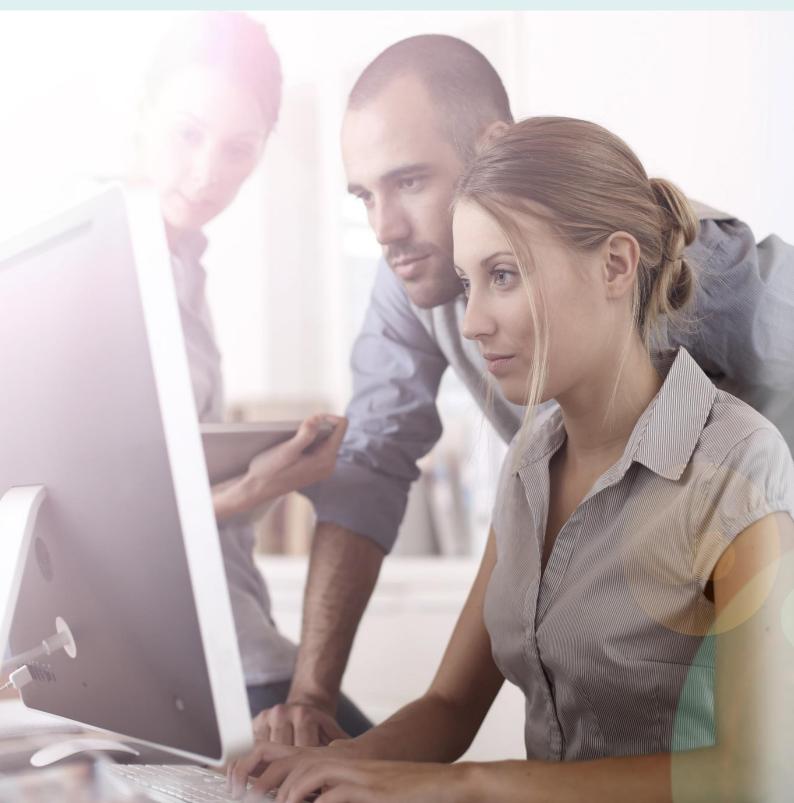


# Access UBS Payroll SOCSO & EIS Relief Shortfall Patch User Guide



# **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



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# **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)
  - o 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 <u>https://download.my.accessacloud.com/</u>. Under Access UBS Payroll & HRMS section, access other resources. Download SOCSO & EIS Relief Shortfall Patch zip file from Tools and Utilities.

Access UBS Payroll & HRMS
Installer:
Access UBS Payroll & HRMS v2023.2
🛓 319.7 MB
Last Upload At: 11/02/2023, 04:57 a.m.
Service Component Patcher
View release notes, get older versions and access other resources ぐ

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

OS (C:) > UBSPAY90	✓ ひ	SPAY90 OS (C:) > UBSPAY90 > Tools	・ む P Search Tools
A Name eula.FPT extapp.DBF extapp_v20232.DBF FOXTOOLS.FLL	23/2/202 21/8/202	dified 09 3:31 PM 23 5:08 PM 20 2:11 PM 09 3:31 PM 09 3:31 PM 09 3:31 PM	Date modified 23/2/2023 5:08 PM 15/12/2022 3:45 PM 15/12/2022 3:44 PM 14/10/2022 3:43 PM

### 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.

occess UBS Payroll			
Employees	Integrations		
🖽 Payroll	Payroll Posting to UBS Accounting	📰 Import / Export	
Reports	Company Totals	Notes : Click to view more about imp	porting payroll data.
ිදී Integration	Branch to Branch Account	Import / Export Payroll Records	
Data Management	Category to Category Account	Import / Export HRMS Files	
Settings	Department to Department Account	Export Payroll Records to Excel	
	Line No. to Line No. Account	Export CSV / TXT File	
	Project to Project Account		
	📥 Others	Import 1st Half from	Import Month End / 2nd Half from
	External Applications	Access Expenses	Access Expenses
	HRMS : Update AL / MC Balance	FingerTec	FingerTec
		Payroll.TXT	Payroll.TXT
		Payt9.DBF	Payt9.DBF



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

External Appli	cations			×
Select the exter	nal applications programs below that yo	u wish to run :		
Program Name	Al08. Run SOCSO & EIS Relief S	hortfall		
Location	.\TOOLS\soscoeisrelief.EXE			
		Delete	Add New	Edit
A101. Run Hor	ng Leong Bank Program			~
	Bank Bank Format			
	ng Leong Bank Connect Biz			
A104. LHDN A				
A105. Run Pul				
A106. ERP and	d PSU Excel Report			
	and Date States and States			
A108. Run So	CSO & EIS Relief Shortfall			
				~
				Run

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.

External Applications	×
Select the external applications programs below that you wish to run :	
Program Name Al08. Run SOCSO & EIS Relief Shortfall	
Location .\TOOLS\soscoeisrelief.EXE	
Delete Add New	Edit
A101. Run Hong Leong Bank Program A102. Run AM Bank Bank Format A103. Run Hong Leong Bank Connect Biz A104. LHDN Audit File A105. Run Public Bank A106. ERP and PSU Excel R A107. Run Hong Leong Bank A108. Run SOCSO & EIS Rel OK	~
	Run



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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

Employee No.	Employee Name	Actual SOCSO'YEE EIS'YEE Contribution	Current TP1 SOCSO_EIS Relief	Expected TP1 SOCSO_EIS Relief	TP1 SOCSO_EIS Relief Sho
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
					>

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

This PC $\Rightarrow$	Documents				
∧ Nam		_2022-23022023 051029 PM	Lxls		
A	В	с	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			
8 M19	Employee M19	293.3			
9 M21	Employee M21	266.7			
10 SO1	Employee S01	331.8			
11 S03 12 13	Employee S03	277.2	250	277.2	27.2
14					



### 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.

0	ICCESS UBS Payroll						
<u></u>	Employees	Inte	egrations				
Ŧ	Payroll		Payroll Posting to UBS Accounting	Ħ	Import / Export		
	Reports		Company Totals		Notes : Click to view more about importing payrol	data	
÷¢°	Integration		Branch to Branch Account		Import / Export Payroll Records		
	Data Management		Category to Category Account		Import / Export HRMS Files		
Ф	Settings		Department to Department Account		Export Payroll Records to Excel		
			Line No. to Line No. Account		Export CSV / TXT File		
			Project to Project Account				
			Others	Þ	Import 1st Half from	Þ	Import Month End / 2nd Half from
		[	External Applications		Access Expenses		Access Expenses
			HRMS : Update AL / MC Balance		FingerTec		FingerTec
					Payroll.TXT		Payroll.TXT
					Payt9.DBF		Payt9.DBF

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

External Appl	ications			×
Select the exte	rnal applications programs below that you	wish to run :		
Program Name	Al08. Run SOCSO & EIS Relief Sh	ortfall		
Location	.\TOOLS\soscoeisrelief.EXE			
		Delete	Add New	Edit
A101. Run Ho	ng Leong Bank Program			^
A102. Run AM	l Bank Bank Format			
A103. Run Ho	ng Leong Bank Connect Biz			
A104. LHDN A	udit File			
A105. Run Pu	blic Bank			
A106. ERP an	d PSU Excel Report			
Alon Due He	ng Loong Donk Connect First			
A108. Run SO	CSO & EIS Relief Shortfall			
				~
				Run



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1	Affected Er	nployee List				×
	List of emp	loyee(s) with SOCSO & EIS Relief	Shortfall			
	Employe	e No. Employee Name	Actual SOCSO'YEE EIS'YEE Contribution	Current TP1 SOC SO_EIS Relief	Expected TP1 SOCSO_EIS Relief	TP1 SOC SO 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 E	Update Relief Shortfall				

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

Documents				
	_2022-23022023 051500 PN	1.xls		
В	с	D	E	F
. Employee Name	Actual SOCSO'YEE & EIS'YEE Contribution	Current TP1 SOCSO & EIS Relief	Expected TP1 SOCSO & EIS Relief	TP1 SOCSO & EIS Relief Shortfall
Employee Name Employee M01	Actual SOCSO'YEE & EIS'YEE Contribution 331.8			
		250	331.8	81.8
Employee M01	331.8	250 250	331.8	81.8 81.8
Employee M01 Employee M02	331.8 331.8	250 250 250	331.8 331.8 293.3	81.8 81.8 43.3
1		ie Access Software Sdn Bhd_2022-23022023 051500 PM	ie Access Software Sdn Bhd_2022-23022023 051500 PM.xls	e Access Software Sdn Bhd_2022-23022023 051500 PM.xls

	14						
	4.2 Second	ly, the external program	m will auto-generate a	a SOCSO & EIS Relief v	with the shortfall	amount in Dece	ember 2022 for
r	elief amount	t adjustment. (Note: Ad	dvisable do NOT Proce	ess Pay to recalculate	the previously do	ne December p	ayroll.)

293.3

266.7

331.8

277.2

250

250

250

250

293.3

266.7

331.8

277.2

43.3

16.7

81.8

27.2

mployee No.	Emp	loyee Name		Line N	<b>.</b>				
01 Q	Emp	ployee M01			Q			Þ	
Basic Pay & Ov	ertime	Allowances	Deductions	Others	User Define Ra	te Relief & R	ebate BIK	Item	
Relief Items D	etails							6	+ Add
Relief Code			Description			Relief Date	ReliefAmount		^
TR0029	SOCSO	and EIS Relief				27/12/2022	0.0		/
TR0029	SOCSO	and EIS Relief				31/12/2022	81.8	X	/
								-	
									_
									_
									-
									-
									_
									-
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L									~
		Through TP 1 Form D	eclaration						
Zakat		Departure Levy	Levy						
	0.00	0.00		0.00					
· · · · · · · · · · · · · · · · · · ·		0.00							



M19

M21

S01

S03

Employee M19

Employee M21

Employee S01

Employee S03

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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.

Income Tax Reports		
Select the type of reports below:		
Select the type of reports below:		
CP39 - Monthly	Tax Category	1 🗸
CP39 View Contribution	Order By	
CP21 - Monthly	-	
CP22 - Monthly	Employee No.	Q - 222222 Q
CP22A - Monthly	Format	2023
CP25A - Monthly	PCB Receipt No./Dat	e Update Details
TP 1 - Monthly		
TP 2	Clock to generate / up	odate for EC forms figures.
TP 3	🗉 Generate	🛛 🔁 Update 👌 👔 🗄 Generate No. Siri
Mark To Print For Any Pay		
List EA Form Status		-
List Taxable Figures	Prepared By	💾 Update Profile Setup
List Relief Claim		
List Tax Exempted Allowance	Name	Payroll Manager 1
CP8 - Yearly	NRIC / No. KP	601201-06-5386
CP8A - Yearly	-	
CP8C - Yearly	Job Position	ACCOUNTS MANAGER
PCB2(11) - 12 Mths	Phone No.	03-1234567 Fax No. 03-1234560
CP38 - 12 Mths	Date	
List Tax Category	Send EAform v	
Taxable Pay		
Lampiran B-Swasta - 12 Mths		
Taxable Pay By Employee 12 Mths		
Taxable Pay 12 Mths		
Taxable OT/AW/DED 12 Mths		
PCB/CP38 Monthly		
Taxable Pay Check - By Employee		
		Generate
· · ·		
		×
Generate EA Form Figures		~
Income Tax Reports - CP 8A (Yearly)		
101 Bonus For Date From 01/01	/2022 To 31	/12/2022
102 Perihal Pembayaran Allowance		
		•
Clear 'Details of payments of arrears etc. for	r previous years	
Minimum Pay Required to Print EA Form		
A Single Family Single Male		
1. Single Female, Single Male , Man with wife working	0.00	
Man with wife working		
<ol><li>Man with wife not working</li></ol>	0.00	
-		
		Generate
		I.
Generate EA Form Figures		×
Income Tax Reports - CP 8A (Yearly)		
101 Bo		
Success		× –
102 Pe		
Clear 'l		
EA form figures has bee	en successfullv creat	ed!
Minimun		
1. Sin		
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	I	OK
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		1



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# How to Contact Us

The Release Summary and Contents are also available from the Access Support Community <a href="https://download.my.accessacloud.com/">https://download.my.accessacloud.com/</a>

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
  - <u>APAC.support.my@theaccessgroup.com</u> (UBS Customer Inquiry) Product UBS Accounting and Billing, Inventory and Billing, UBS Payroll, UBS POS, and UBS BSM
  - <u>APAC.Channel.SupportMY@theaccessgroup.com</u> (UBS Partner Inquiry) Product UBS Accounting and Billing, Inventory and Billing, UBS Payroll, UBS POS, and UBS BSM
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