Release Notes for Sage Payroll & HRMS 2016

Content

This release notes covers two sections:
1. Progressive Enhancement (if any)
2. Issues that have been addressed

Version 9.9.2.6 Release date: 8th June 2016

Progressive Enhancements

Malaysia: SOCSO Contribution Rate Update

Socso ceiling of wage for contribution payment has been raised from RM3000.00 per month to RM4000.00 per month effective from 1st June 2016.

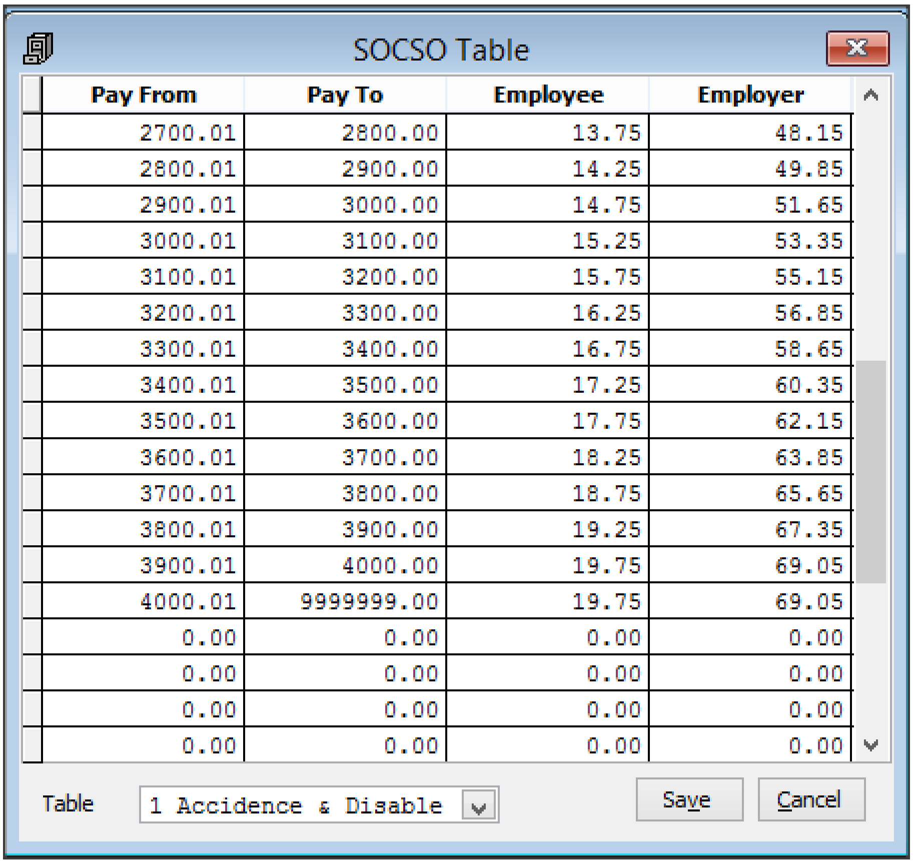


Table: 1 Accidence & Disable

Pay From	Pay To	Employee	Employer
2700.01	2800.00	13.75	48.15
2800.01	2900.00	14.25	49.85
2900.01	3000.00	14.75	51.65
3000.01	3100.00	15.25	53.35
3100.01	3200.00	15.75	55.15
3200.01	3300.00	16.25	56.85
3300.01	3400.00	16.75	58.65
3400.01	3500.00	17.25	60.35
3500.01	3600.00	17.75	62.15
3600.01	3700.00	18.25	63.85
3700.01	3800.00	18.75	65.65
3800.01	3900.00	19.25	67.35
3900.01	4000.00	19.75	69.05
4000.01	9999999.00	19.75	69.05
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00

Please refer the Socso Rate of Contribution news from the link below:

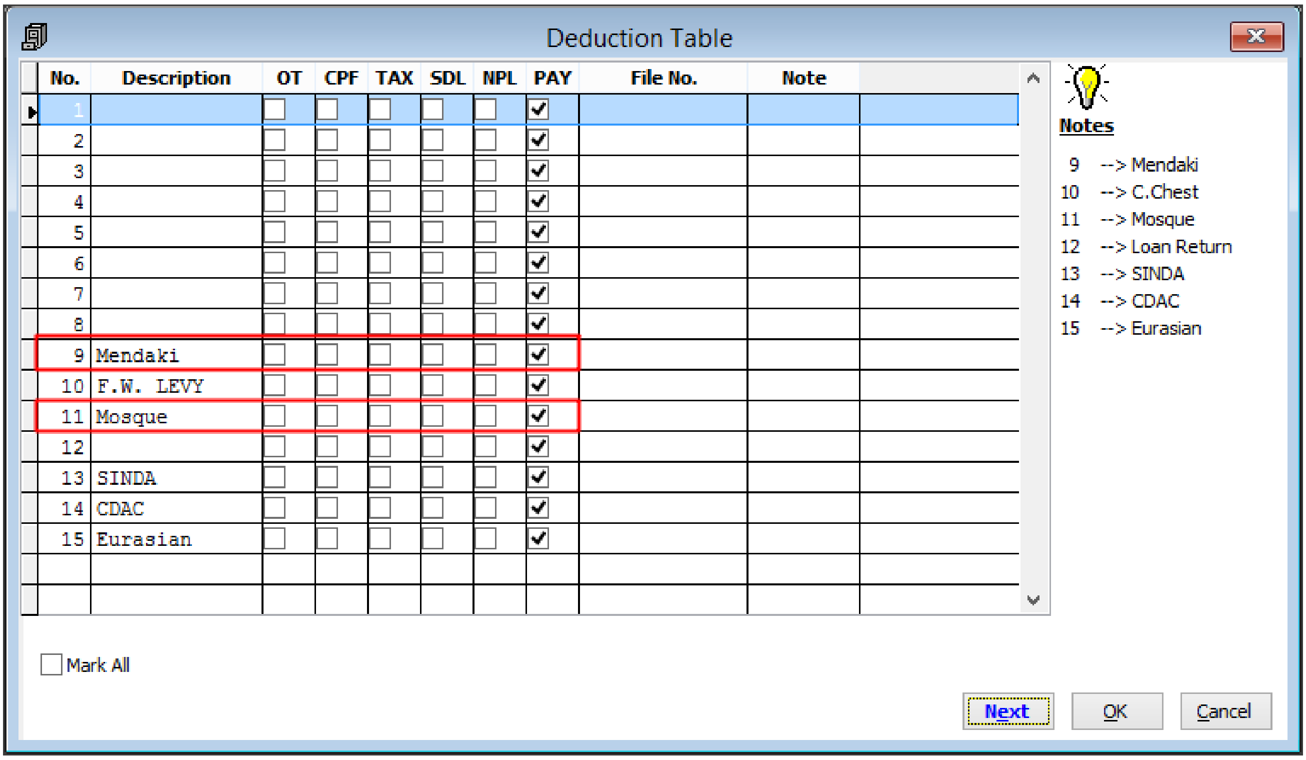
http://www.perkeso.gov.my/en/component/k2/item/3191-perluasan-liputan-perlindungan-keselamatan-sosial-pekerja-bi.html

Please refer the Latest Socso Rate of Contribution table from the link below:

http://www.perkeso.gov.my/en/social-security-protection/employer-employee-eligibilty/rate-of-contributions.html

Singapore: MBMF Contribution Rate Update

The new MBMF contribution rates will take effect from 1st June 2016. This version will include this enhancement.



No.	Description	OT	CPF	TAX	SDL	NPL	PAY	File No.	Note
1		☐	☐	☐	☐	☐	☑		
2		☐	☐	☐	☐	☐	☑		
3		☐	☐	☐	☐	☐	☑		
4		☐	☐	☐	☐	☐	☑		
5		☐	☐	☐	☐	☐	☑		
6		☐	☐	☐	☐	☐	☑		
7		☐	☐	☐	☐	☐	☑		
8		☐	☐	☐	☐	☐	☑		
9	Mendaki	☐	☐	☐	☐	☐	☑		
10	F.W. LEVY	☐	☐	☐	☐	☐	☑		
11	Mosque	☐	☐	☐	☐	☐	☑		
12		☐	☐	☐	☐	☐	☑		
13	SINDA	☐	☐	☐	☐	☐	☑		
14	CDAC	☐	☐	☐	☐	☐	☑		
15	Eurasian	☐	☐	☐	☐	☐	☑		

Notes

9 --> Mendaki
10 --> C.Chest
11 --> Mosque
12 --> Loan Return
13 --> SINDA
14 --> CDAC
15 --> Eurasian

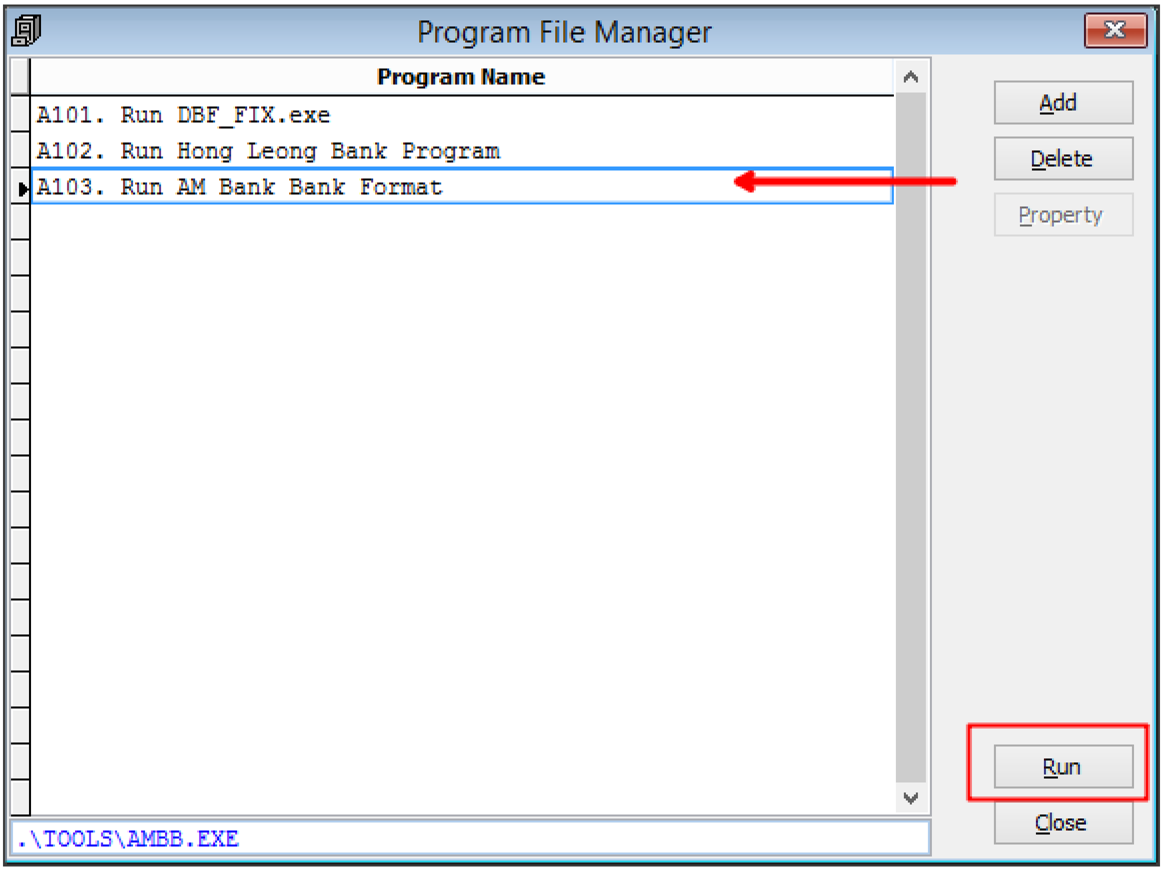
☐ Mark All

Please refer the latest contribution rate table from the link below:

http://www.mbmf.sg/About/What-Is-The-New-Contribution-Rate.html

Bank Format Update: AmBank Group Autopay Payroll Services

Sage Payroll 9.9.2.6 already enhance AmBank Autopay file format to the latest version. In order to generate, please go to Miscellaneous > External Application > Run AM Bank Bank Format > Run:


Program File Manager
Program Name
Add
Delete
Property
Run
Close

A101. Run DBF_FIX.exe
A102. Run Hong Leong Bank Program
A103. Run AM Bank Bank Format

.\TOOLS\AMBB.EXE

Issues that have been addressed

Case ID	Brief Description
240-132313	Unable to save company details and prompt out error message at HRMS. **Solution: HRMS > Housekeeping > Setup > General Setup > Company Tab, amend company details > Apply > OK. Information saved as the latest amendment.**
313-137822	Sage Payroll unable to Log in after upgrade the HRMS database structure. HRMS > Housekeeping > Upgrade Database. **Solution: Able to log into Sage Payroll after HRMS upgrade database.**
313-138289	Disable Property Button under Miscellaneous > External Application > choose RUN AM BANK BANK FORMAT. Property feature/function show redundant for AmBank bank format, so it will be disable. **Solution: Property button feature/function being disable. Other's external applications example DBF_FIX and Run Hong Leong Bank Program still being enable.**
313-138331	Prompt out error message when click on Payments > 2nd Half payroll > Add/Update > Fixed Overtime Rate By Pay Group. **Solution: No error message prompt out when click on Fixed overtime rate by pay group feature/function.**
313-138787	Prompt out error message when click on Government > Minimum Wage List > Preview. Report doesn't exist in the file. **Solution: Report able to Preview and Print for Minimum Wage List.**
346-136720	Employer and employee rate contribution show in wrong column in the csv file iMajikan.csv. **Solution: Government > EPF Report > EPF Borang A > CSV, employer and employee contribution rate show in the correct column.**

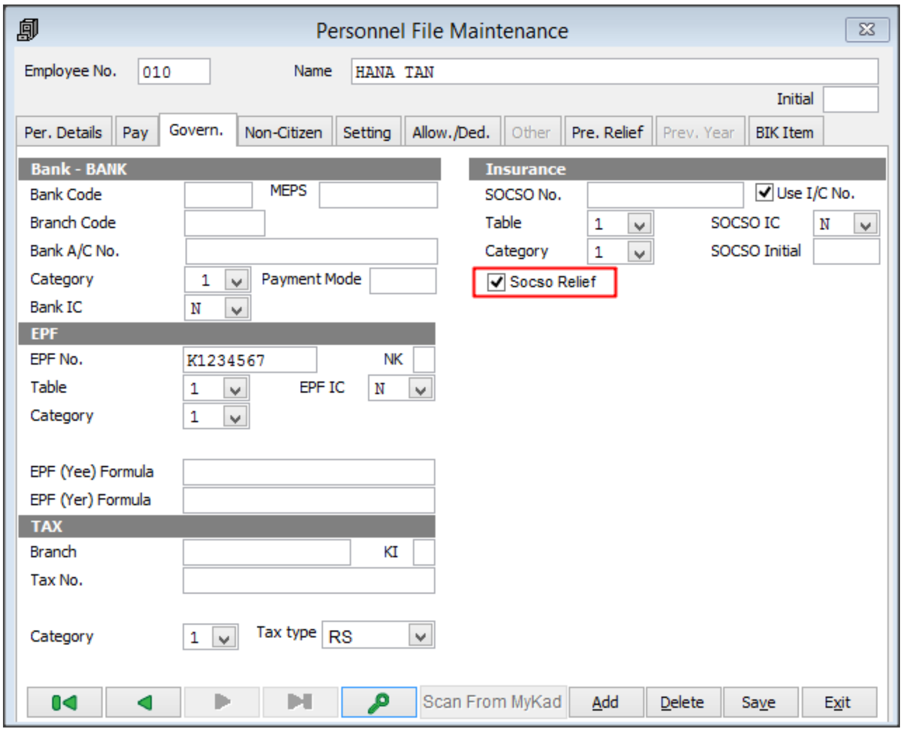
Malaysia: SOCSO Relief enhancement

Tax payer is allowed to claims the SOCSO contribution as deduction for income tax (to include in PCB calculation through TP1 form) effective from 1st January 2016 as per gazetted in the Finance Act 2015. The SOCSO deduction is same as per other optional deductions. The employee must incur exact (expenses) amount i.e. the actual amount of SOCSO deducted from their salary then only they could declare at TP1 form to include for PCB calculation.

Sage Payroll system has been enhanced to automate the SOCSO relief calculation in PCB calculation for each employee.

a. Go to **Personnel > Add/Update Employee > Govern. > Insurance,** checked the **Socso Relief** option.

   Note: Please do not perform this setting if the employee does not want the SOCSO relief to be deducted directly from monthly PCB.



Personnel File Maintenance

Employee No. 010
Name HANA TAN
Initial

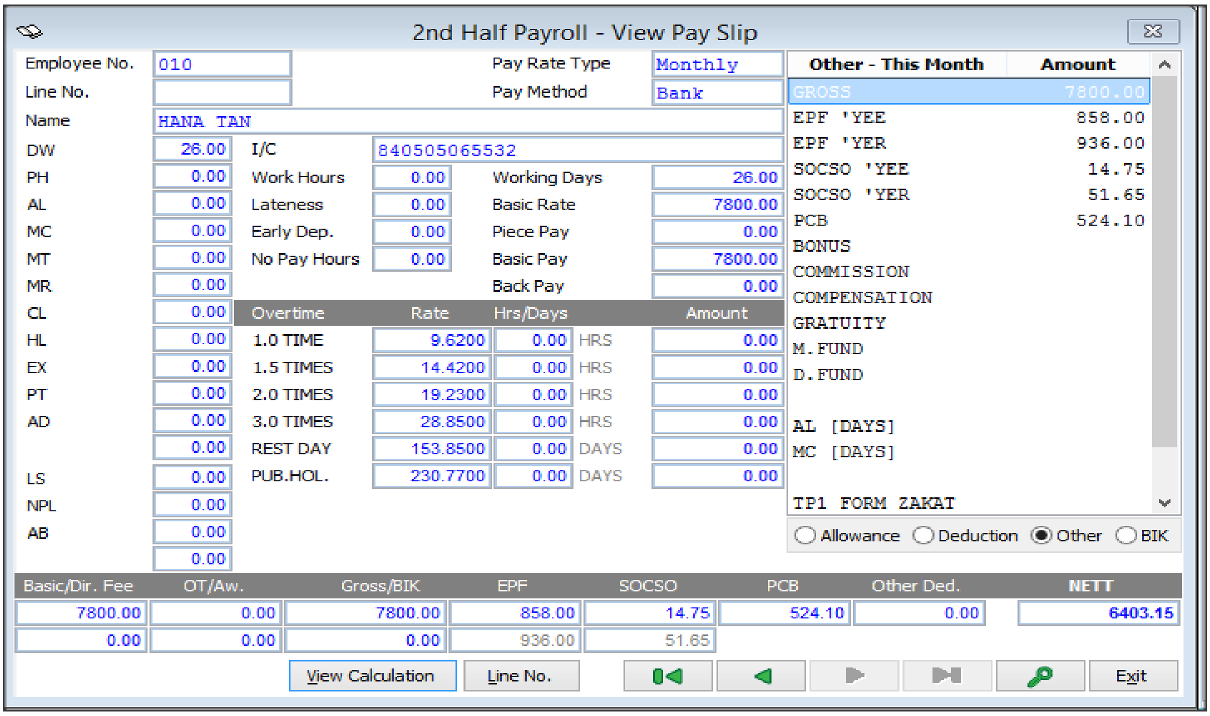
Bank - BANK
Bank Code
MEPS
Branch Code
Bank A/C No.
Category 1
Payment Mode
Bank IC N

EPF
EPF No. K1234567
NK
Table 1
EPF IC N
Category 1
EPF (Yee) Formula
EPF (Yer) Formula

TAX
Branch
KI
Tax No.
Category 1
Tax type RS

Insurance
SOCSO No.
☑ Use I/C No.
Table 1
SOCSO IC N
Category 1
SOCSO Initial
☑ Socso Relief

b. After you have successfully process payroll for the month, the SOCSO relief amount as per the employee's SOCSO amount will be reflected at **Normal Pay > Relief & Rebate tab** with relief code TR0029.



2nd Half Payroll - View Pay Slip

Employee No. 010

Line No.

Name HANA TAN

Pay Rate Type Monthly

Pay Method Bank

I/C 840505065532

DW	26.00
PH	0.00
AL	0.00
MC	0.00
MT	0.00
MR	0.00
CL	0.00
HL	0.00
EX	0.00
PT	0.00
AD	0.00
	0.00
LS	0.00
NPL	0.00
AB	0.00
	0.00

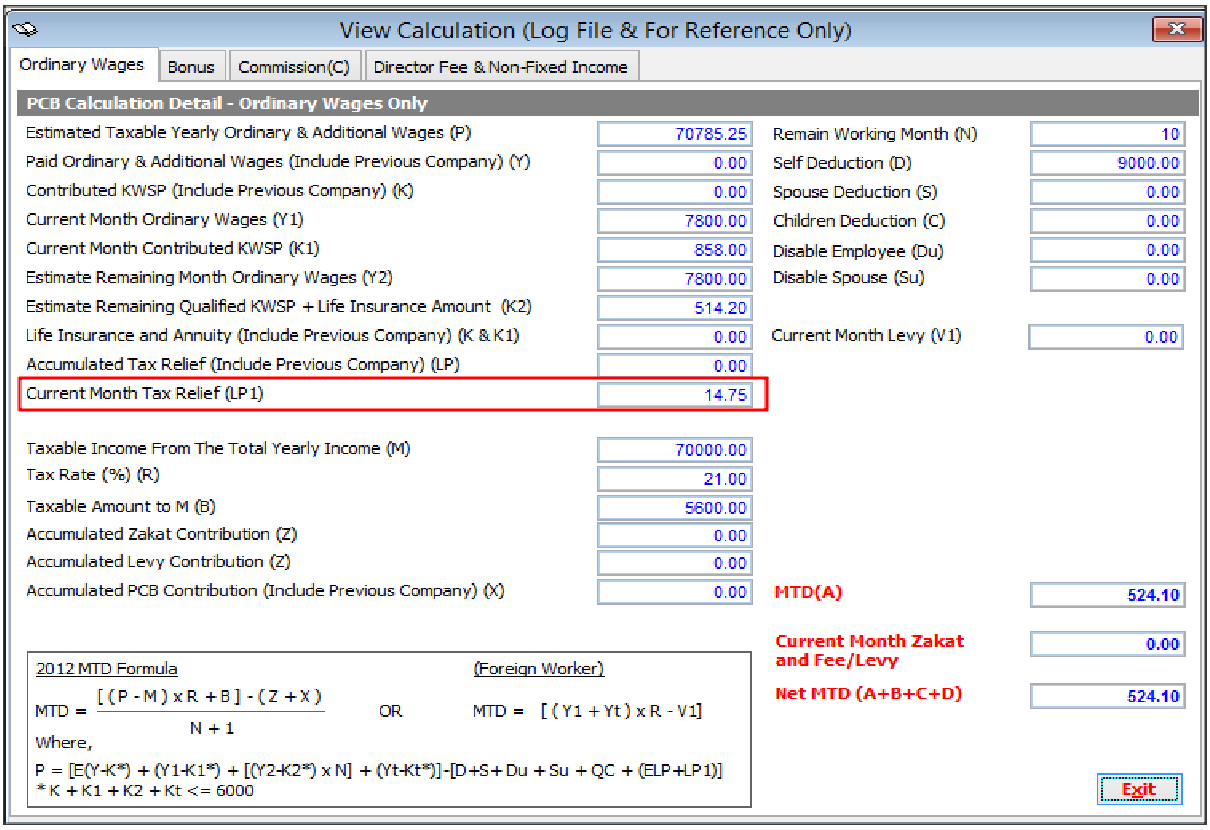
Work Hours	0.00	Working Days	26.00
Lateness	0.00	Basic Rate	7800.00
Early Dep.	0.00	Piece Pay	0.00
No Pay Hours	0.00	Basic Pay	7800.00
		Back Pay	0.00

Overtime	Rate	Hrs/Days		Amount
1.0 TIME	9.6200	0.00	HRS	0.00
1.5 TIMES	14.4200	0.00	HRS	0.00
2.0 TIMES	19.2300	0.00	HRS	0.00
3.0 TIMES	28.8500	0.00	HRS	0.00
REST DAY	153.8500	0.00	DAYS	0.00
PUB.HOL.	230.7700	0.00	DAYS	0.00

Other - This Month	Amount
GROSS	7800.00
EPF 'YEE	858.00
EPF 'YER	936.00
SOCSO 'YEE	14.75
SOCSO 'YER	51.65
PCB	524.10
BONUS	
COMMISSION	
COMPENSATION	
GRATUITY	
M.FUND	
D.FUND	
AL [DAYS]	
MC [DAYS]	
TP1 FORM ZAKAT	

○ Allowance ○ Deduction ● Other ○ BIK

Basic/Dir. Fee	OT/Aw.	Gross/BIK	EPF	SOCSO	PCB	Other Ded.	NETT
7800.00	0.00	7800.00	858.00	14.75	524.10	0.00	6403.15
0.00	0.00	0.00	936.00	51.65			



View Calculation (Log File & For Reference Only)

PCB Calculation Detail - Ordinary Wages Only

Estimated Taxable Yearly Ordinary & Additional Wages (P)	70785.25
Paid Ordinary & Additional Wages (Include Previous Company) (Y)	0.00
Contributed KWSP (Include Previous Company) (K)	0.00
Current Month Ordinary Wages (Y1)	7800.00
Current Month Contributed KWSP (K1)	858.00
Estimate Remaining Month Ordinary Wages (Y2)	7800.00
Estimate Remaining Qualified KWSP + Life Insurance Amount (K2)	514.20
Life Insurance and Annuity (Include Previous Company) (K & K1)	0.00
Accumulated Tax Relief (Include Previous Company) (LP)	0.00
Current Month Tax Relief (LP1)	14.75
Taxable Income From The Total Yearly Income (M)	70000.00
Tax Rate (%) (R)	21.00
Taxable Amount to M (B)	5600.00
Accumulated Zakat Contribution (Z)	0.00
Accumulated Levy Contribution (Z)	0.00
Accumulated PCB Contribution (Include Previous Company) (X)	0.00

Remain Working Month (N)	10
Self Deduction (D)	9000.00
Spouse Deduction (S)	0.00
Children Deduction (C)	0.00
Disable Employee (Du)	0.00
Disable Spouse (Su)	0.00
Current Month Levy (V1)	0.00
MTD(A)	524.10
Current Month Zakat and Fee/Levy	0.00
Net MTD (A+B+C+D)	524.10

2012 MTD Formula

$$MTD = \frac{[(P - M) x R + B] - (Z + X)}{N + 1}$$

OR

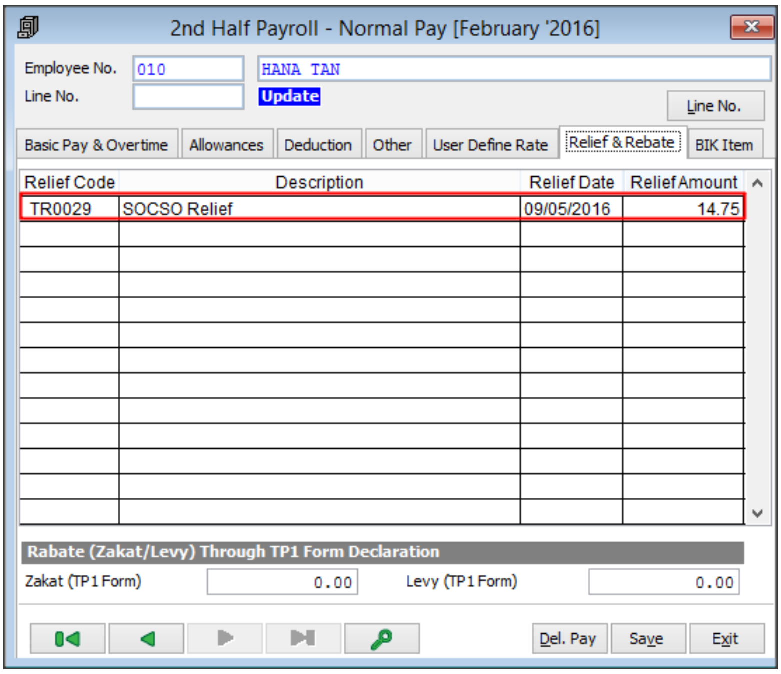
(Foreign Worker)

$$MTD = [(Y1 + Yt) x R - V1]$$

Where,

$P = [E(Y-K^*) + (Y1-K1^*) + [(Y2-K2^*) x N] + (Yt-Kt^*)]-[D+S+Du+Su+QC+(ELP+LP1)]$

$^*K + K1 + K2 + Kt <= 6000$


2nd Half Payroll - Normal Pay [February '2016]
Line No.
Basic Pay & Overtime
Allowances
Deduction
Other
User Define Rate
Relief & Rebate
BIK Item
Del. Pay
Save
Exit

Employee No. 010 HANA TAN

Line No. Update

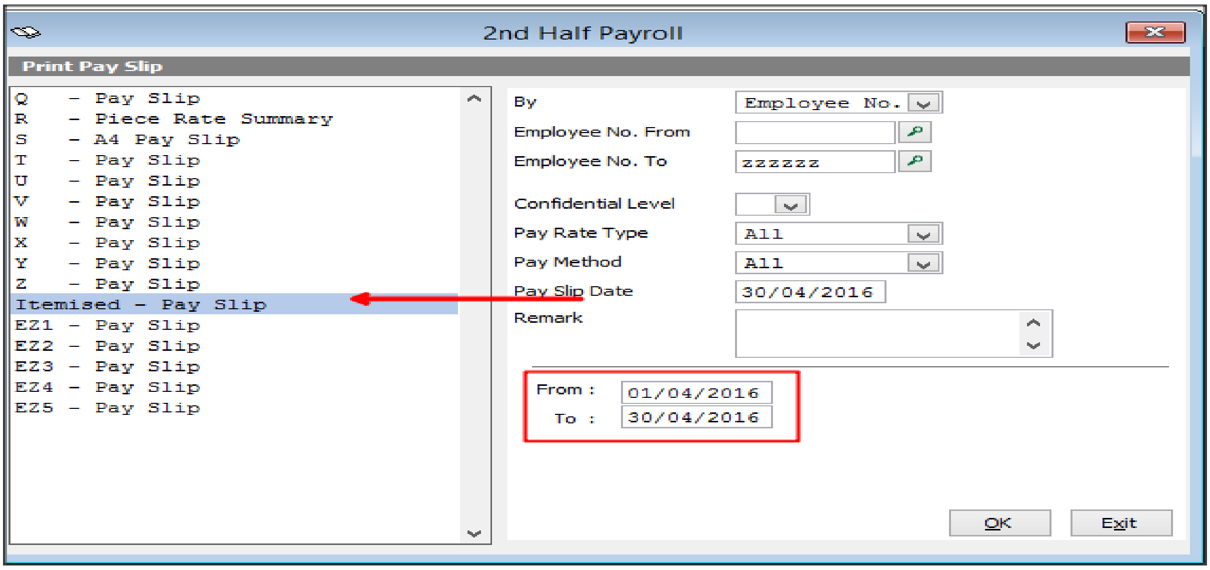
Relief Code	Description	Relief Date	Relief Amount
TR0029	SOCSO Relief	09/05/2016	14.75

Rabate (Zakat/Levy) Through TP1 Form Declaration

Zakat (TP1 Form) 0.00 Levy (TP1 Form) 0.00

Singapore: Itemised Payslip enhancement

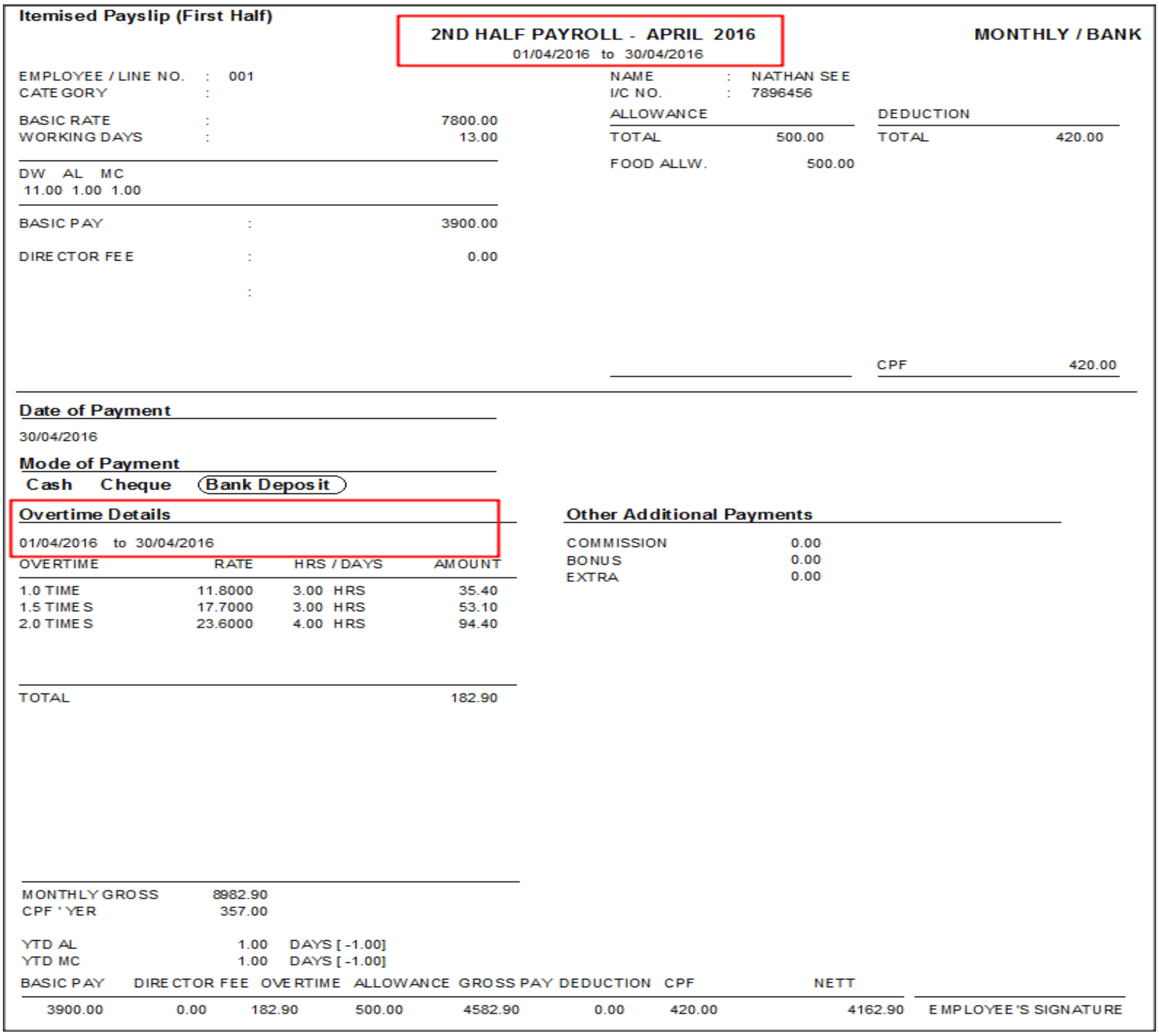
User is now able to enter in the Salary period for itemised Payslip.



Q – Pay Slip
R – Piece Rate Summary
S – A4 Pay Slip
T – Pay Slip
U – Pay Slip
V – Pay Slip
W – Pay Slip
X – Pay Slip
Y – Pay Slip
Z – Pay Slip
Itemised – Pay Slip
EZ1 – Pay Slip
EZ2 – Pay Slip
EZ3 – Pay Slip
EZ4 – Pay Slip
EZ5 – Pay Slip

By: Employee No.
Employee No. From:
Employee No. To: zzzzzz
Confidential Level:
Pay Rate Type: All
Pay Method: All
Pay Slip Date: 30/04/2016
Remark:

From : 01/04/2016
To : 30/04/2016



Itemised Payslip (First Half)

2ND HALF PAYROLL - APRIL 2016
01/04/2016 to 30/04/2016

MONTHLY / BANK

EMPLOYEE / LINE NO. : 001
CATEGORY :
NAME : NATHAN SEE
I/C NO. : 7896456

BASIC RATE :	7800.00
WORKING DAYS :	13.00

DW	AL	MC
11.00	1.00	1.00

BASIC PAY :	3900.00
DIRECTOR FEE :	0.00
:	

ALLOWANCE		DEDUCTION	
TOTAL	500.00	TOTAL	420.00
FOOD ALLW.	500.00		
		CPF	420.00

Date of Payment

30/04/2016

Mode of Payment

Cash Cheque [✓ Bank Deposit]

Overtime Details

01/04/2016 to 30/04/2016

OVERTIME	RATE	HRS / DAYS	AMOUNT
1.0 TIME	11.8000	3.00 HRS	35.40
1.5 TIMES	17.7000	3.00 HRS	53.10
2.0 TIMES	23.6000	4.00 HRS	94.40
TOTAL			182.90

Other Additional Payments

COMMISSION	0.00
BONUS	0.00
EXTRA	0.00

MONTHLY GROSS	8982.90	
CPF ' YER	357.00	
YTD AL	1.00	DAYS [-1.00]
YTD MC	1.00	DAYS [-1.00]

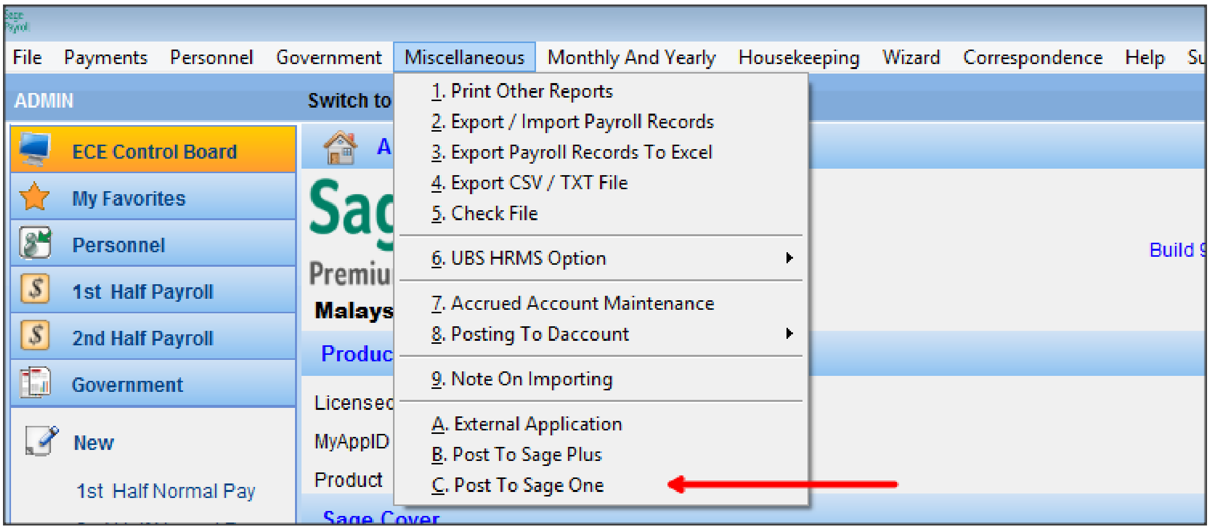
BASIC PAY	DIRECTOR FEE	OVERTIME	ALLOWANCE	GROSS PAY	DEDUCTION	CPF	NETT
3900.00	0.00	182.90	500.00	4582.90	0.00	420.00	4162.90

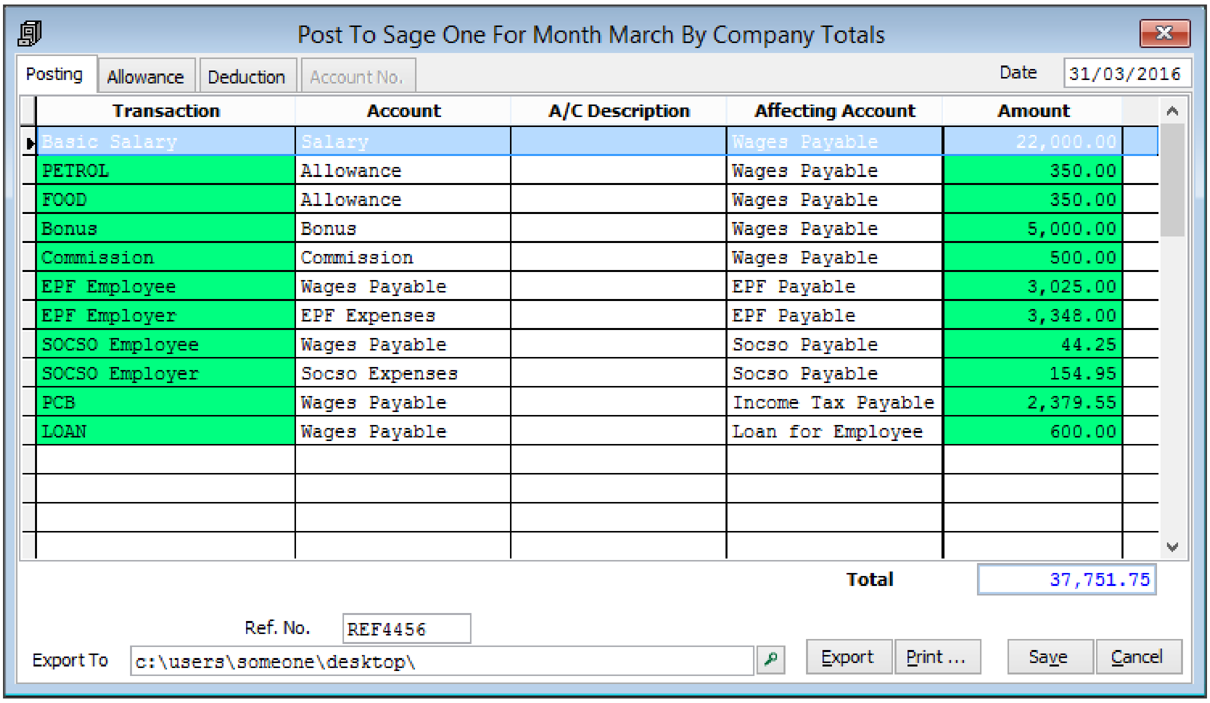
EMPLOYEE'S SIGNATURE

Sage One integration with Sage Payroll

User now able to generate the current month payroll CSV file from Sage Payroll and import it into Sage One

Go to **Miscellaneous > C. Post to Sage One**


File
Payments
Personnel
Government
Miscellaneous
Monthly And Yearly
Housekeeping
Wizard
Correspondence
Help
Su
ADMIN
Switch to
ECE Control Board
My Favorites
Personnel
1st Half Payroll
2nd Half Payroll
Government
New
1st Half Normal Pay
A
Sag
Premiu
Malays
Produc
Licensed
MyAppID
Product
Sage Cover
Build 9
1. Print Other Reports
2. Export / Import Payroll Records
3. Export Payroll Records To Excel
4. Export CSV / TXT File
5. Check File
6. UBS HRMS Option
7. Accrued Account Maintenance
8. Posting To Daccount
9. Note On Importing
A. External Application
B. Post To Sage Plus
C. Post To Sage One


Post To Sage One For Month March By Company Totals
Posting
Allowance
Deduction
Account No.
Export
Print ...
Save
Cancel

Date 31/03/2016

Transaction	Account	A/C Description	Affecting Account	Amount
Basic Salary	Salary		Wages Payable	22,000.00
PETROL	Allowance		Wages Payable	350.00
FOOD	Allowance		Wages Payable	350.00
Bonus	Bonus		Wages Payable	5,000.00
Commission	Commission		Wages Payable	500.00
EPF Employee	Wages Payable		EPF Payable	3,025.00
EPF Employer	EPF Expenses		EPF Payable	3,348.00
SOCSO Employee	Wages Payable		Socso Payable	44.25
SOCSO Employer	Socso Expenses		Socso Payable	154.95
PCB	Wages Payable		Income Tax Payable	2,379.55
LOAN	Wages Payable		Loan for Employee	600.00

Total 37,751.75

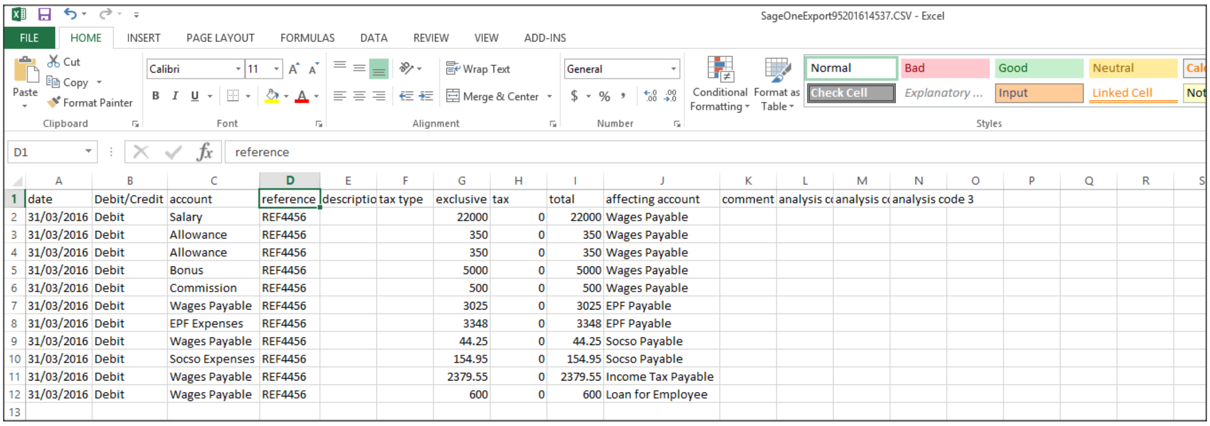
Ref. No. REF4456

Export To c:\users\someone\desktop\

User able to fill in the information such as:

a. Account [Debit side]
b. A/C Description
c. Affecting Account [Credit side]

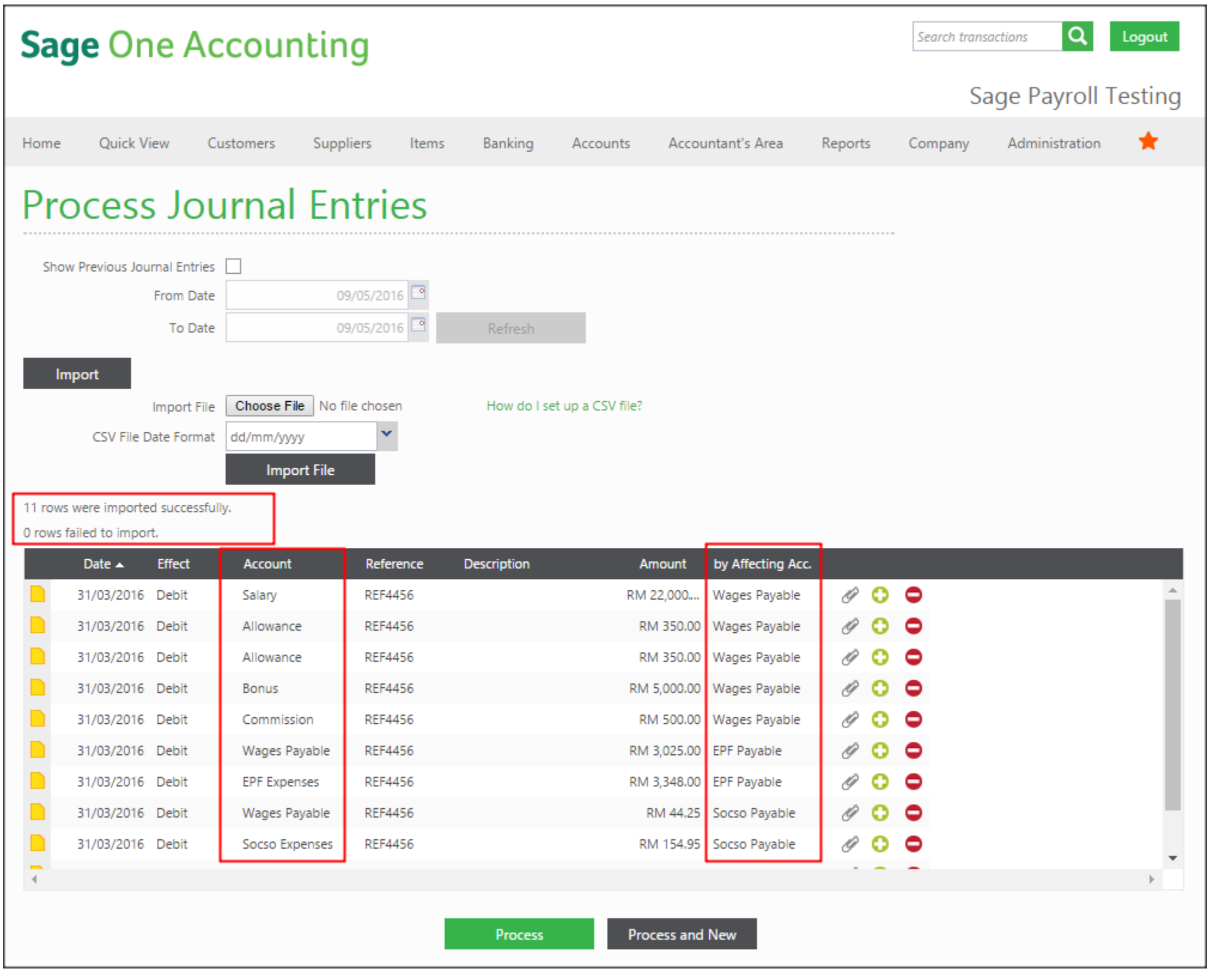
Below is a sample print screen of the csv file generated


SageOneExport95201614537.CSV - Excel
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
ADD-INS
Cut
Copy
Format Painter
Paste
Clipboard
Calibri
11
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
Format as Table
Normal
Bad
Good
Neutral
Check Cell
Explanatory ...
Input
Linked Cell
Styles

D1 reference

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	date	Debit/Credit	account	reference	descriptio	tax type	exclusive	tax	total	affecting account	comment	analysis c	analysis c	analysis code 3
2	31/03/2016	Debit	Salary	REF4456			22000	0	22000	Wages Payable				
3	31/03/2016	Debit	Allowance	REF4456			350	0	350	Wages Payable				
4	31/03/2016	Debit	Allowance	REF4456			350	0	350	Wages Payable				
5	31/03/2016	Debit	Bonus	REF4456			5000	0	5000	Wages Payable				
6	31/03/2016	Debit	Commission	REF4456			500	0	500	Wages Payable				
7	31/03/2016	Debit	Wages Payable	REF4456			3025	0	3025	EPF Payable				
8	31/03/2016	Debit	EPF Expenses	REF4456			3348	0	3348	EPF Payable				
9	31/03/2016	Debit	Wages Payable	REF4456			44.25	0	44.25	Socso Payable				
10	31/03/2016	Debit	Socso Expenses	REF4456			154.95	0	154.95	Socso Payable				
11	31/03/2016	Debit	Wages Payable	REF4456			2379.55	0	2379.55	Income Tax Payable				
12	31/03/2016	Debit	Wages Payable	REF4456			600	0	600	Loan for Employee				
13														

After the CSV file has been imported into Sage One


Sage One Accounting
Search transactions
Logout
Sage Payroll Testing
Home
Quick View
Customers
Suppliers
Items
Banking
Accounts
Accountant's Area
Reports
Company
Administration
Refresh
Import
Choose File
How do I set up a CSV file?
Import File
Process
Process and New

Process Journal Entries

Show Previous Journal Entries ☐
From Date 09/05/2016
To Date 09/05/2016
Import File No file chosen
CSV File Date Format dd/mm/yyyy

11 rows were imported successfully.
0 rows failed to import.

Date ▲	Effect	Account	Reference	Description	Amount	by Affecting Acc.
31/03/2016	Debit	Salary	REF4456		RM 22,000....	Wages Payable
31/03/2016	Debit	Allowance	REF4456		RM 350.00	Wages Payable
31/03/2016	Debit	Allowance	REF4456		RM 350.00	Wages Payable
31/03/2016	Debit	Bonus	REF4456		RM 5,000.00	Wages Payable
31/03/2016	Debit	Commission	REF4456		RM 500.00	Wages Payable
31/03/2016	Debit	Wages Payable	REF4456		RM 3,025.00	EPF Payable
31/03/2016	Debit	EPF Expenses	REF4456		RM 3,348.00	EPF Payable
31/03/2016	Debit	Wages Payable	REF4456		RM 44.25	Socso Payable
31/03/2016	Debit	Socso Expenses	REF4456		RM 154.95	Socso Payable

Version 9.9.2.4	*Release date: 8th April 2016*
Progressive Enhancements	

Singapore MOM (Ministry of Manpower): Amendments to the Employment Act

Starting 1st April 2016, all employers are required to issue **itemised pay slips** and **key employment terms (KETs)** to employees covered under the Employment Act.

For more information, please refer to below:
http://www.mom.gov.sg/employment-practices/employment-act/amendments-to-the-act

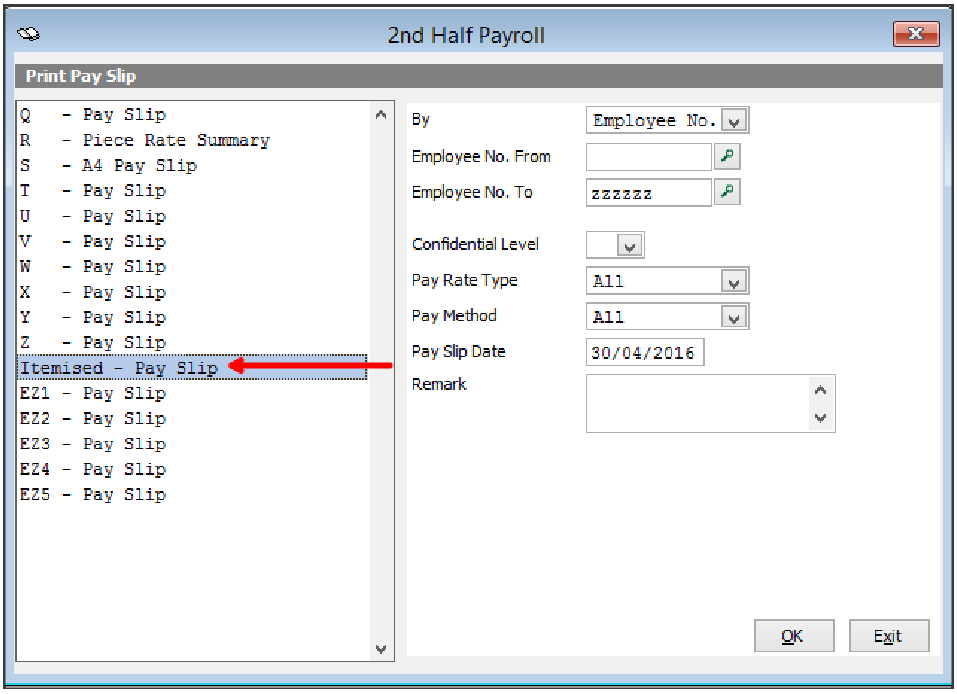
a. Itemised Payslip

Employers must issue itemised pay slips to all employees covered by the Employment Act.

- Itemised payslip give together with payment to employee.
- If unable to give together, itemised payslip must be given within three working days of payment.
- In case of termination or dismissal, must give pay slip together with outstanding salary.

For more information, please refer to the link below:
http://www.mom.gov.sg/employment-practices/salary/itemised-payslips

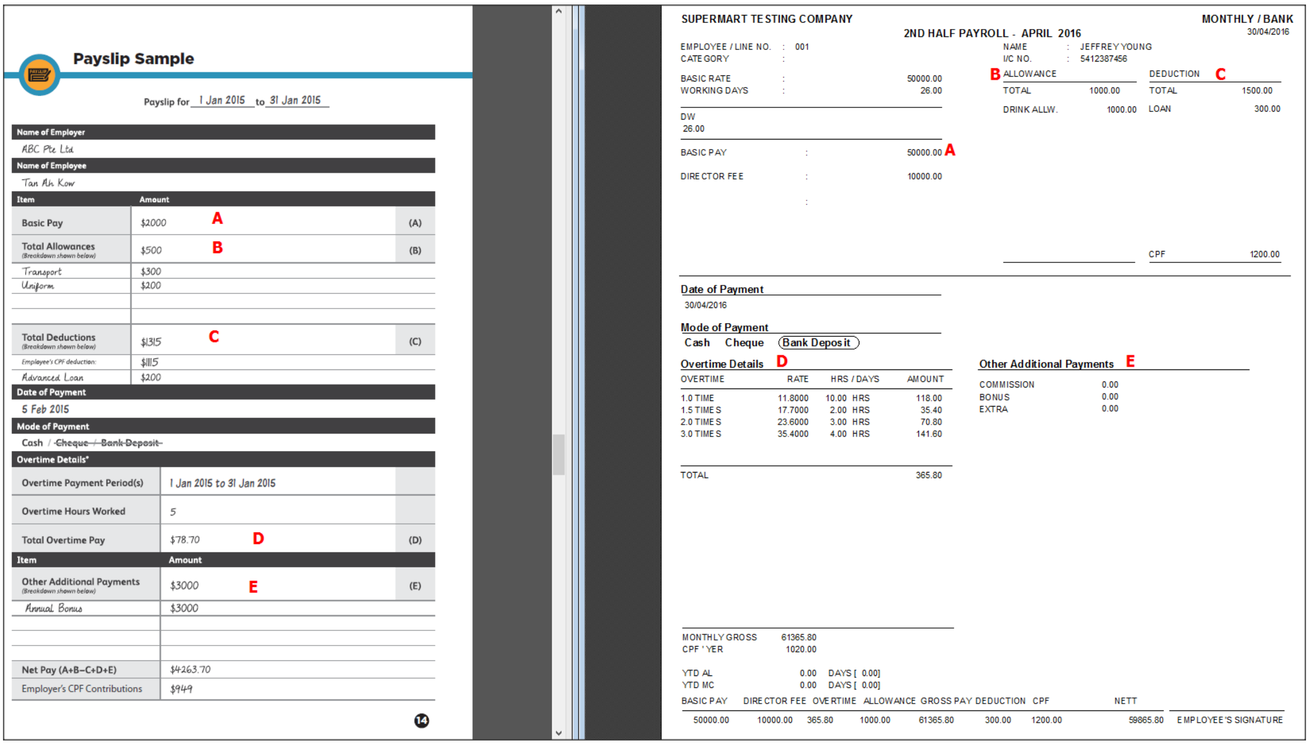
Itemised payslip is available under Sage Payroll menu: Payment > 1st Half Payroll / 2nd Half Payroll > Print Payslip > Itemised – Pay slip



Q - Pay Slip
R - Piece Rate Summary
S - A4 Pay Slip
T - Pay Slip
U - Pay Slip
V - Pay Slip
W - Pay Slip
X - Pay Slip
Y - Pay Slip
Z - Pay Slip
Itemised - Pay Slip
EZ1 - Pay Slip
EZ2 - Pay Slip
EZ3 - Pay Slip
EZ4 - Pay Slip
EZ5 - Pay Slip

By	Employee No.
Employee No. From	
Employee No. To	zzzzzz
Confidential Level	
Pay Rate Type	All
Pay Method	All
Pay Slip Date	30/04/2016
Remark	

Below is the matching between Singapore MOM sample payslip and Sage Payroll Itemised Payslip.



Payslip Sample

Payslip for 1 Jan 2015 to 31 Jan 2015

Name of Employer
ABC Pte Ltd
Name of Employee
Tan Ah Kow

Item	Amount	
Basic Pay	$2000	(A)
Total Allowances (Breakdown shown below)	$500	(B)
Transport	$300	
Uniform	$200	
Total Deductions (Breakdown shown below)	$1315	(C)
Employee's CPF deduction:	$1115	
Advanced Loan	$200	

Date of Payment
5 Feb 2015
Mode of Payment
Cash / ~~Cheque / Bank Deposit~~
Overtime Details*

Overtime Payment Period(s)	1 Jan 2015 to 31 Jan 2015	
Overtime Hours Worked	5	
Total Overtime Pay	$78.70	(D)

Item	Amount	
Other Additional Payments (Breakdown shown below)	$3000	(E)
Annual Bonus	$3000	
Net Pay (A+B–C+D+E)	$4263.70	
Employer's CPF Contributions	$949	

SUPERMART TESTING COMPANY
2ND HALF PAYROLL - APRIL 2016
MONTHLY / BANK
30/04/2016

EMPLOYEE / LINE NO. : 001
CATEGORY :
NAME : JEFFREY YOUNG
I/C NO. : 5412387456

BASIC RATE : 50000.00
WORKING DAYS : 26.00
DW
26.00
BASIC PAY : 50000.00
DIRECTOR FEE : 10000.00

ALLOWANCE		DEDUCTION	
TOTAL	1000.00	TOTAL	1500.00
DRINK ALLW.	1000.00	LOAN	300.00
		CPF	1200.00

Date of Payment
30/04/2016

Mode of Payment
Cash Cheque [✓ Bank Deposit]

Overtime Details

OVERTIME	RATE	HRS / DAYS	AMOUNT
1.0 TIME	11.8000	10.00 HRS	118.00
1.5 TIMES	17.7000	2.00 HRS	35.40
2.0 TIMES	23.6000	3.00 HRS	70.80
3.0 TIMES	35.4000	4.00 HRS	141.60
TOTAL			365.80

Other Additional Payments

COMMISSION	0.00
BONUS	0.00
EXTRA	0.00

MONTHLY GROSS 61365.80
CPF ' YER 1020.00

YTD AL 0.00 DAYS [0.00]
YTD MC 0.00 DAYS [0.00]

BASIC PAY	DIRECTOR FEE	OVERTIME	ALLOWANCE	GROSS PAY	DEDUCTION	CPF	NETT	
50000.00	10000.00	365.80	1000.00	61365.80	300.00	1200.00	59865.80	EMPLOYEE'S SIGNATURE

b. Key Employment Terms (KETs)

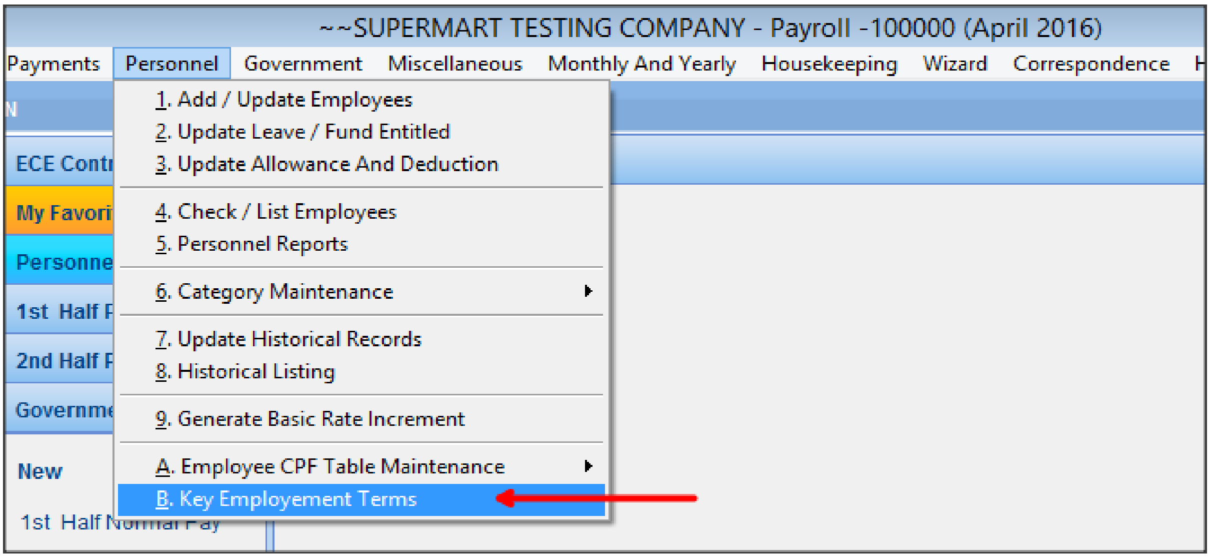
Employers must issue KETs in writing to all employees who:

- Enter into a contract of service on or after 1 April 2016.
- Are covered by the Employement Act.
- Are employed for 14 days or more.

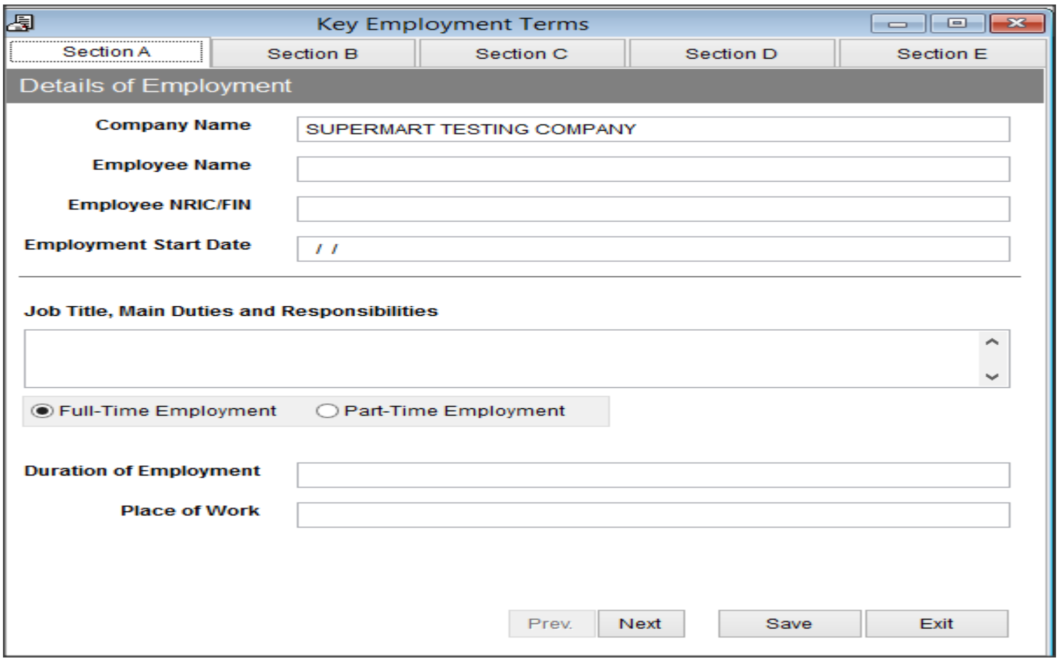
For more information, please refer to the link below:

http://www.mom.gov.sg/employment-practices/contract-of-service#key-employment-terms

In Sage Payroll 9.9.2.4, Key employement terms (KETs) feature/function is available under the menu: Personnel > B. Key Employement Terms.


~~SUPERMART TESTING COMPANY - Payroll -100000 (April 2016)
Payments
Personnel
Government
Miscellaneous
Monthly And Yearly
Housekeeping
Wizard
Correspondence
1. Add / Update Employees
2. Update Leave / Fund Entitled
3. Update Allowance And Deduction
4. Check / List Employees
5. Personnel Reports
6. Category Maintenance
7. Update Historical Records
8. Historical Listing
9. Generate Basic Rate Increment
A. Employee CPF Table Maintenance
B. Key Employement Terms
ECE Contr
My Favori
Personne
1st Half P
2nd Half P
Governme
New
1st Half Normal Pay

Maintain the employee's details in the entry screen as below.


Key Employment Terms
Section A
Section B
Section C
Section D
Section E
Details of Employment
Prev.
Next
Save
Exit

Company Name: SUPERMART TESTING COMPANY

Employee Name:

Employee NRIC/FIN:

Employment Start Date: / /

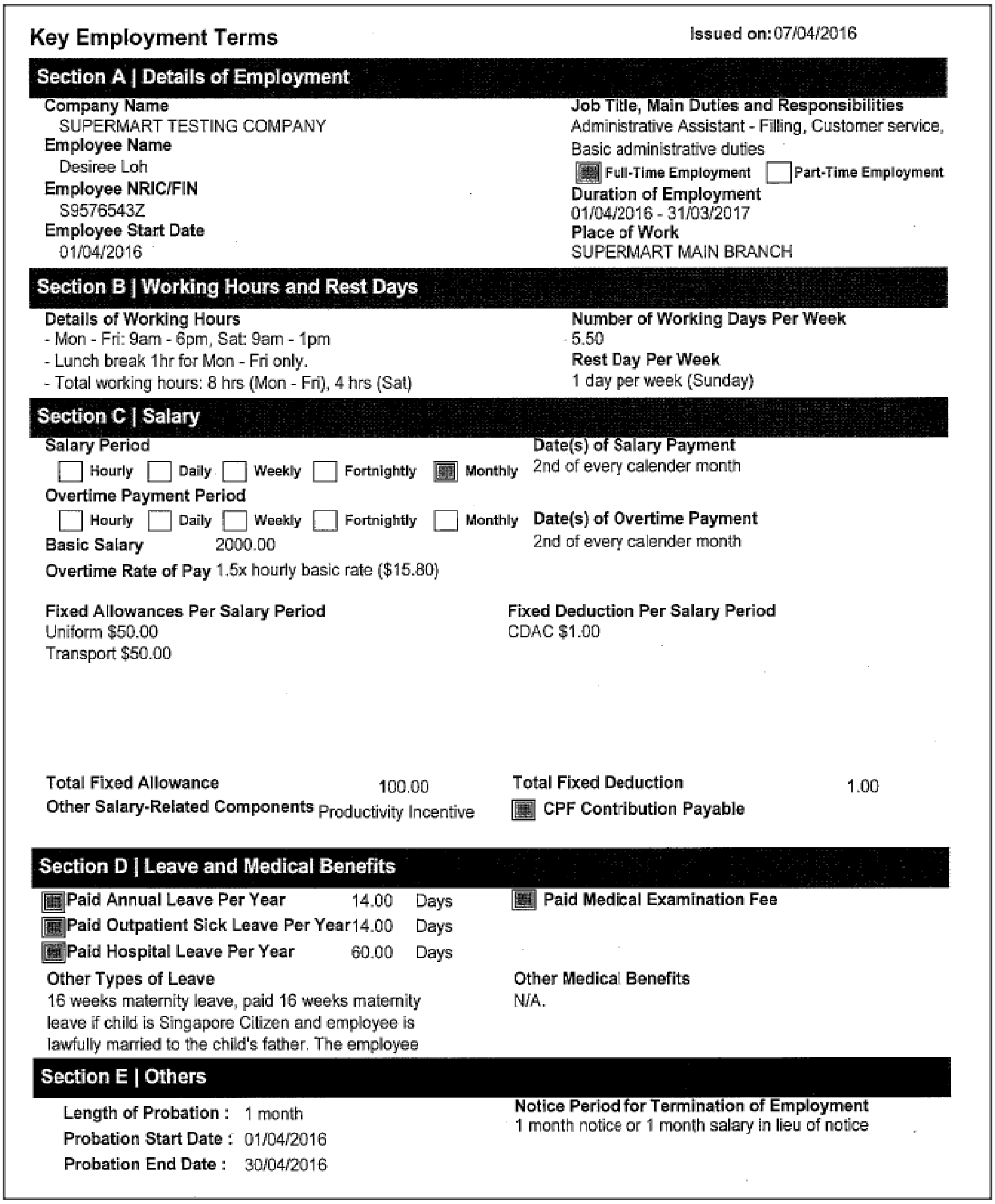
Job Title, Main Duties and Responsibilities:

● Full-Time Employment ○ Part-Time Employment

Duration of Employment:

Place of Work:

Below is a sample KETs generated from Sage Payroll system.



Key Employment Terms

Issued on: 07/04/2016

Section A | Details of Employment

Company Name
SUPERMART TESTING COMPANY
Employee Name
Desiree Loh
Employee NRIC/FIN
S9576543Z
Employee Start Date
01/04/2016

Job Title, Main Duties and Responsibilities
Administrative Assistant - Filling, Customer service, Basic administrative duties
☒ **Full-Time Employment** ☐ **Part-Time Employment**
Duration of Employment
01/04/2016 - 31/03/2017
Place of Work
SUPERMART MAIN BRANCH

Section B | Working Hours and Rest Days

Details of Working Hours
- Mon - Fri: 9am - 6pm, Sat: 9am - 1pm
- Lunch break 1hr for Mon - Fri only.
- Total working hours: 8 hrs (Mon - Fri), 4 hrs (Sat)

Number of Working Days Per Week
5.50
Rest Day Per Week
1 day per week (Sunday)

Section C | Salary

Salary Period
☐ **Hourly** ☐ **Daily** ☐ **Weekly** ☐ **Fortnightly** ☒ **Monthly**
Overtime Payment Period
☐ **Hourly** ☐ **Daily** ☐ **Weekly** ☐ **Fortnightly** ☐ **Monthly**
Basic Salary 2000.00
Overtime Rate of Pay 1.5x hourly basic rate ($15.80)

Date(s) of Salary Payment
2nd of every calender month
Date(s) of Overtime Payment
2nd of every calender month

Fixed Allowances Per Salary Period
Uniform $50.00
Transport $50.00

Fixed Deduction Per Salary Period
CDAC $1.00

Total Fixed Allowance 100.00
Other Salary-Related Components Productivity Incentive

Total Fixed Deduction 1.00
☒ **CPF Contribution Payable**

Section D | Leave and Medical Benefits

☒ **Paid Annual Leave Per Year**	14.00	Days
☒ **Paid Outpatient Sick Leave Per Year**	14.00	Days
☒ **Paid Hospital Leave Per Year**	60.00	Days

☒ **Paid Medical Examination Fee**

Other Types of Leave
16 weeks maternity leave, paid 16 weeks maternity leave if child is Singapore Citizen and employee is lawfully married to the child's father. The employee

Other Medical Benefits
N/A.

Section E | Others

Length of Probation : 1 month
Probation Start Date : 01/04/2016
Probation End Date : 30/04/2016

Notice Period for Termination of Employment
1 month notice or 1 month salary in lieu of notice

Report format updated:

Malaysia

- Malaysia LHDN Borang E 2015

Bank format enhancement (for Malaysia)

a) RHB Smart Payroll

APS No.	Payment type
62	Socso (txt file)

Upcoming enhancement

Below is the list of Bank File Format currently pending approval from respective Bank:

a. Maybank 2E-RC v4.3.2
  - Salary [APS 36]
  - EPF [APS 93]
  - Socso [APS 94]
  - LHDN [APS 95]

b. CIMB Biz Channel
  - Salary [APS 7]
  - EPF [APS 64]
  - Socso [APS 65]
  - LHDN [APS 75]

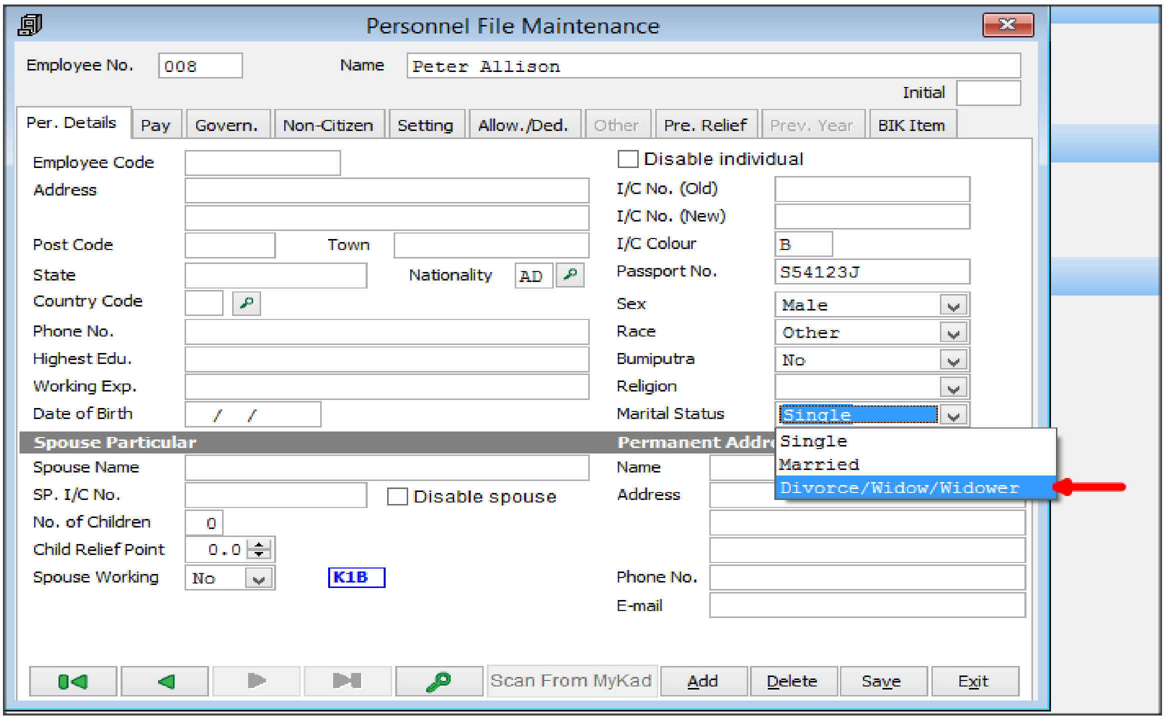
Version 9.9.2.3 **Release date: 9th March 2016**

Progressive Enhancements

Marital Status

The Marital Status in Personel > Add/Update Employee > Personnel File Maintenance > Per. Details tab, has been changed from “**Others**” to “**Divorce/Widow/Widower**” following the term used in LHDN calculator.

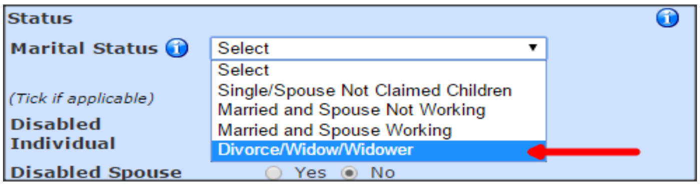
Sage Payroll



Employee No. 008
Name Peter Allison
Nationality AD
I/C Colour B
Passport No. S54123J
Sex Male
Race Other
Bumiputra No
Marital Status Single
No. of Children 0
Child Relief Point 0.0
Spouse Working No

Personnel File Maintenance
Initial
Per. Details
Pay
Govern.
Non-Citizen
Setting
Allow./Ded.
Other
Pre. Relief
Prev. Year
BIK Item
Employee Code
Address
Post Code
Town
State
Country Code
Phone No.
Highest Edu.
Working Exp.
Date of Birth
Disable individual
I/C No. (Old)
I/C No. (New)
Religion
Spouse Particular
Permanent Addr
Spouse Name
SP. I/C No.
Disable spouse
K1B
Name
Address
Phone No.
E-mail
Single
Married
Divorce/Widow/Widower
Scan From MyKad
Add
Delete
Save
Exit

LHDN Calculator



Status
Marital Status
Select
Select
Single/Spouse Not Claimed Children
Married and Spouse Not Working
Married and Spouse Working
Divorce/Widow/Widower
(Tick if applicable)
Disabled Individual
Disabled Spouse
○ Yes ● No

Issues that have been addressed

Case ID	Brief Description
313-133505	IRAS Appendix 8A Validation
313-133810	BIK009 for First Half Payroll Process
240-132287	BIK009 not showing in EA form
346-133738	IRAS Appendix 8A Report BIK Total Amount
322-133975	Report CP22A Incomplete
316-131723	Socso 8A Report
353-133393	Fix Commission Total Amount at 12 Month Figure update

Upcoming enhancement

Below is the list of Bank File Format currently pending approval from respective Bank:

c. Maybank 2E-RC v4.3.2
  - Salary [APS 36]
  - EPF [APS 93]
  - Socso [APS 94]
  - LHDN [APS 95]

d. CIMB Biz Channel
  - Salary [APS 7]
  - EPF [APS 64]
  - Socso [APS 65]
  - LHDN [APS 75]

e. RHB Smart Payroll
  - Socso txt file [APS 62]

Version 9.9.2.2 Release date: 17th February 2016

PCB 2016

a. Deduction for SOCSO payment
   - Tax payer will be eligible to claim a deduction up to maximum of RM250 per year on the contribution to SOCSO.

b. Deduction for Parental care
   - Tax payer eligible to claim a new personal deduction of RM1,500 for each parent.

Report format updated:

Malaysia

- Borang Maklumat Berkaitan Penggajian Dengan Majikan Majikan Terdahulu Dalam Tahun Semasa Bagi Tujuan Potongan Cukai Bulanan (PCB) / TP3 (1/2016)
- Borang Tuntutan Potongan Dan Rebat Individual Bagi Tujuan Potongan Cukai Bulanan (PCB) / TP1 (1/2016)

Issues that have been addressed

Case ID	Brief Description
313-130244	Payslip DW dates double calculate
293-132018	HRMS: Backup, Restore, Re-index and Upgrade Database
313-131847	HRMS: user not found
293-131856	Leave approval/application Add and Edit button

PCB 2016

a. Income Tax for Resident Individual
  - Individual income tax rate will be increased by 3 percentage points.
  - Individual income tax will be restructured whereby the chargeable income subject to the maximum rate will be increase from exceeding RM400,000 to exceeding RM1,000,000.
  - The maximum tax rate for year 2015 at 25% will be increased to 26% and 28%.

b. Income Tax for Non-Resident Individual
  - Non-resident individuals’ income tax rate would be increased by 3% from 25% to 28%.

c. Increase in Deduction For Spouse
  - Deduction for spouse whose has no income or pays on alimony to his former wife will be increased to RM4,000.

d. Increase in Deduction for Child
  - Deduction for each child below 18 years of age be increased to RM2,000.

e. Increase in Deduction for Children studying at tertiary level
  - Deduction for unmarried child aged 18 years old and above who pursue full time education at diploma level and above at recognized institution of higher learning within Malaysia or at a degree level and above at a recognized institution of higher learning outside Malaysia increased to RM8,000.

f. Increase in Deduction on fees of tertiary education
  - Deduction of resident individual taxpayer who pursues a course of study up to tertiary level in selected fields of study, or Master or Doctorate level in any field at any institution or professional body in Malaysia recognized by the Government or approved by Minister of Finance increased to RM7,000.

g. With effect from 2016, gross income from an employment receivable in respect of any particular period shall be taxed in the year it is received. The requirement to relate the employment income to the particular period is remove.
  - Compute Previous Year PCB feature/function will be removed from system.

Reference:

http://www.hasil.gov.my/goindex.php?kump=5&skum=3&posi=1&unit=5100&sequ=6

*Important notes:

For the below deduction enhancement from LHDN will be only available on next Sage Payroll version 9.9.2.2:

c. Deduction for SOCSO payment
    - Tax payer will be eligible to claim a deduction up to maximum of RM250 per year on the contribution to SOCSO.

d. Deduction for Parental care
    - Tax payer eligible to claim a new personal deduction of RM1,500 for each parent.

Report format updated:

Malaysia

- CP22A LEMBAGA HASIL DALAM NEGERI MALAYSIA PEMBERITAHUAN PEMBERHENTIAN KERJA (SWASTA)

Singapore

- Form IR8A
- Form Appendix 8B

Issues that have been addressed

Case ID	Brief Description
322-131863	User gets a Sage Cover expire message

CPF Contribution Rate Change (For Singapore)

CPF contribution rates for employees aged above 50 years to 65 years will be increased. The changes will be applied to wages earn from 1 January 2016:

a. Above age 50 to 55, contribution by employer increased 1 % and contribution by employee increased 1%.
b. Above age 55 to 60, contribution by employer increased 1% and contribution by employee remain unchanged.
c. Above age 60 to 65, contribution by employer increase 0.5% and contribution by employee remain unchanged.

Ordinary Wages (OW) will be increased for wages earned from 1 January 2016. Private Sector Employees and Public Sector Non-Pensionable Employees > OW ceiling will be increased from $5,000 per month to $6,000 per month.

Additional Wages (AW) Ceiling will be increased from $85,000 to $102,000 from 2016.

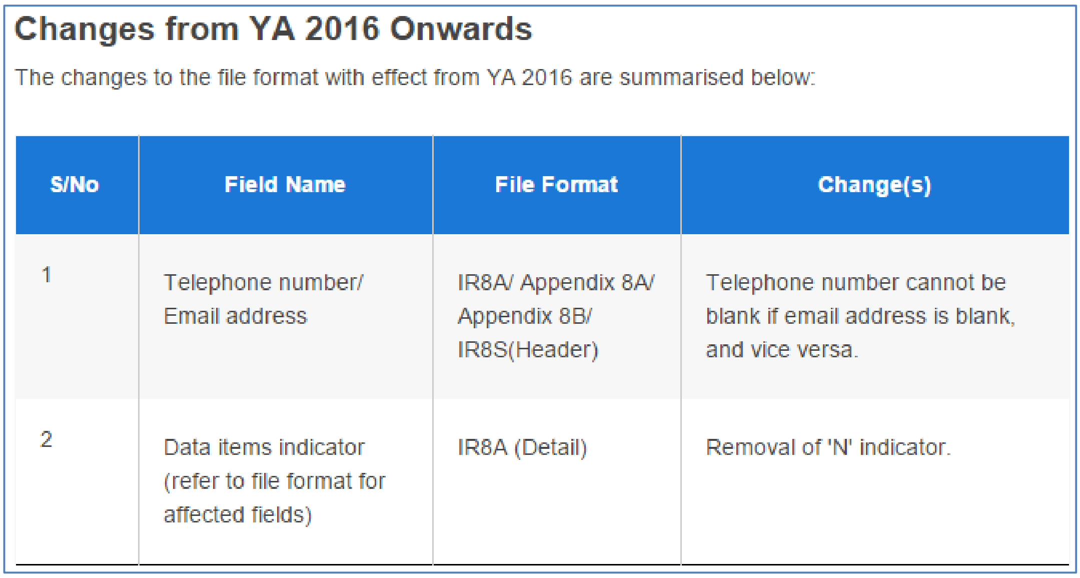
CPF Annual Limit will be revised to $37,740 for 2016.

Reference:

https://www.cpf.gov.sg/Employers/EmployerGuides/employer-guides/paying-cpf-contributions/cpf-contribution-and-allocation-rates

IRAS Reporting Employee Earnings (For Singapore)

IR8A, Appendix 8A, Appendix 8B, IR8S file formats are now updated to the latest to meet the requirement from IRAS.



Changes from YA 2016 Onwards

The changes to the file format with effect from YA 2016 are summarised below:

S/No	Field Name	File Format	Change(s)
1	Telephone number/ Email address	IR8A/ Appendix 8A/ Appendix 8B/ IR8S(Header)	Telephone number cannot be blank if email address is blank, and vice versa.
2	Data items indicator (refer to file format for affected fields)	IR8A (Detail)	Removal of 'N' indicator.

Reference:

https://www.iras.gov.sg/irashome/Businesses/Employers/Auto-Inclusion-Scheme--AIS-/Technical-File-Format/Specifications/

Bank format enhancement (for Malaysia)

b) Maybank 2E-RC v4.3.1

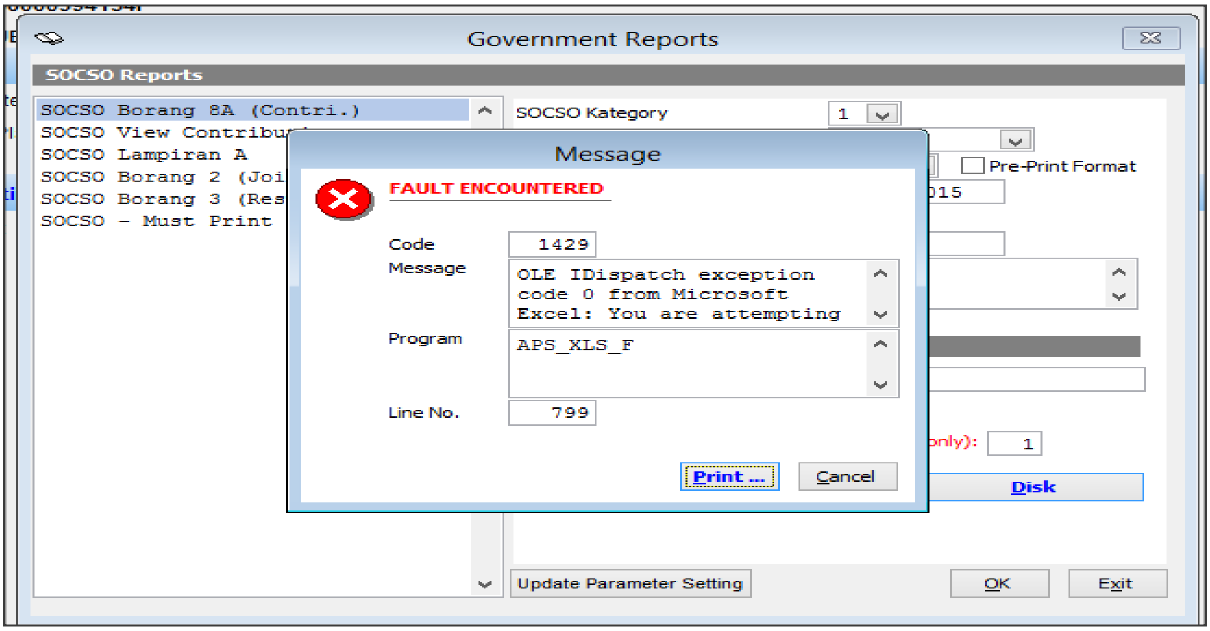
APS No.	Payment type
93	EPF
94	SOCSO
95	LHDN
36	Salary

c) RHB Smart Payroll

APS No.	Payment type
58	EPF
59	SOCSO
96	LHDN
8	Salary

*Important notes:

If you encountered the below error message when generating RHB APS 58 and APS 59 xls format



Message

FAULT ENCOUNTERED

Code: 1429

Message: OLE IDispatch exception code 0 from Microsoft Excel: You are attempting

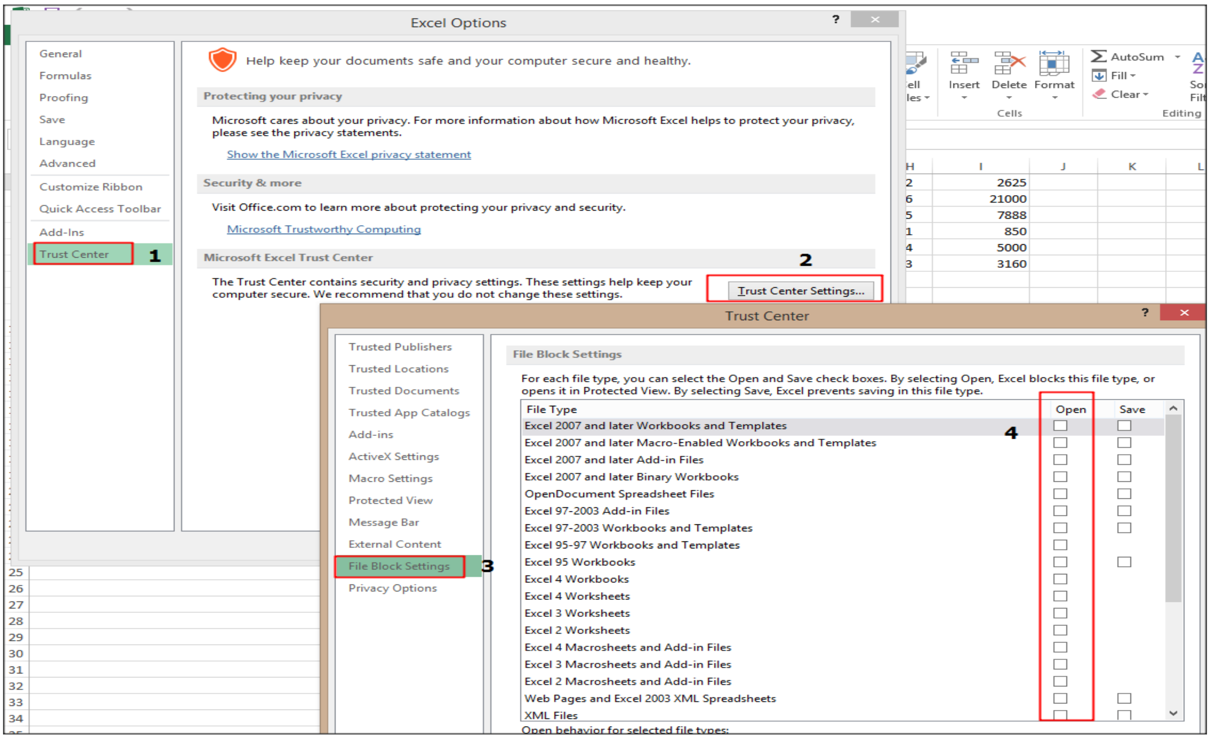
Program: APS_XLS_F

Line No.: 799

Government Reports
SOCSO Reports
SOCSO Borang 8A (Contri.)
SOCSO View Contribu
SOCSO Lampiran A
SOCSO Borang 2 (Joi
SOCSO Borang 3 (Res
SOCSO - Must Print
SOCSO Kategory
1
☐ Pre-Print Format
Print ...
Cancel
Disk
Update Parameter Setting
OK
Exit

Kindly perform the steps as below:

Go to Excel > Files > Options > Trust Center > Trust Center Setting > Untick all the options > Save
After that, you should be able to generate the files without the error message shown.


Excel Options
General
Formulas
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center
1
2
Trust Center Settings...
Trust Center
Trusted Publishers
Trusted Locations
Trusted Documents
Trusted App Catalogs
Add-ins
ActiveX Settings
Macro Settings
Protected View
Message Bar
External Content
File Block Settings
3
Privacy Options
4
Insert
Delete
Format
Cells
AutoSum
Fill
Clear
Editing

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Protecting your privacy

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Microsoft Trustworthy Computing

Microsoft Excel Trust Center

The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.

File Block Settings

For each file type, you can select the Open and Save check boxes. By selecting Open, Excel blocks this file type, or opens it in Protected View. By selecting Save, Excel prevents saving in this file type.

File Type	Open	Save
Excel 2007 and later Workbooks and Templates	☐	☐
Excel 2007 and later Macro-Enabled Workbooks and Templates	☐	☐
Excel 2007 and later Add-in Files	☐	☐
Excel 2007 and later Binary Workbooks	☐	☐
OpenDocument Spreadsheet Files	☐	☐
Excel 97-2003 Add-in Files	☐	☐
Excel 97-2003 Workbooks and Templates	☐	☐
Excel 95-97 Workbooks and Templates	☐	
Excel 95 Workbooks	☐	☐
Excel 4 Workbooks	☐	
Excel 4 Worksheets	☐	
Excel 3 Worksheets	☐	
Excel 2 Worksheets	☐	
Excel 4 Macrosheets and Add-in Files	☐	
Excel 3 Macrosheets and Add-in Files	☐	
Excel 2 Macrosheets and Add-in Files	☐	
Web Pages and Excel 2003 XML Spreadsheets	☐	☐
XML Files	☐	☐

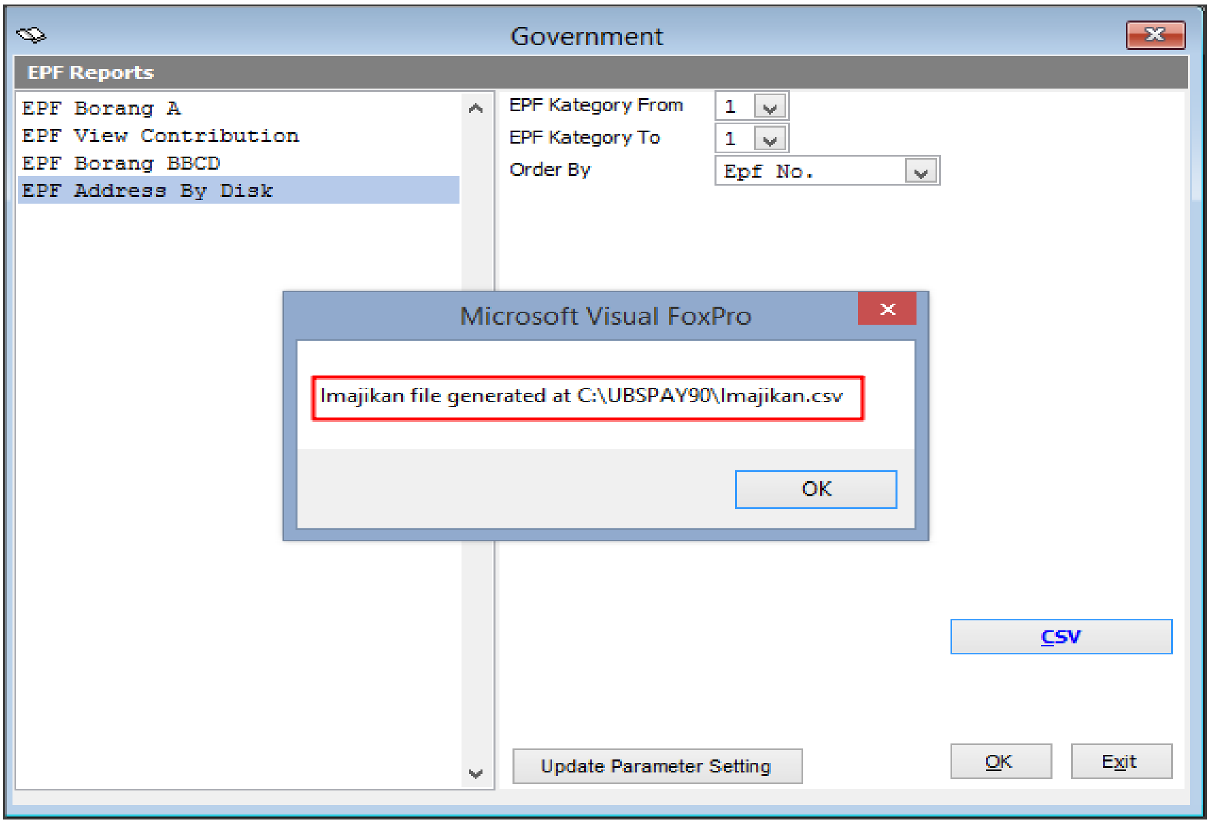
Open behavior for selected file types:

KWSP e-Caruman iMajikan.csv reporting file (for Malaysia)

Penghantaran Butiran Caruman untuk Aliran Kelulusan menggunakan Borang A format Comma Separated Value (CSV) – Bayaran Melalui Laman Web Bank is now available.

To generate the iMajikan.csv file in Payroll System, please go to:

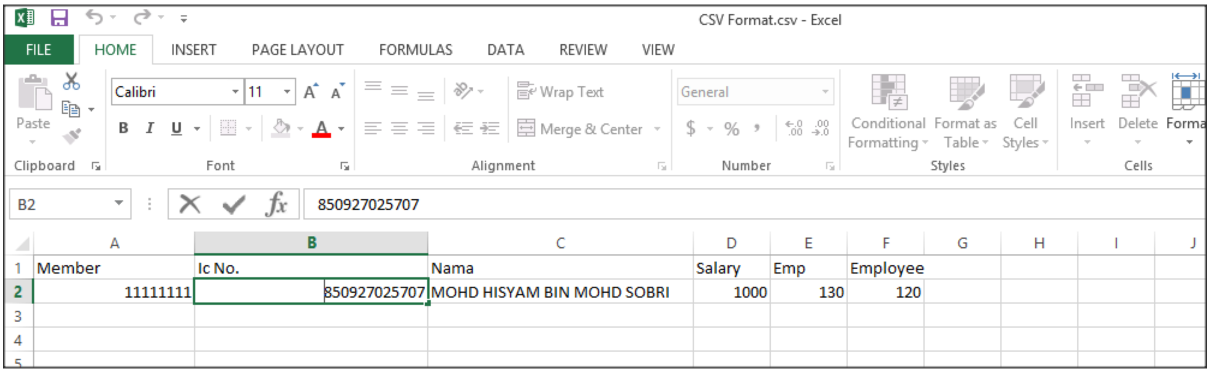
Government > EPF Reports > EPF address by Disk > Click CSV > Click OK


Government
EPF Reports
EPF Borang A
EPF View Contribution
EPF Borang BBCD
EPF Address By Disk
Microsoft Visual FoxPro
OK
CSV
Update Parameter Setting
OK
Exit

EPF Kategory From: 1
EPF Kategory To: 1
Order By: Epf No.

Imajikan file generated at C:\UBSPAY90\Imajikan.csv

The iMajikan.csv file will be available at your data folder. Below is the sample csv file:


CSV Format.csv - Excel
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
Paste
Calibri
11
Wrap Text
Merge & Center
General
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Forma
Clipboard
Font
Alignment
Number
Styles
Cells

B2 850927025707

	A	B	C	D	E	F
1	Member	Ic No.	Nama	Salary	Emp	Employee
2	11111111	850927025707	MOHD HISYAM BIN MOHD SOBRI	1000	130	120

Issues that have been addressed

Case ID	Brief Description
353-130645	HRMS Manage User ID is not working
313-119102	12 month yearly report total amount
281-123492	APS37 salary format header record total
313-128834	Singapore AW calculation
313-128965	IR8A Appendix 8A report amount not shown
241-84804	BIK for some month not list after month end
313-130129	Appendix 8B enhancement
313-128387	IR8S report format updated

****END****