

Access UBS Payroll

30 September 2022 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 v2022.8

This release encompasses our efforts to ensure our product is more visually appealing and provides 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.

System Interface Modernisation

Revamped Payroll User Interface (for Malaysia License)

Provide a newer and better UBS Payroll with Modern View.

[Read more about this feature](#)

Upgrade Reminder

Windows Out-of-Support Message

Added windows out-of-support message at Landing Page and Company Selection screen.

[Read more about this feature](#)

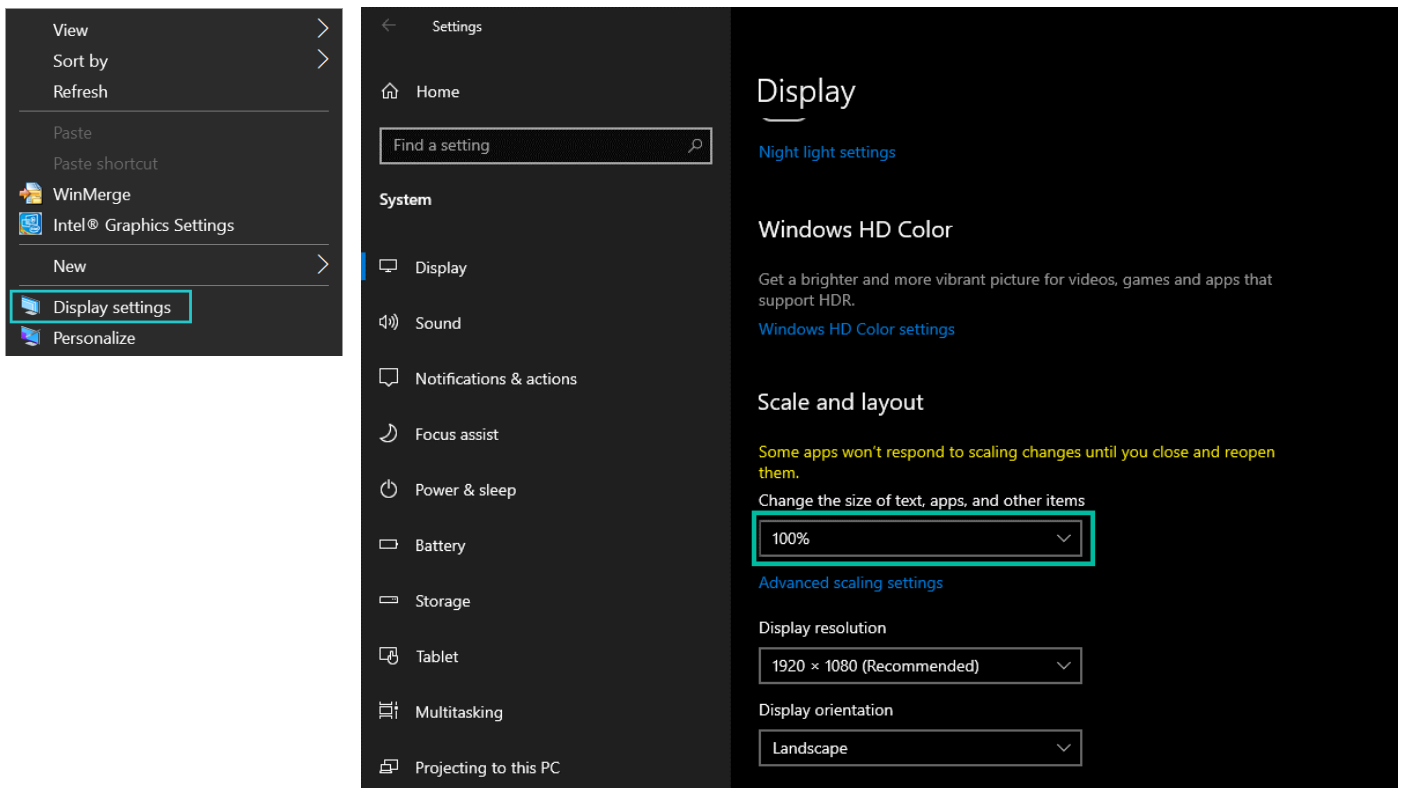
Release Contents

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.

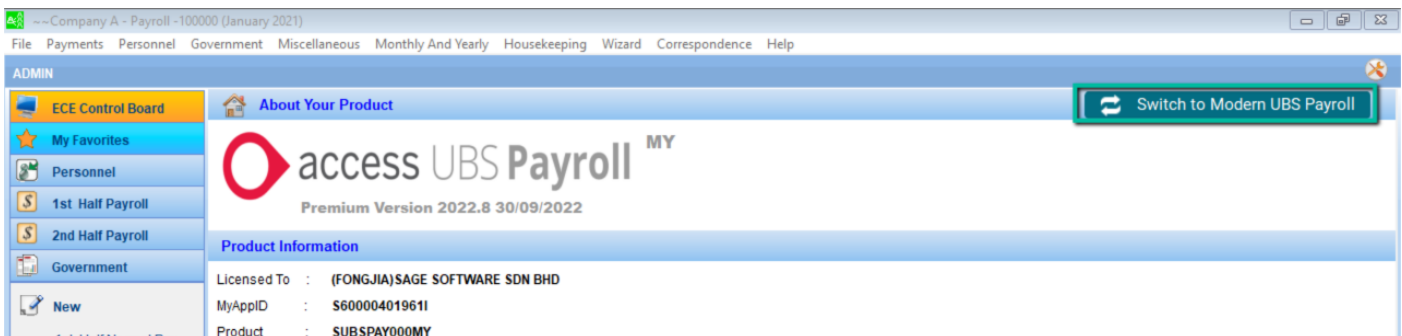
System Interface Modernisation

Revamped Payroll User Interface (for Malaysia License)

Payroll interface of Malaysia license has been enhanced with modern screen design, organised menu, one place payroll and centralised report. It's best viewed in windows display scale of 100%.



Malaysia license user could access to Modern View in Payroll application from Classic View by clicking on the 'Switch to Modern UBS Payroll' button:



UBS Payroll Modern View has been simplified to have 6 side menus:

1. Employee - Employee management, e.g., add new employees, make changes to employee information such as salary increments or put termination dates.

Employee Main Screen:

The screenshot shows the 'Employee' management interface. On the left is a sidebar with navigation links: Employees, Payroll, Reports, Integration, Data Management, and Settings. The main area displays a table of employees with columns: Emp No., Name, Job Title, Department, Date Joined, Date Resigned, Status, and Actions. Annotations include: 'Select All / Active / Inactive employee listing' pointing to the filter tabs; 'Click button to Add New employee' pointing to the '+ Add New' button; 'Click More Actions drop down to update / generate employee related information' pointing to the 'More Actions' dropdown; 'Click Report drop down to view frequently used Employee Reports' pointing to the 'Reports' dropdown; 'Click column arrow to sort records' pointing to the column headers; and 'Click icon to View / Edit / Delete employee' pointing to the icons in the Actions column. A 'QUICK FILTER' bar is also present above the table. At the bottom right, a page navigator shows 'Page 1 of 1'.

Employee Details screen:

The screenshot shows the 'View Employee' details for Employee 001. The interface is divided into several sections: 'Basic Info', 'Employment Info', 'Payment Info', 'Statutory Info', and 'Prev. Employment Relief'. The 'Basic Info' section includes fields for Employee No., Employee Name, Employee Code, Full Name, I/C No. (New), I/C No. (Old), IC Color, Passport No., Sex, Date of Birth, Marital Status, Race, Nationality, Religion, Highest Education Level, Working Experience, and Physical disability. The 'Correspondence Address / Contacts' section includes fields for Address line 1, Address line 2, Zip / Postal, City, Town, State / Province, Country / Region, and Phone No. The 'Permanent Address / Contact' section includes fields for Name, Address line 1, Address line 2, Address line 3, Phone No., and E-mail. The 'Non-Citizenship' section includes fields for Resident Status, PR Number, PR Since, Work Permit, Permit Valid From, To, Employment Pass, and Immigration No. The 'Foreign Worker Levy' section includes fields for Table and Method. At the bottom right, there are buttons for 'Delete', 'Add New', and 'Edit'.

2. Payroll – Payroll Management, e.g., process payroll with 4 steps (Month End Processing, Edit Normal Pay, Process Pay and Report or Submission).

Payroll Main Screen (default to show 2nd Half Payroll listing):

Payroll Main Screen (default to show 2nd Half Payroll listing):

Summary Statistics:

Month	Period	Total Gross Pay	Total Net Pay	Payroll Cost
JAN 2021	01/01/21 - 31/01/21	76,799.76	64,250.71	86,361.06

Employee List (14 Employees):

Emp. No.	Name	Department	Date Joined	Date Resigned	Basic Rate	Gross Pay	Advance	Net Pay	Pay Method	Status	Pay Slip	Actions
002	Employee 002		01/01/2021	/ /	2,900.00	3,666.36	0.00	3,303.31	Bank	Ready	📄	⋮
004	Employee 004		01/01/2020	/ /	4,000.00	4,000.00	0.00	3,515.75	Bank	Ready	📄	⋮
005	Employee 005		01/01/2020	/ /	4,333.40	4,333.40	0.00	3,824.95	Bank	Ready	📄	⋮
006	Employee 006		01/01/2020	/ /	4,000.00	4,000.00	0.00	3,515.75	Bank	Ready	📄	⋮
007	Employee 007		01/01/2020	/ /	6,000.00	6,000.00	0.00	5,057.85	Bank	Ready	📄	⋮
008	Employee 008		01/01/2020	/ /	6,000.00	6,000.00	0.00	5,126.00	Bank	Ready	📄	⋮
009	Employee 009		01/01/2020	/ /	6,000.00	6,000.00	0.00	5,082.60	Bank	Ready	📄	⋮
A	Employee A		01/01/2020	/ /	1,800.00	1,800.00	0.00	1,495.40	Bank	Ready	📄	⋮
B	Employee B		01/01/2020	/ /	4,400.00	4,400.00	0.00	3,313.40	Bank	Ready	📄	⋮
C	Employee C		01/01/2020	/ /	1,800.00	1,800.00	0.00	1,495.40	Bank	Ready	📄	⋮
D	Employee D		01/01/2020	/ /	4,400.00	4,400.00	0.00	3,530.10	Bank	Ready	📄	⋮
E	Employee E		01/01/2020	/ /	2,500.00	2,500.00	0.00	2,020.15	Bank	Ready	📄	⋮

1st Half Payroll listing (similar layout with 2nd Half Payroll listing):

1st Half Payroll listing (similar layout with 2nd Half Payroll listing):

Summary Statistics:

Month	Period	Total Gross Pay	Total Net Pay	Payroll Cost
JAN 2021	01/01/21 - 31/01/21	76,799.76	64,250.71	86,361.06

Employee List (14 Employees):

Emp. No.	Name	Department	Date Joined	Date Resigned	Basic Rate	Gross Pay	Advance	Net Pay	Pay Method	Status	Pay Slip	Actions
002	Employee 002		01/01/2021	/ /	2,900.00	0.00	0.00	0.00	Bank	Add New Pay	📄	⋮
004	Employee 004		01/01/2020	/ /	4,000.00	0.00	0.00	0.00	Bank	Add New Pay	📄	⋮
005	Employee 005		01/01/2020	/ /	4,333.40	0.00	0.00	0.00	Bank	Add New Pay	📄	⋮
006	Employee 006		01/01/2020	/ /	4,000.00	0.00	0.00	0.00	Bank	Add New Pay	📄	⋮
007	Employee 007		01/01/2020	/ /	6,000.00	0.00	0.00	0.00	Bank	Add New Pay	📄	⋮
008	Employee 008		01/01/2020	/ /	6,000.00	0.00	0.00	0.00	Bank	Add New Pay	📄	⋮
009	Employee 009		01/01/2020	/ /	6,000.00	0.00	0.00	0.00	Bank	Add New Pay	📄	⋮
A	Employee A		01/01/2020	/ /	1,800.00	0.00	0.00	0.00	Bank	Add New Pay	📄	⋮
B	Employee B		01/01/2020	/ /	4,400.00	0.00	0.00	0.00	Bank	Add New Pay	📄	⋮
C	Employee C		01/01/2020	/ /	1,800.00	0.00	0.00	0.00	Bank	Add New Pay	📄	⋮
D	Employee D		01/01/2020	/ /	4,400.00	0.00	0.00	0.00	Bank	Add New Pay	📄	⋮
E	Employee E		01/01/2020	/ /	2,500.00	0.00	0.00	0.00	Bank	Add New Pay	📄	⋮

Bonus payment listing:

access UBS Payroll

Company A

Payroll

Current Month

Month: JAN 2021
14 Employees

Period: 01/01/21 - 31/01/21

Total Gross Pay: 76,799.76
Total Net Pay: 64,250.71
Payroll Cost: 86,361.06

EPF: 16,116.00
SOCSO: 1,114.00
EIS: 237.60
PCB: 6,261.80
HRDF: 0.00

Employee: 7,540.00
247.50
118.80
6,261.80
-

Employer: 8,576.00
866.50
118.80
-
0.00

Key in Bonus by No. of (salary) Month / Percentage / Bonus amount and press Enter

Click Bank Files drop down to generate bank files
Click Payslip drop down to print payslips
Click Reports drop down to view frequently used Bonus reports
Click button to Process Bonus
Click Closing drop down to do Month / Year End Closing
Click More Actions drop down to generate bonus or set fixed statutory pay for Bonus

1st Half	Month End / 2nd Half	Bonus	Commission / Fixed Commission						
Emp. No.	Name	Date Joined	Date Resigned	Basic Rate	Est. Month Rate	No. of Month	Percentage	Bonus	Pay Rate Type
002	Employee 002	01/01/2021	/ /	2,900.00	2,900.00	0.6000	68.97	2000.00	Monthly
004	Employee 004	01/01/2020	/ /	4,000.00	4,000.00	0.0000	0.00	0.00	Monthly
005	Employee 005	01/01/2020	/ /	4,333.40	4,333.40	0.0000	0.00	0.00	Monthly
006	Employee 006	01/01/2020	/ /	4,000.00	4,000.00	0.0000	0.00	0.00	Monthly
007	Employee 007	01/01/2020	/ /	6,000.00	6,000.00	0.0000	0.00	0.00	Monthly
008	Employee 00	01/01/2020	/ /	6,000.00	6,000.00	0.0000	0.00	0.00	Monthly
009	Employee 009	01/01/2020	/ /	6,000.00	6,000.00	0.0000	0.00	0.00	Monthly
A	Employee A	01/01/2020	/ /	1,800.00	1,800.00	0.0000	0.00	0.00	Monthly
B	Employee B	01/01/2020	/ /	4,400.00	4,400.00	0.0000	0.00	0.00	Monthly
C	Employee C	01/01/2020	/ /	1,800.00	1,800.00	0.0000	0.00	0.00	Monthly
D	Employee D	01/01/2020	/ /	4,400.00	4,400.00	0.0000	0.00	0.00	Monthly
E	Employee E	01/01/2020	/ /	2,500.00	2,500.00	0.8000	80.00	2000.00	Monthly

Use page navigator to browse records

Page 1 of 2

Commission / Fixed Commission payment listing:

access UBS Payroll

Company A

Payroll

Current Month

Month: JAN 2021
14 Employees

Period: 01/01/21 - 31/01/21

Total Gross Pay: 76,799.76
Total Net Pay: 64,250.71
Payroll Cost: 86,361.06

EPF: 16,116.00
SOCSO: 1,114.00
EIS: 237.60
PCB: 6,261.80
HRDF: 0.00

Employee: 7,540.00
247.50
118.80
6,261.80
-

Employer: 8,576.00
866.50
118.80
-
0.00

Key in Commission / Fixed Commission amount and press Enter

Click Bank Files drop down to generate bank files
Click Payslip drop down to print payslips
Click Reports drop down to view frequently used Commission reports
Click button to Process Fixed / (non-fixed) Commission
Click Closing drop down to do Month / Year End Closing
Click More Actions drop down to generate commission or maintain other commission information

1st Half	Month End / 2nd Half	Bonus	Commission / Fixed Commission				
Emp. No.	Name	Date Joined	Date Resigned	Basic Rate	Commission	Fixed Commission	Pay Rate Type
002	Employee 002	01/01/2021	/ /	2,900.00	0.00	0.00	Monthly
004	Employee 004	01/01/2020	/ /	4,000.00	0.00	0.00	Monthly
005	Employee 005	01/01/2020	/ /	4,333.40	0.00	0.00	Monthly
006	Employee 006	01/01/2020	/ /	4,000.00	0.00	0.00	Monthly
007	Employee 007	01/01/2020	/ /	6,000.00	0.00	0.00	Monthly
008	Employee 00	01/01/2020	/ /	6,000.00	0.00	0.00	Monthly
009	Employee 009	01/01/2020	/ /	6,000.00	0.00	0.00	Monthly
A	Employee A	01/01/2020	/ /	1,800.00	0.00	0.00	Monthly
B	Employee B	01/01/2020	/ /	4,400.00	0.00	0.00	Monthly
C	Employee C	01/01/2020	/ /	1,800.00	2000.00	0.00	Monthly
D	Employee D	01/01/2020	/ /	4,400.00	2000.00	0.00	Monthly
E	Employee E	01/01/2020	/ /	2,500.00	0.00	0.00	Monthly

Use page navigator to browse records

Page 1 of 2

Normal Pay (2nd Half Payroll):

2nd Half Payroll - Normal Pay (January 2021)

Ready

Employee No. 002
Employee Name Employee 002
Line No.

Basic Pay & Overtime

Allowances

Deductions

Others

User Define Rate

Relief & Rebate

BIK Item

Basic Rate
Monthly
2900.00
View More Details

Working Days
26.00
Calculate

Pay Days

DW	26.00	Leave Balance
PH	0.00	AL 0.00
AL	0.00	MC 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	

No Pay Days

No Pay	LS	0.00
No Pay	NPL	0.00
No Pay	AB	0.00
No Pay		0.00

Overtime

1.0 TIME	3.00	HRS
1.5 TIMES	0.00	HRS
2.0 TIMES	0.00	HRS
3.0 TIMES	0.00	HRS
Work Hours	0.00	HRS
Lateness	0.00	HRS
Early Dep.	0.00	HRS
No Pay Hour	0.00	HRS

Hrs/Days

REST DAY	0.00	DAYS
PUB.HOL.	0.00	DAYS

OOB (Days) 0.00

Delete Pay
Save

Process Pay (2nd Half Payroll):

Process Pay

Month End / 2nd Half

Employee No.
Line No.
Branch From
Department From
Category
Employee Code From

☐ Show Employees with Negative Pay

Process

Process Pay

Month End / 2nd Half

100%

Process completed.

Finish

Print Payslip (2nd Half Payroll):

Print Pay Slip
Month End / 2nd Half

Select the type of listing below:

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

XBM - Pay Slip (BM Version)

Y - Pay Slip

Z - Pay Slip

EZ1 - Pay Slip

EZ2 - Pay Slip

EZ3 - Pay Slip

EZ4 - Pay Slip

EZ5 - Pay Slip

EZ6 - Pay Slip

By

Employee No. From

Employee No. To

Confidential Level

Pay Rate Type

Pay Method

Pay Slip Date

Remark

Employee No.

zzzzzz

All


All


31/01/2021


E-Payslip

Generate

Print


Print


Preview


Select Printer

Location

Other Actions

- Customize Template
- Converter

Cancel

Bank Files (2nd Half Payroll):

Bank File Generator
Month End / 2nd Half

Step 1 Fill in the bank details

Bank Info

Category

1

Name

AFFIN BANK BERHAD

Code

PHBMMYKL

Branch Code

XXX

Originator (Company)

Account No.

912345678901

Name

Affin Salary

ID

234567

APS - Auto Pay System

APS Number

106

APS File Name

AFFBNK.TXT

APS Bank

AFFIN BANK

Save and Proceed

Bank File Generator
Month End / 2nd Half

Step 2 Generate bank file for APS No. 106 - AFFBNK.TXT

Generate ASCII File

Category

1

Confidential Level

Order By

Name

Salary Credit Date

31/01/2021

Report Date

31/01/2021

Prepared By


Batch No.

1

Batch Code

Generated Bank Files Results

Click to preview or print the generated files below.


Files are not yet generated.

Back

Generate

3. Reports – View Payroll Overview Reports, Statutory Reports, Bank Reports, Deduction Reports, Employee Overview Reports, Employee Correspondence and Other Reports from one place.

Reports Main Screen:

access LBS Payroll

Company A |

Employees

Payroll

Reports

Integration

Data Management

Settings

Reports

Payroll Overview Reports

> Management Reports - 1st Half

> Advance Line Total - 1st Half

> Advance Listing - 1st Half

> Management Reports - Month End / 2nd Half

> Advance Line Total - Month End / 2nd Half

> Advance Listing - Month End / 2nd Half

> Bonus Line Total Report

> Bonus Listing

> Commission Line Total Report

> Commission Listing

> Sales Listing

> Month To Date Pay Reports

> Year To Date Pay Reports

> 12 Months Yearly Reports

> Past Months Pay Transactions

Statutory Reports

> EPF (Employees' Provident Fund)

> SOCSO (Social Security Organization)

> EIS (Employment Insurance System)

> Income Tax

> HRDF (Human Resource Development Fund)

> Foreign Worker Levy

> Tabungan Baitulmal and Pension Report

Bank Reports

> Cash / Bank / Others - 1st Half

> Cash / Bank / Others - 1st Half Advance

> Cash / Bank / Others - Month End / 2nd Half

> Cash / Bank / Others - Month End / 2nd Half Advance

> Cash / Bank / Others - Bonus

> Cash / Bank / Others - Commission

Deduction Reports

> Deduction Listing - 1st Half

> Deduction Listing - Month End / 2nd Half

> A.S.N - Contribution - DED 113

> T.HAJI - Contribution - DED 114

> Zakat

Others Reports

> Directors Fees Listing - 1st Half

> Directors Fees Listing - Month End / 2nd Half

> Leave Listing

> Rest Day and Holiday Worked Listing

> Loan Deduction Listing

> Piece Rated Work / Pay Listing

Employee Overview Reports

> Employee Reports

> Employee Historical Listing

Employee Correspondence

> Employee Letters

Income Tax Reports:

Income Tax Reports

Select the type of reports below:

CP39 - Monthly

CP39 View Contribution

CP21 - Monthly

CP22 - Monthly

CP22A - Monthly

CP25A - Monthly

TP 1 - Monthly

TP 2

TP 3

Mark To Print For Any Pay

List EA Form Status

List Taxable Figures

List Relief Claim

List Tax Exempted Allowance

CP8 - Yearly

CP8A - Yearly

CP8C - Yearly

PCB2(11) - 12 Mths

CP38 - 12 Mths

List Tax Category

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

For The Month Ended

31/01/2021

Tax Category

1

CP8D Group

All

Order By

Name

Format

2015

For

Monthly

Generate with:

☐ Send data by diskette

☐ Print Prefix 'OS' and 'SG'

☐ Print Foreign Worker DOB

☐ Print Header

☐ Pre-Print Format

Cheque / Bank Details

Bank Name

Cheque No.

Date

Prepared By

Update Profile Setup

Name

Payroll Mgr Name

NRIC / No.KP

723456789012

Job Position

PAYROLL MANAGER

Phone No.

03-34567891

Fax No.

File Format As

Fixed Format

Export File

No. of Contribution this month (OCBC format only):

1

Generate


access

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4. Integration – Export and import of data, e.g., Posting to UBS Accounting, Import from Access Expense, FingerTec and Payroll.txt, Export Payroll Records to Excel and CSV, Import/Export HRMS File and External Application.

Integration Main Screen:

access UBS Payroll Company A | 

Employees

Payroll

Reports

Integration

Data Management

Settings

Integrations

Payroll Posting

Post to UBS Accounting

Company Totals

Branch to Branch Account

Category to Category Account

Department to Department Account

Line No. to Line No. Account

Project to Project Account

Payroll Posting

> External Applications

> HRMS : Update Annual Leave / Medical Leave Balance

Import / Export

Notes : About Importing payroll data.

> Import / Export Payroll Records

> Import / Export HRMS Files

> Export Payroll Records to Excel

> Export CSV / TXT File

Import 1st Half

> Import from Access Expenses

> Import from FingerTec

> Import from Payroll.TXT

> Import from Pay9.DBF

Import Month End / 2nd Half

> Import from Access Expenses

> Import from FingerTec

> Import from Payroll.TXT

> Import from Pay9.DBF

Import from Access Expense (2nd Half Payroll):

Import from Access Expense
Month End / 2nd Half

Please select the Access Expense data file to import:

Browse

Supported file type : .csv

Import

Import from Access Expense
Month End / 2nd Half

Access Expense CSV file storage location:


Result Overview

View Mode General Details

EMPLOYEE NO. : 002	- YES FOUND
AW101	: 0.00
AW102	: 0.00
AW103	: 0.00
AW104	: 0.00
AW105	: 100.00
AW106	: 50.00
AW107	: 80.00
AW108	: 150.00
AW109	: 200.00
AW110	: 0.00

5. Data Management – Perform Data Configuration, Data Checking, File Re-organisation and maintain 12 Months Payroll Data.

Data Management Main Screen:

access UBS Payroll Company A | 

Data Management

Employees

Payroll

Reports

Integration

Data Management

Settings

Data Configuration

- > EIS Employee Contributions
- > Employee History Maintenance
- > Category Maintenance
 - Add / Edit Category
 - Add / Edit Line No.
 - Add / Edit Branch
 - Add / Edit Department
 - Add / Edit Project

Data Checking

- > Check Minimum Wage Details
- > Check Employees List
- > Check Data Files
- > Enquiries

Data Management - 12 Months Payroll Data

- > Update 12 Months Pay
- > Calculate 12 Months Pay
- > Recalculate MTD, YTD and Taxable AW, OT, DED

Data File Reorg Processing

- > Index
- > Upgrade
- > Generate 12 Months Pay

Update 12 Months Pay:

12 Months Figures Update

Select the type of reports below:

- Pay Summary
- Tax Exempted Allowance
- BIK Summary

Employee No. -

Generate

Update 12 Months Pay

Pay Summary

Employee No. 001 Name Employee 001

Pay Summary Allowance Deduction Overtime Leave

JAN - GROSSPAY: 0.00 & NETPAY: 0.00

MONTH	Basic Pay	Overtime	Allowance	Dir. Fee	Grosspay	PCB	EP
JAN	0.00	0.00	0.00	0.00	0.00	0.00	0
FEB	0.00	0.00	0.00	0.00	0.00	0.00	0
MAR	0.00	0.00	0.00	0.00	0.00	0.00	0
APR	0.00	0.00	0.00	0.00	0.00	0.00	0
MAY	0.00	0.00	0.00	0.00	0.00	0.00	0
JUN	0.00	0.00	0.00	0.00	0.00	0.00	0
JUL	0.00	0.00	0.00	0.00	0.00	0.00	0
AUG	0.00	0.00	0.00	0.00	0.00	0.00	0
SEP	0.00	0.00	0.00	0.00	0.00	0.00	0
OCT	0.00	0.00	0.00	0.00	0.00	0.00	0
NOV	0.00	0.00	0.00	0.00	0.00	0.00	0
DEC	0.00	0.00	0.00	0.00	0.00	0.00	0
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0

View Update Log **Save**

6. Settings – Configure system General Settings, Payroll Settings (Allowance/Deduction & Statutory Tables), Bank Settings, License Settings, Security and Permission Settings.

Settings Main Screen:

access UBS Payroll Company A

Settings

- Employees
- Payroll
- Reports
- Integration
- Data Management
- Settings**

General Settings

- > General Setup
- > Label Setting
- > Font Setting

Payroll Settings

- > Payroll Tables Maintenance Setting
- > Statutory / Tax Tables Maintenance Setting
- > Reports Setting
- > Interface File Format Setting

Security & Permission Settings

- > Manage Password
- > User Define Menu
- > User ID Maintenance

Bank Settings

- > Addresses & Account No.
- > APS Format Setup
- > Bank Code

License Settings

- > Manage License
- > Manage Mobile License

General Setup:

General Setup

Company Details | Pay Calculation | Pay Calculation (2) | Control | Auto Numbering

Company Info

Company Name: Company A

Address: Suite 1B-6, Level 6, Block 1B
Plaza Sentral, Jalan Stesen Sentral 5
Kuala Lumpur Sentral, 50470 Kuala Lumpur

Phone No.: 03-22614178

Fax No.: 03-22614279

E-Mail:

R.O.C. Ref. No.: (441389-K)

Date of Incorporation: / /

Country Settings

Country Code: Malaysia

Currency Symbol: RM

Payroll Month

This Month: 1

This Year: 2021

Report Date: 31/01/2021

Payroll Manager Profile Info

Name: Payroll Mgr Name

NRIC: 723456789012

Position: PAYROLL MANAGER

Tel.: 03-34567891

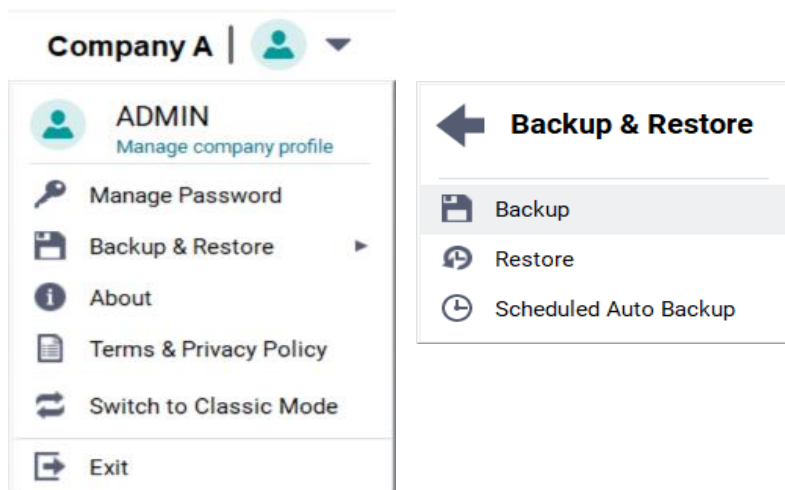
Fax:

E-Mail: payrollMgr@mail.com

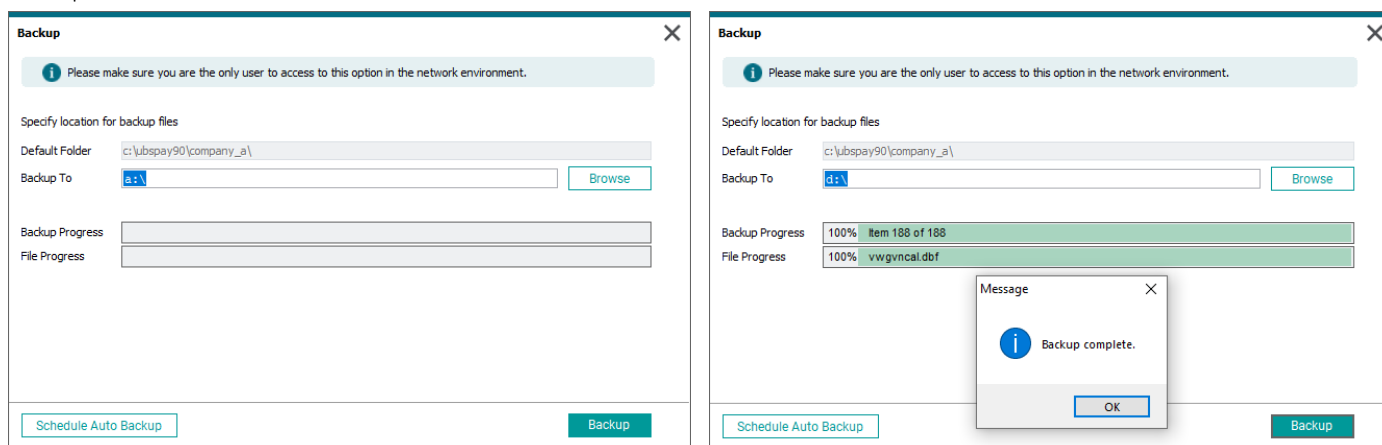
Apply Changes

Login Profile Drop Down List is available on the top right corner of Modern View screen to show login user, allow user to perform data Backup & Restore, Switch to Classic Mode etc.

Login Profile Drop Down Menu and Sub-Menu:



Backup:



Outdated / non-payroll features below are currently excluded in Modern View, but are still accessible in Classic View:

1. Outdated or Non-supportable features:

- Post to Sage Plus, Sage One, Sage 50Cloud
- Correspondence using outdated Mail Merge
- Feature on ePayMaster

2. Non-Functional features:

- Option to show Payroll Assignment
- Language and Language Editor
- Upload Previous Year

3. Non-Payroll features (being assessed):

- Extra Payment
- Tip Allowance Payment
- Weekly Pay


4. Combined Report of 2nd Half Payroll, Bonus, Commission and Extra (to be considered in future release)

Upgrade Reminder

Windows Out-of-Support Message

As the system security has been updated previously to improve product proficiency and hassle-free customer experience, for user security measurement, reminder messages have been added at UBS Payroll Landing Page and Company Selection screen for user that is using out-of-support or soon-to-be Windows, i.e., Windows version that is older than Windows 10.

Reminder Message at Landing Page:

 **Your Windows PC is out of support**

We detected that you are using a version of Windows that is older than Windows 10. This is either out of support or will soon be. Please consider upgrading to the latest Windows to be protected with latest security measure.

IMPORTANT INFORMATION

Please take note that you are currently at risk running on out-of-support (or soon to be) Windows operating system.

- For those using Windows 7, the end of extended support for Microsoft Windows 7 was January 14, 2020.
- For those using Windows 8.1, do note that the end of extended support will be January 10, 2023.
- And, if you are on Windows Server 2012 R2, the end of extended support will be October 10, 2023.

What does this mean to you?

If you are still running on an out-of-support Windows, technical assistance and software updates from Windows Update that help protect your PC will no longer be available. And we will not be able to help if you encounter issues using our solutions on out-of-support Windows.

Microsoft strongly recommends that you always stay updated with the current Windows OS for stronger security, access to support, and the ability to work with newer programs efficiently.

Thus, it is always wise to upgrade the Operating System ahead of time to avoid disruption to your business.

If you are unsure about what you need to do, please speak to your Access Business Partner who will be able to assist and advise you.

Remind me later

Reminder Message at Company Selection screen:

Access UK Payroll

Access UBS Payroll

Select Company

Control Panel

You last worked on - 28/09/22 11:52:32 PM
If your company does not appear in the list, it is either your company has been deleted or you do not have rights to access.

Please Select the company that you would like to work on

A-C

D-F

G-H

J-L

M-O

P-R


S-U

V-Z

0-9


ALL

New Company



Last login: 11 : : AM

DEMO COMPANY



Last login: 11 : : AM

Previous

Next

Your Windows PC is out of support

We detected that you are using a version of Windows that is older than Windows 10. This is either out of support or will soon be. Please consider upgrading to the latest Windows to be protected with the latest security measures.

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
- Tel
 - General Line Office: 1300 88 7243 | +603 2272 9999

General Website:

<https://www.theaccessgroup.com/en-my/>