

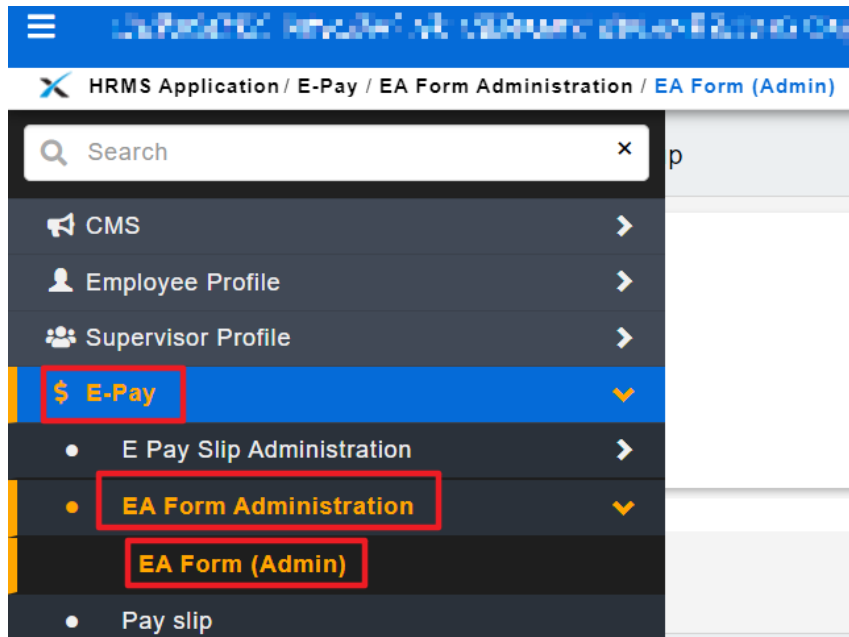
User Guide

How to Delete EA Form



HOW TO DELETE EA FORM

1. Access to "E-Pay -> EA Form Administration -> EA Form (Admin)"



2. Under "Employee" tab, click on (A) to delete any employees' EA Form.

A screenshot of the EA Form Administration interface. The breadcrumb trail at the top reads "HRMS Application / E-Pay / EA Form Administration / EA Form (Admin)". The interface has two tabs: "Employee" (highlighted with a red box) and "EA Form Setup". The "Employee" tab contains a form with the following fields: Retrieve Method (radio buttons for Individual and Multiple), Tax Year (dropdown menu), Employee (dropdown menu), and Language (radio buttons for Malay and English). There are two buttons: "Retrieve" (green) and "Delete EA Form" (blue, highlighted with a red box). A red letter "A" is positioned below the "Delete EA Form" button. At the bottom, a red message states: "Please select Tax Year and Employee to retrieve EA form".

3. Select (A) for the Tax Year.
4. Select (B) for the Delete Mode/Method.
 - a. By Period: The EA Form for the entire Tax Year selected will be deleted
 - b. By Department: Only the EA Form for selected Department(s) will be deleted
 - c. By Employee: Only the EA Form for selected Employee(s) will be deleted
5. Select (C) for the Department/Employee's EA Form to be deleted.
6. Click on (D) to Delete the EA Form for the selected Method.

The screenshot shows a web application window titled "Delete EA Form". At the top, there is a "Tax Year" dropdown menu set to "2019", labeled with a red "A". Below it, the "Delete Mode :" section has three radio buttons: "By Period", "By Department" (which is selected), and "By Employee", labeled with a red "B". A red instruction text reads: "Please select below departments. Select the department correctly before proceed." Below this is a list of departments, each with a checkbox. The first checkbox, labeled "All Department", is selected and highlighted with a red box, labeled with a red "C". The other departments listed are: GLAZING (2705), MAINTENANCE (2504), QUALITY ASSURANCE (2709), office-MAINTENANCE (2504), GREEN TREATMENT (2704), office-ACCOUNTS (2092), ACCOUNTS (2092), CASTING (2703), and MATR (2704). At the bottom, there are three buttons: "Proceed", "Reset", and "Close". The "Proceed" button is highlighted with a red box, labeled with a red "D".

7. Click on (A) to **confirm** on the Delete action.
8. Click on (B) to **back** to the selection page.

Are you sure you want to delete this? You cannot undo this action.

A OK B Cancel

Please select below departments. Select the department correctly before proceed.

☐ All Department

- ☐ GLAZING (2705)
- ☒ MAINTENANCE (2504)
- ☒ QUALITY ASSURANCE (2709)
- ☐ office-MAINTENANCE (2504)
- ☐ GREEN TREATMENT (2704)
- ☐ office-ACCOUNTS (2092)
- ☐ ACCOUNTS (2092)
- ☐ CASTING (2703)
- ☐ ...

Proceed Reset Close