User Guide
EA Form (Admin)
How to Retrieve/Delete/Release/Setup EA Form as an Admin
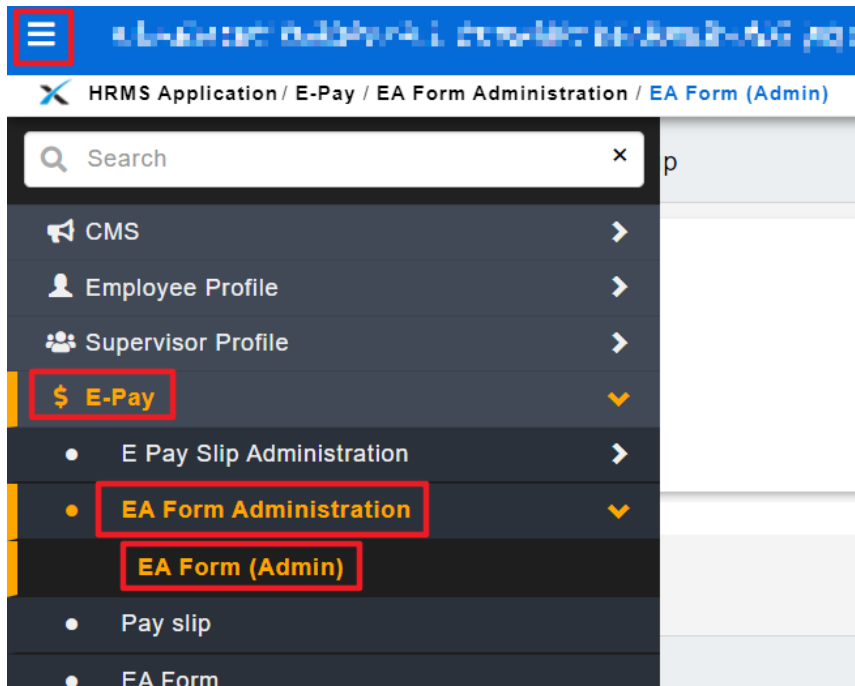
emplX
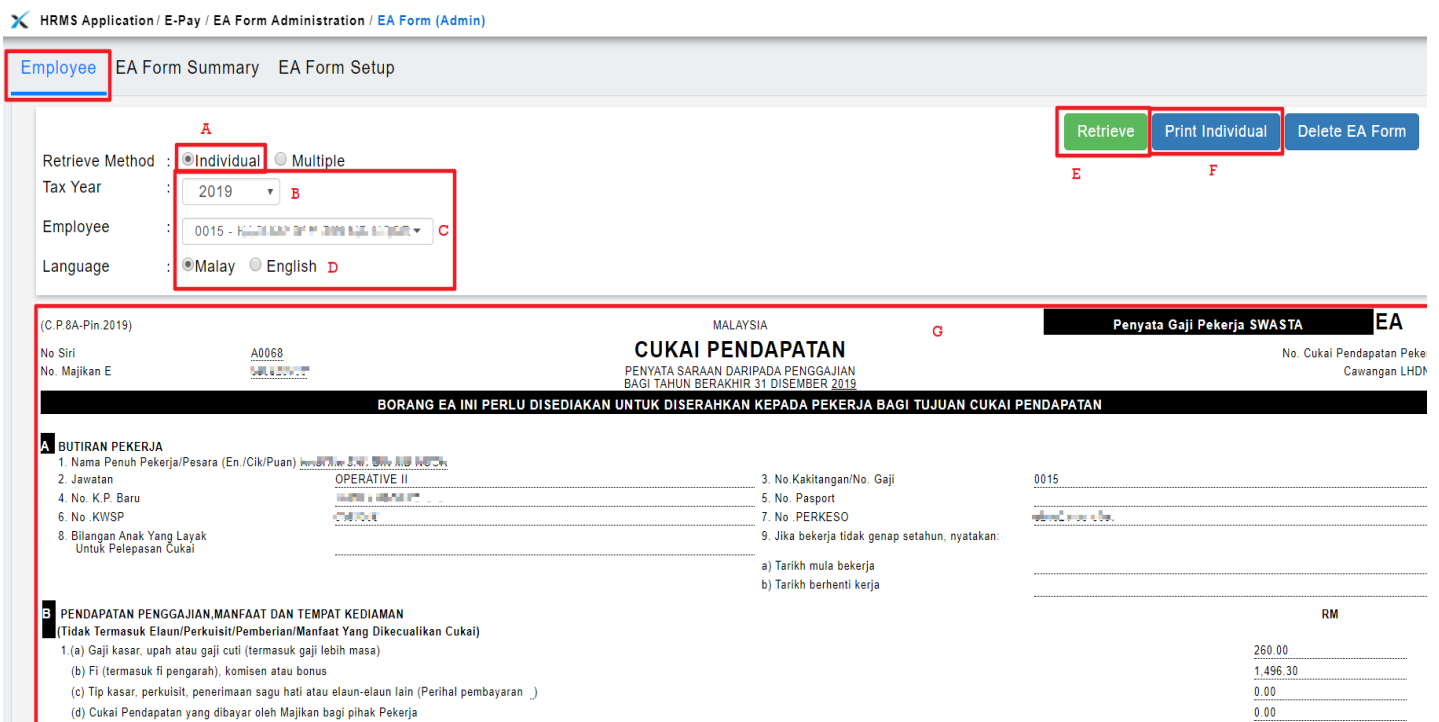employee **Xpress**

Table of Contents

TO RETRIEVE EMPLOYEES' EA FORM

1. Click on ☰ at the top left side -> E-Pay -> EA Form Administration -> **EA Form (Admin)**.

2. Click on "Employee" tab.
   i. By Individual:

a)   Select (**A**) to retrieve the EA Form by Individual.
b)   Select (**B**) to choose which Tax Year.
c)   Select (**C**) to choose the employee.
d)   Select (**D**) to choose on the EA Form Language.
e)   Click on (**E**) to retrieve the Individual EA Form under (**G**).
f)   Click on (**F**) to Print out the employee's EA Form.

ii.   By Multiple:

a)   Select (**A**) to retrieve the EA Form by Multiple.
b)   Select (**B**) to choose which Tax Year.
c)   Select (**C**) to filter by Department.
d)   Select (**D**) to perform EA Form Sorting.
e)   Select (**E**) to choose on the EA Form Language.
f)   Click on (**F**) to Print Preview All Employees' EA Form as in (**G**).
g)   Adjust the scroll bar (**H**) to go through the employees' EA Form.
h)   Click on (**J**) to Print out all the EA Form or to Close the window.
i)   Click on (**K**) to Export All EA Form into PDF format.

TO DELETE EMPLOYEES' EA FORM

1. Click on (A) to delete any employees' EA Form.

Employee   EA Form Summary   EA Form Setup

Retrieve   Delete EA Form

A

Retrieve Method   :   ⦿ Individual   ○ Multiple
Tax Year   :   [-   ▾]
Employee   :   [-   ▾]
Language   :   ⦿ Malay   ○ English

Please select Tax Year and Employee to retrieve EA form

2. Select (**A**) for the Tax Year.
3. 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
4. Select (**C**) for the Department/Employee's EA Form to be deleted.
5. Click on (**D**) to Delete the EA Form for the selected Method.

Delete EA Form

A

Tax Year   [2019   ▾]
Delete Mode :   ○ By Period   ⦿ By Department   ○ By Employee   B

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)

C

D

[Proceed]   [Reset]   [Close]

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

TO VIEW EA FORM SUMMARY AND RELEASE TO EMPLOYEE(S)

1. Click on "EA Form Summary" tab

Employee | EA Form Summary | EA Form Setup

Tax Year: 2019 ▼ EA Form Status: Pending Approval B | D [Release Individual EA] C [Release All] E [Export]

No	Employee No	Employee Name	Gaji	Fi	Tip	Cukai Pendapatan	ESOS	Ganjaran	Jenis pendapatan	Manfaat berupa barangan	Nilai Kediaman	Bayaran Balik KWSP	Pampasan	Pencen	Anuiti	JUMLAH	Potongan Cukai	Poto CP
			RM	RM	Perihal pembayaran	RM	RM	RM	dari hingga RM a) b)	RM Nyatakan RM Alamat	RM	RM	RM	RM	RM	RM	RM	R
1	0009		2506.40	3345.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5851.40	191.50	0.
2	0015		260.00	1496.30		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1756.30	0.00	0.
3	0034		3072.06	1432.50		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4504.56	0.00	0.
4	0074		257.79	2821.30		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3079.09	0.00	0.
5	0083		2506.05	1372.50		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3878.55	0.00	0.
6	0099		918.57	2740.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3658.57	283.85	0.
7	0100		11269.51	1376.30		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12645.81	255.35	0.

Employee Information / *Pendapatan Penggajian, Manfaat Dan Tempat Kediaman* / *Pencen Dan Lain-lain*

a) Select (**A**) to choose the Tax Year.
b) Overall EA Form Release Status will show in (**B**).
c) Click on (**C**) to release all the EA Form to the employees after review.
d) Click on (**E**) to Export the Summary Data into Excel.
e) Click on (**D**) to Release the EA Form only to certain employee(s).
   Eg: -

Release Individual EA

No.	Employee No.	Employee Name	EA Status	
1	0009		🔵	Release
2	0015		⚪	
3	0034		🔵	Release
4	0074		⚪	
5	0083		🔵	Release
6	0099		⚪	

[Save]

LIAH
AHRIL BIN 4424.17 1147.50 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0

TO SETUP OFFICER INFORMATION

1. Click on "EA Form Setup" tab

a) Fill in the Officer details under (**A**).
b) Click on (**B**) to Save the details.
c) The saved Officer details will display under (**C**).
d) Click on (**D**) to Edit the details from section (**A**).
e) Click on (**E**) to Delete the details.