## User Guide HOW TO PROCESS EA LOAD



## HOW TO PROCESS EA LOAD

- 1. Click on at the top left side, you can search the EA Load.
- 2. **OR** click on Payroll -> Process -> **Payroll EA Load**.

<b>≣</b> 1	
Q EA Load 2	×
Payroll	
Process	
Payroll EA Load	

- 3. Go to [EA Setup] tab.
- 4. Select **EA Year\*:** [Eg: **2016**] \*Latest EA Form template that had announced by the Government.
- 5. Check and ensure that all the Tax related Formula Code(s) have been assigned to the EA Category accordingly.
- 6. Click "Edit" to include/remove the Formula Code(s) from the assignment.

IS Application Payr	oll / Process / Payroll EA Load		
ad Log Report	EA Setup		
ecord(s)			
A Year 🜖 2016			
	Section B will change to 0.		
EA Code	EA Description	Formula Code	Α
В			
ь001	Gaji Kasar	PAID_LEAVES REGULAR Unpaid_leave	E
b101	Bonus	BONUS	E
b101_yr1	Ganjaran Tempoh Mula		E
b101_yr2	Ganjaran Tempoh Tamat		E
b102i	Elaun	INCENTIVE	E
b102_desc	Elaun Penyata		E
b102ii	Cukai Pendapatan		E
b103i	ESOS		E
b103	Ganjaran		E
b103ii	Manfaat berupa barangan		E
b103ii_desc	Manfaat berupa barangan Penyata		E
b003	Nilai Tempat Kediaman		E
b003_desc	Nilai Tempat Kediaman Penyata		E
6407 A	Davaras Dalik KWCD		

7. Click "<u>Save</u>" to save the changes.

EA Load	Log Report EA	A Setup			
Reco	rd(s)				
EA Ye	ear 🜒: 2016 🗸 🗸				
** Anj	y negative value in Sectio	n B will change to 0.			
	EA Code	EA Description	Formula Code		Action
В					
	6001	Gaji Kasar	[DEL] PAID_LEAVES [DEL] REGULAR [DEL] Unpaid_leave	BONUS INCENTIVE PAD_LEAVES REGULAR Unpaid_leave ADDITIONAL_EFF	Save Cancel
	b101	Bonus	BONUS		Edit
	b101_yr1	Ganjaran Tempoh Mula			Edit
	b101_yr2	Ganjaran Tempoh Tamat			Edit

- 8. Go to 1<sup>st</sup> tab (A) [EA Load].
- 9. Select the **EA Year\*** [Eg: 2023]. \**Wish to process for which year EA*.

## Method 1:

• EA Template

Log Report	EA Setup	
Α		
Each employee ree	uires only 1 EA form, as stated by the new requirements by LHDN. As such, duplicated em ing forward. (This is applicable to Malaysian employees only.)	ployee profiles with the same IC number are now merged into 1 EA form. Please
EA Year:	2023 ✓ ◎ EA Template ◎ Duplicate Employee Profiles Template	Process EA without file uploaded
EA Input File (.csv):	Browse No file selected.	
	Browse No file selected. Upload and process EA *File size must not exceed 3MB	

11. Once the EA template has been downloaded, check, verify and/or update (if necessary) from the template file.

∎ ຳ ở · ⊽				ea_input_2019_MYwave_Release_Testing_Company_1.csv - Excel										
File Home Insert	Page Layout	Formulas	Data R	eview Viev	v Help	Q Tell me	what you	want to do						
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V														

- 12. Confirmed all data is correctly captured in the excel file, click **Browse...** to choose the file.
- 13. The file name will show on the right then click

Upload and process EA

oad Log Repor	EA Setup
REMINDER	
Each employee	requires only 1 EA form, as stated by the new requirements by LHDN. As such, duplicated employee profiles with the same IC number are now merged into 1 EA form. Plo going forward. (This is applicable to Malaysian employees only.)
Each employee	requires only 1 EA form, as stated by the new requirements by LHDN. As such, duplicated employee profiles with the same IC number are now merged into 1 EA form. Pic

14. Once done uploaded will prompt a message that saying the 'File is Valid, and was successfully uploaded'.

	L	File is valid, and was successfully uploaded 32 Employee(s) of 1664 Record(s) has been uploaded.
	uires only 1 EA form, as stated by the new requirement ng forward. (This is applicable to Malaysian employed	ents by LHDN. As such, duplicated employee profiles with the same IC number are now merged into 1 EA form. Please ees only.)
tano noto or ano go		
EA Year:	- 🗸 🕑 EA Template 🕑 Duplicate Employee Profile	► Process EA without file uploa
	O EA Template O Duplicate Employee Profile Browse) No file selected.	Process EA without file uploa

## Method 2:

15. Click on "Process EA without file upload": allow user to process employees' EA Form without download and upload the excel file which is directly based on the setup and data captured in the system.

ad Log Report	EA Setup
	requires only 1 EA form, as stated by the new requirements by LHDN. As such, duplicated employee profiles with the same IC number are now merged into 1 EA form. Please
Each employee r	going forward. (This is applicable to Malaysian employees only.)
Each employee r	

	Employee to Proc	ess EA	
aptured in the system (list of data) k	n based on data captured through Monthly Payroll Pr ndly update and upload via CSV File Template. sed previously in the same year for the selected emp		
No. + Employee No.	Employee Name	💠 🗹 Choose Employee	\$
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1			
2			
3			
1			

- 16. After completed the loading/process, kindly proceed to "*EA Form (Admin) EA FormSummary select Tax Year*" to View/Export the summary data.
- 17. Click on "Release All" or "Release Individual EA" to release the EA Form to the employee(s).

		Y EAFC	orm Setup																	
Tax Year: 2	020 🗸 EA F	orm Status	s: Pending A	pprova											Release	e Individ	ual EA	Release	e All	Expor
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No Employe No	Employee Nar	ne Gaji F	fi Tip	3	Cukai Pendapatar	ESOS	Ganjaran	Jenis pendapatan	Manfaat berupa barangan	Nilai Kediaman	Bayara Balik KWSP	n Pampasar	Pencen	Anuiti	JUMLAH	Potongar Cukai	CP 38	n Potongan Zakat	Pelepasa TP1	dib poto
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