User Guide
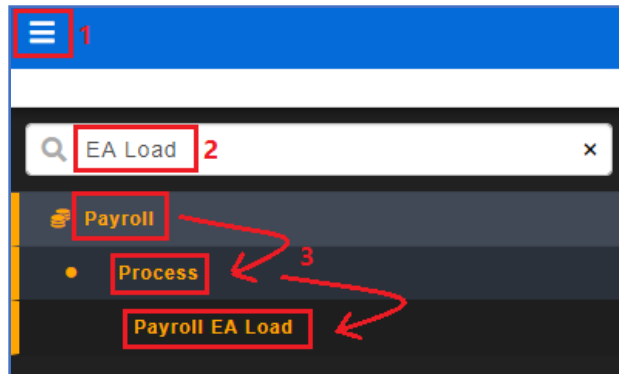## HOW TO PROCESS EA LOAD

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1. Click on ☰ at the top left side, you can search the EA Load.
2. **OR** click on 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.

7. Click "Save" to save the changes.

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

Method 1:

10. Click on the [⊕ EA Template].

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

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**.

EA Load   Log Report   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**. Please take note of this going forward. (This is applicable to Malaysian employees only.)

▶ Process EA without file upload

EA Year: 2023 ⌄   ⊕ EA Template   ⊕ Duplicate Employee Profiles Template

EA Input File (.csv):   Browse... No file selected.

Upload and process EA   * File size must not exceed 3MB

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

EA Load   Log Report   EA Setup

File is valid, and was successfully uploaded
32 Employee(s) of 1664 Record(s) has been uploaded.

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EA Year: - ⌄   ⊕ EA Template   ⊕ Duplicate Employee Profiles Template

EA Input File (.csv):   Browse... No file selected.

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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.

EA Load   Log Report   EA Setup

📢 REMINDER

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▶ Process EA without file upload

EA Year: 2023 ⌄   ⊕ EA Template   ⊕ Loading

EA Input File (.csv):   Browse... No file selected.

Upload and process EA   * File size must not exceed 3MB

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).