



E-Mail CP.8A (EA Form)

Developed by

HR2000

CONTACT

Contact us today for a no-obligation demonstration. Or, visit www.hr2000.com.my for more information...



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HR2000 E-mail CP8A

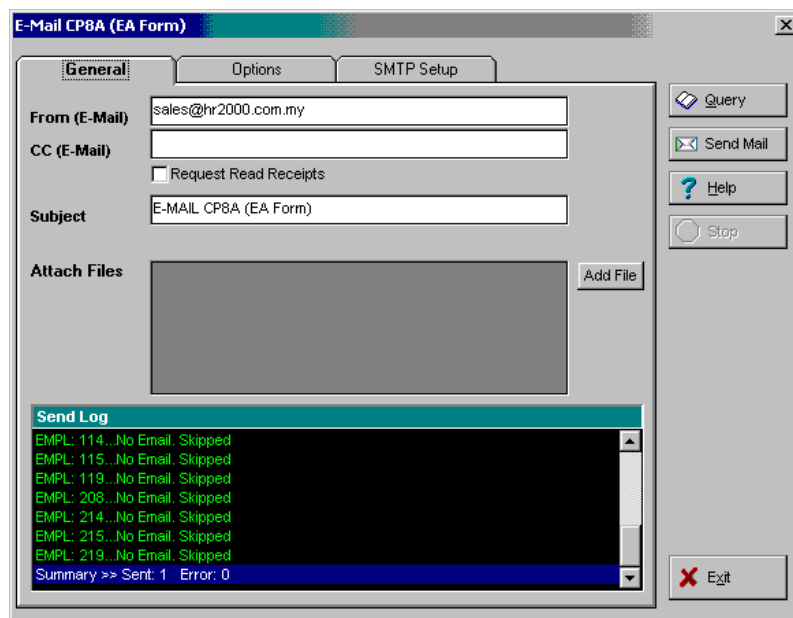
Delivering employee yearly CP8A (EA Forms) via E-Mail – Within Minutes !

What is E-Mail CP8A Module ?

CP8A Forms (or EA Forms) are sent in **HTML formatted e-mail** and with options to include file attachments such as PDF documents, Ms Words, Ms Excel, etc. It only take minutes to send out all your employee yearly CP8A Forms - while saving printing time and cost !

Benefits of E-Mail CP8A Module

- Deliver yearly employee CP8A Forms on-time
- Save paper & printing costs
- Employees can view CP8A Form anytime, anywhere...



HOW IT WORKS

STEP #1

Enter employee e-mail account into EMPLOYEE MASTER.

STEP #2

From E-MAIL CP8A module, enter e-mail subject line & setup SMTP e-mail detail. You may option to attach additional documents such as PDF files, Ms Words or Ms Excel documents.

STEP #3

Click SEND E-MAIL button to send out employee yearly e-mail CP8A forms.



**** E-MAIL Browser Supported ****





FREQUENTLY ASKED QUESTIONS

Q) We are using QUICK PAY Payroll. How do we setup e-mail CP8A ?

First, enter employee e-mail accounts into EMPLOYEE MASTER records. Then, goto E-MAIL CP8A module, and configure your SMTP e-mail server setting and CP8A format preferences. Finally, click SEND button to view and send e-mail CP8A forms to your employees.

Q) Can we send e-mail payslips to HotMail.com, Yahoo.com, Gmail.com, etc ?

YES ! You may send email payslips to your own corporate e-mail servers, and also other popular public e-mail hosts such as Yahoo.com, Gmail.com and HotMail.com.

Q) Can we attach & e-mail documents such PDF, Ms Words, and Ms Excel ?

YES !

Q) Can we attach company logo into E-Mail payslip ?

YES ! The company logo will show on e-mail header.

Q) Can we request a "receipt" for all e-mail sent ?

YES ! You need to enable option "Request Read Receipts".

Q) Can we keep a CC and BCC copy of all e-mail sent ?

YES ! You need to specify an e-mail account into "CC E-Mail" or "BCC E-Mail" fields.

Q) Can we choose e-mail CP8A language either in ENGLISH or BAHASA ?

NO! We only provide CP8A form in Bahasa version.

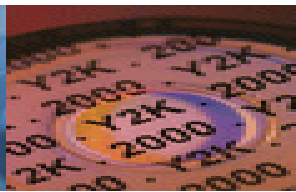
Q) Is the email CP8A encrypted for security purposes?

Yes, user can choose to encrypt with password using IC number, Hire Date, EPF number, Tax number, or birth date. When encrypted, the payslip message is stored into ZIP password protected attachment.

Q) What encrypted software do you use for the payslip?

CP8A form is encrypted using ZIP compression with password protection. Employees need to install ZIP programs (examples: Free 7-zip, and many others).

Sample Reports



(C.P.8A - Pin. 2009)
No. Siri _____
No. Fail Majikan 294422330

MALAYSIA
CUKAI PENDAPATAN
PENYATA SARAAAN DARIPADA PENGGAJIAN
BAGI TAHUN BERAKHIR 31 DISEMBER 2009

Penyata Gaji Pekerja SWASTA
No. Rujukan Pekerja
SG 2178656-09
Cawangan LHDNM : KL

**BORANG EA INI PERLU DISEDIAKAN UNTUK DISERAHKAN KEPADA PEKERJA
BAGI TUJUAN CUKAI PENDAPATANNYA**

A - BUTIRAN PEKERJA

1. Nama Penuh Pekerja/Pesara (En/Cik/Puan): JENNIFER WHITE
2. Jawatan: ADMINISTRATION MANAGER 3. No Kakitangan/No. Gaji: 001
4. No. K.P. Baru/Lama: 661110-10-5099/A0581988 5. No. KWSP: 12955678
6. Jika bekerja tidak genap setahun, sebutkan -
(a) Tarikh mula bekerja : (b) Tarikh berhenti kerja :

B - PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN

RM

(Tidak termasuk Elaun/Perkuisit/Pemberian/Manfaat Yang Dikecualikan Cukai)

1.	Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa)	54,360.65
	Fi (termasuk fee pengarah), komisen atau bonus	6,811.00
	Tip kasar, perkuisit, penerimaan sagu hati atau elaun-elaun lain (Perihal pembayaran)
	Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja
2.	Nilai Manfaat atau kemudahan berupa barangan :	
	(a) Kereta (Tarikh sebenar di peruntukkan) i) Nilai kereta dan minyak
	(Jenis Tahun Model) ii) Nilai Pemandu
	(b) Elektrik, air, telefon dan kemudahan lain
	(c) Nilai manfaat rumahtangga: (*potong yang tidak berkenaan)	
	(i) Separuh lengkap dengan perabot*/penyaman udara*/langsir*/permaidani*, atau
	(ii) Lengkap dengan perkakas dapur, pinggan mangkuk, peralatan atau perkakas, atau
	(iii) Butiran berasingan: Perabot dan kelengkapan
	Perkakas Dapur
	Hiburan dan Rekreasi
	(d) Pembantu rumah dan tukang kebun
	(e) Manfaat Tambang Percutian
	(f) Lain-Lain (misalnya makanan dan pakaian)
3.	Nilai tempat kediaman (Alamat:)
4.	Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan
5.	Pampasan kerana kehilangan pekerjaan
C	PENCEN DAN LAIN-LAIN	
1.	Pencen
2.	Anuiti atau Bayaran berkala yang lain
	JUMLAH	61,171.65

D - JUMLAH POTONGAN

1. Potongan Cukai Berjadual (PCB) Tahun Semasa yang dibayar kepada LHDNM: RM 2,701.80
2. Arahan Potongan CP 38: RM 0.00
3. Potongan zakat yang dibayar kepada pihak berkuasa pemungut zakat: RM 0.00

E - CARUMAN YANG WAJIB DIBAYAR OLEH PEKERJA KEPADA KUMPULAN WANG PENCEN ATAU SIMPANAN YANG DILULUSKAN

Nama Kumpulan Wang : KUMPULAN WANG SIMPANAN PEKERJA (KWSP)
Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) RM 6,462.00

F - BUTIRAN PEMBAYARAN TUNGGAKAN DAN LAIN-LAIN BAGI TAHUN-TAHUN TERDAHULU (SEBELUM TAHUN SEMASA)

Bayaran Bagi Tahun	Jenis Pendapatan	Jumlah Bayaran (RM)	Caruman KWSP (RM)	Potongan Cukai Berjadual (PCB) (RM)
31/12/2000	ARREARS SALARY	3,169.40	350.00	0.00

G - JUMLAH ELAUN / PERKUISIT / PEMBERIAN / MANFAAT / YANG DIKECUALIKAN CUKAI RM 0.00

Nama Pegawai: MS Cheng Lee Lee
Jawatan: Accounts Manager
Tarikh 23/12/2009

Nama Majikan DEMONSTRATION COMPANY
Alamat Majikan
8 Jalan USJ 10/1M
UEP Subang Jaya
Selangor Poskod 47620