

## Steps to be done on Sage EasyPay

Step	Procedure	To be done in Sage EasyPay
1	<ul style="list-style-type: none"> <li>Sage EasyPay 10.7.03 release</li> </ul>	
2	<ul style="list-style-type: none"> <li>IRAs requires every employee identity type to be FIN,FIN(EP),SNRIC(BLUE), SNRIC(PINK)</li> </ul>	
3	<ul style="list-style-type: none"> <li>CPF contribution checking report for over or under contribution</li> </ul>	
4	<ul style="list-style-type: none"> <li>Format Addresses (mandatory for PATLINE submission)</li> </ul>	
5	<ul style="list-style-type: none"> <li>Capture all employees that are under Overseas Posting; information need to declare in IR8S</li> </ul>	
6	<ul style="list-style-type: none"> <li>Pay Element Property and Pay Element Set up to correct/check if all mapping of allowances and deductions are in accordance to IRAS</li> </ul>	
7	<ul style="list-style-type: none"> <li>Gather information in Appendix 8A for those employees that has Benefit in Kind</li> </ul>	
8	<ul style="list-style-type: none"> <li>Gather information in Appendix 8B for those employees that has ESOP or ESOW</li> </ul>	