

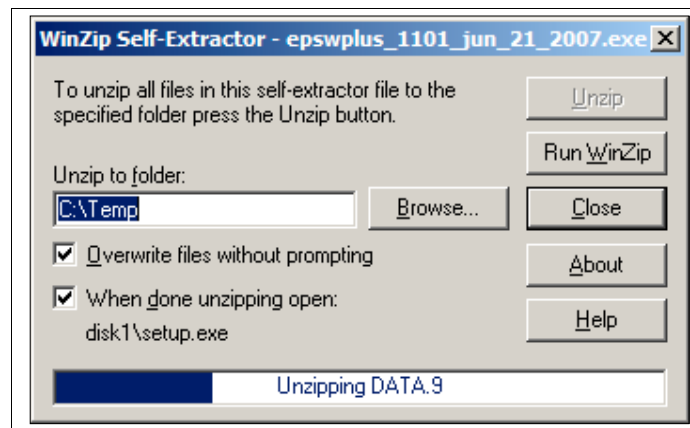
## IMPORTANT

**Please Print & Read this document**

### **Updating of Easy Pay / Staff Windows PLUS- Version 11.1.3 (thru' Internet Download)**

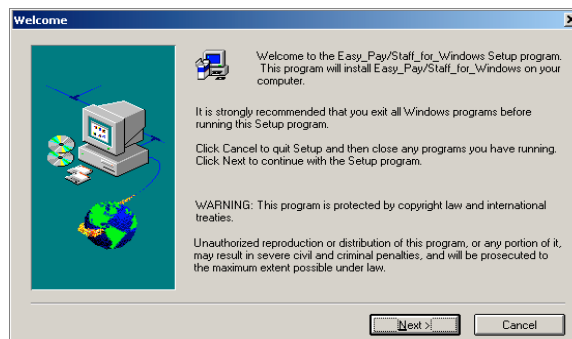
*(IMPORTANT: BACKUP YOUR DATABASE before updating)*

1. Double-click on the file < [epswplus\\_1113\\_Aug\\_6\\_2008.exe](#) > you've just downloaded.
2. The next following message screen will appear and the self-extracting process will begin. Once the self-extracting process is completed, the installation process of the program will begin.

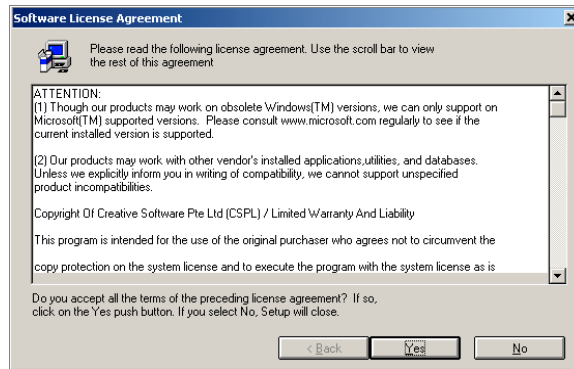


#### **Step by step Installation guide:**

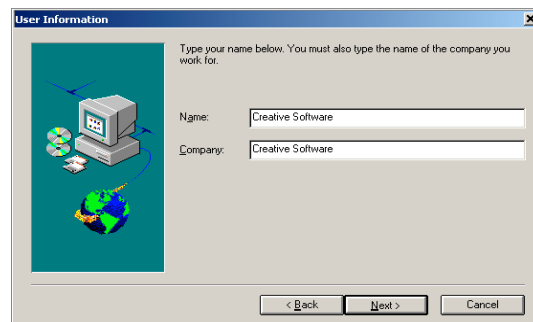
Step 1: EPW welcomes you. Click Next to continue.



Step 2: Answer 'Yes' to accept Software License Agreement.

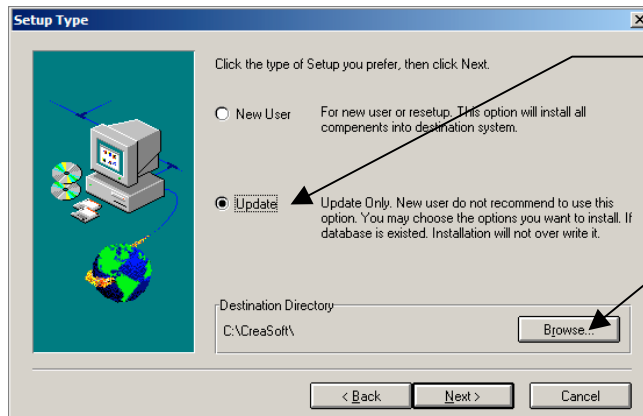


Step 3: Enter your Company name. Type in Name and Company, click Next.



Step 4: Choose the type of setup.

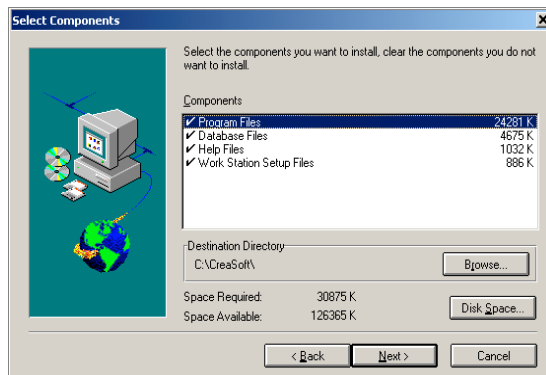
For program update, click on 'Update' and choose the destination directory by clicking on the browse button. The default destination directory is c:\creasoft\ .



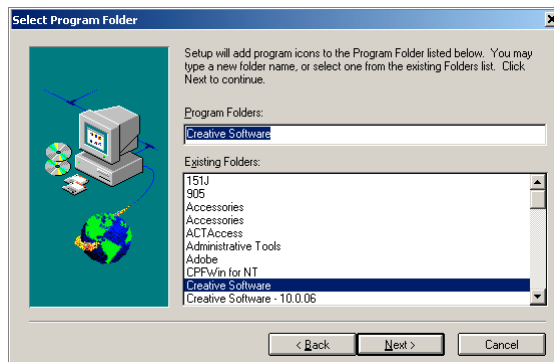
Click on "Update" to upgrade your current version to the latest copy

Click on the "Browse" button to change the installation path of your software.

Step 5: Select Components. Click Next.

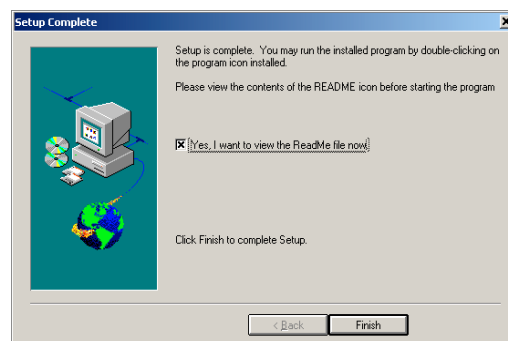


Step 6: Select Program Folder. Click Next.



Step 7: Start Copying Files. Click Next.

Step 8: Setup is complete. Click Finish to complete setup.

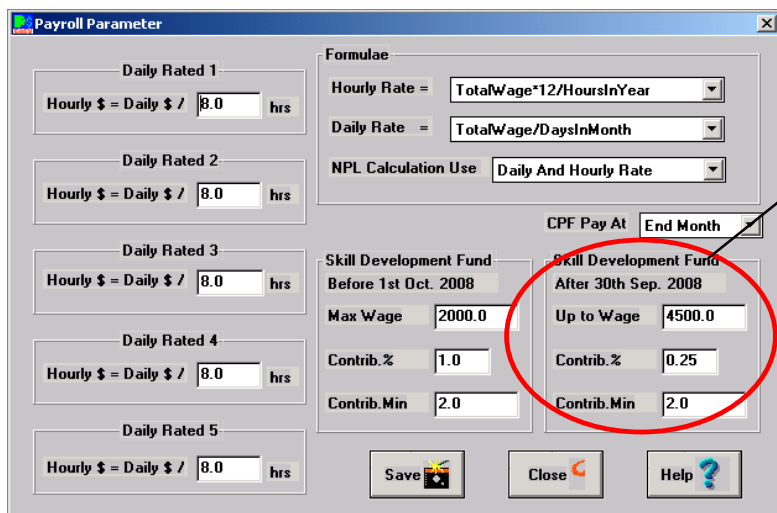


## How To Check SDF Update, effective 1<sup>st</sup> October 2008 ?

- Log-in to Easy Pay (Win) Program. The Version should be 11.1.3 dated Aug 6 2008.



- To check for the latest SDF Ceiling, go-to Payroll > Setup > Pay Parameter. When initialise payroll to Oct2008, system will apply the new SDF rates based on the setting.



SDF contribution is payable by employer for all employees up to the 1<sup>st</sup> \$4500 of gross monthly remuneration at reduced levy rate of 0.25% or \$2, whichever is higher