How To Update IR8S

From Provident And Tax – Web Main Menu, click on the **IRAS Submissions ➔ IR8S ➔ Update**.

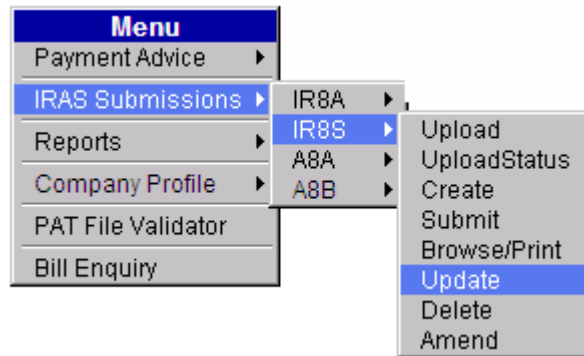Diagram 1 will be displayed

Diagram 1

You could either:
– Click on the hyperlink of the Batch No. to update records of a batch. It will bring you to Diagram 2.

OR

– Click on the **Back** button to go back to Provident And Tax-Web Main Menu.

Diagram 2

- You could a partial search, by enter Name or ID as shown in Diagram 2a and then click on the button.

Diagram 2a

- Employee records that meet the search criteria are retrieved and d isplayed as shown in Diagram 2b You can click on the to view the rest of the records.

Search Results : | S1234567D - EMP S1234567D ▼

S1234567D - EMP S1234567D
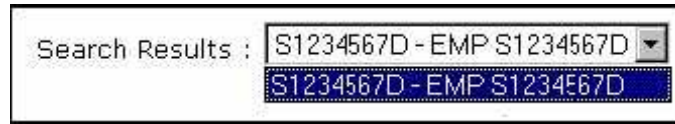
Diagram 2b

In Diagram 2, you could either:

Add New Employee Records

- Click on the **Add New** button.

OR

To Update New Employee Records

- Select a record and then click on either **Update** button. It will populate the details of the selected employee record. Diagram 3 will be displayed.

OR

To Delete Existing Employee Records

- Select a record and then click on **Delete** button.

After making changes, click on the **Refresh** button to refresh the screen, which will then reflect the latest changes.

OR

- Click on the **Cancel** button to go back to Provident And Tax-Web Main Menu.

IR8S
Update

Employee

| ID Type | Passport No | ID No. | UU123456 | Name | NAME |

| Section A | Section B & C |

Details of monthly wages and contributions OR voluntary contribution to CPF (Overseas posting)

Month	Ordinary Wages	Contribution To		# Additional Wages	Contribution To	
		CPF Employer	CPF Employee		CPF Employer	CPF Employee
January	0.00	0.00	0.00	0.00	0.00	0.00
February	0.00	0.00	0.00	0.00	0.00	0.00
March	0.00	0.00	0.00	0.00	0.00	0.00
April	0.00	0.00	0.00	0.00	0.00	0.00
May	0.00	0.00	0.00	0.00	0.00	0.00
June	0.00	0.00	0.00	0.00	0.00	0.00
July	0.00	0.00	0.00	0.00	0.00	0.00
August	0.00	0.00	0.00	0.00	0.00	0.00
September	0.00	0.00	0.00	0.00	0.00	0.00
October	0.00	0.00	0.00	0.00	0.00	0.00
November	0.00	0.00	0.00	0.00	0.00	0.00
December	0.00	0.00	0.00	0.00	0.00	0.00
Total	0	0	0	0	0	0

Period of Overseas Posting : From ___ - ___ - ___ To ___ - ___ - ___ (DD-MMM-YYYY)

Whether CPF contribution in respect of overseas posting are obligatory by contract of employment ☐ Yes ☐ No

Singapore Permanent Resident(SPR) status is approved on/after 1 Jan 2005 ☐ Yes ☐ No

Has approval been given by CPFB to make full contributions (for SPR status granted on/after 1 Jan 2005) ☐ Yes ☐ No

Capping applied ○ Yes ⊙ No

 # Indicate the year for which payment is made if it is other than 2007. Where payment in respect of more than one year was made in any month in 2007, please provide a breakdown of the additional wages for each year and the relevant details of contribution thereon.

[Save]   [Cancel]

Diagram 3

After entering all information:

−   Click on the **Save** button to save the record which will bring you to Diagram 4 along with the record that has been updated.

OR

−   Click on the **Cancel** button to go back to Diagram 2.

Diagram 4

- To reflect latest information after checking/making changes to any records, click on the Refresh button.

- To save the IR8A batch, click on the Save button. This will bring you to Diagram 5.

Send Success
Thank You!

IR8S Record with Batch No : **2008101001** has been successfully saved.
Please verify the number of employee records within this batch `0` , then click on **Send** button.
Otherwise click **Cancel**, if you wish to submit this batch later.

Send   Cancel
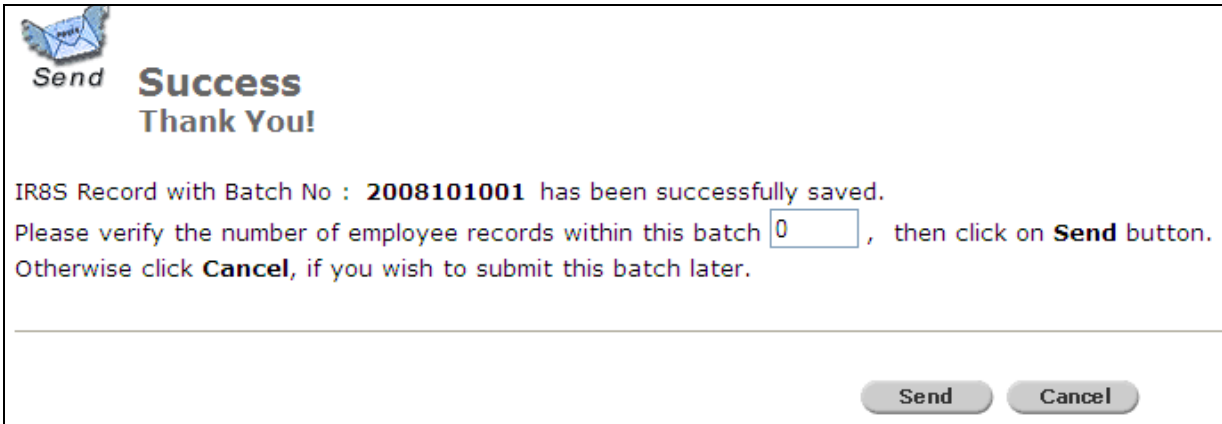
Diagram 5

− To go back to Provident And Tax – Web Main Menu, click on the Cancel button.