

## How To Update IR8S

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

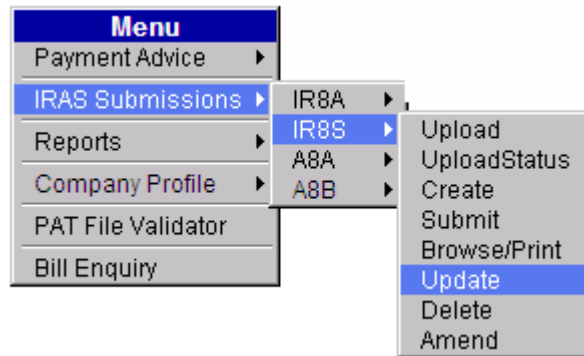


Diagram 1 will be displayed

**Update IR8S**

Please click on the Batch Number to update that batch.

No.	Batch No.	Basis Year	Payer ID	Record Indicator	Group ID	Status	Created Date
1	2008101001	2007	S88CM0601F	O		C	2008-10-10

**Detail status description:**

<b>Complete</b>	A newly created or uploaded IRAS document (IR8A, IR8S, A8A, A8B).
<b>Waiting</b>	IRAS document <b>waiting</b> to be translated.
<b>Ready</b>	IRAS document <b>ready</b> to be sent to IRAS.
<b>Sent</b>	IRAS document successfully <b>sent</b> to IRAS. To enquire on status of the document, click on <a href="#">Submission Status</a> (Under IRAS, Reports).

Note: Email Notification (with success or fail status) will be sent to the respective user(s) after the submit and Sent Jobs have been activated.

Back

**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.

**IR8S**

**Header Information**

Batch No. 2008101001  
Y. E. 31 Dec 2007  
Employer Tax Ref. No. S88CM0601F - UEN - Others  
TRAINING PTE LTD  
Source OTHERS

**Detail Information Searching**

To search for an employee, follow these steps:

**Step 1** Search for a record. Search By: NAME [ ] Find

**Step 2** Select a record from the search result. Search Results : [ ]

**Step 3** Click on either Add New, Update or Delete Button. Add New Update Delete

**New, Updated and Deleted Records**

**New Record(s)**  
Click on the Employee ID to edit the record.

Cancel New	No	Employee ID	Name
------------	----	-------------	------

**Updated Record(s)**  
Click on the Employee ID to edit the record.

Cancel Update	No	Employee ID	Name
---------------	----	-------------	------

**Deleted Record(s)**  
Please verify that these are the records you want to remove.  
Check the records which you do not want to be deleted.

Cancel Delete	No	Employee ID	Name
---------------	----	-------------	------

Save Refresh Cancel

**Diagram 2**

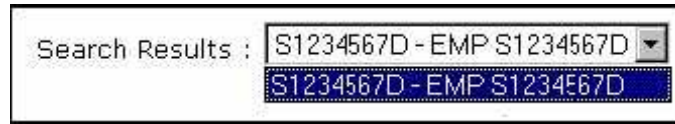
- You could a partial search, by enter Name or ID as shown in Diagram 2a and then click on the **Find** button.

Search By: Name [ ] Find

Name  
ID

**Diagram 2a**

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



**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  ID No.  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	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
February	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
March	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
April	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
May	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
June	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
July	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
August	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
September	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
October	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
November	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
December	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<b>Total</b>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="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 CPF Board 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.


**Diagram 3**

After entering all information:

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

OR

- Click on the  button to go back to Diagram 2.


IR8S

**Header Information**

**Batch No.** 2008101001

**Y. E. 31 Dec** 2007

**Employer Tax Ref. No.**

**Source**

**Detail Information Searching**

**To search for an employee, follow these steps:**

**Step 1** Search for a record. Search By:

**Step 2** Select a record from the search result. Search Results :

**Step 3** Click on either Add New, Update or Delete Button.

**New, Updated and Deleted Records**

**New Record(s)**

Click on the Employee ID to edit the record.

Cancel New	No	Employee ID	Name
<input type="button" value="Cancel New"/>	1	<a href="#">UU123456</a>	NAME

**Updated Record(s)**

Click on the Employee ID to edit the record.

Cancel Update	No	Employee ID	Name
<input type="button" value="Cancel Update"/>	1	<a href="#">UU123456</a>	NAME

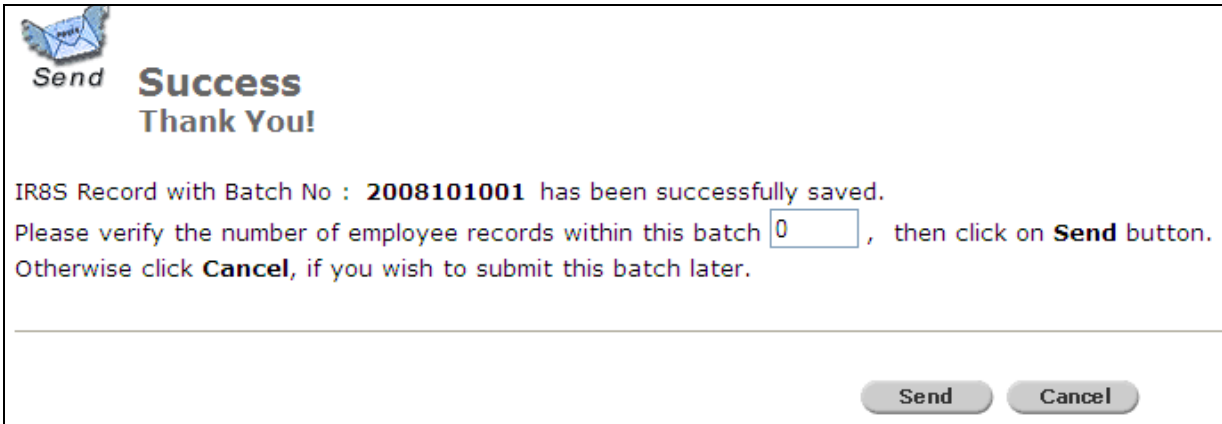
**Deleted Record(s)**

Please verify that these are the records you want to remove.  
Check the records which you do not want to be deleted.

Cancel Delete	No	Employee ID	Name
<input type="button" value="Cancel Delete"/>	1	<a href="#">UU123456</a>	NAME

**Diagram 4**

- To reflect latest information after checking/making changes to any records, click on the  button.
- To save the IR8A batch, click on the  button. This will bring you to Diagram 5.



**Diagram 5**

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