



Mastering Form E & EA Submission in Malaysia

*From Manual to System-Assisted:
Best Practices for Accurate & Compliant Form E & EA
Reporting*

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Agenda

1. Understanding Form E & EA requirements

2. Why manual processes create errors & risks

3. Business & workforce impact of payroll inaccuracies

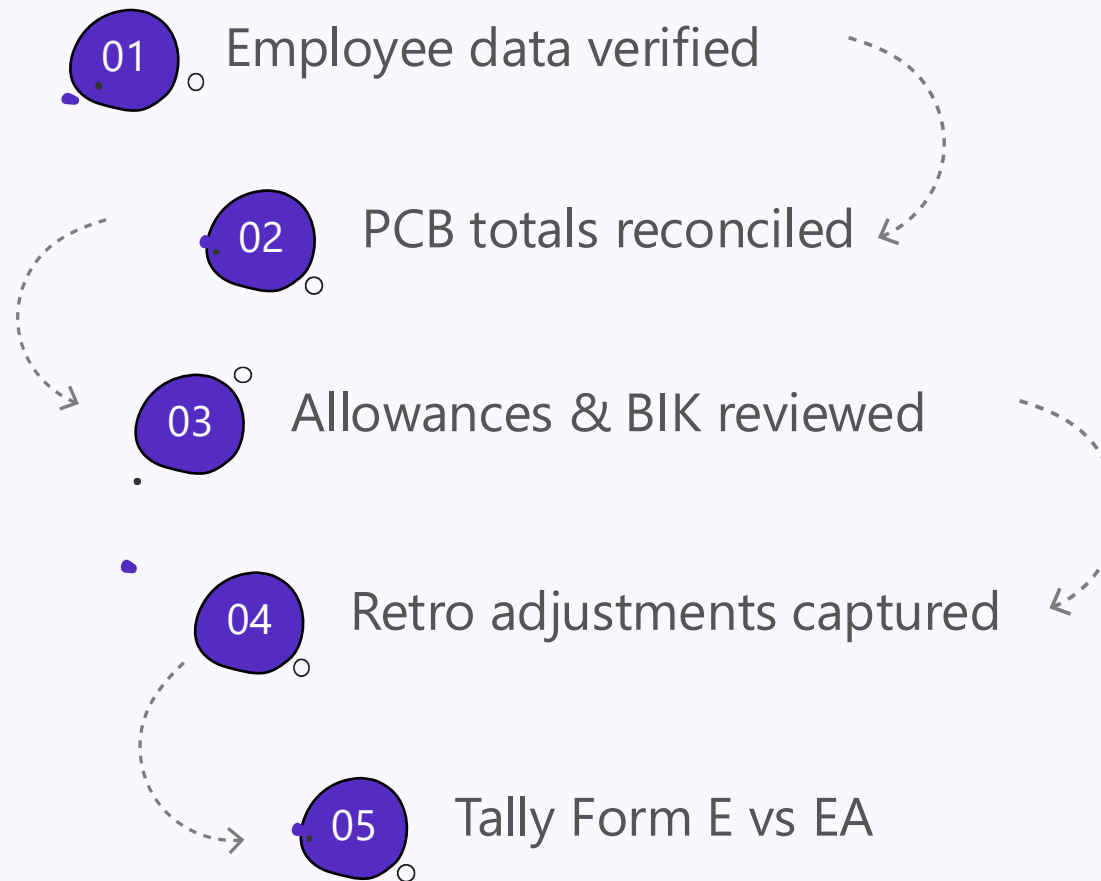
4. How leading payroll teams modernize tax season

Problem Statement

Manual year-end reconciliation can significantly increase **40-60% more processing time** compared to system-validated payroll reporting.

Payroll teams typically spend average **3 extra days resolving Form E vs EA mismatches** when using spreadsheets and manual adjustments.

TAX Readiness Checklist





Authority and Compliance

Purpose-Built for Payroll Accuracy, Compliance & Audit Readiness

JustLogin is designed to help payroll and HR teams maintain **accurate, compliant, and audit-ready** payroll operations. With built-in validations and system controls, teams can reduce manual intervention, minimise reconciliation effort, and lower the risk of year-end reporting discrepancies.

ABOUT JUSTLOGIN

Trusted by payroll teams across Asia-Pacific and beyond

Our **award-winning HR applications**, fortified by **ISO 27001**, supporting enterprise-grade security and reliable payroll operations, with built-in payroll controls for accuracy and audit readiness

1st

World's First HR SaaS
Pioneering HR solutions as the world's first HR Software as a Service (SaaS) provider.

20+

20 Over Years Cloud Experience
Over two decades of expertise harnessing cloud technology since 2000.

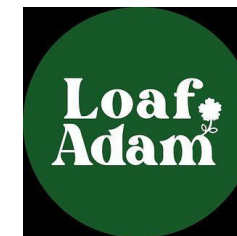
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40+ Countries Presence
Global footprint, serving 40 countries and counting.

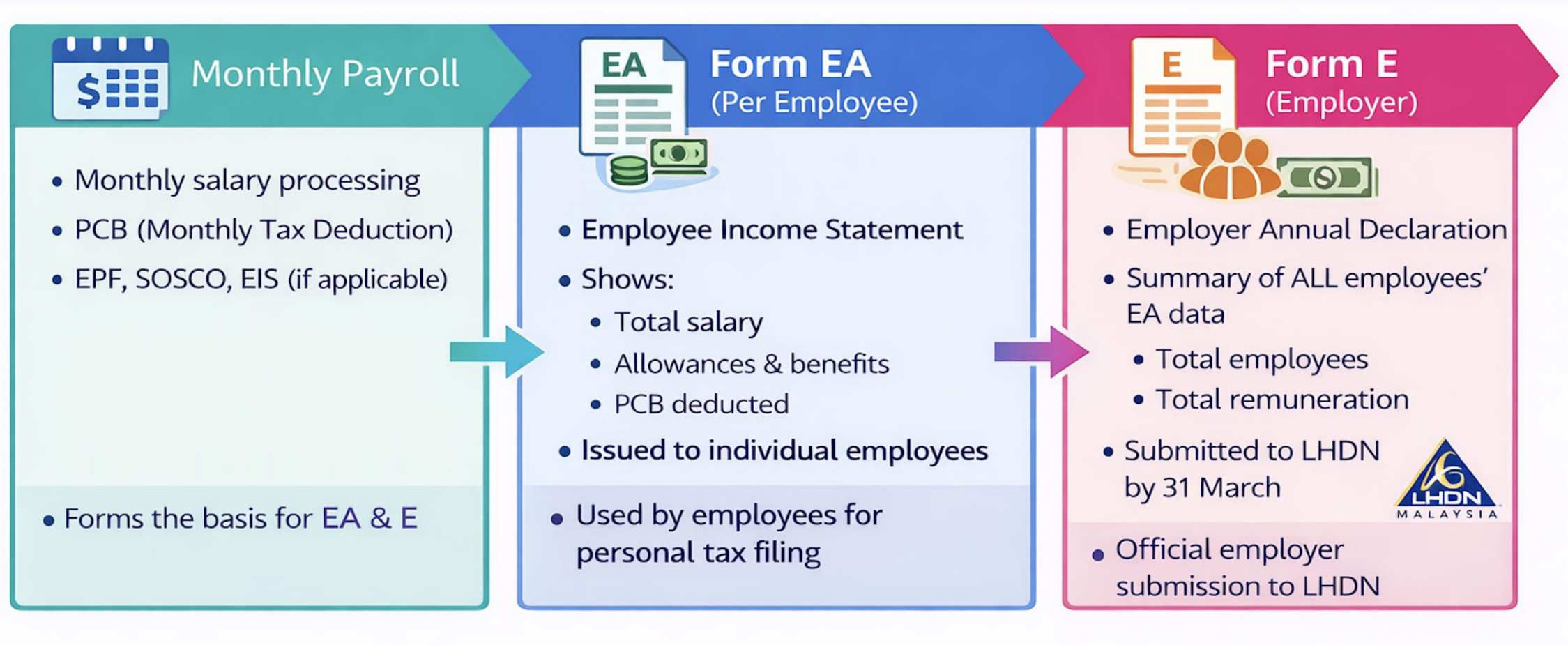
OUR CLIENTELE

Trusted by Leading Organizations

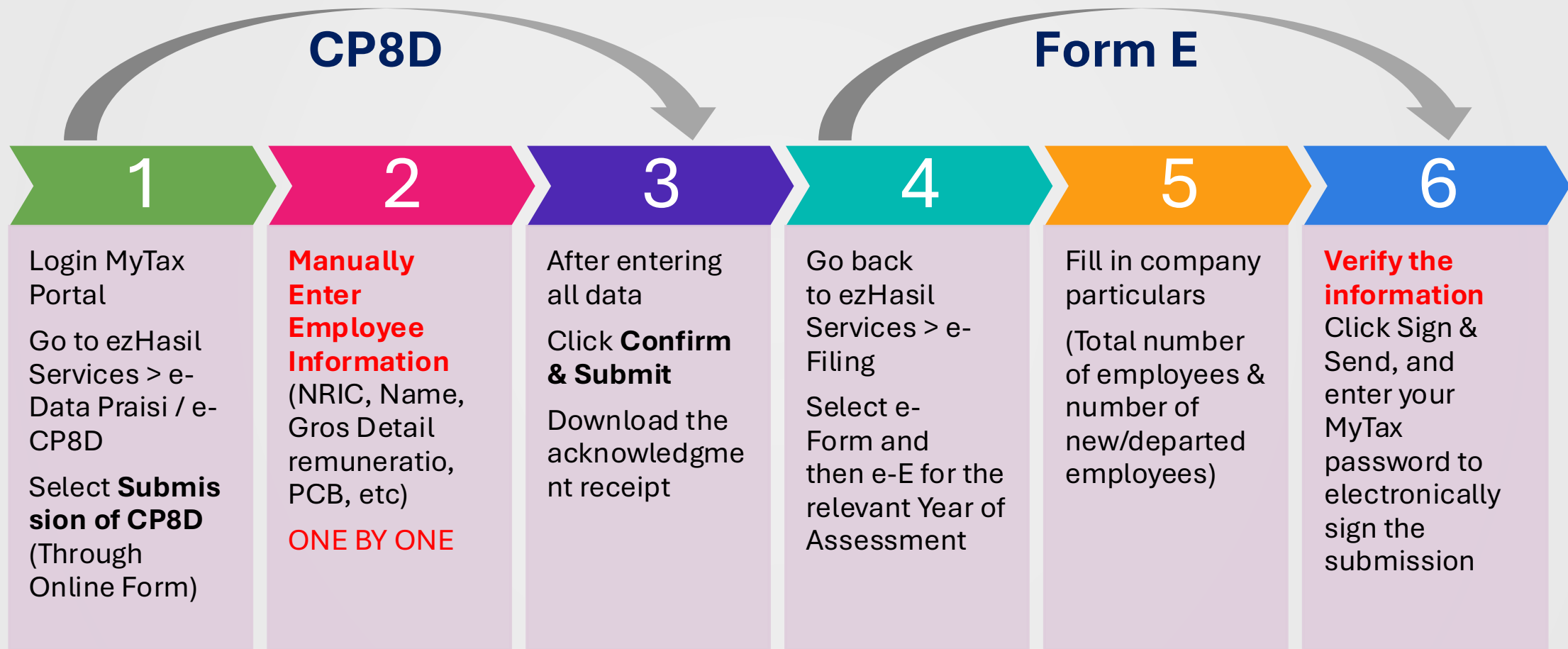
Our diverse clientele spans industries, from startups to enterprises, attesting to the universal appeal and effectiveness of our innovative workforce management platform.



Form E & EA — Quick Recap



Manual Process (Form E)



Manual Process (Form EA)

1

Download
the Official
Form EA
Template
from LHDN
Website

2

Get Ready
Employee and
Salary
Information into
Section:

A (Employee Details)

B (Gross Income)

C (Pension)

D (PCB & GP38)

E (EPF & SOCSO/EIS)

F (Tax Exemptions)

3

Review and
Validate the
records

4

Sign EA
forms before
Distribute to
Employee by
end Feb
2026

5

Keep 7 years
data for
potential
LHDN audits

Common Payroll & Tax Reporting Mistakes (NO System)

Data Accuracy Issues

- **Wrong Tax** code
- **Missing** income components
- **Form E vs EA** discrepancies

REAL BUSINESS PROBLEMS

Compliance & Audit Risks



Penalties & Audit Triggers

Employee Trust & Retention



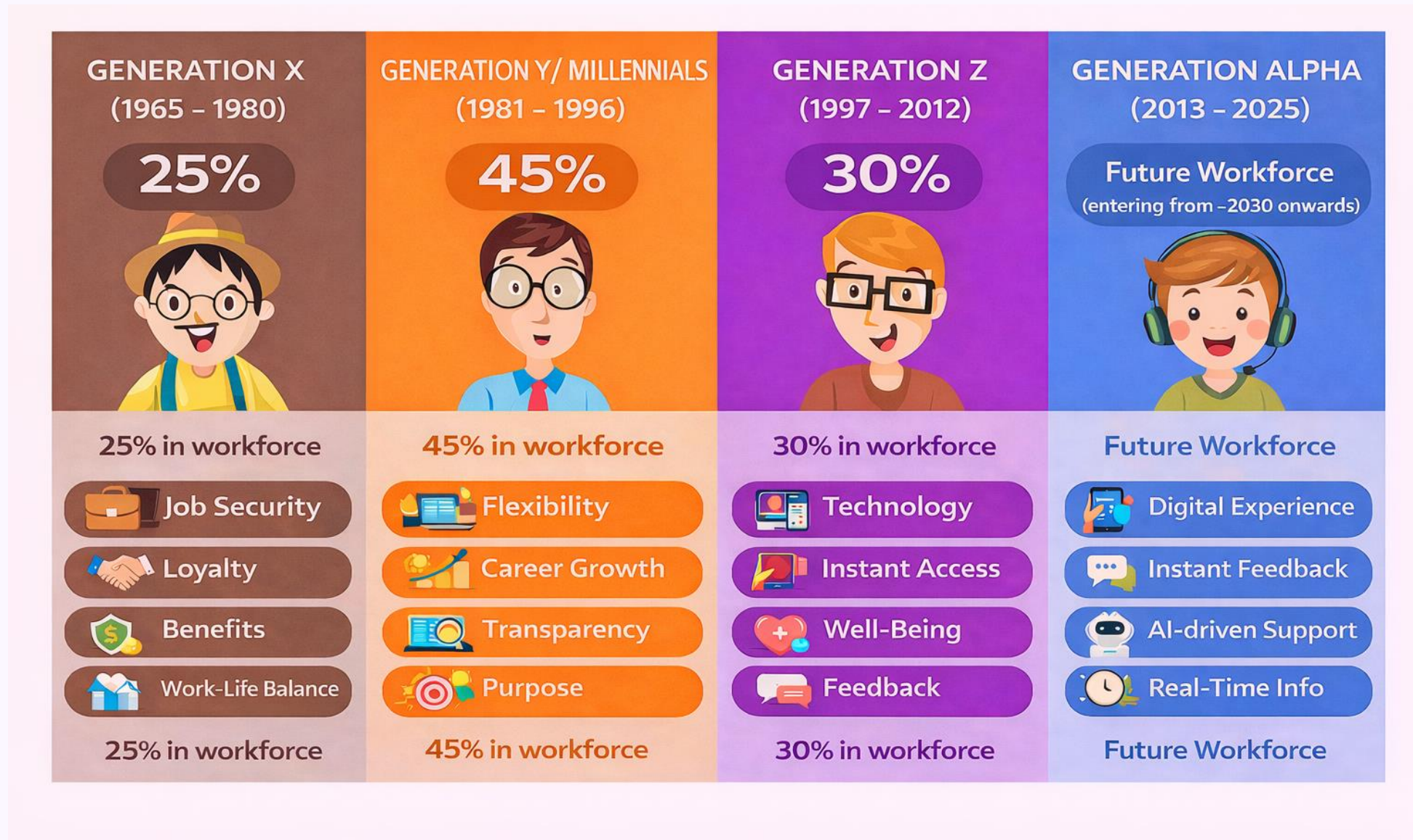
Tax Errors & Low Morale

Payroll Team Burnout



Stress & Overworked Staff

Why Payroll Accuracy Matters to Today's Workforce ?



“Payroll and tax accuracy are no longer just compliance”

They are a key employee experience and retention factor, especially for Millennials and Gen Z



Agenda

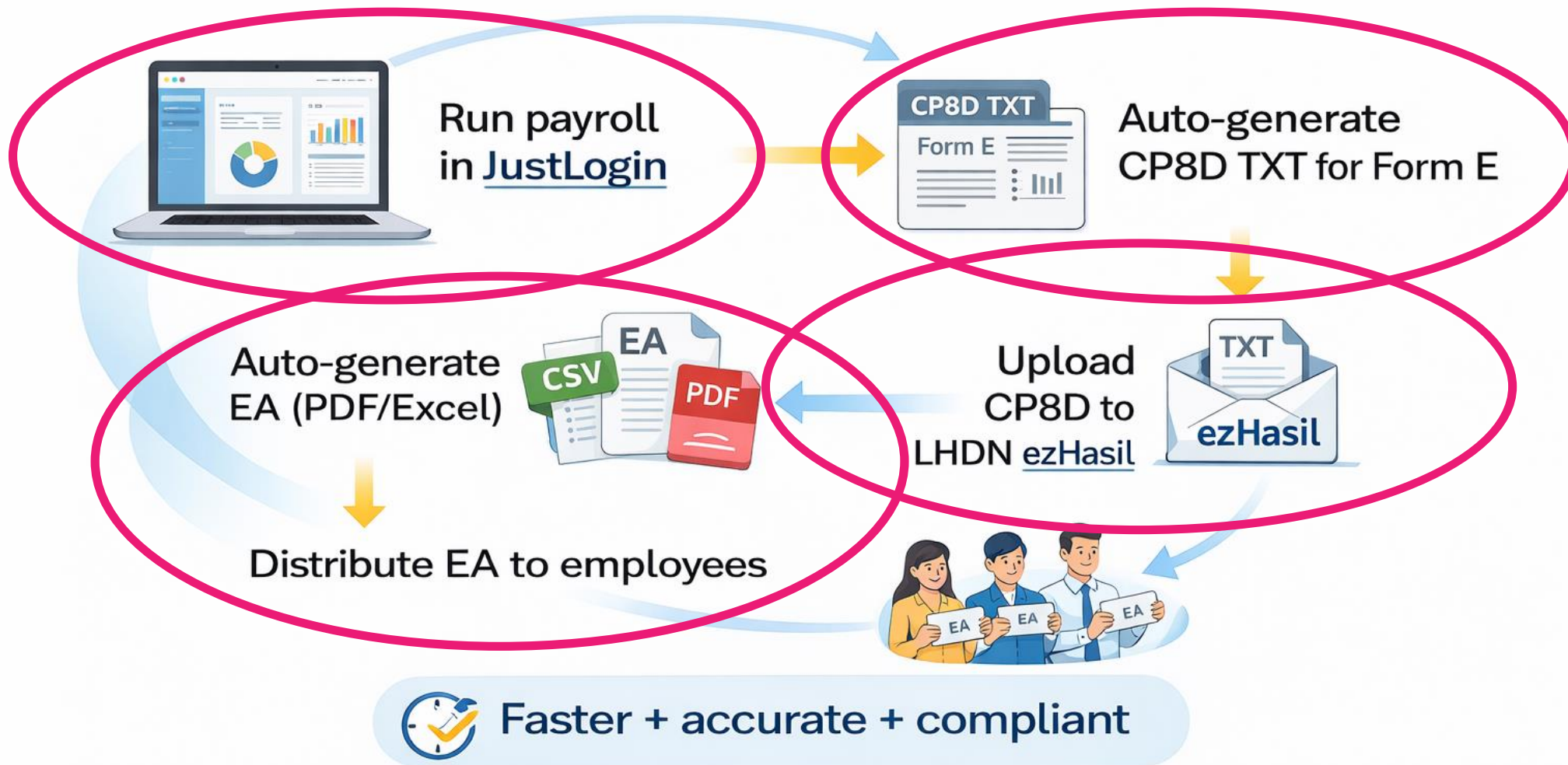
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How It's Done With JustLogin



FORM EA via JUSTLOGIN



justlogin TrialMY

JUHENNI CHONG TrialMY

Home, Leave, Payroll, My Payslip, **Payrun Dashboard**, Process Pay, Administration, File Generation, Configuration, Reports, Accounting Software

Dashboard

Run your payroll, Check your pending task, View Payrun progress

Current Payrun

Payrun Date: **Jan 25 Sun** [Run Payroll](#)

Make sure you have sufficient fund by the payment date

Employee Summary

40	0	0
Total Employees	New Hires	Resignees

*Total Employees includes the number of New Hires and Resignees

Payrun Process

3 / 40 (Approved)
24 / 40 (Unprocessed)
13 / 40 (Failed)

Legend: Approved (Green), Unprocessed (Grey), Pending (Blue), Failed (Orange)

[Generate Bank File](#) [Statutory](#) [Release](#)

To Do List

To do list completed
You do not have any pending tasks

Ask Justina

Payroll Cost Summary





Payroll Report

Click to see your payroll reports.

Form E & EA Generation with system validation checks

	MANUAL	JUSTLOGIN
1	Excel reconciliation	Automated reconciliation
2	High risk of mismatch	100% Accurate
3	Last-minute panic	Audit Trail Ready
4	3 days reconciliation	Near-instant validation & file readiness

Business Impact

-  Save hours/days
-  Reduce errors
-  Clean audit trail
-  Less HR stress









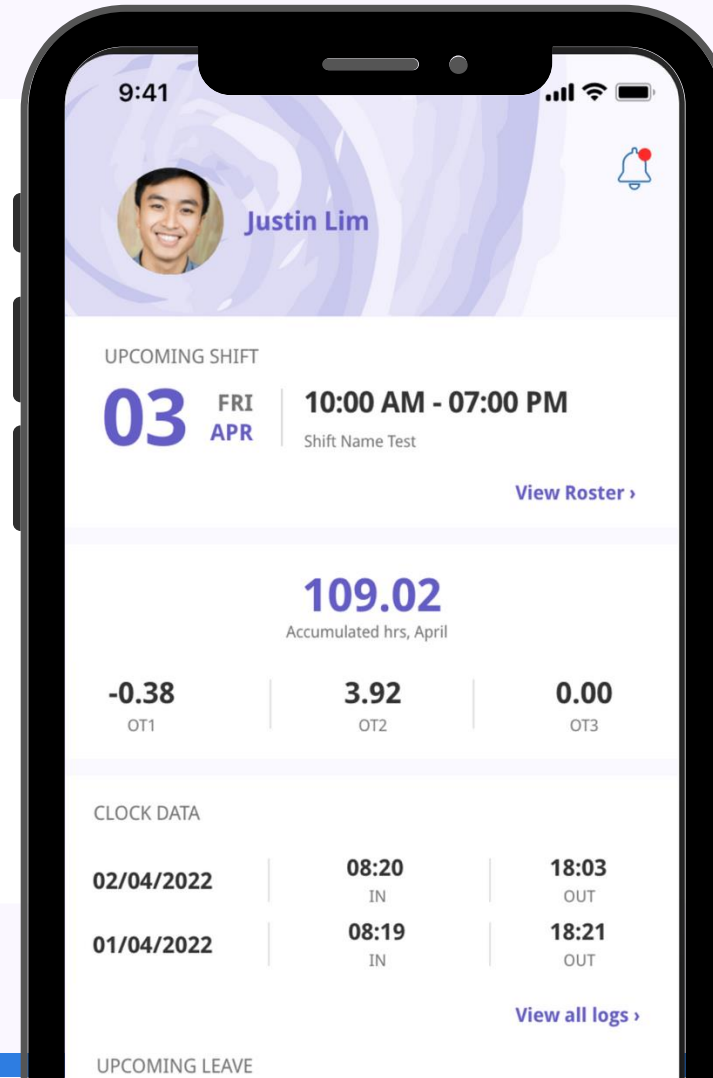
JustLogin Integration Partner






Seamless integration with accounting and finance systems such as Xero, Oracle NetSuite, QuickBooks, Bukku, and more — ensuring payroll and finance stay aligned.



JustLogin FULL Suite HRMS

-  Payroll
-  Attendance
-  Leave
-  Expense
-  Benefit
-  People



-  AI Recruitment
-  On/Offboarding
-  Custom Form
-  Appraisal
-  AI Chatbot

BONUS: AI tools that help HR teams get answers faster — without digging through reports

Your AI-Powered HR Assistant - JUSTINA



Natural Language

Ask questions like you would to a colleague



Secure & Private

Enterprise-grade security for your data



Instant Answers

Get HR data in seconds, not hours



Mobile Ready

Access from anywhere, anytime

Hello, Katelyn, I'm Justina, AI powered JustLogin assistant. How can I assist you today?

Please |

Ask Justina ▾

AI can make mistakes. Always verify important information.



Key Takeaway for Payroll & HR Leaders:

Accurate Form E & EA reporting is a continuous, system-driven discipline — not a one-time exercise — that safeguards compliance, reduces payroll risk, and improves employee experience.



Explore how to reduce Form E & EA reconciliation with built-in system validations

Contact JustLogin (Malaysia)

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Phone: (MY) +603 8605 3510

Website: <https://www.justlogin.com.my>