



Release Notes

Published: 14 December 2019

To leave feedback, please email to support@mywave.biz

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This document may contain screenshots captured from a standard EMPLX system populated with fictional characters and using licensed personal images. Any resemblance to real people is coincidental and unintended.

Contents

EmplX New Look	2
<i>Try our new design</i> ^{New}	2
<i>Change of Icons</i>	8
<i>Change of Module List</i>	8
EmplX Usage Acknowledgement	9
<i>Privacy Policy Agreement</i> ^{New}	9
Help/Knowledge Portal	10
<i>System User Guide</i>	10
Appendix A	11
<i>Change of Module Sequence and Grouping</i>	11

Release Notes Summary

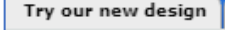
Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
EmplX New Look <ul style="list-style-type: none">Try our new design <i>New</i>Change of iconChange of module	New	-	-	-	√	√	√
EmplX Usage Acknowledgement <ul style="list-style-type: none">Privacy Policy Agreement <i>New</i>	New	-	-	-	√	√	√
Help/Knowledge Portal <ul style="list-style-type: none">System User Guide	New	-	√	-	√	√	√

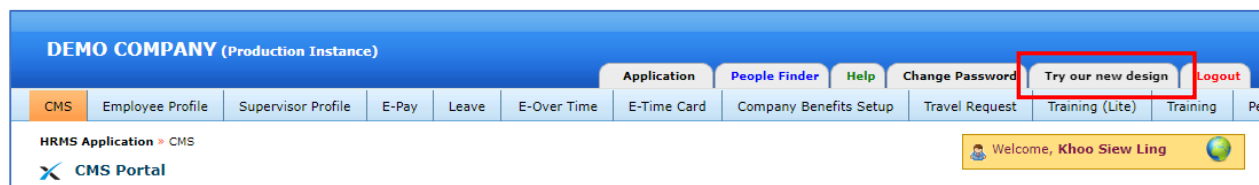
EmplX New Look

Try our new design *New*

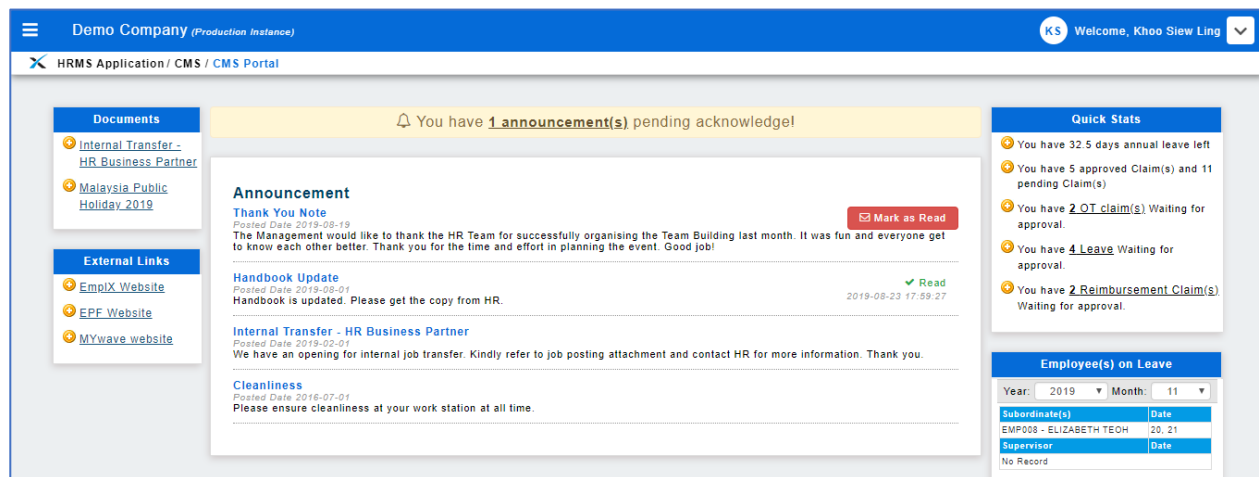
Say HELLO to New EmplX!

We will launch the New Interface Design for EmplX. There will be a brand-new login page as well as the Modules List.

Try the New Look of EmplX by clicking  at the top right corner of the page as shown below.

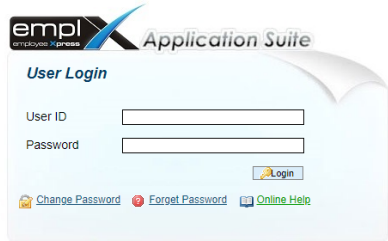
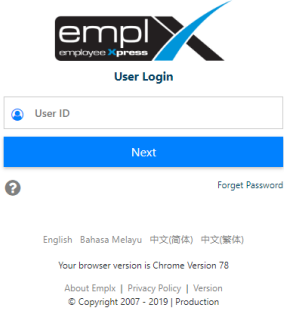


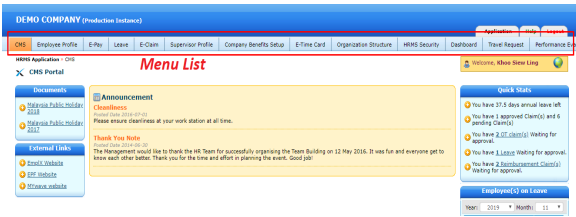
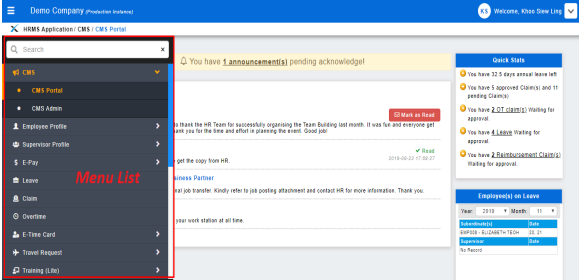
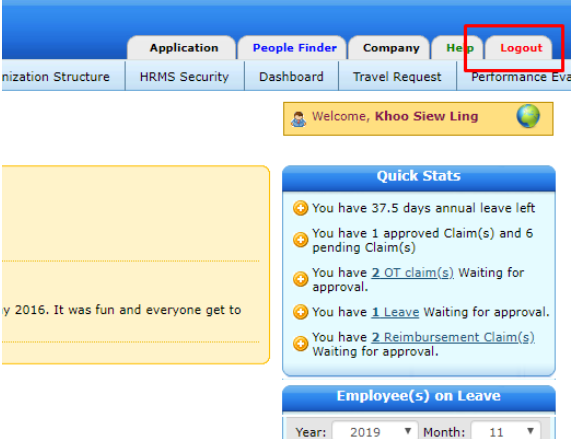
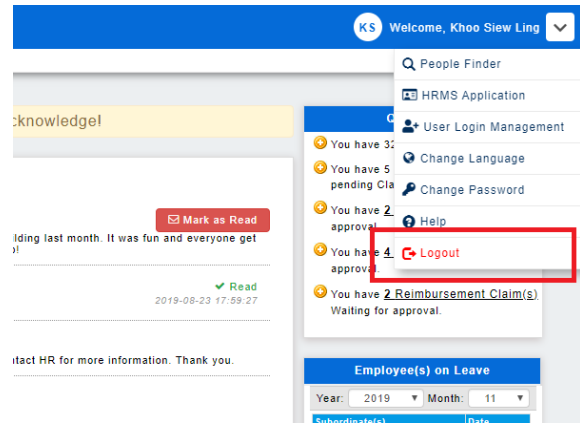
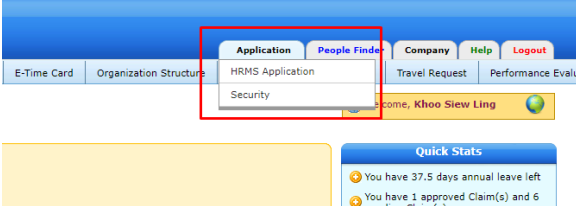
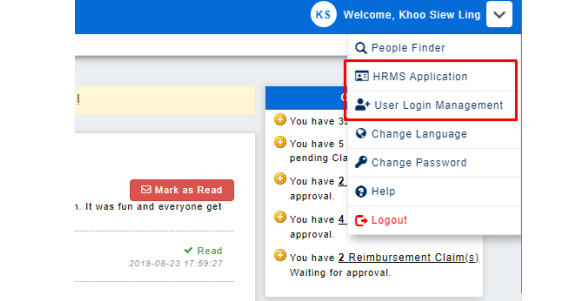
Sample of New EmplX

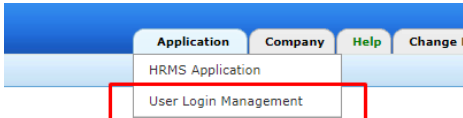
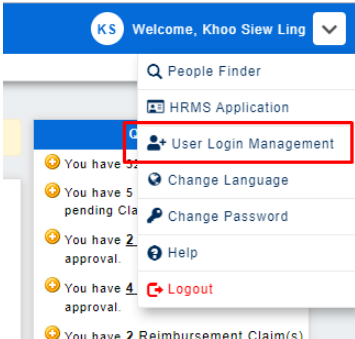
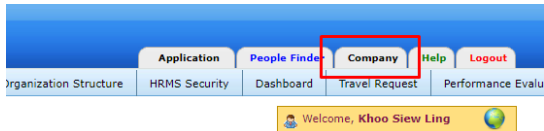
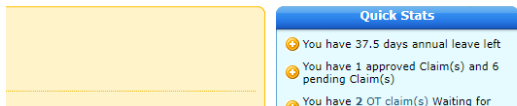


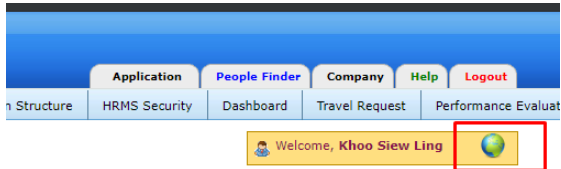
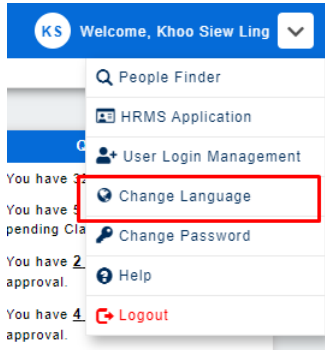

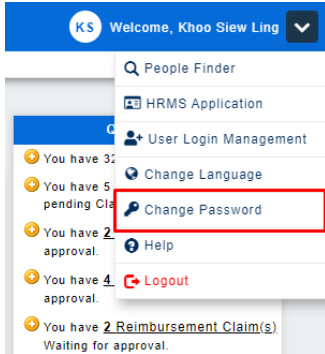
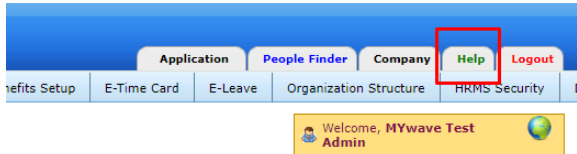
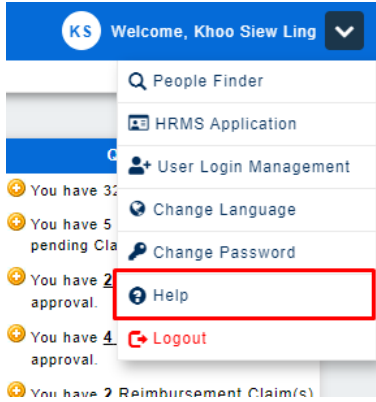
The Changes:

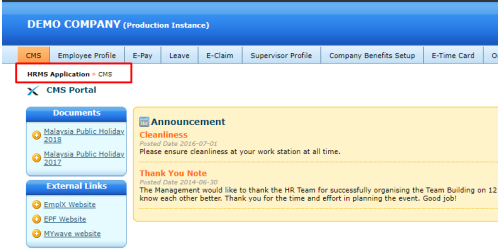
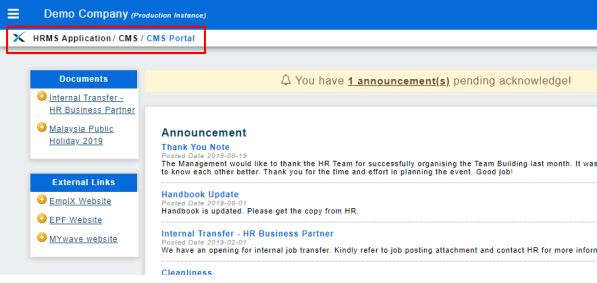
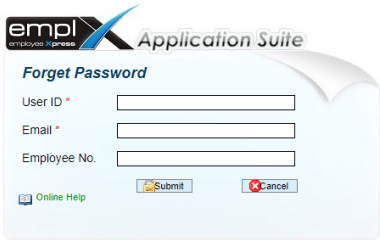
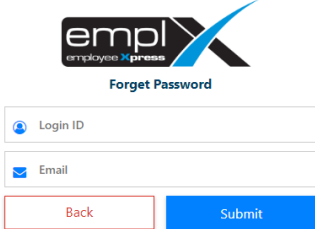
1. Login Page ^{*New}
2. Menu Position of Module list ^{*New}
3. Logout
4. Switch Application
5. “Security” renamed to “User Login Management”
6. Switch Company
7. Change Language
8. Change Password
9. Help File
10. Module Path
11. Forget Password ^{*New}

Old Design	New Design
<p><i>1. Login Page</i></p>  <p>English Bahasa Melayu 中文(简体) 中文(繁体)</p> <p>About Emplx Privacy Policy Version © Copyright 2007 - 2019 Production</p> <p>This site is best viewed in Google Chrome, Firefox and Internet Explorer (version 8 and above)</p>	 <p>English Bahasa Melayu 中文(简体) 中文(繁体)</p> <p>Your browser version is Chrome Version 78</p> <p>About Emplx Privacy Policy Version © Copyright 2007 - 2019 Production</p>

Old Design	New Design
<h3 data-bbox="256 296 519 331">2. Menu Position</h3> 	<h3 data-bbox="1052 201 1201 237">New Design</h3> 
<h3 data-bbox="256 764 406 800">3. Logout</h3> 	
<h3 data-bbox="256 1394 581 1430">4. Switch Application</h3> 	

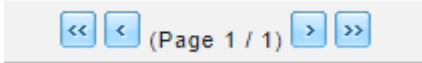
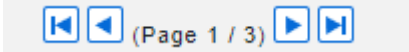




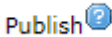
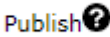
Old Design	New Design
<p data-bbox="253 296 771 380"><i>5. Security Changed to User Login Management</i></p>  <p>The screenshot shows the 'Old Design' HRMS Application menu. The 'Security' option is highlighted with a red box. The menu includes 'Application', 'People Finder', 'Company', 'Help', and 'Logout'. Below the menu, there is a 'Welcome, Khoo Siew Ling' message and a globe icon.</p>	 <p>The screenshot shows the 'New Design' HRMS Application menu. The 'User Login Management' option is highlighted with a red box. The menu includes 'Application', 'Company', 'Help', and 'Change f'. Below the menu, there is a 'Welcome, Khoo Siew Ling' message and a globe icon.</p>  <p>The screenshot shows the 'New Design' User Login Management dropdown menu. The 'User Login Management' option is highlighted with a red box. The dropdown includes 'People Finder', 'HRMS Application', 'User Login Management', 'Change Language', 'Change Password', 'Help', and 'Logout'. Below the dropdown, there is a 'Welcome, Khoo Siew Ling' message and a globe icon.</p>
<p data-bbox="253 1035 553 1077"><i>6. Switch Company</i></p>  <p>The screenshot shows the 'Old Design' HRMS Application menu. The 'Company' option is highlighted with a red box. The menu includes 'Application', 'People Finder', 'Company', 'Help', and 'Logout'. Below the menu, there is a 'Welcome, Khoo Siew Ling' message and a globe icon.</p>  <p>The screenshot shows the 'Old Design' Quick Stats section. It includes a 'Quick Stats' header and a list of statistics: 'You have 37.5 days annual leave left', 'You have 1 approved Claim(s) and 6 pending Claim(s)', and 'You have 2 OT claim(s) Waiting for approval'.</p>	 <p>The screenshot shows the 'New Design' User Login Management dropdown menu. The 'Switch Company' option is highlighted with a red box. The dropdown includes 'People Finder', 'HRMS Application', 'User Login Management', 'Switch Company', 'Change Language', 'Change Password', 'Help', and 'Logout'. Below the dropdown, there is a 'Welcome, Khoo Siew Ling' message and a globe icon.</p>

Old Design	New Design
<p><i>7. Change Language</i></p> 	
<p><i>8. Change Password</i></p> 	
<p><i>9. Help File</i></p> 	

Old Design	New Design
<p><i>10. Module Path</i></p> 	
<p><i>11. Forget Password</i></p>  <p>*Important Note: For IE10 (Internet Explorer), Click HERE to set up for compatibility.</p>	 <p>Your browser version is Chrome Version 78</p> <p>About EmplX Privacy Policy Version © Copyright 2007 - 2019 Production</p>

Change of Icons

There are some changes on the icons.

Old Design	New Design
<p><i>Paging</i></p> 	
<p><i>Calendar Icon</i></p> 	
<p><i>Sorting Icon</i></p> 	
<p><i>Help Icon</i></p> 	

Change of Module List

There are changes on the module naming and position.

Please refer to [Appendix A](#) for the changes.

EmplX Usage Acknowledgement

Privacy Policy Agreement New

When login, there will be a Privacy Policy Agreement to be accepted before proceeding.

PRIVACY POLICY

(Latest revised date 30 September 2019)

Hi, your privacy is important to MYwave Sdn Bhd. Please read this Privacy Notice carefully as it forms part of the Terms of Use which govern the use of the MYwave Services, including its website and cloud solution Emplx.com.

THIS PRIVACY NOTICE EXPLAINS:-

1. The type of personal information about you which is recorded in Emplx.com when your company selected MYwave Services and/or the Emplx.com subscriptions, as the company HR/Payroll solution and/or outsourcing provider;
2. How MYwave processes the personal information about you when you use MYwave Services and the Emplx.com website;
3. The purposes for which Emplx.com collects and processes your personal information;
4. Your right to access and correct your personal information;
5. The class of third parties to which MYwave Services and/or Emplx.com may disclose your personal information to;
6. Whether it is obligatory or voluntarily for you to supply the personal information and the consequences of failing to provide your personal information when it is obligatory; and
7. How MYwave safeguards the confidentiality and security of your personal information.

IN THIS PRIVACY NOTICE:

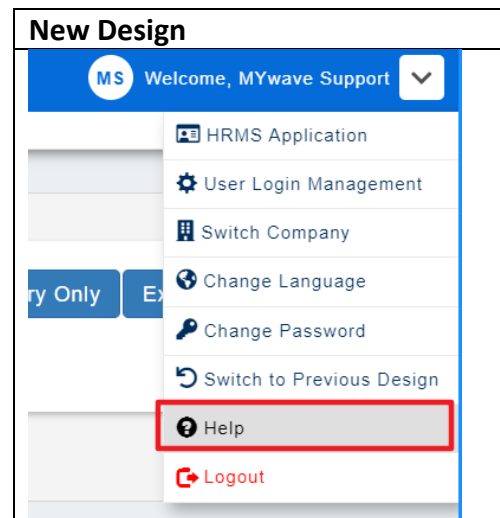
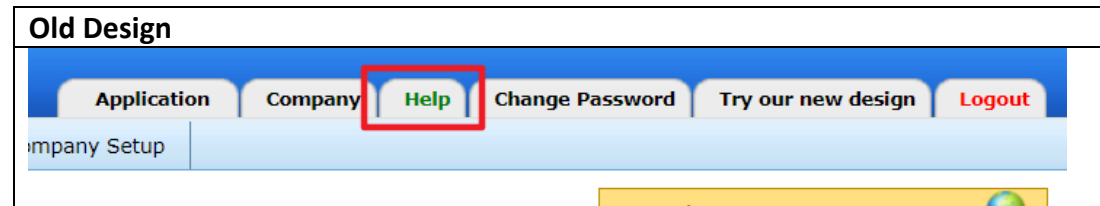
☒ I agree to MYwave and Emplx Privacy Policy

Proceed

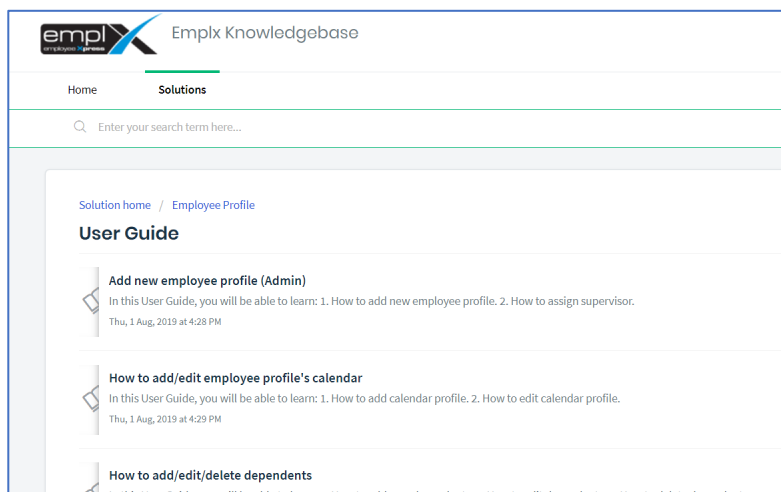
Help/Knowledge Portal

System User Guide

All system related User Guide/FAQ will be updated and uploaded to the “Help” module and accessible by all users.



Sample of Knowledge Portal:



Appendix A

Change of Module Sequence and Grouping

Old Design		New Design	Any Change
Module	Sub Module	Module/ Sub Module	
API	API Access Setup	API > API Access Setup	No
	API Program	API > API Program	No
Claim	-	Claim	No
CMS	CMS Portal	CMS > CMS Portal	No
	CMS Admin	CMS > CMS Admin	No
Company Benefit Setup	Bank Profile	Company Setup > Bank Profile	Yes
	Benefit Setup	Employee Profile > Setup > Benefit Setup	Yes
	Grouping Assignment	Obsoleted	Yes
	Transportation Setup	Employee Profile > Setup > Transportation Setup	Yes
	Asset Setup	Employee Profile > Setup > Asset Setup	Yes
	Pay Group	Employee Profile > Setup > Pay Group	Yes
	Calendar Profile	Company Setup > Calendar Profile	Yes
	Shift Hours Setup	Company Setup > Shift Hours Setup	Yes
	Overtime Setup	E-Over Time > Administration > Overtime Setup	Yes
	Currency Exchange Rate	Company Setup > Currency Exchange Rate	Yes
	Control Master (Admin)	Company Setup > Control Master (Admin)	Yes
	XML Generation	Company Setup > XML Generation	Yes
	Custom Report Template Setup	GL Report > Custom Report Template Setup	Yes
	Formula Execution	GL Report > Formula Execution	Yes
	GL Report Setup	GL Report > GL Report Setup	Yes
	Transaction Report	GL Report > Transaction Report	Yes
Dashboard	Dashboard	Dashboard > Dashboard	No
	Dashboard Restricted	Dashboard > Dashboard Restricted	No
Dashboard (Payroll)	-	Dashboard > Dashboard (Payroll)	Yes
E-Claim	Claim Administration		
	• Claim Setup	E-Claim > Administration > Claim Setup	No
	• Claim Processing	E-Claim > Administration > Claim Processing	No
	• Claim Report (Admin)	E-Claim > Administration > Claim Report (Admin)	No
	• Claim Report (Supervisor)	E-Claim > Supervisor > Claim Report (Supervisor)	Yes
	• Claim Submission (Admin)	E-Claim > Administration > Claim Submission (Admin)	No
	Claim Submission	E-Claim > Claim Submission	No

	Claim Approval	E-Claim > Supervisor > Claim Approval	Yes
Employee Profile	Employee Profile	Employee Profile > Administration > Employee Profile	No
	Employee Profile (Admin)	Employee Profile > Administration > Employee Profile (Admin)	No
	Employee Profile (Restricted)	Employee Profile > Administration > Employee Profile (Restricted)	No
	Employee Profile (View Only)	Employee Profile > Administration > Employee Profile (View Only)	No
	Employee Data Approval	Employee Profile > Administration > Employee Data Approval	No
	Settings	Employee Profile > Setup > Settings	Yes
	Cost Center Allocation	Employee Profile > Setup > Cost Center Allocation	Yes
	Cost Allocation Generation	Employee Profile > Setup > Cost Allocation Generation	Yes
	Employee Profile (Supervisor)	Employee Profile > Supervisor > Employee Profile (Supervisor)	Yes
E-Pay	E Pay Slip Administration		
(Malaysia)	• Pay slip (Admin)	E-Pay > E Pay Slip Administration > Pay slip (Admin)	No
	• Pay slip Load	E-Pay > E Pay Slip Administration > Pay slip Load	No
	EA Form Administration		
	• EA Form (Admin)	E-Pay > EA Administration > EA Form (Admin)	No
	• EA Form Load	E-Pay > EA Administration > EA Form Load	No
	Pay slip	E-Pay > Pay slip	No
	EA Form	E-Pay > EA Form	No
E-Pay	E Pay Slip Administration		
(Singapore)	• Pay slip (Admin)	E-Pay > E Pay Slip Administration > Pay slip (Admin)	No
	• Pay slip Load	E-Pay > E Pay Slip Administration > Pay slip Load	No
	IR8A Form Administration		
	• IR8A Form (Admin)	E-Pay > IR8A Form Administration > IR8A Form (Admin)	No
	• IR8A Form Load	E-Pay > IR8A Form Administration > IR8A Form Load	No
	Pay slip	E-Pay > Pay slip	No
	IR8A Form	E-Pay > IR8A Form	No
E-Time Card	E-Time Card Administration		
	• Attendance Raw Data	E-Time Card > Administration > Attendance Raw Data	No
	• Break Hour Recording (Admin)	Obsoleted	Yes
	• Break Hour Recording (Supervisor)	Obsoleted	Yes
	• OT Callback Setup	E-Over Time > Administration > OT Callback Setup	Yes
	• Over Time Approval	E-Over Time > Supervisor > Over Time Approval	Yes
	• Over Time Claim Report (Admin)	E-Over Time > Administration > Over Time Claim Report (Admin)	Yes

	• Over Time Claim Report (Supervisor)	E-Over Time > Supervisor > Over Time Claim Report (Supervisor)	Yes
	• Over Time PrePlan (Admin)	E-Over Time > Administration > Over Time PrePlan (Admin)	Yes
	• Over Time PrePlan (Supervisor)	E-Over Time > Supervisor > Over Time PrePlan (Supervisor)	Yes
	• Over Time PrePlan Approval	E-Over Time > Supervisor > Over Time PrePlan Approval	Yes
	• Over Time Processing	E-Over Time > Administration > Over Time Processing	Yes
	• Over Time Records (Admin)	E-Over Time > Administration > Over Time Records (Admin)	Yes
	• Over Time Records (Supervisor)	E-Over Time > Supervisor > Over Time Records (Supervisor)	Yes
	• Time Card Employee Custom Data Propose (Admin)	E-Time Card > Administration > Time Card Employee Custom Data Propose (Admin)	No
	• Time Card Record (Admin)	E-Time Card > Administration > Time Card Record (Admin)	No
	• Time Card Report (Supervisor)	E-Time Card > Supervisor > Time Card Report (Supervisor)	Yes
	• Time Card Shift Propose (Admin)	E-Time Card > Administration > Time Card Shift Propose (Admin)	No
	• Time Error Report (Admin)	Obsoleted	Yes
	• Time Error Report (Supervisor)	Obsoleted	Yes
	• Time Matching Report (Admin)	Obsoleted	Yes
	• Time Matching Report (Supervisor)	Obsoleted	Yes
	• Time Sheet (Admin)	E-Time Card > Administration > Time Sheet (Admin)	No
	• Time Sheet (Supervisor)	E-Time Card > Supervisor > Time Sheet (Supervisor)	Yes
	• Work Hour Amendment Report	E-Time Card > Administration > Work Hour Amendment Report	No
	• Work Hour Limit (Admin)	E-Time Card > Administration > Work Hour Limit (Admin)	No
	• Work Hour Limit (Supervisor)	E-Time Card > Supervisor > Work Hour Limit (Supervisor)	Yes
	Break Hour Recording	Obsoleted	No
	Over Time Claim Report	E-Over Time > Over Time Claim Report	Yes
	Over Time PrePlan	E-Over Time > Over Time PrePlan	Yes
	Over Time Records	E-Over Time > Over Time Records	Yes
	Time Card Record	E-Time Card > Time Card Record	Yes
	Time Error Report	Obsoleted	Yes
	Time Matching Report	Obsoleted	Yes
	Time Sheet	E-Time Card > Time Sheet	No
	Time Sheet (Employee View Only)	E-Time Card > Time Sheet (Employee View Only)	No
	Work Hour Limit	E-Time Card > Work Hour Limit	No
HR Library Template	-	Correspondence > HR Library Template	Yes
HRMS Security	-	Company Setup > HRMS Security	Yes
Leave	-	Leave	No

Organization Structure	Organization Structure	Organization > Organization Structure	No
	Job Setup	Employee Profile > Setup > Job Setup	Yes
	Approval Hierarchy Setup	Company Setup > Approval Hierarchy Setup	Yes
	Organization Chart	Organization > Organization Chart	Yes
	Organization Chart (Admin)	Organization > Organization Chart (Admin)	Yes
Overtime	-	Overtime	No
Payroll	Formula		
	• Base Code Setup	Payroll > Formula > Base Code Setup	No
	• Formula Code Setup	Payroll > Formula > Formula Code Setup	No
	• Payroll View Control	Payroll > Formula > Payroll View Control	No
	• Subject Setup	Payroll > Formula > Subject Setup	No
	Tax		
	• PCB/TP3 Form	Payroll > Tax > PCB/TP3 Form	No
	• Statutory Setup	Payroll > Tax > Statutory Setup	No
	• Tax Group Exception	Payroll > Tax > Tax Group Exception	No
	• TP1 Form	Payroll > Tax > TP1 Form	No
	Report		
	• Payroll Report	Payroll > Report > Payroll Report	No
	• Payroll Report (Report Only)	Payroll > Report > Payroll Report (Report Only)	No
	• Payroll Report Setup	Payroll > Report > Payroll Report Setup	No
	• PCB (ii)	Payroll > Report > PCB (ii)	No
	• Text File Generator	Payroll > Report > Text File Generator	No
	• Payroll Form Setup	Payroll > Process > Payroll CP21/CP22A Load	Yes
	• PCB Active Report	Payroll > Report > PCB Active Report	No
	Process		
	• Payroll Processing	Payroll > Process > Payroll Processing	No
	• Payroll EA Load	Payroll > Process > Payroll EA Load	No
	Policy		
	• Payroll Period Maintenance	Payroll > Policy > Payroll Period Maintenance	No
	• Payroll Pay Policy	Payroll > Policy > Payroll Pay Policy	No
	Assign Alw/Ded	Payroll > Assign Alw/Ded	No
Payroll Report	Payroll Report Load	Payroll Report > Payroll Report Load	No
	Payroll Report Approval	Payroll Report > Payroll Report Approval	No
Performance Evaluation	PE Administration		
	• PE Acknowledgement (Admin)	Performance Evaluation > Administration > PE Acknowledgement (Admin)	No
	• PE Form (Admin)	Performance Evaluation > Administration > PE Form (Admin)	No
	• PE Setup	Performance Evaluation > Administration > PE Setup	No
	PE Supervisor		

	• PE Approval	Performance Evaluation > Supervisor > PE Approval	No
	• PE Form (Supervisor)	Performance Evaluation > Supervisor > PE Form (Supervisor)	No
	• PO Acknowledge (Supervisor)	Performance Evaluation > Supervisor > PO Acknowledge (Supervisor)	No
	• PE Delegation	Performance Evaluation > Delegation > PE Delegation	Yes
	• PE Approval (Delegate)	Performance Evaluation > Delegation > PE Approval (Delegate)	Yes
	• PE Form (Delegate)	Performance Evaluation > Delegation > PE Form (Delegate)	Yes
	• PO Acknowledge (Delegate)	Performance Evaluation > Delegation > PO Acknowledge (Delegate)	Yes
	PE Form	Performance Evaluation > PE Form	No
Letter Approval		Resign Letter > Resignation Approval	Yes
Letter Template		Resign Letter > Resignation Letter	Yes
Resignation Acknowledgement		Resign Letter > Resignation Acknowledgement	Yes
Supervisor Profile	Supervisor Profile (Admin)	Supervisor Profile > Supervisor Profile (Admin)	No
	Supervisor Profile (Supervisor)	Supervisor Profile > Supervisor Profile (Supervisor)	No
	Supervisor Request Approval	Supervisor Profile > Supervisor Request Approval	No
Training	Course Assignment Report (Admin)	Training (Lite) > Administration > Course Assignment Report (Admin)	Yes
	Course Setup (Lite)	Training (Lite) > Administration > Course Setup (Lite)	Yes
	Course Assignment Report (Supervisor)	Training (Lite) > Supervisor > Course Assignment Report (Supervisor)	Yes
	Course Submission (Admin)	Training (Lite) > Administration > Course Submission (Admin)	Yes
Training & Development	T&D Administration		
	• Course Setup	Training > Administration > Course Setup	Yes
	• Trainer Profile	Training > Administration > Trainer Profile	Yes
	• Course Schedule	Training > Administration > Course Schedule	Yes
	• Training Dashboard (Admin)	Training > Administration > Training Dashboard (Admin)	Yes
	• Course Certification (Admin)	Training > Administration > Course Certification (Admin)	Yes
	• Course Request Profile (Admin)	Training > Administration > Course Request Profile (Admin)	Yes
	• Training Records (Admin)	Training > Administration > Training Records (Admin)	Yes
	T&D Supervisor		
	• Training Dashboard (Supervisor)	Training > Supervisor > Training Dashboard (Supervisor)	Yes
	• Training Approval (Supervisor)	Training > Supervisor > Training Approval (Supervisor)	Yes
	• Course Request Profile (Supervisor)	Training > Supervisor > Course Request Profile (Supervisor)	Yes
	Training Dashboard	Training > Training Dashboard	Yes

	Course Request Profile (User)	Training > Course Request Profile (User)	Yes
Travel Request	Travel Administration		
	• Travel Budget	Travel Request > Administration > Travel Budget	No
	• Travel Mode Setup	Travel Request > Administration > Travel Mode Setup	No
	• Travel Coordinator Setup	Travel Request > Administration > Travel Coordinator Setup	No
	• Travel Request Approval	Travel Request > Administration > Travel Request Approval	No
	• Travel Vendor Setup	Travel Request > Administration > Travel Vendor Setup	No
	• Travel Request Report (Admin)	Travel Request > Administration > Travel Request Report (Admin)	No
	• Travel Request Report (Supervisor) Travel Request Submission	Travel Request > Supervisor > Travel Request Report (Supervisor) Travel Request Submission	No
Vendor Profile		Vendor Profile	No
Report (Admin)		Dashboard	Yes
Custom Report		Custom Report	No