



## Release Notes

**Release Date: 11 November 2020**

To leave feedback, please email to [support@mywave.biz](mailto:support@mywave.biz)

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# Contents

<b>Release Notes Summary</b>	<b>1</b>
<b>Overtime</b>	<b>2</b>
OT Pay Exclude Shift Break Hour <sup>New</sup>	2
Setup Shift Break Time	3
OT Exclude Break Time Control <sup>New</sup>	4

## Release Notes Summary

Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
<b>Overtime</b> <ul style="list-style-type: none"><li>OT Pay Exclude Shift Break Hour <i>New</i></li><li>Setup Shift Break Time</li><li>OT Exclude Break Time Control <i>New</i></li></ul>	Enhancement	√	–	–	√	–	–

# Overtime

## OT Pay Exclude Shift Break Hour New


- 1) OT Pay Hour can now exclude the specific break time within the Shift Hours.
- 2) Example Calculation:

Shift Hour Time	Shift Start	Shift End		
	08:30	17:45		
Break Session	Break start	Break end		
Morning	10:00	10:30		
Lunch	13:00	13:45		
After office hour	17:45	18:15		
OT	Start	End	Pay Hour	OT hour exclude from break
After working hours on <u>working day</u>	17:45	20:00	<del>02:15</del> <b>01:45</b>	0:30 hour (after office hour)
Following working hours on <u>non-working day</u>	09:00	18:00	<del>09:00</del> <b>07:30</b>	00:30 (10:00-10:30 - Morning break) 00:45 (13:00-13:45 - Lunch break) 00:15 (17:45-18:00 - after office hour)

- 3) Please make sure that every non-working day is **assigned with a shift hour** in order to meet the calculation for non-working day as shared above.

# Setup Shift Break Time

- 1) Adding in/setup the break time for the respective shift hour.
- 2) The break time can be out from the shift hours duration due to the additional break time for OT after/ before the Shift ends/starts. The break time is used only to compute OT Pay Hour when employees are working OT Exceeding the Shift Hours duration.

COMPANY  (Host Internet)

Welcome, Mywave Developer

HRMS Application / Company Setup / Shift Hours Setup

Shift Hours

Name of Shift Hours : 0830-1730

Shifts Hours Setup

Break Time Setup

Break Time Information (\* Denotes Required)

New Break Time

Shift Schedule : 08:30 ~ 17:30

Name of Break time :

Break time starts from : [Please Click Here](#)

Break time ends on : [Please Click Here](#)

Break Time Description Remain: 80 (chars)

Rest break for Shift Work in details (\* Denotes Required)

Name of Shift Hours : 0830-1730

Time frame : 08:30 ~ 17:30

Name of Rest Break	Break time starts from	Break time ends on	Description	Effective Date	Action
Morning break	10:00	10:30	-	2019-01-01	Non-editable
1230-1330	12:30	13:30	-	2019-01-01	Non-editable
After work break	17:30	18:00	-	2019-01-01	Non-editable

## OT Exclude Break Time Control New

- 1) New Control (✓ Exclude break time set in shift hour setup) has been added and could be enabled via OT Policy Setup -> OT Rates portion as below.
- 2) The “Exclude Break” setup column will be disabled once the (✓ Exclude break time set in shift hour setup) has been enabled due to the OT break hours calculation will be based exactly on the break time setup.

COMPANY 820 (Test Instance)

HRMS Application / Overtime

Overtime Apply On : Not Applicable

Overtime Rates

**Working Day**

**New added**

☒ Exclude break time set in shift hour setup [Go to Shift Hours Setup](#)

Range From (Hour(s))	Range To (Hour(s))	Pay (Hour(s))	Rates	Exclude Break	Compensatory Method
0	8.00	Pay Exact Hour	1.0x	0 Minute(s)	Follow Policy Compensatory Method
8	Onward	Pay Exact Hour	2.0x	0 Minute(s)	Follow Policy Compensatory Method

**Off Day**

☒ Exclude break time set in shift hour setup [Go to Shift Hours Setup](#)

Range From (Hour(s))	Range To (Hour(s))	Pay (Hour(s))	Rates	Exclude Break	Compensatory Method
0	8.00	Pay Exact Hour	1.5x	0 Minute(s)	Follow Policy Compensatory Method
8	Onward	Pay Exact Hour	2.0x	0 Minute(s)	Follow Policy Compensatory Method

Overtime Start From : Clock In