Release Notes

Release Date: 09 February 2021

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

Contents

Release Notes Summary

Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
HRMS Setting – Notification Setup • Notification setup by individual • Additional Notification setup for different worker type	Enhancement	–	–	–	√	–	–
Payroll • Additional EPF Employer *New*	Enhancement	–	–	–	√	–	–
Time Card Record • Location List Changes • Added "Department" in Summary Report	Enhancement	–	–	–	√	√	√
Time Card Record • Employee Timecard Report *New*	Enhancement	–	–	–	√	–	–
E Payslip • E Payslip Summary Changes for Combined Payslip	Enhancement	–	–	–	√	–	–

Notification Setup

Go to "Employee Profile – Setup – **Settings**" module for the setup.

Before:

After:

Notification Setup by Individual Item
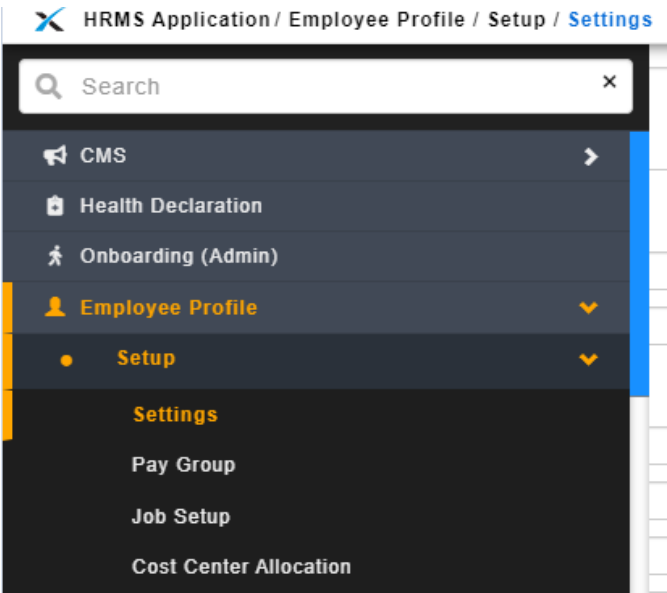
The Probation/Permit/Visa/Contract notice period setting is split into separate items so that the admin could setup the notification period specifically.

Added Notification Setup for Different Worker Type

Additional Worker Type (Eg: Service for Contract, Part Time & Internship) are added into the notification setup to notify/remind the admin/supervisor(s) to update the employees' contract period (if any).

Note: The notification will trigger the admin/supervisor(s):
1. **1 time** on the duration set prior to the expiry date.
2. **1 time** on the expiry date itself.
3. On **daily basis** after the expiry date for 3 months only.

Additional Employer EPF ^{New}

Company can assign additional employer EPF to employee, either by percentage or by amount.

Assign additional EPFER

1. Go to Assign Alw/Ded module
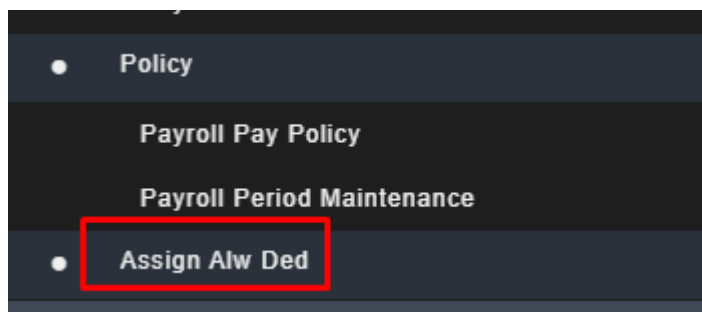
2. Under Statutory (employer contribution) choose "ADDITIONAL_EPFER", fill in Valid Date and Amount or Percentage of the additional contribution.

3. Please take note that the assignment of "ADDITIONAL_EPFER" will be **ignored** if there is any assignment made for "EPFER' in the same period.

To update or to remove the assignment record(s), go to Record [tab], and search for the record in the table.

Edit / delete additional EPFER

Click Edit to update the record, click Delete to remove the assignment.

For edit, update the amount or percentage or effective period, and click Save.

After payroll processing, you will be able to see the Additional EPFER amount appear in Payroll Report and Payslip. Payment Text File and submission report will pick up ADDITIONAL_EPFER amount as well.

EPF, SOCSO, & Tax List - 2020-01 (End)

No.	Employee Number	Name	Dept Code	Mth/Yr	EPF						SOCSO			
					Employee	Employer	Gratuity	Additional EPF	Additional EPFER	Total Contribution	Employee	Employer	Total Contribution	Em
1	EMP001	ABDUL RAHMAN	Human Resource	2020-01	278.00	504.00	0.00	0.00	0.00	782.00	12.75	44.65	57.40	
2	EMP002	BEN TAN	Quality Systems	2020-01	333.00	393.00	0.00	0.00	0.00	726.00	15.25	53.35	68.60	
3	EMP003	CHANDRA GUPAL	Quality Systems	2020-01	172.00	203.00	0.00	0.00	0.00	375.00	7.75	27.15	34.90	
4	EMP004	DENNIS CHAN	Engineering & ee	2020-01	341.00	403.00	0.00	0.00	155.00	899.00	15.25	53.35	68.60	
5	EMP005	EKA SINGH	Engineering & ee	2020-01	333.00	393.00	0.00	0.00	0.00	726.00	15.25	53.35	68.60	
6	EMP006	FATIMAH MUHAMMAD	Production	2020-01	174.00	206.00	0.00	0.00	0.00	380.00	7.75	27.15	34.90	
7	EMP007	GHAFAR AHMAD	Production	2020-01	148.00	175.00	0.00	0.00	0.00	323.00	6.75	23.65	30.40	
8	EMP008	ELIZABETH TEOH	Engineering & ee	2020-01	352.00	416.00	0.00	0.00	0.00	768.00	15.75	55.15	70.90	
9	EMP009	JOYCE WONG	Engineering & ee	2020-01	326.00	385.00	0.00	0.00	0.00	711.00	14.75	51.65	66.40	
10	EMP010	KHOO SIEW LING	Human Resource	2020-01	352.00	416.00	0.00	0.00	128.00	896.00	15.75	55.15	70.90	
10		REPORT TOTAL			2,809.00	3,494.00	0.00	0.00	283.00	6,586.00	127.00	444.60	571.60	

COMPANY

Employee Name	DENNIS CHAN			Employee No.		EMP004	
Pay Period	2020-01						
Payment Date	2020-01-31			Department		Engineering & ee	

IC No.	840521-02-6666						
INCOME	Hrs/Days	MYR	Deduction	Hrs/Days	MYR	Employer	MYR
Basic		4500.00	EPF		341.00	EPFER	403.00
Meal Allowance		500.00	Absent	17.00	2942.31	ADDITIONAL_EPFER	155.00
Phone Allowance		200.00	EIS		6.10	EIS Employer	6.10
Transport Allowance		800.00	SOCSO		15.25	SOCSOER	53.35
Vehicle Allowance		35.00					
						Year To Date	MYR
						Basic	4500.00
						Meal Allowance	500.00
						Phone Allowance	200.00
						Transport Allowance	800.00
						Vehicle Allowance	35.00
						EPF	341.00
						Absent	2942.31
						EIS	6.10
						SOCSO	15.25
						EPFER	403.00
						ADDITIONAL_EPFER	155.00
						EIS Employer	6.10
						SOCSOER	53.35
Total Income		6035.00	Total Deduction		3304.66		
Bank A/C: 97676545999 (CIMB)			Net Income		2730.34	Adjustment	0.00
This is a computer generated form. No signature is required.						Powered by MYwave	

Time Card Record

Location List Changes

Location selection screen is changed from dropdown list to a pop-up screen to enable search function and allow showing GPS location (if any).

Before

No	Employee	Date	Error	Day Type	Shift	Start Time	End Time	Clock In	Location	C
EMP001	ABDUL RAHMAN	2020-11-01, Sun		RD	-					
EMP001	ABDUL RAHMAN	2020-11-02, Mon	Absent	WD	MB12	07:00	15:00			
EMP001	ABDUL RAHMAN	2020-11-03, Tue	Absent	WD	MB12	07:00	15:00		Location A	
EMP001	ABDUL RAHMAN	2020-11-04, Wed	Absent	WD	MB12	07:00	15:00		Location B	
EMP001	ABDUL RAHMAN	2020-11-05, Thu	Absent	WD	MB12	07:00	15:00		Location C	
EMP001	ABDUL RAHMAN	2020-11-06, Fri		OD	-				Location D	

Location A
Location B
Location C
Location D
MYWAVE SDN BHD
Tusita Penang Center
Universal Corperation

After

No	Employee	Date	Error	Day Type	Shift	Start Time	End Time	Clock In	Location
EMP001	ABDUL RAHMAN	2020-11-01, Sun		RD	-				
EMP001	ABDUL RAHMAN	2020-11-02, Mon	Absent	WD	MB12	07:00	15:00		

Location : MYWAVE SDN BHD   Pop up

Search

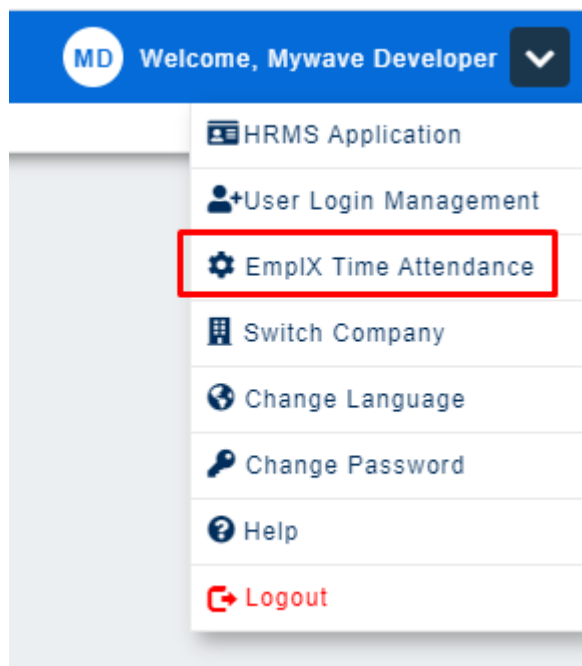| Select ▾	GPS ⇕	Location ▴
○		Location A
○		Location B
○		Location C
○		Location D
●	📍	MYWAVE SDN BHD
○	📍	Tusita Penang Center
○	📍	Universal Corporation

Showing 1 to 9 of 9 entries   < 1 >

Add   Clear   Close

To add or update on the location listing, kindly proceed to the **EmplX Time Attendance** module to perform the amendment.

* Note: This feature is available only for EmplX Time Attendance subscription package.

Summary Report

An extra column "Department" is added to Attendance Summary Report which is showing the employees' department assigned. This change is also added to the exported attendance summary report in Excel.

Before

System

Excel report

After

System

Excel report

Employee Timecard Report ^{New}

Go to **Time Card Record (Admin)** under **E-Time Card** and make sure **Time Card Record** tab is selected.
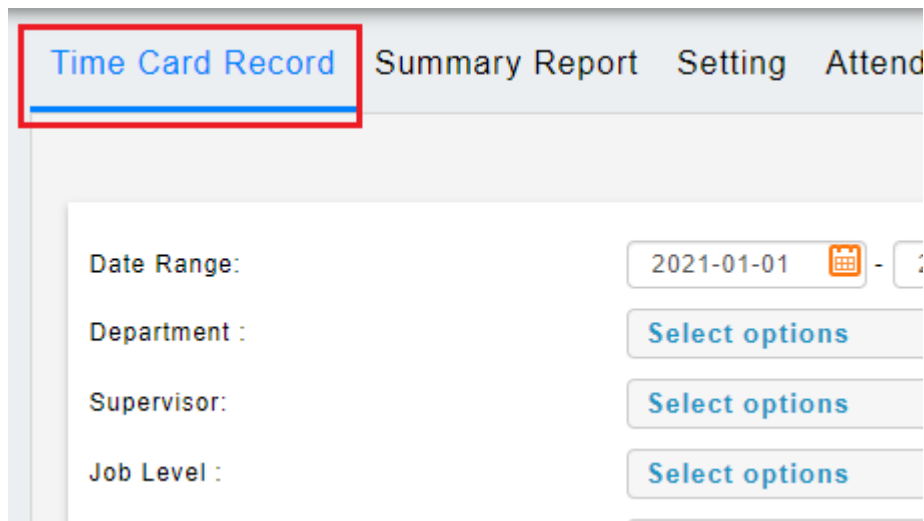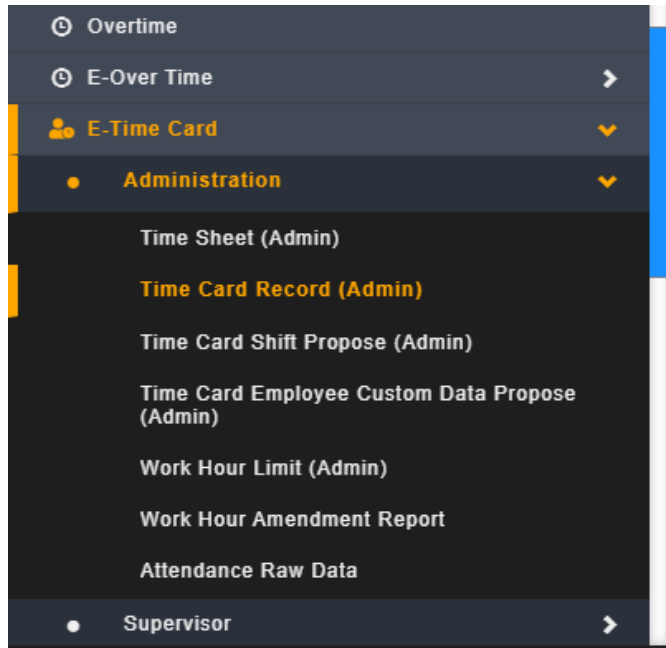
Enter the desired filter (if any) including date range, department, supervisor, job level, employee, and list of error.

Date Range:	2021-01-01 📅 - 2021-01-31 📅
Department :	Select options ⬍
Supervisor:	Select options ⬍
Job Level :	Select options ⬍
Employee:	10 selected ⬍
List of Error:	Select options ⬍
Exclude Verified Error:	☑
Show Total Hours Per Employee (Export) :	☐
Show Exclude Attendance Employee(s) :	☑

Then click on **Employee Timecard Report** button on the right to generate the report.

≡ Retrieve   ⬇ Export   ⬇ Export (Payroll)

🖨 Employee Timecard Report

Sample report as below will be generated in a new window. Click on the **Print** button to open a print preview window and print out the time card records/save as PDF as required.

E Payslip Summary Changes for Combined Payslip

Previously, for combined payslip, the admin is able to see only 1 pay period selection from the E Payslip Summary module tab and there will be issue when the admin had approved the **1st period processing** (Eg: **Bonus**) but would like to check for the **2nd period processing** (Eg: **End**) first before approving the payslip for the employees to view.

The admin will have to **Reject the entire Combined Payslip** just to check for the 2nd period processing then **Approve again** for the employees.

In this enhancement, the system will be displaying the **2 types** of **pay periods in a month:**
1. **By Individual** pay period

For each of the **individual pay period**, payslip status of each pay period is listed under the Pay Period list and admin could approve/input payment date to each of the pay period separately. There are 5 actions which can be carried out by admin - **Save Payment Date, Add Payment Date for Employee, Approve, Reject, Export**.

- **Save Payment date** > Admin selects a payment date and assign the date to all employees in that pay period itself.
- **Add Payment Date for employee** > Admin inputs payment date to only certain employee(s) in the pay period specifically.
- **Approve** > Admin approves the pay period (Payslip status: Approved)
- **Reject** > Admin rejects the pay period (Payslip status: Pending Approval)
- **Export** > Admin exports the Summary data into Excel format.

2. By Combined pay period

For the **combined pay period**, no action is required from the admin when combined pay period is selected but it is to allow the admin to view the Summary Payslip Data in Combined method in order to have an Overall View of the Payslip amount. The admin can export the Combined Summary Data into Excel format.