



Release Notes

Release Date: 09 February 2021

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

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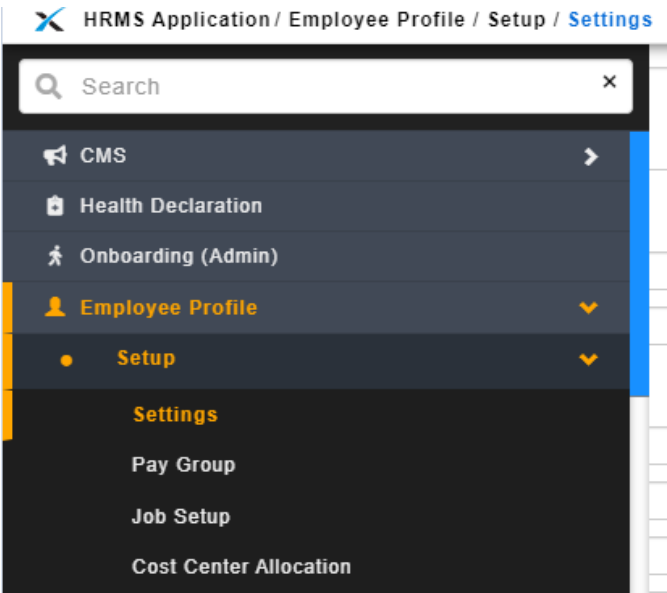
Release Notes Summary

Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
HRMS Setting – Notification Setup <ul style="list-style-type: none"> Notification setup by individual Additional Notification setup for different worker type 	Enhancement	–	–	–	√	–	–
Payroll <ul style="list-style-type: none"> Additional EPF Employer <i>New</i> 	Enhancement	–	–	–	√	–	–
Time Card Record <ul style="list-style-type: none"> Location List Changes Added “Department” in Summary Report 	Enhancement	–	–	–	√	√	√
Time Card Record <ul style="list-style-type: none"> Employee Timecard Report <i>New</i> 	Enhancement	–	–	–	√	–	–
E Payslip <ul style="list-style-type: none"> E Payslip Summary Changes for Combined Payslip 	Enhancement	–	–	–	√	–	–

HRMS Settings

Notification Setup

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



Before:

Mailing List : ⓘ Each email address must be seperated by a comma (,)

Probation/Permit/Visa/Contract Notice Period (by days) : ⓘ

Confirmation Notice Period (by days) : ⓘ

Email Notifications : ☐ Check to enable admin email notification

Send To : ☒ Include All Supervisors.
☐ Select supervisor from list to be Excluded.

Access Disabled Period (by Days): : ⓘ

Save Notification

After:

Notice Period (by days) ⓘ

1. Probation

2. Confirmation

3. Job Expiration

- Contract
- Service For Contract
- Part Time
- Internship

4. Permit

5. Visa

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):

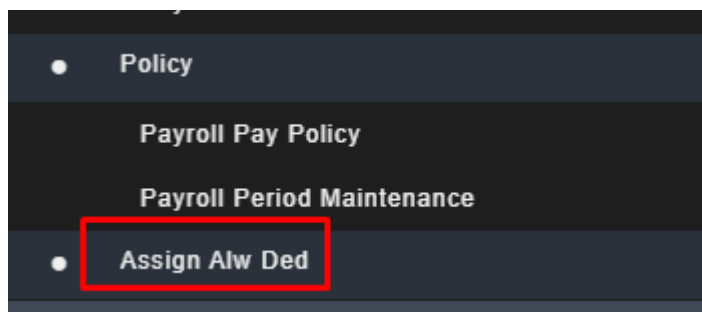
1. **1 time** on the duration set prior to the expiry date.
2. **1 time** on the expiry date itself.
3. On **daily basis** after the expiry date for 3 months only.

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.

Assignment Record

Assignment

Type * :

- ☐ Allowance -
- ☐ Salary Deduction -
- ☐ Expenses -
- ☒ Statutory (employer contribution) ADDITIONAL_EPFER
- ⚠ Please take note that the assignment of "ADDITIONAL_EPFER" will be ignored if there is any assignment made for "EPFER".
- ☐ Statutory (employee contribution) -
- ☐ Employer Contribution -
- ☐ Benefit in Kind -

Valid Date : Year * 2021 Month * 01 - Year - Month -

Amount or % * : Amount Or Percent (%)

- Please take note that the assignment of “ADDITIONAL_EPFER” will be **ignored** if there is any assignment made for “EPFER” in the same period.

HRMS Application / Payroll /

Assignment Record

Assignment

Type * : ☐ Allowance - ☐ Salary Deduction - ☐ Expenses - ☒ Statutory (employer contribution) **EPFER** ☐ Statutory (employee contribution) - ☐ Employer Contribution - ☐ Benefit in Kind -

Valid Date : Year * 2021 - Month * - - Year - - Month - -

Amount or % * : (%) Or -

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.

Assignment Record

Record

Type : Statutory (employer contribution) Pay Group : - Retrieve Export

Transaction : ADDITIONAL_EPFER Employee : -

Effective Date : - -

Employee No. ~	Employee Name ~	Pay Group ~	Base Code Name ~	Entitlement ~	From Date ~	To Date ~	Amount ~	Year Paid Out ~	Action
EMP001	ABDUL RAHMAN	Non Executive	ADDITIONAL_EPFER	Statutory (Employer)	2020-01	2020-12	4 %		Edit Delete
EMP001	ABDUL RAHMAN	Non Executive	ADDITIONAL_EPFER	Statutory (Employer)	2021-01	-	1		Edit Delete
EMP004	DENNIS CHAN	Executive	ADDITIONAL_EPFER	Statutory (Employer)	2020-01	2021-01	5 %		Edit Delete
EMP010	KHOO SIEW LING	Manager	ADDITIONAL_EPFER	Statutory (Employer)	2020-01	-	4 %		Edit Delete

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Record

Please take note that the assignment of "ADDITIONAL_EPFER" will be ignored if there is any assignment made for "EPFER".

Employee

:

EMP001

Amount

:

Or

4

(%)

Effective Date

:

2020

01

To

:

2020

12

Save

Cancel

Employee No. ^	Employee Name ^	Pay Group ^	Base Code Name ^	Entitlement ^	From Date ^	To Date ^	Amount ^	Year Paid Out ^	Action
EMP001	ABDUL RAHMAN	Non Executive	ADDITIONAL_EPFER	Statutory (Employer)	2020-01	2020-12	4 %		Edit Delete
EMP001	ABDUL RAHMAN	Non Executive	ADDITIONAL_EPFER	Statutory (Employer)	2021-01	-	1		Edit Delete
EMP004	DENNIS CHAN	Executive	ADDITIONAL_EPFER	Statutory (Employer)	2020-01	2021-01	5 %		Edit Delete
EMP010	KHOO SIEW LING	Manager	ADDITIONAL_EPFER	Statutory (Employer)	2020-01	-	4 %		Edit Delete

(Page 1 of 1)

No.	Employee Name Number	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	GHAJAR 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	KHO 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

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

C No.	B40521-02-6666									
	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	SOCO		15.25	SOCOER			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
								SOCO		15.25
								EPFER		403.00
								ADDITIONAL_EPFER		155.00
								EIS Employer		6.10
								SOCOER		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			
EMP001	ABDUL RAHMAN	2020-11-04, Wed	Absent	WD	MB12	07:00	15:00			
EMP001	ABDUL RAHMAN	2020-11-05, Thu	Absent	WD	MB12	07:00	15:00			
EMP001	ABDUL RAHMAN	2020-11-06, Fri		OD	-					

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		
EMP									
EMP									
EMP									
EMP									

Location : MYWAVE SDN BHD

Pop up

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

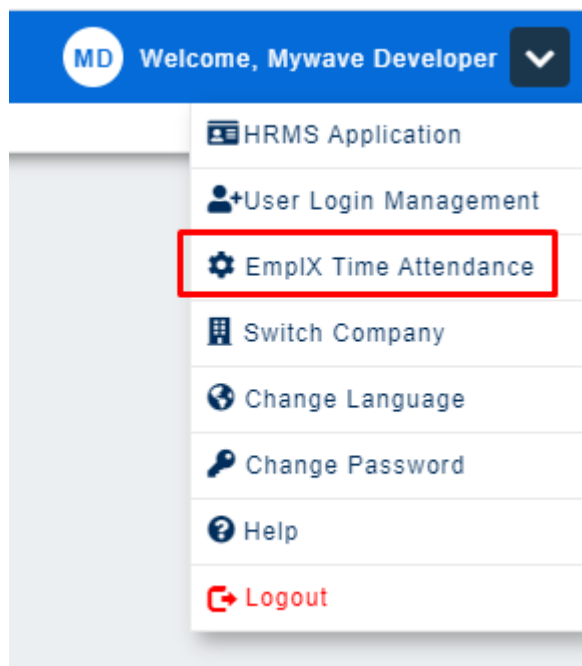
>

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

Filter										
Date Range:	2020-10-01 To 2020-10-31	Day Type:	Work Day	Off Day	Holiday	Rest Day				
Employee No.	Employee Name	1 T	2 F	3 S	4 S	5 M	6 T	7 W	8 T	9 F
000099	AMUTHA A/P YEHAMBARAM					9	8.9			

System

A	B	C	D	E
Date Range:	2020-10-01 To 2020-10-31	Type:	Work Day	
Employee No.	Employee Name	1 T	2 F	3 S
99	AMUTHA A/P YEHAMBARAM			

Excel report

After

Filter						
Date Range:	2020-10-01 To 2020-10-31	Day Type:	Work Day	Off Day	Holiday	Rest Day
Employee No.	Employee Name	Department	1 T	2 F	3 S	
000099	AMUTHA A/P YEHAMBARAM	LN Division 2.1				

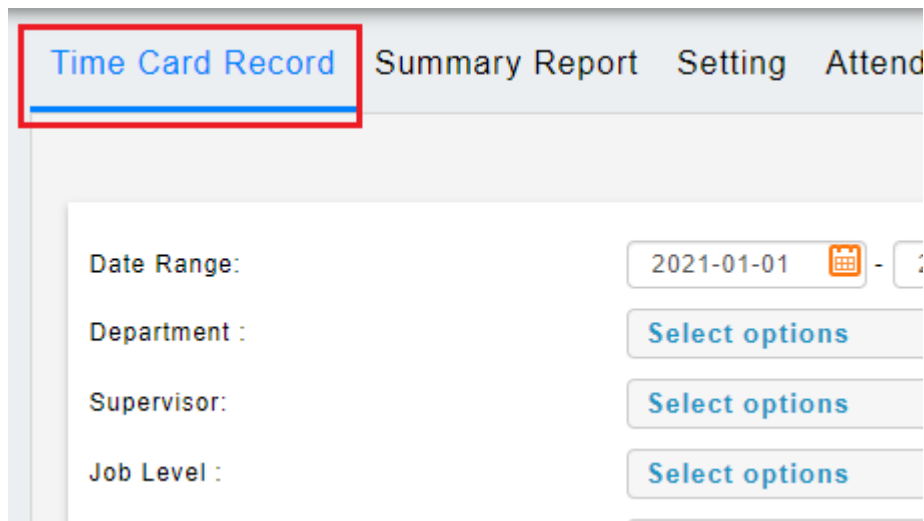
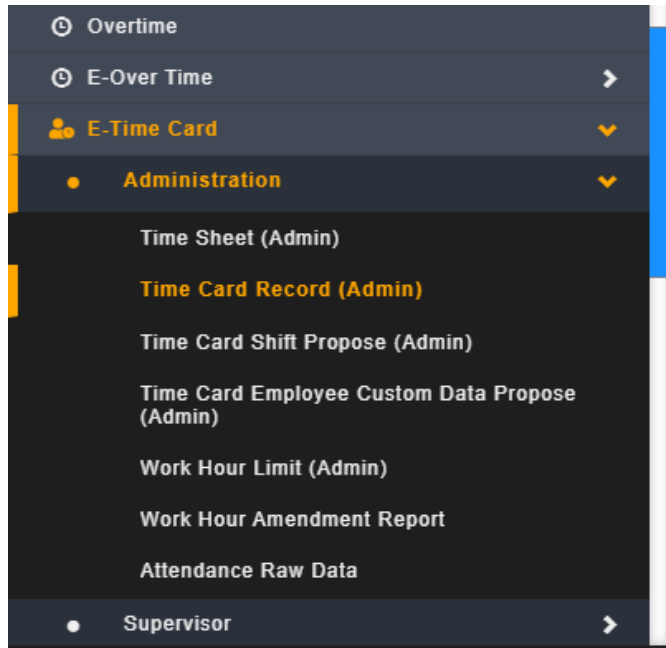
System

A	B	C	D	E
Date Range:	2020-10-01 To 2020-10-31	Day Type:	Work Day	
Employee No.	Employee Name	Department	1 T	2 F
99	AMUTHA A/P YEHAMBARAM	LN Division 2.1		

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.

The screenshot shows a filter configuration panel with the following elements:

- Date Range:** Two date pickers showing '2021-01-01' and '2021-01-31' with calendar icons.
- Department :** A dropdown menu with 'Select options' text and a downward arrow.
- Supervisor:** A dropdown menu with 'Select options' text and a downward arrow.
- Job Level :** A dropdown menu with 'Select options' text and a downward arrow.
- Employee:** A dropdown menu showing '10 selected' and a downward arrow.
- List of Error:** A dropdown menu with 'Select options' text and a downward arrow.
- Exclude Verified Error:** A checkbox that is checked.
- Show Total Hours Per Employee (Export) :** An unchecked checkbox.
- Show Exclude Attendance Employee(s) :** A checked checkbox.

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

The screenshot shows a row of buttons for report generation:

- Retrieve:** A blue button with a list icon.
- Export:** A button with a download icon.
- Export (Payroll):** A button with a download icon.
- Employee Timecard Report:** A button with a printer icon, highlighted by a red rectangular border.

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.

MYwave: DAILY TIME ATTENDANCE REPORT FOR THE DAY - Google Chrome

about:blank

Close

Print

COM,PANY 305

Employee Timecard Report Between 2020-11-01 And 2020-11-30

Employee: 007 JAMES BOND Department: Supervisor: HAMKACHAN

Date	Error	Day Type	Shift	Clock Time		Location		Total Hour(s)	Work Hour	Break Hour	Remarks	Amended	Leave	OT
				In	Out	In	Out							
2020-11-01	Sun	-	Rest Day	RD	-	-	-	-	-	-	-	No	-	-
2020-11-02	Mon	-	Working Day	OFO-M	09:00	18:00	-	09:00	09:00	00:00	-	Yes	-	-
2020-11-03	Tue	-	Working Day	OFO-M	09:00	18:00	-	09:00	09:00	00:00	-	Yes	-	-
2020-11-04	Wed	-	Working Day	OFO-M	09:00	18:00	-	09:00	09:00	00:00	-	Yes	-	-
2020-11-05	Thu	-	Working Day	OFO-M	09:00	18:00	-	09:00	09:00	00:00	-	Yes	-	-
2020-11-06	Fri	-	Working Day	OFO-M	09:00	18:00	-	09:00	09:00	00:00	-	Yes	-	-
2020-11-07	Sat	-	Off Day	OD	-	-	-	-	-	-	-	No	-	-
2020-11-08	Sun	-	Rest Day	RD	-	-	-	-	-	-	-	No	-	-
2020-11-09	Mon	-	Working Day	OFO-M	09:00	18:00	-	09:00	09:00	00:00	-	Yes	-	-
2020-11-10	Tue	-	Working Day	OFO-M	09:00	18:00	-	09:00	09:00	00:00	-	Yes	-	-
2020-11-11	Wed	-	Working Day	OFO-M	09:00	18:00	-	09:00	09:00	00:00	-	Yes	-	-
2020-11-12	Thu	-	Working Day	OFO-M	09:00	18:00	-	09:00	09:00	00:00	-	Yes	-	-
2020-11-13	Fri	-	Working Day	OFO-M	09:00	18:00	-	09:00	09:00	00:00	-	Yes	-	-
2020-11-14	Sat	-	Public Holiday	PH	-	-	-	-	-	-	-	No	-	-
2020-11-15	Sun	-	Rest Day	RD	-	-	-	-	-	-	-	No	-	-
2020-11-16	Mon	-	Working Day	OFO-M	09:00	18:00	-	09:00	09:00	00:00	-	Yes	-	-
2020-11-17	Tue	-	Working Day	OFO-M	09:00	18:00	-	09:00	09:00	00:00	-	Yes	-	-

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

HRMS Application / E-Pay / E Pay Slip Administration / Pay slip (Admin)

E Payslip **E Payslip Summary** Employee Salary Analysis

Pay Period : 2020-03-BONUS-End

2020-11
2020-10
2020-09
2020-08
2020-07
2020-06
2020-05
2020-04
2020-03-BONUS-End
2020-03
2020-03-BONUS
2020-02
2020-01
2019-12-EndMonth-Bonus
2019-12-Bonus
2019-12-EndMonth
2019-11
2019-10
2019-09

Showing 1 to 2 of 2 items

Company Name
Pay Period
Currency

Search

Export

No.	Payslip Status	Payment Date
1.	Approved	2021-01-20
2.	Approved	2021-01-23

< 1 >

No.	Employee No	Employee Name	Regular Pay	Backpay Night Shift Allowance	Back Pay Overtime	Back Pay Salary	Bonus	Buy_Off_Notice	Employee Specialist and Dependent Medical	Encashment of Annual Leave	Extended Work Hours Allowance	Health Screening For Employee - Aged 40 ye	He Scre F Emp - A ab
1													
2													
3													
4													

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.