



## Release Notes

**Release Date: 07 April 2021**

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

---

MYwave takes care to ensure that the information in this document is accurate, but MYwave does not guarantee the accuracy of the information or that use of the information will ensure correct and faultless operation of the service to which it relates. MYwave, its agents and employees, shall not be held liable to or through any user for any loss or damage whatsoever resulting from reliance on the information contained in this document.

Nothing in this document alters the legal obligations, responsibilities or relationship between you and MYwave as set out in the contract existing between us.

Information in this document, including URL and other Internet Web site references, is subject to change without notice.

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

<b>Release Notes Summary</b>	<b>1</b>
<b>Employee Profile</b>	<b>3</b>
Instruction and Information for Profile Picture Upload	3
Blacklist Tab	4
<b>Dashboard</b>	<b>6</b>
Disciplinary Report <sup>New</sup>	6
<b>CMS Admin</b>	<b>7</b>
Announcement Email Interface Changes	7
Remove Duplicate Delete Button	9
<b>CMS Portal</b>	<b>10</b>
Add Week Numbers in Leave Calendar <sup>New</sup>	10
<b>Leave</b>	<b>11</b>
Add Week Numbers in Leave Calendar <sup>New</sup>	11
<b>Payroll (Malaysia)</b>	<b>12</b>
Lampiran B – Swasta <sup>New</sup>	12
LHDN Payroll Text File	15

## Release Notes Summary

Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
<b>Employee Profile</b> <ul style="list-style-type: none"> <li>Instruction and Information for Profile Picture Upload</li> </ul>	Enhancement	–	–	–	√	–	–
<b>Employee Profile – Blacklist Tab</b> <ul style="list-style-type: none"> <li>Rename “Blacklist” to “Disciplinary”</li> </ul>	Enhancement	–	–	–	√	√	–
<b>Dashboard</b> <ul style="list-style-type: none"> <li>Disciplinary report <i>New</i></li> </ul>	Enhancement	–	–	–	√	–	–
<b>CMS Admin - Announcement Email</b> <ul style="list-style-type: none"> <li>Announcement Email Interface Changes</li> <li>Remove Duplicate Delete Button</li> </ul>	Enhancement	–	–	–	√	–	–
<b>CMS Portal</b> <ul style="list-style-type: none"> <li>Leave Calendar with Week Numbers <i>New</i></li> </ul>	Enhancement	–	–	–	√	√	√

Leave	Enhancement	–	–	–	√	√	√
<ul style="list-style-type: none"> <li>Leave Calendar with Week Numbers <i>New</i></li> </ul>							
Payroll (Malaysia)	Enhancement	√	–	–	√	–	–
<ul style="list-style-type: none"> <li>Lampiran B – Swasta <i>New</i></li> </ul>							
Payroll (Malaysia)	Enhancement	–	–	–	√	–	–
<ul style="list-style-type: none"> <li>LHDN Payroll Text File</li> </ul>							

# Employee Profile

## Instruction and Information for Profile Picture Upload

The placement of the additional information is moved to the relevant fields.

Before:

HRMS Application / Employee Profile / Administration / Employee Profile (Admin)

**Additional Information** ⓘ Denotes required field for the section if there is any field of that section being filled up.

Maximum size of picture uploaded is 500 KB.  
Accepted picture format is JPG, JPEG, PNG and GIF.

✖ Click to remove photo  
Click on the photo to preview

**Personal Information**

Title : - Employee No. \* ⓘ : Location : Hire Date \* : Rehire Date : Adjusted Hire Date ⓘ : Probation End Date : Probation Period (Days) : -

First Name ⓘ : Last Name ⓘ : Full Name in Identity Card \* ⓘ : Nickname : Gender \* : Unknown Religion : -

Profile Picture Upload: Choose File No file chosen

After:

HRMS Application / Employee Profile / Administration / Employee Profile (Admin)

**Additional Information** ⓘ Denotes required field for the section if there is any field of that section being filled up.

Maximum file size : 500 KB.  
Accepted format : JPG, JPEG, PNG and GIF.

**Personal Information**

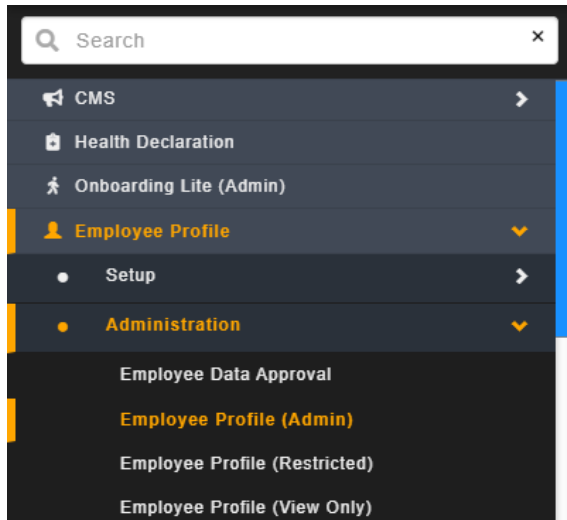
Title : - Employee No. \* ⓘ : Location : Hire Date \* : Rehire Date : Adjusted Hire Date ⓘ : Probation End Date : Probation Period (Days) : Confirmation Date : -

First Name ⓘ : Last Name ⓘ : Full Name in Identity Card \* ⓘ : Nickname : Gender \* : Unknown Religion : - Race : -

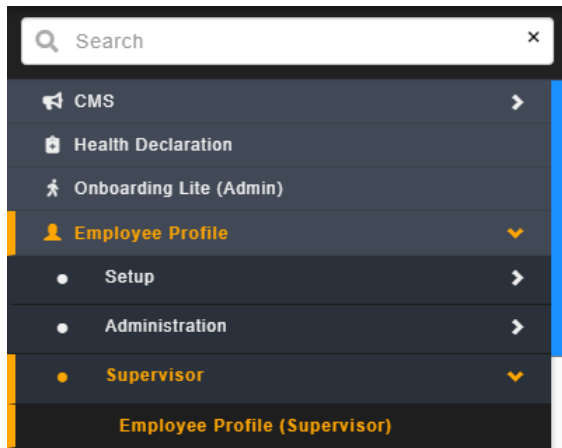
Profile Picture Upload: Choose File No file chosen

## Blacklist Tab

For admin access, go to “Employee Profile – Administration – **Employee Profile (Admin)**” module.



For supervisor access, go to “Employee Profile – Supervisor – **Employee Profile (Supervisor)**” module.



The “**Blacklist**” tab has been **renamed to “Disciplinary”** for general use.

Before:

Personal Contacts Dependents Bond Payment Info Job Cost Allocation Qualifications Training Statutory Benefits Supervisor Transport Asset Blacklist Attachment Work Calendar

History of Blacklist


Please click Add for adding new record.


Add

Start Date	End Date	Reason of Blacklisted	Action
------------	----------	-----------------------	--------

Personal Contacts Dependents Bond Payment Info Job Cost Allocation Qualifications Training Statutory Benefits Supervisor Transport Asset Blacklist Attachment Work Calendar

History of Blacklist

Start Date 

End Blacklisted Date  

Reason of Blacklisted

Save Cancel

After:

Personal Contacts Dependents Bond Payment Info Job Cost Allocation Qualifications Training Statutory Benefits Supervisor Transport Asset Disciplinary Attachment Work Calendar

History of Disciplinary


Please click Add for adding new record.


Add

Start Date	End Date	Reason of Disciplinary	Action
------------	----------	------------------------	--------

Personal Contacts Dependents Bond Payment Info Job Cost Allocation Qualifications Training Statutory Benefits Supervisor Transport Asset Disciplinary Attachment Work Calendar

History of Disciplinary

Start Date 

End Date  

Reasons of Disciplinary

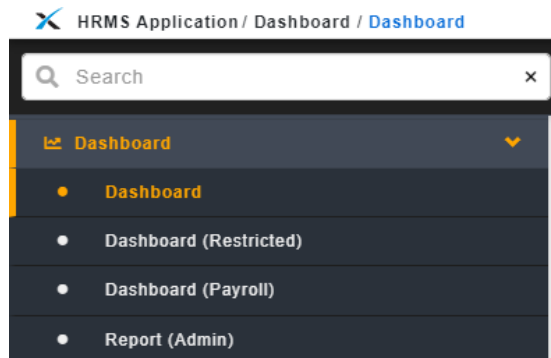
Save Cancel



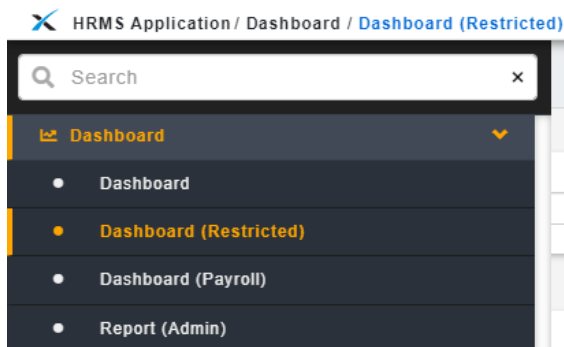
# Dashboard

## Disciplinary Report *New*

For admin access, go to “Dashboard – **Dashboard**” module.



For admin (Restricted) access, go to “Dashboard – **Dashboard (Restricted)**” module.

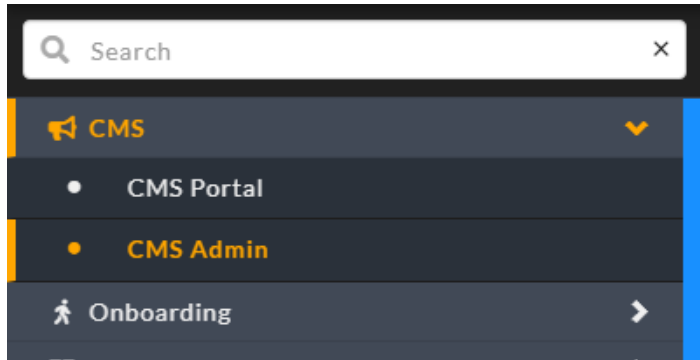


Go to Report tab – Standard Reports section – **Disciplinary Report**.



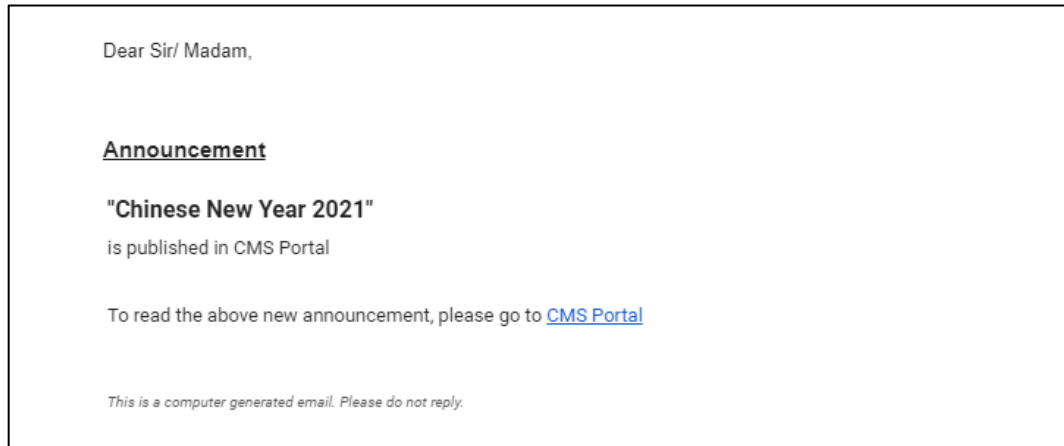
## Announcement Email Interface Changes

Go to “CMS – CMS Admin” module, **Announcement** tab.

A screenshot of the HRMS Application / CMS / CMS Admin interface. The 'Announcement' tab is selected and highlighted with a red box. The interface shows a 'Create Announcement' form with the following fields: 'Caption' (required), 'Published Date' (required), 'Unpublished Date' (optional), 'Priority Level' (required), and 'Requires Acknowledgement' (checkbox). There is also a 'Content' text area with a character count of 4500. A 'Save' button is located on the right side of the form. A 'History' tab is visible at the bottom left.

The Announcement Email Notification has been enhanced to a standard email notification interface across all EmplX modules.

**Before:**



**After:**



# Remove Duplicate Delete Button

The duplicate “Delete” buttons on *Category*, *Article*, *Document*, and *External Link* tabs will be removed in order to avoid confusion.

HRMS Application / CMS / CMS Admin

Announcement **Category** Article Document External Link Employee(s)-on-Leave Set-up

**Category Entry**

Caption \* :

Enable : ☐

Save

**History**

Category Name	Modified Date	Created Date	Delete	Enable
Create a new Category	2020-07-15	2020-07-15	<input type="checkbox"/>	<input checked="" type="checkbox"/>
single's quote@#'	2019-08-09	2018-03-29	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TiFeSsTi	2018-03-29	2018-03-29	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Delete

## Before:

Modified Date	Created Date	Delete	Enable
2019-08-07	2019-08-07	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2018-06-29	2018-06-22	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2019-04-17	2018-06-22	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Delete

## After:

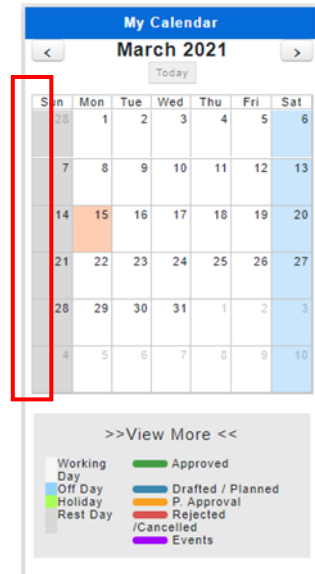
Modified Date	Created Date	Delete	Enable
2019-08-07	2019-08-07	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2018-06-29	2018-06-22	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2019-04-17	2018-06-22	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Delete

## Add Week Numbers in Leave Calendar *New*

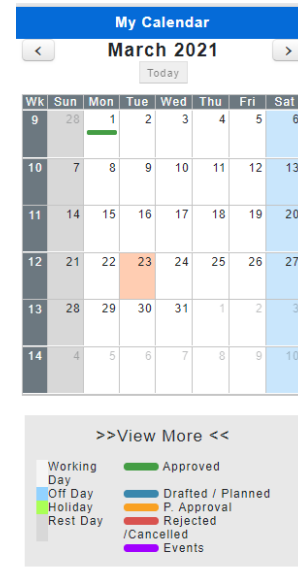
### Before

Leave Calendar without week numbers



### After

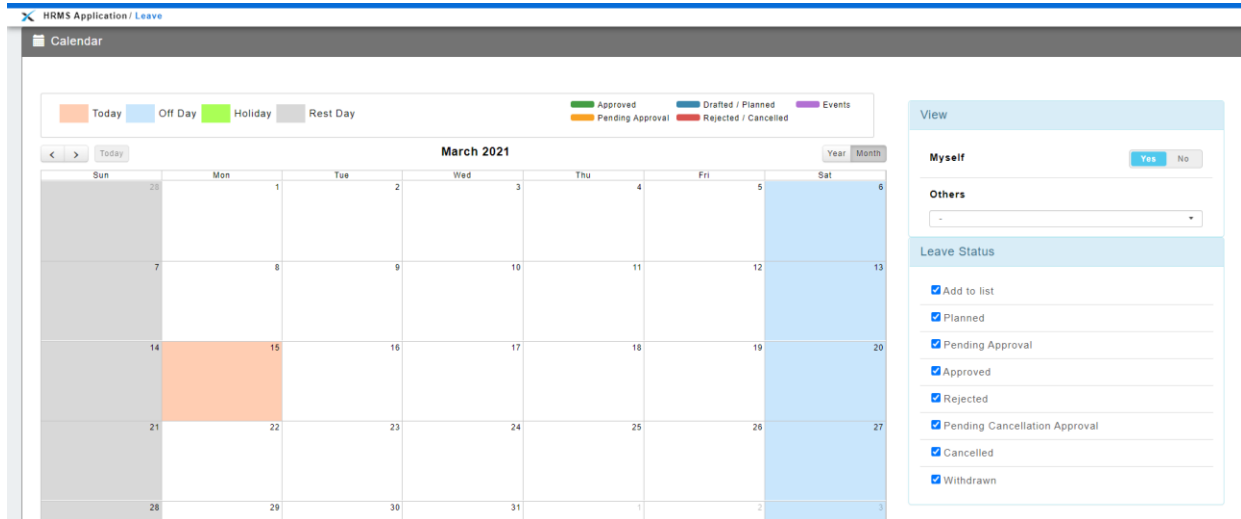
Leave Calendar with week numbers



## Add Week Numbers in Leave Calendar <sup>New</sup>

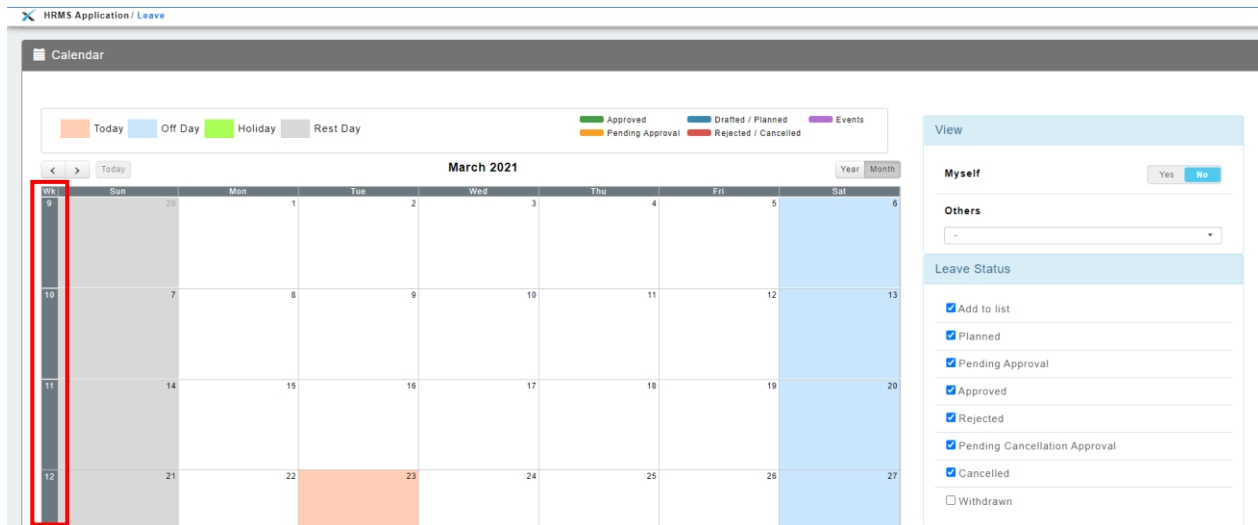
### Before

Leave Calendar without week numbers



### After

Leave Calendar with week numbers



# Payroll (Malaysia)

## Lampiran B – Swasta <sup>New</sup>

“Lampiran B – Swasta” form will be added into Payroll Report module > Submission Report tab.

Lampiran B-swa

**PENYATA SARAAN & POTONGAN CUKAI (PCB & CP 38)**

Potongan Bagi Tahun : ☒ 2019

Nama Majikan : COMPANY A

Nama Pekerja : ABDUL RAHMAN

No. K/P : 770105-07-9999

No. Ruj. Cukai : SG4363361111

**BUTIRAN KATEGORI PCB PEKERJA PADA TAHUN POTONGAN ADALAH SEPERTI BERIKUT**

Taraf Perkahwinan (tandakan ☒ ) : K1 - [ ] Bujang  
 K2 - [ ] Berkahwin & pasangan tidak bekerja / tiada pendapatan ATAU suami mempunyai lebih dari 1 isteri & salah seorang tidak bekerja / tiada pendapatan  
 K3 - [ ] Berkahwin & pasangan bekerja / ada pendapatan ATAU Janda / Duda / Balu / Berceraai (Divorcee) : Potong mana yang tidak berkenaan.

Pekerja telah menuntut pelepasan anak seperti berikut :-

Berumur di bawah 18 tahun		orang
Lebih 18 tahun & belajar peringkat siji / matriculasi		orang
Lebih 18 tahun & belajar peringkat diploma ke atas dalam Malaysia		orang
Lebih 18 tahun & belajar peringkat ijazah ke atas luar Malaysia		orang
Anak Kurang Upaya		orang
Anak Kurang Upaya belajar peringkat ijazah ke atas luar Malaysia		orang
Anak Kurang Upaya belajar peringkat diploma ke atas dalam Malaysia		orang

**Nota :-**  
 Borang ini hendaklah diisi bagi kategori pekerja seperti berikut :-  
 1. Pekerja yang mana potongan PCB telah dilakukan.  
 2. Pekerja yang mana potongan PCB tidak dilakukan, tetapi menerima saraan kasar melebihi RM 2800 dan lebih sebulan.  
 3. Kemukakan borang ini bersama-sama dengan satu SALINAN FOTOSTAT Daftar Gaji / Payroll / Master Payroll / Payroll Listing / Slip Gaji (yang mana berkenaan)  
 4. Borang ini boleh diperolehi dalam bentuk "softcopy". Sila hubungi Unit Majikan Cawang

**BUTIRAN SARAAN & POTONGAN CUKAI**

Mengikut rekod majikan, PCB pekerja di atas dilakukan mengikut : KATEGORI  BILANGAN ANAK

Lain-lain bayaran / elaun (nyatakan jenis)												Jumlah Saraan	KWSP Pekerja	Saraan Bersih	Potongan Zakat	PCB Telah Dilakukan	Potongan CP 38 Telah	Catatan
Bulan	Gaji Pokok	Overtime	Insentif	Yuran Pengarah	Komisen	Absent	OT 1.5	OT Fixed 12.5	Meal Allowance	Phone Allowance	Transport Allowance							

Pekerja telah menuntut pelepasan anak seperti berikut :-

Berumur di bawah 18 tahun		orang
Lebih 18 tahun & belajar peringkat siji / matriculasi		orang
Lebih 18 tahun & belajar peringkat diploma ke atas dalam Malaysia		orang
Lebih 18 tahun & belajar peringkat ijazah ke atas luar Malaysia		orang
Anak Kurang Upaya		orang
Anak Kurang Upaya belajar peringkat ijazah ke atas luar Malaysia		orang
Anak Kurang Upaya belajar peringkat diploma ke atas dalam Malaysia		orang

**Nota :-**  
 Borang ini hen  
 1. Pekerja yang  
 2. Pekerja yang  
 RM 2800 dan  
 3. Kemukakan  
 Payroll / Mas  
 4. Borang ini

**BUTIRAN SARAAN & POTONGAN CUKAI**

Mengikut rekod majikan, PCB pekerja di atas dilakukan mengikut : KATEGORI  BILANGAN ANAK

Please take note that “**PELEPASAN ANAK**” and “**BILANGAN ANAK**” are retrieved from latest dependents information in employee profile.

For the actual relief of the year, refer to “**KATEGORI**” information.

## Setup transaction category

Setup is required before exporting the report.

HRMS Application / Payroll / Report / Payroll Report

Payroll Report Submission Report **Lampiran B Setup**

**Submission Report**

**NOTE:**  
PELEPASAN ANAK and BILANGAN ANAK are retrieved from latest dependent records in Employee Profile.  
Refer to KATEGORI for the actual dependent relief as of the selected year.

Pay Period: 2019-12

Report Type: **Lampiran B (Swasta)**

**Information**

**Retrieve**

1. Go to Payroll Report > Submission Report tab, select Lampiran B (Swasta) from the dropdown list.
2. 3<sup>rd</sup> tab – Lampiran B Setup will be shown, click on the tab to perform setup.

COMPANY 183 (Test Instance)

HRMS Application / Payroll / Report / Payroll Report

Payroll Report Submission Report **Lampiran B Setup**

**Record**

Form Code	Form Description	Formula Code	Action
Gaji Pokok			
lampiran_b_gaji_pokok	Gaji Pokok	Basic	<a href="#">Edit</a>
Overtime			
lampiran_b_overtime	Overtime	<a href="#">[DELETE]</a> OT 1.5 <a href="#">[DELETE]</a> OT 2.0 <a href="#">[DELETE]</a> OT 3.0 <a href="#">[DELETE]</a> OT Fixed 12.5 <a href="#">[DELETE]</a> Overtime1_0	<div><input type="checkbox"/> Absent <input type="checkbox"/> Basic <input type="checkbox"/> Claim <input type="checkbox"/> EIS <input type="checkbox"/> EPF <input type="checkbox"/> Meal Allowance <input checked="" type="checkbox"/> OT 1.5</div> <a href="#">Save</a> <a href="#">Cancel</a>
Insentif			
lampiran_b_insentif	Insentif		<a href="#">Edit</a>
Yuran Pengarah			
lampiran_b_yuran_pengarah	Yuran Pengarah		<a href="#">Edit</a>
Komisen			
lampiran_b_komisen	Komisen		<a href="#">Edit</a>

3. To assign formula:
  - a. Click Edit
  - b. Select formula code to add into the category
  - c. Save to update or Cancel to go back
4. To remove formula:
  - a. Click Edit
  - b. Click on [\[DELETE\]](#) to remove the formula from the category
  - c. Save to update or Cancel to go back



## Export report

To export, select “Lampiran B (Swasta)” from the dropdown list, click “Retrieve” button.

Payroll Report **Submission Report**

**Submission Report**

Pay Period : 2019-12

Report Type : **Lampiran B (Swasta)**

**Information**

Please select Report Type.

**Retrieve**

An excel file will be downloaded as below. Employees who shall be in the report will be separated in different sheets.

Potongan Bagi Tahun : 2019

Nama Majikan : COMPANY A

Nama Pekerja : ABDUL RAHMAN

No. K/P : 770105-07-9999

**BUTIRAN KATEGORI PCB PEKERJA PADA TAHUN POTONGAN DILAKUKAN ADALAH SEPERTI BERIKUT**

Taraf Perkahwinan (tandaan) ☒ : K1 - [ ] Bujang  
 K2 - [ ] Berkahwin & pasangan tidak bekerja / tiada pendapatan ATAU suami mempunyai lebih dari 1 isteri & salah se  
 K3 - [ ] Berkahwin & pasangan bekerja / ada pendapatan ATAU Janda / Duda / Balu / Berceraai (Divorcee) : Potong man

Pekerja telah menuntut pelepasan anak seperti berikut :-

Nota :-
Berumur di bawah 18 tahun
Lebih 18 tahun & belajar peringkat siji / matrikulasi
Lebih 18 tahun & belajar peringkat diploma ke atas dalam Malaysia
Lebih 18 tahun & belajar peringkat ijazah ke atas luar Malaysia
Anak Kurang Upaya
Anak Kurang Upaya belajar peringkat ijazah ke atas luar Malaysia
Anak Kurang Upaya belajar peringkat diploma ke atas dalam Malaysia

**BUTIRAN SARAAN & POTONGAN CUKAI**

Mengikut rekod majikan, PCB pekerja di atas dilakukan mengikut : KATEGORI **2K** BILANGAN ANAK

Lain-lain bayaran / elaun (nyatakan jenis)												
Bulan	Gaji Pokok	Overtime	Insentif	Yuran Pengarah	Komisen	Absent	OT 1.5	OT Fixed 12.5	Meal Allowance	Phone Allowance	Transport Allowance	Jumlah Saraan
Jan	2500.00								500.00	100.00	500.00	3600.00
Feb	3100.00					-238.46			500.00	100.00	500.00	3961.54
Mac	3100.00								500.00	100.00	500.00	4200.00

**EMP001** EMP002 EMP003 EMP004 EMP005 EMP008 EMP009 EMP010

# LHDN Payroll Text File

These text files are used for LHDN audit purposes and will be installed in all system by default.  
Total of 3 text files:

- Payroll Chart File (List of payment code and its behaviour)
- Employee Master File (Employee's detail)
- Payroll Registration File (Employee month salary)

HRMS Application / Payroll / Report / Text File Generator

Text File Generator

Pay Period : 2020-12

Text File :

☒ All Departments

- ☐ ADMIN/FINANCE
- ☐ DIRECTOR
- ☐ ENGINEERING/PROCESS
- ☐ FARBEN TECHNIQUE (M) SDN BHD
- ☐ HUMAN RESOURCE
- ☐ MANAGER

CP8D excel | (CP8D excel)

CP8D majikan | (LHDN majikan CP8D)

CP8D pekerja | (LHDN pekerja CP8D)

E-Data majikan praisi | (LHDN majikan E-Data praisi)

E-Data pekerja praisi | (LHDN pekerja E-Data praisi)

EIS Text File | (Text File format for EIS)

EPF - EPF CSV File | (EPF: CSV text File format for uploading to EPF)

LHDN/IRB Text File | (LHDB/IRB Text File format)

LHDN Payroll Chart File | (LHDN Payroll Chart File)

LHDN Payroll Master File | (LHDN Payroll Master File)

LHDN Payroll Register File | (LHDN Payroll Register File)

Generate

1. Go to "Text File Generator"
2. Select "Pay Period"
3. Select 1 of the text files and click **"Generate"**
4. Repeat step 3 for the other 2 text files