



## Release Notes

**Release Date: 07 April 2021**

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>
Add Group Name column to OT report <sup>New</sup>	2
Add Submitted By column to OT report <sup>New</sup>	5
Overtime Print Report <sup>New</sup>	7

## 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>• Add Group Name column to OT report <i>New</i></li><li>• Add Submitted By column to OT report <i>New</i></li><li>• Overtime Print Report <i>New</i></li></ul>	Enhancement	–	–	–	√	√	√


# Overtime


## Add Group Name column to OT report <sup>New</sup>


An extra column will be added to Overtime Report to show overtime group name of the employee


HRMS Application / Overtime


  
Withdrawal

  
Submission

  
Approval

  
OT Processing


  
Administrative

  
Report

Report

Employee Supervisor Admin

Overtime Details

  
General

### Filtering:

#### Before:

Filter

Apply Filter Retrieve Clear Filter

Overtime Date	2021-02-01	To	2021-04-30
Approval Date		To	
Approval Time		To	
Department	Select options	Supervisor	Select options
Job Level	Select options	Location	Select options
Employee	Select options	Status	Select options
Overtime Type	Select options		

After:

Filter

Apply Filter
Retrieve
Clear Filter

Overtime Date
2021-02-01

Approval Date

Approval Time

Department
Select options

Job Level
Select options

Group Name
Select options

Employee
Select options

Overtime Type
Select options

To
2021-04-30

To

To

Supervisor
Select options

Location
Select options

Status
Select options

## Overtime Report:

Before:

OT report *without* customizable group name column and filter option

Overtime Details - General (Admin)
Customize Columns
Export
Refresh

Overtime Date Range : 2021-02-01 - 2021-04-30
Data captured on 2021-03-16 12:12 pm

id	Submitted By	Status	Approval Date	Approval Time	Approver Info	Supervisor No	Supervisor	Calendar	
121	System	Submitted (Waiting for Approval)			1. KHOO SIEW LING - Pending on 2021-03-12 11:12:11	EMP010	KHOO SIEW LING	Master_Calendar - 1-Normal	EX02
121	System	Submitted (Waiting for Approval)			1. KHOO SIEW LING - Pending on 2021-03-12 11:12:11	EMP010	KHOO SIEW LING	Master_Calendar - 1-Normal	EX02
		Add to list				EMP010	KHOO SIEW LING	Master_Calendar - 1-Normal	EX02
		Add to list				EMP010	KHOO SIEW LING	Master_Calendar - 1-Normal	EX02

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1
Show 5 Employees

Customize Columns

☒ Clock Out  
☒ Clock Hour  
☒ Overtime Details  
☒ Submitted Date  
☒ Status  
☒ Approval Date  
☒ Approval Time  
☒ Approver Info  
☒ Employee Info  
☒ Supervisor No  
☒ Supervisor  
☒ Calendar  
☒ Job Grade  
☒ Location  
☒ Department

After:

OT report **with** customizable group name column and filter option

Overtime Details - General (Admin)

Customize Columns

Export

Refresh

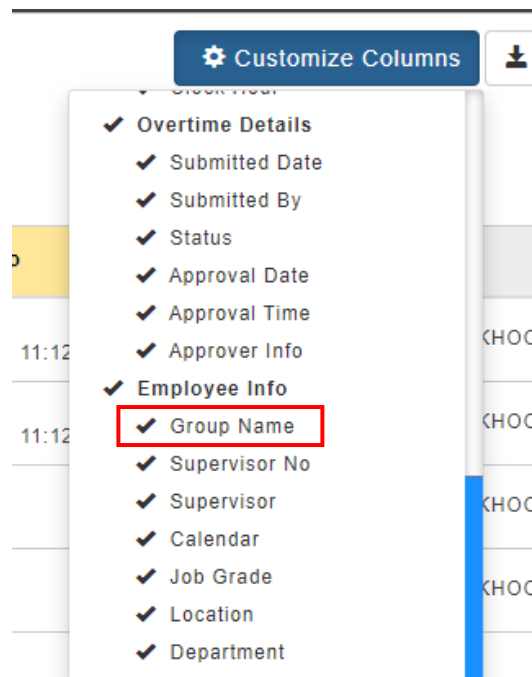
Overtime Date Range : 2021-02-01 - 2021-04-30

Data captured on 2021-03-18 11:53 am

Submitted Date	Submitted By	Status	Approval Date	Approval Time	Approver Info	Group Name	Supervisor No	Supervisor	Calendar
21-03-12 11:12:11	System	Submitted (Waiting for Approval)			1. KHOO SIEW LING - Pending on 2021-03-12 11:12:11	Executive	EMP010	KHOO SIEW LING	Master_Calen Normal
21-03-12 11:12:11	System	Submitted (Waiting for Approval)			1. KHOO SIEW LING - Pending on 2021-03-12 11:12:11	Manager	EMP010	KHOO SIEW LING	Master_Calen Normal
		Add to list				Executive	EMP010	KHOO SIEW LING	Master_Calen Normal
		Add to list				Manager	EMP010	KHOO SIEW LING	Master_Calen Normal

<< < 1 > >>

Show 5 Employees



## Add Submitted By column to OT report New

An extra column is added to Overtime Report to show the user/system who submitted each overtime record.

### Before:

OT report without customizable Submitted By column

Overtime Details - General (Admin)

Overtime Date Range : 2021-02-01 - 2021-04-30

Customize Columns

Export

Refresh

Data captured on 2021-03-16 12:08 pm

Remarks	Callback	Shift	Clock In	Clock Out	Clock Hour	Submitted Date	Status	Approval Date	Approval Time	Approver
test	-	MG1				2021-03-15 11:14:22	Submitted (Waiting for Approval)			1. OOI YIN@MEI 54 - <span style="color: green;">Approved</span> on 2021-
testasfas	-	MG1				2021-03-15 11:22:19	Submitted (Waiting for Approval)			
test	-	MG1					Add to list			
test	-	MG1					Add to list			
test	-	MG1				2021-02-24 16:13:40	Submitted (Waiting for Approval)			1. NG BOON PU - <span style="color: blue;">Pending</span> on 2021-0
testing2	-	MG1				2021-03-15 14:44:57	Approved	2021-03-15	14:44:57	1. No Approver
test	-	RD				2021-03-12 10:53:50	Approved	2021-03-12	10:53:50	1. No Approver

< 1 >

Show 5 Employees

Customize Columns

- ✓ Clock Out
- ✓ Clock Hour
- ✓ Overtime Details
- ✓ Submitted Date
- ✓ Status
- ✓ Approval Date
- ✓ Approval Time
- ✓ Approver Info
- ✓ Employee Info
- ✓ Supervisor No
- ✓ Supervisor
- ✓ Calendar
- ✓ Job Grade
- ✓ Location
- ✓ Department



After:

OT report **with** customizable Submitted By column

Overtime Details - General (Admin)

Overtime Date Range : 2021-02-01 - 2021-04-30

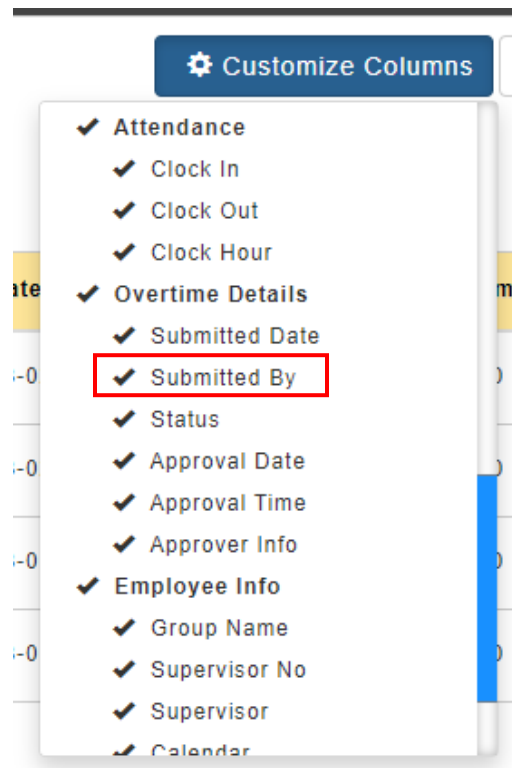
Customize Columns Export Refresh

Data captured on 2021-03-15 12:58 pm

Callback	Shift	Clock In	Clock Out	Clock Hour	Submitted Date	Submitted By	Status	Approval Date	Approval Time	Approver Info
-	MG1				2021-03-15 11:14:22	Yip Jun , Sean	Submitted (Waiting for Approval)			1. OOI YIN@MEI 54 - <span>Approved</span> on 2021-03-15
-	MG1				2021-03-15 11:22:19	System	Submitted (Waiting for Approval)			
-	MG1						Add to list			
-	MG1						Add to list			
-	MG1				2021-02-24 16:13:40	Yip Jun , Sean	Submitted (Waiting for Approval)			1. NG BOON PU - <span>Pending</span> on 2021-02-24 1
-	MG1				2021-03-15 14:44:57	Yip Jun , Sean	Approved	2021-03-15	14:44:57	1. No Approver
-	RD				2021-03-12 10:53:50	Yip Jun , Sean	Approved	2021-03-12	10:53:50	1. No Approver

< < 1 > >

Show 5 Employees



# Overtime Print Report New

A new printing format has been added into the Overtime Report.

https://mywavesuite1.biz/MywaveApplication/hrms/over\_time/display/ot\_report\_content.php?token=SWVla1Z0aXdKOTdWVHBjTkVBC0Nha29OdIFQeWFqd1VpVWl0QjdMNiltQ3c2eEIVU2...

mywavesuite1.biz/MywaveApplication/hrms/over\_time/display/ot\_report\_content.php?token=SWVla1Z0aXdKOTdWVHBjTkVBC0Nha29OdIFQeWFqd1VpVWl0QjdMNiltQ3c2eEIVU2...

Filter

Apply Filter

Retrieve

Clear Filter

Overtime Date

2021-02-01

Approval Date

Approval Time

Department

Select options

Job Level

Select options

Location

Select options

Employee

Select options

Overtime Type

Select options

To

2021-04-30

To

To

Supervisor

Select options

Job Class

Select options

Status

Select options

Overtime Details - General (Admin)

Customize Columns

Export

Refresh

Overtime Date Range : 2021-02-01 - 2021-04-30

Data captured on

Employee

Employee

Overtime

Compensatory

e Columns

Export

Export (Payroll)

Print

Sample report as shown as below will be generated in a pop-up window. Click on the **Print** button to open a print preview window and print out the Overtime records/save as PDF as required.

OVERTIME REPORT - Google Chrome

mywave.dev.biz/MyWaveApplication/hrms/over\_time/display/ot\_print\_report.php?&emp\_id=164&date\_from=2021-02-01&date\_to=2021-04-30&ot\_report\_appr\_date\_from=&ot\_report\_appr\_date\_to=&ot\_report\_...

Close

Print

Overtime Report (2021-02-01 To 2021-04-30)

Employee: EMP009 JOYCE WONG

Department: Engineering & ss

Supervisor: KHOO SIEW LING

OT ID	Group Name	Type	Start	End	Hour(s)	Pay Hour	Rate	Compensatory Method	Submitted Date and Remarks	Status	Approver Info
310	Executive	OTC	2021-03-02 20:00	2021-03-02 21:00	1.00	1.00	1.5x	Cash Out	2021-03-12 11:12:11 test2	Submitted (Waiting for Approval)	KHOO SIEW LING Pending since 2021-03-12 11:12:11
310	Manager	OTC	2021-03-02 20:00	2021-03-02 21:00	1.00	1.00	1.5x	Cash Out	2021-03-12 11:12:11 test2	Submitted (Waiting for Approval)	KHOO SIEW LING Pending since 2021-03-12 11:12:11
309	Executive	OTC	2021-03-01 20:00	2021-03-01 21:00	1.00	1.00	1.5x	Cash Out	- test	Add to list	
309	Manager	OTC	2021-03-01 20:00	2021-03-01 21:00	1.00	1.00	1.5x	Cash Out	- test	Add to list	
Total Hour(s) :					4.00	4.00					

Employee Signature :

Supervisor Signature :

HR Signature :

Name: JOYCE WONG

Name: KHOO SIEW LING

Name:

Date:

Date:

Date: