Release Notes

Release Date: 09 June 2021

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Release Notes Summary

Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
Payroll (Malaysia) • Input Staging Update	Enhancement	–	–	–	√	–	–
HRMS Setting – Notification Setup • Passport notification setup	Enhancement	–	–	–	√	–	–

Payroll (Malaysia)

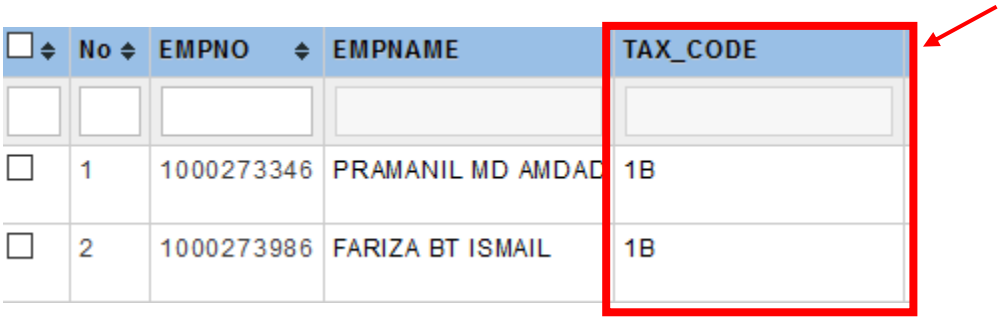
Input Staging Update

IMPORTANT NOTE: The "TAX_CODE" column will **not** be displaying in the input staging table for Malaysia company after the release. The Admin is **not** allowed to amend the employees' tax code from staging table itself due to data consistency and accuracy purposes.

Tax code for employee will directly refer to "Employee Profile -> Dependent [tab]" therefore, any incorrect Tax Code for the employee(s) will have to update in the Employee Profile before the Payroll Processing.

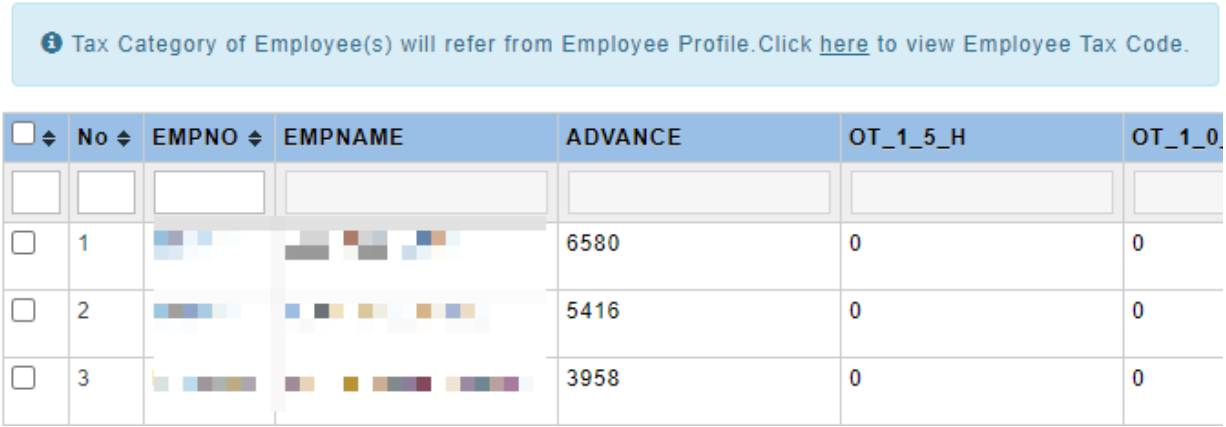
If Admin wish to check employee tax category from Employee Profile, there will be a quick link to redirect you to the page. From there, Admin is able to export to Excel format.

Before:



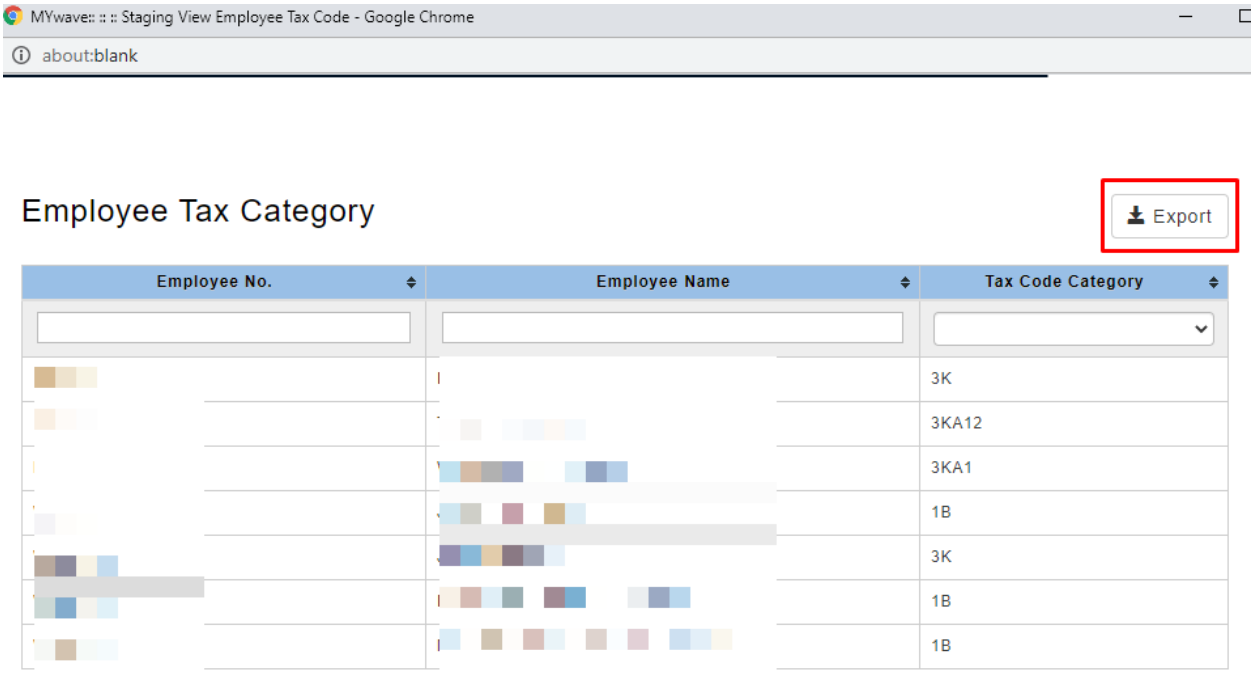
	No	EMPNO	EMPNAME	TAX_CODE
☐	1	1000273346	PRAMANIL MD AMDAD	1B
☐	2	1000273986	FARIZA BT ISMAIL	1B

After:



Tax Category of Employee(s) will refer from Employee Profile.Click here to view Employee Tax Code.

	No	EMPNO	EMPNAME	ADVANCE	OT_1_5_H	OT_1_0
☐	1	[redacted]	[redacted]	6580	0	0
☐	2	[redacted]	[redacted]	5416	0	0
☐	3	[redacted]	[redacted]	3958	0	0


MYwave:: :: :: Staging View Employee Tax Code - Google Chrome
about:blank
Employee Tax Category
Export
Employee No.
Employee Name
Tax Code Category
3K
3KA12
3KA1
1B
3K
1B
1B

Passport Notification Setup

The Passport notice period setting has now split into separate items so that the admin could setup the notification period by individually.

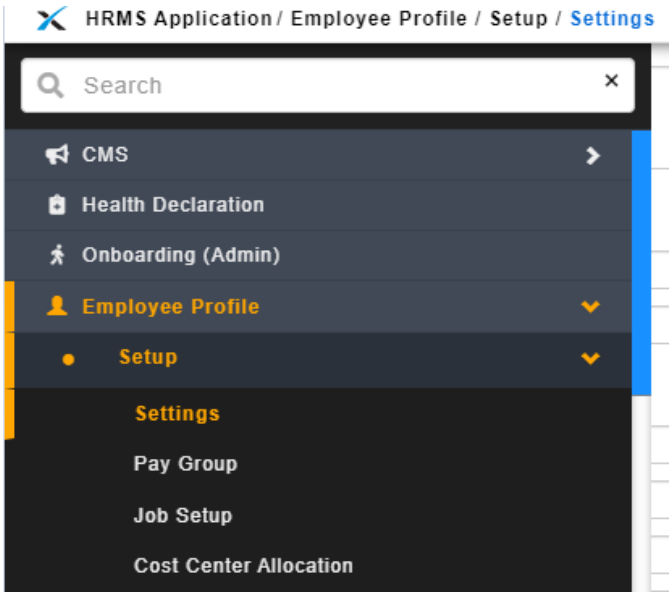
Added Notification Setup for Passport

Additional Passport Notification has been added into the notification setup in order to notify/remind the admin/supervisor(s) to update the employees' Passport information when it is due.

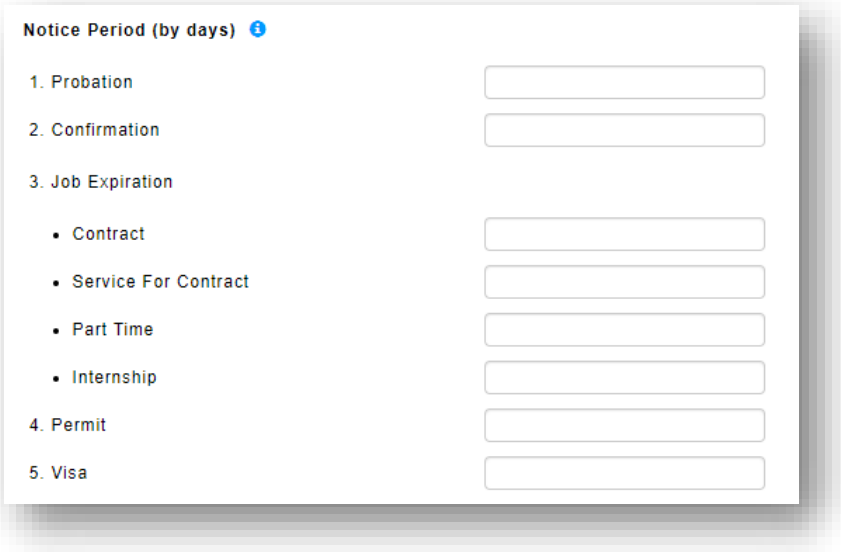
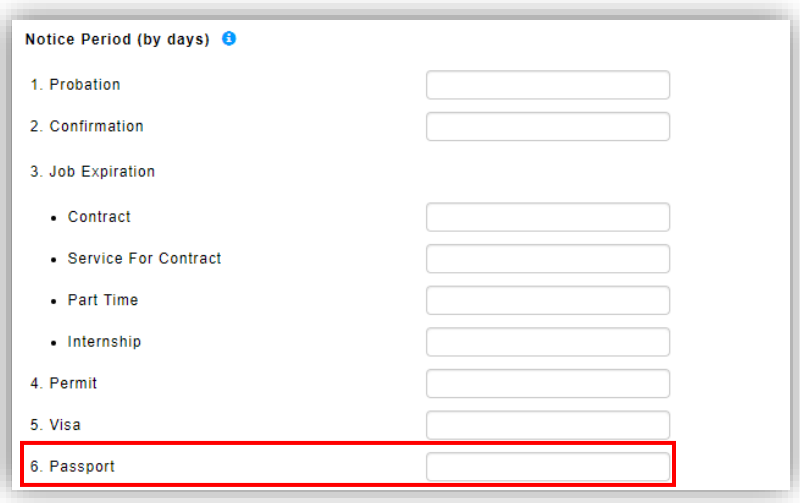
***Note:** The notification will trigger to the admin/supervisor(s):

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

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



Before:



After: