



Release Notes

Release Date: 07 July 2021

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Contents

Release Notes Summary	1
Payroll	2
Submission Report	2
Employee Profile	5
Attachment (Supervisor)	5
E-Claim	7
Additional Finance Approval	7
Approval Action by Finance	8
Information of Finance Approval	9
Finance Approval Configuration	11
E-Claim Report	19
Information of Finance Approval	19

Release Notes Summary

Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
Payroll <ul style="list-style-type: none"> Submission Report (<i>only applicable for Malaysia</i>) 	Enhancement	–	–	–	√	–	–
Employee Profile (Supervisor) <ul style="list-style-type: none"> Attachment 	Enhancement	√	–	–	√	√	–
E-Claim <ul style="list-style-type: none"> Additional Finance Approval Claim Submission Finance Approval Configuration Claim Report 	Enhancement	√	–	–	√	√	√

Submission Report

With the enhancement, the submission reports are grouped and sorted by the type of statutory bodies, such as INCOME TAX, SOCSO, EPF and others.

There are filters being introduced for easier retrieval of reports.

Admin can filter the reports by Department, Job Class, Job Level, Worker Type, Employee Status and Employee No.

For monthly submission reports, the employee list will consist of employees who are processed during the payroll period only.

For yearly submission reports, the employee list will consist of employees who are active during the year.

Before:

Payroll Report [Submission Report](#)

Submission Report

Pay Period

: 2021-01

Report Type

: Borang EIS

Retrieve

Information

Payment Mode

: Wang Tunai

Contact Name

: EmplX Rep

Phone No.

:

After:

Payroll Report [Submission Report](#)

Submission Report

Report Type

: -

Retrieve

Information

Please select Report Type.

Category	Report type
ASNB	ASB
EIS	Borang EIS
EIS	EIS Lampiran 1
EPF	Borang BBOD
EPF	EPF Borang A

Search

Able to seach submission report type

Sample screenshot for **monthly** submission report with available filters.

Payroll Report [Submission Report](#)

Submission Report

Report Type : EIS - Borang EIS

Pay Period : 2021-02

☒ Staff

Date As At : 2021-02-28

Department : Select options

Job Class : Select options

Job Level : Select options

Worker Type : Select options

Employee Status : Select options

Employee No. : 1 selected

Retrieve

Sample screenshot for **yearly** submission report where the selection for [Pay Period] will be replaced with [Pay Year] and [Date As At] will be auto filled with the last day of the selected year.

Payroll Report [Submission Report](#)

Submission Report

Report Type : INCOME TAX - Borang CP8D

Pay Year : 2021

☒ Staff

Date As At : 2021-12-31

Department : Select options

Job Class : Select options

Job Level : Select options

Worker Type : Select options

Employee Status : Select options

Employee No. : 640 selected

Retrieve

Employee Profile

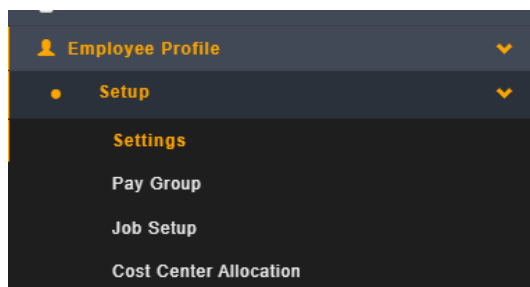
Attachment (Supervisor)

A control is introduced to enable or disable supervisor to view subordinate's attachment in Employee Profile (Supervisor).

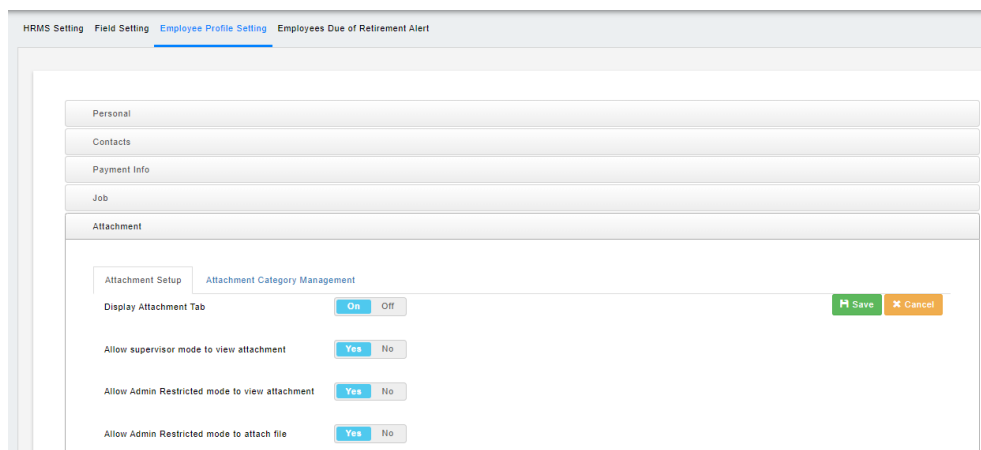
By default, the tab for attachment is ON.

Below are the steps to set the control:

1. Go to Employee Profile ➔ Setup ➔ Setting.



2. Under the Attachment section, go to **“Allow supervisor mode to view attachment”**. Select ON to enable the tab for attachment to be displayed in “Employee Profile (Supervisor)”, or OFF to hide the tab for attachment.



The view when setting is ON:

HRMS Application / Employee Profile / Supervisor / [Employee Profile \(Supervisor\)](#)

Employee Information - Tan Shin Yee Export All to Excel

Employee: EMP001 - Tan Shin Yee

Personal Contacts Dependents Job Cost Allocation Qualifications Training Statutory Benefits Transport Asset Disciplinary **Attachment** Work Calendar Supervisor Transfer Letter

Attachment

Attachment Category	File Name
Offer Letter	OFFER LETTER - EMP001

The view when setting is OFF:

Employee Information - Tan Shin Yee Export All to Excel

Employee: EMP001 - Tan Shin Yee

Personal Contacts Dependents Job Cost Allocation Qualifications Training Statutory Benefits Transport Asset Disciplinary **Work Calendar** Supervisor Transfer Letter

Attachment tab not showing

History of Disciplinary Add

Start Date	End Date	Reasons of Disciplinary	Action
2021-03-01	2021-03-30	abc	-

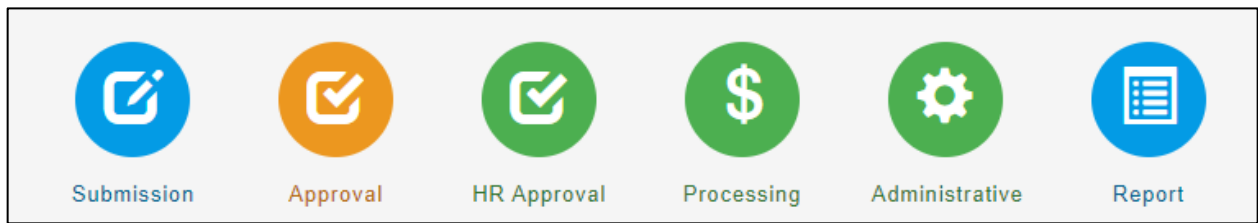
Additional Finance Approval

With the enhancement, the company can now enable the additional flow to finance for claim approval.

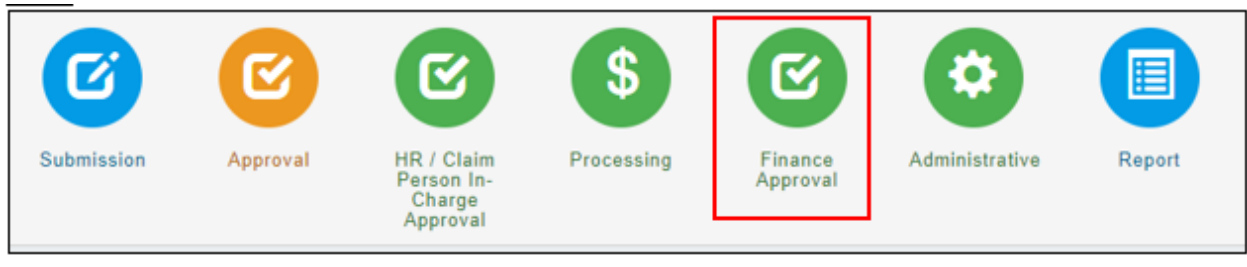
Admin can enable this feature through Claim Setup module. The claim record will route to finance for approval after the payable date is inserted.

The icon of “Finance Approval” will be showing if the access is granted to the approver.

Before

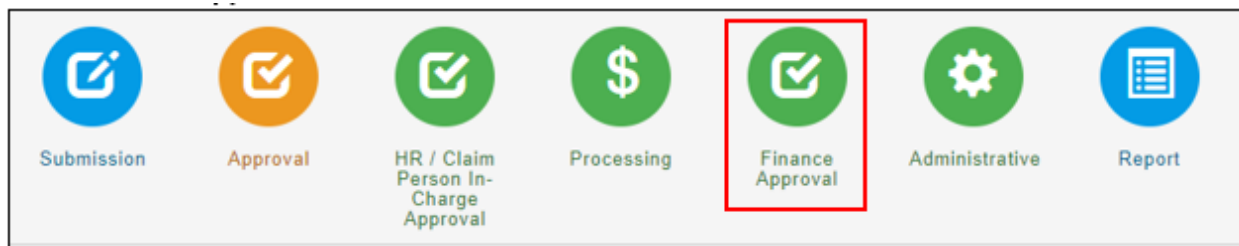


After

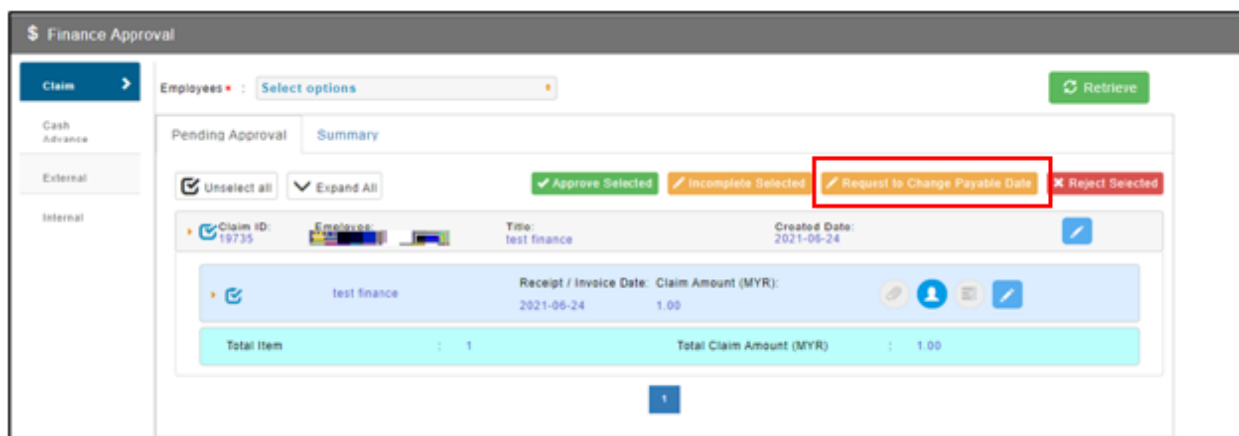


Approval Action by Finance

Go to **Finance Approval**

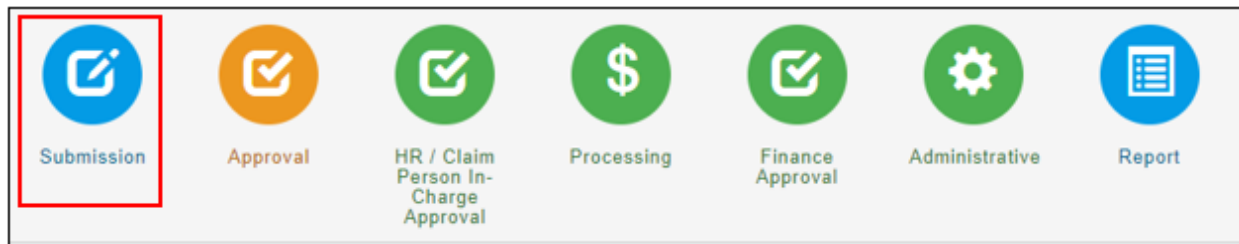


Finance approver(s) can either approve, reject, incomplete or request to change the payable date for the respective claim record which need his/her approval.



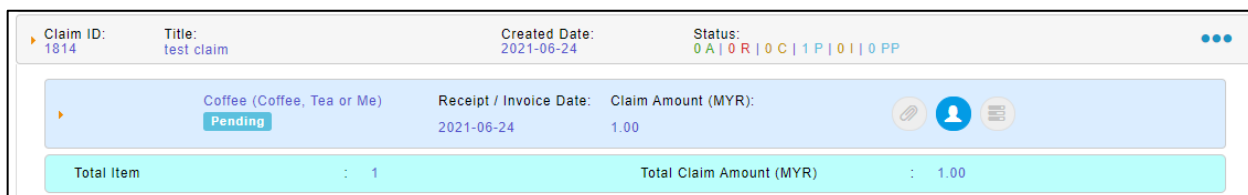
Information of Finance Approval

Go to **Claim** → **Submission**

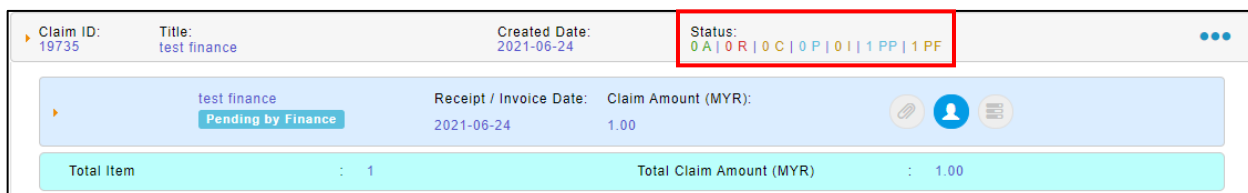


A new status of “Pending of Finance Approval” is added.

Before



After



Information of finance approver(s) will be showing in the tool tips format when user mouseover to the icon for the approval information.

Before

Claim ID:	Title:	Created Date:	Status:
1814	test claim	2021-06-24	0 A 0 R 0 C 1 P 0

Item	Receipt / Invoice Date:	Claim Amount (MYR):
Coffee (Coffee, Tea or Me)	2021-06-24	1.00

Total Item	: 1	Total Claim Amount (MYR)	: 1.00
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After

The level of finance approval required as well as the status of each level of approval will be shown in the tool tips.

Claim ID:	Title:	Created Date:	Status:
19735	test finance	2021-06-24	0 A 0 R 0 C 0 P 0

Item	Receipt / Invoice Date:	Claim Amount (MYR):
test finance	2021-06-24	1.00

Total Item	: 1	Total Claim Amount (MYR)	: 1.00
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The name of the finance approver will be displayed after the approval action by the respective finance approver.

Claim ID:	Title:	Created Date:	Status:
3212	1	2021-06-20	1 A 0 R 0 C 0 P 0
3211	200	2021-06-20	1 A 0 R 0 C 0 P 0
3210	100	2021-06-20	1 A 0 R 0 C 0 P 0

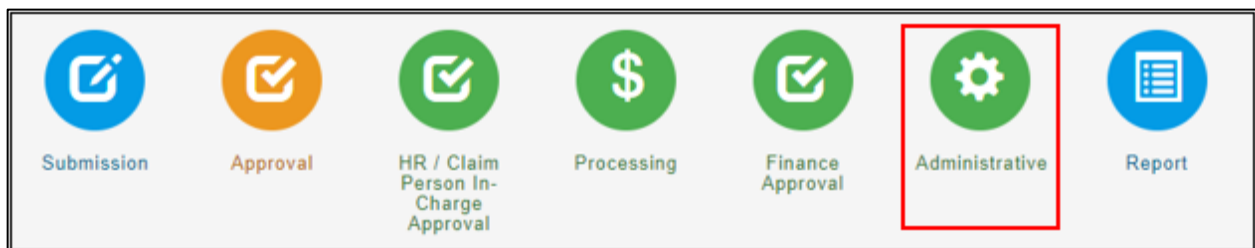
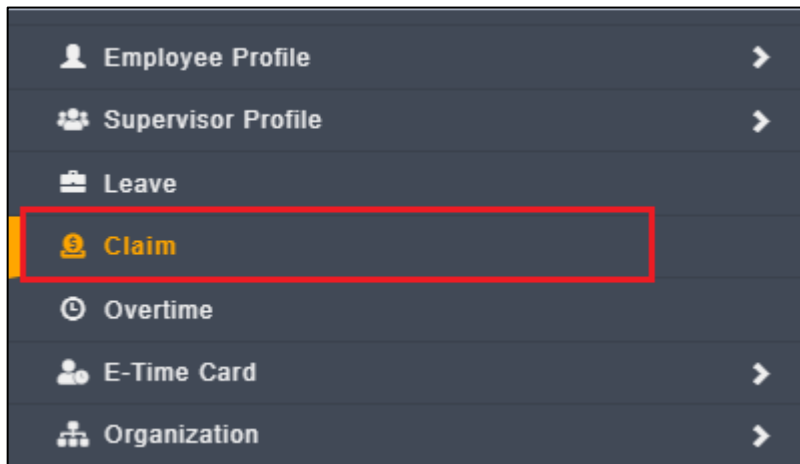
Item	Receipt / Invoice Date:	Claim Amount (TWD):
Paid	2021-06-20	100.00

Total Item	: 1	Total Claim Amount (TWD)	: 100.00
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Finance Approval Configuration

Setting Claim Types

To enable the feature for additional finance approval, go to **Claim → Administrative → Claim Types**.



Configuration table for finance approval will be displayed accordingly when the option of finance approval is ON.

HR Approval * : ☒ Not required
☐ Required
☐ Required, Claim amount more than / equal to

Finance Approval * :

Level	Level Name	Approvers	Approval / Notify	Amount more than / equal to	Action
1	<input type="text"/>	<input type="button" value="0 Approver(s)"/>	<input type="button" value="Approval"/> <input type="button" value="Notify"/>	<input type="text" value="1"/>	<input type="button" value="Delete"/>
2	<input type="text"/>	<input type="button" value="0 Approver(s)"/>	<input type="button" value="Approval"/> <input type="button" value="Notify"/>	<input type="text" value="1"/>	<input type="button" value="Delete"/>
3	<input type="text"/>	<input type="button" value="0 Approver(s)"/>	<input type="button" value="Approval"/> <input type="button" value="Notify"/>	<input type="text" value="1"/>	<input type="button" value="Delete"/>

Admin is required to click on the button of **Approver(s)** to setup for the finance approver.

Finance Approval * :

Level	Level Name	Approvers	Approval / Notify	Amount more than / equal to	Action
1	<input type="text" value="Level 1"/>	<input type="button" value="0 Approver(s)"/>	<input type="button" value="Approval"/> <input type="button" value="Notify"/>	<input type="text" value="1"/>	<input type="button" value="Delete"/>

Level 1

Effective Start Date	Effective End Date	Approver	Action
<input type="text" value="2010-01-01"/> <input type="button" value="Calendar"/>	<input type="text" value="Onwards"/> <input type="button" value="Calendar"/>	<input type="text" value="JNA001 - JUSTIN ADMIN TEST 001"/>	<input type="button" value="Delete"/>
<input type="text" value="2010-01-01"/> <input type="button" value="Calendar"/>	<input type="text" value="Onwards"/> <input type="button" value="Calendar"/>	<input type="text" value="edit@gmail.com"/> <input type="button" value="X"/>	<input type="button" value="Delete"/>

The number of approver(s) will be displayed according to the numbers of finance approver(s) which has been setup.

Finance Approval : ☐ Off ☒ On

Level	Level Name	Approvers	Approval / Notify	Amount more than / equal to	Action
1	Level 1	2 Approver(s)	<input type="button" value="Approval"/> <input type="button" value="Notify"/>	100	<input type="button" value="Delete"/>

[Add Row](#)

Setting for Claim Shared Limit

For claim shared limit, go to **Claim → Administrative → Claim Set-up (Shared Limit)**.

Claim Setup

- Claim Types
View / Add / Edit / Delete Claim Types
Total 81 Claim Types
- Claim Set-up (Shared Limit)
View / Add / Edit / Delete Claim Set-up (Shared Limit)
Total 6 Claim Set-up (Shared Limit)

Configuration table for finance approval will be displayed accordingly when option of finance approval is ON.

HR Approval : ☒ Not required
☐ Required
☐ Required, Claim amount more than / equal to 1

Finance Approval : ☐ Off ☒ On

Level	Level Name	Approvers	Approval / Notify	Amount more than / equal to	Action
1		0 Approver(s)	<input type="button" value="Approval"/> <input type="button" value="Notify"/>	1	<input type="button" value="Delete"/>
2		0 Approver(s)	<input type="button" value="Approval"/> <input type="button" value="Notify"/>	1	<input type="button" value="Delete"/>
3		0 Approver(s)	<input type="button" value="Approval"/> <input type="button" value="Notify"/>	1	<input type="button" value="Delete"/>

[Add Row](#)

Admin is required to click on the button of **Approver(s)** to setup the finance approver.

Finance Approval Off On

Level	Level Name	Approvers	Approval / Notify	Amount more than / equal to	Action
1	Level 1	0 Approver(s)	Approval Notify	1	

[Add Row](#)

Level 1

Effective Start Date	Effective End Date	Approver	Action
2010-01-01	Onwards	JNA001 - JUSTIN ADMIN TEST 001	
2010-01-01	Onwards	edit@gmail.com	

[Add Row](#)

[Confirm](#) [Close](#)

The number of approver(s) will be displayed according to the number of finance approver(s) which has been setup.

Finance Approval Off On

Level	Level Name	Approvers	Approval / Notify	Amount more than / equal to	Action
1	Level 1	2 Approver(s)	Approval Notify	100	

[Add Row](#)

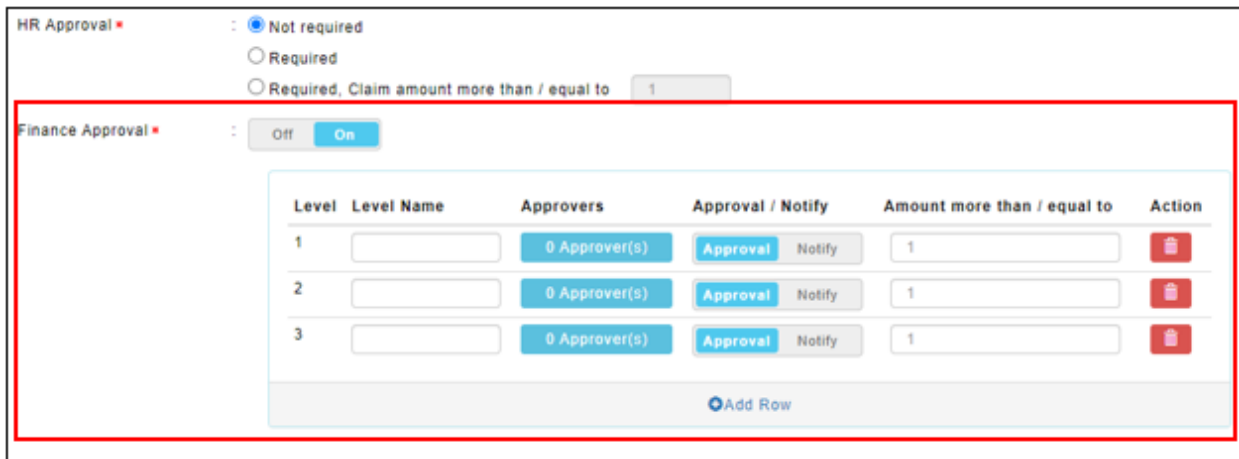
Setting for Cash Advance

For cash advance, go to **Claim** ➔ **Administrative** ➔ **Cash Advance**.



The screenshot shows a sidebar menu with three items: 'Claim Set-up (Shared Limit)', 'Cash Advance', and 'Claim Group'. The 'Cash Advance' item is highlighted with a red rectangular box. Below each menu item are links for 'View / Add / Edit / Delete'.

Configuration table for finance approval will be displayed accordingly when option of finance approval is ON.



The screenshot shows the 'Finance Approval' configuration screen. The 'On' toggle is selected. Below the toggle is a table with columns: Level, Level Name, Approvers, Approval / Notify, Amount more than / equal to, and Action. The table has three rows, each with a level number, a text input for the level name, a button for '0 Approver(s)', 'Approval' and 'Notify' buttons, a text input for the amount, and a delete icon. An 'Add Row' button is at the bottom.

Level	Level Name	Approvers	Approval / Notify	Amount more than / equal to	Action
1	<input type="text"/>	0 Approver(s)	Approval Notify	1 <input type="text"/>	
2	<input type="text"/>	0 Approver(s)	Approval Notify	1 <input type="text"/>	
3	<input type="text"/>	0 Approver(s)	Approval Notify	1 <input type="text"/>	

[Add Row](#)

Admin is required to click on the button of **Approver(s)** to setup the finance approver.



The screenshot shows the 'Finance Approval' configuration screen. The 'On' toggle is selected. The table has one row for Level 1. The '0 Approver(s)' button is highlighted with a red rectangular box.

Level	Level Name	Approvers	Approval / Notify	Amount more than / equal to	Action
1	Level 1	0 Approver(s)	Approval Notify	1 <input type="text"/>	

[Add Row](#)

Level 1

Effective Start Date	Effective End Date	Approver	Action
2010-01-01	Onwards	JNA001 - JUSTIN ADMIN TEST 001	
2010-01-01	Onwards	edit@gmail.com	

Add Row

Confirm
Close

The number of approver(s) will be displayed according to the number of finance approver(s) which has been setup.

Finance Approval *

☐ Off
 ☒ On

Level	Level Name	Approvers	Approval / Notify	Amount more than / equal to	Action
1	Level 1	2 Approver(s)	<input type="button" value="Approval"/> <input type="button" value="Notify"/>	100	

Add Row

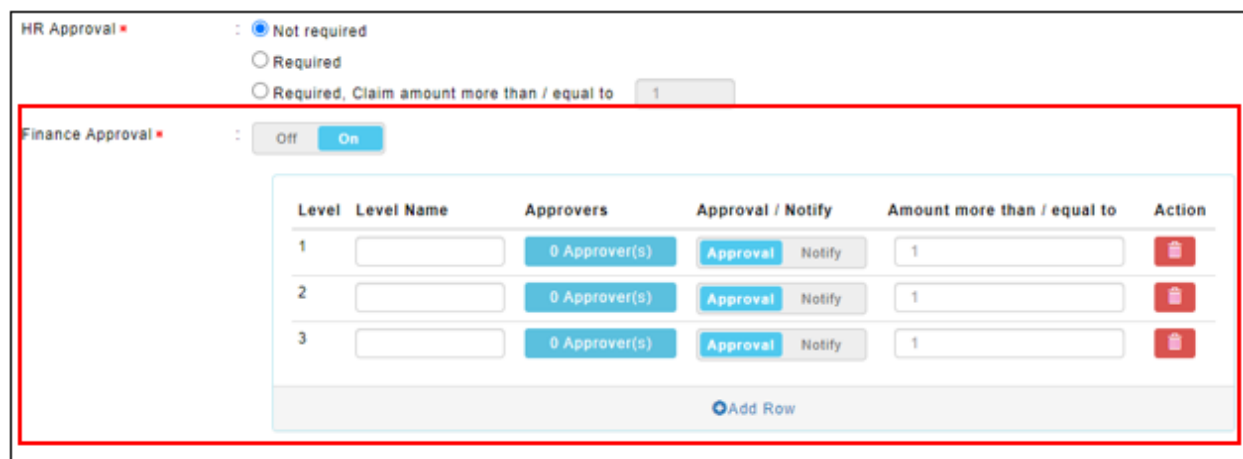
Setting for Claim Group

For claim group, go to **Claim** → **Administrative** → **Claim Group**.



The screenshot shows a navigation menu with three items: 'Claim Set-up (Shared Limit)', 'Cash Advance', and 'Claim Group'. The 'Claim Group' item is highlighted with a red rectangular box. Each item has a small icon to its left and a link below it: 'View / Add / Edit / Delete Claim Set-up (Shared Limit)', 'View / Add / Edit / Delete Cash Advance', and 'View / Add / Edit / Delete Claim Group'.

Configuration table for finance approval will be displayed accordingly when the option of finance approval is ON.

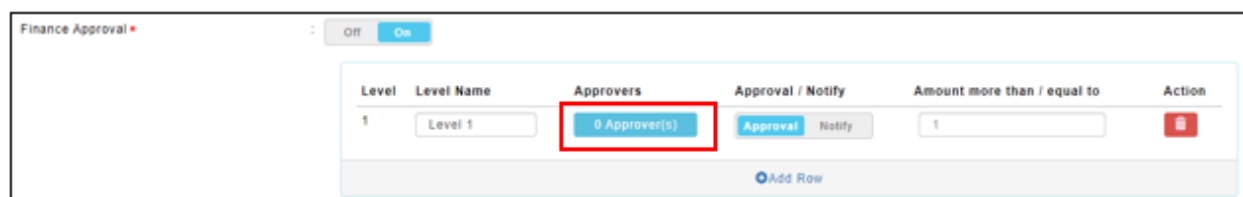


The screenshot shows the 'Finance Approval' configuration screen. The 'Finance Approval' toggle is set to 'On'. Below the toggle is a table with the following columns: Level, Level Name, Approvers, Approval / Notify, Amount more than / equal to, and Action. The table has three rows, each with a level number (1, 2, 3), a text input for the level name, a button labeled '0 Approver(s)', two buttons labeled 'Approval' and 'Notify', a text input for the amount, and a red trash icon. An 'Add Row' button is at the bottom of the table. The entire configuration area is highlighted with a red rectangular box.

Level	Level Name	Approvers	Approval / Notify	Amount more than / equal to	Action
1	<input type="text"/>	0 Approver(s)	Approval Notify	1	
2	<input type="text"/>	0 Approver(s)	Approval Notify	1	
3	<input type="text"/>	0 Approver(s)	Approval Notify	1	

[Add Row](#)

Admin is required to click on the button of **Approver(s)** to setup the finance approver.



The screenshot shows the 'Finance Approval' configuration screen with the 'Finance Approval' toggle set to 'On'. The '0 Approver(s)' button in the first row of the table is highlighted with a red rectangular box. The table structure is the same as in the previous screenshot, but the level name 'Level 1' is now visible in the first row.

Level	Level Name	Approvers	Approval / Notify	Amount more than / equal to	Action
1	Level 1	0 Approver(s)	Approval Notify	1	

[Add Row](#)

Level 1

Effective Start Date	Effective End Date	Approver	Action
2010-01-01	Onwards	JNA001 - JUSTIN ADMIN TEST 001	
2010-01-01	Onwards	edit@gmail.com	

Add Row

Confirm
Close

The number of approver(s) will be displayed according to the number of finance approver(s) which has been setup.

Finance Approval *
Off On

Level	Level Name	Approvers	Approval / Notify	Amount more than / equal to	Action
1	Level 1	2 Approver(s)	Approval Notify	100	

Add Row

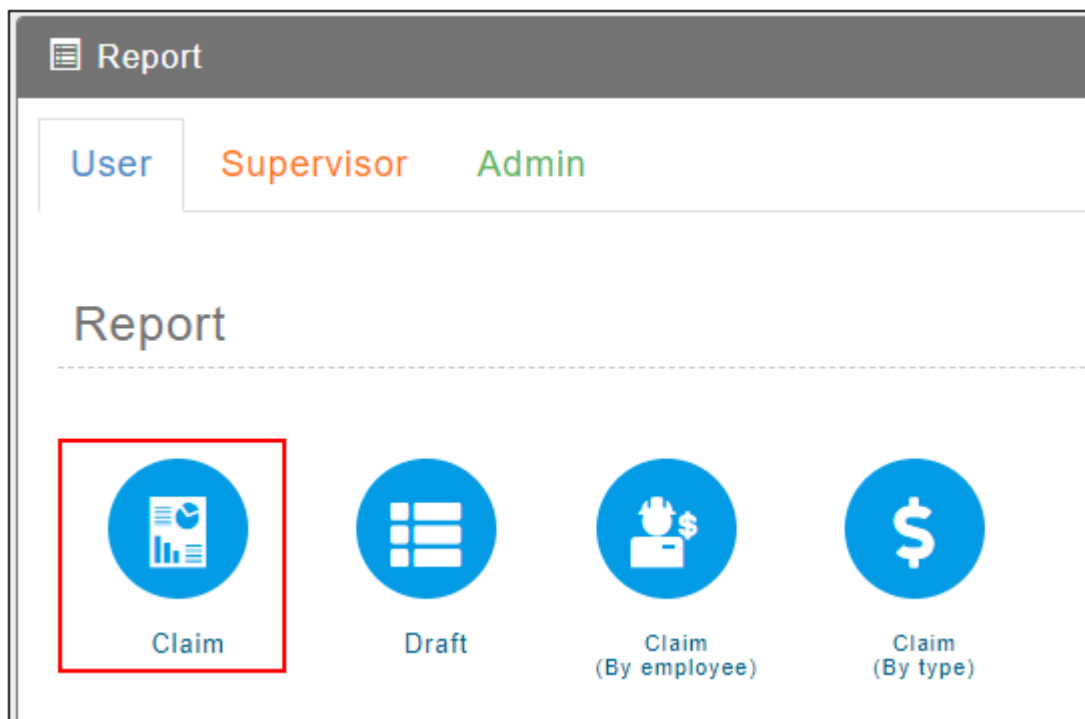
E-Claim Report

Information of Finance Approval

Under the **Report**, status of finance approval is added.

Report for E-Claim, User

Go to **Report** → **User** → **Claim**



The status of finance approval is added in the report.

Before

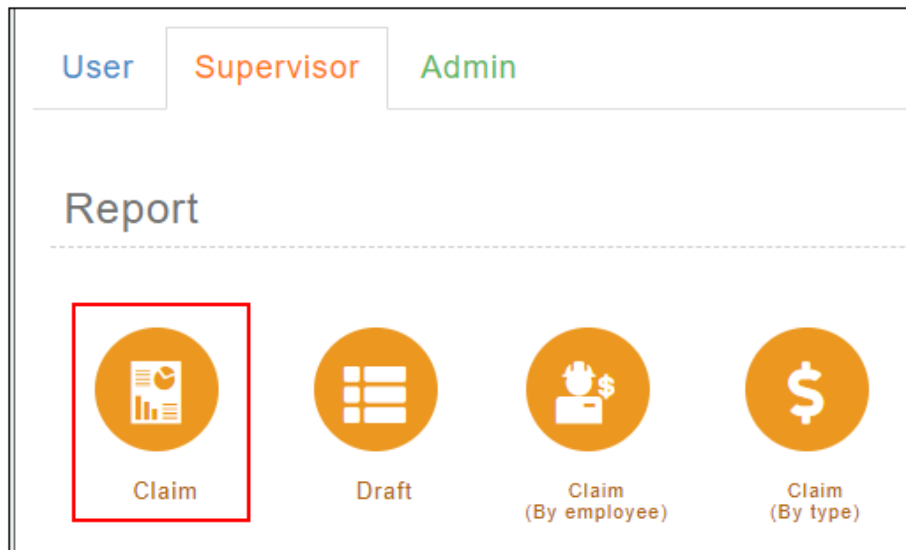
1814		test claim	
Receipt / Invoice Number	Receipt / Invoice Date	Status	Approval Status
-	2021-06-24	Pending Approval	1. SUPERVISOR TESTING - Pending

After

19735		test finance	
Status	Approval Status	Finance Approval Status	
Pending by Finance	1. System Approval - Approved - on 2021-06-24 2. System Approval - Approved - on 2021-06-24	1. Level 1 - Pending	

Report for E-Claim, Supervisor

Go to **Report** → **Supervisor** → **Claim**



The status of finance approval is added in the report.

Before

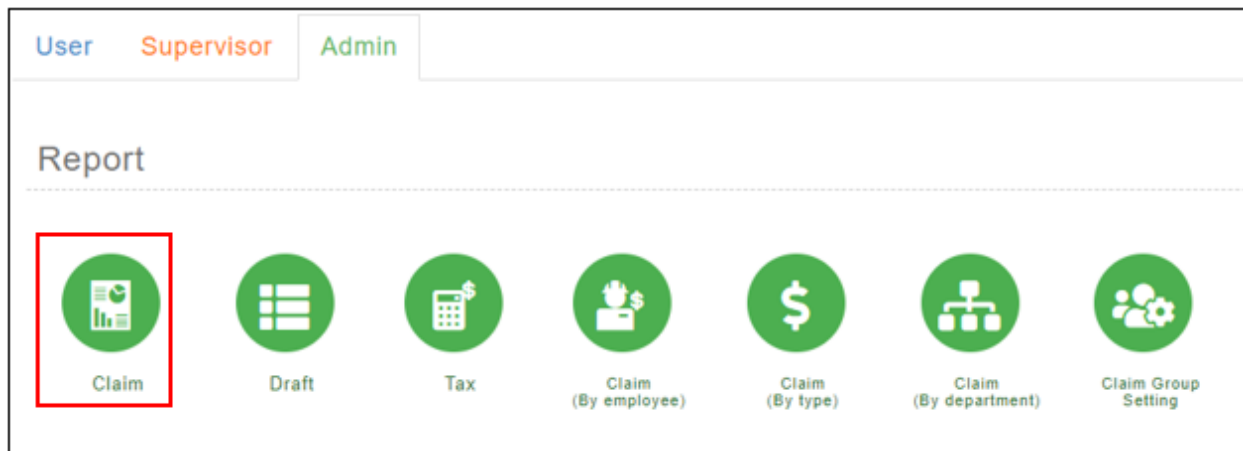
	1814		test claim
Receipt / Invoice Number	Receipt / Invoice Date	Status	Approval Status
-	2021-06-24	Pending Approval	1. SUPERVISOR TESTING - Pending

After

19735		test finance	
Status	Approval Status	Finance Approval Status	
Pending by Finance	1. System Approval - Approved - on 2021-06-24 2. System Approval - Approved - on 2021-06-24	1. Level 1 - Pending	

Report for E-Claim, Admin

Go to **Report** → **Admin** → **Claim**



The status of finance approval is added in the report.

Before

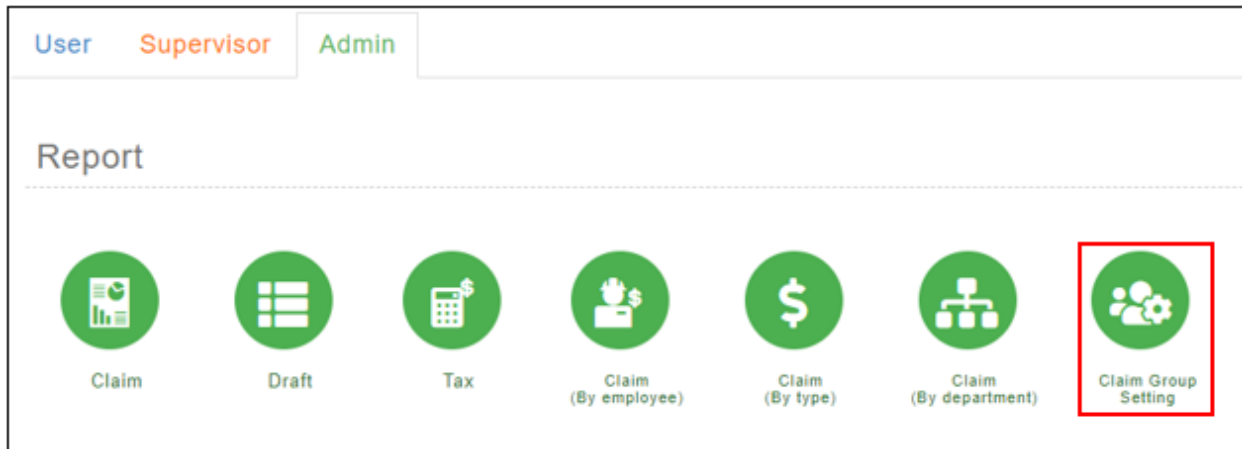
	1814		test claim
Receipt / Invoice Number	Receipt / Invoice Date	Status	Approval Status
-	2021-06-24	Pending Approval	1. SUPERVISOR TESTING - Pending

After

19735		test finance	
Status	Approval Status	Finance Approval Status	
Pending by Finance	1. System Approval - Approved - on 2021-06-24 2. System Approval - Approved - on 2021-06-24	1. Level 1 - Pending	

Report for Claim Group Setting

Go to **Report** → **Admin** → **Claim Group Setting**



The column of “Finance Approval” is added in the report to show whether finance approval is required. The column of “Finance Approver List” is added to show the name list of the finance approver(s)

Finance Approval	Finance Approver List
Required	<div>1. test level 1</div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div>(2010-01-01 Onwards)</div> <div>[Approval]</div> <div>2. test level 2</div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div>(2010-01-01 Onwards)</div> <div>[Notify]</div>