



Release Notes

Release Date: 11 August 2021

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Release Notes Summary

Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
CMS Portal Quick Stats – CMS Portal <ul style="list-style-type: none"> CMS Portal Quick Stats <i>New</i> 	Enhancement	–	–	–	–	√	–
Leave Report – Leave <ul style="list-style-type: none"> Leave Report Date Format 	Enhancement	–	–	–	√	√	√
Control Master (Admin) – Company Setup <ul style="list-style-type: none"> EPF Setup <i>New</i> 	Enhancement	√	√	–	√	–	–
Payroll (Admin) - Payroll <ul style="list-style-type: none"> Payroll Submission Report (EPF) <i>New</i> Text File (EPF) <i>New</i> 	Enhancement	√	√	–	√	–	–
GL Report <ul style="list-style-type: none"> Export to CSV <i>New</i> Excel File Format 	Enhancement	–	–	–	√	–	–

Employee Profile <ul style="list-style-type: none"> Employee Profile 	Enhancement	–	–	–	√	√	√
Dashboard <ul style="list-style-type: none"> Education History Report 	Enhancement	–	–	–	√	√	√
Company Setup <ul style="list-style-type: none"> Control Master (Admin) 	Enhancement	–	–	–	√	–	–
E-Signature - Overtime <ul style="list-style-type: none"> E-Signature Setup <i>New</i> E-Signature Submission <i>New</i> E-Signature Approval <i>New</i> E-Signature Withdrawal <i>New</i> E-Signature Report <i>New</i> 	Enhancement	√	√	–	√	√	√

CMS Portal Quick Stats ^{New}

Timecard records pending approval has been added in **CMS Portal Quick Stats** section. Supervisor able to view subordinate timecard records which are pending their approval in Quick Stats section and redirect to approval page by clicking the hyperlink

Before:

CMS Portal Quick Stats **without** pending Timecard records

Quick Stats	
+	You have 25.67 days annual leave left
+	You have 0 approved Claim(s) and 1 pending Claim(s)
+	You have <u>34 OT claim(s)</u> Waiting for approval.
+	You have <u>1 Leave</u> Waiting for approval.
+	You have <u>23 Reimbursement Claim(s)</u> Waiting for approval.
+	You have <u>1 Travel Request(s)</u> Waiting for approval.
+	You have <u>1 letter(s) pending for your action</u>

After:

CMS Portal Quick Stats **with** pending Timecard records

Quick Stats	
+	You have 25.67 days annual leave left
+	You have 0 approved Claim(s) and 1 pending Claim(s)
+	You have <u>34 OT claim(s)</u> Waiting for approval.
+	You have <u>1 Leave</u> Waiting for approval.
+	You have <u>23 Reimbursement Claim(s)</u> Waiting for approval.
+	You have <u>1 Travel Request(s)</u> Waiting for approval.
+	You have <u>16 Time Card(s)</u> Waiting for approval.
+	You have <u>1 letter(s) pending for your action</u>

Leave Application History Report:

Before:

Leave Application History Report **without** time

Filter

Leave Application History (Admin)

Customize Columns

Export

Refresh

Data captured on 2021-07-27 20:58:20

Leave Date Range : 2021-01-01 - 2021-12-31

Leave Type	Leave Status	Entry Date	Entry By	Remarks	Approval Date	Approval Person
Annual Leave	Approved	2021-02-16	System		2021-02-16	1. No Approval Person
Annual Leave	Approved	2021-02-16	System		2021-02-16	1. No Approval Person
Annual Leave	Approved	2021-05-25	System		2021-05-25	1. Approved on 2021-05-25 2. Approved on 2021-05-25

hours

Approval Date

Approval Person

Emergency Leave

Advance Leave

2021-05-25

1. Approved on 2021-05-25
2. Approved on 2021-05-25

No

No

Annual Leave	Withdrawn	2021-05-25	System			
Annual Leave	Cancelled	2021-06-15	System		2021-06-15	1. Approved on 2021-06-15 2. Approved on 2021-06-15

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Show 5 Employees

After:

Leave Application History Report **with** time

Filter

Leave Application History (Admin)

Customize Columns

Export

Refresh

Data captured on 2021-07-27 21:09

Leave Date Range : 2021-01-01 - 2021-12-31

Leave Type	Leave Status	Entry Date	Entry By	Remarks	Approval Date	Approval Person
Annual Leave	Approved	2021-02-16 01:57:33	System		2021-02-16 01:57:36	1. No Approval Person
Annual Leave	Approved	2021-02-16 01:58:24	System		2021-02-16 01:58:27	1. No Approval Person
Annual Leave	Approved	2021-05-25 16:25:39	System		2021-05-25 16:29:45	1. Approved on 2021-05-25 16:26:44 2. Approved on 2021-05-25 16:27:40

Approval Date	Approval Person	Emergency Leave	Advance Leave
2021-05-25 16:29:45	1. Approved on 2021-05-25 16:26:45 2. Approved on 2021-05-25 16:27:40	No	No

Annual Leave	Withdrawn	2021-05-25 16:31:35	System			
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Show 5 Employees

Leave Application (Summary) Report:

Before:

Leave Application (Summary) Report **without** time

Leave Detail					
Leave Group : Test		Leave type : Leave Test			
Leave Date	Entry Date	Remarks	Emergency Leave	Advance Leave	No. of days
▼ 2021-07-06 Full Day	2021-07-01		No	No	1
Leave Date	Status	Approval Person	Emergency Leave	Advance Leave	No. of days
2021-07-06 Full Day	Approved	1. [Name] - Approved on 2021-07-01	No	No	1
		2. [Name] - Approved on 2021-07-01			
▶ 2021-06-08 Full Day			No	No	1
▶ 2021-06-07 Full Day			No	No	1
✕ Cancel					

After:

Leave Application (Summary) Report **with** time

Leave Detail					
Leave Group : Test		Leave type : Leave Test			
Leave Date	Entry Date	Remarks	Emergency Leave	Advance Leave	No. of days
▼ 2021-07-06 Full Day	2021-07-01 16:16:24		No	No	1
Leave Date	Status	Approval Person	Emergency Leave	Advance Leave	No. of days
2021-07-06 Full Day	Approved	1. [Name] - Approved on 2021-07-01 16:18:01	No	No	1
		2. [Name] - Approved on 2021-07-01 16:18:29			
▶ 2021-06-08 Full Day			No	No	1
▶ 2021-06-07 Full Day			No	No	1
✕ Cancel					

Leave Taken Report:

Before:

Leave Taken Report **without** time

Filter

Leave Detail - Taken (Admin)

Leave Date Range : 2021-01-01 - 2021-12-31

Customize Columns

Export

Refresh

Data captured on 2021-07-27 21:17:31

Type	Leave Status	Entry Date	Entry By	Remarks	Approval Date	Approval Person	Emergency Leave
	Approved	2021-02-16	System		2021-02-16	1. No Approval Person	No
	Approved	2021-02-16	System		2021-02-16	1. No Approval Person	No
	Approved	2021-05-25	System		2021-05-25	1. Approved on 2021-05-25 2. Approved on 2021-05-25	No
	Withdrawn	2021-05-25	System				No
	Cancelled	2021-06-15	System		2021-06-15	1. Approved on 2021-06-15 2. Approved on 2021-06-15	No
	Approved	2021-06-25	System		2021-06-25	1. Approved on 2021-06-25 2. Approved on 2021-06-25	No

Show 5 Employees

After:

Leave Taken Report **with** time

Filter

Leave Detail - Taken (Admin)

Leave Date Range : 2021-01-01 - 2021-12-31

Customize Columns

Export

Refresh

Data captured on 2021-07-27 21:17:31

Type	Leave Status	Entry Date	Entry By	Remarks	Approval Date	Approval Person	Emergency Leave
	Approved	2021-02-16 01:57:33	System		2021-02-16 01:57:36	1. No Approval Person	No
	Approved	2021-02-16 01:58:24	System		2021-02-16 01:58:27	1. No Approval Person	No
	Approved	2021-05-25 16:25:39	System		2021-05-25 16:29:45	1. Approved on 2021-05-25 16:26:45 2. Approved on 2021-05-25 16:27:40	No
	Withdrawn	2021-05-25 16:31:35	System				No
	Cancelled	2021-06-15 16:21:00	System		2021-06-15 16:23:57	1. Approved on 2021-06-15 16:57:04 2. Approved on 2021-06-15 16:57:34	No
	Approved	2021-06-25 09:25:37	System		2021-06-25 09:29:54	1. Approved on 2021-06-25 09:25:58 2. Approved on 2021-06-25 09:26:45	No

Show 5 Employees

Control Master (Admin)

EPF Setup ^{New}

EPF setup in **Control Master (Admin)** has been enhanced to cater for multiple EPF Filing.

Before:

EPF						
EPF No.	:	<input type="text"/>	EPF State	:	7-Pulau Pinang	<input type="button" value="Reset"/>
Contact Person	:	<input type="text"/>	Phone	:	<input type="text"/>	
ID	:	<input type="text"/>	Email	:	<input type="text"/>	
Position	:	<input type="text"/>				

After:

EPF						
					<input type="button" value="Manage EPF"/>	<input type="button" value="New Effective Date"/>
EPF List						
Effective Start	Effective End	Group By	Filing Name	Info	Contact Person	Action
2021-09	-	Default	Default	<u>EPF No.</u> <input type="text"/>	Person In Charge Name HR Clerk 991231991234 example@example.com 0123456789	<input type="button" value="Edit"/>
				<u>EPF State</u> <input type="text"/>		

Payroll Submission Report ^{New}

EPF Filing option is now available in **Payroll Submission Report**. With this EPF Filing option, Admin will be able to choose EPF Filing to be submitted to KWSP. The impacted Submission Reports are:

- Borang A
- Borang BBCD

EPF Filing information such as EPF Employer number and Contact Information which was previously entered in EPF Setup will be directly inserted into the Submission Report for user convenience.

Furthermore, Payroll Submission filter will now include EPF Filing option. Selecting an EPF Filing will automatically apply filter based on grouping set in EPF Setup. For example, if **[Director]** group was assigned to only *Department A* and *Department B* in EPF Setup, when admin select **[Director]** as EPF Filing option, the assigned department will be automatically selected from department filtering list.

Before:

Payroll Submission Report ^{without} EPF Filing option

Submission Report	
Report Type	: EPF - EPF Borang A ▾
Pay Period	: 2021-06 ▾ <input checked="" type="checkbox"/> End
Date As At	: 2021-06-30 📅 ▾
Department	: Select options ⬆
Job Class	: Select options ⬆
Job Level	: Select options ⬆
Worker Type	: Select options ⬆
Employee Status	: Select options ⬆
Employee No.	: 101 selected ⬆

Information

Payment Mode	:	Wang Tunai	
Contribution month	:	0721	
Print Date	:	22/07/2021	
Signature Date	:	22/07/2021	
Contact Name	:		
IC No.	:		
Position	:	HR Generalist	
Phone No.	:		
E-mail Address	:		

After:

Payroll Submission Report **with** EPF Filing option

Report Type	:	EPF - EPF Borang A	
Pay Period	:	2021-06	
		<input checked="" type="checkbox"/> End	
Date As At	:	2021-06-30	
EPF Filing	:	Default (Default)	
Department	:	Select options	
Job Class	:	Select options	
Job Level	:	Select options	
Worker Type	:	Select options	
Employee Status	:	Select options	
Employee No.	:	101 selected	

Information

Payment Mode	:	Wang Tunai	▼	
Contribution month	:	0721		
Print Date	:	22/07/2021		
Signature Date	:	22/07/2021		
EPF	:	005939941		
EPF State	:	14-Wilayah Persekutuan	▼	
Contact Name	:			
IC No.	:			
Position	:	HR Generalist		
Phone No.	:			
E-mail Address	:			

Text File ^{New}

Admin is now able to select EPF Filing for text file submission to KWSP or banks through **Text File Generator**. If the selected text file requires Employer EPF Information, Admin is able to select the desired EPF Filing option from the drop down list. For text files which do not require Employer EPF Information, the EPF Filing drop down list will not be displayed.

Before:

Text File Generator ^{without} EPF Filing option

Pay Period : 2021-07

Text File : CIMB - EPF (BizChannel): 1st Payment | (Payroll BizChannel EPF (1st Payment) text File format for CIMB)

Crediting Date (YYYYMMDD) :

All Departments

- ☐ [Color Swatches]
- ☐ [Color Swatches]
- ☐ [Color Swatches]
- ☐ [Color Swatches]
- ☐ [Color Swatches]
- ☐ [Color Swatches]

All Employees

- ☒ [Color Swatches]
- ☒ [Color Swatches]
- ☒ [Color Swatches]
- ☒ [Color Swatches]

After:

Text File Generator ^{with} EPF Filing option

Pay Period : 2021-07

Text File : CIMB - EPF (BizChannel): 1st Payment | (Payroll BizChannel EPF (1st Payment) text File format for CIMB)

Crediting Date (YYYYMMDD) :

EPF Filing : Default (Default)

All Departments

- ☐ [Color Swatches]
- ☐ [Color Swatches]
- ☐ [Color Swatches]
- ☐ [Color Swatches]
- ☐ [Color Swatches]
- ☐ [Color Swatches]

All Employees

- ☒ [Color Swatches]
- ☒ [Color Swatches]
- ☒ [Color Swatches]
- ☒ [Color Swatches]

GL Report

Export to CSV ^{New}

Export to CSV feature has been added to **Custom Transaction Report** page.

Before:

Custom Transaction Report **without** Export to CSV feature

The screenshot shows the 'Custom Transaction Report' page in the HRMS Application. The breadcrumb trail is 'HRMS Application / GL Report / Transaction Report'. The page has three tabs: 'Employee Transaction Report', 'Custom Transaction Report' (which is selected), and 'Double Entry Report'. On the right side, there is a blue button labeled 'Export to Text'. Below this button is a text input field for 'Pay Month'. On the left side, under the heading 'Information extraction for this report:', there is a list of fields: 'Debit A/C', 'Credit A/C', 'Cost Center', 'Transaction A/C Desc', and 'Amount'.

After:

Custom Transaction Report **with** Export to CSV feature

This screenshot is identical to the one above, but with an additional blue button labeled 'Export to CSV' located to the right of the 'Export to Text' button. The 'Export to CSV' button is highlighted with a red rectangular box.

Excel File Format

When exporting Employee Transaction Report and Double Entry Report, company name and reporting format (if it is selected from the drop down list) will be added in the excel report.

Employee transaction Report:

HRMS Application / GL Report / Transaction Report

Employee Transaction Report Custom Transaction Report Double Entry Report

Reporting Format : HC Report [Add New](#) [Export to Excel](#)

Group By:

<input type="checkbox"/> Item	Sequence	Show Sub	Line Break
<input checked="" type="checkbox"/> A/C Description		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Cost Center		<input type="checkbox"/>	<input type="checkbox"/>

Value:

<input type="checkbox"/> Item	Sequence
<input type="checkbox"/> Amount	
<input type="checkbox"/> Cost Center	
<input type="checkbox"/> Cost Center Amount	

Double Entry Report:

HRMS Application / GL Report / Transaction Report

Employee Transaction Report Custom Transaction Report Double Entry Report

Reporting Format : Template 1 [Add New](#) [Export to Excel](#)

Group By:

<input type="checkbox"/> Item	Sequence
<input type="checkbox"/> Cost Center	
<input type="checkbox"/> Department	
<input type="checkbox"/> Department Path	

Column By:

<input type="checkbox"/> Item
<input type="checkbox"/> Cost Center
<input type="checkbox"/> Department
<input type="checkbox"/> Department Path

Line Column:

<input type="checkbox"/> Item	Sequence
<input checked="" type="checkbox"/> Account code	
<input type="checkbox"/> A/C Description	
<input type="checkbox"/> Account code description	

Reporting format:

HRMS Application / GL Report / Transaction Report

Employee Transaction Report Custom Transaction Report Double Entry Report

Reporting Format : Template 1 [Add New](#) [Export to Excel](#)

Group By:

<input type="checkbox"/> Item	Sequence
<input type="checkbox"/> Cost Center	

Column By:

<input type="checkbox"/> Item
<input type="checkbox"/> Cost Center

Line Column:

<input type="checkbox"/> Item	Sequence
<input checked="" type="checkbox"/> Account code	

Before:

Excel Report **without** Company Name and Reporting Format

Report: Salary											
Pay Period: 2020-06											
Job Class											

Employee Profile

Employee Profile

Discipline column under **Qualifications** tab in Employee Profile has been renamed to **Field of Study** for better understanding. Layout of **Add** Qualifications form has also been enhanced.

Employee Profile:

Before:

Qualifications tab shows **Discipline** column

The screenshot shows the 'Qualifications' tab selected in the Employee Profile. The table has two columns: 'Discipline' and 'Qualifications'. The 'Discipline' column is highlighted with a red box. The data row shows 'Engineering (Computer/Software)' under 'Discipline' and 'Bachelor's Degree' under 'Qualifications'.

Discipline	Qualifications
Engineering (Computer/Software)	Bachelor's Degree

After:

Qualifications tab shows **Field of Study** column

The screenshot shows the 'Qualifications' tab selected in the Employee Profile. The table has two columns: 'Field of Study' and 'Qualification'. The 'Field of Study' column is highlighted with a red box. The data row shows 'Engineering (Electrical/Electronic)' under 'Field of Study' and 'Bachelor's D' under 'Qualification'.

Field of Study	Qualification
Engineering (Electrical/Electronic)	Bachelor's D

Employee Profile (Admin):

Before:

Add Qualifications with **Discipline** row:

Qualifications

Qualifications *	:	-	Discipline	:	-	
Major	:		Grade	:	-	
Duration	:	Month	Year	Until	Month	Year
Institute	:		Location	:		
Description 150 (chars)	:					

Save Cancel

After:

Add Qualifications with **Field of Study** row:

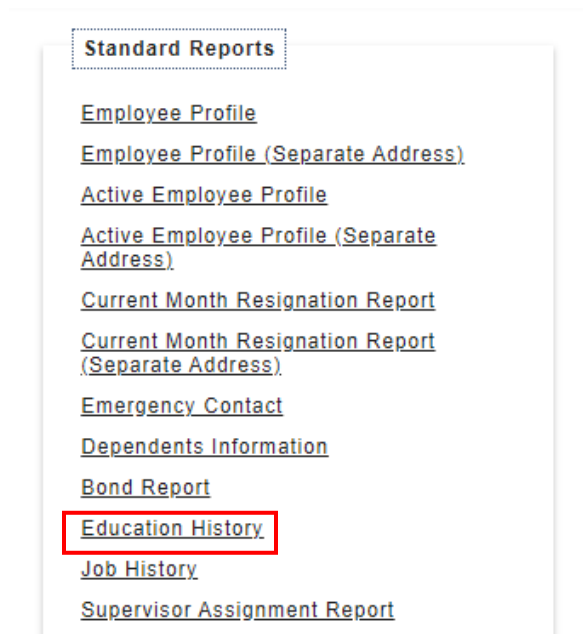
Qualifications Letter

Qualifications *	:	-		:	-	
Field of Study	:	-		:	-	
Major	:					
Grade	:	-				
Duration	:	Month	Year	Until	Month	Year
Institute	:					
Location	:					
Description 150 (chars)	:					

Save Cancel

Education History Report

Studies Specification column in **Education History Report** has been renamed to **Field of Study** for better understanding. Education History Report can be exported through **Dashboard** by clicking on the Education History link.



Before:
Education History Report with **Studies Specification** column

E	F	G
Education Level	Studies Specification	Major
MCE/Secondary School/SPM/O Level	Advertising/Media	Computer

After:
Education History Report with **Field of Study** column

E	F	G
Education Level	Field of Study	Major
MCE/Secondary School/SP	Engineering (Physic)	
Diploma	Engineering (Industrial)	Mechanical

Company Setup

Control Master (Admin)

Study Specification option in **Control Master (Admin)** has been renamed to **Field of Study** for better understanding

Before:

Control Master with **Study Specification** option

The screenshot shows the 'Control Master' tab selected in the top navigation bar. Below it, the 'Control Information (*Required)' section is visible. A dropdown menu is open next to the 'Select Control Master:' label. The dropdown list includes several options: 'People Finder Settings', 'Project Charges Code', 'Reminder for Cut Off', 'Resign Reason', 'Skip supervisor resignation', 'Staging Password', 'Study Specification' (highlighted with a blue background and a red border), 'Supervisor Profile Tab', and 'Support Control'.

After:

Control Master with **Field of Study** option

The screenshot shows the 'Control Master' tab selected in the top navigation bar. Below it, the 'Control Information (*Required)' section is visible. A dropdown menu is open next to the 'Select Control Master:' label. The dropdown list includes several options: 'EPE Actual Wages Calculation', 'Field of Study' (highlighted with a blue background and a red border), 'Field Verification Email', 'Finance Claim Right', 'Fiscal Year (Start Month)', 'Formula Code', and 'FTP Access'.

E-Signature Setup ^{New}

E-Signature capability is added to Overtime module for submission, approval and withdrawal function which allow users to digitally sign when submitting, approving or withdrawing OT record. E-Signature will be displayed on OT report for records which require signature.

Setup for E-Signature feature can be enabled under **Administrative** tab.

Administrative

Policy

Types of Overtime Total 4 Types of Overtime
View / Add / Edit / Delete Types of Overtime

Overtime Policy Group Total 3 Overtime Policy Group
View / Add / Edit / Delete Overtime Policy Group

Employee's Overtime Group 1 Employee not assigned to Employee's Overtime Group
Assign Employee's Overtime Group

OT 1.0 Daily Cash Out 0 WD

The policy is activated.

Policy Auto-Propose Additional History Save

Name of Types of Overtime : OT 1.0

Based On : Daily

Minimum Hour(s) : 0 Minute(s) (0.00 Hour(s))

Overtime Limit (Hour) : 0 Minute(s) (0.00 Hour(s))

Alert Hour(s) : 0 Minute(s) (0.00 Hour(s))

Rounding Rules : Exact Time / No Rounding

Approval Required : Yes

Require Signature Upon Approval : No

Require Signature Upon Submission : No

Select the desired option from the dropdown list to enable policy for approval or submission and withdrawal.

: No

: No

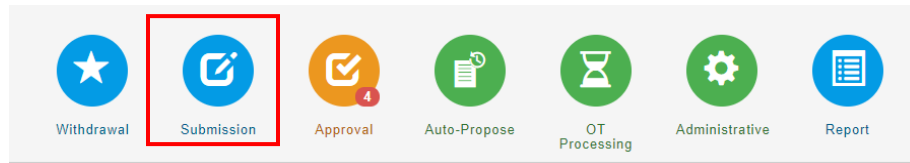
: Allow Use of Previous Signature

: Require Signature Every Time

: Cash Out

E-Signature Submission ^{New}

E-Signature feature will pop up after entering OT submission details. Click Confirm after signing to submit OT record.



Submit Overtime

Employee Supervisor Admin 0 OTC Add to list

Overtime Type : ☒ OTC ☐ OTP

Employee : EMP009 - JOYCE WONG

Overtime Date * : 1 day(s)

Time : 01:00 Hour(s)

Remarks * : 496



Signature Pop up

Add to List:

OT records can be signed and submitted at a later date after adding to list. Click Confirm to submit selected OT records from list.

Submit Overtime

Employee

Supervisor

Admin

1

OTC Add to list

Overtime Type :

OTC

OTP

Employee : EMP009 - JOYCE WONG

Overtime Date * :

Time :

00:00

00:00

Remarks * :

500

+ Add to list

✓ Submit

✕ Close

Add to Overtime list

☒ Select All

☒

Added by: Mywave Developer
Range: 2021-06-23 (20:00) To 2021-06-23 (21:00)
Remarks: test

(1) OTC Record

Start Time	End Time	Duration	Pay Hour	Rates	Compensatory Method		
EMP009 - JOYCE WONG							
2021-06-23	20:00	2021-06-23	21:00	01:00	01:00	1.0x	Cash Out

Signature

E-Signature Approval ^{New}

E-Signature feature will pop up after selecting OT record to be approved. Click on Confirm after signing to approve/reject selected OT record.

The screenshot illustrates the E-Signature Approval workflow. At the top, a navigation bar contains icons for Withdrawal, Submission, Approval (highlighted with a red box), Auto-Propose, OT Processing, Administrative, and Report. Below this, the 'Approval' section shows filters for Overtime Claim (3) and Pre-Plan Overtime (1). An 'Employee' dropdown is set to 'Select options'. A 'Select All' checkbox is checked. The OT record list displays two entries for employee EMP001 - ABDUL RAHMAN. The first entry, dated 2019-05-22 (Wed), has OT ID 271 (OTC) and status 'Submitted (Waiting for Approval)'. The second entry, dated 2019-08-29 (Thu), has OT ID 278 (OTC) and status 'Pending Confirmation'. A red arrow points from the 'Approve Selected' button (highlighted with a red box) to a 'Confirmation' pop-up. The pop-up contains a 'Signature' field with a blue upload icon, a 'Comment' field with placeholder text 'Key in Comment' and a character count of 500, and two buttons at the bottom: 'Confirm' (highlighted with a red box) and 'Cancel'.

Approval

Overtime Claim (3) Pre-Plan Overtime (1)

Employee : [Select options](#)

☒ Select All

☒ **Approve Selected** ☐ Reject Selected

☒ Date : 2019-05-22 (Wed) Employee : EMP001 - ABDUL RAHMAN Hour(s) : 08:00
OT ID : 271 (OTC) Status : Submitted (Waiting for Approval)
Shift : [Public Holiday\(MB12\)](#) 2019-05-22 07:00 2019-05-22 15:00
Attendance : 2019-05-22 07:00 2019-05-22 15:00
Overtime : 2019-05-22 07:00 2019-05-22 15:00 (08:00)
Remarks : PH

☐ Date : 2019-08-29 (Thu) Employee : EMP001 - ABDUL RAHMAN Hour(s) : 00:10
OT ID : 278 (OTC) Status : Pending Confirmation
Shift : [MB12](#) 2019-08-29 07:00 2019-08-29 15:00
Attendance : 2019-08-29 07:00 2019-08-29 15:00
Overtime : 2019-08-29 17:20 2019-08-29 17:30 (00:10)
Remarks : OTPreplan

Confirmation

Signature:

Comment: 500

Confirm **Cancel**

Email Approval:

OT approval can also be done through email. Check for email for OT requests awaiting approval and click [Here](#) to access approval page. Click Confirm after signing to approve/reject selected OT records

Overtime request is awaiting your approval Inbox x

EMAIL ,MYWAVE, DEV emplx@mywavesuite1.biz via sendinblue.com
to rnd_development

Jun 22, 2021, 6:03 PM (3 days ago)

emplX
employee Xpress

Dear VIC LEE CHANG EU,

Overtime request below is awaiting your approval.

Employee	Overtime Status	Start	End	Pay Hour	Rates	Compensatory Method	Remarks	Approval Info
MY0039 - CHIN WEI HONG	Submitted (Waiting for Approval)	2021-06-21 05:00	2021-06-21 06:00	00:30	1.5x	Cash Out	test	1. Pending by VIC LEE CHANG EU.

Please click [HERE](#) to approve / reject the overtime record

Please click [HERE](#) to login

Overtime Claim (4)

Pre-Plan Overtime (1)

Employee : 1 selected

Select All

☒

Date : 2021-05-25 (Tue)

OT ID : 5112 (OTC)

Shift : MG1 2021-05-25 09:00

Attendance : -

Overtime : 2021-05-25 08:00

Remarks : fw

Employee : JN004 - JUSTIN NEWBIE 004

Status : Submitted (Waiting for Approval)

2021-05-25 18:00

2021-05-25 09:00 (01:00)

Hour(s) : 01:00

Approve Hour(s) : 01:00

☐

Date : 2021-06-02 (Wed)

OT ID : 5118 (OTC)

Shift : MG1 2021-06-02 09:00

Attendance : -

Overtime : 2021-06-02 12:00

Remarks : fwe

Employee : JN004 - JUSTIN NEWBIE 004

Status : Submitted (Waiting for Approval)

2021-06-02 18:00

2021-06-02 13:00 (01:00)

Hour(s) : 01:00

Approve Hour(s) : 01:00

Confirmation

Signature:

Comment: Key in Comment

Confirm

Cancel

E-Signature Withdrawal ^{New}

E-Signature feature will pop up after selecting OT record to be withdrawn. Click Confirm after signing to withdraw selected OT records.

The screenshot illustrates the E-Signature Withdrawal process. At the top, a navigation bar contains icons for Withdrawal, Submission, Approval, Auto-Propose, OT Processing, Administrative, and Report. The 'Withdrawal' icon is highlighted with a red box. Below this, a 'Withdrawal' header is followed by tabs for Employee, Supervisor, and Admin. The 'Employee' tab is selected and highlighted with a red box. A table lists overtime items, with the first item 'Submitted Overtime Pending Approval' highlighted. An 'Action' column shows a 'Withdraw' button, which is also highlighted with a red box. Below the table, a detailed view of the selected overtime record is shown, including a 'Withdraw Overtime' button and a 'to Withdraw' button, both highlighted with red boxes. A red arrow points from the 'to Withdraw' button to a 'Confirmation' pop-up window. The pop-up window contains a 'Signature' field, a 'Comment' field, and 'Confirm' and 'Cancel' buttons. The 'Confirm' button is highlighted with a red box.

Withdrawal

Employee Supervisor Admin

Item [2] Submitted Overtime Pending Approval Action Withdraw

Overtime

Withdraw Overtime

✓ to Withdraw

✓ Date : 2019-05-01 (Wed) Employee : EMP009 - JOYCE WONG Hour(s) : 11:00
OT ID : 268 (OTC) Status : Submitted (Waiting for Approval)
Shift : Public Holiday(OF) 2019-05-01 08:00 2019-05-01 17:00
Attendance : 2019-05-01 08:00 2019-05-01 17:00
Overtime : 2019-05-01 09:00 2019-05-01 20:00 (11:00)
Remarks : PH

Confirmation

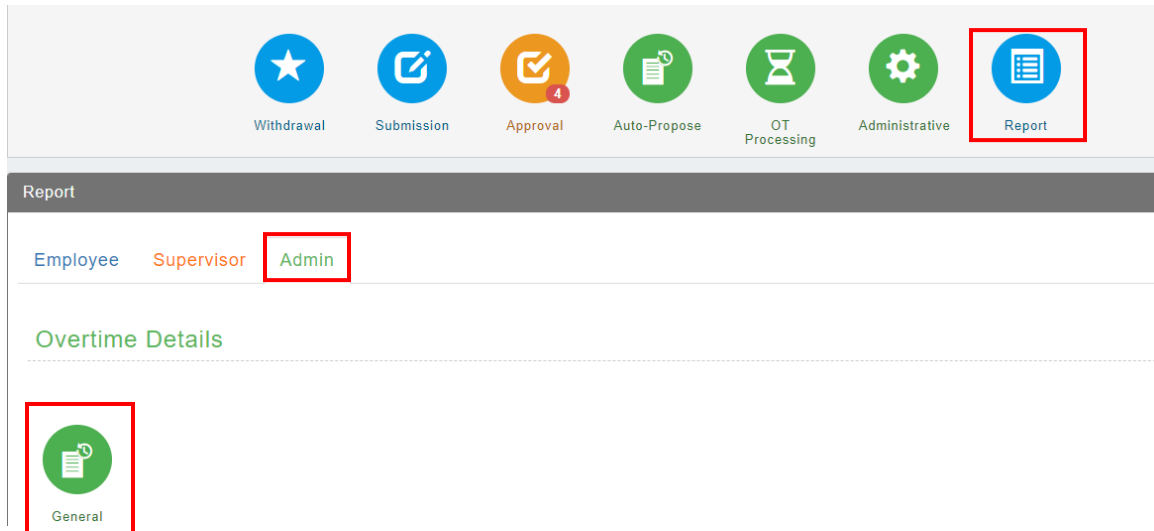
Signature: [Signature Field]

Comment: Key in Comment 500

Confirm Cancel

E-Signature Report ^{New}

A new column and new printing format has been added into the Overtime Report. A signature indicator has also been added to Approver Info column in Overtime Report

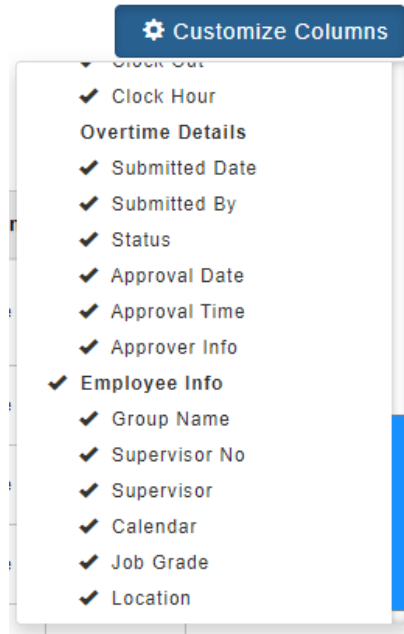


Signature Column:

Before:

OT report **without** customizable Signature column

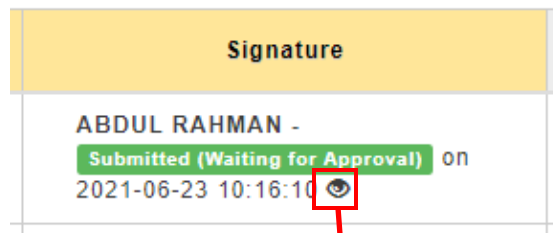
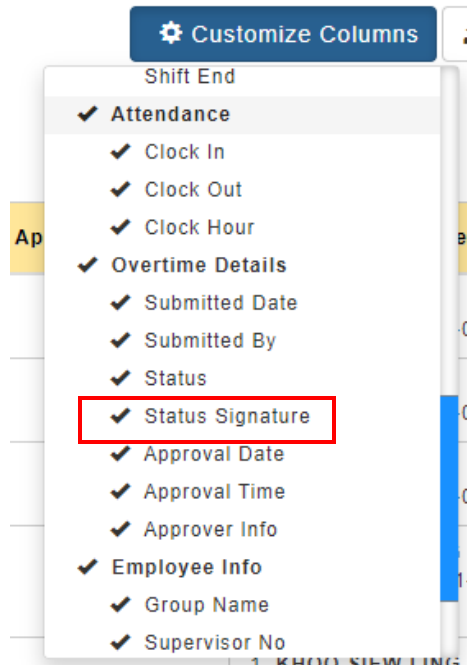
Filter									
Overtime Details - General (Admin)						Customize Columns	Export	Refresh	
Overtime Date Range : 2021-05-01 - 2021-07-31									
d	Status	Approval Date	Approval Time	Approver Info	Group Name	Supervisor No	Supervisor	Calendar	
	Approved	2021-06-23	10:18:54	1. JOYCE WONG - Approved on 2021-06-23 10:18:53 - Testing	Executive	EMP009	JOYCE WONG	Master_Calendar - 1-Shift-01	NE03
	Submitted (Waiting for Approval)				Executive	EMP009	JOYCE WONG	Master_Calendar - 1-Shift-01	NE03
	Submitted (Waiting for Approval)				Executive	EMP009	JOYCE WONG	Master_Calendar - 1-Shift-01	NE03
	Submitted (Waiting for Approval)				Executive	EMP009	JOYCE WONG	Master_Calendar - 1-Shift-01	NE03
	Submitted (Waiting for Approval)				Executive	EMP009	JOYCE WONG	Master_Calendar - 1-Shift-01	NE03
	Submitted (Waiting for Approval)			1. JOYCE WONG - Pending on 2021-06-23 12:52:14	Executive	EMP009	JOYCE WONG	Master_Calendar - 1-Shift-01	NE03



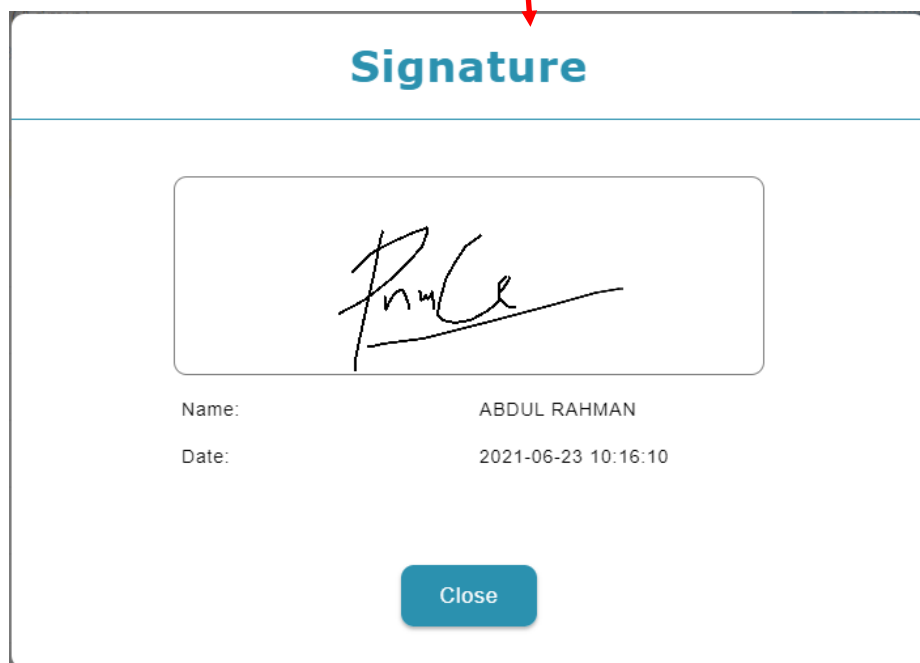
After:

OT report **with** customizable Signature column

Filter								
Overtime Details - General (Admin)								
Overtime Date Range : 2021-06-01 - 2021-06-22								
Customize Columns Export Refresh <small>Data captured on 2021-07-29 05:42 pm</small>								
ur	Submitted Date	Submitted By	Status	Status Signature	Approval Date	Approval Time	Approver Info	Group Name
	2021-07-05 03:53:58	System	Submitted (Waiting for Approval)	ABDUL RAHMAN - Submitted on 2021-07-05 03:53:58			1. JOYCE WONG - Pending on 2021-07-05 03:53:58	Executive
	2021-07-05 03:54:41	System	Submitted (Waiting for Approval)	ABDUL RAHMAN - Submitted on 2021-07-05 03:54:41			1. JOYCE WONG - Pending on 2021-07-05 03:54:41	Executive
	2021-07-05 03:53:31	System	Submitted (Waiting for Approval)				1. JOYCE WONG - Pending on 2021-07-05 03:53:31	Executive
	2021-06-28 12:14:17	System	Approved	JOYCE WONG - Submitted on 2021-06-28 12:14:17	2021-06-28	12:14:59	1. KHOO SIEW LING - Approved on 2021-06-28 12:14:59 - test	Flat Rate 12.5 GROUP
	2021-06-28 12:16:00	System	Approved	JOYCE WONG - Submitted on 2021-06-28 12:16:01	2021-06-28	12:17:34	1. KHOO SIEW LING - Approved on 2021-06-28 12:17:34 - test	Flat Rate 12.5 GROUP
	2021-06-28 12:17:03	System	Approved	JOYCE WONG - Submitted on 2021-06-28 12:17:03	2021-06-28	12:41:17	1. KHOO SIEW LING - Approved on 2021-06-28 12:41:17 - test	Flat Rate 12.5 GROUP
	2021-06-28 11:47:28	System	Approved	JOYCE WONG - Submitted on 2021-06-28 11:47:28	2021-06-28	12:12:43	1. KHOO SIEW LING - Approved on 2021-06-28 12:12:43	Flat Rate 12.5



Pop up



Approver Info Column:


Before:

OT report **without** Approver Info signature indicator

Approver Info
1. JOYCE WONG - Approved on 2021-06-23 10:18:53 - <i>Testing</i>

After:

OT report **with** Approver Info signature indicator

Approver Info
1. JOYCE WONG - Approved on 2021-06-23 10:18:53  - <i>Testing</i>

Pop up

Signature



Name:

JOYCE WONG

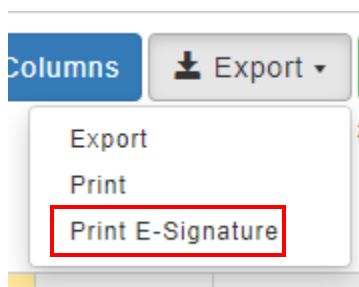
Date:

2021-06-23 10:18:53

Close

Print E-Signature Report:

Filter								
Overtime Details - General (Admin)						Customize Columns	Export	Refresh
Overtime Date Range : 2021-06-01 - 2021-06-22								
ur	Submitted Date	Submitted By	Status	Status Signature	Approval Date	Approval Time	Approver Info	Group Name
	2021-07-05 03:53:58	System	Submitted (Waiting for Approval)	ABDUL RAHMAN - Submitted on 2021-07-05 03:53:58			1. JOYCE WONG - Pending on 2021-07-05 03:53:58	Executive
	2021-07-05 03:54:41	System	Submitted (Waiting for Approval)	ABDUL RAHMAN - Submitted on 2021-07-05 03:54:41			1. JOYCE WONG - Pending on 2021-07-05 03:54:41	Executive
	2021-07-05 03:53:31	System	Submitted (Waiting for Approval)				1. JOYCE WONG - Pending on 2021-07-05 03:53:31	Executive
	2021-06-28 12:14:17	System	Approved	JOYCE WONG - Submitted on 2021-06-28 12:14:17	2021-06-28	12:14:59	1. KHOO SIEW LING - Approved on 2021-06-28 12:14:59	Fiat Rate 12.5 GROUP
	2021-06-28 12:16:00	System	Approved	JOYCE WONG - Submitted on 2021-06-28 12:16:01	2021-06-28	12:17:34	1. KHOO SIEW LING - Approved on 2021-06-28 12:17:34	Fiat Rate 12.5 GROUP
	2021-06-28 12:17:03	System	Approved	JOYCE WONG - Submitted on 2021-06-28 12:17:03	2021-06-28	12:41:17	1. KHOO SIEW LING - Approved on 2021-06-28 12:41:17	Fiat Rate 12.5 GROUP
	2021-06-28 11:42:28	System	Approved	JOYCE WONG - Submitted on 2021-06-28 11:42:28	2021-06-28	12:12:43	1. KHOO SIEW LING - Approved on 2021-06-28 12:12:43	Fiat Rate 12.5
<div> <div>1</div> <div>Show 5 Employees</div> </div>								



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											
mywavesuite2.biz/TestMYwaveApplication/hrms/over_time/display/ot_print_report_signature.php?&emp_id=164&date_from=2021-06-01&date_to=202...											
Close											Print
Overtime Report (2021-06-01 To 2021-06-22)											
Employee: EMP009 JOYCE WONG			Department: Engineering			Supervisor: KHOO SIEW LING					
OT ID	Group Name	Types	Start	End	Hour(s)	Pay Hour	Rates	Compensatory Method	Submitted Date and Remarks	Status	Signature
373	Fiat Rate 12.5 GROUP	OTC	2021-06-22 03:00	2021-06-22 04:00	1.00	1.00	RM 12.50	Cash Out	2021-06-28 12:14:17 test	JOYCE WONG - Submitted since 2021-06-28 12:14:17	
374	Fiat Rate 12.5 GROUP	OTC	2021-06-22 04:00	2021-06-22 05:00	1.00	1.00	RM 12.50	Cash Out	2021-06-28 12:16:00 test	JOYCE WONG - Submitted on 2021-06-28 12:16:01	
375	Fiat Rate 12.5 GROUP	OTC	2021-06-22 05:00	2021-06-22 06:00	1.00	1.00	RM 12.50	Cash Out	2021-06-28 12:17:03 test	JOYCE WONG - Submitted on 2021-06-28 12:17:03	
372	Fiat Rate 12.5 GROUP	OTC	2021-06-21 01:00	2021-06-21 02:00	1.00	1.00	RM 12.50	Cash Out	2021-06-28 11:42:28 test	JOYCE WONG - Submitted on 2021-06-28 11:42:28	
Total Hour(s):					4.00	4.00					