Release Notes

Release Date: 11 August 2021

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Release Notes Summary

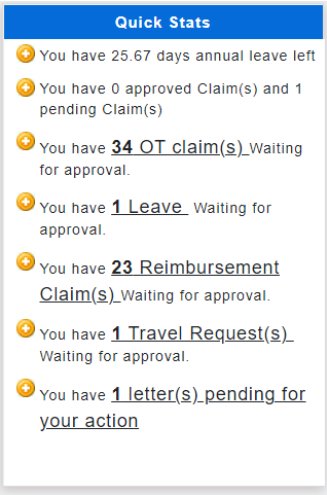
Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
CMS Portal Quick Stats – CMS Portal • CMS Portal Quick Stats *New*	Enhancement	–	–	–	–	√	–
Leave Report – Leave • Leave Report Date Format	Enhancement	–	–	–	√	√	√
Control Master (Admin) – Company Setup • EPF Setup *New*	Enhancement	√	√	–	√	–	–
Payroll (Admin) - Payroll • Payroll Submission Report (EPF) *New* • Text File (EPF) *New*	Enhancement	√	√	–	√	–	–
GL Report • Export to CSV *New* • Excel File Format	Enhancement	–	–	–	√	–	–

Employee Profile • Employee Profile	Enhancement	–	–	–	√	√	√
Dashboard • Education History Report	Enhancement	–	–	–	√	√	√
Company Setup • Control Master (Admin)	Enhancement	–	–	–	√	–	–
E-Signature - Overtime • E-Signature Setup *New* • E-Signature Submission *New* • E-Signature Approval *New* • E-Signature Withdrawal *New* • E-Signature Report *New*	Enhancement	√	√	–	√	√	√

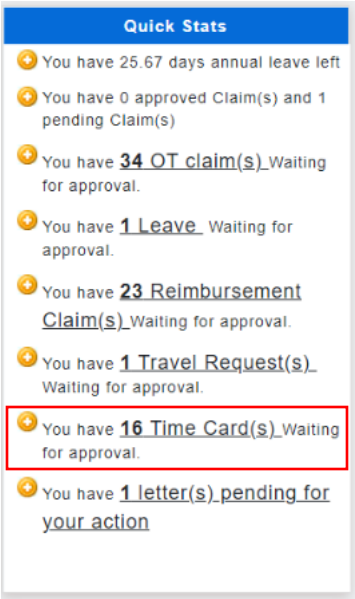
CMS Portal Quick Stats *New*

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



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



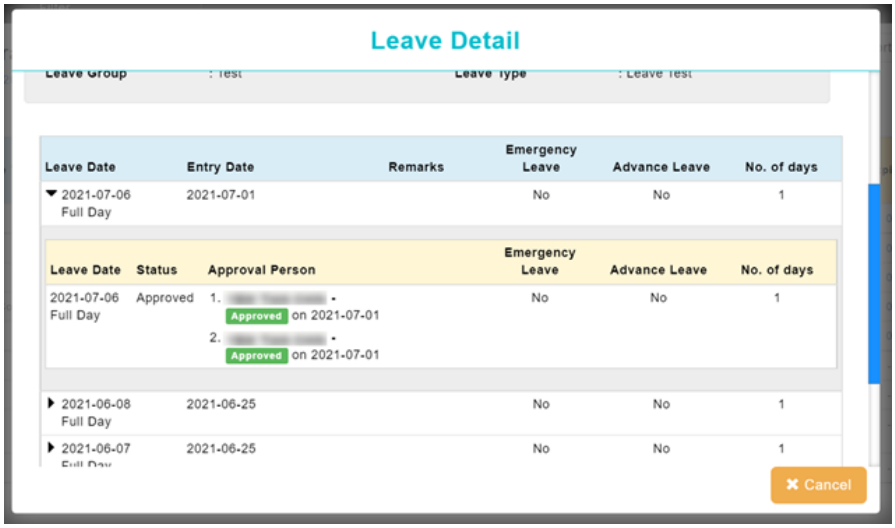
Leave Report Date Format

Date format in Leave Report has been changed from date only to **date and time**. Date format changes have been made to Entry Date, Approval Date and Approval Person column of Leave Report.

Overall Summary Report:

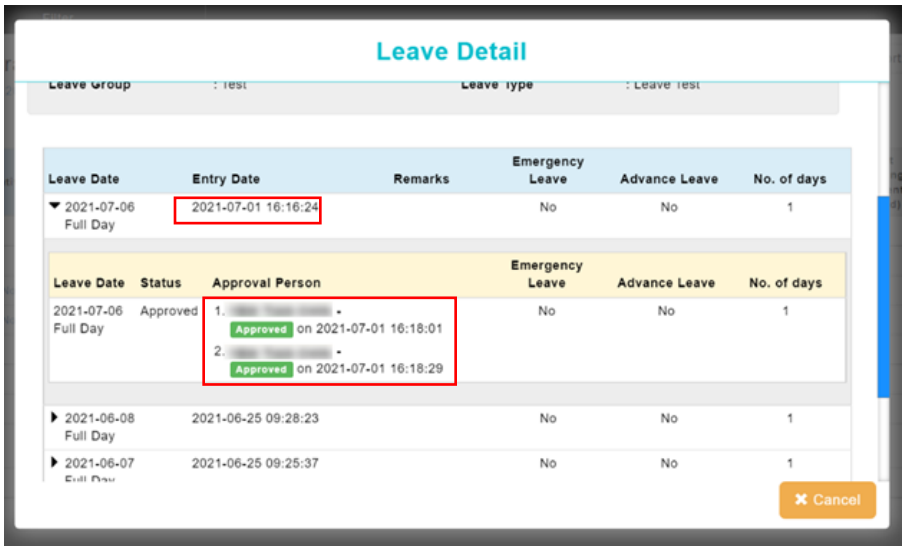
Before:

Overall Summary Report without time



After:

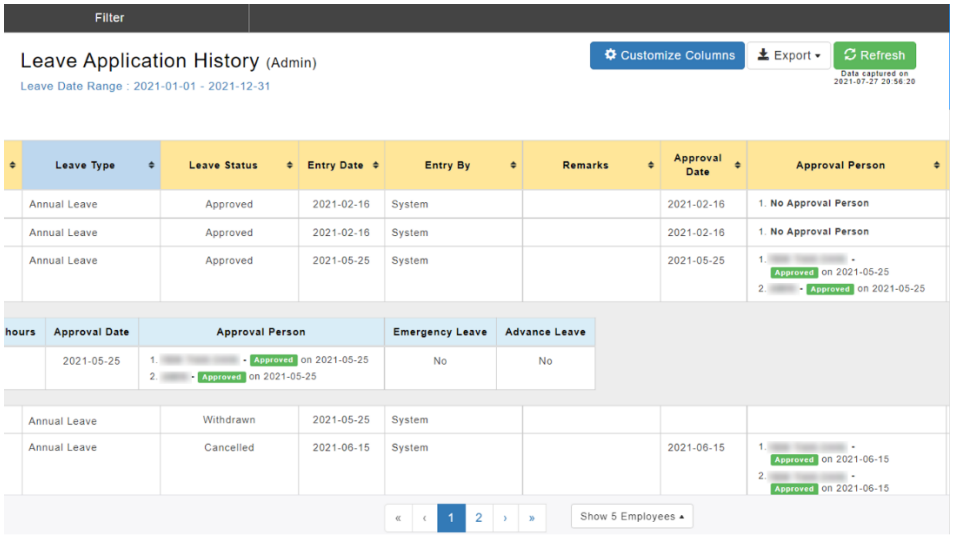
Overall Summary Report **with** time



Leave Application History Report:

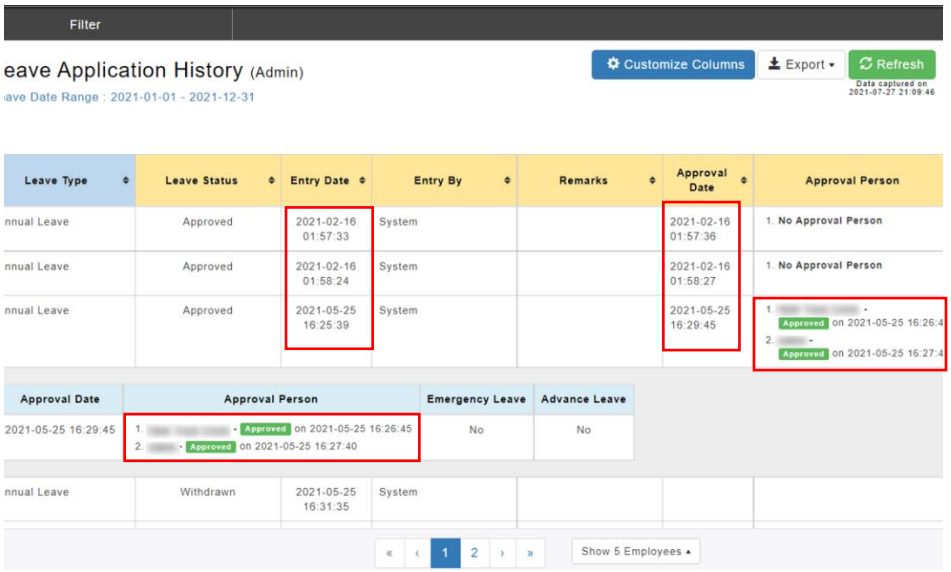
<u>Before:</u>

Leave Application History Report without time



<u>After:</u>

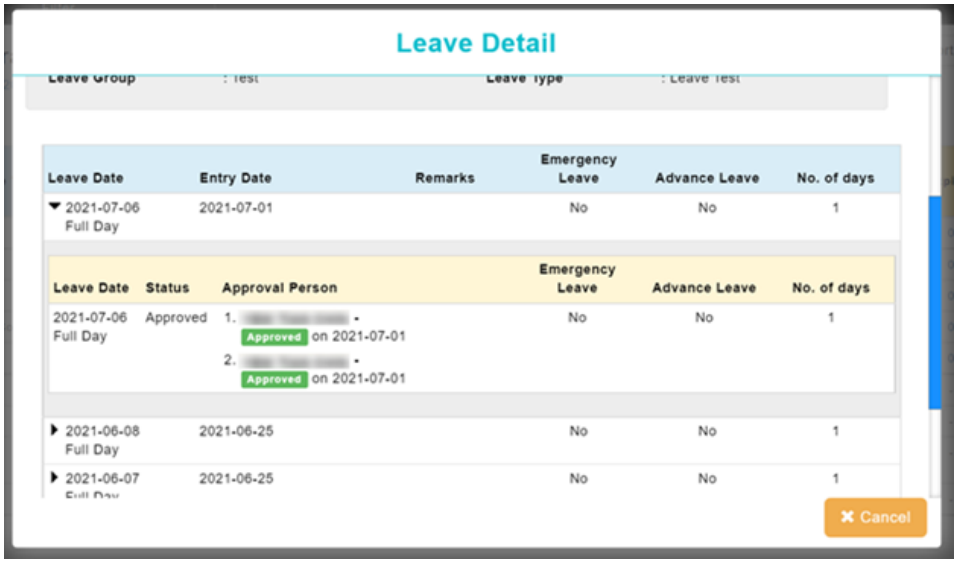
Leave Application History Report **with** time



Leave Application (Summary) Report:

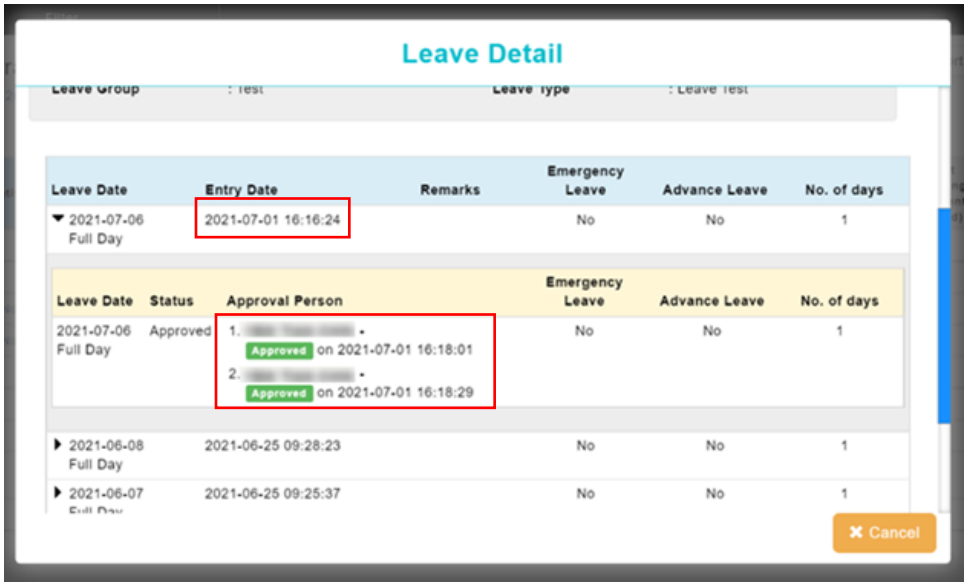
Before:

Leave Application (Summary) Report without time



After:

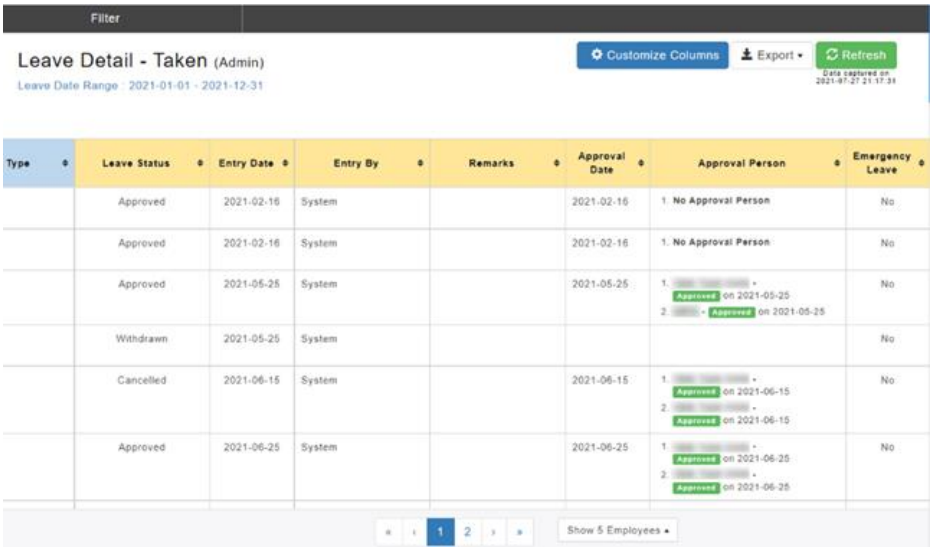
Leave Application (Summary) Report **with** time



Leave Taken Report:

<u>Before:</u>

Leave Taken Report without time



Filter

Leave Detail - Taken (Admin)

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

Customize Columns | Export | Refresh

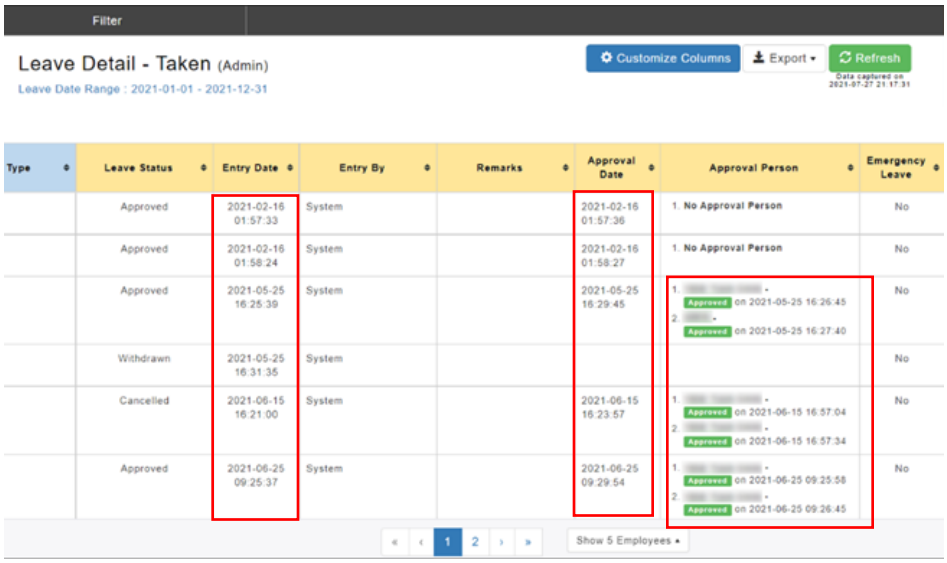
Data captured on 2021-07-27 21:17:31

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. [redacted] - Approved on 2021-05-25 2. [redacted] - Approved on 2021-05-25	No
	Withdrawn	2021-05-25	System				No
	Cancelled	2021-06-15	System		2021-06-15	1. [redacted] - Approved on 2021-06-15 2. [redacted] - Approved on 2021-06-15	No
	Approved	2021-06-25	System		2021-06-25	1. [redacted] - Approved on 2021-06-25 2. [redacted] - Approved on 2021-06-25	No

« ‹ 1 2 › » Show 5 Employees

<u>After:</u>

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. [redacted] - Approved on 2021-05-25 16:26:45 2. [redacted] - 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. [redacted] - Approved on 2021-06-15 16:57:04 2. [redacted] - Approved on 2021-06-15 16:57:34	No
	Approved	2021-06-25 09:25:37	System		2021-06-25 09:29:54	1. [redacted] - Approved on 2021-06-25 09:25:58 2. [redacted] - Approved on 2021-06-25 09:26:45	No

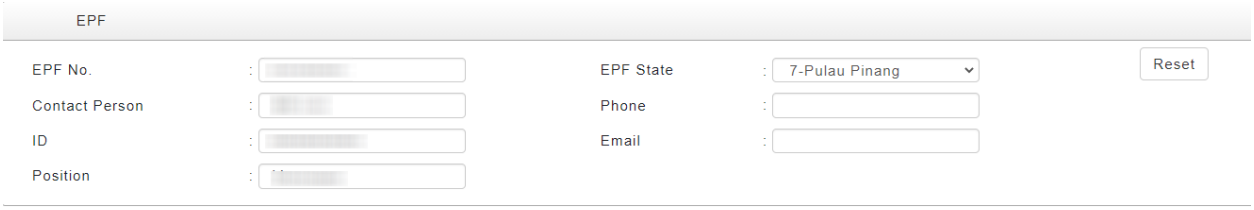
« ‹ 1 2 › » Show 5 Employees

Control Master (Admin)

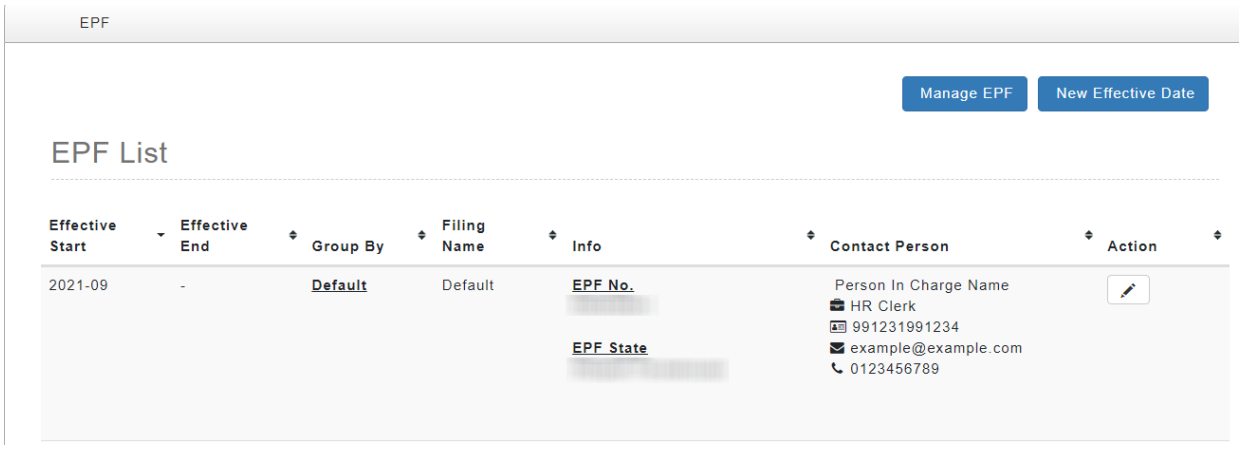
EPF Setup *New*

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

Before:



After:



Payroll Submission Report *New*

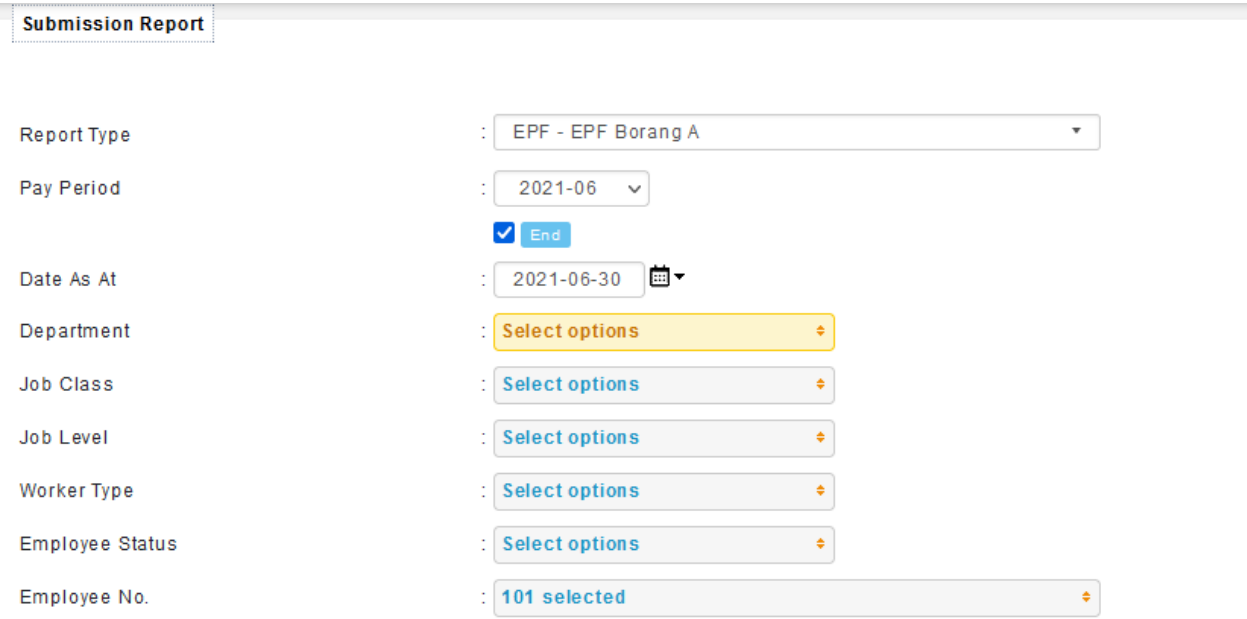
EPF Filing option is now available in **Payroll Submission Report**. With this EPF Filing option, Admin will be able to choose EPF Filing to be submitted to KWSP. The impacted Submission Reports are:

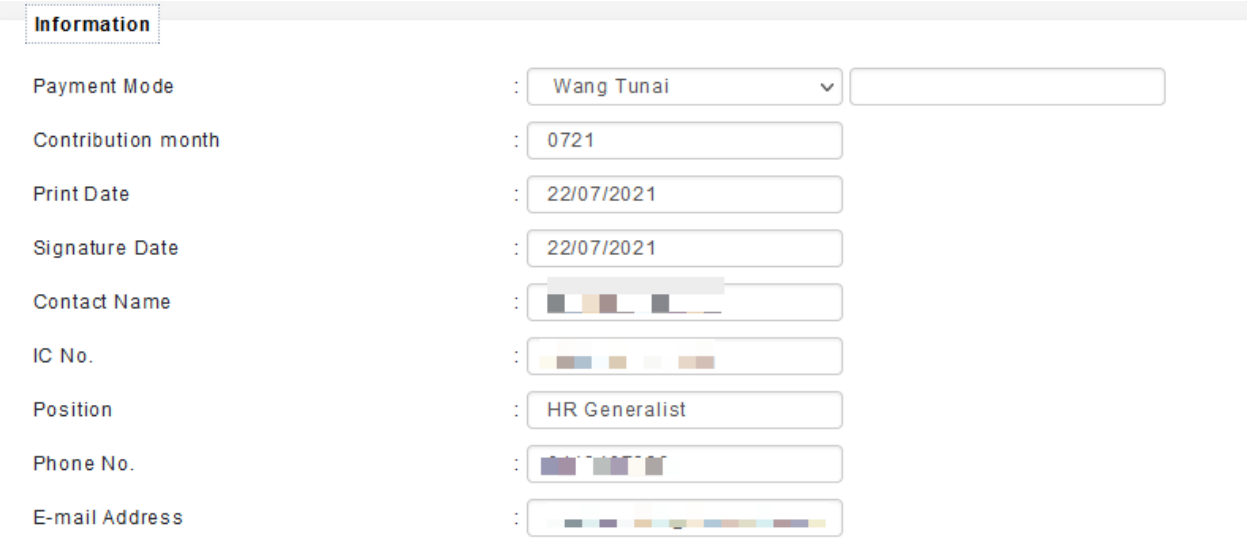
- Borang A
- Borang BBCD

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 Filling option, the assigned department will be automatically selected from department filtering list.

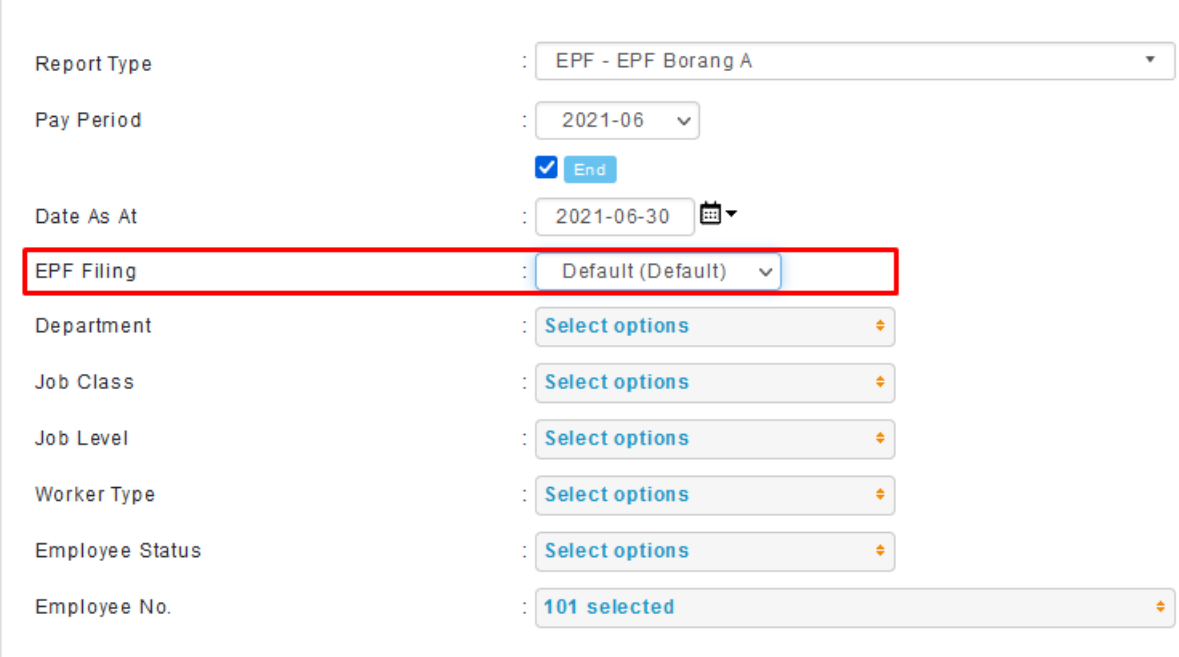
<u>Before:</u>
Payroll Submission Report without EPF Filing option

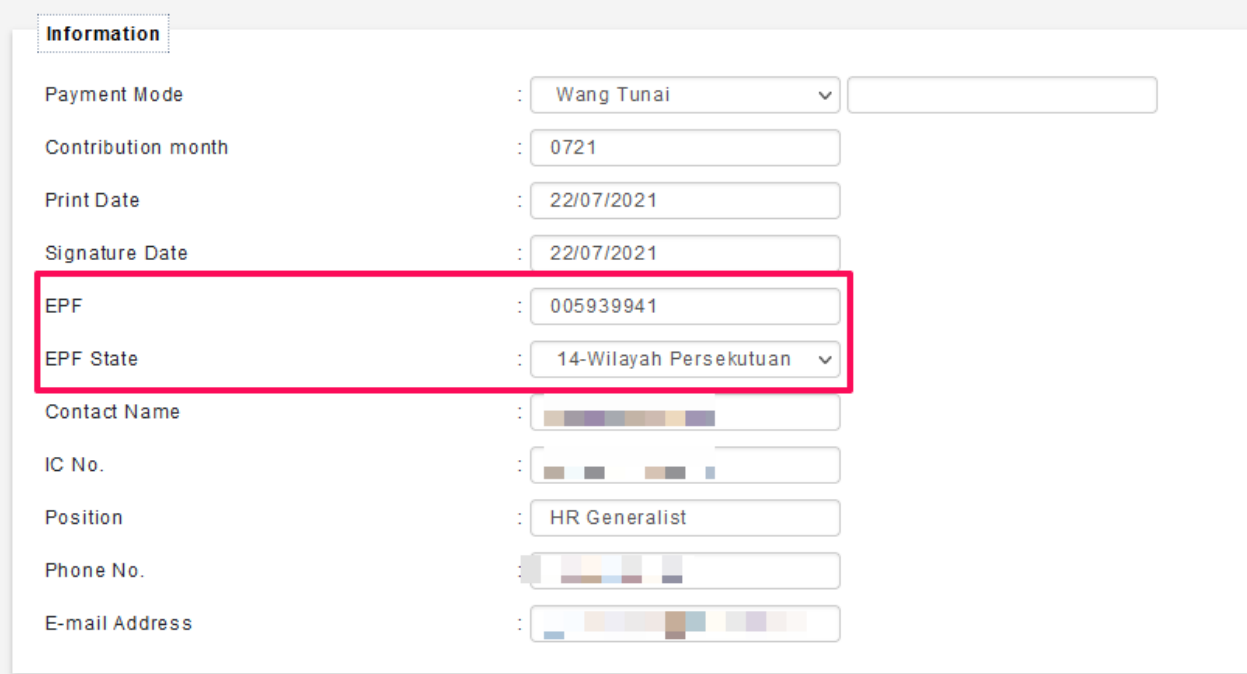




<u>After:</u>

Payroll Submission Report **with** EPF Filing option

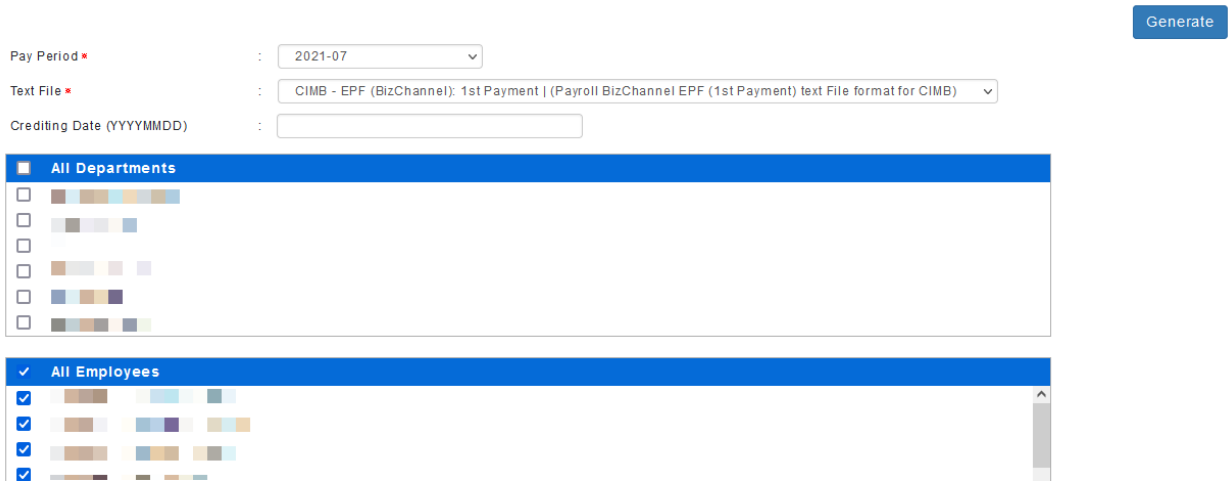



Information
Payment Mode : Wang Tunai
Contribution month : 0721
Print Date : 22/07/2021
Signature Date : 22/07/2021
EPF : 005939941
EPF State : 14-Wilayah Persekutuan
Contact Name :
IC No. :
Position : HR Generalist
Phone No. :
E-mail Address :

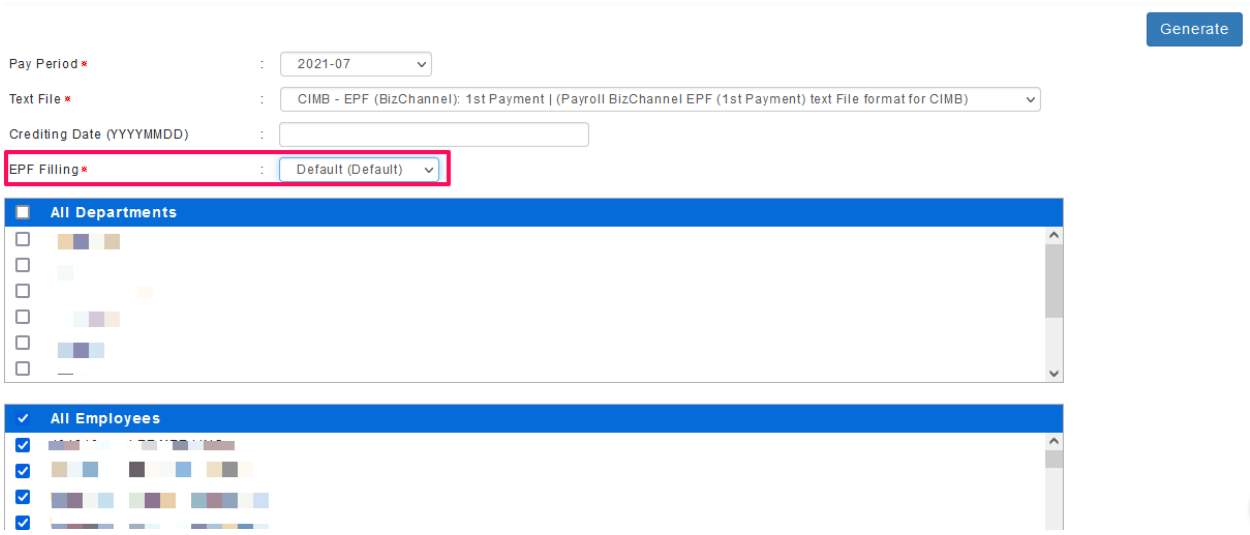
Text File *New*

Admin is now able to select EPF Filling 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 Filling drop down list will not be displayed.

<u>Before:</u>
Text File Generator without EPF Filing option



<u>After:</u>
Text File Generator **with** EPF Filing option

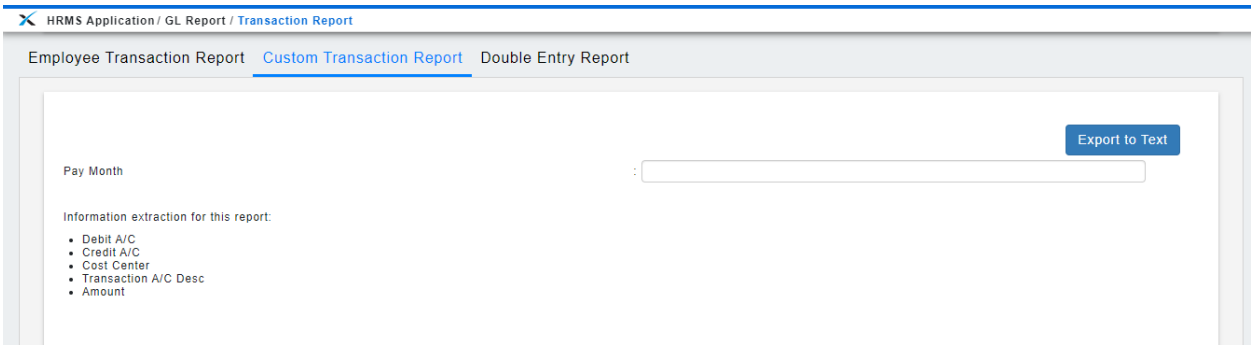


GL Report

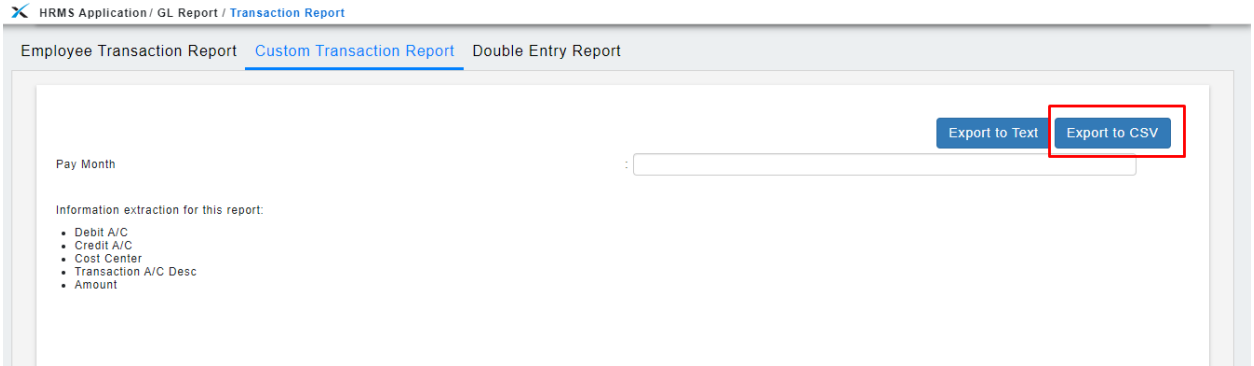
Export to CSV *New*

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

<u>Before:</u>
Custom Transaction Report without Export to CSV feature



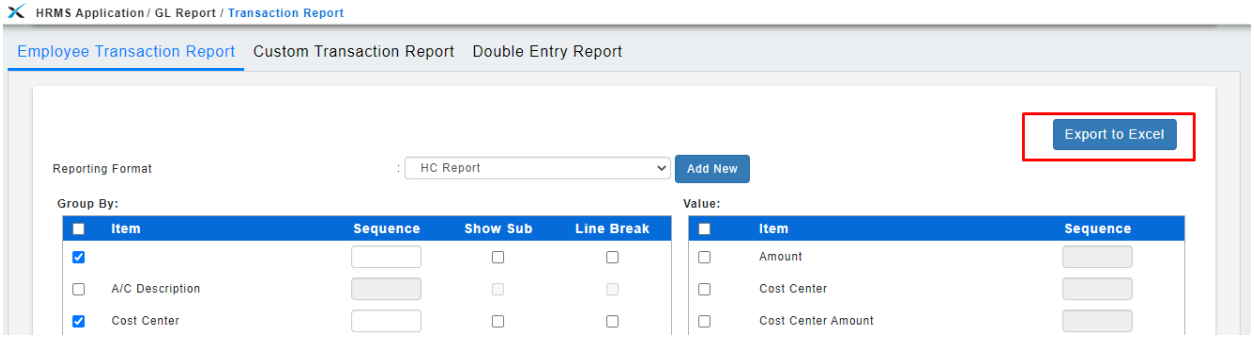
<u>After:</u>
Custom Transaction Report **with** Export to CSV feature



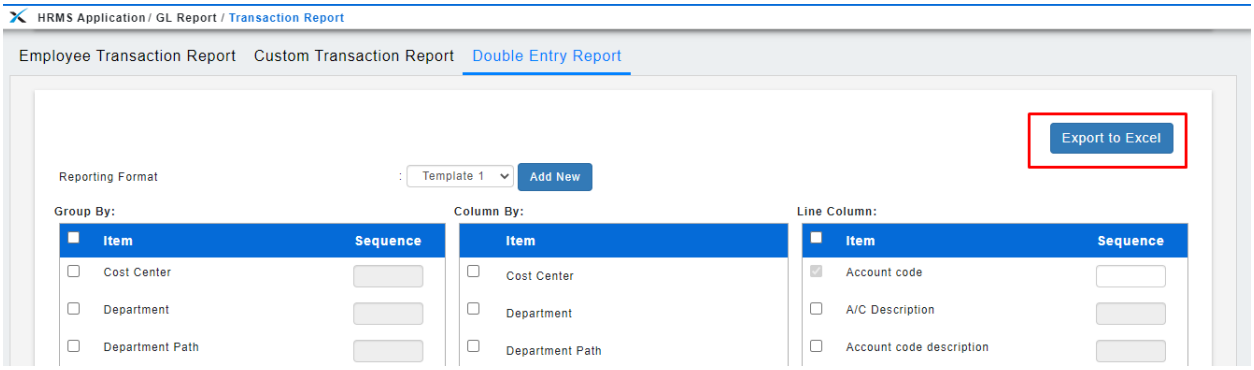
Excel File Format

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.

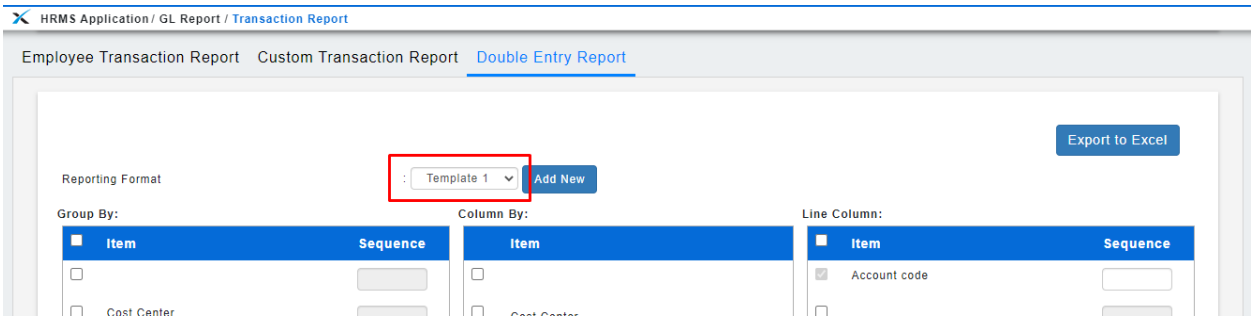
Employee transaction Report:



Double Entry Report:



Reporting format:



Before:

Excel Report without Company Name and Reporting Format

Report: Salary

Pay Period: 2020-06

Job Class

		EX01		EX02		MG01		NE02		**Total**	
Account code	Transaction	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit	**Debit**	**Credit**
7100	aREGULAR	7500		9000		6000		1500		**24000**	**0**
7103	aMeal_Allowa	1000		1000				500		**2500**	**0**
7103	aPhone_Allov	400		400		200		100		**1100**	**0**
7103	aTransport_A	1600		1600		800		500		**4500**	**0**
7103	aVehicle_Allc	700		700		350				**1750**	**0**
1020			11200		12700		7350		2600	**0**	**33850**
Job Class Total		**11200**	**11200**	**12700**	**12700**	**7350**	**7350**	**2600**	**2600**	**33850**	**33850**
Job Class Headcount			**2**		**2**		**1**		**1**		**6**

After:

Excel Report **with** Company Name and Reporting Format

COMPANY 183

Template 1

Report: Salary

Pay Period: 2020-06

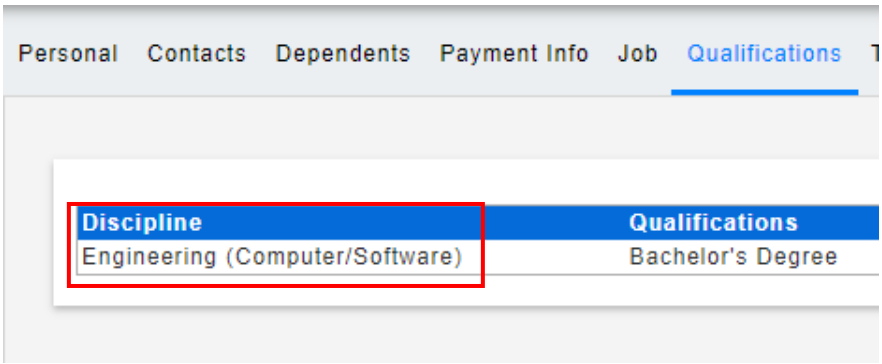
Job Class

		EX01		EX02		MG01		NE02		**Total**	
Account code	Transaction	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit	**Debit**	**Credit**
7100	aREGULAR	7500		9000		6000		1500		**24000**	**0**
7103	aMeal_Allowa	1000		1000				500		**2500**	**0**
7103	aPhone_Allov	400		400		200		100		**1100**	**0**
7103	aTransport_A	1600		1600		800		500		**4500**	**0**
7103	aVehicle_Allc	700		700		350				**1750**	**0**
1020			11200		12700		7350		2600	**0**	**33850**
Job Class Total		**11200**	**11200**	**12700**	**12700**	**7350**	**7350**	**2600**	**2600**	**33850**	**33850**
Job Class Headcount			**2**		**2**		**1**		**1**		**6**

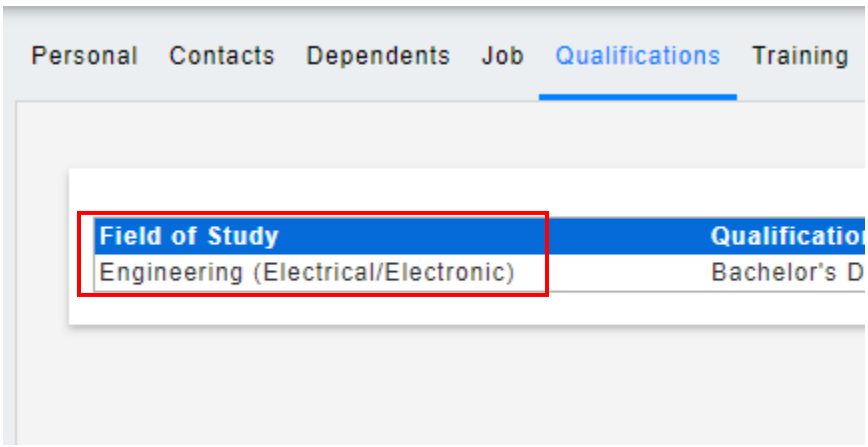
Employee Profile

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



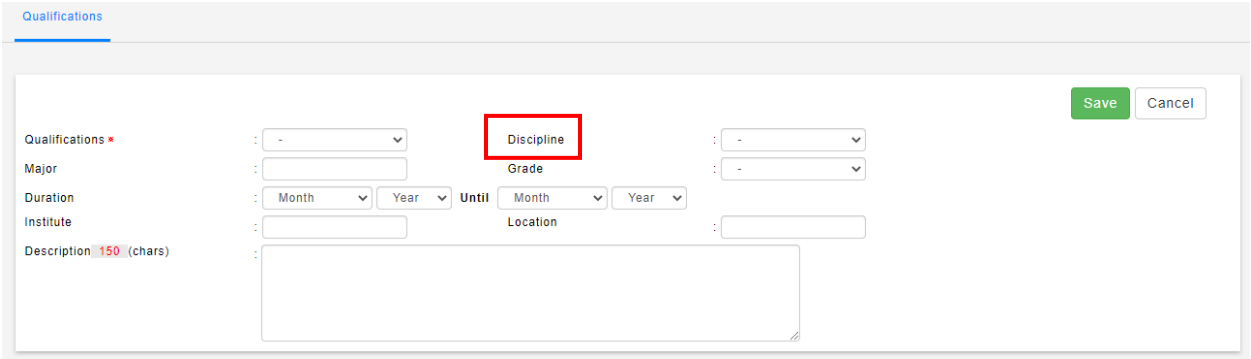
After:
Qualifications tab shows **Field of Study** column



Employee Profile (Admin):

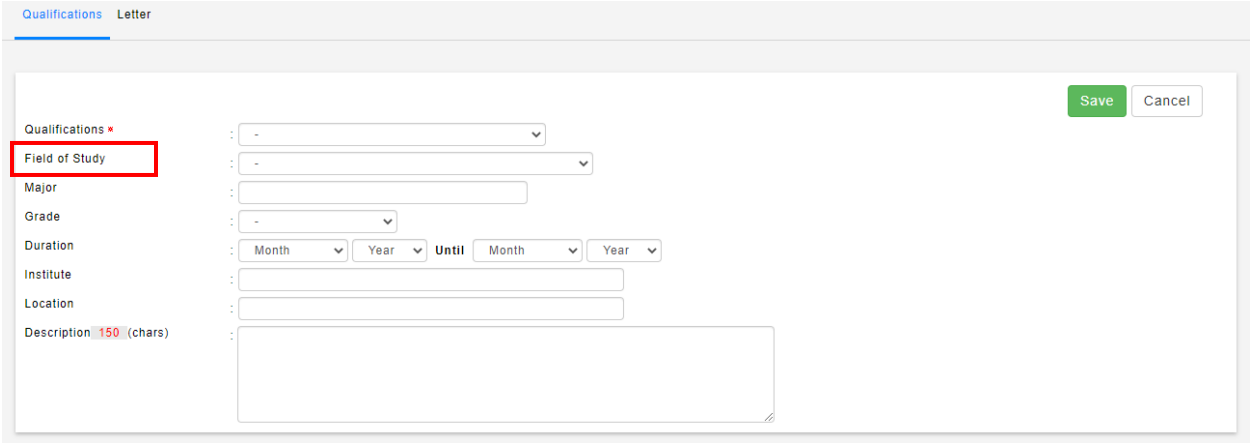
Before:

Add Qualifications with **Discipline** row:



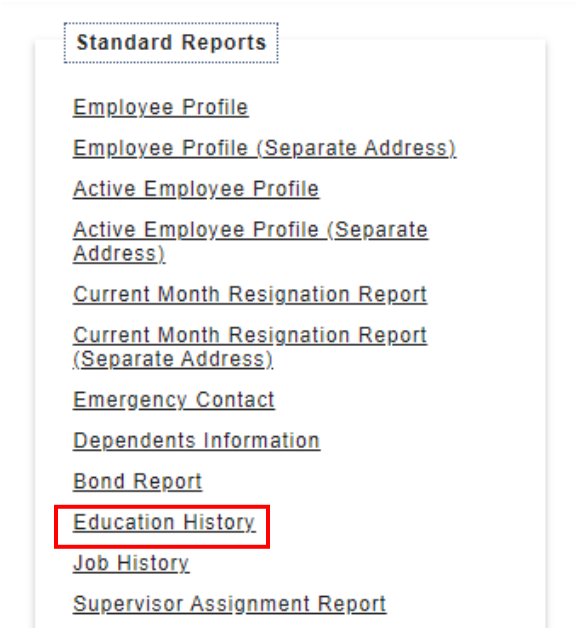
After:

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



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

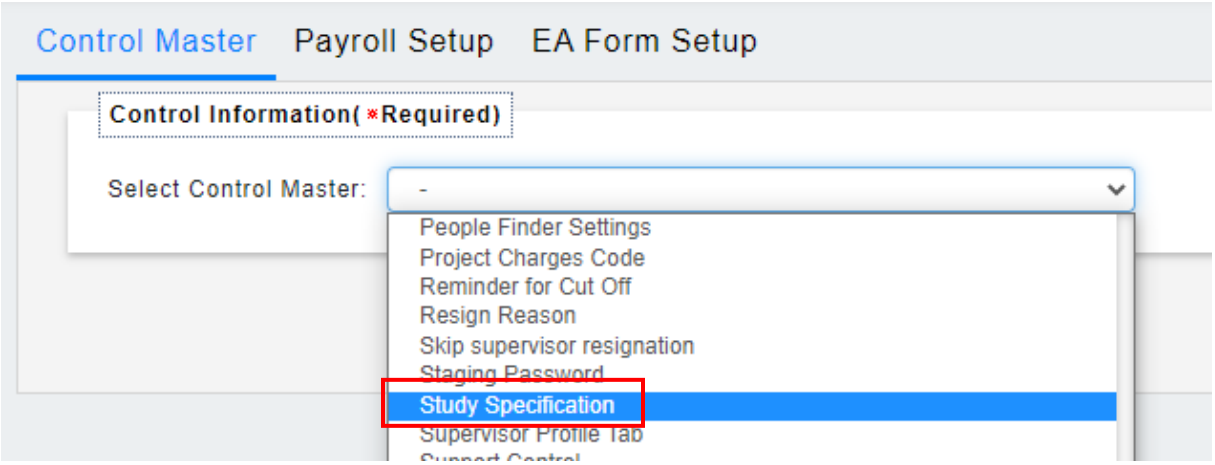
E	F	G
Education Level	Field of Study	Major
MCE/Secondary School/SP	Engineering (Physic)	
Diploma	Engineering (Industrial)	Mechanical

Company Setup

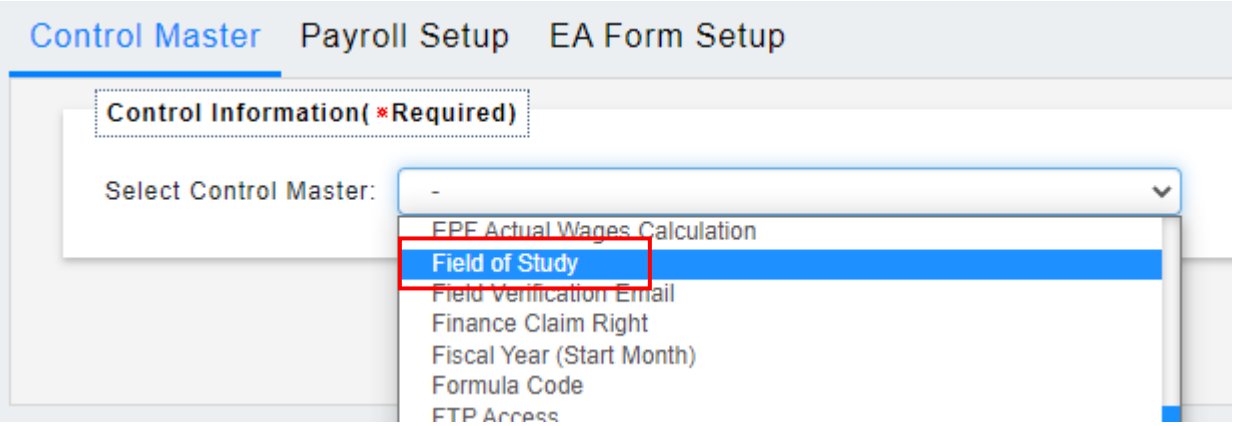
Control Master (Admin)

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

<u>Before:</u>
Control Master with **Study Specification** option



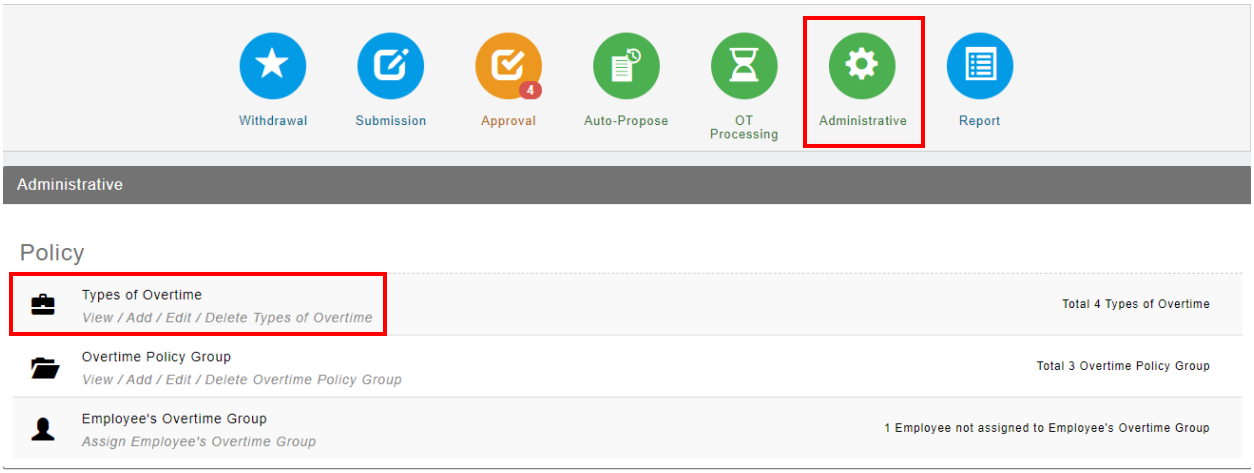
<u>After:</u>
Control Master with **Field of Study** option

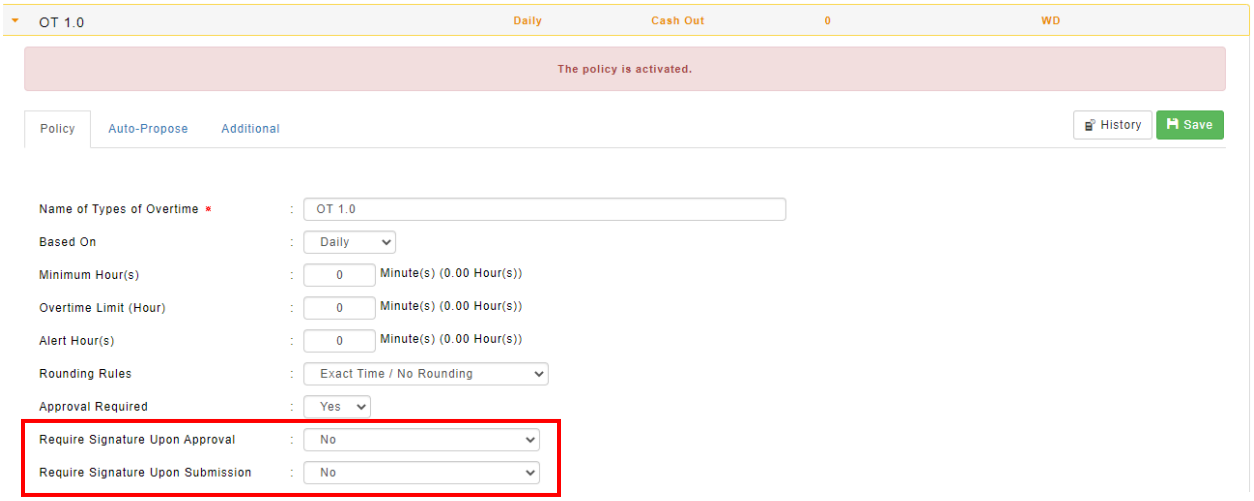


E-Signature Setup *New*

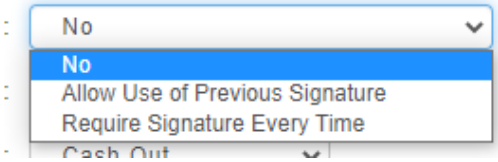
E-Signature capability is added to Overtime module for submission, approval and withdrawal function which allow users to digitally sign when submitting, approving or withdrawing OT record. E-Signature will be displayed on OT report for records which require signature.

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



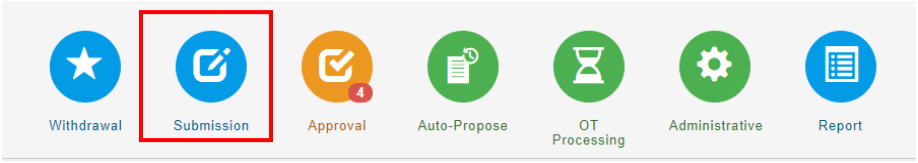


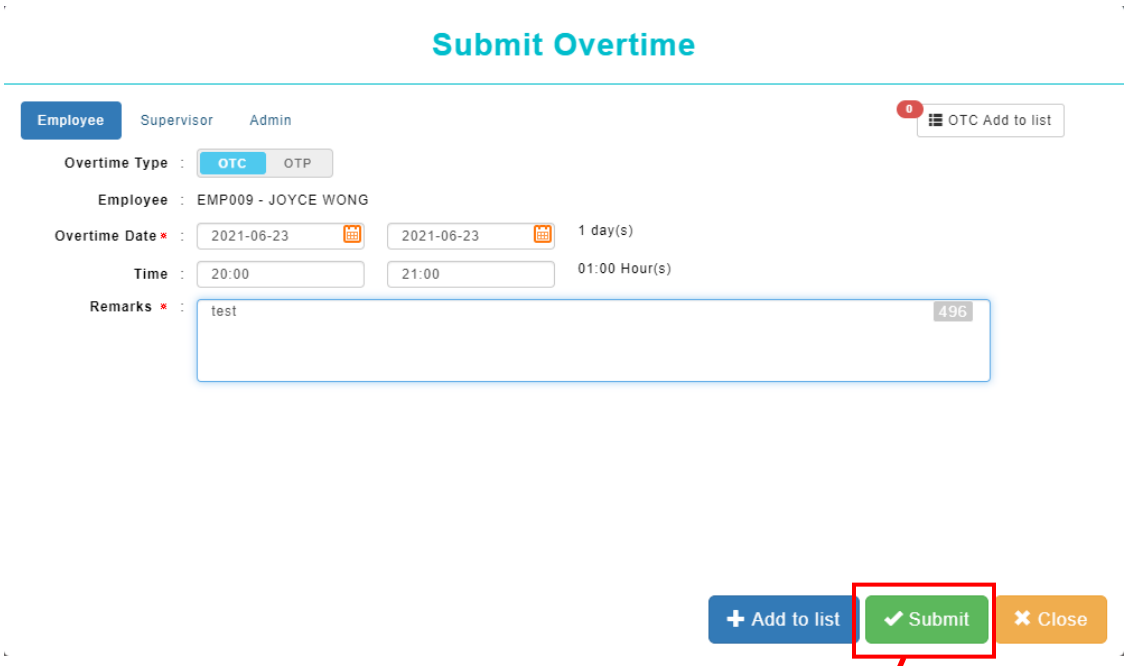
Select the desired option from the dropdown list to enable policy for approval or submission and withdrawal.



E-Signature Submission *New*

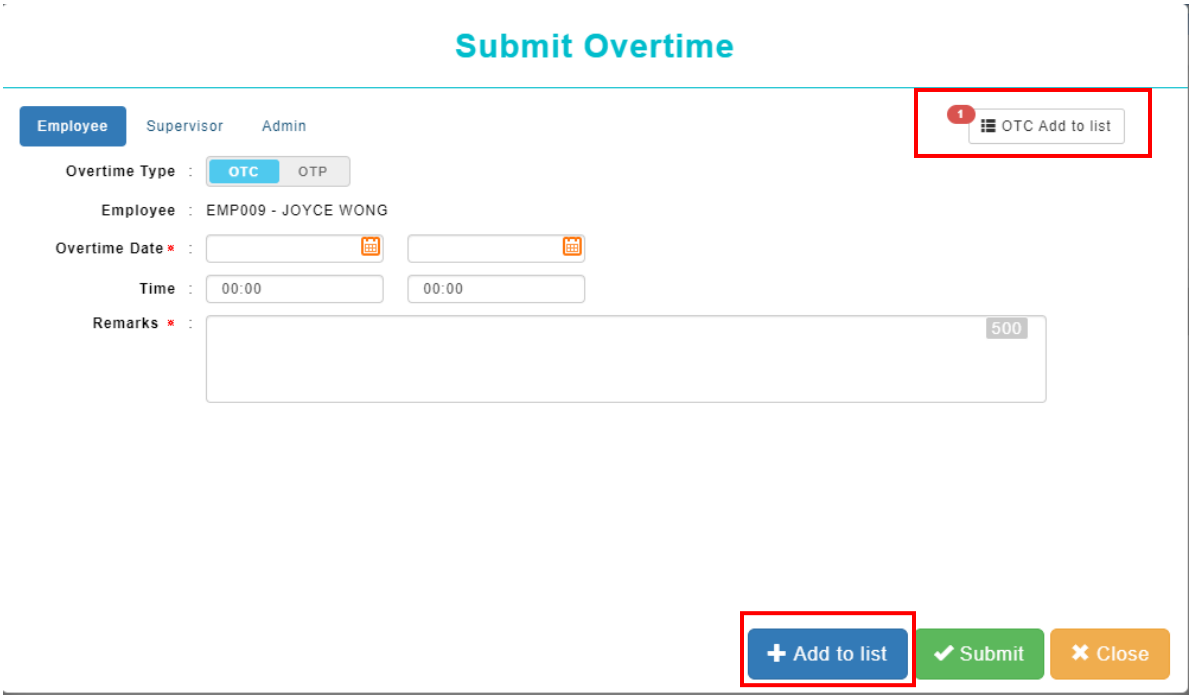
E-Signature feature will pop up after entering OT submission details. Click Confirm after signing to submit OT record.

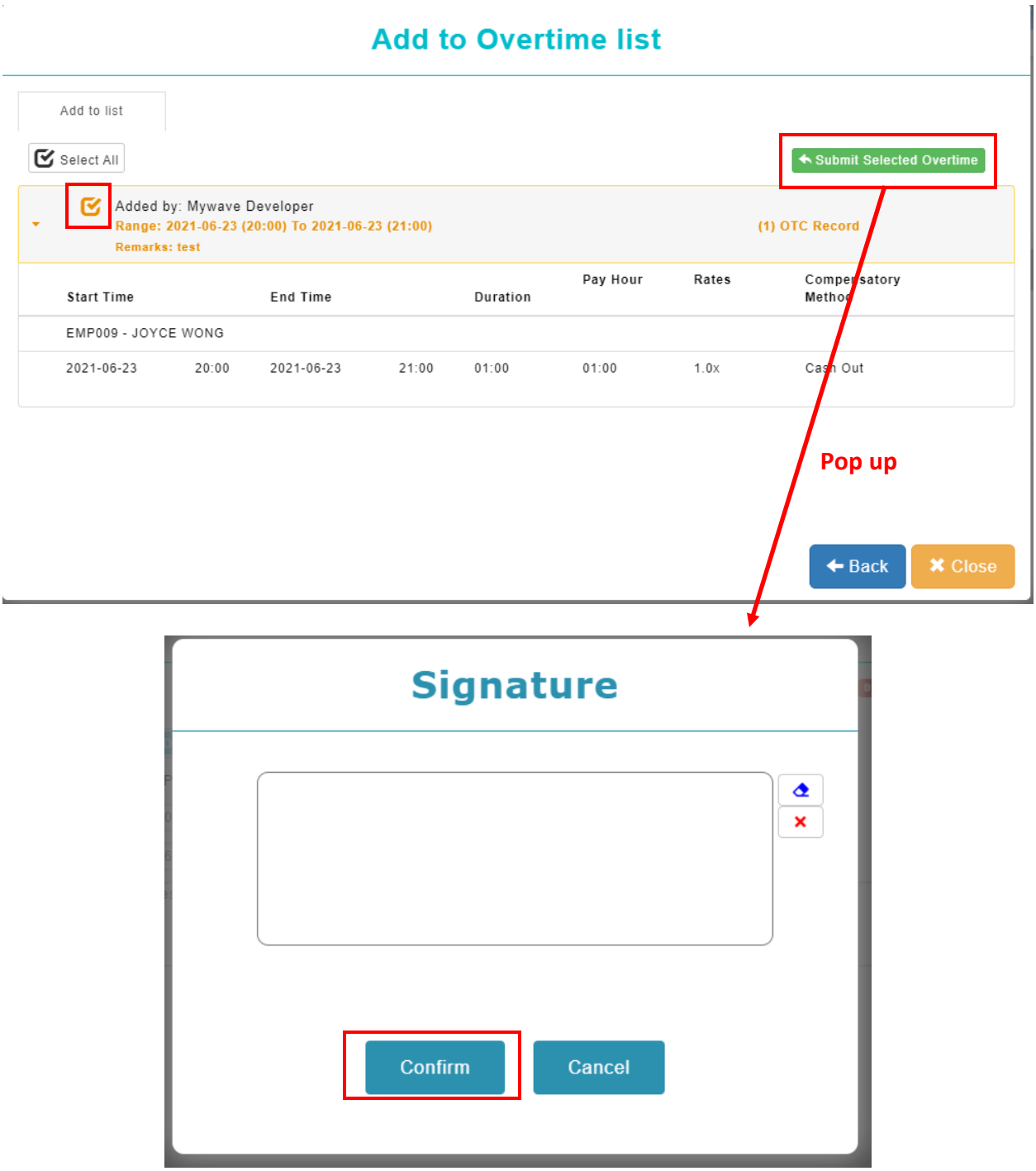




Add to List:

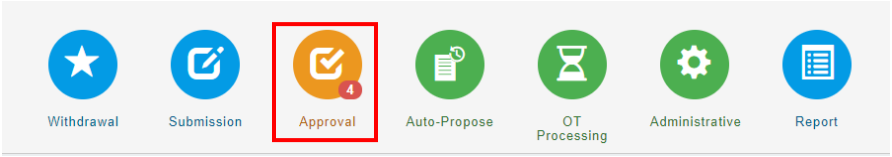
OT records can be signed and submitted at a later date after adding to list. Click Confirm to submit selected OT records from list.

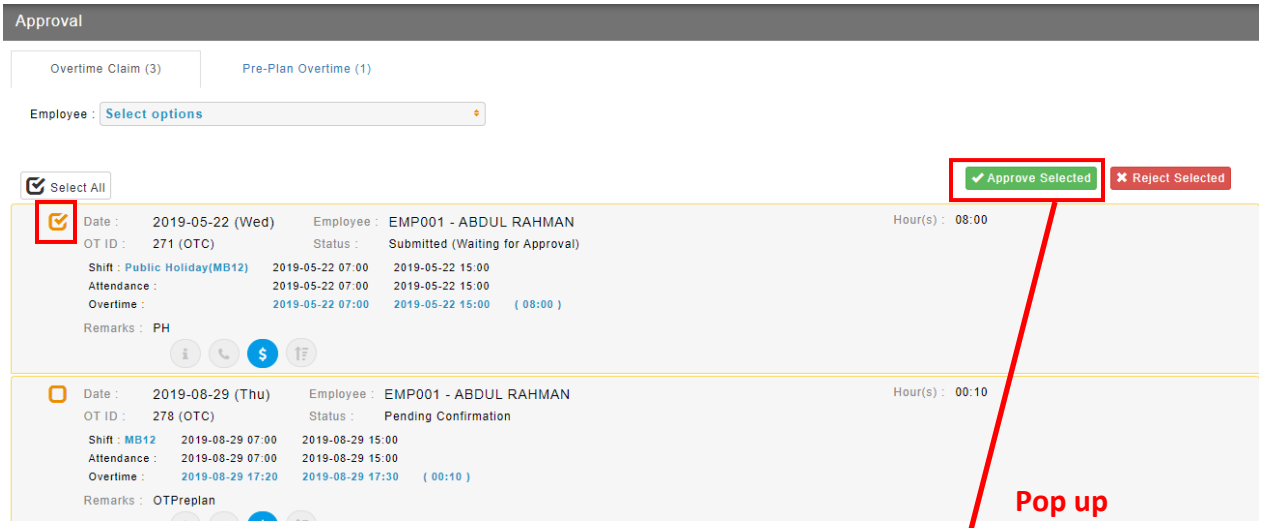



Add to Overtime list
Add to list
Select All
Submit Selected Overtime
Added by: Mywave Developer
Range: 2021-06-23 (20:00) To 2021-06-23 (21:00)
Remarks: test
(1) OTC Record
Start Time
End Time
Duration
Pay Hour
Rates
Compensatory Method
EMP009 - JOYCE WONG
2021-06-23 20:00 2021-06-23 21:00 01:00 01:00 1.0x Cash Out
Pop up
Back
Close
Signature
Confirm
Cancel

E-Signature Approval *New*

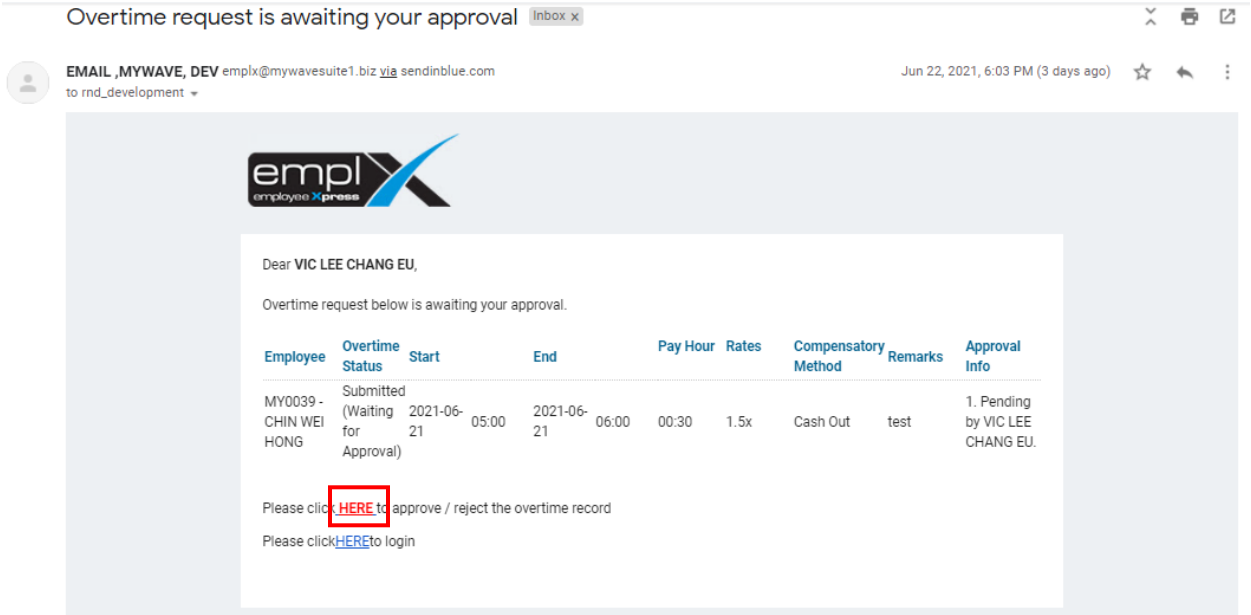
E-Signature feature will pop up after selecting OT record to be approved. Click on Confirm after signing to approve/reject selected OT record.





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

to rnd_development

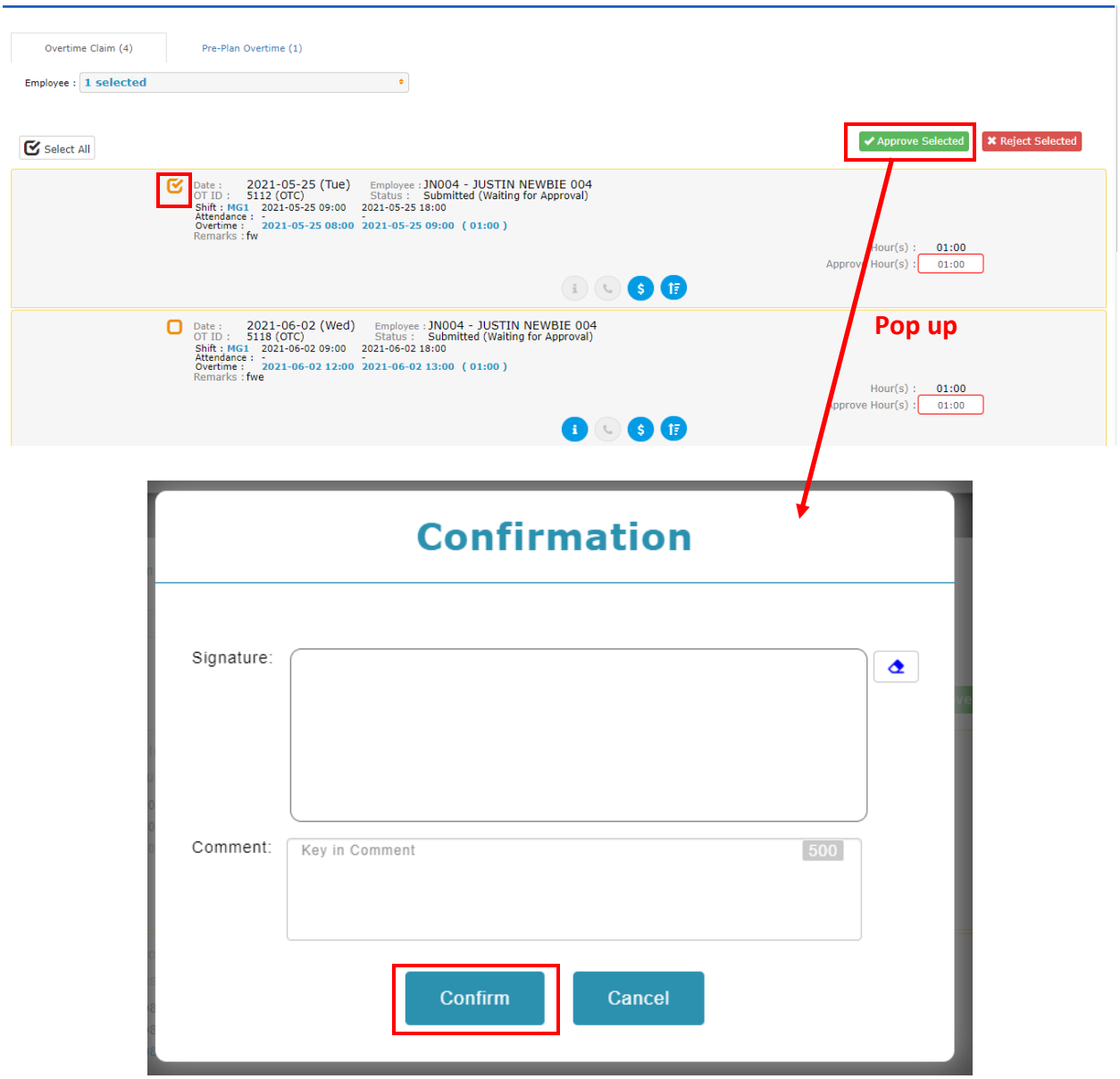
Dear **VIC LEE CHANG EU**,

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.

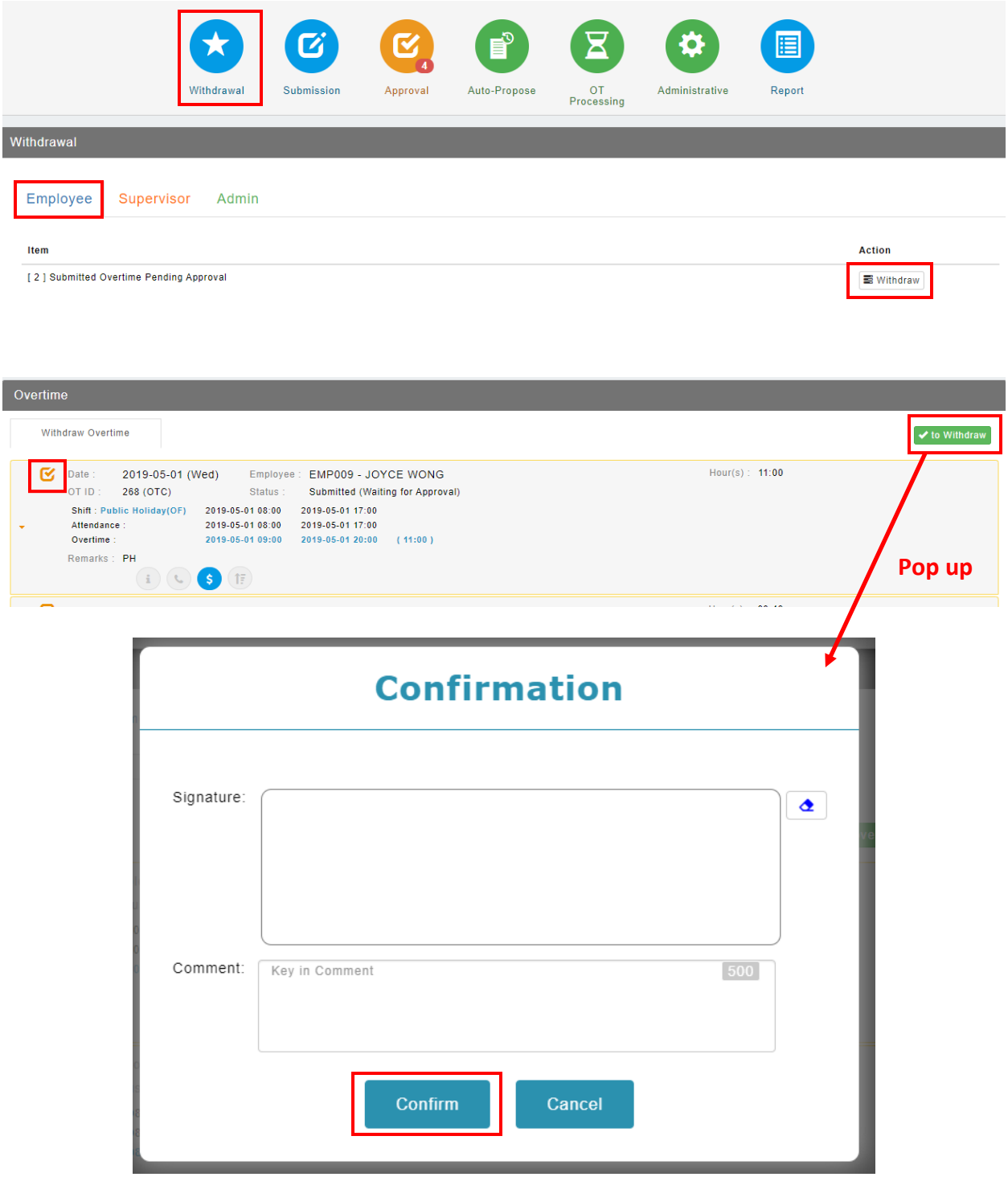
Please click HERE to approve / reject the overtime record

Please clickHEREto login


Overtime Claim (4)
Pre-Plan Overtime (1)
Employee : 1 selected
Select All
Approve Selected
Reject Selected
Date : 2021-05-25 (Tue)
OT ID : 5112 (OTC)
Employee : JN004 - JUSTIN NEWBIE 004
Status : Submitted (Waiting for Approval)
Shift : MG1 2021-05-25 09:00 2021-05-25 18:00
Attendance : - -
Overtime : 2021-05-25 08:00 2021-05-25 09:00 (01:00)
Remarks : fw
Hour(s) : 01:00
Approve Hour(s) : 01:00
Date : 2021-06-02 (Wed)
OT ID : 5118 (OTC)
Employee : JN004 - JUSTIN NEWBIE 004
Status : Submitted (Waiting for Approval)
Shift : MG1 2021-06-02 09:00 2021-06-02 18:00
Attendance : - -
Overtime : 2021-06-02 12:00 2021-06-02 13:00 (01:00)
Remarks : fwe
Hour(s) : 01:00
Approve Hour(s) : 01:00
Pop up
Confirmation
Signature:
Comment:
Key in Comment
500
Confirm
Cancel

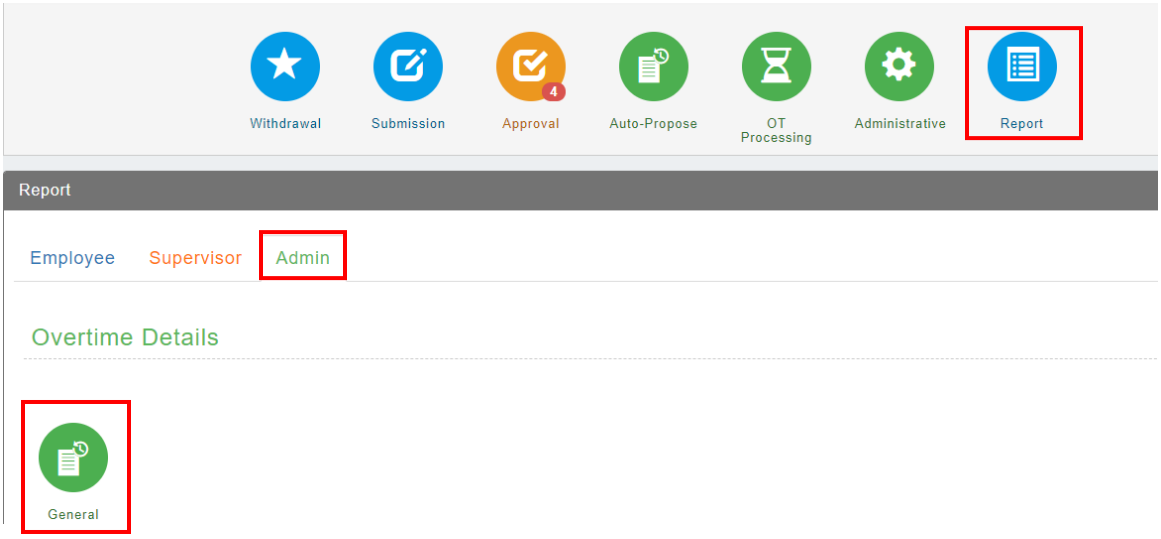
E-Signature Withdrawal *New*

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



E-Signature Report *New*

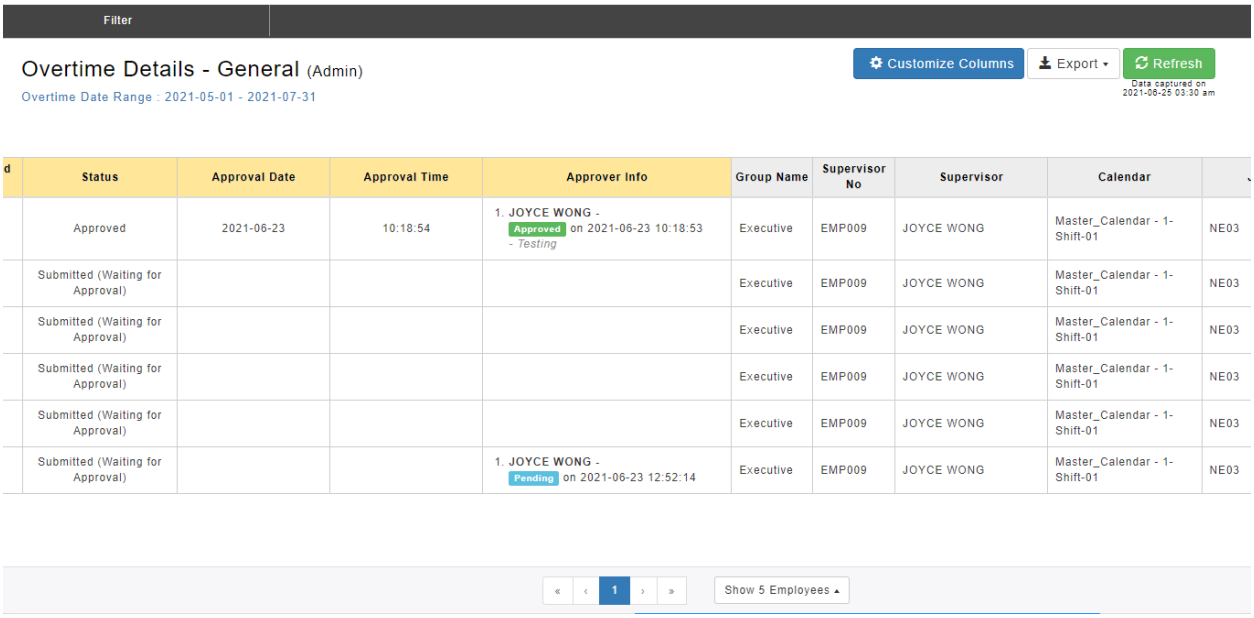
A new column and new printing format has been added into the Overtime Report. A signature indicator has also been added to Approver Info column in Overtime Report



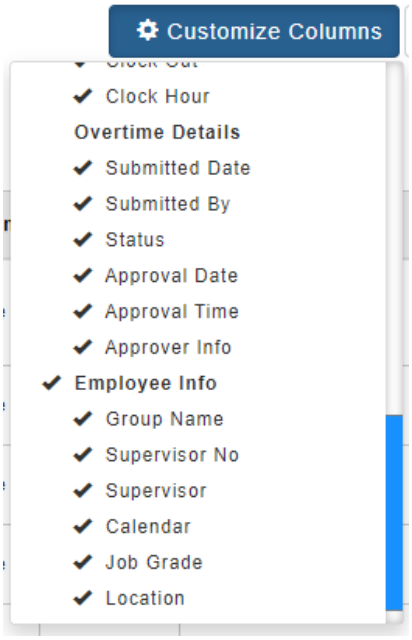
Signature Column:

<u>Before:</u>

OT report without customizable Signature column

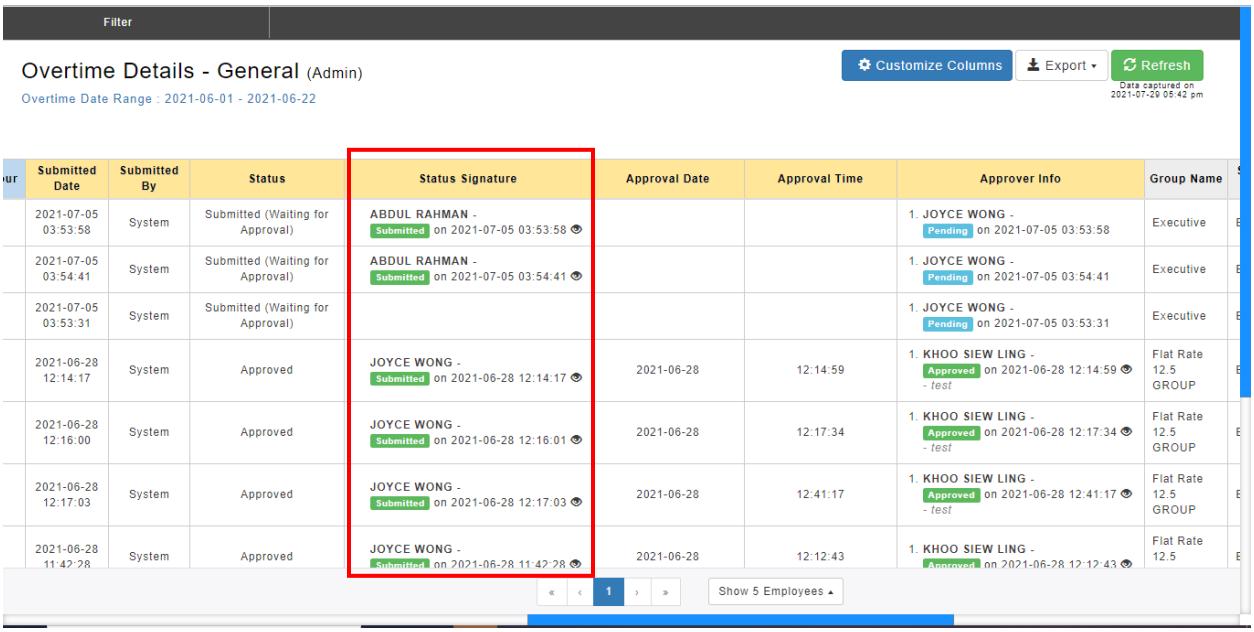


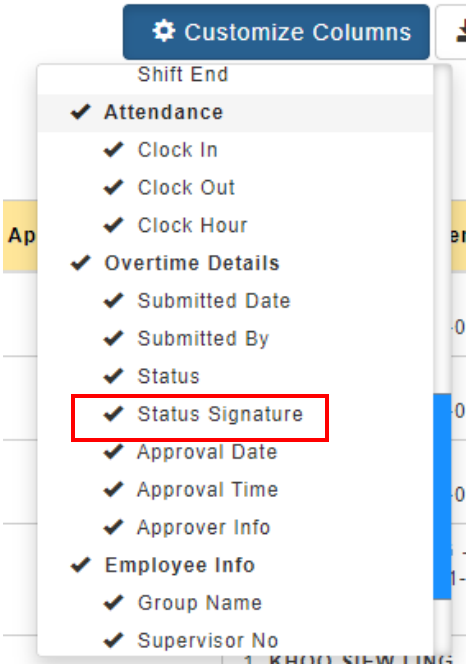
Status	Approval Date	Approval Time	Approver Info	Group Name	Supervisor No	Supervisor	Calendar	
Approved	2021-06-23	10:18:54	1. JOYCE WONG - Approved on 2021-06-23 10:18:53 - Testing	Executive	EMP009	JOYCE WONG	Master_Calendar - 1-Shift-01	NE03
Submitted (Waiting for Approval)				Executive	EMP009	JOYCE 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

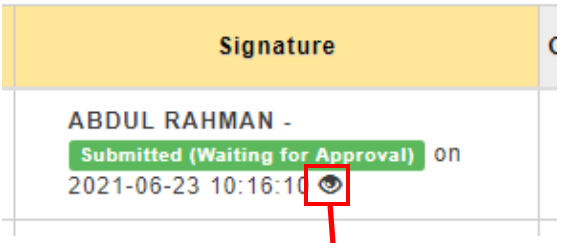


<u>After:</u>

OT report **with** customizable Signature column




Customize Columns
Shift End
Attendance
Clock In
Clock Out
Clock Hour
Overtime Details
Submitted Date
Submitted By
Status
Status Signature
Approval Date
Approval Time
Approver Info
Employee Info
Group Name
Supervisor No


Signature
ABDUL RAHMAN -
Submitted (Waiting for Approval) on
2021-06-23 10:16:10

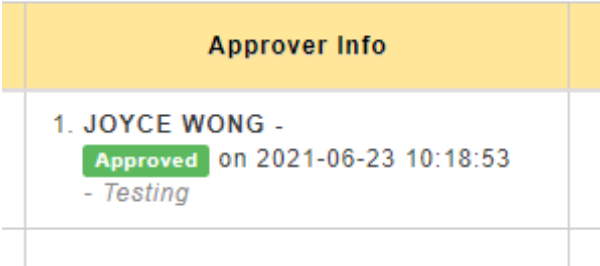
Pop up

Signature
Name:
ABDUL RAHMAN
Date:
2021-06-23 10:16:10
Close

Approver Info Column:

Before:

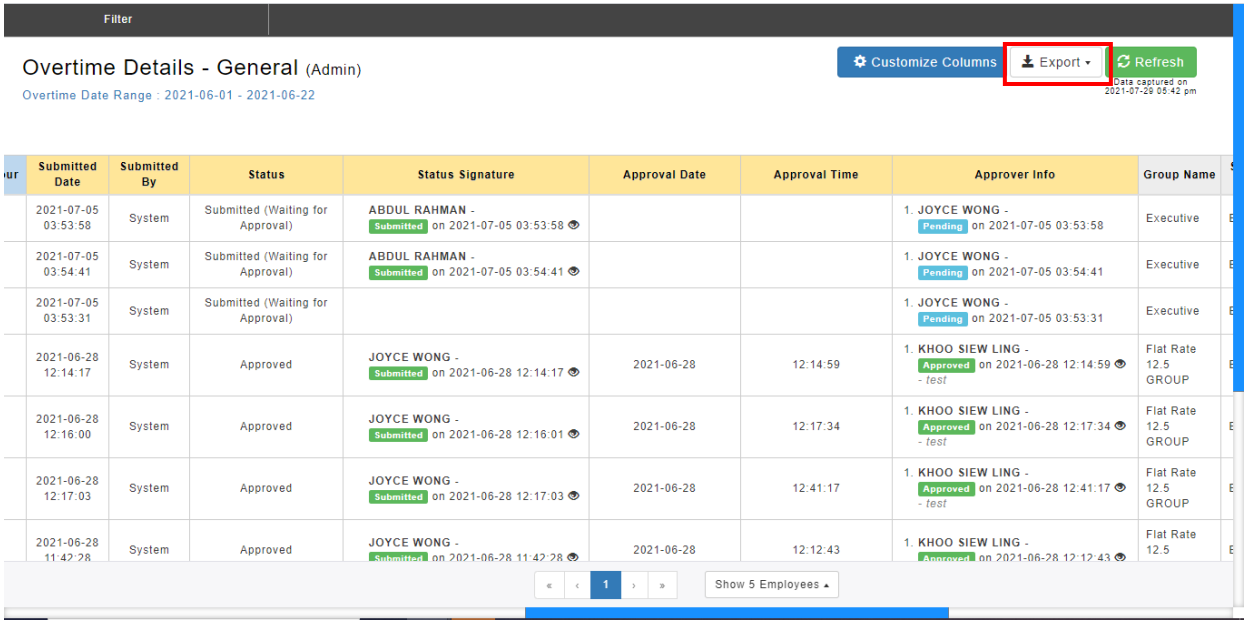
OT report without Approver Info signature indicator

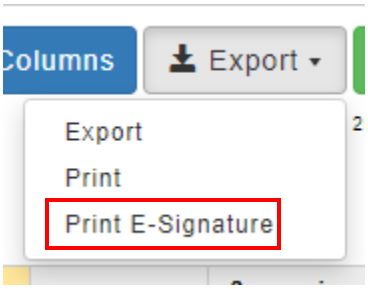
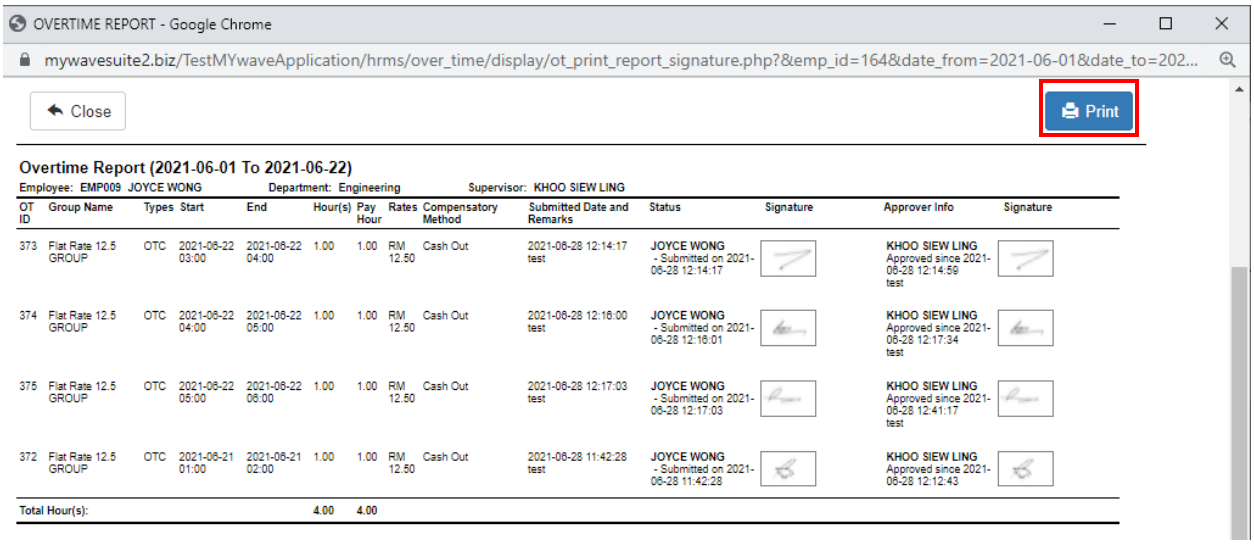


After:

OT report **with** Approver Info signature indicator

Print E-Signature Report:





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.