



Release Notes

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Contents

Release Notes Summary	1
Employee Profile	3
Employee Profile Settings ^{New}	3
TP1 Form	4
TP1 Form Alert Message ^{New}	4
TP1 Form Warning Label ^{New}	4
Control Master (Admin)	5
LHDN Setup ^{New}	5
SOCISO/EIS Setup ^{New}	6
PTPTN Setup ^{New}	7
Tabung Haji Setup ^{New}	8
Zakat Setup ^{New}	9
Amanah Saham Setup ^{New}	10
Payroll	11
Payroll Submission Report ^{New}	11
Text File ^{New}	18
Vaccine Digital Certificate	20
Add Vaccine Certificate ^{New}	20
Vaccine Certificate Settings ^{New}	21
Vaccine Certificate Approval ^{New}	22
Vaccine Certificate Report ^{New}	23

Release Notes Summary

Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
Employee Profile <ul style="list-style-type: none"> Employee Profile Settings <i>New</i> 	Enhancement	–	–	–	√	–	–
TP1 Form – Payroll <ul style="list-style-type: none"> TP1 Form Alert Message <i>New</i> TP1 Form Warning Label <i>New</i> 	Enhancement	–	–	–	√	–	–
Control Master (Admin) – Company Setup <ul style="list-style-type: none"> LHDN Setup <i>New</i> SOCSSO/EIS Setup <i>New</i> PTPTN Setup <i>New</i> Tabung Haji Setup <i>New</i> Zakat Setup <i>New</i> Amanah Saham Setup <i>New</i> 	Enhancement	√	√	–	√	–	–
Payroll <ul style="list-style-type: none"> Payroll Submission Report <i>New</i> Text File <i>New</i> 	Enhancement	√	√	–	√	–	–

Vaccine Digital Certificate – Employee Profile & Dashboard

Enhancement

–

√

–

√

√

√

- Add Vaccine Certificate *New*
- Vaccine Certificate Settings *New*
- Vaccine Certificate Approval *New*
- Vaccine Certificate Report *New*

Employee Profile

Employee Profile Settings ^{New}

An option **to Exclude All Supervisors** from receiving email notifications of subordinate's contract and probation status has been added to **Employee Profile Settings**. By selecting the option, all supervisors will be excluded from mailing list of email notifications.

Before:

Email Notification **without** Exclude All Supervisors option

The screenshot shows the 'Employee Profile Settings' form. The 'Send To' section is highlighted with a red box. It contains two radio button options: 'Include All Supervisors' (which is selected) and 'Select supervisor from list to be Excluded'. The 'Access Disabled Period (by Days)' field is set to 0.

Email Notifications	<input type="checkbox"/> Check to enable admin email notification
Send To	<input checked="" type="radio"/> Include All Supervisors <input type="radio"/> Select supervisor from list to be Excluded
Access Disabled Period (by Days) ⓘ	<input type="text" value="0"/>

After:

Email Notification **with** Exclude All Supervisors option

The screenshot shows the 'Employee Profile Settings' form after the update. The 'Send To' section is highlighted with a red box. It now contains three radio button options: 'Include All Supervisors', 'Exclude All Supervisors' (which is selected), and 'Select supervisor from list to be Excluded'. The 'Access Disabled Period (by Days)' field is set to 0.

Email Notifications	<input checked="" type="checkbox"/> Check to enable admin email notification
Send To	<input type="radio"/> Include All Supervisors <input checked="" type="radio"/> Exclude All Supervisors <input type="radio"/> Select supervisor from list to be Excluded
Access Disabled Period (by Days) ⓘ	<input type="text" value="0"/>

TP1 Form

TP1 Form Alert Message ^{New}

A new feature has been added to remind admin to reprocess payroll period after submitting TP1 Form in order to avoid miscalculation in the payroll report. An alert message will now be shown when admin submits TP1 Form after payroll period has been processed.

Alert

Payroll period in **2021-06** for this employee has processed.
Please reprocess the payroll after saving the TP1 Form to avoid
miscalculated amount in the payroll report.

SaveCancel

TP1 Form Warning Label ^{New}

A warning label will also be shown on the TP1 Form page as a reminder to admin to submit TP1 Form before processing payroll period.

The screenshot shows the 'TP1 Form' page in the HRMS Application. At the top, there is a yellow warning banner that reads: 'Reminder: Please Submit TP1 Form For Each Pay Period Before Processing'. Below this banner, the form fields are visible. The 'Employee No.' field is selected, and a dropdown menu is open, showing a list of employees. The 'Tax Year' field is also visible. The 'Employee Name' field is empty. The 'Income Tax No.' field is empty. The 'IC No.' field is empty. The 'No. Passport' field is empty.

Control Master (Admin)

LHDN Setup *New*

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

Before:

LHDN setup *without* multiple filing

LHDN

Employer No. :

Employer Income No. :

Contact Person :

Position :

(Backpay)Contact Person :

(Backpay)ID :

Phone :

Cell Phone :

ID :

(Backpay)Phone :

(Backpay)Position :

Reset

After:

LHDN setup *with* multiple filing

LHDN

Manage LHDN

New Effective Date

LHDN List

Effective Start	Effective End	Group By	Filing Name	Info	Contact Person	Action
2022-01	-	Default	Default	<u>LHDN Tax No.</u> - <u>LHDN Tax No. (Back Pay)</u> - <u>LHDN State</u> -	<div><div>Contact Person Name</div><div>Position</div><div>IC No.</div><div>Phone No.</div><div>Handphone No.</div><div>Contact Person Name (Back Pay)</div><div>Position (Back Pay)</div><div>IC No. (Back Pay)</div><div>Phone No. (Back Pay)</div></div>	<div><div></div><div></div></div>

SOCSCO/EIS Setup ^{New}

SOCSCO/EIS setup in **Control Master (Admin)** has been enhanced to cater for multiple filing.

Before:

SOCSCO/EIS setup **without** multiple filing

SOCSCO/EIS						
SOCSCO No/EIS No (12 Digits)	:	<input type="text"/>	Old SOCSCO No/Old EIS No (9 Digits)	:	<input type="text"/>	<input type="button" value="Reset"/>
Contact Person (SOCSCO)	:	<input type="text"/>	Phone (SOCSCO)	:	<input type="text"/>	
Contact Person (EIS)	:	<input type="text"/>	Phone (EIS)	:	<input type="text"/>	

After:

SOCSCO/EIS setup **with** multiple filing

SOCSCO/EIS							
				<input type="button" value="Manage SOCSCO/EIS"/>	<input type="button" value="New Effective Date"/>		
SOCSCO / EIS List							
Effective Start	Effective End	Group By	Filing Name	Info	Contact Person	Action	
2021-02	-	Default	Default	<u>SOCSCO/EIS No.</u> -	👤 SOCSCO - Contact Person Name 📞 SOCSCO - Phone No.	<input type="button" value="✎"/>	
				<u>SOCSCO/EIS No.(Old)</u> -	👤 EIS - Contact Person Name 📞 EIS - Phone No.		
				<u>SOCSCO/EIS State</u> -			

PTPTN Setup ^{New}

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

Before:

PTPTN setup **without** multiple filing

PTPTN						
PTPTN No	:	<input type="text"/>	Phone	:	<input type="text"/>	<input type="button" value="Reset"/>
Contact Person	:	<input type="text"/>	Position	:	<input type="text"/>	
Email	:	<input type="text"/>				

After:

PTPTN setup **with** multiple filing

PTPTN						
					<input type="button" value="Manage PTPTN"/>	<input type="button" value="New Effective Date"/>
PTPTN List						
Effective Start	Effective End	Group By	Filing Name	Info	Contact Person	Action
2021-08	-	Default	Default	<u>PTPTN No.</u> -	<div><div>Contact Person Name</div><div>Position</div><div>Email Address</div><div>Phone No.</div></div>	<input type="button" value="Edit"/>

Tabung Haji Setup ^{New}

Tabung Haji setup in **Control Master (Admin)** has been enhanced to cater for multiple filing.

Before:

Tabung Haji setup **without** multiple filing

Tabung Haji			
Tabung Haji No	:	<input type="text"/>	Prepared By
Contact Person	:	<input type="text"/>	:
			<input type="button" value="Reset"/>

After:

Tabung Haji setup **with** multiple filing

Tabung Haji							
						<input type="button" value="Manage Tabung Haji"/>	<input type="button" value="New Effective Date"/>
Tabung Haji List							
Effective Start	Effective End	Group By	Filing Name	Info	Contact Person	Action	
2021-01	-	Default	Default	Company Tabung Haji No.	Contact Person Name Prepare By	<input type="button" value="Edit"/>	

Zakat Setup ^{New}

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

Before:

Zakat setup **without** multiple filing

Zakat

Zakat No

:

Contact Person

:

Reset

After:

Zakat setup **with** multiple filing

Zakat

Manage Zakat

New Effective Date

Zakat List

Effective Start	Effective End	Group By	Filing Name	Info	Contact Person	Action
2021-01	-	Default	Default	Zakat No.	Contact Person Name	

Amanah Saham Setup ^{New}

Amanah Saham setup in **Control Master (Admin)** has been enhanced to cater for multiple filing.

Before:

Amanah Saham setup **without** multiple filing

Amanah Saham			
Amanah Saham No	:	<input type="text"/>	Prepared By
Contact Person	:	<input type="text"/>	<input type="text"/>
			<input type="button" value="Reset"/>

After:

Amanah Saham setup **with** multiple filing

Amanah Saham						
					<input type="button" value="Manage Amanah Saham"/>	<input type="button" value="New Effective Date"/>
Amanah Saham List						
Effective Start	Effective End	Group By	Filing Name	Info	Contact Person	Action
2021-06	-	Default	Default	Amanah Saham No.	Contact Person Name Prepare By	<input type="button" value="Edit"/>

Payroll Submission Report ^{New}

Statutory Filing option is now available in **Payroll Submission Report**. Admin is able to choose Statutory Filing to be submitted to respective portals. The impacted submission reports are listed below.

- SOCSO/EIS
- LHDN
- Tabung Haji
- Zakat
- PTPTN
- Amanah Saham

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

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

SOCSSO/EIS Submission Form

Before:

Pay Period	:	2021-08	▼
		<input checked="" type="checkbox"/> End	
Date As At	:	2021-08-31	📅▼
Department	:	Select options 📶	
Job Class	:	Select options 📶	
Job Level	:	Select options 📶	
Worker Type	:	Select options 📶	
Employee Status	:	Select options 📶	
Employee No.	:	80 selected 📶	

Information	
Payment Mode	: Wang Tunai <input type="text"/>
Contact Name	: <input type="text"/>
Phone No.	: <input type="text"/>

After:

Report Type	: SOCSO - Perkeso Borang 8A
Pay Period	: 2021-09 <input type="text"/>
	<input checked="" type="checkbox"/> End
Date As At	: 2021-09-30 <input type="text"/>
Filing Name	: -
Department	: Select options
Job Class	: Select options
Job Level	: Select options
Worker Type	: Select options
Employee Status	: Select options
Employee No.	: 80 selected

Information	
Payment Mode	: Wang Tunai <input type="text"/>
Socso/EIS No	: <input type="text"/>
Socso/EIS No(Old)	: <input type="text"/>
State	: -
Contact Name	: <input type="text"/>
Phone No.	: <input type="text"/>

Tabung Haji Form Before:

Department	:	Select options
Job Class	:	Select options
Job Level	:	Select options
Worker Type	:	Select options
Employee Status	:	Select options
Employee No.	:	80 selected

Information

Bank	:	
Check no.	:	
Date	:	29/09/2021
Contact Name	:	
Prepared By	:	

After:

Report Type	:	TABUNG HAJI - Tabung Haji
Pay Period	:	2021-08
		<input checked="" type="checkbox"/> End
Date As At	:	2021-08-31
Filing Name	:	-
Department	:	Select options
Job Class	:	Select options
Job Level	:	Select options
Worker Type	:	Select options
Employee Status	:	Select options
Employee No.	:	80 selected

Information

Bank	:	
Check no.	:	
Date	:	01/10/2021
Tabung Haji No	:	
Contact Name	:	
Prepared by	:	

LHDN Form – CP8D

Before:

Report Type	:	INCOME TAX - Borang CP8D
Pay Year	:	2021
		<input checked="" type="checkbox"/> End
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.	:	373 selected

After:

Report Type	:	INCOME TAX - Borang CP8D
Pay Year	:	2021
		<input checked="" type="checkbox"/> End
Date As At	:	2021-12-31
Filing Name	:	-
Department	:	Select options
Job Class	:	Select options
Job Level	:	Select options
Worker Type	:	Select options
Employee Status	:	Select options
Employee No.	:	373 selected

Information

LHDN No	:	
LHDN No. (Back Pay)	:	
State	:	-

Zakat Form

Before:

Department	: Select options
Job Class	: Select options
Job Level	: Select options
Worker Type	: Select options
Employee Status	: Select options
Employee No.	: 80 selected

Information

Bank	:	
Check no.	:	
Date	:	29/09/2021
Contact Name	:	

After:

Submission Report

Report Type	:	ZAKAT - ZAKAT
Pay Period	:	2021-08
		<input checked="" type="checkbox"/> End
Date As At	:	2021-08-31
Filing Name	:	-
Department	:	Select options
Job Class	:	Select options
Job Level	:	Select options
Worker Type	:	Select options
Employee Status	:	Select options
Employee No.	:	80 selected

Information

Bank	:	
Check no.	:	
Date	:	29/09/2021
Zakat No	:	
Contact Name	:	

PTPTN Form Before:

Report Type	:	PTPTN - PTPTN
Pay Period	:	2021-08
		<input checked="" type="checkbox"/> End
Date As At	:	2021-08-31
Department	:	Select options
Job Class	:	Select options
Job Level	:	Select options
Worker Type	:	Select options
Employee Status	:	Select options
Employee No.	:	80 selected

Information

Bank/ Post Office	:	Bank
Branch	:	
Payment Mode	:	Wang Tunai
Date	:	29/09/2021
Contact Name	:	
Position	:	
Phone No.	:	

After:

Report Type	:	PTPTN - PTPTN
Pay Period	:	2021-08
		<input checked="" type="checkbox"/> End
Date As At	:	2021-08-31
Filing Name	:	-
Department	:	Select options
Job Class	:	Select options
Job Level	:	Select options
Worker Type	:	Select options
Employee Status	:	Select options
Employee No.	:	80 selected

Information

Bank/ Post Office	:	Bank	▼
Branch	:		
Payment Mode	:	Wang Tunai	▼
Date	:	29/09/2021	
PTPTN No	:		
Contact Name	:		
Position	:		
Phone No.	:		

Text File ^{New}

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

The impacted Text files are listed below.

- SOCSO/EIS
- LHDN
- Tabung Haji
- Zakat
- PTPTN
- Amanah Saham

Before:

Text File Generator ^{without} Filing option

The screenshot displays the 'Text File Generator' interface. At the top right is a blue 'Generate' button. Below it, the 'Pay Period' is set to '2021-08' and the 'Text File' is set to 'CIMB - New SOCSO (BizChannel) | (Payroll New SOCSO (BizChannel) text File format for CIMB)'. Below these fields are two scrollable lists. The first list, 'All Departments', shows a grid of colored squares representing different departments. The second list, 'All Employees', shows a grid of colored squares representing different employees. The interface is clean and modern, with a white background and blue accents.

After:

Text File Generator **with** Statutory Filing option

Generate

Pay Period *

:

2021-08

Text File *

:

CIMB - New SOCSO (BizChannel) | (Payroll New SOCSO (BizChannel) text File format for CIMB)

SOCSSO/EIS Filing *

:

New Filing

All Departments

All Employees

Vaccine Digital Certificate

Add Vaccine Certificate ^{New}

A new feature that allows employees, supervisors and admins to add vaccine digital certificate into the employee profile has been added. User can navigate to the **Vaccine Certificate** tab under **Employee Profile**. Click on **Add** button and fill in required information and click **Save** to add the certificate to employee profile.

HRMS Application / Employee Profile / Employee Profile

Personal Contacts Dependents Payment Info Job Qualifications Training Statutory Benefits Supervisor Transport Asset Attachment Letter Vaccine Certificate

Attachment

Additional Information

+ Add

Type of Vaccine	Name	Date of Vaccine	Attachment	Location	Manufacturer of Vaccine	Status
Pfizer/BioNTech	First Dose	2021-07-07	firstdose.png	Balik Pulau, Sports Centre	COMIRNATY Concentrate for Dispersion for Injection	Confirmed
Pfizer/BioNTech	Second Dose	2021-07-28	seconddose.png	Balik Pulau, Sports Centre	COMIRNATY Concentrate for Dispersion for Injection	Confirmed

HRMS Application / Employee Profile / Employee Profile

Personal Contacts Dependents Payment Info Job Qualifications Training Statutory Benefits Supervisor Transport Asset Attachment Letter Vaccine Certificate

Attachment

Type of Vaccine: - Please select your option -

Name: [Text Field]

Date of Vaccine: [Text Field]

Location: [Text Field]

Manufacturer of Vaccine: [Text Field]

Attachment: [Text Field] Browse...

Save Cancel

Vaccine Certificate Settings ^{New}

Admins can control whether or not employees are allowed to add or edit vaccine certificate information under **Employee Profile Settings**. Admin can also enable approval for new vaccine certificates in the same section.

HRMS Application / Employee Profile / Setup / Settings

HRMS Setting [Field Setting](#) Employee Profile Setting Employees Due of Retirement Alert

Field Setting

Module Name

Dependent [View Fields](#)

Emergency Contact [View Fields](#)

Personal [View Fields](#)

Vaccine [Hide Fields](#)

☐ All Cannot Edit | ☒ All Can Edit | ☐ All Validate

Attachment	<input type="radio"/> Cannot Edit <input checked="" type="radio"/> Can Edit <input type="radio"/> Validate
Date of Vaccine	<input type="radio"/> Cannot Edit <input checked="" type="radio"/> Can Edit <input type="radio"/> Validate
Location	<input checked="" type="radio"/> Cannot Edit <input type="radio"/> Can Edit <input type="radio"/> Validate
Manufacturer of Vaccine	<input type="radio"/> Cannot Edit <input checked="" type="radio"/> Can Edit <input type="radio"/> Validate
Name	<input checked="" type="radio"/> Cannot Edit <input type="radio"/> Can Edit <input type="radio"/> Validate
Type of Vaccine	<input type="radio"/> Cannot Edit <input checked="" type="radio"/> Can Edit <input type="radio"/> Validate


Save Reset

Vaccine Certificate Approval New

If approval is enabled for vaccine certificate setting, admins can proceed to approve or reject the item via **Employee Data Approval** module. Select the employee and category and check either **Approve** or **Reject** then click **Submit** to confirm.

HRMS Application / Employee Profile / Administration / Employee Data Approval

Employee Data Approval / History of Dependents Information

Employee: All Category: Vaccine 

No.	Employee	Field Name	Current Value	New Value		
Category Name: Vaccine					<input type="checkbox"/> Approve All	<input type="checkbox"/> Reject All I Reason (if rejected)
1	YEE HEN CHOONG				<input type="checkbox"/> Approve	<input type="checkbox"/> Reject Reason (if rejected)
>	Type of Vaccine	-		Pfizer/BioNTech		
>	Name	-		First Dose		
>	Manufacturer of Vaccine	-		COMIRNATY Concentrate for Dispersion for Injection		
>	Location	-		Baik Pulus, Sports Centre		
>	Date of Vaccine	-		2021-07-07		
>	Attachment	-		firstdose.png		

Vaccine Certificate Report ^{New}

Admin can view a detailed report of vaccine certificate information by selecting **Vaccine Certificate Report** on **Dashboard** module. The report will be shown on a new window

The screenshot displays the Dashboard module with three main sections:

- Last 30 Days Highlights:**
 - [0 New hire\(s\)](#)
 - [0 Employee\(s\) resigned](#)
 - [3 Job information updated](#)
 - [0 Employees' salary changed](#)
 - [0 Employees' pay information changed](#)
 - [20 Employees' dependents changed](#)
 - [23 All of the above](#)
- Highlights of Last 7 Days:**
 - [0 New hire\(s\)](#)
 - [0 Employee\(s\) resigned](#)
 - [1 Job information updated](#)
 - [0 Employees' salary changed](#)
 - [0 Employees' pay information changed](#)
 - [20 Employees' dependents changed](#)
 - [21 All of the above](#)
- Standard Reports:**
 - [Employee Profile](#)
 - [Employee Profile \(Separate Address\)](#)
 - [Active Employee Profile](#)
 - [Active Employee Profile \(Separate Address\)](#)
 - [Current Month Resignation Report](#)
 - [Current Month Resignation Report \(Separate Address\)](#)
 - [Emergency Contact](#)
 - [Dependents Information](#)
 - [Bond Report](#)
 - [Education History](#)
 - [Job History](#)
 - [Supervisor Assignment Report](#)
 - [Benefit](#)
 - [Employment History](#)
 - [Company Transport](#)
 - [Length of Service](#)
 - [Claim Entitlement](#)
 - [Salary Increment](#)
 - [Leave Policy - Leave Type](#)
 - [Leave Policy - Leave Group](#)
 - [Claim Policy](#)
 - [OT Policy](#)
 - [OT Control Setting](#)
 - [Timecard Control Setting](#)
 - [Organization Structure](#)
 - [Disciplinary Report](#)
 - [Vaccine Certificate Report](#) (highlighted with a red box)

Admins can filter the report based on desired fields and export the report to an excel file. Admins can also download all **Vaccine Attachments** based on the filtered items.

The screenshot shows the Vaccine Certificate Report interface. It includes a filter section with the following fields:

- Employee no: Select
- Job title: Select
- Dept path: Select
- Job class: Select
- Employee name: YEE HEN CHOONG x
- Dept name: Select
- Job grade: Select
- Vaccine type: Select

Buttons: **Retrieve**, **Customize Columns**, **Export** (highlighted with a red box), **Download All Attachment(s)** (highlighted with a red box).

Employee Vaccination Report

Group By: [Dropdown]

Employee no	Employee name	Job title	Dept name	Dept path	Job grade	Job class	Vaccine type	Vaccine name	Vaccine date	Vaccine attachment	Vaccine location
MY0023	YEE HEN CHOONG	Channel Sales Executive	EMPLX	MYwave Sdn Bhd :Operation/EMPLX		Exemption	Pfizer/BioNTech	First Dose	2021-07-07	linkdown.docx	Balik Pulau, Sports Centre