Release Notes

Release Date: 10 November 2021

To leave feedback, please email to support@mywave.biz

Contents

Release Notes Summary

Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
E-Signature - Leave • E-Signature Setup *New* • E-Signature Submission *New* • E-Signature Approval *New* • E-Signature Withdrawal / Cancellation *New* • E-Signature Mass Cancellation / Withdrawal *New* • E-Signature Report *New*	Enhancement	√	√	−	√	√	√
Employee Profile • Disciplinary	Enhancement	−	−	−	√	√	−
Dashboard • Disciplinary Report	Enhancement	−	−	−	√	−	−

E-Signature

E-Signature Setup *New*

E-Signature capability is added to Leave module for submission, approval, withdrawal and cancellation function which allow users to digitally sign when submitting, approving, withdrawing or cancelling Leave record. E-Signature will be displayed on Leave 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 Leave submission details. Click Yes after signing to submit Leave record.
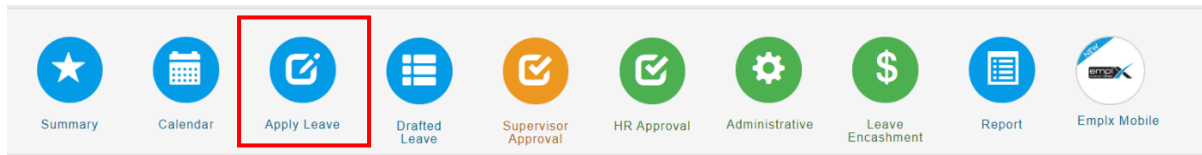
Submit from Added List:
Drafted/ Planned Leave can be signed and submitted later after adding to list. Click Yes to submit selected Leave records from list.

Drafted Leave

Drafted   Planned

☑ Select All   ← Convert Selected to Plan   ← Submit Selected Leave

☐ MY0023 -   **Annual Leave (ANL)**   Date :   **2021-09-22 To 2021-09-22**   📎   ⇅   EL   AD
                                        Duration :   1 Day(s)

Pop up

← Back   ✖ Close

Confirmation

Confirm submit application?

Signature

[signature box]   ⬦   ✖

Yes   No
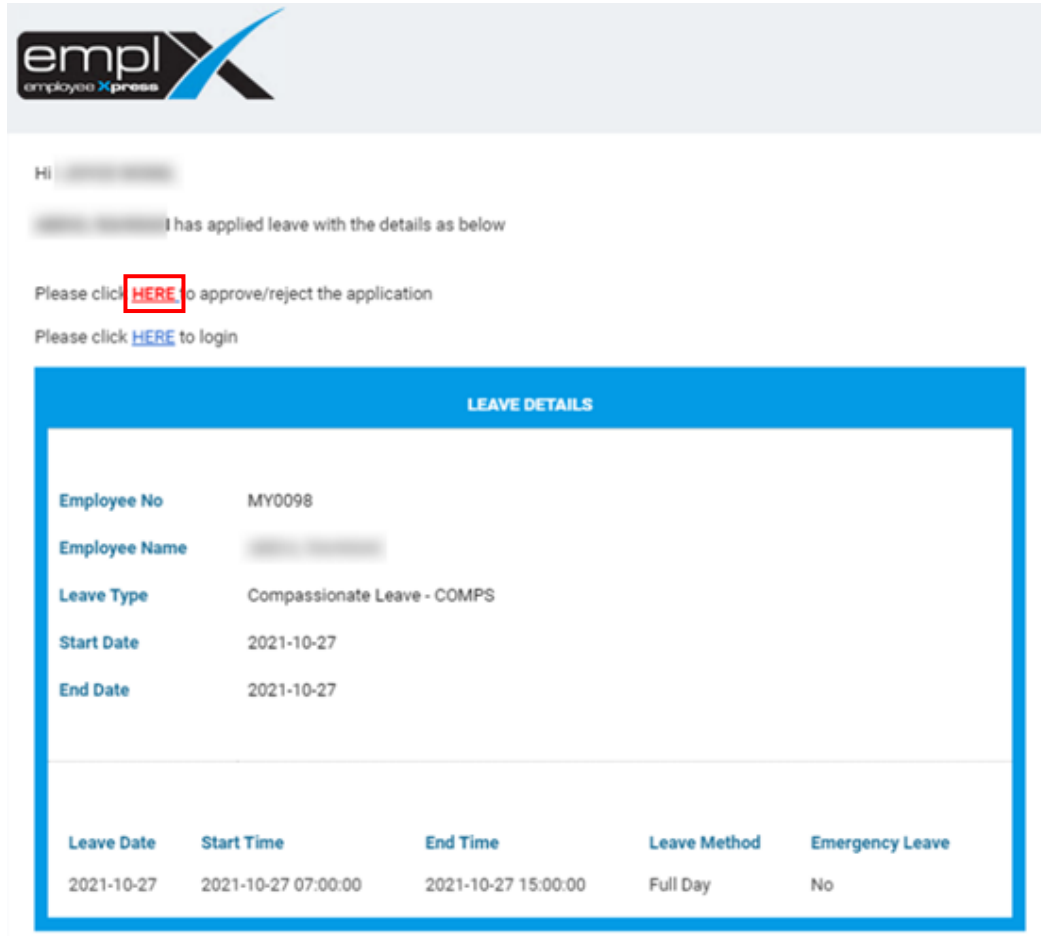
E-Signature Approval *New*

E-Signature feature will pop up after selecting Leave record to be approved. E-Signature Approval can be done by either Supervisor or HR Admin. Click on Yes after signing to approve/reject selected Leave record.

Pop up
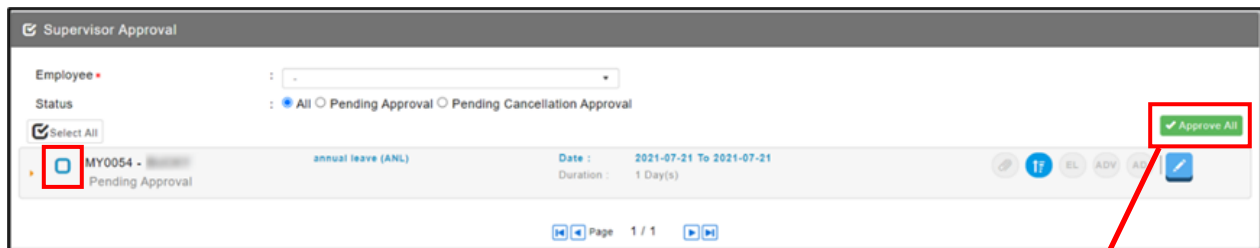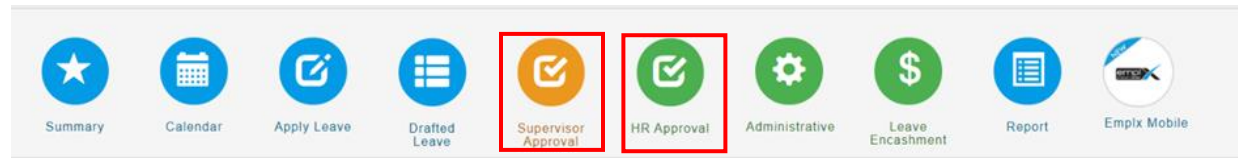
Email Approval:
Leave approval can also be done through email. Check for email for Leave requests awaiting approval and click **Here** to access approval page. Click Yes after signing to approve/reject selected Leave records

Pop up

E-Signature Withdrawal/Cancellation *New*

E-Signature feature will pop up after selecting Leave record for withdrawal/cancellation. Click Yes after signing to cancel/withdraw Leave record.

Pop up

E-Signature Mass Cancellation / Withdrawal *New*

E-Signature feature will pop up after selecting Leave records for mass cancellation/withdrawal. Click Proceed after signing to mass cancel/withdraw Leave record.
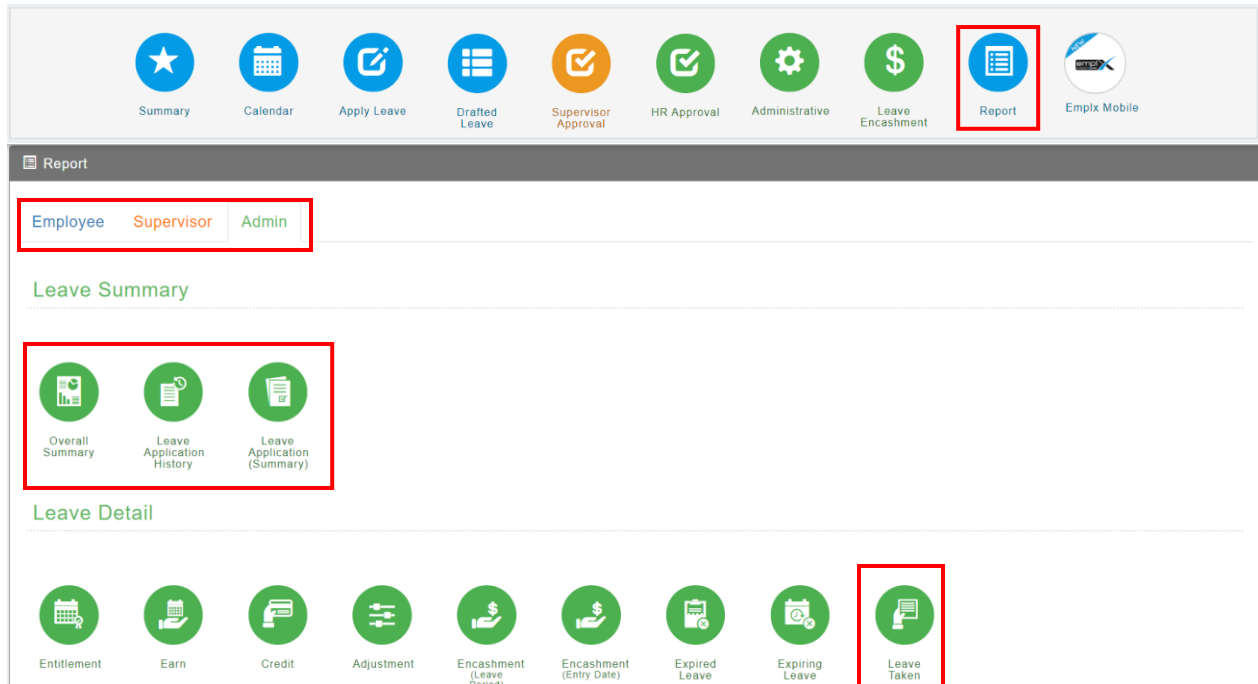
E-Signature Report *New*

A signature indicator has also been added to Overall Summary Report, Leave Application History Report, Leave Summary Report and Leave Taken Report.

Overall Summary Report:

Signature indicator added to Leave Detail in Overall Summary Report.

Leave Detail

Leave Date	Entry Date	Remarks	Emergency Leave	Advance Leave	No. of days
▶ 2021-10-28 Full Day	2021-10-26 10:34:44 👁		No	No	1
▼ 2021-10-27 Full Day	2021-10-26 09:12:54👁		No	No	1

Leave Date	Status	Approval Person		Emergency Leave	Advance Leave	No. of days
2021-10-27 Full Day	Approved	1. ▓▓▓▓▓ - Approved on 2021-10-26 17:44:28 👁 2. ▓▓▓▓▓ - Approved on 2021-10-26 17:46:04 👁		No	No	1

Leave Date	Entry Date	Remarks	Emergency Leave	Advance Leave	No. of days
▶ 2021-10-25 Full Day	2021-10-19 13:42:31		No	No	1

✖ Cancel

Pop up

Signature

Name: ▓▓▓▓▓▓

Date: 2021-10-26 10:34:44

Close

Leave Application History:

Signature indicator added to Entry Date, Cancellation/Withdrawal Request By and Approval Person column in Overall Summary Report.

Entry Date column

Pop up

Cancellation/Withdrawal Request By column

Approval Person column

Leave Application (Summary):
Signature indicator added to Leave Detail in Leave Application (Summary) Report.

Pop up

Leave Taken Report:

Signature indicator added to Entry Date, Cancellation/Withdrawal Request By and Approval Person column in Leave Taken Report

Entry Date column

Cancellation/Withdrawal Request By column

Approval Person column

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 Leave records/save as PDF as required.

Disciplinary

Start Date column under **Disciplinary** tab in Employee Profile and Employee Data Approval has been renamed to **Date of Issue** and **End Date** has been removed. Furthermore, layout of **Add** and **Edit** Disciplinary form has also been enhanced.

Employee Profile
Before:
History of Disciplinary table with **Start Date** and **End Date** column.

After:
History of Disciplinary table with **Date of Issue** column and End Date column removed.

Before:
Add/Edit Disciplinary form with **Start Date** and **End Date** column.

After:

Add/Edit Disciplinary form with **Date of Issue** column and End Date column removed.

Date of Issue *		Save	Cancel

Date of Issue *

Reasons of Disciplinary *

Employee Data Approval

Before:

History of Disciplinary table with **Start Date** and **End Date** column.

No.	Employee	Field Name	Current Value	New Value		
					☐ Approve All	☐ Reject All | Reason (if rejected)
Category Name: Disciplinary						
1	LAI KEAN SEONG				☐ Approve	☐ Reject / Reason (if rejected)
	>	Start Date	-	2021-11-01		
	>	Reasons of Disciplinary	-	test		
	>	End Date	-	2021-11-30		

After:

History of Disciplinary table with **Date of Issue** column and End Date column removed.

No.	Employee	Field Name	Current Value	New Value		
					☐ Approve All	☐ Reject All | Reason (if rejected)
Category Name: Disciplinary						
1	LAI KEAN SEONG				☐ Approve	☐ Reject / Reason (if rejected)
	>	Date of Issue	-	2021-11-08		
	>	Reasons of Disciplinary	-	test 2		

Disciplinary details email content has been adjusted to match the changes made to Employee Profile and new acknowledgement email for disciplinary has been added for Supervisor notification.

Disciplinary details email

Before:

Disciplinary details email with **Disciplinary Date of Issue** and **End Date** column

After:

Disciplinary details email with **Date of Issue** column and End Date column removed.

Acknowledgement email *New*

Acknowledgement email with **Date of Issue** column

Lastly, disciplinary records pending approval from HR Admin, will no longer be shown in Disciplinary table.

Before:
Disciplinary record pending approval is shown. Supervisor able to edit/delete record before approval.

History of Disciplinary				
				Add
Start Date	End Date	Reasons of Disciplinary	Action	
2021-11-01	2021-11-30	test	Edit | Delete	

After:
Disciplinary record pending approval is not shown. Supervisor unable to edit/delete record.

History of Disciplinary	
Please click Add for adding new record.	Add

Disciplinary Report

Previously blank column in **Disciplinary Report** has been renamed to **Date of Issue** and **Disciplinary End Date** has been removed.

Before:
Disciplinary Report with blank column and **Disciplinary End Date** column

Email Address		Disciplinary End Date	Reason
support@mywave.biz	23/8/2021	27/8/2021	test
rnd_development@mywave.biz	10/8/2020	10/8/2020	testing

After:
Disciplinary Report with **Date of Issue** column and Disciplinary End Date column removed

Email Address	Date of Issue	Reason	S
rnd_development@mywave.biz	10/10/2021	testing1	y
rnd_development@mywave.biz	8/10/2021	test 2	y
rnd_development@mywave.biz	25/9/2021	abc	y