



Release Notes

Release Date: 10 November 2021

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

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This document may contain screenshots captured from a standard EMPLX system populated with fictional characters and using licensed personal images. Any resemblance to real people is coincidental and unintended.

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Release Notes Summary

Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
E-Signature - Leave <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 / Cancellation <i>New</i> E-Signature Mass Cancellation / Withdrawal <i>New</i> E-Signature Report <i>New</i> 	Enhancement	√	√	–	√	√	√
Employee Profile <ul style="list-style-type: none"> Disciplinary 	Enhancement	–	–	–	√	√	–
Dashboard <ul style="list-style-type: none"> Disciplinary Report 	Enhancement	–	–	–	√	–	–

E-Signature

E-Signature Setup ^{New}

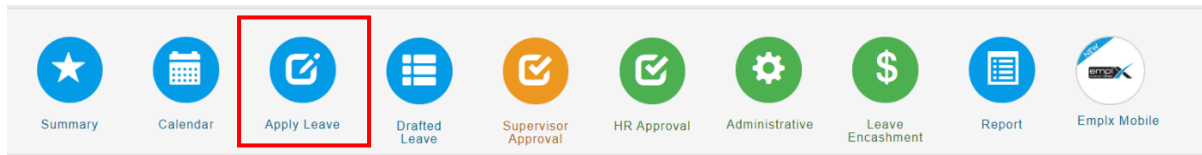
E-Signature capability is added to Leave module for submission, approval, withdrawal and cancellation function which allow users to digitally sign when submitting, approving, withdrawing or cancelling Leave record. E-Signature will be displayed on Leave report for records which require signature.

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.



Apply Leave

Employee Supervisor Admin Added list

Employee : MY001 - [REDACTED]

Leave Type : Annual Leave (ANL) Actual Plan

Leave Date : 2021-10-14 2021-10-14 Full Day

Total Leave Taken : 1 Day(s)

Leave Reason : [REDACTED] 500

Attachment : Browse...

Maximum file size per attachment is 3MB. Only .jpeg, .png, .gif & .pdf formats are allowed.

Approval Person : 1. [REDACTED]
2. [REDACTED]

+ Add to list **✓ Apply Leave** ✕ Close

Confirmation

Confirm submit application?

Signature

[REDACTED]

Yes No

Pop up

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.

Apply Leave

Employee

Supervisor

Admin

Added list

Employee

:

MY001

-

Leave Type

:

-

Actual

Plan

Leave Date

:

Full Day

Leave Reason

:

500

Attachment

:

Browse

Maximum file size per attachment is 3MB. Only .jpeg, .png, .gif & .pdf formats are allowed.

Approval Person

:

-

+ Add to list

✓ Apply Leave

✕ Close

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

Duration : 1 Day(s)

EL

AD

Back

Close

Pop up

Confirmation

Confirm submit application?

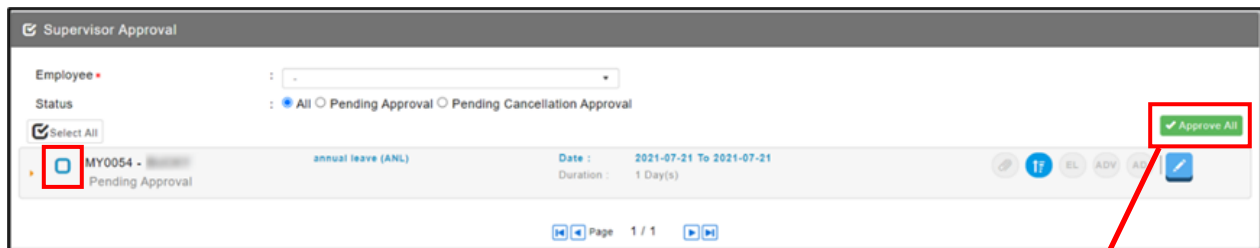
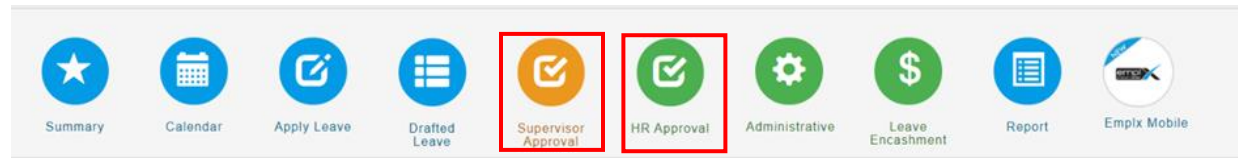
Signature

Yes

No

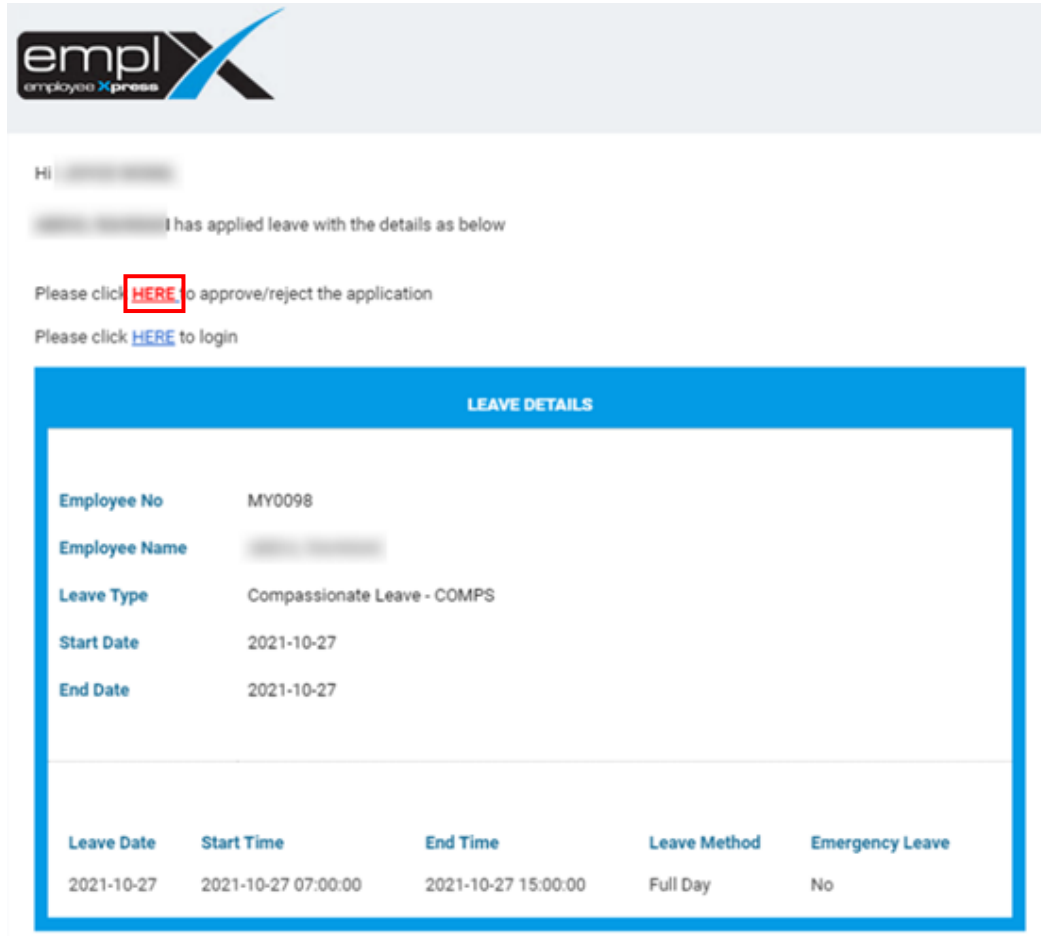
E-Signature Approval ^{New}

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.



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



Hi [REDACTED]

[REDACTED] has applied leave with the details as below

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

Please click [HERE](#) to login

LEAVE DETAILS				
Employee No	MY0098			
Employee Name	[REDACTED]			
Leave Type	Compassionate Leave - COMPS			
Start Date	2021-10-27			
End Date	2021-10-27			
Leave Date	Start Time	End Time	Leave Method	Emergency Leave
2021-10-27	2021-10-27 07:00:00	2021-10-27 15:00:00	Full Day	No

Employee ▼
 Status : ● All ○ Pending Approval ○ Pending Cancellation Approval

☐ Unselect all ☒ Approve Selected ☐ Reject Selected

EMP001 - EMPLOYEE Pending Approval	Compassionate Leave (COMPS)	Date : 2021-10-27 To 2021-10-27 Duration : 1 Day(s)	EL ADV AD
EMP001 - EMPLOYEE Pending Approval	Compassionate Leave (COMPS)	Date : 2021-10-28 To 2021-10-28 Duration : 1 Day(s)	EL ADV AD
EMP001 - EMPLOYEE Pending Approval	Replacement Leave (REPLACEMEN)	Date : 2021-08-08 To 2021-08-08 Duration : 1 Day(s)	EL ADV AD
EMP001 - EMPLOYEE Pending Approval	Training Leave (TRAINING)	Date : 2021-10-25 To 2021-10-25 Duration : 1 Day(s)	EL ADV AD
EMP001 - EMPLOYEE Pending Approval	Unpaid Leave (UPL)	Date : 2019-12-26 To 2019-12-26 Duration : 1 Day(s)	EL ADV AD

Page 1 / 2

Pop up

Confirmation

Confirm submit approval?

Signature

Yes
No

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.

The screenshot shows the 'Leave Summary' interface. At the top, a navigation bar contains icons for Summary, Calendar, Apply Leave, Drafted Leave, Supervisor Approval, HR Approval, Administrative, Leave Encashment, Report, and Emplx Mobile. The 'Summary' icon is highlighted with a red box. Below the navigation bar, the 'Leave Summary' section has tabs for Employee, Supervisor, and Admin, with 'Employee' selected. A 'Leave Entitlement(s)' section shows a date range of 2021-10-27 and a 'Retrieve' button. A 'Taken leave(s)' button is also visible. The main content area displays a list of taken leave records for Employee MY001. The first record is highlighted with a red box and shows 'Type : Unpaid Leave (UPL)', 'Date : 2021-10-28 To 2021-10-28', and 'Duration : 1 Day(s)'. The second record shows 'Type : Unpaid Leave (UPL)', 'Date : 2021-10-27 To 2021-10-27', and 'Duration : 1 Day(s)'.

★ Leave Summary

Employee Supervisor Admin

Leave Entitlement(s) 2021-10-27 Retrieve Taken leave(s)

★ Leave Summary

Back

Taken leave(s)

Filter

Current Week

Last week

Older

Employee : MY001 -

Type : Unpaid Leave (UPL) Pending Approval	Date : 2021-10-28 To 2021-10-28 Duration : 1 Day(s)	EL ADV AD
Type : Unpaid Leave (UPL) Pending Approval	Date : 2021-10-27 To 2021-10-27 Duration : 1 Day(s)	EL ADV AD

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.



Mass Cancellation / Withdrawal



Mass Cancellation / Withdrawal

Perform mass cancellation / withdrawal for employees' leaves



Status Change

Change current leave status to other status

Administrative

Back

Cancellation / Withdrawal

Retrieve

Employee : [dropdown] Leave Type : [Select options]

Taken Type : [Select options] Leave Status : [Select options]

Start Date : 2021-10-01 [calendar icon] End Date : 2021-10-31 [calendar icon]

Remarks : [Filter by leave remarks]

Confirm to cancel / withdraw leave

Send notification to relevant personnel

☒ Yes, notify respective employee / supervisor / HR

☐ No, do not send any notification (Not applicable for approved leave when cancellation approval is required)

Reason

Remain: 500

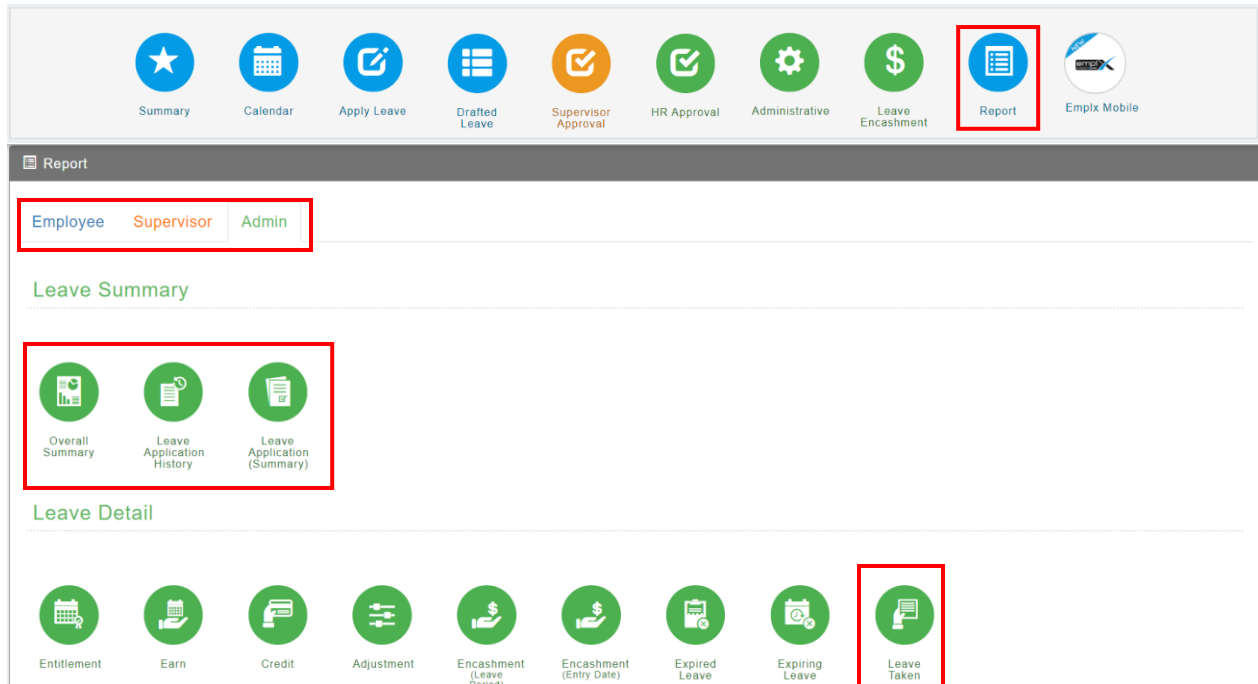
Key in reason

Signature

Proceed Cancel

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.

Filter														
Overall Summary (Admin)														
As of : 2021-10-26														
Employee No	Employee Name	Leave Type	Unit Of Measure	Entitlement	Balance	Future	Carry Forward	Earn	Credit	Taken	Adjustment	Encashment	Expired	Advance
MY001		-	-	-	-	-	-	-	-	-	-	-	-	-
MY004		-	-	-	-	-	-	-	-	-	-	-	-	-
MY005		-	-	-	-	-	-	-	-	-	-	-	-	-
MY009		Annual Leave	Day	14.5	1.5	0	0	1.5	0	4	0	0	0	0
		Business Travel Leave	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0	0	0
		Compassionate Leave	Day	2	2	0	0	2	0	0	0	0	0	0
		Exam Leave	Day	4	4	0	0	4	0	0	0	0	0	0
		Medical Leave	Day	22	22	0	0	22	0	0	0	0	0	0
		Hospitalization Leave	Day	60	60	0	0	60	0	0	0	0	0	0
		Marriage Leave	Day	3	3	0	0	3	0	0	0	0	0	0
		OT Leave	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0	0	0
		Paternity Leave	Day	1	1	0	0	1	0	0	0	0	0	0
		Quarantine Leave	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0	0	0


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.  -  on 2021-10-26 17:44:28 	No	No	1
		2.  -  on 2021-10-26 17:46:04 			

▶ 2021-10-25 Full Day	2021-10-19 13:42:31		No	No	1
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Pop up

Signature



Name: 

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



Leave Application History:

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

Leave Application History									
Leave Date Range : 2021-11-15 - 2021-12-31									
<div>Customize Columns Export Refresh</div> <div>Data captured on 2021-10-29 17:54:43</div>									
Leave Status	Entry Date	Entry By	Cancellation/ Withdrawal Request By	Remarks	Approval Date	Approval Person	Emergency Leave	Advance Leave	
Cancelled	2021-10-27 18:39:17	System	System		2021-10-28 11:55:28	1. Approved on 2021-10-28 14:59:36 2. Approved on 2021-10-28 15:00:44	No	No	
Rejected	2021-10-27 18:39:40	System				1. Rejected on 2021-10-28 11:28:05	No	No	
Cancelled	2021-10-27 18:50:44	System	System		2021-10-28 11:58:15	1. Approved on 2021-10-28 15:26:29 2. Approved on 2021-10-28 15:28:12	No	No	
Rejected	2021-10-27 18:51:28	System				1. Rejected on 2021-10-28 11:25:56	No	No	
Cancelled	2021-10-27 18:52:00	System	System		2021-10-28 12:00:15	1. Approved on 2021-10-28 15:31:46 2. Approved on 2021-10-28 15:35:55	No	No	
Withdrawn	2021-10-28 09:40:00		Myralee Post Supervisor				No	No	
Withdrawn	2021-10-28 no 4n nn						No	No	

Entry Date column

Entry Date
2021-10-26 17:44:28

Pop up

Signature




Name:

Date: 2021-10-26 17:44:28

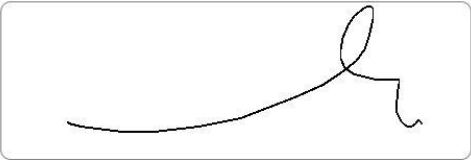
Close

Cancellation/Withdrawal Request By column

Cancellation/ Withdrawal Request By


Pop up →

Signature

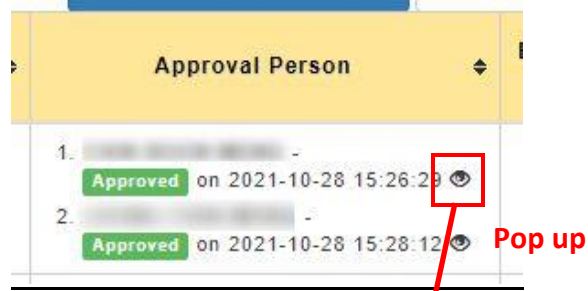


Name: [Redacted]

Date: 2021-10-27 18:30:38

[Close](#)

Approval Person column



Signature

Name: [Redacted]

Date: 2021-10-2 15:26:29

Close

Leave Application (Summary):


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



Leave Application(Summary) Customize Columns Export







As of : 2021-10-29

Leave Type	Unit Of Measure	Entitlement	Balance	Future	Carry Forward	Earn	Credit	Taken	Adjustment	Encashment	Expired	Advance	Next Expiring (Current Period)
> Annual Leave	Day	18	3	0	1	15	0	13	0	0	0	0	1
> Business Trip / Training	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0	0	0	-
> Calamity Leave	Day	2	2	0	0	2	0	0	0	0	0	0	2
> Compassionate Leave	Day	3	3	0	0	3	0	0	0	0	0	0	-
> Examination & Study Leave	Day	7	7	0	0	7	0	0	0	0	0	0	7
> Sick Leave	Day	22	22	0	0	22	0	0	0	0	0	0	22
> Hospitalization	Day	60	60	0	0	60	0	0	0	0	0	0	60
> Marriage Leave	Day	3	3	0	0	3	0	0	0	0	0	0	-
> Paternity Leave	Day	1	1	0	0	1	0	0	0	0	0	0	-
> Replacement Leave	Day	0	0	0	0	0	1	1	0	0	0	0	-
> Unpaid Leave	Day	No Limit	No Limit	0	0	No Limit	0	7	0	0	0	0	-
> Unpaid Leave (Absent)	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0	0	0	-


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.  -  on 2021-10-26 17:44:28 	No	No	1
		2.  -  on 2021-10-26 17:46:04 			

▶ 2021-10-25 Full Day	2021-10-19 13:42:31		No	No	1
--------------------------	---------------------	--	----	----	---



Pop up

Signature



Name: 

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



Leave Taken Report:

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

Leave Detail - Taken									
Leave Date Range : 2021-11-15 - 2021-12-31									
Customize Columns Export Refresh Data captured on 2021-10-29 18:28:30									
Leave Type	Leave Status	Entry Date	Entry By	Cancellation/ Withdrawal Request By	Remarks	Approval Date	Approval Person	Entry Date	Entry By
Unpaid Leave	Cancelled	2021-10-27 18:39:17	System	System		2021-10-28 11:55:28	1. Approved on 2021-10-28 14:59:36 2. Approved on 2021-10-28 15:00:44		
Unpaid Leave	Rejected	2021-10-27 18:39:40	System				1. Rejected on 2021-10-28 11:28:05		
Unpaid Leave	Cancelled	2021-10-27 18:50:44	System	System		2021-10-28 11:58:15	1. Approved on 2021-10-28 15:26:29 2. Approved on 2021-10-28 15:28:12		
Unpaid Leave	Rejected	2021-10-27 18:51:28	System				1. Rejected on 2021-10-28 11:25:56		
Unpaid Leave	Cancelled	2021-10-27 18:52:00	System	System		2021-10-28 12:00:15	1. Approved on 2021-10-28 15:31:46 2. Approved on 2021-10-28 15:35:55		
Unpaid Leave	Withdrawn	2021-10-28 09:40:00	Mywave Test Supervisor						
Unpaid Leave	Withdrawn	2021-10-28 09:40:00	Mywave Test Supervisor						

Entry Date column

Entry Date

2021-10-26
17:44:28

Pop up

Signature




Name: [Redacted]

Date: 2021-10-26 17:44:28

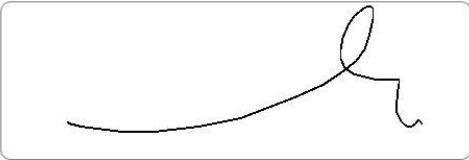
Close

Cancellation/Withdrawal Request By column

Cancellation/ Withdrawal Request By
<div></div>

Pop up →

Signature





Name: [Redacted]

Date: 2021-10-27 18:30:38


[Close](#)

Approval Person column

Approval Person	
1. [Redacted]	Approved on 2021-10-28 15:26:29 
2. [Redacted]	Approved on 2021-10-28 15:28:12 

Pop up

Signature




Name: [Redacted]

Date: 2021-10-2 15:26:29

Close

Print E-Signature Report:

Leave Application History (Admin)										
Leave Date Range : 2021-10-01 - 2021-12-31										
<div> <div>Filter</div> <div> <div>Customize Columns</div> <div>Export</div> <div>Refresh</div> </div> </div> <div>Data captured on 2021-10-27 11:29:02</div>										
Taken Type	Leave Type	Leave Status	Entry Date	Entry By	Remarks	Approval Date	Approval Person	Emergency Leave	Advance Leave	Attachment
Full Day	Annual Leave	Pending Cancellation Approval	2021-10-26 15:44:43	[Redacted]		2021-10-26 17:46:03	1. [Redacted] Pending Approval on 2021-10-26 21:57:34	No	No	-
Full Day	Annual Leave	Add to list	2021-10-26 15:45:04	[Redacted]				No	No	-
Full Day	Annual Leave	Rejected	2021-10-19 21:43:29	[Redacted]			1. [Redacted] Approved on 2021-10-19 21:45:03 2. [Redacted] Rejected on 2021-10-19 21:46:19	No	No	-
Full Day	Annual Leave	Cancelled	2021-10-13 17:22:47	[Redacted]		2021-10-13 17:29:19	1. [Redacted] Approved on 2021-10-19 21:51:44 2. [Redacted] Approved on 2021-10-26 17:46:25	No	No	-
Full Day	Annual Leave	Withdrawn	2021-10-19 21:06:27	[Redacted]				No	No	-
Full Day	Annual Leave	Rejected	2021-10-19 21:41:06	[Redacted]			1. [Redacted] Rejected on 2021-10-19 21:42:46	No	No	-
Full Day	Annual Leave	Approved	2021-10-19 20:27:45	[Redacted]		2021-10-20 13:04:35	1. [Redacted] Approved on 2021-10-19 21:31:51 2. [Redacted] Approved on 2021-10-19 21:32:34	No	No	-
Full Day	Annual Leave	Approved	2021-10-16	[Redacted]		2021-10-16	1. [Redacted]	No	No	-



A screenshot of the 'Customize Columns' dropdown menu. The menu is open, showing a list of options. The option 'Print Signature' is highlighted with a red rectangular box.

- Table format
- Table format with details
- By employee
- By employee with details
- By employee with summary
- Print Signature**

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.

<div> <div>Print</div> </div>									
Unit Of Measure	Taken Type	Leave Type	Leave Status	Entry Date	Entry By	Remarks	Approval Date	Approval Person	
Day	Full Day	Annual Leave	Pending Cancellation Approval	2021-10-26 15:44:43	Ummeh Hassan		2021-10-26 17:46:03	1. Ummeh Hassan	Pending Approval on 2021-10-26 21:57:34
Day	Full Day	Annual Leave	Add to list	2021-10-26 15:45:04	Ummeh Hassan				
Day	Full Day	Annual Leave	Rejected	2021-10-19 21:43:29	Ummeh Hassan			1. Ummeh Hassan	Approved on 2021-10-19 21:45:03
Day	Full Day	Annual Leave	Rejected	2021-10-19 21:46:19	Ummeh Hassan			2. Ummeh Hassan	Rejected on 2021-10-19 21:46:19
Day	Full Day	Annual Leave	Cancelled	2021-10-13 17:22:47	Ummeh Hassan		2021-10-13 17:29:19	1. Ummeh Hassan	Approved on 2021-10-19 21:51:44
Day	Full Day	Annual Leave	Withdrawn	2021-10-19 21:06:27	Ummeh Hassan			2. Ummeh Hassan	Approved on 2021-10-26 17:46:25
Day	Full Day	Annual Leave	Rejected	2021-10-19 21:41:06	Ummeh Hassan			1. Ummeh Hassan	Rejected on 2021-10-19 21:42:46

Employee Profile

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.

History of Disciplinary		
Start Date	End Date	Reasons of Disciplinary
2020-08-10	2020-08-10	test

After:


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

History of Disciplinary	
Date of Issue	Reasons of Disciplinary
2021-09-25	test 2

Before:

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

Start Date *



End Date



Reasons of Disciplinary *



Save

Cancel

After:

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

The screenshot shows a form titled "Add/Edit Disciplinary". At the top right are "Save" and "Cancel" buttons. Below them is a "Date of Issue" field with a calendar icon, highlighted by a red rectangle. Underneath is a "Reasons of Disciplinary" text area with a "300" character count indicator.

Employee Data Approval

Before:

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

No.	Employee	Field Name	Current Value	New Value		
Category Name: Disciplinary					<input type="checkbox"/> Approve All	<input type="checkbox"/> Reject All Reason (if rejected)
1	LAI KEAN SEONG				<input type="checkbox"/> Approve	<input type="checkbox"/> 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		
Category Name: Disciplinary					<input type="checkbox"/> Approve All	<input type="checkbox"/> Reject All Reason (if rejected)
1	LAI KEAN SEONG				<input type="checkbox"/> Approve	<input type="checkbox"/> 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

 **Learning, Malaysia** <emplx@mywavesuite1.biz> 10:03 AM (16 minutes ago) ☆ ↶ ⋮
to support, rnd_development ▾

Dear HR,

The following details of disciplinary were submitted by YEE HEN CHOONG

Employee No will be auto filled if it is empty.	MY0026
Employee Name	LAI KEAN SEONG
Disciplinary Date of Issue	2021-11-01
End Disciplinary Date	2021-11-30
Reasons of Disciplinary	test


is awaiting Your Approval

[This is a computer generated notice]
Powered by MYwave

[Approval Page](#)

After:

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

 **Learning, Malaysia** <emplx@mywavesuite1.biz> 2:47 AM (7 hours ago) ☆ ↶ ⋮
to rnd_development ▾

Dear HR,

The following details of disciplinary were submitted by WONG PUI YEN

Employee No will be auto filled if it is empty.	MY0026
Employee Name	LAI KEAN SEONG
Date of Issue	2021-11-08
Reasons of Disciplinary	test 2



is awaiting Your Approval


[This is a computer generated notice]
Powered by MYwave

[Click Here](#) Alternate Login

Acknowledgement email **New**

Acknowledgement email with **Date of Issue** column

Acknowledgement of information update for LAI KEAN SEONG Inbox x  

 **Learning, Malaysia** <emplx@mywavesuite1.biz> 2:47 AM (7 hours ago) ☆ ↶ ⋮
to rnd_development ▾

Dear WONG PUI YEN:

Your subordinate's disciplinary details has been approved by HR.
For more information, please refer to HR Admin
Details as follows

Field Name	Old Info	New Info	Status	Reason (if rejected)
Category Name: Disciplinary				
Reasons of Disciplinary	-	test	Approve	-
Date of Issue	-	2021-11-01	Approve	-

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				Add	
Please click Add for adding new record.					

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
rnd_development@mywave.biz	25/9/2021		abc

After:

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

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