



Release Notes

Release Date: 8 March 2022

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Release Notes Summary

Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
E-Time Card <ul style="list-style-type: none">Time Card Reminder Setup <i>New</i>	Enhancement	–	√	–	√	–	–
Overtime <ul style="list-style-type: none">Overtime Reminder Setup <i>New</i>	Enhancement	–	√	–	√	–	–

E-Time Card

Time Card Reminder Setup ^{New}

Time Card Reminder setup tab has been added to **Time Card Settings**. This feature allows Admin to turn on supervisor approval reminder or escalation email trigger after a set amount of days. If turned on, email will be sent to remind supervisor to approve time card records on a daily basis after set amount of days has passed, or escalation email will be sent to selected managers if time card records are not approved after set amount of days.

Control Attendance Exclude List **Time Card Reminder**

Time Card

Supervisor Approval Reminder
Send email to supervisor when Time Card is pending approval/cancellation approval for certain no. of days Yes No
Send escalation email when Time Card is not approved for 1 Day(s)

Escalation Notification
Send email notification to alert manager and all delegated managers when a supervisor did not approve an employee Time Card within a timeframe. Yes No
Send escalation email when Time Card is not approved for 2 Day(s)

HR email to receive notification if escalation email is missing (optional)
rnd_development@mywave.biz ✕
[Add Email Address](#)

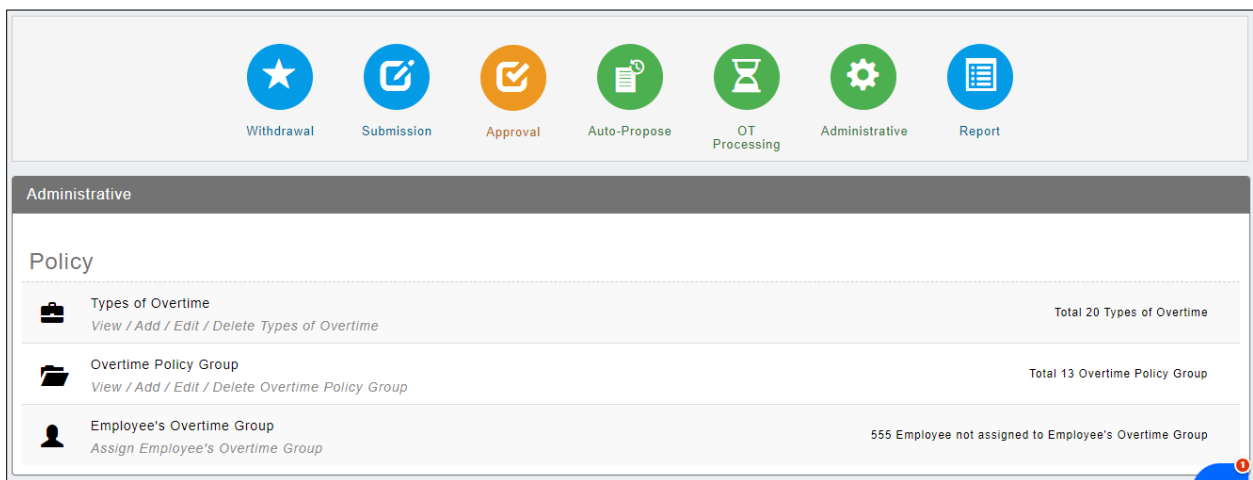
Overtime Reminder Setup ^{New}

Overtime Reminder setup has been added to **OT Administrative** tab. This feature allows Admin to turn on supervisor approval reminder or escalation email trigger after a set amount of days.

OT Administrative tab:

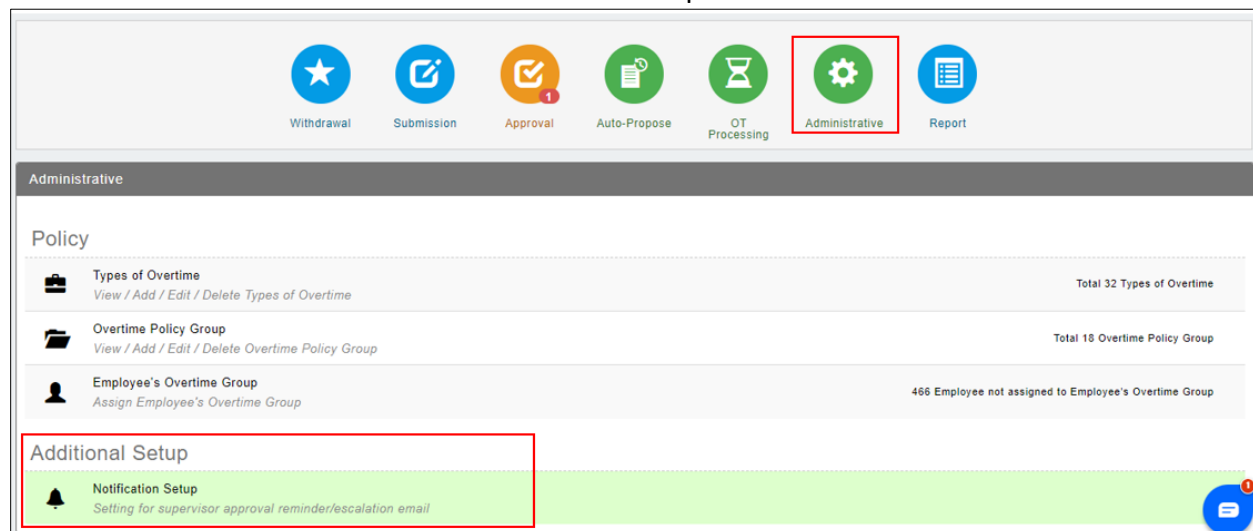
Before:

OT Administrative tab **without** Overtime Reminder setup



After:

OT Administrative tab **with** Overtime Reminder setup



If turned on, email will be sent to remind supervisor to approve time card records on a daily basis after set amount of days has passed, or escalation email will be sent to selected managers if time card records are not approved after set amount of days. Overtime Reminder setup is available for **OT Claim (OTC)/OT Suggest (OTS)/OT Baked (OTB)**, **OT Preplan** and **OT Preplan Confirmation**.

OT Claim (OTC)/OT Suggest (OTS)/OT Baked (OTB):

OT Claim(OTC)/OT Suggest(OTS)/OT Baked(OTB)

**Supervisor Approval Reminder**
Send email to supervisor when OTC/OTS/OTB are pending approval/cancellation approval for certain no. of days

YesNo

Send escalation email when OTC/OTS/OTB are not approved for Day(s)

**Escalation Notification**
Send email notification to alert manager and all delegated managers when a supervisor did not approve an employee OTC/OTS/OTB within a timeframe.

YesNo

Send escalation email when OTC/OTS/OTB are not approved for Day(s)


HR email to receive notification if escalation email is missing (optional)

✕


[Add Email Address](#)

OT Preplan:

OT Preplan

**Supervisor Approval Reminder**
Send email to supervisor when OT preplan is pending approval/cancellation approval for certain no. of days

YesNo

**Escalation Notification**
Send email notification to alert manager and all delegated managers when a supervisor did not approve an employee OT preplan within a timeframe.

YesNo

Send escalation email when OT preplan is not approved for Day(s)


HR email to receive notification if escalation email is missing (optional)

✕

[Add Email Address](#)


OT Preplan Confirmation:

OT Preplan Confirmation

**Supervisor Reminder**
Send email to supervisor when OT preplan is pending confirmation/cancellation confirmation for certain no. of days

YesNo

Send escalation email when OT preplan is not confirmed for Day(s)

**Escalation Notification**
Send email notification to alert manager and all delegated managers when a supervisor did not confirm an employee OT preplan within a timeframe.

YesNo

Send escalation email when OT preplan is not confirmed for Day(s)

HR email to receive notification if escalation email is missing (optional)

✕

✕

[Add Email Address](#)