

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	Enhancement	_	\checkmark	-	\checkmark	_	-
• Time Card Reminder Setup ^{New}							
Overtime	Enhancement	_	\checkmark	_	\checkmark	_	_
Overtime Reminder Setup ^{New}							

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 if 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 A	ttendance Exclude List Time Card Reminder	
Time	Card	
۴	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)
٠	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

Overtime

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 if days.

OT Administrative tab:

Before:

OT Administrative tab without Overtime Reminder setup

		Ø	C		Ξ			
	Withdrawal	Submission	Approval	Auto-Propose	OT Processing	Administrative	Report	
Administrative								
Policy								
Types of Overtime View / Add / Edit	e / Delete Types of Ov	vertime						Total 20 Types of Overtime
Overtime Policy O View / Add / Edit	Group / Delete Overtime Po	olicy Group					То	otal 13 Overtime Policy Group
Employee's Over Assign Employee	time Group 's Overtime Group					555 Emplo	oyee not assigned to	o Employee's Overtime Group

<u>After:</u>

OT Administrative tab with Overtime Reminder setup

	Withdrawal	Submission	Approval	Auto-Propose	OT Processing	Administrative	Report	
Administrative								
Policy								
Types of Overtime	elete Types of Overtime							Total 32 Types of Overtime
View / Add / Edit / De	ı p elete Overtime Policy Grou	D						Total 18 Overtime Policy Group
Employee's Overtime Assign Employee's O							466 Employee not as:	signed to Employee's Overtime Group
Additional Setup								
Notification Setup Setting for supervisor	r approval reminder/escala	tion email						E

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	Yes No Send escalation email when OTC/OTS/OTB are not approved for 9 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.	Yes No Send escalation email when OTC/OTS/OTB are not approved for 4 Day(s) HR email to receive notification if escalation email is missing (optional) rnd_development1@mywave.biz ¥ 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	7 Yes No
Escalation Notification	Yes No
Send email notification to alert manager and all delegated managers when supervisor did not approve an employee OT preplan within a timeframe.	Send escalation email when OT preplan is not approved for 6 Day(s)
	HR email to receive notification if escalation email is missing (optional)
	rnd_development2@mywave.biz
	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	Yes No Send escalation email when OT preplan is not confirmed for 8 Day(5)
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.	Yes No Send escalation email when OT preplan is not confirmed for 6 Day(s) HR email to receive notification if escalation email is missing (optional) rnd_development3@mywave.biz X fatin@mywave.biz X fatin@mywave.biz X O Add Email Address X