



Release Notes

Release Date: 14 May 2022

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Release Notes Summary

Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
OT Compensatory Method <ul style="list-style-type: none"> Overtime Policy Setup Overtime Submission Overtime Approval Overtime Processing Overtime Report 	Enhancement	√	√	–	√	√	√
User Menu <ul style="list-style-type: none"> Vietnamese Language Option <i>New</i> 	Enhancement	–	–	–	√	√	√
EmplX Mobile App (V 3.0.19) <ul style="list-style-type: none"> Planned Leave <i>New</i> Drafted Leave <i>New</i> Leave HR Approval <i>New</i> Drafted Claim <i>New</i> Claim HR Approval <i>New</i> Cash Advance Application <i>New</i> Open Advance <i>New</i> Cash Advance History <i>New</i> Cash Advance HR Approval <i>New</i> EA Form (Malay Version) <i>New</i> 	Enhancement	–	√	–	√	√	√

OT Compensatory Method

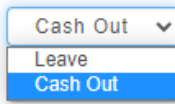
Overtime Policy Setup

A new feature added in overtime module which to allow user to make selection on compensatory type for overtime/callback rates.

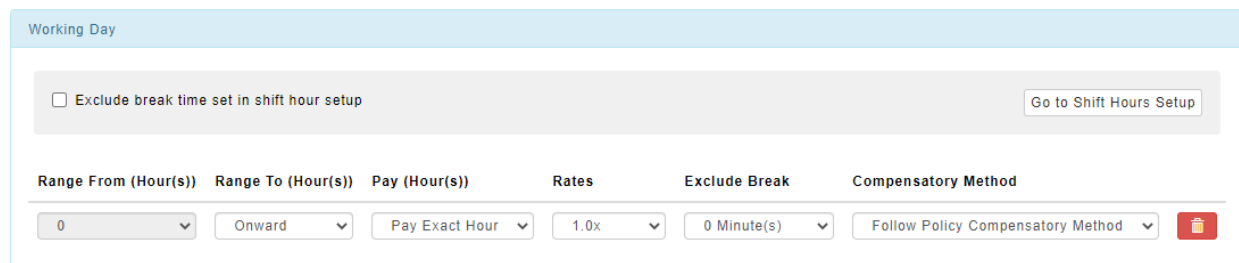
Overtime Policy Setup:

Before:

Compensatory Method :



A dropdown menu with three options: 'Cash Out' (top), 'Leave' (middle), and 'Cash Out' (bottom, highlighted in blue).



The screenshot shows a form titled 'Working Day'. It includes a checkbox labeled 'Exclude break time set in shift hour setup' and a button 'Go to Shift Hours Setup'. Below this is a table with columns: 'Range From (Hour(s))', 'Range To (Hour(s))', 'Pay (Hour(s))', 'Rates', 'Exclude Break', and 'Compensatory Method'. The table contains one row with values: '0', 'Onward', 'Pay Exact Hour', '1.0x', '0 Minute(s)', and 'Follow Policy Compensatory Method'. A red trash icon is visible at the end of the row.

Range From (Hour(s))	Range To (Hour(s))	Pay (Hour(s))	Rates	Exclude Break	Compensatory Method
0	Onward	Pay Exact Hour	1.0x	0 Minute(s)	Follow Policy Compensatory Method

After:

OT Policy setup has been enhanced to cater for OT compensatory method selection based on desired day type and rates. Accumulative option has been added to each compensatory method as well. *(Refer to user guide for more information).*

Rest Day

☐ Exclude break time set in shift hour setup

Go to Shift Hours Setup

☒ Cash Out

☐ Accumulative

Range From (Hour(s))	Range To (Hour(s))	Pay (Hour(s))	Rates	Exclude Break
0	4.00	4 Hour(s)	1.0x	0 Minute(s)
4	Onward	8 Hour(s)	1.0x	0 Minute(s)

☒ Leave

☒ Accumulative

Range From (Hour(s))	Range To (Hour(s))	Pay (Hour(s))	Rates	Exclude Break
0	4.00	4 Hour(s)	1.0x	0 Minute(s)
4	Onward	8 Hour(s)	1.0x	0 Minute(s)

(Note: Changes only applied to policy based on daily control)

Overtime Submission

Compensatory method option will be displayed in submission screen if user entitled to make compensatory selection.

Employee Mode:

Submit Overtime

Employee

Supervisor

Admin

OTC Add to list

Overtime Type :

OTC

OTP

Employee : MY0055 -

Callback :

No

Yes

Compensatory Method :

Leave

Overtime Date * :

2022-04-20

2022-04-20

1 day(s)

Time :

18:00

20:00

02:00 Hour(s)

Remarks * :

+ Add to list

✓ Submit

✕ Close

Supervisor Mode:

Submit Overtime

Employee

Supervisor

Admin

OTC Add to list

Overtime Type :

OTC

OTP

Employee * : 2 Selected

Callback :

No

Yes

Overtime Date * :

2022-04-05

2022-04-05

1 day(s)

Time :

17:00

18:00

01:00 Hour(s)

Remarks * :

Employee No.	Employee Name	Compensatory Method
12348		<div>Cash Out</div>
CC00004		<div>Leave</div>

+ Add to list

✓ Submit

✕ Close

Admin Mode (on behalf of Employee):

Submit Overtime

Employee Supervisor Admin

OTC Add to list

Overtime Type : OTC OTP

On Behalf Of : Employee Supervisor

Employee * : MY0055 -

Callback : No Yes

Compensatory Method : Cash Out

Overtime Date * : 2022-04-20 2022-04-20 1 day(s)

Time : 18:00 20:00 02:00 Hour(s)

Remarks * : 500

+ Add to list ✓ Submit ✕ Close

Admin Mode (on behalf of Supervisor):

Submit Overtime

Employee Supervisor

On Behalf Of : Employee Supervisor

Supervisor : MY0055 -

Employee * : 2 Selected

Callback : No Yes

Overtime Date * : 2022-04-05 2022-04-05 1 day(s)

Time : 17:00 19:00 02:00 Hour(s)

Remarks * : 500

Employee No.	Employee Name	Compensatory Method
12348		Cash Out
CC00004		Leave

+ Add to list ✓ Submit ✕ Close

Overtime Approval

Overtime Approval screen has been enhanced and adjusted to a table format for easier viewing. OT records pending approval will be displayed in the table. Users can filter records by employee, select item count per page, show/hide columns based on preference, and unselect/deselect all records for approval/rejection.

Before:

Approval

Overtime Claim

Pre-Plan Overtime (8)

Employee : Select options

Select All

Approve All

Date : 2019-02-23 (Sat)

OT ID : 212481 (OTP)

Shift : Rest Day

Attendance : 2019-02-23 06:42

Overtime : 2019-02-23 07:00

Remarks :

Employee : ██████████

Status : Submitted (Waiting for Approval)

Hour(s) : 12:00

Date : 2019-02-23 (Sat)

OT ID : 212821 (OTP)

Shift : Off Day

Attendance : 2019-02-23 06:31

Overtime : 2019-02-23 07:00

Remarks :

Employee : ██████████

Status : Submitted (Waiting for Approval)

Hour(s) : 12:00

After:

OT Approval screen with pending records shown in table format

Approval

Overtime Claim (10)

Pre-Plan Overtime

Employee : Select options

Select All

Approve All

Selected 0 Record

Show 10 entries

Employee No.	Employee Name	Overtime Start From	Overtime End On	Submitted Hours	Clock In	Clock Out	Hour(s) (Clock out - Overtime Start From)	Difference (Actual - Submitted)	Approve Hour(s)	Type
Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search
0	██████████	2022-04-17 16:00	2022-04-18 00:00	08:00	-	-	08:00	00:00	08:00	OTC

Overtime Processing

A new column has been added to Overtime Processing to indicate whether compensatory method of OT record has been selected by user.

Before:

OT Processing screen **without** Compensatory Method Selection column

OT ID	Employee	Date	Start Date	End Date	Start Time	End Time	OT Hours	Approve Hour(s)	Pay Hour [x] Rates (Compensatory Method)	Remarks
-Filter-	-Filter-	-Filter-								-Filter-
237754		2022-04-18	2022-04-18	2022-04-18	01:00	02:00	01:00	01:00	1.00 [x] 3.0x Public Holiday (Cash Out)	test ca...
237755		2022-04-18	2022-04-18	2022-04-18	02:00	03:00	01:00	01:00	1.00 [x] 3.0x Public Holiday (Cash Out)	test ca...

After:

OT Processing screen **with** Compensatory Method Selection column





OT ID	Employee	Date	Start Date	End Date	Start Time	End Time	OT Hours	Approve Hour(s)	Pay Hour [x] Rates (Compensatory Method)	Compensatory Method Selection
-Filter-	-Filter-	-Filter-								-Filter-
5319	MY0055 -	2022-04-15	2022-04-15	2022-04-15	00:00	01:00	01:00	01:00	1.00 [x] 1.0x (Leave)	Follow Policy
5329	MY0055 -	2022-04-18	2022-04-18	2022-04-18	00:00	05:00	05:00	03:00	3.00 [x] 2.0x (Cash Out)	Selected by User

Overtime Report

A new column has been added to Overtime Report to indicate whether compensatory method of OT record has been selected by user.



Before:

Overtime Report **without** Compensatory Method Selection column

OT ID	Employee No	Employee Name	Start Date	End Date	Types	Start Time	End Time	Pay Hour	Overtime Rates	Remarks
294			2022-05-06	2022-05-06	OTS	07:00	09:00	2.00	1.0x	Propose Overtime Record
293			2022-05-06	2022-05-06	OTS	07:00	09:00	0.00	N/A	Propose Overtime Record Record had deleted due to overlap with new Overtime Record

After:

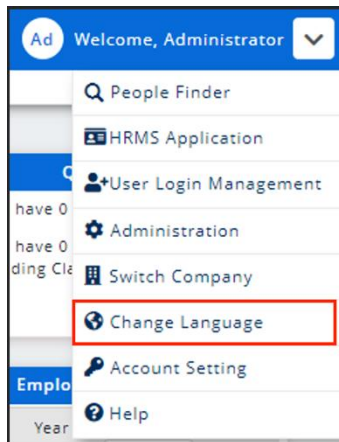
Overtime Report **with** Compensatory Method Selection column

OT ID	Employee No.	Employee Name	Start Date	End Date	Types	Start Time	End Time	Pay Hour	Overtime Rates	Compensatory Method	Compensatory Method Selection
5340	MEI0172		2022-04-23	2022-04-23	OTC	01:00	02:00	2.00	1.0x	Leave	Follow Policy
5329	MY0055		2022-04-18	2022-04-18	OTC	00:00	05:00	5.00	2.0x	Cash Out	Selected by User

User Menu

Vietnamese Language Option ^{New}

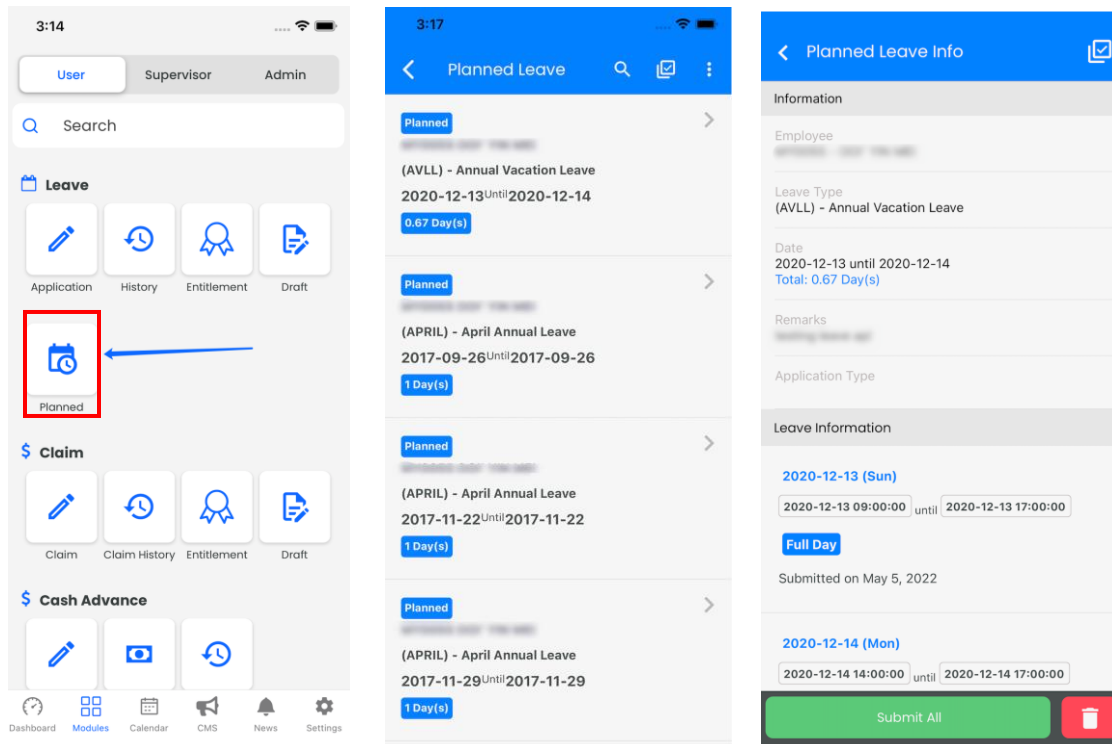
A new language option, Vietnamese, has been added into EmplX system. Users can select Vietnamese language option by navigating to Change Language on User Menu and selecting Vietnamese.



EmplX Mobile Apps

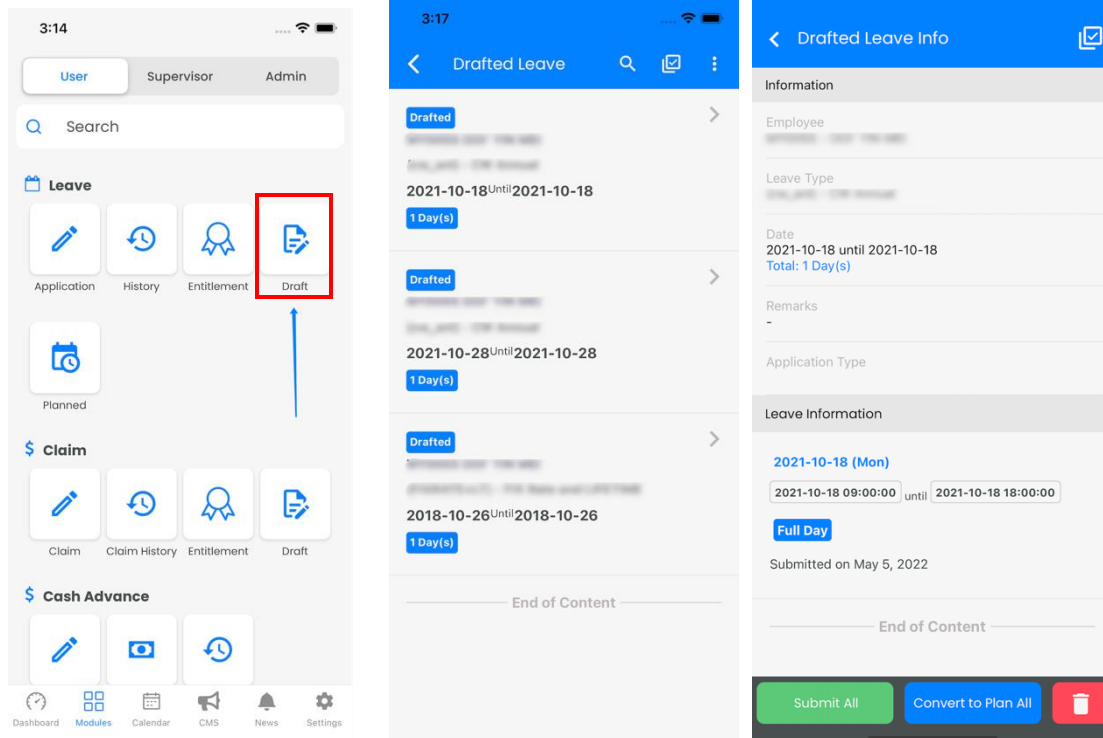
Planned Leave ^{New}

Planned leave has been added to EmplX Mobile App. User, Supervisor or HR Admin can submit or delete planned leave.



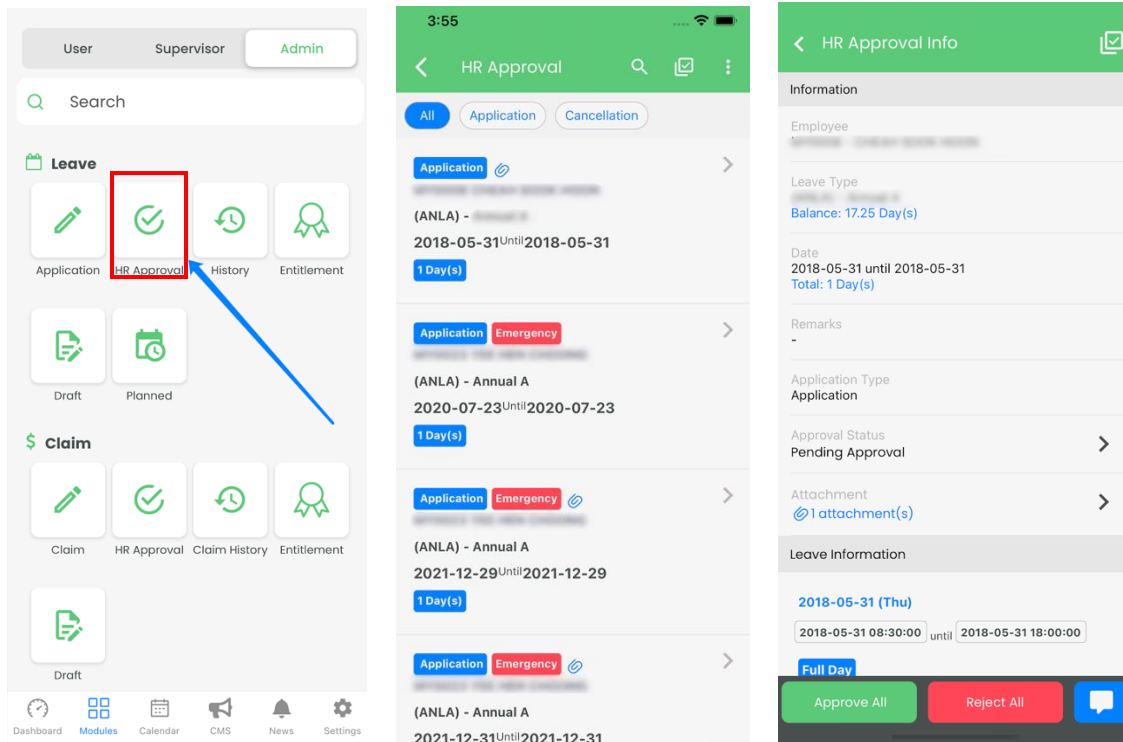
Drafted Leave ^{New}

Drafted leave has been added to EmplX Mobile App. Users, Supervisor or HR Admin can convert drafted leave to planned leave, and submit or delete the drafted leave.



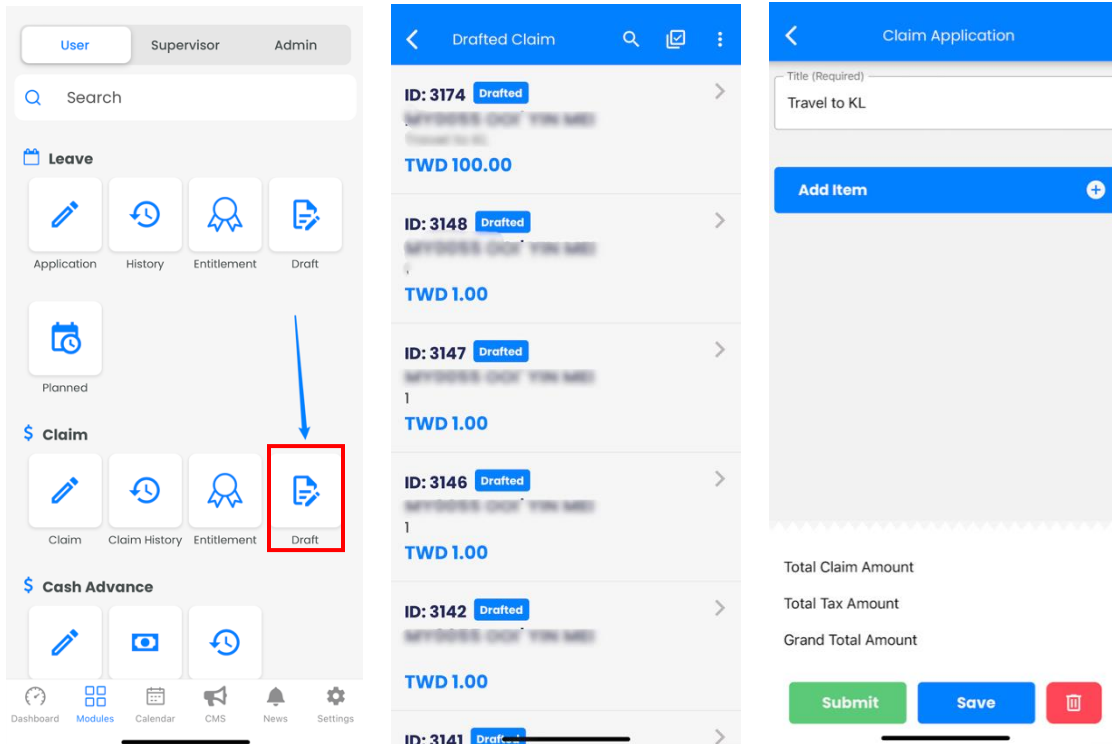
Leave HR Approval ^{New}

Leave HR Approval has been added to EmplX Mobile App. HR Admin can approve/reject leave application records in the mobile app.



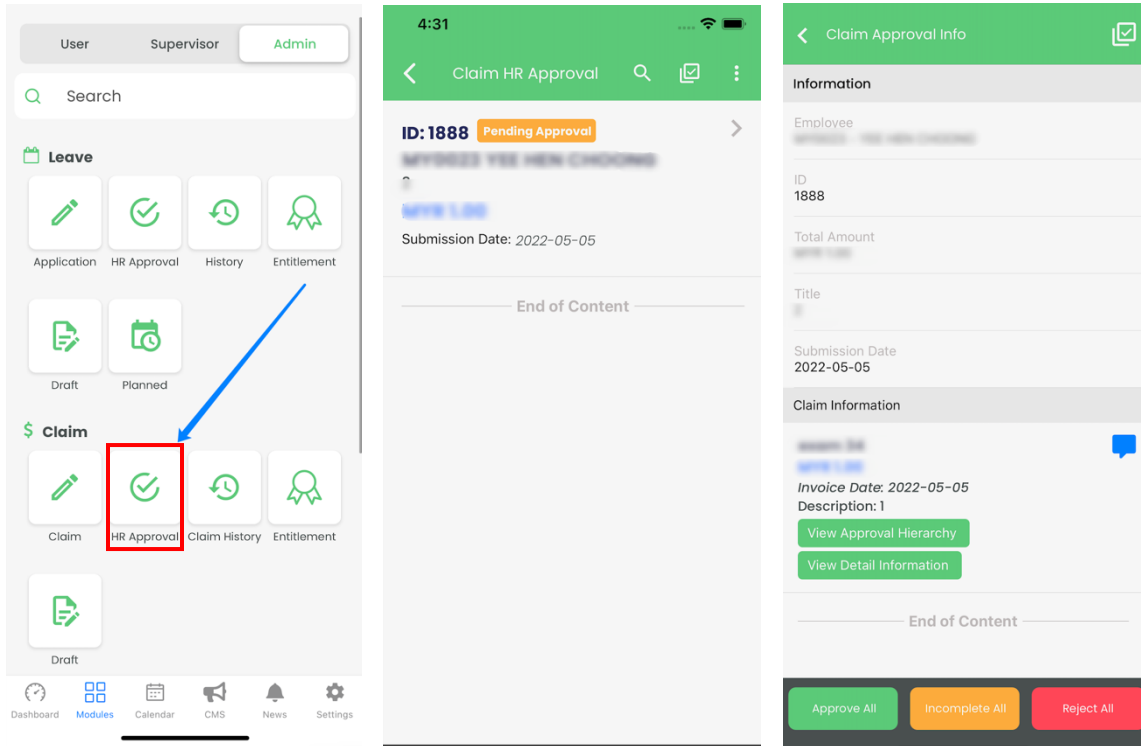
Drafted Claim ^{New}

Drafted Claim has been added to EmplX Mobile App. Users, or HR Admin can edit/save/delete/submit drafted claim using the mobile app.



Claim HR Approval ^{New}

Claim HR Approval has been added to EmplX Mobile App. HR Admin can approve/reject claim applications in the mobile app.



Cash Advance Application New

Cash Advance Application has been added to EmplX Mobile App. Users or HR Admin can apply for cash advance through the mobile app.

The image displays three screenshots of the EmplX Mobile App interface for the Cash Advance Application process.

Left Screenshot (Dashboard): Shows the 'Planned' section with a 'Cash Adv' icon highlighted by a red box and a blue arrow. The 'Cash Adv' icon is located under the 'Cash Advance' section, which also includes 'Open Adv' and 'Cash Adv History'.

Middle Screenshot (Form): Shows the 'Cash Adv Application' form. The form includes a 'Title (Required)' field, an 'Add Item' button, and a 'Submit' button at the bottom. The form also displays 'Total Claim Amount', 'Total Tax Amount', and 'Grand Total Amount'.

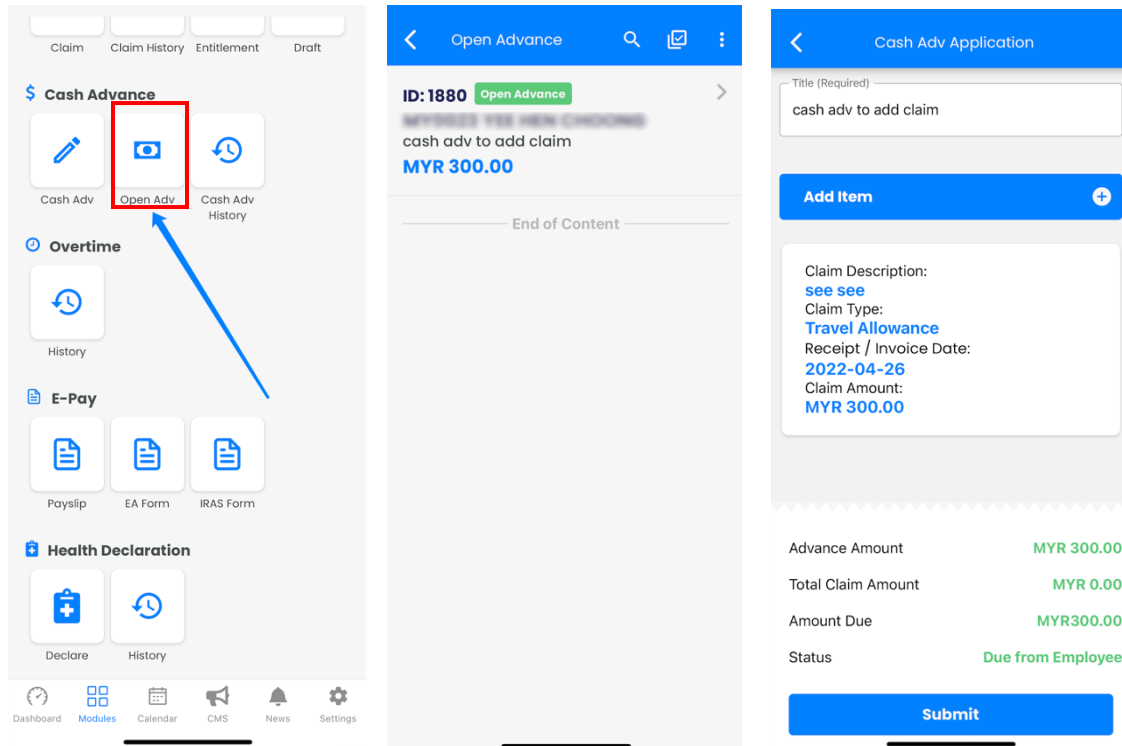
Right Screenshot (Form): Shows the 'Cash Adv Application' form with the following fields and values:

- Receipt / Invoice Date: 2022-05-05
- Claim Type: Cash Advance
- Currency: Malaysian Ringgit (MYR)
- To: Taiwan Dollar (TWD)
- Currency rate: (empty field)
- Claim amount (Required): 100

The bottom of the right screenshot shows 'Back' and 'Add to list' buttons.

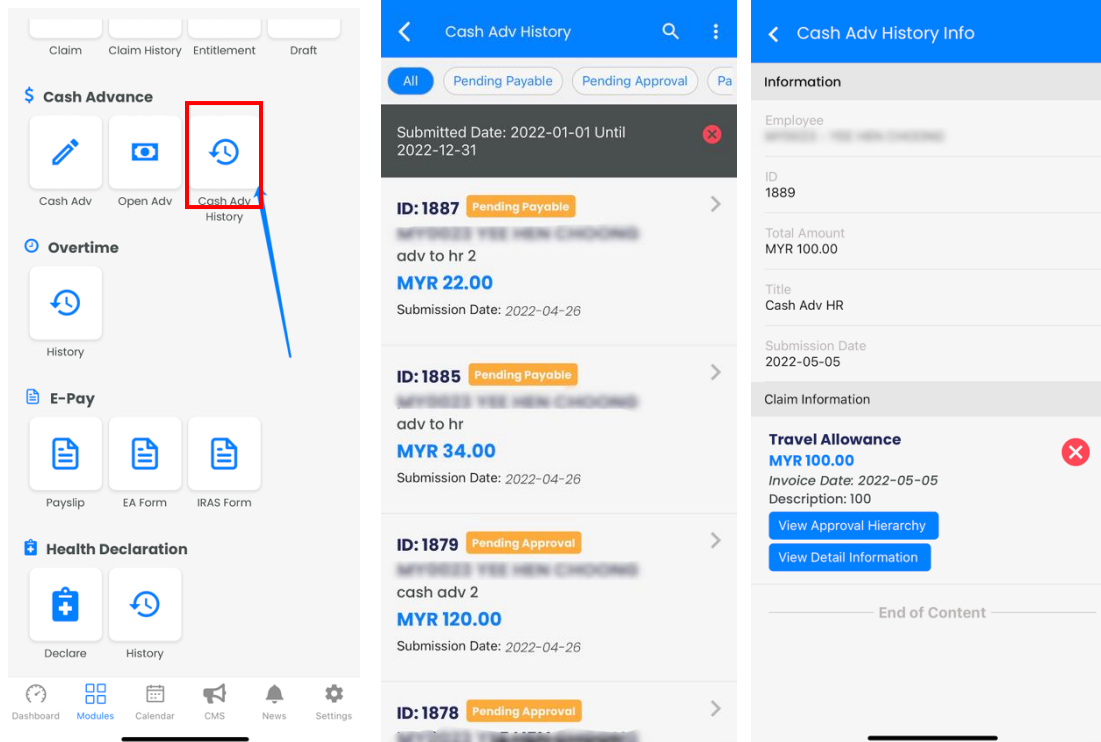
Open Advance ^{New}

EmplX Mobile App now supports Open Advance feature. User or HR Admins can add and submit reimbursement claim items into the open advance items through the mobile app.



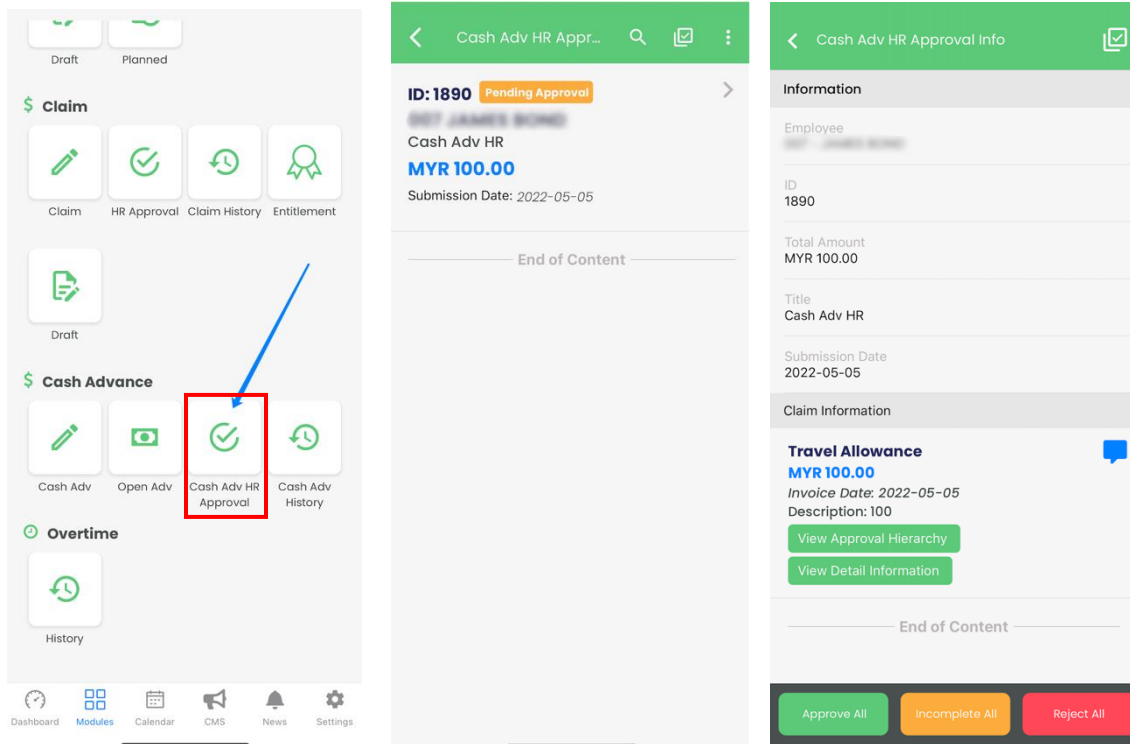
Cash Advance History ^{New}

Cash Advance History has been added to EmplX Mobile App. All cash advance records can now be viewed via the mobile app.



Cash Advance HR Approval ^{New}

Cash Advance HR Approval has been added to EmplX Mobile App. HR Admin can approve, reject, or mark cash advance application as incomplete in the mobile app.



EA Form (Malay Version) ^{New}

EA form is now available in the Malay language version. Users can select the preferred language for the EA form.

The screenshot shows the 2017 EA Form in English. A blue arrow points to the 'Malay' language selection option in the top right corner. The form is titled 'INCOME TAX' and includes sections for 'PARTICULARS OF EMPLOYEE', 'EMPLOYMENT INCOME, BENEFITS AND LIVING ACCOMMODATION', 'PENSION AND OTHERS', 'TOTAL DEDUCTION', 'CONTRIBUTIONS PAID BY EMPLOYEE TO APPROVED PROVIDENT FUND AND SOCSO', and 'TOTAL TAX EXEMPT ALLOWANCES / PERQUISITES / GIFTS / BENEFITS'. The form is dated 28 Jan 2018.

The screenshot shows the 2017 EA Form in Malay. The 'Select EA Language' screen displays two options: 'English' (selected) and 'Malay'. The 'Done' button is at the bottom.