



## Release Notes

**Release Date: 7 June 2022**

To leave feedback, please email to [support@mywave.biz](mailto:support@mywave.biz)

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## Release Notes Summary

Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
<b>Claim</b> <ul style="list-style-type: none"> <li>Added Timestamp to Approval Person Icon</li> <li>Added Timestamp to Claim Report</li> </ul>	Enhancement	–	–	–	√	√	√
<b>Training Records (Admin)</b> <ul style="list-style-type: none"> <li>Course with Pass/Fail Criteria</li> <li>Course with Assessment Criteria</li> </ul>	Enhancement	–	–	–	√	–	–
<b>Dashboard</b> <ul style="list-style-type: none"> <li>Report (Admin)</li> </ul>	Enhancement	–	–	–	√	–	–
<b>Attendance Loading</b> <ul style="list-style-type: none"> <li>Retain User Modified Attendance <i>New</i></li> </ul>	Enhancement	–	–	–	√	–	–

## Added Timestamp to Approval Person Icon

Timestamp has been added to approval person icon on all claim items for **Submission, Approval, HR Approval, Processing** and **Finance Approval**. User can now view approval time by hovering on the approval person icon under claim details.

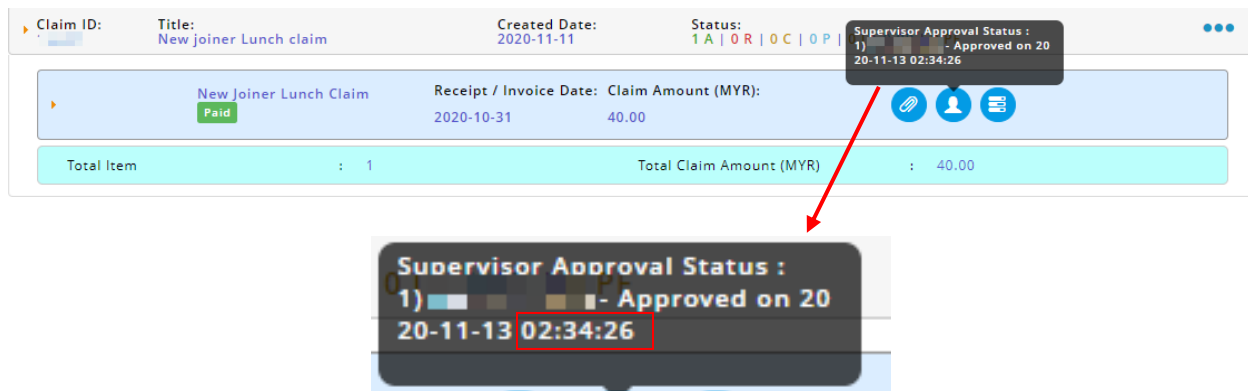
### Before:

Approval Person Icon **without** Timestamp



### After:

Approval Person Icon **with** Timestamp






## Added Timestamp to Claim Report

Timestamp has been added to **Approval Status** and **Finance Approval Status** column in **Claim**, **Internal Expenses** and **External Expenses** report for approved/rejected/incomplete claim items. User can now view approval time under approver name.




### Before:

Approval Status and Finance Approval Status column **without** Timestamp

Receipt / Invoice Number	Receipt / Invoice Date	Status	Approval Status	Finance Approval Status	Payable Date
-	2022-05-16	Paid	1.  - Approved - on 2022-05-16 2.  - Approved - on 2022-05-16	1.  - Approved - on 2022-05-16	2022-05-16

### After:

Approval Status and Finance Approval Status column **with** Timestamp

Receipt / Invoice Number	Receipt / Invoice Date	Status	Approval Status	Finance Approval Status	Payable Date
-	2022-05-16	Paid	1.  - Approved - on 2022-05-16 20:39:50 2.  - Approved - on 2022-05-16 20:46:13	1.  - Approved - on 2022-05-16 20:48:20	2022-05-16

# Training Records (Admin)

## Course with Pass/Fail Criteria

Interface for course with pass/fail criteria has been enhanced. The **Assessment** column has been removed and replaced with **Attended** and **Pass/Fail** column. Admins can now assign **Pass/Fail** grade to employees by clicking on the button. Employee is considered to have attended the course when a Pass/Fail grade has been assigned.

### Before:

Course Status

Cost Attendance Save Back

Course Title : ENGLISH - ENG202  
Course Periods : 2017-10-17 ~ 2017-10-17  
Class Size : 1 ~ 20  
Total Attendee : 1  
Status : Incomplete

No.	Employee Name	Employee No.	Assessment( Score )	Attendance (days) ( 1 Day(s))
1.			<input type="text"/>	0

### After:

Course Status **with** Attended and Pass/Fail column

Course Status

Cost Attendance Save Back

Course Title : Pass/Fail Test - 520  
Course Periods : 2022-05-20 ~ 2022-05-20  
Class Size : ~  
Total Attendee : 3  
Status : Incomplete

No.	Employee Name	Employee No.	Attended(✓ / ✕)	Pass/Fail	Attendance (days) ( 1 Day(s))
1.			✕	Pass Fail N/A	0
2.			✓	Pass Fail N/A	0
3.			✓	Pass Fail N/A	0

## Course with Assessment Criteria

Interface for course with assessment criteria has been enhanced. The **Assessment** column has been removed and replaced with **Attended**, **Pass/Fail** and **Assessment** column. Admins can now assign marks to employees by filling up the **Assessment** column. Employee is considered to have attended the course when marks have been assigned. **Passing Mark** field has also been added to course information. **Pass/Fail** column will be updated based on passing mark entered in **Assessment** column.

### Before:

Course Status

\$ Cost

Attendance

Save

Back

Course Title

:

ENGLISH - ENG202

Course Periods

:

2017-10-17 ~ 2017-10-17

Class Size

:

1 ~ 20

Total Attendee

:

1

Status

:

Incomplete

No.

Employee Name

Employee No.

Assessment( Score )

Attendance (days) ( 1 Day(s))

1.

0

### After:

Course Status **with** Attended, Pass/Fail and Assessment column

Course Status

\$ Cost

Attendance

Save

Back

Course Title

:

ENGLISH - E01

Course Periods

:

2017-04-27 ~ 2017-04-27

Class Size

:

10 ~ 20

Total Attendee

:

2

Status

:

Incomplete

Passing Mark

:

50

No.

Employee Name

Employee No.

Attended(✓ / ✕)

Pass/Fail

Assessment( Score )

Attendance (days) ( 1 Day(s))

1.

✓

Fail

25

0

2.

✓

Pass

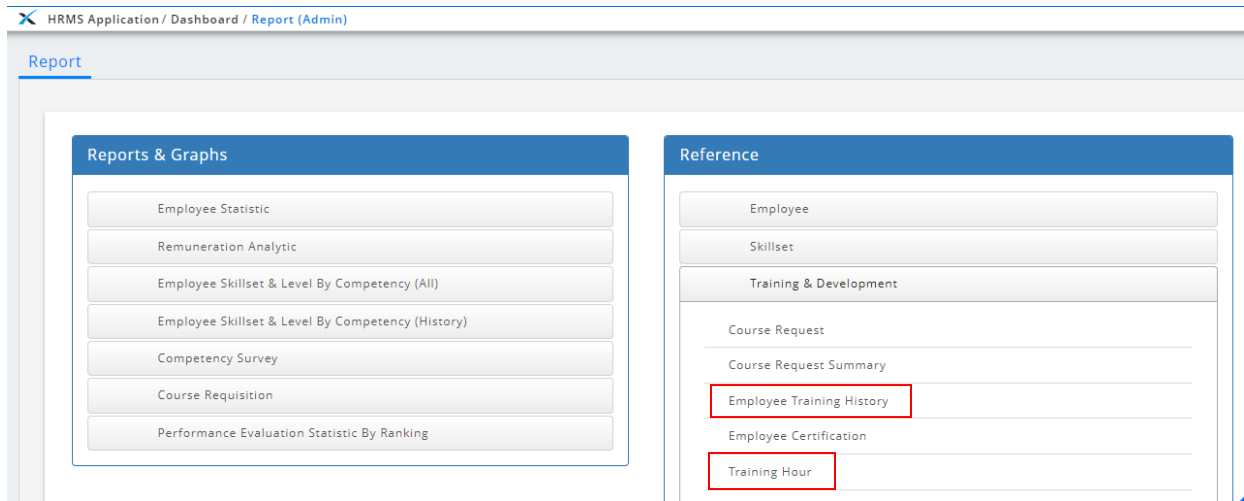
51

0



## Report (Admin)

**Employee Training History** and **Training Hour** in Report (Admin) under Dashboard module has been enhanced. **Actual Attended Hour** column has been added to Employee Training History and **Total Actual Attended Hour** column has been added to Training Hour



### Employee Training History:

Before:

Employee Training History report **without** Actual Attended Hour column

Report

Export

Refresh
Date as of: 2022-05-20 1:31 pm

Employee ID	Size (Min)	Size (Max)	Duration	Duration Type	Attended hour(s)	Attendance Status	Grade	Marks	Course Date
1111	10	20	10	Hours	0.00	Attended	-	-	2017-01-01
2222	1	50	-	-	0	Not Attended	-	-	2019-01-01
3333	10	20	10	Hours	0.00	Attended	-	-	2017-01-01
4444	10	20	-	-	0	Not Attended	-	-	2017-01-01
5555	10	20	10	Hours	0.00	Attended	-	-	2017-01-01
62695	26	26	-	-	-	Attended	-	-	2016-01-01

After:

Employee Training History report **with** Actual Attended Hour column

Report

Employee Training History

Export

Refresh  
Date as of:  
2022-05-27 4:20 pm

File	Size (Min)	Size (Max)	Duration	Duration Type	Attended hour(s)	Actual Attended hour(s)	Attendance Status	Grade	Marks
	10	20	10	Hours	2.00	0.00	Not Attended	-	-
	10	20	10	Hours	2.00	0.00	Attended	-	-
	10	20	10	Hours	3.00	0.00	Not Attended	-	-
	10	20	10	Hours	0.00	0.00	Attended	-	-
	10	20	10	Hours	0.00	0.00	Attended	-	-
	10	20	10	Hours	0.00	0.00	Attended	-	-

**Training Hour:**

Before:

Training Hour report **without** Total Actual Attended Hour column

Report

Training Hour

Export

Refresh  
Date as of:  
2022-05-20 1:34 pm

Course Title	Schedule Code	Total Hour	Employee Name
ENGLISH		1.00	
ENGLISH		1.00	
ENGLISH		2.00	
ENGLISH		0.00	
ENGLISH		0.00	
ENGLISH		2.00	
Pass/Fail Test		2.00	
Pass/Fail Test		2.00	
Pass/Fail Test		2.00	

After:

Training Hour report **with** Total Actual Attended Hour column

## Report

Training Hour

Export ▾

Refresh ↻

Date as of:  
2022-05-27 4:30 pm

Course Title	Schedule Code	Total Attended Hour	Total Actual Attended Hour	Employee Name
Altera FPGA - SoC training		5.87	3.87	
Course - Exam60		1.00	0.00	
Course - Exam60		1.00	0.00	
Course - Exam60		1.00	1.00	
Course - Exam60		1.00	1.00	
Course - ExamAttend		5.03	0.00	
Course - ExamAttend		5.03	3.03	
Course - ExamAttend		5.03	5.03	
Course - ExamPassFail		5.02	0.00	
Course - ExamPassFail		5.02	5.02	

# Attendance Loading

## Retain User Modified Attendance <sup>New</sup>

A new feature has been added to retain user modified attendance records in **E-Time Card** module. When processing the attendance loading, admin is able to retain timecard records that have been modified by the user. *\*This feature is only applicable for shift propose\**

Navigate to **E-Time Card > Administration > Time Card Record (Admin)** then select **Attendance Loading** tab. If **Yes** option is selected, system will keep all timecard records which have been created and modified by user and remove all other records.

The screenshot shows the 'Attendance Loading' tab selected in the top navigation bar. Below the navigation bar, there is a section titled 'Attendance Loading' with a 'Choose File' button and a 'No file chosen' message. Below this, there is a note: 'Maximum file size per attachment is 3MB. Only .txt, .csv formats are allowed.' and another note: 'Note: For those raw attendance file that had manually key-in/updated in the file itself, the last row of data MUST always be a New Line (Enter # ).' Below this, there is a section titled 'Attendance Loading (Reset Staging Record)' with the following fields: 'Date Range: 2022-04-23 To 2022-05-22', 'Total Staging Record: 165671', 'Total Employee: 1370', 'Reload Start From: [calendar icon]', and 'Employee: [Select options]'. At the bottom of this section, there is a 'Retain user modified attendance:' field with 'Yes' and 'No' radio buttons. The 'Yes' radio button is selected. A 'Proceed' button is located to the right of the 'Date Range' field.

If **No** option is selected, system will discard all timecard records which have been created and modified by user.

The screenshot shows the 'Attendance Loading (Reset Staging Record)' section with the same fields as the previous screenshot. However, the 'Retain user modified attendance:' field now has the 'No' radio button selected. Below this field, there is a red warning message: 'Any modification of attendance records in Timecard will be discarded and cannot be restored.'