



## Release Notes

**Release Date: 9 July 2022**

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

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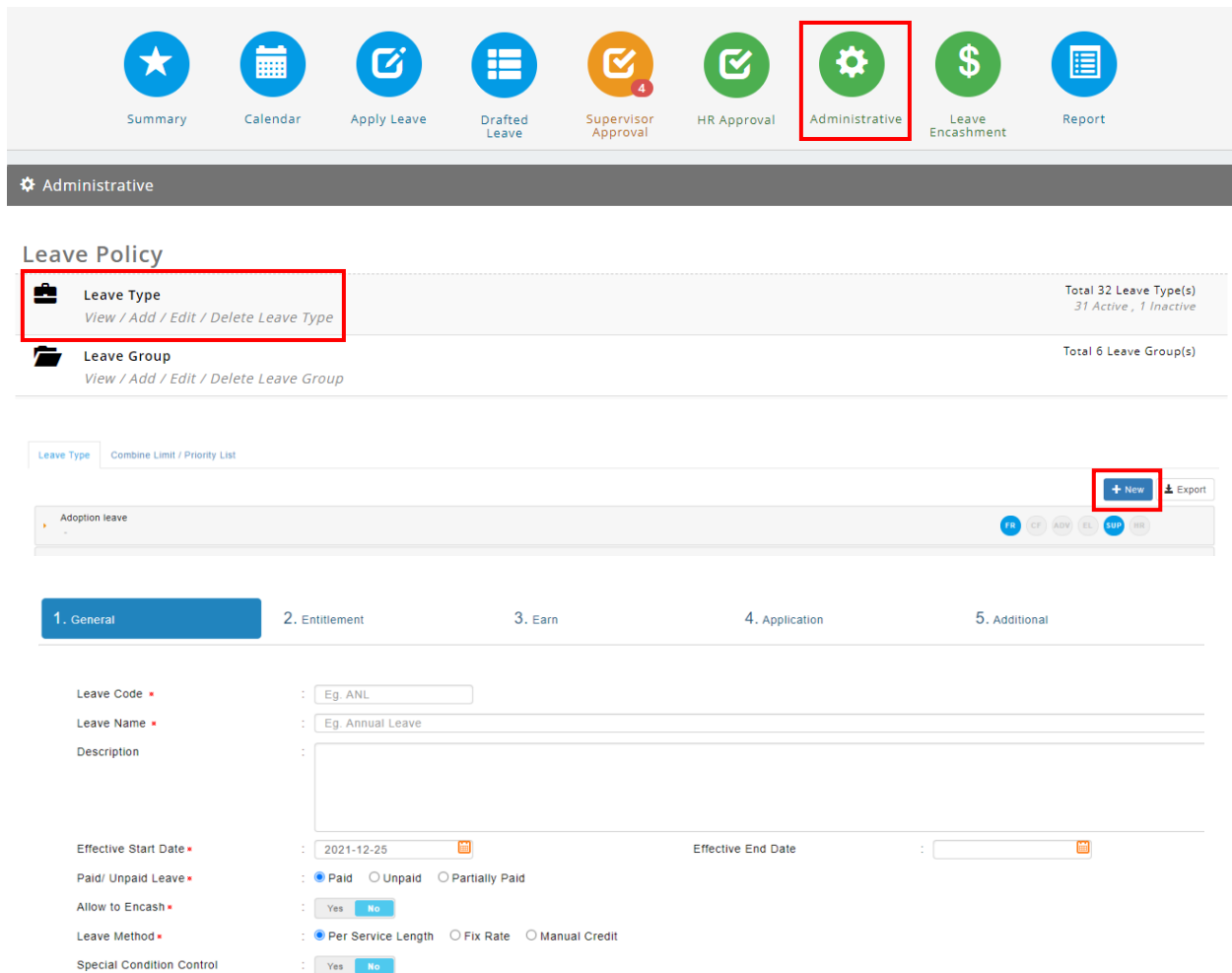
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## Release Notes Summary

Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
<b>Leave</b> <ul style="list-style-type: none"> <li>Childcare/Maternity/Paternity Leave <b>Setup</b> <i>New</i></li> <li>Combine Limit Settings</li> </ul>	Enhancement	√	√	–	√	–	–
<b>Employee Profile</b> <ul style="list-style-type: none"> <li>Employee Profile Dependent</li> </ul>	Enhancement	–	–	–	√	√	√
<b>Onboarding</b> <ul style="list-style-type: none"> <li>Onboarding Dependent</li> </ul>	Enhancement	–	–	–	√	–	√
<b>E-Pay – Pay Slip</b> <ul style="list-style-type: none"> <li>FWL Uploading <i>New</i></li> </ul>	Enhancement	–	–	–	√	–	–

## Childcare/Maternity/Paternity Leave Setup <sup>New</sup>

Childcare/Maternity/Paternity Leave option has been added to **Leave** module to allow users to apply for special condition leave. Setup for Childcare/Maternity/Paternity Leave feature can be enabled under **Administrative** tab.



**Administrative**

**Leave Policy**

**Leave Type**  
View / Add / Edit / Delete Leave Type  
Total 32 Leave Type(s)  
31 Active, 1 Inactive

**Leave Group**  
View / Add / Edit / Delete Leave Group  
Total 6 Leave Group(s)

**Leave Type** Combine Limit / Priority List

**+ New** Export

Adoption leave

**1. General** 2. Entitlement 3. Earn 4. Application 5. Additional

Leave Code : Eg. ANL

Leave Name : Eg. Annual Leave

Description :

Effective Start Date : 2021-12-25 Effective End Date :

Paid/ Unpaid Leave : ☒ Paid ☐ Unpaid ☐ Partially Paid

Allow to Encash : Yes ☒ No ☐

Leave Method : ☒ Per Service Length ☐ Fix Rate ☐ Manual Credit

Special Condition Control : Yes ☒ No ☐

### Before:

General tab **without** childcare leave setup

1. General

2. Entitlement

3. Earn

4. Application

5. Additional

Additional Information

Additional Dropdown : 

YesNo

Special Condition Control

Gender : 

YesNo

☐ Male only

☐ Female only

### After:

General tab **with** childcare leave setup

1. General

2. Entitlement

3. Earn

4. Application

5. Additional

Leave Code \* : 

Eg. ANL

Leave Name \* : 

Eg. Annual Leave

Description :  500

Effective Start Date \* : 

2021-12-31

 Effective End Date :

Paid/ Unpaid Leave \* : 

☒ Paid

☐ Unpaid

☐ Partially Paid

Allow to Encash \* : 

YesNo

Leave Method \* : 

☒ Per Service Length

☐ Fix Rate

☐ Manual Credit

Special Condition Control : 

YesNo

Do you want to control by child dependents? : 

YesNo

Which gender you want to apply the control 

☐ Male only

☐ Female only

Select **Yes** on the Special Condition Control to enable settings for Childcare/Maternity/Paternity Leave.

Special Condition Control : 

YesNo

Do you want to control by child dependents? : 

YesNo

Which gender you want to apply the control 

☐ Male only

☐ Female only

☐ Both

## Before:

Entitlement tab **without** childcare leave option enabled

1. General 2. Entitlement 3. Earn 4. Application 5. Additional

Entitlement Reference Date : Hire Date

Entitlement Per Service Length

Setting Unit of Measure : ☒ Day ☐ Hour Leave Hours (Per Day) : 8 Hour(s)

Display Entitlement In : ☒ Day ☐ Hour Service Length Display Unit of Measure : Display in Year

Entitlement :

Service Length		
From (Year)	To (Year)	Entitlement (Day)
0		
	Onwards	

Add Row

Service Length Reference Date : Adjusted Hire Date

## After:

Entitlement tab **with** childcare leave option enabled

1. General 2. Entitlement 3. Earn 4. Application 5. Additional

Not Editable for Childcare Leave

Entitlement Reference Date : Hire Date

Entitlement Per Service Length

Setting Unit of Measure : ☒ Day ☐ Hour Leave Hours (Per Day) : 8 Hour(s)

Display Entitlement In : ☒ Day ☐ Hour Service Length Display Unit of Measure : Display in Year

Entitlement :

Citizen: Age(Year): 0 - 6		
From (Month)	To (Month)	Entitlement (Day)
0	2	0
3	4	2
5	6	3
7	8	4
9	10	5
11	Onwards	6

Citizen: Age(Year): 7 - 12		
From (Month)	To (Month)	Entitlement (Day)

Before:

Earn tab **without** childcare leave option enabled

1. General

2. Entitlement

3. Earn

4. Application

5. Additional

Earn \*

Credited On \*

Minimum service length to have leave earned \*

Earn Rounding \*

Earn Method Upon Resignation \*

Forfeited Based On \*

☒ Monthly ☐ Per Period

Beginning of next month

☒ No Control

☐ Must work at least  Month

No Rounding

☐ No changes

☐ Fully earned when resignation date is updated

☒ Fully earned when reaching 

1

 Month before resignation date

Entitlement Period Cycle

After:

Earn tab **with** childcare leave option enabled

1. General

2. Entitlement

3. Earn


4. Application


5. Additional


Not Applicable for Childcare Leave





Leave combine limit setting in **Leave** module has been enhanced with more options.


  
Summary


  
Calendar


  
Apply Leave


  
Drafted Leave


  
Supervisor Approval

  
HR Approval



  
Administrative

  
Leave Encashment

  
Report

 Administrative

## Leave Policy

	<b>Leave Type</b> <a href="#">View</a> / <a href="#">Add</a> / <a href="#">Edit</a> / <a href="#">Delete Leave Type</a>	Total 32 Leave Type(s) 31 Active , 1 Inactive
	<b>Leave Group</b> <a href="#">View</a> / <a href="#">Add</a> / <a href="#">Edit</a> / <a href="#">Delete Leave Group</a>	Total 6 Leave Group(s)

[Leave Type](#)    [Combine Limit / Priority List](#)

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### Leave Type

Hospitalization & Sick Leave

Combined Limit : 50 Day(s)

Leave Type :  
Sick Leave    Hospitalization Leave

Effective From 2000-01-01

+ New

Before:

Combined Limit

Set Limit \*

No group limit for combined leave types

Limit to

Day(s)

display unit in

Day

Leave Type \*

Available Leave Type

Search

Sick Leave (Hospitalization & Sick Leave)

Hospitalization Leave (Hospitalization & Sick Leave)

Adoption leave

Annual Leave

Childcare leave

Circuit Breaker Leave

Compassionate Leave (Immediate)

Compassionate Leave (Siblings)

Selected Leave Type

Search

## After:

Combined Limit

Display Unit •

☒ Day ☐ Hour

Set Limit Per Period •

☒ No period limit for combined leave types  
☐ Limit to  Day(s)  
☐ Follow Selected Leave Type :

Limit Period Pattern •

☒ Calendar Year ☐ Life Time  
Repeating Period Pattern:  Month(s)  
☐ Follow Selected Leave Type :

Set Life Time limit •

☒ No Life Time limit for combined leave types  
☐ Limit to  Day(s)

Leave Type •

Available Leave Type

Calamity Leave (test combine)  
childcare last (childcare group)

Selected Leave Type

# Employee Profile

## Employee Profile Dependent

**Dependent** tab display on **Employee Profile** module has been enhanced. User can now filter and sort dependant records. **Nationality**, **Status** and **Effective End Date** column has also been added.

The screenshot shows the 'Employee Profile (Admin)' interface. At the top, there's a header with 'Mywave Emplx (production instance)' and a user profile. Below the header, the breadcrumb trail reads 'HRMS Application / Employee Profile / Administration / Employee Profile (Admin)'. The main content area is titled 'Employee Information - PRAMANIL MD AMDADUL HAGUE'. It includes buttons for 'Add', 'Delete', and 'Restore', along with links for 'Export Work Permit History Only' and 'Export All to Excel'. A dropdown menu for 'Employee:' is present. At the bottom, a navigation bar contains various tabs: 'Personal', 'Contacts', 'Dependents' (highlighted with a red box), 'Bond', 'Payment Info', 'Job', 'Cost Allocation', 'Qualifications', 'Training', 'Statutory', 'Benefits', 'Supervisor', 'Transport', 'Asset', 'Disciplinary', 'Attachment', 'Work Calendar', 'Letter', and 'Vaccine Certificate'.

Before:

This screenshot shows the 'Dependents' table in its previous state. It has a single record for a 'Son' with a date of birth of '2018-04-22' and an age of '4 Year(s) 1 Month(s) 26 Day(s)'. The table has columns for 'Relationship Type', 'Date of Birth', 'Age', 'Marriage Date', 'First Name', 'Last Name', 'Display Name', 'IC No.', and 'Action'. The 'Action' column contains icons for edit, delete, and print.

Relationship Type	Date of Birth	Age	Marriage Date	First Name	Last Name	Display Name	IC No.	Action
Son	2018-04-22	4 Year(s) 1 Month(s) 26 Day(s)	-				12345	

After:

This screenshot shows the 'Dependents' table after enhancement. It now includes columns for 'Nationality', 'Effective End Date', and 'Record Status'. The 'Record Status' column shows 'Active' in a green box. The table also features a 'Show current active dependent record only' checkbox and a 'Filter' dropdown for each column. The 'Action' column now includes a 'Filter' icon.

Display Name	First Name	Last Name	Relationship Type	Nationality	Date of Birth	Age	IC No.	Marriage Date	Effective End Date	Record Status	Action
-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	
			Son	Malaysia	2018-04-22	4 Year(s) 1 Month(s) 26 Day(s)		-	-	Active	

# Onboarding

## Onboarding Dependent

**Dependent** section in Candidate Profile of **Onboarding** module has been enhanced to reflect the new dependent table in Employee Profile.





Before:

### Dependent

Relationship Type	Date of Birth	Marital Status	Status	Physical Challenge(s)	Dependent Relief	Relief Percentage	Full Name In Identity Card	ID No
Son	2022-05-01	Not Married	-	No	No	-	test 1	12345

After:

### Dependent

Display Name	First Name	Last Name	Relationship Type	Nationality	Date of Birth	Age	IC No.	Marriage Date	Effective End Date
			Son	Singapore	2022-05-01	0 Year(s) 1 Month(s) 28 Day(s)		-	2022-10-31

## FWL Uploading <sup>New</sup>

The foreign worker levy (FWL) feature has been added to EmplX system. A new tab named **FWL Uploading** has been added to **Pay Slip (Admin)** to allow admins to submit employee's FWL information.

Effective Period : 2022-03

Upload File : Choose File No file chosen Upload Download Template

Maximum file size per attachment is 3MB. Only .xls formats are allowed.

Effective Period	Employee No.	Employee Name	FIN No.	Amount	Upload Date	Action
2022-03				3605	2022-06-17 1:03 PM	

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Admins can download the FWL uploading template and fill in the desired information into the excel file, then upload the file into EmplX system. Once the uploading is done, a table containing employee's FWL information will be shown. Admins are able make changes to the records, by clicking the **Edit** and **Delete** button, in the action column. Admins can also mass delete entire batch records for a selected period by selecting the desired period and clicking on **Delete Current Period** button.