



Release Notes

Release Date: 18 August 2022

To leave feedback, please email to support@mywave.biz

MYwave takes care to ensure that the information in this document is accurate, but MYwave does not guarantee the accuracy of the information or that use of the information will ensure correct and faultless operation of the service to which it relates. MYwave, its agents and employees, shall not be held liable to or through any user for any loss or damage whatsoever resulting from reliance on the information contained in this document.

Nothing in this document alters the legal obligations, responsibilities or relationship between you and MYwave as set out in the contract existing between us.

Information in this document, including URL and other Internet Web site references, is subject to change without notice.

This document may contain screenshots captured from a standard EMPLX system populated with fictional characters and using licensed personal images. Any resemblance to real people is coincidental and unintended.

Contents

Release Notes Summary	1
Overtime	2
Overtime Policy Setup	2
Overtime Auto-Propose	4
Overtime Report	5

Release Notes Summary

Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
Overtime <ul style="list-style-type: none">• Overtime Policy Setup• Overtime Auto Propose• Overtime Report	Enhancement	√	√	–	√	–	–

Overtime Policy Setup

A new setting has been added to **Overtime Policy Setup**. User can now setup **Maximum Work Hour(s)** for OT in a week. This setting is only applicable for weekly OT.

Before:

Overtime Policy Setup **without** Maximum Work Hour(s)

Policy

Name of Types of Overtime *

:

Weekly OT

Based On

:

Weekly

Cut Off Day

:

Sunday

Overtime Limit (Hour)

:

0

Minute(s) (0.00 Hour(s))

Alert Hour(s)

:

0

Minute(s) (0.00 Hour(s))

Exception Request ?

:

Not Applicable

Require Signature Upon Submission

:

No

Applicable on

:

☒ Working Day

☐ (Include Shift)

☒ Off Day

☒ Public Holiday

☒ Rest Day

After:

Overtime Policy Setup **with** Maximum Work Hour(s)

Policy			
--------	--	--	--

Name of Types of Overtime *	:	Weekly OT	
Based On	:	Weekly ▾	
Cut Off Day	:	Sunday ▾	
Overtime Limit (Hour)	:	0	Minute(s) (0.00 Hour(s))
Maximum Work Hour(s) ?	:	2640	Minute(s) (44.00 Hour(s))
Alert Hour(s)	:	0	Minute(s) (0.00 Hour(s))
Exception Request ?	:	Not Applicable ▾	
Require Signature Upon Submission	:	No ▾	
Applicable on	:	<input checked="" type="checkbox"/> Working Day <input type="checkbox"/> (Include Shift)	
		<input checked="" type="checkbox"/> Off Day	
		<input checked="" type="checkbox"/> Public Holiday	
		<input checked="" type="checkbox"/> Rest Day	

Overtime Auto-Propose

A new tab has been added to **Overtime Auto-Propose** to cater for Maximum Work Hour(s) setting for weekly OT.

Before:

Overtime Auto-Propose **without** Maximum Work Hour(s)

Auto-Propose

Date *

:

2022-08-19

To

2022-08-19

Department

:

Select options

Job Level

:

Select options

Job Class

:

Select options

Supervisor

:

Select options

Employee

:

13 selected

Auto-Propose Baked-In (OTB)

:

No

Yes

Auto-Suggest Overtime (OTS)

:

No

Yes

Processing OT Retrieval

:

No

Yes

Export Retrieved OT

:

No

Yes

Retrieve

After:

Overtime Auto-Propose **with** Maximum Work Hour(s)

Auto-Propose

Auto-Propose

Propose Additional

Date *

:

2022-08-15

To

2022-08-15

Department

:

Select options

Job Level

:

Select options

Job Class

:

Select options

Supervisor

:

Select options

Employee

:

188 selected

Please fill up the fields required to retrieve info.

Retrieve

Overtime Report

A new OT type, **OTA (Overtime Additional)**, has been added to **Overtime Report** to indicate additional overtime proposed in Overtime Auto-Propose

OTA (Overtime Additional):

OT ID	Employee No.	Employee Name	Start Date	End Date	Types	Start Time	End Time	Pay Hour	Overtime Rates	Compensatory Method	Remarks
50191	50001	EMPLOYEE JOHN JOHNSON	2022-08-05	2022-08-05	OTS	17:00	18:00	1.00	1.5x	Cash Out	Propose Overtime Record
50192	50001	EMPLOYEE JOHN JOHNSON	2022-08-05	2022-08-05	OTA	-	-	1.00	1.5x	Cash Out	Additional Overtime Record
50190	50001	EMPLOYEE JOHN JOHNSON	2022-08-04	2022-08-04	OTS	17:00	18:00	1.00	1.5x	Cash Out	Propose Overtime Record