



## Release Notes

**Release Date: 13 September 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>Overtime</b> <ul style="list-style-type: none"><li>Overtime Validity Period <i>New</i></li></ul>	Enhancement	√	–	–	√	–	–

## Overtime Validity Period <sup>New</sup>

A new setting has been added to **Overtime Policy Setup**. User can now setup **Overtime Validity Period** to prevent backdated OT submission.

Withdrawal

Submission

Approval

Auto-Propose

OT Processing

Administrative

Report

Administrative

Policy

Types of Overtime

View / Add / Edit / Delete Types of Overtime

Total 4 Types of Overtime

Overtime Policy Group

View / Add / Edit / Delete Overtime Policy Group

Total 1 Overtime Policy Group

Employee's Overtime Group

Assign Employee's Overtime Group

51 Employee not assigned to Employee's Overtime Group

Additional Setup

Company Policy

View/ Edit Company Policy

Notification Setup

Setting for supervisor approval reminder/escalation email

Administrative » Company Policy

Back

Company Policy

Overtime Validity Period : 3 day(s)

EMPLX Release Notes

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This setting is applied to all employees company wide. Once setup, user will only be able to apply for OT within the number of days specified in the setting. This setting affects **OT Submission** only.

## Submit Overtime

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Employee

Supervisor

Admin

Overtime Type :

OTC

OTP

Employee :

Callback :

No

Yes

Overtime Date \* :

Time :

00:00

Remarks \* :

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Today