



## Release Notes

**Release Date: 8 November 2022**

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

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## Release Notes Summary

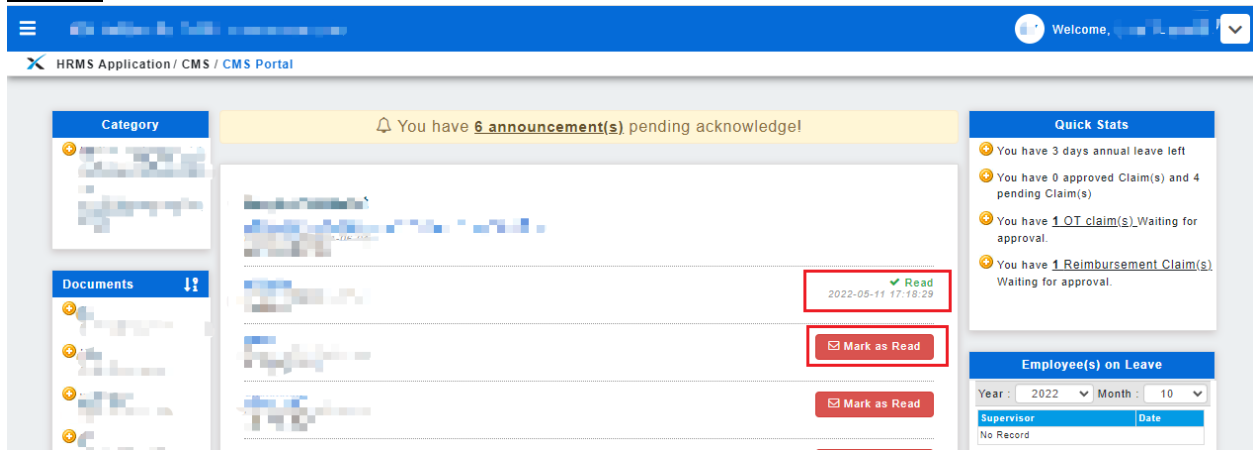
Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
<b>CMS Portal</b> <ul style="list-style-type: none"> <li>Label Change</li> </ul>	Enhancement	–	–	–	√	√	√
<b>Payroll</b> <ul style="list-style-type: none"> <li>CP21 Form</li> </ul>	Enhancement	–	–	–	√	–	–
<b>Employee Profile</b> <ul style="list-style-type: none"> <li>Employee Profile Settings</li> <li>Employee Profile</li> </ul>	Enhancement	–	–	–	√	√	√
<b>Dashboard</b> <ul style="list-style-type: none"> <li>Dashboard Reports</li> </ul>	Enhancement	–	–	–	√	√	√

# CMS Portal

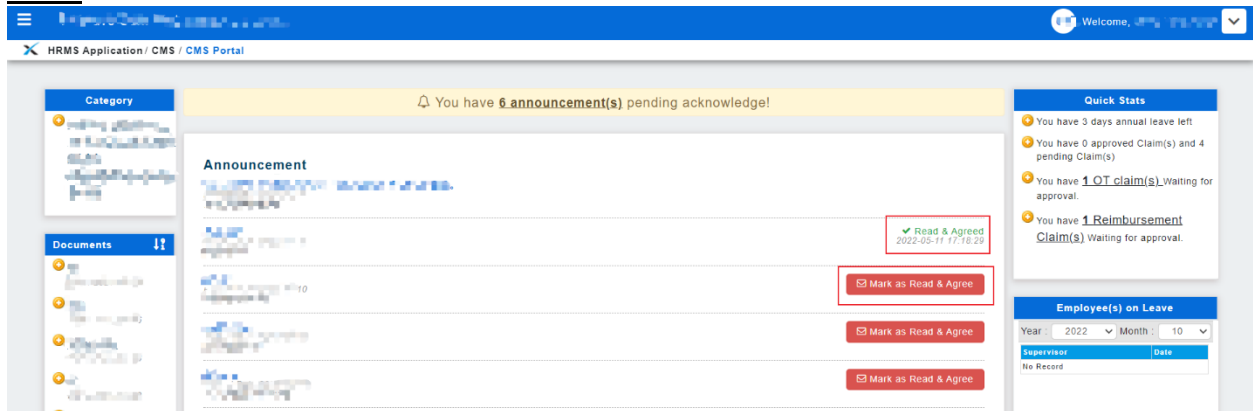
## Label Change

The label for **Mark as Read** button in CMS Portal has been changed to **Mark as Read & Agree**, and the announcement status has also been changed from **Read** to **Read & Agreed**.

### Before:



### After:



## CP21 Form

The submission report screen for CP21 Form has been enhanced to exclude The **Employee, Reason for Departure, Address outside Malaysia, Date of Issue** and **Date of Return** field. Users must be now input the respective field data through CP21 Form staging under **Payroll CP21/CP22A Load**.

### Submission Report:

#### Before:

HRMS Application / Payroll / Report / [Payroll Report](#)

Payroll Report [Submission Report](#)

Submission Report

Report Type

: INCOME TAX - Borang CP21

Pay Period

: 2022-09

Date As At

: 2022-09-30

Filing Name

: -

Department

: Select options

Job Class

: Select options

Job Level

: Select options

Worker Type

: Select options

Employee Status

: Select options

Employee No.

: Select options

Retrieve

Information

Form date (ddmmyy)

: 021122

Employee

: 00011 | TEST2

Reason for departure

:

Address outside Malaysia

:

Date of leave (ddmmyy)

:

Date of return

:

LHDN No

:

LHDN No. (Back Pay)

:

State

: -

After:

The screenshot shows a 'Submission Report' form. The top section contains various filters: Report Type (INCOME TAX - Borang CP21), Pay Period (2022-09), Date As At (2022-09-30), and several dropdown menus for Filing Name, Department, Job Class, Job Level, Worker Type, Employee Status, and Employee No. A green 'Retrieve' button is in the top right. The bottom section, titled 'Information', is highlighted with a red box and contains fields for Form date (ddmmyy) with value '021122', LHDN No., LHDN No. (Back Pay), and State.

## Payroll Form Load:

In order to input the desired data, click on the **Download Form Template** link to download the CP21 Form staging template. In order to upload the staging file, select the Form Year and select the file to be uploaded. Once done uploading the data will be inserted into employee's respective CP21 Form.

The screenshot shows the 'Payroll Form Load' interface. The breadcrumb trail is 'HRMS Application / Payroll / Process / Payroll CP21/CP22A Load'. The main heading is 'Payroll Form Load' with a sub-heading 'Payroll Form Set-up'. The 'Form Year' is set to '2022'. A red box highlights the 'Download Form Template' link. Another red box highlights the file upload area, which includes a 'Choose File' button, the text 'No file chosen', and an 'Upload' button.

## CP21 Form Excel Template:

The new CP21 Form Excel Template will include the fields exclude in CP21 Form submission report screen as indicated by the excel column header. Users can insert the desired data into the respective columns and save to confirm changes. Once completed, users can return to the Payroll Form Load screen to complete the uploading.

### Before:

Excel template **without** new fields

	A	B	C	D	E	F	G	H	I	J	K
1	Employee No	Employee Name	Gaji bayaran upah dan kerja lebih masa   b001   1000	Gaji Cuti   b002   1000	Komisen dan bonus   b003   1000	Ganjaran   b004   1000	Pampasan Elaun tunj	Elaun tunj	Pencen dan Manfaat b		
2									10022.5		
3											
4											
5											
6											
7											
8											

### After:

Excel template **with** new fields

	A	B	C	D	E	F	G	H	I	J	K	L
1	Employee No	Employee Name	Tarikh dijangka meninggalkan Malaysia   a003   1001	Alasan meninggalkan negara ini 1   a012_1   1001	Alasan meninggalkan negara ini 2   a012_2   1001	Alamat di luar Malaysia 1   a013_1   1001	Alamat di luar Malaysia 2   a013_2   1001	Alamat di luar Malaysia 3   a013_3   1001	Alamat di luar Malaysia 4   a013_4   1001	Alamat di luar Malaysia 5   a013_5   1001	Tarikh dijangka kembali Malaysia   a014   1001	Gaji bayaran upah dan kerja lebih masa   b001   1000
2												14059.1
3												5159.14
4												15274
5			30/1/2022									1200
6												11500
7			30/6/2022									8661.7
8												13552
9												21760.16
10												24714.96
11			25/6/2022									5567.58
12												10939.69
13												13438.63

**\*\* Tarikh dijangka meninggalkan Malaysia field will be pre-populated with employee resign date by default and should be inserted in the format of dd/mm/yyyy**

**\*\* Tarikh dijangka kembali Malaysia field should be inserted in the format of dd/mm/yyyy**



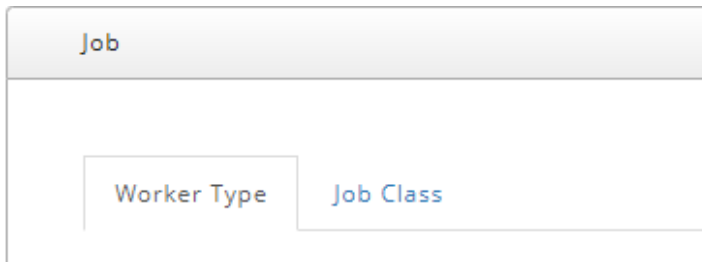
# Employee Profile

## Employee Profile Settings

A new tab titled **Custom Info**, located within the **Job tab**, has been added to the **Employee Profile Settings** page. This tab allows admins to add custom job-specific information to **Employee Profile**.

### Before:

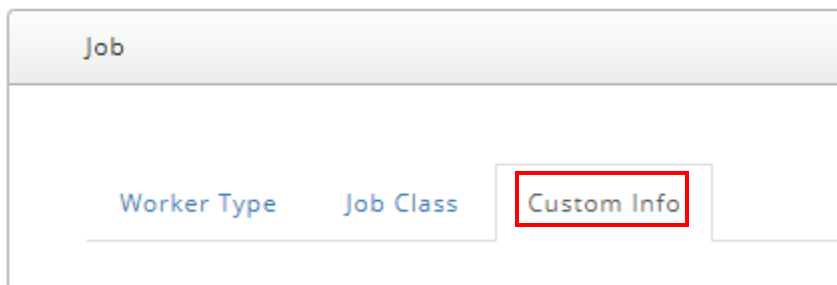
Job tab **without** Custom Info



The screenshot shows a tab labeled "Job" at the top. Below the tab, there are two input fields: "Worker Type" and "Job Class".

### After:

Job tab **with** Custom Info



The screenshot shows the same "Job" tab, but now there are three input fields: "Worker Type", "Job Class", and "Custom Info". The "Custom Info" field is highlighted with a red border.

## Add New Job Custom Information Field

To create a new job custom info field, admins can click on the **Add** button. Admins are required to fill in the form which include **Display Header**, **Compulsory** check box and **Control Type** which control whether job custom info is displayed as a text input field, numbered input field, dropdown list or a date/time picker. If a dropdown list is selected as control type, admin would also need to fill in the dropdown list contents. Non required additional fields include display information and character limit (if applicable). Once done click **Save** to save the changes.

Job

Worker Type

Job Class

Custom Info

+ Add

Job Position

Whole Number

>

Job

Worker Type

Job Class

Custom Info

Save

Back

Display Header \*

Please key in display header ...

Compulsory

Yes

No

Display Information

Please key display information ...

Control Type

Text Only

Character Limit

\*Maximum of 200 character limits

Allow Free Text

Yes

No

Key in dropdown label

+ Add

Sales & Marketing

HR

Finance

EMPLX Release Notes

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## Job Custom Information Field Sorting

By clicking the **up and down arrow icons**, admin may arrange the job custom information fields in the desired order, which will be reflected on the **Employee Profile** screen.

The screenshot shows the 'Job' management interface with tabs for 'Worker Type', 'Job Class', and 'Custom Info'. The 'Custom Info' tab is active, displaying a list of custom information fields. A red box highlights the up and down arrow icons for sorting. The fields listed are:

Field Name	Field Type
Company Name	Text Only
Hire Date	Date Only
Department	Dropdown Menu
Skill Rating (1-5)	Whole Number

Below the list, the 'Custom Info' section shows the current values for the selected fields:

Field Name	Value
Company Name	Test Company
Hire Date	2022-10-25
Department	Finance
Skill Rating (1-5)	2

## Update/Delete Job Custom Information Field

Admins can update job custom info field by selecting the desired custom info item and making the desired changes. Once done, admin can click on **Save** to save the changes. Additionally, admin can also delete the job custom info field by clicking on the **Delete** button.

The screenshot shows the 'Job' management interface with tabs for 'Worker Type', 'Job Class', and 'Custom Info'. The 'Custom Info' tab is active, displaying the 'Update/Delete Job Custom Information Field' form. A red box highlights the 'Save' and 'Delete' buttons. The form fields are:

Field Name	Value
Display Header *	Company Name
Compulsory	Yes No
Display Information	Company Name
Control Type	Text Only
Character Limit	200

\*Maximum of 200 character limits

# Employee Profile

If Job Custom Information has been setup by admin in **Employee Profile Settings**, the customized fields will appear in **Employee Profile**. There are several changes made to the **Job** tab of Employee Profile as detailed below.

## Before:

Employee Profile **without** Job Custom Info

Personal Contacts Dependents Bond Payment Info <b>Job</b> Cost Allocation Qualifications Training Statutory Benefits Supervisor Transport Asset Disciplinary Attachment Work Calendar Letter Vaccine Certificate									
Job Information									
Add									
Job Title	Job Level	Job Class	Department	Effective Date	Worker Type	Action			
ACCOUNT SR. OFFICER	-	test	4.3.1 ADMIN & PROJECT COORDINATION	2020-10-23	Permanent	<a href="#">View Details</a>   <a href="#">Delete</a>			

## After:

Employee Profile **with** Job Custom Info

Personal Contacts Dependents Bond Payment Info <b>Job</b> Cost Allocation Qualifications Training Statutory Benefits Supervisor Transport Asset Disciplinary Attachment Work Calendar Letter Vaccine Certificate									
Job Information									
Add									
<div>Q Apply Filter</div> <div>Company Name <input type="text"/> Company Address <input type="text"/> Employee Name <input type="text"/> Employee Number <input type="text"/></div> <div>EXPAND</div>									
Reset Apply									
Job Title	Job Level	Job Class	Department	Effective Date	Worker Type	Custom Info	Action		
001 Empire (Level 8)	1	Exemption	Marketing 0012	2022-07-19 to 2022-10-22 in AB	Internship	<a href="#">View More</a>	<a href="#">View Details</a>   <a href="#">Delete</a>		
ACCOUNT SR. OFFICER	Manager	Exemption	Marketing 0012	2022-07-04 in AB	Permanent	<a href="#">View More</a>	<a href="#">View Details</a>   <a href="#">Delete</a>		
001 Empire (Level 8)	Manager	IDL	Finance	2021-02-02 to 2021-10-24 in AB	Contract	<a href="#">View More</a>	<a href="#">View Details</a>   <a href="#">Delete</a>		

## Job Custom Info Filtering

A new filter section is added to allow user to filter customized job information based on what has been setup by admin. Click on the **Expand/Collapse** button to view more/fewer filters. Click **Apply** to apply the selected filters or **Reset** to reset filters.

Q Apply Filter

Company Name  Company Address  Employee Name  Employee Number

EXPAND

Reset Apply

Q Apply Filter

Company Name  Company Address  Employee Name  Employee Number

Employee Address  Department  Hire Date  Skill Rating (1-5)

COLLAPSE

Reset Apply

## Job Custom Info Column

A new column labelled Custom Info has been added to the Job table. Click on the **View More/View Less** button to view/hide the customized information.

Job Title	Job Level	Job Class	Department	Effective Date	Worker Type	Custom Info	Action
001 Empire (Level 8)	1	Exemption	Marketing 0012 <a href="#">View Path</a>	2022-07-19 to 2022-10-22 in AB	Internship	<a href="#">View More</a>	<a href="#">View Details</a>   <a href="#">Delete</a>
ACCOUNT SR. OFFICER	Manager	Exemption	Marketing 0012 <a href="#">View Path</a>	2022-07-04 in AB	Permanent	<a href="#">View More</a>	<a href="#">View Details</a>   <a href="#">Delete</a>
001 Empire (Level 8)	Manager	IDL	Finance <a href="#">View Path</a>	2021-02-02 to 2021-10-24 in AB	Contract	<a href="#">View Less</a>	<a href="#">View Details</a>   <a href="#">Delete</a>
<div>Company Name : 1Company Address : -Employee Name : -Employee Number : -Employee Address : -Department : FinanceHire Date : 2022-10-14Skill Rating (1-5) : 1</div>							

## Add/Update Job Custom Info

A new section labelled **Custom Info** has been added to the **Add** and **Update** feature for the **Job** tab in **Employee Profile** to allow user to add/update job custom information to Employee Profile.

### Before:

Add/Update screen **without** Custom Info

The screenshot shows the 'Add/Update Job' form. It includes fields for Job Title, Job Level, Job Class, Worker Type, Department, Effective Date, and a Description text area. There are also checkboxes for 'Default cost allocation' and 'Service For Cc'. The form has 'Save' and 'Cancel' buttons at the top right.

### After:

Add/Update screen **with** Custom Info

The screenshot shows the 'Add/Update Job' form with the 'Custom Info' section added at the bottom. The 'Job Information' section is at the top, with fields for Transaction (set to 'Update Only'), Job Title (ACCOUNT SR. OFFICER), Job Level (Manager), Job Class (Non-Manager), Worker Type (Service For Cc), Department (LN Division 2.1), Effective Date (2022-04-12), and Description (Account Job Description). The 'Custom Info' section, highlighted with a red box, contains fields for Company Name (Mywave Sdn Bhd), Company Address (Bangunan Lip Sin, 2-4-3, Lebuah Pekaka Satu, Sungai Dua, 1171), Employee Number (70), and Employee Skill (Account). The form has 'Save' and 'Cancel' buttons at the top right.

## Export Employee Profile Report

Employee Profile report has been enhanced to include job custom information. If admin has setup job custom information in Employee Profile Settings, the **Custom Job Information** column will be shown in Employee Profile report.

### Before:

Employee Profile report **without** job custom information

Job Information			
Job Title		Path of Department	
Job Level			
Department			
Job Class			
Effective Date	23/10/2020		
End Date	-		
Worker Type	Permanent		
Contract Company	-		
Description	-		

### After:

Employee Profile report **with** job custom information

Job Information			
Job Title		Path of Department	
Job Level			
Department			
Job Class	-		
Effective Date			
End Date			
Worker Type			
Contract Company	-		
Description	-		
Custom Job Information			
Company Names	Mywave Sdn Bhd	Company Address	Bangunan Lip Sin, 2-4-3, Lebu Pekaka 1, Sungai Dua, 11700 Gelugor, Penang

## Dashboard Reports

With the introduction of job custom info to Employee Profile, reports in **Dashboard** module which contain job information have also been enhanced to include this customized information. The affected reports are shown below

Last 30 Days Highlights

[3 New hire\(s\)](#)  
[2 Employee\(s\) resigned](#)  
[9 Job information updated](#)  
[2 Employees' salary changed](#)  
[3 Employees' pay information changed](#)  
[0 Employees' dependents changed](#)  
[19 All of the above](#)

Highlights of Last 7 Days

[0 New hire\(s\)](#)  
[0 Employee\(s\) resigned](#)  
[0 Job information updated](#)  
[0 Employees' salary changed](#)  
[0 Employees' pay information changed](#)  
[0 Employees' dependents changed](#)  
[0 All of the above](#)

Standard Reports

[Employee Profile](#)  
[Employee Profile \(Separate Address\)](#)  
[Active Employee Profile](#)  
[Active Employee Profile \(Separate Address\)](#)  
[Current Month Resignation Report](#)  
[Current Month Resignation Report \(Separate Address\)](#)  
[Emergency Contact](#)  
[Dependents Information](#)  
[Bond Report](#)  
[Education History](#)  
[Job History](#)

**Before:**

Dashboard report **without** job custom information

	A	B	C	D	E	F	G	H	I	J	K
1	Employee	Employee Name	Hire Date	Basic Salary	Effective Date	Job Title	Job Level	Job Class	Worker Type	Job Effective Date	Job Description
2											
3	00/01		Job Title is Business Development Director   Current Department Path is MYwave Sdn. Bhd./Operation/HR Consulting   Department is HR Consulting   Worker Type is Permanent								
4	00/01		Basic Salary changed from								

**After:**

Dashboard report **with** job custom information

6	Employee No.	Employee Hire Date	Basic Salary	Effective Date	Job Title	Job Level	Job Class	Worker Type	Job Effective Date	Job Desc	Company Name	Company Address	Employee Number	Employee Skill	Company Rating (1-5)
7											Mywave Sdn Bhd Bangunan Lip Sin, 2-4		70 Account		
20	Basic Salary is MYR1000														
21	Job Title is   Current Department Path is /Business Development/Marketing 0012/Perform. OPE, & Mark   Department is Perform. OPE, & Mark   Worker Type is Service For Contract   Company Name is														
22	Company Address is   Employee Number is 70   Employee Skill is Account   Company Rating (1-5) is -														
23	Job Title is 001 Empire   Current Department Path is MYwave Sdn. Bhd./Business Development   Department is Business Development   Worker Type is Permanent   Company Name   Company Address is   Employee Number is														