



Release Notes

Release Date: 8 November 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
CMS Portal	2
Label Change	2
Payroll	3
CP21 Form	3
Employee Profile	6
Employee Profile Settings	6
Employee Profile	9
Dashboard	12
Dashboard Reports	12

Release Notes Summary

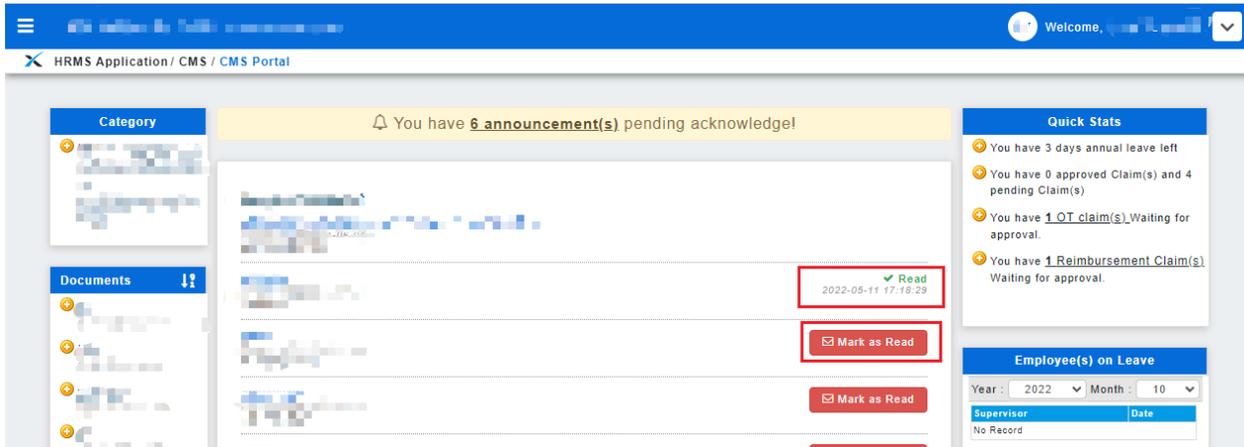
Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
CMS Portal <ul style="list-style-type: none"> Label Change 	Enhancement	–	–	–	√	√	√
Payroll <ul style="list-style-type: none"> CP21 Form 	Enhancement	–	–	–	√	–	–
Employee Profile <ul style="list-style-type: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

CMS Portal

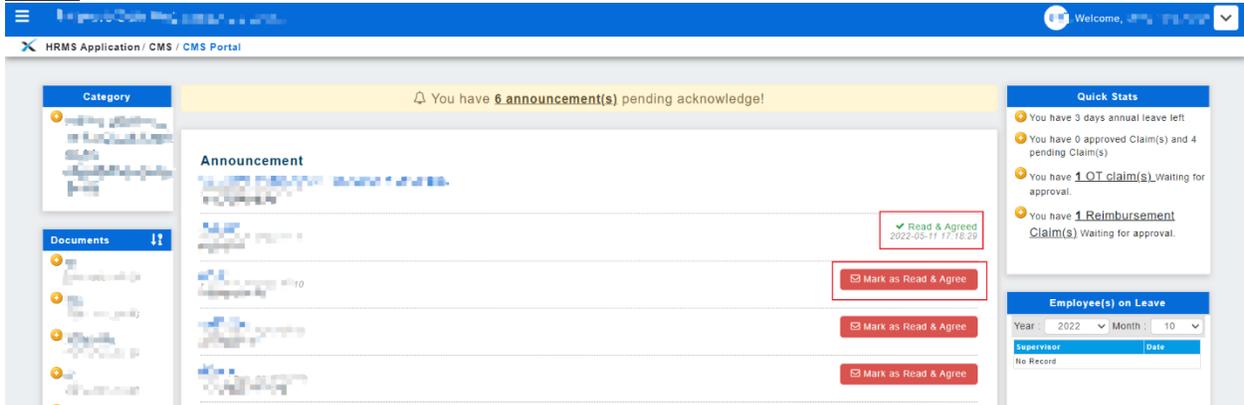
Label Change

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

TEST

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](#)

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:

Submission Report Retrieve

Report Type : INCOME TAX - Borang CP21

Pay Period : 2022-09
MID-TEST 1 End Ad-Hoc

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

Information

Form date (ddmmyy) : 021122

LHDN No. :

LHDN No. (Back Pay) :

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.

HRMS Application / Payroll / Process / [Payroll CP21/CP22A Load](#)

Payroll Form Load Payroll Form Set-up

Form Year : 2022 [Download Form Template](#)

Form Input File (.csv):
Choose File No file chosen
Upload

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

**** 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**

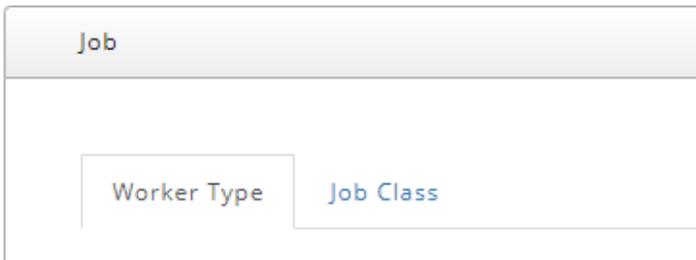
Employee Profile

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**.

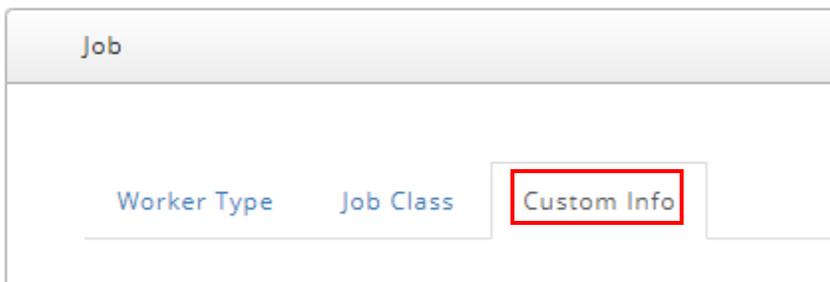
Before:

Job tab **without** Custom Info



After:

Job tab **with** Custom Info



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 *

Compulsory Yes No

Display Information

Control Type

Character Limit *Maximum of 200 character limits

Allow Free Text Yes No

+ Add

Sales & Marketing	 
HR	 
Finance	 

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' configuration page with the 'Custom Info' tab selected. A table lists four custom information fields: 'Company Name' (Text Only), 'Hire Date' (Date Only), 'Department' (Dropdown Menu), and 'Skill Rating (1-5)' (Whole Number). Each field has a small arrow icon to its left, which is highlighted with a red box. A '+ Add' button is located in the top right corner. Below the table, the 'Custom Info' section shows the current values for the selected fields: 'Company Name' (Test Company), 'Hire Date' (2022-10-25), 'Department' (Finance), and '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' configuration page with the 'Custom Info' tab selected. The 'Company Name' field is selected for editing. The 'Display Header' field is set to 'Company Name'. The 'Compulsory' field is set to 'No'. The 'Display Information' field is set to 'Company Name'. The 'Control Type' field is set to 'Text Only'. The 'Character Limit' field is set to '200', with a note '*Maximum of 200 character limits'. A red box highlights the 'Save' and 'Delete' buttons in the top right corner.

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

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	View Details Delete

After:

Employee Profile **with** Job Custom Info

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	View More	View Details Delete
ACCOUNT SR. OFFICER	Manager	Exemption	Marketing 0012	2022-07-04 in AB	Permanent	View More	View Details Delete
001 Empire (Level 8)	Manager	IDL	Finance	2021-02-02 to 2021-10-24 in AB	Contract	View More	View Details Delete

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.

Apply Filter

Company Name Company Address Employee Name Employee Number

[EXPAND](#) [Reset](#) [Apply](#)

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 View Path	2022-07-19 to 2022-10-22 in AB	Internship	View More	View Details Delete
ACCOUNT SR. OFFICER	Manager	Exemption	Marketing 0012 View Path	2022-07-04 in AB	Permanent	View More	View Details Delete
001 Empire (Level 8)	Manager	IDL	Finance View Path	2021-02-02 to 2021-10-24 in AB	Contract	View Less	View Details Delete

Company Name	:	1	Company Address	:	-
Employee Name	:	-	Employee Number	:	-
Employee Address	:	-	Department	:	Finance
Hire Date	:	2022-10-14	Skill Rating (1-5)	:	1

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

After:

Add/Update screen **with** Custom Info

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

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

The image shows three screenshots of dashboard reports. The first, 'Last 30 Days Highlights', shows 3 new hires, 2 resignations, 9 job information updates, 2 salary changes, 3 pay information changes, 0 dependent changes, and 19 total actions. The second, 'Highlights of Last 7 Days', shows 0 new hires, 0 resignations, 0 job information updates, 0 salary changes, 0 pay information changes, 0 dependent changes, and 0 total actions. The third, 'Standard Reports', lists various reports like Employee Profile, Resignation Report, and Job History, with 'Job History' highlighted in a red box.

Before:

Dashboard report **without** job custom information

Employee	Employee Name	Hire Date	Basic Salary	Effective Date	Job Title	Job Level	Job Class	Worker Type	Job Effective Date	Job Description
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					
00/01			Basic Salary changed from							

After:

Dashboard report **with** job custom information

Employee No.	Employee Hire Date	Basic Salary	Effective Date	Job Title	Job Level	Job Class	Worker Type	Job Effective Date	Job Description	Company Name	Company Address	Employee Number	Employee Skill	Company Rating (1-5)
										Mywave Sdn Bhd	Bangunan Lip Sin, 2-4	70	Account	
Basic Salary is MYR1000														
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														
Company Address is Employee Number is 70 Employee Skill is Account Company Rating (1-5) is -														
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														