



Release Notes

Release Date: 13 December 2022

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Contents

Release Notes Summary	1
User Menu	3
Thai Language Option ^{New}	3
Leave	4
Standardized 4 Decimal Place	4
Claim	7
Pending Item Count Badge on Side Bar ^{New}	7
Training Report	10
Course List	10
Training Hour and Employee Training History	12
Overtime	15
Overtime Advance Break Control	15
Overtime Approval Screen	16
CPF Rates 2023	17
CPF Contribution Rates 2023 (<i>only applicable to Singapore</i>)	17

Release Notes Summary

Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
User Menu <ul style="list-style-type: none"> Thai Language Option <i>New</i> 	Enhancement	–	–	–	√	√	√
Leave <ul style="list-style-type: none"> Standardized 4 Decimal Place 	Enhancement	–	–	–	√	√	√
Claim <ul style="list-style-type: none"> Pending Item Count Badge on Side Bar <i>New</i> Claim Email Subject 	Enhancement	–	–	–	√	√	√
Training <ul style="list-style-type: none"> Course List Training Hour and Employee Training History 	Enhancement	–	–	–	√	–	–
Overtime <ul style="list-style-type: none"> Overtime Advance Break Control Overtime Approval Screen 	Enhancement	√	√	–	√	√	–

CPF Rates 2023

Enhancement

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√

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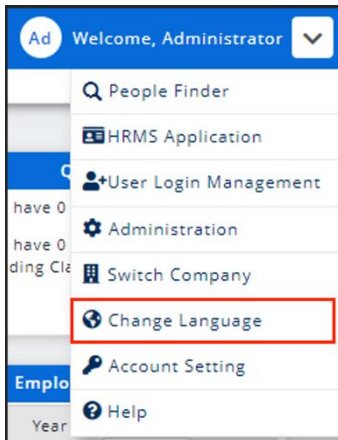
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- CPF Contribution Rates 2023 (*only applicable to Singapore*)

User Menu

Thai Language Option *New*

A new language option, **Thai**, has been added into EmplX system. Users can select Thai language option by navigating to **Change Language** on **User Menu** and selecting Thai language.



Select Your Language

ไทย	中文(简体)	Tiếng
English	中文(繁体)	Việt
Bahasa Melayu	Bahasa Indonesia	

Close

Standardized 4 Decimal Place

The decimal places for leave days has been standardized across the **Leave** module. Users will now be able to see leave days up to 4 decimal places. This change is included in **Leave Submission, Summary, Approval, and Report**.

Before:

Leave module with 2 decimal places

★ Leave Summary													
Employee Supervisor Admin													
Leave Entitlement(s) 2022-12-09 Retrieve													
Individual													
Leave Type	Balance	Entl.	C/F	Earned	Credit	Expired Leave	Taken	Adv.	Adjustment	Encashment	Emergency	Future taken	Next Expiring (Expired on)
Annual Leave (ANL)	28.25 Day(s)	21	21	19.5	0	0	12.25	0	0	0	1	0	9 Day(s) 2022-12-31
Compassionate Leave (COMPS)	3 Day(s)	3	0	3	0	0	0	0	0	0	0	0	-

After:

Leave module with 4 decimal places

Leave Summary:

★ Leave Summary

Employee Supervisor Admin

Leave Entitlement(s)2022-12-08EmployeeRetrieveTaken leave(s)

Individual

Leave Type	Balance	Entl.	C/F	Earned	Credit	Expired Leave	Taken	Adv.	Adjustment	Emergency	Future taken	Next Expiring (Expired on)
Annual Leave (ANL)	6.9375 Day(s)	22	0	22	0	0	15.0625	0	0	5.5	0	6.9375 Day(s) 2022-12-31
Compassionate Leave-grandparents & in-law (COMPS)	1 Day(s)	1	0	1	0	0	0	0	0	0	0	-

Leave Submission:

Apply Leave

Employee
Supervisor
Admin
Added list

Employee * :

Leave Type * : Annual Leave (ANL) Actual Plan

Leave Date * :

2022-12-05
 10:00am

2022-12-05
 10:15am

Hourly

Total Leave Taken : 0.0313 Day(s)

Date	Shift	Leave Taken	Action
2022-12-05	(Mon)	0.0313 Day(s) (EL)	✖

Leave Reason * :

+ Add to list
✓ Apply Leave
✖ Close

Leave Approval:

Supervisor Approval

Employee * :

Status : ☒ All ☐ Pending Approval ☐ Pending Cancellation Approval

Select All
Approve All

Annual Leave (ANL)

Date : 2022-12-29 To 2022-12-29
 Duration : 0.0313 Day(s) | 00 Hour(s) 15 Min(s)

Pending Approval
 test 4 digit app

Leave Date	Time	Leave Method	EL	ADV	Submission Date	Status	Remarks
2022-12-29 (Thu)	2022-12-29 10:00:00 2022-12-29 10:15:00	Hour(s)	No	No	2022-11-23 17:59		Leave your comments

Leave Report:

Overall Summary (Admin)
As of : 2022-12-08

Customize Columns
Export

Employee No	Employee Name	Leave Type	Unit Of Measure	Entitlement	Balance	Future	Carry Forward	Earn	Credit	Taken	Adjustment	Expired
		Annual Leave	Day	22	13.9687	0	0	22	0	8.0313	0	0
		Compassionate Leave- grandparents & in-law	Day	1	1	0	0	1	0	0	0	0
		Compassionate Leave- spouse, child, parents, siblings	Day	2	2	0	0	2	0	0	0	0

Overall Summary													
As of : 2022-12-08													
Employee No	001												
Employee Name	Test												
Leave Type	Unit Of Measure	Entitlement	Balance	Future	Carry Forward	Earn	Credit	Taken	Adjustment	Expired	Advance	iring (Current)	ion (Current)
Annual Leave	Day	22	13.9687	0	0	22	0	8.0313	0	0	0	14	2022-12-
Compassionate Leave-grandp	Day	1	1	0	0	1	0	0	0	0	0	-	-
Compassionate Leave-spouse	Day	2	2	0	0	2	0	0	0	0	0	-	-
Sick Leave	Day	22	22	0	0	22	0	0	0	0	0	22	2022-12-
Hospital Leave	Day	60	60	0	0	60	0	0	0	0	0	60	2022-12-
Marriage Leave	Day	3	3	0	0	6	0	0	0	3	0	-	-
Maternity Leave	Day	60	60	0	0	60	0	0	0	0	0	-	-
Official Duty	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0	0	-	-
Replacement Leave	Day	0	0	0	0	0	2	2	0	0	0	-	-
Unpaid Leave	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0	0	-	-

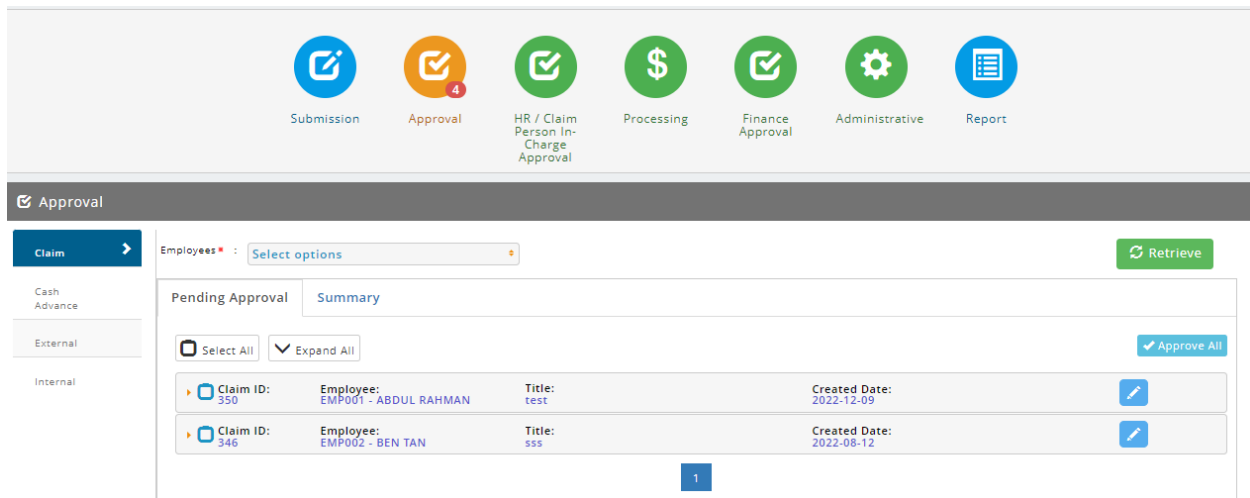
Pending Item Count Badge on Side Bar ^{New}

Claim Supervisor Approval, HR Approval, Processing and Finance Approval has been enhanced to show a pending item count badge on the side bar of each page.

Claim Supervisor/HR/Finance Approval:

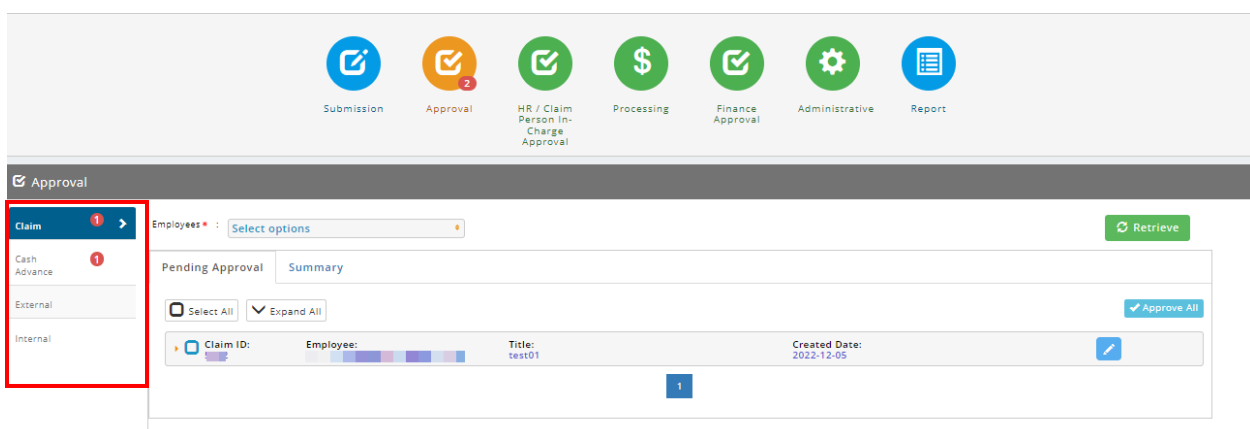
Before:

Side bar **without** pending item count badge



After:

Side bar **with** pending item count badge



Claim Processing:

Before:

Side bar **without** pending item count badge

The screenshot shows the 'Claim Processing' interface. At the top, there is a navigation bar with seven icons: Submission, Approval (with a red badge '4'), HR / Claim Person In-Charge Approval, Processing, Finance Approval, Administrative, and Report. Below this is a header bar with '\$ Processing'. On the left is a sidebar with a 'Claim' button (highlighted in blue) and three sub-items: Cash Advance, External, and Internal. The main content area contains several form fields: 'Claim ID' (dropdown), 'Employee' (dropdown), 'Claim Types' (dropdown), 'Approve Start Date' (calendar), 'Approve End Date' (calendar), and 'Status' (dropdown). There are 'Reset' and 'Retrieve' buttons at the top right of the form area.

After:

Side bar **with** pending item count badge

This screenshot is identical to the one above, but with a red box highlighting the 'Claim' button in the sidebar. The 'Claim' button now has a red badge with the number '11' next to it, indicating the pending item count. The rest of the interface remains the same.

Claim Email Subject

The email subject will now be shown as **Cash Advance** for cash advance items.

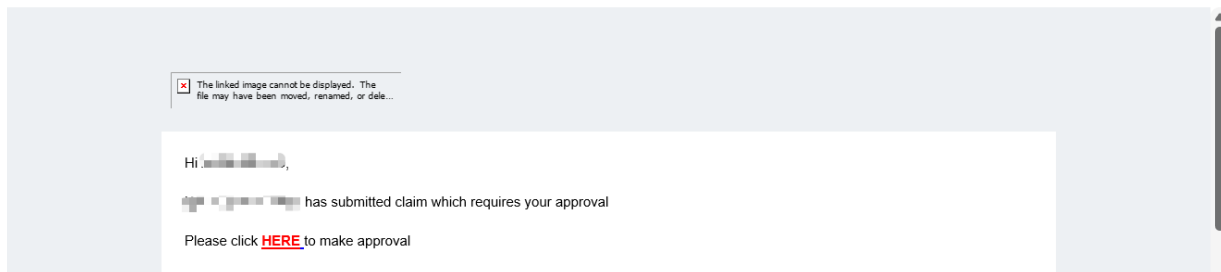
Before:

Email subject **without** Cash Advance wording

Claim submitted by [REDACTED] requires your approval



[REDACTED]
To: [REDACTED]



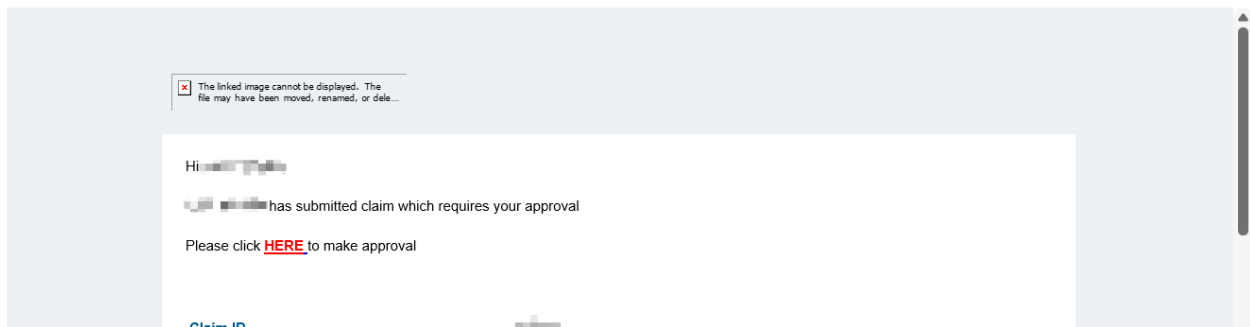
After:

Email subject **with** Cash Advance wording

Cash advance submitted by [REDACTED] requires your approval



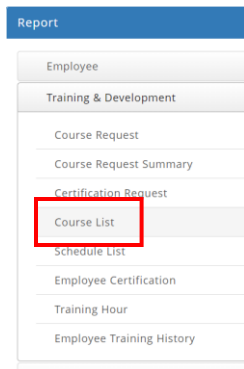
[REDACTED]
To: [REDACTED]



Training Report

Course List

Course list report has been included in the **Report** screen for **Training** module. Additional columns have been added and some column names have been changed. Refer to the table below for the full list of changes.



Before: Report

Export ▼

Course Id	Course Title	Effective Start Date	Effective End Date	Course Category	Source	Size (Min)	Size (Max)	Cost	Cost Unit	Course Link
-	Coaching for Result	2015-05-05	-	Management & Leadership	Internal	-	-	900	Per Pax	-
-	Microsoft Excel 2010	2017-03-01	-	Programming	External	1	1	900	Per Pax	-
-	Performance Management	2015-05-18	-	Human Resources	Internal	1	5	900	Per Pax	-
-	Creative & Innovative Problem Solving	2015-06-15	-	Management & Leadership	External	-	-	1000	Per Pax	-
-	Finance for Non-Finance Manager	2017-03-01	-	Management & Leadership	External	-	-	900	Per Pax	www.mywave.biz

After: Report

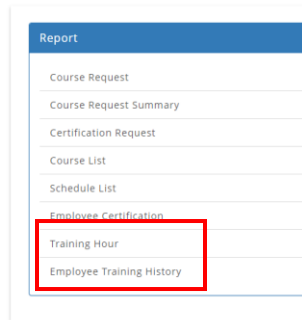
Export ▼

Course Category	Course Title	Course Code	Website	Course Recommendation	Effective Start Date	Effective End Date	Language	Source
Engineering	Electrical Engineering	-	-	Employees from IT Dept	2014-10-01	-	English	External
Programming	Microsoft Excel 2010	-	-	-	2017-03-01	-	-	External
Management & Leadership	Coaching for Result	-	-	Supervisors and Managers for all department	2015-05-05	-	-	Internal
Management & Leadership	Time Management for Managers	-	-	All Employees	2015-01-01	-	-	Internal
Human Resources	Training Needs Analysis	-	-	-	2017-01-01	-	English	External

Before	After	
Course Title	Course Category	New column
	Course Title	
	Course Id	Course Code
Course Link	Website	Renamed column
Course Recommendation	Course Recommendation	
Effective Start Date	Effective Start Date	
Effective End Date	Effective End Date	
Source	Language	New column
	Source	
	Course Method	New column
	Duration	New column
	Duration Type	New column
	Completion Duration	New column (<i>only applicable for self-paced courses</i>)
	Completion Duration Type	New column
Size (Min)	Size (Min)	
Size (Max)	Size (Max)	
Cost	Course Prerequisite	New column
	Supervisor Approval	New column
	Cost	
Cost Unit	Cost Unit	
	Currency	New column
	HRDF percentage	New column (<i>only applicable to Malaysian company</i>)
	HRDF Amount	New column (<i>only applicable to Malaysian company</i>)
	Trainer Name	New column
	Certification Name	New column
	Cert Criteria	New column
	Passing Criteria	New column (<i>only applicable for assessment in cert criteria</i>)
	Passing Mark	New column (<i>only applicable for percentage and score in passing criteria</i>)
	Cert Duration	New column
	Cert Duration Type	New column
	Mail Notify Duration	New column
	Mail Target	New column
	Created Date	New column
	Created By	New column
	Last Modified Date	New column
	Last Modified By	New column

Training Hour and Employee Training History

Training records assigned from **Training (Lite)** is included in the Report screen of **Training** module. Additional columns have been added and some column names have been changed. Refer to the table below for the full list of changes.



Before:

Report Export

Employee Training History

Employee No.	Employee Name	Course Category	Course Id	Course Title	Schedule Code	Size (Min)	Size (Max)	Duration	Duration Type	Attended hour(s)	Actual Attended hour(s)	Attendance Status	Grade	Marks	Course Start Date	Course End Date	Cost	Cost Unit	
EMP001	ABDUL RAHMAN	Management & Leadership	-	Creative & Innovative Problem Solving	CRE2017-001	1	15	1	Days	18	0	Not Attended	-	-	2017-05-15	2017-05-16	1000	Per Pax	-
EMP009	JOYCE WONG	Management & Leadership	-	Creative & Innovative Problem Solving	20221014	-	-	1	Days	0	0	Not Attended	-	-	2022-10-28	2022-10-28	1000	Per Pax	-
EMP009	JOYCE WONG	Management & Leadership	-	Creative & Innovative Problem Solving	CRE2017-001	1	15	1	Days	18	0	Not Attended	-	-	2017-05-15	2017-05-16	1000	Per Pax	-

After:

Report Export

Employee Training History

Employee No.	Employee Name	Course Category	Course Code	Course Title	Schedule Code	Mandatory	Size (Min)	Size (Max)	Duration	Duration Type	Course Start Date	Course End Date	To be completed by	Date Expired	Attended hour(s)	Actual Attended hour(s)	Attendance Status	Grade	Marks
EMP001	ABDUL RAHMAN_2	Management & Leadership	-	Creative & Innovative Problem Solving	CRE2017-001	-	-	15	1	Days	2017-05-15	2017-05-16	-	-	0	-	-	-	-
EMP009	JOYCE WONG	Management & Leadership	-	Creative & Innovative Problem Solving	CRE2017-001	-	-	15	1	Days	2017-05-15	2017-05-16	-	-	0	-	-	-	-

Before	After	
Employee No.	Employee No.	
Employee Name	Employee Name	
Course Category	Course Category	
Course Id	Course Id	
Course Title	Course Title	
Schedule Code	Schedule Code	
	Mandatory	New column
Size (Min)	Size (Min)	
Size (Max)	Size (Max)	
Duration	Duration	
Duration Type	Duration Type	
Course Start Date	Course Start Date	
Course End Date	Course End Date	
	To be completed by	New column (only applicable for self-paced courses)
	Date Expired	New column
Attended hour(s)	Attended hour(s)	
Actual Attended hour(s)	Actual Attended hour(s)	
Attendance Status	Attendance Status	
Grade	Grade	
Marks	Marks	
	Certification Name	New column
	Date Obtained	New column
	Expiry Date	New column
	Currency	New column
Cost	Course Cost	Renamed column
Cost Unit	Course Cost Unit	Renamed column
Cost Per Pax	Course Cost Per Pax	Renamed column
Additional Cost	Additional Cost	
Total Cost Per Pax	Total Cost Per Pax	
	Total Claimable HRDF Per Pax	New column (only applicable to Malaysian company)
	Venue	New column
Trainer Type	Trainer Type	
Trainer Name	Trainer Name	
Trainer Email	Trainer Email	
Training Provider	Training Provider	
Resignation Date	Resignation Date	
Email	Email	
Department	Department	
Job Title	Job Title	
Job Grade	Job Grade	

Supervisor No	Supervisor No	
Supervisor Name	Supervisor Name	
Application Status	Approval Status	Renamed column
Approval Date	Approval Status Date	Renamed column

Overtime Advance Break Control

Overtime Advance Break Control has been added to Overtime Policy Setup to cater for different break method exclusions. With the latest changes, admin is now able to customize the break control for overtime policy.

Before:

Overtime Policy Setup **without** Advance Break Control

Working Day

☐ Exclude break time set in shift hour setup [Go to Shift Hours Setup](#)

☐ (Include Shift)

☒ Cash Out
☐ Accumulative

Range From (Hour(s))	Range To (Hour(s))	Pay (Hour(s))	Rates	Exclude Break
0	3.00	Pay Exact Hour	1.0x	0 Minute(s)
3	Onward	Pay Exact Hour	1.0x	30 Minute(s)

After:

Overtime Policy Setup **with** Advance Break Control

Working Day

Break Control

☐ Exclude break time set in shift hour setup [Go to Shift Hours Setup](#)

☒ Follow Rate setup

☐ Customize Break Band

☐ (Include Shift)

☒ Cash Out
☐ Accumulative

Range From (Minute(s))	Range To (Minute(s))	Pay (Minute(s))	Rates	Exclude Break
0	181	<input type="radio"/> Not Applicable <input checked="" type="radio"/> Pay Exact Hour <input type="radio"/> Other: 240	1.0x	0 Minute(s)
181	Onward	<input type="radio"/> Not Applicable <input checked="" type="radio"/> Pay Exact Hour <input type="radio"/> Other: 240	1.0x	30 Minute(s)

Overtime Approval Screen

Two columns in the Overtime Approval Screen has been renamed for better understanding. **Submitted Hours** column and **Actual Hour (Clock out – Overtime Start From)** column has been renamed to **Performed Hour** and **Difference (Performed – Submitted)** respectively.

A new tooltip has also been added to the **Performed Hour** column. User may hover over the icon to view more information about the column.

Before:

The screenshot shows the Overtime Approval Screen with the following elements:

- Navigation bar with icons for Withdrawal, Submission, Approval (12), Auto-Propose, OT Processing, Administrative, and Report.
- Section header: Approval
- Filters: Overtime Claim (12), Pre-Plan Overtime.
- Employee selection: Employee : [Select options](#)
- Buttons: [Select All](#), [Customize Columns](#), [Approve All](#)
- Status: Selected 0 Record
- Table with 10 columns: Employee No., Employee Name, Overtime Start From, Overtime End On, Submitted Hours, Actual Hour (Clock out - Overtime Start From), Difference (Actual - Submitted), Approve Hour(s), Types of Overtime.

After:

The screenshot shows the Overtime Approval Screen after the changes, with the following elements:

- Navigation bar with icons for Withdrawal, Submission, Approval (2), Auto-Propose, OT Processing, Administrative, and Report.
- Section header: Approval
- Filters: Overtime Claim (1), Pre-Plan Overtime (1).
- Employee selection: Employee : [Select options](#)
- Buttons: [Select All](#), [Customize Columns](#), [Approve All](#)
- Status: Selected 0 Record
- Table with 10 columns: Employee No., Employee Name, Overtime Start From, Overtime End On, Submitted Hours, **Performed Hour** (with a tooltip icon), **Difference (Performed - Submitted)**, Approve Hour(s), Types of Overtime.

CPF Rates 2023

CPF Contribution Rates 2023 *(only applicable to Singapore)*

There will be some new changes for CPF Contribution Rates starting from 2023. The necessary changes will be deployed to EmplX during this release. For more information kindly refer to the link below.

<https://www.cpf.gov.sg/employer/infocenter/news/cpf-related-announcements/increase-in-cpf-contribution-rates-from-1-january-2023>