



## Release Notes

**Release Date: 11 April 2023**

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>Employee Profile</b> <ul style="list-style-type: none"> <li>Leave and Claim Group Column <i>New</i></li> </ul>	Enhancement	–	–	–	√	√	√
<b>E-Time Card</b> <ul style="list-style-type: none"> <li>Conditional Total Hour in Summary Report <i>New</i></li> </ul>	Enhancement	–	–	–	√	√	√
<b>Company Setup</b> <ul style="list-style-type: none"> <li>Enhanced Calendar Input</li> </ul>	Enhancement	–	–	–	√	–	–

# Employee Profile

## Leave and Claim Group Column <sup>New</sup>

**Leave Group** and **Claim Group** columns have been added to **Employee Profile Report** in the **Employee Profile** module.

Before:

Employee Profile Report **without** Leave and Claim Group column

A	BR	BS	BT	BU
Employee No.	Permit Expi	OT Group	Pay Policy ID	Residence
EMP001		Executive		Citizen
EMP002		Executive		Citizen
EMP003		Executive		Citizen
EMP004		Executive		Citizen
EMP005		Executive		Citizen
EMP006		Executive		Citizen
EMP007		Executive		Citizen
EMP008		Manager		Citizen
EMP009		Manager		Citizen
EMP010		Flat Rate 12.5 GROUP		Citizen
TT01				Citizen

After:

Employee Profile Report **with** Leave and Claim Group column

A	BQ	BR	BS	BT	BU	B'
Employee No.	mit Sta	Permit Ex	Claim Group	Leave Group	OT Group	Pay Po
EMP001			Non-Executive	Executive	Executive	
EMP002			Executive	Executive	Executive	
EMP003			Non-Executive	Non Executive	Executive	
EMP004			Executive	Executive	Executive	
EMP005			Executive	Executive	Executive	
EMP006			Non-Executive	Non Executive	Executive	
EMP007			Manager	Non Executive	Executive	
EMP008			Executive	Executive	Manager	
EMP009			Executive	Executive	Manager	
EMP010			Manager	Manager	Flat Rate 12.5 GROUP	
TT01						

# E-Time Card

## Conditional Total Hour in Summary Report <sup>New</sup>

A new **Conditional Total Hour** column has been added to **Summary Report** under **E-Time Card** module

### Before:

Summary report **without** Conditional Total Hour

Employee No.	Employee Name	Department	14 F	15 S	16 S	17 M	18 T	19 W	20 T	21 F	22 S	23 S	24 M	25 T	26 W	27 T	28 F	29 S	30 S	31 M	Total Hour(s)	Incomplete Hour	No. of Absent	No. of Work Day
			9.1	0.0	0.0	9.3	9.4	9.2	9.2	0.0 L	0.0	0.0	9.5	9.8	9.3	9.5	9.5	0.0	0.0	9.5	181.0	2.0	0	20

### After:

Summary report **with** Conditional Total Hour

Date Range: 2022-01-01 To 2022-01-31		Day Type: Work Day Off Day Holiday Rest Day																			
Employee No.	Employee Name	Department	17 M	18 T	19 W	20 T	21 F	22 S	23 S	24 M	25 T	26 W	27 T	28 F	29 S	30 S	31 M	Total Hour(s)	Conditional Total Hour	Incomplete Hour	No. of Absent
			9.3	9.4	9.2	9.2	0.0 L	0.0	0.0	9.5	9.8	9.3	9.5	9.5	0.0	0.0	9.5	181.0	178.8	2.0	

# Company Setup

## Enhanced Calendar Input

Calendar input in **Calendar Profile** and **Shift Hour Setup** has been enhanced to the latest version. This change has been made in an effort to standardize the calendar input across all modules in EmplX.

### Calendar Profile:

#### Before:

HRMS Application / Company Setup / Calendar Profile

Master Calendar

Name of Calendar :

Generate New Calendar

Master Calendar Setup | Shift Calendar | Exceptions Setup | Generate Calendar | Calendar Date

Master Calendar Info. (\*Denotes Requires)

Name of Calendar \* :

Start Date \* :

End Date \* :

Leave Hours (Per Day) :

Working Day Per Week :

Shift Pattern Info. (\*Denotes Requires)

Day Types \* :

Shift Hours \* :

Save | Cancel

Add To List

#### After:

### New calendar input in Calendar Profile

HRMS Application / Company Setup / Calendar Profile

Master Calendar

Name of Calendar :

Generate New Calendar

Master Calendar Setup | Shift Calendar | Exceptions Setup | Generate Calendar | Calendar Date

Master Calendar Info. (\*Denotes Requires)

Name of Calendar \* :

Start Date \* :

End Date \* :

Leave Hours (Per Day) :

Working Day Per Week :

Shift Pattern Info. (\*Denotes Requires)

Day Types \* :

Shift Hours \* :

Save | Cancel

Add To List

## Shift Hour Setup: Before:

HRMS Application / Company Setup / Shift Hours Setup

**Shift Hours**

Name of Shift Hours :

**Shifts Hours Setup** Break Time Setup

**Save**

( \* Denotes Required)

Name of Shifts \* :  Shift Code \* :

Shift Allowance :  Effective Date \* :

Shift Compulsory OT :

Half Day Shift : ☐

Shift Description :

Remain: 80 (characters)

March 2023

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

Today is Thu, 23 Mar 2023

## After: New calendar input in Shift Hour Setup

HRMS Application / Company Setup / Shift Hours Setup

**Shift Hours**

Name of Shift Hours :

**Shifts Hours Setup** Break Time Setup

**Save**

( \* Denotes Required)

Name of Shifts \* :  Shift Code \* :

Shift Allowance :  Effective Date \* :

Shift Compulsory OT :

Half Day Shift : ☐

Shift Description :

Remain: 80 (characters)

March, 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	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	31	1	2
3	4	5	6	7	8	9

Today