



## 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	–	–	–	√	–	–
<b>Payroll</b> <ul style="list-style-type: none"> <li>CP21 Form</li> <li>CP22A Form</li> </ul>	Enhancement	–	–	–	√	–	–

# Employee Profile

## Leave and Claim Group Column *New*

**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	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 \* :

Number of Days \* :

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 \* :

Number of Days \* :

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**

( \* Denotes Required)

Name of Shifts \* :

Shift Allowance :

Shift Compulsory OT :

Half Day Shift : ☐

Shift Description :

Remain: 80 (characters)

Shift Code \* :

Effective Date \* :

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**

( \* Denotes Required)

Name of Shifts \* :

Shift Allowance :

Shift Compulsory OT :

Half Day Shift : ☐

Shift Description :

Remain: 80 (characters)

Shift Code \* :

Effective Date \* :

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



## CP21 Form

CP21 form is now available to be viewed in PDF mode. The changes made to CP21 Form are shown below:

Before:

CP21 Form

Adventist Hospital & Clinic Services (M): z :: CP 21 - Work - Microsoft Edge

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**LEVER**

**LEMBAGA HASIL DALAM NEGERI MALAYSIA**  
**BORANG PEMBERITAHUAN OLEH MAJIKAN BAGI PEKERJA YANG HENDAK MENINGGALKAN MALAYSIA**  
**[SUBSEKSYEN 83(4) AKTA CUKAI PENDAPATAN 1967]**  
 Borang ini ditetapkan di bawah seksyen 152 Akta Cukai Pendapatan 1967  
**NOTIFICATION FORM BY EMPLOYER OF EMPLOYEE'S DEPARTURE FROM MALAYSIA**  
**[SUBSECTION 83(4) INCOME TAX ACT 1967]**  
*This form is prescribed under section 152 of the Income Tax Act 1967*

**Borang pemberitahuan ini hendaklah dikemukakan kepada Lembaga Hasil Dalam Negeri Malaysia (LHDNM):**

- sekurang-kurangnya 30 hari sebelum tarikh dijangka meninggalkan Malaysia.

**This notification form should be submitted to the Inland Revenue Board of Malaysia (IRBM):**

- not less than 30 days before the expected date of departure from Malaysia.

**Nama & Alamat Majikan / Employer's Name & Address**

**No. Majikan / Employer's No.**

**No. Telefon Majikan / Employer's Telephone No.**

**A. BUTIR-BUTIR PEKERJA YANG AKAN MENINGGALKAN MALAYSIA**  
**PARTICULARS OF EMPLOYEE WHO WILL BE LEAVING MALAYSIA**

**1. Nama Penuh / Full Name**

**2. Tarikh Mula Bekerja / Date of Commencement of Employment**

**11. Alamat surat-menyurat pekerja yang terkini / Current address of employee**

After:  
New CP21 Form

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LEMBAGA HASIL DALAM NEGERI MALAYSIA  
BORANG PEMBERITAHUAN OLEH MAJIKAN BAGI PEKERJA YANG HENDAK  
MENINGGALKAN MALAYSIA  
[SUBSEKSYEN 82(4) AKTA CUKAI PENDAPATAN 1967]  
BORANG INI DITETAPKAN DI BAWAH SEKSYEN 152 AKTA CUKAI PENDAPATAN 1967  
NOTIFICATION FORM BY EMPLOYER OF EMPLOYEE'S DEPARTURE FROM MALAYSIA  
[SUBSECTION 82(4) INCOME TAX ACT 1967]  
This form is prescribed under section 152 of the Income Tax Act 1967

CP21 [Rev. 1/2021]  
LEAVER

Borang pemberitahuan ini hendaklah dikemukakan kepada Lembaga Hasil Dalam Negeri Malaysia (LHDNM):  
• sekurang-kurangnya 30 hari sebelum tarikh dijangka meninggalkan Malaysia.  
This notification form should be submitted to the Inland Revenue Board of Malaysia (IRBM):  
• not less than 30 days before the expected date of departure from Malaysia.

Nama & Alamat Majikan / Employer's Name & Address

No. Majikan / Employer's No.

No. Telefon Majikan / Employer's Telephone No.

A. BUTIR-BUTIR PEKERJA YANG AKAN MENINGGALKAN MALAYSIA  
PARTICULARS OF EMPLOYEE WHO WILL BE LEAVING MALAYSIA

1. Nama Penuh / Full Name

2. Tarikh Mula Bekerja / Date of Commencement of Employment

3. Tarikh Dijangka Meninggalkan Malaysia / Expected Date to Leave Malaysia

4. No. Pengenalan (No. Kad Pengenalan / Polis / Tentera / Pasport) / Identification No. (Identity Card / Police / Army / Passport No.)

5. No. Cukai Pendapatan / Income Tax No.

6. Warganegara / Citizen

11. Alamat surat-menyurat pekerja yang terkini / Current address of employee

12. Alasan meninggalkan negara ini / Reason for departure

13. Alamat surat-menyurat di luar Malaysia / Correspondence address outside Malaysia

# CP22A Form

CP22A form is now available to be viewed in PDF mode. The changes made to CP22A Form are shown below:

Before:

CP22A Form

Adventist Hospital & Clinic Services (M): :: CP 22A - Work - Microsoft Edge

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Print Exit

CP22A [Pin. 1/2021]

**LEMBAGA HASIL DALAM NEGERI MALAYSIA**  
**BORANG PEMBERITAHUAN PEMBERHENTIAN KERJA (SWASTA)**  
[SUBSEKSYEN 83(3) AKTA CUKAI PENDAPATAN 1967]  
Borang ini ditetapkan di bawah seksyen 152 Akta Cukai Pendapatan 1967

**Borang pemberitahuan ini hendaklah dikemukakan kepada Lembaga Hasil Dalam Negeri Malaysia (LHDNM) :**

- sekurang-kurangnya 30 hari sebelum tarikh pemberhentian seseorang pekerja; atau
- dalam tempoh 30 hari selepas dimaklumkan kematian seseorang pekerja

Nama & Alamat Majikan

No. Majikan

No. Telefon Majikan:

**A. BUTIR-BUTIR PEKERJA YANG BERHENTI KERJA / BERSARA / MENINGGAL DUNIA**

1. Nama Penuh

2. Tarikh Mula Bekerja

3. Tarikh Berhenti / Persaraan / Kematian\*  
[\* Potong yang mana tidak berkenaan]

4. Tarikh Lahir

5. Jenis Persaraan  
[Sila tandakan 'X']

Wajib ☐ Pilihan ☐

6. No. Rujukan (No. Kad Pengenalan/Polis/Tentera/Pasport)

11. No. Telefon Pekerja Yang Berhenti Kerja / Bersara

12. Alamat surat-menyurat terkini :

Tandakan 'X' jika alamat surat-menyurat di atas adalah alamat ejen cukai

13. Maklumat Wakil Sah [ Bagi Kes Meninggal Dunia ] :

a) Nama Penuh

After:  
New CP22A Form

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**LEMBAGA HASIL DALAM NEGERI MALAYSIA**  
**BORANG PEMBERITAHUAN PEMBERHENTIAN KERJA (SWASTA)**  
**[SUBSEKSYEN 63(3) AKTA CUKAI PENDAPATAN 1967]**  
CP22A [Rev. 1/2021]

Borang pemberitahuan ini hendaklah dikemukakan kepada Lembaga Hasil Dalam Negeri Malaysia (LHDNM) :  
• sekurang-kurangnya 30 hari sebelum tarikh pemberhentian seseorang pekerja; atau  
• dalam tempoh 10 hari selepas dimaklumkan kematian seseorang pekerja

Nama & Alamat Majikan

No. Majikan

No. Telefon Majikan:

**A. BUTIR-BUTIR PEKERJA YANG BERHENTI KERJA / BERSARA / MENINGGAL DUNIA**

1. Nama Penuh

2. Tarikh Mula Bekerja

3. Tarikh Berhenti / Persaraan / Kematian\*  
[\* Potong yang mana tidak berkenaan]

4. Tarikh Lahir

5. Jenis Persaraan  
(Sila tandakan "X")

6. No. Rujukan (No. Kad Pengenalan/Polis/Tentera/Passport)

7. No. Cukai Pendapatan

8. Taraf Perkahwinan

9. Tuntutan Potongan Cukai Bagi Anak :

11. No. Telefon Pekerja Yang Berhenti Kerja / Bersara

12. Alamat surat-menyurat terkini :

Tandakan "X" jika alamat surat-menyurat di atas adalah alamat ejen cukai

13. Maklumat Wakil Sah / Bagi Kes Meninggal Dunia :

a) Nama Penuh

b) No. Rujukan (No. Kad Pengenalan/Polis/Tentera/Passport)

c) Alamat surat-menyurat