



## Release Notes

**Release Date: 11 July 2023**

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

<b>Release Notes Summary</b>	<b>1</b>
<b>Overtime</b>	<b>2</b>
OT Processing – Processor Action <sup>New</sup>	2
<b>E-Time Card</b>	<b>3</b>
Flexi Hour – Break Time Control Setting Tooltip <sup>New</sup>	3
<b>Training</b>	<b>4</b>
Course Setup	4
Training Dashboard	7

## Release Notes Summary

Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
<b>Overtime</b> <ul style="list-style-type: none"> <li>OT Processing – Processor Action <i>New</i></li> </ul>	Enhancement	–	√	–	√	–	–
<b>E-Time Card</b> <ul style="list-style-type: none"> <li>Flexi Hour – Break Time Control Setting Tooltip <i>New</i></li> </ul>	Enhancement	–	–	–	√	–	–
<b>Training</b> <ul style="list-style-type: none"> <li>Course Setup</li> <li>Training Dashboard</li> </ul>	Enhancement	–	–	–	√	√	√

## OT Processing – Processor Action <sup>New</sup>

A new function, Processor Action has been added to OT Processing section of Overtime module. This function allows admin to update the status of all approved OT records to either Paid or Cancelled, as well as allow admin to amend the approved hours. Status filter has also been added to OT processing to help admin filter out records which are pending processor action.

### Before:

OT Processing **without** Processor Action

OT Processing

Employee :

Overtime Date :  To

Approval Date :  To

Retrieve

Please fill up the fields required to retrieve info.

### After:

OT Processing **with** Processor Action

OT Processing

Employee :

Overtime Date :  To

Approval Date :  To

Retrieve

Status : Pending by processor

Please fill up the fields required to retrieve info.

OT Processing

Employee :

Overtime Date : 2023-06-01 To 2023-06-30

Approval Date :  To

Retrieve

Status : Pending by processor

Processor Comment : Paid

Payable Date :

Submit Select

Please fill up the fields required to retrieve info.

Show 10 entries

OT ID	Employee	Overtime Date	Overtime Start From	Overtime End On	OT Hours	Shift	Clock In	Clock Out	Actual Hour	Approved Hour	Payable Date	Overtime Rates	Remarks	Processor Comment
385261		2023-06-17	2023-06-17 19:00:00	2023-06-18 07:00:00	12:00		2023-06-17 18:54:00	2023-06-18 07:24:00	12:30	12:00	-	1		
385289		2023-06-16	2023-06-17 04:00:00	2023-06-17 07:00:00	03:00		2023-06-16 18:42:00	2023-06-17 07:30:00	12:48	03:00	-			
385903		2023-06-28	2023-06-28 12:00:00	2023-06-28 18:00:00	06:00		-	-	-	02:15	-			

# E-Time Card

## Flexi Hour – Break Time Control Setting Tooltip <sup>New</sup>

A new tooltip has been added to Break Time Control Setting for Flexi Hours Control in E-Time Card module. The tooltip informs users that if the Divided Shift setting is selected in Application Break Time Control under Leave module, then the setting is not applicable and the dropdown column will be disabled.

### Before:

Flexi Hour control **without** tooltip and disabled dropdown column

The screenshot shows the 'Flexi Hour' control settings. At the top, there is a 'Department' dropdown menu. Below it are two toggle switches: 'Late In / Early Out Tracking' (OFF) and 'Incomplete Hour Tracking (IWH)' (ON). The 'Incomplete Hour Tracking (IWH)' section contains several settings: 'Incomplete Hour with buffer' (a text input field followed by a 'Minutes' label), 'Required to work during break for Half day leave' (a dropdown menu showing '-'), 'Absent / Absent Half Day' (OFF), 'Absent Half Day when Total Hour(s) Less Than' (a text input field followed by an 'Hour(s)' label), and 'Absent Full Day when Work Hour Less Than' (a text input field followed by an 'Hour(s)' label). At the bottom of the settings area is a blue button labeled 'Add New Group'.

### After:

Flexi Hour control **with** tooltip and disabled dropdown column

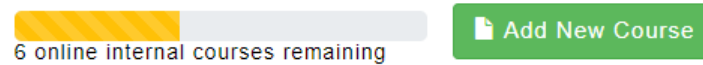
This screenshot is identical to the one above, but with a red rectangular box highlighting the 'Required to work during break for Half day leave' dropdown menu. A tooltip is displayed next to the dropdown, containing the text: 'This setting is not applicable when Divided shift quality is set for Application Break Time Control in Leave module'. The tooltip has a blue information icon on the left. The 'Add New Group' button remains at the bottom.

## Course Setup

A few quality-of-life changes have been made to Training module for a better user experience. The changes made to Course Setup are as follows:-

### 1. Online – Internal Course Limit

Online course balance will now only be deducted if a new Online-Internal course is created.



### 2. Course Setup Table

Course Source will be shown on the Course Method column in the Course Setup table.

Before:

Course Category	Course Title	Course Code	Course Method	Certificate	Action
eLearning			Self-paced		
eLearning			Self-paced		
eLearning			Self-paced		
eLearning			Self-paced		
Engineering			Seminar		
Human Resources			Class Room		
Human Resources			Seminar		
Human Resources			Class Room		
Human Resources					
Human Resources			Seminar		

After:

Course Category	Course Title	Course Code	Course Method	Certificate	Action
eLearning			Self-paced	Internal	
eLearning			Self-paced	Internal	
eLearning			Self-paced	Internal	
eLearning			Self-paced	Internal	
Engineering			Seminar	External	
Human Resources			Class Room	External	
Human Resources			Seminar	External	
Human Resources			Class Room	Internal	
Human Resources				Internal	
Human Resources			Seminar	External	

### **3. Course Method is now Mandatory**

Course Method is now mandatory to be inserted when creating and editing course.

#### **Before:**

Course Method

- Select course method -



#### **After:**

Course Method \*

- Select course method -



### **4. Course Method and Source Position has been swapped**

The position of Course Method field has been swapped with Source field in both add and edit mode.

#### **Before:**

Source \*

- Select course source -



Course Method

- Select course method -



#### **After:**

Course Method \*

- Select course method -



Source \*

- Select course source -





## 5. SCORM for Online-internal Only

Previously, both internal and external online courses would trigger the upload SCORM section. However, now it will only occur if the course method is online, and the course source is Internal.

Course Method *	Online Self Paced
Source *	External
Mandatory Course *	Optional
Enrollment Method *	Open to all employees
Course Duration *	1 Day(s)
Expected Completion Duration ⓘ	- Select a duration- <input checked="" type="checkbox"/> No control
Course Pre-requisite	
Cost *	10 Per Pax Malaysian Ringgit (MYR)
HRDF	%
Professional/ Course Certification	<a href="#">Assign certificates</a>
Passing Criteria * ⓘ	Attendance
Course Validity	- Select a duration- <input checked="" type="checkbox"/> Never expires

# Training Dashboard

The changes made to Training Dashboard are as follows:-

## 1. Training Activities Tab

Course Source is now shown on Dashboard Training Activities tab.

Before:

Dashboard Course Status Report

Employee Name ▼

Training Activities 1 New Course Request 2 Add Certification Request New Cert. Name Request

Action Required 3 Upcoming Courses 0 Pending Approval 2 Completed All Status

Course Title / Schedule Code	Course Method	Date / Duration	Status	Action
<span>Search</span>	<span>Self-paced</span>	<span>60 Min(s)</span>	Overdue	...
<span>Search</span>	<span>Self-paced</span>	<span>60 Min(s)</span>	Pending Completion	...
<span>Search</span>	<span>Self-paced</span>	<span>60 Min(s)</span>	Incomplete	...

After:

Dashboard Course Status Report

Employee Name ▼

Training Activities 4 New Course Request 4 Add Certification Request New Cert. Name Request

Action Required 4 Upcoming Courses 0 Pending Approval 1 Completed All Status

Course Title / Schedule Code	Course Method	Date / Duration	Status	Action
<span>Search</span>	<span>Self-Paced</span> <span>Internal</span>	<span>1 Hour(s)</span>	Pending Completion	...
<span>Search</span>	<span>Class Room</span> <span>External</span>	<span>1 Day(s)</span>	Incomplete	...

## 2. Apply Course









Course Source is now shown on Apply Course pop up window.

Before:

### Apply Course

[If you cannot find what you are looking for, raise request here](#)

Search....









Course Title	Course Category	Registration Period	Duration / Date	Seats Left	Action
 <b>Self-paced</b> ✓ Registered			60 Minute(s)	No Limit	
 <b>Self-paced</b>			60 Minute(s)	No Limit	

After:

### Apply Course

[If you cannot find what you are looking for, raise request here](#)

Search....

Course Title	Course Category	Registration Period	Duration / Date	Seats Left	Action
 <b>E-Learning</b> <b>External</b>			1 Day(s)	No Limit	
 <b>Self-Paced</b> <b>Internal</b> ✓ Registered			30 Minute(s)	No Limit	

## 3. Link Improvement on Course Details

The website link in Course Details has been compacted for short url links.

Before:

Language	-
Website	<a href="http://www.youtube.com/..">www.youtube.com/..</a>
Course Source	External

After:

Language	-
Website	<a href="http://www.youtube.com">www.youtube.com</a>
Course Source	Internal