



## Release Notes

**Release Date: 10 October 2023**

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

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## Release Notes Summary

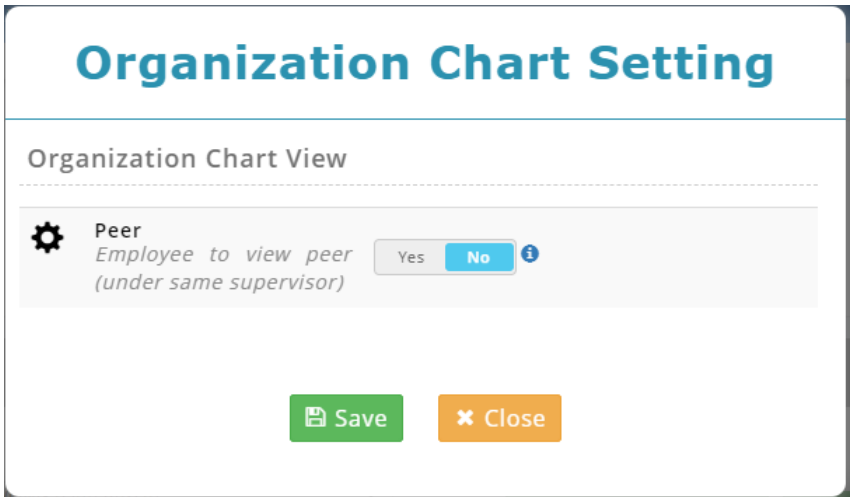
Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
<b>Organization Chart</b> <ul style="list-style-type: none"><li>View All Employee Mode <i>New</i></li></ul>	Enhancement	–	–	–	√	√	√
<b>Overtime</b> <ul style="list-style-type: none"><li>Show/Hide Invalid OT Records <i>New</i></li></ul>	Enhancement	–	–	–	√	√	–

# Organization Chart

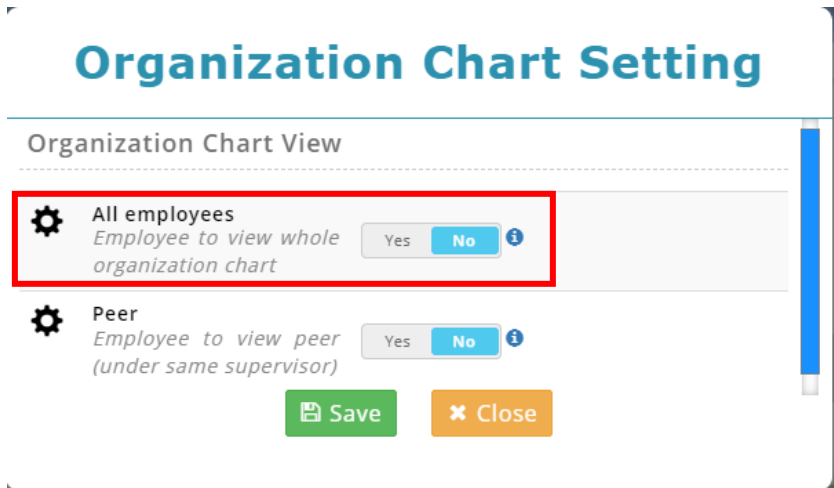
## View All Employee Mode <sup>New</sup>

The option to view all employees has been added to **Organization Chart** module. Admins can now turn the view all employee option on or off under the **Settings** tab in Organization Chart. If the setting is turned on, employees can now view the entire organization chart and all the employees in a company by hovering towards an employee and expanding the chart by clicking on the arrow.

Before:  
Organization Chart **without** view all employee setting



After:  
Organization Chart **with** view all employee setting



## Show/Hide Invalid OT Records <sup>New</sup>

The option to show or hide invalid OT records has been added to **Overtime** module. Admins can now choose to show/hide invalid OT records in **Overtime Approval** tab by default. The setting can be found under **Overtime -> Administrative -> Company Policy**. Additionally, supervisors can also choose to show/hide invalid OT records by clicking on the **Show All OT Records** checkbox in the top right hand corner of the Overtime Approval tab.

### Before:

Overtime Approval **without** Show All OT Records option

Administrative » Company Policy

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## Company Policy

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Overtime Validity Period : OT cut off period day(s)

Approval

Overtime Claim (28)    Pre-Plan Overtime (2)

Employee : Select Options

☒ Select All

Selected 0 Record

Customize Columns
  
Approve All

Show 10 entries

Employee No.	Employee Name	Overtime Start From	Overtime End On	Submitted Hours	Performed Hour	Difference (Performed - Submitted)	Approve Hour(s)	Types of Overtime	Status	Overtime Rates
<input type="checkbox"/>		2021-04-04 07:00	2021-04-04 12:00	05:00	-	-	<span style="border: 1px solid red; padding: 2px;">05:00</span>	OTC(P)	Pending Confirmation	Pay Hour : 5.00 , Rates : 2.0x (Cash Out)
<input type="checkbox"/>		2020-10-29 19:00	2020-10-30 03:00	08:00	08:00	00:00	<span style="border: 1px solid #ccc; padding: 2px;">08:00</span>	OTS	Submitted (Waiting for Approval)	Pay Hour : 8.00 , Rates : 3.0x (Cash Out)
<input type="checkbox"/>		2020-09-16 19:00	2020-09-17 03:00	08:00	08:00	00:00	<span style="border: 1px solid #ccc; padding: 2px;">08:00</span>	OTS	Submitted (Waiting for Approval)	Pay Hour : 8.00 , Rates : 3.0x (Cash Out)
<input type="checkbox"/>		2020-08-20 19:00	2020-08-21 03:00	08:00	08:00	00:00	<span style="border: 1px solid #ccc; padding: 2px;">08:00</span>	OTS	Submitted (Waiting for Approval)	Pay Hour : 8.00 , Rates : 3.0x (Cash Out)

After:  
Overtime Approval **with** Show All OT Records option

## Administrative » Company Policy

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### Company Policy

Overtime Validity Period :  day(s)

Show All OT Records (By Default)



Show

Hide

Approval

Overtime Claim (4)

Pre-Plan Overtime

Employee : 

Select Options

☒ Select All

Customize Columns

Approve All

Selected 0 Record

Show 10 entries

Show All OT Records

Employee No.	Employee Name	Overtime Start From	Overtime End On	Submitted Hours	Performed Hour	Difference (Performed - Submitted)	Approve Hour(s)	Types of Overtime	Status	Overtime Rates
<div><input type="checkbox"/></div>		2023-09-08 10:00	2023-09-08 11:00	01:00	09:00	00:00	01:00	OTC(P)	Pending Confirmation	Pay Hour : 1.00 , Rates : 3.0x Public Holiday (Cash Out)
<div><input type="checkbox"/></div>		2023-09-08 20:00	2023-09-08 22:00	02:00	-	-	00:00	OTC(P)	Pending Confirmation	Pay Hour : 2.00 , Rates : 3.0x Public Holiday (Cash Out)
<div><input type="checkbox"/></div>		2023-09-08 12:00	2023-09-08 13:00	01:00	09:00	00:00	00:00	OTC(P)	Pending Confirmation	Pay Hour : 1.00 , Rates : 3.0x Public Holiday (Cash Out)
<div><input type="checkbox"/></div>		2023-09-04 09:00	2023-09-04 10:00	01:00	-	-	00:00	OTC	Submitted (Waiting for Approval)	Pay Hour : 1.00 , Rates : 2.0x Rest Day (Cash Out)