



Release Notes

Release Date: 7 October 2023

To leave feedback, please email to 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

Release Notes Summary	1
E-Pay	2
Payslip Setting ^{New}	2
Payslip Layout	3
Employee Profile	4
Multiple Payment Method ^{New}	4
Employee Profile Report	7
Dashboard	9
Employee Payment Report ^{New}	9
Dashboard Reports	10
Onboarding	12
Payment Method ^{New}	12
Payroll	13
Payroll Report – Group by Payment Method	13
Payroll Period Maintenance	14

Release Notes Summary

Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
E-Pay <ul style="list-style-type: none"> Payslip Setting <i>New</i> Payslip Layout 	Enhancement	√	–	–	√	–	√
Employee Profile <ul style="list-style-type: none"> Multiple Payment Method Employee Profile Report 	Enhancement	–	–	–	√	√	√
Dashboard <ul style="list-style-type: none"> Employee Payment Report <i>New</i> Dashboard Reports 	Enhancement	–	–	–	√	–	–
Onboarding <ul style="list-style-type: none"> Payment Method 	Enhancement	–	–	–	√	–	√
Payroll <ul style="list-style-type: none"> Payroll Report – Group by Payment Method Payroll Period Maintenance 	Enhancement	–	–	–	√	–	–

Payslip Setting ^{New}

A new setting to display customized payslip information has been added to **E-Pay** module. Admins are now allowed to select the type of information to be displayed in employee's payslips for their respective companies.

A new tab has been added to the E-Pay module, called **Payslip Setting**, with options such as IC/ID number, statutory and so on. Admins simply need to select whether the information should be shown or hidden from employee payslip. The changes are automatically reflected once the slider has been clicked.

HRMS Application / E-Pay / E Pay Slip Administration / Pay slip (Admin)

E Payslip E Payslip Summary Employee Salary Analysis PSU Uploading **Payslip Setting**

General

General Setup

Company Name :

Employee Default Show Payslip :

Show Checklist Button :

Admin Default Show All Payslip :

Font Size :

Payslip Content

Personal

IC No. :

Statutory - EPF :

Statutory - Income Tax :

IC No. Label :

Statutory - SOCSO :

Pay Period

Pay Period :

Overtime Period :

Pay Period Format :

Combine Pay Period :

Payslip Layout

The layout of payslips has also been enhanced to improve user experience. More information can now be displayed on the payslip based on admin settings. The payslip layout has also been enhanced to support multiple payment methods.

Before:

Old Payslip Layout

Company Name									
Employee Name		Employee A			Employee No.		EMP001		
Pay Period		2023-05-Exempt							
Department		Quality Assurance							
NRIC/Passport No.	123456		5948.17		Basic Rate		5948.17		
	INCOME	Hrs/Days	MYR	Deduction	Hrs/Days	MYR	Employer	MYR	
REGULAR			5948.17	EPF	660.00	EPF Employer		720.00	
Transport Allowance Exempt		225.00	SOCSCO		24.75	SOCSCO Employer		86.65	
			EIS		9.90	EIS Employer		9.90	
			PCB		240.75				
							Year To Date	MYR	
						REGULAR		29221.10	
						Variable_Bonus		1141.12	
						Transport Allowance Exempt		1125.00	
						EPF		3386.00	
						SOCSCO		123.75	
						EIS		49.50	
						PCB		1204.65	
						EPF Employer		3672.00	
						SOCSCO Employer		433.25	
						EIS Employer		49.50	
Total Income			6173.17	Total Deduction		935.40			
Bank A/C: 112027079509 (MBB)				Net Income		5237.77		Adjustment	0.00
This payslip is a computer generated form.No signature is required.									
Powered by MYwave									

After:

New Payslip Layout

Company Name

Employee Name

Pay Period

Department

Employee A

2023-05-Exempt

Quality Assurance

Employee No.

EMP001

NRIC/Passport No.	123456		Basic Rate		5948.17		
Income	Hrs/Days	MYR	Deduction	Hrs/Days	MYR	Employer	MYR
REGULAR		5948.17	EPF		660.00	EPF Employer	720.00
Transport Allowance Exempt		225.00	SOCSCO		24.75	SOCSCO Employer	86.65
			EIS		9.90	EIS Employer	9.90
			PCB		240.75		
						Year To Date	MYR
						REGULAR	23446.18
						Variable_Bonus	1141.12
						Transport Allowance Exempt	900.00
						EPF	2720.00
						SOCSCO	99.00
						EIS	39.60
						PCB	1066.40
						EPF Employer	2976.00
						SOCSCO Employer	346.60
						EIS Employer	39.60
Total Income		6173.17	Total Deduction		935.40		
Net Income					5237.77		
Cash		20000.00			5237.77		
Bank - AMBB 212		Balance			0.00		

This payslip is a computer generated form.No signature is required.

Powered by MYwave

Employee Profile

Multiple Payment Method ^{New}

Multiple Payment Method feature is now available in EmplX system. This feature allows admin to customize employee payment methods with multiple payment options at a time. This feature is available in both **Add** and **Edit** Mode for **Employee Profile**.

The **Payment Method** field has been revamped to a new section accommodate the multiple payment method feature. Admin is now allowed to setup employee payment method with 3 different types of payment (Bank/Cash/Cheque) based on either percentage or amount. Admin is also able to setup effective date of future payment methods and duplicate previous payment method records.

Furthermore, **Payee Bank** and **Bank Account** field has been renamed to **Default Payee Bank** and **Default Bank Account**, and moved to a new section, **Bank Information**, for a better user experience.

Employee Profile (Add):

Before:

Employee Profile ^{without} Payment Method and Bank Information section

The screenshot displays the 'Employee Profile (Add)' form. The 'Payment Info' section is highlighted with a yellow border. It contains the following fields:

- Currency: Malaysian Ringgit (MY) (dropdown)
- New Basic Salary: (text input)
- New Salary Effective Date: (calendar icon)
- Payment Frequency: (dropdown)
- Salary Calculation Method: (dropdown)
- Pay Group: (dropdown)
- Payee Bank: (dropdown)
- Payment Method: (dropdown)
- Salary On-Hold: (checkbox)
- Pay Policy ID: (dropdown)
- Bank Account: (text input)
- Leave Group: (dropdown)
- OT Group: (dropdown)
- Asset Group: (dropdown)

Below the 'Payment Info' section, there are three collapsed sections: 'Job', 'Statutory', and 'Supervisor Information'. The 'Save' and 'Cancel' buttons are located in the top right corner of the form.

After:

Employee Profile **with** Payment Method and Bank Information section

The screenshot shows the 'Employee Profile' form. The 'Payment Method and Bank Information' section is highlighted with a red box. This section includes a warning message: 'Change on default payee bank and account no. **WILL NOT** automatically update in payment mode. To apply the changes, please edit the existing payment mode or add or new one.' Below this, there are fields for 'Default Payee Bank' (a dropdown menu) and 'Default Bank Account' (a text input). The 'Payment Method' section includes a 'Pay Frequency' dropdown menu set to 'Monthly' and a 'Salary On Hold Date' field with a calendar icon. At the bottom of this section is a table with columns 'Distribute By', 'Payment Method', and 'Action'. The table currently shows 'No record'.

Distribute By	Payment Method	Action
No record		

Payment Method

Multiple Payment Method

Payment Method	Bank Name	Bank Account No.
<div>- Select payment method - Bank Cash Cheque</div>	<div>- Please select bank name -</div>	

Proceed

Cancel

Employee Profile (Edit):

Before:

Employee Profile **without** Payment Method and Bank Information section

HRMS Application / Employee Profile / Administration / Employee Profile (Admin)

Personal Contacts Dependents Bond **Payment Info** Job Cost Allocation Qualifications Training Statutory Benefits Supervisor Transport Asset Disciplinary Attachment Work Calendar Letter Vaccine Certificate

Pay Information

Currency : Malaysian Ringgit (MY) [View Salary History](#)

Basic Salary : 0

New Basic Salary : 0

New Salary Effective Date : 2023-06-09

Payment Frequency : Monthly

Salary Calculation Method : Monthly

Pay Group : -

Payee Bank : - [View More](#)

Payment Method : Bank [View More](#)

Salary On-Hold Date of Issue : -

Pay Policy ID : -

Bank Account : - [View More](#)

Leave Group : All [View More](#)

OT Group : ot example [View More](#)

Asset Group : -

Claim Group : Benny Group [View More](#)

Number of Working Days per Month :

Average Work Days per Month :

Average Working Hours :

Average Work Days per Week :

Save

After:

Employee Profile **with** Payment Method and Bank Information section

Personal Contacts Dependents Bond **Payment Info** Job Cost Allocation Qualifications Training Statutory Benefits Supervisor Transport Asset Disciplinary Work Calendar Vaccine Certificate

Pay Information

Salary Calculation Method : Monthly

Currency : Malaysian Ringgit (MY) [View Salary History](#)

Basic Salary : 1000

New Basic Salary : 1000

New Salary Effective Date : 2023-04-01

Payment Frequency : Monthly

Pay Policy ID : -

Pay Group : -

Number of Working Days per Month :

Average Work Days per Month :

Average Working Hours :

Average Work Days per Week :

Leave Group : Leave Group [View More](#)

OT Group : OT Group [View More](#)

Asset Group : -

Claim Group : - [View More](#)

Bank Information

Change on default payee bank and account no. **WILL NOT** automatically update in payment mode. To apply the changes, please edit the existing payment mode or add a new one.

Default Payee Bank : -

Default Bank Account : -

Payment Method

Pay Frequency : Monthly

Salary On Hold Date : - [+ Add](#)

Start Date	Distribute By	Payment Method	Action
1984-02-27	Amount	1000 Cash (Balance) AMBANK (M) BERHAD 212	

Payment Method

Effective Start Date :

Withheld Salary : Yes No

Multiple Payment Method : Yes No

Payment Method :

Bank Name : - Please select bank name -

Bank Account No. :

Proceed **Cancel**

Employee Profile Report

The **Employee Profile Report** has also been enhanced to accommodate the multiple payment method feature. Certain columns have been adjusted to enhance the user readability and new columns related to multiple payment method feature has also been added.

Individual Employee Profile Report has also been enhanced to reflect the changes made to Employee Profile. The **Payment Method** and **Bank Information** section has been added to the report.

Employee Profile Report:

Before:

Employee Profile Report **without** Multiple Payment Method information

CJ	CK	CL	CM	CN	CO	CP	CQ
Residence	Country Of Birth	Residence Conversion	Payment Frequency	Salary Calculation Met	Payment Method	Payment Method Start	Payment Method End
Citizen	Aruba	28/12/2018	Monthly	Hourly	Bank	01/04/2003	
Citizen			Monthly	Monthly	Bank	05/08/2021	
Citizen			Monthly	Monthly	Bank	07/06/2022	
Non-Citizen			Monthly	Monthly	Cash	09/06/2023	
Citizen			Monthly	Monthly			
Citizen		12/09/2019	Monthly	Monthly	Bank	26/02/2020	
Citizen			Monthly	Monthly	Bank	21/11/2019	
Non-Citizen			Weekly	Monthly			
Citizen			Monthly	Hourly	Cheque	01/03/2022	
Citizen			Monthly	Hourly	Bank	26/04/2022	
Citizen			Monthly	Monthly	Bank	21/11/2019	
Non-Citizen			Monthly	Hourly	Bank	01/01/2020	
Non-Citizen					Bank	01/03/2020	
Citizen			Monthly	Monthly	Bank	02/01/2019	
Non-Citizen			Monthly	Monthly	Bank	16/03/2020	
Citizen			Monthly	Monthly	Bank	01/01/2018	
Citizen			Monthly	Monthly	Bank	11/05/2022	
Citizen			Monthly	Monthly	Bank	01/01/2020	
Non-Citizen			Monthly	Monthly	Bank	13/11/2019	
Citizen			Monthly	Monthly	Bank	18/05/2022	
Citizen			Monthly	Monthly	Bank	10/08/2022	
Citizen			Monthly	Hourly	Bank	01/10/2020	
Citizen			Monthly	Daily	Bank	04/01/2011	
Citizen					Bank	12/02/1996	
Non-Citizen			Monthly	Monthly			
Citizen			Monthly	Monthly	Bank	21/11/2019	
Citizen			Monthly	Monthly	Bank	24/01/2019	
Citizen			Monthly	Hourly	Bank	16/03/2020	
Citizen			Monthly	Monthly	Bank	31/12/2019	
Citizen			Monthly	Monthly	Bank	16/06/2022	
Citizen			Monthly	Monthly	Cheque	22/11/2018	
Permanent Residence			Monthly	Monthly			
Non-Citizen			Monthly	Monthly	Bank	01/09/2017	
Citizen					Bank	02/08/2022	
Non-Citizen			Monthly	Hourly	Bank	01/03/2022	

After:

Employee Profile Report **with** Multiple Payment Method information

AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY
Y Group	Basic Salary	Basic Salary	Default Bank	Default Bank Account	Bank Name	Short Name	Bank Account	Payment Frequency	Salary Calculation	Payment Method	Payment Method Start Date	Payment Method End Date
tt@mywa		01/04/2023			- AMBANK - AMBB			Weekly	Monthly	Cash : 20000 Bank :	27/02/1984	24/09/2023
tt@mywa		01/01/2022	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		29/01/2022	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		11/12/2022	MAYBANK		-	-		Weekly	Monthly	On Hold	05/08/1987	
tt@mywa		01/04/2023			- AMBANK - AMBB			Weekly	Monthly	Cash : 20000 Bank :	15/07/2023	
tt@mywa		01/07/2023			AMBANK (M) AMBB			Weekly	Monthly	Bank : 100%	03/03/1988	
tt@mywa		01/06/2023	MAYBANK (M)		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		31/07/2021	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/04/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/01/2023	MAYBANK		- MAYBAN - MBB			Weekly	Monthly	Cheque : 50% Bank :	01/07/1992	
tt@mywa		01/01/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/10/1996	
tt@mywa		01/01/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/01/2023	MAYBANK		-	-		Weekly	Monthly	On Hold	26/05/1997	
tt@mywa		25/05/2023	MAYBANK									
tt@mywa		01/04/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/04/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/07/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/05/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/04/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/04/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/04/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/04/2023	MAYBANK		- MAYBAN - MBB			Weekly	Monthly	Cash : 10000 Bank :	05/01/2023	
tt@mywa		01/01/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/05/2023	CIMB BANK		CIMB BANK	CIMB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		02/01/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/04/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		10/05/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		03/10/2022	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/03/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/04/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	04/10/2021	
tt@mywa		01/04/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/06/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/04/2023	CIMB BANK		CIMB BANK	CIMB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/03/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		11/04/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 1500 Cash :	26/06/2023	
tt@mywa		01/04/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/04/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		06/06/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa	5140.34											

Individual Employee Profile Report:

Before:

Individual Employee Profile Report **without** Payment Method and Bank Information section

109	Pay Information			
110	Currency	Malaysian Ringgit (MYR)	Payment Frequency	Monthly
111	Basic Salary	0	Salary Calculation Method	Monthly
112	New Basic Salary	0	Pay Group	-
113	New Salary Effective Date	07/06/2022	Payee Bank	-
114	Number of Working Days per Month	-	Pay Policy ID	-
115	Average Work Days per Month	-	Bank Account	-
116	Average Working Hours	-	OT Group	of example
117	Average Work Days per Week	-	Asset Group	-

After:

Individual Employee Profile Report **with** Payment Method and Bank Information section

109	Pay Information			
110	Currency	Malaysian Ringgit (MYR)	Payment Frequency	Monthly
111	Basic Salary	0	Salary Calculation Method	Monthly
112	New Basic Salary	0	Pay Group	-
113	New Salary Effective Date	07/06/2022	Payee Bank	-
114	Number of Working Days per Month	-	Pay Policy ID	-
115	Average Work Days per Month	-	Bank Account	-
116	Average Working Hours	-	OT Group	of example
117	Average Work Days per Week	-	Asset Group	-
118	Bank Information			
119	Default Payee Bank	-	Default Bank Account	-
120	Payment Method			
121	Pay Frequency	Monthly	Salary On Hold Date	-
122	Effective Start Date	25/09/2023	Effective End Date	-
123	100 % - Cheque			
124	Effective Start Date	27/02/1984	Effective End Date	24/09/2023
125	1000 - Cash			
126	-1 - Bank AMBANK (M) BERHAD 212			

Employee Payment Report New

A new report, Employee Payment Report, has been added to Dashboard module to allow admins to view the full historical data of payment method for each employee.

HRMS Application / Dashboard / Dashboard

[Dependents Information](#)
[Bond Report](#)
[Education History](#)
[Job History](#)
[Supervisor Assignment Report](#)
[Benefit](#)
[Employment History](#)
[Company Transport](#)
[Length of Service](#)
[Claim Entitlement](#)
[Salary Increment](#)
[Leave Policy - Leave Type](#)
[Leave Policy - Leave Group](#)
[Claim Policy](#)
[OT Policy](#)
[OT Control Setting](#)
[Timecard Control Setting](#)
[Organization Structure](#)
[Disciplinary Report](#)
[Vaccine Certificate Report](#)
[Employee Payment Report](#)

	A	B	C	D	E	F	G	H
1	Employee No.	Employee Name	Payment Mode	Payment Method	Bank Name	Bank Account	Effective Start Date	Effective End Date
2			Cash	20000 -			27/2/1984	24/9/2023
3			Bank	Balance	AMBANK (M) BERHAD		27/2/1984	24/9/2023
4			Cheque	100% -			25/9/2023	-
5			Bank	100% MAYBANK			1/1/2021	-
6			Bank	100% MAYBANK			1/1/2021	-
7			Bank	100% MAYBANK			1/1/2021	-
8			Withheld	100% -			5/8/1987	-
9			Cash	100% -			5/11/1987	14/7/2023
10			Cash	20000 -			15/7/2023	-
11			Bank	Balance	AMBANK (M) BERHAD		15/7/2023	-
12			Bank	100% AMBANK (M) BERHAD			3/3/1988	-
13			Bank	100% MAYBANK			1/1/2021	-
14			Bank	100% MAYBANK			1/1/2021	-
15			Bank	100% MAYBANK			1/1/2021	-
16			Cheque	50% -			1/7/1992	-
17			Bank	50% MAYBANK			1/7/1992	-
18			Bank	100% MAYBANK			1/10/1996	-
19			Bank	100% MAYBANK			1/1/2021	-
20			Withheld	100% -			26/5/1997	-
21			Bank	100% MAYBANK			1/1/2021	-

Dashboard Reports

A number of existing Dashboard Reports have been enhanced to include multiple payment method information. Certain columns have been adjusted to enhance the user readability and new columns related to multiple payment method feature has also been added.

The affected reports are listed below :-

- Employee Profile
- Employee Profile (Separate Address)
- Active Employee Profile
- Active Employee Profile (Separate Address)

Before:

Dashboard Reports **without** Multiple Payment Method information

CJ	CK	CL	CM	CN	CO	CP	CQ
Residence	Country Of Birth	Residence Conversion	Payment Frequency	Salary Calculation Met	Payment Method	Payment Method Start	Payment Method End
Citizen	Aruba	28/12/2018	Monthly	Hourly	Bank	01/04/2003	
Citizen			Monthly	Monthly	Bank	05/08/2021	
Citizen			Monthly	Monthly	Bank	07/06/2022	
Non-Citizen			Monthly	Monthly	Cash	09/06/2023	
Citizen			Monthly	Monthly			
Citizen		12/09/2019	Monthly	Monthly	Bank	26/02/2020	
Citizen			Monthly	Monthly	Bank	21/11/2019	
Non-Citizen			Weekly	Monthly			
Citizen			Monthly	Hourly	Cheque	01/03/2022	
Citizen			Monthly	Hourly	Bank	26/04/2022	
Citizen			Monthly	Monthly	Bank	21/11/2019	
Non-Citizen			Monthly	Hourly	Bank	01/01/2020	
Non-Citizen					Bank	01/03/2020	
Citizen			Monthly	Monthly	Bank	02/01/2019	
Non-Citizen			Monthly	Monthly	Bank	16/03/2020	
Citizen			Monthly	Monthly	Bank	01/01/2018	
Citizen			Monthly	Monthly	Bank	11/05/2022	
Citizen			Monthly	Monthly	Bank	01/01/2020	
Non-Citizen			Monthly	Monthly	Bank	13/11/2019	
Citizen			Monthly	Monthly	Bank	18/05/2022	
Citizen			Monthly	Monthly	Bank	10/08/2022	
Citizen			Monthly	Hourly	Bank	01/10/2020	
Citizen			Monthly	Daily	Bank	04/01/2011	
Citizen					Bank	12/02/1996	
Non-Citizen			Monthly	Monthly			
Citizen			Monthly	Monthly	Bank	21/11/2019	
Citizen			Monthly	Monthly	Bank	24/01/2019	
Citizen			Monthly	Hourly	Bank	16/03/2020	
Citizen			Monthly	Monthly	Bank	31/12/2019	
Citizen			Monthly	Monthly	Bank	16/06/2022	
Citizen			Monthly	Monthly	Cheque	22/11/2018	
Permanent Residence			Monthly	Monthly			
Non-Citizen			Monthly	Monthly	Bank	01/09/2017	
Citizen					Bank	02/08/2022	
Non-Citizen			Monthly	Hourly	Bank	01/03/2022	

After:

Dashboard Reports **with** Multiple Payment Method information

AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY
y Group	Basic Salary	Basic Salary	Default Bank	Default Bank Account	Bank Name	Short Name	Bank Account	Payment Fre	Salary Calculation	Payment Method	Payment Method Start Date	Payment Method End D
tt@mywa		01/04/2023			- AMBANK - AMBB			Weekly	Monthly	Cash : 20000 Bank :	27/02/1984	24/09/2023
tt@mywa		01/01/2022	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		29/01/2022	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		11/12/2022	MAYBANK		-			Weekly	Monthly	On Hold	05/08/1987	
tt@mywa		01/04/2023			- AMBANK - AMBB			Weekly	Monthly	Cash : 20000 Bank :	15/07/2020	
tt@mywa		01/06/2023	AMBANK (M		AMBANK (M	AMBANK		Weekly	Monthly	Bank : 100%	03/03/1988	
tt@mywa		01/04/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		31/07/2021	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/04/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/01/2023	MAYBANK		- MAYBANK - MBB			Weekly	Monthly	Cheque : 50% Bank	01/07/1992	
tt@mywa		01/01/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/10/1996	
tt@mywa		01/01/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/01/2023	MAYBANK		-	-		Weekly	Monthly	On Hold	26/05/1997	
tt@mywa		25/05/2023	MAYBANK									
tt@mywa		01/04/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/04/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/07/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/05/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/04/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/04/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/04/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/04/2023	MAYBANK		- MAYBANK - MBB			Weekly	Monthly	Cash : 10000 Bank :	05/01/2023	
tt@mywa		01/01/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/05/2023	CIMB BANK		CIMB BANK	CIMB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		02/01/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/04/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		10/05/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		03/10/2022	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/03/2022	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/04/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	04/10/2021	
tt@mywa		01/04/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/06/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/04/2023	CIMB BANK		CIMB BANK	CIMB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/03/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		11/04/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 1500 Cash : [26/06/2023	
tt@mywa		01/04/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa		01/04/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	
tt@mywa	5140.34	06/06/2023	MAYBANK		MAYBANK	MBB		Weekly	Monthly	Bank : 100%	01/01/2021	

Onboarding

Payment Method New

A new **Payment Method** section has been added to **Onboarding** module. Users can now fill up their desired payment method information to the employee onboarding record before exporting to **Employee Profile**.

Dependent

Display Name	First Name	Last Name	Relationship Type	Date of Birth	Age	IC No.	Physical Challenge(s)	Status	Dependent Relief	Relief Percentage	Marital Status	Marriage Date
No Record.												

Payment Method

Distribute By

Payment Method

Percentage(%)

100% CIMB BANK 123456

Previous

1

Next

Statutory

	Description	Account/Reference No
<input type="checkbox"/>	EPF	-
<input type="checkbox"/>	SOC SO	-
<input type="checkbox"/>	Income Tax	-
<input type="checkbox"/>	Cawangan LHDNM	-
<input type="checkbox"/>	Zakat Branch	-
<input type="checkbox"/>	Tabung Haji	-

Payroll Report – Group by Payment Method

For payroll report that has group by payment method capabilities, if the employee has multiple payment mode on the same pay period or pay month, the employee will be categorized and grouped under **Mixed Payment Method**. If there is any employee without any assigned Payment Method, they will be grouped under **No Payment Method** section.

Bank				OVERTIME							
No. Employee Number	Name	Dept Code	Mth/Yr	Basic Salary	Normal Time Overtime	Offday Work Overtime	PH Rest Day Overtime	PH Rest Day Overtime 8	2nd Shift AS Adjustment	2nd Shift AS Adjustment	3rd Shift NS Adjustment
1	EMP001	Name A	Engineering	2023-07	7,192.35	0.00	0.00	0.00	0.00	0.00	0.00
1	BANK TOTAL			7,192.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Withheld				OVERTIME							
No. Employee Number	Name	Dept Code	Mth/Yr	Basic Salary	Normal Time Overtime	Offday Work Overtime	PH Rest Day Overtime	PH Rest Day Overtime 8	2nd Shift AS Adjustment	2nd Shift AS Adjustment	3rd Shift NS Adjustment
1	EMP002	Name B	Engineering	2023-07	5,570.83	0.00	0.00	0.00	0.00	0.00	0.00
1	WITHHELD TOTAL			5,570.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Mixed Payment Method

				OVERTIME							
No. Employee Number	Name	Dept Code	Mth/Yr	Basic Salary	Normal Time Overtime	Offday Work Overtime	PH Rest Day Overtime	PH Rest Day Overtime 8	2nd Shift AS Adjustment	2nd Shift AS Adjustment	3rd Shift NS Adjustment
1	EMP003	Name C	Quality Assurance	2023-07	5,948.17	0.00	0.00	0.00	0.00	0.00	0.00
2	EMP004	Name D	D/L W3 Coating	2023-07	4,380.00	0.00	0.00	0.00	0.00	0.00	0.00
3	EMP005	Name E	Warehousing	2023-07	2,741.59	0.00	0.00	0.00	0.00	0.00	0.00
3	MIXED PAYMENT METHOD TOTAL			13,069.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00

No Payment Method

				OVERTIME							
No. Employee Number	Name	Dept Code	Mth/Yr	Basic Salary	Normal Time Overtime	Offday Work Overtime	PH Rest Day Overtime	PH Rest Day Overtime 8	2nd Shift AS Adjustment	2nd Shift AS Adjustment	3rd Shift NS Adjustment
1	EMP006	Name F	Purchasing	2023-07	8,107.82	0.00	0.00	0.00	0.00	0.00	0.00
1	NO PAYMENT METHOD TOTAL			8,107.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	GRAND TOTAL			33,940.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Payroll Period Maintenance

Changing the period effective start and end date in **Payroll Period Maintenance** will trigger a redistribution of payment method based on the effective date of payment method specified in Employee Profile. The system will now detect if there is any employee payment method affected by the change of pay period and prompt for confirmation when the **Save** button is clicked.

HRMS Application / Payroll / Policy / Payroll Period Maintenance

Payroll Year

:

2023

Payroll Month

:

ALL

Pay Policy

:

ALL

Payroll Type

:

☒ MID ☒ End ☒ Ad-Hoc

Payroll Status

:

☐ Closed ☒ Open ☒ Inactive

Save

Cancel

Year	Month	Type	Pay Policy	Start Date	End Date	Overtime Start Date	Overtime End Date	Allowance Start Date	Allowance End Date	Deduction Start Date	Deduction End Date	Status
2023	1	END	OFFICE	2023-01-01	2023-01-31	2023-01-01	2023-01-31	2023-01-01	2023-01-31	2023-01-01	2023-01-31	Closed
2023	2	END	OFFICE	2023-02-01	2023-02-28	2023-02-01	2023-02-28	2023-02-01	2023-02-28	2023-02-01	2023-02-28	Closed
		Back payment	OFFICE	2023-02-01	2023-02-28	2023-02-01	2023-02-28	2023-02-01	2023-02-28	2023-02-01	2023-02-28	Closed
2023	3	END	OFFICE	2023-03-01	2023-03-31	2023-03-01	2023-03-31	2023-03-01	2023-03-31	2023-03-01	2023-03-31	Closed
2023	4	END	OFFICE	2023-04-01	2023-04-30	2023-04-01	2023-04-30	2023-04-01	2023-04-30	2023-04-01	2023-04-30	Closed
2023	5	END	OFFICE	2023-05-01	2023-05-30	2023-05-01	2023-05-31	2023-05-01	2023-05-31	2023-05-01	2023-05-31	Open
2023	6	END	OFFICE	2023-06-01	2023-06-29	2023-06-01	2023-06-30	2023-06-01	2023-06-30	2023-06-01	2023-06-30	Open

Impacted Payroll Period List

⚠ Changing the period end date will trigger a redistribution of payment modes based on the effective date. This action may alter payslips, reports, and bank text file data for the payroll period list below.

Payroll Period Name	No. of Impacted Employee(s)
2023-05	4

Proceed

Cancel