



## Release Notes

**Release Date: 12 December 2023**

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

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# Contents

<b>Release Notes Summary</b>	<b>1</b>
<b>Organization Chart</b>	<b>3</b>
Link to Employee Profile <sup>New</sup>	3
<b>CMS Admin</b>	<b>5</b>
Mailing List - Remove Search by Function	5
<b>Employee Profile</b>	<b>6</b>
Auto Suggest Location Field	6
<b>Claim</b>	<b>7</b>
Claim Payable Percentage <sup>New</sup>	7
Claim Admin Message <sup>New</sup>	10
<b>EmplX GPS Time Attendance</b>	<b>13</b>
Multi Language Selection <sup>New</sup>	13
Home Page Design Changes	15
<b>IRAS Submission</b>	<b>16</b>
IRAS Tax Agent <sup>New</sup>	16
<b>CPF Rates 2024</b>	<b>17</b>
CPF Contribution Rates 2024 <sup>New</sup>	17

## 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>Link to Employee Profile <i>New</i></li> </ul>	Enhancement	–	–	–	√	–	–
<b>CMS Admin</b> <ul style="list-style-type: none"> <li>Mailing List – Remove Search by Function</li> </ul>	Enhancement	–	–	–	√	–	–
<b>Employee Profile</b> <ul style="list-style-type: none"> <li>Auto Suggest Location Field</li> </ul>	Enhancement	–	–	–	√	√	–
<b>Claim</b> <ul style="list-style-type: none"> <li>Claim Payable Percentage <i>New</i></li> <li>Claim Admin Message <i>New</i></li> </ul>	Enhancement	√	–	–	√	–	√
<b>EmplX GPS Time Attendance</b> <ul style="list-style-type: none"> <li>Multi Language Selection <i>New</i></li> <li>Home Page Design Changes</li> </ul>	Enhancement	–	–	–	–	–	√

IRAS submission	Enhancement	–	–	–	√	–	√
<ul style="list-style-type: none"> <li>IRAS Tax Agent <i>New</i></li> </ul>							
CPF Rates 2024	Enhancement	–	–	–	–	–	√
<ul style="list-style-type: none"> <li>CPF Contribution Rates 2024 <i>New</i></li> </ul>							

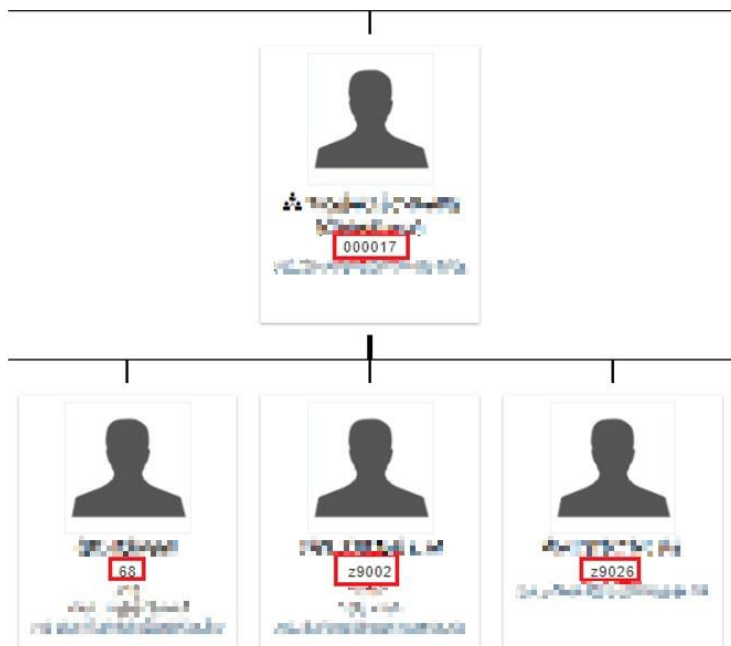
# Organization Chart

## Link to Employee Profile <sup>New</sup>

A link connection to employee profile has been added to organization chart to improve the overall user experience. A link will be added for each internal employee in the organization chart. Outsourced employees would not be affected by this change as they do not have employee profiles. Department administrators will be able to view and access specific employee profiles. Module access control will be added to ensure that admins with restricted access can only access specific modules.

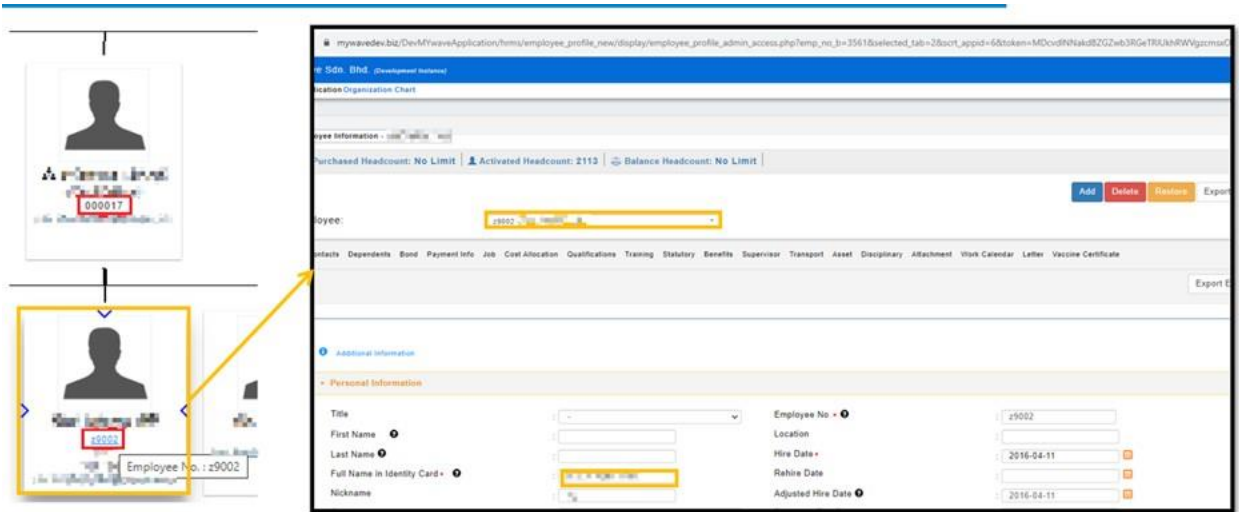
### Before:

Organization Chart **without** link connection to employee profile



After:

Organization Chart **with** link connection to employee profile

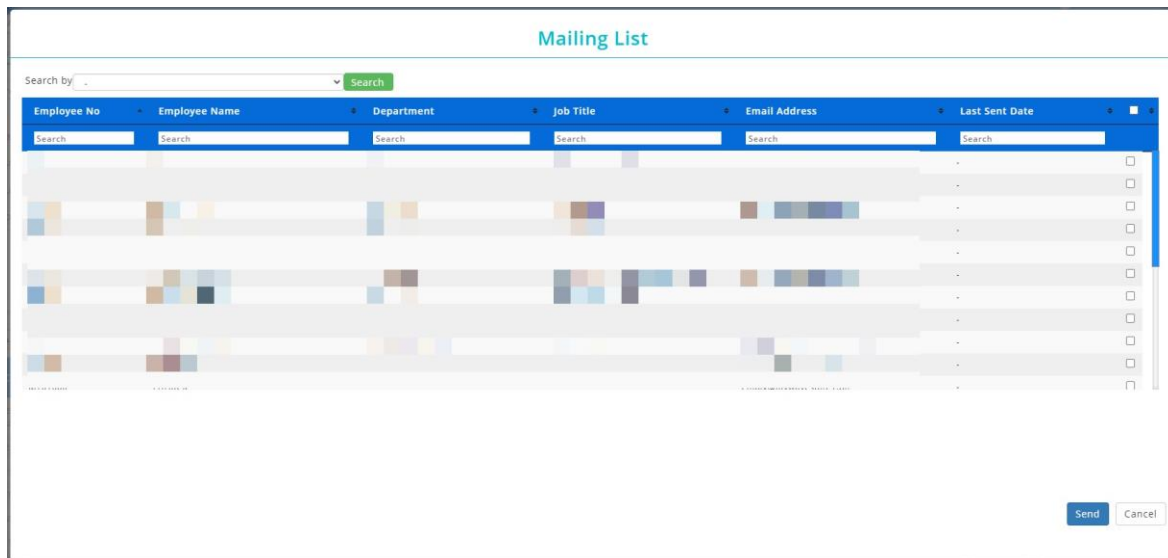


## Mailing List - Remove Search by Function

The Search by function in CMS Admin mailing list has been removed. Users can still search for specific records by using the search bar under the respective columns

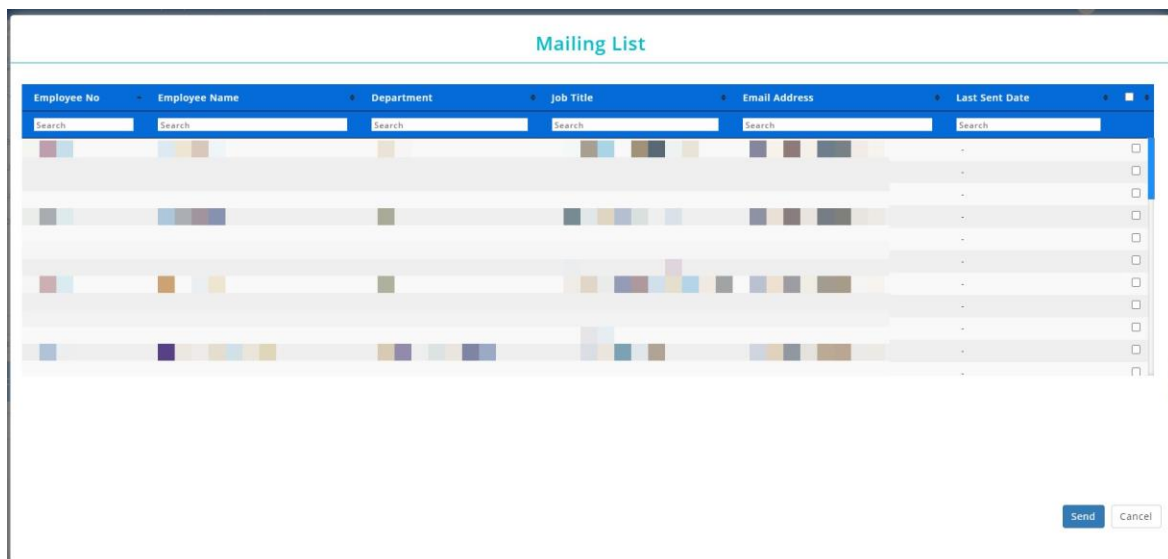
### Before:

CMS Admin **with** Search by function



### After:

CMS Admin **without** Search by function





# Employee Profile

## Auto Suggest Location Field

The location field in the Employee Profile module has been enhanced to include an auto suggest feature based on previously entered data. This feature is available in all Employee Profile modes.

### Before:

Employee Profile **without** auto suggest location field

The screenshot shows the 'Personal Information' tab of the Employee Profile form. The 'Location' field is a standard text input containing 'Penang'. Other fields include Title, First Name, Last Name, Full Name in Identity Card, Nickname, Gender, Religion, Race, Nationality, Residence, Identity Card No(new), ID No. (Old), Date of Birth, Marital Status, Physical Challenge(s), Employee No., Hire Date, Rehire Date, Adjusted Hire Date, Probation End Date, Probation Period (Days), Confirmation Date, Resignation Date, Country Of Birth, Reason for Resignation, Age, Year of Service, and Employment Status (Under Probation). A profile picture placeholder is visible on the right.

### After:

Employee Profile **with** auto suggest location field

The screenshot shows the 'Personal Information' tab of the Employee Profile form. The 'Location' field is now a dropdown menu with a red box highlighting it. The dropdown list shows suggestions: Alor Setar, Ipoh, Klang, Penang, and Taiping. Other fields are the same as in the 'Before' screenshot, but the 'Employment Status' is now 'Confirmed'.

## Claim Payable Percentage <sup>New</sup>

The existing Claim reimbursement module incorporates a control for managing the payable percentage. To utilize this functionality, administrators need to activate it in the **Company Policy** and specify the payable percentage in the **Claim Type** within the **Claim Group Setup**. The system will then showcase the payable amount during submission, approval and historical records. This feature is also available in the EmplX mobile app.

### Company Policy:

Administrative » Company Policy

← Back

Company Policy

Claim Submission with Charge Code : ☐ On ☒ Off

Show Claim Amount Payable Percentage Setup : ☒ On ☐ Off

Finance Email : abc@example.com

Claim Validity Period : claim cut off period Day(s)

Financial Year : Cut-off Month Dec

Currency Conversion Mode : Auto Exchange Rate

### Claim Type/Shared Setup:

Administrative » Claim Types » Add New

← Back

1. General 2. Submission 3. Additional

Claim Code : Claim Code 20

Claim Name : Claim Name

Description :

Claim Default Amount : ☒ No Limit

Claim Amount Payable Percentage : 100 Percentage(%)

Entitlement Refreshment : 1 Month(s)

Refresh By : Calendar Date

Claim Limit Per Transaction : ☒ No Limit


Claim Maximum Transaction Occurrence : ☒ No Limit

## Claim Submission:

Request Form [Draft](#) [History](#)

[+ Add to list](#)

Claim Title \* : Covid Claim 79

Receipt / Invoice Date \* : 2023-12-02 

Claim Types \* : Covid Test

Currency \* : FROM : Malaysian Ringgit (MYR) TO : Malaysian Ringgit (MYR)

Claim Amount \* : 100 (Balance: No Limit)

**Payable Amount \* : 50.00**

Description / Purpose \* : 500

Attachment \* : [Browse...](#)


Maximum file size: 3MB. Acceptable file format: .jpeg, .png, .gif, .pdf, .xls, .xlsx.

Request Form [Draft](#) [History](#)

[New Claim Form](#) [+ New Item](#) [Submit](#)


Claim Title \* : Covid Claim 79

**Add to list :**

	Receipt / Invoice Date:	Claim Amount (MYR):	Total Payable Amount (MYR):
Covid Test	2023-12-02	100.00	50.00 
<b>Total Item</b> : 1		<b>Total Claim Amount (MYR)</b> : 100.00	<b>Total Payable Amount (MYR)</b> : 50.00

[Claim Application](#)

Title (Required)  
Claim from mobile

[Add Item](#) 

Claim Description:  
-  
Claim Type: **claim type deduction**  
Receipt / Invoice Date: **2023-11-29**  
Claim Amount: **MYR 3.00**  
**Payable Amount (80%) : MYR 2.40**

[Edit](#) [Delete](#)

Claim Description:

Total Claim Amount MYR 336.00  
Total Tax Amount MYR 336.00  
Grand Total Amount MYR 336.00  
Grand Total Payable Amount MYR 335.40

[Submit](#)

[Claim Application](#)

Receipt / Invoice Date  
2023-12-08

Claim Type  
COVID Screening

Currency  
From To  
Malaysian Ringgit (MYR)  
To **Malaysian Ringgit (MYR)**

Claim amount (Required)  
0

**Payable Amount (60%) 0.00**

[Back](#) [Add to list](#)

**Claim Approval:**

Pending Approval

Summary

Select All

Expand All

Approve All

Claim ID	Employee	Title	Created Date
		Covid Claim	2023-12-12

Covid Test	Receipt / Invoice Date	Claim Amount (MYR)	Total Payable Amount (MYR)
	2023-12-02	100.00	50.00

Total item	1	Total Claim Amount (MYR)	100.00	Total Payable Amount (MYR)	50.00
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Claim History Info

Information

Employee  
BENEDICT - SCOTT HENDERSON

ID  
1373

Total Amount  
MYR 336.00

Title  
1

Submission Date  
2023-11-29

Claim Information

claim type deduction

Claim Amount:  
**MYR 3.00**

Payable Amount (80%):  
**MYR 2.40**

Pending Approval

Invoice Date: 2023-11-29

View Approval Hierarchy

View Detail Information

## Claim Admin Message <sup>New</sup>

Administrators can now enable the **Admin Message** feature by inserting a corresponding message into the claim type. This message will be presented to employees when they choose the specified claim type. This feature is also available in the EmplX mobile app.

### Claim Type/Shared Setup:

Administrative » Claim Types » Add New

[Back](#)

1. General 2. Submission 3. Additional

Notice Message set by Admin :

Claim Dependencies : Yes No

Participant : No Apply Apply

Extra Condition : Please Select... ▾

Currency : Currency method in auto conversion mode.

Claim Category : Please Select ... ▾

Processor : Default Customize


Custom Information : No Apply Apply

### Claim Submission:

Request Form Draft History

Admin notice here

Claim Title : Claim for November

Receipt / Invoice Date : 2023-12-08 

Claim Types : Employee Claim ▾

Currency : Malaysian Ringgit (MYR) ▾

Claim Amount : Please Enter Your Claim Amount! (Balance: No Limit)

Payable Amount :

Description / Purpose :

Attachment :  [Browse...](#)

Maximum file size: 3MB. Acceptable file format: .jpeg, .png, .gif, .pdf, .xls, .xlsx.

Request Form
Draft
History

Claim Title
: Claim for November

Add to list :

Admin notice here

Employee Claim	Receipt / Invoice Date: 2023-12-08	Claim Amount (MYR): 100.00	<i>Info</i> <i>Link</i> <i>Edit</i> <i>Delete</i>
Total Item : 1		Total Claim Amount (MYR) : 100.00	Total Payable

Claim Application

Please submit your meal receipt

Receipt / Invoice Date  
2023-12-08

Claim Type  
Company Meals

Currency  
From To  
Malaysian Ringgit (MYR)

To Malaysian Ringgit (MYR)

Claim amount (Required)  
0

Payable Amount (100%)  
Back Add to list

Claim Application

Add Item

Please submit your meal receipt

Claim Description:  
Meet Customer  
Claim Type:  
Company Meals  
Receipt / Invoice Date:  
2023-12-08  
Claim Amount:  
MYR 100.00  
Payable Amount (100%) :  
MYR 100.00  
Edit Delete

Total Claim Amount MYR 100.00  
Total Tax Amount MYR 100.00  
Grand Total Amount MYR 100.00  
Grand Total Payable Amount MYR 100.00  
Submit

## Claim Approval:

Pending Approval		Summary	
<input type="checkbox"/> Select All		<input type="checkbox"/> Expand All	
	Claim ID	Title	Created Date
	Employee	Claim for November	2023-12-08
<input type="checkbox"/>	Employee Claim	Receipt / Invoice Date	Claim Amount (MYR)
		2023-12-08	100.00
Total Item		Total Claim Amount (MYR)	Total Payable Amount (MYR)
1		100.00	100.00

[<](#) Claim History Info

**Information**

Employee

7625

Total Amount

MYR 100.00

Title

Submission Date

2023-12-08

**Claim Information**

Please submit your meal receipt

**Company Meals**

Claim Amount:

MYR 100.00

Payable Amount (100%):

MYR 100.00

Pending Approval

Invoice Date: 2023-12-08

View Approval Hierarchy

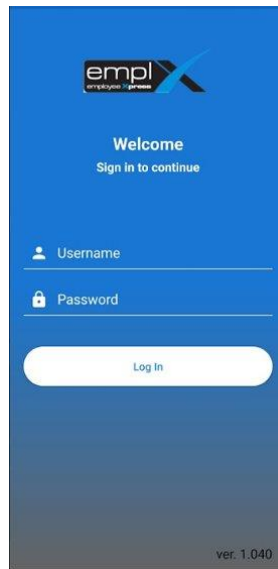
View Detail Information

# EmplX GPS Time Attendance

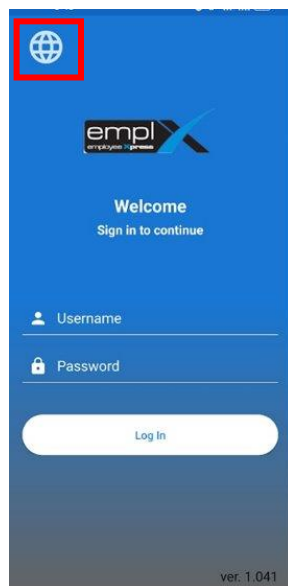
## Multi Language Selection *New*

A new multi language feature has been added to the EmplX GPS Time Attendance mobile app. Users can now select the language to be displayed in the app based on the existing choices.

Before:

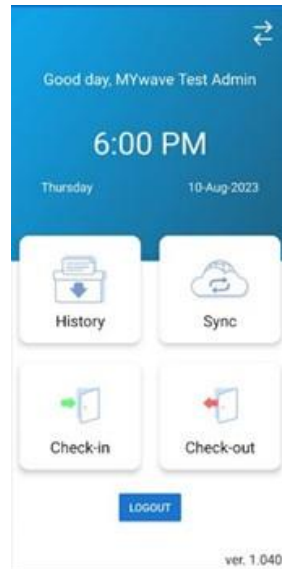


After:

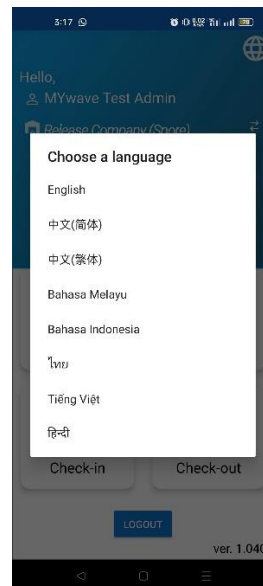




Before:



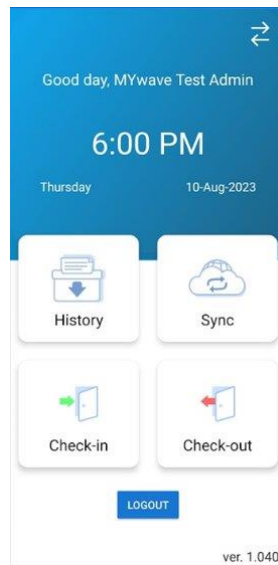
After:



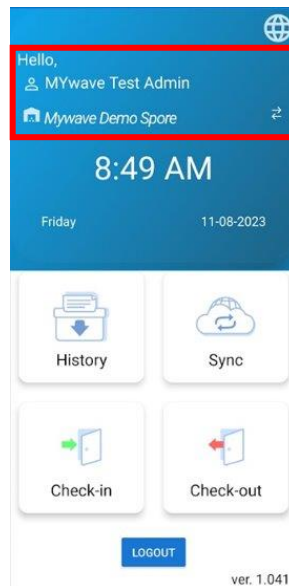
# Home Page Design Changes

The Home Page of the GPS Time Attendance app has also been enhanced to provide additional information.

## Before:



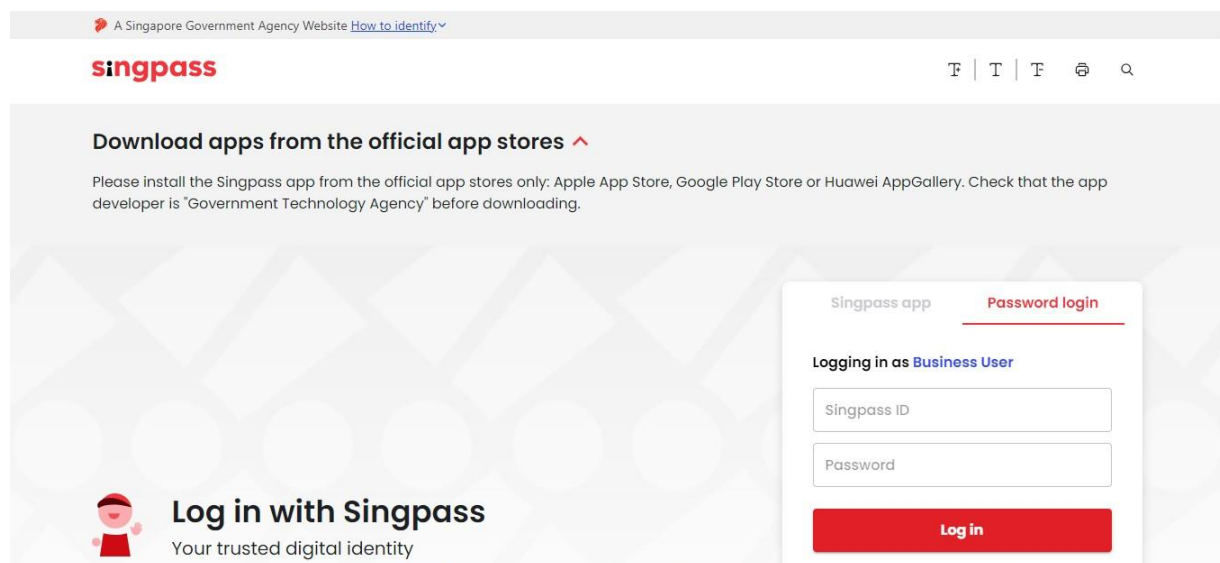
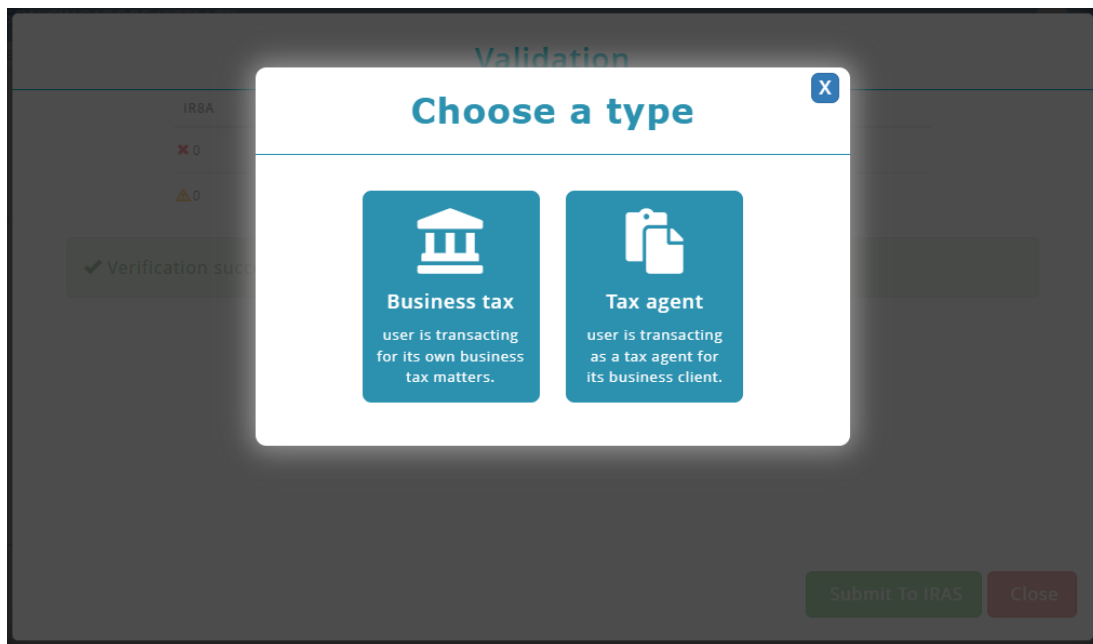
## After:



# IRAS Submission

## IRAS Tax Agent *New*

A new feature has been added to IRAS Submission to allow payroll processors to file client IRAS tax through tax agent role. Users can now choose to submit either business tax or tax agent by clicking on the respective options. EmplX will then redirect the user to the government website for further action.



# CPF Rates 2024

## CPF Contribution Rates 2024 *New*

There will be some new changes for CPF Contribution Rates starting from 2024. The necessary changes will be deployed to EmplX during this release. For more information kindly refer to the link below.

<https://www.cpf.gov.sg/employer/faq/employer-obligations/how-much-cpf-contributions-to-pay/what-are-the-changes-to-rates-for-senior-workers-from-1-jan-2024>