

Release Notes

Release Date: 19 February 2024

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Release Notes Summary

Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
Employee Profile	Enhancement	-	-	_	\checkmark		
 Employee Profile Worker Type Category ^{New} Employee Profile Retirement Date ^{New} Employee Profile Retirement Notification 							
Payroll	Enhancement	_	_	_	\checkmark	_	\checkmark
 CP8D Excel Changes (only applicable for Malaysia) Borang E Changes (only applicable for Malaysia) EA Form Changes (only applicable for Malaysia) 							

Employee Profile

Employee Profile Worker Type Category New

In order to cater for the latest changes to CP8D text file and excel format *(only applicable for Malaysia)*, employee profile has been enhanced to include 2 new fields information. Firstly, the newly introduced **Worker Type Category** will be used to capture the employment status for CP8D. The **Worker Type table** under the **Job** tab of **Employee Profile Settings** has been enhanced to include this **Category** column.

The list of Worker Type Categories as defined by LHDN is shown below (*Refer to Figure 1*). Worker types that do not have the same name as listed by LHDN will be categorized into **Status 6: Others**

Employee Status	Integer	1	The column is COMPULSARY to be completed. Employee Status (as per MTD Schedule):- ~Status 1: Management of the organization ~Status 2: Permanent ~Status 3: Contract ~Status 4: Part time ~Status 5: Interns ~Status 6: Others	Employees are offered jobs with contract status and later on appointed as permanent workers. The latest Employee Status for the employee is '2'.
			Management of the organization are referred to company directors, co- operative society's board members, association's controlling members and partners of limited liability partnership.	
			If the status changes for example from Status 3 to Status 2, fill in the latest Employee Status.	

Example of how data is going to be mapped to Worker Type Category after the release:

Worker Type	Worker Type Category
PERMANENT	Permanent
Part-timer	Others
Part Time	Part Time
Temporary contract	Others

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<u>Before:</u> Worker Type table without Category column

b					
Worker Type Job Class Custom Int	0				+ Add
Worker Type	E	End Date	Contr	act Company	Action
worker type	Display	Compulsory	Display	Compulsory	Action
Permanent	×	×	×	×	Default
Contract	×	×	×	×	Default
Part Time		×	×	×	Default
Internship		×	×	×	Default
Full Half Time		×	×	×	🗹 Edit 🗍 🛍 Delete
Convice For Contract				*	Default

Worker Type

🕂 Add

	E	nd Date	Contr	act Company	
Worker Type	Display	Compulsory	Display	Compulsory	Action
Permanent	×	×	×	×	Default
Contract	×	×	×	×	Default
Part Time	×	×	×	×	Default
Internship	×	×	×	×	Default
Service For Contract	×	4	×	×	Default

<u>After:</u> Worker Type table **with** Category column

X	HRMS Application	Employee Profile	/ Setup	Settings	
---	------------------	------------------	---------	----------	--

Job						
Worker Type Job Class Custon	n Info					
						+ Add
Worker Type	Category	End Date		Contract Company		Action
		Display	Compulsory	Display	Compulsory	
Permanent	Permanent	×	×	×	×	Default
Contract	Contract	1	1	~	~	Default
Part Time	Part time	~	×	×	×	Default
Interns	Interns	~	1	×	×	Default
Full Half Time	Others	1	×	~	×	🕼 Edit 📄 💼 Delete

Worker Type

		End	Date	Contrac	t Company	
Worker Type	Category	Display	Compulsory	Display	Compulsory	Action
Permanent	Permanent	×	×	×	×	Default
Contract	Contract	×	×	×	×	Default
Part Time	Part time	×	×	×	×	Default
Internship	Others	×	×	×	×	Default
Service For Contract	Others	×	1	×	×	Default
Manager	Interns	×	×	×	×	🗹 Edit 🗎 💼 Delete

EMPLX Release Notes

+ Add

Employee Profile Retirement Date New

Secondly, the newly introduced **Date of Retirement/ End of Contract** column will be used to capture the date of retirement for CP8D (*Refer to Figure 2*). Employee Profile has been enhanced to include a new **Retirement Date** field. By default, the retirement date shown will be calculated as per the retirement age previously set in **Employee Profile Setting**. Admins have the option to customize the retirement date by clicking on the **Customize** button. A date picker will be shown and admins can edit the custom retirement date as desired.

Date of Retirement / End of Contract	Date	10	The column is COMPULSARY to be completed.	15-12-2025 (dd-mm-yyyy)
			Fill up the retirement date according to the employment contract or according to any written law or fill in the contract ended date according to the employment contract	
			If the employee has terminated / quit / dismissed in the year of remuneration, fill in the termination date in the year of remuneration.	

Figure 2

Before:

Employee Profile without Retirement Date field.

• Personal Information				
Title First Name 🔮 Last Name 🕏 Full Name In Identity Card * 🌒 Nickname	: Mr :	v]	Employee No. * Location Hire Date * Rehire Date Adjusted Hire Date	Choose File No filhosen
Gender * Religion Race Nationality * Residence *	: Male : Christian : Chinese : Malaysia	~ ~ ~	Probation End Date Probation Period (Days) Confirmation Date Resignation Date Country Of Birth	Maximum file tise : 800 KB. Accepted format : JPG, JPGC, PNG and GIF.
Identity Card No(new) * 🕚 ID No. (Old)			Reason for Resignation	
Date of Birth • Marital Status Physical Challenge(s) • •	: Single : O Yes ®No	·	Age O Year of Service Employment Status	

<u>After:</u> Overtime Approval **with** Show All OT Records option



Employee Profile Retirement Notification

Retirement Notification in Employee Profile Settings has also been updated. Previously the system will send out a notification email 1 month in advance to the respective admins with details of retirees for the following month. With the latest change, the system now allows admins to input how many day(s) in advance should the system notify admins of employee's retirement dates and information.

Before:

nployees Due of Retirement Alert		🗎 Savie 🖉 NortBratio
nd Notification : On Off		
ailing List :	Each email address must be seperated by a comma (.)	
ge of the Employee = : 60	0	

After:

Anniouses lue of Berlement Aler Retirement Age + : 65 .	N Save 🖉 Natification
Auling List Each email address must be seperated by a comma (.)	
Retirement Notification* : 7 day(s) before retirement date	

Payroll

CP8D Excel Changes

CP8D layout has been changed for 2023. Two new columns, **Worker Status** and **Date of Retirement/ End of Contract** has been added to the excel file. These 2 new columns will be placed after the **Category of Employee** column. The text in the Maklumat Pekerja section has also been updated.

Before: CP8D 2022

ма					MAKLUM (PO	PENYAT/ AT MENGE TONGAN D	LEMBAG A SARAAN DAI NAI POTONGA DARIPADA SAR	GA HASIL I RIPADA PE N CUKAI E AAN) 199	DALAM NE ENGGAJIA DI BAWAH 4 BAGI TA	GERI MA N, TUNTU KAEDAH HUN BER	ALAYSIA ITAN POTON KAEDAH CU AKHIR 31 DI	IGAN DAN KAI PEND/ SEMBER 20	APATAN D20			
MA	KL	UMAT MAJIKAN														
	No. Nai Sai	. Majikan E ma Majikan raan Baci Tahun												1		
MA Majik	KL an d	UMAT PEKERJA Jikehendaki mengisi Penya	ta ini untuk semua p	ekerja bagi tahur	n 2020. Majikan y	/ang telah r	nenghantar mak	lumat mela	lui e-Data f	Praisi tida	k perlu mengi	si dan men	ghantar Bora	ang C.P.8D		
Nota	1	Kategori Pekerja (Sepe Kategori 1 : Bujang Kategori 2 : Berkahw	rti dalam Jadual PCE in dan suami atau is	3) steri tidak bekerja												
	2	Kategori 3 : Berkahw Termasuk manfaat beru Amaun zakat SELAIN y	in dan suami atau is upa barangan, man ang dibayar melalui	steri bekerja, bero faat nilai tempat ko potongan gaji bu	cerai atau kemati ediaman dan tun Ianan	an suami al ggakan sar	tau isteri, atau b raan kasar tahu	oujang yang n-tahun ter	g mempuny dahulu	ai anak a	ngkat					
A		В		С	D	E	F	G	н	1	J	к	L	м	N	
Bil.	Bil. Nama Pe		ija	No. Cukai Pendapatan	No. Pengenalan ł Pasport	Kategoņi Pekerja	Cukai Ditanggung Oleh Majikan (Isuran Jacan 1 = Ya	Pelepas Yang Bilangan	an Anak Layak Jumlah Pelepas	Jumlah Saraan Kasar	Manfaat Berupa Barangan	Nilai Tempat Kediama n	Manfaat Skim Opsyen Saham Pekerja	Elaun / Perkuisit / Pemberian / Manfaat Yang	Jumlah I Dituntu Bora	
1					Paspult	. excito	1 = Ya Di 2 = Tidak	Anak	an (RM)	(BM)	(BM)	(RM)	(ESOS) (RM)	Dikecualika - CL: (RM)	Pelepasa (RM)	

<u>After:</u> CP8D 2023

M	AK	LUMAT PEKERJA	mua nakaria ha	ni tahun 2023. Majikan yang talah	manohan	tar maklun	nat melalui i	e Nata Praici/e	CDSD sebe	um 25 Feb	ruari 201	24 tidak parl	mangam	ukakan lani i	naklumat C P	8D bares	na Boran	a e F
me	ijikan	dikenendaki mengiar Penyata ini dittak ael	nua pecerja ba	gi tanun 2025. Majikan yang telah	mengnan	tar makiun	nat melaluri	c-Data Fraisec	-0100 3606	1011123160	10411202	-+ duak pen	u mengem	ukakan lagi i	nakiumat G.P	OD Derad	na boran	g 6-L.
N	ta	1 Kategori Pekerja (Seperti dalam Jadua	al PCB)															
		Kategori 1 : Bujang																
		Kategori 2 : Berkah win dan suami a	tau isteri tidak t	pekerja														
		Kategori 3 : Berkah win dan suami a	tau isteri beker	ja, bercerai atau kematian suami a	atau isteri	atau buja	ing yang m	empunyai anal	k angkat									
	2 Status Pekerja																	
		Status 1 : Pengurusan Organisasi																
		Status 2 : Tetap																
		Status 3 : Kontrak																
	Status 4: Sambilan																	
	Status 5: Pelatih Industri																	
	Status - Chammandada																	
	Pengurusan organisasi adalah merujuk kepada pengarah syarikat / ahli lembaga koperasi / pentadbir utama pertubuhan / pekongsi bagi perkongsian liabiliti terhad																	
	3 Termasuk manfaat berupa baranoan, manfaat nijai termoat kediaman dan tunooakan saraan kasar tahun-tahun terdahulu																	
		4 Amaun zakat SELAIN yang dibayar m	elalui potongan	naji bulanan														
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		E Madas D. Na Desession / Dese																
		II. Medan D - No. Pengenalan / Pasp	οπ															
		iii. Medan E - Kategori Pekerja																
		iv. Medan F - Status Pekerja																
		v. Medan G - Tarikh Persaraan / Tam	at Kontrak															
		vi. Medan H - Cukai ditanggung oleh n	najikan															
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F	A	В	С	D	E	F	G	н	1	J	к	L	м	N	0	Р	Q	В
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E	sil.	Newsesterie	Pengenalan). nalan No. pengenalan / pasport K (TIN) I		Status	Persaraa	fisikan Lata	. —		Kasar	ourungan	n	saham	/ manfaat	Boran	g TP1	Vang
		Nama pekerja	Cukai (TIN)			recenta	Kontrak	2]	Bilangan	Jumlah pelepasa				pekerja (ECOC)	yang dikoonalika			Simpana
								2 = Tida	anak anak	n				(E905)	n cukai	Pelepasa	Zakat	reken
										(BM)	(BM)	(BM)	(BM)	(BM)	(BM)	(BM)	(BM)	(BM)
	1																	

ACTION REQUIRED

Please regenerate CP8D text file as 2 new columns have been added.

- 1. Go to Text File Generator.
- 2. Select an option from the Pay Period.
- 3. Select CP8D pekerja | (LHDN pekerja CP8D) from the Text File option.
- 4. Click on the Generate button.

IMPORTANT: If you have generated CP8D text file before this release, you are required to **REGENERATE** the CP8D text file (or Excel file) in order to see these 2 new columns. Please do so to ensure smooth and seamless CP8D submission.

Employee Status	Integer	1	The column is COMPULSARY to be completed. Employee Status (as per MTD Schedule):- ~Status 1: Management of the organization ~Status 2: Permanent ~Status 3: Contract ~Status 3: Contract ~Status 5: Interns ~Status 5: Interns ~Status 6: Others	Employees are offered jobs with contract status and later on appointed as permanent workers. The latest Employee Status for the employee is '2'.
			Management of the organization are referred to company directors, co- operative society's board members, association's controlling members and partners of limited liability partnership. If the status changes for example from Status 3 to Status 2, fill in the latest Employee Status.	
Date of Retirement / End of Contract	Date	10	The column is COMPULSARY to be completed. Fill up the retirement date according to the employment contract or according to any written law or fill in the contract ended date according to the employment contract If the employee has terminated / quit / dismissed in the year of remuneration, fill in the termination date in the year of remuneration.	15-12-2025 (dd-mm-yyyy)

Employee Status and **Date of Retirement/ End of Contract** are marked as **compulsory**. Please ensure that every employee's retirement date is filled in the Employee Profile, and the custom worker type has been mapped in the Employee Profile Setting.

Note: The settings below can only be accessed by admins.

CP8D Worker Status

Emplx updates the worker type column in the CP8D text file and excel by checking the category of the employee's worker type. You can view the available worker type's category through Employee Profile > Setup > Settings > Job > Worker Type as below.

Worker Type	Job Class	Custom Info							
Worker	Type	Category	End	d Date	Contrac	t Company	Action		
Worker	,,pe	Category	Display	Compulsory	Display	Compulsory	Action		
Perma	nent	Permanent	×	×	×	×	Default		
Contr	act	Contract	-	1	1	4	Default		
Part T	ime		1	×	×	×	Default		
Intern	ship	Interns	1	~	×	×	Default		
Service For	Contract		1	1	1	×	Default		

The categories shown matches the following CP8D worker type:

- 1. Management of the organization -> 1
- 2. Permanent -> 2
- 3. Contract -> 3
- 4. Part time -> 4
- 5. Interns -> 5
- 6. Others -> 6

Worker Type Setup



ACTION REQUIRED

If said employee belongs to a custom worker type, please ensure that the custom worker type has been mapped to the aforementioned category. Otherwise, the employee's worker type will be defaulted to **Others** category.

CP8D Retirement Date/Resign Date

CP8D retirement date/resign date looks at the **resign date, retirement date OR the end of contract date for contract worker**, whichever is available. The flow of getting the date can be summarized as follows:

- 1. Refer to the employee's resign date. If unavailable, go to 2.
- 2. Check worker type category. If the category belongs to contract worker, refer to the contract end date. If worker is not a contract worker, go to 3.
- 3. Refer to the employee's retirement date. If none found, set the retirement date to be 60 years after employee's birth date. If no birth date is found, the retirement date/resign date will be empty.

You can set the retirement date at Employee Profile > Administration > Employee Profile (Admin). It is below the Resignation Date field.

Resignation Date	:	
Retirement Date	: 2046-06-06	<u>Customize</u>

CP8D Excel Changes

The text update includes the entire Maklumat Pekerja section. The two new columns, Worker Status and Date of Retirement/End of Contract has been added into the Excel.

[DN YSTA			PEN) ME (PO	ATA SA	RAAN DA POTON	ARIPA GAN C ADA S	DA PEN UKAI D ARAAN	IGGAJIAI I BAWAH) 1994 BA	N, TUNI KAEDA GI TAH	UTAN POT	TONGAN H CUKAI KHIR 31 E	DAN N PEND DISEM	MAKLU APATA BER 20		MAH	KLUMAT No. Majika Nama Maj Saraan Ba	MAJIKA in: ikan: igi Tahui	AN E]				-	-						
I M	No. Ma	AT MAJIK ajikan: Majikan:	AN]										_	Γ			MAKLUI Maji mer Nota:	MAT PEI kan dikeh gemukak I. <u>Kateg</u>	KERJA iendaki m an lagi mi ori pekerj	engisi Pe aklumat C a (seperti	nyata ini unt P.8D bersar dalam Jadur	tuk sem ma Bora al PCB)	ua pekerja Ing <mark>e-E</mark> .	bagi tahi	un 202 <mark>3.</mark> N	dajikan yar	ng telah	menghanta	maklumat m	ılalui e
	Saraar	n Bagi Tahu AT PEKER	in : JA]						_										Kateg Kateg Kateg 2. <u>Statu</u>	ori 1 : Bu ori 2 : Bu ori 3 : Bu Pekerja	ujang arkahwin o arkahwin o	dan suami at dan suami at	lau isteri lau isteri	tidak beke bekerja, be	rja ercerai al	tau kemati	an suami a	itau ister	i, atau bujar	g yang memp	unyai
:	Majikan d Majikan y Selain e- ota: 1.	fikehendaki yang telah n Data Praisi/ Kategori p	mengisi peny tenghantar m e-CP8D, Bora ekerja (seper	ata ini dalan aklumat mel ng C.P.8D I i dalam Jad	n format Exce lalui e- <i>Data P</i> hendaklah dii lual PCB)	el atau fail t Trai <i>si/e-CPl</i> kemukakan	kt untuk sen Ø sebelum dalam form	nua peki 25 Febri at Excel	erja bagi ta uari 2023 t atau fall b	ihun 2022 si idak perlu m t dengan m	eperti con engemuk enggunak	oh di bawah. akan lagi Bora an pemacu US	ng C.P.8D b SB atau e-mi	ersama el kepad	Borang I ta CP8D						Status Status Status Status Status	1 : Peng 2 : Tetap 3 : Konti 4 : Sami 5 : Pelat	urusan O b ak bilan h Industri	rganisasi									
	2. 3.	Kategori 2 Kategori 3 Termasuk Amaun za	Bujany Berkahwin Berkahwin manfaat beru kat SELAIN y	dan suami dan suami pa barangai ang dibayar	atau isteri tidi atau isteri bel n, manfaat ni melalui potor	ak bekerja kerja, berci lai tempat k ngan gaji b	erai atau ker xediaman da ulanan	natian s in tungg	uami atau akan sarai	isteri, atau k an ƙasar tah	ujang yan un-tahun t	g mempunyai erdahulu	anak angkat 2022	t				20	22		Status Pengu 3. Terma 4. Amau 5. Medar	6 : Lain-I irusan org asuk man n zakat S n yang Wi	ain anisasi a faat berup ELAIN ya AJIB di isi	dalah meruju a barangan, ng dibayar m adalah :	ik kepac manfaa nelalui p	ta pengaral ti nilai temp otongan ga	h syarika at kediar iji bulana	it / ahli lem man dan tu n	baga kope inggakan s	rasi / pe laraan ki	ntadbir utan asar tahun-t	a pertubuhan ihun terdahul	/ pek
	в	с	D	E	F	G	н	1	J	к	L	м	N	0	Р		I .	20	25			ii. Medan	D - No. F	engenalan i	/ Paspo	rt							
84	l. Nama pekerja	No. Pengenalan Cukai (TIN)	C B Ro pengenatan Kanggori Cadaal Prilopsan ana Jamih Manfaat Nila Manfaat emalan pengenatan kanggori Cadaal Prilopsan ana Jamih Manfaat Nila Manfaat (TNN) pengent pengenatan p		at Elaun / Jumlah tuntutan Carur perkusist / potongan oleh m pemberian / pakerja melalui manfaat Borang TP1 War ja yang Simpa			Caruma kepada Kumpuli Wang Simpani Pekeris						8 Sekirs	iii. Medan iv. Medan v. Medan vi. Medan	E - Kateg F – Statu G - Tarik H - Cuka	ori Pekerja Is Pekerja h Persaraan i ditanggung in Pencenal	/ Tamai oleh ma	t Kontrak Ijikan	Pencen	alan) neriu	ı diisikan d	encan n	ombor 0000	0000000 (12	dati							
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1					2 = Tidak		(RM)	(RM)	(RM)	(RM)	(RM)	(RM)	Pelepasan (RM)	Zakat (RM)	(RM)		BiL	Nama pekerja Peng Cuki	No. Jenatan pi ai (TIN)	No. engenalan / pasport	Kategori pekerja '	Status Pekerja ¹	Tarikh Persaraan Tamat Kontrak	Cukai ditanggung oleh majika	e Pe	lepasan anak jang layak	Jumiai saraar kasar	Manfaat berupa barangan	Nilai tempat kediaman	Manfaat skim opsyen saham	Elaun / perkuisit / pemberian / manfaat	Jumlah tuntu potongan oli pekerja mela Borang TP	an C hui K
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Borang E Changes

Item 13 has been updated in Borang E for 2023. Kindly take note of the new requirements.

<u>Before:</u>

Borang E 2022



EA Form Changes

Both Malay and English versions of EA Form has been updated. **Cawangan LHDNM** has been changed to **LHDNM Negeri**. Likewise, **LHDNM Branch** has been changed to **LHDNM State**.

<u>Before:</u> EA Form 2022

