



Release Notes

Release Date: 9 January 2024

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
Overtime	2
Overtime Report	2
IRAS	7
IRAS Approval <i>(only applicable for Singapore)</i> ^{New}	7
IRAS Form <i>(only applicable for Singapore)</i>	10
EA Form	12
Payroll EA Load <i>(only applicable for Malaysia)</i>	12
EA Form Summary <i>(only applicable for Malaysia)</i>	14

Release Notes Summary

Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
Overtime <ul style="list-style-type: none"> Overtime Report 	Enhancement	–	–	–	√	√	√
IRAS <ul style="list-style-type: none"> IRAS Approval (<i>only applicable for Singapore</i>) ^{New} IRAS Form (<i>only applicable for Singapore</i>) 	Enhancement	–	–	–	√	–	√
EA Form <ul style="list-style-type: none"> Payroll EA Load (<i>only applicable for Malaysia</i>) EA Form Summary (<i>only applicable for Malaysia</i>) 	Enhancement	–	–	–	√	√	–

Overtime Report

Overtime Report has been enhanced to include some new features. The new features that have been added are listed below:-

Employment Status Filter

A new filter has been added to OT report which allows users to filter records based on employees **Employment Status**.

Before:

OT report **without** Employment Status filter

The screenshot shows the 'Filter' section of the Overtime Report interface. The 'Apply Filter' section contains various filter criteria: Overtime Date (2023-11-01), Payable Date, Approval Date, Approval Time, Department, Job Level, Location, Employee, and Overtime Type. On the right side, there are 'To' fields for Overtime Date (2024-01-31), Payable Date, Approval Date, Supervisor, Job Class, Group Name, and Status. Each field has a 'Select Options' dropdown menu. At the top right, there are 'Retrieve' and 'Clear Filter' buttons.

After:

OT report **with** Employment Status filter

The screenshot shows the updated 'Filter' section of the Overtime Report interface. The 'Apply Filter' section now includes an 'Employment Status' filter, which is highlighted with a red box. The dropdown menu for 'Employment Status' is open, showing options: 'Active', 'Resigned', 'On Leave', 'On Layoff', 'On Hold', 'On Transfer', and 'On Discharge'. The other filter criteria and the 'To' fields remain the same as in the previous screenshot. At the top right, there are 'Retrieve' and 'Clear Filter' buttons.

Submitted By	Status	Payable Date	Processor Comment	Approval Date	Approval Time	Approver Info	Group Name	Supervisor No	Supervisor	Calendar	Pay Group	Job Class	Job Level	Location	Department
...

Submitted By	Status	Payable Date	Processor Comment	Approval Date	Approval Time	Approver Info	Group Name	Supervisor No	Supervisor	Calendar	Job Class	Job Level	Location	Department
...

Job Grade Labelling Changed to Job Level

The **Job Grade** label in OT report has been changed to **Job Level** for better consistency.

Before:

OT report with **Job Grade** Label

The screenshot shows a table with columns: Calendar, Job Grade, and Location. A 'Customize Columns' dropdown menu is open, listing various fields. The 'Job Grade' option is checked and highlighted with a red box. Other checked options include Submitted By, Status, Status Signature, Payable Date, Processor Comment, Approval Date, Approval Time, Approver Info, Employee Info, Group Name, Supervisor No, Supervisor, and Department.

After:

OT report with **Job Level** Label

The screenshot shows a table with columns: Calendar, Job Level, and Location. A 'Customize Columns' dropdown menu is open, listing various fields. The 'Job Level' option is checked and highlighted with a red box. Other checked options include Submitted By, Status, Status Signature, Payable Date, Processor Comment, Approval Date, Approval Time, Approver Info, Employee Info, Group Name, Supervisor No, Supervisor, and Department.

Default Date Filter Duration

The default date filter duration of OT report has been changed from 3 months to 1 month.

Before:

OT report with **previous** default date filter duration

The screenshot shows a filter bar with the text "Apply Filter" on the left and "Retrieve" and "Clear Filter" buttons on the right. Below this, there is a date range selector. The "Overtime Date" is set to "2023-09-01" and the "To" date is "2023-11-30". Both date fields are highlighted with a red box.

After:

OT report with **current** default date filter duration

The screenshot shows the same filter bar as above. The "Overtime Date" is now "2023-11-01" and the "To" date is "2023-11-30". Both date fields are highlighted with a red box.

Colour Change for OT ID and Types column

The colour of **OT ID** and **Types** column in OT report has been changed from grey to yellow.

Before:

OT report with **grey** OT ID and Types column

OT ID	Employee No.	Employee Name	Overtime Date	Start Date	End Date	Types
-------	--------------	---------------	---------------	------------	----------	-------

After:

OT report with **yellow** OT ID and Types column

OT ID	Employee No.	Employee Name	Overtime Date	Start Date	End Date	Types
-------	--------------	---------------	---------------	------------	----------	-------

Showing of Overtime Date by Default

OT report has been enhanced to show the **Overtime Date** column by default.

Before:

OT report **without** Overtime Date column shown by default

Overtime Details - General (Admin)
Overtime Date Range: 2023-12-01 - 2023-12-31

OT ID	Employee No.	Employee Name	Start Date	End Date	Type	Start Time	End Time	Approved Hour	Pay Hour	Overtime Rate	Compensatory Method	Remarks	Callback	Shift	Clock In	Clock Out	Clock Hour	Submitted Date	Submitted By	Status	Payable Date
10001	10001	John Doe	2023-12-01	2023-12-01	OT	08:00	18:00	10.00	10.00	15.00	None			OT	08:00	18:00	10.00	2023-12-01	John Doe	Approved	2023-12-31

After:

OT report **with** Overtime Date column shown by default

Overtime Details - General (Admin)
Overtime Date Range: 2023-12-01 - 2023-12-31

OT ID	Employee No.	Employee Name	Overtime Date	Start Date	End Date	Type	Start Time	End Time	Approved Hour	Pay Hour	Overtime Rate	Compensatory Method	Remarks	Callback	Shift	Clock In	Clock Out	Clock Hour	Submitted Date	Submitted By	Status	Payable Date
10001	10001	John Doe	2023-12-01	2023-12-01	2023-12-01	OT	08:00	18:00	10.00	10.00	15.00	None			OT	08:00	18:00	10.00	2023-12-01	John Doe	Approved	2023-12-31

IRAS Approval *(only applicable for Singapore)* ^{New}

An approval feature has been added to IRAS module to allow admins to view, approve and manage individual IRAS tax forms. To cater for the IRAS Approval feature, the IRAS Submission page has been enhanced. The Company Information tab has been renamed to Settings tab. Company Information can now be viewed as a sub tab under the Settings tab. In addition to that, IRAS Approval sub tab is also located under the Settings tab.

Before:

IRAS Submission **without** IRAS Approval feature

The screenshot shows a navigation bar with four icons: IRAS API Submission, Company Information (highlighted with a red box), Text File, and Report. Below the navigation bar is the 'Company Information' page, which includes a '+ Add New' button, a search bar, and a table with columns: Year, Authorised Person Name, ID No., Authorised Person Designation, Phone No., Authorised Person Email, and Action. The table shows one entry. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous' and 'Next' buttons.

After:

IRAS Submission **with** IRAS Approval feature

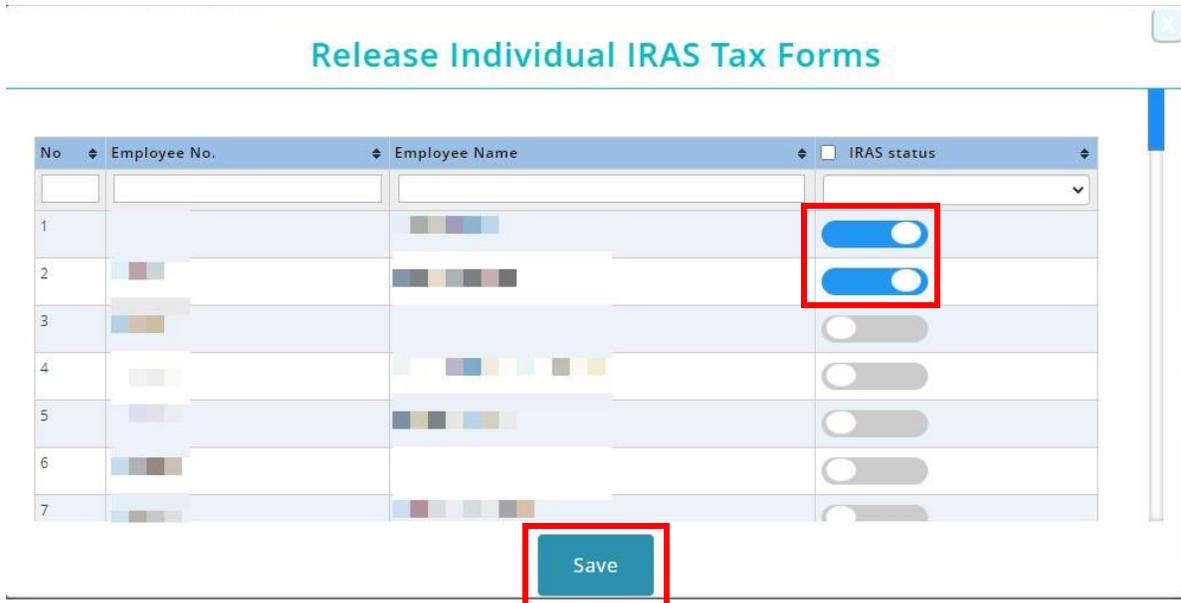
The screenshot shows the updated navigation bar with four icons: IRAS API Submission, Settings (highlighted with a red box), Text File, and Report. Below the navigation bar is the 'Settings' page. At the top of the Settings page, there are two sub-tabs: 'Company Information' and 'IRAS Approval', both highlighted with a red box. Below the sub-tabs is a '+ Add New' button, a search bar, and a table with columns: Year, Authorised Person Name, ID No., Authorised Person Designation, Phone No., Authorised Person Email, and Action. The table shows one entry. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous' and 'Next' buttons.

To check IRAS approval status, select a year from the tax year dropdown and the status will be shown on screen.

The screenshot shows a 'Settings' header at the top. Below it, there are two tabs: 'Company Information' and 'IRAS Approval', with the latter being the active tab. A light blue box contains the 'Tax Year' dropdown menu, which is open to show options for 2022 and 2023. The 'IRAS Form Status' is displayed as 'Pending Approval'. Below this box are two buttons: 'Release Individual IRAS Tax Forms' and 'Release All'.

To mass approve the IRAS tax forms for the selected tax year, click on the Release All button. To approve IRAS tax forms for individual employees, click on the Release Individual IRAS Tax Forms button. A pop-up box will appear, select the employees to be approved and click on the Save button to save.

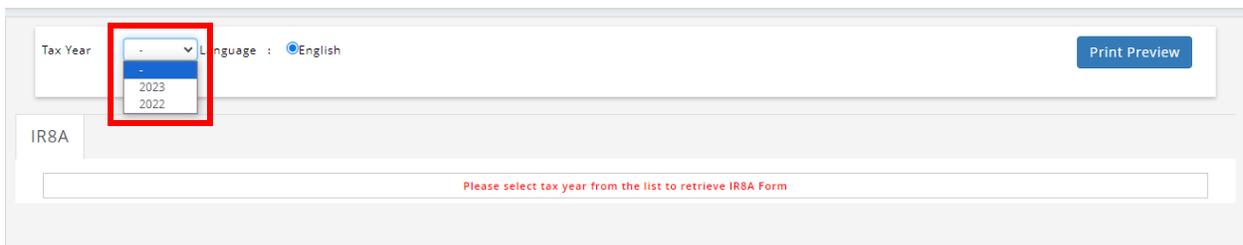
This screenshot is similar to the previous one, showing the 'Settings' page with the 'IRAS Approval' tab active. The 'Tax Year' dropdown is set to 2022, and the 'IRAS Form Status' is 'Pending Approval'. In this view, the 'Release Individual IRAS Tax Forms' and 'Release All' buttons are highlighted with red boxes.



To revert approved IRAS tax form's status back to pending for the selected tax year, click on the Revert Status button.



Employee IRAS form can now only be viewed if it has been approved by admins. If the tax form for the specified year has been approved, the tax year will be available for selection in the tax year dropdown list.



IRAS Form (only applicable for Singapore)

IRAS Form module has also been updated to include **Appendix 8B** and **IR8S** forms. Furthermore, existing forms in the IRAS module has been enhanced so that it can be viewed in PDF mode. As a result, the print preview button has been removed.

Admin Mode

Before:

IRAS Form module **without** Appendix 8B and IR8S forms and Print Preview button available.

HRMS Application / E-Pay / IRAS Form Administration / IRAS Form (Admin)

IRAS Form

Retrieve **Print Preview** Print All Delete IR8A form

Employee No : [dropdown] Tax Year : 2022

Sort By : Department Employee Name Employee No.

Form Type : IR8A Appendix 8A

2023 FORM IR8A

Return of Employee's Remuneration for the Year Ended 31 Dec 2022
Fill in this form and give it to your employee by 1 Mar 2023
(DO NOT SUBMIT THIS FORM TO IRAS UNLESS REQUESTED TO DO SO)

This Form will take about 10 minutes to complete. Please get ready the employee's personal particulars and details of his/her employment income. Please read the explanatory notes when completing this form.

Employer's Tax Ref. No / UEN	Employee's Tax Ref. No. : *NRIC / FIN (Foreign Identification No.)		
Full Name of Employee as per NRIC / FIN	Date of Birth	Sex	Nationality
Residential Address	Designation	Bank to which salary is credited	

After:

IRAS Form module **with** Appendix 8B and IR8S forms and Print Preview button removed.

HRMS Application / E-Pay / IRAS Form Administration / IRAS Form (Admin)

Retrieve Print All Delete IR8A form

Employee No : [dropdown] Tax Year : 2023

Sort By : Department Employee Name Employee No.

Form Type : IR8A Appendix 8A **Appendix 8B** IR8S

Please select employee no and tax year in order to retrieve any available IRAS form.

2023 FORM IR8A

Return of Employee's Remuneration for the Year Ended 31 Dec 2022
Fill in this form and give it to your employee by 1 Mar 2023
(DO NOT SUBMIT THIS FORM TO IRAS UNLESS REQUESTED TO DO SO)

This Form will take about 10 minutes to complete. Please get ready the employee's personal particulars and details of his/her employment income. Please read the explanatory notes when completing this form.

Employer's Tax Ref. No / UEN	Employee's Tax Ref. No. : *NRIC / FIN (Foreign Identification No.)		
Full Name of Employee as per NRIC / FIN	Date of Birth	Sex	Citizenship
Residential Address	Designation	Bank to which salary is credited	
If employment commenced and/or ceased during the year, state: (See Explanatory Note 5)		Date of Commencement	Date of Cessation

INCOME (See Explanatory Note 9 unless otherwise specified)

a) Gross Salary, Fees, Leave Pay, Wages and Overtime Pay

Employee Mode

Before:

IRAS Form module **without** Appendix 8B and IR8S forms and Print Preview button available.

HRMS Application / E-Pay / IRAS Form

Tax Year : 2023 Language : English

IR8A Appendix 8A

2024 APPENDIX 8A
Value of Benefits-in-Kind for the Year Ended 31 Dec 2023
(Fill in this form if applicable and give it to your employee by 1 Mar 2024)

Full Name of Employee as per NRIC / FIN : Tax Ref No :

1. Place of Residence provided by Employer (See Explanatory Note 12)

Address : 100 200 300	Period of occupation : 400 to 500	No. of days: 600
Number of employee(s) sharing the premises (exclude family members who are not employees): 700		

2. Accommodation and related benefits provided by Employer (See Explanatory Note 12):

a. Annual Value (AV) of Premises for the period provided (state apportioned amount, if applicable)	800.00
b. Value of Furniture & Fitting (Mandatory if 2a is completed) (i) 40% of AV if premises is partially furnished or (ii) 50% of AV if premises is fully furnished	900.00
c. Rent paid by employer including rental of Furniture & Fittings (state apportioned amount, if applicable)	1100.00

Print Preview

After:

IRAS Form module **with** Appendix 8B and IR8S forms and Print Preview button removed.

HRMS Application / E-Pay / IRAS Form

Tax Year : 2023

Form Type : IR8A Appendix 8A Appendix 8B IR8S

Retrieve

about:blank - Google Chrome

AttachmentDisplay.php

1 / 1 | 100% +

2023 FORM IR8A
Return of Employee's Remuneration for the Year Ended 31 Dec 2022
Fill in this form and give it to your employee by 1 Mar 2023
(DO NOT SUBMIT THIS FORM TO IRAS UNLESS REQUESTED TO DO SO)

This Form will take about 10 minutes to complete. Please get ready the employee's personal particulars and details of his/her employment income. Please read the explanatory notes when completing this form.

Employer's Tax Ref. No. / UEN	Employee's Tax Ref. No. : *NRIC / FIN (Foreign Identification No.)		
Full Name of Employee as per NRIC / FIN	Date of Birth	Sex	Citizenship
Residential Address	Designation	Male	Malaysia
		Bank to which salary is credited	
If employment commenced and/or ceased during the year, state: (See Explanatory Note 5)	Date of Commencement	Date of Cessation	
INCOME (See Explanatory Note 9 unless otherwise specified)			
a) Gross Salary, Fees, Leave Pay, Wages and Overtime Pay			\$ 200

Note: IRAS Form 2023 Retrieval is only available on EmplX web version for the time being. Stay tuned for more updates to IRAS Form 2023 Retrieval on the EmplX mobile app.

Payroll EA Load *(only applicable for Malaysia)*

LHDN now requires each employee (identified with I.C.) to submit only 1 EA Form. Previously, Emplx do not filter employees submitted at **Payroll EA Load** page, allowing users to submit more than 1 EA Form for a single employee. This new enhancement now ensures that users will be able to submit EA Form without creating any duplicates.

The latest enhancement now ensures that the downloaded EA template does not have any duplicated records. The latest employee information will be taken and merged with any previous duplicated records. Additionally, if admin chooses to process EA without file upload, the system will detect any employees within the selected tax year which has duplicate records and merge them into a single record. The Payroll EA Load page has also been enhanced with a clearer design and button description and a reminder on duplicate employee record is also displayed for users.

Before:

Payroll EA Load **without** duplicate employee record handling

The screenshot shows the 'Payroll EA Load' page in the HRMS Application. The breadcrumb trail is 'HRMS Application / Payroll / Process / Payroll EA Load'. The page has three tabs: 'EA Load', 'Log Report', and 'EA Setup'. The 'EA Load' tab is active. The form contains the following elements:

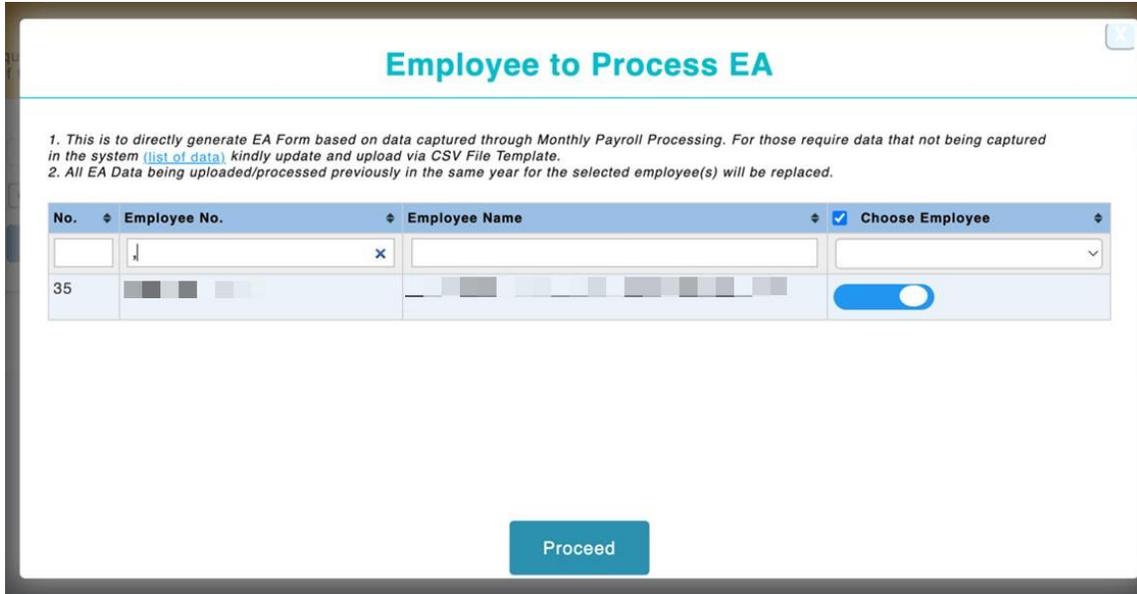
- EA Year:** A dropdown menu with a '-' symbol and a 'Download EA Template' link.
- EA Input File (.csv):** A file upload area with a 'Choose file' button, 'No file chosen' text, and an 'Upload' button. A red asterisk indicates 'File size must not exceed 3MB'.
- EA Process:** A blue button with a right-pointing arrow.

After:

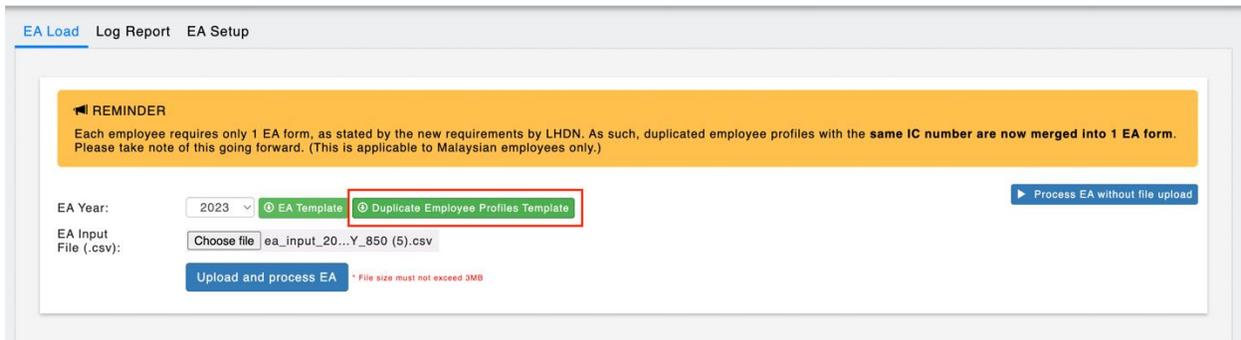
Payroll EA Load **without** duplicate employee record handling

The screenshot shows the updated 'Payroll EA Load' page. The breadcrumb trail is 'EA Load / Log Report / EA Setup'. The 'EA Load' tab is active. A prominent yellow banner with a speaker icon and the word 'REMINDER' is displayed at the top. The text in the banner reads: 'Each employee requires only 1 EA form, as stated by the new requirements by LHDN. As such, duplicated employee profiles with the same IC number are now merged into 1 EA form. Please take note of this going forward. (This is applicable to Malaysian employees only.)'. The form elements are:

- EA Year:** A dropdown menu with a '-' symbol, a green 'EA Template' button, and a green 'Duplicate Employee Profiles Template' button.
- EA Input File (.csv):** A file upload area with a 'Choose file' button, 'No file chosen' text, and a blue 'Upload and process EA' button. A red asterisk indicates 'File size must not exceed 3MB'.
- Process EA without file upload:** A blue button with a right-pointing arrow, highlighted with a red box.



To facilitate crosschecking for these duplicate accounts, an additional button is added to allow users to download a CSV file with a list of duplicate accounts that were merged into 1 EA form. Choose a year from the EA Year dropdown, then click on the **Duplicate Employee Profile Template** button. A list of employee accounts that were merged into 1 EA Form in the CSV file downloaded through the button EA Template will be generated for users.



EA Form Summary *(only applicable for Malaysia)*

To cater for the changes made in Payroll EA Load module, EA Form Summary has also been enhanced so that duplicate EA Forms for 1 employee (Identified through I.C.) will be highlighted in yellow at the top of the list.

Employee [EA Form Summary](#) [EA Form Setup](#)

Tax Year: 2021 EA Form Status: Approved Release Individual EA Revert Status Export

Employee Information				Pendapatan Penghasilan, Manfaat Dan Tempat Kediaman										Pencen Dan Lain-lain				Jumlah Potongan				
No Employee No	Employee Name	ID	Gaji	PI	Tip	Cukai pendapatan	ESOS	Ganjaran	Jenis pendapatan		Manfaat berupa barangan	Nilai Kediaman	Bayaran Balas KWSP	Pampasan	Pencen Anuiti	JUMLAH	Potongan Cukai	Potongan CP 38	Potongan Zakat	Derma / sumbangan diluaskan	Pelapas TPI	
			RM	RM	Perihal pembayaran	RM	RM	RM	dari hingga	RM	a)	b)	RM	Nyatakan	RM	Alamat	RM	RM	RM	RM	RM	RM
1						0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2						0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3						0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4						0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00