



Release Notes

Release Date: 9 January 2024

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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 at the top with a 'Filter' button. Below it is the 'Apply Filter' section. On the left, there are filters for Overtime Date (2023-11-01), Payable Date, Approval Date, Approval Time, Department, Job Level, Location, Employee, and Overtime Type. On the right, there are filters for To (2024-01-31), Supervisor, Job Class, Group Name, and Status. Each filter has a 'Select Options' dropdown menu.

After:

OT report **with** Employment Status filter

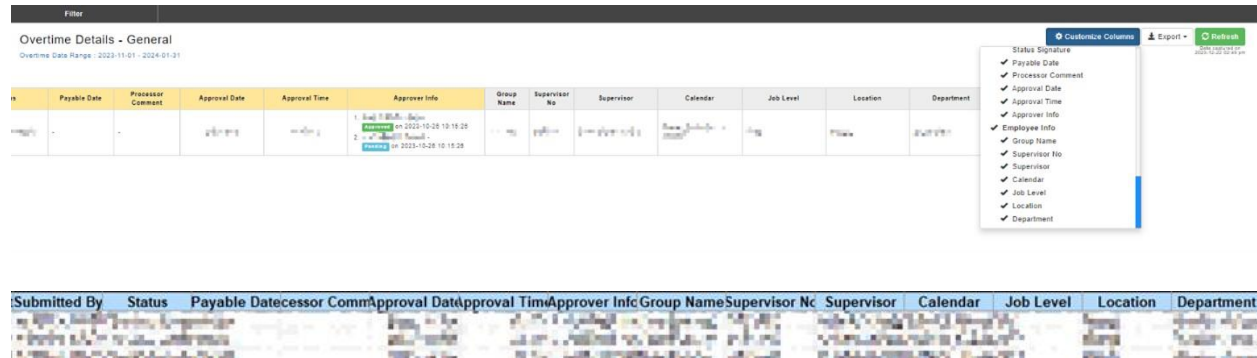
The screenshot shows the 'Filter' section at the top with a 'Filter' button. Below it is the 'Apply Filter' section. On the left, there are filters for Overtime Date (2023-12-01), Payable Date, Approval Date, Approval Time, **Employment Status** (highlighted with a red box), Supervisor, Job Class, Group Name, Employee, and Overtime Type. On the right, there are filters for To (2023-12-31), Department, Job Level, Location, and Status. The 'Employment Status' dropdown menu is open, showing options: 'Active', 'Inactive', 'Resigned', and 'Check all'.

Job Class and Pay Group Column

Two new columns have been added to OT report. **Job Class** data can now be viewed in Employee, Supervisor and Admin mode. **Pay Group** data has been added for Admin mode only. These two columns have also been added to the exported excel sheet if the user has selected the respective columns in the OT report view.

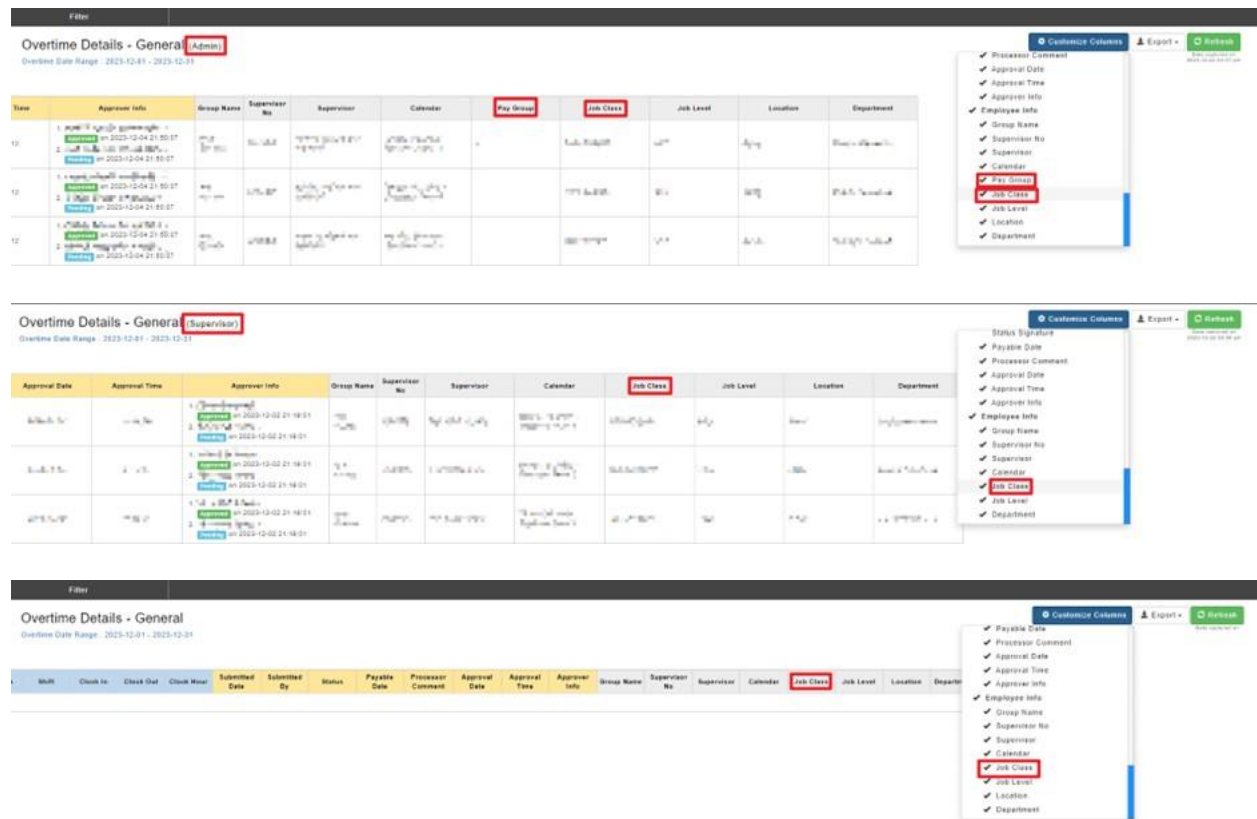
Before:

OT report **without** Job Class and Pay Group column



After:

OT report **with** Job Class and Pay Group column



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	Pay Group	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

Customize Columns															Export	
Calendar	Job Grade	Location														
Submitted By	Status	Status Signature	Payable Date	Processor Comment	Approval Date	Approval Time	Approver Info	Employee Info	Group Name	Supervisor No	Supervisor	Calendar	Job Grade	Department		

After:

OT report with **Job Level** Label

Customize Columns															Export	
Calendar	Job Level	Location														
Submitted By	Status	Status Signature	Payable Date	Processor Comment	Approval Date	Approval Time	Approver Info	Employee Info	Group Name	Supervisor No	Supervisor	Calendar	Job Level	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 "Filter" on the left. Below it, the text "Apply Filter" is on the left, and "Retrieve" and "Clear Filter" buttons are on the right. The "Overtime Date" field is set to "2023-09-01" and the "To" field is set to "2023-11-30". Both date fields are highlighted with red boxes.

After:

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

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

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
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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

Customize Columns Export Refresh

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
000001	000001	000001 000001 000001	2023-12-01	2023-12-01	00	00:00	00:00	00:00	00:00	00:00	00:00							2023-12-01 00:00	000001	000001 000001	

After:

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

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

Customize Columns Export Refresh

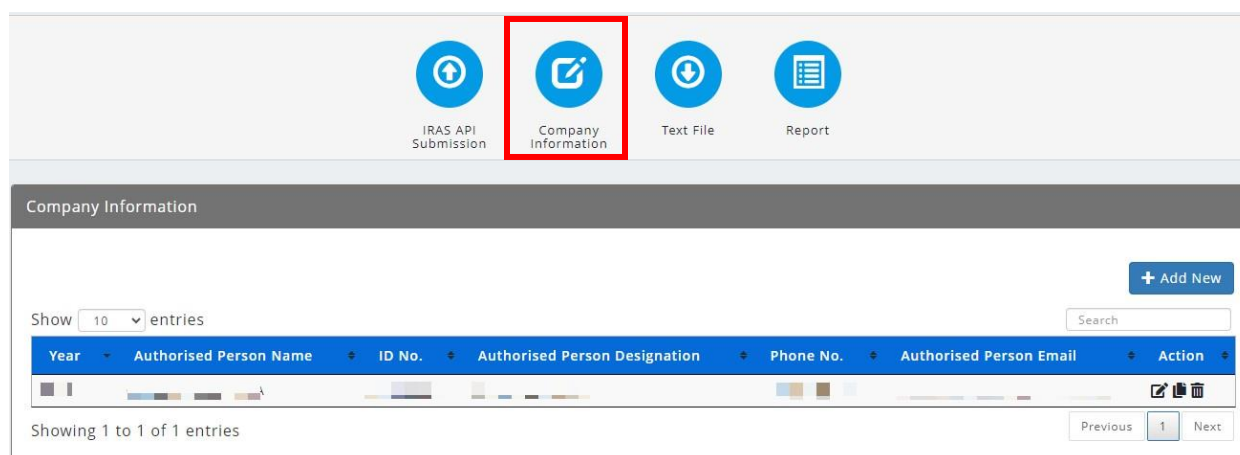
OT ID	Employee No.	Employee Name	Overtime Date	Start Date	End Date	Type	Start Time	End Time	Approved Hour	Pay Hour	Overtime Rate	Compensatory Method	Remarks	Callback	Shift	Clock In	Clock Out	Clock Hour	Submitted Date	Submitted By	Status	Payable Date
000001	000001	000001 000001 000001	2023-12-01	2023-12-01	00	00:00	00:00	00:00	00:00	00:00	00:00	00:00							2023-12-01 00:00	000001	000001 000001	

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.

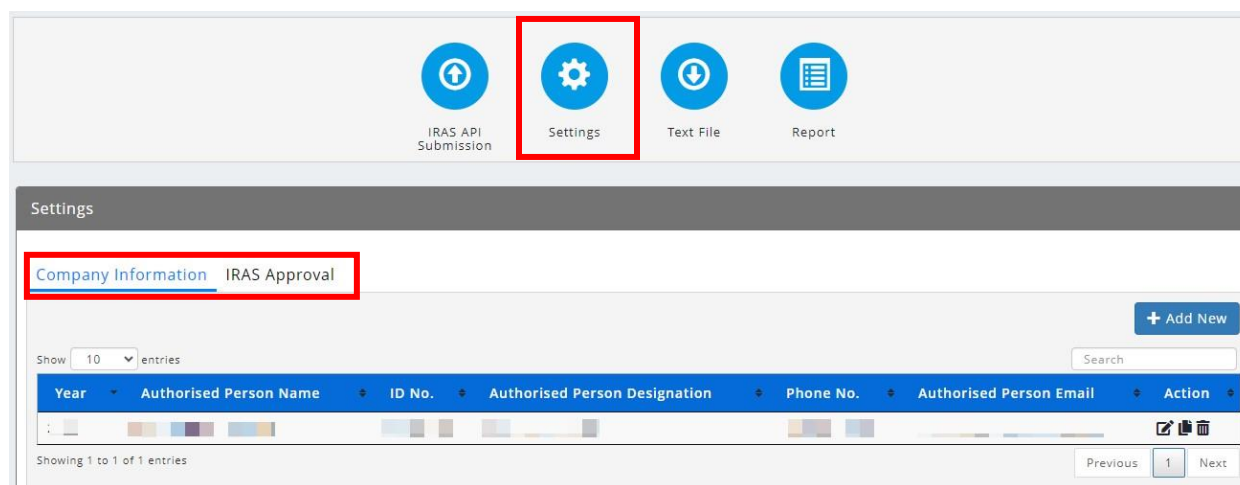
Before:

IRAS Submission **without** IRAS Approval feature

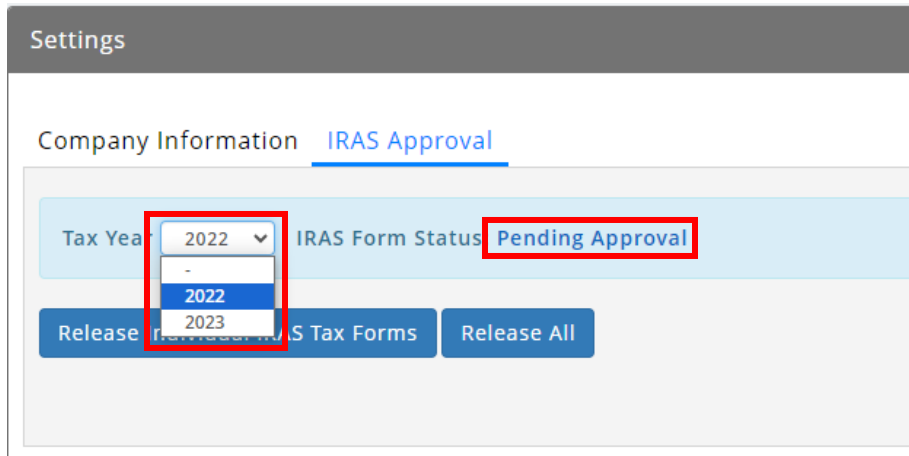


After:

IRAS Submission **with** IRAS Approval feature



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



The screenshot shows the 'Settings' page with the 'IRAS Approval' tab selected. Under 'Company Information', the 'Tax Year' dropdown menu is open, showing options for 2022 and 2023. The 'IRAS Form Status' is displayed as 'Pending Approval'. Below these, there 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.



The screenshot shows the 'Settings' page with the 'IRAS Approval' tab selected. Under 'Company Information', the 'Tax Year' is set to 2022 and the 'IRAS Form Status' is 'Pending Approval'. The 'Release Individual IRAS Tax Forms' and 'Release All' buttons are highlighted with red boxes.

Release Individual IRAS Tax Forms

No	Employee No.	Employee Name	IRAS status
1			<input checked="" type="checkbox"/>
2			<input checked="" type="checkbox"/>
3			<input type="checkbox"/>
4			<input type="checkbox"/>
5			<input type="checkbox"/>
6			<input type="checkbox"/>
7			<input type="checkbox"/>

Save

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

Settings

[Company Information](#)
[IRAS Approval](#)

Tax Year: 2022
IRAS Form Status: Approved

Release Individual IRAS Tax Forms
Revert Status

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.

Tax Year: 2023
Language: English
Print Preview

IR8A

Please select tax year from the list to retrieve IR8A Form

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.

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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

IRAS 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

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

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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
Residential Address	Sex Male
Designation	Citizenship Malaysia
If employment commenced and/or ceased during the year, state: (See Explanatory Note 5)	Bank to which salary is credited
Date of Commencement	Date of Cessation

INCOME (See Explanatory Note 9 unless otherwise specified)

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

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' (active), 'Log Report', and 'EA Setup'. The main content area contains a form with the following elements: 'EA Year:' with a dropdown menu and a 'Download EA Template' link; 'EA Input File (.csv):' with a 'Choose file' button and 'No file chosen' text; and an 'Upload' button with a red asterisk and the text 'File size must not exceed 3MB'. A blue button labeled 'EA Process' is located in the top right corner of the form area.

After:

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

The screenshot shows the updated 'Payroll EA Load' page. It features a prominent yellow 'REMINDER' banner at the top stating: '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.)'. Below the banner, the form is enhanced with several new buttons: 'EA Template' and 'Duplicate Employee Profiles Template' next to the 'EA Year' dropdown; 'Upload and process EA' below the 'Upload' button; and 'Process EA without file upload' in the top right corner. The 'Upload' button and the 'Process EA without file upload' button are highlighted with red rectangles. The breadcrumb trail and tabs remain the same as in the previous version.

Employee to Process EA

1. This is to directly generate EA Form based on data captured through Monthly Payroll Processing. For those require data that not being captured in the system ([list of data](#)) kindly update and upload via CSV File Template.

2. All EA Data being uploaded/processed previously in the same year for the selected employee(s) will be replaced.

No.	Employee No.	Employee Name	<input checked="" type="checkbox"/> Choose Employee
35	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>

[Proceed](#)

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 Load](#) [Log Report](#) [EA Setup](#)

REMINDER

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.)

EA Year: 2023 EA Template **Duplicate Employee Profiles Template** Process EA without file upload

EA Input File (.csv): Choose file ea_input_20...Y_850 (5).csv

Upload and process EA * File size must not exceed 3MB

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	Employee Name	ID	Gaji	PI	Tip	Cukai Pendapatan	ESOS	Ganjaran	Jenis pendapatan		Manfaat berupa barangan	Nilai Kediaman	Bayaran Balik KWSP	Pampasan Pencen Anuiti	JUMLAH	Potongan Cukai CP 38	Potongan Zakat	Derma / sumbangan / bimbingan	Pelepas TPI					
			RM	RM	Perihal pembayaran	RM	RM	RM dari hingga RM	a)	b)	RM	Nyatakan RM	Alamat RM	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					
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					
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					
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					