



Release Notes

Release Date: 12 March 2024

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Contents

Release Notes Summary	1
Overtime	2
OTC/OTP/OTS Pre/Post Buffer	2
E-Time Card	4
Overwrite Error Message	4
Company Setup	6
Workflow & Approval Group Set-up	6
Claim	8
Claim Supervisor Approval	8
Claim Name Wording Limit	9

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"> OTC/OTP/OTS Pre/Post Buffer 	Enhancement	√	√	–	√	–	–
E-Time Card <ul style="list-style-type: none"> Overwrite Error Message 	Enhancement	√	–	–	√	√	√
Company Setup <ul style="list-style-type: none"> Workflow & Approval Group Set-up 	Enhancement	–	√	–	√	–	–
Company Setup <ul style="list-style-type: none"> Claim Supervisor Approval Claim Name Wording Limit 	Enhancement	–	–	–	√	–	–

OTC/OTP/OTS Pre/Post Buffer

The Pre/Post OT break buffer and method in Overtime policy and auto-propose setting has been enhanced. This setting has now been split into Pre OT break and method, and Post OT break and method to allow admins to customize different break buffer times and method of application according to the OT type.

Before:

Overtime policy **without** separate control for pre/post OT break and method.

The screenshot displays the 'Policy' tab of the Overtime configuration interface. The 'Pre/Post OT Break (Minutes)' field is highlighted with a red box, showing a value of 0. The 'Method' dropdown is set to 'Before & After Shift hours'. The 'Overtime Apply On' dropdown is set to 'Based on Shift Work (Before/ After shift hour/ Both)'. The 'Follow Submission Policy' dropdown is set to 'No', and the 'Approval Required' dropdown is set to 'Yes'. The 'Applied to Work day only' checkbox is checked.

Field	Value
Name of Types of Overtime	Eg. Daily Policy
Based On	Daily
Minimum Hour(s)	0 Minute(s) (0.00 Hour(s))
Overtime Limit (Hour)	0 Minute(s) (0.00 Hour(s))
Alert Hour(s)	0 Minute(s) (0.00 Hour(s))
Exception Request	Not Applicable
Rounding Rules	Exact Time / No Rounding
Approval Required	Yes
Require Signature Upon Approval	No
Require Signature Upon Submission	No
Cross-Check Attendance	Not Required
Applied to Work day only	Yes
Overtime Apply On	Based on Shift Work (Before/ After shift hour/ Both)
Method	Before & After Shift hours
Pre/Post OT Break (Minutes)	0 Minute(s) (0 Hour(s))

Policy Auto-Propose Additional

Field	Value
Follow Submission Policy	No
Approval Required	Yes
Applied to Work day only	Yes
Overtime Apply On	Based on Shift Work (Before/ After shift hour/ Both)
Method	Before & After Shift hours
Pre/Post OT Break (Minutes)	0 Minute(s) (0.00 Hour(s))

After:

Overtime policy **with** separate control for pre/post OT break and method.

Policy	Auto-Propose	Additional
Name of Types of Overtime : DRIVER		
Based On : Daily		
Minimum Hour(s) : 0 Minute(s) (0.00 Hour(s))		
Overtime Limit (Hour) : 0 Minute(s) (0.00 Hour(s))		
Alert Hour(s) : 0 Minute(s) (0.00 Hour(s))		
Exception Request : Not Applicable		
Rounding Rules : Round time to nearest 30 minutes		
Rounding Minutes : 30 Minute(s)		
Approval Required : Yes		
Require Signature Upon Approval : No		
Require Signature Upon Submission : No		
Cross-Check Attendance : Required		
Applied to Work day only		
Overtime Apply On : Based on Shift Work (Before/ After shift hour/ Both)		
OTC Method : Before & After Shift hours		
Pre OTC Break (Minutes) : 10 Minute(s) (0.17 Hour(s))		
Post OTC Break (Minutes) : 20 Minute(s) (0.33 Hour(s))		
OTP Method : Before & After Shift hours		
Pre OTP Break (Minutes) : 30 Minute(s) (0.50 Hour(s))		
Post OTP Break (Minutes) : 40 Minute(s) (0.67 Hour(s))		
Follow Submission Policy : No		
Approval Required : Yes		
Applied to Work day only		
Overtime Apply On : Based on Shift Work (Before/ After shift hour/ Both)		
OTS Method : Before & After Shift hours		
Pre OTS Break (Minutes) : 20 Minute(s) (0.33 Hour(s))		
Post OTS Break (Minutes) : 30 Minute(s) (0.50 Hour(s))		

E-Time Card

Overwrite Error Message

A new timecard control has been added to EmplX system. With the addition of this latest feature, admins now have the option to remove error messages when assigning shifts on rest days, off days, or public holidays in the E-Time Card module. To access this setting, navigate to Control Master (Admin) from the user menu and select Time Card Control in the drop down list. Then, input '1' to turn the setting on, or '0' to turn it off.

The screenshot shows the 'Control Master' interface with tabs for 'Control Master', 'Payroll Setup', and 'EA Form Setup'. The 'Control Master' tab is active, and a red box highlights the 'Control Information (Required)' section. Inside this section, there is a dropdown menu labeled 'Select Control Master:' with 'Time Card Control' selected. Below the dropdown is a row of buttons numbered 1 through 9, with button 4 highlighted in red. To the right of the buttons is an 'Add' button. Below the buttons is a table with the following structure:

Time Card Control	Mapping Table	Map Field	Action
overwrite the error message when OD,RD,PH	Default: 0:off, 1:on	0	Edit

Before:

Time Card Record **without** Overwrite Error Message control.

Filter				Preference									
[V] : Verification Column													
[V]	No.	Employee Name	Date	Error Code	Day Type	Shift	Shift Start	Shift End	Shift Hour	Break Start Time	Break End Time	Shift Break Hour	GPS
<input type="checkbox"/>			2024-02-01, Thu		WD	0800-1730	08:00	17:30	09:30	12:00	12:30	00:30	
<input type="checkbox"/>			2024-02-02, Fri		WD	0800-1730	08:00	17:30	09:30	12:00	12:30	00:30	
<input type="checkbox"/>			2024-02-03, Sat		OD	0800-1730	08:00	17:30			12:30	00:30	
<input type="checkbox"/>			2024-02-04, Sun	Absent	PH	0800-1800	08:00	18:00			13:30	01:00	
<input type="checkbox"/>			2024-02-05, Mon	Absent	PH	0800-1730	08:00	17:30	09:30	12:00	12:30	00:30	

After:

Time Card Record **with** Overwrite Error Message control turned on.

Filter				Preference									
[V] : Verification Column													
[V]	No.	Employee Name	Date	Error Code	Day Type	Shift	Shift Start	Shift End	Shift Hour	Break Start Time	Break End Time	Shift Break Hour	GPS
<input type="checkbox"/>			2024-02-01, Thu		WD	0800-1730	08:00	17:30	09:30	12:00	12:30	00:30	
<input type="checkbox"/>			2024-02-02, Fri		WD	0800-1730	08:00	17:30	09:30	12:00	12:30	00:30	
<input type="checkbox"/>			2024-02-03, Sat		OD	0800-1730	08:00	17:30			12:30	00:30	
<input type="checkbox"/>			2024-02-04, Sun		PH	0800-1800	08:00	18:00			13:30	01:00	
<input type="checkbox"/>			2024-02-05, Mon		PH	0800-1730	08:00	17:30	09:30	12:00	12:30	00:30	

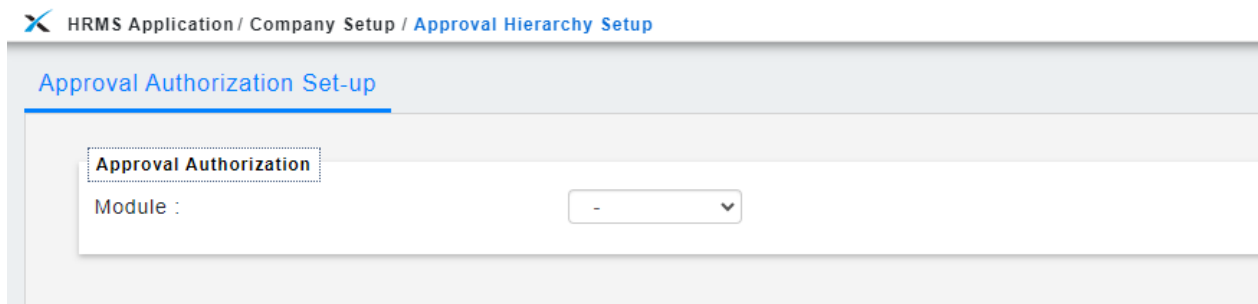
Company Setup

Workflow & Approval Group Set-up

Two new features have been added to the Company Setup page. Approval Group Set-up allows admins to customize approval group with selected approval person. Workflow Set-up allows admins to customize approval workflow for the selected module.

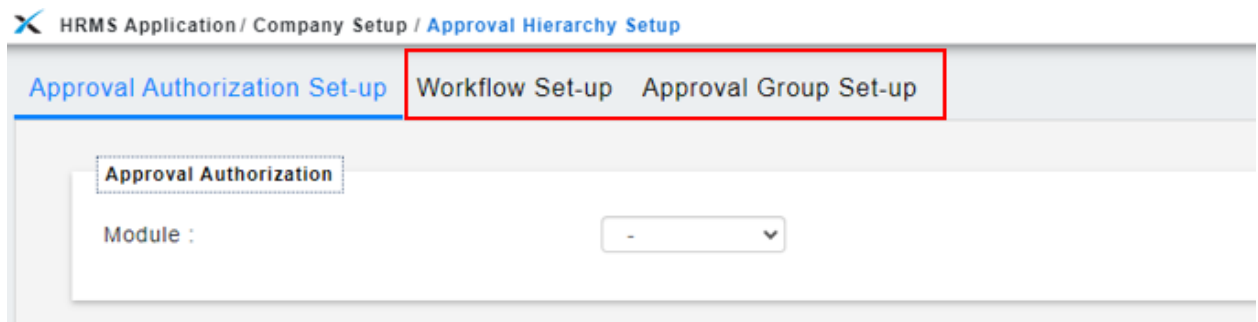
Before:

Company Setup **without** Workflow & Approval Set-up



After:

Company Setup **with** Workflow & Approval Set-up



Approval Group Set-up:

Approval Group				New
Approval Group Name	Approval Group Description	Approval Person		Action
Claim Approval Group	-	MY001 - AHMAD BIN ABU	MY004 - ALEX NG	 

Approval Group



Approval Group Name* : 180

Approval Group Description : 500

Approval Person* :

Save Cancel

Workflow Set-up:

Workflow				New
Workflow Name	Workflow Description	Workflow Route		Action
Claim Workflow A	-	Claim Approval Group	Supervisor Level 1	 

Module Workflow	
Module	Workflow
E-Claim	Claim Workflow A







Workflow

Workflow Name* : 184

Workflow Description : 500

Applied To : ☒ E-Claim

Approval Route

Level	Level / Group	Level / Group Name	Approval Person	Notify / Approval	Reject	Incomplete	Action
1	Group	Claim Approval Group	MY001 - AHMAD BIN ABU MY004 - ALEX NG	Notify	<input checked="" type="checkbox"/>	<input type="checkbox"/>	  
2	Level	Supervisor Level 1	Supervisor Level 1	Notify	<input type="checkbox"/>	<input type="checkbox"/>	  

Cancel Save New

Claim Supervisor Approval

A new approval option, Workflow Approval has been added to Claim module. Admins can now customize workflow approval based on the desired setup under Supervisor Approval column.

Before:

Claim Supervisor Approval **without** Workflow Approval Set-up

Supervisor Approval *

: ☒ Supervisor approval not required
☐ Direct supervisor approval
☐ Levelling approval
☐ Conditional approval base on amount

After:

Claim Supervisor Approval **with** Workflow Approval Set-up

Supervisor Approval *

: ☐ Supervisor approval not required
☐ Direct supervisor approval
☐ Levelling approval
☐ Conditional approval base on amount
☒ Work Flow Approval

Level	Level/Group	Level/Group Name	Approval Notify

Claim Name Wording Limit

Claim Setup has been enhanced to allow for more characters to be inserted for the following fields:

- Claim Name
- Claim Shared Name
- Claim Group Name
- Claim Category Name

Before:

Wording limited to 50 characters

The screenshot shows the '1. General' tab of a 'Claim Setup' form. The 'Claim Name' field is highlighted with a red box, and its character limit is shown as '50'. Other fields include 'Claim Code' (limit 20), 'Description' (limit 500), 'Claim Default Amount' (set to 'No Limit'), and 'Entitlement Refreshment' (set to '1' month).

After:

Wording limit increased to 80 characters

The screenshot shows the '1. General' tab of the 'Claim Setup' form after the update. The 'Claim Name' field is highlighted with a red box, and its character limit has been increased to '80'. All other fields and their settings remain the same as in the 'Before' state.