



## Release Notes

**Release Date: 8 April 2024**

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

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## Release Notes Summary

Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
<b>Payroll</b> <ul style="list-style-type: none"> <li>PCB (ii) – Admin Mode</li> <li>PCB (ii) – Employee Mode</li> </ul>	Enhancement	–	√	–	√	–	√
<b>Leave</b> <ul style="list-style-type: none"> <li>Standardized 6 Decimal Place</li> </ul>	Enhancement	–	–	–	√	√	√
<b>E-Time Card</b> <ul style="list-style-type: none"> <li>Timesheet – Retain Day Type <i>New</i></li> </ul>	Enhancement	–	–	–	√	√	√
<b>Login Screen</b> <ul style="list-style-type: none"> <li>Login with SSO design</li> </ul>	Enhancement	–	–	–	–	–	–

## PCB (ii) – Admin Mode

This update comes with the introduction of a new export and reporting features, alongside the relocation of existing features in the setup section.

### Before:

Allocation of PCB(ii) within the PCB(ii) module.

HRMS Application / Payroll / Report / PCB(ii)

PCB (ii)

Year : -

Employee Name : -

Please choose year and employee.

### After:

Relocation of PCB(ii) to the setup section within the PCB(ii) admin module.

HRMS Application / Payroll / Report / PCB(ii) (Admin)

Setup Export Report

PCB2 Setup

Year : -

Employee Name : -

Please choose year and employee.

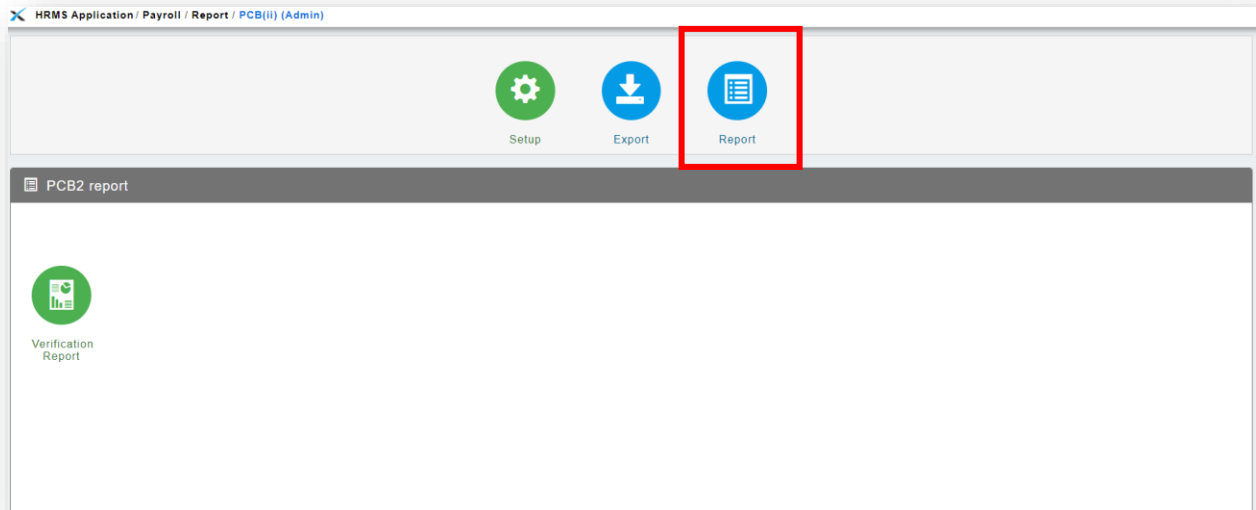
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Appearance of the file after exporting.

The report feature enables admin to verify the accuracy of employees' PCB(ii) data.



It offers filtering capabilities to retrieve specific employee data, which can later be exported into an Excel file for further verification purposes.

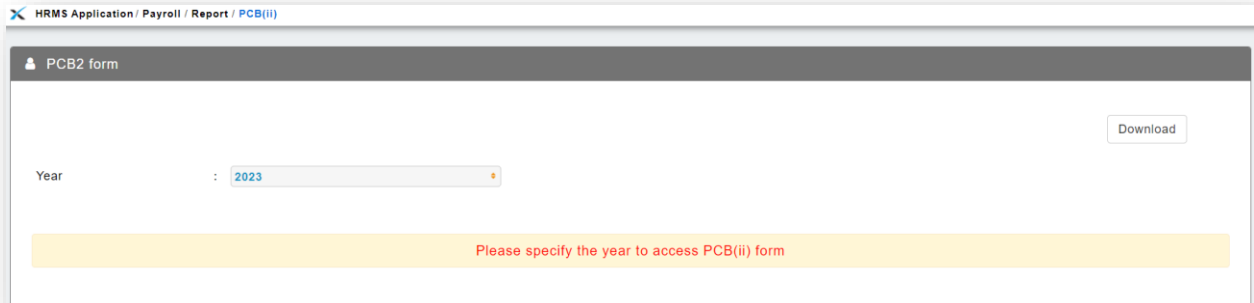
Filter								
PCB(ii) Verification Report 2024								
<a href="#">Export</a>								
Employee No.	Employee Name	Month	PCB Amounts	CP38 Amounts	PCB Receipt Number	CP38 Receipt Number	PCB Dates	CP38 Dates
55555	JOHNSON, JAY ANTHONY	1	11.10	0.00				
55555	JOHNSON, JAY ANTHONY	2	0.00	0.00				
55555	JOHNSON, JAY ANTHONY	3	0.00	0.00				
55555	JOHNSON, JAY ANTHONY	4	0.00	0.00				
55555	JOHNSON, JAY ANTHONY	5	0.00	0.00				
55555	JOHNSON, JAY ANTHONY	6	0.00	0.00				
55555	JOHNSON, JAY ANTHONY	7	0.00	0.00				
55555	JOHNSON, JAY ANTHONY	8	0.00	0.00				
55555	JOHNSON, JAY ANTHONY	9	0.00	0.00				
55555	JOHNSON, JAY ANTHONY	10	0.00	0.00				
55555	JOHNSON, JAY ANTHONY	11	0.00	0.00				
55555	JOHNSON, JAY ANTHONY	12	0.00	0.00				
Showing 1 to 12 of 504 entries								
Previous <b>1</b> 2 3 4 5 ... 42 Next								

	A	B	C	D	E	F	G	H	I
1	PCB(ii) Employee Data Validation 2024								
2	Employee No.	Employee Name	Month	PCB Amounts	CP38 Amounts	PCB Receipt Number	CP38 Receipt Number	PCB Dates	CP38 Dates
3	10000001	100000001 ALP 10000000000000000000	1	11.10	0.00				
4	10000001	100000001 ALP 10000000000000000000	2	0.00	0.00				
5	10000001	100000001 ALP 10000000000000000000	3	0.00	0.00				
6	10000001	100000001 ALP 10000000000000000000	4	0.00	0.00				
7	10000001	100000001 ALP 10000000000000000000	5	0.00	0.00				
8	10000001	100000001 ALP 10000000000000000000	6	0.00	0.00				
9	10000001	100000001 ALP 10000000000000000000	7	0.00	0.00				
10	10000001	100000001 ALP 10000000000000000000	8	0.00	0.00				
11	10000001	100000001 ALP 10000000000000000000	9	0.00	0.00				
12	10000001	100000001 ALP 10000000000000000000	10	0.00	0.00				
13	10000001	100000001 ALP 10000000000000000000	11	0.00	0.00				
14	10000001	100000001 ALP 10000000000000000000	12	0.00	0.00				
15	10000002	100000002 ALP 10000000000000000000	1	67.65	0.00				
16	10000002	100000002 ALP 10000000000000000000	2	0.00	0.00				
17	10000002	100000002 ALP 10000000000000000000	3	0.00	0.00				
18	10000002	100000002 ALP 10000000000000000000	4	0.00	0.00				
19	10000002	100000002 ALP 10000000000000000000	5	0.00	0.00				
20	10000002	100000002 ALP 10000000000000000000	6	0.00	0.00				
21	10000002	100000002 ALP 10000000000000000000	7	0.00	0.00				
22	10000002	100000002 ALP 10000000000000000000	8	0.00	0.00				
23	10000002	100000002 ALP 10000000000000000000	9	0.00	0.00				
24	10000002	100000002 ALP 10000000000000000000	10	0.00	0.00				
25	10000002	100000002 ALP 10000000000000000000	11	0.00	0.00				



## PCB (ii) – Employee Mode

Users are able to view and export their own individual PCB(ii) forms.



The screenshot displays a web application interface for the HRMS Application / Payroll / Report / PCB(ii) section. The main heading is "PCB2 form". On the right side, there is a "Download" button. Below the heading, there is a "Year" label followed by a colon and a dropdown menu currently showing "2023". A yellow banner at the bottom of the form area contains the text "Please specify the year to access PCB(ii) form".

## Standardized 6 Decimal Place

The decimal places for leave days have been standardized across the **Leave** module. Users will now be able to see leave balance up to 6 decimal places. These changes are included across the **Leave Submission, Summary, Approval, and Report**. Shown below are example screenshots on the changes coming to our system.

### Before:

Leave Summary tab showing the balance in 4 decimal places

★ Leave Summary

Employee Supervisor Admin

Leave Entitlement(s) 2022-12-08 Employee Retrieve Taken leave(s)

Individual

Leave Type	Balance	Entl.	C/F	Earned	Credit	Expired Leave	Taken	Adv.	Adjustment	Emergency	Future taken	Next Expiring (Expired on)
Annual Leave (ANL)	6.9375 Day(s)	22	0	22	0	0	15.0625	0	0	5.5	0	6.9375 Day(s) 2022-12-31
Compassionate Leave- grandparents & in-law (COMPS)	1 Day(s)	1	0	1	0	0	0	0	0	0	0	-

### After:

Leave Summary tab showing the balance in 6 decimal places

### Leave Summary:

★ Leave Summary



Employee

Supervisor

Admin

Leave Entitlement(s)

2024-01-29

  Retrieve

Taken leave(s)

Individual

Leave Type	Balance	Entl.	C/F	Earned	Credit	Expired Leave	Taken	Adv.	Adjustment	Encashment	Emergency	Future taken	Next Expiring (Expired on)
Natural Disaster (NS)	2 Day(s)	2	0	2	0	0	0	0	0	0	0	0	2 Day(s) 2024-12-31
Replacement Leave (REPLACE)	1.990083 Day(s)	0	0	0	2.490083	0	0.5	0	0	0	0	0	1.2763 Day(s) 2024-06-30
Training & Development (TD)	7 Day(s)	7	0	7	0	0	0	0	0	0	0	0	7 Day(s) 2024-12-31
Unpaid Leave (UPL)	No Limit	No Limit	0	No Limit	0	-	0	0	0	0	0	0	-

## Leave Submission:

### Apply Leave

Employee Supervisor Admin

Added list

Employee \* :

Leave Type \* : Replacement Leave (REPLACE) Actual Plan

Leave Date \* : 

2024-01-30

2024-01-30

Hourly

4:45pm

5:00pm

Total Leave Taken 0.03125 Day(s)

Date	Shift	Leave Taken	Action
2024-01-30	(Tue)	0800-1700	<span>0.03125 Day(s)</span> <span>✖</span>

Leave Reason :

+ Add to list ✓ Apply Leave ✖ Close

[C] Contract End Date

Pay Group

Individual

Leave Group

Leave Group

## Leave Approval:

Supervisor Approval

Employee \* :

Status : ☒ All ☐ Pending Approval ☐ Pending Cancellation Approval

Select All

Approve All

Replacement Leave (REPLACE)

Date : 2024-01-30 To 2024-01-30

Duration : 0.03125 Day(s) | 00 Hour(s) 15 Min(s)

EL ADV AD ✎

☐

Pending Approval

Leave Date	Time	Leave Method	EL	ADV	Submission Date	Status	Remarks
2024-01-30 (Tue)	2024-01-30 16:45:00 2024-01-30 17:00:00	Hour(s)	Yes	No	2024-01-29 10:54		<input type="text"/>

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Leave Report:

Overall Summary (Admin)

Customize Columns

Export

As of : 2024-01-10

Employee No	Employee Name	Leave Type	Unit Of Measure	Entitlement	Balance	Future	Carry Forward	Earn	Credit	Taken	Adjustment	Encashment	Expired
		Replacement Leave	Day	0	0.99995	0	0	0	0.99995	0	0	0	0

Overall Summary													
As of : 2024-01-10													
Employee No	Employee Name	Leave Type	Unit Of Measure	Entitlement	Balance	Future	Carry Forward	Earn	Credit	Taken	Adjustment	Encashment	Expired
		Annual Leave Day		16	0	0	0	0	0	0	0	0	0
		Compassionate Day		3	3	0	0	3	0	0	0	0	0
		Hospitalisation Day		30	30	0	0	30	0	0	0	0	0
		Marriage Leave Day		3	3	0	0	3	0	0	0	0	0
		Maternity Leave Day		90	90	0	0	90	0	0	0	0	0
		Medical Leave Day		12	12	0	0	12	0	0	0	0	0
		Natural Disaster Day		2	2	0	0	2	0	0	0	0	0
		Replacement Day		0	0.9687	0	0	0	0.99995	0.03125	0	0	0
		Training & Development Day		7	7	0	0	7	0	0	0	0	0
		Unpaid Leave Day	No Limit	No Limit		0	0	No Limit	0	0	0	0	0

# E-Time Card

## Timesheet - Retain Day Type <sup>New</sup>

The decimal places for leave days have been standardized across the **Leave** module. This release contains an enhancement feature: Introducing a new column in the mass upload template titled "Retain Day Type? (NO = Day Type will change to WD if having shift)". This column to allow user to specify whether the day type should change to a working day (WD) when a shift is assigned.

**Scenario Example :** Previously, public holidays were not overwritten to become a working day if a shift was assigned on a holiday during a mass upload. With this update, setting the "Retain Day Type?" column to "YES" will overwrite public holidays to working days if a shift is assigned, providing flexibility in scheduling.

### Before

Timesheet template **without** the new "retain day type" column

	A	B	C	D	E	F	G
1	Emp No	Emp Name	2024-03-01	2024-03-02	2024-03-03	2024-03-04	2024-03-05
2	0000001	Ali	0700-1700M	0700-1600M	0700-1600M	0700-1700M	0700-1700M

Timecard record show **PH** day type when have shift

0000001	Ali	2024-03-05, Tue	PH	0700-1700M
0000001	Ali	2024-03-06, Wed	WD	0700-1700M
0000001	Ali	2024-03-07, Thu	WD	0700-1700M

### After

Timesheet template **with** the new "retain day type" column

	A	B	C	D	E	F	G	H
	Emp No	Emp Name	Retain Day Type? (NO = Day Type will change to WD if having shift)	2024-03-01	2024-03-02	2024-03-03	2024-03-04	2024-03-05
	0000001	Ali	YES	0700-1700M	0700-1600M	0700-1600M	0700-1700M	0700-1700M

The timecard record will show **WD** day type when there is an existing shift

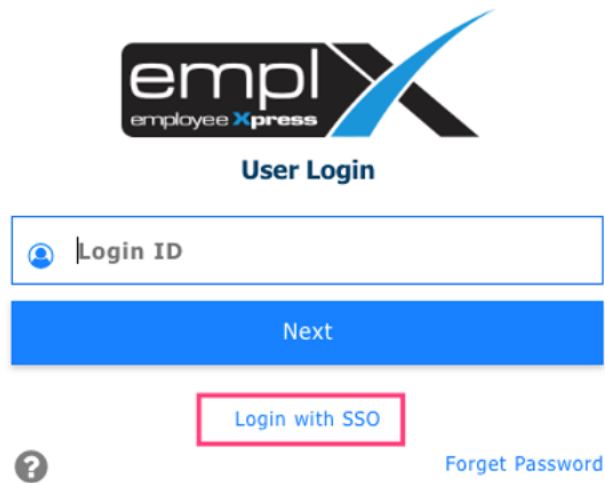
0000001	Ali	2024-03-05, Tue	WD	0700-1700M
0000001	Ali	2024-03-06, Wed	WD	0700-1700M
0000001	Ali	2024-03-07, Thu	WD	0700-1700M

# Login Screen

## Login with SSO Design

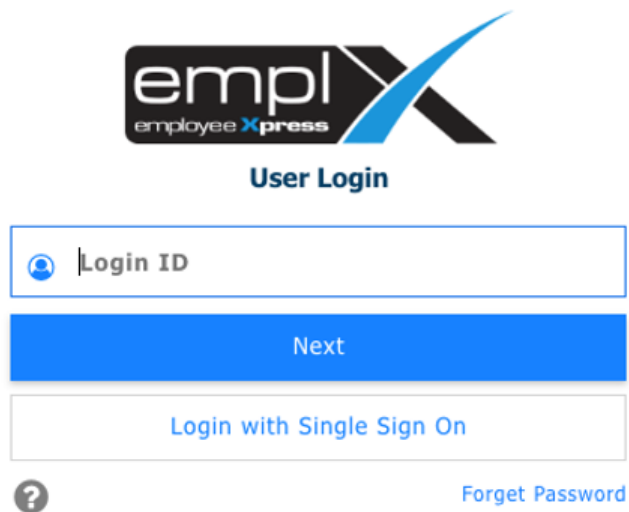
To elevate user experience, we've introduced an interactive button for "Login with SSO," while maintaining the existing functionality of the SSO login process.

Before:



The 'Before' login screen features the 'emplX employee Xpress' logo at the top, followed by the text 'User Login'. Below this is a text input field with a user icon and the placeholder text 'Login ID'. A large blue 'Next' button is positioned directly below the input field. Further down, there is a red rectangular button labeled 'Login with SSO' and a blue link labeled 'Forget Password' to its right. A small circular help icon with a question mark is located to the left of the 'Login with SSO' button.

After:



The 'After' login screen maintains the 'emplX employee Xpress' logo and 'User Login' text. The 'Login ID' input field and the blue 'Next' button remain in their original positions. However, the 'Login with SSO' button has been replaced by a white button with a blue border and blue text labeled 'Login with Single Sign On'. The 'Forget Password' link and the circular help icon with a question mark are still present in their respective positions.