

2025 Year End User Guide | Solution Pro

1. Initialize New Year for Pro Leave



2. Initialize New Year for Pro Timesheet

**TIMES
SOFTWARE**

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1

Initialize New Year for Pro Leave

Initialize New Year Procedures | Pro Leave

- You should only initialize the New Year for the Pro Leave module after completing the New Year initialization for Pro Payroll.
- If this step is not completed, employee leave entitlements for 2026 will not be created, and any unused annual leave from 2025 will not be carried over to 2026.

If your company does not use the Leave module, ignore this process.

Initialize New Year Procedures | Pro Leave

Financial Year Leave Initialization Guidelines

- If your company uses the Financial Year method (instead of Calendar Days) for leave calculations, please follow the steps below.

Example Scenario

- Leave Period: The company's leave year follows the financial year, from April 2025 to March 2026.
- Initialization Process: The Initialize New Year process must be completed twice. First in period 202512, and again in period 202603.

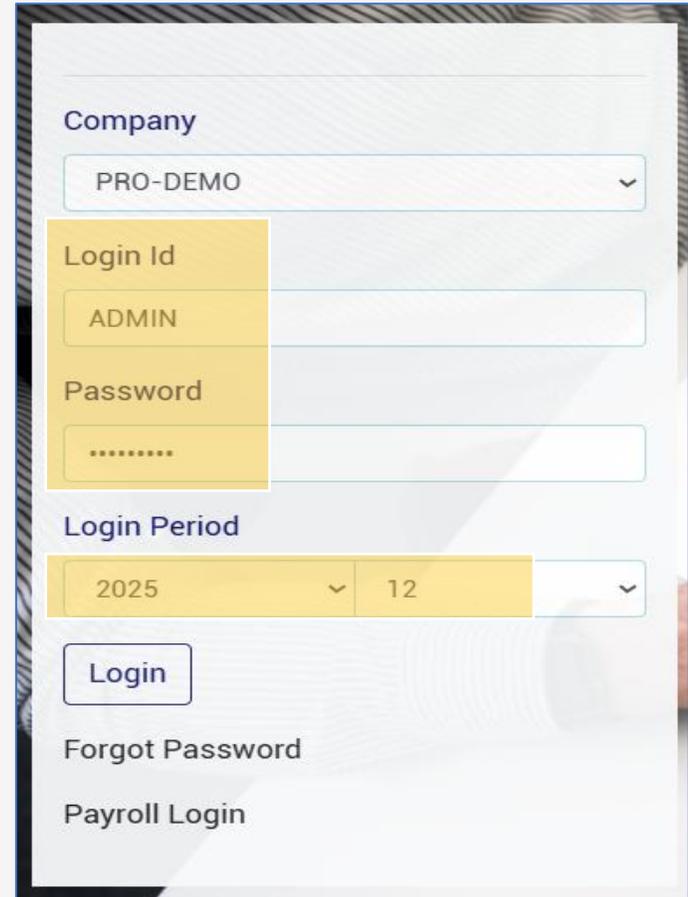
Important Note Before Initialize New Year for Leave

- For customers using the Leave module, please ensure that all pending annual leave requests are approved before running the Initialize New Year process.
- Any leave requests that remain pending will not be deducted from the employee's annual leave balance.
- If you previously ran the Initialize New Year process in 2025, it is strongly recommended that you run the process again in January 2026 after approving all outstanding 2025 leave records.
- This ensures that the system recalculates carry-forward leave balances accurately.

Initialize New Year

Initialize New Year Procedures | Pro Leave

- 1 Open the URL for Solution Pro.
- 2 Log in to the database where you want to perform the Initialize New Year for Leave.
- 3 Log in as '**ADMIN**' or **any login ID** with permission access to the initialize function.
The login ID used for Initialize New Year should have access to all employees
- 4 Choose the period for '**202512**'.



The screenshot shows a login interface with the following elements:

- Company:** A dropdown menu with 'PRO-DEMO' selected.
- Login Id:** A text input field containing 'ADMIN'.
- Password:** A text input field with masked characters '.....'.
- Login Period:** Two dropdown menus, the first showing '2025' and the second showing '12'.
- Login:** A button to submit the login information.
- Forgot Password:** A link to recover a password.
- Payroll Login:** A link for payroll-related login.

Initialize New Year Procedures | Pro Leave

5 Navigate to 'Leave → Enterprise → **Initialize New Year**'.

The screenshot displays the Times Software HRIS interface. At the top, the 'LEAVE' menu is expanded, showing sub-menus for HR, ADMINISTRATOR, and ENTERPRISE. The 'ENTERPRISE' sub-menu is further expanded, and the 'Initialise New Year' option is highlighted in blue. A red arrow points to this option. The left sidebar shows a 'Confirmed' status with a count of 1 and a 'Leave' section with 'No data'.

HR	ADMINISTRATOR	ENTERPRISE
<ul style="list-style-type: none">Apply LeaveApprove LeaveView LeaveView EntitlementCalendarYearly CalendarReportLeave Adjustment	<ul style="list-style-type: none">Leave Code SetupApproval SetupCode SetupCc Group SetupPolicy SetupPolicyPublic Holiday SetupParam SetupMail LogImportLieu Check	<ul style="list-style-type: none">Leave SettingAllocation SetupProrate SettingProrate DetailsWork Day SetupLeave CalculationInitialise New YearBf Cut OffBatch UpdateCut Off Setup

Initialize New Year Procedures | Pro Leave

6 Ensure that the Initialize Year is shown as **'2026'**.

The screenshot shows the 'Initialise New Year' configuration page. The 'Year' dropdown menu is highlighted with a red box and contains the value '2026'. Other settings include Method: All (balance leave), Leave Type: All, Option: By selection, Department: All, and Employee: All. There is a 'Copy' button and a 'By Query' text input field.

Year	2026	Method	All (balance leave)
Leave Type	All	Option	By selection
Department	All	Employee	All
By Query			
Leave Setting	Copy	Start Date	End Date

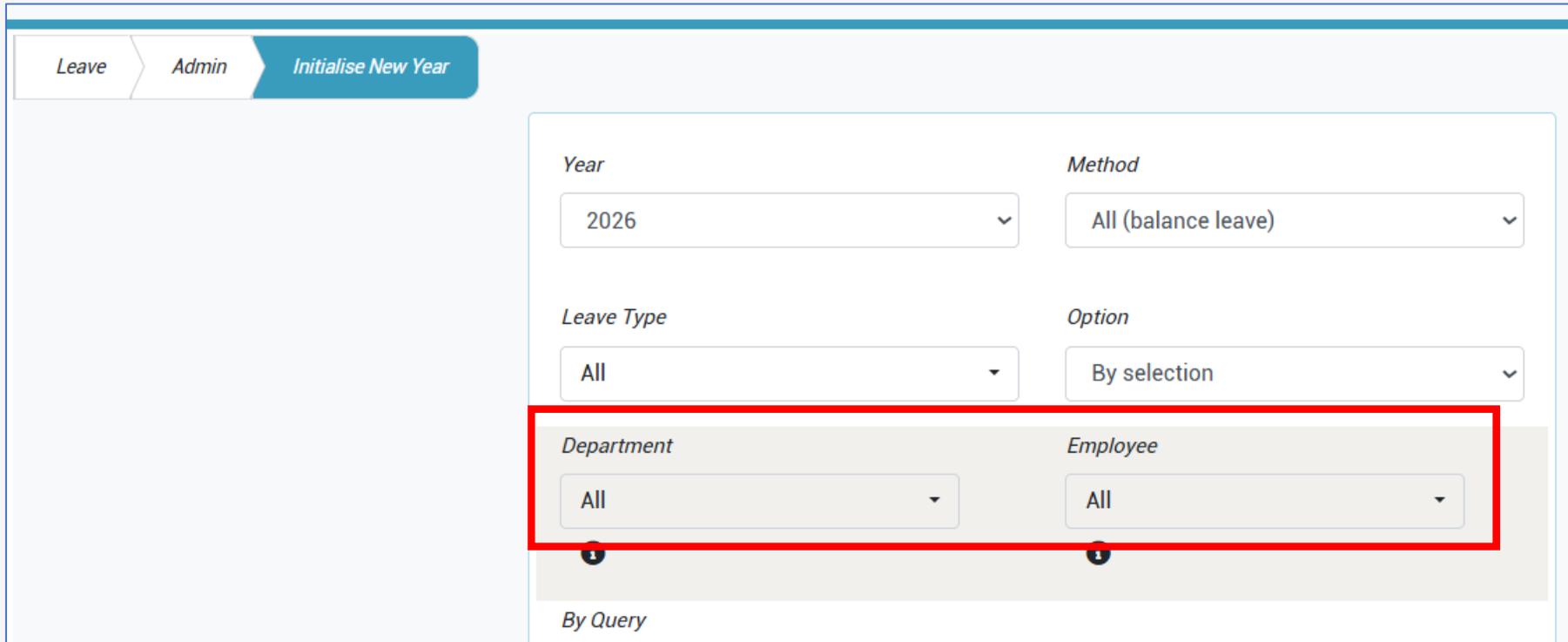
Initialize New Year Procedures | Pro Leave

- 7 • Choose the '**Carry forward leave methods**' according to your company's policy.
- If you allow employees to apply for leave in 2026 before closing 2025, it is recommended to use the "**None**" method. This helps avoid issues if an employee applies for leave in 2025 after the carry-forward process.

The screenshot shows the 'Initialise New Year' configuration interface. It includes a breadcrumb trail: Leave > Admin > Initialise New Year. The main configuration area contains several dropdown menus: 'Year' (set to 2026), 'Leave Type' (set to All), 'Department' (set to All), and 'By Query'. The 'Method' dropdown menu is open, displaying a list of options: 'All (balance leave)', 'All (balance leave)', 'One year (without B/F)', 'Maximum days C/F (manual)', 'Maximum days C/F (allocation)', 'None', and 'Maximum days C/F (by percentage)'. The 'None' option is highlighted in blue, indicating it is the selected method.

Initialize New Year Procedures | Pro Leave

- 8 For the '**Department**' and '**Employee**' options, keep the setting as '**ALL**' unless you intend to initialize for a specific department or employee.



The screenshot displays the 'Initialise New Year' configuration interface. It features a breadcrumb trail at the top: 'Leave' > 'Admin' > 'Initialise New Year'. The main configuration area contains several dropdown menus:

- Year:** 2026
- Method:** All (balance leave)
- Leave Type:** All
- Option:** By selection
- Department:** All
- Employee:** All

The 'Department' and 'Employee' dropdowns are highlighted with a red rectangular box. Below these dropdowns, there are small circular icons with the number '1' inside. At the bottom of the configuration area, there is a 'By Query' option.

Initialize New Year Procedures | Pro Leave

9

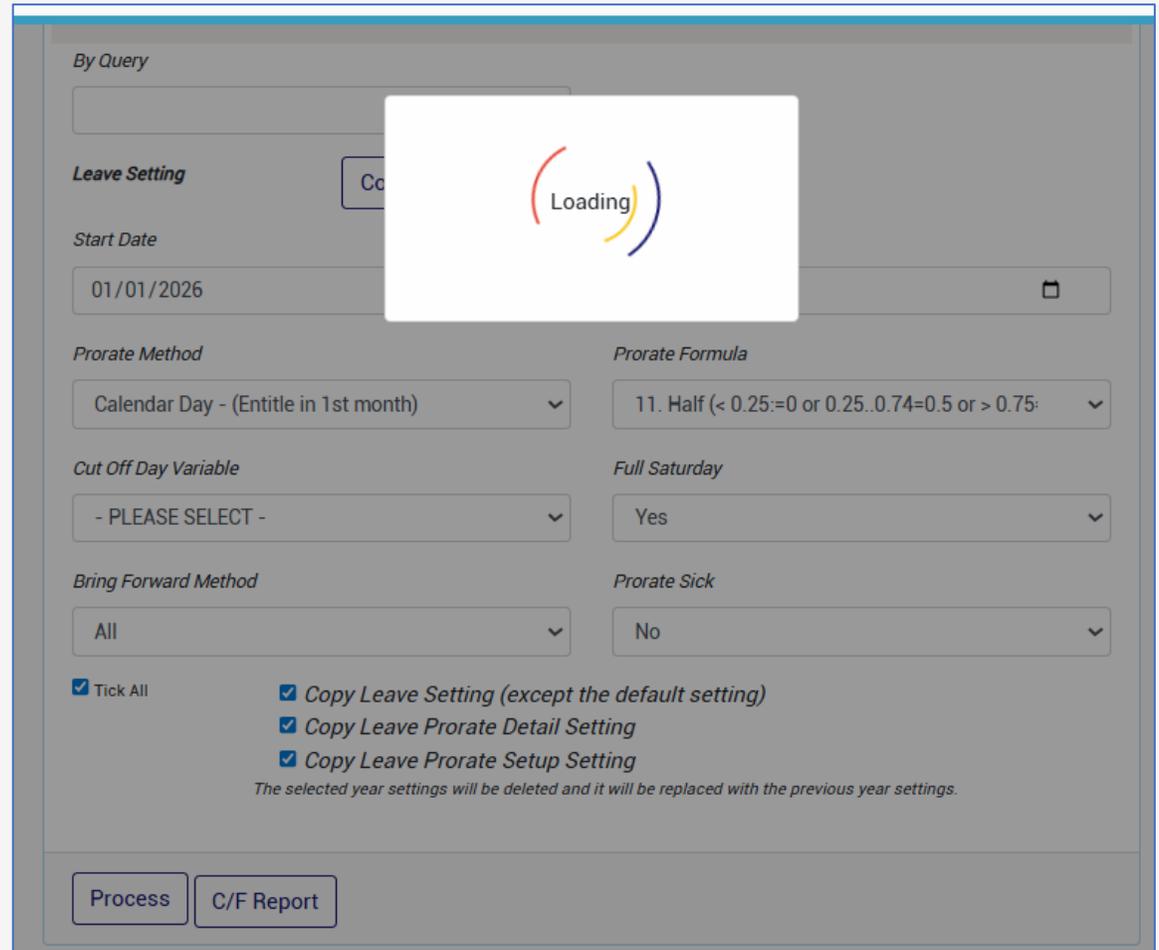
- Select the **Tick All** checkbox **only** during the first initialization.
- Click “**Copy**” to duplicate the Leave Settings from 2025 to 2026.
- Click “**Process**” to start the leave initialization.

The screenshot shows a configuration form for Pro Leave. At the top, there is a 'By Query' field. Below it is a 'Leave Setting' section with a 'Copy' button highlighted by a red box. The form includes several input fields and dropdown menus: 'Start Date' (01/01/2026), 'End Date' (31/12/2026), 'Prorate Method' (Calendar Day - (Entitle in 1st month)), 'Prorate Formula' (11. Half (< 0.25:=0 or 0.25..0.74=0.5 or > 0.75:)), 'Cut Off Day Variable' (- PLEASE SELECT -), 'Full Saturday' (Yes), 'Bring Forward Method' (All), and 'Prorate Sick' (No). At the bottom, there is a 'Tick All' checkbox, which is checked and highlighted by a red box. Below it are three more checked checkboxes: 'Copy Leave Setting (except the default setting)', 'Copy Leave Prorate Detail Setting', and 'Copy Leave Prorate Setup Setting'. A note below these checkboxes states: 'The selected year settings will be deleted and it will be replaced with the previous year settings.' At the very bottom, there are two buttons: 'Process' and 'C/F Report', with the 'Process' button highlighted by a red box.

Initialize New Year Procedures | Pro Leave

10 Initialization of the new year is in progress.

Note that the processing time may vary depending on the size of your database. Please DO NOT close the browser or navigate to another page.

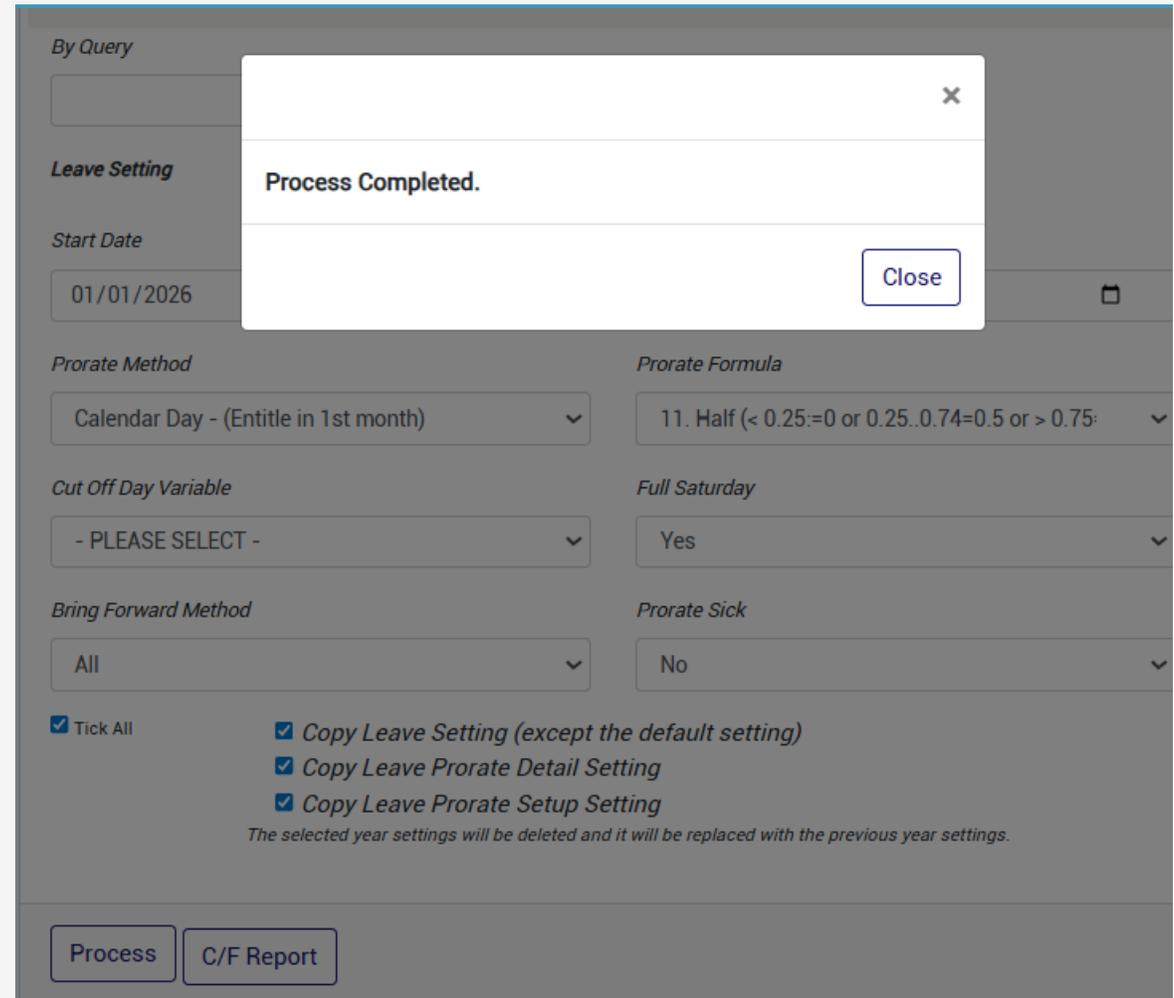


The screenshot shows a web application interface for initializing new year procedures. A white loading overlay with a circular progress indicator and the word "Loading" is centered on the screen. The background interface includes the following elements:

- By Query:** A text input field.
- Leave Setting:** A button labeled "Copy".
- Start Date:** A date picker set to "01/01/2026".
- Prorate Method:** A dropdown menu set to "Calendar Day - (Entitle in 1st month)".
- Prorate Formula:** A dropdown menu set to "11. Half (< 0.25:=0 or 0.25..0.74=0.5 or > 0.75:").
- Cut Off Day Variable:** A dropdown menu set to "- PLEASE SELECT -".
- Full Saturday:** A dropdown menu set to "Yes".
- Bring Forward Method:** A dropdown menu set to "All".
- Prorate Sick:** A dropdown menu set to "No".
- Checkboxes:** A "Tick All" checkbox is checked. Below it are three checked checkboxes: "Copy Leave Setting (except the default setting)", "Copy Leave Prorate Detail Setting", and "Copy Leave Prorate Setup Setting".
- Disclaimer:** A note stating "The selected year settings will be deleted and it will be replaced with the previous year settings."
- Buttons:** "Process" and "C/F Report" buttons are located at the bottom.

Initialize New Year Procedures | Pro Leave

- 11 After completing the process, a message will appear.



The screenshot displays the 'Pro Leave' configuration interface. A white modal box with a close button (X) is centered on the screen, displaying the message 'Process Completed.' and a 'Close' button. The background interface is dimmed and includes the following sections:

- By Query**: An empty text input field.
- Leave Setting**: A section header.
- Start Date**: A date picker showing '01/01/2026'.
- Prorate Method**: A dropdown menu set to 'Calendar Day - (Entitle in 1st month)'.
- Prorate Formula**: A dropdown menu set to '11. Half (< 0.25:=0 or 0.25..0.74=0.5 or > 0.75:'.
- Cut Off Day Variable**: A dropdown menu set to '- PLEASE SELECT -'.
- Full Saturday**: A dropdown menu set to 'Yes'.
- Bring Forward Method**: A dropdown menu set to 'All'.
- Prorate Sick**: A dropdown menu set to 'No'.
- Checkboxes**:
 - Tick All
 - Copy Leave Setting (except the default setting)
 - Copy Leave Prorate Detail Setting
 - Copy Leave Prorate Setup Setting
- Footer**: A note stating 'The selected year settings will be deleted and it will be replaced with the previous year settings.' and two buttons: 'Process' and 'C/F Report'.

Leave Calculation

Initialize New Year Procedures | Leave Calculation

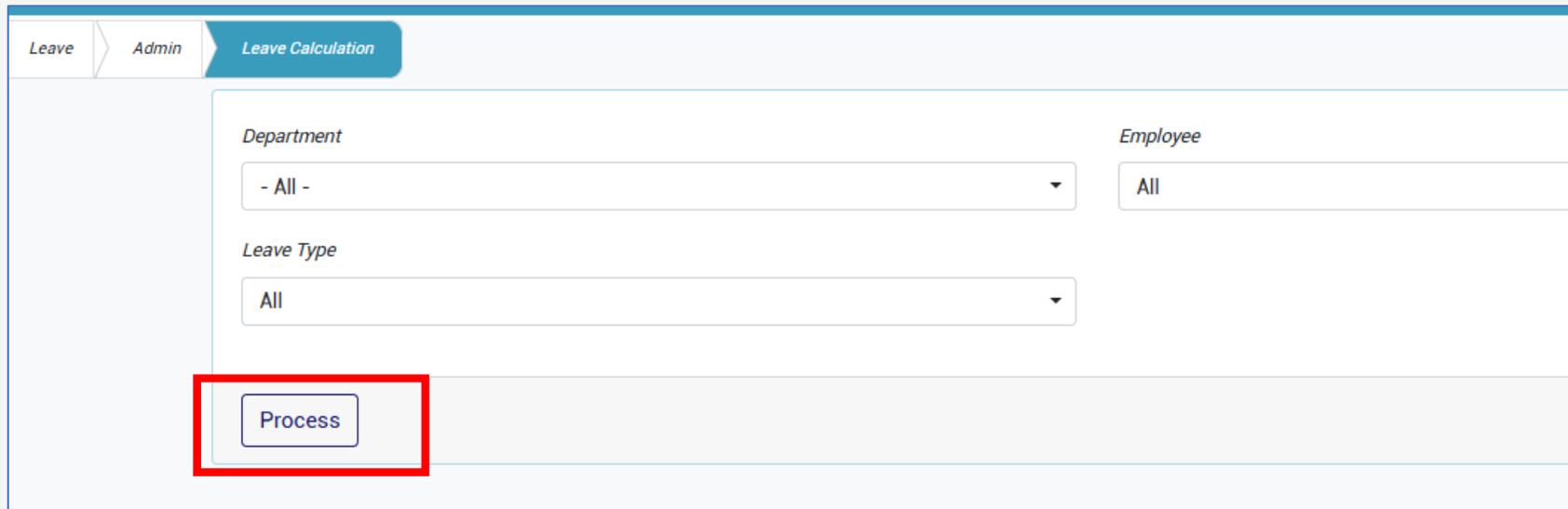
- After completing the leave initialization, it is essential to run the '**Leave Calculation**' process.
- Navigate to 'Leave → Enterprise → **Leave Calculation**'. **Note: Login year must be 2026.**

The screenshot displays the Times Software HRIS interface. At the top, the navigation menu includes: PAYROLL ▾, HRIS ▾, LEAVE ▾, PAYSリップ ▾, CLAIM ▾, TIMESHEET ▾, EEA ▾, and DOCUMENT ▾. The 'LEAVE' menu is expanded, showing three columns of options: HR, ADMINISTRATOR, and ENTERPRISE. The 'ENTERPRISE' column is highlighted, and the 'Leave Calculation' option is selected, indicated by a red arrow pointing to it. The interface also shows a sidebar with radio buttons for 'Default', 'This Month', and 'Today', and contact information for Timesoft Support.

HR	ADMINISTRATOR	ENTERPRISE
➤ Apply Leave	➤ Leave Code Setup	➤ Leave Setting
➤ Approve Leave	➤ Approval Setup	➤ Allocation Setup
➤ View Leave	➤ Code Setup	➤ Prorate Setting
➤ View Entitlement	➤ Cc Group Setup	➤ Prorate Details
➤ Calendar	➤ Policy Setup	➤ Work Day Setup
➤ Yearly Calendar	➤ Policy	➤ Leave Calculation
➤ Report	➤ Public Holiday Setup	➤ Initialise New Year
➤ Leave Adjustment	➤ Param Setup	➤ Bf Cut Off
	➤ Mail Log	➤ Batch Update
	➤ Import	➤ Cut Off Setup
	➤ Lieu Check	

Initialize New Year Procedures | Leave Calculation

- Keep the settings as '**ALL**' for Department, Employee, and Leave.
- Next, click '**Process**' to start the leave calculation process.

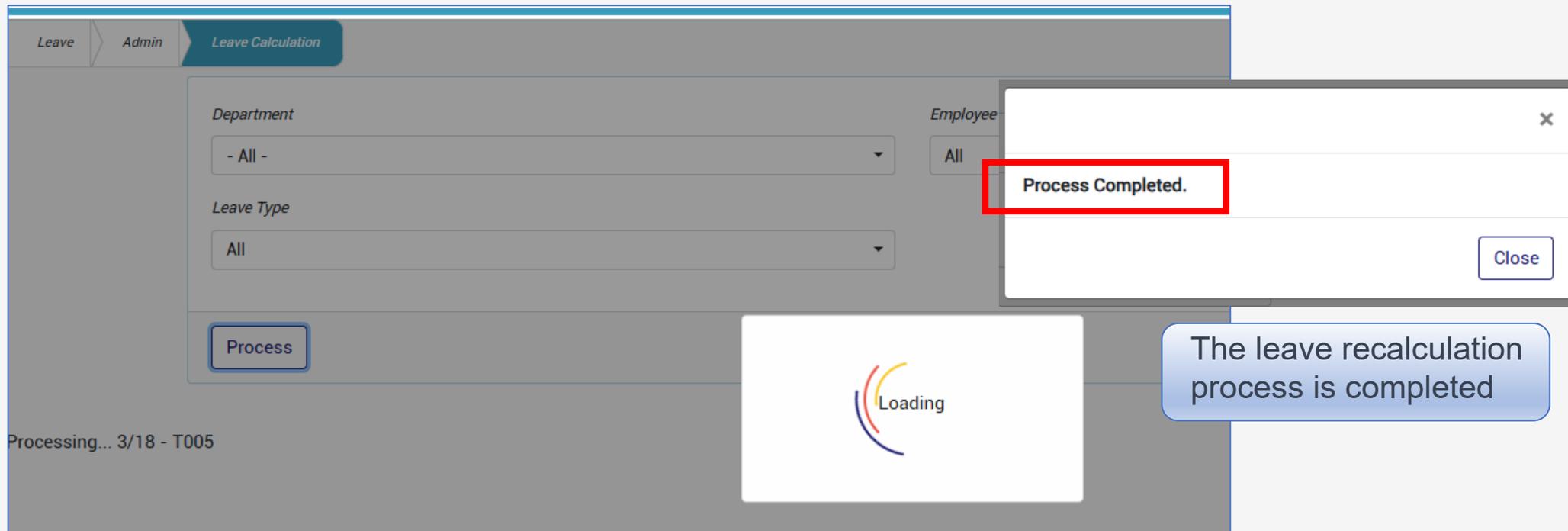


The screenshot displays the 'Leave Calculation' interface. At the top, there are navigation tabs for 'Leave' and 'Admin', with 'Leave Calculation' being the active tab. Below the navigation, there are three filter fields: 'Department' with a dropdown menu showing '- All -', 'Employee' with a dropdown menu showing 'All', and 'Leave Type' with a dropdown menu showing 'All'. At the bottom of the form, there is a 'Process' button, which is highlighted with a red rectangular box.

Initialize New Year Procedures | Leave Calculation

Please note that the processing time may vary depending on the size of your database.
DO NOT close the browser or navigate to another page during the processing.

You can proceed to '**Leave Entitlement**' to check the data after the process is completed

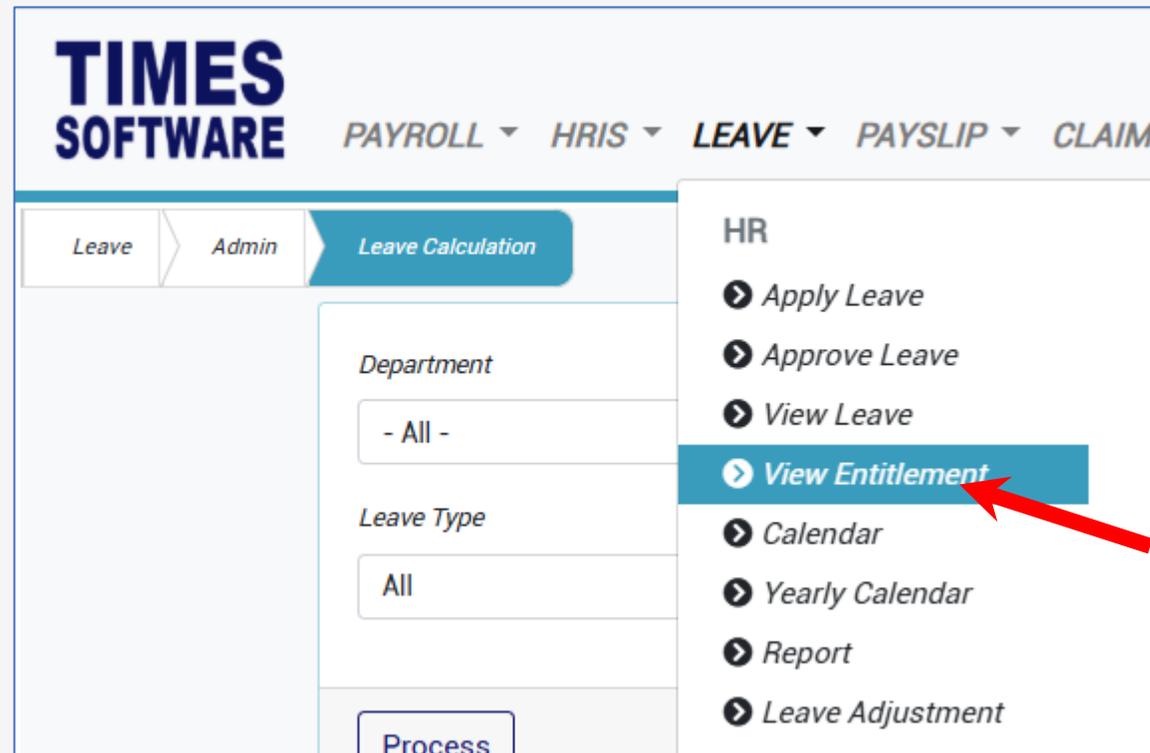


The screenshot displays the 'Leave Calculation' interface. At the top, there are navigation tabs for 'Leave', 'Admin', and 'Leave Calculation'. Below the tabs, there are two dropdown menus: 'Department' set to '- All -' and 'Leave Type' set to 'All'. To the right, there is an 'Employee' dropdown set to 'All'. A 'Process' button is located below the dropdowns. A 'Processing...' status bar at the bottom left shows '3/18 - T005'. A central 'Loading' indicator is visible. A 'Process Completed.' notification box is overlaid on the right side, with a 'Close' button. A blue callout box on the right contains the text 'The leave recalculation process is completed'.

Initialize New Year Procedures | Leave Entitlement

To confirm the completion of the 'Initialize Leave' process:

Navigate to 'Leave → HR → **View Entitlement**'.



Initialize New Year Procedures | Leave Entitlement

Example: Leave entitlement of the 'ANNU' leave code.

Employee: AH LEE [LEAVE] [Z2]

Leave Type:

- ANNUAL LEAVE
- COMPASSIONATE LEAVE
- EARN LEAVE
- Emergency LEAVE
- HOSPITALISATION
- MEDICAL LEAVE
- NO-PAY LEAVE
- OFF IN LIEU LEAVE
- PATERNITY LEAVE
- REPLACEMENT LEAVE (UTILIZE)

Description	Entitle	BF	Adjust	Forfeit	Total	Taken	Balance
Jan/2026	12.00	7.50	0.00	0.00	19.50	0.00	19.50
Feb/2026	12.00	7.50	0.00	0.00	19.50	0.00	19.50
Mar/2026	12.00	7.50	0.00	0.00	19.50	0.00	19.50
Apr/2026	12.00	7.50	0.00	0.00	19.50	0.00	19.50
May/2026	12.00	7.50	0.00	0.00	19.50	0.00	19.50
Jun/2026	12.00	7.50	0.00	0.00	19.50	0.00	19.50
Jul/2026	12.00	7.50	0.00	0.00	19.50	0.00	19.50
Aug/2026	12.00	7.50	0.00	0.00	19.50	0.00	19.50
Sep/2026	12.00	7.50	0.00	0.00	19.50	0.00	19.50
Oct/2026	12.00	7.50	0.00	0.00	19.50	0.00	19.50
Nov/2026	12.00	7.50	0.00	0.00	19.50	0.00	19.50
Dec/2026	12.00	7.50	0.00	0.00	19.50	0.00	19.50

Balance: 19.50 (Dec/2026)

0.00 (Dec/2026)

0.00 (Dec/2026)

0.00 (Dec/2026)

0.00 (Dec/2026)

0.00 (Dec/2026)

14.00 (Dec/2026)

0.00 (Dec/2026)

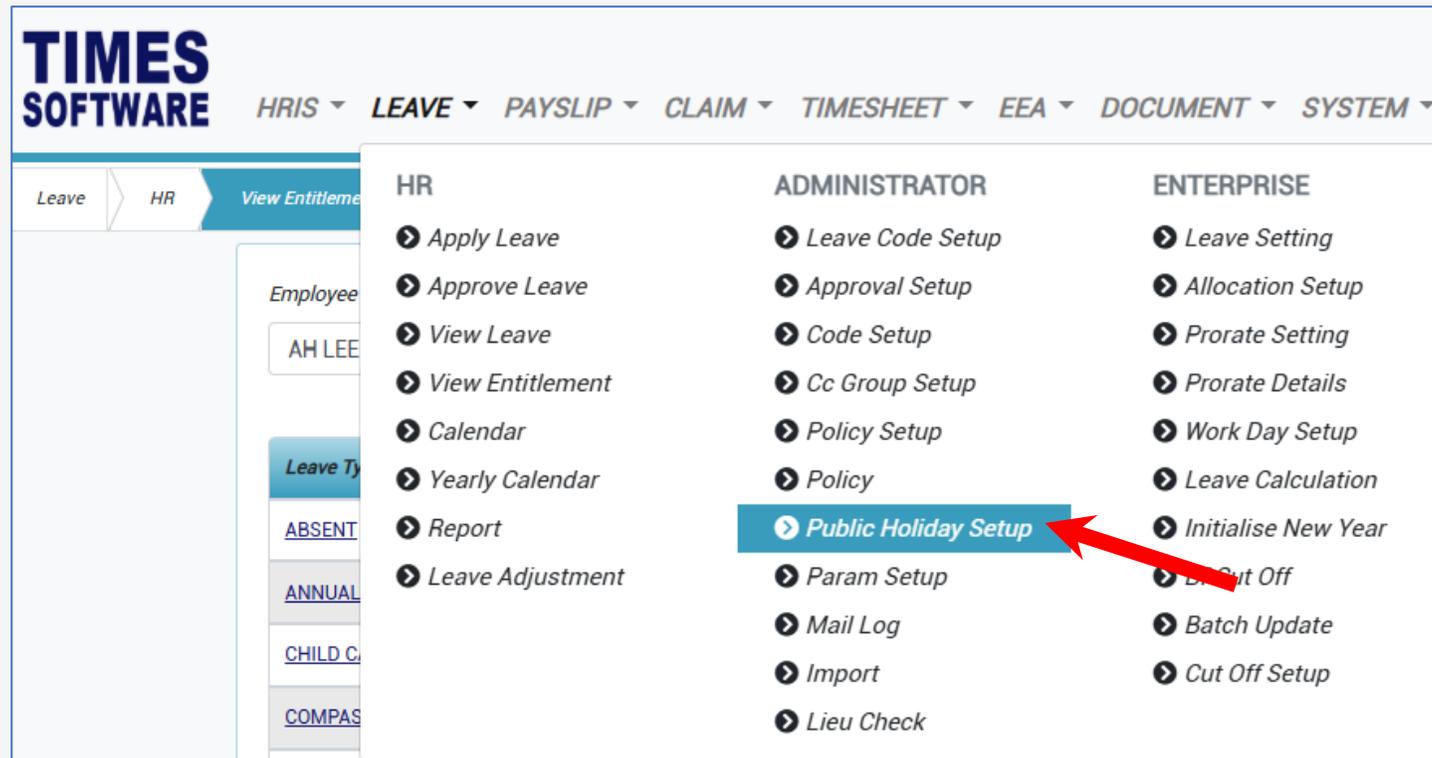
0.00 (Dec/2026)

0.00 (Dec/2026)

Public Holidays Setup

Initialize New Year Procedures | Public Holidays Setup

- The system adds **2026** public holidays for KL/National only.
- If you have other '**Public Holiday**' types, you will need to set them up manually.
- Navigate to 'Leave → Administrator → **Public Holiday Setup**'.



Initialize New Year Procedures | Public Holidays Setup

- 1 Choose the 'Year' as '2026'.
- 2 You can use the 'Copy' function to duplicate the public holidays from one to another.

Source:

Choose the code to **copy from**.

Blank "State" refers to the KL/National public holidays added by the system.

Target:

Choose the code to **copy to**.

After duplicating, you can make any necessary amendments.

	Name	Date	State
+ [edit] [delete]	New Year	01/01/2026	
[edit] [delete]	Thaipusam/FT Day	01/02/2026	
[edit] [delete]	Thaipusam Repl	02/02/2026	
[edit] [delete]	FT Day Repl	03/02/2026	
[edit] [delete]		17/02/2026	
[edit] [delete]		18/02/2026	
[edit] [delete]		07/03/2026	
[edit] [delete]		21/03/2026	

Public holidays without an assigned 'Holiday Table' code are the default list added by the system

Initialize New Year Procedures | Public Holidays Setup

To check if an employee is assigned a **Holiday Table** code:

Navigate to 'Payroll → EMS → Employee → **Leave/Benefit**' tab.

The screenshot shows the 'Leave / Benefit' tab selected in the top navigation bar. The 'Employee ID / Name' field contains 'A0001 [AHMAD BIN YUSUF]'. Below this, there are radio buttons for 'LEAVE SCHEME' (selected) and 'BENEFIT SCHEME'. The 'Leave Scheme' section contains several fields: 'Action Code' (New/Rejoin [N]), 'Leave Scheme' (EXECUTIVE SCHEME [EXE]), 'Effective Date' (01/01/2018), 'Shift Worker' (NO), and 'Previous Leave Scheme'. The 'Holiday Table' dropdown menu is set to 'MALAYSIA [MSIA]'. At the bottom, a table displays the following data:

ACTION CODE	LEAVE SCHEME	PREVIOUS
N	EXE	

Carry Forward Leave Methods

Initialize New Year Procedures | Carry forward leave methods

The following Carry Forward Leave Methods are available in the system.

The screenshot shows a web interface for initializing new year procedures. It features a breadcrumb trail: 'Leave' > 'Admin' > 'Initialise New Year'. The main form contains three dropdown menus: 'Year' (set to 2026), 'Leave Type' (set to All), and 'Department' (set to All). A 'Method' dropdown menu is open, displaying a list of options: 'All (balance leave)', 'All (balance leave)', 'One year (without B/F)', 'Maximum days C/F (manual)', 'Maximum days C/F (allocation)', 'None', and 'Maximum days C/F (by percentage)'. The first two 'All (balance leave)' options are highlighted, with the second one being the most prominent.

Initialize New Year Procedures | Carry forward leave methods

1. All (balance leave)

- This option carries forward ALL annual leave balances to the following year, ensuring that employees retain their unutilized leave from the previous year.

Current Year	Full: 13	B/F: 3	Adjust: 0	Forfeit: 0	Entitle: 13	Total: 16	Taken: 2	Balance: 14
Following Year	Full: 14	B/F: 14	Adjust: 0	Forfeit: 0	Entitle: 1	Total: 15	Taken: 0	Balance: 15

Initialize New Year Procedures | Carry forward leave methods

2. One year (without B/F)

- Only the unutilized Earned Leave from the current year is carried forward.
- Any leave left from the previous year (2024) is forfeited.
- If the 2024 B/F is equal to or greater than the leave taken in 2025, the carry forward to 2026 will match the 2025 leave entitlement.

Example:

2024 B/F: 3 days

2025 YTD Taken: 2 days

2025 YTD Entitlement: 13 days

Carry forward to 2026: 13 days

Current Year	Full: 13	B/F: 3	Adjust: 0	Forfeit: 0	Entitle: 13	Total: 16	Taken: 2	Balance: 14
Following Year	Full: 14	B/F: 13	Adjust: 0	Forfeit: 0	Entitle: 1	Total: 14	Taken: 0	Balance: 14

Initialize New Year Procedures | Carry forward leave methods

3. Maximum days C/F (manual)

- This option carries forward leave based on the user-defined number of days or the actual annual leave balance, whichever is lower.

Leave Admin Initialise New Year

Year: 2026 Method: Maximum days C/F (manual)

Maximum carry forward: 6

Scenario #1	Scenario #2
Annual Leave Balance = 6 days	Annual Leave Balance = 4 days
Max Carry Forward = 6 days	Max Carry Forward = 6 days
B/F in the following year = 6 days	B/F in the following year = 4 days

Expected results based on the above setting.

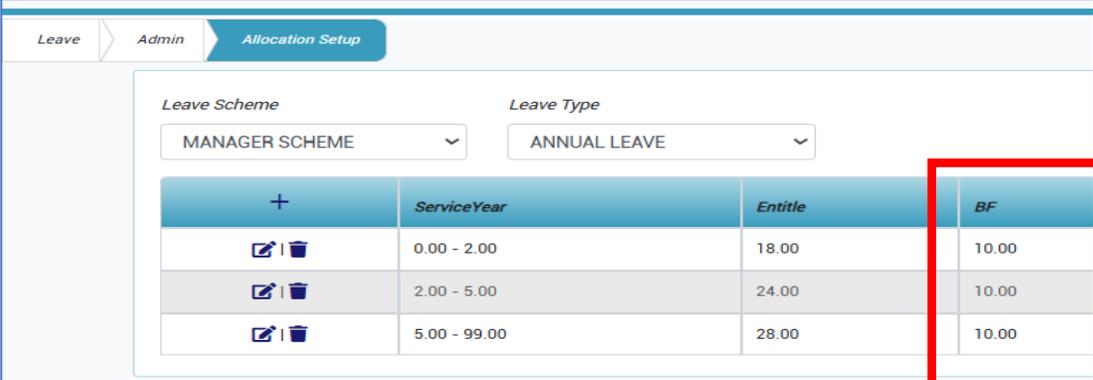
The system carries forward **6 days** to 2026, despite the 2025 balance being 14 days.

Current Year	Full: 13	B/F: 3	Adjust: 0	Forfeit: 0	Entitle: 13	Total: 16	Taken: 2	Balance: 14
Following Year	Full: 14	B/F: 6	Adjust: 0	Forfeit: 0	Entitle: 1	Total: 7	Taken: 0	Balance: 7

Initialize New Year Procedures | Carry forward leave methods

4. Maximum days C/F (allocation)

- This option carries forward leave based on a pre-defined value (days) specified in the Leave → Enterprise → Allocation Setup → **BF** column.



	ServiceYear	Entitle	BF
+	0.00 - 2.00	18.00	10.00
+	2.00 - 5.00	24.00	10.00
+	5.00 - 99.00	28.00	10.00

Expected results based on the above setting.

The system carries forward **10 days** to 2026, despite the 2025 balance being 14 days.



Current Year	Full: 13	B/F: 3	Adjust: 0	Forfeit: 0	Entitle: 13	Total: 16	Taken: 2	Balance: 14
Following Year	Full: 14	B/F: 10	Adjust: 0	Forfeit: 0	Entitle: 1	Total: 11	Taken: 0	Balance: 11

Initialize New Year Procedures | Carry forward leave methods

5. Maximum days C/F (by percentage)

- This option carries forward leave based on a pre-defined value (%) specified in the 'Leave → Enterprise → Allocation Setup → **BF**' column.

The value setup in the "BF" column relates to a percentage.

	Service Year	Entitle	BF
	0.00 - 2.00	18.00	10.00
	2.00 - 5.00	24.00	10.00
	5.00 - 99.00	28.00	10.00

Expected results based on the above setting.

The system carries forward **1.3 days** to 2026, despite the 2025 balance being 14 days.

Current Year	Full: 13	B/F: 3	Adjust: 0	Forfeit: 0	Entitle: 13	Total: 16	Taken: 2	Balance: 14
Following Year	Full: 14	B/F: 1.3	Adjust: 0	Forfeit: 0	Entitle: 1	Total: 2.3	Taken: 0	Balance: 2.3

Initialize New Year Procedures | Carry forward leave methods

6. None

- Any unused annual leave from the current year will not be carried forward to the next year. It will be forfeited.
- The B/F in the following year's leave record will display '0', indicating no unused leave has been carried forward.

Current Year	Full: 13	B/F: 3	Adjust: 0	Forfeit: 0	Entitle: 13	Total: 16	Taken: 2	Balance: 14
Following Year	Full: 14	B/F: 0	Adjust: 0	Forfeit: 0	Entitle: 1	Total: 1	Taken: 0	Balance: 1



2

Initialize New Year for TIMES Timesheet

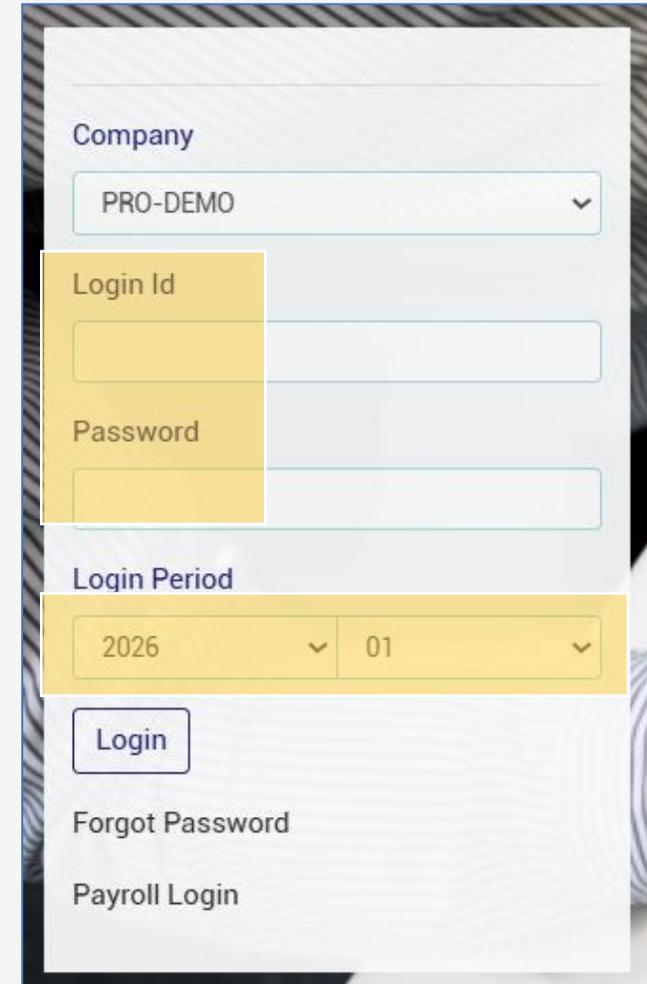
Initialize New Year Procedures | TIMES Timesheet

- You should only initialize the New Year for the TIMES Timesheet module after completing the New Year initialization for ePAYROLL.
- Failure to complete this step will prevent the creation of employees' shift schedules for 2026.

If your company does not use the Timesheet module, ignore this process.

Initialize New Year Procedures | TIMES Timesheet

- 1 Open the URL for Timesolution.
- 2 Log in to the database where you want to perform the Initialize New Year for Timesheet.
- 3 Log in as '**ADMIN**' or **any login ID** with permission access to the initialize function.
The login ID used for Initialize New Year must have access to all employees
- 4 Choose the period for '**202601**'.



The screenshot shows a login interface with the following elements:

- Company:** A dropdown menu currently displaying 'PRO-DEMO'.
- Login Id:** A text input field.
- Password:** A password input field.
- Login Period:** Two dropdown menus, the first showing '2026' and the second showing '01'.
- Login:** A button to submit the login information.
- Forgot Password:** A link for password recovery.
- Payroll Login:** A link for payroll-related login.

Initialize New Year Procedures | TIMES Timesheet

5 Navigate to 'Timesheet → Administrator → **Shift Schedule**'.

The screenshot displays the TIMES SOFTWARE interface. At the top, the navigation menu includes HRIS, LEAVE, PAYSLIP, CLAIM, **TIMESHEET**, EEA, DOCUMENT, and SYSTEM. The user is logged in as ADMIN. The main dashboard shows 'Confirmed' (1) and 'New Hired' (0) statistics. A dropdown menu is open under the 'TIMESHEET' menu item, showing two columns of options: 'HR' and 'ADMINISTRATOR'. The 'Shift Schedule' option under the 'ADMINISTRATOR' column is highlighted in blue and pointed to by a red arrow.

HR	ADMINISTRATOR
Time Sheet	Work Group Setup
Report	Shift Setup
View OT Requisition	Shift Pattern
Approve OT Requisition	Shift Schedule
Time Log	Individual Calendar
Import Timing	Approval Setup
Batch Approve	Period Setup

Initialize New Year Procedures | TIMES Timesheet

- 6 Ensure **Start Date and End Date** is **01/01/2026** and **31/12/2026** respectively.
Select to tick for all employees. Next, click **“Process”** to start the Timesheet initialization.

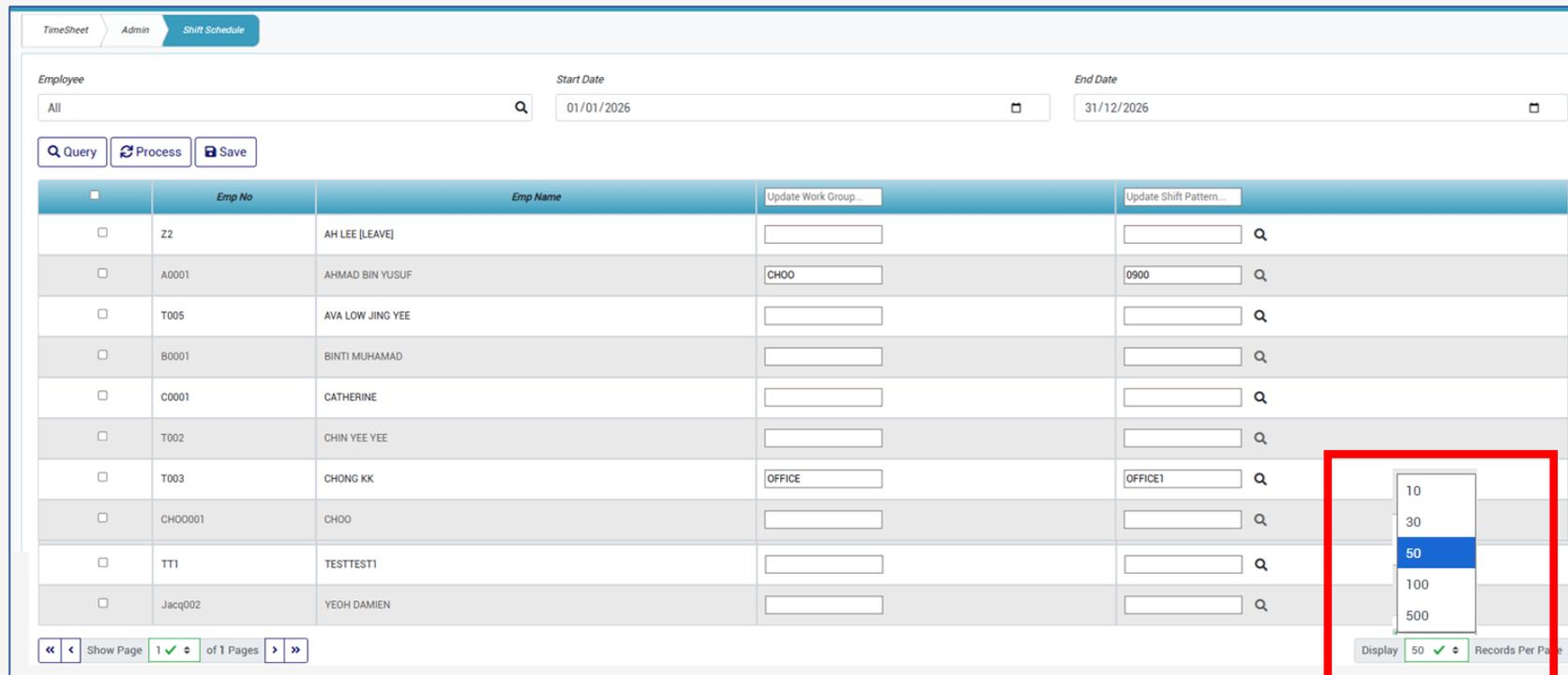
The screenshot displays the 'Shift Schedule' section of the TIMES Timesheet application. At the top, there are navigation tabs for 'TimeSheet', 'Admin', and 'Shift Schedule'. Below these, there are filters for 'Employee' (set to 'All') and date ranges for 'Start Date' (01/01/2026) and 'End Date' (31/12/2026). A 'Process' button is highlighted with a red box. Below the filters is a table with columns for 'Emp No', 'Emp Name', 'Update Work Group...', and 'Update Shift Pattern...'. The first checkbox in the table is highlighted with a red box. The table contains several rows of employee data, including AH LEE (LEAVE), AHMAD BIN YUSUF, AVA LOW JING YEE, BINTI MUHAMAD, CATHERINE, CHIN YEE YEE, CHONG KK, CHOO, TESTTEST1, and YEOH DAMIEN. At the bottom, there are pagination controls showing 'Show Page 1 of 1 Pages' and 'Display 50 Records Per Page'.

<input type="checkbox"/>	Emp No	Emp Name	Update Work Group...	Update Shift Pattern...
<input type="checkbox"/>	Z2	AH LEE (LEAVE)		
<input type="checkbox"/>	A0001	AHMAD BIN YUSUF	CHOO	0900
<input type="checkbox"/>	T005	AVA LOW JING YEE		
<input type="checkbox"/>	B0001	BINTI MUHAMAD		
<input type="checkbox"/>	C0001	CATHERINE		
<input type="checkbox"/>	T002	CHIN YEE YEE		
<input type="checkbox"/>	T003	CHONG KK	OFFICE	OFFICE1
<input type="checkbox"/>	CH00001	CHOO		
<input type="checkbox"/>	TT1	TESTTEST1		
<input type="checkbox"/>	Jacq002	YEOH DAMIEN		

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Note:

If you have more than 20 employees, you may consider changing the display record to a higher number, e.g., 100.



The screenshot displays the 'Shift Schedule' section of the TIMES Timesheet Admin interface. It features a table with columns for 'Emp No', 'Emp Name', 'Update Work Group...', and 'Update Shift Pattern...'. The table lists several employees, including AH LEE (LEAVE), AHMAD BIN YUSUF, AVA LOW JING YEE, BINTI MUHAMAD, CATHERINE, CHIN YEE YEE, CHONG KK, CHOO, TESTTEST1, and YEOH DAMIEN. A dropdown menu is open in the bottom right corner, showing options for 'Records Per Page' with values 10, 30, 50, 100, and 500. The '50' option is currently selected. The interface also includes search filters for 'Employee', 'Start Date', and 'End Date', and buttons for 'Query', 'Process', and 'Save'.

Emp No	Emp Name	Update Work Group...	Update Shift Pattern...
Z2	AH LEE (LEAVE)		
A0001	AHMAD BIN YUSUF	CHOO	0900
T005	AVA LOW JING YEE		
B0001	BINTI MUHAMAD		
C0001	CATHERINE		
T002	CHIN YEE YEE		
T003	CHONG KK	OFFICE	OFFICE1
CHOO001	CHOO		
TT1	TESTTEST1		
Jacq002	YEOH DAMIEN		

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7 Processing in progress.

Note that processing times may vary, depending on the size of your data.
Do not close the browser or navigate to another page during the processing.

The screenshot displays the 'Shift Schedule' interface in the TIMES Timesheet system. The interface includes a navigation bar with 'TimeSheet', 'Admin', and 'Shift Schedule' tabs. Below the navigation bar, there are search and filter options for 'Employee' (set to 'All'), 'Start Date' (01/01/2026), and 'End Date' (31/12/2026). There are buttons for 'Query', 'Process', and 'Save'. A table lists employees with columns for 'Emp No', 'Emp Name', and 'Update Work Group...'. The table contains the following data:

<input checked="" type="checkbox"/>	Emp No	Emp Name	Update Work Group...
<input checked="" type="checkbox"/>	Z2	AH LEE [LEAVE]	
<input checked="" type="checkbox"/>	A0001	AHMAD BIN YUSUF	CHOO
<input checked="" type="checkbox"/>	T005	AVA LOW JING YEE	
<input checked="" type="checkbox"/>	B0001	BINTI MUHAMAD	
<input checked="" type="checkbox"/>	C0001	CATHERINE	
<input checked="" type="checkbox"/>	T002	CHIN YEE YEE	
<input checked="" type="checkbox"/>	T003	CHONG KK	OFFICE1
<input checked="" type="checkbox"/>	CH00001	CHOO	
<input checked="" type="checkbox"/>	Z1	CHRIS [PAYROLL]	

A 'Loading' dialog box is visible in the center of the screen, and a 'Process Completed.' dialog box is overlaid on the right side of the table. The 'Process Completed.' dialog box has a 'Close' button.

The shift scheduling initialization is completed

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If the list of employees spans more than 1 page, repeat the initialization shift scheduling on each page.

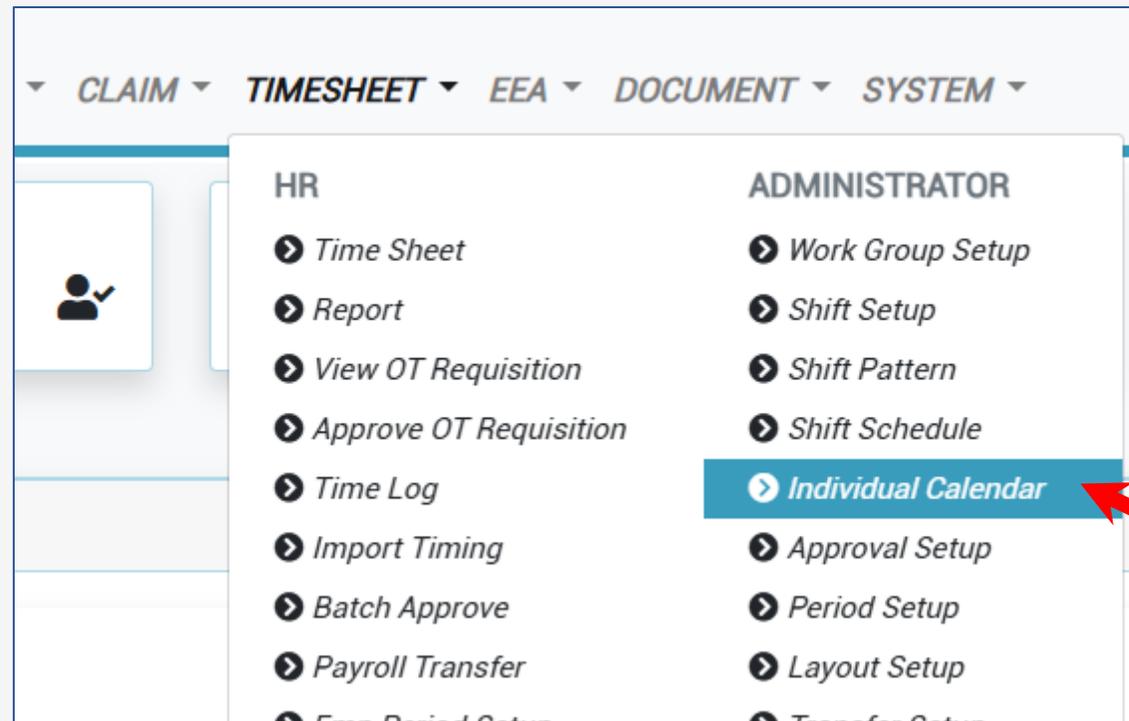
The screenshot displays the 'Employee' interface in the TIMES Timesheet application. At the top, there is a search bar with 'All' and a magnifying glass icon, and a date field set to '01/01/2026'. Below these are three buttons: 'Query', 'Process', and 'Save'. The main area is a table with columns for 'Emp No', 'Emp Name', and 'Update Work Group...'. The table contains 12 rows of employee data. At the bottom, the page navigation shows 'Show Page 1 of 2 Pages' with a dropdown menu currently set to '1'. A red arrow points from a blue callout box labeled 'Process for all pages' to the '1' in the page navigation dropdown.

<input type="checkbox"/>	Emp No	Emp Name	Update Work Group...
<input type="checkbox"/>	Z2	AH LEE [LEAVE]	
<input type="checkbox"/>	A0001	AHMAD BIN YUSUF	CHOO
<input type="checkbox"/>	T005	AVA LOW JING YEE	
<input type="checkbox"/>	B0001	BINTI MUHAMAD	
<input type="checkbox"/>	C0001	CATHERINE	
<input type="checkbox"/>	T002	CHIN YEE YEE	
<input type="checkbox"/>	T003	CHONG KK	OFFICE
<input type="checkbox"/>	CH00001	CHOO	
<input type="checkbox"/>	Z1	CHRIS [PAYROLL]	
<input type="checkbox"/>	Jacq001	JACQUELINE LYE	

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- Now that the Timesheet initialization for 2026 is complete, it is advisable to perform a random check to verify its status.
- Navigate to 'Timesheet → Administrator → **Individual Calendar**'.



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- Choose the employee code.
- Set the date range from **01/01/2026 to 31/12/2026**.
- Click '**Save**', then click '**Query**'.
- The system will display the employee list for the selected date range.
- Verify that the '**Workgroup**' and '**Shift**' fields contain the expected data. If the data is in order, the Timesheet initialization process is complete.

TimeSheet Admin Individual Calendar

Employee: AHMAD BIN YUSUF Start Date: 01/01/2026 End Date: 31/01/2026

Query Save

Date	Week Day	Work Group	Shift
01/01/2026	Thu	OFFICE	OFFICE
02/01/2026	Fri	OFFICE	OFFICE
03/01/2026	Sat	OFFICE	OFF DAY
04/01/2026	Sun	OFFICE	OFF DAY
05/01/2026	Mon	OFFICE	OFFICE
06/01/2026	Tue	OFFICE	OFFICE
07/01/2026	Wed	OFFICE	OFFICE
08/01/2026	Thu	OFFICE	OFFICE

'Work Group' and 'Shift' must not be empty