

# 2025 Year End User Guide | TimeSolution

1. Initialize New Year for TIMES Leave



2. Initialize New Year for Times Timesheet

**TIMES  
SOFTWARE**

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**1**

# Initialize New Year for TIMES Leave

# Initialize New Year Procedures | TIMES Leave

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- You should only initialize the New Year for the TIMES Leave module after completing the New Year initialization for ePAYROLL
- 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 | TIMES Leave

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## 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

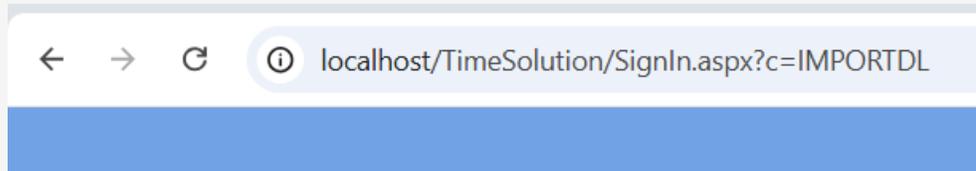
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- For customers using the Leave module, please ensure that all pending annual leave requests are approved before running the Initialize New Year process.
- Any leave requests that remain pending will not be deducted from the employee's annual leave 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 | TIMES Leave

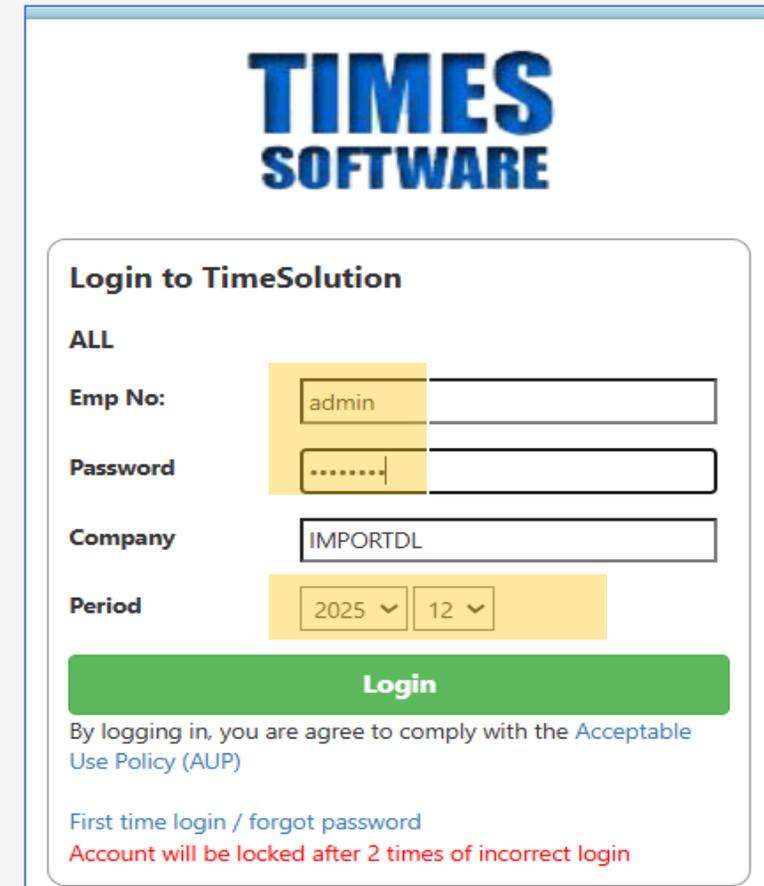
- 1 Open the URL for Timesolution. Below is an example of the Timesolution URL.



- 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**'.

A screenshot of the TIMES SOFTWARE login interface. At the top, the 'TIMES SOFTWARE' logo is displayed in blue. Below the logo, the title 'Login to TimeSolution' is shown. The form contains several fields: 'ALL' (a dropdown menu), 'Emp No:' (a text input field containing 'admin'), 'Password' (a text input field with masked characters), 'Company' (a text input field containing 'IMPORTDL'), and 'Period' (two dropdown menus showing '2025' and '12'). A prominent green 'Login' button is located below the form. Underneath the button, a disclaimer states: 'By logging in, you are agree to comply with the Acceptable Use Policy (AUP)'. At the bottom of the form, there are links for 'First time login / forgot password' and a warning: 'Account will be locked after 2 times of incorrect login'.

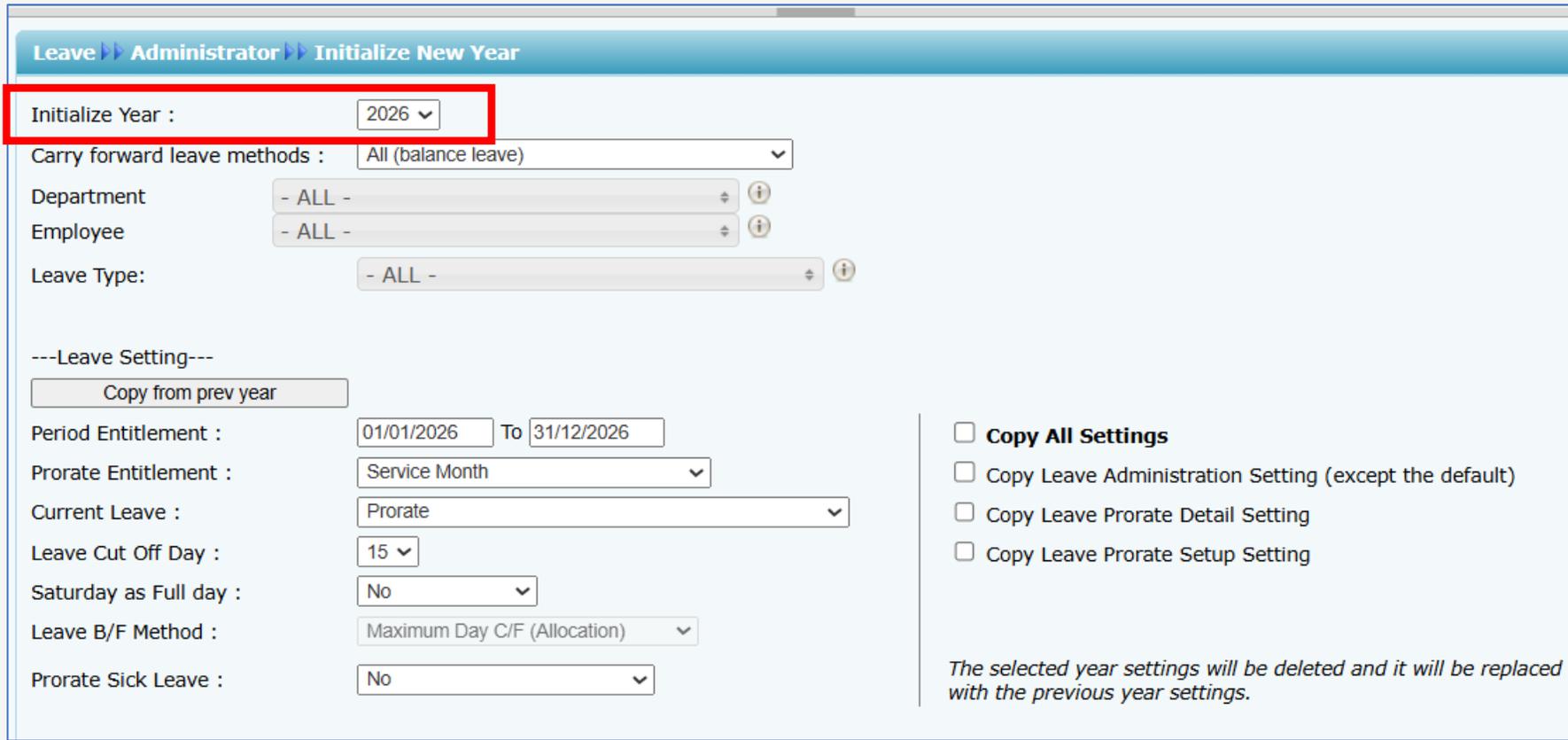
# Initialize New Year Procedures | TIMES Leave

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

The screenshot displays the TIMES SOFTWARE interface. At the top, there is a navigation bar with icons for Document, Leave, PaySlip, EA, TimeSheet, Hris, and System. Below this, the main content area is divided into sections. On the left, there is a 'Leave' section with filters for Department, Employee, Leave Type, and Status. In the center, there is an 'HR' section with a list of options: Apply Leave, Approve Leave, View Leave, Calendar, Yearly Calendar, and Report. On the right, there is an 'Administrator' section with a list of options: Leave Code Setup, Leave Policy Setup, Leave Policy, Approval Setup, Cc Group Setup, Param Setup, Mail Log, Public Holiday Setup, Work Day Setup, Leave Setting, Leave Allocation, Prorate Setup, Prorate Details, Leave Adjustment, Leave Calculation, Leave Entitlement, and Initialize New Year. A red arrow points to the 'Initialize New Year' option. A calendar icon showing 'JUL 15' is also visible on the right side of the interface.

# Initialize New Year Procedures | TIMES Leave

6 Ensure that the Initialize Year is set to '2026'.



Leave >> Administrator >> Initialize New Year

Initialize Year : 2026

Carry forward leave methods : All (balance leave)

Department : - ALL -

Employee : - ALL -

Leave Type: - ALL -

---Leave Setting---

Copy from prev year

Period Entitlement : 01/01/2026 To 31/12/2026

Prorate Entitlement : Service Month

Current Leave : Prorate

Leave Cut Off Day : 15

Saturday as Full day : No

Leave B/F Method : Maximum Day C/F (Allocation)

Prorate Sick Leave : No

Copy All Settings

Copy Leave Administration Setting (except the default)

Copy Leave Prorate Detail Setting

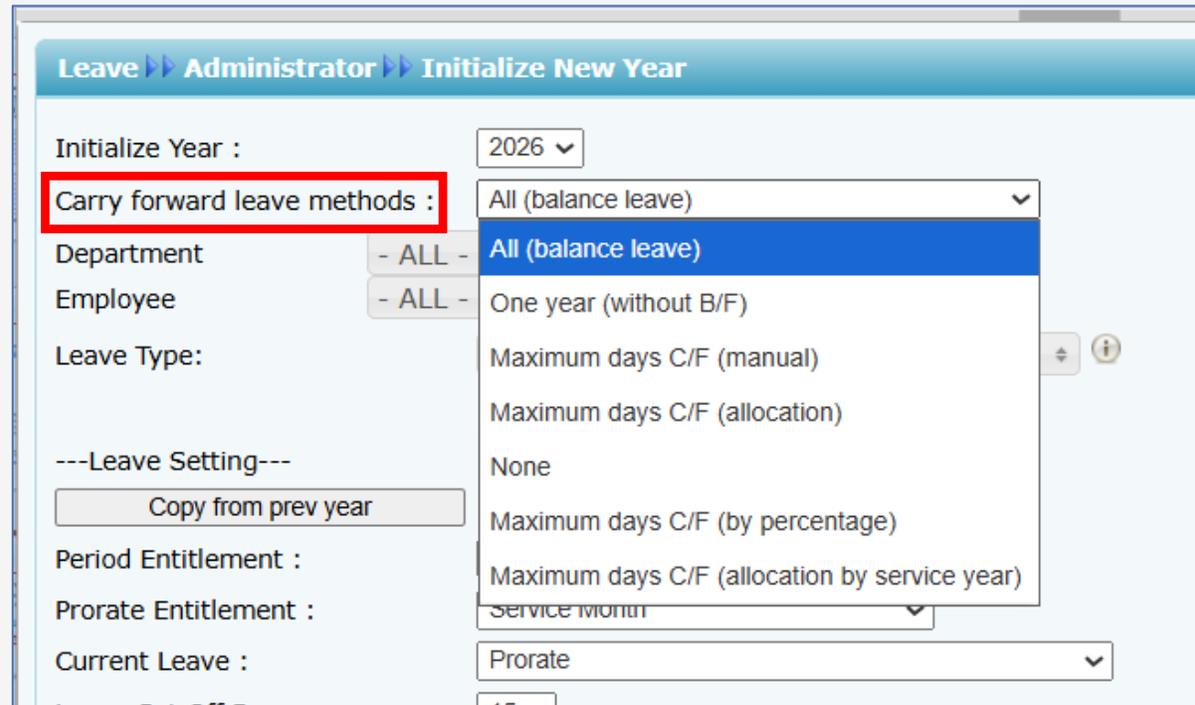
Copy Leave Prorate Setup Setting

*The selected year settings will be deleted and it will be replaced with the previous year settings.*

# Initialize New Year Procedures | TIMES 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 'Leave Administrator Initialize New Year' configuration window. The 'Initialize Year' is set to 2026. The 'Carry forward leave methods' dropdown menu is open, with 'All (balance leave)' selected. Other options include 'One year (without B/F)', 'Maximum days C/F (manual)', 'Maximum days C/F (allocation)', 'None', 'Maximum days C/F (by percentage)', and 'Maximum days C/F (allocation by service year)'. The 'None' option is highlighted in blue. Below the dropdown, there is a 'Copy from prev year' button and a 'Service month' dropdown menu. The 'Current Leave' is set to 'Prorate'.

# Initialize New Year Procedures | TIMES Leave

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

Leave >> Administrator >> Initialize New Year

Initialize Year : 2026

Carry forward leave methods : None

Department - ALL -

Employee - ALL -

Leave Type: - ALL -

---Leave Setting---

Copy from prev year

Period Entitlement : 01/01/2026 To 31/12/2026

Prorate Entitlement : Service Month

Current Leave : Prorate

Leave Cut Off Day : 15

Saturday as Full day : No

Leave B/F Method : Maximum Day C/F (Allocation)

Prorate Sick Leave : No

Copy All Settings

Copy Leave Administration Setting (except the default)

Copy Leave Prorate Detail Setting

Copy Leave Prorate Setup Setting

*The selected year settings will be deleted and it will be replaced with the previous year settings.*

Process

# Initialize New Year Procedures | TIMES Leave

9

- For the '**Leave Type**' option, the system displays a list of leave codes that are required to generate leave entitlement based on the settings in the 'Leave Code Setup'.
- Keep the setting as '**ALL**' unless you intend to initialize for a specific leave code.

Leave >> Administrator >> Initialize New Year

Initialize Year : 2026

Carry forward leave methods : None

Department : - ALL -

Employee : - ALL -

**Leave Type: - ALL -**

---Leave Setting---

Copy from prev year

Period Entitlement : 01/01/2026 To 31/12/2026

Prorate Entitlement : Service Month

Current Leave : Prorate

Leave Cut Off Day : 15

Saturday as Full day : No

Leave B/F Method : Maximum Day C/F (Allocation)

Prorate Sick Leave : No

Copy All Settings

Copy Leave Administration Setting (except the default)

Copy Leave Prorate Detail Setting

Copy Leave Prorate Setup Setting

*The selected year settings will be deleted and it will be replaced with the previous year settings.*

Process

# Initialize New Year Procedures | TIMES Leave

- 10
- The system displays the Leave Settings for 2025, which will be duplicated to 2026 when the Leave Initialization process is run.
  - Please review and adjust the settings if necessary before proceeding.

Leave >> Administrator >> Initialize New Year

Initialize Year : 2026

Carry forward leave methods : None

Department : - ALL -

Employee : - ALL -

Leave Type: - ALL -

---Leave Setting---

Period Entitlement : 01/01/2026 To 31/12/2026

Prorate Entitlement : Service Month

Current Leave : Prorate

Leave Cut Off Day : 15

Saturday as Full day : No

Leave B/F Method : Maximum Day C/F (Allocation)

Prorate Sick Leave : No

Copy All Settings

Copy Leave Administration Setting (except the default)

Copy Leave Prorate Detail Setting

Copy Leave Prorate Setup Setting

*The selected year settings will be deleted and it will be replaced with the previous year settings.*

# Initialize New Year Procedures | TIMES Leave

## 11 Copy from prev year

Click the button to duplicate the settings from 2025.

## 12 Copy All Setting

These options are not relevant. Please ignore.

## 13 Click 'Process'

to start the Leave initialization.

Leave Administrator Initialize New Year

Initialize Year : 2026

Carry forward leave methods : None

Department : - ALL -

Employee : - ALL -

Leave Type : - ALL -

---Leave Setting---

Copy from prev year

Period Entitlement : 01/01/2026 To 31/12/2026

Prorate Entitlement : Service Month

Current Leave : Prorate

Leave Cut Off Day : 15

Saturday as Full day : No

Leave B/F Method : Maximum Day C/F (Allocation)

Prorate Sick Leave : No

Copy All Settings

Copy Leave Administration Setting (except the default)

Copy Leave Prorate Detail Setting

Copy Leave Prorate Setup Setting

The selected year settings will be deleted and it will be replaced with the previous year settings.

Process

# Initialize New Year Procedures | TIMES Leave

14 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.

Leave >> Administrator >> Initialize New Year

Initialize Year : 2026

Carry forward leave methods : All (balance leave)

Department : - ALL -

Employee : - ALL -

Leave Type: - ALL -

---Leave Setting---

Copy from prev year

Period Entitlement : 01/01/2026 To 31/12/2026

Prorate Entitlement : Service Month

Current Leave : Prorate

Leave Cut Off Day : 15

Saturday as Full day : No

Leave B/F Method : Maximum Day C/F (Allocation)

Prorate Sick Leave : No

Please wait . . . .

Copy All Settings

Copy Leave Administration Setting (except the default)

Copy Leave Prorate Detail Setting

Copy Leave Prorate Setup Setting

*The selected year settings will be deleted and it will be replaced with the previous year settings.*

# Initialize New Year Procedures | TIMES Leave

15 After completing the process, a message will appear.

Leave Administrator Initialize New Year

Initialize Year : 2026

Carry forward leave methods : All (balance leave)

Department : - ALL -

Employee : - ALL -

Leave Type: - ALL -

---Leave Setting---

Copy from prev year

Period Entitlement : 01/01/2026 To 31/1

Prorate Entitlement : Service Month

Current Leave : Prorate

Leave Cut Off Day : 15

Saturday as Full day : No

Leave B/F Method : Maximum Day C/F (Allocation)

Prorate Sick Leave : No

**Message Title**

! Done.

Ok

**All Settings**

Leave Administration Setting (except the default)

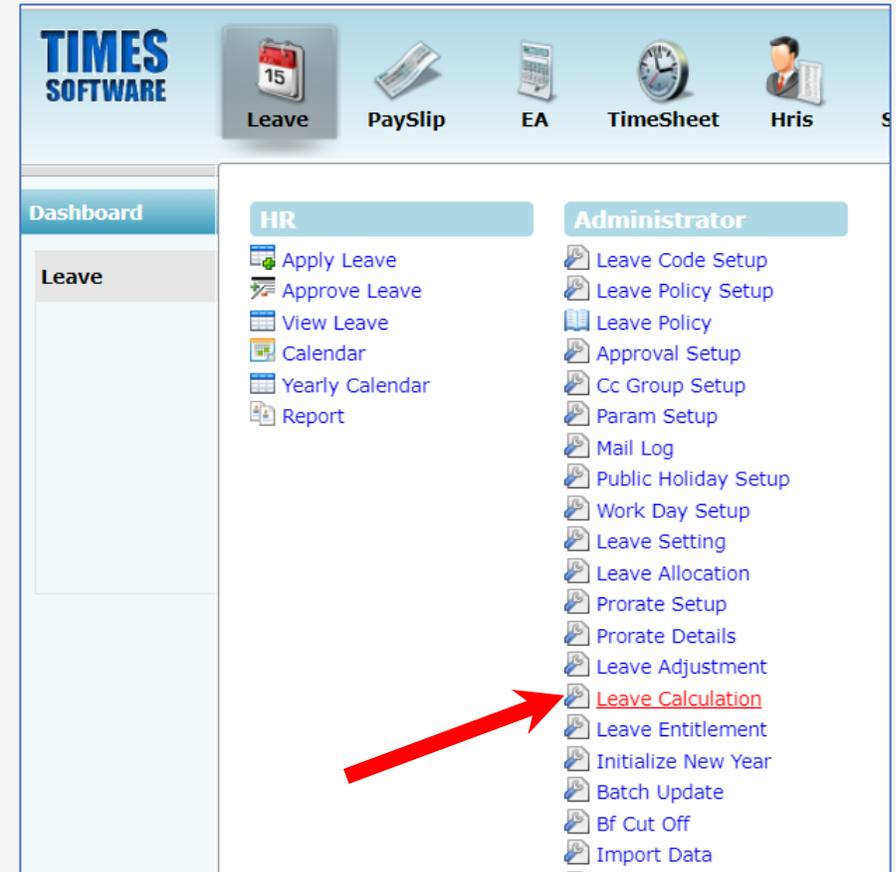
- Copy Leave Prorate Detail Setting
- Copy Leave Prorate Setup Setting

*The selected year settings will be deleted and it will be replaced with the previous year settings.*

# Leave Calculation

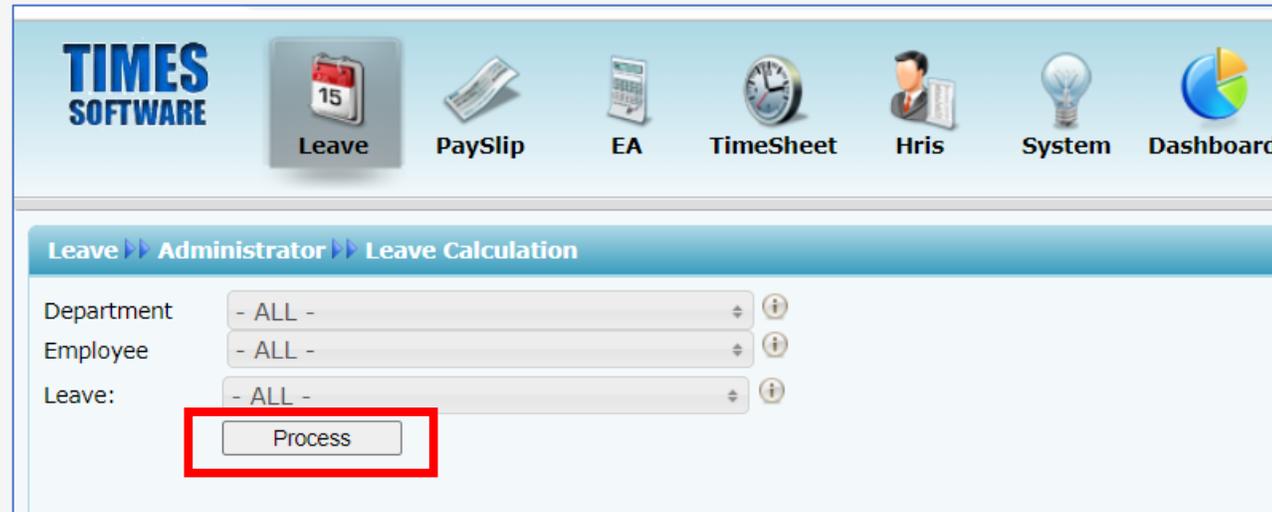
# Initialize New Year Procedures | Leave Calculation

- After completing the leave initialization, it is essential to run the '**Leave Calculation**' process.
- To initiate this process:  
Navigate to 'Leave → Administrator → **Leave Calculation**'.
- **Ensure that the login period is set to 202601.**



# 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 TIMES SOFTWARE interface. At the top, there is a navigation bar with icons for Leave, PaySlip, EA, TimeSheet, Hris, System, and Dashboard. Below this, the breadcrumb path is 'Leave >> Administrator >> Leave Calculation'. The main area contains three dropdown menus: 'Department' with '- ALL -', 'Employee' with '- ALL -', and 'Leave:' with '- ALL -'. Each dropdown has an information icon to its right. Below the dropdowns is a button labeled 'Process', which is highlighted with a red rectangular border.

# Initialize New Year Procedures | Leave Calculation

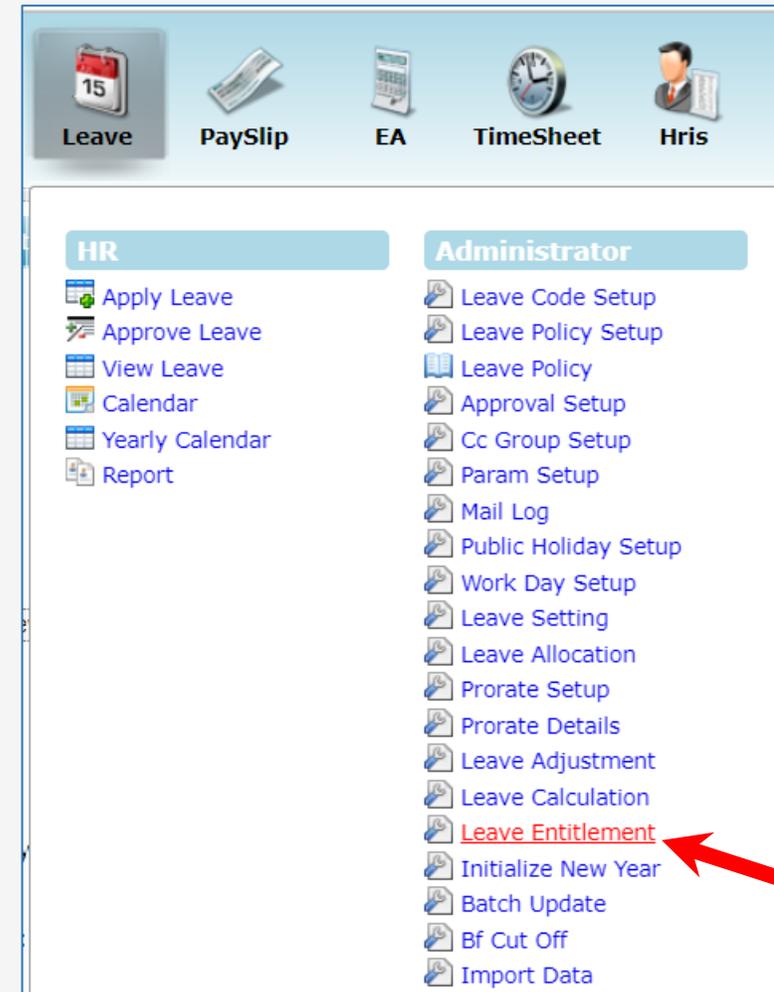
Please note that the processing time may vary depending on the size of your database.  
DO NOT close the browser or navigate to another page during the processing.

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

The screenshot displays the 'Leave Calculation' interface within the TIMES SOFTWARE application. The top navigation bar contains icons for various modules: Leave, PaySlip, EA, TimeSheet, Hris, System, and Dashboard. The main content area shows the 'Leave Calculation' form with dropdown menus for Department, Employee, and Leave, and a 'Process' button. A progress bar at the bottom indicates 'Processing Employee D006-N'. A red box highlights the 'Process Completed.' message, and a blue callout box states 'The leave recalculation process is completed'. A 'Please wait . . . .' message is visible at the bottom center.

# Initialize New Year Procedures | Leave Entitlement

To confirm the completion of the 'Initialize Leave' process:  
Navigate to 'Leave → Administrator → **Leave Entitlement**'.



# Initialize New Year Procedures | Leave Entitlement

Choose the Year as '2026'.

Leave >> Administrator >> Leave Entitlement

Department: - ALL - ⓘ  
Employee: ABU BAKAR HELMI [U36595] ⓘ

Year: 2026 ▾ | Export | Recalculate

**Emp No:** U36595    **Company:** TESTDEL    **Hired:** 07/11/2024    **Effective:** 07/11/2024    **Work Duration:** 1 Years 1 Months 12 Days  
**Name:** ABU BAKAR HELMI    **Department:** NONE    **Lv Scheme:** LV15    **Old Scheme:**    **Termination Date:**  ✕

	Leave Code	Full	B/F	Adjust	Forfeit	Entitle	Total	Taken	Balance
+	ABSENT		0	0	0				
+	ANNU	15	0	0	0	15	15	0	15
+	CHILD	3	0	0	0	3	3	0	3
+	COMP	10	0	0	0	10	10	0	10
+	EL		0	0	0				
+	EXAM	5	0	0	0	5	5	0	5
+	HOSP	60	0	0	0	60	60	0	60

# Initialize New Year Procedures | Leave Entitlement

Here are the results for the leave entitlement of the 'ANNU' leave code.

Leave Administrator Leave Entitlement

Department: - ALL -

Employee: ABU BAKAR HELMI [U36595]

Year: 2026

Export Recalculate

Emp No: U36595 Company: TESTDEL Hired: 07/11/2024 Effective: 07/11/2024 Work Duration: 1 Years 1 Months 12 Days

Name: ABU BAKAR HELMI Department: NONE Lv Scheme: LV15 Old Scheme: Termination Date: [ ] x

Month/Year	Period	Cycle	B/F	Adjust	Forfeit	Entitle	Total	Taken	Balance
Jan/2026	2026	01	0	0	0	1	1	0	1
Feb/2026	2026	02	0	0	0	3	3	0	3
Mar/2026	2026	03	0	0	0	4	4	0	4
Apr/2026	2026	04	0	0	0	5	5	0	5
May/2026	2026	05	0	0	0	6	6	0	6
Jun/2026	2026	06	0	0	0	8	8	0	8
Jul/2026	2026	07	0	0	0	9	9	0	9
Aug/2026	2026	08	0	0	0	10	10	0	10
Sep/2026	2026	09	0	0	0	11	11	0	11
Oct/2026	2026	10	0	0	0	13	13	0	13
Nov/2026	2026	11	0	0	0	14	14	0	14
Dec/2026	2026	12	0	0	0	15	15	0	15

# Initialize New Year Procedures | Leave Entitlement

Here is another example of a leave entitlement: the 'COMP' leave code.

Leave >> Administrator >> Leave Entitlement

Department: - ALL -  
Employee: ABU BAKAR HELMI [U36595]  
Year: 2026 [Export] [Recalculate]

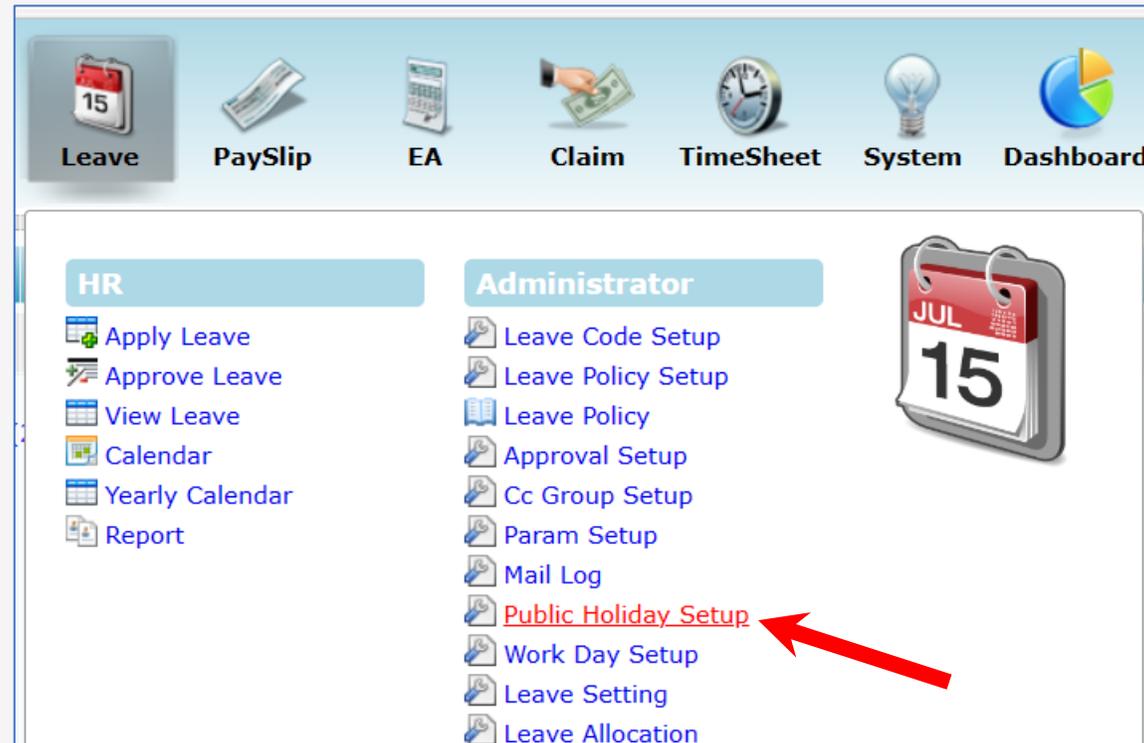
Emp No: U36595    Company: TESTDEL    Hired: 07/11/2024    Effective: 07/11/2024    Work Duration: 1 Years 1 Months 12 Days  
Name: ABU BAKAR HELMI    Department: NONE    Lv Scheme: LV15    Old Scheme:    Termination Date: [X]

Month/Year	Period	Cycle	B/F	Adjust	Forfeit	Entitle	Total	Taken	Balance
Jan/2026	2026	01	0	0	0	10	10	0	10
Feb/2026	2026	02	0	0	0	10	10	0	10
Mar/2026	2026	03	0	0	0	10	10	0	10
Apr/2026	2026	04	0	0	0	10	10	0	10
May/2026	2026	05	0	0	0	10	10	0	10
Jun/2026	2026	06	0	0	0	10	10	0	10
Jul/2026	2026	07	0	0	0	10	10	0	10
Aug/2026	2026	08	0	0	0	10	10	0	10
Sep/2026	2026	09	0	0	0	10	10	0	10
Oct/2026	2026	10	0	0	0	10	10	0	10
Nov/2026	2026	11	0	0	0	10	10	0	10
Dec/2026	2026	12	0	0	0	10	10	0	10

# 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**.

'Default' 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.

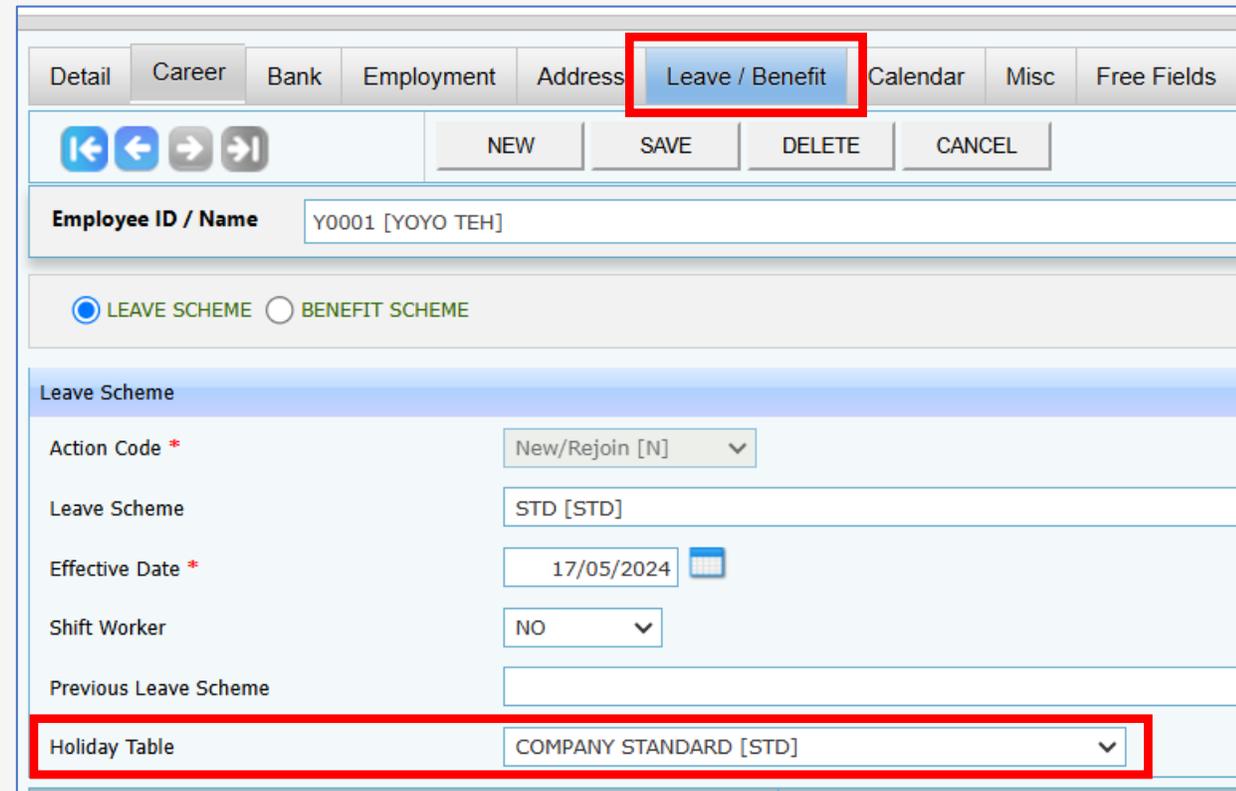
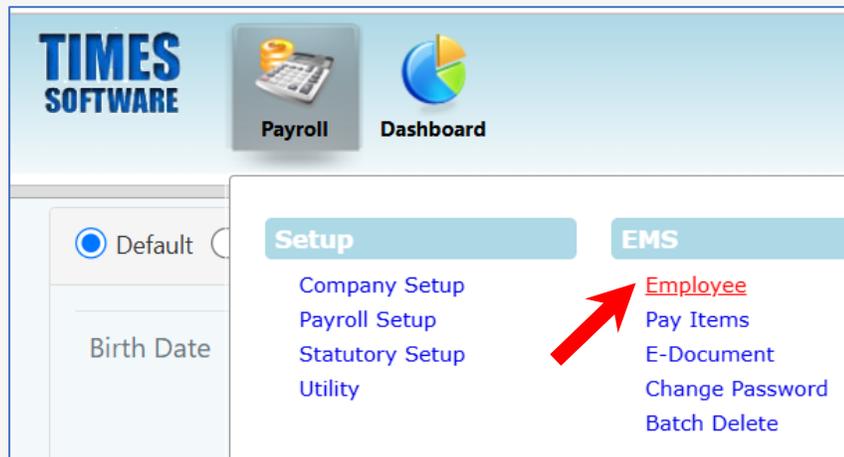
The screenshot shows the 'Public Holiday Setup' interface. At the top, there is a breadcrumb trail: 'Leave >> Administrator >> Public Holiday Setup'. Below this, there are two dropdown menus: 'Year' (set to 2026) and 'Public Holiday' (set to -ALL-). To the right, there are two more dropdown menus: 'Source' (set to - DEFAULT -) and 'Target' (set to - DEFAULT -). Below these is a 'Copy' button with a tooltip that says '(Copy the selected "Source" Holiday Table)'. The main part of the interface is a table with the following columns: 'Date', 'Description', and 'Holiday Table'. The table contains the following rows:

Date	Description	Holiday Table
01/01/2026	New Year	
01/02/2026	Thaipusam/FT Day	
02/02/2026	Thaipusam Repl	
03/02/2026	FT Day Repl	
17/02/2026	CNY Day 1	
18/02/2026	CNY Day 2	
07/03/2026	Nuzul Al Quran	
21/03/2026	Hari Raya Day 1	
22/03/2026	Hari Raya Day 2	
23/03/2026	Hari Raya Day Repl	
01/05/2026	Labour Day	
27/05/2026	Hari Raya Qurban	
31/05/2026	Wesak Day	
01/06/2026	Agong Birthday	
02/06/2026	Wesak Day Repl	
17/06/2026	Awal Muharam	

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.



# 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 software interface for configuring leave settings. The title bar reads "Leave >> Administrator >> Initialize New Year". The form includes several fields and a dropdown menu:

- Initialize Year :** 2026
- Carry forward leave methods :** A dropdown menu is open, showing options: "All (balance leave)", "All (balance leave)", "One year (without B/F)", "Maximum days C/F (manual)", "Maximum days C/F (allocation)", "None", "Maximum days C/F (by percentage)", and "Maximum days C/F (allocation by service year)".
- Department :** - ALL -
- Employee :** - ALL -
- Leave Type:** (empty)
- Leave Setting---**
  - Copy from prev year** (button)
- Period Entitlement :** (empty)
- Prorate Entitlement :** (empty)
- Current Leave :** Half (< 0.5:=0 or >= 0.5:=1)
- Leave Cut Off Day :** 15
- Saturday as Full day :** No
- Leave B/F Method :** Maximum Day C/F (Allocation)
- Prorate Sick Leave :** No

# 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.

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

<b>Current Year</b>	Full: 13	B/F: 3	Adjust: 0	Forfeit: 0	Entitle: 13	Total: 16	Taken: 2	Balance: 14
<b>Following Year</b>	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 >> Administrator >> Initialize New Year

Initialize Year : 2026

Carry forward leave methods : Maximum days C/F (manual)

Max carry forward (0..180 days/hours) : 6

Department : - ALL -

Employee : - ALL -

Leave Type : - ALL -

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 = <b>6 days</b>	B/F in the following year = <b>4 days</b>

Expected results based on the above setting.

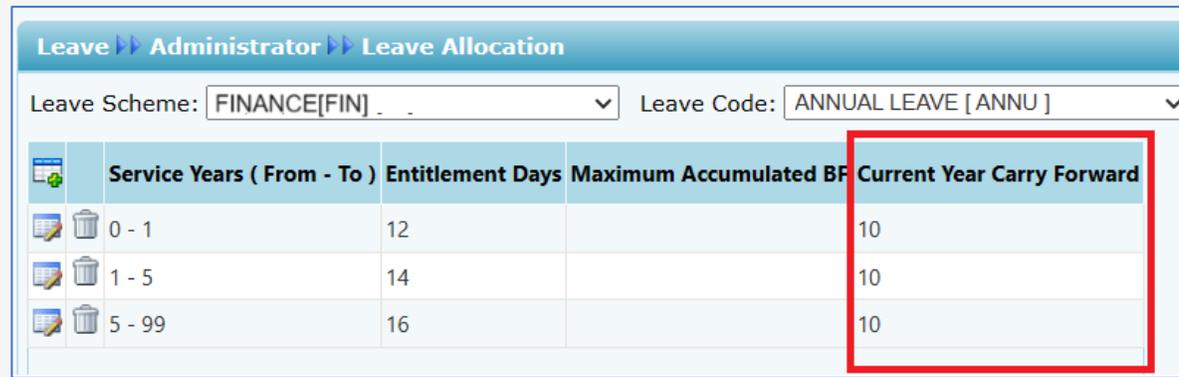
The system carries forward **6 days** to 2026, despite the 2025 balance being 14 days.

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 → Administrator → Leave Allocation → **Current Year Carry Forward** column.



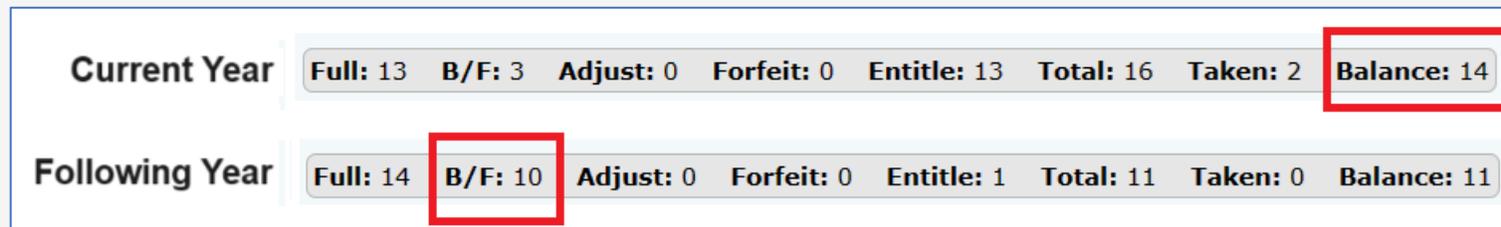
Leave Administration > Administrator > Leave Allocation

Leave Scheme: FINANCE[FIN] Leave Code: ANNUAL LEAVE [ANNU]

Service Years ( From - To )	Entitlement Days	Maximum Accumulated BF	Current Year Carry Forward
0 - 1	12		10
1 - 5	14		10
5 - 99	16		10

Expected results based on the above setting.

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



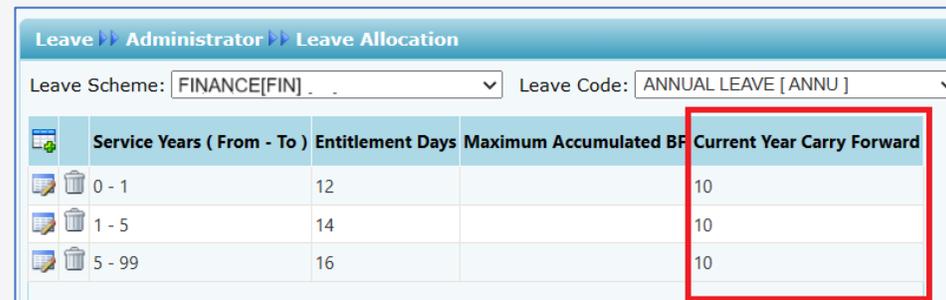
<b>Current Year</b>	Full: 13	B/F: 3	Adjust: 0	Forfeit: 0	Entitle: 13	Total: 16	Taken: 2	Balance: 14
<b>Following Year</b>	Full: 14	B/F: 10	Adjust: 0	Forfeit: 0	Entitle: 1	Total: 11	Taken: 0	Balance: 11

# 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 → Administrator → Leave Allocation → **Current Year Carry Forward**' column.

The value setup in the “Current Year Carry Forward” column relates to a percentage.



Service Years ( From - To )	Entitlement Days	Maximum Accumulated BF	Current Year Carry Forward
0 - 1	12		10
1 - 5	14		10
5 - 99	16		10

Expected results based on the above setting.

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



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

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

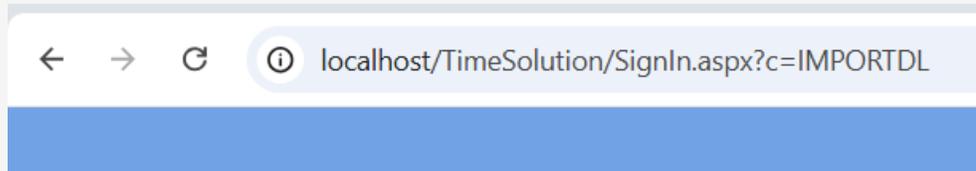
---

- 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

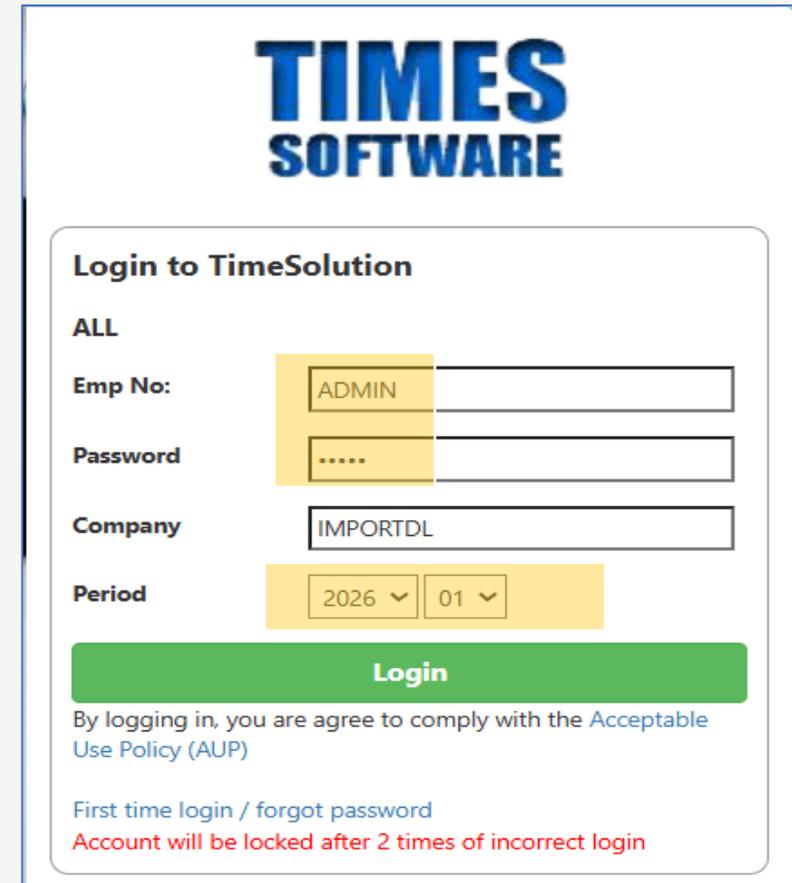
- 1 Open the URL for Timesolution. Below is an example of the Timesolution URL.



- 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**'.

A screenshot of the TIMES SOFTWARE login interface. At the top, the 'TIMES SOFTWARE' logo is displayed in blue. Below the logo is a white box titled 'Login to TimeSolution'. Inside this box, the text 'ALL' is shown. There are four input fields: 'Emp No:' with 'ADMIN' entered, 'Password:' with '.....' entered, 'Company:' with 'IMPORTDL' entered, and 'Period:' with '2026' and '01' selected in dropdown menus. A green 'Login' button is positioned below these fields. Underneath the button, a disclaimer states: 'By logging in, you are agree to comply with the Acceptable Use Policy (AUP)'. At the bottom of the login box, there are two lines of text: 'First time login / forgot password' and 'Account will be locked after 2 times of incorrect login'.

# Initialize New Year Procedures | TIMES Timesheet

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



# Initialize New Year Procedures | TIMES Timesheet

6

From **'Work Group'**, select all the codes in the drop down.

Keep the settings as **'ALL'** for the following:

- Department
- Employee
- Shift Pattern
- Gender

**Date Range:**

Set to **'01/01/2026'** to **'31/12/2026'**.

The screenshot shows the 'TimeSheet Administrator Shift Schedule' interface. At the top, there are navigation tabs for 'TimeSheet', 'Administrator', and 'Shift Schedule'. Below this, there are several filter fields: 'Work Group' (set to '- ALL -'), 'Department' (set to '- ALL -'), 'Employee' (set to '- ALL -'), 'Shift Pattern' (set to '- ALL -'), 'Date Range' (from '01/01/2026' to '31/12/2026'), and 'Gender' (set to 'All'). Below these filters are buttons for 'Query', 'Save', 'Process', 'Upload', and 'Export'. The main area contains a table with columns for 'Emp No', 'Emp Name', 'Work group search...', and 'Shift pattern search...'. The table lists several employees, including A.JAMES TEONG, ANITA, ANNIE LEE, and B. ANDREW. At the bottom, there is a pagination control showing 'Show Page 1 of 2 Pages' and navigation links for 'First', 'Prev', 'Next', and 'Last'.

<input type="checkbox"/>	Emp No	Emp Name	Work group search...	Shift pattern search...
<input type="checkbox"/>	001	A.JAMES TEONG	Office Staff	TEST2
<input type="checkbox"/>	009	ANITA	Office Staff	ADMIN
<input type="checkbox"/>	019	ANNIE LEE	Office Staff	split
<input type="checkbox"/>	APPLY	APPLICANT	WS	WS1
<input type="checkbox"/>	N001	APPROVER 1	Office Staff	123456789012345
<input type="checkbox"/>	APPLY2	APPROVER 2	WS	WS2
<input type="checkbox"/>	APPLY3	APPROVER 3		
<input type="checkbox"/>	APPLY4	APPROVER 4		
<input type="checkbox"/>	lkjhg	asdfghj		
<input type="checkbox"/>	011	B. ANDREW	DEFAULT	ACT_CHGSAT
<input type="checkbox"/>	B0001	BIN		

# Initialize New Year Procedures | TIMES Timesheet

7

- Select the checkbox for all employees.
- Click **'Save'**.
- If you have more than 20 employees, you may consider changing the display record to a higher number, e.g., 100.
- Then, click **'Process'** to initiate the shift scheduling for the year 2026.

The screenshot displays the 'Shift Schedule' configuration window in the TIMES Timesheet Administrator. The window title is 'Main \* Shift Schedule \*'. The breadcrumb trail is 'TimeSheet >> Administrator >> Shift Schedule'. The configuration fields include: Work Group (- ALL -), Department (- ALL -), Employee (- ALL -), Shift Pattern (- ALL -), Date Range (01/01/2026 To 31/12/2026), and Gender (All). Below these fields are buttons for Query, Save, Process, Upload, and Export. The 'Save' and 'Process' buttons are highlighted with a red box. Below the configuration is a table of employees with columns for Emp No, Emp Name, Work group search, and Shift pattern search. The table contains 8 rows of data, all with checkboxes selected. The 'Emp No' column is highlighted with a red box. At the bottom right, there is a 'Display' dropdown menu showing options 5, 10, 20, 25, 50, 100, and 500. The '100' option is selected, and the text 'Display 100 Records Per Page' is visible.

Emp No	Emp Name	Work group search	Shift pattern search	
<input checked="" type="checkbox"/>	001	AJAMES TEONG	Office Staff	ADMIN
<input checked="" type="checkbox"/>	009	ANITA	Office Staff	ADMIN
<input checked="" type="checkbox"/>	019	ANNIE LEE	Office Staff	ADMIN
<input checked="" type="checkbox"/>	N001	APPROVER 1	Office Staff	123456789012345
<input checked="" type="checkbox"/>	022	DILA	Office Staff	ADMIN
<input checked="" type="checkbox"/>	007	EVONNE	Office Staff	ADMIN
<input checked="" type="checkbox"/>	020	KAREN YONG	Office Staff	ADMIN

# Initialize New Year Procedures | TIMES Timesheet

## 8 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 shows the 'Shift Schedule' page in the TIMES Timesheet application. The page has a breadcrumb trail: TimeSheet >> Administrator >> Shift Schedule. The filters are: Work Group (4 selected), Department (- ALL -), Employee (- ALL -), Shift Pattern (- ALL -), Date Range (01/01/2026 To 31/12/2026), and Gender (All). Below the filters are buttons for Query, Save, Process, Upload, and Export. A red banner at the bottom of the filter area says 'Processing Employee (022, Office Staff, ADMIN)'. Below this is a table with columns 'Emp No' and 'Emp Name'. A yellow banner at the bottom right of the interface says 'Process Completed.'

The shift scheduling initialization is completed

# Initialize New Year Procedures | TIMES Timesheet

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

The screenshot displays the 'Shift Schedule' configuration page in the TIMES Timesheet Administrator. The page includes several filter fields: Work Group (4 selected), Department (- ALL -), Employee (- ALL -), Shift Pattern (- ALL -), Date Range (01/01/2026 To 31/12/2026), and Gender (All). Below these filters are buttons for Query, Save, Process, Upload, and Export. The 'Process' button is highlighted with a red box. A red arrow points from a callout box labeled 'Process for all pages' to the 'Process' button. Below the filters is a table with columns for Emp No, Emp Name, Work group search, and Shift pattern search. The table contains 9 rows of employee data, with the first row (Emp No 001, A JAMES TEONG) selected. The 'Show Page' dropdown is set to 1 of 9 Pages. Navigation links for First, Prev, Next, and Last are visible at the bottom right.

Emp No	Emp Name	Work group search	Shift pattern search
<input checked="" type="checkbox"/> 001	A JAMES TEONG	Office Staff	ADMIN
<input checked="" type="checkbox"/> 009	ANITA	Office Staff	ADMIN
<input checked="" type="checkbox"/> 019	ANNIE LEE	Office Staff	ADMIN
<input checked="" type="checkbox"/> N001	APPROVER 1	Office Staff	123456789012345
<input checked="" type="checkbox"/> 022	DILA	Office Staff	ADMIN
<input checked="" type="checkbox"/> 007	EVONNE	Office Staff	ADMIN
<input checked="" type="checkbox"/> 020	KARE	Office Staff	ADMIN
...			
...			

# Initialize New Year Procedures | TIMES Timesheet

- 10
  - 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**'.



# Initialize New Year Procedures | TIMES Timesheet

11

- 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.

Date	Day	Work Group	Shift
01/01/2024	Mon	Office	WD01
02/01/2024	Tue	Office	WD01
03/01/2024	Wed	Office	WD01
04/01/2024	Thu	Office	WD01
05/01/2024	Fri	Office	WD01
06/01/2024	Sat	Office	RD02
07/01/2024	Sun	Office	RD02
08/01/2024	Mon	Office	WD01
09/01/2024	Tue	Office	WD01
10/01/2024	Wed	Office	WD01
11/01/2024	Thu	Office	WD01
12/01/2024	Fri	Office	WD01
13/01/2024	Sat	Office	RD02

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