



Times eLeave System

Administrator User Guide

Times Software Web-Based E-Modules Solutions

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1.0 Introduction of Times eLeave System

Times E-Leave System used Internet technologies to support the web-based paperless leave application. It assists HR to streamline tedious leave management and monthly leave reports generation for each departmental heads. It helps to manage the leave flow where staff could plan up their leave and route the email notification to the approving officer.

HR Administrator can easily assess the details of employees' current leave status, retrieve the leave data required for internal leave costing and link the leave taken to Times Payroll.

All departmental heads could easily monitor their own staff leave and view it via leave calendar or leave report.

1.1 Times eLeave System Administrator Guide Introduction

This guide is written specifically for the eLeave System Administrators role. This role is typically given to the Human Resource executives within an organization.

It focuses on the following functionalities:

Administrator Setup



System Setup Menu



The sample data provided in this guide, through various examples and/or screenshots, is merely a demonstration data. It does not represent any actual person and any resemblance to people living or dead is purely coincidental.



2.0 Logging into the E-Leave System as Administrator

1. Open your web browser.
2. Go to the home page of E-Module system <http://xxxxxxx/eSolution/login.aspx>

- On the Emp No. key in **ADMIN**.
- Key in the administrator password.
- Select the company.
- Click to login into the system.

3.0 Administrator Setup



'Administrator' menu provides the tools needed to setup various settings and parameters that will allow users within the organization to effectively use the system.

The menu shown here is strictly for the employee login with E-Leave administrator rights and will not be accessible to other user login.



Max Back Date Day	<p>Allows the employee to apply back-dated leave.</p> <p>Example: Today's Date is 11/03/2015 ; Max Back Date Day is 5</p> <p>In the given example, employee can apply the leave on or between 04/03/2015 to 10/03/2015. By default, it uses working days to calculate the no. of back dated days.</p>
Urgent Leave Day	<p>Set the number of days to consider leave as urgent.</p> <p>Example: Today's Date: 11/03/2015; Leave Date: 12/03/2015; Urgent Leave Day:1</p> <p>In the given example, leave application must be submitted at least (2) days in advance. If the leave for 12/03/2015 is submitted on 11/03/2015, the application is considered as Urgent Leave. Leave that is applied (1) day before the actual day of the leave is considered as Urgent Leave.</p>
Message Prompt	<p>Administrator can set a message to be prompted when employee submits the leave application. Message starts with '@' sign prompts when leave code is selected</p>
No of Continuous Day	<p>Only applicable for leave that needs to be applied in block or continuous days.</p> <p>Example: Compassionate Leave is to be applied in 3 consecutive days.</p> <p>The Compassionate Leave 'No. of Continuous Day' value must be set as 3.</p>
Edit Denied If Continuous Day	<p>If ticked, system will lock the 'Leave End Date' field. It auto-calculate based on Leave 'Start Date' and 'No. of Continuous Day'</p>
Weekly Pattern	<p>Allows the administrator to define the weekly pattern.</p> <p>Format: 7 characters, order by days in a week. Legend: F-Full Day, A-AM, P-PM, O-Off Day</p> <p><u>FFFAPOO</u></p> <p>Monday = F (Full day leave is allowed to apply on Monday) Tuesday = F (Full day leave is allowed to apply on Tuesday) Wednesday = F (Full day leave is allowed to apply on Wednesday) Thursday = A (AM leave is allowed to apply on Thursday) Friday = P (PM leave is allowed to apply on Friday) Saturday = O (Saturday Offday) Sunday = O (Sunday Offday)</p>
CC Required	<p>If ticked, administrator must define at least one person to be CC at the [CC Group Setup]. If the CC Group Setup is not defined, an alert message will be prompted.</p>
Nationality	<p>System will control the leave application based on employee's nationality. It uses the code defined in Times Payroll [Payroll Setup] >> [Others Code Table] >> Nationality.</p> <p>'Blank' value will skip the employee's nationality check.</p>
Category Code	<p>System will control the leave type based on employee's category. It uses the code defined in Times Payroll [Payroll Setup] >> [Others Code Table] >> Category.</p>
No half day	<p>If ticked, half-day leave application is not allowed.</p>
Marital Status	<p>System will control the leave type based on employee's marital status.</p> <p>Legend: 'S'-Single 'M'-Married 'D'-Divorced 'W'-Widowed 'P'-Separated</p> <p>'Blank' value will skip the employee's marital status check.</p>



Attachment	Tick to enable the attachment function.
Attach Mandatory	<p>Used to support the attachment function. 'Attachment' must be ticked in order for the function to work.</p> <p>Value: [blank] –attachment is optional. 0 or [positive value] – attachment is compulsory if the no. of leave day / hour is greater than or equal the specified value.</p> <p>Example: Leave Date: 10/03/2015 - 12/03/2015; 'Attachment' is tick; 'Attach Mandatory' is 3</p> <p>In the given example, attachment is compulsory as the taken leave is equal to 3.</p>
No Alert	If ticked, system will not trigger an email notification to the supervisor when employee submitted the leave application.
Is child leave?	If ticked, employee's child information is to be checked at Times Payroll [Family Details].
Select child	Allows employee to select child from drop-down list. If untick, system will capture the youngest child when applying a leave.
Max child's age	Control the maximum limit of child's age for leave eligibility. Example: Standard child's age for CHILDLVE is below the age of 7; ECHILD is 12 years old.
Max No. of Day per Child	Used to limit the entitlement in a year. Must tick 'Is Child Leave' in order for the function to work. Example: For Child Care Leave, the Max No. of Day per Child is set to 3. Employee can only consume 3 days of his/her entitlement in a year regardless of the no. of children.
Max No of Child	Set the maximum number of child employee has to apply for a certain leave code. Must tick 'Is Child Leave' in order for the function to work. Example: For Child Care Leave, the Max No of Child is set to 3. Employee can consume the entitlement as long as the no. of child is less than or equal to 3.
Child's Nationality	System will control the leave application based on employee's child nationality Example: Enhanced Childcare Leave 'Child's Nationality' is set to SING. Only employee with Singaporean child is eligible for Enhanced Childcare Leave
Calc Method of Child Age	<p>Calculation method for childcare leave.</p> <p>Exact Anniversary - Leave calculation is based on child's date of birth. System will stop allowing employees to apply leave upon reaching the child's birth date. Example: Max child's age is 7; The child turned 7 years old on 25 Feb 2014. Employee is not allowed to apply leave after 25 Feb 2014.</p> <p>Calendar - Leave calculation is based on calendar year which is from January to December. System will allow the employees to apply leave until end of the year. It filters the youngest child based on current the date. Example: Max child's age is 7; The child turned 7 years old on 25 Feb 2014. Employee is allowed to apply childcare leave until 31 Dec 2014. It only stops allowing the employee to apply leave starting from 1 Jan 2015.</p> <p>Anniversary - same as 'Calendar Method'. The only difference is that system filters the youngest child based on leave start date.</p>

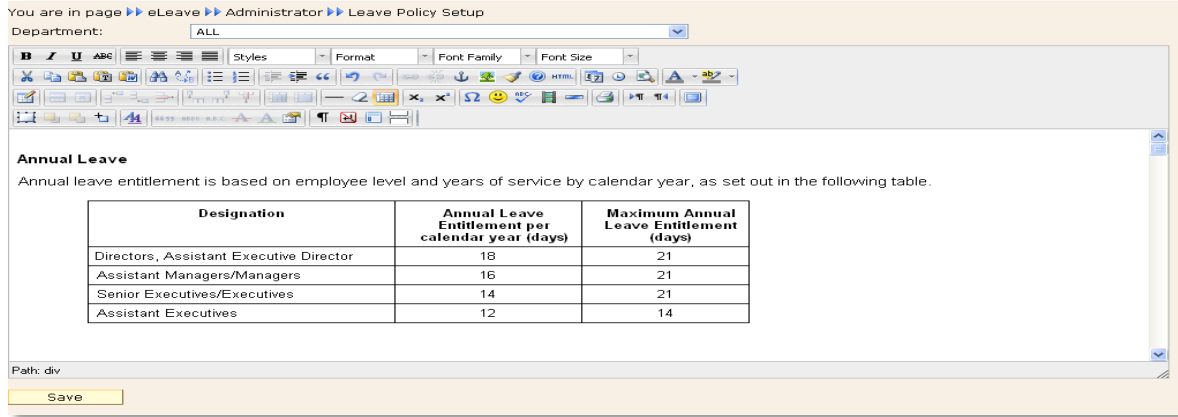


Consume entitlement	<p>Define the leave type that must be used first before allowing the employee to apply for another leave.</p> <p>Example: EMATE 'Consume Entitlement' is set as MATE.</p> <p>Employee must fully consumed the Maternity Leave (MATE) before applying Extended Maternity Leave (EMATE).</p>
Cc Emp	Assign who will receive a CC email upon final approval of the leave. Key in the Employee No. and use comma (,) as a separator
HR Approved	If ticked, HR will be the final leave approver.
HR Emp No	Only applicable if 'HR Approved' is tick. Key in the HR Employee No. Only one HR can be set in the system.
No Standin	If ticked, there will be no stand-in approver.
CC on Zero Ent	<p>Allows administrator to assign who will receive a CC email once the employee's leave balance reached zero.</p> <p>Key in the Employee No. and use comma (,) as a separator.</p>
Link	<p>Publish a web link for specific leave code.</p> <p>File must be saved in the \\eSolution folder. Set the link as ..\[filename]</p> <p>* Link can be viewed in [Apply Leave] page.</p>
Forbidden to leave	<p>Specify the block dates to forbid user for applying the leave. Set as dd/mm/yyyy or block dates dd/mm/yyyy-dd/mm/yyyy (no space).</p> <p>Use comma (,) to denote multiple selections. Not necessary to be in ascending or descending order.</p>
YTD Ent	Set the employee's leave entitlement based on the login period or December YTD.
Max Day Per App	Set the maximum day allowed per application. Setting it to [blank] will disable the function.

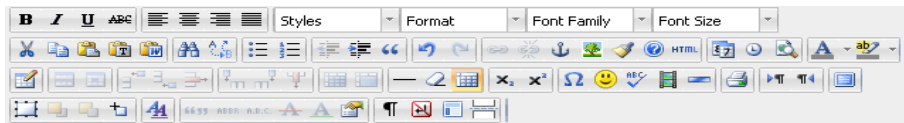


3.2 Leave Policy Setup

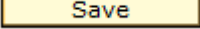
- [Leave Policy Setup] allows administrator to set and key in the company's leave policy.



The eLeave administrator can create a webpage that is able to show the company's leave policies to employees. A comprehensive word functionality tool is built into this and the administrator can simply type in the material manually or copy & paste into the policy setup from another word document.

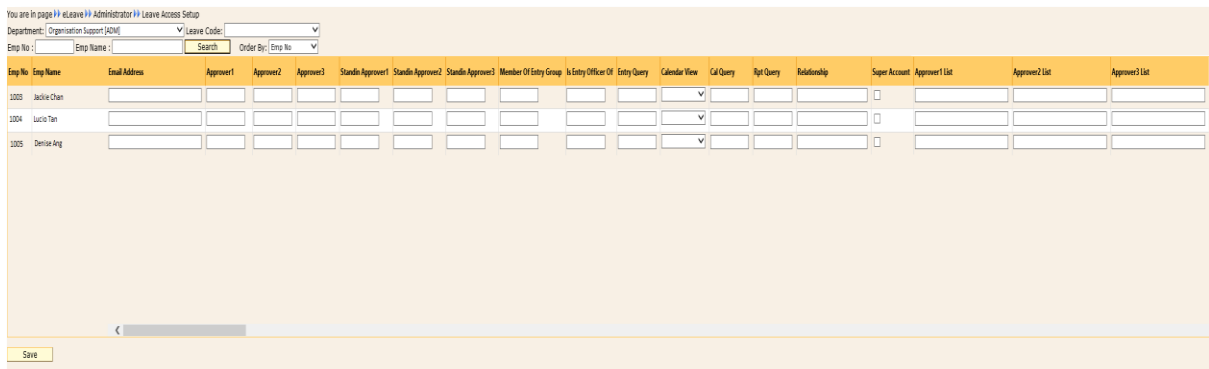


Comprehensive word functionality with various plug-in features

Once the administrator has finished entering the leave policies, he/she can click on  button to save the final changes.

3.3 Leave Access Setup

- [Leave Access Setup] allows administrator to define the approval flow for individual employee and specific leave code. List can be filtered by Department, Employee No. and Employee Name.





STEPS:

1. Key in the approver's Employee No. depending on the level of approval flow.
2. Key in the stand-in approver Employee No.

You are in page **Administrator** >> **Leave Access Setup**
 Department: Leave Code:

Emp No : Emp Name : Search Order By:

Emp No	Emp Name	Email Address	Approver1	Approver2	Approver3	Standin Approver1	Standin Approver2	Standin Approver3
10003	Jackie Chan		10008 Chris Tiu					
10004	Lucio Tan		10003 Jackie Chan					
10005	Denise Ang		10003 Jackie Chan			10008 Chris Tiu		

Approver1: First level approver.

Approver2: Second level approver.

Approver3: Third level approver.

Standin Approver1: A pre-assigned supervisor acting as a stand-in for approver 1. For example, stand-in approver1 has to act as approver when approver1 is on leave.

Standin Approver2: A pre-assigned supervisor acting as a stand-in for approver 2. For example, stand-in approver2 has to act as approver when approver2 is on leave.

Standin Approver3: A pre-assigned supervisor acting as a stand-in for approver 3. For example, stand-in approver3 has to act as approver when approver3 is on leave.

Is Entry Officer Of: Allows the administrator to assign an officer for entry group, system can only accepts one character value, it can be numeric (0 to 9) or character (A to Z)

Member Of Entry Group: Allows administrator to assign who are the members of entry group.

You are in page **Administrator** >> **Leave Access Setup**
 Department: Leave Code:

Emp No : Emp Name : Search Order By:

Emp No	Emp Name	Email Address	Approver1	Approver2	Approver3	Standin Approver1	Standin Approver2	Standin Approver3	Member Of Entry Group	Is Entry Officer Of
10003	Jackie Chan		10008 Chris Tiu							A
10004	Lucio Tan		10003 Jackie Chan						A	
10005	Denise Ang		10003 Jackie Chan			10008 Chris Tiu			A	

Times Software

User Info: 10003 - Jackie Chan
 Date Time: 19/10/2010 14:46:12 [Exit](#)

eLeave You are in page **Entry Officer** >> **Apply Leave On Behalf**

YTD Total: 18 B/F: 5 Adjust: 0 YTD Enttl: 23 YTD Take: 1 YTD Bal: 22

Leave Code: ANNUAL LEAVE
 Employee: Denise Ang
 Department: Denise Ang
 Start Date: 19/10/2010
 End Date: 19/10/2010
 No Of Days: 1
 AM/PM: Edit Details?
 Reference No:
 Reason:
 Approver: Masitah
 Cover Duty Officer: Masitah



STEPS:

1. Create the grouping on 'Is Entry Officer Of' column.

You are in page >> Administrator >> Leave Access Setup
 Department: Organisation Support [ADM] Leave Code:
 Emp No : Emp Name : Search Order By: Emp No

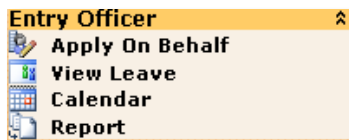
Emp No	Emp Name	Email Address	Approver1	Approver2	Approver3	Standin Approver1	Standin Approver2	Standin Approver3	Member Of Entry Group	Is Entry Officer Of
10003	Jackie Chan		10008 Chris Tiu							A
10004	Lucio Tan		10003						A	

2. Assign the grouping on 'Member of Entry Group' column.

You are in page >> Administrator >> Leave Access Setup
 Department: Organisation Support [ADM] Leave Code:
 Emp No : Emp Name : Search Order By: Emp No

Emp No	Emp Name	Email Address	Approver1	Approver2	Approver3	Standin Approver1	Standin Approver2	Standin Approver3	Member Of Entry Group	Is Entry Officer Of
10004	Lucio Tan		10003 Jackie Chan						A	
10005	Denise Ang		10003 Jackie Chan		10008 Chris Tiu				A	

When entry officer 10003 login to e-Leave, the 'Entry Officer' menu will be enabled. 'Employee' drop-down list from [Apply On Behalf] page will display the member of entry group.



You are in page >> Entry Officer >> Apply Leave On Behalf

YTD Total: 18 B/F: 5 Adjust: 0 YTD Enttl: 23 YTD Taken: 1 YTD Bal: 22

Leave Code: ANNUAL LEAVE

Employee: Denise Ang (circled in red)

Department: Denise Ang

Start Date: 19/10/2010

End Date: 19/10/2010

No Of Days: 1

AM/PM: Edit Details?

Reference No:

Reason:

Approver: Masitah

Cover Duty Officer: Masitah

Entry Query: Used to set the employee as entry officer. Member of the group will be based on query created in Times Payroll [Query] >> [Query Expert]. It overwrites the 'Is Entry Officer Of' and 'Member of Entry Group'.

Calendar View: By default, employee can view the leave calendar of their department. Administrator can change and set the viewing of web calendar based on the selection listed in the drop-down list.

Cal Query: Administrator can change and set the viewing of web calendar based on the query code. Query can be created in Times Payroll [Query] >> [Query Expert]. This function overwrites the 'Calendar View' setting.

RPT Query: Provides access to generate the leave report of other employees based on the query code. Query can be created in Times Payroll [Query] >> [Query Expert].

Relationship: It allows administrator to set the relationship between supervisors. In example, supervisor in HR department has access to view the calendar of IT department supervisor's subordinate. The value must be set as supervisor's Employee No.



Superaccount: Allows administrator designate a super account access role to employee. Super account can apply leave on behalf of employees, can view employees leave record, calendar and report.

Approver1 List: Used if the administrator allows the employee to select the approver for his/her leave application. This function is enabled if 'Self Select Supervisor' is ticked on the [Leave Code Setup].

Key in the approver1 employee no.
Use comma (,) as a separator.

Approver2 List: Used if the administrator allows the employee to select the approver for his/her leave application. This function is enabled if 'Self Select Supervisor' is ticked on the [Leave Code Setup].

Key in the approver2 employee no.
Use comma (,) as a separator.

Approver3 List: Used if the administrator allows the employee to select the approver for his/her leave application. This function is enabled if 'Self Select Supervisor' is ticked on the [Leave Code Setup].

Key in the approver3 employee no.
Use comma (,) as a separator.

3.4 Leave Misc Setup

- [Leave Misc Setup] allows administrator to set the leave message which can be viewed in Employee >> [Apply Leave] page.

You are in page >> eLeave >> Administrator >> Misc Setup

Save All

Leave Message:

3.5 Mail Log

- [Mail Log] allows administrator to review the mail log status and details. It can be filtered by leave date and employee no.

You are in page >> Administrator >> Mail log

Status	Page	Action	Date	Time	Emp No	IP	Leave	Leave Date	Mail From	Mail T
Audit	Access Setup	Save Setting	19/10/2010	12:33:41		127.0.0.1			ADM	
Audit	Access Setup	Save Setting	19/10/2010	12:34:46		127.0.0.1			ADM	
Audit	Access Setup	Save Setting	19/10/2010	12:35:35		127.0.0.1			ADM	
Audit	Access Setup	Save Setting	19/10/2010	12:35:57		127.0.0.1			ADM	
Audit	Access Setup	Save Setting	19/10/2010	12:36:31		127.0.0.1			ADM	
Audit	Access Setup	Save Setting	19/10/2010	12:36:48		127.0.0.1			ADM	
Audit	Access Setup	Save Setting	19/10/2010	13:53:19		127.0.0.1			ADM	

Date: 19/10/2010 To 19/10/2010 Emp#: Query



3.6 CC Group Setup

- [CC Group Setup] allows administrator to define the employee's CC group and identify the employee who will receive a CC email upon leave application and/or leave approval.

You are in page >> eLeave >> Administrator >> Cc Group Setup

Employee:

Add into CC List:

	CC List	Company	Leave Code	Apply	Approve	Termination
	00032 - Jane	UAT		<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Show resign staff? Yes No

Steps to Add Employee CC Group

1. **Employee** - select the applicant's employee name.
2. **Add into CC List** - select the employee who will receive a CC email notification.
3. Click on **Add CC** button.
4. Tick on 'Approve' checkbox to send the CC email upon employee's leave approval.
5. Tick on 'Apply' checkbox to send the CC email upon employee's leave application.
6. Click 'Save' to save the changes made.

Steps to Delete Employee CC Group

1. Select the CC employee to be deleted.
2. Click on to delete the employee into CC List.

Show resign staff?

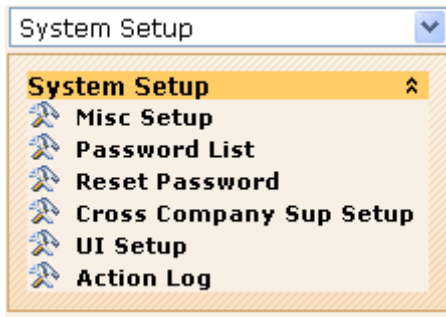
- If 'Yes', system will show the resigned employee on CC Group Setup table.

	CC List	Company	Leave Code	Apply	Approve	Termination
	00032 - Jane	UAT		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	00192 - Karen	UAT		<input type="checkbox"/>	<input checked="" type="checkbox"/>	01/03/2015

Show resign staff? Yes No

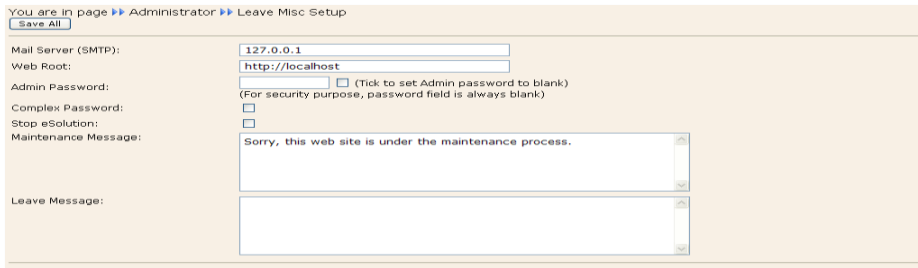


4.0 System Setup



4.1 Misc Setup

- Page to define the SMTP Address, Web Root or IP Address of the e-module.
- Allows administrator to change the admin password.
- Enables administrator to stop the e-Leave services and set the leave maintenance message.
- If 'Stop eSolution' is ticked, the maintenance message will appear in the login page.
- Allows administrator to set a leave message which can be viewed in Employee >> [Apply Leave] page.



4.2 Password List

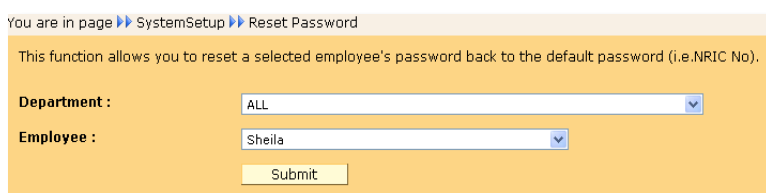
- [Password List] allows administrator to view the employee's password.

You are in page >> Administrator >> Password List

Emp_No	Emp Name	Company	Old Password	New Password
10003	Jackie Chan		G5650321X	170576le
10004	Lucio Tan		S2648449C	@005897a
10005	Denise Ang		S1688888I	64157392
10006	Lim Long Yeng		S1883482I	
10007	Wong Aaric		S2753453H	fedtrick
10008	Chris Tiu		S7468975I	lyly233200

4.3 Reset Password

- [Reset Password] allows administrator to reset the employee's password to IC/FIN No.





4.4 Cross Company Sup Setup

- Assign employee from another company to act as leave approver on the current company.

You are in page >> SystemSetup >> Cross Company Sup Setup


Company	Emp No	Emp Name	Super Account	eLeave Admin	Entry Group	Calendar View	Cal Query
TSPL	00001	Isabelle Han	<input type="checkbox"/>	<input type="checkbox"/>			

Database :
 Employee :

Steps to Add Supervisor from Cross Company Database

1. Database – select the supervisor’s company.
2. Employee – choose the supervisor’s name.
3. Click on **Add Sup** button.

Steps to Delete Supervisor from Cross Company Database

1. Select the supervisor to be deleted.
2. Click on  to delete the supervisor on cross-company list

Company	Emp No	Emp Name	Super Account	eLeave Admin	Entry Group	Calendar View	Cal Query
TSPL	00001	Isabelle Han	<input type="checkbox"/>	<input type="checkbox"/>			

Super Account

- Tick if supervisor requires a super account function on cross company database.

eLeave Access

- Tick if supervisor requires an e-Leave administrator access on cross company database.

Entry Group

- Assign the grouping for entry group. It gives the cross company supervisor an access to apply leave on behalf of the employee.

Calendar View

- It gives the cross company supervisor an access to view the leave calendar based on section, division or department.

Legend: **S** - Section, **V** - Division, **D** – Department, **A** - All Employees

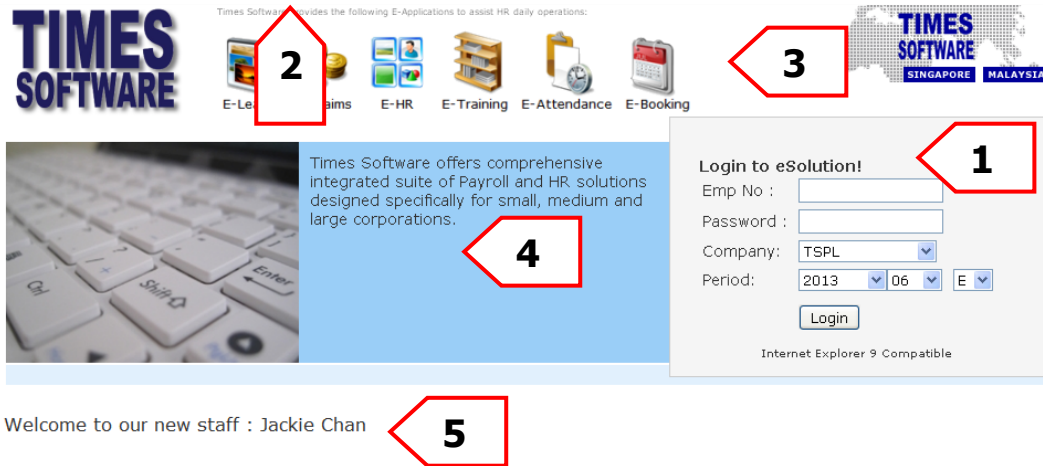
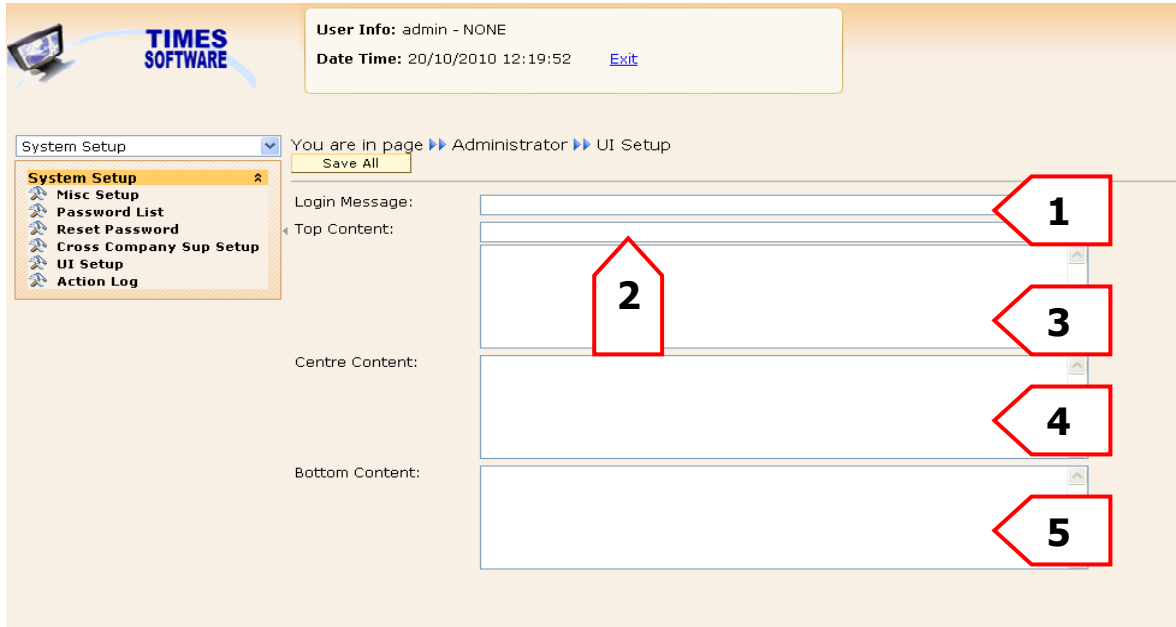
Cal Query

- Enables the cross-company supervisor to view the web calendar based on defined query code. Query can be created in Times Payroll [Query] >> [Query Expert]. This function overwrites the 'Calendar View' setting.



4.5 UI Setup

- [UI Setup] allows administrator to change the interface description of login screen using text or HTML codes.





4.6 Action Log

- [Action Log] allows administrator to view the logs in e-Leave. List can be filter by date or employee no.

You are in page **Administrator** >> **Action log**

Status	Page	Action	Date	Time	Emp No	IP	Mail From
Success	Login Page	Login	19/10/2010	12:20:20	admin	127.0.0.1	
Success	Logout Page	Logout	19/10/2010	13:53:23	admin	127.0.0.1	
Success	Login Page	Login	19/10/2010	13:53:39	admin	127.0.0.1	
Success	Logout Page	Logout	19/10/2010	13:53:48	admin	127.0.0.1	
Success	Login Page	Login	19/10/2010	13:54:07	10003	127.0.0.1	
Success	Logout Page	Logout	19/10/2010	13:54:42	10003	127.0.0.1	
Fail	Login Page	Login	19/10/2010	13:54:58	admin	127.0.0.1	
Success	Login Page	Login	19/10/2010	13:55:03	admin	127.0.0.1	
Success	Logout Page	Logout	19/10/2010	13:58:02	admin	127.0.0.1	
Success	Login Page	Login	19/10/2010	13:58:12	10003	127.0.0.1	
Success	Logout Page	Logout	19/10/2010	14:25:06	10003	127.0.0.1	
Success	Login Page	Login	19/10/2010	14:25:28	admin	127.0.0.1	

Date: 19/10/2010 To 19/10/2010 Emp#: Query

5.0 Exit from the System

Click **Exit** to logout from the E-Leave system.



6.0 Additional settings not found in this administrator guide

Times eLeave system is a comprehensive and dynamic system, and as such, there will be some system settings that are controlled internally by the application. If the administrator intends to set something specific and this guide does not provide instructions on how to do it, chances are that particular setup is controlled internally by the application and for a good reason as well. This administrator guide provides the most common and standard functionalities of the Times eLeave System.

If the administrator has any inquiries pertaining to the system setup beyond the scope of this administrator guide, please contact Times Software Pte Ltd for assistance.