



Times eLeave System

Employee User Guide

Times Software Web-Based E-Modules Solutions

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TIMES SOFTWARE PTE LTD

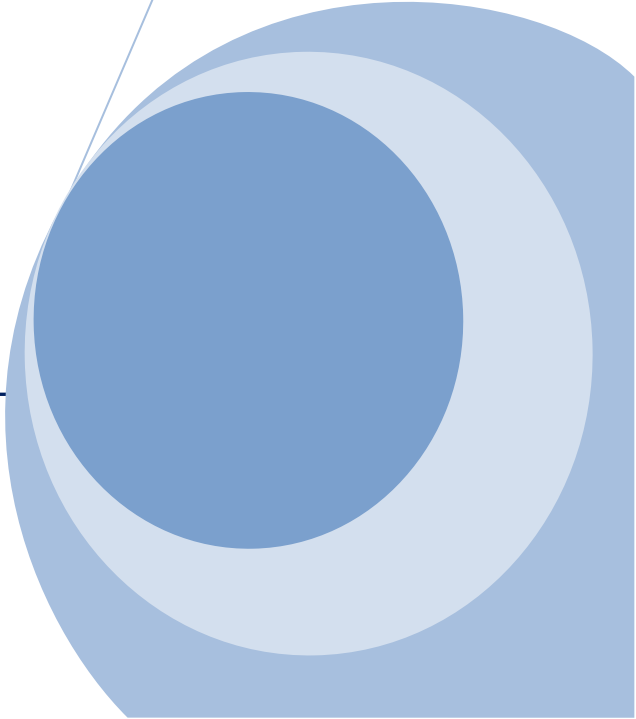
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I. Introduction of Times E-Leave System

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.

1.0 Times E-Leave User Guide Introduction

This guide aims to assist users, namely the employees, supervisors / approvers and entry officers in using Times eLeave System.

The sample data provided in this guide, through various examples and/or screenshots is merely a demonstration data. The workflows provided in this guide serve as a standard workflow example to illustrate the system flow and may not represent the reader's actual organizational workflow.



II. Login to E-Leave System

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

- Enter your Employee Number.
- Key in your password.
For first time login, the default password will be IC/FIN No [e.g. S1234567A / G5958888N].
- Select the company.
- Click to login into the system.

Note: Upon successful login, you will be prompted to change your password. (Only applies for first time login).

You are in page [eLeave](#) [Employee](#) [Change Password](#)

This function allows you to change your existing password. For first time login , you MUST change your password.

Employee :

Old Password :

New Password :

Confirm Password :

- Old Password** : Enter your current password.
- New Password** : Assign a new password. (Maximum of 8 alphanumeric).
- Confirm Password** : Re-key in the new password.

Click on to proceed with the password change.



III. Employee's Menu



1.0 Apply Leave

- Allows user to apply various types of leave.

You are in page >> eLeave >> Employee >> Apply Leave

YTD Total:	17	B/F:	5	Adjust:	0	YTD Enttl:	22	YTD Taken:	5.5	YTD Bal :	16.5
------------	----	------	---	---------	---	------------	----	------------	-----	-----------	------

Leave Code:	ANNUAL LEAVE
Employee:	Chris Tan
Department:	Marketing
Start Date:	23/07/2013
End Date:	23/07/2013
No Of Days:	1
AM/PM:	<input type="button" value="AM"/> <input type="checkbox"/> Edit Details?
Reference No:	<input type="text"/>
Reason:	<input type="text"/>
Approver:	Grace Lee
	<input type="button" value="Submit"/>

1. Select the type of leave to be applied on 'Leave Code' drop-down list.
2. Set the leave application 'Start Date' and 'End Date'.
 - 2.1 Choose from AM/PM drop-down list (only if you are applying for half-day leave)

Department:	Finance
Start Date:	23/07/2013
End Date:	23/07/2013
No Of Days:	1
AM/PM:	<input type="button" value="AM"/> <input type="checkbox"/> Edit Details?
Reference No:	<input type="text"/>
Reason:	<input type="text"/>
Approver:	
	<input type="button" value="Submit"/>



2.2 Tick on 'Edit Details?' and click **Go to Details** to set the leave days.

Example: Applying 1.5 days annual leave.
0.5 day on 23/07/2013 and 1.0 day on 24/07/2013

Start Date:	23/07/2013	<input type="button" value="Go to Details"/>
End Date:	24/07/2013	
No Of Days:	2	
AM/PM:	<input type="button" value="AM/PM"/> <input checked="" type="checkbox"/> Edit Details?	
Reference No:	<input type="text"/>	
Reason:	<input type="text"/>	
Approver:		

2.3 Select from 'Day' and 'AM/PM' drop-down list.

You are in page [eLeave](#) [Employee](#) [Apply Leave](#)

Employee: Chris Tan **Leave Code:** ANNUAL LEAVE

Start Date: 23/07/2013 **End Date:** 24/07/2013

YTD Total: 17 **B/F:** 5 **Adjust:** 0 **YTD Enttl :** 22 **YTD Taken:** 5.5 **YTD Bal:** 16.5

Leave Code	Date	Day	AM/PM
ANNU	23/07/2013	0.5	PM
ANNU	24/07/2013	1	

2.4 Click **Submit** to submit the leave application.

2.5 Click **Back** to go back to [Apply Leave] page

NOTE: Clicking 'Back' will refresh the leave application page.

3. Key in the **Reference No** and **Reason** if applicable

4. Click **Submit** to submit the leave application.



After Submitting the Leave:

- Leave Status will be pending for approval
- Email notification will be sent to approver.
- System will trigger an email notification to employee upon leave approval.



2.0 View Leave

- Allows user to view all the leave record and its status.

You are in page >> eLeave >> Employee >> View Leave

Employee: Chris Tan Leave: ALL TYPE OF LEAVE Status: All

	Status	Leave	Start Date	End Date	Day	Am/Pm	Certificate/Reference No	Reas
<input type="checkbox"/>	Approved	ANNUAL LEAVE	03/06/2013	03/06/2013	0.5	PM		
<input type="checkbox"/>	Approved	SICK LEAVE	23/04/2013	23/04/2013	1			
<input type="checkbox"/>	Approved	ANNUAL LEAVE	12/04/2013	12/04/2013	0.5	PM		
<input type="checkbox"/>	Approved	ANNUAL LEAVE	26/03/2013	26/03/2013	1			
<input type="checkbox"/>	Approved	ANNUAL LEAVE	08/03/2013	08/03/2013	0.5	PM		
<input type="checkbox"/>	Approved	ANNUAL LEAVE	08/02/2013	08/02/2013	1			
<input type="checkbox"/>	Approved	SICK LEAVE	07/02/2013	07/02/2013	1			
<input type="checkbox"/>	Approved	ANNUAL LEAVE	01/02/2013	01/02/2013	1			Urge
<input type="checkbox"/>	Cancelled	ANNUAL LEAVE	25/01/2013	25/01/2013	1			
<input type="checkbox"/>	Approved	ANNUAL LEAVE	25/01/2013	25/01/2013	0.5	PM		AL
<input type="checkbox"/>	Approved	ANNUAL LEAVE	10/01/2013	10/01/2013	0.5	PM		AL

Apply New Resubmit Withdraw Pending Leave Cancel Approved Leave

Status	Descriptions	Remarks
Pending	Leave is submitted and awaiting approval.	Leave in 'Pending' status can be withdrawn
Recommended	1 st supervisor approved the leave application	
Verified	2 nd supervisor approved the leave application	
Approved	Leave has been approved by final supervisor	
Rejected	Leave application was rejected by supervisor	Supervisor needs to key in the reason when rejecting the leave application
Pending for Cancellation	Leave was cancelled and awaiting approval	Leave in 'Approved' status can be cancelled
Cancelled	Leave cancellation was approved by the supervisor	

- Apply New** Click to apply for a new leave request.
- Resubmit** Click to edit and resubmit the pending leave application.
- Withdraw Pending Leave** Click to withdraw the pending leave.
- Cancel Approved Leave** Click to cancel the approved leave.



3.0 Leave Calendar

- Allows user to view the leave in a calendar view based on the selected period. Leave highlighted in *pink* indicates that leave is pending for approval. Star sign represent the current date.

By default, Leave Calendar will show the leave application of employee's within the same department.

You are in page >> eLeave >> Employee >> Calendar

Period: 7 | 2013

Leave Pending ☆ Today Date

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1 Grace Tan - 1 Day ANNU 1/73	2 Grace Tan - 1 Day ANNU 1/73	3 Grace Tan - 1 Day ANNU 1/73	4 Grace Tan - 1 Day ANNU 1/73	5 Grace Tan - 1 Day ANNU Josephine Ong - 1 Day ANNU 2/73	6 0/73
7 0/73	8 Josephine Ong - 1 Day ANNU 1/73	9 Josephine Ong - 1 Day ANNU 1/73	10 Josephine Ong - 1 Day ANNU 1/73	11 Josephine Ong - 1 Day ANNU 1/73	12 Josephine Ong - 1 Day ANNU 1/73	13 0/73
14 0/73	15 Josephine Ong - 1 Day ANNU 1/73	16 Josephine Ong - 1 Day ANNU 1/73	17 0/73	18 0/73	19 0/73	20 0/73
21 0/73	22 0/73	23 ☆ 0/73	24 0/73	25 0/73	26 0/73	27 0/73
28 0/73	29 0/73	30 0/73	31 Esther Low - 0.5 Day ANNU (PM) 1/73	1	2	3
4	5	6	7	8	9	10

4.0 Leave Policy

- Allows user to view the company's leave policy set by the administrator.

You are in page >> eLeave >> Employee >> Leave Policy

Annual Leave

1.1 Annual leave entitlement is based on employee level and years of service by calendar year, as set out in the following table.

Designation	Annual Leave Entitlement per calendar year (days)	Maximum Annual Leave Entitlement (days)
Directors, Assistant Director	28	28
Assistant Managers/Managers	21	21
Senior Executives/Executives	14	21
Assistant Executives	14	18

1.2 The annual leave entitlement for employees who join prior to September shall increase by one (1) day in the following year up to the maximum annual leave entitlement.

1.3 Confirmed employees with at least 3 months of service will be entitled to paid annual leave. For employees with an incomplete calendar year of service, their entitlement will be pro-rated based on the period of service.



5.0 Change Password

- Allow the user to change the current password.

You are in page >> eLeave >> Employee >> Change Password

This function allows you to change your existing password.

Employee :

Old Password :

New Password :

Confirm Password :

- Old Password** : Enter your current password.
- New Password** : Assign a new password. (Maximum of 8 alphanumeric)
- Confirm Password** : Re-key in the new password

Click on to proceed with the password change.

6.0 Report

- Allows user to view, save and print the reports.

You are in page >> eLeave >> Employee >> Leave Report

Report:

Employee: To

Leave: To

Date Range: To

1. Select the report type from the drop-down list
2. Choose the type of leave
3. Set the date range
4. Click to generate the report.



1 / 1 Main Report 100% Business Objects

Leave Taken Report

Page: 1

Leave Code: From ANNU To INFANT Status: Y Approved W Pending for Cancellation
 N Disapproved C Cancelled
 P Pending M Modify
 R Recommended V Verified
 UL Urgent Leave

From Date: 01/01/2013 To: 31/12/2013

Employee No: S6827 Name: Chris Tan Hired Date: 19/10/2009
 Department: MKTG Marketing
 Section: NONE NONE

ANNUAL LEAVE																	
Leave Description	FULL Ent	17.00	Cur Ent	17.00	B/F	5.00	Forfeit	0.00	Adju	0.00	Entitle	22.00	Taken	5.50	Balance	16.50	
Start Date	End Date	Day	Hour	Hour	Y	UL	Y	PM	Reason	Cert/Ref No	Approved By (Alias)						
10/01/2013	10/01/2013		0.50	0.00			Y	PM	AL		Evin						
25/01/2013	25/01/2013		0.00	0.00			C				Evin						
25/01/2013	25/01/2013		0.50	0.00			UL	Y	PM	AL	Evin						
01/02/2013	01/02/2013		1.00	0.00			UL	Y		Urgent Leave	Evin						
08/02/2013	08/02/2013		1.00	0.00				Y			Evin						
08/03/2013	08/03/2013		0.50	0.00				Y	PM		Evin						
26/03/2013	26/03/2013		1.00	0.00				Y			Evin						
12/04/2013	12/04/2013		0.50	0.00				Y	PM		Evin						
03/06/2013	03/06/2013		0.50	0.00				Y	PM		Evin						
Sub-Total			5.50	0.00													

SICK LEAVE																
Leave Description	FULL Ent	14.00	Cur Ent	14.00	B/F	0.00	Forfeit	0.00	Adju	0.00	Entitle	14.00	Taken	2.00	Balance	12.00


1 / 1 Main Report 100% Business Objects

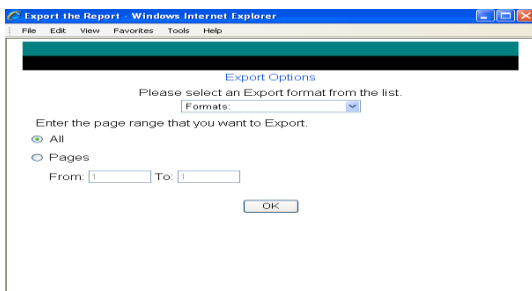
Leave Entitlement Detail Report

Date: 23/07/2013 Page: 1

Employee No: S6827 Name: Chris Tan Hired Date: 19/10/2009
 Department: MKTG Marketing Service Year: 3.75
 Section: NONE

Leave Code	Description	Full	B/F	Adju	Forfeit	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	17.00	5.00	0.00	0.00	22.00	5.50	16.50
CHILDLVE	CHILD CARE LEAVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMP	COMPASSIONATE LEAVE	10.00	0.00	0.00	0.00	10.00	0.00	10.00
ECHILD	ENHANCED CHILD CARE LEAVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EMATE	EXTENDED MATERNITY	40.00	0.00	0.00	0.00	40.00	0.00	40.00
EXAM	EXAMINATION LEAVE	5.00	0.00	0.00	0.00	5.00	0.00	5.00
HOSP	HOSPITALISATION	60.00	0.00	0.00	0.00	60.00	1.00	59.00
INFANT	UNPAID INFANT CARE LEAVE	6.00	0.00	0.00	0.00	0.00	0.00	0.00
MARR	MARRIAGE LEAVE	3.00	0.00	0.00	0.00	3.00	0.00	3.00
MATE	MATERNITY LEAVE	56.00	0.00	0.00	0.00	56.00	0.00	56.00
SICK	SICK LEAVE	14.00	0.00	0.00	0.00	14.00	2.00	12.00

To export the report, click on  icon located in left side of the toolbar. File can be exported in Crystal Report, PDF, MS Word, Excel and RTF Format.



1. Select the export format from drop down list
2. Enter the page range that needs to export
3. Click



IV. Exit from the System

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

User Info: S6827 - Chris Tan

Date Time: 23/07/2013 16:46:36 [Exit](#)

Period: 201307

V. Forgot Password

- Used to recover the password.
- Password retrieval requires the Employee No. and IC/FIN No.



Times Software provides the following E-Applications to assist HR daily operations:

E-Leave

E-Claims

E-HR

E-Training

E-Attendance

E-Booking





Times Software offers comprehensive integrated suite of Payroll and HR solutions designed specifically for small, medium and large corporations.

Login to eSolution!

Emp No :

Password :

Company: TSPL

Period: 2013 06 E

Internet Explorer 9 Compatible

Resend the password

Please enter your employee number and NRIC/FIN number, followed by the Submit button.

Emp No:

NRIC/FIN No :

1. Key in the Employee No.
2. Key in the IC/FIN No. [e.g. S1234567A / G5958888N]
3. Click on button.

Note: Upon successful submission, user will receive an email indicating the current password.