



Times eLeave System

Supervisor User Guide

Times Software Web-Based E-Modules Solutions

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TIMES SOFTWARE PTE LTD

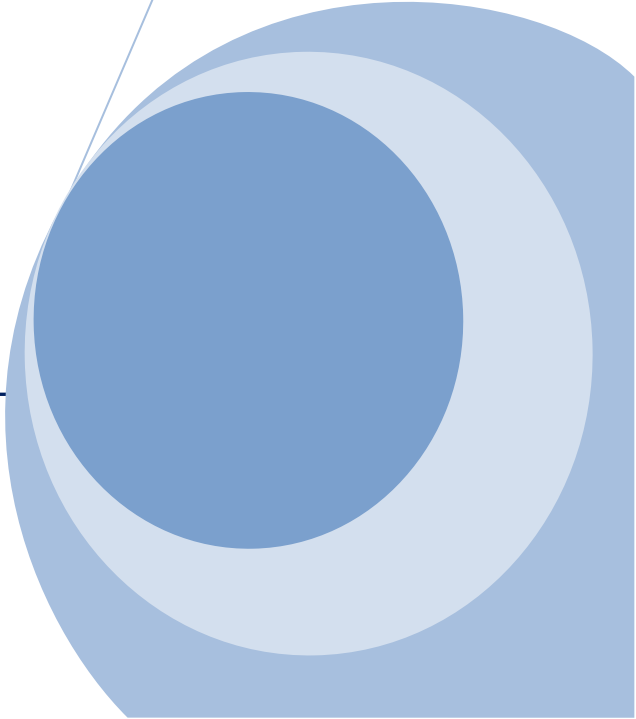
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Tables of Contents

I. Introduction of Times E-Leave System	3
1.0 Times E-Leave User Guide Introduction	3
II. Login to E-Leave System	4
III. Employee's Menu	5
1.0 Apply Leave	5
2.0 View Leave	7
3.0 Leave Calendar	8
4.0 Leave Policy	8
5.0 Change Password	9
6.0 Report	9
IV. Exit from the System	11
V. Forgot Password	11



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>

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

E-Leave E-Claims E-HR E-Training E-Attendance E-Booking

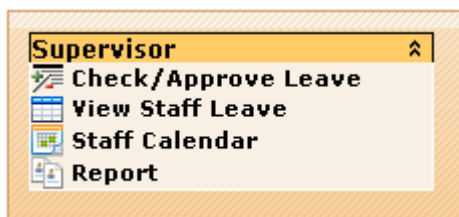
Times Software offers comprehensive integrated suite of Payroll and HR solutions designed specifically for small, medium and large corporations.

Login to eSolution!
 Emp No :
 Password :
 Company: TSPL
 Period: 2013 06 E
 [Forgot Password?](#)
 Internet Explorer 9 Compatible

Employee User ID Password to account Login button Company to login

- 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.

III. Supervisor's Menu





1.0 Check / Approve Leave

- Allows supervisor to view the pending leave application for checking and approval.

You are in page >> eLeave >> Supervisor >> Check/Approve leave

This is a supervisor inbox. To approve or reject the employee's leave record, please tick the checkbox next to each record then press "Approve" or "Reject" button.

	Staff On Leave	Status	Emp Name	Leave	Start Date	End Date	Day
<input type="checkbox"/>	<input type="checkbox"/> View	<input type="checkbox"/> Pending	Esther Low	ANNUAL LEAVE	12/08/2013	16/08/2013	5
<input type="checkbox"/>	<input type="checkbox"/> View	<input type="checkbox"/> Pending	Esther Low	ANNUAL LEAVE	01/08/2013	07/08/2013	5
<input type="checkbox"/>	<input type="checkbox"/> View	<input type="checkbox"/> Pending	Esther Low	ANNUAL LEAVE	31/07/2013	31/07/2013	0.5
<input type="checkbox"/>	<input type="checkbox"/> View	<input type="checkbox"/> Pending	George Chan	ANNUAL LEAVE	20/05/2013	23/05/2013	4

Check/Uncheck All

 Sort By: Leave Date

Reason:

Click to check the employees who are on leave on the same date.

By default, the record will be listed based on employee's department.

You are in page >> eLeave >> Supervisor >> Check/Approve leave

This is a supervisor inbox. To approve or reject the employee's leave record, please tick the checkbox next to each record then press "Approve" or "Reject" button.

Staff On Leave	Status	Emp Name	Leave	Start Date	End Date	Day
<input type="checkbox"/> View	<input type="checkbox"/> Pending	Esther Low	ANNUAL LEAVE	12/08/2013	16/08/2013	5
<input type="checkbox"/> View	<input type="checkbox"/> Pending	Esther Low	ANNUAL LEAVE	01/08/2013	07/08/2013	5
<input type="checkbox"/> View	<input type="checkbox"/> Pending	Esther Low	ANNUAL LEAVE	31/07/2013	31/07/2013	0.5
<input type="checkbox"/> View	<input type="checkbox"/> Pending	George Chan	ANNUAL LEAVE	20/05/2013	23/05/2013	4

Check/Uncheck All

 Sort By: Leave Date

Reason:

Staff On Leave

YTD Total : 16 B/F : 0 Adjust : 0 YTD Enttl : 16 YTD Taken : 5 YTD Bal : 11

Result of leave checking on date between 12/08/2013 - 16/08/2013

Date	Name	Leave	Day	AmPm	Applied On	Approved On
12/08/2013	Chan Teck Chye George	ANNU	1			
12/08/2013	Grace Tan	ANNU	1			



Leave application that is pending for approval will be listed on [Check / Approve Leave] page

You are in page >> eLeave >> Supervisor >> Check/Approve leave

This is a supervisor inbox. To approve or reject the employee's leave record, please tick the checkbox next to each record then press "Approve" or "Reject" button.

	Staff On Leave	Status	Emp Name	Leave	Start Date	End Date	Day
<input type="checkbox"/>	<input type="button" value="View"/>	<input checked="" type="checkbox"/> Pending	Esther Low	ANNUAL LEAVE	12/08/2013	16/08/2013	5
<input type="checkbox"/>	<input type="button" value="View"/>	<input checked="" type="checkbox"/> Pending	Esther Low	ANNUAL LEAVE	01/08/2013	07/08/2013	5
<input type="checkbox"/>	<input type="button" value="View"/>	<input type="checkbox"/> Pending	Esther Low	ANNUAL LEAVE	31/07/2013	31/07/2013	0.5
<input type="checkbox"/>	<input type="button" value="View"/>	<input type="checkbox"/> Pending	Chan Teck Chye George	ANNUAL LEAVE	20/05/2013	23/05/2013	4

Select employee's individual pending leave.

Check/Uncheck All

 Sort By:

Reason:

Tick to select all the pending leave

Approve

- Click to approve the pending leave application.
- The record will be updated automatically into the employee's taken leave.
- An email notification will be sent to employee upon leave approval.

Reject

- Click to reject the employee's leave application.
- Key in the reason for rejection.
- If the leave has been rejected, an email notification will be sent to employee.

Modify

- Click to modify the employee's leave application.
- This function allows supervisor to modify the employee's leave application.



2.0 View Staff Leave

- Allow supervisor to view the leave record of his/her subordinates.
- Selection is by Employee, Leave Type and Leave Status.

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

Employee: Esther Low Leave: ALL TYPE OF LEAVE Status: All

		Status	Leave	Start Date	End Date	Day	Am/Pm	Certificate/Reference No	Reason
+	<input type="checkbox"/>	Pending	ANNUAL LEAVE	12/08/2013	16/08/2013	5			
+	<input type="checkbox"/>	Pending	ANNUAL LEAVE	01/08/2013	07/08/2013	5			
+	<input type="checkbox"/>	Pending	ANNUAL LEAVE	26/07/2013	26/07/2013	0.5	AM		test
+	<input type="checkbox"/>	Approved	ANNUAL LEAVE	05/04/2013	05/04/2013	1			
+	<input type="checkbox"/>	Approved	ANNUAL LEAVE	07/02/2013	08/02/2013	2			
+	<input type="checkbox"/>	Approved	ANNUAL LEAVE	06/02/2013	06/02/2013	0.5	PM		
+	<input type="checkbox"/>	Approved	ANNUAL LEAVE	06/02/2013	06/02/2013	0.5	AM		Perso
+	<input type="checkbox"/>	Approved	ANNUAL LEAVE	28/01/2013	28/01/2013	1			
+	<input type="checkbox"/>	Approved	SICK LEAVE	02/01/2013	03/01/2013	2			

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	



3.0 Staff Calendar

[Staff Calendar] allows supervisor to view his/her subordinate's leave calendar.

You are in page >> eLeave >> Supervisor >> Calendar

Period: 8 2013
 Leave Pending ☆ Today Date

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 0/8	29 Esther Low - 1 Day ANNU	30 Esther Low - 1 Day ANNU	31 Esther Low - 1 Day ANNU	1 Esther Low - 1 Day ANNU	2 Esther Low - 1 Day ANNU	3 0/8
4 0/8	5 Esther Low - 1 Day ANNU	6 Esther Low - 1 Day ANNU	7 Esther Low - 1 Day ANNU	8 Hari Raya Puasa	9 National Day	10 0/8
11 0/8	12 George Chan - 1 Day ANNU	13 Esther Low - 1 Day ANNU	14 Esther Low - 1 Day ANNU	15 Esther Low - 1 Day ANNU	16 Esther Low - 1 Day ANNU	17 0/8
18 0/8	19 0/8	20 0/8	21 0/8	22 0/8	23 0/8	24 0/8
25 0/8	26 0/8	27 0/8	28 0/8	29 0/8	30 0/8	31 0/8
1	2	3	4	5	6	7

4.0 Report

Allows supervisor to generate his/her subordinate's leave report.

1. Select the report type from the drop-down list
2. Select the employee name
3. Choose the type of leave
4. Set the date range
5. Click on to preview the report.

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

Report: Leave Taken Report

Employee: George Chan To Esther Low

Leave: ANNUAL LEAVE To UNPAID INFANT CARE LEAVE

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



Sample Report #1: Leave Taken Report

Click to view the next employee

Business Objects

1 / 1+ Main Report 100%

Leave Taken Report

Page: 1

Leave Code: From ANNU To INFAINT 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 Hired Date: 27/09/2010

Employee No: S8502 Name: Esther Low
 Department: MKTG Marketing
 Section: NONE NONE

ANNUAL LEAVE															
Leave Description	FULL Ent	16.00	Cur Ent	16.00	B/F	0.00	Forfeit	Adju	0.00	Entitle	16.00	Taken	5.00	Balance	11.00
Start Date	End Date	Day	Hour	Status	AM/PM	Reason	Cert/Ref No	Approved By (Alias)							
28/01/2013	28/01/2013	1.00	0.00	Y				Martin							
06/02/2013	06/02/2013	0.50	0.00	Y	PM			Martin							
06/02/2013	06/02/2013	0.50	0.00	UL	Y	AM Personal		Martin							
07/02/2013	08/02/2013	2.00	0.00	Y				Martin							
05/04/2013	05/04/2013	1.00	0.00	Y				Martin							
26/07/2013	28/07/2013	0.50	0.00	UL	P	AM test									
01/08/2013	07/08/2013	5.00	0.00	P											
12/08/2013	16/08/2013	5.00	0.00	P											
Sub-Total			5.00	0.00											

SICK LEAVE													
------------	--	--	--	--	--	--	--	--	--	--	--	--	--

Sample Report #2: Leave Entitlement Report

Click to view the next employee

Business Objects

1 / 1+ Main Report 100%

Leave Entitlement Detail Report

Date: 26/07/2013 Page: 1

Leave Code: From ANNU To INFAINT

Employee No: S8502 Name: Esther Low Hired Date: 27/09/2010
 Department: MKTG Marketing Service Year: 2.83
 Section: NONE NONE

Leave Code	Description	Full	B/F	Adju	Forfeit	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	16.33	0.00	0.00		16.00	5.00	11.00
CHILDLVE	CHILD CARE LEAVE	0.00	0.00	0.00		0.00	0.00	0.00
COMP	COMPASSIONATE LEAVE	10.00	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
EMATE	EXTENDED MATERNITY	40.00	0.00	0.00		40.00	0.00	40.00
EXAM	EXAMINATION LEAVE	5.00	0.00	0.00		5.00	0.00	5.00
HOSP	HOSPITALISATION	60.00	0.00	0.00		60.00	2.00	58.00
INFANT	UNPAID INFANT CARE LEAVE	6.00	0.00	0.00		0.00	0.00	0.00
MARR	MARRIAGE LEAVE	3.00	0.00	0.00		3.00	0.00	3.00
MATE	MATERNITY LEAVE	56.00	0.00	0.00		56.00	0.00	56.00
PATE	PATERNITY LEAVE	1.00	0.00	0.00		1.00	0.00	1.00
SICK	SICK LEAVE	14.00	0.00	0.00		14.00	2.00	12.00



Sample Report #3: Leave Attendance Report

Click to view the next employee

1 / 1+ Main Report 100% Business Objects

Leave Attendance Report (Attendance Record from January/2013 FOR 12 MONTHS)

Leave Code: From ANNU To INFANT

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Esther Low																												
2013-01																												
Esther Low		SI	SI																									AN
2013-02																												
Esther Low						AN	AN	AN																				
2013-03																												
Esther Low																												
2013-04																												
Esther Low					AN																							
2013-05																												
Esther Low																												
2013-06																												
Esther Low																												
2013-07																												
Esther Low																												AN
2013-08																												
Esther Low	AN	AN			AN	AN	AN					AN	AN	AN	AN	AN												

Sample Report #4: Leave Approved Report

1 / 1 Main Report 100% Business Objects

Leave Approved Report

Date: 26
Page: 1

Employee No	Employee Name	Leave Code	Start Date	End Date	Day	Hour	Date Applied	Applied By	Approved	Approved By	Reason
88502	Esther Low	SICK	02/01/2013	03/01/2013	2.00	0.00	07/01/2013	Esther Low	7/01/2013		
88502	Esther Low	ANNU	28/01/2013	28/01/2013	1.00	0.00	17/01/2013	Esther Low	29/01/2013	Steve Tan	
88502	Esther Low	ANNU	06/02/2013	06/02/2013	0.50	0.00	29/01/2013	Esther Low	29/01/2013	Steve Tan	
88502	Esther Low	ANNU	07/02/2013	08/02/2013	2.00	0.00	29/01/2013	Esther Low	29/01/2013	Steve Tan	
88502	Esther Low	ANNU	06/02/2013	06/02/2013	0.50	0.00	04/02/2013	Esther Low	4/02/2013	Steve Tan	Personal
88502	Esther Low	ANNU	05/04/2013	05/04/2013	1.00	0.00	13/02/2013	Esther Low	10/04/2013	Steve Tan	

Sample Report #5: Leave Applied Report

1 / 1 Main Report 100% Business Objects

Leave Applied Report


Date: 26/0
Page: 1

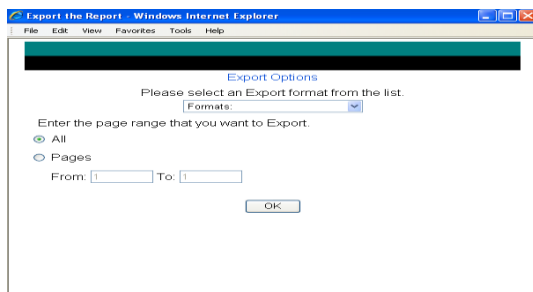
Employee No	Employee Name	Leave Code	Start Date	End Date	Day	Hour	Date Applied	Applied By	Approved	Approved By	Reason
88502	Esther Low	SICK	02/01/2013	03/01/2013	2.00	0.00	07/01/2013	Esther Low	7/01/2013		
88502	Esther Low	ANNU	28/01/2013	28/01/2013	1.00	0.00	17/01/2013	Esther Low	29/01/2013	Steve Tan	
88502	Esther Low	ANNU	06/02/2013	06/02/2013	0.50	0.00	29/01/2013	Esther Low	29/01/2013	Steve Tan	
88502	Esther Low	ANNU	07/02/2013	08/02/2013	2.00	0.00	29/01/2013	Esther Low	29/01/2013	Steve Tan	
88502	Esther Low	ANNU	06/02/2013	06/02/2013	0.50	0.00	04/02/2013	Esther Low	4/02/2013	Steve Tan	Personal
88502	Esther Low	ANNU	05/04/2013	05/04/2013	1.00	0.00	13/02/2013	Esther Low	10/04/2013	Steve Tan	
88502	Esther Low	ANNU	28/07/2013	28/07/2013	0.50	0.00	20/03/2013	Esther Low			test
88502	Esther Low	ANNU	01/08/2013	07/08/2013	5.00	0.00	20/03/2013	Esther Low			
88502	Esther Low	ANNU	12/08/2013	16/08/2013	5.00	0.00	20/03/2013	Esther Low			



Sample Report #6: Leave Pending Report

Employee No	Employee Name	Leave Code	Start Date	End Date	Day	Hour	Date Applied	Applied By	Reason
88502	Esther Low	ANNU	28/07/2013	28/07/2013	0.50	0.00	20/03/2013	Esther Low	test
88502	Esther Low	ANNU	01/08/2013	07/08/2013	5.00	0.00	20/03/2013	Esther Low	
88502	Esther Low	ANNU	12/08/2013	18/08/2013	5.00	0.00	20/03/2013	Esther Low	
87333	George Chan	ANNU	20/05/2013	23/05/2013	4.00	0.00	04/04/2013	George Chan	AL

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.

