

Chapter 1. First time logging into the TIMES E-TimeSheet System

Open your Microsoft Internet Explorer and enter the URL address for the TIMES E-Solution System Login Webpage, example: *http://www.myportal.com/esolution/login.aspx*

You will see your login page as shown at Figure 2-1.

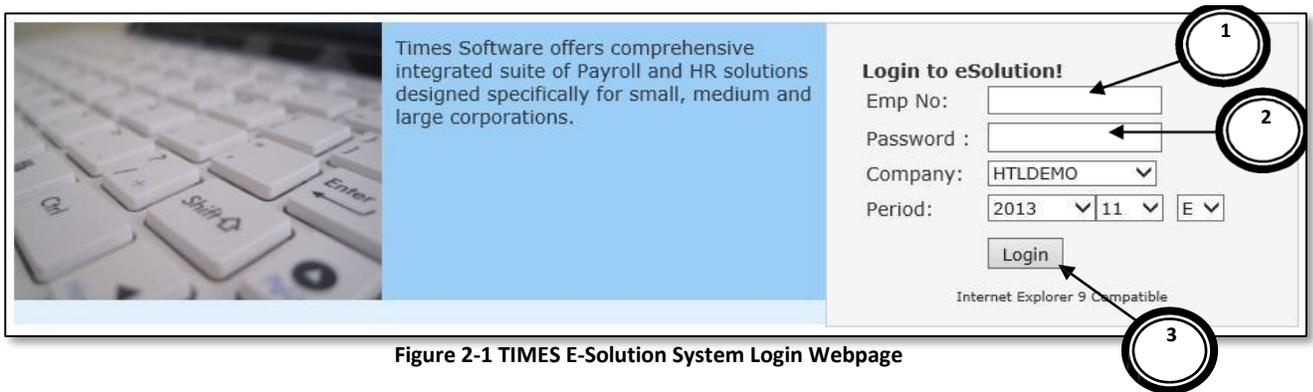


Figure 2-1 TIMES E-Solution System Login Webpage

No	Description (Figure 2-1)
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- | | |
|---|---|
| 1 | Key in your "Emp No" (Staff ID). |
| 2 | Key in your "Password" (Your IC Number in full, example S1234567C). |
| 3 | Click the [Login] button to login into the system. |

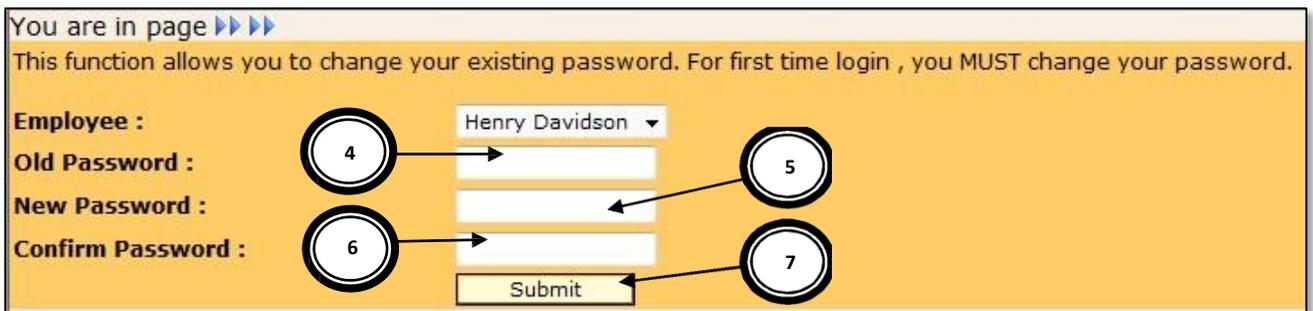


Figure 2-2 First time logging in must change password

No	Description (Figure 2-2)
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- | | |
|---|---|
| 4 | Type in the Old Password (Your IC Number in full, example S1234567C). |
|---|---|

No Description (Figure 2-2)

- 5 Type in the New Password (example *12345678*).
- 6 Confirm your Password (type the same as “New Password”).
- 7 Click the [Submit] button.

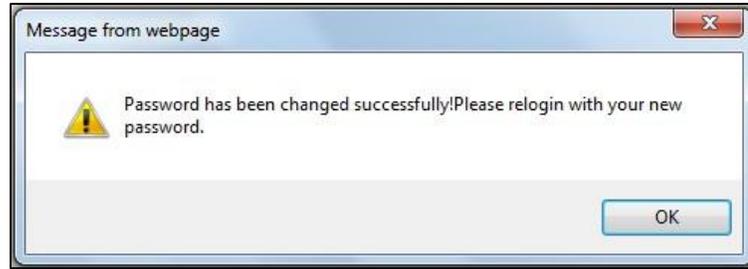


Figure 2-3 Password changed successfully

If you have successfully submitted your new password, you will receive this notification (Figure 2-3).

Click the [OK] button. You will be re-directed back to the Login Page (Figure 2-1).

Re-login to the system using your Employee No (Staff ID) and your new password at the Login Page.

Chapter 2. Accessing the Time Sheet

Once you have successfully log in to your E-TimeSheet online account, you will be presented with your Time Sheet.

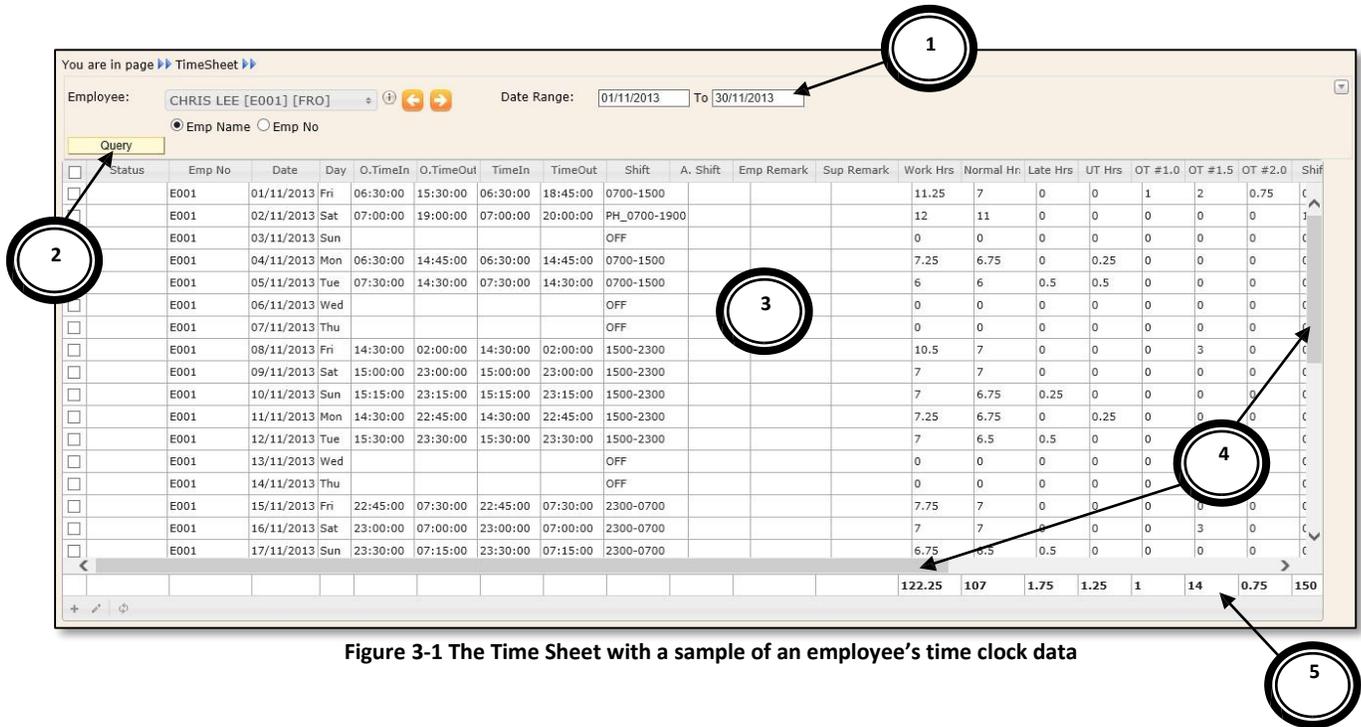


Figure 3-1 The Time Sheet with a sample of an employee’s time clock data

No Description (Figure 3-1)

- The “Date Range” is defaulted to the start date and end date of the current month. You can choose a different “Date Range” by clicking on the date. This will open the **Calendar Picker** where you can choose your preferred day.

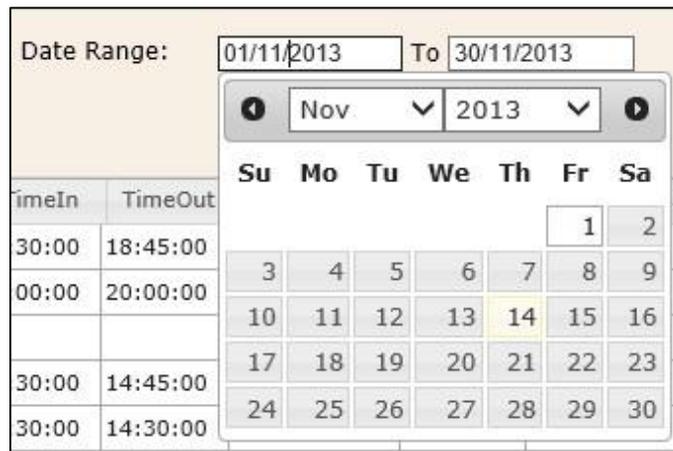


Figure 3-2 Choosing a date from the Calendar Picker

No Description (Figure 3-1)

- 2 Click on the [Query] to retrieve the Time Sheet information based on the “Employee” and “Date Range”.
- 3 Your **Time Sheet** information will be displayed here in columns. Each column will show you specific information such as your clock in and clock out timings as well as your overtime hours.

Refer to Chapter 4 The Time Sheet Columns for detailed explanation for each of the **Time Sheet** columns.

- 4 You can use the **Scroll Bars** to view more of your Time Sheet information. Simply drag the horizontal **Scroll Bars** to the right or drag the vertical **Scroll Bars** downwards.
- 5 At the footer of the **Time Sheet**, you can see the total sum of your working hours, lateness, under time, overtime, allowances as well as your daily rates for the period.

You can access your **Time Sheet** from your Employee menu by clicking on the **Time Sheet** option.

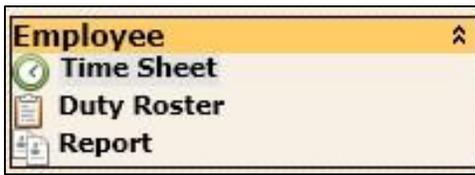


Figure 3-3 Accessing the Time Sheet from the Employee menu

Chapter 3. The Time Sheet Columns

This chapter explains the functions and purpose for each of the **Time Sheet**'s columns.

Column Name	Purpose
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“Status” “Status” blank indicates that the **Time Sheet** record is a new record.

If you have made amendments to any of your **Time Sheet** records, the “Status” for those records will show *Pending*. Your supervisor will need to review your amended records.

If your supervisor rejects an amended record, the “Status” of that record will be updated to *Rejected* with a (x) where x indicates which supervisor in the approval level had rejected the record.

Here are some examples:

“Status”	Meaning
Rejected (1)	1 st Level Supervisor had rejected the record.
Rejected (2)	2 nd Level Supervisor had rejected the record.
Rejected (3)	3 rd Level Supervisor had rejected the record.
Rejected (A)	Administrator had rejected the record.

You will need to make corrections to your rejected records and once completed, the record will be re-submitted back to your supervisor for review with “Status” *Pending* once more.

If your supervisor approves an amended record, the “Status” of that record will be updated to *Approved* with a (x) where x indicates which supervisor in the approval level had approved the record.

Here are some examples:

“Status”	Meaning
Approved (1)	1 st Level Supervisor had approved the record.
Approved (2)	2 nd Level Supervisor had approved the record.
Approved (3)	3 rd Level Supervisor had approved the record.
Approved (A)	Administrator had approved the record.

For more information on amending your **Time Sheet** record, you can refer to Chapter 4 The Time Sheet Columns.

Column Name	Purpose
“Emp No”	Your employee number is shown here.
“Date”	The date for the day.
“Day”	Name of the day.
“O.TimeIn”	This shows the earliest time that you had clocked in for work. This timing was retrieved from computerized data collection devices such as badge and biometric terminals.
“O.TimeOut”	This shows the latest time that you had clocked out from work. This timing was retrieved from computerized data collection devices such as badge and biometric terminals.
“TimeIn”	If you or your management had amended your earliest clock in time, it will be reflected here. If there are no amendments, this “TimeIn” time will be the same as the time reflected in “O.TimeIn”.
“TimeOut”	If you or your management had amended your latest clock out time, it will be reflected here. If there are no amendments, this “TimeOut” time will be the same as the time reflected in “O.TimeOut”.
“Shift”	This is the shift that your management had assigned for you.
“A.Shift”	If you or your management had amended your shift, it will be reflected here.
	 Do note that once the amended record is approved by all of your supervisors, your Time Sheet calculations such as work hours and overtime will follow the “A. Shift”.
“Emp Remark”	If you are amending your Time Sheet details, you will need to type in your reason or notes in “Emp Remark” in order for your supervisor to read it.
“Sup Remark”	If your management had rejected your amended Time Sheet record, their reasons for rejecting the record will be reflected here.
“Work Hrs”	This is the total number of hours that you had clocked in for work minus your lunch time if applicable. The calculation for “Work Hrs” is simply the difference between your earliest clock in time and your latest clock out time minus lunch time if any. It does not concern with the shift’s official start and end time.

Column Name	Purpose
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Some examples:

O.TimeIn	O.TimeOut	Lunch Hour	Work Hrs
09:00	18:00	1	7
09:30	18:45	0.75	7.5

“Normal Hrs” This is the total number of hours that you had fulfilled for your shift. This total is deducted from your lateness “Late Hrs” and under-time “UT Hrs” hours if any.

For example:

Shift Official Work Time			9 AM to 6 PM			
O.TimeIn	O.TimeOut	Lunch Hour	Shift Hours (exclude Lunch)	Lateness	Under-time	Normal Hrs
09:00	18:00	1	7	0.25	0.5	6.25



Your shift has an official start and end time and “Normal Hrs” only calculates the number of hours that you had worked within the shift’s official time range. Clocking in earlier than the shift’s start time or clocking out later than the shift’s end time will be excluded from the “Normal Hrs” calculation.

“Late Hrs” This is the total number of hours that you are late for work. The calculation for “Late Hrs” is simply the difference between your earliest clock in time and your shift’s official start time.

“UT Hrs” This is the total number of hours that you left early from work. The calculation for “UT Hrs” is simply the difference between your latest clock out time and your shift’s official end time.

“OT #1.0” The number of overtime hours that you had clocked at the overtime rate of your hourly pay rate.

“OT #1.5” The number of overtime hours that you had clocked at the overtime rate of one and a half times of your hourly pay rate.

Column Name	Purpose
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- “OT #2.0” The number of overtime hours that you had clocked at the overtime rate of twice your hourly pay rate.
- “Shift\$” Total sum of allowances in dollar value such as meal allowance or transport allowance that you had earned for the shift is reflected here.
- “1.0 Day Rate” If you had earned a day’s pay for the shift, it will be reflected here as 1.
- “2.0 Day Rate” If you had earned two days’ pay for the shift, it will be reflected here as 1.
- “3.0 Day Rate” If you had earned three days’ pay for the shift, it will be reflected here as 1.
- “Odd Clock” The system will show alert messages for the following situations:

Odd Clock Message	Meaning
Odd Clocking	There is no clock in and clock out time for the shift.
Odd Clocking In	No clock in time but there is a clock out time for the shift.
Odd Clocking Out	No clock out time but there is a clock in time for the shift.

“Leave” If you have any leaves that you had applied or taken, such as annual leave or sick leave, they will be reflected here.

Additionally, the “Leave” column will also show any public holidays such as *Hari Raya Haji* or *Deepavali*.



Clicking on the magnifying glass icon will open a window that shows all of your clock in and clock out times during your work shift for the day as well as all of your clock timings for your next day’s shift.

Chapter 4. Report

You can access the report by clicking the **Report** option at the Employee menu.



Report Name	Purpose	Exported Document Name (Excel and PDF)
Attendance in Details	A report to show the employee's detailed Time Sheet information.	AttendanceInDetails
Attendance in Summary	A report to show the employee's total work, normal, late, under-time and overtime hours for the period.	AttendanceInDetails
Lateness By Date	A report to show the days that the employee was late for work in a Time Sheet format and the amount of late hours that the employee had accrued for the period.	LatenessByDate
Lateness By Employee	This report shows the exact day that the employee was late for work and the number of late hours that the employee had accrued for that day within the selected date range.	LatenessByEmp
Odd Clocking	This report is used to identify the days that the employee clocked in but did not clocked out from work shift, clocked out but did not clock in for work shift and completely did not clock in and out for work shift.	OddClock

Report Name	Purpose	Exported Document Name (Excel and PDF)
Under Time By Date	This report shows the exact day that the employee had clocked out early from work and the number of the employee's under-time hours for that day within the selected date range.	UnderTimeByDate
Under Time By Employee	A report to show the days that the employee had clocked out early from work in a Time Sheet format and the amount of the employee's under-time hours for the period.	UnderTimeByEmp

Table 7-1 A list of available reports and their purposes