TIMES SOFTWARE

TIMES E-TimeSheet User Guide for Supervisors

Year 2013

Guide on reviewing, approving and rejecting reporting employees' time sheets as well as managing their duty rosters in the E-TimeSheet System for supervisors.

Version 1.0

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Preface

Style Conventions:

- Web Application GUI field names are denoted with “”, for example “Employee Name”.
- Web Application button names are denoted with [ ], for example [Delete].
- Web Application function names are given in **bold**, for example **Access Setup**.
- Configuration command, text entered into the web application or browser and data is expressed in *Calibri italic*.
- Words that the authors wish to emphasize are underlined.
- Notes and tips are represented by the notepad icon.
- Important notices and warnings are represented by the exclamation mark icon.
- Technical notes are represented by the gears in head icon.
- The rest of the document is written in normal Calibri font.

Chapter 1. Introduction of TIMES E-TimeSheet System

TIMES E-TimeSheet System is an application which allows the user to import Electronic Time Clock data into the system for over time calculation and attendance records. The system supports the vast majority of electronic time clocks available in the market. Some of the notable features of the system includes auto importing of time clock data, employee attendance and working time reports, over time calculation, supports multiple working hours and shifts, auto export to TIMES Pay/HR system for wage calculation for Overtime, Shifts & Allowances/Deductions and job cost calculation.

Online and real time attendance reports and results provide proficient and successful time clock tracking and management in your workplace. It’s a software-based time clock and attendance system that allows you to collect and organize your employee time data accurately and transfers to Times Payroll. It helps your company achieve automated labor-intensive processes and real time transaction to managers and employees.

Time and labor information is always up-to-date and accurate. Payroll costs are always allocated correctly, and employees and managers can perform their jobs more quickly and with less effort. This helps managers control overtime, shift scheduling costs and maintain budgets with higher efficiency.

By streamlining and automating interactions between employees and employers, organizations save time processing payroll, improves the accuracy of their data, and better manages their employees.

A powerful set of workforce management functionality that can be accessed from any web browser.

Time and attendance information can be gathered from any type of input devices such as proximity or bar code reader, biometric scanner, hand punch reader and finger scan.

1.1 The TIMES E-TimeSheet System User Guide for Supervisors

This guide is written for supervisors to guide them in reviewing, approving and rejecting their reporting employees’ time sheets as well as managing their duty rosters in the TIMES E-TimeSheet system.

Chapter 2. 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.

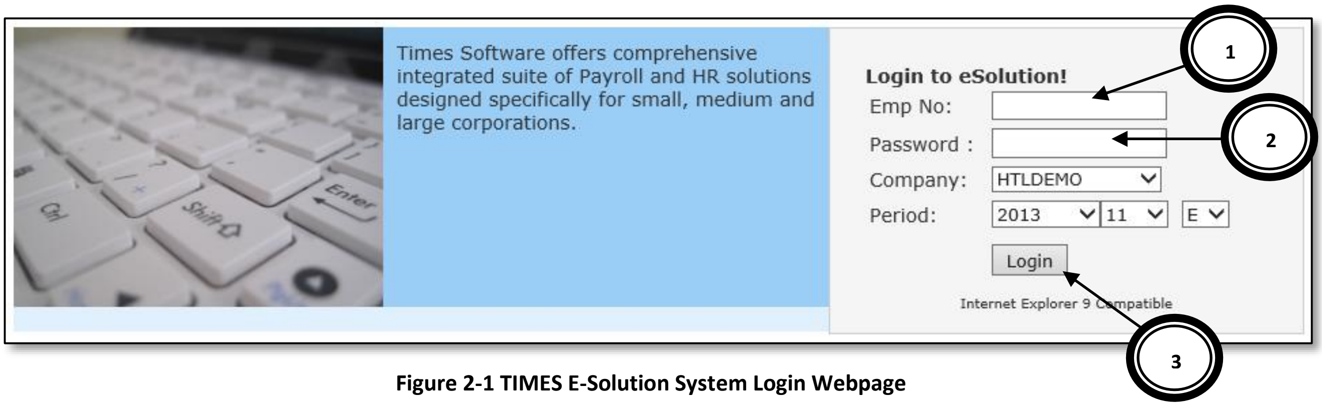


Figure 2-1 TIMES E-Solution System Login Webpage

No	Description (Figure 2-1)
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.

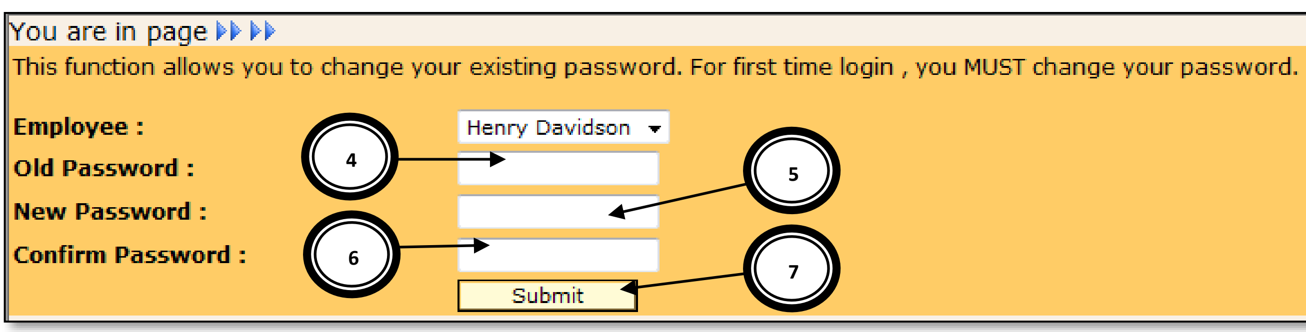


Figure 2-2 First time logging in must change password

No	Description (Figure 2-2)
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.

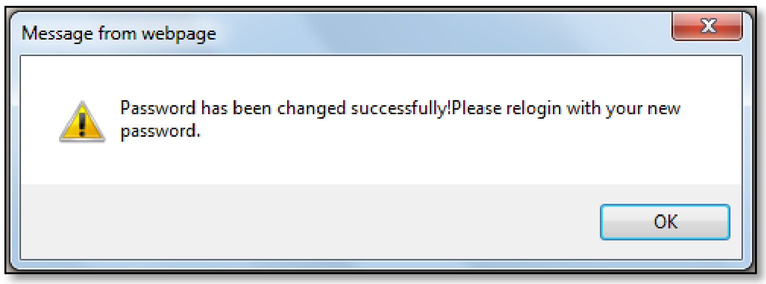


Figure 2-3 Password changed successfully

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 3. Managing employees' Duty Roster

To start managing your reporting employees' duty rosters, first access the **Duty Roster** web page by clicking on the **Duty Roster** option at the Supervisor menu.

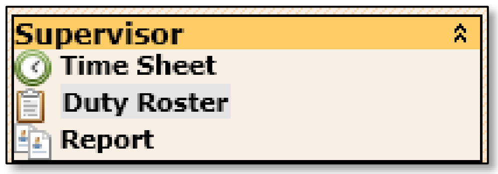


Figure 3-1 Click on the Duty Roster option at the Supervisor menu to access the Duty Roster web page

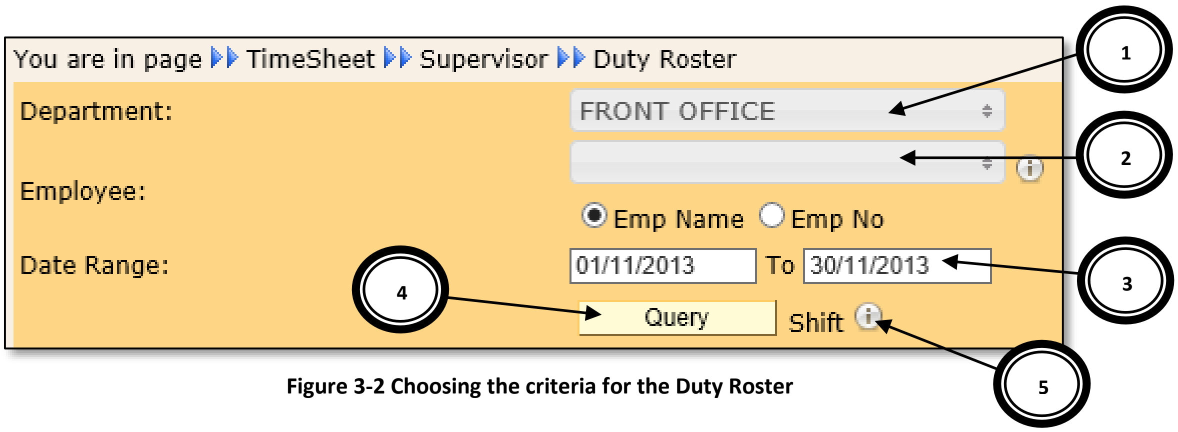


Figure 3-2 Choosing the criteria for the Duty Roster

No	Description (Figure 3-2)
1	Click on the "Department" bar to open the **Department Selection Window** in order to choose a department or multiple departments.

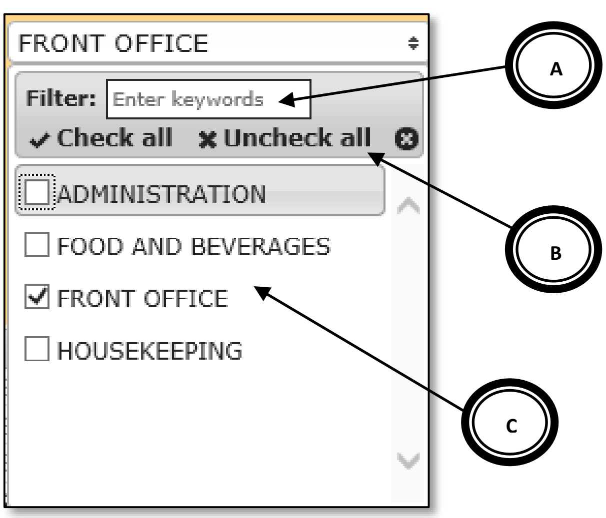


Figure 3-3 Department Selection Window

No	Description (Figure 3-3)
A	Enter a few alphabets in here and the system will show the nearest matching departments.
B	Click [Check all] to choose all departments in the list or [Uncheck all] to clear the selection.
C	You can choose specific departments by clicking on the checkboxes.

Click to finalize your choices.

No	Description (Figure 3-2)
2	Click on the "Employee" bar to open the **Employee Selection Window** in order to choose an employee or multiple employees. This selection window functions the same as the **Department Selection Window**. You can sort the list of employees by employee name ◉ Emp Name or employee number ◉ Emp No in ascending order. If you had selected multiple employees, you can see the list of your selected employees by clicking on the ⓘ button.
3	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.

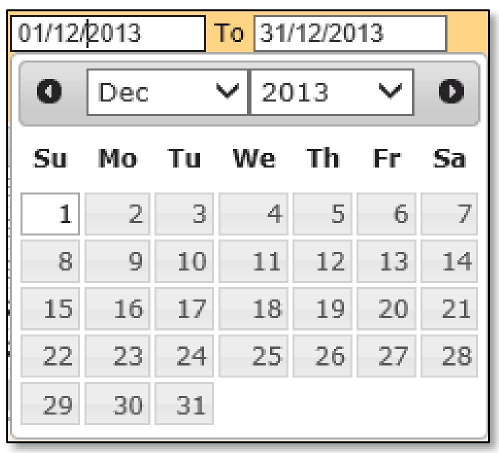


Figure 3-4 Choosing a date from the Calendar Picker

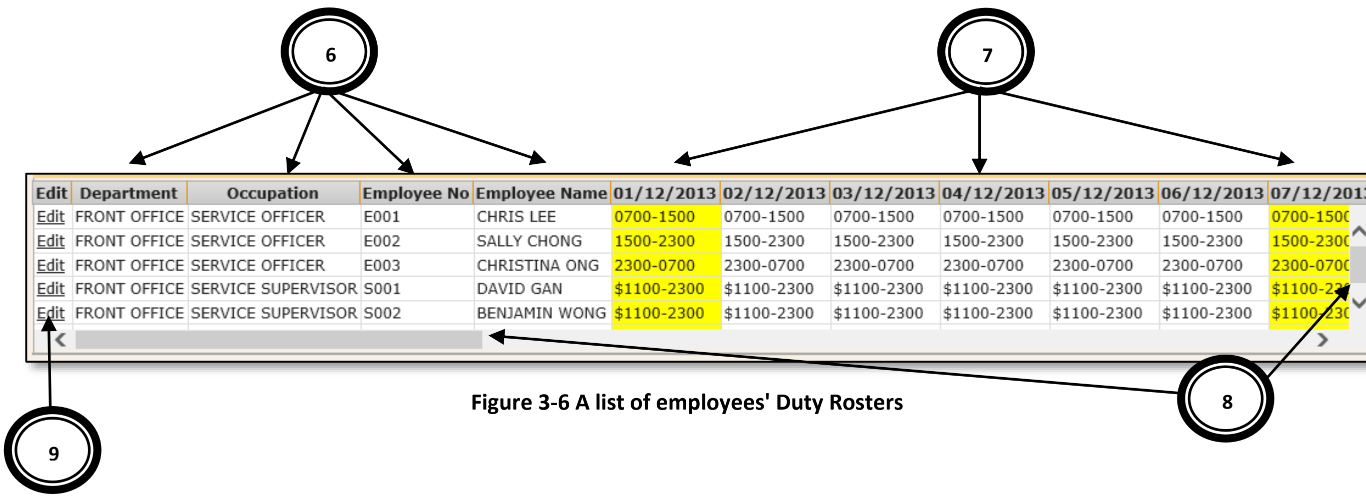
No	Description
4	Click the [Query] to display a list of employees' duty rosters based on your selected criteria.
5	Click the Shift ⓘ button to see a list of shifts in the **Shift** window. When you are amending your reporting employees' duty rosters, you can refer back to the eligible list of shift codes by using this button.

No	Description (Figure 3-2)

Shift

Code	Description
$1100-2300	Parent SS1 10 AM - 10 PM
0700-1500	7 AM - 3 PM
1500-2300	3 PM - 11 PM
2300-0700	11 PM - 7 AM
OFF	OFF DAY
PH_0700-1900	PUBLIC HOLIDAY 7 AM - 7 PM
REST	REST DAY
S1_1000-1400	Child 1 SS1 10 AM - 2 PM
S2_1800-2200	Child 2 SS1 6 PM - 10 PM

Figure 3-5 A list of shifts in the Shift window



Edit	Department	Occupation	Employee No	Employee Name	01/12/2013	02/12/2013	03/12/2013	04/12/2013	05/12/2013	06/12/2013	07/12/201
Edit	FRONT OFFICE	SERVICE OFFICER	E001	CHRIS LEE	0700-1500	0700-1500	0700-1500	0700-1500	0700-1500	0700-1500	0700-150
Edit	FRONT OFFICE	SERVICE OFFICER	E002	SALLY CHONG	1500-2300	1500-2300	1500-2300	1500-2300	1500-2300	1500-2300	1500-230
Edit	FRONT OFFICE	SERVICE OFFICER	E003	CHRISTINA ONG	2300-0700	2300-0700	2300-0700	2300-0700	2300-0700	2300-0700	2300-070
Edit	FRONT OFFICE	SERVICE SUPERVISOR	S001	DAVID GAN	$1100-2300	$1100-2300	$1100-2300	$1100-2300	$1100-2300	$1100-2300	$1100-2
Edit	FRONT OFFICE	SERVICE SUPERVISOR	S002	BENJAMIN WONG	$1100-2300	$1100-2300	$1100-2300	$1100-2300	$1100-2300	$1100-2300	$1100-23

Figure 3-6 A list of employees' Duty Rosters

No	Description (Figure 3-6)
6	The Duty Roster shows a list of employees with the "Department" they are assigned to as well as their "Occupation", "Employee No" and "Employee Name".
7	Each day's shift for the employees are shown here. The day that is highlighted in yellow colour indicates a weekend.
8	You can use the **Scroll Bars** to view more of the **Duty Roster** information. Simply drag the horizontal **Scroll Bars** to the right or drag the vertical **Scroll Bars** downwards.
9	Click the [Edit] to amend an employee's duty roster information.

Edit	Department	Occupation	Employee No	Employee Name	01/12/2013	02/12/2013	03/12/2013
Update Cancel	FRONT OFFICE	SERVICE OFFICER	E001	CHRIS LEE	2300-0700	1500-2300	0700-1500
Edit	FRONT OFFICE	SERVICE OFFICER	E002	SALLY CHONG	1500-2300	1500-2300	1500-2300
Edit	FRONT OFFICE	SERVICE OFFICER	E003	CHRISTINA ONG	2300-0700	2300-0700	2300-0700

11

10

Figure 3-7 Editing a Duty Roster record

No	Description (Figure 3-7)
10	In the **Duty Roster** edit mode for an employee's duty roster record, you can type in the new shift code for a particular day. Refer to the **Shift** window for the exact shift codes. ⚠ You can only amend future dated shifts in the **Duty Roster**.
11	Click [Update] to update your changes to the employee's duty roster or click [Cancel] to cancel the changes.

Chapter 4. Reviewing employees' Time Sheets

Access your reporting employees' time sheets by clicking on the **Time Sheet** option at the Supervisor menu.

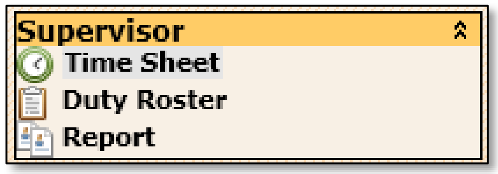


Figure 4-1 Click on the Time Sheet option at the Supervisor menu to access employees' time sheets

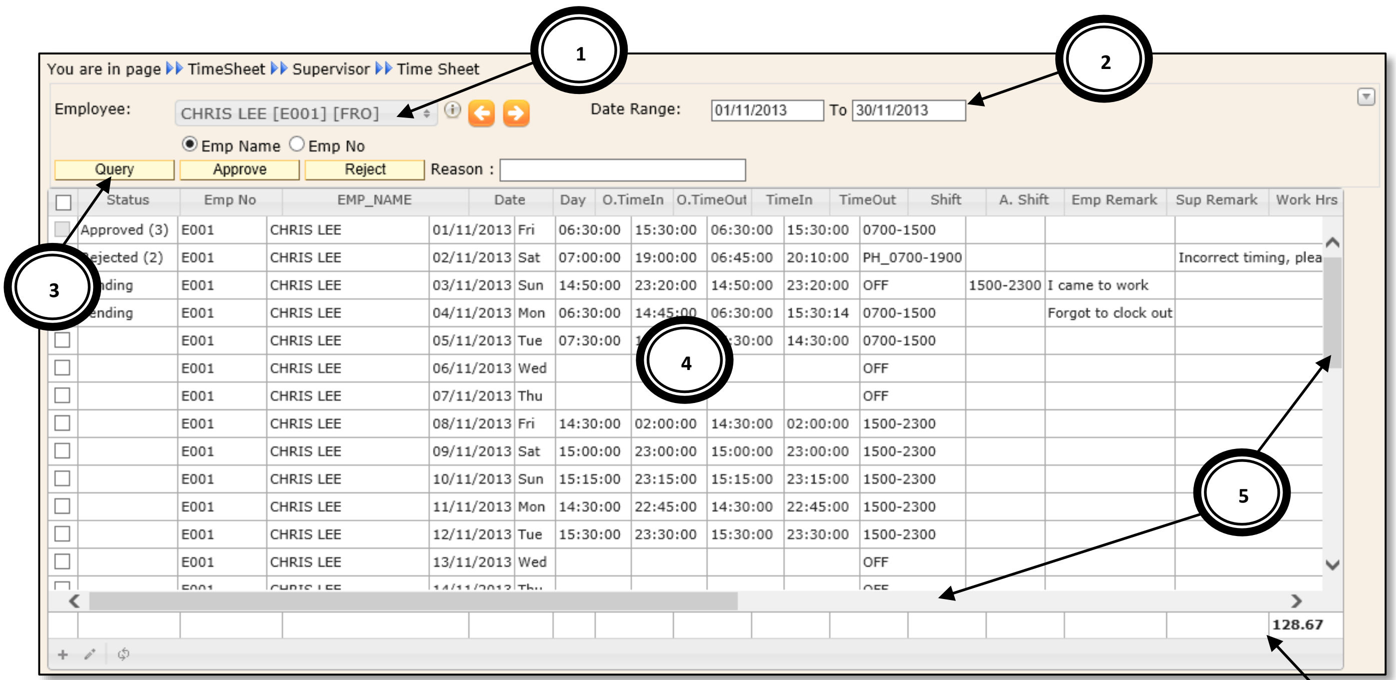


Figure 4-2 The Time Sheet with a sample of an employee's time clock data

No	Description (Figure 4-2)
1	Click on the “Employee” bar to open the **Employee Selection Window** in order to choose an employee or multiple employees.

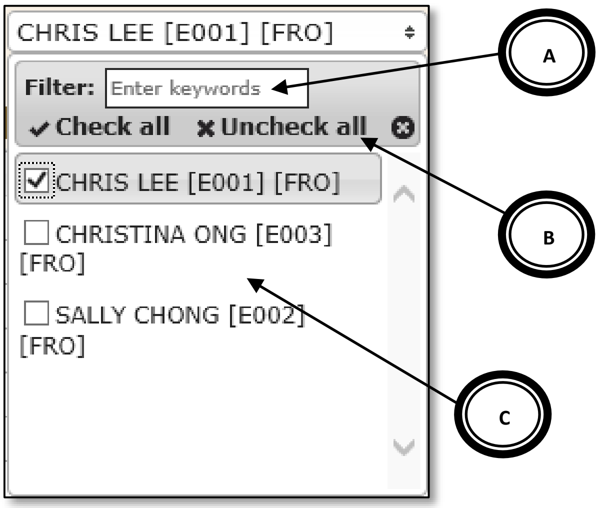


Figure 4-3 The Employee Selection Window

No	Description (Figure 4-3)
A	Enter a few alphabets in here and the system will show the nearest matching employees.
B	Click [Check all] to choose all employees in the list or [Uncheck all] to clear the selection.
C	You can choose specific employees by clicking on the checkboxes.

Click ⊗ to finalize your choices.

You can sort the list of employees by employee name ◉ Emp Name or employee number ◉ Emp No in ascending order.

You can browse one employee’s time sheet at a time by clicking on the navigation buttons ⇦ ⇨.

If you had selected multiple employees, you can see the list of your selected employees by clicking on the ⓘ button.

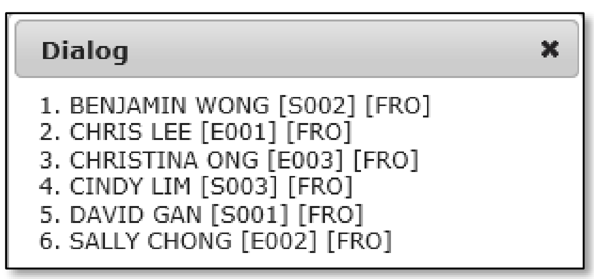


Figure 4-4 The i button shows a list of selected employees and their departments

2	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.

No	Description (Figure 4-2)

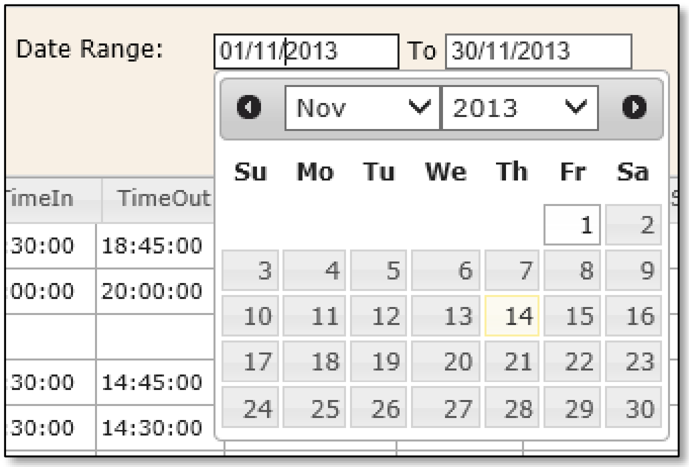


Figure 4-5 Choosing a date from the Calendar Picker

3 Click on the [Query] to retrieve the Time Sheet information based on the "Employee" and "Date Range".

4 Your reporting employees' **Time Sheet** information will be displayed here in columns. Each column will show you specific information such as their clock in and clock out timings as well as their overtime hours.

Refer to Chapter 5 The Time Sheet Columns for detailed explanation for each of the **Time Sheet** columns.

5 You can use the **Scroll Bars** to view more of the Time Sheet information. Simply drag the horizontal **Scroll Bars** to the right or drag the vertical **Scroll Bars** downwards.

6 At the footer of the **Time Sheet**, you can see the total sum of your reporting employees' working hours, lateness, under time, overtime, allowances as well as their daily rates for the period.

Chapter 5. The Time Sheet Columns

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

Column Name	Purpose
"Status"	"Status" blank indicates that the **Time Sheet** record is a new record. If you or your reporting employees have made amendments to any of the **Time Sheet** records, the "Status" for those records will show *Pending*. You will need to review those amended records and decide whether to approve or reject them. If you reject 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)	1st Level Supervisor had rejected the record.
Rejected (2)	2nd Level Supervisor had rejected the record.
Rejected (3)	3rd Level Supervisor had rejected the record.
Rejected (A)	Administrator had rejected the record.

Your reporting employees will need to make corrections to their rejected records and once completed, these records will be re-submitted back to you for further review with "Status" *Pending* once more.

If you approve 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)	1st Level Supervisor had approved the record.
Approved (2)	2nd Level Supervisor had approved the record.
Approved (3)	3rd Level Supervisor had approved the record.
Approved (A)	Administrator had approved the record.

For more information on amending the **Time Sheet** record, you can refer to Chapter 6 Editing the Time Sheet.

Column Name	Purpose
"Emp No"	The employee number is shown here.
"EMP_NAME"	The employee name is shown here.
"Date"	The date for the day.
"Day"	Name of the day.
"O.TimeIn"	This shows the earliest time that your reporting employees 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 your reporting employees 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 reporting employees had amended the 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 reporting employees had amended the 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 you or the management had assigned for your reporting employees. Future dated shifts can be changed by using the **Duty Roster**.
"A.Shift"	If you or your reporting employees had amended the shift, it will be reflected here. Do note that once the amended record is approved by all supervisors in the approval flow for the employee, his or her **Time Sheet** calculations such as work hours and overtime will follow the "A. Shift".
"Emp Remark"	If your reporting employees had amended their **Time Sheet** details, their reasons or notes will be shown in here.
"Sup Remark"	If you had rejected your reporting employees' amended **Time Sheet** records, your reasons for rejecting the records will be reflected here.
"Work Hrs"	This is the total number of hours that your reporting employees had clocked in for work minus their lunch time if applicable. The calculation for "Work Hrs" is simply

Column Name	Purpose
	the difference between their earliest clock in time and their latest clock out time minus lunch time if any. It does not concern with the shift's official start and end time.

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 your reporting employees had fulfilled for their shifts. This total is deducted from their 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

⚠ A shift has an official start and end time and "Normal Hrs" only calculates the number of hours that your reporting employees 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 your reporting employees were late for work. The calculation for "Late Hrs" is simply the difference between their earliest clock in time and their shift's official start time.

"UT Hrs" This is the total number of hours that your reporting employees had left early from work. The calculation for "UT Hrs" is simply the difference between their latest clock out time and their shift's official end time.

"OT #1.0" The number of overtime hours that your reporting employees had clocked at the overtime rate of their hourly pay rates.

Column Name	Purpose
"OT #1.5"	The number of overtime hours that your reporting employees had clocked at the overtime rate of one and a half times of their hourly pay rates.
"OT #2.0"	The number of overtime hours that your reporting employees had clocked at the overtime rate of twice their hourly pay rates.
"Shift$"	Total sum of allowances in dollar value such as meal allowance or transport allowance that your reporting employees had earned for the shift is reflected here.
"1.0 Day Rate"	If an employee had earned a day's pay for the shift, it will be reflected here as *1*.
"2.0 Day Rate"	If an employee had earned two days' pay for the shift, it will be reflected here as *1*.
"3.0 Day Rate"	If an employee 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.

Column Name	Purpose
"Leave"	If your reporting employees have any leaves that they 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 the employee's clock in and clock out times during the employee's work shift for the day as well as all of the employee's clock timings for his or her next day's shift. Here is a sample:

Column Name	Purpose

Dialog

Card No	DateTime	In Out
E001	03/10/2013 6:30:00 AM	
E001	03/10/2013 7:17:00 AM	
E001	03/10/2013 7:43:00 AM	
E001	03/10/2013 10:31:00 AM	
E001	03/10/2013 11:52:00 AM	
E001	03/10/2013 1:30:00 PM	
E001	03/10/2013 1:43:00 PM	
E001	03/10/2013 3:45:00 PM	

Card No	DateTime	In Out
E001	04/10/2013 7:15:00 AM	
E001	04/10/2013 8:30:00 AM	
E001	04/10/2013 8:45:00 AM	
E001	04/10/2013 10:32:00 AM	
E001	04/10/2013 11:31:00 AM	
E001	04/10/2013 1:17:00 PM	
E001	04/10/2013 1:23:00 PM	
E001	04/10/2013 3:46:00 PM	

Figure 5-1 Multiple clock in and clock out timings can be viewed by using the magnifying glass icon

This is particularly useful if an employee is working on a cross midnight shift and you want to see the employee's clock timings breakdown from the first to the second day.

Chapter 6. Editing the Time Sheet

Records with “Status” blank or *Rejected* can be amended.

Look for the **Time Sheet** record that you want to amend and double left click on the record. This will open the **Edit Record** window.

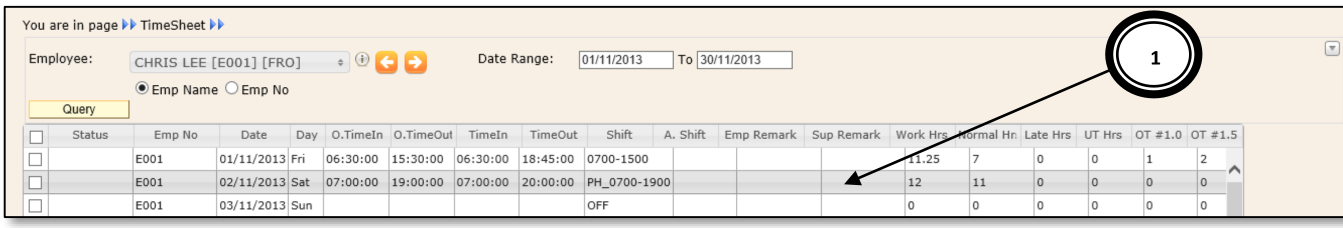


Figure 6-1 Double click on the Time Sheet record to open the Edit Record window

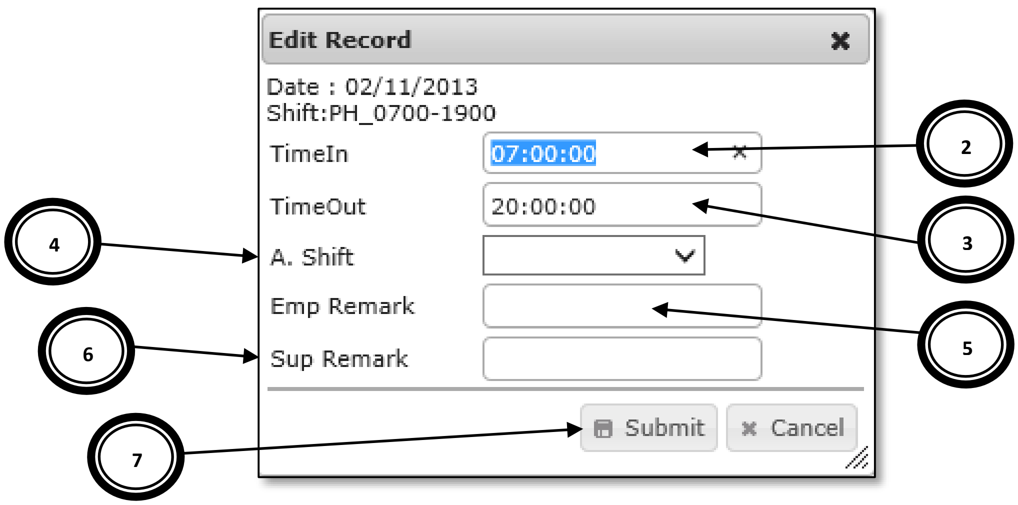


Figure 6-2 The Edit Record window

No	Description (Figure 6-1 and Figure 6-2)
1	Double click the **Time Sheet** record to open the **Edit Record** window.
2	You can change the clock in time at “TimeIn”.
3	The clock out time can be changed at “TimeOut”.
4	You can change the shift at “A. Shift”.
5	Employee’s reasons or notes are shown at “Emp Remark”.
6	Your comments are shown at “Sup Remark”.

No	Description (Figure 6-1 and Figure 6-2)
7	Click the [Submit] button to submit the record. To cancel the changes, click the [Cancel] button.

If you had submitted the amended **Time Sheet** record, that record will have the "Status" *Pending*.

☐	Status	Emp No	Date	Day	O.TimeIn	O.TimeOut	TimeIn	TimeOut	Shift	A.
☐		E001	01/11/2013	Fri	06:30:00	15:30:00	06:30:00	18:45:00	0700-1500	
☑	Pending	E001	02/11/2013	Sat	07:00:00	19:00:00	06:45:00	20:10:00	PH_0700-1900	

Figure 6-3 A edited Time Sheet record that was submitted with "Status" Pending

You will need to review the record and decide whether to approve or reject the record.

For more information on approving the records, refer to Chapter 7 Approving Time Sheets.

For more information on rejecting the records, refer to Chapter 8 Rejecting the Time Sheets.

☐	Status	Emp No	Date	Day	O.TimeIn	O.TimeOut	TimeIn	TimeOut	Shift	A.
☐		E001	01/11/2013	Fri	06:30:00	15:30:00	06:30:00	18:45:00	0700-1500	
☐	Approved (1)	E001	02/11/2013	Sat	07:00:00	19:00:00	06:45:00	20:10:00	PH_0700-1900	
☐		E001	03/11/2013	Sun					OFF	

Figure 6-4 Time Sheet record that was approved by first level supervisor

☐	Status	Emp No	Date	Day	O.TimeIn	O.TimeOut	TimeIn	TimeOut	Shift	A. Shift	Emp Remark	Sup Remark	Work Hrs	Normal Hr
☐		E001	01/11/2013	Fri	06:30:00	15:30:00	06:30:00	18:45:00	0700-1500					
☐	Rejected (2)	E001	02/11/2013	Sat	07:00:00	19:00:00	06:45:00	20:10:00	PH_0700-1900		Correcting my timing	Incorrect timing, please re-adjust		
☐		E001	03/11/2013	Sun					OFF					

Figure 6-5 Time Sheet record that was rejected by second level supervisor

Chapter 7. Approving Time Sheets

You can approve your reporting employees' time sheet records on the following conditions:

- Time sheet record "Status" is *Pending* or blank.
- The record was rejected by you.
- The supervisor who had approved or rejected the time sheet record was at a lower approval level than you. For example, if you are supervisor 2 and supervisor 1 had approved the time sheet record, you can approve it. However, if you are supervisor 1 and supervisor 2 had approved the time sheet record before you approve it, you cannot approve it.

To begin approving your reporting employees' time sheet records, you must first retrieve their records at the **Time Sheet** web page. If you are unsure on how to do this, please refer to Chapter 4 Reviewing employees' Time Sheets for more information.

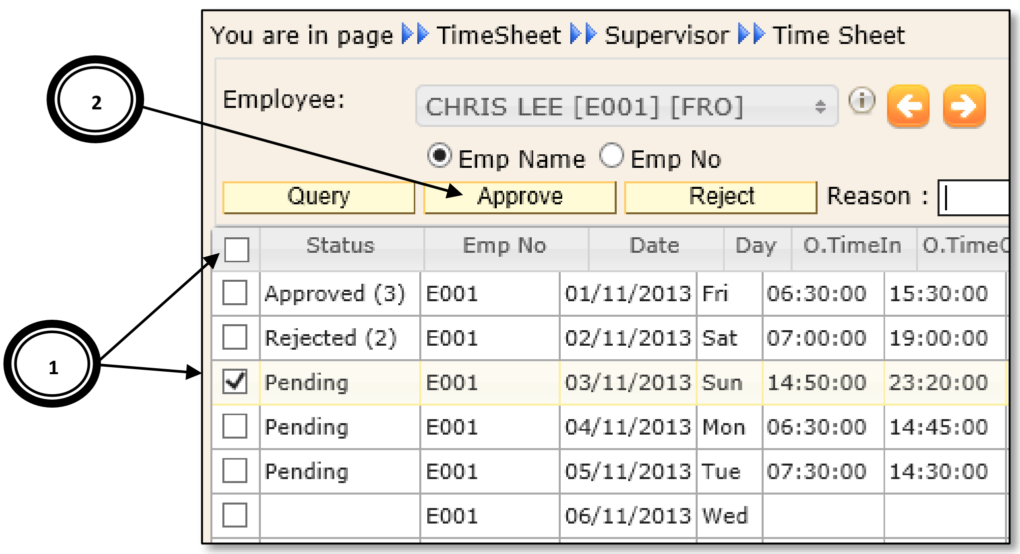


Figure 7-1 Approving the Time Sheet records

No	Description (Figure 7-1)
1	You can choose specific time sheet records to be approved by clicking on the checkboxes for each of the record. To choose all, click on the top left checkbox.
2	Click on the [Approve] button to approve the selected time sheet records. Records successfully approved will have the "Status" *Approved (x)* where x is your approval level.

Chapter 8. Rejecting the Time Sheets

You can reject your reporting employees' time sheet records on the following conditions:

- Time sheet record "Status" is *Pending*.
- The record was approved by you and no other higher approval level supervisors had approved the record.
- The supervisor who had approved or rejected the time sheet record was at a lower approval level than you. For example, if you are supervisor 2 and supervisor 1 had approved the time sheet record, you can reject it. However, if you are supervisor 1 and supervisor 2 had approved the time sheet record before you reject it, you cannot reject it.

To begin rejecting your reporting employees' time sheet records, you must first retrieve their records at the **Time Sheet** web page. If you are unsure on how to do this, please refer to Chapter 4 Reviewing employees' Time Sheets for more information.

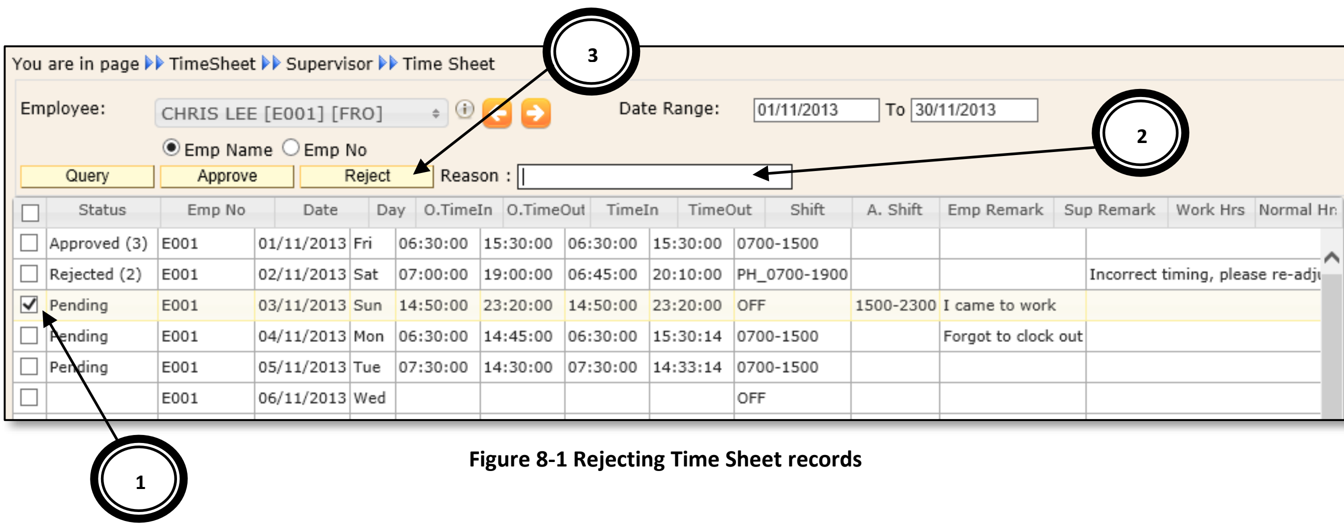
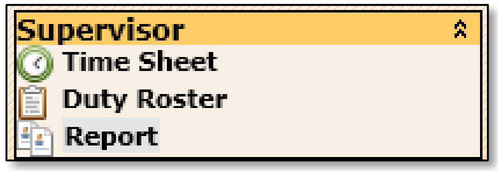


Figure 8-1 Rejecting Time Sheet records

No	Description (Figure 8-1)
1	You can choose specific time sheet records to be approved by clicking on the checkboxes for each of the record. To choose all, click on the top left checkbox.
2	Enter your "Reason" for rejecting the time sheet records.
3	Click on the [Reject] button to reject the selected time sheet records. Records successfully rejected will have the "Status" *Rejected (x)* where x is your approval level. Your reasons will be shown at the "Sup Remark" column for all the rejected time sheet records.

Chapter 9. Report

You can access the report by clicking the **Report** option at the Supervisor 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
Duty Roster	The employee's duty roster for a month.	DutyRoster
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 9-1 A list of available reports and their purposes