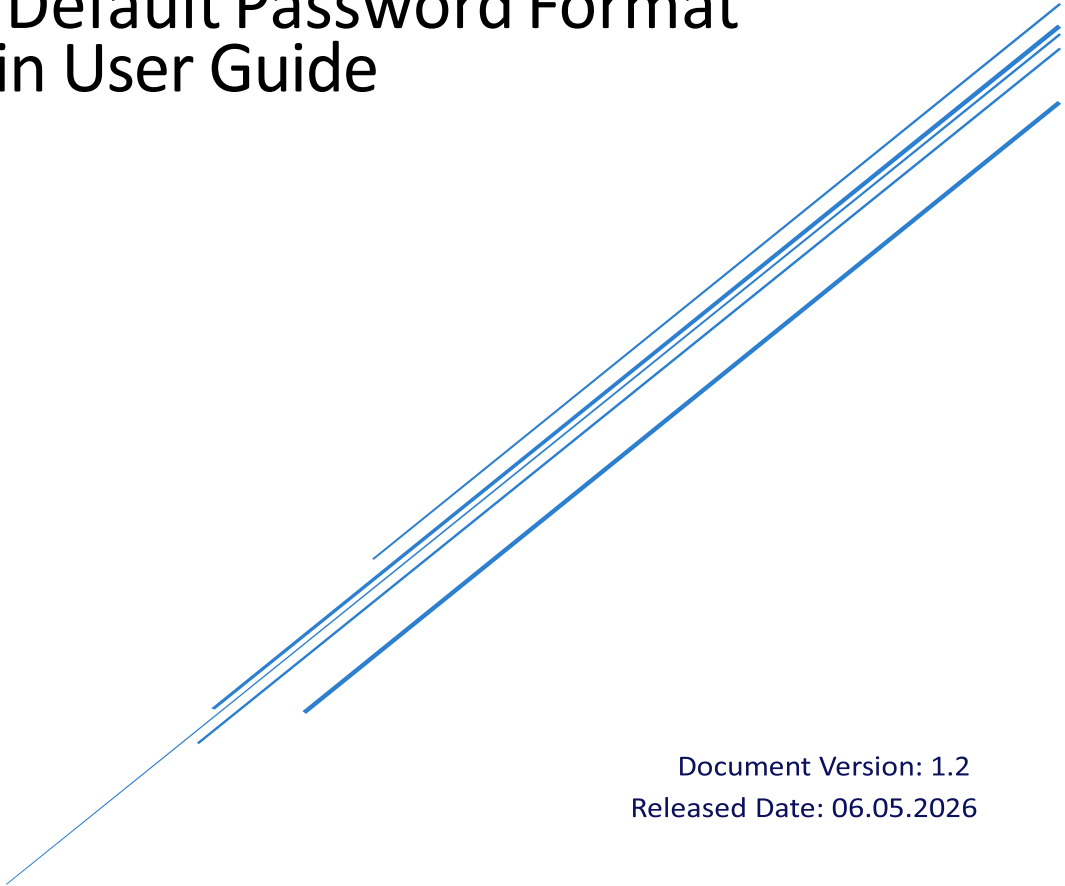


**TIMES
SOFTWARE**

**TIMES
SOFTWARE**

New Default Password Format Admin User Guide



Document Version: 1.2
Released Date: 06.05.2026



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1) MFA Setup for Admin

1.1) Setup MFA

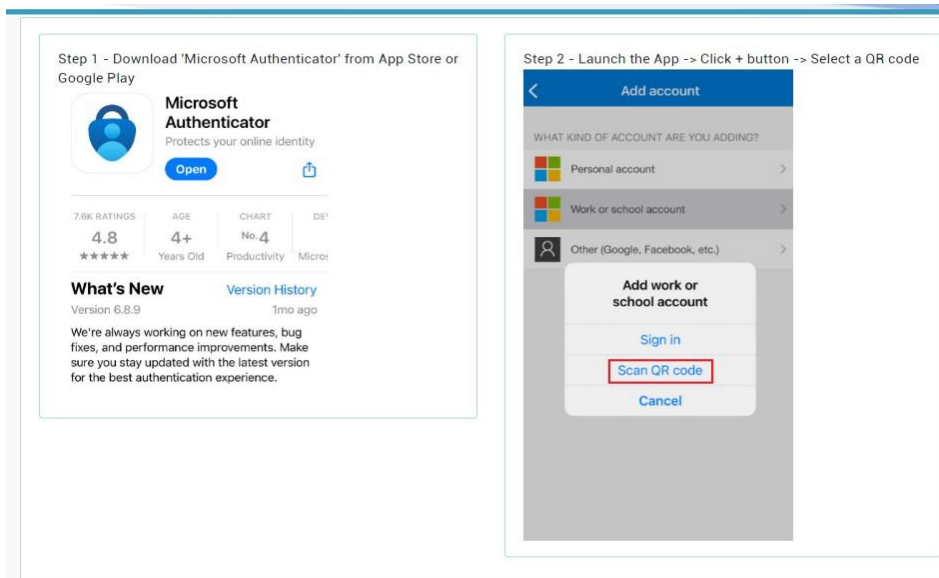
As part of the digital solution's compliance with Data Analytics and Personal Data Protection requirements, Times Pro applications have been enhanced with an MFA feature for secure login to the system.

a. MFA – Microsoft Authenticator

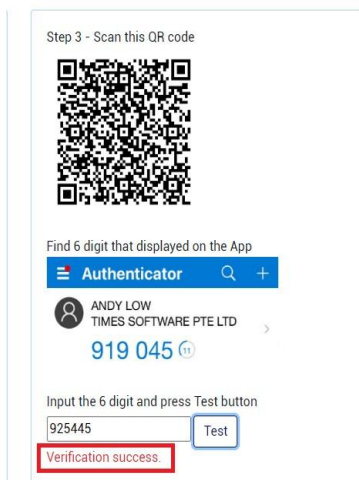
1. Upon logging in to the portal, the user will be prompted to choose an OTP method, select “Setup Authenticator”

The screenshot displays the Times Software portal interface. At the top, there is a navigation bar with the company logo and various menu items like DOCUMENT, LEAVE, PAYSリップ, CLAIM, TIMESHEET, HRIS, APPRAISAL, and IRAS. A user profile for 'BEN' is visible in the top right corner. The main content area shows a 'Choose One-Time Password Method' dialog box with two options: 'I want to receive a one-time password via email when logging in' (with an 'Activate Email OTP' button) and 'I want to use Microsoft Authenticator on my phone to get a one-time password when logging in' (with a 'Setup Authenticator' button). Below this, a series of four instructional steps are provided: Step 1 - Download 'Microsoft Authenticator' from the App Store or Google Play; Step 2 - Launch the App and select a QR code; Step 3 - Scan this QR code; and Step 4 - If the test is successful, click the Activate button to enable two-factor authentication. The steps include images of the app store page, the app's account selection screen, the QR code scanner interface, and the final 'Activate' button.

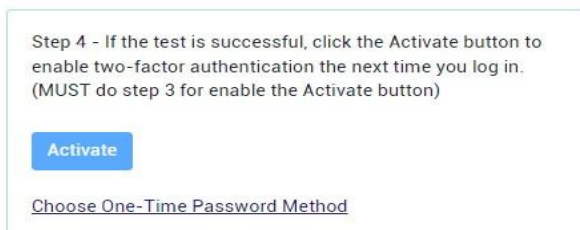
Follow the steps provided (Step 1 -> 4) to download Microsoft authenticator on the user's mobile device. Then refer to 'Step 3 – Scan QR Code' to setup the authenticator.



- The Microsoft Authenticator will display a 6-digit code. Please enter the code in the field above, then click the 'Test' button to continue.
- Upon successful setup, the system will prompt 'Verification success'.

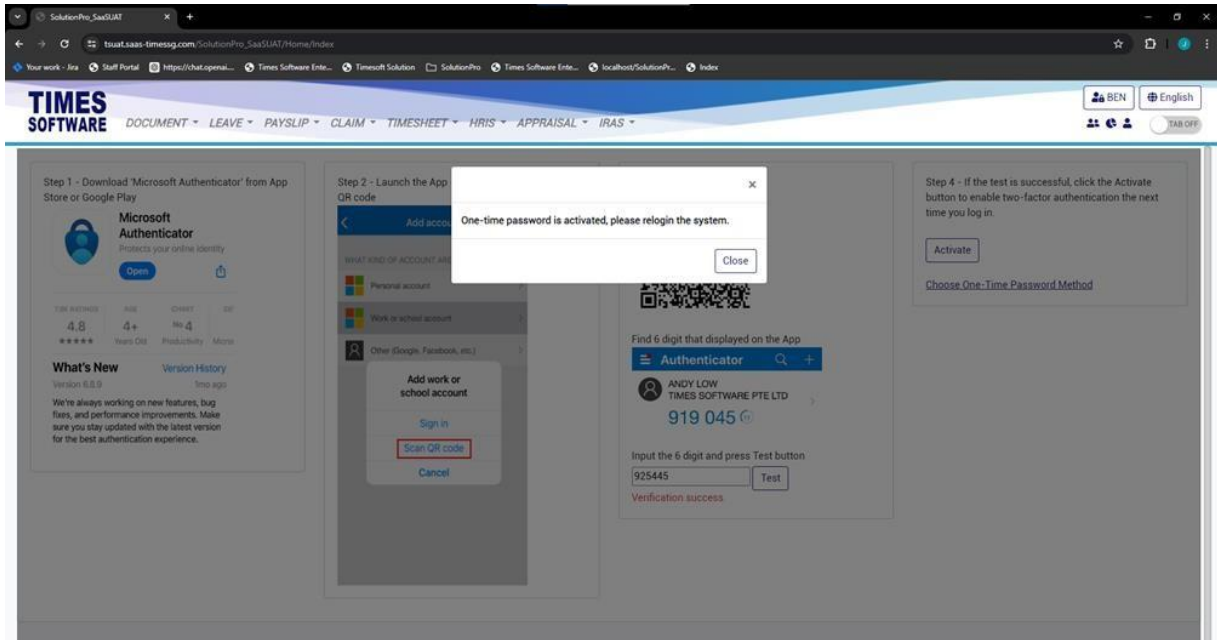


- Click the [Activate] button to enable two-factor authentication.

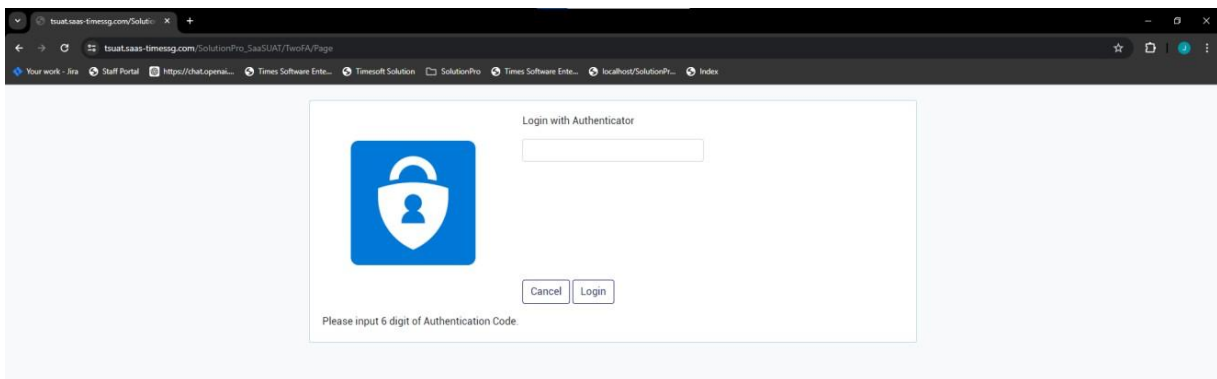


**** The activate button will only be enabled after Step 3 has been successfully verified.**

5. After successfully activating the Microsoft Authenticator, the system will display the following message and then automatically log out:



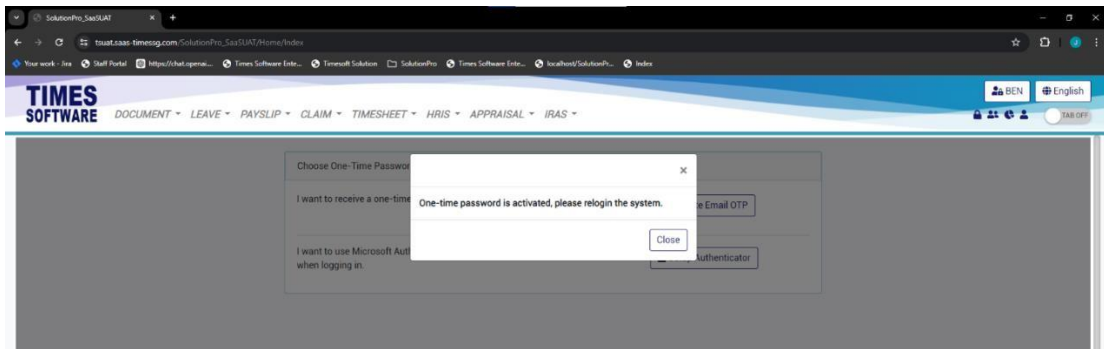
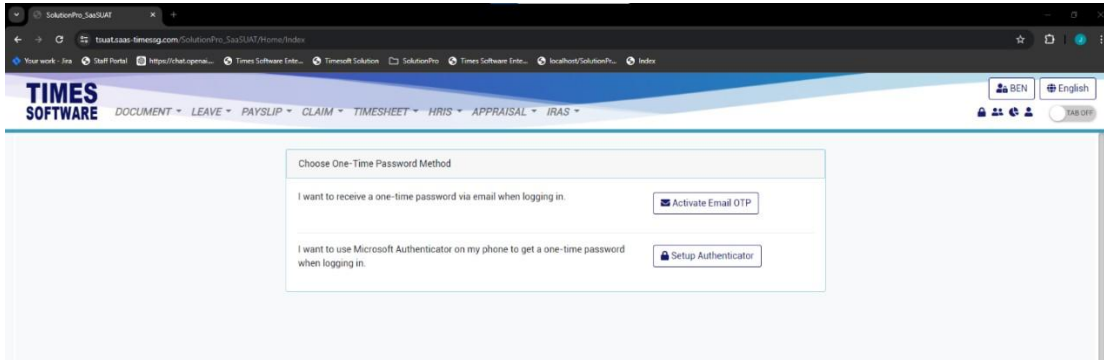
6. Upon successfully re-logging into the system, the user will be prompted to enter the 6-digit code generated by Microsoft Authenticator:



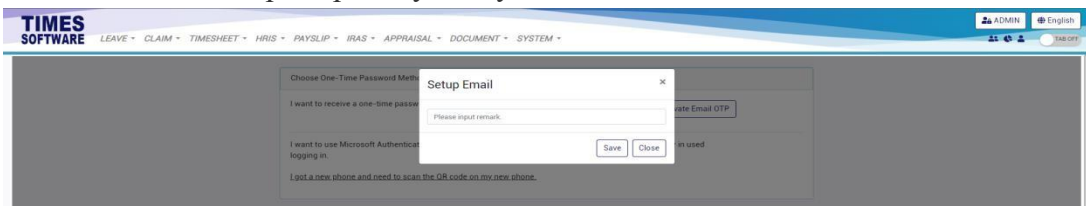


1.2) MFA-Email

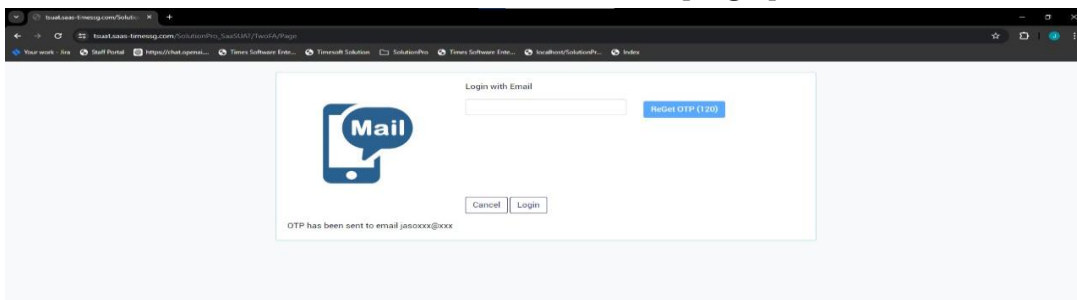
1. Upon logging in, the system will prompt the user to choose an OTP method.
Select “Activated Email OTP”



2. The user will be prompted by the system to enter the admin’s email



3. Upon success re-login to the system, OTP will be triggered to admin’s email address. The user then enters the OTP and clicks [Login].



1.3) Change MFA Method

To change the MFA (Multi-Factor Authentication) method, select 'Two Factor List':

ADMINISTRATOR

- *Announcement*
- *Change Period*
- *Change Password*
- *Reset Password*
- *Unlock Password*
- *Password List*
- *Password Policy*
- *Two Factor List*

The user will be redirected to the One-Time Password method selection page. Refer to the previous section for the steps to activate Email OTP.

Choose One-Time Password Method

I want to receive a one-time password via email when logging in. ✉ Activate Email OTP

I want to use Microsoft Authenticator on my phone to get a one-time password when logging in. 🔒 Setup Authenticator

1.4) Admin access to reset MFA Authentication

If an employee is unable to access the MS Authenticator, or if the employee misplaces their mobile phone, the admin will need to reset the MS Authenticator for them.

1.4.1) Admin reset employee's MFA Method

ADMINISTRATOR

- *Announcement*
- *Change Period*
- *Change Password*
- *Reset Password*
- *Unlock Password*
- *Password List*
- *Password Policy*
- ***Two Factor List***

The screenshot shows the 'Two Factor List' page in the TIMES SOFTWARE Admin interface. The page has a blue header with the company logo and navigation menu. Below the header, there is a breadcrumb trail: 'System > Admin > Two Factor List'. The main content area contains a table with the following data:

	Emp No	Emp Name	MFA
	001	ANDY LOW	gkey
	005	EUGENE ONG	email
	ADMIN		gkey
	support		email

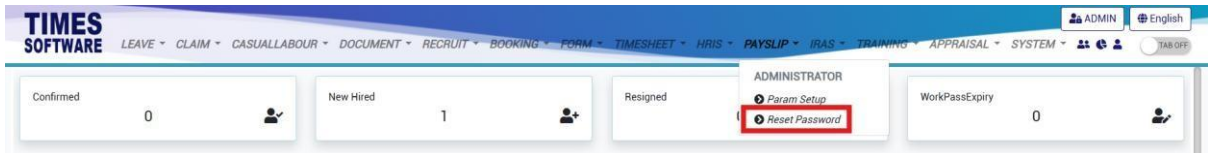
Click on the icon to delete the selected employee's Multi-Factor Authentication (MFA) method. After clicking the icon, the selected employee will be required to choose their MFA method when they login.



2) E-Password

2.1) Reset Payslip Password (E-Password) (Payslip Module)

Admin can reset the employee E-Password via the menu at the payslip module.



After user clicks on payslip > reset password, user will be redirected to the reset password page shown below:

The screenshot shows the 'Reset Password' form. It includes a title 'Password at least 8 character.' and two dropdown menus: 'Department' (set to '- All -') and 'Employee' (set to 'ANDY LOW [001]'). Below the form is a consent checkbox with the text: 'By using this app, you consent to the collection, use, and disclosure of your personal data by your organisation in accordance with the Personal Data Protection Act (PDPA) of Singapore. Your data will be used to provide and improve our services, as well as for operational and legal purposes. For more information on how we manage your personal data, please refer to your organisation Privacy Policy.' A 'Submit' button is located at the bottom left.

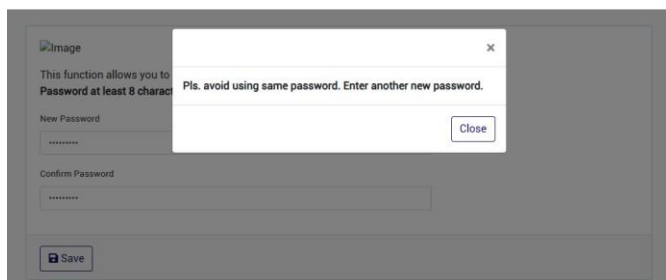
The admin can choose the employee to reset their E-Password. After the admin chooses the employee, they will tick the check box at the bottom part and click the Submit button. After they successfully submit the form, the system will prompt out the message box shown below:

The screenshot shows the 'Reset Password' form with a success message overlay. The message box says 'Password has been reset.' and has a 'Close' button. The form fields and consent checkbox are still visible in the background.

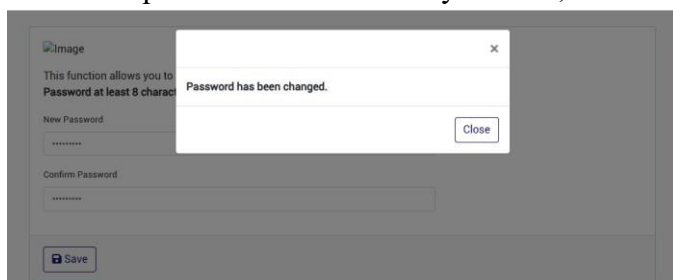
The screenshot shows the 'Change Password' form. It includes a title 'Change Password' and a description: 'This function allows you to change your existing password. Password at least 8 character.' There are two input fields: 'New Password' and 'Confirm Password'. A 'Save' button is located at the bottom left. A dropdown menu is open for the 'EMPLOYEE' role, with the 'View Pay Slip' option highlighted in red.

Note: Once the employee has their E-Password reset, they will be prompted to create a new password when they try to view their E-payslip

If the user uses the **same password as their login password**, the following notification will be shown.

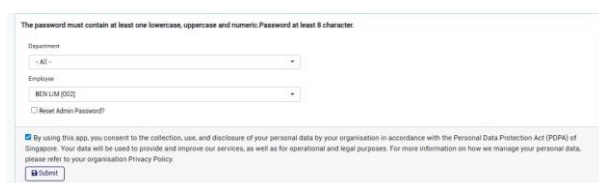


If the new password is successfully created, the following notification will be shown below



2.2) Admin Reset Employee Login Password

Admin can navigate to Reset Password page to reset the password of a selected employee to the default value.


 A screenshot of a web form titled 'Reset Admin Password?'. At the top, it states: 'The password must contain at least one lowercase, uppercase and numeric. Password at least 8 character.' Below this are two dropdown menus: 'Department' (set to '- All -') and 'Employee' (set to 'BEN LIA (002)'). There is a checkbox labeled 'Reset Admin Password?' which is currently unchecked. At the bottom, there is a consent statement: 'By using this app, you consent to the collection, use, and disclosure of your personal data by your organisation in accordance with the Personal Data Protection Act (PDPA) of Singapore. Your data will be used to provide and improve our services, as well as for operational and legal purposes. For more information on how we manage your personal data, please refer to your organisation Privacy Policy.' followed by a 'Submit' button.

After the admin resets the selected employee's password, the employee can follow the same steps as **New User First-Time Login** to create a new password

Alternatively, the employee can reset their password via the "First Time Login / Forgot Password" to reset their login password