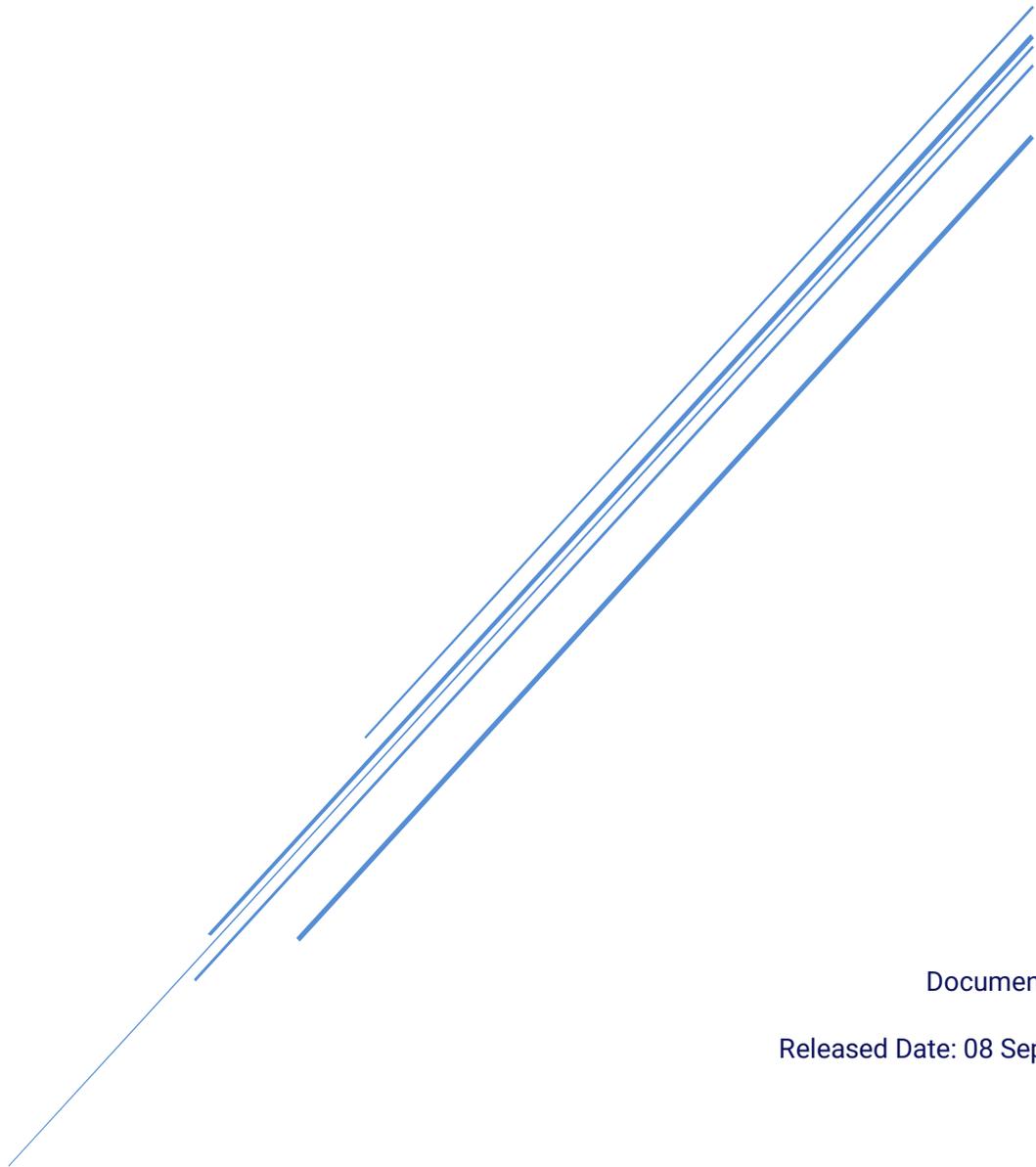




# TIMES PRO Appraisal

User Guide for HR



Document Version: 1.0

Released Date: 08 September 2023

---

## Disclaimer

---

Copyright 2023 Times Software Pte Ltd (“TIMES SOFTWARE”) (Company Registration No.: 199804415D) All rights reserved. Please refer to the legal notice below for terms of use.

**THE SPECIFICATIONS AND INFORMATION REGARDING THE PRODUCTS IN THIS USER GUIDE ARE SUBJECT TO CHANGE WITHOUT NOTICE. ALL STATEMENTS, INFORMATION, AND RECOMMENDATIONS IN THIS USER GUIDE ARE BELIEVED TO BE ACCURATE BUT ARE PRESENTED WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED. USERS MUST TAKE FULL RESPONSIBILITY FOR THEIR APPLICATION OF ANY PRODUCTS.**

**INFORMATION PROVIDED IN THIS GUIDE IS PROVIDED “AS IS” WITH ALL FAULTS. TIMES SOFTWARE DISCLAIM ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THOSE OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT OR ARISING FROM A COURSE OF DEALING, USAGE OR TRADE PRACTICE.**

**IN NO EVENT SHALL TIMES SOFTWARE OR ITS SUPPLIERS BE LIABLE FOR ANY DIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT OR PUNITIVE DAMAGES, OR ANY DAMAGES WHATSOEVER, INCLUDING, WITHOUT LIMITATION, LOST PROFITS OR LOSS OR DAMAGE TO DATA ARISING OUT OF THE USE OR INABILITY TO USE THIS USER GUIDE, OR ANY ERRORS OR OMISSIONS IN THE CONTENT THEREOF, EVEN IF TIMES SOFTWARE OR ITS SUPPLIERS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**

Unless otherwise noted, the example companies, organisations, products, domain names, email addresses, logos, people, places and events depicted herein are fictitious, and no association with any real company, organisation, product, domain name, email address, logo, person, place or event is intended or should be inferred. Any workflows, display output, diagrams and other figures included in this user guide are shown for illustrative purposes only.

Without limiting the rights under copyright, no part of this user guide may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of TIMES SOFTWARE.

The TIMES service and products identified in this user guide are trademarks or service marks of TIMES SOFTWARE. All other products or services referenced in this user guide may be the trademarks or service marks of their respective owners.



---

## Table of Contents

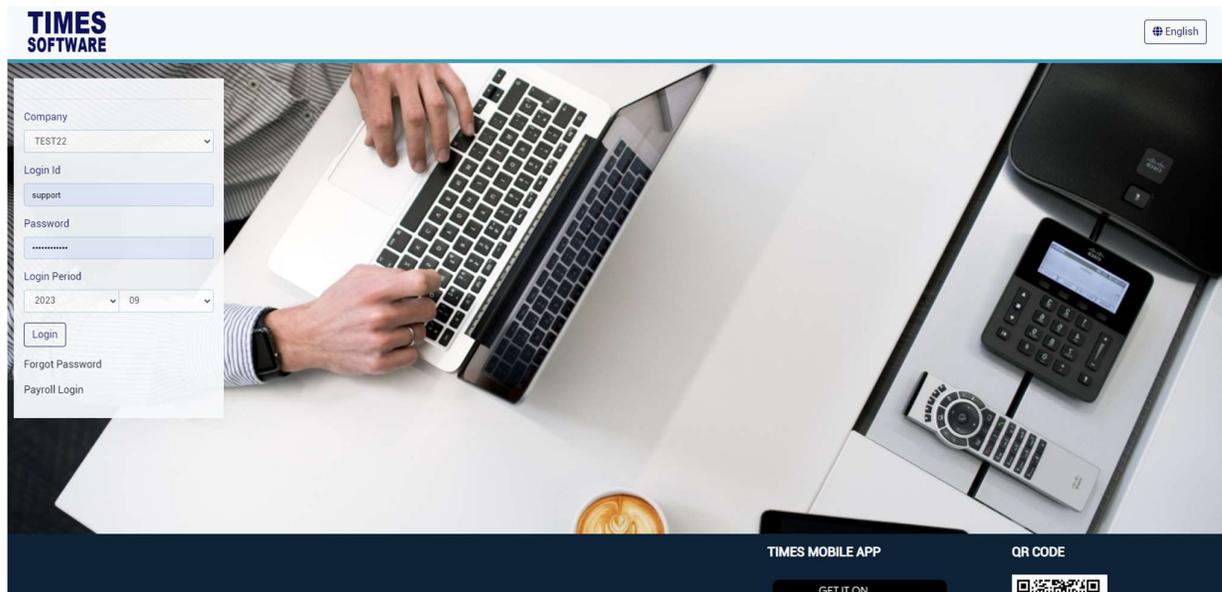
---

<b>CHAPTER 1.</b>	<b>FIRST TIME LOGGING INTO THE TIMES APPRAISAL .....</b>	<b>3</b>
<b>CHAPTER 2.</b>	<b>APPROVAL SETUP .....</b>	<b>4</b>
	2.1 Navigating the Approval Setup .....	5
	2.2 Setting up the Appraisal Approval Flow .....	5
	2.3 Assigning the HR Role.....	7
	2.4 Automatic Setup of the Approval Flow .....	8
	2.5 Easy Change of Approver.....	9
	2.6 Uploading Approval Flow into the system from Excel .....	10
	2.7 Export the system's Approval Flow into an Excel document.....	11
<b>CHAPTER 3.</b>	<b>VIEW APPRAISAL FORM .....</b>	<b>12</b>
<b>CHAPTER 4.</b>	<b>STATUS LIST .....</b>	<b>13</b>
<b>CHAPTER 5.</b>	<b>STAFF REPORT .....</b>	<b>14</b>
<b>CHAPTER 6.</b>	<b>DATA TRANSFER.....</b>	<b>15</b>
<b>CHAPTER 7.</b>	<b>MODERATION.....</b>	<b>16</b>
<b>CHAPTER 8.</b>	<b>CAREER PROGRESSION.....</b>	<b>19</b>
<b>CHAPTER 9.</b>	<b>APPROVAL ROUTER .....</b>	<b>21</b>

## Chapter 1. First time logging into the TIMES Appraisal

Open internet browser and enter the URL address to access the TIMES Solution portal login web page, example: <http://www.myportal.com/SolutionPro>

An example of the login page is shown below.



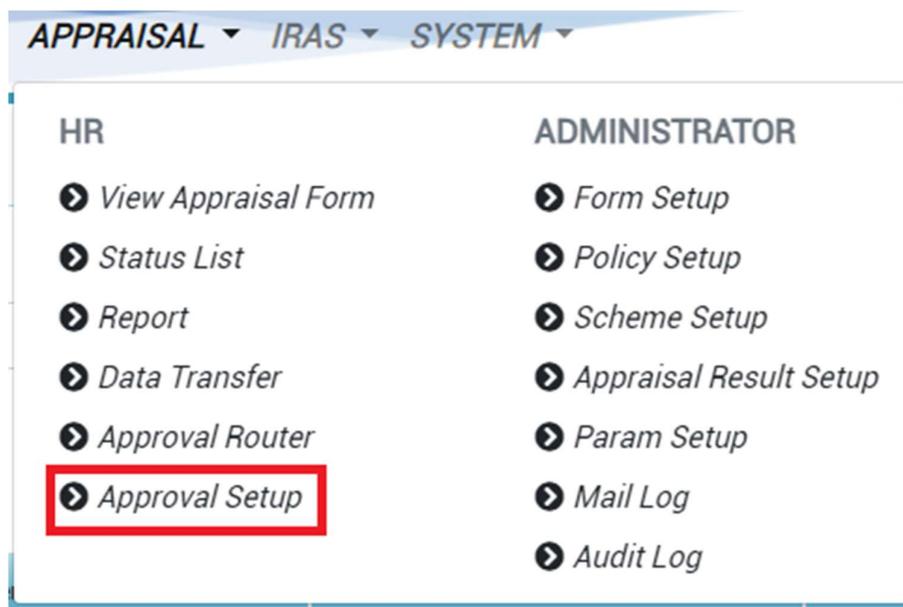
1. Click on the “Company” drop-down list to see a list of available companies and choose the one that you want to access to.
2. Key in login id at “Emp No”.
3. Key in password at “Password”.
4. Click the  button to login into the system.

## Chapter 2. Approval Setup

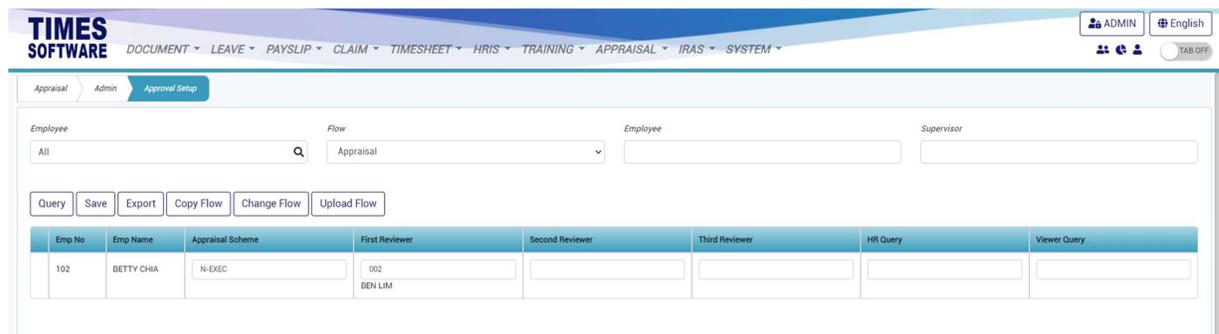
The **Approval Setup** function allows you as HR to setup the approval flow for each employee by indicating each employee’s reporting supervisors as the employee’s TIMES Appraisal appraisers.

These appraisers will be responsible in reviewing, approving, rejecting and contributing to their reporting employees’ appraisal forms.

Additionally, you can designate the roles of HR to specific employees in this function.



Click on the **Approval Setup** option in the HR menu to access the Approval Setup web page.



At the Approval Setup web page, ensure the “Flow Type” is *Appraisal*.

---

Choose “Department” and a list of employees who are assigned to the selected department(s) will be shown on the web page. If you had made multiple selections, you can click  button to see your selections.

Alternatively you can use the “Advanced Employee” search to retrieve a list of employees based on the text that you enter in it. This search will find the nearest matching employee number or name.

After you had entered the text in it, click  to see the results.

## 2.1 Navigating the Approval Setup

If your organization has a large number of employees, you will most likely have a large list of employees. To help you sort out and see the different web pages of records, you can use the following functions (they are located at the bottom of the web page):



Click on the “Display Records Per Page” dropdown list to choose the number of records that can be shown on the web page.

A maximum of 500 records can be shown on a single web page.



Click on the “Show Page” dropdown list to choose a specific web page of records.

## 2.2 Setting up the Appraisal Approval Flow

To setup the approval flow, you need to key in the appraiser’s employee number for each employee under the reviewer columns (they are called “First Reviewer”, “Second Reviewer” and “Third Reviewer”).

The screenshot shows the 'Approval Setup' page in the TIMES SOFTWARE application. At the top, there is a navigation bar with 'Appraisal' and 'Admin' tabs, and a sub-tab 'Approval Setup'. Below this, there are search filters for 'Employee' (set to 'All'), 'Flow' (set to 'Appraisal'), and 'Supervisor'. Action buttons include 'Query', 'Save', 'Export', 'Copy Flow', 'Change Flow', and 'Upload Flow'. The main area contains a table with the following data:

Emp No	Emp Name	Appraisal Scheme	First Reviewer	Second Reviewer	Third Reviewer	HR Query	Viewer Query
001	ANDY LOW	EXEC	002 BEN LIM	004 DAVID GAN			
002	BEN LIM	EXEC	001 ANDY LOW				
003	COLIN KOH	EXEC	001 ANDY LOW				
004	DAVID GAN	EXEC	001 ANDY LOW				
005	EUGENE ONG	EXEC	004 DAVID GAN				
102	BETTY CHIA	N-EXEC	002 BEN LIM				

At the bottom of the table, there are pagination controls: 'Show Page 1 of 1 Pages' and 'Display 100 Records Per Page'.

The system provides up to three levels of approval for each employee and these appraisers must be entered into the reviewer columns in a proper sequence. It's not mandatory to setup all three levels of approval.

For example, if an employee reports to a supervisor and the supervisor reports to the head of department, then the supervisor's employee number is setup at "First Reviewer" and the head of department's employee number is setup at "Second Reviewer" for the employee.

Once you have completed the entry, click the Save button. If you had entered the correct employee's number for the approvers, their names will appear on the web page. If not, just re-key in

the correct employee number under the reviewer columns and click on the Save button.



### 2.3 Assigning the HR Role

The role of HR grants the employee access to the **HR** menu and HR can setup approval flow, manage appraisal information, perform moderation and manage employees' career progressions.

Before you can designate an employee as HR, you must have a **Query** created from TIMES Payroll application. The Query will determine the list of employees that this HR can have access to in order to manage their information.

Flow
Employee
Supervisor

port
Copy Flow
Change Flow
Upload Flow

Emp Name	Appraisal Scheme	First Reviewer	Second Reviewer	Third Reviewer	HR Query
NEW EMPLOYEE ISSUE1	<input type="text"/>				
NEW EMPLOYEE ISSUE 2	<input type="text"/>				
NEW EMPLOYEE ISSUE 3	<input type="text"/>				
ASDASDASDASDSDSDASDASDASDADASDASDASD	<input type="text"/>				
LEAVE TAKEN REPORT	<input type="text"/>				
ASASASAS	<input type="text"/>				
LEAVE NEW JOINER	<input type="text"/>				

To designate an employee as HR, enter the Query Name (case sensitive) at the "HR Query". Then click the  button to save the entry.

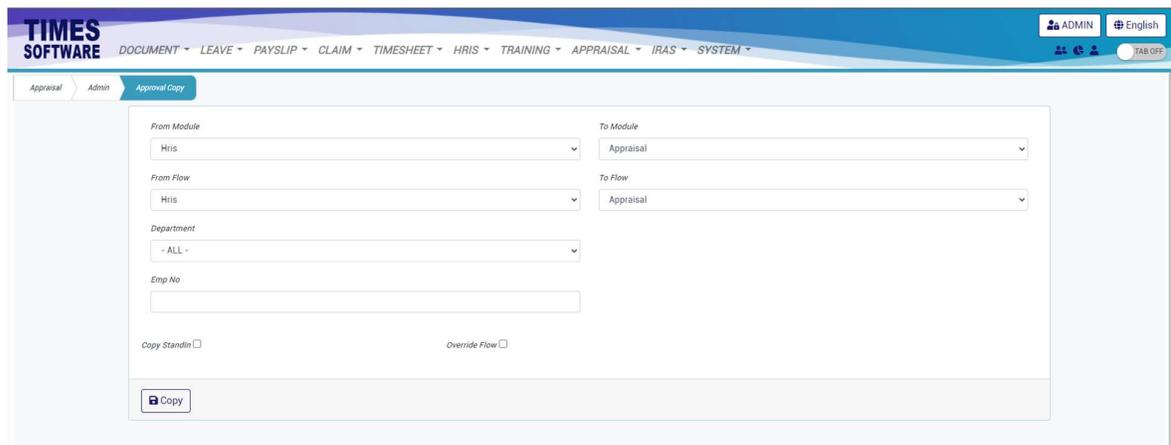
To remove the HR role from an employee, simply delete the Query Name at the "HR Query" and click the  button.

## 2.4 Automatic Setup of the Approval Flow

You can quickly populate the list of approvers for each employee by using the  button. This function transfers the list of approvers from one source location (such as from another system or module) over to this system.



Click on the  button to access the **Copy Flow** pop-up window.



Choose the “Module” and “Flow” dropdown lists under the column **From** to indicate the source location where the system will copy the list of approvers from and choose the “Module” and “Flow” dropdown lists under the column **To** to indicate where this list will be copied over to.

On default the system will transfer the list of approvers for employees who do not have their approval flow setup information at the Approval Setup.

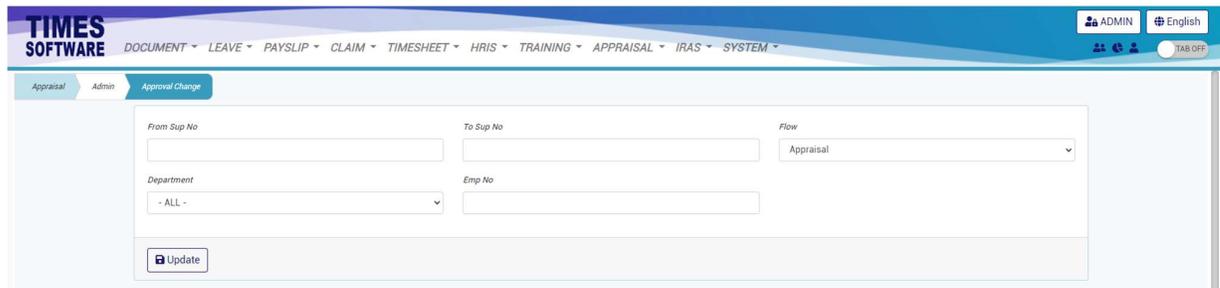
Click  to initiate the process. You can still manually change the approvers for each employee after  had been executed.

## 2.5 Easy Change of Approver

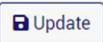
In the event you need to change an approver for many employees, you can use the  feature to easily perform that action without the need to manually change the approver for each employee.



Click on the  button to access the **Change Flow** pop-up window.



Enter the employee number of the approver that you want to change at “Supervisor” under the column **From** and the replacement approver at “Supervisor” under the column **To**.

Ensure the “Flow” is *Appraisal* and click  to proceed with the changes.

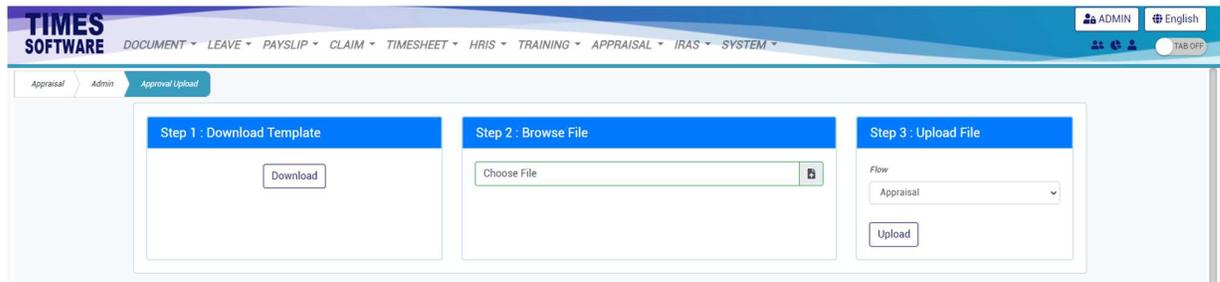
In this example, all employees who have the approver *001* will be replaced with approver *002*.

## 2.6 Uploading Approval Flow into the system from Excel

If you like to prepare the approval flows in an excel document, you can use the system's excel template document to enter the approval flow information and upload them into the system by using the  feature.



Click on the  button to access the **Upload Flow** pop-up window.



First step is to download the system's excel template document. Click on the  button at "Download Template" at Step 1 to download the document.

Next, open the excel template document and enter the approval flows into the document. Make sure to save the document.

Once done, proceed to Step 2 and click on  to choose the completed excel document.

Finally, at Step 3, ensure the "Flow" is *Appraisal* and click the  button to upload the approval flow information from the selected excel document into the system.



## 2.7 Export the system's Approval Flow into an Excel document

You can export the system's approval flow into an excel document. To do so, first retrieve the list of approval flows and then click on the  button.

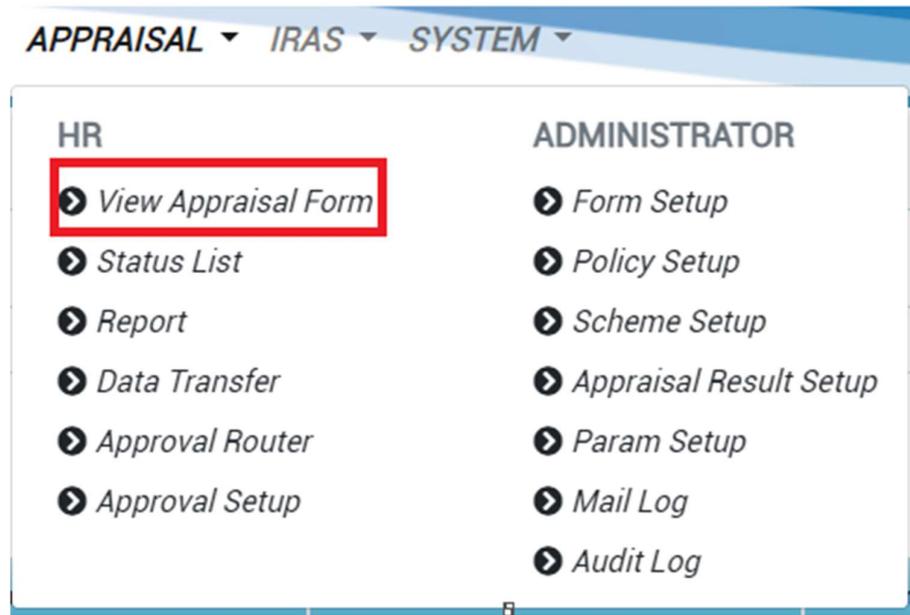


---

## Chapter 3. View Appraisal Form

---

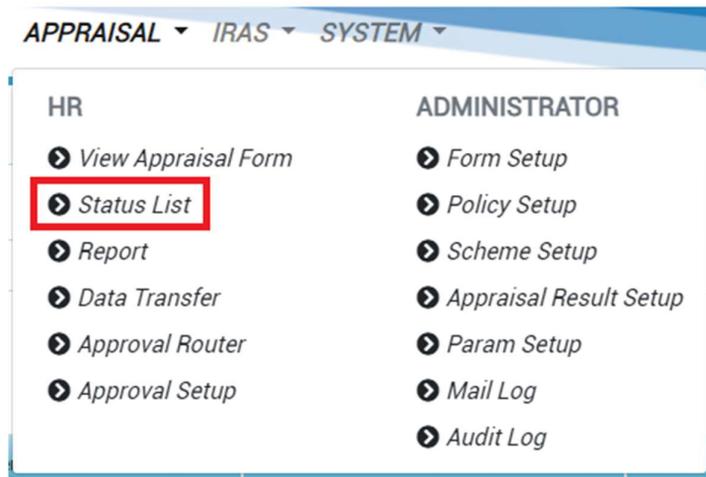
You can view employees' appraisal forms.



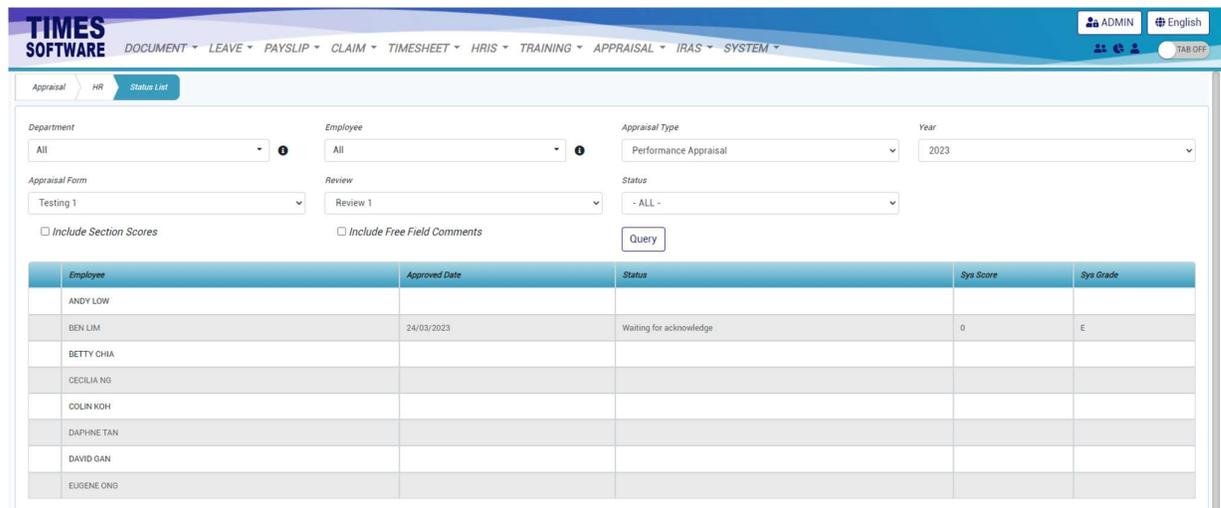
Click on the **View Appraisal Form** option in the HR menu to access the View Appraisal Form web page and see employees' appraisal forms.

## Chapter 4. Status List

You can view employees' appraisal status at the **Status List** web page.



Click on the **Status List** option in the HR menu to access the Status List web page.

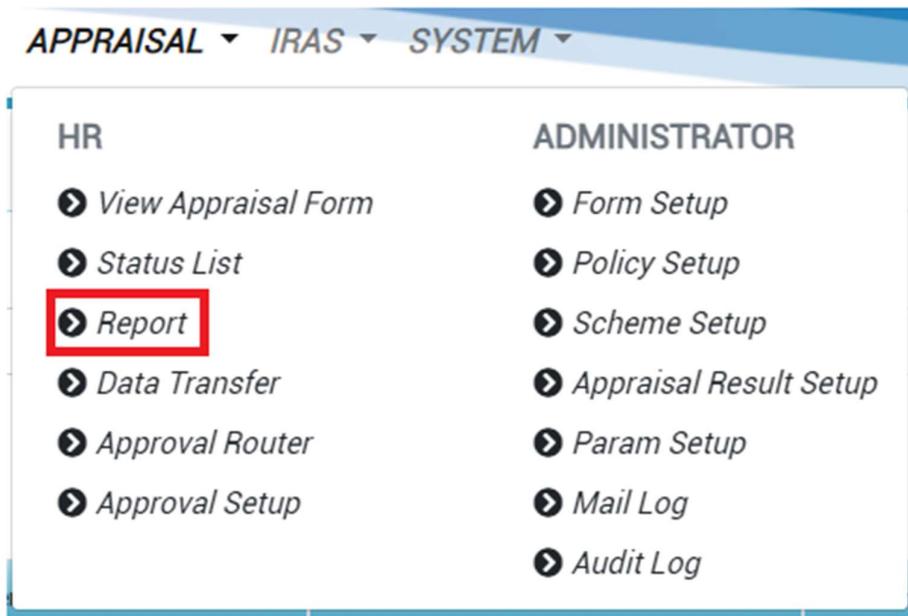


Choose your search criteria such as “Department” and click on the **Query** button to retrieve the list of appraisees. If you had made multiple selections, you can click **i** button to see your selections.

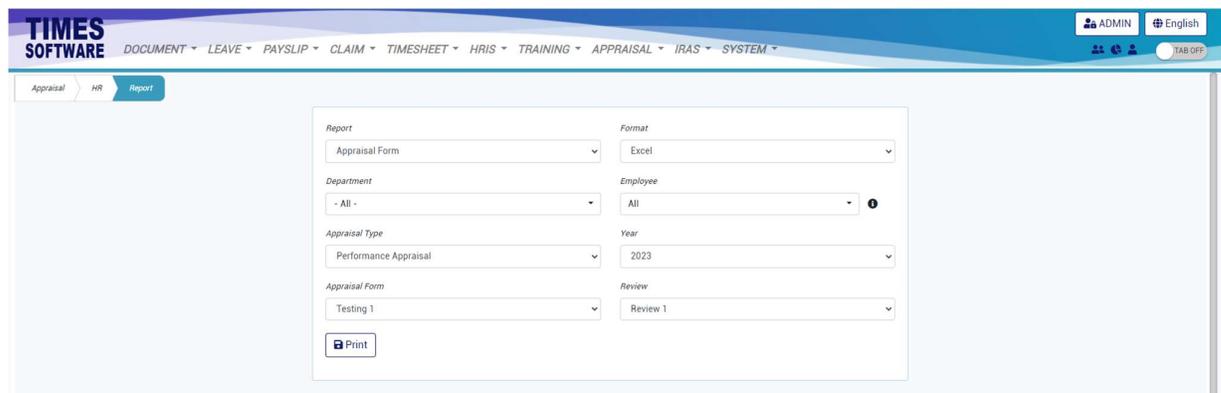
At the list of appraisees click on the **i** button to see their appraisal result details.

## Chapter 5. Staff Report

You can access appraisal reports at the **Staff Report** web page.



Click on the **Staff Report** option in the HR menu to access the Staff Report web page.



Choose your “Report Type” and report criteria such as “Department”. If you had made multiple selections, you can click  button to see your selections.

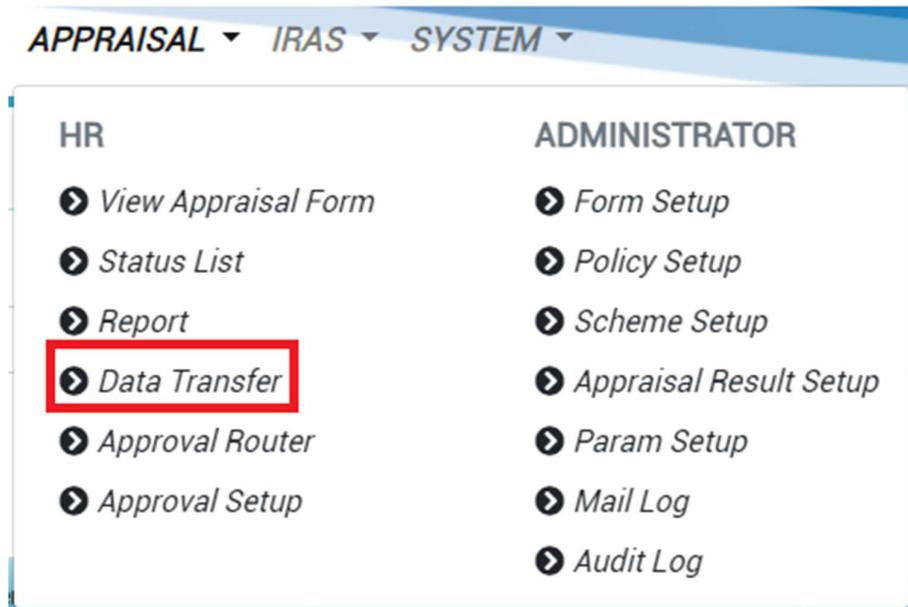
Click on the  button to generate the report into an excel document.

---

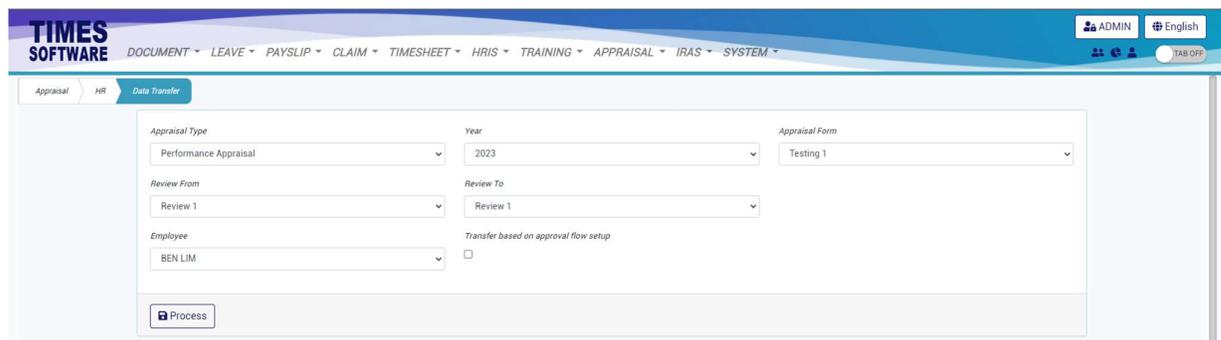
## Chapter 6. Data Transfer

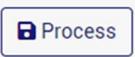
---

You can transfer appraisal data from one review period to another at the **Data Transfer** web page.



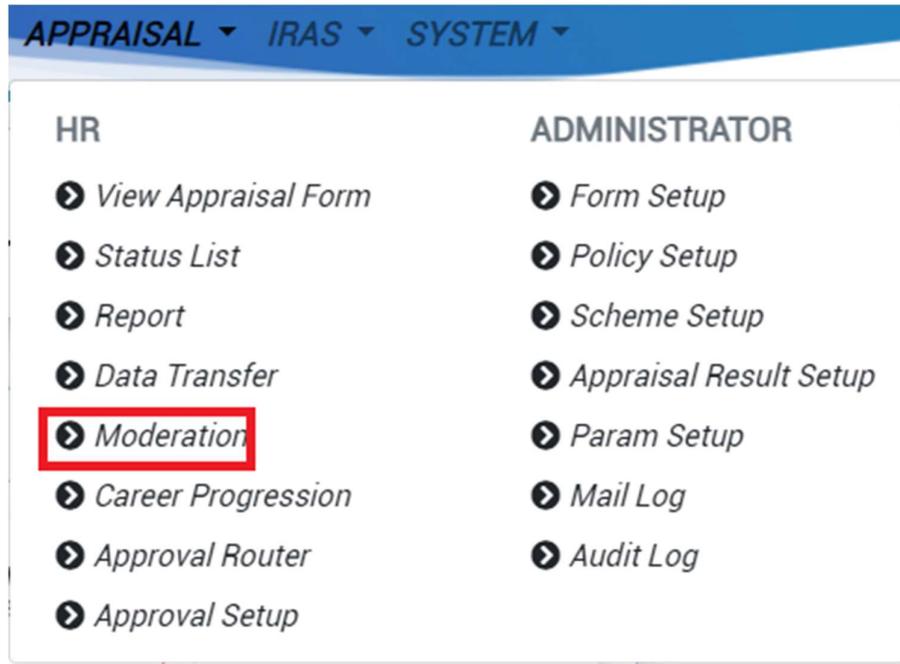
Click on the **Data Transfer** option in the HR menu to access the Data Transfer web page.



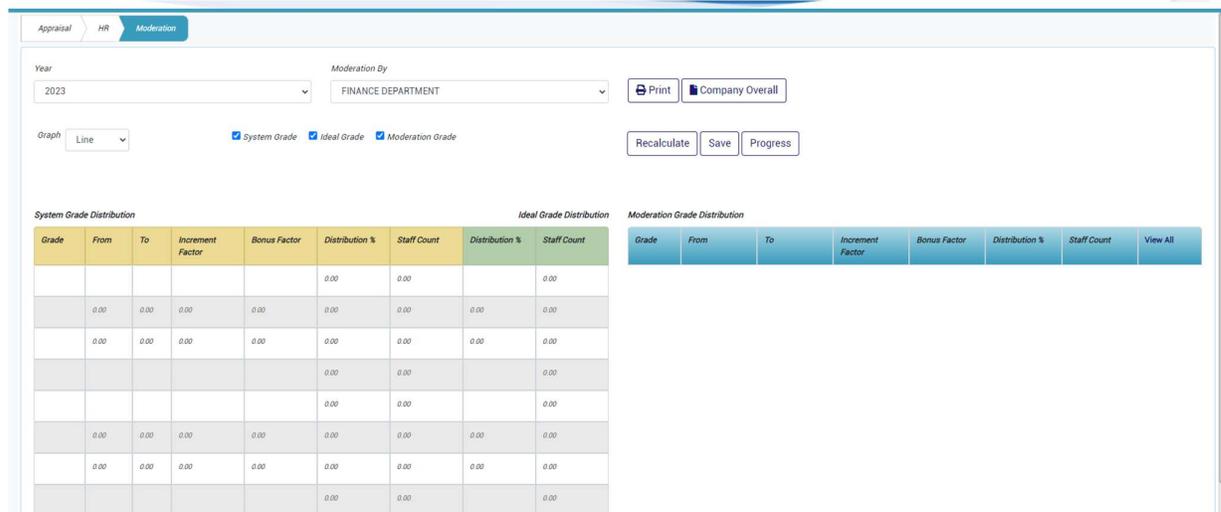
Choose your criteria and click on the  button to start the transfer.

## Chapter 7. Moderation

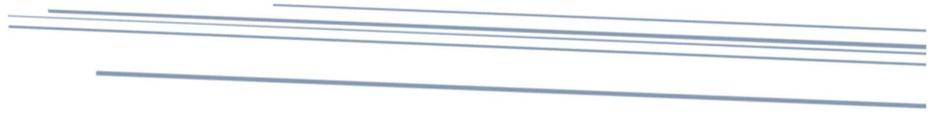
You can moderate appraisees' final appraisal grades at the **Moderation** web page.



Click on the **Moderation** option in the HR menu to access the Moderation web page.



If you want to export this page into an excel document click on the  button.



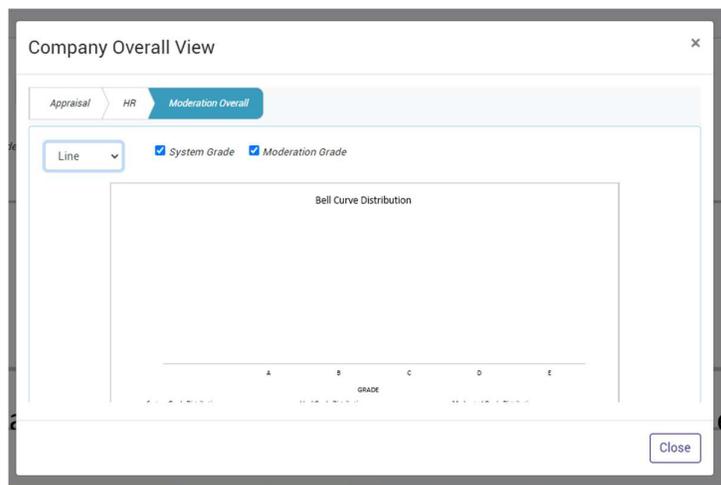
There are three key information that is displayed in this web page:

Grade Distribution Type	Meaning
<i>System Grade Distribution</i>	Original appraisal grades that appraisees have earned and are calculated by the system after they have completed their appraisals.
<i>Ideal Grade Distribution</i>	Percentages of appraisees that would need to achieve a specific grade in order to achieve an ideal standard deviation or bell curve distribution (as per your organization’s benchmark)
<i>Moderated Grade Distribution</i>	Appraisees’ moderated grades by HR.

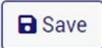
First ensure the System Grades are correct. You can click on the  button to check and make amendments if required.

Next you can moderate appraisees’ grades by shifting the score range of the appraisal grades or changing the grading system altogether. After that you can go further by fine tuning each appraisee’s score by adding or subtracting it.

To do this click on the  button to setup the moderated grading system.





Enter the details of the grading system and click  button.

DOCUMENT ▾ LEAVE ▾ PAYSIP ▾ CLAIM ▾ TIMESHEET ▾ HRIS ▾ TRAINING ▾ APPRAISAL ▾ IRAS ▾ SYSTEM ▾

ADMIN English  
TAB OFF

Grade Type  
Moderated Grade ▾

Year  
2023 ▾

ModerationBy  
FINANCE DEPARTMENT ▾

Group Description  
DEFAULT NEW GRADE GROUP

	Grade	From	To	Description	Increment Factor	Bonus Factor	Distribution %	Sort No
+	A	90.0	100.0	Description 1				1
-	B	80.0	89.99	Description 2				2
-	C	50.0	79.99	Description 3				3
-	D	30.0	49.99	Description 4				4
-	E	0.0	29.99	Description 5				5

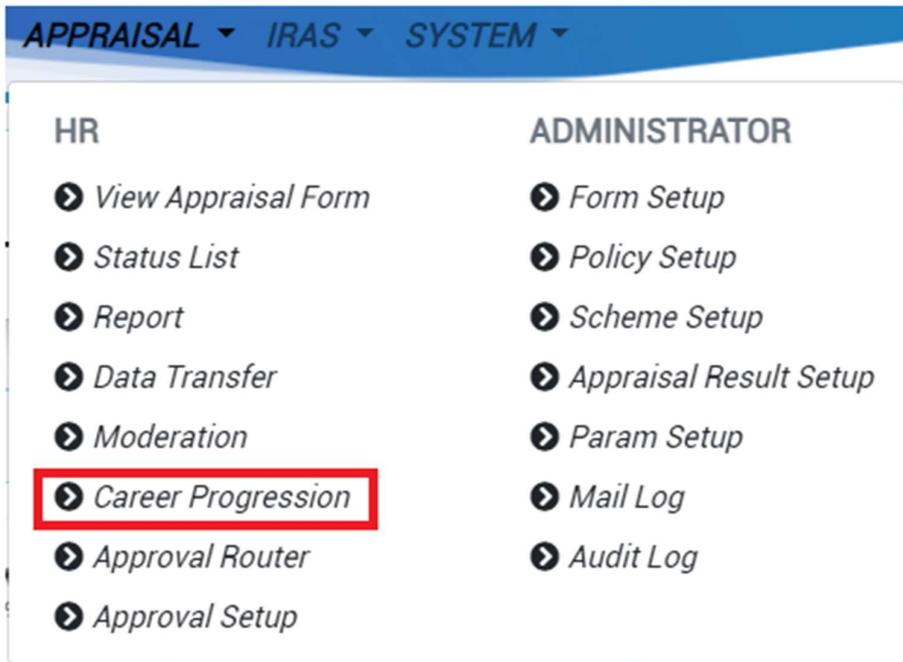
Save
Cancel

---

## Chapter 8. Career Progression

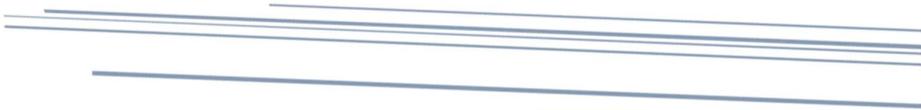
---

You can manage employees' career progression based on appraisal results at the **Career Progression** web page.



Click on the **Career Progression** option in the HR menu to access the Career Progression web page.

---



You can manage the appraisees' increment factor by clicking on the  button.

Enter the details of the appraisees' career progression information and click  button.

To transfer appraisees' updated career progression information here over to TIMES Payroll's employee record's career information without affecting payroll processing tick the Progression  checkbox and click on the  button.

To transfer appraisees' updated salary information here over to TIMES Payroll for payroll processing tick the Employee Master  checkbox and click on the  button.

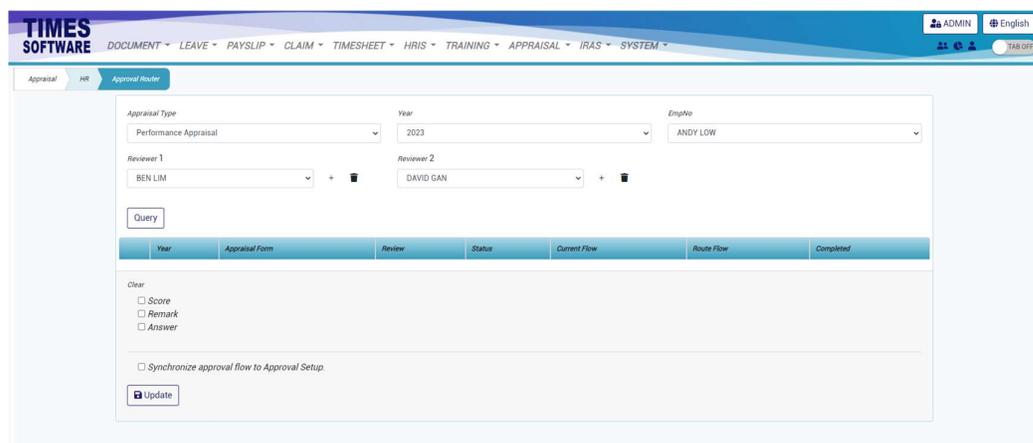
## Chapter 9. Approval Router

The **Approval Router** is a powerful tool that allows HR to make changes on the appraisee's **Appraisal Form Status** (*Pending, Approved and Rejected*) as well as to change the appraisee's appraisal **Approval Flow** for his or her on-going appraisals.

It is important to note that you can only make changes to the employee's appraisal form status and approval flow using the Approval Router if the appraisee had submitted his or her appraisal form for the appraisal period. If the appraisee had not submitted any appraisal form for the appraisal period, the Approval Router will not show any records for this employee.



Click on the **Approval Router** option in the HR menu to access the Approval Router web page.



Choose your criteria such as “Appraisal Type” and “Year”.

If you do not want this new approval flow to be updated to the **Approval Setup** uncheck the “Synchronize approval flow to Approval Setup.”  checkbox.

Then click the  button to update the changes.

To change the status of the appraisee’s appraisal form by routing the form back to a particular person click on the person’s name at the “Route Flow”. Make sure to click on the appraisal form’s

checkbox to select it. Then click the  button to update the changes.

To mark the appraisal as completed click on the “Completed”  to  tick it (or vice versa) and click the  button to update the changes.

To remove reviewer’s scores, comments and answers tick on their respective checkboxes at the “Clear pending reviewer’s” and click the  button to update the changes.

- End of Document -