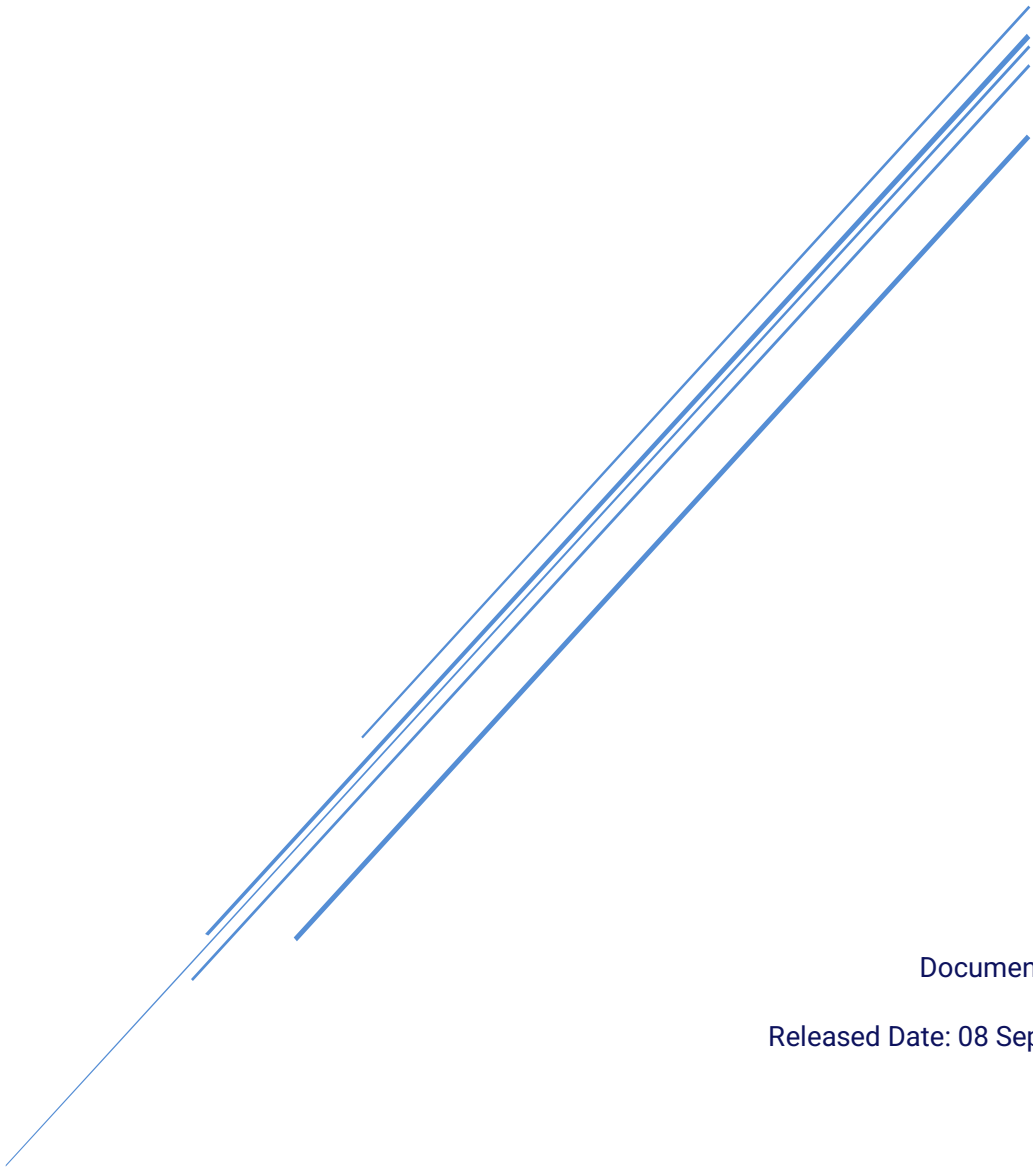




TIMES PRO Appraisal

User Guide for Supervisor



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Chapter 1. First time logging into the TIMES Appraisal

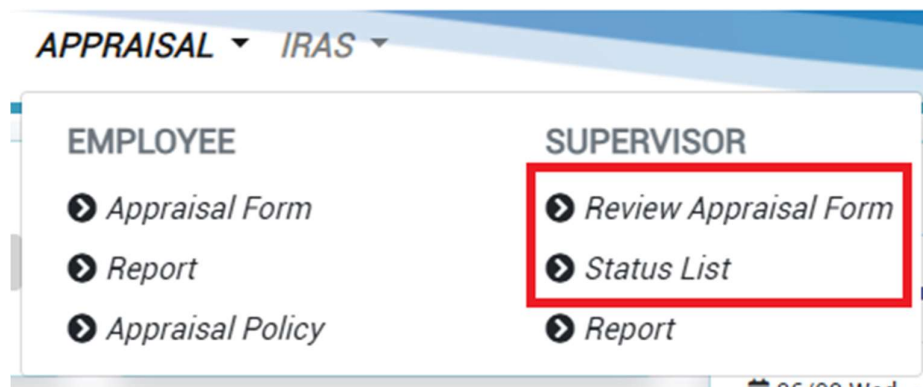
Open internet browser and enter the URL address to access the TIMES Solution portal login web page, example: <http://www.myportal.com/SolutionPro>

An example of the login page is shown below.

The screenshot displays the login interface for TIMES Software. On the left, a white login form is overlaid on a background image of a person using a laptop. The form includes a 'Company' dropdown menu set to 'TEST22', a 'Login Id' text field with 'support', a 'Password' text field with masked characters, and a 'Login Period' section with '2023' and '09' dropdowns. Below these fields is a 'Login' button, and further down are links for 'Forgot Password' and 'Payroll Login'. On the right side of the page, there is a dark blue banner for the 'TIMES MOBILE APP' and a 'QR CODE' section.

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. Accessing the Employee's Appraisal Form



You can access your employee's appraisal form from either the **Review Appraisal Form** option or **Status List** option in the Supervisor menu.

Chapter 3. Reviewing the Employee's Appraisal Form

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ANDY English TAB OFF

Appraisal Supervisor Review Appraisal Form

Department: - All - Employee: BEN LIM Appraisal Form: Performance Appraisal 2021 for Executive Staff Review: Review 2

Approval Flow: BEN LIM >> ANDY LOW Approval Status: Waiting for acknowledge Review Start-End Date: 01/01/2021~31/12/2023

Result Details

SECTION 1 SECTION 2 SECTION 3 SECTION 4 SECTION 5

Review Goal Settings 50 %

Goal 1
Providing administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive's behalf Maintaining comprehensive and accurate records

Weight: 40 System Score: 4.00

BEN LIM Score: 4.00 Remark:

ANDY LOW Score: 4.00 Remark:

Goal 2
Performing minor accounting duties Organizing meetings, including scheduling, sending reminders, and organizing catering when necessary

Weight: 30 System Score: 4.00

BEN LIM Score: 5.00 Remark:


ANDY LOW Score: 4.00 Remark:

Note: Your actual web appraisal form is unique and tailored to your organisational needs, and may differ from the screenshot.

At the **Review Appraisal Form** web page, you can view different employees' appraisal forms by choosing the criteria such as "Employee", "Appraisal Form" and "Review".

Each appraisal form will have pages that are displayed as section tabs. Click on the tab to access different page.

Some sections such as goal settings, KPIs and performance factors may require you to provide a score for the employee.

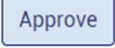
To do this click on the “Score” drop-down list and choose a score. If you want to see the legend for the score just click on the  button.


If “Remarks” are available for you just key in your remarks in it.

After you have finished with your scoring you can view the scoring results by clicking on the [Result Details](#) hyperlink.



At the last section of the appraisal form you can then choose whether to approve or reject the appraisal form.

To approve the form click on the  button.

To reject the form click on the  button.

Chapter 4. Status List

TIMES SOFTWARE DOCUMENT ▾ LEAVE ▾ PAYSIP ▾ CLAIM ▾ TIMESHEET ▾ HRIS ▾ TRAINING ▾ APPRAISAL ▾ IRAS ▾

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Appraisal Supervisor **Status List**

Department: All Employee: All Appraisal Type: Performance Appraisal Year: 2023

Appraisal Form: Testing 1 Review: Review 1 Status: - ALL -

☐ Include Section Scores ☐ Include Free Field Comments **Query**

Employee	Approved Date	Status	Sys Score	Sys Grade
BEN LIM	24/03/2023	Waiting for acknowledge	0	E
COLIN KOH				
DAVID GAN				

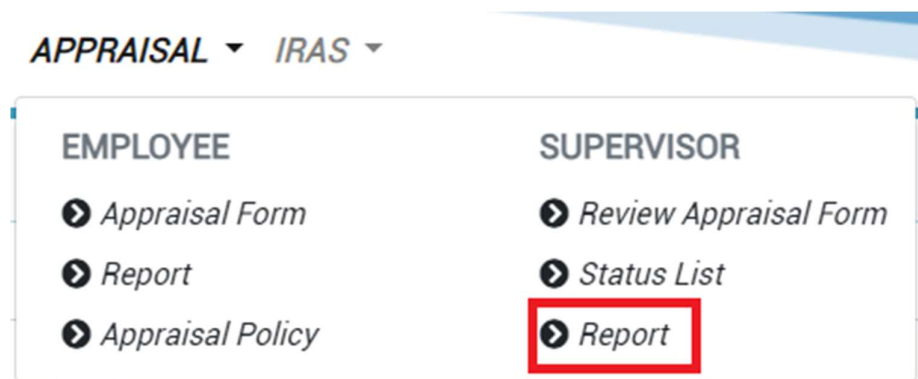
At the Status List web page you can view your reporting employees' appraisal information.

Choose your criteria such as "Department", "Employee", etc. to filter the list of records. Then click on

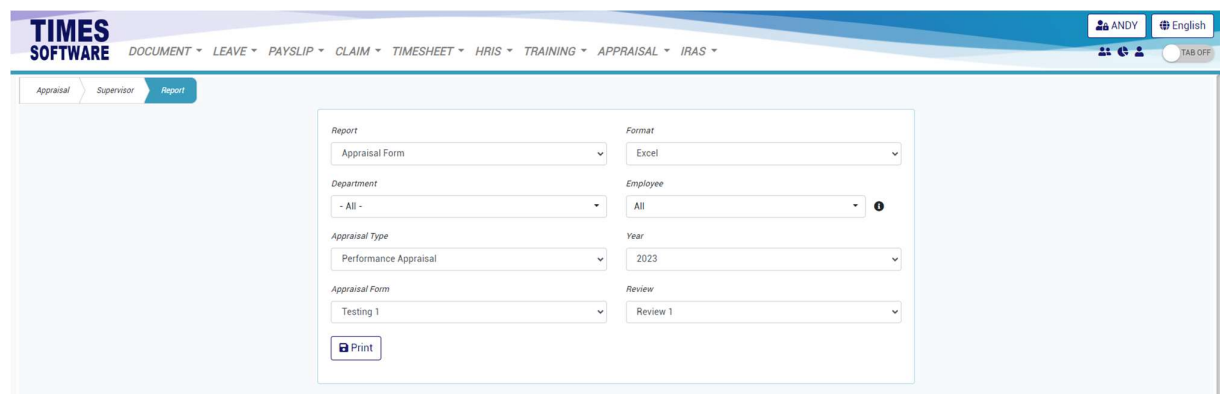
the **Query** button to retrieve the records.

Chapter 5. Report

You can generate reports in **Report** web page.




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



Choose "Report Type".

Choose your criteria (such as "Department"). If you have made multiple selections you can view them by clicking the ⓘ button.

Choose "Format".

Click  button to generate the report.

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