TIMES SOFTWARE

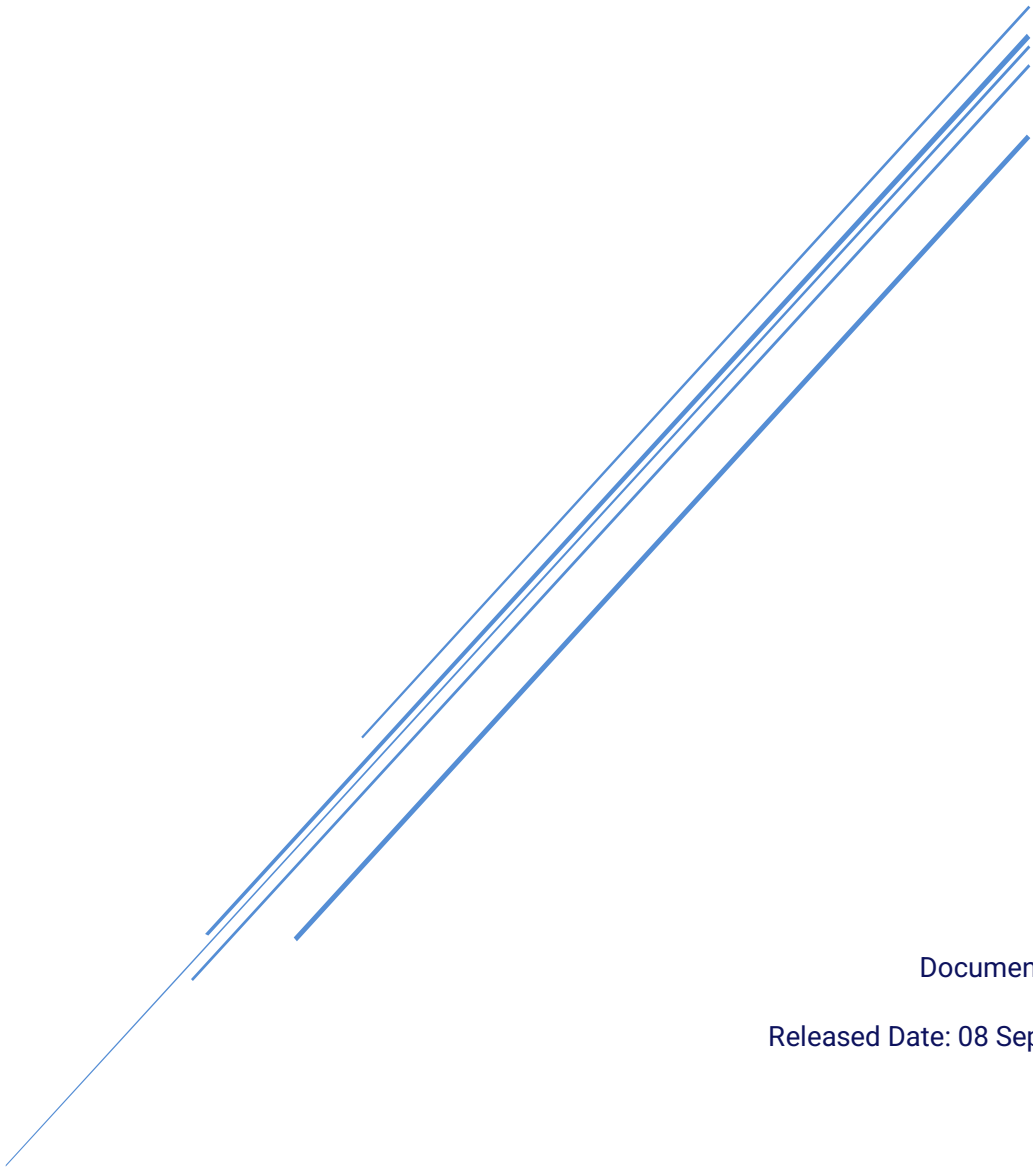# TIMES PRO Appraisal

User Guide for Supervisor

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Disclaimer

Table of Contents

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 **Login** button to login into the system.

Chapter 2. Accessing the Employee's Appraisal Form
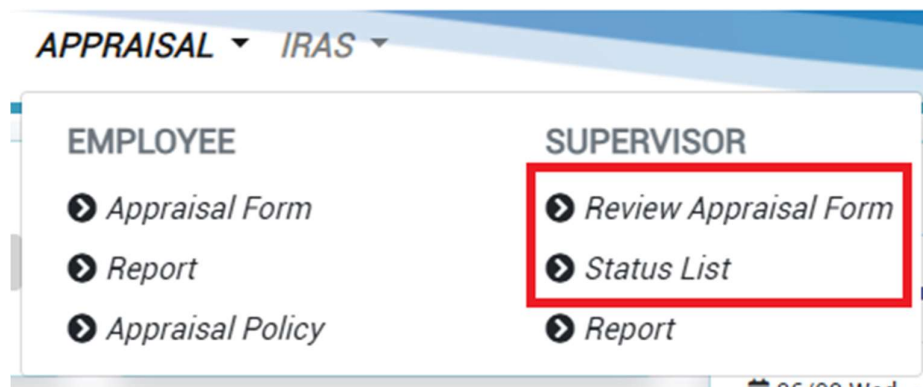
You can access your employee's appraisal form from either the **Review Appraisal Form** option or **Status List** option in the Supervisor menu.

Chapter 3. Reviewing the Employee's Appraisal Form

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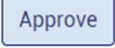
To do this click on the "Score" drop-down list and choose a score. If you want to see the legend for the score just click on the ⓘ button.

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 <u>Result Details</u> 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 [Approve] button.

To reject the form click on the [Reject] button.
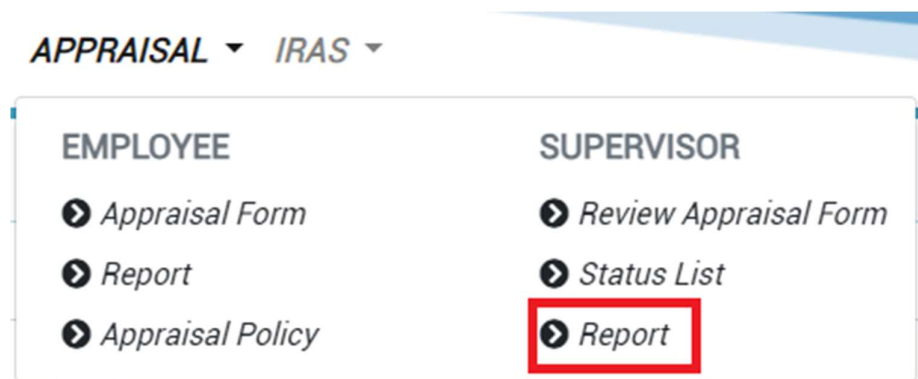
Chapter 4.   Status List

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

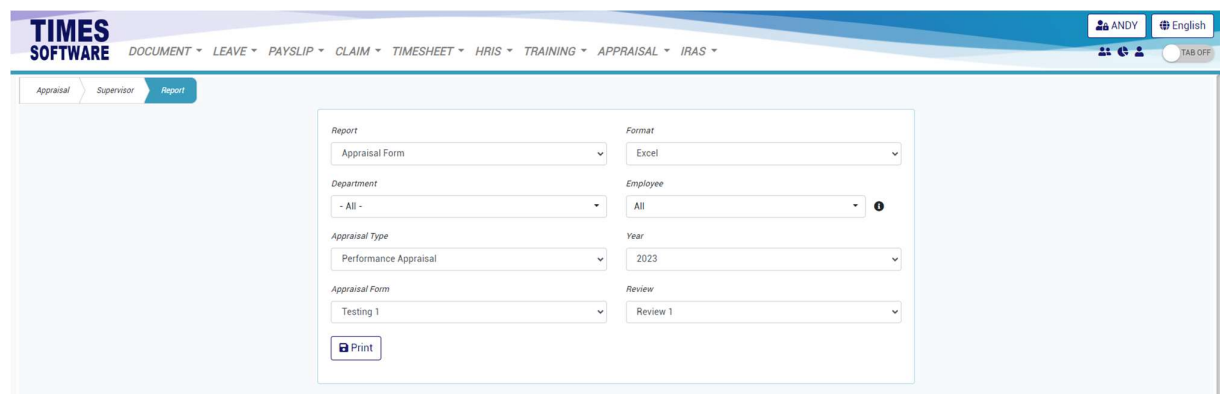Choose your criteria such as "Department", "Employee", etc. to filter the list of records. Then click on

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 [🖫 Print] button to generate the report.

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