



TIMES PRO Casual Labour

Entry Officer User Guide

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1. Logging into the TIMES PRO Casual Labour System

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

An example of the login page is shown below:

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1. Click on the “Company” drop-down list to see a list of available companies and choose the one that user want to access to.
2. Key in login id at “Login id”.
3. Key in password at “Password”.
4. Click the  button to login into the system.



To effectively use this guide, ensure that user are given the role of Entry Officer for the company that logging into. If the role is not setup yet, use login id *Admin* at “Login id” to login as the Administrator to create the Entry Officer role.

2. Create Event

You can create new events for your assigned cost centers at **Event Setup**.

ENTRY OFFICER

- ▶ Create Event
- ▶ View Event
- ▶ View CasualLabour
- ▶ Report

Click on the **Create Event** option in the Entry Officer menu to access the web page.

The screenshot shows the 'Create Event' page in the Times Software interface. The page has a header with the Times Software logo and navigation menus. The main content area contains a form with the following fields:

- Cost Centre:** A dropdown menu with 'COST CENTER 1' selected.
- Location:** A dropdown menu with 'ROSE BALLROOM' selected.
- Start Date:** A date picker with '11/06/2023' selected.
- End Date:** A date picker with '11/06/2023' selected.
- Event Name:** A text input field with a red 'x' icon, indicating it is required.
- Event Description:** A text input field.
- Event Total Pax:** A numeric input field with '0' entered.
- Total Hours:** A numeric input field with '0' entered.

Below the form are 'Save' and 'Submit' buttons. At the bottom of the page is a table with the following columns:


	Start Time	End Time	Hour	Pax	Total Hours	Actual Pax	Actual Hours	Rate	Rate Detail	Remark

Choose a “Cost Centre” and “Location” of the event. The “Cost Centre” will determine the rates that you can use for the event’s shifts.

Enter the “Event Name” and “Event Description”.




Indicate the “Event Date” range.



Next, indicate the manpower required for the event with details such as the duration of work, number of people and salary rate that they will be receiving for the work. Start with entering the “Start Time” and “End Time” in a 24 hour format. Then indicate the number of manpower required in “Pax”. Finally determine the rate of pay in “Rate” and “Rate Detail”. Enter any remarks if you want in “Remarks”.


Click  button to save the transaction.

To delete a record click on the  button.

To add another manpower requirement click on the  button.

 Always remember to click the  button to save your transaction before you add a new record with the  button.

Once you are done click on the  button to save this event as a draft. Again, make sure you click  button to save your transaction details first before you save the event.

If you click on the  button your event will be submitted to your approvers for review and once they approved it you can then assign actual people to work in the event.

3. View Event

You can view and make changes to your events in the **View Event** web page.

ENTRY OFFICER

- Create Event
- View Event
- View CasualLabour
- Report

Click on the **View Event** option in the Entry Officer menu to access the web page.


The screenshot shows the 'View Event' page in the TIMES SOFTWARE application. At the top, there are navigation tabs for 'CasualLabour' and 'HR', with 'View Event' selected. The main content area includes a search form with the following fields:

- Name:** A dropdown menu set to 'COST CENTER 1 (COST1)'.
- Start Date:** A date input field set to '11/06/2023'.
- End Date:** A date input field set to '11/06/2023'.
- Event Name:** An empty text input field.
- Status:** A dropdown menu set to '- ALL -'.

Below the search form is a table of events. The table has the following columns: Status, Start Date, End Date, Event Name, Cost Centre, Pax, and Total Hours. The data in the table is as follows:

Status	Start Date	End Date	Event Name	Cost Centre	Pax	Total Hours
	06/11/2023	06/11/2023	221	COST CENTER 1	12	4.07
Approved	06/11/2023	06/11/2023	TEST	COST CENTER 1	30	6
Approved	06/11/2023	06/11/2023	Wedding	COST CENTER 1	12	3.8


At the bottom of the page, there are navigation controls including 'Show Page 1 of 1 Pages' and 'Display 50 Records Per Page'.

At the View Event web page you can filter the list of events by indicating the “Cost Centre”, “Date” range, “Event Name” and “Status” criteria. After indicating your requirements in the criteria click on the  button to filter the list of events.

Each event has a "Status".

Status	Meaning
<blank>	If there is no status that means the event is in draft. The creator of the draft event can delete it at any time.
<i>Pending for <Approver's name></i>	The event is pending for review by an approver. For example <i>Pending for Cindy Lee Lawrence</i> means the event has been submitted and awaiting review by Cindy Lee Lawrence.
<i>Pending for <Approver's name> +1</i>	The +1 indicates that there are two approvers who can review the event and either one of them can approve or reject the event.
Approved	The event has been final approved and actual people can now be assigned to work in the event.
Rejected	The event has been rejected. Operations manager who had created the event can make the necessary changes to the event and re-submit the amended event for review again.

<input type="checkbox"/>		Status	Start Date	End Date	Event Name	Cost Centre	Pax	Total Hours
<input type="checkbox"/>			06/11/2023	06/11/2023	221	COST CENTER 1	12	4.07
<input type="checkbox"/>		Approved	06/11/2023	06/11/2023	TEST	COST CENTER 1	30	6
<input type="checkbox"/>		Approved	06/11/2023	06/11/2023	Wedding	COST CENTER 1	12	3.8
<input type="checkbox"/>		Approved	01/11/2023	01/11/2023	TEST	COST CENTER 1	12	22

You can make changes to your events if they are in **Draft** or **Rejected**. To do this click on the  button.

To delete any draft events click on the  button.

4. View Casual Labour

The **View CasualLabour** shows time sheet and pay information of casual labour employees who had check-in for work in an event from the TIMES Pro Casual Labour Scanner security terminal at the guard house or work station terminal at the event.

You can change employees' time sheet details and also reassign them to other events of the day.

ENTRY OFFICER

➤ Create Event

➤ View Event

➤ **View CasualLabour**

➤ Report


Click on the **View CasualLabour** option in the Entry Officer menu to access the web page.

The screenshot shows the 'View CasualLabour' web page. At the top, there is a navigation bar with 'TIMES SOFTWARE' and 'ADMIN'. Below the navigation bar, there are search and filter options for 'Cost Centre', 'Start Date', 'End Date', 'Event Name', 'Shift', 'Status', and 'Emp / Card No'. A 'Search' button is highlighted with a red box. Below the search options, there is a table with columns: Status, Emp No, Emp Name, Employee Type, Date, Event Shift, Cost Centre, Location, Security TimeIn, Security TimeOut, Paid TimeIn, and Pa. The table contains four rows of data. At the bottom, there is a pagination control showing 'Show Page 1 of 1 Pages' and a 'Display 50 Records Per Page' option.

Status	Emp No	Emp Name	Employee Type	Date	Event Shift	Cost Centre	Location	Security TimeIn	Security TimeOut	Paid TimeIn	Pa
	001	ANDY LOW	INT	05/10/2023	EVENT3 [14:00:00-20:00:00]	COST CENTER 1	TREE	14:00:00	20:00:00	02:00 PM	i
Approved	003	COLIN KOH	INT	05/10/2023	EVENT1 [09:00:00-18:00:00]	COST CENTER 1	BALL	09:00:00	18:00:00	09:00 AM	i
Approved	004	DAVID GAN		05/10/2023	EVENT1 [09:00:00-18:00:00]	COST CENTER 1	BALL	09:00:00	18:00:00	09:00 AM	i
Rejected	005	EUGENE ONG	INT	05/10/2023	EVENT1 [09:00:00-18:00:00]	COST CENTER 1	BALL	09:00:00	18:00:00	09:00 AM	i

In the View CasualLabour web page you can filter the employees' time sheet records by specifying your criteria in "Cost Centre", "Date" range, "Event", "Status" and "Emp / Card No".

Then click the  **Search** button.



You can make changes to the time sheet records by changing the “Paid TimeIn” and “Paid TimeOut” timing, the number of meal hours the employee had taken in “Deduct Hour” and allowances amount in “Meal Alw”, “Shift Alw”, “Transport Alw” and “Other Alw”. You must enter in your “Adjustment Remarks” the reason for editing these records.

After making changes to the time sheet information, click on the checkbox to select record(s) and click on the button to save them as draft, button to submit them to your approvers for review and approval.

Approved records can then be processed into payroll.

Understanding the Casual Labour Time Sheet columns

This sub chapter explains the functions and purpose for each of the Casual Labour Time Sheet columns.

Status

The status of the time sheet record, either Pending, Approved, Rejected or blank for Draft.

Emp No

The employee’s number.

Emp Name

The employee’s name.

Emp Type

The type of casual labour.

Date

The date of the event that the employee had clocked in for work.

Event Shift



The event name and the employee's shift timing for the event.

Location

The location of the event.

Security TimeIn

Indicates the time that the employee had clocked in at the Security terminal.

Security TimeOut

Indicates the time that the employee had clocked out from the Security terminal.

Paid TimeIn

The check-in time that will be used to calculate the employee's pay. Typically, the earliest "Paid TimeIn" is equal to the event shift's official start time.

Paid TimeOut

The check-out time that will be used to calculate the employee's pay. Typically, the latest "Paid TimeOut" is equal to the event shift's official end time.

Normal Hour

The number of paid work hours of the employee, and is automatically calculated based on the difference between the "Paid Time In" and "Paid Time Out".

The total amount of the employee's pay is calculated based on "Normal Hour" multiply with the employee's hourly rate of pay.

Deduct Hour

The number of meal hours the employee had taken.

The meal hours taken will reduce the employee's pay at "Total Amount". The amount to deduct the "Total Amount" is calculated from the number of "Deduct Meal Hour" multiply with the employee's hourly rate of pay.

**Meal Alw**

Employee's meal allowance amount.

Shift Alw

Employee's shift allowance amount.

Transport Alw

Employee's transport allowance amount.

Other Alw

Employee's other allowances amount.

Total Amount

The total amount of pay for the employee.

Remark

The approver's comments when the approver rejects the record only.

Adjustment Remark

The remarks of the one who had adjusted the record.


5. Report

You have access to casual labour reports. All reports can be generated into excel or pdf document.

ENTRY OFFICER

- *Create Event*
- *View Event*
- *View CasualLabour*
- *Report*

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

Choose your criteria, such as “Report” and “Employee”, and click on the  **Print** button to generate the report.

- End of Document -