



TIMES PRO Casual Labour

HR and Administrator User Guide

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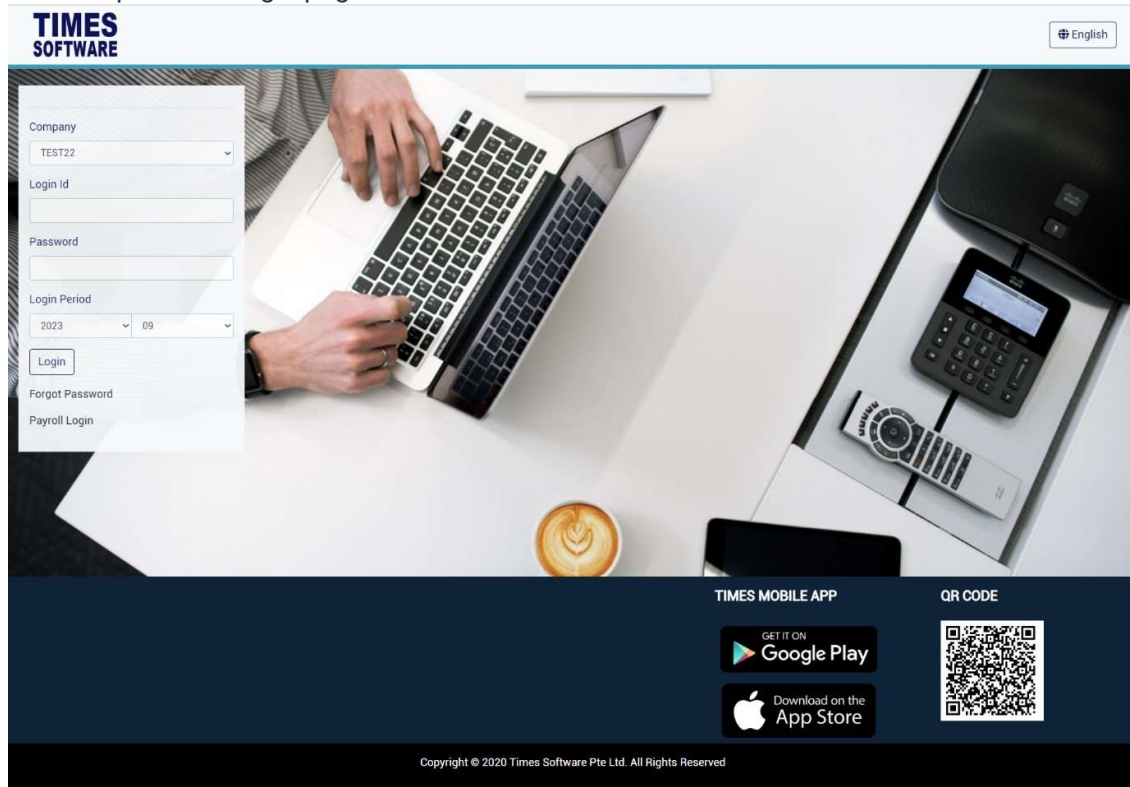
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1. Logging into the TIMES PRO Casual Labour System

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:



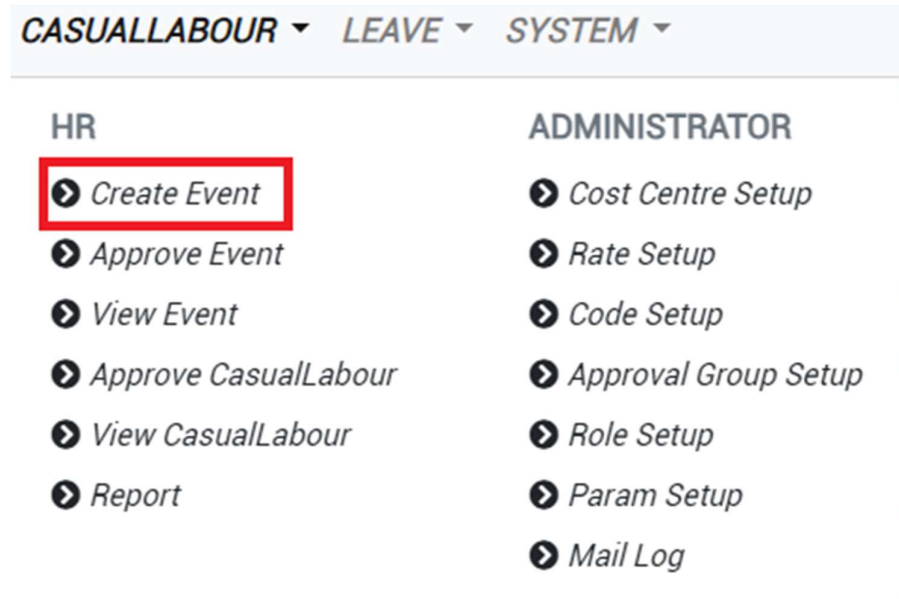
1. Click on the “Company” drop-down list to see a list of available companies and choose the one that user want to access to.
2. Key in login id at “Login id”.
3. Key in password at “Password”.
4. Click the  button to login into the system.



To effectively use this guide, ensure that user are given the role of Administrator 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.

2. Create Event

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



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


The screenshot shows the 'Create Event' web page. At the top, there is a navigation bar with 'TIMES SOFTWARE' and several dropdown menus: 'RECRUIT', 'CLAIM', 'TIMESHEET', 'CASUALLABOUR', 'LEAVE', and 'SYSTEM'. On the right, there is a user profile for 'ADMIN' and a 'TAB OFF' button. Below the navigation bar, there is a breadcrumb trail: 'CasualLabour > HR > Create Event'. The main form contains several input fields: 'Cost Centre' (dropdown menu with 'COST CENTER 1' selected), 'Location' (dropdown menu with 'ROSE BALLROOM' selected), 'Start Date' (calendar icon with '11/06/2023'), and 'End Date' (calendar icon with '11/06/2023'). There are also text input fields for 'Event Name' (with a red 'x' icon), 'Event Description', 'Event Total Pax' (with '0'), and 'Total Hours' (with '0'). Below these fields are 'Save' and 'Submit' buttons. At the bottom, there is a table with the following columns: '+', 'Start Time', 'End Time', 'Hour', 'Pax', 'Total Hours', 'Actual Pax', 'Actual Hours', 'Rate', 'Rate Detail', and 'Remark'. The table currently has one row with empty input fields for each column.

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.

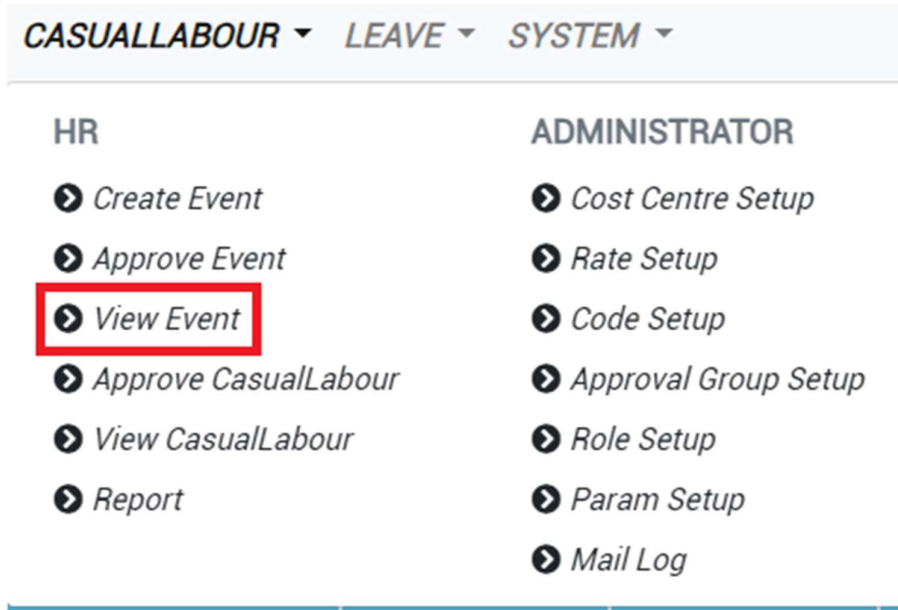
 Always remember to click the  button to save your transaction before you add a new record with the  button.

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.

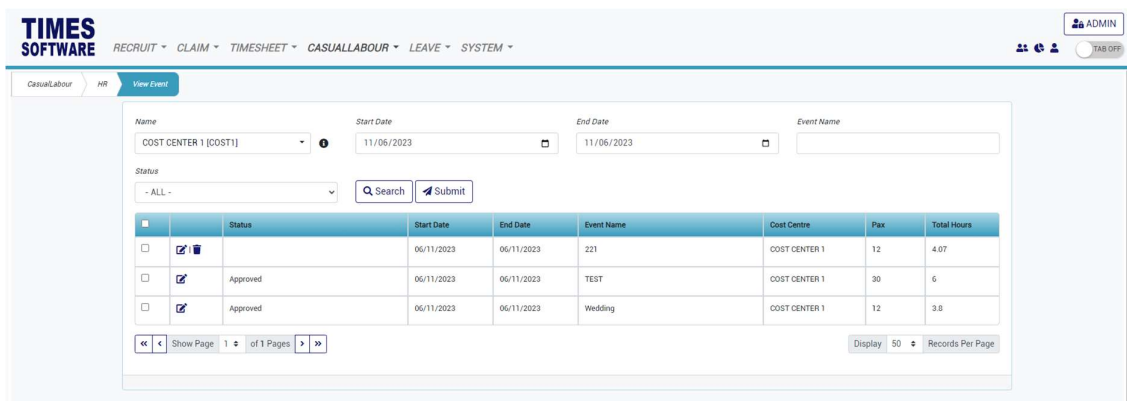
If you click on the  button your event will be submitted to your approvers for review and once they approved it you can then assign actual people to work in the event.

3. View Event

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



Click on the **View Event** option in the HR menu to access the web 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.
Pending for <Approver's name>	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.
Pending for <Approver's name> +1	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. Approve Casual Labour

HR

- Create Event
- Approve Event
- View Event
- Approve CasualLabour
- View CasualLabour
- Report

ADMINISTRATOR

- Cost Centre Setup
- Rate Setup
- Code Setup
- Approval Group Setup
- Role Setup
- Param Setup
- Mail Log


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

Name: COST CENTER 1 [COST1] | Start Date: 11/06/2023 | End Date: 11/06/2023 | Event Name:

Status: - ALL - |

	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

« Show Page 1 of 1 Pages » | Display 50 Records Per Page

At the View Event web page look for an event with the "Status" **Approved** and click on the event's  button to view it.

TIMES SOFTWARE RECRUIT CLAIM TIMESHEET CASUALLABOUR LEAVE SYSTEM ADMIN

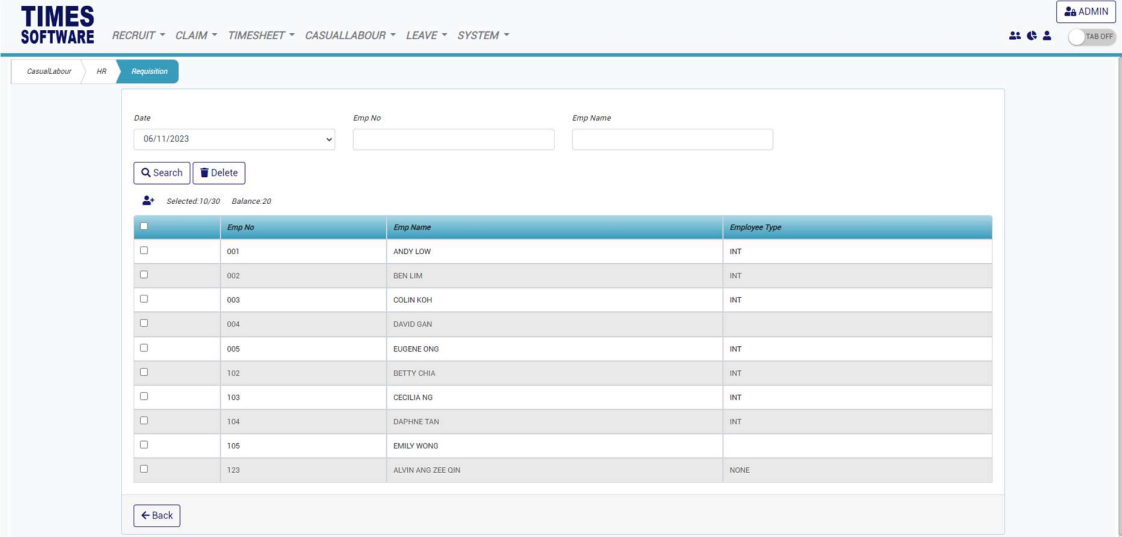
CasualLabour HR Assign Event

Cost Centre: COST CENTER 1 | Location: LILY BALLROOM | Start Date: 11/06/2023 00:00:00 | End Date: 11/06/2023 00:00:00

Event Name: TEST | Event Description: TYYYYY | Event Total Pax: 30 | Total Hours: 6


Start Time	End Time	Hour	Pax	Total Hours	Actual Pax	Actual Hours	Rate	Rate Detail	Remark
13:00:00	19:00:00	6	30	180	10	60	wedding	Chef	


At the event details web page click on the  to view the manpower assignments for a particular job role.



The screenshot shows the 'Casual Labour' page in the TIMES SOFTWARE system. At the top, there are navigation tabs for 'Casual Labour' and 'HR', and a 'Requisition' sub-tab. Below the navigation, there are search filters for 'Date' (set to 06/11/2023), 'Emp No', and 'Emp Name'. A 'Search' button is present. Below the filters, a table displays a list of employees assigned to the event. The table has columns for 'Emp No', 'Emp Name', and 'Employee Type'. The data in the table is as follows:

Emp No	Emp Name	Employee Type
001	ANDY LOW	INT
002	BEN LIM	INT
003	COLIN KOH	INT
004	DAVID GAN	
005	EUGENE ONG	INT
102	BETTY CHIA	INT
103	CECILIA NG	INT
104	DAPHNE TAN	INT
105	EMILY WONG	
123	ALVIN ANG ZEE QIN	NONE

In the Assign Casual Labour web page you can see the list of manpower assignments if there are any people already assigned to work in the event. To filter the list you can use the criteria "Event Date" and "Emp No / Name", and click the  button.

To start assigning people to work in the event click on the  button to see a list of available employees.

The screenshot shows a window titled 'Casual Labours' with a close button (X) in the top right corner. Inside the window, there is a 'Select' button in the top left. Below it is a search bar with the placeholder text 'Search'. The main content is a table with the following columns: *Emp No*, *Emp Name*, *Department*, and *Position*. Each row in the table has a checkbox in the first column. Below the table are pagination controls: 'Show Page 1 of 19 Pages' with left and right arrow buttons, and 'Display 10 Records Per Page' with a dropdown arrow. A 'Cancel' button is located in the bottom right corner of the window.

<input type="checkbox"/>	<i>Emp No</i>	<i>Emp Name</i>	<i>Department</i>	<i>Position</i>
<input type="checkbox"/>	001	ANDY LOW	SG	HRM
<input type="checkbox"/>	002	BEN LIM	SG	FINM
<input type="checkbox"/>	003	COLIN KOH	SALES	SLM
<input type="checkbox"/>	004	DAVID GAN	IT	ITM
<input type="checkbox"/>	005	EUGENE ONG	HR	PURM
<input type="checkbox"/>	102	BETTY CHIA	FIN	ACCT
<input type="checkbox"/>	103	CECILIA NG	SALES	SLE
<input type="checkbox"/>	104	DAPHNE TAN	IT	ITS
<input type="checkbox"/>	105	EMILY WONG	IT	PURE
<input type="checkbox"/>	123	ALVIN ANG ZEE QIN	NONE	NONE

In the Casual Labours pop-up window you can see the list of employees that can be assigned to the event and whether they have been assigned to any other events for the same day. Do note that employees who have already been assigned to an event cannot be assigned to another event of the same day and timing.

To assign employees to the event tick the checkbox to select them and click the button.

There are several types of casual labour employees and they are classified as:

Emp Type Abbreviation	Meaning
INT	Existing employees of the company who are hired as casual labour. (Internal recruitment)
EXT	Members of the public who are not existing employees of the company or who are ex-employees of the company hired as casual labour either through job recruitment advertisements, by walk-in interviews or through personal recommendations. (External recruitment)
AGY	Casual labour employees who are supplied by a recruitment agency to the company. The company pays the recruitment agency for the services rendered and the casual labour employees' payroll are handled by the agency. (Agency recruitment)

The screenshot shows the 'Requisition' page in the TIMES SOFTWARE HR system. At the top, there are navigation tabs for 'CasualLabour', 'HR', and 'Requisition'. The 'Requisition' tab is active. Below the navigation, there are search filters for 'Date' (set to 06/11/2023), 'Emp No', and 'Emp Name'. There are 'Search' and 'Delete' buttons. Below the filters, a table lists employees with checkboxes for selection. The table has columns for 'Emp No', 'Emp Name', and 'Employee Type'. The 'Selected' count is 10/20 and the 'Balance' is 20. A 'Back' button is at the bottom left.

Emp No	Emp Name	Employee Type	
<input type="checkbox"/>	001	ANDY LOW	INT
<input type="checkbox"/>	002	BEN LIM	INT
<input type="checkbox"/>	003	COLIN KOH	INT
<input type="checkbox"/>	004	DAVID GAN	INT
<input type="checkbox"/>	005	EUGENE ONG	INT
<input type="checkbox"/>	102	BETTY CHIA	INT
<input type="checkbox"/>	103	CECILIA NG	INT
<input type="checkbox"/>	104	DAPHNE TAN	INT
<input type="checkbox"/>	105	EMILY WONG	INT
<input type="checkbox"/>	123	ALVIN AND ZEE QIN	NONE

Once the employees have been assigned to the event successfully you can see them in the Assign Casual Labour web page.

If you want to remove employees from the event, tick the checkbox to select them and click the button. If you cannot select them that means they have clocked in for work.

5. Approve Events

You can approve or reject events that were submitted by your reporting Operation Manager(s).

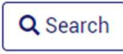
HR

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

ADMINISTRATOR

- Cost Centre Setup
- Rate Setup
- Code Setup
- Approval Group Setup
- Role Setup
- Param Setup
- Mail Log

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


When you access this web page you will be presented with a list of events pending for your approval. You can filter the list by specifying the criteria on top of the page such as “Event Name” and “Date” range. Then click on the  button to filter the list based on your selected criteria.




If you want to see all the events that you had approved or rejected you can view them at the View Event web page. Refer to **Error! Reference source not found. Error! Reference source not found.** page **Error! Bookmark not defined.** for more information.

At this juncture you can immediately approve or reject events. Click on the event's checkbox to tick it and then either click on the button to approve it or button to reject it. If you are rejecting the records you must indicate your "Reason" for doing so.

Each event has a "Status".

Status	Meaning
Pending for <Approver's name>	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.
Pending for <Approver's name> +1	The +1 indicates that there are two approvers who can review the event and either one of them can approve or reject the event.

If you want to see the details of an event you can click on the event's  button.

At the Event Details web page you can either click on the  button to approve it or  button to reject it.  button to return to the previous web page.

If you are rejecting the record you must indicate your "Reason" for doing so.

6. 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.



Click on the **View CasualLabour** option in the HR 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' on the right. Below the navigation bar, there are several filter fields: 'Cost Centre' (COST CENTER 1 [COST1]), 'Start Date' (01/01/2023), 'End Date' (12/01/2024), and 'Event Name' (- ALL -). There are also 'Shift' and 'Status' dropdown menus, and an 'Emp / Card No' input field. Below the filters are buttons for 'Search', 'Save', 'Submit', and 'Delete'. The main area contains 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 lists four records for employees ANDY LOW, COLIN KOH, DAVID GAN, and EUGENE ONG. At the bottom, there is a pagination control showing '1 of 1 Pages' and a 'Display 50 Records Per Page' option.

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 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

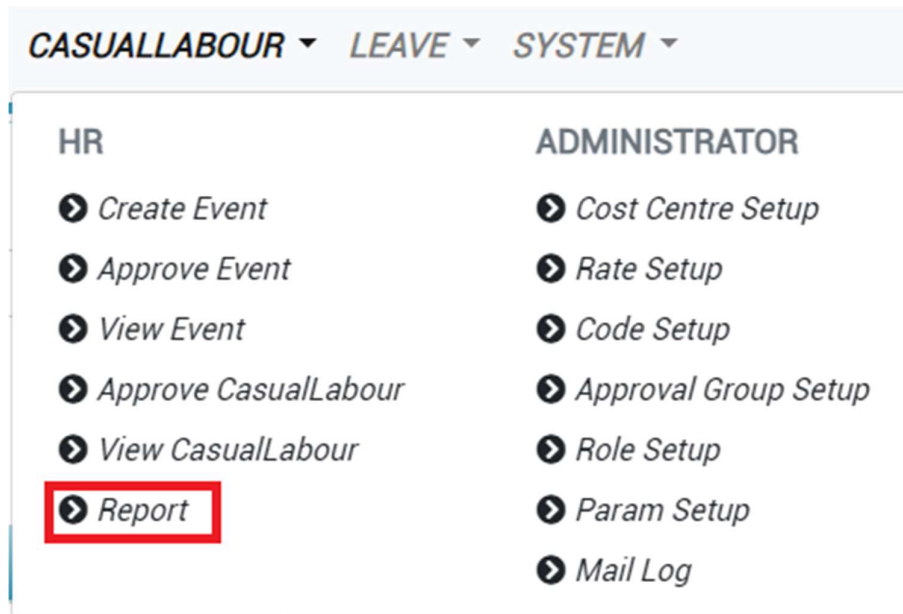
The approver's comments when the approver rejects the record only.

Adjustment Remark

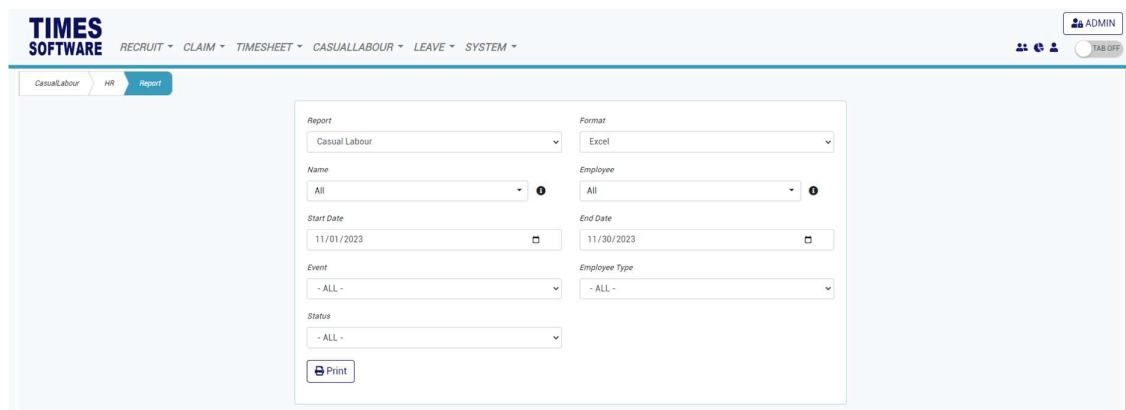
The remarks of the one who had adjusted the record.


7. Report

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



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



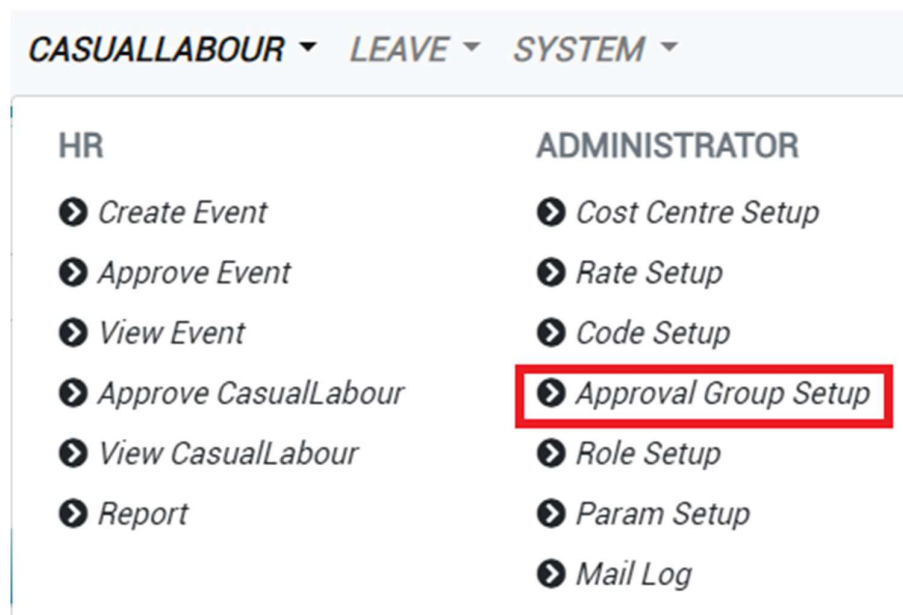
Choose your criteria, such as "Report" and "Employee", and click on the  Print button to generate the report.

8. Approval Group Setup

The **Approval Setup** function allows you to designate the Operations Manager and the Approvers of events and time sheets for each cost center.

The Operations Managers are responsible for creating events, allocating manpower to these events and managing casual labour employee time sheets.

The Approvers will be responsible in reviewing, approving and rejecting their Operation Managers' events and time sheets.




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

CODE	Description	Approver 1	Approver 2	Approver 3
11FD	FRONT DESK (MSD)	101 ANGELA GOH 001 ANDY LOW		
11HK	HOUSEKEEPING			
22POK	F&B PADANG KITCHEN			
33OE	SPORTS OVERALL			
33TF	DEMSEY FIELD			
4001	4001 - COST CENTER			
CATERING	CATERING			

In the Approval Group Setup you can setup two approval flows, one approval flow for event creation and another for manpower allocation to the events. You can select them at the “Flow Type”.

Flow Type	Purpose
Event	Designate Operation Managers and approval flows for event creations.
CasualLabour	Designate Operation Managers and approval flows for casual labour employee time sheets.

Enter the employee number of the employees in their respective roles of the approval flow and click to save the transaction. If the employee number is correct the employee’s name will be displayed.



Here are the explanations of the roles in the approval flow.

Approver1

This is the Operation Manager. Up to two Operation Managers can be assigned for each cost centre.

If the managers are assigned in the Approval Group Setup with the “Flow Type” event, they can create events and allocate manpower to these events.

If the managers are assigned in the Approval Group Setup with the “Flow Type” *casualLabour*, they can manage casual labour time sheets.

You can assign the same managers to both flow types.

Approver 2

This is the first and usually the main approver.

The Approver’s role is to review the events created as well as time sheets submitted by the Operation Manager and to approve or reject them.

Up to two approvers can be assigned for each cost centre. Only require one of them to approve or reject.

Approver 3

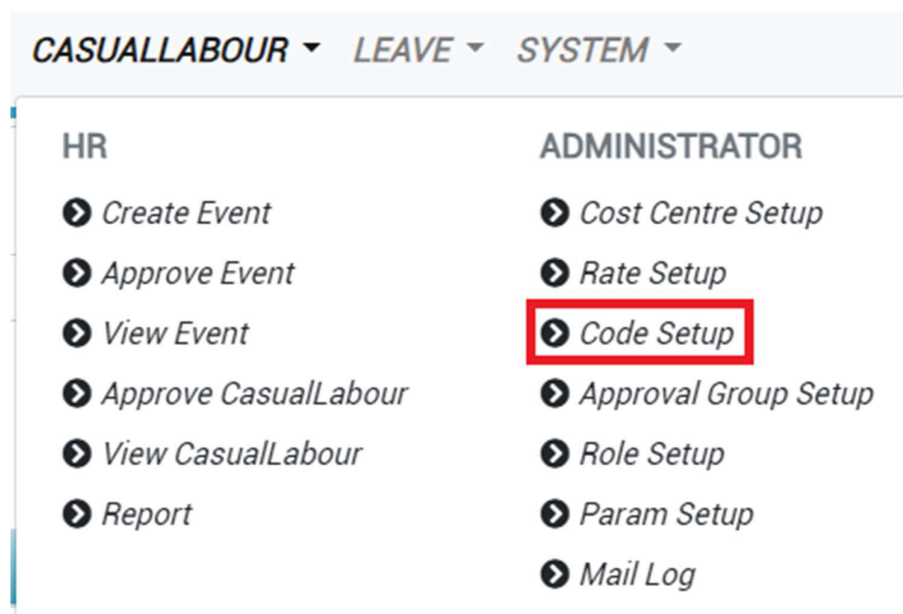
This is the second and final approver.

Up to two approvers can be assigned for each cost centre. Only require one of them to approve or reject.

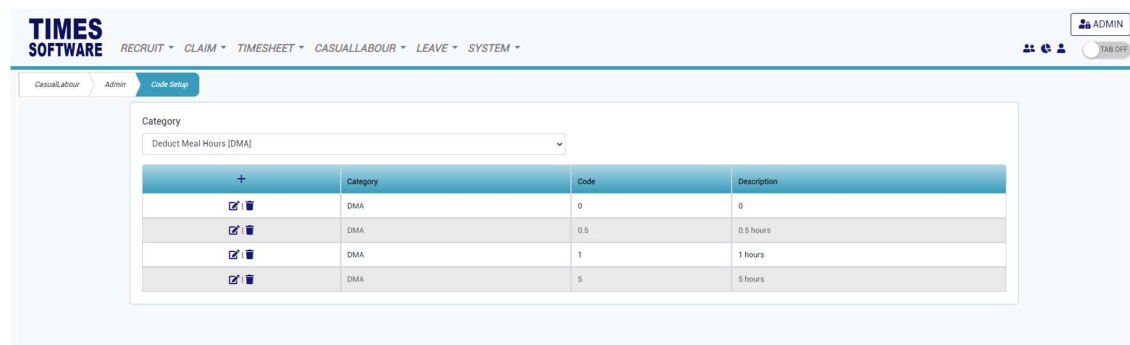
9. Code Setup

With the **Code Setup** function you can specify the location list for events, meal hours and allowance amounts.




This information can then be selected in the drop-down list during the creation of events in the **Create Event** and managing employees' time sheet information in **View CasualLabour**.






Click on the **Code Setup** option in the Administrator menu to access the web page.



At the Code Setup web page, choose a “Category”.

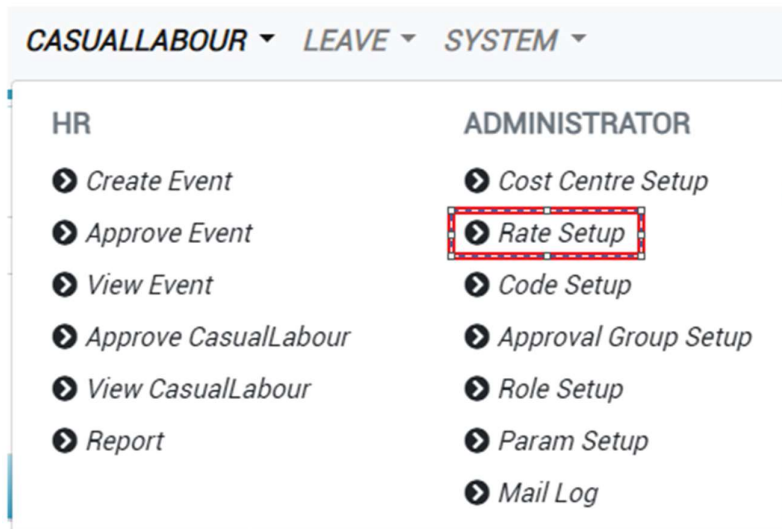
To add a new code, click on the  button. Enter in the details for the new code and click  button to save the code or  button to cancel.

To edit an existing code, click on  button, enter the new details and click  button to save the code or  button to cancel.

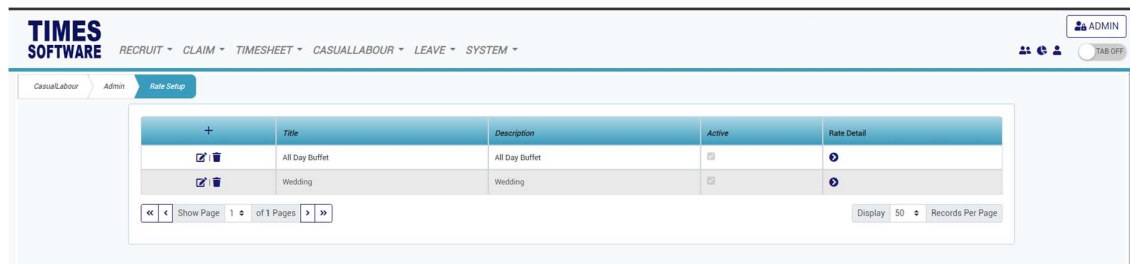
To delete a code, click on  button.  Deleted codes are unrecoverable.

10. Rate Setup

You can create a master list of casual labour salary rates at the **Rate Setup**. These rates are hourly rates and can be assigned for specific shifts in events.

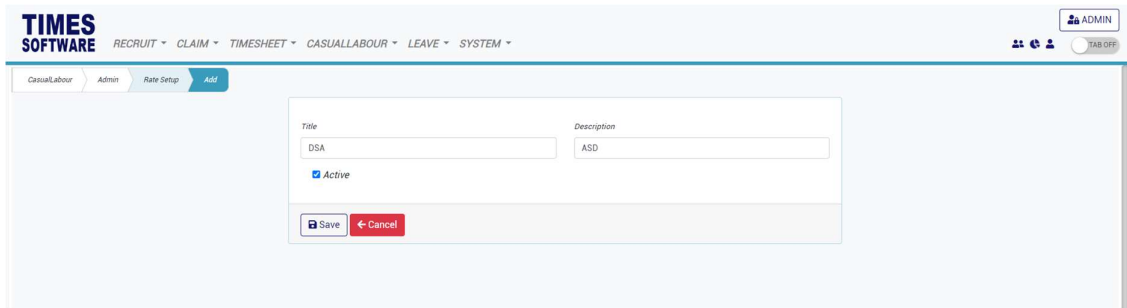




Click on the **Rate Setup** option in the Administrator menu to access the web page.





First you will need to create a title for a master list of rates.

Click on the  button at the Rate Setup web page to create the title.




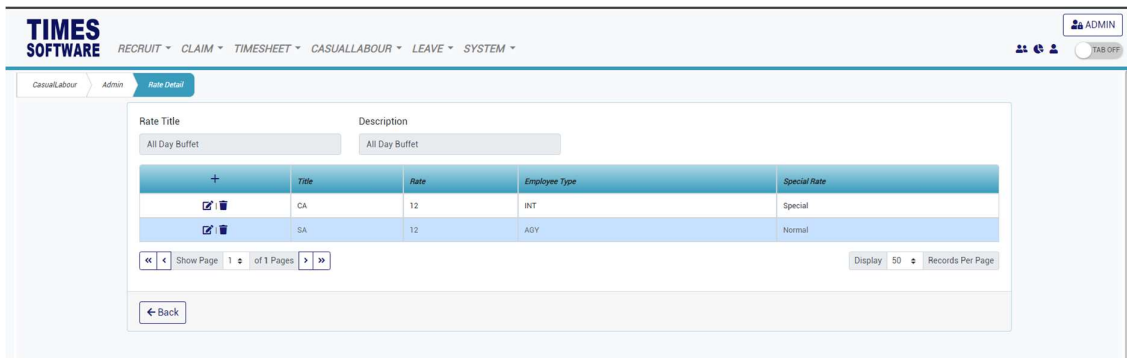
Enter the details and click  button to save the transaction or click  button to cancel the transaction.

To edit an existing title, click on the  button at the Rate Setup web page. Make the necessary changes and click  button.

To delete an existing title, click on the  button.  Deleted titles are unrecoverable.

Once you have created a title for a master list of rates, it's time to define the rates.



Click  button to access the **Rate Detail Setup** web page.





At the Rate Detail Setup web page, click on the  button to create a new rate.

The screenshot shows the 'Rate Detail' setup page. The form contains the following fields and controls:

- Title:** Text input field containing 'DA'.
- Rate:** Text input field containing '1211'.
- Employee Type:** Dropdown menu with 'AGY' selected.
- Special Rate:** A checkbox labeled 'Special Rate' which is currently unchecked.
- Buttons:** A 'Save' button and a 'Cancel' button are located at the bottom of the form.

Enter the details of the new rate and click  button to save the transaction or click  button to cancel the transaction.

To edit an existing rate, click on the  button at the Rate Detail Setup web page. Make the necessary changes and click  button.

To delete an existing rate, click on the  button.  Deleted rates are unrecoverable.

Understanding the Rate Detail Setup Settings

This sub chapter explains the functions and purpose for each of the Rate Detail Setup fields.

Title

The title of the rate.

Rate

The monetary amount to be paid by the hour.

Emp Type

The type of casual labour employee that is eligible to be paid this rate.

Special Rate

If this is ticked only special rated events can use this rate.

11. Cost Centre Setup

With the rates created you will need to indicate the cost centers that can use these rates. When events are created for the cost centers the rates assigned will be available for selection.

HR

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

ADMINISTRATOR

- *Cost Centre Setup*
- *Rate Setup*
- *Code Setup*
- *Approval Group Setup*
- *Role Setup*
- *Param Setup*
- *Mail Log*

Click on the **Cost Centre Setup** option in the Administrator menu to access the web page.

Cost Centre	Description	Department	Rate Table
<input checked="" type="checkbox"/> C00T1	COST CENTER 1	SINGAPORE DIVISION	
<input checked="" type="checkbox"/> C00T2	COST CENTER 2	SINGAPORE DIVISION	
<input checked="" type="checkbox"/> NONE	NONE		
<input checked="" type="checkbox"/> PRECAST	PRECAST DEPARTMENT		
<input checked="" type="checkbox"/> PRECASTT			
<input checked="" type="checkbox"/> 11FD	FRONT DESK (MSD)		
<input checked="" type="checkbox"/> 11HK	HOUSEKEEPING		
<input checked="" type="checkbox"/> 33TF	DEMSEY FIELD		
<input checked="" type="checkbox"/> 22PGK	F&B PADANG KITCHEN		
<input checked="" type="checkbox"/> 339E	SPORTS OVERALL		
<input checked="" type="checkbox"/> C00T01	COST CENTRE 01		
<input checked="" type="checkbox"/> C00T02	COST CENTRE 02		
<input checked="" type="checkbox"/> 40001	40001 - COST CENTER		
<input checked="" type="checkbox"/> HQ	HQ		
<input checked="" type="checkbox"/> EVENTS	EVENTS		

The screenshot shows the 'Cost Centre Setup' page in the Times Software interface. The breadcrumb trail is 'CasualLabour > Admin > Cost Centre Setup > Edit'. The form contains the following fields:

Cost Centre	Description
COST1	COST CENTER 1

Department: SINGAPORE DIVISION

Rate Table:
 All Day Buffet
 Wedding

Buttons: Save, Cancel

At the Cost Centre Setup web page, you can filter the list of cost centers by choosing one from the “Cost Center” drop-down list.

You can click on the rate checkbox to assign it to each cost center from the “Rate Table”.

If your company employs internal casual labour employees you will need to determine which “Department” employees that can be hired for the cost center otherwise leave the “Department” blank.

Click button to save the transaction.

12. Mail Log

The Mail Log tracks all automated emails generated by the system.

HR

- Create Event
- Approve Event
- View Event
- Approve CasualLabour
- View CasualLabour
- Report

ADMINISTRATOR

- Cost Centre Setup
- Rate Setup
- Code Setup
- Approval Group Setup
- Role Setup
- Param Setup

➤ **Mail Log**

Click on the **Mail Log** option in the Administrator menu to access the web page.

Content	Login Id	Employee	Date	Time	Status	Sender	Receiver	Subject
✉	002	002	05/10/2023	17:56:55	Fail	jason.siah@timesoftsg.com.sg	meithien.ong@timesoftsg.com.sg	Event Has Been Approved
✉	001	001	05/10/2023	17:56:25	Fail	meithien.ong@timesoftsg.com.sg	janice@timesoftsg.com.sg	Online Event Request
✉	001	001	05/10/2023	17:56:24	Fail	meithien.ong@timesoftsg.com.sg	jason.siah@timesoftsg.com.sg	Online Event Request
✉	002	002	05/10/2023	17:50:50	Fail	jason.siah@timesoftsg.com.sg	meithien.ong@timesoftsg.com.sg	CasualLabour Has Been Rejected
✉	002	002	05/10/2023	17:50:46	Fail	jason.siah@timesoftsg.com.sg	meithien.ong@timesoftsg.com.sg	CasualLabour Has Been Approved
✉	002	002	05/10/2023	17:50:45	Fail	jason.siah@timesoftsg.com.sg	meithien.ong@timesoftsg.com.sg	CasualLabour Has Been Approved
✉	001	001	05/10/2023	17:50:02	Fail	meithien.ong@timesoftsg.com.sg	jason.siah@timesoftsg.com.sg	Online CasualLabour Request
✉	001	001	05/10/2023	17:50:02	Fail	meithien.ong@timesoftsg.com.sg	janice@timesoftsg.com.sg	Online CasualLabour Request
✉	001	001	05/10/2023	17:50:01	Fail	meithien.ong@timesoftsg.com.sg	janice@timesoftsg.com.sg	Online CasualLabour Request
✉	001	001	05/10/2023	17:50:00	Fail	meithien.ong@timesoftsg.com.sg	jason.siah@timesoftsg.com.sg	Online CasualLabour Request
✉	001	001	05/10/2023	17:50:00	Fail	meithien.ong@timesoftsg.com.sg	janice@timesoftsg.com.sg	Online CasualLabour Request
✉	001	001	05/10/2023	17:49:59	Fail	meithien.ong@timesoftsg.com.sg	jason.siah@timesoftsg.com.sg	Online CasualLabour Request
✉	002	002	05/10/2023	17:39:29	Fail	jason.siah@timesoftsg.com.sg	meithien.ong@timesoftsg.com.sg	Event Has Been Approved
✉	002	002	05/10/2023	17:39:15	Fail	jason.siah@timesoftsg.com.sg	meithien.ong@timesoftsg.com.sg	Event Has Been Approved

The Mail Log web page shows all emails generated by the system. Here you can find out whether the email had been delivered successfully or failed to deliver. You can even see the contents of the email.

At the top of the web page you can use the filters to filter the information on the page. These filters are “Date Range”, “Login Id”, “Login Emp No” and “Search”.

13. Role Setup

The **Role Setup** function allows user as the Administrator to setup the approval flow for each employee by indicating each employee’s reporting supervisors as the employee’s TIMES PRO Casual Labour approvers.

Additionally, user can designate the role of Administrator and Entry Officer to specific employees in this function. Do note that Administrators have access to both HR and Administrator menus.

HR

- Create Event
- Approve Event
- View Event
- Approve CasualLabour
- View CasualLabour
- Report


ADMINISTRATOR


- Cost Centre Setup
- Rate Setup
- Code Setup
- Approval Group Setup
- Role Setup
- Param Setup
- Mail Log

Click on the **Role Setup** option in the Administrator menu to access the web page.

The screenshot shows the Role Setup interface. At the top, there is a navigation bar with the Times Software logo and various menu items like DOCUMENT, LEAVE, RECRUIT, CLAIM, FORM, TIMESHEET, HRIS, TRAINING, APPRAISAL, CASUALLABOUR, and SYSTEM. Below the navigation bar, there are search and filter options for Employer, Floor, and Supervisor. A table lists employees with columns for Emp No, Emp Name, Entry Query, HR Query, Admin Query, HR Menu, and Admin Menu. The 'Role Setup' option in the Administrator menu is highlighted with a red box.

Emp No	Emp Name	Entry Query	HR Query	Admin Query	HR Menu	Admin Menu
001	ANDY LAM	ALL				
002	BEN LIM					
003	COLIN KOH					
004	DAVID TAN					
005	EUGENE ONG					
102	BETTY CHIA					
103	CECELIA NG					
104	DAFNE TAN					
105	EMILY HONG					



User can use the  search to retrieve a list of employees based on the text that he had entered. This search will find the nearest matching employee number or name. After user had entered the text in it, click to see the results.

- End of Document -