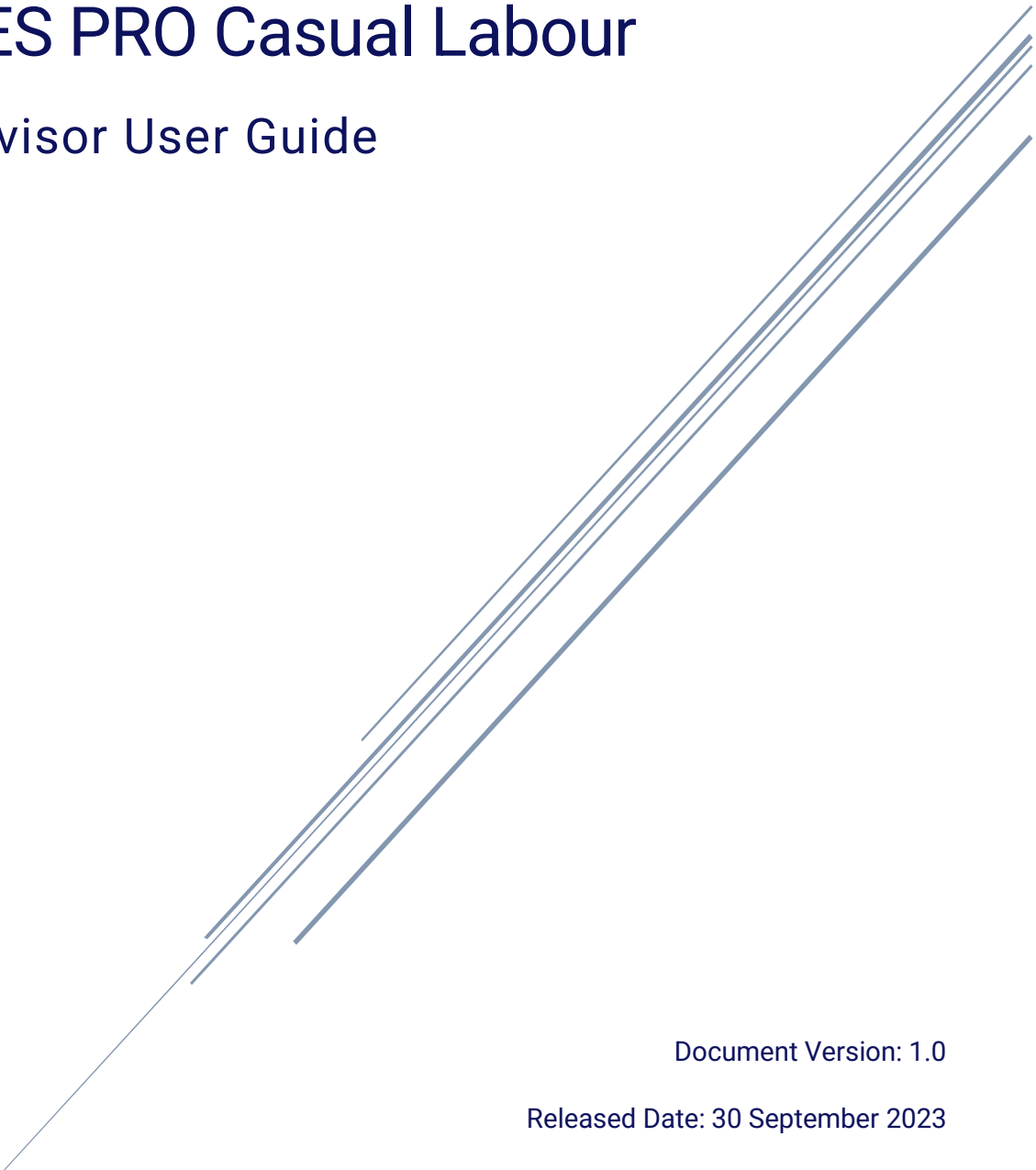




TIMES PRO Casual Labour

Supervisor User Guide



Document Version: 1.0

Released Date: 30 September 2023



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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:

The screenshot displays the login interface for the TIMES PRO system. The form includes a 'Company' dropdown menu with 'TEST22' selected, a 'Login Id' text input, a 'Password' text input, and a 'Login Period' section with a year dropdown set to '2023' and a month dropdown set to '09'. A 'Login' button is located below the password field. There are also links for 'Forgot Password' and 'Payroll Login'. The page header shows the 'TIMES SOFTWARE' logo and a language selector set to 'English'. The footer contains information about the mobile app, including 'TIMES MOBILE APP', 'GET IT ON Google Play', 'Download on the App Store', and a 'QR CODE'.

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 **Create Event**.

SUPERVISOR

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

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


The screenshot shows the 'Create Event' page in the TIMES SOFTWARE interface. The page has a blue header with the company logo and navigation tabs for 'CasualLabour', 'Supervisor', and 'Create Event'. 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 '11/15/2023' selected.
- End Date:** A date picker with '11/15/2023' selected.
- Event Name:** A text input field with a red 'x' icon, currently empty.
- Event Description:** A text input field, currently empty.
- Event Total Pax:** A text input field with '0' entered.
- Total Hours:** A text 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', and '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.

SUPERVISOR

➤ Create Event

➤ View Event

➤ View CasualLabour

➤ Report

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

The screenshot shows the 'View Event' web page. At the top, there is a navigation bar with 'CASUALLABOUR', 'SUPERVISOR', and 'View Event' tabs. Below the navigation bar, there are search filters: 'Cost Centre' (COST CENTER 1), 'Start Date' (01/01/2023), 'End Date' (12/15/2024), and 'Event Name'. A 'Status' dropdown is set to '- ALL -'. A 'Search' button is highlighted with a red box. Below the filters is a table of events:

	Status	Start Date	End Date	Event Name	Cost Centre	Pax	Total Hours
<input type="checkbox"/>	Approved	14/11/2023	14/11/2023	oi	COST CENTER 1	300	11.15
<input type="checkbox"/>	Approved	08/11/2023	08/11/2023	VEER	COST CENTER 1	100	12
<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
<input type="checkbox"/>	Approved	05/10/2023	05/10/2023	EVENT1	COST CENTER 1	3	9
<input type="checkbox"/>	Approved	05/10/2023	05/10/2023	EVENT3	COST CENTER 1	2	6


At the bottom of the table, there is a pagination control showing 'Show Page 1 of 1 Pages' and a 'Display: 50 Records Per Page' option.

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 **Search** 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. 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. Vie

SUPERVISOR

➤ Create Event

➤ View Event

➤ View CasualLabour

➤ Report

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

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	1
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	1
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	1
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	1

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.

5. Approve Casual Labour

SUPERVISOR

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

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 - [Search] [Submit]

	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"/>		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

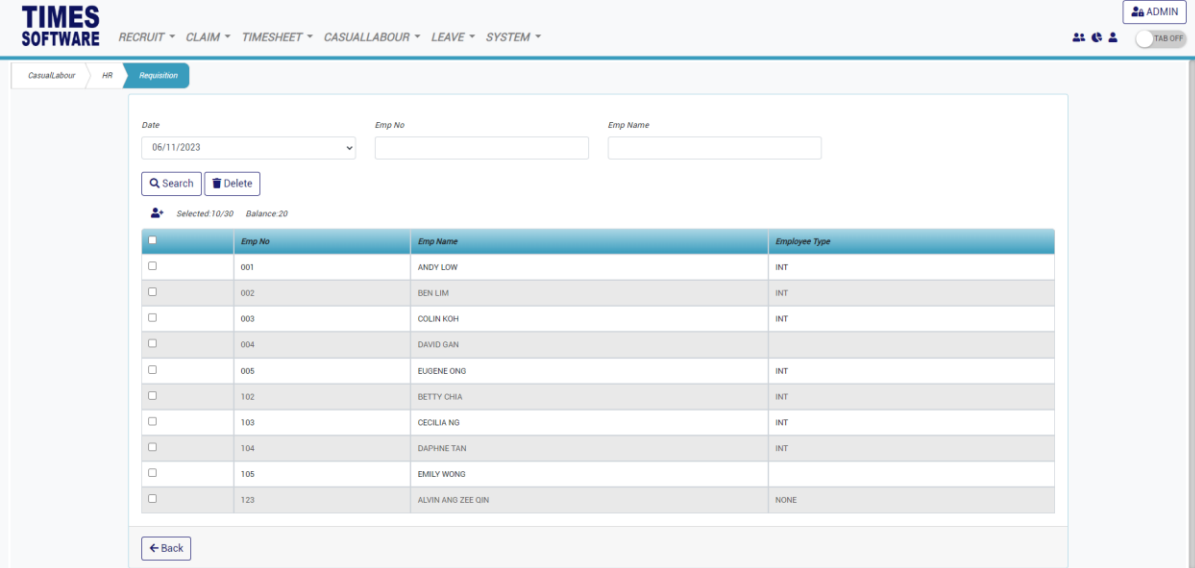
Cost Centre: COST CENTER 1 | Location: LILY BALLROOM | Start Date: 11/06/2023 00:00:00 | End Date: 11/06/2023 00:00:00

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	

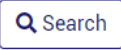
← Back


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



Selected 10/30 Balance 20

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 'Casual Labours' pop-up window. At the top left is a 'Select' button. Below it is a search bar labeled 'Search'. The main area contains a table with the following data:

<input type="checkbox"/>	Emp No	Emp Name	Department	Position
<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

Below the table are pagination controls: '<< < Show Page 1 of 19 Pages > >>' and 'Display 10 Records Per Page'. At the bottom right is a 'Cancel' button.

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 system. At the top, there is a navigation menu with options: RECRUIT, CLAIM, TIMESHEET, CASUALLABOUR, LEAVE, and SYSTEM. The user is logged in as ADMIN. The page title is 'CasualLabour' and the sub-page is 'Requisition'. Below the title, there is a date dropdown menu set to '06/11/2023'. There are input fields for 'Emp No' and 'Emp Name'. Below these are 'Search' and 'Delete' buttons. A status bar shows 'Selected: 10/30' and 'Balance: 20'. The main content is a table with the following data:

	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	
<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	DAAPHNE TAN	INT
<input type="checkbox"/>	105	EMILY WONG	
<input type="checkbox"/>	123	ALVIN ANG ZEE QIN	NONE

At the bottom left of the table area, there is a 'Back' button.

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.

6. Approve Events

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

SUPERVISOR

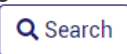
- Create Event
- Approve Event
- View Event
- Approve CasualLabour
- View CasualLabour
- Report

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


The screenshot shows the 'Approve Event' page in the TIMES SOFTWARE interface. At the top, there is a navigation menu with options: RECRUIT, CLAIM, TIMESHEET, CASUALLABOUR, LEAVE, and SYSTEM. The user is logged in as ADMIN. The page title is 'Approve Event' under the 'CasualLabour' section. Below the title, there are search filters for Name (set to 'All'), Start Date (mm/dd/yyyy), End Date (mm/dd/yyyy), and Event Name. There are buttons for 'Search', 'Approve', and 'Reject'. A table displays the following data:

	Status	Start Date	End Date	Event Name	Cost Centre	Pax	Total Hours
<input type="checkbox"/>	<input checked="" type="checkbox"/> Pending for BEN LIM +1	08/11/2023	08/11/2023	VEER	COST CENTER 1	100	12
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10/03/2021	10/03/2021	Event 1	COST CENTER 1	4	12

At the bottom of the table, there are pagination controls: 'Show Page 1 of 1 Pages' and 'Display 50 Records Per 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.



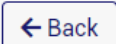


At this juncture you can immediately approve or reject events. Click on the event's checkbox to tick it and then either click on the button to approve it or button to reject it. If you are rejecting the records you must indicate your "Reason" for doing so.

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.

7. Report


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

SUPERVISOR

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

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

The screenshot shows the TIMES SOFTWARE web interface. The top navigation bar includes 'RECRUIT', 'CLAIM', 'TIMESHEET', 'CASUALLABOUR', 'LEAVE', and 'SYSTEM'. The user is logged in as 'ADMIN'. The 'CasualLabour' menu is expanded, and the 'Report' option is selected. The main content area displays a form for generating a report. The form has two columns: 'Report' and 'Format'. The 'Report' column contains dropdown menus for 'Casual Labour', 'Name' (set to 'All'), 'Start Date' (set to '11/01/2023'), 'Event' (set to '- ALL -'), and 'Status' (set to '- ALL -'). The 'Format' column contains dropdown menus for 'Excel', 'Employee' (set to 'All'), 'End Date' (set to '11/30/2023'), and 'Employee Type' (set to '- ALL -'). A 'Print' button is located at the bottom left of the form.

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

- End of Document -