

TIMES PRO Claim

User Guide for Administrators

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RELATED GUIDES

Before proceeding this user guide, please read the following guides first.

TIMES PRO Introductory Guide.



TIMES PRO Claim User Guide for Administrators v1.0 1 Jan 2023

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Code Setup

You can create and manage master codes in **Code Setup**. Codes defined here are used to populate drop-down lists in the TIMES PRO Claim system.



Figure 1 TIMES PRO Claim Administrator menu

Claim	Admin	Code Set	tup	1		
2	\sum	Category Departn	nent	~		
		+	Code	Description	Category Description	Map Claim Code
\frown			FIN	FINANCE DEPARTMENT		
(3)	>		HR	HUMAN RESOURCE DEPARTMENT		
			IT	IT		
			JUNIOR	JUNIOR DEPARTMENT	JUNIOR DEPARTMENT	
			MGMT	MANAGEMENT DEPARTMENT	MANAGEMENT DEPARTMENT	
			NONE	NONE	NONE	
			PRECAST	PRECAST DEPARTMENT		
			PUR	PURCHASING DEPARTMENT		
			SALES	SALES DEPARTMENT		

Figure 2 Code setup webpage sample

1	Choose a Category for the codes.			
2	Click on the 🕂 Add button to create a new code.			
3	If you want to edit an existing code, click on the 🗹 Edit button.			
	To delete a code, click on the 📕 Delete button.			



Code Category Setup

You can create a new category of codes in Code Category Setup.



 Claim
 Admin
 Code Category Setup

 1
 Code
 Description

 2
 DEP
 Department

 Code
 MED
 Main Claim

Figure 3 Code category setup webpage sample

1	Click on the + Add button to create a new Category Code and Description.
	Click Save Save button to save the new category or Cancel button to
	cancel the transaction.
2	If you want to edit an existing code, click on the 🗹 Edit button.
	To delete a code, click on the 📕 Delete button.



Claim Code Setup

You can create or manage claim codes in **Claim Code Setup** that can be applied by your organisation's employees in the system. You can setup different categories of claim types for each **Benefit Scheme**.



Click on the **CLAIM** menu to access the menu list.

Click on **Claim Code Setup** to access the web page.

	Claim Admin Claim Code Setup									
_	+	lcon	Code	Description	Active	Allowance Code	Prorate Method	Financial Start Month	Pre Submission Message	Post Submission Message
		π	FLEXI	FLEXI CLAIM		BONUSP	Calendar Year		This is pre message	This is post message
		*	MEDICAL	MEDICAL CLAIM			Calendar Year			
-			MOBILE	MOBILE CLAIM		HP	Calendar Year	7	test	Please attach with receipt
		*	SAMPLE	Sample Claim			Calendar Year			
	21	Ø	TRANSPORT	TRANSPORT CLAIM		TPRM	Calendar Year			

Figure 4 TIMES PRO Claim Code Setup web page sample

1	Click on the + Add button to create a new Claim Code and its other settings.				
	Click Save Save button to save the new claim code or Cancel Cancel button to				
	cancel the transaction.				
	There are many settings to take note and they are explained in the chapter				
	Understanding the Claim Code Setup columns				
2	If you want to edit an existing code, click on the 🗹 Edit button.				
	To delete a code, click on the 📕 Delete button.				



Understanding the Claim Code Setup columns

Column Name	Description
lcon	The administrator can select an 🔰 Icon to indicate the claim
	type as well as to reinforce the message with a visual explanation.
Code	The administrator can select the Claim Type that was created
	earlier and map with the Allowance Code and Description.
Description	The administrator can setup a Description for each claim type.
Allowance Code	The administrator can setup an Allowance Code for each claim
	type.
Active	When the administrator tick on the checkbox for 'Active', the
	employee will be able to apply for the claim code with their
	entitlement.
	If the claim code is inactive ('Active' checkbox is not ticked), the
	employee will not be able to apply for the claim code.
Travel Request	Tick the checkbox if the claim application is a Travel Request .
Travel Expense	Tick the checkbox if the claim application is a Travel Expense .
Prorate Method	The administrator can choose the Prorate Method for the claim
	setting.
	Calendar Year: The employees' claim entitlement will be prorated
	according to their hired date (by calendar).
	Financial Year: The employees' claim entitlement will be prorated
	according to their service month and the cut off is in the last
	month of the company's financial period.
Financial Start	The administrator to setup the month of financial year starts.
Month	
Pre Submission	The administrator can setup the Pre Submission Message before
Message	claim submission.
Post Submission	The administrator can setup the Post Submission Message after
Message	claim submission.

Sub Claim Setup

This sub chapter explains the functions and purposes for each of the **Sub Claim Setup**'s standard columns.





Claim Admin	Claim Admin Sub Claim Setup					
\frown	Claim					
	FLEXI CI	LAIM	~			
2	+	Code	Description	Active	Allowance Code	Method
2		FLE_ENT	ENTERTAINMENT & MEAL ALLOWANCE			Per Record
		FLE_INT	INTERNET			
3)_	ة 🖌 🔸	FLE_MOB	MOBILE			
		MEDICLA	MEDICAL			

Figure 5 TIMES PRO Sub Claim Code Setup web page sample

1	Choose the Claim to view and edit the list of claim settings.					
2	Click on the + Add button to create a new Claim Code and its other settings.					
	Click Save Save button to save the new sub claim code or Cancel button					
	to cancel the transaction.					
	There are many settings to take note and they are explained in the chapter					
	Understanding the Sub Claim Code Setup columns.					
3	If you want to edit an existing code, click on the 🗹 Edit button.					
	To delete a code, click on the 📕 Delete button.					



Understanding the Sub Claim Code Setup columns

Column Name	Description				
Code	This is the code of the Sub Claim Form. It is a unique identifier and can be any code.				
Description	This is the name of the Sub Claim Form.				
Active	When the administrator tick on the checkbox for ' Active ', the employee will be able to apply for the sub claim code with their entitlement.				
	If the sub claim code the employee will no	e is inactive ('Active' checkbox is not ticked), t be able to apply for the sub claim code.			
Allowance Code	The administrator ca claim type.	an setup an Allowance Code for each sub			
Method	"Method" specifies	how to cap the sub claim limit.			
	Method	Purpose			
	Per Record	Limit the amount that can be claimed per row of record in the Claim Form.			
	Per Transaction	Limit the amount that can be claimed per Claim Form.			
	Per Day	Limit the amount that can be claimed per day.			
	Per Month	Limit the amount that can be claimed per calendar month.			
	Once Per Month	Limit the amount that can be claimed per calendar month and only one Sub Claim Form can be submitted per calendar month.			
	Per Year	Limit the amount that can be claimed per calendar or financial year depending on the Claim Template's, which the Sub Claim is based from, "Prorate Method" in			
	Once Per Year	Limit the amount that can be claimed per			
		calendar or financial year depending on			
		the Claim Template's, which the Sub			
		Claim is based on "Prorate Method" in			
		Define Setting web page and only one			



Column Name	Description			
		Sub Claim Form can be submitted per		
		calendar or financial year.		
	Block Year	Limit the amount that can be claimed per		
		blocks of years. Once this method is		
		selected the "Block Year" column can be		
		used.		
	Once Block Year	Limit the amount that can be claimed per		
		blocks of years depending on the Claim		
		Template's, which the Sub Claim is based		
		on "Prorate Method" in Define Setting		
		web page and only one Sub Claim Form		
		can be submitted per blocks of years.		
Benefit Scheme	Either employees who	have this claim benefit scheme can use		
	this Sub Claim Form or the form can be opened to all employees.			

Template Setup

Alert: This chapter is technically complex.

In a standard implementation the system will be installed with preset templates that are tailored to your organisational needs. However, you can still create and customized your own templates.

In the **Template Setup** web page, you can create and manage xml template files which will be used to create Claim Templates in the system. The xml template files contain configurations of database fields, field types, rulesets and formulas that shape the Claim Forms for employees to use.

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





	Claim	Admin	Template Setup											
	Claim	CLAIM					~							
\rightarrow	+	Sort No	Display Name	Field Name	Field Type	Visible	Mandatory	Max Length	Role	Category	Default Value	Show Total	Disable Sub Claim	Mandatory Sub Claim
	21	0	Sub Claim	SUBCODE	Dropdownlist					SUB				
	V	1	Receipt Date	MEDICAL_DATE	Date Picker									
		1	Receipt No	BILL_NO	Textbox			20						
		2	Remark	REMARK	Textbox			60					FLE_INT	
		2	Currency	CURRENCY_CODE	Dropdownlist					CURRENCY				
	21	3	Attachment	FILE1	File									
	21	4	GST Amount	GST_AMOUNT	Currency									
	()	5	Receipt Amount	RECEIPT_AMOUNT	Currency									
	()	5	Claimable Amount	EMPLOYER_AMOUNT	Label									

Figure 6 TIMES PRO Template Setup web page sample

1	Choose the Claim to view and edit the list of claim settings.						
2	Click on the + Add button to create a new template feature for Claim Code and						
	its other settings.						
	Click Save Save button to save the new template or Cancel Cancel button to						
	cancel the transaction.						
	There are many settings to take note and they are explained in the Understanding						
	the Template Setup columns.						
3	If you want to edit an existing code, click on the 🗹 Edit button.						
	To delete a code, click on the 菌 Delete button.						



Understanding the Template Setup columns

Column Name	Description					
Sort No	The fields will be display	ved in the Claim Form from left to right				
	according to the ordering defined here. Order 1 indicates the first					
	field to be displayed, followed by order 2 field and so on.					
Display Name	This is the title / name c	f the field to be displayed in the Claim Form.				
Field Name	This is a list of all available database fields that you can use to store					
	and display information in the Claim Form. It is important to note					
	that some of these database fields are reserved for a specific us					
	only. They will be bolded in the list.					
	Field Name Purpose					
	ACCOUNT_CODE For Account Code only.					
	BILL_NO Receipt Number only.					
	BOOLEAN1	For answering Yes or No, or True or				
	False. Must use "Field Type					
	BOOLEAN2	For answering Yes or No, or True or				
		False. Must use "Field Type" Checkbox.				
	BOOLEAN3	For answering Yes or No, or True or				
		False. Must use "Field Type" <i>Checkbox</i> .				
	CO_PAYMENT	To indicate whether there is co-				
		payment only. Must use "Field Type"				
		Checkbox.				
	COMPANY	For Company Code only.				
	COST_CENTRE	ENTRE For Cost Centre only.				
		-				
	COUNTRY_CODE	For Country Code only.				
	COUNTRY_CODE CURRENCY_CODE	For Country Code only. For Currency Code only.				
	COUNTRY_CODE CURRENCY_CODE CURRENCY1	For Country Code only.For Currency Code only.Any number values (support decimals).				
	COUNTRY_CODE CURRENCY_CODE CURRENCY1 CURRENCY2	For Country Code only.For Currency Code only.Any number values (support decimals).Any number values (support decimals).				
	COUNTRY_CODE CURRENCY_CODE CURRENCY1 CURRENCY2 CURRENCY3	For Country Code only.For Currency Code only.Any number values (support decimals).Any number values (support decimals).For Distance / Mileage used in				
	COUNTRY_CODE CURRENCY_CODE CURRENCY1 CURRENCY2 CURRENCY3	For Country Code only.For Currency Code only.Any number values (support decimals).Any number values (support decimals).For Distance / Mileage used inTransport Claim only. For other types				
	COUNTRY_CODE CURRENCY_CODE CURRENCY1 CURRENCY2 CURRENCY3	For Country Code only.For Currency Code only.Any number values (support decimals).Any number values (support decimals).For Distance / Mileage used inTransport Claim only. For other typesof claims this field can be used for any				
	COUNTRY_CODE CURRENCY_CODE CURRENCY1 CURRENCY2 CURRENCY3	For Country Code only.For Currency Code only.Any number values (support decimals).Any number values (support decimals).For Distance / Mileage used inTransport Claim only. For other typesof claims this field can be used for anynumber values (support decimals).				
	COUNTRY_CODE CURRENCY_CODE CURRENCY1 CURRENCY2 CURRENCY3	For Country Code only.For Currency Code only.Any number values (support decimals).Any number values (support decimals).For Distance / Mileage used inTransport Claim only. For other typesof claims this field can be used for anynumber values (support decimals).Any number values (support decimals).				
	COUNTRY_CODE CURRENCY_CODE CURRENCY1 CURRENCY2 CURRENCY3 CURRENCY4 CURRENCY5	For Country Code only.For Currency Code only.Any number values (support decimals).Any number values (support decimals).For Distance / Mileage used inTransport Claim only. For other typesof claims this field can be used for anynumber values (support decimals).Any number values (support decimals).Any number values (support decimals).Any number values (support decimals).				
	COUNTRY_CODE CURRENCY_CODE CURRENCY1 CURRENCY2 CURRENCY3 CURRENCY4 CURRENCY5 CURRENCY6	For Country Code only.For Currency Code only.Any number values (support decimals).Any number values (support decimals).For Distance / Mileage used inTransport Claim only. For other typesof claims this field can be used for anynumber values (support decimals).Any number values (support decimals).				
	COUNTRY_CODE CURRENCY_CODE CURRENCY1 CURRENCY2 CURRENCY3 CURRENCY4 CURRENCY5 CURRENCY6 CURRENCY7	For Country Code only.For Currency Code only.Any number values (support decimals).Any number values (support decimals).For Distance / Mileage used inTransport Claim only. For other typesof claims this field can be used for anynumber values (support decimals).Any number values (support decimals).				



Column Name	Description				
	CURRENCY9	Any number values (support decimals).			
	CURRENCY10	Any number values (support decimals).			
	DATE1	Any date.			
	DATE2	Any date.			
	DATE3	Any date.			
	DAYFREQ	Any number values (support decimals).			
	DEPARTURE	For departure location.			
	DEPENDANT	For dependant's name.			
	DESTINATION	For destination location.			
	DIAGNOSIS	For medical diagnosis results.			
	DOCTOR_NAME	For doctor's name.			
	EE_DEP	For employee's dependant's			
		identification number only.			
	EMPLOYER_AMOUNT	For Receipt Net Claimable Amount			
		only.			
	END_DATE	Any date however can be used in			
		conjunction with "START_DATE" to			
		calculate the period.			
	END_TIME	Any time however can be used in			
		conjunction with "START_TIME" to			
		calculate the duration.			
	EXCHANGE_RATE	For Currency Exchange Rate only.			
	FILE1	For attachments only. Use "Field Type"			
		FileUpload.			
	FILE2	For attachments only. Use "Field Type"			
		FileUpload.			
	FILE3	For attachments only. Use "Field Type"			
		FileUpload.			
	FOREIGN_CURRENCY	For Foreign Currency Code.			
	GST_AMOUNT	For GST amount only.			
	HOSP_CLINIC	For Hospital or Clinic Name only.			
	HRFREQ	Any number values (support decimals).			
	HRFREQ1	Any number values (support decimals).			
	INSURANCE_NO	For insurance number.			
	JOB_CODE	For Job Code.			
	MC_DAYS	For number of days of medical leave.			



Column Name	Description				
	MC_GRANTED	For answering Yes or No for granting medical leave.			
	MEDICAL_DATE	Receipt Date only.			
	MESSAGE	For message.			
	MILEAGE_AMOUNT	The Mileage Amount for Transport			
		Claim only. The purpose or description of the			
	NOTE				
		claim only.			
	OTHOUR	For number of overtime hours.			
	OTTYPE	For overtime rate.			
	OTTYPE1	For overtime rate.			
	PATIENT_TYPE	For indicating type of patient, accepts			
		single character.			
	PREILLNESS	For Health Diagnosis and Illness only.			
	PRJ_CODE	For Project Code only.			
	RECEIPT_AMOUNT	For Gross Total of Receipt only.			
	REFER_TO_PANEL	For answering Yes or No to refer to			
		panel doctor.			
	REMARK	User's remarks only.			
	SECTOR_CODE	For Sector Code.			
	START_DATE	Any date however can be used in			
		conjunction with "END_DATE" to			
		calculate the period.			
	START_TIME	Any time however can be used in			
		conjunction with "END_TIME" to			
		calculate the duration.			
	STRING1	The Mode of Transport for Transport			
		Claim only. For other types of claims			
		this field can be used for any text			
		information.			
	STRING2	Any text information.			
	STRING2 STRING3	Any text information. Any text information.			
	STRING2 STRING3 STRING4	Any text information. Any text information. Any text information.			
	STRING2 STRING3 STRING4 STRING5	Any text information. Any text information. Any text information. Any text information.			
	STRING2 STRING3 STRING4 STRING5 STRING6	Any text information.Any text information.Any text information.Any text information.Any text information.Any text information.			
	STRING2 STRING3 STRING4 STRING5 STRING6 STRING7	Any text information.Any text information.			



Column Name	Description			
	STRING9	Any text information.		
	STRING10	Any text information.		
	SUBCODE	Use only if the Claim Template will		
		have sub claim forms. Must define		
		"Field Type" Dropdownlist, "Visible"		
		Yes, "Editable" Yes, "Required" Yes and		
		"Category" SUB.		
	TIMESTAMP1	For time. Use "Field Type" <i>Time</i> .		
	TIMESTAMP2	For time. Use "Field Type" <i>Time</i> .		
	TIMESTAMP3	For time. Use "Field Type" <i>Time</i> .		
	VISIT_DATE	For date of visit.		
Field Type	This is a list of available	field types that will determine the behaviour		
	of the fields in the Claim	Form.		
	Field Type	Purpose		
	AutoComplete	A wild card search. User types in a		
		word or two into the search and the		
		search produces a list of results that		
		contains those words. User can then		
		choose one of the results.		
		Must define a category code in		
		"Category" to link the field to a list of		
		codes.		
	AutoRunningNumber	A sequential number that starts at 1		
		and increments by 1 for each line of		
		transactional record.		
	CheckBox	A checkbox where the user can click on		
		it to tick or untick it.		
	Currency	Allows entry of numbers with decimals.		
	Datepicker	A field that provides a Calendar Picker,		
		which is an interactive calendar in a		
		small overlay, for the user to choose a		
		date.		
	Dropdownlist	Clicking on the field produces a list of		
		items and the user chooses one item		
		from the list.		



Column Name	Description				
		Must define a category code in "Category" to link the field to a list of codes.			
	Expense	A special field reserved for the TIMES Travel system's Expenses Sub Claim Form.			
	FileUpload	User can choose a file to upload into the system.			
		This "Field Type" is used exclusively in <i>FILE1</i> , <i>FILE2</i> and <i>FILE3</i> fields.			
	Numeric	Allows entry of whole numbers without decimals.			
	However, this does not apply to <i>EXCHANGE_RATE</i> field which allow decimal points even if it uses this f type.				
	ReadOnly	Displays information and do not allow data entry. Mainly used for showing automatically calculated values by the system.			
	Textbox	A box for the user to key in any text information.			
	Time	Allows entry of time value in the format HH:MM.			
Visible	To show or hide the fiel want to view this field a	d in the Claim Form. Tick on "Visible" if you nd untick for the other way around.			
Mandatory	To indicate if this field is a mandatory field that the user must select or fill in. Tick on " Mandatory " if you want to view this field and untick for the other way around.				
Max Length	Specify the length of the	e field in pixels.			
Role	When specific role is se the claim details during	lected, the selected role will be able to view apply or edit the claim form.			
	Please take note that w accessible for all roles.	ithout selecting any role, the column will be (i.e if you select only the Employee role,			



Column Name	Description					
	which means the	Supervisor and HR role will not be able to input the				
	value)					
Category	Map the defined category code to " Category " in order to link the field					
	to a list of codes.					
Default Value	Specify manually on the Default Value for the claim form.					
	Please take note	that do not specify this value if the "Expression" is				
	used.					
	Common Global Category Codes					
	Horo is a list of a	ammanly used Global Category Codes that you can				
	use in the Temp	ata Satup's "Catagory" column. Do noto that this list				
	is not exhaustive	are setup's category condition. Do note that this list				
	IS NOT EXHAUSTIVE	and is subjected to change.				
	Cotogory	Purpaga				
	Category	Fulpose				
		Advertisements				
	ADV AST	Company assets				
	AWD	Company awards				
	BFF	Employee benefits				
	BEN	TIMES Claim Benefit Schemes.				
	BIC	Banks.				
	BRH	Company branches.				
	CAT	Employee categories.				
	CAU	Cause of injuries.				
	CLS	Employee classifications.				
	COM	Companies.				
	COU	Educational institutions.				
	CST	Cost centre.				
	CTY	Countries.				
	CUR	Currencies.				
	DEG	Education certificates.				
	DEP	Company departments.				
	DIA	Illness diagnosis.				
		Company divisions.				
	EDU	Education.				
		Employoo job grados				
		l ocations				
	LUC					



Column Name	Description				
	LSC	TIMES Leave Leave	Schemes.		
	LVL	Employee job levels	•		
	MAJ	Academic majors.			
	MED	Types of claims.			
	NAT	Nationalities.			
	OCU	Employee occupation	ons.		
	ORG	Organisations.			
	OVL	Employee appraisal	grades.		
	PRJ	Projects.			
	PRO	Employee career pro	ogressions.		
	RAC	Races.			
	RE	Relationships.			
	REL	Religions.			
	SEC	Employee sections.			
	SEX	Genders.			
	SUB	Sub Claim.			
	SVS	Employee service grades.			
	TEN	Employee tenure of service.			
	TER	Employee resignation reasons.			
	TPT	Modes of transporta	ation.		
	Here is a list of E the Template Set not exhaustive ar Specific "Express	MPLOYEE table fields up's "Expression" col nd is subjected to cha sion" can be used for s	s that are commo umn. Do note the inge. specific global c	only used in at this list is ategory code.	
	EMPLOYEE Tab "Expression"	le Field defined in	Purpose	Used in conjunction with Global Category Code	
	EMPLOYEE.SEX		Employee's gender.	SEX	
	EMPLOYEE.RAC	CODE	Employee's race.	RAC	
	EMPLOYEE.NA1	TIONAL_CODE	Employee's nationality.	NAT	
	EMPLOYEE.REL	IGION_CODE	Employee's religion.	REL	



Column Name	Description		
	EMPLOYEE.LOCATION_CODE	Employee's	LOC
		location.	
	EMPLOYEE.BRANCH_CODE	Employee's	BRH
		branch.	
	EMPLOYEE.DIVISION_CODE	Employee's	DIV
		division.	
	EMPLOYEE.DEPARTMENT_CODE	Employee's	DEP
		department.	
	EMPLOYEE.CATEGORY_CODE	Employee's	CAT
		category.	
	EMPLOYEE.COST_CENTRE_CODE	Employee's	CST
		cost centre.	
	EMPLOYEE.SECTION_CODE	Employee's	SEC
		section.	
	EMPLOYEE.CLASSIFICATION_CODE	Employee's	CLS
		classification.	
	EMPLOYEE.OCCUPATION_CODE	Employee's	OCU
		occupation.	
	EMPLOYEE.EDUCATION_CODE	Employee's	EDU
		education.	
	EMPLOYEE.JOB_GRADE_CODE	Employee's	JOB
		job grade.	
	EMPLOYEE.DOBCTRY	Employee's	СТҮ
		country of	
		birth.	1.00
	EMPLOYEE.LEAVE_SCHEME	Employee's	LSC
		leave	
		Scheme.	DEN
	EMIPLUYEE.BENEFIT_SCHEME	Employee s	BEIN
		cohomo	
		Employoo'c	COM
		company	COM
Oh ava Tatal		company.	
Show I otal	I o show the total amount of the field f	or the entire Clai	m Form into a
	grand total.		
Disable Sub Claim	When a Sub Claim is selected, the colu	umn will be disab	led from the
	claim form, user will not be able to edi	t the selected co	lumn during
	apply or edit the claim form Without s	electing any sub	claim. the
	column will enable for all the sub claim	ne	
		13.	
	Discount data and an		
	Please take notes:		



Column Name	Description		
	 i. if the 'Default Value' for the column is set, when the selected sub claim for the column is disabled, the default value will not be shown. ii. the column will only disable after the user selected the sub claim during apply or edit in the claim form. 		
Mandatory Sub	When Sub Claim is selected, the column will be mandatory for the		
Claim	selected sub claim.		
Mail Visible	Tick on the checkbox to setup which column will be shown in the		
email for Mail Template Setup.			
Receipt Visible	Tick on the checkbox to setup which column will be shown in the		
	claim form receipt for Receipt Template Setup.		

Scheme Setup

To setup reimburse limit and other criteria for different category of benefit schemes.



Click on the CLAIM menu to access the

Click on Scheme Setup to access the web



Claim Admin	Scheme Setup								
1	1 FLEXI CLAIM			Scheme					
				- Default -					
2	Claim Sub Claim	Confirm S	Staff	Prorate	Pre-Employ	ment	One Record Per Year		
	Total Transaction Per Year		Monthly Capping		Back Date		Days		
	Service Months		0.00 Formula			90			
	Save								

Figure 7 TIMES PRO Scheme Setup web page sample

1	Select Claim and Scheme in order to proceed with the Scheme Setup.		
2	There are many scheme setting in Claim to take note and they are explained in the		
	chapter Understanding the Scheme Setup for Claim		
3	There are many scheme setting in Sub Claim to take note and they are explained in		
	the chapter Understanding the Scheme Setup for Sub Claim		

Understanding the Scheme Setup for Claim

Column Name	Description
Transfer To Payroll	Tick the checkbox to allow net claimable amount for this claim to
	transfer to payroll.
Confirm Staff	Tick the checkbox to allow confirmed employees only to be able
	to submit this claim.
Prorate	Tick the checkbox to allow employees to prorate claim for
	incomplete year of service.
Pre-Employment	Pre-Employment is referring to the employee that can submit a
	claim with a receipt date is before the employee join the company.
	If the administrator tick on the checkbox, the employee who under
	this benefit scheme will be able to submit their claim with a
	receipt date that is before his/her hired date.



Column Name	Description				
One Record Per Year	Tick the checkbox to restrict employees to submit a single claim				
	only per year.				
Total Transaction	Limit the number of claim submissions per year. 0 indicates				
Per Year	unlimited.				
Monthly Capping	Limit the amount of claim that can be submitted per month not				
	exceeding the employee's claim entitlement. 0 indicates no				
	capping but the amount must not exceed the entitlement.				
Back Date Days	Indicate the number of calendar days that a claim submission can				
	back-date to. 0 indicates no restriction.				
Service Months	Indicate the Service Months that the employee needs to fulfill in				
	order to qualify for this claim entitlement.				
Formula	Configuring Claim with Computation Formula				
	This method is technically complex.				
	You can specify special computation here for single Claim Form if				
	this claim template does not have Sub Claims.				
	The formula accents simple equations between fields defined in				
	the template's xml file				
	Here are some examples:				
	RECEIPT_AMOUNT = EMPLOYER_AMOUNT				
	(The amount in EMPLOYER_AMOUNT will be based on				
	RECEIPT_AMOUNT)				
	RECEIPT_AMOUNT ^ 8% = GST_AMOUNT				
	(Amount in GST_AMOUNT is calculated based on the gross claim				
	amount in RECEIPT AMOUNT is calculated based on the gross cla				
	(RECEIPT_AMOUNT * 10%) + RECEIPT_AMOUNT =				
	EMPLOYER_AMOUNT				
	(Calculate the 10% tax amount from the pre-tax gross claim				
	amount in RECEIPT_AMOUNT. Then add the tax amount to the				



Column Name	Description
	gross claim amount in RECEIPT_AMOUNT to calculate the net claimable amount in EMPLOYER_AMOUNT)
	Configuring Transport Claim with Mileage Computation Formula
	This method is technically complex.
	This sub chapter explains the method to setup the formula to automatically calculate the claimable amount based on distance travelled and type of vehicle used.
	Before you begin to design the Mileage Computation Formula into the transport claim template there are a few tasks that you need to complete first. They are:
	If the transport claim template has Sub Claims , you must define the formula at the "Formula" column for the specific Sub Claim Form in Sub Claim Setup web page. (For more information on setting up the Sub Claim Forms, refer to Error! Reference source n ot found. Sub Claim Setup.) Do not define the formula at the Configuration web page's "Process Method Calculation" setting.
	The format for the Mileage Computation Formula is:
	<vehicle code="">:<distance range="">?<claimable 1="" amount="" distance="" of="" per="" th="" travelled)<="" unit=""></claimable></distance></vehicle>
	Ex: CAR:0-100?0.65
	Employee who travels in a car, from 0-100 KM/Miles, the claimable rate is at \$0.65 per KM/Mile travelled.
	If the employee has travelled 80 KM/Miles, then the claimable amount is 80 * \$0.65 = \$52.00 .



-

Column Name	Description
	Multiple vehicles and multiple distance ranges per vehicle can be set with this example:
	<first code="" vehicle="">:<first distance="" range="">?<first claimable<br="">Amount per 1 unit of distance travelled),<first vehicle<br="">Code>:<second distance="" range="">?<second 1<br="" amount="" claimable="" per="">unit of distance travelled), <first code="" vehicle="">:<third distance<br="">Range>?<third 1="" amount="" claimable="" distance="" of="" per="" travelled),<br="" unit=""><second code="" vehicle="">:<first distance="" range="">?<first claimable<br="">Amount per 1 unit of distance travelled),<second vehicle<br="">Code>:<second distance="" range="">?<second 1<br="" amount="" claimable="" per="">unit of distance travelled),<second vehicle<br="">Range>?<third 1<br="" amount="" claimable="" per="">unit of distance travelled),<second 1<br="" amount="" claimable="" per="">Range>?<third 1="" amount="" claimable="" distance="" of="" p="" per="" travelled)<="" unit=""></third></second></third></second></second></second></second></first></first></second></third></third></first></second></second></first></first></first></first>
	Ex: CAR:0-100?0.65,CAR:101-300?0.85,CAR:301- 99999?0.99,MOTOR:0-200?0.30,MOTOR:201-400?0.60,MOTOR:401- 99999?0.80
	For employees travelling in a car, the claimable rate is at \$0.65 per KM/Mile travelled for the first 100 KM/Miles, subsequent claimable rate is at \$0.85 per KM/Mile travelled from 101 – 300 KM/Miles and lastly the claimable rate is at \$0.99 per KM/Mile travelled from 301 KM/Miles onwards.
	If the employee has travelled 350 KM/Miles in a car, the claimable amount is (100 * \$0.65) + (199 * \$0.85) + (49 * \$0.99) = \$65.00 + \$169.15 + \$48.51 = \$282.66 .
	For employees travelling in a motorcycle, the claimable rate is at \$0.30 per KM/Mile travelled for the first 200 KM/Miles, subsequent claimable rate is at \$0.60 per KM/Mile travelled from 201 – 400 KM/Miles and lastly the claimable rate is at \$0.80 per KM/Mile travelled from 401 KM/Miles onwards.



Column Name	Description
	If the employee has travelled 450 KM/Miles in a motorcycle, the claimable amount is (200 * \$0.30) + (199 * \$0.60) + (49 * \$0.80) = \$60.00 + \$119.40 + \$39.20 = \$218.60 .

Understanding the Scheme Setup for Sub Claim

Column Name	Description			
Limit	Specify the claim amount limit or capping for the Sub Claim Form.			
Block Year	Specify the number of years in blocks that the claim amount limit			
	will be in effect. The sys	tem will use the employee's hired date to		
	determine when to start	enforcing the block year claim amount		
	limit.	5		
	Here is an example:			
	Sub Claim Form Descri	ption: Winter Clothing		
	Limit: \$400.00			
	Block Year: 2			
	Employee Hired Date: 21 st June, 2016			
	Employee can claim wir	iter clothing expenses not exceeding		
	\$400.00 in total from 21	st June, 2016 to 20 th June, 2018. On 21 st		
	June, 2018 the employe	e can submit winter clothing expenses		
	claims again not exceed	ling the total of \$400.00 till 20 th June.		
	2020			
Block Year Method	Select the computation of block year method, either by			
	Anniversary or Calendar Year for sub-claim submission.			
	Field Name Purpose			
	Anniversary	The employees' block year claim		
		entitlement will be computed according		
	to their date of join. For example, the			
		employee joined on 1 st July 2021,		



Column Name	Description			
		his/her anniversary will be from 1 st July 2021 to 30 th June 2022.		
	Calendar Year	The employees' block year claim entitlement will be computed according to the calendar year. A calendar year is a period of time that starts on 1 st January and ends on 31 st December of the same year. For example, the calendar year of 2022 starts from 1 st January 2022 to 31 st December 2022.		
Block Year Start Date	Specify the block year s	tart date of the claim submission.		
	Field Name	Purpose		
	Hired Date	The block year claim submission is		
		based on the joined date of the		
		employee.		
	Receipt Date	The block year claim submission is		
		based on the receipt date of the claim		
		submission.		
Formula Type	Specify the formula type for claim computation.			
	Mathematic	Purpose		
	Widthematic	amount based on mathematical		
		formulae as per defined		
	Mileage	The formula to compute the claimable		
		amount based on distance travelled		
		and type of vehicle used.		
Formula	Define the Formula to calculate the claimable amount.			
Default Amount	Specify the default amount for claim.			



Entitlement Setup



Claim Admin	Entitlement Set	tup		
$\begin{pmatrix} 1 \end{pmatrix}$	Claim		Scheme	
	FLEXI CLAIM		~ - None -	~
2	+	Claim	Scheme	Max Claim
\succ	1	FLEXI	MGR	999999.00
(3)	1	FLEXI	NON-MGR	2000.00

Figure 8 TIMES PRO Entitlement Setup web page sample

1	Select Claim and Scheme in order to proceed with the Entitlement Setup.				
2	Click on the 🛨 Add button to create a new Claim Entitlement.				
	Click Save Save button to save the new entitlement or Cancel Button to				
	cancel the transaction.				
	Key in the maximum claim amount on 'Entitlement' textbox. Set as 99999999 for				
	no limit.				
3	If you want to edit an existing entitlement setting, click on the 🗹 Edit button.				
	To delete a code, click on the 🔳 Delete button.				



Adjust Entitlement

If the administrators need to make bulk updates to the database, using an Excel upload can be more efficient than updating the database record by record.



Claim Admin	Adjust Entitlement							
$\begin{pmatrix} 1 \end{pmatrix}$	Department		Employee		Claim			
	FINANCE DEPARTMENT	~	All	- 0	All		- 6)
	Year				\mathbf{i}			
	2023	~	Adjust Entitlement Import		\mathcal{I}			
3	Year		Emp Name	Claim		Entitlement		

Figure 9 TIMES PRO Adjust Entitlement web page sample

1	Select Department, Employee, Claim and Year in order to proceed with the Adjust				
	Entitlement.				
2	Click on the 🕇 Add but	ton to create a new Claim Entitlement.			
	Click Save Save button to save the new adjust entitlement or Cancel Cancel				
	button to cancel the transaction.				
	There are four steps to import the adjust entitlement.				
	Field Name Purpose				
	Step 1:	Download the Adjust Entitlement			
	Download Template	template in .xls format. Next, open the			



		excel document and enter the required	
		fields.	
	Step 2:	Click on the 皆 File icon to browse excel	
	Browse File	document from your PC.	
	Step 3:	Once done, proceed to Step 3 and click	
	Upload File	on ^{Upload} Upload icon to upload the	
		completed excel document.	
	Step 4:	A message of "Successfully uploaded"	
	Import	will be prompted if Step 4 is completed.	
3	If you want to edit an ex	isting entitlement setting, click on the $ec{\mathbf{v}}$	Edit button.
	To delete a code, click o	n the 草 Delete button.	

Header Setup

With the Claim Templates, Sub Claim Forms (if applicable), Claim Rules, Claim Entitlements and Approval Flows setup completed, before employees can access their Claim Forms the system's automated emails need to be setup for each Claim Template.

The administrators need to first setup the header format for the email, followed by the email's body contents and lastly the email routing flow.

Here's a sample email format that illustrate the header and body portions of the email:

Thu 15/10	0/2015 10:24 AM						
101@tir	nesoft.com						
Claim Ap	plication has been s	ubmitted					
To 101@timesoft.com							
f there are probler	ns with how this me	ssage is displa	ved click here to view it in a web br	owser			
There are probler	ns with now this me	ssage is displa	yea, click liele to view it in a web bi	owser.			
							Header
			Claim /	Application			
Department		HUMAN	I RESOURCE DEPARTMENT	Designation		HUMAN RES	OURCE EXECUTIVE
Employee Name		ANGEL	A	Employee No	101		
Transaction No		15101	510232055	Cost Centre	COST CENTER 1		
Division		NONE		Location	LOC2		
Email		<u>101@t</u>	<u>imesoft.com</u>	D.O.B	01/01/1980		
Creation Date		15/10/	2015	Claim Period			
Claim Status	im Status Pending For Level 1 Approver BEN [002]						
GENERAL CLAIN	1 - ANGELA [101	L]					
Receipt Date	Receipt No	Remark	Purpose / Description	Attach Receipt	GST	Receipt Amount	Claimable Amount
15/10/2015	1	1	1		0.00	1.00	1.00
Total					0.00	1.00	1.00
L							Body
							DOUY
- For security cor	icern, please do	not forward	this mail.				
1							



Setting up Email Header

To start off we first create the email's header format.



Claim Adm	in Header Setup				
	Claim			Form Type	
	FLEXI CLAIM			~ Mail	~
2	+	Sort No	Table Name	Field Name	Display Name
\searrow		1	MEDICAL	Transaction No.	DISPLAY NAME
3	I	2	EMPLOYEE	Employee Name	test

Figure 10 TIMES PRO Header Setup web page sample

1	Select Claim and Form Type in order to proceed with the Header Setup.
2	Click on the 🛨 Add button to create a new claim header.
	Click Save Save button to save the new header setup or Cancel button to
	cancel the transaction.
	You can setup the header by Sort No, Table Name, Field Name and Display Name.
3	If you want to edit an existing header setting, click on the 🗹 Edit button.
	To delete a code, click on the $ullet$ Delete button.



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

Claim Admin	Header Setup				
	Claim			Form Type	
	FLEXI CLAIM			∽ Mail	~
	+	Sort No	Table Name	Field Name	Display Name
	()	0	EMPLOYEE	Employee No.	Employee No.
		1	EMPLOYEE	Employee Name	Employee Name
		2	MEDICAL	Transaction No.	Claim Number
		3	MEDICAL	Claim Status	Claim Status
		4	MEDICAL	Creation Date	Claim Date

Figure 11 TIMES PRO Header Setup web page sample

With the new header created, click on the + button to create new contents record for the header.

Choose the **"Table Name**" and **"Field Name**" for the location where the system will read from and name the content in **"Display Name**". Then arrange the **"Field Name**" by the sequence of the **"Sort No**".



Mail Route Setup

Once the email format setup completed, you can then begin to design the email routing at **Mail Route Setup** web page.

TIMES		- Click
SOFTWARE	CLAIM PAYSLIP	men
Claim Admin	ADMINISTRATOR	
/	Ocode Setup	Click
	Code Category Setup	web
+	Claim Code Setup	
	Sub Claim Setup	
	Template Setup	
	Scheme Setup	

Click on the **CLAIM** menu to access the menu list.

Click on **Mail Route Setup** to access the web page.

Claim Admin	Mail Route Setup					
	Claim			Event		
	- NONE -			∽ On Submitted		~
(2)	Level	Alert	To Applicant	To Previous	To Current	To Next
2	Level	Alert	To Applicant	To Previous	To Current	To Next

Figure 12 TIMES PRO Mail Route Setup web page sample

1	Select Claim and Event in order to proceed with the Mail Route Setup.
	Please note that you must create an email routing rule for every event.
2	You can setup the route by customizing the Alert, To Applicant, To Previous, To
	Current and To Next.
	There are many settings to take note and they are explained in the chapter
	Understanding the Mail Route Setup columns
3	Click Save Save button to save the new mail route or Delete button to
	delete the transaction.



Understanding the Mail Route Setup columns

Column Name	Description
Alert	Tick on the checkbox to activate the email route record.
To Applicant	Tick on the checkbox to route the mail to applicant.
To Previous	Tick on the checkbox to route the mail to previous approver.
To Current	Tick on the checkbox to route the mail to current approver.
To Next	Tick on the checkbox to route the mail to next approver.

Supervisor Access

You can assign the rights for approvers to make changes to their reporting employees' submitted claim applications at **Supervisor Access** web page.



Click on the **CLAIM** menu to access the menu list.

Click on **Supervisor Access** to access the web page.



Figure 13 TIMES PRO Supervisor Access Setup web page sample



1	Select Claim to proceed with the Supervisor Access Setup.
2	Click 🕂 Add button to allow the system to automatically create rows of record for
	the new templates.
	Click 👅 button to delete the record.
3	To allow an approver at a specific approval flow level to make changes to
	submitted claim applications, click $\ \square$ checkbox under the column "Is Editable" to
	tick it. Then Bave button to save the changes.

If you want to recover the deleted records, you need to first delete all records for the Claim Template and then click on the **+** Add button to re-generate the records.

Currency Setup

For multi-currencies claims, you can setup and maintain the currency exchange rate table in Currency Setup web page for the system to refer to when the system performs a currency conversion.





Claim Admin	Currency MALA	ncy Setup YSIA RINGGIT		~	2 Add Edit D	elete	
\frown	+	Start I	Date	E	nd Date	Exch	ange Rate
3		01/01/2018	E	31/12/2018	E	0.33	
		01/01/2019	F	31/12/2019	E	0.31	
	T	01/02/2020	Ē	31/12/2026	ET.	0.31	
	🖬 Sav	'e					

Figure 14 TIMES PRO Currency Setup web page sample

1	Select Currency in order to proceed with the Currency Setup.				
	Please note that all exchange rate for each foreign currency defined here is based				
	on the exchange rate of 1 unit of local currency to the foreign currency or the				
	foreign currency's selling rate.				
2	Click Add button to add the new currency.				
	Click Edit button to edit the Description of the existing currency.				
	Click Delete button to delete the existing currency.				
	Click Cancel button to cancel the existing transaction.				
3	You can setup the currency by customizing the Start Date, End Date, Exchange				
	Rate.				
	Enter the date range and the exchange rate.				
	Click 🕂 Add button to add the new exchange rate details.				



Click **Save** button to save the changes. Click **b** button to delete the record.

Per Diem Setup

Per diem allowance refers to the daily allowance given to employees on overseas trips (i.e. out of Singapore) for business purposes. They include trips made by the employees sent to attend overseas training and conferences.



Claim Admin	Per Diem Set	tup					
1	Country		Event		Day		
	AUSTRALIA	A.	∽ Depart	~	∼ Weekday		
2	+	Start Date	End Date	Start Time	End Time	Amount	
\searrow	21	01/01/2018	31/12/2018	00:00	23:59	80.00	
3	- 21	01/01/2020	31/12/2020	00:00	23:59	120.00	
	21	01/01/2021	31/12/2021	00:00	23:59	130.00	
	C i	01/01/2022	31/12/2022	00:00	23:59	140.00	

Figure 15 TIMES PRO Per Diem Setup web page sample

Select **Country, Event** and **Day** in order to proceed with the Per Diem Setup. Please take notes that Each type of "Day" must have 3 settings. One setting to define the "Departure Time" range for the departure day. Another setting to define



	the "Return Time" range for the return day. The last setting is to define the whole							
	day setting without any "Departure Time" or "Return Time".							
2	You can setup the Per Diem by customizing the Start Date, End Date, Start Time,							
	End Time and Amount.							
	Click 🛨 Add button to new time frames for Per Diem claims.							
	Click Save Save button to save the transaction or Cancel button to							
	cancel it.							
3	If you want to edit an existing Per Diem, click on the 🗹 Edit button.							
	To delete the existing Per Diem, click on the $lacksquare$ Delete button.							

Once the **Per Diem Setup** is done, when employees access their **Per Diem Claim Form**, the allowance amount that they can claim will be automatically calculated based on the **Per Diem Setup** table.

Policy Setup

You can write-up your organisation's claim policies and publish them at the Policy Setup web page.





Policy File Edit View Insert Format Tools Table Help System 2* Paragraph Year B I L Year E E E E E E E I Image: Second Se	Claim Admin Policy Setup
File Edit View Insert Format Tools Table Help System Paragraph ∨ B I I ✓ E E E E I	Policy
S C Paragraph ∨ B I ∠ ∨ E E E E E E E E V E V E E E I	File Edit View Insert Format Tools Table Help
	S C ² Paragraph ∨ B I ∠ ∨ Ξ Ξ Ξ Ξ Ξ Ξ Ξ ∠ ∨ Ξ ∞ Ξ Ξ Ξ 1
Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum. It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here, making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for Torem ipsum' will uncover many web sites still in their infancy. Various versions have evolved over the years, sometimes by accident, sometimes on purpose (injected humour and the like). Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudatium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas it aspentatur aut odit aut fugi, sed quia consequentur magni dolores eos qui ratione voluptatem sequi neclint. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consecteur, adipisci veilt, sed quia and tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?	Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum. t is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here, making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for Torem ipsum' will uncover many web sites still in their infancy. Various versions have evolved over the years, sometimes by accident, sometimes on purpose (injected humour and the like). Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremupe laudatium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas it aspenatur aut odit aut fugit, sed quia consequaturut magni dolores eos qui ratione voluptatem sequi neclunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit aperentaru aut odit aut fugit, sed quia consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugia quo voluptas nulla pariatur?

Figure 16 TIMES PRO Policy Setup web page sample

1	nter the claim policy details in the word editor.
2	Click Save Save button to save the claim policy and publish it for all users to see
	n their Policy web page.



TIMES PRO Claim User Guide for Administrators v1.0 1 Jan 2023

Approval Setup

The **Approval Setup** function allows the Administrator to setup the approval flow for each employee by indicating each employee's reporting supervisors as the employee's TIMES PRO Claim approvers.

These approvers will be responsible in reviewing, approving and rejecting their reporting employees' claim applications.

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



Click on the **CLAIM** menu to access the menu list.

Click on **Approval Setup** to access the web page.

Em; A	Employee			Flow		~	Category - Default -		Ň	Employee			
Supervisor Employee No Employee Name Benefit Scheme				Query Sav	Export Stand In Appr 1	Approver 2	Stand In Appr 2 Approver 3 Stand In Appr 3			Entry Query Hr Query Admin Query			
	001	ANDY LOW	MGR	002 BEN LIM							00-	00-	
	002	BEN LIM	MGR	001 ANDY LOW						10-			
	003	COLIN KOH	MGR	001 ANDY LOW									
	004	DAVID GAN	MGR	001 ANDY LOW									

Figure 17 TIMES PRO Approval Setup web page sample



1	Choose " Department " and department(s) will be sh If you want to make mul select your targeted emp	nd a list of employees who are assigned to the selected own on the web page. tiple selections, you can click on the ^[] checkboxes to ployees.									
	Please take note and en	sure that the " Flow " is Claim .									
	Choose either – Default Approval flow for – Defa have any approval flow o	Choose either – Default – or a specific Claim Code from " Category ". Approval flow for – Default – claim code applies to all Claim Templates that do not have any approval flow defined specifically for them.									
	Alternatively, you can use the advanced "Employee" or " Supervisor " search to retrieve a list of employees based on the text that you enter in it. This search will find the nearest matching employee number or employee name. After you had entered the text in it. click Query to see the results.										
	Click Save Save butto Click Export Export to d document.	n to save the approval flow created. ownload the system's approval flow into an excel									
2	Enter or change the " Ber changes.	nefit Scheme" and click Bave Save button to save the									
	To setup the approval flo each employee under th "Approver 2" and "Appro	ow, you need to key in the approver's employee number for e approver columns (they are called "Approver 1", over 3").									
	You can also designate the stand-in approvers for each of the main approvers (they are called "Stand In Appr 1", "Stand In Appr 2" and "Stand In Appr 3").										
3	Assign the Employees' F	Roles using Querv.									
	Field Name	Purpose									
	Entry Query	Before you can designate an employee as an Entry Officer , you must have a Query created from TIMES PRO Payroll application. The Query will determine the list of employees that the Entry Officer can have access to in order to manage their duty rosters and time sheets.									



	To designate an employee as Entry Officer, enter the
	Query Name (<u>case sensitive</u>) at the "Entry Query". Then
	click the save the entry.
	To remove the Entry Officers' role from an employee,
	simply delete the Query Name at the "Entry Query" and
	click the save button.
Hr Query	Before you can designate an employee as an HR , you
	must have a Query created from TIMES PRO Payroll
	application. The Query will determine the list of
	employees that this HR can have access to in order to
	manage their information.
	To designate an employee as HR, enter the Query Name
	(<u>case sensitive</u>) at the "Hr Query". Then click the save
	button to save the entry.
	To remove the HR role from an employee, simply delete
	the Query Name at the "Hr Query" and click the save
	button.
Admin Query	Before you can designate an employee as
	Administrator, you must have a Query created from
	TIMES PRO Payroll application. The Query will
	determine the list of employees that this Administrator
	can have access to in order to manage their
	information.
	To designate an employee as Administrator, enter the
	Query Name (<u>case sensitive</u>) at the "Admin Query". Then
	click the button to save the entry.
	To prove out the Ashericiteterates and for
	I o remove the Administrator role from an employee,
	simply delete the Query Name at the "Admin Query" and
	click the button.



Mail Log



	Start Date				End Date			Login Id	Employee	
1)	01/12/2	022		Ē	14/02/	2023	Ē			
	Q Query	/								
	Search									Default 🗸
_	Content	Login Id	Employee	Date	Time	Status	Sender	Receiver	Subject	Record Id
	-	101	101	01/02/2023	15:46:19	Success	postmaster@timesoftsg.com.sg	meithien.ong@timesoftsg.com.sg	Claim Application Has Been Submitted	230201154532
		0057.98	12221	1000000000	1000100100			ittin an Olimer film	Object Application Use Data Ochevited	00000115

Figure 18 TIMES PRO Mail Log web page sample

1	You can use the Data Filters to filter the log information.									
	Click the Query button to retrieve the information based on your filter criteria.									
2	Click on the 💟 Mail button to view the contents of the email.									



Audit Log

You can track transactions made by administrators at the Audit Log web page.



	Claim	Admin	Audit Lo	g												
\frown	Location					Operation				Start Date			Er	nd Date		
(1)	ALL				~	ALL			~	01/12/2022				14/02/2023		
\checkmark	Login Id					Key1				Key2			Ke	iey3		
	Q Que	ry														
	Detail	User Id	Role	Emp No	Key1	Key2	Кеу3	Date	Time	Page	Action	Record Id	Ip Address	s Me	ssage	File
$\begin{pmatrix} 2 \end{pmatrix}$	i	ADMIN	admin		002	claim		13/12/2022	12:38:11	Approval Setup	Update		192.168.1	.146		
	i	ADMIN	admin		001	claim		13/12/2022	12:38:34	Approval Setup	Update		192.168.1	.146		
	i	ADMIN	admin		002	claim		13/12/2022	12:38:34	Approval Setup	Update		192.168.1	146		
	i	001	emp	001				27/01/2023	11:06:59		Insert		49.245.98	8.166		
	i	001	emp	001				27/01/2023	11:06:59		Insert		49.245.98	8.166		
	i	101	emp	101				01/02/2023	15:26:32		Insert		49.245.98	3.166		
	i	101	emp	101				01/02/2023	15:26:32		Insert		49.245.98	8.166		

Figure 19 TIMES PRO Audit Log web page sample

1	Enter your search criteria and click Query Query button to retrieve the audit log.
2	Click i Detail button to see the details of the record.

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Action Log

You can track transactions made by users at the Action Log web page.



	Claim Admin	Action Log							
	Location		¢	ALL	~	Start Date 20/02/2023	E	End Date 20/02/2023	Ē
	Login Id								
	Q Query								
\frown	Detail	Login Id	Role	Employee	Date	Time	Page	Action	Ip Address
	1	001	emp	001	20/02/2023	10:16:47		Submit	:1
2	K C Show Pag	e 1 ¢ of 1 Pages > >>							Display 50 C Records Per Page

Figure 20 TIMES PRO Action Log web page sample

1	Enter your search criteria and click \mathbf{Q}_{Query} button to retrieve the action log.
2	Click i Detail button to see the details of the record.

End of Document