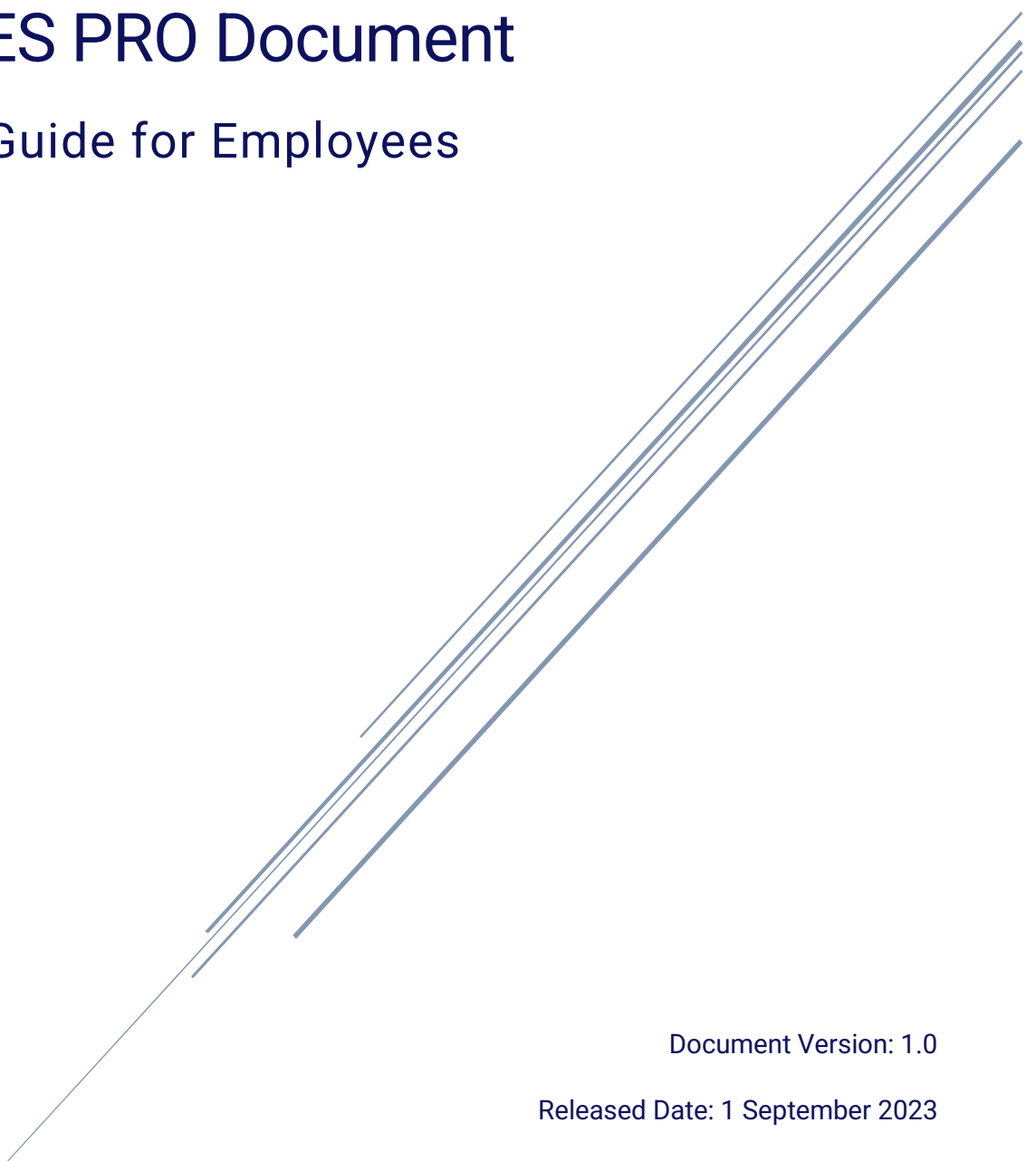




TIMES PRO Document

User Guide for Employees



Document Version: 1.0

Released Date: 1 September 2023

A series of four parallel, slightly curved blue lines that sweep from the left towards the right, positioned above the Table of Contents header.

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RELATED GUIDES

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

TIMES PRO Introductory Guide.



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Submit Document

To submit a document, first access your document menu.

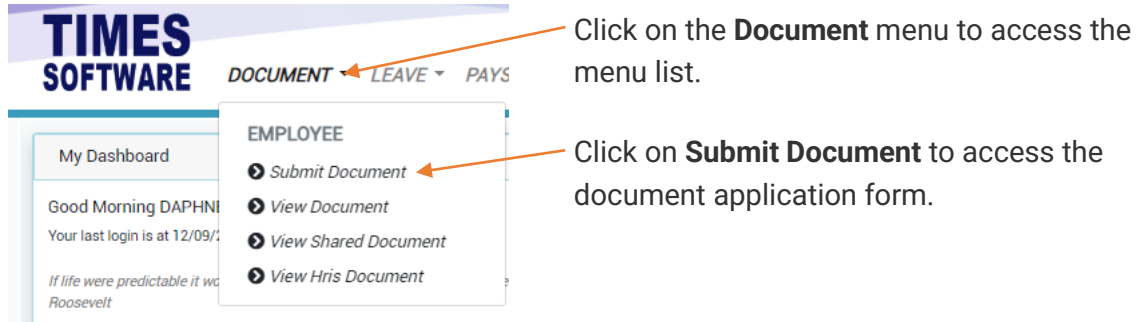


Figure 1 TIMES PRO Document Employee menu

Document Employee Submit Document

Employee: DAPHNE TAN Year: 2023

Document: Choose File Mooncake Broch...023_lowres (1).pdf Description: testing document submission

Submit

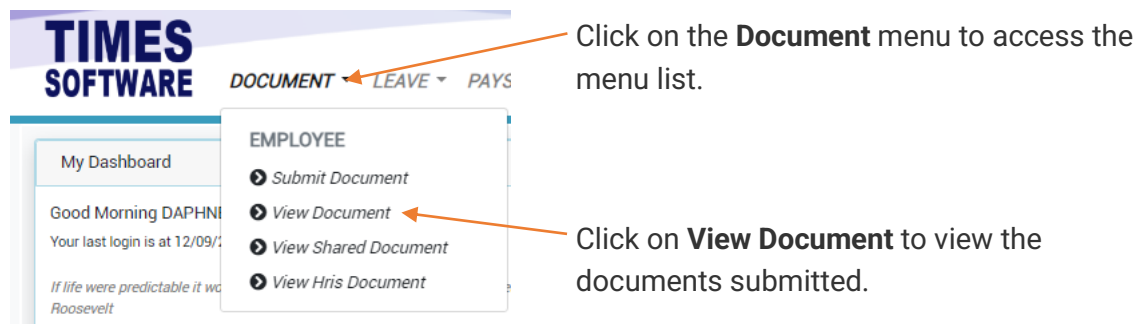
Figure 2 TIMES PRO Document submission form

| | |
|---|---|
| 1 | This section allows you to submit the document, click on the Choose File , to upload the attachment. |
| 2 | Key in the description of the document. |

View Document

The **View Document** page shows your document applications that you have submitted to your approver for review and the approval status of these applications.

You can also edit your **Pending** document applications to make changes to them, edit attachment, resubmit, and download document.



| Document | Status | Emp No | Emp Name | Description | Submitted By | Submitted Date | Approved By | Approved Date | Modified Date |
|----------|---------|--------|----------|-----------------------------|--------------|----------------|-------------|---------------|---------------|
| | Pending | 104 | DAPHNE | testing document submission | DAPHNE | 13/09/2023 | | | 13/09/2023 |
| | Pending | 104 | DAPHNE | error logs | DAPHNE | 12/09/2023 | | | 12/09/2023 |

Figure 3 TIMES PRO View Document form

- 1 If you have submitted a document and you wanted to edit the attachment, you may do so by clicking on the edit button. When editing, you have the option to view the previous document uploaded or delete it to upload a new one. You may then click resubmit to submit the document application.

Emp Name: DAPHNE Year: 2023

Description: testing document submission
- 2 From the View Document page, you may be able to download the document.

View Shared Document

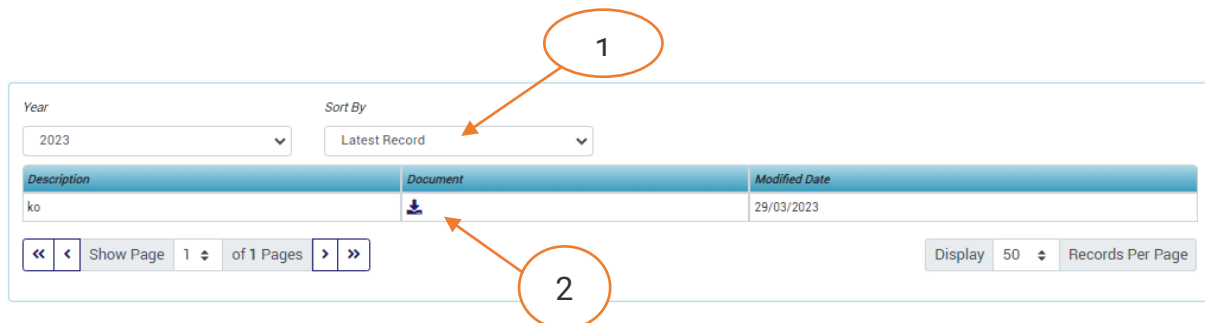
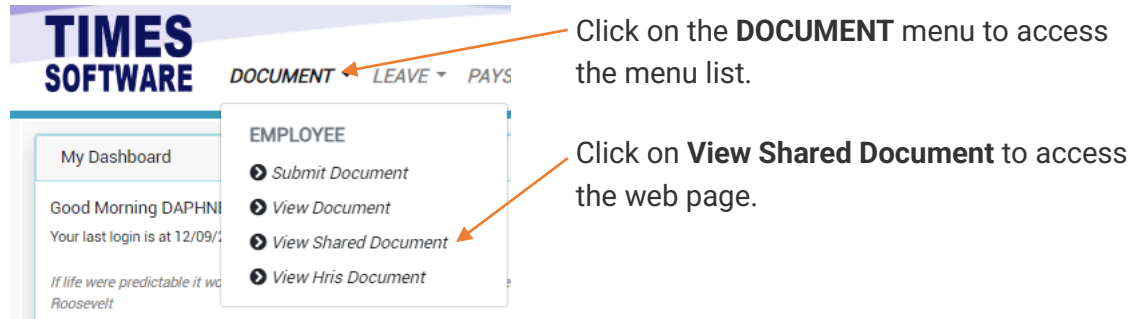


Figure 4 TIMES PRO View Shared Document page sample

| | |
|---|--|
| 1 | Select the Sort by option to view the document by Latest Record . |
| 2 | Click on the download icon to download the document. |

View Hris Document

Documents uploaded in the HRIS module will show on this page. You may be able to download the files uploaded related to HRIS.

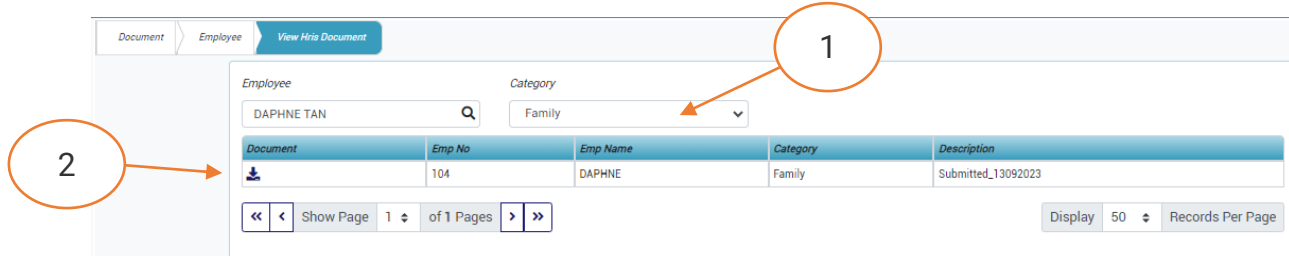
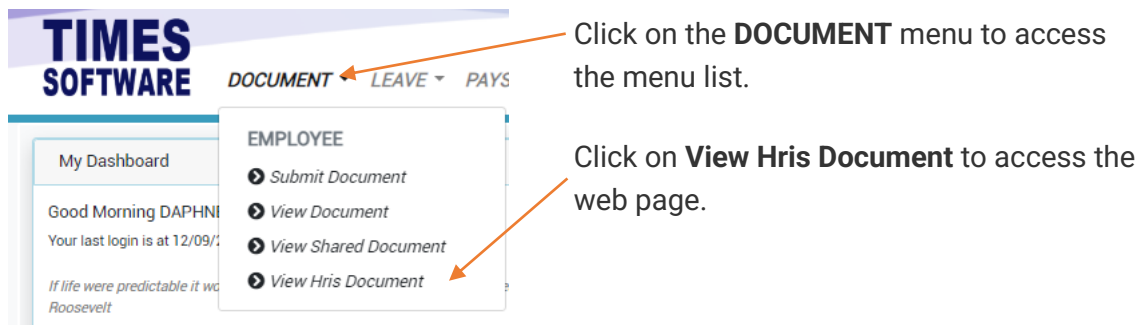


Figure 5 TIMES PRO View Hris Document

| | |
|---|---|
| 1 | Select the category of the document you wish to view. |
| 2 | Click on the download icon to download the document. |

End of Document