

TIMES SOFTWARE

TIMES PRO HRIS

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 HRIS User Guide for HR.



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Introduction

In TIMES PRO HRIS, Administrators can setup users' access rights to two types of information resources as indicated below:

- **Employee Profile** which contains information on the employee's particulars, addresses, employment details and other information related to processing the employee's payroll.
- **Human Resource information ("HRi")** which contains a collection of the employee's HR information such as family details, educational details, medical records and benefits.

These information resources can be setup with different access rights for each **Resource Profile**. There are 4 Resource Profiles which are **Employee, Supervisor, HR and Viewer Resource Profiles**. Therefore, for example, a user assigned to an **Employee Resource Profile**, or a **Supervisor Resource Profile** can have different access rights to view or edit certain information resources based on their profile settings.

All users are automatically assigned to the **Employee Resource Profile**. If a user is defined as a supervisor by HR in **TIMES PRO HRIS Supervisor Setup**, that user is automatically assigned to the **Supervisor Resource Profile**. A single user can be assigned multiple profiles depending on the roles of the user in the system.

If an approval is required to approve or reject information resources edited by users, **HR** user is the one and final approver for these edits.

Profile Setup

You can view the list of **Resource Profile** at the **Profile Setup** page.

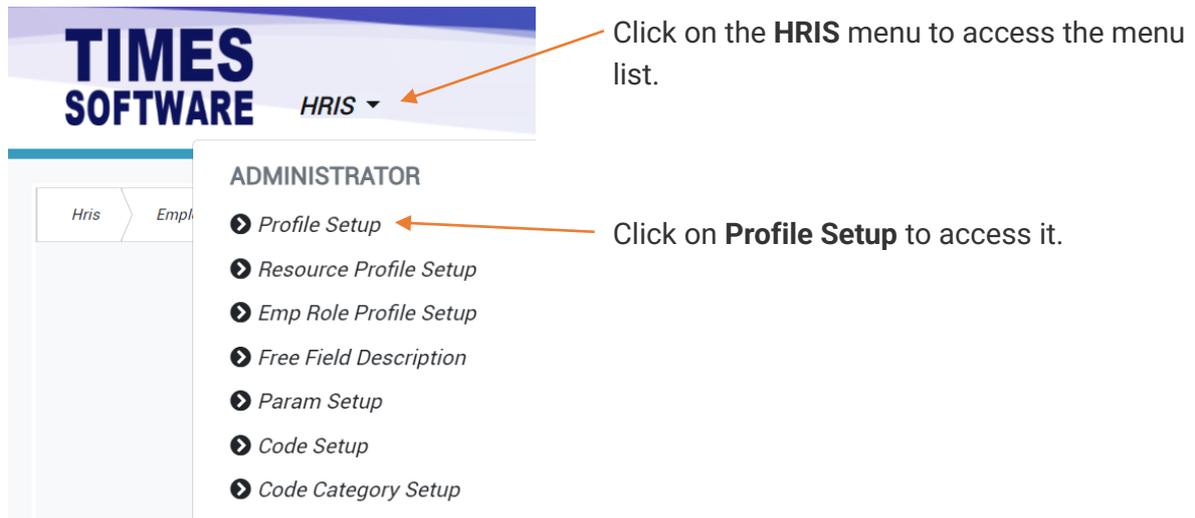


Figure 1 TIMES PRO HRIS Administrator menu

| | Module | Profile Id | Description | Sort No |
|---|--------|------------|--------------------|---------|
|   | Hris | emp | Employee Profile | 1 |
|   | Hris | sup | Supervisor Profile | 2 |
|   | Hris | hr | HR Profile | 3 |
|   | Hris | viewer | Viewer Profile | 4 |

Figure 2 TIMES PRO HRIS Profile Setup page sample

Resource Profile Setup

You can indicate user access rights to specific information resources for each **Resource Profile** in the Resource Profile Setup page.

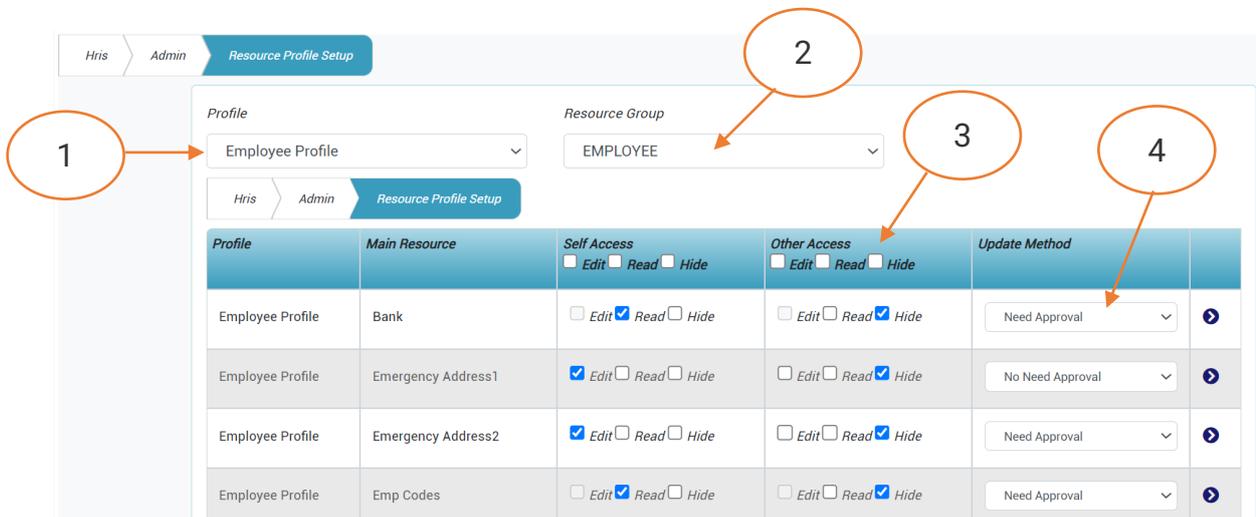
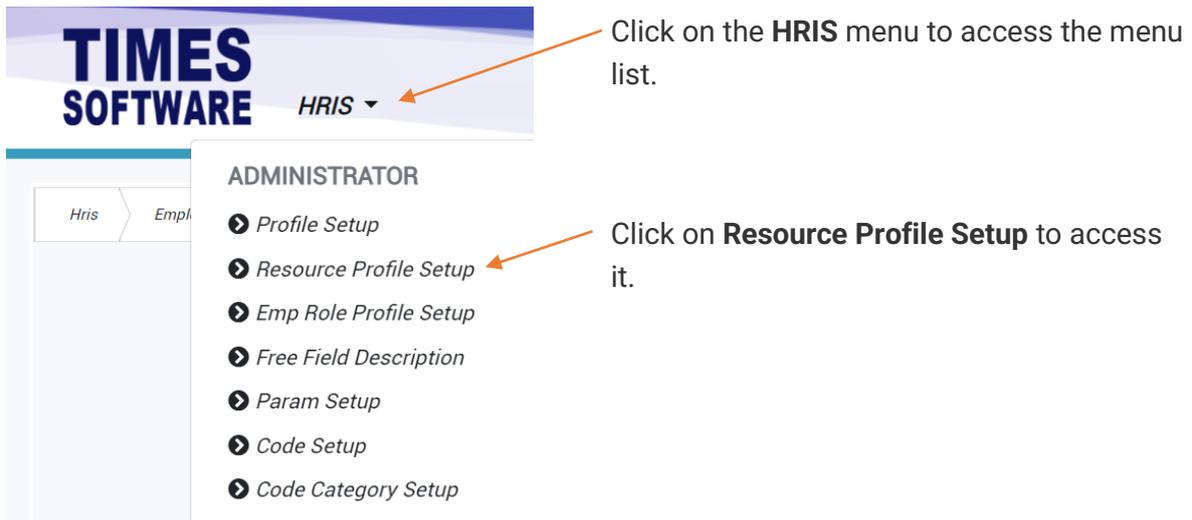
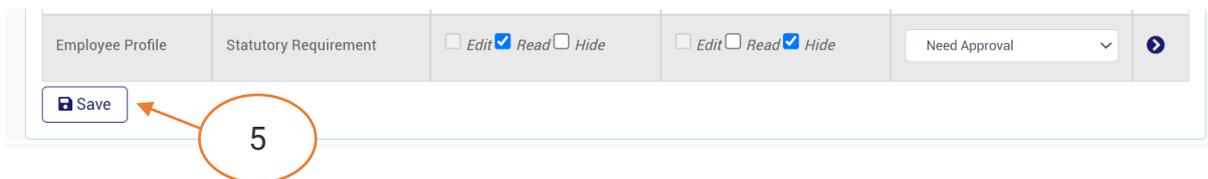


Figure 3 TIMES PRO HRIS Resource Profile Setup page sample

| | |
|---|---|
| 1 | Choose the Resource Profile that you want to configure the user access rights for. |
| 2 | Choose the Resource Group . Resource Group Employee is for Employee Profile information resources. Resource Group HR is for HRi information resources. |

| | |
|---|--|
| 3 | <p>For each main information resource, tick the appropriate checkbox to indicate whether the user can Read (view the information), Edit (make changes to the information) or Hide (cannot view the information).</p> <p>Self Access means the user’s own information. Other Access means other users’ information.</p> <p>There are a few default settings to take note:</p> <ul style="list-style-type: none"> • Users in Employee Resource Profile cannot view other users’ information despite you setting up the access rights. Therefore, Other Access do not apply to them. • Some information resources are not allowed to be edited by user, for example employees cannot self edit their bank information. You will notice these conditions from the greyed-out checkboxes for Self Access and Other Access. |
| 4 | <p>Indicate for each main informaton resource whether an approval is needed for edits. Do remember that only HR user can approve or reject these edits.</p> |



| | |
|---|--|
| 5 | <p>At the bottom of the page, click on the Save button to save your changes before we move on to the next step.</p> |
|---|--|

Profile: Employee Profile | Resource Group: EMPLOYEE

Hris > Admin > Resource Profile Setup

| Profile | Main Resource | Self Access <input type="checkbox"/> Edit <input type="checkbox"/> Read <input type="checkbox"/> Hide | Other Access <input type="checkbox"/> Edit <input type="checkbox"/> Read <input type="checkbox"/> Hide | Update Method | |
|------------------|--------------------|--|---|------------------|---|
| Employee Profile | Bank | <input type="checkbox"/> Edit <input checked="" type="checkbox"/> Read <input type="checkbox"/> Hide | <input type="checkbox"/> Edit <input type="checkbox"/> Read <input checked="" type="checkbox"/> Hide | Need Approval | ▶ |
| Employee Profile | Emergency Address1 | <input checked="" type="checkbox"/> Edit <input type="checkbox"/> Read <input type="checkbox"/> Hide | <input type="checkbox"/> Edit <input type="checkbox"/> Read <input checked="" type="checkbox"/> Hide | No Need Approval | ▶ |

6

6 Next, we can drilldown further to define the user access rights for each field item in the main resource. Tap on the **Next** button to view the **Resource Profile Detail** page for the main resource.

Hris > Admin > Resource Profile Detail

| Profile | Main Resource | Resource | Self Access <input type="checkbox"/> Edit <input type="checkbox"/> Read <input type="checkbox"/> Hide | Other Access <input type="checkbox"/> Edit <input type="checkbox"/> Read <input type="checkbox"/> Hide |
|----------|---------------|-------------|--|---|
| Employee | Bank | Account No | <input type="checkbox"/> Edit <input checked="" type="checkbox"/> Read <input type="checkbox"/> Hide | <input type="checkbox"/> Edit <input type="checkbox"/> Read <input checked="" type="checkbox"/> Hide |
| Employee | Bank | Amount | <input type="checkbox"/> Edit <input checked="" type="checkbox"/> Read <input type="checkbox"/> Hide | <input type="checkbox"/> Edit <input type="checkbox"/> Read <input checked="" type="checkbox"/> Hide |
| Employee | Bank | Bank Branch | <input type="checkbox"/> Edit <input checked="" type="checkbox"/> Read <input type="checkbox"/> Hide | <input type="checkbox"/> Edit <input type="checkbox"/> Read <input checked="" type="checkbox"/> Hide |
| Employee | Bank | Bank ID | <input type="checkbox"/> Edit <input checked="" type="checkbox"/> Read <input type="checkbox"/> Hide | <input type="checkbox"/> Edit <input type="checkbox"/> Read <input checked="" type="checkbox"/> Hide |
| Employee | Bank | Default? | <input type="checkbox"/> Edit <input checked="" type="checkbox"/> Read <input type="checkbox"/> Hide | <input type="checkbox"/> Edit <input type="checkbox"/> Read <input checked="" type="checkbox"/> Hide |
| Employee | Bank | Particular | <input type="checkbox"/> Edit <input checked="" type="checkbox"/> Read <input type="checkbox"/> Hide | <input type="checkbox"/> Edit <input type="checkbox"/> Read <input checked="" type="checkbox"/> Hide |
| Employee | Bank | Percent | <input type="checkbox"/> Edit <input checked="" type="checkbox"/> Read <input type="checkbox"/> Hide | <input type="checkbox"/> Edit <input type="checkbox"/> Read <input checked="" type="checkbox"/> Hide |
| Employee | Bank | Reference | <input type="checkbox"/> Edit <input checked="" type="checkbox"/> Read <input type="checkbox"/> Hide | <input type="checkbox"/> Edit <input type="checkbox"/> Read <input checked="" type="checkbox"/> Hide |

Save Cancel

7

8

Figure 4 TIMES PRO HRIS Resource Profile Detail page sample

- 7 Tick on the appropriate checkbox to assign the access right to the user for each item.
- 8 Click on the **Save** button to save the changes.

Emp Role Profile Setup

In the **Emp Role Profile Setup** page, you can assign an employee specific **User Role** in the system and **Resource Profile**.

Do take note that as a default, all employees are assigned **Employee Resource Profile** and **Employee User Role**; and all supervisors are assigned **Supervisor Resource Profile** and **Supervisor User Role**.

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

Click on **Emp Role Profile Setup** to access it.

| Module | Employee No | Name | Role | Profile | Query Code |
|--------|-------------|----------|--------|---------|------------|
| Hris | 001 | ANDY LOW | hr | hr | 00- |
| Hris | 001 | ANDY LOW | admin | hr | 00- |
| Hris | 002 | BEN LIM | viewer | viewer | |

Figure 5 TIMES PRO HRIS Emp Role Profile Setup page sample

| | |
|---|--|
| 1 | Click on the Add button to create a new record. |
| 2 | If you want to edit an existing record, click on the Edit button. To delete a record, click on the Delete button. |

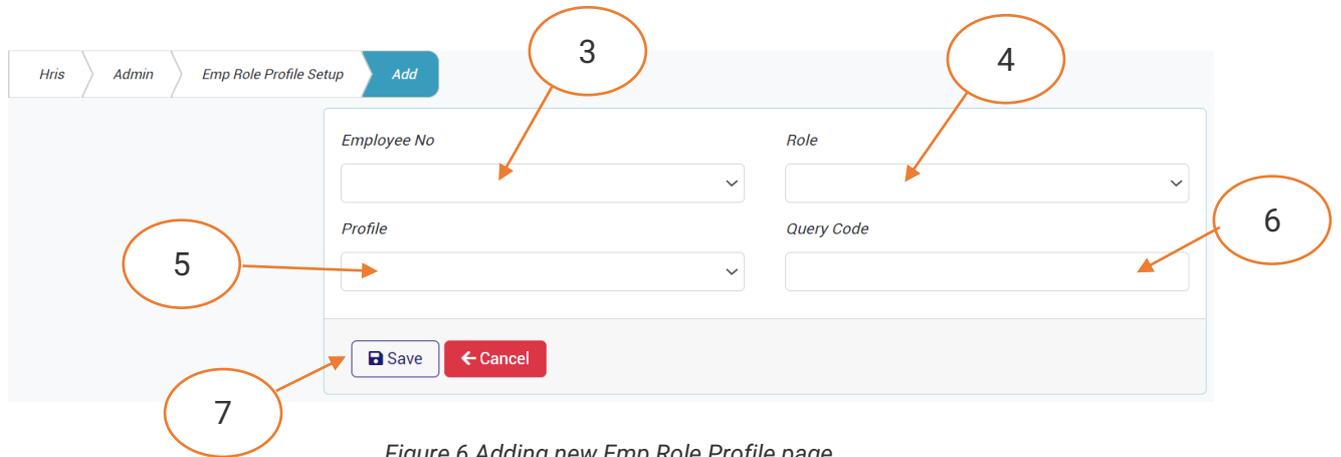


Figure 6 Adding new Emp Role Profile page

| | |
|---|--|
| 3 | Choose an employee. |
| 4 | Choose the User Role for the employee. The User Role will grant the employee TIMES PRO HRIS system features based on the role selected. For example, choosing HR User Role will grant the employee access to HR Menu and HR features in the system. |
| 5 | Choose the Resource Profile for the employee. |
| 6 | You can assign a Query Code to the employee which will grant the employee access to specific employees. The Query Code is defined at TIMES PRO Payroll. |
| 7 | Click on the Save button to save the record. |

Free Field Description

Free Fields are user defined fields used in the **Employee Profile** to store additional information of the employee. You can define them at the **Free Field Description** page.

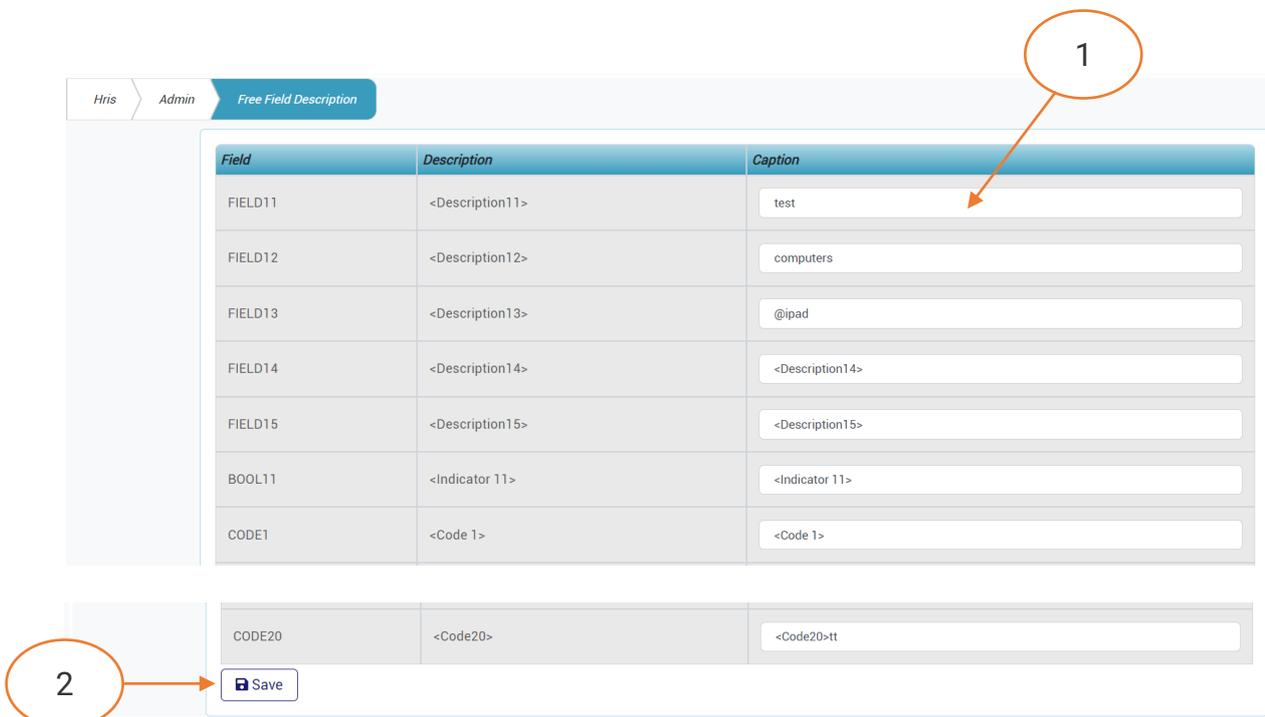
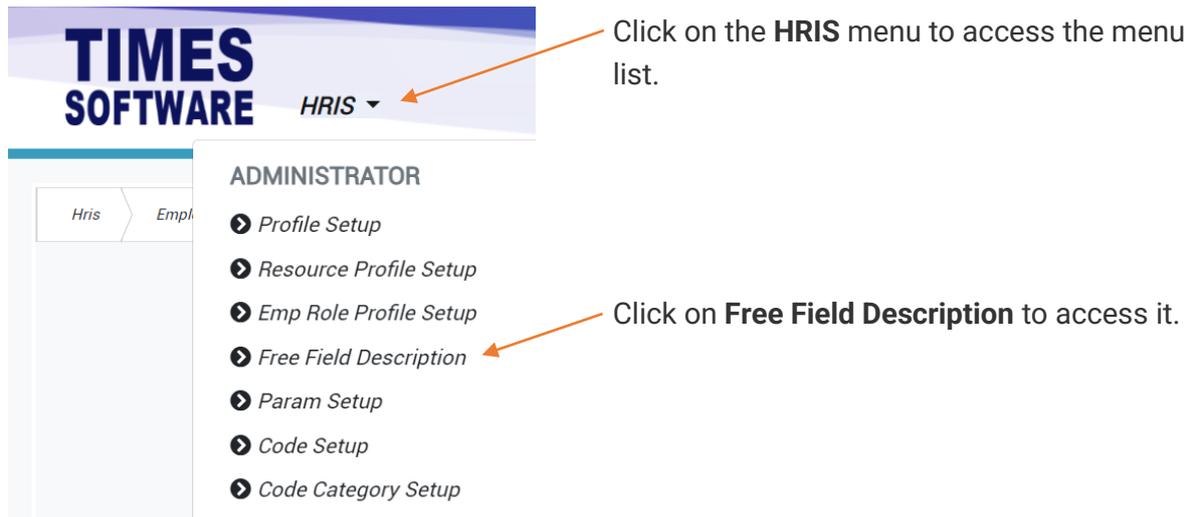


Figure 7 TIMES PRO HRIS Free Field Description page sample



| | |
|---|---|
| 1 | Enter the Caption for the field description. |
| 2 | Click on the Save button to save the record. |

Code Setup

In the **Employee Profile** and **Human Resource** data entry pages, there are drop-down lists that contain pre-defined values for users to select. These values can be defined in the **Code Setup** page.

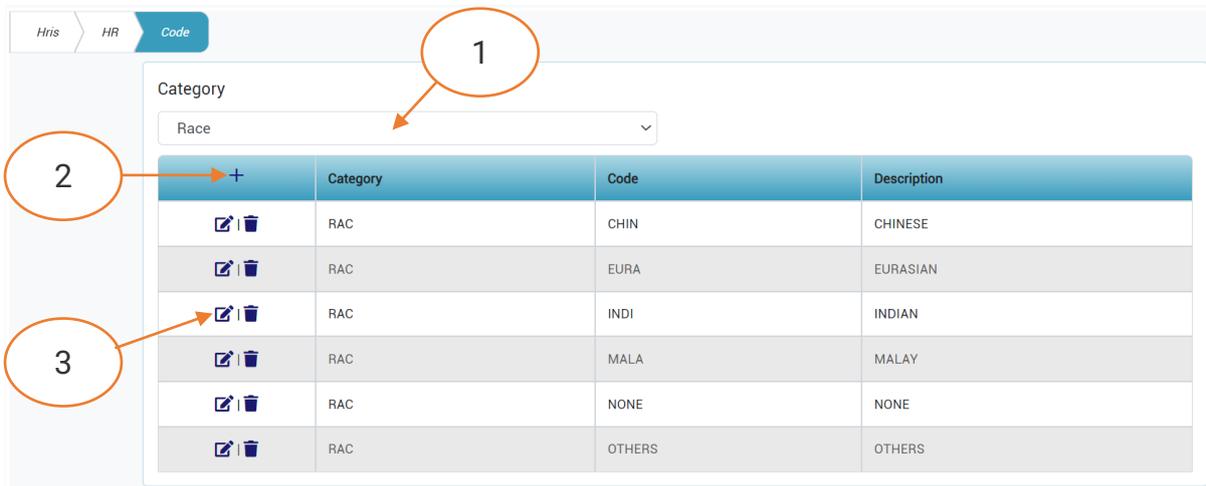
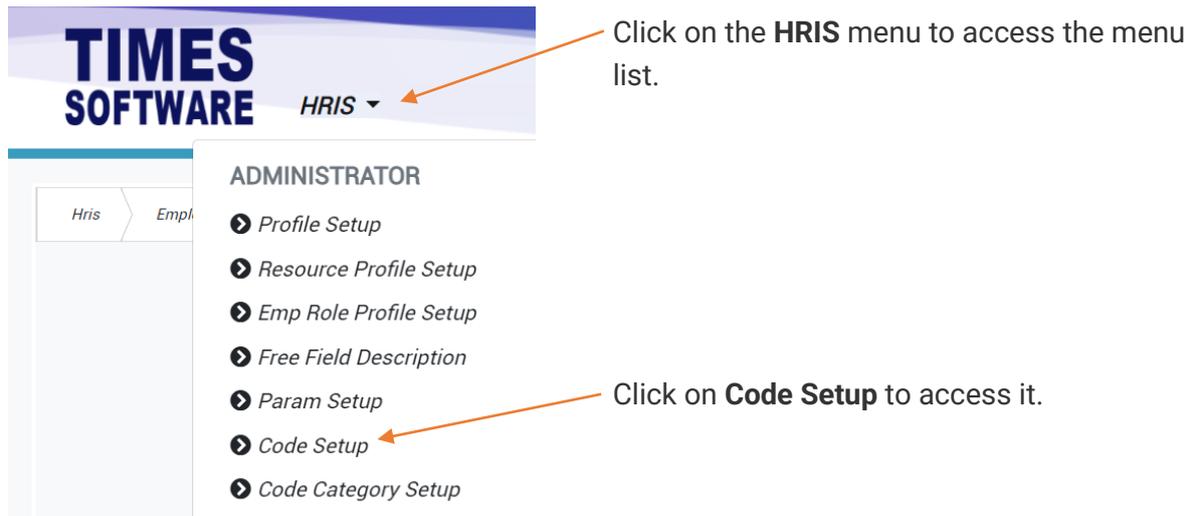
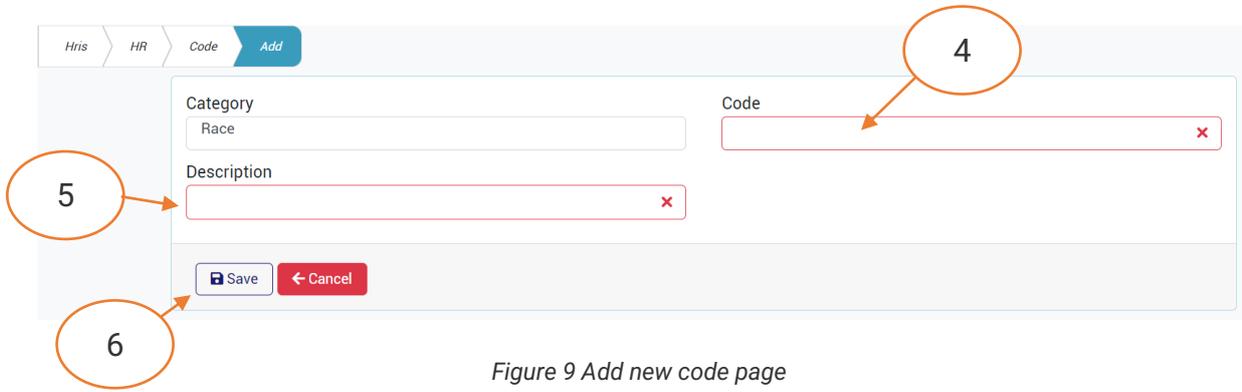


Figure 8 TIMES PRO HRIS Code Setup page sample

| | |
|---|--|
| 1 | Choose a code Category . The list of categories can be found at the Code Category Setup page, and you can rename the categories there as well. |
| 2 | Click on the + Add button to create a new record. |

3 If you want to edit an existing record, click on the  **Edit** button.
To delete a record, click on the  **Delete** button.



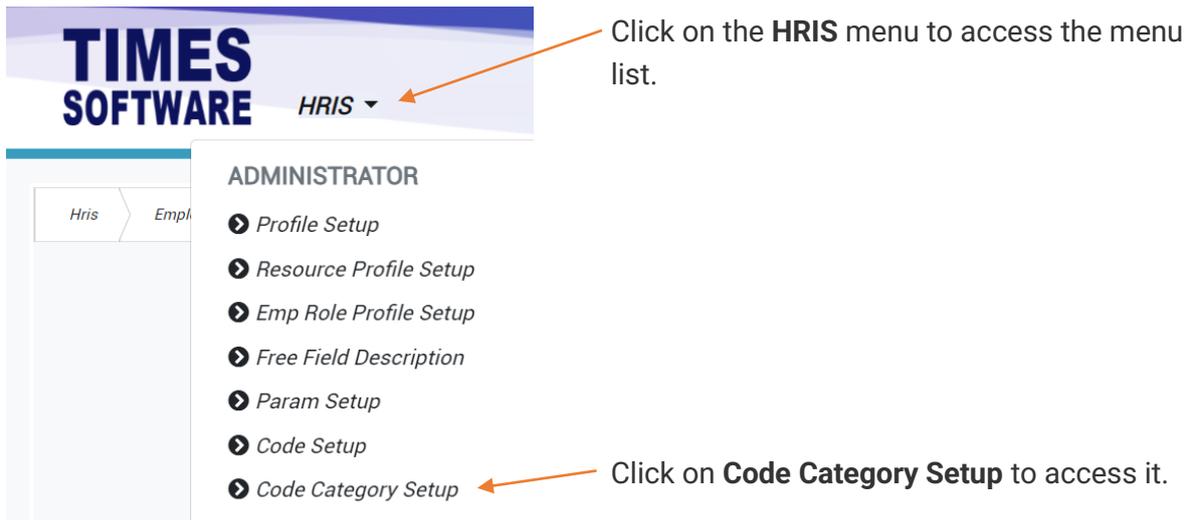
The screenshot shows a web interface for adding a new code. At the top, there are navigation tabs: 'Hris', 'HR', 'Code', and 'Add'. Below the tabs is a form with three input fields: 'Category' (with 'Race' selected), 'Code', and 'Description'. At the bottom of the form are 'Save' and 'Cancel' buttons. Three orange circles with arrows point to specific elements: circle 4 points to the 'Code' input field, circle 5 points to the 'Description' input field, and circle 6 points to the 'Save' button.

Figure 9 Add new code page

- | | |
|----------|--|
| 4 | Enter the Code . |
| 5 | Enter the Description for the code. |
| 6 | Click the Save button to save the record. |

Code Category Setup

The list of categories for the **Code Setup** is maintained at the **Code Category Setup** page. You can rename the categories at this page.



| | Code | Description |
|---|------|--------------------|
| + | AGE | Accident Agent |
| | BOD | Accident Body Part |
| | CAU | Accident Cause |

Figure 10 TIMES PRO HRIS Code Category Setup page sample

1 To change the category name, click on the  **Edit** button.

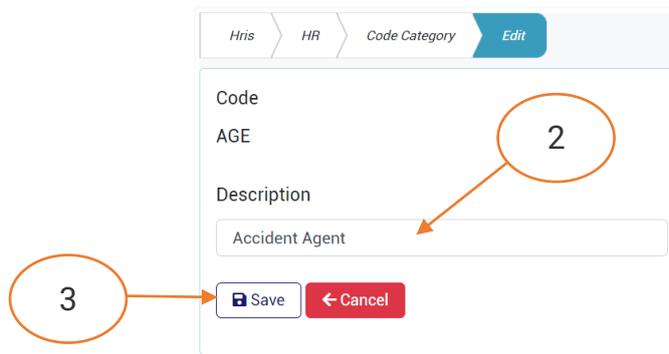


Figure 11 Edit a code category description page sample

| | |
|---|---|
| 2 | Enter the Description for the category. |
| 3 | Click the Save button to save the changes. |

End of Document