

TIMES SOFTWARE

TIMES PRO HRIS

User Guide for Employees

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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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Employee Profile

Access the **Employee Profile** page to view and edit your **Employee Profile**.

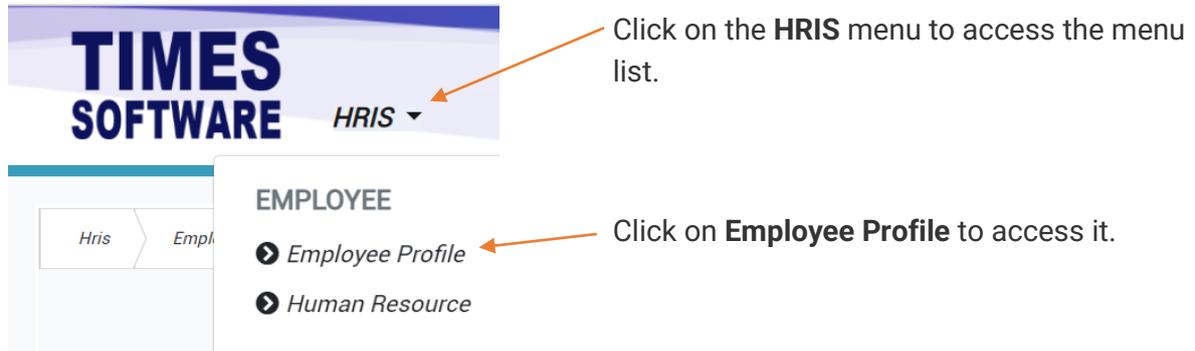


Figure 1 TIMES PRO HRIS Employee menu

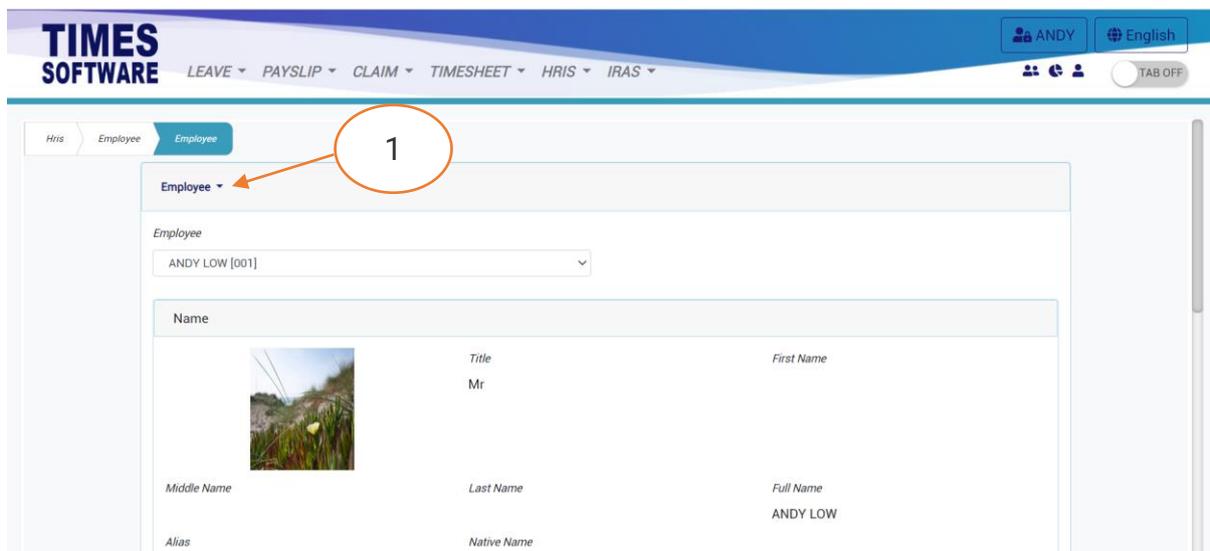


Figure 2 TIMES PRO HRIS Employee Profile page sample

1	At the Employee Profile page you can view your employee profile information. Click on the Dropdown List button to access the categories of your profile information.
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Figure 3 Employee profile address information with edited data sample

2	Some information in your employee profile can be edited by you. You can identify them by looking for information that is represented by an editable field.
3	After you have edited your information, click on the Save button to save the changes. If the edited information requires approval, it will be submitted to your Human Resource (“ HR ”) for review.
4	Edited information pending approval by HR is highlighted by a red background colour. The original information before the edit is displayed on top of the edited information for reference. Once HR has approved your edits, the red background colour of the fields will be removed and you will be notified via email.

HR may require you to upload supporting document for certain information (such as change of permanent address) that you want to edit. Tap on the **Upload** button to upload the document.

Human Resource

The **Human Resource** page contains a wealth of your human resource information. Depending on your access rights setup by your HR, you can view and enter your information in this page.

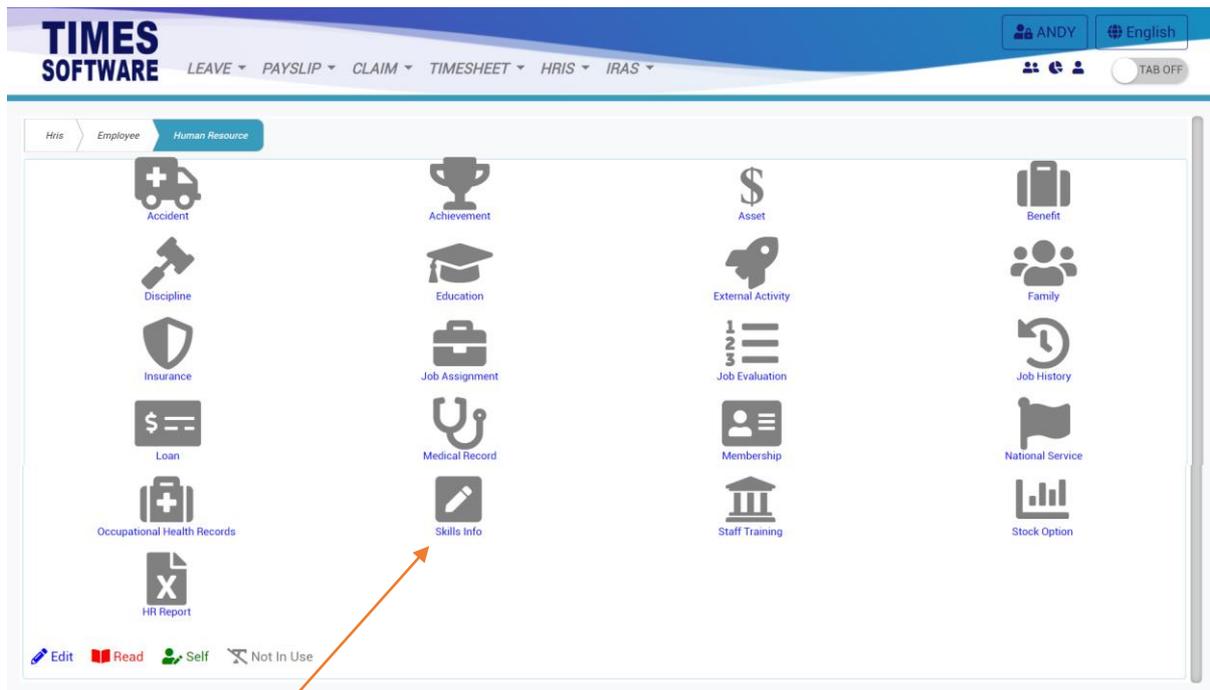


Figure 4 TIMES PRO HRIS Human Resource page sample

Each category of your Human Resource information (“**HRi**”) is represented with an icon on the page. Tap on the icon to access it.

The following categories of **HRi** may be available for you depending on your company's HR policy.

HRi Category	Purpose
Accident	Accident maintains an accurate history of all incidents and accidents.
Achievement	Personal Achievement documents all awards, recognitions and accomplishments each employee has received over the years.
Asset	Company Asset keeps track of the items and assets issued to the employee. It helps the company control loss and ensure property is returned when employee resigned.
Benefit	Employee Benefit stores the employee benefits provided by the company.
Discipline	Discipline documents all written and verbal warnings. It captures disciplinary actions and demerits.
Education	Education stores the Information pertaining to employee's educational qualifications / academic records.
External Activity	Staff External Activity document the employees who had participated in any form of external activity.
Family	Family keeps track of employee's family member details.
Insurance	Staff Insurance stores the insurance plan for each employee. Track their insurance type, eligibility dates, premiums paid and beneficiaries.
Job Assignment	Job Assignment keeps track of employees who have participated in large project work.
Job Evaluation	Job Evaluation records the employee's job appraisal performance ratings.
Job History	Job History documents the work history of each employee including company, length of service, responsibilities and last drawn salary.
Loan	Loan stores the employee's corporate loans.
Medical Record	Medical Record keeps track of employee's medical information and illness.
Membership	Membership records employee's membership plans and status.
National Service	National Service is used to keep the information of employee's NS particulars and reservist.
Occupational Health Records	Occupational Health Records keep track of employee's medical information and illness.

HRi Category	Purpose
Skills Info	Skill Info tracks the skills and competencies of individual employees.
Staff Training	Staff Training stores the courses attended and certifications received by individual employee.
Stock Option	Stock Option keeps track of the share option benefits received by the employees.
HR Report	HR Report contains the HRi reports exportable as excel or pdf format.

Table 1 Human Resource Information Categories List

Each of the **HRi** category is colour coded to indicate your access rights to the information. Refer to the table below for more information.

Edit	User can view, edit and create a new record.
Read	User can only view the information.
Self	User can view, edit and create a new record to his/her own profile.
Not In Use	User cannot view the information.

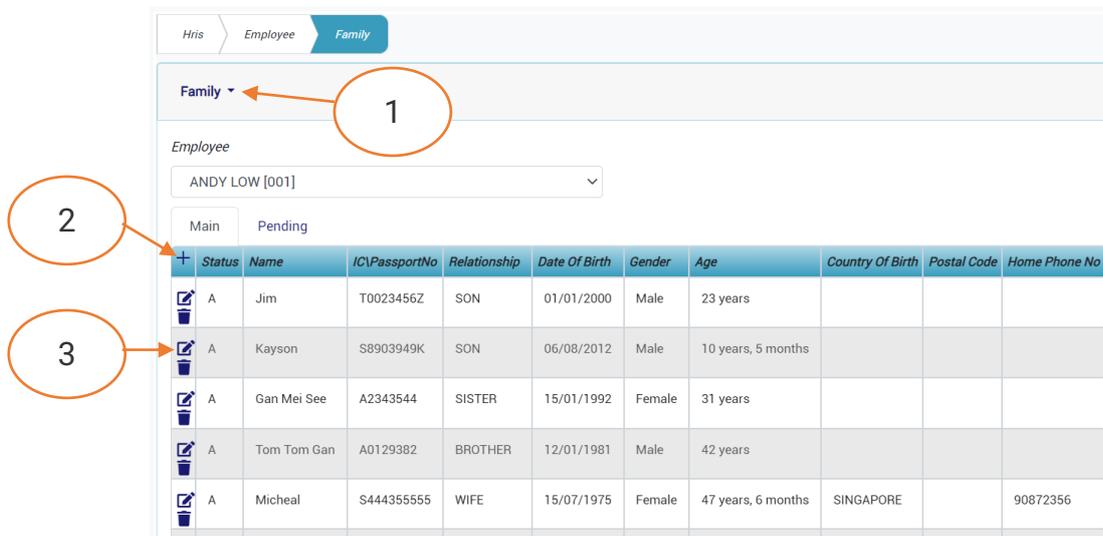


Figure 5 TIMES PRO HRIS Family HRI sample

1	When you view a particular HRI, you can click on the Dropdown List button to access different categories.
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. Do note that these actions may be subjected to approval by your HR.

The screenshot shows a web form for adding a new family record. The form is titled "ANDY LOW" and is organized into three columns of fields. The first column includes fields for "Relationship", "Dependent Indicator", "Extend Paternity Expiry", "Postal Code", "Pager", "Race", "Country Of Birth", "Working Status", and "Medical Reimbursement". The second column includes "Name", "Date Of Birth", "Adopted Child", "Occupation", "Home Phone No", "Email", "Citizenship", "Resident In SG", "Remark 1", and "Education Reimbursement". The third column includes "IC/PassportNo", "Gender", "Shared Parental", "Institute", "Mobile No", "No Of Children", "Religion", "PR Status", "Remark 2", and a "File" upload section. A red circle with the number "4" points to the "Institute" dropdown menu. Another red circle with the number "5" points to the "Save" and "Cancel" buttons at the bottom left of the form.

Figure 6 HRi Family add new record page sample

4	When you are creating or editing a record, enter the relevant information into the page.
5	Click the Save button to save the record.

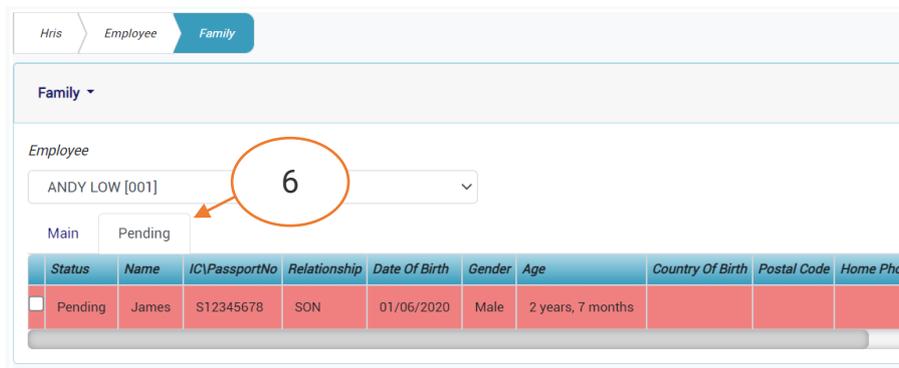


Figure 7 A sample page at Pending tab showing the Family record was submitted to HR for review

- 6 If a new record was created or edited record that requires HR approval, you can view the approval status of the record at the **Pending** tab.
- If the record is approved, the approved record information will be reflected at the **Main** tab.
- If the record is rejected, the new or edited record will not be reflected at the Main tab, and it is still be remained at the **Pending** tab for record purposes.

End of Document