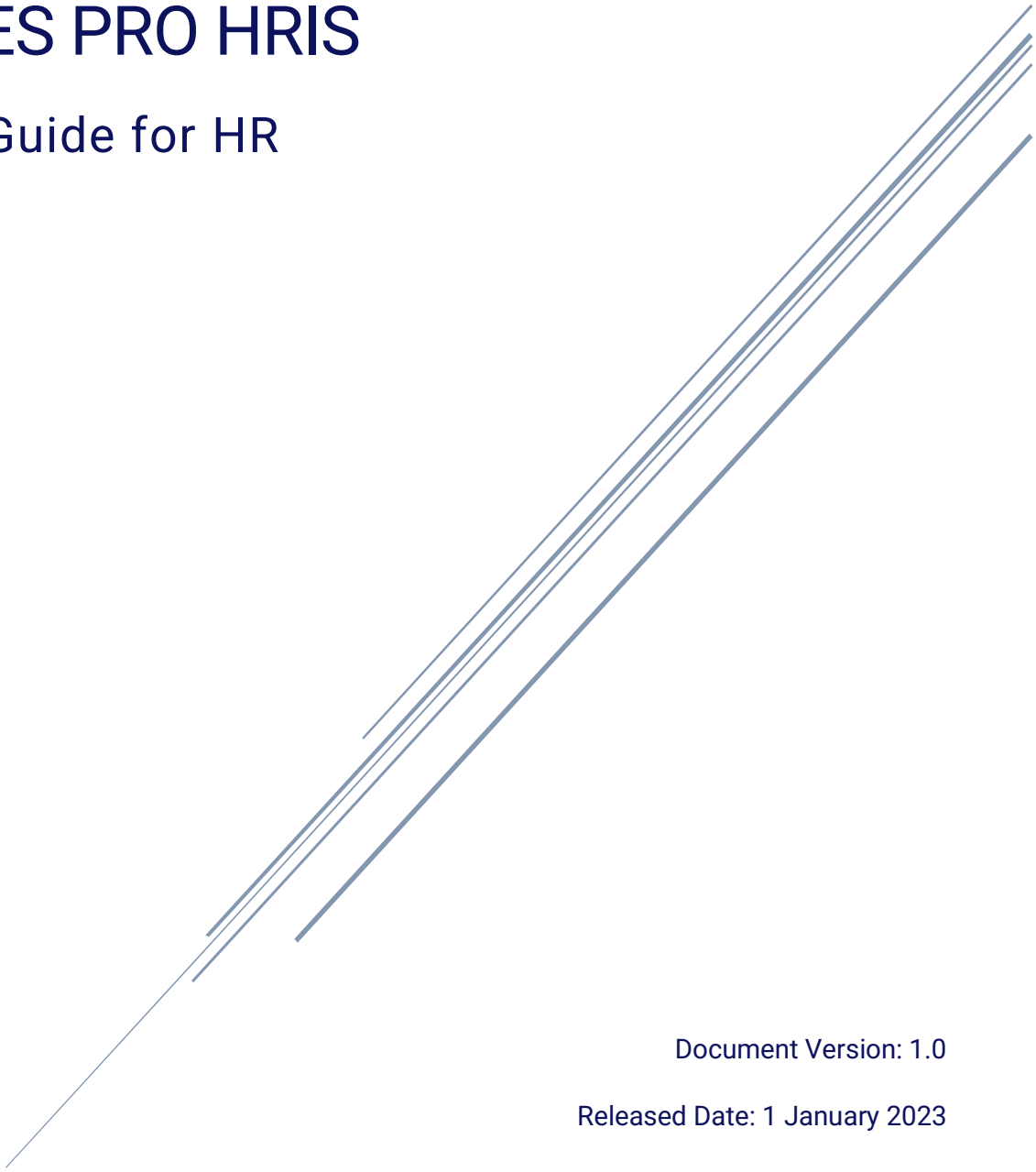
TIMES SOFTWARE

TIMES PRO HRIS

User Guide for HR



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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 Full Profile** page to view, edit, approve and reject your team's employee profile.

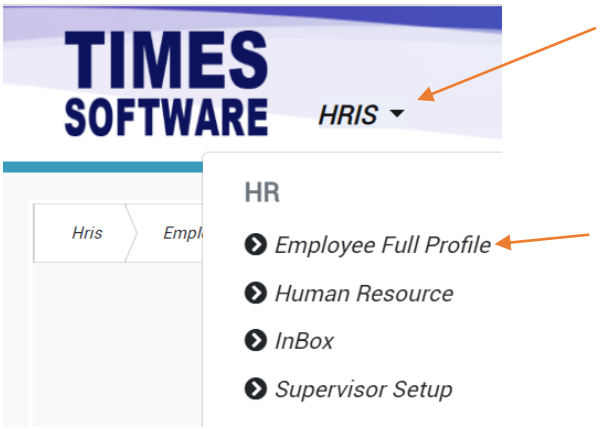

Figure 1 TIMES PRO HRIS HR menu

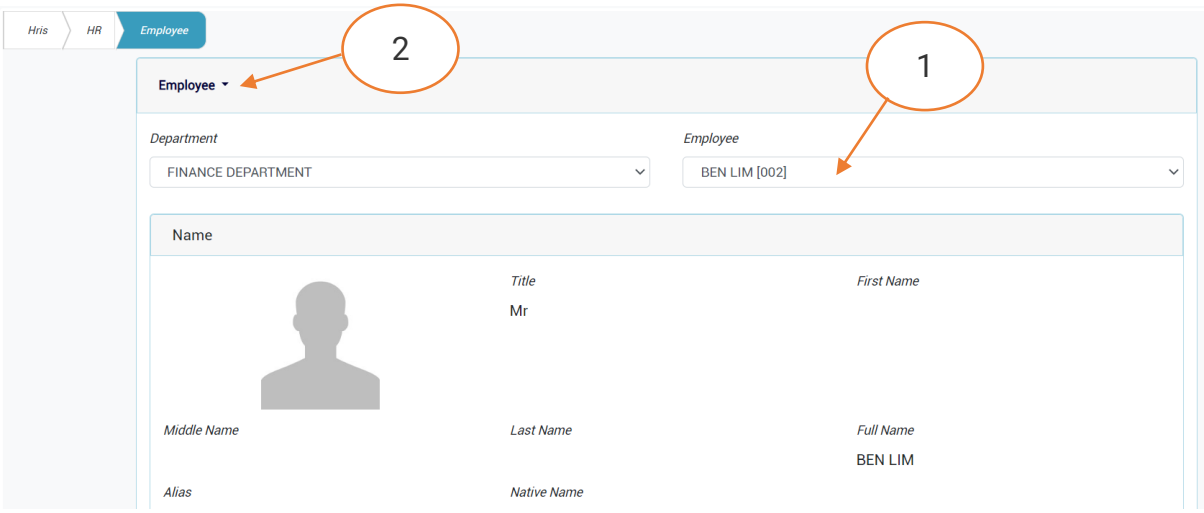

Figure 2 TIMES PRO HRIS Employee Profile page sample

1	At the **Employee Profile** page you can view your team employee profile information. Choose the **Employee** to view different team member's employee profile.
2	Click on the **Dropdown List** button to access the categories of the profile information.

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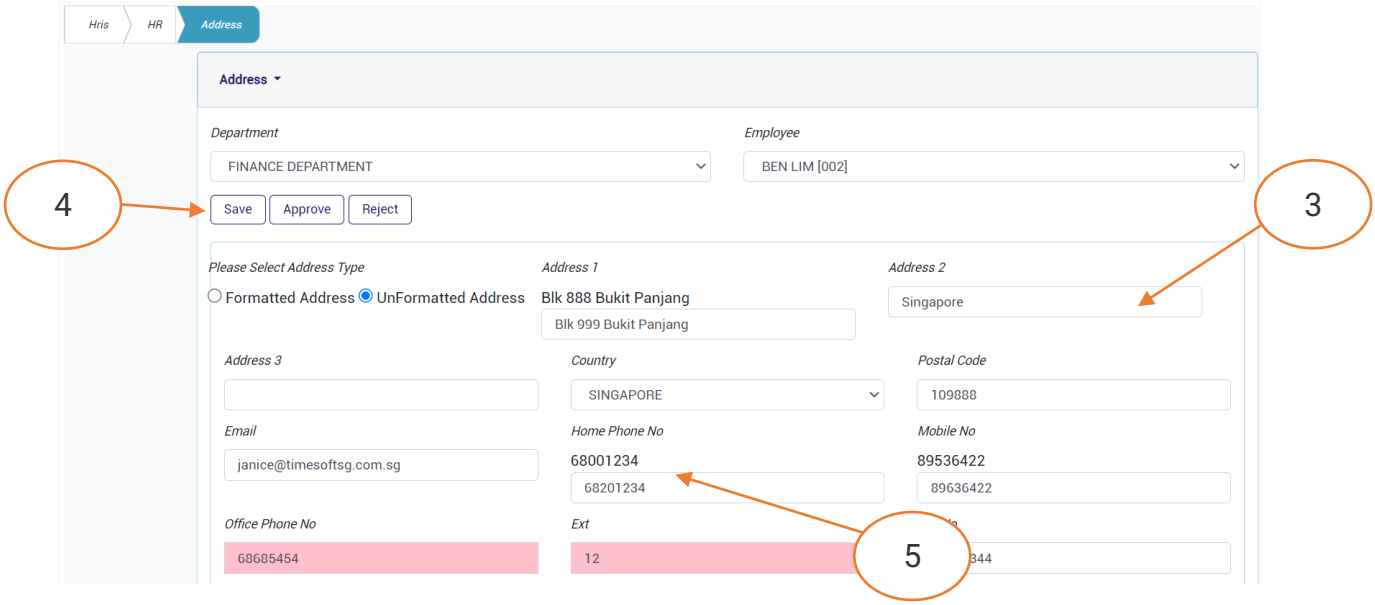
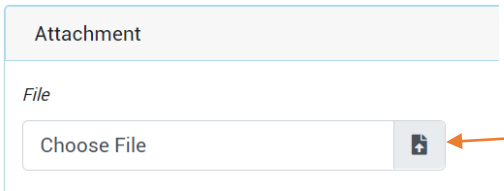


Figure 3 Employee profile address information with edited data sample

3	Some information in the employee profile can be edited by you. You can identify them by looking for information that is represented by an editable field.
4	After you have edited the information, click on the **Save** button to save the changes. If the information was edited by your team member that requires your approval, you can click on the **Approve** or **Reject** button.
5	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 you approved the edits, the red background colour of the fields will be removed and the edits are finalised.



Some information support uploading of supporting documents. Tap on the **Upload** button to upload the document.

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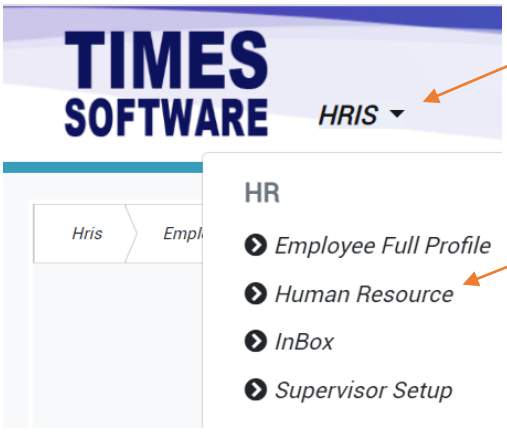
Human Resource

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



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

Click on **Human Resource** to access it.

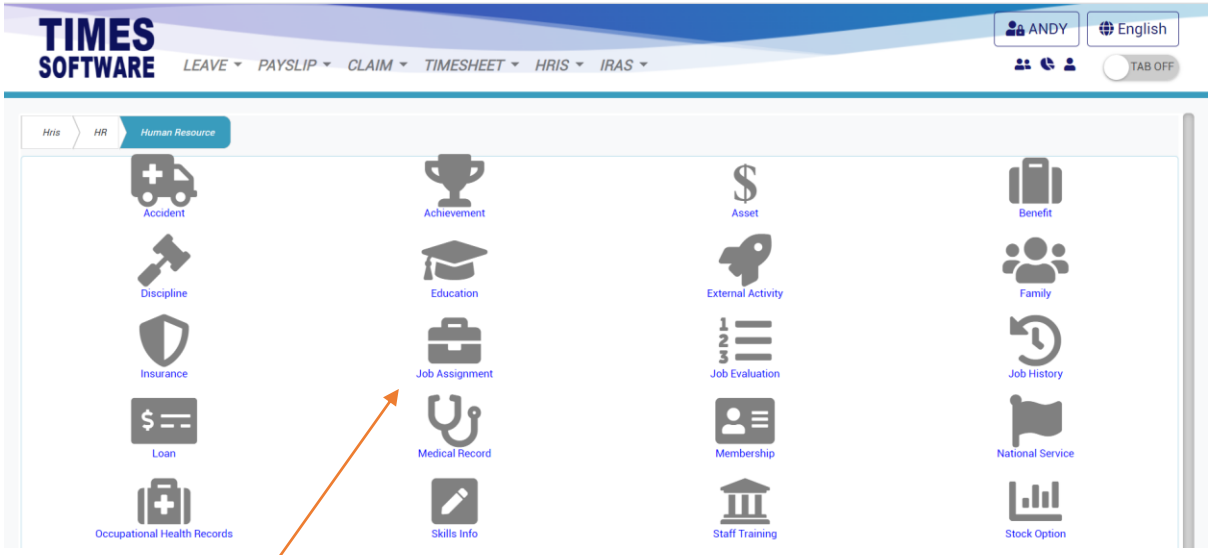


Figure 4 TIMES PRO HRIS Human Resource page sample

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

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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.

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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.

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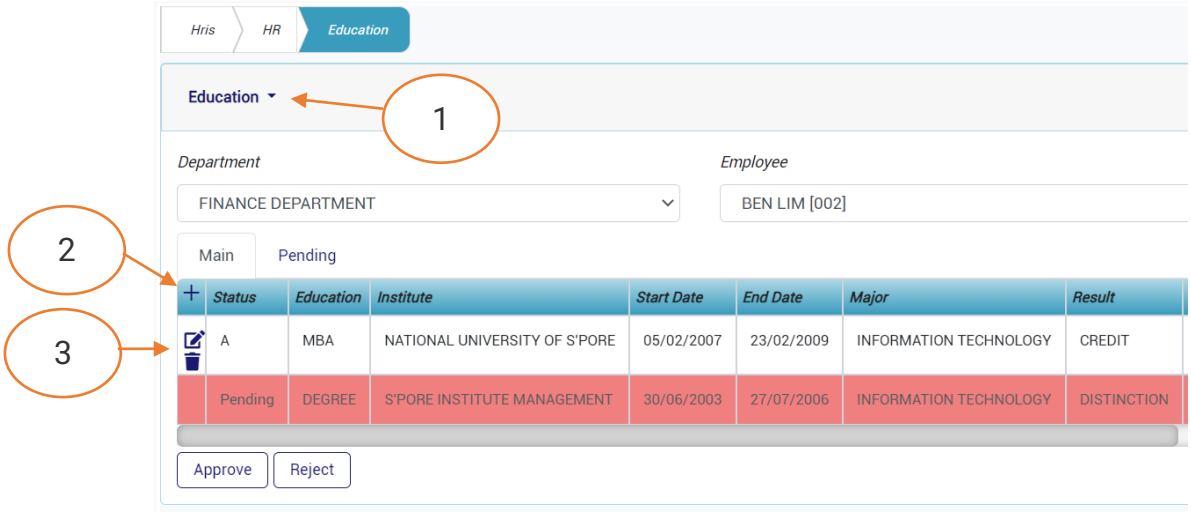

Figure 5 TIMES PRO HRIS Education HRi sample

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. As HR, your edits are final.

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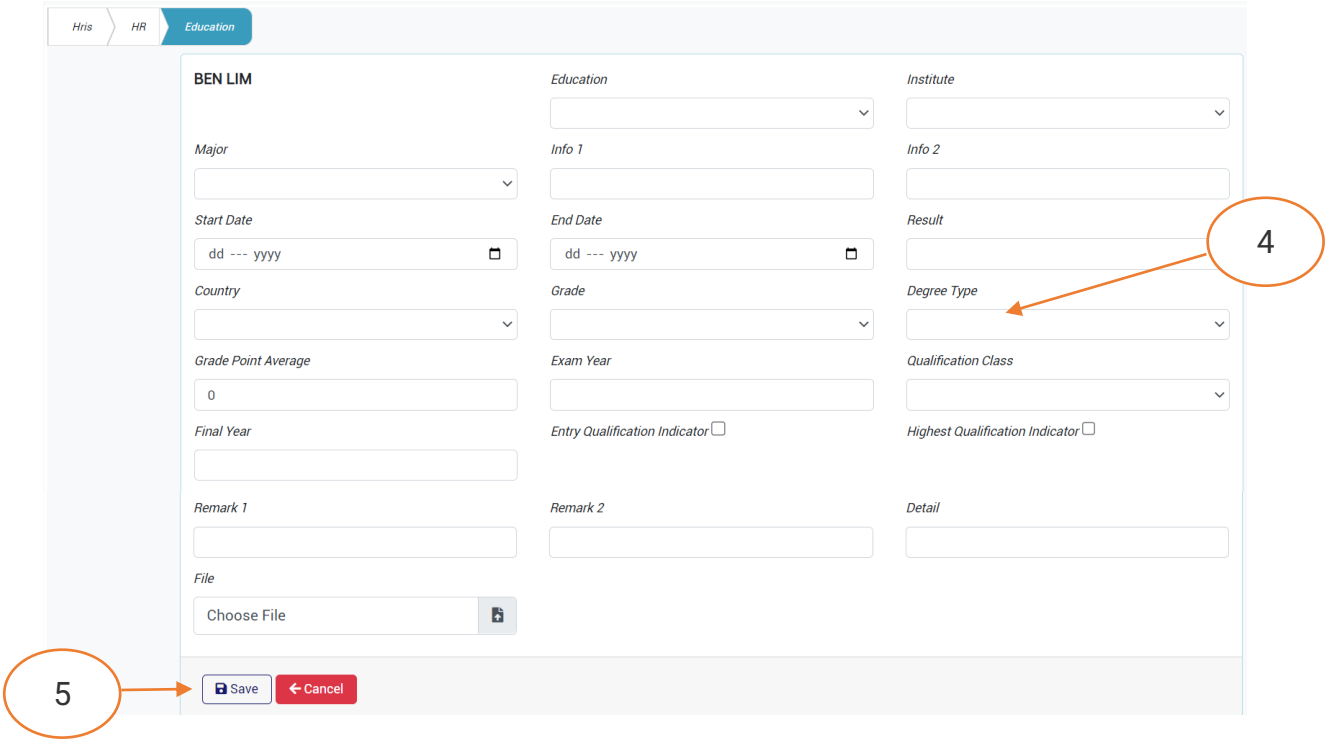

Figure 6 HRi Education add new record page sample

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.

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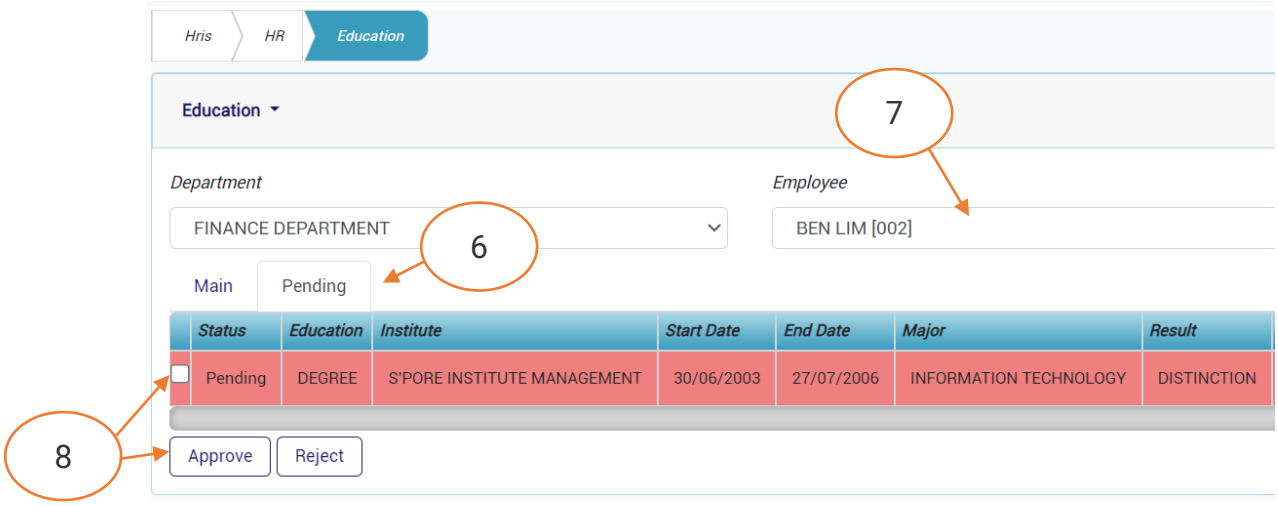

Figure 7 A sample page at Pending tab showing the Education record was submitted to HR for review

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.
7	You can choose your team members to view their pending records.
8	To approve or reject a record, first click on the checkbox to select a record and click on the **Approve** or **Reject** button.

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Inbox

The **Inbox** page records all **HRi** incoming requests that requires HR approval.

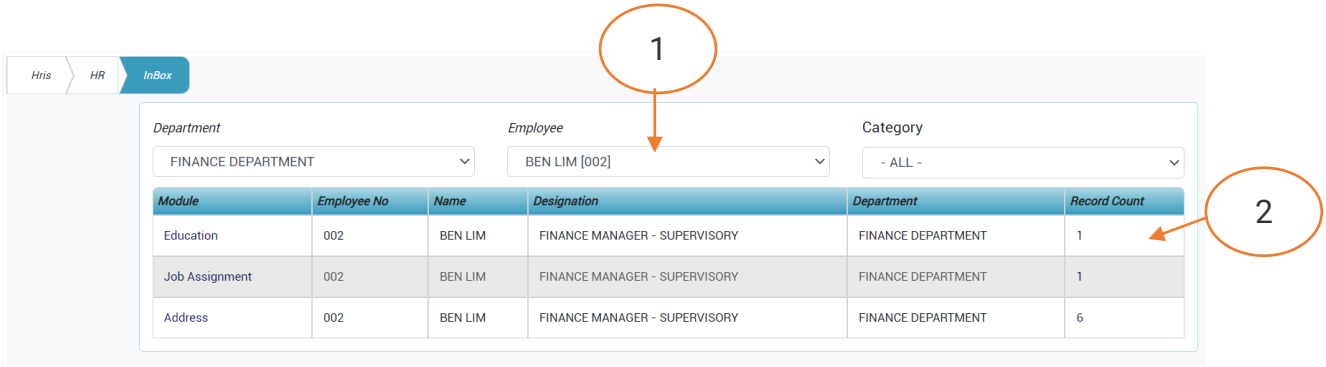

Figure 8 TIMES PRO HRIS Inbox page sample

1	You can use the **Data Filters** to choose an **Employee** and **HRi Category**.
2	You can view the items that are pending for HR approval and the **Record Count** shows the number of fields in a category that requires HR's attention.

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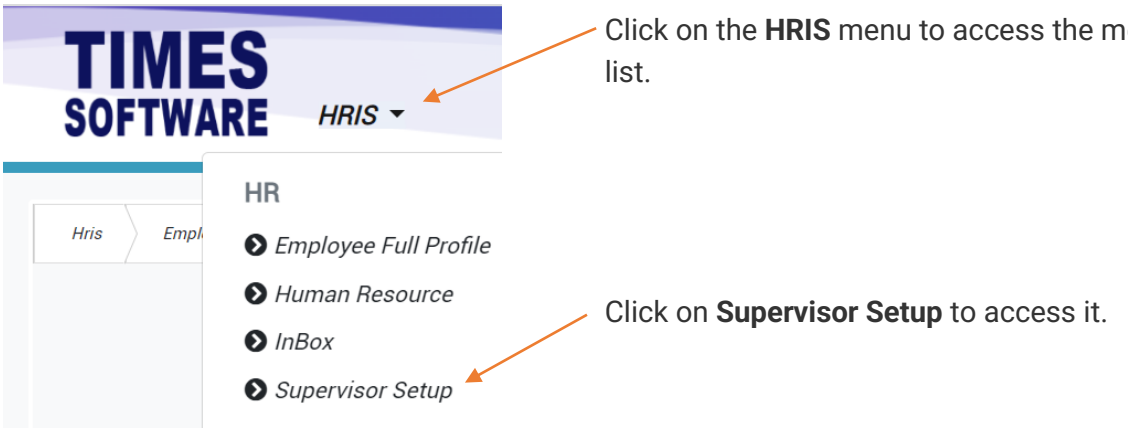
Supervisor Setup

You can grant employees **Supervisor** and **HR** role in the system at **Supervisor Setup** page.



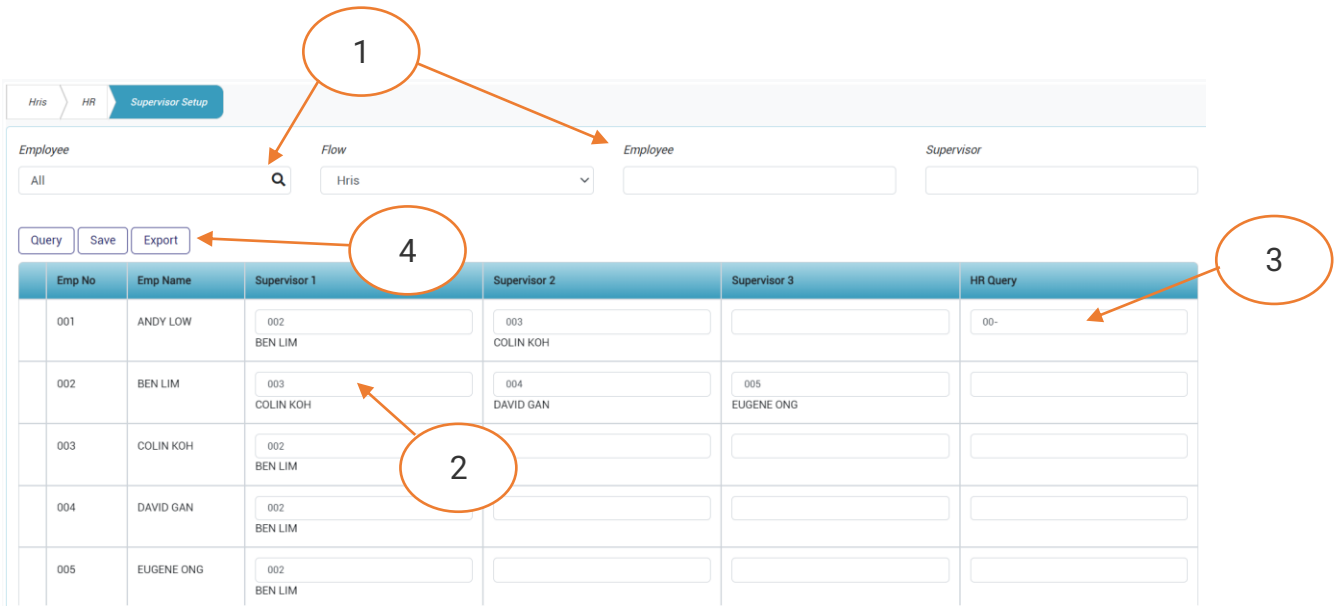


Figure 9 TIMES PRO HRIS Supervisor Setup page sample

1	You can use the **Data Filters** to filter the list of employees on the page.
2	You can assign up to 3 Supervisors for each employee. Type in the employee number at the **Supervisor** field. A supervisor can have the authority to view and/or edit the team members' HR information depending on the company's HR policy.

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	However, a supervisor do not have the authority to approve or reject changes to team members' HR information. Only HR has the authority to do so.
3	Assign the **HR** user role to an employee by entering the **Query Code** that was created and maintained in TIMES PRO Payroll. The Query Code determines which team members HR has access to.
4	If you use the **Data Filters**, click on the **Query** button to retrieve the list of employees. Click on the **Save** button to save your changes. Click on the **Export** button to export the **Supervisor Setup** into an excel document.

End of Document

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