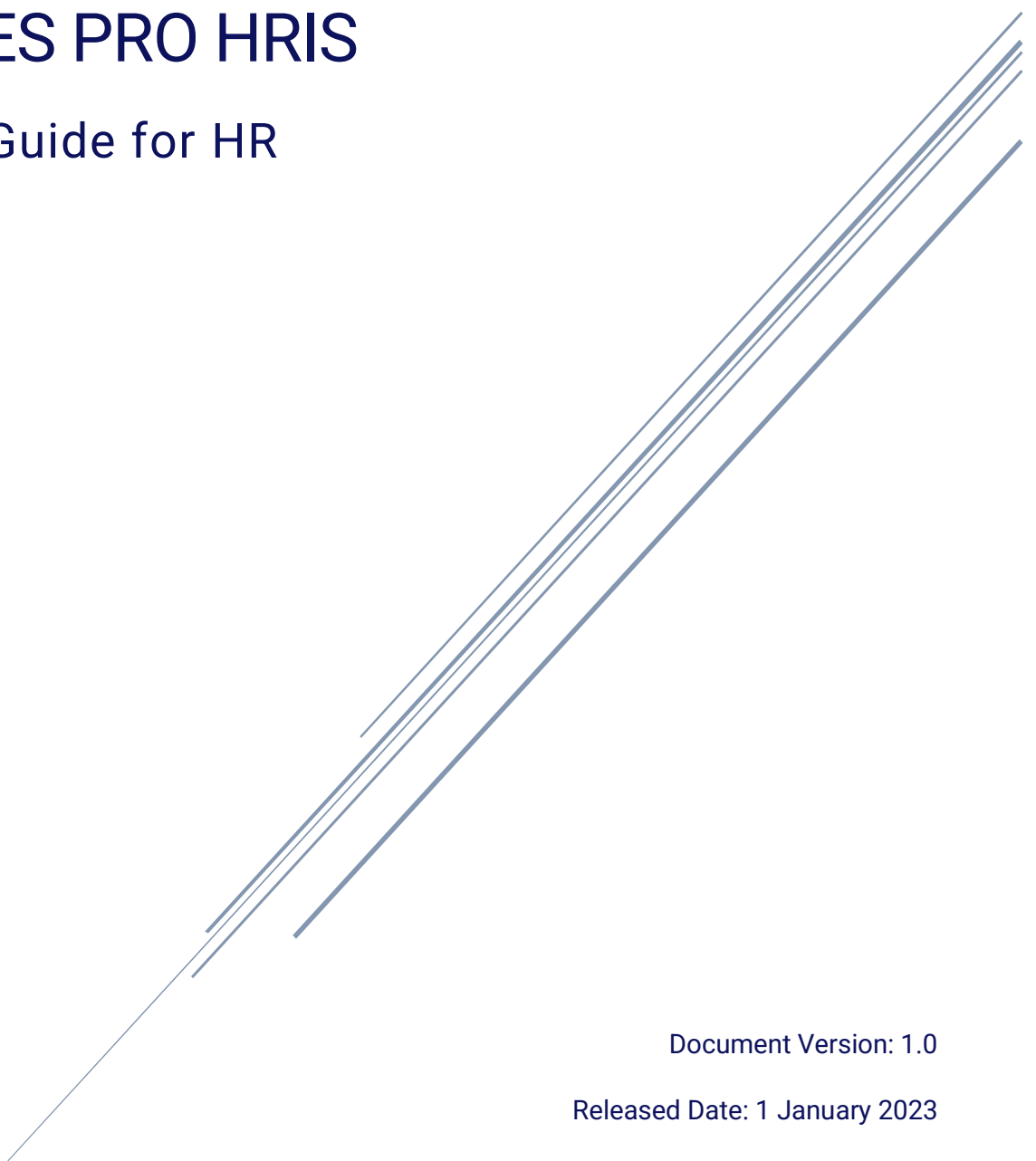




TIMES PRO HRIS

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.

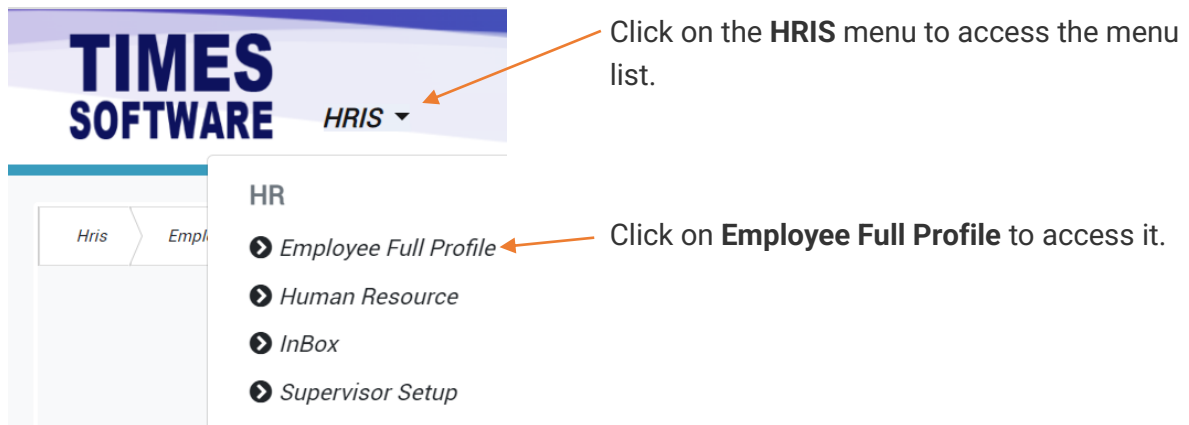


Figure 1 TIMES PRO HRIS HR menu

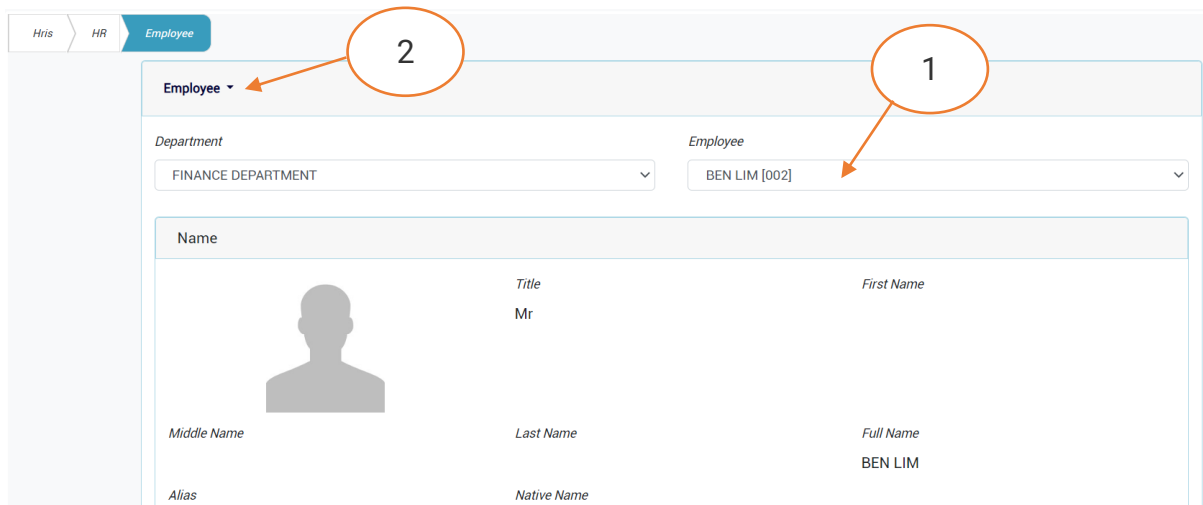


Figure 2 TIMES PRO HRIS Employee Profile page sample

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.

The screenshot shows the 'Address' tab of an employee profile. At the top, there are tabs for 'Hris', 'HR', and 'Address'. Below this, the 'Address' section is expanded. It includes a 'Department' dropdown set to 'FINANCE DEPARTMENT' and an 'Employee' dropdown set to 'BEN LIM [002]'. Below these are 'Save', 'Approve', and 'Reject' buttons. An annotation '4' points to the 'Save' button. The form then asks to 'Please Select Address Type' with options 'Formatted Address' and 'UnFormatted Address' (selected). Below this are fields for 'Address 1', 'Address 2', 'Address 3', 'Country' (set to 'SINGAPORE'), 'Postal Code' (set to '109888'), 'Email' (set to 'janice@timesoftsg.com.sg'), 'Home Phone No' (set to '68001234'), 'Mobile No' (set to '89536422'), 'Office Phone No' (set to '68685454'), and 'Ext' (set to '12'). An annotation '3' points to the 'Address 2' field. An annotation '5' points to the 'Ext' field, which is highlighted with a red background. The 'Office Phone No' and 'Ext' fields are also highlighted with a red background.

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.

The screenshot shows the 'Attachment' section. It has a 'File' label and a 'Choose File' button. To the right of the 'Choose File' button is an 'Upload' button, which is a square button with a plus sign icon. An annotation points to the 'Upload' button.

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

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.

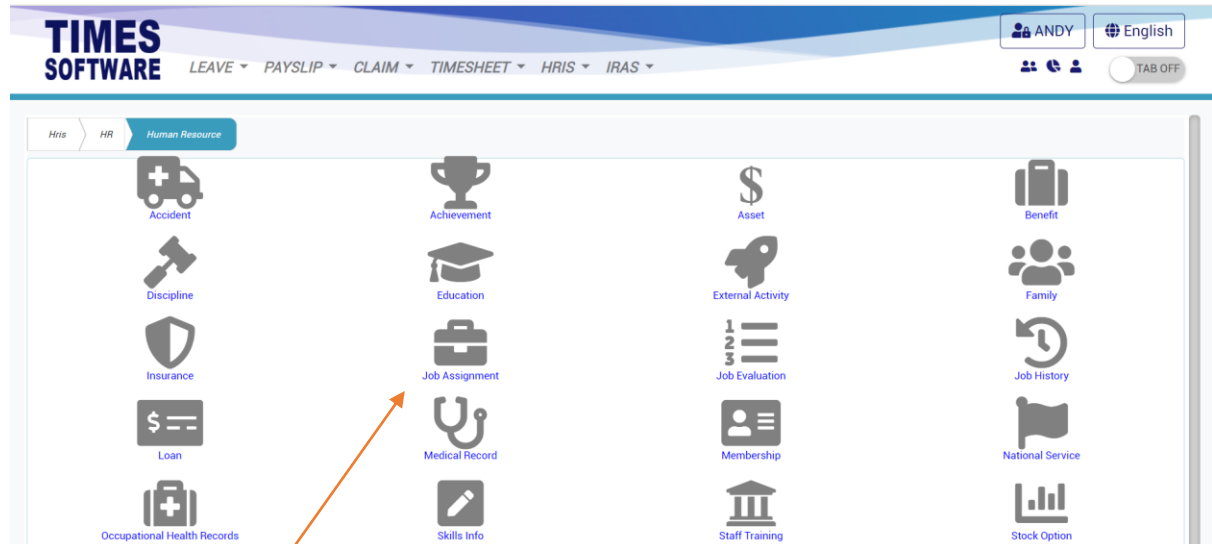
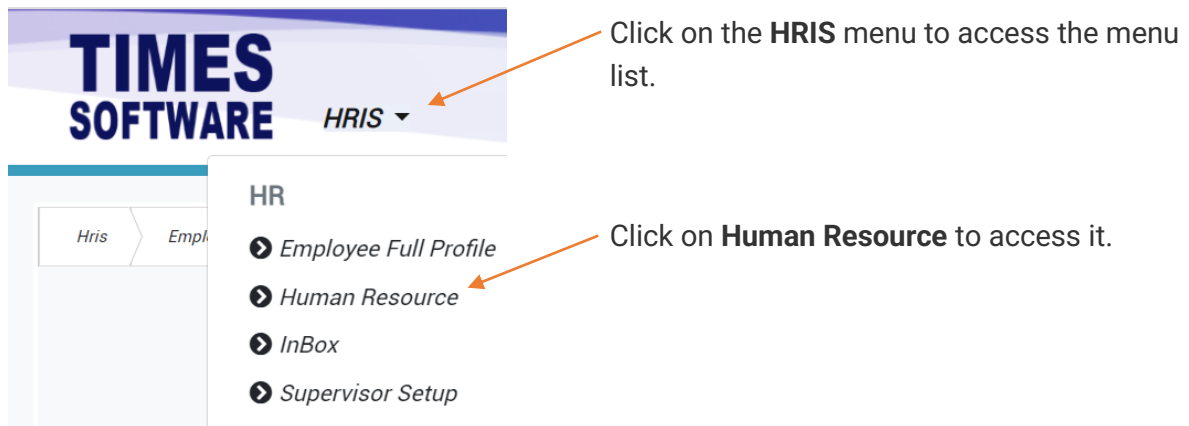


Figure 4 TIMES PRO HRIS Human Resource page sample

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.

Education ▾

Department: FINANCE DEPARTMENT Employee: BEN LIM [002]

Main Pending

	Status	Education	Institute	Start Date	End Date	Major	Result
	A	MBA	NATIONAL UNIVERSITY OF S'PORE	05/02/2007	23/02/2009	INFORMATION TECHNOLOGY	CREDIT
	Pending	DEGREE	S'PORE INSTITUTE MANAGEMENT	30/06/2003	27/07/2006	INFORMATION TECHNOLOGY	DISTINCTION

Approve Reject

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	<p>If you want to edit an existing record, click on the Edit button.</p> <p>To delete a record, click on the Delete button.</p> <p>As HR, your edits are final.</p>

The screenshot shows the 'Education' tab in the HRIS system. The form is for a user named 'BEN LIM'. It includes fields for 'Education' (dropdown), 'Institute' (dropdown), 'Major' (dropdown), 'Info 1' (text), 'Info 2' (text), 'Start Date' (calendar), 'End Date' (calendar), 'Result' (text), 'Country' (dropdown), 'Grade' (dropdown), 'Degree Type' (dropdown, highlighted by callout 4), 'Grade Point Average' (text), 'Exam Year' (text), 'Qualification Class' (dropdown), 'Final Year' (text), 'Entry Qualification Indicator' (checkbox), 'Highest Qualification Indicator' (checkbox), 'Remark 1' (text), 'Remark 2' (text), 'Detail' (text), and a 'File' section with a 'Choose File' button. At the bottom, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by callout 5.

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.

The screenshot displays the 'Education' section of the HRIS interface. At the top, there are tabs for 'Hris', 'HR', and 'Education'. Below these, a dropdown menu is labeled 'Education'. The 'Department' is set to 'FINANCE DEPARTMENT' and the 'Employee' is 'BEN LIM [002]'. There are two tabs: 'Main' and 'Pending', with 'Pending' selected. A table shows one record with status 'Pending', education 'DEGREE', institute 'S'PORE INSTITUTE MANAGEMENT', start date '30/06/2003', end date '27/07/2006', major 'INFORMATION TECHNOLOGY', and result 'DISTINCTION'. A checkbox is next to the record, and 'Approve' and 'Reject' buttons are at the bottom.

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

6	<p>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.</p> <p>If the record is approved, the approved record information will be reflected at the Main tab.</p> <p>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.</p>
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.

Inbox

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

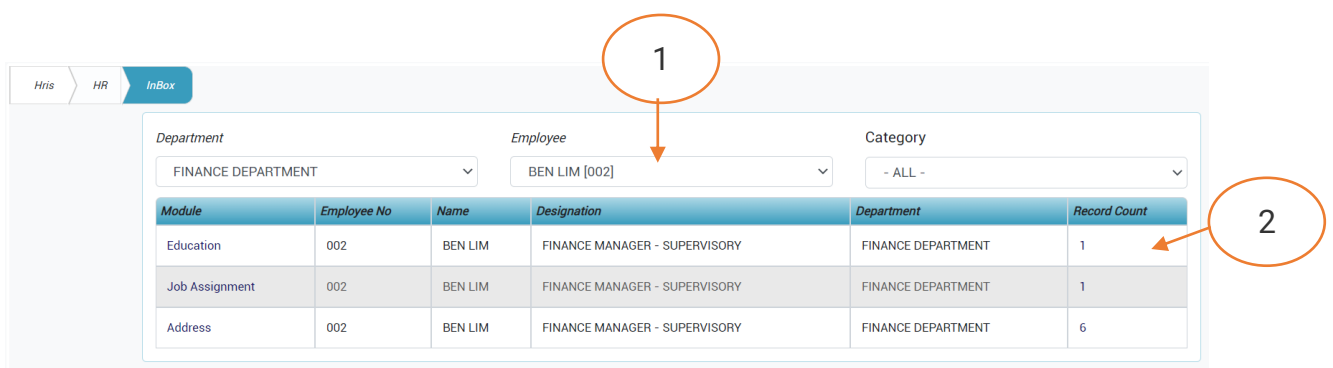
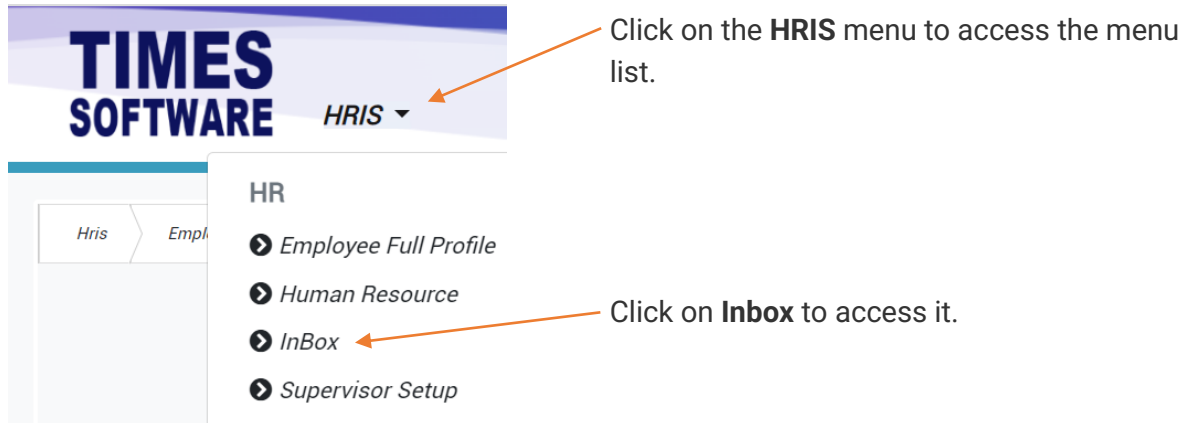


Figure 8 TIMES PRO HRIS Inbox page sample

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.

Supervisor Setup


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

The screenshot shows the HRIS menu and the Supervisor Setup page. Callout 1 points to the HRIS menu. Callout 2 points to the Supervisor Setup option in the HR menu. Callout 3 points to the HR Query field in the table. Callout 4 points to the Query, Save, and Export buttons.

Emp No	Emp Name	Supervisor 1	Supervisor 2	Supervisor 3	HR Query
001	ANDY LOW	002 BEN LIM	003 COLIN KOH		00-
002	BEN LIM	003 COLIN KOH	004 DAVID GAN	005 EUGENE ONG	
003	COLIN KOH	002 BEN LIM			
004	DAVID GAN	002 BEN LIM			
005	EUGENE ONG	002 BEN LIM			

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	<p>You can assign up to 3 Supervisors for each employee. Type in the employee number at the Supervisor field.</p> <p>A supervisor can have the authority to view and/or edit the team members' HR information depending on the company's HR policy.</p>



	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	<p>If you use the Data Filters, click on the Query button to retrieve the list of employees.</p> <p>Click on the Save button to save your changes.</p> <p>Click on the Export button to export the Supervisor Setup into an excel document.</p>

End of Document