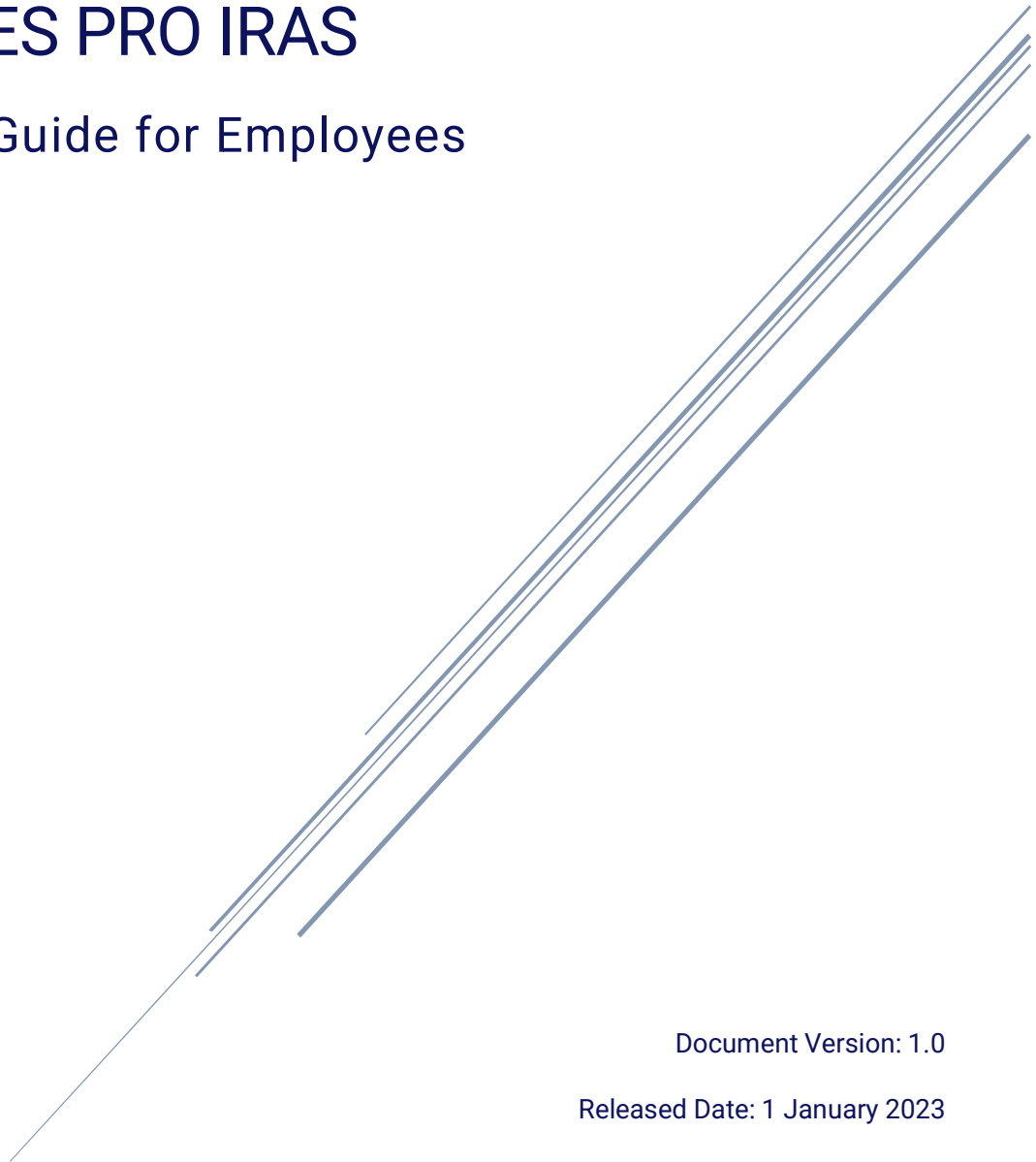




TIMES PRO IRAS

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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View IRAS

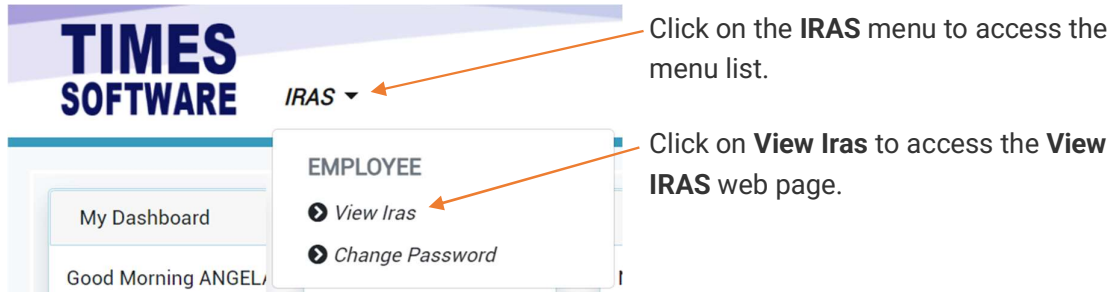


Figure 1 TIMES PRO IRAS menu

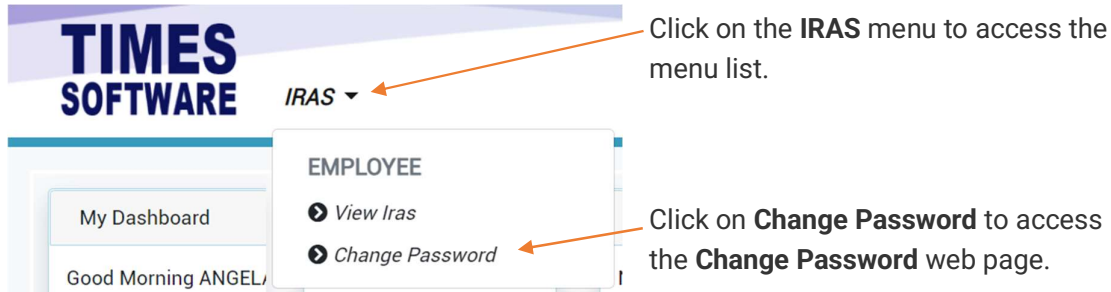
The screenshot shows the 'View Iras' web page. It has a header with 'Iras', 'Employee', and 'View Iras' tabs. The main form contains:

- A 'Password' input field (callout 2).
- A 'Year' dropdown menu (callout 3) currently showing '2021'.
- A 'Form' dropdown menu (callout 1) currently showing 'IR8A'.
- A 'Preview' button (callout 4).

Figure 2 View IRAS web page

1	You can choose to view your IR8A, IR8S or Pay History.
2	Enter your Password to access your document. Note: Your Human Resource department will advise you on the default password to access your document. You can change the password at any time at the Change Password web page.
2	Choose the year to see previous year documents.
3	Click on the Preview button to view your document in PDF document format.

Change Password



This screenshot shows the 'Change Password' web page. At the top, a message states: 'The password must contain at least one lowercase, uppercase and numeric.' Below this, there are four input fields: 'Employee' (with a dropdown menu showing 'ANDY LOW'), 'Password Type' (with a dropdown menu showing 'E-Password'), 'Old Password', 'New Password', and 'Confirm Password'. At the bottom left, there is a 'Submit' button. An arrow points from the text 'Choose **Password Type** "E-Password" to change the password for the document access.' to the 'Password Type' dropdown menu. Another arrow points from the text 'Enter your old and new password.' to the 'Old Password' and 'New Password' input fields. A third arrow points from the text 'Click on the **Submit** button to confirm the changes.' to the 'Submit' button.

Figure 3 TIMES PRO Payslip Change Password web page

This is a close-up of the 'Password Type' dropdown menu. It shows two options: 'Login Password' and 'E-Password'. An arrow points from the text 'If you want to change your password that you use to login to the TIMES PRO portal, choose "Login Password" at **Password Type**.' to the 'Login Password' option.

End of Document