TIMES PRO IRAS

User Guide for Employees
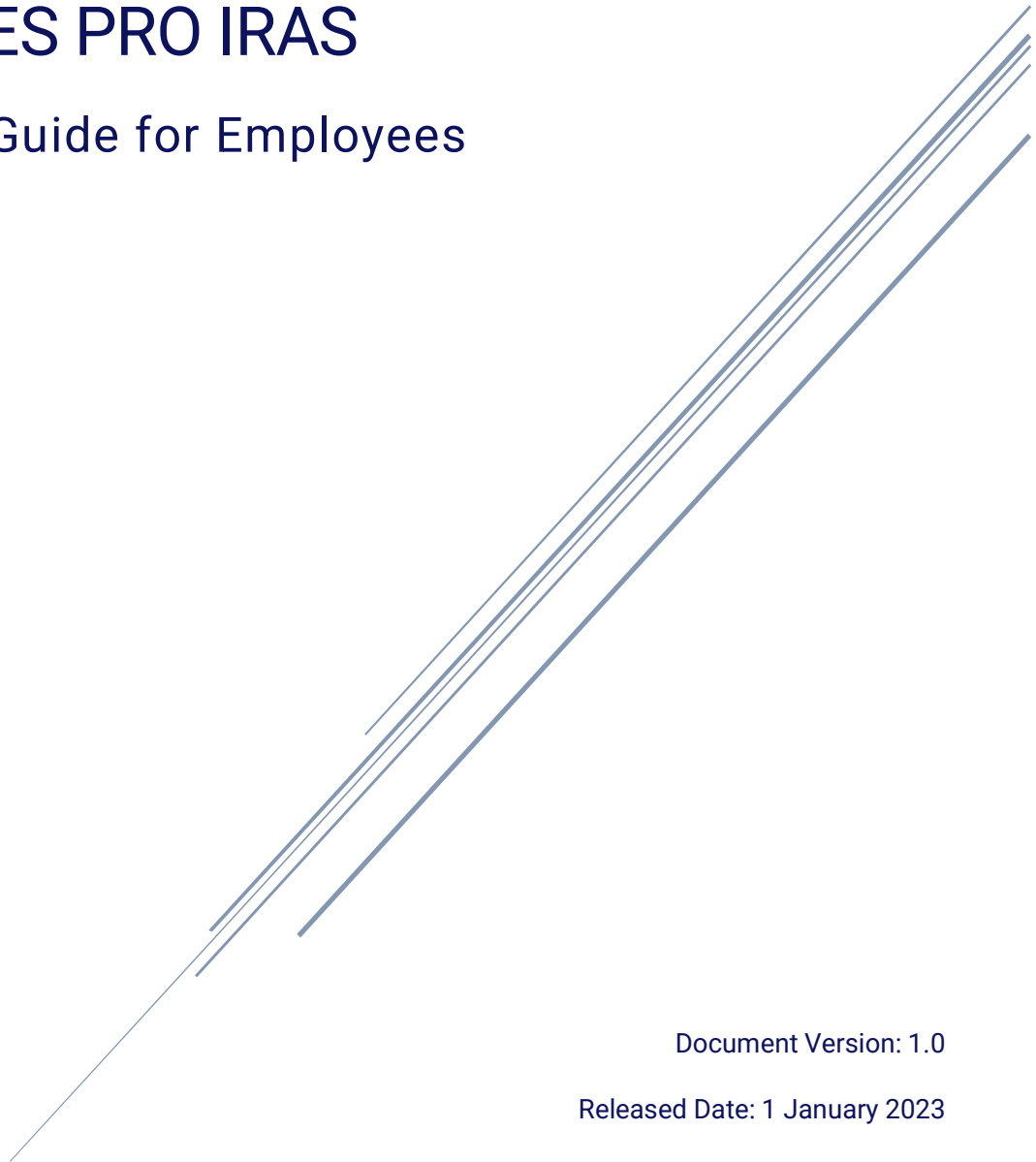
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RELATED GUIDES

Before proceeding this user guide, please read the following guides first.

TIMES PRO Introductory Guide.

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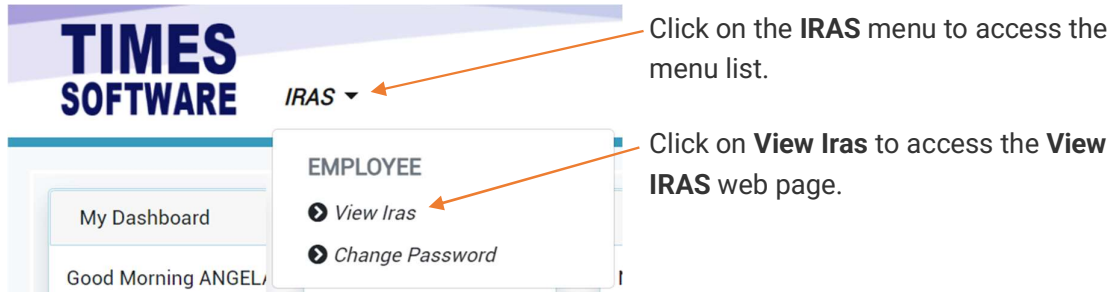
View IRAS

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

Click on **View Iras** to access the **View IRAS** web page.

Figure 1 TIMES PRO IRAS menu

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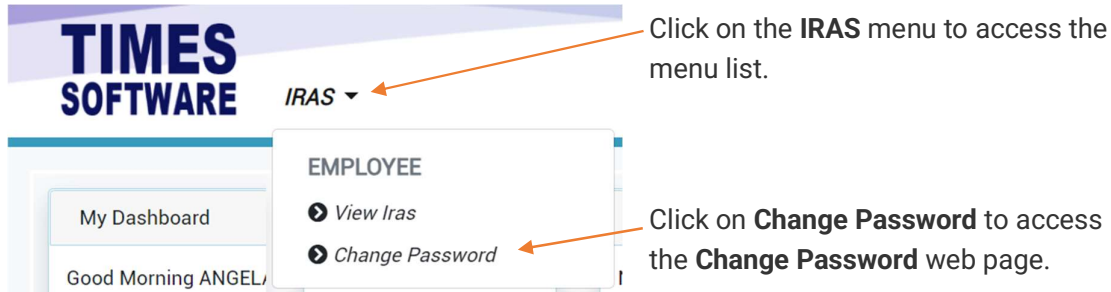
Click on the **IRAS** menu to access the menu list.

Click on **Change Password** to access the **Change Password** web page.

Choose **Password Type** "E-Password" to change the password for the document access.

Enter your old and new password.

Click on the **Submit** button to confirm the changes.

Figure 3 TIMES PRO Payslip Change Password web page

If you want to change your password that you use to login to the TIMES PRO portal, choose "Login Password" at **Password Type**.

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