TIMES SOFTWARE

TIMES PRO Leave

User Guide for Administrators

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

TIMES PRO Introductory Guide.

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Standard Setup Workflow

To setup a new TIMES PRO Leave System, the Administrator begins by setting up the **Core Essentials**.
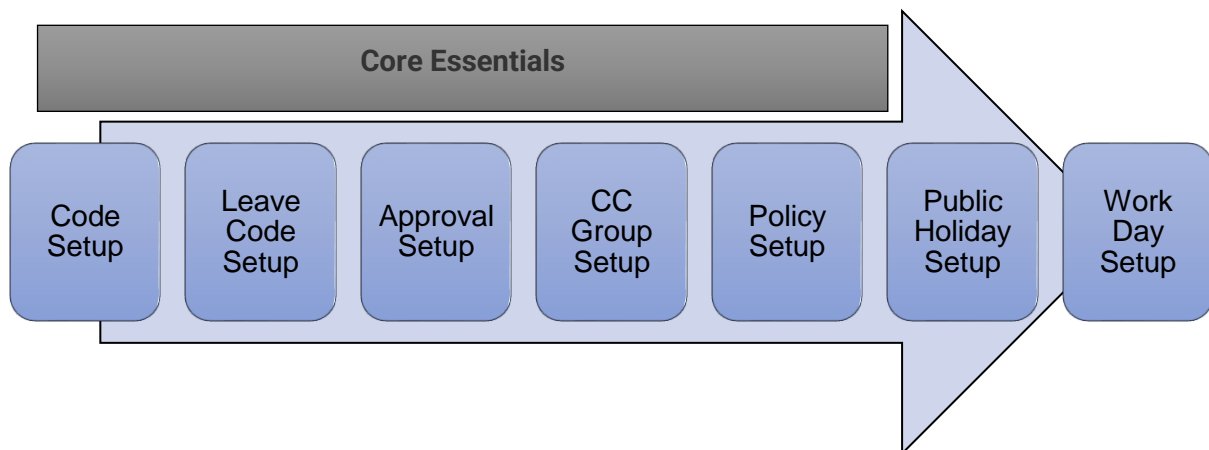
Figure 1 TIMES PRO Leave Core Essentials setup workflow

First master codes for drop-down lists (such as list of Leave Schemes) that will be used in the system will be setup in **Code Setup**.

Next, different types of leave are setup in the **Leave Code Setup**.

Following that the approval flow for employees' leave applications submissions are setup in the **Approval Setup**. The Administrator can create different approval flow for each type of leave. Additionally, the Administrator can assign HR, Entry Officer and Administrator role to specific employees in **Approval Setup**.

Carbon copy mailing list can be setup in **CC Group Setup**. When employees' leave applications are submitted and/or approved, email notifications can be sent out to the recipients in the mailing list. This setup is optional.

The corporate leave policy write-up can be created and published from the **Policy Setup**.

The list of public holidays for the year can be setup and maintained at **Public Holiday Setup**.

If there are specific days that count as half work day or full work day for applying leave, the Administrator can specify them at the **Work Day Setup**.

After the Core Essentials are done, the Administrator continues the system setup with the **Leave Entitlement** and **Proration**.
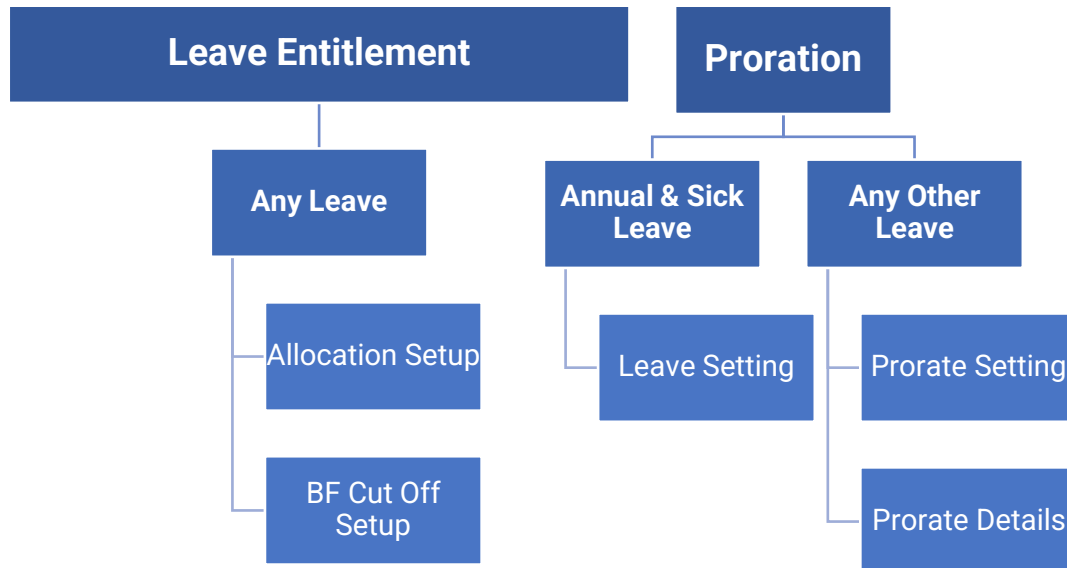

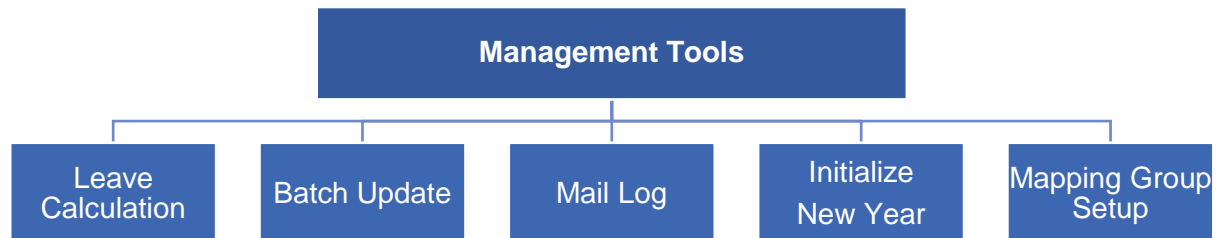*Figure 2 TIMES PRO Leave Leave Entitlement and Proration setup components*

The employees' leave entitlement days by service year and the maximum leave days that can be brought forward to the next year is setup at **Allocation Setup**.

If there is a company leave policy where employees need to consume all brought forward leave by a specific date in the current year, then the Administrator can process this at **BF Cut Off Setup**.

Calculation method for leave entitlement and proration of annual leave and sick leave can be setup at **Leave Setting**.

For other types of leave, the leave proration calculation method can be setup by using either the simple **Prorate Setting** or the advanced **Prorate Details**.

The system provides additional tools to assist the Administrator in managing employees' leave information.

Figure 3 TIMES PRO Leave Administrator Management Tools

Leave Calculation calculates the employees' leave entitlements and balances.

Batch Update allows the Administrator to adjust leave taken and leave entitlements for a group of employees.

Mail Log tracks all email notifications sent out by the system.

Initialize New Year provides 3 key functions; and they are to generate the next year's leave calendar with public holiday information, bring forward employees' annual leave balances to the next year and define the leave proration and settings for the new year.

Mapping Group Setup provides the Administrator the tool to change the criteria for **Data Filters** and apply this criterion to specific user role in the system. For example, the Administrator can change the ***Department Data Filter*** in **Apply Leave** for **HR** users to filter by ***Section***. So, HR can then filter the list of employees by ***Section*** instead of ***Department*** in the **Apply Leave** web page.

Core Essentials

Code Setup

You can create and manage master codes in **Code Setup**. Codes defined here are used to populate drop-down lists in the TIMES PRO Leave system.
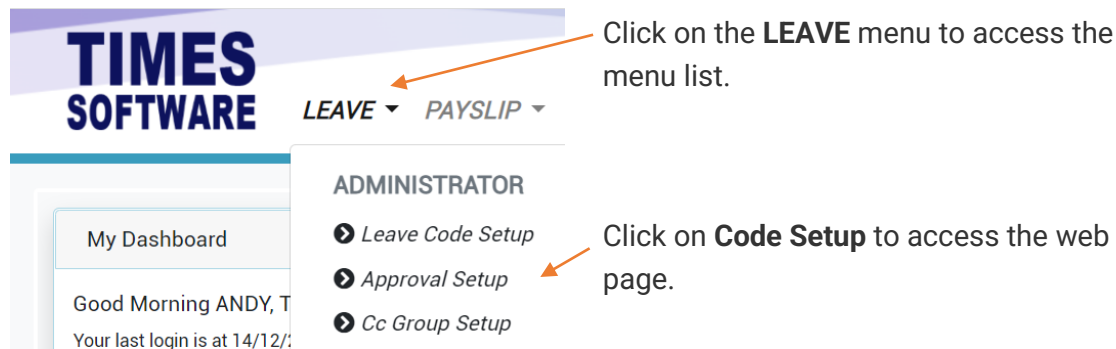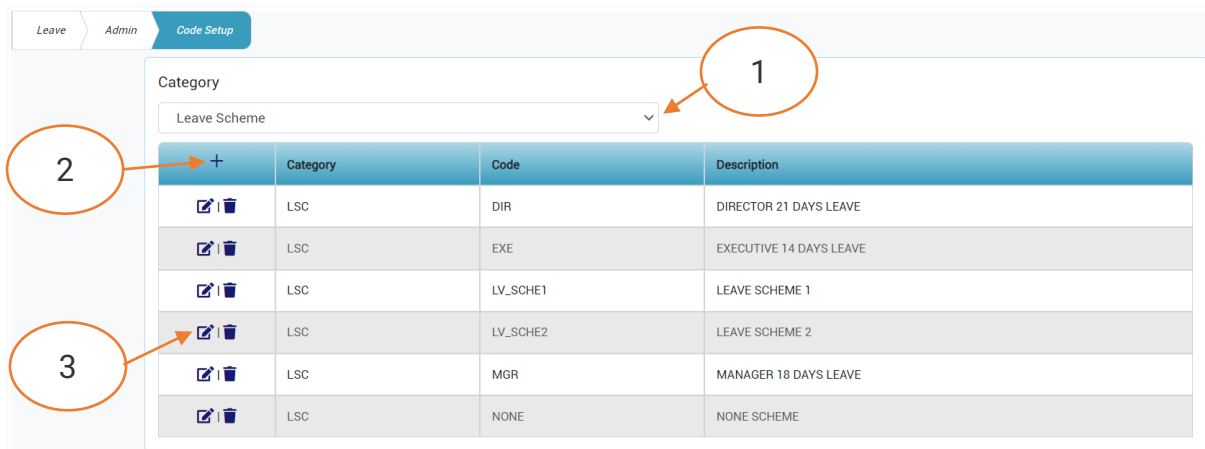

Click on the **LEAVE** menu to access the menu list.

Click on **Code Setup** to access the web page.

Figure 4 TIMES PRO Leave Administrator menu

Figure 5 TIMES PRO Leave Code Setup web page sample

1	Choose a **Category** for the codes.
2	Click on the ➕ **Add** button to create a new code.
3	If you want to edit an existing code, click on the 🖉 **Edit** button. To delete a code, click on the 🗑 **Delete** button.

Leave Code Setup

In the **Leave Code Setup** you can setup a master catalogue of leave types that can be applied by your organisation's employees in the system. You can setup different catalogue of leave types for each **Leave Scheme**.
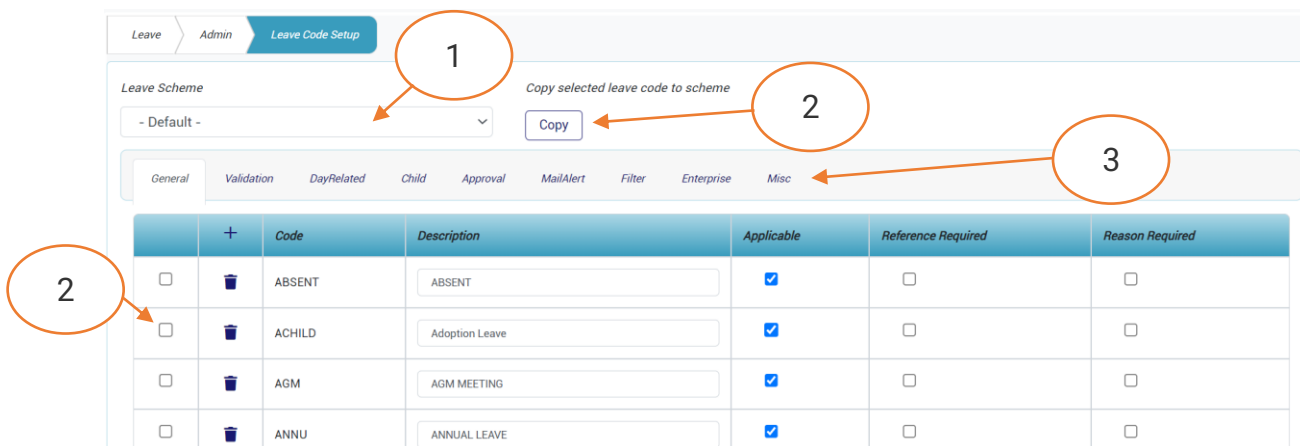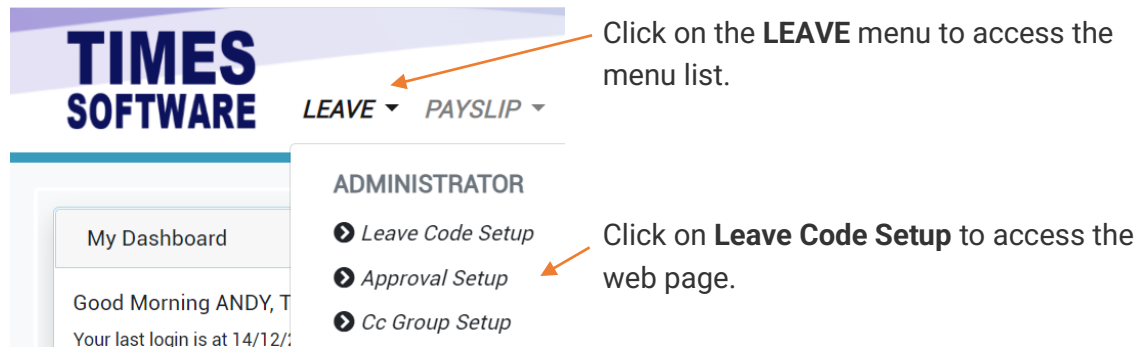
Click on the **LEAVE** menu to access the menu list.

Click on **Leave Code Setup** to access the web page.

Figure 6 TIMES PRO Leave Leave Code Setup web page sample

1	Choose a **Leave Scheme** to see the list of leave code setup for the scheme. Each **Leave Scheme** can have its own list of leave code setup.
2	If you want to copy the leave code setup from one Leave Scheme to another, first tick the checkbox to select the leave code and click on the **Copy** button to open the **Copy** pop-up window. From there, choose your destination **Leave Scheme** and click the **Copy** button.
3	Click on the categories to browse their leave code setup. There are many settings to take note and they are explained in the chapter **Understanding the Leave Code Setup columns**.

Understanding the Leave Code Setup columns

General

Column Name	Description
Code	The leave code.
Description	The leave name.
Applicable	Tick the checkbox to enable the leave type to be used for the leave application.
Reference Required	If the checkbox is ticked, **"Reference No"** will be a compulsory field to fill in when applying for a leave.
Reason Required	If the checkbox is ticked, **"Reason"** will be a compulsory field to fill in when applying for a leave.

Validation

Column Name	Description
Attachment Required	Fill in the value to enable the attachment function. 	Value	Purpose
[blank]	Disable the attachment function.
999	Attachment is optional.
0 or [positive value]	Attachment is compulsory when the total day/hour is greater than or equal to specified value.	
Message	The administrator can setup a message which will be shown to the user in the leave application depending on specific condition and the condition is determined by a symbol placed before the message. | Value	Example Setup	Purpose
---	---	---
&<Message>	**&**This is a sample message	If you place **&** symbol before the message, only when the user submits the leave application successfully this message will be shown to the user.	

Column Name	Description		
	%<Message>	**%**This is a sample message	If you place **%** symbol before the message, when the user chooses this leave type in the leave application this message will be shown to the user.
	<Message>	This is a sample message	If you do not place any symbol before the message, this message will be shown to the user after the user clicks on the **Submit** button in the leave application regardless of whether the leave application was submitted successfully.
Confirmed	System will control the leave type based on employee's confirmation date. If the checkbox is ticked, only confirmed employees can proceed with their leave applications.		
Gender	Indicate only if the leave is applicable to specific gender employees.		
Marital Status	Indicate only if the leave is applicable to employees with specific marital status.		
Nationality	Only employees belonging to this nationality can apply for this leave.		
Category Code	Only employees belonging to this category can apply for this leave.		
Scheme	Only employees belonging to this scheme can apply for this leave.		
Block Cancel	Specify the dates to forbid the employee on cancelling the leave. Set as dd/mm/yyyy or block dates dd/mm/yyyy-dd/mm/yyyy (no space). Use comma (,) to denote multiple selections. No need to be in ascending or descending order.		
Query	Employees that fulfill the **Query** criteria can apply for this leave.		
Attachment Link	Provide url address to download attachment.		

DayRelated

Column Name	Description		
Calendar or Work Day	**Value**	**Purpose**	
	Calendar Days	Calculate the leave period based on calendar days.	
	Working Days	Calculate the leave period based on working days.	
	Working Hours	Calculate the leave period based on working hours.	
Max Back Day	Allows the employee to apply back-dated leave; Value should be set as positive. Whether its days or hours is based on the Leave Code Setup's "**Calendar/Work Day**" setting. Example: *Max Back Date Day = 7 and Calendar/Work Day = Working Days* means the s*ystem will allow the employee to apply backdated leave up to 7 working days, whereas setting it to 0 or blank will disable the function.*		
Max Advance Day	Limit the period that the employee can apply for future-dated (advance) leave. Set the value as number of days which will be calculated from the current date. Leaving this blank will disable this feature. Example: *Assuming today's date is 1ˢᵗ October, 2022. If the administrator sets the Max Adv Day as **30** for this leave employees can apply for this leave from 1ˢᵗ October, 2022 to 30ᵗʰ October, 2022. They cannot apply this leave from 31ˢᵗ October, 2022 onwards as this period has exceeded the advance leave limit.*		
Max Day Per App	Set the maximum days allowed to be applied per application. Setting it to [blank] will disable the function.		
Max Day Previous Year	Allows the administrator to set the maximum number of calendar days employees' leave can be backdated before the end of the previous year. Value should be set as positive, whereas setting it to 0 or blank will disable the function. Example: *For Annual Leave, assuming the current year is 2022, if the administrator sets the Max Day Previous Year as **31** employees can apply for leave from December 1, 2021 onwards (**31** days*		

Column Name	Description
	before the year-end). System will not allow any employees to apply leave earlier than December 1, 2021.
Max Day Next Year	Allows the administrator to set the maximum number of calendar days that employees can apply for leave calculated from beginning of next year. Value should be set as positive, whereas setting it to 0 or blank will disable the function. Example: *For Annual Leave, assuming the current year is 2022, if the administrator sets the Max Day Next Year as **31** employees can apply for leave from January 1, 2023 to January 31, 2023 (**31** days calculated from beginning of next year). System will not allow any employees to apply leave later than January 31, 2023.*
No Half Day	If the checkbox is ticked, employees cannot apply for half day leave for this leave type.
Sat Full Day	Set Saturday as full or half working day.
PH Full Day	Set PH as full day when employee apply the leave.
Continuous Day	Applicable for leave that needs to apply in block or continuous days.
	<table><tr><th>Value</th><th>Purpose</th></tr><tr><td>[blank]</td><td>Disable this function.</td></tr><tr><td>[positive number of calendar days]</td><td>When employees apply for leave, system automatically assigns the number of calendar days for the leave period (as a block leave). However, they can still change the end date for the leave.</td></tr><tr><td>[negative number of calendar days]</td><td>When employees apply for leave, system automatically assigns the **mandatory** number of calendar days for the leave duration (as a block leave). Employees cannot change the leave period.</td></tr></table>
Denied Date	Specify the period where employees cannot apply for this leave. Set as **dd/mm/yyyy** or block dates **dd/mm/yyyy-dd/mm/yyyy** (no space). Use comma (,) to denote multiple selections. No need to be in ascending or descending order.

Column Name	Description
Urgent Leave	Specify the number of calendar days calculated from the current date. Leave applied within this period is considered as urgent leave. Setting **0** to "**Urgent Leave**" means leave applied exactly on the current date is considered as urgent leave. Setting it to [blank] will disable the function.

Child

Column Name	Description
Select Child	User can select child from the drop-down list in leave application based on the employee's child's information stored in the family records.
Max Child's Age	User would be able to cap the maximum child's age eligible for the child care leave application.
Max Day per Child	Limit the leave entitlement in a year. Must tick **Select Child** in order for this function to work. Example: *If the Child Care Leave's Max No. of Day per Child is set as **3**, an employee can only consume a maximum of **3** days of his/her child care leave entitlement in a year regardless of the number of children that he/she has.*
Child's Nationality	The leave can only be applied if the employee's child is of a specific nationality. Example: If *Enhanced Childcare Leave 'Child's Nationality' is set to SING (as in Singapore) only employees with Singaporean child are eligible to apply for Enhanced Childcare Leave.*
Child Age Method	Calculation Method for Child Care Leave can be set as *Calendar, Anniversary* or *Exact Anniversary*. <table><tr><td>**Method**</td><td>**Purpose**</td></tr><tr><td>**Calendar**</td><td>Leave calculation is based on calendar year which is from January to December. Although the child has reached 7 years old before year end the leave application</td></tr></table>

Column Name	Description	
		is still allowed to be submitted until December. System will determine the youngest child based on the current date. Example: Assuming the *child has turned 7 years old on September 12, 2022 the child's father/mother is still allowed to apply for childcare leave until 31st December 2022.*
	Anniversary	Same as the **Calendar** method but system will determine the youngest child based on leave application's 'Start Date'.
	Exact Anniversary	Leave calculation is based on child's date of birth. Once the child reached 7 years old the leave application will not be allowed to be submitted. Example: Assuming the *child turned 7 years old on September 12, 2022 the child's father/mother is not allowed to apply for childcare leave after September 12, 2022.*

Approval

Column Name	Description
Auto Approved	If the checkbox is ticked, it will enable the leave application for this leave type to be automatically approved upon submission.
Last Approver	Leave code to be approved by **Last Approver** (predefined employee code), the application will first go through the approver(s)' approval(s) and then it can only be final approved by this **Last Approver**.
Select Sup	If enabled, the leave applicant can choose the supervisor to approve the leave application.

Column Name	Description		
	The list of supervisors that the employee can choose is determined by the following selection:		
	Value	**Purpose**	
	By All Employee	All employees can be chosen.	
	By Department	The employees from the same department as the leave applicant can be selected.	
	By Profile	The list of employees that are indicated as **Supervisor** in their **Employee Record Other** section in TimesPay 8 that can be selected.	
Cover Duty	If enabled, the leave applicant can choose a colleague to be his/her cover duty officer when he/she goes on leave.		

MailAlert

Column Name	Description		
CC Required	**Value**	**Purpose**	
	[Blank]	Disable the CC function.	
	Auto	System will automatically send cc emails to the list of employees defined in **CC Group Setup**.	
	Optional	Employee can decide whether to send cc email to the person that was setup in **CC Group Setup**.	
	Self Input	Employee self define the person to include into the cc email list.	
HR Alert	Send email to HR if leave application is submitted and/or final approved.		
No Alert	If the checkbox is ticked, no email notification will be sent to the approvers when an employee applies for this leave.		
CC Upon Approved	Allows the administrator to assign the person to receive a CC email upon the approval of employee's leave. Key in the Employee No. and use comma (,) as a separator for multiple employees.		
CC On Zero Entitlement	Send CC email to employee(s) defined here if the employee's leave entitlement balance is 0.		

Column Name	Description
CC Previous Approver	If the checkbox is ticked, previous approver will receive an email notification upon the approval of employee's leave application.

Filter

Column Name	Description	
Year To Date Entitlement	**Value**	**Purpose**
	[Blank]	Employee can consume the leave base on the login period entitlement.
	By Start Date	Employee can consume the leave base on leave start date's entitlement.
	By Last Period	Employee can consume the leave up to December's leave balance.
Consume Entitlement	Allows the administrator to define which leave code must consume first before allowing the employee to apply for another leave. Example: If **EMATE Consume Entitlement** field is set as **MATE** employees must consume the Maternity Leave (**MATE**) first before they can apply for Extended Maternity Leave (**EMATE**).	
Advance Leave	This setting has 2 features: **First feature** Specify the number of days (as a positive value) that employees can apply for leave that can exceed their earned leave days balance but not exceeding their total leave entitlement balance at year end. Setting it to 0 or blank will disable the function. *Examples:* *If Advance Leave is set as 3, an employee having 2 earned leave days balance and 6 total leave entitlement days balance at year end*	

Column Name	Description
	can apply for 5 days of leave (2 earned leave days + 3 advance leave days).
	If Advance Leave is set as 3, an employee having 2 earned leave days balance and 4 total leave entitlement days balance at year end can apply for 4 days of leave (2 earned leave days + 2 advance leave days capped by entitlement days balance at year end).
	Second feature
	Specify the number of days (as a negative value) that employees can apply for leave that can exceed their total leave entitlement balance at year end.
	Setting it to 0 or blank will disable the function.
	Example:
	If Advance Leave is set as -3, an employee having left 5 annual leave days balance left as at year end can apply for 8 days of annual leave.

Enterprise

Column Name	Description
Leave Type	Choose the applicable special leave type (that has special conditions and calculations), otherwise leave it blank.

Value	Purpose
Adoption Leave	Enable leave eligibility checking based on Singapore government-funded Adoption Leave requirements.
Compassionate Leave	Indicates that the leave is a Compassionate Leave and the applicable number of leave days are based on the leave applicant's relationship with the deceased.

Column Name	Description	
	Government Paid Pate	Enable leave eligibility checking based on Singapore government-funded Paternity Leave requirements.
	Hosp Leave	Indicates that the leave is a Hospitalization Leave which shares the leave entitlement with Sick Leave.
	OIL Leave	Indicates that the leave is an Off in Lieu Leave in which the leave's entitlement is granted manually to the employee by the management on a case by case basis and can expire.
	RO Leave	Indicates that the leave is an Off in Lieu Leave adjustment which allows the user to request for Off in Lieu Leave entitlement.
	Shared Parental Leave	Enable Shared Parental Leave entitlement based on Singapore government-funded Maternity Leave requirements.
	Sick Leave	Indicates that the leave is a Sick Leave which shares the leave entitlement with Hospitalization Leave.
Condition	Specifies additional conditions for the leave and is typically used for custom software. This setup is strictly managed by TIMES SOFTWARE's authorized personnel.	
Leave Group	The Administrator can assign one or more leave types to a main leave to share their leave entitlements. *Example: If we assign Family Day Leave (which has 2 entitlement days) and Study Leave (which has 3 entitlement days) to Annual Leave (which has 10 entitlement days), when the employee applies for 2 days of Family Day Leave and 3 days of Study Leave the total 5 days applied will be deducted from the 10 days of Annual Leave. The employee will then have a balance of 5 days of Annual Leave.*	

Misc

Column Name	Description		
BF Method	**Value**		**Purpose**
	Ordinary		Balance leave can be brought forward to next year based on the defined Carry Forward Leave Method.
	Perpetual		Balance leave will be brought forward to next year as the next year's opening leave entitlement as long as the employee is still employed.
	None		Balance leave will not be brought forward to next year.
Max BF	Maximum number of leave balance that can be brought forward to the next year.		
Calculation Method	Choose the calculation method from the drop-down list. If left blank, it will be defaulted to Use Ent Days.		
	Value		**Purpose**
	Leave Prorate Detail		The leave will prorate the entitlement days based on the prorate table setup in the Prorate Details.
	Use Ent Days		The entitlement of the leave is based on the fixed entitlement days setup in Leave Code Setup's "EntDays".
	No Entitlement		The leave will not have any entitlement.
Entitlement Days	Fixed the number of entitlement days for the leave.		
Calendar or Anniversary	**Calendar Day** The employees' leave entitlement will be prorated according to their hired date which is on the calendar days (365 days) and the leave cut off is based on their hired date anniversary. **Anniversary Month** The employees' leave entitlement will be prorated according to their date of join. The cut off for their leave will be in the month they joined in the following year.		

Column Name	Description
Weekly Pattern	Define the weekly apply pattern with 7 characters format such as 'FFFAPOO' (which is ordering by days in a week). It means as follows: **FFFAPOO** - **F** means Full Day - **A** means AM - **P** means PM - **O** means Off Day Monday = F - Full day leave is allowed to apply on Monday. Tuesday = F - Full day leave is allowed to apply on Tuesday. Wednesday= F - Full day leave is allowed to apply on Wednesday. Thursday = A - AM leave is allowed to apply on Thursday. Friday = P - PM leave is allowed to apply on Friday. Saturday & Sunday are Off days = O
Link	Key in the url address for the leave. The url address will be accessible via a hyperlink in the Apply Leave web page.
Detail Options	When an employee applies for leave, the employee can fine tune each day of the leave at the **Details** section of the leave application to indicate whether the employee is taking no leave (0 days), half day leave (0.5 day) or full day leave (1 day) and to indicate the number of hours taken for hourly leave. The number of hours that can be selected is by increments of 0.5 hours, meaning 0, 0.5, 1.0, 1.5, 2.0, etc.

Column Name	Description
	Should you need to define a different incremental value selection for the leave, you can use the **Detail Options**. Indicate each value with a **comma** in **ascending order**. Here are examples: For day leave, with **Detail Options** defined as *0,0.25,0.5,0.75,1* the employee can fine tune the daily leave by increments of *0.25* days up to the maximum of *1* day. For hourly leave, with **Detail Options** defined as *0,0.25,0.5,0.75,1,1.25, 1.5, 1.75,2* the employee can fine tune the hourly leave by increments of *0.25* hours up to the maximum of *2* hours.

Approval Setup

The **Approval Setup** function allows you as the Administrator to setup the approval flow for each employee by indicating each employee's reporting supervisors as the employee's TIMES PRO Leave approvers.

These approvers will be responsible in reviewing, approving and rejecting their reporting employees' leave applications.

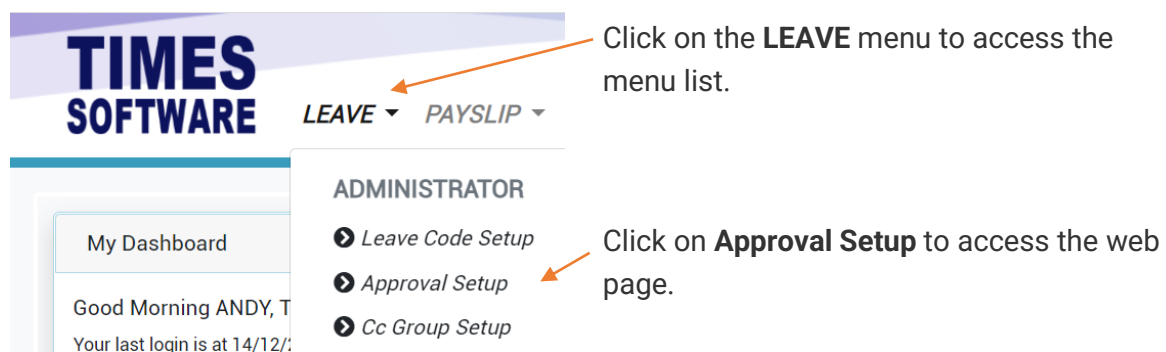Additionally, you can designate the roles of HR, Administrator and Entry Officer to specific employees in this function.

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

Click on **Approval Setup** to access the web page.

Figure 7 TIMES PRO Leave Approval Setup page sample

1	Click on the 🔍 **Search** button to filter the list of employees or enter the employee's number at **Employee** or **Supervisor** field to filter them based on a specific employee or supervisor (Approver). Click on the **Query** button to filter.

2	Enter the information accordingly in the columns to setup the approval flow or role for each employee; and remember to click the **Save** button to save the setup. Refer to the column explanation below.

Column Name	Description
Email	The employee's email address. You can edit it.
Approver	Enter the approver's employee number for each employee. TIMES PRO Leave is using the **Linear Approval Flow**. This means that if you had setup **Approver 1** and **Approver 2** for an employee, the employee's leave application must be approved by **Approver 1** before **Approver 2** can review it; and requires the last approver to final approve the leave application.
Standin	Enter the stand in approver's employee number (if any) for each approver for an employee. For example, **Standin 1** is the stand in approver for **Approver 1**. In the event the employee had submitted the leave application on the day the approver is on leave, the stand in approver can review and approve or reject it. *Note: If Standin 1 approved the leave application, it will route to Approver 2. If Approver 2 is on leave, Standin 2 can review it.*
Entry Query	To grant an employee the **Entry Officer** role, enter the **Query** name that you want to assign to the employee in **Entry Query** column. The Query controls the list of employees that the Entry Officer will manage.
SA/HR Query	To grant an employee the **HR** role, enter the **Query** name in **SA/HR Query** column.
Admin Query	To grant an employee the **Administrator** role, enter the **Query** name in **Admin Query** column.

3	Click on the **Export** button to generate the excel document of the approval flow.

CC Group Setup

You can create a carbon copy ("**CC**") email list in **CC Group Setup** for an employee and in the event the employee applies for leave and/or the leave is approved, the system will send email notifications to the recipients in the employee's CC email list.
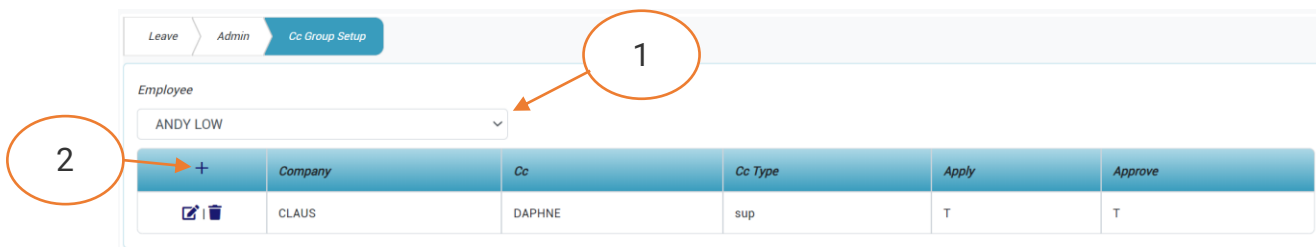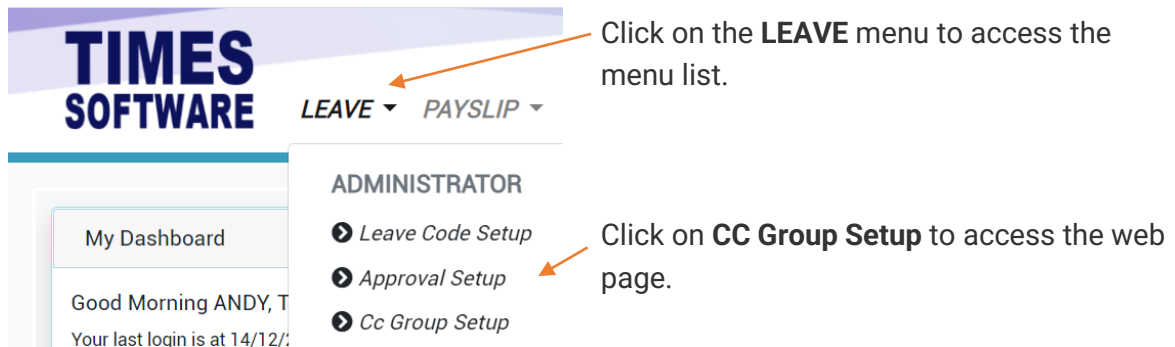
Click on the **LEAVE** menu to access the menu list.

Click on **CC Group Setup** to access the web page.

Figure 8 TIMES PRO Leave CC Group Setup page sample

1	Choose the **Employee** that you want to create the CC email list for.
2	Click on the ➕ **Add** button to create a CC email setup.

Figure 9 Add new cc group setup page sample

3	You can choose the recipient from another **Company**.
4	Choose the employee to **CC** email to. This will be the recipient of the CC email.
5	Choose the **CC Type** whether the email format is an **Employee** or **Supervisor** type.
6	Tick where appropriately, whether the system should send the CC email to the recipient in the event the employee applied for leave and/or when the employee's leave is final approved.
7	Click the **Save** button to save the record.

8	To edit an existing transaction, click on the ☑ **Edit** button. To delete a transaction, click on the 🗑 **Delete** button.

Policy Setup

You can write and publish your organisation's leave policy from **Policy Setup** page.

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

Click on **Policy Setup** to access the web page.

Figure 10 TIMES PRO Leave Policy Setup page sample

1	You can use the word editor to type and format your company's leave policy write-up. Click on the **File** option and select **Preview** to view the output.
2	Remember to click the **Save** button to save the write-up and publish it to the portal for all users to read.

Public Holiday Setup

The list of public holidays can be setup and maintained in **Public Holiday Setup**.

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

Click on **Public Holiday Setup** to access the web page.

Figure 11 TIMES PRO Leave Public Holiday Setup page sample

1	You can choose a **Year** to view and define the public holidays for the year.
2	To view and define public holidays for a specific state, choose **State**.
3	Click on the ✚ **Add** button to create a new public holiday.

Figure 12 Add new public holiday page sample

4	Indicate the **Name** of the public holiday and the **Date**. You can also change the **Year** and **State**.
5	Click **Save** button to save the transaction.

6	To edit an existing transaction, click on the 📝 **Edit** button. To delete a transaction, click on the 🗑 **Delete** button.

Work Day Setup

If you need to indicate a specific day as a full work day or half work day, you can do so at the **Work Day Setup**. When employees apply leave on that day their number of leave days applied in their leave applications will be influenced by the condition that you had setup. For example, if you had setup a day as half work day and an employee applies full day leave on that day the system will regard that leave as a half day leave.

You can also apply this condition to a specific race.

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

Click on **Work Day Setup** to access the web page.

Figure 13 TIMES PRO Leave Work Day Setup page sample

1	To view and define work day setup for a specific state, choose **State**.
2	Click on the ➕ **Add** button to create a new work day setup.

Figure 14 Add new work day setup page sample

4	Determine whether it's half day or full day in **Work Code** and set the **Date**. If this work day setup is applicable to a specific employee race, then choose **Race**.
5	Click **Save** button to save the transaction.

6	To edit an existing transaction, click on the **Edit** button. To delete a transaction, click on the **Delete** button.

Leave Entitlement

Allocation Setup

You can setup the leave entitlement allocation by service years for different leave scheme and leave type; and the maximum number of leave days/hours that can be brought forward to the new year in **Allocation Setup** page.

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

Click on **Allocation Setup** to access the web page.

Figure 15 TIMES PRO Leave Allocation Setup page sample

1	You can choose a specific **Leave Scheme** to setup the leave allocation. If **All Selected Leave Scheme** is used, the leave allocation will apply to all leave schemes on default.
2	Choose the **Leave Type**.
3	Click on the ➕ **Add** button to create a new allocation.

Figure 16 Add new leave allocation page sample

4	Enter the **Service Year From** and **To** range, how many days/hours of leave entitlement in **Entitle** and maximum number of days/hours that can be brought forward in **BF**.
	If an employee have served the company for a duration within the **Service Year** range, then the employee is entitled to the leave entitlement amount in **Entitle**.
5	Click **Save** button to save the transaction.

6	To edit an existing transaction, click on the 📝 **Edit** button.
	To delete a transaction, click on the 🗑 **Delete** button.

BF Cut Off Setup

If your company has a leave policy where there is a cut off date for the current year for employees to consume their brought forward leaves and after the date the company either forfeits or reduces the brought forward leave balances, TIMES PRO Leave has the **BF Cut Off Setup** feature for you to process that policy.

Do note that you should use this feature if your current date is on or has passed the brought forward cut off date.

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

Click on **BF Cut Off Setup** to access the web page.

Figure 17 TIMES PRO Leave BF Cut Off Setup page sample

1	You can choose to process the brought forward cut off for specific employees. To do so, choose the **Department** and **Employee**.
2	Choose the **Leave Type** that you want to process.
3	Determine the **Cut Off Date**.

4	Indicate the maximum number of days/hours of brought forward leave that employees can bring forward after the cut off date. If the company wants to forfeit all brought forward leave balance after the cut off date indicate it as 0. Do take note of the formula that the system uses to calculate the maximum brought forward which is: **Annual Leave BF leave cut-off Formula** *if YTD leave taken (until the cut off date) < BF leave then Adjustment := YTD Leave Taken - BF*
5	Click on the **Process** button to begin the cut off process for the system to update the employees' brought forward leave balance.

Proration

Leave Setting

The **Leave Setting** is the most important feature to setup the proration method of annual and sick leave entitlement and annual leave balances brought forward method. This setting can be applied globally for all leave schemes or different settings can be applied for each leave scheme.

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

Click on **Leave Setting** to access the web page.

Figure 18 TIMES PRO Leave Leave Setting page sample

1	You can use the Leave Scheme Data Filter to filter the list of settings.
2	Click on the ➕ **Add** button to create a new leave setting.

Figure 19 Add new leave setting page sample

3	Indicate the **Year**, **Start Date** and **End Date** for the setting. Typically the setting is for a full year.
4	Choose the **Prorate Method** for the setting. A detailed explanation of the setting can be found at the **Prorate Method** section of this guide.
5	Choose the **Prorate Formula** for rounding. An explanation of the formula can be found at the **Prorate Formula** section of this guide.
6	The **Cut Off Day Variable** is only applicable if **Service Month** is selected for **Prorate Method**; and it is to determine the cut off method for **Service Month**. An explanation of the method can be found at the **Service Month Cut Off Day Variable** section of this guide.
7	Indicate whether Saturday is considered full working day.
8	Indicate the method to bring forward leave balance of employees over to the new year. An explanation of the method can be found at the **Bring Forward Method** section of this guide.
9	Indicate whether to prorate **Sick Leave** and the method to prorate it. Refer to section **Prorate Sick** of this guide for explanation.
10	Click the **Save** button to save the record.

	Year	Start Date	End Date	Prorate Method	Prorate Formula
✏ 🗑	2023	01/01/2023	31/12/2023	Full Entitlement	15. Full
✏ 🗑	2022	01/01/2022	31/12/2022	Full Entitlement	15. Full

Leave Scheme
- All Selected -

Leave Type
- All Selected -

11	To edit an existing transaction, click on the ✏ **Edit** button.
	To delete a transaction, click on the 🗑 **Delete** button.

Prorate Method

Dropdown Selection	Description
Anniversary	The employees' leave entitlement will be prorated according to their date of join. The cut off for their leave will be in the month they joined in the following year.
Anniversary – Full	The employees' leave entitlement will be prorated according to their date of join, but they will be entitled to the full number of earned leave in the first month they joined the company. The leave cut off for the individual employee will be in the month they joined in the following year.
Anniversary – (1st Prorate & 2nd Full)	The employees' leave entitlement will be prorated according to their date of join in their first year and they will be entitled to the full number of leave in their second year. The leave cut off will be in the month they joined in the following year.
Calendar Day	The employees' leave entitlement will be prorated according to their hired date which is on the calendar days (365 days) and the leave cut off is based on their anniversary.
Calendar Day (Entitle in 1st month)	The employees' leave entitlement will be prorated according to their hired date (by calendar) but they will be entitled to the full number of earned leave in the first month they joined the company. The leave cut off for the employee will be by anniversary.
Calendar Day – Full	The employees' leave entitlement will be prorated according to their hired date (by calendar) but they will be entitled to the full number of earned leave in the first month. The difference between this method with **Calendar Day (Entitle in 1st month)** is that the employees will have their full number of leave entitlement starting from the 2nd year and the leave cut off for this method will be in December.
Full Entitlement	The employees' leave entitlement will be prorated according to their service month, but they will be entitled to the full number of earned leave in the first month. Their full number of leave entitlement will start from the 2nd year and the leave cut off for this month is in December.
Full – (No Prorate)	Employees are entitled to the full earned leave in their first service month and is not prorated.

Dropdown Selection	Description
Service Month	The employees' leave entitlement will be prorated according to their service month and the leave cut off is based on their anniversary. The **Cut Off Day Variable** needs to be defined for **Service Month** to determine the cut off method. Refer to **Service Month Cut Off Day Variable** section of this guide for more information.
Service Month (Entitled in 1st month)	The employees' leave entitlement will be prorated according to their service month, but they will be entitled to the full number of earned leave in the first month they joined the company. The leave cut off is based on their anniversary.
Service Year	The employees' leave entitlement will be prorated according to their service month and the cut off is in December.
Service Year – (Entitle in 1st month)	The employees' leave entitlement will be prorated according to their service month, but they will be entitled to the full number of earned leave in the first month they joined the company and the cut off is in December.
Service Year – Financial	The employees' leave entitlement will be prorated according to their service month and the cut off is in the last month of the company's financial period.
Service Year – (cut off July)	The employees' leave entitlement will be prorated according to their service month and the cut off is in the month of July.
Working Day – (Entitle in 1st month)	The employees' leave entitlement will be prorated according to their service days, but they will be entitled to the full number of earned leave in the first month they joined the company. The leave cut off is based on their anniversary.

Service Month Cut Off Day Variable

Cut Off Day Variable of 15

Employees need to work for a minimum of 15 calendar days to qualify as one service month to earn leave.

Cut Off Day Variable of 50

If an employee joined on or before the 15th of the month, the employee's entitlement is equal to 1 service month and employee joined on or after 16th of the month, their entitlement is equal to 0 month.

Cut Off Day Variable of 99

If an employee joined on or before the 15th of the month, the employee's entitlement is equal to 1 service month and employee joined on or after 16th of the month, their entitlement is equal to 1/2 month.

Cut Off Day Variable of 00 and 00C

This setting applies to employees who have worked for more than a year and the cut off day calculates on their termination date.

For variable **00**, if an employee is terminated but has served 1 month based on the employee's hired date, the employee is entitled to 1 service month.

For variable **00C**, if an employee is terminated before the employee serves a full calendar month, for example the employee is terminated early or mid month, the employee's entitlement is equal to 0 month. The abbreviation **C** means **Calendar**.

Refer to the illustration for a sample idea on how this works.

| | | Hired : 5 Feb 2022 | | Hired : 5 Feb 2022 | | Hired : 5 Jun 2020 | | Hired : 5 Jun 2020 | |
| | | Terminate 4 Sep 2022 | | Terminate 3 Sep 2022 | | Terminated : 4 Sep 2022 | | Terminated 30 Sep 2022 | |
		00	00C	00	00C	00	00C	00	00C
1	Jan-22	0	0	0	0	1	1	1	1
2	Feb-22	0	0	0	0	1	1	1	1
3	Mar-22	1	1	1	1	1	1	1	1
4	Apr-22	1	1	1	1	1	1	1	1
5	May-22	1	1	1	1	1	1	1	1
6	Jun-22	1	1	1	1	1	1	1	1
7	Jul-22	1	1	1	1	1	1	1	1
8	Aug-22	1	1	1	1	1	1	1	1
9	Sep-22	1	1	0	0	1	0	1	1
10	Oct-22	0	0	0	0	0	0	0	0
11	Nov-22	0	0	0	0	0	0	0	0
12	Dec-22	0	0	0	0	0	0	0	0
		in the Hired year, 00 & 00C shared the same logic		in the Hired year, 00 & 00C shared the same logic		in Sept 2022, 00 entitled to 1 month entitlement because the termination day is 1 day before the hired day.		in Sept 2022, 00 entitled to 1 month entitlement because the termination day is after the hired day.	
		the Employee has 7 completed months.		the Employee has 6 completed months.		in Sept 2022, 00C entitled to 0 month entitlement because C stands for Calendar. So after the hired year, he needs to fulfill 1 calendar month to get 1 month entitlement.		in Sept 2022, 00C entitled to 1 month entitlement because he works full month.	

Figure 20 Leave Setting Cut Off Day Variable of 00 and 00C sample illustration

Prorate Formula

Dropdown Selection	Description
Prorate	Computations based on either month/day (**Prorate Entitlement**) correct to 2 decimal places.
Round	Computation for monthly earned leave correct to the nearest whole. *E.g. ≥0.5 = 1.0*
Round up (1.05 => 2.00)	Computation for monthly earned leave based on rounding up anything more than 0.01. *E.g. ≥0.01 = 1.0*
Round Down	Computation for monthly earned leave where the value is rounded down to the nearest full value. *E.g. 0.9 = 0, 1.6 = 1*
Quarterly	Computation for monthly earned leave correct to the nearest quarter. *E.g. >0 and ≤0.25 becomes 0.25, >0.25 and ≤ becomes 0.5*
Half	Computation for monthly earned leave rounded to the nearest half where less than 0.5 will round to 0.5 and greater than 0.5 will round to 1. *E.g. 0.1 = 0.5, 0.6 = 1*
Half (>= 0.25 & <= 0.75)	Computation for monthly earned leave where any leave fall in between 0.25 and 0.75 will become 0.5. *E.g. 0.25 to 0.75 = 0.5, anything greater than to 0.25 or 0.75 will be 0.5 but anything below 0.25 will become 0 and anything above 0.75 will become 1*
Half (< 0.25:= 0 or 0.25 .. 0.74:= 0.75 or >= 0.75:= 1)	Computation for monthly earned leave where less than 0.25 rounds to 0, 0.25 and above up to 0.74 rounds to 0.75 and 0.75 and above rounds to 1. *E.g. 0.15 = 0, 0.45 = 0.75, 0.8 = 1*

Dropdown Selection	Description
Half (<0.5:=0 or >= 0.5:= 1)	Computation for monthly earned leave where any leave less than 0.5 will be 0 and if anything greater or equal to 0.5 will be round up to 1. *E.g. 0.4 = 0, 0.5 = 1, 0.6 = 1*
Half (<0.5:=0 or ≥ 0.5:= 0.5)	Computation for monthly earned leave where any leave less than 0.5 will be 0 and anything greater and equal to 0.5 will remain as 0.5. *E.g. 0 to 0.499 = 0, ≥ 0.5 to 0.999 = 0.5*
Half (> 0.5:= 1 or <= 0.5:= 0.5)	Computation for monthly earned leave where anything less or equal to 0.5 will remain as 0.5 but anything that is greater than 0.5 will be rounded up to 1. *E.g. 0.4 = 0.5, 0.5 = 0.5, 0.6 = 1*
Half (> 0.5:= 1 or <= 0.5:= 0 or 0.5:=0)	Computation for monthly earned leave where anything less or equal to 0.5 will remain as 0 but anything that is greater than 0.5 will be rounded up to 1. *E.g. 0.4 = 0, 0.5 = 0, 0.6 = 1*
Half (> 0.5:= 1 or < 0.5:= 0 or 0.5:=0.5)	Computation for monthly earned leave where lesser than 0.5 will get 0 but if equal to 0.5 will get 0.5 and if more than 0.5 will round to 1. *E.g. 0.4 = 0, 0.5 = 0.5, 0.6 = 1*
Half (> 0.5:= 1 or < 0.25:= 0 or (>=0.25 or <=0.5:= 0.5)	Computation for monthly earned leave where less than 0.25 or greater than 0.5 will round to 0 or if falls on 0.25 or in between 0.25 to 0.5 will round to 0.5. *E.g. 0.1 = 0, 0.6 = 0, 0.3 = 0.5, 0.4 = 0.5*
Full	Full earned leave entitlement based on the "**Prorate Entitlement**" method.
None	No prorate applied.

Bring Forward Method

Dropdown Selection	Description
All	Carry forward all annual leave balances.
One Year (Without B/F)	Carry forward current year un-consumed annual leave balances excluding brought forward leave balances.
Maximum Day C/F (Allocation)	Carry forward ALL employees' annual leave balances (inclusive of unconsumed/unforfeited brought forward leave balance from previous year) for the current year to the next year. The maximum leave balance for the current year that can be brought forward to the next year is capped based on the maximum **BF** amount defined at **Allocation Setup** by service years. For example: *Assuming **Allocation Setup** has defined employees with service years of 0 – 3 years can **BF** 8 days, If the employee has served the company for 3 years, the employee can carry forward his annual leave balance to the next year not exceeding 8 days.*
Maximum Day C/F (By Percentage)	Carry forward ALL employees' annual leave balances (inclusive of unconsumed/unforfeited brought forward leave balance from previous year) for the current year to the next year not exceeding the number of days calculated based on the following formula: "**Entitle**" multiply with "**BF**" as a <u>percentage</u> in **Allocation Setup**. Example: *Assuming **Allocation Setup** has defined employees with service years of 0 – 3 years has an **Entitle** of **18** days can **BF 8**, the **BF** value is treated as a percentage.* *The calculation will be **18 Entitle** multiply with **BF 8** % = 1.44 days. Employees who have served up to 3 years can bring forward a maximum of 1.44 days of leave balance to the new year.*

Prorate Sick

Specify whether to prorate sick leave for incomplete year employees by indicating **Pro-rate Sick** or don't prorate by indicating **No**.

If **Pro-rate Sick & Hospital** is selected, the proration computation will be based on Ministry of Manpower Singapore ("**MOM**") regulations. Refer to the table below for information accurate as at the date of this guide or refer to MOM website for the latest information.

Number of months of service completed	Paid outpatient sick leave (days)	Paid hospitalisation leave (days)
3	5	15
4	8	30
5	11	45
6 and thereafter	14	60

Prorate Setting

You can use the **Prorate Setting** to define leave entitlement proration for leave types other than annual leave and sick leave. The **Prorate Setting** provides simple criteria for you to define. If you need to define a more detailed criteria, use the **Prorate Details** instead.

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

Click on **Prorate Setting** to access the web page.

Figure 21 TIMES PRO Leave Prorate Setting web page sample

1	Choose the **Leave Scheme**, **Leave Type** and **Year**.
2	Click on the ✛ **Add** button to create a new prorate setting.

Figure 22 Add new prorate setting page sample

3	You can specify an employee's **Nationality** or employee's **Child Nationality** requirement for this leave entitlement.
4	Indicate the **Service Month** that the employee needs to fulfill in order to qualify for this leave entitlement.
5	Indicate the number of days or hours (depending on leave type) of leave entitlement.
6	Click the **Save** button to save the transaction.

7	To edit an existing transaction, click on the [Edit icon] **Edit** button. To delete a transaction, click on the [Delete icon] **Delete** button.

Prorate Details

This is the advanced version of the **Prorate Setting**.

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

Click on **Prorate Details** to access the web page.
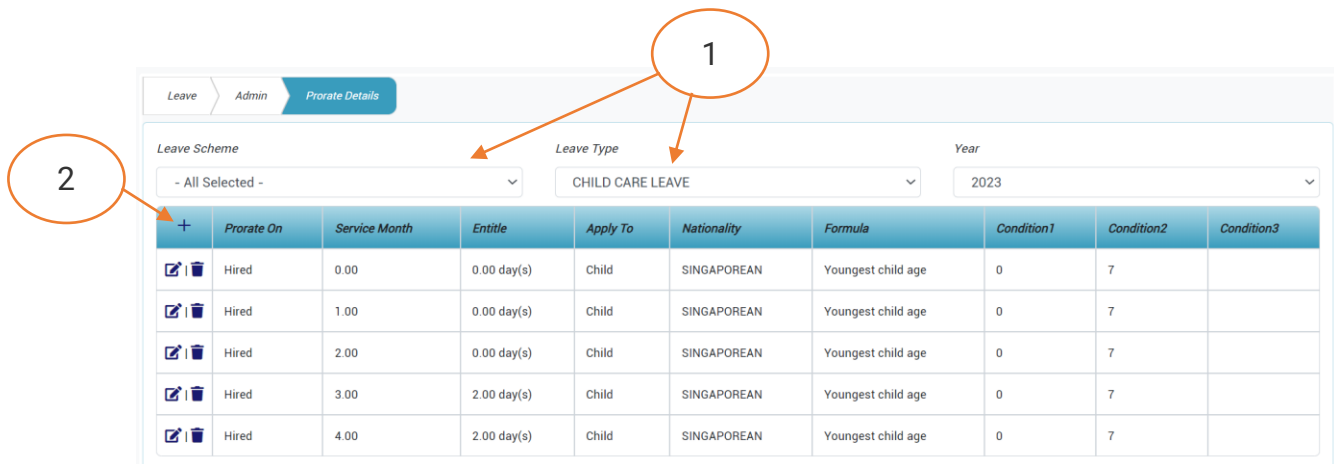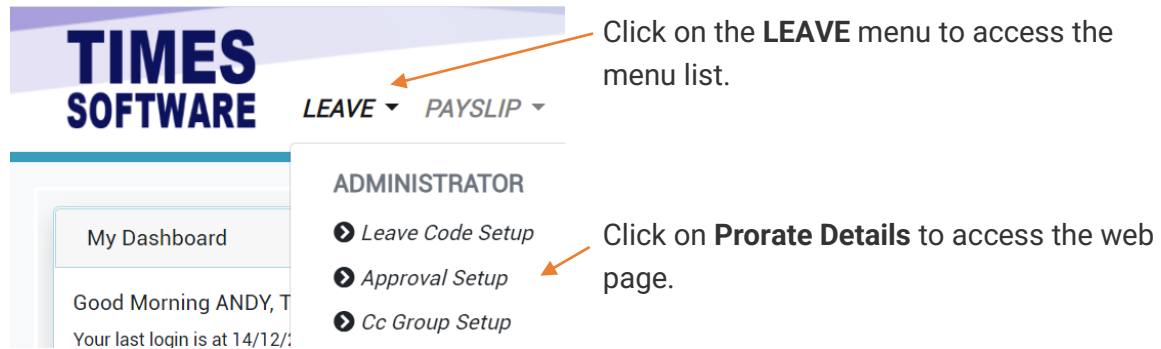
Figure 23 TIMES PRO Leave Prorate Details page sample

1	Choose the **Leave Scheme**, **Leave Type** and **Year**.
2	Click on the ➕ **Add** button to create a new prorate details setting.

Figure 24 Add a new leave prorate details page sample

3	Indicate whether the leave will be prorated based on **Hired Date** or **Termination Date** of the employee**.**
4	Indicate the number of **Service Month**s that the employee need to work to qualify for the leave entitlement.
5	Indicate the entitled number of leave days/hours (based on **Unit**) that the qualified employee will get.
6	Choose either the entitlement will be in **day(s)** unit or based on employee's **Paygroup**.
7	If the leave entitlement applies to a specific nationality, choose **Nationality** and then choose **Apply To** either **Employee** or **Child**.
8	For child care leave types, you can choose **Youngest child age** in **Formula** to apply an age condition to the leave entitlement qualification. If your company has any customised formula, you will be able to choose it.
9	The Conditions allow you to specify a **Formula** condition such as the child age range. *For example, if you set a **0** in **Condition1** and **7** in **Condition2**, and you have specified **Youngest child age** in **Formula**, you effectively defined that the child's age has to be between 0 and 7 years old in order to qualify for this leave.*
10	Click the **Save** button to save the transaction.

Leave Scheme	Leave Type
- All Selected -	CHILD CARE LEAV

+	Prorate On	Service Month	Entitle	Apply To
✎ | 🗑	Hired	0.00	0.00 day(s)	Child
✎ | 🗑	Hired	1.00	0.00 day(s)	Child
✎ | 🗑	Hired	2.00	0.00 day(s)	Child

11	To edit an existing transaction, click on the ✎ **Edit** button. To delete a transaction, click on the 🗑 **Delete** button.

Management Tools

Leave Calculation

With the **Leave Calculation** function, you can get the system to recalculate the employees' leave entitlements and balances. Do note that the process may take some time depending on the size of your data and number of headcounts involved.
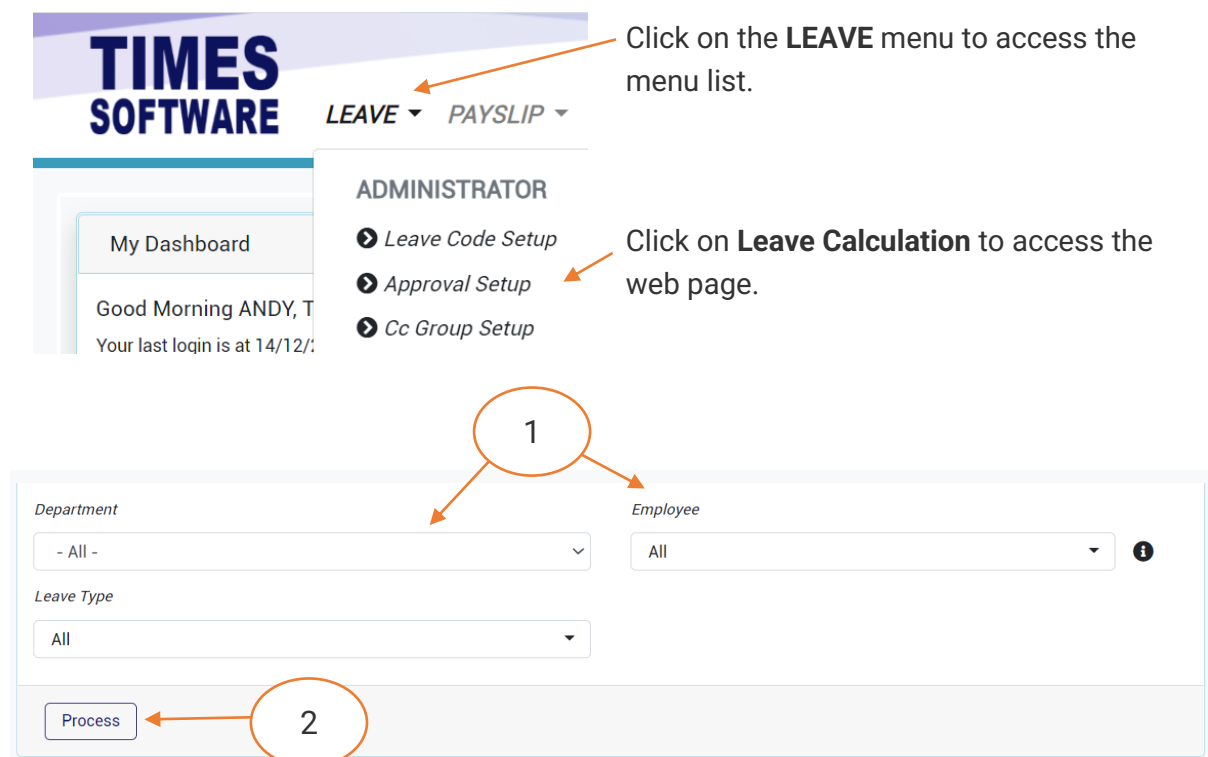
Click on the **LEAVE** menu to access the menu list.

Click on **Leave Calculation** to access the web page.

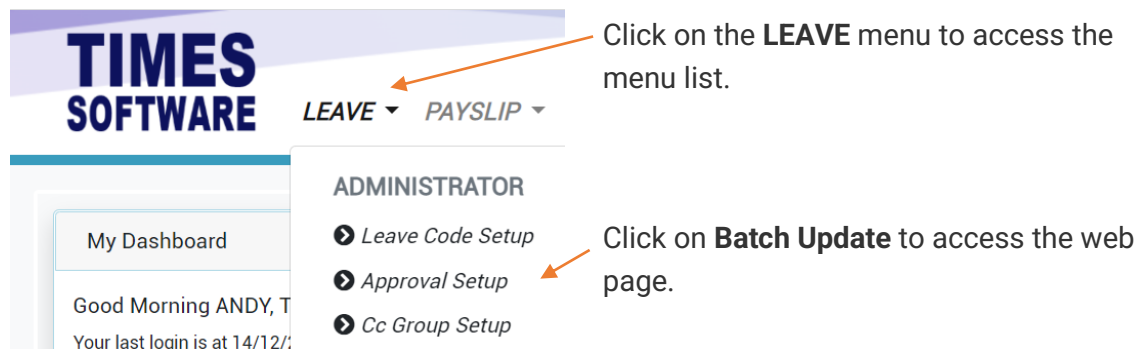*Figure 25 TIMES PRO Leave Leave Calculation page sample*

1	You can choose specific employees to recalculate their leave entitlements and balances. Also, you can choose to recalculate a specific **Leave Type**. If you had selected employees, you could see your selection when you click on the ❶ **Info** button.
2	Click on the **Process** button to start the recalculation.

Batch Update

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

Click on **Batch Update** to access the web page.

Figure 26 TIMES PRO Leave Batch Update page sample

1	You can choose specific employees to update their leave. If you had selected employees, you could see your selection when you click on the ℹ **Info** button.
2	For the **Operation**, you can do one of the following: • **Add Leave Taken**. This will create approved leave applications for employees. • **Delete Leave Taken**. This will cancel leave application for employees.

	• **Add Leave Adjustment**. This will raise **Leave Adjustment** record for employees to adjust current year leave balance, adjust B/F leave balance or to forfeit leave balance. • **Delete Leave Adjustment**. This will delete **Leave Adjustment** record for employees.
3	Choose a **Leave Type** to update.
4	Depending on what you had chosen for **Operation**, the following information can be filled:
4.1	In **Add Leave Taken Operation**, you will need to fill in the leave application information such as **Start Date**, **End Date**, **Reference No**, **Reason** and **AmPm** if applicable.
4.2	In **Delete Leave Taken Operation**, fill in the **Start Date** and **Reference No** if applicable.
4.3	In **Add Leave Adjustment Operation**, fill in the **Leave Adjustment** record information of **Start Date**, **End Date**, **No Of Day(s)**, **Reference No**, **Reason** and indicate the **Type** of adjustment such as **Adjustment**, **B/F** or **Forfeit**.
4.4	In **Delete Leave Adjustment Operation**, fill in the **Start Date**, **Type** and **Reference No** if applicable.
5	Click the **Process** button to start the batch update.

Mail Log

The **Mail Log** tracks all emails sent out by the system.

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

Click on **Mail Log** to access the web page.

Figure 27 TIMES PRO Leave Mail Log page sample

1	You can use the **Data Filters** to filter the log information. Click the **Query** button to retrieve the information based on your filter criteria.
2	Click on the ✉ **Mail** button to view the contents of the email.

Initialize New Year

Before the start of the new year you must use the **Initialize New Year** feature to prepare the new year leave calendar, process the employees' leave balances to be brought forward to the new year and to determine whether the current leave settings need to be brought forward as well.

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

Click on **Initialize New Year** to access the web page.

Figure 28 TIMES PRO Leave Initialize New Year page sample

1	First, ensure the **Year** to initialize is correct. Then, choose the leave balance bring forward **Method**. Explanation of the Method is found at the **Bring Forward Method for Initialize New Year** section of this guide. Choose the **Leave Type** that you want to bring forward the leave balance to the new year. Then choose the **Option** either **By selection** or **By anniversary on**.
2	You can indicate the **Leave Setting**, that comprises of the **Start Date**, **End Date**, **Prorate Method**, **Prorate Formula**, **Cut Off Day Variable**, **Full Saturday**, **Bring Forward Method** and **Prorate Sick**, that will be used in the new year. If the new year **Leave Setting** will be exactly the same as the current year setting, click on the **Copy** button to retrieve the current setting.
3	Tick the settings that you want the system to carry over to the new year, such as the **Leave Setting** (the settings will be based on what you had selected/copied in step 2), **Prorate Setting** and **Prorate Details** (which is based on the current year settings).
4	Click on the **Process** button to start the initialize new year process.

Bring Forward Method for Initialize New Year

Dropdown Selection	Description
All (balance leave)	Carry forward ALL employees' leave balances (inclusive of brought forward leave from previous year) from current year to new year.
One Year (without B/F)	Carry forward employees' earned leave balances for the current year only over to the new year excluding any brought forward leave from the previous year.
Maximum Days C/F (manual)	Carry forward ALL employees' annual leave balances (inclusive of brought forward leave from previous year) for the current year to the new year not exceeding the "**Max carry forward (0...180 days/hours)**" defined manually by the Administrator in the **Initialize New Year** web page.
Maximum Days C/F (allocation)	Carry forward ALL employees' leave balances (inclusive of brought forward leave from previous year) for the current year to the new year not exceeding the number of days defined in the "**BF**" in **Allocation Setup** web page based on the employees' "**Service Years**". The service years will always be rounded down.
Maximum Days C/F (percentage)	Carry forward ALL employees' annual leave balances (inclusive of brought forward leave from previous year) for the current year to the new year not exceeding the number of days calculated based on the following formula: "**Entitle**" multiply with "**BF**" as a percentage in **Allocation Setup** based on employees' "**Service Years**". The service years will always be rounded down.
None	Do not carry forward any employees' leave balances over to the new year.

Mapping Group Setup

The **Mapping Group Setup** provides the tools for the Administrator to implement and modify **Data Filters** for the web pages in TIMES PRO Leave.
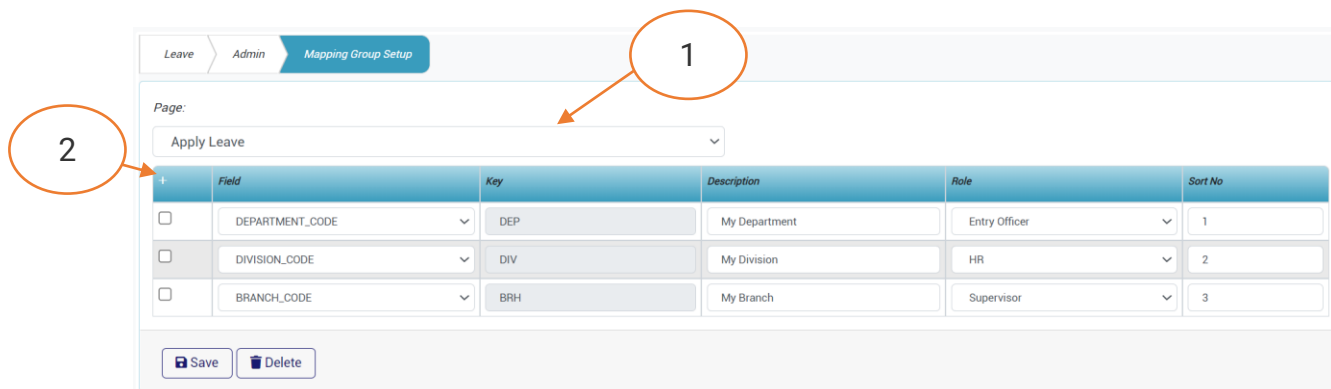
Click on the **LEAVE** menu to access the menu list.

Click on **Mapping Group Setup** to access the web page.

Figure 29 TIMES PRO Leave Mapping Group Setup page sample

1	Choose the web page that you want to modify.
2	Click on the ➕ **Add** button to create a new mapping group setup.

Figure 30 Add new mapping group setup sample

1	Choose the database **Field** for the **Data Filter**.
2	Enter the label **Description** for the **Data Filter**. This will change the existing default description for the **Data Filter** and allows you to modify any existing label description for the filter.
3	You can assign a user **Role** to have access to this **Data Filter**.
4	Indicate the **Sort No** for the **Data Filter**. Multiple **Data Filters** on a web page will be sorted accordingly to the **Sort No**.
5	Click the **Save** button to save the record.
6	To delete the setup, tick the checkbox to select the setup that you want to delete and click on the **Delete** button.

End of Document