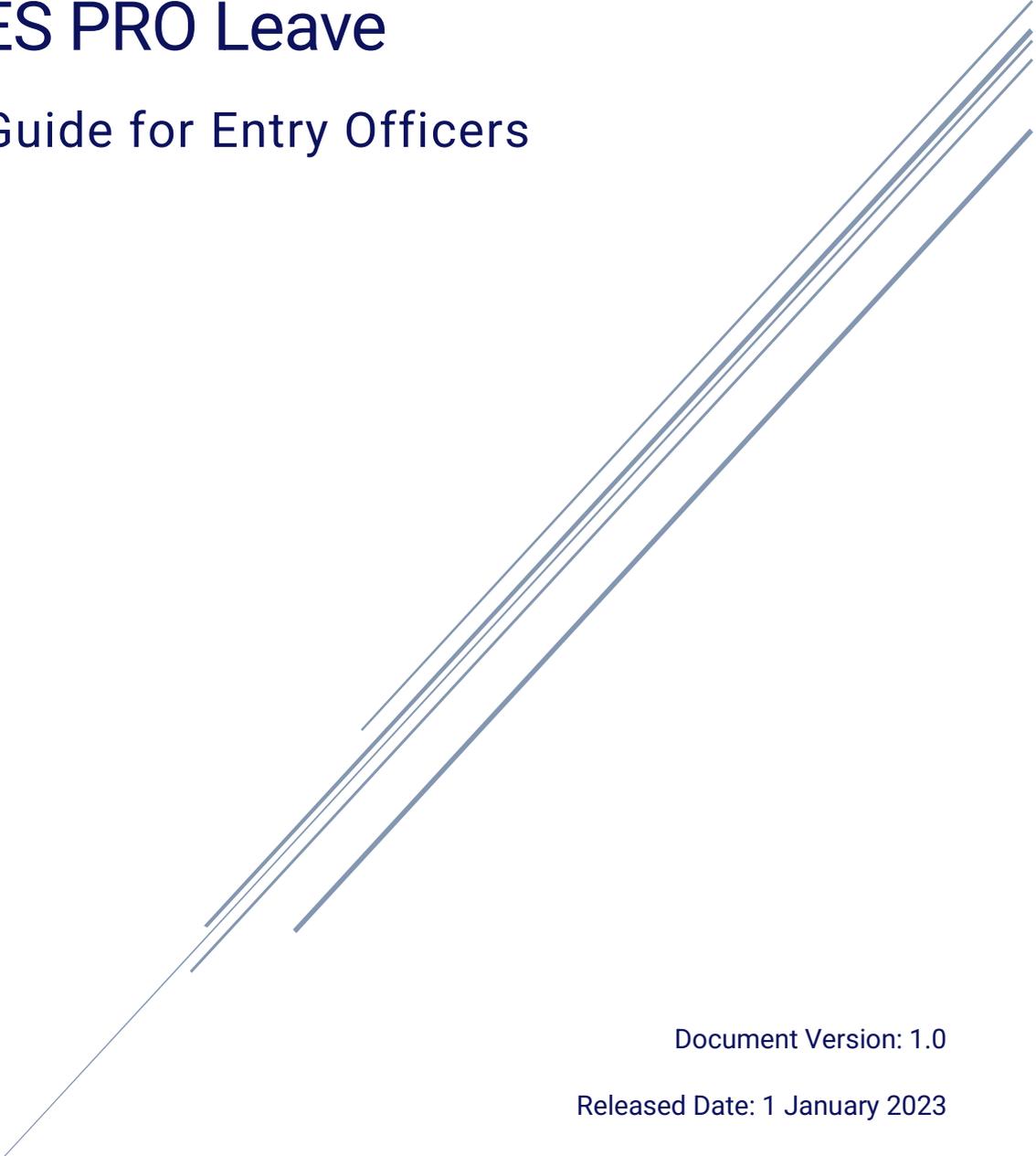


TIMES SOFTWARE

TIMES PRO Leave

User Guide for Entry Officers



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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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Apply Leave

To apply leave on behalf of employees, first access the leave application form.

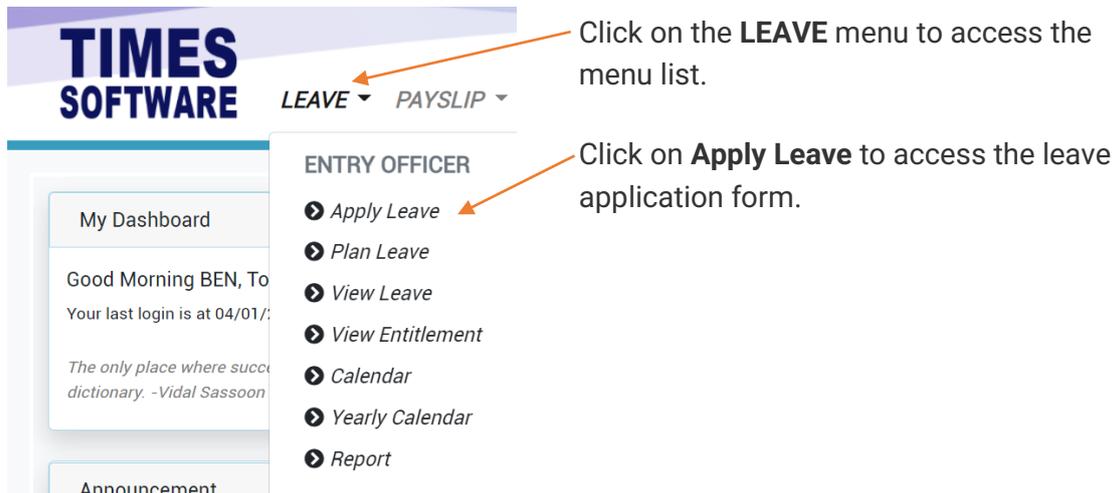


Figure 1 TIMES PRO Leave Entry Officer menu

Leave Entry Officer Apply Leave

Main Details

TOTAL 20 BF 0 ADJUST 0 FORFEIT 0 ENTITLE 20 TAKEN 0 BALANCE 20

Department: FINANCE DEPARTMENT

Employee: BETTY CHIA

Leave Type: ANNUAL LEAVE

Start Date: 11 Jan 2023 End Date: 11 Jan 2023 No Of Day(s): 1

Reference No: Reason*

Approvers: BEN LIM

Submit

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 PH	2 PH	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22 PH	23 PH	24 PH	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Figure 2 TIMES PRO Leave application form

The screenshot shows the 'Main' section of the leave application form. At the top, there is a navigation bar with 'Main' and 'Details' tabs. Below this is a summary bar with various leave balance indicators: TOTAL 20, BF 0, ADJUST 0, FORFEIT 0, ENTITLED 20, TAKEN 0, and BALANCE 20. The form contains several sections:

- Department:** A dropdown menu currently showing 'FINANCE DEPARTMENT'.
- Employee:** A dropdown menu currently showing 'BETTY CHIA'.
- Leave Type:** A dropdown menu currently showing 'ANNUAL LEAVE'.
- Start Date:** A date picker set to '11 Jan 2023'.
- End Date:** A date picker set to '11 Jan 2023'.
- No Of Day(s):** A text input field containing the number '1'.
- Reference No:** An empty text input field.
- Reason*:** An empty text input field.
- Approvers:** A dropdown menu showing 'BEN LIM'.
- Calendar:** A calendar for 'January 2023' showing days from 1 to 31. Some days are marked as public holidays (PH) in blue, and others are marked with red numbers, indicating pending leave.

 Four orange circles with arrows point to specific elements:

- Circle 1 points to the balance bar.
- Circle 2 points to the Department and Employee dropdowns.
- Circle 3 points to the calendar.
- Circle 4 points to the Approver dropdown.

Figure 3 TIMES PRO Leave application form Main section

1	This section shows the employee’s leave balances depending on the Employee that you had selected and the type of leave that you have selected in Leave Type .
2	<p>Choose the Department and Employee to select an employee.</p> <p>Choose the type of leave you want to apply at Leave Type. Select the Start Date and End Date for your leave duration. You may also use the Calendar to determine your leave duration. See item 3.</p> <p>Depending on the leave type you had selected, and your company leave policy, you may need to indicate additional information in the leave application form such as Reference No and Reason.</p>
3	This is the Calendar . Here you can see the leaves that you had applied on behalf of employees and any important information to take note such as public holidays. If you had applied any leave for the employee and the leave is shown in a red colour, that means the leave is pending for approval. If it is green, it is final approved.

	The Calendar also allows you to indicate the duration of your leave that you want to apply. Simply click on the day you want in the Calendar and if you want a longer duration, hold and drag your selection to another date.
4	This section shows the employee’s approvers who will be reviewing the leave application.

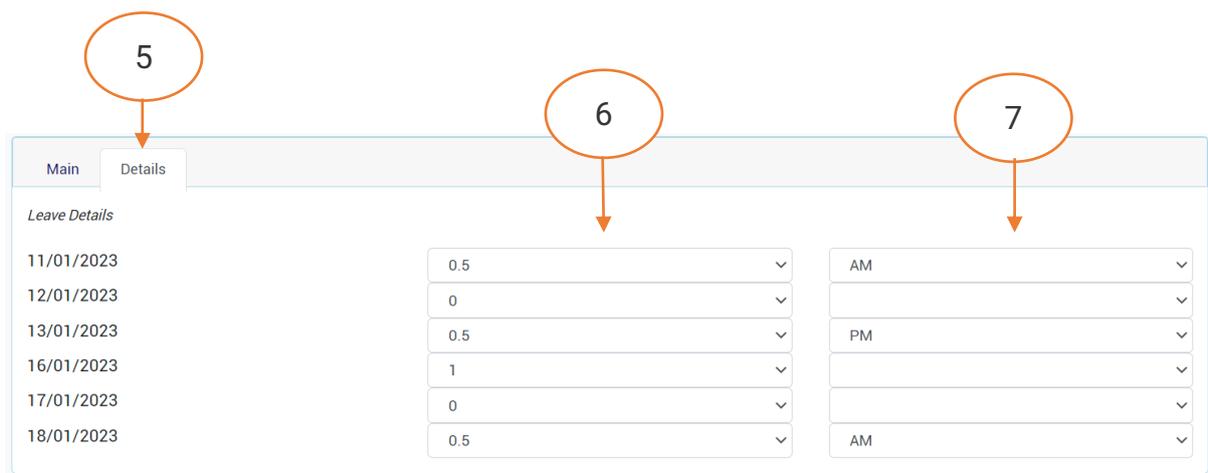


Figure 4 TIMES PRO Leave application form Details section

5	If you have applied for a long duration leave, you can fine tune each day’s leave duration. Click on the Details tab to begin.
6	At each day leave, you can indicate whether it’s a half day leave (denoted as 0.5 day) or not taking leave on that day (denoted as 0 day). If the leave is an hourly leave, you indicate the number of hours instead.
7	When taking half day leave, you can indicate whether it’s a morning leave (denoted as AM) or afternoon leave (denoted as PM).

Main Details

TOTAL 20 BF 0 ADJUST 0 FORFEIT 0 ENTITLED 20 TAKEN 0 BALANCE 20

Department
FINANCE DEPARTMENT

Employee
BETTY CHIA

Leave Type
ANNUAL LEAVE

Start Date 11 Jan 2023 End Date 18 Jan 2023 No Of Day(s) 2.5

Reference No Reason*

Approvers
BEN LIM

Submit

8	Return back to the Main section and you will see that the correct number of leave days applied is reflected here.
9	Click the Submit button to submit the leave application to the approver for review.

View Leave

View Leave page shows the leave applications that have submitted to approver for review and the approval status of these applications.

You can also edit the **Pending** leave applications to make changes to them, as well as to **Withdraw** the pending leave and **Cancel** the approved leave.

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

Click on **View Leave** to access the leave application form.

1

2

3

4

Figure 5 TIMES PRO Leave View Leave web page sample

1	You can make use of the Data Filters to see specific leave applications. Simply select them and the leave information is filtered for you based on your selections.
2	You can see all the leave applications' information that have submitted to the approver(s) for review. The approval status of the leave application is indicated at the Status column. The list of status is as follows:

Status	Description
Pending	Leave application has been submitted and awaiting to get approval from the first approver.
Recommended	First level approver approved the leave application. The leave application is now under review by your second level approver.
Verified	Second level approver approved the leave application. The leave application is now under review by your third level approver.
Approved	Leave application has been approved by final approver.
Rejected	Leave application has been rejected by approver.
Pending for Cancellation	You have submitted your leave cancellation request for your approved leave, and it is awaiting the first approver review.
Recommended for Cancellation	First level approver approved your leave cancellation request. Your request is now under the review by the second level approver.
Verified for Cancellation	Second level approver approved your leave cancellation request. Your request is now under the review by the third level approver.
Cancelled	Request to cancel approved leave has been approved by the final approver.
Withdrawn	You have successfully withdrawn the pending leave application.
3	<p>If the leave application status is at Pending, you can make changes to the leave application.</p> <p>Click on the  Edit button to access the leave application form in order to edit it.</p>
4	<p>You can click on the  Info button to access the Leave Details pop-up window to view the breakdown information of daily leaves that you had applied in a single leave application form. This is especially useful for long dated duration leave application.</p> <p>Additionally, you can Withdraw Pending leave applications and request to Cancel Approved leave applications in the Leave Details pop-up window.</p>

Withdraw Pending Leave

If you have a leave application with **Pending** status, you can choose to withdraw it. No approval is required from the approver to withdraw it.

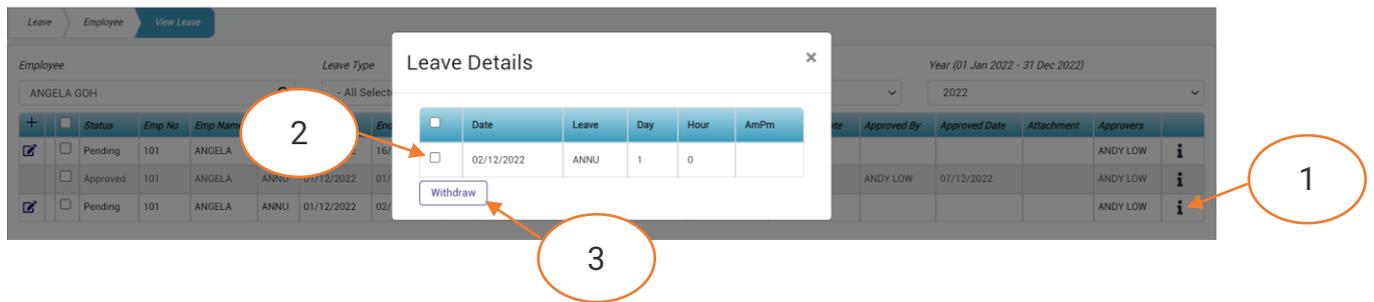


Figure 6 TIMES PRO Leave Leave Details pop-up window with sample pending leave application information

1	Look for the leave application with Pending status and click on the Info button for that leave application to access the Leave Details pop-up window.
2	Tick the checkbox to select the leave day(s) that you want to withdraw.
3	Click on the Withdraw button to withdraw the leave application and the leave application status for the selected day(s) will be marked as Withdrawn .

Cancel Approved Leave

You can request to cancel the approved leave and the request is subjected to approval by your approver(s).

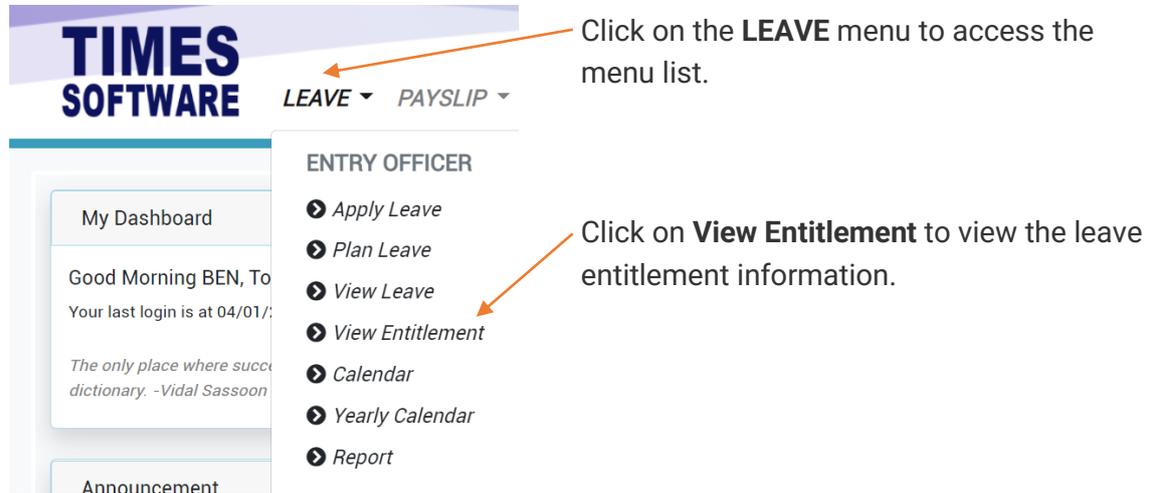
Once the request is final approved, the consumption of the leave will be cancelled and credited back to the employee's leave entitlement balance depending on the type of leave that you had applied for.



Figure 7 TIMES PRO Leave Leave Details pop-up window with sample approved leave application information

1	Look for the leave application with Approved status and click on the Info button for that leave application to access the Leave Details pop-up window.
2	Tick the checkbox to select the leave day(s) that you want to cancel.
3	Click on the Cancel button to send your request to cancel the approved leave to the approver. The leave application status for the selected day(s) will be marked as Pending for Cancellation . The approver(s) will need to approve or reject it.

View Entitlement



Leave Entry Officer View Entitlement

Department: FINANCE DEPARTMENT Employee: BETTY CHIA

Year: 2022

Leave Type	Total	BF	Adjust	Forfeit	Taken	Balance Last Month
Adoption Leave	0.00	0.00	0.00	0.00	0.00	0.00
AGM MEETING	0.00	0.00	0.00	0.00	0.00	0.00
ANNUAL LEAVE	20.00	0.00	0.00	0.00	0.00	18.00
CHILD CARE LEAVE	0.00	0.00	0.00	0.00	0.00	0.00
COMPASSIONATE LEAVE	5.00	0.00	0.00	0.00	0.00	5.00
CHILD SICK LEAVE	0.00	0.00	0.00	0.00	0.00	0.00

Figure 8 TIMES PRO Leave View Entitlement web page sample

The leave entitlement and consumption balance summary is shown in the **View Entitlement** web page. To see the leave entitlement and consumption figures breakdown by month you can click on the leave name in the **Leave Type** column to view the **Monthly Breakdown** pop-up window of that leave.

Period	Entitle	BF	Adjust	Forfeit	Taken	Balance
2022 01	20.00	0.00	0.00	0.00	0.00	20.00
2022 02	20.00	0.00	0.00	0.00	0.00	20.00
2022 03	20.00	0.00	0.00	0.00	0.00	20.00
2022 04	20.00	0.00	0.00	0.00	0.00	20.00
2022 05	20.00	0.00	0.00	0.00	0.00	20.00
2022 06	20.00	0.00	0.00	0.00	0.00	20.00
2022 07	20.00	0.00	0.00	0.00	0.00	20.00
2022 08	20.00	0.00	0.00	0.00	0.00	20.00
2022 09	20.00	0.00	0.00	0.00	0.00	20.00
2022 10	20.00	0.00	0.00	0.00	0.00	20.00

Figure 9 Annual leave entitlement and consumption breakdown by month sample

Plan Leave

You can plan employees' **Annual Leave** at the **Plan Leave** web page.

The screenshot shows the user interface for an Entry Officer. At the top, there is a navigation bar with the TIMES SOFTWARE logo and two dropdown menus: 'LEAVE' and 'PAYSリップ'. Below this is a sidebar with 'My Dashboard' and a greeting: 'Good Morning BEN, To Your last login is at 04/01/'. The main content area shows a list of options for an 'ENTRY OFFICER': 'Apply Leave', 'Plan Leave', 'View Leave', 'View Entitlement', 'Calendar', 'Yearly Calendar', and 'Report'. An orange arrow points from the 'LEAVE' menu to the 'Plan Leave' option, and another orange arrow points from the 'Plan Leave' option to the text 'Click on Plan Leave to view the leave planning page.'

The screenshot displays the 'Plan Leave' web page. It includes a header with 'Leave', 'Entry Officer', and 'Plan Leave' tabs. Below the header, there are filters for 'Department' (FINANCE DEPARTMENT), 'Year' (2023), and 'Employee' (BETTY CHIA). A legend indicates the status of leave: Public Holiday (light blue), Unavailable (grey), Pending (pink), and Planned (green). The main part of the page is a calendar grid for the year 2023, with columns for months (Jan to Dec) and days (1 to 31). The grid shows various leave types planned throughout the year, such as Annual Leave (AN) and Public Holidays (PH). Below the calendar, there are sections for 'Public Holiday' and 'Leave Type'.

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Jan	PH	PH									AN	AN				AN		AN				PH	PH	PH							2.50	
Feb																																0.00
Mar																																0.00
Apr							PH																PH									0.00
May	PH																															0.00
Jun			PH																									PH				0.00
Jul																																0.00
Aug								PH																								0.00
Sep																																0.00
Oct																																0.00
Nov												PH	PH																			0.00
Dec																									PH							0.00

Public Holiday

1/1/2023 NEW YEAR DAY	1/2/2023 NEW YEAR DAY (Repl.)	1/22/2023 CHINESE NEW YEAR	1/23/2023 CHINESE NEW YEAR
1/24/2023 CHINESE NEW YEAR (Repl.)	4/7/2023 GOOD FRIDAY	4/22/2023 HARI RAYA PUASA	5/1/2023 LABOUR DAY
6/3/2023 VESAK DAY	6/29/2023 HARI RAYA HA-JI	8/9/2023 NATIONAL DAY	11/12/2023 DEEPAWALI
11/13/2023 DEEPAWALI (Repl.)	12/25/2023 CHRISTMAS DAY		

Leave Type

AB ABSENT	AC Adoption Leave	AG AGM MEETING	AN ANNUAL LEAVE
CH CHILD CARE LEAVE	CO COMPASSIONATE LEAVE	CS CHILD SICK LEAVE	EC Enhanced Child Care Leave
EM EXTENDED MATERNITY LEAVE	EX EXAM LEAVE	FA FAMILY LEAVE	HO HOSPITALISATION
IN Infant Care Leave	LI OFF IN LIEU	MA Marriage Leave	MA2 MATERNITY LEAVE
NO NONE	NP NO PAY LEAVE	NP2 NO PAY HOUR	NS NATIONAL SERVICE
OV OVERSEAS TRIP	PA PATERNITY LEAVE	RO REPLACEMENT OFF	SC SPECIAL CHILD CARE LEAVE
SE SEMINAR	SI SICK LEAVE	SP Shared Parental Leave	TR TRAINING LEAVE

Figure 10 TIMES PRO Leave Plan Leave web page sample

Employee	Year																															Public Holiday	Unavailable	Pending	Planned
BETTY CHIA	2022																															■	■	■	■
Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total			
Jan	PH																															0.00			
Feb	PH	PH																														0.00			
Mar																																0.00			
Apr																																0.00			

To start planning the leave, click on the box for the date that you want to take leave. If you want to take a long duration leave, click on the box, hold and drag your selection to the final date.

Employee	Year																															Public Holiday	Unavailable	Pending	Planned
BETTY CHIA	2022																															■	■	■	■
Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total			
Jan	PH																															0.00			
Feb	PH	PH																														0.00			
Mar																																0.00			

Plan Leave ✕

Employee	BETTY CHIA	Leave Details	
Leave Code	ANNUAL LEAVE	07/02/2022	1
Date Range	07/02/2022 To 18/02/2022	08/02/2022	1
Reference		09/02/2022	0.5
Remark		10/02/2022	1
		11/02/2022	0
		14/02/2022	0.5
		15/02/2022	1
		16/02/2022	0
		17/02/2022	1
		18/02/2022	1

AM
PM

Submit Close

Figure 11 Plan Leave Details pop-up window sample

1	The Plan Leave Details pop-up window is presented for you to show you the leave dates that you have selected.
2	Similar to Leave Application form Details section, you can fine tune the details of your leave.
3	Click the Submit button to finalise your selection.



Figure 12 Annual leave has been planned for the month

AN	If you see a line above the annual leave, this indicates that you are taking a morning half day leave.
AN	If you see a line below the annual leave, then it is an afternoon half day leave.

At this juncture, if the annual leave is in **Planned** stage (green colour), nothing is submitted to the approver, and you can make changes to the planned leave at any time.

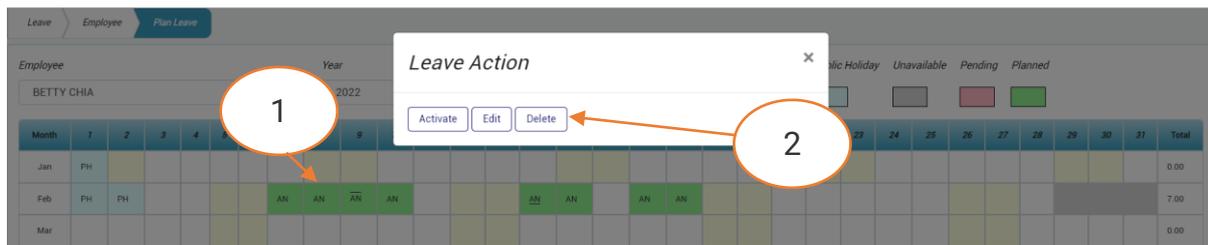
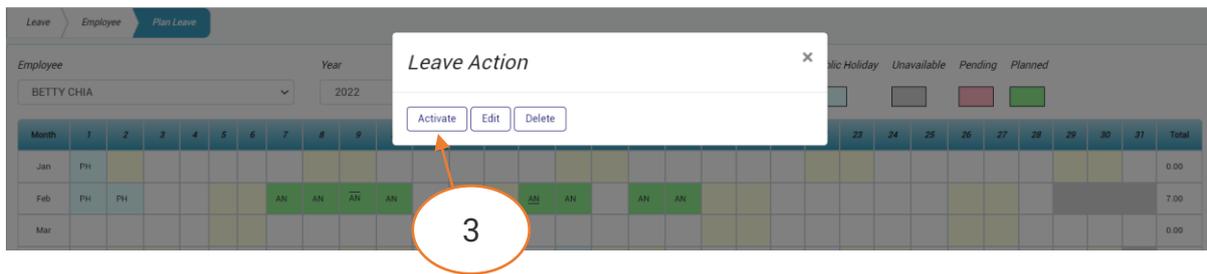


Figure 13 Leave Action pop-up window

1	To make changes to the planned leave, double click on it to open the Leave Action pop-up window.
2	Click on the Edit button to edit the planned leave or click on the Delete button to delete the planned leave. It is important to note that when you delete the planned leave and if the planned leave is a long duration leave submitted from a single submission, you will delete the entire planned leave duration. Therefore, if you want to remove specific days from your long duration planned leave use the Edit button.



3 To confirm your planned leave, click on the **Activate** button to automatically raise a **Leave Application** for it and submit it to the approver for review.



Figure 14 Sample planned leave that was activated and is now pending for review by approver

4 The activated planned leave is now **Pending** review by the approver and is marked as red colour. You can view the submitted leave application from the **View Leave** web page as well.



Figure 15 Pending Leave Action

5 **Pending** leave can be withdrawn and removed from the leave planner. To do this, double click on the **Pending** leave and click on the **Withdraw** button at the **Leave Action** pop-up window.

Click on the **Resubmit** button to resend the leave application to the approver to alert the approver to review it in case the approver had overlooked it.



Do note that you can click on the **Print** button to print out the leave planner.

Calendar

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

Click on **Calendar** to view the **Leave Calendar** page.

1

2

3

4

Mon	Tue	Wed	Thu	Fri
02 Q NEW YEAR DAY (Repl.) 0/5	03 Q 0/5	04 Q 0/5	05 Q 0/5	06 Q 0/5
09 Q 0/5	10 Q 0/5	11 Q 0/5 BETTY CHIA - 0.5 ANNUAL LEAVE AM	12 Q 1/5 ANGELA GOH - 0.5 ANNUAL LEAVE AM	13 Q 1/5 ANGELA GOH - 1 ANNUAL LEAVE BETTY CHIA - 0.5 ANNUAL LEAVE PM 2/5
16 Q 2/5 ANGELA GOH - 0.5 ANNUAL LEAVE PM BETTY CHIA - 1 ANNUAL LEAVE	17 Q 0/5	18 Q 0/5 ANGELA GOH - 1 ANNUAL LEAVE BETTY CHIA - 0.5 ANNUAL LEAVE AM	19 Q 2/5 ANGELA GOH - 0.5 ANNUAL LEAVE AM	20 Q 1/5 ANGELA GOH - 0.5 ANNUAL LEAVE PM
23 Q 0/5 CHINESE NEW YEAR	24 Q 0/5 CHINESE NEW YEAR (Repl.)	25 Q 0/5	26 Q 0/5	27 Q 0/5
30 Q 0/5	31 Q 0/5			

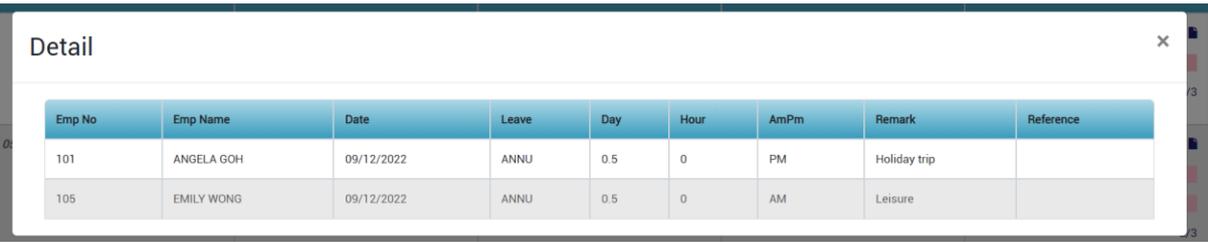
Figure 16 TIMES PRO Leave Calendar sample

- 1 Click on the **Filter** section to expand or collapse the **Data Filters**.

You can make use of the **Data Filters** to view specific information and navigate the calendar.

To print the calendar, click on the **Export** button.
- 2 Click on the  **New** button to raise a **Leave Application** for that day.
- 3 The number shown here indicates the number of staff who have applied for leave on that day out of the total staff count for your department.

You can click on the number to see the leave details of the staff in the **Leave Detail** pop-up window.



Emp No	Emp Name	Date	Leave	Day	Hour	AmPm	Remark	Reference
101	ANGELA GOH	09/12/2022	ANNU	0.5	0	PM	Holiday trip	
105	EMILY WONG	09/12/2022	ANNU	0.5	0	AM	Leisure	

Figure 17 TIMES PRO Leave Calendar Leave Detail pop-up window sample

- 4 Click on the  **View** button to access your **View Leave** page.

Report

To generate and print leave reports, first access the **Leave Report** web page.

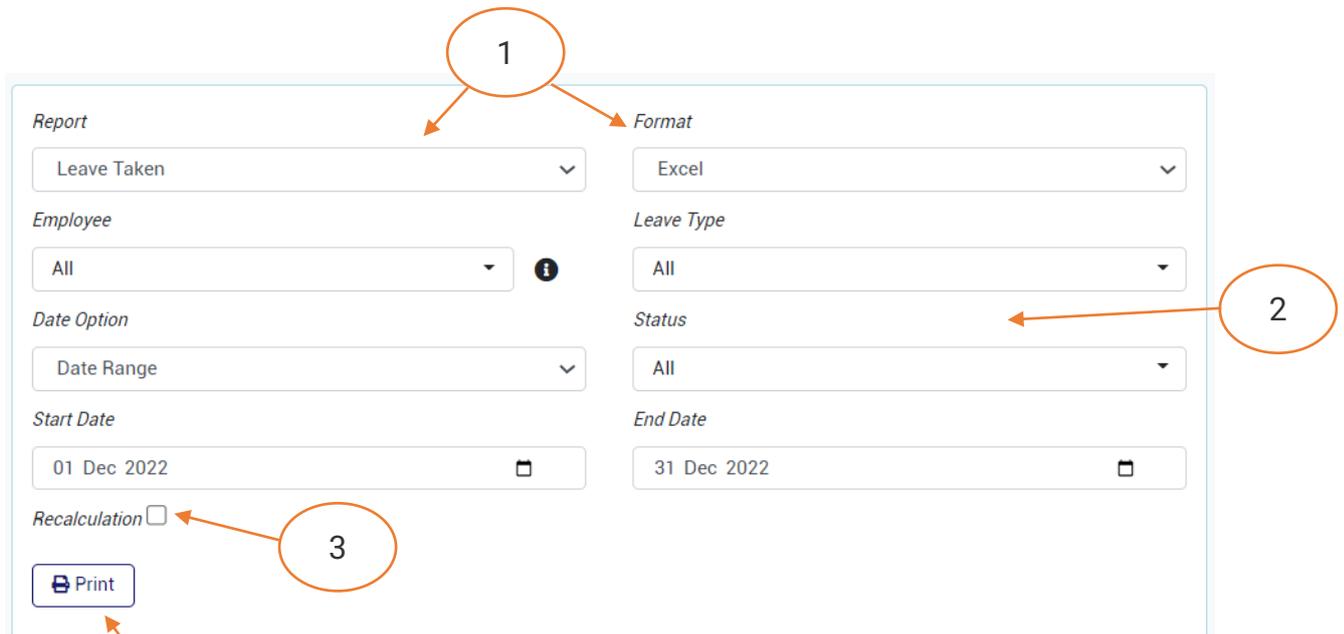
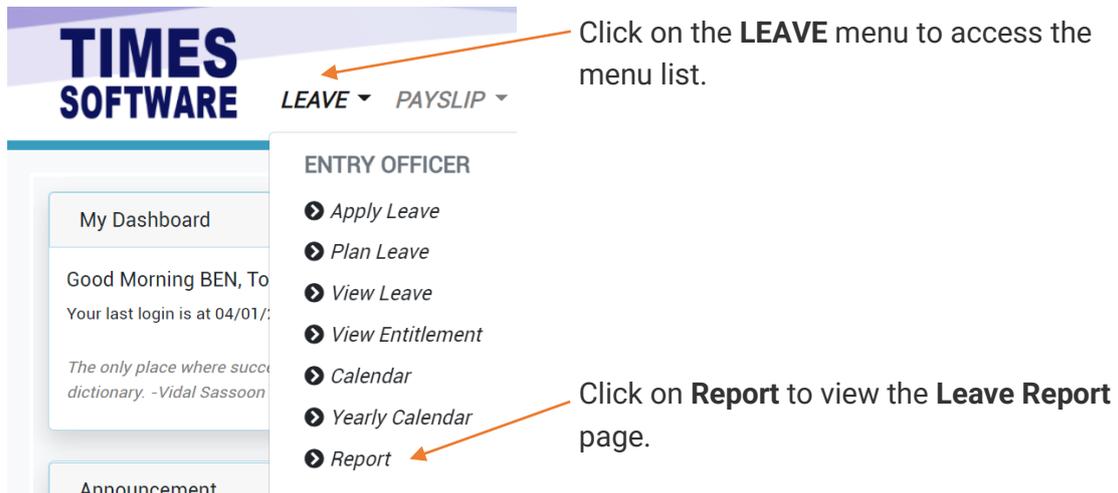


Figure 18 TIMES PRO Leave Leave Report web page

1	Choose the type of Report that you want to generate and the Format of the report.
2	Indicate your information filters for the report.



3	<p>If you want to ensure the accuracy of the report with the latest data, tick the Recalculation checkbox to get the application to recalculate the leave entitlement, balances and transactions before generating the report. Otherwise, do not tick it.</p> <p>Do note that this may contribute additional time needed to generate the report depending on the amount of data.</p>
4	<p>Click on the Print button to generate the report.</p>

End of Document
