

# **TIMES SOFTWARE**

## **TIMES PRO Leave**

User Guide for HR

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## **RELATED GUIDES**

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

**TIMES PRO Introductory Guide.**

**TIMES PRO Leave User Guide for Employees.**



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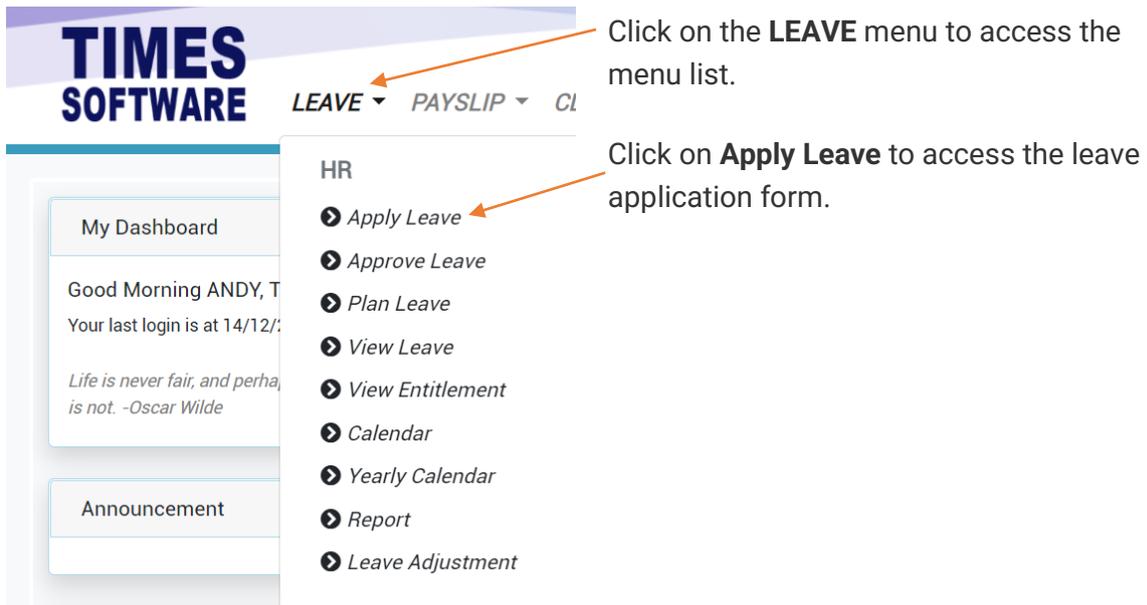
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## Apply Leave

As HR, you can apply leave for your colleagues in the company. Any leave you applied and submitted for them is final approved.



**TIMES SOFTWARE** LEAVE ▾ PAYSリップ ▾ CL

**HR**

- ▶ Apply Leave
- ▶ Approve Leave
- ▶ Plan Leave
- ▶ View Leave
- ▶ View Entitlement
- ▶ Calendar
- ▶ Yearly Calendar
- ▶ Report
- ▶ Leave Adjustment

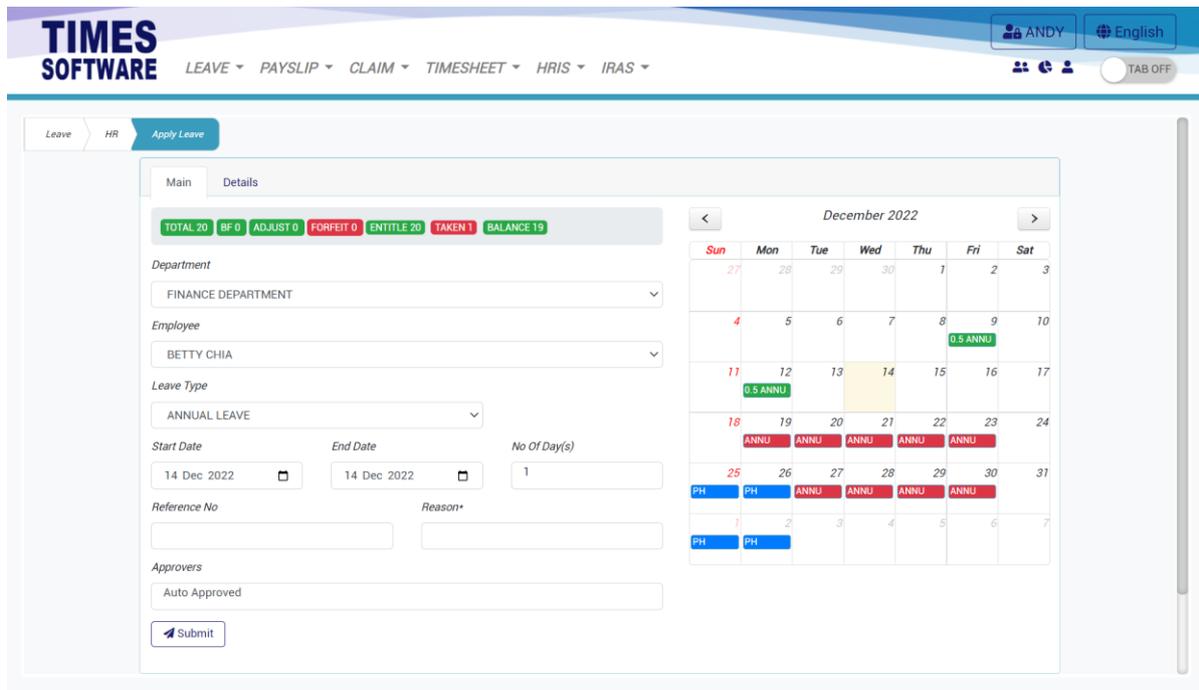
My Dashboard

Good Morning ANDY, T  
Your last login is at 14/12/2022

*Life is never fair, and perhaps never just. -Oscar Wilde*

Announcement

Figure 1 TIMES PRO Leave HR menu



**TIMES SOFTWARE** LEAVE ▾ PAYSリップ ▾ CLAIM ▾ TIMESHEET ▾ HRIS ▾ IRAS ▾

ANDY English

Leave HR Apply Leave

Main Details

TOTAL 20 BF 0 ADJUST 0 FORFEIT 0 ENTITLE 20 TAKEN 1 BALANCE 19

Department: FINANCE DEPARTMENT

Employee: BETTY CHIA

Leave Type: ANNUAL LEAVE

Start Date: 14 Dec 2022 End Date: 14 Dec 2022 No Of Day(s): 1

Reference No: Reason:

Approvers: Auto Approved

Submit

December 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	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
PH	PH	2	3	4	5	6
PH	PH					

Figure 2 TIMES PRO Leave application form for HR sample

The screenshot shows the 'Details' tab of a leave application form. At the top, there are status indicators: TOTAL 20, BF 0, ADJUST 0, FORFEIT 0, ENTITLE 20, TAKEN 1, and BALANCE 19. The form includes fields for Department (FINANCE DEPARTMENT), Employee (BETTY CHIA), Leave Type (ANNUAL LEAVE), Start Date (14 Dec 2022), End Date (14 Dec 2022), and No Of Day(s) (1). There are also fields for Reference No, Reason\*, and Approvers (Auto Approved). A calendar for December 2022 is displayed on the right, showing the leave dates from Dec 14 to Dec 15. A 'Submit' button is at the bottom left.

1	Choose the employee that you want to apply leave for.
2	Choose the <b>Leave Type</b> , set the duration of the leave and enter the details required for the leave.
3	You can make use of the <b>Calendar</b> to determine the leave duration.
4	Click on the <b>Details</b> tab to fine tune a long duration leave.
5	Take note that this leave will be final approved without going through the approval flow.
6	Click on the <b>Submit</b> button to finalise the leave application.

## Approve Leave

As HR, when you approve a staff leave application form, the leave is final approved.

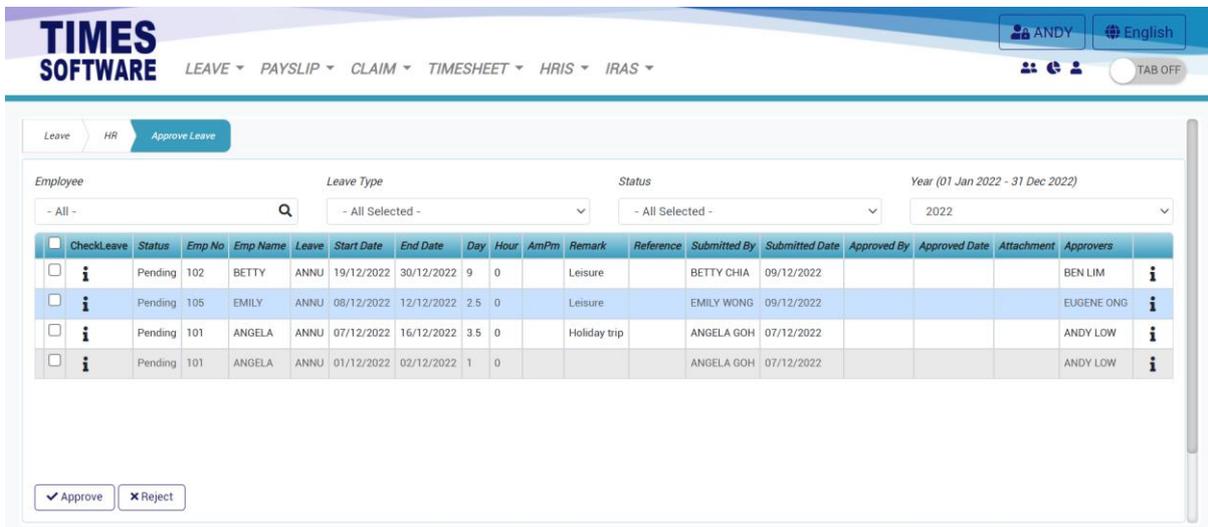
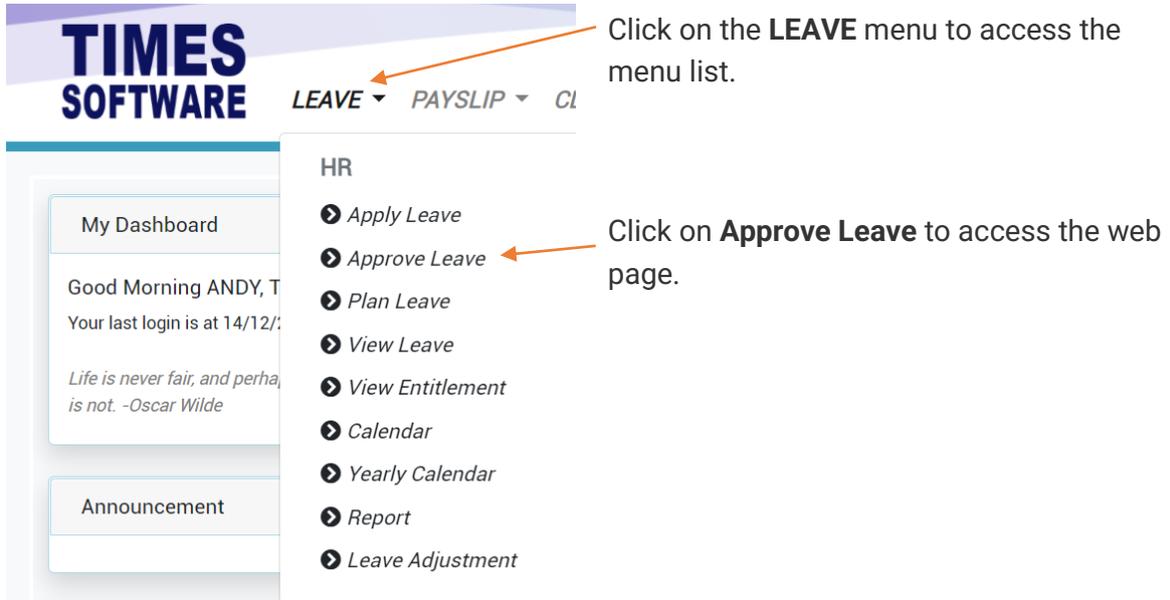
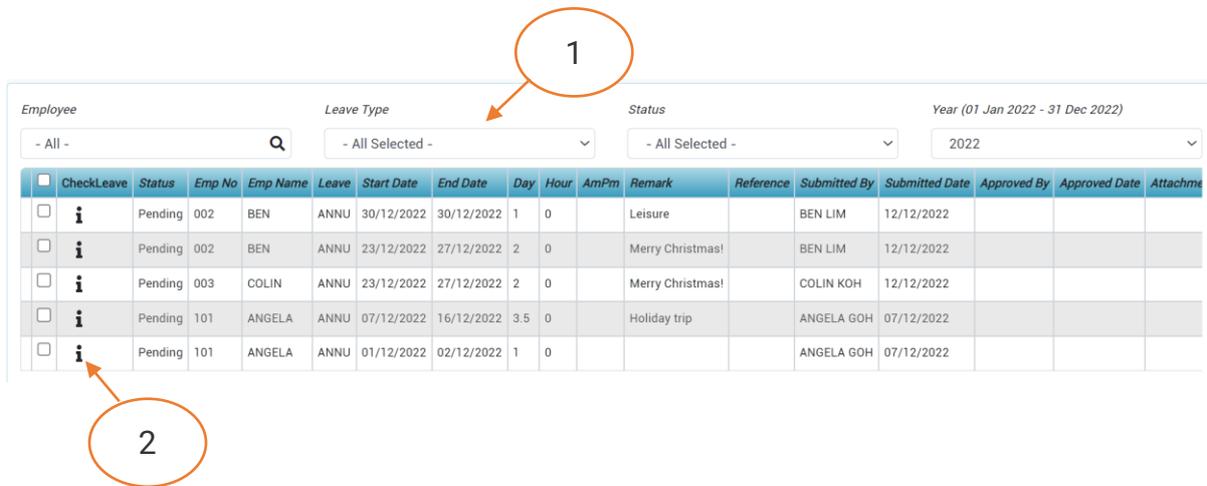


Figure 3 TIMES PRO Leave Approve Leave web page sample



- 1 You can make use of the **Data Filters** to filter the list of leave applications based on your criteria selections.
- 2 To check if any other staff had applied for leave on the same leave period of the staff, click on the **i Info** button to open the **Check Leave** pop-up window.

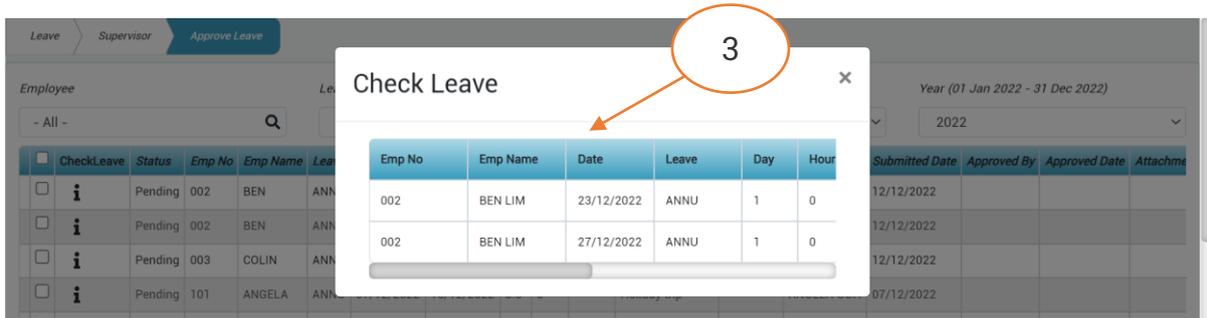
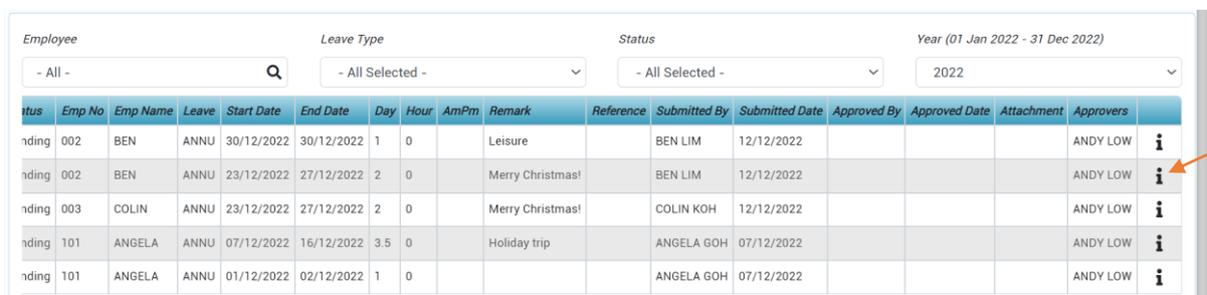


Figure 4 TIMES PRO Leave Check Leave pop-up window

- 3 If there are any other staff had applied for leave on the same period, the **Check Leave** pop-up window will show their leave application details.



- 4 To see the daily leave information of a leave application, click on the **i Info** button to open the **Leave Details** pop-up window.

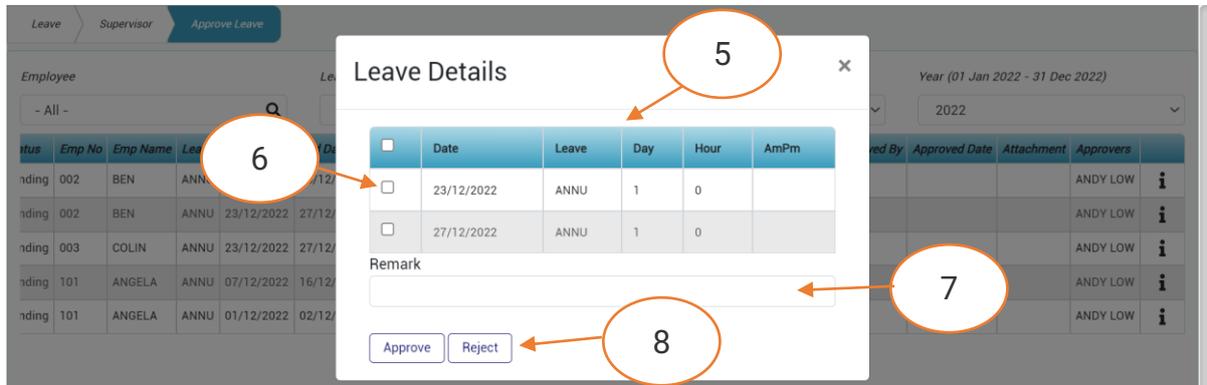
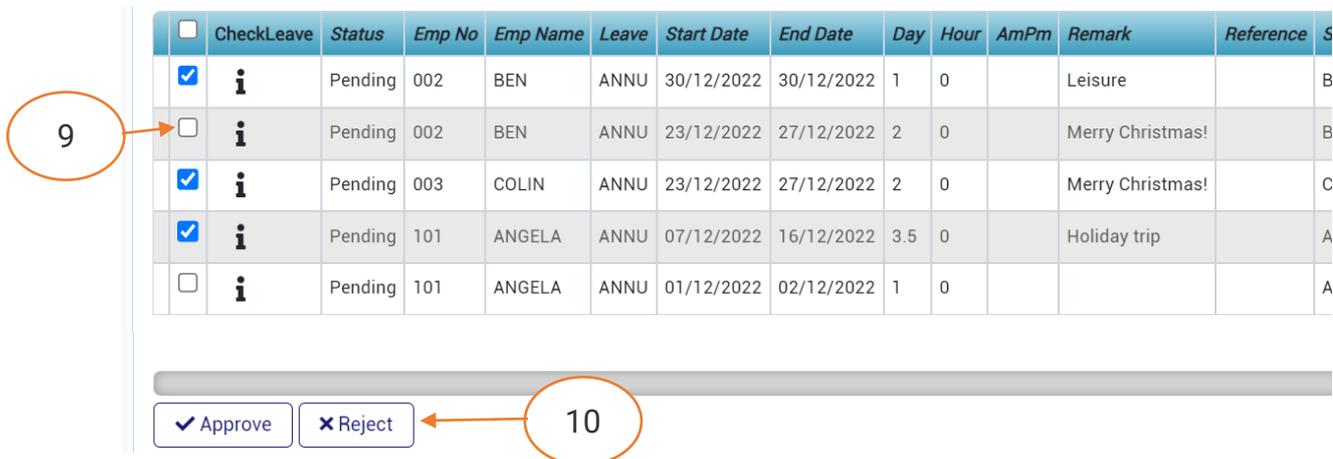


Figure 5 TIMES PRO Leave Leave Details pop-up window

5	The <b>Leave Details</b> pop-up window shows the daily breakdown of the leave that your staff had applied from the leave application.
6	At this pop-up window, you can choose which day that you want to approve or reject the leave. Click on the checkbox to select it.
7	If you are rejecting a leave, enter your <b>Remark</b> to indicate the reason for rejecting the leave.
8	Click on the <b>Approve</b> button to approve the leave or <b>Reject</b> button to reject the leave.



9	You can also approve or reject the entire leave application at the <b>Approve Leave</b> web page. Click on the checkbox to select the leave application that you want to approve or reject.
10	Click on the <b>Approve</b> button to approve the selected leave applications or the <b>Reject</b> button to reject them.

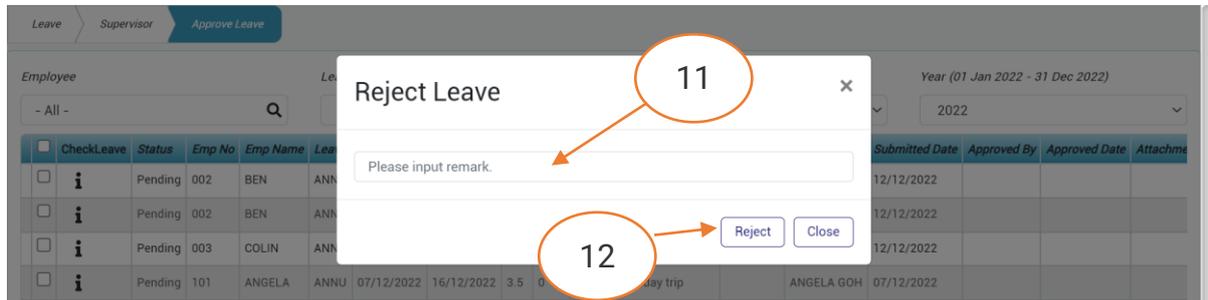


Figure 6 TIMES PRO Leave Reject Leave pop-up window

11	If you reject leave applications, a <b>Reject Leave</b> pop-up window appears to allow you to enter your reason for rejecting the leave. Enter your reason here.
12	Click the <b>Reject</b> button to reject the leave applications that you had selected.

## Plan Leave

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

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

Department: FINANCE DEPARTMENT | Year: 2022 | Employee: BETTY CHIA

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			AN	AN	AN	AN						AN	AN		AN	AN														7.00
Mar																																0.00
Apr																PH																0.00
May	PH	PH	PH							AN	AN					PH	PH															1.00
Jun																																0.00
Jul																PH	PH															0.00
Aug																																0.00
Sep																																0.00
Oct																																0.00
Nov																																1.00
Dec																																10.00

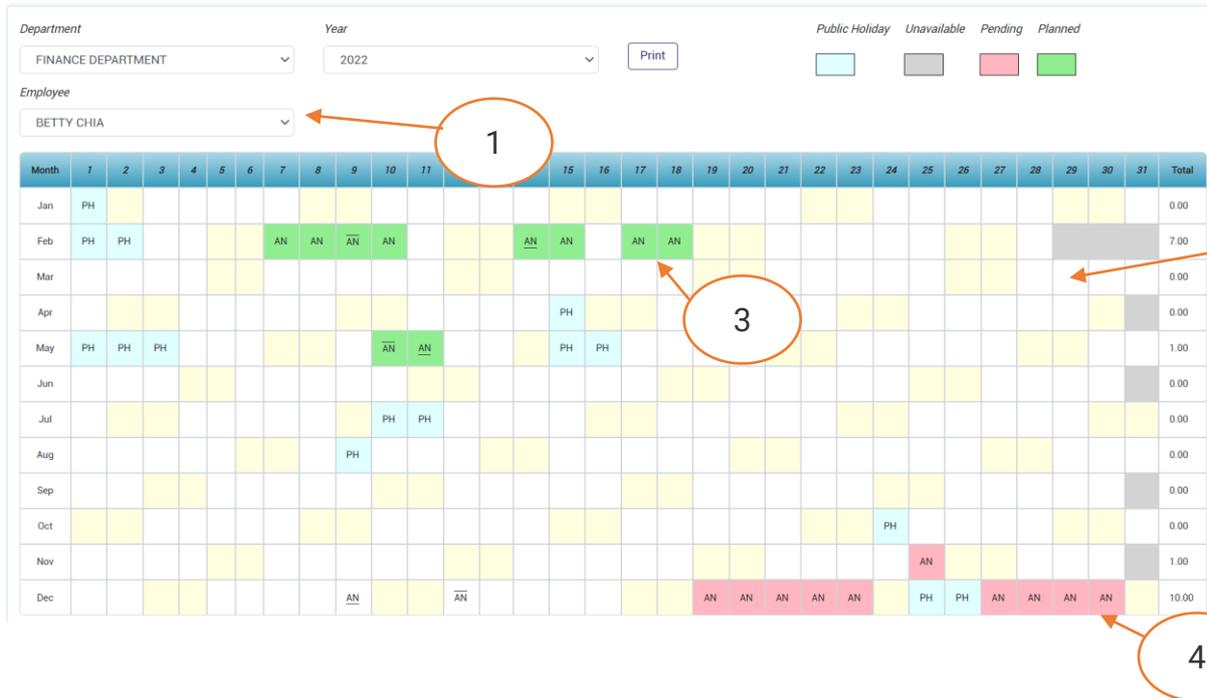
**Public Holiday**

1/1/2022 NEW YEAR DAY	2/1/2022 CHINESE NEW YEAR	2/2/2022 CHINESE NEW YEAR	4/15/2022 GOOD FRIDAY
5/1/2022 LABOUR DAY	5/2/2022 LABOUR DAY (Repl)	5/3/2022 HARI RAYA PUJASA	5/15/2022 VESAK DAY
5/16/2022 VESAK DAY (Repl)	7/10/2022 HARI RAYA HAJI	7/11/2022 HARI RAYA HAJI (Repl)	8/9/2022 NATIONAL DAY
10/24/2022 DEEPAWALI	12/25/2022 CHRISTMAS DAY	12/26/2022 CHRISTMAS DAY (Repl)	

**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	EK EXAM LEAVE	FA FAMILY LEAVE	HO HOSPITALISATION
IN Infant Care Leave	LJ OFF IN LIEU	MA Marriage Leave	MAZ MATERNITY LEAVE
NO NONE	NP NO PAY LEAVE	NP2 NO PAY HOUR	NS NATIONAL SERVICE
OY 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 7 TIMES PRO Leave Plan Leave web page sample



1	Use the <b>Data Filters</b> to choose an employee that you want to plan the leave for.
2	Click or drag empty boxes to select the dates and start leave planning process. The <b>Plan Leave Details</b> pop-up window is presented for you to make your selections.
3	For planned leaves, you can double click on it, and you can either <b>Edit</b> it, <b>Delete</b> it or <b>Activate</b> it. Activating the planned leave will submit the leave application to the employee’s approver for review. The planned leave will be marked as <b>Pending</b> .
4	For pending leaves, you can double click on it to withdraw it or resubmit it to the approver.

## View Leave

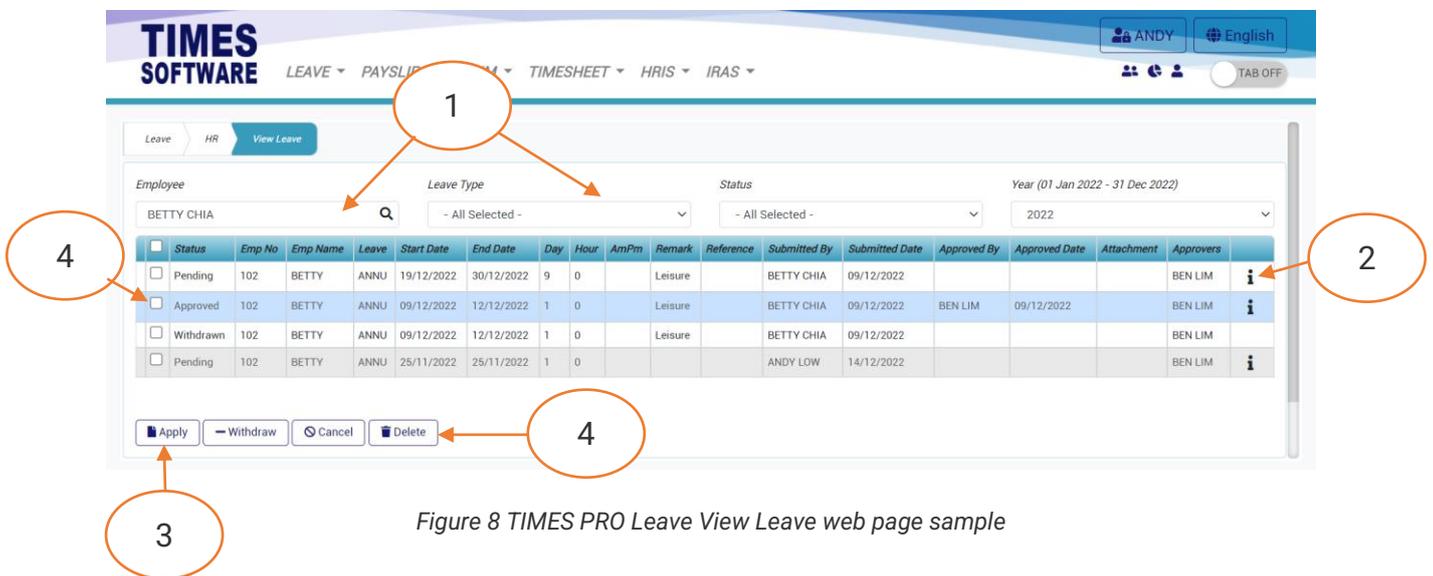
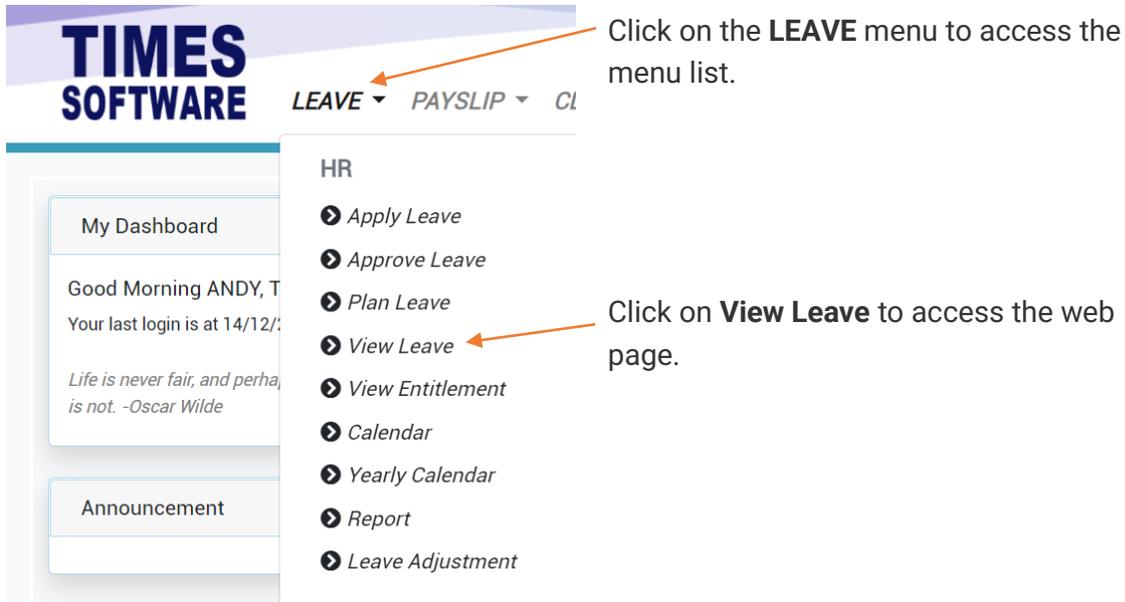


Figure 8 TIMES PRO Leave View Leave web page sample

**1** Choose an employee to view the employee's leave application list. You can filter the list of leave applications based on your criteria by making use of the **Data Filters**.

2	You can click on the <b>i Info</b> button to access the <b>Leave Details</b> pop-up window to view the breakdown information of daily leaves that you had applied in a single leave application form.
3	Click on the <b>Apply</b> button to raise a new leave application for a staff.
4	<p>Tick the checkboxes to select the leave applications and you can do the following for the selected leave applications:</p> <ul style="list-style-type: none"> <li>• Withdraw leave applications with status <b>Pending</b>. Click on the <b>Withdraw</b> button to perform it. Leave applications will be withdrawn immediately and be marked with <b>Withdrawn</b> status.</li> <li>• Request to cancel leave applications with status <b>Approved</b>. Click on the <b>Cancel</b> button to perform it. Cancellation request will be routed to the employee's approvers for review.</li> </ul>

## View Entitlement

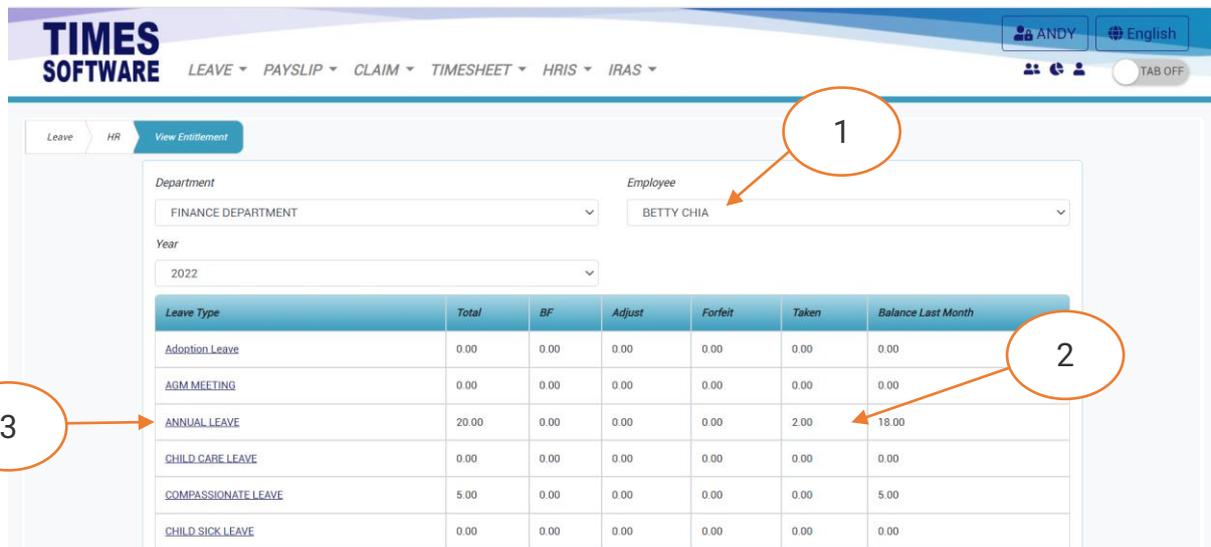
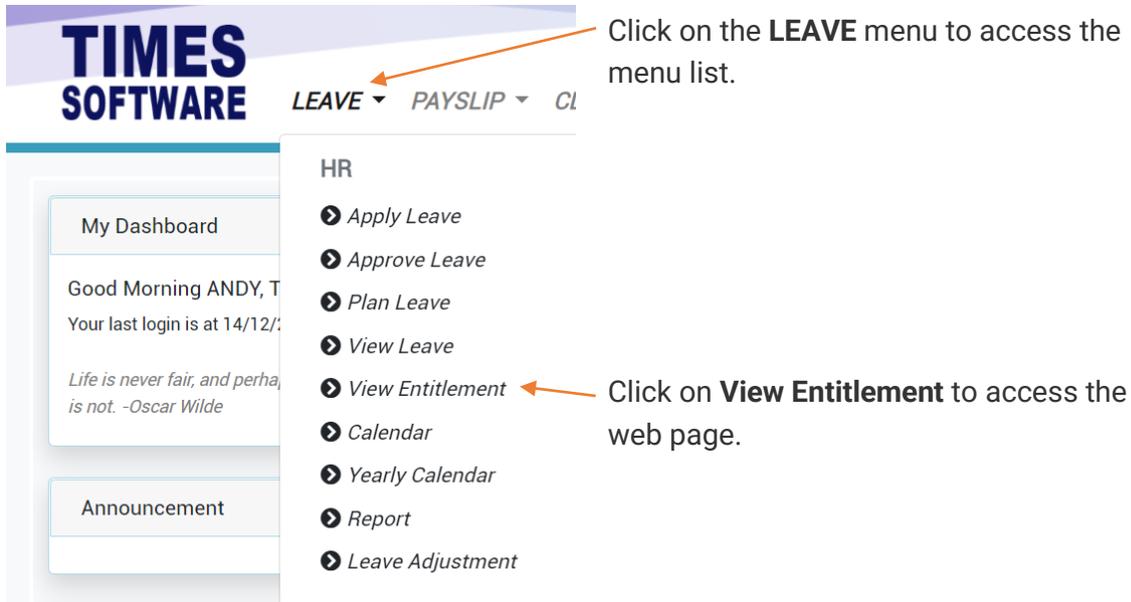


Figure 9 TIMES PRO Leave View Entitlement web page sample

1	Use the <b>Data Filters</b> to select your staff.
2	Your staff total leave entitlement and consumption figures are shown at this page.
3	Click on the specific <b>Leave Type</b> to see the monthly breakdown of leave entitlement and consumption figures for the staff leave.

## Leave Adjustment

You can adjust employee's leave balances in the **Leave Adjustment** web page.

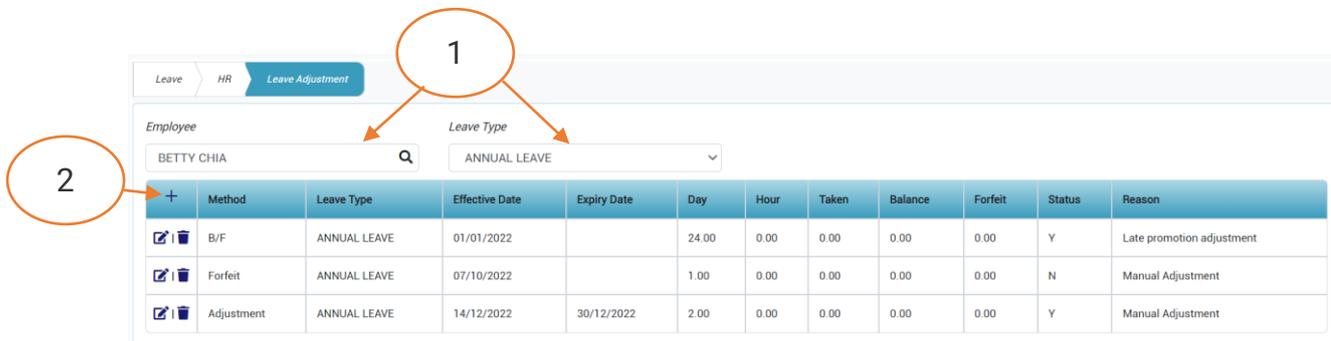
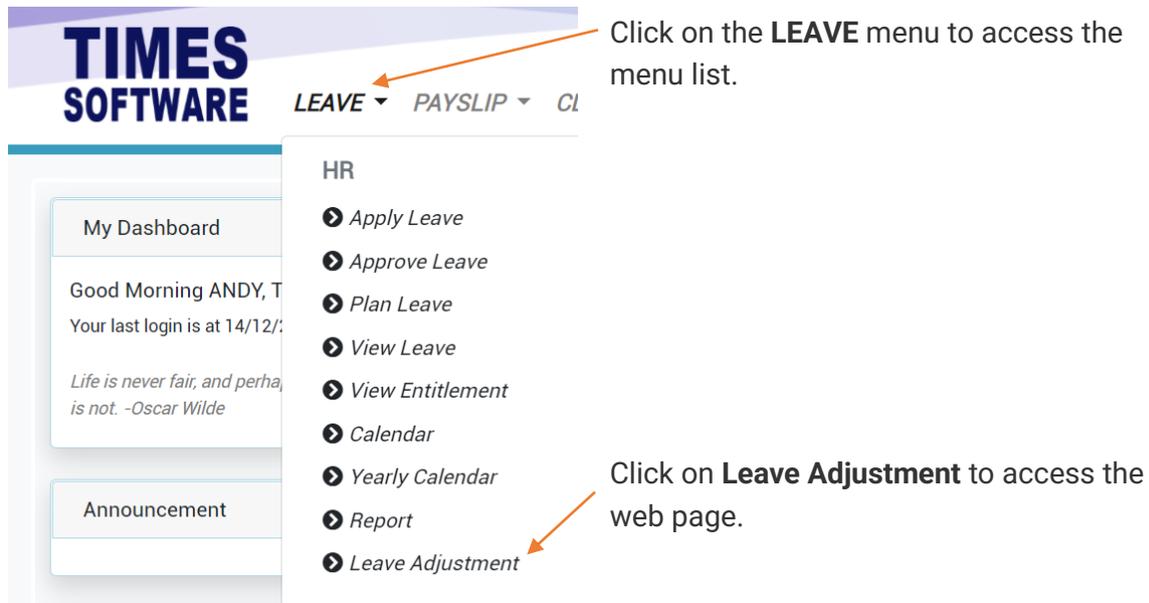


Figure 10 TIMES PRO Leave Leave Adjustment web page sample

1	Use the <b>Data Filters</b> to select your staff and the <b>Leave Type</b> .
2	Click on the <b>+ Add</b> button to create a new transaction in the <b>Leave Adjustment</b> application form.

Figure 11 Leave adjustment application form

1	Set the <b>Effective Date</b> to commence the adjustment.
2	Set the <b>Expiry Date</b> for the adjustment if required, otherwise leave it blank.
3	You can use one of 3 methods of adjustments and they are to adjust the leave balance directly via <b>Adjustment</b> method, to adjust the brought forward leave balance via <b>B/F</b> method and to adjust the forfeit leave balance via <b>Forfeit</b> method.
4	Enter the number of days to be adjusted.
5	Set the <b>Status</b> to <b>Yes</b> to enable the adjustment to be active.
6	Enter the <b>Reason</b> for the adjustment if required.
7	Click the <b>Save</b> button to save the transaction.

	Method	Leave Type	Effective Date
8		B/F	ANNUAL LEAVE
			01/01/2022

8	To edit an existing transaction, click on the <b>Edit</b> button. To delete a transaction, click on the <b>Delete</b> button.
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