



TIMES PRO Leave

User Guide for Supervisors

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TABLE OF CONTENTS

APPROVE LEAVE	4
VIEW STAFF LEAVE	8
VIEW ENTITLEMENT	9
STAFF CALENDAR	10
YEARLY CALENDAR	12
REPORT	14

RELATED GUIDES

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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Approve Leave

To review your staff leave applications, first access the **Approve Leave** web page.

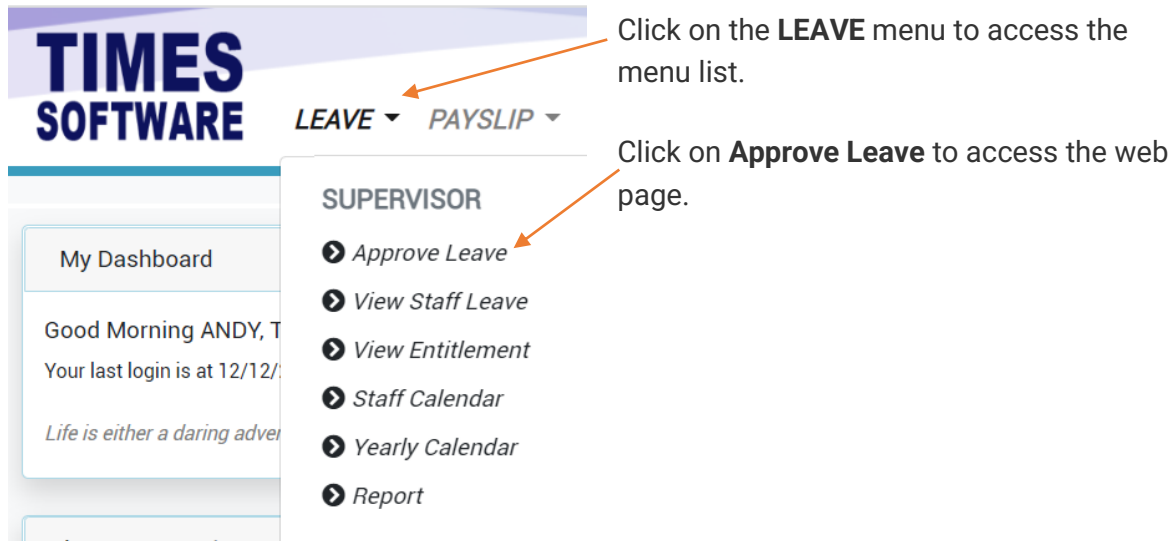


Figure 1 TIMES PRO Leave Supervisor menu

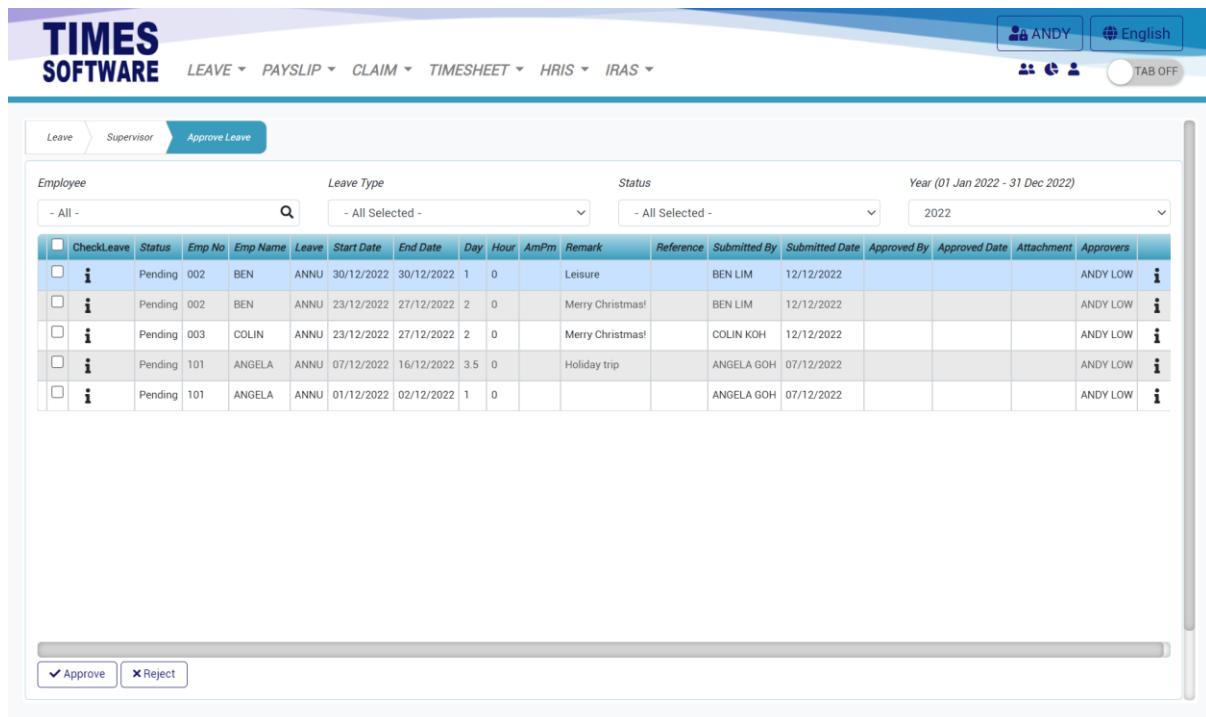
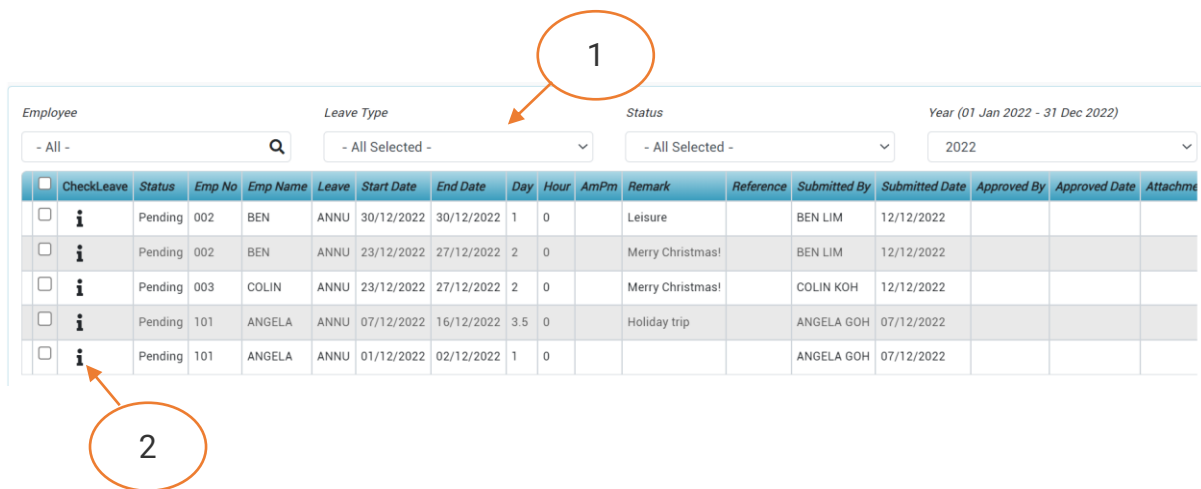


Figure 2 TIMES PRO Leave Approve Leave web page sample



- 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.

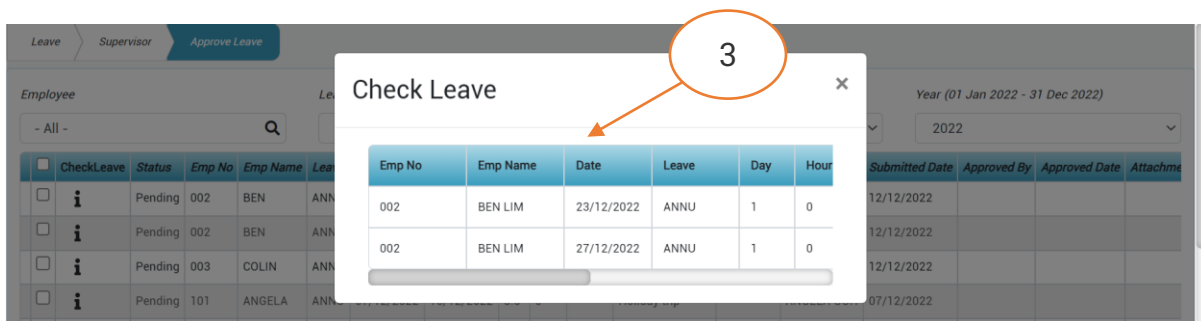
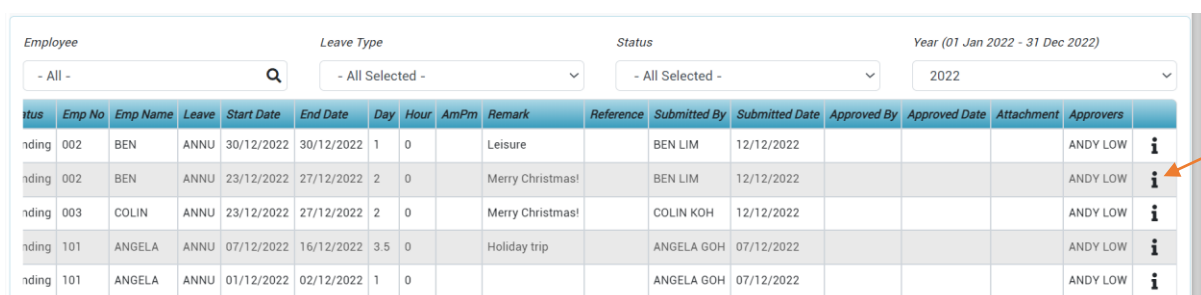


Figure 3 TIMES PRO Leave Check Leave pop-up window

- 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.

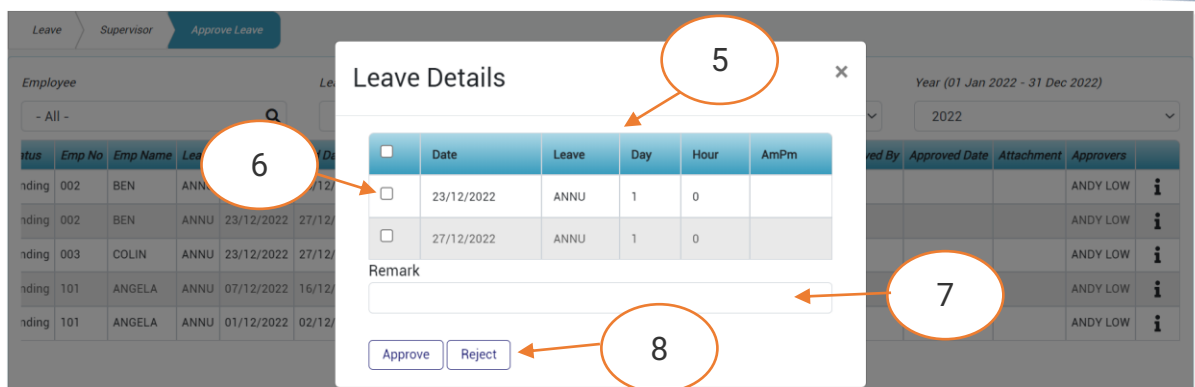
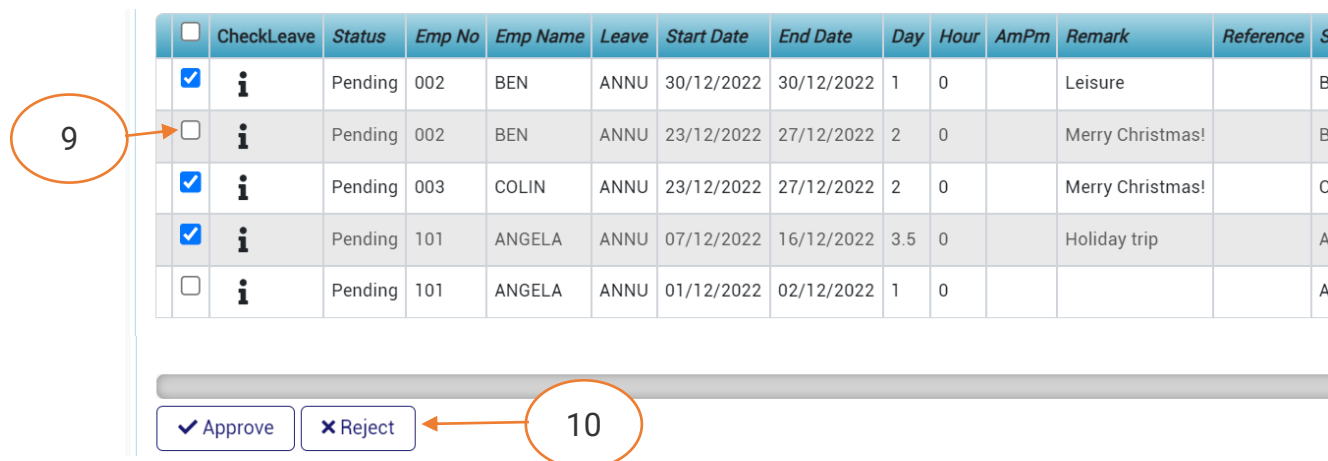


Figure 4 TIMES PRO Leave Leave Details pop-up window

5	The Leave Details 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 Remark to indicate the reason for rejecting the leave.
8	Click on the Approve button to approve the leave or Reject button to reject the leave.



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

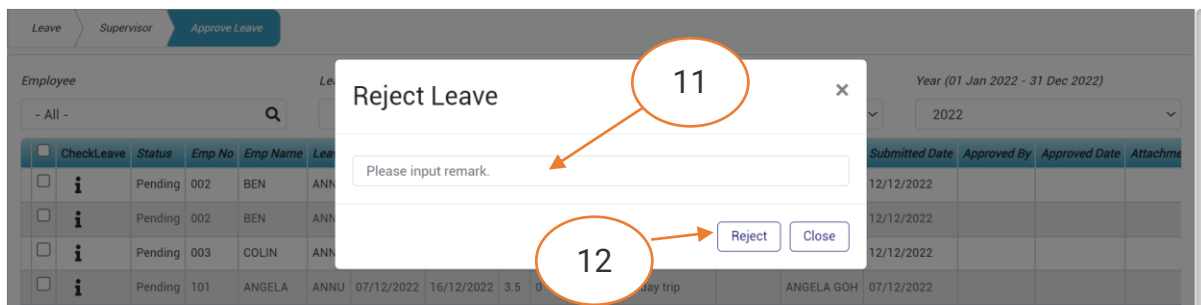


Figure 5 TIMES PRO Leave Reject Leave pop-up window

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

View Staff Leave

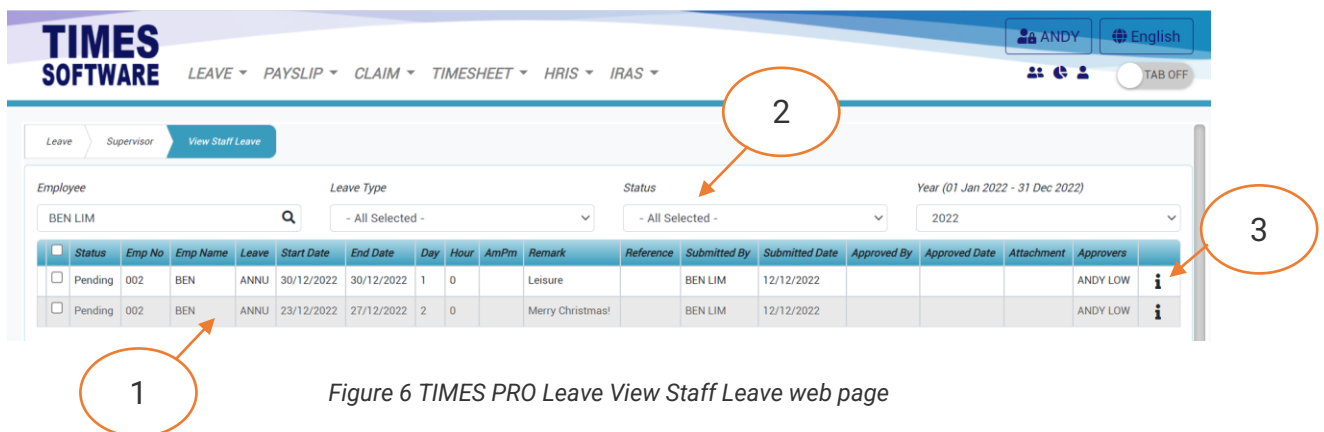
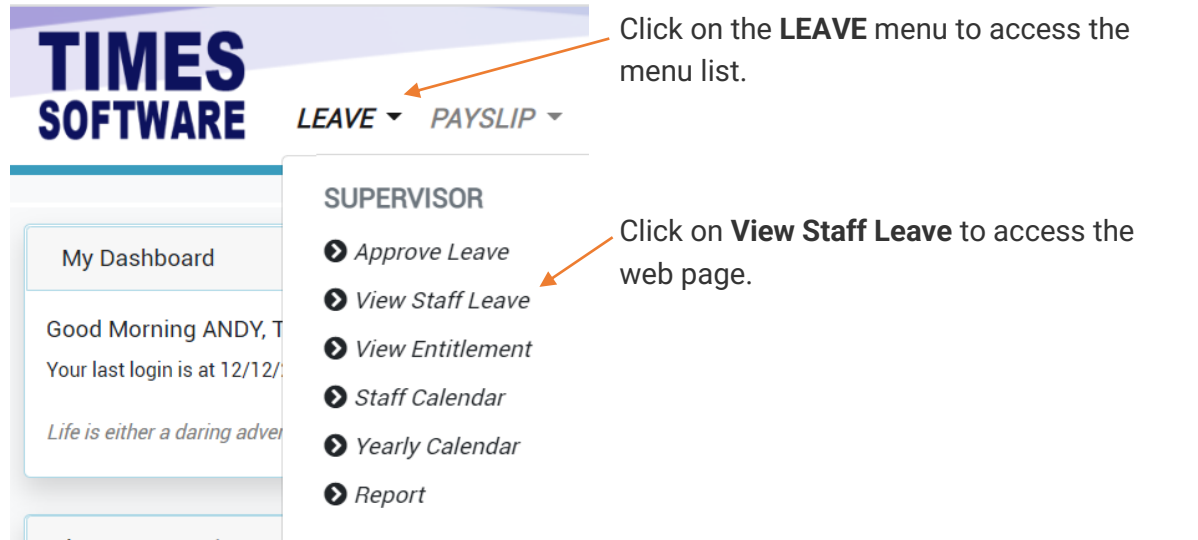


Figure 6 TIMES PRO Leave View Staff Leave web page

1	You can view your staff leave application information in a table format at the View Staff Leave web page.
2	You can use the Data Filters to filter the leave information at the page.
3	To see the daily leave information of a leave application, click on the i Info button to open the Leave Details pop-up window.

View Entitlement

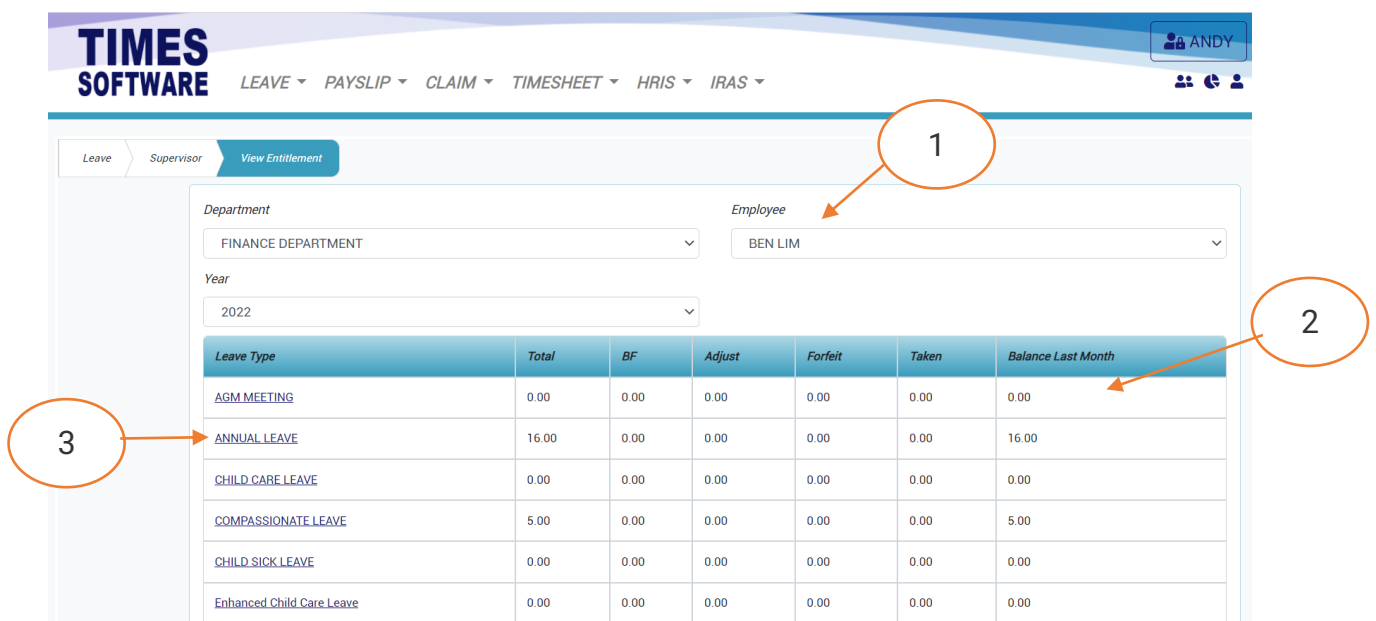
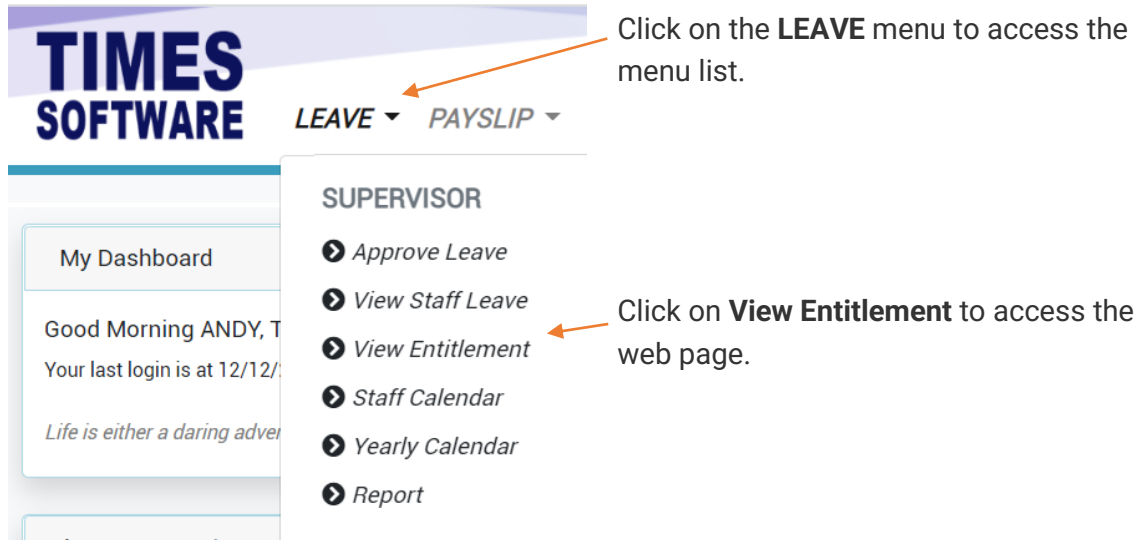


Figure 7 TIMES PRO Leave View Entitlement web page sample

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

Staff Calendar

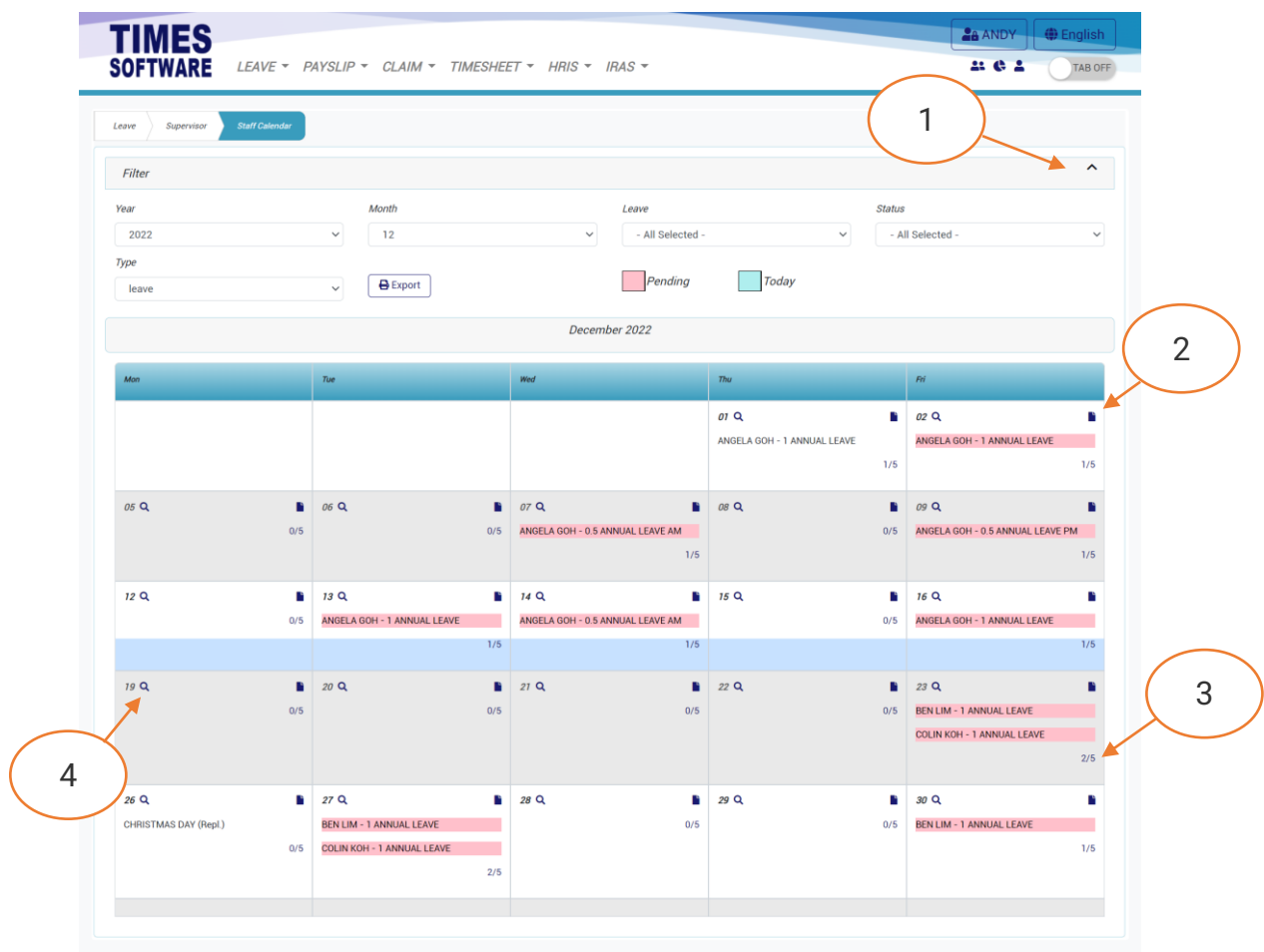
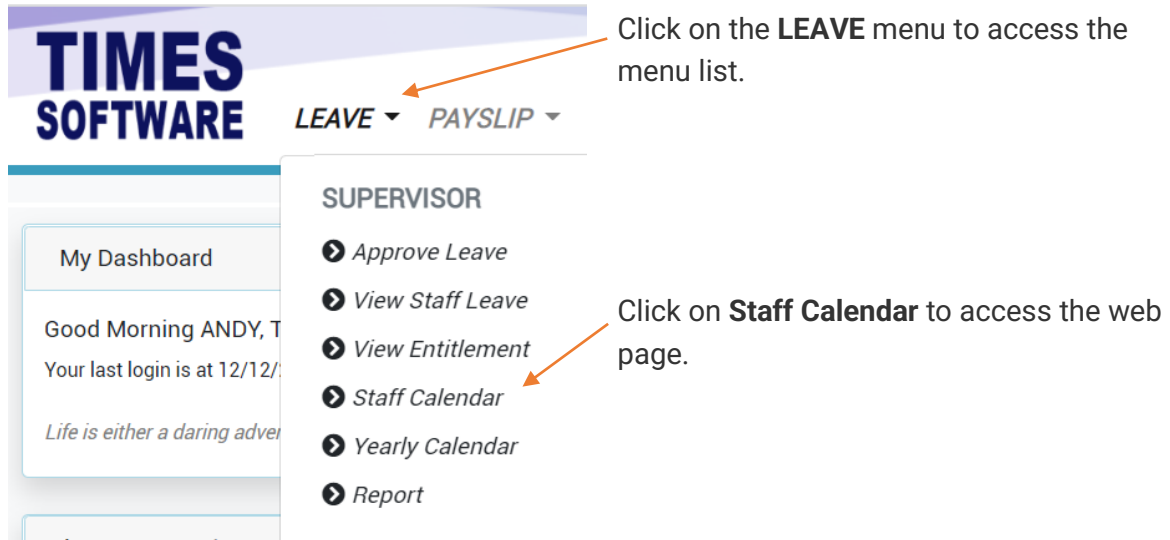


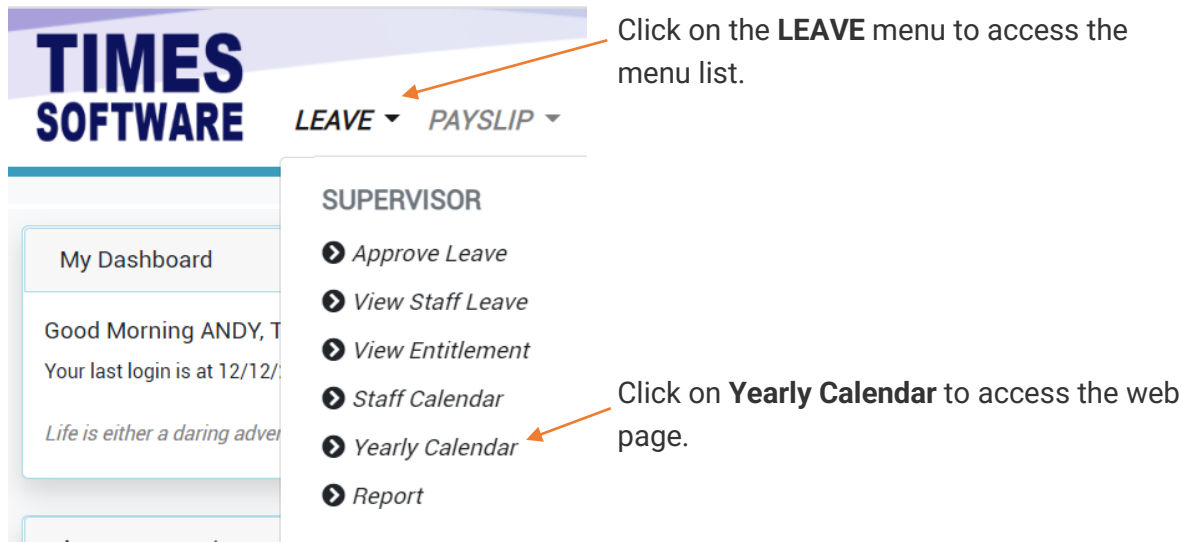


Figure 8 TIMES PRO Leave Staff Calendar sample

1	<p>Click on the Filter section to expand or collapse the Data Filters.</p> <p>You can make use of the Data Filters to view specific information and navigate the calendar.</p> <p>To print the calendar, click on the Export button.</p>
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.
4	Click on the  View button to access the View Staff Leave page.

Yearly Calendar

The **Yearly Calendar** page shows your staff leave in a yearly calendar format. You can also apply leave for your staff from this page.



1 Department: HUMAN RESOURCE DEPARTMENT, Year: 2022

2 Print

3 [Date Box]

Public Holiday

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															PH																	0.00
May	PH	PH	PH												PH	PH																0.00
Jun																																0.00
Jul											PH	PH																				0.00
Aug											PH																					0.00
Sep																																0.00
Oct																							PH									0.00
Nov															AN	AN	AN															3.00
Dec																							AN	PH	PH	AN			AN			3.00

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 PUASA	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 DEEPAVALI	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	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 9 TIMES PRO Leave Yearly Calendar sample

1	Use the Data Filters to select your staff.
2	You can click on the Print button to print the calendar.
3	You can apply leave for your staff. Double click or drag on the boxes to select the dates and you will be directed to the Leave Application form. The leave that you apply for your staff will be auto approved by you.

Report

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

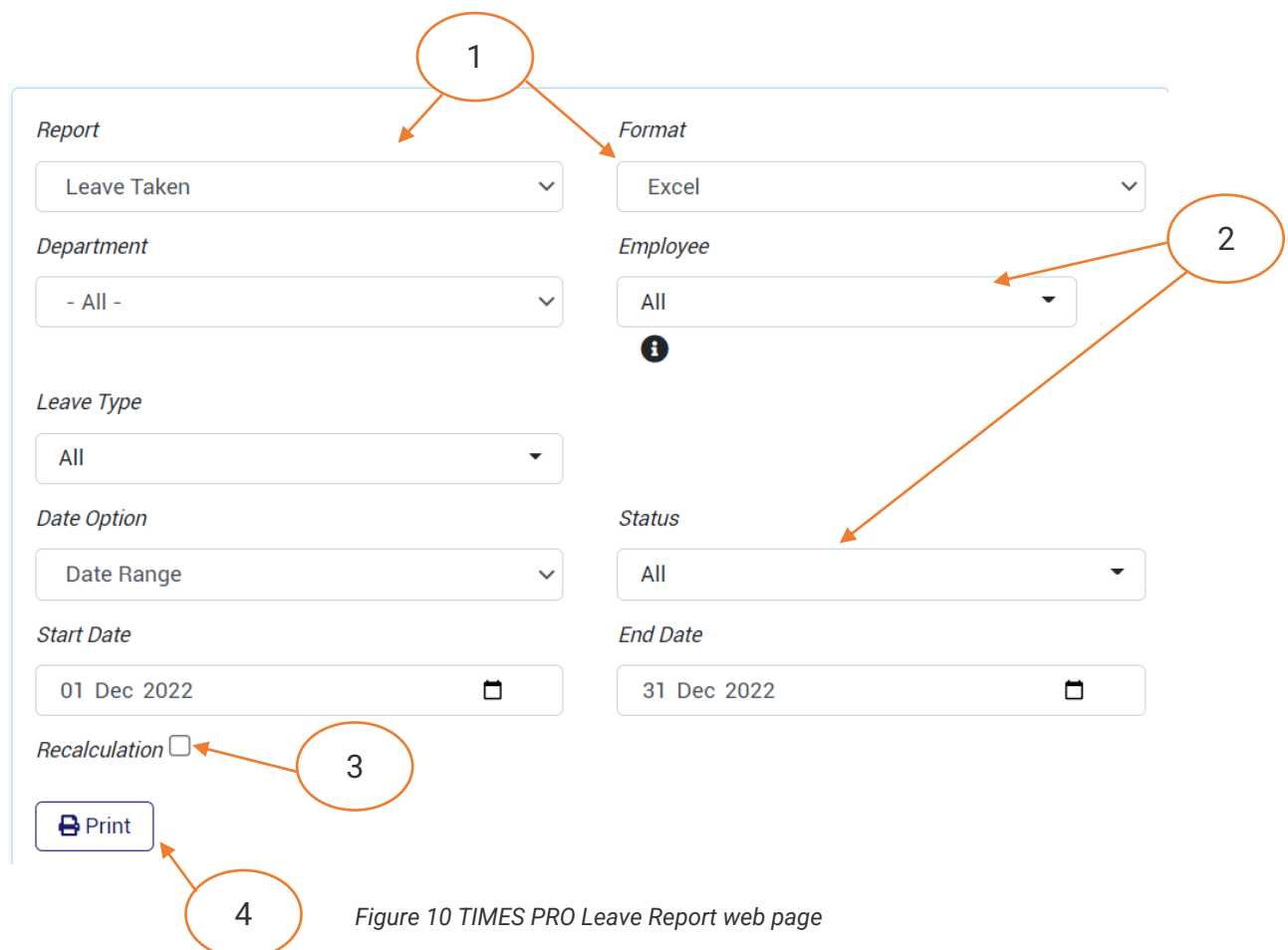
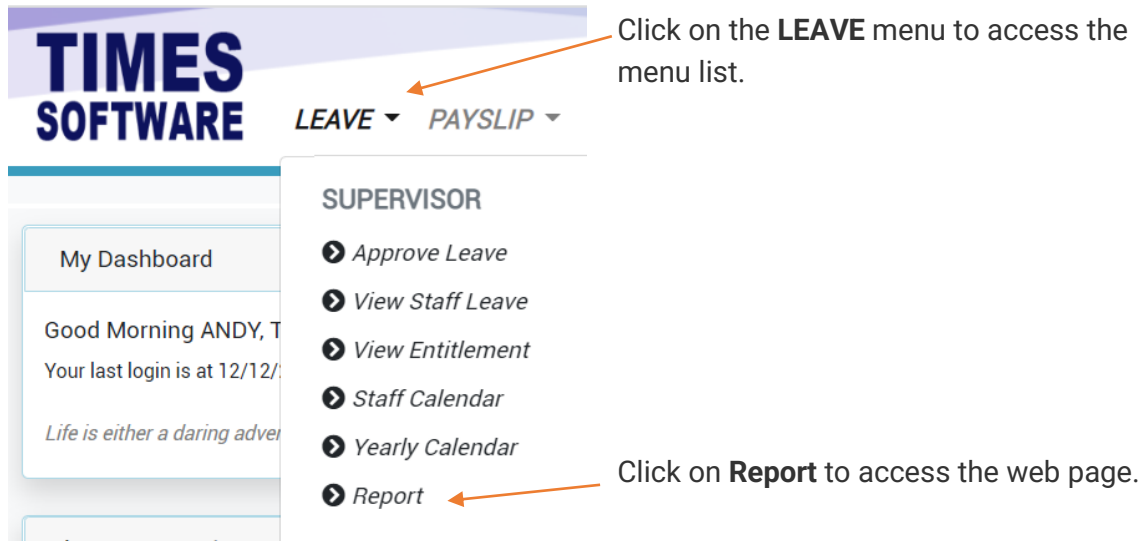



Figure 10 TIMES PRO Leave Report web page



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	Click on the Print button to generate the report.

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