



TIMES PRO Mobile Leave

User Guide for Employees

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RELATED GUIDES

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

TIMES PRO Mobile Introductory Guide.



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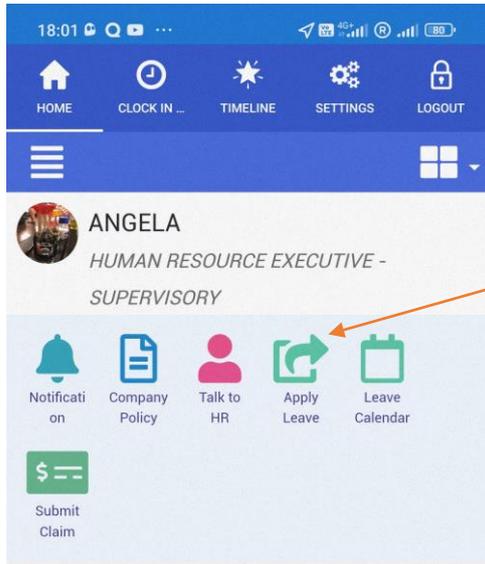
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Apply Leave

There are several ways to access the **Apply Leave** page starting at the **Home** page.



Tap on **Apply Leave** icon at **Action Bar**.

Figure 1 Apply Leave at TIMES PRO Mobile Action Bar

Tap on **Leave** icon at either at **Module** section or at the **Right Sidebar Menu**.

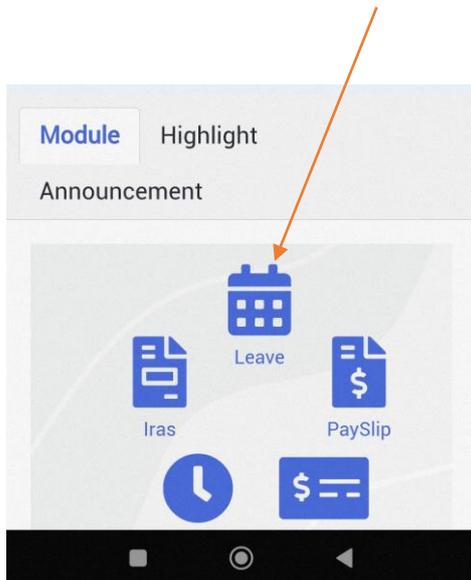


Figure 2 TIMES PRO Mobile Module section at Home page

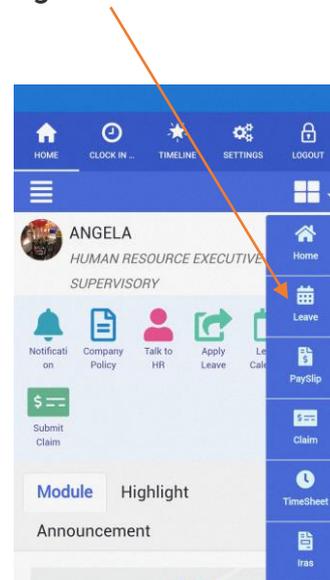


Figure 3 TIMES PRO Mobile Right Sidebar Menu

At the **Leave** module, tap on the **Left Sidebar** button to access the menu.

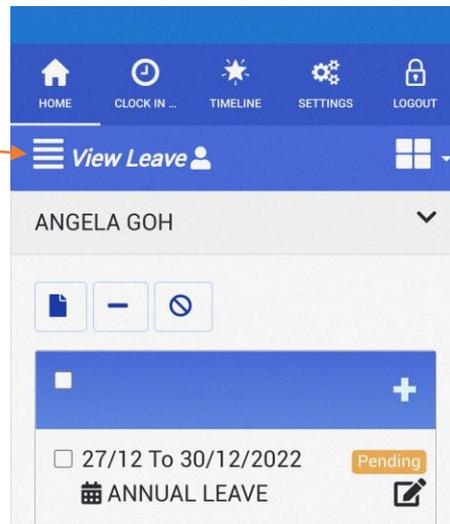


Figure 4 TIMES PRO Mobile Leave module

Tap on the **Apply Leave** option at the **Left Sidebar Menu**.

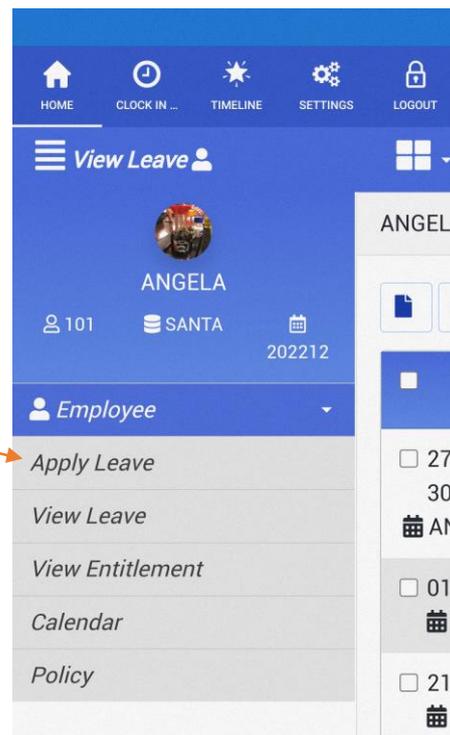
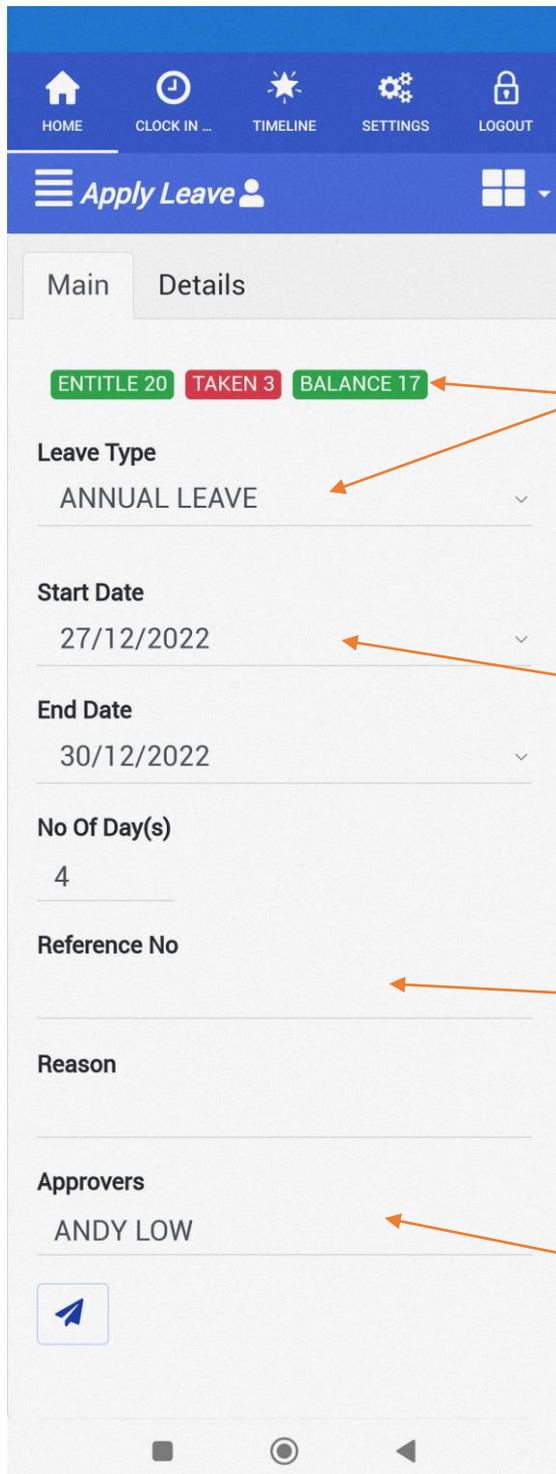


Figure 5 TIMES PRO Mobile Leave Left Sidebar Menu



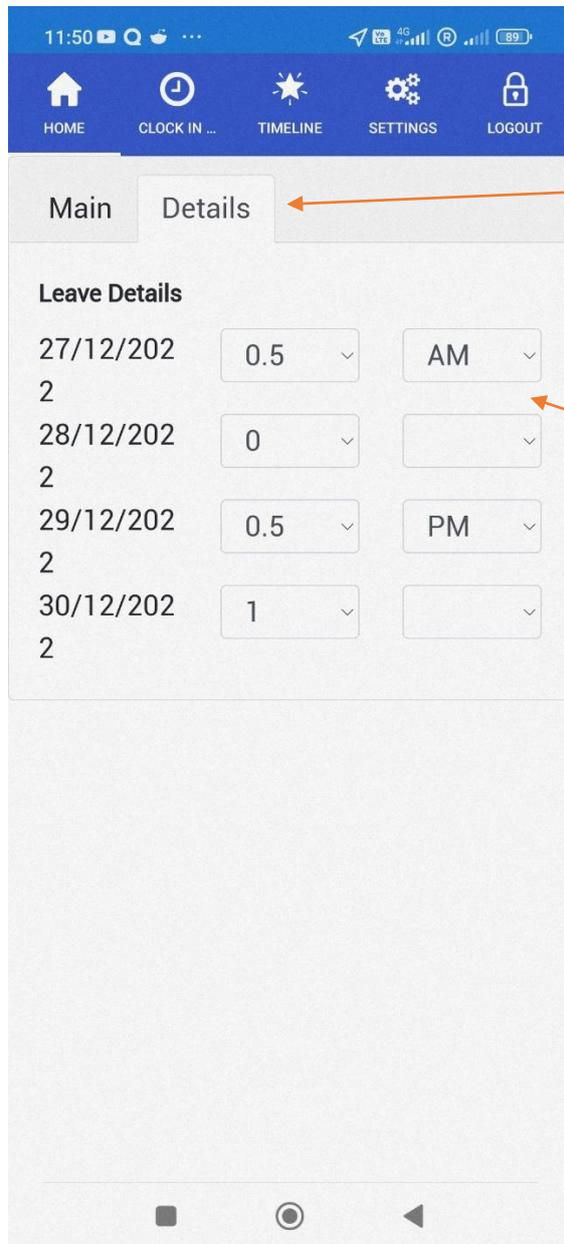
Choose the **Leave Type** that you want to apply. After choosing it, you can view your leave entitlement, taken and balance for the leave.

Specify the **Start Date** and **End Date** for your leave duration. The number of leave days or hours you are applying for will be automatically calculated. You can further fine tune your leave at the **Details** section.

Provide additional details for your leave such as **Reference No**, **Reason**, **Child** details and upload supporting documents depending on the **Leave Type** requirements.

Your approver(s) for your leave application is shown here.

Figure 6 TIMES PRO Mobile Leave Apply Leave page sample



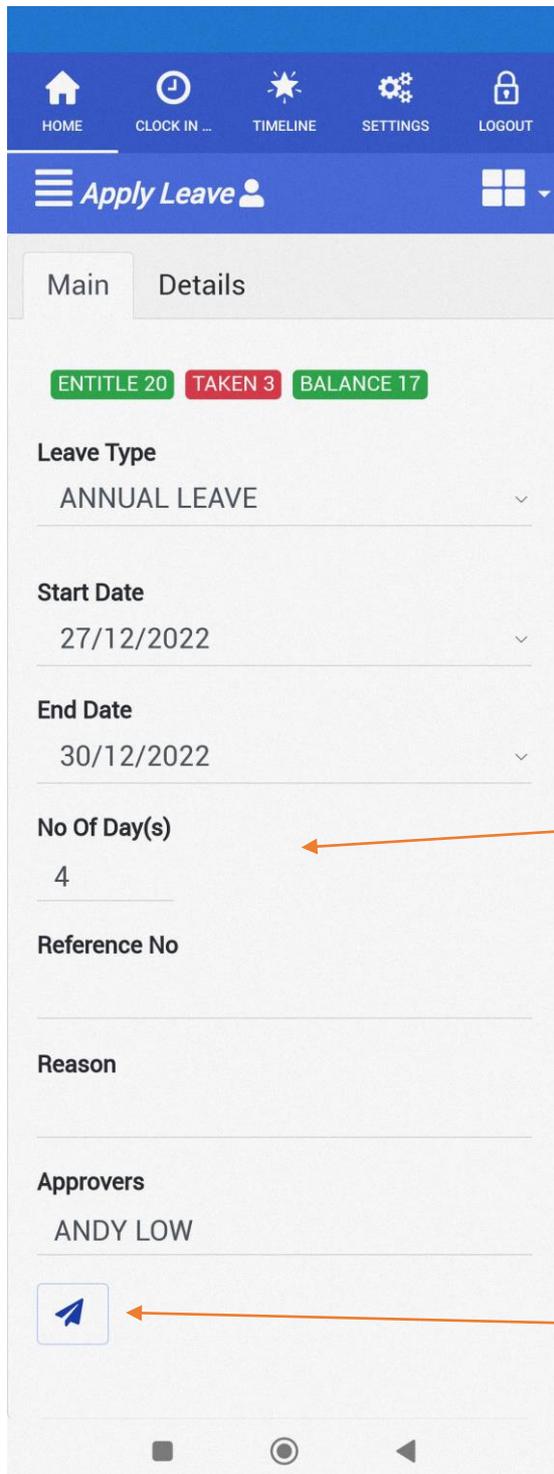
Tap on the **Details** tab to access it.

You can fine tune each day of your leave. Choose whether you are taking half day leave for the morning (**AM**) or afternoon (**PM**), full day leave or no leave. If the leave you are applying for is an hourly leave, you can fine tune the number of hours to take leave for each day.

The application will auto-calculate your leave days or hours according to your selections and **Leave Type**.

Tap on the **Main** tab to return back to the main page of your leave application.

Figure 7 TIMES PRO Mobile Leave leave application
Details section sample

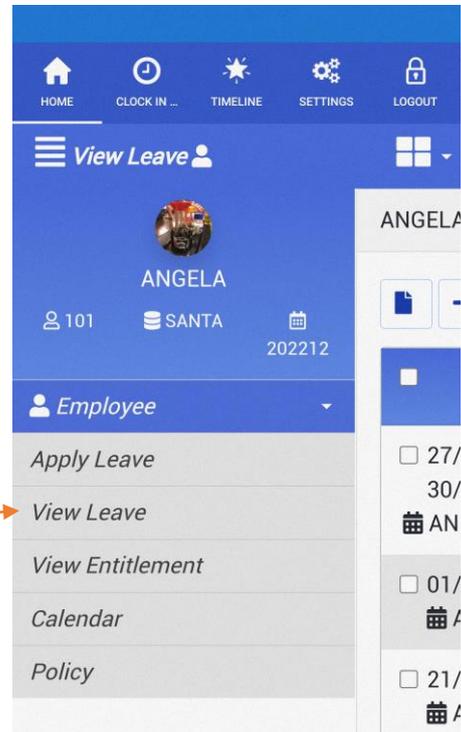


Review the details of your leave application.

Tap on the **Submit** button to submit your leave application to your approver(s) for review.

View Leave

Tap on the **View Leave** option at the **Left Sidebar Menu** of the **Leave** module to access it.



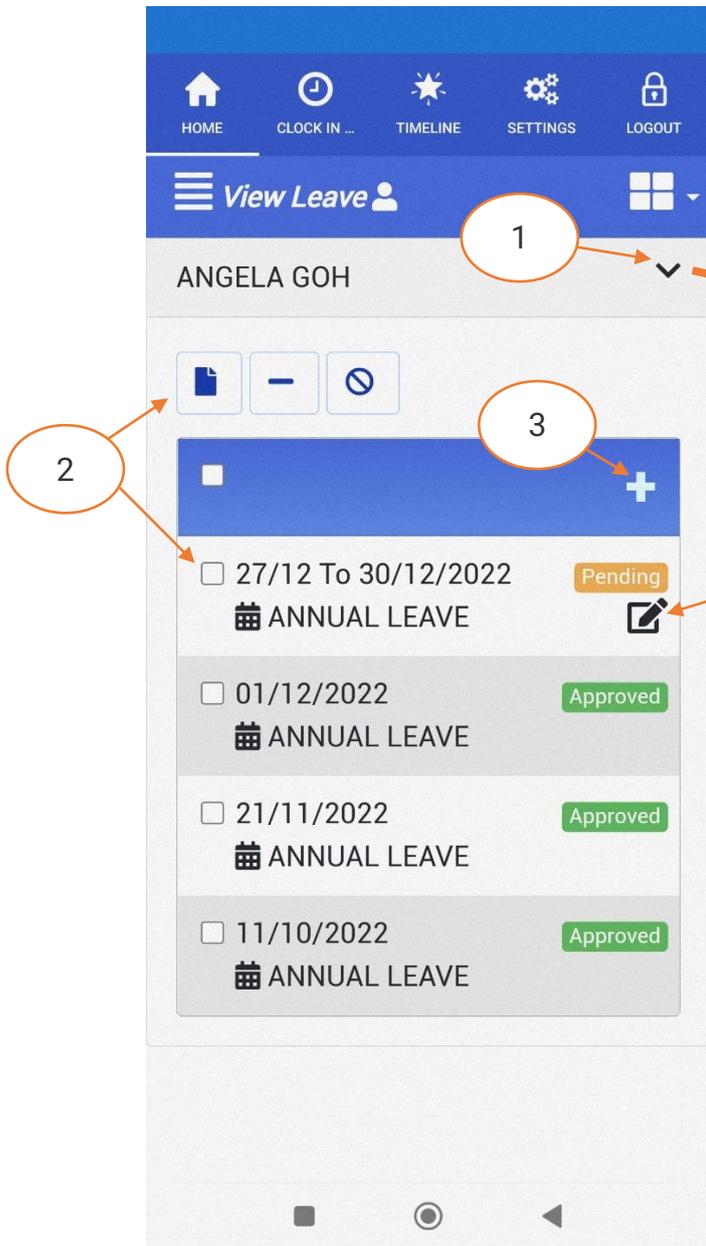


Figure 8 TIMES PRO Mobile Leave View Leave page sample

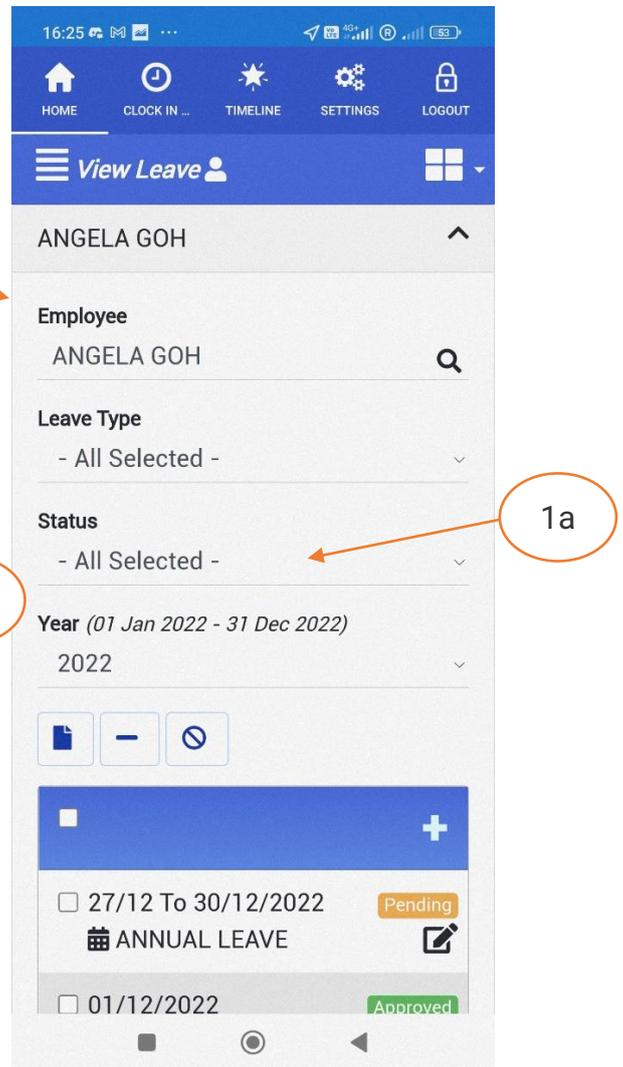


Figure 9 View Leave Data Filters sample

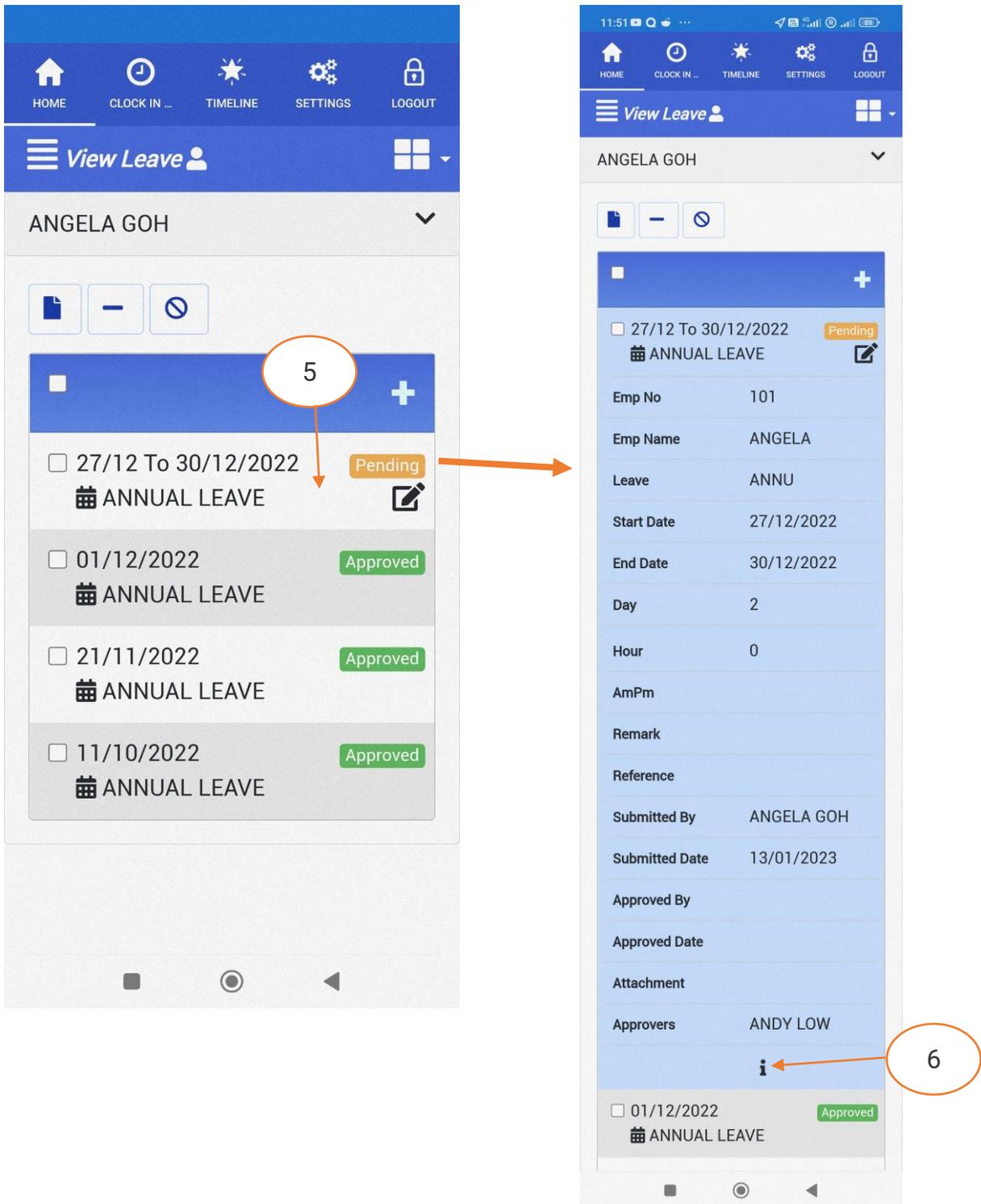
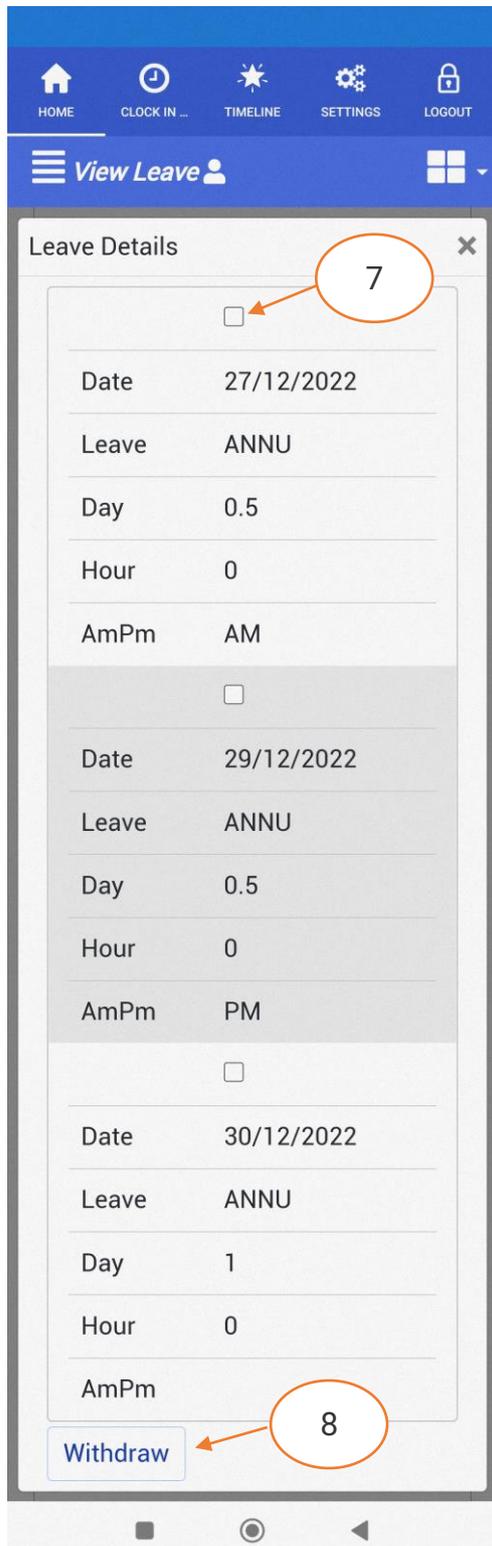


Figure 10 Expanded leave application information sample

1	Tap the Expand button to access the Data Filters where you can specify criteria to filter your leave application list.																						
1a	<p>Each leave application has an Approval Status, which is explained below.</p> <table border="1"> <thead> <tr> <th style="background-color: #ADD8E6;">Approval Status</th> <th style="background-color: #ADD8E6;">Description</th> </tr> </thead> <tbody> <tr> <td>Pending</td> <td>Leave application has been submitted and awaiting to get approval from your first approver.</td> </tr> <tr> <td>Recommended</td> <td>First level approver approved the leave application. Your leave application is now under review by your second level approver.</td> </tr> <tr> <td>Verified</td> <td>Second level approver approved the leave application. Your leave application is now under review by your third level approver.</td> </tr> <tr> <td>Approved</td> <td>Leave application has been approved by final approver.</td> </tr> <tr> <td>Rejected</td> <td>Leave application has been rejected by approver.</td> </tr> <tr> <td>Pending for Cancellation</td> <td>You have submitted your leave cancellation request for your approved leave, and it is awaiting your first approver review.</td> </tr> <tr> <td>Recommended for Cancellation</td> <td>First level approver approved your leave cancellation request. Your request is now under the review by your second level approver.</td> </tr> <tr> <td>Verified for Cancellation</td> <td>Second level approver approved your leave cancellation request. Your request is now under the review by your third level approver.</td> </tr> <tr> <td>Cancelled</td> <td>Request to cancel approved leave has been approved by your final approver.</td> </tr> <tr> <td>Withdrawn</td> <td>You have successfully withdrawn your pending leave application.</td> </tr> </tbody> </table>	Approval Status	Description	Pending	Leave application has been submitted and awaiting to get approval from your first approver.	Recommended	First level approver approved the leave application. Your leave application is now under review by your second level approver.	Verified	Second level approver approved the leave application. Your 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 your first approver review.	Recommended for Cancellation	First level approver approved your leave cancellation request. Your request is now under the review by your second level approver.	Verified for Cancellation	Second level approver approved your leave cancellation request. Your request is now under the review by your third level approver.	Cancelled	Request to cancel approved leave has been approved by your final approver.	Withdrawn	You have successfully withdrawn your pending leave application.
Approval Status	Description																						
Pending	Leave application has been submitted and awaiting to get approval from your first approver.																						
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Approved	Leave application has been approved by final approver.																						
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Verified for Cancellation	Second level approver approved your leave cancellation request. Your request is now under the review by your third level approver.																						
Cancelled	Request to cancel approved leave has been approved by your final approver.																						
Withdrawn	You have successfully withdrawn your pending leave application.																						
2	<p>The following buttons can be accessed:</p> <div style="display: flex; flex-direction: column; gap: 10px;"> <div>  <p>This is the New button. Tap on it to raise a new leave application.</p> </div> <div>  <p>This is the Withdraw button. If your leave application's Approval Status is Pending, you can withdraw the leave application which will remove the application from the system.</p> </div> </div>																						

	<p>To do this, tap on the checkbox to select the leave application that you want to withdraw and then tap the Withdraw button. This will withdraw the entire leave application.</p> <p>If you had applied for a long-dated leave and you want to withdraw specific day(s) in your leave application, you can do so at the Leave Details page. Refer to step 6 onwards.</p> <p> This is the Cancel button. If your leave application's Approval Status is Approved, you can choose to submit your request to cancel the leave.</p> <p>To do this, tap on the checkbox to select the leave application that you want to cancel and then tap the Cancel button. This will submit your request to cancel the entire leave application to your approver(s) for review.</p> <p>To cancel specific day(s) for a long-dated leave, refer to step 6 onwards.</p>
3	Tap on the Add button to raise a new leave application.
4	For leave application with Approval Status Pending , there will be an Edit button available for it. Tap on it to make changes to the leave application and resubmit it to your approver(s) for review. There is no limit to the number of times you can edit a Pending leave application.
5	Tap on the leave application summary information to view the application's expanded information.
6	Tap on the Info button at the leave application's expanded information to view the application's Leave Details page.



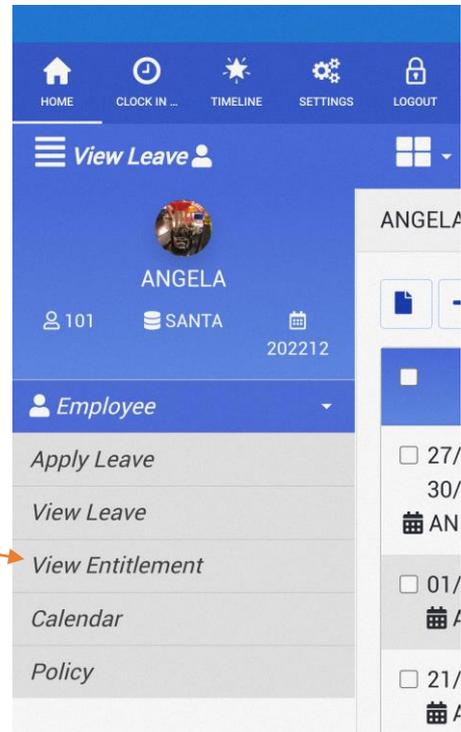
- | | |
|---|--|
| 7 | At the Leave Details page you can view the daily leave information of your application.

If you want to Withdraw or Cancel specific day(s) of your leave, tap on the checkbox to choose the specific day first. |
| 8 | Tap on the Withdraw or Cancel button to withdraw or cancel the leave days that you had selected. |

Figure 11 View Leave Leave Details page sample

View Entitlement

Tap on the **View Entitlement** option at the **Left Sidebar Menu** of the **Leave** module to access it.



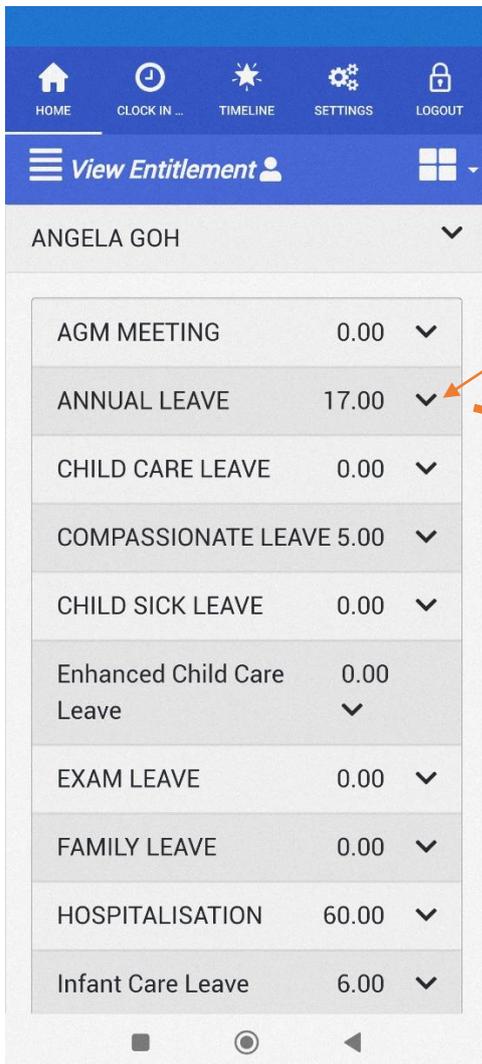


Figure 12 TIMES PRO Mobile View Entitlement page sample

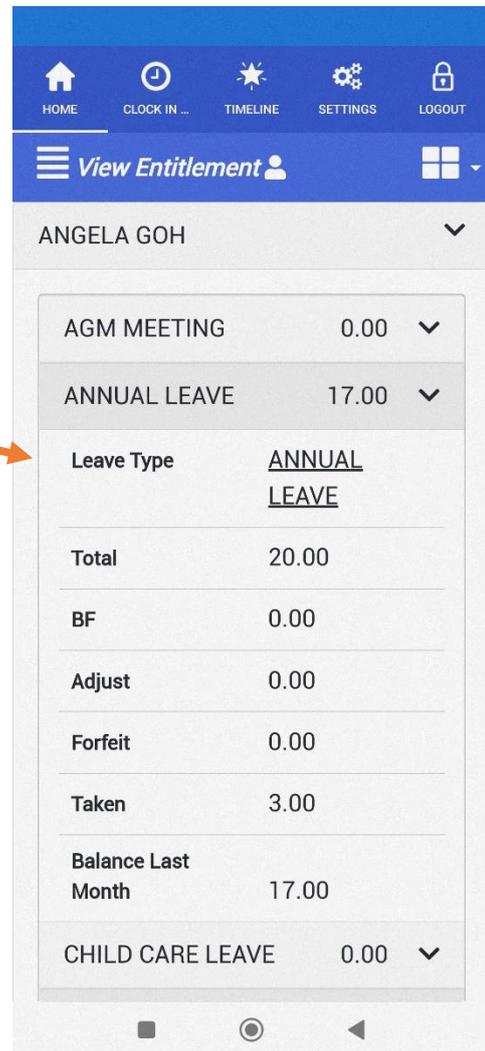


Figure 13 View Entitlement expanded information sample

1 Tap the **Expand** button to view the expanded information of the leave entitlement.

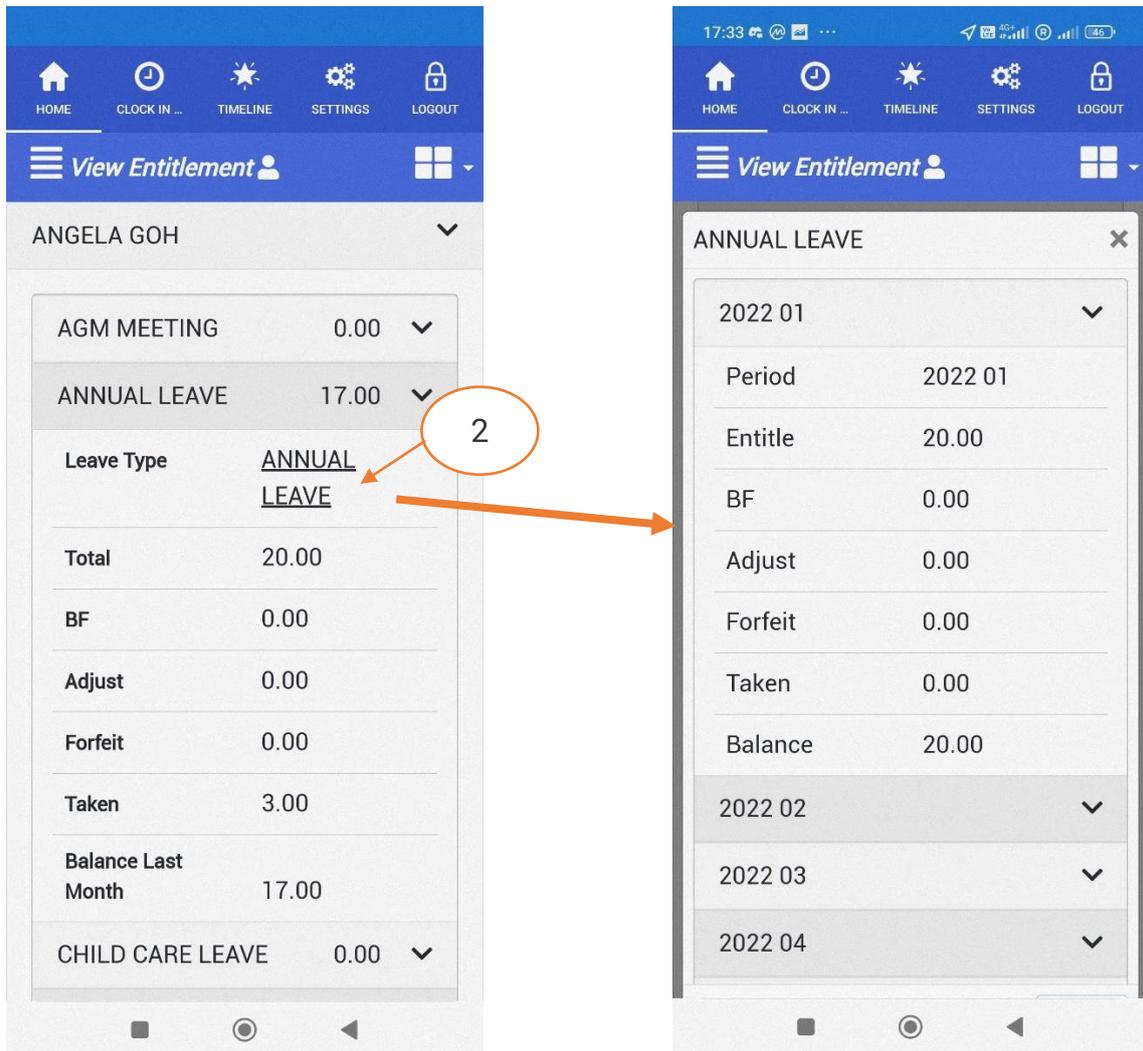
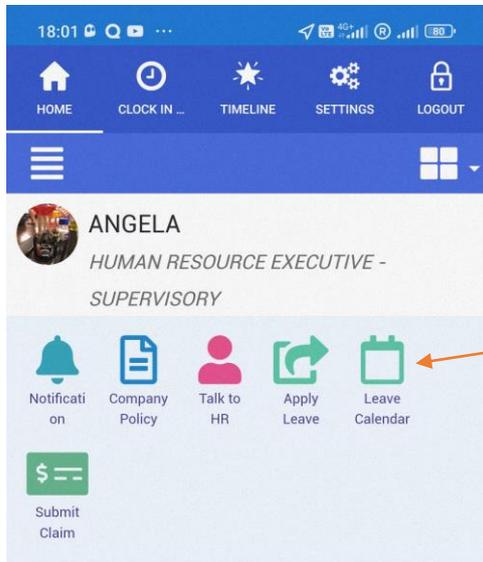


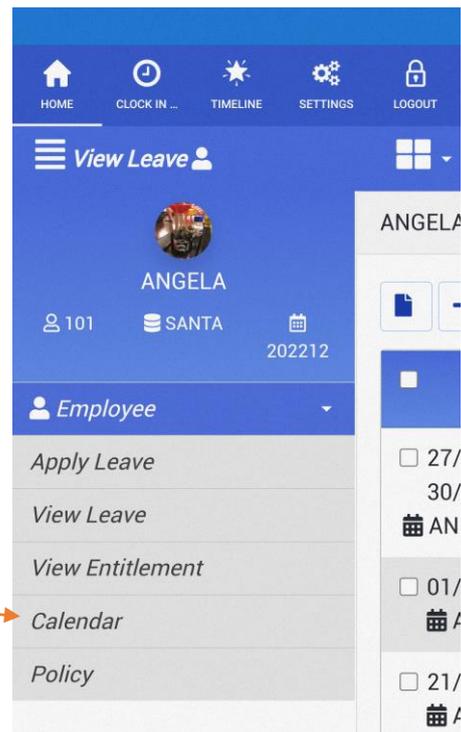
Figure 14 View Entitlement monthly breakdown sample

2 Tap on the leave name to view the monthly breakdown of your entitlement.

Leave Calendar



Tap on **Leave Calendar** icon at **Action Bar** to access it.



You can also tap on the **Calendar** option at the **Left Sidebar Menu** of the **Leave** module to access it.



Figure 15 TIMES PRO Mobile Leave Calendar sample

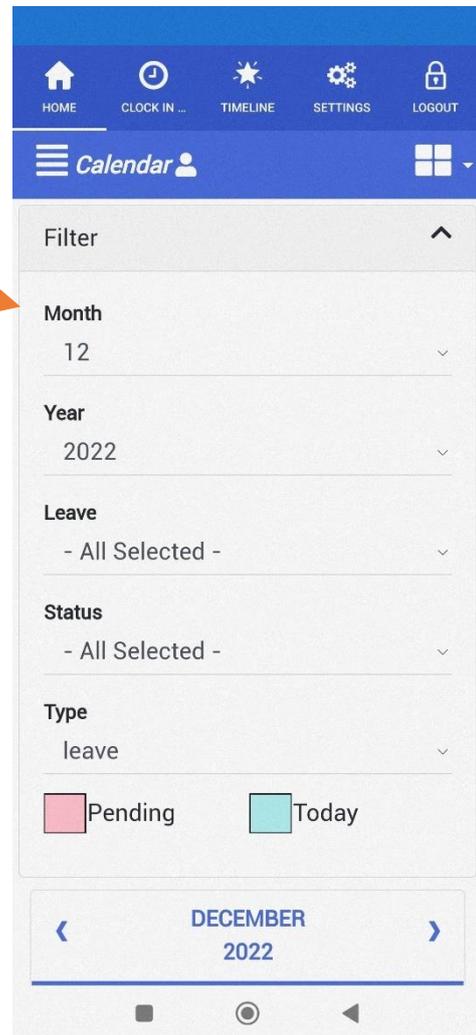


Figure 16 Leave Calendar Data Filters

1	Tap on the Expand button at the Filter section to view the Data Filters for the Leave Calendar .
2	The dot indicator on the day indicates that there are events for the day. Tap on the day to view the list of events, such as employees taking leave and public holiday information.

End of Document