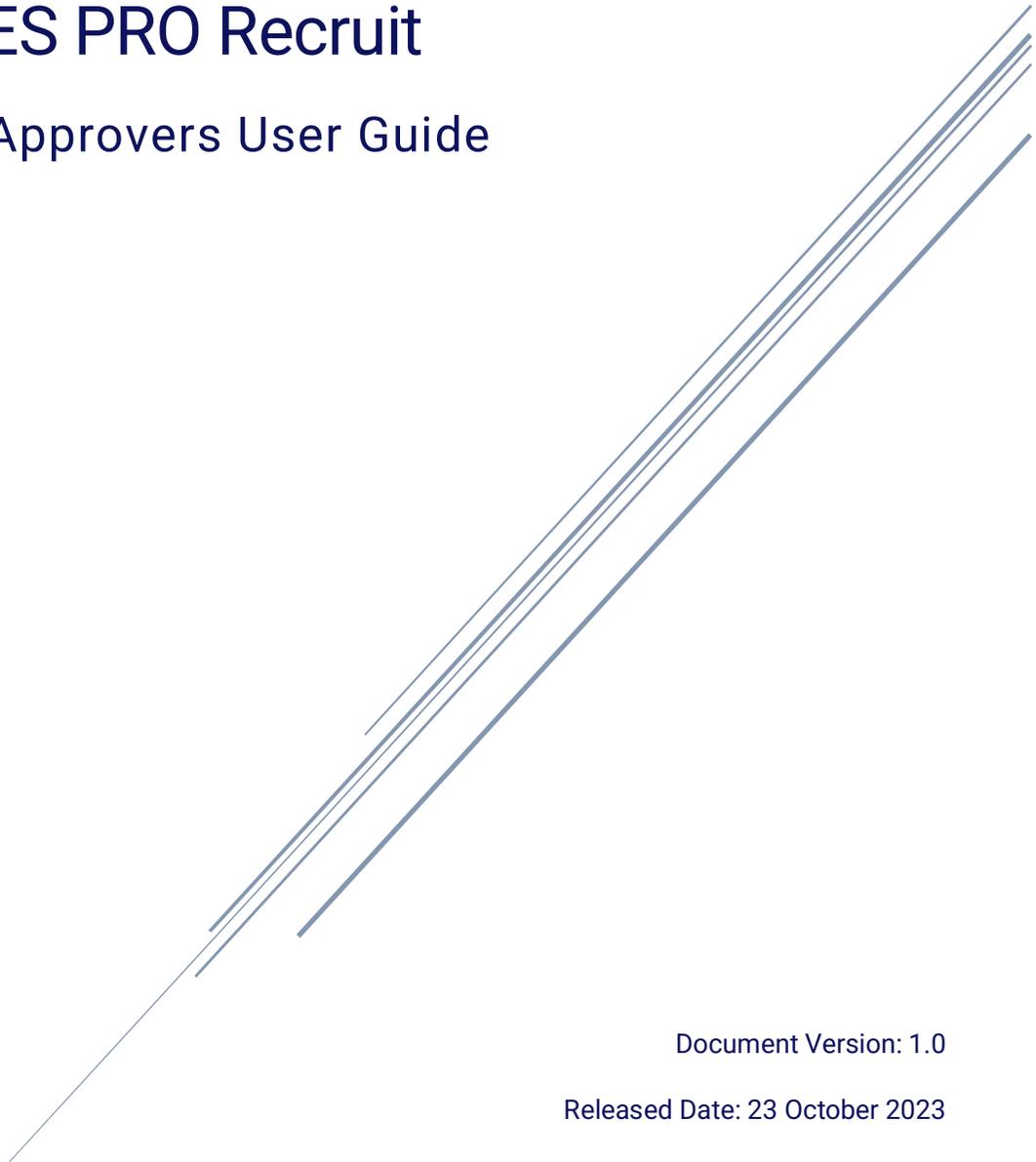




TIMES PRO Recruit

MER Approvers User Guide



Document Version: 1.0

Released Date: 23 October 2023



TABLE OF CONTENTS

1. LOGGING INTO THE TIMES PRO RECRUIT SYSTEM	4
2. APPROVING AND REJECTING MANPOWER REQUISITIONS.....	5
3. REPORT	8



DISCLAIMER

Copyright 2023 Times Software Pte Ltd (“TIMES SOFTWARE”) (Company Registration No.: 199804415D) All rights reserved. Please refer to the legal notice below for terms of use.

THE SPECIFICATIONS AND INFORMATION REGARDING THE PRODUCTS IN THIS USER GUIDE ARE SUBJECT TO CHANGE WITHOUT NOTICE. ALL STATEMENTS, INFORMATION, AND RECOMMENDATIONS IN THIS USER GUIDE ARE BELIEVED TO BE ACCURATE BUT ARE PRESENTED WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED. USERS MUST TAKE FULL RESPONSIBILITY FOR THEIR APPLICATION OF ANY PRODUCTS.

INFORMATION PROVIDED IN THIS GUIDE IS PROVIDED “AS IS” WITH ALL FAULTS. TIMES SOFTWARE DISCLAIM ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THOSE OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT OR ARISING FROM A COURSE OF DEALING, USAGE OR TRADE PRACTICE.

IN NO EVENT SHALL TIMES SOFTWARE OR ITS SUPPLIERS BE LIABLE FOR ANY DIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT OR PUNITIVE DAMAGES, OR ANY DAMAGES WHATSOEVER, INCLUDING, WITHOUT LIMITATION, LOST PROFITS OR LOSS OR DAMAGE TO DATA ARISING OUT OF THE USE OR INABILITY TO USE THIS USER GUIDE, OR ANY ERRORS OR OMISSIONS IN THE CONTENT THEREOF, EVEN IF TIMES SOFTWARE OR ITS SUPPLIERS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Unless otherwise noted, the example companies, organisations, products, domain names, email addresses, logos, people, places and events depicted herein are fictitious, and no association with any real company, organisation, product, domain name, email address, logo, person, place or event is intended or should be inferred. Any workflows, display output, diagrams and other figures included in this user guide are shown for illustrative purposes only.

Without limiting the rights under copyright, no part of this user guide may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of TIMES SOFTWARE.

The TIMES service and products identified in this user guide are trademarks or service marks of TIMES SOFTWARE. All other products or services referenced in this user guide may be the trademarks or service marks of their respective owners.

1. Logging into the TIMES PRO Recruit System

Open internet browser and enter the URL address to access the TIMES PRO portal login web page, example: <http://www.myportal.com/SolutionPro>

An example of the login page is shown below:

The screenshot shows the login interface for the TIMES PRO Recruit System. The form is overlaid on a background image of a person working at a desk. The form includes the following fields and elements:

- Company:** A drop-down menu with "TEST22" selected.
- Login Id:** A text input field.
- Password:** A text input field.
- Login Period:** Two date pickers showing "2023" and "09".
- Login:** A button with a blue border.
- Forgot Password:** A link.
- Payroll Login:** A link.

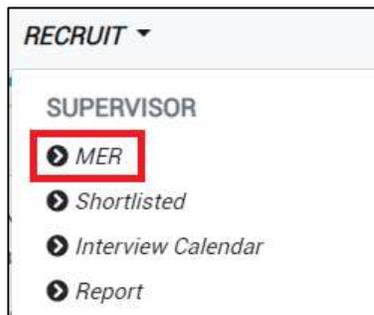
At the bottom of the page, there are links for the "TIMES MOBILE APP" (Google Play and App Store) and a "QR CODE". The footer contains the text: "Copyright © 2020 Times Software Pte Ltd. All Rights Reserved".

1. Click on the "Company" drop-down list to see a list of available companies and choose the one that user want to access to.
2. Key in login id at "Login id".
3. Key in password at "Password".
4. Click the  button to login into the system.

2. Approving and Rejecting Manpower Requisitions

User's reporting employees from time to time can request for manpower by raising Manpower Establishment Requisition (MER) forms. Users will need to review them and decide on whether to approve or reject them.

To do this, the user will need to access the **MER** page.



Click on the **MER** option in the Supervisor menu to access the MER page.

The screenshot shows the MER page interface. At the top, there are tabs for 'Recruit', 'Supervisor', and 'MER'. Below the tabs are filter fields for 'Year' (2023), 'Status' (All), 'Posted' (All), and 'Position' (All). There are also fields for 'Department' (All) and 'Description'. A 'Query' button is located below the description field. Below the filters is a table with the following data:

Status	Description	MER Ref Number	Company	Position	Department	No Of People	Employment Type	Submitted By	Submitted Date	Last Action By	Last Action Date	Route
<input checked="" type="checkbox"/> Approved	Project Consultant	20231023134759257	TIMES SOFTWARE (S-DEMO)	CONSULTANT - NONSUPERVISORY	SUPPORT DEPARTMENT	1	Full Time	BEN LIM	23/10/2023	ANDY LOW	23/10/2023	BEN LIM > ANDY LOW
<input checked="" type="checkbox"/> Pending	Technical Customer Support Engineer (Post-sales)	20231023142655395		EXECUTIVE - NONSUPERVISORY	JUNIOR DEPARTMENT	1		BEN LIM	23/10/2023	BEN LIM	23/10/2023	BEN LIM > ANDY LOW

At the bottom of the table, there is a pagination control showing 'Show Page 1 of 1 Pages' and a 'Display 50 Records Per Page' option.

In the MER page, user can use filters such as “Year” and “Position” to filter the list of MER forms.



User can use the “Status” filter to filter the list of pending, approved or rejected MER forms.

The “Posted” filters the list of MER forms based on whether there are job vacancies posted for those forms.

User can search for specific MER forms by entering the name of the form at “Description” and clicking on the **Query** button.

From the list of MER records, look for the MER that is pending for action.

Click the  icon to access the MER form.

Recruit Supervisor MER **EDIT**

BEN LIM > ANDY LOW

Description
Technical Customer Support Engineer (Post-sales)

Status: Pending for ANDY LOW
 MER Ref Number: 20231023142655395
 Expiry Date: dd/mm/yyyy
 Company: [dropdown]

Cost Centre: [dropdown] Position: EXECUTIVE - NONSUPERVISORY Department: JUNIOR DEPARTMENT Type: Budgeted/Replacement

Reason For Requisition: [dropdown] Reference: [text] Approval Type: [dropdown] No Of People: 1

UnlimitedPeople: UnlimitedPeople
 New Recruit?: New Recruit?

Resigned Employee (If Any)

+	EmpName	Department	CostCentre	Occupation	Reason	LastDate
						dd/mm/yyyy

Employment Type: [dropdown] Start Date: dd/mm/yyyy End Date: dd/mm/yyyy Contract Month: [dropdown]

Estimated Date: dd/mm/yyyy Qualification: [dropdown] Gender: [dropdown]

Job Description
RESPONSIBILITIES
 As a Technical Customer Support Engineer, you will be mainly responsible for providing post-sales support and facilitating implementation activities following a customer sale. You will work closely with the Technical Consulting and Global Service Delivery team to build a positive customer experience and deliver solutions that drive overall satisfaction with our services.

Job Qualification
REQUIREMENTS
 • University degree in Computer Science, Computer Engineering, Information Systems or related discipline.
 • Must have experience in a customer-facing Technical Support or Help Desk role, preferably within a high-tech industry.
 • Strong knowledge of Linux (Operating System) and Internet Protocols (TCP/ IP HTTP).

Reason: [text area] Note 1: [text area]

Note 2: [text area] Note 3: [text area]

Note 4: [text area] Note 5: [text area]

Note 6: [text area] Note 7: [text area]

Note 8: [text area] Note 9: [text area]

Attachment Choose File

Approvers' remarks

Approver 1

Submitted by BEN LIM[002]

Save Approve Reject Cancel

User can enter his remarks and any additional notes into the MER form. Be sure to click the  button to save the changes.

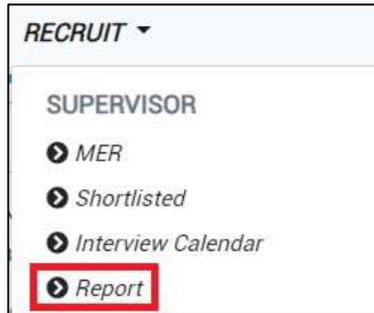
To approve the MER form, click on the  button.

To reject the MER form, click on the  button.

If user do not want to take any action yet, click  button to leave this MER form and return to the previous page.

3. Report

User can generate reports in **Report** page.



Click on the **Report** option in the Supervisor menu to access the Report page.

A screenshot of the Report page interface. The page has a breadcrumb trail: Recruit > Supervisor > Report. On the right side, there are several filtering options:

- Report:** A dropdown menu with 'Interview' selected.
- Format:** A dropdown menu with 'Excel' selected.
- Date Range:** Two input fields for dates, with '01/10/2023' and '31/10/2023' entered.
- Job Title:** A dropdown menu with 'All' selected.
- Applicant:** A search input field with a magnifying glass icon.

 At the bottom of the filtering section, there is a 'Print' button with a printer icon.

1. Choose "Report".
2. Choose filtering criteria.
** note: different filtering criteria will be available for user to choose once they had selected the type of report **
3. Click  button to export the report.

- End of Document -