



# TIMES PRO TimeSheet

Weekly Shift Setup Guide for Administrators

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## Introduction

TIMES PRO TimeSheet system can calculate shift workers' total normal hours of work clocked and overtime hours earned on a weekly basis.

This guide for administrators explains the method to achieve this.

## Assumptions

This guide is written with the assumption that the reader has knowledge of the standard setup of TIMES PRO TimeSheet system and this guide will not cover in detail the functions of the standard setup of the system (such as Shift Setup, Shift Schedule, etc.).

Instead this guide provides relevant and sufficient information in setting up the weekly shift and will not cover topics beyond this scope.

Should the reader require more information on the standard setup of TIMES PRO TimeSheet system, please refer to the *TIMES PRO TimeSheet User Guide for Administrators*.

## Standard Setup Workflow

To calculate a shift worker's normal hours of work clocked and overtime hours earned on a weekly basis, the shift worker needs to work on a *Weekly Shift*.

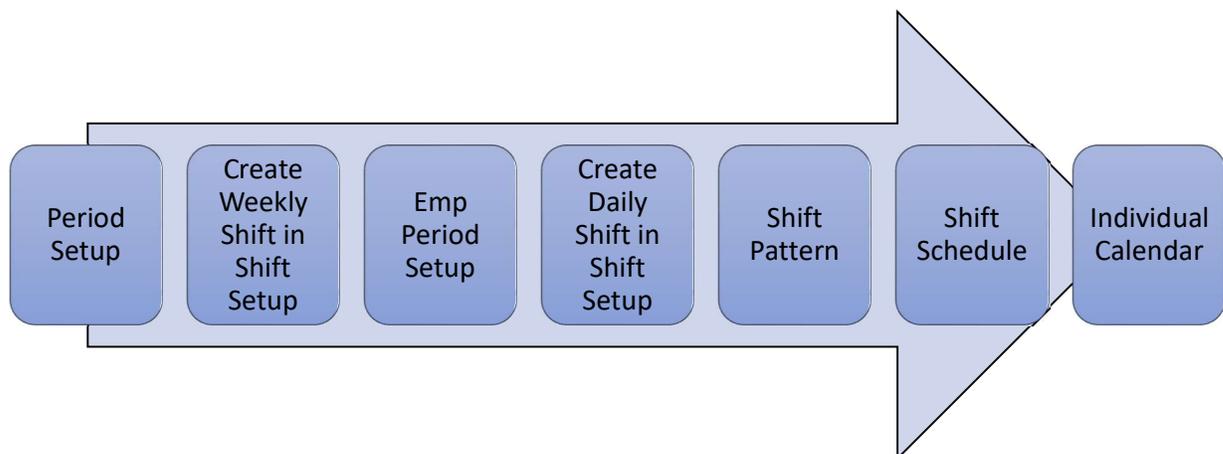
To begin creating weekly shifts, first the system needs to know what constitutes a week. A typical week consists of 7 calendar days and starts from Monday to Sunday. A week can also start from Sunday to Saturday. The Administrator will need to define this setting at **Period Setup**.

After that, the Administrator creates the *Weekly Shift* in **Shift Setup**. This shift determines the total number of normal work hours per week, typically 44 hours per week, and the overtime rates that a shift worker can earn should the shift worker worked more than the indicated normal work hours per week.

The next step is to assign the weekly settings from Period Setup and a Weekly Shift to a shift worker in **Emp Period Setup**. This will determine the weekly overtime rule that the shift worker will follow. Each shift worker can have different weekly shifts and settings.

While the weekly shift determines the weekly overtime calculations, the daily shifts determine the shift workers' shift schedules. The daily shift can be created at the **Shift Setup** and arranged in a weekly work pattern at the **Shift Pattern**.

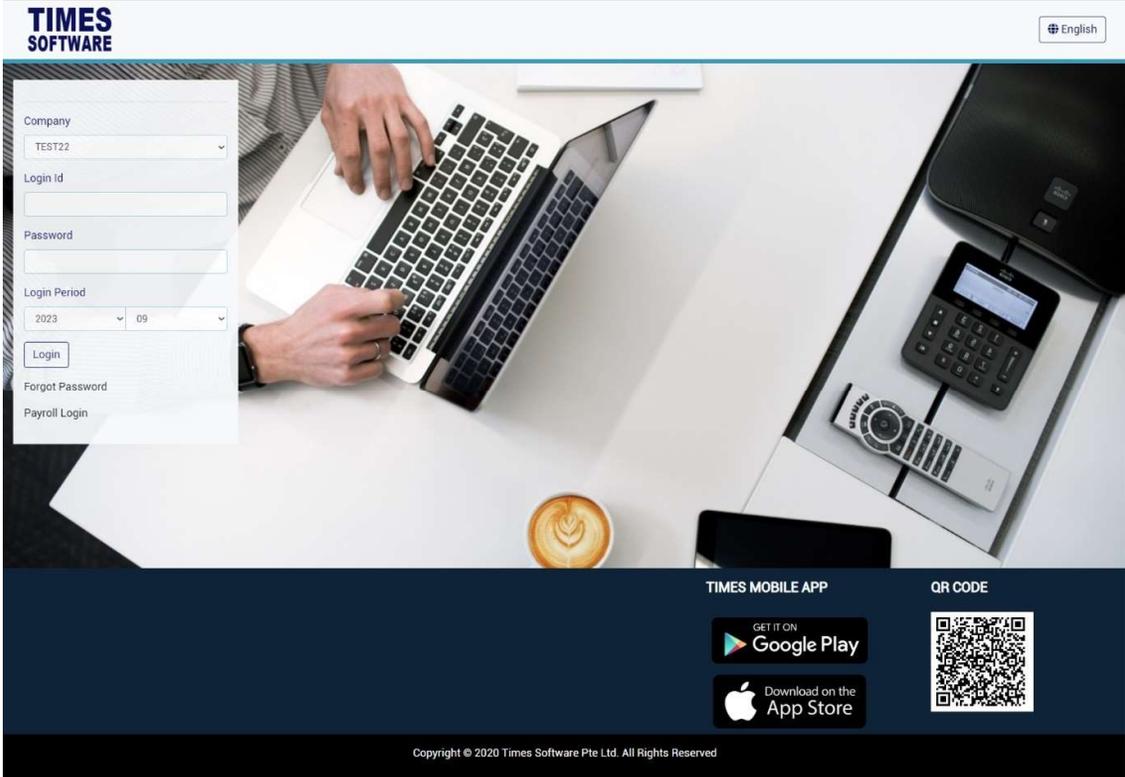
Once completed, the daily shifts are assigned to the shift worker in the **Shift Schedule** to update the shift worker's work calendar. Final checking and daily adjustments to this calendar can be done at the **Individual Calendar**.



## Logging into the TIMES PRO TimeSheet 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 TimeSheet System. The form is overlaid on a background image of a person using a laptop. The form includes the following elements:

- Company:** A dropdown menu with 'TEST22' selected.
- Login Id:** A text input field.
- Password:** A text input field.
- Login Period:** Two dropdown menus showing '2023' and '09'.
- Login:** A button to submit the form.
- Forgot Password:** A link to reset the password.
- Payroll Login:** A link for payroll users.

At the bottom of the page, there are links for the 'TIMES MOBILE APP' (with 'GET IT ON Google Play' and 'Download on the App Store' logos) and a 'QR CODE'.

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.



To effectively use this guide, ensure that user is given the role of Administrator for the company that logging into. If the role is not setup yet, use login id *Admin* at “Login id” to login as the Administrator.

## Period Setup

First we will need to determine the weekly periods for a single year. A typical week starts from Monday to Sunday and it can also start from Sunday to Saturday.

1. Access the Administrator menu and click on the Period Setup option to access the Period Setup web page.



The screenshot shows the 'Period Setup' web page. It features a form with the following fields: 'Year' (set to 2023), 'Start Date' (set to 01/01/2023), 'Days Interval' (set to 7), 'Start Period' (set to 1), and 'Number Of Cycle' (set to 52). A 'Generate' button is located at the bottom left of the form.

2. Choose the "Year" that user want to generate the weekly periods.
3. Choose the "Start Date" to indicate the first day of the weekly periods.
4. Indicate the number of days that constitutes a week at "Days Interval". For example, entering in 7 days interval indicates that there are 7 days in a week.
5. Indicate the number of weeks that user want to generate at "Number Of Cycle". If indicate 52 number of cycle, then the system will generate 52 weeks.
6. Indicate on which week user want to generate the weekly periods at "Start Period". Normally indicate 1 here to begin generating the weekly periods from the first week.
7. Click  to generate the weekly periods.

Year	Start Date	Days Interval	Start Period	Number Of Cycle
2023	01/01/2023			

Period	From	To
0	05/09/2023	05/09/2023

Year	Period	Start Date	End Date
2023	1	01/01/2023	07/01/2023
2023	2	08/01/2023	14/01/2023
2023	3	15/01/2023	21/01/2023
2023	4	22/01/2023	28/01/2023
2023	5	29/01/2023	04/02/2023
2023	6	05/02/2023	11/02/2023

Once the weekly periods have been generated, check through them and should you need to make changes to them, user can either re-generate the entire weekly periods with the new "Start Date", "Days Interval", "Start Period" and "Number Of Cycle", or user can make changes to the generated weekly periods individually by changing the "Week No", "From" and "To".

Year	Period	Start Date	End Date
2023	0	22/06/2023	22/06/2023
2023	1	02/01/2023	09/01/2023
2023	2	08/01/2023	15/01/2023
2023	3	15/01/2023	22/01/2023
2023	4	22/01/2023	29/01/2023
2023	5	29/01/2023	05/02/2023
2023	6	05/02/2023	12/02/2023
2023	7	12/02/2023	18/02/2023

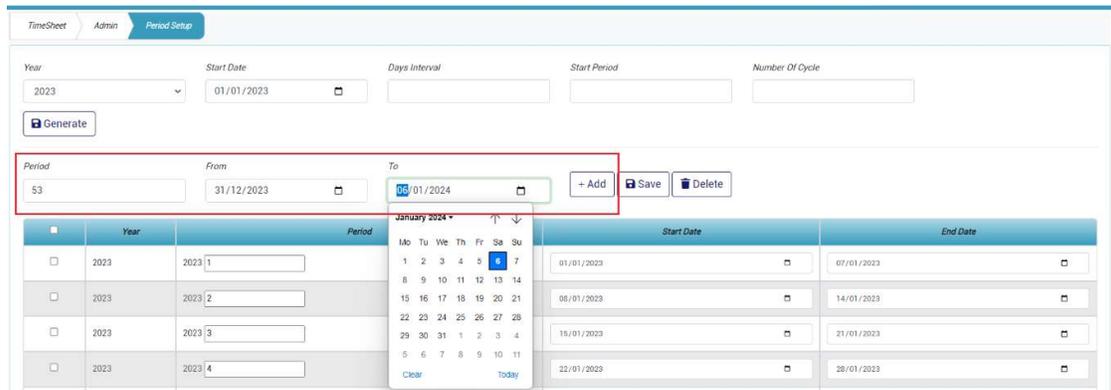
Be sure to click  Save to save any changes made.

## Adding Individual Weekly Period

If user want to add additional weekly period without re-generating the entire weekly periods, user can do so by indicating the “Period”, “From” and “To”. Then click the  button to add in the new weekly period.



When adding in new weekly period, ensure the new weekly period’s “Period” is unique and the date range “From” and “To” does not overlap with existing weekly periods.

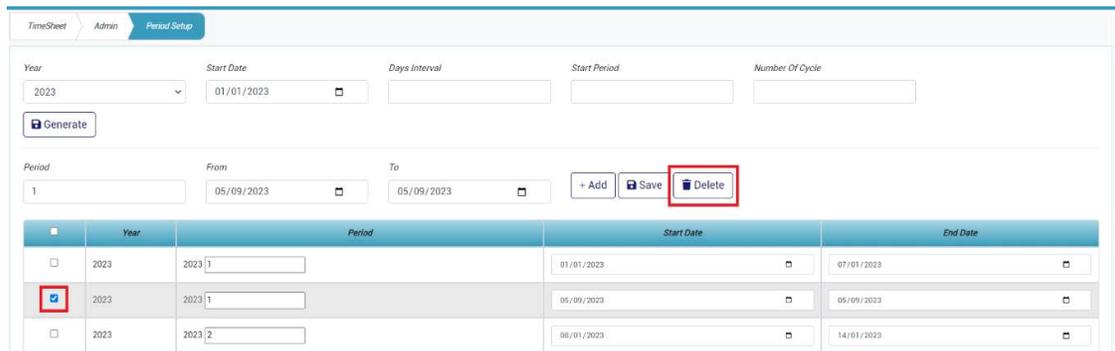


Year	Period	Start Date	End Date
2023	1	01/01/2023	07/01/2023
2023	2	08/01/2023	14/01/2023
2023	3	15/01/2023	21/01/2023
2023	4	22/01/2023	28/01/2023

## Deleting Weekly Period

To delete a weekly period, select the period by tick the checkbox  next to the period and click on the  button to delete the selected period.

 Deleted records are unrecoverable.

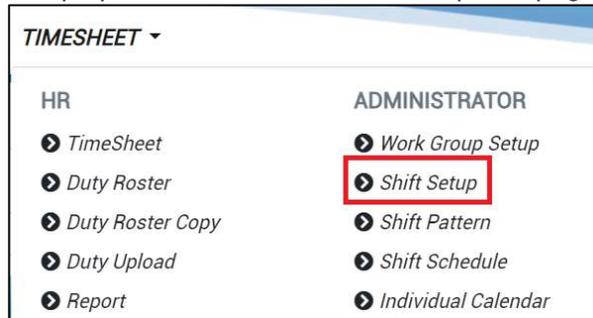


<input type="checkbox"/>	Year	Period	Start Date	End Date
<input type="checkbox"/>	2023	2023   1	01/01/2023	07/01/2023
<input checked="" type="checkbox"/>	2023	2023   1	05/09/2023	05/09/2023
<input type="checkbox"/>	2023	2023   2	08/01/2023	14/01/2023

## Create Weekly Shift in Shift Setup

A Weekly Shift is used to track a shift worker's working hours clocked for the week and determines whether the shift worker is entitled to overtime hours.

1. To create a weekly shift, first access the Administrator menu and click on the Shift Setup option to access the Shift Setup web page.



2. Click on the  button to create a new shift.

The screenshot shows the 'Shift Setup' web page with a navigation bar at the top containing 'TimeSheet', 'Admin', 'Shift Setup', and 'Add'. The 'Add' button is highlighted with a blue box. Below the navigation bar are tabs for 'General', 'Overtime', 'Lateness / Undertime', 'Day Rate', 'Allowance', and 'Miscellaneous'. The 'General' tab is active, showing fields for 'Work Group' (WEEKLY-SHIFT), 'Shift' (WEEKLY-SHIFT), 'Week Day', 'Description' (Weekly Shift), 'Type' (Weekly-Based), 'Shift Time' (---:-- To ---:--), 'AM Time Out', 'PM Time In', 'Shift Hours' (44), 'Shift Hours(Half Day)' (AM, PM), 'Day2 Break Line', 'Odd Clock Break Line', 'Off-Day Shift', 'Subject to OT Requisition', and 'Active' (checked). At the bottom are 'Save' and 'Cancel' buttons.

3. When creating the new weekly shift, take note of the following:
  - a. The shift must have "Shift Type" set as *Weekly-Based*.
  - b. No "Time In" and "Time Out" required as these will be determined by the daily shifts.
  - c. The "Shift Hours" must indicate the minimum hours shift workers must work in a week before they can clock in overtime hours. For example, if the "Shift Hours" is set as 44 hours, a shift worker who clocked in 45 hours in a week will have clocked in 44 normal work hours and 1 hour of overtime.
  - d. Overtime rates must be setup.

The screenshot shows the 'Add' form for setting up overtime. The 'Overtime' tab is active, displaying various configuration fields. The 'Overtime Ratio' table is as follows:

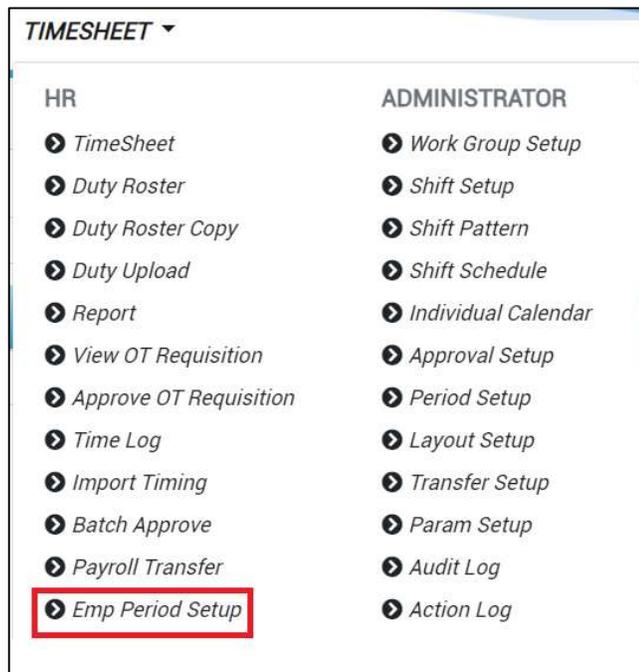
	Ceiling	Rate	Fixed Rate
	15	1	
	40	1.5	

4. The overtime rate(s) must be defined at **Overtime** tab. The “Ceiling” for the overtime rate(s) is based on the maximum number of overtime hours an employee / shift worker can clocked for a single overtime rate for the entire week. Do note that the “Ceiling” hours are accumulative. Example:
  - a. Total hours an employee / shift worker can work for a week are 12 hours a day \* 7 days a week = 84 hours.
  - b. Total hours an employee / shift worker needs to work before earning overtime hours = 44 hours.
  - c. Total overtime hours possible in a week = 84 – 44 = 40 hours.
  - d. First 15 hours of overtime are paid overtime rate of 1.0 = “Ceiling” 15 “OT Rate” 1.0.
  - e. Next 25 hours of overtime are paid overtime rate of 1.5 = “Ceiling” 40 “OT Rate” 1.5.

## Emp Period Setup

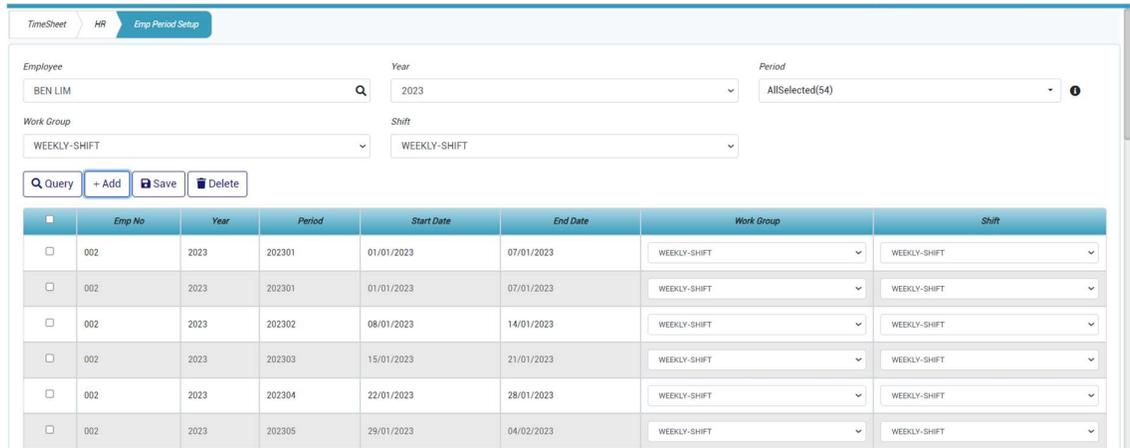
Once the weekly period and weekly shift are setup, it's time to assign them to shift workers.

1. Access the HR menu and click on the Emp Period Setup option to access the Emp Period Setup web page.



2. Determine the shift workers that will be assigned the weekly period and shift.
3. Choose "Department", "Work Group" and "Employee". If multiple selections had been chosen, user can check them by clicking on the **i** button.
4. Next, choose the weekly period(s) at "Period".
5. Choose the "Work Group" of a weekly shift.
6. Choose the weekly shift that user want to assign to them at "Shift".

7. Finally, click  to assign the selected shift workers the chosen weekly period and weekly shift.



The screenshot shows the 'Emp Period Setup' page in the Times Software interface. It includes search filters for Employee (BEN LIM), Year (2023), and Period (AllSelected(54)). Below the filters are dropdown menus for Work Group (WEEKLY-SHIFT) and Shift (WEEKLY-SHIFT). Action buttons for Query, Add, Save, and Delete are visible. The main table lists weekly shifts with columns for Emp No, Year, Period, Start Date, End Date, Work Group, and Shift.

Emp No	Year	Period	Start Date	End Date	Work Group	Shift
002	2023	202301	01/01/2023	07/01/2023	WEEKLY-SHIFT	WEEKLY-SHIFT
002	2023	202301	01/01/2023	07/01/2023	WEEKLY-SHIFT	WEEKLY-SHIFT
002	2023	202302	08/01/2023	14/01/2023	WEEKLY-SHIFT	WEEKLY-SHIFT
002	2023	202303	15/01/2023	21/01/2023	WEEKLY-SHIFT	WEEKLY-SHIFT
002	2023	202304	22/01/2023	28/01/2023	WEEKLY-SHIFT	WEEKLY-SHIFT
002	2023	202305	29/01/2023	04/02/2023	WEEKLY-SHIFT	WEEKLY-SHIFT

8. Once assigned user can see a list weekly shifts by weekly periods for each shift worker(s).
9. If user want to make changes to the weekly shifts assigned, he can do so by choosing a different “Work Group” and “Shift”. Be sure to click  to save the changes.

 Whenever user visit this page, he can always view these details by choosing the appropriate “Employee” and “Period”, then clicking on the  button.

## Deleting the Weekly Period and Shift Assignment

To delete a record in the Emp Period Setup, select the record by clicking on the  checkbox next to the record and click on the  button to delete the selected period.



Deleted records are unrecoverable.



<input type="checkbox"/>	Emp No	Year	Period	Start Date	End Date	Work Group	Shift
<input type="checkbox"/>	002	2023	202301	01/01/2023	07/01/2023	WEEKLY-SHIFT	WEEKLY-SHIFT
<input checked="" type="checkbox"/>	002	2023	202301	01/01/2023	07/01/2023	WEEKLY-SHIFT	WEEKLY-SHIFT
<input type="checkbox"/>	002	2023	202302	08/01/2023	14/01/2023	WEEKLY-SHIFT	WEEKLY-SHIFT

## The Remaining Setup

With the weekly periods and weekly shifts assigned to the shift workers, the last step is to create daily shifts, design them in a weekly shift pattern and assign them to the shift workers.

User can refer to the *TIMES PRO TimeSheet User Guide for Administrators* for more information on how to do it, specifically on the topics of Shift Setup, Shift Schedule and Individual Calendar.

There are a few things to take note:

1. The daily shifts “Shift Type” *must be blank*.
2. It is not necessary to create daily shifts after assigning weekly periods and weekly shifts to shift workers. User can actually create daily shifts first and assign them to shift workers before begin setting up the weekly periods and shifts. This is especially true if you already have existing duty rosters for shift workers so there isn’t any need to create daily shifts.
3. A shift worker can be assigned a weekly shift from one work group and daily shift from a different work group. The system provides this great flexibility.

Emp No	Date	Day	O.TimeIn	O.TimeOut	TimeIn	TimeOut	Shift	A. Shift	Leave	Odd	Job No	Input Job	Work Hrs	Normal Hrs	Late Hrs	UT Hrs	OT Incentive	OT #1.0
002	01/09/2023	Fri	09:12:50	18:41:57	09:12:00	18:41:00	PH		POLLING DAY			Q	9.48	0	0	0	0	9
002	02/09/2023	Sat					SAT					Q	0	4	0	0	0	0
002	02/09/2023						WEEKLY-SHIFT						49	44	0	0	0	14

4. The weekly shift has the overtime rates. If user define overtime rates for daily shifts as well, the shift workers can potentially earn full overtime pay for both the weekly shift and daily shift. In the example above, the employee had earned 9 hours of overtime pay for work done on the public holiday. The 9 hours worked on the public holiday are still counted into the weekly shift overtime calculation which resulted in the shift worker qualifying for an additional 5 hours of overtime pay (49 Accumulated Work Hours for the week – 44 Normal Work Hours = 5 hours of weekly shift overtime + 9 hours of public holiday overtime earned = 14 hours of overtime earned total)

TimeSheet > Admin > Shift Setup

Work Group  
Weekly Shift [WEEKLY-SHIFT]

+	Shift Code	Description	Week Day	Time In	Time Out
	#OFF	Off Day			
	#PH	Public Holiday			
	WEEKLY-SHIFT	Weekly Shift			

TimeSheet > HR > TimeSheet

Employee: BEN LIM      Status: - All Selected -      Start Date: 27/08/2023      End Date: 30/09/2023

Filters:      Frozen Column: 0

■	Edit	Status	Emp No	Date	Day	O TimeIn	O TimeOut	TimeIn	TimeOut	Shift	A Shift	Leave	Odd	Job No	Input Job	Accum Hrs	Work Hrs	Normal Hrs	Late Hrs	UT Hrs	OT Incentive	OT #1.0	OT #1.5	OT #2
<input type="checkbox"/>		Approved (A)	002	27/08/2023	Sun			09:00:00	19:00:00	SUN	N					8	10	8	0	0	0	0	0	0
<input type="checkbox"/>			002	28/08/2023	Mon	08:48:15	18:18:47	08:48:00	18:18:00	WS0900-1800						9.5	9.5	0	0	0	0	0	0	0
<input type="checkbox"/>			002	29/08/2023	Tue	08:30:29	18:25:45	08:30:00	18:25:00	WS0900-1800						9.92	9.92	0	0	0	0	0	0	0
<input type="checkbox"/>			002	30/08/2023	Wed	08:48:01	19:27:09	08:48:00	19:27:00	WS0900-1800						10.65	10.65	0	0	0	0	0	0	0
<input type="checkbox"/>			002	31/08/2023	Thu	08:45:49	18:25:34	08:45:00	18:25:00	WS0900-1800						9.67	9.67	0	0	0	0	0	0	0
<input type="checkbox"/>		Approved (A)	002	01/09/2023	Fri	09:12:50	18:41:57	09:12:00	19:41:00	WS0900-1800	#PH	POLLING DAY				0	10.48	0	0	0	0	0	0	0
<input type="checkbox"/>		Approved (A)	002	02/09/2023	Sat			08:58:00	18:59:00	#OFF						0	10.02	0	0	0	0	0	0	
			002	02/09/2023						WEEKLY-SHIFT						47.74	0	44	0	0	0	5.74	0	0

- If user define overtime rates for daily shifts and the organisation has a policy that any overtime hours earned from the daily shifts must be excluded from the weekly shift overtime calculations, user can achieve this by indicating the symbol # next to the daily shift's "Shift Code" when create them.

End of Document