## **TIMES PAYROLL 8.0**

# USER PASSWORD SETUP

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#### User Password Setup

To create a new user id, setup a password and define the user access rights.

#### 1. Go to Utility > User Password Setup

2. Click on New to create a new user id.

	Password Setup							
	Password Setup	PAYROLL	Batch Entry S	etup			Transfer Use	r ID & Password
	User Name	SHEILA						
W Smith S	Password	*****						
	Hide Wages	Query 👻						
	Query Access	No 💌						
Utility	View Data Only	No 🔻						
	Audit trail	Yes 💌						
User Password Setup	Select Printer	HP Deskjet	5400 Series		•			
Change Master Password	Employee ID#	L001						
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Leave Utility Year To Date Update	Lock Modify Bas Enable Auto Pro Disable update S	iic Salary? mpting Rep Salary in Car	ort? V					
YTD CPFMAX Table	Accessed Date		13/10/2011					
Global Change	Password Effect	tive Date	- -					
Initialize New Year	Renew Passwo	d every		onths				
	Password Expired Date							
Free Field Description	Reset Passwor	d ?						
Transfer Employee Record								
Mid Month Advance	New	<u>D</u> elete	Save	<u>C</u> ancel	<u>C</u> hange ID	<u>C</u> opy Profile	Print Audit Trail	<u>Î</u> <u>C</u> lose

#### **DEFINITION:**

- 1. User ID user ID (must be all capital letter, maximum of 8 characters)
- 2. User Name user name
- 3. Password user's default password.
- 4. Hide Wages- hide employees' wages from user

**YES** – On Update Employee > Employee Record, 'Hide Wage Data?' option must be tick for those employees that need to hide the Basic Salary.

Hide Wage Data ? 🛛 🔽
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When user go to Update Employee > Employee Record, Basic Salary will be shown as \*\*\*

Basic Salary	*******
Increment	*******
Total Wage	******

NO – User can view the basic salary of all employees.

**QUERY** – hide the basic salary of certain group of employees using the function 'Query'. For example:

Company A has 10 employees, Employee# 001 to 010. User can view the salary of Employee# 001 to 005, but no access right to view the salary of Employee No. 006 to 010.

TME	Query Gen	erator							Х	
	No	HEADING							^	
►		1 EMPLOYEE CODE								
_		2 EMPLOYEE NAME								
		3 PAY GROUP								
		4 BATCH NO								
_		5 OLD BASIC								
_		6 INCREMENT								
_		7 NEW BASIC								
_		8 CITIZEN CODE								EMDLOVEE CODE $> -006$
_		9 BONUS FACTOR								EWIFLOTEE CODE $\geq 000$
	1	0 PAY_TYPE							~	AND
a	iery Name :	QUERY	Description	: 00	ERY					EMPLOYEE CODE + 010
	- Ontion	Evelueine -		1						EMPLOYEE CODE <= 010
$\sim$	cess option		,							
	( NO	DESCRIPTION		ор	VALUE		_	7 REL	^	
	1	EMPLOYEE CODE		>> ==	006			AND		
•	1	EMPLOYEE CODE		<=	010					
									~	
			Save		Cancel	Save As	2 Preview		. 1	
					<u>_</u>					

5. Query Access – define the individual or group of employees that can access or view by the user.
NO – user can access all the employees.

**YES** – user can access the employees define or set in the Query.

For example: DEPARTMENT = JUNIOR

When user login to the system she can only access employees under JUNIOR DEPARTMENT.

Pa	ssword Setup	Menu Access   B	atch Entry Setu	p						
P	assword	PAYBOU					Transfer	User ID & P	assword	
E	🔁 Query G	enerator								
	No	HEADING								
		1 EMPLOYEE CO	ODE							
		2 EMPLOYEE NA	AME							
	3 PAY GROUP									
	4 BATCH NO									
		5 OLD BASIC							_	
1 .		6 INCREMENT								
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	-	8 CITIZEN CODE							_	
- 1	-	9 BONUS FACTO	OR							
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	2	25 DEPARTMENT_C	ODE	-	JUNIOR					
	Save Cancel Save As ?(] Preview I Close									
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#### 6. View Data Only

- **YES** read only mode. User can only view the data.
- **NO** can perform other operation view, append, edit and delete.

7. Audit trial – always set to yes

- YES System will record the transactions or operation perform by the user
- NO Transactions or operations perform by the user will not be recorded in the system

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**8. Select Printer** – Microsoft Windows' support multiple printers including network printers. A specific printer can be assigned to individual users.

**9. Restrict User's Record Access** – allows the MASTER user to restrict the user from amending his/her own records, upon logging into the system.

Key in the User Employee No. on 'Employee ID#' and tick on the option Restrict User's Record Access?

Password User ID	PAYROLL	 Employee ID# 007
User Name	SHEILA	Restrict User's Record ac
Password	*****	

When user login to the system and try to amend his own record, an error message will be prompted.

TIMES	Payroll/Human Resource Ver 8.00 🛛 🕅
8	Modify Record is denied by access control !
	<u> </u>

**10.** Lock Modify Basic Salary – if tick, user cannot change the Basic Salary in the Modify Pay Record.

**11. Enable Auto Prompting Report** – if tick, it will enable the auto prompting report to be viewed by the user.

**12. Disable update salary in Career Record** – if tick, it will restrict the user from amending salary in <Update Employee><Employee Career Progress>. However user can still modify or update other information such as department, Occupation etc...

#### MENU ACCESS

Assign the access rights for each of the menu.

Row highlight in yellow colour correspond an icon on TimesPay8 Main Screen



#### To disable or hide the Menu from accessing by user

Uncheck the Read, Write or Delete column.

In this example when user login to Timespay8, Process Payroll icon will not be visible.

	Process Payroll		
_			

#### To read only access

Tick on 'Read' column

	DESCRIPTION	Read	Write	Delete
►	Update Employee	<b>N</b>		
	- Employee Update	<b>N</b>		
	- Employee's Employment	<b>N</b>		
	- Employee Other Details	<b>N</b>		
	- Employee Bank Details	<b>N</b>		





#### To remove the partial access rights

Assign the access rights for Read, Write and Delete

For example:

User can access the Update Employee but cannot view, edit or delete the Bank Details, Employee's Allowance/Deduction and Career Progression.

DESCRIPTION	Read	Write	Delete
Update Employee	고		
- Employee Update	<b>u</b>	<b>v</b>	ব
- Employee's Employment	N N	L L	
- Employee Other Details	N N	L L	
- Employee Bank Details			
- Employee Confirm & Termination	J.	<b>V</b>	
- Employee's Address	J.	<b>V</b>	
- Employee's Spouse Details	J.	<b>V</b>	
- Employee's Allowance/Deduction			
- Employee's Career Progress			
- Employee's Calendar	J.	<b>V</b>	
- Employee's Misc	V	<b>N</b>	
- Employee's Free Field	<b>N</b>	<b>N</b>	

3. Click on Save to save the new user id.