

# TIMES PAYROLL 8.0

## USER PASSWORD SETUP

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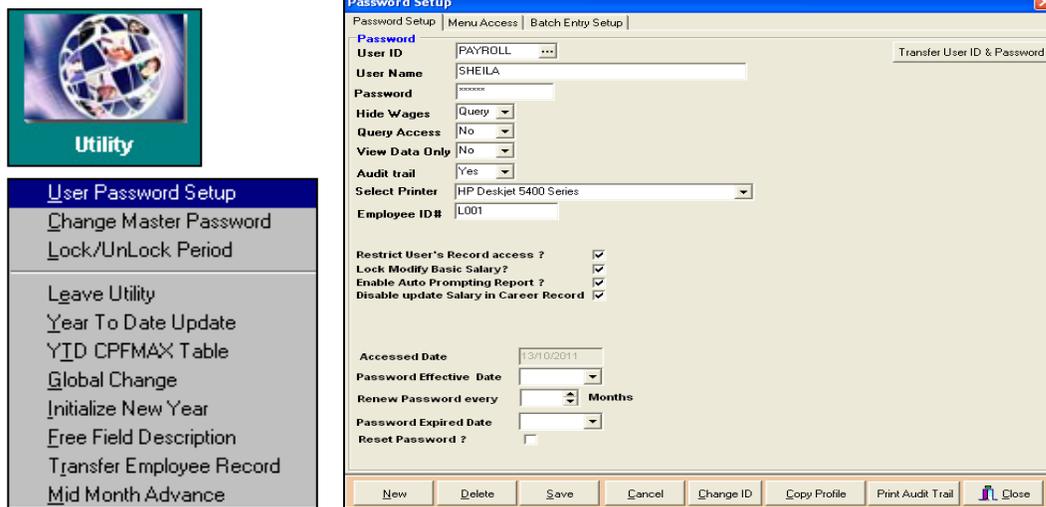
Version History				
Version	Description	Total Pages	Author	Date
1.0	Initial document release	6	Sheila	1 Dec 2011

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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.



**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.



When user go to Update Employee > Employee Record, Basic Salary will be shown as \*\*\*

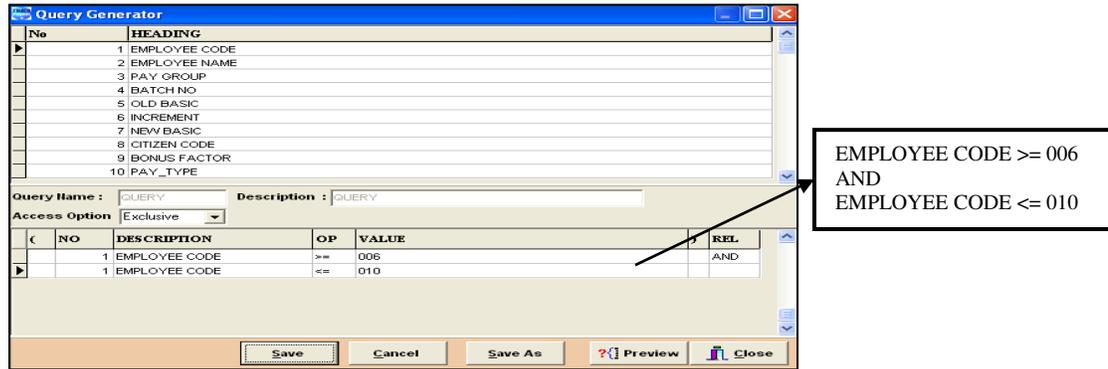
Basic Salary	*****
Increment	*****
Total Wage	*****

**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.



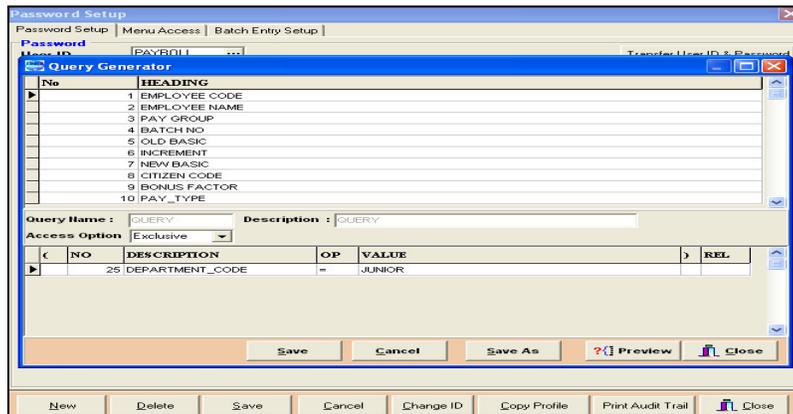
**5. Query Access** – define the individual or group of employees that can access or view by the user.

**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.



**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

**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?

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



**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

DESCRIPTION	Read	Write	Delete
Update Employee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee Update	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee's Employment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee Other Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee Bank Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee Confirm & Termination	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's Spouse Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's Allowance/Deduction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's Career Progress	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's Calendar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's Misc	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's Free Field	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's Transfer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's EVD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Activate Resignee Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee Document	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Process Payroll	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Pay Record	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Bonus Record	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Special Record	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

Uncheck the Read, Write or Delete column.

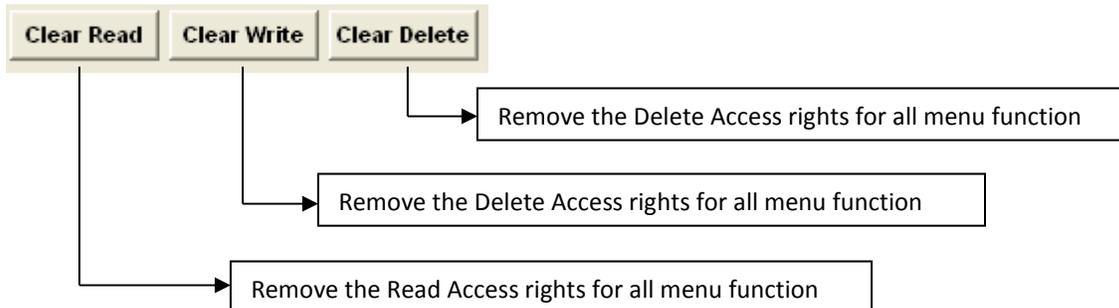
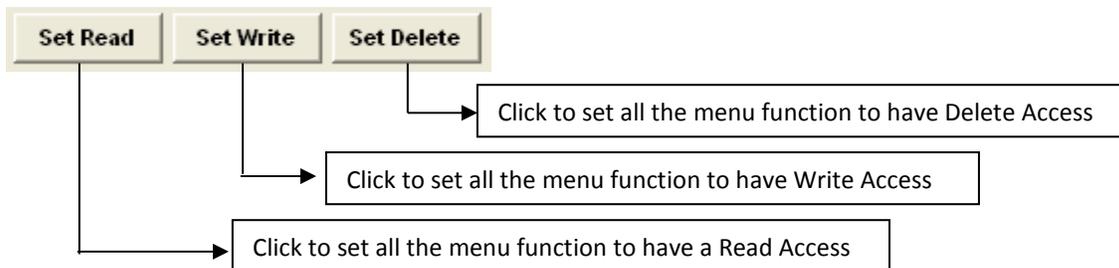
In this example when user login to Timespay8, Process Payroll icon will not be visible.

Process Payroll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**To read only access**

Tick on 'Read' column

DESCRIPTION	Read	Write	Delete
Update Employee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee Update	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee's Employment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee Other Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee Bank Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee Update	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee's Employment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee Other Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee Bank Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee Confirm & Termination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee's Address	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee's Spouse Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee's Allowance/Deduction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee's Career Progression	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee's Calendar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee's Misc	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee's Free Field	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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