



TIMES Appraisal

Quick Start Guide
for Supervisor

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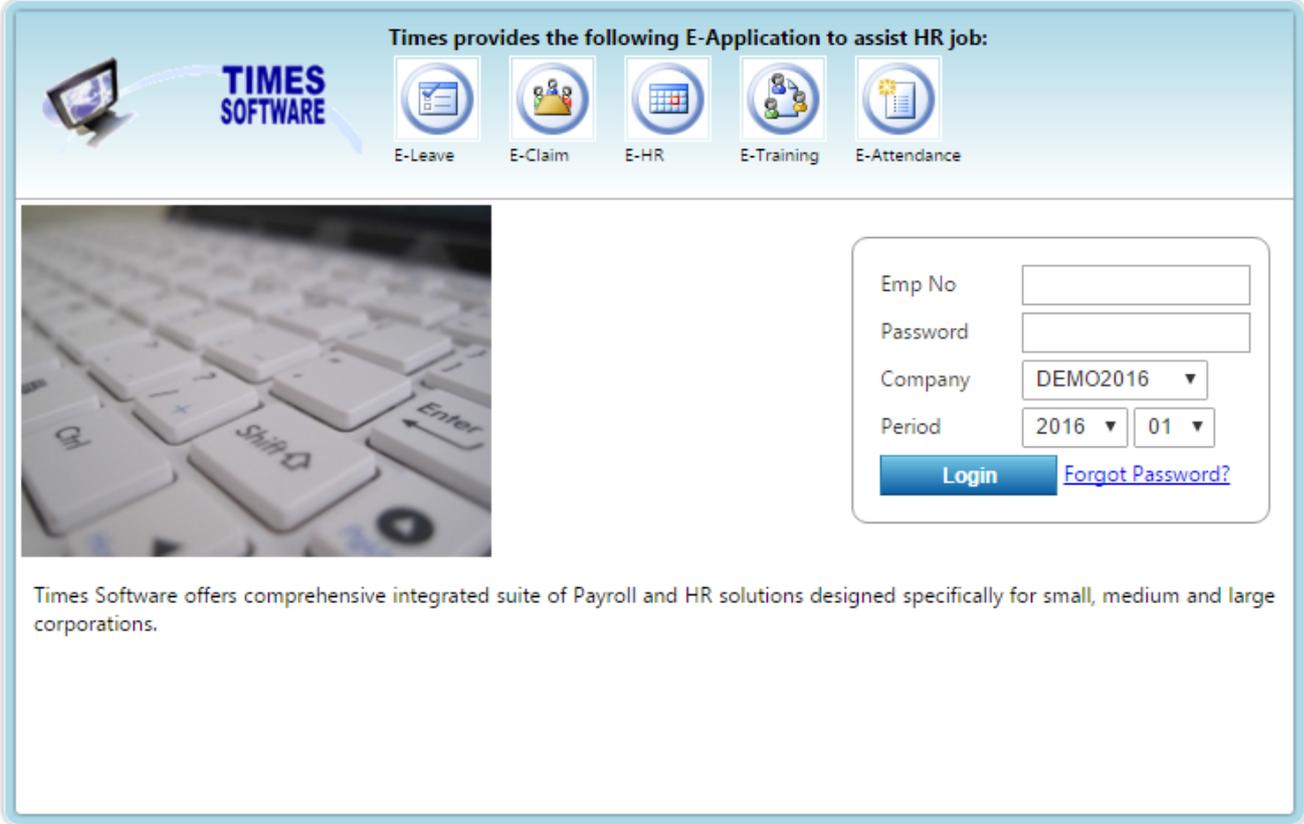
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Chapter 1. First time logging into the TIMES Appraisal

Open your internet browser and enter the URL address to access the TIMES Solution portal login web page, example: <http://www.myportal.com/esolution/Signin.aspx>

An example of the login page is shown below.



Times provides the following E-Application to assist HR job:

- E-Leave
- E-Claim
- E-HR
- E-Training
- E-Attendance

Emp No

Password

Company

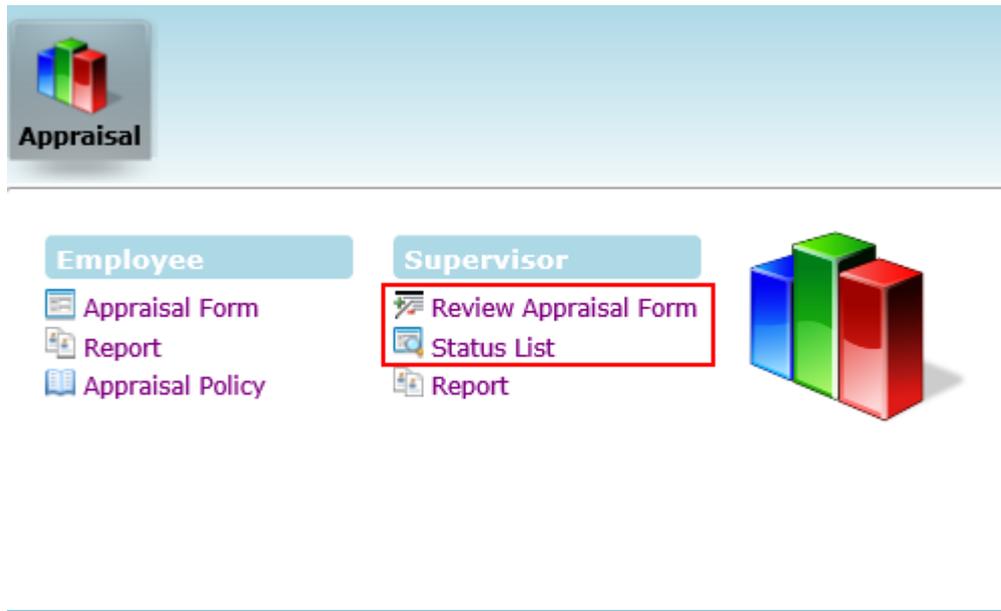
Period

[Forgot Password?](#)

Times Software offers comprehensive integrated suite of Payroll and HR solutions designed specifically for small, medium and large corporations.

1. Click on the “Company” drop-down list to see a list of available companies and choose the one that you want to access to.
2. Key in your login id at “Emp No”.
3. Key in your password at “Password”.
4. Click the button to login into the system.

Chapter 2. Accessing the Employee's Appraisal Form



You can access your employee's appraisal form from either the **Review Appraisal Form** option or **Status List** option in the Supervisor menu.

In the Status List web page click on the  button to access the appraisal form.

Chapter 3. Reviewing the Employee’s Appraisal Form

Questions	Weight	Sys Score	Christopher Lee Tan Ming[E001]	David Gan Dong Hai[S001]	Mohinder Suresh Pavithra[HR001]
First Goal Setting To complete 20 projects within a year.	70%	3	Score: 3 Remarks: I have completed 18 projects. 2 projects still on-going due to shipping delays.	Score: [] Remarks: []	Score: [] Remarks: []
Second Goal Setting Collaborate with divisional heads to complete the big project.	30%	5	Score: 5 Remarks: Completed the big project with divisional heads.	Score: [] Remarks: []	Score: [] Remarks: []

Note: Your actual web appraisal form is unique and tailored to your organisational needs, and may differ from the screenshot.

At the **Review Appraisal Form** web page, you can view different employees’ appraisal forms by choosing the criteria such as “Employee”, “Appraisal Form” and “Review”. To choose an employee click on the button.

Then click on the button to retrieve the form.

“The Start / End Date” located on the right side of the web page indicates the selected appraisal review period.

The “Status” indicates whether the appraisal form is pending for someone’s action, completed or rejected.

Status : CHRIS **DAVID** LIONEL MARIA ACKNOWLEDGE BY CHRIS

If the person’s name is marked with green text this indicates that the appraisal form is pending for that person’s action.

Status : CHRIS DAVID LIONEL MARIA ACKNOWLEDGE BY CHRIS

If the persons’ names are marked with red text this indicates that one of the appraiser had rejected the appraisal form. The appraisal form will be routed back to the appraisee and the appraisee can make amendments and re-submit the form.

Status : CHRIS DAVID LIONEL MARIA ACKNOWLEDGE BY CHRIS

If no one is marked with green or red text this indicates that the appraisal has been completed.

Each appraisal form will have pages that are displayed as section tabs. Click on the tab to access different page.

Goal Setting (Self-Define Questions)				
Questions	Weight	Sys Score	Christopher Lee Tan Ming[E001]	David Gan Dong Hai[S001]
First Goal Setting To complete 20 projects within a year.	70%	3	Score: 3 Remarks: I have completed 18 projects. 2 projects still on-going due to shipping delays.	Score: 5 Remarks:
Second Goal Setting Collaborate with divisional heads to complete the big project.	30%	5	Score: 5 Remarks: Completed the big project with divisional heads.	Score: 5 Remarks:

Some sections such as goal settings, KPIs and performance factors may require you to provide a score for the employee.

To do this click on the “Score” drop-down list and choose a score. If you want to see the legend for the score just click on the button.

If “Remarks” are available for you just key in your remarks in it.

If you are allowed to change the weightage just enter the new “Weight”.

Don’t forget to click the button to save your transaction.

After you have finished with your scoring you can view the scoring results by clicking on the [Result Details](#) hyperlink.

At the last section of the appraisal form you can then choose whether to approve or reject the appraisal form.

To approve the form click on the  button.

To reject the form click on the  button.

Chapter 4. Status List

Appraisal - Supervisor - Status List

Department: - ALL -
Employee: - ALL -
Appraisal Type: Performance Appraisal
Year: 2017
Appraisal Form: Performance Appraisal for Year 2017
Review: Review 1 Status: - ALL -

Employee	Department	Approved Date	Status	Sys Score	Sys Grade
Alexander Benjamin Frederick [E012]	Operations and Logistics Department				
Alfred Handcock Hitchcock [E006]	Operations and Logistics Department				
Christina Ong Jing Fei [E003]	Operations and Logistics Department				
Christopher Lee Tan Ming [E001]	Operations and Logistics Department		Pending for David Gan Dong Hai		
Darren Lee Hsiao Lung [E004]	Operations and Logistics Department				
Emily Wong Chang Ying [E005]	Operations and Logistics Department				
James Tan Chen Biao [E013]	Operations and Logistics Department				
Jenn Foxy Black Raven [E011]	Operations and Logistics Department				
John Almighty Rambo [E009]	Sales and Marketing Department	04/04/2017	Pending for Mohinder Suresh Pavithra	95.00	A
John Doe [E014]	Operations and Logistics Department				
Mustafa Abdul Rahman Yaakob [E010]	Operations and Logistics Department				
Pereira Violeta Kamusari [E007]	Sales and Marketing Department				
Sally Chong Mui Mui [E002]	Operations and Logistics Department		Pending for David Gan Dong Hai		

Show Page 1 of 1 Pages First Prev Next Last Display 500 Records Per Page

At the Status List web page you can view your reporting employees' appraisal information.

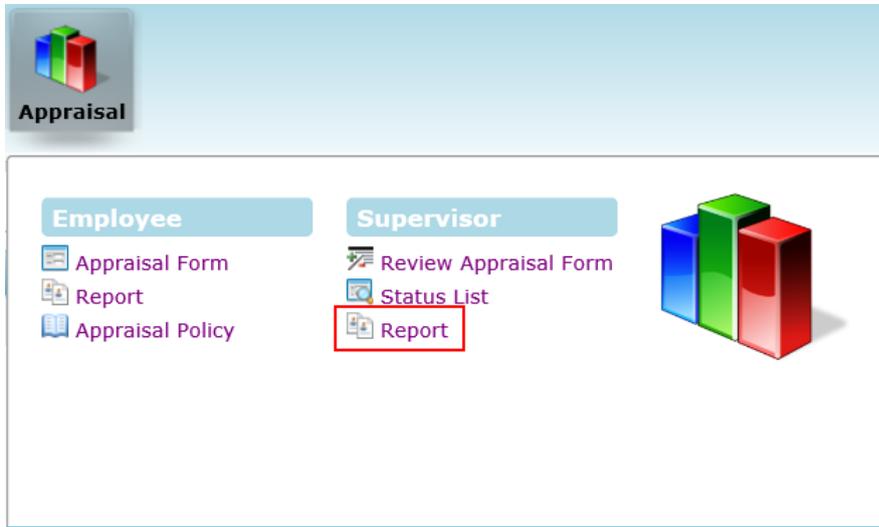
Choose your criteria such as "Department", "Employee", etc. to filter the list of records. Then click on the button to retrieve the records.

Click on the  button to see the result details of the employee's appraisal.

Click on the  button to see the employee's appraisal form.

Chapter 5. Report

You can generate reports in **Report** web page.



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

The screenshot shows the 'Appraisal >> Supervisor >> Report' web page. The page has a breadcrumb trail at the top. Below the breadcrumb is a 'Report' section with several filters:

- Report Type: Appraisal Form (dropdown)
- Department: - ALL - (dropdown with info icon)
- Employee: - ALL - (dropdown with info icon)
- Form Type: Performance Appraisal (dropdown)
- Year: 2017 (dropdown)
- Appraisal Form: Performance Appraisal for Year 2017 (dropdown)
- Review Time: 1 (dropdown)
- Format: XLS (dropdown)

 At the bottom of the filters is an 'Export' button.

Choose "Report Type".

Choose your criteria (such as "Department"). If you have made multiple selections you can view them by clicking the  button.

Choose "Format".

Click  button to generate the report.

That's it!

You've come to the end of this guide. We hope you've found it helpful.

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For technical assistance or inquiry on our products, please contact us via our hotline (65) **6295 1998**.

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For support and assistance, please email to support@timesoftsg.com.sg.

For product inquiry, please email to sales@timesoftsg.com.sg.