



TIMES Casual Labour

Quick Start Guide
for Approver

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Chapter 1. First time logging into the TIMES Casual Labor Web

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:

TIMES SOFTWARE

E-Leave E-Claim E-HR E-Training E-Attendance [E-Payroll](#)

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

Login to eSolution!

Emp No:

Password:

Company: TSSDEMO ▼

Period: 2017 ▼ 10 ▼

[Login](#) [Forgot Password?](#)

Click on the “Company” drop-down list to see a list of available companies and choose the casual labour employee company database.

Key in your login id at “Emp No”.

Key in your password at “Password”.

Click the [Login](#) button to login into the system.

Chapter 2. Approve or Reject Events



You can access this feature only if you are the approver for events.

You can approve or reject events that were submitted by your reporting Operation Manager(s).



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

	Status	Start Date	End Date	Event Name	Cost centre	Pax	Total Hours
<input type="checkbox"/>	Pending for Cindy Lee Lawrence +1	13/10/2017	31/10/2017	John Doe Art Gallery	COST1	152	1216
<input type="checkbox"/>	Pending for Cindy Lee Lawrence +1	12/10/2017	12/10/2017	Solemnisation of John and Jane Doe	COST1	20	248

Show Page of 0 Pages 0 record(s) found.
 First Prev Next Last
Display Records Per Page

Reason:


When you access this web page you will be presented with a list of events pending for your approval. You can filter the list by specifying the criteria on top of the page such as “Cost Centre” and “Date” range. Then click on the button to filter the list based on your selected criteria.

If you want to see all the events that you had approved or rejected you can view them at the View Event web page. Refer to *Chapter 3 View Event* page 6 for more information.

At this juncture you can immediately approve or reject events. Click on the event's ☐ checkbox to ☒ tick it and then either click on the button to approve it or button to reject it. If you are rejecting the records you must indicate your “Reason” for doing so.

Each event has a "Status".

Status	Meaning
<i>Pending for <Approver's name></i>	The event is pending for review by an approver. For example <i>Pending for Cindy Lee Lawrence</i> means the event has been submitted and awaiting review by Cindy Lee Lawrence.
<i>Pending for <Approver's name> +1</i>	The +1 indicates that there are two approvers who can review the event and either one of them can approve or reject the event.



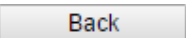
If you want to see the details of an event you can click on the event's  button.

CasualLabour
Supervisor
Create Event

Cost Centre: COST CENTER 1 [COST1]
Location: Studio House
Event Name*: John Doe Art Gallery
Event Description: Art Gallery by the famous street artist John Doe.
Event Date: 13/10/2017 To 31/10/2017
Event Total Pax: 152
Event Total Hours: 1216

Start Time (24 Hours)*	End Time (24 Hours)*	Hour	Pax*	Total Hours	Actual Pax	Actual Hours	Rate	Rate Detail*	Remark
10:00:00	18:00:00	8	2	16			Business Meetings & Conferences	Line Cook	
10:00:00	18:00:00	8	2	16			Business Meetings & Conferences	Cleaner	
10:00:00	18:00:00	8	2	16			Business Meetings & Conferences	Service Assistant	
10:00:00	18:00:00	8	2	16			Business Meetings & Conferences	Walter / Waitresses	

Approve
Reject
Back
Reason:

At the Event Details web page you can either click on the  button to approve it or  button to reject it. Click  button to return to the previous web page.

If you are rejecting the record you must indicate your "Reason" for doing so.

Chapter 3. View Event

You can see all the events that you had approved, rejected or have yet to take action in the View Event web page.



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

CasualLabour > Supervisor > View Event

Cost Centre: - ALL -

Date: 13/10/2017 To 13/10/2017

Event Name:

Status:

Query

	Status	Start Date	End Date	Event Name	Cost centre	Pax	Total Hours
	Pending for Cindy Lee Lawrence +1	13/10/2017	31/10/2017	John Doe Art Gallery	COST1	152	1216
	Approved	11/10/2017	31/10/2017	ABC Company Business Meeting	COST1	231	2079
	Rejected	02/10/2017	31/10/2017	ABC Company Business Meeting	COST1	240	2160

Show Page 1 of 1 Pages First Prev Next Last Display 10 Records Per Page

At the View Event web page you can filter the list of events by indicating the “Cost Centre”, “Date” range, “Event Name” and “Status” criteria. After indicating your requirements in the criteria click on the button to filter the list of events.

If you want to see the details of an event you can click on the event's button.

Each event has a "Status".

Status	Meaning
<i>Pending for <Approver's name></i>	The event is pending for review by an approver. For example <i>Pending for Cindy Lee Lawrence</i> means the event has been submitted and awaiting review by Cindy Lee Lawrence.
<i>Pending for <Approver's name> +1</i>	The +1 indicates that there are two approvers who can review the event and either one of them can approve or reject the event.
<i>Approved</i>	The event has been final approved and actual people can now be assigned to work in the event.
<i>Rejected</i>	The event has been rejected. Operations manager who had created the event can make the necessary changes to the event and re-submit the amended event for review again.

Chapter 4. Approve or Reject Casual Labour Time Sheets



You can access this feature only if you are the approver for casual labour time sheets.

You can approve or reject casual labour time sheets that were submitted by your reporting Operation Manager(s).



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

CasualLabour > Supervisor > Approve CasualLabour

Cost Centre: To:

Date: To:

Event:

Emp / Card No:

<input type="checkbox"/>	Status	Emp No	Emp Name	Emp Type	Date	Event Shift	Location	Security TimeIn	Security TimeOut	Paid TimeIn	Paid TimeOut	Normal Hour	Deduct Hour	Meal Alw	Shift Alw	Tr
<input type="checkbox"/>	Pending for David Gan Dong Hai +1	CL001	ANGELINA CLINTON	EXT	13/10/2017		Function Rooms	10:21:00	18:00:00	10:21:00	18:00:00	6.65	1 Hc	10.0	10.0	
<input type="checkbox"/>	Pending for David Gan Dong Hai +1	CL002	RUDOLF TAN HENG LIAO	EXT	13/10/2017		Function Rooms	09:00:00	18:00:00	09:00:00	18:00:00	7.5	1 Hc	5.00	5.00	

Show Page 1 of 1 Pages First Prev Next Last Display 10 Records Per Page

Reason:

In the View CasualLabour web page you can filter the employees' time sheet records by specifying your criteria in "Cost Centre", "Date" range, "Event" and "Emp / Card No". Then click the

button.

Click on the records' ☐ checkbox to ☒ tick it and then either click on the button to approve it or button to reject it. If you are rejecting the record you must indicate your "Reason" for doing so. Approved records can then be processed into payroll.

4.1 Understanding the Casual Labour Time Sheet columns

This sub chapter explains the functions and purpose for each of the Casual Labour Time Sheet columns.

Status

The status of the time sheet record that shows that the record is pending for your action. If there is a **+1** it means another approver, including you, can approve or reject the record.

Emp No

The employee's number.

Emp Name

The employee's name.

Emp Type

The type of casual labour.

Code	Description
INT	Existing employees of the company who are hired as casual labour. (Internal recruitment)
EXT	Members of the public who are not existing employees of the company or who are ex-employees of the company hired as casual labour either through job recruitment advertisements, by walk-in interviews or through personal recommendations. (External recruitment)
AGY	Casual labour employees who are supplied by a recruitment agency to the company. The company pays the recruitment agency for the services rendered and the casual labour employees' payroll are handled by the agency. (Agency recruitment)

Date

The date of the event that the employee had clocked in for work.

Event Shift

The event name and the employee's shift timing for the event.

Location

The location of the event.

Security TimeIn

Indicates the time that the employee had clocked in at the Security terminal.

Security TimeOut

Indicates the time that the employee had clocked out from the Security terminal.

Paid TimeIn

The check-in time that will be used to calculate the employee's pay. Typically, the earliest "Paid TimeIn" is equal to the event shift's official start time.

Paid TimeOut

The check-out time that will be used to calculate the employee's pay. Typically, the latest "Paid TimeOut" is equal to the event shift's official end time.

Normal Hour

The number of paid work hours of the employee, and is automatically calculated based on the difference between the "Paid Time In" and "Paid Time Out".

The total amount of the employee's pay is calculated based on "Normal Hour" multiply with the employee's hourly rate of pay.

Deduct Hour

The number of meal hours the employee had taken.

The meal hours taken will reduce the employee's pay at "Total Amount". The amount to deduct the "Total Amount" is calculated from the number of "Deduct Meal Hour" multiply with the employee's hourly rate of pay.

Meal Alw

Employee's meal allowance amount.

Shift Alw

Employee's shift allowance amount.

Transport Alw

Employee's transport allowance amount.

Other Alw

Employee's other allowances amount.

Total Amount

The total amount of pay for the employee.

Remark

The approver's comments when the approver rejects the record only.

Adjustment Remark

The remarks of the one who had adjusted the record.

Chapter 5. View Casual Labour Time Sheets

To see all the Casual Labour Time Sheet records that you had approved, rejected or still pending for your action visit the View CasualLabour web page.



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

CasualLabour > Supervisor > View CasualLabour

Cost Centre: - ALL -

Date: 13/10/2017 To 13/10/2017

Event: [Dropdown]

Status: [Dropdown]

Emp / Card No: [Text Box]

Query

	Status	Emp No	Emp Name	Emp Type	Date	Event Shift	Location	Security TimeIn	Security TimeOut	Paid TimeIn	Paid TimeOut	Normal Hour	Deduct Hour	Meal Alw	Shift Alw	Tr
<input type="checkbox"/>	Pending for Cindy Lee Lawrence +1	CL001	ANGELINA CLINTON	EXT	13/10/2017	ABC Company Business Meeting [09:00:00-18:00:00]	Function Rooms	10:21:00	18:00:00	10:21:00	18:00:00	6.65	1 Hc	10.0	10.0	
<input type="checkbox"/>	Rejected	CL002	RUDOLF TAN HENG LIAO	EXT	13/10/2017	ABC Company Business Meeting [09:00:00-18:00:00]	Function Rooms	09:00:00	18:00:00	09:00:00	18:00:00	7.5	1 Hour 30 Minutes	5.00	5.00	

Show Page 1 of 1 Pages First Prev Next Last Display 10 Records Per Page

In the View CasualLabour web page you can filter the employees' time sheet records by specifying your criteria in "Cost Centre", "Date" range, "Event", "Status" and "Emp / Card No". Then click the

Query button.

Each record has a "Status".

Status	Meaning
<i>Pending for <Approver's name></i>	The record is pending for review by an approver. For example <i>Pending for Cindy Lee Lawrence</i> means the event has been submitted and awaiting review by Cindy Lee Lawrence.
<i>Pending for <Approver's name> +1</i>	The +1 indicates that there are two approvers who can review the record and either one of them can approve or reject the record.
<i>Approved</i>	The record has been final approved. Approved records can then be processed into payroll.
<i>Rejected</i>	The record has been rejected. Operations manager who had submitted the record can make the necessary changes to the record and re-submit the amended record for review again.


Chapter 6. Report

You have access to casual labour reports. All reports can be generated into excel or pdf documents.



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

The image shows a web page titled 'CasualLabour >> Supervisor >> Report'. The page contains several filter fields: 'Report' (a dropdown menu set to 'Casual Labour'), 'Cost Centre' (a dropdown menu set to '- ALL -'), 'Employee' (a dropdown menu set to '- ALL -'), 'Date Range' (two date input fields set to '01/10/2017' and '31/10/2017'), 'Event' (a dropdown menu), 'Emp Type' (a dropdown menu), 'Status' (a dropdown menu), and 'Format' (a dropdown menu set to 'Excel'). At the bottom left of the form is an 'Export' button.

Choose your criteria, such as “Report” and “Employee”, and click on the  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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Alternatively, you can send us an email to the following email addresses:

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

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