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.

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.

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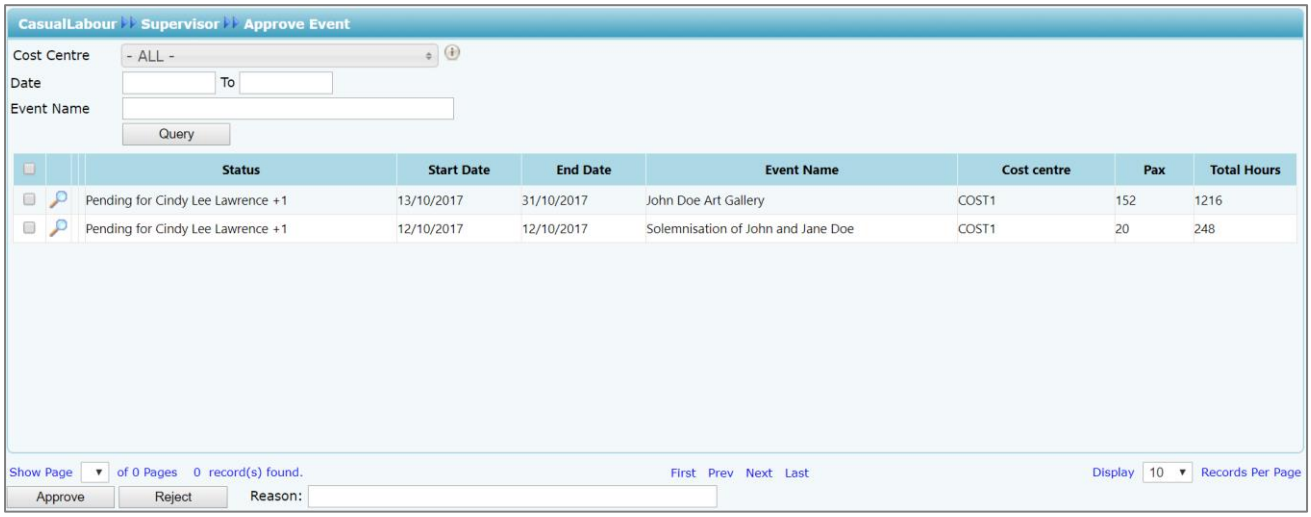
Chapter 2. Approve or Reject Events

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.



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 Query 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 Approve button to approve it or Reject button to reject it. If you are rejecting the records you must indicate your “Reason” for doing so.

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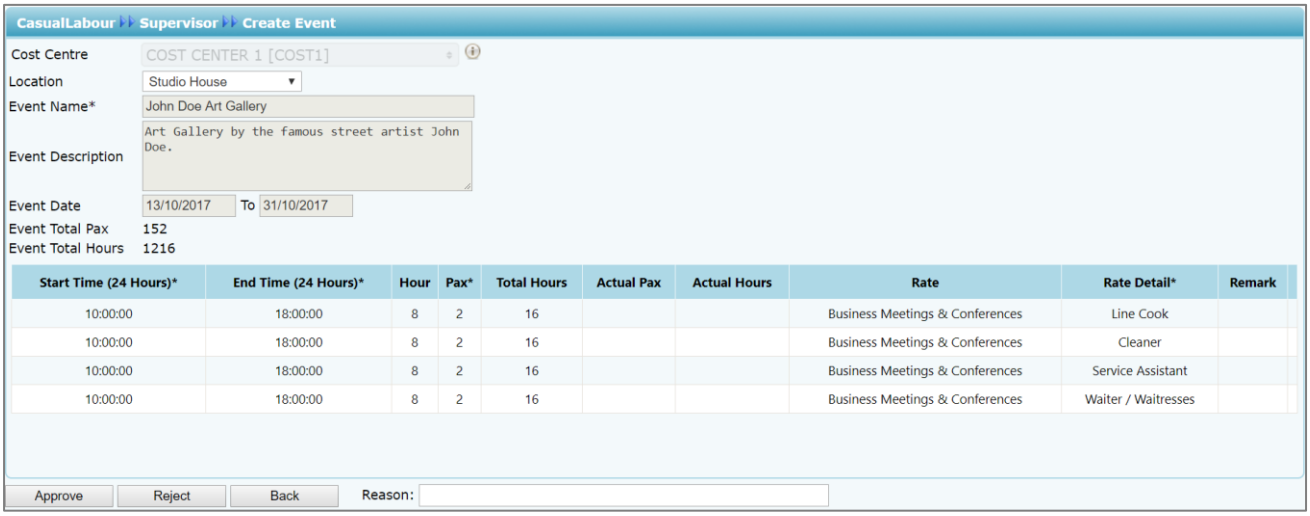
Each event has a “Status”.

Status	Meaning
Pending for <Approver’s name>	The event is pending for review by an approver. For example *Pending for Cindy Lee Lawrence* means the event has been submitted and awaiting review by Cindy Lee Lawrence.
Pending for <Approver’s name> +1	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.



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

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

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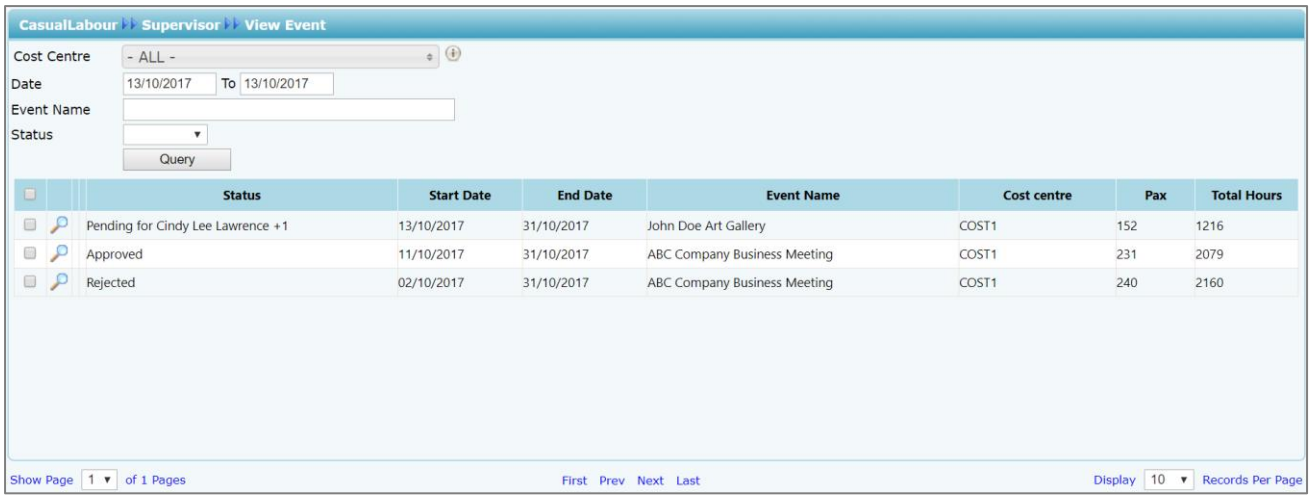
Chapter 3. View Event

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.



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 Query 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.

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Each event has a “Status”.

Status	Meaning
Pending for <Approver’s name>	The event is pending for review by an approver. For example *Pending for Cindy Lee Lawrence* means the event has been submitted and awaiting review by Cindy Lee Lawrence.
Pending for <Approver’s name> +1	The +1 indicates that there are two approvers who can review the event and either one of them can approve or reject the event.
Approved	The event has been final approved and actual people can now be assigned to work in the event.
Rejected	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.

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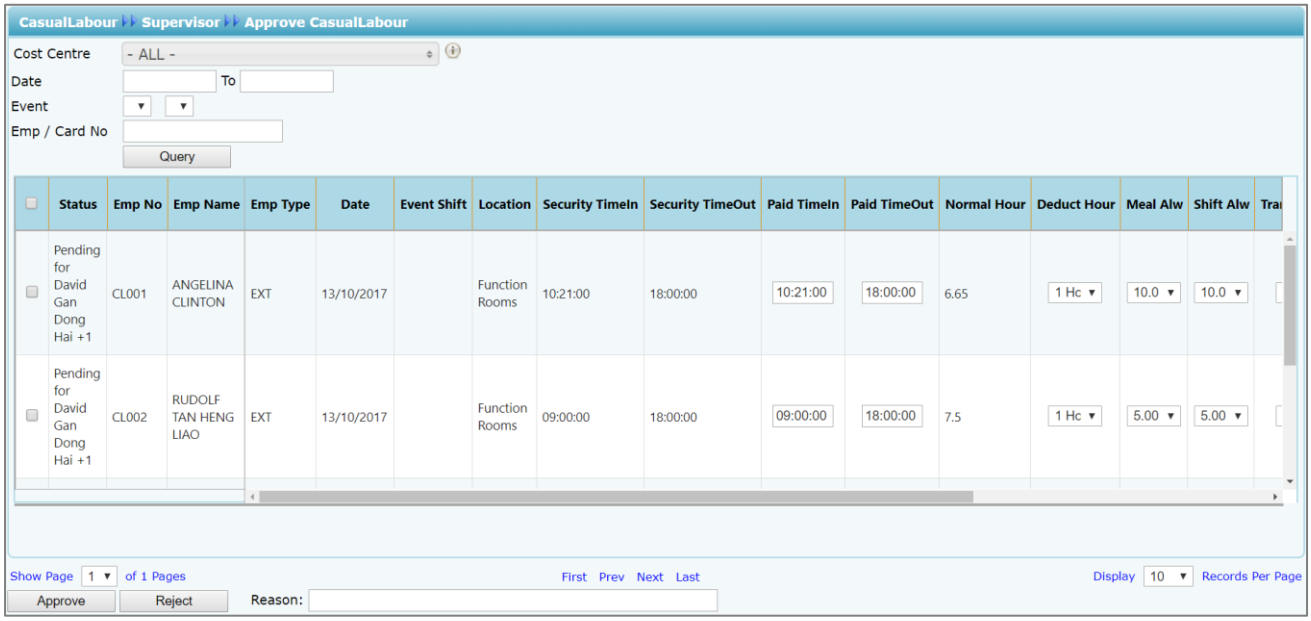
Chapter 4. Approve or Reject Casual Labour Time Sheets

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.



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 Query button.

Click on the records' ☐ checkbox to ☑ tick it and then either click on the Approve button to approve it or Reject 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.

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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.

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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.

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Remark

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

Adjustment Remark

The remarks of the one who had adjusted the record.

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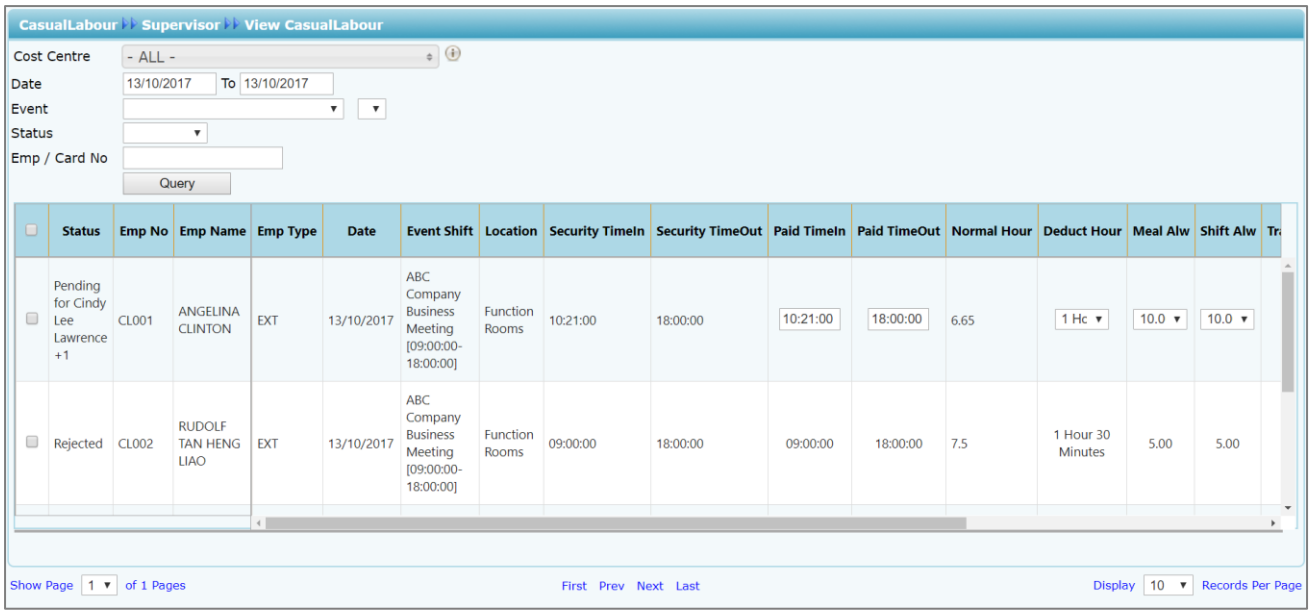
Chapter 5. View Casual Labour Time Sheets

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.



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.

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Each record has a “Status”.

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Approved	The record has been final approved. Approved records can then be processed into payroll.
Rejected	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.

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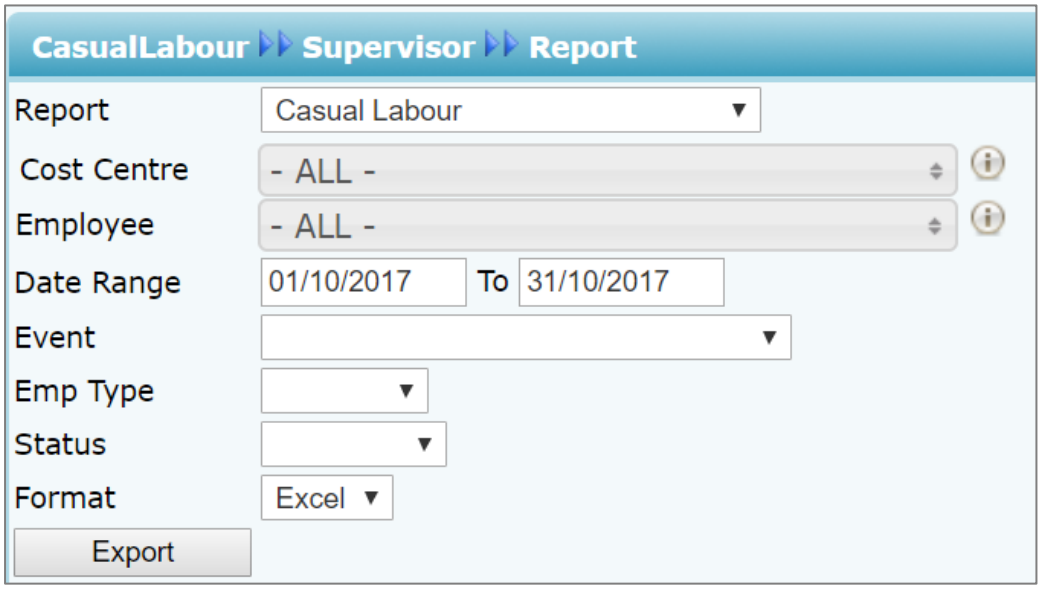
Chapter 6. Report

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.



Choose your criteria, such as “Report” and “Employee”, and click on the button to generate the report.

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That's it!

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