



# TIMES Casual Labour

Quick Start Guide  
for Operation Manager

## Disclaimer

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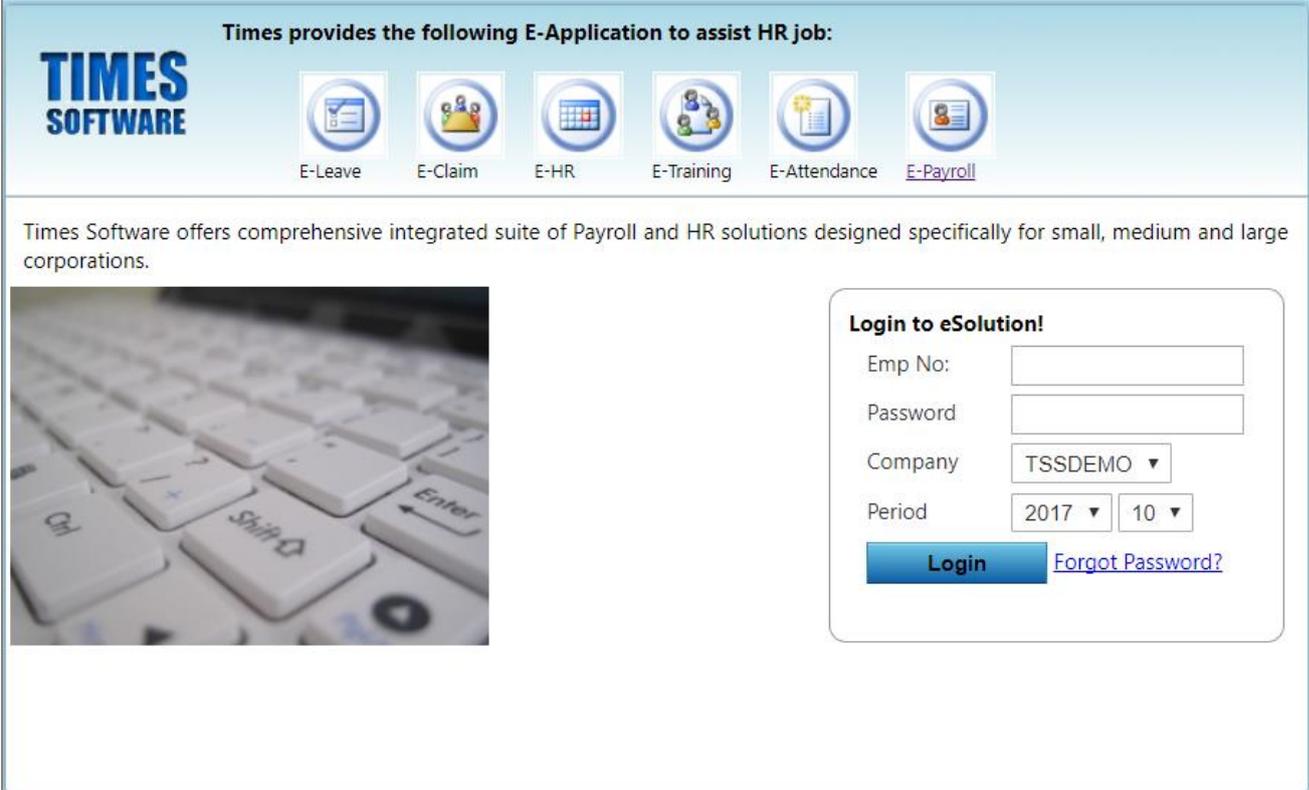
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## Chapter 1. First time logging into the TIMES Casual Labour Web

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 ▼

[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  button to login into the system.

## Chapter 2. Create Event

You can create new events for your assigned cost centers at **Event Setup** and these events are subjected to approval by your approver. Once approved you can allocate manpower to them.



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

Start Time (24 Hours)*	End Time (24 Hours)*	Hour	Pax*	Total Hours Actual	Pax Actual	Hours Actual	Rate	Rate Detail*	Remark

Choose a “Cost Centre” and “Location” of the event. The “Cost Centre” will determine the rates that you can use for the event’s shifts.

Enter the “Event Name” and “Event Description”.

Indicate the “Event Date” range.

CasualLabour >> Supervisor >> Create Event

Cost Centre: COST CENTER 1 [COST1]

Location: World Aquarium

Event Name\*: Sea Life Conference

Event Description: Sea Life Group introduction of rare marine life and showcase of exotic creatures conference.

Event Date: 13/10/2017 To 15/10/2017

Event Total Pax: 18

Event Total Hours: 144

	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	1	8			Business Meetings & Conferences	Line Server	
	10:00:00	18:00:00	8	2	16			Business Meetings & Conferences	Line Cook	
	10:00:00	18:00:00	8	1	8			Business Meetings & Conferences	Presenter	
	10:00:00	18:00:00	8	2	16			Business Meetings & Conferences	Cleaner	

Save Submit Back

Next, indicate the manpower required for the event with details such as the duration of work, number of people and salary rate that they will be receiving for the work.

Start with entering the “Start Time” and “End Time” in a 24 hour format. Then indicate the number of manpower required in “Pax”. Finally determine the rate of pay in “Rate” and “Rate Detail”. Enter any remarks if you want in “Remarks”.

Click button to save the transaction or click button to cancel the transaction.

To edit the details click on the button. Make the necessary changes and click button.

To delete a record click on the button. Deleted rates are unrecoverable.

To add another manpower requirement click on the button.

Always remember to click the button to save your transaction before you add a new record with the button.

Once you are done click on the Save button to save this event as a draft. Again, make sure you click button to save your transaction details first before you save the event.

If you click on the Submit button your event will be submitted to your approvers for review and once they approved it you can then assign actual people to work in the event.

## Chapter 3. View Event

You can view and make changes to your events in the **View Event** web page.



Click on the **View 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"/>	Approved	11/10/2017	31/10/2017	ABC Company Business Meeting	COST1	231	2079
<input type="checkbox"/>	Rejected	02/10/2017	31/10/2017	ABC Company Business Meeting	COST1	240	2160
<input type="checkbox"/>		13/10/2017	15/10/2017	Sea Life Conference	COST1	18	144

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 create a new event from here click the  button.

Each event has a “Status”.

Status	Meaning
<blank>	If there is no status that means the event is in draft. The creator of the draft event can delete it at any time.
<b>Pending for &lt;Approver’s name&gt;</b>	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.
<b>Pending for &lt;Approver’s name&gt; +1</b>	The +1 indicates that there are two approvers who can review the event and either one of them can approve or reject the event.
<b>Approved</b>	The event has been final approved and actual people can now be assigned to work in the event.
<b>Rejected</b>	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.

			Status	Start Date	End Date	Event Name
<input type="checkbox"/>			Pending for Cindy Lee Lawrence +1	13/10/2017	31/10/2017	John Doe Art Gallery
<input type="checkbox"/>			Approved	11/10/2017	31/10/2017	ABC Company Business Meeting
<input type="checkbox"/>			Rejected	02/10/2017	31/10/2017	ABC Company Business Meeting
<input type="checkbox"/>				13/10/2017	15/10/2017	Sea Life Conference

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

You can make changes to your events if they are in **Draft** or **Rejected**. To do this click on the button.

To delete any draft events click on the button.

### 3.1 Assign people to work in Event

You can assign people to work in your approved events.



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

The screenshot shows the 'View Event' web page. At the top, there is a breadcrumb trail: 'CasualLabour > Supervisor > View Event'. Below this are several filters: 'Cost Centre' set to '- ALL -', 'Date' from '13/10/2017' to '13/10/2017', 'Event Name' (empty), and 'Status' (dropdown menu). A 'Query' button is located below the filters. The main content is a table with the following data:

	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
		13/10/2017	15/10/2017	Sea Life Conference	COST1	18	144

At the bottom of the page, there are navigation controls: 'Show Page 1 of 1 Pages', 'First Prev Next Last', 'Display 10 Records Per Page', and 'New Submit' buttons.

At the View Event web page look for an event with the “Status” **Approved** and click on the event’s button to view it.

CasualLabour >> Supervisor >> Create Event

Cost Centre: COST CENTER 1 [COST1]

Location: Function Rooms

Event Name\*: ABC Company Business Meeting

Event Description: ABC Company Pte Ltd's annual business meeting with stakeholders and prospects.

Event Date: 11/10/2017 To 31/10/2017

Event Total Pax: 231

Event Total Hours: 2079

Start Time (24 Hours)*	End Time (24 Hours)*	Hour	Pax*	Total Hours	Actual Pax	Actual Hours	Rate	Rate Detail*	Remark
09:00:00	18:00:00	9	4	36	4	36	Business Meetings & Conferences	Cleaner	<a href="#">Assign</a>
09:00:00	18:00:00	9	2	18	2	18	Business Meetings & Conferences	Line Cook	<a href="#">Assign</a>
09:00:00	18:00:00	9	1	9	1	9	Business Meetings & Conferences	Presenter	<a href="#">Assign</a>
09:00:00	18:00:00	9	1	9	1	9	Business Meetings & Conferences	Line Server	<a href="#">Assign</a>
09:00:00	18:00:00	9	1	9	1	9	Business Meetings & Conferences	Host	<a href="#">Assign</a>
09:00:00	18:00:00	9	2	18	1	9	Business Meetings & Conferences	Waiter / Waitresses	<a href="#">Assign</a>

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At the event details web page click on the [Assign](#) hyperlink to view the manpower assignments for a particular job role.

CasualLabour >> Supervisor >> Assign Casual Labour

Event Shift: ABC Company Business Meeting [09:00:00-18:00:00]

Event Date: 11/10/2017

Emp No / Name: /

Search Select Casual Labour Selected: 4 / 4 Balance: 0

Emp No	Emp Name	Emp Type
CL001	ANGELINA CLINTON	EXT
CL003	JANE LIM XIANG PING	EXT
CL002	RUDOLF TAN HENG LIAO	EXT
CL004	YVONNE LU RUI EN	EXT

Delete Back

In the Assign Casual Labour web page you can see the list of manpower assignments if there are any people already assigned to work in the event. To filter the list you can use the criteria “Event Date” and “Emp No / Name”, and click the [Search](#) button.

To start assigning people to work in the event click on the [Select Casual Labour](#) button to see a list of available employees.

**Casual Labours** ✕

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**Search**

EMP NAME ▾  Search Select

---

**Advanced Search**

Emp Type ▾ - ALL - Filter By ▾ - ALL - ▾

Emp No	Emp Name	Company	Emp Type	Sex	Tel No	Mobile No	NRIC	Requisite Event
<input type="checkbox"/> A001	Maria Sim Ling Ling	TSSDEMO	INT	F			S3456789A	
<input type="checkbox"/> C001	Hugo Boss Kaw Kaw	TSSDEMO	INT	M			S8888888Z	
<input type="checkbox"/> CL001	ANGELINA CLINTON	NONE	EXT	F			S0000011F	01/01/1900 9:00:00 AM - 01/01/1900 6:00:00 PM
<input type="checkbox"/> CL002	RUDOLF TAN HENG LIAO	NONE	EXT	M			S0000012D	01/01/1900 9:00:00 AM - 01/01/1900 6:00:00 PM
<input type="checkbox"/> CL003	JANE LIM XIANG PING	NONE	EXT	F			S0000013B	01/01/1900 9:00:00 AM - 01/01/1900 6:00:00 PM

Show Page 1 ▾ of 1 Pages
First Prev Next Last
Display 100 ▾ Records Per Page ▾

In the Casual Labours pop-up window you can see the list of employees that can be assigned to the event and whether they have been assigned to any other events for the same day. Do note that employees who have already been assigned to an event cannot be assigned to another event of the same day and timing.

To assign employees to the event tick the  checkbox to  select them and click the Select button.

There are several types of casual labour employees and they are classified as:

Emp Type Abbreviation	Meaning
<b>INT</b>	Existing employees of the company who are hired as casual labour. (Internal recruitment)
<b>EXT</b>	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)
<b>AGY</b>	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)

CasualLabour >> Supervisor >> Assign Casual Labour

Event Shift: ABC Company Business Meeting [09:00:00-18:00:00]  
 Event Date: 11/10/2017  
 Emp No / Name: /  
 Search Select Casual Labour Selected: 4 / 4 Balance: 0

<input type="checkbox"/>	Emp No	Emp Name	Emp Type
<input type="checkbox"/>	CL001	ANGELINA CLINTON	EXT
<input type="checkbox"/>	CL003	JANE LIM XIANG PING	EXT
<input type="checkbox"/>	CL002	RUDOLF TAN HENG LIAO	EXT
<input type="checkbox"/>	CL004	YVONNE LU RUI EN	EXT

Delete Back

Once the employees have been assigned to the event successfully you can see them in the Assign Casual Labour web page.

If you want to remove employees from the event, tick the  checkbox to  select them and click the  button. If you cannot select them that means they have clocked in for work.

## Chapter 4. Managing Casual Labour Time Sheets



You can access this feature only if you are given authority to manage casual labour time sheets.

The **View CasualLabour** shows time sheet and pay information of casual labour employees who had check-in for work in an event from the TIMES Casual Labour Scanner security terminal at the guard house or work station terminal at the event.

You can change employees' time sheet details and also reassign them to other events of the day.



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

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	Transp
	CL001	ANGELINA CLINTON	EXT	13/10/2017	ABC Company Business Meeting [09:00:00-18:00:00]	Function Rooms	10:21:00		10:21:00			0	0.00	0.00	0.0

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

button.

You can make changes to the time sheet records by changing the “Paid TimeIn” and “Paid TimeOut” timing, the number of meal hours the employee had taken in “Deduct Hour” and allowances amount in “Meal Alw”, “Shift Alw”, “Transport Alw” and “Other Alw”. You must enter in your “Adjustment Remarks” the reason for editing these records.

After making changes to the time sheet information, click on the  checkbox to  select record(s) and click on the  button to save them as draft,  button to submit them to your approvers for review and approval or  button to resubmit pending records to your approvers to alert them to review the records.

Approved records can then be processed into payroll.

### 4.1.1 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, either Pending, Approved, Rejected or blank for Draft.

#### Emp No

The employee's number.

#### Emp Name

The employee's name.

#### Emp Type

The type of casual labour.

#### 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.

## 4.2 Report

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



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 -' with an information icon.
- Employee:** A dropdown menu set to '- ALL -' with an information icon.
- Date Range:** Two input boxes containing '01/10/2017' and '31/10/2017' with 'To' between them.
- Event:** A dropdown menu.
- Emp Type:** A dropdown menu.
- Status:** A dropdown menu.
- Format:** A dropdown menu set to 'Excel'.

 At the bottom left of the form is a button labeled 'Export'.

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

## That's it!

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

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