
# TIMES Casual Labour

## Standard Setup and Maintenance
## User Guide for Administrators

(SQL Version)

Times Software Pte Ltd 17th October, 2017 Release 1.0

# Disclaimer

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# Chapter 1. Introduction

TIMES Casual Labour is a suite of applications tailored to help the user to assign casual labour employees into work shifts for specific company events in the system. The system can track the number of employees working in an event as well as their attendance records for the purpose of calculating their pay. These payments are then tracked as expenses for each cost center.

This allows the Operation Managers to leverage on the internet to plan, organize events such as wedding banquets, company dinners and dance parties, and book the right number of casual employees required.

## Product Support and Inquiries

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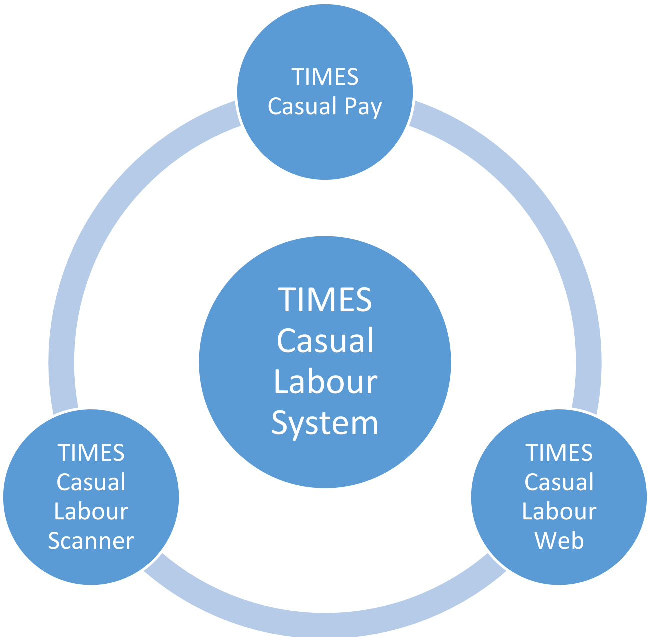
Alternatively, you can send us an email to the following email addresses:

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

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

# Chapter 2. Standard Setup Workflow

There are three key applications in TIMES Casual Labour.




TIMES Casual Pay is an application within TIMES Payroll and is used to process casual labour employees' payroll.

TIMES Casual Labour Web is the core web application of TIMES Casual Labour System for creating events, allocating manpower to these events and managing casual labour employees' time sheets within an approval flow.

TIMES Casual Labour Scanner is a windows-based application designed to verify casual labor employees working for a particular event and to record their actual entry to and exit from their place of work. The captured information is accessible in TIMES Casual Labour for approvers to review and once they are approved TIMES Casual Pay can process the payroll.

Here's what you need to do to fully setup TIMES Casual Labour…

**TIMES Casual Pay**

- Define the types of casual labour employees.
- Determine the allowances that can be paid to casual labour employees.
- Indicate whether the employer will pay for the employees' CPF.

**TIMES Casual Labour Web**

- Indicate the people who can create events, manage casual labour time sheets and approve or reject them.
- Create all the default codes that users can use when they do data entry.
- Create the pay rate table to determine how much casual labour employees are paid for their types of work done.
- Assign rate tables to each cost centre in order to fix the pay rates.

**TIMES Casual Labour Scanner**

- Install and setup TIMES Casual Labour Scanner program in Security / Guard House computer terminals. (Security Scanner)
- Install and setup the same program at event sites' computer terminals if needed. (Workstation Scanner)
- Change each installed program's administrator password.

# Chapter 3. TIMES Casual Pay Setup

This chapter will explain the minimum setup required in TIMES Casual Pay before the TIMES Casual Labour Web and TIMES Casual Labour Scanner can be setup and use.

## 3.1 Accessing the TIMES Casual Pay

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

An example of the login page is shown below.


Click on the “Company” drop-down list to see a list of available companies. Then click on the company name to select it.

Key in your login id at “Emp No”.

Key in your password at “Password”.

Click the Login button to login into the system.

To effectively use this guide, ensure that you are given the role of Administrator for the company that you are logging into.

After you have successfully log in you will be presented with TIMES Payroll.


Click on the **Payroll** icon to see the TIMES Casual Pay menu.

## 3.2 TIMES Casual Labour Types of Employees

There are three types of casual labour employees.

### External Casual Labour

The first type are casual labour employees that are hired directly by the company either through advertisements or walk-in interviews. Their salaries are processed with the TIMES Casual Pay and the company pays them their salaries directly (either by cash, cheque or GIRO). They are known as **external** casual labour employees and are classified as worker type *Casual* in the system.

### Agency Casual Labour

The second type are casual labour employees that are hired by the company through an employment agency. These employees typically work on a contractual basis and their salaries are not processed by the TIMES Casual Pay as their salaries are paid out to them by their employment agencies. The company will pay the casual labour expenses to the employment agencies. They are known as **agency** casual labour employees and are classified as worker type *Contract* in the system.

### Internal Casual Labour

The final type are employees that are hired from within the company to work as casual labour. They are known as **internal** casual labour employees and are classified as worker type *Normal* in the system. Their payroll details in TIMES Casual Labour are transferred over to TIMES Payroll and they are processed into their monthly payrolls as allowances.

## 3.3 TIMES Casual Labour Web Users

The Operation Manager will be given the authority to create and manage company events such as wedding banquets, company dinners and dance parties in the TIMES Casual Labour Web. These events require approvals from the Approver who is usually the Head of Department.

Once these events are approved, the Operation Manager can then assign the casual labour employees to these events.

The TIMES Casual Labour Web supports up to 2 Operation Managers and 2 Approvers per approval level for each cost center. You will need to create an Employee Profile for each Operation Managers and Approvers.

## 3.4 Prerequisites

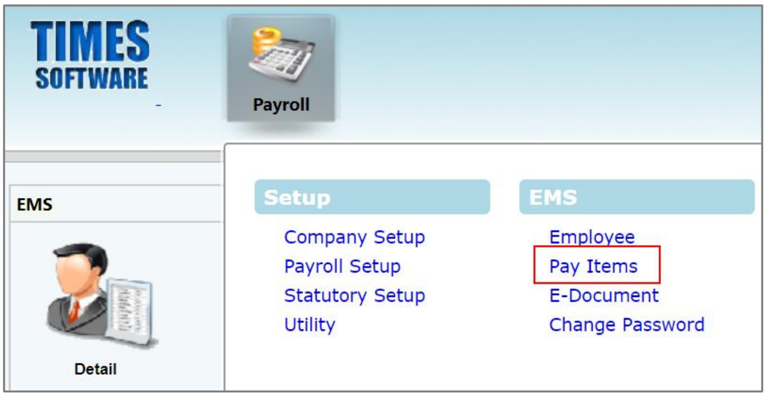
Before you begin setting up TIMES Casual Labour you must ensure the following conditions are fulfilled in TIMES Payroll.

1. Complete your company's profile in **Company Setup**.
2. If your company pays allowances to casual labour employees ensure that you create these allowances in the **Allowance/Deduction** web page in **Payroll Setup**.
3. Complete your *Department* and *Cost Center* codes in **Code Setup** web page in Payroll Setup.
4. Complete the employee profiles for the Operation Manager(s) and Approver(s) at the **Employee** web page in the **EMS** menu. Ensure they have their email addresses setup in order to receive email notifications from TIMES Casual Labour.
5. If you have their profiles on hand you can proceed to complete the casual labour employee profiles at the **Employee** web page.

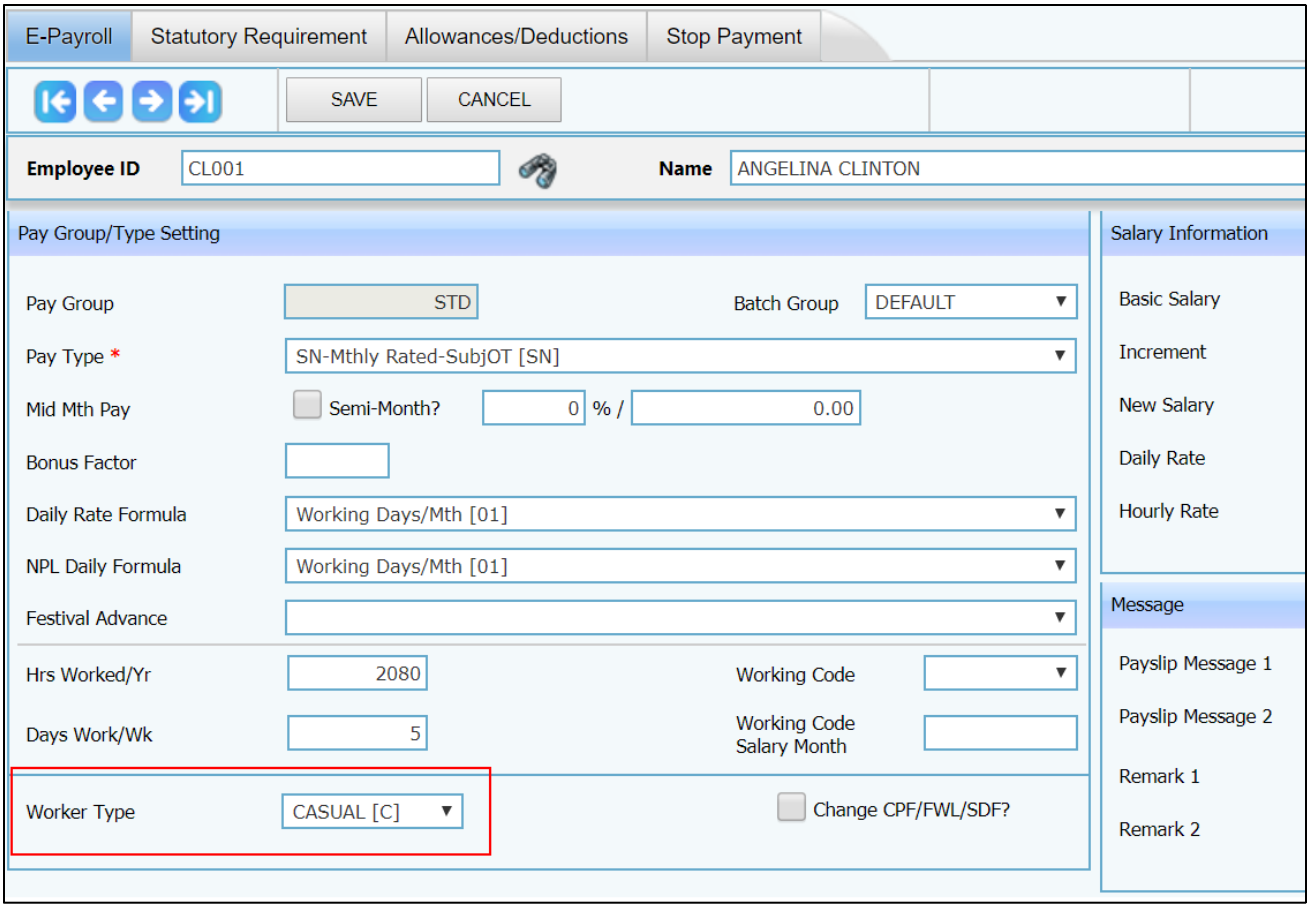
For information on the method to setup the above prerequisites please refer to the TIMES Payroll Administrator Guide.

## 3.5 Define Types of Casual Labour Employees

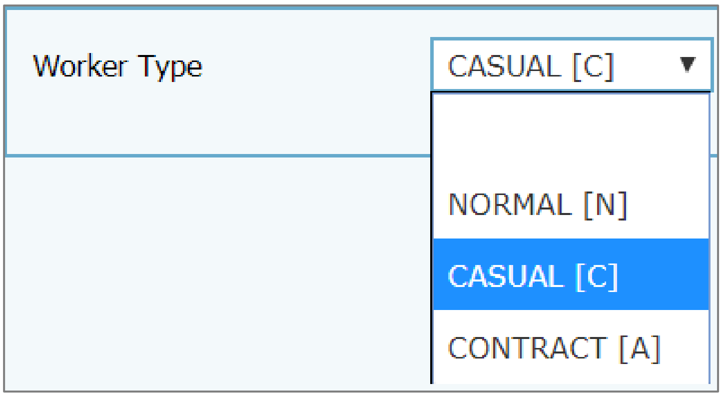
For each casual labour employee you must define the worker type of casual labour and tenure of service.




Click on the **Pay Items** option in the TIMES Payroll EMS menu to access the Pay Items web page.




In the Pay Items web page click on the  icon to access the list of employees and choose a casual labour employee.



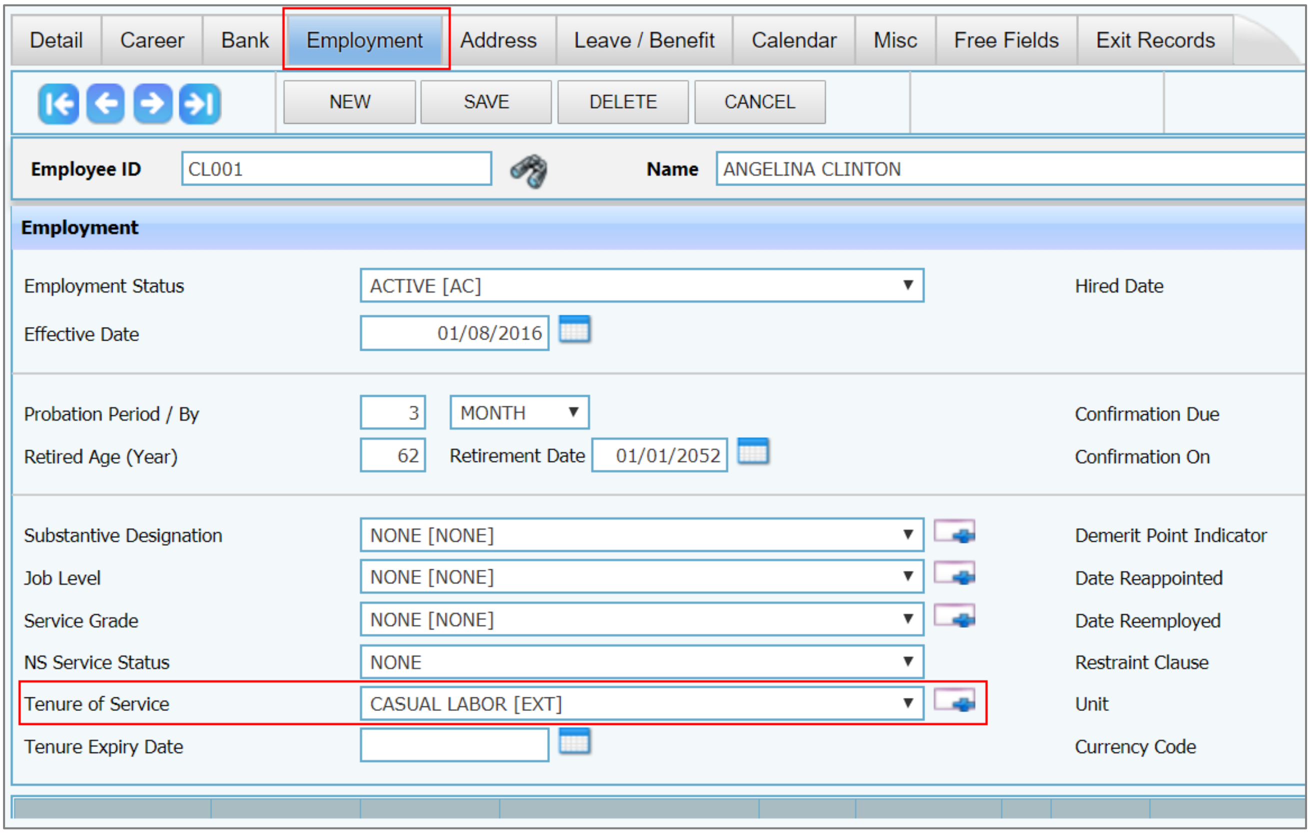

Click on the “Worker Type” drop-down list and choose the type of casual labour for this employee.

Click Save button to save the transaction or Cancel button to cancel it.

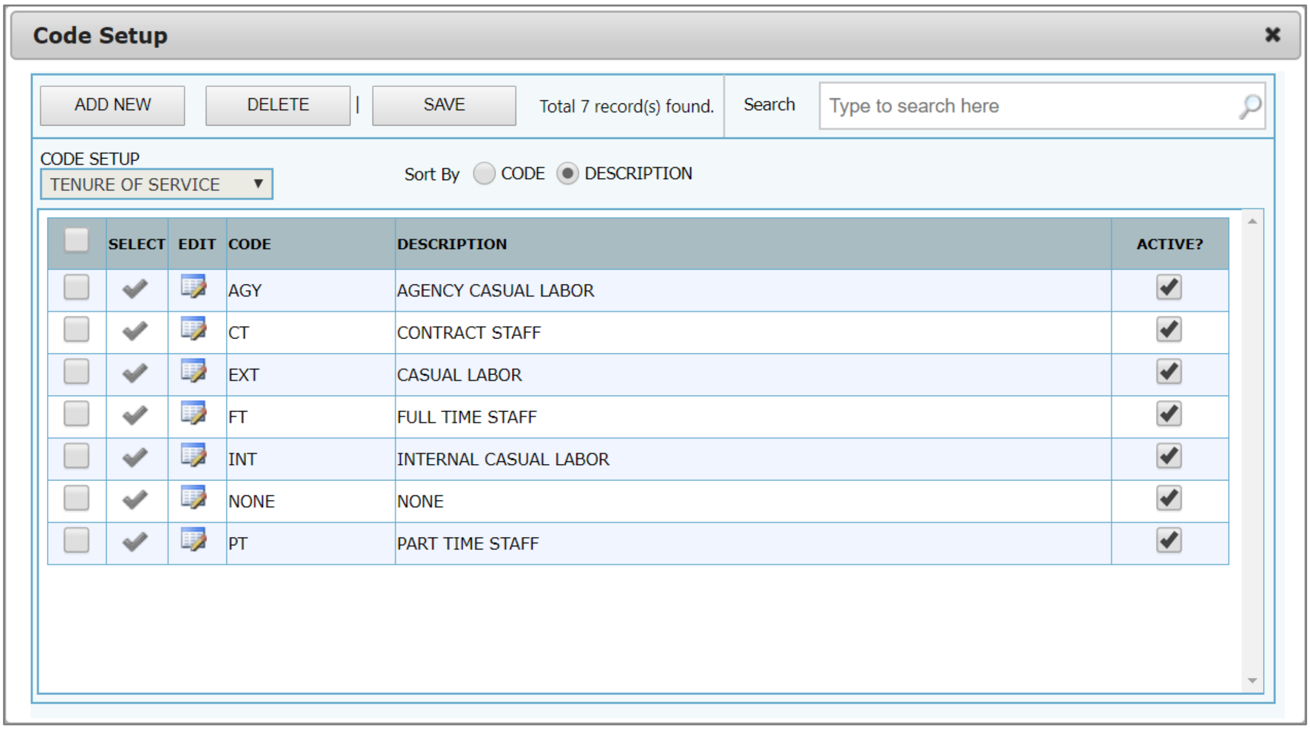
After the employee's "Worker Type" is assigned you will need to assign for the employee the correct service tenure.


Click on the **Employee** option in the TIMES Payroll EMS menu to access the Employee web page.




At the Employee web page click on the button and choose an employee. Then click on the **Employment** tab to access the Employment web page.

At the Employment web page, look for the "Tenure of Service" and click on the button next to it to access the **Code Setup** web page.




If they don't exist, click on the ADD NEW button and create the following codes:

| Code | Description |
|---|---|
| **AGY** | AGENCY CASUAL LABOR[1] |
| **EXT** | CASUAL LABOR[2] |
| **INT** | INTERNAL CASUAL LABOR[3] |

Once done click on the ✖ button to close this page.

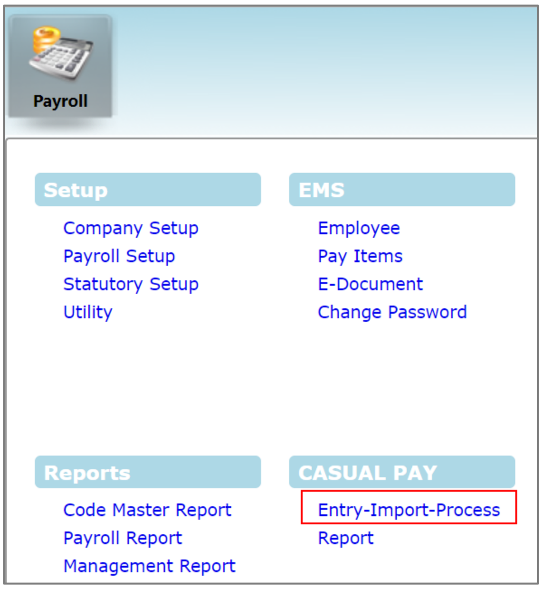
At the Employment web page choose the correct "Tenure of Service" code for the employee. Then click Save button to update the employee's profile.

**Agency** casual labour employees are **Contract** worker types. **Casual** labour employees are **Casual** worker types. **Internal** casual labour employees are **Normal** worker types.

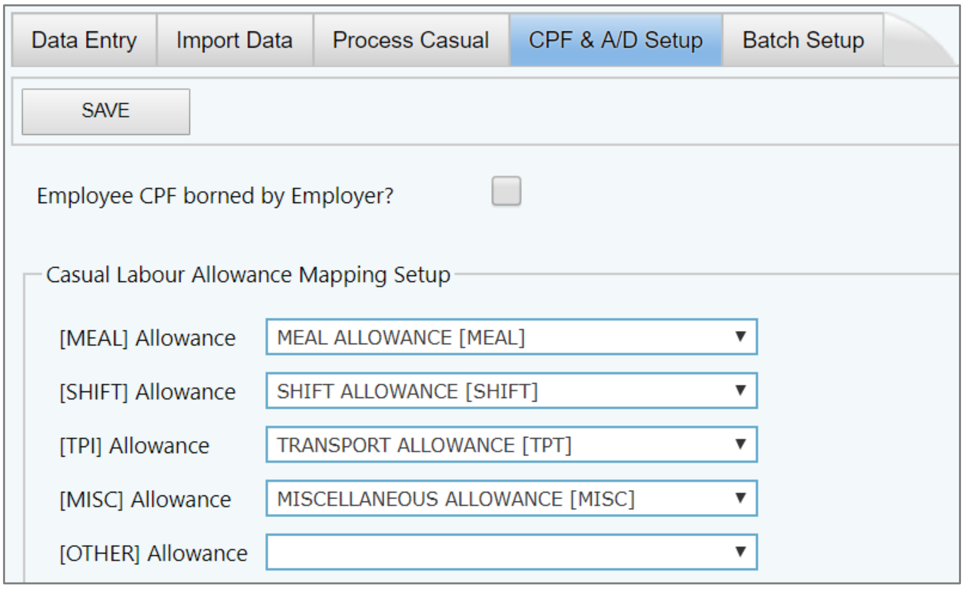
[1] Existing employees of the company who are hired as casual labour. (Internal recruitment)
[2] Members of the public who are not existing employees of the company or who are ex-employees of the company hired as casual labour either through job recruitment advertisements, by walk-in interviews or through personal recommendations. (External recruitment)
[3] 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)

## 3.6 Map Allowances and Define CPF Rule

If your organization pays allowances to casual labour employees you will need to map these allowances to their specific purposes in TIMES Casual Pay. In doing so, when importing TIMES Casual Labour Web time sheet records that contain allowance amounts into payroll, the system will know which amount will be recorded into the correct allowance code in payroll.




Click on the **Entry-Import-Process** option in the Casual Pay menu to access the Entry-Import-Process web page.




Click on the CPF & A/D Setup tab to see the page.

Choose the appropriate allowance code that matches the type of allowance.

If your organization pays for the casual labour employees' CPF click on the ☐ "Employee CPF borne by Employer?" checkbox to ☑ enable it.

Click Save button to save the transaction.

The *MISC* allowance can be any other type of allowance other than meal, shift and transport.

# Chapter 4. TIMES Casual Labour Web setup

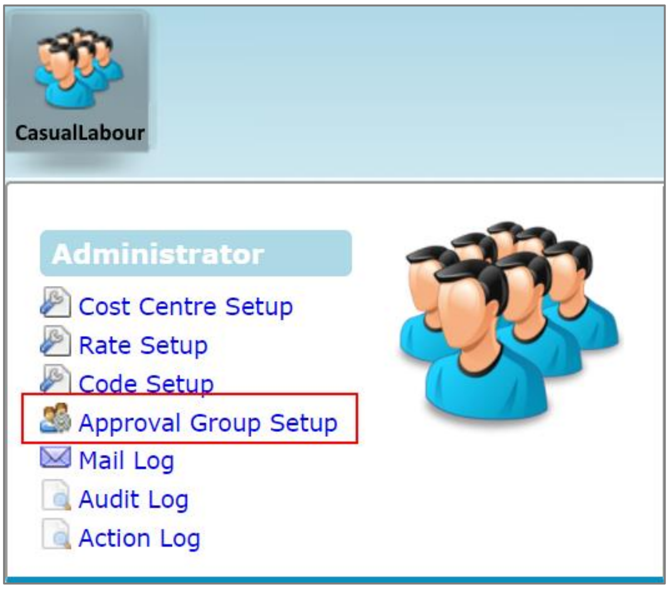
To access TIMES Casual Labour application click on the CasualLabour icon at your top bar menu.


## 4.1 Setup the Approval Flow

The **Approval Setup** function allows you to designate the Operations Manager and the Approvers of events and time sheets for each cost center.

The Operations Managers are responsible for creating events, allocating manpower to these events and managing casual labour employee time sheets.

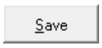
The Approvers will be responsible in reviewing, approving and rejecting their Operation Managers' events and time sheets.




Click on the **Approval Group Setup** option in the Administrator menu to access the web page.


In the Approval Group Setup you can setup two approval flows, one approval flow for event creation and another for manpower allocation to the events. You can select them at the "Flow Type".

| Flow Type | Purpose |
|---|---|
| **Event** | Designate Operation Managers and approval flows for event creations. |
| **CasualLabour** | Designate Operation Managers and approval flows for casual labour employee time sheets. |

Enter the employee number of the employees in their respective roles of the approval flow and click 

to save the transaction. If the employee number is correct the employee's name will be displayed.

Here are the explanations of the roles in the approval flow.

## Approver1

This is the Operation Manager. Up to two Operation Managers can be assigned for each cost centre.

If the managers are assigned in the Approval Group Setup with the “Flow Type” *event*, they can create events and allocate manpower to these events.

If the managers are assigned in the Approval Group Setup with the “Flow Type” *casualLabour*, they can manage casual labour time sheets.

You can assign the same managers to both flow types.

## Approver 2

This is the first and usually the main approver.

The Approver’s role is to review the events created as well as time sheets submitted by the Operation Manager and to approve or reject them.

Up to two approvers can be assigned for each cost centre. Only require one of them to approve or reject.

## Approver 3

This is the second and final approver.

Up to two approvers can be assigned for each cost centre. Only require one of them to approve or reject.

### 4.1.1 Navigating the Approval Group Setup

If your organization has a large number of cost centers, you will most likely have a large list to look at. To help you sort out and see the different web pages of records, you can use the following functions (they are located at the bottom of the web page):


Click on the "Display Records Per Page" dropdown list to choose the number of records that can be shown on the web page.

A maximum of 500 records can be shown on a single web page.

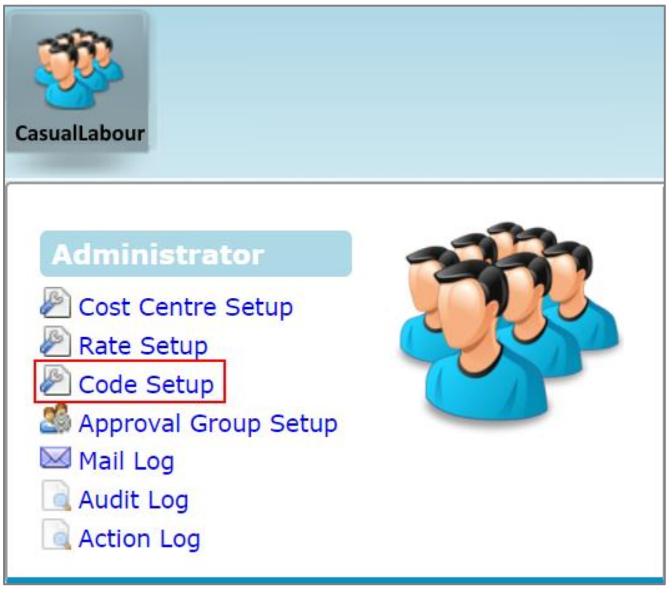

Click on the "Show Page" dropdown list to choose a specific web page of records.


Click on the "First", "Prev", "Next" or "Last" hyperlinks to navigate to each of the web pages if there are more than a single web page.

## 4.2 Setup the Codes

With the **Code Setup** function you can specify the location list for events, meal hours and allowance amounts.

These information can then be selected in the drop-down list during the creation of events in the **Create Event** and managing employees' time sheet information in **View CasualLabour**.




Click on the **Code Setup** option in the Administrator menu to access the web page.


At the Code Setup web page, choose a "Category".

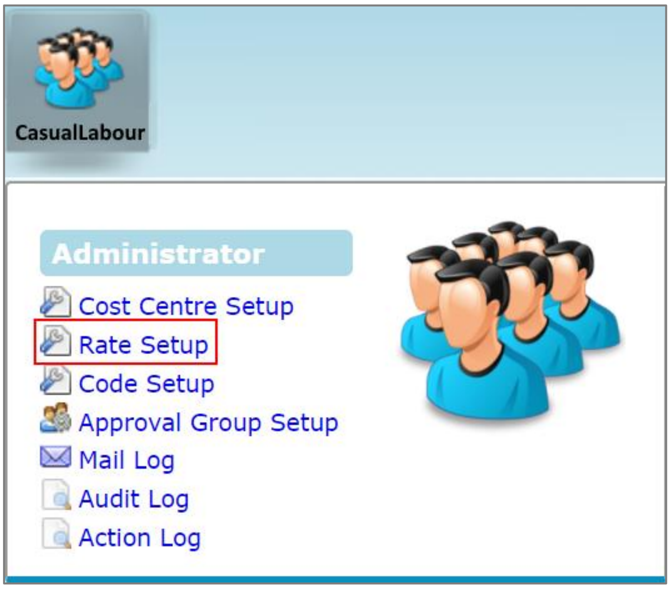
To add a new code, click on the button. Enter in the details for the new code and click button to save the code or button to cancel.

To edit an existing code, click on button, enter the new details and click button to save the code or button to cancel.

To delete a code, click on button. Deleted codes are unrecoverable.

## 4.3 Setup the Rates

You can create a master list of casual labour salary rates at the **Rate Setup**. These rates are hourly rates and can be assigned for specific shifts in events.




Click on the **Rate Setup** option in the Administrator menu to access the web page.


| Title* | Description | Active | Rate Detail |
|---|---|---|---|
| Business Meetings & Conferences | Business Meetings & Conferences | True | |
| Social Events | Social Events | True | |
| Weddings & Solemnisation | Weddings & Solemnisation | True | |

First you will need to create a title for a master list of rates.

Click on the button at the Rate Setup web page to create the title.

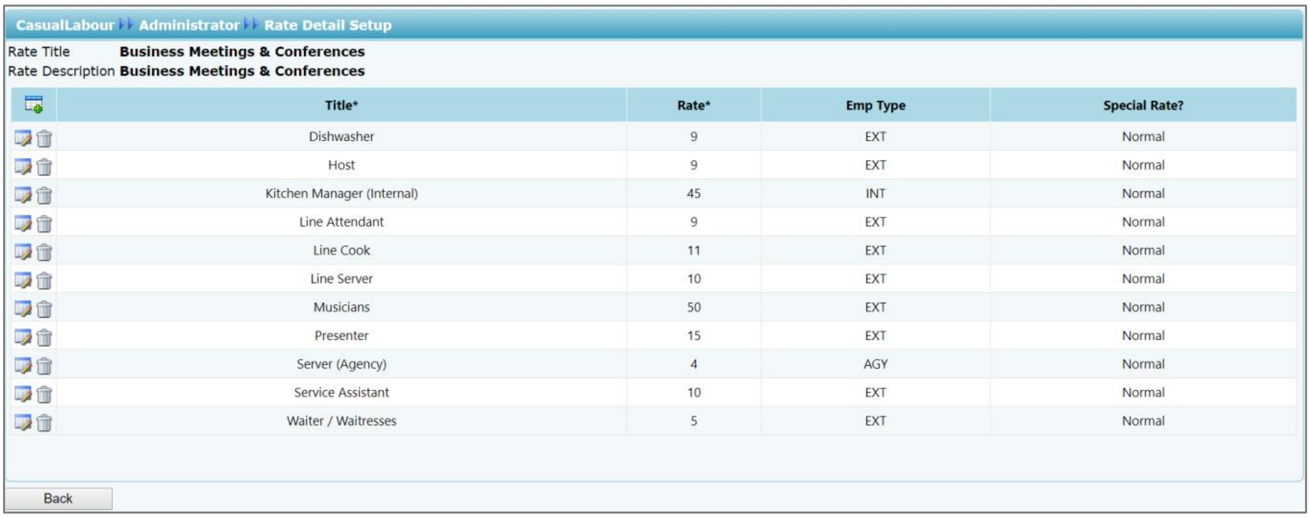

Enter the details and click button to save the transaction or click button to cancel the transaction.

To edit an existing title, click on the button at the Rate Setup web page. Make the necessary changes and click button.

To delete an existing title, click on the button. Deleted titles are unrecoverable.

Once you have created a title for a master list of rates, it's time to define the rates.

Click button to access the **Rate Detail Setup** web page.

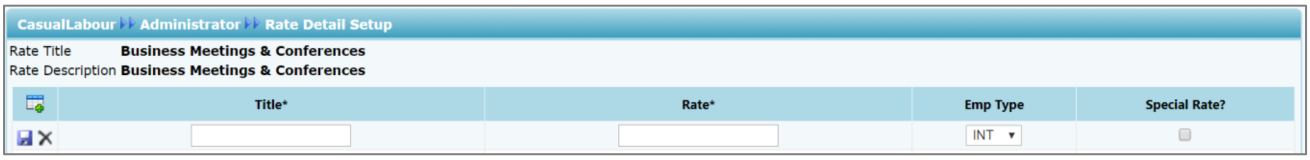

CasualLabour ▸▸ Administrator ▸▸ Rate Detail Setup

Rate Title Business Meetings & Conferences
Rate Description Business Meetings & Conferences

| | Title* | Rate* | Emp Type | Special Rate? |
|---|---|---|---|---|
| | Dishwasher | 9 | EXT | Normal |
| | Host | 9 | EXT | Normal |
| | Kitchen Manager (Internal) | 45 | INT | Normal |
| | Line Attendant | 9 | EXT | Normal |
| | Line Cook | 11 | EXT | Normal |
| | Line Server | 10 | EXT | Normal |
| | Musicians | 50 | EXT | Normal |
| | Presenter | 15 | EXT | Normal |
| | Server (Agency) | 4 | AGY | Normal |
| | Service Assistant | 10 | EXT | Normal |
| | Waiter / Waitresses | 5 | EXT | Normal |

Back

At the Rate Detail Setup web page, click on the button to create a new rate.


CasualLabour ▸▸ Administrator ▸▸ Rate Detail Setup

Rate Title Business Meetings & Conferences
Rate Description Business Meetings & Conferences

| | Title* | Rate* | Emp Type | Special Rate? |
|---|---|---|---|---|
| | | | INT | |

Enter the details of the new rate and click button to save the transaction or click button to cancel the transaction.

To edit an existing rate, click on the button at the Rate Detail Setup web page. Make the necessary changes and click button.

To delete an existing rate, click on the button. Deleted rates are unrecoverable.

### 4.3.1 Understanding the Rate Detail Setup Settings

This sub chapter explains the functions and purpose for each of the Rate Detail Setup fields.

**Title**

The title of the rate.

**Rate**

The monetary amount to be paid by the hour.

**Emp Type**

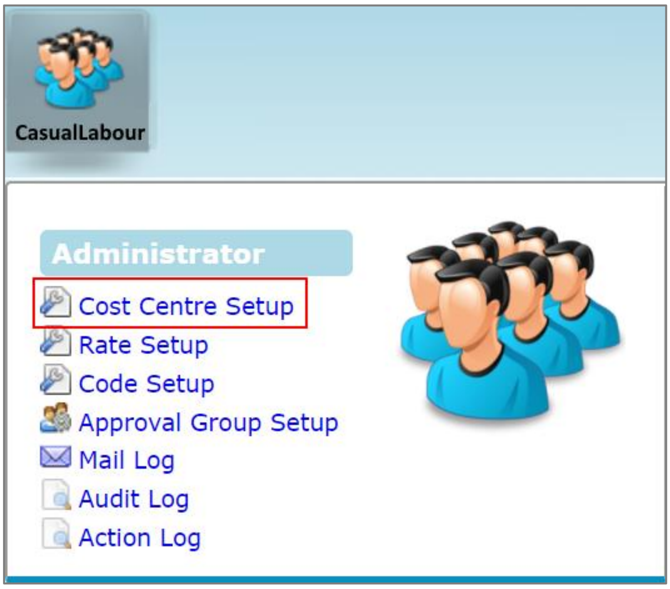
The type of casual labour employee that is eligible to be paid this rate.

**Special Rate**

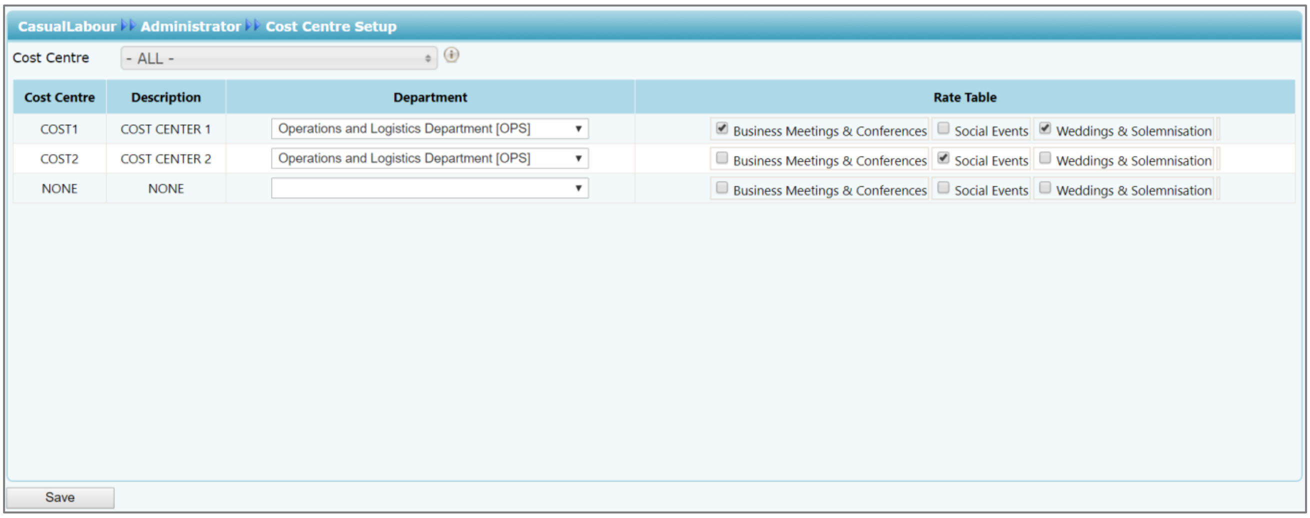
If this is ticked only special rated events can use this rate.

## 4.4 Assigning Rates to Cost Centers

With the rates created you will need to indicate the cost centers that can use these rates. When events are created for the cost centers the rates assigned will be available for selection.




Click on the **Cost Centre Setup** option in the Administrator menu to access the web page.




At the Cost Centre Setup web page, you can filter the list of cost centers by choosing one from the "Cost Center" drop-down list.

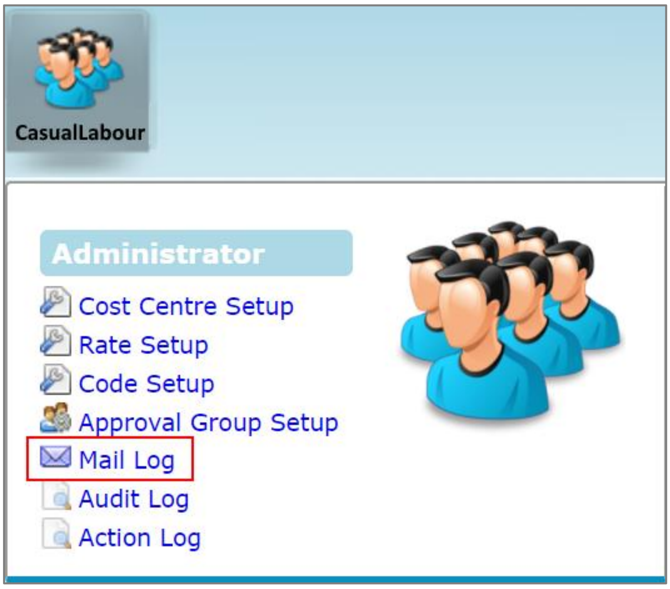
You can click on the rate ☐ checkbox to ☑ assign it to each cost center from the "Rate Table".

If your company employs internal casual labour employees you will need to determine which "Department" employees that can be hired for the cost center otherwise leave the "Department" blank.

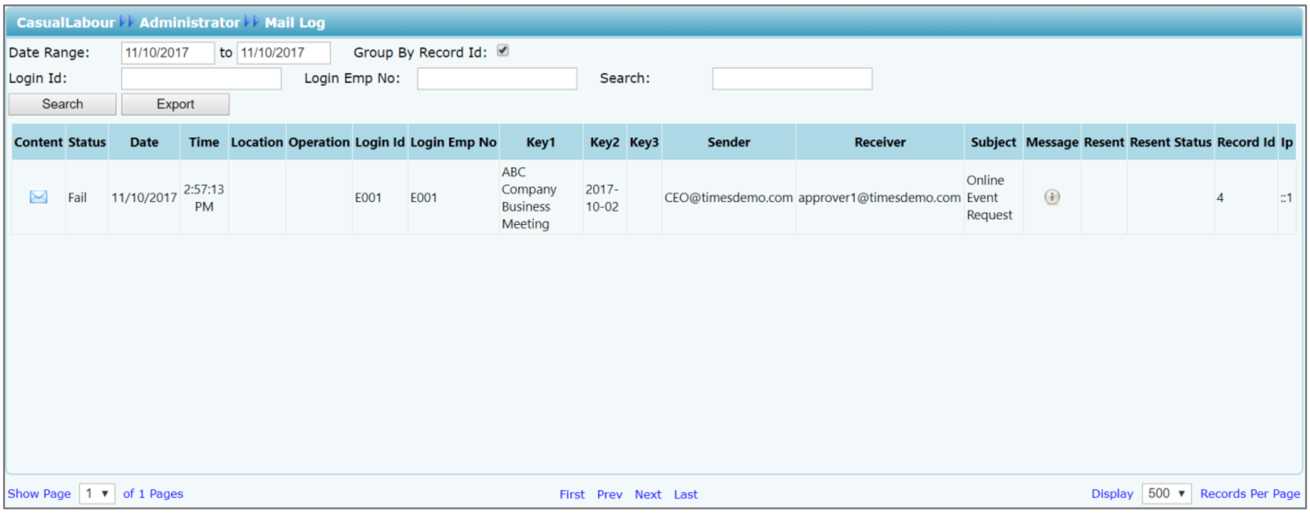
Click [Save] button to save the transaction.

## 4.5 Mail Log

The Mail Log tracks all automated emails generated by the system.




Click on the **Mail Log** option in the Administrator menu to access the web page.




The Mail Log web page shows all emails generated by the system. Here you can find out whether the email had been delivered successfully or failed to deliver. You can even see the contents of the email.

At the top of the web page you can use the filters to filter the information on the page. These filters are “Date Range”, “Login Id”, “Login Emp No” and “Search”.

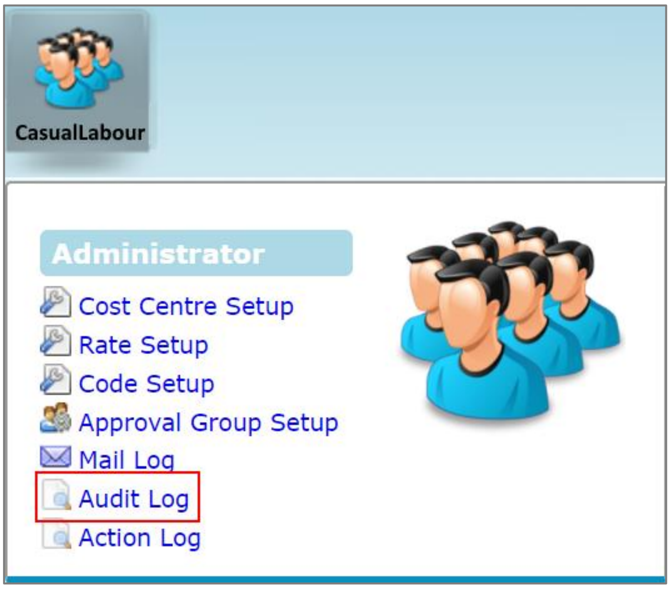
The “Date Range” cannot exceed 3 months.

To see the contents of the email click on the button.

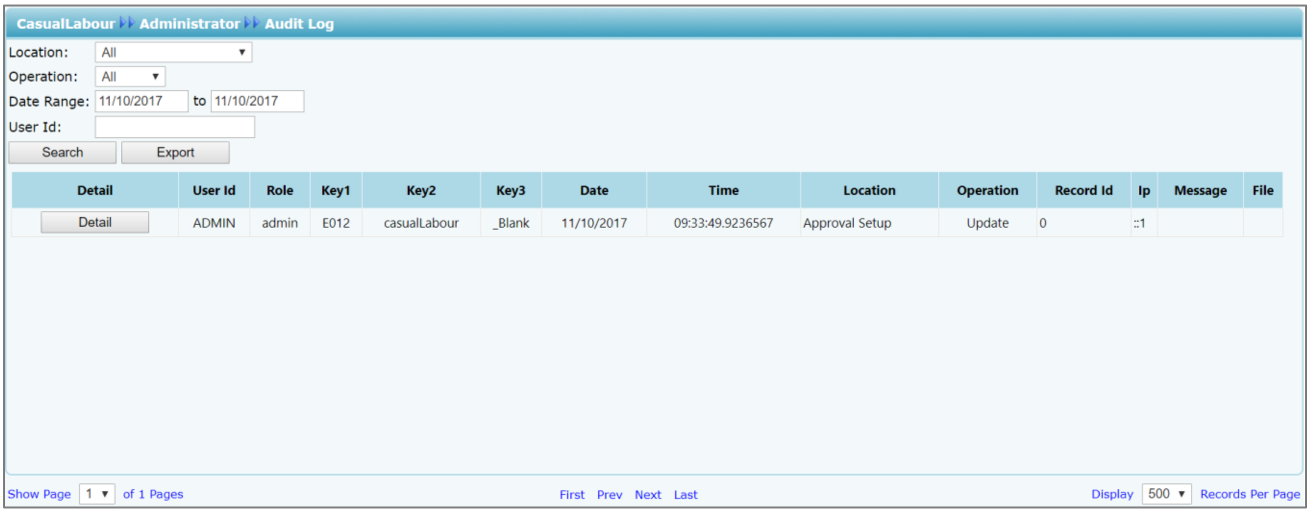
If there is any message that the system wants you to know click on the button.

## 4.6 Audit Log

The Audit Log tracks data creation, editing and deletion activities made by the Administrator of the system.




Click on the **Audit Log** option in the Administrator menu to access the web page.




The Audit Log web page shows the data that was created, edited and deleted by the Administrator of the system.

At the top of the web page you can use the filters to filter the information on the page. These filters are “Location”, “Operation”, “Date Range” and “User Id”.

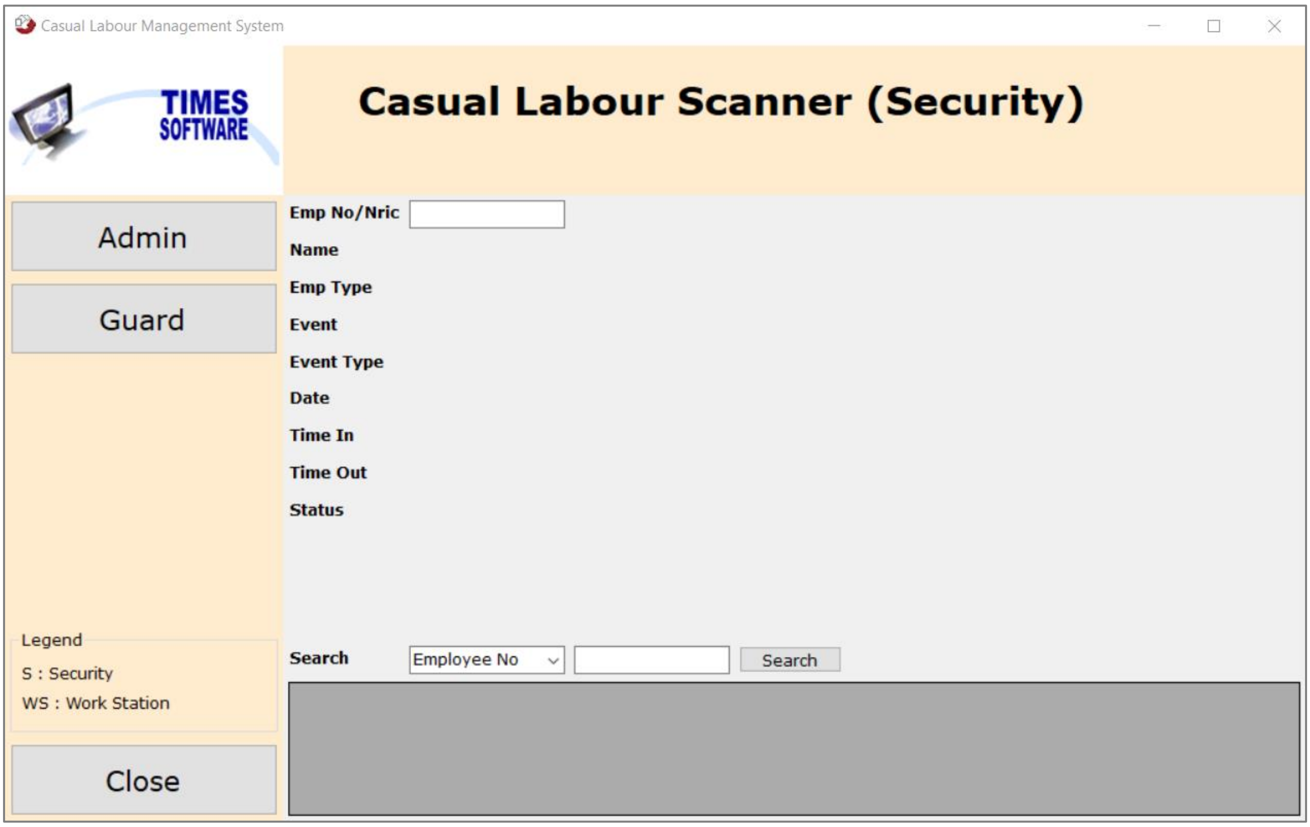
To see the details of the changes click on the Detail button.

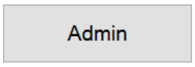
# Chapter 5. TIMES Casual Labour Scanner

In this chapter we will be looking at setting up the TIMES Casual Labour Scanner as well as the management tools that you can use to administer the system.

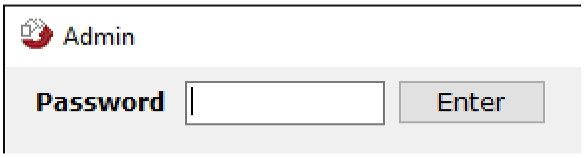
## 5.1 Accessing the TIMES Casual Labour Scanner Admin Function

To run the program double click on the shortcut shown.



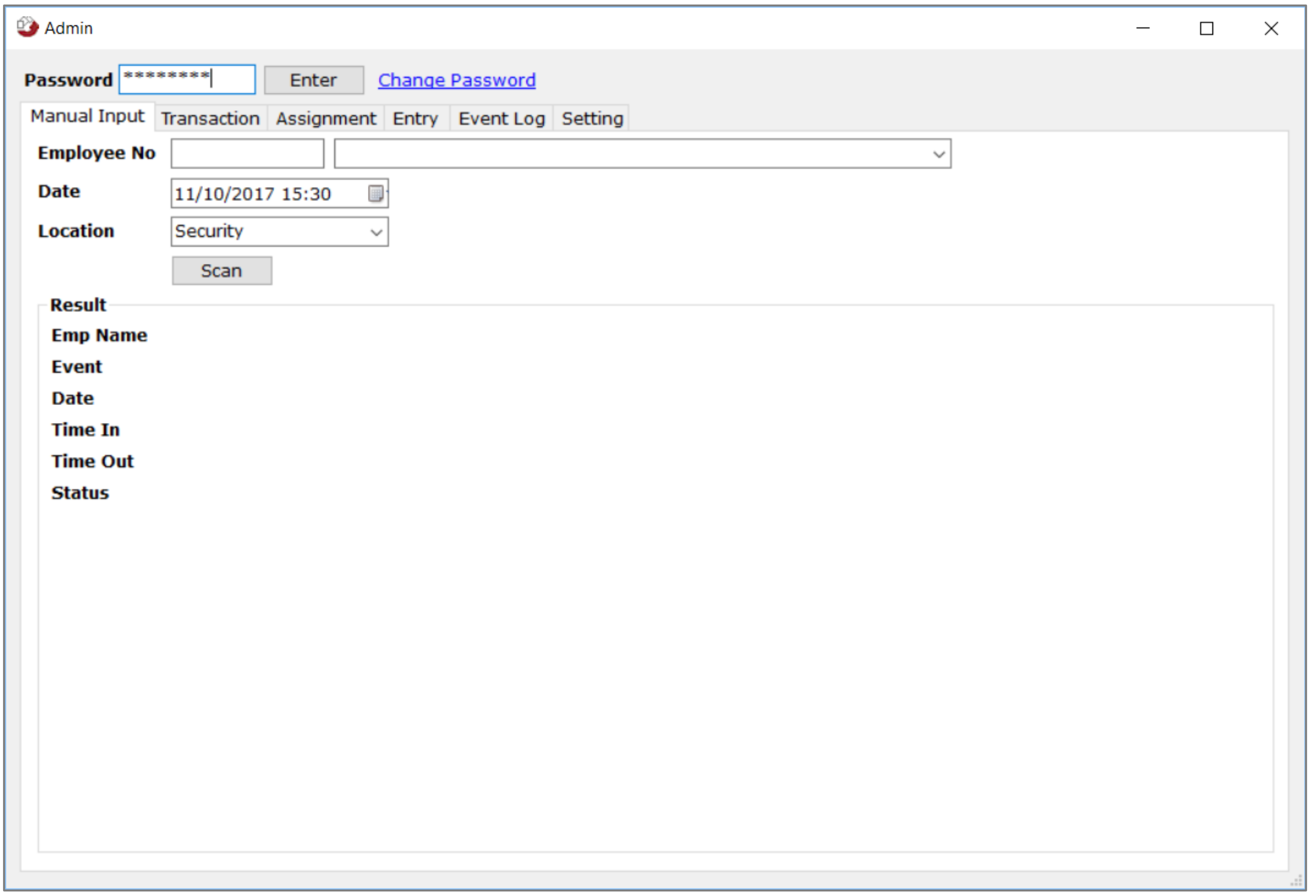

In the program click on the 

button to access the Admin page.

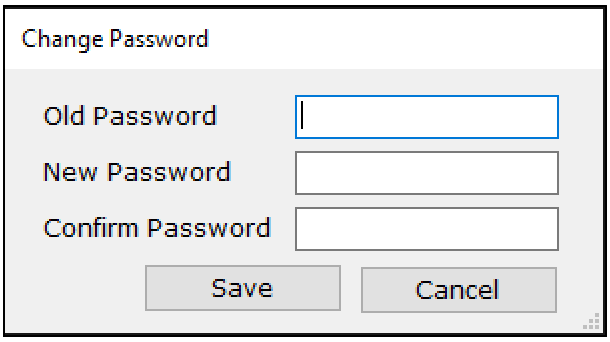



Enter ***P@ssw0rd*** and press 

button to login.

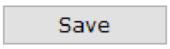



It is advisable to change the Admin's default password to your own. To do this, click on the Change Password hyperlink.




Enter ***P@ssw0rd*** at "Old Password".

Enter your password at "New Password" and "Confirm Password".

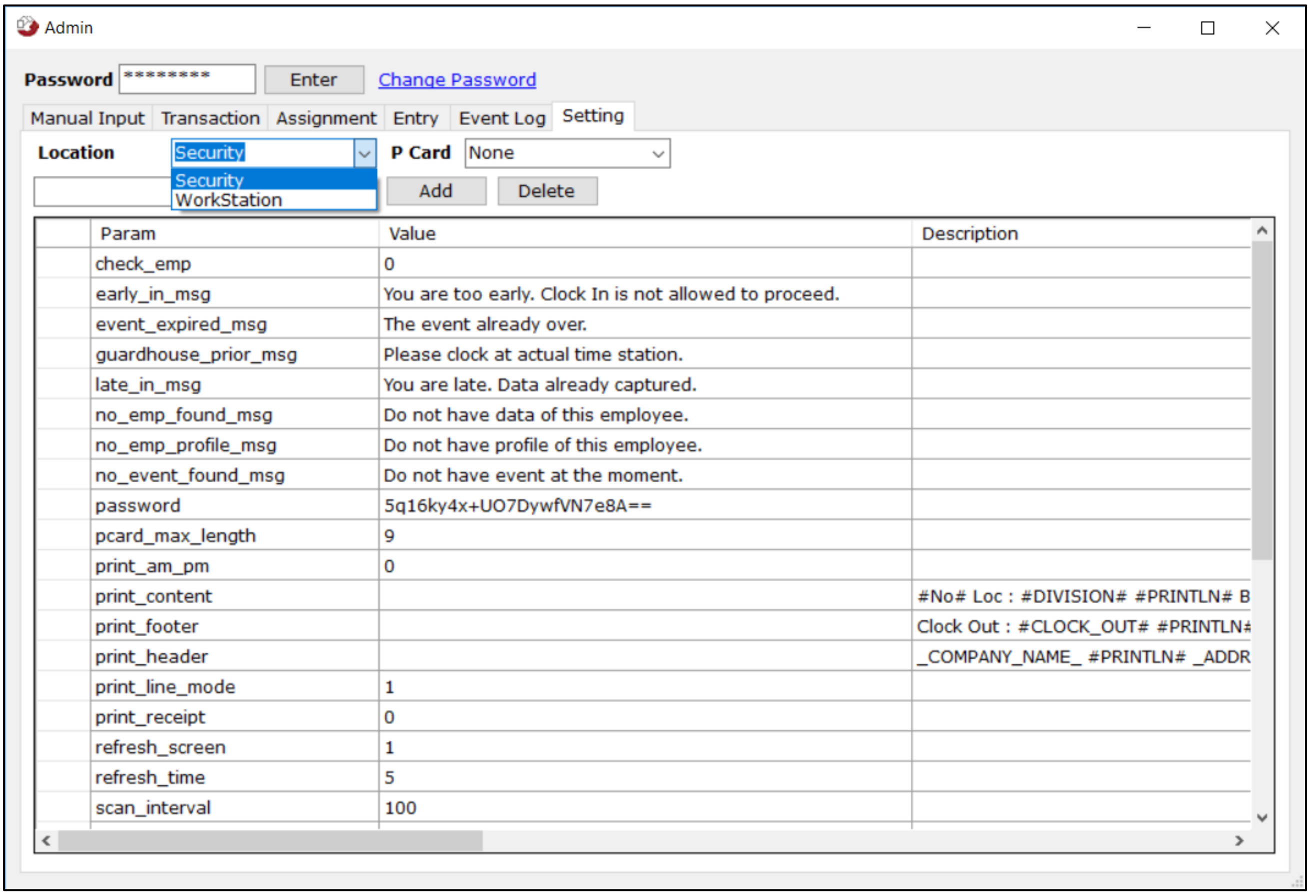
Click 

button to save the transaction or 

button to cancel it.

## 5.2 Setup Security and/or Work Station Terminal

For each TIMES Casual Labour Scanner terminal you will need to indicate whether it is a security or work station terminal scanner.



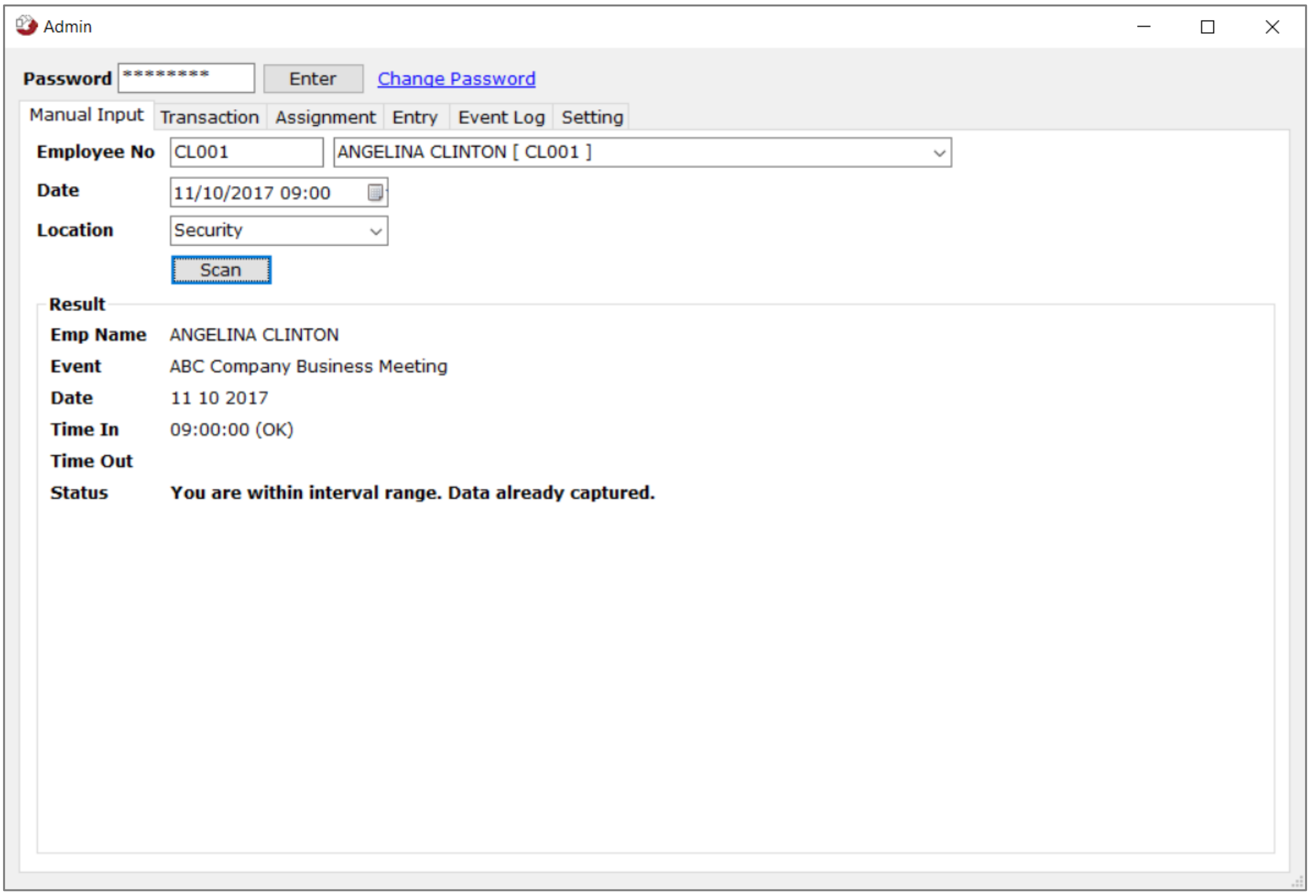

At the Admin page, click on the **Setting** tab.

Choose a “Location”. A *Security* location indicates that it is a security checkpoint terminal scanner.

After choosing the “Location” you must close and run the program again for the settings to take effect.

## 5.3 Manual Check-In and Check-Out Employees

You can manually check-in and check-out employees from the TIMES Casual Labour Scanner terminals.

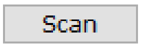



At the Admin page, click on the **Manual Input** tab.

Enter the "Employee No" to choose an employee.

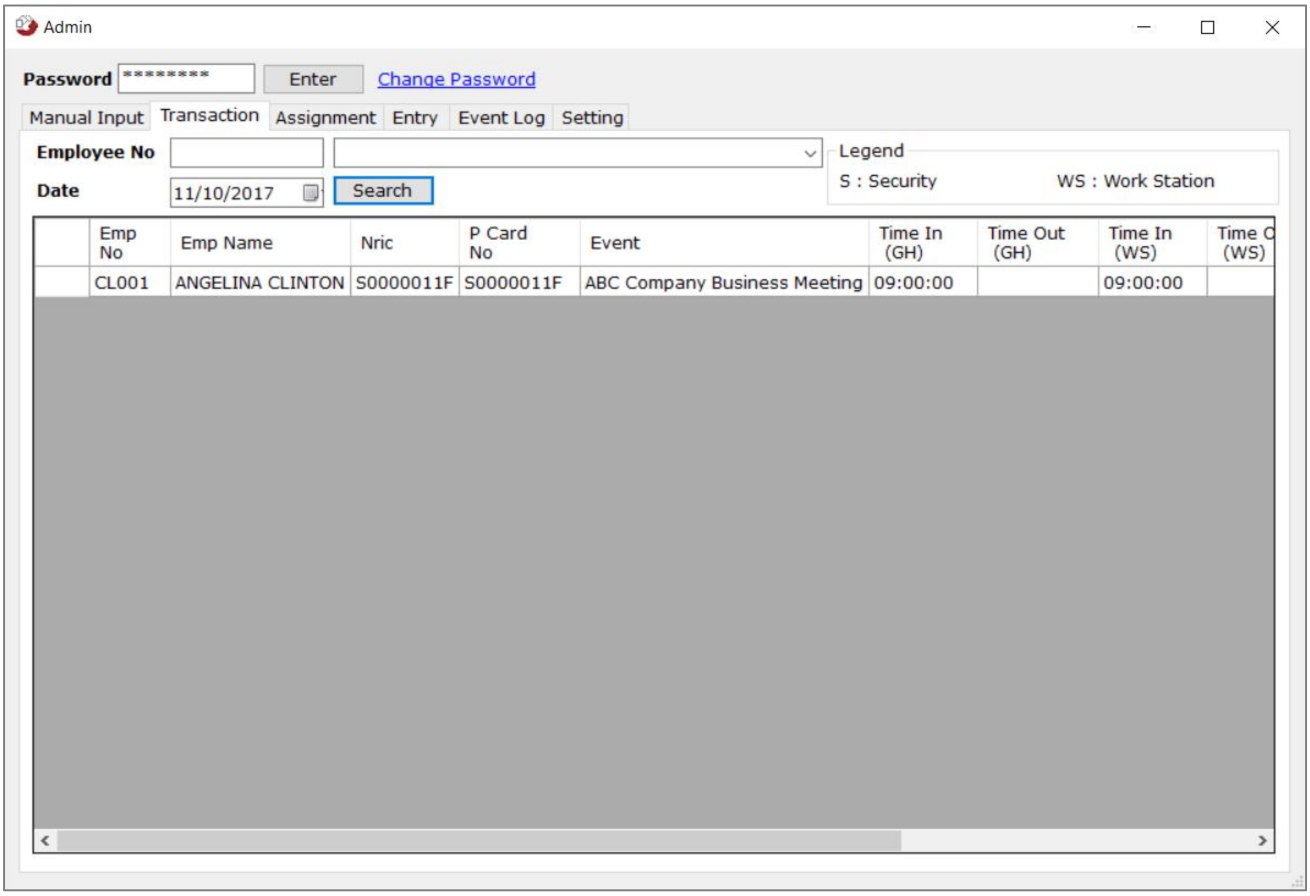
Enter the date and time in "Date".

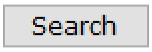
Choose "Location".

Click 

button to scan the details that you have entered into the system. The result of the scan will be displayed.

You can double check the data captured by the scanner by clicking on the **Transaction** tab to access the Transaction page.




Enter your search criteria at "Employee No" and "Date". Then click 

button to retrieve the list of records based on your search criteria.

### 5.3.1 Explanation of the Status message in Scanner

Here are the explanations for the default "Status" message that appears whenever data is scanned by TIMES Casual Labour Scanner into the system.

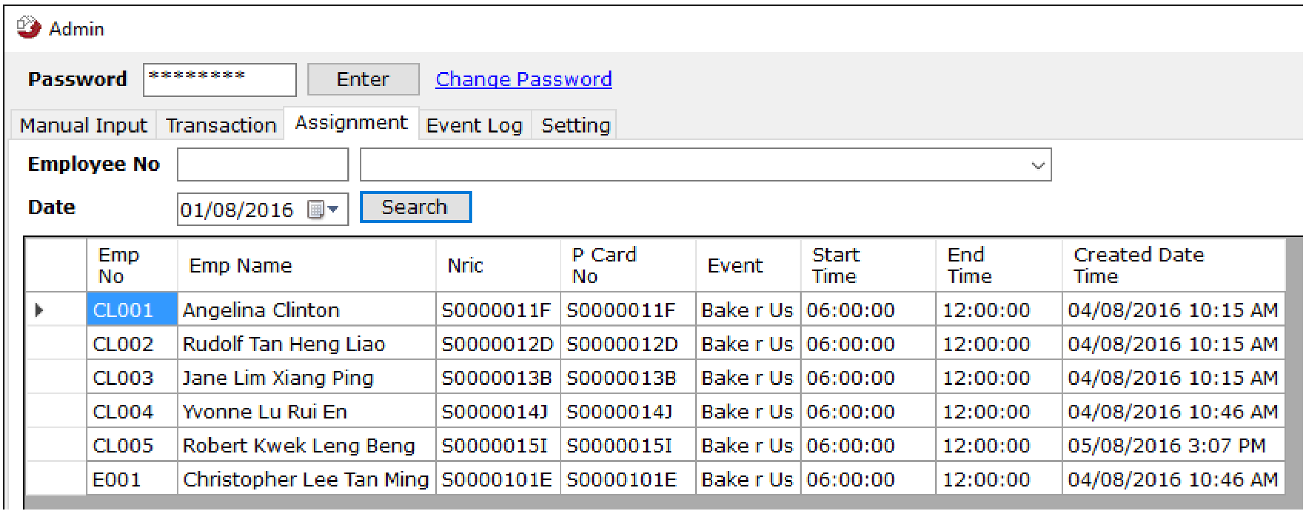
| Status[4] | Meaning |
|---|---|
| *You are too early. Clock In is not allowed to proceed.* | The employee attempted to check-in for work too early which is more than 30 minutes from the start time of his or her event shift. The system will not capture the employee's check-in time. |
| *The event already over.* | The employee showed up too late for work and attempted to check-in for work after his or her event shift is over. The system will not capture the employee's check-in time. |

[4] These are default Status messages. You can change them at the Setting tab.

| Status[4] | Meaning |
|---|---|
| *Please clock at actual time station.* | The employee attempted to check-in for work at a workstation terminal without first checking-in at the security terminal. The system will not capture the employee's check-in time. |
| *You are late. Data already captured.* | The employee showed up late for work and can still check-in for work because his or her event shift has not yet ended. |
| *Do not have data of this employee.* | The employee is not registered to work as casual labour. |
| *Do not have event at the moment.* | The employee is a registered casual labour employee but the employee is not assigned to work in any event shifts for the day. |
| *You already have a record, Clock In cannot be overwritten.* | The employee had already checked-in for work and the system had captured his or her check-in time. This happens when the employee attempts to check-in for work multiple times in rapid succession. |
| *You are within interval range. Data already captured.* | The employee had checked-in for work within an acceptable time frame which is within 30 minutes before the start of his or her event shift or right on the dot. |
| *You already have a record, Clock Out cannot be overwritten.* | The employee had already checked-out from work and the system had captured his or her check-out time. This happens when the employee attempts to check-out from work multiple times in rapid succession. |

## 5.4 Checking Event Assignments

You can check the list of casual labour employees assigned to events at the **Assignment** tab.



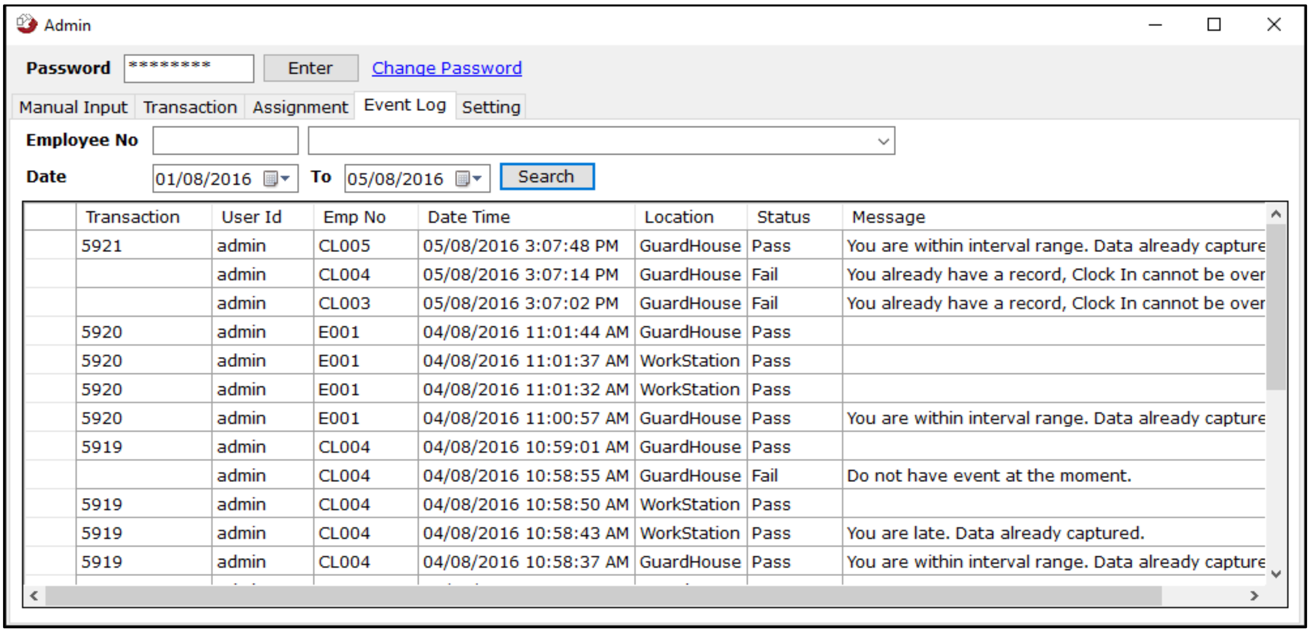

| Emp No | Emp Name | Nric | P Card No | Event | Start Time | End Time | Created Date Time |
|---|---|---|---|---|---|---|---|
| CL001 | Angelina Clinton | S0000011F | S0000011F | Bake r Us | 06:00:00 | 12:00:00 | 04/08/2016 10:15 AM |
| CL002 | Rudolf Tan Heng Liao | S0000012D | S0000012D | Bake r Us | 06:00:00 | 12:00:00 | 04/08/2016 10:15 AM |
| CL003 | Jane Lim Xiang Ping | S0000013B | S0000013B | Bake r Us | 06:00:00 | 12:00:00 | 04/08/2016 10:15 AM |
| CL004 | Yvonne Lu Rui En | S0000014J | S0000014J | Bake r Us | 06:00:00 | 12:00:00 | 04/08/2016 10:46 AM |
| CL005 | Robert Kwek Leng Beng | S0000015I | S0000015I | Bake r Us | 06:00:00 | 12:00:00 | 05/08/2016 3:07 PM |
| E001 | Christopher Lee Tan Ming | S0000101E | S0000101E | Bake r Us | 06:00:00 | 12:00:00 | 04/08/2016 10:46 AM |

At the Admin page, click on the **Assignment** tab.

Enter your search criteria at “Employee No” and “Date”. Then click Search button to retrieve the list of records based on your search criteria.

## 5.5 Checking Scanning Log

TIMES Casual Labour Scanner keeps track of all data scanning actions and results in the **Event Log**.

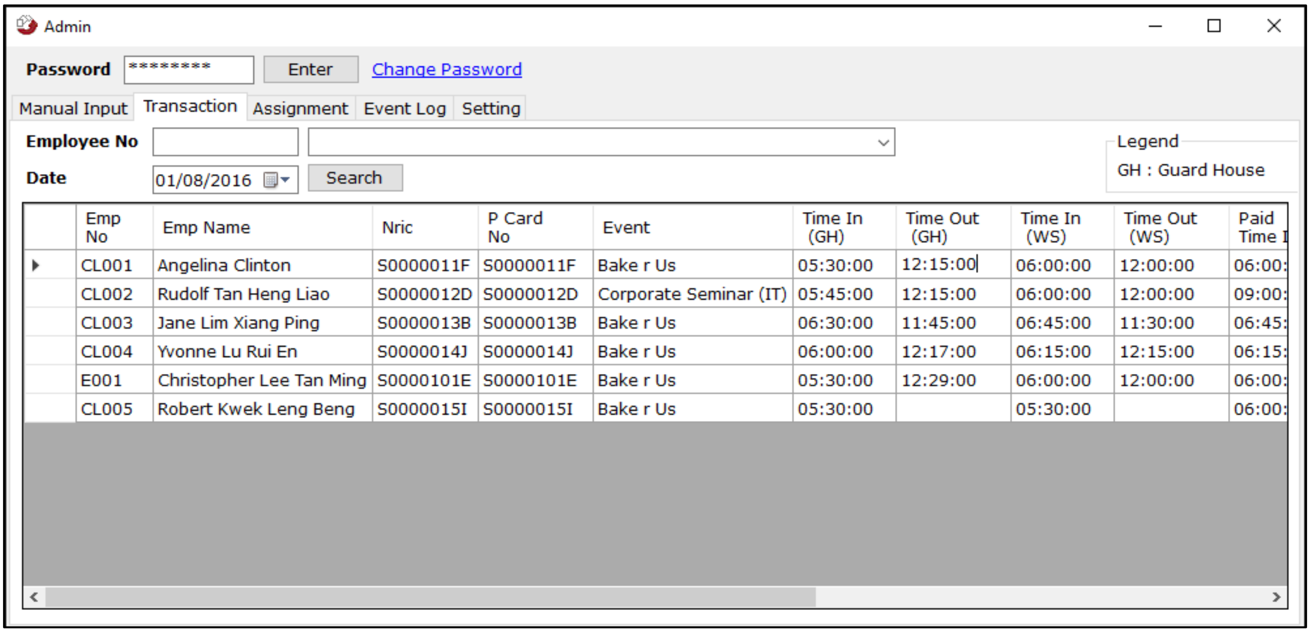



At the Admin page, click on the **Event Log** tab.

Enter your search criteria at “Employee No” and “Date”. Then click Search button to retrieve the list of records based on your search criteria.

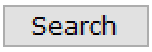
## 5.6 Manual Edit Scanner's Records

After the data is scanned in to the system by TIMES Casual Labour Scanner you can still make amendments to them if required.




| Emp No | Emp Name | Nric | P Card No | Event | Time In (GH) | Time Out (GH) | Time In (WS) | Time Out (WS) | Paid Time I |
|---|---|---|---|---|---|---|---|---|---|
| CL001 | Angelina Clinton | S0000011F | S0000011F | Bake r Us | 05:30:00 | 12:15:00 | 06:00:00 | 12:00:00 | 06:00: |
| CL002 | Rudolf Tan Heng Liao | S0000012D | S0000012D | Corporate Seminar (IT) | 05:45:00 | 12:15:00 | 06:00:00 | 12:00:00 | 09:00: |
| CL003 | Jane Lim Xiang Ping | S0000013B | S0000013B | Bake r Us | 06:30:00 | 11:45:00 | 06:45:00 | 11:30:00 | 06:45: |
| CL004 | Yvonne Lu Rui En | S0000014J | S0000014J | Bake r Us | 06:00:00 | 12:17:00 | 06:15:00 | 12:15:00 | 06:15: |
| E001 | Christopher Lee Tan Ming | S0000101E | S0000101E | Bake r Us | 05:30:00 | 12:29:00 | 06:00:00 | 12:00:00 | 06:00: |
| CL005 | Robert Kwek Leng Beng | S0000015I | S0000015I | Bake r Us | 05:30:00 | | 05:30:00 | | 06:00: |

To do so, in the Admin page, click on the **Transaction** tab to access the Transaction page.

Enter your search criteria at "Employee No" and "Date". Then click 

button to retrieve the list of records based on your search criteria.

Double click on any values that you want to change and enter the new values directly. Then press the **ENTER** or **TAB** key in your keyboard and the data is saved automatically.

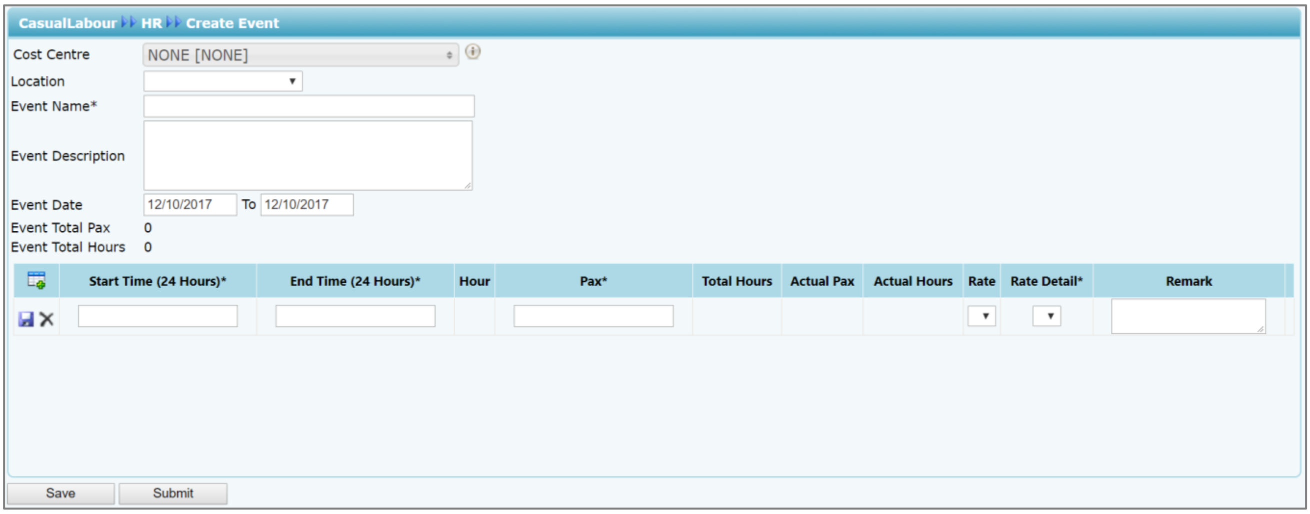
# Chapter 6. Managing Events and Manpower

As an Administrator you have access to the HR menu where you can create events, make changes to events submitted by others, assign manpower to approved events, manage casual labour time sheets and view casual labour reports.

## 6.1 Create Event

You can create events for any cost centres.

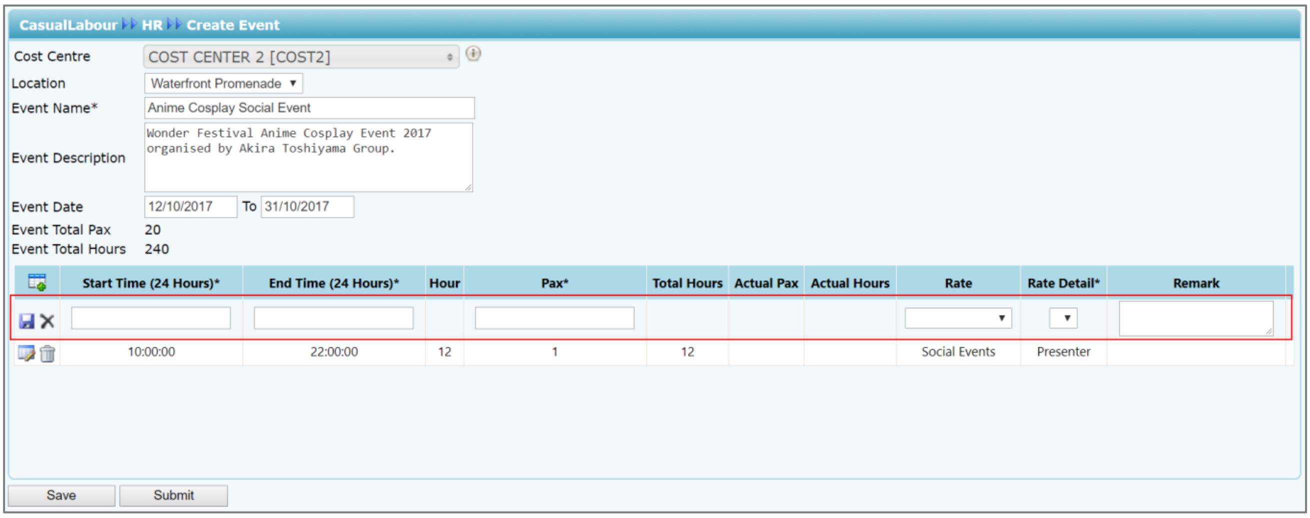

Click on the **Create Event** option in the HR menu to access the web page.




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.




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.

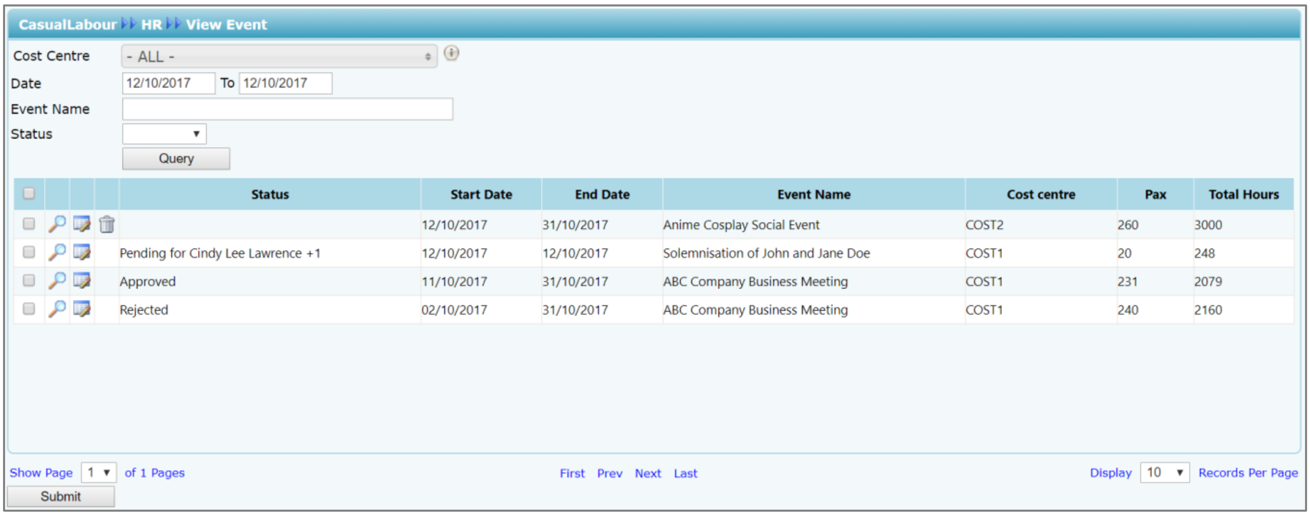
Once you are done click on the Save button to save this event as a draft. Again, make sure you click button to save your transaction details first before you save the event.

If you click on the Submit button you will automatically approve the event and can then assign actual people to work in the event.

## 6.2 View Event

You can view and make changes to your created events as well as events created by others.


Click on the **View Event** option in the HR 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.

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. As the Administrator of the system you can delete any draft events created by others. |
| ***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. |

| | | | | Status | Start Date | End Date | Event Name |
|---|---|---|---|---|---|---|---|
| | | | | | 12/10/2017 | 31/10/2017 | Anime Cosplay Social Event |
| | | | | Pending for Cindy Lee Lawrence +1 | 12/10/2017 | 12/10/2017 | Solemnisation of John and Jane Doe |
| | | | | Approved | 11/10/2017 | 31/10/2017 | ABC Company Business Meeting |
| | | | | Rejected | 02/10/2017 | 31/10/2017 | ABC Company Business Meeting |

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

You can make changes to any events of any status. To do this click on the button.

To delete any draft events click on the button.

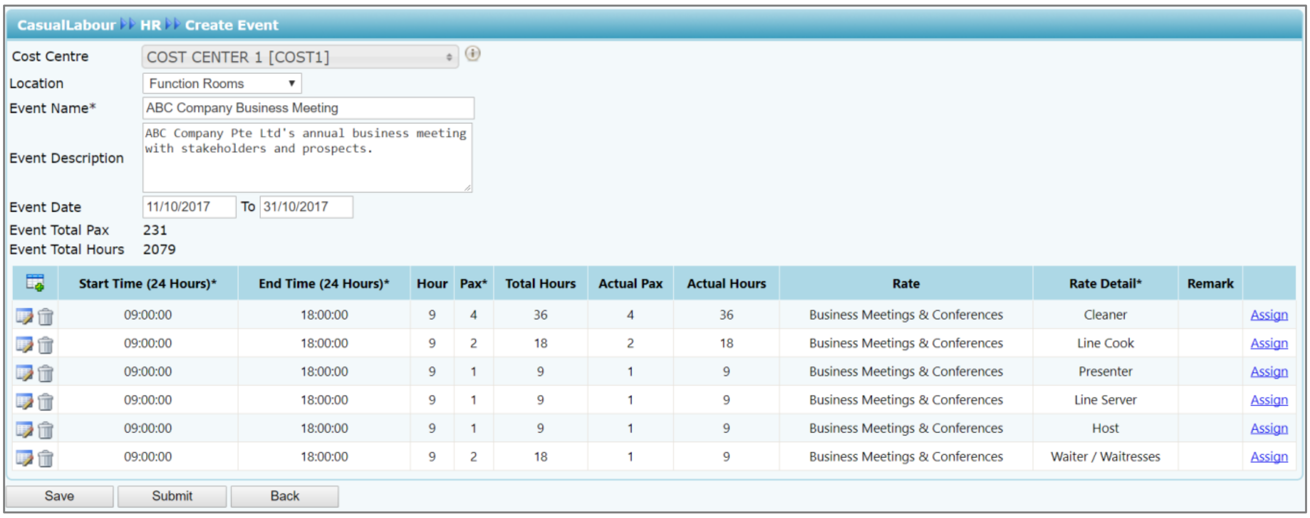
## 6.3 Assign people to work in Event

You can assign people to work in approved events and can make changes to existing assignments as well.


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

| Status | Start Date | End Date | Event Name | Cost centre | Pax | Total Hours |
|---|---|---|---|---|---|---|
| | 12/10/2017 | 31/10/2017 | Anime Cosplay Social Event | COST2 | 260 | 3000 |
| | 12/10/2017 | 31/10/2017 | Selfie "R" Us | COST2 | 80 | 640 |
| Pending for Cindy Lee Lawrence +1 | 12/10/2017 | 12/10/2017 | Solemnisation of John and Jane Doe | COST1 | 20 | 248 |
| 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 |

At the View Event web page look for an event with the "Status" ***Approved*** and click on the event's button to edit it.



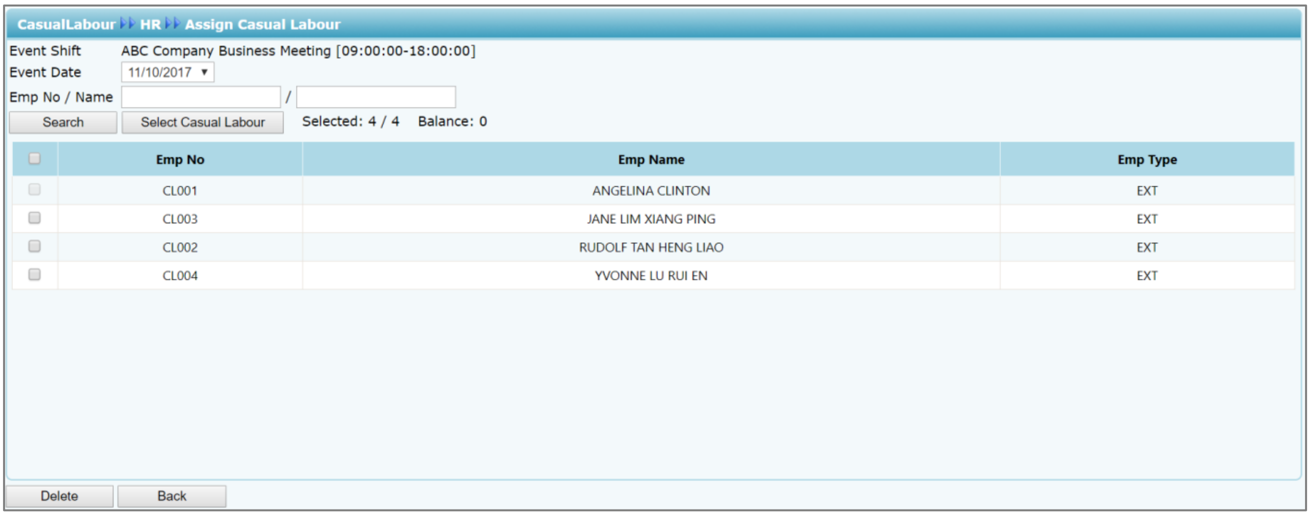
CasualLabour ▸▸ HR ▸▸ Create Event

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 | | Assign |
| 09:00:00 | 18:00:00 | 9 | 2 | 18 | 2 | 18 | Business Meetings & Conferences | Line Cook | | Assign |
| 09:00:00 | 18:00:00 | 9 | 1 | 9 | 1 | 9 | Business Meetings & Conferences | Presenter | | Assign |
| 09:00:00 | 18:00:00 | 9 | 1 | 9 | 1 | 9 | Business Meetings & Conferences | Line Server | | Assign |
| 09:00:00 | 18:00:00 | 9 | 1 | 9 | 1 | 9 | Business Meetings & Conferences | Host | | Assign |
| 09:00:00 | 18:00:00 | 9 | 2 | 18 | 1 | 9 | Business Meetings & Conferences | Waiter / Waitresses | | Assign |

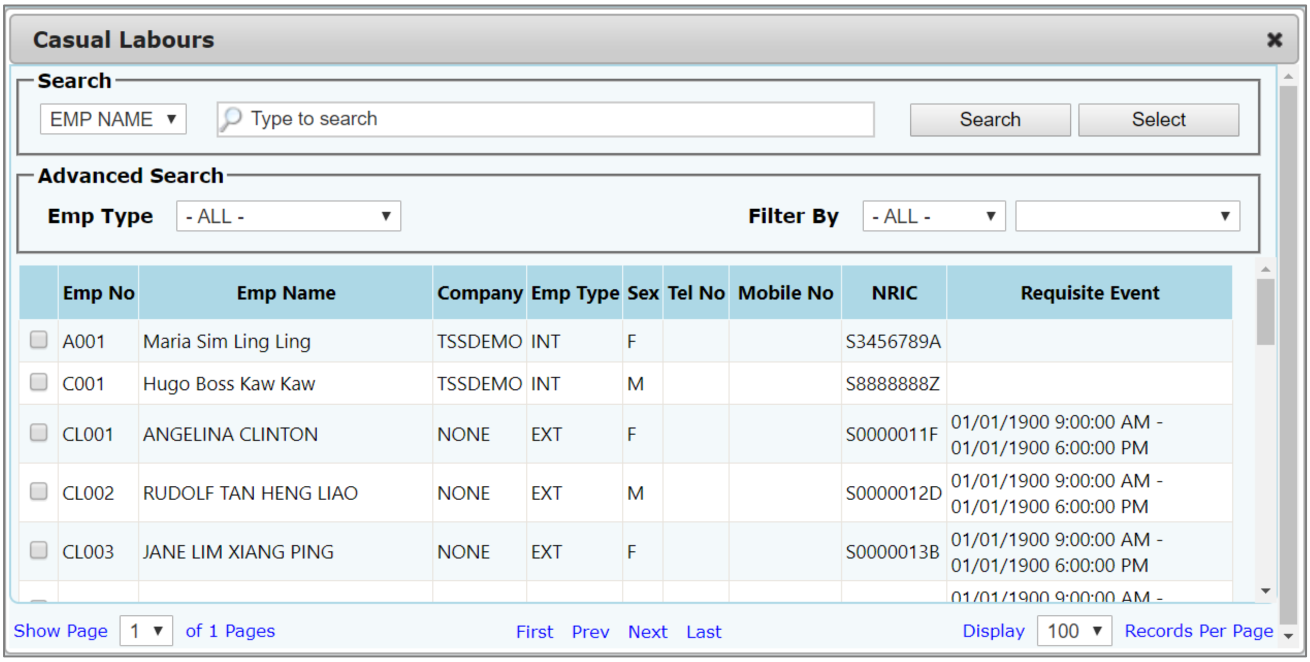
Save Submit Back

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



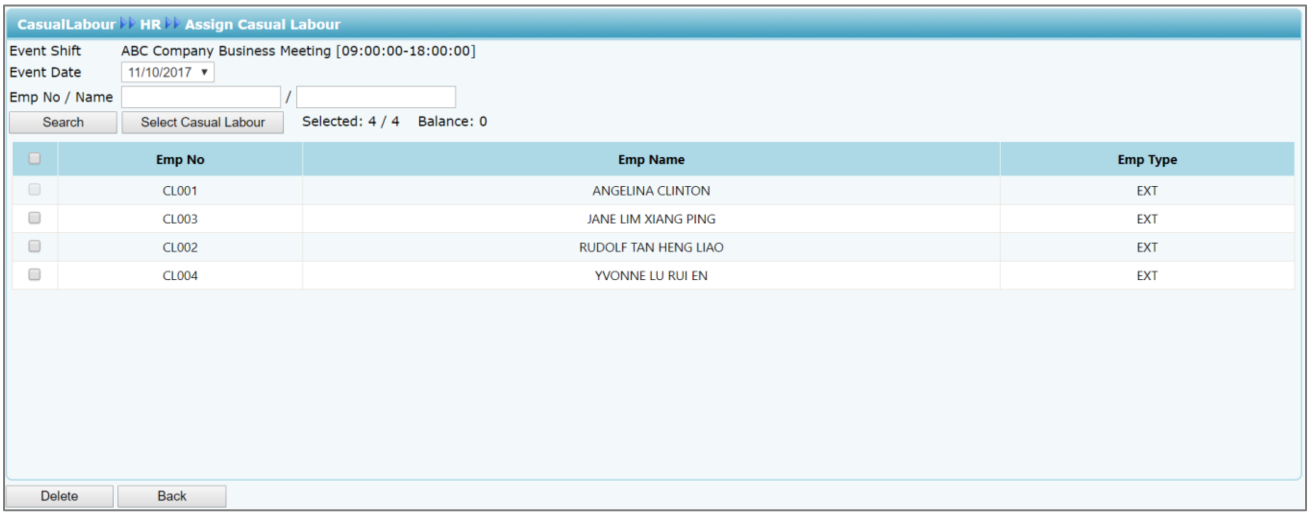

In the Assign Casual Labour web page you can see the list of manpower assignments if there are any people already assigned to work in the event. To filter the list you can use the criteria "Event Date" and "Emp No / Name", and click the Search button.

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




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.




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

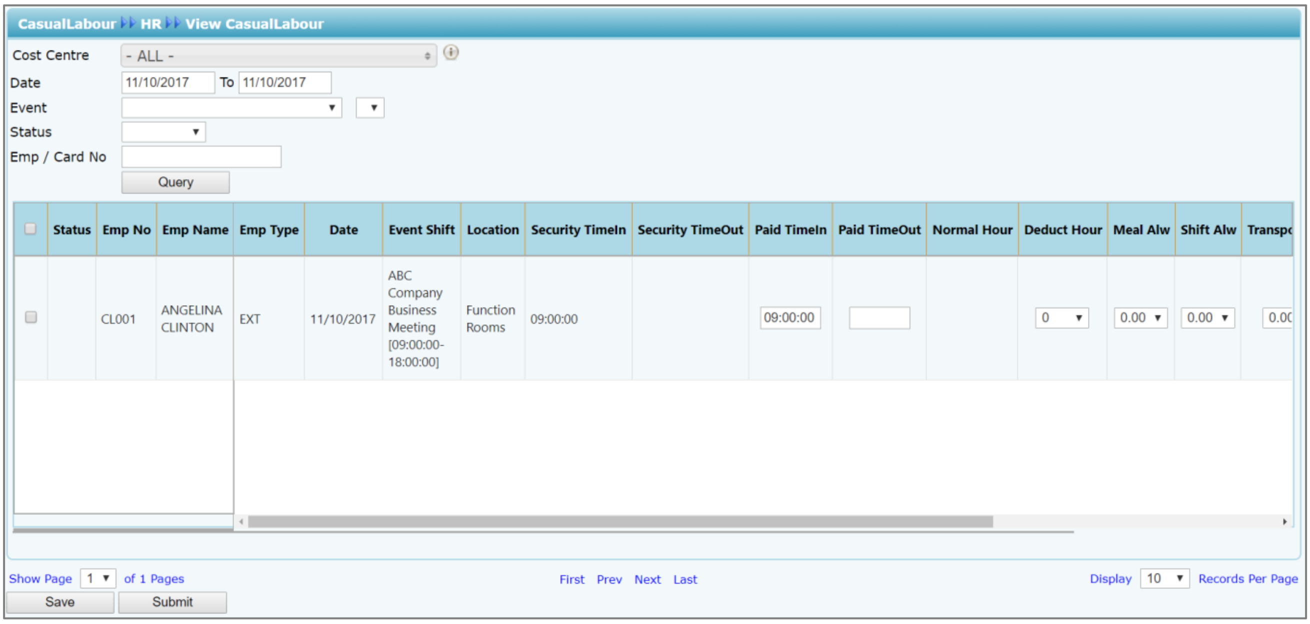
If you want to remove employees from the event, tick the ☐ checkbox to ☑ select them and click the Delete button. If you cannot select them that means they have clocked in for work.

## 6.4 Manage Casual Labour Time Sheets

The **View CasualLabour** web page 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 view, assign and make adjustments to the casual labour employees' check-in time to work, check-out time from work, employees' meal hours and allowances.


Click on the **View CasualLabour** option in the HR 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.

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 Save button to save them as draft or Submit button to automatically approve the records.

Approved records can then be processed into payroll.

### 6.4.1 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, 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. Refer to *3.5 Define Types of Casual Labour Employees* page *11* for more information.

**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.

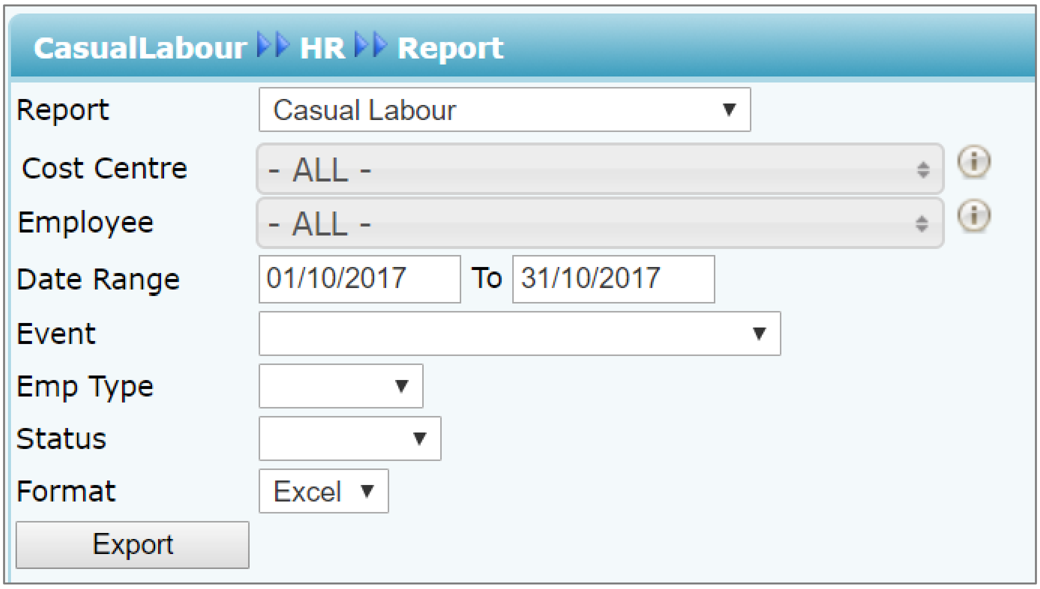
## Adjustment Remark

The remarks of the one who had adjusted the record.

## 6.5 TIMES Casual Labour Web 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 HR menu to access the web page.




Choose your criteria, such as “Report” and “Cost Centre”, and click on the 

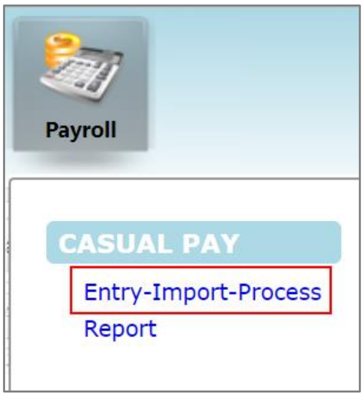
button to generate the report.

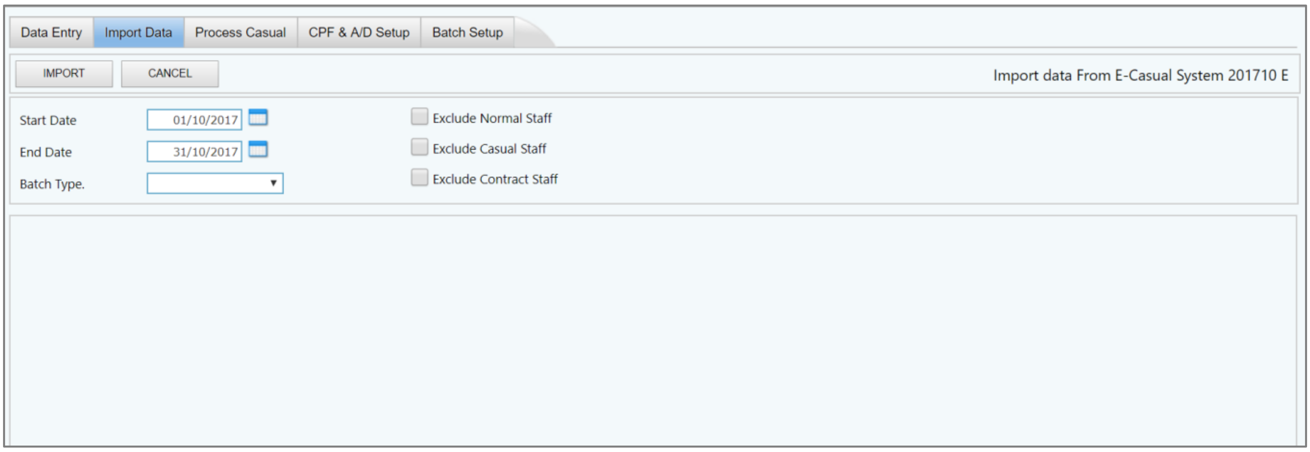
# Chapter 7. Processing casual labour into Payroll

Once the casual labour employees' time sheet records have been approved, you and the Payroll Officers can process these records into the payroll.

## 7.1 Importing TIMES Casual Labour Web records into TIMES Casual Pay




Click on the **Entry-Import-Process** option in the Casual Pay menu to access the web page.



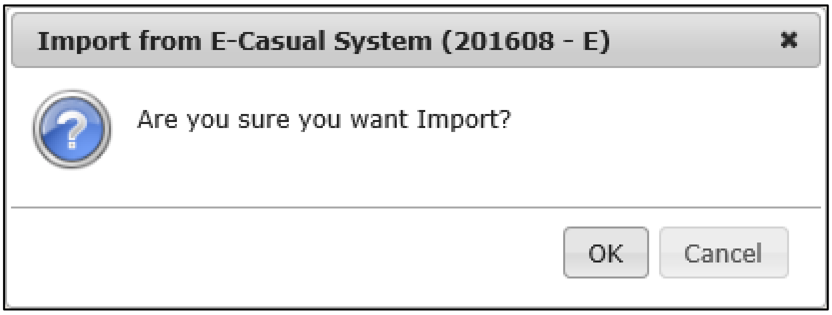

Click on the **Import Data** tab to access the Import Data web page.

At the Import Data web page, you will need to specify the date range at "Start Date" and "End Date". All approved casual labour employees' time sheet records that are within this range and have not been processed into payroll before will be imported into payroll.

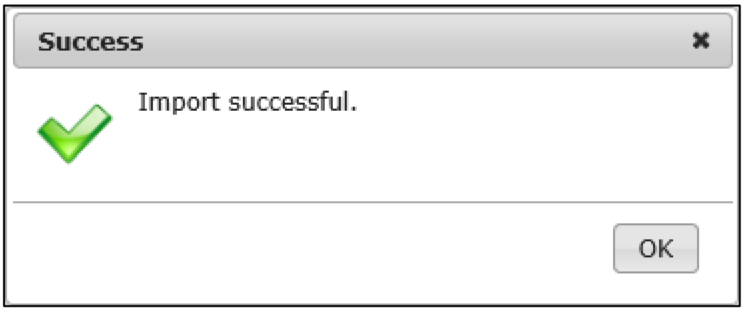
Choose the "Batch Type" *Weekly Batch* or *Daily Batch*. Imported data from TIMES Casual Labour Web into TIMES Casual Pay will be recorded in transactional journals and each journal will be assigned a batch number. *Weekly Batch* will group all imported records into a single journal whereas *Daily Batch* will generate a journal for each day's worth of records.

If you want to exclude any specific casual labour employees' time sheet records from being imported into the journal click on "Exclude Normal Staff", "Exclude Casual Staff" and/or "Exclude Contract Staff" checkbox to tick it.

Click IMPORT button to begin the import.



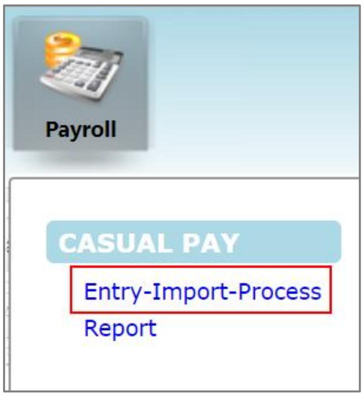

A confirmation pop-up window will be shown. Click OK button to proceed or click Cancel button to cancel the import.



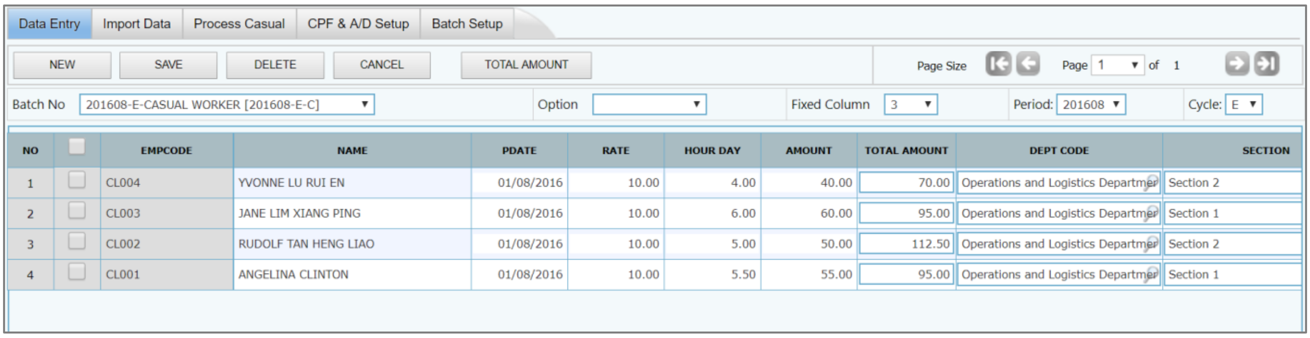

Once the data import process is completed you can see the results on the web page.

## 7.2 Checking the Batch Transaction Journal for the Imported Data

After you have imported the TIMES Casual Labour Web data over into TIMES Casual Pay you can check the batch transaction journals for these records.




Click on the **Entry-Import-Process** option in the Casual Pay menu to access the web page.




Click on the **Data Entry** tab to access the Data Entry web page.

If the data import was successful the system will generate a batch number for a transaction journal. Click on the “Batch No” drop-down list to choose a batch transaction journal to see the details of the journal.

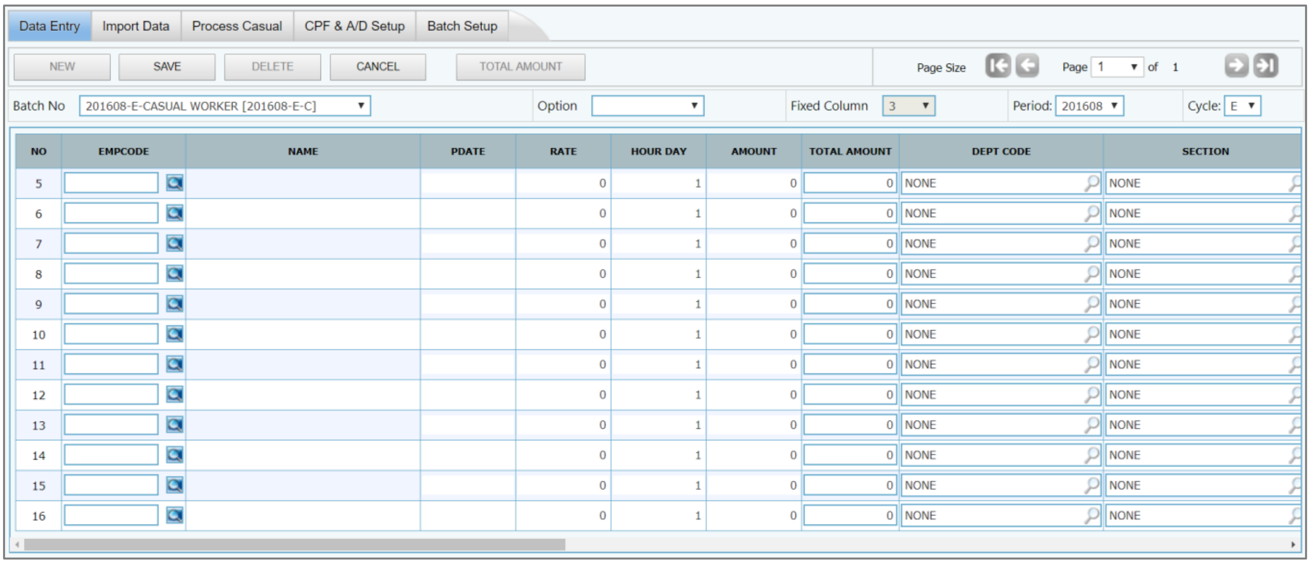
You can make amendments to the details of the journal. After the amendments are made make sure to click the 

button to save the changes.

There will be 3 batch transaction journals created per period. One for external (number ends with a C example *201608-E-C*), one for internal (number ends with an N example *201608-E-N*) and one for agency casual labour employees (number ends with an O example *201608-E-O*).

### 7.2.1 Adding new records

Click on the NEW button to add new records into the selected batch transaction journal.




Enter the details into the new record(s) and click SAVE button to save the transaction or click CANCEL button to cancel it.

### 7.2.2 Deleting records

To delete records click on the records' ☐ checkboxes ☑ to select them.

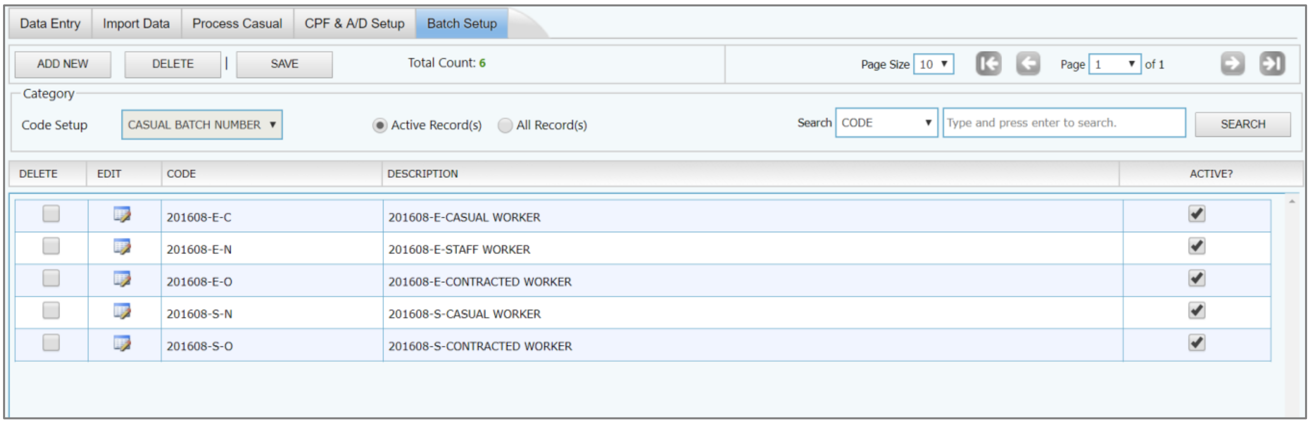
| NO | ☐ | EMPCODE | NAME | PDATE | RATE |
|---|---|---|---|---|---|
| 1 | ☑ | CL004 | YVONNE LU RUI EN | 01/08/2016 | 10.00 |
| 2 | ☐ | CL003 | JANE LIM XIANG PING | 01/08/2016 | 10.00 |
| 3 | ☑ | CL002 | RUDOLF TAN HENG LIAO | 01/08/2016 | 10.00 |
| 4 | ☐ | CL001 | ANGELINA CLINTON | 01/08/2016 | 10.00 |

Then click on the DELETE button.

Deleted records cannot be recovered.

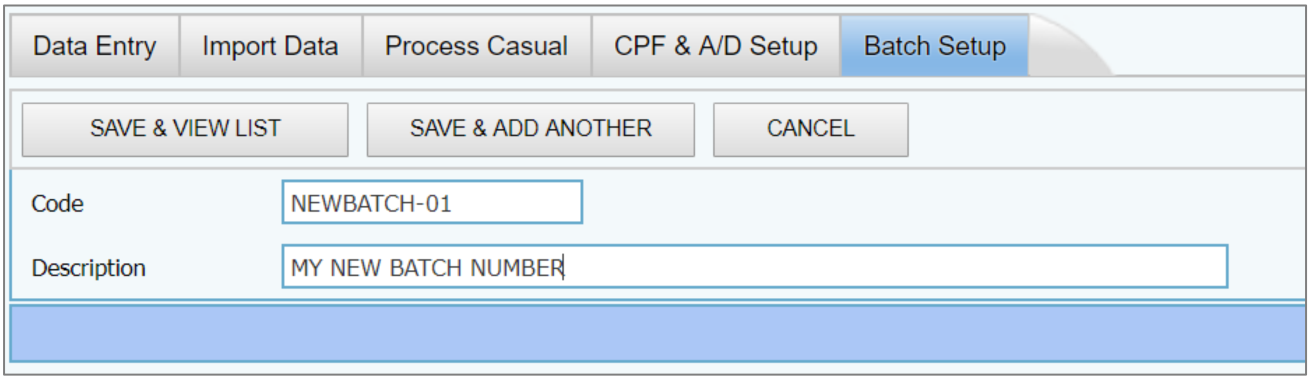
### 7.2.3 Create a new transaction journal with details from an existing journal

To duplicate the details of an existing journal into a new journal you must first create a new batch number for the receiving journal.

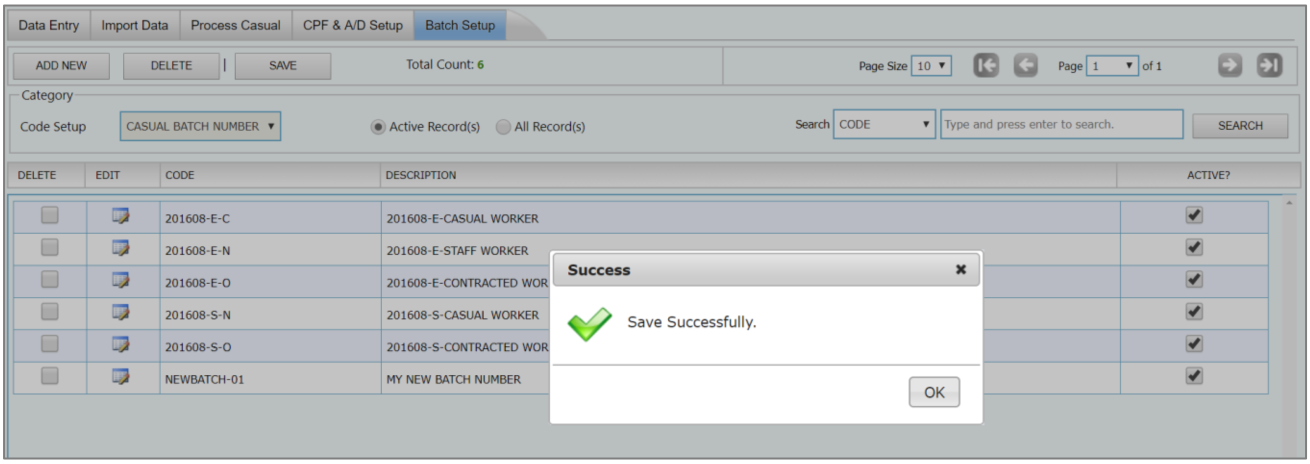



Click on the **Batch Setup** tab to access the Batch Setup web page.

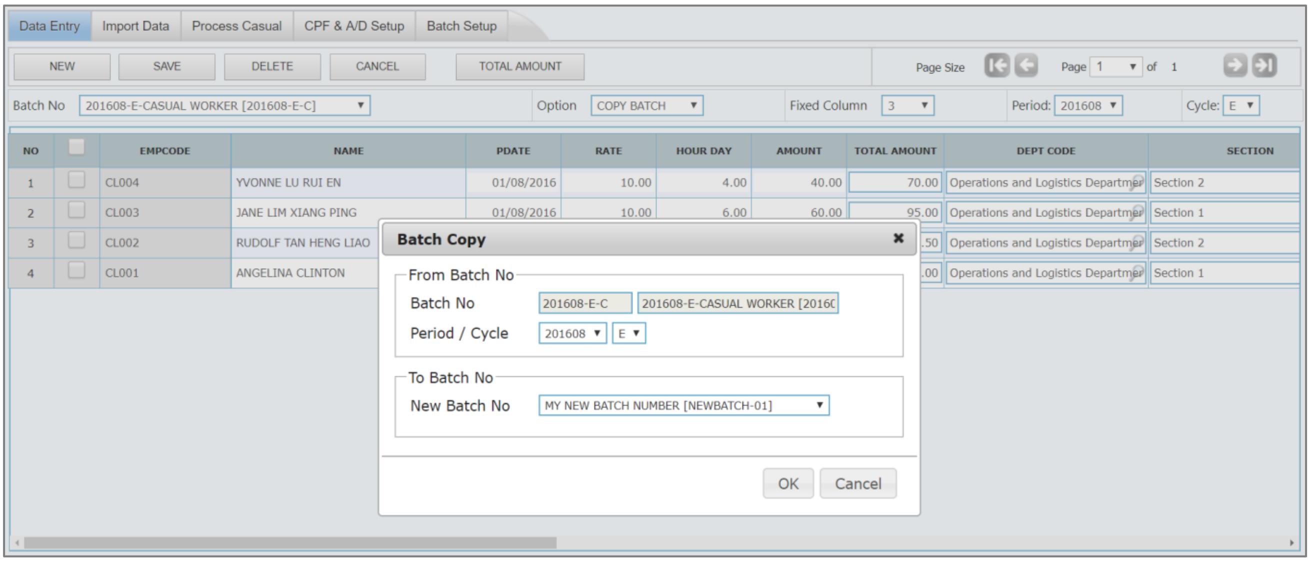
At the Batch Setup web page click on the ADD NEW button to create a new batch number.




Enter the details for the new batch number and click either SAVE & VIEW LIST button to save the batch number and return back to the previous web page, SAVE & ADD ANOTHER button to save the batch number and create another batch number, or CANCEL button to cancel this transaction.




Once the new batch number is created we can now proceed to the Data Entry web page.




At the Data Entry web page choose a "Batch No" to retrieve an existing batch transaction journal.

Then click on "Option" drop-down list and choose *COPY BATCH* to access the **Batch Copy**.

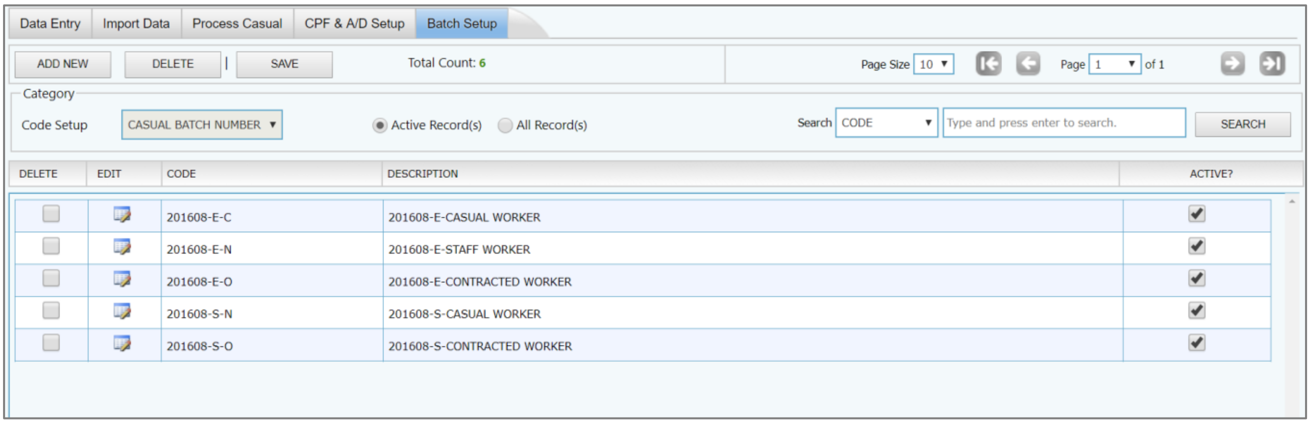
In the Batch Copy window choose the "New Batch No" for the receiving journal.

Then click OK button to proceed with the copy or Cancel button to cancel the transaction.

### 7.2.4 Rename Batch No

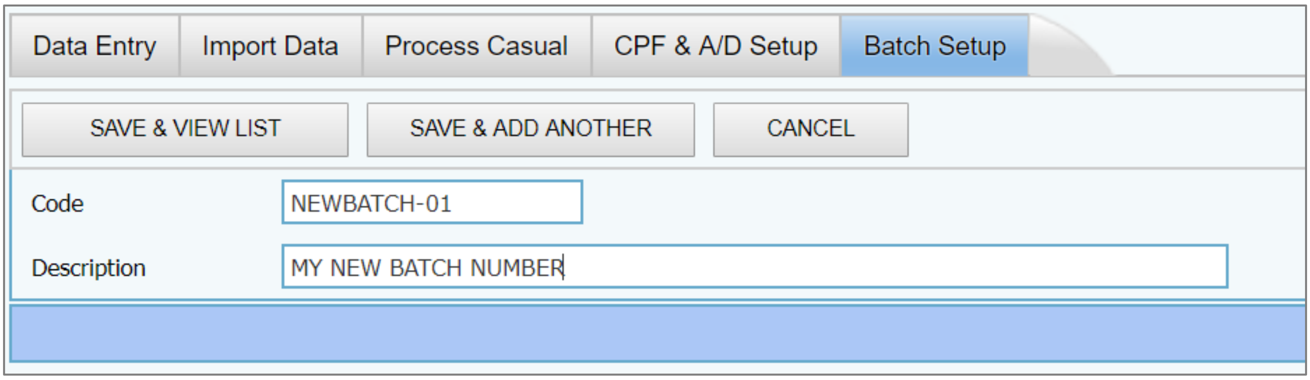
You can rename an existing transaction journal’s “Batch No”.

To do this you must first create a new batch number for the receiving journal.

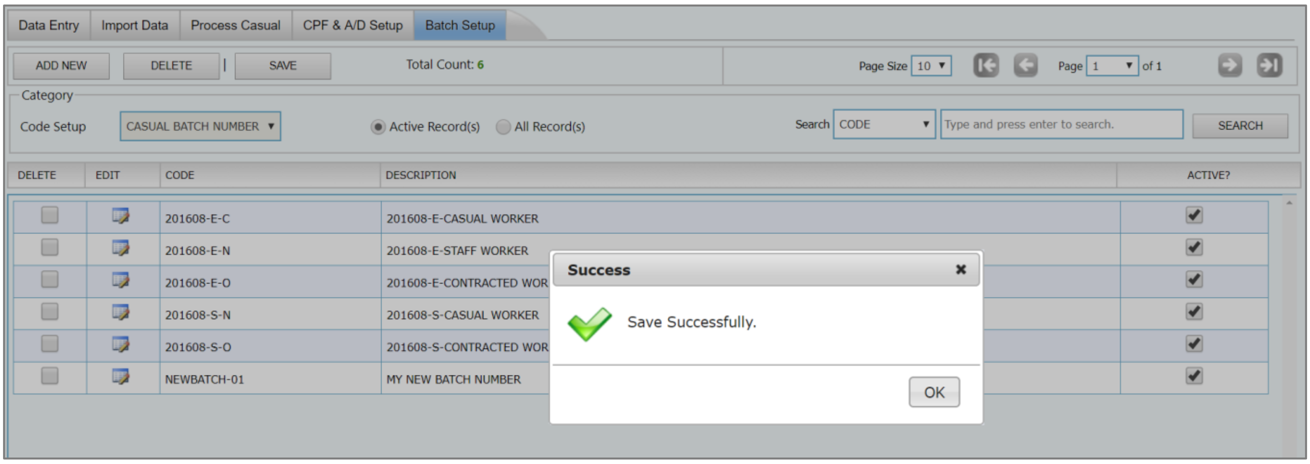



Click on the **Batch Setup** tab to access the Batch Setup web page.

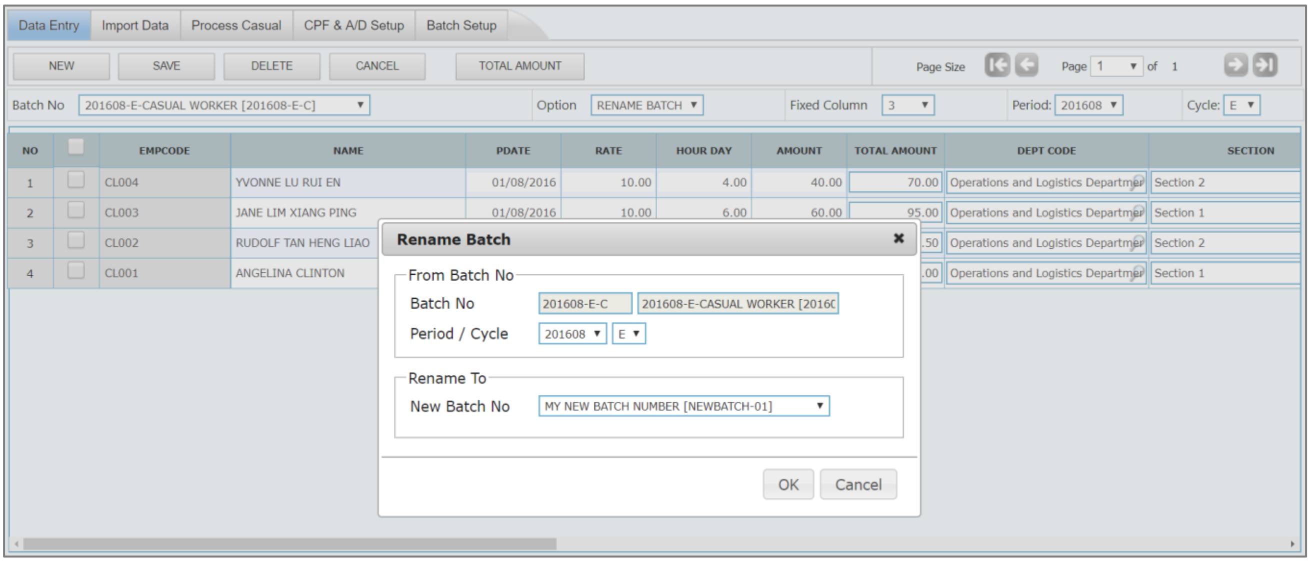
At the Batch Setup web page click on the ADD NEW button to create a new batch number.




Enter the details for the new batch number and click either SAVE & VIEW LIST button to save the batch number and return back to the previous web page, SAVE & ADD ANOTHER button to save the batch number and add another batch number, or CANCEL button to cancel this transaction.



Once the new batch number is created we can now proceed to the Data Entry web page.



At the Data Entry web page choose a “Batch No” to retrieve an existing batch transaction journal.

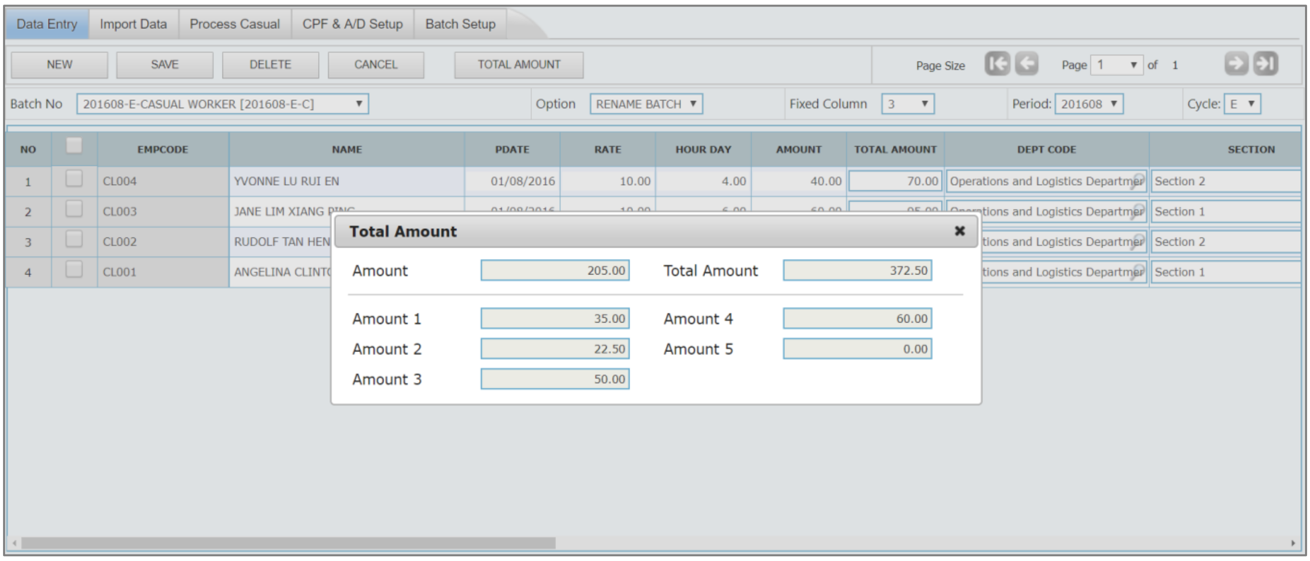
Then click on “Option” drop-down list and choose *RENAME BATCH* to access the **Rename Batch**.

In the Rename Batch window choose the “New Batch No” for the receiving journal.

Then click OK button to proceed with the rename or Cancel button to cancel the transaction.

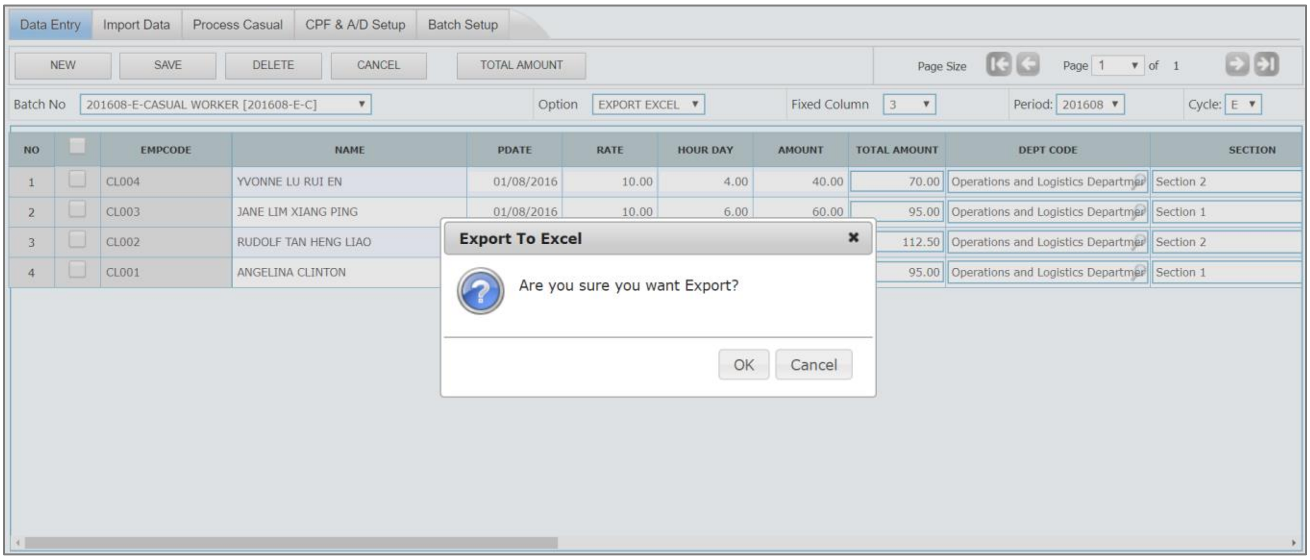
### 7.2.5 Checking the total payout of a transaction journal

To see the total payout click on the TOTAL AMOUNT button.



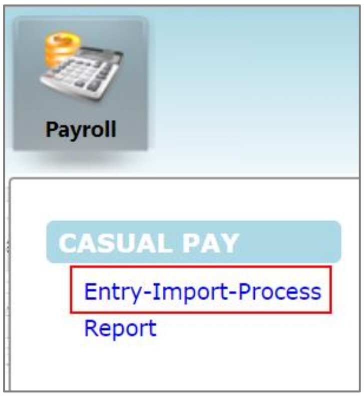

### 7.2.6 Exporting a transaction journal into an excel document

Click on the “Option” drop-down list and choose *EXPORT EXCEL* to export the transaction journal into an excel document.

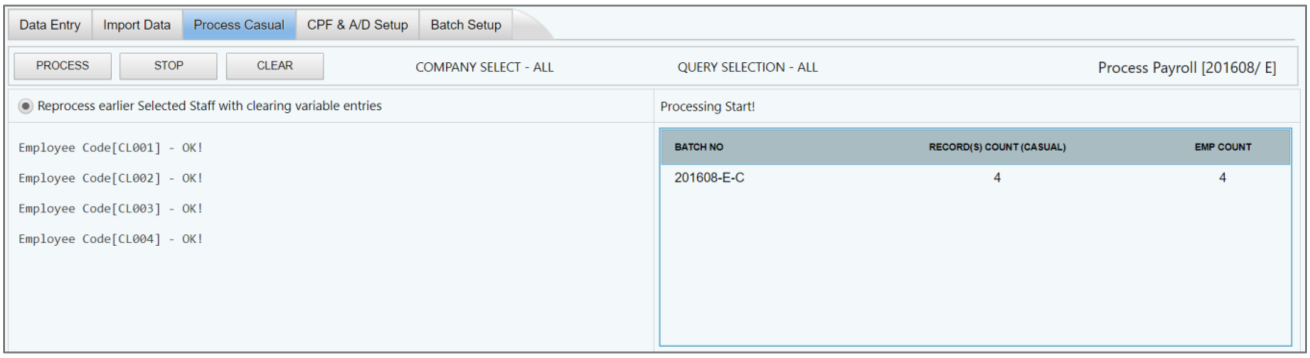


## 7.3 Processing Casual Labour Payroll

With the batch transaction journal(s) ready you can proceed to process payroll for casual labour employees.




Click on the **Entry-Import-Process** option in the Casual Pay menu to access the Entry-Import-Process web page.




Click on the **Process Casual** tab to access the Process Casual web page.

At the Process Casual web page you can see a list of batch transaction journals that are ready for payroll processing.

Click on 

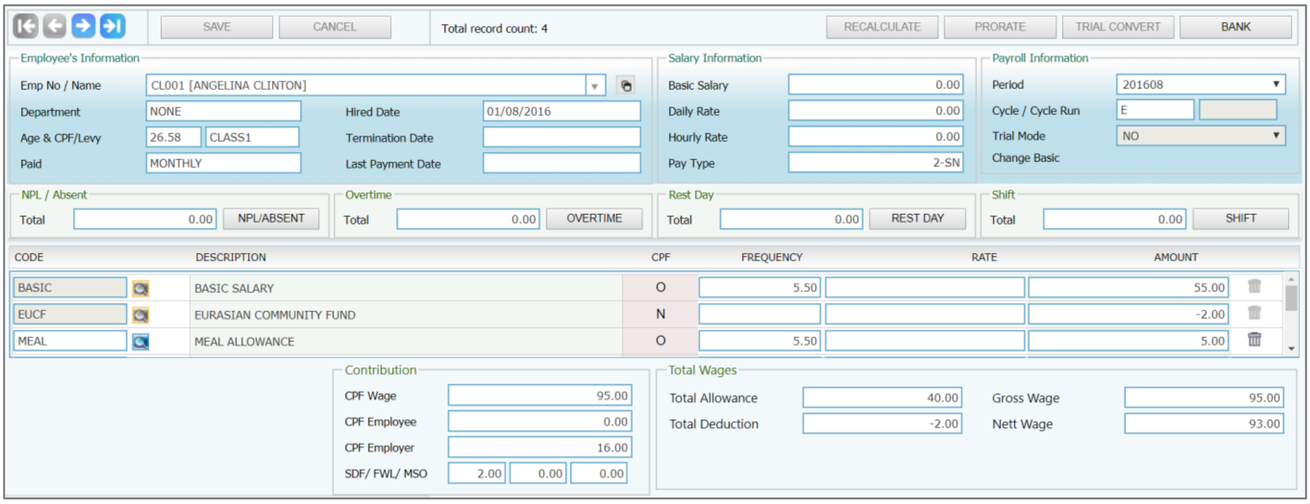
button to start processing the journals into payroll. If you wish to stop the processing mid-way click on the 

button.

The status and results of the processing will be displayed on the web page.

To check the details of the pay records you will need to go to the TIMES Payroll's Pay Record web page.


Click on the **Pay Record** option in the Modify Record menu to access the Pay Record web page.

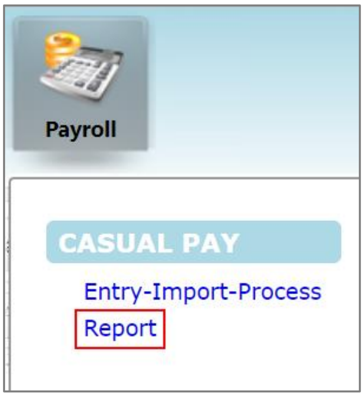



At the Pay Record web page choose an "Employee No / Name" to retrieve the payroll details of the employee.

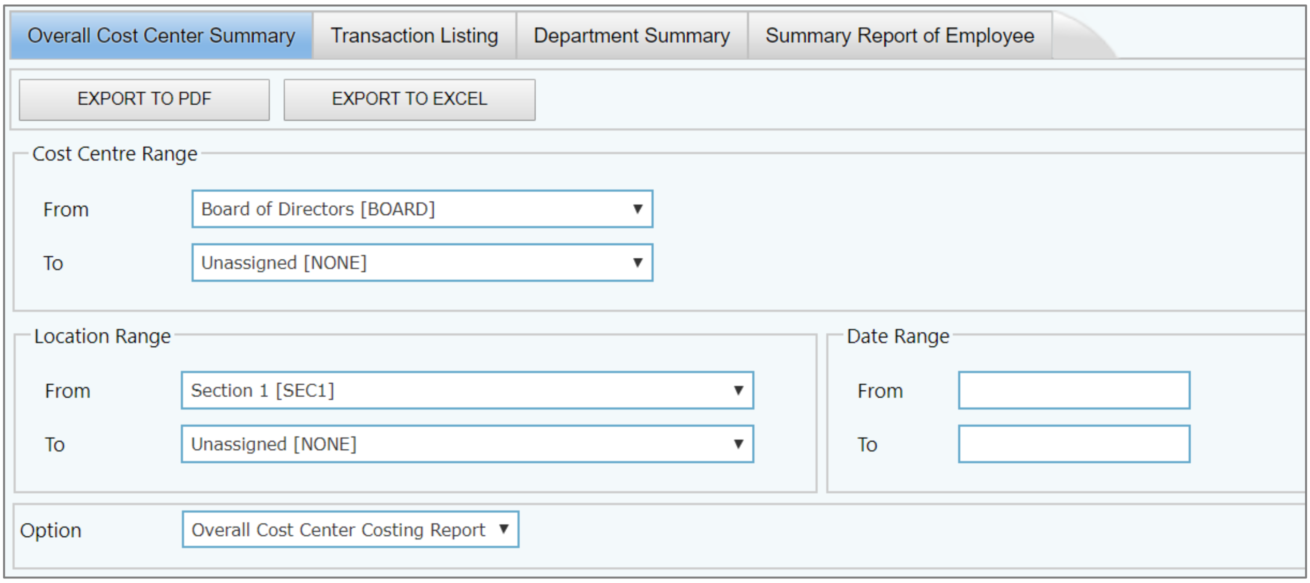
If you want to make changes to the payroll details of the employee you can do it at the Batch Transaction Journal. After changing the details of the journal you will need to re-process the payroll.

## 7.4 TIMES Casual Pay Reports

You have access to TIMES Casual Pay reports. All reports can be generated into excel or pdf documents.




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




At the Report web page choose your report by clicking on the tabs such as **Overall Cost Center Summary** tab.

Choose your criteria for the report such as “Cost Centre Range” and click on 

button to generate the report into a pdf document or 

button to generate the report into an excel document.

# That's it!

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

Check out www.timesoftsg.com.sg for the latest news and information on our products.

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

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*.