



TIMES Claim

Quick Start Guide
for Employee

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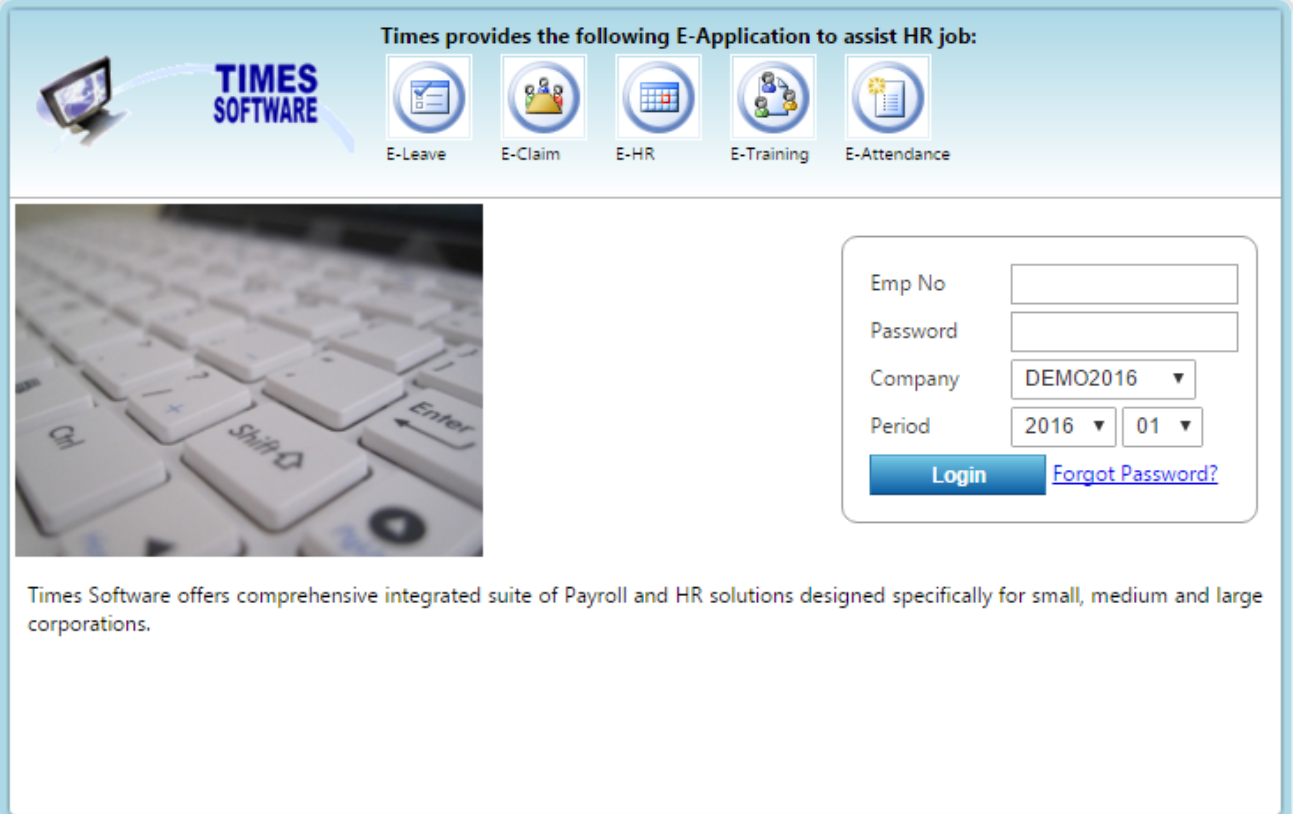
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Chapter 1. First time logging into the TIMES Claim System

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

An example of the login page is shown below.



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

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

Emp No

Password

Company

Period

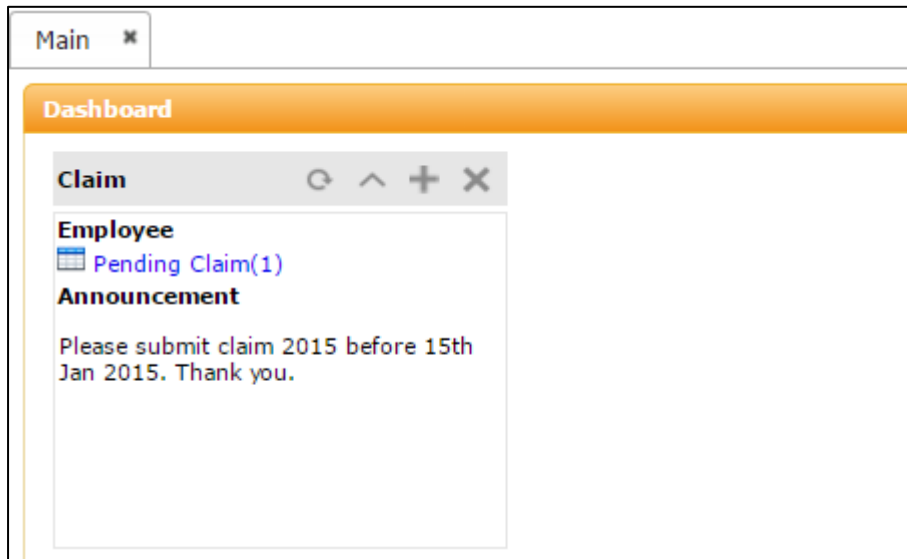
[Login](#) [Forgot Password?](#)

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

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

Chapter 2. Dashboard

After logging into the system, you will be presented with your dashboard.



The dashboard shows you a list of items that require your attention.

You can click on any of the items to access it.

Chapter 3. Submit Claim Form

You can submit your claims at the **Submit Claim** web page.



Click on the **Submit Claim** option in the Employee menu to access the Submit Claim web page.

The screenshot shows the 'Submit Claim' web page. At the top, there is a breadcrumb trail: 'Claim >> Employee >> Submit Claim'. Below this, there are three steps: '1 Select Claim', '2 Insert Claim', and '3 Submit Claim'. The 'Select Claim' step is active. Below the steps, there are fields for 'Trans No: 16031713585857', 'Employee: CINDY LIM [003]', and 'Claim Code: [dropdown menu]'.



Choose the type of claim that you want to submit at "Claim Code".

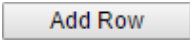

The screenshot shows the 'Submit Claim' web page in the 'Insert Claim' step. At the top, there is a breadcrumb trail: 'Claim >> Employee >> Submit Claim'. Below this, there are three steps: '1 Select Claim', '2 Insert Claim', and '3 Submit Claim'. The 'Insert Claim' step is active. Below the steps, there are fields for 'Trans No: 16031713585857', 'Employee: CINDY LIM', and 'Claim Code: MEDICAL CLAIM'. Below these fields, there is a table with columns: 'Entitlement', 'YTD Used', and 'Balance'. The table has one row with values: '700.00', '0.00', and '700.00'. Below the table, there are fields for 'Receipt Date*', 'Sub Claim*', 'Receipt No*', 'Clinic / Hospital', 'Purpose / Description*', and 'Receipt Am*'. The 'Receipt Date*' field has a value of '17/03/2016'. Below the fields, there is a 'Total' row. At the bottom, there are buttons: 'Add Row', 'Confirm', 'Edit Entry', 'Delete Entry', 'Save Changes', and 'Cancel Changes'.

Entitlement	YTD Used	Balance
700.00	0.00	700.00

Receipt Date*	Sub Claim*	Receipt No*	Clinic / Hospital	Purpose / Description*	Receipt Am*
17/03/2016					
Total					


Enter the details in the Claim Form.



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

After saving the record you can click  button to add another record into the Claim Form. Then enter the details for the new record and click  button to save the record.

To edit a record click on the  button.

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

Once you have finished with your transactions, click on the  button to save the Claim Form as a draft copy.

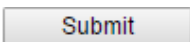
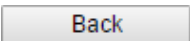
Claim  Employee  Submit Claim

1 Select Claim
2 Insert Claim
3 **Submit Claim**

Trans No: 16031713585857
Employee: CINDY LIM
Claim Code: MEDICAL CLAIM

Receipt Date	Sub Claim	Receipt No	Clinic / Hospital	Purpose / Description	Receipt Amount	Claimable Amount
01/03/2016	DENTAL	MC223344	ABC MEDICAL CLINIC	Dental checkup	20.00	20.00
07/03/2016	HEALTH SCREEN	MC556677	GHI MEDICARE CLINIC & SURGERY	General health checkup	50.00	50.00
17/03/2016	OUTPATIENT MEDICAL	MC889900	DEF FAMILY HEALTH CLINIC & SURGERY PTE LTD	Flu shots	100.00	50.00
Total					170.00	120.00

Back
Submit

At the draft copy of the Claim Form you can choose to click on the  button to submit the Claim Form to the approvers for review or click on  button to make further changes to the Claim Form.

Claim Application

Transaction No: 16031713585857

Requestor Name: CINDY LIM [003]

Designation: SALES MANAGER - SUPERVISORY

Status: Pending

Claim Code: MEDICAL CLAIM [MEDICAL]

Creation Date: 17/03/2016

Company: HP SINGAPORE PTE LTD

Department: SINGAPORE DIVISION

Division: NONE

Receipt Date	Sub Claim	Receipt No	Clinic / Hospital	Purpose / Description	Receipt Amount	Claimable Amount
01/03/2016	DENTAL	MC223344	ABC MEDICAL CLINIC	Dental checkup	20.00	20.00
07/03/2016	HEALTH SCREEN	MC55		health cup	50.00	50.00
17/03/2016	OUTPATIENT MEDICAL	MC88		shots	100.00	50.00
Total					170.00	120.00

The claim application has been submitted for approval. Please submit the actual receipt for claim verification.

After submitting your Claim Form you will see the receipt for your submitted claim.

You can print it by clicking on the button.

Chapter 4. View Claim

At the **View Claim** web page you can view your Claim Forms as well as make changes to them or delete them.



Click on the **View Claim** option in the Employee menu to access the View Claim web page.

Claim

Employee

View Claim

Claim Code

- ALL -

Period

2016

Status

- ALL -

Trans No

Query

	Detail	Creation Date	Transaction No	Claim Code	Employee No	Employee Name	Total Amount	Claimable Amount	Print
		17/03/2016	16031714544515	GENERAL EXPENSES CLAIM	003	CINDY LIM	55.00	55.00	
		17/03/2016	16031713585857	MEDICAL CLAIM	003	CINDY LIM	170.00	120.00	
		17/03/2016	16031711561799	MEDICAL CLAIM	003	CINDY LIM	20.00	20.00	

Show Page

1

of 1 Pages

First

Prev

Next

Last

Display

20

Records Per Page

Edit Claim

Delete Claim


Submit Draft


Draft

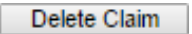
Pending

Approved

Rejected

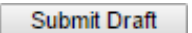
To print the Claim Form click on the  button.

To edit a Claim Form, click on the Claim Form's ☐ checkbox to tick it in order to select it and click the  button.

To delete a Claim Form, click on the Claim Form's ☐ checkbox to tick it in order to select it and click the  button.



Deleted Claim Forms are unrecoverable.

To submit draft Claim Form, click on the Claim Form's ☐ checkbox to tick it in order to select it and click the  button.

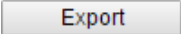
Chapter 5. Report

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



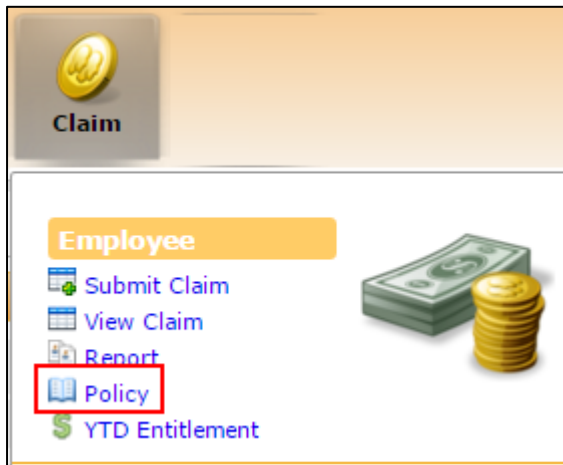
Click on the **Report** option in the Employee menu to access the Report web page.

The screenshot shows the 'Report' web page. At the top is a breadcrumb trail: 'Claim >> Employee >> Report'. Below this are several filter fields: 'Report Type' (dropdown menu set to 'Personal Claim in Summary'), 'Cost Centre' (dropdown menu set to '- ALL -'), 'Employee' (dropdown menu set to '- ALL -'), 'Claim Code' (dropdown menu set to '- ALL -'), 'Sub Claim' (dropdown menu set to '- ALL -'), 'Range' (dropdown menu set to 'Creation Date'), 'Status' (dropdown menu set to '- ALL -'), and 'Report Format' (dropdown menu set to 'Excel'). There are also date range inputs: 'Date Range' (radio button selected) with '01/03/2016' and '31/03/2016' in adjacent boxes, and 'Payroll Period' (radio button not selected) with '01' and 'E' in adjacent boxes. At the bottom left is an 'Export' button.

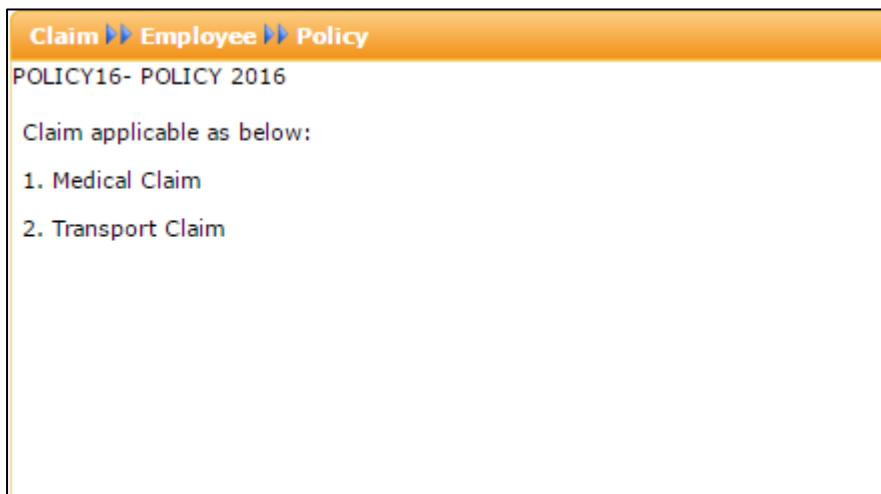
1. Choose "Report Type".
2. Choose your criteria (such as "Department"). If you have made multiple selections you can view them by clicking the ⓘ button.
3. Choose "Report Format".
4. Click  button to generate the report.

Chapter 6. View Claim Policy

You can view your organisation's claim policy at **Policy** web page.



Click on the **Policy** option in the Employee menu to access the Policy web page.



Chapter 7. View Year To Date Claim Entitlement

You can view your year to date claim entitlement and balances in the **YTD Entitlement** web page.



Click on the **YTD Entitlement** option in the Employee menu to access the YTD Entitlement web page.

Claim >> Employee >> YTD Entitlement					
Claim Code		Claim Description	Entitlement	YTD Used	Balance
EXPENSES		GENERAL EXPENSES CLAIM	1,000.00	0.00	1,000.00
MEDICAL		MEDICAL CLAIM	700.00	0.00	700.00
TRANS		TRANSPORT CLAIM	700.00	0.00	700.00

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.