



TIMES Claim

Quick Start Guide
for Entry Officer

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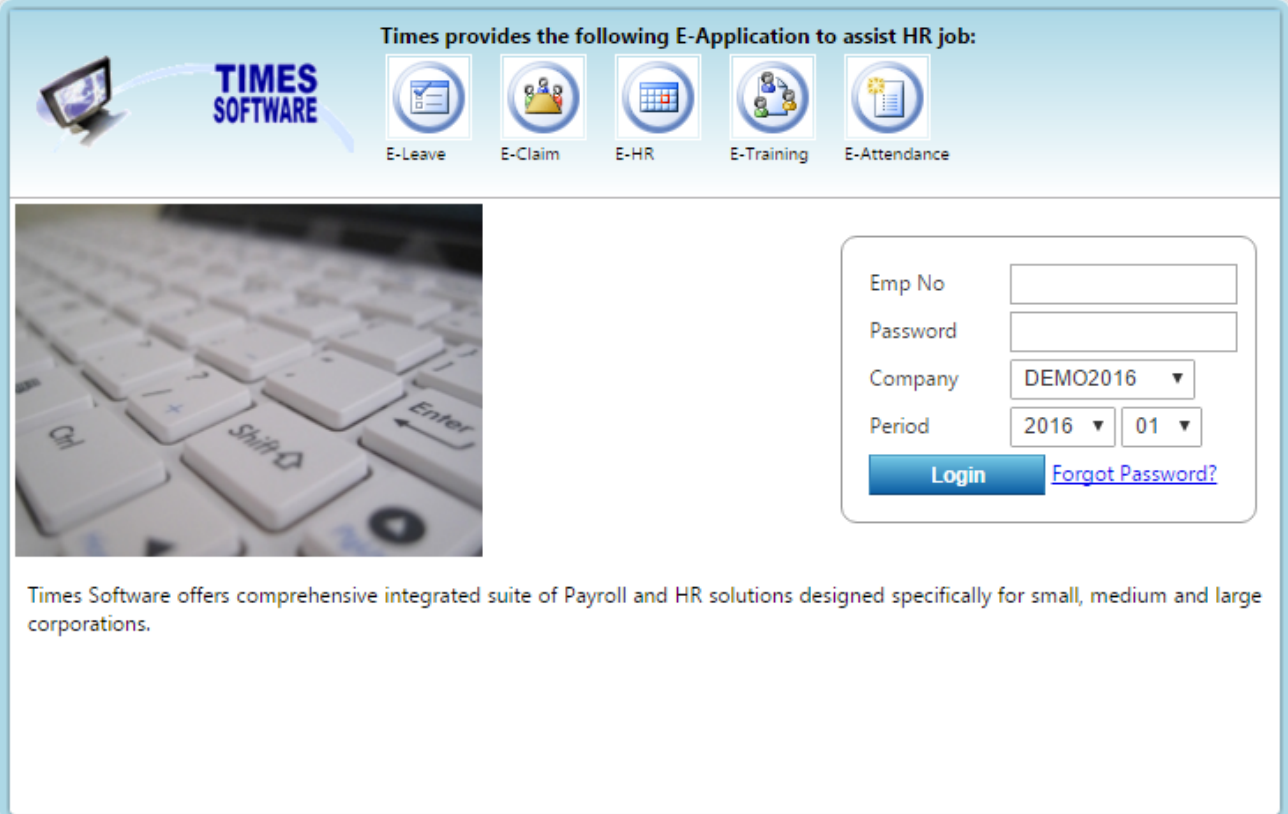
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Chapter 1. First time logging into the TIMES Claim System

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 DEMO2016 ▼

Period 2016 ▼ 01 ▼

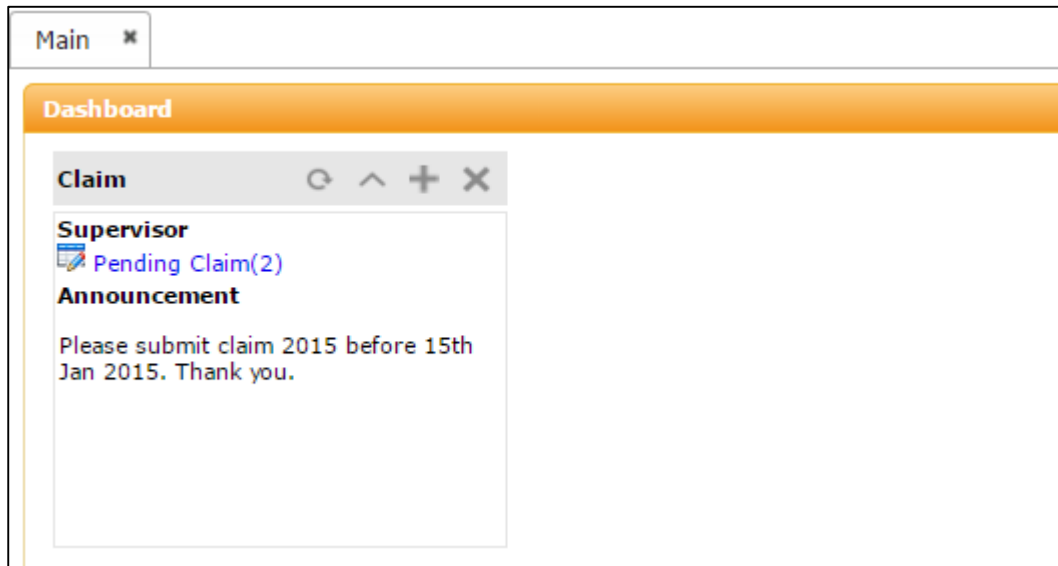
[Login](#) [Forgot Password?](#)

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 Forms for Employees

You can submit Claim Forms for employees at **Submit On Behalf** web page.




Click on the **Submit On Behalf** option in the Entry Officer menu to access the Submit On Behalf web page.

 A screenshot of the 'Submit On Behalf' web page. The breadcrumb trail at the top reads 'Claim >> Entry Officer >> Submit On Behalf'. Below this, there are three steps: '1 Select Claim' (highlighted in orange), '2 Insert Claim', and '3 Submit Claim'. The 'Trans No:' field contains the value '16031711083831'. The 'Employee:' field shows 'BENJAMIN WONG' with a dropdown arrow, and a 'Select' button is next to it. The 'Claim Code:' field has a dropdown arrow.

Choose an "Employee" and click  button.



 A screenshot of the 'Submit On Behalf' web page, similar to the previous one. The breadcrumb trail is 'Claim >> Entry Officer >> Submit On Behalf'. The steps are '1 Select Claim' (highlighted), '2 Insert Claim', and '3 Submit Claim'. The 'Trans No:' field contains '16031711083831'. The 'Employee:' field shows 'BENJAMIN WONG' with a dropdown arrow and a magnifying glass icon to its right. The 'Claim Code:' field has a dropdown arrow.

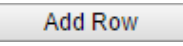

Choose a Claim Form in "Claim Code".

If you want to re-select a different employee, click on the  button.

Claim >> Entry Officer >> Submit Claim						
1 Select Claim		2 Insert Claim		3 Submit Claim		
Entitlement		YTD Used		Balance		
700.00		71.00		629.00		
Trans No: 16031711083831						
Employee: BENJAMIN WONG						
Claim Code: MEDICAL CLAIM						
Receipt Date*	Sub Claim*	Receipt No*	Clinic / Hospital	Purpose / Description*	Receipt Am	
17/03/2016						
Total						
<div> Add Row Confirm </div> <div> Edit Entry Delete Entry Save Changes Cancel Changes </div>						


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 >> Entry Officer >> Submit Claim

1 Select Claim

2 Insert Claim


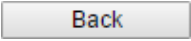
3 Submit Claim

Trans No: 16031711083831
Employee: BENJAMIN WONG
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.

Chapter 4. View Claim

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



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

Claim >> Entry Officer >> View Claim

Department: - ALL - ⓘ
Employee: - ALL - ⓘ
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
<input type="checkbox"/>		17/03/2016	16031711083831	MEDICAL CLAIM	002	BENJAMIN WONG	170.00	120.00	
<input type="checkbox"/>		17/03/2016	16031709303628	MEDICAL CLAIM	002	BENJAMIN WONG	10.00	10.00	
<input type="checkbox"/>		16/03/2016	16031618080341	MEDICAL CLAIM	002	BENJAMIN WONG	70.00	70.00	
<input type="checkbox"/>		16/03/2016	16031618045371	MEDICAL CLAIM	002	BENJAMIN WONG	20.00	20.00	
<input type="checkbox"/>		14/03/2016	16031416364903	GENERAL EXPENSES CLAIM	002	BENJAMIN WONG	550.00	550.00	
<input type="checkbox"/>		10/03/2016	16031016302173	MEDICAL CLAIM	002	BENJAMIN WONG	1.00	1.00	
<input type="checkbox"/>		10/03/2016	16031016102293	MEDICAL CLAIM	002	BENJAMIN WONG	12.00	12.00	
<input type="checkbox"/>		05/02/2016	16020515063580	MEDICAL CLAIM	101	CHRIS LEE	100.00	100.00	
<input type="checkbox"/>		19/01/2016	16011915425926	MEDICAL CLAIM	002	BENJAMIN WONG	1.00	1.00	

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

You have the filters (such as "Department") to filter the list of Claim Forms in the web page. If you have selected multiple values you can view them by clicking on this ⓘ button.

You can look for a specific Claim Form by entering the transaction number of the Claim Form at the "Trans No" and clicking on the button.

To see the details of the Claim Form click on the button.

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.



Chapter 5. Report

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



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

A screenshot of the 'Report' web page. The breadcrumb trail at the top reads 'Claim >> Entry Officer >> Report'. The page contains several filter fields: 'Report Type' (set to 'Departmental Claim in Summary'), 'Department' (- ALL -), 'Cost Centre' (- ALL -), 'Employee' (- ALL -), 'Claim Code' (- ALL -), 'Sub Claim' (- ALL -), and 'Range' (set to 'Creation Date'). Below 'Range', there are two radio buttons: 'Date Range' (selected) and 'Payroll Period'. The 'Date Range' section shows '01/03/2016' and '31/03/2016' in date pickers. The 'Payroll Period' section shows '01' and 'E' in dropdowns. There is also a 'Status' field (- ALL -) and a 'Report Format' field (set to 'Excel'). At the bottom left is an 'Export' button. Information icons (i) are present next to several filter fields.

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.

That's it!

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

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