TIMES HR
Quick Start Guide
for Employee

Disclaimer

Copyright 2016 Times Software Pte Ltd ("TIMES SOFTWARE") (Company Registration No.: 199804415D) All rights reserved. Please refer to the legal notice below for terms of use.

THE SPECIFICATIONS AND INFORMATION REGARDING THE PRODUCTS IN THIS USER GUIDE ARE SUBJECT TO CHANGE WITHOUT NOTICE. ALL STATEMENTS, INFORMATION, AND RECOMMENDATIONS IN THIS USER GUIDE ARE BELIEVED TO BE ACCURATE BUT ARE PRESENTED WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED. USERS MUST TAKE FULL RESPONSIBILITY FOR THEIR APPLICATION OF ANY PRODUCTS.

INFORMATION PROVIDED IN THIS GUIDE IS PROVIDED "AS IS" WITH ALL FAULTS. TIMES SOFTWARE DISCLAIM ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THOSE OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT OR ARISING FROM A COURSE OF DEALING, USAGE OR TRADE PRACTICE.

IN NO EVENT SHALL TIMES SOFTWARE OR ITS SUPPLIERS BE LIABLE FOR ANY DIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT OR PUNITIVE DAMAGES, OR ANY DAMAGES WHATSOEVER, INCLUDING, WITHOUT LIMITATION, LOST PROFITS OR LOSS OR DAMAGE TO DATA ARISING OUT OF THE USE OR INABILITY TO USE THIS USER GUIDE, OR ANY ERRORS OR OMISSIONS IN THE CONTENT THEREOF, EVEN IF TIMES SOFTWARE OR ITS SUPPLIERS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Unless otherwise noted, the example companies, organizations, products, domain names, email addresses, logos, people, places and events depicted herein are fictitious, and no association with any real company, organization, product, domain name, email address, logo, person, place or event is intended or should be inferred. Any workflows, display output, diagrams and other figures included in this user guide are shown for illustrative purposes only.

Without limiting the rights under copyright, no part of this user guide may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of TIMES SOFTWARE.

The TIMES service and products identified in this user guide are trademarks or service marks of TIMES SOFTWARE. All other products or services referenced in this user guide may be the trademarks or service marks of their respective owners.
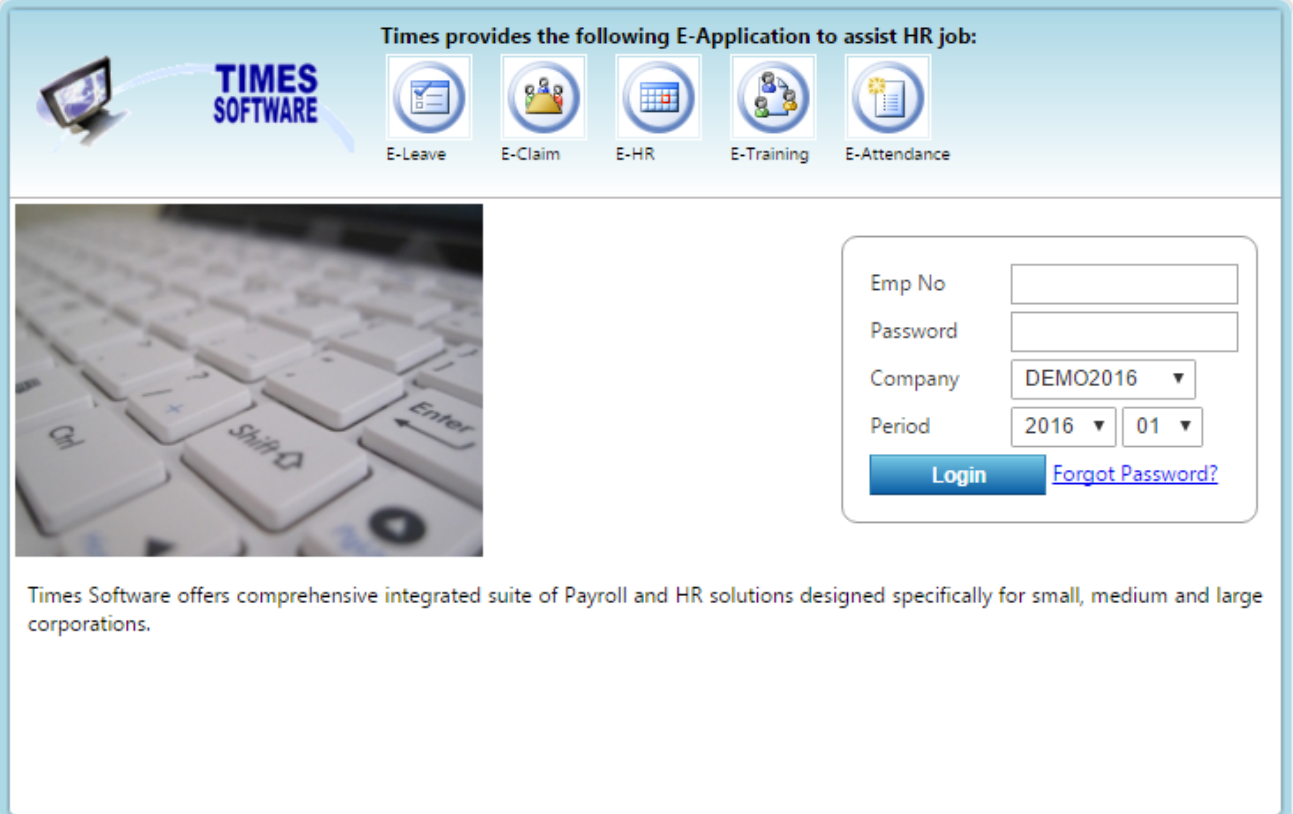
Table of Contents

Chapter 1.   First time logging into the TIMES HR 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.

Click on the "Company" drop-down list to see a list of available companies and choose the one that you want to access to.

Key in your login id at "Emp No".

Key in your password at "Password".

Click the [Login] button to login into the system.

Chapter 2.   Employee Profile

Depending on your access rights setup by your Administrator, you can view and update your employee profile.

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

The Employee Profile web page consists of the following sections:

Each section represents a group of related information. You can click on each section to access the section's web page.

Employee Address

Address 1:	BLK 984 TOA PAYOH #10-293
	BLK 177 TOA PAYOH CENTRAL
Address 2:	#10-123
Address 3:	
Country:	SINGAPORE
	SINGAPORE ▼

If you are given the access rights to do so, you can make changes directly to the fields. Enter or select the new values and click on the ⎣ Save ⎦ button to save the changes.

If you do not require an approval to make changes to your profile, the changes that you have made to these fields are finalised immediately after saving them.

If you do require an approval and have submitted changes to your profile, the field that was changed is highlighted with the pink colour. The field's original values before the change are shown just above the field for your reference.

Once these changes are approved by HR they will be finalised and will no longer be highlighted with the pink colour.

Chapter 3. Human Resource

The **Human Resource** web page contains a wealth of your human resource information. Depending on your access rights setup by your Administrator you can view and enter your information in this web page.

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

There are many categories of human resource information that you can have access to. Each of these categories are colour coded to indicate the level of access rights that you have with them. These colours are indicated as:

L E G E N D	
EDIT	User can view, edit and create a new record.
READ	User can only view the record.
SELF	User can view, edit and create a new record to his/her own profile.
NOT IN USE	Blocked by HR from viewing the record.

To access any of the categories simply click on their respective icons.

All the categories, except *HR Report*, works the same way so we will use one of the category, *Family*, as an example to illustrate the functions within the category web page. Click on the *Family* icon to access the **Family** web page.

Family		
Go To:	Family ▼	
Employee :	001	DAVID GAN

From any of the category web page you can move to the other category web pages by choosing the "Go To" drop-down list.

3.1   Creating Records

To see live records, click on the "Live Records" tab. Records shown here are approved records.

If you are given the access rights to do so you can create new records. Click on the

 button.

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

If you do not require an approval to create new records, after saving these records they will be live records.

If you do require an approval, after saving these records they will be routed to HR for review and are marked as pending records.

New or edited information submitted by users that require approval by HR in order to go live will be "parked" at the "Pending Records" section.

Click on the "Pending Records" tab to access the Pending Records web page.

Rejected records will not go live and will remain at "Pending Records" section for reference.

3.2 Editing and Deleting Live Records

Click on the "Live Records" tab to access the Live Records web page.

To edit a record, choose a record by clicking on the record's ☐ checkbox in order to tick it and click on the [Edit] button. Enter the new details and click [Save] button to save the record or [Cancel] button to cancel the transaction.

If you do not require an approval to edit records, after saving these records they will be live records.

If you do require an approval, after saving these records they will be routed to HR for review and are marked as pending records.

To delete a record, choose a record by clicking on the record's ☐ checkbox in order to tick it and click on the [Delete] button.

If you do not require an approval to delete records, these records will be deleted immediately. ⚠ Deleted records are unrecoverable.

If you do require an approval, after clicking on the [Delete] button, the record will be routed to HR for review and are marked as pending.

3.3   List of Employee Human Resources

This sub chapter lists down the employee's Human Resource information that you may have access for your reference. The list is not exhaustive and is subjected to change.

Company **Assets** keep track of the items and assets issued to the employee. It helps the company control loss and ensure property is returned when employee resigned.

Discipline document all written and verbal warnings. It captures disciplinary actions and demerits.

Education stores the Information pertaining to employee's educational qualifications / academic records.

Employee **Benefit** stores the employee benefits provided by the company.

Family keeps track of employee's family member details.

Job Evaluation provides a systematic and consistent approach of defining employee's relative worth of jobs within a workplace or organization.

Loans Record stores the employee's corporate loans.

Medical Record keep track of employee's medical information and illness.

National Services is used to keep the information of employee's NS particulars and reservist.

Job History documents the work history of each employee including company, length of service, responsibilities and last drawn salary.

Personal **Achievement** document all awards, recognitions and accomplishments each employee has received over the years.

Job Assignment keep track of employees who have participated in large project work.

Skill Information track the skills or competencies for individual employees.

Accident maintain an accurate history of all incidents and accidents.

Staff **External Activity** document the employees who had participated in any form of external activity.

Staff **Insurance** stores the benefits plan for each employee. Track their insurance type, eligibility dates, premiums paid and beneficiaries.

Staff Training stores the courses attended and certifications received by individual employee.

Stock Option keep track of the share option benefits received by the employees.

HR Report contains the Human Resource reports exportable as excel or pdf format.

Chapter 4. Human Resource Report

If you are given the access rights you can have access to a multitude of Human Resource reports.

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

Click on the icon to access the **HR Report** web page.

Choose a report at "Report Type".

Choose your criteria such as "Department". If you had selected multiple values you can view them by clicking on the ⓘ button.

Choose your preferred report format at "Report Format".

Click on the [Preview] button to generate the report.

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*.