



TIMES HR

Quick Start Guide for HR

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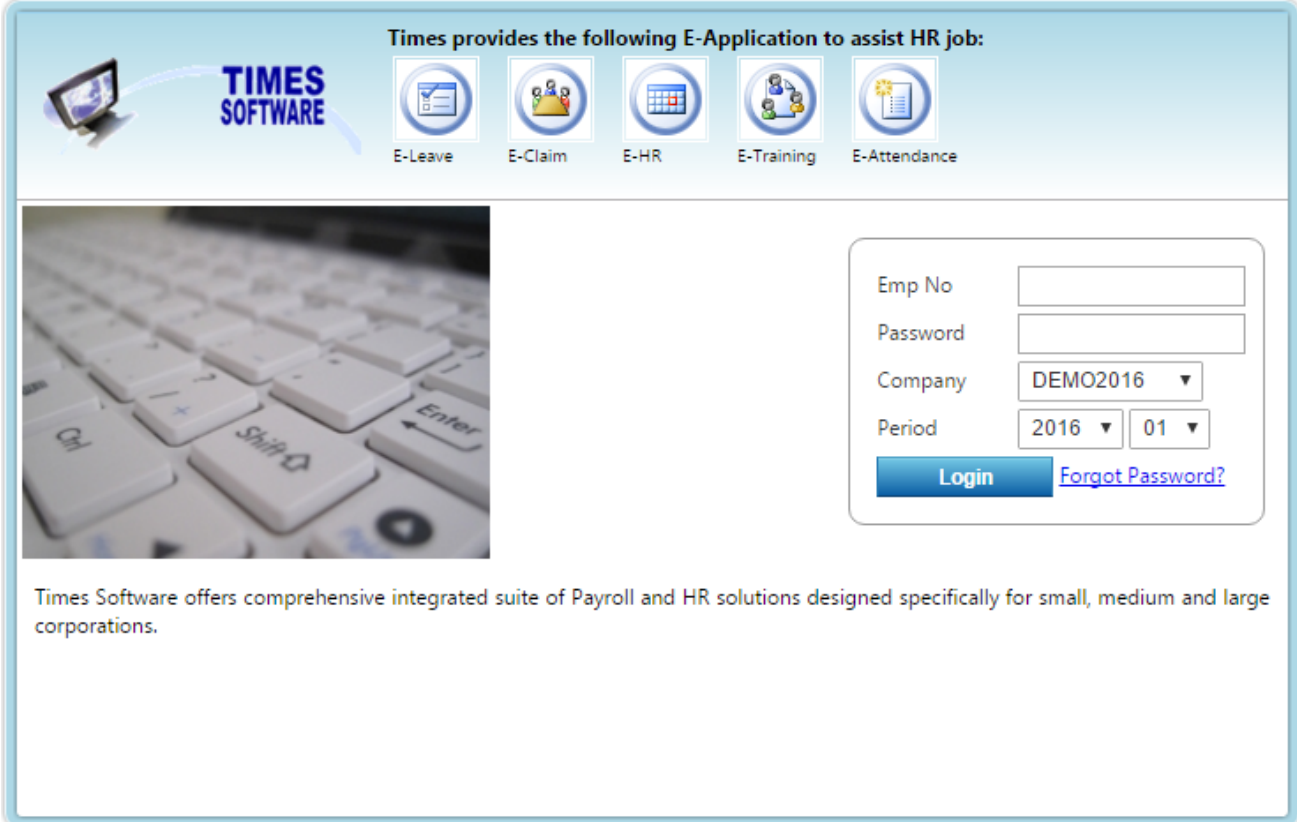
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Chapter 1. First time logging into the TIMES HR System

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.



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.

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  button to login into the system.

Chapter 2. Supervisor Setup

The **Supervisor Setup** function allows you as HR to designate the supervisors for each employee.

Typically, these supervisors will be responsible in viewing and editing their reporting employees' Employee Profiles and Human Resource Information. They are not approvers and only HR can approve or reject submitted records.



Click on the **Supervisor Setup** option in the HR menu to access the Supervisor Setup web page.

A screenshot of the Supervisor Setup web page. It features a 'Flow Type' dropdown menu set to 'Hris'. Below it is a 'Department' dropdown menu set to 'Board of Directors [BOARD]' with an information icon to its right. A 'Save' button is positioned below the department dropdown. Under the 'Advanced' section, there is a 'Sort By' dropdown menu set to 'EmpName', followed by an 'Employee:' text input field. To the right of the input field are five buttons: 'Search', 'Copy Flow', 'Change Flow', 'Upload Flow', and 'Export'.

At the Supervisor Setup web page, ensure the “Flow Type” is *Hris*.

Choose “Department” and a list of employees who are assigned to the selected department(s) will be shown on the web page. If you had made multiple selections, you can click ⓘ button to see your selections.

Alternatively you can use the “Advanced Employee” search to retrieve a list of employees based on the text that you enter in it. This search will find the nearest matching employee number or name.

After you had entered the text in it, click to see the results.

You can sort the list of employees by employee name or number. To do this, choose the sorting method at “Sort By” drop-down list and click to see the results.

2.1 Navigating the Supervisor Setup

If your organization has a large number of employees, you will most likely have a large list of employees. 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):

Display Records Per 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.

Show Page of 3 Pages

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

[First](#) [Prev](#) [Next](#) [Last](#)

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.

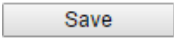
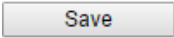
2.2 Setting up the Supervisors

To setup the supervisors, you need to key in the supervisor's employee number for each employee under the supervisor columns (they are called "Supervisor 1", "Supervisor 2" and "Supervisor 3").

Emp No	Emp Name	Supervisor 1	Supervisor 2	Supervisor 3
E012	Alexander Benjamin Frederick	S001 David Gan Dong Hai	S002 Benjamin Wong Sieu Kang	
E006	Alfred Handcock Hitchcock	S001 David Gan Dong Hai	S002 Benjamin Wong Sieu Kang	
S002	Benjamin Wong Sieu Kang	S001 David Gan Dong Hai	S002 Benjamin Wong Sieu Kang	

The system provides up to three supervisors for each employee and these supervisors must be entered into the supervisor columns in a proper sequence. It's not mandatory to setup all three supervisors.

For example, if an employee reports to a supervisor and the supervisor reports to the head of department, then the supervisor's employee number is setup at "Supervisor 1" and the head of department's employee number is setup at "Supervisor 2" for the employee.

Once you have completed the entry, click the  button. If you had entered the correct employee's number for the supervisors, their names will appear on the web page. If not, just re-key in the correct employee number under the supervisor columns and click on the  button.



Unlike other TIMES systems, the supervisors defined in this **Supervisor Setup** web page are not approvers. **Only HR can approve or reject transactions.**

2.3 Automatic Setup of the Supervisors



You can only use this feature if you have other TIMES Solution systems (such as TIMES Leave) installed otherwise skip this sub chapter.

You can quickly populate the list of supervisors for each employee by using the **Copy Flow** button. This function transfers the list of approvers from one source location (such as from another system or module) over to this system as supervisors.

Advanced
Sort By: EmpNo Employee: Search **Copy Flow** Change Flow Upload Flow Export

Click on the **Copy Flow** button to access the **Copy Flow** pop-up window.

Copy Flow

Hris

HR

Copy Flow

From

Module: Leave

Flow: Leave

Flow Category: - Default -

To

Module: Hris

Flow: Hris

☐ Include stand-in
 ☐ Overwrite flow

Copy

Choose the “Module” and “Flow” dropdown lists under the column **From** to indicate the source location where the system will copy the list of approvers from and choose the “Module” and “Flow” dropdown lists under the column **To** to indicate where this list will be copied over to.

If applicable the “Flow Category” will be available for selection. Some TIMES Solution systems can have their approval flow setup based on a specific category and you can choose to select this approval flow to copy over to TIMES HR system.

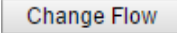
On default the system will transfer the list of supervisors for employees who do not have their supervisors’ setup at the Supervisor Setup. If you wish to overwrite the employees’ existing supervisors setup information click on the ☐ **Overwrite flow** checkbox to tick it.

Click **Copy** to initiate the process.

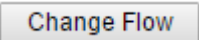


You can still manually change the supervisors for each employee after **Copy Flow** had been executed.

2.4 Easy Change of Supervisor

In the event you need to change a supervisor for many employees, you can use the  feature to easily perform that action without the need to manually change the supervisor for each employee.

Advanced
Sort By: Employee:

Click on the  button to access the **Change Flow** pop-up window.

Change Flow

TimeSheet

Administrator

Change Flow

From

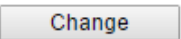
Supervisor:

Supervisor:

Flow:

Change

Enter the employee number of the supervisor that you want to change at “Supervisor” under the column **From** and the replacement supervisor at “Supervisor” under the column **To**.

Ensure the “Flow” is *Hris* and click  to proceed with the changes.

In this example, all employees who have the supervisor *001* will be replaced with supervisor *002*.

2.5 Uploading Supervisor List into the system from Excel

If you like to prepare the supervisor list in an excel document, you can use the system's excel template document to enter the employees' supervisors and upload them into the system by using the **Upload Flow** feature.

Advanced—
Sort By: EmpNo ▼ Employee: Search Copy Flow Change Flow **Upload Flow** Export

Click on the **Upload Flow** button to access the **Upload Flow** pop-up window.

Upload Flow

Hris

HR

Upload Flow

Step 1 :

[Download Template]

Template

Step 2 :

[Browse File]

Choose File No file chosen

Step 3 :

[Upload File]

Flow: Hris ▼

Upload

First step is to download the system's excel template document. Click on the **Template** button at "Download Template" at Step 1 to download the document.

Next, open the excel template document and enter the employees' supervisors into the document. Make sure to save the document.

Once done, proceed to Step 2 and click on **Choose File** to choose the completed excel document.

Finally, at Step 3, ensure the "Flow" is Hris and click the **Upload** button to upload the information from the selected excel document into the system.

2.6 Export Employee's Supervisors List into an Excel document

You can export employees' supervisors list into an excel document. To do so, first retrieve the list of supervisors and then click on the **Export** button.

Advanced—
Sort By: EmpNo ▼ Employee: Search Copy Flow Change Flow Upload Flow **Export**

Chapter 3. Employee Full Profile


You can access your organisation's employees' profiles at the **Employee Full Profile** web page. You can also approve or reject any changes made to these profiles by users as well as make changes to them accordingly.



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

The Employee Full 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.

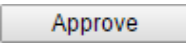
To see an employee's profile, choose an "Employee" by clicking on the  button to retrieve the list of employees. Then click on the employee that you want to select.

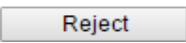
☐ Normal
 ☒ Amended & Pending for HR Approval

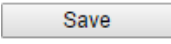
Employee Address

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

If a user had submitted changes to the employee 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.

To approve the changes, click on the  button. Once approved the changed fields will no longer be highlighted as pink and the changed values will be finalised as the latest information.

To reject the changes, click on the  button. Once rejected the changed fields will no longer be highlighted as pink and the changed values will be reverted back to their original values or blank if they are new values.

You can also make changes directly to the fields. Enter or select the new values and click on the  button to save the changes. As HR the changes that you make to those fields are final and they are not highlighted as pink.



Do note that not every field can be changed in TIMES HR system. These un-editable fields contain critical information pertaining to payroll processing and can only be changed in TIMES Payroll system.

3.1 List of Employee Full Profile information

This sub chapter lists down the items that you can see at the **Employee Full Profile** web page. The list is not exhaustive and is subjected to change.

Employee Detail	
Resource	Purpose
AD ID	Only apply to employee who require AD –ID / Win – ID login.
Alias	Employee's another name.
Batch No	Employee's proximity card number. Important if using TIMES TimeSheet system.
Blood Type	Employee's blood type.
Citizenship	Employee's current citizenship.
Date of Birth	Employee's birth date. Important for CPF calculation. This is required field which cannot be blank.
Education	Employee's highest education level.
Employee ID	Unique ID for each employee in TIMES Payroll. Input maximum of 12 alphanumeric. This is required field which cannot be blank.
Expired Date	Employee's passport expiry date.
First Name	Employee's first name.
Full Name	Employee's full name. Follow NRIC.
Gender	Employee's gender.
Hired Date	Employee's join / re-join date to the company.
Hobby1	Employee's first hobby.
Hobby2	Employee's second hobby.
Hobby3	Employee's third hobby.
Is Supervisor?	Supervisor indicator. Important if using TIMES Leave or TIMES Claim system.
Issued Date	Employee's passport issue date.
Last Name	Employee's last name.
Marital Status	Employee's marital status. This is required field which cannot be blank.
Middle Name	Employee's middle name.
Nationality	Employee's latest nationality.
Native Name	Employee's local name.
NRIC No	Employee's NRIC number. Only for Singaporean and Singapore Permanent Resident.
Original Hired Date	Employee's join date to the company.
Passport No	Employee's passport number.
Place of Birth	Employee's original birth place.
Place of Issue	The place of issue of employee's passport.
Race	Employee's race.
Religion	Employee's religion.
Spoken1	Employee's first spoken language.
Spoken2	Employee's second spoken language.
Spoken3	Employee's third spoken language.
Title	Employee's denomination.
Written1	Employee's first written language.

Employee Detail	
Resource	Purpose
Written2	Employee's second written language.
Written3	Employee's third written language.

Employee Address	
Resource	Purpose
Address1	Employee's local residential first address line.
Address2	Employee's local residential second address line.
Address3	Employee's local residential third address line.
Block#	Employee's local residential block number.
Building Name	Employee's local residential building name.
Country	Employee's local residential country.
Email	Employee's email address.
Ext	Employee's local office phone extension number.
Fax No.	Employee's local office fax number.
Floor	Employee's local residential floor level number.
Home Phone No.	Employee's local residential phone number.
Mobile No.	Employee's local mobile number.
Office Phone No.	Employee's local office phone number.
Postal Code	Employee's local residential postal code.
Street Name	Employee's local residential street name.
Type	Employee's local residential building type.
Unit	Employee's local residential unit number.

Overseas Address	
Resource	Purpose
Postal Code	Employee's overseas residential postal code.
Address1	Employee's overseas residential first address line.
Address2	Employee's overseas residential second address line.
Address3	Employee's overseas residential third address line.
Country	Employee's overseas residential country.
Email	Employee's email address.
Ext	Employee's overseas office phone extension number.
Fax No.	Employee's overseas office fax number.
Home Phone No	Employee's overseas residential phone number.
Mobile No.	Employee's overseas mobile number.
Office Phone No.	Employee's overseas office phone number.

Emergency Address1	
Resource	Purpose
Postal Code	Employee's first emergency contact person's residential postal code.
Address1	Employee's first emergency contact person's residential first address line.

Emergency Address1	
Resource	Purpose
Address2	Employee's first emergency contact person's residential second address line.
Address3	Employee's first emergency contact person's residential third address line.
Contact Person	Employee's first emergency contact person's name.
Country	Employee's first emergency contact person's residential country.
Email	Employee's first emergency contact person's email address.
Home Phone No	Employee's first emergency contact person's residential phone number.
Mobile No.	Employee's first emergency contact person's mobile number.

Emergency Address2	
Resource	Purpose
Postal Code	Employee's second emergency contact person's residential postal code.
Address1	Employee's second emergency contact person's residential first address line.
Address2	Employee's second emergency contact person's residential second address line.
Address3	Employee's second emergency contact person's residential third address line.
Contact Person	Employee's second emergency contact person's name.
Country	Employee's second emergency contact person's residential country.
Email	Employee's second emergency contact person's email address.
Home Phone No	Employee's second emergency contact person's residential phone number.
Mobile No.	Employee's second emergency contact person's mobile number.

Spouse Address	
Resource	Purpose
Address1	Employee's spouse's residential first address line.
Address2	Employee's spouse's residential second address line.
Address3	Employee's spouse's residential third address line.
Country	Employee's spouse's residential country.
Email	Employee's spouse's email address.
Ext	Employee's spouse's office phone extension number.
Fax No.	Employee's spouse's office fax number.
Home Phone No	Employee's spouse's residential phone number.
Mobile No.	Employee's spouse's mobile number.
Office Phone No.	Employee's spouse's office phone number.
Postal Code	Employee's spouse's residential postal code.
Spouse Name	Employee's spouse name.

Emp Codes	
Resource	Purpose
Category	Employee's latest category.
Classification	Employee's latest classification.
Company	Employee's latest company.
Cost Centre	Employee's latest Cost Centre.
Department	Employee's latest department.
Division	Employee's latest division.
Job Grade	Employee's latest job grade.
Job Level	Employee's latest job level.
Nationality	Employee's latest nationality.
Occupation	Employee's latest occupation.
Race	Employee's race.
Religion	Employee's religion.
Section	Employee's latest section.

Statutory Requirement	
Resource	Purpose
Application Date	Record work pass application date.
Cancellation Date	Record work pass cancellation date.
CPF A/C#	Record employee's CPF account number. (Singaporean & Singaporean Permanent Resident).
CPF/ Levy	<p>Define CPF/Levy scheme for the employee.</p> <p><i>CLASS1</i> : CPF rate will be based on Singaporean. <i>PR</i> : CPF rate will depend on PR Approval Date. <i>NONE</i> : Use for employment pass holder or staff who do not wish to contribute CPF under the approval from CPF board.</p>
Employer CPF A/C#	Record employer's CPF account number.
EP Category	Record work pass category that the employee is currently holding.
Expiry Date	Record work pass expiry date.
Fund1	The community fund based on the nationality (<i>SING</i> or <i>SPR</i>) and RACE (<i>CHIN</i> or <i>MALA</i> or <i>INDI</i> or <i>EUR</i>).
Fund2	Define employee's additional community fund.
FWL to EP Date	The date the employee converts from a work permit class to employment pass class.
FWL to PR Date	The date the employee converts from a work permit/employment pass class to Permanent Resident class.
Income Tax / Fin No	Record employee's income tax number.
IR21 Indicator	After submit the IR21 for the employee (foreigner resigns), set YES hence the system will skip the employee when generating IR8A.
Issue Date	Record work pass issue date.
Nationality	Employee's latest nationality.

Statutory Requirement	
Resource	Purpose
NRIC	Employee's NRIC number. Only for Singaporean and Singapore Permanent Resident.
PR Approved Date	Record employee's date of obtain his/her Singapore Permanent Resident status. Important to payroll calculate the CPF contribution.
Race	Employee's race.
Religion	Employee's religion.
Work Permit / EP No	Record employee's work permit/employment pass number.
WP Renewal	Select YES and system will not prorate FWL amount. Select NO and system will prorate FWL amount based on effective date.
WP / EP Holder	Record work pass that the employee is currently holding.

Employment	
Resource	Purpose
Confirmation Due	Set the probation due date of the employee.
Confirmation On	Record the confirmation date of the employee.
Currency Code	The currency code.
Date Reappointed	Record the reappointed date of the employee.
Date Reemployed	Record the reemployed date of the employee.
Demerit Point Indicator	Allow user to activate the demerit point indicator for the employee.
Effective Date	The effective date of the employment record.
Employment Status	Record the employee's employment status.
Hired Date	Employee's join/ re-join date to the company.
Job Level	Employee's latest job level.
Ns Service Status	Set for the employee whether they are entitled to special benefits/ awards if they have attended National Service. <i>E.g. if the employee went for National Service for 3 years, in the case where he has served the company for 7 years, the employee will be given 10 years leave entitlement or service award.</i>
Probation Period	Set the probation period for the employee.
Restraint Clause	Record whether the employee is tie to restraint clause.
Retired Age	Employee's retirement age.
Retirement Date	Employee's retirement date.
Service Grade	Record the employee's current service grade.
Substantive Designation	Record the employee's next potential designation.
Tenure Expiry Date	Record the contract expiry date.
Tenure of Service	Record the employment type such as full time staff or contract staff.
Unit	Record the employee's unit.

Misc	
Resource	Purpose
Actual CPF/ Levy	Select actual CPF Levy in order for the software to calculate the voluntary CPF.
Allow Code	Link the service point amount to the allowance code for payment purpose.
Amt / Point	Record the rate for the service point.
CPF Indicator	Allows the user to indicate whether this employee is a newly hired employee, an existing employee or terminated staff. <i>E.g. If the employee is an existing staff who has resigned but joined back the same company and will be making use of the same employee code. In this case, the user can remove the termination date and set the CPF Indicator as New. At the same time, user can also specify when the Effective Date is.</i>
CVP Scheme	Indicate whether the employee is belongs to CVP scheme.
Effective Date	Related to CPF Indicator.
Employee %	The extra percentage that added to the original percentage. <i>E.g. For CPF, the original % for Singaporean below 50 is 20%. If the employee wishes to increase it to 22%, user can enter 2.00 at the Employee % field.</i>
Employer %	The extra percentage that added to the original percentage. <i>E.g. For CPF, the Singaporean below 50 is 14.5%. If the employer wishes to increase it to 16%, user can enter 1.50 at Employer % field.</i>
Exclude SDF Fund Contribution?	If set to YES then system will NOT compute the SDF for the employee.
First Half Percent	Allow user to input the percentage if the service point amount is split into 2 payments per month.
Location	Employee's work location.
Medi Save Scheme?	Select YES to indicate the employee contributes to Medi Save Scheme.
Period	Indicate which period to pay the service point amount.
Service Points	Employee service points earned.
Total	Record the total service point that the employee earned.
Union Left Date	Date when the employee left the UNION.
Union Worker?	Indicate if employee is a UNION member.
Union Join Date	Date when the employee join UNION.
Voluntary Fund	Remark of the voluntary fund.

Bank	
Resource	Purpose
Account No	Employee's bank account number.
Amount	Fix amount to be paid per payroll cycle.
Bank Branch	Employee's bank branch.
Bank ID	Employee's bank ID.
Default?	Employee's default bank for payroll processing.
Particular	Remark.
Percent	The percentage of the salary to be paid.

Bank	
Resource	Purpose
Reference	Employee's bank references.

Career Progression	
Resource	Purpose
Annual Increment Amount	Employee's annual increment salary amount.
Annual Increment Percent	Employee's annual increment salary by percentage.
Appraisal Grade	Employee's appraisal grade.
Category	Employee's category.
Classification	Employee's classification.
Company	Employee's company.
Cost Center	Employee's cost center.
Department	Employee's department.
Division	Employee's division.
Increment	Employee's salary increment amount.
Increment Review Date	Employee's next increment review date.
Job Grade	Employee's job grade.
MVC Accumulate Amount	Monthly Variable Component accumulated amount.
MVC Accumulate Percent	Monthly Variable Component by percentage.
MVC Increment Amount	Monthly Variable Component incremented amount.
MVC Increment Percent	Monthly Variable Component increment by percentage.
New Salary	Employee's latest salary amount.
Occupation	Employee's occupation.
Old Salary	Employee's previous salary amount. (For first join or first start code, this field will be displayed as salary)
Pay Effective Date	Payment effective date of the new salary. By default the Progression Date and Pay Effective Date are the same. User can change to the date that he/ she want for back pay salary calculation purpose.
Progression Date	Date of the career progression.
Progression Code	Career progression code.
Reason	Reason for career record.
Remarks	Extra remark for career record.
Salary Range	Employee's latest salary range.
Salary Type	Employee's latest salary type. (Monthly or Yearly)
Section	Employee's section.
Trans / Pro Review Date	Employee's next transfer/ promotion review date.

Free Field	
Resource	Purpose
BOOLEAN	A Yes or No indicator.
CHAR	Accepts alphanumeric text.
DATE	Show dates.
NUMERIC	Numbers only, supports decimals.

Chapter 4. Employee's Human Resource Information

The **Human Resource** web page contains a wealth of employee information that you can store, track and manage. You can also approve or reject any incoming HR information changes made by users.



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

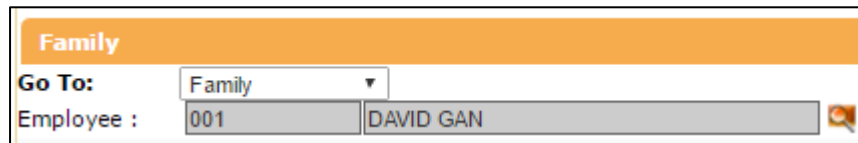


There are many categories of human resource information that you can have access to. Each of these categories are colour coded to indicate the level of access rights that you have with them. These colours are indicated as:


LEGEND	
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.

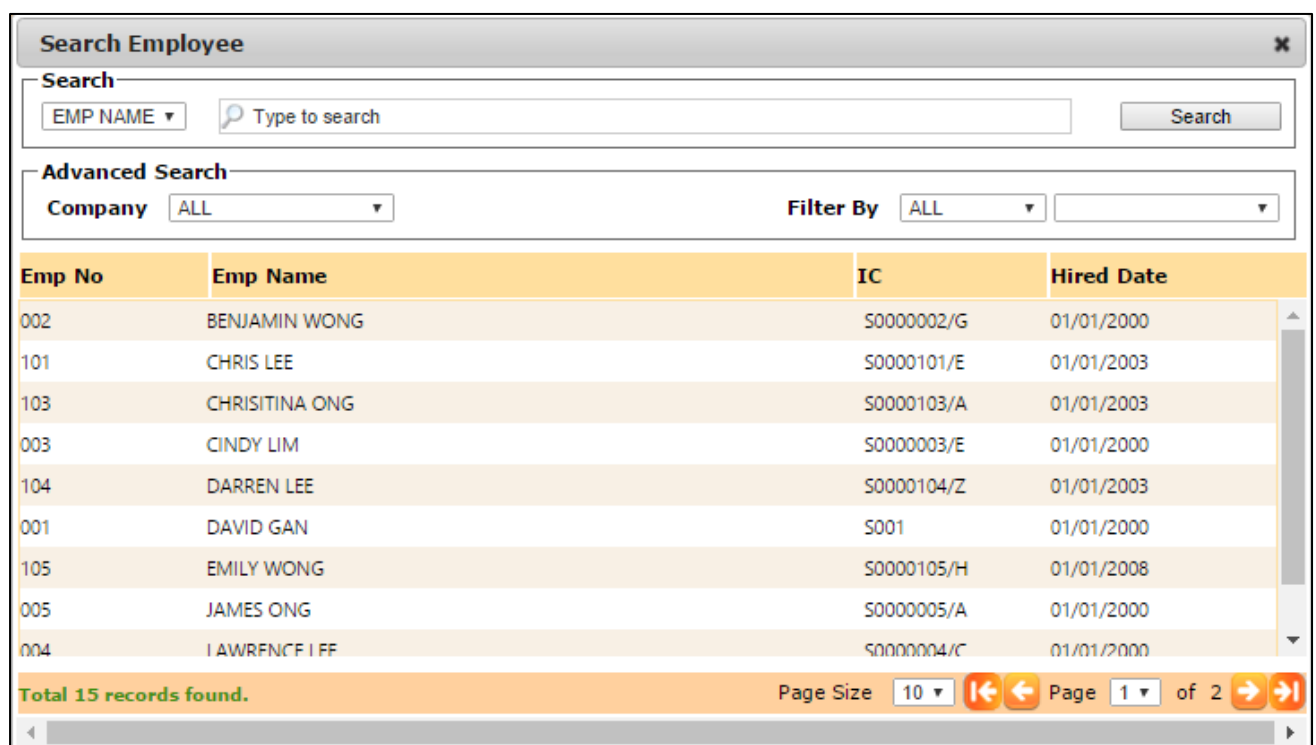
To access any of the categories simply click on their respective icons.

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.



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

Choose an “Employee” to access the employee’s HR information. First click on the  button to access the **Search Employee** pop-up window.



Emp No	Emp Name	IC	Hired Date
002	BENJAMIN WONG	S0000002/G	01/01/2000
101	CHRIS LEE	S0000101/E	01/01/2003
103	CHRISTINA ONG	S0000103/A	01/01/2003
003	CINDY LIM	S0000003/E	01/01/2000
104	DARREN LEE	S0000104/Z	01/01/2003
001	DAVID GAN	S001	01/01/2000
105	EMILY WONG	S0000105/H	01/01/2008
005	JAMES ONG	S0000005/A	01/01/2000
004	LAWRENCE LEE	S0000004/C	01/01/2000

You are provided many types of filters to filter the list of employees. To select an employee click on the employee’s name.

4.1 Approving and Rejecting Pending Records

New or edited information submitted by users that require approval by you 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. The number next to the words “Pending Records” indicates the number of pending records available for your review.

Family

Go To: Family
Employee : 001 DAVID GAN

Live Records

Pending Records (2)

No	Approval Status	Action	Action By	Name	IC/Passport No	Relationship	BirthDay	Sex	Age	Country Of Birth	Postal Code	Contact Number	Mobile Number	Pager No	Email Address	Occupation	Dependant?	Dependant Children	Institute
1	Rejected	Insert	001	Titus Gan	1	BROTHER	01 Mar 2016	M	0 years, 0 months	AUSTRALIA	1	1	1	1	1	HUMAN RESOURCE EXECUTIVE - SUPERVISORY	No	1	NANYANG POLYTECHNIC
<input type="checkbox"/>	2 Pending	Insert	001	Jimmy Gan	S0000005A	BROTHER	01 Jan 1976	M	40 years, 2 months	SINGAPORE	310480	6372727	9283928	8882727	abc@abc.com.sg	HUMAN RESOURCE EXECUTIVE	No	3	NANYANG POLYTECHNIC
<input type="checkbox"/>	3 Pending	Insert	001	Linda Gan	S0000006Z	SISTER	01 Jan 1989	F	27 years, 2 months	SINGAPORE	310480	6172777	9991111	8888888	abc@abc.com.sg	ACCOUNTANT - SUPERVISORY	No	1	NANYANG TECHNOLOG UNIVERSITY

New Edit Delete Approve Reject

To approve a record, choose a record by clicking on the record's ☐ checkbox in order to tick it and click on the Approve button.

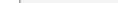

Approved records will be reflected at the “Live Records” section and will be removed from the “Pending Records” section.


To reject a record, choose a record by clicking on the record's ☐ checkbox in order to tick it and click on the Reject button.

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

To see live records, click on the “Live Records” tab.

You can create new live records. To do so, click on the button.

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

 If approval is required, the new record will need to be approved by HR before the record can go live.

4.3 Editing and Deleting Live Records

To see live records, click on the “Live Records” tab.

Family

Go To: Family

Employee : 001 DAVID GAN

Live Records Pending Records (2)

No	Status	Name	IC/Passport No	Title	Relationship	BirthDay	Gender	Age	Country Of Birth	Postal Code	Contact Number	Mobile Number	Pager Number	Email Address	Occupation	Dependant?	Dependant Children	Institute	Race
<input type="checkbox"/>	1	Gummy Gan	S0000008F		FATHER	01 Jan 1945	M	71 years, 2 months	SINGAPORE	3104806172828	9112200 8211192	abc@abc.com.sg		HUMAN RESOURCE MANAGER - NONSUPERVISORY	No	15			
<input type="checkbox"/>	2	William Gan	S0000007H		BROTHER	01 Jan 1988	M	28 years, 2 months	SINGAPORE	3104806253637	9112222 8291919	abc@abc.com.sg		HUMAN RESOURCE MANAGER - NONSUPERVISORY	No	0	NANYANG POLYTECHNIC	CHIN	

New Edit Delete Approve Reject

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 approval is required, the edited record will need to be approved by HR before the record can go live.

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.



Deleted records are unrecoverable.



If approval is required, the record will need to be approved by HR before the record can be deleted.

4.4 List of Employee Human Resources

This sub chapter lists down the items that you can see at the **Human Resource** web page. 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 5. Human Resource Report

You have access to a multitude of **Human Resource Reports**.



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



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

HR Report

Go To:

HR Report

Report Type:

Company Assets

Department

- ALL -

Employee


- ALL -

Report Format:

XLS

Preview

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  button to generate the report.

Chapter 6. Inbox

You have an **Inbox** web page which shows you all the items that require your attention.



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

The screenshot shows the 'Hris >> HR >> Inbox' page. It features a header 'InBox' and three filter dropdowns: 'Department' (set to '- ALL -'), 'Employee' (set to '- ALL -'), and 'Module' (set to '- ALL -'). There is a 'Query' button next to the Module dropdown. Below the filters is a table with the following data:

	Module	Employee	Designation	Department	Record count
View Details	Family	David Gan Dong Hai [S001]	OPERATIONS DIRECTOR	Operations and Logistics Department	1
View Details	Employee Address	David Gan Dong Hai [S001]	OPERATIONS DIRECTOR	Operations and Logistics Department	6

You can filter the list of items by “Department” and “Employee”. If you had selected multiple values you can view them by clicking on the ⓘ button.

The “Record Count” column shows you the number of fields that require your review.

Click on the [View Details](#) hyperlink to access the item.

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.