

# TIMES HR Quick Start Guide for Supervisor

Times Software Pte Ltd

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# **Table of Contents**

CHAPTER 1.	FIRST TIME LOGGING INTO THE TIMES HR SYSTEM					
CHAPTER 2.	EMPLOYEE PROFILE	4				
CHAPTER 3.	HUMAN RESOURCE	6				
	3.1 Creating Records	8				
	3.2 Editing and Deleting Live Records	10				
	3.3 List of Employee Human Resources	11				
CHAPTER 4.	HUMAN RESOURCE REPORT	13				



## 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.

SOFTW	ES E-Leave E	es the following E-A	E-Training	job: .e
Times Software offers com corporations.	prehensive integrated sui	ite of Payroll and HR s	Emp No Passwo Compa Period	o rd ny DEMO2016 ▼ 2016 ▼ 01 ▼ .ogin Forgot Password? fically for small, medium and large

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 employees' profiles.



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

Employee Full Profile								Normal 📃	Amended & Pending for HR Approval
Employee : 001	DAVID GAN	1							
Employee Detail Addr	esses Emp Codes	Statutory Requirement	Employment	Misc	Free Field	Bank	Career Progression		
Address Type:	Employee A	ddress 🔘 Overseas Add	ress 🔘 Emergen	cy Addr	ess O Spous	se Addre	55		
<ul> <li>Please select address</li> <li>Formatted Address</li> </ul>	type - s ® UnFormatted A	ddress						 	
Employee Address									
Address 1:	BLK 984 TOA BLK 177 TOA	PAYOH #10-293 PAYOH CENTRAL							
Address 2:	#10-123								
Address 3:									
Country:	SINGAPORE	Ŧ							
Postal Code:	567983 310177								
Email:	abc@abc.com abcde@abc.co	n.sg om.sg							
Home Phone No:	64321234								
Mobile No:	82005600 82005600								
Office Phone No:	69919999 69919999								
Ext:	333 33								
Fax No:									
Save									

The Employee Full Profile web page consists of the following sections:

Employee Detail	Addresses	Emp Codes	Statutory Requirement	Employment	Misc	Free Field	Bank	Career Progression
-----------------	-----------	-----------	-----------------------	------------	------	------------	------	--------------------

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 subtraction 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:	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 an employee's 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 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.

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 employee information. Depending on your access rights setup by your Administrator you can view and enter employee information in this web page.



Click on the **Human Resource** option in the Supervisor 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. Click on the *Family* icon to access the **Family** web page.

Family		
Go To:	Family	T
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.

Choose an "Employee" to access the employee's HR information. First click on the source button to access the **Search Employee** pop-up window.

Search Employee X									
Search Search Search Search									
Company	ALL T	Filter By ALL T							
Emp No	Emp Name	IC Hired Date							
002	BENJAMIN WONG	S0000002/G 01/01/2000	*						
101	CHRIS LEE	S0000101/E 01/01/2003							
103	CHRISITINA ONG	S0000103/A 01/01/2003							
003	CINDY LIM	S000003/E 01/01/2000							
104	DARREN LEE	S0000104/Z 01/01/2003							
001	DAVID GAN	5001 01/01/2000							
105	EMILY WONG	S0000105/H 01/01/2008							
005	JAMES ONG	S0000005/A 01/01/2000							
004	I AWRENCE I FE	50000004/C 01/01/2000	•						
Total 15 records	found.	Page Size 10 🔻 💽 Page 1 💌 of 2 🔁	]						

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



#### 3.1 Creating Records

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

	Far	nily																			
G	o T	o:	[	Family		٣					_										
E	mpl	oyee	:	001		DAVI	D GAN														
		Li	ve R	ecord	s	Pene	ding Record	ls (2)													
		No St	tatus I	Name	IC/Passpo No	ort Title	e Relationship	BirthDay	/ Gender	Age	Country Of Birth	f Postal Code	Contact Number	Mobile Number	Pager No	Email Address	Occupation	Dependant?	Dependant Children	Institute	Rac
		1	0	Summy San	5000008	F	FATHER	01 Jan 1945	М	71 years, 2 months	SINGAPORE	310480	6172828	9112200	8211192	2 abc@abc.com.sg	HUMAN RESOURCE MANAGER - NONSUPERVISORY	No	15		
		2	V	Villiam San	5000007	н	BROTHER	01 Jan 1988	М	28 years, 2 months	SINGAPORE	310480	6253637	9112222	8291919	9abc@abc.com.sg	HUMAN RESOURCE MANAGER - NONSUPERVISORY	No	0	NANYANG POLYTECHNIC	с <sup>СНІІ</sup>
	(																				Þ
		New			Edit		Delete														

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

New	button.
-----	---------

Family			
Go To: Family T Employee : 001	AVID GAN		
Family Details Record			
Name *		IC/Passport No *	
Relationship*	· · · · · · · · · · · · · · · · · · ·		
Date of Birth *	Age	Gender *	<b>T</b>
Is Dependant		Adoption Child?/ Adopted Date	
Shared Parental		Extend Paternity Expiry?	
Occupation	•	Institute	· · · · · · · · · · · · · · · · · · ·
Postal Code		Contact Telephone	
Mobile Phone		Pager No	
Email Address		Dependent Children	
Other			
Race	•		
Citizenship *	 		
Save Cancel			

Enter the details and click	Save	button to save the record or	Cancel	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.

	Family																				
G	Go To:		F	Family		T															
E	Emplo		e: U	001		DAVI	DAVID GAN														
			Live Re	ve Records			ling Recor	ds (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	м	0 years, 0 months	AUSTRALIA	1	1	1	1	1	HUMAN RESOURCE EXECUTIVE - SUPERVISORY	No	1	NANYANG POLYTECHNIC
		2	Pending	Insert	001	Jimmy Gan	S000005A	BROTHER	01 Jan 1976	м	40 years, 2 months	SINGAPORE	310480	6372727	9283928	8882727	abc@abc.com.sg	HUMAN RESOURCE EXECUTIVE	No	3	NANYANG POLYTECHNIC
		3	Pending	Insert	001	Linda Gan	S000006Z	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
4																					Þ
		Ne	ew		Edit		Delete														

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.

	Family																			
¢	Go To:		Family	/	<b>T</b>															
E	Employee :		001		DAVID GAN															
		Live	Record	s	Pending Records (2)			L												
		No Statu	ısName	IC/Passport No	t Title	Relationship	BirthDay	Gender	Age	Country Of Birth	Postal Code	Contact Number	Mobile Number	Pager No	Email Address	Occupation	Dependant?	Dependant Children	Institute	Rac
		1	Gummy Gan	<sup>/</sup> S000008F		FATHER	01 Jan 1945	м	71 years, 2 months	SINGAPORE	310480	06172828	9112200	8211192	abc@abc.com.sg	HUMAN RESOURCE MANAGER - NONSUPERVISORY	No	15		
		2	William Gan	S000007H		BROTHER	01 Jan 1988	м	28 years, 2 months	SINGAPORE	310480	06253637	9112222	8291919	abc@abc.com.sg	HUMAN RESOURCE MANAGER - NONSUPERVISORY	No	0	NANYANG POLYTECHNIC	сни
	(																			•
		New		Edit		Delete														

To edit a record, choose a record by clicking on the record's checkbox in order to tick it and click on the <u>Edit</u> button. Enter the new details and click <u>Save</u> button to save the record or <u>Cancel</u> 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 button.

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

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.



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



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



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.



**Skill Info**rmation track the skills or competencies for individual employees.



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



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 Entry Officer menu to access the Human Resource web page.





Click on the

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

HR Report		
Go To: HR Rep	ort 🔻	
Report Type:	Company Assets 🔹	
Department	- ALL -	÷ 🔅
Employee	- ALL -	÷ 🕀
Report Format:	XLS V	
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 **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.

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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:

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