



TIMES HR

Standard Setup and Maintenance User Guide for Administrators

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Chapter 1. Introduction

TIMES HR is a web-based human resource management system where employees can view and make change to their information. It eliminates the need for hard-copy employee files, keeping all the information organized and easy to access. TIMES HR system stores the employee information, family details, company assets, employee benefits, project assignment, past job history, job evaluation, personal achievements, staff accident, medical records, staff insurance and staff external activities. HR can track the employee's education details, training records, loans records, skills information and disciplinary records

The benefits of storing information is to improve efficiency in recording and finding information. A notification email will be sent to HR whenever employees update their information in TIMES HR system.

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Chapter 2. Standard Setup Workflow

In TIMES HR system, the Administrator can setup users' access rights to two types of information which are the Employee's Profile and the Employee's Human Resources.

The Employee's Profile contains information on the employee's particulars, addresses, employment details and other information related to processing the employee's payroll.

The Employee's Human Resources contain a collection of the employee's HR information such as family details, educational details, medical records and benefits.

There are three steps to setup these access rights:

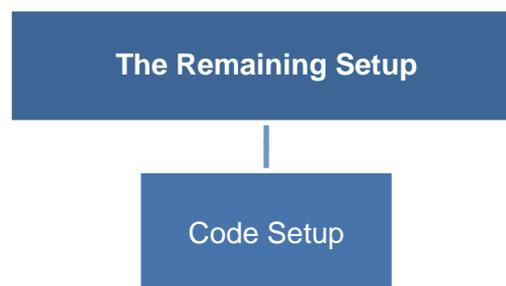


First, the Administrator creates access rights groups in **Profile Setup**. Each of these groups can have different access rights to different types of information and they are usually defined as user groups such as employee, supervisor, HR, entry officer, etc.

Next, the Administrator defines the exact access rights such as able to read or edit specific information for each group in **Resource Profile Setup**.

Lastly, the Administrator assigns these access rights to employees in **Emp Role Profile Setup**.

In addition to setting up the access rights, the Administrator needs to setup and maintain the master code list.



Master code list contains values that are used in all drop-down lists that require them and are setup at **Code Setup**.

Chapter 3. 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 [Login](#) button to login into the system.



To effectively use this guide, ensure that you are given the role of Administrator for the company that you are logging into. If the role is not setup yet, use login id *Admin* at “Emp No” to login as the Administrator.

Chapter 4. Creating Access Rights Groups as Profiles

The first step in defining the users' access rights to employees' HR information is to setup the access rights groups in **Profile Setup** web page.



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

Hris >> Administrator >> Profile Setup

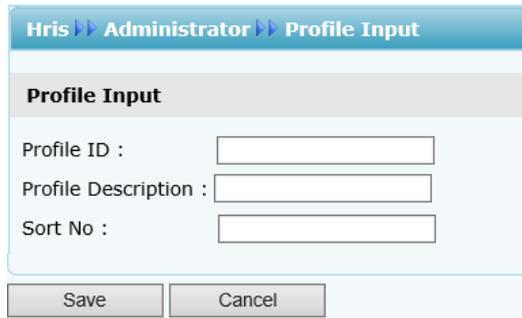
Profile Setup

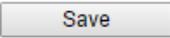
<input type="checkbox"/>			Module	Profile ID	Profile Description	Sort Order
<input type="checkbox"/>			Hris	emp	Employee Profile	1
<input type="checkbox"/>			Hris	sup	Supervisor Profile	2
<input type="checkbox"/>			Hris	hr	HR Profile	3
<input type="checkbox"/>			Hris	viewer	Viewer Profile	4

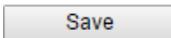
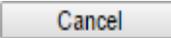
Add Delete

Each of these access rights groups are defined as profiles.

To create a new profile click on the  button.



Enter the “Profile ID” which must be unique, “Profile Description” and “Sort No.”. Then click  button to save the new profile or  button to cancel the transaction.

To edit an existing profile, click on  button, enter the new details and click  button to save the profile or  button to cancel.

To delete a profile, either choose a profile by clicking on the profile's checkbox to tick it and click the  button or click on  button.



Profiles that have access rights setup cannot be deleted. Deleted profiles are unrecoverable.

Chapter 5. Setting up access rights for Profiles

Once the profiles are created, you can begin to setup the access rights for each profile.



Click on the **Resource Profile Setup** option in the Administrator menu to access the Resource Profile Setup web page.

The screenshot shows the 'Resource Profile Setup' web page. At the top, there is a breadcrumb trail: Hris >> Administrator >> Resource Profile Setup. Below this, there are three dropdown menus: 'Profile' (set to 'Employee Profile'), 'Resource Type' (set to '- ALL -'), and 'Main Resource' (set to '- ALL -'). To the right, 'Resource Group' is set to 'EMPLOYEE'. The main content is a table with the following columns: Module, Profile, Main Resource, Self Access (with sub-columns for Edit, Read, Hide), Others Access (with sub-columns for Edit, Read, Hide), Update Method, and Set Access Child Controls. The table contains six rows of data, each representing a different module and its associated resources. A 'Save' button is located at the bottom left of the table.

Module	Profile	Main Resource	Self Access			Others Access			Update Method	Set Access Child Controls
			Edit	Read	Hide	Edit	Read	Hide		
Hris	Employee Profile	Employee Detail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Need Approval	Set Access Child Controls
Hris	Employee Profile	Employee Address	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Need Approval	Set Access Child Controls
Hris	Employee Profile	Overseas Address	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Need Approval	Set Access Child Controls
Hris	Employee Profile	Emergency Address1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Need Approval	Set Access Child Controls
Hris	Employee Profile	Emergency Address2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Need Approval	Set Access Child Controls
Hris	Employee Profile	Spouse Address	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Need Approval	Set Access Child Controls

At the Resource Profile Setup web page, choose a “Profile” first.

Then determine whether you want to setup the profile’s access rights for Employee Profile (choose *EMPLOYEE* at “Resource Group”) or Employee’s Human Resources information (choose *HR* at “Resource Group”).

You can filter the list of items under the **Main Resource** column in the web page by choosing the “Main Resource” drop-down list.



Ignore “Resource Type” for now and ensure it is set to – *ALL* -.

Main Resource	Self Access	Others Access	Update Method
	<input type="checkbox"/> Edit <input type="checkbox"/> Read <input type="checkbox"/> Hide	<input type="checkbox"/> Edit <input type="checkbox"/> Read <input type="checkbox"/> Hide	
Employee Detail	<input type="checkbox"/> Edit <input checked="" type="checkbox"/> Read <input type="checkbox"/> Hide	<input type="checkbox"/> Edit <input type="checkbox"/> Read <input checked="" type="checkbox"/> Hide	Need Approval ▼

For each Main Resource, you can setup the following access rights:

Self Access ¹	Purpose
Edit	Tick the <input type="checkbox"/> checkbox to allow user to edit own information.
Read	Tick the <input type="checkbox"/> checkbox to allow user to access own information but cannot edit it.
Hide	Tick the <input type="checkbox"/> checkbox to deny user access to the information.

Others Access ²	Purpose
Edit	Tick the <input type="checkbox"/> checkbox to allow user to edit other employees' information.
Read	Tick the <input type="checkbox"/> checkbox to allow user to access other employees' information but cannot edit it.
Hide	Tick the <input type="checkbox"/> checkbox to deny employee access to other employees' information.



Typically “Others Access” rights are reserved to be used for users with supervisory, HR or entry officer roles. Users with employee roles cannot use these rights.

¹ For “Self Access” rights, choose one only for each Main Resource.

² For “Others Access” rights, these rights will not work for users with employee role. Choose one only for each Main Resource.

Update Method	Purpose
Need Approval	Any changes made to the information by the user requires HR's approval in order to commit the changes.
No Need Approval	No approval required if the user changes the information and the changes submitted are immediately committed and finalised.

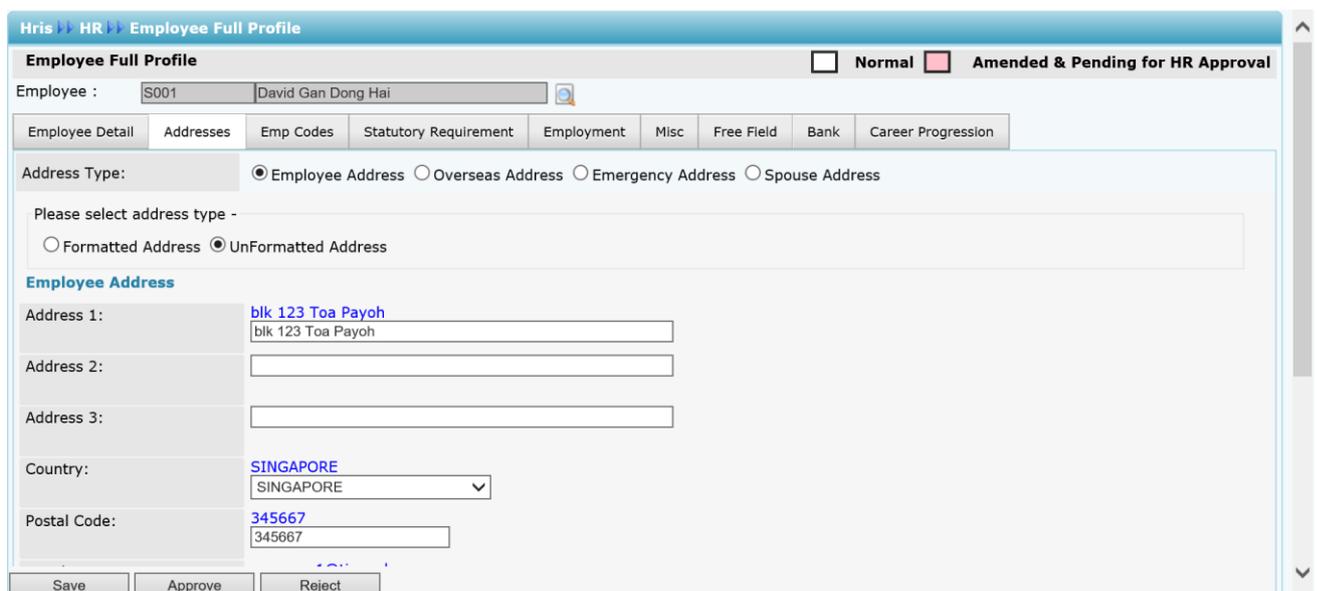
Click  button to save the changes.

For Employee Profiles, you can actually design the users' access rights two levels deep.

Main Resource	Self Access	Others Access	Update Method	
	<input type="checkbox"/> Edit <input type="checkbox"/> Read <input type="checkbox"/> Hide	<input type="checkbox"/> Edit <input type="checkbox"/> Read <input type="checkbox"/> Hide		
Employee Detail	<input type="checkbox"/> Edit <input checked="" type="checkbox"/> Read <input type="checkbox"/> Hide	<input type="checkbox"/> Edit <input type="checkbox"/> Read <input checked="" type="checkbox"/> Hide	Need Approval ▼	Set Access Child Controls
Employee Address	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Read <input type="checkbox"/> Hide	<input type="checkbox"/> Edit <input type="checkbox"/> Read <input checked="" type="checkbox"/> Hide	Need Approval ▼	Set Access Child Controls

At the first level, you can determine the access rights to a Main Resource for example *Employee Address* which we had granted the user rights to edit it.

In the *Employee Address* section of the **Employee Profile** there are many fields/items that the user can access and edit them. Here is a sample of that section:



The screenshot shows the 'Employee Full Profile' interface for 'David Gan Dong Hai' (Employee ID: S001). The 'Addresses' tab is active, and the 'Employee Address' section is expanded. It includes fields for 'Address 1', 'Address 2', and 'Address 3', all containing 'blk 123 Toa Payoh'. The 'Country' is set to 'SINGAPORE' and the 'Postal Code' is '345667'. At the bottom, there are 'Save', 'Approve', and 'Reject' buttons. The status is 'Amended & Pending for HR Approval'.

In the *Employee Address* section there are *Address 1, Address 2, Address 3, Country, Postal Code* and other fields that the user can edit. You can further define the user’s access rights for each of these fields by clicking on the **Set Access Child Controls** button to access the **Resource Profile Detail Setup** web page.

Hris >> Administrator >> Resource Profile Details

Resource Profile Detail Setup

Profile	Main Resource	Resource	Self Access			Others Access		
			<input type="checkbox"/> Edit	<input type="checkbox"/> Read	<input type="checkbox"/> Hide	<input type="checkbox"/> Edit	<input type="checkbox"/> Read	<input type="checkbox"/> Hide
Employee	Employee Address	Address1	<input checked="" type="checkbox"/> Edit	<input type="checkbox"/> Read	<input type="checkbox"/> Hide	<input type="checkbox"/> Edit	<input type="checkbox"/> Read	<input checked="" type="checkbox"/> Hide
Employee	Employee Address	Address2	<input checked="" type="checkbox"/> Edit	<input type="checkbox"/> Read	<input type="checkbox"/> Hide	<input type="checkbox"/> Edit	<input type="checkbox"/> Read	<input checked="" type="checkbox"/> Hide
Employee	Employee Address	Address3	<input checked="" type="checkbox"/> Edit	<input type="checkbox"/> Read	<input type="checkbox"/> Hide	<input type="checkbox"/> Edit	<input type="checkbox"/> Read	<input checked="" type="checkbox"/> Hide
Employee	Employee Address	Block#	<input checked="" type="checkbox"/> Edit	<input type="checkbox"/> Read	<input type="checkbox"/> Hide	<input type="checkbox"/> Edit	<input type="checkbox"/> Read	<input checked="" type="checkbox"/> Hide
Employee	Employee Address	Building Name	<input checked="" type="checkbox"/> Edit	<input type="checkbox"/> Read	<input type="checkbox"/> Hide	<input type="checkbox"/> Edit	<input type="checkbox"/> Read	<input checked="" type="checkbox"/> Hide
Employee	Employee Address	Country	<input checked="" type="checkbox"/> Edit	<input type="checkbox"/> Read	<input type="checkbox"/> Hide	<input type="checkbox"/> Edit	<input type="checkbox"/> Read	<input checked="" type="checkbox"/> Hide
Employee	Employee Address	Email	<input checked="" type="checkbox"/> Edit	<input type="checkbox"/> Read	<input type="checkbox"/> Hide	<input type="checkbox"/> Edit	<input type="checkbox"/> Read	<input checked="" type="checkbox"/> Hide
Employee	Employee Address	Ext	<input checked="" type="checkbox"/> Edit	<input type="checkbox"/> Read	<input type="checkbox"/> Hide	<input type="checkbox"/> Edit	<input type="checkbox"/> Read	<input checked="" type="checkbox"/> Hide
Employee	Employee Address	FaxNo.	<input checked="" type="checkbox"/> Edit	<input type="checkbox"/> Read	<input type="checkbox"/> Hide	<input type="checkbox"/> Edit	<input type="checkbox"/> Read	<input checked="" type="checkbox"/> Hide
Employee	Employee Address	Floor	<input checked="" type="checkbox"/> Edit	<input type="checkbox"/> Read	<input type="checkbox"/> Hide	<input type="checkbox"/> Edit	<input type="checkbox"/> Read	<input checked="" type="checkbox"/> Hide

Save Back

At this web page you can define for each item/Resource the “Self Access” and “Others Access” rights. Therefore every items/Resources can have their own access right settings.

Once you have completed the setup, you can click the **Save** button to save the changes or **Back** button to return to the previous web page.



There will be some resources that you cannot grant the “Edit” rights. These resources contain critical information for payroll processing, therefore they can only be edited and managed at TIMES Payroll.

5.1 List of Employee Profile resources

This sub chapter lists down the items that you can configure for the access rights of the Employee Profile. 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.

5.2 List of Employee Human Resources

This sub chapter lists down the items that you can configure for the access rights of the Employee Human Resources. 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 6. Assigning the Access Rights to Employees

With the access rights defined for the profiles it's time to assign them to employees.



Click on the **Emp Role Profile Setup** option in the Administrator menu to access the Emp Role Profile Setup web page.

Hris >> Administrator >> Emp Role Profile Setup

Employee Role Profile Setup

<input type="checkbox"/>			Module	Emp No	EmpName	Role	Profile	Query
<input type="checkbox"/>			Hris	A001	Maria Sim Ling Ling	admin	hr	EVERYONE
<input type="checkbox"/>			Hris	HR001	Mohinder Suresh Pavithra	hr	hr	EVERYONE
<input type="checkbox"/>			Hris	S001	David Gan Dong Hai	viewer	viewer	EVERYONE

To assign the access rights to a new employee, click on the button.



On default without assigning any profiles all employees are assigned the "Role" *Employee* and "Profile" *Employee Profile*. All supervisors are assigned the "Role" *Supervisor*, "Profile" *Supervisor Profile* and have both the supervisor and employee profiles. Essentially you only need to assign admin, hr, viewer and non-default roles and profiles to employees in Emp Role Profile Setup web page.

Hris >> Administrator >> Employee Role Profile

Employee Role Profile Input

Emp No : 

Role :

Profile :

Click on the  button to look for an employee.

Search Employee ✕

Search

Advanced Search

Company Filter By

Emp No	Emp Name	IC	Hired Date
E012	Alexander Benjamin Frederick	S9999999C	03/08/2015
E006	Alfred Handcock Hitchcock	S1234567D	13/09/2010
CL009	AMINAH BINTI HASNAH	S0000019A	01/08/2016
CL001	ANGELINA CLINTON	S0000011F	01/08/2016
S002	Benjamin Wong Sieu Kang	S0000002G	01/01/2000
E008	Britney Jennifer Spears	S4567890C	14/01/2013
E003	Christina Ong Jing Fei	S0000103A	01/01/2003
E001	Christopher Lee Tan Ming	S0000101E	01/01/2003
E002	Christopher Lee Tan Ming	S0000002F	01/01/2000

Total 32 records found. Page Size Page of 4

Choose an employee by clicking on the employee's name.

Choose the "Role" and "Profile" for the employee.

If you have selected "Role" *HR, Administrator or Viewer* you can enter the "Query".

Then click button to save the record or button to cancel the transaction.



Employees with the “Role” of *Employee* will not have access to the “Others Access” rights defined in **Resource Profile Setup** web page regardless of the profile’s settings.

Hris >> Administrator >> Emp Role Profile Setup

Employee Role Profile Setup

<input type="checkbox"/>			Module	Emp No	EmpName	Role	Profile	Query
<input type="checkbox"/>			Hris	A001	Maria Sim Ling Ling	admin	hr	EVERYONE
<input type="checkbox"/>			Hris	HR001	Mohinder Suresh Pavithra	hr	hr	EVERYONE
<input type="checkbox"/>			Hris	S001	David Gan Dong Hai	viewer	viewer	EVERYONE

Add Delete

To edit an existing record, click on button, enter the new details and click button to save the record or button to cancel.

To delete a record, either choose a record by clicking on the record's checkbox to tick it and click the button or click on button.



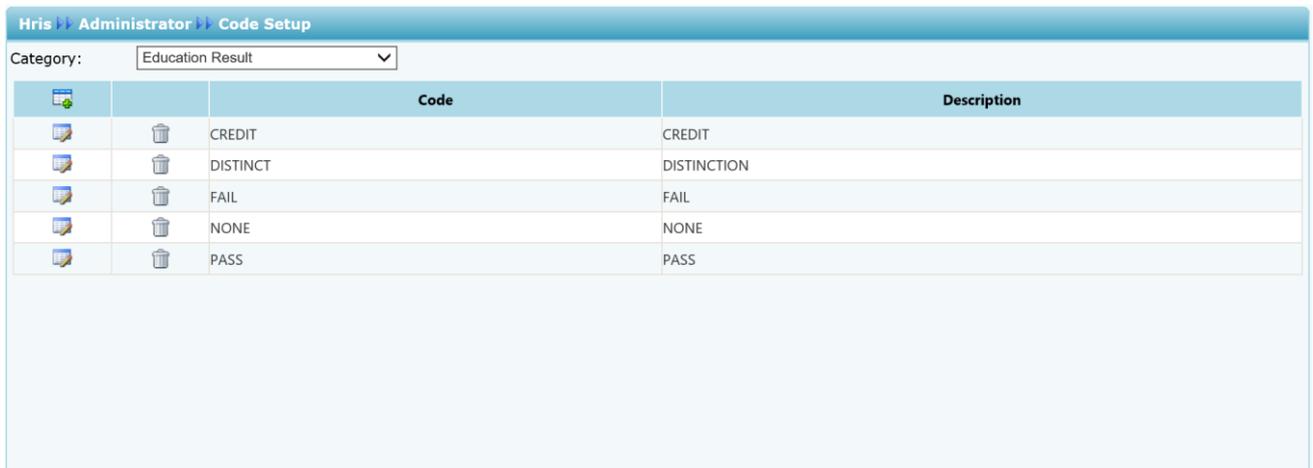
Deleted records are unrecoverable.

Chapter 7. Code Setup

You can create and manage master codes in **Code Setup**. Codes defined here are used to populate drop-down lists in the TIMES HR system.



Click on the **Code Setup** option in the Administrator menu to access the Code Setup web page.



Choose a "Category".

To add a new code, click on button. Enter in the details for the new code and click button to save the code or button to cancel.

To edit an existing code, click on button, enter the new details and click button to save the code or button to cancel.

To delete a code, click on button. Codes deleted are unrecoverable.