



# TIMES IRAS

## Quick Start Guide for Employee

## Disclaimer

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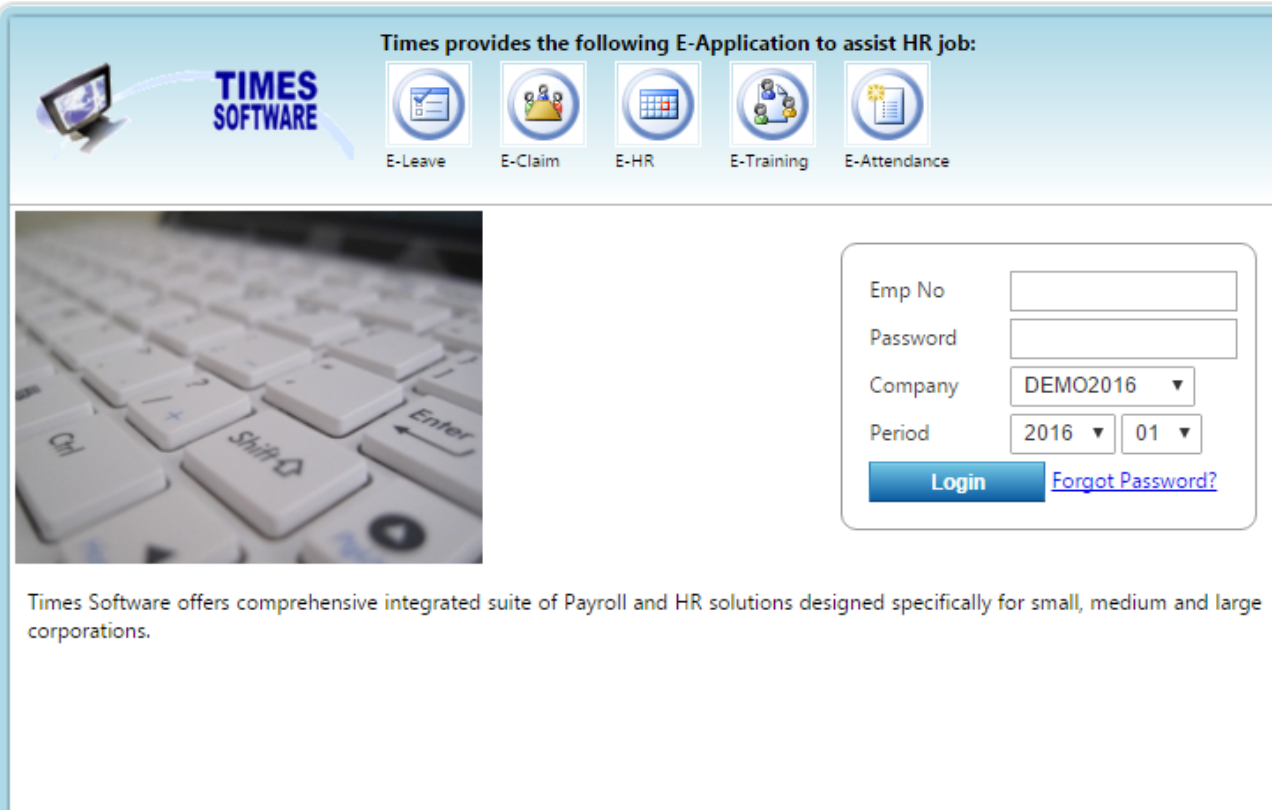
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## Chapter 1. First time logging into the TIMES IRAS System

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.

1. Click on the "Company" drop-down list to see a list of available companies and choose the one that you want to access to.
2. Key in your login id at "Emp No".
3. Key in your password at "Password".
4. Click the [Login](#) button to login into the system.

## Chapter 2. Viewing your Online IRAS Document

You can view your online IRAS document from the View IRAS web page.



1. Click on the **View IRAS** option in the Employee menu to access the View IRAS web page.

2. Choose the document at "Report Type".
3. Choose "Year".
4. Enter your online IRAS document password at "Password". Password is case sensitive.
5. Click the **Preview** button to see your document.



If you do not know your password please contact your HR for assistance.

The documents available for viewing are:

<b>IR8A</b>	: Your remuneration for the year of assessment.
<b>IR8S</b>	: Applicable if you have excess CPF contributions made by the employer.
<b>Appendix A</b>	: Applicable if you were provided with benefits-in-kind.
<b>Appendix B</b>	: Applicable if you have derived gains or profits from Employee Stock Option (ESOP) Plans or other forms of Employee Share Ownership (ESOW) Plans.
<b>Pay History</b>	: The Pay History Report itemises your total pay within the calendar year.

## That's it!

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

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Alternatively, you can send us an email to the following email addresses:

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