



TIMES Leave

Quick Start Guide
for Employee

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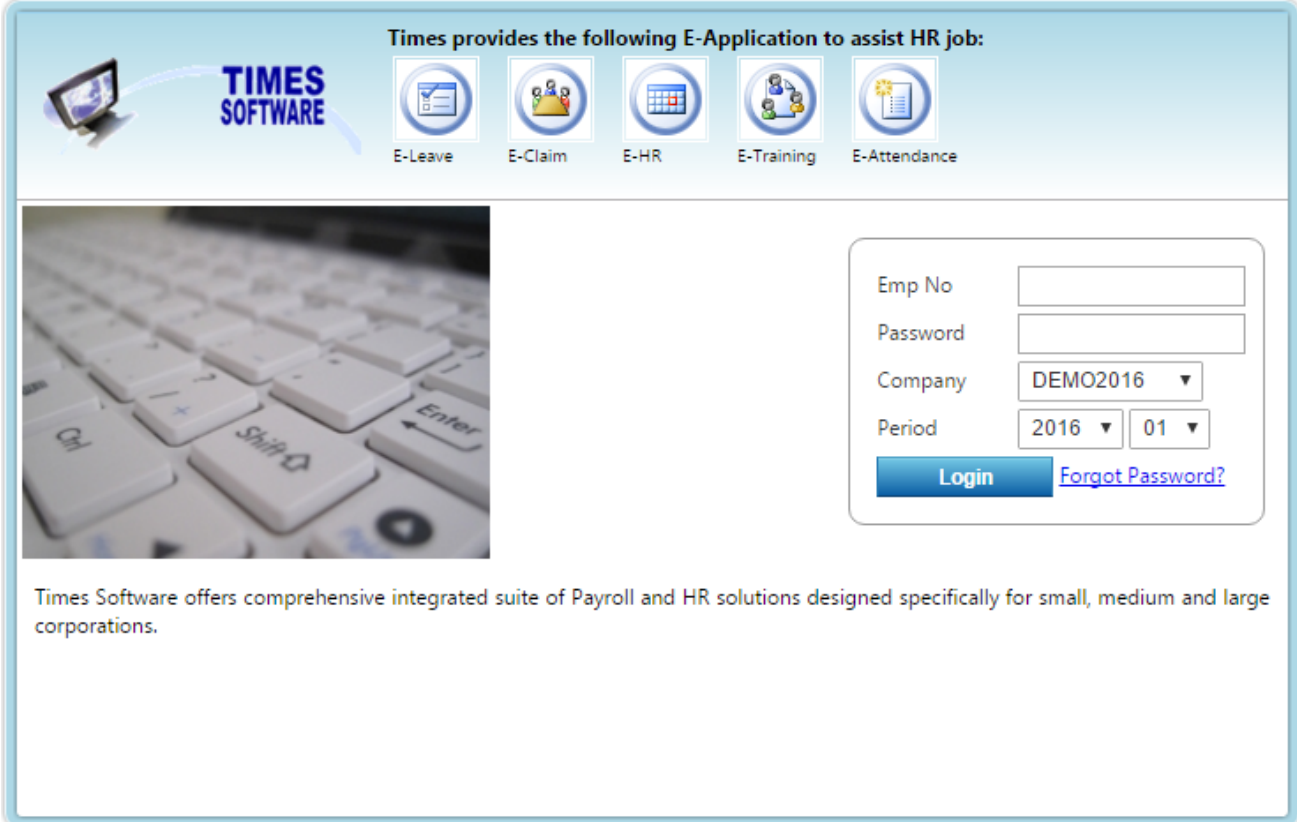
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Chapter 1. Logging into the TIMES Leave System

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.

Chapter 2. Apply Leave

You can apply for your leave at the **Apply Leave** web page.



Click on Leave icon to open the Employee menu.

Click **Apply Leave** option in the Employee menu to access the Apply Leave web page.

Leave > Employee > Apply Leave

Total: 18 B/F: 0 Adjust: 0 Entitle: 18 Taken: 0 Balance: 18

Employee: David Gan Dong Hai

Leave Type: ANNUAL LEAVE

Date: 14/09/2015 To 25/09/2015

No Of Day(s): 7

Reference No:

Reason:

Approver(s): Suresh

September 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14 0.5 AM	15 1	16 0.5 PM	17 1	18	19
20	21 0.5 AM	22 0.5 PM	23 1	24	25 1	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

View Details -

14/09/2015	0.5	AM
15/09/2015	1	
16/09/2015	0.5	PM
17/09/2015	1	
18/09/2015	1	
21/09/2015	0.5	AM
22/09/2015	0.5	PM
23/09/2015	1	
25/09/2015	1	

Choose your leave type at "Leave".

Indicate the leave period at "Date" and "View Details".

Enter the remaining details (such as "Reason") if applicable in your leave application.

Click button to submit your leave application for review by your approver(s).

2.1 Date Choosing Methods

You have 2 methods to choose the dates for your leave:

Method 1

Date: x To

No Of Day(s):

Reference No:

Reason:

Approver(s):

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			


Click on the date at "Date" to choose a date from the calendar picker.

Method 2

September 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14 0.5 AM	15 1	16 0.5 PM	17 1	18 1	19
20	21 0.5 AM	22 0.5 PM	23 1	24	25 1	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Choose the month in the **Calendar** by clicking on the buttons.

Click on a day in the calendar. Hold down the left mouse button and drag the mouse icon across the calendar to choose multiple days.  This might require a bit of practice to get it right.

2.2 Indicating Morning or Afternoon Leaves

View Details -		
14/09/2015	0.5 ▼	AM ▼
15/09/2015	1 ▼	▼
16/09/2015	0.5 ▼	PM ▼
17/09/2015	1 ▼	▼
18/09/2015	1 ▼	▼
21/09/2015	0.5 ▼	AM ▼
22/09/2015	0.5 ▼	PM ▼
23/09/2015	1 ▼	▼
25/09/2015	1 ▼	▼

You can fine tune your days or hours applied for your leave at “View Details”. Choose the appropriate half days or hours depending on the type of leave you are applying for.

Chapter 3. View, Resubmit, Withdraw and Cancel Actual Leave

At the **View Leave** web page you can view, resubmit, withdraw pending and cancel approved non-planned leave applications.



Click **View Leave** option in the Employee menu to access the View Leave web page.

Leave: Employee View Leave

Leave Type: Status:

<input type="checkbox"/>	Status	Leave	Start Date	End Date	Day	AM/PM	Remark	Reference	Submitted By	Submission Date	Last Action By	Action Date	Attachment	Approvers
<input checked="" type="checkbox"/>	Recommended ANNU		24/12/2015	24/12/2015	1				E001	01/12/2016	S001	01/12/2016		DAVID >> BENJAMIN >> CINDY
<input checked="" type="checkbox"/>	Recommended SICK		16/11/2015	18/11/2015	2.5		Sick	20151116MC	E001	01/12/2016	S001	01/12/2016		DAVID >> BENJAMIN >> CINDY
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														
<input checked="" type="checkbox"/>	Recommended ANNU		04/11/2015	04/11/2015	1				E001	01/12/2016	S001	01/12/2016		DAVID >> BENJAMIN >> CINDY
<input checked="" type="checkbox"/>	Recommended ANNU		14/10/2015	15/10/2015	2				E001	01/12/2016	S001	01/12/2016		DAVID >> BENJAMIN >> CINDY
<input checked="" type="checkbox"/>	Recommended SICK		17/09/2015	17/09/2015	1		Sick	20150917MC	E001	01/12/2016	S001	01/12/2016		DAVID >> BENJAMIN >> CINDY
<input checked="" type="checkbox"/>	Recommended ANNU		15/09/2015	15/09/2015	1				E001	01/12/2016	S001	01/12/2016		DAVID >> BENJAMIN >> CINDY
<input checked="" type="checkbox"/>	Recommended SICK		20/08/2015	20/08/2015	1		Sick	20150820MC	E001	01/12/2016	S001	01/12/2016		DAVID >> BENJAMIN >> CINDY
<input checked="" type="checkbox"/>	Recommended ANNU		11/08/2015	14/08/2015	4				E001	01/12/2016	S001	01/12/2016		DAVID >> BENJAMIN >> CINDY
<input checked="" type="checkbox"/>	Recommended ANNU		23/07/2015	23/07/2015	1				E001	01/12/2016	S001	01/12/2016		DAVID >> BENJAMIN >> CINDY
<input checked="" type="checkbox"/>	Recommended OILADJ		22/06/2015	26/06/2015	5		Worked on weekends		E001	02/12/2016	S001	05/12/2016		DAVID >> BENJAMIN >> CINDY
<input checked="" type="checkbox"/>	Recommended SICK		16/06/2015	16/06/2015	1		Sick	20150616MC	E001	01/12/2016	S001	01/12/2016		DAVID >> BENJAMIN >> CINDY
<input checked="" type="checkbox"/>	Recommended ANNU		03/06/2015	03/06/2015	0.5	PM			E001	01/12/2016	S001	01/12/2016		DAVID >> BENJAMIN >> CINDY
<input checked="" type="checkbox"/>	Recommended ANNU		13/05/2015	15/05/2015	1.5				E001	01/12/2016	S001	01/12/2016		DAVID >> BENJAMIN >> CINDY
<input checked="" type="checkbox"/>	Recommended ANNU		04/05/2015	06/05/2015	3				E001	01/12/2016	S001	01/12/2016		DAVID >> BENJAMIN >> CINDY

Apply ReSubmit Withdraw (Pending) Cancel (Approved) Reason:

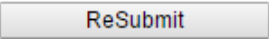
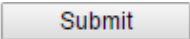
Show Page 1 of 1 Pages First Prev Next Last Display 100 Records Per Page

Choose the “Leave Type” and “Status” criteria to filter the list of leave applications.

If you had selected multiple entries in “Leave Type”, you can click on the button to view your selections.

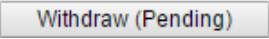
3.1 Resubmit Pending Leave

If you want to resubmit the leave application because you want to make changes to the leave application or you want the system to re-send email notification to the approver:

1. Choose a leave application with “Status” *Pending* by clicking on the leave application's ☐ checkbox in order to tick it.
2. Click  button.
3. View or make changes to the leave application.
4. Click  button at the leave application.


3.2 Withdraw Pending Leave

You can withdraw a pending leave application and the withdrawn leave application will be removed from the approver's list.


1. Choose a leave application with “Status” *Pending* by clicking on the leave application's ☐ checkbox in order to tick it.
2. Click  button to withdraw the leave application.

3.3 Cancel Approved Leave

Once the leave application had been approved by the approver(s), you can cancel the approved leave by:

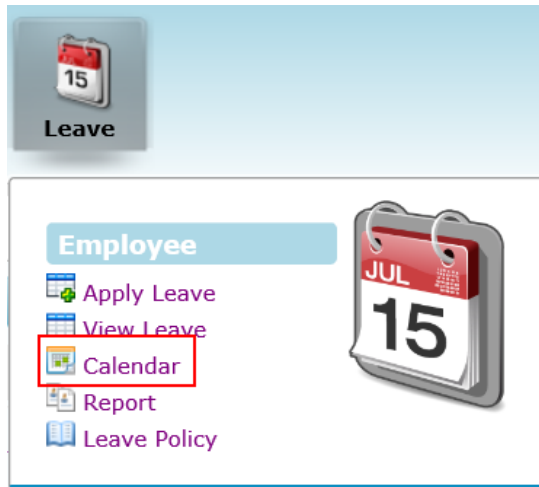
1. Choosing a leave application with “Status” *Approved* by clicking on the leave application's ☐ checkbox in order to tick it.
2. Enter your reason to cancel the leave at “Reason”.
3. Click  button to initiate the cancellation of the leave application. The leave application will be routed to the approvers for review and require their approval to cancel it.

3.4 Apply Leave

You can quickly access the Apply Leave web page from here to apply for a new leave application by clicking on the  button.

Chapter 4. Calendar

You can view the leave calendar at the **Calendar** web page.



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

Leave Employee Calendar

Filters
 Department: - ALL -
 Period: 12 2015
 Leave: - ALL -
 Status: - ALL -
 Leave Pending Today

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		01 0/14	02 0/14	03 0/14	04 0/14	05 0/14
06 0/14	07 0/14	08 0/14	09 0/14	10 0/14	11 0/14	12 0/14
13 0/14	14 0/14	15 0/14	16 0/14	17 0/14	18 0/14	19 0/14
20 0/14	21 Sally - 1 ANNU 1/14	22 Sally - 1 ANNU 1/14	23 Sally - 1 ANNU Hitchcock - 1 ANNU 2/14	24 Sally - 1 LIEU Chris - 1 ANNU 2/14	25 Christmas Day 0/14	26 0/14
27 0/14	28 Sally - 1 ECHILD 1/14	29 0/14	30 0/14	31 0/14		

Choose filters such as "Period" to retrieve the leave calendar.

Hyperlink in the calendar indicates the number of employees who had taken leave on that day and the maximum number of employees. Click on the hyperlink to see the details.

Chapter 5. Report

You can generate reports at **Report** web page.



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

At the Report web page, choose a report at "Report".

Choose the report criteria such as "Date Range".

Choose the report format to be generated at "Format".

Click  button to generate the report.

Chapter 6. Leave Policy

You can view your organisation's leave policy at the **Leave Policy** web page.



Click **Leave Policy** option in the Employee menu to access the Leave Policy web page.

Leave > Employee > Leave Policy

Annual Leave

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Entitlement

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Years of Service		Annual Leave Entitlement
From	To	Number of Days
0	3	14
3	5	16
5	99	18

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Minimum Leave Application Period for Week Days

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Leave Application on Saturdays or Declare Half Days

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That's it!

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