



TIMES Leave

Quick Start Guide
for Entry Officer

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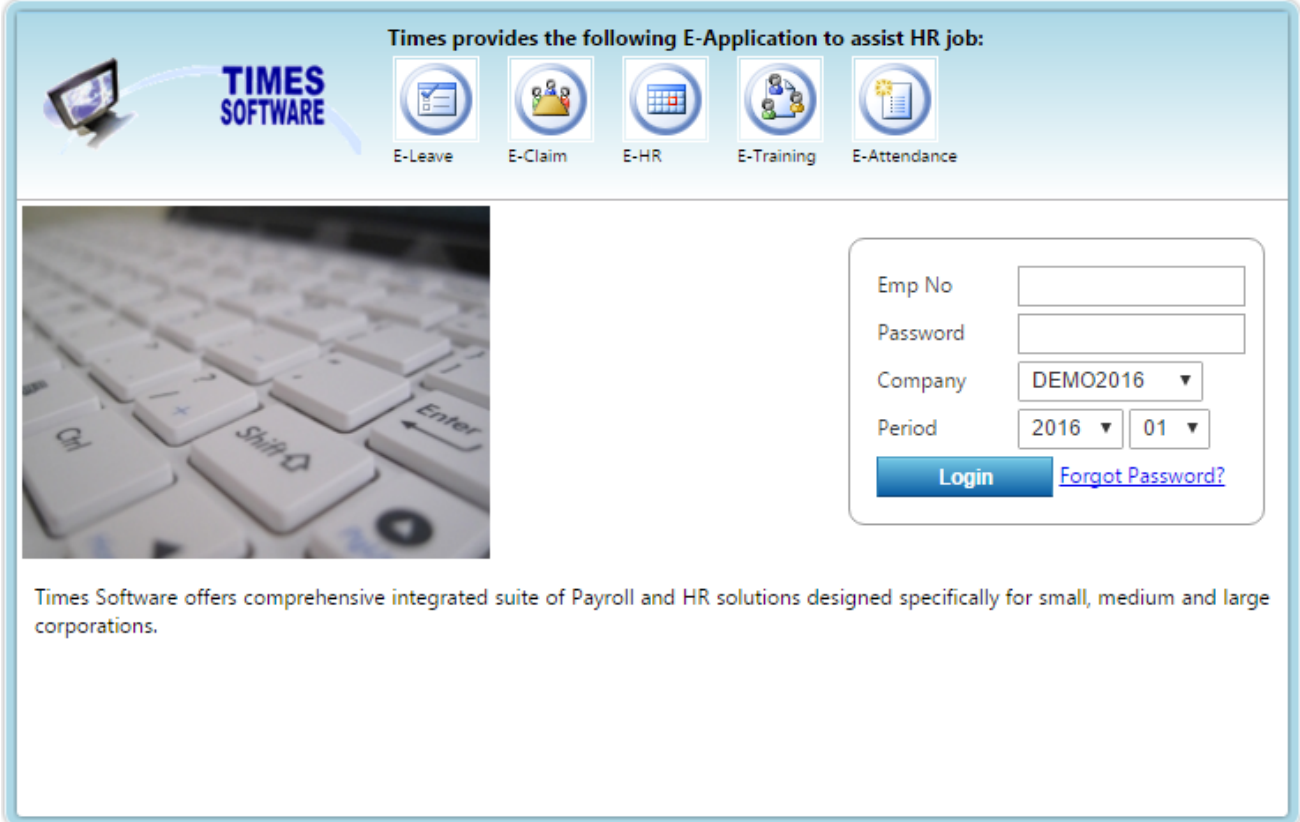
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Chapter 1. Logging into the TIMES Leave System

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 colleagues' leave at the **Apply Leave** web page.



Click on Leave icon to open the Entry Officer menu.

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

September 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
		1	0.5 PM	1	0.5 AM	
6	7	8	9	10	11	12
	1	0.5 PM	0.5 AM	1		
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

View Details -		
01/09/2015	1	▼
02/09/2015	0.5	PM ▼
03/09/2015	1	▼
04/09/2015	0.5	AM ▼
07/09/2015	1	▼
08/09/2015	0.5	PM ▼
09/09/2015	0.5	AM ▼
10/09/2015	1	▼


Choose the employee criteria filters (such as “All Department”) to filter the list of selectable employees. If you had selected multiple entries, you can view them by clicking on the ⓘ button.

Choose “Employee”.

Choose the “Leave Type”.

Indicate the leave period at “Date” and “View Details”.

Enter the remaining details (such as “Reason”) if applicable in the leave application.

Click  button to submit the leave application for review by the employee's approver(s).

2.1 Date Choosing Methods

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



Method 1


Date:	01/09/2015 x To 11/09/2015																																										
No Of Day(s):	<div> <div>1</div> <div>Sep</div> <div>2015</div> <div>2</div> </div>																																										
Reference No:	<table border="1"> <tr> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> <td></td> <td></td> </tr> </table>	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			
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																																								
Reason:																																											
Approver(s):																																											

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

Method 2

<div> <div>1</div> <div>September 2015</div> <div>2</div> </div>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
		1	0.5 PM	1	0.5 AM	
6	7	8	9	10	11	12
	1	0.5 PM	0.5 AM	1		
13	14	15	16	17	18	19
20	21	22	23	24	25	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 -		
01/09/2015	1 ▼	▼
02/09/2015	0.5 ▼	PM ▼
03/09/2015	1 ▼	▼
04/09/2015	0.5 ▼	AM ▼
07/09/2015	1 ▼	▼
08/09/2015	0.5 ▼	PM ▼
09/09/2015	0.5 ▼	AM ▼
10/09/2015	1 ▼	▼

You can fine tune the days or hours applied for the 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 Entry Officer menu to access the View Leave web page.

Leave > Entry Officer > View Leave

All Section: - ALL -
 All Department: - ALL -
 Employee: Christopher Lee Tan Ming [E001]
 Leave Type: - ALL -
 Status: - ALL -

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 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
	Date	Leave	Day	Hour	AM/PM								
	<input type="checkbox"/> 18/11/2015	SICK	1	0									
	<input type="checkbox"/> 17/11/2015	SICK	1	0									
	<input type="checkbox"/> 16/11/2015	SICK	0.5	0	PM								
<input type="checkbox"/> Recommended ANNU		04/11/2015	04/11/2015	1				E001	01/12/2016	S001	01/12/2016		DAVID >> BENJAMIN >> CINDY
<input type="checkbox"/> Recommended ANNU		14/10/2015	15/10/2015	2				E001	01/12/2016	S001	01/12/2016		DAVID >> BENJAMIN >> CINDY
<input 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 type="checkbox"/> Recommended ANNU		15/09/2015	15/09/2015	1				E001	01/12/2016	S001	01/12/2016		DAVID >> BENJAMIN >> CINDY
<input 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 type="checkbox"/> Recommended ANNU		11/08/2015	14/08/2015	4				E001	01/12/2016	S001	01/12/2016		DAVID >> BENJAMIN >> CINDY
<input type="checkbox"/> Recommended ANNU		23/07/2015	23/07/2015	1				E001	01/12/2016	S001	01/12/2016		DAVID >> BENJAMIN >> CINDY

Reason:

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

Choose criteria such as "Employee" to filter the list of leave applications.

If you had selected multiple entries 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:

Choose a leave application with “Status” *Pending* by clicking on the leave application’s ☐ checkbox in order to tick it.

Click button.

View or make changes to the leave application.

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.

Choose a leave application with “Status” *Pending* by clicking on the leave application’s ☐ checkbox in order to tick it.

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:

Choosing a leave application with “Status” *Approved* by clicking on the leave application’s ☐ checkbox in order to tick it.

Enter your reason to cancel the leave at “Reason”.

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 Entry Officer menu to access the Calendar web page.

Leave > Entry Officer > Calendar

Filters

Department: - ALL -

Period: 11 2015

Leave:

Status: - ALL -

Leave Pending Today

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01 0/34	02 Sally - 1 ANNU 1/34	03 0/34	04 Chris - 1 ANNU 1/34	05 Sally - 1 SICK 1/34	06 Sally - 1 SICK 1/34	07 0/34
08 0/34	09 Sally - 1 SICK Hitchcock - 1 ANNU 2/34	10 Deepavali Day 0/34	11 0/34	12 0/34	13 0/34	14 0/34
15 0/34	16 Chris - 0.5 SICK PM 1/34	17 Chris - 1 SICK Hitchcock - 0.5 ECHILD PM Hitchcock - 0.5 CHILDLVE AM 2/34	18 Chris - 1 SICK 1/34	19 0/34	20 0/34	21 0/34
22 0/34	23 0/34	24 0/34	25 0/34	26 0/34	27 0/34	28 0/34
29 0/34	30 0/34					

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

Hyperlink in the calendar (example 2/34) 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 Entry Officer menu to access the Report web page.

A screenshot of the 'Report' web page. The page has a blue header with the text 'Leave >> Entry Officer >> Report'. Below the header, there are several filter fields: 'Report:' with a dropdown menu set to 'Leave Taken'; 'All Section' with a dropdown menu set to '- ALL -'; 'All Department' with a dropdown menu set to '- ALL -'; 'Employee' with a dropdown menu set to '- ALL -'; 'Leave Type:' with a dropdown menu set to 'ABSENT'; 'Date Range:' with two date input fields, '01/12/2015' and '31/12/2015'; and 'Format:' with a dropdown menu set to 'XLS'. To the right of each dropdown menu is a small circular icon with an 'i' inside. At the bottom of the form is an 'Export' button.

At the report web page, choose a report at “Report”.

Choose the report criteria such as “Employee”. If you had selected multiple entries you can click on the  button to view your selections

Choose the report format to be generated at “Format”.

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