



TIMES Leave

Quick Start Guide
for HR

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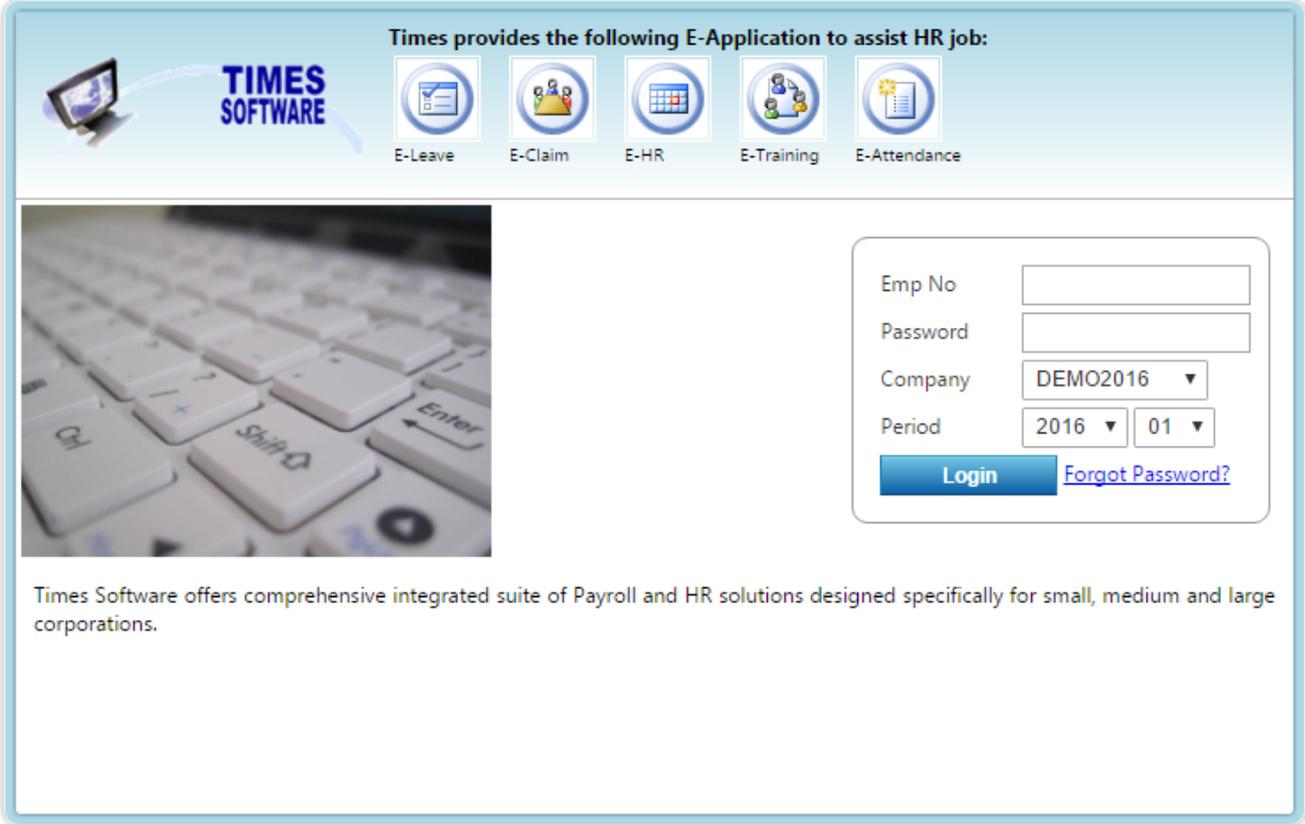
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Chapter 1. Logging into the TIMES Leave System

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

[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 button to login into the system.

Chapter 2. Approve Leave

As HR, you can final approve or reject any leave applications.



Click on the **Approve Leave** option in the HR menu to access the Approve Leave web page.

The screenshot shows the 'Approve Leave' web page. At the top, there are filters for 'All Section', 'All Department', 'Employee', and 'Leave Type', all set to '- ALL -'. Below the filters is a table with the following columns: 'Check Leave', 'Status', 'Emp No', 'Emp Name', 'Leave', 'Start Date', 'End Date', 'Day', 'AM/PM', 'Remark', 'Reference', 'Submitted By', 'Submission Date', 'Last Action By', 'Action Date', 'Attachment', and 'Approve'. The table contains several rows of leave applications, including ones for 'ANNU' and 'SICK' leave. At the bottom of the table, there are 'Approve' and 'Reject' buttons, a 'Reason:' text input field, and pagination controls showing '1 of 1 Pages' and 'Display 100 Records Per Page'.

Choose your criteria (such as “All Department”) to retrieve the list of leave applications.

Click on View hyperlink in the **Check Leave** column to see if any other employees had applied for leave on the same period as the leave applicant.

To approve leave, choose a leave application by clicking on the checkbox to tick it and click **Approve** button.

To reject leave, choose a leave application by clicking on the checkbox to tick it, enter the reason for rejecting the leave application at “Reason” and click **Reject** button.

Chapter 3. Apply Leave

You can submit leave applications on behalf of employees at **Apply Leave**.



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

The screenshot shows the 'Apply Leave' web page. On the left is a form with the following fields:

- Total: 14 B/F: 0 Adjust: 0 Entitle: 14 Taken: 0 Balance: 14
- All Section: - ALL -
- All Department: - ALL -
- Employee: Alexander Benjamin Frederick [E012]
- Leave Type: ANNUAL LEAVE
- Date: 09/11/2015 To 20/11/2015
- No Of Day(s): 8
- Reference No: [Empty]
- Reason: [Empty]
- Approver(s): [Auto Approved]
- [Submit] button

 On the right is a calendar for November 2015. The calendar shows dates from 1 to 30. Some dates are highlighted in blue, indicating leave days. For example, 8, 15, 16, 17, 18, 19, 20, 22, 23, 24, 25, 26, 27, 29, 30 are marked with '1' or '0.5 AM'/'0.5 PM'. To the right of the calendar is a 'View Details' table with columns for date, amount, and time of day.

View Details -		
09/11/2015	1	
10/11/2015	0.5	AM
11/11/2015	0.5	PM
12/11/2015	1	
13/11/2015	1	
16/11/2015	0.5	AM
17/11/2015	1	
18/11/2015	0.5	PM
19/11/2015	1	
20/11/2015	1	

To start with the leave application choose an “Employee”. You can use the search criteria (such as “All Department”) to filter the list of employees.

Choose a “Leave Type”.

For the leave application dates, there are two ways to choose them:

- Choose the “Date” range.
- Click on a day at the **Calendar**, hold down the left mouse button and drag the mouse icon to highlight the days.

Fine tune the leave period at the “View Details”. There you can choose half day or hourly leaves depending on the leave type.

Enter the remaining details in the leave application if any (such as “Reference No”, “Reason”, etc.).

Click button to submit the leave application.

Chapter 4. View Leave

In the **View Leave** web page, you can view a list of leave applications, resubmit and withdraw pending leave applications and cancel approved leave applications.



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

The screenshot shows the 'View Leave' web page. At the top, there are search filters: 'All Section' (set to '- ALL -'), 'All Department' (set to '- ALL -'), 'Employee' (set to 'Sally Chong Mui Mui [E002]'), 'Leave Type' (set to '- ALL -'), and 'Status' (set to '- ALL -'). Below the filters is a table of leave applications with columns: Status, Leave, Start Date, End Date, Day, AM/PM, Remark, Reference, Submitted By, Submission Date, Last Action By, Action Date, Attachment, and Approvers. The table contains several rows of data, including approved and pending applications. At the bottom of the table, there are buttons for 'Apply', 'ReSubmit', 'Withdraw (Pending)', and 'Cancel (Approved)'. A 'Reason:' field is also present. The page footer shows 'Show Page 1 of 1 Pages' and 'Display 100 Records Per Page'.

Choose the search criteria (such as “All Department”, “Employee”, etc.) and an employee’s list of leave applications will be shown if any.

To resubmit a leave application, click on the leave application’s checkbox to tick it in order to select it and click button.

To withdraw a pending leave application, click on the leave application’s checkbox to tick it in order to select it and click button.

To cancel an approved leave application, click on the leave application's checkbox to tick it in order to select it, enter your reason to cancel the leave application at "Reason" and click

button.

If you want to apply for a new leave application, you can also do so from this web page by clicking on the button.

Chapter 5. Calendar

You can view everyone's leave information in a calendar format here at **Calendar**.



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

Leave | HR | Calendar

Filters
 Department: - ALL -
 Period: 12 | 2015
 Leave: [dropdown]
 Status: - ALL -
 Leave Pending Today

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		01	02	03	04	05
		0/34	0/34	0/34	0/34	0/34
06	07	08	09	10	11	12
0/34	0/34	0/34	0/34	0/34	0/34	0/34
13	14	15	16	17	18	19
0/34	0/34	0/34	0/34	0/34	0/34	0/34
20	21	22	23	24	25	26
0/34	Sally - 1 ANNU 1/34	Sally - 1 ANNU 1/34	Sally - 1 ANNU Hitchcock - 1 ANNU 2/34	Sally - 1 LIEU Chris - 1 ANNU 2/34	Christmas Day 0/34	0/34
27	28	29	30	31		
0/34	Sally - 1 ECHILD 1/34	0/34	0/34	0/34		

Choose the 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 6. Report

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



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

Choose "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.

6.1 List of Reports

The following is a list of reports available for the Administrator.

Leave Taken

A report to show employees' leave applied with the total days/hours and the status of the leave.

Leave Entitlement

A report to show employees' leave entitlements and balances.

Leave Records

A report to show a list of leave applications.

Leave Attendance

A report to show attendance records of employees.

That's it!

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

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