



TIMES Leave

Quick Start Guide
for Supervisor

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Table of Contents

CHAPTER 1. LOGGING INTO THE TIMES LEAVE SYSTEM 3

CHAPTER 2. APPROVE OR REJECT LEAVE 4

CHAPTER 3. VIEW STAFF LEAVE..... 5

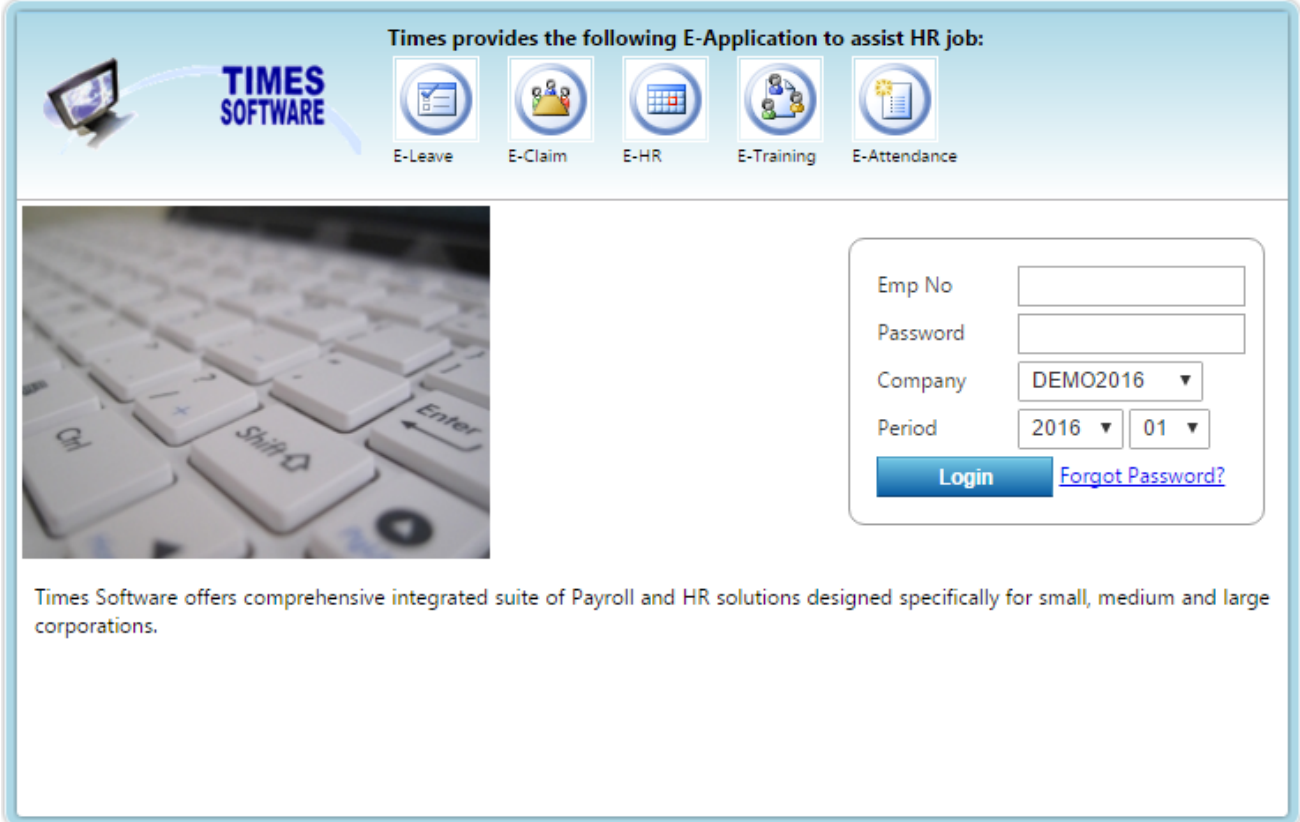
CHAPTER 4. STAFF CALENDAR..... 6

CHAPTER 5. REPORT 7

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.

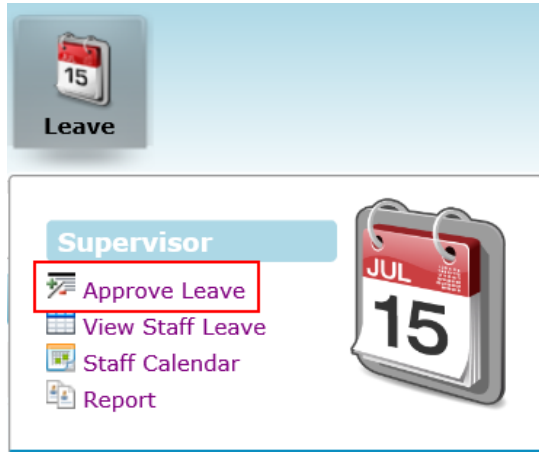
Key in your login id at “Emp No”.

Key in your password at “Password”.

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

Chapter 2. Approve or Reject Leave

You can approve or reject your reporting employees' leave applications at **Approve Leave** web page.



Click on the **Leave** icon to open the Supervisor menu.

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

Leave > Supervisor > Approve Leave

All Section: - ALL -
All Department: - ALL -
Employee: - ALL -
Leave Type: - ALL -

<input type="checkbox"/> 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																				
<input type="checkbox"/> View	Pending	E002	Sally Chong Mui Mui	CHILDLVE2	22/04/2015	22/04/2015	1				E002	02/12/2016																							
<input type="checkbox"/> View	Pending	E002	Sally Chong Mui Mui	CHILDLVE1	11/03/2015	11/03/2015	1				E002	02/12/2016																							
<input type="checkbox"/> View	Pending	E002	Sally Chong Mui Mui	LIEU	09/03/2015	09/03/2015	1				E002	02/12/2016																							
<input type="checkbox"/> View	Pending	E004	Darren Lee Hsiao Lung	ANNU	12/01/2015	14/01/2015	3				E004	05/12/2016																							
<table border="1"> <thead> <tr> <th>Date</th> <th>Leave</th> <th>Day</th> <th>Hour</th> <th>AM/PM</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 14/01/2015</td> <td>ANNU</td> <td>1</td> <td>0</td> <td></td> </tr> <tr> <td><input type="checkbox"/> 13/01/2015</td> <td>ANNU</td> <td>1</td> <td>0</td> <td></td> </tr> <tr> <td><input type="checkbox"/> 12/01/2015</td> <td>ANNU</td> <td>1</td> <td>0</td> <td></td> </tr> </tbody> </table>																Date	Leave	Day	Hour	AM/PM	<input type="checkbox"/> 14/01/2015	ANNU	1	0		<input type="checkbox"/> 13/01/2015	ANNU	1	0		<input type="checkbox"/> 12/01/2015	ANNU	1	0	
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<input type="checkbox"/> View	Pending	E005	Emily Wong Chang Ying	ANNU	08/01/2015	12/01/2015	3				E005	05/12/2016																							
<input type="checkbox"/> View	Pending	E003	Christina Ong Jing Fei	ANNU	05/01/2015	07/01/2015	3				E003	05/12/2016																							

Reason:

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

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

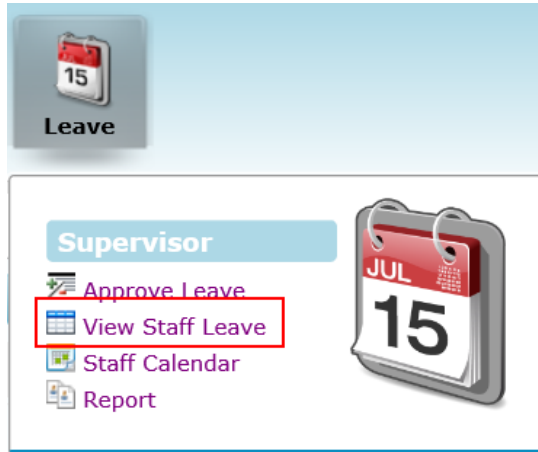
Click on [View](#) hyperlink in the **Check Leave** column to see if any other employees had applied for leave on the same period as the leave applicant.

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

Chapter 3. View Staff Leave

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



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

Leave >> Supervisor >> View Leave

All Section: ~ ALL -
 All Department: ~ ALL -
 Employee: Alfred Handcock Hitchcock [E006]
 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 type="checkbox"/>	Rejected	ECHILD	28/12/2015	30/12/2015	3				E006	29/11/2016	S001	29/11/2016		DAVID
+ <input type="checkbox"/>	Approved	ANNU	23/12/2015	23/12/2015	1				E006	29/11/2016	S001	29/11/2016		DAVID
+ <input type="checkbox"/>	Approved	ECHILD	17/11/2015	17/11/2015	0.5	PM			E006	29/11/2016	S001	29/11/2016		DAVID
+ <input type="checkbox"/>	Approved	CHILDLVE	17/11/2015	17/11/2015	0.5	AM			E006	29/11/2016	S001	29/11/2016		DAVID
+ <input type="checkbox"/>	Approved	ANNU	09/11/2015	09/11/2015	1				E006	29/11/2016	S001	29/11/2016		DAVID
+ <input type="checkbox"/>	Approved	ANNU	28/10/2015	28/10/2015	0.5	PM			E006	29/11/2016	S001	29/11/2016		DAVID
+ <input type="checkbox"/>	Approved	ANNU	13/10/2015	16/10/2015	4				E006	29/11/2016	S001	29/11/2016		DAVID
+ <input type="checkbox"/>	Approved	ANNU	09/10/2015	09/10/2015	1				E006	29/11/2016	S001	29/11/2016		DAVID
+ <input type="checkbox"/>	Approved	SICK	08/10/2015	08/10/2015	1		Sick	20151008MC	E006	01/12/2016	S001	01/12/2016		DAVID
+ <input type="checkbox"/>	Approved	ANNU	25/09/2015	25/09/2015	1				E006	29/11/2016	S001	29/11/2016		DAVID
+ <input type="checkbox"/>	Approved	ANNU	14/08/2015	14/08/2015	0.5	PM			E006	29/11/2016	S001	29/11/2016		DAVID
+ <input type="checkbox"/>	Approved	SICK	20/07/2015	20/07/2015	1		Sick	20150720MC	E006	01/12/2016	S001	01/12/2016		DAVID
+ <input type="checkbox"/>	Approved	ANNU	13/07/2015	13/07/2015	0.5	PM			E006	29/11/2016	S001	29/11/2016		DAVID
+ <input type="checkbox"/>	Cancelled	ECHILD	01/07/2015	02/07/2015	2		Change of plans		E006	29/11/2016	S001	29/11/2016		DAVID

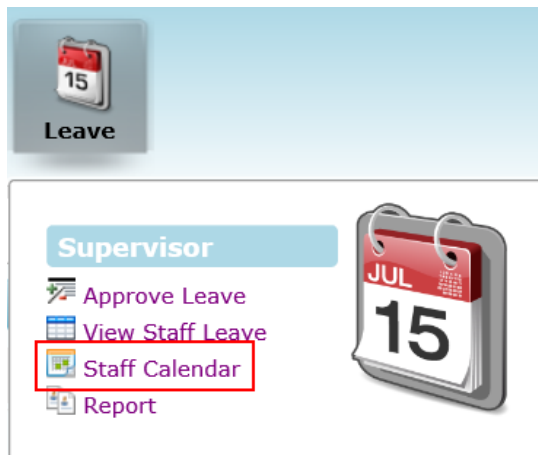
Show Page 1 of 1 Pages First Prev Next Last Display 100 Records Per Page

Choose criteria such as “Employee” and “Status” to filter the list of leave applications.

If you had selected multiple entries you can click on the button to view your selections.

Chapter 4. Staff Calendar

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



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

Leave > Supervisor > Staff Calendar

Filters

Department: - ALL -

Period: 02 2015

Leave:

Status: - ALL -

Leave Pending Today

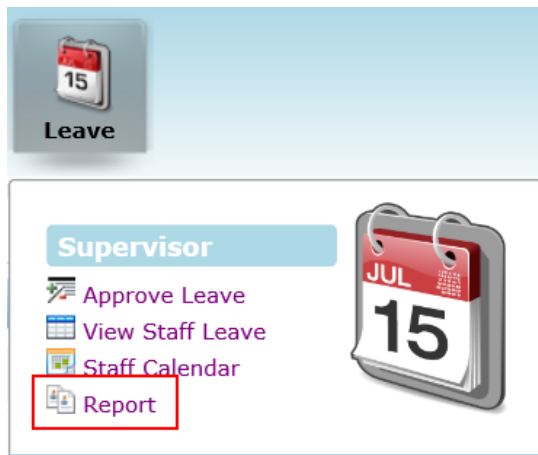
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01 0/14	02 Chris - 1 SICK Hitchcock - 1 SICK 2/14	03 0/14	04 0/14	05 0/14	06 0/14	07 0/14
08 0/14	09 Chris - 1 SICK 1/14	10 Chris - 1 SICK 1/14	11 Sally - 1 ANNU 1/14	12 0/14	13 0/14	14 0/14
15 0/14	16 0/14	17 0/14	18 0/14	19 Chinese New Year 0/14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

Choose filters such as "Period".

Hyperlink in the calendar (example 2/14) 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 Supervisor menu to access the Report web page.

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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