TIMES Leave

Quick Start Guide for Supervisor

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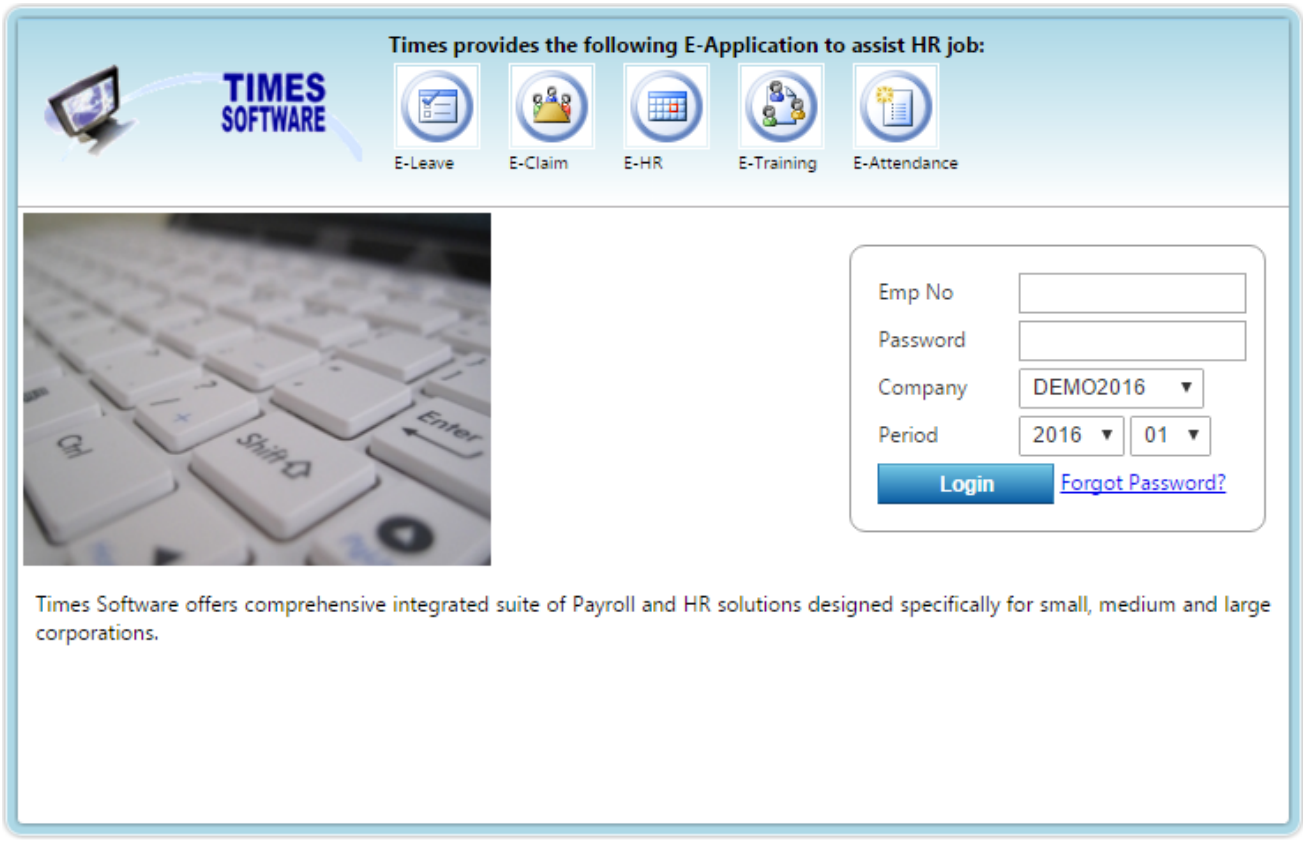
Chapter 1. Logging into the TIMES Leave System

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.



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.

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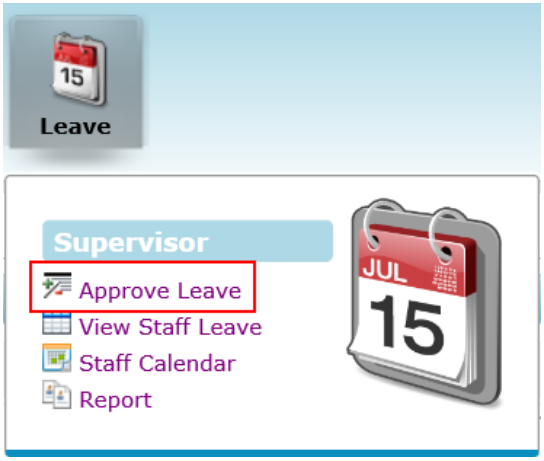
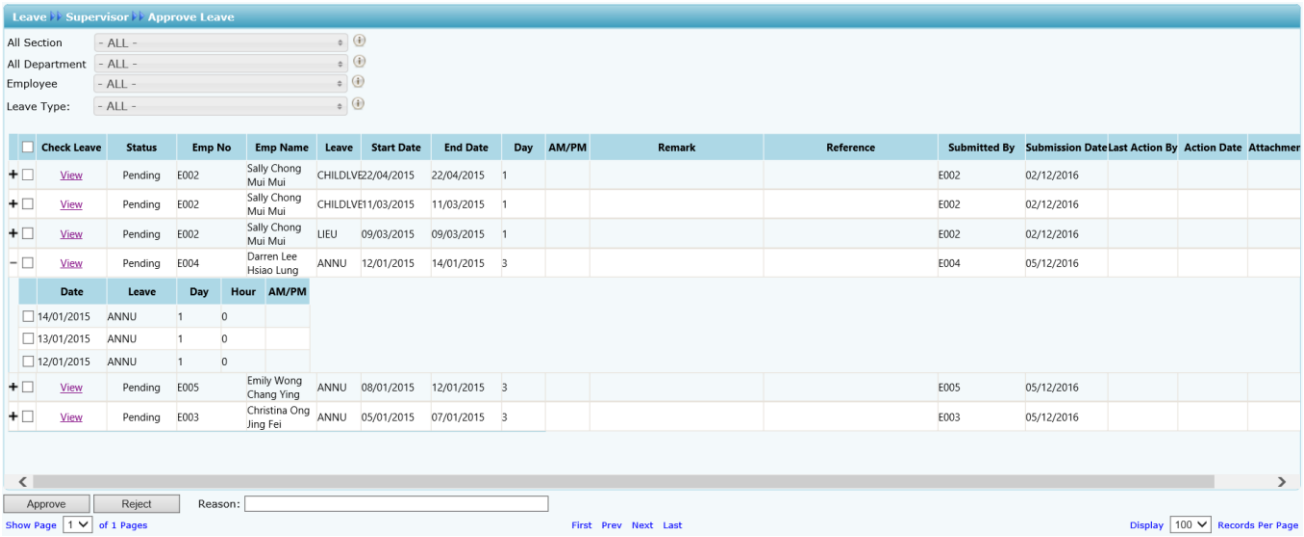
Chapter 2. Approve or Reject Leave

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.



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.

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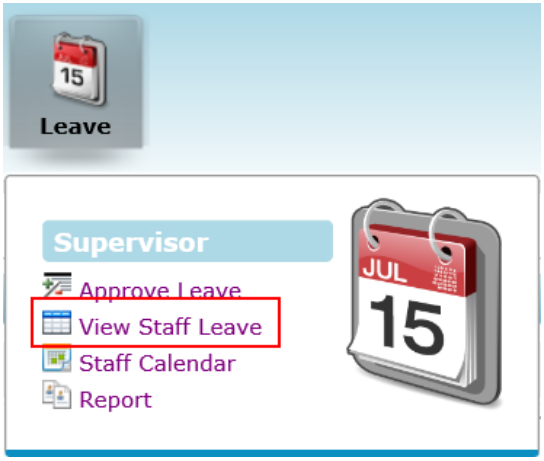
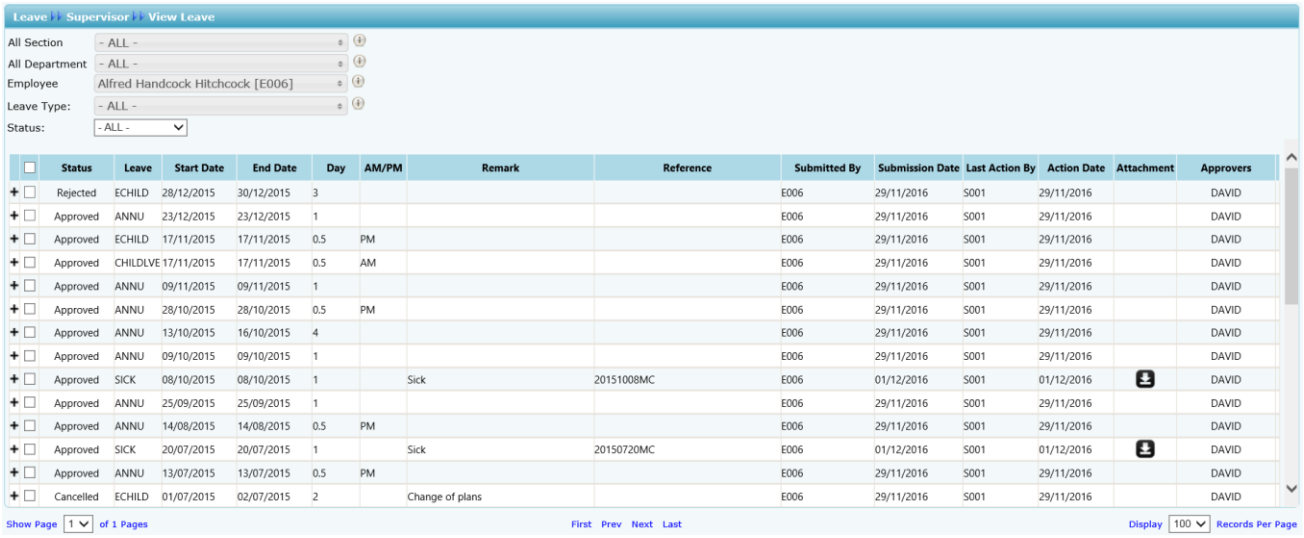
Chapter 3. View Staff Leave

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.



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.

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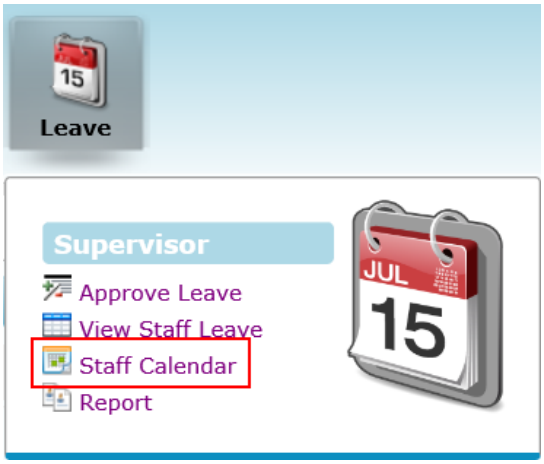
Chapter 4. Staff Calendar

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.

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.

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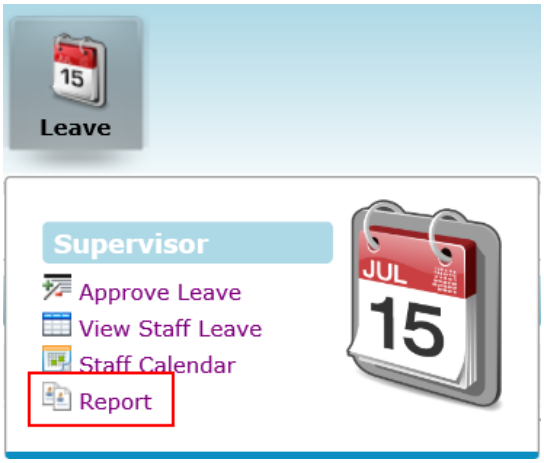
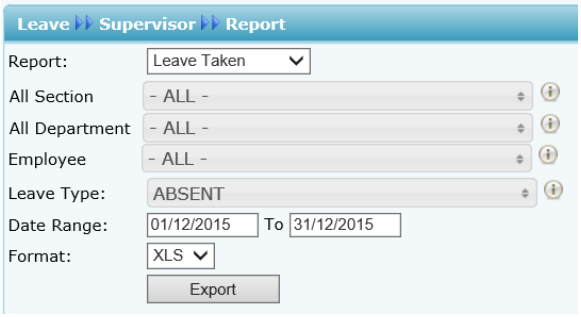
Chapter 5. Report

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 Export button to generate the report.

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That's it!

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