



TIMES Leave

Standard Setup and Maintenance
User Guide for Administrators

(Advantage Version)

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Chapter 1. Introduction

TIMES Leave system is an application which provides web-based paperless leave application for employees. With the system, employees are kept up-to-date with their leave information without the need to inquire from HR and their supervisors. It assists HR professionals to streamline tedious leave management and monthly leaves reports generation for each departmental head. The system manages the leave flow and employees could plan up their leave applications which are linked to TIMES Payroll. HR Administrator can easily assess employees' current leaves status, details and retrieve the leave data required for internal leave costing. All departmental heads could easily monitor their reporting employees' leaves and view all leaves in calendar presentation and leave reports.

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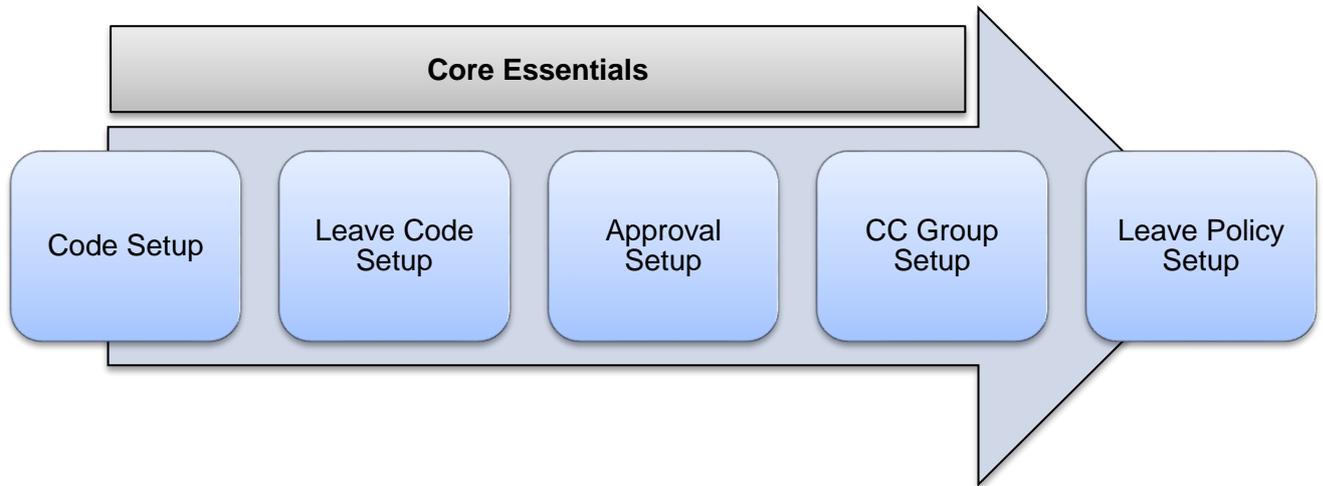
Alternatively, you can send us an email to the following email addresses:

For support and assistance, please email to support@timesoftsg.com.sg.

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

Chapter 2. Standard Setup Workflow

To setup a new TIMES Leave System, the Administrator begins by setting up the **Core Essentials**.



First master codes for drop-down lists (such as list of Leave Schemes) that will be used in the system will be setup in **Code Setup**.

Next, different types of leave are setup in the **Leave Code Setup**.

Following that the approval flow for employees' leave applications submissions are setup in the Approval Setup. The Administrator can create different approval flow for each type of leave.

Carbon copy mailing list can be setup in **CC Group Setup**. When employees' leave applications are submitted or approved, email notifications can be sent out to the recipients in the mailing list. This setup is optional.

The corporate leave policy write-up can be created and published from the **Leave Policy Setup**.

Chapter 3. First time 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”.

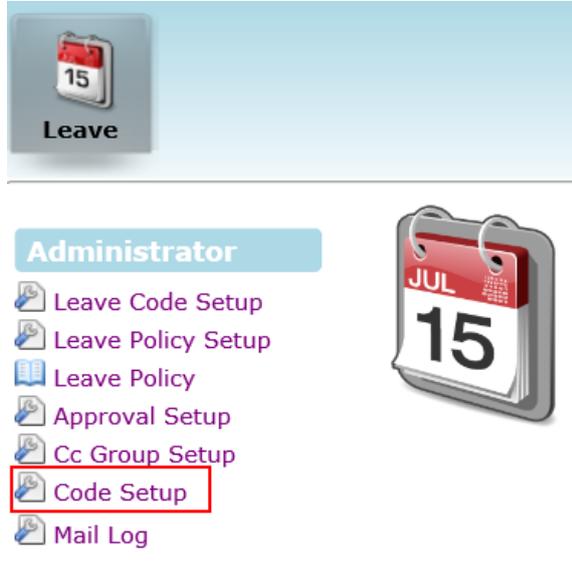
Click the  button to login into the system.



To effectively use this guide, ensure that you are given the role of Administrator for the company that you are logging into. If the role is not setup yet, use login id *Admin* at “Emp No” to login as the Administrator.

Chapter 4. Code Setup

You can create and manage master codes in **Code Setup**. Codes defined here are used to populate drop-down lists in the TIMES Leave system.



Click on the **Code Setup** option in the Administrator menu to access the Code Setup web page.

Leave >> Administrator >> Code Setup					
Category: <input type="text" value="Leave Scheme"/>					
Add		Code	Description	Link	Gender
		LV_SCHE1	LEAVE SCHEME 1		
		LV_SCHE2	LEAVE SCHEME 2		
		NONE	NONE SCHEME		

Choose a "Category".

To add a new code, click on the Add hyperlink. Enter in the details for the new code and click button to save the code or button to cancel.

To edit an existing code, click on button, enter the new details and click button to save the code or button to cancel.

To delete a code, click on button. Codes deleted are unrecoverable.

Chapter 5. Leave Code Setup

In the **Leave Code Setup** you can setup a master catalogue of leave types that can be applied by your organisation’s employees in the system. You can setup different catalogue of leave types for each Leave Scheme.



Administrator

-  Leave Code Setup
-  Leave Policy Setup
-  Leave Policy
-  Approval Setup



Click on the **Leave Code Setup** option in the Administrator menu to access the Leave Code Setup web page.

Leave >> Administrator >> Leave Code Setup

Leave Scheme:

Leave Code / Description: /

Category:

	Leave Code	Leave Description	Applicable	Reference Required	Reason Required	Attachment Required	Message Prompt	Upon Confirmed	Min Service Days	Min Service Month	Gender	Mari
<input type="checkbox"/>	ABSENT	ABSENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	0	Both	<input type="text"/>
<input type="checkbox"/>	ACHILD	ADOPTION LEAVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	3	Female	<input type="text"/>
<input type="checkbox"/>	ANNU	ANNUAL LEAVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	0	1	Both	<input type="text"/>
<input type="checkbox"/>	CHILDLVE	CHILD CARE LEAVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	0	Both	<input type="text"/>
<input type="checkbox"/>	COMP	COMPASSIONATE LEAVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	0	Both	<input type="text"/>
<input type="checkbox"/>	EMATE	EXTENDED MATERNITY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	90	0	Female	<input type="text"/>
<input type="checkbox"/>	HOSP	HOSPITALISATION	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	0	Both	<input type="text"/>
<input type="checkbox"/>	INFANT	INFANT CARE LEAVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	3	Both	<input type="text"/>
<input type="checkbox"/>	LIEU	OFF IN LIEU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	0	Both	<input type="text"/>
<input type="checkbox"/>	LVLHOUR	LEAVE BY HOUR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	0	Both	<input type="text"/>

Choose a Leave Scheme at “Leave Scheme” in order to view and setup the list of leave codes for it. The leave codes setup for “Leave Scheme” – *Default* – applies globally. However, leave codes setup for specific leave scheme will supersede the default leave scheme.

To create a new type of leave, enter the leave’s “Leave Code” and “Description”. Then click the button to add the new leave into the leave scheme’s leave catalogue.

Make the necessary changes if required to the leave code settings (such as “Applicable”, “Ref# required”, etc.) and click button to save your changes.

To delete a leave, click button.  Deleted leave is unrecoverable.

5.1 Copying a created leave to other leave schemes

The screenshot shows the 'Leave Code Setup' page. At the top, there are fields for 'Leave Scheme' (set to '- DEFAULT -'), 'Leave Code / Description', and 'Category' (set to '- ALL -'). There are 'Add' and 'Save' buttons. To the right, there is a 'Copy' button and a dropdown menu labeled 'Copy ticked leave code to leave scheme' with options: 'LEAVE SCHEME 1', 'LEAVE SCHEME 2', and 'NONE SCHEME'. Below this is a table with columns: Leave Code, Leave Description, Applicable, Reference Required, Reason Required, Attachment Required, Message Prompt, and Upon Conf.

	Leave Code	Leave Description	Applicable	Reference Required	Reason Required	Attachment Required	Message Prompt	Upon Conf
<input checked="" type="checkbox"/>	ABSENT	ABSENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>	ACHILD	ADOPTION LEAVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

If you have created a type of leave for a particular leave scheme you can duplicate that leave over to another leave scheme.

First click on the checkbox to choose the leave that you want to copy over. Next choose a leave scheme from the drop-down list under the heading “Copy ticked leave code to leave scheme”.

Then click on button.

5.2 Show Leave Code Setup settings by a specific purpose

The Leave Code Setup’s numerous settings can be filtered by a specific purpose or common theme to help you setup the leave types easily.

To do this click on the “Category” drop-down list at the Leave Code Setup web page and choose a category.

Here is an example of choosing the *Child* “Category” to view all settings related to creating child care or infant leaves.

The screenshot shows the 'Leave Code Setup' page with the 'Category' dropdown set to 'Child'. The table below shows various leave codes with columns for 'Select Child', 'Max Child's Age', 'Max Day Per Child', 'Child's Nationality', and 'Child Age Method'.

	Leave Code	Leave Description	Applicable	Select Child	Max Child's Age	Max Day Per Child	Child's Nationality	Child Age Method
<input type="checkbox"/>	ABSENT	ABSENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	ACHILD	ADOPTION LEAVE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		SING	
<input type="checkbox"/>	ANNU	ANNUAL LEAVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	CHILDLVE	CHILD CARE LEAVE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12			
<input type="checkbox"/>	COMP	COMPASSIONATE LEAVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	ECHILD	ENHANCED CHILD CARE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12		SING	
<input type="checkbox"/>	EMATE	EXTENDED MATERNITY	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	HOSP	HOSPITALISATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	INFANT	INFANT CARE LEAVE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2			
<input type="checkbox"/>	LIEU	OFF IN LIEU	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

Chapter 6. Understanding the Leave Code Setup columns

This chapter explains the functions and purpose for each of the **Leave Code Setup**'s standard columns.

Leave Code

The code for the leave type.

Leave Description

The leave type's name.

Applicable

Tick the checkbox to enable the leave type to be used for the leave application.

Reference required

If the checkbox is ticked, "Reference No." will be a compulsory field to fill in when applying for a leave.

Reason required

If the checkbox is ticked, "Reason" will be a compulsory field to fill in when applying for a leave.

Attachment Required

Fill in the value to enable the attachment function.

Value	Purpose
[blank]	Disable the attachment function.
999	Attachment is optional.
0 or [positive value]	Attachment is compulsory when the total day/hour is greater than or equal to specified value.

Message Prompt

The administrator can setup a message which will be shown to the user in the leave application depending on specific condition and the condition is determined by a symbol placed before the message.

Value	Example Setup	Purpose
&<Message>	& This is a sample message	If you place & symbol before the message, only when the user submits the leave application successfully will this message will be shown to the user.
%<Message>	% This is a sample message	If you place % symbol before the message, when the user chooses this leave type in the leave application this message will be shown to the user.
<Message>	This is a sample message	If you do not place any symbol before the message this message will be shown to the user after the user clicks on the  button in the leave application regardless of whether the leave application was submitted successfully.

Upon Confirmed

System will control the leave type based on employee's confirmation date. If the checkbox is ticked, only confirmed employees can proceed with their leave applications.

Min Service Days

System will control the leave type based on employee's service days.

Leave Application is not allowed for those employees who worked less than the defined number of service days.

Min Service Month

System will control the leave type based on employee's service month.

Leave Application is not allowed for those employees who worked less than the defined number of service months.

Gender

Value	Purpose
Male	Applicable to male employees.
Female	Applicable to female employees.
Both	Applicable to all employees.

Marital Status

Value	Purpose
S	Single employee only can apply for the leave.
M	Married employee only can apply for the leave.
W	Widowed employee only can apply for the leave.
P	Separated employee only can apply for the leave.
D	Divorced employee only can apply for the leave.

Nationality

Only applicants belonging to this nationality can apply for this leave.

Category Code

Only applicants belonging to this category can apply for this leave.

Calendar/Work Day

Value	Purpose
Calendar Days	Calculate the leave period based on calendar days.
Working Days	Calculate the leave period based on working days.
Working Hours	Calculate the leave period based on working hours.

Max. Back Day

Allows the employee to apply back-dated leave; Value should be set as positive. Whether its days or hours is based on the Leave Code Setup's "Calendar/Work Day" setting.

Example: *Max Back Date Day = 7 and Calendar/Work Day = Working Days* means the system will allow the employee to apply back-dated leave up to 7 working days, whereas setting it to 0 or blank will disable the function.

Max Adv Day

Limit the period that the user can apply for future-dated (advance) leave. Set the value as number of days which will be calculated from the current date.

Leaving this blank will disable this feature.

Example: *Assuming today's date is 1st October, 2016. If the administrator sets the Max Adv Day as 30 for this leave users can apply for this leave from 1st October, 2016 to 30th October, 2016. They cannot apply this leave from 31st October, 2016 onwards as this period has exceeded the advance leave limit.*

Max Day per App

Set the maximum days allowed to be applied per application. Setting it to [blank] will disable the function.

Max Day Previous Year

Allows the administrator to set the maximum number of calendar days employees' leave can be back-dated before the end of the previous year. Value should be set as positive, whereas setting it to 0 or blank will disable the function.

Example: *For Annual Leave, assuming the current year is 2016, if the administrator sets the Max Day Previous Year as 31 employees can apply for leave from December 1, 2015 onwards (31 days before the year-end). System will not allow any employees to apply leave earlier than December 1, 2015.*

Max Day Next Year

Allows the administrator to set the maximum number of calendar days that employees can apply for leave calculated from beginning of next year. Value should be set as positive, whereas setting it to 0 or blank will disables the function.

Example: *For Annual Leave, assuming the current year is 2016, if the administrator sets the Max Day Next Year as 31 employees can apply for leave from January 1, 2017 to January 31, 2017 (31 days calculated from beginning of next year). System will not allow any employees to apply leave later than January 31, 2017.*

No Half Day

If the checkbox is ticked, employees cannot apply for half day leave for this leave type.

Sat as Full Day

Set Saturday as full or half working day.

PH as Full Day

Set PH as full day when employee apply the leave.

Continuous Day

Applicable for leave that needs to apply in block or continuous days.

Value	Purpose
[blank]	Disable this function.
[positive number of calendar days]	When employees apply for leave system automatically assigns the number of calendar days for the leave period (as a block leave). However they can still change the end date for the leave.
[negative number of calendar days]	When employees apply for leave system automatically assigns the mandatory number of calendar days for the leave duration (as a block leave). Employees cannot change the leave period.

Denied Date

Specify the period where employees cannot apply for this leave.

Set as **dd/mm/yyyy** or block dates **dd/mm/yyyy-dd/mm/yyyy** (no space).

Use comma (,) to denote multiple selections. No need to be in ascending or descending order.

Urgent Leave

Specify the number of calendar days calculated from the current date. Leave applied within this period is considered as urgent leave.

Setting **0** to “Urgent Leave” means leave applied exactly on the current date is considered as urgent leave.

Setting it to [blank] will disable the function.

Select Child

User can select child from the drop-down list in leave application base on the child’s information keyed in TIMES HR [Family Details].

Max Child’s Age

User would be able to cap the maximum child’s age eligible for the child care leave application.

Max Day per Child

Limit the leave entitlement in a year. Must tick 'Is Child Leave' in order for this function to work.

Example: *If the Child Care Leave's Max No. of Day per Child is set as 3, an employee can only consume a maximum of 3 days of his/her child care leave entitlement in a year regardless of the number of children that he/she has.*

Child's Nationality

The leave can only be applied if the employee's child is of a specific nationality.

Example: *If Enhanced Childcare Leave 'Child's Nationality' is set to SING (as in Singapore) only employees with Singaporean child are eligible to apply for Enhanced Childcare Leave.*

Child Age Method

Calculation Method for Child Care Leave can be set as *Calendar, Anniversary* or *Exact Anniversary*.

Method	Purpose
Calendar	<p>Leave calculation is based on calendar year which is from January to December. Although the child has reached 7 years old before year end the leave application is still allowed to be submitted until December.</p> <p>System will determine the youngest child based on the current date.</p> <p>Example: <i>Assuming the child has turned 7 years old on September 12, 2016 the child's father/mother is still allowed to apply for childcare leave until 31st December 2016.</i></p>
Anniversary	<p>Same as the Calendar method but system will determine the youngest child based on leave application's 'Start Date'.</p>
Exact Anniversary	<p>Leave calculation is based on child's date of birth. Once the child reached 7 years old the leave application will not be allowed to be submitted.</p> <p>Example: <i>Assuming the child turned 7 years old on September 12, 2016 the child's father/mother is not allowed to apply for childcare leave after September 12, 2016.</i></p>

Auto Approved

If the checkbox is ticked, it will enable the leave application for this leave type to be automatically approved upon submission.

Last Approver

Leave code to be approved by Last Approver (predefined employee code), the application will first go through the approver(s)' approval(s) and then it can only be final approved by this **Last Approver**.

CC Required

Value	Purpose
[Blank]	Disable the CC function.
Auto	System will automatically send cc emails to the list of employees defined in CC Group Setup .
Optional	Employee can decide whether to send cc email to the person that was setup in CC Group Setup .
Self Input	Employee self define the person to include into the cc email list.

No Alert

If the checkbox is ticked, no email notification will be sent to the approvers when an employee applies for this leave.

Cc Upon Approved

Allows the administrator to assign the person to receive a CC email upon the approval of employee's leave. Key in the Employee No. and use comma (,) as a separator for multiple employees.

Cc Previous Approver

If the checkbox is ticked, previous approver will receive an email notification upon the approval of employee's leave application.

YTD Entitlement

Value	Purpose
[Blank]	Employee can consume the leave base on the login period entitlement.
By Start Date	Employee can consume the leave base on leave start date's entitlement.
By Last Period	Employee can consume the leave up to December's leave balance.

Consume Entitlement

Allows the administrator to define which leave code must consume first before allowing the employee to apply for another leave.

Example: If *EMATE Consume Entitlement Field* is set as **MATE** employees must consume the *Maternity Leave (MATE)* first before they can apply for *Extended Maternity Leave (EMATE)*.

Advance Leave

Specify the number of days (as a positive value) that employees can apply for leave exceeding their earned leave days up to a maximum of their total year end leave entitlement balance.

Setting it to 0 or blank will disable the function.

Examples:

If Advance Leave is set as 3, an employee having 2 earned leave days balance and 6 total leave entitlement days balance at year end can apply for 5 days of leave (2 earned leave days + 3 advance leave days).

If Advance Leave is set as 3, an employee having 2 earned leave days balance and 4 total leave entitlement days balance at year end can apply for 4 days of leave (2 earned leave days + 2 advance leave days capped by entitlement days balance at year end).

Leave Type

Choose the applicable special leave type (that has special conditions and calculations), otherwise leave it blank.

Value	Purpose
Adoption Leave	Enable leave eligibility checking based on Singapore government-funded Adoption Leave requirements.
Compassionate Leave	Indicates that the leave is a Compassionate Leave and the applicable number of leave days are based on the leave applicant's relationship with the deceased.
Government Paid Pate	Enable leave eligibility checking based on Singapore government-funded Paternity Leave requirements.
Hosp Leave	Indicates that the leave is a Hospitalization Leave which shares the leave entitlement with Sick Leave.
OIL Leave	Indicates that the leave is an Off in Lieu Leave in which the leave's entitlement is granted manually to the employee by the management on a case by case basis and can expire.
RO Leave	Indicates that the leave is an Off in Lieu Leave adjustment which allows the user to request for Off in Lieu Leave entitlement.
Shared Parental Leave	Enable Shared Parental Leave entitlement based on Singapore government-funded Maternity Leave requirements.
Sick Leave	Indicates that the leave is a Sick Leave which shares the leave entitlement with Hospitalization Leave.

Condition

Specifies additional conditions for the leave and is typically used for custom software. This setup is strictly managed by TIMES SOFTWARE's authorized personnel.

Leave Group

The Administrator can assign one or more leave types to a main leave to share their leave entitlements.

Example: If we assign Family Day Leave (which has 2 entitlement days) and Study Leave (which has 3 entitlement days) to Annual Leave (which has 10 entitlement days), when the employee applies for 2 days of Family Day Leave and 3 days of Study Leave the total 5 days applied will be deducted from the 10 days of Annual Leave. The employee will then have a balance of 5 days of Annual Leave.

EntDays

Fixed the number of entitlement days for the leave.



Don't define it for Annual and Sick Leave.

B/F Method

Method	Purpose
Ordinary	Balance leave can be brought forward to next year based on the defined Carry Forward Leave Method .
Perpetual	Balance leave will be brought forward to next year as the next year's opening leave entitlement as long as the employee is still employed.
None	Balance leave will not be brought forward to next year.

Max BF

Maximum number of leave balance that can be brought forward to the next year.

Calculation Method

Choose the calculation method from the drop-down list. If left blank it will be defaulted to *Use Ent Days*.

Method	Purpose
Leave Prorate Detail	The leave will prorate the entitlement days based on the prorate table setup in the Prorate Details .
Use Ent Days	The entitlement of the leave is based on the fixed entitlement days setup in Leave Code Setup's "EntDays".
No Entitlement	The leave will not have any entitlement.

Link

Key in the url address for the leave which is accessible via a hyperlink in the Apply Leave web page.

Chapter 7. Approval Setup

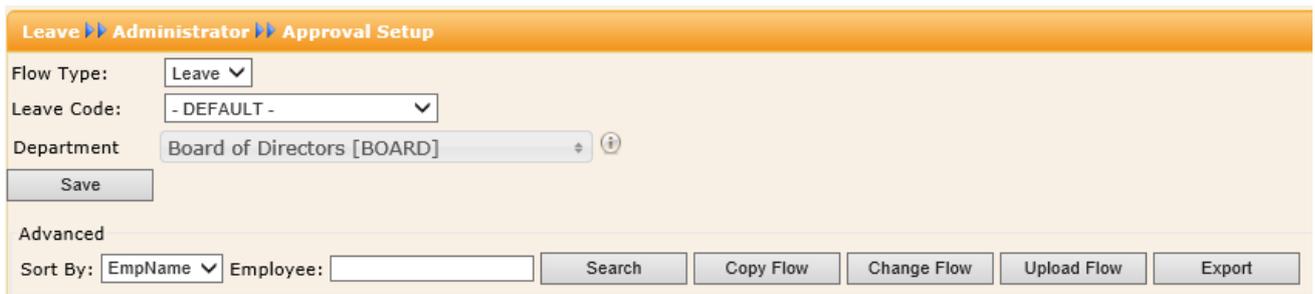
The **Approval Setup** function allows you as the Administrator to setup the approval flow for each employee by indicating each employee’s reporting supervisors as the employee’s TIMES Leave approvers.

These approvers will be responsible in reviewing, approving and rejecting their reporting employees’ leave applications.

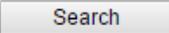
Additionally, you can designate the roles of HR, Administrator and Entry Officer to specific employees in this function.



1. Click on the **Approval Setup** option in the Administrator menu to access the Approval Setup web page.



2. At the Approval Setup web page, ensure the “Flow Type” is *Leave*.
3. Choose either – *Default* – or a specific leave code from “Leave Code”. Approval flow for – *Default* – “Leave Code” applies to all leave codes that do not have any approval flow defined specifically for them.
4. Choose “Department” and a list of employees who are assigned to the selected department(s) will be shown on the web page. If you had made multiple selections, you can click  button to see your selections.

- Alternatively you can use the “Advanced Employee” search to retrieve a list of employees based on the text that you enter in it. This search will find the nearest matching employee number or name. After you had entered the text in it, click  to see the results.

7.1 Navigating the Approval Setup

If your organization has a large number of employees, you will most likely have a large list of employees. To help you sort out and see the different web pages of records, you can use the following functions (they are located at the bottom of the web page):



Click on the “Display Records Per Page” dropdown list to choose the number of records that can be shown on the web page.

A maximum of 500 records can be shown on a single web page.



Click on the “Show Page” dropdown list to choose a specific web page of records.



Click on the “First”, “Prev”, “Next” or “Last” hyperlinks to navigate to each of the web pages if there are more than a single web page.

7.2 Setting up the Leave Approval Flow

To setup the approval flow, you need to key in the approver’s employee number for each employee under the approver columns (they are called “Approver 1”, “Approver 2” and “Approver 3”). You can also designate the stand-in approvers for each of the main approvers (they are called “Standin 1”, “Standin 2” and “Standin 3”).

Emp No	Emp Name	Email	Approver 1	Approver 2	Approver 3	Standin 1	Standin 2	Standin 3	Entry Query
E008	Britney Jennifer Spears	Employee@timesdemo.com	S001 David Gan Dong Hai						
E003	Christina Ong Jing Fei	Employee@timesdemo.com	S001 David Gan Dong Hai						
E001	Christopher Lee Tan Ming	Employee@timesdemo.com	S001 David Gan Dong Hai	S002 Benjamin Wong Sieu Kang	S003 Cindy Lee Lawrence	S004 Lawrence Lee Keng Soon	S005 James Bartholomew Anderson	HR001 Mohinder Suresh Pavithra	OPS
S003	Cindy Lee Lawrence	Approver3@timesdemo.com	HR001 Mohinder Suresh Pavithra						
E004	Darren Lee Hsiao Lung	Employee@timesdemo.com	S001 David Gan Dong Hai						
S001	David Gan Dong Hai	Approver1@timesdemo.com	HR001 Mohinder Suresh Pavithra						EVERYONE

The system provides up to three levels of approval for each employee and these approvers must be entered into the approver columns in a proper sequence. It’s not mandatory to setup all three levels of approval.

For example, if an employee reports to a supervisor and the supervisor reports to the head of department, then the supervisor’s employee number is setup at “Approver 1” and the head of department’s employee number is setup at “Approver 2” for the employee.

Once you have completed the entry, click the button. If you had entered the correct employee’s number for the approvers, their names will appear on the web page. If not, just re-key in the correct employee number under the approver columns and click on the button.

7.3 Assigning the Administrator Role

The role of Administrator grants the employee access to the **Administrator** menu and the Administrator can setup and manage the TIMES Leave system.

Before you can designate an employee as Administrator, you must have a **Query** created from TIMES Payroll application. The Query will determine the list of employees that this Administrator can have access to in order to manage their information.

Emp No	Emp Name	Approver 2	Approver 3	Standin 1	Standin 2	Standin 3	Entry Query	SA/HR Query	Admin Query	Calendar View
S001	David Gan Dong Hai						EVERYONE			All
E005	Emily Wong Chang Ying									Self
C001	Hugo Boss Kaw Kaw						EVERYONE	EVERYONE	EVERYONE	All
S005	James Bartholomew Andersc									Self
E013	James Tan Chen Biao									Self
E011	Jenn Foxy Black Raven									Self

To designate an employee as Administrator, enter the Query Name (case sensitive) at the “Admin Query”. Then click the button to save the entry.

To remove the Administrator role from an employee, simply delete the Query Name at the “Admin Query” and click the button.

7.4 Assigning the HR Role

The role of HR grants the employee access to the **HR** menu and HR can apply on behalf, review, approve and reject employees’ leave applications without restrictions.

Before you can designate an employee as HR, you must have a **Query** created from TIMES Payroll application. The Query will determine the list of employees that this HR can have access to in order to manage their information.

Emp No	Emp Name	Approver 2	Approver 3	Standin 1	Standin 2	Standin 3	Entry Query	SA/HR Query	Admin Query	Calendar View
S001	David Gan Dong Hai						EVERYONE			All
E005	Emily Wong Chang Ying									Self
C001	Hugo Boss Kaw Kaw						EVERYONE	EVERYONE	EVERYONE	All
S005	James Bartholomew Andersc									Self
E013	James Tan Chen Biao									Self
E011	Jenn Foxy Black Raven									Self

To designate an employee as HR, enter the Query Name (case sensitive) at the “SA/HR Query”. Then click the button to save the entry.

To remove the HR role from an employee, simply delete the Query Name at the “SA/HR Query” and click the button.

7.5 Assigning the Entry Officer Role

The role of Entry Officer grants the employee the ability to submit on behalf his or her colleagues' leave applications and will have access to the **Entry Officer** menu.

Before you can designate an employee as an Entry Officer, you must have a **Query** created from TIMES Payroll application. The Query will determine the list of employees that the Entry Officer can have access to in order to manage their duty rosters and time sheets.

Emp No	Emp Name	Approver 2	Approver 3	Standin 1	Standin 2	Standin 3	Entry Query	SA/HR Query	Admin Query	Calendar View
S001	David Gan Dong Hai						EVERYONE			All
E005	Emily Wong Chang Ying									Self
C001	Hugo Boss Kaw Kaw						EVERYONE	EVERYONE	EVERYONE	All
S005	James Bartholomew Andersc									Self
E013	James Tan Chen Biao									Self
E011	Jenn Foxy Black Raven									Self

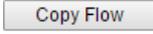
To designate an employee as an Entry Officer, enter the Query Name (case sensitive) at the “Entry Query”. Then click the button to save the entry.

To remove the Entry Officer role from an employee, simply delete the Query Name at the “Entry Query” and click the button.

7.6 Automatic Setup of the Approval Flow

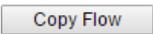


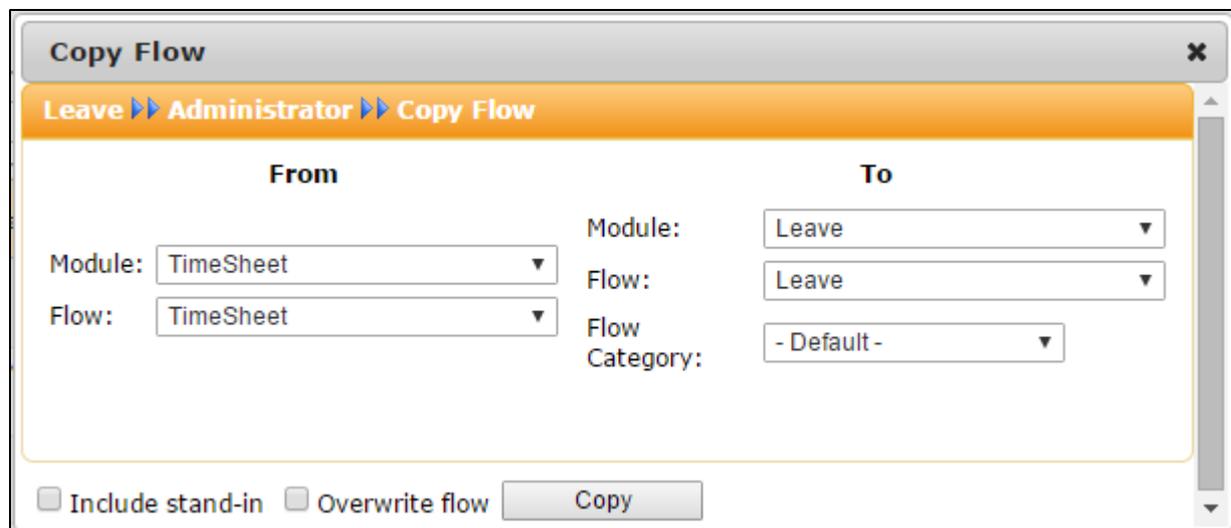
You can use this feature only if you have other TIMES Solution systems (such as TIMES TimeSheet) installed otherwise skip this sub chapter.

You can quickly populate the list of approvers for each employee by using the  button. This function transfers the list of approvers from one source location (such as from another system or module) over to this system.



Advanced
Sort By: Employee:

Click on the  button to access the **Copy Flow** pop-up window.



Copy Flow ✕

Leave >> Administrator >> Copy Flow

From		To	
Module:	<input type="text" value="TimeSheet"/>	Module:	<input type="text" value="Leave"/>
Flow:	<input type="text" value="TimeSheet"/>	Flow:	<input type="text" value="Leave"/>
		Flow Category:	<input type="text" value="- Default -"/>

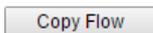
Include stand-in Overwrite flow

Choose the “Module” and “Flow” dropdown lists under the column **From** to indicate the source location where the system will copy the list of approvers from and choose the “Module” and “Flow” dropdown lists under the column **To** to indicate where this list will be copied over to.

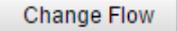
Choose “Flow Category” to copy the approval flow to a specific leave code. Choosing – *Default* – indicates global setting.

If the source has stand-in approvers setup, you can click on the **Include stand-in** checkbox to tick it in order for the system to copy them over.

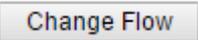
On default the system will transfer the list of approvers for employees who do not have their approval flow setup information at the Approval Setup. If you wish to overwrite the employees’ existing approval flow setup information click on the **Overwrite flow** checkbox to tick it.

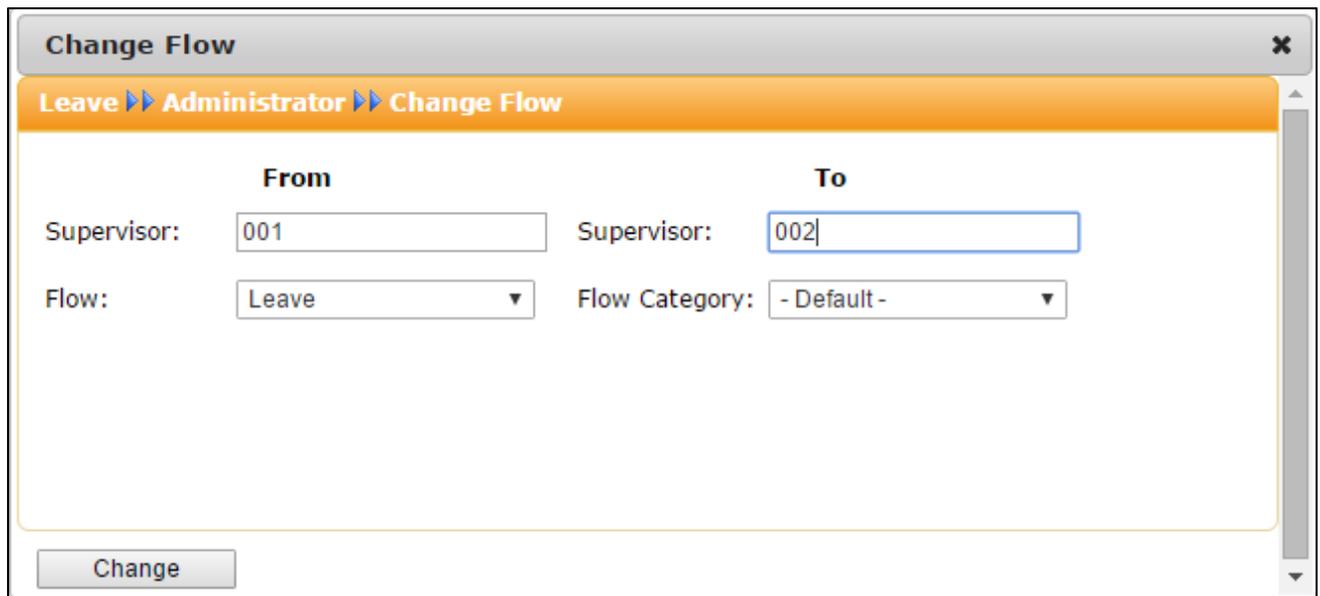
Click  to initiate the process.  You can still manually change the approvers for each employee after  had been executed.

7.7 Easy Change of Approver

In the event you need to change an approver for many employees, you can use the  feature to easily perform that action without the need to manually change the approver for each employee.



Click on the  button to access the **Change Flow** pop-up window.



Enter the employee number of the approver that you want to change at “Supervisor” under the column **From** and the replacement approver at “Supervisor” under the column **To**.

Choose a leave code or leave it as default at “Flow Category” to indicate which approval flow will be updated.

Ensure the “Flow” is *Leave* and click  to proceed with the changes.

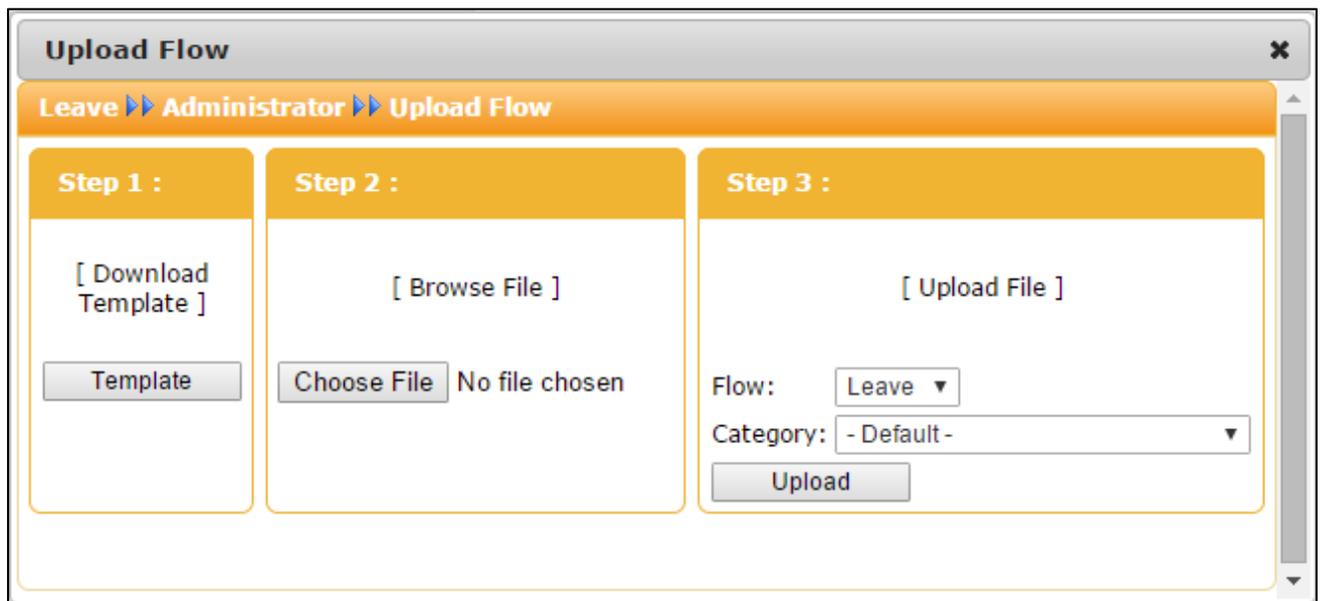
In this example, all employees who have the approver *001* will be replaced with approver *002*.

7.8 Uploading Approval Flow into the system from Excel

If you like to prepare the approval flows in an excel document, you can use the system’s excel template document to enter the approval flow information and upload them into the system by using the **Upload Flow** feature.



Click on the **Upload Flow** button to access the **Upload Flow** pop-up window.



First step is to download the system’s excel template document. Click on the **Template** button at “Download Template” at Step 1 to download the document.

Next, open the excel template document and enter the approval flows into the document. Make sure to save the document.

Once done, proceed to Step 2 and click on **Choose File** to choose the completed excel document.

Finally, at Step 3, ensure the “Flow” is *Leave*, choose a leave code or default at “Category” and click the **Upload** button to upload the approval flow information from the selected excel document into the system.

7.9 Export the system’s Approval Flow into an Excel document

You can export the system’s approval flow into an excel document. To do so, first retrieve the list of approval flows and then click on the **Export** button.



Chapter 8. CC Group Setup

You can setup the carbon copy mailing list here in **CC Group Setup**.



This setup is optional.



Administrator

- Leave Code Setup
- Leave Policy Setup
- Leave Policy
- Approval Setup
- Cc Group Setup**
- Code Setup
- Mail Log



Click on the **CC Group Setup** option in the Administrator menu to access the CC Group Setup web page.

Company	Cc To	Code	Apply	Approve
TSSDEMO	JOHN DOE[E014]	ANNUAL LEAVE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1. Choose "All Section".
2. Choose "All Department".
3. Choose "Employee". You can sort the list of employees in the drop-down list by either employee name or number.
4. Click on the button to add the recipient to receive the CC mail.
5. Select the company.

6. Choose the recipient under the “CC To” column.
7. Choose the leave code that will trigger this CC mail at “Code”
8. In the mailing list for each recipient, tick the checkbox “Apply” if you want the CC mail to be sent out when the employee submits a leave application and/or “Approve” when the employee’s leave application is final approved by the approver.
9. Click button to save the records.

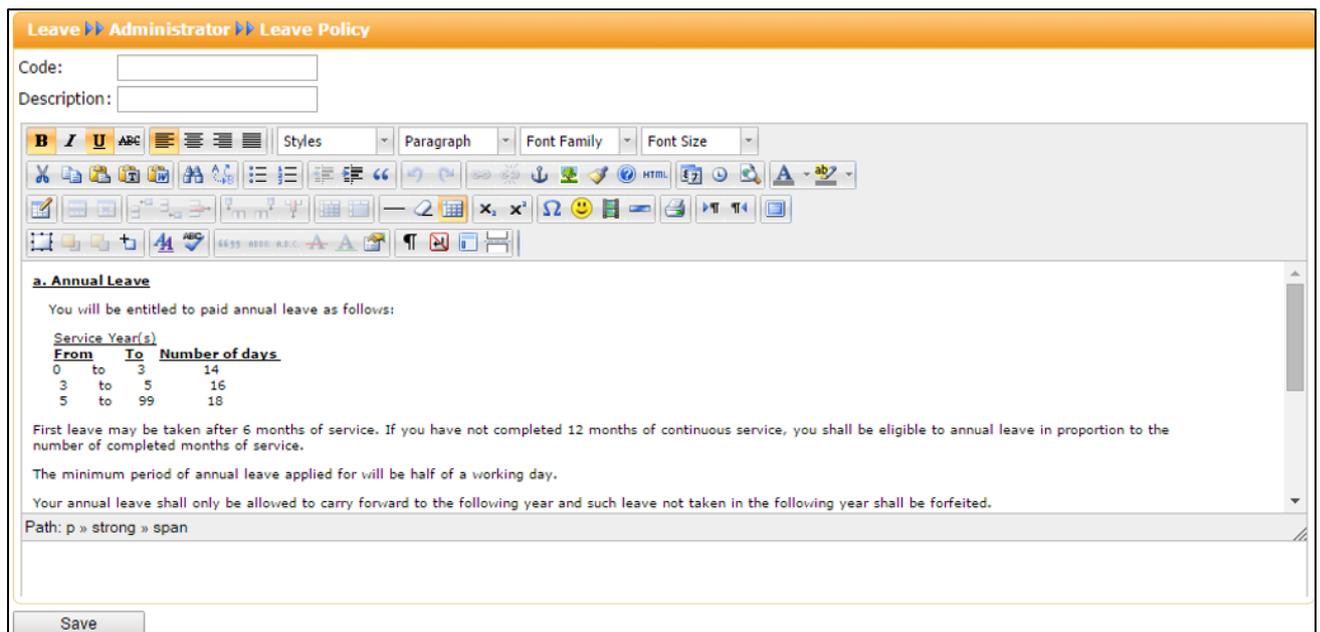
To delete a recipient from the mailing list, click  button.  Deleted record is unrecoverable.

Chapter 9. Leave Policy Setup

You can create and publish your organisation’s leave policy here.



Click on the **Leave Policy Setup** option in the Administrator menu to access the Leave Policy Setup web page.

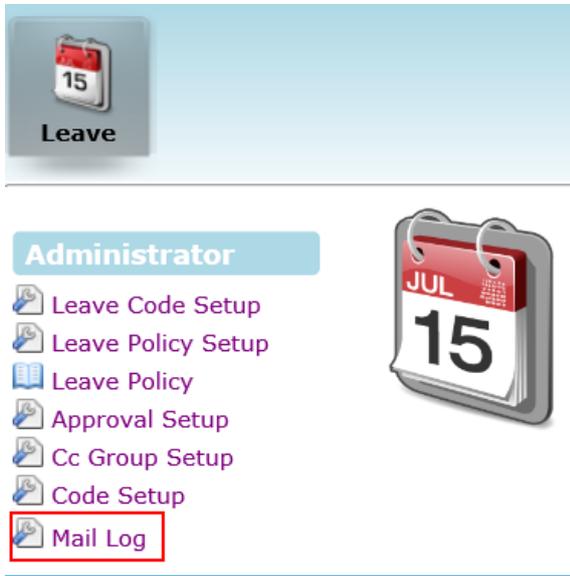


1. Enter “Code”.
2. Enter “Description”.
3. Type in the leave policy into the word processor. There are word processor tools that can help you format the policy.
4. Click  button to save the leave policy.

 You can view the published leave policy at the **Leave Policy** option in the Administrator menu.

Chapter 10. Mail Log

The **Mail Log** tracks all emails sent out by the system.



Click on the **Mail Log** option in the Administrator menu to access the Mail Log web page.

Leave >> Administrator >> Mail Log

Date Range: to Group By Record Id:

Login Id: Login Emp No: Search:

Content	Status	Date	Time	Location	Operation	Login Id	Login Emp No	Key1	Key2	Key3	Sender	Receiver	Subject	Message	Resent	Resent Status	Record Id	Ip
		05/01/2016	15:06:17								Employee@timesdemo.com	Approver@timesdemo.com	Online Leave Application					
		05/01/2016	14:46:36								Employee@timesdemo.com	cc1@timesdemo.com	Leave application has been withdrawal					
		05/01/2016	14:46:35								Employee@timesdemo.com	Approver@timesdemo.com	Leave application has been withdrawal					
		05/01/2016	14:46:13								Employee@timesdemo.com	cc1@timesdemo.com	Online Leave Application					
		05/01/2016	14:46:12								Employee@timesdemo.com	Approver@timesdemo.com	Online Leave Application					

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

Choose the criteria and click button to retrieve the mail log.

Click button to generate the mail log into an excel document.