



# TIMES TimeSheet

## Duty Roster User Guide

## Disclaimer

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## Chapter 1. Introduction

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TIMES TimeSheet system is an application which allows the user to import Electronic Time Clock data into the system for over time calculation and attendance records. The system supports the vast majority of electronic time clocks available in the market. Some of the notable features of the system includes auto importing of time clock data, employee attendance and working time reports, over time calculation, supports multiple working hours and shifts, auto export to TIMES Pay/HR system for wage calculation for Overtime, Shifts & Allowances/Deductions and job cost calculation.

This guide explains the functionalities of the TIMES TimeSheet **Duty Roster** for all users<sup>1</sup>. To use this guide effectively, the following prerequisites must be fulfilled by the Administrator:

- TIMES TimeSheet **Approval Flow** setup completed.
- TIMES TimeSheet **Shift Setup** completed.
- TIMES TimeSheet **Shift Schedule** and/or **Shift Pattern** setup completed.

For more information on setting up the above prerequisites, Administrator can refer to the *TIMES TimeSheet Standard Setup and Maintenance User Guide for Administrators Release 4.0*.

## Product Support and Inquiries

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For technical assistance or inquiry on our products, please contact us via our hotline (65) **6295 1998**.

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

For support and assistance, please email to [support@timesoftsg.com.sg](mailto:support@timesoftsg.com.sg).

For product inquiry, please email to [sales@timesoftsg.com.sg](mailto:sales@timesoftsg.com.sg).

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<sup>1</sup> Depending on your organisational needs not every user role will have access to the Duty Roster functions.

## Chapter 2. Logging into the TIMES TimeSheet 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.

1. Click on the “Company” drop-down list to see a list of available companies and choose the one that you want to access to.
2. Key in your login id at “Emp No”.
3. Key in your password at “Password”.
4. Click the  button to login into the system.

## Chapter 3. Duty Roster

With the **Duty Roster** users can view their work schedules and make changes to them if required. It is important to note that only future dated duty rosters can be changed. Current and back dated duty rosters cannot be changed by any users because the system would have recorded the employees' clock data for those duty rosters in their **Time Sheets**<sup>2</sup>.

**Duty Roster** can be accessed from the following menu(s):

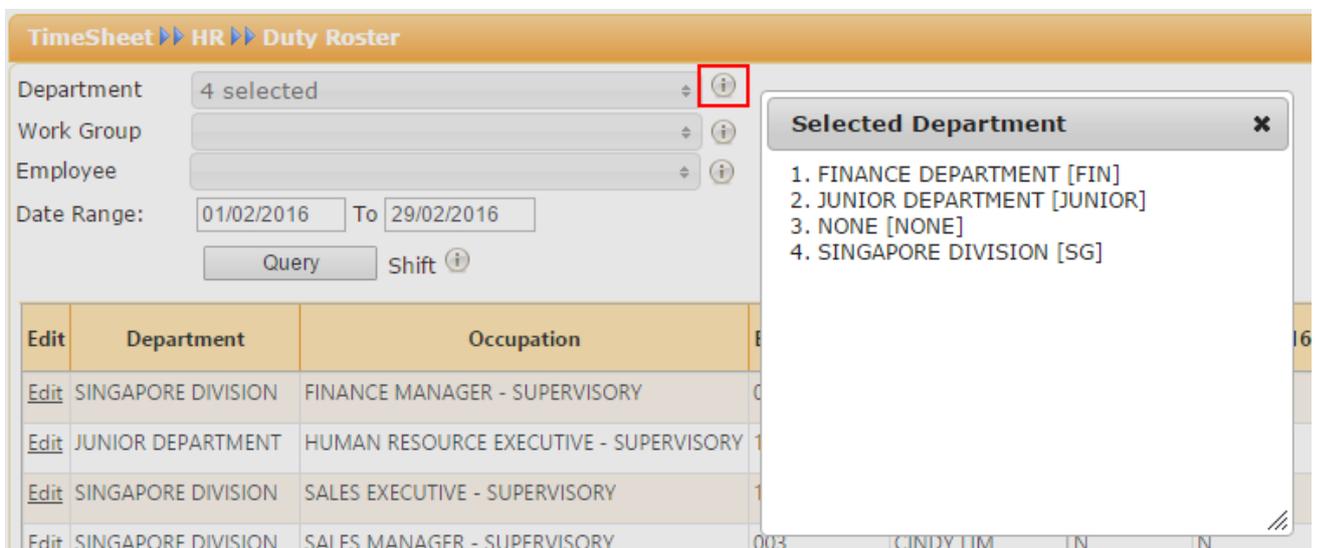
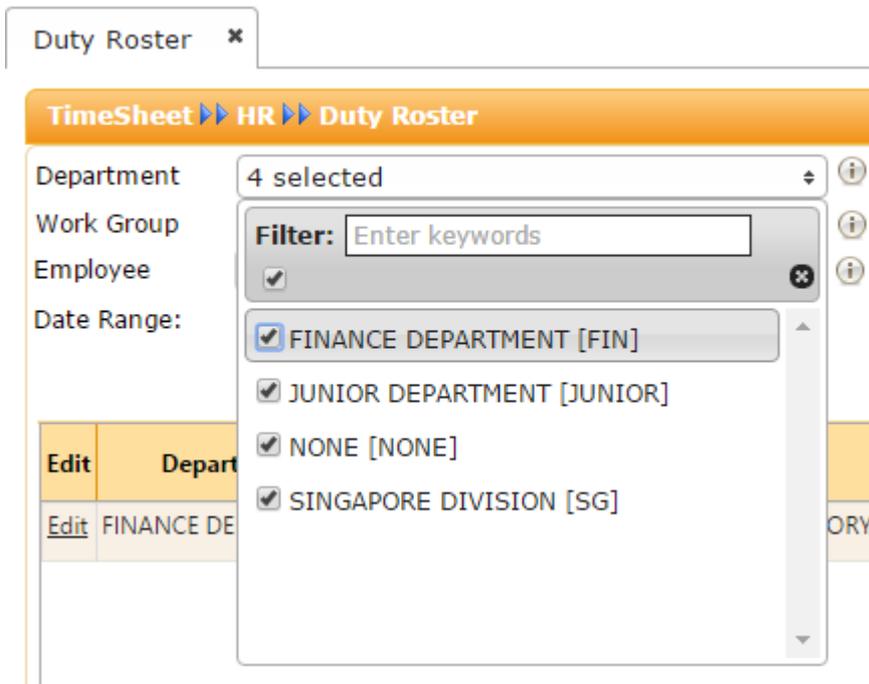


<sup>2</sup> Users can change their shifts in the Time Sheet function if they are authorised to do so.

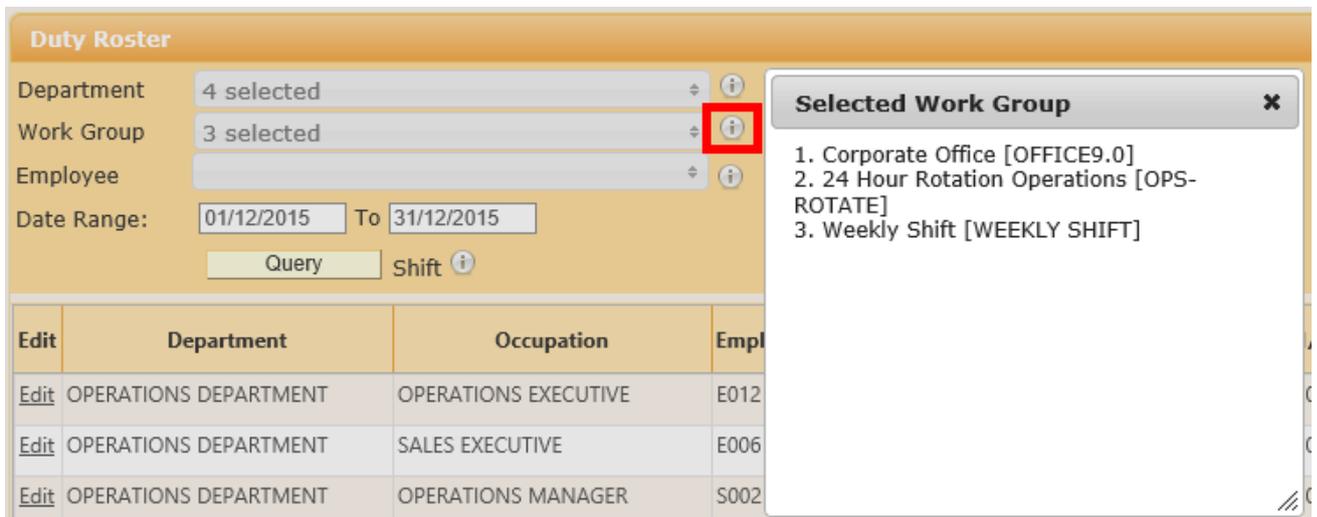
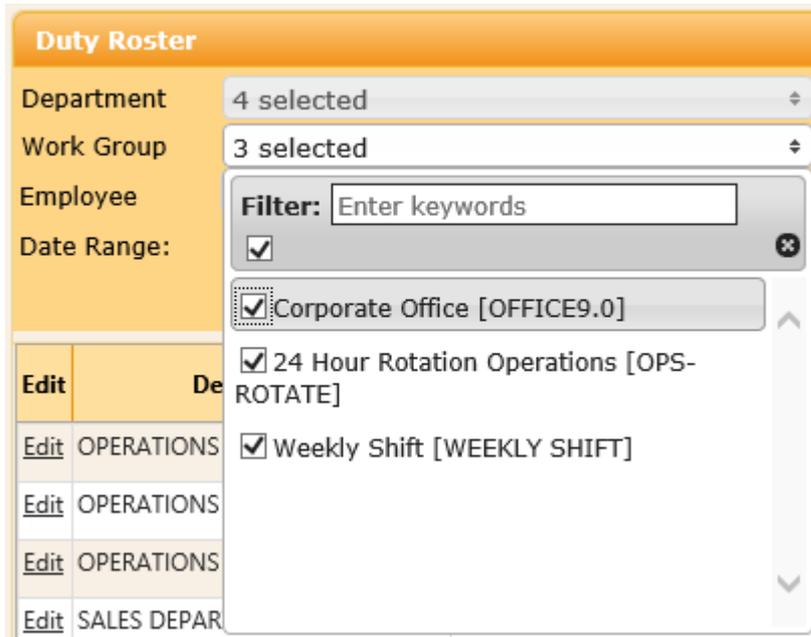
### 3.1 Choosing the Duty Roster criteria

To begin, system will retrieve a list of employees' duty rosters based on the user chosen criteria. The list of criteria differs from each user role.

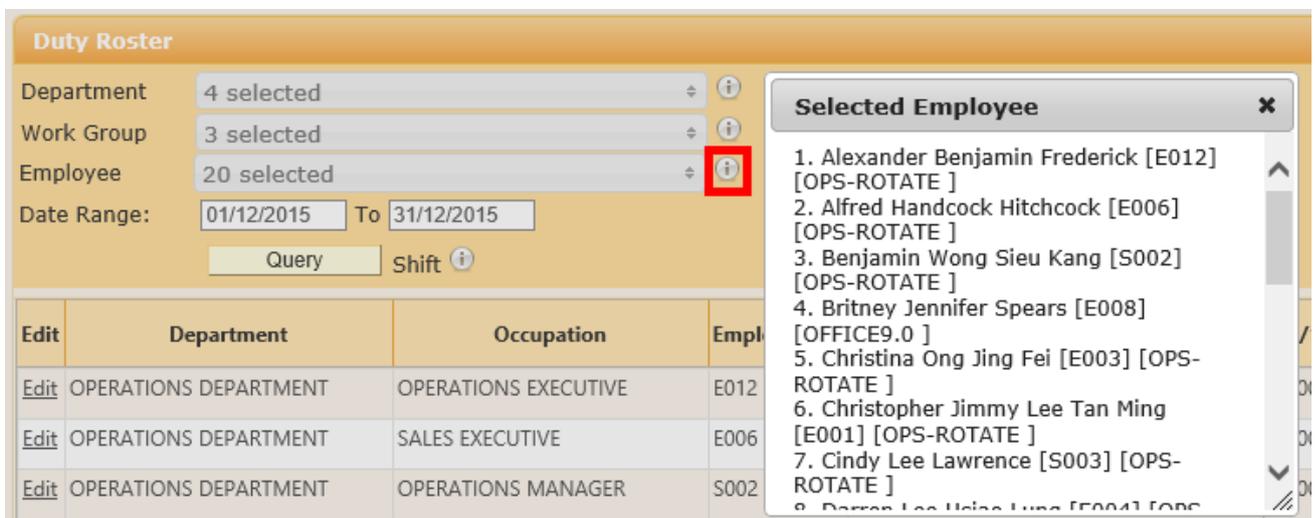
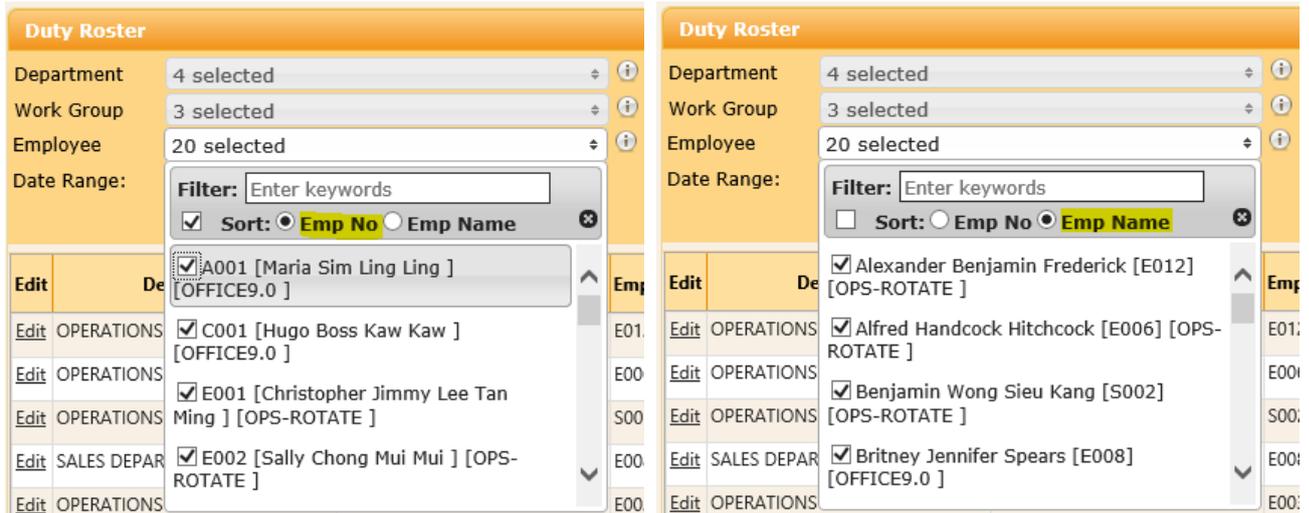
#### 3.1.1 For Administrator



1. Click on the "Department" bar to open the Department Selection Window in order to choose a department or multiple departments. If you had selected multiple departments, you can see the list of your selected department by clicking on the  button.



2. Click on the “Work Group” bar to open the Work Group Selection Window in order to choose a work group or multiple work groups. If you had selected multiple work groups, you can see the list of your selected work groups by clicking on the  button.



- Click on the “Employee” bar to open the Employee Selection Window in order to choose an employee or multiple employees. You can sort the list of employees by employee number or employee name in ascending order. If you had selected multiple employees, you can see the list of your selected employees by clicking on the  button.

The screenshot shows the 'Duty Roster' interface with the following elements:

- Department:** 4 selected
- Work Group:** 3 selected
- Employee:** 20 selected
- Date Range:** 01/12/2015 To 31/12/2015
- Calendar Picker:** A calendar for December 2015 is displayed, with the date 15 highlighted.
- Table:** A table with columns 'Edit' and 'Department' containing the following rows:
 

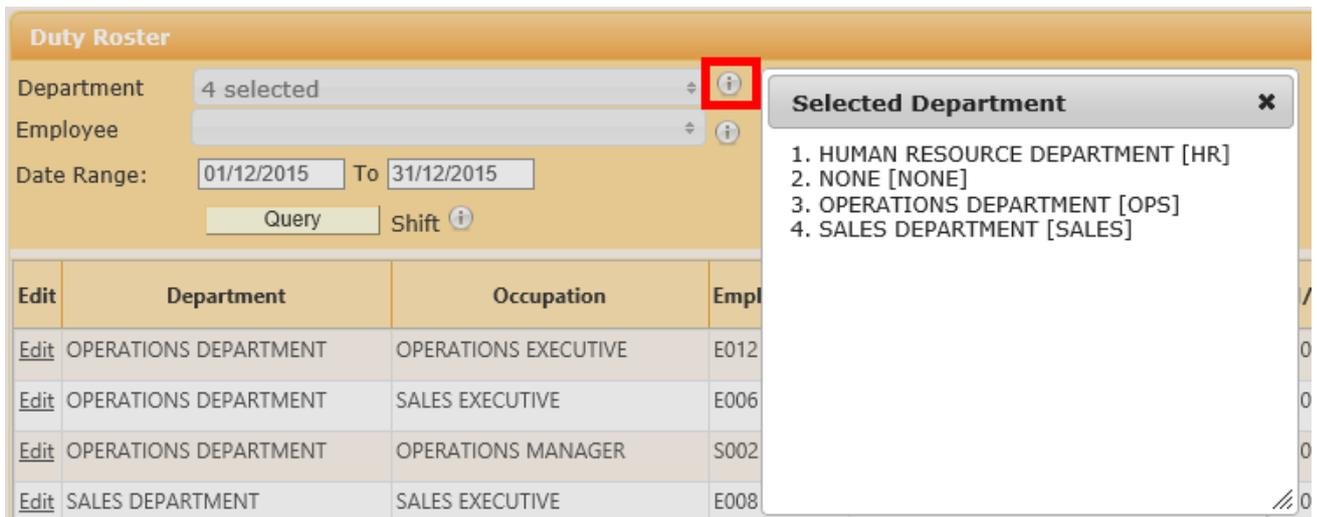
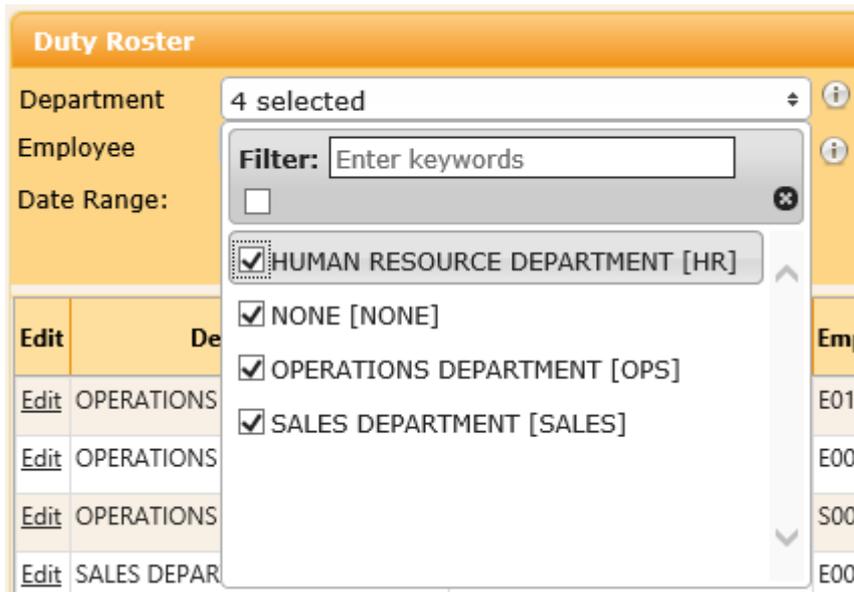
Edit	Department
<a href="#">Edit</a>	OPERATIONS DEPARTMENT
<a href="#">Edit</a>	OPERATIONS DEPARTMENT
<a href="#">Edit</a>	OPERATIONS DEPARTMENT
<a href="#">Edit</a>	SALES DEPARTMENT

- The “Date Range” is defaulted to the start date and end date of the current month. You can choose a different “Date Range” by clicking on the date. This will open the **Calendar Picker** where you can choose your preferred day.

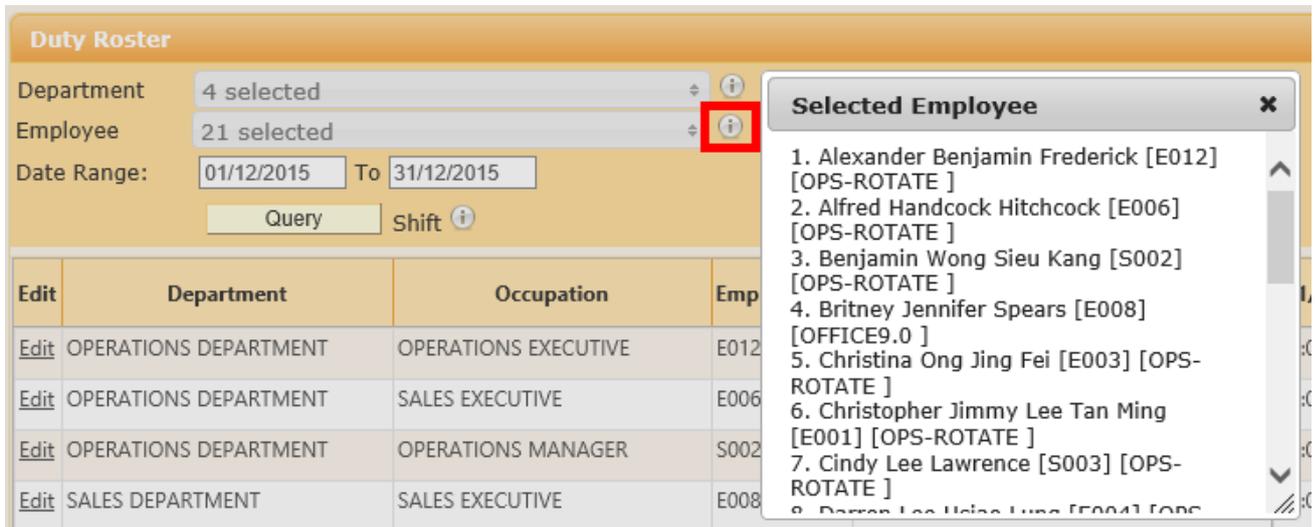
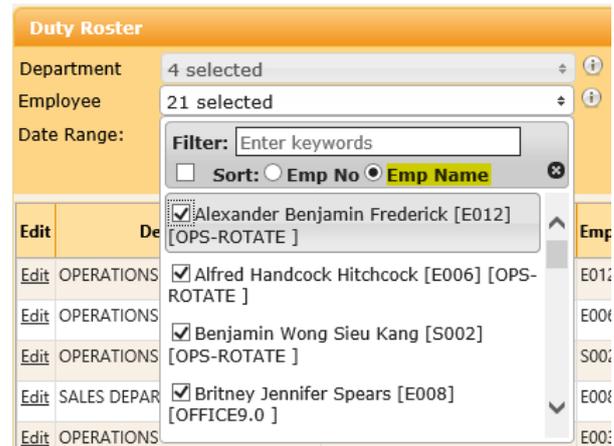
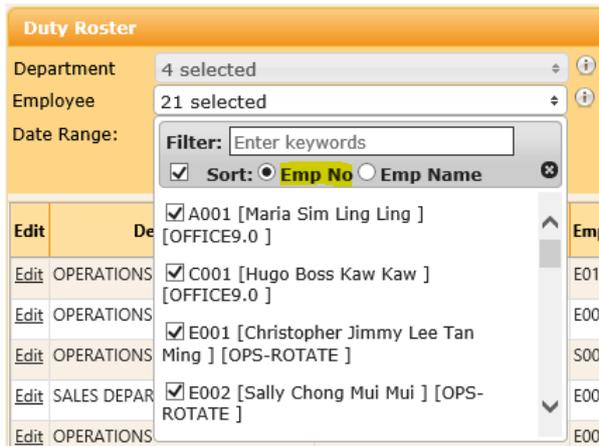
This screenshot shows the 'Duty Roster' interface with the 'Query' button highlighted in a red box. The 'Date Range' is now 01/12/2015 To 31/12/2015. The 'Query' button is located below the date range fields.

- Click the  button to display a list of employees’ duty rosters based on your selected criteria.

### 3.1.2 For Supervisor and Entry Officer



1. Click on the “Department” bar to open the Department Selection Window in order to choose a department or multiple departments. If you had selected multiple departments, you can see the list of your selected department by clicking on the  button.



- Click on the “Employee” bar to open the Employee Selection Window in order to choose an employee or multiple employees. You can sort the list of employees by employee number or employee name in ascending order. If you had selected multiple employees, you can see the list of your selected employees by clicking on the  button.

The screenshot shows the 'Duty Roster' interface with the following elements:

- Department:** 4 selected
- Employee:** 21 selected
- Date Range:** 01/12/2015 To 31/12/2015
- Query** button
- Calendar Picker:** Shows 'Dec 2015' with a grid of dates. The date '15' is highlighted.
- Table:** A table with columns 'Edit' and 'Department'.
 

Edit	Department
<a href="#">Edit</a>	OPERATIONS DEPARTMENT
<a href="#">Edit</a>	OPERATIONS DEPARTMENT
<a href="#">Edit</a>	OPERATIONS DEPARTMENT
<a href="#">Edit</a>	SALES DEPARTMENT

- The "Date Range" is defaulted to the start date and end date of the current month. You can choose a different "Date Range" by clicking on the date. This will open the **Calendar Picker** where you can choose your preferred day.

This screenshot shows the 'Duty Roster' interface with the 'Query' button highlighted by a red box. The date range is still 01/12/2015 To 31/12/2015. There is also a 'Shift' button with an information icon next to it.

- Click the  to display a list of employees' duty rosters based on your selected criteria.

### 3.1.3 For Employee

**Duty Roster**

Employee:

Date Range:  To  x

Department	Occ
HUMAN RESOURCE DEPARTMENT	HR D

1. The “Date Range” is defaulted to the start date and end date of the current month. You can choose a different “Date Range” by clicking on the date. This will open the **Calendar Picker** where you can choose your preferred day.
2. Click the [Query] to display a list of employees’ duty rosters based on your selected criteria.

### 3.2 The list of Duty Rosters based on selected criteria

Edit	Department	Occupation	Employee No	Employee Name	01/12/2015	02/12/2015	03/12/2015
<a href="#">Edit</a>	OPERATIONS DEPARTMENT	OPERATIONS EXECUTIVE	E012	Alexander Benjamin Frederick	07:00-15:00	07:00-15:00	07:00-15:00
<a href="#">Edit</a>	OPERATIONS DEPARTMENT	SALES EXECUTIVE	E006	Alfred Handcock Hitchcock	07:00-15:00	07:00-15:00	07:00-15:00
<a href="#">Edit</a>	OPERATIONS DEPARTMENT	OPERATIONS MANAGER	S002	Benjamin Wong Sieu Kang	07:00-15:00	07:00-15:00	07:00-15:00
<a href="#">Edit</a>	SALES DEPARTMENT	SALES EXECUTIVE	E008	Britney Jennifer Spears	09:00-18:00	09:00-18:00	09:00-18:00
<a href="#">Edit</a>	OPERATIONS DEPARTMENT	OPERATIONS EXECUTIVE	E003	Christina Ong Jing Fei	:0800-1700	:0800-1700	:0800-1700
<a href="#">Edit</a>	OPERATIONS DEPARTMENT	OPERATIONS EXECUTIVE	E001	Christopher Jimmy Lee Tan Ming	07:00-15:00	07:00-15:00	07:00-15:00
<a href="#">Edit</a>	OPERATIONS DEPARTMENT	OPERATIONS SENIOR EXECUTIVE	S003	Cindy Lee Lawrence	07:00-15:00	07:00-15:00	07:00-15:00

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

1. The “Display” allows you to determine the number of records to be shown on a single web page. The maximum number of records you can choose here is 500.
2. You can navigate to different page of records by using the “Show Page” or the *First*, *Prev*, *Next* and *Last* hyperlinks. You can use the Scroll Bars to view more of the Duty Roster information. Simply drag the horizontal Scroll Bars to the right or drag the vertical Scroll Bars downwards
3. The **Duty Roster** shows a list of employees with the “Department” they are assigned to as well as their “Occupation”, “Employee No” and “Employee Name”.

Edit	Department	Occupation	Employee No	Employee Name	01/12/2015	02/12/2015	03/12/2015	04/12/2015	05/12/2015	06/12/2015
<a href="#">Edit</a>	OPERATIONS DEPARTMENT	OPERATIONS EXECUTIVE	E012	Alexander Benjamin Frederick	07:00-15:00	07:00-15:00	07:00-15:00	07:00-15:00	07:00-15:00	OFF
<a href="#">Edit</a>	OPERATIONS DEPARTMENT	SALES EXECUTIVE	E006	Alfred Handcock Hitchcock	07:00-15:00	07:00-15:00	07:00-15:00	07:00-15:00	07:00-15:00	OFF
<a href="#">Edit</a>	OPERATIONS DEPARTMENT	OPERATIONS MANAGER	S002	Benjamin Wong Sieu Kang	07:00-15:00	07:00-15:00	07:00-15:00	07:00-15:00	07:00-15:00	OFF

4. Each day’s shift for the employees are shown here. The day that is highlighted in yellow colour indicates a weekend.



It is important to note that the Administrator, Supervisor and Entry Officer can edit the Duty Rosters. Employees cannot edit their own Duty Rosters.

### 3.3 Editing the Duty Roster (not applicable for Employee user role)

Edit	Department	Occupation	Employee No	Employee Name	15/12/2015	16/12/2015	17/12/2015	18/12/2015	19/12/2015	20/12/2015
<b>Edit</b>	OPERATIONS DEPARTMENT	OPERATIONS EXECUTIVE	E012	Alexander Benjamin Frederick	18:00-06:00	18:00-06:00	18:00-06:00	18:00-06:00	OFF	OFF
Edit	OPERATIONS DEPARTMENT	SALES EXECUTIVE	E006	Alfred Handcock Hitchcock	18:00-06:00	18:00-06:00	18:00-06:00	18:00-06:00	OFF	OFF
Edit	OPERATIONS DEPARTMENT	OPERATIONS MANAGER	S002	Benjamin Wong Sieu Kang	18:00-06:00	18:00-06:00	18:00-06:00	18:00-06:00	OFF	OFF

1. Click the [Edit] to amend an employee's duty roster information.

Edit	Department	Occupation	Employee No	Employee Name	15/12/2015	16/12/2015	17/12/2015
Update Cancel	OPERATIONS DEPARTMENT	OPERATIONS EXECUTIVE	E012	Alexander Benjamin Frederick	18:00-06:00	18:00-06:00	18:00-06:00
Edit	OPERATIONS DEPARTMENT	SALES EXECUTIVE	E006	Alfred Handcock Hitchcock	18:00-06:00	<div style="border: 1px solid black; padding: 2px;">                     07:00-15:00                      14:00-23:00                      18:00-06:00                      OFF                      PH@07:00-15:00                      PH@14:00-23:00                      PH@18:00-06:00                 </div>	18:00-06:00
Edit	OPERATIONS DEPARTMENT	OPERATIONS MANAGER	S002	Benjamin Wong Sieu Kang	18:00-06:00		18:00-06:00

2. In the **Duty Roster** edit mode for an employee's duty roster record, you can choose a different shift code for the employee on a particular day. Do note that you can only amend future dated shifts in the **Duty Roster**.

3. Click the **Shift**  button to see a list of shifts in the **Shift** window. When you are amending your company employees' duty rosters, you can refer back to the eligible<sup>3</sup> list of shift codes by using this button.
4. Click Update hyperlink to update your changes to the employee's duty roster or click Cancel to cancel the changes.

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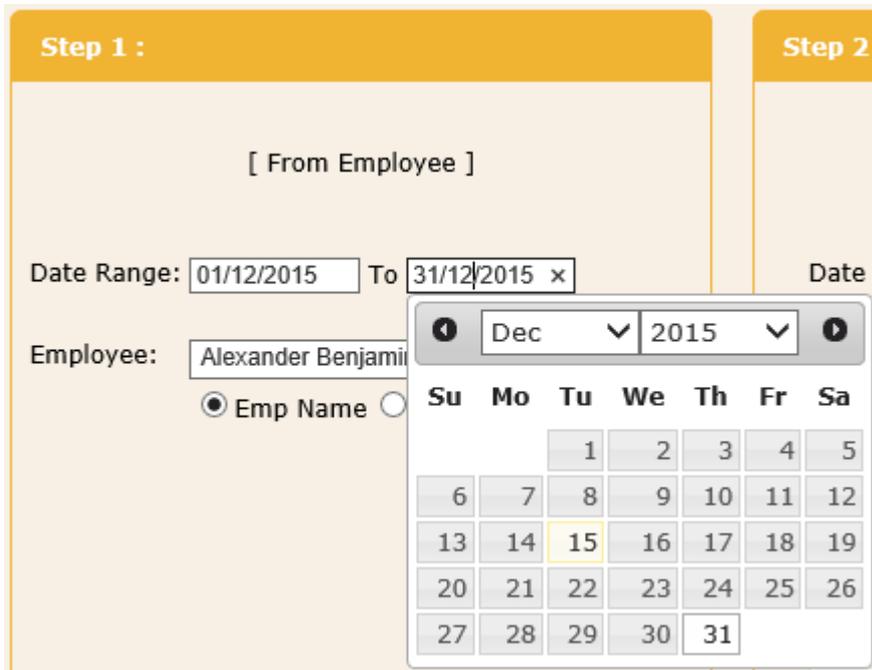
<sup>3</sup> The list of available shift codes are based on the employee's work group.

## Chapter 4. Duty Roster Copy

The Administrator, Entry Officer and Supervisor can quickly duplicate one employee’s Duty Roster over to a list of employees by using the **Duty Roster Copy** function. The function is accessible from the following menu(s):



### 4.1 Step 1 – Choose the Source Duty Roster to copy from



1. The “Date Range” determines which period of employee’s duty rosters that you want to copy from and is defaulted to the start date and end date of the current month. You can choose a

different “Date Range” by clicking on the date. This will open the **Calendar Picker** where you can choose your preferred day.

**Step 1 :**

[ From Employee ]

Date Range: 01/12/2015 To 31/12/2015

Employee: Alexander Benjamin Frederick [E012] [OP] ▾

Emp Name  Emp No

Employee:

- Alexander Benjamin Frederick [E012] [OPS-ROTATE]
- Alfred Handcock Hitchcock [E006] [OPS-ROTATE]
- Benjamin Wong Sieu Kang [S002] [OPS-ROTATE]
- Britney Jennifer Spears [E008] [OFFICE9.0]
- Christina Ong Jing Fei [E003] [OPS-ROTATE]
- Christopher Jimmy Lee Tan Ming [E001] [OPS-ROTATE]
- Cindy Lee Lawrence [S003] [OPS-ROTATE]
- Darren Lee Hsiao Lung [E004] [OPS-ROTATE]
- David Timothy Gan Dong Hai [S001] [OPS-ROTATE]
- Emily Wong Chang Ying [E005] [OPS-ROTATE]
- Hugo Boss Kaw Kaw [C001] [OFFICE9.0]
- James Bartholomew Anderson [S005] [OFFICE9.0]
- James Tan Chen Biao [E013] []
- Jenn Foxy Black Raven [E011] [OPS-ROTATE]
- John Almighty Rambo [E009] [OFFICE9.0]
- Lawrence Lee Keng Soon [S004] [OFFICE9.0]
- Maria Sim Ling Ling [A001] [OFFICE9.0]
- Mohammad Mustafa Abdul Rahman Yaakob [E010] [WEEKLY SHIFT]
- Mohinder Suresh Pavithra [HR001] [OFFICE9.0]
- Pereira Violeta Marian Kamusari [E007] [OFFICE9.0]
- Sally Chong Mui Mui [E002] [OPS-ROTATE]

**Step 1 :**

[ From Employee ]

Date Range: 01/12/2015 To 31/12/2015

Employee: A001 [Maria Sim Ling Ling] [OFFICE9.0] ▾

Emp Name  Emp No

Employee:

- A001 [Maria Sim Ling Ling] [OFFICE9.0]
- C001 [Hugo Boss Kaw Kaw] [OFFICE9.0]
- E001 [Christopher Jimmy Lee Tan Ming] [OPS-ROTATE]
- E002 [Sally Chong Mui Mui] [OPS-ROTATE]
- E003 [Christina Ong Jing Fei] [OPS-ROTATE]
- E004 [Darren Lee Hsiao Lung] [OPS-ROTATE]
- E005 [Emily Wong Chang Ying] [OPS-ROTATE]
- E006 [Alfred Handcock Hitchcock] [OPS-ROTATE]
- E007 [Pereira Violeta Marian Kamusari] [OFFICE9.0]
- E008 [Britney Jennifer Spears] [OFFICE9.0]
- E009 [John Almighty Rambo] [OFFICE9.0]
- E010 [Mohammad Mustafa Abdul Rahman Yaakob] [WEEKLY SHIFT]
- E011 [Jenn Foxy Black Raven] [OPS-ROTATE]
- E012 [Alexander Benjamin Frederick] [OPS-ROTATE]
- E013 [James Tan Chen Biao] []
- HR001 [Mohinder Suresh Pavithra] [OFFICE9.0]
- S001 [David Timothy Gan Dong Hai] [OPS-ROTATE]
- S002 [Benjamin Wong Sieu Kang] [OPS-ROTATE]
- S003 [Cindy Lee Lawrence] [OPS-ROTATE]
- S004 [Lawrence Lee Keng Soon] [OFFICE9.0]
- S005 [James Bartholomew Anderson] [OFFICE9.0]

2. Choose which employee’s duty roster that you want to copy from at “Employee”. You can sort the list of employees by employee name or employee number in ascending order. The employees’ work groups are shown here as well.

## 4.2 Step 2 – Choose the Destination to copy the duty rosters to

### 4.2.1 For Administrator

**Step 2 :**

[ To Employee(s) ]

Date Range: 01/12/2015 x To 31/12/2015

Department: Dec 2015

Work Group: OPS-ROTATE

	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	31		

<input type="checkbox"/>	Emp No	
<input type="checkbox"/>	E001	
<input type="checkbox"/>	E002	Sally Chong Mui Mui OPS-ROTATE

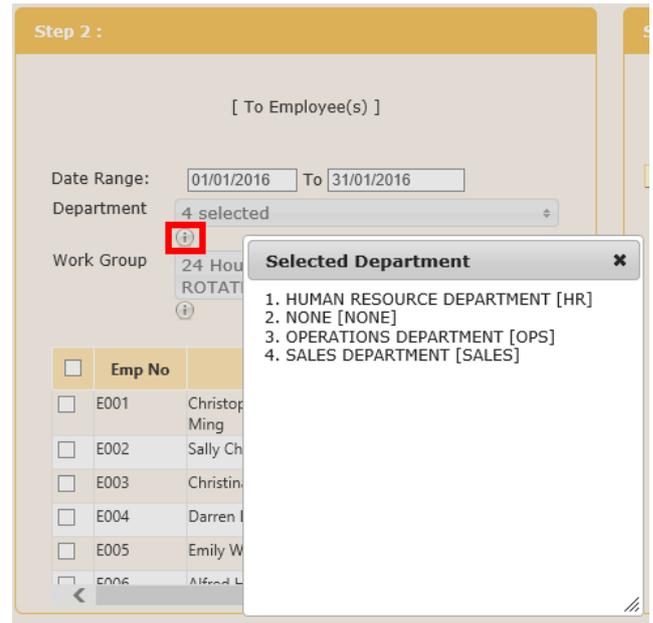
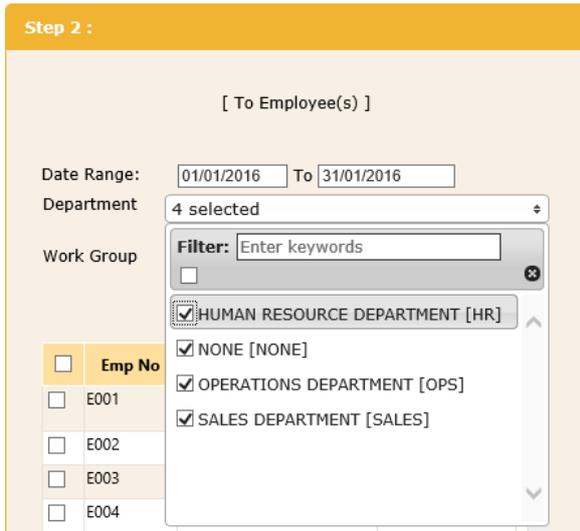
1. The “Date Range” determines which period of employees’ duty rosters that you want to copy to and is defaulted to the start date and end date of the current month. You can choose a different start date in the “Date Range” by clicking on the date. This will open the **Calendar Picker** where you can choose your preferred day.



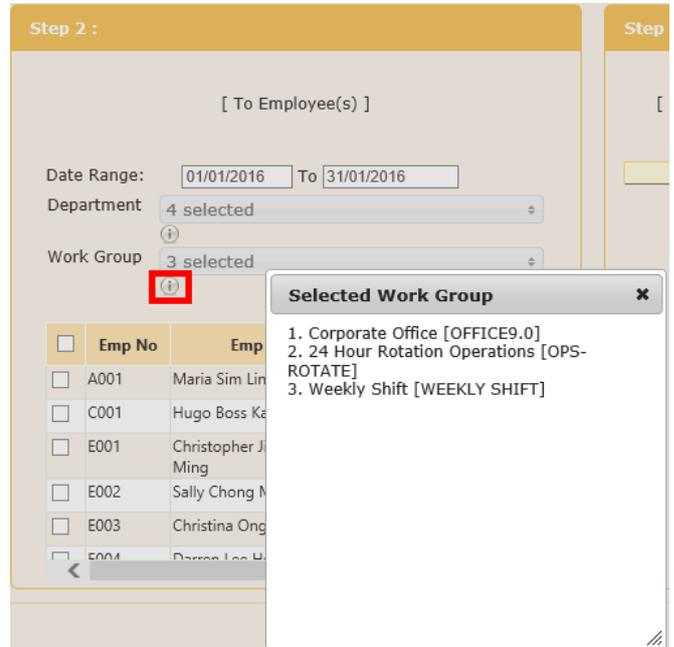
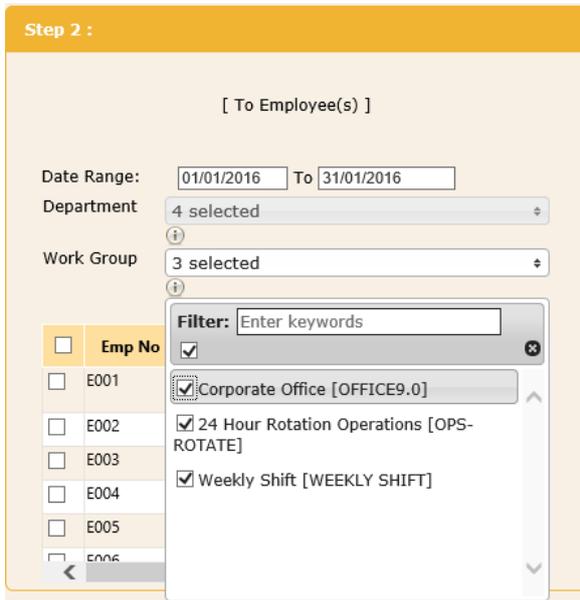
Do note that you can only choose the start date and the end date is always system calculated to one month from the start date. User cannot select the end date.



As we are not allowed to change employees’ current and back-dated duty rosters (due to the possibility that the employees’ clock data have been recorded in their Time Sheets), the start date must be later than today’s date.



2. Click on the “Department” bar to open the Department Selection Window in order to choose a department or multiple departments. If you had selected multiple departments, you can see the list of your selected department by clicking on the  button.



3. Click on the “Work Group” bar to open the Work Group Selection Window in order to choose a work group or multiple work groups. If you had selected multiple work groups, you can see the list of your selected work groups by clicking on the  button.

**Step 2 :**

[ To Employee(s) ]

Date Range:  To

Department:  ⓘ

Work Group:  ⓘ

<input type="checkbox"/>	Emp No	Emp Name	WorkGroup
<input checked="" type="checkbox"/>	A001	Maria Sim Ling Ling	OFFICE9.0
<input type="checkbox"/>	C001	Hugo Boss Kaw Kaw	OFFICE9.0
<input checked="" type="checkbox"/>	E001	Christopher Jimmy Lee Tan Ming	OPS-ROTATE
<input type="checkbox"/>	E002	Sally Chong Mui Mui	OPS-ROTATE
<input checked="" type="checkbox"/>	E003	Christina Ong Jing Fei	OPS-ROTATE
<input type="checkbox"/>	E004	Darren Lee Hsiao Lung	OPS-ROTATE

- Select the employees that you want to copy the duty roster to by clicking on the checkbox next to the employee number or click on the checkbox at the top left corner to select all employees in the list.

### 4.2.2 For Supervisor and Entry Officer

**Step 2 :**

[ To Employee(s) ]

Date Range:  x To

Department:  2015

	Su	Mo	Tu	We	Th	Fr	Sa
<input type="checkbox"/>			1	2	3	4	5
<input type="checkbox"/> A001	6	7	8	9	10	11	12
<input type="checkbox"/> C001	13	14	15	16	17	18	19
<input type="checkbox"/> E001	20	21	22	23	24	25	26
<input type="checkbox"/>	27	28	29	30	31		

<input type="checkbox"/>	Emp No	
<input type="checkbox"/>	A001	Ma
<input type="checkbox"/>	C001	Hu
<input type="checkbox"/>	E001	Ch
<input type="checkbox"/>		Mi
<input type="checkbox"/>		Sa

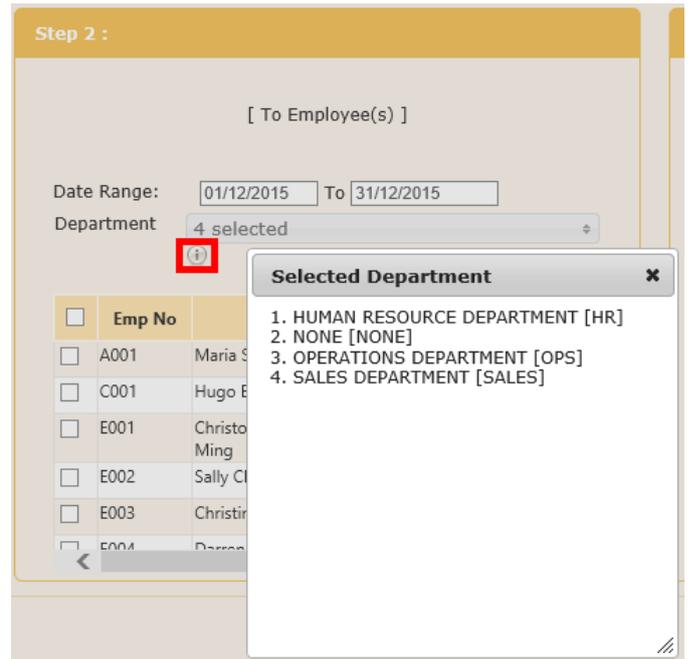
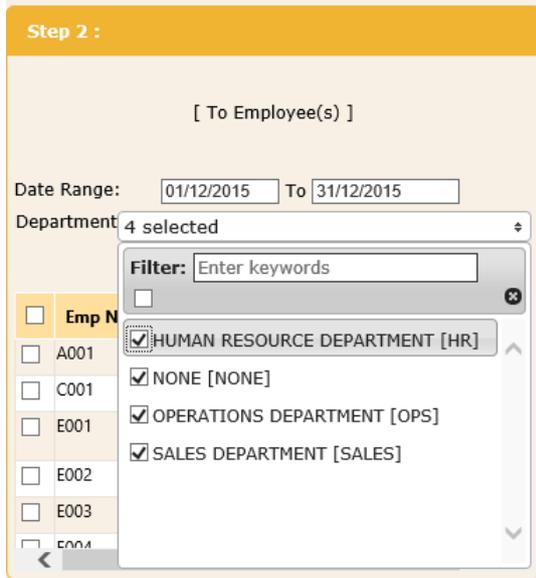
1. The “Date Range” determines which period of employees’ duty rosters that you want to copy to and is defaulted to the start date and end date of the current month. You can choose a different start date in the “Date Range” by clicking on the date. This will open the **Calendar Picker** where you can choose your preferred day.



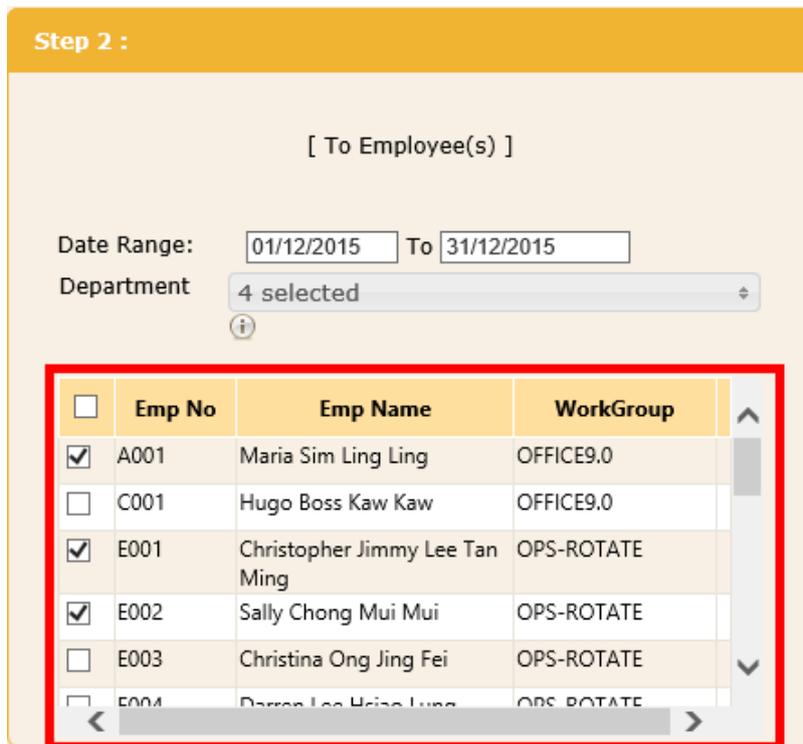
Do note that you can only choose the start date and the end date is always system calculated to one month from the start date. User cannot select the end date.



As we are not allowed to change employees’ current and back-dated duty rosters (due to the possibility that the employees’ clock data have been recorded in their Time Sheets), the start date must be later than today’s date.

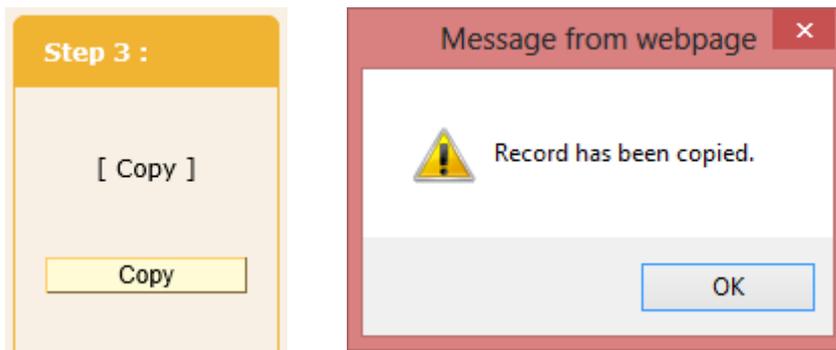


2. Click on the “Department” bar to open the Department Selection Window in order to choose a department or multiple departments. If you had selected multiple departments, you can see the list of your selected department by clicking on the  button.



3. Select the employees that you want to copy the duty roster to by clicking on the checkbox next to the employee number or click on the checkbox at the top left corner to select all employees in the list.

### 4.3 Step 3 – Initiate Copy process



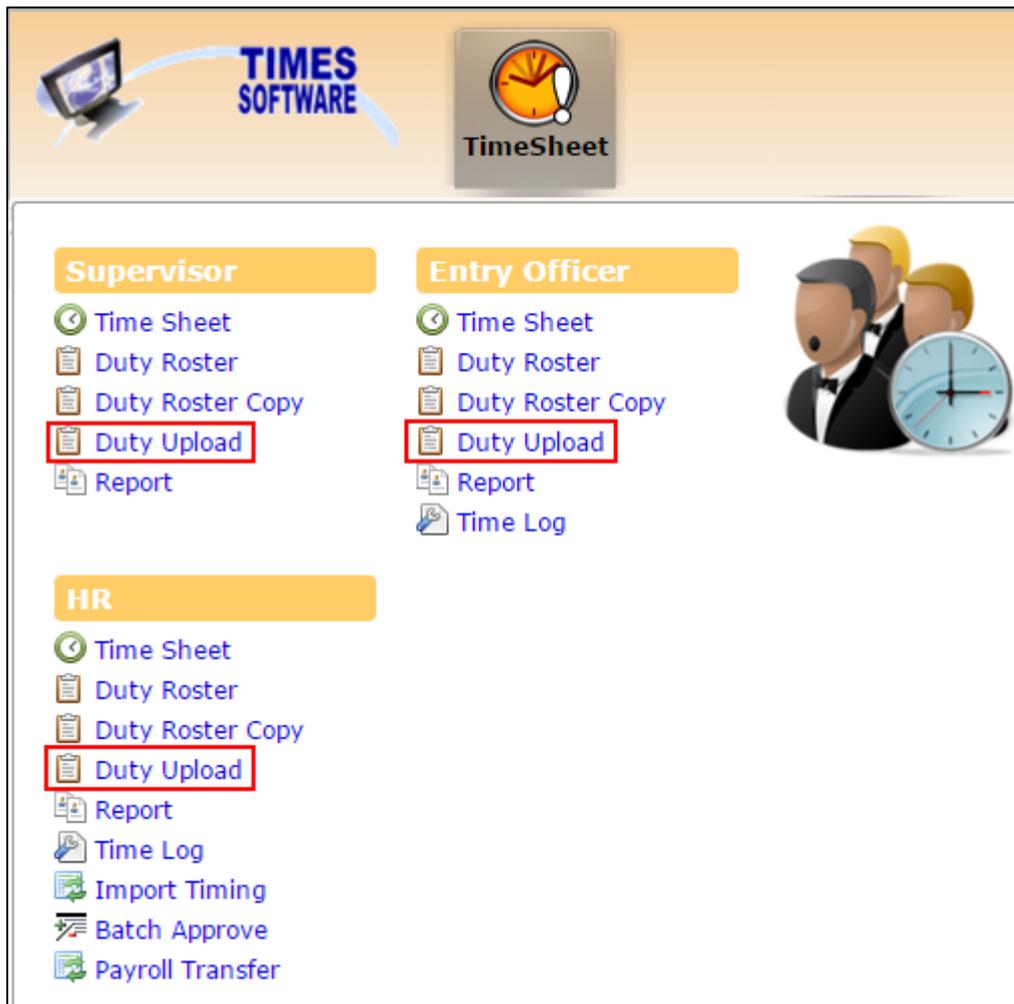
Once the source and destination criteria have been setup, click on the [Copy] to copy the Source Duty Roster over to the selected list of employees' duty rosters for the selected period.

The system will notify if the copy process is successful.

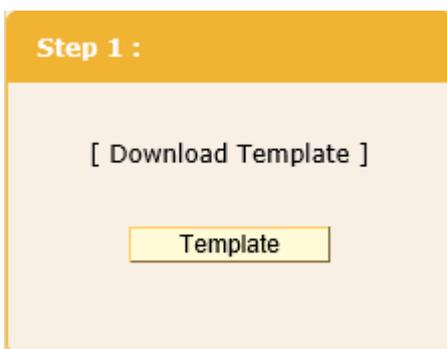
## Chapter 5. Duty Upload

The Duty Upload function allows the Administrator, Supervisor and Entry Officer to upload employees' duty rosters from an excel document into the system. Users can enter the duty roster information into an excel document template provided by the system.

The function can be accessible from the following menu(s):



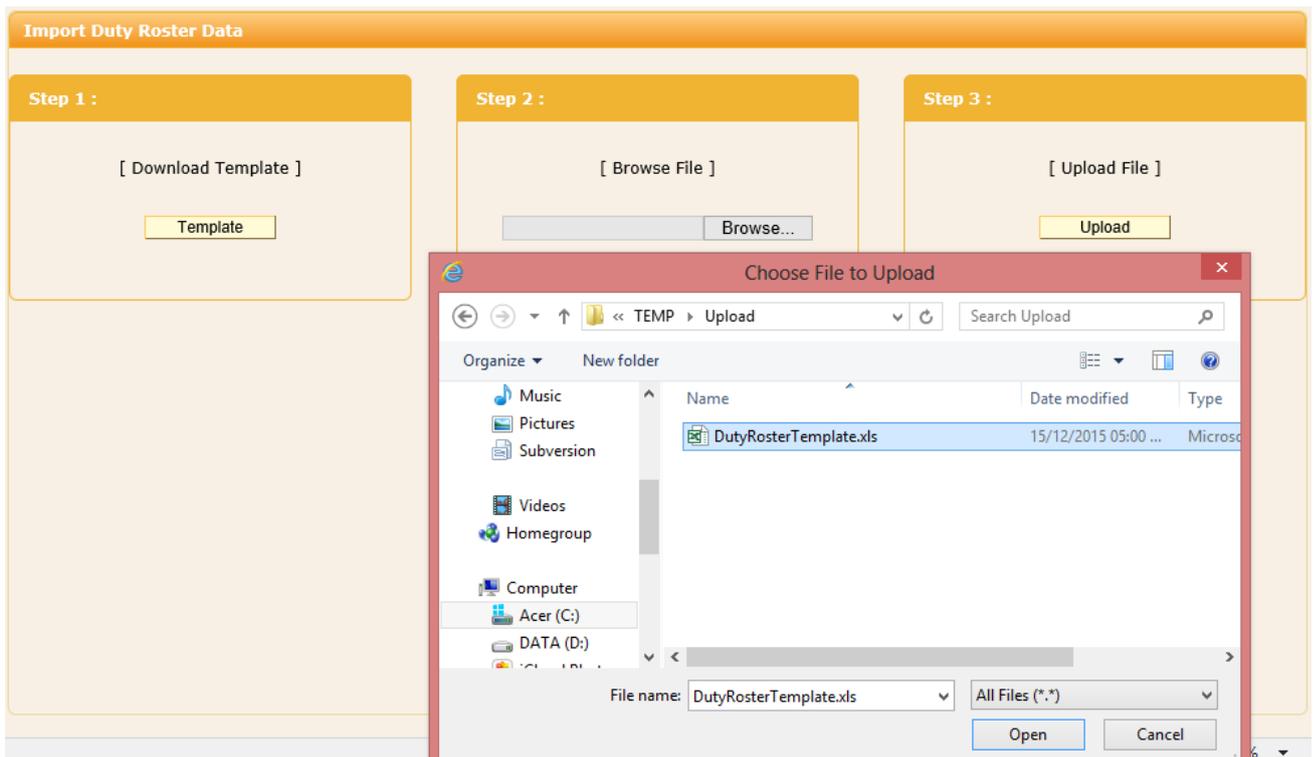
### 5.1 Step 1 – Download the Excel Document Template



Click on the [Template] button to download the excel document template. The filename is *DutyRosterTemplate.xls*.

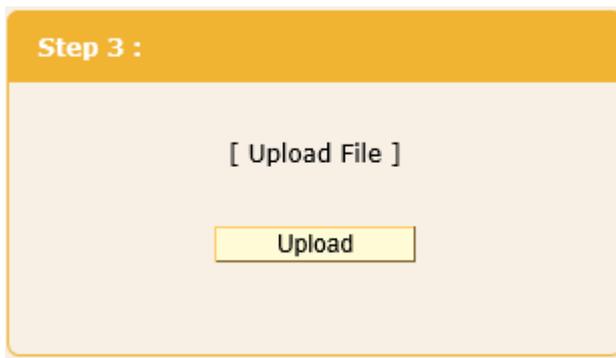
	A	B	C	D	E	F	G	H	I	J	K	L	M
2	Employee No	2015-12-01	2015-12-02	2015-12-03	2015-12-04	2015-12-05	2015-12-06	2015-12-07	2015-12-08	2015-12-09	2015-12-10	2015-12-11	2015-12-12
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
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16													
17													
18													
19													
20													
21													

## 5.2 Step 2 – Choose the completed Excel Document



Click on the [Browse] button and choose your completed excel document.

### 5.3 Step 3 – Upload completed Excel Document into the system



Click on the [Upload] button to upload the duty roster information from your selected excel document into the system.

The system will perform an internal check and will let you know if there are any issues with the information.

## Chapter 6. Duty Roster Report

All users<sup>4</sup> can have access to the **Duty Roster Report**.

### HR Report

**Report**

Report:  ▼

Department:  ⓘ

Work Group:  ⓘ

Employee:  ⓘ

Date Range:  To

Format:  ▼

### Entry Officer and Supervisor Report

**Report**

Report:  ▼

Department:  ⓘ

Employee:  ⓘ

Date Range:  To

Format:  ▼

### Employee Report

**Report**

Report:  ▼

Date Range:  To

Format:  ▼

<sup>4</sup> Employees may not have access to the Duty Roster report if the Duty Roster feature is not provided to them.

Sample formats of the report:

	A	B	C	D	E	F	G	H	I	
1	<b>TIMES SOFTWARE DEMO PTE LTD</b>									
3	<b>Duty Roster Report</b>									
5	Department: HR									
6	Emp No	Emp Name	01-Dec	02-Dec	03-Dec	04-Dec	05-Dec	06-Dec	07-Dec	
7			Tue	Wed	Thu	Fri	Sat	Sun	Mon	
8	A001	Maria Sim Ling Ling	09:00-18:00	09:00-18:00	09:00-18:00	09:00-18:00	OFF	REST	09:00-18:00	09
9	HR001	Mohinder Suresh Pavithra	09:00-18:00	09:00-18:00	09:00-18:00	09:00-18:00	OFF	REST	09:00-18:00	09
11	<b>Duty Roster Report</b>									
14	Department: NONE									
15	Emp No	Emp Name	01-Dec	02-Dec	03-Dec	04-Dec	05-Dec	06-Dec	07-Dec	
16			Tue	Wed	Thu	Fri	Sat	Sun	Mon	
17	C001	Hugo Boss Kaw Kaw	09:00-18:00	09:00-18:00	09:00-18:00	09:00-18:00	OFF	REST	09:00-18:00	09
19	<b>Duty Roster Report</b>									
22	Department: OPS									
23	Emp No	Emp Name	01-Dec	02-Dec	03-Dec	04-Dec	05-Dec	06-Dec	07-Dec	
24			Tue	Wed	Thu	Fri	Sat	Sun	Mon	
25	E001	Christopher Jimmy Lee Tan Ming	07:00-15:00	07:00-15:00	07:00-15:00	07:00-15:00	07:00-15:00	OFF	14:00-23:00	14
26	E002	Sally Chong Mui Mui	%ABC	%ABC	%ABC	%ABC	%ABC	OFF	%ABC	%A
27	E003	Christina Ong Jing Fei	:0800-1700	:0800-1700	:0800-1700	:0800-1700	OFF	REST	:0800-1700	:0
28	E004	Darren Lee Hsiao Lung	07:00-15:00	07:00-15:00	07:00-15:00	07:00-15:00	07:00-15:00	OFF	14:00-23:00	14
29	E005	Emily Wong Chang Ying	\$6-10;18-22	\$6-10;18-22	\$6-10;18-22	\$6-10;18-22	\$6-10;18-22	OFF	\$6-10;18-22	\$6
30	E006	Alfred Handcock Hitchcock	07:00-15:00	07:00-15:00	07:00-15:00	07:00-15:00	07:00-15:00	OFF	14:00-23:00	14
31	E010	Mohammad Mustafa Abdul Rahman Yaakob	WS0900-1800	WS0900-1800	WS0900-1800	WS0900-1800	WS0900-1800	#OFF	WS0900-1800	W

	A	B	C	D
1	<b>Shift Legend:</b>			
2				
3	<b>Work Group</b>	<b>Shift</b>	<b>Description</b>	<b>Split Shift</b>
4	AUTO SHIFT	%ABC	Auto Shift for Shift A,B,C	
5	AUTO SHIFT	:0800-1700	08:00-17:00 Auto-Clocking	
6	AUTO SHIFT	OFF	Off Day	
7	AUTO SHIFT	REST	Rest Day	
8	OFFICE9.0	09:00-18:00	9:00 am to 6:00 pm	
9	OFFICE9.0	OFF	Off Day	
10	OFFICE9.0	REST	Rest Day	
11	OPS-ROTATE	07:00-15:00	7 am to 3 pm	
12	OPS-ROTATE	14:00-23:00	2 pm to 11 pm	
13	OPS-ROTATE	18:00-06:00	6 pm to 6 am	
14	OPS-ROTATE	OFF	Off Day	
15	SPLIT-SHIFT	\$6-10;18-22	Split Master 06-10;18-22	0600-1000,1800-2200
16	SPLIT-SHIFT	OFF	Off Day	
17	WEEKLY SHIFT	#OFF	Off Day	
18	WEEKLY SHIFT	WS0900-1800	Weekly 0900-1800	
19				
20				
21				
22				
23				
24				
25				
26				
27				