

TIMES TimeSheet Duty Roster User Guide

Times Software Pte Ltd

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Chapter 1. Introduction

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 users¹. 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

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.

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

¹ 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 SOFTWARE	Times provides th	e following E-Ap	E-Training E-A	sist HR job:	
Times Software offers comprehens corporations.	sive integrated suite of	Payroll and HR so	olutions designe	Emp No [Password [Company [Period [Login	DEMO2016 V 2016 V 01 V Forgot Password?

- 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 Login 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**².

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



² 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

[Duty Roster	¢			
	TimeSheet 🕨	HR 🕪 Duty Roster			
	Department Work Group Employee Date Range:	4 selected Filter: Enter keywords ✓ FINANCE DEPARTMENT [FIN] ✓ JUNIOR DEPARTMENT [JUNIO	JR 1		
	Edit Depart	NONE [NONE] SINGAPORE DIVISION [SG]	-	ORY	
De	epartment 4 s	elected	¢ (i)	Selected Department X	
En Da	nployee ate Range: 01/	02/2016 To 29/02/2016 Query Shift	÷ ()	1. FINANCE DEPARTMENT [FIN] 2. JUNIOR DEPARTMENT [JUNIOR] 3. NONE [NONE] 4. SINGAPORE DIVISION [SG]	
E	dit Departmen	t Occupation		E	6
E	dit SINGAPORE DIVIS	SION FINANCE MANAGER - SUPERVISORY	PERVISORY	C Y 1	
E	dit SINGAPORE DIVIS	SION SALES EXECUTIVE - SUPERVISORY		003 CINDY LIM IN N	



D	ity Roster				
Dep	artment	4 selected			\$
Wo	rk Group	3 selected			\$
Emp	oloyee	Filter: Ente	r keywords		
Dat	e Range:	✓			8
		Corporate	Office [OFFICE9.0]		
Edit		De ROTATE]	lotation Operations [OPS-		
<u>Edit</u>	OPERATION	🛚 🗹 Weekly Sl	hift [WEEKLY SHIFT]		j.
Edit	OPERATION	٩s			i.
Edit	OPERATION	4S			
<u>Edit</u>	SALES DEP	AR	1		
Du	ty Roster				
Depa	artment	4 selected		•	Selected Work Group *
Wor	k Group	3 selected		•	1. Corporate Office [OFFICE9.0]
Emp	loyee			•	2. 24 Hour Rotation Operations [OPS- ROTATE]
Date	Range:	01/12/2015 To	31/12/2015		3. Weekly Shift [WEEKLY SHIFT]
		Query	Shift 🙂		
Edit	De	partment	Occupation	Empl	
<u>Edit</u>	OPERATIONS	DEPARTMENT	OPERATIONS EXECUTIVE	E012	
<u>Edit</u>	OPERATIONS	DEPARTMENT	SALES EXECUTIVE	E006	

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 (i) button.

S002

OPERATIONS MANAGER

Edit OPERATIONS DEPARTMENT

//,

TI	MES
SOI	TWARE

Du	ity Roster				Du	ty Roster			
Dep	artment	4 selected	¢	Ð	Dep	artment	4 selected	¢	٢
Wor	k Group	3 selected	¢	(Wor	k Group	3 selected	\$	•
Emp	oloyee	20 selected	¢	•	Emp	loyee	20 selected	÷	•
Date	e Range:	Filter: Enter keywords			Date	e Range:	Filter: Enter keywords		
		Sort: • Emp No CEmp Name	8				Sort: O Emp No O Emp Name	0	
Edit	De	A001 [Maria Sim Ling Ling] [OFFICE9.0]	^	Emp	Edit	De	☑ Alexander Benjamin Frederick [E012] [OPS-ROTATE]	^	Emp
<u>Edit</u>	OPERATIONS	C001 [Hugo Boss Kaw Kaw]		E01.	<u>Edit</u>	OPERATIONS	Alfred Handcock Hitchcock [E006] [OPS-		E012
<u>Edit</u>	OPERATIONS	F001 [Christopher limmy Lee Tan		E00	<u>Edit</u>	OPERATIONS	Benjamin Wong Sieu Kang [S002]		E00
<u>Edit</u>	OPERATIONS	Ming] [OPS-ROTATE]		S00	<u>Edit</u>	OPERATIONS	[OPS-ROTATE]		S00
<u>Edit</u>	SALES DEPAR	✓ E002 [Sally Chong Mui Mui] [OPS- ROTATE]	~	E00	<u>Edit</u>	SALES DEPAR	Britney Jennifer Spears [E008]	~	E00
Edit	OPERATIONS			E00	Edit	OPERATIONS			E003

Du	ty Roster				
Dep	artment	4 selected		÷ 🛈	Selecte
Wor	k Group	3 selected		÷ 🛈	
Emp	loyee	20 selected			1. Alexan [OPS-RO]
Date	e Range:	01/12/2015	To 31/12/2015		2. Alfred H
		Query	Shift 🛈		3. Benjam
F 11.			o	r.	4. Britney
Edit	De	epartment	Occupation	Emp	5. Christina
<u>Edit</u>	OPERATIONS	DEPARTMENT	OPERATIONS EXECUTIVE	E012	ROTATE]
<u>Edit</u>	OPERATIONS	DEPARTMENT	SALES EXECUTIVE	E006	[E001] [OPS
Edit		DEDARTMENT	ODERATIONS MANAGER	\$002	7. Cindy Lee ROTATE 1
Edit	OPENATIONS	DEPARTIVIENT	OPERATIONS MANAGER	5002	0 Darran La

3. 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 ⁽ⁱ⁾ button.



Du	ty Roster									
Dep	artment	4 selected							÷ ()
Wor	k Group	3 selected							÷ ()
Emp	loyee	20 selected							÷ ()
Date	e Range:	01/12/2015	То	31/12	2015	×				
		Query		0	Dec		✔ 20	15	~	0
	it Department			·						
Edit	De	partment		Su	Мо	Tu	We	Th	Fr	Sa
Edit	De	partment		Su	Мо	Tu 1	We 2	Th 3	Fr 4	Sa 5
Edit Edit	De OPERATIONS	partment DEPARTMENT		Su 6	Mo 7	Tu 1 8	We 2 9	Th 3	Fr 4	Sa 5 12
Edit Edit Edit	De OPERATIONS OPERATIONS	partment DEPARTMENT DEPARTMENT		Su 6 13	Mo 7	Tu 1 8 15	We 2 9 16	Th 3 10 17	Fr 4 11 18	Sa 5 12 19
Edit Edit Edit Edit	De OPERATIONS OPERATIONS OPERATIONS	DEPARTMENT DEPARTMENT DEPARTMENT		Su 6 13 20	Mo 7 14 21	Tu 1 8 15 22	We 2 9 16 23	Th 3 10 17 24	Fr 4 11 18 25	Sa 5 12 19 26

4. 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.

Duty Roster			
Department	4 selected	¢	•
Work Group	3 selected	¢	1
Employee	20 selected	¢	٢
Date Range:	01/12/2015 To 31/12/2015		
	Query Shift 🛈		

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





3.1.2 For Supervisor and Entry Officer



Du	ty Roster				
Depa	artment	4 selected		÷	Selected Department
Emp	loyee			÷ 🕣	·
Date	Range:	01/12/2015 To Query	31/12/2015 Shift 🕕		1. HUMAN RESOURCE DEPARTMENT [HR] 2. NONE [NONE] 3. OPERATIONS DEPARTMENT [OPS] 4. SALES DEPARTMENT [SALES]
Edit	De	partment	Occupation	Empl	
<u>Edit</u>	OPERATIONS	DEPARTMENT	OPERATIONS EXECUTIVE	E012	
<u>Edit</u>	OPERATIONS	DEPARTMENT	SALES EXECUTIVE	E006	
<u>Edit</u>	OPERATIONS	DEPARTMENT	OPERATIONS MANAGER	S002	
<u>Edit</u>	SALES DEPAR	TMENT	SALES EXECUTIVE	E008	



Du	ity Roster			
Dep	artment	4 selected	\$	÷
Emp	oloyee	21 selected	ŧ	•
Date	e Range:	Filter: Enter keywords		
		✓ Sort: ● Emp No ○ Emp Name	Э	
Edit	De	☑ A001 [Maria Sim Ling Ling] [OFFICE9.0]	^	Emp
<u>Edit</u>	OPERATIONS	C001 [Hugo Boss Kaw Kaw]	1	E01
<u>Edit</u>	OPERATIONS	E001 [Christopher limmy Lee Tap		E00
<u>Edit</u>	OPERATIONS	Ming] [OPS-ROTATE]		S00
<u>Edit</u>	SALES DEPAR	✓ E002 [Sally Chong Mui Mui] [OPS- ROTATE]	,	E00
Edit	OPERATIONS			E00

Du	ty Roster			
Dep	artment	4 selected	¢	٢
Emp	loyee	21 selected	¢	•
Date	e Range:	Filter: Enter keywords		
		Sort: O Emp No O Emp Name	Θ	
Edit	De	Alexander Benjamin Frederick [E012] [OPS-ROTATE]	^	Emp
<u>Edit</u>	OPERATIONS	✓ Alfred Handcock Hitchcock [E006] [OPS- ROTATE]	1	E012
<u>Edit</u>	OPERATIONS	Renjamin Wong Sieu Kang [S002]		E006
<u>Edit</u>	OPERATIONS	[OPS-ROTATE]		S002
<u>Edit</u>	SALES DEPAR	✓ Britney Jennifer Spears [E008] [OFFICE9.0]	~	E008
<u>Edit</u>	OPERATIONS	[E003

Du	ty Roster						
Dep	artment	4 selected		÷ (Ð [Selected Employee	×
Emp	Employee 21 selected			÷ (Ð	Scietted Employee	
Date Range: 01/12/2015		01/12/2015 To	31/12/2015			1. Alexander Benjamin Frederick [E012] [OPS-ROTATE]	^
Quer		Query	Shift 🕕			2. Alfred Handcock Hitchcock [E006] [OPS-ROTATE]	
						3. Benjamin Wong Sieu Kang [S002]	
Edit	De	partment	Occupatio	on E	mp	4. Britney Jennifer Spears [E008]	
<u>Edit</u>	OPERATIONS	DEPARTMENT	OPERATIONS EXECU	TIVE E	012	[OFFICE9.0] 5. Christina Ong Jing Fei [E003] [OPS-	
<u>Edit</u>	OPERATIONS	DEPARTMENT	SALES EXECUTIVE	E	006	ROTATE] 6. Christopher Jimmy Lee Tan Ming	
<u>Edit</u>	OPERATIONS	DEPARTMENT	OPERATIONS MANA	GER S	6002	[E001] [OPS-ROTATE] 7. Cindy Lee Lawrence [S003] [OPS-	
<u>Edit</u>	SALES DEPAR	TMENT	SALES EXECUTIVE	E	008	ROTATÉ]	11.

 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 ⁽ⁱ⁾ button.



Du	Duty Roster										
Dep	Department 4 selected							÷ ()		
Employee		21 selected							÷ (i)	
Date Range:		01/12/2015	То	31/12	2015	×					
Query			0	Dec		✔ 20	15	~	0		
Edit Department						-			H		
Edit	De	partment		Su	Мо	Tu	We	Th	Fr	Sa	3
Edit	De	partment		Su	Мо	Tu	We 2	Th 3	Fr	Sa 5	3
Edit Edit	De OPERATIONS	partment DEPARTMENT		Su 6	Мо 7	Tu 1 8	We 2	Th 3 10	Fr 4	5 12	3
Edit Edit Edit	De OPERATIONS OPERATIONS	partment DEPARTMENT DEPARTMENT		Su 6 13	Мо 7 14	Tu 1 8 15	2 9 16	Th 3 10 17	Fr 4 11 18	5 12 19	э
Edit Edit Edit Edit	De OPERATIONS OPERATIONS OPERATIONS	partment DEPARTMENT DEPARTMENT DEPARTMENT		5u 6 13 20	Mo 7 14 21	Tu 1 8 15 22	We 2 9 16 23	Th 3 10 17 24	Fr 4 11 18 25	5 12 19 26	3

3. 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.

Duty Roster			
Department	4 selected	¢	٢
Employee	21 selected	÷	1
Date Range:	01/12/2015 To 31/12/2015		
	Query Shift 🛈		

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



3.1.3 For Employee

Duty Roster										
Employee								÷ (i		
Date Range:	То	31/12/	2015	×						
Query			0	Dec		✔ 20	15	~	0	
Department		00	Su	Мо	Tu	We	Th	Fr	Sa	
					1	2	3	4	5	_
HUMAN RESOURC	E DEPARTMENT	нкι	6	7	8	9	10	11	12	١g
			13	14	15	16	17	18	19	
		20	21	22	23	24	25	26		
		27	28	29	30	31				
										- 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.

07-00-15-00 07-00-15-00

03/12/20 07:00-15:0 07:00-15:0 07:00-15:0 09:00-18:0 :0800-170(07:00-15:0

07-00-15-0

Display 20 V Records Per Page



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

3.2 The list of Duty Rosters based on selected criteria

OPERATIONIS SENIOR EVECUTIVE SOOR

Show Page	1	\sim	of 1 Pages

Edit OPERATIONS DEPARTMENT

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.

First Prev Next Last

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

Cindu Lee Lawrence

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
<u>Edit</u>	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
<u>Edit</u>	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
<u>Edit</u>	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.

Lt 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)

Ed	it Department	Occupation	Employee No	Employee Name	15/12/2015	16/12/2015	17/12/2015	18/12/2015	19/12/2015	20/12
Ed	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
Ed	it 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
Ed	it 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	17/12/20
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	07:00-15:00	18:00-06:00
Edit	OPERATIONS DEPARTMENT	OPERATIONS MANAGER	S002	Benjamin Wong Sieu Kang	18:00-06:00	14:00-23:00 18:00-06:00	18:00-06:00
						OFF PH@07:00-15:00 PH@14:00-23:00 PH@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**.



Duty Roste							
Department	4 selected	(Shift		×		
Work Group	3 selected		Shirt				
Employee	3 selected		Shift	Description			
Date Range:	01/12/2015 To 31/1	12/2015	07:00-15:00	7 am to 3 pm			
	Query Shi	fi 🕕	14:00-23:00	2 pm to 11 pm			
Edit	Department	Occup	18:00-06:00	6 pm to 6 am		16/12/2015	17/12/20
Luit	Department	occup	OFF	Off Day		10/12/2013	11/12/20
Update Cancel	OPERATIONS DEPARTMENT	OPERATIONS				:00-06:00 🗸	18:00-06:00
<u>Edit</u>	OPERATIONS DEPARTMENT	SALES EXECU				0-06:00	18:00-06:00
Edit	OPERATIONS DEPARTMENT	OPERATIONS				0-06:00	18:00-06:00
<							>
Show Page 1	✓ of 1 Pages		First Prev Nex	dt Last		Display 20	Records Per P

- 3. Click the Shift (1) 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 eligible³ list of shift codes by using this button.
- 4. Click <u>Update</u> hyperlink to update your changes to the employee's duty roster or click <u>Cancel</u> to cancel the changes.

³ 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):

TIMES	TimeSheet		
HR [©] Time Sheet [©] Duty Roster [©] Duty Roster Copy [№] Report [№] Time Log [©] Import Timing [♥] Batch Approve [©] Payroll Transfer	Supervisor Time Sheet Duty Roster Duty Roster Copy Report	Entry Officer Time Sheet Duty Roster Duty Roster Copy Report Time Log	

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

Step 1 :							S	tep 2	1
Date Range:	01/12/2015 To	31/12	2015	×				Date	F
Employee:	Alexander Benjami	0	Dec		✔ 20	15	~	0	r
Linployeer	Emp Name	Su	Мо	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			E

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 :	Employee: Alexande	er Benjamin Frederick [E012] [OPS-ROTATE]
[From Employee] Date Range: 01/12/2015 To 31/12/2015 Employee: Alexander Benjamin Frederick [E012] [OP ↓	Benjami Britney J Christina Christina Christop Cindy Le David Ti Emily WA Hugo Bo James B James T Jenn Fo John Aln Lawrenc Maria Si Mohamn Mohinde Pereira V Sally Christian	andcock FilchCock [EU00] [OPS-ROTATE] lennifer Spears [E003] [OPS-ROTATE] lennifer Spears [E003] [OPS-ROTATE] her Jimmy Lee Tan Ming [E001] [OPS-ROTATE] be Lawrence [S003] [OPS-ROTATE] ee Hsiao Lung [E004] [OPS-ROTATE] mothy Gan Dong Hai [S001] [OPS-ROTATE] ong Chang Ying [E005] [OPS-ROTATE] ss Kaw Kaw [C001] [OPS-ROTATE] ss Kaw Kaw [C001] [OFFICE9.0] artholomew Anderson [S005] [OFFICE9.0] artholomew Anderson [S005] [OFFICE9.0] artholomew Anderson [S005] [OFFICE9.0] artholomew Anderson [S005] [OFFICE9.0] e Lee Keng Soon [S004] [OFFICE9.0] m Ling Ling [A001] [OFFICE9.0] m Ling Ling [A001] [OFFICE9.0] r Suresh Pavithra [HR001] [OFFICE9.0] /ioleta Marian Kamusari [E007] [OFFICE9.0] ong Mui Mui [E002] [OPS-ROTATE]
Step 1 :	Employee: A001 [Ma C001 [Hi	aria Sim Ling Ling] [OFFICE9.0]
[From Employee] Date Range: 01/12/2015 To 31/12/2015 Employee: A001 [Maria Sim Ling Ling] [OFFICE9.0] V O Emp Name O Emp No	E001 [Cf E002 [Sa E003 [Cf E004 [Da E005 [En E006 [Af] E007 [Pe E008 [Bn E009 [Jo E010 [M E011 [Je E012 [Al E013 [Ja HR001 [Ja S001 [Da S002 [Da	Inistopher Jimmy Lee Tan Ming] [OPS-ROTATE] Illy Chong Mui Mui] [OPS-ROTATE] Illy Chong Mui Mui] [OPS-ROTATE] Inity Wong Chang Ying] [OPS-ROTATE] Inity Wong Chang Ying] [OPS-ROTATE] Ifred Handcock Hitchcock] [OPS-ROTATE] reriar Violeta Marian Kamusari] [OFFICE9.0] Itney Jennifer Spears] [OFFICE9.0] hn Almighty Rambo] [OFFICE9.0] hn Almighty Rambo] [OFFICE9.0] Nammad Mustafa Abdul Rahman Yaakob] [WEEKLY SHIF nn Foxy Black Raven] [OPS-ROTATE] exander Benjamin Frederick] [OPS-ROTATE] mes Tan Chen Biao] [] Wohinder Suresh Pavithra] [OFFICE9.0] avid Timothy Gan Dong Hai] [OPS-ROTATE] aviamin Wong Sieu Kangl [OPS-ROTATE]
	S002 [Be S003 [Ci S004 [La S005 [Ja	enjamin Wong Sieu Kang] [OPS-ROTATE] ndy Lee Lawrence] [OPS-ROTATE] wrence Lee Keng Soon] [OFFICE9.0] mes 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.





4.2.1 For Administrator

Step 2 :									
[To Employee(s)]									
Date Range:	01/12/2	2015	×т	31/12	2/2015	5			
Department	0	Dec		✔ 20	15	~	0		\$
Work Group	Su	Мо	Tu	We	Th	Fr	Sa		¢
	F		1	2	3	4	5		
6	6	7	8	9	10	11	12		
Emp No.	13	14	15	16	17	18	19	_	
	20	21	22	23	24	25	26	Р	^
E001	27	28	29	30	31				
E002	Sally Cł	Sally Chong Mui Mui OPS-ROTATE							

 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.



Step 2 :		s	Step 2	:			9
	[To Employee(s)]				ר]	Fo Employee(s)]	
Date Range:	01/01/2016 To 31/01/2016		Date	Range:	01/01/20	016 To 31/01/2016	
Department	4 selected +		Depa	rtment	4 select	ed +	
Work Group	Filter: Enter keywords		Work	Group	124 Hou ROTATI	Selected Department 1. HUMAN RESOURCE DEPARTMENT [HR]	×
	HUMAN RESOURCE DEPARTMENT [HR]					2. NONE [NONE] 3. OPERATIONS DEPARTMENT [OPS]	
Emp No				Emp No		4. SALES DEPARTMENT [SALES]	
E001	SALES DEPARTMENT [SALES]			E001	Christor Ming		
E002				E002	Sally Ch		
E003				E003	Christin		
E004				E004	Darren I		
				E005	Emily W		
			<	EUUR	Alfred L		1.

Step 2 :	Step 2 :	Step
[To Employee(s)]	[To Employee(s)]	ſ
Date Range: 01/01/2016 To 31/01/2016	Date Range: 01/01/2016 To 31/01/2016	
Department 4 selected \$	Department 4 selected +	
Work Group 3 selected +	(i) Work Group 3 selected (i) Selected Work Group	×
Emp No	Emp No Emp 1. Corporate Office [OFFICE9.0] 2, 24 Hour Rotation Operations [O	PS-
□ E001 Corporate Office [OFFICE9.0]	A001 Maria Sim Lin ROTATE] 3. Weekly Shift [WEEKLY SHIFT]	
□ E002 24 Hour Rotation Operations [OPS-	C001 Hugo Boss Ka	
E003	E001 Christopher Ji Ming	
E004 Weekly Shift [WEEKLY SHIFT]	E002 Sally Chong N	
E005	E003 Christina Ong	
		-



Step 2							
[To Employee(s)]							
Date	Range:	01/12/2015 To 31/12/	2015				
Depa	artment	4 selected		\$			
Work	< Group	i) 3 selected i)		\$			
	Emp No	Emp Name	WorkGroup	~			
	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	\sim			
~	E004	Darron Loo Heizo Lung					

4. 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

Sto	ep 2 :								
[To Employee(s)]									
Date	e Range:	ļ	01/12/	2015	×Т	31/12	2/2015	5	
Dep	artment		0	Dec		✔ 20	15	~	0
	•			Мо	ти	Wo	тһ	Er	Sa
			54	no		we	•••	Г	30
	Emp No		54	PIU	1	2	3	4	5
	Emp No A001	Ma	6	7	1 8	2 9	3 10	4	5 12
	Emp No A001 C001	Ma Hu	6 13	7	1 8 15	2 9 16	3 10 17	4 11 18	5 12 19
	Emp No A001 C001	Ma Hu Ch	6 13 20	7 14 21	1 8 15 22	2 9 16 23	3 10 17 24	4 11 18 25	5 12 19 26
	Emp No A001 C001 E001	Ma Hu Ch Mi	6 13 20 27	7 14 21 28	1 8 15 22 29	2 9 16 23 30	3 10 17 24 31	4 11 18 25	5 12 19 26

 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.



Step 2 :	Step				
[To Employee(s)] Date Range: 01/12/2015 To 31/12/2015 Department 4 selected +	Da De	te Range: partment	01/12/ 4 selet	[To Employee(s)] 2015 To 31/12/2015 cted +	
Filter: Enter keywords				Selected Department	×
Emp N A001 HUMAN RESOURCE DEPARTMENT [HR] OPERATIONS DEPARTMENT [OPS] OPERATIONS DEPARTMENT [SALES] E002 E003 cond		 Emp No A001 C001 E001 E002 E003 E004 	Maria S Hugo E Christo Ming Sally Cl Christir	1. HUMAN RESOURCE DEPARTMENT [HR] 2. NONE [NONE] 3. OPERATIONS DEPARTMENT [OPS] 4. SALES DEPARTMENT [SALES]	
					//

Step :	2:			
Date Dep	e Range: artment	[To Employee(s)] 01/12/2015 To 31/12/ 4 selected	2015	\$
	Emp No	Emp Name	WorkGroup	^
☑	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	Darran Lea Heise Lung	ODS DOTATE	

 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):

TIMES	TimeSheet	
Supervisor Time Sheet Duty Roster Duty Roster Copy Duty Upload Report	Entry Officer Control Time Sheet Duty Roster Duty Roster Copy Duty Upload Report Time Log	
HR ② Time Sheet ⋑ Duty Roster Duty Roster Copy Duty Upload P Report P Time Log P Time Log P Batch Approve P ayroll Transfer		

5.1 Step 1 – Download the Excel Document Template

Step 1 :
[Download Template]
Template



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

1	А	В	С	D	E	F	G	н	1	J	к	L	м	
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														
15														
16														
17														
18														
19														
20														
21														1

5.2 Step 2 – Choose the completed Excel Document

Import Duty Roster Data	
Step 1 :	Step 2 : Step 3 :
[Download Template]	[Browse File] [Upload File]
Template	Browse Upload
	Choose File to Upload
	Organize 🔻 New folder 🛛 🕅 🐨 🔲 🞯
	Music A Name Date modified Type
	Subversion DutyRosterTemplate.xls 15/12/2015 05:00 Microso
	Videos
	Real Homegroup
	n Computer
	Acer (C:)
	File name: DutyRosterTemplate.xls V All Files (*.*) V
	Open Cancel

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



5.3 Step 3 – Upload completed Excel Document into the system

Step 3 :	
	[Upload File]
	Upload

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 users⁴ can have access to the **Duty Roster Report**.

HR Report

Report			
Report:	Duty Roster		
Department		¢	•
Work Group		¢	٢
Employee		¢	(j)
Date Range:	01/12/2015 To 31/12/2015		
Format:	XLS 🗸		
	Export		

Entry Officer and Supervisor Report

Report:	Duty Roster			
	Duly Notici	~		
Department				÷ (
Employee				• (
Date Range:	01/12/2015	To 31/12/201	5	
Format:	XLS 🗸			
	Export			

Employee Report

Duty Roster	~]
01/12/2015	To 31/12	/2015
XLS 🗸		
Export		
	Duty Roster 01/12/2015 XLS V Export	Duty Roster V 01/12/2015 To 31/12 XLS V Export V

⁴ 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:

	А	В	С	D	E	F	G	Н	I.		
1	TIMES SOFTWARE DEMO PTE LTD										
3	Duty Roster Report										
4											
5	Department: H	R									
6	Emp No Emp Name		01-Dec	02-Dec	03-Dec	04-Dec	05-Dec	06-Dec	07-Dec		
7				Wed	Wed Thu		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											
12	Duty Roster	Report									
13											
14	Department: N	ONE									
15	From Ma	5 N	01-Dec	02-Dec	03-Dec	04-Dec	05-Dec	06-Dec	07-Dec		
16	Emp No	Emp Name	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	L
19											
20	Duty Roster	Report									
21											
22	Department: O	PS									
23	N	5 NI	01-Dec	02-Dec	03-Dec	04-Dec	05-Dec	06-Dec	07-Dec		
24	Emp No	Emp Name	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	%/	
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	\$E	
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	-
	\leftarrow \rightarrow	Duty Roster Legend 🕂			:	4				Þ	

	Α	В	С	D
1	Shift Legend:			
2	Work Group	ch:#	Description	Calit Chift
3	work Group	SILL	Auto shift for shift A B S	Split Shirt
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				
		L Dantan L Danta		
	n P Du	iy Koster Leger		: 4