



TIMES TimeSheet

OT Requisition Quick Start Guide
for Entry Officer

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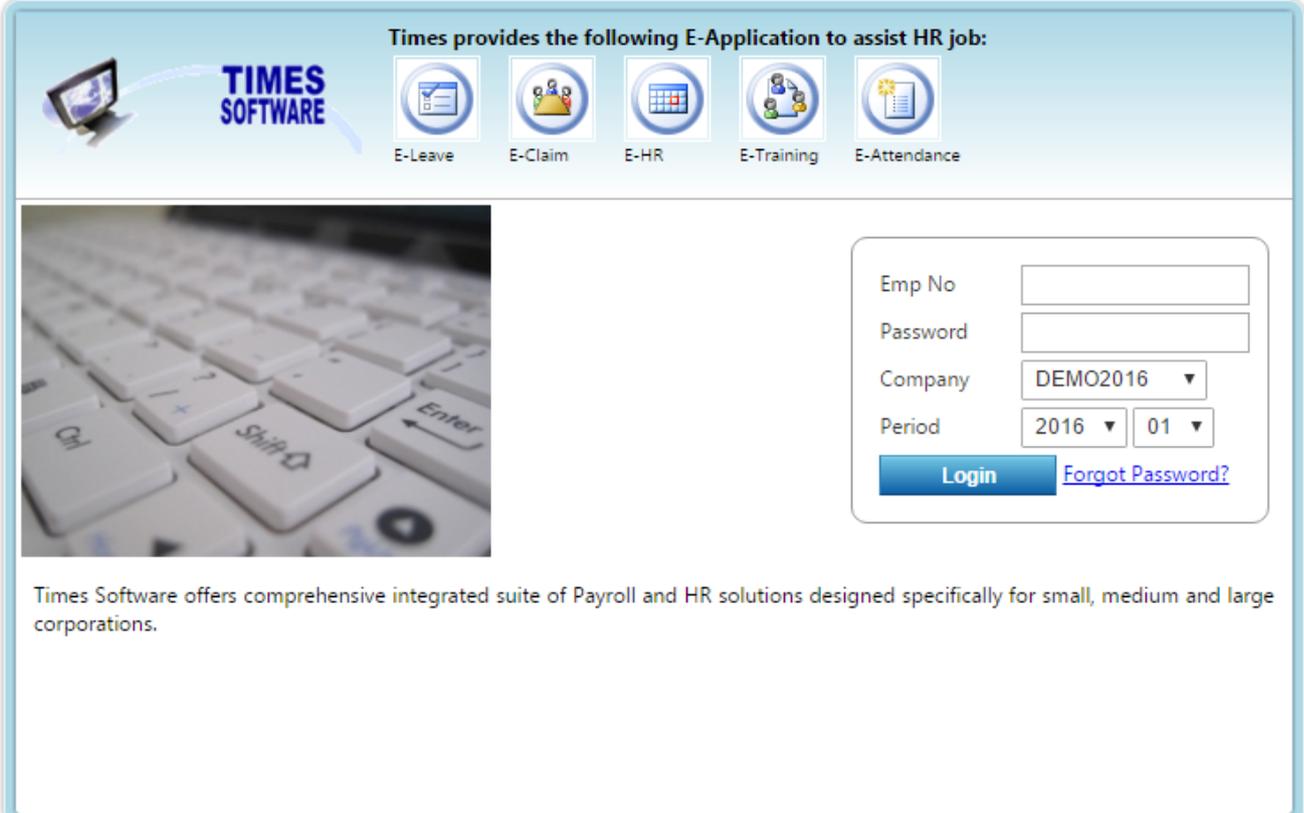
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Chapter 1. Logging into the TIMES TimeSheet System

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 2. Dashboard

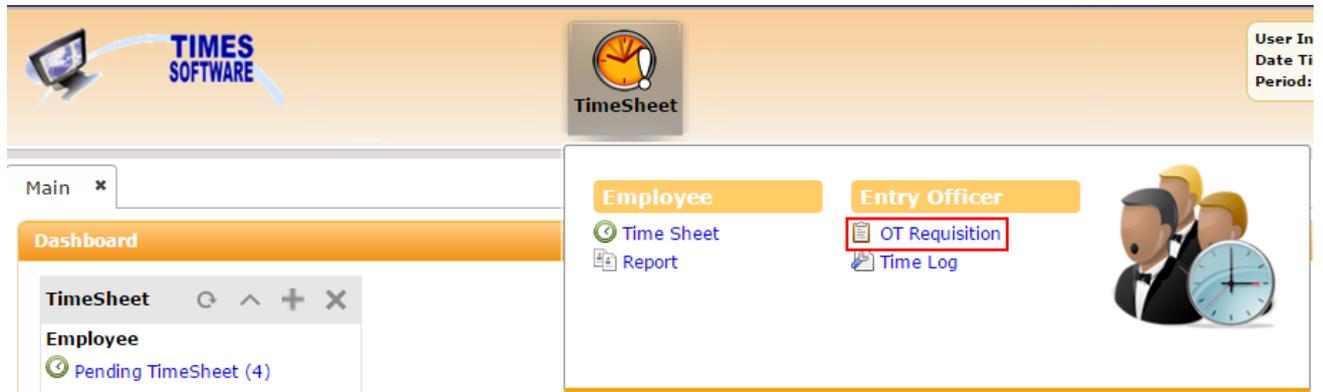
After logging into the system, you will be presented with your dashboard.



The dashboard shows you a list of items that require your attention.

You can click on any of the items to access it.

Chapter 3. Access and View OT Requisition



1. Click on TimeSheet icon to open the Entry Officer menu.
2. Click **OT Requisition** option in the Entry Officer menu to access the OT Requisition web page.

TimeSheet >> Entry Officer >> OT Requisition

Department: FINANCE DEPARTMENT [FIN] ⓘ

Employee: BENJAMIN WONG [002] [DEFAULT] ⓘ ⏪ ⏩

Date Range: 01/02/2016 To 29/02/2016

Status: All ▾

Query Withdraw

<input type="checkbox"/>	Status	Emp No	Emp Name	Date	WorkGr	Shift	Shift In	Shift Ou	TimeIn	TimeOu	Overtim	Early In	Remark	Sup
<input type="checkbox"/>		002	BENJAMIN WONG	01/02/2016	DEFAULT	O	09:00	18:00		0	0			
<input type="checkbox"/>		002	BENJAMIN WONG	02/02/2016	DEFAULT	O	09:00	18:00		0	0			
<input type="checkbox"/>		002	BENJAMIN WONG	03/02/2016	DEFAULT	O	09:00	18:00		0	0			
<input type="checkbox"/>		002	BENJAMIN WONG	04/02/2016	DEFAULT	O	09:00	18:00		0	0			
<input type="checkbox"/>		002	BENJAMIN WONG	05/02/2016	DEFAULT	O	09:00	18:00		0	0			
<input type="checkbox"/>		002	BENJAMIN WONG	06/02/2016	DEFAULT	O	09:00	18:00		0	0			
<input type="checkbox"/>		002	BENJAMIN WONG	07/02/2016	DEFAULT	O	09:00	18:00		0	0			

Show Page 1 of 1 Pages 29 record(s) found. First Prev Next Last Display 50 Records Per Page

3. At the OT Requisition web page, click the ⓘ button to view more criteria options
4. Choose "Department".
5. Choose "Employee".
6. Choose "Date Range".
7. Choose "Status".
8. To freeze pane a column, choose the column number at "Frozen Column".
9. Click to view the shift records based on your selections. You can browse each employee's shift records by clicking on the ⏪ ⏩ navigation buttons.

Chapter 4. Raise and Submit OT Requisition

Status	Emp No	Emp Name	Date	WorkGr	Shift	Shift In	Shift Ou	TimeIn	TimeOu	Overtim	Early In	Remark	Sup
	002	BENJAMIN WONG	01/02/2016	DEFAULT	O	09:00	18:00			0	0		
	002	BENJAMIN WONG	02/02/2016	DEFAULT	O	09:00	18:00			0	0		

1. Double click a shift record to create OT Requisition for it.

Details ✕

TimeSheet ▶▶ Entry Officer ▶▶

Employee: BENJAMIN WONG[002][DEFAULT]
 Date: 01/02/2016
 Status:
 Shift Hrs: 09:00 - 18:00
 Work Hrs: -
 Remark:

 Supervisor Remark:

2. Enter the new "Work Hrs". System will calculate the Early In Overtime and Overtime hours based on the timing difference between the new timing and the shift's original timing.
3. Enter "Remark".
4. Click button to submit the OT Requisition.
5. The submitted OT Requisition record will be *Pending* for review by the supervisor.

Status	Emp No	Emp Name	Date	WorkGr	Shift	Shift In	Shift Ou	TimeIn	TimeOu	Overtim	Early In	Remark	Su
Pending (1)	002	BENJAMIN WONG	01/02/2016	DEFAULT	O	09:00	18:00	08:00	22:00	4.00	1.00	Request for overtime due to peak period.	
	002	BENJAMIN WONG	02/02/2016	DEFAULT	O	09:00	18:00			0	0		

6. If the record is *Rejected* by the supervisor you can edit the record again and re-submit a new OT Requisition for it.

Chapter 5. Withdraw OT Requisition

TimeSheet >> Entry Officer >> OT Requisition

Employee: BENJAMIN WONG [002] [DEFAULT] Date Range: 01/02/2016 To 29/02/2016

Query: **Withdraw**

<input type="checkbox"/>	Status	Emp No	Emp Name	Date	WorkGr	Shift	Shift In	Shift Ou	TimeIn	TimeOu	Overtim	Early In	Remark	Su
<input checked="" type="checkbox"/>	Pending (1)	002	BENJAMIN WONG	01/02/2016	DEFAULT	O	09:00	18:00	08:00	22:00	4.00	1.00	Request for overtime due to peak period.	
<input type="checkbox"/>		002	BENJAMIN WONG	02/02/2016	DEFAULT	O	09:00	18:00			0	0		

1. Choose a *Pending* record by clicking on the checkbox next to the record.
2. Click button to remove the OT Requisition for the shift record.

TimeSheet >> Entry Officer >> OT Requisition

Employee: BENJAMIN WONG [002] [DEFAULT] Date Range: 01/02/2016 To 29/02/2016

Query:

<input type="checkbox"/>	Status	Emp No	Emp Name	Date	WorkGr	Shift	Shift In	Shift Ou	TimeIn	TimeOu	Overtim	Early In	Remark	Su
<input type="checkbox"/>		002	BENJAMIN WONG	01/02/2016	DEFAULT	O	09:00	18:00			0	0		
<input type="checkbox"/>		002	BENJAMIN WONG	02/02/2016	DEFAULT	O	09:00	18:00			0	0		

That's it!

You've come to the end of this guide. We hope you've found it helpful.

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