



TIMES TimeSheet

OT Requisition Quick Start Guide
for Supervisor

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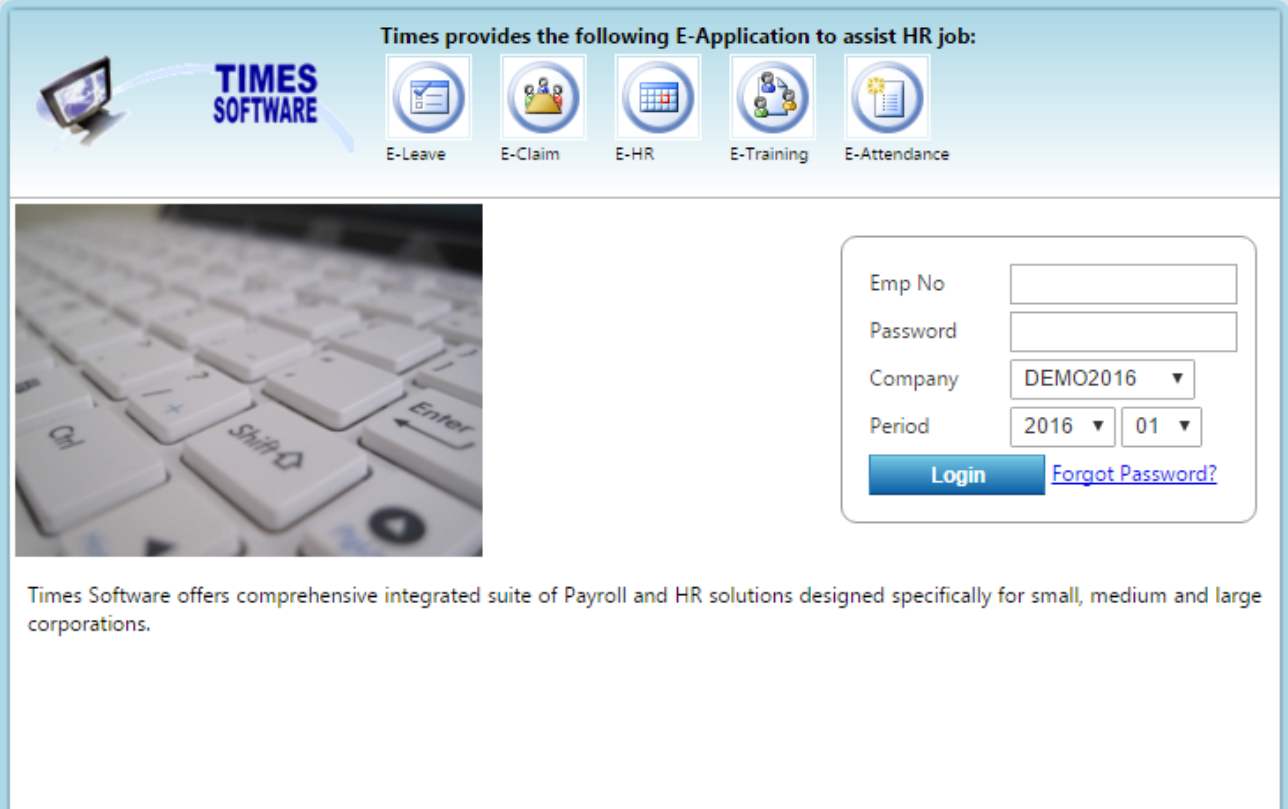
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Chapter 1. Logging into the TIMES TimeSheet System

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

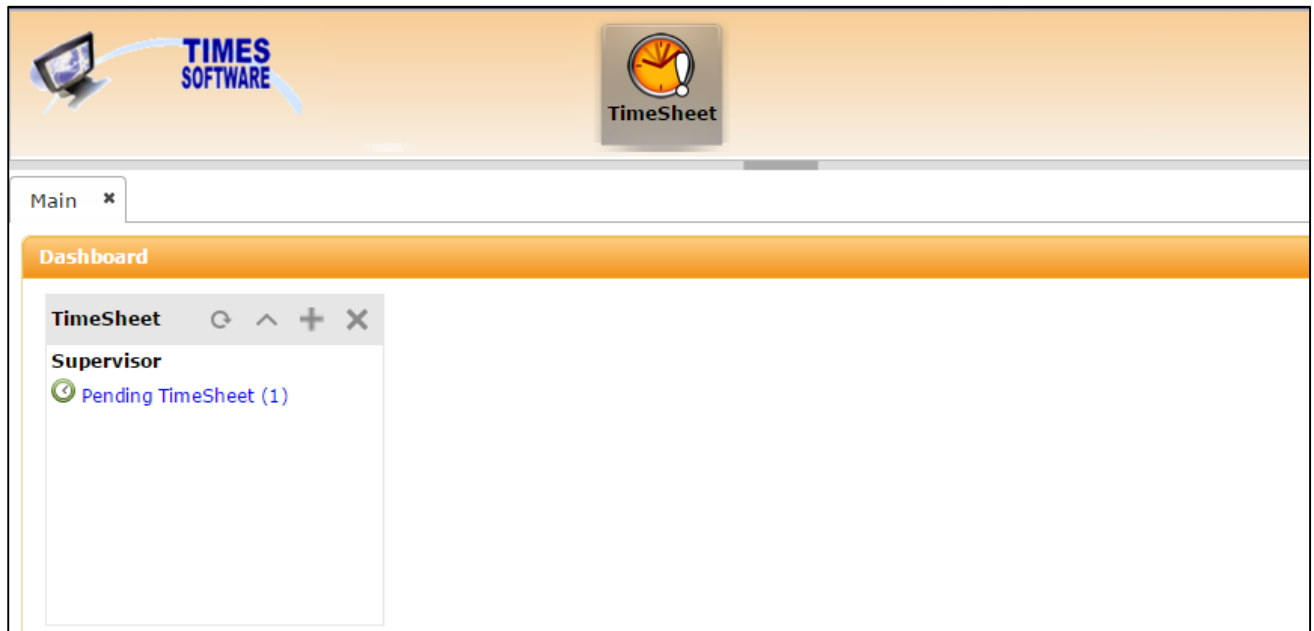
[Login](#) [Forgot Password?](#)

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 [Login](#) button to login into the system.

Chapter 2. Dashboard

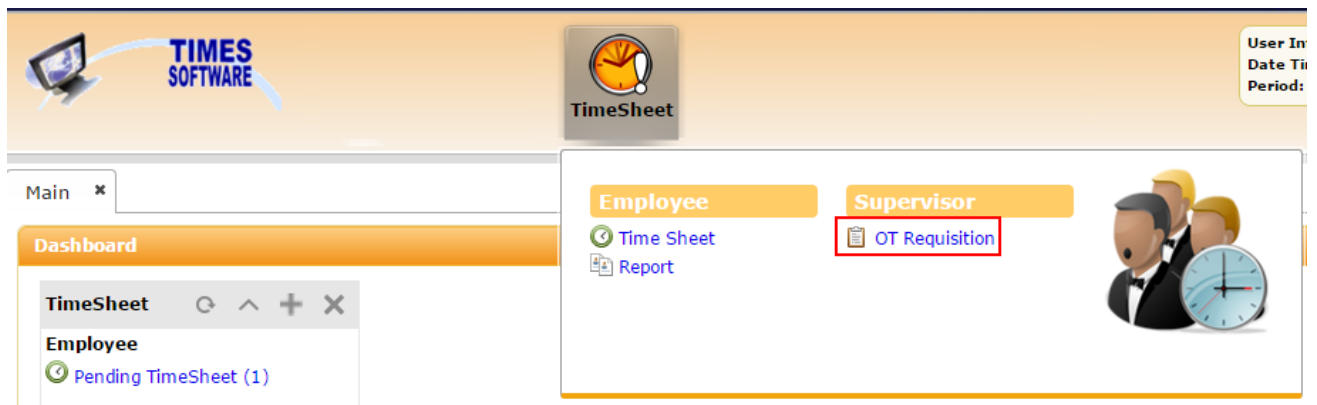
After logging into the system, you will be presented with your dashboard.



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 Supervisor menu.
2. Click **OT Requisition** option in the Supervisor menu to access the OT Requisition web page.

TimeSheet >> Supervisor >> OT Requisition

Department: SINGAPORE DIVISION [SG] ⓘ

Employee: BENJAMIN WONG [002] [DEFAULT] ⓘ ⬅ ➡

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

Status: All ▼

Query Approve Reject

<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"/>	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.	
<input type="checkbox"/>	Pending (1)	002	BENJAMIN WONG	02/02/2016	DEFAULT	O	09:00	18:00	09:00	23:00	5.00	0.00	Request for overtime.	
<input type="checkbox"/>	Pending (1)	002	BENJAMIN WONG	03/02/2016	DEFAULT	O	09:00	18:00	08:30	19:00	1.00	0.50	Request for overtime.	
<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. 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. Approve OT Requisition

TimeSheet >> Supervisor >> OT Requisition

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

Query **Approve** Reject

<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.	
<input type="checkbox"/>	Pending (1)	002	BENJAMIN WONG	02/02/2016	DEFAULT	O	09:00	18:00	09:00	23:00	5.00	0.00	Request for overtime.	
<input type="checkbox"/>	Pending (1)	002	BENJAMIN WONG	03/02/2016	DEFAULT	O	09:00	18:00	08:30	19:00	1.00	0.50	Request for overtime.	
<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		

1. Look for records with "Status" *Pending*.
2. Click the ☐ checkbox next to the record(s) to be approved.
3. Click the **Approve** button to approve the selected record(s).
4. If you are the final approver the record(s) "Status" updates to *Approved*. Otherwise the record will be routed to the next approver for review.

<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"/>	Approved	002	BENJAMIN WONG	01/02/2016	DEFAULT	O	09:00	18:00	08:00	22:00	4.00	1.00	Request for overtime.	
<input type="checkbox"/>	Pending (1)	002	BENJAMIN WONG	02/02/2016	DEFAULT	O	09:00	18:00	09:00	23:00	5.00	0.00	Request for overtime.	
<input type="checkbox"/>	Pending (1)	002	BENJAMIN WONG	03/02/2016	DEFAULT	O	09:00	18:00	08:30	19:00	1.00	0.50	Request for overtime.	
<input type="checkbox"/>		002	BENJAMIN WONG	04/02/2016	DEFAULT	O	09:00	18:00			0	0		

Chapter 5. Reject OT Requisition

TimeSheet >> Supervisor >> OT Requisition

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

Query Approve Reject

	Status	Emp No	Emp Name	Date	WorkGr	Shift	Shift In	Shift Ou	TimeIn	TimeOu	Overtim	Early In	Remark	Su
<input type="checkbox"/>	Approved	002	BENJAMIN WONG	01/02/2016	DEFAULT	O	09:00	18:00	08:00	22:00	4.00	1.00	Request for overtime.	
<input type="checkbox"/>	Pending (1)	002	BENJAMIN WONG	02/02/2016	DEFAULT	O	09:00	18:00	09:00	23:00	5.00	0.00	Request for overtime.	
<input type="checkbox"/>	Pending (1)	002	BENJAMIN WONG	03/02/2016	DEFAULT	O	09:00	18:00	08:30	19:00	1.00	0.50	Request for overtime.	
<input type="checkbox"/>		002	BENJAMIN WONG	04/02/2016	DEFAULT	O	09:00	18:00			0	0		

1. Look for records with "Status" Pending.

TimeSheet >> Supervisor >> OT Requisition

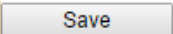
Employee: BENJAMIN WONG [002] [DEFAULT] Date Range: 01/02/2016 To 29/02/2016

Query Approve Reject

Details

TimeSheet >> Supervisor >>

Employee: BENJAMIN WONG[002][DEFAULT]
 Date: 02/02/2016
 Status: Pending [CINDY LIM]
 Shift Hrs: 09:00 - 18:00
 Work Hrs: 09:00 - 23:00
 Remark: Request for overtime.
 Supervisor Remark: Overtime not granted.
 Save

2. Double click the record to see the record details.
3. At the Details pop-up window, enter your reason for rejecting the record at "Supervisor Remark".
4. Click  button to save the details.

TimeSheet >> Supervisor >> OT Requisition

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

Query Approve **Reject**

	Status	Emp No	Emp Name	Date	WorkGr	Shift	Shift In	Shift Ou	TimeIn	TimeOu	Overtim	Early In	Remark	Su
<input type="checkbox"/>	Approved	002	BENJAMIN WONG	01/02/2016	DEFAULT	O	09:00	18:00	08:00	22:00	4.00	1.00	Request for overtime.	
<input checked="" type="checkbox"/>	Pending (1)	002	BENJAMIN WONG	02/02/2016	DEFAULT	O	09:00	18:00	09:00	23:00	5.00	0.00	Request for overtime. Overtime not granted.	
<input type="checkbox"/>	Pending (1)	002	BENJAMIN WONG	03/02/2016	DEFAULT	O	09:00	18:00	08:30	19:00	1.00	0.50	Request for overtime.	
<input type="checkbox"/>		002	BENJAMIN WONG	04/02/2016	DEFAULT	O	09:00	18:00			0	0		

5. Click the ☒ checkbox next to the record(s) to be rejected.
6. Click the **Reject** button to reject the selected record(s).
7. The record "Status" updates to *Rejected*.

That's it!

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

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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.

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