



TIMES TimeSheet

Quick Start Guide
for Employee

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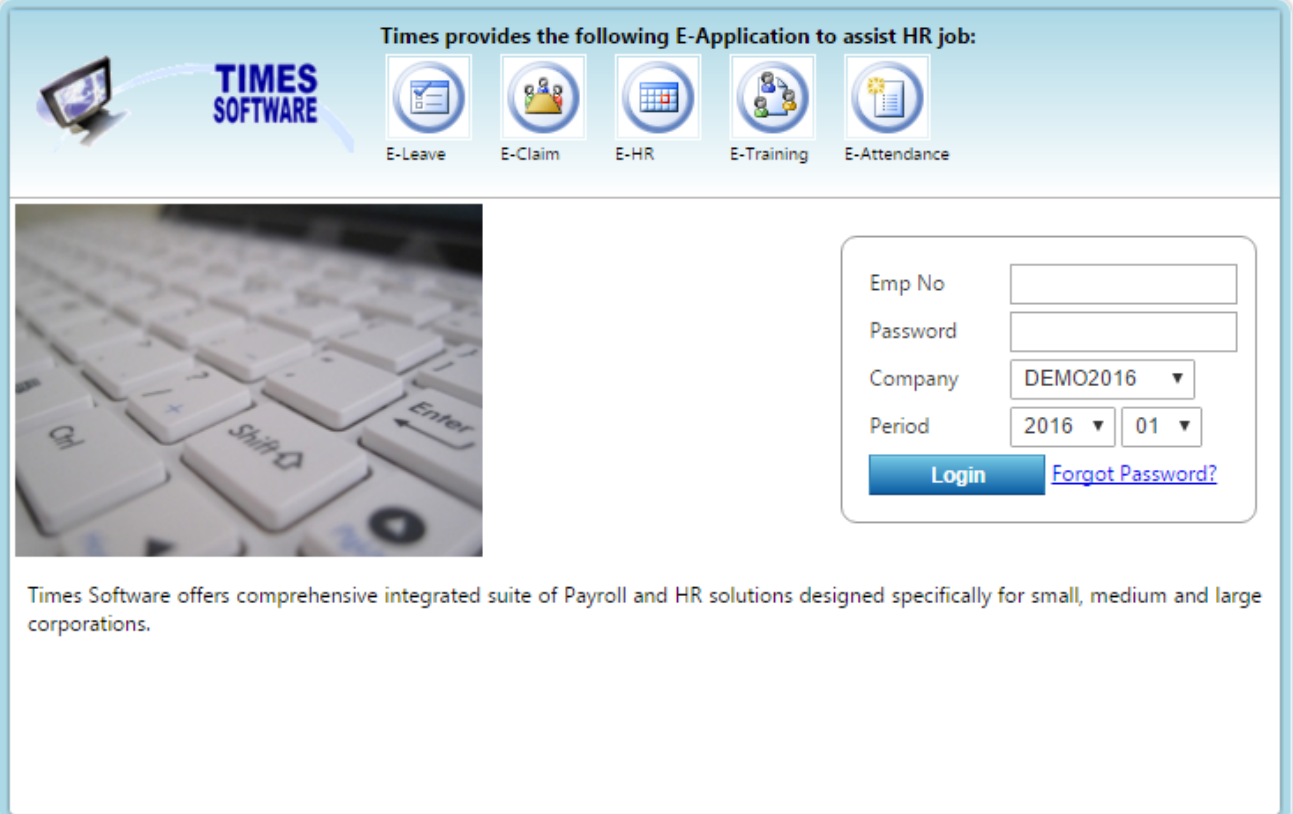
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Chapter 1. Logging into the TIMES TimeSheet System

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

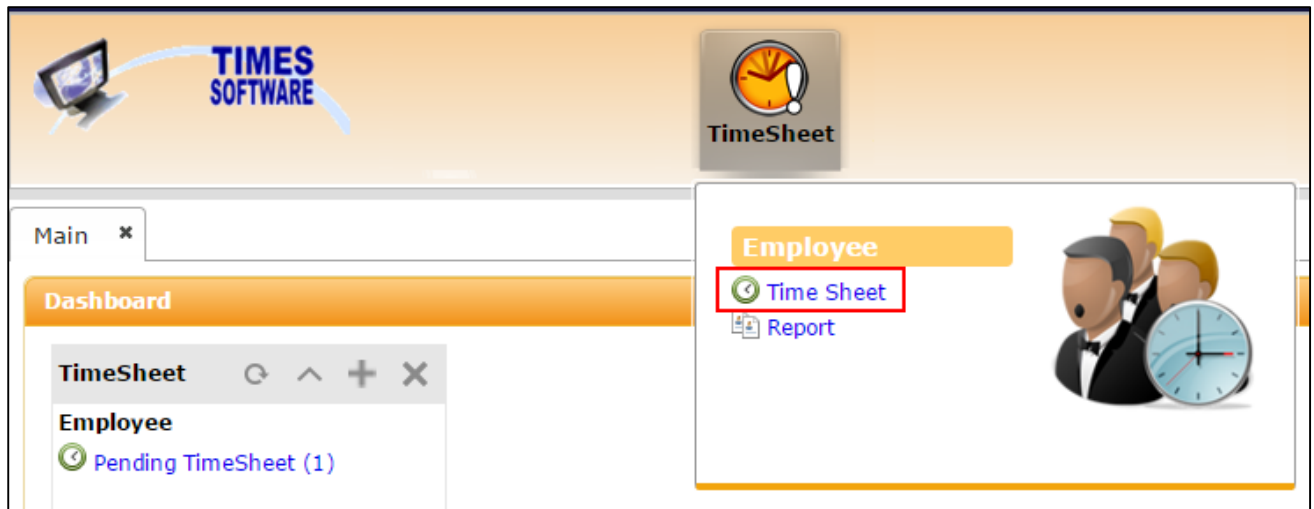
After logging into the system, you will be presented with your dashboard.



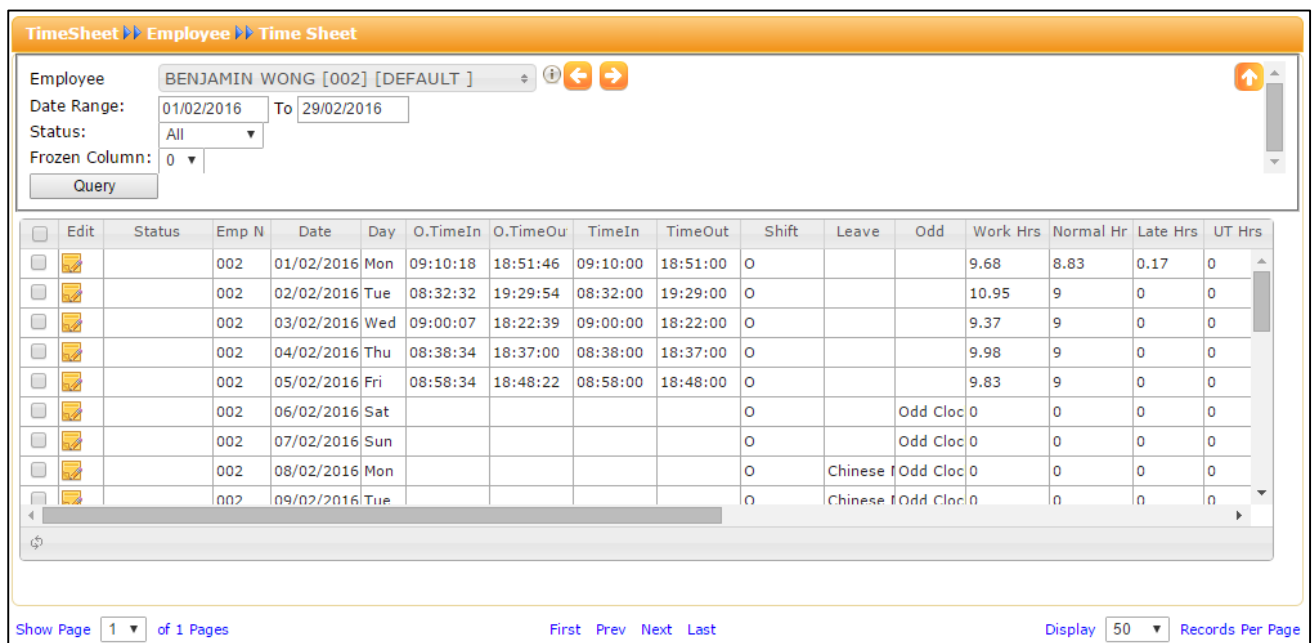
The dashboard shows you a list of items that require your attention.


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

Chapter 3. Access and View Time Sheet



1. Click on TimeSheet icon to open the Employee menu.
2. Click **Time Sheet** option in the Employee menu to access the Time Sheet web page.



3. At the Time Sheet web page, click the  button to view more criteria options
4. Choose "Date Range".
5. Choose "Status".
6. To freeze pane a column, choose the column number at "Frozen Column".
7. Click to view your Time Sheet based on your selections.

Chapter 4. Edit Time Sheet

TimeSheet >> Employee >> Time Sheet

Employee: BENJAMIN WONG [002] [DEFAULT] Date Range: 01/01/2016 To 31/01/2016

<input type="checkbox"/>	Edit	Status	Emp N	Date	Day	O.TimeIn	O.TimeOut	TimeIn	TimeOut	Shift	Leave	Odd	Work Hrs	Normal Hr	Late Hrs	UT Hrs
<input type="checkbox"/>		Pending	002	04/01/2016	Mon	08:35:08	18:37:31	08:34:00	18:37:00	O			10.05	9	0	0
<input type="checkbox"/>			002	05/01/2016	Tue	09:12:58	19:15:22	09:12:00	19:15:00	O			10.05	8.8	0.2	0
<input type="checkbox"/>			002	06/01/2016	Wed	08:47:05	19:25:02	08:47:00	19:25:00	O			10.63	9	0	0

1. Click the button next to the Time Sheet record to edit it.

Edit Record

Date : 04/01/2016
Shift: O

TimeIn:

TimeOut:

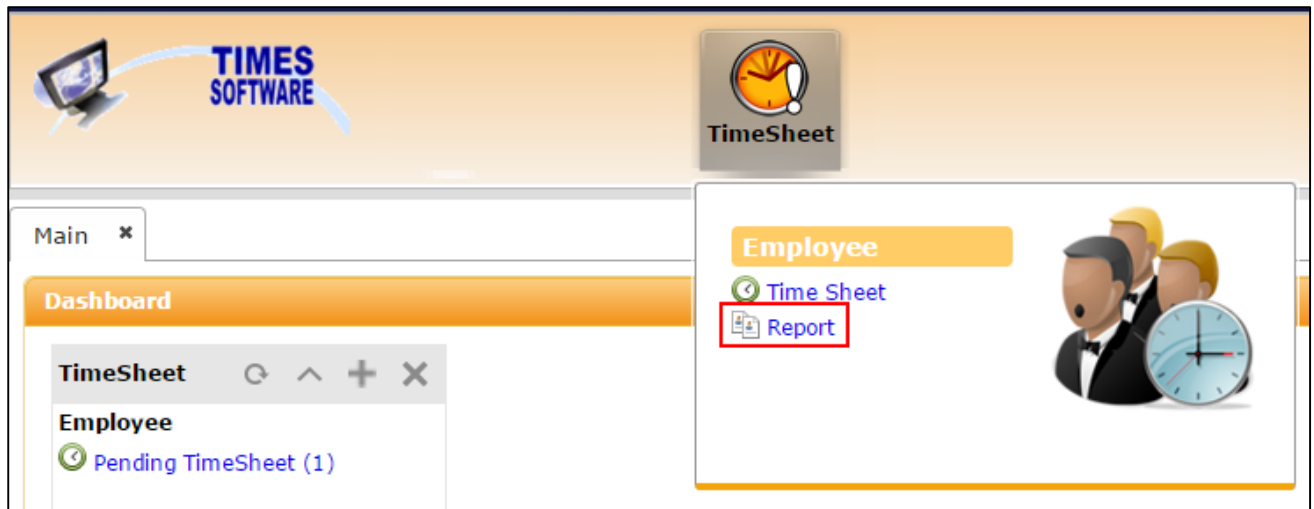
A. Shift:

Emp Remark:

Sup Remark:

2. You can change your first clock in time for the shift (TimeIn), last clock out time for the shift (TimeOut) and the shift itself (A. Shift).
3. Enter your remarks at "Emp Remark".
4. Click button to submit your changes or button to cancel your changes.
5. Once submitted, the record will be pending for review by your supervisor.
6. If your record is rejected by your supervisor, you can edit the record again.


Chapter 5. Report



1. Click on TimeSheet icon to open the Employee menu.
2. Click **Report** option in the Employee menu to access the Report web page.

The screenshot shows the TIMES TimeSheet Employee Report web page. The page has a breadcrumb trail: TimeSheet >> Employee >> Report. The form includes the following fields:

- Report: Timesheet In Details (dropdown menu)
- Date Range: 01/02/2016 To 29/02/2016
- Status: (dropdown menu)
- Format: XLS (dropdown menu)
- Export button

3. At the Report web page, choose a report at "Report".
4. Choose the "Date Range".
5. Choose "Status" or leave it blank. Blank means all statuses.
6. Choose the report format to be generated at "Format".
7. Click  button to generate the report based on your selections.

That's it!

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

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