



# TIMES TimeSheet

Quick Start Guide  
for Supervisor

## Disclaimer

---

Copyright 2016 Times Software Pte Ltd ("TIMES SOFTWARE") (Company Registration No.: 199804415D) All rights reserved. Please refer to the legal notice below for terms of use.

**THE SPECIFICATIONS AND INFORMATION REGARDING THE PRODUCTS IN THIS USER GUIDE ARE SUBJECT TO CHANGE WITHOUT NOTICE. ALL STATEMENTS, INFORMATION, AND RECOMMENDATIONS IN THIS USER GUIDE ARE BELIEVED TO BE ACCURATE BUT ARE PRESENTED WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED. USERS MUST TAKE FULL RESPONSIBILITY FOR THEIR APPLICATION OF ANY PRODUCTS.**

**INFORMATION PROVIDED IN THIS GUIDE IS PROVIDED "AS IS" WITH ALL FAULTS. TIMES SOFTWARE DISCLAIM ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THOSE OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT OR ARISING FROM A COURSE OF DEALING, USAGE OR TRADE PRACTICE.**

**IN NO EVENT SHALL TIMES SOFTWARE OR ITS SUPPLIERS BE LIABLE FOR ANY DIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT OR PUNITIVE DAMAGES, OR ANY DAMAGES WHATSOEVER, INCLUDING, WITHOUT LIMITATION, LOST PROFITS OR LOSS OR DAMAGE TO DATA ARISING OUT OF THE USE OR INABILITY TO USE THIS USER GUIDE, OR ANY ERRORS OR OMISSIONS IN THE CONTENT THEREOF, EVEN IF TIMES SOFTWARE OR ITS SUPPLIERS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**

Unless otherwise noted, the example companies, organizations, products, domain names, email addresses, logos, people, places and events depicted herein are fictitious, and no association with any real company, organization, product, domain name, email address, logo, person, place or event is intended or should be inferred. Any workflows, display output, diagrams and other figures included in this user guide are shown for illustrative purposes only.

Without limiting the rights under copyright, no part of this user guide may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of TIMES SOFTWARE.

The TIMES service and products identified in this user guide are trademarks or service marks of TIMES SOFTWARE. All other products or services referenced in this user guide may be the trademarks or service marks of their respective owners.

---

## Table of Contents

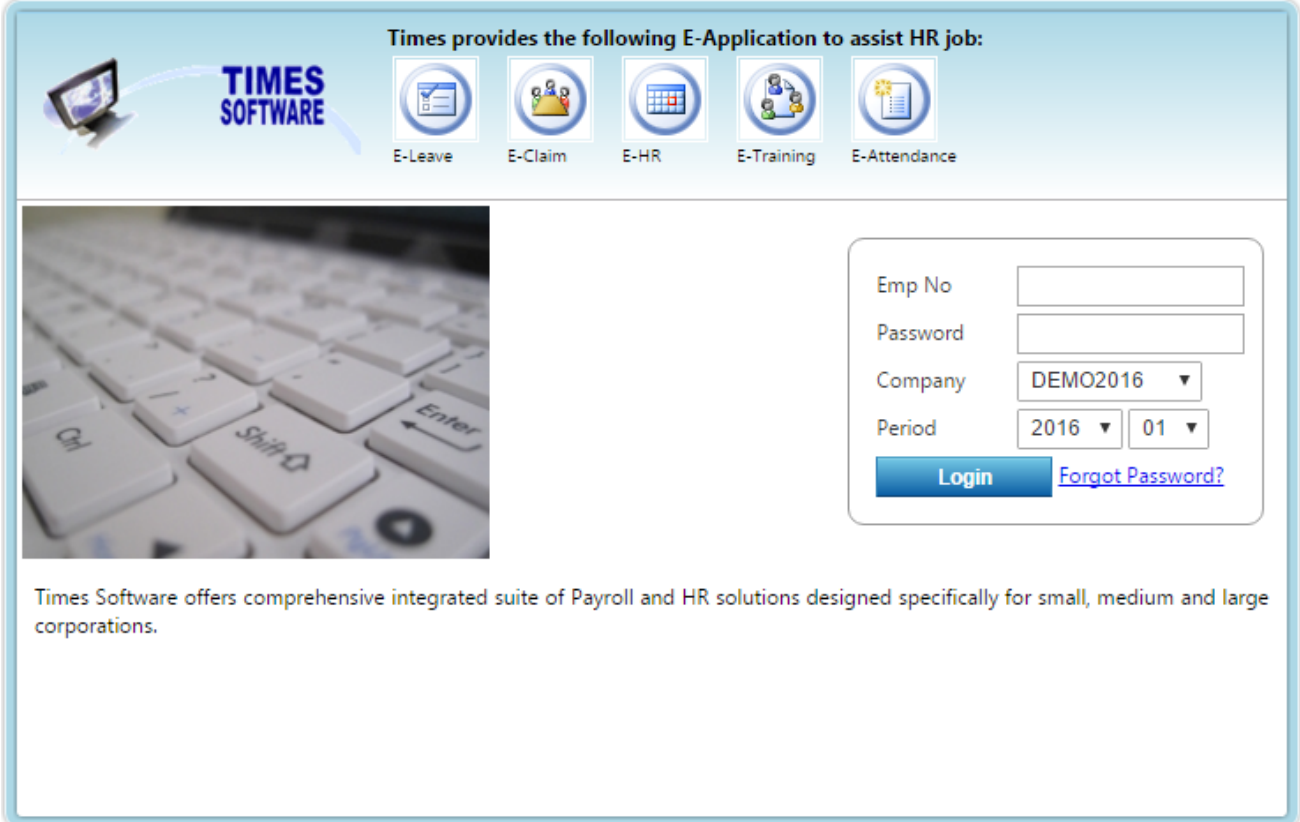
---

<b>CHAPTER 1.</b>	<b>LOGGING INTO THE TIMES TIMESHEET SYSTEM.....</b>	<b>3</b>
<b>CHAPTER 2.</b>	<b>DASHBOARD .....</b>	<b>4</b>
<b>CHAPTER 3.</b>	<b>ACCESS AND VIEW TIME SHEET .....</b>	<b>5</b>
<b>CHAPTER 4.</b>	<b>APPROVE TIME SHEET .....</b>	<b>6</b>
<b>CHAPTER 5.</b>	<b>REJECT TIME SHEET .....</b>	<b>7</b>
<b>CHAPTER 6.</b>	<b>REPORT .....</b>	<b>8</b>

## 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 DEMO2016 ▼

Period 2016 ▼ 01 ▼

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

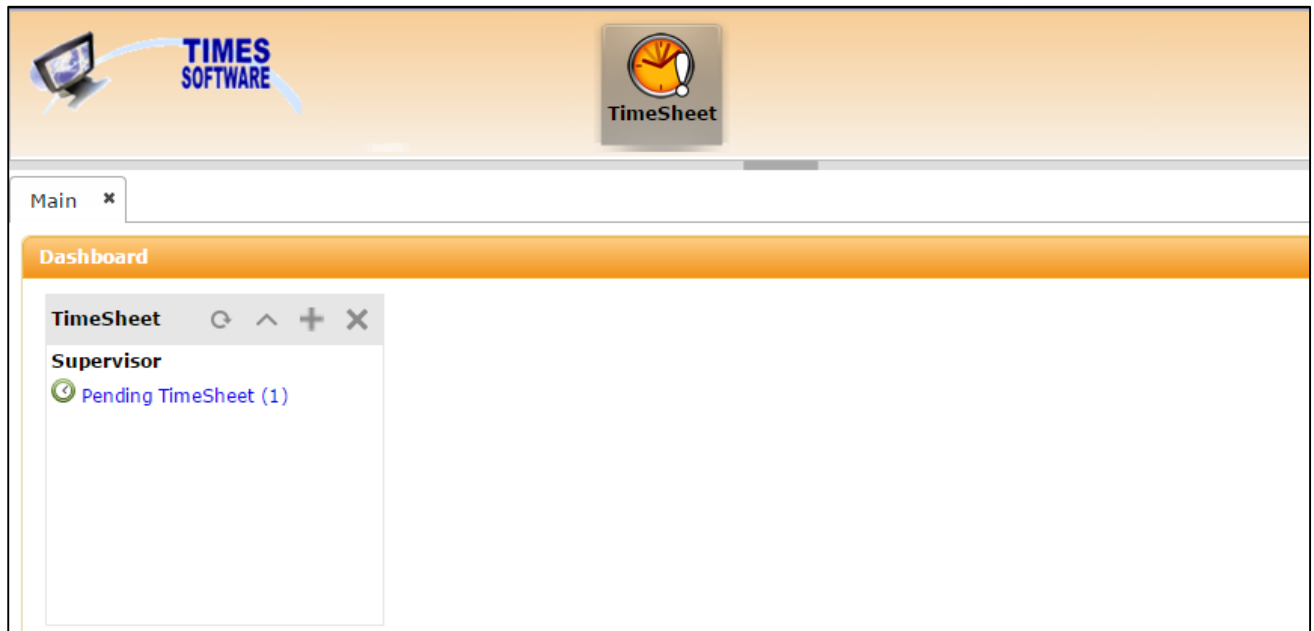
Times Software offers comprehensive integrated suite of Payroll and HR solutions designed specifically for small, medium and large corporations.

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

---

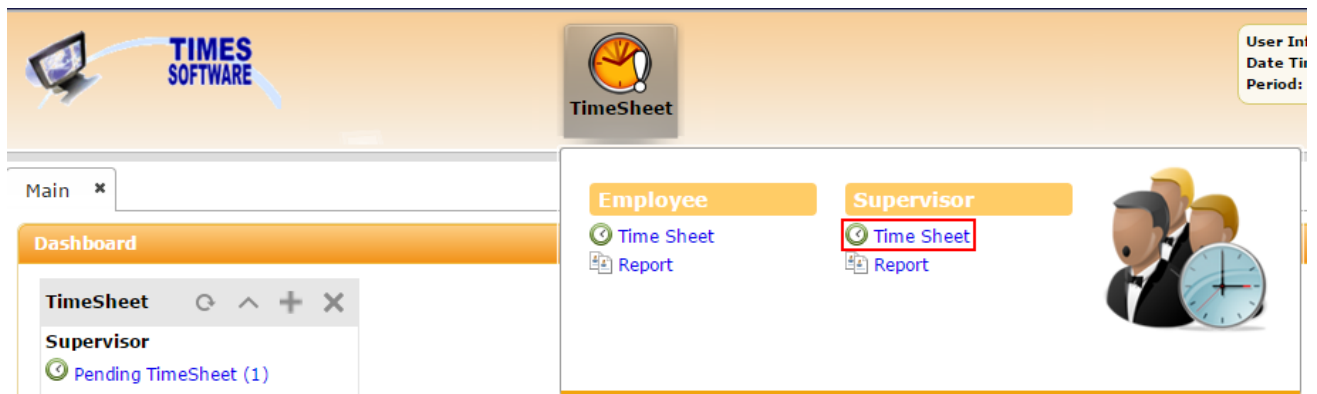
After logging into the system, you will be presented with your dashboard.



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 Supervisor menu.
2. Click **Time Sheet** option in the Supervisor menu to access the Time Sheet web page.

TimeSheet >> Supervisor >> Time Sheet

Department:  ⓘ

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

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

Status: All ▼

Frozen Column: 0 ▼

Reason:

<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	01/02/2016	Mon	09:10:18	18:51:46	10:00:00	18:51:00	O			8.85	8	1	0
<input type="checkbox"/>		Pending	002	02/02/2016	Tue	08:32:32	19:29:54	08:00:00	19:29:00	O			11.48	9	0	0
<input type="checkbox"/>		Pending	002	03/02/2016	Wed	09:00:07	18:22:39	09:15:00	19:45:00	O			10.5	8.75	0.25	0
<input type="checkbox"/>			002	04/02/2016	Thu	08:38:34	18:37:00	08:38:00	18:37:00	O			9.98	9	0	0
<input type="checkbox"/>			002	05/02/2016	Fri	08:58:34	18:48:22	08:58:00	18:48:00	O			9.83	9	0	0
<input type="checkbox"/>			002	06/02/2016	Sat					O		Odd Cloc	0	0	0	0
<input type="checkbox"/>			002	07/02/2016	Sun					O		Odd Cloc	0	0	0	0
<input type="checkbox"/>			002	08/02/2016	Mon					O		Chinese	0	0	0	0

Show Page 1 of 1 Pages First Prev Next Last Display 50 Records Per Page

3. At the Time Sheet 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 Time Sheet based on your selections. You can browse each employee's time sheet one at a time by clicking on the navigation buttons.

## Chapter 4. Approve Time Sheet

TimeSheet >> Supervisor >> Time Sheet

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

Query Approve Reject Reason:

<input type="checkbox"/>	Edit	Status	Emp N	Date	Day	O.TimeIn	O.TimeOu	TimeIn	TimeOut	Shift	Leave	Odd	Work Hrs	Normal Hr	Late Hrs	UT Hrs
<input checked="" type="checkbox"/>		Pending	002	01/02/2016	Mon	09:10:18	18:51:46	10:00:00	18:51:00	O			8.85	8	1	0
<input type="checkbox"/>		Pending	002	02/02/2016	Tue	08:32:32	19:29:54	08:00:00	19:29:00	O			11.48	9	0	0
<input type="checkbox"/>		Pending	002	03/02/2016	Wed	09:00:07	18:22:39	09:15:00	19:45:00	O			10.5	8.75	0.25	0
<input type="checkbox"/>			002	04/02/2016	Thu	08:38:34	18:37:00	08:38:00	18:37:00	O			9.98	9	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. Once approved the record's "Status" updates to *Approved*. The number next to *Approved* indicates which supervisor in the approval flow level had approved the record.

<input type="checkbox"/>	Edit	Status	Emp N	Date	Day	O.TimeIn	O.TimeOu	TimeIn	TimeOut	Shift	Leave	Odd	Work Hrs	Normal Hr	Late Hrs	UT Hrs
<input type="checkbox"/>		Approved (2)	002	01/02/2016	Mon	09:10:18	18:51:46	10:00:00	18:51:00	O			8.85	8	1	0
<input type="checkbox"/>		Pending	002	02/02/2016	Tue	08:32:32	19:29:54	08:00:00	19:29:00	O			11.48	9	0	0
<input type="checkbox"/>		Pending	002	03/02/2016	Wed	09:00:07	18:22:39	09:15:00	19:45:00	O			10.5	8.75	0.25	0
<input type="checkbox"/>			002	04/02/2016	Thu	08:38:34	18:37:00	08:38:00	18:37:00	O			9.98	9	0	0

## Chapter 5. Reject Time Sheet

TimeSheet >> Supervisor >> Time Sheet

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

Query Approve **Reject** Reason :

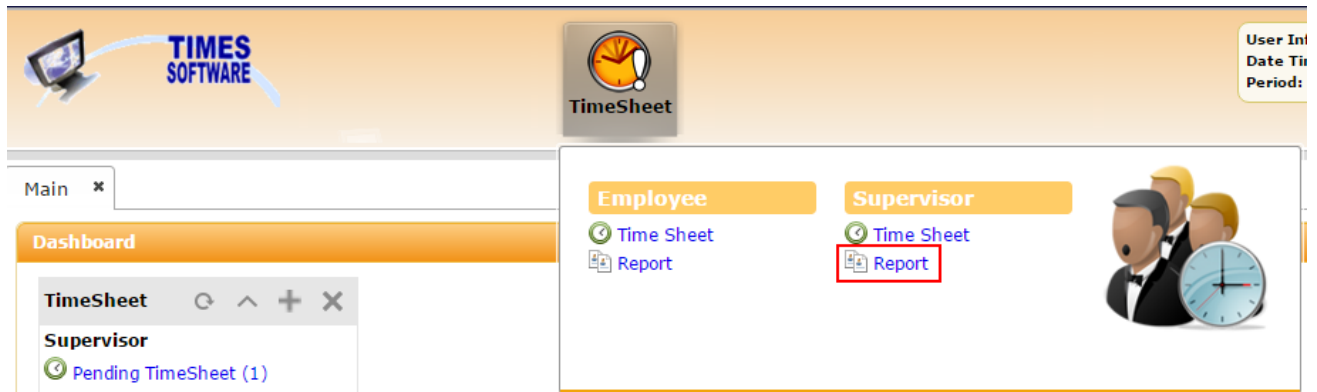
	Edit	Status	Emp N	Date	Day	O.TimeIn	O.TimeOu	TimeIn	TimeOut	Shift	Leave	Odd	Work Hrs	Normal Hr	Late Hrs	UT Hrs
<input type="checkbox"/>		Approved (2)	002	01/02/2016	Mon	09:10:18	18:51:46	10:00:00	18:51:00	O			8.85	8	1	0
<input checked="" type="checkbox"/>		Pending	002	02/02/2016	Tue	08:32:32	19:29:54	08:00:00	19:29:00	O			11.48	9	0	0
<input type="checkbox"/>		Pending	002	03/02/2016	Wed	09:00:07	18:22:39	09:15:00	19:45:00	O			10.5	8.75	0.25	0
<input type="checkbox"/>			002	04/02/2016	Thu	08:38:34	18:37:00	08:38:00	18:37:00	O			9.98	9	0	0

1. Look for records with "Status" *Pending*.
2. Click the ☐ checkbox next to the record(s) to be rejected.
3. Enter your reason for rejecting the record(s) at "Reason".
4. Click the **Reject** button to reject the selected record(s).
5. The record "Status" updates to *Rejected*. The number next to *Rejected* indicates which supervisor in the approval flow level had rejected the record.


	Edit	Status	Emp N	Date	Day	O.TimeIn	O.TimeOu	TimeIn	TimeOut	Shift	Leave	Odd	Work Hrs	Normal Hr	Late Hrs	UT Hrs
<input type="checkbox"/>		Approved (2)	002	01/02/2016	Mon	09:10:18	18:51:46	10:00:00	18:51:00	O			8.85	8	1	0
<input type="checkbox"/>		Rejected (2)	002	02/02/2016	Tue	08:32:32	19:29:54	08:00:00	19:29:00	O			11.48	9	0	0
<input type="checkbox"/>		Pending	002	03/02/2016	Wed	09:00:07	18:22:39	09:15:00	19:45:00	O			10.5	8.75	0.25	0
<input type="checkbox"/>			002	04/02/2016	Thu	08:38:34	18:37:00	08:38:00	18:37:00	O			9.98	9	0	0



## Chapter 6. Report



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

3. At the Report web page, choose a report at "Report".
4. Choose "Department".
5. Choose "Employee".
6. Choose the "Date Range".
7. Choose "Status" or leave it blank. Blank means all statuses.
8. Choose the report format to be generated at "Format".
9. 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.

Check out [www.timesoftsg.com.sg](http://www.timesoftsg.com.sg) for the latest news and information on our products.

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).