



# TIMES Training

Quick Start Guide  
for Employee

## Disclaimer

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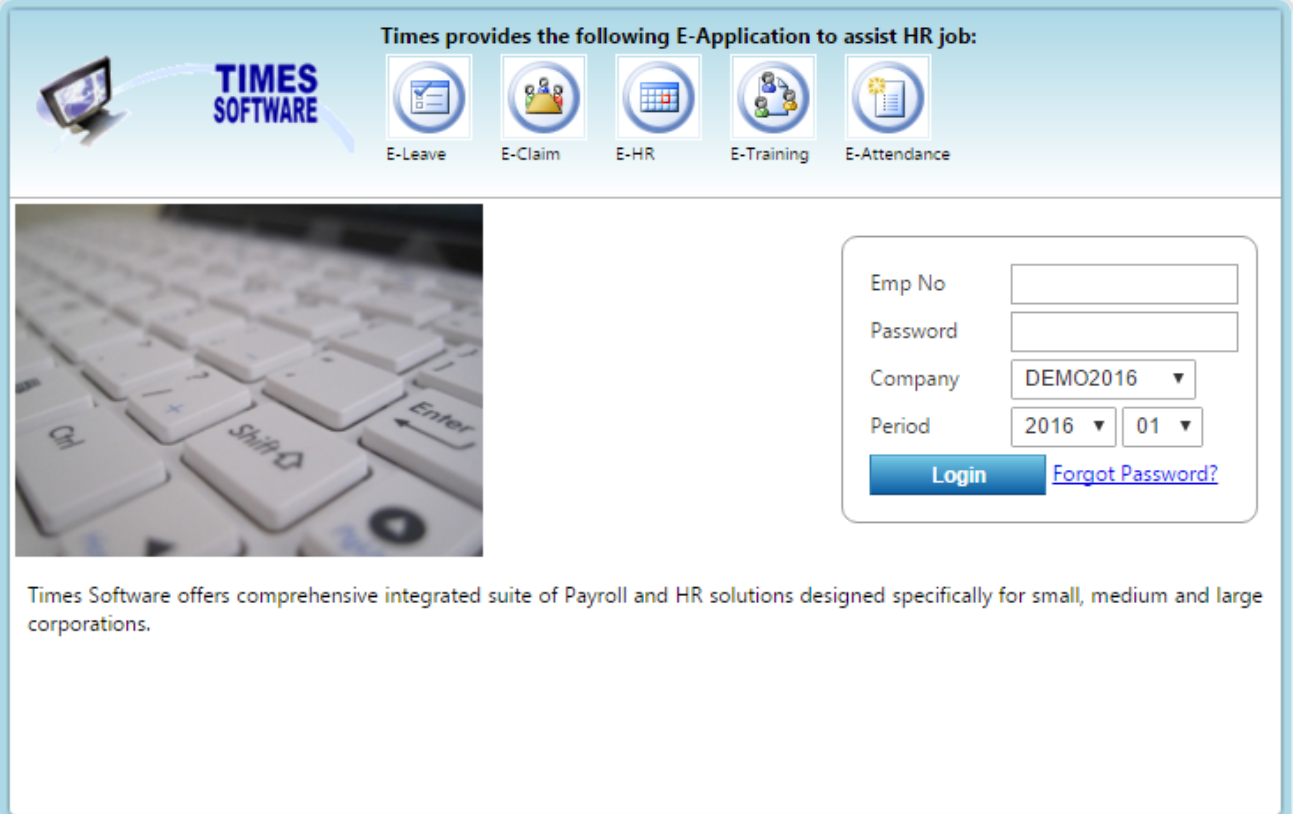
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## Chapter 1. First time logging into the TIMES Training System

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?](#)

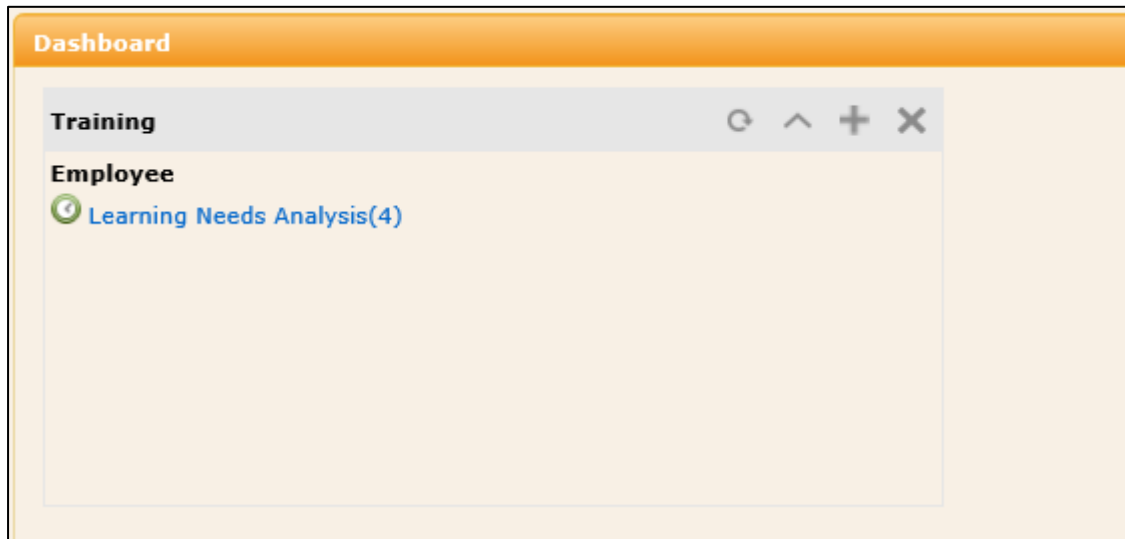
Times Software offers comprehensive integrated suite of Payroll and HR solutions designed specifically for small, medium and large corporations.

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

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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. Learning Analysis

At the **Learning Analysis** web page you can view and plan out your learning needs for the year and submit them to your supervisor for approval. Once they are approved you can then apply for the training courses that can fulfill your learning needs.

Depending on your organisation's policy your supervisor can plan your learning needs for you as well.



Click on the **Learning Analysis** option in the Employee menu to access the Learning Analysis web page.

The screenshot shows the 'Learning Analysis' web page. At the top, there is a 'Year' dropdown set to '2016'. Below it, a summary bar shows 'Total Cost : \$0.00', 'Balance : \$0.00', and 'Total Duration(hrs) : 0.00'. The main area contains a table with columns: Approval Status, Course, Provider, Category, Core, Cost \$, Hours, Start Quarter, Start Month, Remark, Course Outline, and Approved Date. The table lists several draft entries for training courses like 'TIMES Payroll (Enterprise) Training', 'TIMES IRAS Training', 'TIMES Claim Training', 'TIMES Leave Training', and 'English Language (Intermediate)'. At the bottom, there are buttons for 'Add Row', 'Save', 'Submit', and 'Export', along with a 'Page Size' dropdown set to '50'.

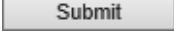
Approval Status	Course	Provider	Category	Core	Cost \$	Hours	Start Quarter	Start Month	Remark	Course Outline	Approved Date
<input type="checkbox"/> Draft	TIMES Payroll (Enterprise) Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	1123.5	16	Q4	10	Refresher course.	20160831.161601.764.663.pdf Delete	
<input type="checkbox"/> Draft	TIMES IRAS Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	535	8	Q4	11	Year end workshop	20160831.161601.24.167.pdf Delete	
<input type="checkbox"/> Draft	TIMES Claim Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	1185	16	Q3	09	To learn new software.	20160831.161600.259.858.pdf Delete	
<input type="checkbox"/> Draft	TIMES Leave Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	1319	16	Q4	12	To learn new software.	20160831.161600.307.846.pdf Delete	
<input type="checkbox"/> Draft	English Language (Intermediate)	IEP Training Centre Pte Ltd	LITERACY	CORE	2922	300	Q3	09	Improve my language.	20160831.161603.234.968.pdf Delete	
<input type="checkbox"/>										Browse...	

At the Learning Analysis web page enter in the details for your learning needs.

If you want to add an additional row click on the **Add Row** button.

To save your learning needs click on the **Save** button. They will be recorded as draft copies.

If you want to export your learning needs into an excel document click on the **Export** button.

Once your learning needs plan is ready click on the  button to submit it to your supervisor for approval.

Training > Employee > Learning Analysis

Year: 2016

Total Cost : \$0.00 Balance : \$0.00 Total Duration(hrs) : 0.00

Approval Status	Course	Provider	Category	Core	Cost \$	Hours
<input checked="" type="checkbox"/> Draft	TIMES Payroll (Enterprise) Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	1123.5	16
<input checked="" type="checkbox"/> Draft	TIMES IRAS Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	535	8
<input checked="" type="checkbox"/> Draft	TIMES Claim Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	1105	16
<input checked="" type="checkbox"/> Draft	TIMES Leave Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	1319	16
<input checked="" type="checkbox"/> Draft	English Language (Intermediate)	DEF Training Centre Pte Ltd	LITERACY	CORE	2922	300

Message from webpage

Are you sure to submit the record?

OK Cancel



After you submit your learning needs you cannot make changes to them unless your supervisor rejects them.

Training > Employee > Learning Analysis

Year: 2016

Total Cost : \$7,004.50 Balance : \$-7,004.50 Total Duration(hrs) : 356.00

Approval Status	Course	Provider	Category	Core	Cost \$	Hours	Start Quarter	Start Month	Remark	Course Outline	Approved Date
<input type="checkbox"/> Pending for David Gan Dong Hai	TIMES Payroll (Enterprise) Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	1123.5	16	Q4	10	Refresher course.	20160831_161601_794_863.pdf Delete	
<input checked="" type="checkbox"/> Pending for David Gan Dong Hai	TIMES IRAS Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	535	8	Q4	11	Year end workshop.	20160831_161601_24_167.pdf Delete	
<input type="checkbox"/> Pending for David Gan Dong Hai	TIMES Claim Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	1105	16	Q3	09	To learn new software.	20160831_161600_239_658.pdf Delete	
<input checked="" type="checkbox"/> Pending for David Gan Dong Hai	TIMES Leave Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	1319	16	Q4	12	To learn new software.	20160831_161602_307_846.pdf Delete	
<input type="checkbox"/> Pending for David Gan Dong Hai	English Language (Intermediate)	DEF Training Centre Pte Ltd	LITERACY	CORE	2922	300	Q3	09	Improve my language.	20160831_161603_234_968.pdf Delete	

Withdraw Export

Page Size: 50

### 3.1 Withdrawing learning needs from supervisor's review

Training **Employee** Learning Analysis

Year: 2016

Total Cost : \$7,004.50 Balance : \$-7,004.50 Total Duration(hrs) : 356.00

Approval Status	Course	Provider	Category	Core	Cost \$	Hours	Start Quarter	Start Month	Remark	Course Outline	Approved Date
<input type="checkbox"/> Pending for David Gan Dong Hai	TIMES Payroll (Enterprise) Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	1123.5	16	Q4	10	Refresher course.	20160831_161601_764_663.pdf Delete	
<input checked="" type="checkbox"/> Pending for David Gan Dong Hai	TIMES IRAS Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	535	8	Q4	11	Year end workshop.	20160831_161601_24_167.pdf Delete	
<input type="checkbox"/> Pending for David Gan Dong Hai	TIMES Claim Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	1105	16	Q3	09	To learn new software.	20160831_161600_259_658.pdf Delete	
<input checked="" type="checkbox"/> Pending for David Gan Dong Hai	TIMES Leave Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	1319	16	Q4	12	To learn new software.	20160831_161602_507_846.pdf Delete	
<input type="checkbox"/> Pending for David Gan Dong Hai	English Language (Intermediate)	DEF Training Centre Pte Ltd	LITERACY	CORE	2922	300	Q3	09	Improve my language.	20160831_161603_234_968.pdf Delete	

Withdraw Export Page Size: 50

While your learning needs plan is still pending for approval you can choose to withdraw some or all of the learning needs from your supervisor's review. To do this click on the learning needs' ☐ checkboxes to ☒ choose the ones that you want to withdraw and click on the **Withdraw** button.

<input type="checkbox"/>	Approval Status	Course	Provider	Category	Core
<input type="checkbox"/>	Pending for David Gan Dong Hai	TIMES Payroll (Enterprise) Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE
<input type="checkbox"/>	Withdraw	TIMES IRAS Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE
<input type="checkbox"/>	Pending for David Gan Dong Hai	TIMES Claim Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE
<input type="checkbox"/>	Withdraw	TIMES Leave Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE
<input type="checkbox"/>	Pending for David Gan Dong Hai	English Language (Intermediate)	DEF Training Centre Pte Ltd	LITERACY	CORE

Withdrawn learning needs will no longer be active and cannot be amended.



## 3.2 Apply training courses for approved learning needs

In the event your learning needs have been approved you can apply training courses for them.

Training Employee Learning Analysis												
Year: 2016												
Total Cost : \$7,004.50 Balance : \$-7,004.50 Total Duration(hrs) : 356.00												
Approval Status	Course	Provider	Category	Core	Cost \$	Hours	Start Quarter	Start Month	Remark	Course Outline	Approved Date	
<input checked="" type="checkbox"/> Approved	TIMES Payroll (Enterprise) Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	1123.50	16	Q4	10	Refresher course.	20160831_161601_764_663.pdf	Delete	
<input type="checkbox"/> Pending for David Gan Dong Hai	TIMES IRAS Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	535	8	Q4	11	Year end workshop.	20160831_161601_764_663.pdf	Delete	
<input type="checkbox"/> Pending for David Gan Dong Hai	TIMES Claim Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	1105	16	Q3	09	To learn new software.	20160831_161602_239_658.pdf	Delete	
<input type="checkbox"/> Approved	TIMES Leave Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	1319	16	Q4	12	To learn new software.	20160831_161602_507_846.pdf	Delete	
<input type="checkbox"/> Pending for David Gan Dong Hai	English Language (Intermediate)	DEF Training Centre Pte Ltd	LITERACY	CORE	2822	300	Q3	09	Improve my language.	20160831_161603_234_968.pdf	Delete	

Click on an approved learning need's ☐ checkbox to ☒ choose it and click on the **Apply Course** button to access the **Apply Course** web page.

<b>Employee No</b> E002 <b>Designation</b> OPERATIONS EXECUTIVE <b>Date Joined</b> 01/01/2003 <b>Course *</b> TIMES Payroll (Enterprise) Training <b>Provider *</b> Times Software Demo Pte Ltd <b>Course Date *</b> 06/09/2016 to 06/09/2016 <b>Duration *</b> 8 hrs <b>Planned Course</b> Yes <b>Venue</b> Classroom (Provider's Site) <b>Core</b> Core <b>Learning Objectives*</b> To renew knowledge on software. To learn software's newest features. <b>Remark</b> Refresher course. <b>Course Detail</b> 20160831_161601_764_663.pdf <input type="button" value="Submit Form"/> <input type="button" value="Back"/>	<b>Employee Name</b> Sally Chong Mui Mui <b>Department</b> Operations and Logistics Department <b>Employment Status</b> Confirmed <b>Course Fee(\$)</b> 1123.50 <b>Discount/SDF Grant(\$)</b> 200.00 <b>Cost(\$)</b> 1123.50 <b>Nature</b> External Training <b>Mode</b> Classroom Training <b>Post-Course Performance Targets *</b> Able to use software efficiently.
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At the Apply Course web page enter the details of the training course including the course's schedule that you will be attending.

Then click on the **Submit Form** button to submit it to your supervisor for approval or click **Back** button to return to the previous web page.



Depending on your organisation's policy you may be required to fill in a survey form before the training course commences.

## Chapter 4. Learning Apply

At the **Learning Apply** web page you can apply for training courses from a list of available courses or completely new ones.



Typically training courses applied here are on an ad-hoc basis and are not based on learning needs.



Click on the **Learning Apply** option in the Employee menu to access the Learning Apply web page.

Training > Employee > Learning Apply								
Employee	Sally Chong Mui Mui [E002]							
Type	By Class							
Search	<input type="text"/> <a href="#">Apply New Course</a>							
Course	Training Category	Mode	Nature	Instructor	Provider	Total Fee	URL	Attachment
<input type="checkbox"/> TIMES Pay / HR Training	TECHNOLOGY	CLASSROOM	EXTERNAL	Henry	Times Software Demo Pte Ltd	700	<a href="#">View</a>	<a href="#">View</a>
<input type="checkbox"/> TIMES Leave Training	TECHNOLOGY	INSTRUCTOR-LED	EXTERNAL	William	Times Software Demo Pte Ltd	1700	<a href="#">View</a>	<a href="#">View</a>
<input type="checkbox"/> TIMES Payroll (Enterprise) Training	TECHNOLOGY	CLASSROOM	EXTERNAL	Jeff	Times Software Demo Pte Ltd	1050	<a href="#">View</a>	<a href="#">View</a>
<input type="checkbox"/> Onboarding Training	ORIENTATION	BLENDED	INDUCTION	Rudi Suhato	Internal Corporate Training	0	<a href="#">View</a>	<a href="#">View</a>
<input type="checkbox"/> English Language (Basic)	LITERACY	E-WEB	EXTERNAL	Robert	DEF Training Centre Pte Ltd	1630	<a href="#">View</a>	<a href="#">View</a>
<input type="checkbox"/> English Language (Intermediate)	LITERACY	E-WEB	EXTERNAL	Tina	DEF Training Centre Pte Ltd	4600	<a href="#">View</a>	<a href="#">View</a>
<input type="checkbox"/> English Language (Advanced)	LITERACY	E-WEB	EXTERNAL	Marla	DEF Training Centre Pte Ltd	12600	<a href="#">View</a>	<a href="#">View</a>

## 4.1 Applying for a training course based on available courses and classes

The screenshot shows the 'Learning Apply' page for Employee Sally Chong Mui Mui [E002]. The page lists several training courses with checkboxes for selection. A 'Class Setup Dialog' pop-up window is open, displaying a table of available training classes.

Class Code	Start Date	End Date	Start Time	End Time	Days	AM/PM	Hours	Venue	Head Count	Remarks
<a href="#">20160802</a>	02/08/2016	02/08/2016	09:30:00	18:30:00	1		8		20	
<a href="#">20160804</a>	04/08/2016	04/08/2016	09:30:00	18:30:00	1		8		20	
<a href="#">20160809</a>	09/08/2016	09/08/2016	09:30:00	18:30:00	1		8		20	
<a href="#">20160811</a>	11/08/2016	11/08/2016	09:30:00	18:30:00	1		8		20	
<a href="#">20160816</a>	16/08/2016	16/08/2016	09:30:00	18:30:00	1		8		20	
<a href="#">20160818</a>	18/08/2016	18/08/2016	09:30:00	18:30:00	1		8		20	
<a href="#">20160823</a>	23/08/2016	23/08/2016	09:30:00	18:30:00	1		8		20	
<a href="#">20160825</a>	25/08/2016	25/08/2016	09:30:00	18:30:00	1		8		20	
<a href="#">20160830</a>	30/08/2016	30/08/2016	09:30:00	18:30:00	1		8		20	
<a href="#">20160901</a>	01/09/2016	01/09/2016	09:30:00	18:30:00	1		8		20	

Click on the training course's ☐ checkbox to choose it.

You can then see a list of available training classes in the **Class Setup Dialog** pop-up window.

Click on a training class (the "Class Code" hyperlink) that you want to attend and you will be directed to the **Apply Course** web page.

The screenshot shows the 'Apply Course' web page for Employee Sally Chong Mui Mui. The page contains various fields for employee information, course details, and learning objectives.

**Employee Information:**

- Employee No: E002
- Designation: OPERATIONS EXECUTIVE
- Date Joined: 01/01/2003
- Employee Name: Sally Chong Mui Mui
- Department: Operations and Logistics Department
- Employment Status: Confirmed

**Course Information:**

- Course \*: TIMES Pay / HR Training
- Provider \*: Times Software Demo Pte Ltd
- Course Date \*: 02/08/2016 to 02/08/2016
- Duration \*: 8 hrs
- Planned Course: No
- Venue: Website
- Core: Core
- Course Fee(\$): 749
- Discount/SDF Grant(\$): 0
- Cost(\$): 749
- Nature: External Training
- Mode: Classroom Training

**Learning Objectives:**

To learn new software.

**Remark:**

Go paperless.

**Course Detail:** [20160824\\_110925\\_439\\_349.pdf](#)

**Buttons:** Submit Form, Back

At the Apply Course web page enter your learning objectives, targets and remarks. Then click on the **Submit Form** button to submit it to your supervisor for approval or click **Back** button to return to the previous web page.



Depending on your organisation's policy you may be required to fill in a survey form before the training course commences.

## 4.2 Applying for a new training course not from the list of courses

Training > Employee > Learning Apply

Employee: Sally Chong Mui Mui [E002]

Type: By Class

Search:  [Apply New Course](#)

To apply for a new training course not based on the available list of courses click on the [Apply New Course](#) hyperlink to access the **Apply Course** web page.

Training > Employee >

Employee No: E002

Designation: OPERATIONS EXECUTIVE

Date Joined: 01/01/2003

Course \*:

Provider \*:

Course Date \*:  to

Duration \*:  hrs

Planned Course: No

Venue: Website

Core: Core

Learning Objectives\*:

Remark:

Course Detail:  [Browse...](#)

Employee Name: Sally Chong Mui Mui

Department: Operations and Logistics Department

Employment Status: Confirmed

Course Fee(\$):

Discount/SDF Grant(\$):

Cost(\$):

Nature: External Training

Mode: (Interactive Methods) Active Summaries

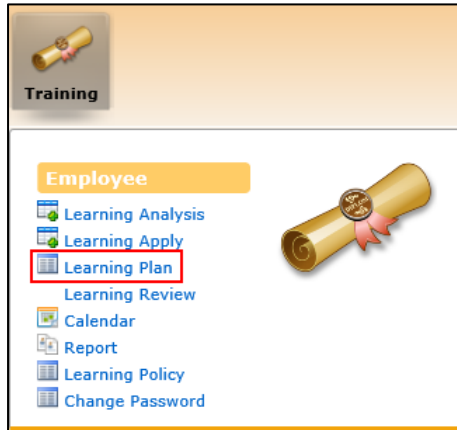
Post-Course Performance Targets \*:

[Submit Form](#) [Back](#)

Enter the details of the training course and click on the [Submit Form](#) button to submit it to your supervisor for approval or click [Back](#) button to return to the previous web page.

## Chapter 5. Learning Plan

You can view all the training courses that you had applied and can withdraw training plans still under review by your supervisors at the **Learning Plan** web page.



Click on the **Learning Plan** option in the Employee menu to access the Learning Plan web page.

Training > Employee > Learning Plan															
<div> <div>Course</div> <div>Approval Status: All</div> <div>Date: 2016 To</div> <div>Year: 2016</div> <div>Search</div> </div> <div>Total Cost (all pages) : \$5,364.50 Total Duration (all pages) : 40.00hrs</div>															
View	Approval Status	Approval Date	Training Status	Course Name	Provider	Category	Competency	Mode	Duration (Hrs)	Start Date	End Date	Total Fee	Cost	Grant Type 1	Certificate
<a href="#">View</a>	Pending for David Gan Dong Hai		Pending	TIMES Leave Training	Times Software Demo Pte Ltd		EXTERNAL	INSTRUCTOR LED		05/12/2016	05/12/2016	1700	1,319.00	GOVERN	
<a href="#">View</a>	Pending for David Gan Dong Hai		Pending	TIMES Payroll (Enterprise) Training	Times Software Demo Pte Ltd		EXTERNAL	CLASSROOM		06/09/2016	06/09/2016	1050	1,123.50		
<a href="#">View</a>	Approved	05/09/2016	Pending	English Language (Intermediate)	DEF Training Centre Pte Ltd		EXTERNAL	E-WEB	24	05/09/2016	07/09/2016	4600	2,922.00	PRIVATE	
<a href="#">View</a>	Rejected		Pending	TIMES Pay / HR Training	Times Software Demo Pte Ltd		EXTERNAL	CLASSROOM		04/08/2016	04/08/2016	700	749.00		

At the Learning Plan web page choose your search criteria, such as “Approval Status” and “Date”, and click on the [Search](#) button to retrieve the list of training plans.

With the training plans retrieved you can click on the [View](#) hyperlink to view each individual training plan.

Training		Employee	
Employee No	E002	Employee Name	Sally Chong Mui Mui
Designation	OPERATIONS EXECUTIVE	Department	Operations and Logistics Department
Date Joined	01/01/2003	Employment Status	Confirmed
Course *	TIMES Leave Training	Course Fee(\$)	1319
Provider *	Times Software Demo	Discount/SDF Grant(\$)	500
Course Date *	05/12/2016 to 05/12/2016	Cost(\$)	1319
Duration *	8 hrs	Nature	External Training
Planned Course		Mode	Instructor-Led
Venue	Website		
Core	Core		
Learning Objectives*	<div>To learn new software.</div>		
Remark	<div>To learn new software.</div>		
Course Detail	<a href="#">20160831_161602_507_846.pdf</a>		
<div>Withdraw</div> <div>Back</div>			

If you are viewing a training plan that is still pending for approval you can choose to withdraw the training plan. To do this click on the 

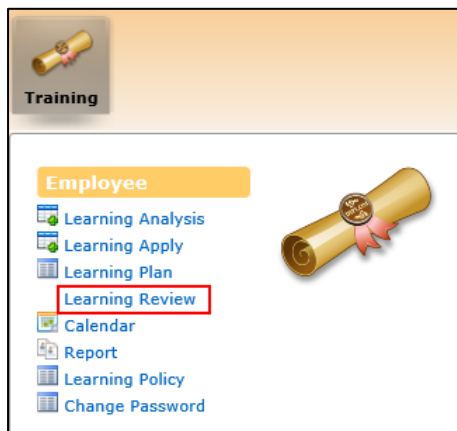
Withdraw

 button.

Withdrawn learning plan will be removed from your supervisor's review and cannot be amended.

## Chapter 6. Learning Review

You can fill in training surveys and feedback forms at the **Learning Review** web page.



Click on the **Learning Review** option in the Employee menu to access the Learning Review web page.

Training Employee Learning Review								
Year: 2016 <input type="button" value="Search"/> <input type="checkbox"/> Only Show Pending Records								
Course	Start Date	End Date	Application Status	Training Status	Nature	Core	Evaluation	
TIMES Leave Training	05/12/2016	05/12/2016	Pending for David Gan Dong Hai	Pending	EXTERNAL	CORE	<a href="#">Pre-Course</a> <a href="#">Post-Course</a> <a href="#">Follow-Up Review</a>	
TIMES Payroll (Enterprise) Training	06/09/2016	06/09/2016	Pending for David Gan Dong Hai	Pending	EXTERNAL	CORE	<a href="#">Pre-Course</a> <a href="#">Post-Course</a> <a href="#">Follow-Up Review</a>	
English Language (Intermediate)	05/09/2016	07/09/2016	Approved	Pending	EXTERNAL	CORE	<a href="#">Pre-Course</a> <a href="#">Post-Course</a> <a href="#">Follow-Up Review</a>	

If the feedback form is available for you it will be shown as a hyperlink under the “Evaluation” column. Click on it to access it and fill in the details in the form.

Then either click  button to save the form as a draft copy (which you can edit it at any time) or click  button to submit the form as a final copy to your supervisor for review.

## Chapter 7. Calendar

You can view your training calendar at the **Calendar** web page.



Click on the **Calendar** option in the Employee menu to access the Calendar web page.

Training Employee Calendar						
Filters Period: 09 2016 View Type: Department Course: ALL Department: ALL						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				01	02	03
04	05 English Language (Intermediate) L. Sally Chong Mei Mei	06 TIMES Payroll (Enterprise) Training L. Sally Chong Mei Mei	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

You can choose the calendar filters such as “Period” and “View Type” to show different information in the Calendar web page.

To see your training courses choose “View Type” *Department*.

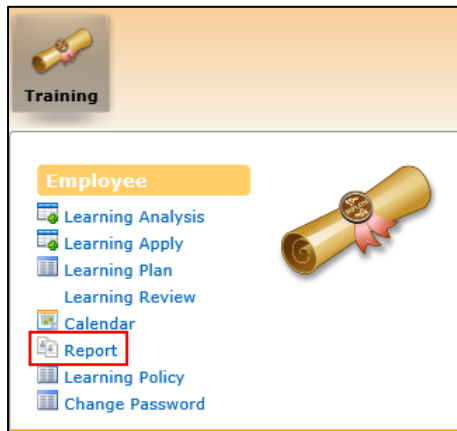


Training Employee Calendar						
Filters Period: 09 2016 View Type: Course Schedule Course: ALL Department: ALL						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				01	02	03
				- Onboarding Training 1. 01/09/2016 - 01/09/2016 - TIMES Pay / HR Training 1. 01/09/2016 - 01/09/2016	- English Language (Basic) 1. 02/09/2016 - 02/09/2016 - Onboarding Training 1. 02/09/2016 - 02/09/2016	
04	05	06	07	08	09	10
	- English Language (Intermediate) 1. 05/09/2016 - 07/09/2016 - Onboarding Training 1. 05/09/2016 - 05/09/2016 - TIMES Payroll (Enterprise) Training 1. 05/09/2016 - 05/09/2016	- TIMES Pay / HR Training 1. 06/09/2016 - 06/09/2016	- English Language (Advanced) 1. 07/09/2016 - 09/09/2016 - TIMES Payroll (Enterprise) Training 1. 07/09/2016 - 07/09/2016	- TIMES Pay / HR Training 1. 08/09/2016 - 08/09/2016	- English Language (Basic) 1. 09/09/2016 - 09/09/2016	
11	12	13	14	15	16	17
	- TIMES Payroll (Enterprise) Training 1. 12/09/2016 - 12/09/2016	- English Language (Intermediate) 1. 13/09/2016 - 15/09/2016 - TIMES Pay / HR Training 1. 13/09/2016 - 13/09/2016	- TIMES Leave Training 1. 14/09/2016 - 14/09/2016 - TIMES Payroll (Enterprise) Training 1. 14/09/2016 - 14/09/2016	- TIMES Pay / HR Training 1. 15/09/2016 - 15/09/2016	- English Language (Basic) 1. 16/09/2016 - 16/09/2016	
18	19	20	21	22	23	24
	- TIMES Payroll (Enterprise) Training 1. 19/09/2016 - 19/09/2016	- English Language (Advanced) 1. 20/09/2016 - 22/09/2016 - TIMES Pay / HR Training 1. 20/09/2016 - 20/09/2016	- TIMES Payroll (Enterprise) Training 1. 21/09/2016 - 21/09/2016	- TIMES Pay / HR Training 1. 22/09/2016 - 22/09/2016	- English Language (Basic) 1. 23/09/2016 - 23/09/2016	
25	26	27	28	29	30	
	- TIMES Payroll (Enterprise) Training 1. 26/09/2016 - 26/09/2016	- TIMES Pay / HR Training 1. 27/09/2016 - 27/09/2016	- TIMES Payroll (Enterprise) Training 1. 28/09/2016 - 28/09/2016	- TIMES Pay / HR Training 1. 29/09/2016 - 29/09/2016	- English Language (Basic) 1. 30/09/2016 - 30/09/2016	

To see available training course schedules choose “View Type” *Course Schedule*.


## Chapter 8. Report

You can view reports at the **Report** web page.



Click on the **Report** option in the Employee menu to access the Report web page.

The screenshot shows the 'Report' web page. At the top is a breadcrumb trail: 'Training >> Employee >> Report'. Below this are three fields: 'Report Type' with a dropdown menu showing 'Plan Records', 'Date Range' with two date input fields showing '01/01/2016' and '31/12/2016', and 'Report Format' with a dropdown menu showing 'Excel'. At the bottom is an 'Export' button.

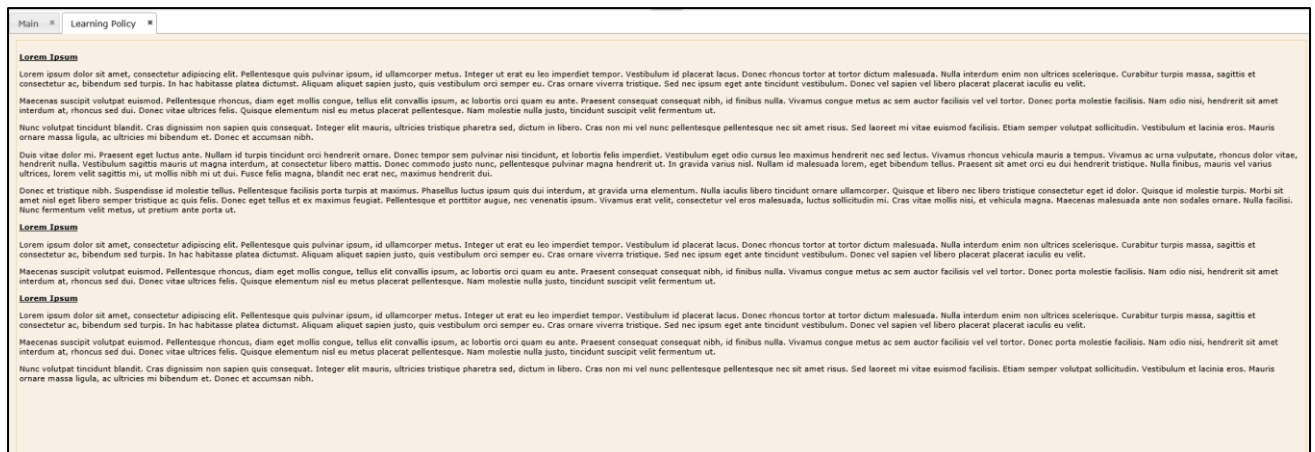
Choose your criteria, such as “Report Type” and “Date Range”, and click on the  button to generate the report.

## Chapter 9. Learning Policy

You can view your organisation's training policy at the **Learning Policy** web page.

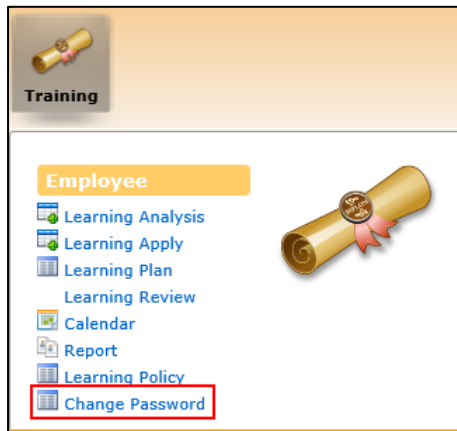


Click on the **Learning Policy** option in the Employee menu to access the Learning Policy web page.



## Chapter 10. Change Password

You can change your login password to the system at the **Change Password** web page.



Click on the **Change Password** option in the Employee menu to access the Change Password web page.

The screenshot shows the 'Change Password' web page. The breadcrumb trail at the top reads 'Training >> Employee >> Change Password'. Below this, a message states: 'This function allows you to change your existing password.' The form includes two dropdown menus: 'Department' set to '- ALL -' and 'Employee' set to 'Sally Chong Mui Mui [E002]'. There are three text input fields labeled 'Old Password:', 'New Password:', and 'Confirm Password:'. A 'Submit' button is located at the bottom of the form.

At the Change Password web page enter your old password, new password and click button.

Submit

## That's it!

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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).