



TIMES Training

Quick Start Guide
for Entry Officer

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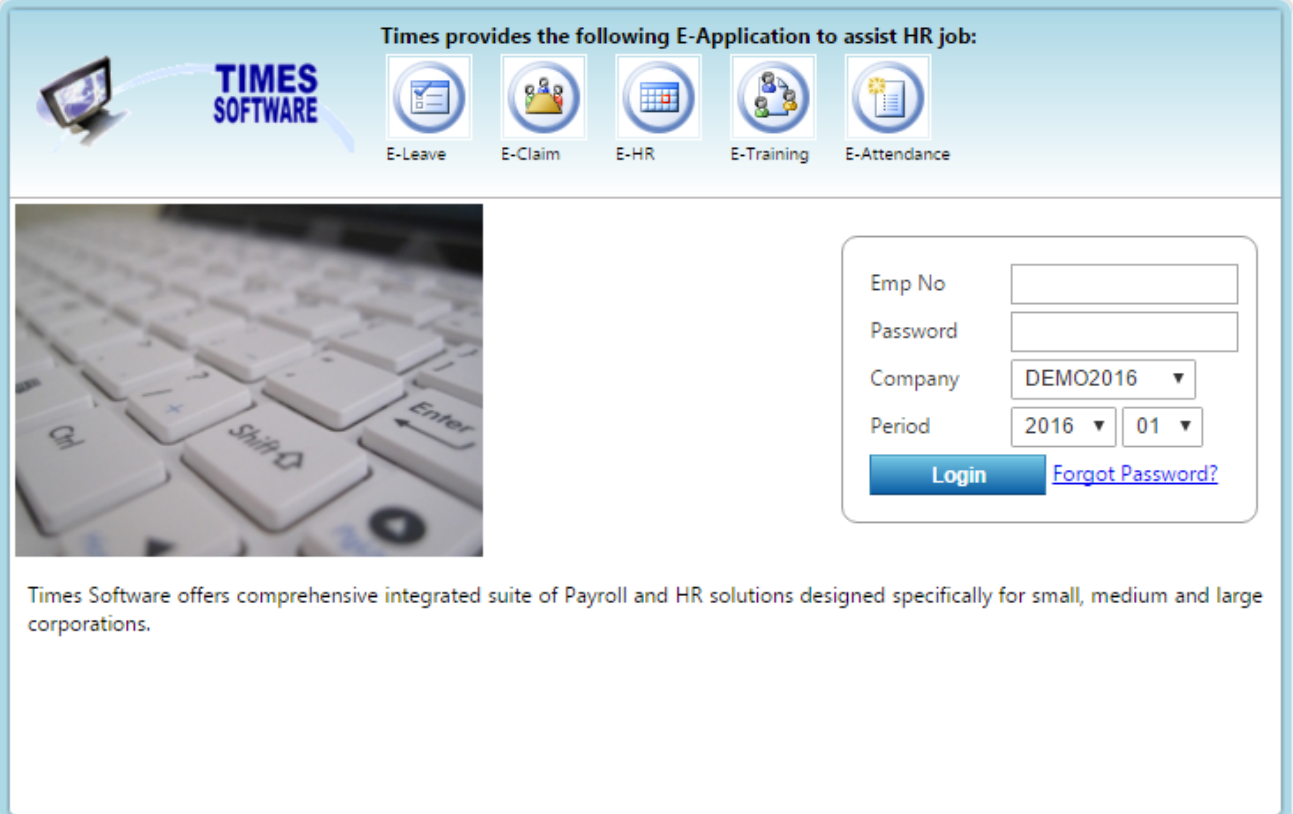
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Chapter 1. First time logging into the TIMES Training System

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

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 employees' learning needs for the year and submit them to their supervisors for approval.



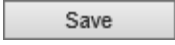
Click on the **Learning Analysis** option in the Entry Officer menu to access the Learning Analysis web page.


The screenshot shows the 'Learning Analysis' web page. At the top, there are filters for 'Employee' (set to 'ALL') and 'Year' (set to '2016'). Below these are summary statistics: 'Total Cost : \$0.00', 'Balance : \$0.00', and 'Total Duration(hrs) : 0.00'. The main area is a table with the following columns: 'Approval Status', 'Emp No', 'Emp Name', 'Course', 'Provider', 'Category', 'Core', 'Start Quarter', 'Start Month', 'Cost \$', 'Hours', 'Remark', 'Course Outline', and 'Approved Date'. The table has five rows, each with a checkbox in the 'Approval Status' column and a 'Browse...' button in the 'Course Outline' column. At the bottom, there are buttons for 'Add Row', 'Save', 'Submit', and 'Export'. A 'Page Size: 50' dropdown is also visible.


At the Learning Analysis web page choose the employee(s) first. If you have made multiple selections you can click on  button to see your selections.

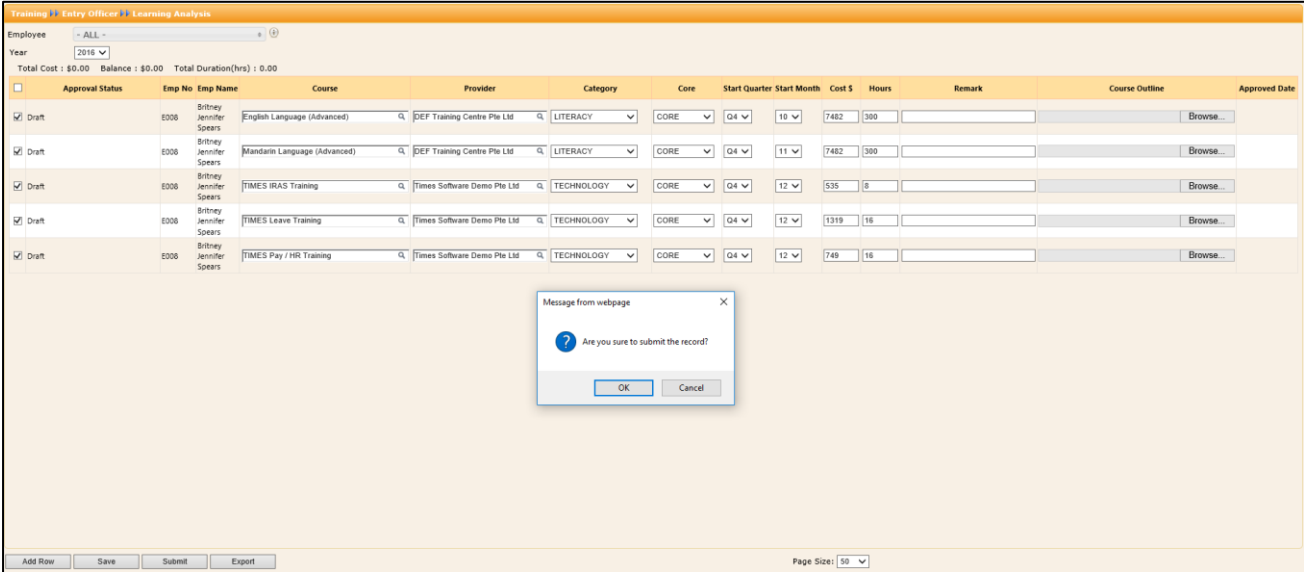
Next enter the details of the employees' learning needs.

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

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

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

Once the employees' learning needs are ready click on the  button to submit them to their supervisors for approval.



Training Entry Officer - Learning Analysis

Employee: ALL Year: 2016

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

Approval Status	Emp No	Emp Name	Course	Provider	Category	Core	Start Quarter	Start Month	Cost \$	Hours	Remark	Course Outline	Approved Date
<input checked="" type="checkbox"/> Draft	E008	Britney Jennifer Spears	English Language (Advanced)	DEF Training Centre Pte Ltd	LITERACY	CORE	Q4	10	7482	300		Browse...	
<input checked="" type="checkbox"/> Draft	E008	Britney Jennifer Spears	Mandarin Language (Advanced)	DEF Training Centre Pte Ltd	LITERACY	CORE	Q4	11	7482	300		Browse...	
<input checked="" type="checkbox"/> Draft	E008	Britney Jennifer Spears	TIMES IRAS Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q4	12	535	8		Browse...	
<input checked="" type="checkbox"/> Draft	E008	Britney Jennifer Spears	TIMES Leave Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q4	12	1319	16		Browse...	
<input checked="" type="checkbox"/> Draft	E008	Britney Jennifer Spears	TIMES Pay / HR Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q4	12	749	16		Browse...	

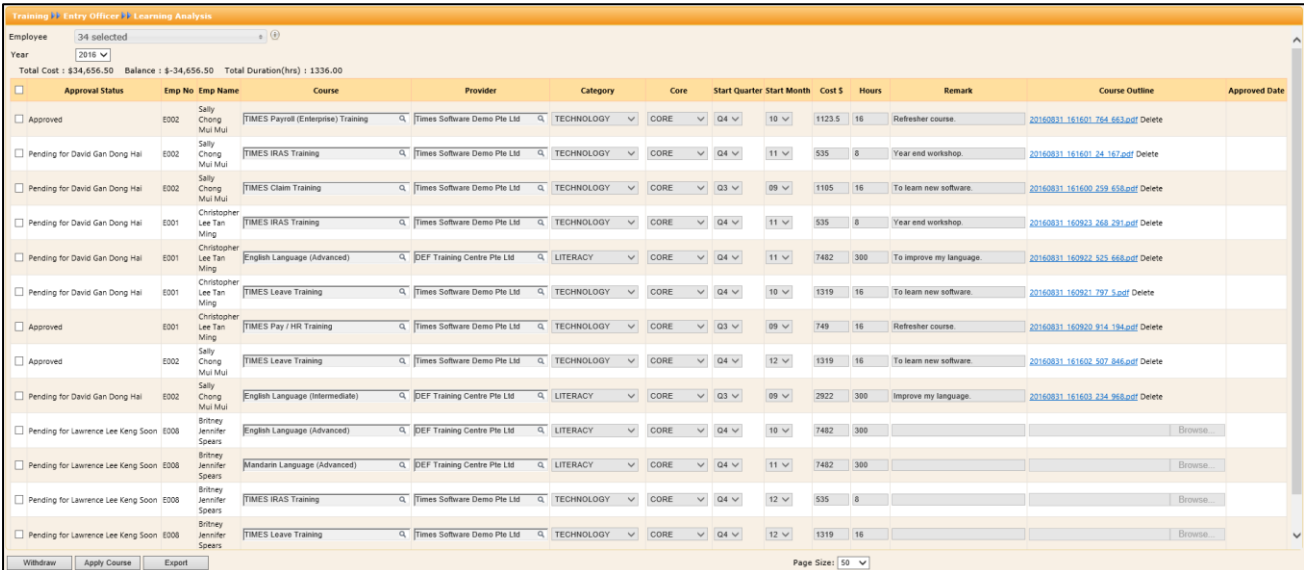
Message from webpage: Are you sure to submit the record?

OK Cancel

Add Row Save Submit Export Page Size: 50



After you submit the learning needs you cannot make changes to them unless supervisors rejects them.



Training Entry Officer - Learning Analysis

Employee: 34 selected Year: 2016

Total Cost: \$34,656.50 Balance: \$-34,656.50 Total Duration(hrs): 1336.00

Approval Status	Emp No	Emp Name	Course	Provider	Category	Core	Start Quarter	Start Month	Cost \$	Hours	Remark	Course Outline	Approved Date
<input type="checkbox"/> Approved	E002	Sally Chong Mui Mui	TIMES Payroll (Enterprise) Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q4	10	1123.5	16	Refresher course.	20160831_161601_764_663.pdf	Delete
<input type="checkbox"/> Pending for David Gan Dong Hai	E002	Sally Chong Mui Mui	TIMES IRAS Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q4	11	535	8	Year end workshop.	20160831_161601_24_167.pdf	Delete
<input type="checkbox"/> Pending for David Gan Dong Hai	E002	Sally Chong Mui Mui	TIMES Claim Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q3	09	1185	16	To learn new software.	20160831_161602_259_658.pdf	Delete
<input type="checkbox"/> Pending for David Gan Dong Hai	E001	Christopher Lee Tan Ming	TIMES IRAS Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q4	11	535	8	Year end workshop.	20160831_160927_325_668.pdf	Delete
<input type="checkbox"/> Pending for David Gan Dong Hai	E001	Christopher Lee Tan Ming	English Language (Advanced)	DEF Training Centre Pte Ltd	LITERACY	CORE	Q4	11	7482	300	To improve my language.	20160831_160927_325_668.pdf	Delete
<input type="checkbox"/> Pending for David Gan Dong Hai	E001	Christopher Lee Tan Ming	TIMES Leave Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q4	10	1319	16	To learn new software.	20160831_160927_797_5.pdf	Delete
<input type="checkbox"/> Approved	E001	Christopher Lee Tan Ming	TIMES Pay / HR Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q3	09	749	16	Refresher course.	20160831_160920_914_184.pdf	Delete
<input type="checkbox"/> Approved	E002	Sally Chong Mui Mui	TIMES Leave Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q4	12	1319	16	To learn new software.	20160831_161602_507_846.pdf	Delete
<input type="checkbox"/> Pending for David Gan Dong Hai	E002	Sally Chong Mui Mui	English Language (Intermediate)	DEF Training Centre Pte Ltd	LITERACY	CORE	Q3	09	2922	300	Improve my language.	20160831_161602_234_868.pdf	Delete
<input type="checkbox"/> Pending for Lawrence Lee Keng Soon	E008	Britney Jennifer Spears	English Language (Advanced)	DEF Training Centre Pte Ltd	LITERACY	CORE	Q4	10	7482	300		Browse...	
<input type="checkbox"/> Pending for Lawrence Lee Keng Soon	E008	Britney Jennifer Spears	Mandarin Language (Advanced)	DEF Training Centre Pte Ltd	LITERACY	CORE	Q4	11	7482	300		Browse...	
<input type="checkbox"/> Pending for Lawrence Lee Keng Soon	E008	Britney Jennifer Spears	TIMES IRAS Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q4	12	535	8		Browse...	
<input type="checkbox"/> Pending for Lawrence Lee Keng Soon	E008	Britney Jennifer Spears	TIMES Leave Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q4	12	1319	16		Browse...	

Withdraw Apply Course Export Page Size: 50

3.1 Withdrawing learning needs from supervisor's review

Training

Entry Officer

Learning Analysis

Employee

34 selected

x

12

Year

2016

Total Cost : \$34,656.50

Balance : \$-34,656.50

Total Duration(hrs) : 1336.00

Approval Status	Emp No	Emp Name	Course	Provider	Category	Core	Start Quarter	Start Month	Cost \$	Hours	Remark	Course Outline	Approved Date
<input type="checkbox"/> Approved	E302	Sally Chong Mui Mui	TIMES Payroll (Enterprise) Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q4	10	1123.5	16	Refresher course.	20160831_161607_764_663.pdf	Delete
<input checked="" type="checkbox"/> Pending for David Gan Dong Hai	E302	Sally Chong Mui Mui	TIMES IRAS Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q4	11	535	8	Year end workshop.	20160831_161607_24_167.pdf	Delete
<input type="checkbox"/> Pending for David Gan Dong Hai	E302	Sally Chong Mui Mui	TIMES Claim Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q3	09	1105	16	To learn new software.	20160831_161600_259_658.pdf	Delete
<input checked="" type="checkbox"/> Pending for David Gan Dong Hai	E301	Christopher Lee Tan Ming	TIMES IRAS Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q4	11	535	8	Year end workshop.	20160831_160923_268_281.pdf	Delete
<input type="checkbox"/> Pending for David Gan Dong Hai	E301	Christopher Lee Tan Ming	English Language (Advanced)	DEF Training Centre Pte Ltd	LITERACY	CORE	Q4	11	7482	300	To improve my language.	20160831_160922_525_668.pdf	Delete
<input checked="" type="checkbox"/> Pending for David Gan Dong Hai	E301	Christopher Lee Tan Ming	TIMES Leave Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q4	10	1319	16	To learn new software.	20160831_160921_797_5.pdf	Delete
<input type="checkbox"/> Approved	E301	Christopher Lee Tan Ming	TIMES Pay / HR Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q3	09	749	16	Refresher course.	20160831_160920_914_194.pdf	Delete
<input type="checkbox"/> Approved	E302	Sally Chong Mui Mui	TIMES Leave Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q4	12	1319	16	To learn new software.	20160831_161602_507_848.pdf	Delete
<input type="checkbox"/> Pending for David Gan Dong Hai	E302	Sally Chong Mui Mui	English Language (Intermediate)	DEF Training Centre Pte Ltd	LITERACY	CORE	Q3	09	2922	300	Improve my language.	20160831_161603_234_968.pdf	Delete
<input checked="" type="checkbox"/> Pending for Lawrence Lee Keng Soon	E308	Britney Jennifer Spears	English Language (Advanced)	DEF Training Centre Pte Ltd	LITERACY	CORE	Q4	10	7482	300			Browse...
<input checked="" type="checkbox"/> Pending for Lawrence Lee Keng Soon	E308	Britney Jennifer Spears	Mandarin Language (Advanced)	DEF Training Centre Pte Ltd	LITERACY	CORE	Q4	11	7482	300			Browse...
<input type="checkbox"/> Pending for Lawrence Lee Keng Soon	E308	Britney Jennifer Spears	TIMES IRAS Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q4	12	535	8			Browse...
<input type="checkbox"/> Pending for Lawrence Lee Keng Soon	E308	Britney Jennifer Spears	TIMES Leave Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q4	12	1319	16			Browse...

Withdraw

Apply Course

Export

Page Size: 50

While the learning needs plan is still pending for approval you can choose to withdraw some or all of the learning needs from the 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 button.

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

Training >> Entry Officer >> Learning Analysis													
Employee		ALL		Year		2016		Total Cost : \$34,656.50		Balance : \$-34,656.50		Total Duration(hrs) : 1336.00	
Approval Status	Emp No	Emp Name	Course	Provider	Category	Core	Start Quarter	Start Month	Cost \$	Hours	Remark	Course Outline	Approved Date
<input checked="" type="checkbox"/> Approved	E002	Sally Chong Mui Mui	TIMES Payroll (Enterprise) Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q4	10	1123.5	16	Refresher course.	20160831_161601_764_663.pdf Delete	
<input type="checkbox"/> Pending for David Gan Dong Hai	E002	Sally Chong Mui Mui	TIMES IRAS Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q4	11	535	8	Year end workshop.	20160831_161601_24_167.pdf Delete	
<input type="checkbox"/> Pending for David Gan Dong Hai	E002	Sally Chong Mui Mui	TIMES Claim Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q3	09	1195	16	To learn new software.	20160831_161600_259_658.pdf Delete	
<input type="checkbox"/> Pending for David Gan Dong Hai	E001	Christopher Lee Tan Ming	TIMES IRAS Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q4	11	535	8	Year end workshop.	20160831_160923_268_291.pdf Delete	
<input type="checkbox"/> Pending for David Gan Dong Hai	E001	Christopher Lee Tan Ming	English Language (Advanced)	DEF Training Centre Pte Ltd	LITERACY	CORE	Q4	11	7482	300	To improve my language.	20160831_160922_525_668.pdf Delete	
<input type="checkbox"/> Pending for David Gan Dong Hai	E001	Christopher Lee Tan Ming	TIMES Leave Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q4	10	1319	16	To learn new software.	20160831_160921_797_5.pdf Delete	
<input type="checkbox"/> Approved	E001	Christopher Lee Tan Ming	TIMES Pay / HR Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q3	09	749	16	Refresher course.	20160831_160920_914_184.pdf Delete	
<input type="checkbox"/> Approved	E002	Sally Chong Mui Mui	TIMES Leave Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q4	12	1319	16	To learn new software.	20160831_161602_207_648.pdf Delete	
<input type="checkbox"/> Pending for David Gan Dong Hai	E002	Sally Chong Mui Mui	English Language (Intermediate)	DEF Training Centre Pte Ltd	LITERACY	CORE	Q3	09	2922	300	Improve my language.	20160831_161603_234_968.pdf Delete	
<input type="checkbox"/> Pending for Lawrence Lee Keng Soon	E008	Britney Jennifer Spears	English Language (Advanced)	DEF Training Centre Pte Ltd	LITERACY	CORE	Q4	10	7482	300		Browse...	
<input type="checkbox"/> Pending for Lawrence Lee Keng Soon	E008	Britney Jennifer Spears	Mandarin Language (Advanced)	DEF Training Centre Pte Ltd	LITERACY	CORE	Q4	11	7482	300		Browse...	
<input type="checkbox"/> Pending for Lawrence Lee Keng Soon	E008	Britney Jennifer Spears	TIMES IRAS Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q4	12	535	8		Browse...	
<input type="checkbox"/> Pending for Lawrence Lee Keng Soon	E008	Britney Jennifer Spears	TIMES Leave Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q4	12	1319	16		Browse...	

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.

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

At the Apply Course web page enter the details of the training course including the course's schedule that the employee will be attending.

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



Depending on your organisation's policy the employee 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 employees 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 Entry Officer menu to access the Learning Apply web page.

Training > Entry Officer > Learning Apply									
Employee		Sally Chong Mui Mui [E002]							
Type		By Class							
Search		Apply New Course							
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	View	View	
<input type="checkbox"/> TIMES Leave Training	TECHNOLOGY	INSTRUCTOR-LED	EXTERNAL	William	Times Software Demo Pte Ltd	1700	View	View	
<input type="checkbox"/> TIMES Payroll (Enterprise) Training	TECHNOLOGY	CLASSROOM	EXTERNAL	Jeff	Times Software Demo Pte Ltd	1050	View	View	
<input type="checkbox"/> English Language (Basic)	LITERACY	E-WEB	EXTERNAL	Robert	DEF Training Centre Pte Ltd	1630	View	View	
<input type="checkbox"/> English Language (Intermediate)	LITERACY	E-WEB	EXTERNAL	Tina	DEF Training Centre Pte Ltd	4600	View	View	
<input type="checkbox"/> English Language (Advanced)	LITERACY	E-WEB	EXTERNAL	Maria	DEF Training Centre Pte Ltd	12600	View	View	

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

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

Choose an employee first.

Then 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 the employee can attend and you will be directed to the **Apply Course** web page.

Employee No: E002
 Designation: OPERATIONS EXECUTIVE
 Date Joined: 01/01/2003
 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
 Learning Objectives*: To learn new software.
 Remark: Go paperless.
 Course Detail: 20160824_110925_439_349.pdf
 Submit Form Back

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



Depending on your organisation's policy the employee 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 >> Entry Officer >> 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 first choose an employee and then click on the [Apply New Course](#) hyperlink to access the **Apply Course** web page.

Training >> Entry Officer >>

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:
Provider: to
Course Date: to
Duration: hrs
Planned Course: No
Venue: Website
Core: Core

Course Fee(\$):
Discount/SDF Grant(\$):
Cost(\$):
Nature: External Training
Mode: (Interactive Methods) Active Summaries

Learning Objectives*:
Remark:
Post-Course Performance Targets *:

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

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

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



Chapter 7. Report

You can generate reports from the **Report** web page.



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

The screenshot shows the 'Report' web page interface. At the top, there is a breadcrumb trail: 'Training >> Entry Officer >> Report'. Below this, there are several search criteria fields: 'Report Type' (set to 'Individual Lna'), 'Department' (set to '- ALL -'), 'Employee' (set to '- ALL -'), 'Lna Year' (set to '2016'), and 'Report Format' (set to 'Excel'). Each of the 'Department' and 'Employee' fields has an information icon (i) to its right. At the bottom left of the form is an 'Export' button.

Choose your criteria, such as “Report Type” and “Department”, and click on the  button to generate the report. If you have made multiple selections in the search criteria you can click on  button to see 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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For product inquiry, please email to sales@timesoftsg.com.sg.