



TIMES Training

Quick Start Guide for Supervisor

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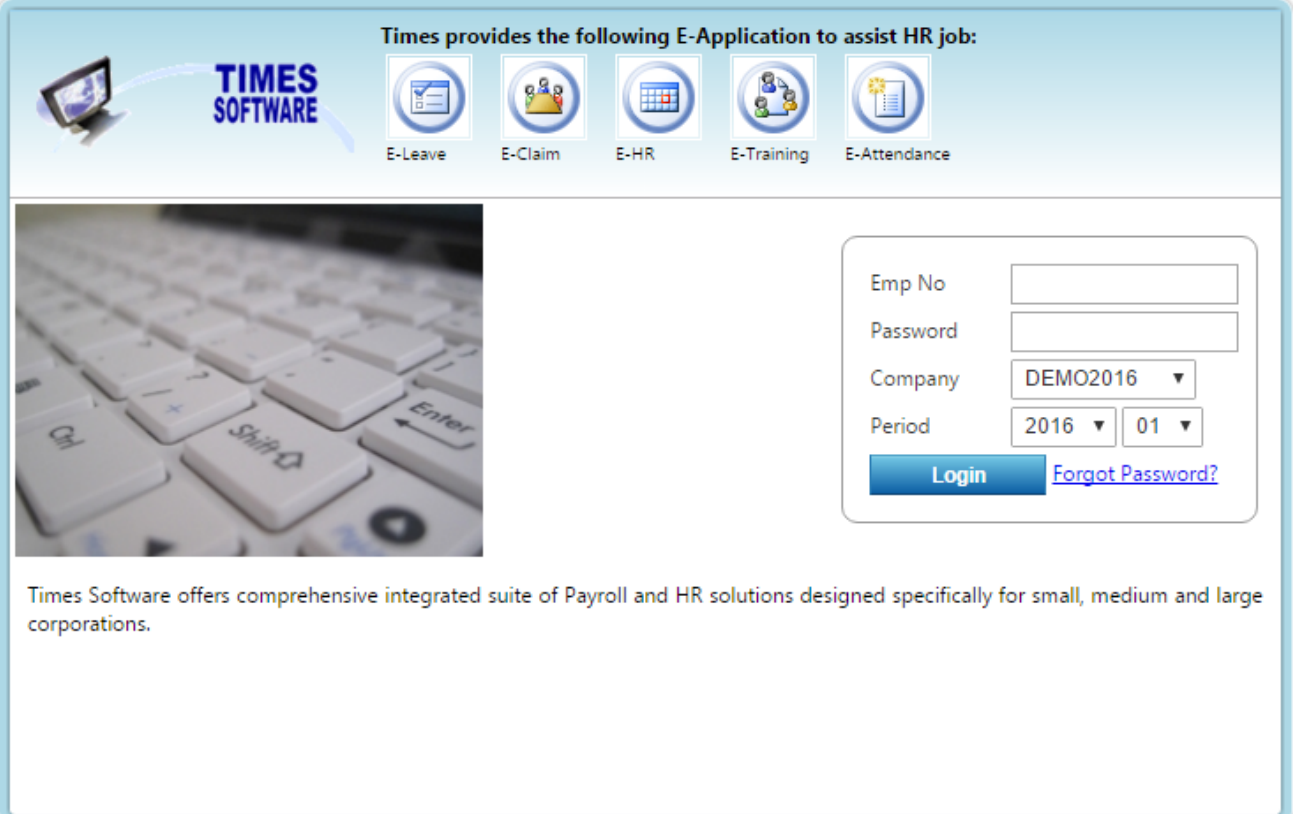
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Chapter 1. First time logging into the TIMES Training System

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

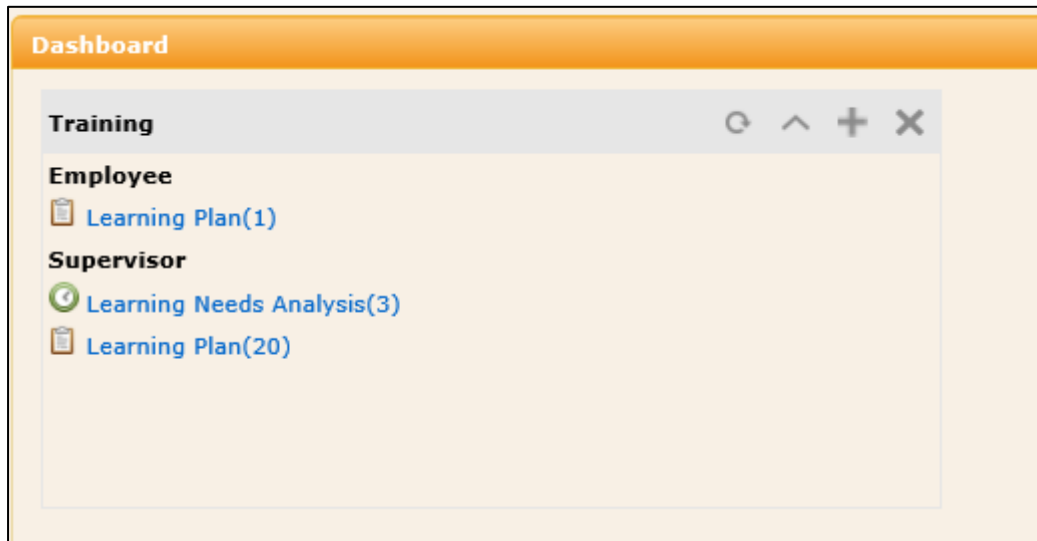
[Login](#) [Forgot Password?](#)

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 4. Approve LNA

You can approve or reject your reporting employees' learning needs at the **Approve LNA** web page.



Click on the **Approve LNA** option in the Supervisor menu to access the Approve LNA web page.

Approval Status	Emp No	Emp Name	Course	Provider	Category	Core	Start Quarter	Start Month	Cost \$	Hours	Remark	Course Outline	Approved Date
<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.	20160031_162953_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.	20160031_162952_525_666.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.	20160031_162951_797_5.pdf Delete	
<input type="checkbox"/> Pending for David Gan Dong Hai	E001	Christopher Lee Tan Ming	TIMES Pay / HR Training	Times Software Demo Pte Ltd	TECHNOLOGY	CORE	Q3	09	749	16	Refresher course.	20160031_162950_914_194.pdf Delete	

At the Approve LNA web page choose your search criteria, such as “Company” and “Department”, to retrieve the list of learning needs.

To approve learning needs click on the learning needs' ☐ checkboxes to ☒ choose them and click on the **Approve** button.

To reject learning needs click on the learning needs' ☐ checkboxes to ☒ choose them and click on the **Reject** button.

To export the learning needs into an excel document click on the **Export** button.

Chapter 5. View Learning Plan

You can view your reporting employees' training plans at the **View Plan** web page.



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

Training > Supervisor > View Plan

Department: ALL - 4 (1)
Employee: ALL - 8 (2)
Course:
Approval Status: Pending
Date: To:
Year:

Total Cost (all pages): \$10,803.00 Total Duration (all pages): 88.00hrs

	Approval Status	Approval Date	Training Status	Emp No	Emp Name	Course Name	Provider	Category	Competency	Mode	Duration (Hrs)	Start Date	End Date	Total Fee	Cost	Grant Type 1
<input type="checkbox"/>	View	Pending for David Gan Dong Hai	Pending	E003	Christina Ong Jing Fei	English Language (Intermediate)	DEP Training Centre Pte Ltd		EXTERNAL	E-WEB	24	05/09/2016	07/09/2016	4600	2,922.00	PRIVATE
<input type="checkbox"/>	View	Pending for David Gan Dong Hai	Pending	E004	Darren Lee Hsiao Lung	TIMES Leave Training	Times Software Demo Pte Ltd		EXTERNAL	INSTRUCTOR LED	8	17/08/2016	17/08/2016	1700	1,319.00	GOVERN
<input type="checkbox"/>	View	Pending for David Gan Dong Hai	Pending	E004	Darren Lee Hsiao Lung	TIMES Pay / HR Training	Times Software Demo Pte Ltd		EXTERNAL	CLASSROOMB		11/08/2016	11/08/2016	700	749.00	
<input type="checkbox"/>	View	Pending for David Gan Dong Hai	Pending	E004	Darren Lee Hsiao Lung	TIMES Pay / HR Training	Times Software Demo Pte Ltd		EXTERNAL	CLASSROOMB		09/08/2016	09/08/2016	700	749.00	
<input type="checkbox"/>	View	Pending for David Gan Dong Hai	Pending	E005	Emily Wong Chang Ying	TIMES Payroll (Enterprise) Training	Times Software Demo Pte Ltd		EXTERNAL	CLASSROOMB		08/08/2016	08/08/2016	1050	1,123.50	
<input type="checkbox"/>	View	Pending for David Gan Dong Hai	Pending	E003	Christina Ong Jing Fei	TIMES Pay / HR Training	Times Software Demo Pte Ltd		EXTERNAL	CLASSROOMB		04/08/2016	04/08/2016	700	749.00	
<input type="checkbox"/>	View	Pending for David Gan Dong Hai	Pending	E003	Christina Ong Jing Fei	TIMES Pay / HR Training	Times Software Demo Pte Ltd		EXTERNAL	CLASSROOMB		02/08/2016	02/08/2016	700	749.00	
<input type="checkbox"/>	View	Pending for David Gan Dong Hai	Pending	E003	Christina Ong Jing Fei	TIMES Leave Training	Times Software Demo Pte Ltd		EXTERNAL	INSTRUCTOR LED	8	02/08/2016	02/08/2016	1700	1,319.00	GOVERN

Page Size: 50

At the View Plan web page choose your search criteria, such as “Company” and “Department”, and click on the 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.

Chapter 6. Approve Learning Plan

You can approve or reject your reporting employees' training plans at the **Approve Plan** web page.



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

Training > Supervisor > Approve Plan

Department: ALL - Employee: ALL - Course: To: Year: 2016 Search

Total Cost (all pages): \$10,803.00 Total Duration (all pages): 88.00hrs

	Approval Status	Approval Date	Training Status	Emp No	Emp Name	Course Name	Provider	Category	Competency	Mode	Duration (Hrs)	Start Date	End Date	Total Fee	Cost	Grant Type 1
<input type="checkbox"/>	View	Pending for David Gan Dong Hal	Pending	E003	Christina Ong Jing Fei	English Language (Intermediate)	DEF Training Centre Pte Ltd		EXTERNAL	E-WEB	24	05/09/2016	07/09/2016	4600	2,922.00	PRIVATE
<input type="checkbox"/>	View	Pending for David Gan Dong Hal	Pending	E004	Darren Lee Hsiao Lung	TIMES Leave Training	Times Software Demo Pte Ltd		EXTERNAL	INSTRUCTOR LED		17/08/2016	17/08/2016	1700	1,319.00	GOVERN
<input type="checkbox"/>	View	Pending for David Gan Dong Hal	Pending	E004	Darren Lee Hsiao Lung	TIMES Pay / HR Training	Times Software Demo Pte Ltd		EXTERNAL	CLASSROOM		11/08/2016	11/08/2016	700	749.00	
<input type="checkbox"/>	View	Pending for David Gan Dong Hal	Pending	E004	Darren Lee Hsiao Lung	TIMES Pay / HR Training	Times Software Demo Pte Ltd		EXTERNAL	CLASSROOM		09/08/2016	09/08/2016	700	749.00	
<input type="checkbox"/>	View	Pending for David Gan Dong Hal	Pending	E005	Emily Wong Chang Ying	TIMES Payroll (Enterprise) Training	Times Software Demo Pte Ltd		EXTERNAL	CLASSROOM		06/08/2016	06/08/2016	1050	1,123.50	
<input type="checkbox"/>	View	Pending for David Gan Dong Hal	Pending	E003	Christina Ong Jing Fei	TIMES Pay / HR Training	Times Software Demo Pte Ltd		EXTERNAL	CLASSROOM		04/08/2016	04/08/2016	700	749.00	
<input type="checkbox"/>	View	Pending for David Gan Dong Hal	Pending	E003	Christina Ong Jing Fei	TIMES Pay / HR Training	Times Software Demo Pte Ltd		EXTERNAL	CLASSROOM		02/08/2016	02/08/2016	700	749.00	
<input type="checkbox"/>	View	Pending for David Gan Dong Hal	Pending	E003	Christina Ong Jing Fei	TIMES Leave Training	Times Software Demo Pte Ltd		EXTERNAL	INSTRUCTOR LED		02/08/2016	02/08/2016	1700	1,319.00	GOVERN
<input type="checkbox"/>	View	Pending for David Gan Dong Hal	Pending	E003	Christina Ong Jing Fei	TIMES Leave Training	Times Software Demo Pte Ltd		EXTERNAL	INSTRUCTOR LED		02/08/2016	02/08/2016	1700	1,319.00	GOVERN

Approve Reject Page Size: 50

At the Approve Plan web page choose your search criteria, such as “Company” and “Department”, and click on the **Search** button to retrieve the list of training plans.

To approve training plans click on the training plans' ☐ checkboxes to ☒ choose them and click on the **Approve** button.

To reject training plans' click on the training plans' ☐ checkboxes to ☒ choose them and click on the **Reject** button.

If you want to enter your reason or remark for approving or rejecting an employee's training plan click on the [View](#) hyperlink of the training plan to see the details of the plan.

Training Supervisor	
Employee No	E003
Designation	OPERATIONS EXECUTIVE
Date Joined	01/01/2003
Course *	English Language (Intermediate)
Provider *	DEF Training Centre Pte
Course Date *	05/09/2016 to 07/09/2016
Duration *	24 hrs
Planned Course	
Venue	Website
Core	Core
Learning Objectives*	To improve mastery of language.
Remark	
Supervisor Remark	
Course Detail	20160823_165819_914_491.pdf
<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Back"/>	

Employee Name	Christina Ong Jing Fei
Department	Operations and Logistics Department
Employment Status	Confirmed
Course Fee(\$)	4922
Discount/SDF Grant(\$)	2000
Cost(\$)	2922
Nature	External Training
Mode	(E-Learning) Web-based Training
Post-Course Performance Targets *	Able to write and speak language better.

Enter your remark in the “Supervisor Remark” and then click on button to approve or button to reject the training plan.

Click button to return to the previous web page.

Chapter 7. Learning Review

You can view your reporting employees' training feedback forms at the **Learning Review** web page.



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

Training > Supervisor > Learning Review									
Department: - ALL -		Employee: - ALL -		Year: 2016		Search			
						<input type="checkbox"/> Only Show Pending Records			
Emp No	Course	Start Date	End Date	Application Status	Training Status	Nature	Core	Evaluation	
E003	English Language (Intermediate)	05/09/2016	07/09/2016	Pending for David Gan Dong Hai	Pending	EXTERNAL	CORE	Pre-Course	Post-Course Follow-Up Review
E004	TIMES Leave Training	17/08/2016	17/08/2016	Pending for Mohinder Suresh Pavithra	Pending	EXTERNAL	CORE	Pre-Course	Post-Course Follow-Up Review
E004	TIMES Pay / HR Training	11/08/2016	11/08/2016	Pending for David Gan Dong Hai	Pending	EXTERNAL	CORE	Pre-Course	Post-Course Follow-Up Review
E004	TIMES Pay / HR Training	09/08/2016	09/08/2016	Approved	Pending	EXTERNAL	CORE	Pre-Course	Post-Course Follow-Up Review
E005	TIMES Payroll (Enterprise) Training	08/08/2016	08/08/2016	Pending for David Gan Dong Hai	Pending	EXTERNAL	CORE	Pre-Course	Post-Course Follow-Up Review
E003	TIMES Pay / HR Training	04/08/2016	04/08/2016	Approved	Pending	EXTERNAL	CORE	Pre-Course	Post-Course Follow-Up Review
E003	TIMES Leave Training	02/08/2016	02/08/2016	Pending for David Gan Dong Hai	Pending	EXTERNAL	CORE	Pre-Course	Post-Course Follow-Up Review
E003	TIMES Pay / HR Training	02/08/2016	02/08/2016	Pending for David Gan Dong Hai	Pending	EXTERNAL	CORE	Pre-Course	Post-Course Follow-Up Review
E005	TIMES Payroll (Enterprise) Training	01/08/2016	01/08/2016	Pending for David Gan Dong Hai	Pending	EXTERNAL	CORE	Pre-Course	Post-Course Follow-Up Review

At the Learning Review web page choose your search criteria, such as “Department” and “Employee”, and click on the **Search** button to retrieve the list of training feedback forms.

Click on the each training feedback form's hyperlink under the “Evaluation” column to view the form.

Training
Supervisor

Emp No: E002
Emp Name: Sally Chong Mui Mui
Course Code : TIMES Leave Training
Start Date - End Date: 05/12/2016 - 05/12/2016
Learning Objective : To learn new software.
Post-Course Performance Targets : Able to use new software.

Pre-Post Course Evaluation

Pre Evaluation

PRE-COURSE EVALUATION FORM

Why do you want to attend this course?
To learn new software.

Which part of the training course do you think will be particularly valuable?
How to apply leave.

How will the skills you learn benefit you in your role?
Help people apply leave.

What do you hope to do differently when you have completed this course?
Efficiently use the software to apply

How would you rate your level of knowledge/skill/ability before you attend this course? (on a scale of 1 to 5, 5 being very good)
☒
☐
☐
☐
☐

Submitted On 2016-09-08
Approval Status Pending
Approve/Reject On

Save Approve Reject Back

If the feedback form that you are viewing is pending for your approval you can Approve or Reject the form. You can also enter in your remarks or feedbacks into the form. Make sure you Save your transactions.

Chapter 8. Calendar

You can view available and employees' training course schedules in a monthly calendar format at the **Calendar** web page.



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

Training > Supervisor > Calendar						
Filters Period: 08/2016 View Type: Department Course: ALL Department: ALL						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	01 - TIMES Payroll (Enterprise) Training L. Emily Wong Chang Yung	02 - TIMES Pay / HR Training L. Christina Ong Jing Fie - TIMES Leave Training L. Christina Ong Jing Fie	03	04 - TIMES Pay / HR Training L. Christina Ong Jing Fie	05	06
07	08 - TIMES Payroll (Enterprise) Training L. Emily Wong Chang Yung	09 - TIMES Pay / HR Training L. Darren Lee Hsiao Lung	10	11 - TIMES Pay / HR Training L. Darren Lee Hsiao Lung	12	13
14	15	16	17 - TIMES Leave Training L. Darren Lee Hsiao Lung	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

To view employees' training course schedules choose "View Type" *Department*.

Training > Supervisor > Calendar						
Filters Period: 08/2016 View Type: Course Schedule Course: ALL Department: ALL						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	01 - TIMES Payroll (Enterprise) Training 1. 01/08/2016 - 01/08/2016	02 - TIMES Leave Training 1. 02/08/2016 - 02/08/2016 - TIMES Pay / HR Training 1. 02/08/2016 - 02/08/2016	03 - TIMES Payroll (Enterprise) Training 1. 03/08/2016 - 03/08/2016	04 - TIMES Pay / HR Training 1. 04/08/2016 - 04/08/2016	05	06
07	08 - TIMES Payroll (Enterprise) Training 1. 08/08/2016 - 08/08/2016	09 - TIMES Pay / HR Training 1. 09/08/2016 - 09/08/2016	10 - TIMES Leave Training 1. 10/08/2016 - 10/08/2016 - TIMES Payroll (Enterprise) Training 1. 10/08/2016 - 10/08/2016	11 - TIMES Pay / HR Training 1. 11/08/2016 - 11/08/2016	12	13
14	15 - TIMES Payroll (Enterprise) Training 1. 15/08/2016 - 15/08/2016	16 - TIMES Pay / HR Training 1. 16/08/2016 - 16/08/2016	17 - TIMES Leave Training 1. 17/08/2016 - 17/08/2016 - TIMES Payroll (Enterprise) Training 1. 17/08/2016 - 17/08/2016	18 - TIMES Pay / HR Training 1. 18/08/2016 - 18/08/2016	19	20
21	22 - TIMES Payroll (Enterprise) Training 1. 22/08/2016 - 22/08/2016	23 - TIMES Pay / HR Training 1. 23/08/2016 - 23/08/2016	24 - TIMES Payroll (Enterprise) Training 1. 24/08/2016 - 24/08/2016	25 - TIMES Pay / HR Training 1. 25/08/2016 - 25/08/2016	26	27
28	29 - TIMES Payroll (Enterprise) Training 1. 29/08/2016 - 29/08/2016	30 - TIMES Pay / HR Training 1. 30/08/2016 - 30/08/2016	31 - TIMES Leave Training 1. 31/08/2016 - 31/08/2016 - TIMES Payroll (Enterprise) Training 1. 31/08/2016 - 31/08/2016			

To view available training course schedules choose "View Type" *Course Schedule*.



Chapter 9. Report

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



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

The screenshot shows the 'Report' web page. At the top, there is a breadcrumb trail: 'Training >> Supervisor >> 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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