



Times eLeave System

Employee User Guide

Times Software Web-Based E-Modules Solutions

Document Date	18 June 2014
Editor	Kyaw Ko Ko Lwin
Version	1.1



Tables of Contents

I. Introduction of Times E-Leave System	3
1.0 Times E-Leave User Guide Introduction	3
II. Login to E-Leave System	4
III. Employee's Menu	5
1.0 Apply Leave	5
2.0 View Leave	7
3.0 Leave Calendar	8
4.0 Leave Policy	8
5.0 Change Password	9
6.0 Report	9
IV. Exit from the System	11
V. Forgot Password	11



I. Introduction of Times E-Leave System

Times E-Leave System used Internet technologies to support the web-based paperless leave application. It assists HR to streamline tedious leave management and monthly leave reports generation for each departmental heads. It helps to manage the leave flow where staff could plan up their leave and route the email notification to the approving officer.

HR Administrator can easily assess the details of employees' current leave status, retrieve the leave data required for internal leave costing and link the leave taken to Times Payroll.

All departmental heads could easily monitor their own staff leave and view it via leave calendar or leave report.

1.0 Times E-Leave User Guide Introduction

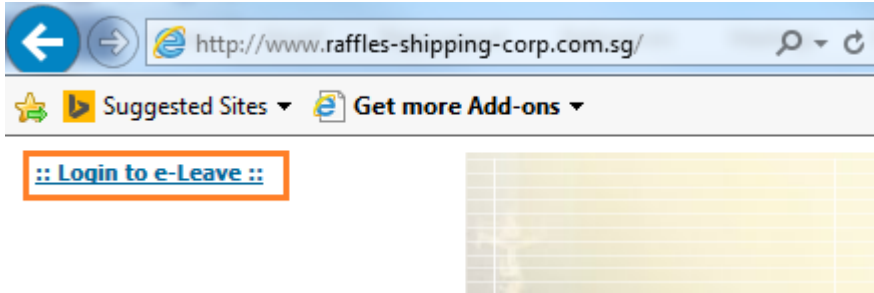
This guide aims to assist users, namely the employees, supervisors / approvers and entry officers in using *Times eLeave System*.

The sample data provided in this guide, through various examples and/or screenshots is merely a demonstration data. The workflows provided in this guide serve as a standard workflow example to illustrate the system flow and may not represent the reader's actual organizational workflow.



II. Login to E-Leave System

1. Open your web browser
2. Go to our company website <http://www.raffles-shipping-corp.com.sg/>
3. Click on **:: Login to e-Leave ::** link from left top of the main page.



OR

1. Open your web browser
2. Go to the home page of E-Module system <http://210.24.166.214/eSolution/login.aspx>

The screenshot shows the 'Login to E-Leave Application' form. It includes fields for 'NRIC/FIN', 'Password', 'Company' (with a dropdown menu), and 'Period' (with year and month dropdowns). A 'Login' button and a 'Forgot Password?' link are also visible. Below the form, four callout boxes with arrows point to the 'NRIC/FIN' field, the 'Password' field, the 'Login' button, and the 'Company' dropdown menu.

- Select the Company.
- Enter your *NRIC/ FIN Number*
- Key in your password.
For first time login, the default password will be NRIC/FIN No [e.g. S1234567A].
- Click **Login** to login into the system.

Note: Upon successful login, you will be prompted to change your password. (Only applies for first time login).



You are in page >> eClaim >> Change Password

This function allows you to change your existing password. For first time login , you MUST change your password.

Employee :	<input type="text" value="Chris Tan"/>
Old Password :	<input type="text"/>
New Password :	<input type="text"/>
Confirm Password :	<input type="text"/>
	<input type="button" value="Submit"/>

- Old Password** : Enter your current password.
- New Password** : Assign a new password. (Maximum of 8 alphanumeric)
- Confirm Password** : Re-key in the new password

Click on to proceed with the password change.

III. Employee's Menu



1.0 Apply Leave

- Allows user to apply various types of leave.



You are in page >> eLeave >> Employee >> Apply Leave

YTD Total:	17	B/F:	5	Adjust:	0	YTD Enttl:	22	YTD Taken:	5.5	YTD Bal :	16.5
Leave Code:	ANNUAL LEAVE										
Employee:	Chris Tan										
Department:	Marketing										
Start Date:	23/07/2013										
End Date:	23/07/2013										
No Of Days:	1										
AM/PM:	<input type="checkbox"/> Edit Details?										
Reference No:											
Reason:											
Approver:	Grace Lee										
<input type="button" value="Submit"/>											

1. Select the type of leave to be applied on *Leave Code* drop-down list.
2. Set the leave application *Start Date* and *End Date*.
3. Choose from *AM/PM* drop-down list (only if you are applying for half-day leave)

Department:	Finance										
Start Date:	23/07/2013										
End Date:	23/07/2013										
No Of Days:	1										
AM/PM:	<input type="checkbox"/> Edit Details?										
Reference No:											
Reason:											
Approver:											
<input type="button" value="Submit"/>											

4. Tick on '**Edit Details?**' and click to set the leave days.

Example: Applying 1.5 days annual leave.
0.5 day on 23/07/2013 and 1.0 day on 24/07/2013



Start Date: 23/07/2013
End Date: 24/07/2013
No Of Days: 2
AM/PM: Edit Details?
Reference No:
Reason:
Approver:

- Select from 'Day' and 'AM/PM' drop-down list.
- Click to submit the leave application.
- Click to go back to Apply Leave screen

NOTE: Clicking on 'Back' button will not allow you to go back with the current leave application setting.

You are in page [eLeave](#) [Employee](#) [Apply Leave](#)

Employee: Chris Tan **Leave Code:** ANNUAL LEAVE
Start Date: 23/07/2013 **End Date:** 24/07/2013

YTD Total: 17 **B/F:** 5 **Adjust:** 0 **YTD Enttl :** 22 **YTD Taken:** 5.5 **YTD Bal:** 16.5

Leave Code	Date	Day	AM/PM
ANNU	23/07/2013	0.5 <input type="button" value="v"/>	PM <input type="button" value="v"/>
ANNU	24/07/2013	1 <input type="button" value="v"/>	<input type="button" value="v"/>

5. Key in the **Reference No** and **Reason** if applicable
6. Click to submit the leave application.

2.0 View Leave

- Allows user to view all the leave record and its status.



You are in page >> eLeave >> Employee >> View Leave

Employee: Chris Tan Leave: ALL TYPE OF LEAVE Status: All

	Status	Leave	Start Date	End Date	Day	Am/Pm	Certificate/Reference No	Reas
<input type="checkbox"/>	Approved	ANNUAL LEAVE	03/06/2013	03/06/2013	0.5	PM		
<input type="checkbox"/>	Approved	SICK LEAVE	23/04/2013	23/04/2013	1			
<input type="checkbox"/>	Approved	ANNUAL LEAVE	12/04/2013	12/04/2013	0.5	PM		
<input type="checkbox"/>	Approved	ANNUAL LEAVE	26/03/2013	26/03/2013	1			
<input type="checkbox"/>	Approved	ANNUAL LEAVE	08/03/2013	08/03/2013	0.5	PM		
<input type="checkbox"/>	Approved	ANNUAL LEAVE	08/02/2013	08/02/2013	1			
<input type="checkbox"/>	Approved	SICK LEAVE	07/02/2013	07/02/2013	1			
<input type="checkbox"/>	Approved	ANNUAL LEAVE	01/02/2013	01/02/2013	1			Urge
<input type="checkbox"/>	Cancelled	ANNUAL LEAVE	25/01/2013	25/01/2013	1			
<input type="checkbox"/>	Approved	ANNUAL LEAVE	25/01/2013	25/01/2013	0.5	PM		AL
<input type="checkbox"/>	Approved	ANNUAL LEAVE	10/01/2013	10/01/2013	0.5	PM		AL

Apply New Resubmit Withdraw Pending Leave Cancel Approved Leave

Status	Descriptions	Remarks
Pending	Waiting for supervisor's approval	All application under Pending status can be withdrawn
Recommended	After getting approval from 1st supervisor	If you have 3 level of approver, 1st approver will <i>recommend</i> the leave application to the 2nd approver
Verified	After getting approval from 2nd supervisor	If you have 3 level of approver, 2nd approver will <i>verified</i> the leave application to the final approver
Approved	Supervisor approved the leave application	All application under <i>approved</i> status can be cancelled
Rejected	Supervisor rejected the leave application	Approver need to key in the <i>reason</i> for rejecting the leave application
Pending for Cancellation	Waiting for the approval of leave cancellation	
Cancelled	Supervisor approved the leave cancellation	

- Apply New** Click to apply for a new leave application
- Resubmit** Click to edit and resubmit the leave application while status is under pending.
- Withdraw Pending Leave** Click to withdraw the leave application while status is pending
- Cancel Approved Leave** Click to cancel the leave application with approved status.

3.0 Leave Calendar

The information and screenshots in this manual are correct at the time of print. Should you require assistance, contact HR or IT.



- Allows user to view the leave in a calendar view based on the selected period. Leave highlighted in pink indicates that leave is pending for approval. Star sign represent the current date.

By default, *Leave Calendar* will show the leave application of employee's within the same department.

You are in page >> eLeave >> Employee >> Calendar

Period: 7 2013

Leave Pending Today Date

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1 Grace Tan - 1 Day ANNU 1/73	2 Grace Tan - 1 Day ANNU 1/73	3 Grace Tan - 1 Day ANNU 1/73	4 Grace Tan - 1 Day ANNU 1/73	5 Grace Tan - 1 Day ANNU Josephine Ong - 1 Day ANNU 2/73	6 0/73
7 0/73	8 Josephine Ong - 1 Day ANNU 1/73	9 Josephine Ong - 1 Day ANNU 1/73	10 Josephine Ong - 1 Day ANNU 1/73	11 Josephine Ong - 1 Day ANNU 1/73	12 Josephine Ong - 1 Day ANNU 1/73	13 0/73
14 0/73	15 Josephine Ong - 1 Day ANNU 1/73	16 Josephine Ong - 1 Day ANNU 1/73	17 0/73	18 0/73	19 0/73	20 0/73
21 0/73	22 0/73	23 ★ 1/73	24 0/73	25 0/73	26 0/73	27 0/73
28 0/73	29 0/73	30 0/73	31 Esther Low - 0.5 Day ANNU (PM)	1	2	3
4	5	6	7 1/73	8	9	10

4.0 Leave Policy

- Allows user to view the company's leave policy set by the administrator.

You are in page >> eLeave >> Employee >> Leave Policy

Annual Leave

1.1 Annual leave entitlement is based on employee level and years of service by calendar year, as set out in the following table.

Designation	Annual Leave Entitlement per calendar year (days)	Maximum Annual Leave Entitlement (days)
Directors, Assistant Director	26	26
Assistant Managers/Managers	21	21
Senior Executives/Executives	14	21
Assistant Executives	14	18

1.2 The annual leave entitlement for employees who join prior to September shall increase by one (1) day in the following year up to the maximum annual leave entitlement.

1.3 Confirmed employees with at least 3 months of service will be entitled to paid annual leave. For employees with an incomplete calendar year of service, their entitlement will be pro-rated based on the period of service.



5.0 Change Password

- Allow the user to change the current password.

You are in page >> eLeave >> Employee >> Change Password

This function allows you to change your existing password.

Employee :

Old Password :

New Password :

Confirm Password :

- Old Password** : Enter your current password.
New Password : Assign a new password. (Maximum of 8 alphanumeric)
Confirm Password : Re-key in the new password

Click on to proceed with the password change.

6.0 Report

- Allows user to view, save and print the reports.

You are in page >> eLeave >> Employee >> Leave Report

Report:

Employee: To

Leave: To

Date Range: To

1. Select the report type from the drop-down list
2. Choose the type of leave
3. Set the date range
4. Click on to preview the report.



1 / 1 Main Report 100% Business Objects

Leave Taken Report

Page: 1

Leave Code: From ANNU To INFANT
 From Date: 01/01/2013 To: 31/12/2013

Employee No: S6827 Name: Chris Tan
 Department: MKTG Marketing
 Section: NONE NONE

Status: Y Approved W Pending for Cancellation
 N Disapproved C Cancelled
 P Pending M Modify
 R Recommended
 UL Urgent Leave V Verified
 Hired Date: 19/10/2009

ANNUAL LEAVE																
Leave Description	FULL Ent	17.00	Cur Ent	17.00	B/F	5.00	Forfeit	0.00	Adju	0.00	Entitle	22.00	Taken	5.50	Balance	16.50
Start Date	End Date	Day	Hour	Status	Reason	Cert/Ref No	Approved By (Alias)									
10/01/2013	10/01/2013	0.50	0.00	UL	AL		Evin									
25/01/2013	25/01/2013	0.00	0.00	C			Evin									
25/01/2013	25/01/2013	0.50	0.00	UL	AL		Evin									
01/02/2013	01/02/2013	1.00	0.00	UL	Urgent Leave		Evin									
08/02/2013	08/02/2013	1.00	0.00	Y			Evin									
08/03/2013	08/03/2013	0.50	0.00	Y	PM		Evin									
26/03/2013	26/03/2013	1.00	0.00	Y			Evin									
12/04/2013	12/04/2013	0.50	0.00	Y	PM		Evin									
03/06/2013	03/06/2013	0.50	0.00	Y	PM		Evin									
Sub-Total		5.50	0.00													

SICK LEAVE																
Leave Description	FULL Ent	14.00	Cur Ent	14.00	B/F	0.00	Forfeit	0.00	Adju	0.00	Entitle	14.00	Taken	2.00	Balance	12.00

1 / 1 Main Report 100% Business Objects

Leave Entitlement Detail Report


Date: 23/07/2013
Page: 1

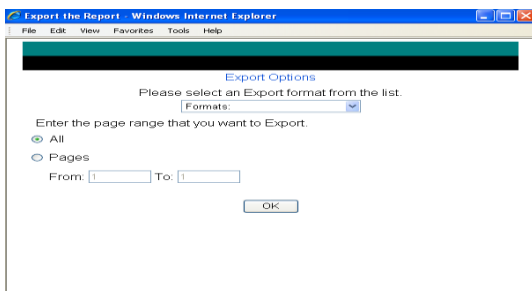
Leave Code: From ANNU To INFANT


Employee No: S6827 Name: Chris Tan
 Department: MKTG Marketing
 Section: NONE NONE

Hired Date: 19/10/2009
 Service Year: 3.75

Leave Code	Description	Full	B/F	Adju	Forfeit	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	17.00	5.50	0.00	0.00	22.00	5.50	16.50
CHILDLVE	CHILD CARE LEAVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMP	COMPASSIONATE LEAVE	10.00	0.00	0.00	0.00	10.00	0.00	10.00
ECHILD	ENHANCED CHILD CARE LEAVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EMATE	EXTENDED MATERNITY	40.00	0.00	0.00	0.00	40.00	0.00	40.00
EXAM	EXAMINATION LEAVE	5.00	0.00	0.00	0.00	5.00	0.00	5.00
HOSP	HOSPITALISATION	60.00	0.00	0.00	0.00	60.00	1.00	59.00
INFANT	UNPAID INFANT CARE LEAVE	6.00	0.00	0.00	0.00	0.00	0.00	0.00
MARR	MARRIAGE LEAVE	3.00	0.00	0.00	0.00	3.00	0.00	3.00
MATE	MATERNITY LEAVE	56.00	0.00	0.00	0.00	56.00	0.00	56.00
SICK	SICK LEAVE	14.00	0.00	0.00	0.00	14.00	2.00	12.00

To export the Report click on  icon located in left side of the toolbar. File can be exported in Crystal Report, PDF, MS Word, Excel and RTF Format.



1. Select the export format from drop down list
2. Enter the page range that needs to export
3. Click on 



IV. Exit from the System

Click on **Exit** to logout from the E-Leave system.

User Info: S6827 - Chris Tan
Date Time: 23/07/2013 16:46:36 Exit
Period: 201307

V. Forgot Password

- Used to recover the password.
- Password retrieval requires the IC/FIN No.

The screenshot shows the Raffles Shipping Group of Companies website. At the top, there is a banner with the company logo and a ship named 'THERESA HEBEI'. Below the banner, there is a navigation menu with 'User Guide' selected, which has two sub-links: '>> Download e-Leave Employee User Guide' and '>> Download e-Leave Supervisor user Guide'. To the right of the navigation menu is a 'Login to E-Leave Application' form. The form has fields for 'NRIC/FIN', 'Password', 'Company' (with a dropdown menu showing 'RSCH'), and 'Period' (with dropdown menus for '2014' and '06'). There are 'Login' and 'Forgot Password?' buttons. Below the form, it says 'Internet Explorer 9 Compatible'.

Resend the password

Please enter your NRIC/FIN number, followed by the Submit button.

NRIC/FIN :	<input type="text"/>
NRIC/FIN No :	<input type="text"/>
<input type="button" value="Submit"/>	

1. Key in the NRIC/ FIN [e.g. S1234567A].
2. Key in the NRIC/ FIN No. [e.g. S1234567A] again.
3. Click on button.

Note: Upon successful submission, user will receive an email indicating the current password.