

The page features a decorative design with three blue circles of varying sizes, each composed of concentric circles in different shades of blue. These circles are arranged in a descending staircase pattern from the top right towards the bottom right. Thin blue lines extend from the top left and top right corners, meeting at the circles.

Times eLeave System

Supervisor User Guide

Times Software Web-Based E-Modules Solutions

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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

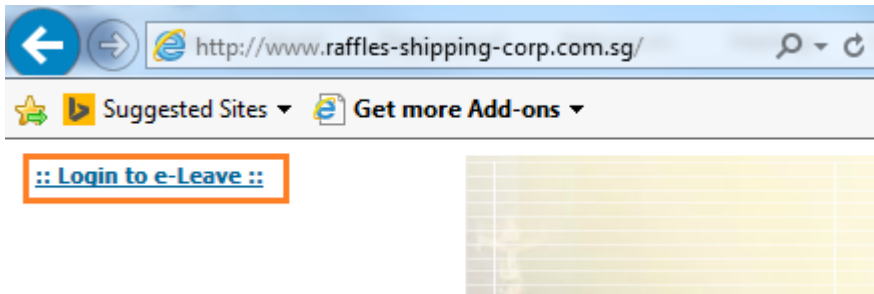
This guide aims to assist users, namely the employees, supervisors / approvers and entry officers in using *Times eLeave System*.

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.



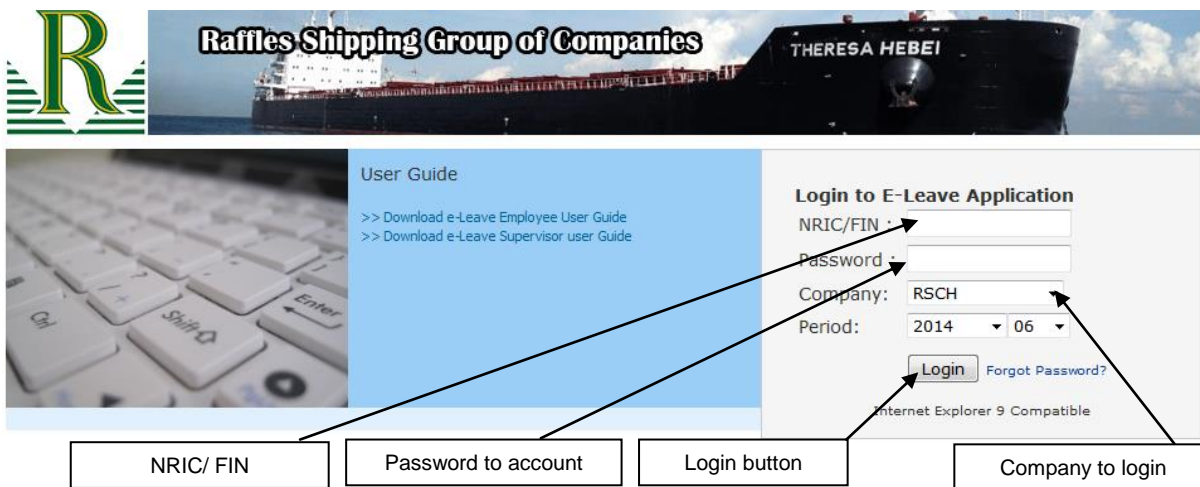
II. Login to E-Leave System

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>



- 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.

III. Supervisor's Menu

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



1.0 Check / Approve Leave

- Allows supervisor to view the pending leave application for checking and approval.

You are in page [eLeave](#) [Supervisor](#) [Check/Approve leave](#)

This is a supervisor inbox. To approve or reject the employee's leave record, please tick the checkbox next to each record then press "Approve" or "Reject" button.

	Staff On Leave	Status	Emp Name	Leave	Start Date	End Date	Day
<input type="checkbox"/>	<input type="checkbox"/> View	<input type="checkbox"/> Pending	Esther Low	ANNUAL LEAVE	12/08/2013	16/08/2013	5
<input type="checkbox"/>	<input type="checkbox"/> View	<input type="checkbox"/> Pending	Esther Low	ANNUAL LEAVE	01/08/2013	07/08/2013	5
<input type="checkbox"/>	<input type="checkbox"/> View	<input type="checkbox"/> Pending	Esther Low	ANNUAL LEAVE	31/07/2013	31/07/2013	0.5
<input type="checkbox"/>	<input type="checkbox"/> View	<input type="checkbox"/> Pending	George Chan	ANNUAL LEAVE	20/05/2013	23/05/2013	4

Check/Uncheck All Sort By:
Reason:

Click on to check the employees who are on leave on the same date.

By default, system will list it by employee's department.



You are in page >> eLeave >> Supervisor >> Check/Approve leave

This is a supervisor inbox. To approve or reject the employee's leave record, please tick the checkbox next to each record then press "Approve" or "Reject" button.

Staff On Leave	Status	Emp Name	Leave	Start Date	End Date	Day
<input type="checkbox"/> View					16/08/2013	5
<input type="checkbox"/> View					07/08/2013	5
<input type="checkbox"/> View					31/07/2013	0.5
<input type="checkbox"/> View					23/05/2013	4

Staff On Leave

YTD Total : 16 B/F : 0 Adjust : 0 YTD Enttl : 16 YTD Taken : 5 YTD Bal : 11

Result of leave checking on date between 12/08/2013 - 16/08/2013

Date	Name	Leave	Day	AmPm	Applied On	Approved On
12/08/2013	Chan Teck Chye George	ANNU	1			
12/08/2013	Grace Tan	ANNU	1			

Check/Uncheck All Sort By: Leave Date

Reason:

Select the pending leave to be approved / rejected.

You are in page >> eLeave >> Supervisor >> Check/Approve leave

This is a supervisor inbox. To approve or reject the employee's leave record, please tick the checkbox next to each record then press "Approve" or "Reject" button.

Staff On Leave	Status	Emp Name	Leave	Start Date	End Date	Day
<input type="checkbox"/> View <input checked="" type="checkbox"/>	Pending	Esther Low	ANNUAL LEAVE	12/08/2013	16/08/2013	5
<input type="checkbox"/> View <input checked="" type="checkbox"/>	Pending	Esther Low	ANNUAL LEAVE	01/08/2013	07/08/2013	5
<input type="checkbox"/> View <input type="checkbox"/>	Pending	Esther Low	ANNUAL LEAVE	31/07/2013	31/07/2013	0.5
<input type="checkbox"/> View <input type="checkbox"/>	Pending	Chan Teck Chye George	ANNUAL LEAVE	20/05/2013	23/05/2013	4

Check/Uncheck All Sort By: Leave Date

Reason:

Select employee's individual pending leave.

Tick to select all the pending leave



- Click to approve the employee's leave application.
- The record will be updated automatically into the staff's taken leave.
- An email notification will be sent to employee if the leave has been approved.

Reject

- Click to disapprove the employee's leave application.
- You need to key in the reason for rejecting the leave.
- If the leave has been rejected employee will receive an email notification.

Modify

- Click to modify the employee's leave application.
- This function allows supervisor to modify the employee's leave application

2.0 View Staff Leave

- Allow supervisor to view the leave details of his/her subordinates. Selection is by Employee, Leave Type and Status.

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

Employee:	Leave:	Status:							
Esther Low	ALL TYPE OF LEAVE	All							
Status	Leave	Start Date	End Date	Day	Am/Pm	Certificate/Reference No	Reason		
<input type="checkbox"/> Pending	ANNUAL LEAVE	12/08/2013	16/08/2013	5					
<input type="checkbox"/> Pending	ANNUAL LEAVE	01/08/2013	07/08/2013	5					
<input type="checkbox"/> Pending	ANNUAL LEAVE	26/07/2013	26/07/2013	0.5	AM		test		
<input type="checkbox"/> Approved	ANNUAL LEAVE	05/04/2013	05/04/2013	1					
<input type="checkbox"/> Approved	ANNUAL LEAVE	07/02/2013	08/02/2013	2					
<input type="checkbox"/> Approved	ANNUAL LEAVE	06/02/2013	06/02/2013	0.5	PM				
<input type="checkbox"/> Approved	ANNUAL LEAVE	06/02/2013	06/02/2013	0.5	AM		Perso		
<input type="checkbox"/> Approved	ANNUAL LEAVE	28/01/2013	28/01/2013	1					
<input type="checkbox"/> Approved	SICK LEAVE	02/01/2013	03/01/2013	2					

Status	Descriptions	Remarks
Pending	Waiting for supervisor's approval	All application under Pending status can be withdrawn
Recommended	After getting approval from 1st	If you have 3 level of approver, 1st



	supervisor	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	

3.0 Staff Calendar

Gives the supervisor a calendar view of his/her subordinate's leave application.

You are in page [eLeave](#) [Supervisor](#) [Calendar](#)

Period: 8 | 2013

Leave Pending Today Date

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1 Esther Low - 1 Day ANNU	2 Esther Low - 1 Day ANNU	3 0/8
4 0/8	5 Esther Low - 1 Day ANNU	6 Esther Low - 1 Day ANNU	7 Esther Low - 1 Day ANNU	8 Hari Raya Puasa 0/8	9 National Day 0/8	10 0/8
11 0/8	12 George Chan - 1 Day ANNU Esther Low - 1 Day ANNU	13 Esther Low - 1 Day ANNU	14 Esther Low - 1 Day ANNU	15 Esther Low - 1 Day ANNU	16 Esther Low - 1 Day ANNU	17 0/8
18 0/8	19 0/8	20 0/8	21 0/8	22 0/8	23 0/8	24 0/8
25 0/8	26 0/8	27 0/8	28 0/8	29 0/8	30 0/8	31 0/8
1	2	3	4	5	6	7



4.0 Report

Allows supervisor to view and print his/her subordinate's leave report

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

You are in page [eLeave](#) [Supervisor](#) [Leave Report](#)

Report: Leave Taken Report

Employee: George Chan To Esther Low

Leave: ANNUAL LEAVE To UNPAID INFANT CARE LEAVE

Date Range: 01/01/2013 To 31/12/2013

Preview

Sample Report #1: Leave Taken Report

Click to view the next employee

1 / 1+ Main Report 100% Business Objects

Leave Taken Report Page: 1

Leave Code: From ANNU To INFANT Status: Y Approved W Pending for Cancellation
 N Disapproved C Cancelled
 P Pending M Modify
 R Recommended V Verified
 UL Urgent Leave

From Date: 01/01/2013 To: 31/12/2013

Employee No: S8502 Name: Esther Low
 Department: MKTG Marketing
 Section : NONE NONE Hired Date: 27/09/2010

Leave Description		ANNUAL LEAVE													
FULL Ent	16.00	Cur Ent	16.00	B/F	0.00	Forfeit		Adju	0.00	Entitle	16.00	Taken	5.00	Balance	11.00
Start Date	End Date	Day	Hour	Status	AM/PM	Reason		Cert/Ref No	Approved By (Alias)						
28/01/2013	28/01/2013	1.00	0.00	Y					Martin						
06/02/2013	06/02/2013	0.50	0.00	Y	PM				Martin						
06/02/2013	06/02/2013	0.50	0.00	UL	AM	Personal			Martin						
07/02/2013	08/02/2013	2.00	0.00	Y					Martin						
05/04/2013	05/04/2013	1.00	0.00	Y					Martin						
26/07/2013	26/07/2013	0.50	0.00	UL	P	test									
01/08/2013	07/08/2013	5.00	0.00	P											
12/08/2013	16/08/2013	5.00	0.00	P											
Sub-Total		5.00	0.00												

Leave Description SICK LEAVE

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



Sample Report #2: Leave Entitlement Report

Click to view the next employee

Leave Code	Description	Full	B/F	Adju	Forfeit	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	16.33	0.00	0.00		16.00	5.00	11.00
CHILDLVE	CHILD CARE LEAVE	0.00	0.00	0.00		0.00	0.00	0.00
COMP	COMPASSIONATE LEAVE	10.00	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
EMATE	EXTENDED MATERNITY	40.00	0.00	0.00		40.00	0.00	40.00
EXAM	EXAMINATION LEAVE	5.00	0.00	0.00		5.00	0.00	5.00
HOSP	HOSPITALISATION	60.00	0.00	0.00		60.00	2.00	58.00
INFANT	UNPAID INFANT CARE LEAVE	6.00	0.00	0.00		0.00	0.00	0.00
MARR	MARRIAGE LEAVE	3.00	0.00	0.00		3.00	0.00	3.00
MATE	MATERNITY LEAVE	56.00	0.00	0.00		56.00	0.00	56.00
PATE	PATERNITY LEAVE	1.00	0.00	0.00		1.00	0.00	1.00
SICK	SICK LEAVE	14.00	0.00	0.00		14.00	2.00	12.00

Sample Report #3: Leave Attendance Report

Click to view the next employee

Leave Code:	From ANNU To INFANT												Date:															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
2013-01 Esther Low	-	SI	SI	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	AN
2013-02 Esther Low	-	-	-	-	-	AN	AN	AN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2013-03 Esther Low	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2013-04 Esther Low	-	-	-	-	AN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2013-05 Esther Low	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2013-06 Esther Low	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2013-07 Esther Low	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	AN	-
2013-08 Esther Low	AN	AN	-	-	AN	AN	AN	-	-	-	-	AN	AN	AN	AN	AN	-	-	-	-	-	-	-	-	-	-	-	-



Sample Report #4: Leave Approved Report


Leave Approved Report											Date: 26
											Page: 1
Employee No	Employee Name	Leave Code	Start Date	End Date	Day	Hour	Date Applied	Applied By	Approved	Approved By	Reason
88502	Esther Low	SICK	02/01/2013	03/01/2013	2.00	0.00	07/01/2013	Esther Low	7/01/2013		
88502	Esther Low	ANNU	28/01/2013	28/01/2013	1.00	0.00	17/01/2013	Esther Low	29/01/2013	Steve Tan	
88502	Esther Low	ANNU	06/02/2013	06/02/2013	0.50	0.00	29/01/2013	Esther Low	29/01/2013	Steve Tan	
88502	Esther Low	ANNU	07/02/2013	08/02/2013	2.00	0.00	29/01/2013	Esther Low	29/01/2013	Steve Tan	
88502	Esther Low	ANNU	06/02/2013	06/02/2013	0.50	0.00	04/02/2013	Esther Low	4/02/2013	Steve Tan	Personal
88502	Esther Low	ANNU	05/04/2013	05/04/2013	1.00	0.00	13/02/2013	Esther Low	10/04/2013	Steve Tan	

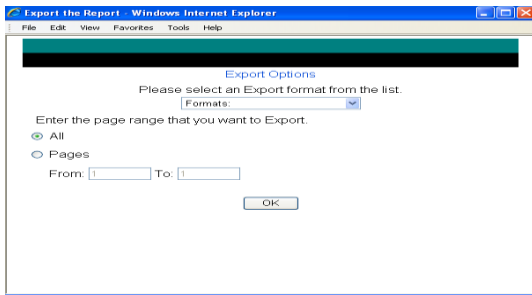
Sample Report #5: Leave Applied Report

Leave Applied Report											Date: 26/0
											Page: 1
Employee No	Employee Name	Leave Code	Start Date	End Date	Day	Hour	Date Applied	Applied By	Approved	Approved By	Reason
88502	Esther Low	SICK	02/01/2013	03/01/2013	2.00	0.00	07/01/2013	Esther Low	7/01/2013		
88502	Esther Low	ANNU	28/01/2013	28/01/2013	1.00	0.00	17/01/2013	Esther Low	29/01/2013	Steve Tan	
88502	Esther Low	ANNU	06/02/2013	06/02/2013	0.50	0.00	29/01/2013	Esther Low	29/01/2013	Steve Tan	
88502	Esther Low	ANNU	07/02/2013	08/02/2013	2.00	0.00	29/01/2013	Esther Low	29/01/2013	Steve Tan	
88502	Esther Low	ANNU	06/02/2013	06/02/2013	0.50	0.00	04/02/2013	Esther Low	4/02/2013	Steve Tan	Personal
88502	Esther Low	ANNU	05/04/2013	05/04/2013	1.00	0.00	13/02/2013	Esther Low	10/04/2013	Steve Tan	
88502	Esther Low	ANNU	26/07/2013	26/07/2013	0.50	0.00	20/03/2013	Esther Low			test
88502	Esther Low	ANNU	01/08/2013	07/08/2013	5.00	0.00	20/03/2013	Esther Low			
88502	Esther Low	ANNU	12/08/2013	16/08/2013	5.00	0.00	20/03/2013	Esther Low			

Sample Report #6: Leave Pending Report

Leave Pending Report											Date: 26/0
											Page: 1
Employee No	Employee Name	Leave Code	Start Date	End Date	Day	Hour	Date Applied	Applied By	Approved	Approved By	Reason
88502	Esther Low	ANNU	26/07/2013	26/07/2013	0.50	0.00	20/03/2013	Esther Low			test
88502	Esther Low	ANNU	01/08/2013	07/08/2013	5.00	0.00	20/03/2013	Esther Low			
88502	Esther Low	ANNU	12/08/2013	16/08/2013	5.00	0.00	20/03/2013	Esther Low			
87333	George Chan	ANNU	20/05/2013	23/05/2013	4.00	0.00	04/04/2013	George Chan			AL

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.

