HUDSON RPO

Pay Asia Portal Guide

Approvers

CONTENTS

CONTENTS 2
1. Purpose 3
2. How to login and password management 3
3. Your dashboard 4
4. How to view and approve timesheets 5
5. How to view and approve expenses 8
6. How to review employee leave requests 9
7. Review employee leave balances 11
8. Leave reporting 11
9. Delegating workflows 12

1. Purpose

The purpose of this document is to provide instructions for the contractor community on how to navigate through the Pay Asia portal.

This guide will cover the following topics:
1. Approve Timesheets
2. Approve Expenses
3. Approve leave requests

If you run into any issues with the portal, please either contact our support team on the details below:

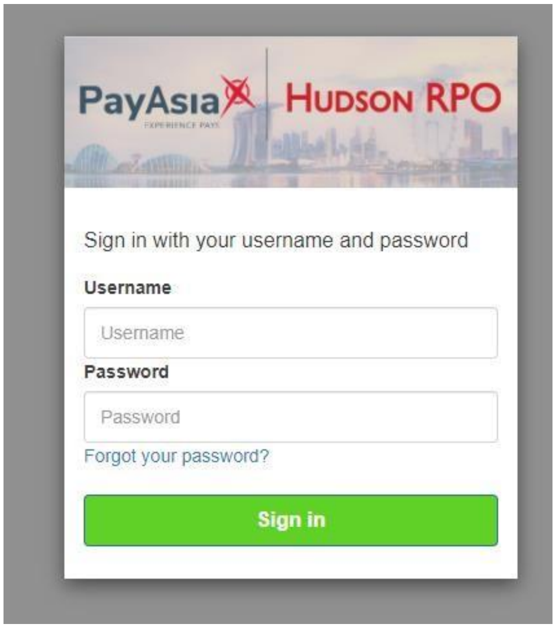
AIA Singapore Temp Workforce Team – aiatemps@hudsonrpo.com
Pay Asia Technical Support - Helpdesk@PayAsia.Asia

2. How to login and password management

You would have received logins to Pay Asia when you are registered as an approver. The first thing you will be asked to do is create a password. Password requirements will be instructed to you on the page.

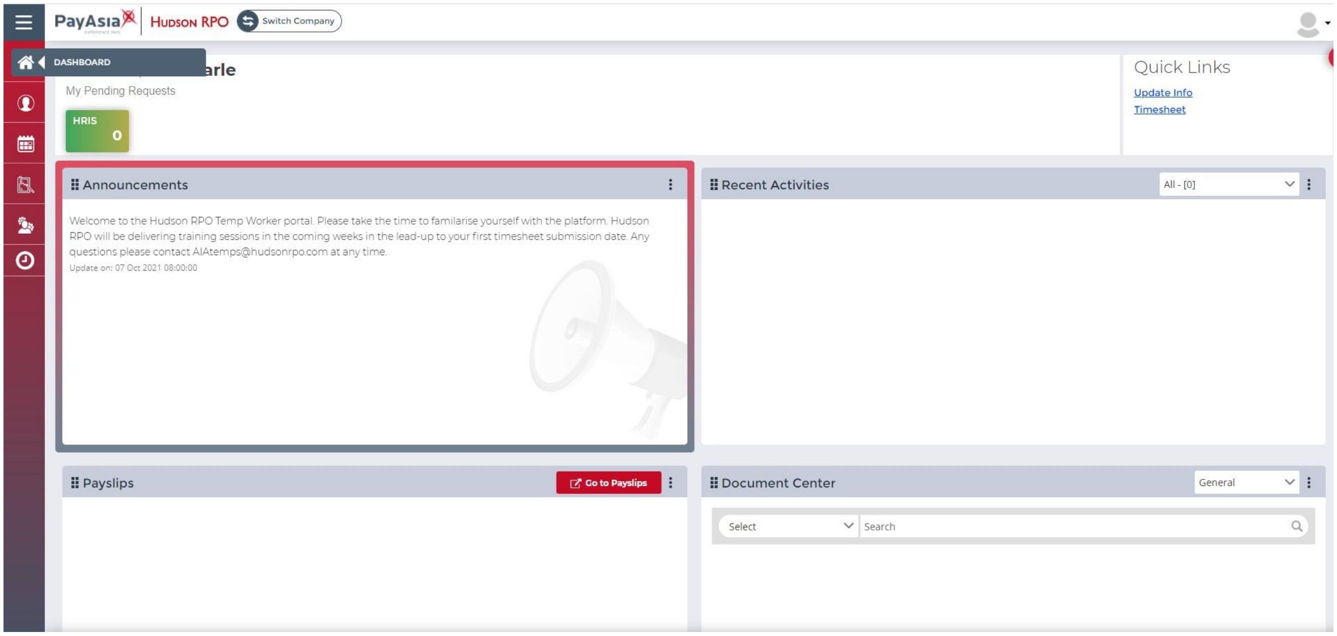
Once your password is set up you can change it at any time using the 'Forgot your password?' link on the login page.

https://hudsonrposg.hronline-payasia.asia



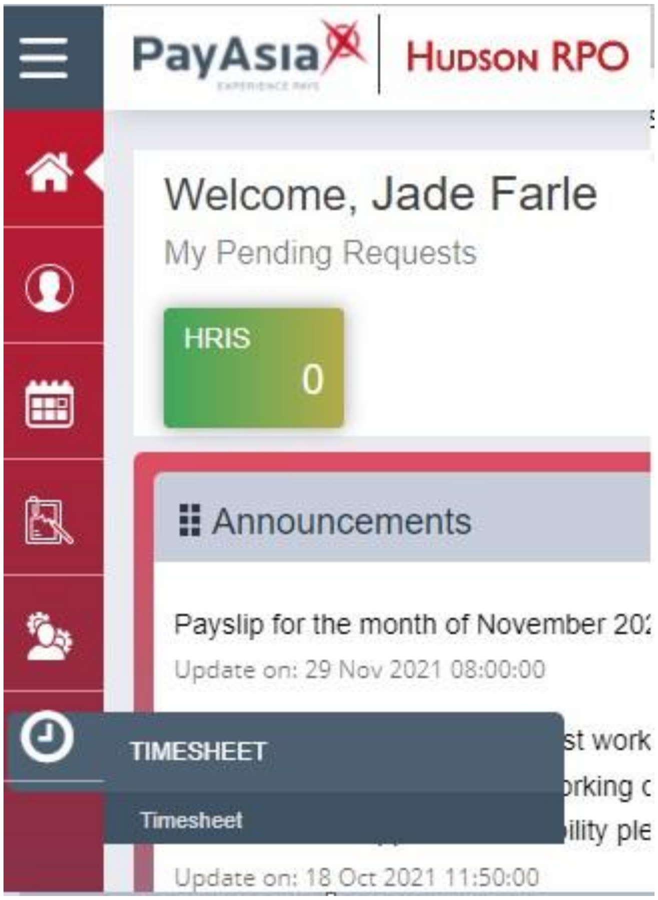
3. Your dashboard

Your dashboard is your Pay Asia Home Page. From here you will be able to navigate around the system to get into all the approval areas like leave, timesheet, expense claims approvers and leave reporting. We will also post any announcements that require your immediate attention.



4. How to view and approve timesheets

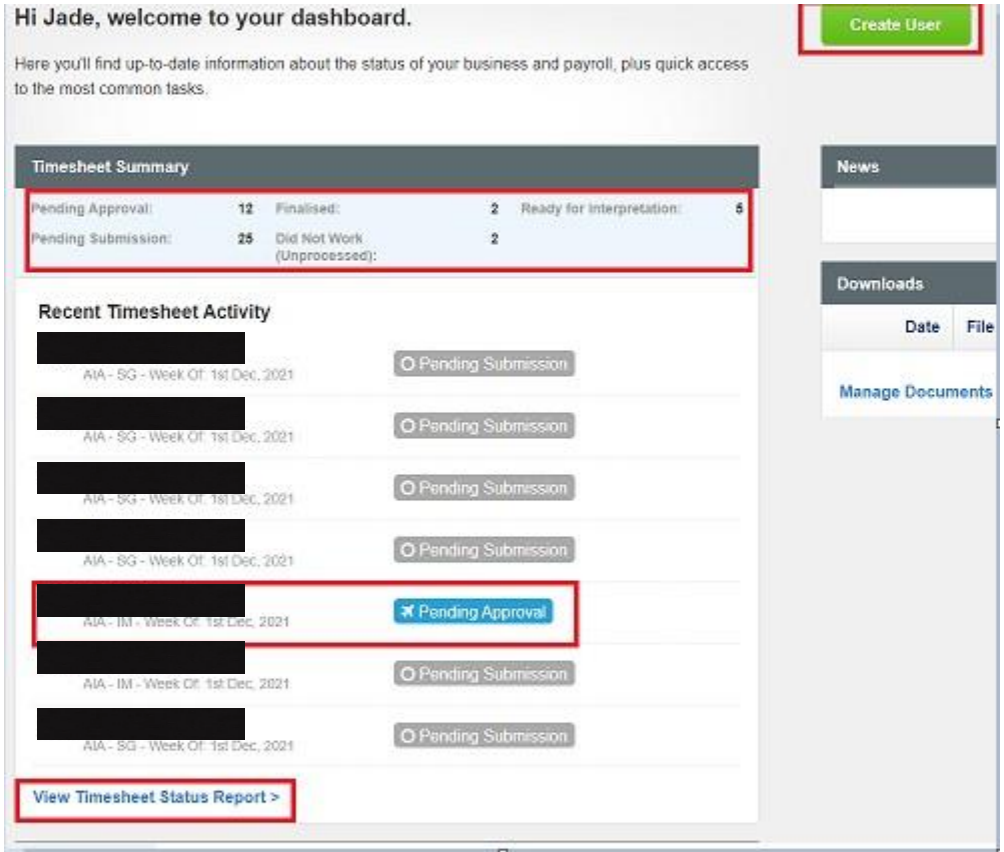
From the dashboard navigate to the panel to the left of the screen and select on the timesheet icon. This will take you to the timesheet portal.



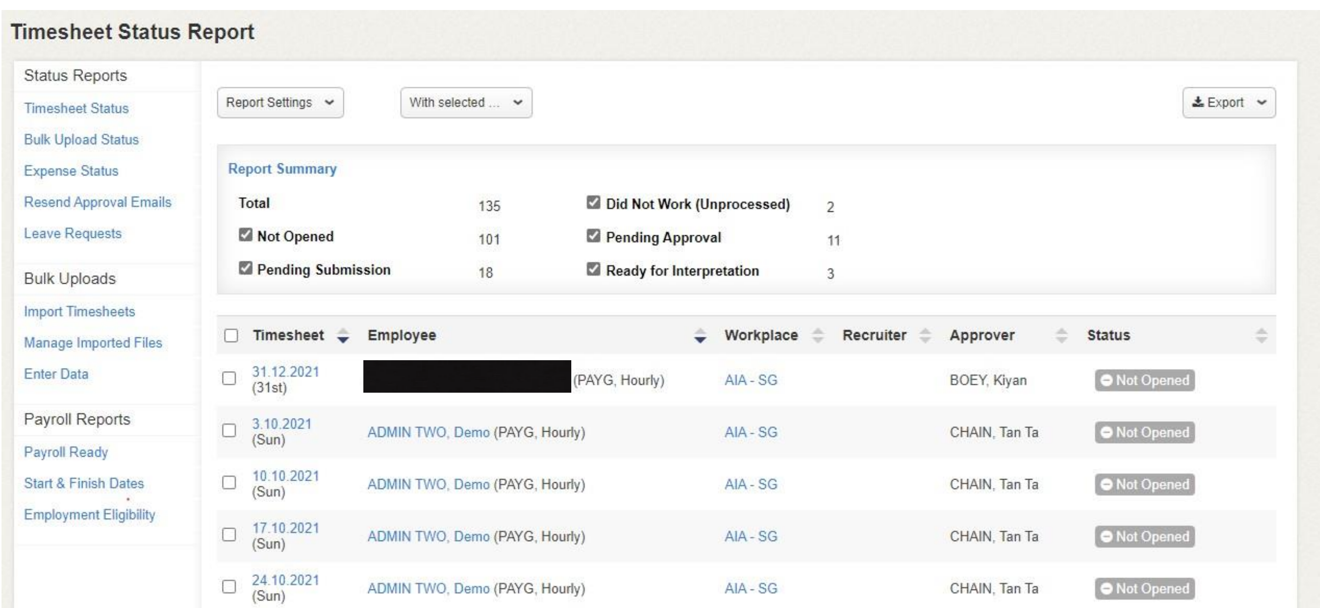
When in the portal you will see Timesheet Summary, which provides an overview of the status of timesheets and how many people are at that stage.

Below that is the Recent Timesheet Activities, which indicates the status of contractor timesheets and highlights any outstanding actions. You can select an action such as "pending approval" to open the timesheet and approve.

You can also select the "View Timesheet Status Report" to be taken to the reporting page.



From the reporting page you will be able to filter by timesheet status, date, employee details, and payroll specifics. You will be able to select timesheets from this page to review and approve/reject.



Once you select the timesheet needing approval, you will be directed to the details of the timesheet for review. This will be a breakdown of shifts and hours the employee has worked through the week. To the bottom of the page there is also a summary of the days and hours worked over those weeks.

The employee can make notes aside any of the shifts so to communicate information pertaining to that period of work.

Once fully reviewed, you can approve or reject leave by selecting the buttons to the rights of the timesheet. If you reject leave, you will be required to provide notes to advise the contractor of the reason.

Timesheet for [redacted] - AIA - SG - Administrative Assistant, Credit Life

1st Dec, 2021 - 31st Dec, 2021

Date	Start	Finish	Breaks	Notes	Copy	Total
Wed 1 Dec	8:45am	5:30pm	60 min			7.75 hr
Thu 2 Dec	8:45am	5:30pm	60 min			7.75 hr
Fri 3 Dec	8:45am	5:30pm	60 min			7.75 hr
Sat 4 Dec						0.00 hr
Sun 5 Dec						0.00 hr
Week of Monday, December 6th						
Mon 6 Dec	8:45am	5:30pm	60 min			7.75 hr

Pending Approval

PDF Print

Reject Approve

History

Monday 13th December, 2021 at 12:49pm
Submitted for approval by Jade Ferla.

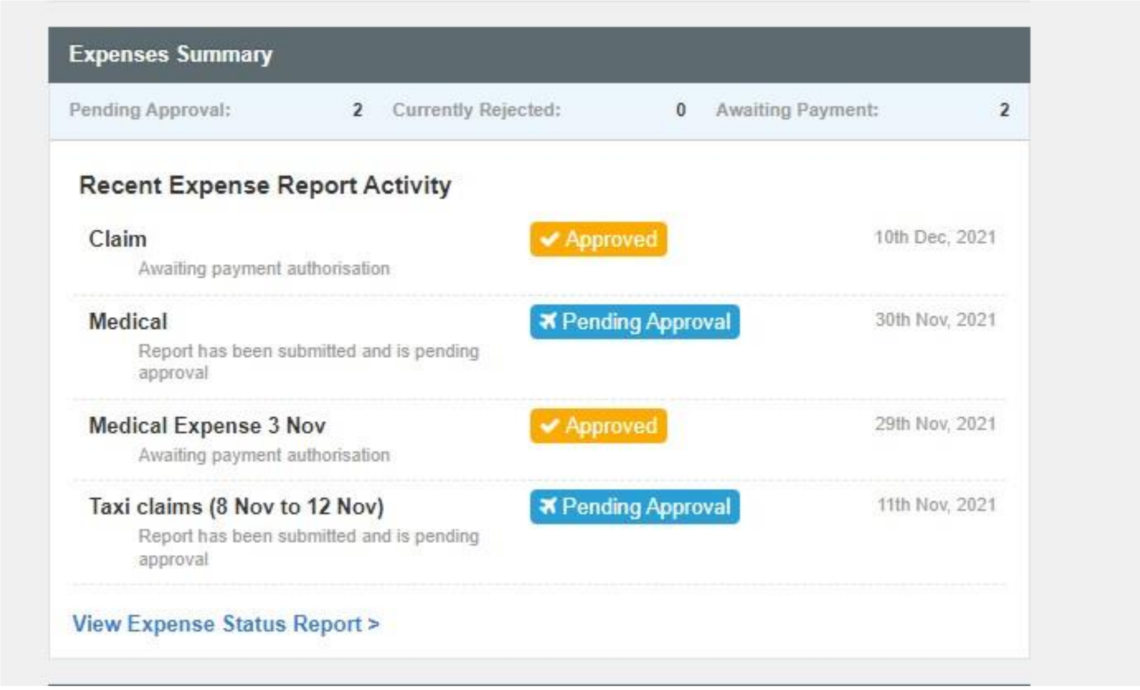
Summary — Interpreted Data

AIA - SG	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Week
Basic Salary	15.50	15.50	15.50			7.75	7.75	62.00
PH Pay (NW)				7.75				7.75
DNW	23.25	23.25	23.25			23.25	23.25	116.25
Total Units	38.75	38.75	38.75	7.75	0.00	31.00	31.00	186.00

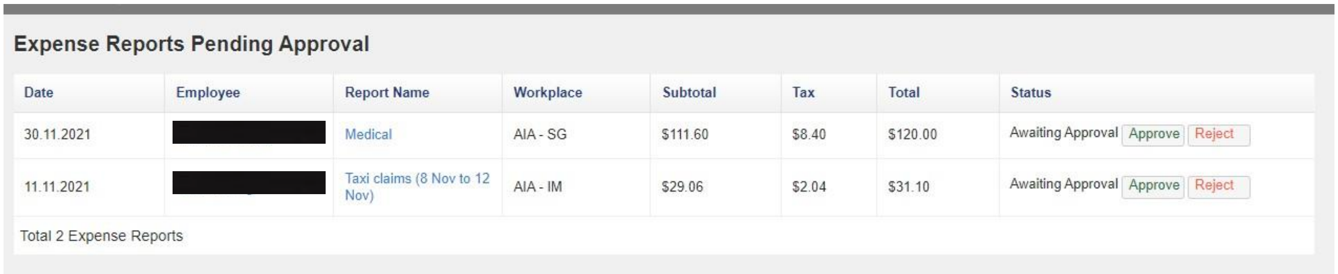
5. How to view and approve expenses

To the bottom of the Timesheet Portal there is the Expenses Summary tab. Similar to the Timesheet Summary there is a list of recent activities and actions to be made against the requests.

Alike the timesheets, select the "pending approval" action to be taken to the expense claim for review.



The expense report pending approval will be listed with employee details and information on the transaction. Approve or Reject these requests by selecting the buttons to the right of the page.



Expense Reports Pending Approval

Date	Employee	Report Name	Workplace	Subtotal	Tax	Total	Status
30.11.2021	[redacted]	Medical	AIA - SG	$111.60	$8.40	$120.00	Awaiting Approval Approve Reject
11.11.2021	[redacted]	Taxi claims (8 Nov to 12 Nov)	AIA - IM	$29.06	$2.04	$31.10	Awaiting Approval Approve Reject

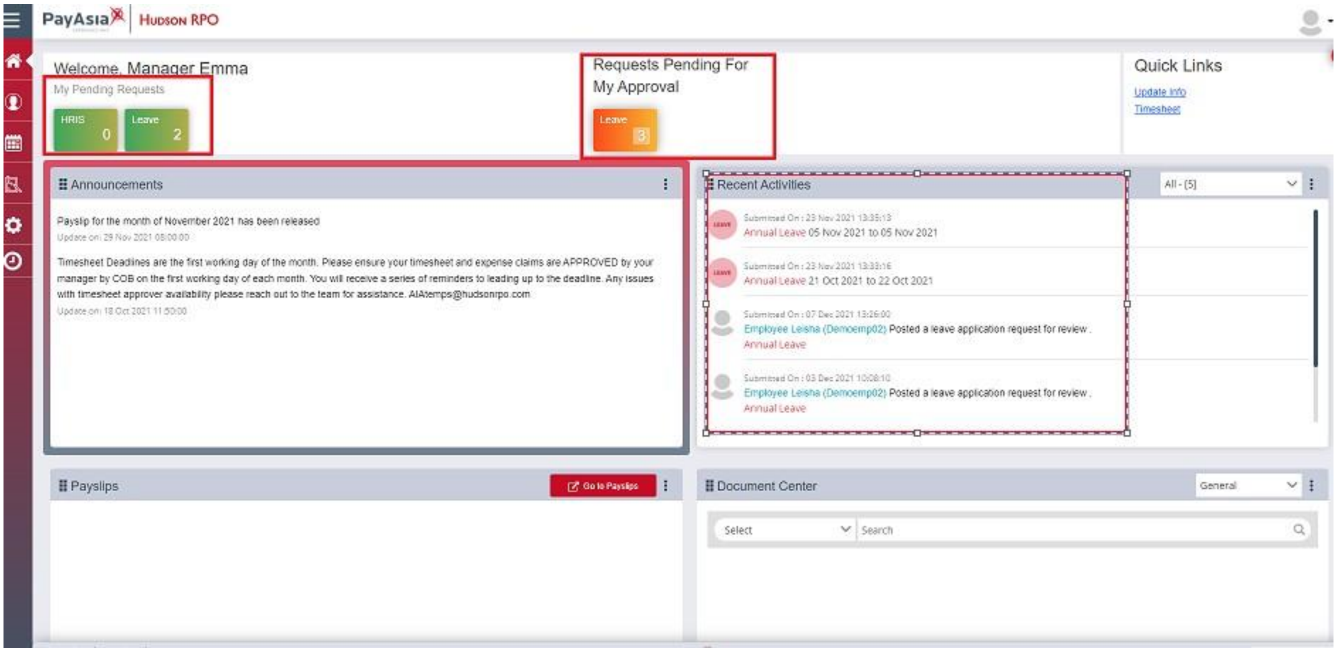
Total 2 Expense Reports

6. How to review employee leave requests

If the Temp Worker reporting to you submits a request for leave, you will receive an email notifying of this.

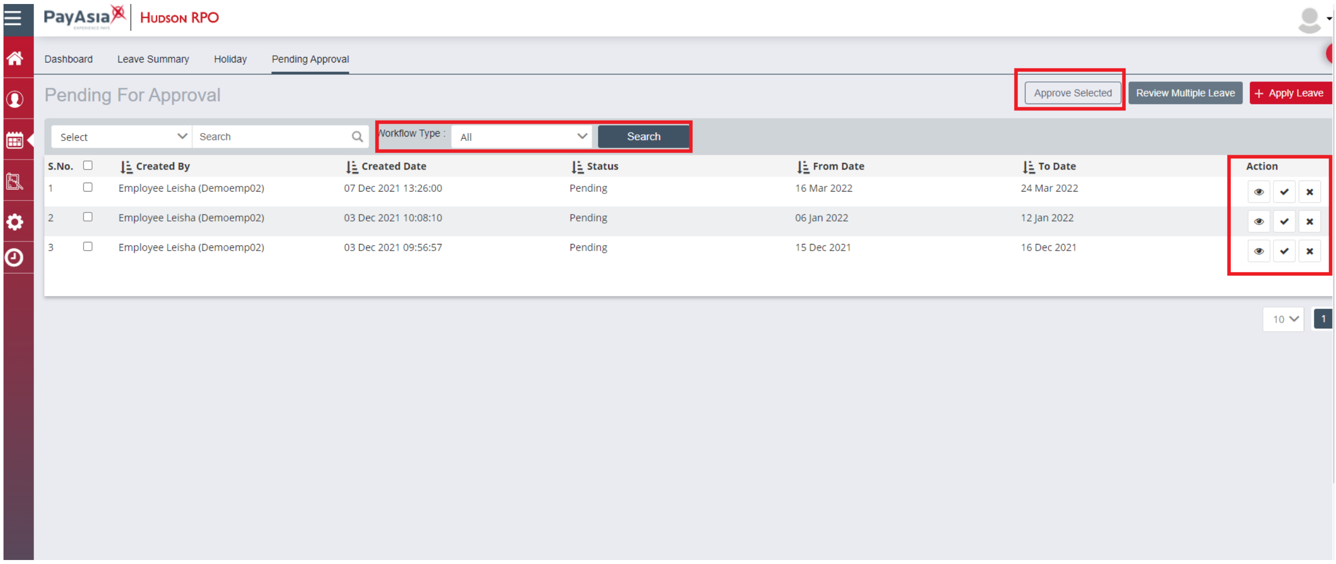
You can view outstanding leave requests on your Pay Asia dashboard. Upon logging in any leave requests pending your approval will be highlighted in Orange at the top of the page.

On the dashboard there is also a table of recent activities which lists actions that have been taken on leave requests.



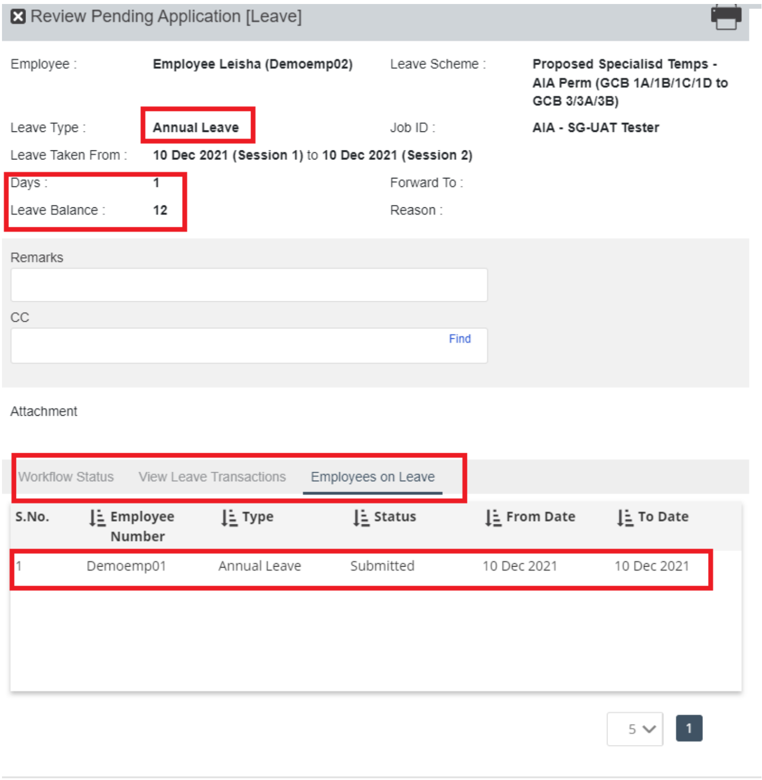
You can review employee leave requests in the Leave Portal under the "pending approval" tab. All leave with an outcome yet to be determined will be listed. You will be able to filter leave type to refine the view, you will also be able to search for specific employee's requests.

To the right of the leave, you will see a list of actions, the eye to see greater information on the leave request, tick to approve leave, and cross to decline leave. Another way to approve leave is to select the leave request and click approve selected on the top of the page.



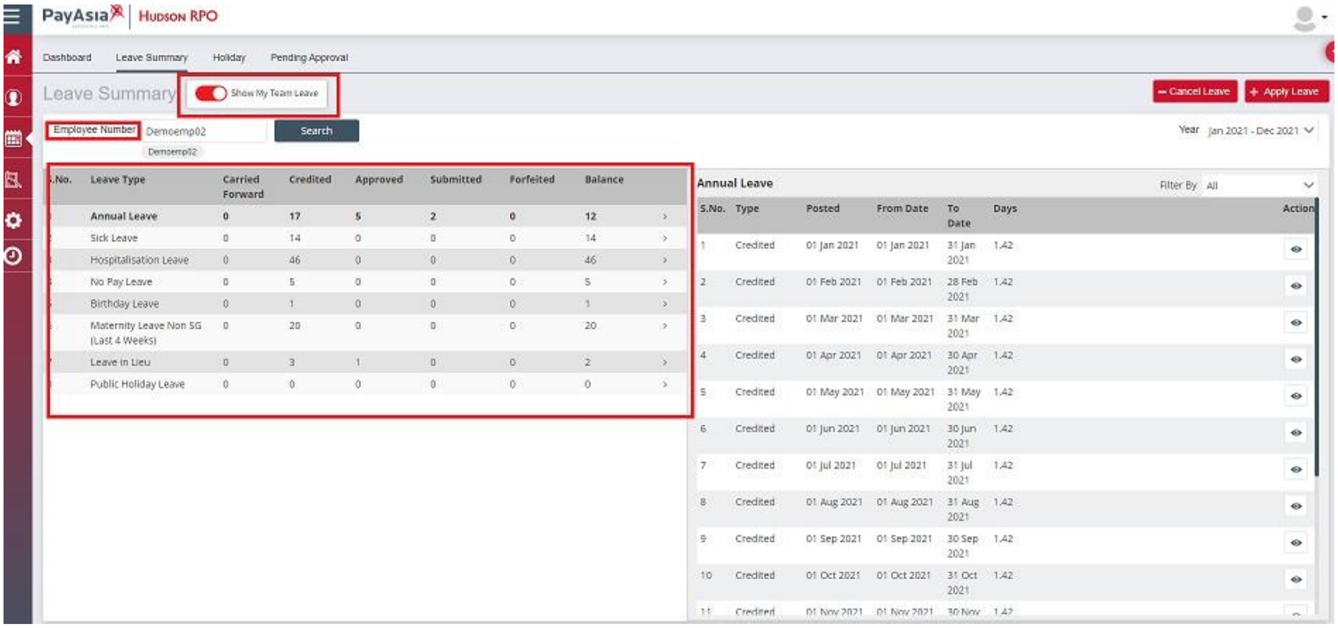
When you do click on the eye icon next to the leave request, a tab will open to the left of the screen with details of the request. You will have visibility of the Type of Leave, the dates, the employees leave balance and any attachments. At the bottom you can view the workflow of the leave approval, any previous leave transactions the employee has made, and whether other employees are on leave during this period.

Upon reviewing, you can select whether to approve, approve and forward to another, or the reject and provide reason.



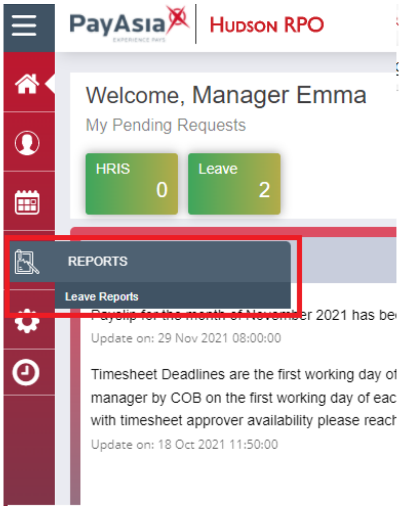
7. Review employee leave balances

You can review the amount of leave credit employees have by selecting the Leave Summary tab in the Leave Portal and turning on "Show my Team Leave". From here you can search specific employees and their current balances.



8. Leave reporting

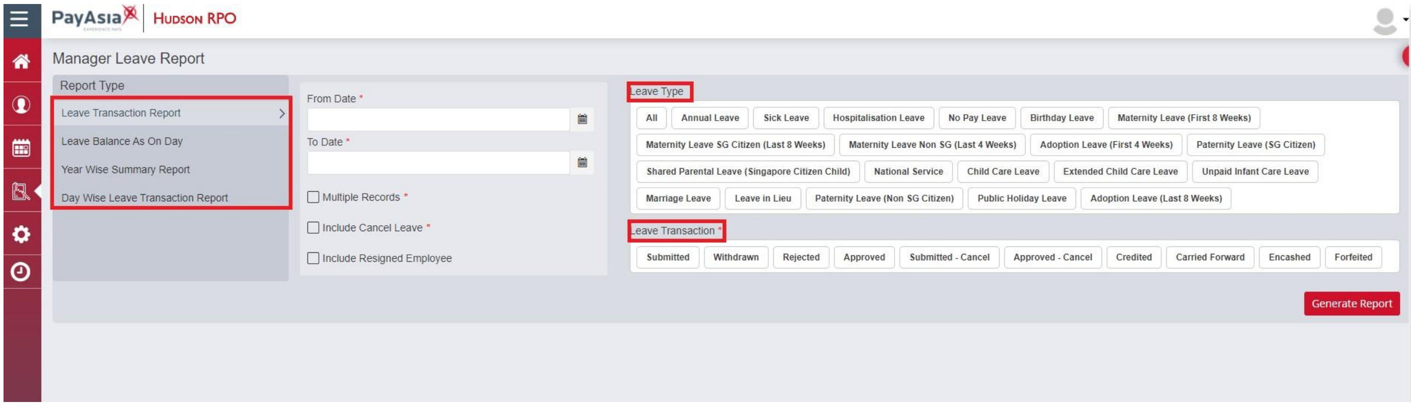
On the main dashboard you will see the leave report icon on the left sidebar. If you select this, you will be taken the Manager Leave Report page.



From the Manager Leave Report page you will be able to select the type of report you are wanting to run:

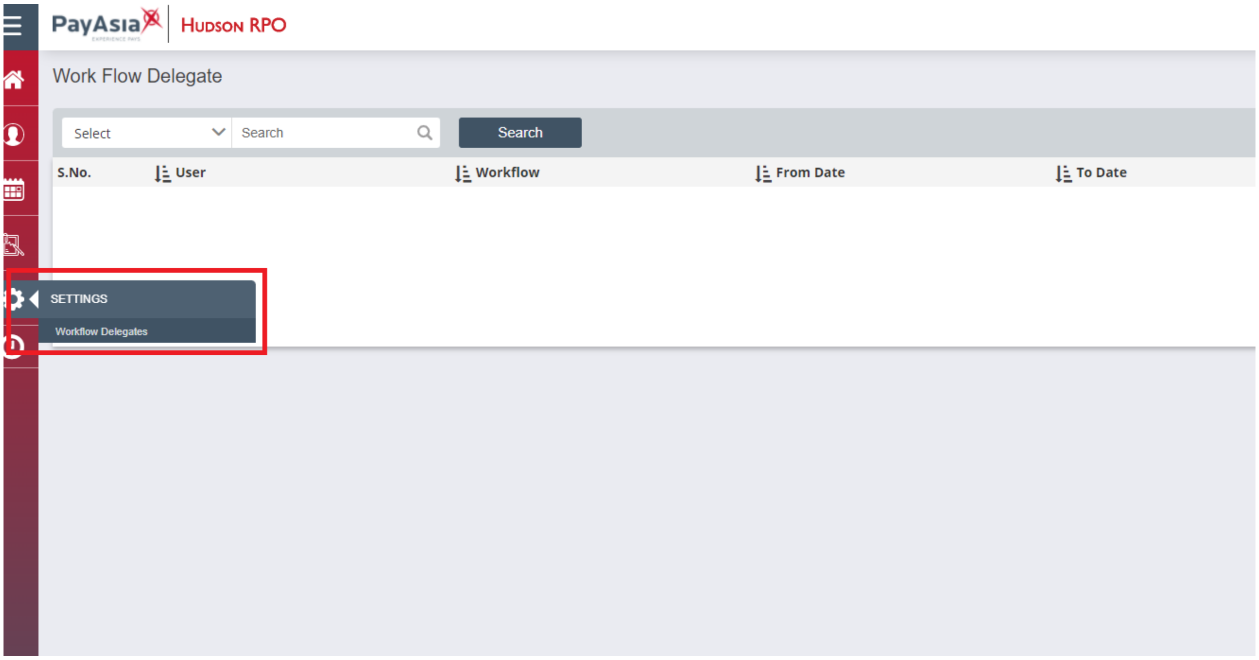
- Leave Transaction Report
- Leave Balance As On Day
- Year Wise Summary Report
- Day Wise Leave Transaction Report

You will be able to customise these reports by dates, leave type, specific employees, and employment status. You will also have the option to generate the report as an excel or pdf file.



9. Delegating workflows

You will have the ability to delegate your workflows should you need someone to make approvements on your behalf. If you navigate to the Settings function, you will be able to select Workflow Delegations.



When in the Workflow Delegate to the top of the screen you will have the option to "ADD" a delegate. Upon selecting this a popup panel to the right will appear requesting information of the delegate you wish to add. You will be able to select if this delegate has authority to HRIS request, Leave request or both. You will also be asked to select the date range you would like this delegate to be active. Once all this information is submitted, the Leave or HRIS request will re-route to the delegate for approval until the end date you've listed.