

Manager Guide



Table of Contents

1	Purpose	2
2	How to login and password management	2
3	Your dashboard.....	3
4	How to view and approve timesheets	4
5	How to view and approve expenses	7
6	How to review employee leave requests.....	8
7	Review employee leave balances	10
8	Leave reporting	11
9	Delegating workflows	12

1 Purpose

The purpose of this guide 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:

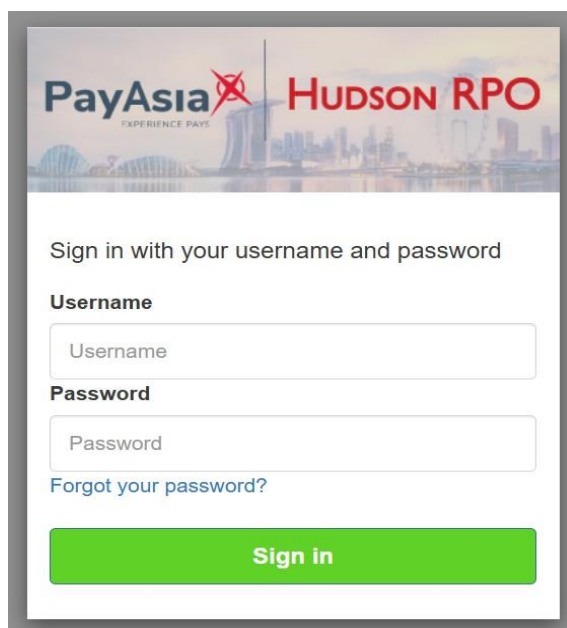
Pay Asia Technical Support - Helpdesk@PayAsia.Asia

2 How to login and password management

You should receive your Pay Asia login credentials by now. The first step is to reset your password, with specific requirements provided 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/newui#>

Simply enter your 3-digit username, and you'll receive a 6-digit verification code sent to your work email. Enter the code along with your new password to complete the reset.



PayAsia ~~X~~ HUDSON RPO

EXPERIENCE PAYS

Sign in with your username and password

Username

Username

Password

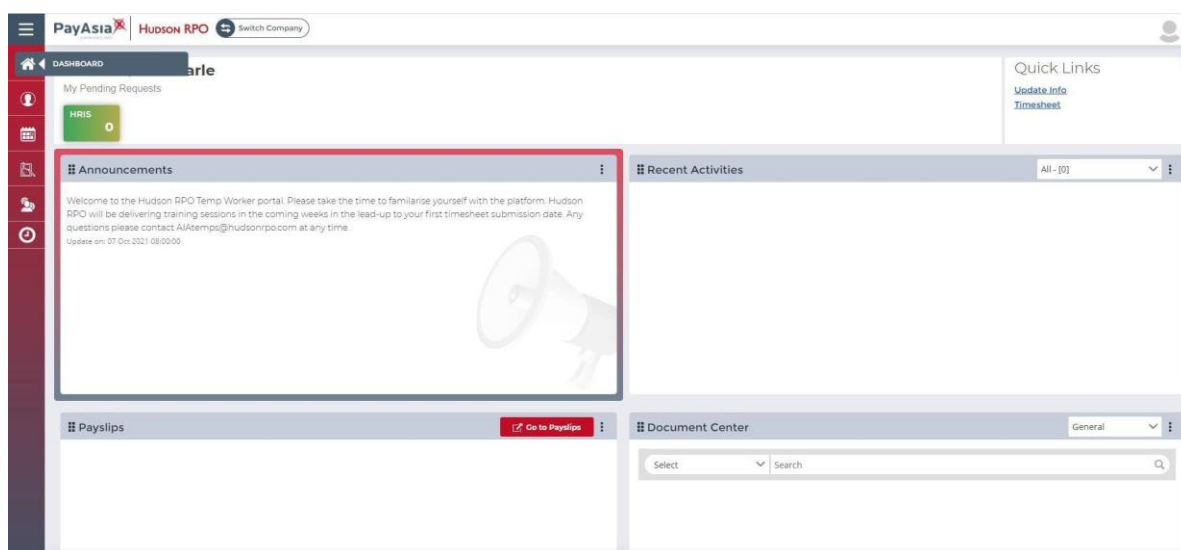
Password

[Forgot your password?](#)

Sign in

3 Your dashboard

Your dashboard serves as your Pay Asia home page. From here, you can navigate the system to access all approval areas, including leave, timesheets, expense claims, and leave requests. Additionally, we will post any announcements that require your immediate attention.



4 How to view and approve timesheets

From the dashboard, navigate to the left panel and click on the timesheet icon. This will direct you to the timesheet portal.



When you enter the portal, you will see the Timesheet Summary, which provides an overview of the status of timesheets and the number of contractors at each stage.

Below that, you'll find Recent Timesheet Activities, which indicate the status of contractor timesheets and highlight any outstanding actions. You can select an action, such as **"Pending Approval,"** to open and approve the timesheet.

Additionally, you can select **"View Timesheet Status Report"** to access the reporting page.

Hi Demo, welcome to your dashboard.

Here you'll find up-to-date information about the employees assigned to you, their respective job(s), and all related timesheet(s) / expense(s).

Timesheet Summary

Pending Approval: 6 Pending Submission: 3

Recent Timesheet Activity

TRAINING, Demo Employee AIA - SG - Month Of: 31st Mar, 2025	Pending Approval	2025-03-31
TRAINING, Demo Employee AIA - SG - Month Of: 28th Feb, 2025	Pending Approval	2025-02-28
TRAINING, Demo Employee AIA - SG - Month Of: 31st Jan, 2025	Pending Submission	2025-01-31
TRAINING, Demo Employee AIA - SG - Month Of: 31st Dec, 2024	Pending Submission	2024-12-31
TRAINING, Demo Employee AIA - SG - Month Of: 30th Nov, 2024	Pending Submission	2024-11-30
TRAINING, Demo Employee AIA - SG - Month Of: 31st Oct, 2024	Pending Approval	2024-10-31
TRAINING, Demo Employee AIA - SG - Month Of: 30th Sep, 2024	Pending Approval	2024-09-30

[View Timesheet Summary Report >](#)

From the **Timesheet Summary Report** page, you will see an overview of timesheets pending approval. You can click on the date to view a detailed breakdown of the hours your contractor has logged for the month. From there, you can select timesheets to review and either approve or reject them.

Timesheets

Timesheets Pending Approval

Approve Selected Timesheets

☐	Date	Employee	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Interval
☐	7.3.2023	TRAINING, Demo Employee	7.00	10.00	7.75	0.00	0.00	0.00	0.00	24.75	Hourly
☐	7.12.2023	TRAINING, Demo Employee	23.25	31.00	31.00	31.00	38.75	0.00	0.00	155.00	Hourly
☐	7.9.2024	TRAINING, Demo Employee	38.75	36.00	31.00	27.58 0.50d leave	31.00	0.00	0.00	164.33 0.5d leave	Hourly
☐	7.10.2024	TRAINING, Demo Employee	31.00	38.75	38.75	31.00	31.00	0.00	0.00	170.50	Hourly
☐	7.2.2025	TRAINING, Demo Employee	31.00	31.00	34.00	31.00	31.00	0.00	0.00	158.00	Hourly
☐	7.3.2025	TRAINING, Demo Employee	0.00 1.00d leave	31.00	31.00	31.00 1.00d leave	0.00 1.00d leave	0.00	0.00	93.00 3d leave	Hourly

Total 6 timesheets

Per page25 Items

1 of 1

Your contractor can add notes next to any shifts to communicate information related to that period of work.

Once fully reviewed, you can approve or reject leave by selecting the buttons to the right of the timesheet. If you reject leave, you will need to provide notes explaining the reason to the contractor.

Timesheet for Demo Employee Training – AIA - SG - UAT Tester 1st Mar, 2025 - 31st Mar, 2025

Date	Start	Finish	Breaks	Notes	Copy	Total
Sat 1 Mar						
Sun 2 Mar						
Week of Monday, March 3rd						
Mon 3 Mar						1.00 dy
AIA - SG No Pay Leave Leave Request (Approved)						1.00 dy
Tue 4 Mar						7.75 hr
AIA - SG - UAT Tester Basic Salary Time Block 1						7.75 hr
Wed 5 Mar						7.75 hr
AIA - SG - UAT Tester Basic Salary Time Block 2						7.75 hr
Thu 6 Mar						7.75 hr 1.00 dy

Pending Approval

PDF Print

Reject Approve

History

Monday 17th March, 2025 at 10:11am
Submitted for approval by Demo Employee Training

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

At the bottom of the Timesheet Portal, you will find the Expenses Summary tab. Similar to Timesheet Summary, this section lists recent activities and actions required for requests.

To review an expense claim, select the **“Pending Approval”** action, just as you would with timesheets.

Expenses Summary

Pending Approval:2

Currently Rejected:0

Awaiting Payment:2

Recent Expense Report Activity

Claim

Awaiting payment authorisation

Approved

10th Dec, 2021

Medical

Report has been submitted and is pending approval

Pending Approval

30th Nov, 2021

Medical Expense 3 Nov

Awaiting payment authorisation

Approved

29th Nov, 2021

Taxi claims (8 Nov to 12 Nov)

Report has been submitted and is pending approval

Pending Approval

11th Nov, 2021

View Expense Status Report >

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.

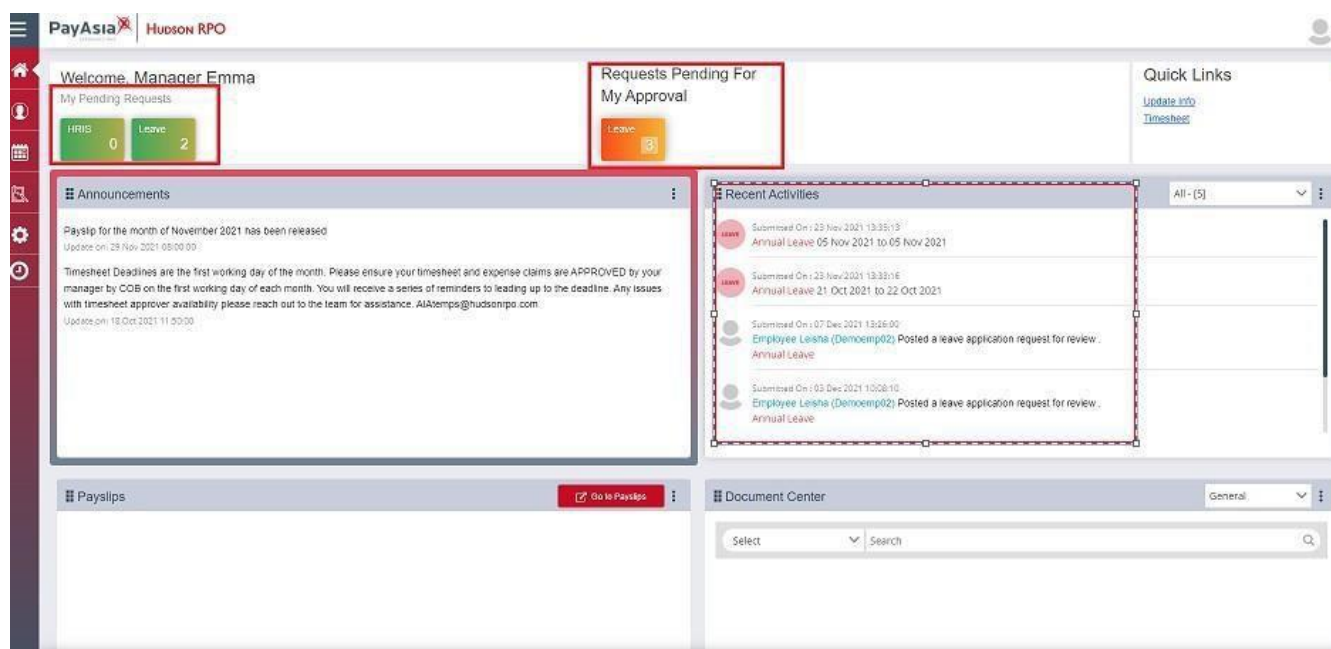
Expense Reports Pending Approval							
Date	Employee	Report Name	Workplace	Subtotal	Tax	Total	Status
19.8.2024	TRAINING, Demo Employee	Medical_Aug	AIA - SG	\$50.00	\$0.00	\$50.00	Awaiting Approval Approve Reject
Total 1 Expense Report							

6 How to review employee leave requests

If the contractor 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.

PayAsia | HUDSON RPO

Dashboard | Leave Summary | Holiday | Pending Approval

Pending For Approval

Approve Selected | Review Multiple Leave | + Apply Leave

Select | Search | Workflow Type: All | Search

S.No.	Created By	Created Date	Status	From Date	To Date	Action
1	Employee Leisha (Demoemp02)	07 Dec 2021 13:26:00	Pending	16 Mar 2022	24 Mar 2022	Eye, Check, X
2	Employee Leisha (Demoemp02)	03 Dec 2021 10:08:10	Pending	06 Jan 2022	12 Jan 2022	Eye, Check, X
3	Employee Leisha (Demoemp02)	03 Dec 2021 09:56:57	Pending	15 Dec 2021	16 Dec 2021	Eye, Check, X

10 | 1

When you click on the eye icon next to the leave request, a tab will open on the left side of the screen displaying the request details. You will see the type of leave, the dates, the employee's leave balance, and any attachments.

At the bottom, you can view the leave approval workflow, previous leave transactions made by the employee, and whether other employees are on leave during this period.

After reviewing, you can choose to approve, approve and forward to another approver, or reject the request and provide a reason.

Review Pending Application [Leave]

Employee : Employee Leisha (Demoemp02) | Leave Scheme : Proposed Specialist Temps - AIA Perm (GCB 1A/1B/1C/1D to GCB 3/3A/3B)

Leave Type : Annual Leave | Job ID : AIA - SG-UAT Tester

Leave Taken From : 10 Dec 2021 (Session 1) to 10 Dec 2021 (Session 2)

Days : 1 | Forward To :

Leave Balance : 12 | Reason :

Remarks

CC

Attachment

Workflow Status | View Leave Transactions | Employees on Leave

S.No.	Employee Number	Type	Status	From Date	To Date
1	Demoemp01	Annual Leave	Submitted	10 Dec 2021	10 Dec 2021

5 | 1

7. Review employee leave balances

To review your contractor's leave credits, select the Leave Summary tab in the Leave Portal and enable "Show My Team Leave". From here, you can search for specific employees and view their current leave balances.

The screenshot displays the Hudson RPO Leave Summary interface. At the top, there are navigation tabs: Dashboard, Leave Summary (selected), Holiday, and Pending Approval. Below the tabs, the 'Leave Summary' section is active, featuring a toggle switch for 'Show My Team Leave' which is currently turned on. A search bar with the text 'Employee Number' and 'Demp002' is visible, along with a 'Search' button. To the right of the search bar, there are buttons for 'Cancel Leave' and 'Apply Leave', and a 'Year' dropdown menu set to 'Jan 2021 - Dec 2021'.

The main content area is divided into two tables. The left table, titled 'Leave Summary', shows the following data:

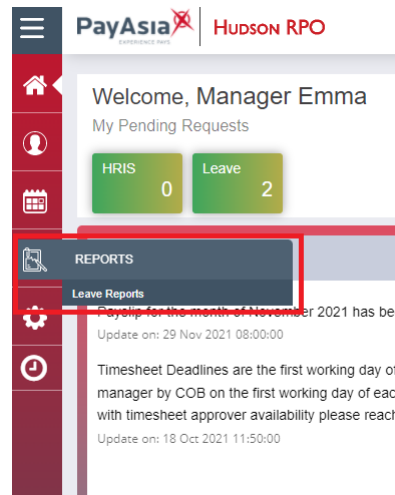
S.No.	Leave Type	Carried Forward	Credited	Approved	Submitted	Forfeited	Balance
1	Annual Leave	0	17	5	2	0	12
2	Sick Leave	0	14	0	0	0	14
3	Hospitalisation Leave	0	46	0	0	0	46
4	No Pay Leave	0	5	0	0	0	5
5	Birthday Leave	0	1	0	0	0	1
6	Maternity Leave Non SG (Last 4 Weeks)	0	20	0	0	0	20
7	Leave in Lieu	0	3	1	0	0	2
8	Public Holiday Leave	0	0	0	0	0	0

The right table, titled 'Annual Leave', shows a list of leave credits with the following columns: S.No., Type, Posted, From Date, To Date, Days, and Action. The data rows are as follows:

S.No.	Type	Posted	From Date	To Date	Days	Action
1	Credited	01 Jan 2021	01 Jan 2021	31 Jan 2021	1.42	
2	Credited	01 Feb 2021	01 Feb 2021	28 Feb 2021	1.42	
3	Credited	01 Mar 2021	01 Mar 2021	31 Mar 2021	1.42	
4	Credited	01 Apr 2021	01 Apr 2021	30 Apr 2021	1.42	
5	Credited	01 May 2021	01 May 2021	31 May 2021	1.42	
6	Credited	01 Jun 2021	01 Jun 2021	30 Jun 2021	1.42	
7	Credited	01 Jul 2021	01 Jul 2021	31 Jul 2021	1.42	
8	Credited	01 Aug 2021	01 Aug 2021	31 Aug 2021	1.42	
9	Credited	01 Sep 2021	01 Sep 2021	30 Sep 2021	1.42	
10	Credited	01 Oct 2021	01 Oct 2021	31 Oct 2021	1.42	
11	Credited	01 Nov 2021	01 Nov 2021	30 Nov 2021	1.42	

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 to the Manager Leave Report page.

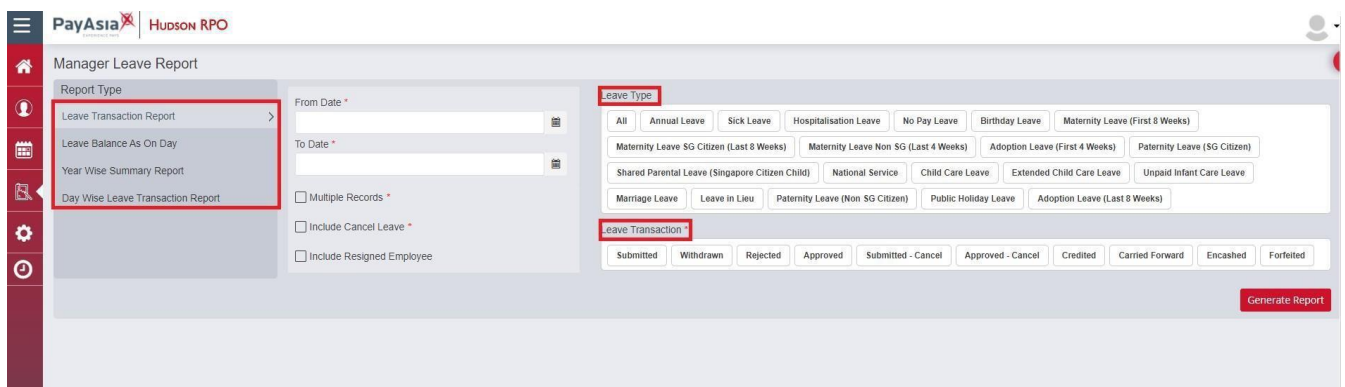


From the Manager Leave Report page you will be able to select the type of report you are wanting to run:

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

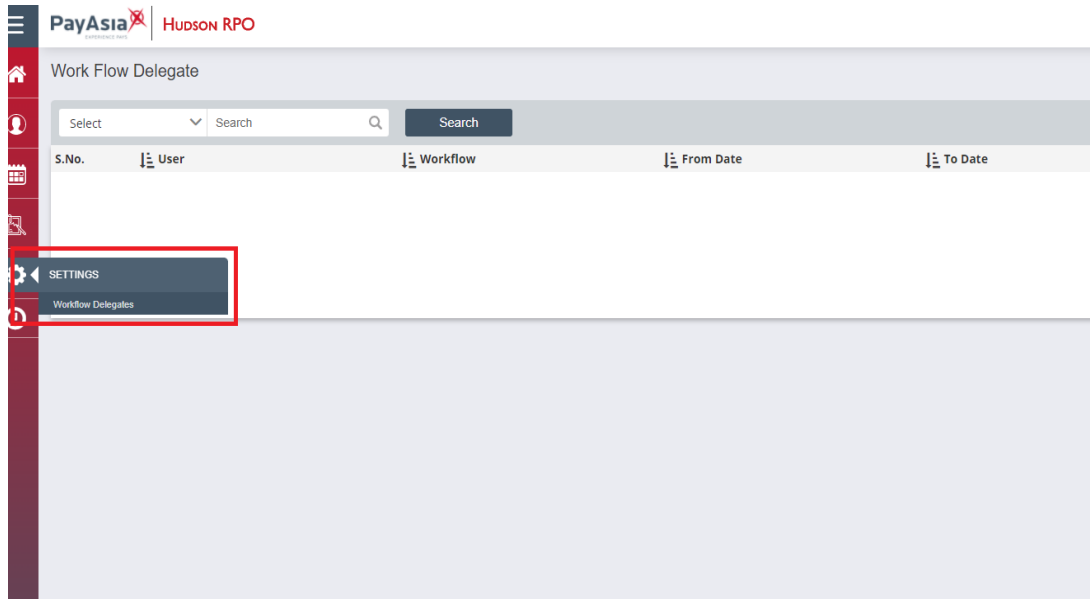
You will be able to customise these reports by dates, leave type, specific employees, and employment status. You will also have the option to generate the report as an excel or pdf file.

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



9 Delegating workflows

You can delegate your workflows if you need someone to approve tasks on your behalf. Navigate to the Settings function and select **Workflow Delegations**.



In the Workflow Delegate section, you will see the option to "**ADD**" a delegate at the top of the screen. When you select this, a popup panel will appear on the right, requesting information about the delegate you wish to add.

You can specify whether this delegate has authority over HRIS requests, leave requests, or both. Additionally, you will need to select the date range during which the delegate will be active.

Once all the information is submitted, the leave or HRIS requests will be rerouted to the delegate for approval until the end date you have specified.

