

Time Management System (TMS)

Course Overview

At the end of the programme, learner will be able to use TMS by Prosoft to keep track of staff working hours to ensure accurate and timely payment at the end of the month.

Course Outline

- Roster staff and amend roster
- Capture and approve overtime
- Update necessary adjustments in staff working hours

Methodology

Lectures and hands-on practical use of TMS

Who Should Attend

Team Leader, Executive, Manager

Course Duration

0.5 Day / 4 Hours

Pre-requisites

NIL