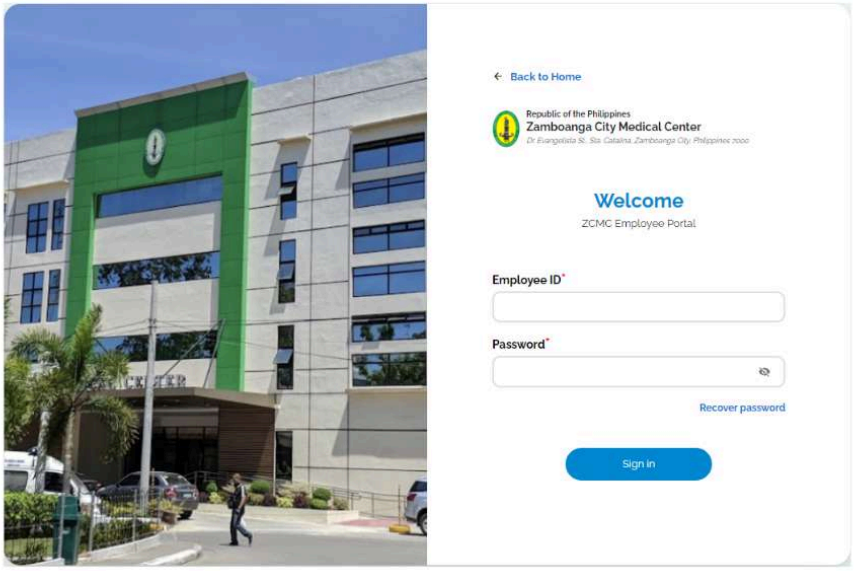
MyPortal

A Zamboanga City Medical Center User Management Information System



User Manual

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Common User Modules

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COMMON USER MODULES

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Introduction

Welcome to the Zamboanga City Medical Center's User Management Information System (UMIS) - User Manual.

This manual is designed to provide you with comprehensive guidance on using the UMIS efficiently and effectively. The UMIS is accessible to all employees of the Zamboanga City Medical Center via the local area network within the hospital campus.

The purpose of this manual is to assist users in understanding the functionalities of the UMIS and to provide step-by-step instructions for its various features. By following this guide, users will be able to navigate the system with ease and make the most of its capabilities.

The UMIS is a centralized platform developed to streamline employee management processes, including scheduling, leave management, and reporting. It aims to enhance operational efficiency, improve communication, and ensure regulatory compliance within the organization. Through this system, Zamboanga City Medical Center seeks to create a more organized and productive work environment for all staff members.

In this manual, you will find detailed explanations of the common user modules, ensuring that you have the knowledge needed to utilize the UMIS to its full potential.

go to Common User Modules go to Supervisor Modules

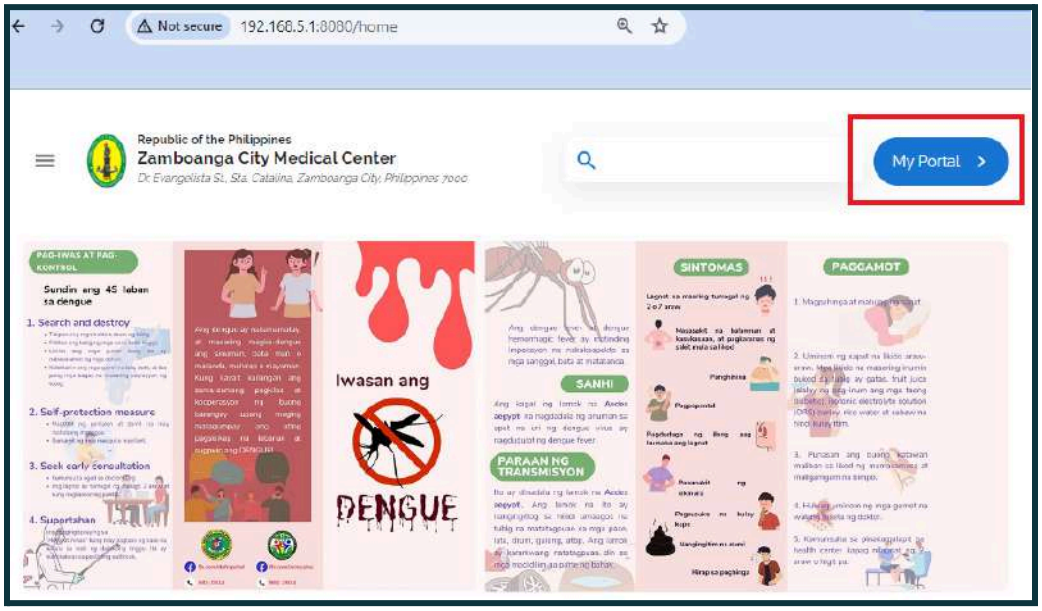
Getting Started

1.1. Accessing the landing page

1. To access the login page for the UMIS, open a web browser:
   - Chrome
   - Firefox
   - Edge
   - Opera
2. In the address bar of the browser, type the URL of the ZCMC-UMIS: **192.168.5.1:8080**.

3. Press **ENTER** to proceed to the login page. This will bring up the ZCMC website.

4. Click the blue **MY PORTAL** button located at the upper-right corner of the page, to access the UMIS login page.



Report An Issue

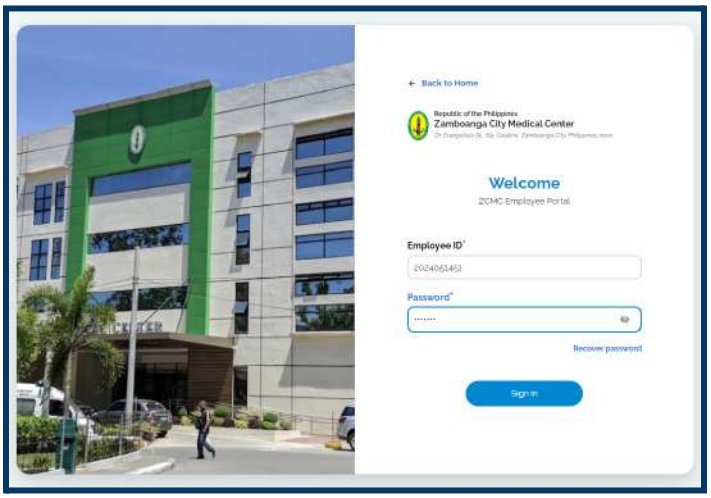
1.2. System Access

The system access page allows users to access the modules of ZCMC-UMIS using the credentials given to each employee.

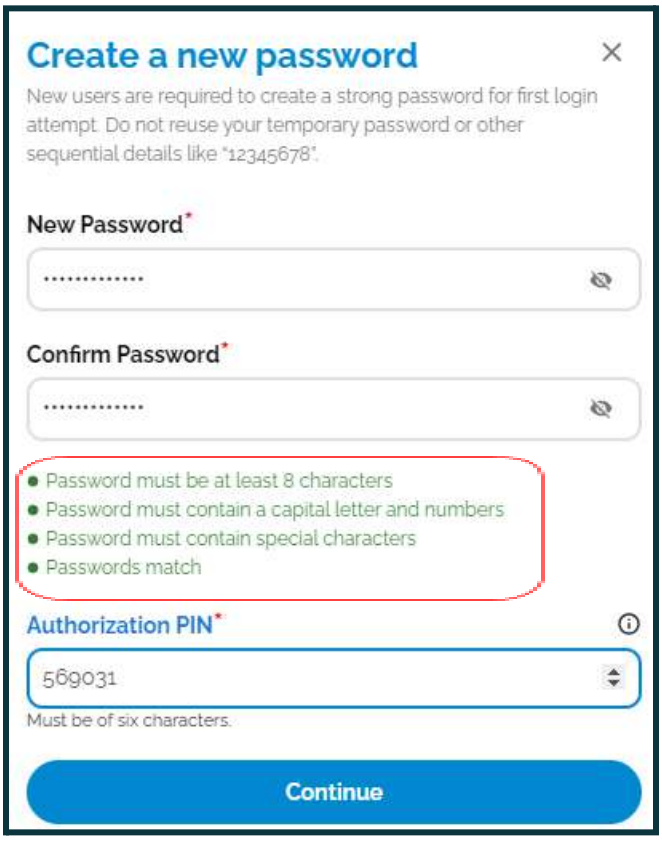
First-Time Access, First-Time Login

1. If accessing the system for the first time, a temporary password was sent to your **registered email** address.
    - Access your email to retrieve your assigned Employee ID and the temporary password.

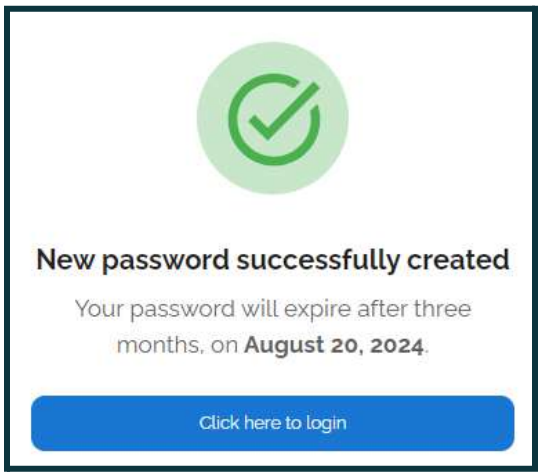
2. In the login page, type your Employee ID and the temporary password.



3. First-time users will then be prompted to create a **strong** password.
    - Must be at least **8** characters long
    - Must contain a CAPITAL letter and a Number
    - Must contain a SPECIAL character or symbol.
    - Passwords must match

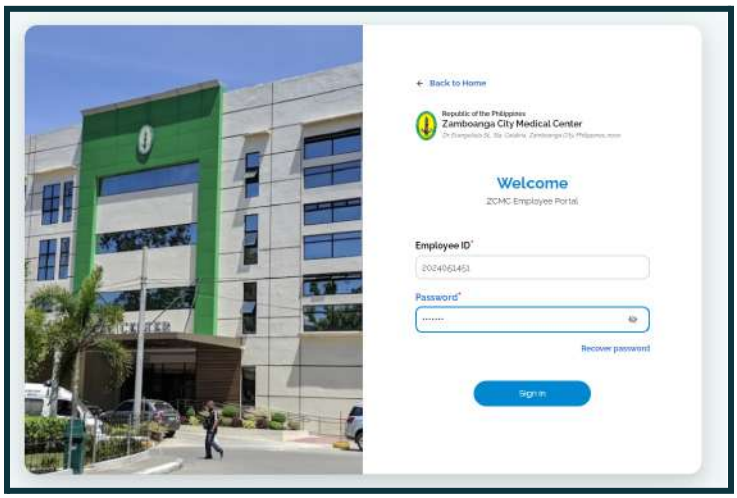


4. If all the password criteria are met, the requirements for password will turn green.
5. Users are also required to nominate a **6-digit** Authorization PIN, which will be used in some processes in the system.
6. Click **CONTINUE** to confirm the action.
7. A prompt, reminding you of password expiry will be shown. To better protect the system, your **Password expires every three (3) months.**



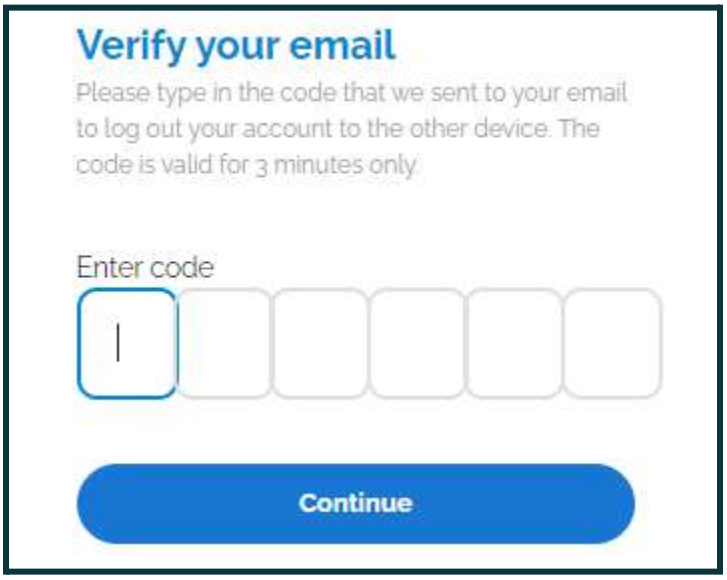
Returning, Active User

1. To access the system, type your Employee ID and password:
    - Employee ID provided by HR upon registration
    - Personal password



2. Click **SIGN-IN** to login. Successful login should bring the user to the **System Dashboard**.

3. If 2-factor authentication was enabled, type the OTP sent to your registered email.

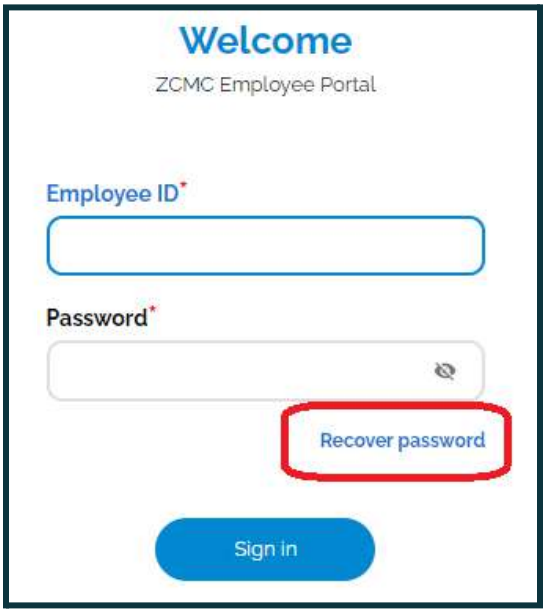


4. Click **CONTINUE** to login. Successful login should bring the user to the **System Dashboard**.

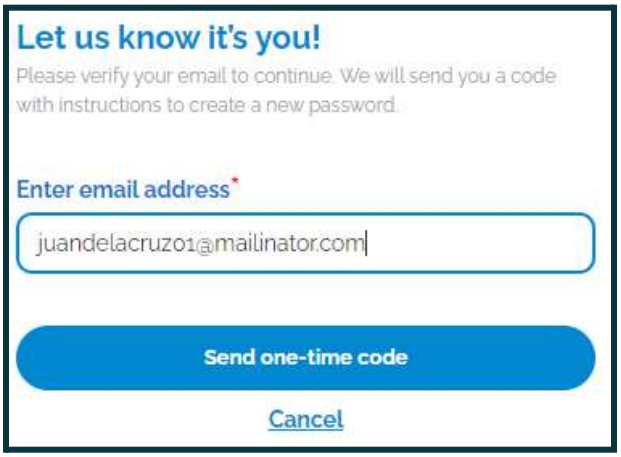
Password Recovery

To assist users who have forgotten their password, the password recovery module is provided.

1. To recover lost or forgotten password, click the **RECOVER PASSWORD** link in the login page.

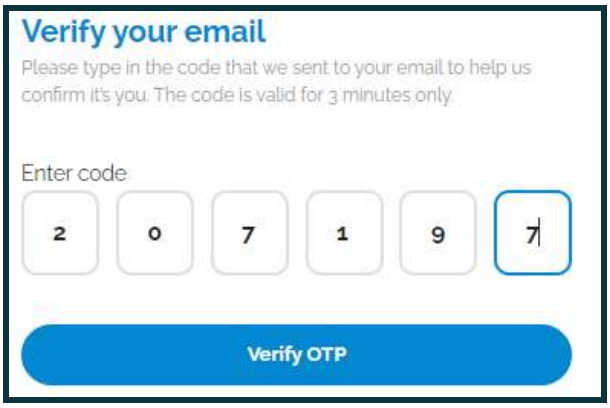


2. Type your registered email address. The email address should be the same as the email address registered in your UMIS account.

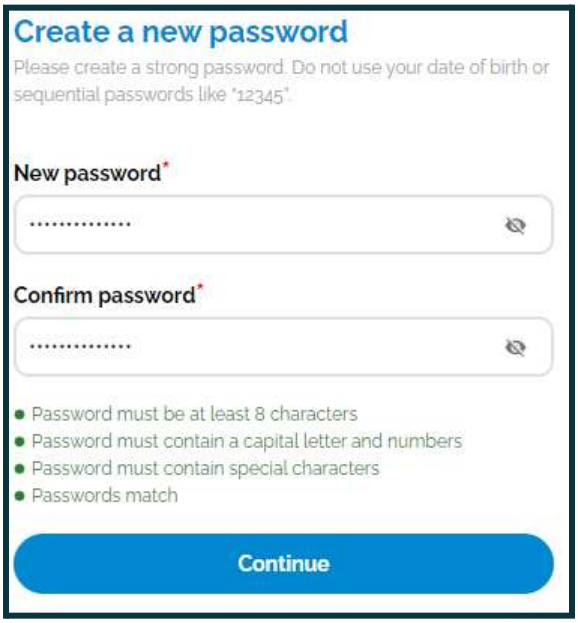


3. Click **SEND ONE-TIME CODE**. A one-time code will be sent to your email.

4. Verify your email by typing the OTP you received from your email. The code is valid for 3 minutes.



5. Click **VERIFY OTP**.
6. Create a new password. Your new password must not be the same as the old password that you recently used.



7. In creating new password, take note of the following requirements:
   - Must be at least **8** characters long
   - Must contain a CAPITAL letter and a Number
   - Must contain a SPECIAL character or symbol.
   - Passwords must match
8. Click **CONTINUE** to confirm the action.
9. A prompt, reminding you of password expiry will be shown. To better protect the system, your **Password expires every three (3) months.**

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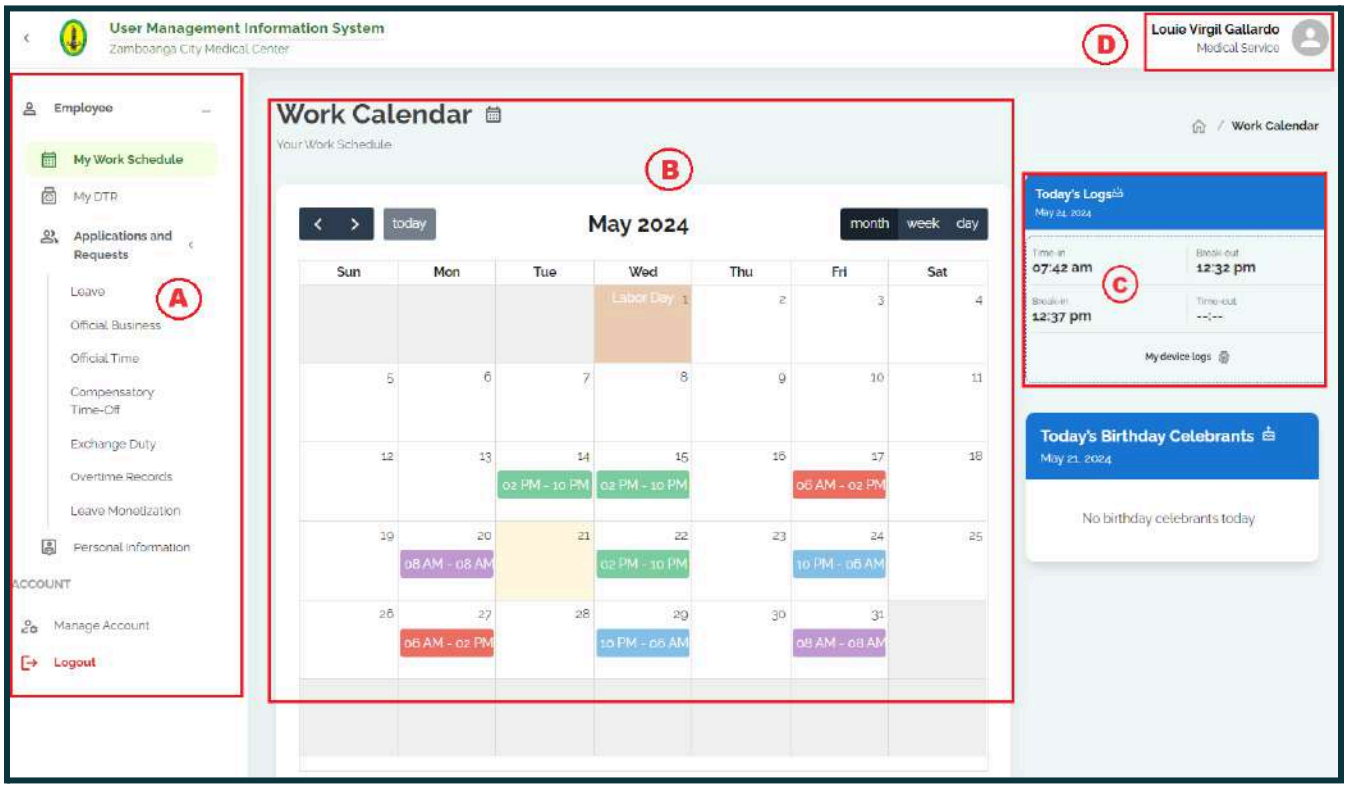
User Dashboard

1.3. User Interface Overview

Upon successful login, you will be greeted with the user Dashboard, which provides the following information:

A. **Sidebar**, which contains a list of functions available to the users based on their role.
B. **Center console**, which displays the user interface for the active module, in this case the **Work Calendar**.
C. **Biometric logs** for the current day
D. Employee's name and area of assignment.

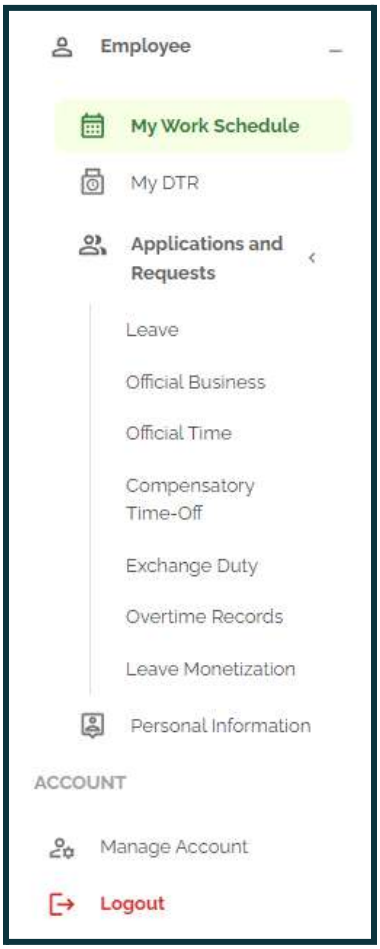


go to Common User Modules go to Supervisor Modules

Common User Modules

The following are the modules, which are available to all users of the ZCMC-UMIS, found in the side bar located at the left side of the page:

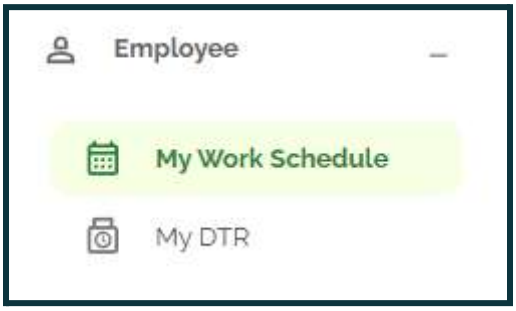
- Employee
  - My Work Schedule
  - My DTR
  - Application and Requests
    - Leave
    - Official Business
    - Official Time
    - Compensatory Time-off
    - Exchange Duty
    - Overtime Records
    - Leave Monetization
    - Time Adjustment (Only for MCC, Division Heads, MS, and MO4)
  - Personal Information
- Manage Account
- Logout



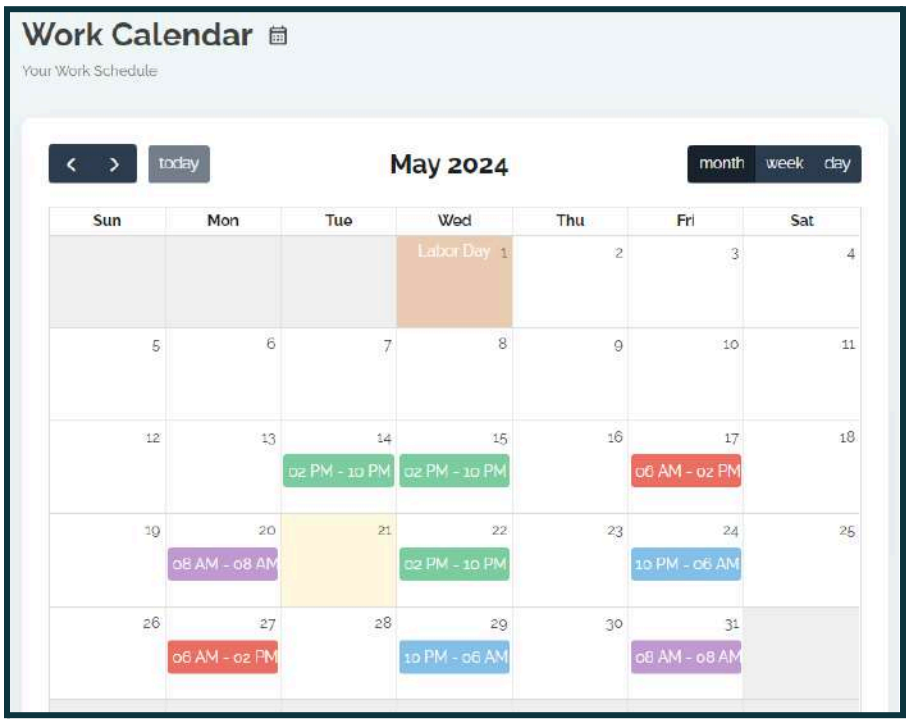
1.4. Viewing My Work Schedule

This module shows your work schedule and shifts for the current month through a calendar. The calendar will also show the scheduled holiday as well as the user's approved leaves.

A. In your **sidebar,** select **MY WORK SCHEDULE**.



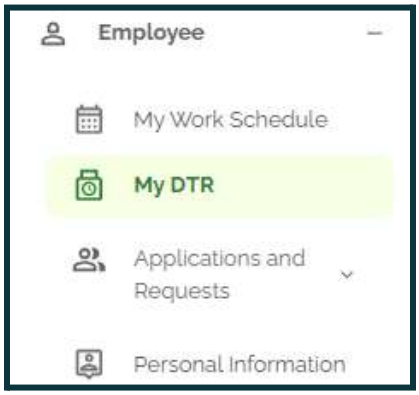
B. The Work Calendar will be shown in the center console of the page. The Work Calendar shows your monthly schedule, approved leave, and holidays.



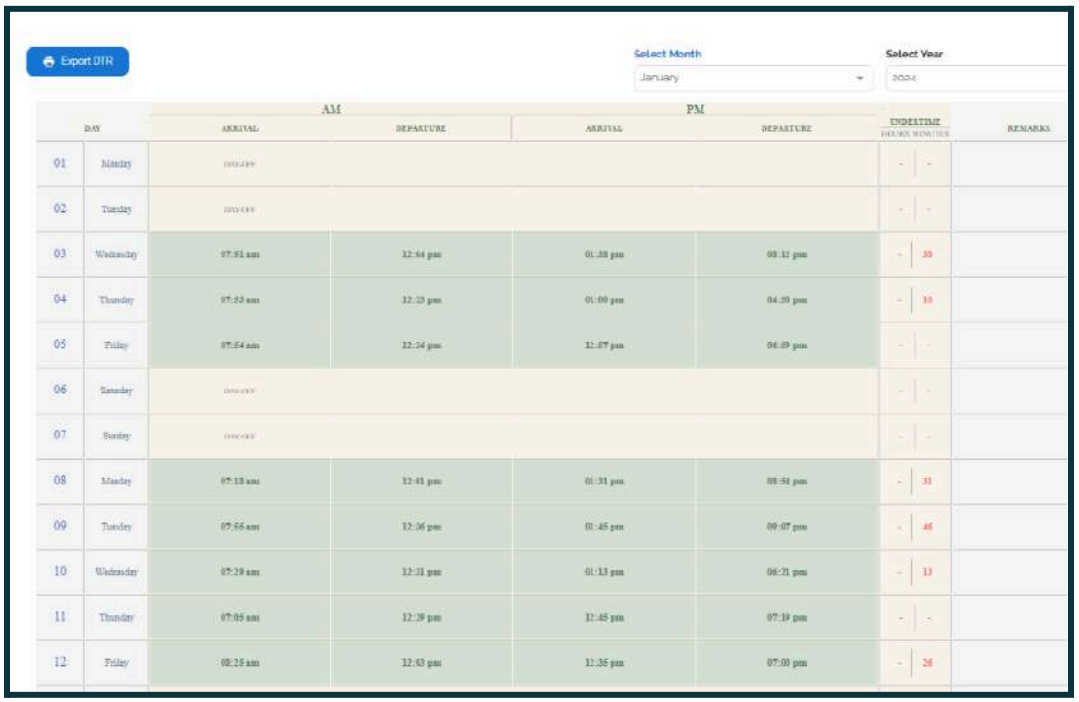
1.5. Viewing My Daily Time Record

This module shows all the valid biometric logs of the user in the biometric terminal.

A. In your **sidebar,** select **MY DTR.**



B. My DTR page



C. The table has the following columns:

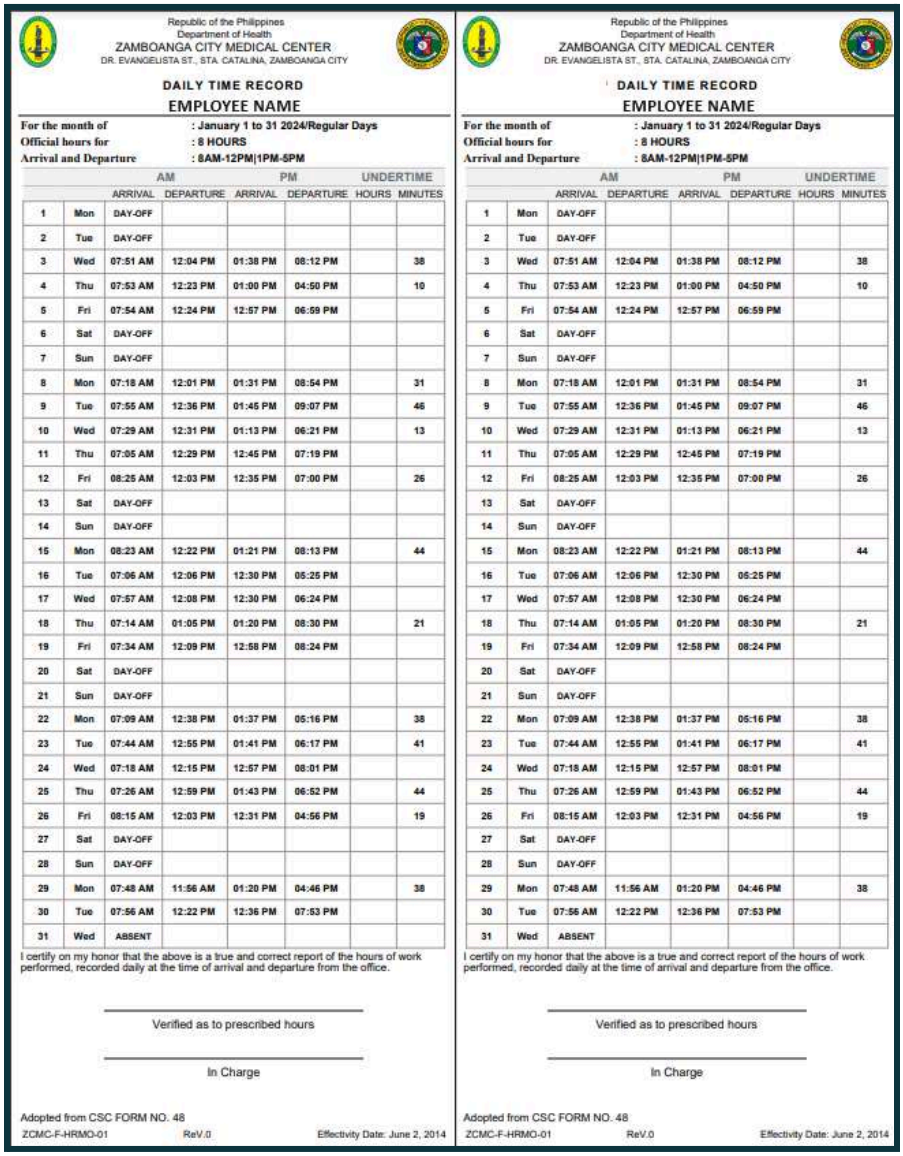
a. AM arrival (or Check-in)
b. AM Departure (Check-out or Break out)
c. PM Arrival (Check-in or Break in)
d. PM Departure (Check-out)
e. Undertime in Hours and Minutes
f. Schedule
g. Remarks

D. If you have no assigned schedule for the day, it will automatically be tagged as Day-off. If you have a schedule but no biometric logs, it will be tagged as Absent.

Printing the DTR

E. To **print** your DTR, click the **EXPORT DTR** button.

F. DTR exported as PDF.



Republic of the Philippines
Department of Health
ZAMBOANGA CITY MEDICAL CENTER
DR. EVANGELISTA ST., STA. CATALINA, ZAMBOANGA CITY

DAILY TIME RECORD

EMPLOYEE NAME

For the month of : January 1 to 31 2024/Regular Days
Official hours for : 8 HOURS
Arrival and Departure : 8AM-12PM|1PM-5PM

		AM		PM		UNDERTIME	
		ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE	HOURS	MINUTES
1	Mon	DAY-OFF					
2	Tue	DAY-OFF					
3	Wed	07:51 AM	12:04 PM	01:38 PM	08:12 PM		38
4	Thu	07:53 AM	12:23 PM	01:00 PM	04:50 PM		10
5	Fri	07:54 AM	12:24 PM	12:57 PM	06:59 PM		
6	Sat	DAY-OFF					
7	Sun	DAY-OFF					
8	Mon	07:18 AM	12:01 PM	01:31 PM	08:54 PM		31
9	Tue	07:55 AM	12:36 PM	01:45 PM	09:07 PM		46
10	Wed	07:29 AM	12:31 PM	01:13 PM	06:21 PM		13
11	Thu	07:05 AM	12:29 PM	12:45 PM	07:19 PM		
12	Fri	08:25 AM	12:03 PM	12:35 PM	07:00 PM		26
13	Sat	DAY-OFF					
14	Sun	DAY-OFF					
15	Mon	08:23 AM	12:22 PM	01:21 PM	08:13 PM		44
16	Tue	07:06 AM	12:06 PM	12:30 PM	05:25 PM		
17	Wed	07:57 AM	12:08 PM	12:30 PM	06:24 PM		
18	Thu	07:14 AM	01:05 PM	01:20 PM	08:30 PM		21
19	Fri	07:34 AM	12:09 PM	12:58 PM	08:24 PM		
20	Sat	DAY-OFF					
21	Sun	DAY-OFF					
22	Mon	07:09 AM	12:38 PM	01:37 PM	05:16 PM		38
23	Tue	07:44 AM	12:55 PM	01:41 PM	06:17 PM		41
24	Wed	07:18 AM	12:15 PM	12:57 PM	08:01 PM		
25	Thu	07:26 AM	12:59 PM	01:43 PM	06:52 PM		44
26	Fri	08:15 AM	12:03 PM	12:31 PM	04:56 PM		19
27	Sat	DAY-OFF					
28	Sun	DAY-OFF					
29	Mon	07:48 AM	11:56 AM	01:20 PM	04:46 PM		38
30	Tue	07:56 AM	12:22 PM	12:36 PM	07:53 PM		
31	Wed	ABSENT					

I certify on my honor that the above is a true and correct report of the hours of work performed, recorded daily at the time of arrival and departure from the office.

Verified as to prescribed hours

In Charge

Adopted from CSC FORM NO. 48
ZCMC-F-HRMO-01 ReV.0 Effectivity Date: June 2, 2014

Republic of the Philippines
Department of Health
ZAMBOANGA CITY MEDICAL CENTER
DR. EVANGELISTA ST., STA. CATALINA, ZAMBOANGA CITY

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		AM		PM		UNDERTIME	
		ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE	HOURS	MINUTES
1	Mon	DAY-OFF					
2	Tue	DAY-OFF					
3	Wed	07:51 AM	12:04 PM	01:38 PM	08:12 PM		38
4	Thu	07:53 AM	12:23 PM	01:00 PM	04:50 PM		10
5	Fri	07:54 AM	12:24 PM	12:57 PM	06:59 PM		
6	Sat	DAY-OFF					
7	Sun	DAY-OFF					
8	Mon	07:18 AM	12:01 PM	01:31 PM	08:54 PM		31
9	Tue	07:55 AM	12:36 PM	01:45 PM	09:07 PM		46
10	Wed	07:29 AM	12:31 PM	01:13 PM	06:21 PM		13
11	Thu	07:05 AM	12:29 PM	12:45 PM	07:19 PM		
12	Fri	08:25 AM	12:03 PM	12:35 PM	07:00 PM		26
13	Sat	DAY-OFF					
14	Sun	DAY-OFF					
15	Mon	08:23 AM	12:22 PM	01:21 PM	08:13 PM		44
16	Tue	07:06 AM	12:06 PM	12:30 PM	05:25 PM		
17	Wed	07:57 AM	12:08 PM	12:30 PM	06:24 PM		
18	Thu	07:14 AM	01:05 PM	01:20 PM	08:30 PM		21
19	Fri	07:34 AM	12:09 PM	12:58 PM	08:24 PM		
20	Sat	DAY-OFF					
21	Sun	DAY-OFF					
22	Mon	07:09 AM	12:38 PM	01:37 PM	05:16 PM		38
23	Tue	07:44 AM	12:55 PM	01:41 PM	06:17 PM		41
24	Wed	07:18 AM	12:15 PM	12:57 PM	08:01 PM		
25	Thu	07:26 AM	12:59 PM	01:43 PM	06:52 PM		44
26	Fri	08:15 AM	12:03 PM	12:31 PM	04:56 PM		19
27	Sat	DAY-OFF					
28	Sun	DAY-OFF					
29	Mon	07:48 AM	11:56 AM	01:20 PM	04:46 PM		38
30	Tue	07:56 AM	12:22 PM	12:36 PM	07:53 PM		
31	Wed	ABSENT					

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ZCMC-F-HRMO-01 ReV.0 Effectivity Date: June 2, 2014

go to Common User Modules

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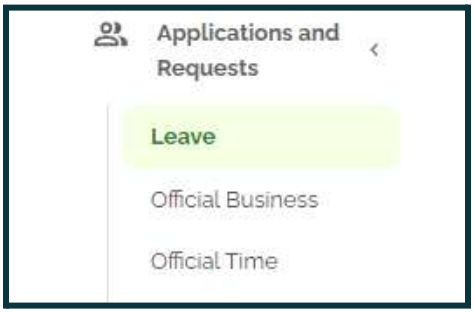
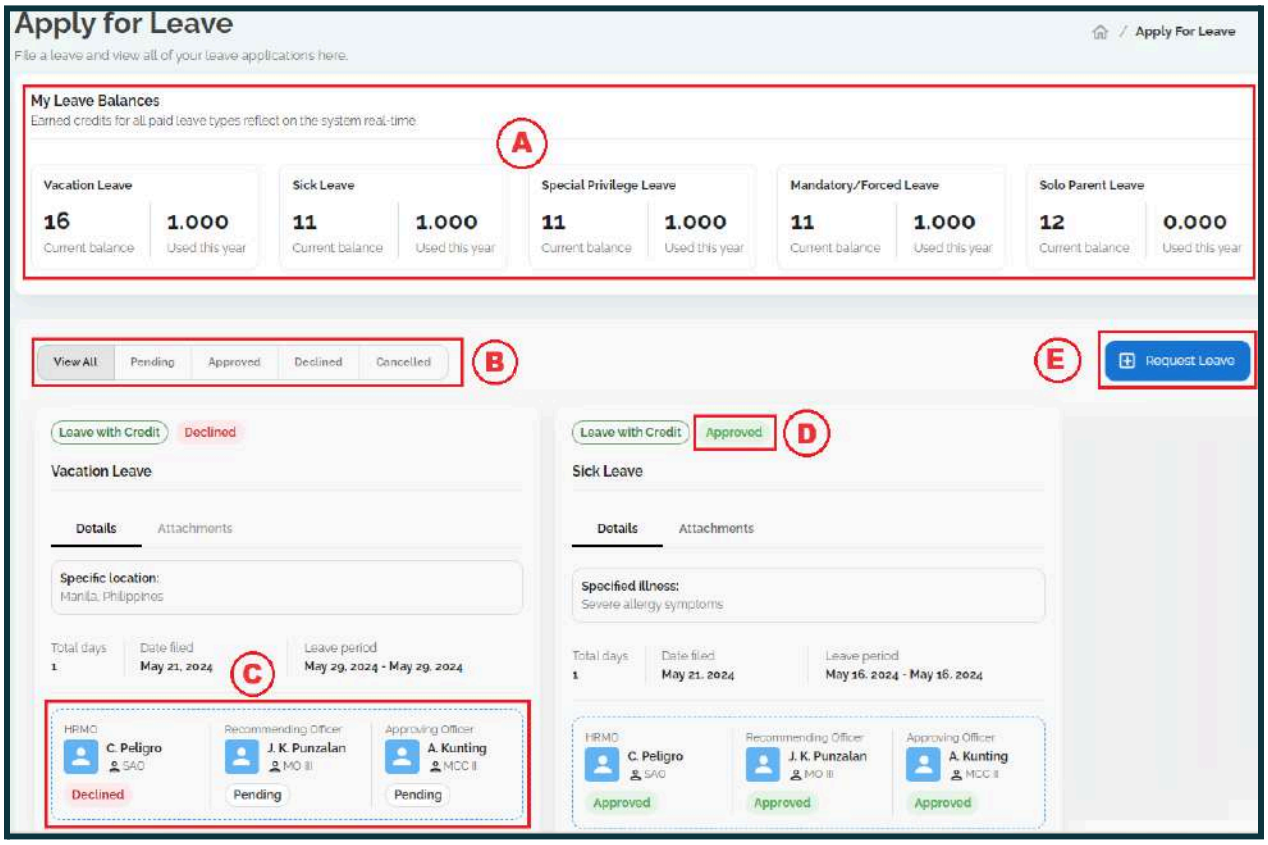
Applications and Requests

1.6. Applying for Leave:

A. In your **sidebar,** under **APPLICATIONS AND REQUESTS**, select **LEAVE**.



B. The Apply for Leave page shows all requests made as card layout.
   A. Leave balances
   B. Categories of requests: Pending, Approved, Declined, Cancelled
   C. Approval status of signatories
   D. Overall status of the application
   E. File a new request

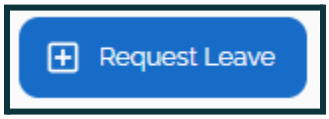


Report An Issue

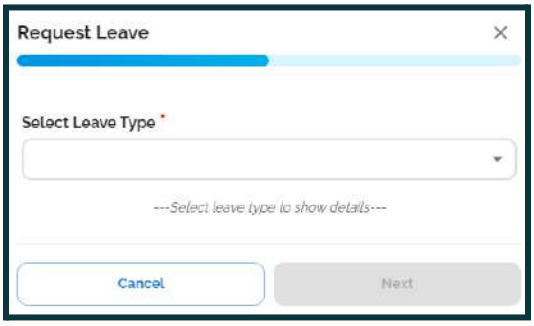
C. Leave application allows you to file for various leave types, including:
- Vacation Leave
- Sick Leave
- Special Privilege Leave
- Mandatory or Forced Leave
- Solo Parent Leave
- Maternity Leave
- Allocation of Maternity Leave (Paternity Leave)
- Paternity Leave (Regular Paternity leave)
- Study Leave
- Adoption Leave
- 10-day VAWC Leave
- Rehabilitation Leave
- Special Leave Benefits for Women
- Special Emergency (Calamity) Leave

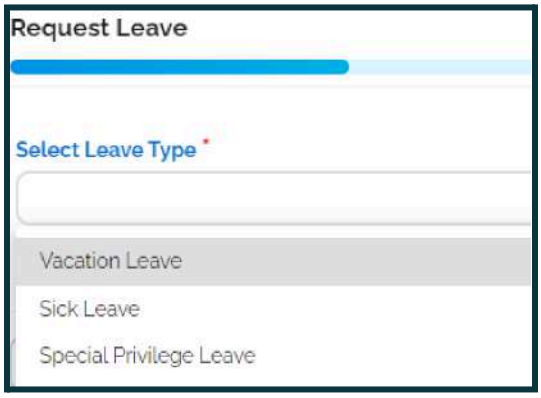
1.6.1. Vacation Leave

A. To apply for vacation leave, click the **[+] REQUEST LEAVE** button.



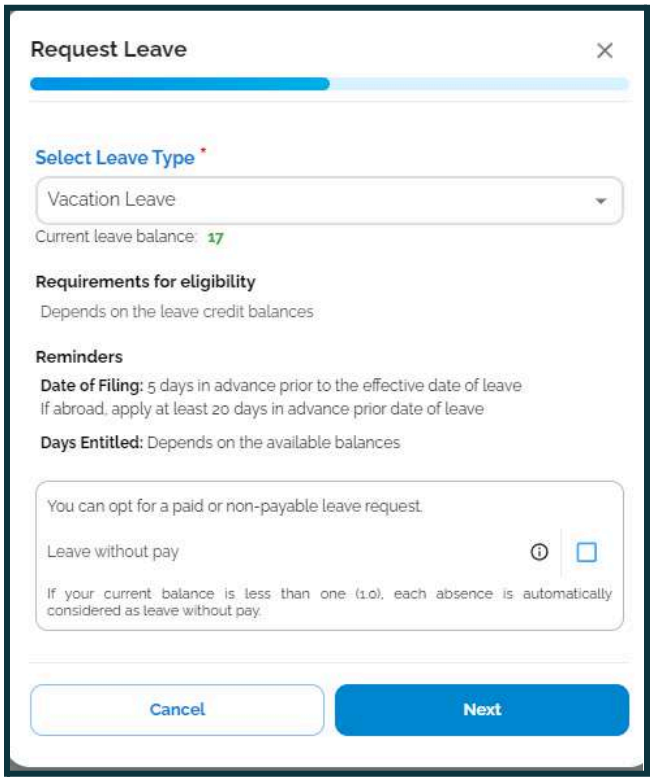
B. In the Select Leave Type, choose Vacation Leave from the drop down list.





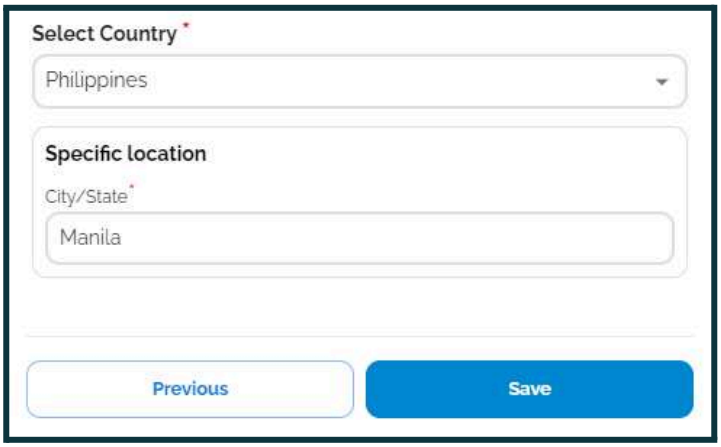
C. Vacation leave requires a minimum of 5 working days before the actual date of the leave. If you do not want to use your leave balance, select the Leave without pay option.

Click **NEXT** to proceed.

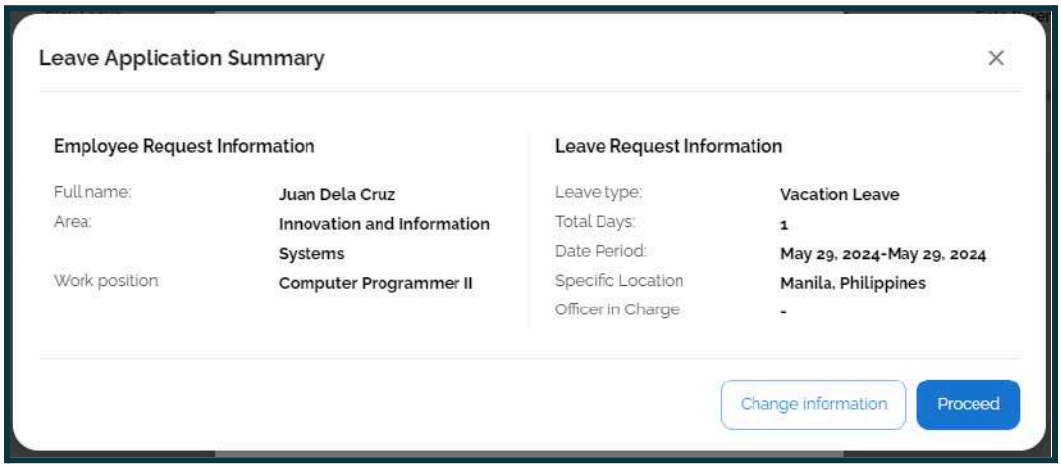


D. Set the Date Period. Only choose the date that you already have a work schedule.

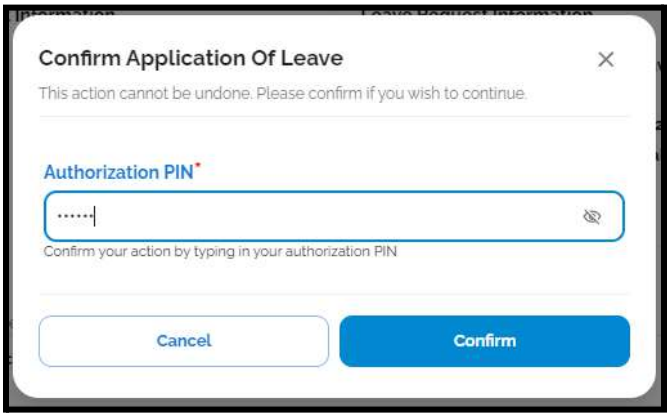
E. Set the Country and Specific location, and click **SAVE**.



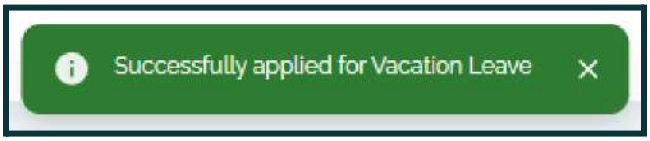
F. Review the summary of your vacation leave request details. Click **PROCEED** to submit the request. Click *Change Information* to go back and edit the details.



G. Input your Authorization PIN, and click the **CONFIRM** button to submit your application.



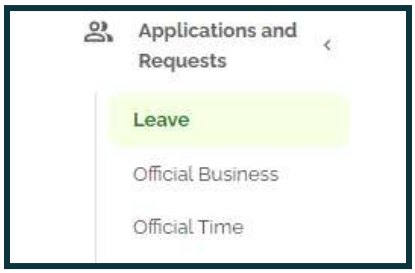
H. A message will be shown to confirm your applied Vacation Leave request.



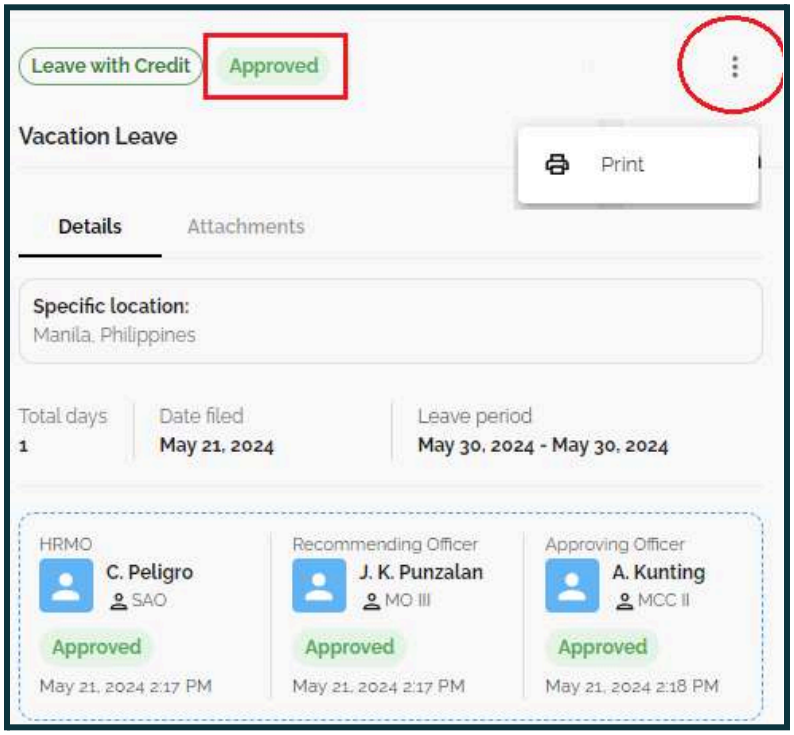
1.6.2. Printing of Leave Forms

Applied leave will not be considered final without the Printed form submitted and received by the Human Resource. After the applied leave was approved by the approving officer (Division Head or Medical Center Chief), you may print your **Approved** leave through your Leave module.

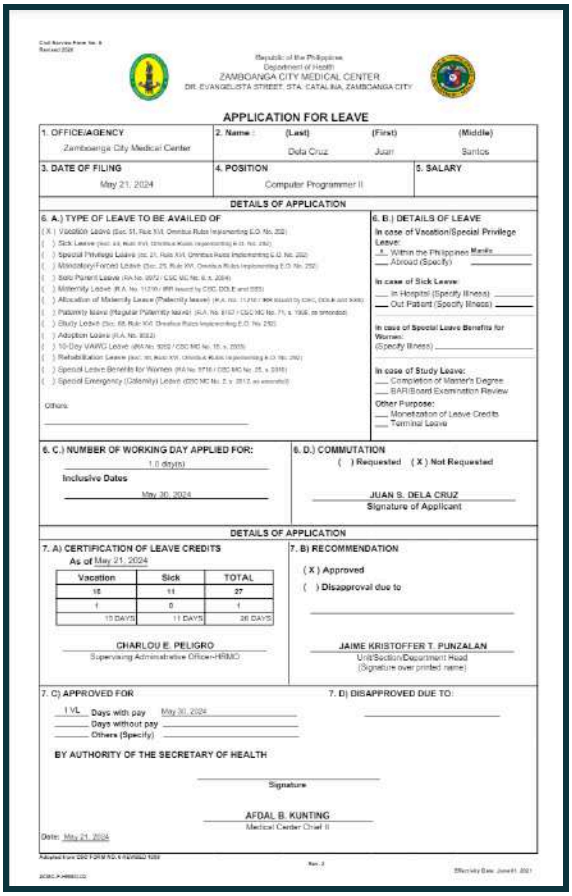
A. In your **sidebar,** under **APPLICATIONS AND REQUESTS**, select **LEAVE**.



B. In your dashboard, locate the leave card of the **approved** leave. In the upper-right-hand corner of the card, click the **Three vertical dots** and click **PRINT**.



C. A print preview of the form will be shown, and from the preview, click the printer icon to print the PDF version of the form.



APPLICATION FOR LEAVE

1. OFFICE/AGENCY	2. Name : (Last)	(First)	(Middle)
Zamboanga City Medical Center	Dela Cruz	Juan	Santos
3. DATE OF FILING	**4. POSITION**	**5. SALARY**	
May 21, 2024	Computer Programmer II		

DETAILS OF APPLICATION

6. A.) TYPE OF LEAVE TO BE AVAILED OF

(X) Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)

( ) Sick Leave (sec. 43, Rule XVI, Omnibus Rules Implementing R.O. No. 292)

( ) Special Privilege Leave (sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)

( ) Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)

( ) Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)

( ) Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)

( ) Allocation of Maternity Leave (Paternity Leave) (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)

( ) Paternity Leave (Regular Paternity Leave) (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)

( ) Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)

( ) Adoption Leave (R.A. No. 8552)

( ) 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)

( ) Rehabilitation Leave (sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)

( ) Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)

( ) Special Emergency (Calamity) Leave (CSC MC No. 2 s. 2012, as amended)

Others:

6. B.) DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:
___ Within the Philippines Manila
___ Abroad (Specify) ___

In case of Sick Leave:
___ In Hospital (Specify Illness) ___
___ Out Patient (Specify Illness) ___

In case of Special Leave Benefits for Women:
(Specify Illness) ___

In case of Study Leave:
___ Completion of Master's Degree
___ BAR/Board Examination Review

Other Purpose:
___ Monetization of Leave Credits
___ Terminal Leave

6. C.) NUMBER OF WORKING DAY APPLIED FOR: 1.0 day(s)

Inclusive Dates: May 30, 2024

6. D.) COMMUTATION ( ) Requested (X) Not Requested

JUAN S. DELA CRUZ
Signature of Applicant

DETAILS OF APPLICATION

7. A) CERTIFICATION OF LEAVE CREDITS
As of May 21, 2024

Vacation	Sick	TOTAL
15	11	27
1	0	1
15 DAYS	11 DAYS	26 DAYS

CHARLOU E. PELIGRO
Supervising Administrative Officer-HRMO

7. B) RECOMMENDATION
(X) Approved
( ) Disapproval due to

JAIME KRISTOFFER T. PUNZALAN
Unit/Section/Department Head
(Signature over printed name)

7. C) APPROVED FOR
1 VL Days with pay May 30, 2024
_____ Days without pay
_____ Others (Specify)

7. D) DISAPPROVED DUE TO:

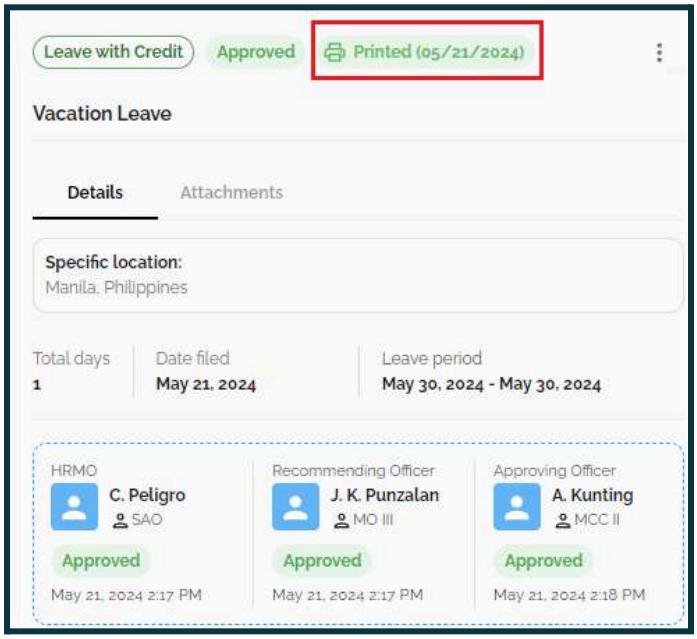
BY AUTHORITY OF THE SECRETARY OF HEALTH

Signature

AFDAL B. KUNTING
Medical Center Chief II

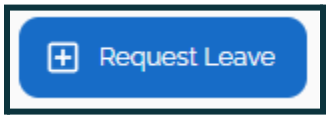
Date: May 21, 2024

D. After the form has been printed, the leave card will be updated and will reflect the date when the form was printed.

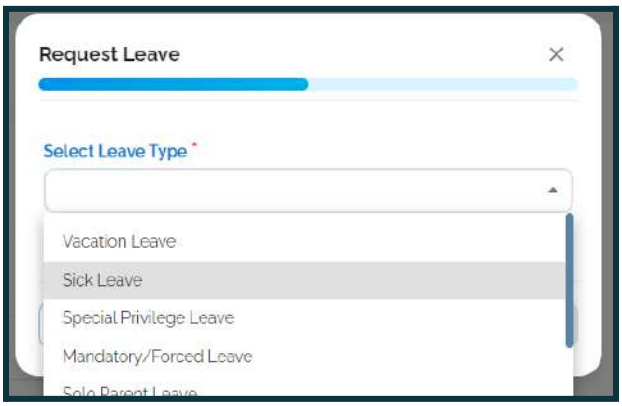


1.6.3. Sick Leave

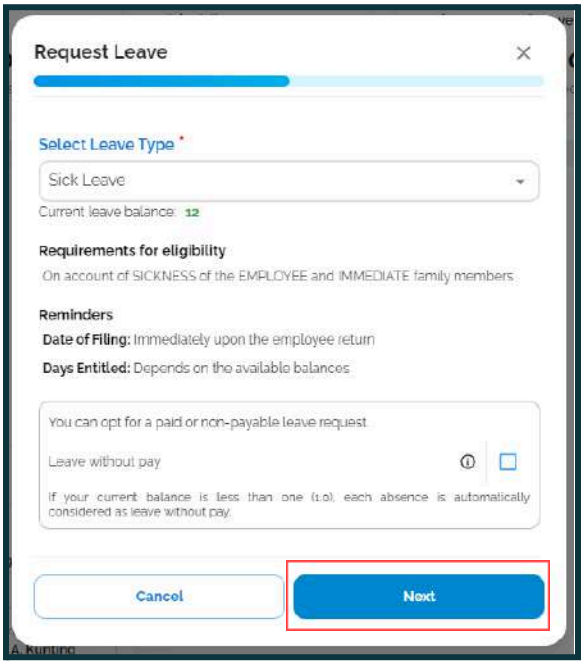
A. To apply for sick leave, click the **[+] REQUEST LEAVE** button.



B. In the Select Leave Type, choose Sick Leave from the drop down list.

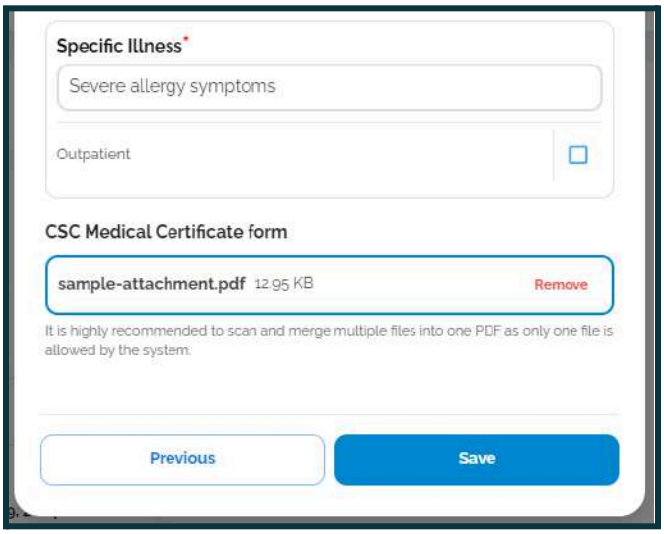


C. Sick Leave must be filed immediately upon the employee's return. If you do not want to use your leave balance, select the Leave without pay option. Click **NEXT** to proceed.

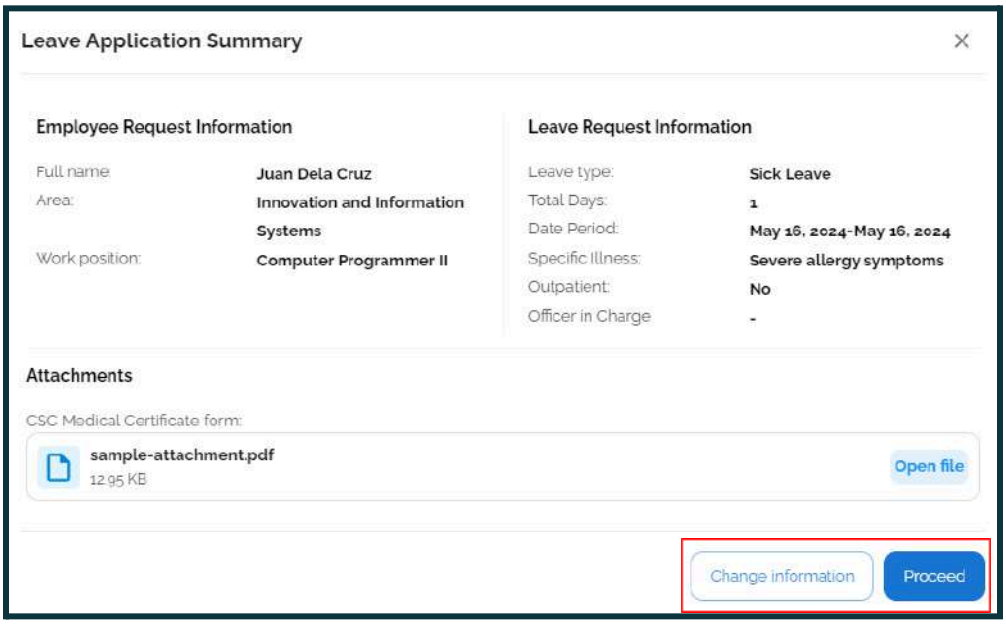


D. Set the Date Period. Only choose the date that you already have a work schedule.

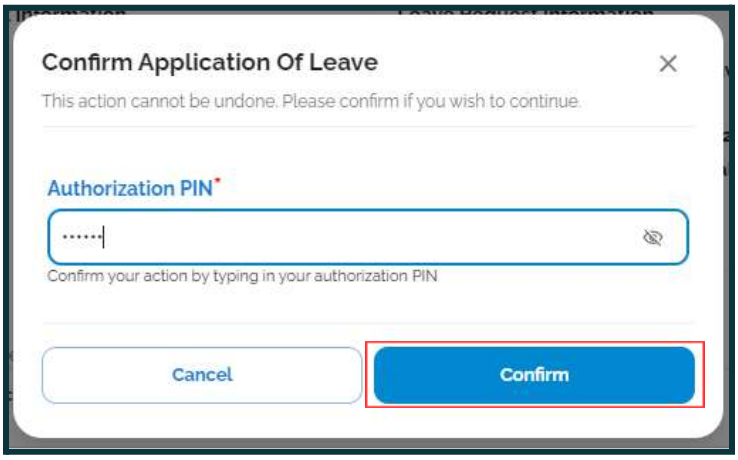
E. Input your illness and select the checkbox if Outpatient, upload your Medical Certificate, and click **SAVE**.
Note: If Sick Leave is more than 5 days, you are required to submit a Medical Certificate.



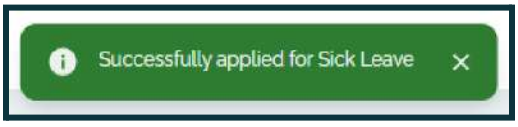
F. Review the summary of your sick leave request details. Click **PROCEED** to submit the request. Click *Change Information* to go back and edit the details.



G. Input your Authorization PIN, and click the **CONFIRM** button to submit your application.

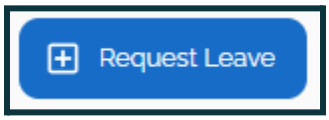


H. A message will be shown to confirm your applied Sick Leave.

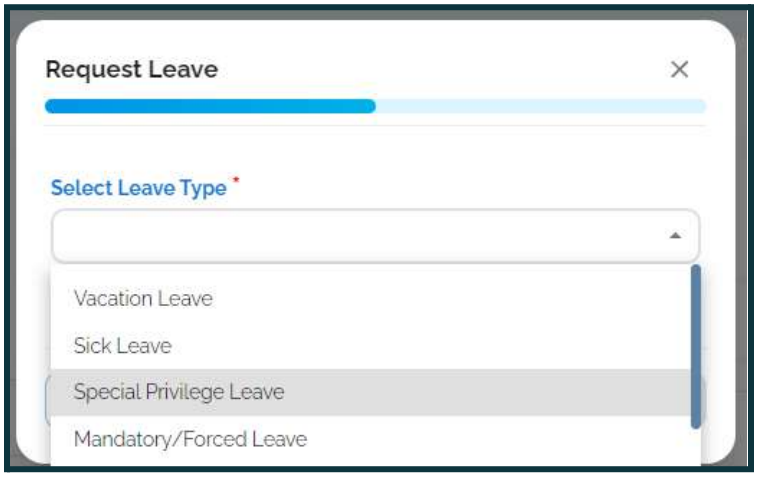


1.6.4. Special Privilege Leave

A. To apply for special privilege leave, click the **[+] REQUEST LEAVE** button.

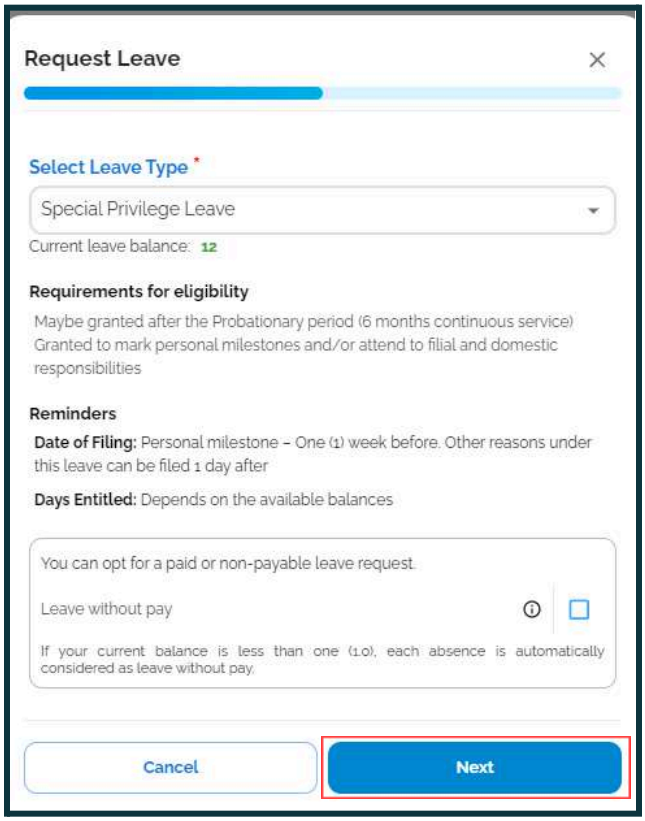


B. In the Select Leave Type, choose Vacation Leave from the drop-down list.

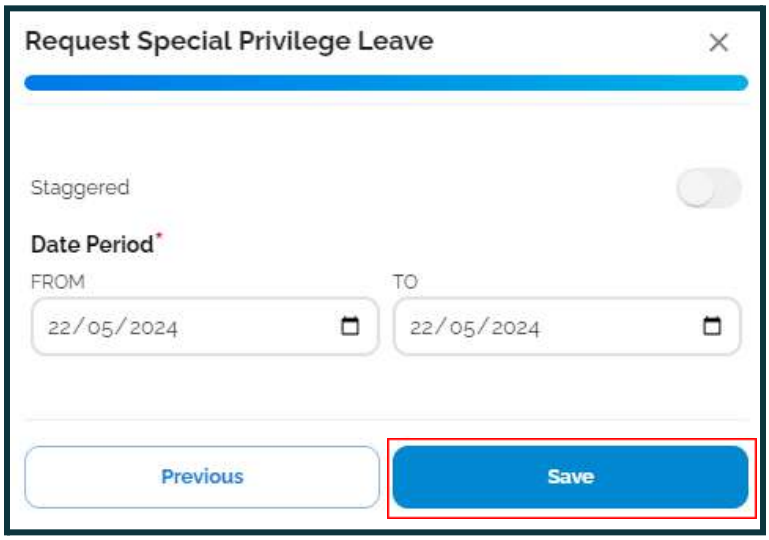


C. Special Privilege Leave can be filed before or after your leave. If you do not want to use your leave balance, select the Leave without pay option.

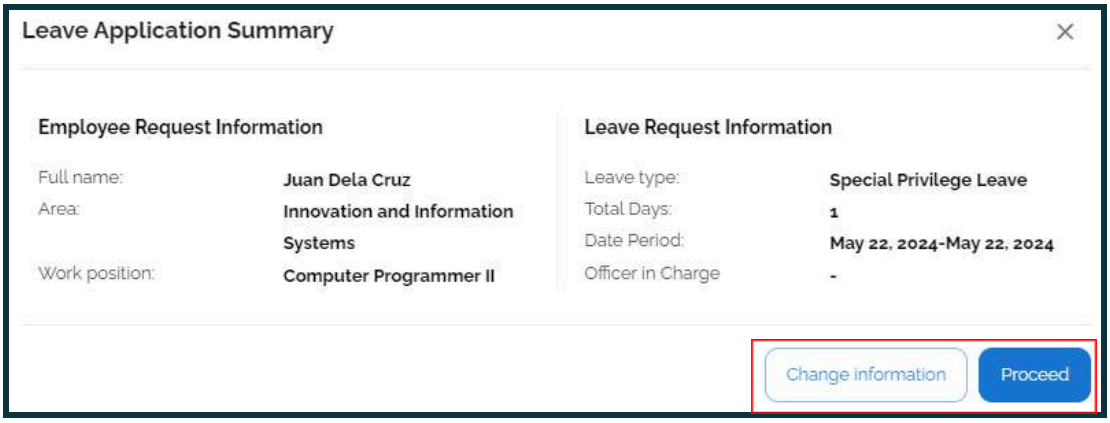
Click **NEXT** to proceed.



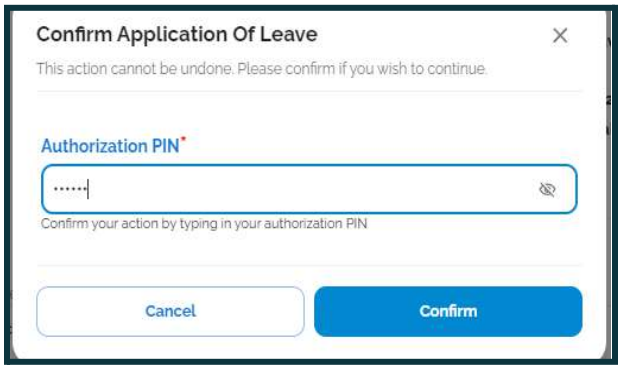
D. Set the Date Period. Only choose the date that you already have a work schedule. Click **SAVE.**



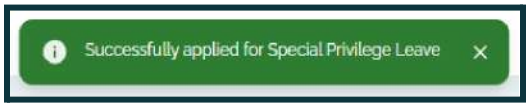
E. Review the summary of your special privilege leave request details. Click **PROCEED** to submit the request. Click *Change Information* to go back and edit the details.



F. Input your Authorization PIN, and click the **CONFIRM** button to submit your application.

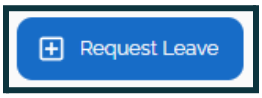


G. A message will be shown to confirm your applied Special Privilege Leave.

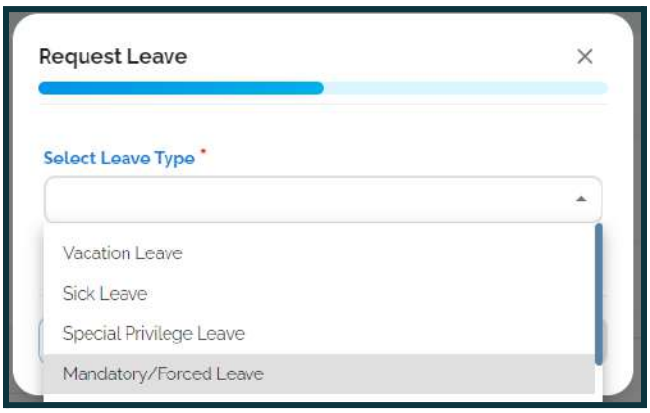


1.6.5. Mandatory or Forced Leave

A. To apply for special privilege leave, click the **[+] REQUEST LEAVE** button.

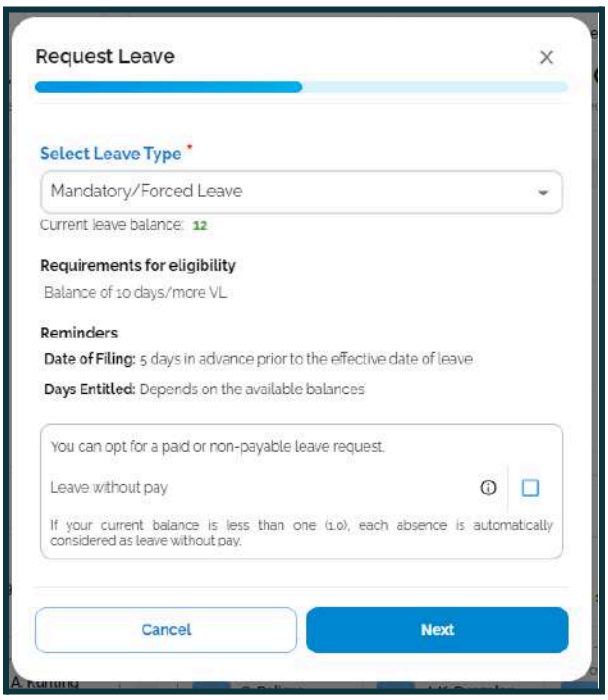


B. In the Select Leave Type, choose Vacation Leave from the drop-down list.

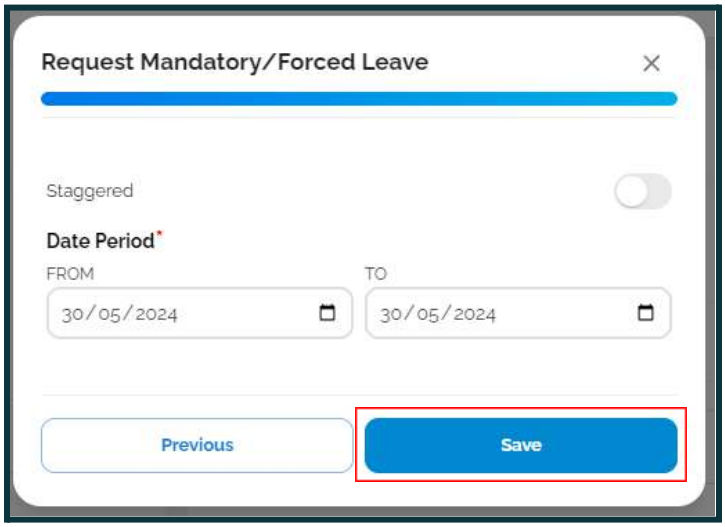


C. Mandatory/Forced Leave requires a minimum of 5 working days before the actual date of the leave. If you do not want to use your leave balance, select the Leave without pay option.

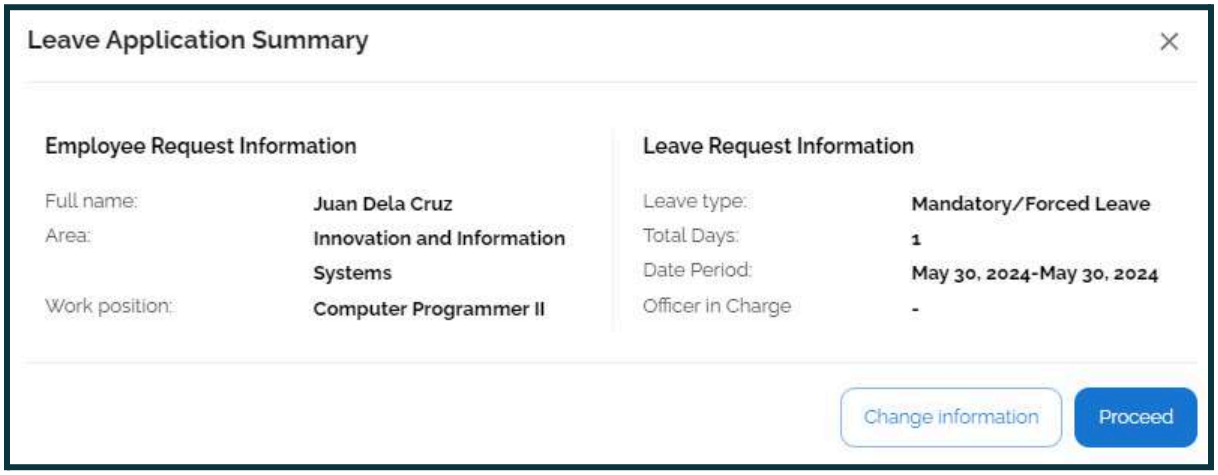
Click **NEXT** to proceed.



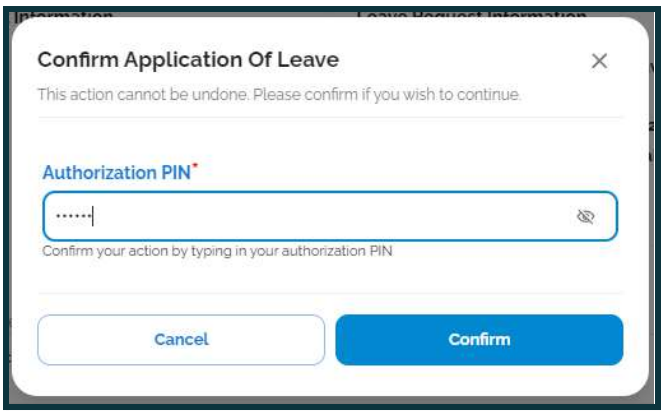
D. Set the Date Period. Only choose the date that you already have a work schedule. Click **SAVE.**



E. Review the summary of your special privilege leave request details. Click **PROCEED** to submit the request. Click *Change Information* to go back and edit the details.



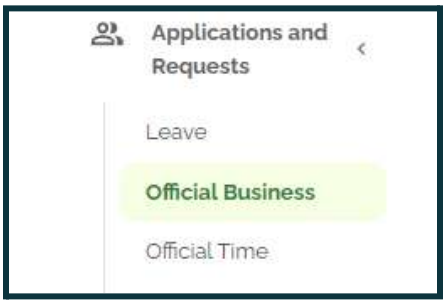
F. Input your Authorization PIN, and click the **CONFIRM** button to submit your application.



G. A message will be shown to confirm your applied Mandatory/Forced Leave.

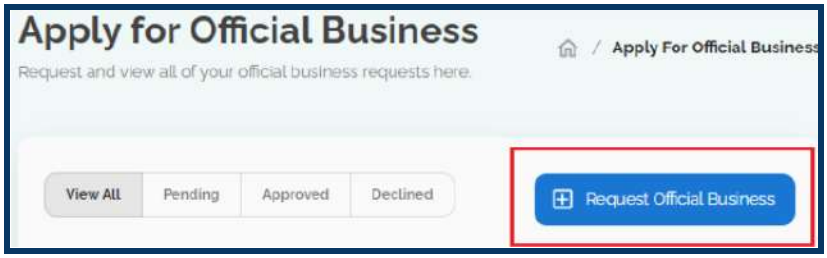
1.7. Applying for Official Business

A. In your **sidebar,** under **APPLICATIONS AND REQUESTS**, select **OFFICIAL BUSINESS**.

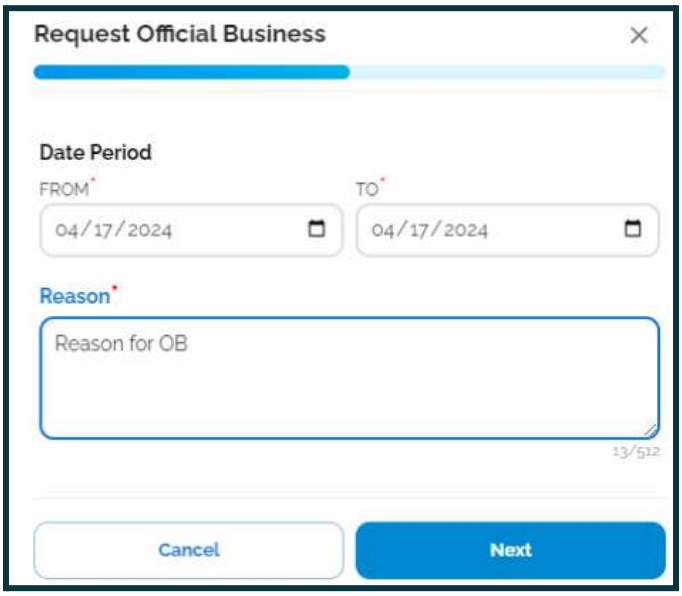


B. The Official Business page shows all requests made as card layouts. Here, you can check the status of Official Business applications. The requests are categorized as Pending, Approved, and Declined.

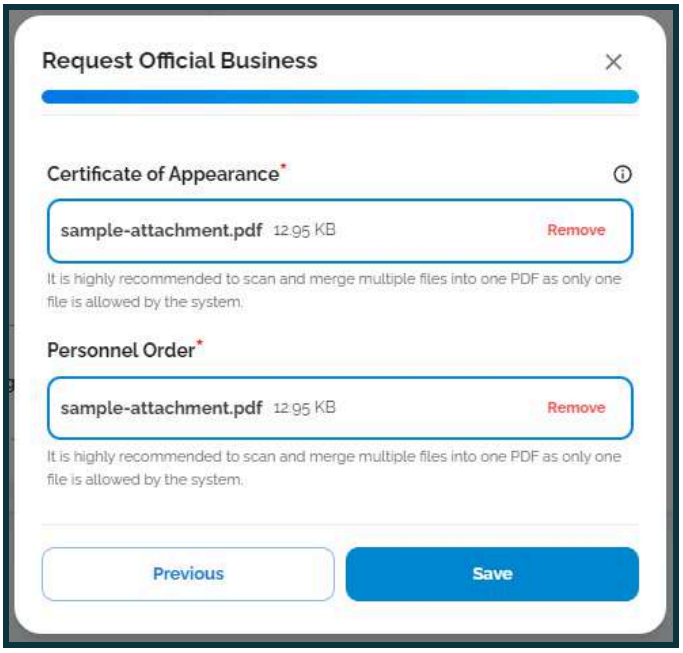
C. To apply for Official Business, click the **[+] REQUEST OFFICIAL BUSINESS** button.



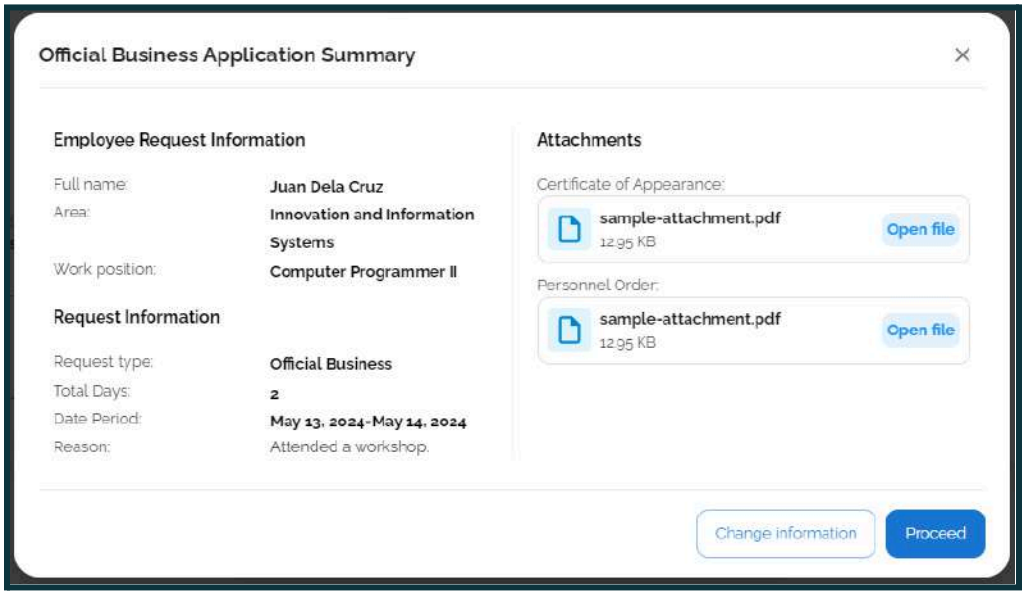
D. In the **Request Official Business** screen, select the date period of the Official Business. *If the Official Business is only one day, set the Date Period To the same as the Date Period From.* Type in the reason for the official business, and click **NEXT**.



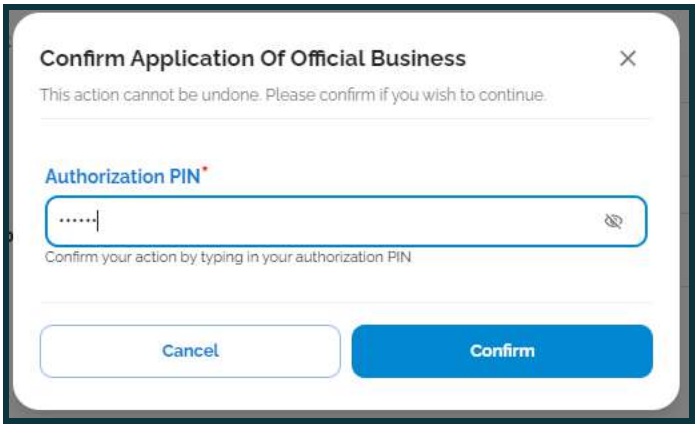
E. Upload proof of attendance, in PDF or Image format: the Certificate of Appearance and the Personnel Order. Click **SAVE** to upload your request.



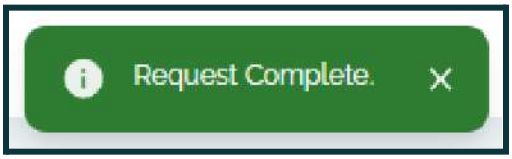
F. Review the summary of your OB request details. Click **PROCEED** to submit the request. Click *Change Information* to go back and edit the details.



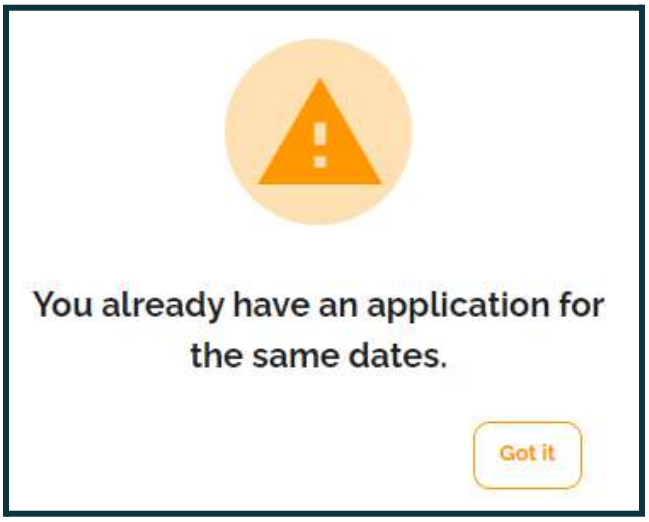
G. Input your Authorization PIN, and click the **CONFIRM** button to submit your application..

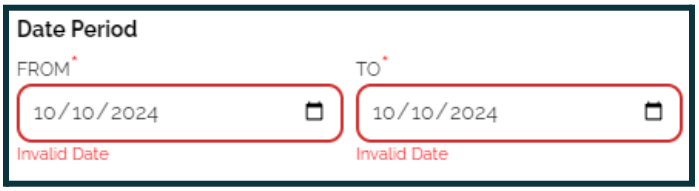


H. A message will be shown to confirm your applied Official Business request.



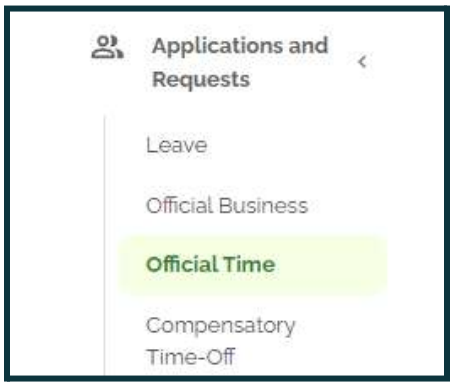
I. Note: If the date applied for already has an existing leave, OT, OB, or CTO request, or an invalid date from and date to, you will be shown the following error prompts.



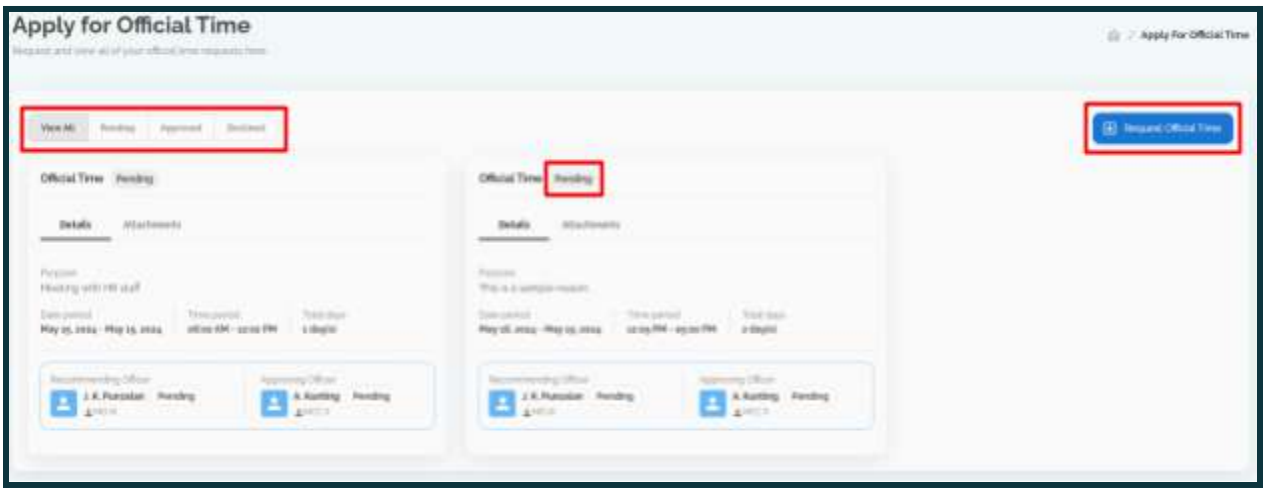


1.8. Official Time

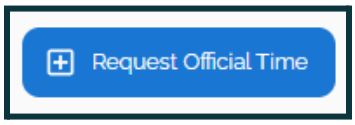
A. In your **sidebar,** under **APPLICATIONS AND REQUESTS**, select **OFFICIAL TIME**.



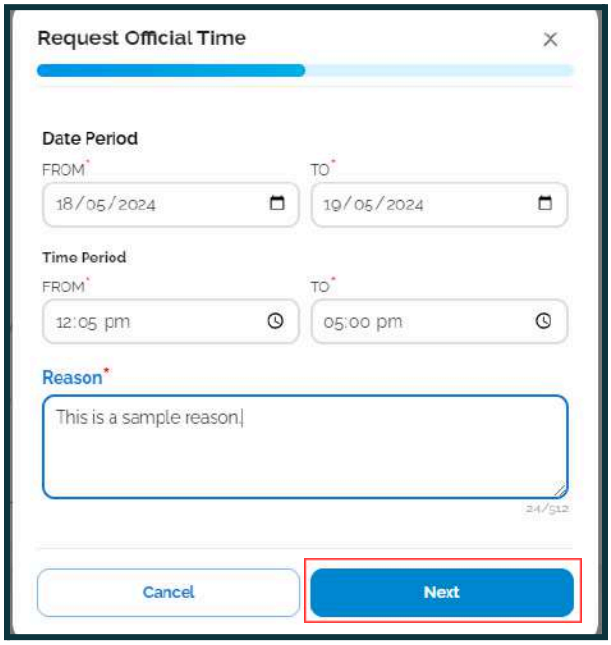
B. The Official Time page shows all requests made as card layout. Here, you can check the status of Official Time applications. The requests are categorized as Pending, Approved, and Declined.



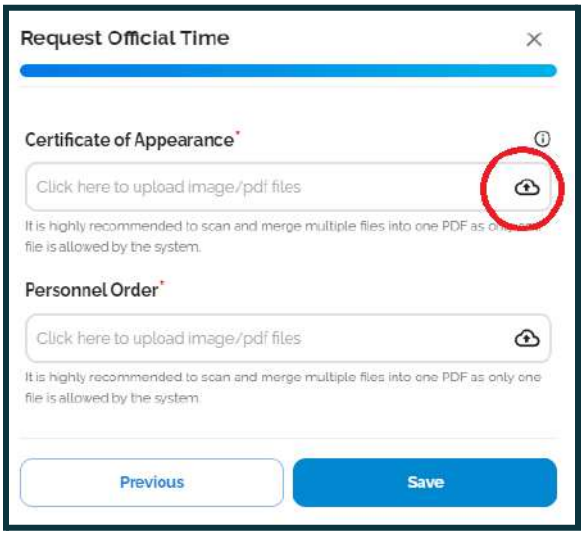
C. To apply for Official Time, click the **[+] REQUEST OFFICIAL TIME** button.



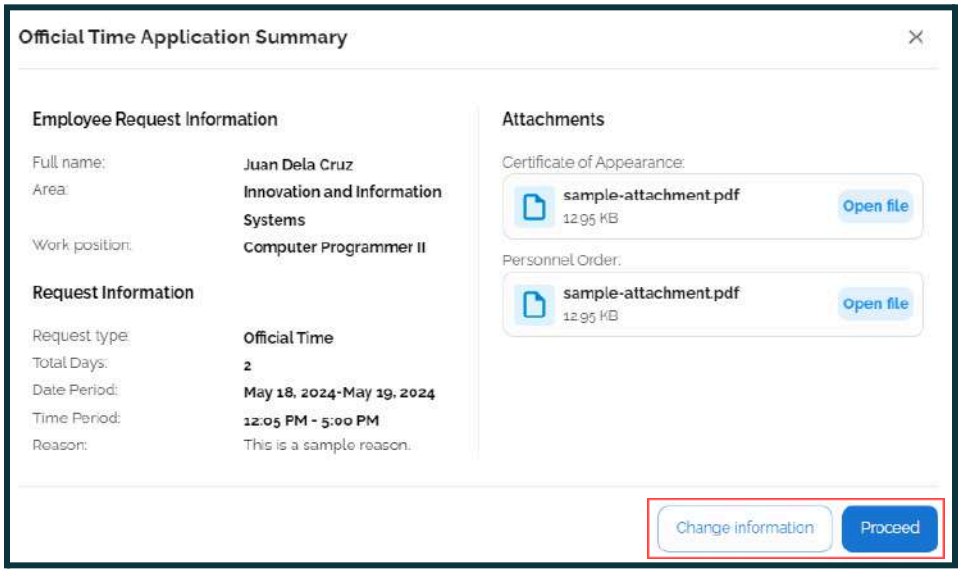
D. In the **Request Official Time** screen, select the date period and time period of the Official Time. *If the Official Time is only one day, set the Date Period To the same as the Date Period From.* Type in the reason for the official Time, and click **NEXT**.



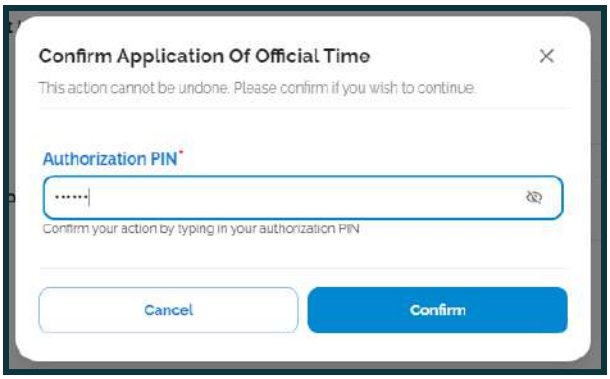
E. Upload proof of attendance, in PDF or Image format: the Certificate of Appearance and the Personnel Order. Click **SAVE** to upload your request.



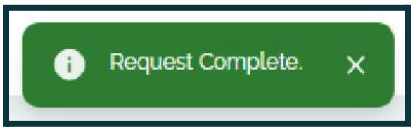
F. Review the summary of your OT request details. Click **PROCEED** to submit the request. Click *Change Information* to go back and edit the details.



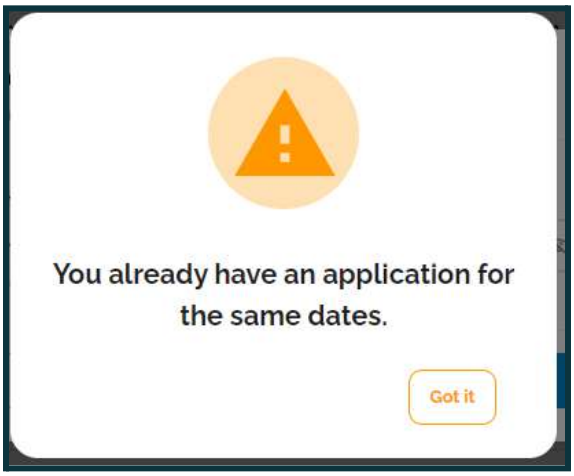
G. Input your Authorization PIN, and click the **CONFIRM** button to submit your application.

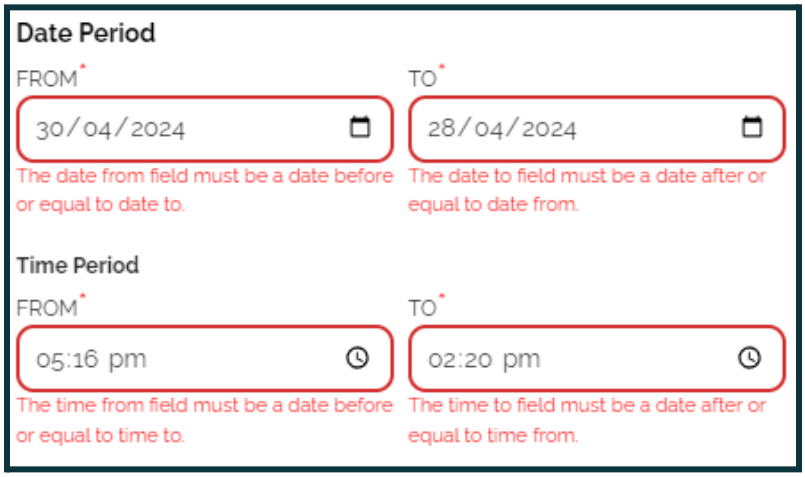


H. A message will be shown to confirm your applied Official Time request.



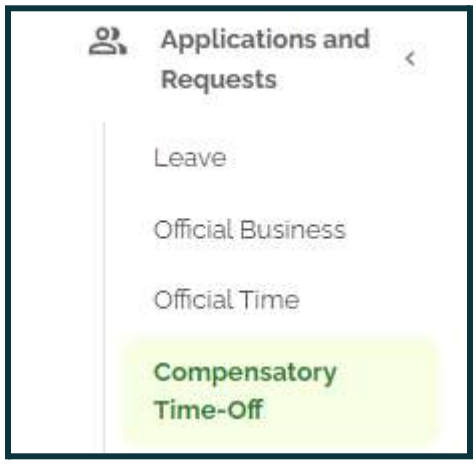
I. Note: If the date applied for already has an existing leave, OT, OB, or CTO request, an invalid date from and date to, or an invalid time from and date to, you will be shown the following error prompts.



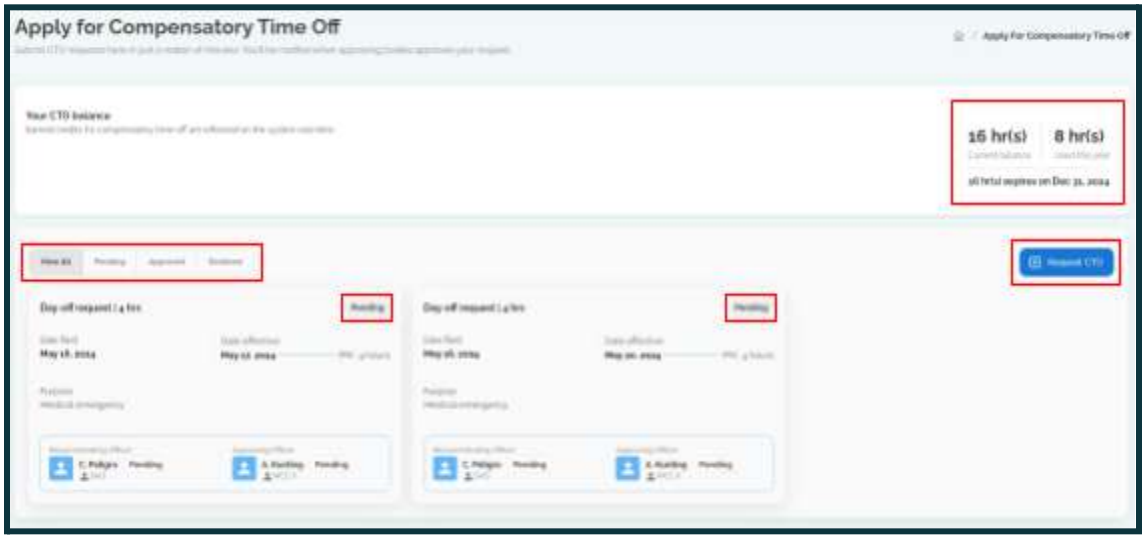


1.9. Compensatory Time Off

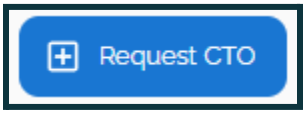
A. In your **sidebar,** under **APPLICATIONS AND REQUESTS**, select **COMPENSATORY TIME OFF**.



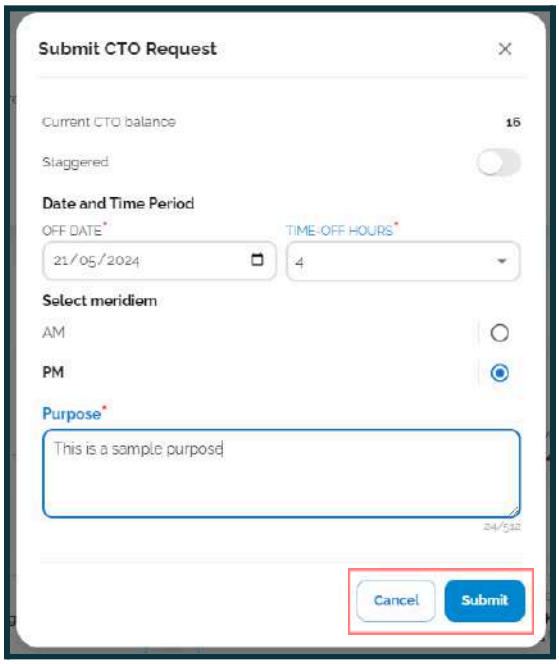
B. The Compensatory Time Off page shows all requests made as card layouts. Here, you can check the total COC earned, the COC used, the validity of the COC earned, and the status of Compensatory Time Off applications. The requests are categorized as Pending, Approved, and Declined.



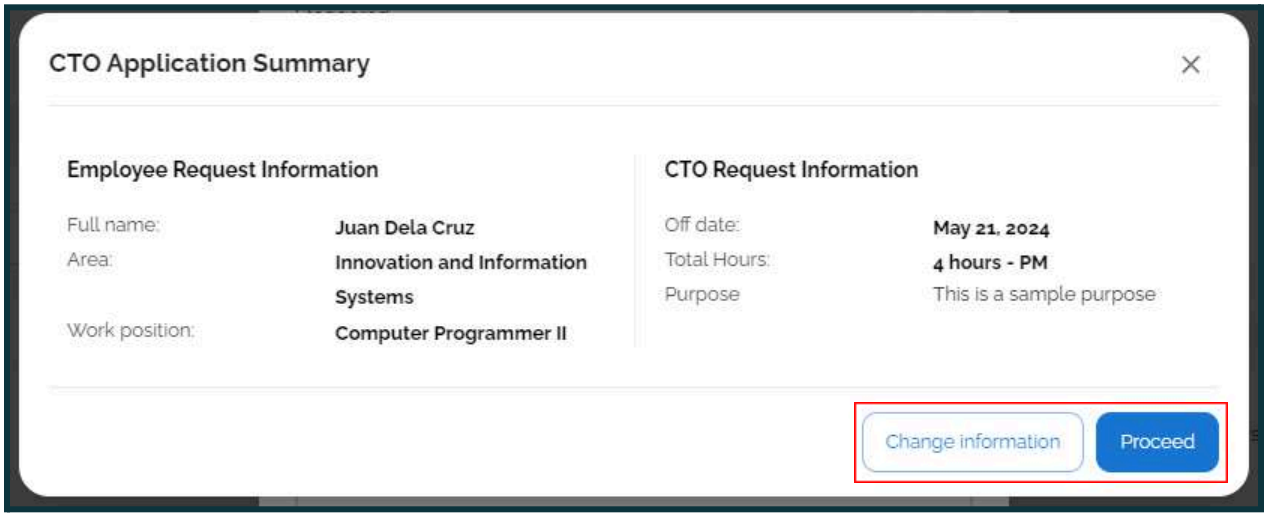
C. To apply for CTO, click the **[+] REQUEST CTO** button.



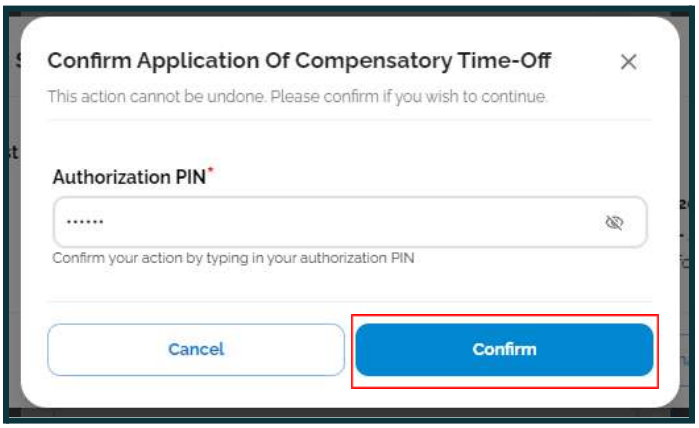
D. In the **Request CTO** screen, select the date period and time period of the CTO. *If the CTO is 4 hours only, select meridiem if AM/PM.* Type in the purpose for the CTO, and click **SUBMIT**.



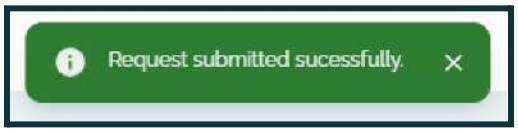
E. Review the summary of your CTO request details. Click **PROCEED** to submit the request. Click *Change Information* to go back and edit the details.



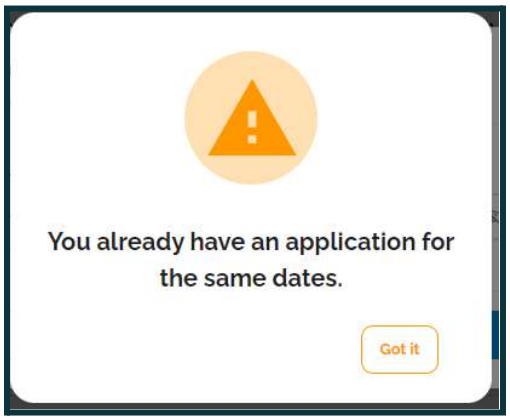
F. Input your Authorization PIN, and click the **CONFIRM** button to submit your application.



G. A message will be shown to confirm your applied CTO request.



H. Note: If the date applied for already has an existing leave, OT, OB, or CTO request, or an invalid date from and date to you will be shown the following error prompts.



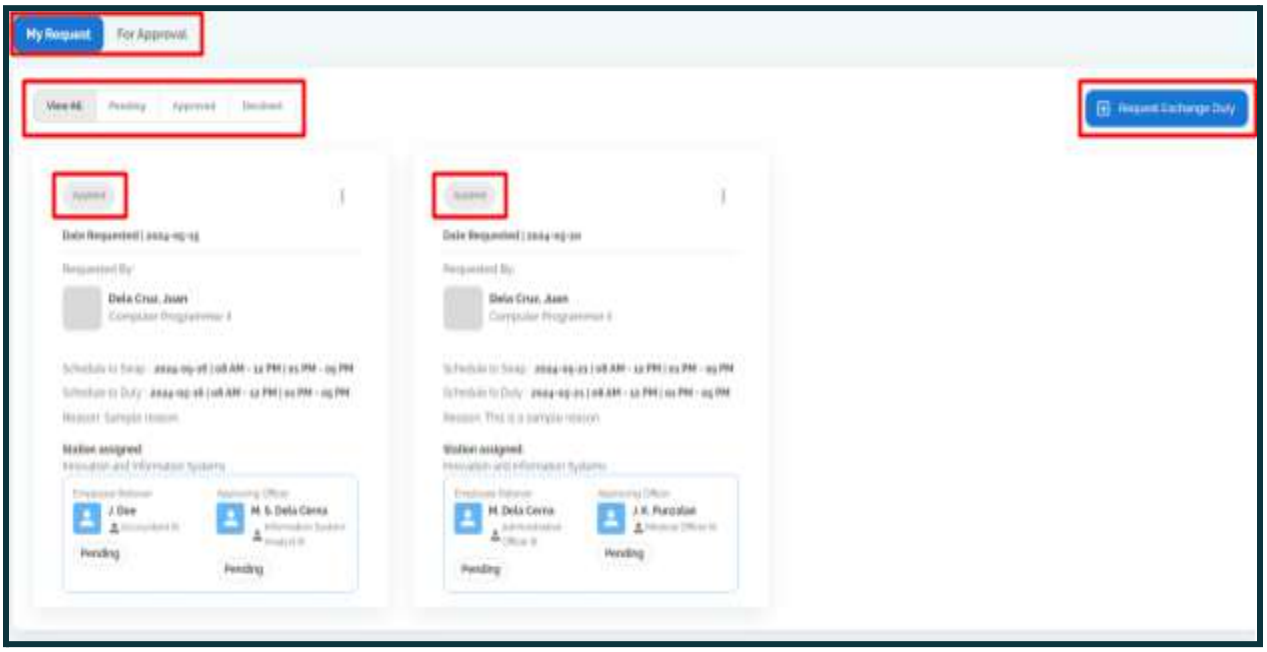
1.10. Exchange of Duty Schedule

Exchange of Duty Schedule allows employees of shifting schedules to exchange schedules with personnel in their unit.

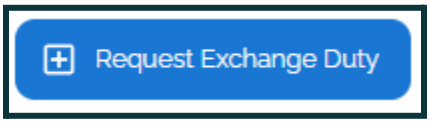
- The process starts with you as the initiator of the exchange request.
- The request must then be approved by your selected reliever before it will be submitted to your supervisor for approval.
- Once approved, the new schedule will automatically be reflected in your individual work calendar.

A. In your **sidebar,** under **APPLICATIONS AND REQUESTS**, select **EXCHANGE DUTY**.

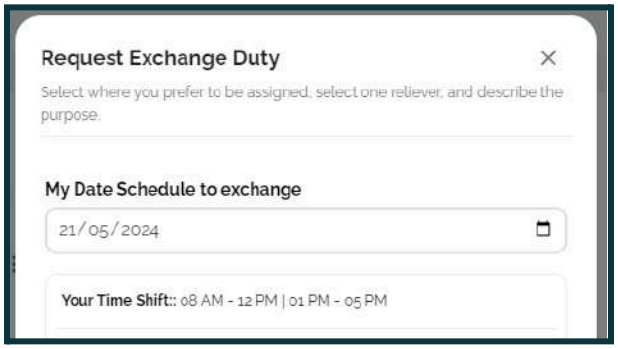
B. The Exchange Duty page shows all requests made as card layouts. Here, you can check the status of Exchange Duty applications. Under MY REQUEST, are the exchange duty requests you filed. Under For Approval are the exchange duty requests filed by another employee who selected you as their reliever.



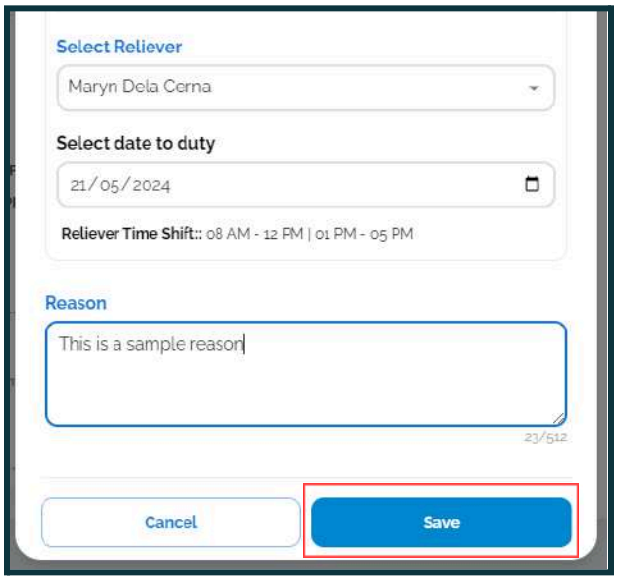
C. To apply for Exchange Duty, click the **[+] REQUEST EXCHANGE DUTY** button.



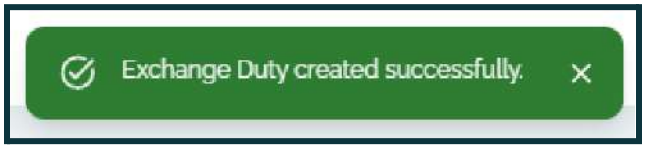
D. In the **Request Exchange Duty** screen, select the date of your schedule you want to exchange.



E. Select the Reliever and the reliever's date you want to exchange with. Type in the reason for the exchange of duty, and click **SAVE**.



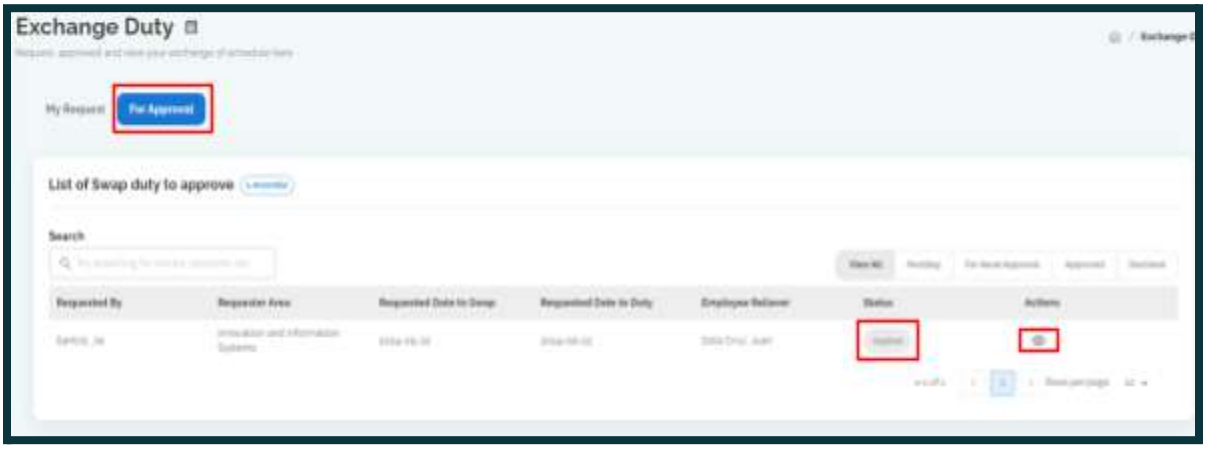
F. A message will be shown to confirm your applied exchange duty request.



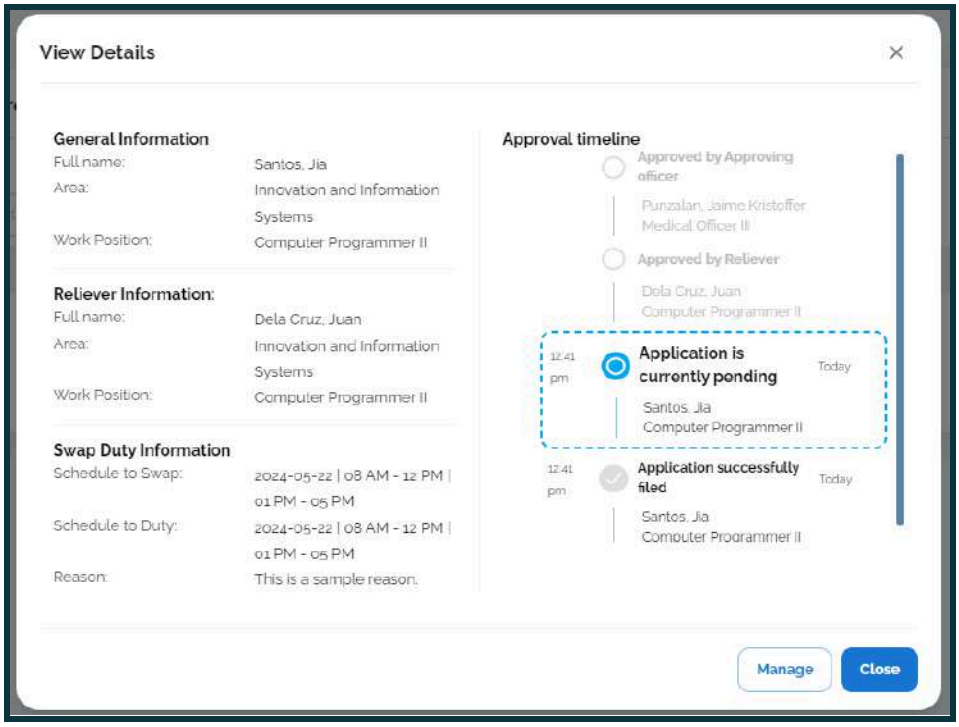
Approving Request for Exchange of Duty

G. If another employee requested to exchange duty schedules with you, it means in their request you were assigned you as their reliever. In this case, you will find their request under **FOR APPROVAL** .

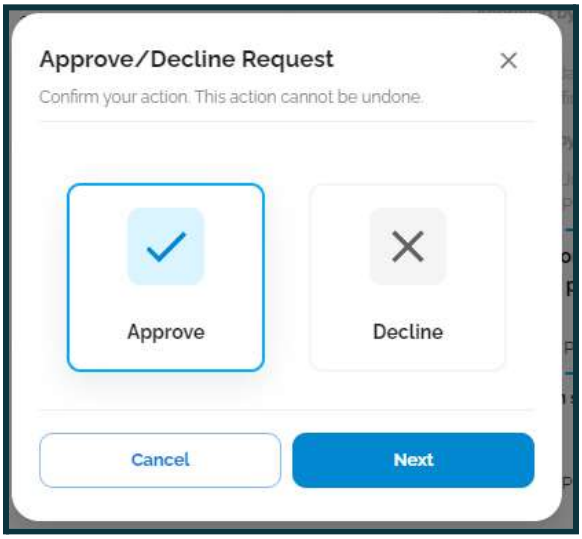
H. To view the request, click the 👁 icon in the Actions column.



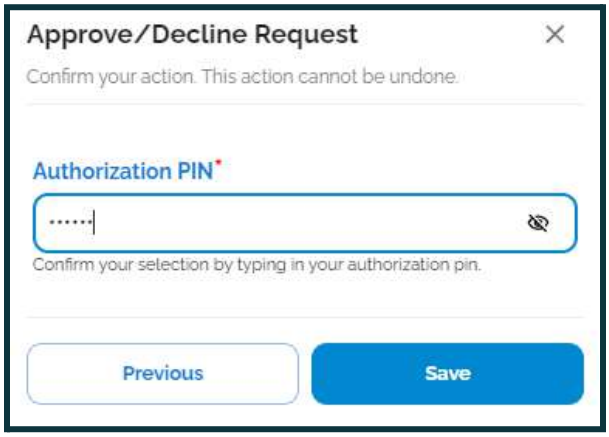
I. You will see the details of the request, including the name of the requester and the schedule that the requester wants to exchange with you. To process the request, click the **MANAGE** button.



J. To decide on the request, select either **Approve** or **Decline**. Click the **NEXT** button to proceed with your decision.



K. Input your Authorization PIN, and click the **CONFIRM** button to submit your application.



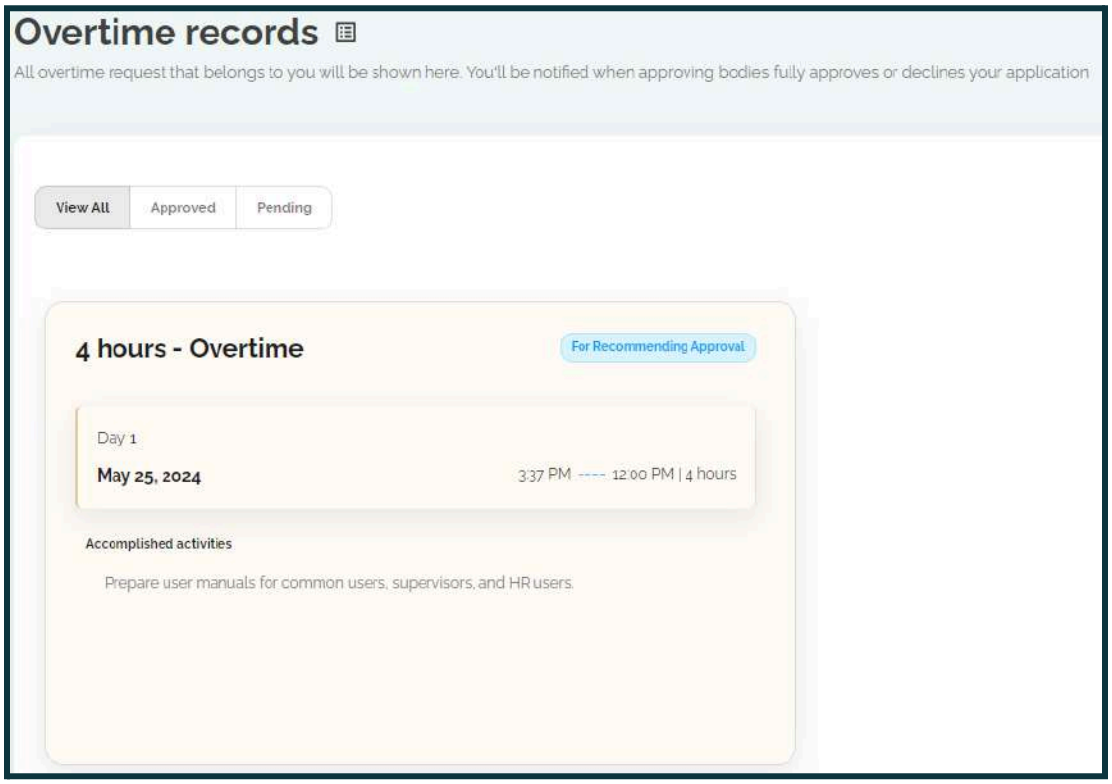
L. A message will be shown to confirm successful processing of request.

M. After your approval, the request will be forwarded to your supervisor for approval.

1.11. Overtime Records

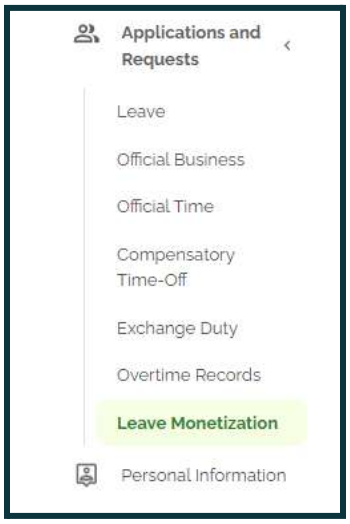
A. In your **sidebar,** under **APPLICATIONS AND REQUESTS**, select **OVERTIME RECORD**.

B. The **Overtime Records** page displays all requests made by your supervisor in a card layout. Here, you can check the status of overtime applications, which are categorized as Pending and Approved. All overtime requests assigned to you will be shown on this page.

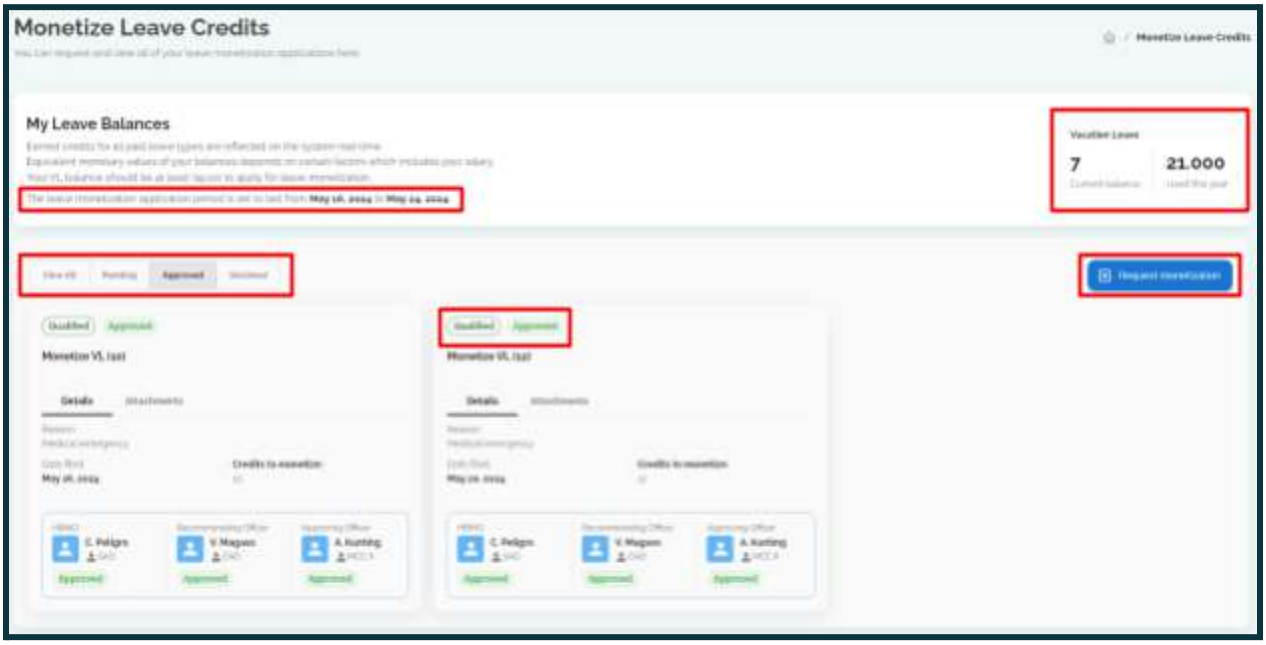


1.12. Leave Monetization

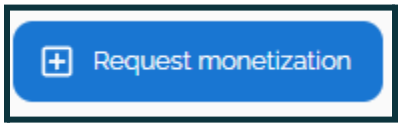
A. In your **sidebar,** under **APPLICATIONS AND REQUESTS**, select **LEAVE MONETIZATION**.



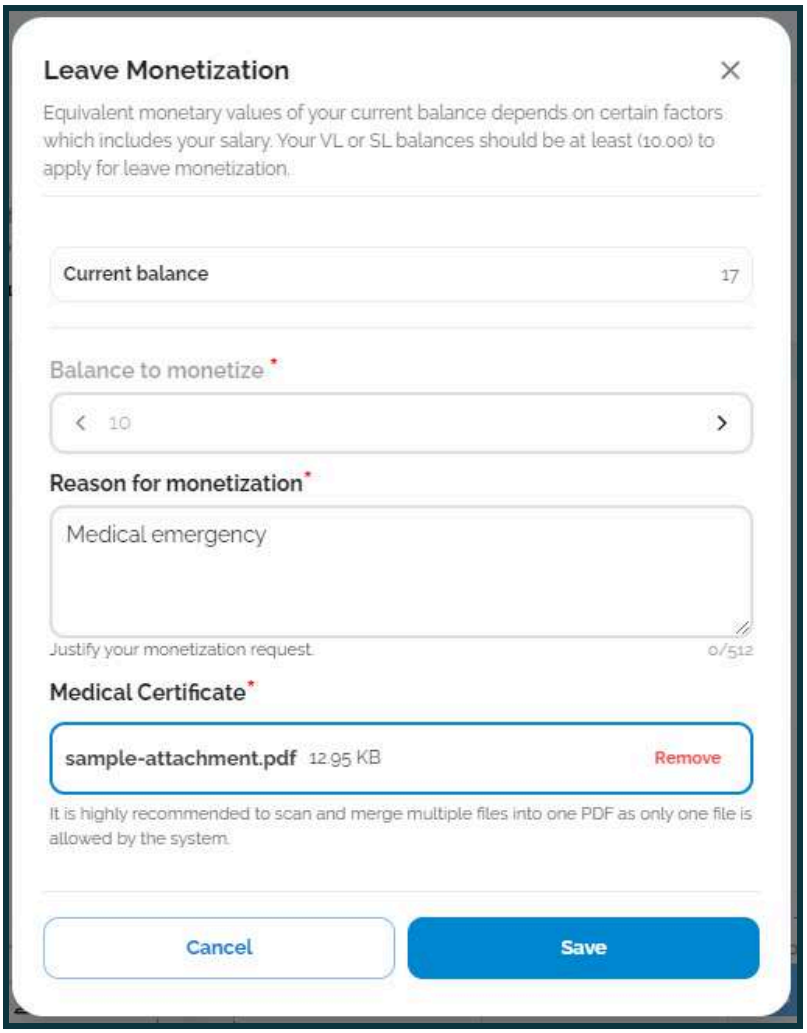
B. The Leave Monetization page shows all requests made as card layout. Here, you can check the date period of applying for monetization, the current balance of your Vacation Leave credits, your used VL credits, and the status of your Leave Monetization applications. The requests are categorized as For Processing, Approved, and Declined.



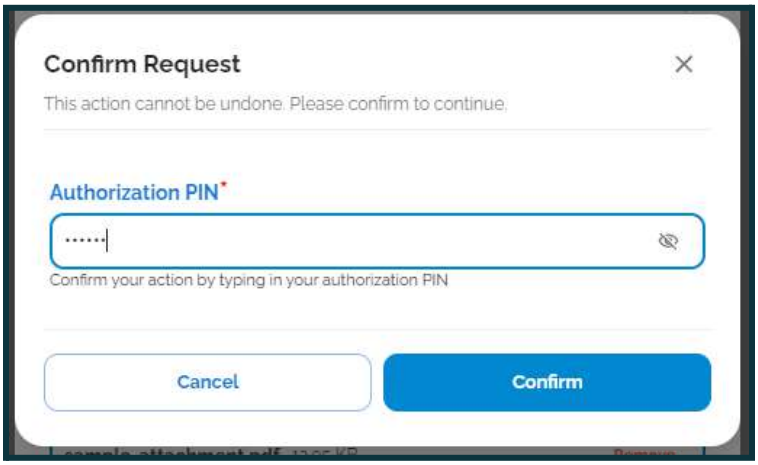
C. To apply for Leave Monetization, click the **[+] REQUEST MONETIZATION** button.



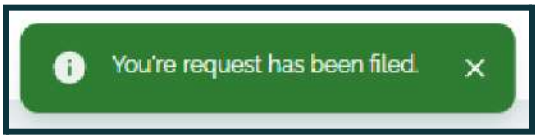
D. In the **Request Leave Monetization** screen, input the leave balance to monetize and type in the reason for monetization. Upload the required medical certificate, and click **SAVE**.



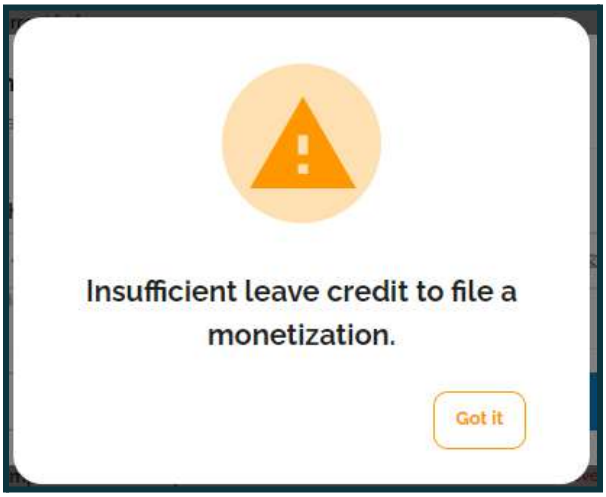
E. Input your Authorization PIN to confirm your application.



F. A message will be shown to confirm your applied leave monetization request.

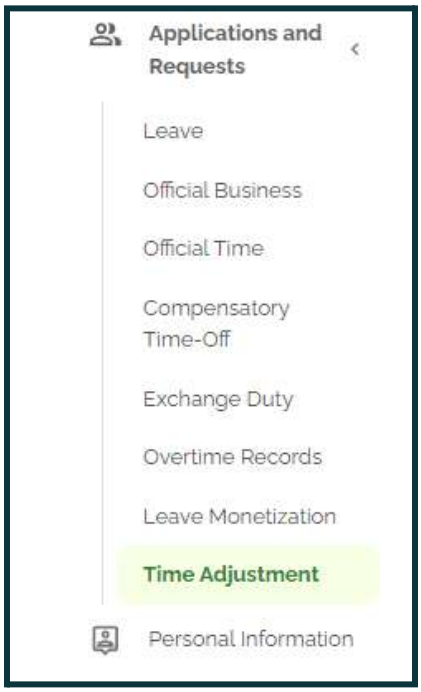


G. Note: You can request monetization if you have at least 15 Vacation Leave credits, otherwise you will be shown the following error prompt.



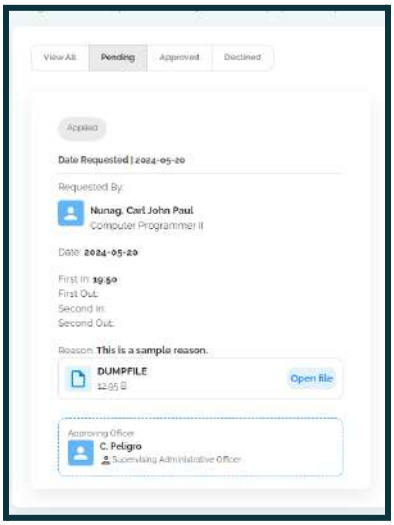
1.13. Time Adjustment

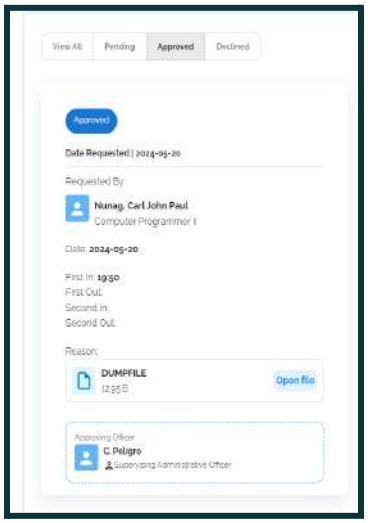
A. In your **sidebar,** under **APPLICATIONS AND REQUESTS**, select **TIME ADJUSTMENT**. If you are allowed to make time adjustments, this option will be visible to you.

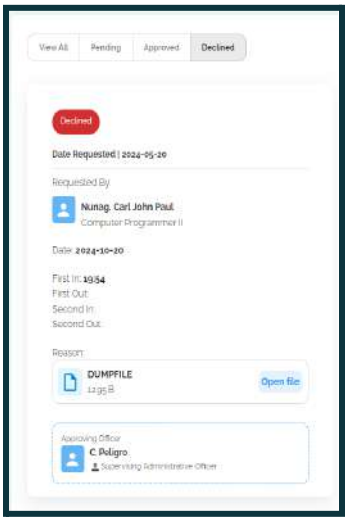


B. The Time Adjustment page displays all your requests in a card layout. Here, you can check the status of your time adjustment applications, categorized as Pending, Approved, or Declined.

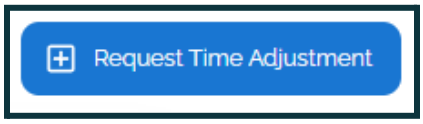
1. The Pending tab shows all your time adjustment applications that are awaiting approval; Approved tab shows all your time adjustment applications that have been approved; and Declined tab shows all your time adjustment applications that have been declined.



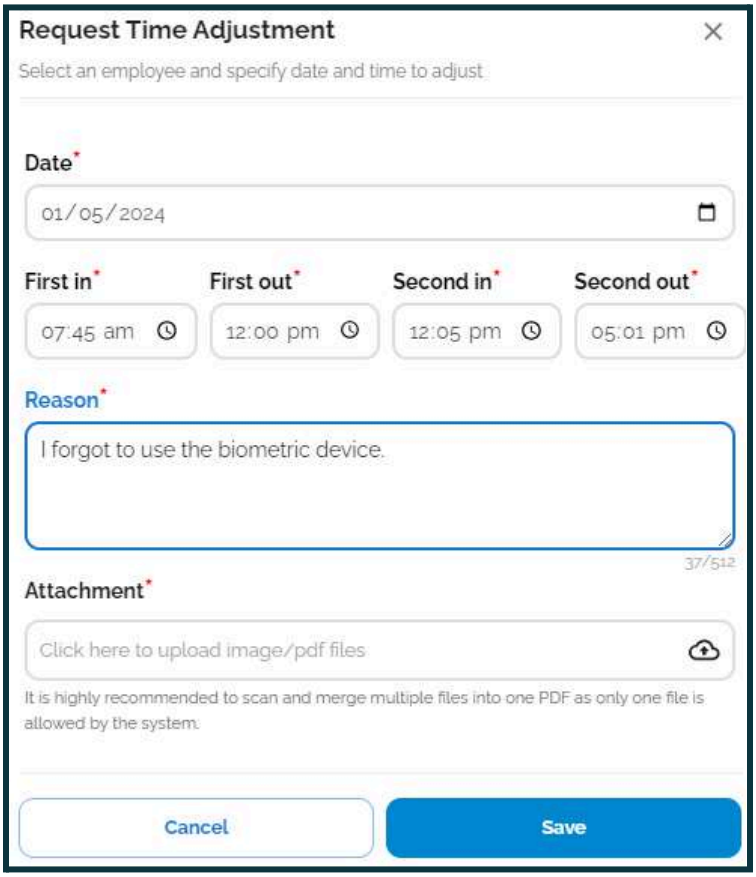




C. To apply for Time Adjustment, click the **[+] REQUEST TIME ADJUSTMENT** button.

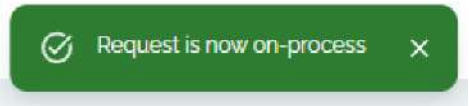


D. After clicking the **[+] REQUEST TIME ADJUSTMENT** button, a modal will appear. Please ensure that all fields marked with an asterisk (*) are filled out.
E. Set the date.
F. Set the time for time adjustment. You are required to fill out all the time slots; as reflected in your logbook.
G. State the reason for requesting time adjustment. This reason will guide the HR in approving your request.
H. Upload supporting documents for your request, such as a scanned copy of your logbook or request letter signed by your supervisor.



I. Once you have completed the required fields, you can click the **SAVE** button to submit your request.

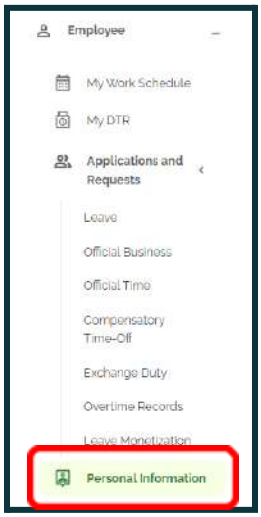
J. After clicking the Save button, a message will appear confirming that your request is now in process.



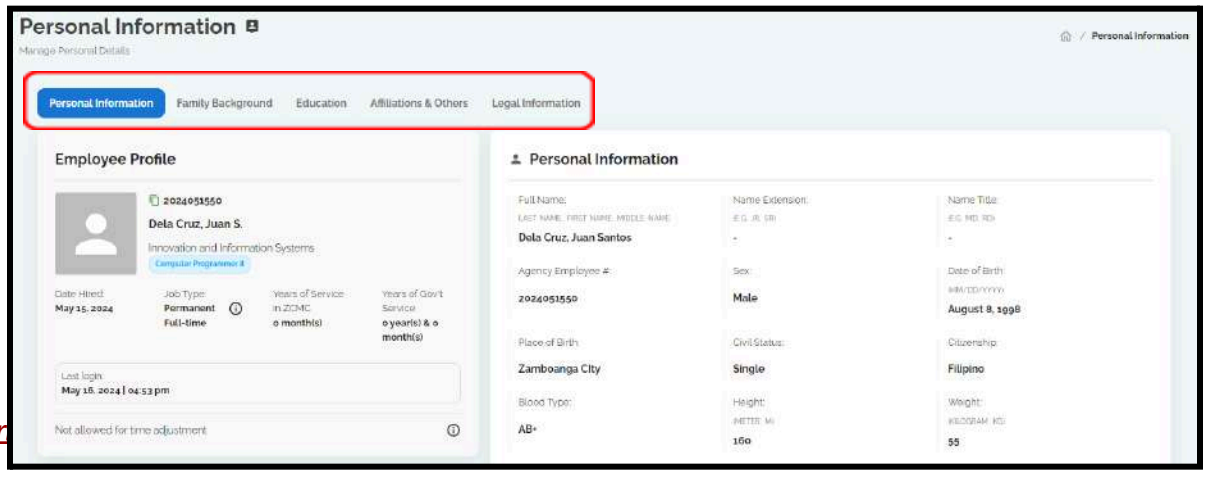
Personal Information

This module allows users to view and update his/her profile records. All requests for updates will be forwarded to HR for verification and approval. Information that can be updated are ***Contact Information***, ***Educational Background***, ***Eligibility***, ***Learning and Development (L&D) Interventions*** upon HR's approval except for Contact Information.

A. In your **sidebar**, under **EMPLOYEE** select **PERSONAL INFORMATION**.

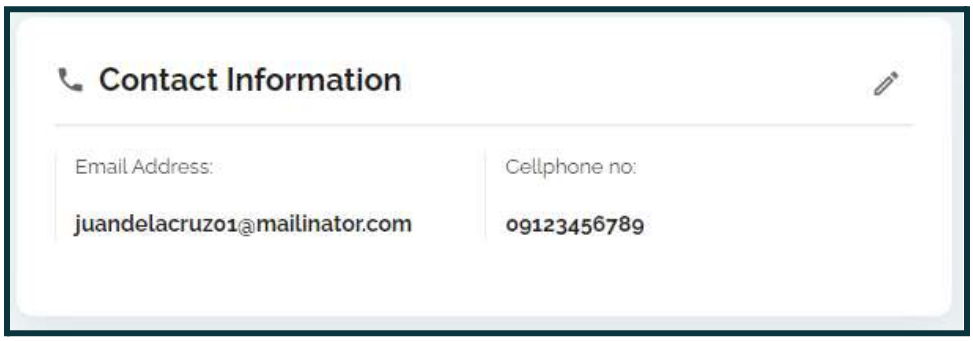


B. Other information can be viewed by clicking the tab. The highlighted tab is the active/current tab.



1.14. Updating Contact Information

A. To update Contact Information, click the icon button located at the upper right of the **CONTACT INFORMATION** card. *Contact Information can be edited anytime without the need for HR's approval.*

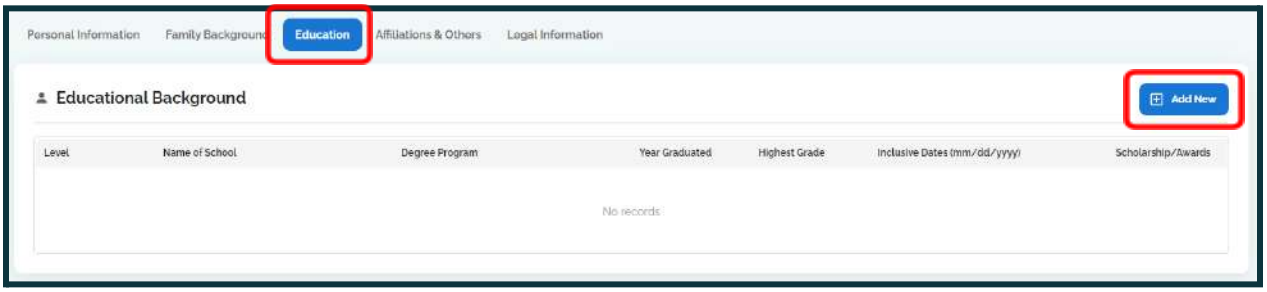


B. Input your new email address and mobile number and click **SAVE**.

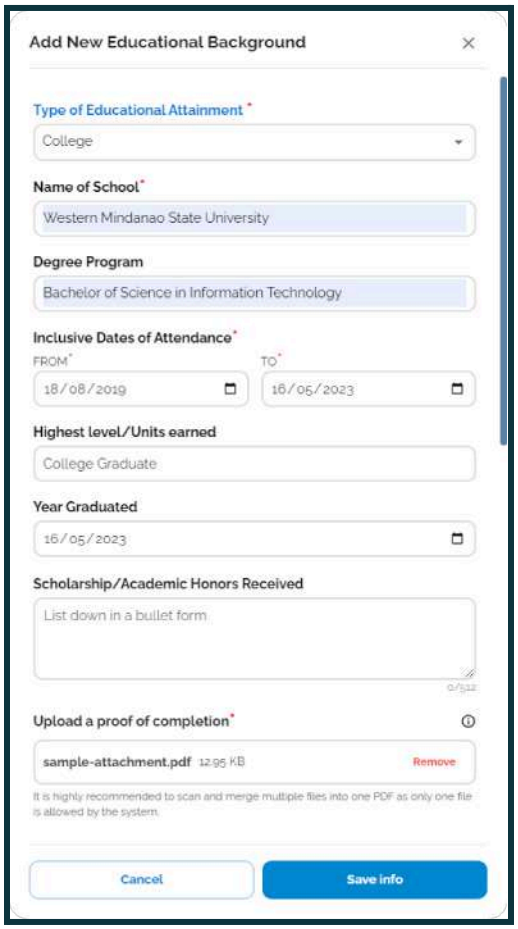
C. After clicking the Save button, a message will appear confirming that your contact information has been successfully updated.

1.15. Add Educational Background

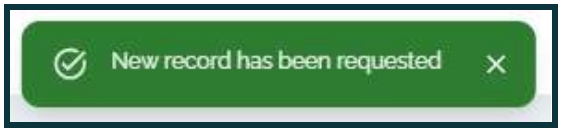
A. To add educational background, click the **EDUCATION** tab, and click the **[+] ADD NEW** button located at the upper right corner of the card.



B. In the **Add New Educational Background** dialog, input the required fields and upload the proof of completion then click **SAVE INFO**.

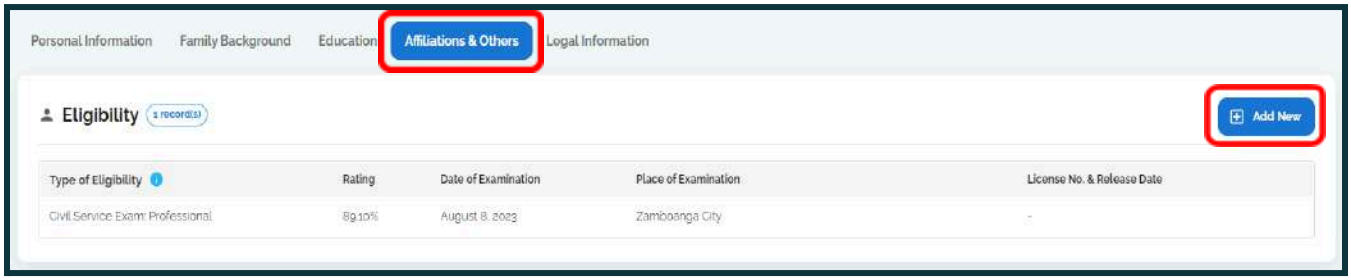


C. After clicking the Save info button, a message will appear confirming that a new record has been requested. *All added record/s will be forwarded to HR for approval.*

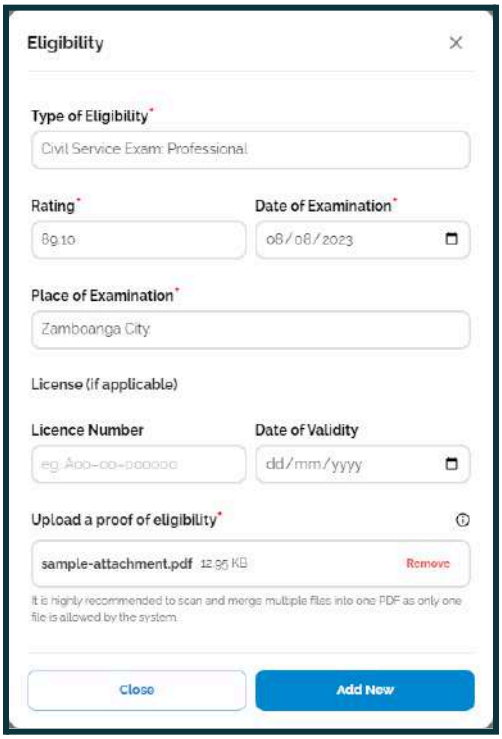


1.16. Add Eligibility

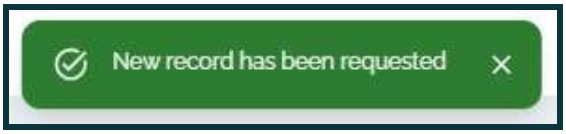
D. To add **Eligibility**, click the **AFFILIATIONS & OTHERS** tab, and click the **[+] ADD NEW** button located at the upper right corner of the card.



E. In the **Eligibility** dialog, input the necessary and required fields. Upload the proof of eligibility then click **ADD NEW**.

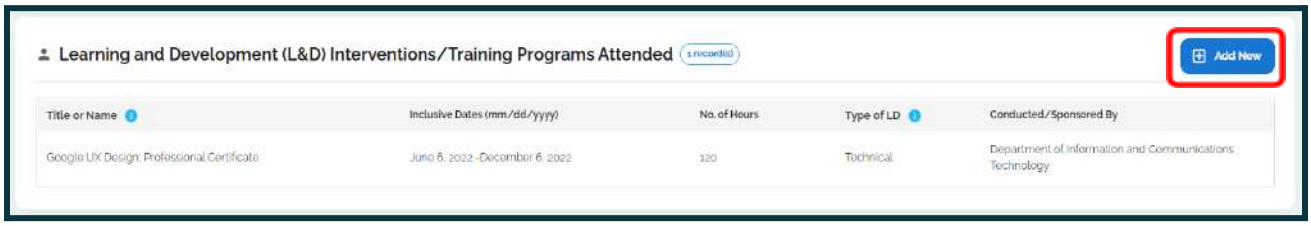


F. After clicking the Add New button, a message will appear confirming that a new record has been requested. *All added record/s will be forwarded to HR for approval.*

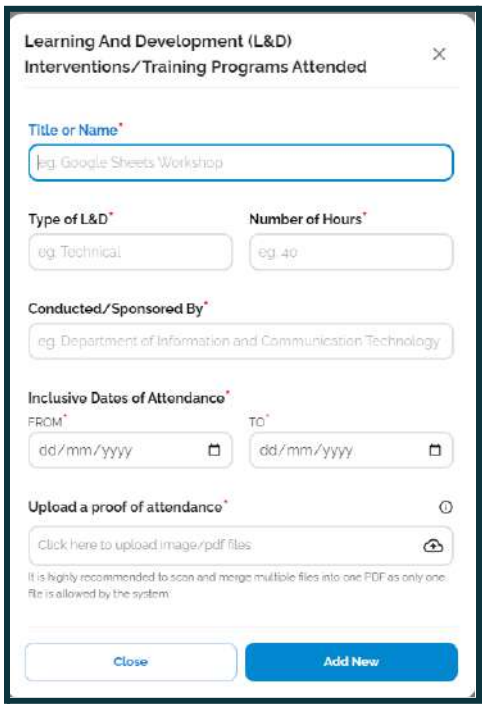


1.17. Add L&D Interventions/Training Programs Attended

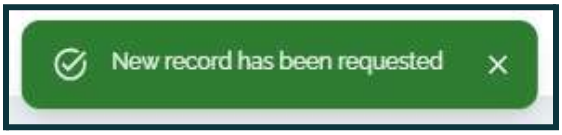
A. To add **L&D Interventions/Training Programs Attended,** click the **AFFILIATIONS & OTHERS** tab, and click the **[+] ADD NEW** button located at the upper right corner of the card.



B. In the **L&D Interventions/Training Programs Attended** dialog, input the required fields and upload the proof of attendance then click **ADD NEW**.



C. After clicking the Add New button, a message will appear confirming that a new record has been requested. *All added record/s will be forwarded to HR for approval.*



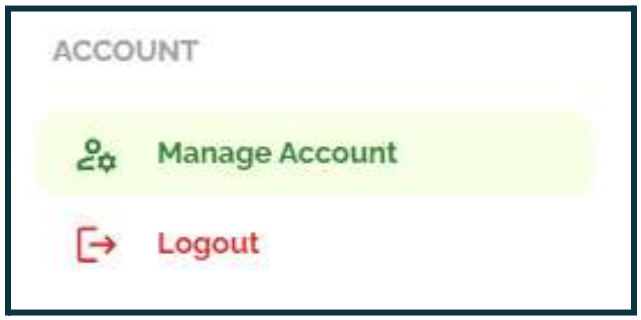
go to Common User Modules go to Supervisor Modules

Manage Account

The account management page allows you to manage your UMIS account. In this page are information on the following:

- Two-factor Authentication
  - Shows the email used to send the one time PIN.
- Password
  - Shows the dates when the password was last changed and the password's expiration.
- Authorization PIN
  - Shows the date when the PIN was last changed.

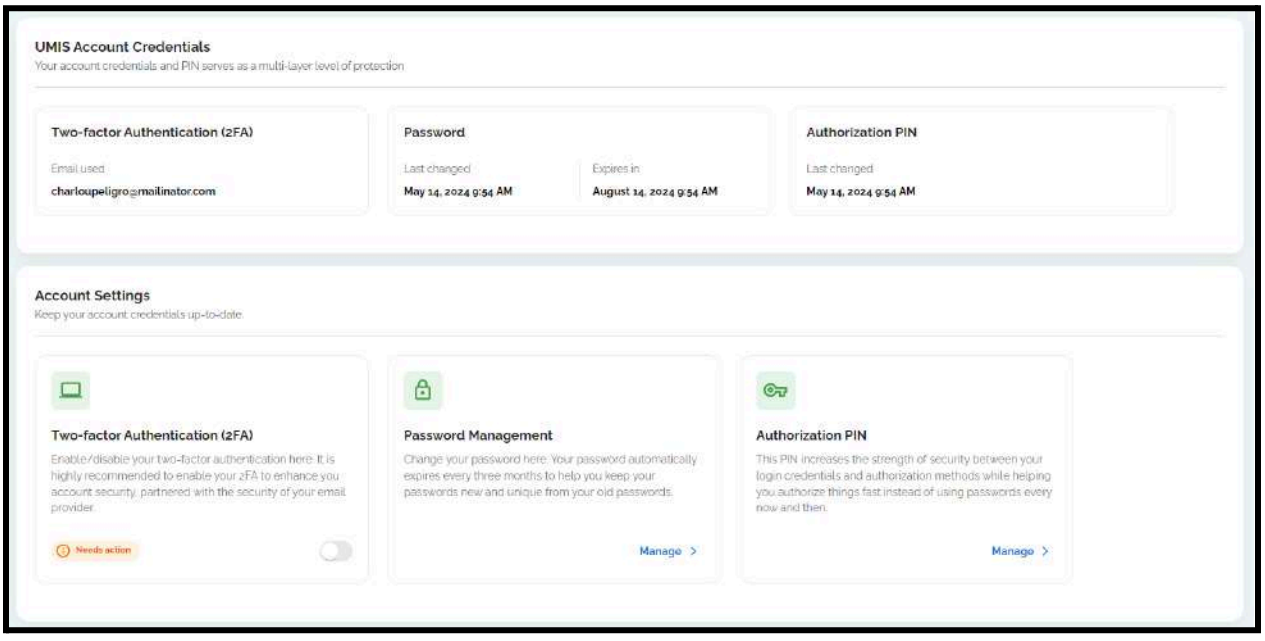
A. In the lower part of your **sidebar**, under **ACCOUNT** select **MANAGE ACCOUNT**.



c

B. The account management page allows user to manage his UMIS account:

1. Two-factor Authentication
2. Password Management
3. Manage Authorization PIN



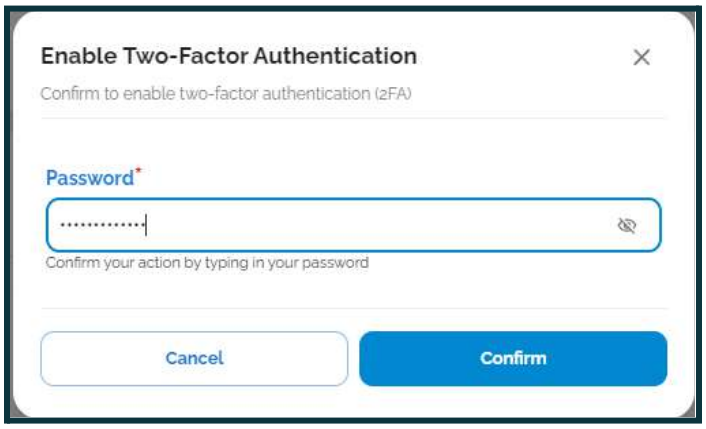
Report An Issue

1.17.1. Two-factor Authentication

Two-factor Authentication adds an extra layer of security, it reduces the risk of unauthorized access to personal accounts. When activated, the system prompts users to enter a One-time password (OTP) sent to their email during the login process.

A. To enable 2FA security, toggle the switch to the “on” position. To disable it, simply reverse this action.

B. Input password and click **CONFIRM**.

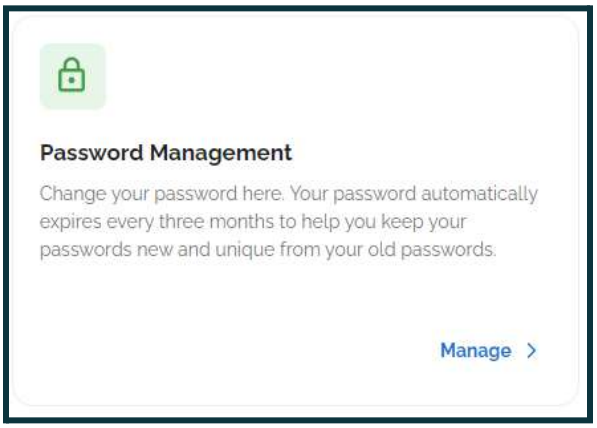


Note: To maximize the utilization of the feature, it's essential to verify that the email address provided is currently active and accessible.

C. After enabling the 2FA, the button should appear green and positioned on the left side.

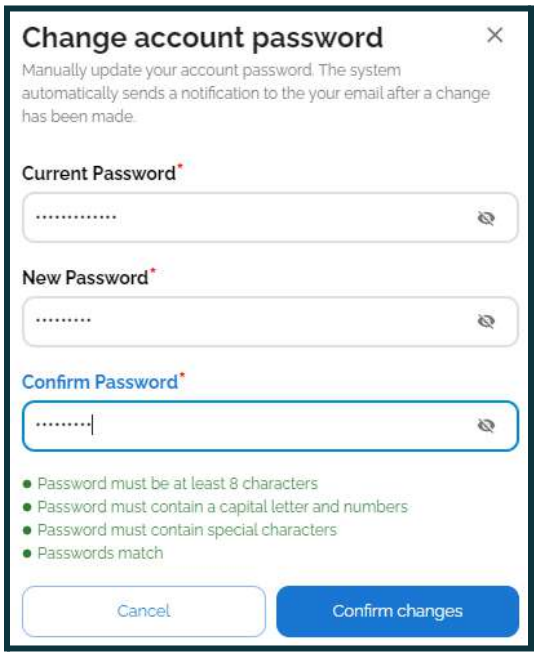
1.17.2. Change Password

A. To change your password, click MANAGE in the Password Management card.



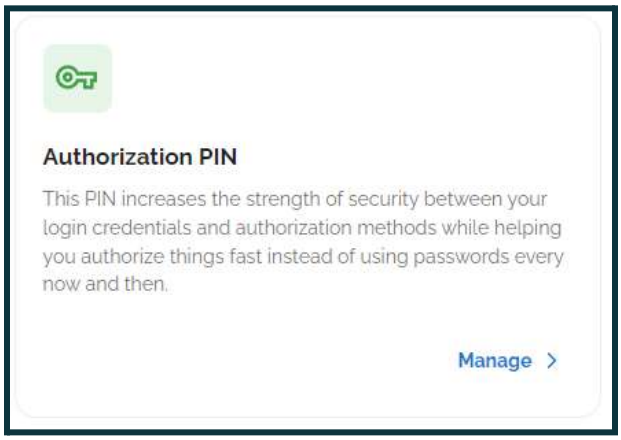
B. Type your current password; type your New Password and retype it in Confirm Password.
   - Must be at least **8** characters long
   - Must contain a CAPITAL letter and a Number
   - Must contain a SPECIAL character or symbol.
   - Passwords must match

C. Click **CONFIRM CHANGES.**



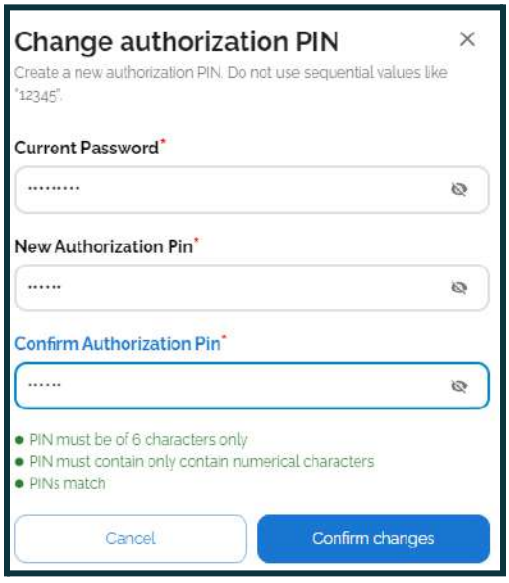
1.17.3. Change Authorization PIN

A. To change your password, click **MANAGE** in the Authorization PIN card.

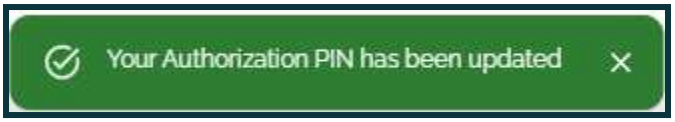


B. Type your current password and your new authorization PIN.
   - Must be exactly 6 numbers.
   - Use non-sequential numbers for added security.

C. Click **CONFIRM CHANGES.**



D. A confirmation message will appear, confirming successful updating of your authorization PIN.



go to Common User Modules

go to Supervisor Modules

Supervisor Modules

SUPERVISOR MODULES

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   - 3.5. View Compensatory Time-Off
4. Manage Schedule
   - 4.1. Create Schedule
   - 4.2. Exchange Duty Requests
5. Request for Overtime

Introduction

Welcome to the Zamboanga City Medical Center's User Management Information System (UMIS) - Supervisor Module User Manual. This manual is specifically designed to provide supervisors with detailed instructions on using the advanced features and functionalities of the UMIS that are exclusive to their roles.

As a supervisor, you have access to specialized modules that empower you to approve or decline requests and manage schedules to ensure smooth operational workflows. This manual will guide you through each of these modules, offering step-by-step instructions to help you perform your supervisory duties effectively and efficiently.

The purpose of this manual is to ensure that supervisors understand how to leverage the full capabilities of the UMIS to maintain high standards of operational excellence, enhance communication within teams, and uphold regulatory compliance across the organization.

By using this manual, you will gain a comprehensive understanding of the supervisor-specific features, enabling you to manage your responsibilities with confidence and precision.

go to Common User Modules

go to Supervisor Modules

1. Supervisor Sidebar

As a user with a supervisory role, you are given additional modules that you can use to help you in accomplishing your function as a supervisor. These modules are shown in your sidebar, under the SUPERVISOR label, below the Employee group of modules.

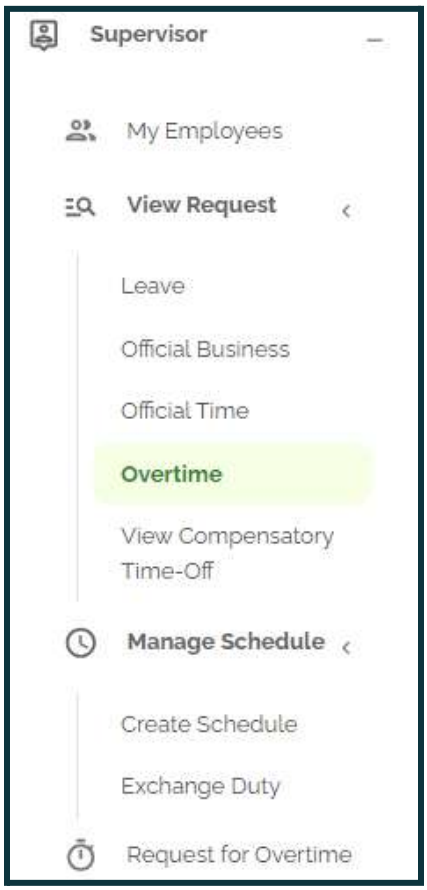
The added modules under the Supervisor group are the following:

A. My Employees
   - Allows you to see the list of all employees under your group (Division, Department, Section, or Unit)

B. View Request
   - Allows you to manage requests submitted by your employees. These requests include
     - Leave
     - Official Business
     - Official Time
     - Overtime
     - Compensatory Time off (viewing only)

C. Manage Schedule
   - Allows you to create or assign a monthly work schedule for your employees.
   - This module also allows you to manage the exchange of duty requests.

D. Request for Overtime
   - Allows you to file an overtime request.

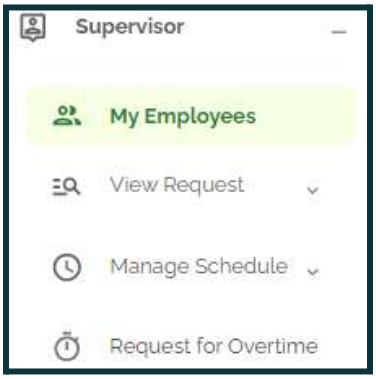


go to Common User Modules

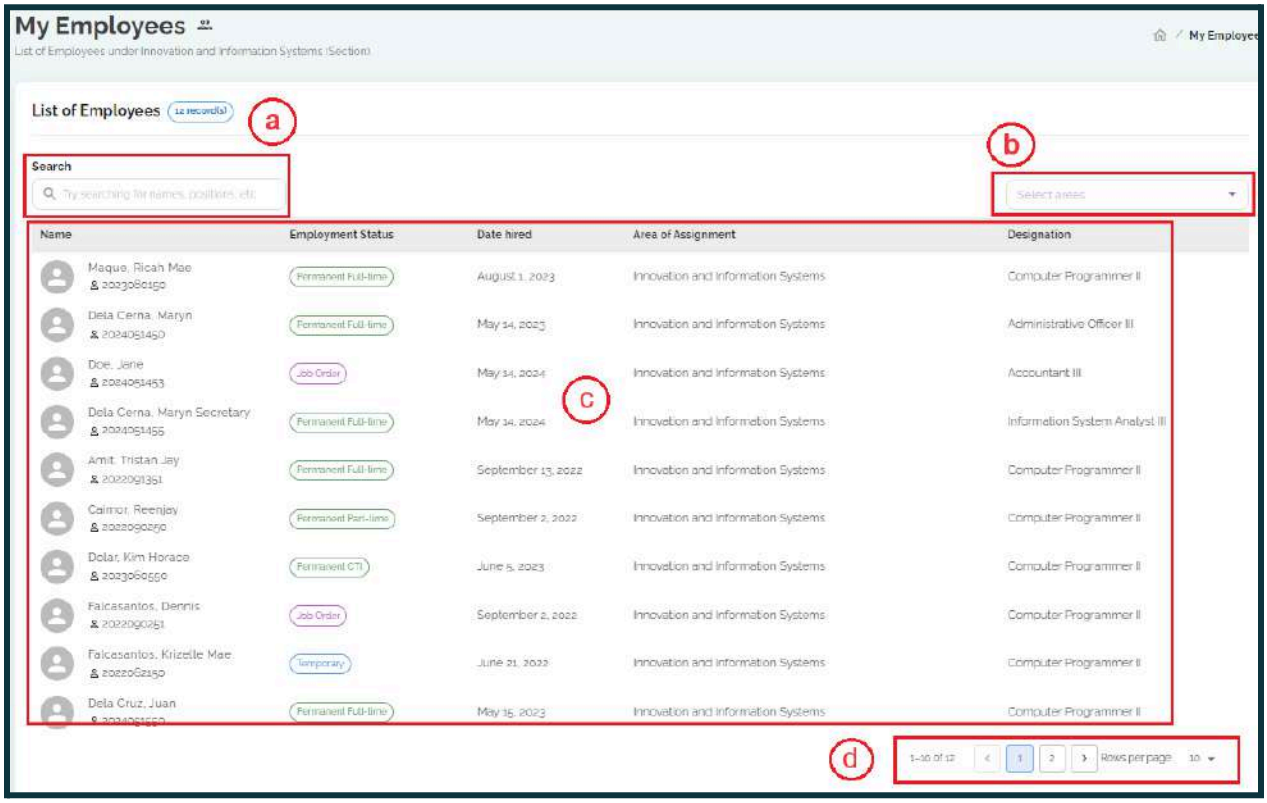
go to Supervisor Modules

2. My Employees

A. To access this module, in your **sidebar**, under **Supervisor**, click **MY EMPLOYEES**.



B. The **My Employees** page will also show you the following:
   a. Search bar, for searching specific employees, designation, or employment status.
   b. Filter by Area, for supervisors managing multiple areas.
   c. List of employees
   d. Number of rows displayed on the page.

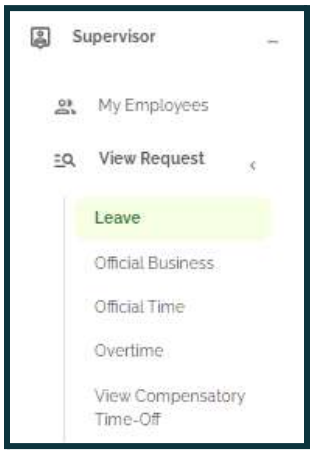


Report An Issue

3. Manage Requests

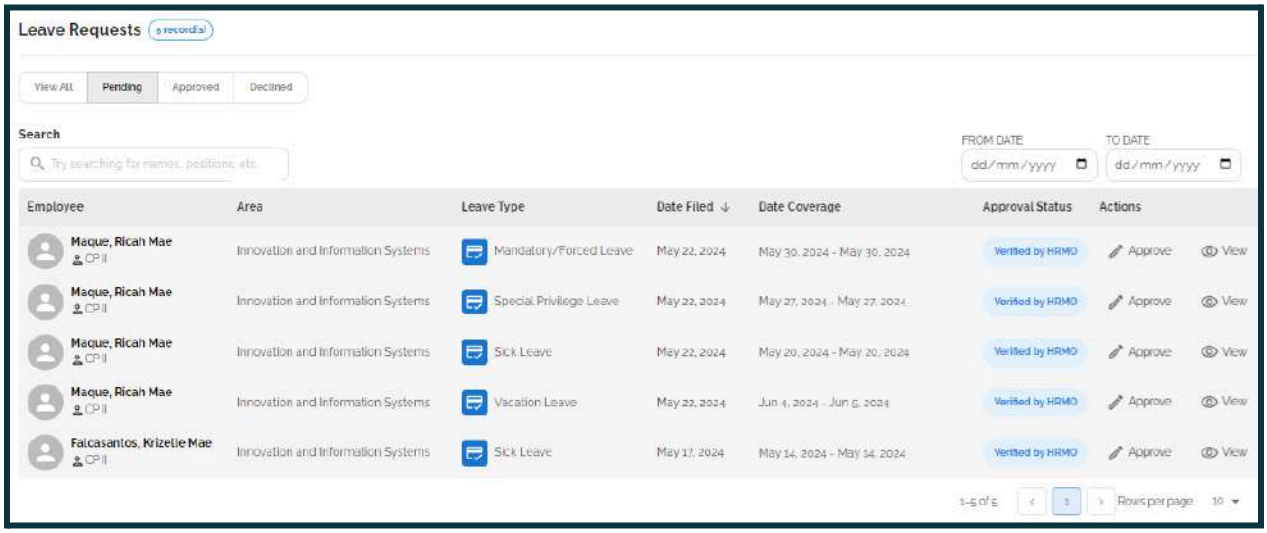
3.1. Leave

A. To access this module, in your **sidebar**, under **Supervisor**, click View **Request**, click **LEAVE.**



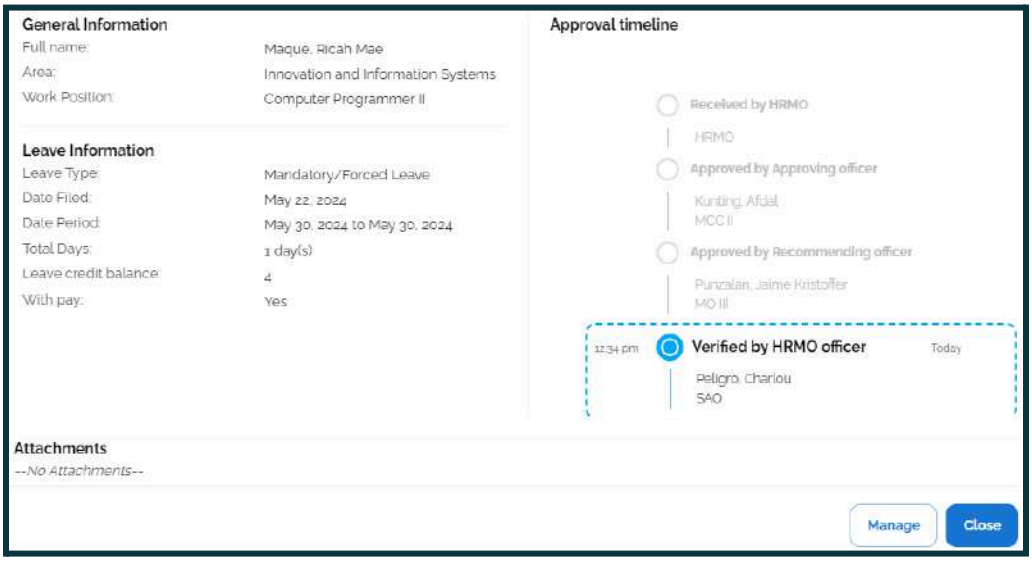
B. The **Leave Requests** page:

- Allows you to see all the requests made by your employees, approved by HRMO. If the request has not yet been approved by HRMO, it will not appear in your list.
- The requests are grouped into Pending, Approved, and Declined.
- The requests are sorted from the latest to the earliest submitted request.
- Allows you to see the summary of the request including leave type, duration of leave, and approval status.

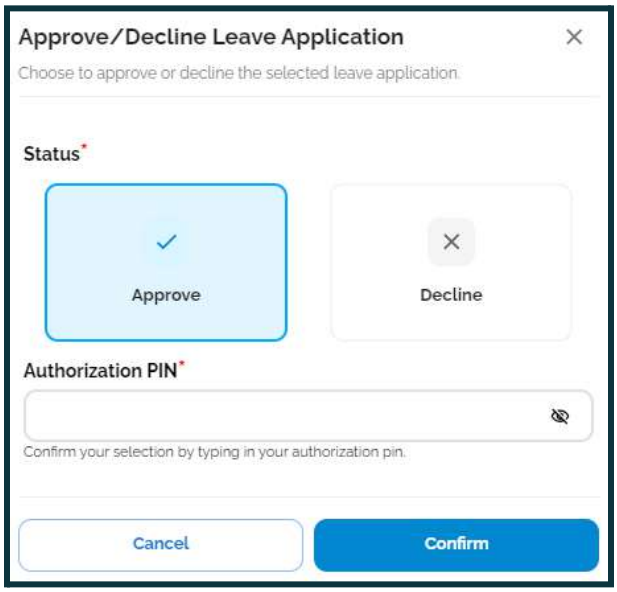


C. To see the details of the request, click the **approve** icon or **view** icon under the **Actions** column.

D. To approve (or decline) a request from the employee's leave information dialog, click the **MANAGE** button.



E. Make your decision by selecting either Approve or Decline button. Type your Authorization PIN, and click the **CONFIRM** button.



F. A message will be shown to confirm your action on the request.

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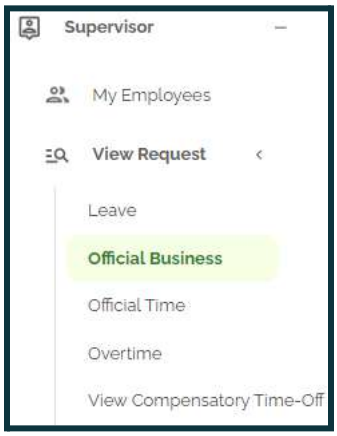
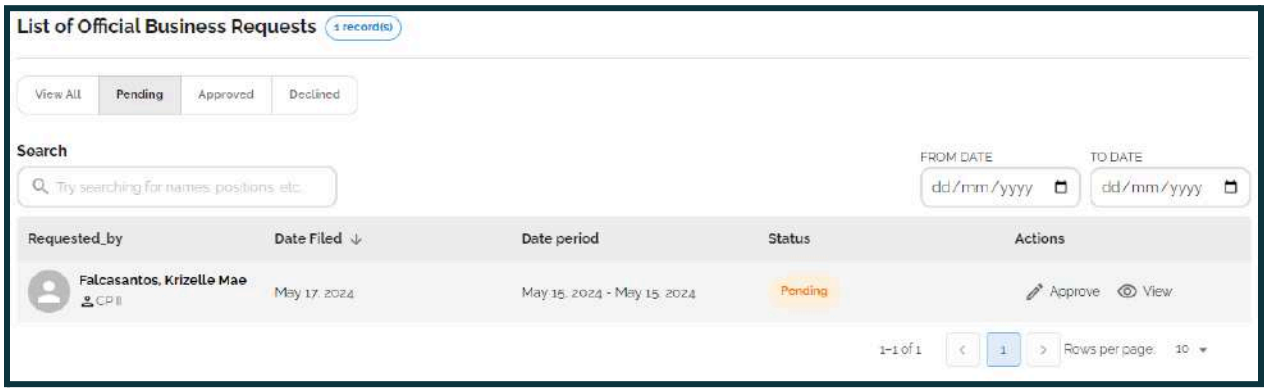
3.2. Official Business

A. To access this module, in your **sidebar**, under **Supervisor**, click **View Request**, click **OFFICIAL BUSINESS.**

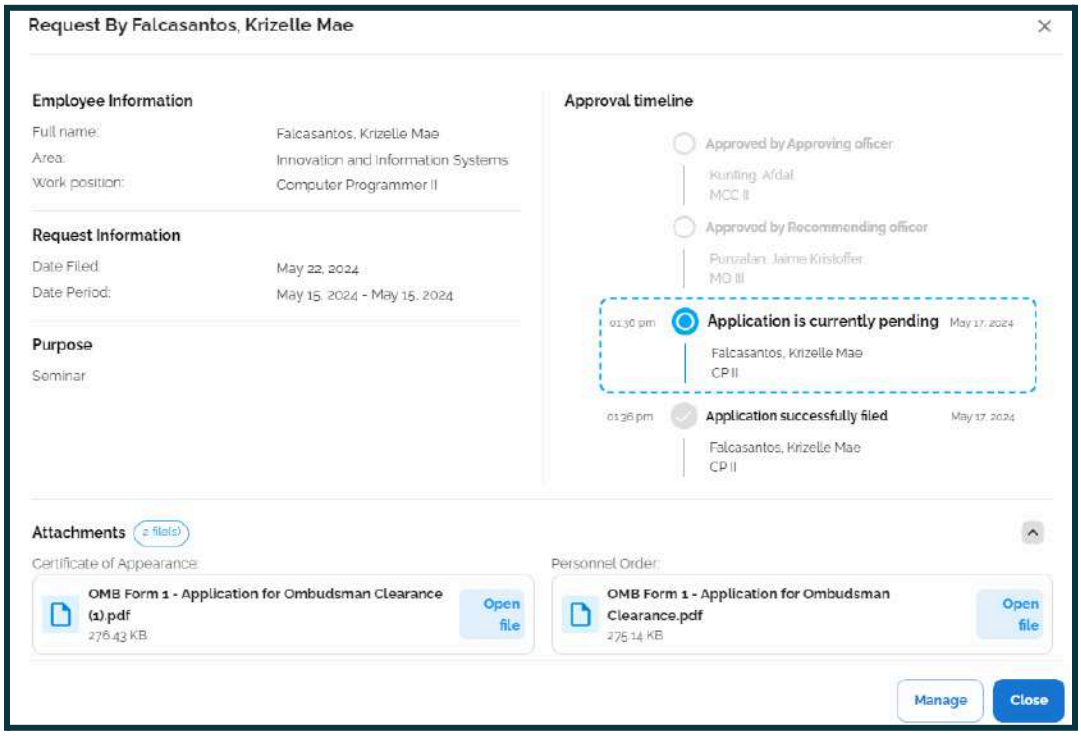


B. The **Official Business Requests** page:
- Allows you to see all the requests made by your employees.
- The requests are grouped into Pending, Approved, and Declined.
- The requests are sorted from the latest to the earliest submitted request.
- Allows you to see the date period of OB request and its status.

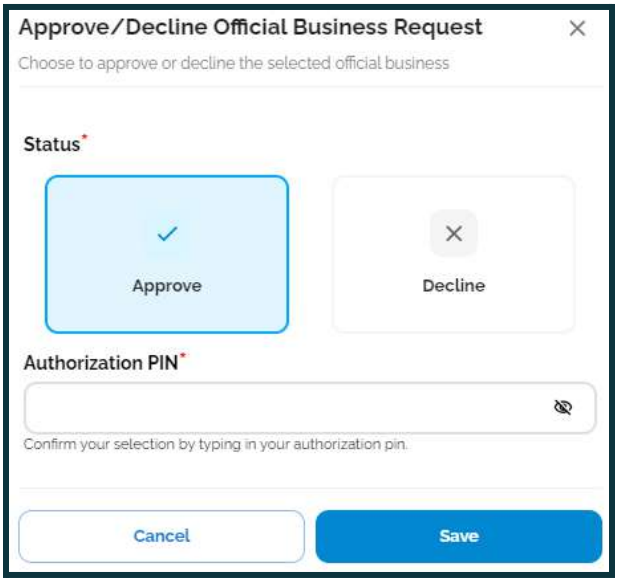


C. To see the details of the request, click the **approve** icon or **view** icon under the **Actions** column.

D. To approve (or decline) a request from the employee's OB information dialog, click the **MANAGE** button.



E. Make your decision by selecting either Approve or Decline button. Type your Authorization PIN, and click the **SAVE** button.

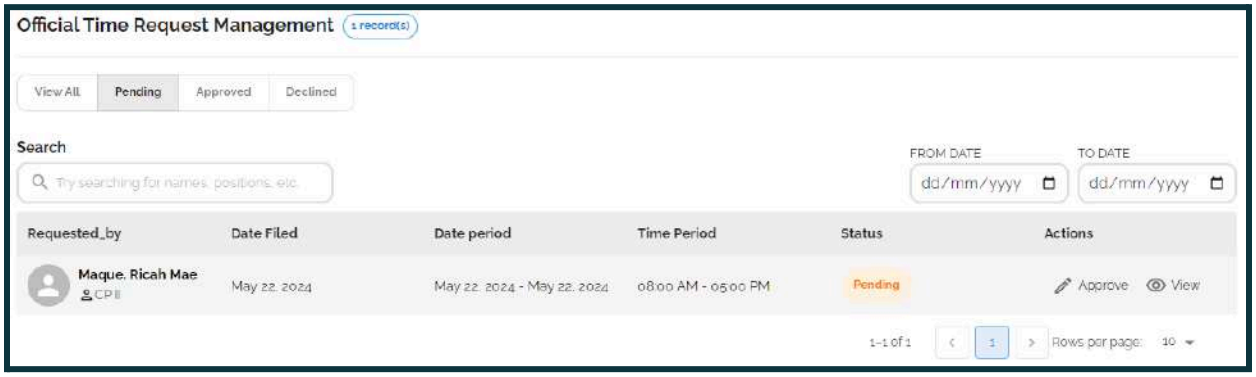


F. A message will be shown to confirm your action on the request.

3.3. Official Time

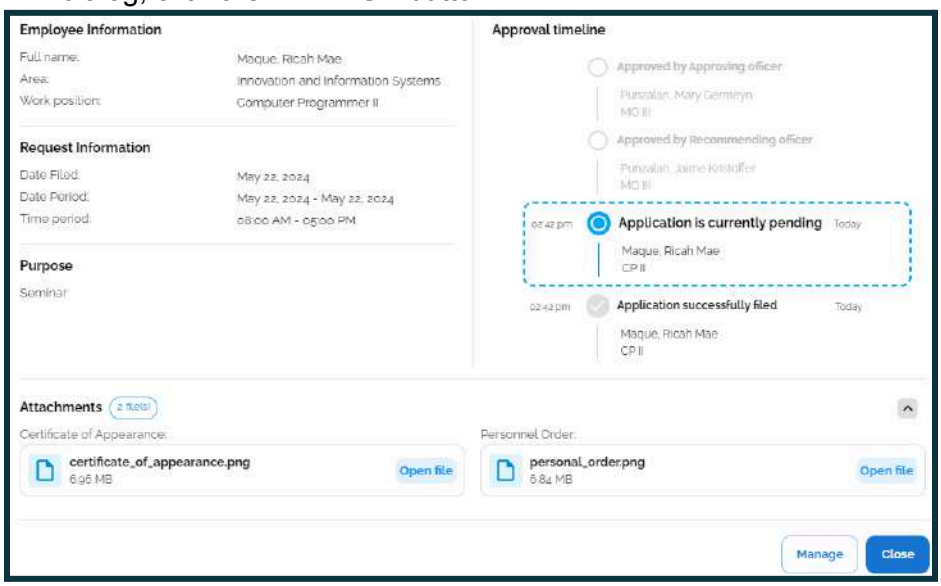
A. To access this module, in your **sidebar**, under **Supervisor**, click **View Request**, click **OFFICIAL TIME.**

B. The **Official Time Requests** page:
- Allows you to see all the requests made by your employees.
- The requests are grouped into Pending, Approved, and Declined.
- The requests are sorted from the latest to the earliest submitted request.
- Allows you to see the date period of OT request and its status.

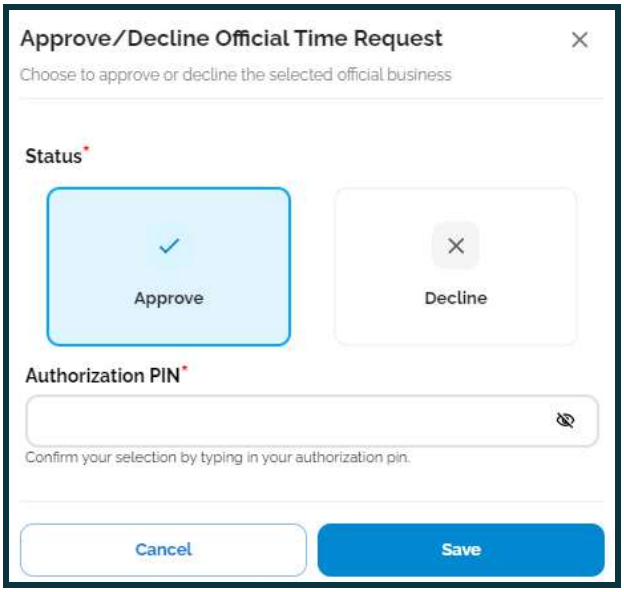


C. To see the details of the request, click the **approve** icon or **view** icon under the **Actions** column.

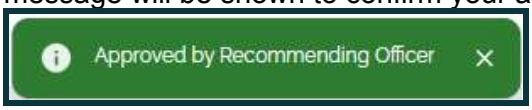
D. To approve (or decline) a request from the employee's OT information dialog, click the **MANAGE** button.



E. Make your decision by selecting either Approve or Decline button. Type your Authorization PIN, and click the **SAVE** button.

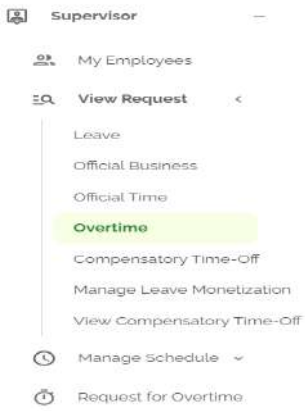


F. A message will be shown to confirm your action on the request.



3.4. Overtime (Division Head and MCC only)

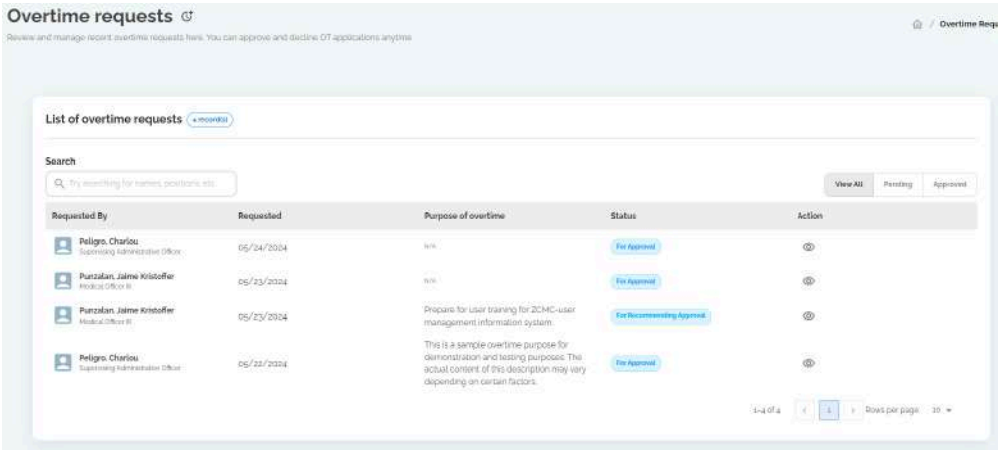
A. To access this module, in your **sidebar**, under **Supervisor**, click **View Request**, click **OVERTIME.**



B. The **Overtime Requests** page:

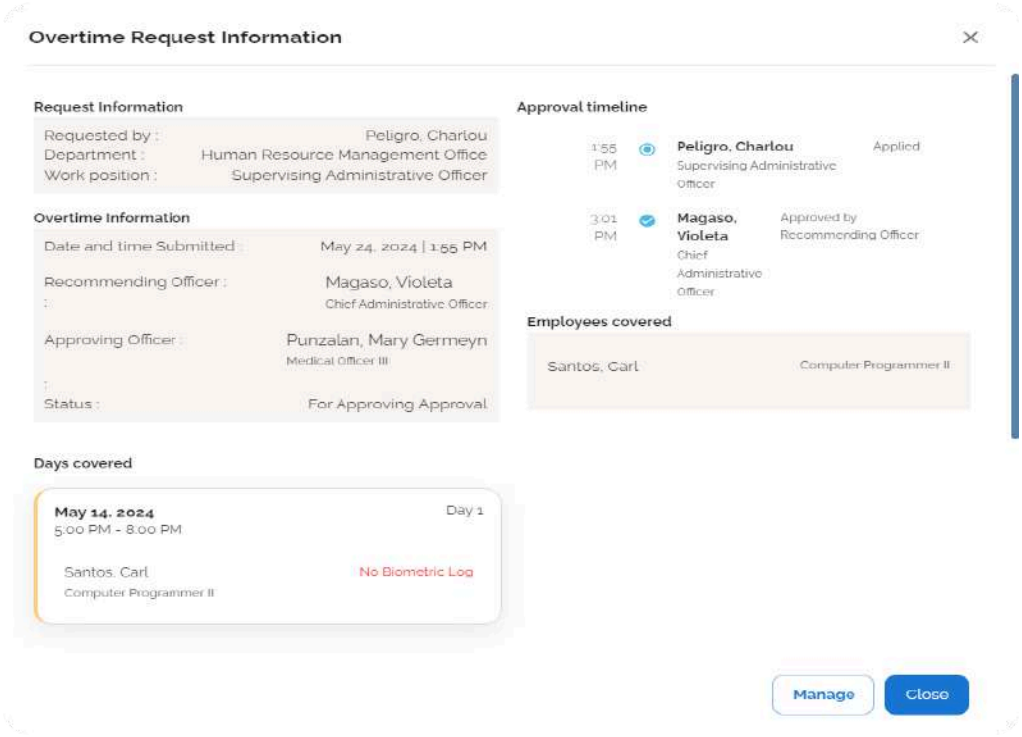
- Allows you to see all the requests made by your employees.
- The requests are grouped into Pending, Approved, and Declined.

- The requests are sorted from the latest to the earliest submitted request.
- Allows you to see the requested date period of Overtime request and its status.

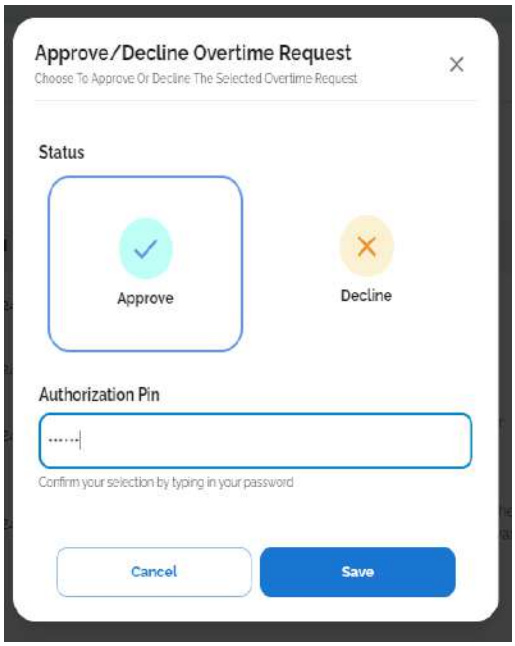


C. To see the details of the request, click the **view** icon under the **Actions** column.

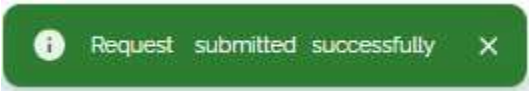
D. To approve (or decline) a request from the employee's Overtime information dialog, click the **MANAGE** button.



E. Make your decision by selecting either Approve or Decline button. Type your Authorization PIN, and click the **SAVE** button.



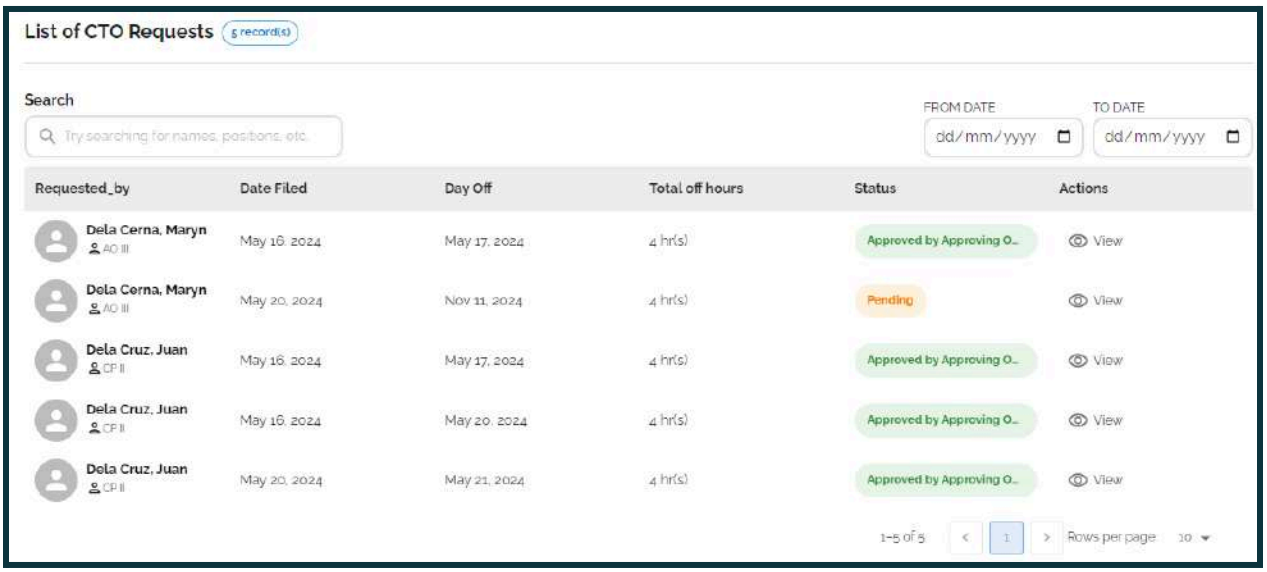
F. A message will be shown to confirm your action on the request.



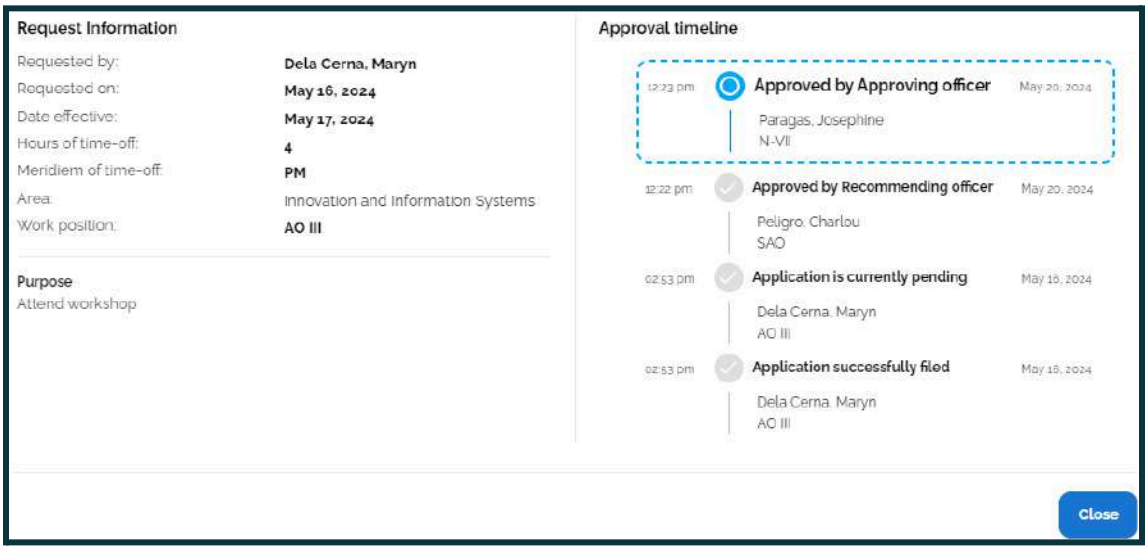
3.5. View Compensatory Time-Off

A. To access this module, in your **sidebar**, under **Supervisor**, click **View Request**, click **VIEW COMPENSATORY TIME-OFF.**

B. The **Compensatory Time-Off Requests** page:
- Allows you to see all the requests made by your employees.
- As a supervisor, you are only given **viewing** rights to these requests.
- The approval of CTO requests is through HRMO and the Division Head only.



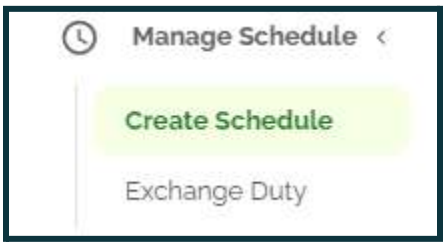
C. To see the details and status of the request, click the **view** icon under the **Actions** column.



4. Manage Schedule

4.1. Create Schedule

A. To access this module, in your **sidebar**, under **Supervisor**, click **Manage Schedule**, and click **CREATE SCHEDULE.**

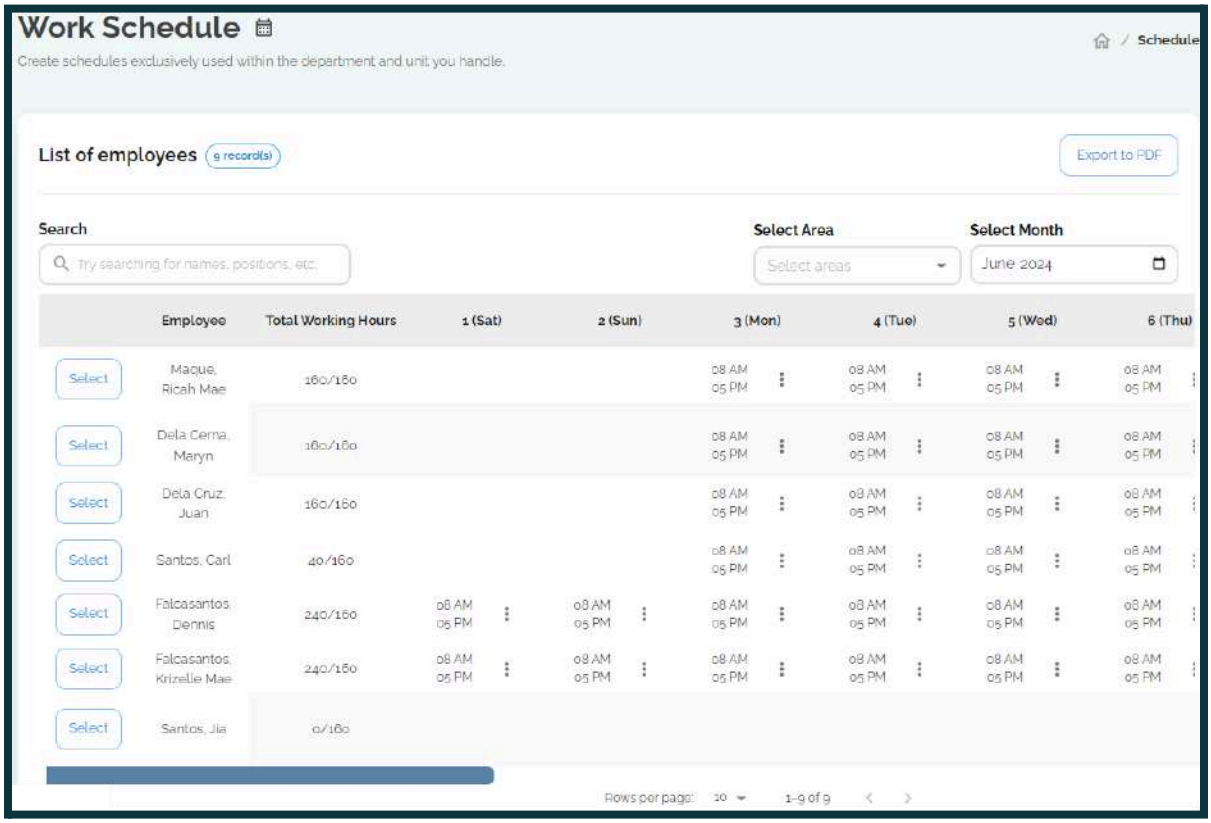


B. The **Work Schedule** page contains the following:

- A table that shows the following:
  - schedules of all the employees under your supervision.
  - Days of the month and the number of employees on duty for each day.
- Filters to select the month and area of the employees, for supervisors handling multiple units.
- Working hours assigned over the total working hours defined by HR.

go to Common User Modules

go to Supervisor Modules



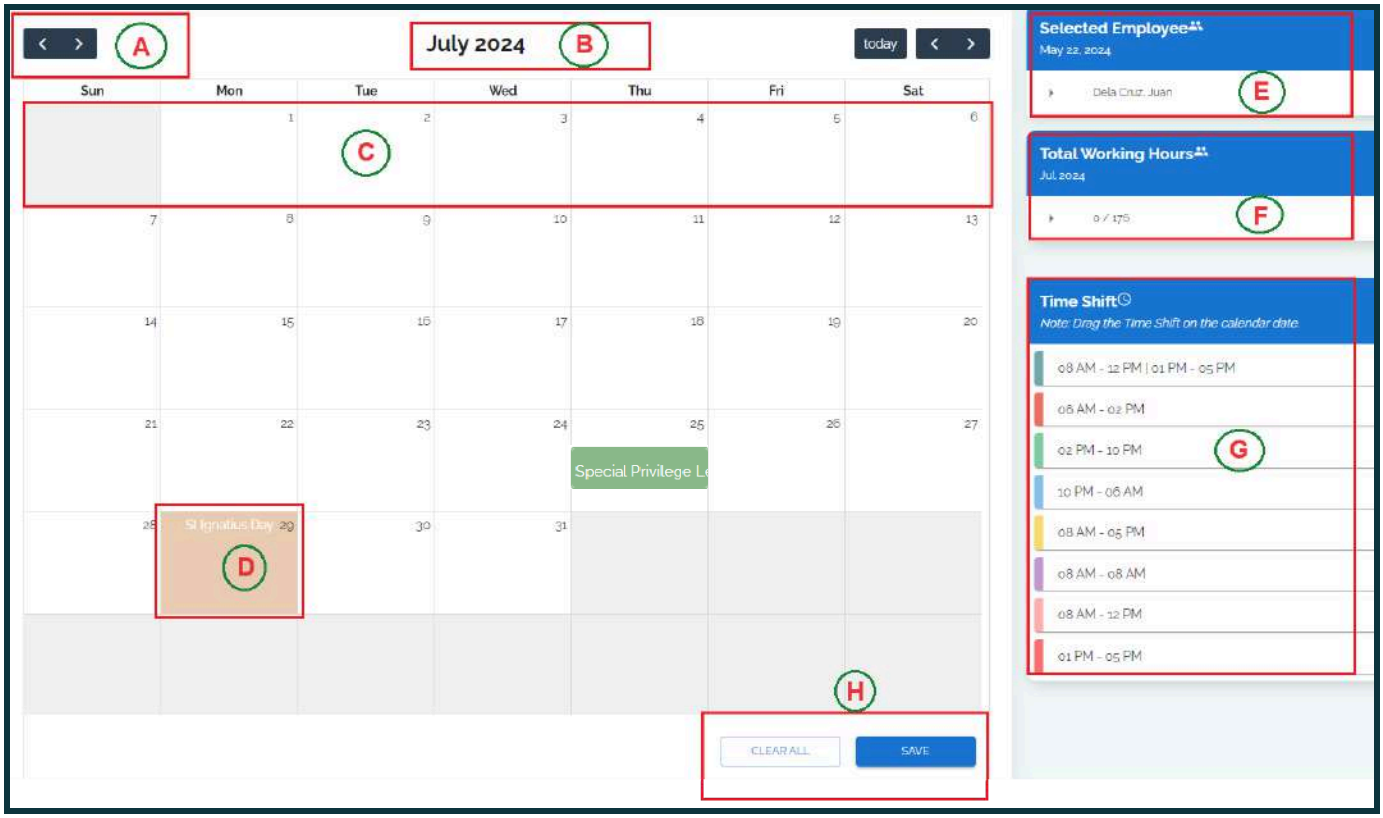
C. To assign a schedule to your employee, click the **SELECT** button next to the employee's name.

D. The Create schedule page has the following elements:
   - A - month selector;
   - B - the month you are making a schedule on;
   - C - calendar cells where you put the time shifts on;
   - D - set holiday;
   - E - name of the selected employee you are making a schedule for;
   - F - Total working hours for the given month;
   - G - time shift that you can use in assigning a schedule;
   - H - Save and clear all buttons.

Report An Issue

go to Common User Modules

go to Supervisor Modules



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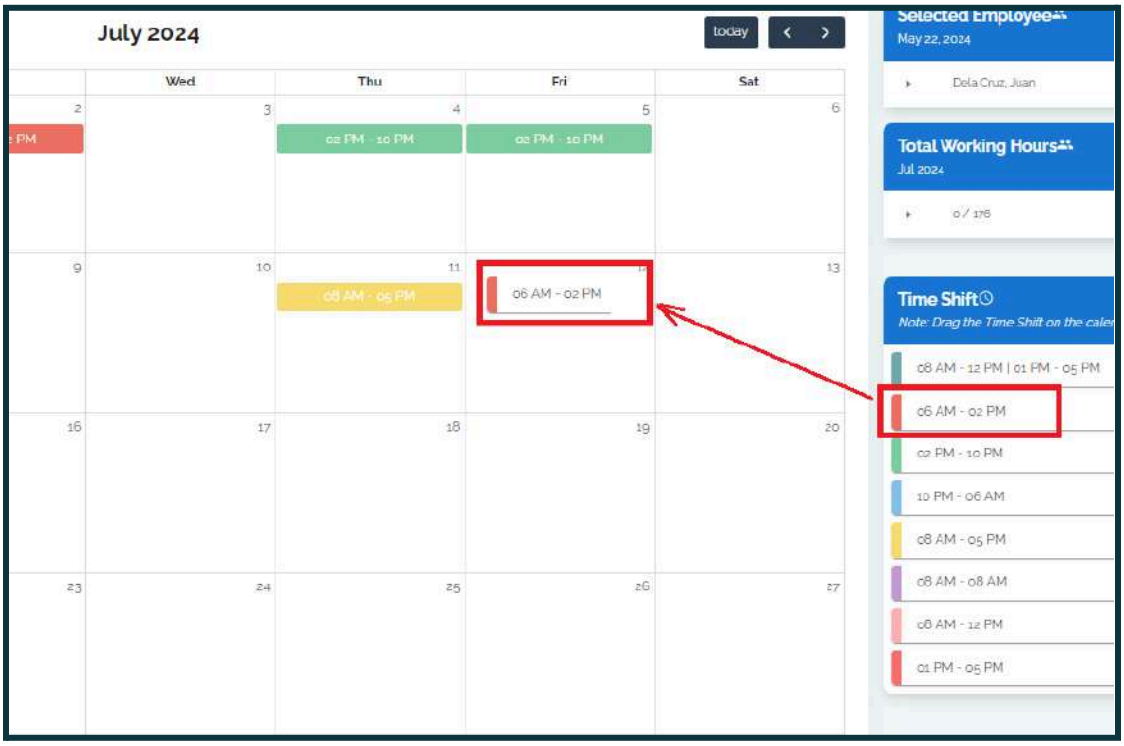
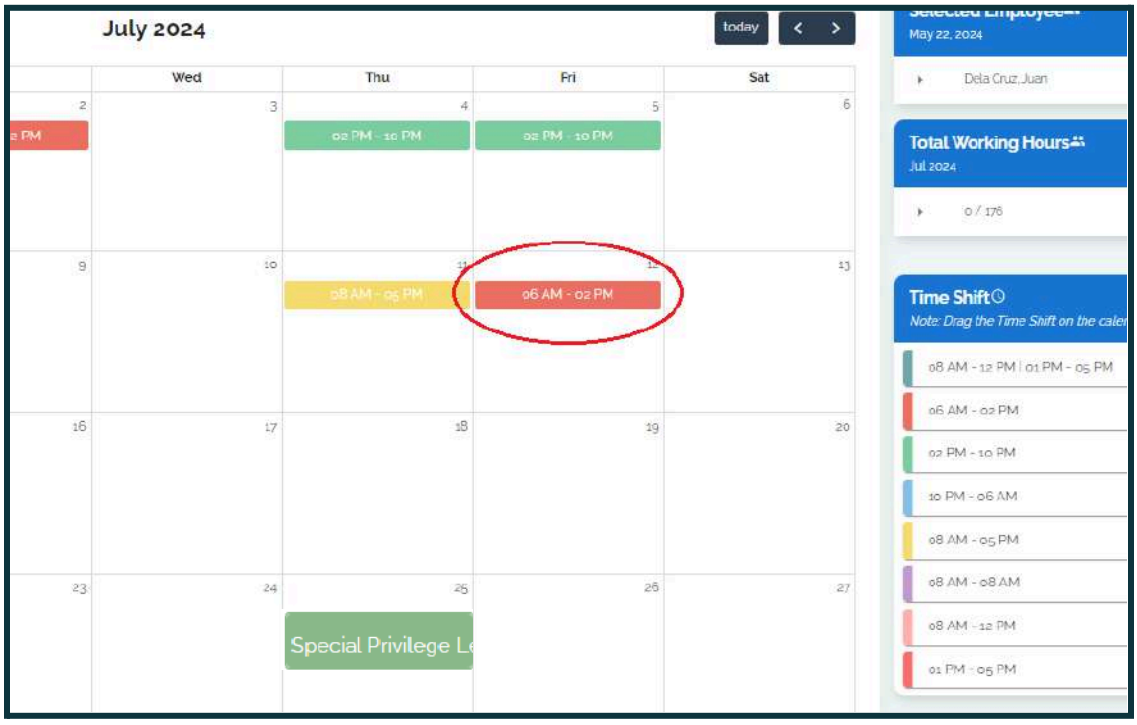
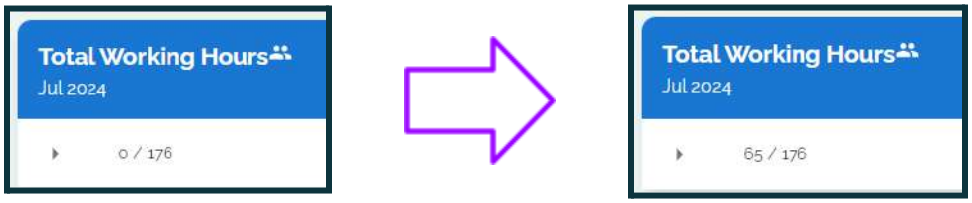
E. To assign a schedule, drag the time shift and drop it into the calendar cells.

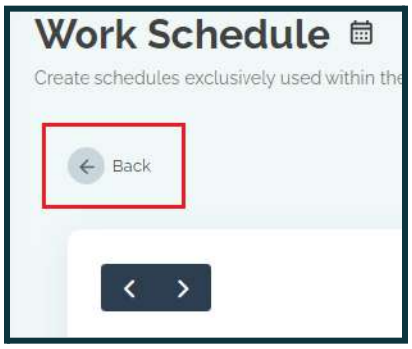




F. To remove a time shift in the schedule, **click** the time shift in the calendar cell.
G. Click the **SAVE** button to update the schedule and the **Total Working Hours.**

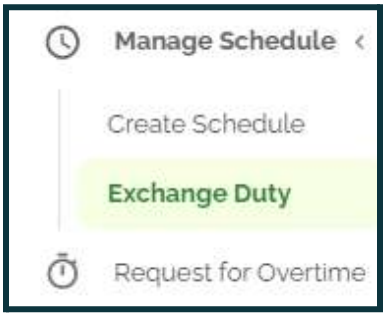


H. If you are satisfied with the schedule, click the **BACK** button located at the upper left corner above the calendar.



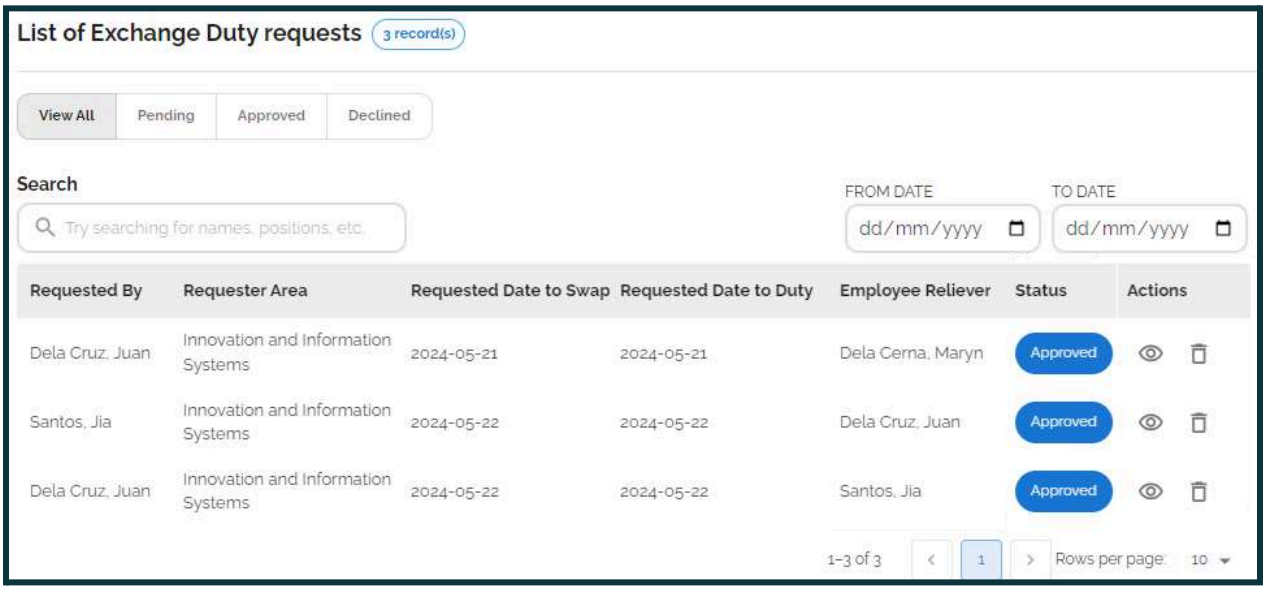
4.2. Exchange Duty Requests

A. To access this module, in your **sidebar**, under **Supervisor**, click **Manage Schedule**, and click **EXCHANGE DUTY.**

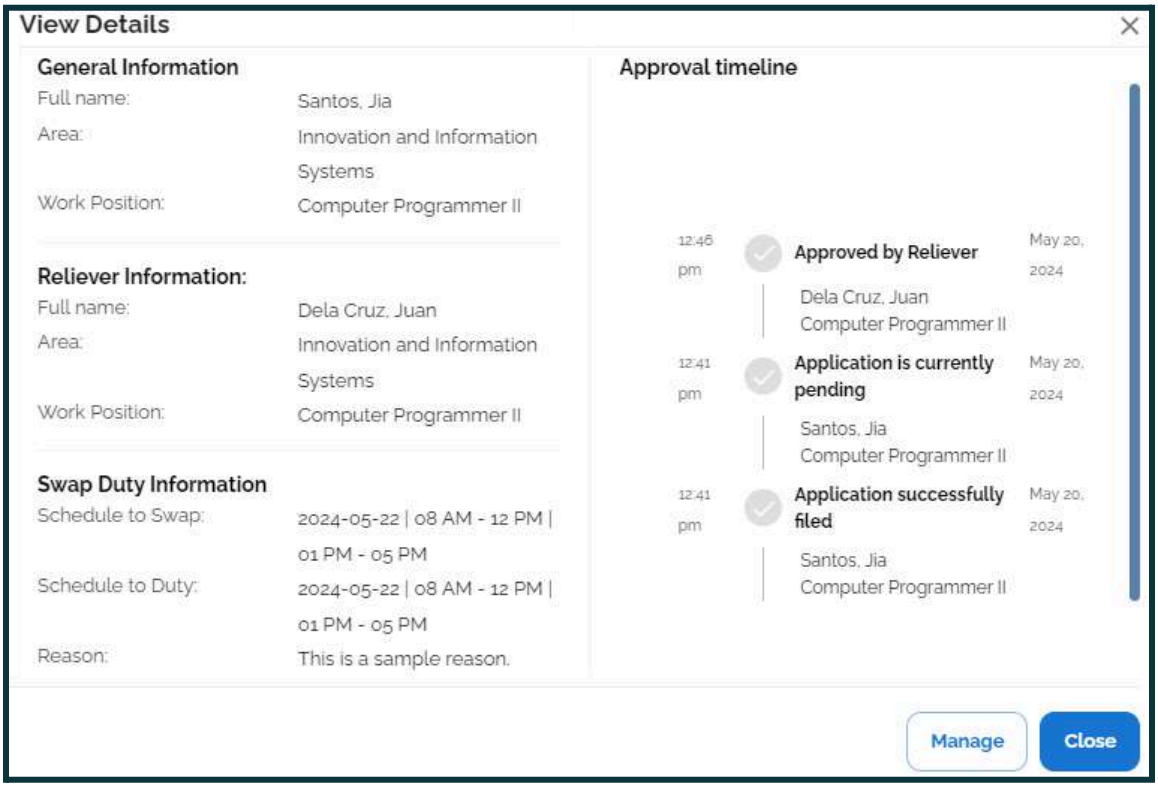


go to Common User Modules go to Supervisor Modules

B. The **Exchange Duty requests** page:
- Allows you to see all the requests you made by your employees.
- The requests are grouped into Pending, Approved, and Declined.



C. To view the details of the request, click the eye icon under the Actions column. To process the request, click the **MANAGE** button



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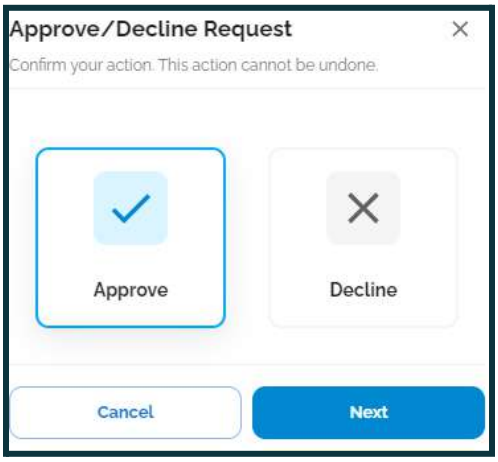
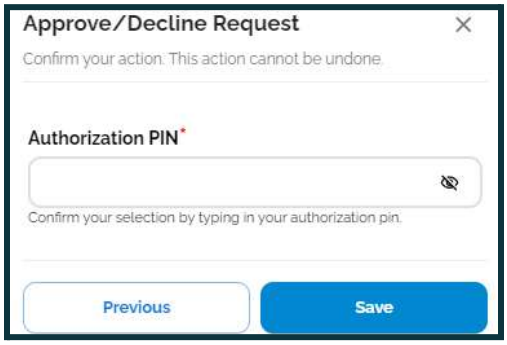
D. Click either **Approve** or **Decline** and click **NEXT.**



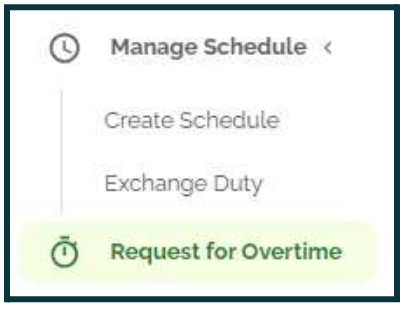
E. Type your Authorization PIN and click **SAVE**.



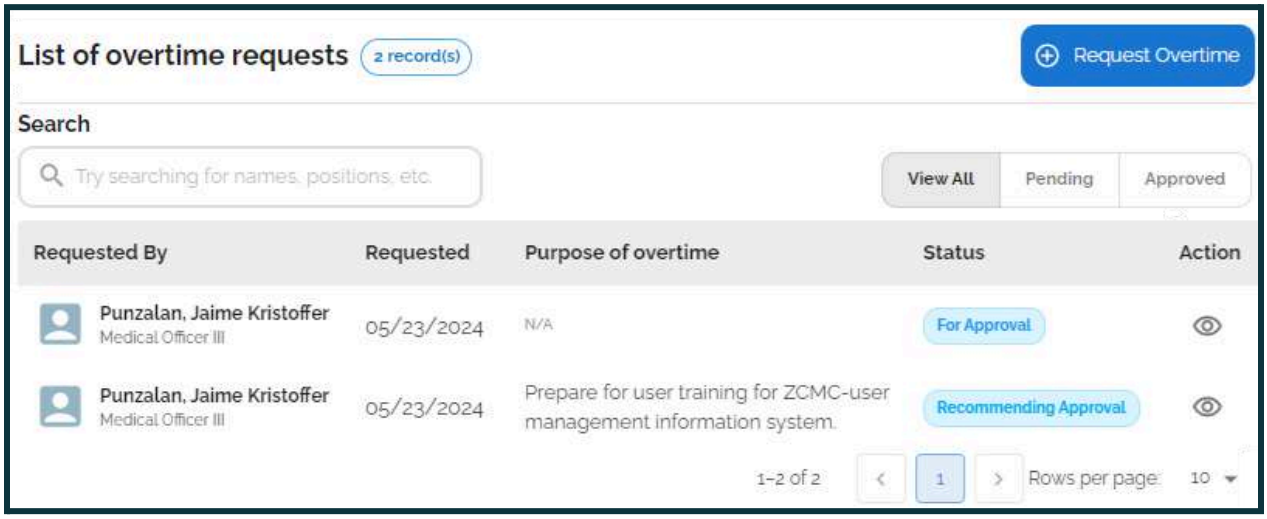
F. A message will be shown for a successful process.

5. Request for Overtime

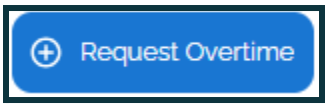
A. To access this module, in your sidebar, under Supervisor, click Manage Schedule , and click **REQUEST FOR OVERTIME**.



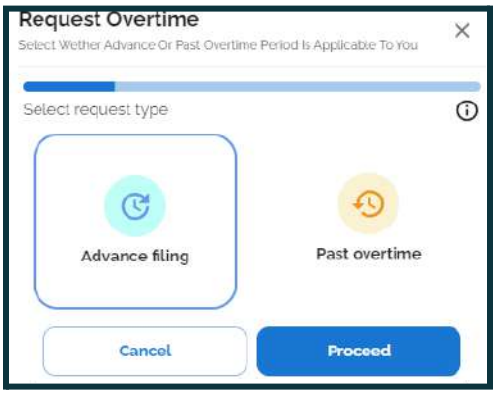
B. The **List of overtime requests** page contains a table that shows the list of overtime requests that you filed and their status.



C. To file a request for overtime, click the **[+] REQUEST OVERTIME** button.

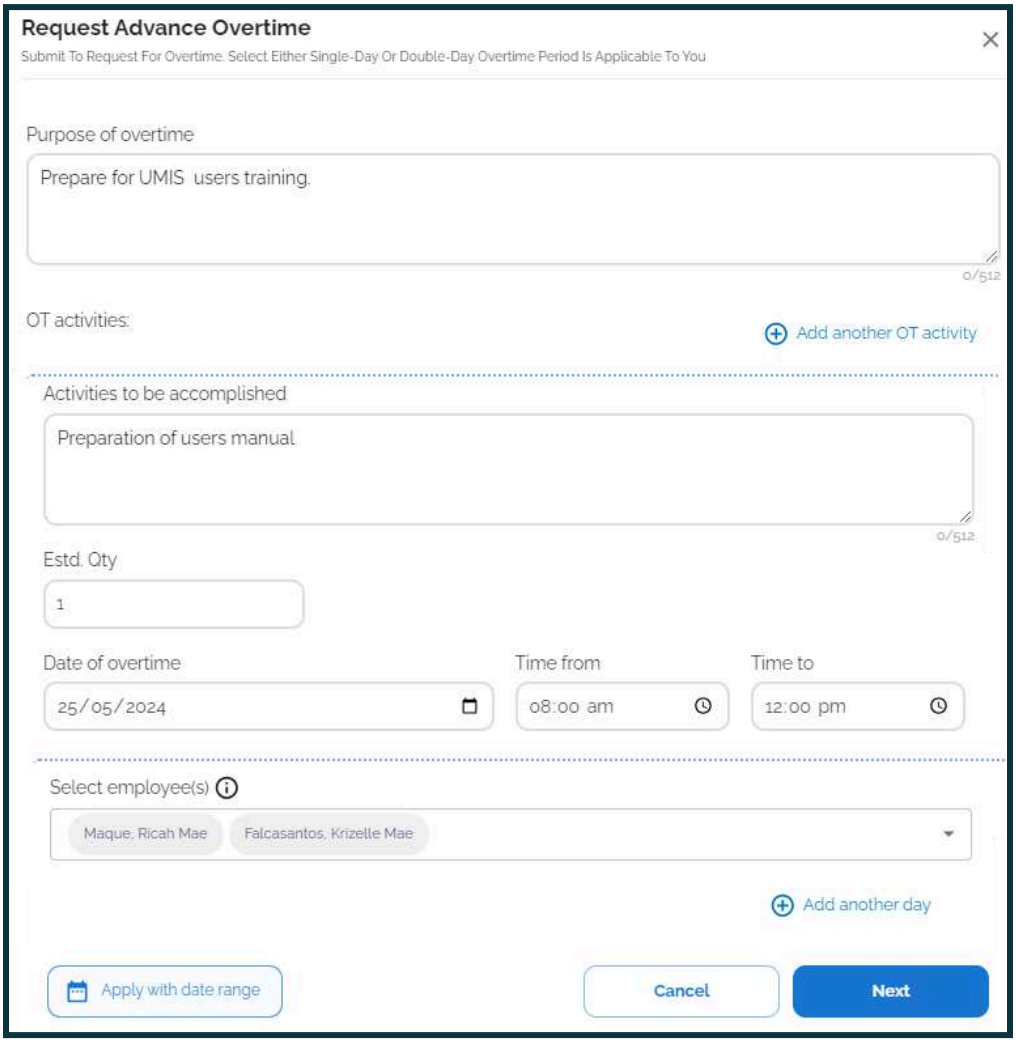


D. Select the type of filing: Advance or Past overtime. Click the **PROCEED** button.

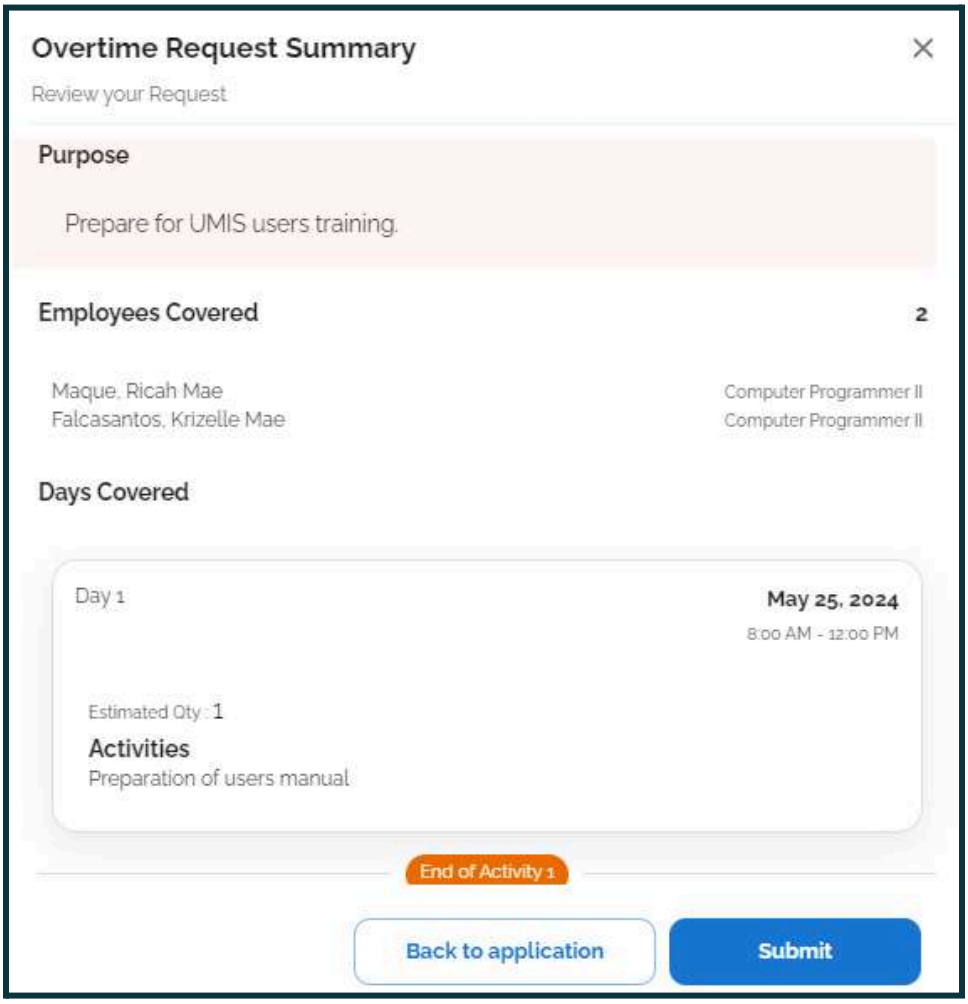


E. Fill out the needed details:
- Purpose of overtime
- OT Activities
- Date and time of overtime
- Employees involved.

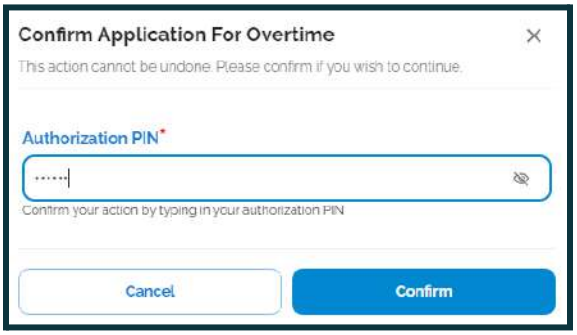
F. To add another OT activity, click the **[+] ADD ANOTHER OT ACTIVITY**.
G. Click **NEXT** to proceed.



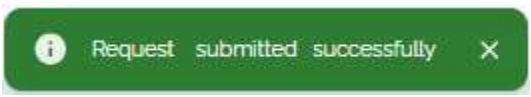
H. Review the details of your request. Click **SUBMIT** to proceed with the application.



I. Type your authorization PIN to confirm your request. Click **CONFIRM** to proceed.



J. A message will be shown to confirm your applied overtime request.



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go to Common User Modules

go to Supervisor Modules

For issues and concerns please report it through this link

Report an Issue

Or contact

Dr. Jaime Kristoffer T Punzalan
Innovation and Information Systems Unit
Office of the Medical Center Chief
Zamboanga City Medical Center
innovations@zcmc.doh.gov.ph
Extension 276 or 262

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