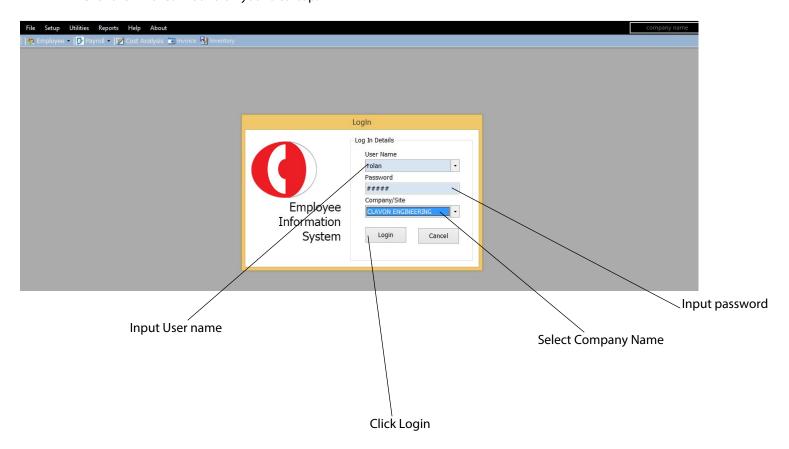
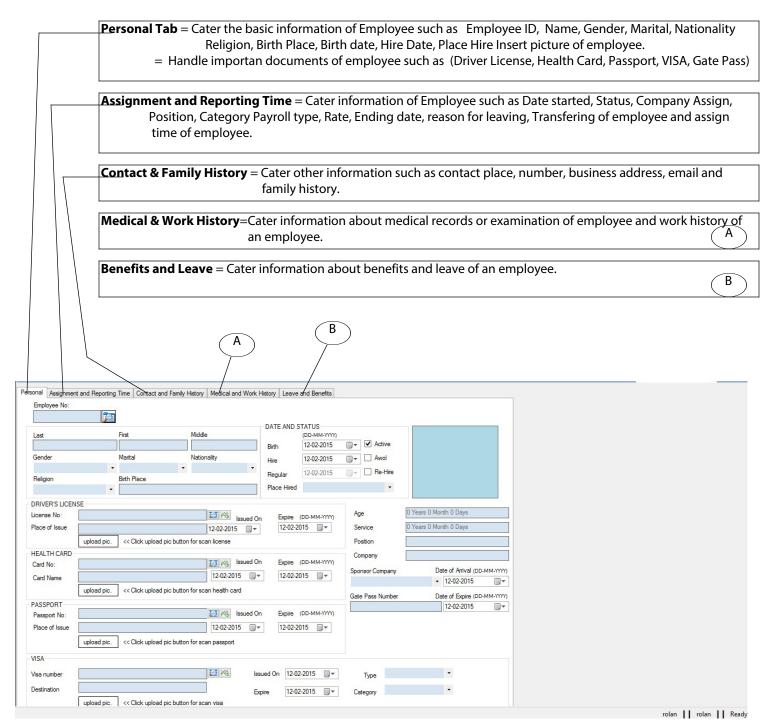
Employee Information System v.1 <u>User's Guide</u>

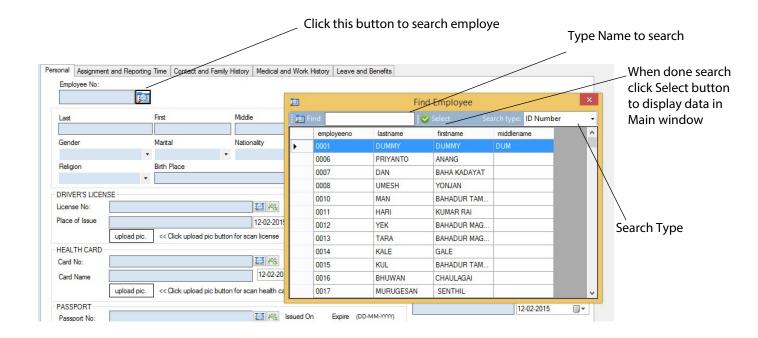
Table of Contents:	
Page	Title
2	User Login
	Main login module
	Overview of Employee module
3	Personal Information
4	Assignment and Reporting time
5	Contact and Family History
	Medical History
6	Employment History Benefits and Leave

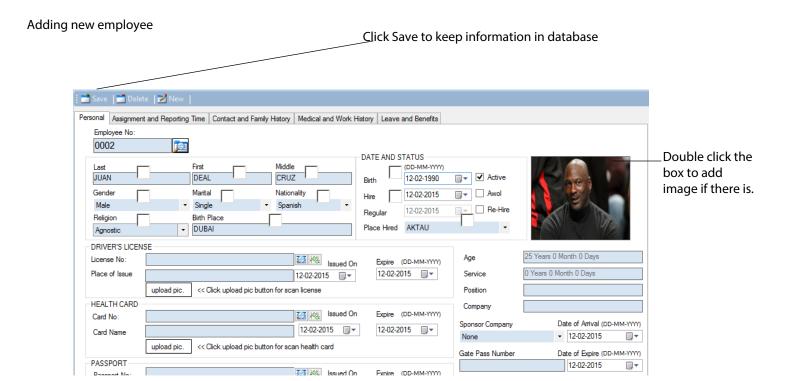
Click the HRIS icon found on your Desktop.



Next Part is Employee Registration (Click Employee->Information)





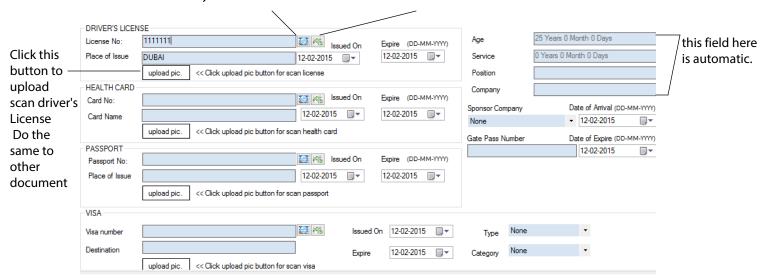


Note: those with X mark are important data to comply (Last name, first name, middle name, Gender, Marital, Nationality, Religion, Birth place, Birth date, Hire date, Place hired)

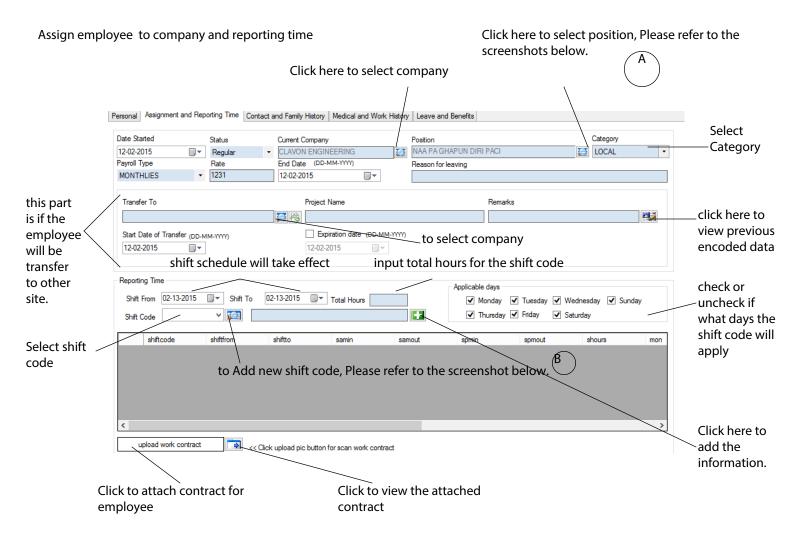
Other needed information for the employee, some of the field here need an expiration date and it will alert the Higher position if one of these document is near to expire. Settings for alert expiration can be found in the system (Setup->Company)

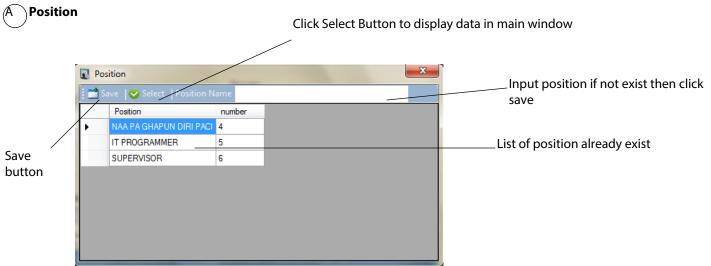
Click this button to view history or other issued driver license.

Click to clear the field and insert new one.



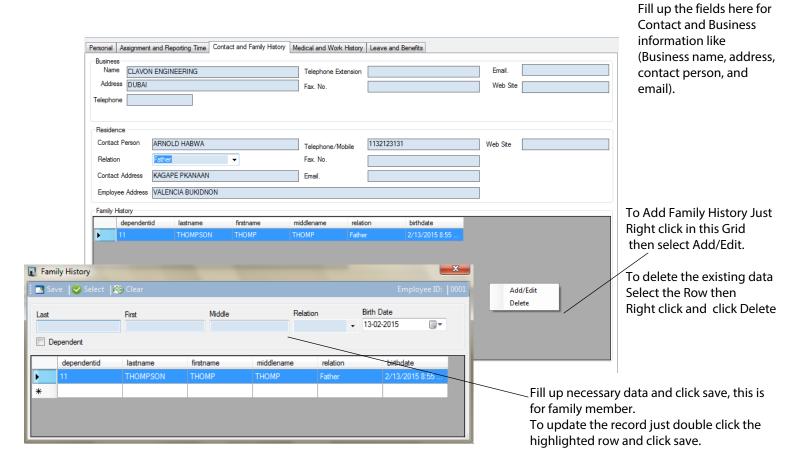
Note: After adding additional information Click Save button found in the header menu to update/save Information.



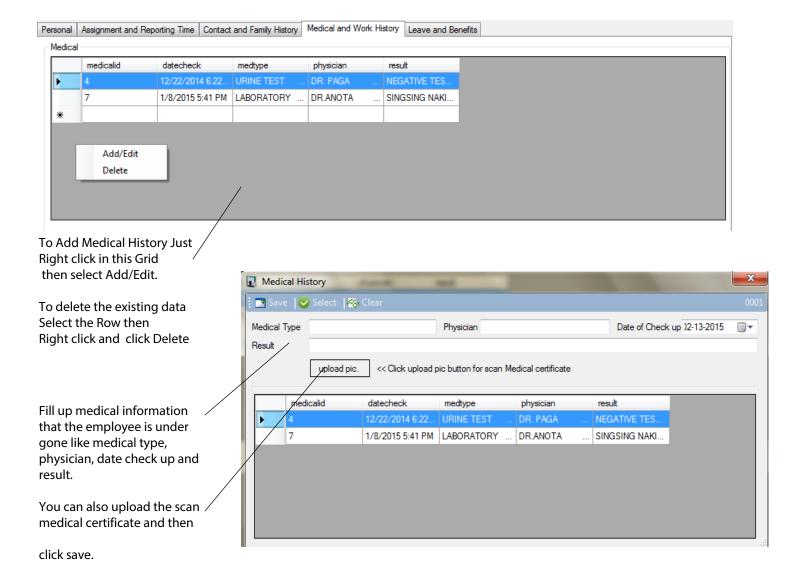


Adding Shift code

Contact and Family History

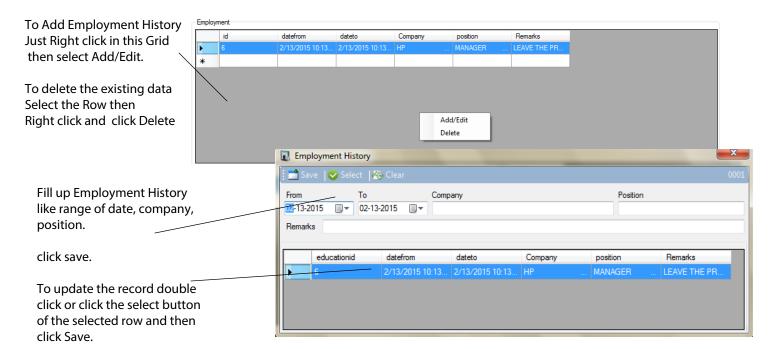


Medical History

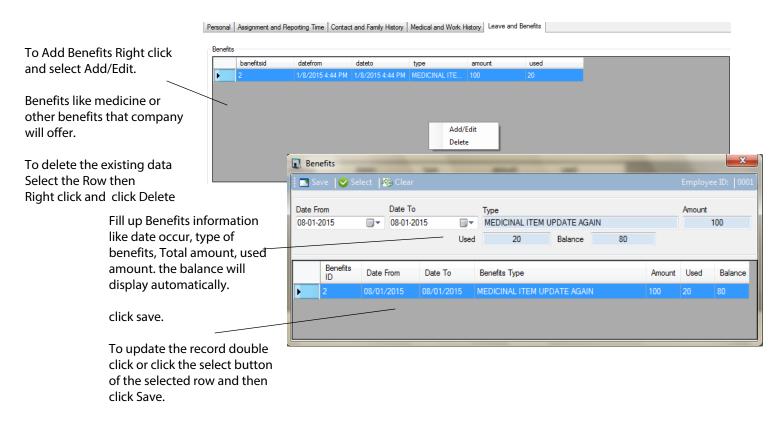


To update the record double click the selected row and then click Save.

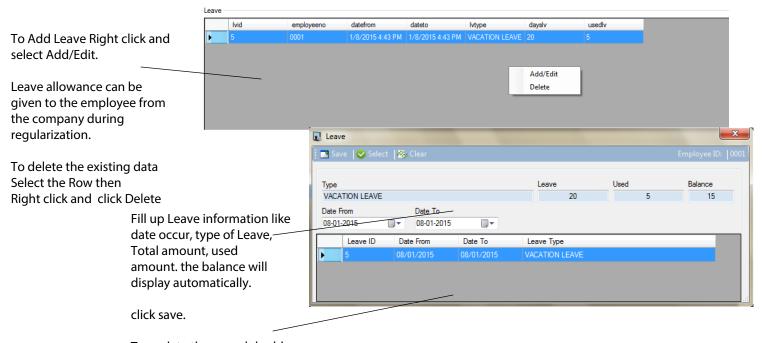
Employment History



Benefits Encoding



Leave Encoding



To update the record double click or click the select button of the selected row and then click Save.