

# **PNRI InfoSys**

## **User's Manual**

Version 1.0  
October 2020

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# **1. Introduction**

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The PNRI Enterprise Information System (InfoSys) is a web-based application which aims automate and integrate the general administrative services of PNRI.

This User Manual provides the detailed description of the system functions, which is necessary for the users of the system. This manual will show the conventions used throughout the system, as well as how you can customize it according to your needs.

## 2. Overview

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The PNRI Enterprise Information System (InfoSys) is a web-based and cloud-based information system, which is an enhancement of the existing InfoSys of PNRI. The new InfoSys comprises of modules of the general administrative services, which support business processes, information flows, reporting, and data analytics of PNRI. The system generally aims to speed up the administrative processes and centralization of data. MISS developed it in collaboration with Finance and Administrative Division (FAD). The InfoSys includes the following modules:

- Personnel and Biometrics module which allows the HR section to manage the employee information, automatic calculation of late and absences by automatically fetching the daily logs from the biometric devices, holidays and suspensions and the libraries.
- Payroll which helps in managing the payroll and annualization. This module allows you to manage employee salary, loans, bonus, allowance, disallowance, etc. The system also allows generation of reports such as payslip, general payroll, and remittances. This module also complies with the government rules and regulations in terms of computing tax, allowance, remittances, and bonuses.
- Payment module allows the Cash Section to issue of receipts for transactions fetched from the Statement of Accounts system, which is integrated with the PNRI Web Portal, and generate reports such as cashbook, monthly and daily report of collection.

## 3. Getting Started

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To access the system, the user must be assigned appropriate user rights given by the system administrator in the PNRI InfoSys. The user will then log in and perform tasks. After using the system, the user may log out his account to prevent unauthorized access to the system.

### 3.1 Set-up Considerations

The InfoSys is installed in the PNRI cloud infrastructure and can be accessed by users via web browser applications over the net. Its screens are designed to be viewed at a minimum screen resolution of 1024 x 768. To optimize your access to the InfoSys:

- Please disable pop-up blockers prior to attempting access to the InfoSys.
- Use Google Chrome version 20 or higher or Firefox version 30 or higher.

### 3.2 User Access Considerations

The InfoSys has many user accounts type with different access level:

- *Cashier* – This user type has full access in Payment and Payroll Module, including adding, modifying, deleting, and viewing all data. This user type can access the system configurations, dashboard, and issuance of receipt.
- *Accounting* - This user type can view reports of the Payment System and manage Annualization module
- *HRMO* - This user type can manage the employee related information and related libraries
- *Employee* - This user type can update his/her personal information and view holidays and suspensions, DTR, and payslip.

### 3.3 Accessing the System

#### A. To access the system,

1. Open a web browser (Preferably Google Chrome) and go to link <https://admin.services.pnri.dost.gov.ph/infosys>. You will be redirected to the new InfoSys Log In page.
2. Enter your *Username* and *Password* on the field provided then click **Login**, as shown in Fig. 1 below.

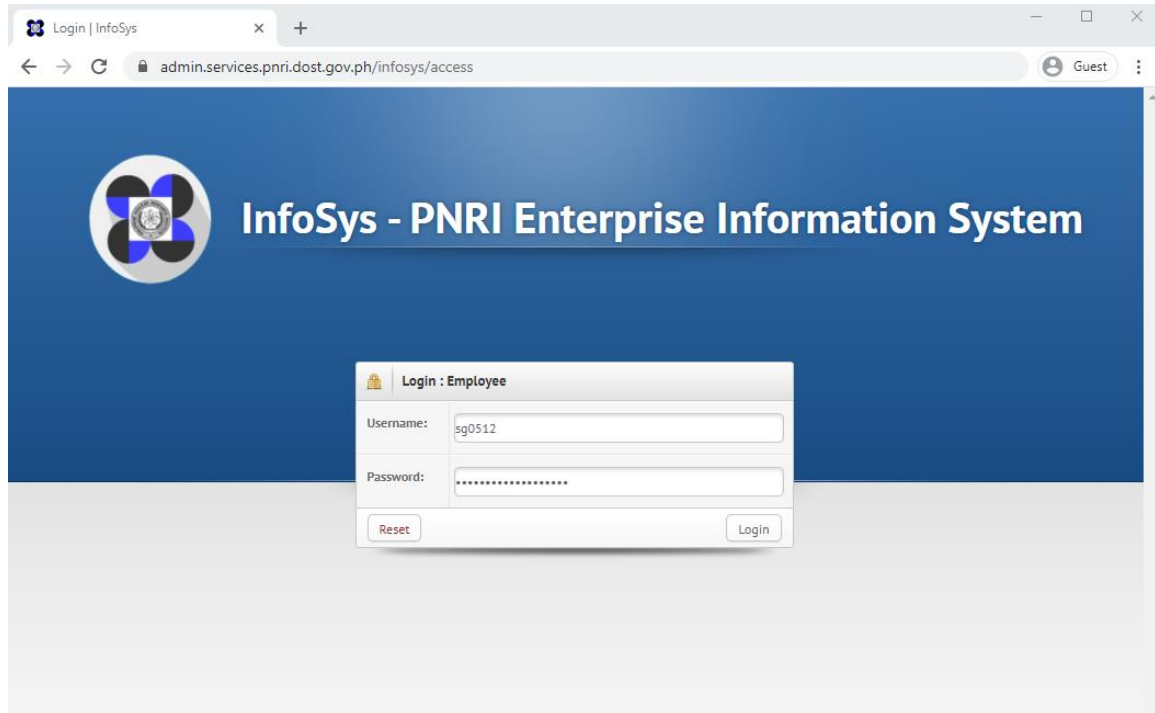


Figure 1. Log In Page

3. Upon successful login, you will be redirected to the Profile Page.

The screenshot displays the 'Employee Profile' page in the PNRI InfoSys application. The browser address bar shows the URL: `admin.services.pnri.dost.gov.ph/infosys/hr/employee`. The user is logged in as 'Guest'. The sidebar menu on the left includes 'Main Menu', 'Profile', 'Attendance', 'Payslip', and 'Issue Receipt'. The main content area has a breadcrumb trail: 'Home > Main Menu > Employee'. The 'Employee Profile' form is divided into two tabs: 'Account' and 'Personal Info'. The 'Personal Info' tab is active, showing the following fields:

Field	Value
First Name *	SUNRISE
Middle Name	BENTILLO
Last Name *	GALAN
Name Extension (e.g. Jr., Sr.)	
User Level(s) *	Employee
Employee Number *	SG0512
PNRI e-mail *	SBGALAN@pnri.dost.gov.ph
Password	.....
Employee Status *	Permanent
Division *	Technology Diffusion Division (TDD)
Position *	Science Research Specialist I (SRAS1)
Section *	Management Information Systems Section (M...)
Item Number *	PNRIB-SRAS1-14-1998
Step Type *	Step 1
Appointment Date *	2019-05-23
Assumption Date *	2019-05-23

Figure 2. Profile – Account Page

*Note: If the username matches an account in the database but not the password, after five (5) failed access attempt, the user account will be locked. To unlock, contact MIS at loc. 280.*

## B. To change your password

1. You must log in to the InfoSys site (see section 3.3 A) or contact the MIS at loc. 280.
2. Hover your mouse at the top-right corner of the header bar, over the user dropdown. Click the **Change Password** link.

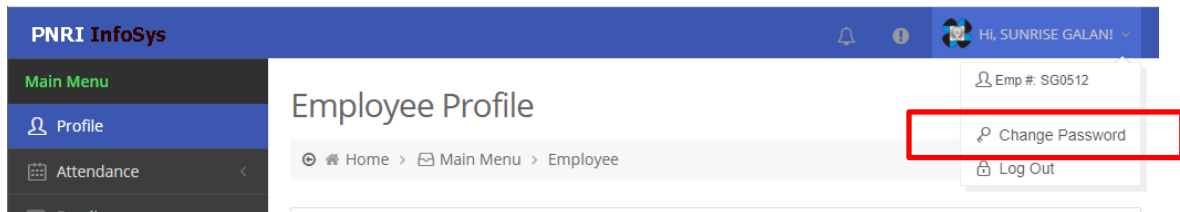


Figure 3. Header Bar – User Dropdown

3. A modal will appear. Input a strong password then Click **Save** to submit.

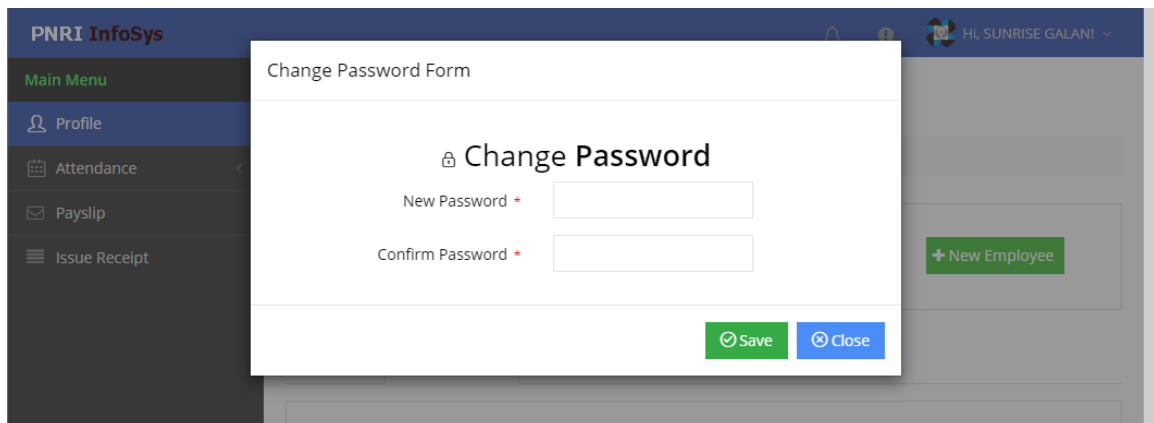


Figure 4. Change Password Form



### 3.4 System Organization & Navigation

The sidebar is the menu section of the PNRI InfoSys - Payment System. It contains the Dashboard and Main Menu.

#### A. Sidebar Menu

Main Menu – contains the transaction and library

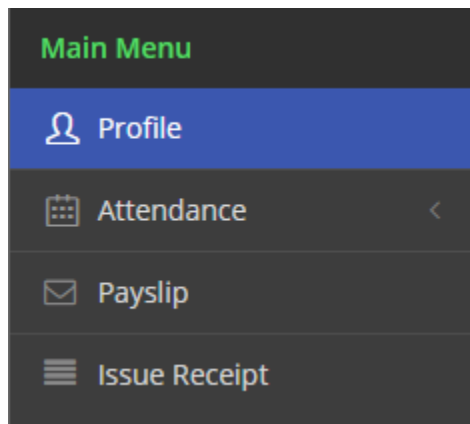


Figure 5. Main Menu

#### B. Top bar – contains the User and Notifications Drop-downs



Figure 6. Header bar

#### C. Notifications

1. Success – shows when action was successfully completed.



Figure 7. Notification - Success

2. Information – shows when action was completed with error.



Figure 8. Notification - Information

3. Error – shows when action was not completed because of a system error.



Figure 9. Notification - Error

## D. Filter & Export – Allows user to filter query and reports.

The screenshot shows the 'RECEIPTS' page with two red boxes highlighting filter and export options. The first box contains the 'Fund' dropdown menu (set to '101-I') and the 'Official Date' range (2019-06-01 to 2019-06-30). The second box contains the export options: 'CashBook', 'XLS', 'Monthly', and 'Daily'.

Figure 10. Filter & Export

## 3.5 Exiting the System

### A. To log out from the system,

1. Hover your mouse over the User Dropdown at the top-right corner of page. Click *Log Out*.

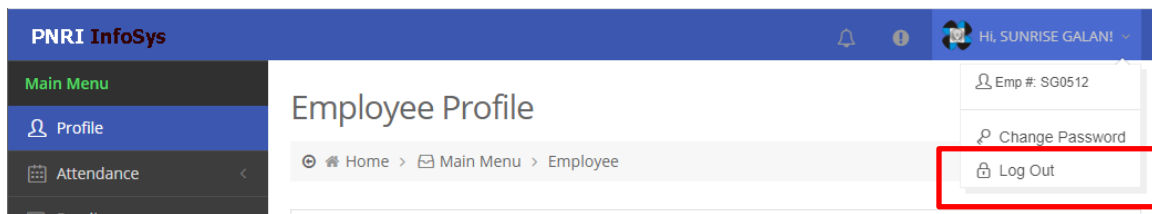


Figure 11. User Dropdown – Log out

2. A confirmation modal will be shown. Click **YES** to confirm log out.

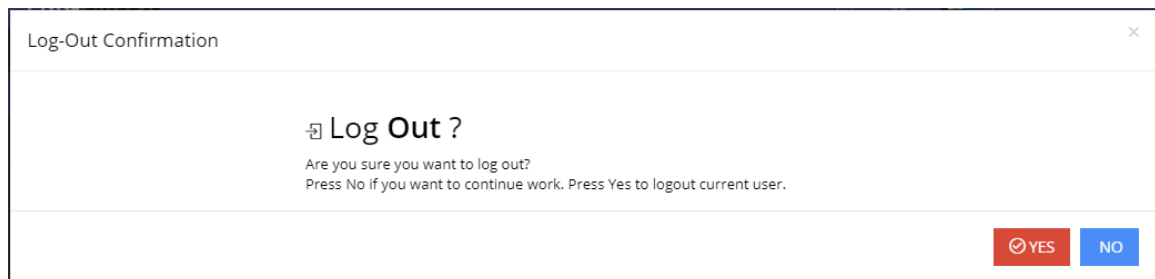


Figure 12. Log-Out Confirmation

## **4. InfoSys**

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The InfoSys main screen has a top bar, which contains the User Dropdown and notifications, the content page, sidebar menu and the footer. When a menu from the sidebar is selected, the content page changes depending on the selected menu.

The following sub-sections provide detailed, systematic instructions on how to use the various functions or features of the InfoSys.

### **4.1 Using the System**

In this section, the user type Employee will be discussed.

#### **4.1.1 Main Menu**

This section will teach you how to manage the Payment System. Note that each display may require a certain type of user.

### 4.1.1.1 Profile

In this page, you can view your Account and manage your Personal Information including residential and permanent address.

**Employee Profile**

Home > Main Menu > Employee

Account Personal Info

First Name \* SUNRISE

Middle Name BENTILLO

Last Name \* GALAN

Name Extension (e.g. Jr., Sr.)

User Level(s) \* Employee HRMO DTR Admin Accountant Cashier

Employee Number \* SG0512

PNRI e-mail \* SBGALAN@pnri.dost.gov.ph

Password .....

Employee Status \* Permanent

Division \* Technology Diffusion Division (TDD)

Position \* Science Research Specialist I(SRAS1)

Section \* Management Information Systems Section (M...

Item Number \* PNRIB-SRAS1-14-1998

Step Type \* Step 1

Appointment Date \* 2019-05-23

Assumption Date \* 2019-05-23

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Figure 13. Profile – Account Page

Main Menu

Profile

Attendance

Payslip

Issue Receipt

Account

Personal Info

Date of Birth \*

1994-05-12

Gender \*

Male

☒ Female

Citizenship \*

FILIPINO

Personal Email address

SBGALAN@PNRI.DOST.GOV.PH

Height (m)

1.58

Blood Type

GSIS ID

2005210030

PhilHealth ID

030002883704

Place of Birth \*

MARAMAG, BUKIDNON

Civil Status \*

Single

Local Number

Cellphone No

09755292016

Weight (kg)

48

TIN

484-271-285

PAG-Ibig No

1212-0041-3761

SSS No

Residential Address

Street/Barangay

EDSA CORNER LANUTAN ALLEY, BRGY. VETERANS VILLAGE

Town/City

Province

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Figure 14. Profile – Personal Info page

To update Personal Info,

1. Click the Personal Info tab
2. Input the appropriate details, as shown below

The screenshot shows the 'PNRI InfoSys' interface. On the left is a 'Main Menu' sidebar with options: Profile, Attendance, Payslip, and Issue Receipt. The 'Profile' tab is selected. The main content area is titled 'Permanent Address' with a checkbox 'Same as residential?'. Below this are input fields for 'Street/Barangay' (containing 'EDSA CORNER LANUTAN ALLEY, BRGY. VETERANS VILLAGE'), 'Town/City' (containing 'QUEZON CITY'), 'Province' (containing 'METRO MANILA'), 'Zip Code' (containing '1105'), and 'Country' (containing 'PHILIPPINES'). At the bottom of the form, there are two buttons: a green 'Save' button and a grey 'Cancel' button, both of which are enclosed in a red rectangular box.

Figure 15. Personal Info – Action Buttons

3. Click  to save changes or  to undo changes.

### 4.1.1.2 Calendar

To view Holidays and Suspensions, click Calendar under the Attendance menu in the sidebar.

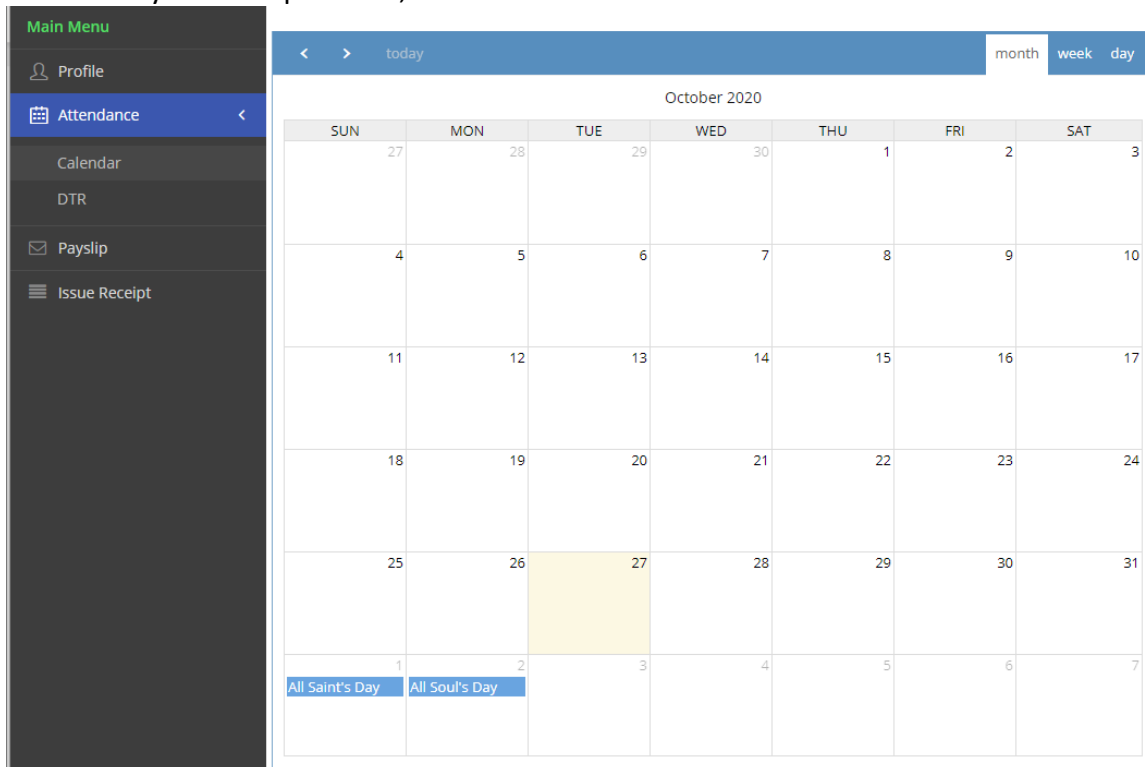


Figure 16. Calendar

### 4.1.1.3 Daily Time Record

In this section, you can view and print your DTR

**Main Menu**

- Profile
- Attendance**
- Calendar
- DTR
- Payslip
- Issue Receipt

**DAILY TIME RECORD** filter by date and employee or division

Date: 2020 - October

Employee: SG0512 - GALAN, SUNRISE BENTILLO

**Show** **Print**

**Philippine Nuclear Research Institute**  
DAILY TIME RECORD  
For the month of October 1-31, 2020  
CSC FORM 48

Name: SUNRISE B. GALAN  
Division: Technology Diffusion Division  
Section/Unit: Management Information Systems Section  
Project:  
Official Working Hours: 7:00 am to 6:00 pm

Day	A.M.		P.M.		OVERTIME	
	IN	OUT	IN	OUT	IN	OUT
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12	8:01			4:32		

**Philippine Nuclear Research Institute**  
DAILY TIME RECORD  
For the month of October 1-31, 2020  
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Name: SUNRISE B. GALAN  
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Section/Unit: Management Information Systems Section  
Project:  
Official Working Hours: 7:00 am to 6:00 pm

Day	A.M.		P.M.		OVERTIME	
	IN	OUT	IN	OUT	IN	OUT
16	7:59			4:48		
17						
18						
19	7:54			4:10		
20	8:02			5:06		
21	7:47			5:56		
22	8:57			4:34		
23	7:47			6:25		
24						
25						
26	8:21			7:46		
27						
28						

PNRI Enterprise Information System (PEIS) 2020 © Philippine Nuclear Research Institute

Figure 17. Daily Time Record

To view DTR, select Date in the filter section, then click

**Show**

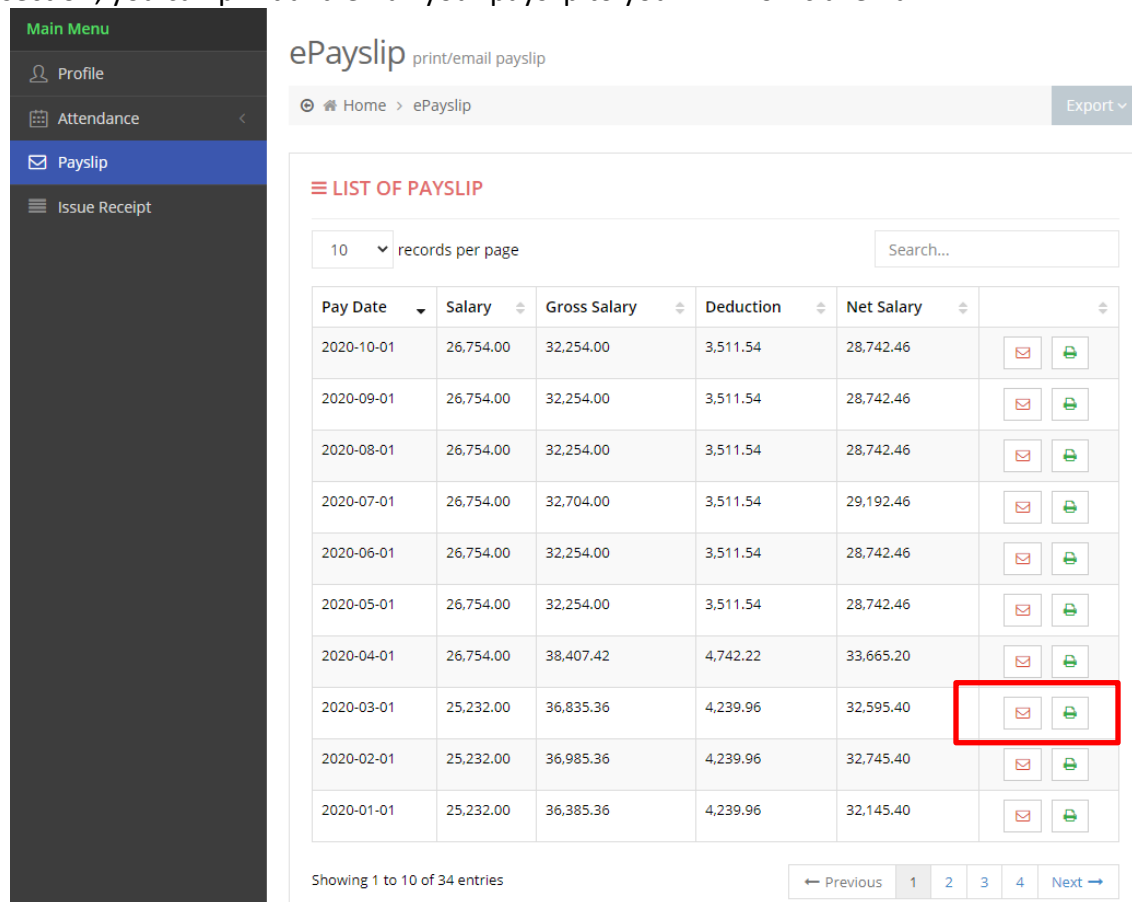
To print DTR, click

**Print**



#### 4.1.1.4 Payslip

In this section, you can print and email your payslip to your PNRI official email.



**Main Menu**





















- Profile
- Attendance
- Payslip**
- Issue Receipt

**ePayslip** print/email payslip

Home > ePayslip Export

**LIST OF PAYSZIP**


10 records per page Search...

Pay Date	Salary	Gross Salary	Deduction	Net Salary	
2020-10-01	26,754.00	32,254.00	3,511.54	28,742.46	 
2020-09-01	26,754.00	32,254.00	3,511.54	28,742.46	 
2020-08-01	26,754.00	32,254.00	3,511.54	28,742.46	 
2020-07-01	26,754.00	32,704.00	3,511.54	29,192.46	 
2020-06-01	26,754.00	32,254.00	3,511.54	28,742.46	 
2020-05-01	26,754.00	32,254.00	3,511.54	28,742.46	 
2020-04-01	26,754.00	38,407.42	4,742.22	33,665.20	 
2020-03-01	25,232.00	36,835.36	4,239.96	32,595.40	 
2020-02-01	25,232.00	36,985.36	4,239.96	32,745.40	 
2020-01-01	25,232.00	36,385.36	4,239.96	32,145.40	 

Showing 1 to 10 of 34 entries

← Previous 1 2 3 4 Next →

Figure 18. Payslip

To send payslip as an email, click  in line with the Pay Date slip you want to send. Wait for the success notification.

To view/print payslip, click  to display PDF

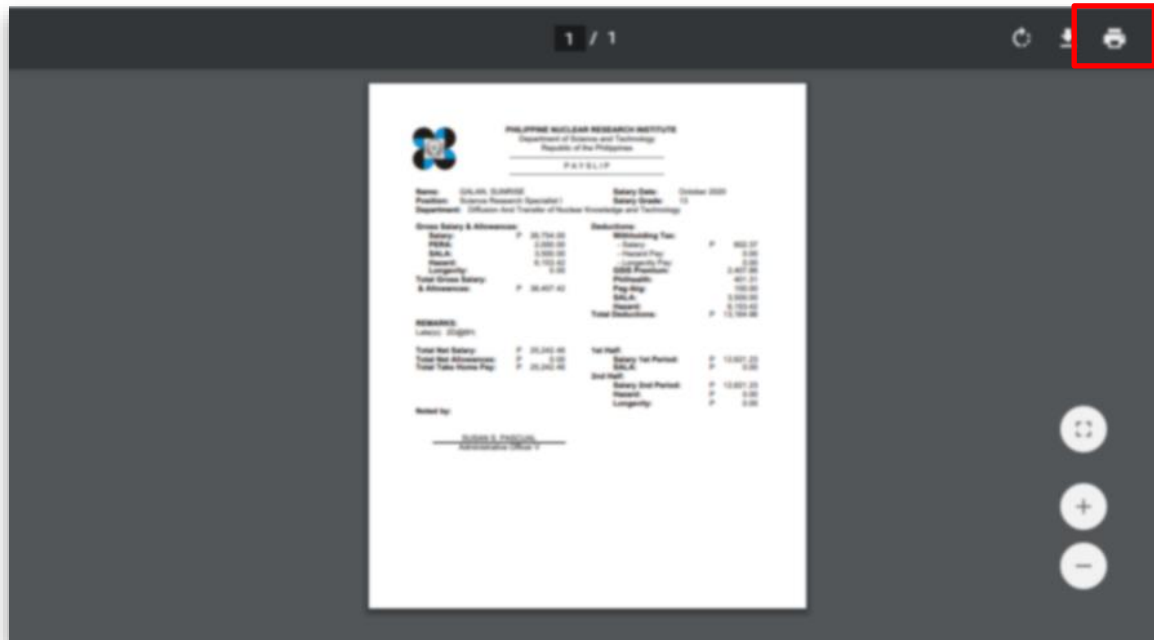


Figure 19. Print Payslip

Click  to Print payslip

---- THE END ----