Bestlink College of the Philippines
1071 Brgy. Kaligayahan Quirino Highway
Novaliches Quezon City

System Administration
& Maintenance

Employee Self Service

System

Member:

A (SURNAME, FIRSTNAME MIDDLE NAME)

B (SURNAME, FIRSTNAME MIDDLE NAME)

C (SURNAME, FIRSTNAME MIDDLE NAME)
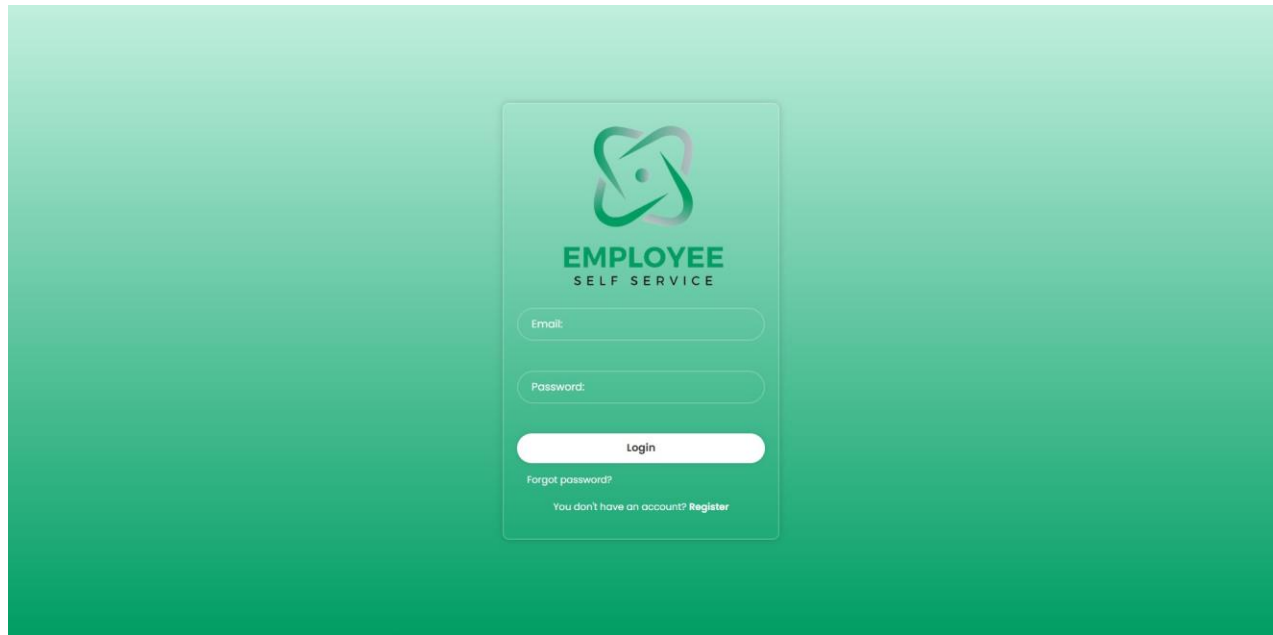
D (SURNAME, FIRSTNAME MIDDLE NAME)

Course & Section: **BSIT - SECTION**

Professor: **Patrick David B. Lim, LPT**

Submitted: **M/D/Y**

Login UI

Purpose: Authenticates users and controls access to the system

Components:

Username/Email field

Password field

Login button

"Forgot password" link

"Register" button for new users

Functionality:

Validates user credentials against database

Creates session upon successful login

Redirects to appropriate dashboard (admin/employee)

Register Button

Purpose: Allows new users to create accounts

Components:

Registration form with fields (name, email, password, account type)

Sign in button

Link to login page
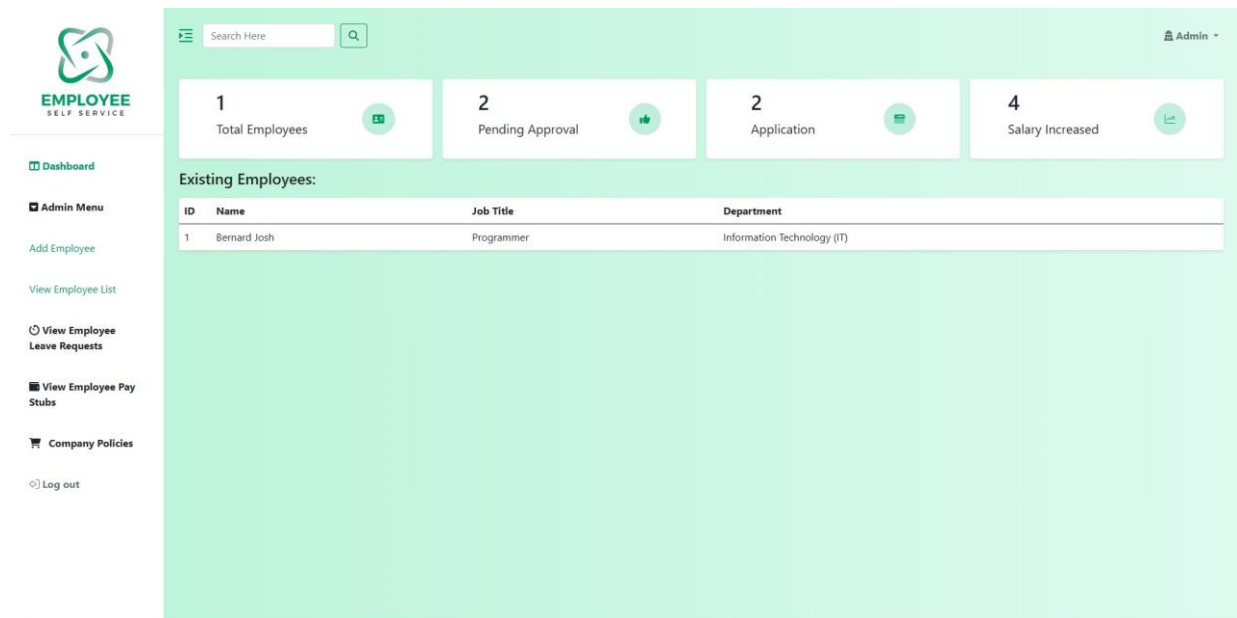
Functionality:

Validates input data

Checks for existing accounts

Hashes password before storage

Creates new user record in database

EMPLOYEE
SELF SERVICE

Search Here

	1	2	2	4
	Total Employees	Pending Approval	Application	Salary Increased

Dashboard

Admin Menu

Add Employee

View Employee List

View Employee
Leave Requests

View Employee Pay
Stubs

Company Policies

Log out

Existing Employees:

ID	Name	Job Title	Department
1	Bernard Josh	Programmer	Information Technology (IT)

Admin ▾

Admin Dashboard

Purpose: Central control panel for administrators

Components:

Summary dashboard showing: (total employees, pending leave requests, job interview applications, and employees with salary increases.)

Quick access menu

Recent activity log

Navigation to all admin functions

Functionality:

Displays system overview

Provides access to all admin features

Shows alerts/notifications

Add Employee

Purpose: Create new employee records

Components:

Form with employee details

Save/Cancel buttons

Input validation

Functionality:

Collects employee information (name, contact, position, etc.)

Validates data formats

Inserts new record into database

Returns success/error message

Employee Infos

ID	Name	Email	Contact No.	Hire Date	Job Title	Department	Action
1	Bernard Josh	bernardjoshtorio@gmail.com	09560646101	2024-05-28	Programmer	Information Technology (IT)	View Edit Delete
2				0000-00-00			View Edit Delete

Submit

View Employee List

Purpose: Display all employee records

Components:

Search/filter controls

Pagination

Data table with employee information

Action buttons (View/Edit/Delete)

Functionality:

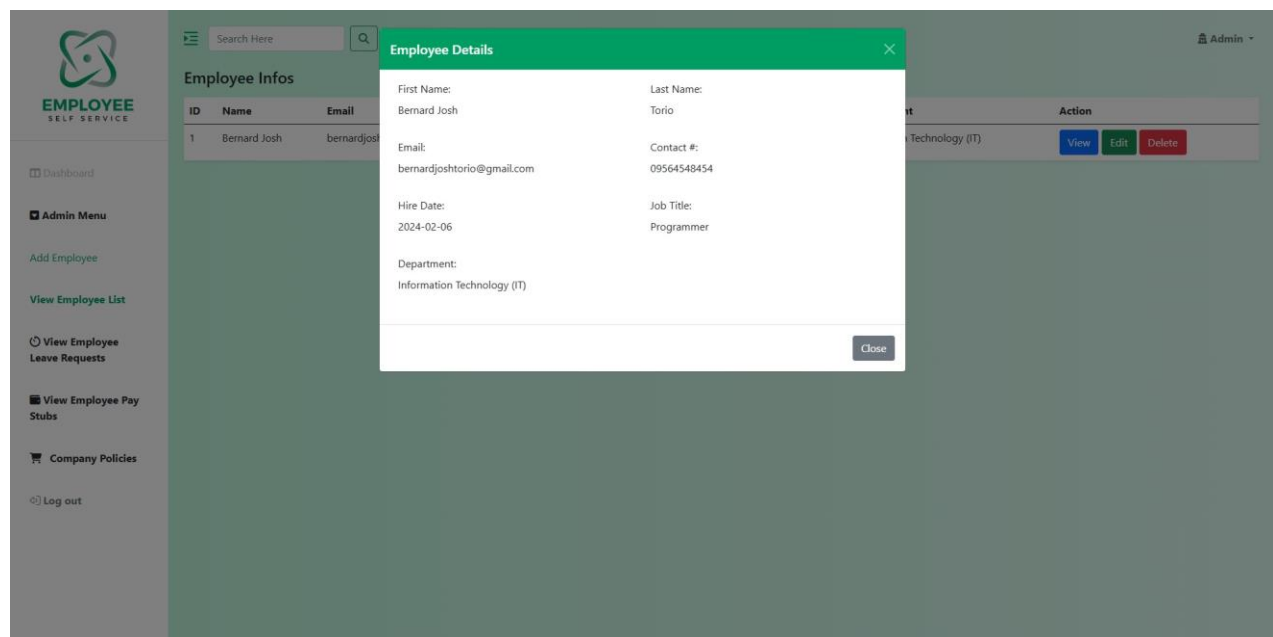**Retrieves employee data from database**

Supports sorting and filtering

Displays in tabular format

Links to detailed actions

View Button

Purpose: Show detailed employee information

Components:

Modal or separate view page

Employee details display
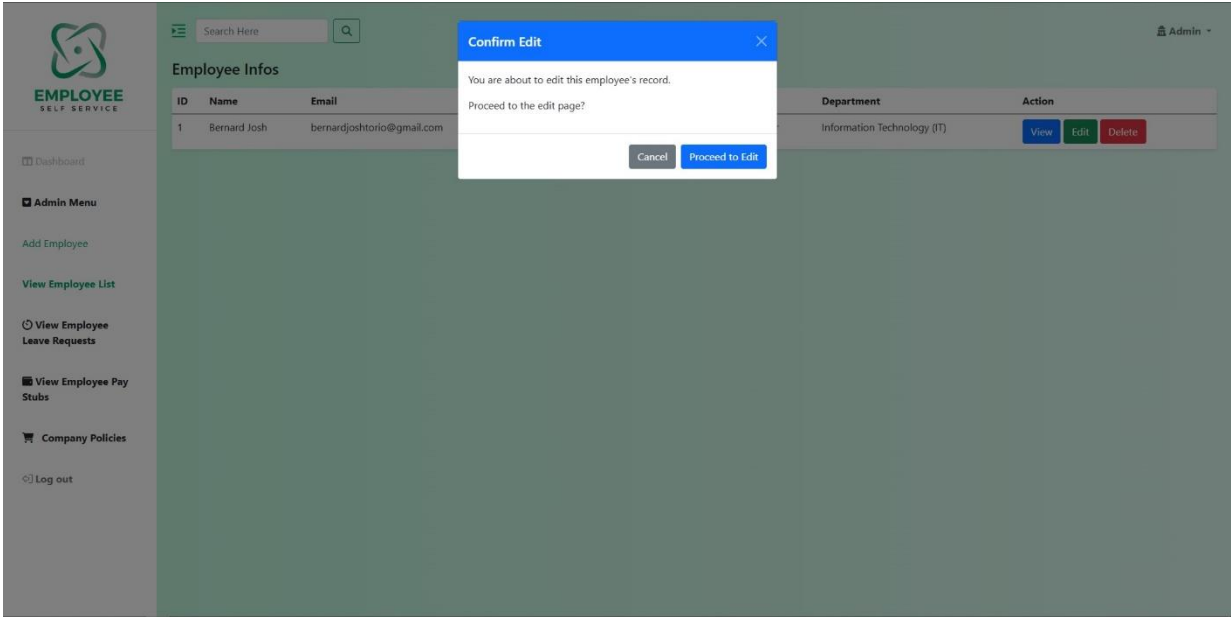
Close/Back button

Functionality:

Fetches complete employee record

Displays in read-only format

May include additional info (documents, history)

Delete Button

Purpose: Remove employee records

Components:

Confirmation dialog

Success/error message

Functionality:

Verifies deletion request

Removes record from database

May archive instead of delete

Updates related records if needed

Maintenance

Preventive Maintenance:

Corrective Maintenance:

Checked by:

_____

_____

_____

| Score: | Score: | Score: |