empleyado

Your People. Our Business.

APPROVER MODULE

User Guide

empleyado Portal

Your company portal is ***production.empleyado.com***

empleyado Support Team

Kindly visit our ticketing system **www.lingkod.empleyado.com**

empleyado User Module

Before you get started you will need:

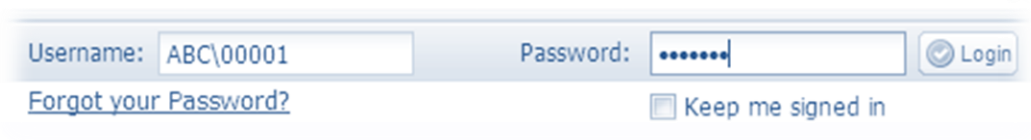
An internet connection

Web browser (Chrome or Mozilla Firefox)

1 Logging in the portal

1. On the address bar of your browser. Go to :

2. Use the credentials provided to you by your Human Resource Department.
3. Click the **Login** button.



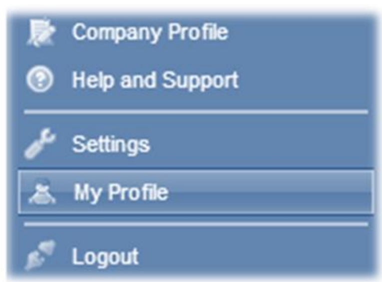
✓ The empleyado portal will create pop-ups on the browser. Please do make sure that your browser allows it.

2 Changing your Password

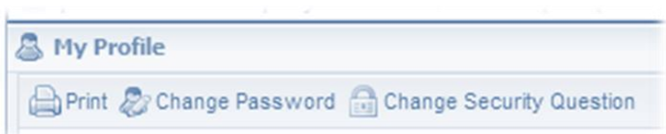
✓ We advise you to change your password once you successfully logged in.

1. Click the **empleyado** menu.

2. On the menu, choose **My Profile**.

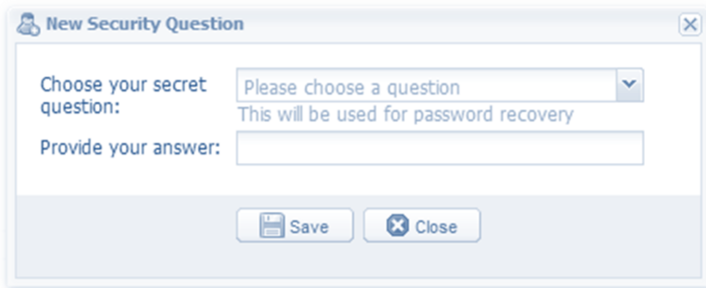


3. On the top bar of the screen, click **Change Security Question** button.

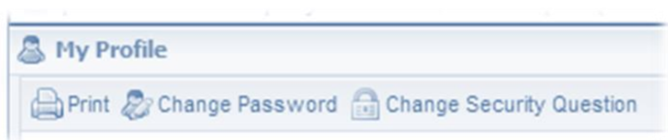


✓ It is important to provide a security question so that when you forgot your password you can recover it right away.

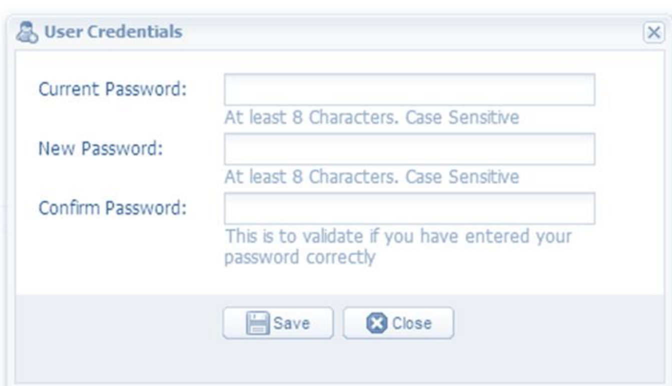
4. A pop-up window will appear on the screen.



5. Select a question on the drop down list.
6. Provide the answer on your security question.
7. Click **Save,** a message box will appear once saved.
8. On the top bar of the screen, click **Change Password** button.



9. A pop-up window will appear on the screen.



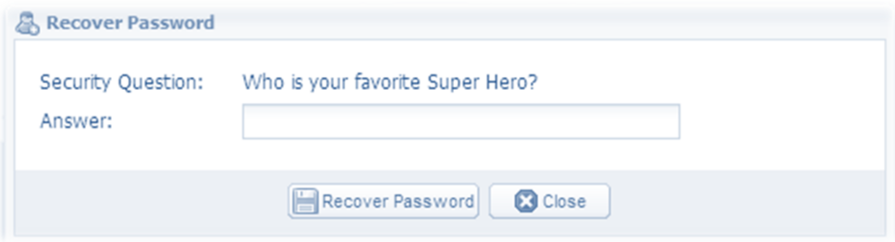
10. Provide the information needed.
11. Click **Save,** a message box will appear once saved.

3 Forgot Password

✓ In case that you forgot your password you can use the password recovery module to recover it.

1. On the login page, provide your username.

2. Click **Forgot your Password?.**
3. A pop-up window will appear on the screen.



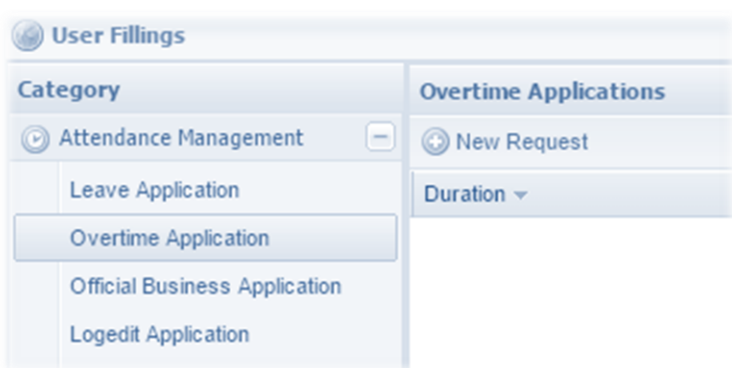
4. Provide the answer on your security question and click **Recover Password**.
5. A pop-up message will appear. The password will be sent on your registered email address.

4 Filing a Log-edit (NO TIME LOGS)

1. Click the **empleyado** menu.

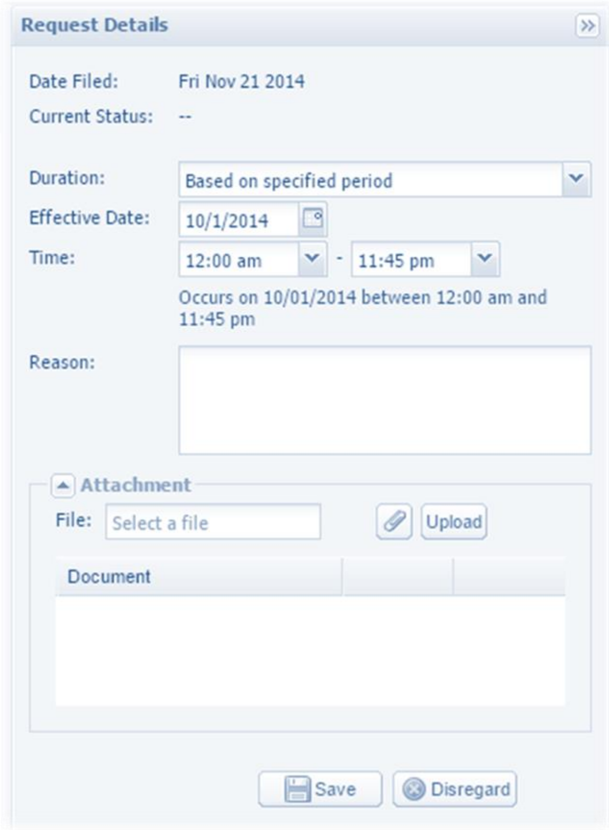
2. On the menu, click **Employee Self Service** and choose **Filings**.

3. On the left panel of the **Filings** module, select **Attendance Management**.
4. Select **Log edit** on the left panel, and click **New Request**.



5. An **Overtime** form panel will appear on the right side of the screen.

6. Provide the information needed.
    - Click the calendar icon on the *Effective Date* field to edit the date.
    - If editing *Time In*, choose correct time from drop down menu beside date.



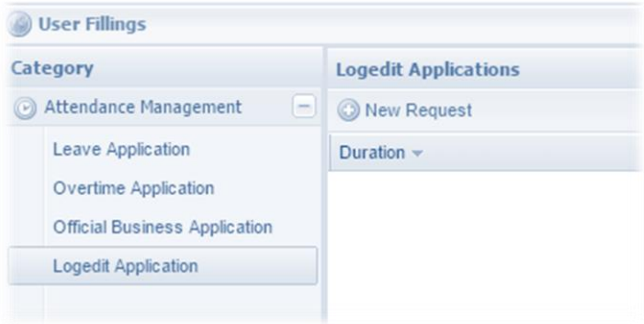
    - If editing *Time out*, choose correct time from drop down menu.
    - Enter the reason for filing a **Log edit**, upload supporting documents if needed.
    - Click the **Request** button. A message will pop up that Log edit request has been submitted.

5 Filing a Log-edit (INCOMPLETE TIME LOG)

1. Click the **empleyado** menu.

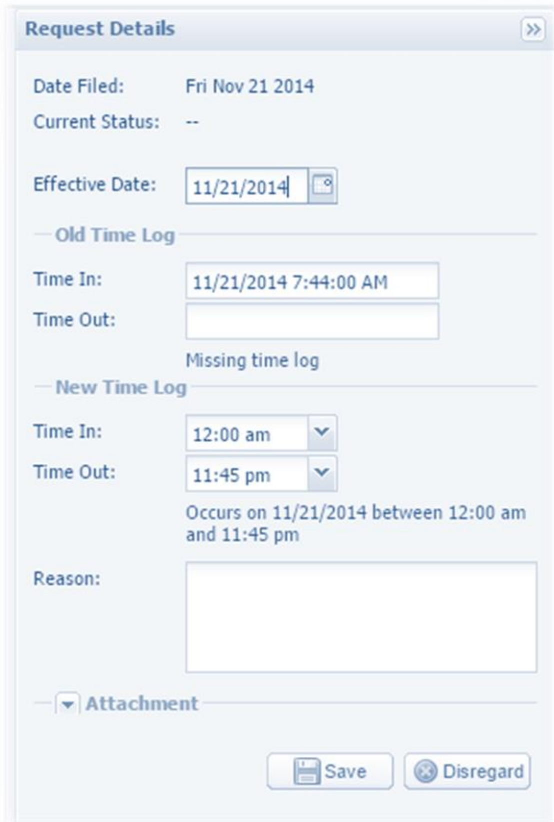
2. On the menu, click **Employee Self Service** and choose **Filings**.

3. On the left panel of the **Filings** module, select **Attendance Management.**
4. Select **Log edit** on the left panel, and click **New Request**.



5. A **Log edit** form panel will appear on the right side of the screen

6. Provide the information needed.
    - Click the calendar icon on the *Effective Date* and select the date when you forgot the time in/out.
    - Your time logs will appear on the *Old Time Log* field.



- Correct your time logs/provide the missing logs on the *New Time Log* field.
- If editing *Time In/Out*, choose correct time from drop down.
- Enter the reason for filing a **Log edit**, upload supporting documents if needed.
- Click the **Request** button. A message will pop up that Log edit request has been submitted.

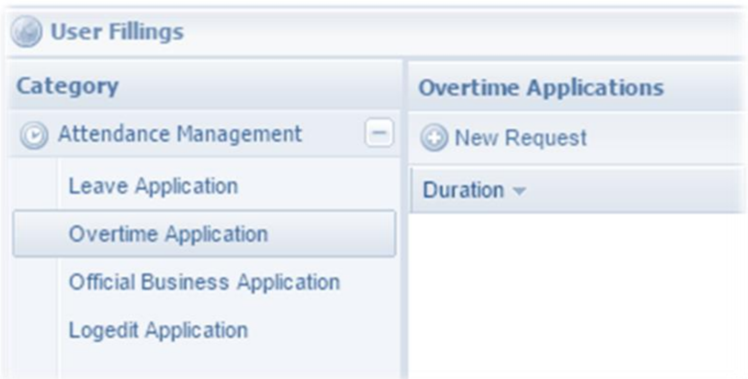
✓ Supervisor's will be notified through email when request has been submitted

6 Filing an Overtime

1. Click the **empleyado** menu.

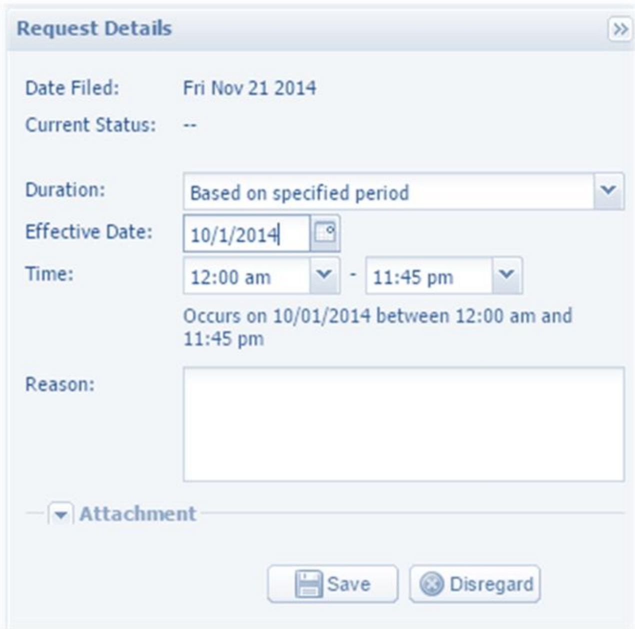
2. On the menu, click **Employee Self Service** and choose **Filings**.

3. On the left panel of the **Filings** module, select **Attendance Management**.
4. Select **Overtime** on the left panel, and click **New Request**.

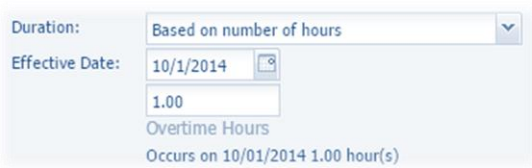


5. An **Overtime** form panel will appear on the right side of the screen.

6. Provide the information needed.
   - Select the duration of your filing. On this type of filing you have two options.
      a. *Based on specified period.*
      b. *Based on number of hours.*
   - If you choose *Based on specified period*. You need enter the start and end of your overtime in *Time* field***.***



   - If your choose *Based on specified period*. You need enter the start and end of your overtime in *Time* field***.***



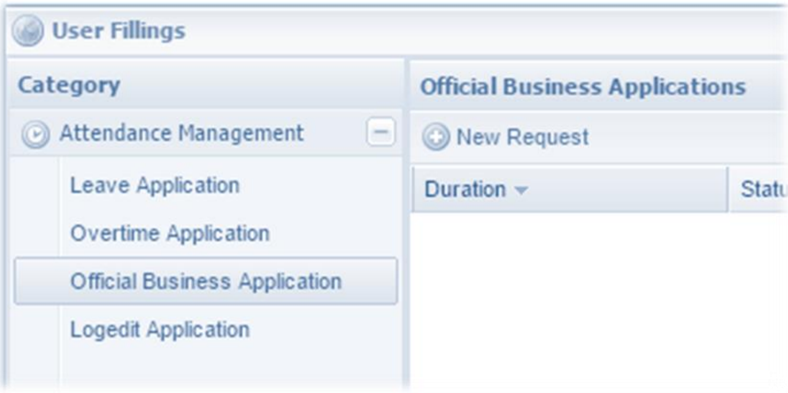
   - Enter the reason for filing an **Overtime**, upload supporting documents if needed.
   - Click the **Request** button. A message will pop up that overtime request has been submitted.

7 Filing an Official Business

1. Click the **empleyado** menu.

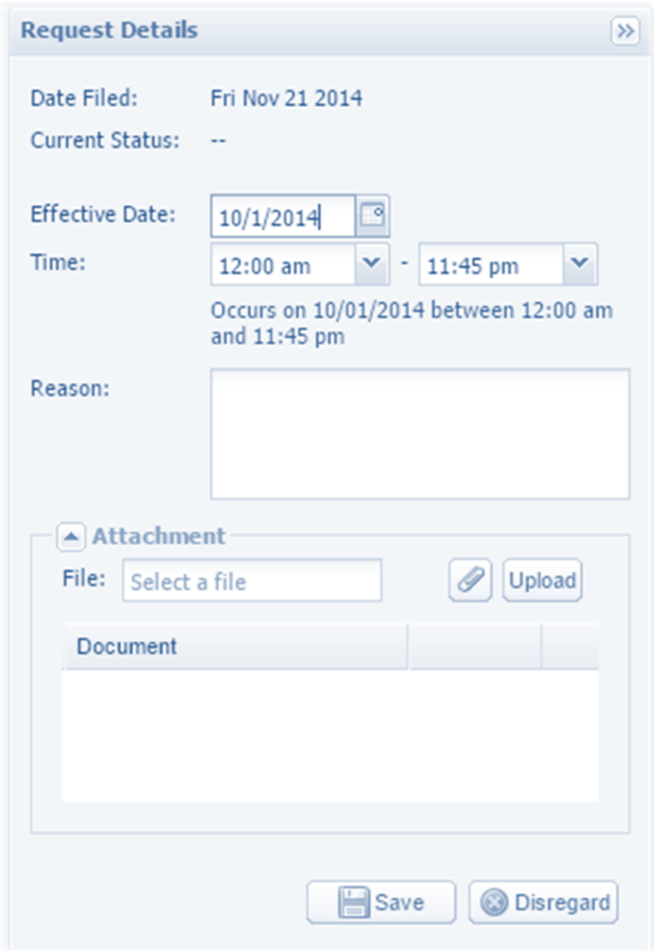
2. On the menu, click **Employee Self Service** and choose **Filings**.

3. On the left panel of the **Filings** module, select **Attendance Management**.
4. Select **Official Business** on the left panel, and click **New Request.**



5. An **Official Business** form panel will appear on the right side of the screen.

6. Provide the information needed.
    - Click the calendar icon on the *Effective Date* field to edit the date.
    - If editing *Time In*, choose correct time from drop down menu beside date.



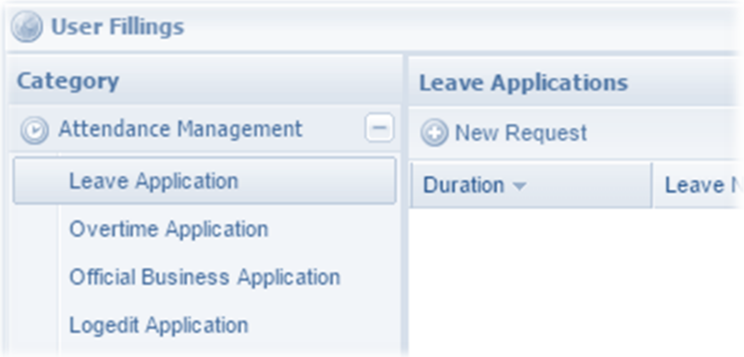
    - If editing *Time out*, choose correct time from drop down menu.
    - Enter the reason for filing a **Log edit**, upload supporting documents if needed.
    - Click the **Request** button. A message will pop up that Log edit request has been submitted.

8 Filing a Leave

1. Click the **empleyado** menu.

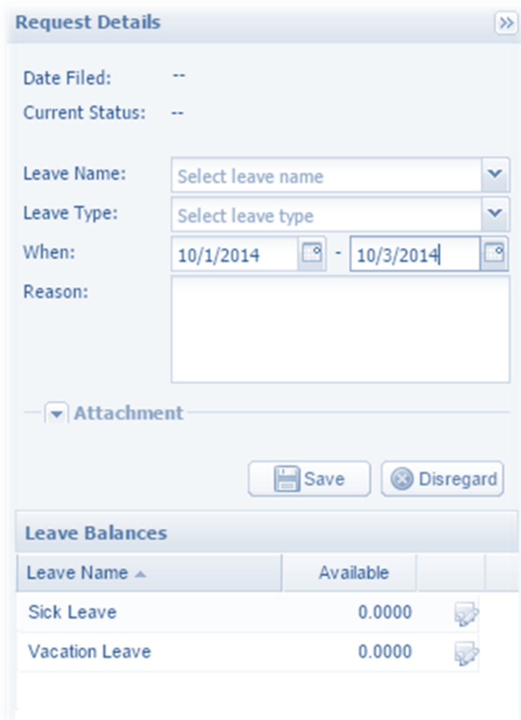
2. On the menu, click **Employee Self Service** and choose **Filings**.

3. On the left panel of the **Filings** module, select **Attendance Management**.
4. Select **Leave** on the left panel, and click **New Request.**



5. A **Leave** form panel will appear on the right side of the screen.

6. Provide the information needed.
    - Choose the leave name that you want to use.
    - Select the type of your leave under the *Leave Type* field.
        a. *Whole day leave.*
        b. *Half day leave.*



- If editing your leave date under *when* field, choose correct date from drop date picker.
- Enter the reason for filing a **Leave**, upload supporting documents if needed.
- Click the **Request** button. A message will pop up that Log edit request has been submitted.

9 Canceling a filed form

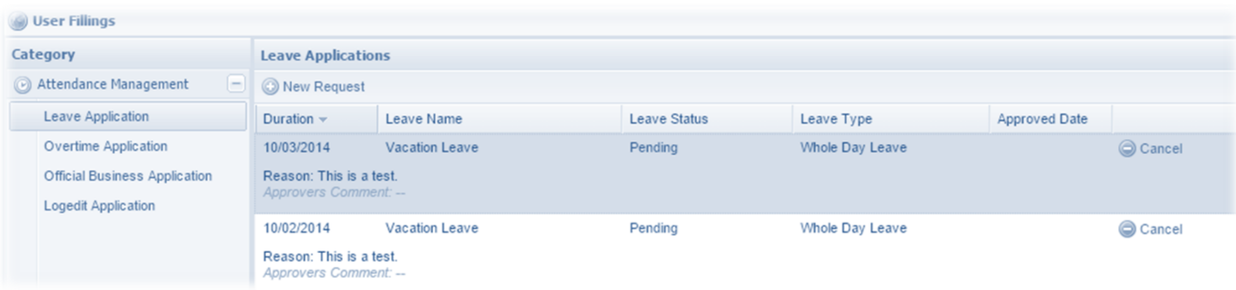
1. Click the **empleyado** menu.

2. On the menu, click **Employee Self Service** and choose **Filings**.

3. Select **Attendance Management** on the left panel **Filings** module,

4. On the **Request panel**, select the filed request you want to cancel.

5. And click the **Cancel** button.

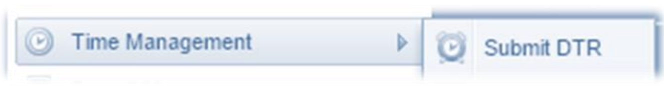


✓ You can also cancel an approved form as long as status of your DTR is still in "For Review". And the cutoff is not yet processed in payroll.

10 Submitting DTR

1. Click the **empleyado** menu.

2. On the menu, click **Time Management** and choose **Submit DTR**.



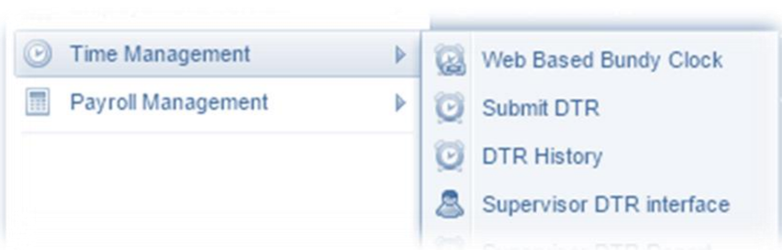
3. **Submit DTR** module will appear. Check if your attendance is correct.
4. And click the **Submit DTR** button.

✓ To prevent delays on the payroll process, please submit your DTR after the end of your shift on the last day of the cutoff or on the next day.

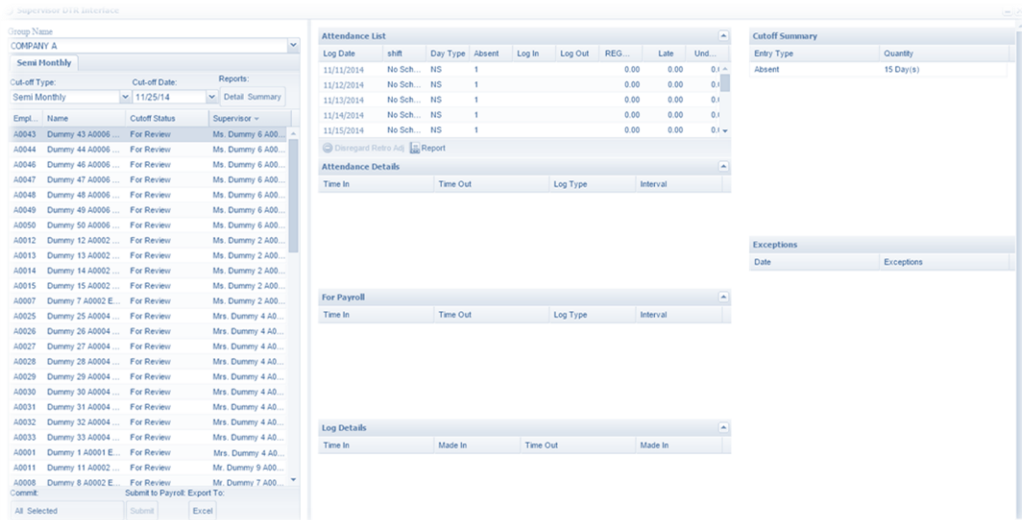
11 Supervisor DTR Interface

1. Click the **empleyado** menu.

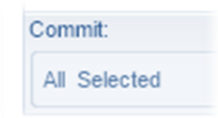
2. On the menu, click **Time Management** and choose **Supervisor DTR Interface**.



3. Supervisor DTR Interface module will appear



4. Check the DTRs of your employees.
5. If the DTR is okay, you can commit it one-by-one by clicking the **Selected** button.



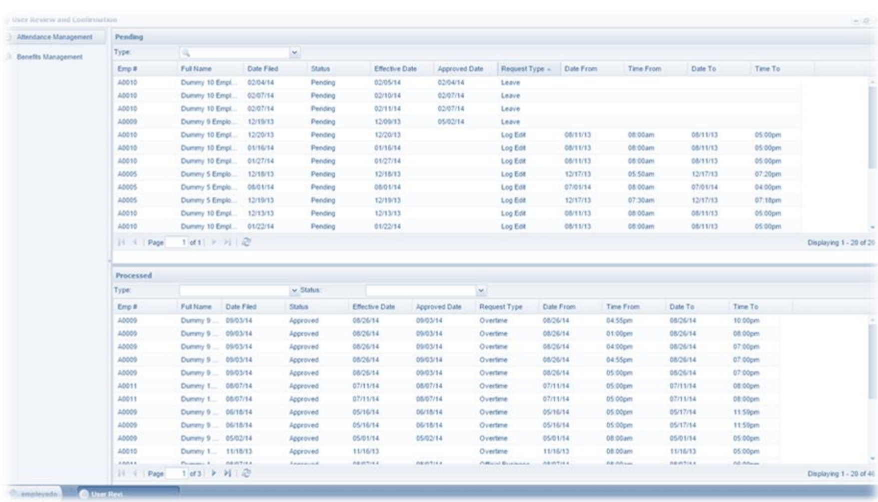
6. If all the DTRs are okay, you can click the **All** button.

12 Review and Confirmation

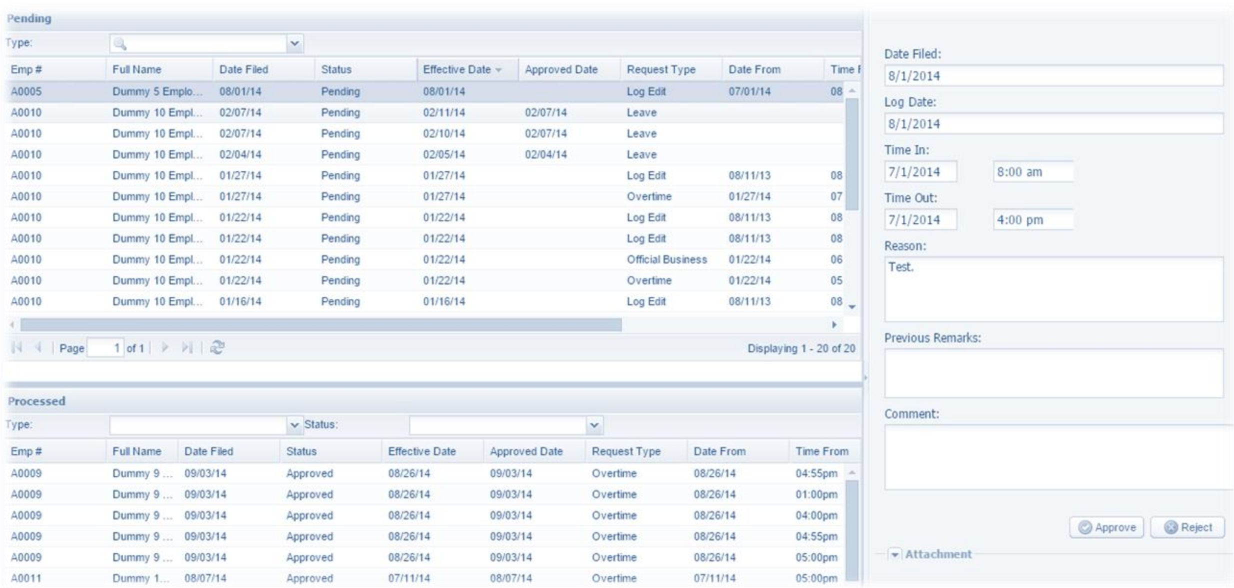
1. Click the **empleyado** menu.

2. On the menu, click **Employee Self Service** and choose **Review and Confirmation**.

3. Supervisor DTR Interface module will appear



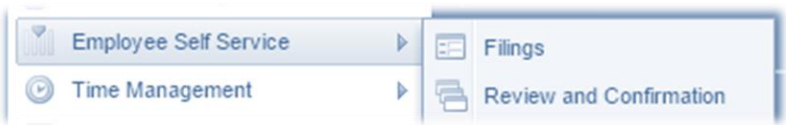
4. Select the filing that you want to approve.
5. Filing details will appear on the right part of the screen.
6. Put your approval/rejecting remark on the *comments* field.
7. And you click the **Approve** or **Reject** button.



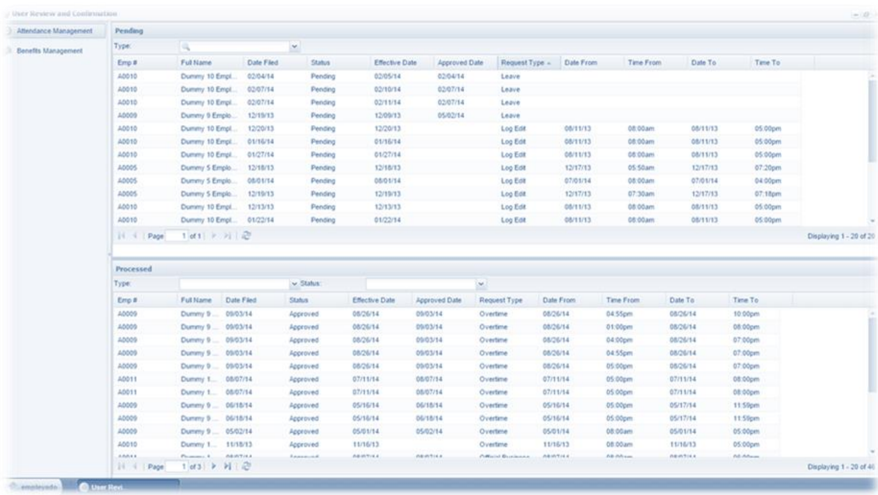
13 Approving/Rejecting multiple forms

1. Click the **empleyado** menu.

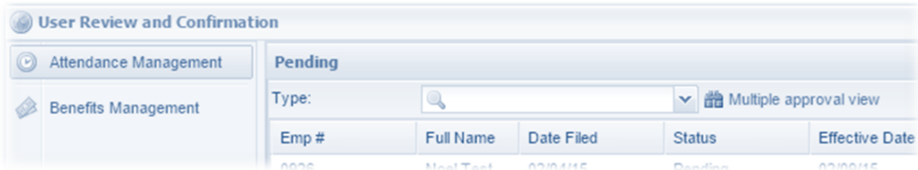
2. On the menu, click **Employee Self Service** and choose **Review and Confirmation**.



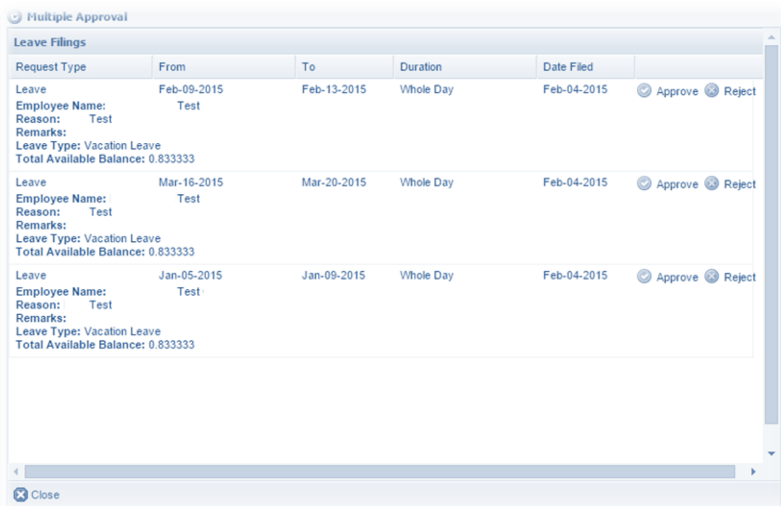
3. Supervisor DTR Interface module will appear



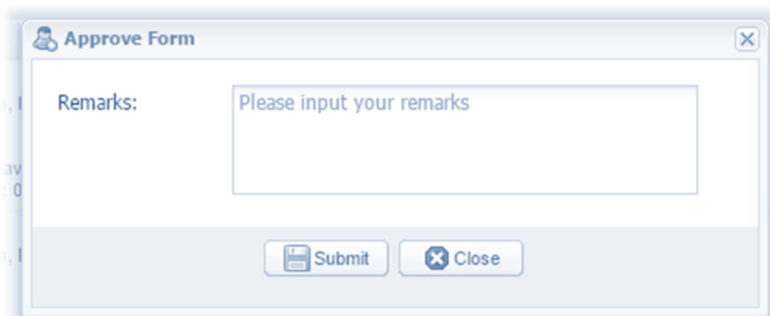
4. Click **Multiple Approval View**.



5. **Multiple Approval** window will appear.



6. Select the filing that you want to **Approve** or **Reject**
7. Put your approval/rejecting remark on the *comments* field.



8. And click **Save** button.