



USER 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.

A screenshot of the login interface. It features a 'Username:' field with the text 'ABC\00001', a 'Password:' field with masked characters '.....', and a 'Login' button with a checkmark icon. Below the username field is a link that says 'Forgot your Password?'. Below the password field is a checkbox labeled 'Keep me signed in'.

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



2

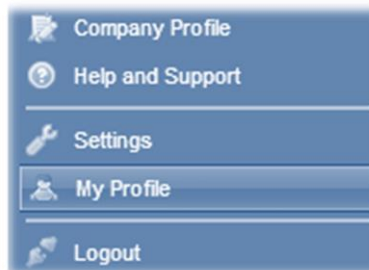
Changing your Password

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

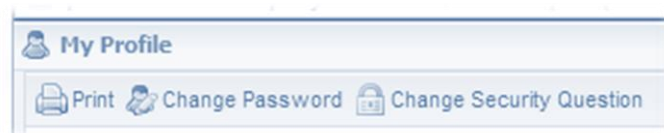
1. Click the **empleyado** menu.



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

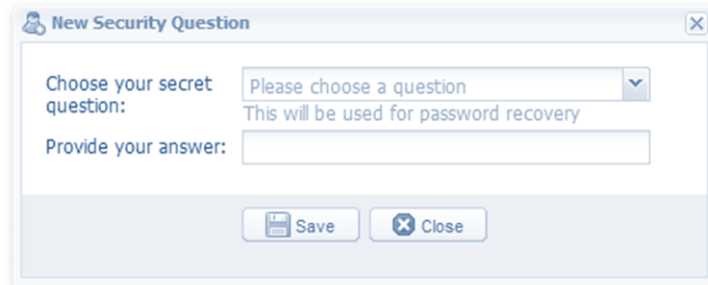


3. On the top bar of the screen, click **Change Security Question** button.



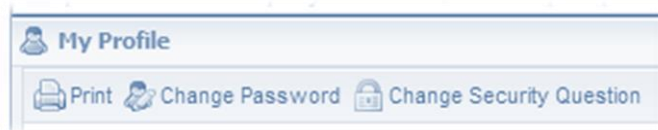
✓ It is important to provide a security question so that when you forgot your password you can recover it right away.

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



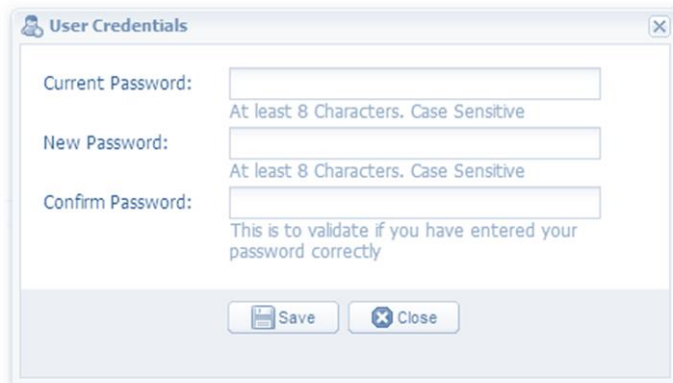
A screenshot of a 'New Security Question' dialog box. It has a title bar with a user icon and the text 'New Security Question'. Inside, there are two labels: 'Choose your secret question:' and 'Provide your answer:'. The first label is followed by a dropdown menu showing 'Please choose a question' and a subtext 'This will be used for password recovery'. The second label is followed by an empty text input field. At the bottom, there are two buttons: 'Save' with a floppy disk icon and 'Close' with a close icon.

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.



A screenshot of a 'My Profile' navigation bar. It has a title bar with a user icon and the text 'My Profile'. Below the title bar, there are three buttons: 'Print' with a printer icon, 'Change Password' with a key icon, and 'Change Security Question' with a lock icon.

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

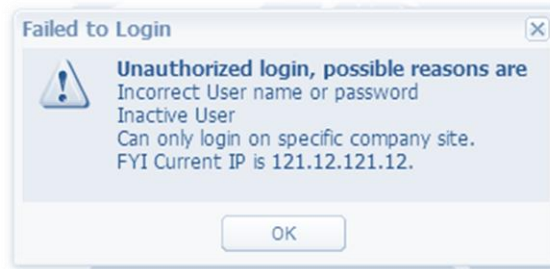


A screenshot of a 'User Credentials' dialog box. It has a title bar with a user icon and the text 'User Credentials'. Inside, there are three labels: 'Current Password:', 'New Password:', and 'Confirm Password:'. Each label is followed by a text input field. Below the 'New Password:' and 'Confirm Password:' fields, there is a subtext 'At least 8 Characters. Case Sensitive'. Below the 'Confirm Password:' field, there is a subtext 'This is to validate if you have entered your password correctly'. At the bottom, there are two buttons: 'Save' with a floppy disk icon and 'Close' with a close icon.

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.

A screenshot of a login form. It has two input fields: "Username:" with the text "ABC\0001" and "Password:". To the right of the password field is a "Login" button with a checkmark icon. Below the username field is a link that says "Forgot your Password?". Below the password field is a checkbox labeled "Keep me signed in".

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

A screenshot of a "Recover Password" pop-up window. It has a title bar with a person icon and the text "Recover Password". Inside, there is a "Security Question:" label followed by the text "Who is your favorite Super Hero?". Below that is an "Answer:" label followed by an empty text input field. At the bottom, there are two buttons: "Recover Password" and "Close".

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)

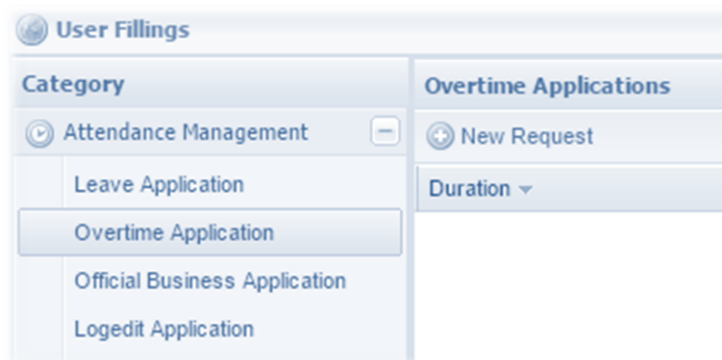
1. Click the **empleyado** menu.



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.

The screenshot shows a 'Request Details' form with the following fields and options:

- Date Filed:** Fri Nov 21 2014
- Current Status:** --
- Duration:** Based on specified period (dropdown menu)
- Effective Date:** 10/1/2014 (with a calendar icon)
- Time:** 12:00 am - 11:45 pm (dropdown menus)
- Reason:** (text area)
- Attachment:** (expandable section)
 - File:** Select a file (text input) with an 'Upload' button.
 - Document:** (table with columns for document name, status, and actions).
- Buttons:** Save (with a floppy disk icon) and Disregard (with a red X icon).

- 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)

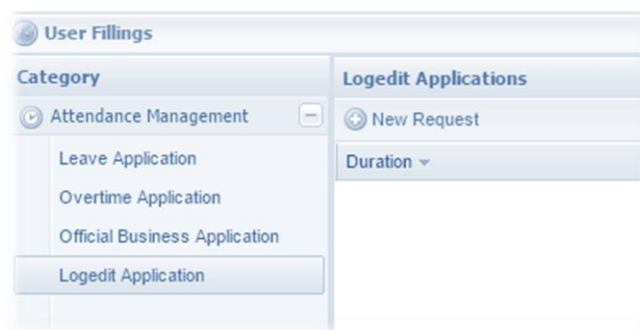
1. Click the **empleyado** menu.



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.

Request Details

Date Filed: Fri Nov 21 2014

Current Status: --

Effective Date: 11/21/2014

Old Time Log

Time In: 11/21/2014 7:44:00 AM

Time Out:

Missing time log

New Time Log

Time In: 12:00 am

Time Out: 11:45 pm

Occurs on 11/21/2014 between 12:00 am and 11:45 pm

Reason:

Attachment:

Save Disregard

- 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

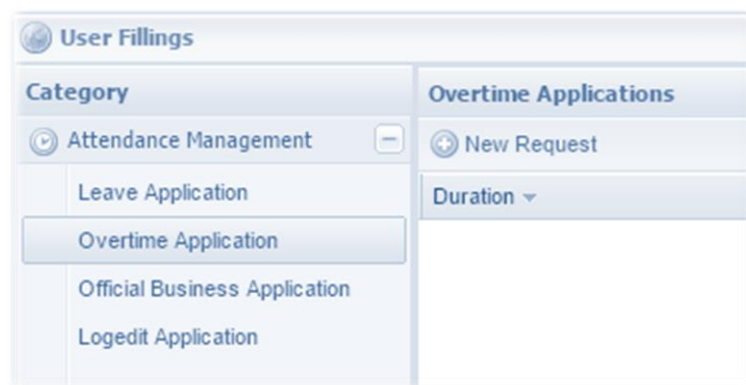
1. Click the **empleyado** menu.



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.

The screenshot shows a 'Request Details' form. At the top, it says 'Date Filed: Fri Nov 21 2014' and 'Current Status: --'. The 'Duration' dropdown is set to 'Based on specified period'. The 'Effective Date' is '10/1/2014'. The 'Time' field shows '12:00 am' to '11:45 pm'. Below this, it says 'Occurs on 10/01/2014 between 12:00 am and 11:45 pm'. There is a 'Reason' text area and an 'Attachment' section. At the bottom are 'Save' and 'Disregard' buttons.

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

The screenshot shows a 'Request Details' form. The 'Duration' dropdown is set to 'Based on number of hours'. The 'Effective Date' is '10/1/2014'. The 'Overtime Hours' field is '1.00'. Below this, it says 'Occurs on 10/01/2014 1.00 hour(s)'. There is a 'Reason' text area and an 'Attachment' section. At the bottom are 'Save' and 'Disregard' buttons.

- 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

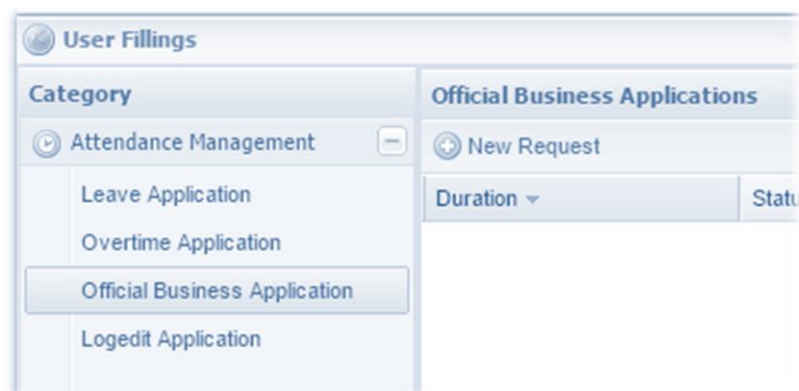
1. Click the **empleyado** menu.



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



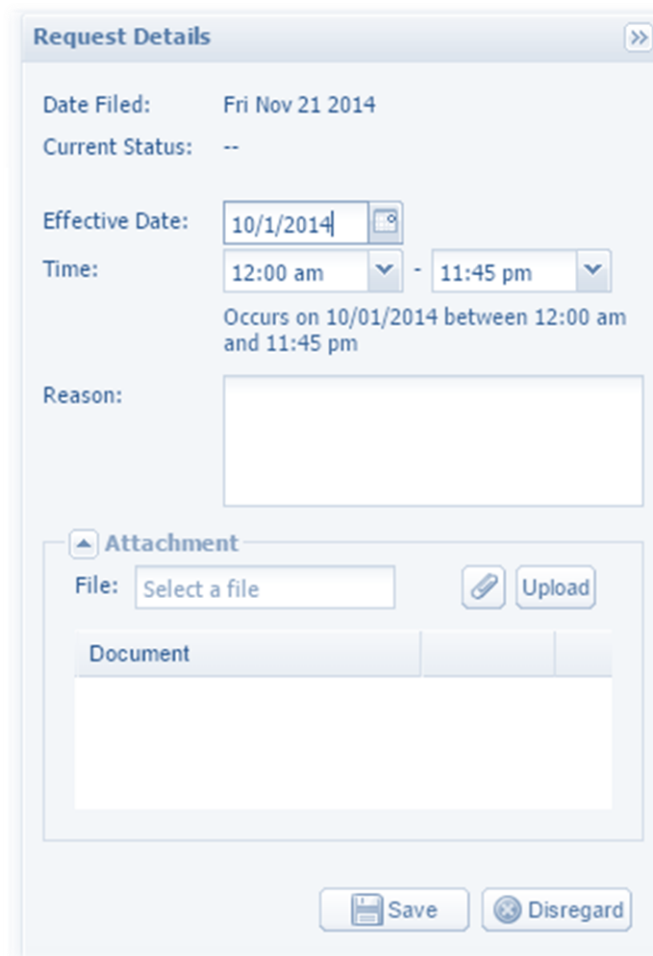
3. On the left panel of the **Filings** module, select **Attendance Management**.
4. Select **Official Business** on the left panel, and click **New Request**.



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.



The image shows a 'Request Details' form with the following fields and controls:

- Date Filed:** Fri Nov 21 2014
- Current Status:** --
- Effective Date:** 10/1/2014 (with a calendar icon for editing)
- Time:** 12:00 am - 11:45 pm (with dropdown menus for time selection)
- Occurs on:** 10/01/2014 between 12:00 am and 11:45 pm
- Reason:** A large text area for entering the reason.
- Attachment:** A section with a 'File:' label, a 'Select a file' button, and an 'Upload' button.
- Document:** A large text area for entering document details.
- Buttons:** 'Save' and 'Disregard' buttons at the bottom.

- 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

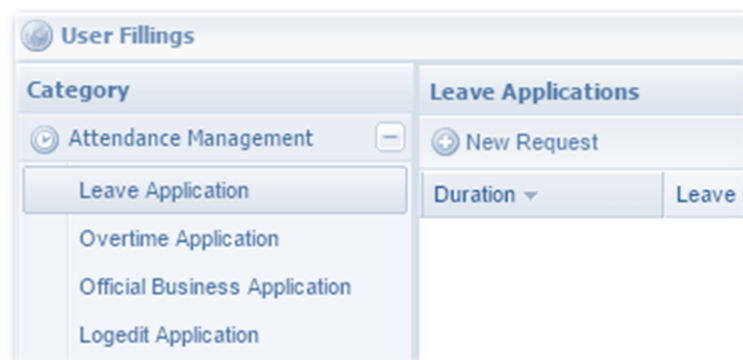
1. Click the **empleyado** menu.



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.*

Request Details >>

Date Filed: --
Current Status: --

Leave Name:
Leave Type:
When: -
Reason:

Attachment

Leave Balances

Leave Name ▲	Available	
Sick Leave	0.0000	<input type="button" value=""/>
Vacation Leave	0.0000	<input type="button" value=""/>

- 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.

The screenshot shows the 'User Filings' interface. On the left is a 'Category' sidebar with 'Attendance Management' selected, containing 'Leave Application', 'Overtime Application', 'Official Business Application', and 'Logedit Application'. The main area is titled 'Leave Applications' and includes a 'New Request' button. Below this is a table with columns: Duration, Leave Name, Leave Status, Leave Type, Approved Date, and a Cancel button. Two rows of 'Vacation Leave' are shown, both with a status of 'Pending' and a 'Reason: This is a test.' The first row is dated 10/03/2014 and the second is dated 10/02/2014. Both rows have a 'Cancel' button in the final column.

Duration	Leave Name	Leave Status	Leave Type	Approved Date	
10/03/2014	Vacation Leave	Pending	Whole Day Leave		Cancel
Reason: This is a test. Approvers Comment: --					
10/02/2014	Vacation Leave	Pending	Whole Day Leave		Cancel
Reason: This is a test. Approvers Comment: --					

- ✓ 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.

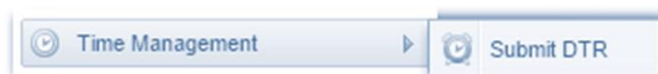
10

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.

DTR Review

Attendance List

Cut-off Date:

10/25/14

Submit DTR

Log Date	shift	Day Type	Absent	Log In	Log Out	REG HRS	Late
10/11/2014	Executive	PST	0			0.00	0.00

- ✓ 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.