



# **APPROVER MODULE**

## User Guide

## empleyado Portal

Your company portal is ***[production.empleyado.com](https://production.empleyado.com)***

## empleyado Support Team

Kindly visit our ticketing system **[www.lingkod.empleyado.com](https://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 two input fields: 'Username:' with the text 'ABC\00001' and 'Password:' with masked characters '.....'. 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'.

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



# 2

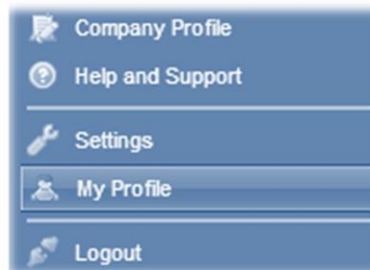
## Changing your Password

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

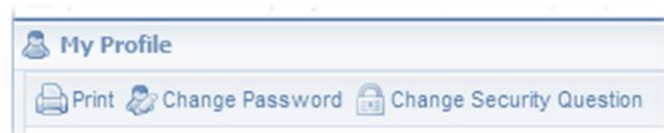
1. Click the **empleyado** menu.



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

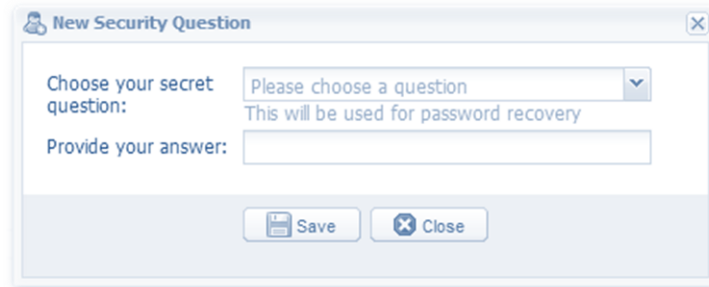


3. On the top bar of the screen, click **Change Security Question** button.



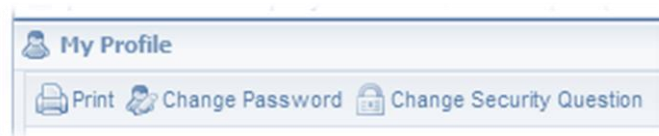
✓ It is important to provide a security question so that when you forgot your password you can recover it right away.

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



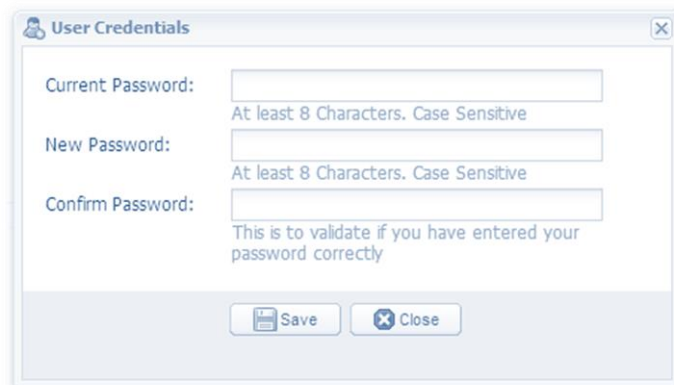
A screenshot of a 'New Security Question' dialog box. It has a title bar with a user icon and the text 'New Security Question'. Inside, there are two labels: 'Choose your secret question:' and 'Provide your answer:'. The first label is followed by a dropdown menu showing 'Please choose a question' and 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)

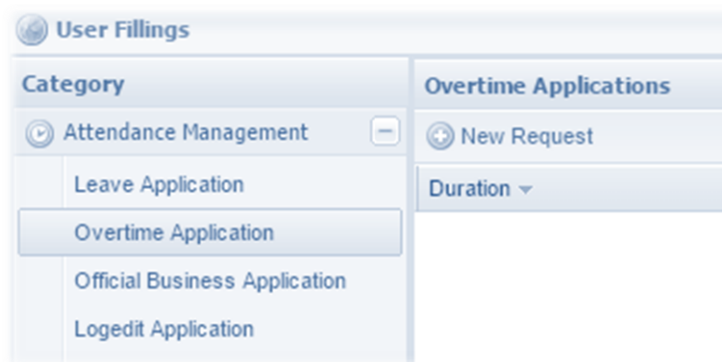
1. Click the **empleyado** menu.



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 web form titled "Request Details" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Date Filed:** Fri Nov 21 2014
- Current Status:** --
- Duration:** A dropdown menu currently showing "Based on specified period".
- Effective Date:** 10/1/2014, with a calendar icon to its right.
- Time:** Two dropdown menus showing "12:00 am" and "11:45 pm" separated by a hyphen.
- Time Summary:** A text label below the time dropdowns stating "Occurs on 10/01/2014 between 12:00 am and 11:45 pm".
- Reason:** A large, empty text area.
- Attachment Section:** A section with a plus icon and the label "Attachment". It includes a "File:" label, a "Select a file" button, a paperclip icon, and an "Upload" button.
- Document List:** A table with a header row containing the word "Document" and two empty columns. Below the header is a large empty space for document entries.
- Buttons:** At the bottom of the form are two buttons: "Save" (with a floppy disk icon) and "Disregard" (with a trash can 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)

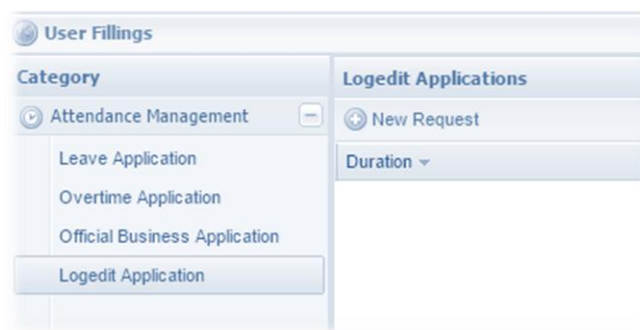
1. Click the **empleyado** menu.



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

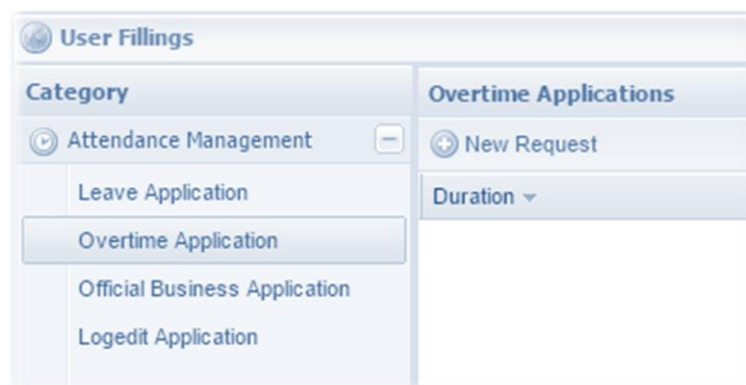
1. Click the **empleyado** menu.



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

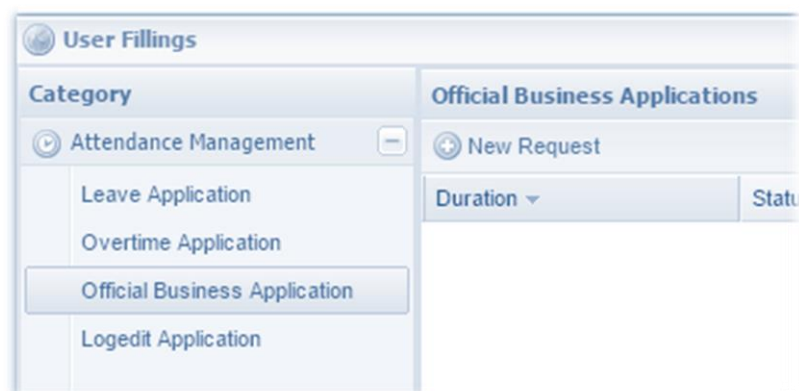
1. Click the **empleyado** menu.



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 screenshot shows a web form titled "Request Details" with a double arrow icon in the top right corner. The form contains the following fields and controls:

- Date Filed:** Fri Nov 21 2014
- Current Status:** --
- Effective Date:** 10/1/2014, with a calendar icon to its right.
- Time:** 12:00 am (dropdown) - 11:45 pm (dropdown). Below this, it says "Occurs on 10/01/2014 between 12:00 am and 11:45 pm".
- Reason:** A large empty text area.
- Attachment:** A section with a plus icon and the word "Attachment". It includes a "File:" label, a "Select a file" button, a pencil icon, and an "Upload" button.
- Document:** A large empty text area below the attachment section.
- Buttons:** "Save" (with a floppy disk icon) and "Disregard" (with a red X icon) 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

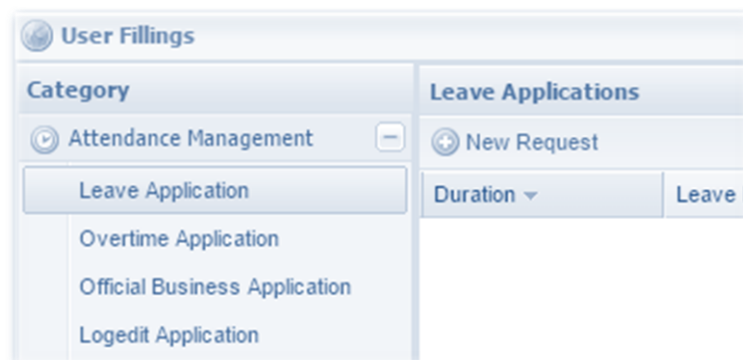
1. Click the **empleyado** menu.



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, under 'Category', 'Attendance Management' is selected, and 'Leave Application' is highlighted. The main area, titled 'Leave Applications', contains a 'New Request' button and a table of applications. The table has columns for Duration, Leave Name, Leave Status, Leave Type, and Approved Date. Two applications are listed, both with a status of 'Pending' and a 'Cancel' button. The first application is for 10/03/2014, 'Vacation Leave', with a reason 'This is a test.' and an approver comment '--'. The second application is for 10/02/2014, 'Vacation Leave', with the same reason and comment.

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.

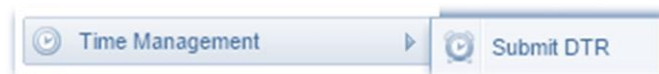
# 10

## 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					
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.

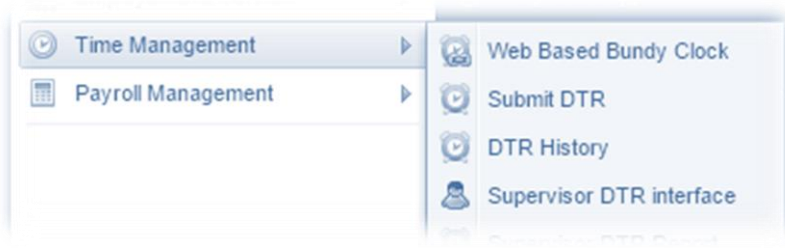
# 11

## Supervisor DTR Interface

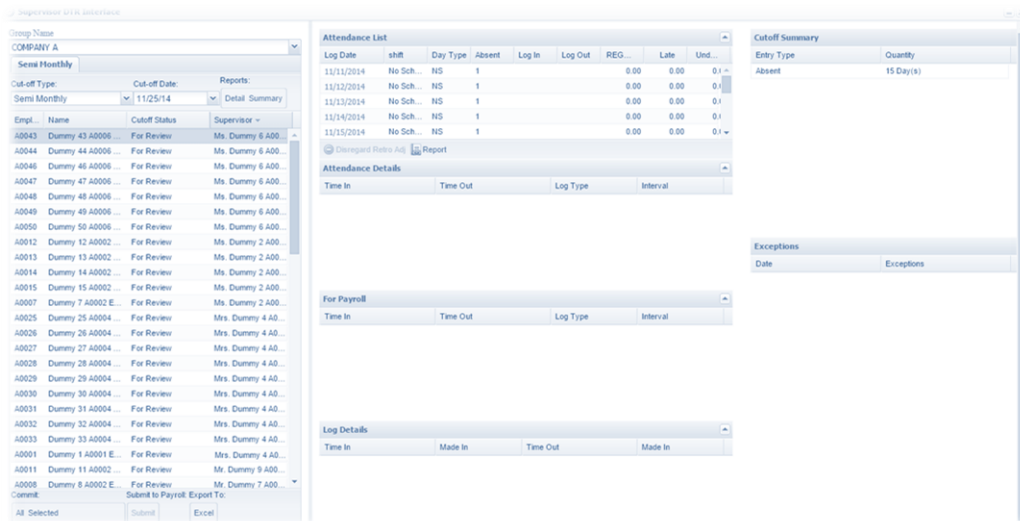
1. Click the **empleyado** menu.



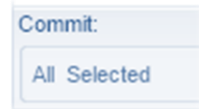
2. On the menu, click **Time Management** and choose **Supervisor DTR Interface**.



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

Supervisor DTR Interface module will appear

Emp #	Full Name	Date Filed	Status	Effective Date	Approved Date	Request Type	Date From	Time From	Date To	Time To
A0010	Dumny 10 Empl.	02/04/14	Pending	02/05/14	02/04/14	Leave				
A0010	Dumny 10 Empl.	02/07/14	Pending	02/10/14	02/07/14	Leave				
A0010	Dumny 10 Empl.	02/07/14	Pending	02/11/14	02/07/14	Leave				
A0009	Dumny 9 Empl.	12/19/13	Pending	12/09/13	05/02/14	Leave				
A0010	Dumny 10 Empl.	12/09/13	Pending	12/09/13		Log Edit	08/11/13	08:00am	08/11/13	05:00pm
A0010	Dumny 10 Empl.	01/16/14	Pending	01/16/14		Log Edit	08/11/13	08:00am	08/11/13	05:00pm
A0010	Dumny 10 Empl.	01/27/14	Pending	01/27/14		Log Edit	08/11/13	08:00am	08/11/13	05:00pm
A0005	Dumny 5 Empl.	12/19/13	Pending	12/19/13		Log Edit	12/17/13	05:50am	12/17/13	07:20pm
A0005	Dumny 5 Empl.	08/01/14	Pending	08/01/14		Log Edit	07/15/14	08:00am	07/15/14	04:00pm
A0005	Dumny 5 Empl.	12/19/13	Pending	12/19/13		Log Edit	12/17/13	07:30am	12/17/13	07:18pm
A0010	Dumny 10 Empl.	12/13/13	Pending	12/13/13		Log Edit	08/11/13	08:00am	08/11/13	05:00pm
A0010	Dumny 10 Empl.	01/22/14	Pending	01/22/14		Log Edit	08/11/13	08:00am	08/11/13	05:00pm

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Emp #	Full Name	Date Filed	Status	Effective Date	Approved Date	Request Type	Date From	Time From	Date To	Time To
A0009	Dumny 9	09/03/14	Approved	08/26/14	09/03/14	Overtime	08/26/14	04:50pm	08/26/14	10:00pm
A0009	Dumny 9	09/03/14	Approved	08/26/14	09/03/14	Overtime	08/26/14	01:00pm	08/26/14	06:00pm
A0009	Dumny 9	09/03/14	Approved	08/26/14	09/03/14	Overtime	08/26/14	04:00pm	08/26/14	07:00pm
A0009	Dumny 9	09/03/14	Approved	08/26/14	09/03/14	Overtime	08/26/14	04:50pm	08/26/14	07:00pm
A0009	Dumny 9	09/03/14	Approved	08/26/14	09/03/14	Overtime	08/26/14	05:00pm	08/26/14	07:00pm
A0011	Dumny 11	08/07/14	Approved	07/11/14	08/07/14	Overtime	07/11/14	05:00pm	07/11/14	08:00pm
A0011	Dumny 11	08/07/14	Approved	07/11/14	08/07/14	Overtime	07/11/14	05:00pm	07/11/14	08:00pm
A0009	Dumny 9	06/18/14	Approved	05/16/14	06/18/14	Overtime	05/16/14	05:00pm	05/17/14	11:00pm
A0009	Dumny 9	06/18/14	Approved	05/16/14	06/18/14	Overtime	05/16/14	05:00pm	05/17/14	11:00pm
A0009	Dumny 9	05/02/14	Approved	05/01/14	05/02/14	Overtime	05/01/14	08:00am	05/01/14	05:00pm
A0010	Dumny 10	11/18/13	Approved	11/16/13		Overtime	11/16/13	08:00am	11/16/13	05:00pm

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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.

### Pending

Type:

Emp #	Full Name	Date Filed	Status	Effective Date	Approved Date	Request Type	Date From	Time From
A0005	Dummy 5 Empl...	08/01/14	Pending	08/01/14		Log Edit	07/01/14	08
A0010	Dummy 10 Empl...	02/07/14	Pending	02/11/14	02/07/14	Leave		
A0010	Dummy 10 Empl...	02/07/14	Pending	02/10/14	02/07/14	Leave		
A0010	Dummy 10 Empl...	02/04/14	Pending	02/05/14	02/04/14	Leave		
A0010	Dummy 10 Empl...	01/27/14	Pending	01/27/14		Log Edit	08/11/13	08
A0010	Dummy 10 Empl...	01/27/14	Pending	01/27/14		Overtime	01/27/14	07
A0010	Dummy 10 Empl...	01/22/14	Pending	01/22/14		Log Edit	08/11/13	08
A0010	Dummy 10 Empl...	01/22/14	Pending	01/22/14		Log Edit	08/11/13	08
A0010	Dummy 10 Empl...	01/22/14	Pending	01/22/14		Official Business	01/22/14	06
A0010	Dummy 10 Empl...	01/22/14	Pending	01/22/14		Overtime	01/22/14	05
A0010	Dummy 10 Empl...	01/16/14	Pending	01/16/14		Log Edit	08/11/13	08

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### Processed

Type:  Status:

Emp #	Full Name	Date Filed	Status	Effective Date	Approved Date	Request Type	Date From	Time From
A0009	Dummy 9 ...	09/03/14	Approved	08/26/14	09/03/14	Overtime	08/26/14	04:55pm
A0009	Dummy 9 ...	09/03/14	Approved	08/26/14	09/03/14	Overtime	08/26/14	01:00pm
A0009	Dummy 9 ...	09/03/14	Approved	08/26/14	09/03/14	Overtime	08/26/14	04:00pm
A0009	Dummy 9 ...	09/03/14	Approved	08/26/14	09/03/14	Overtime	08/26/14	04:55pm
A0009	Dummy 9 ...	09/03/14	Approved	08/26/14	09/03/14	Overtime	08/26/14	05:00pm
A0011	Dummy 1 ...	08/07/14	Approved	07/11/14	08/07/14	Overtime	07/11/14	05:00pm

Date Filed:  
8/1/2014

Log Date:  
8/1/2014

Time In:  
7/1/2014 8:00 am

Time Out:  
7/1/2014 4:00 pm

Reason:  
Test.

Previous Remarks:

Comment:

Attachment

Approve Reject

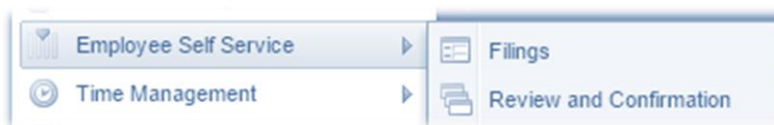
# 13

## 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

The screenshot shows the 'Supervisor DTR Interface' module with a table of employee requests. The table is divided into two sections: 'Pending' and 'Processed'.

Type	Emp #	Full Name	Date Filed	Status	Effective Date	Approved Date	Request Type	Date From	Time From	Date To	Time To
Pending	A0010	Dumny 10 Empl.	02/04/14	Pending	02/04/14	02/07/14	Leave				
	A0010	Dumny 10 Empl.	02/07/14	Pending	02/10/14	02/07/14	Leave				
	A0010	Dumny 10 Empl.	02/07/14	Pending	02/11/14	02/07/14	Leave				
	A0009	Dumny 9 Empl.	12/19/13	Pending	12/09/13	05/02/14	Leave				
	A0010	Dumny 10 Empl.	12/20/13	Pending	12/20/13		Log Off	08/11/13	08:00am	08/11/13	05:00pm
	A0010	Dumny 10 Empl.	01/16/14	Pending	01/16/14		Log Off	08/11/13	08:00am	08/11/13	05:00pm
	A0010	Dumny 10 Empl.	01/21/14	Pending	01/21/14		Log Off	08/11/13	08:00am	08/11/13	05:00pm
	A0005	Dumny 5 Empl.	12/18/13	Pending	12/18/13		Log Off	12/17/13	05:55am	12/17/13	07:20pm
	A0005	Dumny 5 Empl.	08/01/14	Pending	08/01/14		Log Off	07/01/14	08:00am	07/01/14	04:00pm
	A0005	Dumny 5 Empl.	12/19/13	Pending	12/19/13		Log Off	12/17/13	07:30am	12/17/13	07:18pm
Processed	A0010	Dumny 10 Empl.	12/13/13	Pending	12/13/13		Log Off	08/11/13	08:00am	08/11/13	05:00pm
	A0010	Dumny 10 Empl.	01/22/14	Pending	01/22/14		Log Off	08/11/13	08:00am	08/11/13	05:00pm
	A0009	Dumny 9	09/03/14	Approved	08/26/14	09/03/14	Overtime	08/26/14	04:55pm	08/26/14	10:00pm
	A0009	Dumny 9	09/03/14	Approved	08/26/14	09/03/14	Overtime	08/26/14	01:00pm	08/26/14	08:00pm
	A0009	Dumny 9	09/03/14	Approved	08/26/14	09/03/14	Overtime	08/26/14	04:00pm	08/26/14	07:00pm
	A0009	Dumny 9	09/03/14	Approved	08/26/14	09/03/14	Overtime	08/26/14	04:55pm	08/26/14	07:00pm
	A0009	Dumny 9	09/03/14	Approved	08/26/14	09/03/14	Overtime	08/26/14	05:00pm	08/26/14	07:00pm
	A0011	Dumny 11	08/07/14	Approved	07/11/14	08/07/14	Overtime	07/11/14	05:00pm	07/11/14	08:00pm
	A0011	Dumny 11	08/07/14	Approved	07/11/14	08/07/14	Overtime	07/11/14	05:00pm	07/11/14	08:00pm
	A0009	Dumny 9	06/18/14	Approved	05/16/14	06/18/14	Overtime	05/16/14	05:00pm	05/17/14	11:50pm

- Click **Multiple Approval View**.

User Review and Confirmation

Attendance Management

Benefits Management

Pending

Type: [Search Icon] [v] Multiple approval view

Emp #	Full Name	Date Filed	Status	Effective Date
0000	Noel Test	02/04/15	Pending	02/04/15

- Multiple Approval** window will appear.

Multiple Approval

Leave Filings

Request Type	From	To	Duration	Date Filed	
Leave	Feb-09-2015	Feb-13-2015	Whole Day	Feb-04-2015	Approve Reject
Employee Name: Test Reason: Test Remarks: Leave Type: Vacation Leave Total Available Balance: 0.833333					
Leave	Mar-16-2015	Mar-20-2015	Whole Day	Feb-04-2015	Approve Reject
Employee Name: Test Reason: Test Remarks: Leave Type: Vacation Leave Total Available Balance: 0.833333					
Leave	Jan-05-2015	Jan-09-2015	Whole Day	Feb-04-2015	Approve Reject
Employee Name: Test Reason: Test Remarks: Leave Type: Vacation Leave Total Available Balance: 0.833333					

Close

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

Approve Form

Remarks: Please input your remarks

Submit Close

- And click **Save** button.