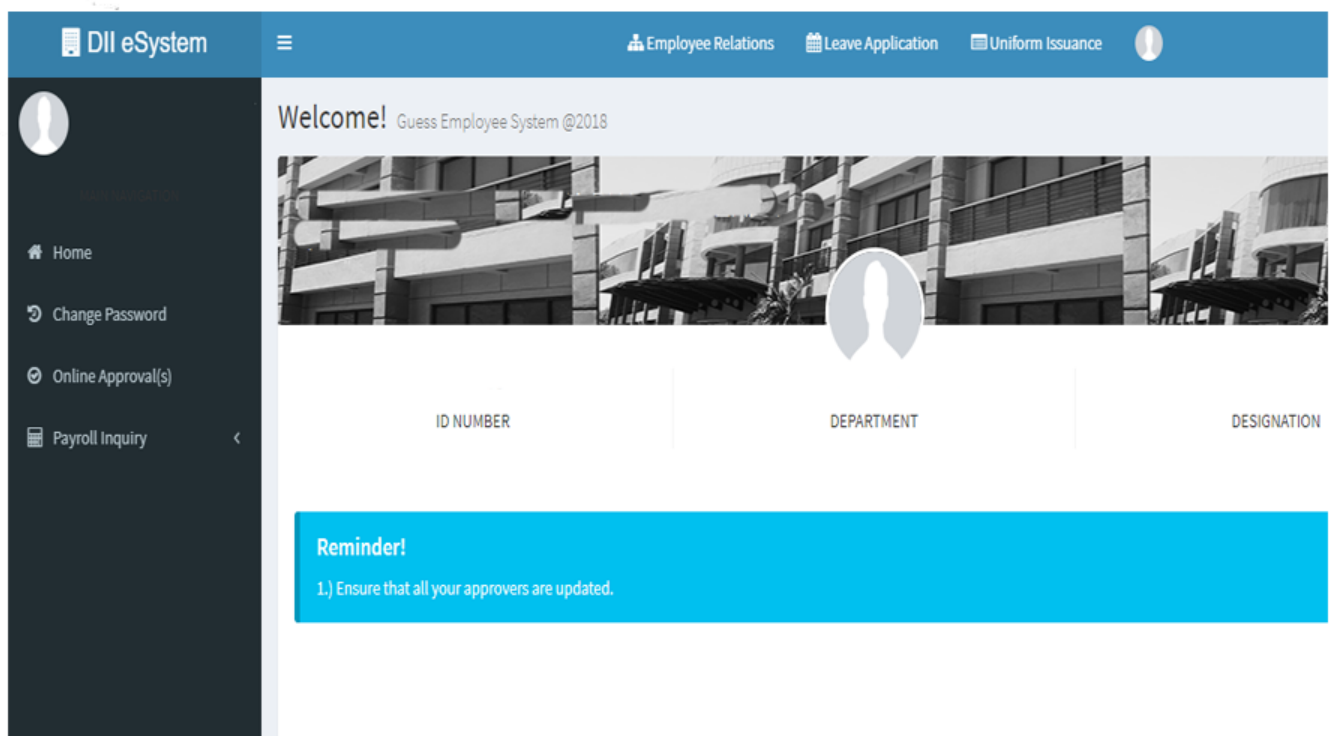

+EMPLOYEE MANAGEMENT SYSTEM

USER MANUAL



ONCE LOG IN, IT WILL DISPLAY
THE HOME PAGE OF THE EMPLOYEE
MANAGEMENT SYSTEM

IT WILL ALSO SHOW ALL YOUR PERSONAL
INFORMATION LIKE ID NUMBER AND ETC

ON THIS PAGE YOU WILL ALSO ACCESS:

LEAVE SYSTEM
UNIFORM ISSUANCE
EMPLOYEE RELATIONS
OVERTIME FORMS
PAYROLL INQUIRY

(MANUALS CAN BE FOUND PER SYSTEM)

The screenshot displays a web application interface for the 'Guess Employee System @2018'. On the left is a dark sidebar with a user profile icon and the text 'HIT: IT'. Below this is a 'MAIN NAVIGATION' section with four items: 'Home' (with a house icon), 'Change Password' (with a circular arrow icon and highlighted with a blue underline), 'Online Approval(s)' (with a checkmark icon), and 'Payroll Inquiry' (with a calendar icon). The main content area on the right has a light blue header with 'Welcome!' and 'Guess Employee System @2018'. Below the header is a 'Global Approvals' section with a globe icon. The primary section is titled 'Change Password' and contains a form with the label 'Enter New Password :', a text input field, and a blue 'Change Password' button.

ON FIRST LOG IN YOU MUST IMMEDIATELY CHANGE PASSWORD TO REDUCE RISK OF EXPOSURE OF PERSONAL DETAILS AND PAYROLL ACCOUNT AND TO AVOID POSSIBLE NUMBERS OF DANGER

INCASE YOU FORGOT YOUR PASSWORD YOU CAN CALL IT FOR ASSISTANCE OR HRD FOR RESET OF PASSWORD

The screenshot shows a web application interface. On the left is a dark sidebar with a user profile icon and the text 'HIT: IT'. Below this is a 'MAIN NAVIGATION' section with four items: 'Home', 'Change Password', 'Online Approval(s)' (which is highlighted with a blue underline), and 'Payroll Inquiry'. The main content area has a light blue header with 'Welcome!' and 'Guess Employee System @2018'. Below the header is a section titled 'Department approver options'. This section contains three rows, each with a title ('Approver 1', 'Approver 2', 'Approver 3') and a text input field. At the bottom of this section is a blue button labeled 'Save Approvers'.

ON THE ONLINE APPROVAL TAB
IT WILL DISPLAY ALL YOUR
APPROVERS

ALL SELECTED APPROVERS THAT YOU
SAVED WILL BE YOUR APPROVER(S)
FOR THE WHOLE EMPLOYEE MANAGEMENT
SYSTEM

IN CASE OF WRONG APPROVER
OR INCOMPLETE APPROVER
YOU CAN ASK ASSISTANCE IN
HRD