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1.0 Project Details

Name	Human Resource Information System		
Description	Design, develop and implement the HRIS for Universal Harvester Dairy Farms Inc..		
Sponsor	Human Resource Department – TLCI & UHDFI		
Project Manager	Mr. Mc Austine Philip M. Redondo		
Project Team Resources	Mr. Allan O. Roxas Mr. Austine M. Redondo Mr. Mark Topher Villaluz Mr. Lendie Catubig	Mr. Jaycee Pasia Mr. Jimmy F. Felix Mr. Ken Juvic Marasigan	

2.0 Project overview

- Improve and enhance the timekeeping process of BMC, currently manual.
- Free the company from a subscription-based application.
- Allows the company for greater control over sensitive employee data, enhancing security measures that align with the organization's policies and compliance requirements.

3.0 Document objective

- Improve and enhance the timekeeping process of BMC, currently manual.
- Free the company from a subscription-based application.

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4.0 User Login



Bukidnon Milk Company

HRIS Login

1. Username

2. Password

3.

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Image 1. Login Window

1. Username: Input your correct username.
2. Password: Input your correct password.
3. Click login button to enter the system.
4. Upon successful login, you will be redirected to the system dashboard.

Note: If you input wrong username or password, you will not be able to login.

5.0 Clock in & Clock out

CB Zone (v.1.0.0)

Welcome HRADMIN2! 2 ▼ ▼

HR-Settings

- Dashboard
- HR Admin
- Self-Service
- Timekeeping

Home / Self-service / Daily Attendance

HR-ADMIN2 HR-ADMIN2
Employee

08 : 28 : 14 AM
Monday, April 7, 2025

Off Duty

1.

Attendance Records

DATE	TIME	EVENT
Apr 07, 2025 Monday	08:28 AM	→ Time Out
Apr 02, 2025 Wednesday	09:16 AM	→ Time In

Image 2. Dashboard

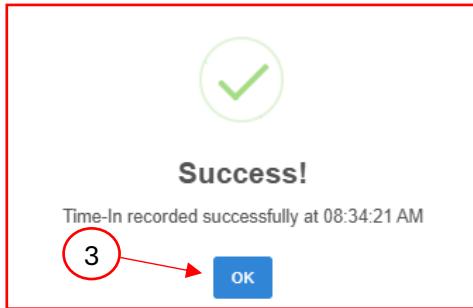


5.1. Clock In

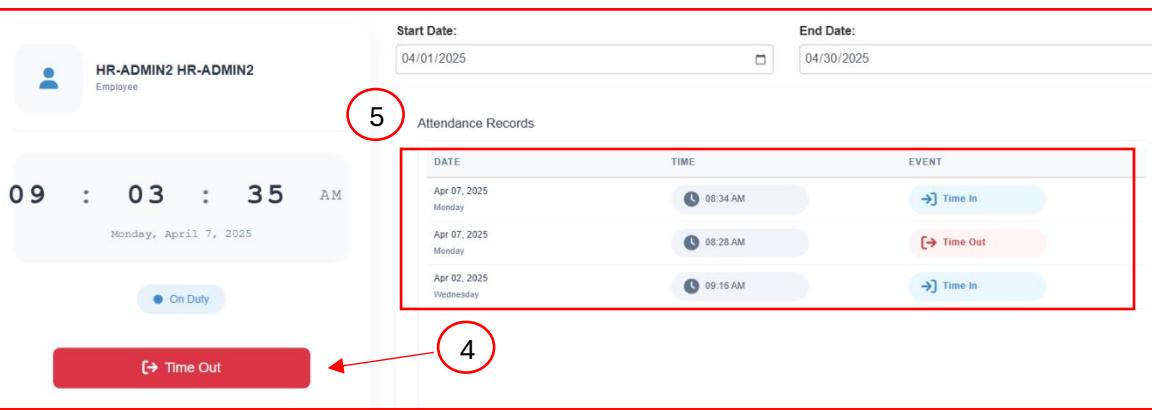
1. Time In button is used to start your attendance every day.
2. Once you click the time in button, a confirmation window will appear as shown on the image below. Click yes to proceed. Click no to cancel.



3. A success window will appear if the clock in is successful. Then click ok button to proceed.



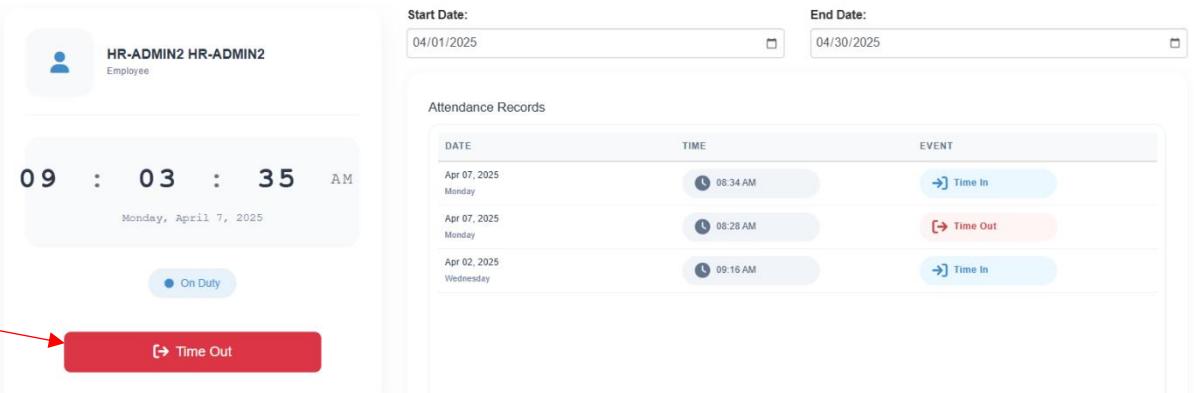
4. The time in button will change to time out button after clock in.
5. Your clock in will reflect on the attendance record table.



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5.2. Clock Out

1. Time out button is used to end your attendance every day.

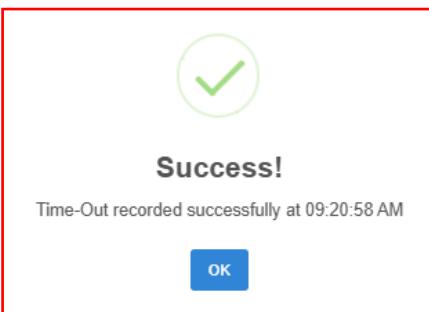


The screenshot shows the HRIS interface. At the top, there are dropdown menus for 'Start Date' (04/01/2025) and 'End Date' (04/30/2025). Below these are sections for 'Employee' (HR-ADMIN2 HR-ADMIN2) and 'Attendance Records'. The attendance records table has columns for 'DATE', 'TIME', and 'EVENT'. It lists three entries: 'Apr 07, 2025 Monday' with a 'Time In' button, 'Apr 07, 2025 Monday' with a 'Time Out' button, and 'Apr 02, 2025 Wednesday' with a 'Time In' button. At the bottom left, a red box contains the employee's clock-in status ('On Duty') and a large red button labeled 'Time Out'.

2. Once you click the time out button, a confirmation window will appear as shown on the image below. Click yes to proceed. Click no to cancel.



3. A success window will appear if the clock out is successful. Then click ok button to proceed.



4. The time out button will change to time in button after clock out.
5. Your clock in will reflect on the attendance record table.



The screenshot shows the 'Daily Attendance' page. At the top, there are date selection fields: 'Start Date: 04/01/2025' and 'End Date: 04/30/2025'. Below this, the employee 'HR-ADMIN2 HR-ADMIN2' is listed. The main area displays a clock showing '09 : 23 : 42 AM' and the date 'Monday, April 7, 2025'. A status indicator 'Off Duty' is shown. A blue button labeled '→ Time In' is at the bottom. To the right, a table titled 'Attendance Records' lists events with columns for DATE, TIME, and EVENT. Red numbered circles and arrows highlight specific elements: circle 4 points to the 'Time In' button; circle 5 points to the 'Attendance Records' table.

6.0 Self Service

6.1. Change Schedule

1. Navigate the change schedule by clicking the Self-Service catalog in the navigation bar.

The screenshot shows the 'CB Zone (v.1.0.0)' navigation bar. A red box highlights the 'Self-Service' section. Inside, a red arrow labeled '1' points to the 'Self-Service' link. Another red arrow labeled '2' points to the '[EE] Attendance' link under the 'Self-Service' category. To the right, a smaller window shows the 'Daily Attendance' page for 'HR-ADMIN2 HR-ADMIN2' with a clock at '09 : 30 : 15 AM' and a table of attendance records.

2. Click [EE] Change Sched link to open Change Schedule window. The employee change schedule window will be displayed as shown on image 3.

The screenshot shows the 'Employee Change Schedule' window. At the top, there is a search bar and a button '+ File Schedule'. A red arrow labeled '3' points to the '+ File Schedule' button. Below, there are tabs for 'Pending', 'Approved', and 'Cancelled', with 'Pending' selected. A table lists scheduled files with columns: Ref#, Employee, Sched Type, Sched Date From, Sched Date To, RD1, RD2, Created By, Approver, Status, and Action. Two entries are shown: CS-6642920467 and CS-5318219620. At the bottom, there is a message 'Showing page 1 of 1' and navigation buttons for 'Previous' and 'Next'.

Image 3. Employee Change Schedule.

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3. Click file schedule button to open the Change Schedule Form. The change schedule form is showed on the image 4.

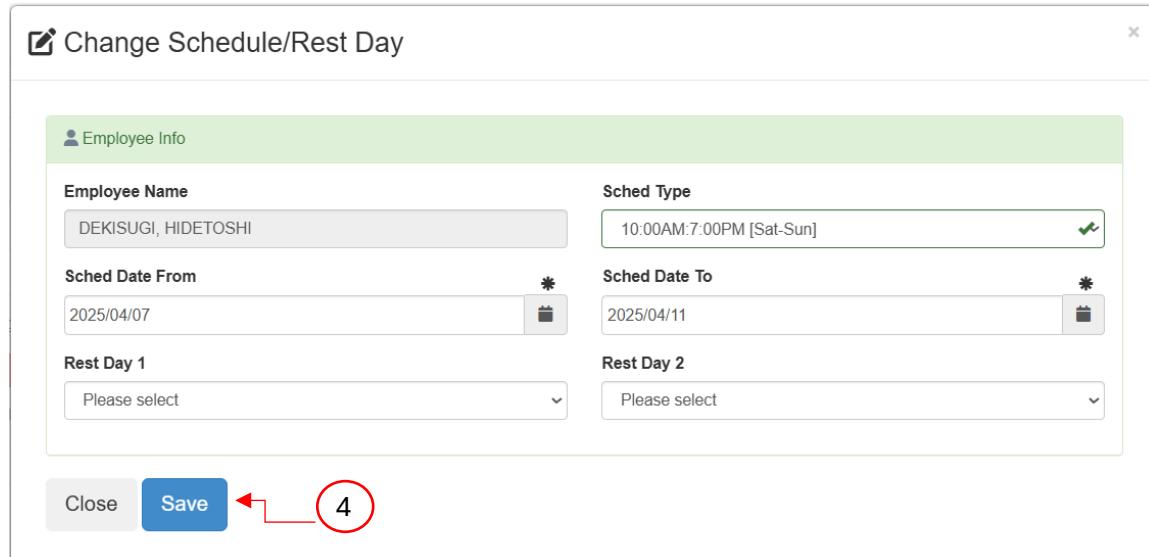


Image 4. Employee Change Schedule Form.

Table 1. Employee Change Schedule Form Fields.

Field	Description
Employee Name	Your name will display in this field.
Sched Type	Select the schedule type of your schedule. Schedule list is provided appendix A.)
Sched Date From	Select the start date of your selected schedule type. Your selected schedule will start taking effect on the selected date.
Sched Date To	Select the end date of your selected schedule type. Your selected schedule will end taking effect on the selected date.
Rest Day 1	Select Rest Day 1 if you need to change your rest day 1 By default, each schedule type carries Rest Day 1 & Rest Day 2. Refer to appendix A.
Rest Day 2	Select Rest Day 2 if you need to change your rest day 2. By default, each schedule type carries Rest Day 1 & Rest Day 2. Refer to appendix A.

4. Click save button to save your change schedule.
Success message will be displayed.

Schedule saved successfully!

Note that you should not file for schedule that will overlap the other schedules.
Once created successfully, it will be sent to the assigned approver for their review and approval.
If the column approver contains "Not Provided", it means the employee does not have approval setup.



6.2. Leave

1. Navigate the leave by clicking Self-Service catalog in the navigation bar.

CB Zone (v.1.0.0)

Welcome HRADMIN2

Home / Self-service / Daily Attendance

HR-ADMIN2 HR-ADMIN2

Employee

Start Date: 04/01/2025 End Date: 04/30/2025

Attendance Records

DATE	TIME	EVENT
Apr 07, 2025 Monday	09:20 AM	Time Out
Apr 07, 2025 Monday	08:34 AM	Time In
Apr 07, 2025 Monday	08:28 AM	Time Out
Apr 07, 2025 Wednesday	09:16 AM	Time In

09 : 30 : 15 AM

Monday, April 7, 2025

Off Duty

Time In

2. Click [EE] Leave link to open leave window. The employee leave window will be displayed as shown on image 5.

Home / Self-service / Leave

+ Service Incentive Leave (Pending) (Approved)

10 records per page

Ref#	Date Leave	Count	Leave	Created By	Created For	Approver	Status
LV-2025040741	2025-04-07	Whole	Service Incentive Leave	HIDETOSHI DEKISUGI	HIDETOSHI DEKISUGI		New
LV-2025040751	2025-04-08	Whole	Service Incentive Leave	HIDETOSHI DEKISUGI	HIDETOSHI DEKISUGI		New
LV-2025040702	2025-04-14	Whole	Service Incentive Leave	HIDETOSHI DEKISUGI	HIDETOSHI DEKISUGI		New
LV-2025040702	2025-04-15	Whole	Service Incentive Leave	HIDETOSHI DEKISUGI	HIDETOSHI DEKISUGI		New
LV-2025040702	2025-04-16	Whole	Service Incentive Leave	HIDETOSHI DEKISUGI	HIDETOSHI DEKISUGI		New
LV-2025040702	2025-04-17	Whole	Service Incentive Leave	HIDETOSHI DEKISUGI	HIDETOSHI DEKISUGI		New
LV-2025040702	2025-04-18	Whole	Service Incentive Leave	HIDETOSHI DEKISUGI	HIDETOSHI DEKISUGI		New
LV-2025040733	2025-04-22	Half Day PM	Service Incentive Leave	HIDETOSHI DEKISUGI	HIDETOSHI DEKISUGI		New

Showing 1 to 8 of 8 entries

Previous 1 Next

Delete

Image 5. Employee Leave.



3. Click one button on the list of available leave. It will open a leave form as shown below.

Service Incentive Leave

Leave Info

Date From *	2025/04/07	Date To *	2025/04/07	Leave Count *	Please select
Note	Please add note here.				

Buttons: Close, Save

Table 2. Leave Type.

Leave	Description
Service Incentive Leave	This is the standard leave used by UHDFI that has leave credits.
Vacation Leave	
Maternity Leave	
Paternity Leave	
Emergency Leave	
OFFSET	
Leave Without Pay	
Solo Parent Leave	No leave credits, follow HR implementation.

4. a
5. sa

 The logo features a circular design with two halves. The left half contains the text 'CREATED WITH' at the top, 'GOURMET' in the center, and 'Cathmen's Best' at the bottom. The right half contains the text '100% PREMIUM' at the top, 'ICE CREAM' in the center, and a stylized 'CB' monogram in the bottom right.	IT Department	Human Resource Information System	Doc #. 002
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6.0 Self Service