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## 1.0 Project Details

<b>Name</b>	Human Resource Information System	
<b>Description</b>	Design, develop and implement the HRIS for Universal Harvester Dairy Farms Inc..	
<b>Sponsor</b>	Human Resource Department – TLCI & UHDFI	
<b>Project Manager</b>	Mr. Mc Austine Philip M. Redondo	
<b>Project Team Resources</b>	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



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

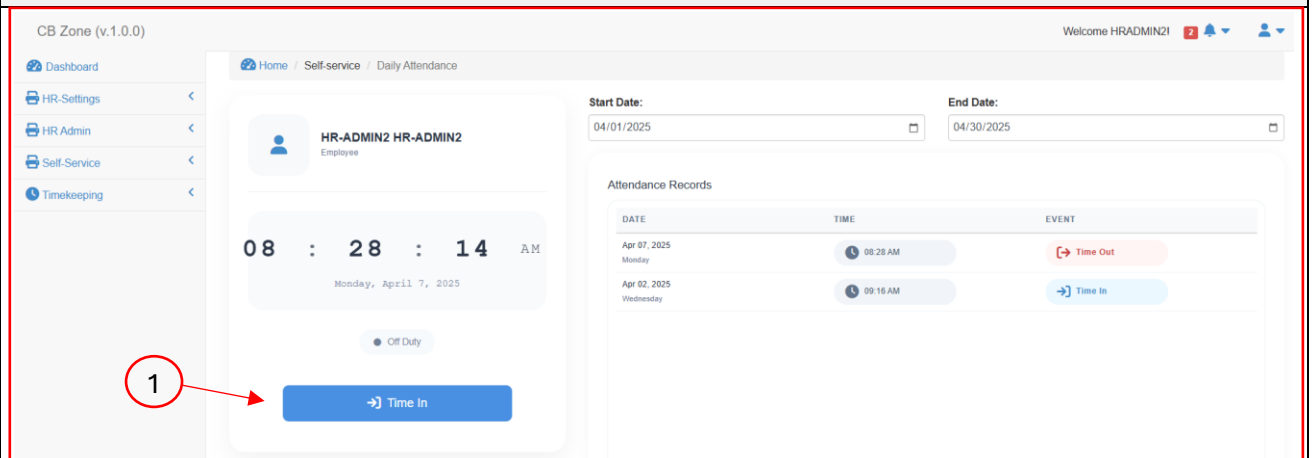


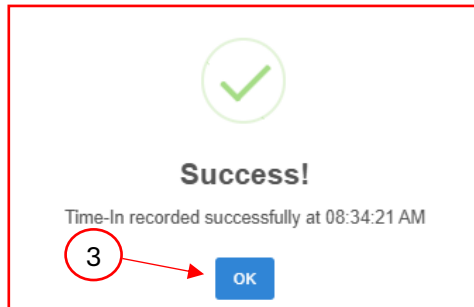
Image 2. Dashboard

## 5.1. Clock In

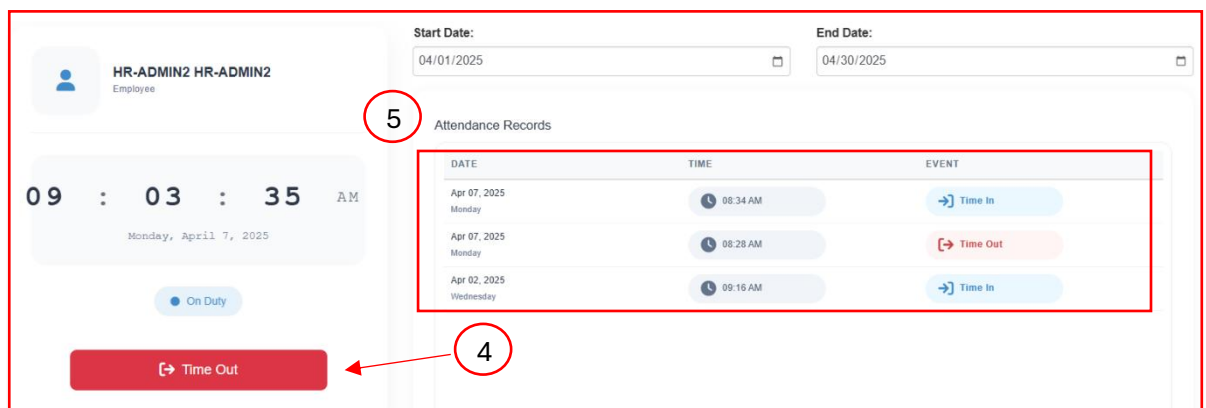
1. Time In button is used to start your attendance every day.
2. Once you click the time in button, a confirmation window will appear as shown on the image below. Click yes to proceed. Click no to cancel.




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



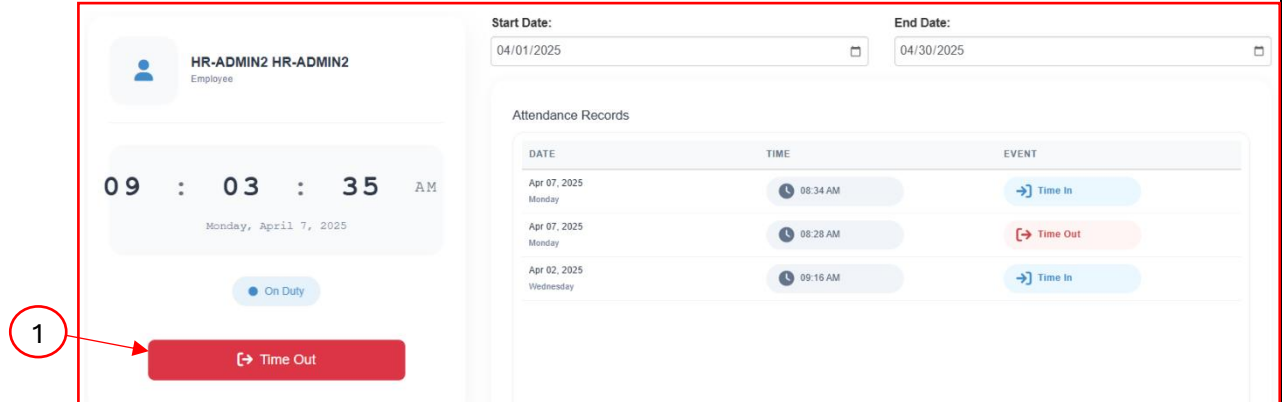
4. The time in button will change to time out button after clock in.
5. Your clock in will reflect on the attendance record table.



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## 5.2. Clock Out

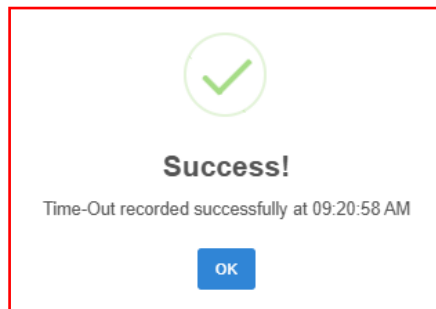
1. Time out button is used to end your attendance every day.



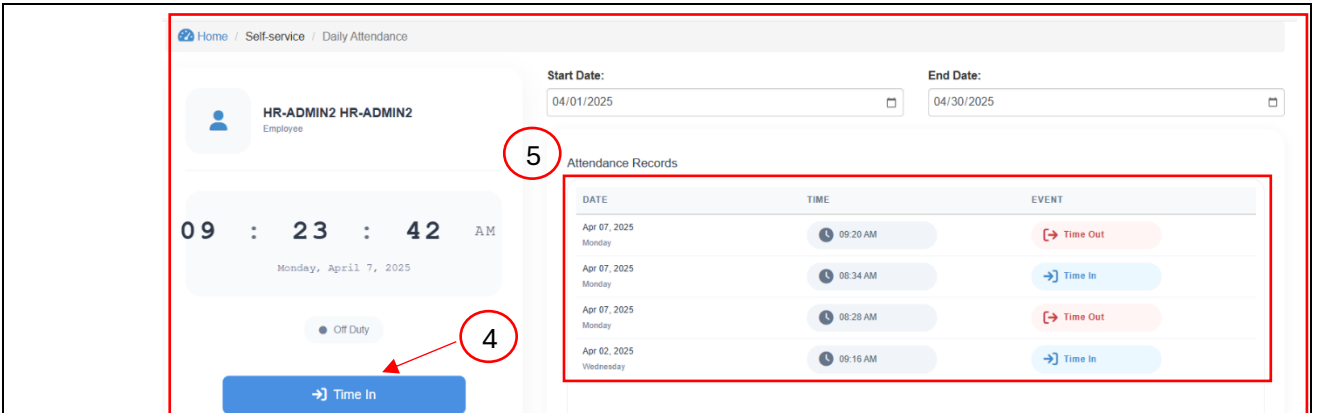
2. Once you click the time out button, a confirmation window will appear as shown on the image below. Click yes to proceed. Click no to cancel.



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.



Home / Self-service / Daily Attendance

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

HR-ADMIN2 HR-ADMIN2 Employee

09 : 23 : 42 AM  
Monday, April 7, 2025

Off Duty

Time In

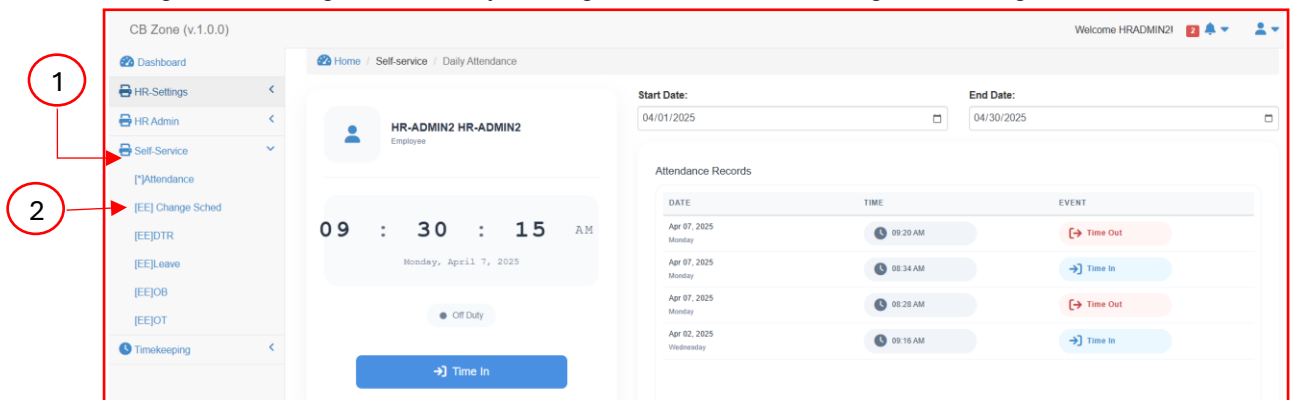
Attendance Records

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 02, 2025 Wednesday	09:16 AM	Time In

## 6.0 Self Service

### 6.1. Change Schedule

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



CB Zone (v.1.0.0)

Dashboard

HR-Settings

HR Admin

Self-Service

[\*]Attendance

[EE] Change Sched

[EE]DTR

[EE]Leave

[EE]JOB

[EE]OT

Timekeeping

Home / Self-service / Daily Attendance

HR-ADMIN2 HR-ADMIN2 Employee

09 : 30 : 15 AM  
Monday, April 7, 2025

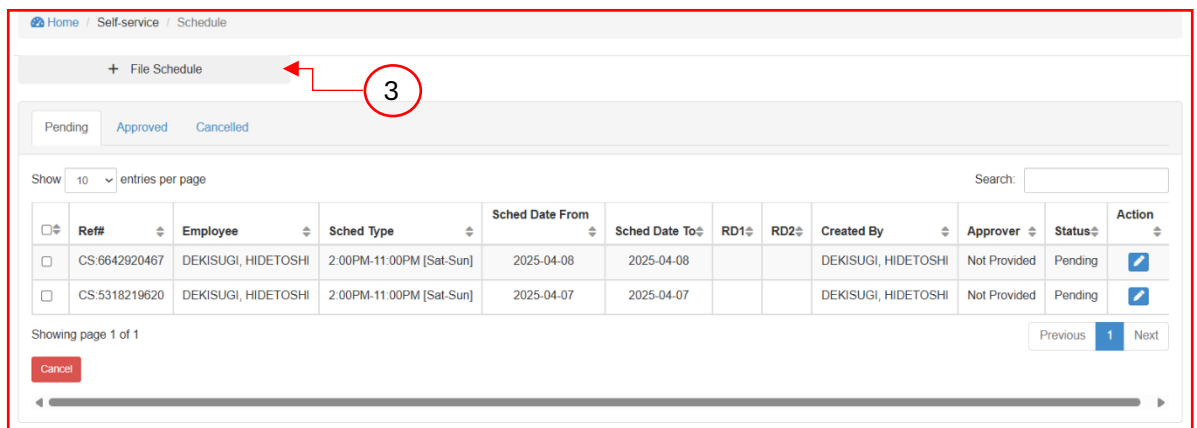
Off Duty

Time In

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 02, 2025 Wednesday	09:16 AM	Time In

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





Home / Self-service / Schedule

+ File Schedule

Pending Approved Cancelled

Show 10 entries per page Search:

	Ref#	Employee	Sched Type	Sched Date From	Sched Date To	RD1	RD2	Created By	Approver	Status	Action
<input type="checkbox"/>	CS-6642920467	DEKISUGI, HIDETOSHI	2:00PM-11:00PM [Sat-Sun]	2025-04-08	2025-04-08			DEKISUGI, HIDETOSHI	Not Provided	Pending	
<input type="checkbox"/>	CS-5318219620	DEKISUGI, HIDETOSHI	2:00PM-11:00PM [Sat-Sun]	2025-04-07	2025-04-07			DEKISUGI, HIDETOSHI	Not Provided	Pending	

Showing page 1 of 1

Cancel

Previous 1 Next

Image 3. Employee Change Schedule.

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

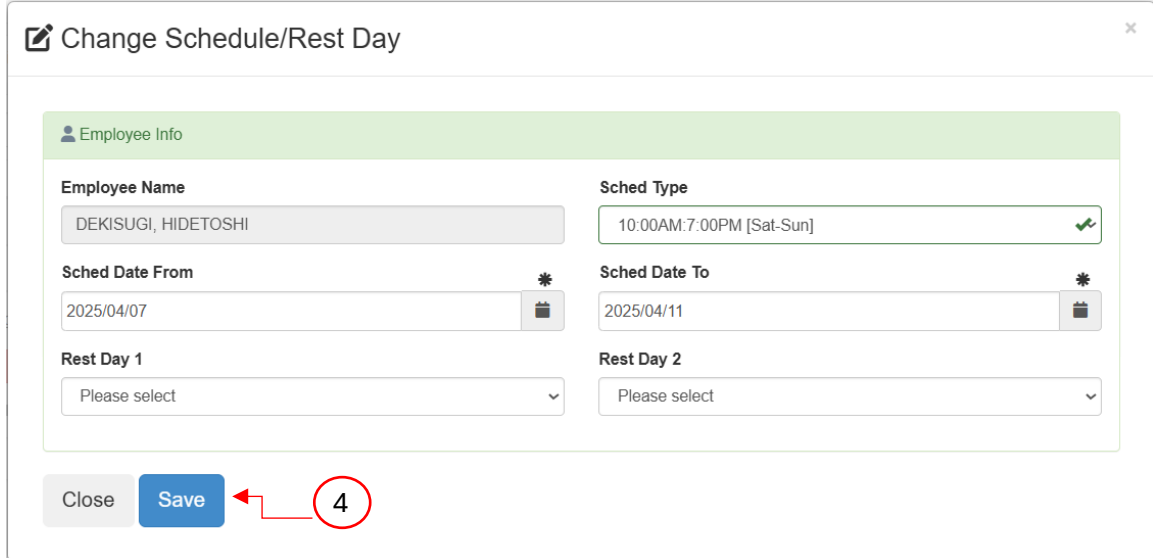


Image 4. Employee Change Schedule Form.

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.

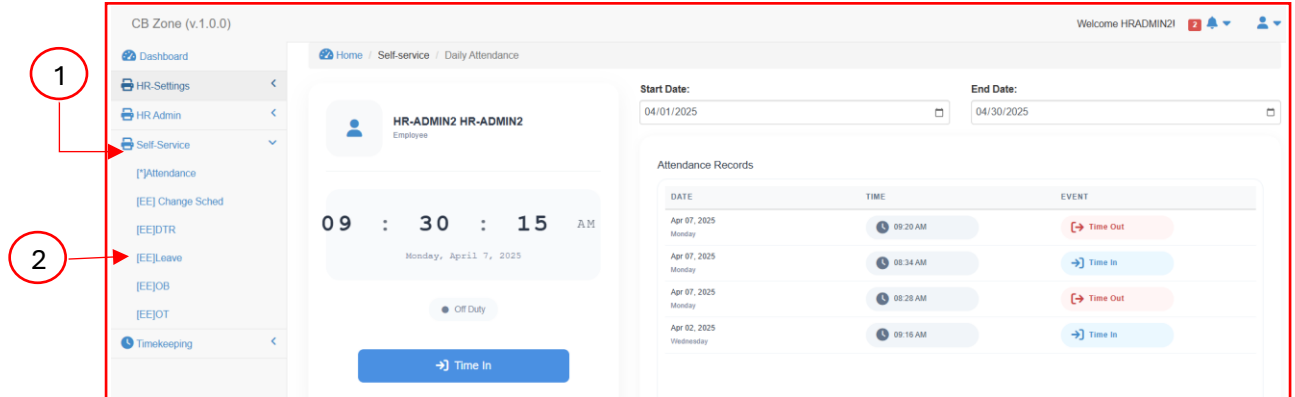
4. Click save button to save your change schedule. Success message will be displayed.

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.



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

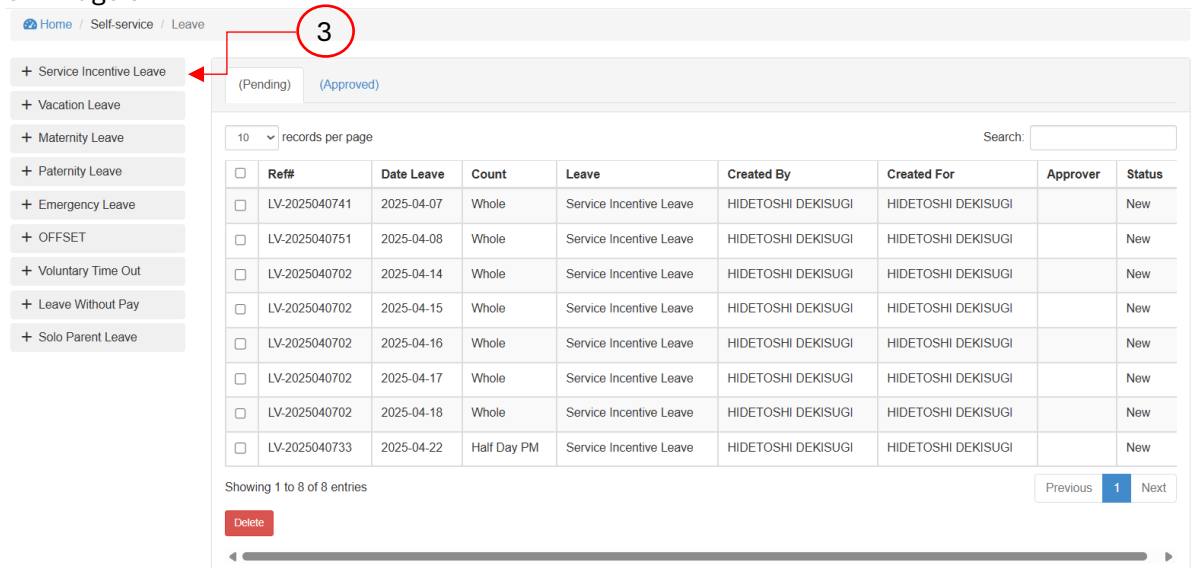



Image 5. Employee Leave.



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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
Date To
Leave Count

2025/04/07
2025/04/07
Please select

Note

Please add note here.

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.

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6.0 Self Service