


	IT Department	Human Resource Information System	Doc #. 002 <hr/> 1
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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.



4.0 HRIS Access

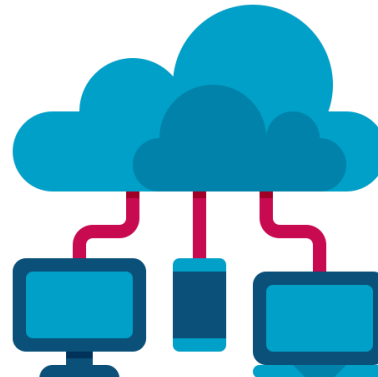
1. Where can we access the HRIS system?

The HRIS can be accessed using various devices, including mobile phones, desktop computers, and laptops. Supported Devices:

Mobile Phones – For quick access on the go.

Laptops – Ideal for remote work or personal use.

Desktop Computers – Commonly used in the office setting.



2. Steps to Access the HRIS:

1

Open your preferred browser.

On your mobile phone, laptop, or desktop, launch **Google Chrome** or **Microsoft Edge**.

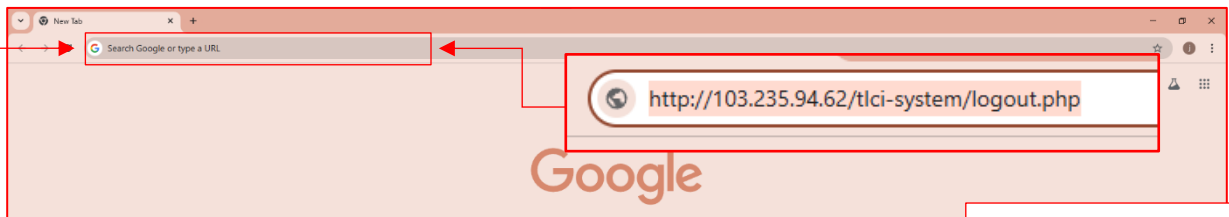




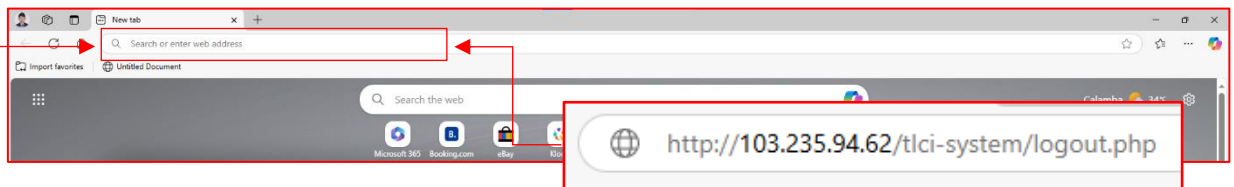
2

Go to the address bar.

Click or tap on the address bar at the top of your browser window.



This is an example on Google Chrome.



This is an example on Microsoft Edge.

3


Enter the HRIS URL.

Type the following URL: <http://103.235.94.62/tlci-system/logout.php> then press **Enter**.

<http://103.235.94.62/tlci-system/logout.php>

4

Once you hit the **Enter** button, you will be redirected to the HRIS page.

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5.0 User Login

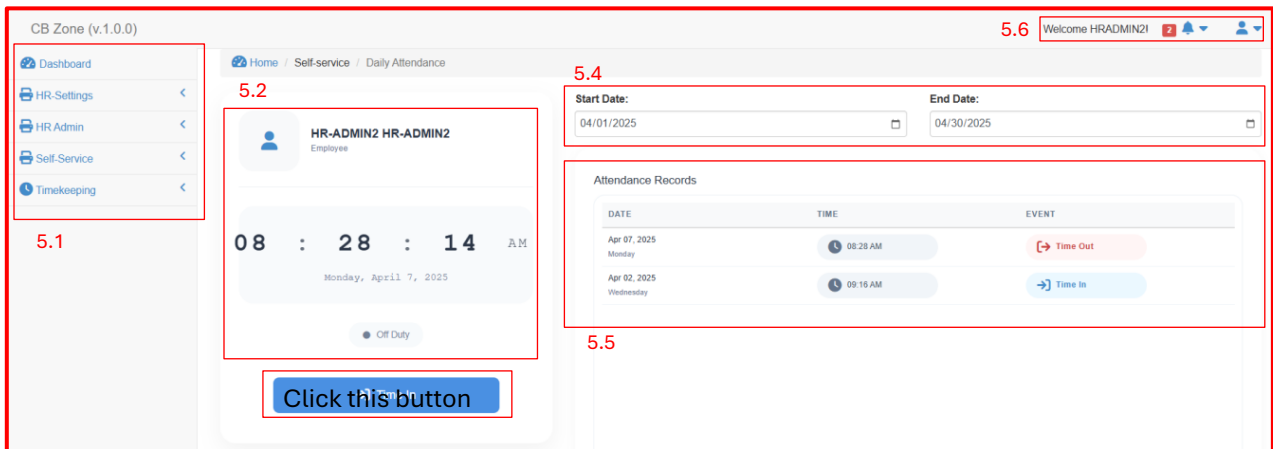


1. Username: Input your correct username.
2. Password: Input your correct password.
3. Click login button to enter the system.
4. This "Create Ticket" button redirects into a new page which is the ticketing system.
5. Upon successful login, you will be redirected to the system dashboard.

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

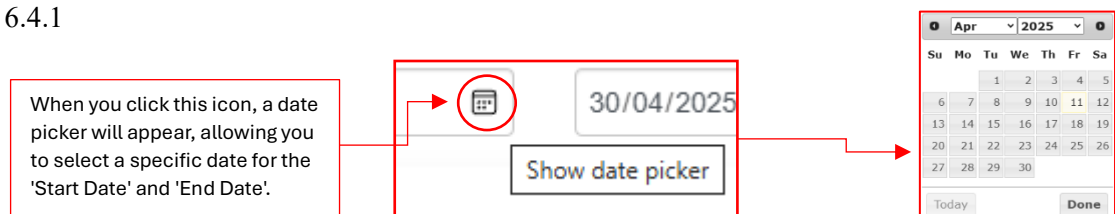
6.0 Dashboard

- Upon successful login, the dashboard will be the first screen to appear. This is what the dashboard looks like:



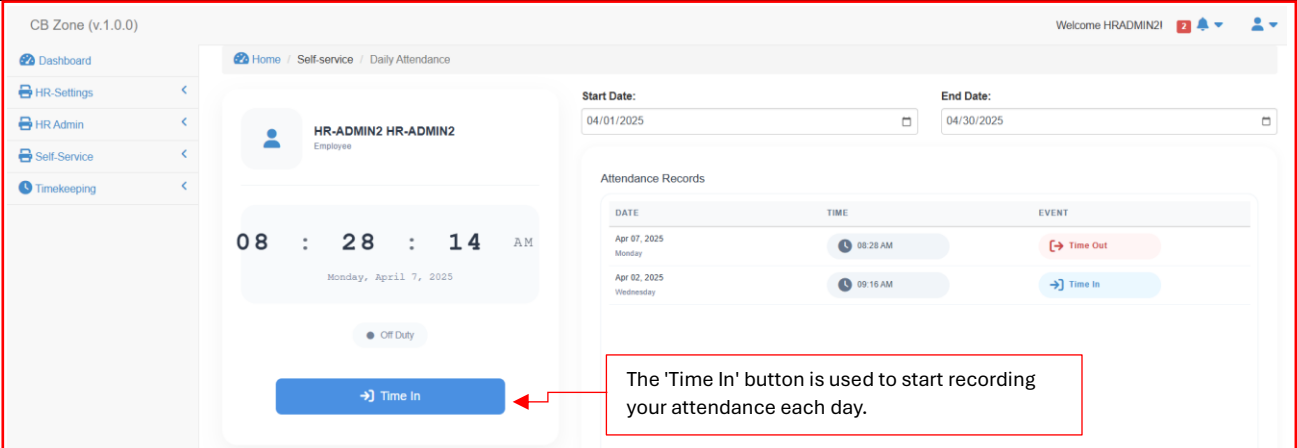
- This is the side navigation, which provides quick access to the main sections and different factions within the dashboard.
- This is the time indicator, where you can view the current date and time in real-time.
- These are the Time In and Time Out buttons. The button changes its appearance when clicked—'Time In' appears in blue, and 'Time Out' appears in red
- This is the date filter for the attendance records. It allows you to set the start and end dates, which determine the range of attendance records displayed.

6.4.1



- This is the attendance record table, which displays the data where the 'Time In' and 'Time Out' entries are recorded.
- This is the head navigation bar, displaying options such as 'User Profile', 'About', and 'Logout' for easy access to account-related features.

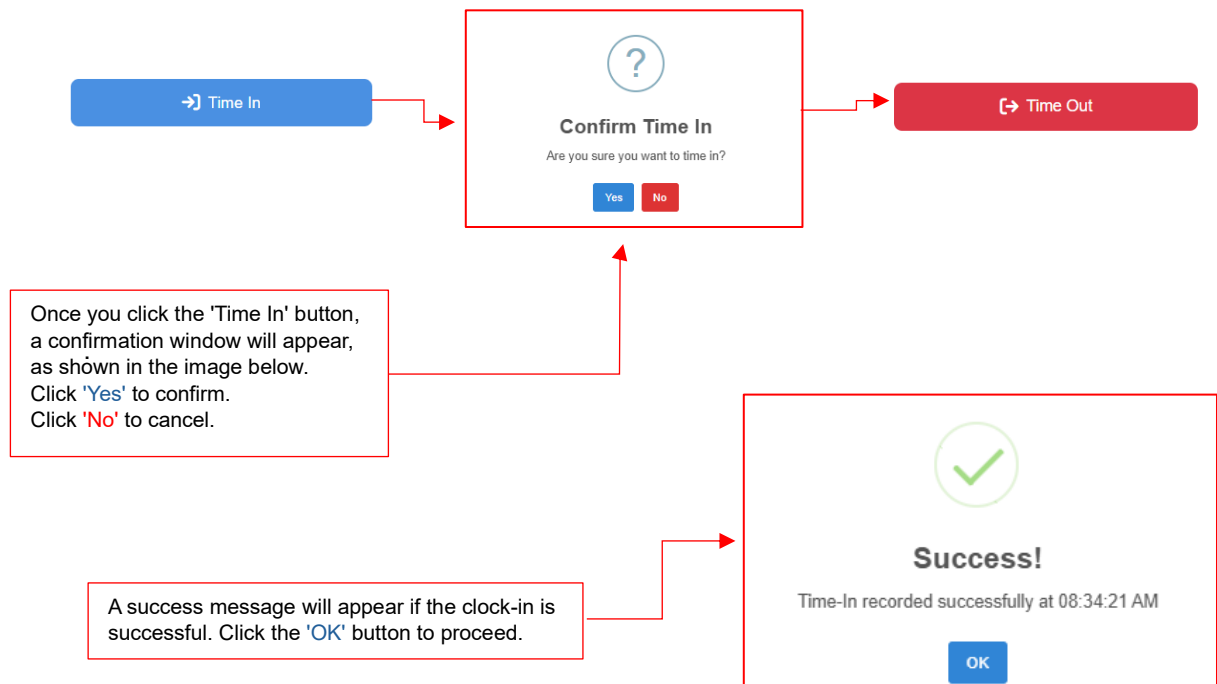
7.0 Clock in & Clock out



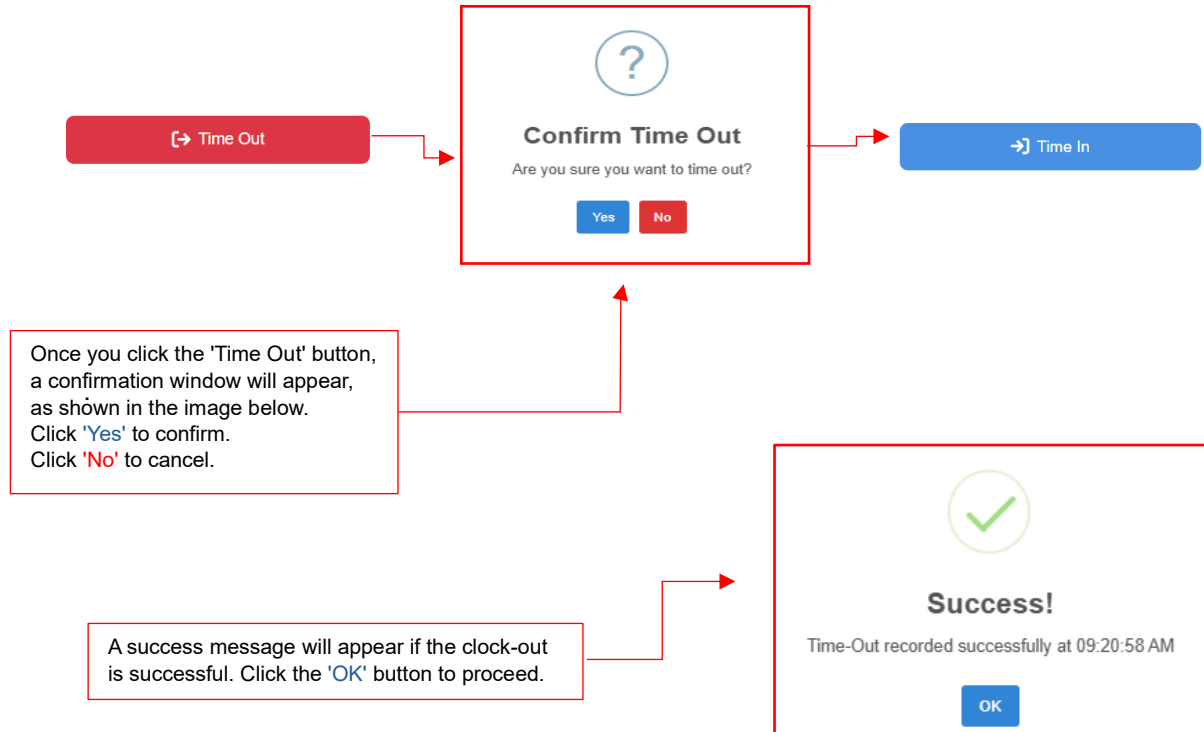
The screenshot shows the HR system interface for HR-ADMIN2. The main area displays the current time as 08:28:14 AM on Monday, April 7, 2025. Below the time display is a blue button labeled 'Time In'. To the right, there is a table titled 'Attendance Records' showing the start and end times for the current day and the previous day. A red box highlights the 'Time In' button with the text: 'The 'Time In' button is used to start recording your attendance each day.'

Note: The “Time In” and “Time Out” button changes its appearance every time it is clicked.

7.1 Clock In



7.2 Clock Out



1. Your clock-in time will be reflected in the attendance record table.

DATE	TIME	EVENT
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

This is the date filter for the attendance records. It allows you to set the start and end dates, which determine the range of attendance records displayed.

This is the date indicator, which displays the recorded date of your Time In and Time Out actions.

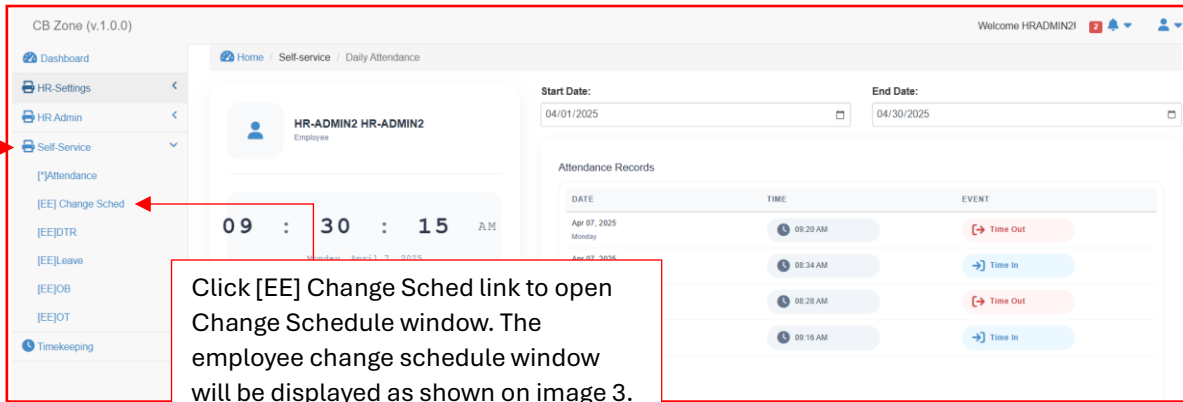
This is the time stamp, which shows the exact time of your Time In and Time Out actions.

This is the Time In/Time Out indicator, displayed specifically for each row in the attendance table.

8.0 Self Service

8.1. Change Schedule

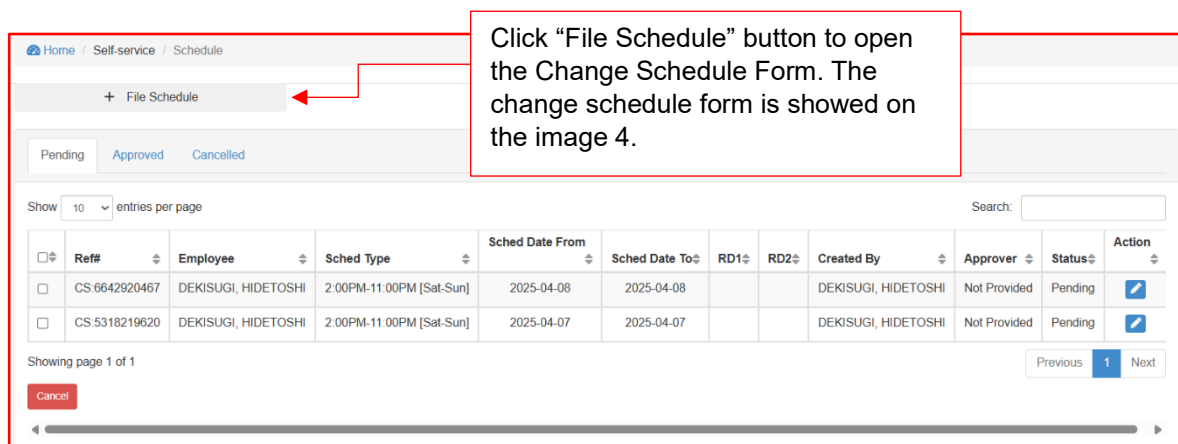
Navigate the "Change Schedule" by clicking the "Self-Service" catalog in the navigation



The screenshot shows the HR system dashboard. On the left, the 'Self-Service' menu is expanded, and the '[EE] Change Sched' link is highlighted. A red arrow points from the text box to this link. In the center, the 'Change Schedule' window is displayed, showing the employee's name 'HR-ADMIN2 HR-ADMIN2' and a clock interface with the time '09 : 30 : 15 AM'. On the right, the 'Attendance Records' table is visible, showing dates and times for 'Apr 07, 2025'.

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

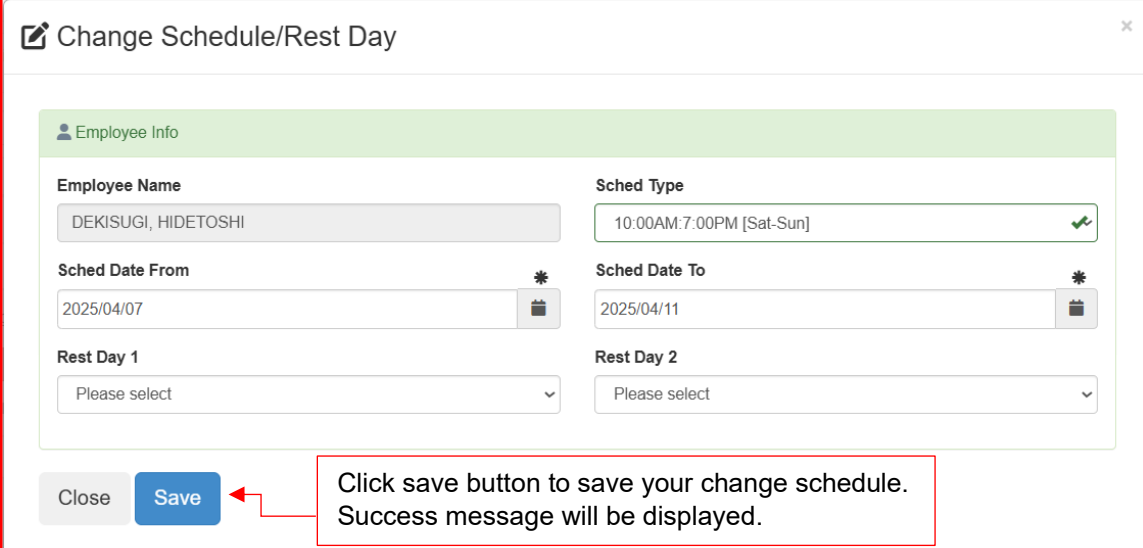
1. Once the '[EE] Change Sched' button is clicked, it will redirect you to a new page. This is what it looks like:



The screenshot shows the 'File Schedule' form. At the top, there is a '+ File Schedule' button, which is highlighted by a red arrow from the text box. Below the button, there are tabs for 'Pending', 'Approved', and 'Cancelled'. A table below shows a list of scheduled entries with columns for 'Ref#', 'Employee', 'Sched Type', 'Sched Date From', 'Sched Date To', 'RD1', 'RD2', 'Created By', 'Approver', 'Status', and 'Action'. The table contains two entries for 'DEKISUGI, HIDETOSHI' on '2025-04-08' and '2025-04-07'. At the bottom, there is a 'Showing page 1 of 1' indicator and a 'Previous 1 Next' navigation bar.

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

2. Upon clicking the “File Schedule” button, a fill-out modal will appear.



Change Schedule/Rest Day

Employee Info

Employee Name: DEKISUGI, HIDETOSHI

Sched Type: 10:00AM:7:00PM [Sat-Sun]

Sched Date From: 2025/04/07

Sched Date To: 2025/04/11

Rest Day 1: Please select

Rest Day 2: Please select

Close Save

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

Schedule saved successfully!

When this success message appears, it means the filed schedule has been successfully saved.


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.

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.

The 'Pending' table is the default view when the page first loads. It displays the filed schedules along with their descriptions.

Showing page 1 of 1

Ref#	Employee	Sched Type	Sched Date From	Sched Date To	RD1	RD2	Created By	Approver	Status	Action
CS:3290781958	DEKISUGI, HIDETOSHI	4:00AM-1:00PM [Sat-Sun]	2025-04-07	2025-04-07			DEKISUGI, HIDETOSHI	Not Provided	Pending	

This Cancel button is used to cancel a filed schedule. It works by selecting and checking a specific row from the table.

This Update button is used to modify a filed schedule. To update, select and check the specific row you want to edit.

- Once the Update button is clicked, a fill-out form will appear with the pre-filled values from the selected row, allowing you to modify the fields you want to update.

Change Employee Schedule

Ref#: CS:3290781958 Employee ID: 241007

Employee Name: DEKISUGI, HIDETOSHI

Sched Type: 4:00AM-1:00PM [Sat-Sun]

Sched Date From: 2025-04-07

Sched Date To: 2025-04-07

Close Save

The values are in Table 1. Employee Change Schedule

This is the list of employees, can select or this will not appear if does not have an authority.

Click "Save" to confirm the updated details.

A date picker will display upon clicking the date fill up.

Apr 2025

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Today Done

The 'Approved' table displays the schedules that have been reviewed and approved. It shows the filed schedules along with their corresponding descriptions.

Pending

Approved

Cancelled

corresponding descriptions.

Show

10

 entries per page

Search:

Ref#	Employee	Schedule Type	Date From	Date To	RD1	RD2	Created By	Approver	Approved By	Status
CS:9788958264	DEKISUGI, HIDETOSHI	8:00AM-5:00PM [Sat]	2025-03-23	2025-03-31	Mon		SAKAMOTO, AOI	Not Provided	SAKAMOTO, AOI (Pre-approved)	Approved

Showing page 1 of 1

Previous

1

Next

The 'Cancelled' table displays the filed schedules that have been withdrawn or canceled. It also shows their corresponding descriptions.

descriptions.

Pending

Approved

Cancelled

Show

10

 entries per page

Search:

Ref#	Employee	Schedule Type	Date From	Date To	RD1	RD2	Created By	Approver	Cancelled By	Status
No cancelled schedules found										

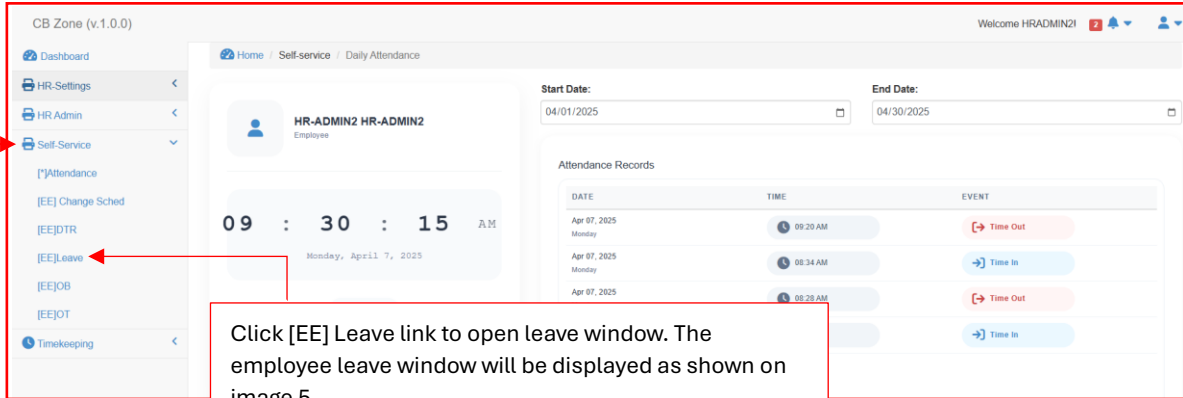
No records available

Previous

Next

8.2. Leave

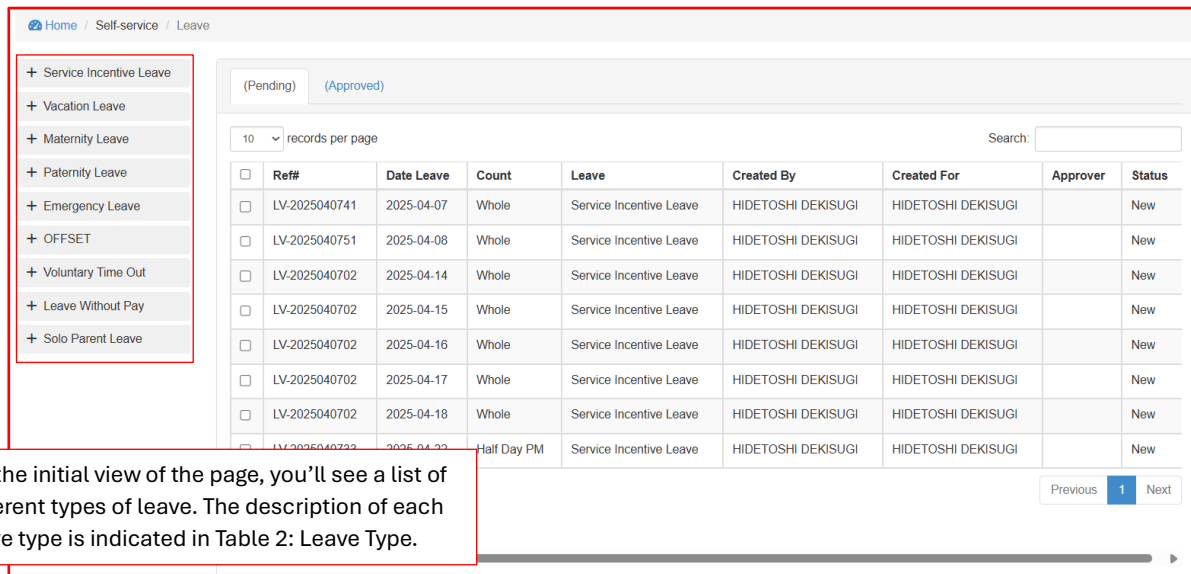
Navigate the leave by clicking "Self-Service" catalog in the navigation bar.



The screenshot shows the HR system interface. On the left, a navigation bar lists various options: Dashboard, HR-Settings, HR Admin, Self-Service, Attendance, Change Sched, JOTR, Leave, JOB, JOT, and Timekeeping. The 'Self-Service' option is highlighted. The main area displays the 'Daily Attendance' page for user 'HR-ADMIN2 HR-ADMIN2'. It shows a clock face with the time 09:30:15 AM on Monday, April 7, 2025. To the right, there is a table of 'Attendance Records' with columns for DATE, TIME, and EVENT. The records show time in and out for April 7, 2025.

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

1. Once the '[EE] Leave' button is clicked, it will redirect you to a new page. This is what it looks like:



The screenshot shows the 'Leave' window. On the left, a list of leave types is displayed: Service Incentive Leave, Vacation Leave, Maternity Leave, Paternity Leave, Emergency Leave, OFFSET, Voluntary Time Out, Leave Without Pay, and Solo Parent Leave. The main area shows a table of leave records with columns: Re#, Date Leave, Count, Leave, Created By, Created For, Approver, and Status. The records are filtered by '(Approved)' and show a list of 'Service Incentive Leave' requests.

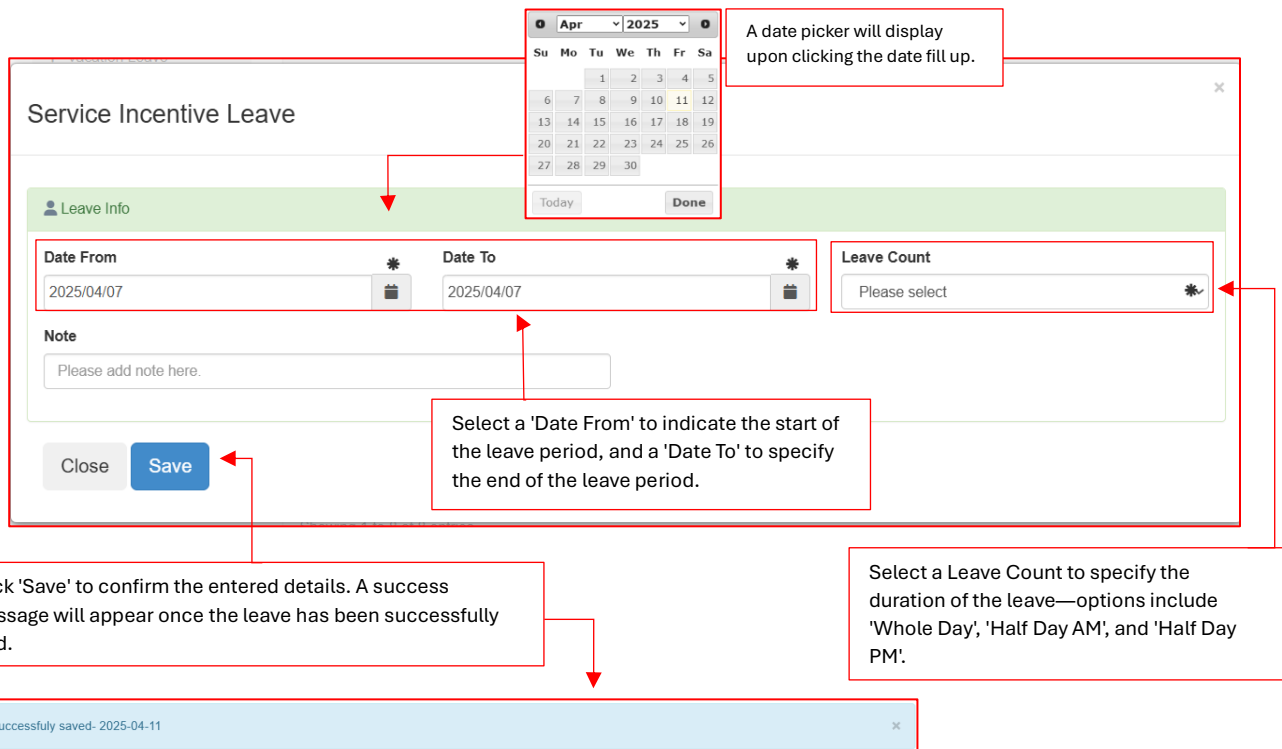
On the initial view of the page, you'll see a list of different types of leave. The description of each leave type is indicated in Table 2: Leave Type.

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Table 2. Leave Type.

Leave	Description
Service Incentive Leave	This is the standard leave used by UHDFI that has leave credits.
Vacation Leave	Leave taken for personal rest, travel, or relaxation. Typically scheduled in advance and requires leave credits.
Maternity Leave	Leave granted to female employees before and after childbirth, in accordance with applicable labor laws.
Paternity Leave	Leave granted to male employees in connection with the birth of their child, allowing them to assist their partner.
Emergency Leave	Leave taken due to unforeseen or urgent personal matters that require immediate attention.
OFFSET	Time off granted in exchange for rendering extra hours or work beyond regular schedules (compensatory leave).
Leave Without Pay	Time off requested by an employee without the use of leave credits; no salary will be given for the duration.
Solo Parent Leave	No leave credits, follow HR implementation.


1. A fill-out leave form will appear, allowing you to update the selected schedule's details.:



The screenshot shows the 'Service Incentive Leave' form. A date picker is open, showing the month of April 2025. The form includes fields for 'Date From' (2025/04/07), 'Date To' (2025/04/07), and 'Leave Count' (Please select). There is a 'Note' field with the placeholder text 'Please add note here.' and buttons for 'Close' and 'Save'. A success message at the bottom states 'Leave successfully saved- 2025-04-11'.

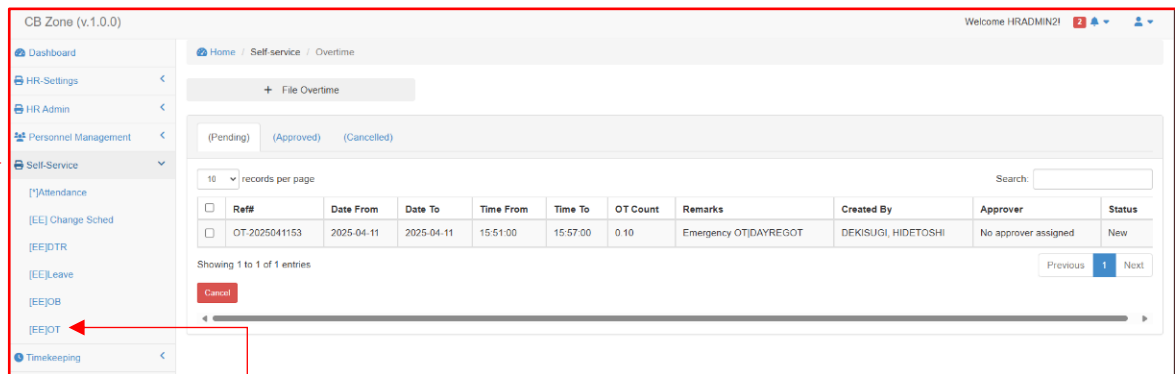
Annotations include:

- A date picker will display upon clicking the date fill up.
- Select a 'Date From' to indicate the start of the leave period, and a 'Date To' to specify the end of the leave period.
- Select a Leave Count to specify the duration of the leave—options include 'Whole Day', 'Half Day AM', and 'Half Day PM'.
- Click 'Save' to confirm the entered details. A success message will appear once the leave has been successfully filed.

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8.3 Overtime

Navigate the “Overtime” by clicking the “Self-Service” catalog in the navigation bar.



CB Zone (v.1.0.0) Welcome HRADMIN21

Home / Self-service / Overtime

+ File Overtime

(Pending) (Approved) (Cancelled)

10 records per page

Search:

<input type="checkbox"/>	Ref#	Date From	Date To	Time From	Time To	OT Count	Remarks	Created By	Approver	Status
<input type="checkbox"/>	OT-2025041153	2025-04-11	2025-04-11	15:51:00	15:57:00	0 10	Emergency OT(DAYREGOT	DEKISUJI, HIDETOSHI	No approver assigned	New

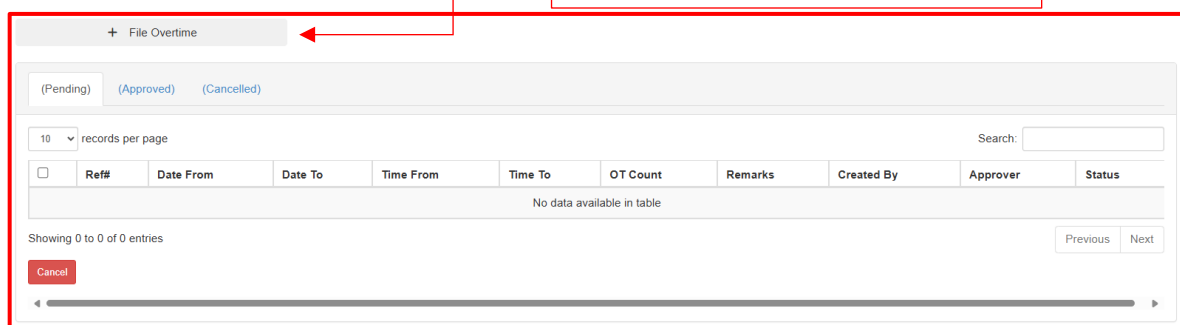
Showing 1 to 1 of 1 entries

Cancel

Previous 1 Next

Click [EE] Overtime link to open Overtime window. The employee Overtime window will be displayed.

Click “File Overtime” button to open the Change Schedule Form.



+ File Overtime

(Pending) (Approved) (Cancelled)

10 records per page

Search:

<input type="checkbox"/>	Ref#	Date From	Date To	Time From	Time To	OT Count	Remarks	Created By	Approver	Status
No data available in table										

Showing 0 to 0 of 0 entries

Cancel

Previous Next

Select a 'Date From' to indicate the start of the leave period, and a 'Date To' to specify the end of the overtime period.

Select a 'Time From' to indicate the start of the overtime, and a 'Time To' to specify when the overtime ends.

A date picker will display upon clicking the date fill up.

Overtime Filing

Overtime Info

Date From

Date To

Time From

Time To

Day Type

OT Type

Note
Please add note here.

☐ Emergency Overtime

The Day Type includes option such as "DAY" or "NIGHT".

The OT Type includes options such as REG OT, REST DAY OT, REGULAR HOLIDAY OT, REGULAR HOLIDAY REST DAY OT, SPECIAL HOLIDAY OT, SPECIAL HOLIDAY REST DAY OT, and CONVERT TO OFFSET.

Click "Save" to confirm the input details.

Table 3. OT Type.

OT Type	Description
REG OT	Overtime work rendered during regular working days beyond the standard working hours.
REST DAY OT	Overtime work performed on an employee's designated rest day.
REGULAR HOLIDAY OT	Overtime rendered during a regular holiday, which is compensated with a higher pay rate.
REGULAR HOLIDAY REST DAY OT	Overtime performed on a regular holiday that also falls on the employee's rest day, typically paid at the highest OT rate.
SPECIAL HOLIDAY OT	Overtime worked on a special non-working holiday, usually compensated at a special rate.
SPECIAL HOLIDAY REST DAY OT	Overtime rendered on a special holiday that also falls on a rest day, compensated at an enhanced OT rate.
CONVERT TO OFFSET	Instead of monetary pay, the overtime hours are converted into time-off credits (compensatory leave).



1. Here are the system messages and their descriptions based on the OT filing process:

No IN/OUT records found for the selected date. Cannot file overtime!

Means no attendance records found; OT filing is not allowed.

Your request [17:52] is greater than your actual out [15:51:49]. It will not be saved!

Means requested OT exceeds actual Time Out; cannot be saved.

Your OT has been saved.

Means overtime request successfully filed.

+ File Overtime

(Pending) (Approved) (Cancelled)

10 records per page

Search:

	Ref#	Date From	Date To	Time From	Time To	OT Count	Remarks	Created By	Approver	Status
<input type="checkbox"/>	OT-2025041153	2025-04-11	2025-04-11	15:51:00	15:57:00	0.10	Emergency OT DAYREGOT	DEKISUGI, HIDETOSHI	No approver assigned	New

Showing 1 to 1 of 1 entries

Cancel

Previous 1 Next

The 'Pending' table displays overtime requests that are awaiting review or approval. It shows the filed overtime along with their corresponding descriptions.

+ File Overtime

(Pending) (Approved) (Cancelled)

10 records per page

Search:

Ref#	Date From	Date To	Time From	Time To	Sched In	Sched Out	OT Count	Remarks	Created By	Approver	Approved/CancelledBy	Status
No data available in table												

Showing 0 to 0 of 0 entries

Previous Next

The 'Approved' table displays the overtime that have been reviewed and approved. It shows the filed schedules along with their corresponding descriptions.

+ File Overtime

(Pending) (Approved) (Cancelled)

10 records per page

Search:

Ref#	Date From	Date To	Time From	Time To	Sched In	Sched Out	OT Count	Remarks	Created By	Approver	Approved/CancelledBy	Status
No data available in table												

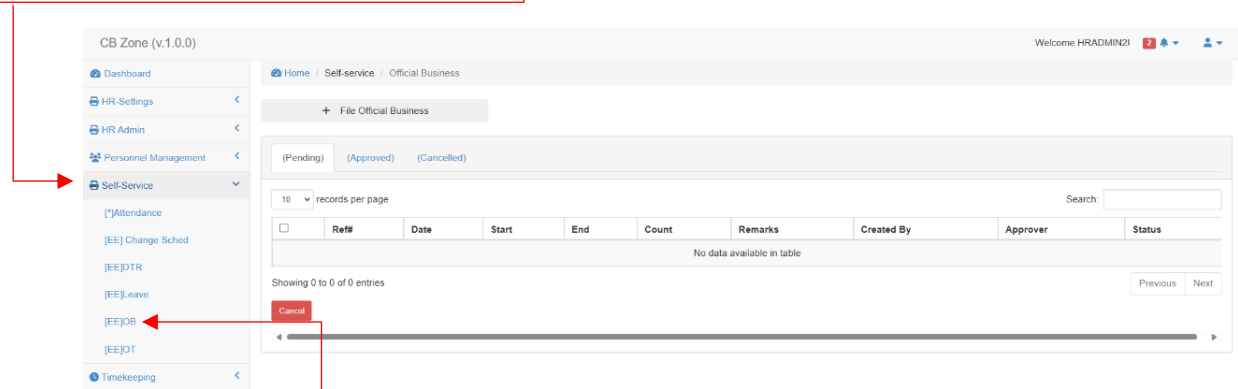
Showing 0 to 0 of 0 entries

Previous Next

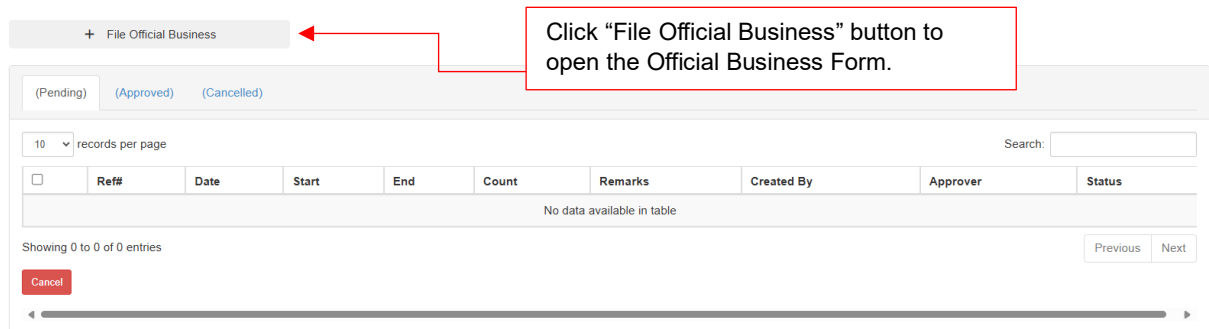
The 'Cancelled' table displays the overtime requests that have been withdrawn or canceled. It shows the filed overtime along with their corresponding descriptions.

8.4 Official Business

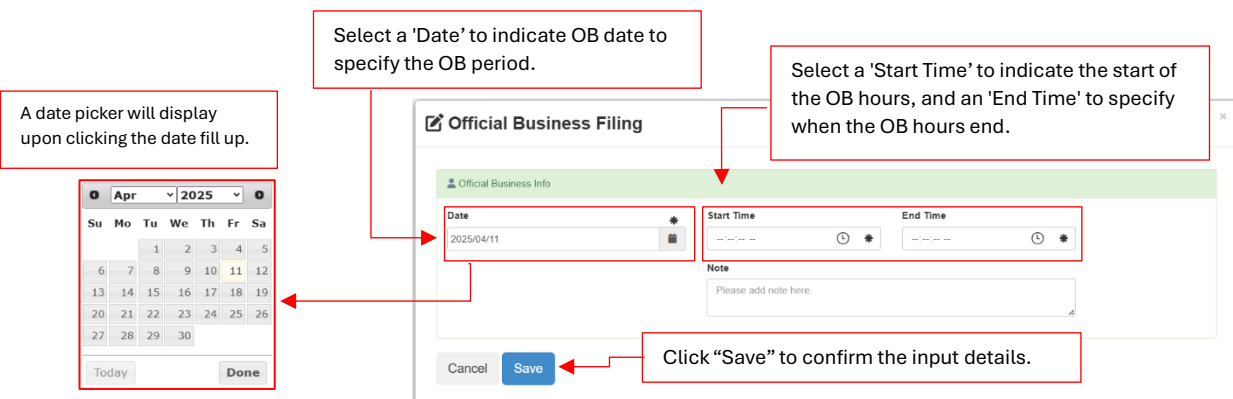
Navigate the “Official Business” by clicking the “Self-Service” catalog in the navigation



Click [EE] OB link to open Official Business window. The employee Overtime window will be displayed.



Click “File Official Business” button to open the Official Business Form.



A date picker will display upon clicking the date fill up.

Select a 'Date' to indicate OB date to specify the OB period.

Select a 'Start Time' to indicate the start of the OB hours, and an 'End Time' to specify when the OB hours end.

Click “Save” to confirm the input details.



Your OB has been saved.

Means official business request successfully filed.

+ File Official Business

(Pending) (Approved) (Cancelled)

10 records per page

Search:

	Ref#	Date	Start	End	Count	Remarks	Created By	Approver	Status
<input type="checkbox"/>	OB-2025041141	2025-04-11	05:24:36	17:24:39	12.00	NULL	.		New

Showing 1 to 1 of 1 entries

Cancel

Previous 1 Next

The 'Pending' table displays official business requests that are awaiting review or approval. It shows the filed overtime along with their corresponding descriptions.

+ File Official Business

(Pending) (Approved) (Cancelled)

10 records per page

Search:

Ref#	Date	OB Start	OB End	OB Count	Remarks	Created By	Approver	Approved/CanceledBy	Status
No data available in table									

Showing 0 to 0 of 0 entries

Previous Next

The 'Approved' table displays the official business that have been reviewed and approved. It shows the filed schedules along with their corresponding descriptions.

+ File Official Business

(Pending) (Approved) (Cancelled)

10 records per page

Search:

Ref#	Date	OB Start	OB End	OB Count	Remarks	Created By	Approver	Approved/CanceledBy	Status
No data available in table									

Showing 0 to 0 of 0 entries

Previous Next

The 'Cancelled' table displays the official business requests that have been withdrawn or canceled. It shows the filed overtime along with their corresponding descriptions.



9.0 Date Time Record

Navigate the "DTR" by clicking the "Self-Service" catalog in the navigation bar.

DATE	TIME	EVENT
Apr 11, 2025 Friday	03:51 PM	Time Out
Apr 11, 2025 Friday	03:51 PM	Time In
Apr 07, 2025 Monday	02:35 PM	Time Out
Apr 07, 2025 Monday	02:35 PM	Time In

Click [EE] DTR link to open Overtime window. The employee DTR window will be displayed.

1. Once the '[EE] DTR' button is clicked, it will redirect you to a new page. This is what it looks like:

On the initial view of the page, you'll see a list of different types of DTR.

1. 2. 3. 4.

DTR(Daily) DTR(Summary) Attendance Requests Rest Requests

April 2nd Cutoff

Today Yesterday This Week This Month

Search

Refer to the description list below.



1. DTR (Daily)

This section displays your daily time records, including exact clock-in and clock-out times. You can review your attendance logs for each workday, monitor tardiness or undertime, and ensure that your daily entries are accurate.

CB Zone (v1.0.0) Welcome HRADMIN2!

Home / Timekeeping

DTR(Daily) | DTR(Summary) | Attendance Requests | Rest Requests

April 2nd Cutoff

Search

This dynamically generates a report for each cutoff period. Simply select a cutoff, then click the 'Search' button to generate the report.

DTR(Daily) | DTR(Summary) | Attendance Requests | Rest Requests

April 2nd Cutoff

Today | Yesterday | This Week | This Month

Export to Excel

	Name	Date	IN OUT	Wk Hrs	OT	ND	Sat/Sun	Hol	Ex	Abs	45	L/UT	Lv	Type	Ot	Ob	Remarks	Shift M/D	Sec Type
	DEKISUGI, HIDETOSHI	2025-04-20	--:--	0	0	0	0	0	0	0	0	0	0	0	0	0	NEW DTR	DAY SHIFT M	CON
	DEKISUGI, HIDETOSHI	2025-04-19	--:--	0	0	0	0	0	0	0	0	0	0	0	0	0	NEW DTR	DAY SHIFT M	CON
	DEKISUGI, HIDETOSHI	2025-04-18	--:--	0	0	0	0	0	0	0	0	0	0	0	0	0	NEW DTR LH	DAY SHIFT M	CON
	DEKISUGI, HIDETOSHI	2025-04-17	--:--	0	0	0	0	0	0	0	0	0	0	0	0	0	NEW DTR LH	DAY SHIFT M	CON
	DEKISUGI, HIDETOSHI	2025-04-16	--:--	0	0	0	0	0	0	0	0	0	0	0	0	0	NEW DTR	DAY SHIFT M	CON
	DEKISUGI, HIDETOSHI	2025-04-15	--:--	0	0	0	0	0	0	0	0	0	0	0	0	0	NEW DTR	DAY SHIFT M	CON
	DEKISUGI, HIDETOSHI	2025-04-14	00:00 - 00:00	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	Regular RWH -	DAY SHIFT M	CON
	DEKISUGI, HIDETOSHI	2025-04-13	00:00 - 00:00	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	Rest Day Regular RWH -	DAY SHIFT M	CON
	DEKISUGI, HIDETOSHI	2025-04-12	00:00 - 00:00	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	Rest Day Regular RWH -	DAY SHIFT M	CON
	DEKISUGI, HIDETOSHI	2025-04-11	00:00 - 00:00	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	Regular RWH -	DAY SHIFT M	CON
	DEKISUGI, HIDETOSHI	2025-04-10	00:00 - 00:00	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	Regular RWH -	DAY SHIFT M	CON
	DEKISUGI, HIDETOSHI	2025-04-09	00:00 - 00:00	0	0	0.00	0	-18	0	0.00	0	0	0	0	0	0	Legal Holiday RWH - LH	DAY SHIFT M	CON
	DEKISUGI, HIDETOSHI	2025-04-08	00:00 - 00:00	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	Regular RWH -	DAY SHIFT M	CON
	DEKISUGI, HIDETOSHI	2025-04-07	14:35 - 14:35	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	Regular RWH -	DAY SHIFT M	CON
	DEKISUGI, HIDETOSHI	2025-04-06	00:00 - 00:00	0	0	0.00	-18	0	0	0.00	0	0	0	0	0	0	Rest Day Regular RWH -	DAY SHIFT M	CON

This is an example of a generated report for the April 2nd cutoff.



1.1. Daily Time Record Entry - Use this form to submit a correction for either a **Time In** or **Time Out** entry. Select the appropriate request type, choose the date and time, and provide a reason for the update. Note: Only one time entry (IN or OUT) can be submitted at a time.



Click this button to open the **Daily Time Record Entry** modal. It allows you to submit a request to update either your Time In or Time Out record for a specific date.

The '**Request Type**' option allows you to specify whether you are submitting a Time In or Time Out update request. Just check the appropriate box for confirmation.

Time entry field for recording employee clock-in and out date and time, which will update any existing time records in the system.

Click the "Submit" button to save the changes.

A date picker and time picker will show upon clicking those buttons to select a desired date and time to change.



View Details

Apply Leave
Vacation Leave
Maternity Leave
Paternity Leave
Emergency Leave
OFFSET
Leave Without Pay
Solo Parent Leave
Service Incentive Leave

Click this button to open the list of options, click the "View Details" to view the **Daily Time Record Details** modal. It displays the DTR data through the selected row.

The Leave option functions the same as leave filing — it allows you to apply a leave for the selected row. For leave filing instruction, refer to section 8.2.

DTR Details

DTR Details for HIDETOSHI DEKISUGI

Date April 20, 2025 (Sunday)
BiID 7833
Schedule Shift: 8:00AM-5:00PM [Sat] Work Hours: 8:00
IN: 08:00 AM OUT: 05:00 PM
Time Entries
Current Entries

Event	Time	Terminal
No current entries found		

Time entries are separated into current and previous sections

Click anywhere outside or press ESC to close this window

Vacation Leave Application

Leave Info

Date From 2025-04-20 **Date To** 2025-04-20 **Leave Count** Please select
Note
Please add note here.

Close Save



2. DTR (Summary)

Provides a summarized view of your attendance over a selected date range. It includes totals for hours worked, days present, absences, and late entries. This is useful for tracking overall attendance performance and generating reports.

2.1 This dynamically generates a report for each cutoff period. Simply select a cutoff, then click the **'Search'** button to generate the report.

2.2 Leave Balances

2.3 Work Schedule Configuration

Regular Day	Rest Day	Regular Holiday	Regular Holiday RD	Special Holiday	Special Holiday RD
Basic Hours: 0.00	Basic Hours: -18.00	Basic Hours: -18.00	Basic Hours: 0.00	Basic Hours: 0.00	Basic Hours: 0.00
Leave Hours: 0	Overtime: 0.00	Overtime: 0.00	Overtime: 0.00	Overtime: 0.00	Overtime: 0.00
Night Differential: 0.00	Night Differential: 0.00	Night Differential: 0.00	Night Differential: 0.00	Night Differential: 0.00	Night Differential: 0.00
Night DIFOT: 0.00	Night DIFOT: 0.00	Night DIFOT: 0.00	Night DIFOT: 0.00	Night DIFOT: 0.00	Night DIFOT: 0.00
Time/Meal: 0.00					

- 2.1. This identifier displays the active payroll cutoff period running from April 6 to April 20 (example period), 2025, with April 2nd marked as the current cutoff date.
- 2.2. The "Leave Balances" panel displays an employee's current sick leave and vacation leave allocations, showing zero values for starting credits, used time, and remaining balances for both leave types.
- 2.3. The work schedule configuration panel displays six-day types (Regular Day, Rest Day, Regular Holiday, Regular Holiday RD, Special Holiday, and Special Holiday RD), each showing detailed hour allocations for basic hours, overtime, night differentials, and other time categories. Rest Day and Regular Holiday have -18.00 basic hours indicated, while other categories primarily show zero values.



3. Attendance Requests and Rest Requests

Allows you to submit requests to correct or adjust your attendance records. This includes logging forgotten clock-ins/outs, explaining discrepancies, or requesting changes. You can also view the status of your requests (pending, approved, or rejected).

Requested Date/Time	Event Date/Time	Event Type	Reason	Status	Processed By	Action
04/14/2025 10:00:48	02/28/2025 17:00:00	IN	test	Pending	-	Cancel

- 3.1. Pagination control displaying "10 records per page" with a dropdown menu to adjust the number of items shown per page.
- 3.2. The time records grid displays a single time entry request with submission date of April 14, 2025, for a clock-IN event from February 28, 2025 at 5:00 PM. The request has "test" as the reason and is currently in "Pending" status awaiting approval, with a Cancel option available.
- 3.3. Click and type to search. Press "Enter" to go.
- 3.4. The Cancel button is used to cancel a request for a specific row. When clicked, a confirmation prompt (e.g., 'Cancel attendance request?') will appear to ensure the action is intentional. Once confirmed, the selected request will be withdrawn and marked as canceled."

Cancel Attendance Request?
Are you sure you want to cancel this request?

Event: IN
Time: 02/28/2025 17:00:00

No, keep it Yes, cancel it!

→ No, keep this request (return to previous screen)
→ Yes, cancel this request (permanent action)



10. Cutoff

Navigate the "Cutoff" by clicking the "HR Settings" catalog in the navigation bar.

The screenshot shows the HR Settings navigation bar on the left with a red arrow pointing to the 'Cutoff' link. The main window displays the 'Cutoff' section with a table of cutoff profiles.

#	Cutoff	Description	DateFrom	DateTo	Status	Change Status
1	March 2nd Cutoff	March 2nd Cutoff	2025-03-06	2025-03-20	Close	Open
2	April 1st cutoff	April 1st cutoff	2025-03-21	2025-04-05	Close	Open
3	April 2nd Cutoff	April 2nd Cutoff	2025-04-06	2025-04-20	Open	Close

Showing 1 to 3 of 3 entries

Click Cutoff link to open Cutoff window. The employee Cutoff window will be displayed.

This button allows users to create and configure new payroll processing periods.

The screenshot shows the 'Cutoff' window with a red arrow pointing to the 'Add Profile' button in the top right corner.

#	Cutoff	Description	DateFrom	DateTo	Status	Change Status
1	March 2nd Cutoff	March 2nd Cutoff	2025-03-06	2025-03-20	Close	Open
2	April 1st cutoff	April 1st cutoff	2025-03-21	2025-04-05	Close	Open
3	April 2nd Cutoff	April 2nd Cutoff	2025-04-06	2025-04-20	Open	Close

Showing 1 to 3 of 3 entries

This table displays three payroll cutoff periods (as example) with their date ranges and status codes, helping teams track processing schedules briefly.

A confirmation dialog box with a red border. It contains a warning icon, the text 'Are you sure you want to change the status?', a subtext 'You are about to change the status to Close', and two buttons: 'Confirm' and 'Cancel'.

Click this button to toggle the payroll status between Open and Closed. After selecting the desired status, click 'Confirm' to save the changes or 'Cancel' to discard the action.



This 'Add Cutoff Profile' form lets you create new payroll periods by entering a name, description, and date range, with clear save/close options.

The screenshot shows the 'Add Cutoff Profile' form. It has a title bar with a close button. Below the title bar are two buttons: '+ Add Cutoff Profile' and 'Logs'. The form is divided into a green header section labeled 'Cutoff General Info' and a main content area. The main content area contains four input fields: 'Cutoff Name' (with a placeholder 'Username'), 'Description', 'Date From' (with a placeholder 'YYYY-MM-DD'), and 'Date To' (with a placeholder 'YYYY-MM-DD'). Each field has an asterisk (*) indicating it is required. At the bottom of the form are two buttons: 'Close' and 'Add'. A red arrow points from the 'Add' button to a text box that says 'Click the "Add" button to save the payroll format.'

Enter a unique name (e.g., 'March-3rd Cutoff') and detailed description for this payroll cutoff period to ensure clear tracking and reference. The name should be specific enough to identify the purpose while the description can include additional context such as special considerations or scope of the payroll run.

Date From *

Enter the start date of the payroll cutoff period in YYYY-MM-DD format (e.g., '2025-04-01'), with the asterisk (*) indicating this is a required field.

Date To *

Enter the end date of the payroll cutoff period in YYYY-MM-DD format (e.g., '2025-04-01'), with the asterisk (*) indicating this is a required field.



11. Holiday Maintenance

Navigate the "Holiday Setup" by clicking the "HR Settings" catalog in the navigation bar.

CB Zone (v.1.0.0) Welcome HRADMIN2

Dashboard
HR-Settings
Cutoff
Holiday Setup
HR Admin
Personnel Management
Self-Service
Timekeeping

Holiday Maintenance

ADD A HOLIDAY
Export to Excel

Ref #	Holiday Name	Description	Date	Type	Action
1	NEW YEAR	New Year	2015-01-01	Special Holiday	Edit Delete
3	NINYO AQUINO	Ninoy Aquino	2015-08-21	Legal Holiday	Edit Delete
2	NATIONAL HERO	National Hero Day	2015-08-31	Special Holiday	Edit Delete
10	PHILIPS BDAY	DASDA	2015-09-01	Legal Holiday	Edit Delete
9	PHILIPS BDAY	BDAY	2015-09-02	Legal Holiday	Edit Delete
11	TEST HOLIDAY	TEST HOLIDAY	2015-10-25	Legal Holiday	Edit Delete

Showing 1 to 51 of 51 entries

Click Holiday Setup link to open Holiday Setup window. The employee Holiday Setup window will be displayed.

Holiday Maintenance

ADD A HOLIDAY
Export to Excel

Ref #	Holiday Name	Description	Date	Type	Action
1	NEW YEAR	New Year	2015-01-01	Special Holiday	Edit Delete
3	NINYO AQUINO	Ninoy Aquino	2015-08-21	Legal Holiday	Edit Delete
2	NATIONAL HERO	National Hero Day	2015-08-31	Special Holiday	Edit Delete
10	PHILIPS BDAY	DASDA	2015-09-01	Legal Holiday	Edit Delete
9	PHILIPS BDAY	BDAY	2015-09-02	Legal Holiday	Edit Delete
11	TEST HOLIDAY	TEST HOLIDAY	2015-10-25	Legal Holiday	Edit Delete

Showing 1 to 51 of 51 entries

This button allows users to create and configure new holiday date.

Manage and maintain your organization's holiday calendar with this interface, which displays a sortable table of holidays (including names, dates, and types) and allows adding new entries, exporting to Excel, or deleting existing ones.



This “Add A Holiday” form lets you create new holiday periods by entering a name, description, and date, and type with clear save/close options.

Holiday Maintenance

ADD A HOLIDAY

Holiday Name Holiday Name	Holiday Description Description	Date of Holiday mm/dd/yyyy	Holiday Type Select a Holiday Type
<input type="checkbox"/> Is holiday offset?	Date from mm/dd/yyyy	Select Employment Type --ALL--	ADD HOLIDAY


Easily add new holidays to your system by filling out this simple form with the holiday's name, description, date (MM/DD/YYYY format), type, and applicable employment types, then click '**ADD HOLIDAY**' to save.

Holiday Type

Select a Holiday Type

- Select a Holiday Type
- Legal Holiday
- Special Holiday

Select the appropriate holiday type from the dropdown menu, choosing between 'Legal Holiday' (government-mandated) or 'Special Holiday' (company-specific), to properly categorize and manage time-off policies.

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12. Ticketing System

1.1. Once redirected, there is a new login page that will appear (Refer to the section “12. Ticketing System”):

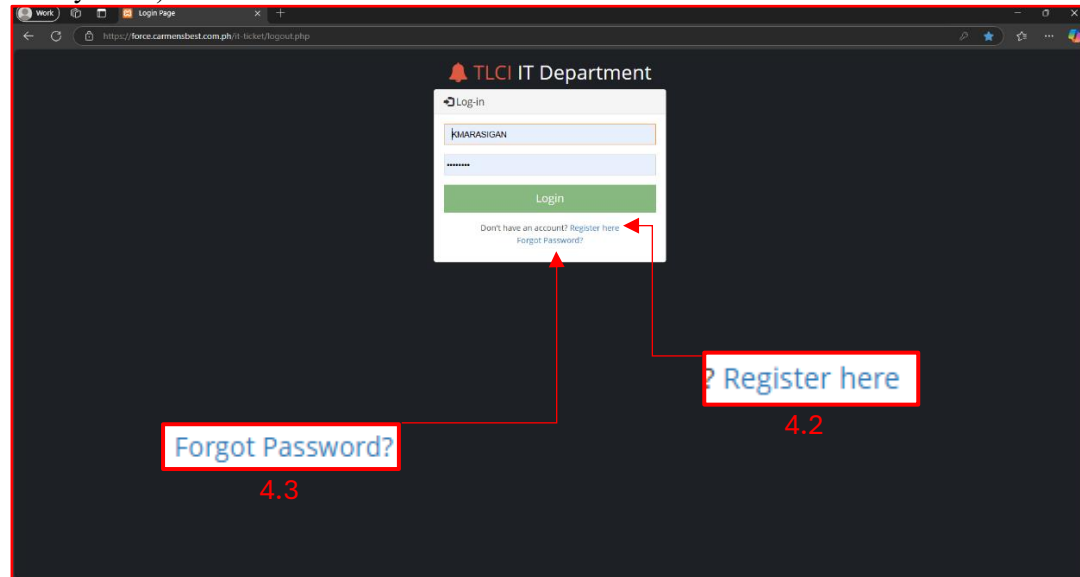


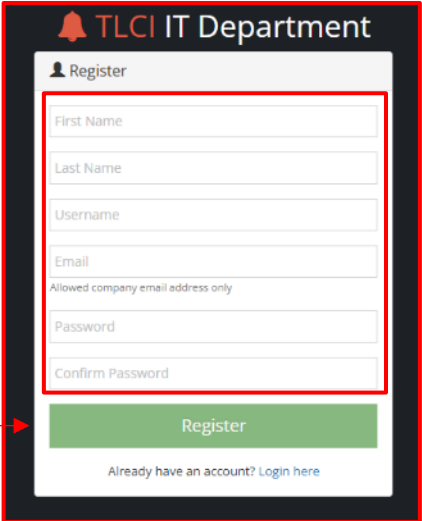
Image 2. Ticketing System

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6.7 The login credentials are the same as the HRIS credentials. If the user does not have an account yet, we can register through the registration link.

6.7.1 This is the registration page where we can fill up our details to register an account.

Fill out these fields and enter your information to register.



Once you've filled out the fields with your credentials, click the 'Register' button to create your account and wait for the verification email to confirm that your account has been activated.

Image 3. Registration Page

This message will appear if the email format is incorrect or if it is not a company email.

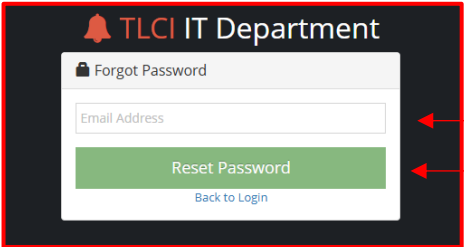
Please use your company email address

This message will appear if the email is already registered.

This email address is already registered

6.8 The “Forgot password?” link redirects into this reset password page.

6.8.1 This is the 'Forgot Password' page, where you can enter your registered company email to receive password reset instructions.




Enter your company email address (the one that you registered), where the instructions to reset your password will

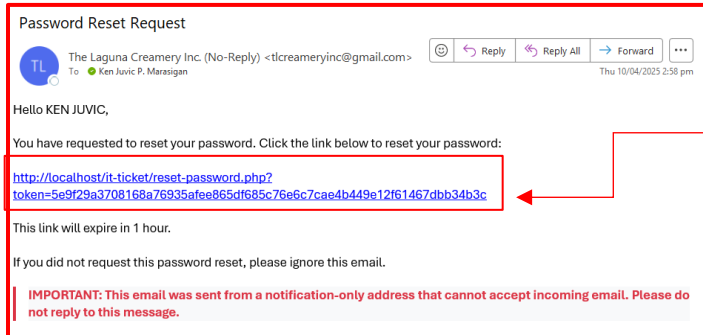
Once the company email is entered, click the 'Reset Password' button. Instructions to set a new password will be sent to your email.

This message will appear if the instruction is already sent to email.

If an account exists with this email, you will receive password reset instructions.

Image 4. Password Reset Page

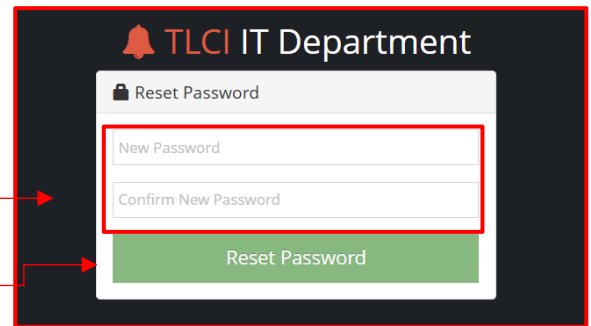
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This is the email format you will receive upon submitting a password reset request. Just click the link to be redirected to the page to confirm your new password.

Enter your new password for "New Password" field, for "Confirm New Password" re-enter your new password for confirmation.

Click the "Reset Password" to confirm the newly changed password.



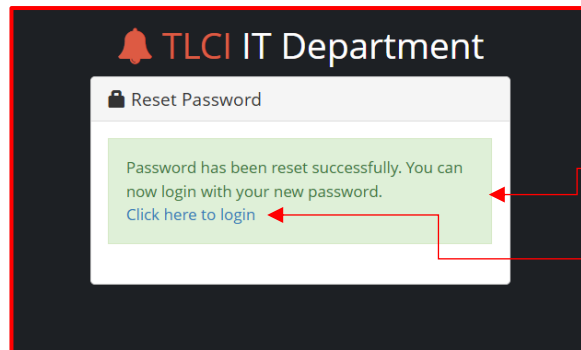
TLCI IT Department

Reset Password

New Password

Confirm New Password

Reset Password



This message will appear once the password has been successfully changed.

The "Click here to login" link redirects to login page.

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