

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



## 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**.

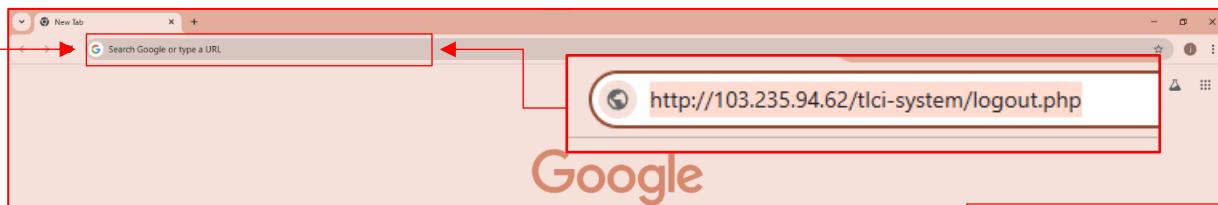




2

**Go to the address bar.**

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



3

**Enter the HRIS URL.**Type the following URL: <http://103.235.94.62/tlci-system/logout.php> then press **Enter**.**This is an example on Microsoft Edge.**

4

**Once you hit the **Enter** button, you will be redirected to the HRIS page.**<http://103.235.94.62/tlci-system/logout.php>



## 5.0 User Login



The screenshot shows the HRIS Login interface. At the top right is the company logo 'Bukidnon Milk Company'. Below it is a form titled 'HRIS Login' with two input fields: 'Username' and 'Password', each preceded by a red circle labeled 1 and 2 respectively. To the right of the password field is a 'Login' button. Below the login area is a 'Create Ticket' button. At the bottom of the page, there is a copyright notice: '© 2024 The Laguna Creamery Inc. All rights reserved.' and 'Powered by IT Department'.

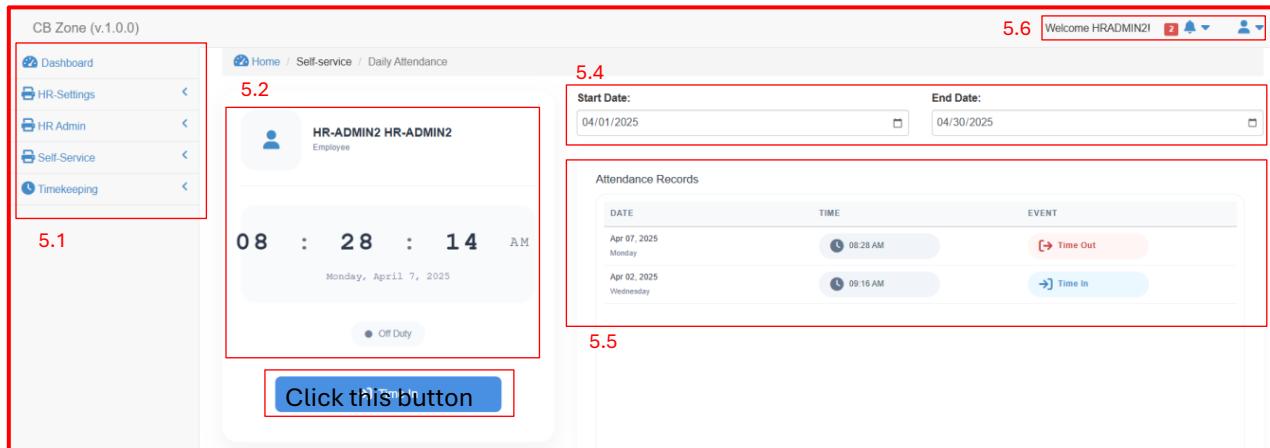
1. Username: Input your correct username.
2. Password: Input your correct password.
3. Click login button to enter the system.
4. This “Create Ticket” button redirects into a new page which is the ticketing system.
5. Upon successful login, you will be redirected to the system dashboard.

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

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## 6.0 Dashboard

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



5.1

5.2

5.3

5.4

5.5

5.6

Click this button

6.1 This is the side navigation, which provides quick access to the main sections and different factions within the dashboard.

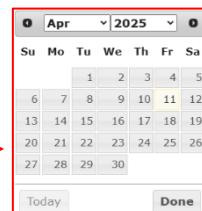
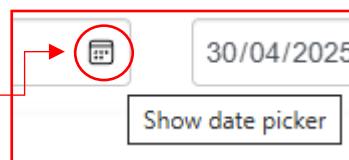
6.2 This is the time indicator, where you can view the current date and time in real-time.

6.3 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

6.4 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

When you click this icon, a date picker will appear, allowing you to select a specific date for the 'Start Date' and 'End Date'.



6.5 This is the attendance record table, which displays the data where the 'Time In' and 'Time Out' entries are recorded.

6.6 This is the head navigation bar, displaying options such as 'User Profile', 'About', and 'Logout' for easy access to account-related features.

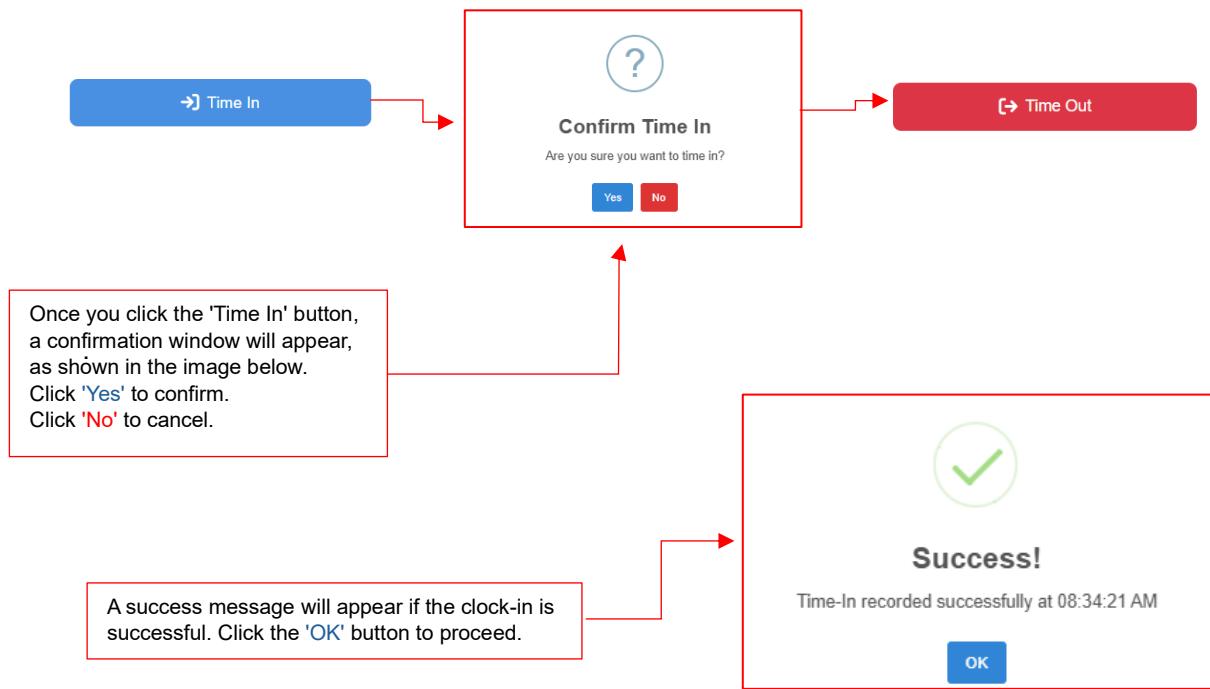


## 7.0 Clock in & Clock out

The 'Time In' button is used to start recording your attendance each day.

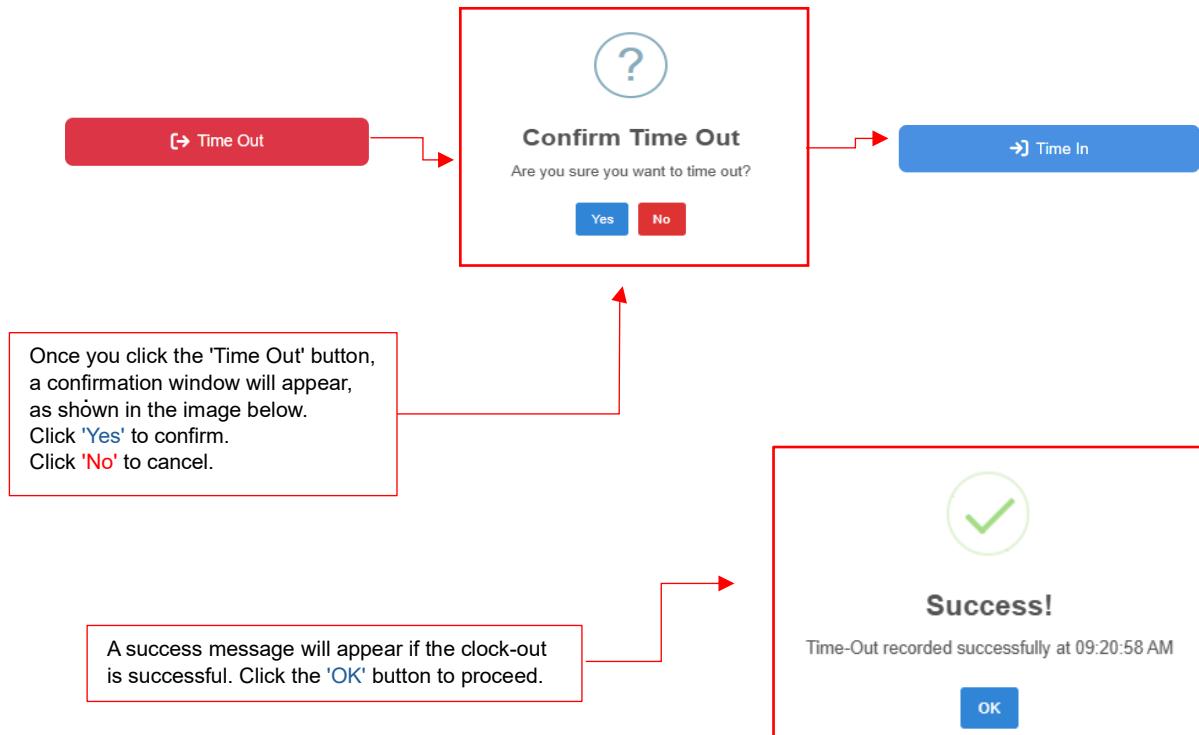
Note: The “Time In” and “Time Out” button changes its appearance every time it is clicked.

### 7.1 Clock In

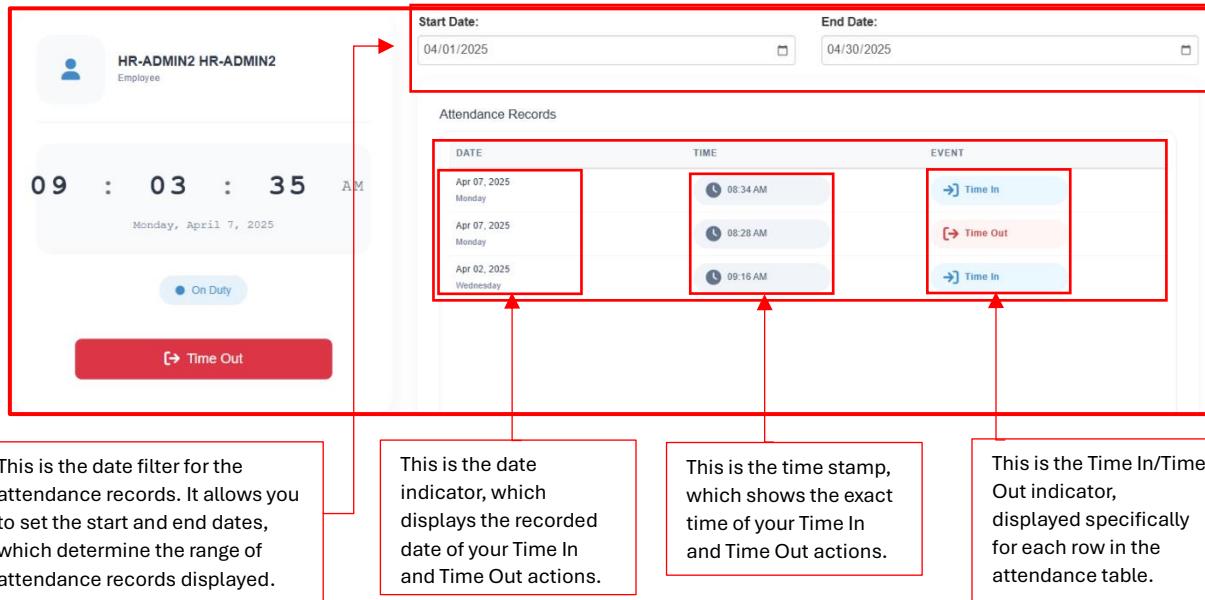




## 7.2 Clock Out



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





## 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 CB Zone (v.1.0.0) interface. On the left, there is a sidebar with the following menu items:

- Dashboard
- HR-Settings
- HR Admin
- Self-Service
- [Attendance]
- [EE] Change Sched
- [EE] DTR
- [EE] Leave
- [EE] Job
- [EE] OT
- Timekeeping

A red arrow points from the text "Click [EE] Change Sched link to open Change Schedule window. The employee change schedule window will be displayed as shown on image 3." to the "[EE] Change Sched" button in the sidebar.

The main content area displays the "Daily Attendance" page for HR-ADMIN2. It shows attendance records for April 7, 2025, with times 09:30:15 AM, 09:34 AM, 08:28 AM, and 09:16 AM. Buttons for "Time Out" and "Time In" are visible next to each record. The "Start Date" is set to 04/01/2025 and the "End Date" to 04/30/2025.

- 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 "Schedule" page. At the top, there is a button labeled "+ File Schedule". A red arrow points from the text "Click “File Schedule” button to open the Change Schedule Form. The change schedule form is showed on the image 4." to this button.

The main content area displays a table of scheduled entries:

	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 checked="" type="button"/>
<input type="checkbox"/>	CS.5318219620	DEKISUGI, HIDETOSHI	2.00PM-11:00 PM [Sat-Sun]	2025-04-07	2025-04-07			DEKISUGI, HIDETOSHI	Not Provided	Pending	<input checked="" type="button"/>

At the bottom left is a "Cancel" button, and at the bottom right are "Previous" and "Next" navigation buttons.



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

Change Schedule/Rest Day X

**Employee Info**

Employee Name DEKISUGI, HIDETOSHI	Sched Type 10:00AM:7:00PM [Sat-Sun] <span style="float: right;">✓</span>
Sched Date From 2025/04/07 *	Sched Date To 2025/04/11 *
Rest Day 1 Please select	Rest Day 2 Please select

**Buttons:** Close, Save

**Success Message:** 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.

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
CS:3290781958	DEKISUGI, HIDETOSHI	4:00AM-1:00PM [Sat-Sun]	2025-04-07	2025-04-07			DEKISUGI, HIDETOSHI	Not Provided	Pending	

Showing page 1 of 1   Previous 1 Next

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.

3. 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.

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

The values are in Table 1. Employee Change Schedule

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

Click "Save" to confirm the updated details.

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

Apr 2025

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								
Show 10 entries per page										
Search: <input type="text"/>										
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 <span style="background-color: blue; color: white; padding: 2px;">1</span> Next							

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

Pending	Approved	Cancelled								
Show 10 entries per page										
Search: <input type="text"/>										
Ref#	Employee	Schedule Type	Date From	Date To	RD1	RD2	Created By	Approver	Cancelled By	Status
No cancelled schedules found			Previous <span style="background-color: blue; color: white; padding: 2px;">1</span> Next							
No records available			Previous <span style="background-color: blue; color: white; padding: 2px;">1</span> Next							



## 8.2. Leave

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

The screenshot shows the CB Zone application interface. On the left, there is a sidebar with a navigation menu. The 'Self-Service' section is expanded, and the '[EE] Leave' button is highlighted with a red arrow. The main content area shows the 'Home' page under 'Self-service / Daily Attendance'. It displays the employee 'HR-ADMIN2 HR-ADMIN2' and the current time '09 : 30 : 15 AM' on 'Monday, April 7, 2025'. Below this is a table titled 'Attendance Records' showing three entries with columns for DATE, TIME, and EVENT. A callout box with a red border points to the '[EE] Leave' button with the text: 'Click [EE] Leave link to open leave window. The employee leave window will be displayed as shown on image 5.'

- 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' page under 'Self-service / Leave'. On the left, a sidebar lists various leave types: Service Incentive Leave, Vacation Leave, Maternity Leave, Paternity Leave, Emergency Leave, OFFSET, Voluntary Time Out, Leave Without Pay, and Solo Parent Leave. A red arrow points from the top of this sidebar to the page content. The main content area has tabs for '(Pending)' and '(Approved)'. It includes a search bar, a table header with columns for Ref#, Date Leave, Count, Leave, Created By, Created For, Approver, and Status, and a table body containing several rows of leave requests. A callout box with a red border points to the sidebar with the text: '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.'



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.:

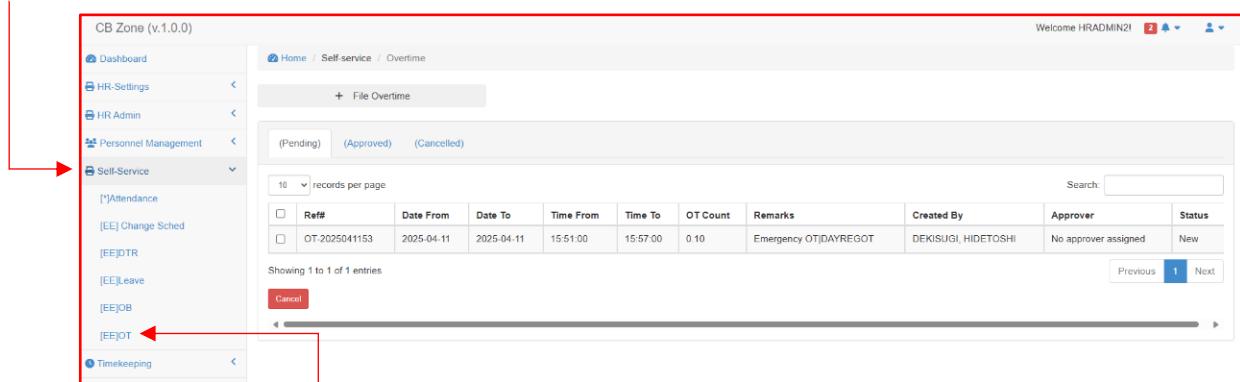
The screenshot shows a leave application form for 'Service Incentive Leave'. The form includes fields for 'Leave Info' (Date From: 2025/04/07, Date To: 2025/04/07), 'Note' (Please add note here), and 'Leave Count' (Please select). A date picker modal is open, showing the month of April 2025. Annotations provide instructions for each field and the date picker.

- A red box highlights the 'Leave Info' section. A callout points to the date picker: "A date picker will display upon clicking the date fill up."
- A red box highlights the 'Date From' and 'Date To' fields. A callout points to these fields: "Select a 'Date From' to indicate the start of the leave period, and a 'Date To' to specify the end of the leave period."
- A red box highlights the 'Leave Count' dropdown. A callout points to it: "Select a Leave Count to specify the duration of the leave—options include 'Whole Day', 'Half Day AM', and 'Half Day PM'."
- A red box at the bottom left contains the instruction: "Click 'Save' to confirm the entered details. A success message will appear once the leave has been successfully filed." An arrow points from this box to the 'Save' button.
- A red box at the bottom right contains the success message: "Leave successfully saved- 2025-04-11".

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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)

- [Dashboard](#)
- [HR-Settings](#)
- [HR Admin](#)
- [Personnel Management](#)
  - [Self-Service](#)
    - [\[EE\] Attendance](#)
    - [\[EE\] Change Sched](#)
    - [\[EE\] DTR](#)
    - [\[EE\] Leave](#)
    - [\[EE\] JOB](#)
    - [\[EE\] OT](#) **←**
    - [\[EE\] Timekeeping](#)

Home / Self-service / Overtime

+ File Overtime

(Pending) (Approved) (Cancelled)

10 records per page

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

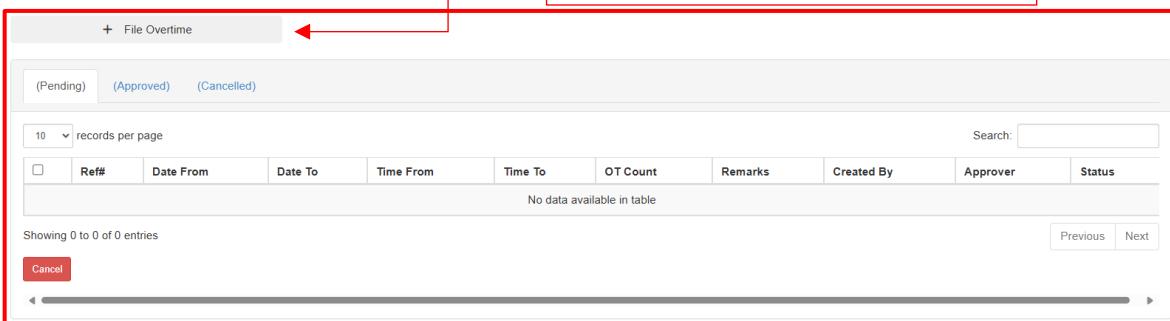
Showing 1 to 1 of 1 entries

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

<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.

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

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

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.

### Overtime Filing

**Overtime Info**

Date From: 2025/04/11 \* Time From:  \*

Date To: 2025/04/11 \* Time To:  \*

Note: Please add note here.

Emergency Overtime

Day Type: DAY \* OT Type: REG OT

Cancel Save

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.

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

Pending Overtime										
	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

Search:

Previous 1 Next

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

Approved Overtime													
	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

Search:

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.

Cancelled Overtime													
	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

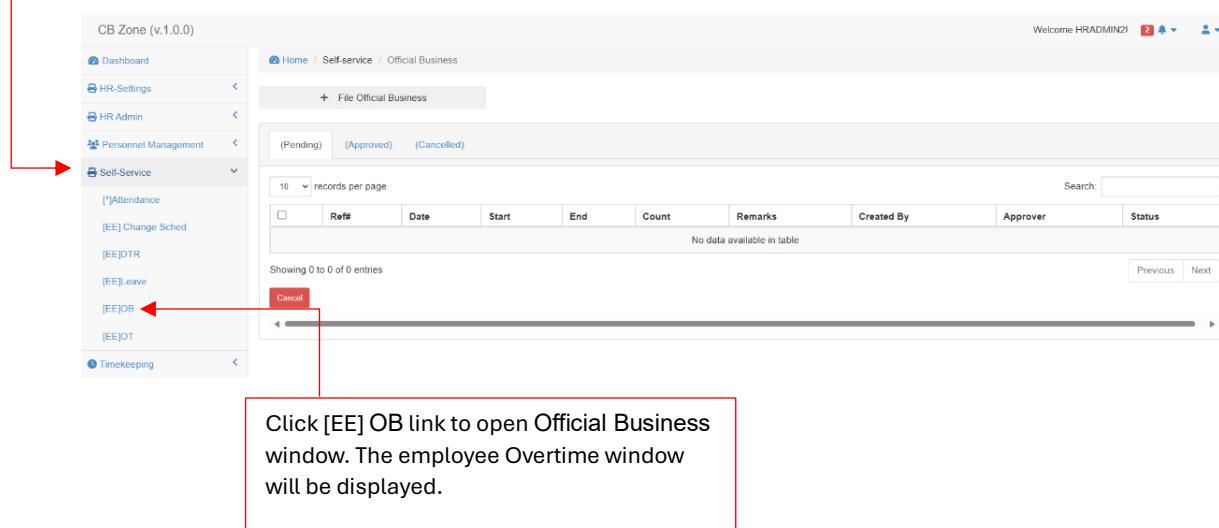
Search:

Previous Next

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## 8.4 Official Business

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



CB Zone (v1.0.0)

Home Self-service Official Business

Welcome HRADMIN21

Dashboard HR-Settings HR Admin Personnel Management Self-Service

[\*]Attendance [EE] Change Sched [EE]OTR [EE]Leave [EE]OB [EE]OT Timekeeping

(Pending) (Approved) (Cancelled)

10 records per page

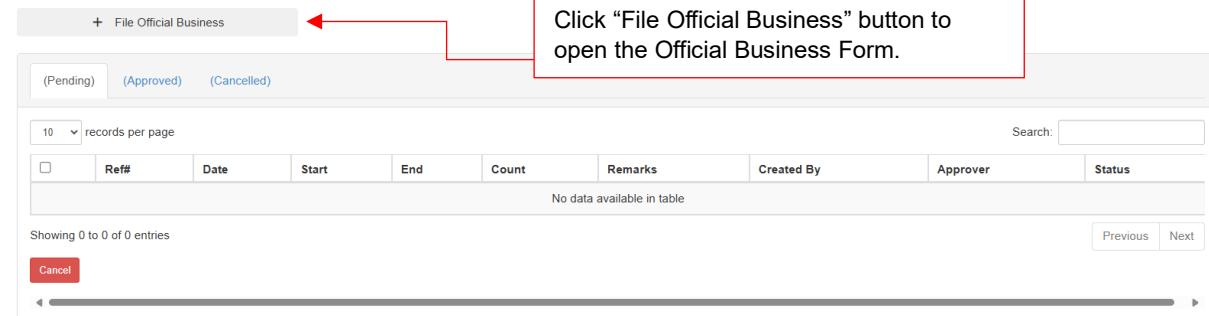
	Ref#	Date	Start	End	Count	Remarks	Created By	Approver	Status
No data available in table									

Showing 0 to 0 of 0 entries

Cancel

Search: Previous Next

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



+ File Official Business

(Pending) (Approved) (Cancelled)

10 records per page

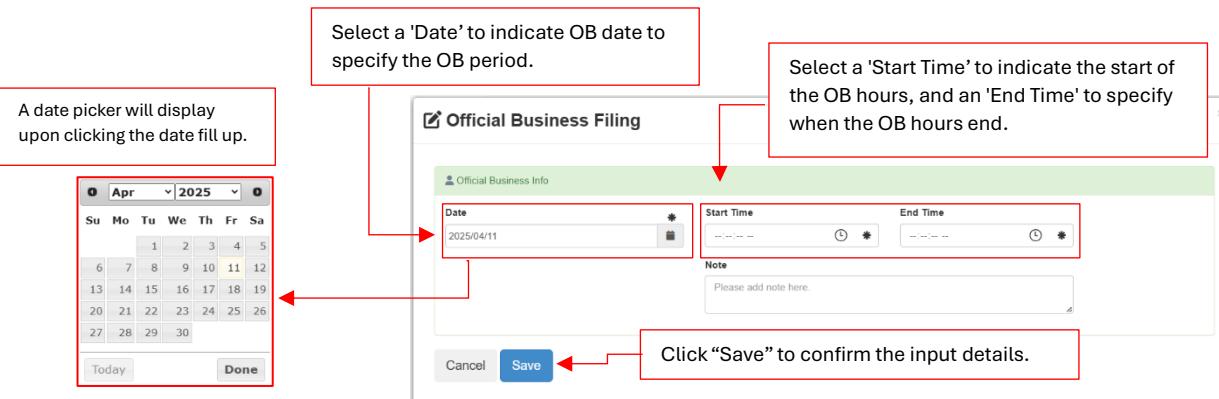
	Ref#	Date	Start	End	Count	Remarks	Created By	Approver	Status
No data available in table									

Showing 0 to 0 of 0 entries

Cancel

Previous Next

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



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.

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

Official Business Filing

Official Business Info

Date: 2025/04/11

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Note: Please add note here.

Cancel Save

Click “Save” to confirm the input details.



Your OB has been saved.

Means official business request successfully filed.

**Pending Table:**

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

Ref#	Date	Start	End	Count	Remarks	Created By	Approver	Status
OB-20250411141	2025-04-11	05:24:36	17:24:39	12.00	NULL	,		New

Showing 1 to 1 of 1 entries

Cancel

**Approved Table:**

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

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

Showing 0 to 0 of 0 entries

**Cancelled Table:**

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

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

Showing 0 to 0 of 0 entries



## 9.0 Date Time Record

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

The screenshot shows the CB Zone v1.0.0 software interface. On the left, there is a navigation sidebar with the following menu structure:

- CB Zone (v1.0.0)
- Dashboard
- HR-Settings
- HR Admin
- Personnel Management
- Self-Service
  - [\*]Attendance
  - [EE] Change Sched
  - [EE]DTR** (highlighted with a red arrow)
  - [EE]Leave
  - [EE]JOB
  - [EE]OT
- Timekeeping

The main content area displays the "Home / Self-service / Daily Attendance" page. It shows the following information:

- User: HR-ADMIN2 HR-ADMIN2
- Date: 03 : 41 : 13 PM Sunday, April 13, 2025
- Status: Off Duty
- Buttons: [EE]DTR (highlighted with a red arrow), [EE] Time In (highlighted with a blue box)
- Attendance Records table:

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

A callout box points to the "[EE]DTR" link with the text: "Click [EE] DTR link to open Overtime window. The employee DTR window will be displayed."

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

The screenshot shows the CB Zone v1.0.0 software interface with the "DTR(Daily)" tab selected from a navigation bar. The navigation bar also includes tabs for "DTR(Summary)", "Attendance Requests", and "Rest Requests".

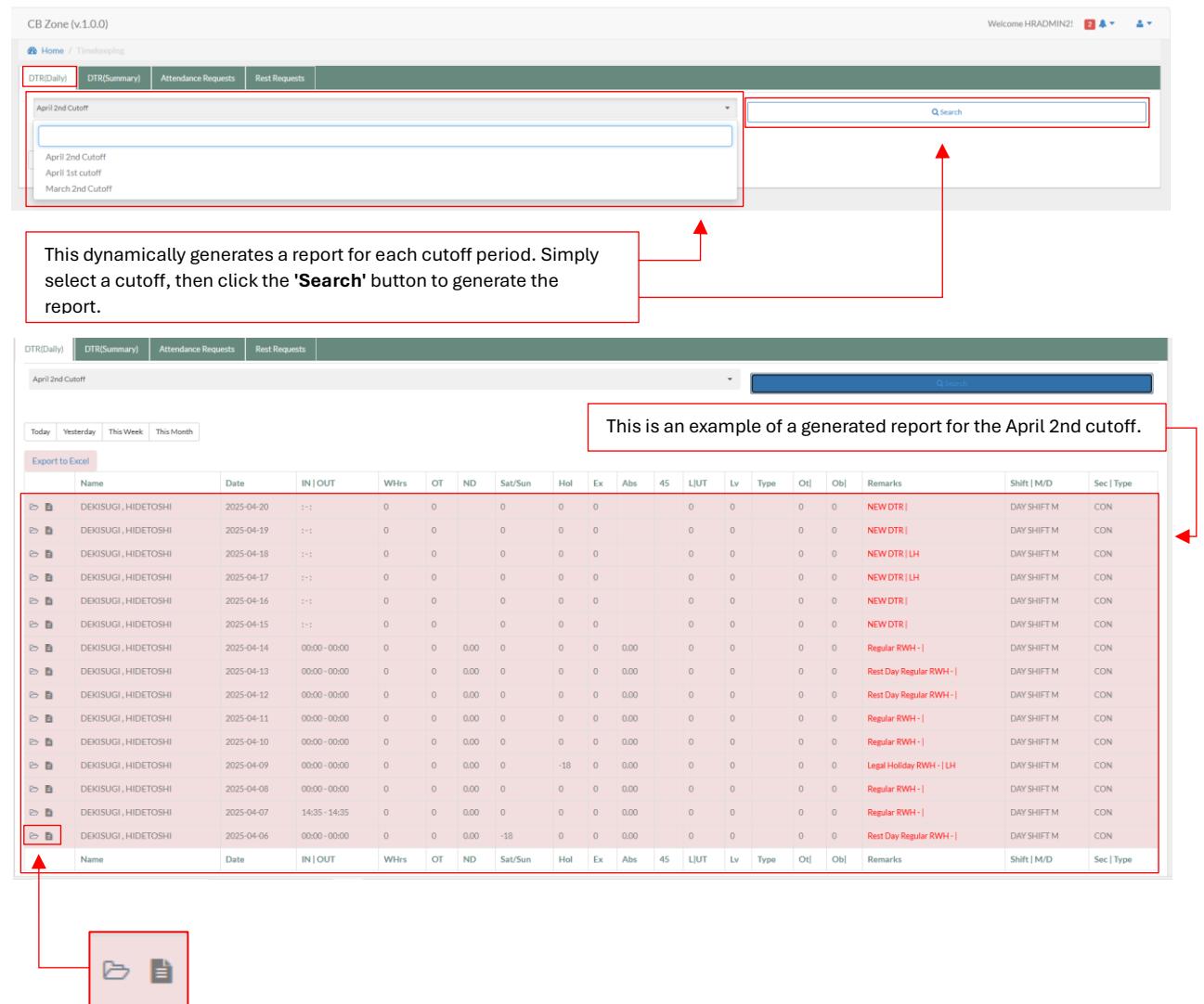
A callout box points to the "DTR(Daily)" tab with the text: "On the initial view of the page, you'll see a list of different types of DTR."

A callout box points to the bottom of the page with the text: "Refer to the description list below."

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## 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.



The screenshot shows the CB Zone (v.1.0.0) interface for the DTR(Daily) module. At the top, there is a navigation bar with links for Home, Timekeeping, DTR(Daily), DTR(Summary), Attendance Requests, and Rest Requests. A dropdown menu titled "April 2nd Cutoff" is open, showing options: April 2nd Cutoff, April 1st cutoff, and March 2nd Cutoff. To the right of the dropdown is a search bar with a magnifying glass icon and the placeholder text "Search". Below the navigation bar, a message box contains the text: "This dynamically generates a report for each cutoff period. Simply select a cutoff, then click the 'Search' button to generate the report." A red arrow points from this message box to the search bar. The main content area shows a table titled "Export to Excel" with data for multiple employees (DEKISUGI, HIDETOSHI) across various dates in April 2025. The table includes columns for Name, Date, IN | OUT, WHrs, OT, ND, Sat/Sun, Hol, Ex, Abs, 45, L|UT, Lv, Type, Ot, Obj, Remarks, Shift | M/D, and Sec | Type. Red arrows point from the "Export to Excel" button at the top left of the table to the table itself, and from the table to the bottom right corner of the interface.

Name	Date	IN   OUT	WHrs	OT	ND	Sat/Sun	Hol	Ex	Abs	45	L UT	Lv	Type	Ot	Obj	Remarks	Shift   M/D	Sec   Type
DEKISUGI, HIDETOSHI	2025-04-20	1:1	0	0	0	0	0	0	0	0	0	0	0	0	0	NEW DTR	DAY SHIFT M	CON
DEKISUGI, HIDETOSHI	2025-04-19	1:1	0	0	0	0	0	0	0	0	0	0	0	0	0	NEW DTR	DAY SHIFT M	CON
DEKISUGI, HIDETOSHI	2025-04-18	1:1	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	1:1	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	1:1	0	0	0	0	0	0	0	0	0	0	0	0	0	NEW DTR	DAY SHIFT M	CON
DEKISUGI, HIDETOSHI	2025-04-15	1:1	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

- 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.

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.

Vacation Leave Application



## 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.

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

2.1

2.2

2.3

- 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.

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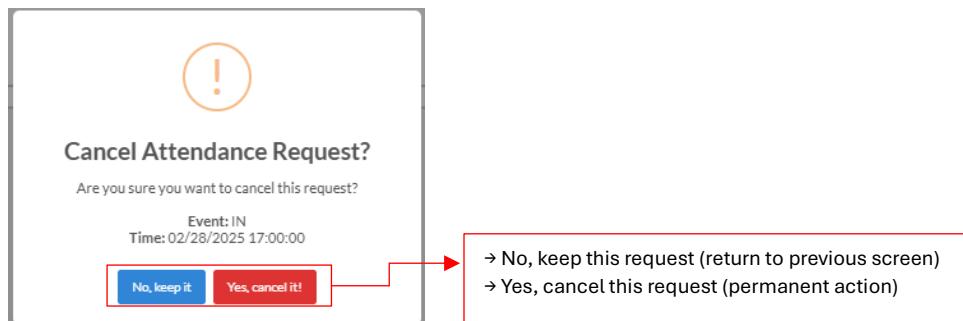
### 3. Attendance Requests and Rest Requests

Allows you to submit requests to correct or adjust your attendance records. This includes logging forgotten clock-ins/out, 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	-	

- 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."





## 10. Cutoff

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

The screenshot shows the CB Zone interface version 1.0.0. On the left, there is a navigation sidebar with several categories: Dashboard, HR-Settings (which is currently selected and highlighted with a red arrow), Holiday Setup, HR Admin, Personnel Management, Self-Service, and Timekeeping. To the right of the sidebar, the main content area has a title "Cutoff" with a gear icon. Below the title is a table titled "Cutoff Profile" with columns: #, Cutoff, Description, DateFrom, DateTo, Status, and Change Status. There are three entries in the table:

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

At the bottom of the table, it says "Showing 1 to 3 of 3 entries".

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

This screenshot shows the "Cutoff" window. At the top, there is a title "Cutoff" with a gear icon. Below the title is a table titled "Cutoff Profile" with columns: #, Cutoff, Description, DateFrom, DateTo, Status, and Change Status. There are three entries in the table:

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

At the bottom of the table, it says "Showing 1 to 3 of 3 entries". To the right of the table, there is a blue button labeled "Add Profile". A callout box points to this button with the text: "This button allows users to create and configure new payroll processing periods."

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 yellow exclamation mark icon. The text inside reads: "Are you sure you want to change the status? You are about to change the status to Close". At the bottom are 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.

Add Cutoff Profile

+ Add Cutoff Profile   Logs

Cutoff General Info

Cutoff Name Username *	Description *	Date From YYYY-MM-DD *
Date To YYYY-MM-DD *		

Close   Add   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**

YYYY-MM-DD



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**

YYYY-MM-DD



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.

The screenshot shows the Holiday Maintenance page. On the left, a sidebar menu includes 'Dashboard', 'HR-Settings' (which is highlighted with a red arrow), 'Cutoff', 'Holiday Setup' (also highlighted with a red arrow), 'HR Admin', 'Personnel Management', 'Self-Service', and 'Timekeeping'. The main content area is titled 'Holiday Maintenance' and contains a table of holidays. The table has columns for Ref #, Holiday Name, Description, Date, Type, and Action. The data in the table is as follows:

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

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

### Holiday Maintenance

ADD A HOLIDAY

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

[Export to Excel](#)

Search:

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

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



## 12. Ticketing System

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

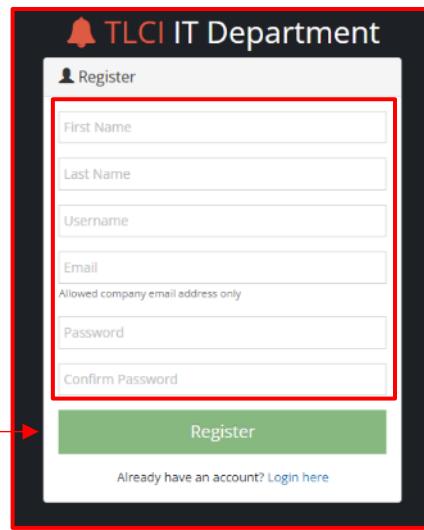
The screenshot shows a web browser window with a dark theme. At the top, it says "Work" and "Login Page". The URL is "https://force.carmensbest.com.ph/it-ticket/logout.php". The main content is a login form titled "TLCI IT Department". The form has fields for "Email" (containing "KMARASIGAN") and "Password", and a green "Login" button. Below the form, there is a link "Don't have an account? Register here" and a link "Forgot Password?". A red box surrounds the entire login form. Two red arrows originate from the bottom left of the image and point to the "Forgot Password?" link and the "Register here" link respectively. To the right of the "Forgot Password?" arrow is the number "4.3" and to the right of the "Register here" arrow is the number "4.2".

Image 2. Ticketing System



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.



The screenshot shows a registration form titled 'TLCI IT Department' with a bell icon. It has a 'Register' button at the top left. Below it are six input fields: 'First Name', 'Last Name', 'Username', 'Email' (with a note 'Allowed company email address only'), 'Password', and 'Confirm Password'. A green 'Register' button is at the bottom. Below the form, a link says 'Already have an account? Login here'.

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.

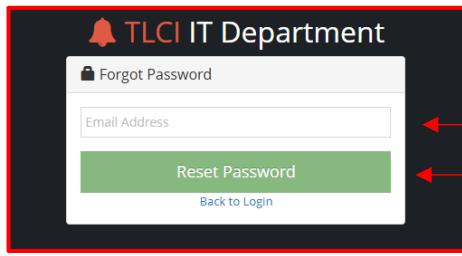
Please use your company email address

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.



The screenshot shows a 'Forgot Password' form with a lock icon. It has an 'Email Address' input field and a green 'Reset Password' button. Below the form is a 'Back to Login' link.

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

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

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

Image 4. Password Reset Page



**Password Reset Request**

The Laguna Creamery Inc. (No-Reply) <tlcreameryinc@gmail.com>

Hello KEN JUVIC,

You have requested to reset your password. Click the link below to reset your password:

[http://localhost/it-ticket/reset-password.php?  
token=5e9f29a3708168a76935afee865df685c76e6c7cae4b449e12f61467dbb34b3c](http://localhost/it-ticket/reset-password.php?token=5e9f29a3708168a76935afee865df685c76e6c7cae4b449e12f61467dbb34b3c)

This link will expire in 1 hour.

If you did not request this password reset, please ignore this email.

**IMPORTANT:** This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

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.

**TLCI IT Department**

**Reset Password**

New Password  
Confirm New Password

Reset 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**

Password has been reset successfully. You can now login with your new password.  
[Click here to login](#)

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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