

I. HRDOTNET USER TRAINING - December 15, 2022

NO	EMPLOYEE SELF SERVICE	TIME
My Info		
1	How to View Attendance	9:00AM - 10:00AM
2	How to View Calendar	
3	How to Update Personal Information	
4	How to add Contacts and Dependents	
5	How to Update Educational Attainment and Employment History in Experience Module	
6	How to View your Job Information Timekeeping and Payroll	
7	How to View Personal Identification	
8	How to View your Approvers	
9	How to Add and Update your other information in Others Module	
10	What to View in Payslip module	
My Ledger		
11	What to View in Leave Ledger	
12	What to View in Loan Ledger	

Applications		
13	How to File Time Off Leave	
14	How to File Official Work	
15	How to File Overtime	
16	How to File Missed Log	
17	How to File Change of schedule	
18	How to File Offset	
19	How to File CTO	
Q & A		

EMPLOYEE WORK SCHEDULE		
NO	MODULE	TIME
1	How to Create Work Schedule	10:00AM - 10:30AM
Q & A		

TIMEKEEPING APPROVALS		
NO	MODULE	TIME
1	How to Endorse and Approve Employee Time Off (Leave)	10:30AM - 11:00AM
2	How to Endorse and Approve Official Work	
3	How to Endorse and Approve Overtime	

4	How to Endorse and Approve Missed Log	
5	How to Endorse and Approve Change of Schedule	
6	How to Endorse and Approve Offset	
Q & A		

EMPLOYEE MANAGEMENT		
NO	MODULE	TIME
1	How to Add Employee	11:00AM - 12:00PM
2	How to View and Update Employee Profile	
3	How to View and Update Employee Benefits	
4	How to View and Update Previous Employer	
5	How to View and Create Employee Movement	
Q & A		

TIMEKEEPING PROCESS		
NO	MODULE	TIME
1	How to Create Leave Adjustments	1:00PM - 2:00PM
2	How to Process Timekeeping	
Q & A		

PAYROLL PROCESS		
NO	MODULE	TIME
1	How to Create Loan Application	2:00PM - 3:00PM
2	How to Create Pay Adjustment (Income and Deduction)	
3	How to Create Final Pay	
4	How to Calculate Payroll with: <ul style="list-style-type: none">- Income and Deduction- 13th Month Pay- Loans- Retro Pay	
Q & A		