

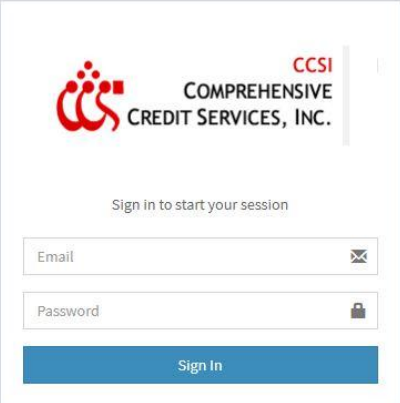


CCSI  
COMPREHENSIVE  
CREDIT SERVICES, INC.

# Online Information Management System(OIMS)

Human Resources Module  
Manual

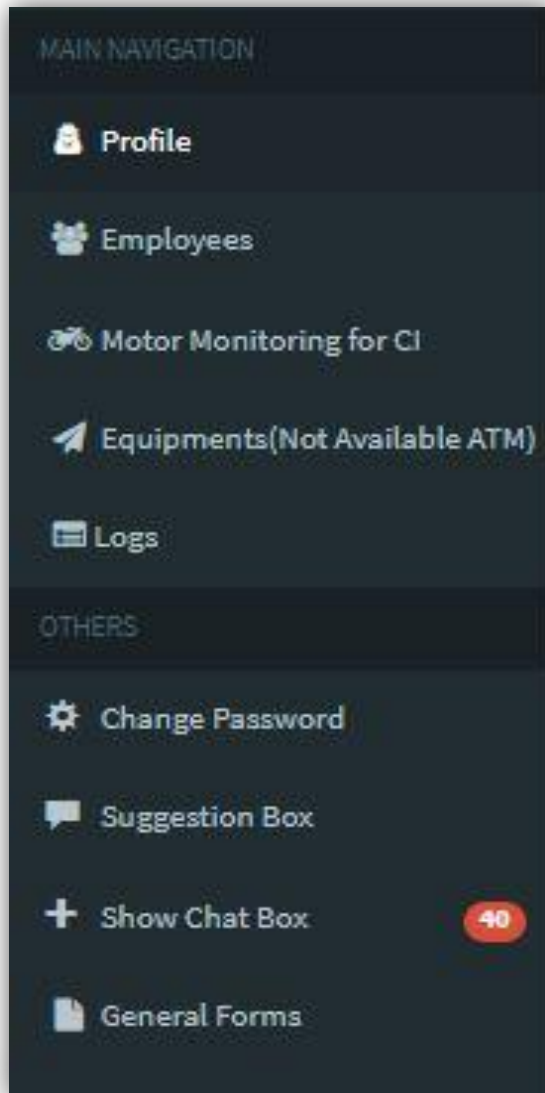
# Log-in to the OIMS



The screenshot shows a login interface for CCSI Comprehensive Credit Services, Inc. The header features the company logo, which consists of a red stylized 'CCS' followed by the text 'CCSI COMPREHENSIVE CREDIT SERVICES, INC.' in black. Below the header, the text 'Sign in to start your session' is displayed. There are two input fields: 'Email' with an envelope icon and 'Password' with a lock icon. A blue 'Sign In' button is located at the bottom of the form.

Using Google Chrome, browse [www.ccsi-oims.com](http://www.ccsi-oims.com).  
Log in using the credentials that was provided to the  
HR personnel.

# Introduction to the Left Navigation Bar



Once we log-in to the account, we can see on the left navigation tabs, the options and the choices on what to do.

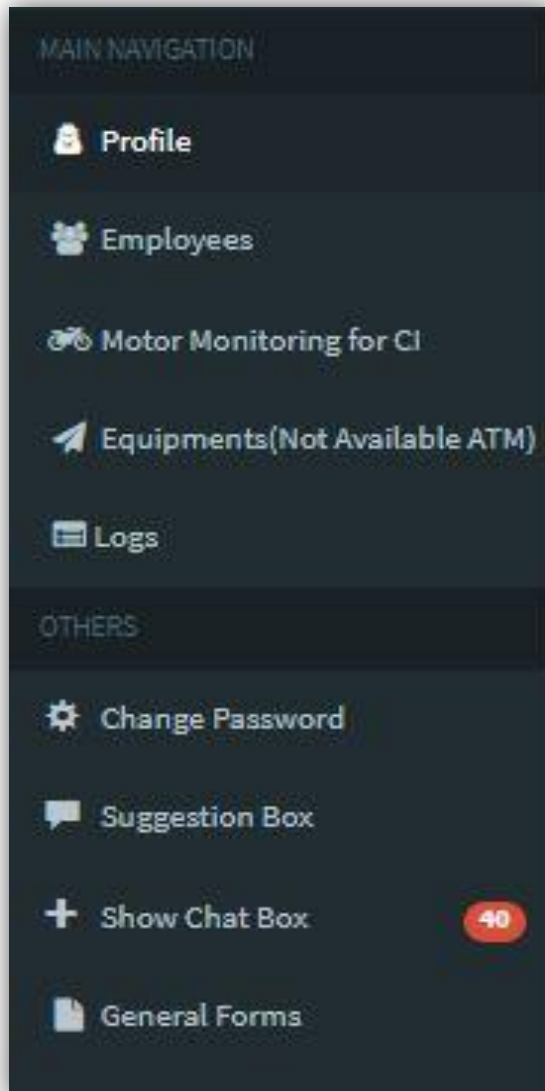
## Profile

This tab allows us to monitor the All employees, Present(Active), Off-Boarding, Requested and Employee Profile.

## Employees

This tab allows us to create and update employee profile, update contract status, monitoring of items, e-mail access and promotion details.

# Introduction to the Left Navigation Bar



## Motor Monitoring for CI

Create a monitoring table, adding and updating motorcycle details for Field Verifier

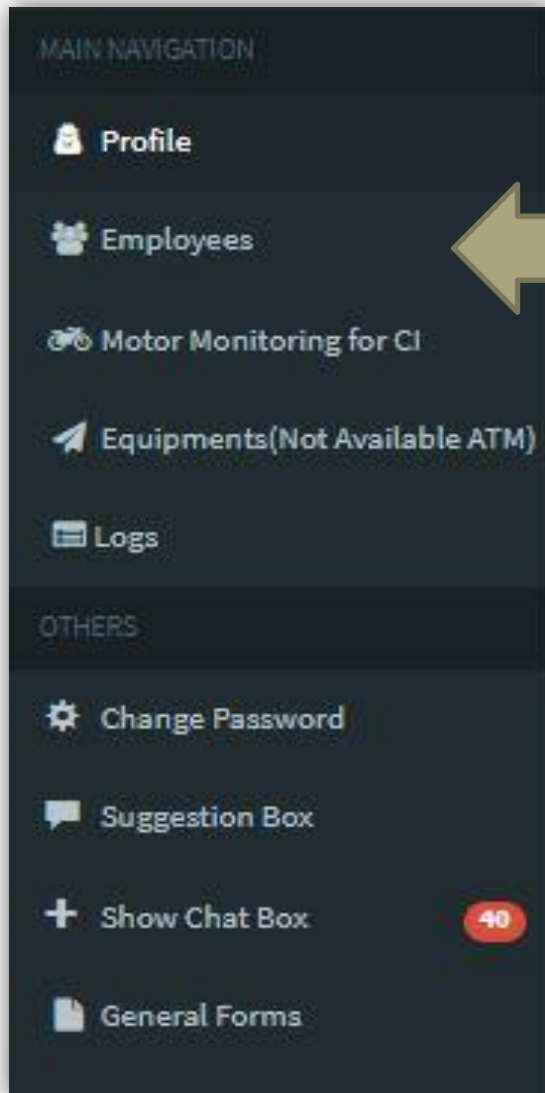
## Logs

Shows all the activity of the users in H.R Panel. The user that creates an activity will be visible and can be monitored.

## General Forms

Download general forms that was uploaded by Ms. Den.

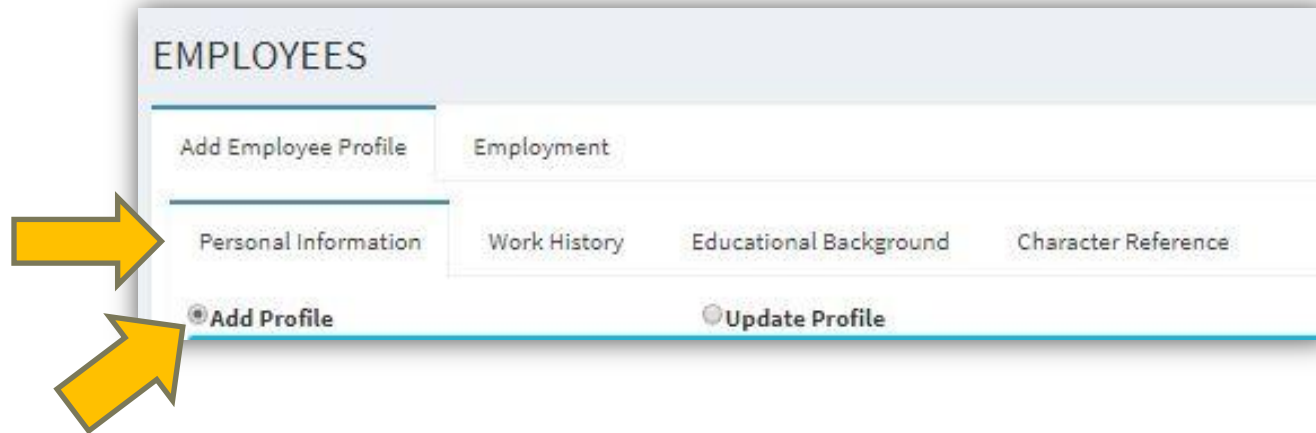
# Creating an Employee Profile



First off, browse the left navigation bar. Click the Employees Tab.

# Creating an Employee Profile

Employees->Personal Information->Add Profile



Once we are in the Employees option, we can see a “Personal information” option on the menu, click it and also click the “Add Profile” Option for us to create a profile.

# Creating an Employee Profile

Employees->Personal Information->Add Profile

Basic information

First Name\*Required field

Middle Name\*Required field

Last Name\*Required field

Present Address:\*Required field

Present Address

Permanent Address: ☐ Check if same with present address

Permanent Address

Date of Birth:\*Required field

mm/dd/yyyy

Marital Status:

Single

Religion

Age:\*Required field

Gender

Male

Primary Contact Number\*Required field

Primary Email Address\*Required field

Dependents\*leave if None

## Basic Information

Fill-up all the basic information of an employee/applicant , note that the required fields inputs must be filled up in order to successfully create profile.

# Creating an Employee Profile

Employees->Personal Information->Add Profile



## Profile Picture

If you want to add a photo of the employee in the profile, choose the file and select it. Note, adding profile image is optional.



# Creating an Employee Profile

Employees->Personal Information->Add Profile

### Employment Details

<b>Branch</b>	<b>Date Hired: *Required field</b>
<input type="text" value="Cavite"/>	<input type="text" value="mm/dd/yyyy"/>
<b>Position: *Required field</b>	<b>Status: *Required field</b>
<input type="text"/>	<input type="text" value="Applicant"/>
<b>Employee 201 File: *please upload zip file</b>	
<input type="button" value="Choose File"/> No file chosen	

## Employment Details

Next, fill up the details of employment, note that only zip files will be accepted in uploading the 201 file, and it is a required field for us to continue

<b>Position: *Required fields</b>	<b>Status: *Required field</b>
<input type="text" value="Field Verifier"/>	<input type="text" value="Applicant"/>
<b>City/Municipality: *Required field</b>	<b>Motorcycle CC type: *Required field</b>
<input type="text" value="Area of Assignment"/>	<input type="text"/>

If we choose “Field Verifier” in Position field, there will be an additional input field for Area of Assignment and Motorcycle CC Type. Note that this fields are required.

# Creating an Employee Profile

OFFICE BASED - 201 FILE CHECKLIST	
<b>Pre-employment Requirements</b>	<b>Pre-employment CCSI Docs</b>
<input type="checkbox"/> SSS	<input type="checkbox"/> RESUME
<input type="checkbox"/> PHILHEALTH	<input type="checkbox"/> APPLICATION FORM
<input type="checkbox"/> PAGIBIG	<input type="checkbox"/> PRE-EMPLOYMENT EXAM
<input type="checkbox"/> TIN	<input type="checkbox"/> TRAINING AGREEMENT
<input type="checkbox"/> MEDICAL HISTORY	<input type="checkbox"/> HR HEAD REQUEST
<input type="checkbox"/> DRUG TEST	<input type="checkbox"/> BGC REPORT
<input type="checkbox"/> STOOL	<input type="checkbox"/> PDRN RESIDENTIAL CHECKING
<input type="checkbox"/> URINALYSIS	<input type="checkbox"/> SSS RESULT
<input type="checkbox"/> X-RAY	<input type="checkbox"/> CMAP RESULT
<input type="checkbox"/> NBI CLEARANCE	<input type="checkbox"/> EVALUATION EXAM
<input type="checkbox"/> MAYOR'S PERMIT	<input type="checkbox"/> EVALUATION
<input type="checkbox"/> POLICE CLEARANCE	<input type="checkbox"/> HANDBOOK AND DPA
<input type="checkbox"/> BRGY CLEARANCE	
<input type="checkbox"/> VOTER'S ID(OPTIONAL)	
<input type="checkbox"/> PREGNANCY TEST(IF FEMALE)	
<b>Accountabilities/Equipments</b>	
<input type="checkbox"/> ATM	<input type="checkbox"/> COMPUTER
<input type="checkbox"/> ID	<input type="checkbox"/> FB(IF NEEDED)
<input type="checkbox"/> GMAIL & PASSWORD/CCSI EMAIL	<input type="checkbox"/> BIOMETRICS
<input type="checkbox"/> PHONE/IP PHONE	
<input type="checkbox"/> NUMBER	

Here, we can check the requirements that is passed and it will be recorded to the employee profile. We can update it later on if we want to check other requirements. This is an office based checklist.

# Creating an Employee Profile

FIELD VERIFIER - 201 FILE CHECKLIST			
Pre-employment Requirements		Pre-employment CCSI Docs	
<input type="checkbox"/> SSS	<input type="checkbox"/> X-RAY	<input type="checkbox"/> RESUME	<input type="checkbox"/> CMAP RESULT
<input type="checkbox"/> PHILHEALTH	<input type="checkbox"/> NBI CLEARANCE	<input type="checkbox"/> APPLICATION FORM	<input type="checkbox"/> EVALUATION EXAM
<input type="checkbox"/> PAGIBIG	<input type="checkbox"/> MAYOR'S PERMIT	<input type="checkbox"/> PRE-EMPLOYMENT EXAM	<input type="checkbox"/> EVALUATION
<input type="checkbox"/> TIN	<input type="checkbox"/> POLICE CLEARANCE	<input type="checkbox"/> TRAINING AGREEMENT	<input type="checkbox"/> HANDBOOK AND DPA
<input type="checkbox"/> MEDICAL HISTORY	<input type="checkbox"/> BRGY CLEARANCE	<input type="checkbox"/> HR HEAD REQUEST	
<input type="checkbox"/> DRUG TEST	<input type="checkbox"/> VOTER'S ID(OPTIONAL)	<input type="checkbox"/> BGC REPORT	
<input type="checkbox"/> STOOL	<input type="checkbox"/> PREGNANCY TEST(IF FEMALE)	<input type="checkbox"/> PDRN RESIDENTIAL CHECKING	
<input type="checkbox"/> URINALYSIS	<input type="checkbox"/> MOTOR DETAILS	<input type="checkbox"/> SSS RESULT	
Accountabilities/Equipments			
<input type="checkbox"/> ATM	<input type="checkbox"/> INSURANCE		
<input type="checkbox"/> ID	<input type="checkbox"/> SHELLCARD		
<input type="checkbox"/> GMAIL & PASSWORD/CCSI EMAIL	<input type="checkbox"/> UNIFORM		
<input type="checkbox"/> PHONE/IP PHONE	<input type="checkbox"/> AUTHORIZATION		
<input type="checkbox"/> NUMBER	<input type="checkbox"/> INTRODUCTION LETTER		

This is the checklist for Field Verifier. The checklist varies to the position.

# Creating an Employee Profile

Employees->Personal Information->Add Profile

Compensation	
Salary Offer: <b>*Required field</b>	Minimum Wage on Location
<input type="text"/>	<input type="text"/>
Rate:	Allowances: <b>*if applicable</b>
<input type="text" value="Daily"/>	<input type="text"/>

## Compensation

Next, fill up the fields that corresponds to employee/applicant's compensation details. Input allowances if applicable

# Creating an Employee Profile

Employees->Personal Information->Add Profile

## Employee Schedule

**Fixed Time Schedule:**

**Specific Time Schedule:**

Monday	--:--	to	--:--
Tuesday	--:--	to	--:--
Wednesday	--:--	to	--:--
Thursday	--:--	to	--:--
Friday	--:--	to	--:--
Saturday	--:--	to	--:--
Sunday	--:--	to	--:--

**Working Days:**

5 Working Days ▼

**Remarks:**

## Schedule

Fixed:

Input fixed schedule of the employee.

Example :

“Monday to Friday 8:00 AM to 5:00 PM”

Specific:

Input schedule day by day and input/update remarks for the details of the specific.

No of days:

Choose between 5 or 6 working days.

# Creating an Employee Profile

Employees->Personal Information->Add Profile



The screenshot shows a web form titled "Benefits" with a light blue header bar. Below the title, there are four input fields arranged in a 2x2 grid. The top-left field is labeled "SSS No.:", the top-right is "Pagibig No.:", the bottom-left is "Philhealth No.:", and the bottom-right is "TIN No.:". Each label is in bold black text, and each field is a simple rectangular box.

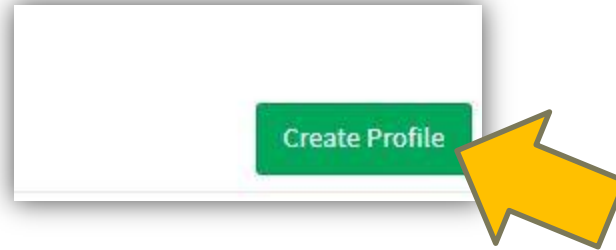
Benefits	
SSS No.:	Pagibig No.:
Philhealth No.:	TIN No.:

## **Governments Benefits**

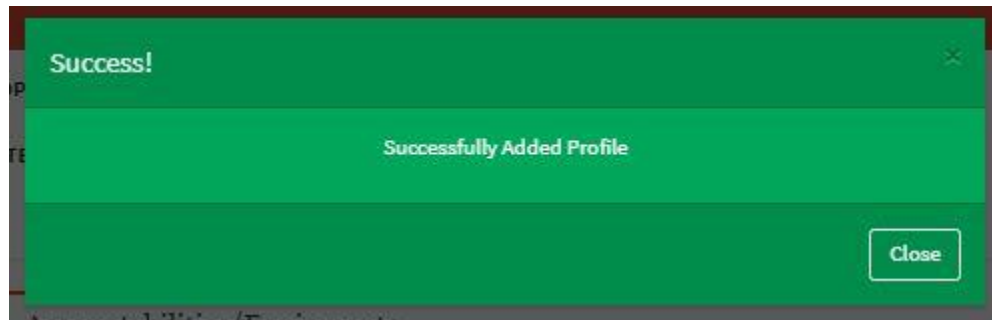
Input the SSS no. , Pagibig no., Philhealth no. and TIN no. in their corresponding fields.

# Creating an Employee Profile

Employees->Personal Information->Add Profile



After filling up the necessary fields, if you want to submit just click Create Profile.



After submitting, there will be a success message. The profile is created and will be checked and evaluated by Ms. Den for approval.

# Other Employee Details

Employees->Work History



Personal Information Work History Educational Background Character Reference

+ Add a work experience

Employee Name:  

TEST FNAME TEST MNAME TEST LNAME\_Cavite

Company Name	Company Address	Position	Start Date	End Date	Contact Number	Action
--------------	-----------------	----------	------------	----------	----------------	--------

## Work Experience

In adding work experience, click “Work History Tab”. We can now choose an employee that we recently added or we can search for other employees to add a work history.



# Other Employee Details

Employees->Work History



+Add a work experience

Employee Name:

TEST FNAME TEST MNAME TEST LNAME\_Cavite

Company Name	Company Address	Position	Start Date	End Date	Contact Number	Action
			mm/dd/yyyy	mm/dd/yyyy		Remove

+ Submit Experience



## Adding a Work History

If we click to the button “Add a work experience”, input fields for previous company will be added and we can input details. We can add multiple work experiences. Just click the button “Add a work experience” to add fields. Once we are done filling up. Click the button “Submit Experience”. It will now be recorded as the selected employee’s work history.

You can remove the submitted information by clicking the button “Remove”.

# Other Employee Details

Employees->Educational Background



Personal Information Work History **Educational Background** Character Reference

[+ Add Education](#)

Employee Name:  

TEST FNAME TEST MNAME TEST LNAME\_Cavite

Level	School Name	School Address	Year Graduated	Course(if applicable)	Action
-------	-------------	----------------	----------------	-----------------------	--------

## Educational Background

Like in Work History, click the tab “Educational Background”. We can now choose an employee that we recently added or we can search for other employees to add an Educational Background.

# Other Employee Details

Employees->Educational Background



+ Add Education

Employee Name:

TEST FNAME TEST MNAME TEST LNAME\_Cavite

Level	School Name	School Address	Year Graduated	Course(if applicable)	Action
Elementary					Remove

+ Submit Education



## Adding an education history

In adding, click the button “Add Education”. We can add multiple or single group of input field. We can choose the level either Elementary, High School, College or Graduate School. Once we are done filling up the fields ,click the button “Submit Education”. The information will now be added to the selected employee.

You can remove the submitted information by clicking the button “Remove”.

# Other Employee Details

Employees->Character Reference



Personal Information Work History Educational Background Character Reference

[+Add Character Reference](#)

Employee Name:  

TEST FNAME TEST MNAME TEST LNAME\_Cavite

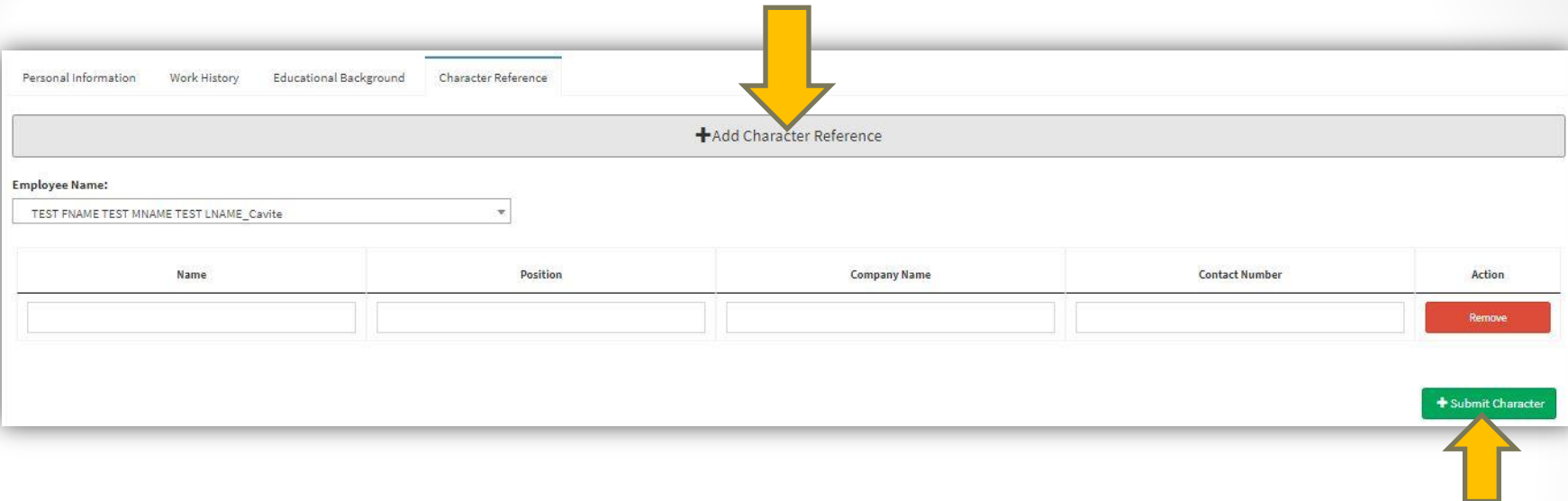
Name	Position	Company Name	Contact Number	Action
------	----------	--------------	----------------	--------

## Character Reference

Like in Educational Background, click the tab “Character Reference”. We can now choose an employee that we recently added or we can search for other employees to add a Character Reference.

# Other Employee Details

Employees->Character Reference



The screenshot shows a web interface for managing employee character references. At the top, there are four tabs: 'Personal Information', 'Work History', 'Educational Background', and 'Character Reference'. The 'Character Reference' tab is selected. Below the tabs is a grey bar with a '+Add Character Reference' button. Underneath this bar is a dropdown menu labeled 'Employee Name:' with the text 'TEST FNAME TEST MNAME TEST LNAME\_Cavite'. Below the dropdown is a table with five columns: 'Name', 'Position', 'Company Name', 'Contact Number', and 'Action'. The 'Action' column contains a red 'Remove' button. At the bottom right of the form is a green '+ Submit Character' button. A yellow arrow points down to the '+Add Character Reference' button, and another yellow arrow points up to the '+ Submit Character' button.

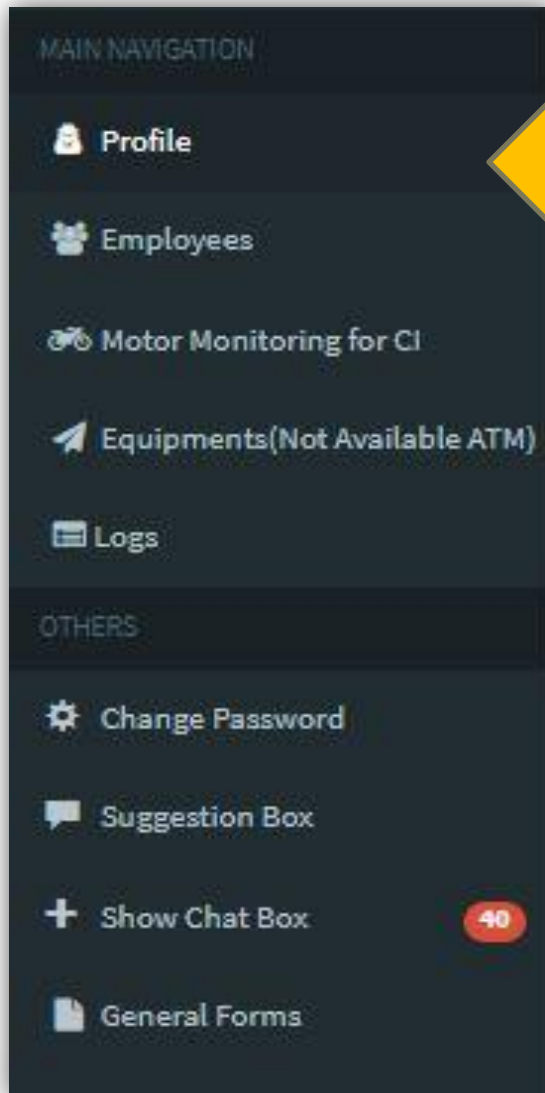
Name	Position	Company Name	Contact Number	Action
				Remove

## Adding a character reference

In adding, click the button “Add Character Reference”. We can add multiple or single group of input field. Once we are done filling up the fields ,click the button “Submit Character”. The information will now be added to the selected employee.

You can remove the submitted information by clicking the button “Remove”.


# Employee for Approval



After creating and adding information to the employee profile, the employee information will go to Request for Approval. To go there, first click the Profile tab on the Left Navigation.


# Employee for Approval

Profile->Requested for Approval(Employees)



General Employee List   Present Employees(Active)   Past Employees(Inactive)   **Requested for Approval(Employees)**

PDF   Excel   Print   Show/Hide Column   Show 100 rows entries   Search:

ID	Employee Name	Position	Branch	Date of Birth	Gender	Marital Status	Contract Status	Employment Status	Date Hired	End of Contract	Action
154	TEST FNAME TEST MNAME TEST LNAME	Account Officer - Bank Ops	Cavite	2001-01-01	MALE	SINGLE	Probationary	Applicant	2001-01-02	0000-00-00	 Requested

Showing 1 to 1 of 1 entries

Previous   **1**   Next

## Requested for Approval

After we create profile, the details will be directed to this table. Click “Request for Approval(Employees)”, we will now see the employee profile that we have encoded and created. Now, we will wait for Ms. Den to approve and evaluate the employee for us to view his/her profile.

# General List of Employees

Profile->General Employee List



General Employee List   Present Employees(Active)   Past Employees(Inactive)   Requested for Approval(Employees)

Sort by Contract Expiration

☒ All   ☐ less than 60 days(Yellow)   ☐ less than 30 days(Red)

PDF   Excel   Print   Show/Hide Column   Show 100 rows ▼ entries   Search:

ID	Employee Name	Position	Branch	Date of Birth	Gender	Marital Status	Contract Status	Employment Status	Date Hired	End of Contract	Action
154	TEST FNAME TEST MNAME TEST LNAME	Account Officer - Bank Ops	Cevite	2001-01-01	MALE	SINGLE	Probationary	Applicant	2001-01-02	0000-00-00	<a href="#">View Profile</a>

Showing 1 to 1 of 1 entries

First   Previous   1   Next   Last

Now that the employee is approved and now active, he/she will now be listed on the General Employee List which can be accessed by clicking the “General Employee List “ tab. This General List, includes Present(Active) and Past Employees(Inactive).



# General List of Employees(Partial)

Profile->General Employee List



General Employee List   Present Employees(Active)   Past Employees(Inactive)   Requested for Approval(Employees)

Sort by Contract Expiration

☒ All   ☐ less than 60 days(Yellow)   ☐ less than 30 days(Red)

PDF   Excel   Print   Show/Hide Column   Show 100 rows ▼ entries   Search:

ID	Employee Name	Position	Branch	Date of Birth	Gender	Marital Status	Contract Status	Employment Status	Date Hired	End of Contract	Action
154	TEST FNAME TEST MNAME TEST LNAME	Account Officer - Bank Ops	Cevite	1995-06-04	MALE	SINGLE	Probationary	Active Employee	2019-04-22	0000-00-00	<a href="#">View Profile</a> <a href="#">Partial Remarks</a>

Showing 1 to 1 of 1 entries

First   Previous   1   Next   Last

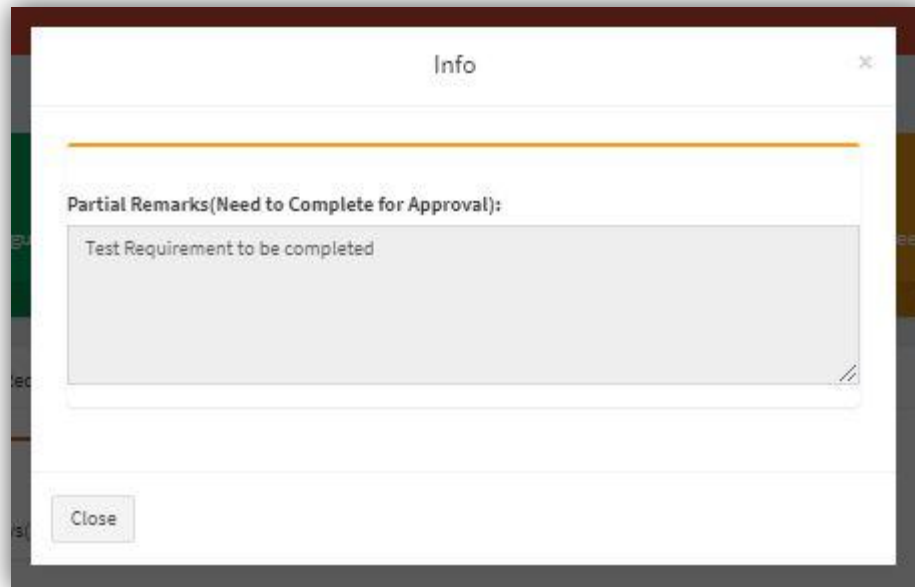


## Partially Approved

There are cases that Ms. Den will approve the employee partially that mean that the employee has a pending/incomplete requirements. To see the remarks, click the “Partial Remarks” button on the right side of the table.

# Partial Remarks

Profile->General Employee List->Partial Remarks



After clicking the “Partial Remarks Button” a window will pop-up that contains remarks of what to complete that was marked by Ms. Den. Using this, we can follow up the incomplete requirements. After completing the said requirements, Ms. Den will review and later will fully approve the employee.

# Present Employee List

Profile->Present Employees(Active)



General Employee List   **Present Employees(Active)**   Past Employees(Inactive)   Requested for Approval(Employees)

Sort by Contract Expiration  
☒ All   ☐ less than 60 days(Yellow)   ☐ less than 30 days(Red)

PDF   Excel   Print   Show/Hide Column   Show 100 rows ▼ entries   Search:

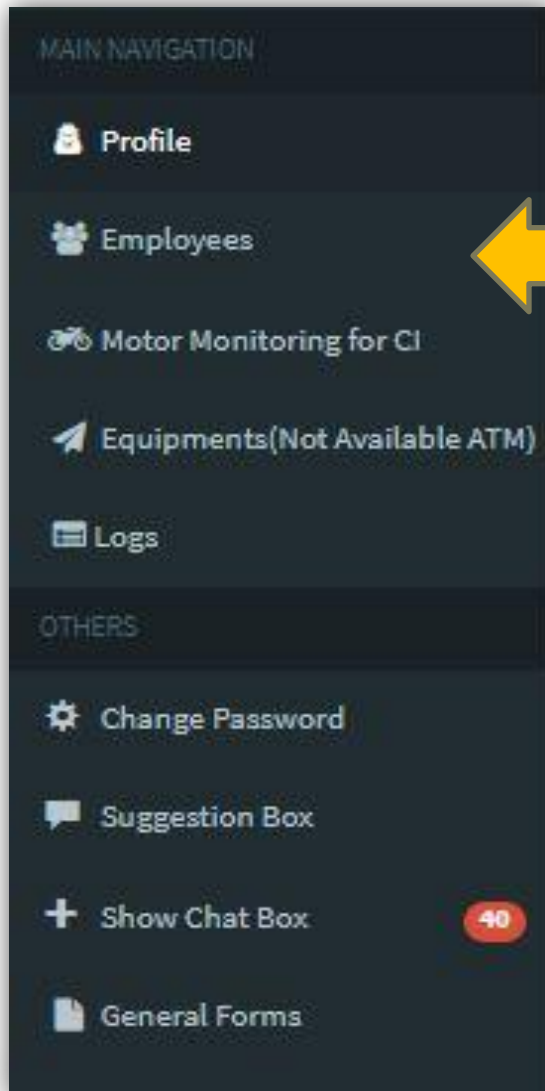
ID	Employee Name	Position	Branch	Date of Birth	Gender	Marital Status	Contract Status	Employment Status	Date Hired	End of Contract	Action
154	TEST FNAME TEST MNAME TEST LNAME	Account Officer - Bank Ops	Cevite	2001-01-01	MALE	SINGLE	Probationary	Applicant	2001-01-02	0000-00-00	<a href="#">View Profile</a>

Showing 1 to 1 of 1 entries

Previous   **1**   Next

After the employee is approved, the employee will be included in the Present Employee Table that can be accessed by clicking the “Present Employees(Active) Tab. This table only shows Active(Applicant, Training, On-Board and Active Employees). As we can see on the table, the **End of contract** has not yet been set. We can update now in the Contract Status Tab.

# Contract Status



To go to Contract Status Tab, click the Employees Tab on the Left Navigation Tab.

# Contract Status

EMPLOYEES

Add Employee Profile Employment

Employee Status ID, Uniform, Insurance and ATM OIMS and Gmail Access List of Promotion/

### Contract Status

Employee Name:  
TEST FNAME TEST MNAME TEST LNAME\_Cavite

Position:  
Field Verifier

Date Hired:  
01/02/2001

Contract Duration:  
01/02/2001 to mm/dd/yyyy  
\*end of contract

Status:  
Probationary

Contract Document: \*required field  
Choose File No file chosen  
No Contract Uploaded

Update Status

After clicking the Employees Tab(Left Navigation), click "Employment Tab" and inside, click "Employee Status" Tab

We can now update the end of contract date that is stated on the employee's signed contract.

As we can see on the Contract Document label, it is stated that there is contract uploaded. We can now upload the scanned copy of the signed contract.

Now, click button "Update Status" after filling up all fields

# Contract Status

Employees->Employment->Employee Status

Employees						
PDF	Excel	Print	Show 10 rows	entries	Search: <input type="text"/>	
ID	Employee Name	Position	Branch	Contract Status	Off-Boarding Status	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
154	TEST FNAME TEST MNAME TEST LNAME	Field Verifier	Cevite	Probationary		<a href="#">Download</a>
Showing 1 to 1 of 1 entries						
Previous		1	Next			

## Viewing Contract Details

After updating the contract status and uploading the scanned contract, we can now monitor the employee's contract status and we can download the uploaded document by clicking the "Download" button.

Now that we have set the end of contract date. We can now view completely the employee profile. We now go to Present Employee List. By clicking the "Profile" tab in Left Navigation.

# View Profile

Profile->Present Employees(Active)

General Employee List   Present Employees(Active)   Past Employees(Inactive)   Requested for Approval(Employees)

Sort by Contract Expiration

☒ All   ☐ less than 60 days(Yellow)   ☐ less than 30 days(Red)

PDF   Excel   Print   Show/Hide Column   Show 100 rows ▼ entries   Search:

ID	Employee Name	Position	Branch	Date of Birth	Gender	Marital Status	Contract Status	Employment Status	Date Hired	End of Contract	Action
154	TEST FNAME TEST MNAME TEST LNAME	Field Verifier	Cavite	1995-08-04	MALE	SINGLE	Probationary	Active Employee	2019-01-22	2019-08-16	<a href="#">View Profile</a>

Showing 1 to 1 of 1 entries

Previous   1   Next

## Viewing of Profile

Now that the End of Contract is updated, there will be a countdown for how many days are left from the contract. We can now view the profile by clicking the “View Profile” button.



TEST FNAME TEST MNAME TEST  
LNAME

Field Verifier | MALE | Date Hired: 2019-01-22

Employee Details

Specific Time Schedule

Branch:

Cavite

Salary Offer:

P 512

Age:

23

Date of Birth:

08/04/1995

Religion:

ROMAN CATHOLIC

Marital Status:

SINGLE

No. of Dependents:

None

Primary Contact no.:

111-1111

Primary Email Address.:

ccsi@gmail.com

Contract Status:

Probationary

Employment Status:

Active Employee

Off-Board Status: \*if applicable

N/A

Type of Rate:

Daily

Mandated No. of Working Days:

5 Working Days days

Remaining Days of Contract:

117 days

Allowances:

P 1000

Fixed Time Schedule:

Monday to Friday 8:00 AM to 5:00 PM

Permanent Address:

SUMMIT ONE TOWER BLDG, SHAW BLVD, MANDALUYONG, METRO MANILA

Present Address:

SUMMIT ONE TOWER BLDG, SHAW BLVD, MANDALUYONG, METRO MANILA

Area of Assignment :

Silang - Cavite

Motor CC type:

Commuter

SSS no. :

111111

Philhealth no. :

111111

Pagibig no. :

111111

TIN no.:

111111

Assigned Item/s

Work History

Educational Background

Character Reference

Show 10 rows entries

Search:

ID	Category	Brand/Model Name	Color	Remarks
Search	Search	Search	Search	Search
No data available in table				
ID	Category	Brand/Model Name	Color	Remarks

Showing 0 to 0 of 0 entries

Previous

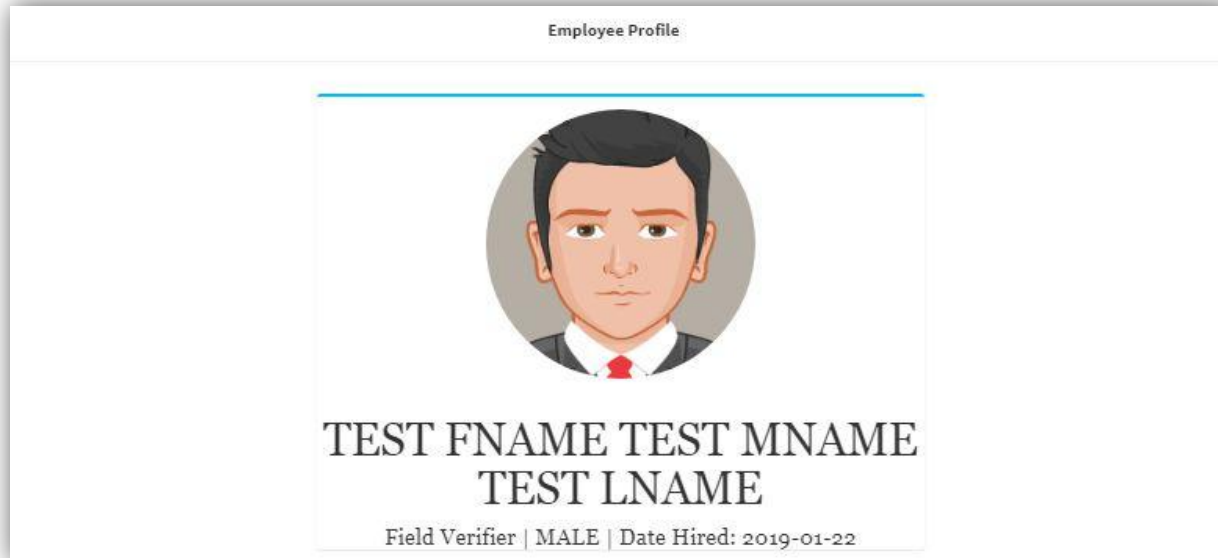
Next

This is a sample view of an employee profile. In the next pages/slides, are the section description.



# Profile

Profile->Present Employees(Active)->View Profile



This section shows the Full name, Position, Gender and Date hired of the employee.

# Profile

Profile->Present Employees(Active)->View Profile->Employee Details

Employee Details

Specific Time Schedule

Branch:	Salary Offer:	Age:
Cavite	₱ 512	23
Date of Birth:	Religion:	Marital Status:
06/04/1995	ROMAN CATHOLIC	SINGLE
No. of Dependents	Primary Contact no.:	Primary Email Address.:
None	111-1111	ccsi@gmail.com
Contract Status:	Employment Status:	Off-Board Status: <i>*if applicable</i>
Probationary	Active Employee	N/A
Type of Rate:	Mandated No. of Working Days:	Remaining Days of Contract:
Daily	5 Working Days days	117 days
Allowances:	Fixed Time Schedule:	
₱ 1000	Monday to Friday 8:00 AM to 5:00 PM	
Permanent Address:		
SUMMIT ONE TOWER BLDG, SHAW BLVD, MANDALUYONG, METRO MANILA		
Present Address:		
SUMMIT ONE TOWER BLDG, SHAW BLVD, MANDALUYONG, METRO MANILA		
SSS no. :	Philhealth no. :	
111111	111111	
Pagibig no. :	TIN no.:	
111111	111111	
<a href="#">Download Employee File</a>		

This section are details of office based position. It includes the basic information, contract details, employee status, remaining days of contract, schedule, benefits, and compensation details which we all encoded when creating the profile.

Also, users can download the 201 file by clicking the button “Download Employee File”.



# Profile

Profile->Present Employees(Active)->View Profile->Employee Details

Employee Details

Specific Time Schedule

Branch:	Salary Offer:	Age:
Cavite	P 512	28
Date of Birth:	Religion:	Marital Status:
06/04/1995	ROMAN CATHOLIC	SINGLE
No. of Dependents	Primary Contact no.:	Primary Email Address.:
None	111-1111	ccsi@gmail.com
Contract Status:	Employment Status:	Off-Board Status: <i>*if applicable</i>
Probationary	Active Employee	N/A
Type of Rate:	Mandated No. of Working Days:	Remaining Days of Contract:
Daily	5 Working Days days	117 days
Allowances:	Fixed Time Schedule:	
P 1000	Monday to Friday 8:00 AM to 5:00 PM	
Permanent Address:		
SUMMIT ONE TOWER BLDG, SHAW BLVD, MANDALUYONG, METRO MANILA		
Present Address:		
SUMMIT ONE TOWER BLDG, SHAW BLVD, MANDALUYONG, METRO MANILA		
Area of Assignment :	Motor CC type:	
Silang - Cavite	Commuter	
SSS no. :	Philhealth no. :	
111111	111111	
Pagibig no. :	TIN no.:	
111111	111111	
Download Employee File		

This section are details of field verifier position. It includes the basic information, contract details, employee status, remaining days of contract, schedule, benefits, compensation details, area of assigned and motor CC type which we all encoded when creating the profile.

Also, users can download the 201 file by clicking the button “Download Employee File”.

# Profile

Profile->Present Employees(Active)->View Profile->Specific Time Schedule

Employee Details

Specific Time Schedule

Monday	--:--	to	--:--
Tuesday	--:--	to	--:--
Wednesday	--:--	to	--:--
Thursday	--:--	to	--:--
Friday	--:--	to	--:--
Saturday	--:--	to	--:--
Sunday	--:--	to	--:--

Remarks:

This section shows the daily specific schedule and the remarks that is encoded in case the schedule has been changed.

# Profile

Profile->Present Employees(Active)->View Profile->Assigned Item/s

Assigned Item/s    Work History    Educational Background    Character Reference

Show 10 rows ▼ entries    Search:

ID	Category	Brand/Model Name	Color	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No data available in table				
ID	Category	Brand/Model Name	Color	Remarks

Showing 0 to 0 of 0 entries

Previous    Next

On the right section of the profile, there are four tabs containing Assigned Item/s, Work History, Educational Background and Character Reference.

This table is the monitoring of H.R for the assigned items. This items are connected to Admin Panel on which they are the ones who is assigning and un-assigning an items or equipment.

# Profile

Profile->Present Employees(Active)->View Profile->Work History

Assigned Item/s

Work History

Educational Background

Character Reference

Show

10 rows

▼

entries

Search:

Name	Address	Position	Start Date	End Date	Contact
TEST COMPANY	TEST ADDRESS	TEST POSITION	2018-01-01	2019-01-01	09123123456

Showing 1 to 1 of 1 entries

Previous

1

Next

This table shows the work history of the employee.

# Profile

Profile->Present Employees(Active)->View Profile->Educational History

Assigned Item/s

Work History

Educational Background

Character Reference

Show

10 rows

▼

entries

Search:

Level	School Name	School Address	Year Graduated	Course
Search	Search	Search	Search	Search
ELEMENTARY	TEST SCHOOL	TEST ADDRESS-SCHOOL	2016	
Level	School Name	School Address	Year Graduated	Course

Showing 1 to 1 of 1 entries

Previous

1

Next

This table shows the educational background of the employee.

# Profile

Profile->Present Employees(Active)->View Profile->Educational History

Assigned Item/s

Work History

Educational Background

Character Reference

Show

10 rows

▼

entries

Search:

Employee Name	Position	Company Name	Contact Number
TEST TEST TEST	TEST POSITION	TEST COMPANY	0911111111
Employee Name	Position	Company name	Contact Number

Showing 1 to 1 of 1 entries

Previous

1

Next

This table shows the character references of the employee.



# Contract- 60 days Remaining

Profile->General Employee List /Present Employees(Active)

General Employee List Present Employees(Active) Past Employees(Inactive) Requested for Approval(Employees)

Sort by Contract Expiration

☒ All ☒ less than 60 days(Yellow) ☐ less than 30 days(Red)

PDF Excel Print Show/Hide Column Show 100 rows ▼ entries

Search:

ID	Employee Name	Position	Branch	Date of Birth	Gender	Marital Status	Contract Status	Employment Status	Date Hired	End of Contract	Action
154	TEST FNAME TEST MNAME TEST LNAME	Field Verifier	Cavite	1995-06-04	MALE	SINGLE	Probationary	Active Employee	2019-01-22	2019-04-16	<a href="#">View Profile</a>

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

If the contract of the employee expired in less than 60 days, the row of the employee will turn into color yellow. User can sort it by clicking the “less than 60 days” option under Sort by Contract Expiration section

# Contract- 30 days Remaining

Profile->General Employee List /Present Employees(Active)

[General Employee List](#) [Present Employees\(Active\)](#) [Past Employees\(Inactive\)](#) [Requested for Approval\(Employees\)](#)

Sort by Contract Expiration

☒ All ☐ less than 60 days(Yellow) ☒ less than 30 days(Red)

[PDF](#) [Excel](#) [Print](#) [Show/Hide Column](#) [Show](#) 100 rows [▼](#) entries

Search:

ID	Employee Name	Position	Branch	Date of Birth	Gender	Marital Status	Contract Status	Employment Status	Date Hired	End of Contract	Action
154	TEST FNAME TEST MNAME TEST LNAME	Field Verifier	Cavite	2001-01-01	MALE	SINGLE	Probationary	Active Employee	2001-01-02	2001-01-30	<a href="#">View Profile</a>

Showing 1 to 1 of 1 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

If the contract of the employee expired in less than 30 days, the row of the employee will turn into color **red**. User can sort it by clicking the “less than 30 days” option under Sort by Contract Expiration section

# Contract Status - Off-Boarding

**EMPLOYEES**

Add Employee Profile | **Employment**

Employee Status | ID, Uniform, Insurance and ATM | OIMS and Gmail Access | List of Promotion/I

### Contract Status

**Employee Name:**  
TEST FNAME TEST MNAME TEST LNAME\_Cavite

**Position:**  
Field Verifier

**Date Hired:**  
01/02/2001

**Contract Duration:**  
01/02/2001 to mm/dd/yyyy  
\*end of contract

**Status:**  
Off-Boarding

**Off-Boarding Status:**  
Resigned  
**Resigned**  
AWOL  
End of Contract  
Termination  
Redundancy

**Update Status**

We can set an employee's status into Off-Boarding which we can choose an Off-Boarding Status between Resigned, AWOL, End of Contract, Termination and Redundancy.


# Contract Status - Off-Boarding

Profile->Past Employees(Inactive)



General Employee List   Present Employees(Active)   **Past Employees(Inactive)**   Requested for Approval(Employees)

PDF   Excel   Print   Show/Hide Column   Show 100 rows ▼ entries   Search:

ID	Employee Name	Position	Branch	Date of Birth	Gender	Marital Status	Contract Status	Employment Status	Date Hired	End of Contract	Action
154	TEST FNAME TEST MNAME TEST LNAME	Field Verifier	Cavite	1995-08-04	MALE	SINGLE	Off-Boarding	Inactive Employee	2019-01-22	2019-04-16	 Inactive

Showing 1 to 1 of 1 entries

Previous   1   Next

## Inactive Employees

After setting the contract status of the employee to off-boarding, he/she will be removed from Present Employees Table and will be in Past Employees Table which you can access by clicking the tab “Past Employees(Inactive)”. You can see that there is a red inactive status on the right side of the table.

# Employee Count Monitoring

Profile



Here, we can monitor the general count of employees(Present and Previous), total number of Regular employees, total number of Probationary employees and total number of Outgoing/Off-Boarding employees

# ID, Uniform, Insurance and ATM

Employees->Employment->ID, Uniform, Insurance and ATM

**EMPLOYEES**

Add Employee Profile   Employment   Employee Status   ID, Uniform, Insurance and ATM   OIMS and Gmail Access   List

### Details

**Employee Name:**  
TEST FNAME TEST MNAME TEST LNAME\_Cavite ▼

**ID**  
Without ID ▼

**ID no. :**  
None

**Uniform:**  
None

**Bank:**  
None ▼

**Insurance**

**Health Card:**  
None

**Accident Insurance:**  
Not Insured ▼

**Update Details**

To proceed to here, click “Employees” Tab on the Left Navigation, then click “Employment” tab and under it, click “ID, Uniform, Insurance and ATM” tab.

Here, users first need to select the employee, then we can edit if he/she has an ID, Uniform(details),select bank, Indicate if he/she has health and accident insurance.

Once finished, we can submit by clicking the button “Update Details”.

# ID, Uniform, Insurance and ATM

Employees->Employment->ID, Uniform, Insurance and ATM

Employees									
PDF	Excel	Print	Show/Hide Column	Show	10 rows	▼	entries	Search:	
ID	Employee Name	Branch	Position	ID issuance	ID no	Uniform	Bank	Health Card	Accident Insurance
Search	Search	Search	Search	Search	Search	Search	Search	Search	Search
154	TEST FNAME TEST MNAME TEST LNAME	Cavite	Field Verifier	Without ID	None	None	None	None	Not Insured
Showing 1 to 1 of 1 entries									
							Previous	1	Next

This is the table for monitoring. After we update the details about ID, Uniform and etc. for an employee , we can check here.

# OIMS and Corporate Gmail

Employees->Employment->OIMS and Gmail Access

The screenshot shows a web interface for managing employee access. At the top, there's a header 'EMPLOYEES' and a navigation bar with tabs: 'Add Employee Profile', 'Employment', and 'OIMS and Gmail Access'. The 'OIMS and Gmail Access' tab is selected. Below the navigation bar, there's a sub-header 'OIMS and Gmail Access'. The form contains three main sections: 'Employee Name:' with a dropdown menu showing 'TEST FNAME TEST MNAME TEST LNAME\_Cavite'; 'OIMS username/email address:' with a text box containing 'No access'; and 'Corporate Gmail Address' with a text box containing 'No access'. At the bottom right, there is a green button labeled 'Give Access to Employee'.

To proceed to here, click “Employees” Tab on the Left Navigation, then click “Employment” tab and under it, click “OIMS and Gmail Access” tab.

Here, users first need to select an employee then can update the OIMS and Corporate Gmail Address for monitoring purposes.

After updating details, submit by clicking “Give Access to Employee” button



# OIMS and Corporate Gmail

Employees->Employment->OIMS and Gmail Access

## List of Employee Access

PDF

Excel

Print

Show/Hide Column

Show

10 rows

entries

Search:

ID	Employee Name	Branch	Position	OIMS Email Address	Corporate Gmail Address
Search	Search	Search	Search	Search	Search
154	TEST FNAME TEST MNAME TEST LNAME	Cavite	Field Verifier	No access	No access

Showing 1 to 1 of 1 entries

Previous

1

Next

This table is for monitoring the employee access to OIMS and Gmail. After the user update, he/she can check and monitor here.

# Update Employee Profile

Employees->Add Employee Profile->Update

EMPLOYEES

Add Employee Profile

Employment

Personal Information

Work History

Educational Background

Character Reference

Add Profile

Update Profile

Employee Name:

TEST FNAME TEST MNAME TEST LNAME\_Cavite

Basic information

First Name\*Required field

TEST FNAME

Middle Name\*Required field

TEST MNAME

Last Name\*Required field

TEST LNAME

Present Address\*Required field

SUMMIT ONE TOWER BLDG, SHAW BLVD, MANDALUYONG, METRO MANILA

Permanent Address:

SUMMIT ONE TOWER BLDG, SHAW BLVD, MANDALUYONG, METRO MANILA

Date of Birth\*Required field

06/04/1995

Marital Status:

Single

Religion

ROMAN CATHOLIC

Age\*Required field

23

Gender

Male

Primary Contact Number\*Required field

111-1111


Primary Email Address\*Required field

ccsi@gmail.com

Dependents\*leave if None

None

Profile Image



Choose File

No file chosen

Cancel

Employee Schedule

Fixed Time Schedule:

Monday to Friday 8:00 AM to 5:00 PM

Specific Time Schedule:

In updating the employee's profile, click the "Update Profile" option under "Personal Information" Tab. First the employee will be selected, once you selected, all the information will appear on all the input boxes. We can edit fields that are needed to be updated by changing the current value and submitting it.

# Update Employee Profile

Employees->Add Employee Profile->Update

OFFICE BASED - 201 FILE CHECKLIST

Pre-employment Requirements

☒ SSS

☒ PHILHEALTH

☒ PAGIBIG

☒ TIN

☒ MEDICAL HISTORY

☒ DRUG TEST

☒ STOOL

☒ URINALYSIS

☒ X-RAY

☒ NBI CLEARANCE

☒ MAYOR'S PERMIT

☒ POLICE CLEARANCE

☒ BRGY CLEARANCE

☒ VOTER'S ID(OPTIONAL)

☐ PREGNANCY TEST(IF FEMALE)

Pre-employment CCSI Docs

☒ RESUME

☒ APPLICATION FORM

☒ PRE-EMPLOYMENT EXAM

☒ TRAINING AGREEMENT

☒ HR HEAD REQUEST

☒ BGC REPORT

☒ PDRN RESIDENTIAL CHECKING

☒ SSS RESULT

☒ CMAP RESULT

☒ EVALUATION EXAM

☒ EVALUATION

☒ HANDBOOK AND DPA

Accountabilities/Equipments

☐ ATM

☒ ID

☒ GMAIL & PASSWORD/CCSI EMAIL

☐ PHONE/IP PHONE

☒ NUMBER

☒ COMPUTER

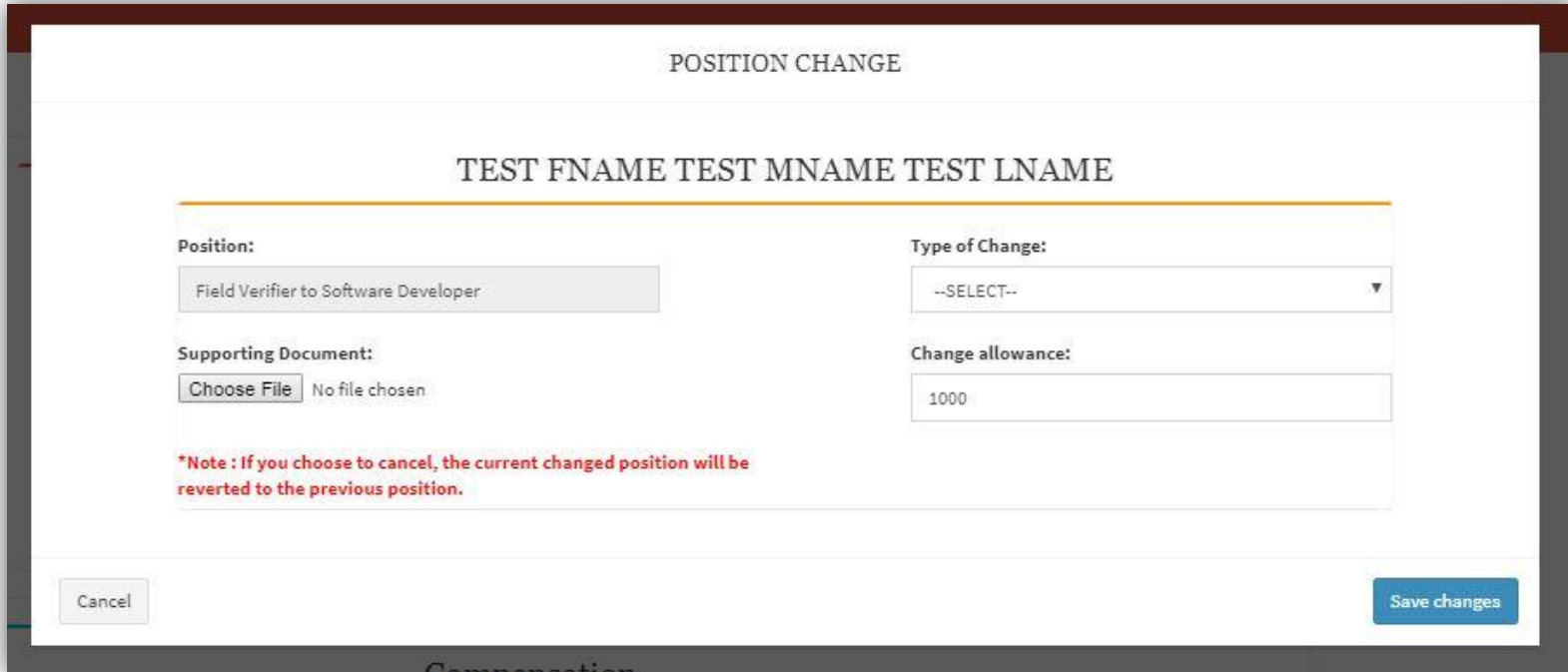
☐ FB(IF NEEDED)

☒ BIOMETRICS

The users can also update the current checks of an employee. We can use this in partial approval of Ms. Den where we can check all the needed requirement.

# Update Employee Profile(Position)

Employees->Add Employee Profile->Update



The screenshot shows a web form titled "POSITION CHANGE" with a header "TEST FNAME TEST MNAME TEST LNAME". The form contains the following fields:

- Position:** A text input field containing "Field Verifier to Software Developer".
- Type of Change:** A dropdown menu with "--SELECT--" selected.
- Supporting Document:** A section with a "Choose File" button and the text "No file chosen".
- Change allowance:** A text input field containing "1000".

A red note at the bottom of the form states: "\*Note : If you choose to cancel, the current changed position will be reverted to the previous position." At the bottom of the form, there are two buttons: "Cancel" on the left and "Save changes" on the right.

Once user changed the user of an employee, a window will pop-up that contains input field about changing of position. A supporting document must be uploaded to continue, the user will also indicate the type of change position(Promotion or Demotion), and also if the allowance are to be changed, we can update here.

If we choose to cancel, the position will revert to the original position.

If we want to save changes and uploaded a supporting document, submit by clicking "Save Changes" button. After that, the position and all the fields will be updated.

