

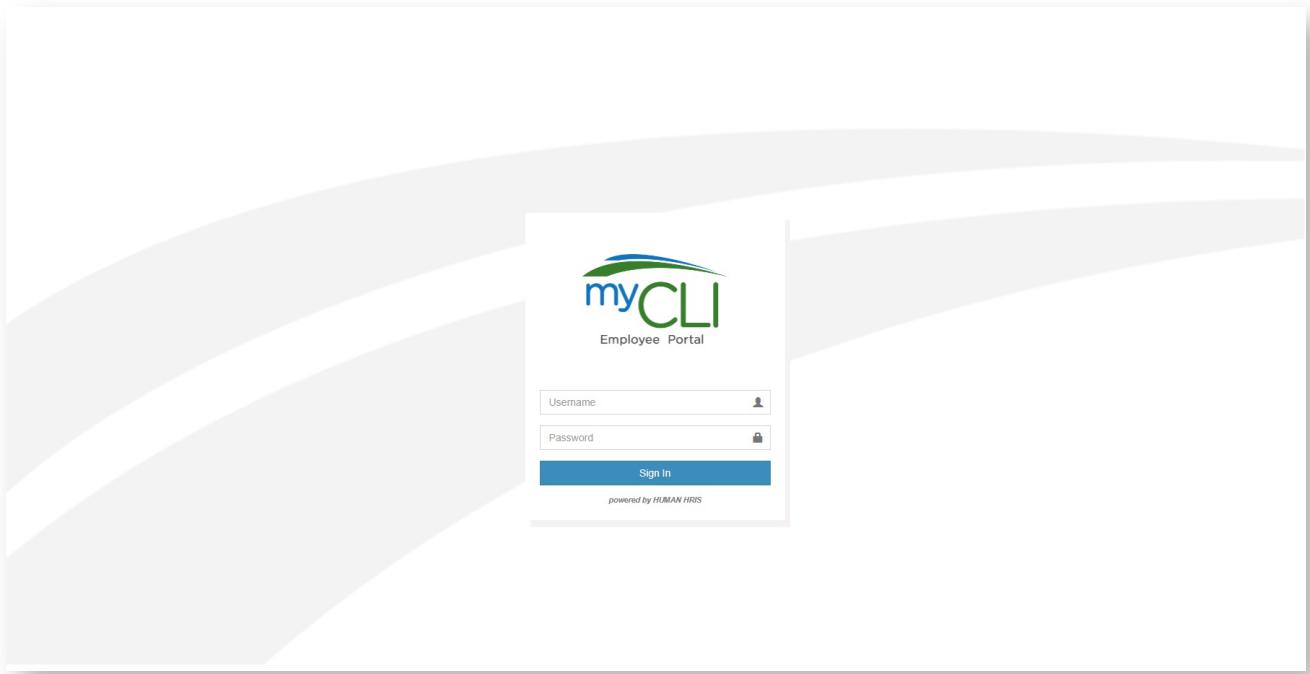


SOFTWARE USER MANUAL

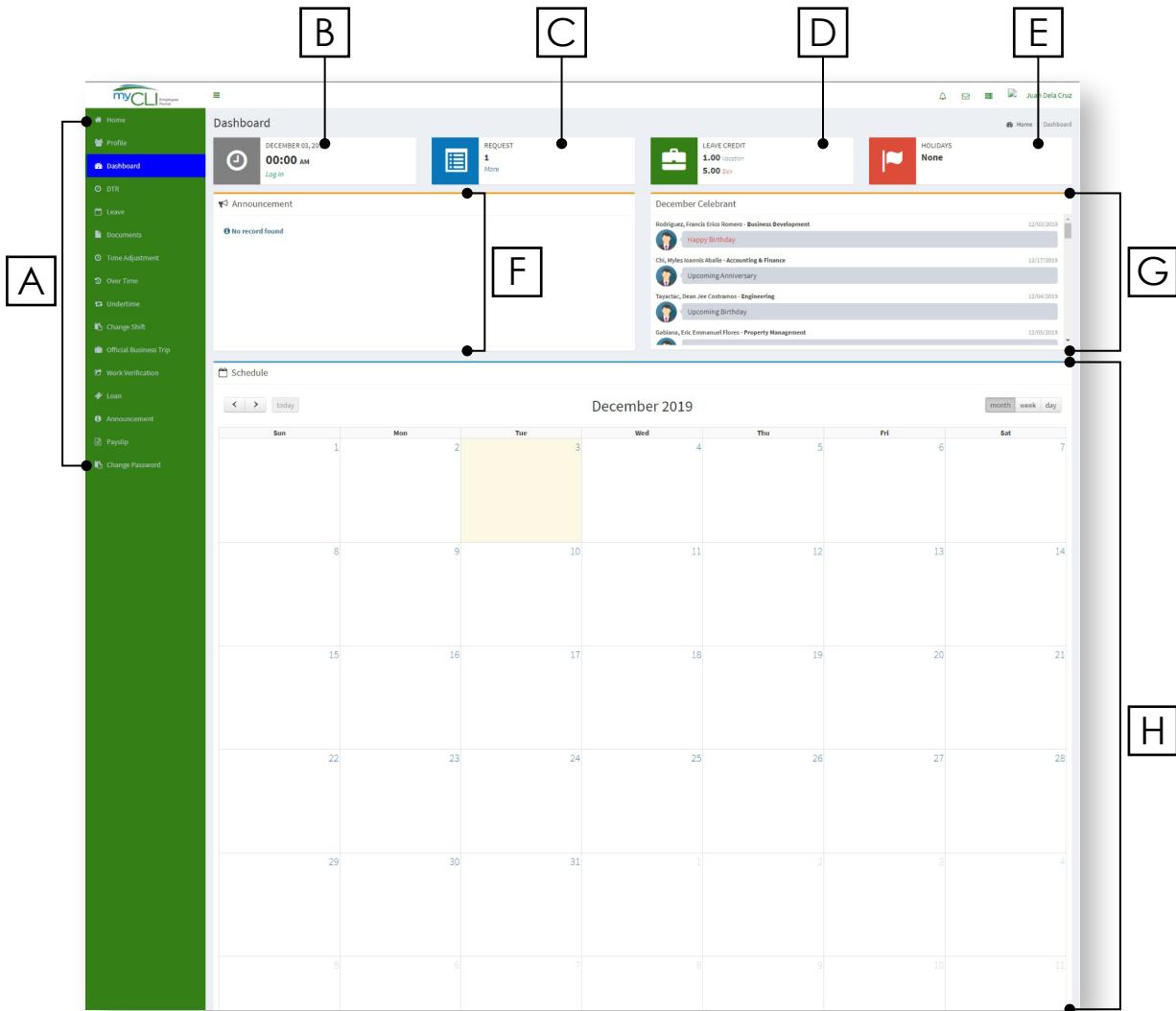
December 2019
version 1.0

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Kindly key in your username and password in order to login on your HRIS account. As a reminder, do not share your credential to anyone.



- A** – These are the tab that will lead you to a different functionality.
- B** – This shows the date and your daily real time Biometrics Logs.
- C** – This is an indicator of all your pending request application.
- D** – This shows you real time leave credit balance.
- E** – This is to view the list of holiday announcements.
- F** – On this section, it will show all important announcement made by HR/ Admin.
- G** – This is the Celebrant Section. It highlighted the monthly posting of birthday celebrant and also to those employees who will be celebrating their Anniversary in the company.
- H** – Calendar of Schedule: This will show your monthly, weekly or daily work schedule made by the scheduler.

The screenshot shows the 'My Profile' section of the myCLi system. On the left is a green sidebar with navigation links: Home, Profile (selected), Dashboard, DTR, Leave, Documents, Time Adjustment, Over Time, Guidelines, Change Shift, Official Business Trip, Work Verification, Loan, Announcement, Paylip, and Change Password.

Employee's Identity:

- ID Number: 123
- Company: CEBU LANDMASTERS INC.
- Location: CEBU
- SAP Number: SAP123
- Base/Level: Rank & File
- Payroll Group: CEBU LANDMASTERS INC.
- Department: Accounting & Finance
- Section: Accou-Head Office
- Position: Accounting Associate II
- Role: MEMBER
- Level: Officer 2
- Date Hired: 11/05/2010

Personal Info:

- First Name: Juan
- Last Name: Dela Cruz
- Middle Name: O
- Extension Name:
- Gender: Male
- Date of Birth: 11/05/2010
- Place of Birth: Cebu City
- Birth Zip Code:
- Permanent Address:
- Present Address:
- Zip Code:
- Phone Number:
- Phone Number:
- Email Address: mag@yahoo.com
- Civil Status: Single
- Citizenship: Filipino
- Religion:
- Height: 0
- Weight: 0
- Blood Type: AB+
- Health Card Expiration:

Educational Attainment:

No Data Found!

Job History:

No Data Found!

Seminars:

No Data Found!

Skills:

No Data Found!

Seminars:

No Data Found!

Skills:

No Data Found!

Emergency Contact:

Nicole C. Pacala	630 E. Parciale St., Tisa, Cebu City	09209327799
Jestri Zamora	94 Corazon Village, San Isidro, Talisay City, Cebu	09234235624

Training attended:

No Data Found!

Medical History:

No Data Found!

Action Buttons:

- Add (for various sections)
- Update (for Medical History)

This is your “My Profile” page. This page allows you to view your demographic information. Take note that you cannot manually change or edit the information. If there is any information you would like to edit or change, kindly send email to your HR/ Admin. The only thing you can change/ update is your profile picture. Just don't forget to click on update button below after you made changes.

- Biometrics log
- Overtime
- Time Adjustment
- Change Shift

-Allows you to view your raw logs.
-Overtime Application.
-Time Adjustment Application.
-Change Shift Application

How to check/view your Daily Time Record:

1. Click the DTR tab.
2. Select the drop-down for a specific payroll range.
3. A DTR Summary of your logs will appear.

1 **2** **3** **4**

5 **6**

Time Adjustment – To correct some Daily Time Record Irregularity.

Example:

- Forgot to LOG IN

How to file for Time Adjustment:

- Click on the DTR Tab.
- Select for a specific payroll range.
- Check the dates which have a DTR irregularity.
- Click on the half-moon icon. A Time Adjustment Pop-up will appear.
- Correct attendance log and provide brief or narrative reason to justify the application being made.
- Click ADD button to proceed the request.

Note:

Time Adjustment application will be enabled when there is an irregularity from your DTR.

Time Adjustment Tab

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Filed	Manual	Log In	Log Out	Reason	Notes	Status
12/03/2019	10/28/2019	10/28/2019 08:00: AM	10/28/2019 11:00: PM	Others	test for time adjustment	Approved-12/3/2019
11/26/2019	10/24/2019	10/24/2019 08:00: AM	10/24/2019 05:00: PM	Others	Error Time in and Time out	For Approval
11/25/2019	10/30/2019	10/30/2019 08:00: AM	10/30/2019 10:00: AM	Others	testing final for approval	Approved-11/25/2019
11/25/2019	10/30/2019	10/30/2019 08:00: AM	10/30/2019 10:00: PM	Official Business (OB)	testing final dtr time adjustment	Cancel-11/25/2019
11/12/2019	11/01/2019	11/01/2019 08:30: AM	11/01/2019 07:50: PM	Official Business (OB)	Test	Approved-11/12/2019

1. This tab allows the user to view history or previous time adjustment(s) and monitor status once approved or cancelled.
2. User can also cancel filed adjustment(s) being made. Simply click the trash icon and provide brief or narrative reason to justify the cancellation.

DTR - Change Shift

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Change Shift – Allows you to correct your incorrect daily schedule.

Example:

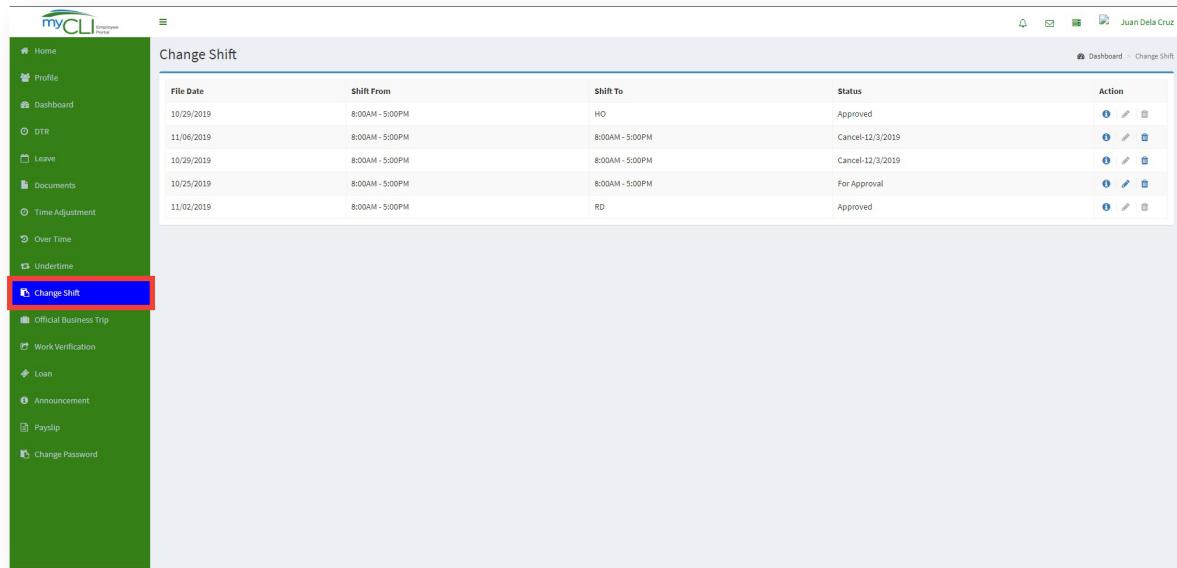
Shift Code: Monday; 8:00AM to 5:00PM (Incorrect Schedule)

Shift Code: Monday; 9:00AM to 6:00PM (Correct Schedule)

How to file for Change Shift:

1. Click on the DTR Tab.
2. Select for a specific payroll range.
3. Check the dates which would you like to have a change shift.
4. Click on the curve arrow icon. A Change Shift Pop-up will appear.
 - A. Change shift dialog will popup.
 - a. Correct shift code and encode a narrative/reason to justify time changes shift adjustment.
 - b. Click save button to proceed request.
5. Correct the shift code and provide a brief or narrative reason to justify your change shift application.
6. Click the SAVE button to proceed the request.

Change Shift Tab



The screenshot shows the myCLI Employee Portal interface. The left sidebar has a green background and lists various menu items: Home, Profile, Dashboard, DTR, Leave, Documents, Time Adjustment, Overtime, Undertime, and Change Shift. The 'Change Shift' item is highlighted with a red box and a number '1' above it. The main content area is titled 'Change Shift' and displays a table of shift requests:

File Date	Shift From	Shift To	Status	Action
10/29/2019	8:00AM - 5:00PM	HO	Approved	<i>(Edit, Approve, Reject icons)</i>
11/06/2019	8:00AM - 5:00PM	8:00AM - 5:00PM	Cancel-12/3/2019	<i>(Edit, Approve, Reject icons)</i>
10/29/2019	8:00AM - 5:00PM	8:00AM - 5:00PM	Cancel-12/3/2019	<i>(Edit, Approve, Reject icons)</i>
10/25/2019	8:00AM - 5:00PM	8:00AM - 5:00PM	For Approval	<i>(Edit, Approve, Reject icons)</i>
11/02/2019	8:00AM - 5:00PM	RD	Approved	<i>(Edit, Approve, Reject icons)</i>

1. This page allows the user to view request(s) and monitor its status.

Screenshot 1: Shows the main DTR page with a date range selector (10/24/2019-11/07/2019) highlighted in red. A specific row for 10/24/2019 is selected, indicated by a red box labeled '2'. The 'RWD' status is highlighted in red.

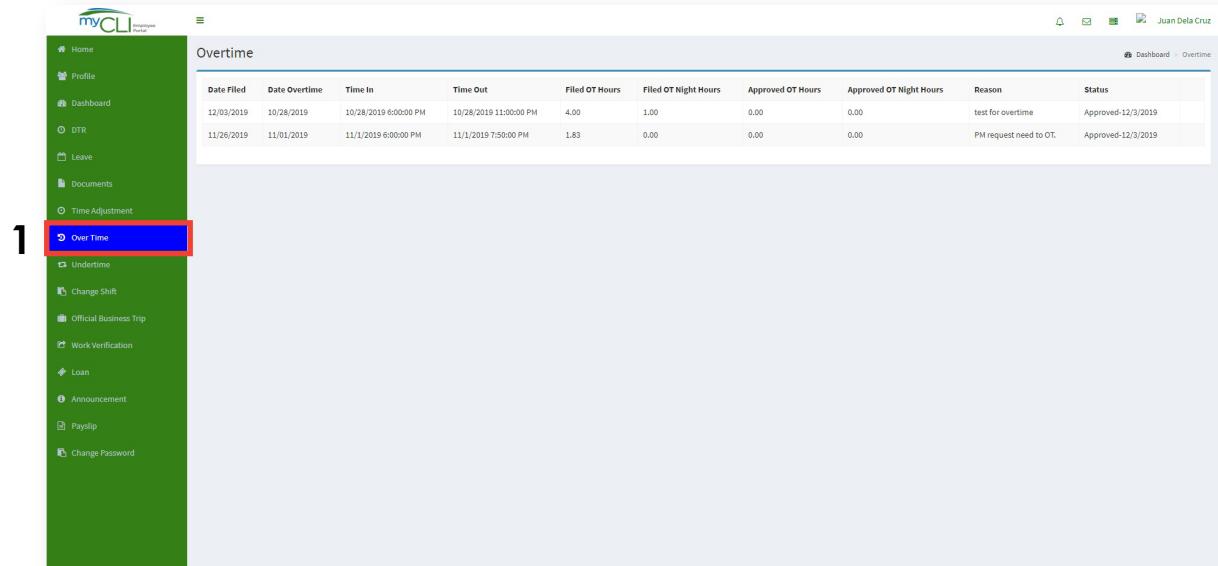
Screenshot 2: Shows the DTR page with a date range selector (10/24/2019-11/07/2019). A modal window titled 'Overtime Request' is open, containing fields for 'OT Reg. Hours' (4.00), 'OT Night Hours' (1), 'Date' (10/25/2019), 'Time Out' (11:00 PM), and a 'Note' field. A red box labeled '5' highlights the 'Process' button at the bottom of the modal. The background DTR table shows various employee logs and statuses.

How to file for Overtime Application:

1. Click on the DTR Tab.
2. Select for a specific payroll range.
3. Check the dates which have an excess minutes/hour.
4. Click on the clock icon. An Overtime Request Pop-up will appear.
5. On the Overtime Request Pop-up, fill in all necessary fields.
6. Click on the Process Tab.

Note:

Overtime application will be enabled when there is exists hour from your schedule.



The screenshot shows the myCLI application interface. On the left, there is a green sidebar menu with various options: Home, Profile, Dashboard, DTR, Leave, Documents, Time Adjustment, Over Time (which is highlighted with a red box), Undertime, Change Shift, Official Business Trip, Work Verification, Loan, Announcement, Payslip, and Change Password. The main content area is titled 'Overtime' and displays a table of overtime requests. The table has columns: Date Filed, Date Overtime, Time In, Time Out, Filed OT Hours, Filed OT Night Hours, Approved OT Hours, Approved OT Night Hours, Reason, and Status. There are two entries in the table:

Date Filed	Date Overtime	Time In	Time Out	Filed OT Hours	Filed OT Night Hours	Approved OT Hours	Approved OT Night Hours	Reason	Status
12/03/2019	10/28/2019	10/28/2019 6:00:00 PM	10/28/2019 11:00:00 PM	4.00	1.00	0.00	0.00	test for overtime	Approved-12/3/2019
11/26/2019	11/01/2019	11/1/2019 6:00:00 PM	11/1/2019 7:50:00 PM	1.83	0.00	0.00	0.00	PM request need to OT.	Approved-12/3/2019

1. This Tab allows the user to view history or previous overtime request and monitor status once approved or cancelled.

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Work Verification – Allows the user to file a request in 2 ways, the function of this feature is to allow approvers to verify actual duty or attendance logs of their subordinate during working holidays / rest day.

- o User can file “BEFORE” Attendance logs prior official working holiday schedule.

- o User can file “AFTER” Attendance logs after working holiday schedule.

Note: The user is allowed to do either way, as long as filed within the cut-off cycle.

How to file Work Verification:

1. Click on the DTR Tab.
2. Select for a specific payroll range.
3. Look for the date/s you wish to apply for work verification.
4. Under STATUS column, click on (RWD, SH, RH, RD) that correspond on the date.
5. A work verification pop-up will appear. This will allow the user to provide the actual work verification request.
6. The user can also choose their shift code on that day.
7. Click on the SAVE button to finish.

Work Verification Tab

The screenshot shows the myCLI application interface. On the left is a green sidebar menu with various options like Home, Profile, Dashboard, DTR, Leave, Documents, Time Adjustment, Overtime, Undertime, Change Shift, and Official Business Trip. The 'Work Verification' option is highlighted with a red box and the number '1'. The main content area is titled 'Work Verification' and displays a table of work verification requests. The table has columns for File Date, Date, Type, Reason, and Status. There are three rows of data:

File Date	Date	Type	Reason	Status
11/26/2019	10/26/2019	RD	TEST	Approved
11/26/2019	10/26/2019	RD	cancel by admin	Cancel
11/12/2019	11/02/2019	RD	tset	Approved

A trash icon is visible next to the third row, and the number '2' is placed near it.

1. This Tab allows the user to view
2. User can also cancel filed request(s) applied. Simply click the trash icon and provide brief or narrative reason to justify the cancellation being made.

Undertime Tab

Screenshot 1: Main menu with 'Undertime' selected.

Screenshot 2: Undertime list page with the 'ADD' button highlighted.

Date Filed	Time Out	Remarks	Status
11/21/2019	11/25/2019 10:30:00 AM	test for undertime notification	Approved-11/21/2019
11/21/2019	11/21/2019 2:30:00 PM	test for undertime	Canceled-11/21/2019
11/05/2019	11/5/2019 4:30:00 PM	test	Approved-11/6/2019

Screenshot 3: Undertime Application form with fields highlighted.

Screenshot 4: Undertime Application form with the 'Save' button highlighted.

How to file Undertime Application:

1. Click on the UNDERTIME Tab.
2. Click on the ADD button.
3. Complete the undertime application form.
4. Click on the SAVE button.

Screenshot 1: Leave Balance

Leave	Credits	Balance	Year
Vacation Leave	5.00	1.00	2019
Sick Leave	5.00	5.00	2019

Screenshot 2: Leave Application

The application form includes fields for:

- Leave Type (radio buttons for Whole Day or Half Day)
- From and To dates
- Delegate To
- Reason
- A **Verify** button at the bottom

Leave Tab – This will allow you to Check for your VL/SL credit balance at the same time to apply for leave application.

How to file leave application:

1. Click on the LEAVE Tab.
2. Check if you still have leave credit balance.
3. Click on the ADD button.
4. Fill in all leave request details.
5. Click on the VERIFY button to generate a leave transaction.

Leave Application

Leave	Credits	Balance
Vacation Leave	5.00	1.00
Sick Leave	5.00	5.00

6

Leave Transaction

No.	Leave	Date	No of Days	Is with pay
1	Vacation Leave	12/05/2019	1	True
2	Vacation Leave	12/06/2019	1	False

7

Attach file
Choose file No file chosen

Save

Application

Leave Type: Vacation Leave

From: 12/05/2019 To: 12/06/2019

Delegate To: John Smith

Reason: Vacation Leave

Verify

6. Check the leave transaction if all details are correct.

Note:

- a. You can attach supporting document for your application by clicking on the CHOOSE FILE button.
- b. Double check your application whether if it is TRUE or FALSE status to determine if paid or not.
- c. If you wish to decline the application, click on the NO ENTRY icon.

7. Click SAVE button to finish.

Leave	Credits	Balance	Year
Vacation Leave	5.00	0.00	2019
Sick Leave	5.00	5.00	2019

Filed	Type	Remarks	Status	Action
12/03/2019	Vacation Leave	Vacation Leave	For Approval	
11/12/2019	Sick Leave	test	Disapproved (11/12/2019)	
11/11/2019	Sick Leave	Test	Disapproved (11/12/2019)	
11/08/2019	Vacation Leave	Test	Approved (11/12/2019)	
11/05/2019	Vacation Leave	test	Approved (11/6/2019)	

This section allows you to check the status of your leave application.

The image consists of two vertically stacked screenshots of the myCLI application's "Official Business Trip" feature.

Screenshot 1: Shows the main dashboard with a sidebar containing various menu items. The "Official Business Trip" item is highlighted with a red box and labeled with a large number "1".

Screenshot 2: Shows a list of trips. A new trip is being added, indicated by the "ADD" button highlighted with a red box and labeled with a large number "2". The first trip listed has the following details:

Date Filed	Purpose	Travel Start	Travel End	Status
11/18/2019	On Site Monitoring	11/18/2019 12:00:00 AM	11/18/2019 12:00:00 AM	verification

Screenshot 3: Shows the "Travel Application" form. The "Purpose" field is set to "Client Meeting". The "Start Date" is "12/05/2019" and the "End Date" is "12/06/2019". The "Expected Budget" is "5000" and the "Actual Budget" is "3000". The "Place of Visit" is "Bacolod City". The "Travel Mode" is "By Car" and the "Arrangement Type" is "Hotel". The entire form area is highlighted with a red box and labeled with a large number "3".

Screenshot 4: Shows the "Save" button on the travel application form highlighted with a red box and labeled with a large number "4".

Official business Trip (OBT) Tab - Allows the user to create or file official business trip. This application is subject for approval of supervisor or manager.

How to file Official Business Trip (OBT) Application:

1. Click on the Official Business Trip Tab.
2. Click on the ADD button.
3. Complete the travel request application form
4. Click on the SAVE button to finish the application.

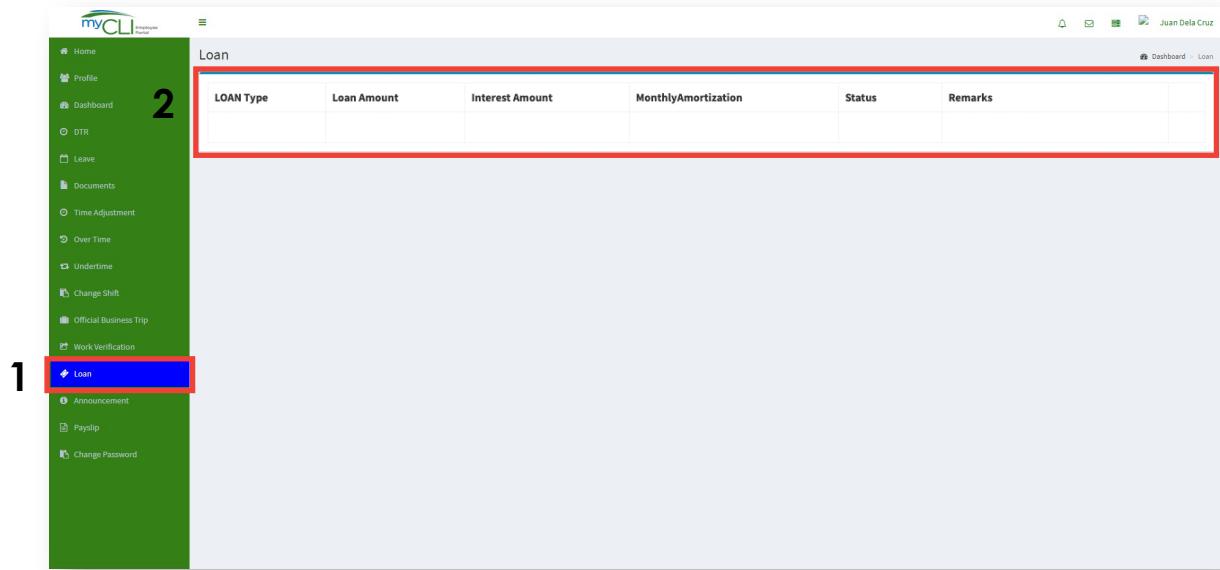
The screenshot shows the myCLI Employee Portal interface. On the left is a green sidebar menu with various options like Home, Profile, Dashboard, DTR, Leave, Documents, Time Adjustment, Over Time, Under Time, Change Shift, Official Business Trip (which is selected and highlighted in blue), Work Verification, Loan, Announcement, Paylip, and Change Password. The main content area has a title 'Official Business Trip' and a sub-section 'ADD'. Below this is a table listing two entries:

Date Filed	Purpose	Travel Start	Travel End	Status
12/03/2019	Client Meeting	12/5/2019 12:00:00 AM	12/6/2019 12:00:00 AM	For Approval
11/16/2019	On Site Monitoring	11/18/2019 12:00:00 AM	11/18/2019 12:00:00 AM	verification

The top right corner of the main content area shows the user's name 'Juan Dela Cruz'.

Note:

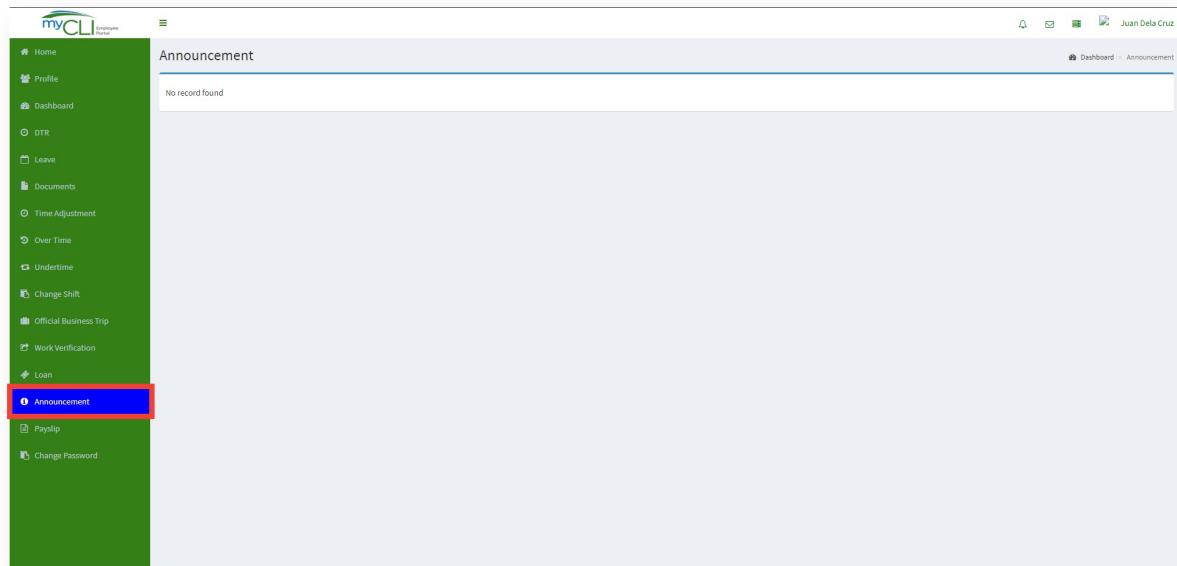
- Once the application is approved, you can use this as a supporting document in filling Time Adjustment (Pre-filling or Post-filling).
- This application will not be going to supply daily logs. You still need to file for a time adjustment (Pre-filling or Post-filling) to correct your DTR.



Loan Tab – This will serve as a monitoring of your LOAN (External or Internal).

- Request monitor status.
- View loan amortization.

1. Click on the LOAN Tab.
2. On the LOAN page, it allows you to check your Loan type, Loan amount, Interest Amount, Monthly amortization, Status, Remarks.
3. If you have any questions or clarifications, you may approach you HR in charge.

**Announcement Tab** – Allows you to read mandatory official announcements.

1. Click on the ANNOUNCEMENT Tab.
2. You can now view important announcement from the Admin/HR.

1

2

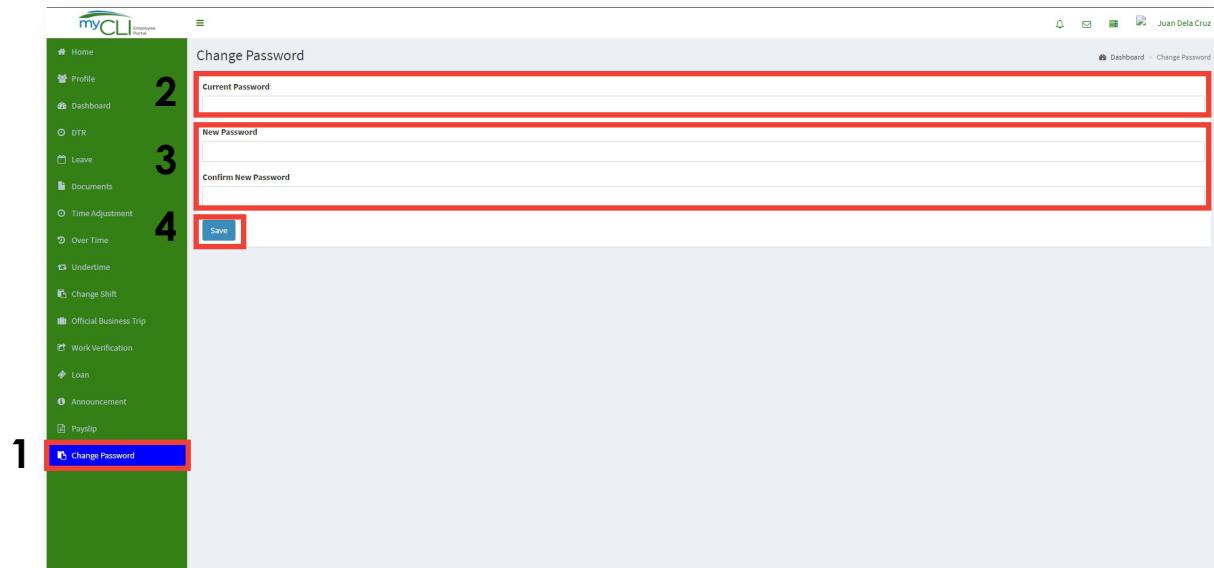
3

Pay slip Tab – Allows you to:

- Payroll Transactions/History such as the previous month and the current.
- Online Pay slip viewing.

How to view my pay slip:

1. Click on the pay slip tab.
2. Under Payroll Transaction, select preferred Month and Year.
3. Under ACTION, click on VIEW and you will be able to view your pay slip.



How to change password:

1. Click on the CHANGE PASSWORD Tab.
2. Under Current password field, provide your default or current password
3. Then, supply your new password and confirm.
4. Click SAVE button to finish.

Reminders:

1. Do not divulge your password to anyone.
2. Once your password is revoked or you're being lock out, kindly send email to your HR requesting for a PASSWORD RESET.