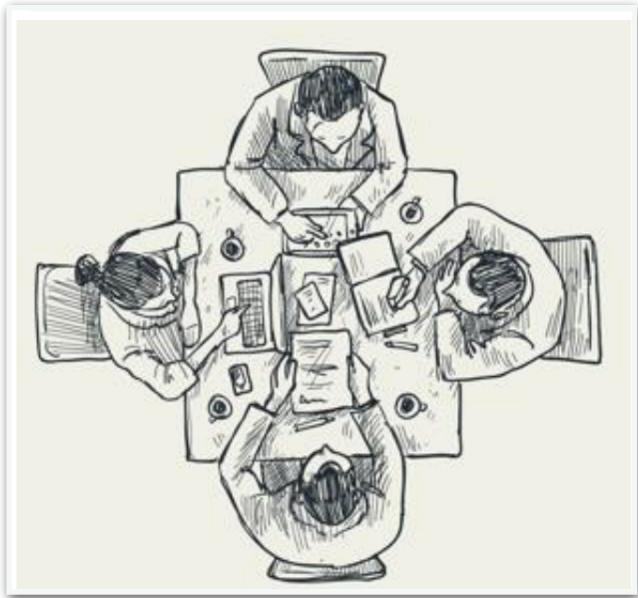


System:	Human Resource Information System	Date:	October 19, 2022
Portal URL	<a href="https://hr.hris-in-powermaccenter.com/">https://hr.hris-in-powermaccenter.com/</a>	Name:	Personnel Development Module (Trainings)

## **HR - HRIS > PERSONNEL DEVELOPMENT**



It is critical for the company to ensure that employees are competent in their jobs.

**Talent Development** includes careful planning for the employees' training program so that they can grow professionally.

The Personnel Development module of Everything at Work will allow the company to plan, facilitate the processing of training requests, and monitor the training attendance and performance of the attendees.

## **Where can I find this module?**

**HUMAN RESOURCE PORTAL**

• **SIGN IN**

[Forgot Password?](#)

• **SIGN IN**

1. Go to <https://hr.hris-in-powermaccenter.com>
2. Enter your USERNAME and PASSWORD.
3. Click SIGN IN

**4. On the left side of the HRIS Dashboard, click the Personnel Development module.**

The screenshot shows the HRIS Dashboard interface. On the left, a vertical navigation menu is displayed with several modules: Talent Acquisition, Onboarding, Employee 201, HR Services, Personnel Development (which is highlighted with a red box and has a large blue arrow pointing to it), Training Set Up, Employee Training Program, Training Schedule, Training Request, Training Request Approval, Training Calendar, Performance Management, Employee Relations, Safety & Health, and a Help icon. The main dashboard area features three key metrics: '36 Open Requests' (purple box), '0 Documents Processed (YTD)' (yellow box), and '0 Document for Claiming' (red box). Below these are three data visualizations: a bar chart titled 'Manpower Complement' showing 'AASP' with 'Male : 82' and 'Female : 66'; a horizontal bar chart titled 'Headcount by Employee Type' showing a long orange bar and a short yellow bar; and a pie chart titled 'Headcount by Length of Service'. To the right, there are two sections: 'Memorandum and Announcement' (with a note 'No items on Whiteboard') and 'Task List' (with a note 'No tasks on Whiteboard').

## There are 8 sub modules under Personnel Development:



Personnel Development



## FUNCTIONS

1

Training Set Up



This is a way for you to define your training categories, training and training program.

2

Employee Training Program

Training Programs can be assigned and customized for each employee.

3

Training Schedule

Plan the training that employees have to undergo to be competent in the job the employee is assigned to. The Training Program will be based on position.

4

Training Request

Employee can request or HR can request on behalf of the employee to attend the training posted in the schedule.

5

Training Request Approval

This is where the HR can approve and view all training requests.

6

Training Calendar

This is where training schedule can be viewed in calendar format. In employee portal, this is where a training request can be made.

7

Satisfactory Form

This is where you can setup the Satisfaction Surveys that attendees can answer to give their feedback on a training that they attended.

8

Training Evaluation Form

This is where you can setup the Training Evaluation Forms that can be used to evaluate a trainee's knowledge on a particular training / topic.

# Training Set Up



# TRAINING SETUP

This is a way for you to define your training categories, classification, training and training program.

Training Setup have 4 parts:



This allows your company to group your training functionally.

## How to add Training Category?

1. On the left part, click Personnel Development > Training Setup > Training Category
2. Click the (+) button to add a Training Category.

1

Refresh Button

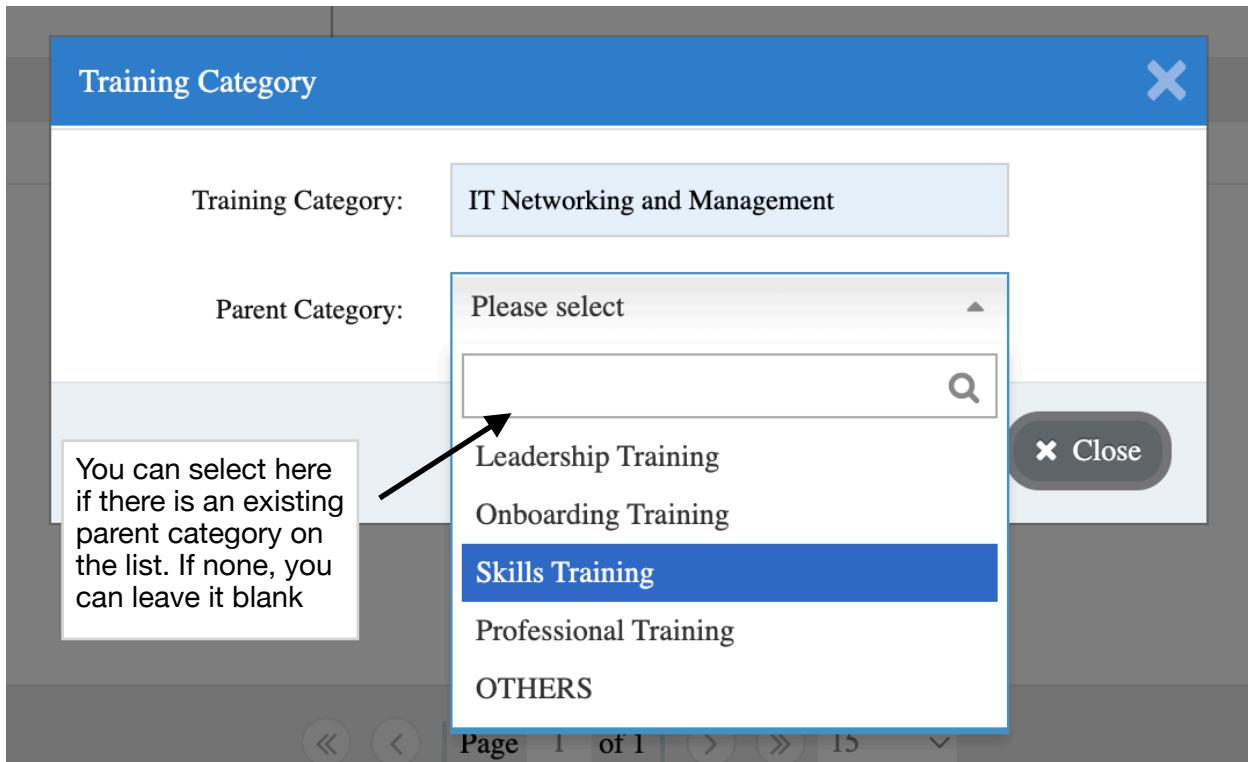
2

Add Button

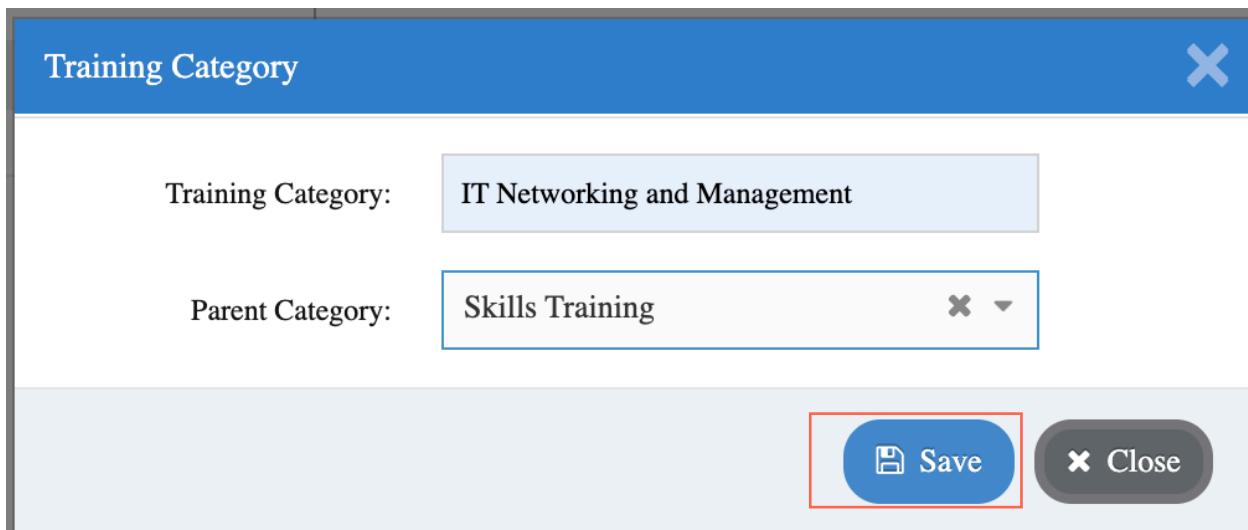
Search Button

Training Category	Parent Training Category
Leadership Training	
Onboarding Training	
Skills Training	
Professional Training	

3. A new window will appear, fill the Training Category and Parent Category.



4. Click **Save**



You will now see the new added Category on the list.

Personnel Development > Training Category List

Training Category List »

Training Category	Parent Training Category
Leadership Training	
Onboarding Training	
Skills Training	
IT Networking and Management	Skills Training
Professional Training	
OTHERS	

Edit Button      Delete Button

🔍 🔍 +

« « | Page 1 of 1 | » » 15 ▾

## ► Training Classification

The system provides for another way of grouping your training, with the addition of tagging it whether the employee will be paid or not during the training days.

If the training is classified as without pay, and the employee is scheduled to attend a training tagged as such, the system will not automatically create an official business\* schedule for the employee.

\* Official Business record will indicate that the employee should be paid, even without time logs because the employee is not absent but on training.

# How to add Training Classification?

1. On the left part, click Personnel Development > Training Setup > Training Classification

The screenshot shows the HRIS dashboard with a sidebar on the left containing various menu items under 'Personnel Development' and 'Training Set Up'. The 'Training Classification' option is highlighted with a red box. The main area displays several dashboards and charts. At the top, there are three cards: 'Open Requests' (36), 'Documents Processed (YTD)' (0), and 'Document for Claiming' (0). Below these are three charts: 'Manpower Complement' (a bar chart with values around 70, 220, and 230), 'Headcount by Employee Type' (a horizontal bar chart with a large blue bar and a small blue bar), and 'Headcount by Length of Service' (a pie chart divided into four segments).

2. Click the (+) button to add a Training Classification.

The screenshot shows the 'Training Classification List' page within the 'Personnel Development' module. The left sidebar includes categories like Onboarding, Employee 201, HR Services, and Personnel Development, with 'Training Classification' selected. The main area displays a table with three rows:

	Code	Description	With Pay
1	HR TRAINING	People/ HR Analytics / Organizational Development	Yes
2	IT TRAINING	Technical Support, Network, Programming, Software QA	Yes
3	MARKETING TRAINING	Marketing Strategies and others	Yes

At the bottom, there are search, refresh, and add buttons, along with a page navigation bar showing 'Page 1 of 1' and '15' items.

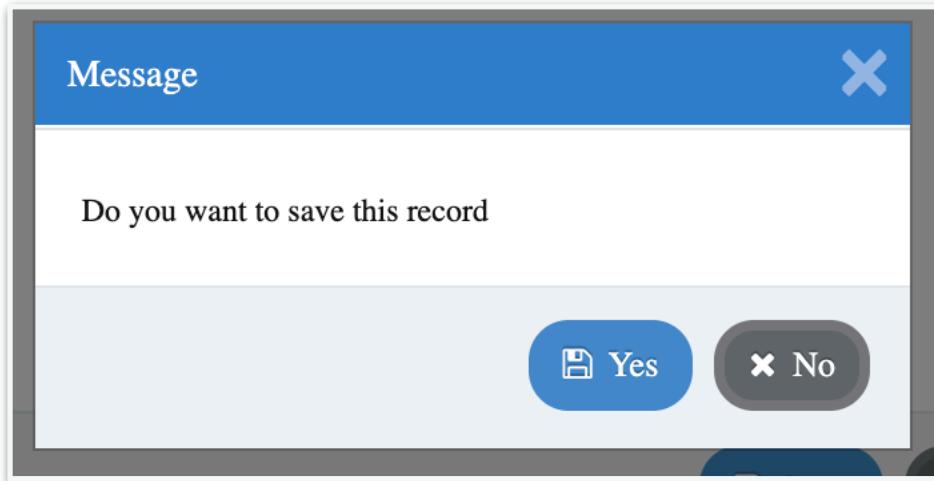
3. Fill out the Code and Description field.
- 4.. Tick the checkbox if the classification is with pay.
5. Click "Save"

The dialog box is titled 'Training Classification'. It contains three fields:

- Code:** NEW EMPLOYEES TRAINING (highlighted with a red box)
- Description:** Company Rules, Basic Trainings (highlighted with a red box)
- With Pay:**  (highlighted with a red box)

At the bottom right are 'Save' and 'Close' buttons. A red box highlights the 'Save' button, and a red number '5.' is placed next to it, indicating the final step in the process.

6. Click "YES" to save the record.



You will now see the new added Training Classification on the list.

Training Classification List »				
	Code	Description	With Pay	
	HR TRAINING	People/ HR Analytics / Organizational Development	Yes	
	IT TRAINING	Technical Support, Network, Programming, Software QA	Yes	
	MARKETING TRAINING	Marketing Strategies and others	Yes	
	NEW EMPLOYEES TRAINING	Marketing Strategies and others Company rules, basic trainings	Yes	

► Training

It lets you create a new training.

# How to set up a new training?

1. On the left part, click Personnel Development > Training Setup > Training

The screenshot shows the 'everything at work' dashboard. On the left, a sidebar menu is open under 'Personnel Development' with 'Training Set Up' selected. A red box highlights the 'Training' option under 'Training Category'. The main area displays three charts: 'Manpower Complement' (a bar chart with two bars, one blue and one red), 'Headcount by Employee Type' (a horizontal bar chart with several bars in different colors), and 'Headcount by Length of Service' (a pie chart divided into four segments). Top navigation includes 'Dashboard', 'Change Layout', and various status indicators like '36 Open Requests' and '0 Documents Processed (YTD)'.

2. Click the (+) to add a new training

The screenshot shows the 'Training List' page under 'Personnel Development'. The sidebar on the left shows 'Training Category' selected. The main table lists three training entries: 'Onboarding Training', 'Leadership Training', and 'Skills Training'. Each entry has columns for 'Training Category', 'Code', 'Prerequisite', 'Competency', 'Terms Of Service', and 'Target Attendees'. At the bottom of the table, there is a search bar, a refresh icon, and a red box highlighting a blue '+' button used for adding new training. Page navigation and a footer message 'View 1 - 3 of 3' are also visible.

	Training Category	Code	Prerequisite	Competency	Terms Of Service	Target Attendees
	Onboarding Training	NEWGEN Apple products and troubleshooting				Account Manager, Admin
	Leadership Training	LEAD101 Improve leadership skills of each par...				Manager 1, Manager 2, M
	Skills Training	FIN101 tets				Account Manager, Adm

### 3. Fill out the Training form.

Personnel Development > Training

Training »

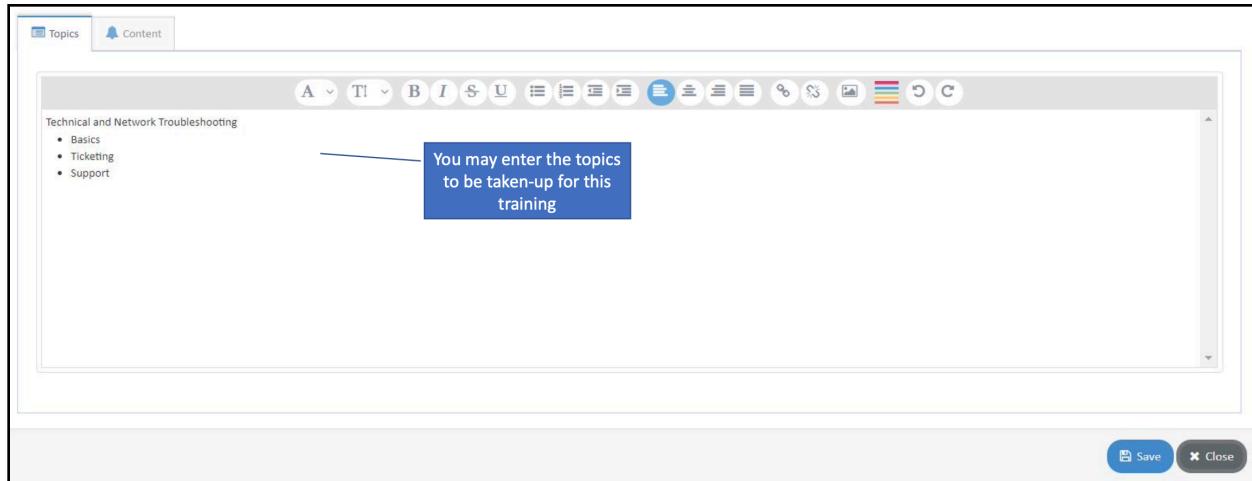
Training Code:	Technical and Network Troubleshooting	Training Code: Enter a unique code for this training
Description:	Technical and Network Troubleshooting	Description: Enter a description
Objectives:	Technical and Network Troubleshooting	Objectives: Enter the objectives for this training
Training Category :	IT Training	Training Category: Select the category this belongs to
	<input type="checkbox"/> Valid as continuing education units	Valid as continuing education units: Indicate if this can be considered as continuing education units, and the equivalent number of units.
	<input type="checkbox"/> Requires terms of service	Requires terms of service: Indicate if this requires terms of service, as well as the duration (in months). That means the employees who take-up this training must stay with the company for the number of months indicated.
Certificate Template :	CERTIFICATE TEMPLATE	Certificate Template: Choose the template that will be used for generating the training certificates for this training. Certificate Templates can be created using the Template Builder Module.
Feedback Form :	TEST SATISFACTORY	Feedback Form: Choose the satisfaction survey template that attendees will answer for giving their feedback about this training.

Personnel Development > Training

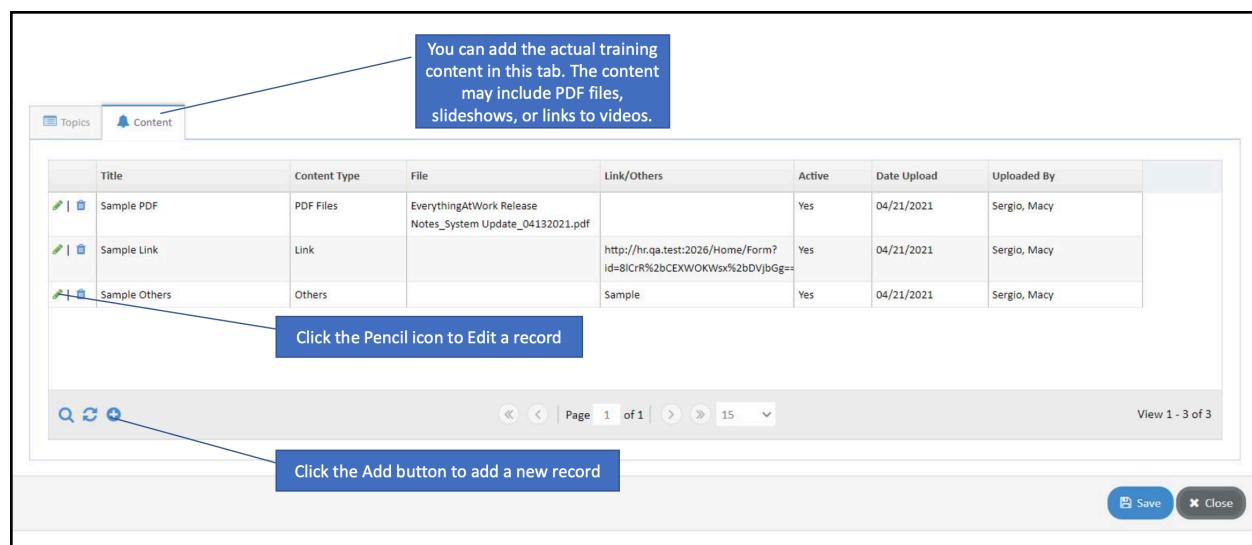
Training »

Pre-requisite/s: Select the pre-requisite trainings that must be completed first prior to taking this particular training	Pre-requisite/s: Select Some Options
Target Attendee/s: Choose the target attendees for this training (either by Job Position or Job Level).	Target Attendee/s: Job Position
Competency: Select the Competency that this training can be linked to (in the Performance Evaluation Module).	Competency: TRUST THROUGH INTEGRITY
Rating: Choose the minimum rating for the selected Competency. If an employee's rating falls below this minimum in the Employee Evaluation Form, the system will recommend this training to help improve the employee's performance.	Rating: None selected
Evaluation Form: Choose the Training Evaluation Survey Form that can be used to assess an attendee's performance for this training	Evaluation Form: Sample Evaluation Form
<input type="checkbox"/> Requires terms of service	Months
Certificate Template :	CERTIFICATE TEMPLATE
Feedback Form :	TEST SATISFACTORY

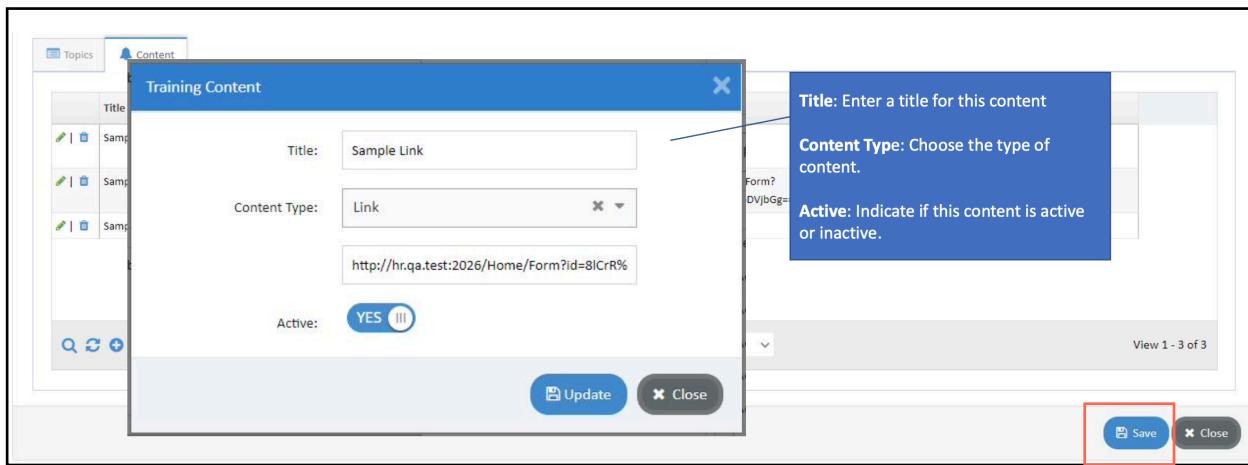
4. At the bottom part, you will see a text box where you can enter the Topics of the training



5. On the next tab, you may also add the Contents of the training by clicking the "Add Button". Note that you can add multiple of contents here.



6. Enter the Title of Content, then select what type of file you will upload.  
**(PDF, VIDEO, POWERPOINT, LINK and OTHERS)**
7. Indicate if “Active” or “Inactive”.
8. CLICK “Update”.
9. Click “Save”.



## ► Training Program

Training Programs let you specify which trainings should be taken by a particular Job Position or Job Level.

# How to Setup Training Program?

1. Click Personnel Development > Training Setup > Training Program List.

The screenshot shows the 'everything at work' HRIS dashboard. On the left, a vertical navigation menu is open under 'Personnel Development'. The 'Training Program' option is highlighted with a red box and has a large blue arrow pointing towards it from the left side of the image. The main dashboard area displays several key metrics: '36 Open Requests' (blue box), '0 Documents Processed (YTD)' (red box), and '0 Document for Claiming' (grey box). Below these are two charts: 'Manpower Complement' (a bar chart) and 'Headcount by Employee Type' (a horizontal bar chart).

## 2. Add a Training Program. There are 2 ways to add a training program:



Add a new record



Upload a spreadsheet file containing a batch of records, there is a template provided for here.

Personnel Development > Training Program List

Training Program List »

Basis	Basis Value	Department	Recommended Training
Job Position	HR Specialist	HR, OD and Legal	2

Add a new record

Upload a spreadsheet file containing a batch of records, there is a template provided for here.

View 1 - 1 of 1

## 2 ways to add a Training program



1. Add a new record:

- a. Specify the job level/ job position and its corresponding Department you are planning to make a training program for.
- b. Click “Add” button at the bottom part to add trainings fit for this position.

Personnel Development > Training Program ?

Training Program »

For:	Job Position <span style="float: right;">x ▾</span>	Department:	HR, OD and Legal <span style="float: right;">x ▾</span>		
Job Position:	HR Supervisor <span style="float: right;">x ▾</span>				
Category	Training Code	Description	Pre-requisite/s	Target Schedule	Priority
A.					

B. ←

Page 1 of 0 | 15

No records to view

Save Close

**C. Select a training for the job position / level.** Please note that the trainings appearing here is based on the training's entity or target attendees. For example, the NEWGEN Training is set for all job positions, that is why this training is appearing here.  
Go back to "How to set up a new training" for reference.

Training Program

Training: Please select C.

Training Category:

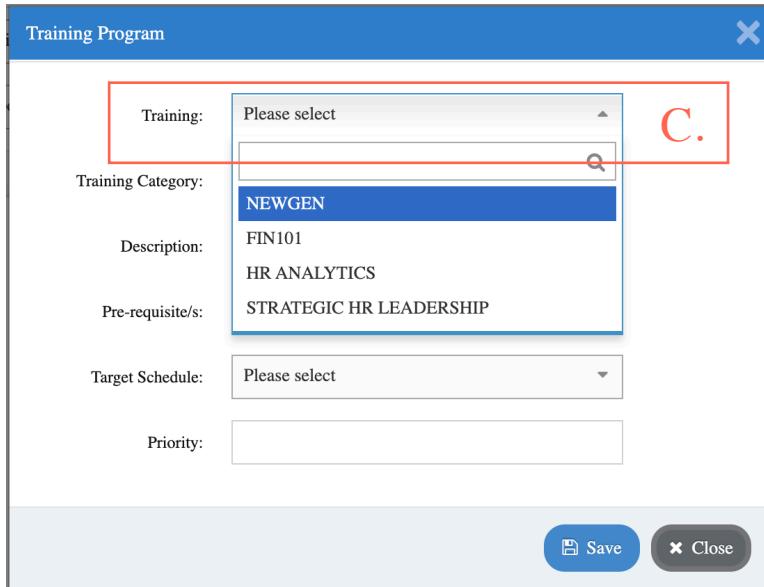
Description: FIN101  
HR ANALYTICS  
STRATEGIC HR LEADERSHIP

Pre-requisite/s:

Target Schedule: Please select

Priority:

Save Close



**D. Select "Target Schedule" and set "Priority" level.**  
**E. Click "Save".**

Training Program

Training: STRATEGIC HR LEADERSHIP

Training Category: Skills Training

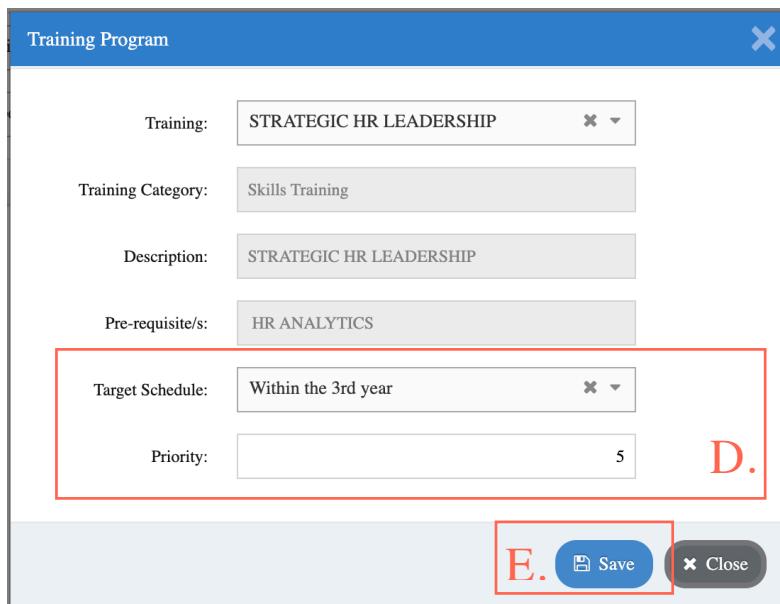
Description: STRATEGIC HR LEADERSHIP

Pre-requisite/s: HR ANALYTICS

Target Schedule: Within the 3rd year D.

Priority: 5

E. Save Close



F. Going back to the “Training Program” module, you will see that the Training program for HR Specialist is now existing. If you want to add more trainings to this program, click the “PENCIL” icon to edit.

The screenshot shows a table titled "Training Program List" with the following data:

Basis	Basis Value	Department	Recommended Training
Job Position	HR Specialist	HR, OD and Legal	2

At the bottom, there are search and filter icons, a page navigation bar (Page 1 of 1), and a message "View 1 - 1 of 1".

G. You will now see the list of existing trainings under the job position HR Specialist here. Click the (+) button to add more. **Please refer to letter C to E Procedure for the adding.**

The screenshot shows a table titled "Training Program" with the following data:

For:	Job Position	Department:
	HR Specialist	HR, OD and Legal

Below this, another section shows:

Job Position:	HR Specialist			
Skills Training	HR ANALYTICS	HR ANALYTICS	NEW EMPLOYEES TRAINING	Within the first month
Skills Training	STRATEGIC HR LEADERSHIP	STRATEGIC HR LEADERSHIP	HR ANALYTICS	Within the 3rd year

At the bottom, there are search and filter icons, a page navigation bar (Page 1 of 1), and a message "View 1 - 2 of 2". A red letter "G." is placed near the add button (+) in the footer.



2. Upload a spreadsheet file containing a batch of records, there is a template provided for here.

A. Click “Download Template” button so you can edit the template.

Personnel Development > Training Program List

Training Program List »

Basis	Basis Value	Department	Recommended Training
Job Position	HR Specialist	HR, OD and Legal	2

Import File

Upload File: No File ... Choose

Download Template Upload Cancel

View 1 - 1 of 1

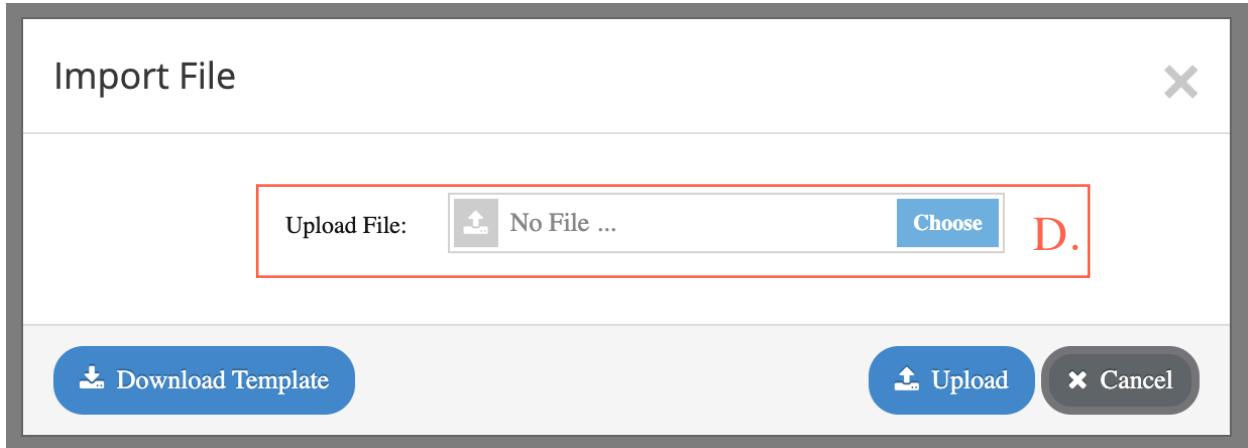
B. Edit the template and enter the necessary informations. There is a dropdown menu on each cell for its corresponding values per column.

C. Save the file with .xlsx format.

This is how the template looks like:

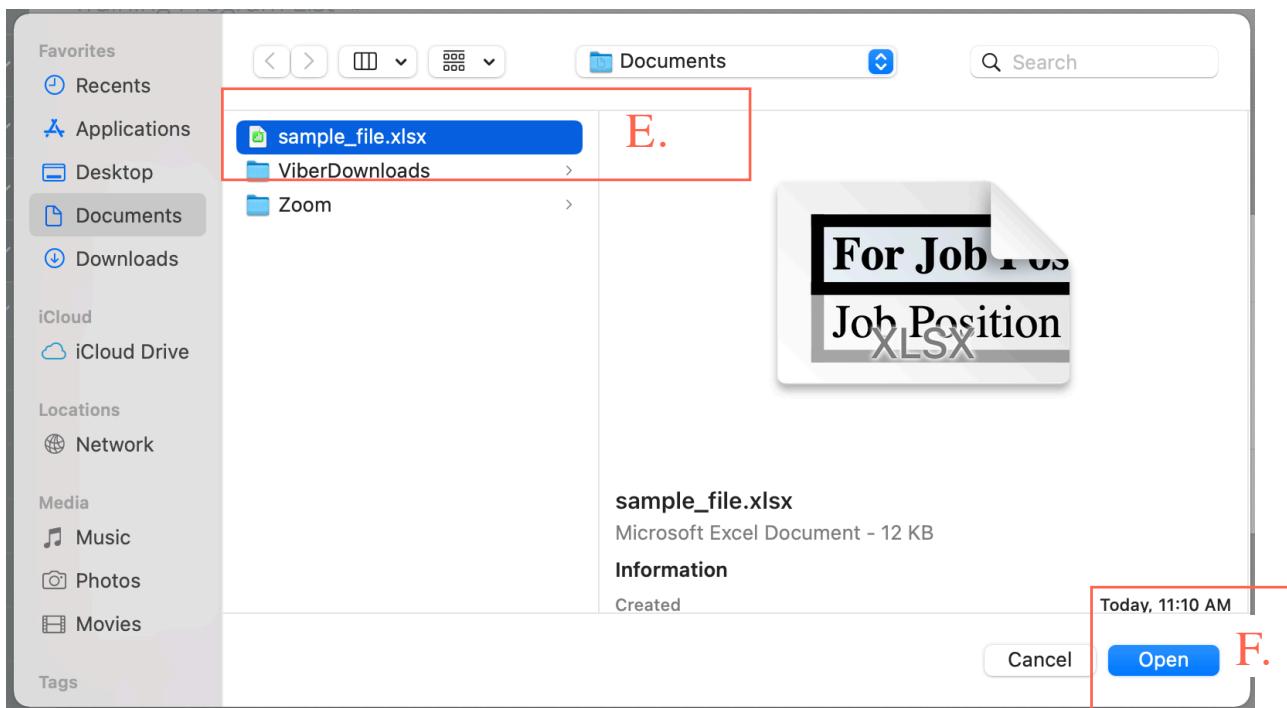
For Job Position/Job Level	Job Position/Job Level	Department	Training	Target Schedule	Priority
Job Position	HRS	HROD	STRATEGIC	Within the 3rd year	5
Specify if you are creating for a job position or a job level Ex.: Job Position	Choose the specific job position / job level code Ex: HR Specialist	Choose Department code Ex: HR/OD	Choose a training code Ex: STRATEGIC HR LEADERSHIP	Select a target schedule Ex: Within the 3rd year	Set a priority level Ex: 5 (highest)

D. To upload the file, click “Choose”.

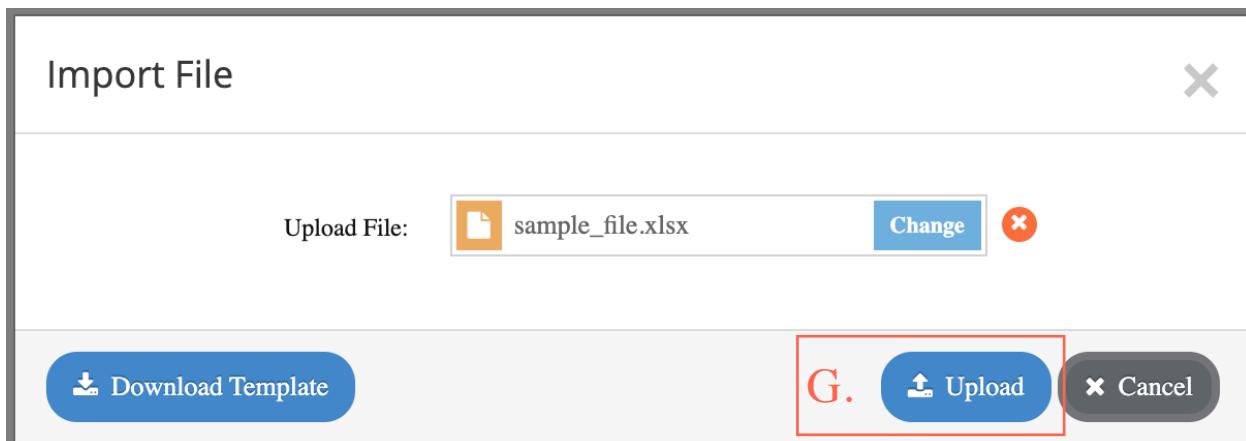


E. Go to the directory where the file is saved and select the file.

F. Click “Open” to proceed.



G. Click “Upload” to proceed on uploading.



The program list will then be updated if there is no error on the file.

# Employee Training Program

# Employee Training Program

Training Programs can be assigned and customized for each employee.

## How to add Employee Training Program?

1. On the left side, go to Personnel Development > Employee Training Program

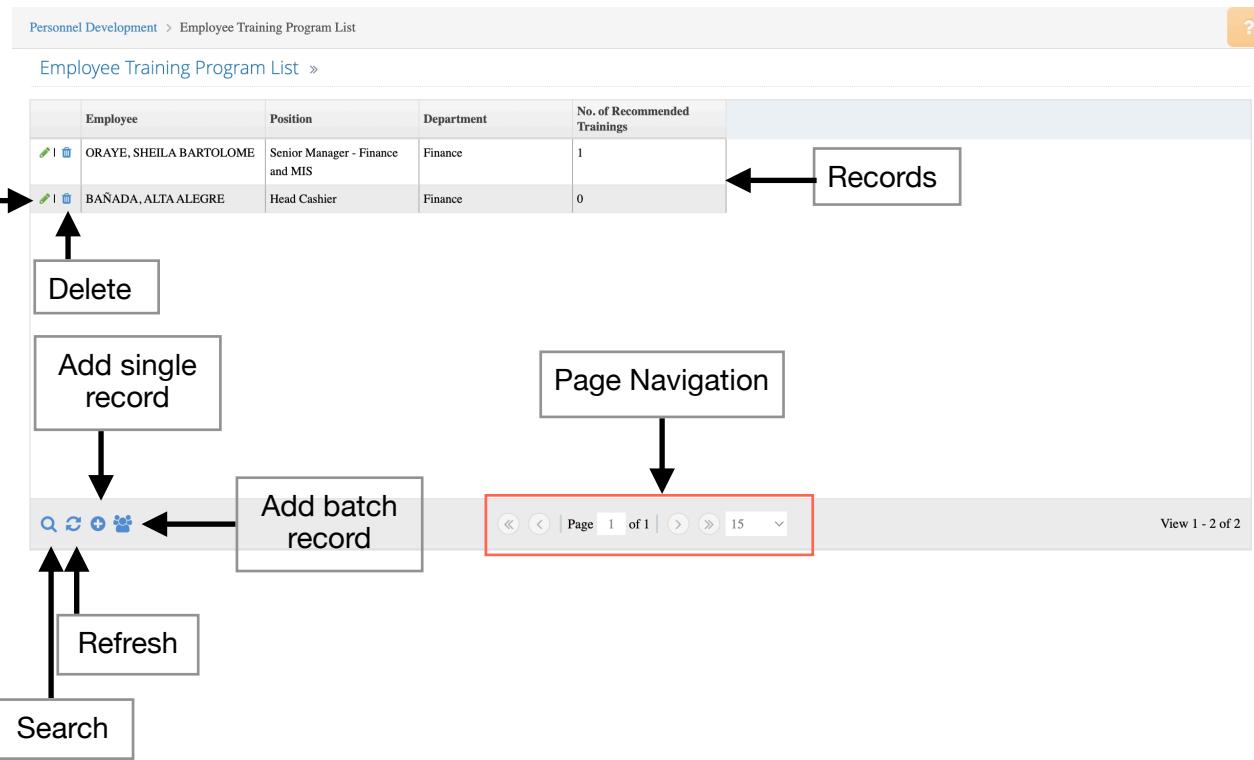
The screenshot shows the HRIS dashboard with a sidebar menu on the left. The 'Personnel Development' section is expanded, and the 'Employee Training Program' option is selected, highlighted with a red box and a red arrow pointing to it from the text above. The main area displays several reports: 'Manpower Complement' (a bar chart), 'Headcount by Employee Type' (a horizontal bar chart), 'Headcount by Length of Service' (a pie chart), and two summary boxes for 'Memorandum and Announcement' and 'Task List', both stating 'No items on Whiteboard' or 'No tasks on Whiteboard'.

2. Choose either you want to add a “single record” or “batch of records”.

## 2 ways to add an Employee Training Program

 Single Record - lets you add 1 employee at a time.

 Batch Record - lets you add multiple employee at a time under same company, branch and department.





## Add a Single Record:

- a. Enter employee name. Click the “...” button to show list of employees

Personnel Development > Employee Training Program

Employee Training Program »

Employee Name:	<input type="text"/> A.	Department:	<input type="text"/>
Job Position:	<input type="text"/>	Effective Date:	10/24/2022 <input type="button" value="Calendar"/>
Job Level:	<input type="text"/>		

	Position	Category	Training Code	Description	Pre-requisite/s	Target Schedule	Target Date
No records to view							

Save  Close

- b. Select an employee by clicking the (+) button on the left side.

Select Employee

	Employee No	Employee Name	Department	Branch
<input type="button"/>	224	LEONORAS, CRONICA CERYL ABANTO	Finance	Pasig Head Office
<input type="button"/>	416	BAÑADA, ALTA ALEGRE	Finance	Pasig Head Office
<input type="button"/>	284	BAZAR, SHARA MAE CERDA	Finance	Pasig Head Office
<input type="button"/>	424	BOO, RICARDO BENIGNOS	Finance	Pasig Head Office
<input type="button"/>	108	CALIGUIRAN, MARIFE BARRIENTOS	Finance	Pasig Head Office
<input type="button"/>	2284	CASARINO, JEMILLE ROSE JIMENEZ	Finance	Pasig Head Office
<input type="button"/>	261	Chua, Aileen Lee	Finance	Pasig Head Office
<input type="button"/>	2140	CRUZ, MARIANE ALLOCOD	Finance	Pasig Head Office
<input type="button"/>	195	DOON, MICHELLE DELA CRUZ	Finance	Pasig Head Office
<input type="button"/>	692	DRUCKER, MICHAELA DELIMA	Finance	Pasig Head Office
<input type="button"/>	2194	FAMILARA, ERIC ROBIN	Finance	Pasig Head Office

Page 1 of 4   15  View 1 - 15 of 56

Close

- c. After selecting an employee, it will autofill the other fields corresponding to the employee's details (job position, department and effective date - current date as of creating)
- d. Click the (+) button to add a training for this employee.

Personnel Development > Employee Training Program

Employee Training Program »

C.

Employee Name:	CASARINO, JEMILLE ROSE JIMENEZ	...	Department:	Finance
Job Position:	Junior Accountant		Effective Date:	10/24/2022
Job Level:	SL2			

D.

Position	Category	Training Code	Description	Pre-requisite/s	Target Schedule	Target Date
Junior Accountant	Onboarding Training	NEWGEN	Training for new employees.		Within the first month	

View 1 - 1 of 1

Save Close

e. Trainings available for this employee depending on his/her position will show. Select trainings for this employee by ticking the check boxes and click the add button (button 1) at the bottom part. OR a fast way to add a single training is to click the (+) button before the training name (button 2)

	Category	Training Code	Basis	Description	Pre-requisite/s
<input type="checkbox"/>	Onboarding Training	NEWGEN	Job Position	Training for new employees.	ONE
<input type="checkbox"/>	Skills Training	BKP	Job Position	Book keeping refresher training	
<input type="checkbox"/>	Skills Training	FIN-AC	Job Position	Financial Accounting	

button 2

button 1

Close

f. A preview of newly added training for this employee will appear, click “Save”.

Personnel Development > Employee Training Program

Employee Training Program

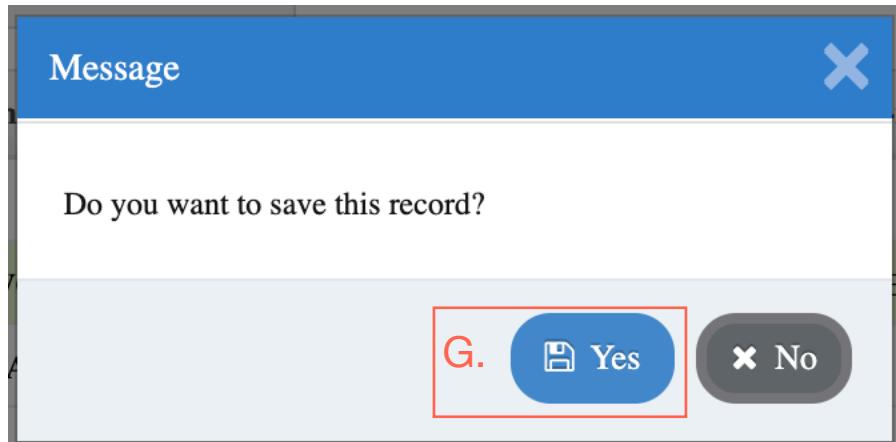
Employee Name:	CASARINO, JEMILLE ROSE JIMENEZ	...	Department:	Finance
Job Position:	Junior Accountant		Effective Date:	10/24/2022
Job Level:	SL2			

	Position	Category	Training Code	Description	Pre-requisite/s	Target Schedule	Target Date
<input checked="" type="checkbox"/> <input type="checkbox"/>	Junior Accountant	Skills Training	BKP	Book keeping refresher training		Within the 2nd year	
<input checked="" type="checkbox"/> <input type="checkbox"/>	Junior Accountant	Onboarding Training	NEWGEN	Training for new employees.	ONE	Within the first month	
<input checked="" type="checkbox"/> <input type="checkbox"/>	Junior Accountant	Skills Training	FIN-AC	Financial Accounting		Within the first 6 months	

View 1 - 3 of 3

F. Save Close

g. Click "Yes"



The employee will now appear on the list.

Employee Training Program List				
Employee	Position	Department	No. of Recommended Trainings	
ORAYE, SHEILA BARTOLOME	Senior Manager - Finance and MIS	Finance	1	
BAÑADA, ALTA ALEGRE	Head Cashier	Finance	0	
CASARINO, JEMILLE ROSE JIMENEZ	Junior Accountant	Finance	1	
CRUZ, MARIANE ALLOCOD	Junior Accountant	Finance	3	



## Add a Batch Record:

This is used when you are about to add multiple employees of the same company, branch, department to the same training/s.

- a. On the left side, choose company, branch, department, job rank, job level and position to filter the names appearing on the results on the right.
- b. Put a check on the names that you want to include.
- c. Click “Next”.

The screenshot shows a process flow for adding a batch record. It consists of three main steps: 1. Select Employees, 2. View Generated Employee Training Programs, and 3. Success. Step 1 is highlighted with a red box and labeled 'A.' at the top. Step 2 is also highlighted with a red box and labeled 'B.' at the top. Step 3 is shown as a progress bar on the right.

Personnel Development > Employee Training Program Batch

Employee Training Program Batch »

1 Select Employees      2 View Generated Employee Training Programs      3 Success

**A.**

Filter Employees

Company: Evolve Tech Lifestyle, Inc.

Branch: Pasig Head Office

Department: Finance

Job Rank: Please select

Job Level: Please select

Position: Junior Accountant

**B.**

Select All   
ALBES, NOREEN SHANE C.   
AMADO, CHRISTINE GRACE M.   
AMPARO, ELISHA S.   
ARIOLA, CELINE C.   
BASCO, ANGELA Q.   
BIÑAS, JORICA M.   
BONIFACIO, RIANZA I.   
CASARINO, JEMILLE ROSE J.   
CRUZ, MARIANE A.

**C.**

← Prev      Next →

d. Select Target schedule

e. Select trainings that should not be included and click “delete”.

f. Click “Next” (the remaining trainings are what will be included on the employee program)

Personnel Development > Employee Training Program Batch

Employee Training Program Batch »

1. Select Employees      2. View Generated Employee Training Programs      3. Success

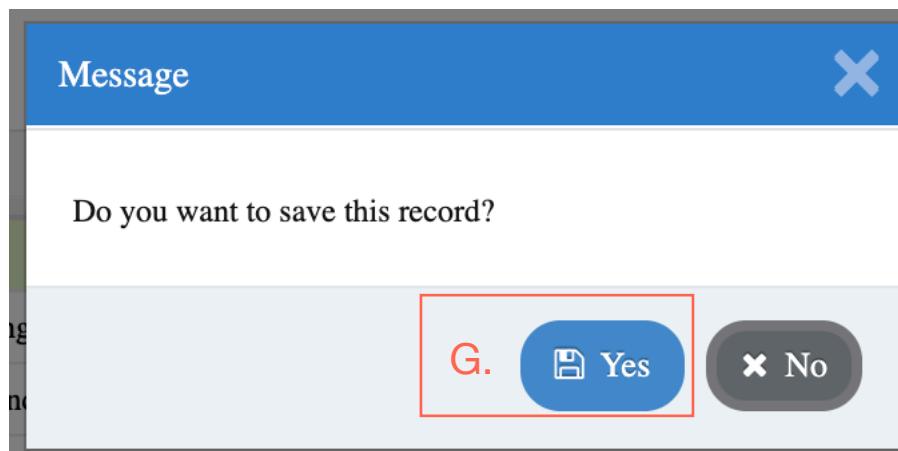
E. Target Schedule: 10/27/2022 - 10/27/2022      D.

Employee	Training Program
<input type="checkbox"/> ALBES, NOREEN SHANE CANELA	BKP - this is a test
<input type="checkbox"/> ALBES, NOREEN SHANE CANELA	FIN-AC - Financial Accounting - this is a test
<input type="checkbox"/> ALBES, NOREEN SHANE CANELA	NEWGEN - Apple products and troubleshooting
<input type="checkbox"/> ALBES, NOREEN SHANE CANELA	STMGMT - Objective: this is a test
<input checked="" type="checkbox"/> AN PARO, ELISHA SABATE	BKP - this is a test
<input type="checkbox"/> AN PARO, ELISHA SABATE	FIN-AC - Financial Accounting - this is a test
<input type="checkbox"/> AN PARO, ELISHA SABATE	NEWGEN - Apple products and troubleshooting
<input type="checkbox"/> AN PARO, ELISHA SABATE	STMGMT - Objective: this is a test
<input checked="" type="checkbox"/> BASCO, ANGELA QUITA	BKP - this is a test
<input type="checkbox"/> BASCO, ANGELA QUITA	FIN-AC - Financial Accounting - this is a test
<input type="checkbox"/> BASCO, ANGELA QUITA	NEWGEN - Apple products and troubleshooting
<input type="checkbox"/> BASCO, ANGELA QUITA	STMGMT - Objective: this is a test
<input checked="" type="checkbox"/> CONIFACIO, RIANZA IBARRA	BKP - this is a test

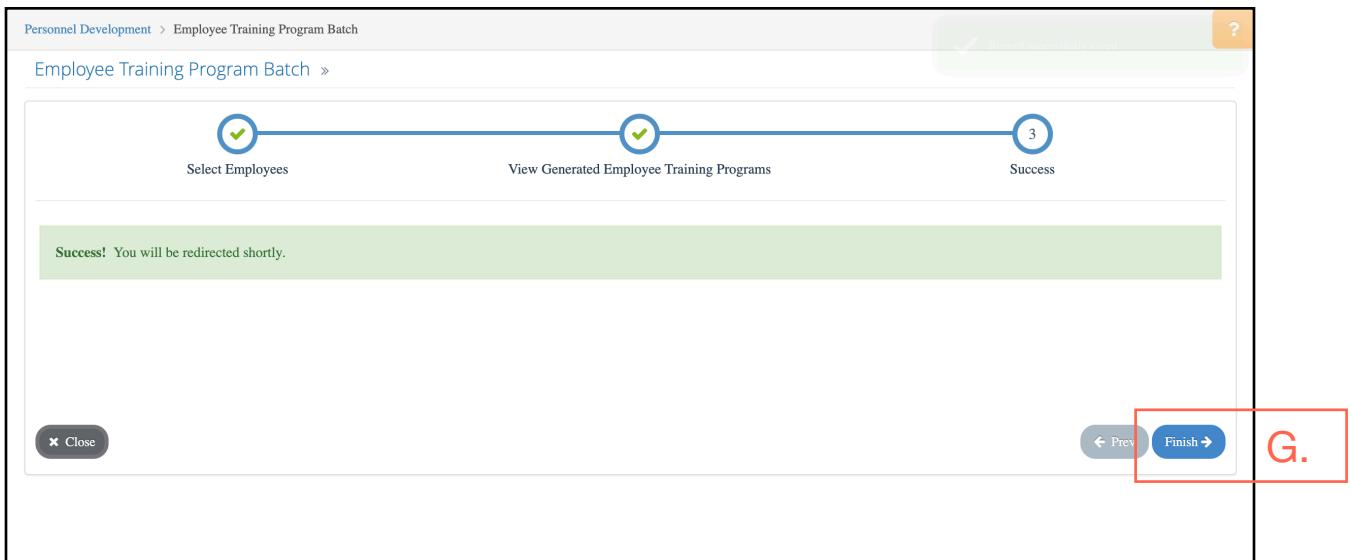
Q    R    C    Page 1 of 2    15

            F.

g. A message will appear, click “Yes” to save the record.



h. This should appear if the adding of batch is successful. Click “Finish”



## How to add/delete trainings to an existing Employee Program?

1. Click the Edit button on the left side.

The screenshot shows a table of employee training programs. The first row, which corresponds to the step in the previous image, has its edit button highlighted by a red box and labeled with '1.'

	Employee	Position	Department	No. of Recommended Trainings
	ORAYE, SHEILA BARTOLOME	Senior Manager - Finance and MIS	Finance	1
	BAÑADA, ALTA ALEGRE	Head Cashier	Finance	0
1.	CASARINO, JEMILLE ROSE JIMENEZ	Junior Accountant	Finance	1
	CRUZ, MARIANE ALLOCOD	Junior Accountant	Finance	3
	ALBES, NOREEN SHANE CANELA	Junior Accountant	Finance	4
	AMPARO, ELISHA SABATE	Junior Accountant	Finance	4
	BASCO, ANGELA QUITA	Junior Accountant	Finance	4
	BONIFACIO, RIANZA IBARRA	Junior Accountant	Finance	4

## 2. You may now edit / add / manual add a training.

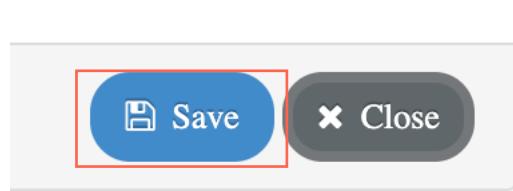
The screenshot shows the 'Employee Training Program' page. At the top, there are fields for 'Employee Name' (CASARINO, JEMILLE ROSE JIMENEZ), 'Department' (Finance), and 'Effective Date' (10/24/2022). Below these are sections for 'Position' (Junior Accountant), 'Category' (Onboarding Training), 'Training Code' (NEWGEN), 'Description' (Training for new employees.), 'Pre-requisite/s' (ONE), 'Target Schedule' (Within the first month), and 'Target Date'. A table lists one training entry: Junior Accountant, Onboarding Training, NEWGEN, Training for new employees., ONE, Within the first month. A note on the left says: 'You may delete a training for this employee by clicking the trash bin on the side.' Below the table is a search bar and a button to 'Manually add a training'. A note next to it says: 'You may add another training here.' A callout box points to the 'Manually add a training' button with the text: 'Manually add a training, where you will type in the details of the training.'

## Manually add trainings to an existing Employee Program

The screenshot shows the 'Employee Training Program' dialog box. It includes fields for 'Training Code' (Strategic HR Management and Planning), 'Training Category' (Strategic HR Management and Planning), 'Description' (sample), 'Pre-requisite/s' (empty), 'Target Schedule' (11/02/2020 - 11/04/2020), 'Actual Schedule' (11/04/2020 - 11/06/2020), 'Rating' (0 / 0), 'Attach File' (No File ...), and 'Source' (Auto or Manual). A blue callout box on the right provides instructions for each field:

- Training Code:** Enter a code for this training
- Training Category:** Enter a category for this training
- Description:** Enter a description for this training
- Pre-requisite/s:** Enter any training prerequisites
- Target Schedule:** Enter the target schedule when this should be completed
- Actual Schedule:** Once the employee has taken the training, you can enter the actual schedule here
- Rating:** Once the employee has completed the training, you can enter their rating here
- Attach File:** Attach a file here (if applicable)
- Source:** This will automatically be set to **Manual** since it was manually entered

3. When done adding/deleting/ manual adding of trainings, click “Save” to reflect changes.



# Training Schedule

# Training Schedule

Trainings can be scheduled and be posted to the Training Calendar.

## How to setup a training schedule?

1. On the left side, go to Personnel Development > Training Schedule

Code	Title	Status	Start Date	End Date	Time	Venue	Max No. Of Trainees	No. Of Enrollees
BOT-TMM	2222	Cancelled	11/04/2021	11/05/2021	4:03PM - 4:03PM	2	2	0
Strategic HR Management and Planning	Strategic HR Management and Planning	Posted	09/21/2020	09/21/2020	8:00AM - 12:00PM	Home	10	0
BOTP-CP (Company Profile)	WEBINAR training	Posted	11/03/2020	11/05/2020	3:11PM - 3:11PM	home	50	0
BOTP-CP (Company Profile)	WEBINAR training	Posted	11/03/2020	11/05/2020	3:44PM - 3:44PM	home	50	0
BOTP-CP (Company Profile)	Training for savings	Posted	11/03/2020	11/05/2020	3:50PM - 3:50PM	home	10	0
BOTP-CP (Company Profile)	Training for savings	Posted	11/03/2020	11/05/2020	3:53PM - 6:00PM	home	10	0
Company Rules and Regulation	TEST ONLY	Posted	12/02/2020	12/02/2020	8:00AM - 12:00PM	test	15	0
Coaching and Mentoring	Coaching Training	Posted	06/20/2022	06/24/2022	1:00PM - 3:00PM	Zoom Meeting	10	0
Coaching and Mentoring	Coaching Training	Posted	06/21/2022	06/24/2022	2:00PM - 3:00PM	Zoom	10	6
Coaching and Mentoring	Coaching	Posted	04/13/2022	04/15/2022	4:30AM - 4:02PM	RCBC Building	2	8

2. Click the add button (+) to add a new schedule.

Code	Title	Status	Start Date	End Date	Time	Venue	Max No. Of Trainees	No. Of Enrollees
BOT-TMM	2222	Cancelled				2	2	0
Strategic HR Management and Planning	Strategic HR Management and Planning	Posted				Home	10	0
BOTP-CP (Company Profile)	WEBINAR training	Posted				home	50	0
BOTP-CP (Company Profile)	WEBINAR training	Posted				home	50	0
BOTP-CP (Company Profile)	Training for savings	Posted				home	10	0
BOTP-CP (Company Profile)	Training for savings	Posted	11/03/2020	11/05/2020	3:53PM - 6:00PM	home	10	0
Company Rules and Regulation	TEST ONLY	Posted				test	15	0
Coaching and Mentoring	Coaching Training	Posted	06/20/2022	06/24/2022	1:00PM - 3:00PM	Zoom Meeting	10	0
Coaching and Mentoring	Coaching Training	Posted	06/21/2022	06/24/2022	2:00PM - 3:00PM	Zoom	10	6
Coaching and Mentoring	Coaching	Posted	04/13/2022	04/15/2022	4:30AM - 4:02PM	RCBC Building	2	8

### 3. Enter training code, classification, title and max number of trainees for this training.

Training Schedule »

The screenshot shows the 'Training Schedule' page with various input fields for scheduling a training session. A large blue callout box highlights the 'Details' tab, which contains the following information:

- Training Code:** Coaching and Mentoring
- Title:** Coaching 101
- Training Classification:** HR Training
- Max No. of Trainees:** 20 (with a note: 0/20 slots filled up)
- Date:** 10/03/2022 - 09/09/2022
- Training Location:** Domestic
- Time:** 8:00
- Training Type:** In-house
- Training Method:** Classroom-type Lecture
- Training Provider:** ABC Trainers
- Instructor:** Ms. Abigail Manalastas
- Employee Instructor:** (empty field)
- No. of Lead Days:** 3 days
- Available to all:** YES
- Allow late enrollees:** YES
- Training Certificate Template:** CERTIFICATE TEMPLATE

Below the callout box, there are buttons for Post, Cancel, Postpone, Save, and Close.

### 4. Under Details tab, you will need to fill the details of the training such as below:

Personnel Development > Training Schedule

How to setup a training schedule

Training Schedule »

The screenshot shows the 'Training Schedule' page with the 'Details' tab selected. A red box highlights the input fields for Date, Time, Training Type, Training Method, Training Provider, Instructor, Employee Instructor, No. of Lead Days, Available to all, and Allow late enrollees. A blue callout box provides detailed instructions for each of these fields:

- Date:** Enter the date range when the training will take place
- Time:** Enter the start time and end time for the training
- Training Type:** Choose if it will be done in-house or external
- Training Method:** Select the training method
- Training Provider:** Enter the name of the training provider
- Instructor:** Enter the name of the instructor (if outside the organization)
- Employee Instructor:** If the instructor is someone from within the organization, choose the employee
- No. of Lead Days:** Enter the number of lead days required for someone to enlist in this training schedule
- Available to all:** Indicate if this training will be available to all employees even if it is not part of their training program
- Allow late enrollees:** Indicate if people can still enroll even if the training has already started

Below the callout box, there are buttons for Post, Cancel, Postpone, Save, and Close.

Personnel Development > Training Schedule

How to setup a training schedule 

Training Schedule >

Training Code:	Coaching and Mentoring 	Title:	Coaching 101	 0/20 slots filled up
Max No. of Trainees:	20		Status:	 Draft
<b>Training Location:</b> select if the training location is Domestic or Abroad <b>Venue:</b> Enter the venue of the training <b>Details:</b> Enter other details about the training venue <b>Requirements:</b> Enter any requirements for the training <b>Terms of Service:</b> Indicate the terms of service <b>Bond:</b> Indicate the training bond amount (if any) <b>File Attachment:</b> You may upload a file or document about the training <b>Training Certificate Template:</b> Select the template that will be used for generating the training certificate that can be issued to each attendee. Training certificates can be setup in the Template Builder Module.				
Training Location: Domestic  Venue: ABC Training Center Details: Requirements: Bring your own laptop Terms of Service: <input checked="" type="checkbox"/> 6 months Bond: 10,000.00 File Attachment:  No File ...  Training Certificate Template: CERTIFICATE TEMPLATE 				
 Post  Cancel  Postpone  Save  Close				

5. On the Training Agenda tab, you can set an agenda for each day of the training. Click the (+) button to add.

Personnel Development > Training Schedule

How to setup a training schedule 

Training Schedule >

Training Code:	Coaching and Mentoring 	Title:	Coaching 101	 0/20 slots filled up																														
Training Classification:	HR Training 	Max No. of Trainees:	 Draft																															
 Details  Training Agenda  Enrollees  Training Cost  Employee Options																																		
This is where you can enter the training agenda for each day																																		
<table border="1"> <thead> <tr> <th>Day</th> <th>Date</th> <th>Time</th> <th>Activity</th> <th>Instructor</th> </tr> </thead> <tbody> <tr> <td>  1</td> <td>10/03/2022</td> <td>8:00 AM - 5:00 PM</td> <td>Introduction to Coaching 101</td> <td>Ms. Abigail Manalastas</td> </tr> <tr> <td>  2</td> <td>10/04/2022</td> <td>8:00 AM - 5:00 PM</td> <td>Coaching Basics</td> <td>Ms. Abigail Manalastas</td> </tr> <tr> <td>  3</td> <td>10/05/2022</td> <td>8:00 AM - 5:00 PM</td> <td>Advanced Coaching Techniques</td> <td>Ms. Abigail Manalastas</td> </tr> <tr> <td>  4</td> <td>10/06/2022</td> <td>8:00 AM - 5:00 PM</td> <td>Coaching Workshop</td> <td>Ms. Abigail Manalastas</td> </tr> <tr> <td>  5</td> <td>10/07/2022</td> <td>8:00 AM - 5:00 PM</td> <td>Closing Activities</td> <td>Ms. Abigail Manalastas</td> </tr> </tbody> </table>					Day	Date	Time	Activity	Instructor	  1	10/03/2022	8:00 AM - 5:00 PM	Introduction to Coaching 101	Ms. Abigail Manalastas	  2	10/04/2022	8:00 AM - 5:00 PM	Coaching Basics	Ms. Abigail Manalastas	  3	10/05/2022	8:00 AM - 5:00 PM	Advanced Coaching Techniques	Ms. Abigail Manalastas	  4	10/06/2022	8:00 AM - 5:00 PM	Coaching Workshop	Ms. Abigail Manalastas	  5	10/07/2022	8:00 AM - 5:00 PM	Closing Activities	Ms. Abigail Manalastas
Day	Date	Time	Activity	Instructor																														
  1	10/03/2022	8:00 AM - 5:00 PM	Introduction to Coaching 101	Ms. Abigail Manalastas																														
  2	10/04/2022	8:00 AM - 5:00 PM	Coaching Basics	Ms. Abigail Manalastas																														
  3	10/05/2022	8:00 AM - 5:00 PM	Advanced Coaching Techniques	Ms. Abigail Manalastas																														
  4	10/06/2022	8:00 AM - 5:00 PM	Coaching Workshop	Ms. Abigail Manalastas																														
  5	10/07/2022	8:00 AM - 5:00 PM	Closing Activities	Ms. Abigail Manalastas																														
 Click on the pencil icon to edit a row  Click on the trashcan icon to delete a row  Click on the add button to add a row																																		
    Page 1 of 0   15  View 1 - 5 of 5																																		
 Post  Cancel  Postpone  Save  Close																																		

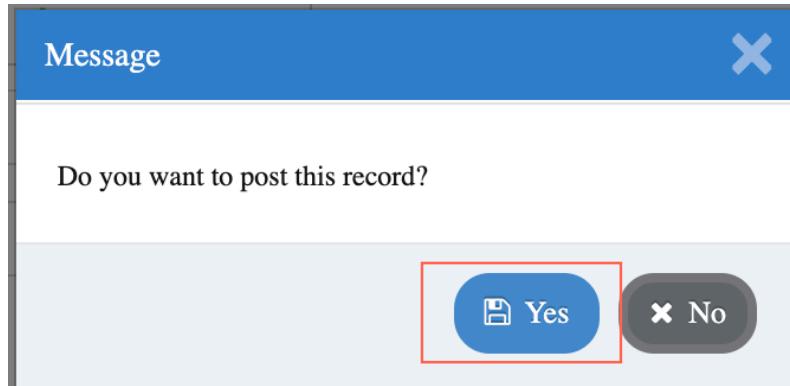
6. This window will appear, fill the date, time, activity for that day and the instructor.
7. Click the “Update” button.

The screenshot shows a 'Training Agenda' dialog box overlaid on a 'Training Schedule' page. The dialog box contains fields for 'Day' (set to 4), 'Date' (10/06/2022), 'Time' (8:00 AM - 5:00 PM), 'Activity' (Coaching Workshop), and 'Instructor' (Ms. Abigail Manalastas). A blue sidebar on the right provides instructions: 'Day: This will automatically start at 1 and will increment for each day', 'Date: Enter the date for this activity', 'Time: Enter the start time and end time for this activity', 'Activity: Enter the activity', and 'Instructor: Enter the name of the person or instructor who will handle the activity'. At the bottom of the dialog are 'Update' and 'Close' buttons.

8. Click “Post” button on the left-bottom part.

The screenshot shows the 'Training Schedule' page with various details filled in. A callout box points to the 'Post' button at the bottom-left. The page includes fields for Training Code (Coaching and Mentoring), Title (Coaching 101), Training Classification (HR Training), Max No. of Trainees (20), Status (Draft), Date (10/03/2022 - 09/09/2022), Time (8:00 AM - 5:00 PM), Training Location (Domestic), Venue (ABC Training Center), Details, Requirements (Bring your own laptop), Terms of Service (checked, 6 months), Bond (10,000.00), File Attachment (No File...), and Training Certificate Template (CERTIFICATE TEMPLATE). The bottom-left of the page has a note: 'Once you are done entering the training details, click the Post button to post the training to the training calendar. It can then be seen by employees who can choose to enroll in it.'

## 9. Click “Yes”.



## 10. Once the training is posted, you may now select employees who can join this training at the “Enrollees” tab.

Note that the employees that will appear here is based on the job positions selected for that training, unless the available for all is checked on the “Details” tab.

Employee Name	Position	Department	Status	Rating	Completion Status
Ortega Belenski	HR Staff	Human Resources	Approved	5.00	<div style="width: 100%;">Completed</div>
Aabon Aya Faking	HR Assistant	Administration	Approved	0.00	<div style="width: 0%;">Not Started</div>
Brubaker Yael W	Senior Accountant	Finance	Waitlisted	0.00	<div style="width: 0%;">Not Started</div>
Chin Joaquin B	Junior Accountant	Finance	Waitlisted	0.00	<div style="width: 0%;">Not Started</div>
Sommer Christiane A	Assistant Supervisor	Finance	Waitlisted	0.00	<div style="width: 0%;">Not Started</div>
Freedman Ernie C	Junior Accountant	Finance	Waitlisted	0.00	<div style="width: 0%;">Not Started</div>
Fine Eugene S	Executive Director	Finance	Waitlisted	0.00	<div style="width: 0%;">Not Started</div>
Dumlao Aya Gomez	HR Staff	Human Resources	Disapproved	0.00	<div style="width: 0%;">Not Started</div>

Personnel Development > Training Schedule

How to setup a training schedule

Training Schedule »

Training Code: Coaching and Mentoring Title: Coaching

Training Classification: IT Training Max No. of Trainees: 2

7/2 slots filled up

Status: Posted

Employee Name	Position	Department	Status	Rating	Completion Status
Ortega Belensi	HR Staff	Human Resources	Approved	5.00	Completed
Aabon Aya Faking	HR Assistant	Administration	Approved	0.00	
Brubaker Yael W	Senior Accountant	Finance	Waitlisted	0.00	
Chin Joaquin B	Junior Accountant	Finance	Waitlisted	0.00	
Sommer Christiane A	Assistant Supervisor	Finance	Waitlisted	0.00	
Freedman Ernie C	Junior Accountant	Finance	Waitlisted	0.00	
Fine Eugene S	Executive Director	Finance	Waitlisted	0.00	
Dumlao Aya Gomez	HR Staff	Human Resources	Disapproved	0.00	

Employee Name: This will show the name of the enrollees  
Position: This will show each enrollee's position  
Department: This will show each enrollee's department  
Status: This will show the status of their training registration  
Rating: This will show their score for this training  
Completion Status: This will show if they were able to complete the training

Post Cancel Postpone Save Close

11. Click the add button (+) to manually add attendees to this training.

Personnel Development > Training Schedule

How to setup a training schedule

Training Schedule »

Training Code: Coaching and Mentoring Title: Coaching

Training Classification: IT Training Max No. of Trainees: 2

7/2 slots filled up

Status: Posted

Employee Name	Position	Department	Status	Rating	Completion Status
Ortega Belensi	HR Staff	Human Resources	Approved	5.00	Completed
Aabon Aya Faking	HR Assistant	Administration	Approved	0.00	
Brubaker Yael W	Senior Accountant	Finance	Waitlisted	0.00	
Chin Joaquin B	Junior Accountant	Finance	Waitlisted	0.00	
Sommer Christiane A	Assistant Supervisor	Finance	Waitlisted	0.00	
Freedman Ernie C	Junior Accountant	Finance	Waitlisted	0.00	
Fine Eugene S	Executive Director	Finance	Waitlisted	0.00	
Dumlao Aya Gomez	HR Staff	Human Resources	Disapproved	0.00	

Click on the ADD button to manually add attendees to this training. Please note that you cannot add attendees once the training has started and the Allow Late Enrollees option is disabled.

Post Cancel Postpone Save Close

12. Put a check on employees that is included in this training.
13. Click the (+) button to add the selected employees.

Select the employee(s) that you want to add and click the ADD button.

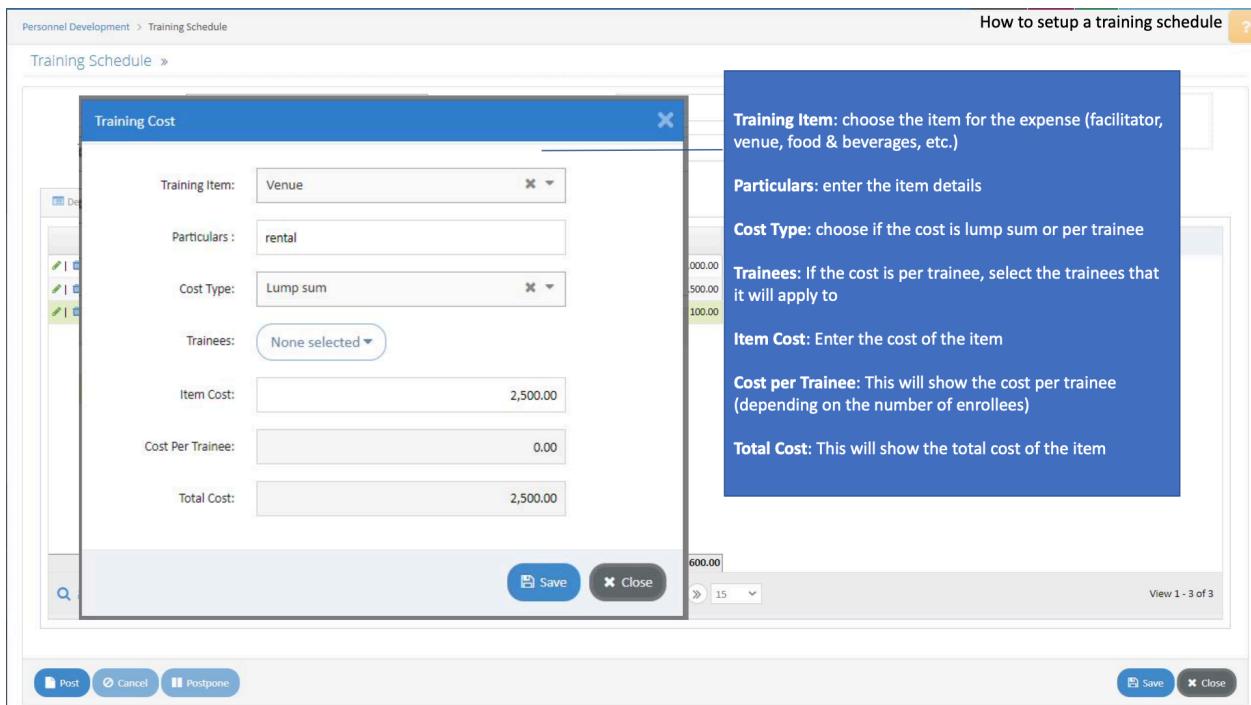
14. You may set the training expenses under “Training Cost” tab. Click the (+) button to add an expense.

This is where you can enter the expenses for this training schedule. This will help you compute for the actual training cost per trainee.

Training Item	Particulars	Cost Type	Cost	Cost Per Trainee	Total Cost
Facilitator	training fee	Lump sum	5,000.00	0.00	5,000.00
Venue	rental	Lump sum	2,500.00	0.00	2,500.00
Food & Beverages	Lunch	Per Trainee	100.00	100.00	100.00

Total : 7,600.00

15. Fill the following fields and click “Save”.



The total of training expenses will appear at the bottom.

	Training Item	Particulars	Cost Type	Cost	Cost Per Trainee	Total Cost
	Facilitator	Training Fee	Lump sum	5,000.00	0.00	5,000.00
	Venue	Rental	Lump sum	2,500.00	0.00	2,500.00
	Food&Beverages	Lunch	Per Trainee	100.00	100.00	100.00
<b>Total :</b>						<b>7,600.00</b>
			<span>«</span> <span>«</span> Page <b>1</b> of 0 <span>»</span> <span>»</span>			

## 16. Set employee options on the next tab “Employee Options”

The screenshot shows the 'Training Schedule' page under 'Personnel Development'. The 'Employee Options' tab is selected. A red box highlights the date range fields for 'Allow Content Form' (04/13/2022 - 04/15/2022) and 'Allow Feedback by' (04/22/2022). A blue callout box provides instructions: 'Allow Content: If online materials are available and setup for this training, indicate the date range when employees can access the training content.' and 'Allow Feedback by: Indicate if employees are allowed to answer the Satisfaction Survey Form for this training, and the deadline for their feedback.' The status is 'Posted'.

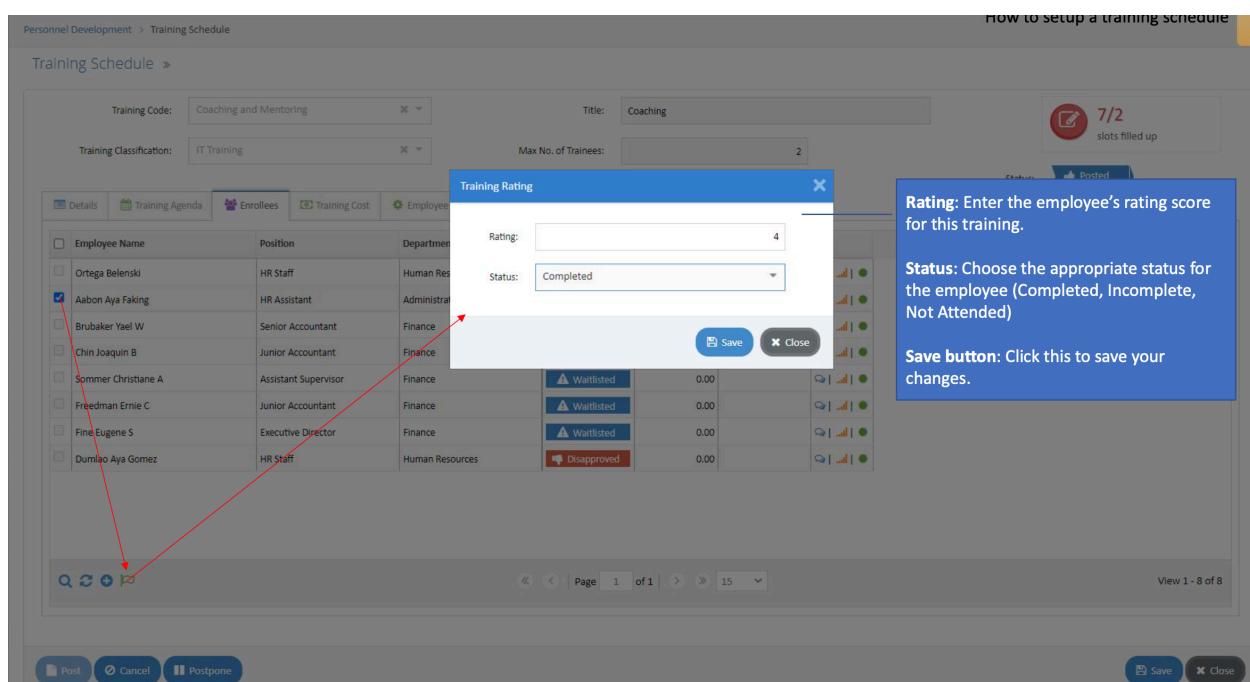
## 17. Click “Save”.

The screenshot shows the 'Training Schedule' page under 'Personnel Development'. The 'Employee Options' tab is selected. A blue callout box contains instructions: 'Enable Evaluation: Indicate if trainees can answer the training evaluation form, and which evaluation form will be used.' and 'Certification valid until: Indicate if there is an end date for the certification of this training.' A red box highlights the 'Save' button at the bottom right. The status is 'Posted'.

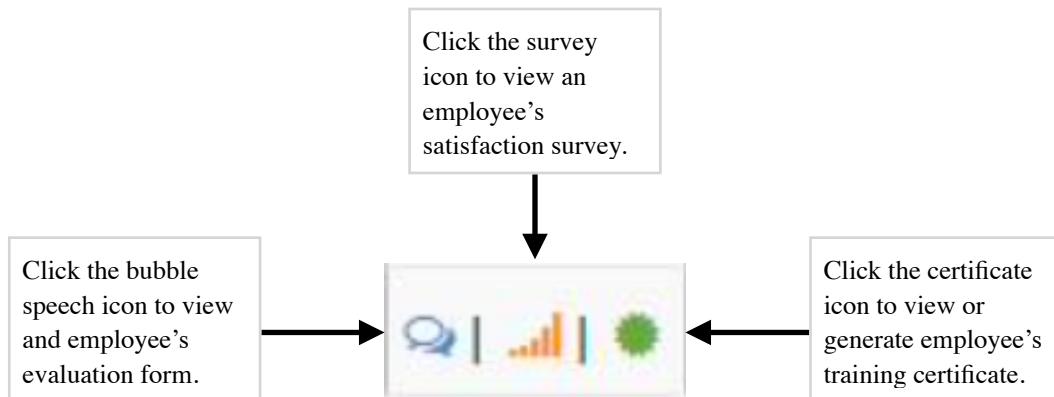
# How to update employee's training status after the training?

Once the training is done, you may now update each trainees' rating and status:

1. Put a check on the employees then click the “green flag”.
2. Enter the employee's rating.
3. Select employee's training status (Status: Complete, Incomplete, Not Attended)
4. Click “Save”.



There are options on the right side where you can preview the evaluation form, satisfaction survey and the certificate for that training:



### Sample Evaluation Form: (see page — for guide on how to create an evaluation form)

A screenshot of a software interface titled "Answer". It displays a list of four questions:

1. Name the 5 basic principles of coaching.
2. Coaching is a skill that can be learned by anybody  
True  
False
3. Giving advice is more important than listening  
True  
False
4. Describe 3 coaching strategies.

On the right side, there is a progress bar indicating "Page 1" and "6/10". A blue callout box contains the text: "This is a sample of a Training Evaluation Form."

### Sample Survey Form: (see page — for guide on how to create a survey form)

A screenshot of a software interface titled "Answer". It displays a list of six questions using a star rating system:

1. How pleased were you with the training venue?  
★★★★★
2. How effective was the instructor?  
★★★★★
3. How relevant was the training to your job and responsibilities?  
★★★★★
4. Would you recommend for your colleagues to attend this training?  
★★★★★
5. What did you like about the training?  
[Text input field]
6. What can be improved with the training?  
[Text input field]

On the right side, there is a progress bar indicating "Page 1" and "7/20". A blue callout box contains the text: "This is a sample of a Training Satisfaction Survey Form."

Sample Training Certificate: (see page — for guide on how to create a certificate)



- End of Training Schedule -



# Training Request

# Training Request

Training requests from all posted trainings and its other details can be viewed here.

## How to view training requests?

### 1. Go to Personnel Development > Training Request

The screenshot shows the HRIS dashboard with a blue arrow pointing to the 'Training Request' link in the left sidebar under 'Personnel Development'. The main area displays various metrics and charts. At the top right, there are icons for dashboard, notifications, and user profile. Below the dashboard title, there are three cards: 'Open Requests' (36), 'Documents Processed (YTD)' (0), and 'Document for Claiming' (0). The 'Manpower Complement' chart shows a single bar reaching approximately 230. Below it are two charts: 'Headcount by Employee Type' (a horizontal bar chart with one large green bar) and 'Headcount by Length of Service' (a pie chart divided into four segments).

### 2. You may view all requests from different trainings here.

The screenshot shows the 'Training Request List' page. A search bar is at the top left, followed by a refresh button. The main area is a table with columns: Date Filed, Employee, Department, Title, Training Code, Schedule Date, Time, and Status. The table contains nine rows of data. An upward arrow points to the 'Page Navigation' at the bottom center, which includes a page number indicator 'Page 1 of 1' and a total page count '15'. A red box highlights the page navigation area. At the bottom right, it says 'View 1 - 9 of 9'.

Date Filed	Employee	Department	Title	Training Code	Schedule Date	Time	Status
10/25/2022	BEDUYA, MARY CLAIRE	Information Technology	Human Resource	HR ANALYTICS	10/24/2022 - 10/28/2022	9:00AM - 5:00PM	Cancelled
10/25/2022	BEDUYA, MARY CLAIRE	Information Technology	Stress Management	STMGMNT	10/26/2022 - 10/26/2022	8:00AM - 5:00PM	Cancelled
10/25/2022	BEDUYA, MARY CLAIRE	Information Technology	TRAINING FOR ALL	TRAINING FOR ALL	10/26/2022 - 10/26/2022	9:00AM - 5:00PM	Approved
10/25/2022	BASCO, ANGELA QUITA	Finance	Book Keeping	BKP	10/31/2022 - 10/31/2022	9:00AM - 5:00PM	For Approval
10/25/2022	BONIFACIO, RIANA IBARRA	Finance	Book Keeping	BKP	10/31/2022 - 10/31/2022	9:00AM - 5:00PM	For Approval
10/25/2022	ALBES, NOREEN SHANE CANELA	Finance	Book Keeping	BKP	10/31/2022 - 10/31/2022	9:00AM - 5:00PM	For Approval
10/25/2022	AMPARO, EISHA SABATE	Finance	Book Keeping	BKP	10/31/2022 - 10/31/2022	9:00AM - 5:00PM	For Approval
	CRUZ, MARIANE ALLOCOD	Finance	Book Keeping	BKP	10/31/2022 - 10/31/2022	9:00AM - 5:00PM	For Approval
	BEDUYA, MARY CLAIRE	Information Technology	Stress Management	STMGMNT	10/26/2022 - 10/26/2022	8:00AM - 5:00PM	For Approval

- End of Training Request -

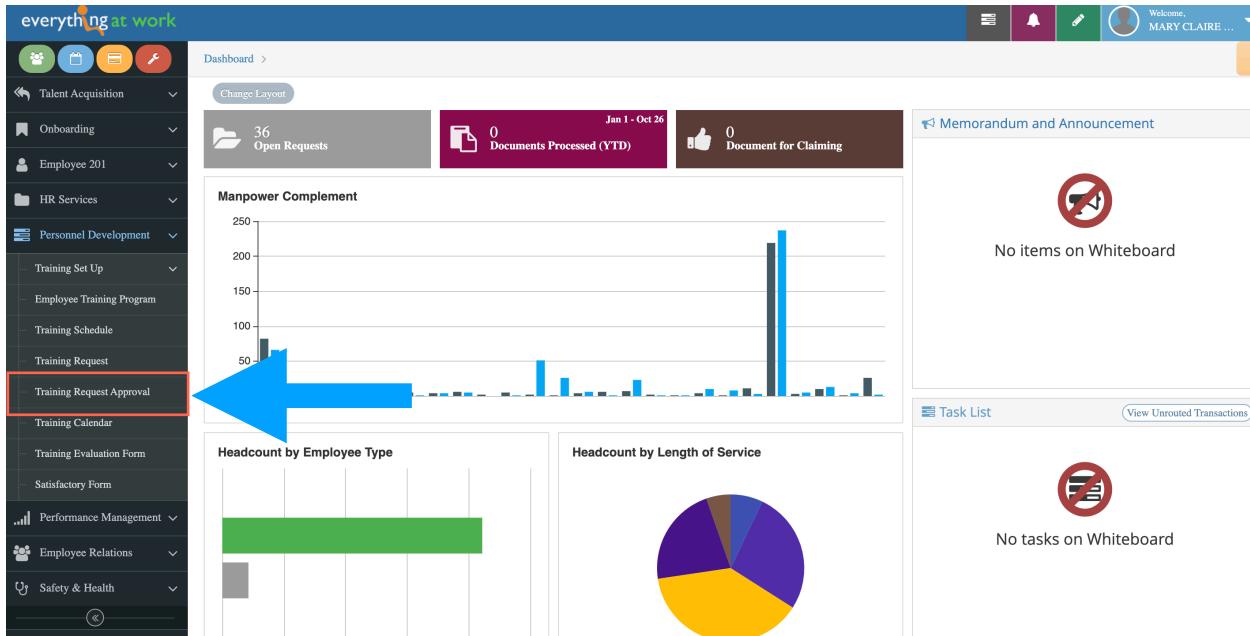
# Training Request Approval

# Training Request Approval

This is where you can view and approve/disapprove/cancel training requests.

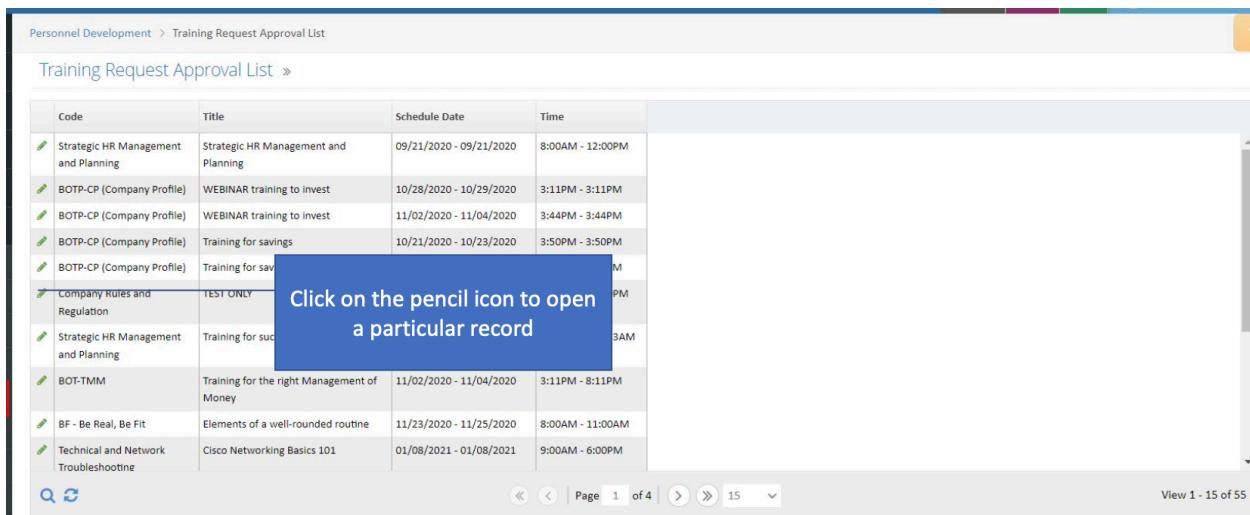
## How to approve/ disapprove/ cancel training requests?

1. Go to Personnel Development > Training Request Approval



The screenshot shows the HRIS dashboard with various modules like Talent Acquisition, Onboarding, Employee 201, HR Services, Personnel Development, Training Set Up, Employee Training Program, Training Schedule, Training Request, and Training Request Approval. The 'Training Request Approval' module is highlighted with a red box and a large blue arrow points to it. Other sections include 'Manpower Complement' (bar chart), 'Headcount by Employee Type' (bar chart), 'Headcount by Length of Service' (pie chart), and sections for Memorandum and Announcement, Task List, and Whiteboard.

2. Click "Edit" to view the training requests of a particular training.



The screenshot shows the 'Training Request Approval List' page with a table of training records. A blue callout box highlights a specific record in the table with the text: 'Click on the pencil icon to open a particular record'. The table columns include Code, Title, Schedule Date, and Time. The records listed are:

Code	Title	Schedule Date	Time
Strategic HR Management and Planning	Strategic HR Management and Planning	09/21/2020 - 09/21/2020	8:00AM - 12:00PM
BOTP-CP (Company Profile)	WEBINAR training to invest	10/28/2020 - 10/29/2020	3:11PM - 3:11PM
BOTP-CP (Company Profile)	WEBINAR training to invest	11/02/2020 - 11/04/2020	3:44PM - 3:44PM
BOTP-CP (Company Profile)	Training for savings	10/21/2020 - 10/23/2020	3:50PM - 3:50PM
BOTP-CP (Company Profile)	Training for sav	10/21/2020 - 10/23/2020	3:50PM - 3:50PM
Company Rules and Regulation	TEST ONLY	10/21/2020 - 10/23/2020	3:50PM - 3:50PM
Strategic HR Management and Planning	Training for success	10/21/2020 - 10/23/2020	3:50PM - 3:50PM
BOT-TMM	Training for the right Management of Money	11/02/2020 - 11/04/2020	3:11PM - 8:11PM
BF - Be Real, Be Fit	Elements of a well-rounded routine	11/23/2020 - 11/25/2020	8:00AM - 11:00AM
Technical and Network Troubleshooting	Cisco Networking Basics 101	01/08/2021 - 01/08/2021	9:00AM - 6:00PM

3. Put a check on each employee that you want to update (approve/disapprove/cancel).
4. And then choose if the names you have selected is for approval/disapprove/cancel.

The screenshot shows a web-based application for training request approval. At the top, there's a header bar with 'Personnel Development > Training Request Approval' and a 'Training Request Approval' link. Below the header is a summary section with fields: 'Code: BOT-TMM', 'Title: Training for the right Management of Money', 'Date: 11/02/2020 - 11/04/2020', and 'Time: 03:11 PM - 08:11 PM'. A blue callout box points to this section with the text: 'This will display the details of the training schedule'. Below this is a table listing four employees with their requested dates, names, departments, and current status (Approved, Disapproved, or Waitlisted). A red box highlights the first row. A black arrow points from a text box on the right to this table, which contains the text: 'List of employees who requested/scheduled to attend the training.' At the bottom of the table are search and filter icons, and a page navigation bar showing 'Page 1 of 1'. A 'Search' button is located to the left of the table. To the right of the table is a 'Close' button. Below the table are three large buttons: 'Approve' (green thumbs up icon), 'Disapprove' (red thumbs down icon), and 'Cancel' (grey circle with a red slash icon).

	Date Filed	Requested By	Department	Status
<input type="checkbox"/>	10/29/2020	Crosby, Laith	Accounting	Approved
<input type="checkbox"/>	10/30/2020	Lin, Khalil	Information Technology	Approved
<input type="checkbox"/>	10/30/2020	Logan, Magnus	Administration	Disapproved
<input type="checkbox"/>	10/30/2020	Ayson, Elize	Information Technology	Waitlisted

- End of Training Request Approval -

# Training Calendar

# Training Calendar

The Training Calendar will display the scheduled trainings.

## 1. Go to Personnel Development > Training Calendar

This is where you can view the Training Calendar which will show the scheduled trainings for the month

Click on a particular training schedule to view the details

## 2. You may hover your cursor on a training to easily view the title, venue, time & date.

25	26	27	28	
	<b>9a TRAINING FOR ALL</b>	<b>TRAINING FOR ALL: TRAINING FOR ALL</b> 09:00 am - 05:00 pm <b>Training Venue:</b> Zoom Meeting	<b>10a ONE: ONE Training</b>	

3. You may also click the training to see advance details of the training.
4. You may also add training attendees here as another option from selecting them from the training schedule.

The screenshot displays two overlapping windows from an HRIS application. On the left is the 'Training Schedule' window, which contains 'Training Schedule Details' (including training codes, dates, time, venue, and instructor) and a list of attendees (Barameda, Juanita Moreno; Dela Cruz, Juan Johnny; Delia, Nelly Amid; Domano, Koi, JR.). A red arrow points from the text 'You can view the training schedule details here' to the top right of the 'Training Schedule' window. Another red arrow points from the text 'You can view the attendees here' to the bottom right of the same window. A third red arrow points from the text 'Click on the ADD button to add an attendee' to the 'Add Attendees' button at the bottom of the 'Training Schedule' window. On the right is the 'Viewing the training calendar' window, showing a monthly calendar for September 2022. Blue boxes highlight the text 'You can view the training schedule details here' and 'You can view the attendees here'.

- End of Training Calendar -

# Satisfactory Form

# Satisfactory Form

The Satisfaction Survey can be used to get employees' feedback on a training they attended.

## How to setup a Satisfactory Survey?

1. Go to Personnel Development > Satisfactory Form

The screenshot shows the HRIS dashboard with a sidebar on the left containing various menu items under 'Personnel Development'. The 'Satisfactory Form' item is highlighted with a red box and a blue arrow points to it. The main area displays several charts and metrics. At the top right, there are icons for dashboard, change layout, and help, along with a welcome message for 'MARY CLAIRE ...'. Below the header, there are three cards: '36 Open Requests' (document icon), '0 Documents Processed (VTD)' (file icon), and '0 Document for Claiming' (thumb up icon). The main content area includes a bar chart titled 'Manpower Complement' showing employee counts across different categories, a horizontal bar chart titled 'Headcount by Employee Type' showing counts for different employee types, and a pie chart titled 'Headcount by Length of Service' showing the distribution of service length. To the right, there are two sections: 'Memorandum and Announcement' (with a note about no items on Whiteboard) and 'Task List' (with a note about no tasks on Whiteboard).

2. Fill the fields on the upper part.
3. Click on (+) button to add questions.

Satisfactory Survey »

Form Name:	<input type="text" value="Training Satisfactory Survey"/>	Company:	<input type="text" value="Evolve Tech Lifestyle, Inc."/> <span style="float: right;">✖ ▾</span>
Description:	<input type="text" value="This survey will let us know the satisfaction and suggestions of each attendees."/>		
Allow Anonymous:	<input checked="" type="radio"/> NO <span style="color: blue;">→</span> <span style="border: 1px solid blue; padding: 2px;">Toggle “yes” if anonymous answers are allowed.</span>	Multiple Sections:	<input checked="" type="radio"/> NO <span style="color: blue;">→</span> <span style="border: 1px solid blue; padding: 2px;">Toggle “yes” if the survey requires multiple sections.</span>
Greeting Message:	<input type="text" value="Good day! Please let us know your thoughts and experience about this training."/>		
Mandatory:	<input checked="" type="radio"/> YES <span style="color: blue;">→</span> <span style="border: 1px solid blue; padding: 2px;">Toggle “yes” if every trainee is required to answer this survey.</span>	Ending Message:	<input type="text" value="Thank you for your time answering this survey."/>

● Questions

ⓘ You can drag and drop rows to arrange its sort order.

Control Type	Required	Question	Options	Answer

3. Click here to add questions

🔍 🔍 + (navigation icons)

Page 1 of 0 | > >> 15 ▾

No records to view

4. Fill up the question form. Please see field guides on the right side.

5. Click "Save". Repeat from number 3 to add more questions.

The screenshot shows a software interface for managing survey questions. On the left, a modal window titled 'Question' is open, displaying settings for a new question. The 'Section' dropdown is set to 'Please select'. The 'Display Page' is set to '1'. The 'Sort Order' is '3'. The 'Type' is 'Star Rating'. The 'Required' field is set to 'NO'. The 'Question' text is 'How relevant was the training to your job and responsibilities?'. The 'Options' section contains a single entry: 'Enter Options'. The 'Points' section shows '0' for both points and percentage. The 'Answer' section has a text input 'Enter Answers' and a weight of '0 %'. Below the modal is a table listing five questions, each with a preview icon, a type (Star Rating or Multiline Textbox), a status (No), and the question text. The table includes search, filter, and pagination controls at the bottom. On the right, a blue sidebar titled 'How to setup a satisfaction survey' provides detailed explanations for various fields:

- Section:** If the survey has multiple selections, assign the question to the appropriate section
- Display Page:** Indicate which page the question will appear in
- Sort Order:** This will show the sort order of the question
- Type:** Select the type of question (Star Rating, radio button, textbox, etc.)
- Max Length:** For textbox questions, indicate the maximum length for the answer
- Required:** Indicate if the respondent is required to answer the question or if it is optional
- Question:** Enter the question here
- Option:** Enter the answer choices here (if applicable)
- Answer:** Enter the correct answer here (not applicable to Satisfaction surveys)
- Points:** Enter the number of points that will be awarded to the respondent for answering the question correctly (not applicable to Satisfaction Surveys)
- Weight:** Enter the percentage weight of this question towards the overall score (not applicable to Satisfaction Surveys)

At the bottom right of the interface are 'Save' and 'Close' buttons.

- End of Satisfactory Form -

# Training Evaluation Form

# TRAINING EVALUATION FORM

The Training Evaluation Survey can be used to gauge employees' knowledge on a training they attended.

## How to setup an Evaluation Form?

1. Go to Personnel Development > Training Evaluation Form

The screenshot shows the 'everything at work' software interface. On the left, there is a navigation sidebar with various categories like Talent Acquisition, Onboarding, Employee 201, HR Services, and Personnel Development. Under Personnel Development, 'Training Evaluation Form' is highlighted with a red box and has a large blue arrow pointing towards it from the left. The main dashboard area features several cards: '36 Open Requests' (blue card), '0 Documents Processed (YTD)' (teal card), and '0 Document for Claiming' (green card). Below these are two charts: 'Manpower Complement' (bar chart) and 'Headcount by Length of Service' (pie chart). To the right, there are two sections: 'Memorandum and Announcement' (with a note about no items on Whiteboard) and 'Task List' (with a note about no tasks on Whiteboard).

## 2. Click the (+) button to add an evaluation form.

Personnel Development > Training Evaluation Survey List

	Name	Description	Company
	Onboarding Evaluation Form	Onboarding Evaluation Form	Power Mac Center, Inc.
	Training evaluation sample	sample	Power Mac Center, Inc.

View 1 - 2 of 2

## 3. Fill the fields on the upper part.

## 4. Click the (+) button to add a question.

Training Evaluation Survey »

**Field Guide:**

- Form Name** - Enter a name for this survey form.
- Description** - Enter a description
- Allow Anonymous**: toggle “yes” if trainees are allowed to answer anonymously / unknown.
- Greeting Message**: Enter a greeting message that will appear initially on this evaluation form.
- Company** - select a company
- Multiple Section** - toggle “yes” if the evaluation has multiple parts.
- Mandatory** - toggle “yes” if this evaluation needs to be taken by all trainees.
- Ending Message** - Enter an ending message that will appear after the evaluation.

3

Form Name: ONE Evaluation Form  
Description: This will evaluate trainee's knowledge regarding the training  
Allow Anonymous: NO  
Greeting Message: Greetings! Kindly answer all the questions, you are given 15 minutes to take this quiz.  
Company: Evolve Tech Lifestyle, Inc.  
Multiple Sections: NO  
Mandatory: YES  
Ending Message: Thank you for your time.  
Have a nice day!

4

Questions

You can drag and drop rows to arrange its sort order.

Control Type	Required	Question	Options	Answer
--------------	----------	----------	---------	--------

No records to view

Save Close

5. Fill up the fields.

6. Click “Add” button.

The screenshot shows a 'Question' creation interface. At the top, there are fields for 'Section' (disabled), 'Display Page' (set to 'New Page'), 'Sort Order' (set to '1'), and 'Type' (set to 'Textbox'). Below these, a question is defined: 'Who is the CEO of Power Mac Center?'. Under 'Options', there is a placeholder 'Enter Options'. An 'Answer' field contains 'Lawrence C. Sison'. To the right, there are fields for 'Points' (1, 0) and 'Weight' (%). A large black arrow points from the 'Type' dropdown on the left towards a floating modal on the right. The modal lists various input types: Textbox (selected), Date Range Picker, Dropdown, Multiline Textbox, Multiselect Dropdown, Radio Option, Star Rating, Switch Option, Time Picker, and Time Range Picker. The 'Textbox' option is highlighted in blue.

#### Field Guide:

**Section-** if the survey has multiple section, assign the question to the appropriate selection, either way, this input box is disabled.

**Display Page-** indicate which page the question should appear.

**Sort Order** - this will show the sort order of the question.

**Type** - this will allow you to select user input field depending on which type of answer the question requires. (Ex. Radio button, text box, multiple text box, star rating etc.)

**Max Length** - this field is only able if selected type is a text box/multiple text box.

**Required** - toggle “yes” if this question if the trainee is required to answer this question.

**Question** - enter the question.

**Option** - enter the answer choices here (if applicable).

**Answer** - enter the correct answer here.

**Points** - enter number of points to be awarded if the answer is correct.

**Weight** - enter the percentage weight of this question towards the overall score.

-END of HR PORTAL PERSONNEL DEVELOPMENT-