



## SOFTWARE APPLICATION MANUAL

System:	Human Resource Information System	Date:	June 23, 2025
Portal URL	<a href="https://hr.hris-in-powermaccenter.com/">https://hr.hris-in-powermaccenter.com/</a>	Name:	EMPLOYEE 201 - HOW TO SET AN EMPLOYEE AS INACTIVE IN HRIS

**THIS GUIDE WILL HELP TO UPDATE A RESIGNED EMPLOYEE'S STATUS TO INACTIVE, AND INPUT THEIR SEPARATION AND CLEARANCE DATES IN THE HRIS SYSTEM.**

### Step 1: Login to HRIS Portal

The image is a composite of two photographs. The left side shows a laptop screen with a blue header that reads "HUMAN RESOURCE PORTAL". Below the header is a login form with fields for "Email" containing "mpbugas" and "Password" containing several dots. Below the form is a "SIGN IN" button with a right-pointing arrow. At the bottom of the screen, there is a logo for "everything at work" and some small text about the product version. The right side of the image shows a close-up of a person's hands typing on a laptop keyboard. In the background, a pair of sunglasses rests on the laptop trackpad.

## **Step 2: Go to Employee Profile**

1. Click the **≡ (hamburger menu)** at the top-left corner of the page.
  2. Navigate to: Employee 201
  3. Click the **“Employee Profile”** tab to view the list of employees.

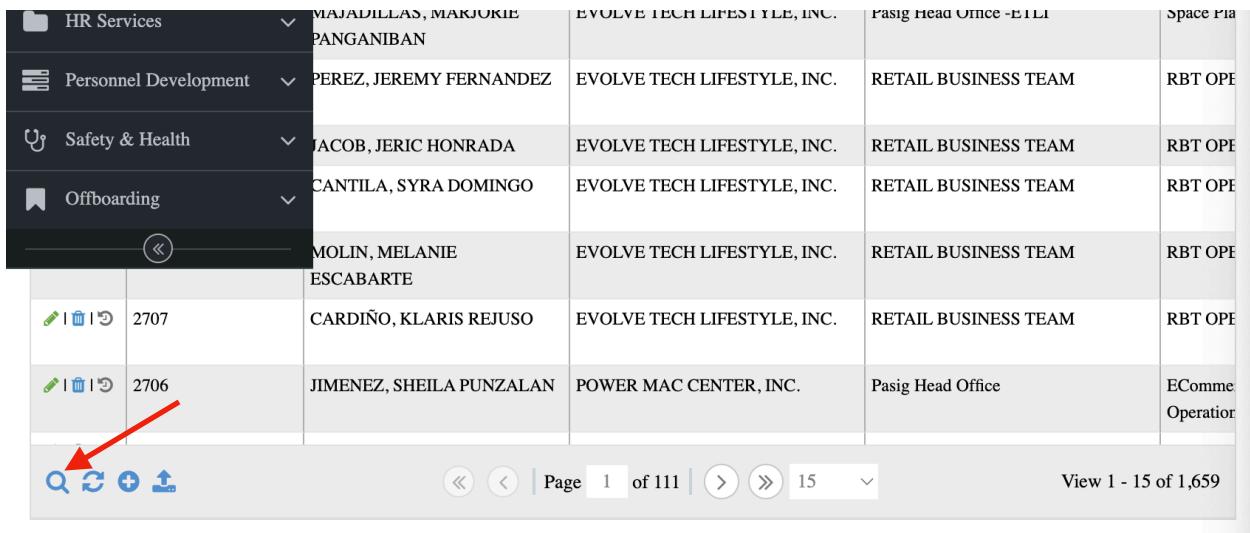
The screenshot shows a software interface titled "everything at work". The top navigation bar includes icons for user profile, notifications (7), and help. The left sidebar lists categories: Talent Acquisition, Onboarding, Employee 201 (selected), HR Services, Personnel Development, Safety & Health, and Offboarding. A red arrow points from the "Employee 201" category to the first row of the main table. The main table displays employee data across four columns: Employee, Company, Branch, and Department. The data rows are as follows:

Employee	Company	Branch	Department
MARQUEZ, JENNIFER OURDES CARREON	POWER MAC CENTER, INC.	RETAIL BUSINESS TEAM	RBT OPE
MAJADILLAS, MARJORIE PANGANIBAN	EVOLVE TECH LIFESTYLE, INC.	Pasig Head Office -ETLI	Space Pla
PEREZ, JEREMY FERNANDEZ	EVOLVE TECH LIFESTYLE, INC.	RETAIL BUSINESS TEAM	RBT OPE
JACOB, JERIC HONRADA	EVOLVE TECH LIFESTYLE, INC.	RETAIL BUSINESS TEAM	RBT OPE
CANTILA, SYRA DOMINGO	EVOLVE TECH LIFESTYLE, INC.	RETAIL BUSINESS TEAM	RBT OPE
MOLIN, MELANIE ESCARABARTE	EVOLVE TECH LIFESTYLE, INC.	RETAIL BUSINESS TEAM	RBT OPE
CARDIÑO, KLARIS REJUSO	EVOLVE TECH LIFESTYLE, INC.	RETAIL BUSINESS TEAM	RBT OPE
JIMENEZ, SHEILA PUNZALAN	POWER MAC CENTER, INC.	Pasig Head Office	EComme Operation

At the bottom, there are navigation icons for search, refresh, and sorting, along with page navigation (Page 1 of 111) and a footer message "View 1 - 15 of 1,659".

## Step 3: Search for the Resigned Employee

1. Use the search icon at the bottom.

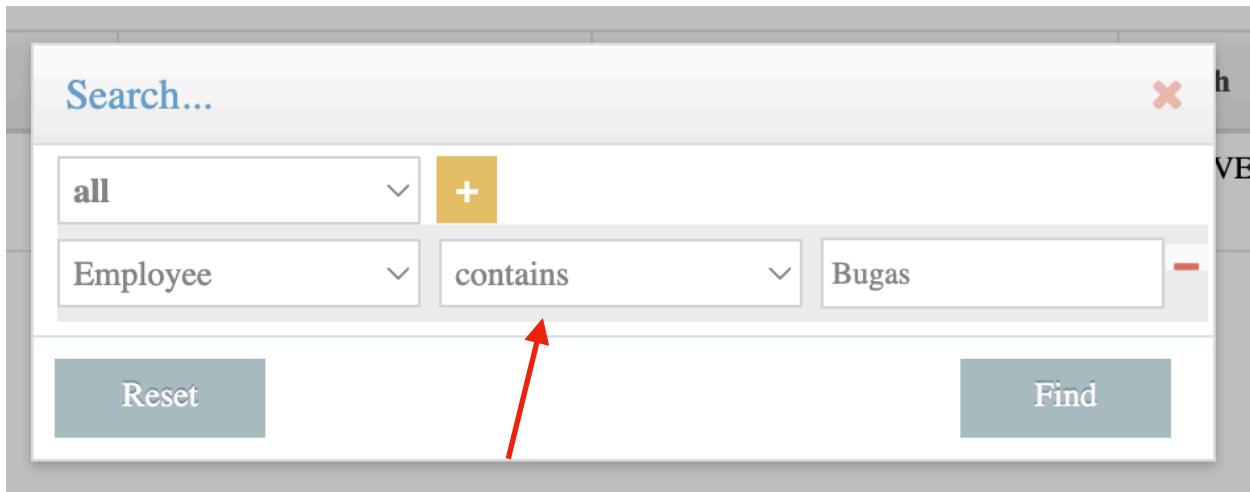


HR Services	VIAJADILLAS, MARJORIE PANGANIBAN	EVOLVE TECH LIFESTYLE, INC.	Pasig Head Office - ETLI	Space Plat
Personnel Development	PEREZ, JEREMY FERNANDEZ	EVOLVE TECH LIFESTYLE, INC.	RETAIL BUSINESS TEAM	RBT OPE
Safety & Health	JACOB, JERIC HONRADA	EVOLVE TECH LIFESTYLE, INC.	RETAIL BUSINESS TEAM	RBT OPE
Offboarding	CANTILA, SYRA DOMINGO	EVOLVE TECH LIFESTYLE, INC.	RETAIL BUSINESS TEAM	RBT OPE
	MOLIN, MELANIE ESCABARTE	EVOLVE TECH LIFESTYLE, INC.	RETAIL BUSINESS TEAM	RBT OPE
2707	CARDIÑO, KLARIS REJUSO	EVOLVE TECH LIFESTYLE, INC.	RETAIL BUSINESS TEAM	RBT OPE
2706	JIMENEZ, SHEILA PUNZALAN	POWER MAC CENTER, INC.	Pasig Head Office	ECommerce Operation

2. To filter your search:

- o By Employee Name:

- Select “Contains” as the filter.
  - Enter part or full name.



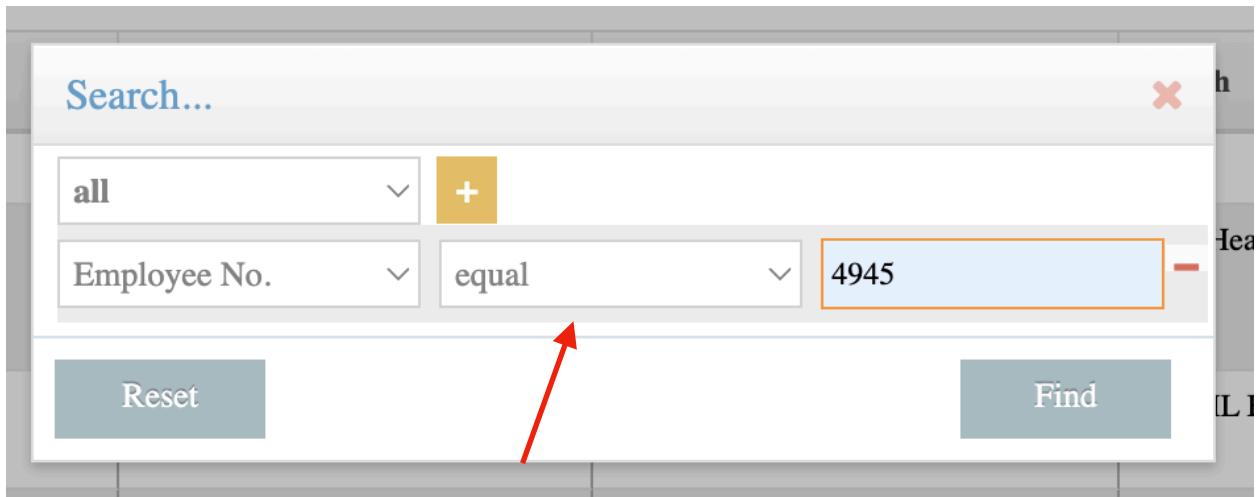
Search...

all +

Employee contains Bugsas

Reset Find

- **By Employee Number:**
  - Select “Equal” as the filter.
  - Input the exact employee number.



3. Click the **Find** to search.

#### **Step 4: Open Employee Profile for Editing**

- In the search results, find the resigned employee.
- On the left side, click the **Pencil Icon** to modify their profile.

	Employee No.	Employee	Company	Bio
	4945	BUGAS, MARIE JOYCE	EVOLVE TECH LIFESTYLE, INC.	E

## Step 5: Go to Employment Information Section

- Inside the employee profile, look at the tabs.
- Click “**Employment Information.**”

The screenshot shows the 'Employee Profile' page for 'MARIE JOYCE BUGAS'. At the top, there is a navigation bar with icons for notifications (7), bell, edit, and user profile, along with a welcome message 'Welcome, MARIE JOYCE ...'. Below the navigation bar, the page title is 'Employee Profile » MARIE JOYCE BUGAS'. A red arrow points down to the tabs at the top of the main content area. The tabs include 'Personal Details', 'Employee Profile', 'Employment Information' (which is highlighted in blue), 'Personnel Development', and 'Others'. Under the 'Employment Information' tab, a section titled 'Current Job Information' is expanded, showing fields for 'Employee No.: \*' (4945) and 'Access ID.:' (4945).

## Step 6: Set Employment Status to Inactive

- Find the **Employment Status** field.
- Click the dropdown and select “**Inactive.**”

The screenshot shows the same 'Employee Profile' page for 'MARIE JOYCE BUGAS'. A red arrow points to the 'Employment Status' dropdown menu, which is open and displays two options: 'Active' and 'Inactive'. The 'Inactive' option is highlighted with a blue background, indicating it has been selected. Other fields visible include 'Employee No.: \*' (4945), 'Access ID.:' (4945), 'Employee Type:' (DIRECT-PROBI), and 'Manpower Classification:' (Active).

## Step 7: Input Separation and Clearance Dates

- Scroll to the **Relevant Employment Dates** section (still under Employment Information).
- Fill out the following:
  - **Separation Date** – the employee's last day of work.
  - **Clearance Date** – the date the employee cleared all responsibilities.

The screenshot shows the 'Employee Profile' page for 'MARIE JOYCE BUGAS'. The top navigation bar includes icons for notifications (7), a bell, and a profile picture, along with the welcome message 'Welcome, MARIE JOYCE ...'. The main content area displays tabs for 'Personal Details', 'Employee Profile' (selected), 'Employment Information' (highlighted in blue), 'Personnel Development', and 'Others'. A sidebar on the left lists sections: 'Current Job Information', 'Area of Assignment', and 'Relevant Employment Dates' (expanded). The 'Relevant Employment Dates' section contains fields for 'Hire Date' (06/01/2025), 'Regularization Date', 'End of Contract Date', 'Due To' (dropdown: 'Please select'), 'Reason' (dropdown: 'Select an Option'), and 'Others'. The 'Separation Date' and 'Clearance Date' fields are highlighted with a red box, and a red arrow points to the 'Hire Date' field.

Required fields are denoted by (\*)

Save Close

Personal Details Employee Profile Employment Information Personnel Development Others

> Current Job Information  
> Area of Assignment  
Relevant Employment Dates

Hire Date: \* 06/01/2025 Separation Date:

Regularization Date:

End of Contract Date:

Due To: Please select

Reason: Select an Option

Others:

Rehire/Renewal Dates

## **Step 8: Save the Changes**

- Scroll to the bottom of the page.
- Click the “**Save**” button to apply all updates.

### **Completion:**

The employee's profile is now marked as **Inactive**, and the system will reflect both the separation and clearance dates.