



SOFTWARE APPLICATION MANUAL

System:	Human Resource Information System	Date:	August 2024
Portal URL	https://employee.hris-in-powermaccenter.com/	Name:	Employee Assignment

How to create Employee Assignment

-It is used to record the career movement of employees within their tenure in the company

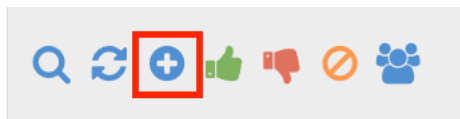
How to change the employee record from direct-probi to direct-regular in Employee Assignment.

Step 1: Log in HRIS Account, then go to Employee201 > Employee Assignment

The screenshot shows the 'everything at work' HRIS interface. On the left is a sidebar with a menu including 'Talent Acquisition', 'Onboarding', 'Employee 201', 'Employee Profile', 'Employee Assignment' (highlighted with a red box), 'Employee Area of Assignment', 'Employee Documents', 'Employee Numbers', 'Reports', 'HR Services', 'Personnel Development', 'Performance Management', 'Employee Relations', 'Safety & Health', and 'Offboarding'. The main area displays the 'Employee Assignment List' with a table containing columns: Reference No., Employee No., Employee, Movement Type, Effective Date, Assignment Type, Duration Start, Duration End, and Status. The table lists several employees with their respective assignment details. At the bottom of the table, there is a pagination bar showing 'Page 1 of 109' and a 'View 1 - 15 of 1,622' indicator.

Reference No.	Employee No.	Employee	Movement Type	Effective Date	Assignment Type	Duration Start	Duration End	Status
000972	2281	ABALO, APRIL	New	09/18/2017	Permanent			Approved
	3272	ABALOS, CHARLYN ROSALES	New	09/07/2022	Permanent			Approved
	275	ABANILLA, DRANREB PESIGAN	New	05/14/2012	Permanent			Approved
001651	4012	ABANTE, ROMA AMOR FERNANDEZ	New	03/16/2024	Permanent			Approved
001907	4188	ABARLE, MA. THERESA OBSEQUIO	New	06/01/2024	Permanent			Approved
001148	3447	ABARQUEZ, SHARMAINE BUSA	New	03/27/2023	Permanent			Approved
	2019	ABARRATIGUE, IRISH CUEVAS	New	07/21/2016	Permanent			Approved
000973	3278	ABASOLO, JENNY ANN CANDELARIA	New	09/07/2022	Permanent			Approved

Step 2: Click the + button to add employee.



Step 3:

Employee 201 > Employee Assignment

Employee Assignment »

Employee Name: ⋮ Click the 3 dot to select the employee

Reference No.:

Assignment Type: ☒ Permanent ☐ Temporary

Employee No:

Movement Type: Transfer

Period Covered: -

Effective Date:

Certified By:

Time Range: -

Remarks:

Position:

☐ Affects Salary

Status: 📄 Draft

➡ Submit ✕ Close

📁 Structural Unit 📋 Employment Classification

Previous Assignment

Company:

Branch:

Department:

New Assignment

Company:

Branch:

Department:

Step 4:

Select Employee				
Employee No	Employee Name	Department	Branch	
2281	ABALO, APRIL	APPLE AUTHORIZED SERVICE PROVIDER	APPLE AUTHORIZED SERVICE PROVIDER	
275	ABANILLA, DRANREB PESIGAN	RETAIL BUSINESS TEAM	RETAIL BUSINESS TEAM	
224	LEONORAS, CRONICA CERYL ABANTO	Finance	POWER MAC CENTER, INC.	
180	ABENOJA, TESSIE ASIÑERO	RETAIL BUSINESS TEAM	RETAIL BUSINESS TEAM	
666	ABLE, JOHN MARK TORRES	RETAIL BUSINESS TEAM	RETAIL BUSINESS TEAM	
169	AGARIN, MARY GRACE RAMOS	BASECAMP	PMC BUSINESS SYSTEMS. INC.	
44	AGREDA, LERNA AZARCON	ADMINISTRATION AND CORPORATE SERVICES	POWER MAC CENTER, INC.	
775	AGUSTIN, RAY ROBIN ZABLAN	RETAIL BUSINESS TEAM	RETAIL BUSINESS TEAM	
2280	ALCARAZ, MARCELINO TARUNAS	RETAIL BUSINESS TEAM	RETAIL BUSINESS TEAM	
704	ALCAZAR, ANJO ONIFA	APPLE AUTHORIZED SERVICE PROVIDER	POWER MAC CENTER, INC.	

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✕ Close

Click here to search employee

Step 5:

Select Employee				
Employee No	Employee Name	Department	Branch	
527	BASCUGUIN, DAPHNE CLAIRE ANAMA	APPLE AUTHORIZED SERVICE PROVIDER	APPLE AUTHORIZED SERVICE PROVIDER	
2880	AUSTERO, ANGELA CLAIRE CAONG-ONG	ADMINISTRATION AND CORPORATE SERVICES	Pasig Head Office	
3291	BEDUYA, MARY CLAIRE CARBONELL	MANAGEMENT INFORMATION SYSTEM	Pasig Head Office	

🔍 🔄 Page 1 of 1 > >> 15 ⌵ View 1 - 3 of 3

✕ Close

Click the + icon to select the employee

Then in Movement Type: Select the Regularization if you will change the status type of employee to DIRECT-REGULAR.

Employee 201 > Employee Assignment

Employee Assignment »

Employee Name: BEDUYA, MARY CLAIRE CARBONE ...	Reference No.:	Assignment Type: <input checked="" type="radio"/> Permanent <input type="radio"/> Temporary
Employee No: 3291	Movement Type: Transfer	Period Covered: -
Effective Date:	Certified By:	Time Range: -
Remarks:	Position:	<input type="checkbox"/> Affects Salary
Status: Draft		

Project Assignment
Promotion
Regularization
Transfer

Submit Close

Then fill up the Effective Date, Movement Type, Certified By, Position, select the assignment type if the changes are Permanent or Temporary and Check the Affects Salary if any changes in salary.

Employee 201 > Employee Assignment

Employee Assignment »

Employee Name: BEDUYA, MARY CLAIRE CARBONE ...	Reference No.:	Assignment Type: <input checked="" type="radio"/> Permanent <input type="radio"/> Temporary
Employee No: 3291	Movement Type: Regularization	Period Covered: -
Effective Date:	Certified By: Juan Dela Cruz	Time Range: -
Remarks:	Position: HR Manager	<input type="checkbox"/> Affects Salary
Status: Draft		

Submit Close

Then in Employee Classification, select the position to DIRECT-REG then click the submit button for approval of the request.

Employee Classification

Previous Assignment

Employee Type: DIRECT-PROBI
Position: SUPERVISOR
Job Rank: SUP
Job Grade:
Job Level:
Manpower Classification:

New Assignment

Employee Type: Select an Option
Position: DIRECT-PROBI DIRECT-REG SEASONAL AGENCY-HIRED
Job Rank:
Job Grade:
Job Level: Select an Option
Manpower Classification: Select an Option

Submit Close

Once the request is approved, the employee type in Employee Profile will change from: DIRECT-PROBI to DIRECT-REG in Employee 201.

Employee Type from: DIRECT-PROBI

[Employee Profile](#) » MARY CLAIRE C. BEDUYA

Required fields are denoted by (*)

[Save](#) [Close](#)

[Personal Details](#) [Employee Profile](#) [Employment Information](#) [Compensation & Benefits](#) [Personnel Development](#) [Others](#)

Current Job Information

Employee No.: *	3291	Position: *	SUPERVISOR
Access ID:	3291	Job Rank:	SUP
Employee Type: *	DIRECT-PROBI	Job Grade:	Select an Option
Employment Status: *	Active	Job Level:	Select an Option
Manpower Classification:	Please select	Man Hour Classification:	Please select
Union Member:	<input checked="" type="radio"/> NO		

> [Area of Assignment](#)

> [Relevant Employment Dates](#)

> [Rehire/Renewal Dates](#)

Employee Type to: DIRECT-REG

Employee 201 » [Employee Profile](#)

[Employee Profile](#) » MARY CLAIRE C. BEDUYA

Required fields are denoted by (*)

[Save](#) [Close](#)

[Personal Details](#) [Employee Profile](#) [Employment Information](#) [Compensation & Benefits](#) [Personnel Development](#) [Others](#)

Current Job Information

Employee No.: *	3291	Position: *	SUPERVISOR
Access ID:	3291	Job Rank:	SUP
Employee Type: *	DIRECT-REG	Job Grade:	Select an Option
Employment Status: *	Active	Job Level:	Select an Option
Manpower Classification:	Please select	Man Hour Classification:	Please select
Union Member:	<input checked="" type="radio"/> NO		

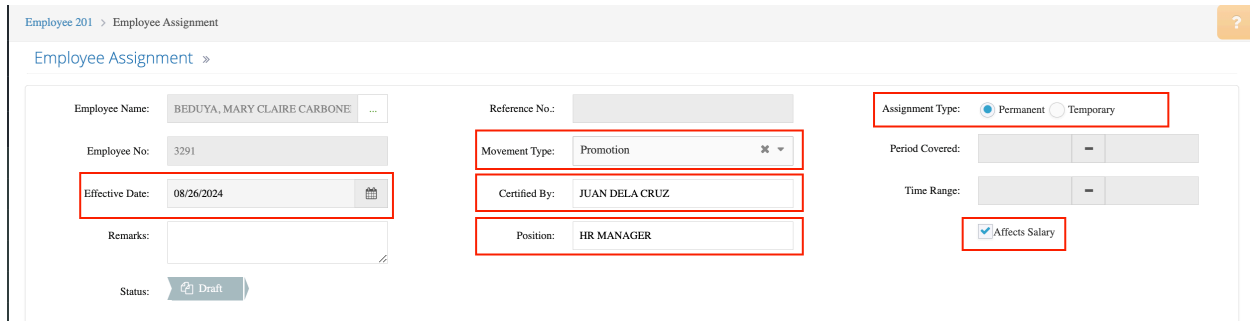
> [Area of Assignment](#)

> [Relevant Employment Dates](#)

> [Rehire/Renewal Dates](#)

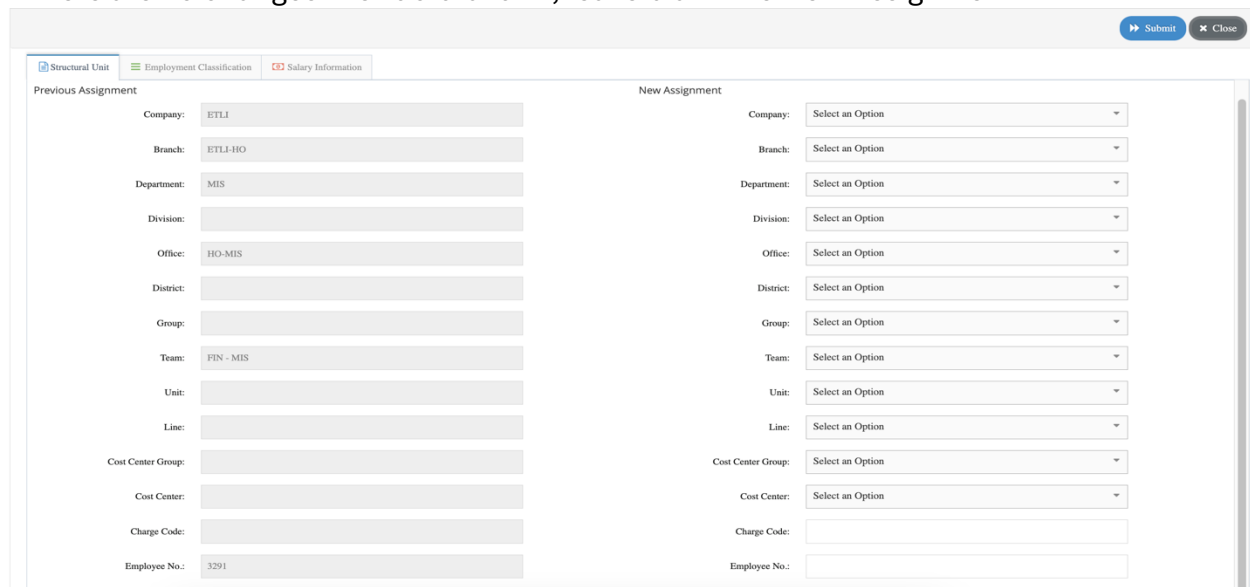
How to change the employee record for Job rank or promotion in Employee Assignment.

For promotion of employee, follow the step 1-5 above to select the employee, then fill up the Effective Date, Movement type, Certified By, Position and select the assignment type if the changes are Permanent or Temporary then check the Affect Salary if it affects the salary of the employee.



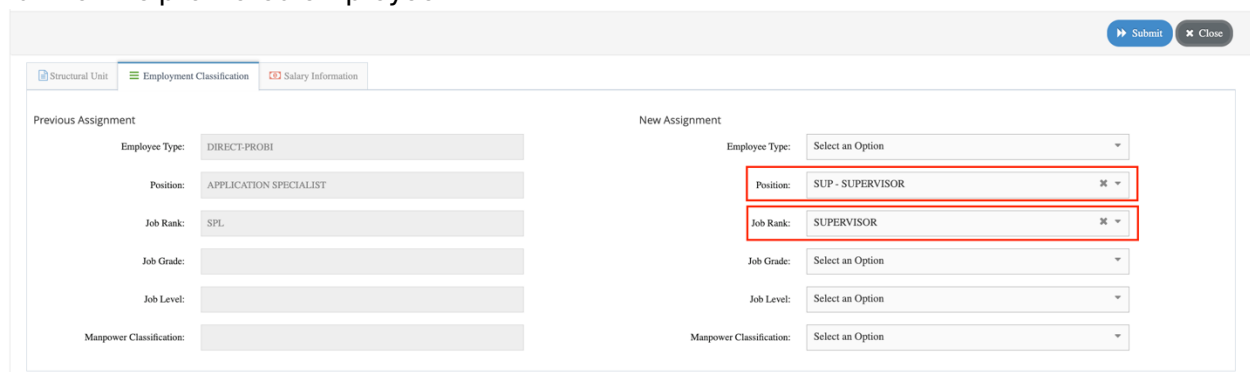
The screenshot shows the 'Employee Assignment' form. The 'Employee Name' is 'BEDUYA, MARY CLAIRE CARBONE' and the 'Employee No.' is '3291'. The 'Effective Date' is '08/26/2024'. The 'Movement Type' is 'Promotion', 'Certified By' is 'JUAN DELA CRUZ', and the 'Position' is 'HR MANAGER'. The 'Assignment Type' is set to 'Permanent' and the 'Affects Salary' checkbox is checked. The 'Status' is 'Draft'.

If there are no changes in structural unit, leave blank the New Assignment.



The screenshot shows the 'New Assignment' form. The 'Previous Assignment' section is filled with data: Company: ETLI, Branch: ETLI-HO, Department: MIS, Division: , Office: HO-MIS, District: , Group: , Team: FIN - MIS, Unit: , Line: , Cost Center Group: , Cost Center: , Charge Code: , Employee No.: 3291. The 'New Assignment' section has dropdown menus for Company, Branch, Department, Division, Office, District, Group, Team, Unit, Line, Cost Center Group, Cost Center, and Charge Code, all of which are currently blank.

In **Employment Classification** tab in New Assignment, select the new position and job rank of the promoted employee.



The screenshot shows the 'New Assignment' form with the 'Employment Classification' tab selected. The 'Previous Assignment' section is filled with data: Employee Type: DIRECT-PROBI, Position: APPLICATION SPECIALIST, Job Rank: SPL, Job Grade: , Job Level: , Manpower Classification: . The 'New Assignment' section has dropdown menus for Employee Type, Position, Job Rank, Job Grade, Job Level, and Manpower Classification. The 'Position' is set to 'SUP - SUPERVISOR' and the 'Job Rank' is set to 'SUPERVISOR'.

Salary Information will be shown once you check the affect salary.

In **Salary Factor** select Daily, Fortnightly, Hourly or Daily.

In **Salary Rate** Select PHP then input the new salary in text field.

In **Min. Take Home Pay** select Amount or Percentage then input the amount or percentage below text field.

Once done, click the Submit button for approval.

☒ Affects Salary

The screenshot shows the 'Salary Information' tab in a web application. A red box highlights the 'Submit' button in the top right corner. Another red box highlights the input fields for 'Salary Factor' (set to 'Monthly'), 'Salary Rate' (set to 'PHP' with a value of '16,000.00'), and 'Min. Take Home Pay' (set to 'Percentage' with a value of '10.00').

Once the request is approved, the details of employee in Employee 201 will change based on your request in Employee Assignment.

From: before approval of request in Employee Assignment.

Employee Profile > MARY CLAIRE C. BEDUYA

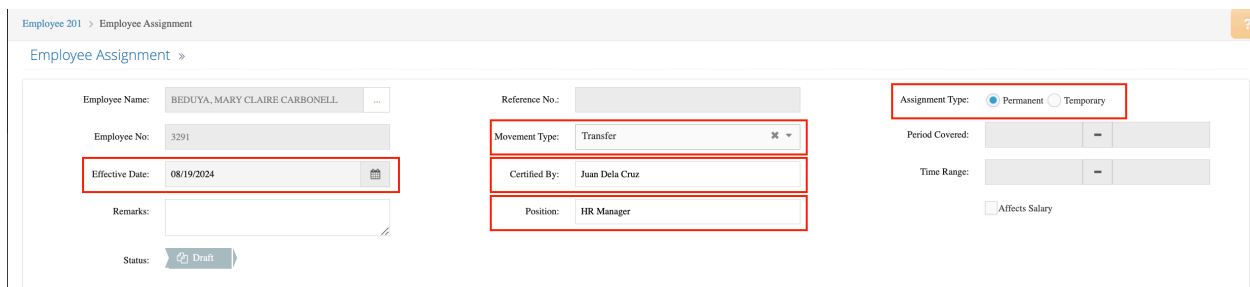
The screenshot shows the 'Employee Profile' page for MARY CLAIRE C. BEDUYA. The 'Current Job Information' section is expanded. Red boxes highlight the 'Position' field (set to 'APPLICATION SPECIALIST') and the 'Job Rank' field (set to 'SPL'). Other fields include Employee No. (3291), Access ID (3291), Employee Type (DIRECT-PROBI), Employment Status (Active), Manpower Classification (Please select), and Union Member (NO).

To: after the approval of request in Employee Assignment.

The screenshot shows the 'Employee Profile' page for MARY CLAIRE C. BEDUYA after the request has been approved. The 'Current Job Information' section is expanded. Red boxes highlight the 'Position' field (set to 'SUPERVISOR') and the 'Job Rank' field (set to 'SUPERVISOR'). Other fields remain the same as in the previous screenshot.

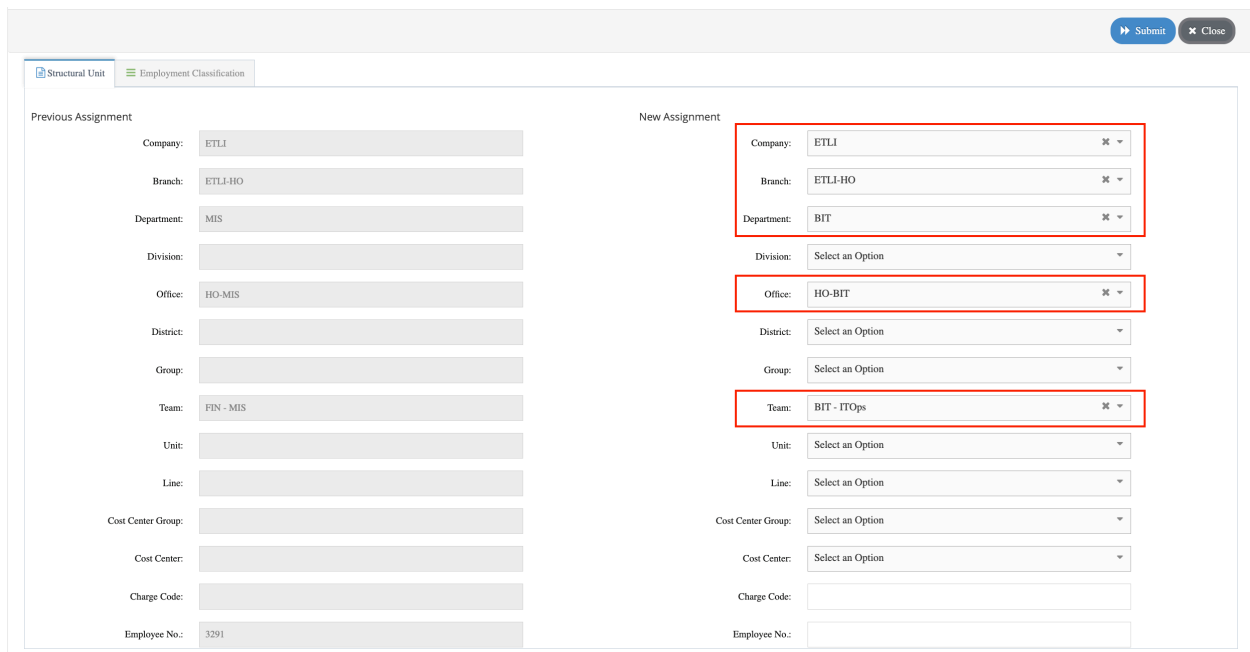
How to change the employee record for transfer of Company/Area of assignment in Employee Assignment.

For lateral transfer of employee, follow the step 1-5 above to select the employee, then fill up the Effective Date, Movement Type, Certified By, Position and select the assignment type if the changes are Permanent or Temporary then check the Affect Salary if it affects the salary of the employee.



The screenshot shows the 'Employee Assignment' form. The 'Employee Name' field is populated with 'BEDUYA, MARY CLAIRE CARBONELL' and 'Employee No.' with '3291'. The 'Effective Date' is set to '08/19/2024'. The 'Movement Type' is 'Transfer', 'Certified By' is 'Juan Dela Cruz', and 'Position' is 'HR Manager'. The 'Assignment Type' is set to 'Permanent'. The 'Period Covered' and 'Time Range' fields are empty. The 'Remarks' field is empty. The 'Status' is 'Draft'. The 'Affects Salary' checkbox is unchecked.

In **Structural Unit** tab in New Assignment field, select the new company, branch, department, division, office, division, group, team, unit, line, cost center group and cost center. Leave blank if you don't need to update the other details.



The screenshot shows the 'Structural Unit' tab in the 'New Assignment' field. The 'Previous Assignment' section shows the current assignment details: Company: ETLI, Branch: ETLI-HO, Department: MIS, Division: , Office: HO-MIS, District: , Group: , Team: FIN - MIS, Unit: , Line: , Cost Center Group: , Cost Center: , Charge Code: , Employee No.: 3291. The 'New Assignment' section shows the new assignment details: Company: ETLI, Branch: ETLI-HO, Department: BIT, Division: Select an Option, Office: HO-BIT, District: Select an Option, Group: Select an Option, Team: BIT - ITOps, Unit: Select an Option, Line: Select an Option, Cost Center Group: Select an Option, Cost Center: Select an Option, Charge Code: , Employee No.: .

Then go to **Employment Classification** tab if you also need to change the position or job rank. If not, leave blank then click the **Submit** button for approval.

[Submit](#) [Close](#)

[Structural Unit](#)
[Employment Classification](#)

Previous Assignment

Employee Type: DIRECT-PROBI
Position: SUPERVISOR
Job Rank: SUP
Job Grade:
Job Level:
Manpower Classification:

New Assignment

Employee Type: Select an Option
Position: Select an Option
Job Rank: Select an Option
Job Grade: Select an Option
Job Level: Select an Option
Manpower Classification: Select an Option

Once the request is approved, the details of employee in Employee 201 will change based on your request in Employee Assignment.

Employee 201 > Employee Profile

Employee Profile > MARY CLAIRE C. BEDUYA

Required fields are denoted by (*)

[Save](#) [Close](#)

[Personal Details](#)
[Employee Profile](#)
[Employment Information](#)
[Compensation & Benefits](#)
[Personnel Development](#)
[Others](#)

Current Job Information

Area of Assignment

Company: * EVOLVE TECH LIFESTYLE, INC.
Branch: * Pasig Head Office
Department: * MANAGEMENT INFORMATION SYSTEM
Office: HO - MANAGEMENT INFORMATION SYSTEM
Unit: Please select
Division: Please select
Group: Please select

District: Please select
Location: Please select
Project: Please select
Cost Center: Please select
Line: Please select
Team: MIS
Charge Code:

Relevant Employment Dates
Rehire/Renewal Dates

Employee 201 > Employee Profile

Employee Profile > MARY CLAIRE C. BEDUYA

Required fields are denoted by (*)

[Save](#) [Close](#)

[Personal Details](#)
[Employee Profile](#)
[Employment Information](#)
[Compensation & Benefits](#)
[Personnel Development](#)
[Others](#)

Current Job Information

Area of Assignment

Company: * EVOLVE TECH LIFESTYLE, INC.
Branch: * Pasig Head Office
Department: * Business Information Technology
Office: HO-Business Information Technology
Unit: Please select
Division: Please select
Group: Please select

District: Please select
Location: Please select
Project: Please select
Cost Center: Please select
Line: Please select
Team: Information Technology Operations
Charge Code:

Relevant Employment Dates
Rehire/Renewal Dates

How to approve the request in Employee Assignments

Check the box button to select the employee then click the Thumbs up button to approve the request.

Employee 201 > Employee Assignment List

Employee Assignment List »

<input type="checkbox"/>	Reference No.	Employee No.	Employee	Movement Type	Effective Date	Assignment Type	Duration Start	Duration End	Status
<input type="checkbox"/>	001004	3291	BEDUYA, MARY CLAIRE CARBONELL	New	10/07/2022	Permanent			Approved
<input type="checkbox"/>		3291	BEDUYA, MARY CLAIRE CARBONELL	Regularization	03/08/2023	Permanent			Cancelled
<input type="checkbox"/>		3291	BEDUYA, MARY CLAIRE CARBONELL	Promotion	08/08/2024	Permanent			Disapproved
<input checked="" type="checkbox"/>		3291	BEDUYA, MARY CLAIRE CARBONELL	Regularization	08/09/2024	Permanent			For Approval

Search, Refresh, Select, Approve, Disapprove, Filter icons

Page 1 of 1 15

View 1 - 4 of 4

Click Yes.

Message

Are you sure you want to approve selected record(s)?

Yes No