



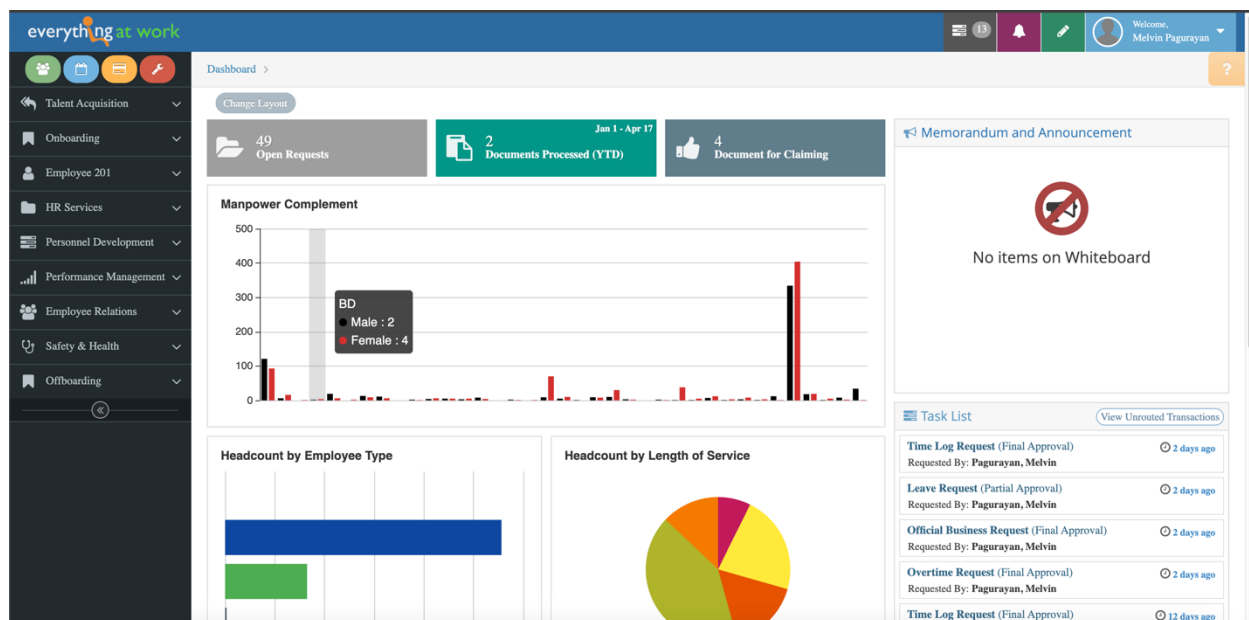
## SOFTWARE APPLICATION MANUAL

<b>System:</b>	<b>Human Resource Information System</b>	<b>Date:</b>	<b>April, 2024</b>
<b>Portal URL</b>	<a href="https://employee.hris-in-powermaccenter.com/">https://employee.hris-in-powermaccenter.com/</a>	<b>Name:</b>	Employee 201 Module – HR Access

### Employee 201 Module

- This module will allow the user to record/save the new employee details in HRIS System.

### HR Portal – Dashboard





## SOFTWARE APPLICATION MANUAL

<b>System:</b>	<b>Human Resource Information System</b>	<b>Date:</b>	<b>April, 2024</b>
<b>Portal URL</b>	<b>https://employee.hris-in-powermaccenter.com/</b>	<b>Name:</b>	<b>Employee 201 Module – HR Access</b>

## How to Add employee profile manually

### 1. Click Employee Profile, then click Personal Details

### 2. Fill up all the required field.





## SOFTWARE APPLICATION MANUAL

<b>System:</b>	<b>Human Resource Information System</b>	<b>Date:</b>	<b>April, 2024</b>
<b>Portal URL</b>	<b>https://employee.hris-in-powermaccenter.com/</b>	<b>Name:</b>	<b>Employee 201 Module – HR Access</b>

### 5. Once done, Click Add Button

Contact Information

City Address :

123

:

Sample Subdi

:

Sample Barangay

:

Sample City

:

Sample Province

:

1823

Phone Number :

09528371234

Google Mail :

Provincial Address ::

House No., Street Name

:

Subdivision

:

Barangay

:

Municipality/City

:

Province

:

Zip Code

Mobile Number

:

Yahoo Mail :

Email Address:

sample@powermaccenter.coi

Facebook :

Twitter :

Skype :

LinkedIn :

Instagram :

Youtube :

Google Plus :

Add

Close

### 6. Next, Click Employee Profile then, Go to Emergency Contact then fill up the form.

[Employee Profile](#) Melvin - Test Pagurayan

Required fields are denoted by (\*)

Save

Close

Personal Details

Employee Profile

Employment Information

Compensation & Benefits

Personnel Development

Others

Family Background

Educational Background

Emergency Contact

Character Reference

Tax & Govt-related Info

Past Employment

In case of emergency, please contact:

Emergency Contact :

Relationship:

Address:

Contact Number:

Important Needs:

Special Medical Needs:

Drug Allergies:



## SOFTWARE APPLICATION MANUAL

<b>System:</b>	<b>Human Resource Information System</b>	<b>Date:</b>	<b>April, 2024</b>
<b>Portal URL</b>	<b>https://employee.hris-in-powermaccenter.com/</b>	<b>Name:</b>	<b>Employee 201 Module – HR Access</b>

7. Once Done, go to Tax & Govt-related Info then select the required field.

### Sample:

Personal DetailsEmployee ProfileEmployment InformationCompensation & BenefitsPersonnel DevelopmentOthers

Family BackgroundEducational BackgroundEmergency ContactCharacter ReferenceTax & Govt-related InfoPast Employment

In case of emergency, please contact:

Emergency Contact :karl Tabilla

Relationship:Grandfather

Address:Pasig, Marikina City

Contact Number:09123456789

Important Needs:

Special Medical Needs:None

Drug Allergies:None

### Sample:

Required fields are denoted by (\*)

SaveClose

Personal DetailsEmployee ProfileEmployment InformationCompensation & BenefitsPersonnel DevelopmentOthers

Family BackgroundEducational BackgroundEmergency ContactCharacter ReferenceTax & Govt-related InfoPast Employment

TIN:

SSS:

PhilHealth:

Pagibig:

Applicable Tax: \*Withholding Tax on Compensation

Tax Exemption Status: S

Husband waives claim of dependents: NO

Substituted Filing: YES

Solo Parent: NO

ID/Certificate:



## SOFTWARE APPLICATION MANUAL

<b>System:</b>	<b>Human Resource Information System</b>	<b>Date:</b>	<b>April, 2024</b>
<b>Portal URL</b>	<b>https://employee.hris-in-powermaccenter.com/</b>	<b>Name:</b>	<b>Employee 201 Module – HR Access</b>

- Then go to Employee information's then select current job information, then fill up all the necessary field.

Required fields are denoted by (\*)

Save Close

Personal Details Employee Profile **Employment Information** Compensation & Benefits Personnel Development Others

Current Job Information

Employee No.: \* 100009 Position: \* Application Specialist

Access ID: 100009 Job Rank: Select an Option

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: ☒ YES ☐ NO

> Area of Assignment

> Relevant Employment Dates

> Rehire/Renewal Dates

- Then Go to Area of Assignment then select the required field.

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. ✕ District: Please select

Branch: \* Pasig Head Office ✕ Location: Please select

Department: \* Business Information Technology ✕ Project: Please select

Office: Please select Cost Center: Please select

Unit: Please select Line: Please select

Division: Please select Team: Please select

Group: Please select Charge Code:

> Relevant Employment Dates



## SOFTWARE APPLICATION MANUAL

<b>System:</b>	<b>Human Resource Information System</b>	<b>Date:</b>	<b>April, 2024</b>
<b>Portal URL</b>	<b>https://employee.hris-in-powermaccenter.com/</b>	<b>Name:</b>	<b>Employee 201 Module – HR Access</b>

11. Then Go to Relevant Employment Dates, then click Save to save the record.

Required fields are denoted by (\*)

Save Close

Personal Details Employee Profile Employment Information Compensation & Benefits Personnel Development Others

> Current Job Information

> Area of Assignment

> Relevant Employment Dates

Hire Date: \* 03/18/2024

Regularization Date:

End of Contract Date:

Due To: Please select

Reason: Select an Option

Others:

Separation Date:

Clearance Date:

> Rehire/Renewal Dates

## How to Add employee profile mass upload

1. Go to Employee Profile, then select the icon in sample below picture.

Employee 201 > Employee Profile List

Employee Profile List

Search Filters

Employee No.	Employee	Company	Branch	Department	Office	Cost Center
001	SISON, LAWRENCE CAW	Power Mac Center, Inc.	Pasig Head Office	Executive Office	Head Office	HO - Office Of The
002	TAN, MYRABELLE CHUA	Power Mac Center, Inc.	Pasig Head Office	Executive Office	Head Office	HO - Office Of The
005	SUMAGANG, GINA BELARMINO	Power Mac Center, Inc.	Pasig Head Office	Administration and Corporate Services	Head Office	HO - Administratio
100009	Pagurayan, Melvin - Test	Evolve Tech Lifestyle, Inc.	Pasig Head Office	Business Information Technology		
101	MARANAN, LOUELA GARCIA	Power Mac Center, Inc.	Branches RBT	Retail Business Team	Retail Business Team - SM City Calamba	SM City Calamba
1010	ARCEGA, BRUCE BRYAN DEGOMA	Pismo Digital Lifestyle, Inc.	Branches RBT	Retail Business Team	Retail Business Team - Megamall	Megamall
101010	Deia Cruz, Juan Santos	Evolve Tech Lifestyle, Inc.	Pasig Head Office	Business Information Technology		
101011	Serrano, Marie Test	Evolve Tech Lifestyle, Inc.	Pasig Head Office	Business Information Technology		

Page 1 of 67

View 1 - 15 of 1,004







<b>System:</b>	<b>Human Resource Information System</b>	<b>Date:</b>	<b>April, 2024</b>
<b>Portal URL</b>	<a href="https://employee.hris-in-powermaccenter.com/">https://employee.hris-in-powermaccenter.com/</a>	<b>Name:</b>	Employee 201 Module – HR Access

## Sample:

[illegible][illegible][illegible]

Emergency Contact					
In case of emergency, please contact:				Important Needs:	
Name	Relationship	Address	Contact Number	Special Medical Needs	Drug Allergies
TEST MOTHER	MOTHER	TEST ADDRESS	9396609999	MAINTENANCE MED	N/A



## SOFTWARE APPLICATION MANUAL

<b>System:</b>	Human Resource Information System	<b>Date:</b>	April, 2024
<b>Portal URL</b>	<a href="https://employee.hris-in-powermaccenter.com/">https://employee.hris-in-powermaccenter.com/</a>	<b>Name:</b>	Employee 201 Module – HR Access

### EMPLOYEE PROFILE

#### Tax & Govt. Related Info

TIN	SSS	PhilHealth	Pagibig	Applicable Tax	Tax Exemption Status/ATC	Husband waives claim of dependents
232-222-222-000	04-1111111-61	08-11111111-4	109001111111	Withholding Tax on Com Z		

#### Current Job Information

Employee No.	Access Id	Employee Type	Employment Status	Manpower Classification	Position	Job Rank	Job Grade	Job Level
100190	100190	AGENCY HIRED	Active		SG-REGULAR	SL		SL1

### EMPLOYMENT INFORMATION

#### Area of Assignment

Company	Branch	Department	Office	Unit	Division	Group	District	Location	Project
AGENCY	AGENCY - BULLDOG RBT		BR-122	PMCI					

#### RELEVANT EMPLOYMENT DATES

Cost Center	Line	Team	Hire Date	Regularization Date	End of Contract Date	Due To	Reason	Others
BR-122		RBG - Phoenix	9/8/11					

### SALARY INFORMATION

		Salary Rate		Minimum Take Home Pay	
Effective Date	Salary Factor	Currency	Amount	Min. Take Home Pay	Value
9/8/11	Daily	PHP	600		0



## SOFTWARE APPLICATION MANUAL

<b>System:</b>	<b>Human Resource Information System</b>	<b>Date:</b>	<b>April, 2024</b>
<b>Portal URL</b>	<b>https://employee.hris-in-powermaccenter.com/</b>	<b>Name:</b>	<b>Employee 201 Module – HR Access</b>

- Once done with form, go to HR portal then Employee 201 module then Employee profile.

Employee 201 > Employee Profile List

Employee Profile List >

Search Filters

Go to Employee 201, then click Employee Profile ①

Employee No.	Employee	Company	Branch	Department	Office	Cost Center
2528	SIACON, LUCILLE ORIGINAL	Evolve Tech Lifestyle, Inc.	Branches RBT	Retail Business Team	Retail Business Team - Festive Walk Iloilo	Festive Walk Iloilo
2548	VILLASIS, LELAND JOSEPH ALDEA	Evolve Tech Lifestyle, Inc.	Branches RBT	Retail Business Team	Retail Business Team - Festive Walk Iloilo	Festive Walk Iloilo
2646	VILLEGAS, CHRISTOPHER BIÑAS	Evolve Tech Lifestyle, Inc.	Branches RBT	Retail Business Team	Retail Business Team - SM Dasmariñas	SM Dasmariñas
2628	VIRGO, GRACE ANN CIBALA	Evolve Tech Lifestyle, Inc.	Branches RBT	Retail Business Team	Retail Business Team - Puerto Princesa	SM Puerto Princesa
2586	GENCIANA, BRIAN JASPER TRILLANES	Mobilecare Services Philippines, Inc.	Service Center	Apple Authorized Service Provider	Apple Authorized Service Provider - Festive Walk Iloilo	ASP - Festive Walk Iloilo
2581	COPON, JOYCE ANN BELMONTE	Mobilecare Services Philippines, Inc.	Service Center	Apple Authorized Service Provider	Apple Authorized Service Provider - SM Marikina	ASP - Festive Walk Iloilo
2570	GASPAR, JASPER JAN CARLO REYES	Mobilecare Services Philippines, Inc.	Service Center	Apple Authorized Service Provider	Apple Authorized Service Provider - Podium	ASP - Podium

Click Service Center for mass upload

Page 1 of 67

View 1 - 15 of 1,004

Select EmployeeProfileMainInformation in File Import Code

Import File

File Import Code: EmployeeProfileMainInformation

Description: For the importing of main information of employees

Upload File: No File ... Choose

☐ Update

Download Template Upload Cancel

Employee	Office
SIACON, LUCILLE	Retail Business Team Festive Walk Iloilo
VILLASIS, LELAND JOSEPH ALDEA	Retail Business Team Festive Walk Iloilo
VILLEGAS, CHRISTOPHER BIÑAS	Retail Business Team Dasmariñas
VIRGO, GRACE ANN CIBALA	Retail Business Team Puerto Princesa
GENCIANA, BRIAN JASPER TRILLANES	Apple Authorized Service Provider - Festive Walk Iloilo
COPON, JOYCE ANN BELMONTE	Apple Authorized Service Provider - SM Marikina
GASPAR, JASPER JAN CARLO REYES	Apple Authorized Service Provider - Podium



## SOFTWARE APPLICATION MANUAL

<b>System:</b>	<b>Human Resource Information System</b>	<b>Date:</b>	<b>April, 2024</b>
<b>Portal URL</b>	https://employee.hris-in-powermaccenter.com/	<b>Name:</b>	Employee 201 Module – HR Access

### Import File

Select the upload file

File Import Code: EmployeeProfileMainInformation

Description: For the importing of main information of employees

Upload File: 

EmployeeProfileMainInformation

Change

☐ Update

Then, click upload

Download Template

Upload

Cancel



SOFTWARE APPLICATION MANUAL			
System:	Human Resource Information System	Date:	April, 2024
Portal URL	<a href="https://employee.hris-in-powermaccenter.com/">https://employee.hris-in-powermaccenter.com/</a>	Name:	Employee 201 Module – HR Access



SOFTWARE APPLICATION MANUAL			
System:	Human Resource Information System	Date:	April, 2024
Portal URL	<a href="https://employee.hris-in-powermaccenter.com/">https://employee.hris-in-powermaccenter.com/</a>	Name:	Employee 201 Module – HR Access



SOFTWARE APPLICATION MANUAL			
System:	Human Resource Information System	Date:	April, 2024
Portal URL	<a href="https://employee.hris-in-powermaccenter.com/">https://employee.hris-in-powermaccenter.com/</a>	Name:	Employee 201 Module – HR Access



SOFTWARE APPLICATION MANUAL			
System:	Human Resource Information System	Date:	April, 2024
Portal URL	<a href="https://employee.hris-in-powermaccenter.com/">https://employee.hris-in-powermaccenter.com/</a>	Name:	Employee 201 Module – HR Access





SOFTWARE APPLICATION MANUAL			
System:	Human Resource Information System	Date:	April, 2024
Portal URL	<a href="https://employee.hris-in-powermaccenter.com/">https://employee.hris-in-powermaccenter.com/</a>	Name:	Employee 201 Module – HR Access



SOFTWARE APPLICATION MANUAL			
System:	Human Resource Information System	Date:	April, 2024
Portal URL	<a href="https://employee.hris-in-powermaccenter.com/">https://employee.hris-in-powermaccenter.com/</a>	Name:	Employee 201 Module – HR Access