

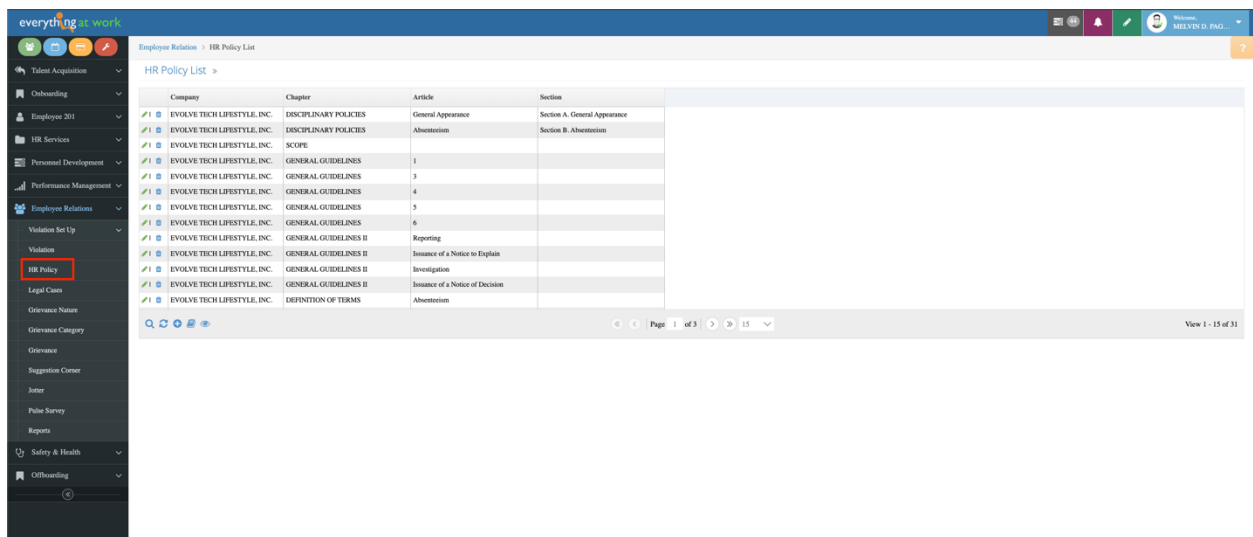


SOFTWARE APPLICATION MANUAL

System:	Human Resource Information System	Date:	April 2025
Portal URL	https://employee.hris-in-powermaccenter.com/	Name:	HR Policy Setup

How to setup HR Policy

Step 1: Log in HRIS Account, then go to Employee Relations > HR Policy




To add new Policy

To view/preview the created Policy

To monitor who viewed the Displayed Policy in Employee



Step 2: to create new policy, click the  button.

Step 3: Select the company you will deploy the Policy, then in Chapter tab, Input the chapter Sequence then input the chapter title (All required field).

Note: **Chapter, Article and Section** sequence - the numbering will be displayed based on your defined number sequence pattern. When you view the items, they will be organized according to the numbering format you've established in the system.

Sample:
Chapter Field

Employee Relations > HR Policy

HR Policy »

Company

EVOLVE TECH LIFESTYLE, INC.

Chapter

Article

Section

Chapter Sequence

6

Chapter Title

DISCIPLINARY POLICIES

Image size should not exceed 1287(height) x 910(width) pixels.

Content

A T1 B I S U List Table Media Image Link Font Color Undo Redo

Save

Close

Article Field

Step 4: Input the article sequence then input the Article title then input the context (All field is not required).

Employee Relations > HR Policy

HR Policy >

CompanyEVOLVE TECH LIFESTYLE, INC.

ChapterArticleSection

Article Sequence2

Article TitleAbsenteeism

Image size should not exceed 1287(height) x 910(width) pixels.

Content

Employees are required to be present on a regular working day unless with authorized leaves.

Leave application must be filed at least three (3) days prior to the intended absence. In cases of sickness or emergency, employees must notify their Immediate Superior within two (2) hours prior to their scheduled time-in. A leave application must be filed within twenty four (24) hours upon return to work.

SaveClose

Section Field

Step 5: Input the Section Sequence then input the Section title then input the context (All field is not required).

Employee Relations > HR Policy

HR Policy >

CompanyEVOLVE TECH LIFESTYLE, INC.

ChapterArticleSection

Section Sequence2

Section TitleSection B. Absenteeism

Image size should not exceed 1287(height) x 910(width) pixels.

Content

VIOLATION	TYPE OF OFFENSE	OFFENSE DESCRIPTION	1ST INFRACTION	2ND INFRACTION	3RD INFRACTION	4TH INFRACTION	5TH INFRACTION	6TH INFRACTION
1. Failure to file a leave application prior to absence or within twenty four (24) hours upon return to work for at least (3) three time	A	Less Serious Offense	Written Reprimand	Suspension for 1 working day without pay	Suspension for 3 working days without pay	Suspension for 1 week without pay	Suspension for 2 weeks without pay	Dismissal
2. Unauthorized Absences at least two (2) working days within a calendar month.	B	Less Serious Offense	Written Reprimand	Suspension for 1 working day without pay	Suspension for 3 working days without pay	Suspension for 1 week without pay	Suspension for 2 weeks without pay	Dismissal
3. Unauthorized Absences for at least three (3) or more consecutive days. Note: A Notice to Pardon with Return To	E	Dismissal						

SaveClose

Step 6: Then click the save button.

Employee Relations > HR Policy

HR Policy >

Company: EVOLVE TECH LIFESTYLE, INC.

Section Sequence: 2

Section Title: Section B. Absenteeism

Content:

Image size should not exceed 1287(height) x 910(width) pixels.

VIOLATION	TYPE OF OFFENSE	OFFENSE DESCRIPTION	1ST INFRACTION	2ND INFRACTION	3RD INFRACTION	4TH INFRACTION	5TH INFRACTION	6TH INFRACTION
1. Failure to file a leave application prior to absence or within twenty four (24) hours upon return to work for at least (3) three time	A	Less Serious Offense	Written Reprimand	Suspension for 1 working day without pay	Suspension for 3 working days without pay	Suspension for 1 week without pay	Suspension for 2 weeks without pay	Dismissal
2. Unauthorized Absences at least two (2) working days within a calendar month.	B	Less Serious Offense	Written Reprimand	Suspension for 1 working day without pay	Suspension for 3 working days without pay	Suspension for 1 week without pay	Suspension for 2 weeks without pay	Dismissal
3. Unauthorized Absences for at least three (3) or more consecutive days. Note: A Notice to Explain with Return To	E	Dismissal						

Save Close

Step 7: Then click yes button to record the HR Policy.

Employee Relations > HR Policy

HR Policy >

Company: EVOLVE TECH LIFESTYLE, INC.

Section Sequence: 2

Section Title: Section B. Absenteeism

Content:

Image size should not exceed 1287(height) x 910(width) pixels.

Message: Do you want to save this record?

Yes No



























VIOLATION	TYPE OF OFFENSE	OFFENSE DESCRIPTION	1ST INFRACTION	2ND INFRACTION	3RD INFRACTION	4TH INFRACTION	5TH INFRACTION	6TH INFRACTION
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3. Unauthorized Absences for at least three (3) or more consecutive days. Note: A Notice to Explain with Return To	E	Dismissal						






Save Close

Here is the newly created HR Policy.

Employee Relation > HR Policy List

HR Policy List »

	Company	Chapter	Article	Section	
 	EVOLVE TECH LIFESTYLE, INC.	DISCIPLINARY POLICIES	General Appearance	Section A. General Appearance	
 	EVOLVE TECH LIFESTYLE, INC.	DISCIPLINARY POLICIES	Absenteeism	Section B. Absenteeism	
 	EVOLVE TECH LIFESTYLE, INC.	SCOPE			
 	EVOLVE TECH LIFESTYLE, INC.	GENERAL GUIDELINES	1		
 	EVOLVE TECH LIFESTYLE, INC.	GENERAL GUIDELINES	3		
 	EVOLVE TECH LIFESTYLE, INC.	GENERAL GUIDELINES	4		
 	EVOLVE TECH LIFESTYLE, INC.	GENERAL GUIDELINES	5		
 	EVOLVE TECH LIFESTYLE, INC.	GENERAL GUIDELINES	6		
 	EVOLVE TECH LIFESTYLE, INC.	GENERAL GUIDELINES II	Reporting		
 	EVOLVE TECH LIFESTYLE, INC.	GENERAL GUIDELINES II	Issuance of a Notice to Explain		
 	EVOLVE TECH LIFESTYLE, INC.	GENERAL GUIDELINES II	Investigation		
 	EVOLVE TECH LIFESTYLE, INC.	GENERAL GUIDELINES II	Issuance of a Notice of Decision		
 	EVOLVE TECH LIFESTYLE, INC.	DEFINITION OF TERMS	Absenteeism		



























    






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To view/preview the HR Policy List. Click the icon  .

Employee Relation > HR Policy List

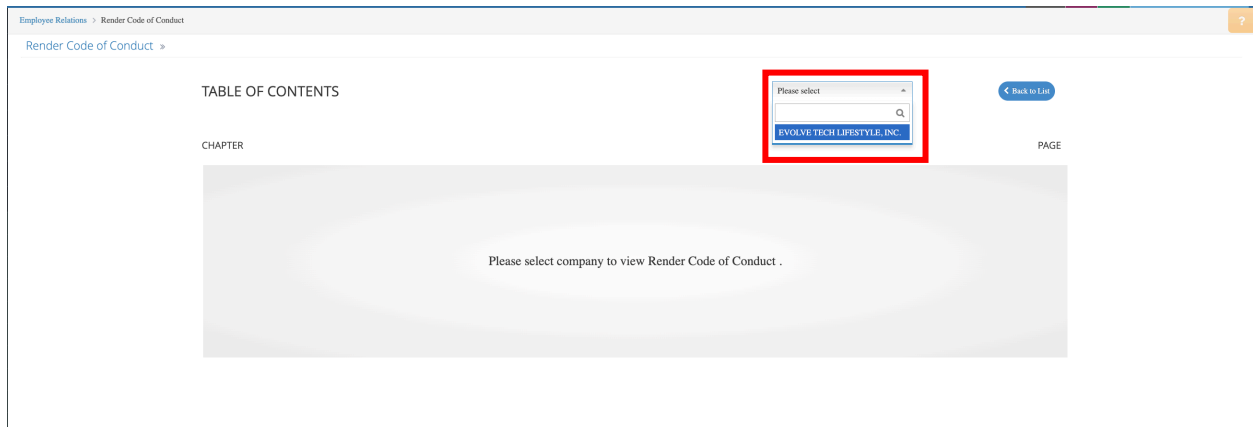
HR Policy List »

	Company	Chapter	Article	Section	
 	EVOLVE TECH LIFESTYLE, INC.	DISCIPLINARY POLICIES	General Appearance	Section A. General Appearance	
 	EVOLVE TECH LIFESTYLE, INC.	DISCIPLINARY POLICIES	Absenteeism	Section B. Absenteeism	
 	EVOLVE TECH LIFESTYLE, INC.	SCOPE			
 	EVOLVE TECH LIFESTYLE, INC.	GENERAL GUIDELINES	1		
 	EVOLVE TECH LIFESTYLE, INC.	GENERAL GUIDELINES	3		
 	EVOLVE TECH LIFESTYLE, INC.	GENERAL GUIDELINES	4		
 	EVOLVE TECH LIFESTYLE, INC.	GENERAL GUIDELINES	5		
 	EVOLVE TECH LIFESTYLE, INC.	GENERAL GUIDELINES	6		
 	EVOLVE TECH LIFESTYLE, INC.	GENERAL GUIDELINES II	Reporting		
 	EVOLVE TECH LIFESTYLE, INC.	GENERAL GUIDELINES II	Issuance of a Notice to Explain		
 	EVOLVE TECH LIFESTYLE, INC.	GENERAL GUIDELINES II	Investigation		
 	EVOLVE TECH LIFESTYLE, INC.	GENERAL GUIDELINES II	Issuance of a Notice of Decision		
 	EVOLVE TECH LIFESTYLE, INC.	DEFINITION OF TERMS	Absenteeism		

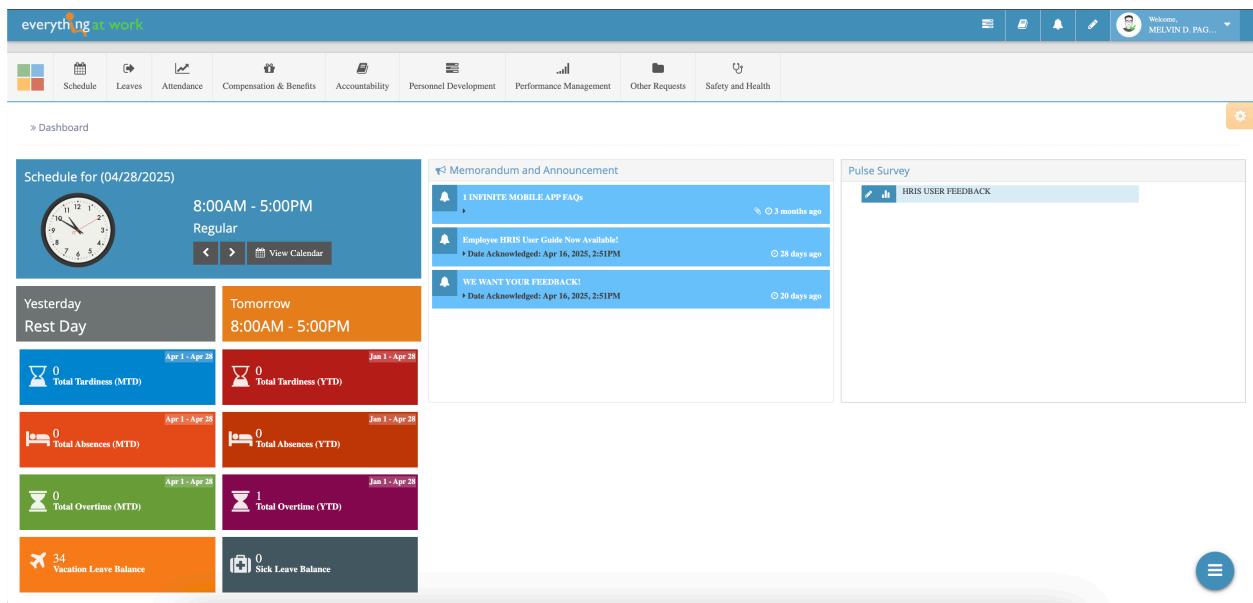
« < Page 1 of 0

Then the company here to preview it's HR Policies.

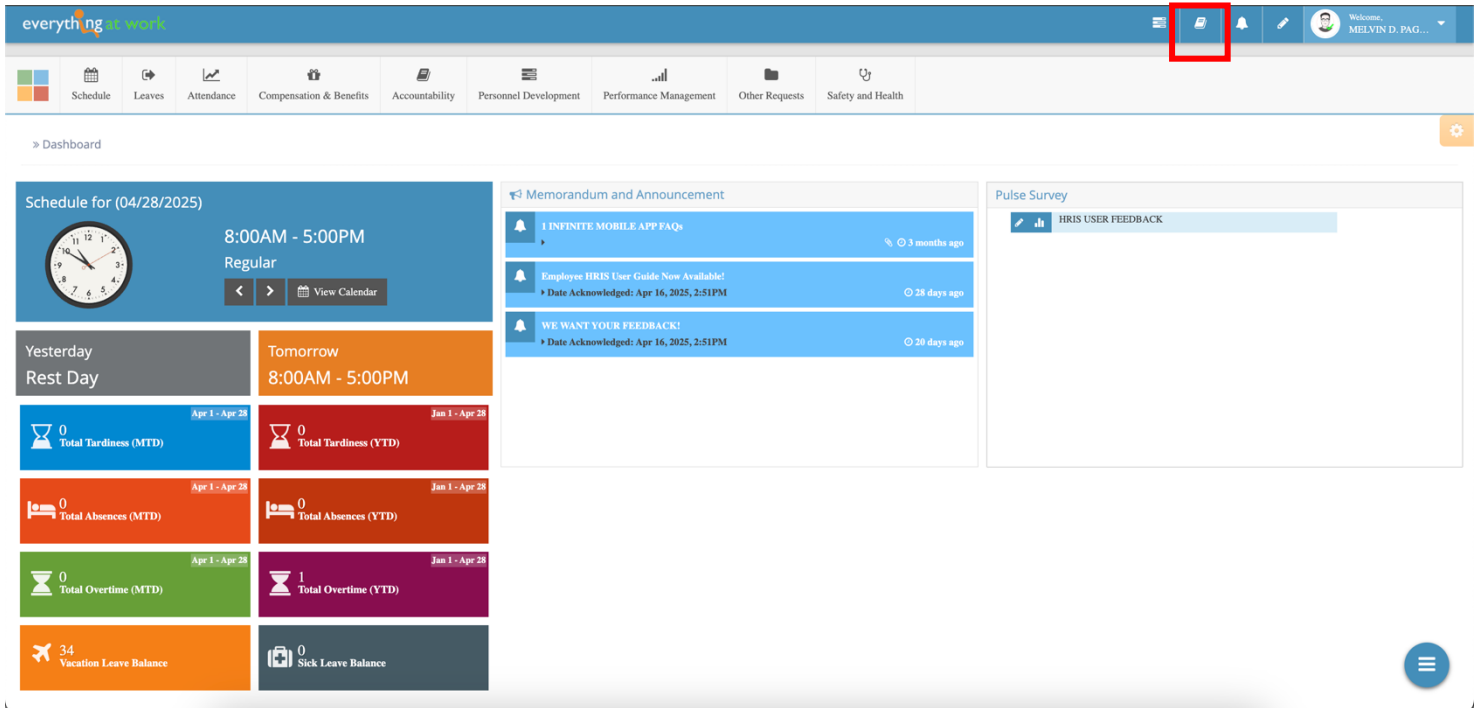


How to view the HR Policies in the Employee Portal

Step 1: Login to employee portal



Step 2: Click here  to access the HR Polies.



everything at work

Navigation Bar: Schedule, Leaves, Attendance, Compensation & Benefits, Accountability, Personnel Development, Performance Management, Other Requests, Safety and Health

Dashboard Content:

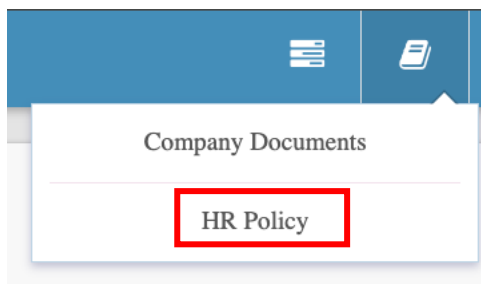
- Schedule for (04/28/2025):** 8:00AM - 5:00PM Regular. View Calendar.
- Yesterday Rest Day**
- Tomorrow 8:00AM - 5:00PM**
- Total Tardiness (MTD):** 0 (Apr 1 - Apr 28)
- Total Tardiness (YTD):** 0 (Jan 1 - Apr 28)
- Total Absences (MTD):** 0 (Apr 1 - Apr 28)
- Total Absences (YTD):** 0 (Jan 1 - Apr 28)
- Total Overtime (MTD):** 0 (Apr 1 - Apr 28)
- Total Overtime (YTD):** 1 (Jan 1 - Apr 28)
- Vacation Leave Balance:** 34
- Sick Leave Balance:** 0

Memorandum and Announcement:

- 1 INFINITE MOBILE APP FAQs (3 months ago)
- Employee HRIS User Guide Now Available! (Date Acknowledged: Apr 16, 2025, 2:51PM) (28 days ago)
- WE WANT YOUR FEEDBACK! (Date Acknowledged: Apr 16, 2025, 2:51PM) (20 days ago)

Pulse Survey: HRIS USER FEEDBACK

Step 3: Select the HR Policy



Company Documents

- HR Policy

Here you can view the company's HR Policies created in HRIS.

The screenshot shows the 'everything at work' HRIS interface. The top navigation bar includes a logo and a user profile. Below it is a horizontal menu with various HR categories. The main content area is titled 'HR Policies' and contains a 'TABLE OF CONTENTS' table. The table lists six chapters with their corresponding page numbers. A red box highlights the 'VI DISCIPLINARY POLICIES' entry.

CHAPTER	PAGE
I SCOPE	1
II GENERAL GUIDELINES	2
III GENERAL GUIDELINES II	3
IV DEFINITION OF TERMS	4
V TYPES OF DISCIPLINARY ACTIONS	5
VI DISCIPLINARY POLICIES	6

Click on a Chapter Title to view the contents of that chapter.

This screenshot is identical to the one above, showing the 'everything at work' HRIS interface with the 'HR Policies' page. The 'TABLE OF CONTENTS' table is displayed, and the 'VI DISCIPLINARY POLICIES' entry is highlighted with a red box.

CHAPTER	PAGE
I SCOPE	1
II GENERAL GUIDELINES	2
III GENERAL GUIDELINES II	3
IV DEFINITION OF TERMS	4
V TYPES OF DISCIPLINARY ACTIONS	5
VI DISCIPLINARY POLICIES	6

You can view the Articles that belong to the selected Chapter. Click on an Article to expand it.

everything at work


Schedule Leaves Attendance Compensation & Benefits Accountability Personnel Development Performance Management Other Requests Safety and Health

HR Policies »

VI. DISCIPLINARY POLICIES

ARTICLES

- > 1. General Appearance
- > 2. Absenteeism
- > 3. Tardiness and Undertime
- > 4. Performance of Duties
- > 5. Insubordination
- > 6. Health, Safety, and Order in the Workplace
- > 7. Fixed Asset
- > 8. Security
- > 9. Undesirable Conduct and Behavior
- > 10. Stealing, Falsification, and Other Fraudulent Acts
- > 11. Social Media and Professionalism
- > 12. Conflict of Interest

You can click this  to go back to the table of contents.

everything at work

Schedule Leaves Attendance Compensation & Benefits Accountability Personnel Development Performance Management Other Requests Safety and Health

HR Policies »

VI. DISCIPLINARY POLICIES

ARTICLES

- > 1. General Appearance
- > 2. Absenteeism

Employees are required to be present on a regular working day unless with authorized leaves.

Leave application must be filed at least three (3) days prior to the intended absence. In cases of sickness or emergency, employees must notify their Immediate Superior within two (2) hours prior to their scheduled time-in. A leave application must be filed within twenty four (24) hours upon return to work.

SECTIONS

2. Section B. Absenteeism

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3. Unauthorized Absences for at least three (3) or more consecutive days. Note: A Notice to Explain with Return To Work Order must be sent to the absentee via electronic mail.	E	Dismissal						
4. Punching another's time card or allowing others to punch your time card or log your time	E	Dismissal						