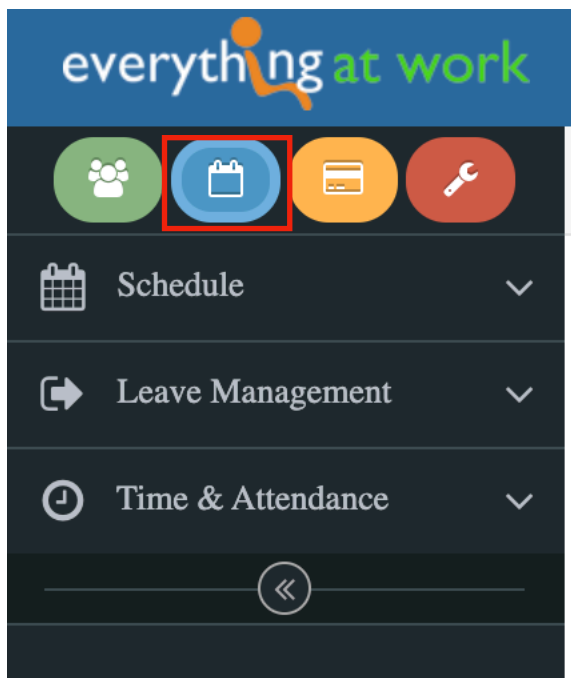


System:	Human Resource Information System	Date:	April 2023
Portal URL	<a href="https://hr.hris-in-powermaccenter.com/">https://hr.hris-in-powermaccenter.com/</a>	Name:	SCHEDULE - IAR GENERATION

## HOW TO GENERATE INDIVIDUAL ATTENDANCE REPORT (IAR)

- **SIGN IN**

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



4. Go to Schedule, click the calendar icon (blue icon)

5. Make sure you have a generated attendance under Time & Attendance > Attendance. Note: IAR can be generated whether the status of attendance is “draft” or “Approved”

Schedule

Leave Management

Time & Attendance

T&A Set Up

Time Entry Logs

Attendance

Generate Perfect Logs

Live Attendance

Employee Attendance

Live Break Attendance

Reports

Attendance > Attendance List

Attendance List

Search Filters

	Status	Cut-off Start Date	Cut-off End Date	Company	Branch	Department	Unit
	Approved	03/16/2024	03/31/2024	AGENCY			
	Draft	03/01/2024	03/15/2024	Evolve Tech Lifestyle, Inc.	Pasig Head Office	Management Information System	
	Draft	03/01/2024	03/15/2024	Mobilecare Services Philippines, Inc.			
	Draft	03/01/2024	03/15/2024	Pismo Digital Lifestyle, Inc.			
	Draft	03/01/2024	03/15/2024	PMC Express Hub, Inc.			
	Draft	03/01/2024	03/15/2024	Index 94 Lifestyle Solutions, Inc.			
	Draft	03/01/2024	03/15/2024	Before Anything Else, Corp.			
	Draft	03/01/2024	03/15/2024	Octopus POS Systems, Inc.			
	Draft	03/01/2024	03/15/2024	Prestige Interactive Enterprise, OPC.			
	Draft	03/01/2024	03/15/2024	One Infinite Loop Development, Corp.			
	Draft	03/01/2024	03/15/2024	PMC Business Systems, Inc.			

Page 1 of 4

15

View 1 - 15 of 60

6. Go to Time & Attendance > Reports.

Time & Attendance

T&A Set Up

Time Entry Logs

Attendance

Generate Perfect Logs

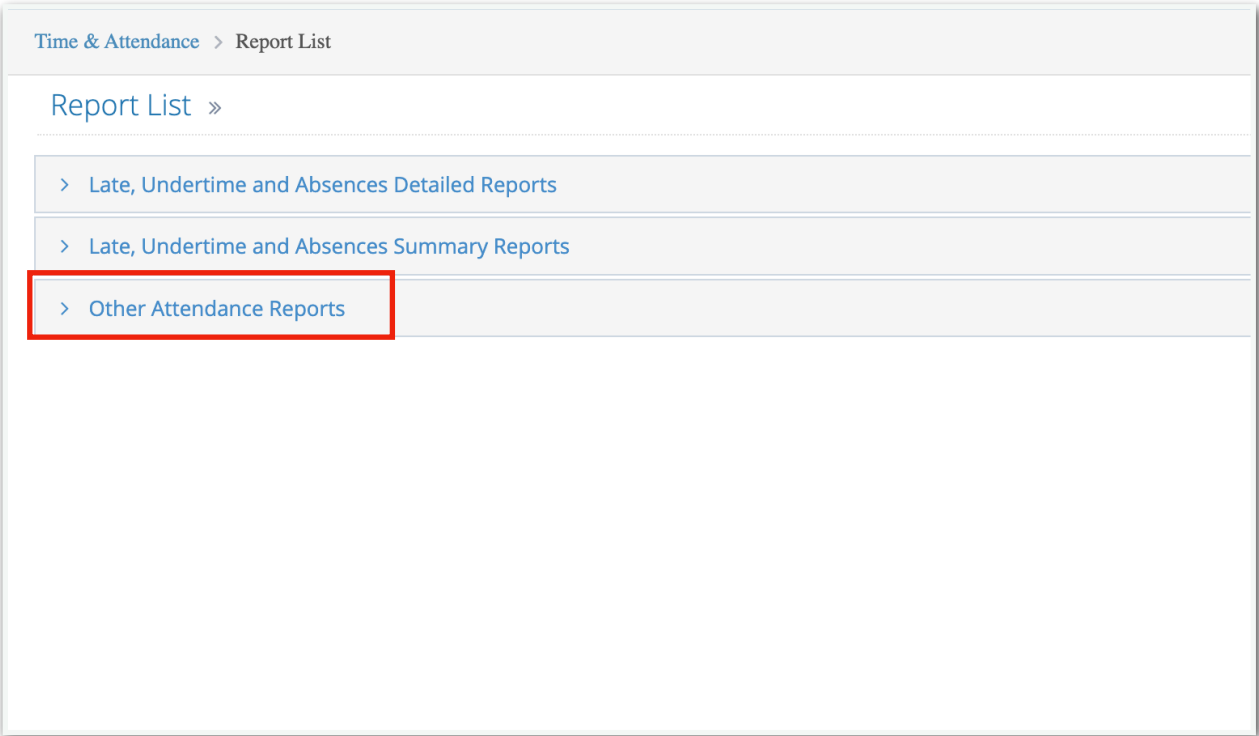
Live Attendance

Employee Attendance

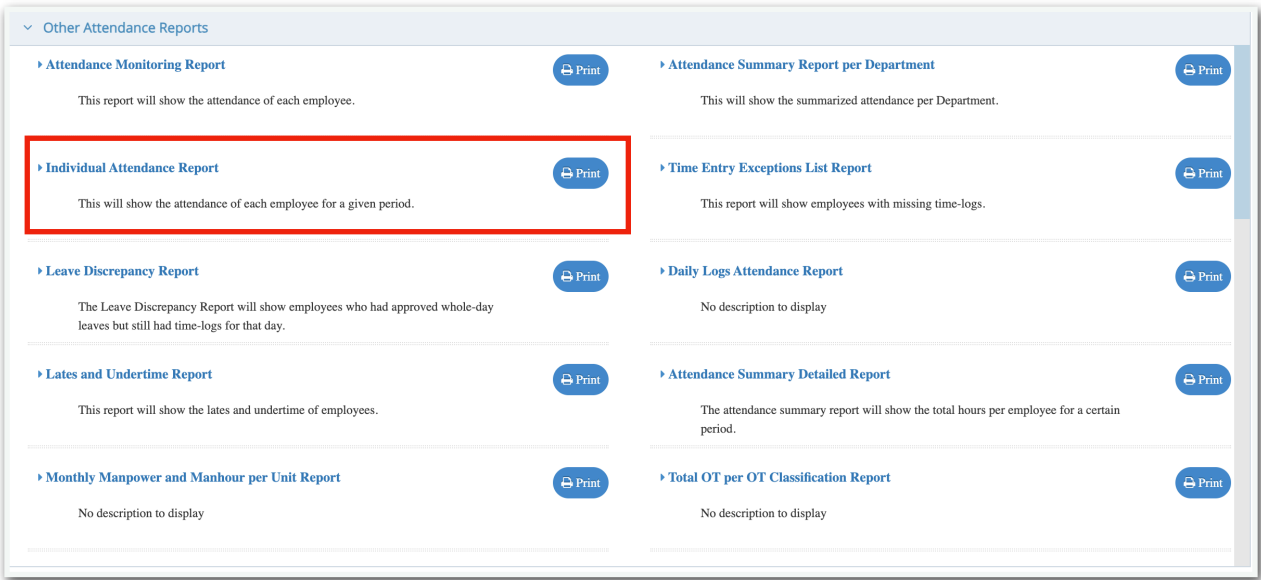
Live Break Attendance

Reports

7. Click “Other Attendance Reports”.



8. Click the “Print” button beside Individual Attendance Report.



9. Insert parameters to filter the employees.

10. Click Print

Individual Attendance Report

For the Period:

03/01/2024

—

03/15/2024

Company:

Evolve Tech Lifestyle, Inc.

×

▼

Branch:

Pasig Head Office

×

▼

Department:

Search Here

Q

☐ Select All  
☐ Administration and Corporate Services  
☐ Administration and Quality Assurance  
☐ Apple Authorized Service Provider  
☐ Business Development  
☐ Business Information Technology

Job Rank:

Please select

▼

Office:

HO-Business Information Technology

×

▼

Division:

Please select

▼

Group:

Please select

▼

Team:

Business Information

×

▼

Line:

Please select

▼

Unit:

Please select

▼

District:

Please select

▼

Project:

Please select

▼

Employee:

Search Here

Q

☐ Select All  
☐ BASCO, ANGELA Q.  
☐ BEDUYA, MARY CLAIRE C.  
☐ CASTRO, HILLARY EVIAN D.  
☐ DE AUSEN, DAISY ANN S.  
☐ SANDOVAL, ANGELA D.

☒ Hide Zero Values

☐ Include Inactive Employees

☒ Hide excess hours below minimum OT

☒ Show Missing Logs

☒ Based on Organization Unit

Group By:

None

▼

Sort By:

Please select

▼

TimeEntryHeaderId:

Portable Document Format

▼

✉ Send to Email

🖨 Print

A new tab will open for the preview of the generated IAR.

10. Click the download button to save the file

Everything@Work

7d87d2ae-325d-49b4-8b84-8b84-ad2adae609f9

blob:https://report.hris-in-powermaccenter.com/7d87d2ae-325d-49b4-8b84-ad2adae609f9

Incognito

All Bookmarks

7d87d2ae-325d-49b4-8b84-ad2adae609f9

4 / 15

84%

Download

1

2

3

4

5

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EVOLUTETECH

INDIVIDUAL ATTENDANCE REPORT

For the Period: 03/01/2024 - 03/15/2024

EMPLOYEE NAME: BEDUYA, MARY CLARE C.

EMPLOYEE NO: 3291

COMPANY: ETLI

BRANCH: ETLI-HO

DEPARTMENT: Management Information System

JOB POSITION: Application Specialist

WORK DATE	DAY	SCHEDULED		ACTUAL		REMARKS	LATE	UNDERTIME	ABSENT	TIME OFF	HOLIDAY	EXCESS TIME	APPROVED OT		APPROVED PRE-OT		OTHER	
		START TIME	END TIME	TIME IN	TIME OUT								REGULAR	NS	REGULAR	NS	VL	SL
03/01/2024	Fri	07:00 AM	04:00 PM	06:52 AM	04:08 PM							0.00						
03/02/2024	Sat					Restday												
03/03/2024	Sun					Restday												
03/04/2024	Mon	07:00 AM	04:00 PM	07:00 AM	04:00 PM	OB: Work from Home - WFH Schedule (Absent)				8.00								
03/05/2024	Tue	07:00 AM	04:00 PM	07:38 AM	04:05 PM		0.80					0.00						
03/06/2024	Wed	07:00 AM	04:00 PM	06:54 AM	04:03 PM							0.00						
03/07/2024	Thu	07:00 AM	04:00 PM	06:35 AM	04:59 PM							0.00						
03/08/2024	Fri	07:00 AM	04:00 PM			VL(8.00)-Wellness Leave-Work Permit			8.00								8.00	
03/09/2024	Sat					Restday												
03/10/2024	Sun					Restday												
03/11/2024	Mon	07:00 AM	04:00 PM	07:00 AM	04:00 PM	OB: Work from Home - WFH Schedule (Absent)				8.00								
03/12/2024	Tue	07:00 AM	04:00 PM			VL(8.00)-Vacation Leave											8.00	
03/13/2024	Wed	07:00 AM	04:00 PM	06:49 AM	04:02 PM							0.00						
03/14/2024	Thu	07:00 AM	04:00 PM	07:00 AM	04:00 PM	OB: Work from Home - WFH Schedule (Absent)				8.00								
03/15/2024	Fri	07:00 AM	04:00 PM	06:53 AM	04:10 PM							0.00						
TOTAL:												0.80	16.00	24.00	0.00		8.00	8.00

- END OF USER MANUAL IAR GENERATION-

