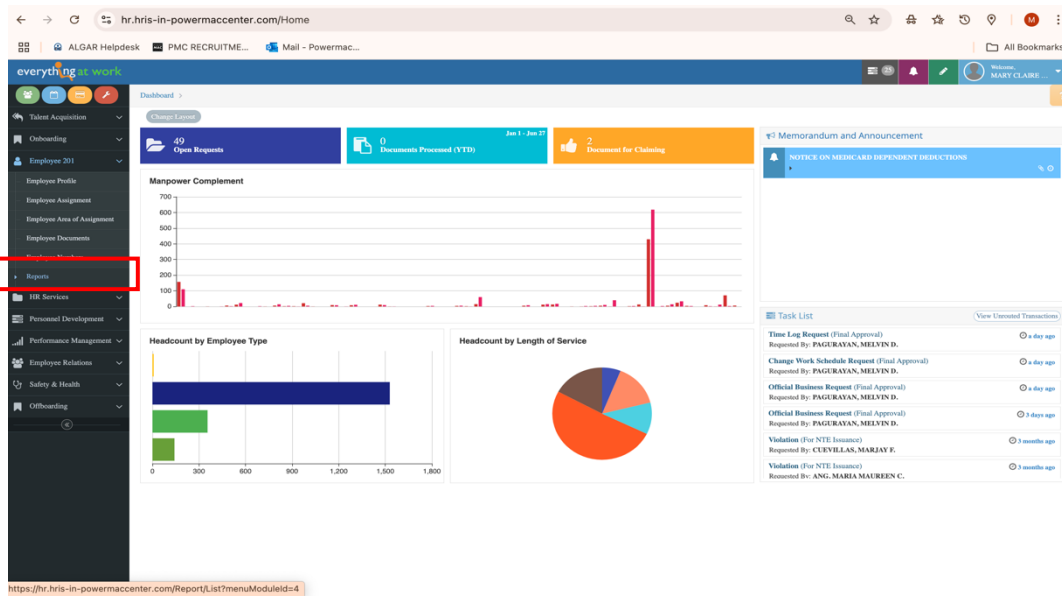




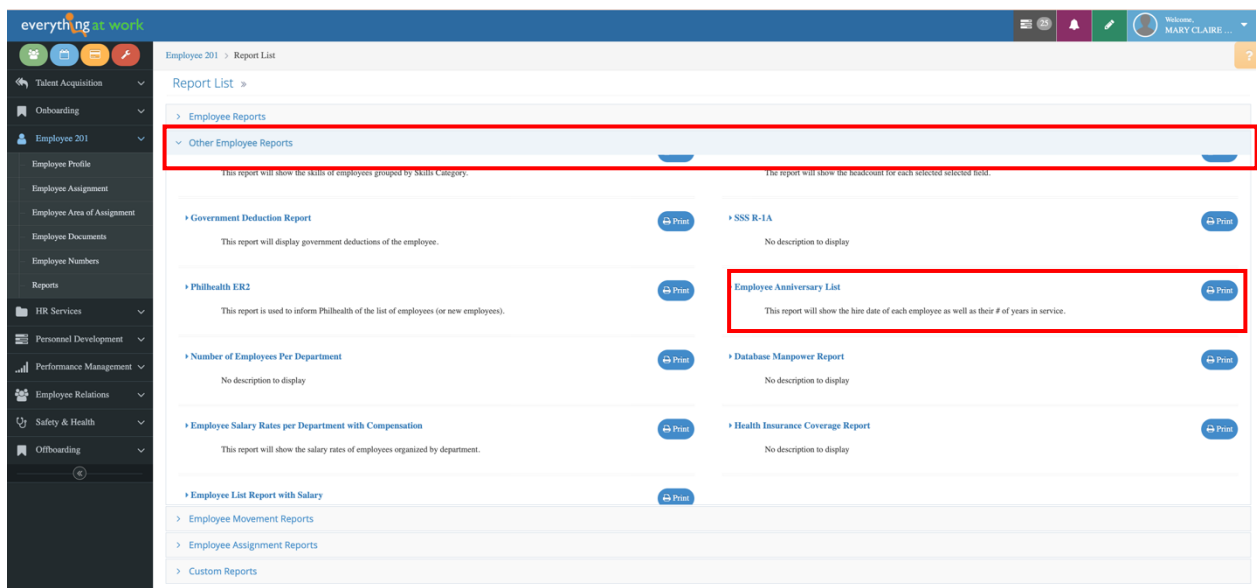
SOFTWARE APPLICATION MANUAL			
System:	Human Resource Information System	Date:	June, 2025
Portal URL	<a href="https://hr.hris-in-powermaccenter.com/">https://hr.hris-in-powermaccenter.com/</a>	Name:	Employee Anniversary Report

## GENERATING EMPLOYEE WORK ANNIVERSARY REPORT

1. Go to HR Portal > Employee 201 > Reports



2. Under **Other Employee Reports**, click “Print” button on the **Employee Anniversary List**.

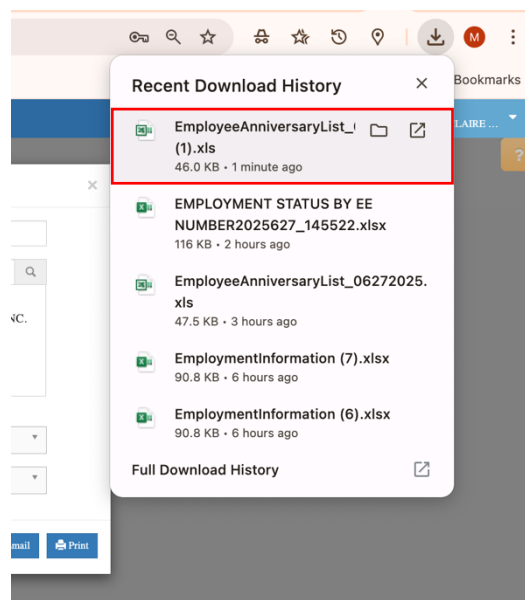


3. Fill out report form:
  - a. Enter **Hire Date** (date of whole month you want to extract)
  - b. Select **ALL Company**
  - c. Select **Spreadsheet** as output format
  - d. Click **Print**

The screenshot shows a web form titled "Employee Anniversary List". It contains several input fields and buttons. Red boxes and letters are used to highlight specific parts of the form:

- a**: A red box around the "Hire Date" section, which includes two date pickers set to "Jun 01" and "Jun 30".
- b**: A red box around the "Company" section, which includes a search bar and a list of companies with checkboxes. The "Select All" option is checked.
- c**: A red box around the output format dropdown menu, which is currently set to "Spreadsheet".
- d**: A red box around the "Print" button, which is located next to a "Send to Email" button.

Output file is now downloaded on your computer.



# ARRANGING REPORT IN EXCEL

## (EXACT NUMBER OF YEAR BY CURRENT MONTH)

1. Open the report.
2. On the H column, put **=TODAY()** and apply to succeeding rows to get the current date.

EMPLOYEE NAME	EMPLOYEE NO	DEPARTMENT	JOB POSITION	HIRE DATE	REGULARIZATION DATE	YEARS IN SERVICE	CURRENT DATE
ABARRATIGUE, IRISH C.	2019	RETAIL BUSINESS TEAM	MAC EXPERT	07/21/2016	01/20/2017	8y 11m 6d	=TODAY()
AGUSTIN, RAY ROBIN Z.	775	RETAIL BUSINESS TEAM	MAC EXPERT	07/04/2015	01/03/2016	9y 11m 23d	6/27/25
AZARRAGA, JOANALYN C.	2024	RETAIL BUSINESS TEAM	CASHIER	07/21/2016	01/20/2017	8y 11m 6d	6/27/25
BANTILAN, RHEA S.	4167	RETAIL BUSINESS TEAM	MAC EXPERT	07/16/2024	01/15/2025	11m 11d	6/27/25

3. On the next column, subtract the hire date from the current date (In this way, we can get the number of days). Then apply this formula also on succeeding rows.

EMPLOYEE NAME	EMPLOYEE NO	DEPARTMENT	JOB POSITION	HIRE DATE	REGULARIZATION DATE	YEARS IN SERVICE	CURRENT DATE	# OF DAYS
ABARRATIGUE, IRISH C.	2019	RETAIL BUSINESS TEAM	MAC EXPERT	07/21/2016	01/20/2017	8y 11m 6d	6/27/25	=H23-E23
AGUSTIN, RAY ROBIN Z.	775	RETAIL BUSINESS TEAM	MAC EXPERT	07/04/2015	01/03/2016	9y 11m 23d	6/27/25	3646
AZARRAGA, JOANALYN C.	2024	RETAIL BUSINESS TEAM	CASHIER	07/21/2016	01/20/2017	8y 11m 6d	6/27/25	3263

4. On the next column, divide the number of days by 365 to get the exact amount of year and apply to succeeding rows

EMPLOYEE NAME	EMPLOYEE NO	DEPARTMENT	JOB POSITION	HIRE DATE	REGULARIZATION DATE	YEARS IN SERVICE	CURRENT DATE	# OF DAYS	YEARS
ABARRATIGUE, IRISH C.	2019	RETAIL BUSINESS TEAM	MAC EXPERT	07/21/2016	01/20/2017	8y 11m 6d	6/27/25	3263	=I23/365
AGUSTIN, RAY ROBIN Z.	775	RETAIL BUSINESS TEAM	MAC EXPERT	07/04/2015	01/03/2016	9y 11m 23d	6/27/25	3646	9.99
AZARRAGA, JOANALYN C.	2024	RETAIL BUSINESS TEAM	CASHIER	07/21/2016	01/20/2017	8y 11m 6d	6/27/25	3263	8.94
BANTILAN, RHEA S.	4167	RETAIL BUSINESS TEAM	MAC EXPERT	07/16/2024	01/15/2025	11m 11d	6/27/25	346	0.95
BERNALES, MAXIMO JR. M.	3225	BUSINESS INFORMATION	BUSINESS UNIT HEAD	07/18/2022	01/17/2023	2y 11m 9d	6/27/25	1075	2.95
BREBONERIA, SHERYL R.	599	RETAIL BUSINESS TEAM	ASSISTANT STORE SU	07/16/2013	01/15/2014	11y 11m 11d	6/27/25	4364	11.96

5. To get the rounded off # of years, simply right click on the cell and choose **Format Cells**.

The screenshot shows an Excel spreadsheet with two columns: 'DAYS' and 'YEARS'. The 'DAYS' column contains values like 3263, 3646, 3263, 346, 1075, 4364, 3270, 725, 3270, 3645, 3280, 361, 717, 4718, 2918, 1457, 347, 2542, 1077, 1446, 1457, 725, 361, 725, 1457, 5469. The 'YEARS' column contains values like 8.94, 9.99, 8.94, 0.95, 2.95, 11.96, 9, 2, 9, 10, 9, 1, 2, 13, 8, 4, 1, 7, 3, 4, 4, 2, 1, 2, 4, 15. A right-click context menu is open over the 'YEARS' column, with 'Format Cells...' selected. The menu also includes options like Cut, Copy, Paste, Paste Special, Smart Lookup..., Thesaurus..., Insert..., Delete..., Clear Contents, Filter, Sort, New Note, Pick From Drop-down List..., Define Name..., Hyperlink..., and Claire ip, Take Photo, Scan Documents.

## 6. Set the Decimal Places to zero (0).

Format Cells

Number Alignment Font Border Fill Protection

Category: General

Sample: 9

Decimal places: 0

Use 1000 Separator (,)

Negative numbers: -1234

1234

(1234)

(1234)

Number is used for general display of numbers. Currency and Accounting offer specialized formatting for monetary value.

Cancel OK

## 7. Data will now be converted into rounded off value. Apply to all succeeding rows.

ABARRATIGUE, IRISH C.	2019	RETAIL BUSINESS TEAM	MAC EXPERT	07/21/2016	01/20/2017	8y 11m 6d	6/27/25	3263	9	
AGUSTIN, RAY ROBIN Z.	775	RETAIL BUSINESS TEAM	MAC EXPERT	07/04/2015	01/03/2016	9y 11m 23d	6/27/25	3646	10	
AZARRAGA, JOANALYN C.	2024	RETAIL BUSINESS TEAM	CASHIER	07/21/2016	01/20/2017	8y 11m 6d	6/27/25	3263	9	
BANTILAN, RHEA S.	4167	RETAIL BUSINESS TEAM	MAC EXPERT	07/16/2024	01/15/2025	11m 11d	6/27/25	346	1	
BERNALES, MAXIMO JR. M.	3225	BUSINESS INFORMATION	BUSINESS UNIT HEAD	07/18/2022	01/17/2023	2y 11m 9d	6/27/25	1075	3	
BREBONERIA, SHERYL R.	399	RETAIL BUSINESS TEAM	ASSISTANT STORE SU	07/16/2013	01/15/2014	11y 11m 11d	6/27/25	4364	12	
CASTRO, HAMIE LYN O.	2011	Finance	HEAD CASHIER	07/14/2016	01/13/2017	8y 11m 13d	6/27/25	3270	9	
CHICO, JEFFREY B.	3592	RETAIL BUSINESS TEAM	INVENTORY ANALYST	07/03/2023	01/02/2024	1y 11m 24d	6/27/25	725	2	
CRUZ, JEROME R.	3593	RETAIL BUSINESS TEAM	MAC EXPERT	07/03/2023	01/02/2024	1y 11m 24d	6/27/25	725	2	

## OUTPUT:

AGENCY, INC., EVOLVE TECH LIFESTYLE, INC., EXCELCORE SECURITY AGENCY CORPORATION, FAV HUMAN RESOURCES EXPONENTS, INC., INDEX 94 LIFESTYLE SOLUTIONS, INC., MAHUGANI SECURITY AND INVESTIGATION AGENCY, INC., MOBILECARE SERVICES PHILIPPINES, INC., MSIA EMPLOYEES DEVELOPMENT COOPERATIVE, OCTOPUS POS MANAGEMENT, INC., ONE INFINITE LOOP DEVELOPMENT, CORP., PISMO DIGITAL LIFESTYLE, INC., PMC BUSINESS SYSTEMS, INC., PMAC EXPRESS HUB, INC., PODWORK VENTURES CORPORATION (PVC), POLYSERVE PHILIPPINES, INC., POWER MAC CENTER, INC., PRESTIGE INTERACTIVE ENTERPRISE, OPC., PROTEMPS, INC., READYMAN, INC., RED ARMOR SECURITY, TEAM LUCK INTEGRAL SECURITY AGENCY CORPORATION, THE LOOP SPECIALIST, INC., TOPSERVE SERVICE SOLUTIONS INC., WORKSCALE RESOURCES, INC., Z-FOUR SECURITY SYSTEM, INC.										
EMPLOYEE NAME	EMPLOYEE NO	DEPARTMENT	JOB POSITION	HIRE DATE	REGULARIZATION DATE	YEARS IN SERVICE	CURRENT DATE	# OF DAYS	YEARS	
ABARRATIGUE, IRISH C.	2019	RETAIL BUSINESS TEAM	MAC EXPERT	07/21/2016	01/20/2017	8y 11m 6d	6/27/25	3263	9	
AGUSTIN, RAY ROBIN Z.	775	RETAIL BUSINESS TEAM	MAC EXPERT	07/04/2015	01/03/2016	9y 11m 23d	6/27/25	3646	10	
AZARRAGA, JOANALYN C.	2024	RETAIL BUSINESS TEAM	CASHIER	07/21/2016	01/20/2017	8y 11m 6d	6/27/25	3263	9	
BANTILAN, RHEA S.	4167	RETAIL BUSINESS TEAM	MAC EXPERT	07/16/2024	01/15/2025	11m 11d	6/27/25	346	1	
BERNALES, MAXIMO JR. M.	3225	BUSINESS INFORMATION	BUSINESS UNIT HEAD	07/18/2022	01/17/2023	2y 11m 9d	6/27/25	1075	3	
BREBONERIA, SHERYL R.	399	RETAIL BUSINESS TEAM	ASSISTANT STORE SU	07/16/2013	01/15/2014	11y 11m 11d	6/27/25	4364	12	
CASTRO, HAMIE LYN O.	2011	Finance	HEAD CASHIER	07/14/2016	01/13/2017	8y 11m 13d	6/27/25	3270	9	
CHICO, JEFFREY B.	3592	RETAIL BUSINESS TEAM	INVENTORY ANALYST	07/03/2023	01/02/2024	1y 11m 24d	6/27/25	725	2	
CRUZ, JEROME R.	3593	RETAIL BUSINESS TEAM	MAC EXPERT	07/03/2023	01/02/2024	1y 11m 24d	6/27/25	725	2	
DANA, CHARLENE JOYCE V.	2010	RETAIL BUSINESS TEAM	MAC EXPERT	07/14/2016	01/13/2017	8y 11m 13d	6/27/25	3270	9	
DANO, AIZA F.	801	RETAIL BUSINESS TEAM	MAC EXPERT	07/05/2015	01/04/2016	9y 11m 22d	6/27/25	3645	10	
DE REGLA, LUGI - MIGUEL	2008	RETAIL BUSINESS TEAM	ASSISTANT STORE SU	07/04/2016	01/03/2017	8y 11m 23d	6/27/25	3280	9	
DEL ROSARIO, MARIEL P.	4296	RETAIL BUSINESS TEAM	CASHIER	07/01/2024	12/31/2024	11m 26d	6/27/25	361	1	
DELA VEGA, MONNA SHAN	3612	RETAIL BUSINESS TEAM	CASHIER	07/11/2023	01/19/2024	1y 11m 16d	6/27/25	717	2	
DELOS SANTOS, ANGELINA	291	RETAIL BUSINESS TEAM	CASHIER	07/27/2012	01/26/2013	12y 11m	6/27/25	4718	13	
DEMANDACO, JOELUCES JR.	2240	RETAIL BUSINESS TEAM	MAC EXPERT	07/01/2017	12/31/2017	7y 11m 26d	6/27/25	2918	8	
DIMAANO, GIEVE S.	3028	RETAIL BUSINESS TEAM	MAC EXPERT	07/01/2021	12/31/2021	3y 11m 26d	6/27/25	1457	4	
EXOLAMADOR, MERIAH O.	4303	RETAIL BUSINESS TEAM	MAC EXPERT	07/15/2024	01/14/2025	11m 12d	6/27/25	347	1	
FEJIN, AERIAL LEE T.	2467	RETAIL BUSINESS TEAM	MAC EXPERT	07/12/2018	01/11/2019	6y 11m 15d	6/27/25	2542	7	
FREREZ, TRIXIE S.	2039	RETAIL BUSINESS TEAM	MAC EXPERT	07/16/2022	01/15/2023	2y 11m 11d	6/27/25	1077	3	
GENETIANO, ABBYGAIL G.	3046	PEOPLE, ORGANIZATION	TALENT REWARDS SF	07/12/2021	01/11/2022	3y 11m 15d	6/27/25	1446	4	
GONZALES, MARJORIE S.	3029	RETAIL BUSINESS TEAM	MAC EXPERT	07/01/2021	12/31/2021	3y 11m 26d	6/27/25	1457	4	
GUTIERREZ, DEXIE JUNNICIO	3600	RETAIL BUSINESS TEAM	MAC EXPERT	07/03/2023	01/02/2024	1y 11m 24d	6/27/25	725	2	
LAROSA, JAFFY S.	4298	RETAIL BUSINESS TEAM	MAC EXPERT	07/01/2024	12/31/2024	11m 26d	6/27/25	361	1	
LAZAGA, JUSTINE F.	3603	RETAIL BUSINESS TEAM	MAC EXPERT	07/03/2023	01/02/2024	1y 11m 24d	6/27/25	725	2	
LIM, RONALD F.	3044	RETAIL BUSINESS TEAM	MAC EXPERT	07/01/2021	12/31/2021	3y 11m 26d	6/27/25	1457	4	
LLIGE, VIDA ANGELICA G.	148	RETAIL BUSINESS TEAM	STORE SUPERVISOR	07/07/2010	01/06/2011	14y 11m 20d	6/27/25	5469	15	
LUIS, MYLENE S.	407	Finance	MANAGER	07/30/2013	01/29/2014	11y 10m 28d	6/27/25	4350	12	
MORTELL, RUBY D.	794	RETAIL BUSINESS TEAM	ASSISTANT STORE SU	07/28/2015	01/27/2016	9y 10m 30d	6/27/25	3622	10	
PANGANIBAN, RHONA G.	3240	RETAIL BUSINESS TEAM	MAC EXPERT	07/16/2022	01/15/2023	2y 11m 11d	6/27/25	1077	3	
PEFANO, CHESTER H.	3242	RETAIL BUSINESS TEAM	INVENTORY ANALYST	07/16/2022	01/15/2023	2y 11m 11d	6/27/25	1077	3	
PEREZ, DANIEL W.	3576	RETAIL BUSINESS TEAM	MAC EXPERT	07/03/2023	01/02/2024	1y 11m 24d	6/27/25	725	2	
RESUELLO, LYNNETTE T.	799	SUPPLY MANAGEMENT	ASSISTANT MANAGER	07/27/2015	01/26/2016	9y 11m	6/27/25	3623	10	
SANTOS, KATRINE PAULA G.	4294	PEOPLE, ORGANIZATION	TALENT REWARDS AS	07/15/2024	01/14/2025	11m 12d	6/27/25	347	1	
TORRES, ADRIAN T.	3237	RETAIL BUSINESS TEAM	MAC EXPERT	07/16/2022	01/15/2023	2y 11m 11d	6/27/25	1077	3	
VALEROSO, TRICIA LHAY AD	3030	RETAIL BUSINESS TEAM	CASHIER	07/01/2021	12/31/2021	3y 11m 26d	6/27/25	1457	4	
VEJERANO, MARK ANGELO	3238	RETAIL BUSINESS TEAM	MAC EXPERT	07/16/2022	01/15/2023	2y 11m 11d	6/27/25	1077	3	
VILLAMAR, APPLE JOY L.	3219	ECOMMERCE	WEB CONTENT EDITO	07/05/2022	01/04/2023	2y 11m 22d	6/27/25	1088	3	
ALAYON, MARIELYN L.	3569	Finance	JUNIOR ACCOUNTANT	07/11/2023	01/10/2024	1y 11m 16d	6/27/25	717	2	