

System: Human Resource Information System

Date: May 2024

Portal URL <https://hr.hris-in-powermaccenter.com/>

Name: APPROVER ASSIGNMENT ON EMPLOYEES

IMPORTANCE OF CORRECT SETTING OF AREA OF ASSIGNMENT AND JOB INFORMATION

- Employee 201: On the Employee's profile > Area of assignment , make sure that the employee's area of assignment is correct, this will help the system to identify the grouping.

NOTE: Arnold Tordecilla is under approval of Ms. Angela Basco

Employee Profile » ARNOLD N. TORDECILLA

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 - MIS ✕

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

FIGURE 1

This view is from the Admin portal, where we set what Team/ Department/ Office, etc. will be the scope of an approver. (MIS Team)

User Security Access »

Reapply Default Role Access Close

User Type: Employee ✕

Name: BASCO, ANGELA QUITA

Username: AQBASCO

Enable Google Sign-in

Role: Employee - Approver ✕

Change Password

☒ HR Access

☐ Admin Access

☒ Employee Portal Access

☐ Mobile Access

HR Security Access Employee Security Access Reports Scope Exception

Team MIS

Department

Job Level

Job Rank

Office

Division

Company

Line

Unit

Job Grade


Office Type


Note: Scope setting may vary based on the requirement of situations.


For example:


BRANCH MANAGER: only approves cashiers


We need to set Office (branch location) and job position that is only limited to cashier job position.


 HR Security Access












 Admin Security Access



 Employee Security Access

 Reports



 Scope

 Exception

Scope	Values
 Company	
 Office	Retail Business Team - Circuit
 Job Position	Cashier
 Team	
 Job Level	
 Department	
 Job Rank	
 Division	
 Line	
 Unit	
 Job Grade	



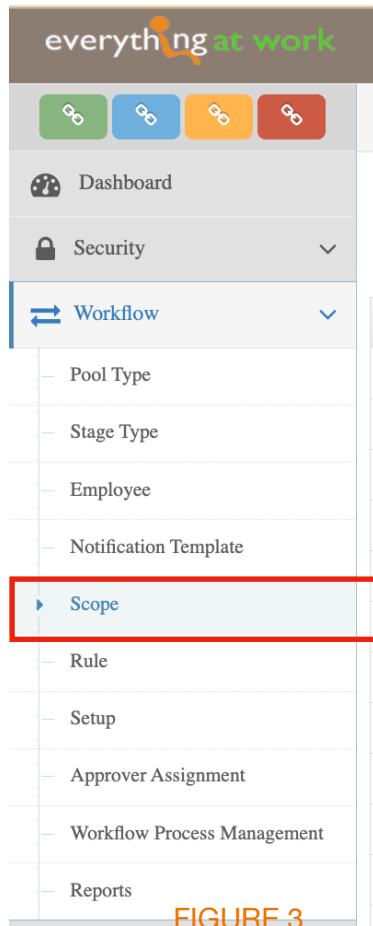
Page 1 of 1



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FIGURE 2

ADDING EMPLOYEES ON APPROVER'S SCOPE



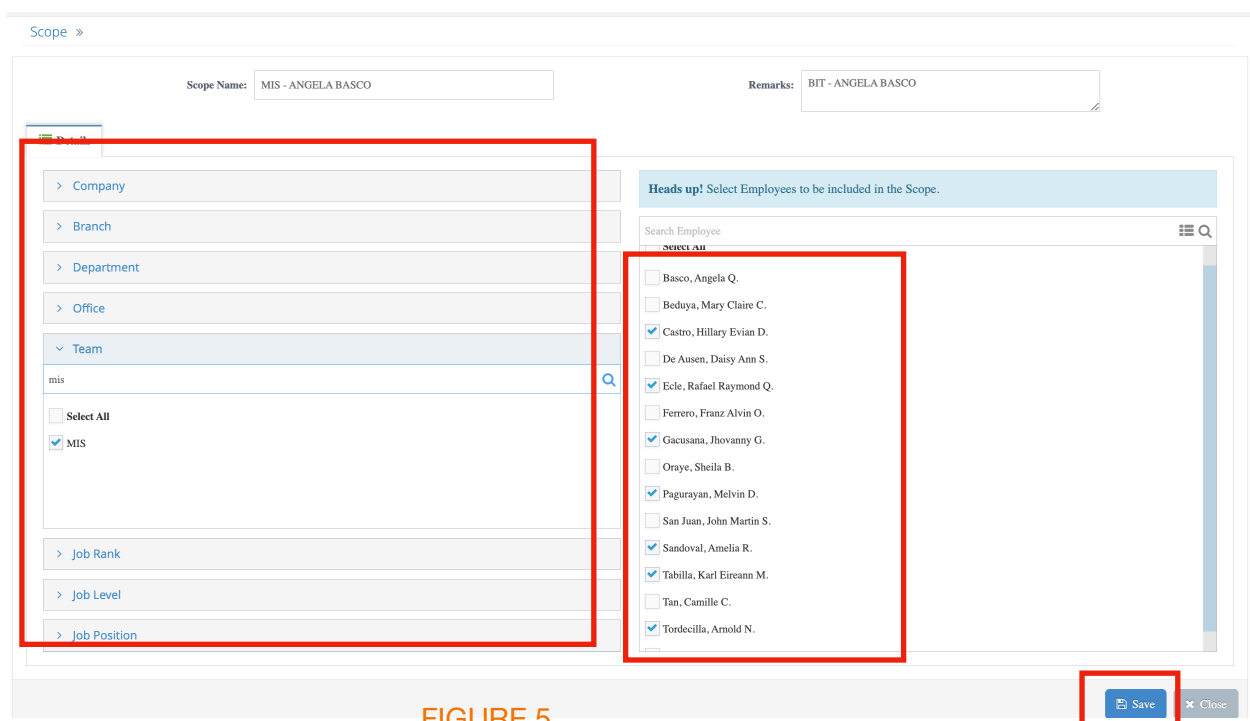
1. On Admin Portal, go to Workflow > Scope.
<https://admin.hris-in-powermaccenter.com/>

FIGURE 3

2. Select Scope Name that you want to add employee.



3. Filter the employee names by selecting parameters on the left side.
Employee Name results will be on the right side, put a check on the employees that you want to be added.
4. Click Save.



CHECKING / ADDING THE APPROVER'S SCOPE

1. Go to Admin Portal > Security > User Security

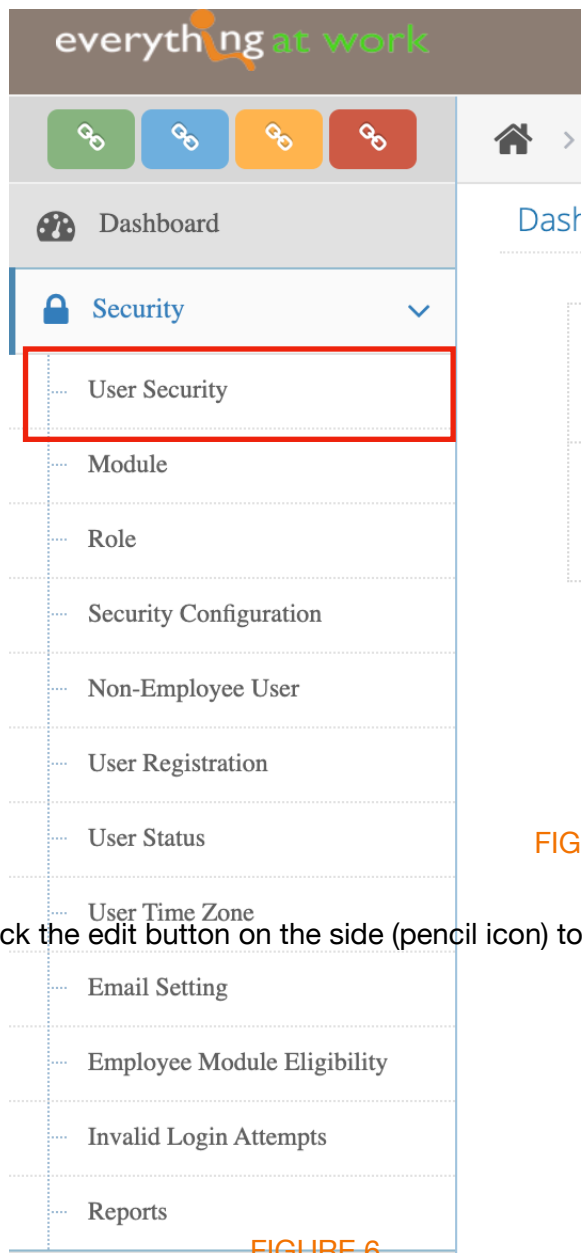


FIGURE 7

3. Click the edit button on the side (pencil icon) to view the security access of this employee.

FIGURE 6

FIGURE 8

2. Search for the Employee that is an approver. For ex.: Manager, Branch Head, Supervisor and etc.
4. Go to the "Scope" tab
5. Select which scope is covered of this employee, click the edit button on the left side.
The employee below is Asst. Manager of MIS Team.

The screenshot shows a web application window titled "Reapply Default Role Access". At the top, there are fields for "User Type" (Employee), "Name" (BASCO, ANGELA QUITA), "Username" (AOQBASCO), and "Role" (Employee - Approver). There is a "Change Password" button and a list of access permissions: HR Access (checked), Admin Access (unchecked), Employee Portal Access (checked), and Mobile Access (unchecked). Below this is a tabbed interface with "Scope" selected. The "Scope" tab contains a table with columns "Scope" and "Values". The table lists various organizational levels: Department, Job Level, Job Rank, Office, Division, Company, Line, Unit, Job Grade, and Office Type. An arrow points to the "Edit" button (a small green icon) next to the first row. At the bottom, there is a pagination bar showing "Page 1 of 1" and "View 1 - 15 of 15".

FIGURE 9

6. For the Team Scope, you will have to select which Team will be under her approval.

The screenshot shows a modal window titled "Scope". It has a "Team:" dropdown menu set to "MIS". Below the dropdown is a search bar with a magnifying glass icon and a red plus icon. A list of teams is displayed below the search bar, each with a checkbox: "Select all", "AASP - NCR 1 (ANNEX, MARIKINA, PODIUM, GLORIETTA, APP GREENBELT, REPAIR HUB)", "AASP - NCR 2 (AASP - NCR 2 (NES, APP ROCKWELL, APP SM MOA, FESTIVAL, S'MAISON))", "AASP - PROVINCIAL (CLARK, CEBU, ABREEZA, ZAMBOANGA, ILOILO, CDO, NAGA)", "Accounts Payable", "Accounts Receivable", "Admin - Building and Facilities", and "Administration".

FIGURE 10

7. Click Update button.

FIGURE 11

FIGURE 12

Scope

Team:

MIS

Update

Close

This means that all employees whose Team is “MIS” can be under approval of Ms. Angela Basco, kindly refer to figure 5.

User Security Access »

Reapply Default Role Access

Close

User Type: Employee

Role: Employee - Approver

Name: BASCO, ANGELA QUITA

Change Password

Username: AQBASCO

☐ Enable Google Sign-in

☒ HR Access
 ☐ Admin Access
 ☒ Employee Portal Access
 ☐ Mobile Access

HR Security Access

Employee Security Access

Reports

Scope

Exception

Scope	Values
Team	MIS
Department	
Job Level	
Job Rank	
Office	
Division	
Company	
Line	
Unit	
Job Grade	
Office Type	

- END OF APPROVER ASSIGNMENT -

