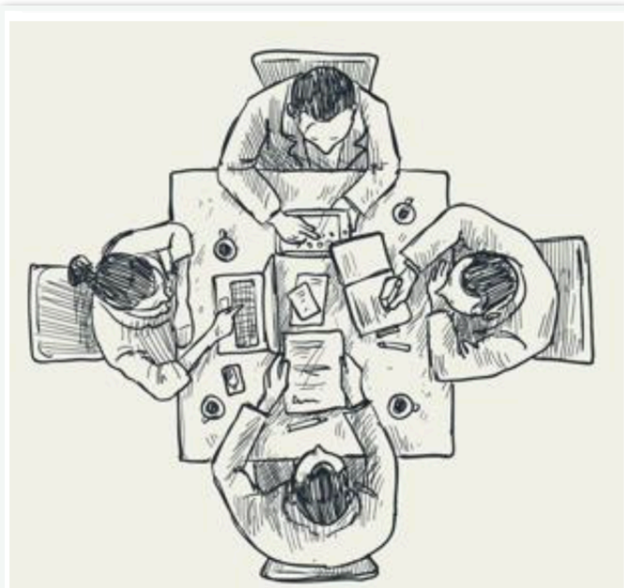
SOFTWARE APPLICATION MANUAL			
System:	Human Resource Information System	Date:	October 19, 2022
Portal URL	https://hr.hris-in-powermaccenter.com/	Name:	Personnel Development Module (Trainings)

HR - HRIS > PERSONNEL DEVELOPMENT



It is critical for the company to ensure that employees are competent in their jobs.

Talent Development includes careful planning for the employees' training program so that they can grow professionally.

The Personnel Development module of Everything at Work will allow the company to plan, facilitate the processing of training requests, and monitor the training attendance and performance of the attendees.

Where can I find this module?

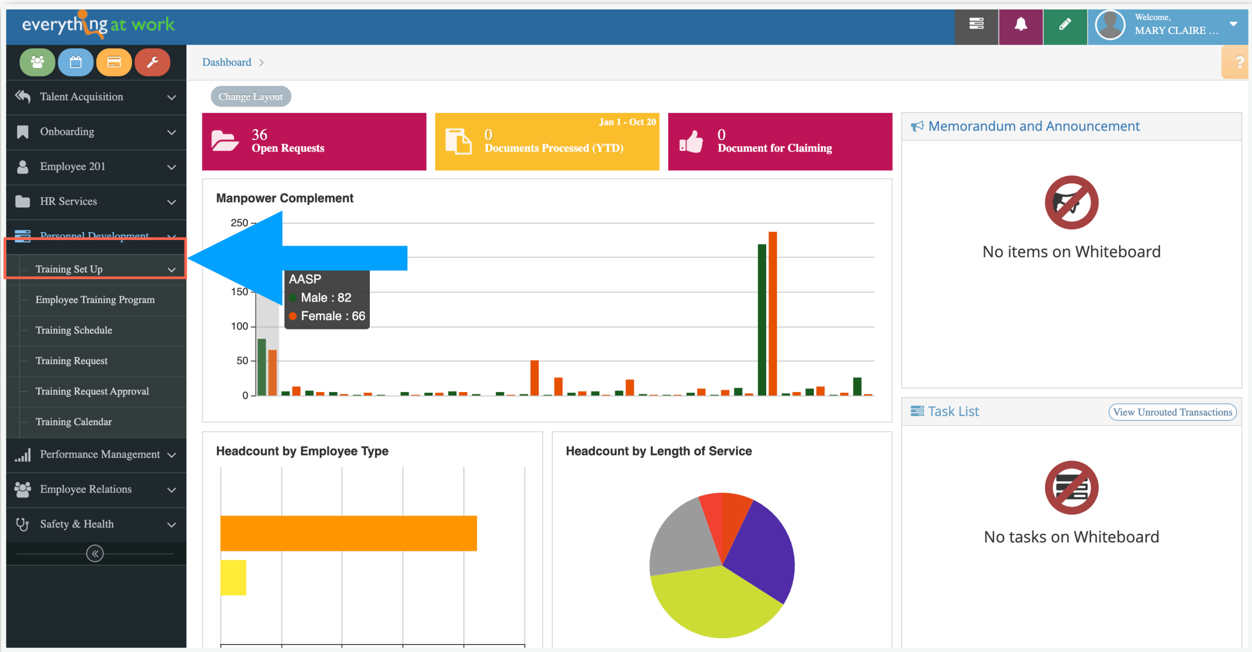
•SIGN IN

1.Go to https://hr.hris-in-powermaccenter.com

2. Enter your USERNAME and PASSWORD.

3. Click SIGN IN

4. On the left side of the HRIS Dashboard, click the **Personnel Development** module.



There are 8 sub modules under Personnel Development:

Personnel Development

FUNCTIONS

1 **Training Set Up** — This is a way for you to define your training categories, training and training program.

2 **Employee Training Program** — Training Programs can be assigned and customized for each employee.

3 **Training Schedule** — Plan the training that employees have to undergo to be competent in the job the employee is assigned to. The Training Program will be based on position.

4 **Training Request** — Employee can request or HR can request on behalf of the employee to attend the training posted in the schedule.

5 **Training Request Approval** — This is where the HR can approve and view all training requests.

6 **Training Calendar** — This is where training schedule can be viewed in calendar format. In employee portal, this is where a training request can be made.

7 **Satisfactory Form** — This is where you can setup the Satisfaction Surveys that attendees can answer to give their feedback on a training that they attended.

8 **Training Evaluation Form** — This is where you can setup the Training Evaluation Forms that can be used to evaluate a trainee's knowledge on a particular training / topic.

Training Set Up

TRAINING SETUP

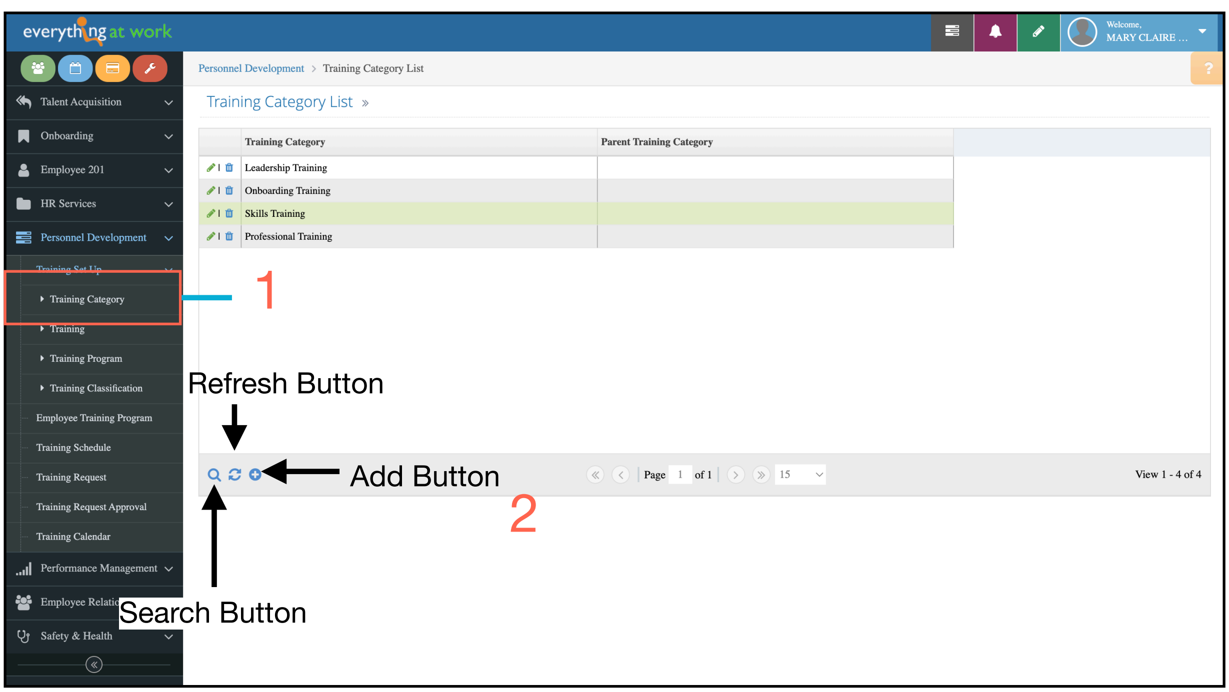
This is a way for you to define your training categories, classification, training and training program.

Training Setup have 4 parts:

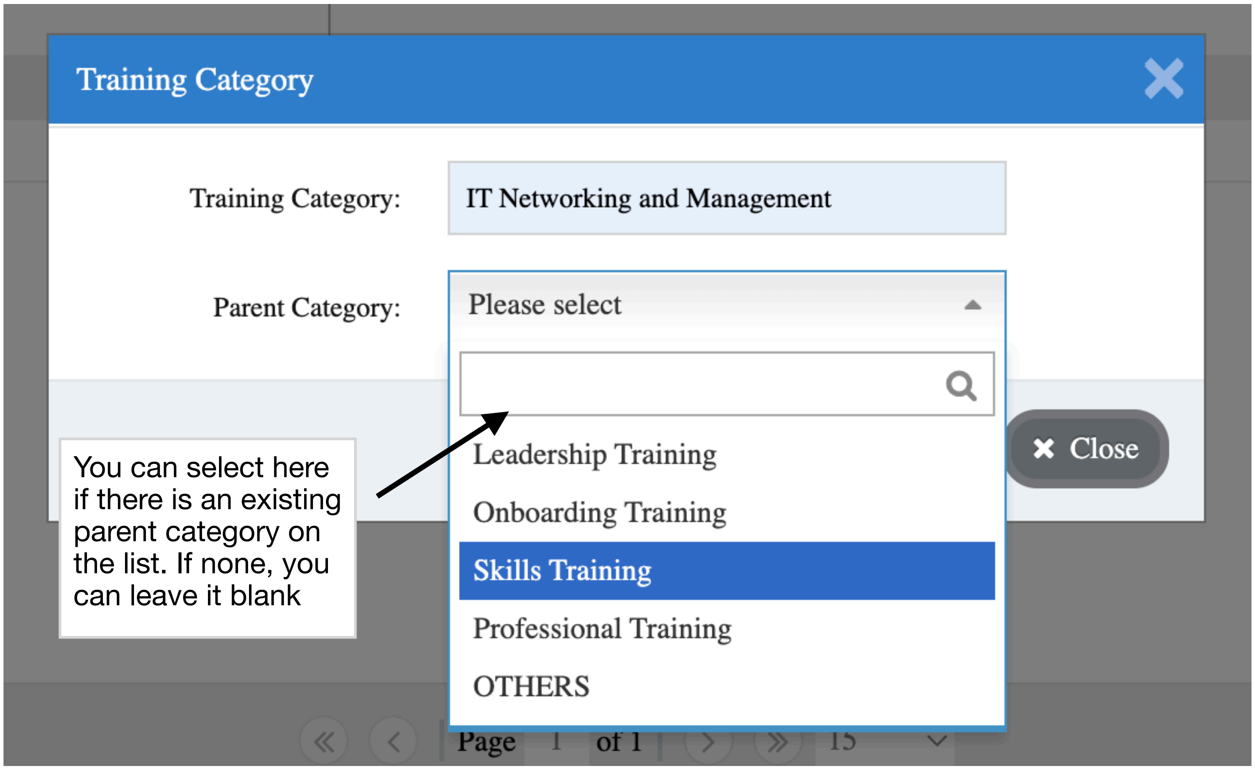
This allows your company to group your training functionally.

How to add Training Category?

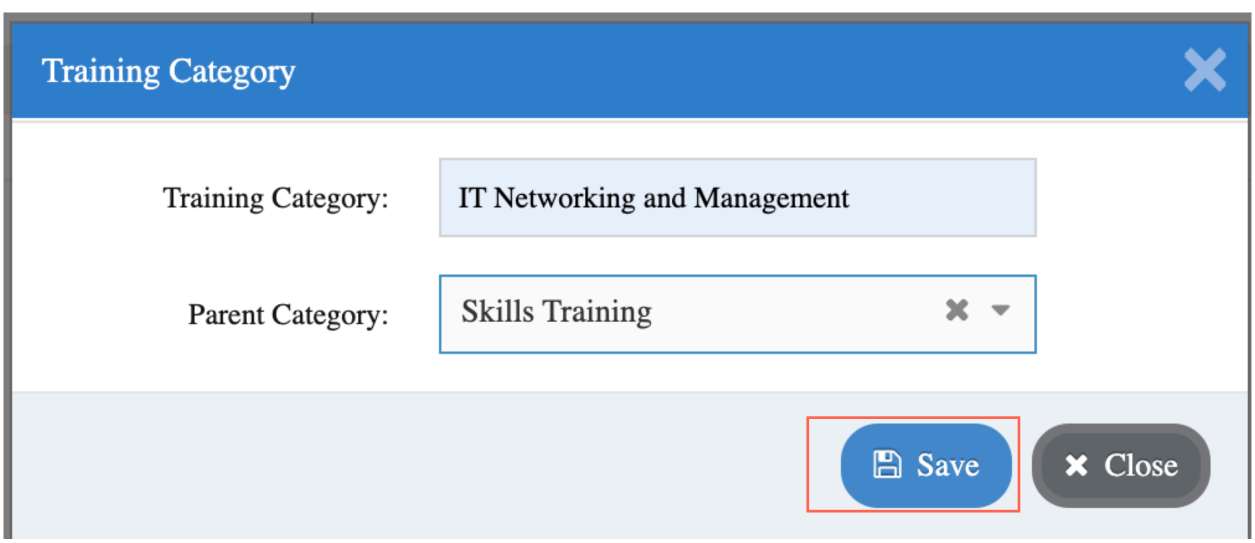
1. On the left part, click Personnel Development > Training Setup > Training Category
2. Click the (+) button to add a Training Category.



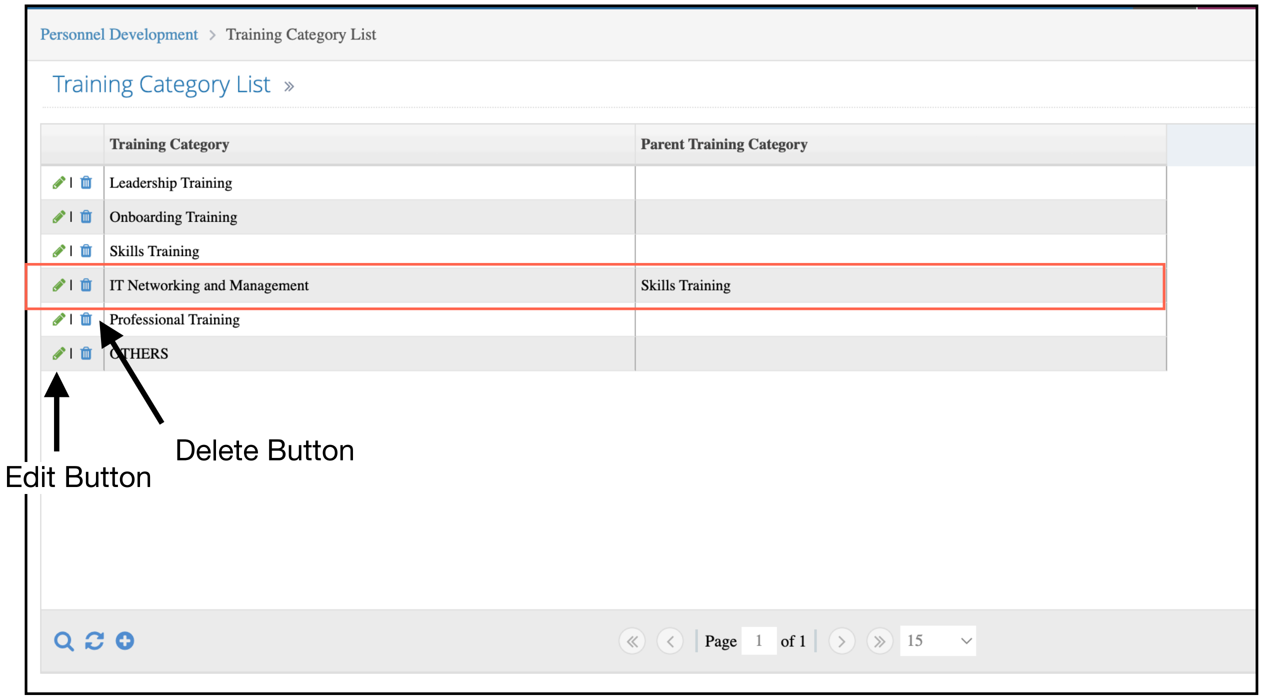
3. A new window will appear, fill the Training Category and Parent Category.



4. Click **Save**



You will now see the new added Category on the list.



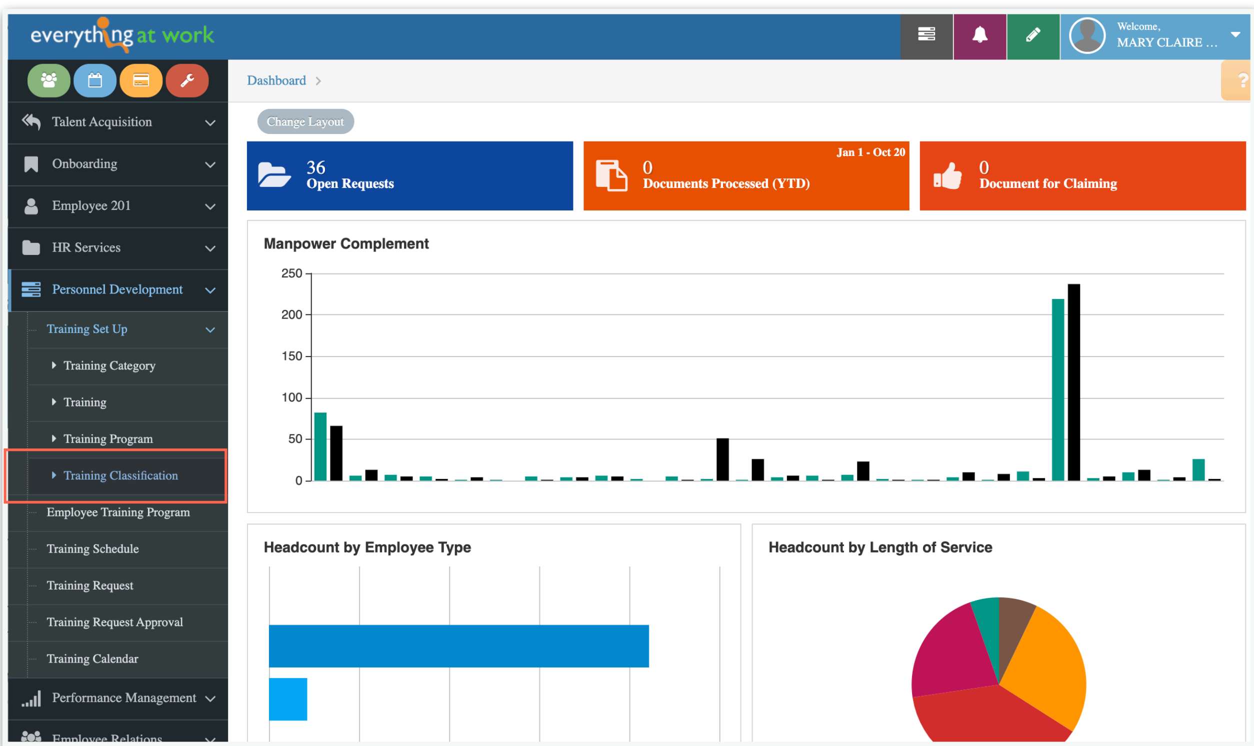
The system provides for another way of grouping your training, with the addition of tagging it whether the employee will be paid or not during the training days.

If the training is classified as without pay, and the employee is scheduled to attend a training tagged as such, the system will not automatically create an official business* schedule for the employee.

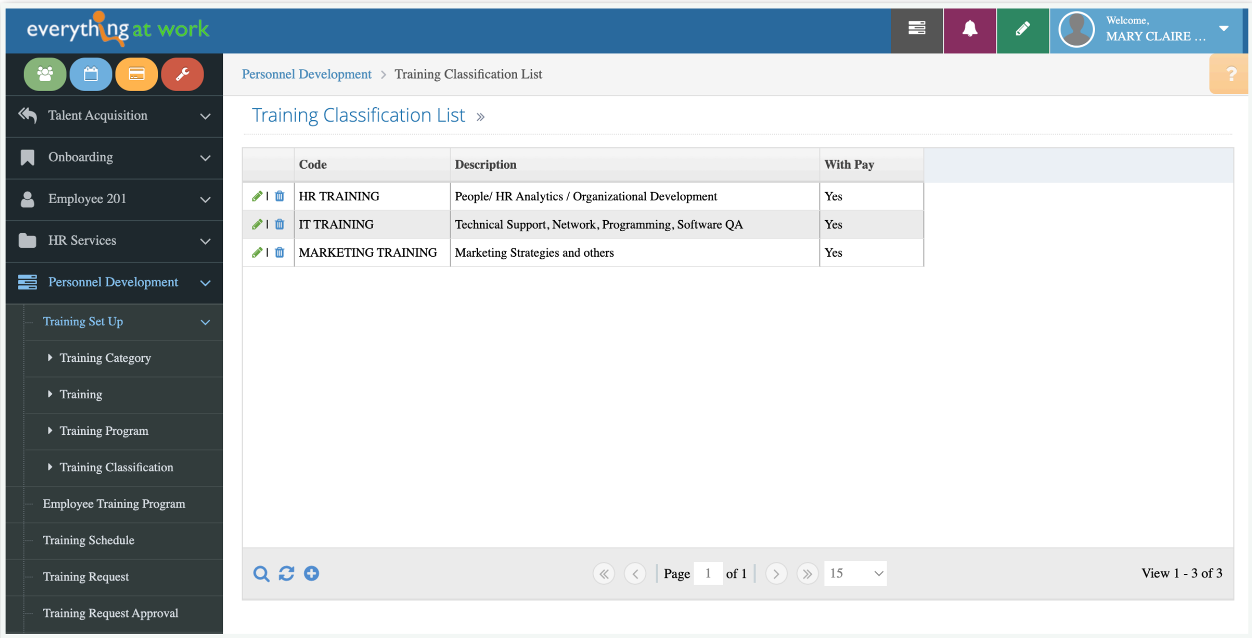
* Official Business record will indicate that the employee should be paid, even without time logs because the employee is not absent but on training.

How to add Training Classification?

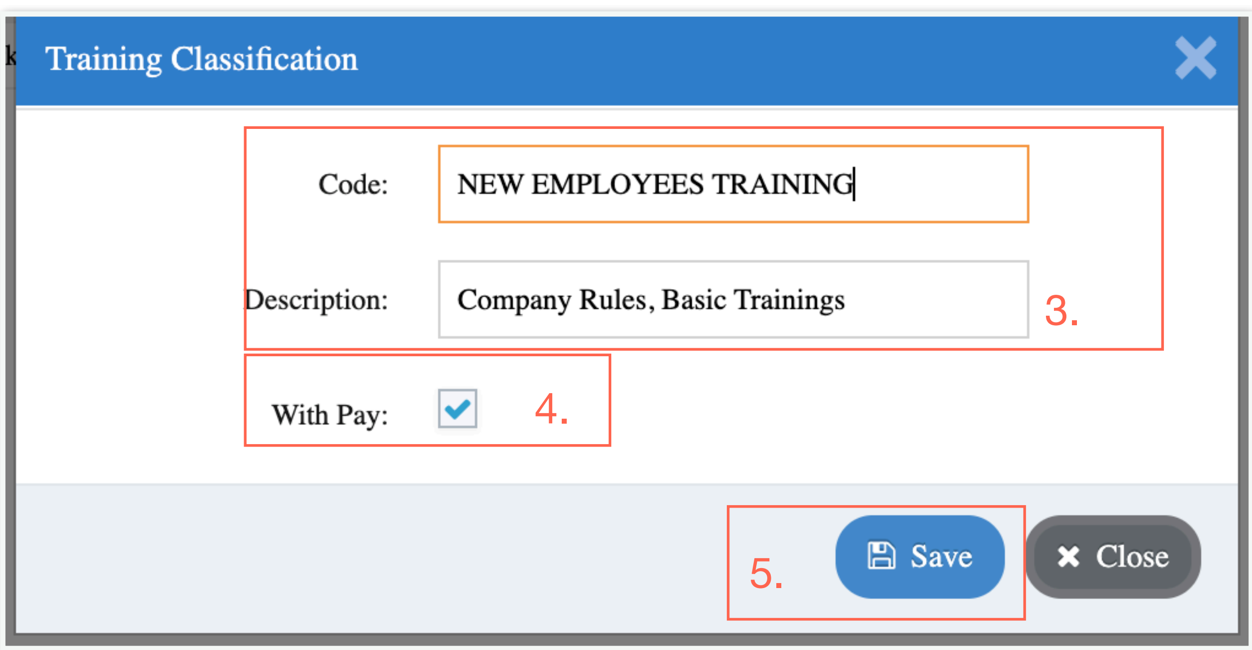
1. On the left part, click Personnel Development > Training Setup > Training Classification



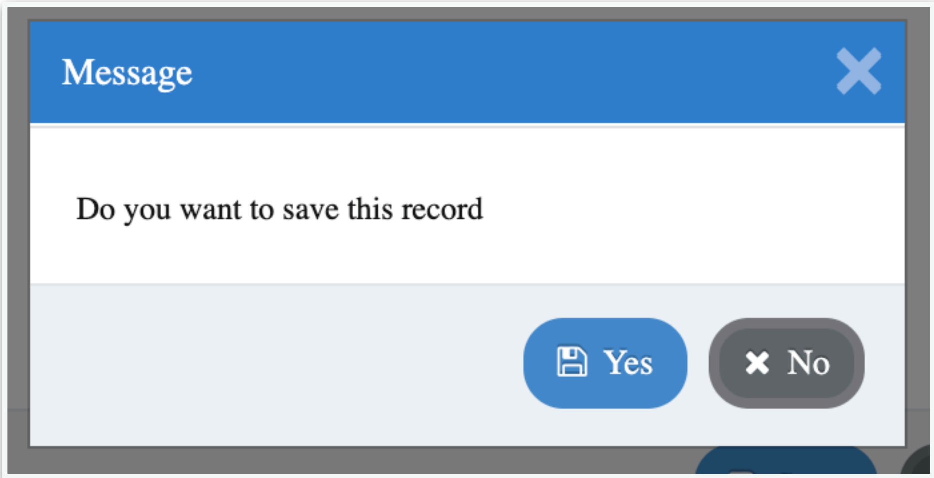
2. Click the (+) button to add a Training Classification.



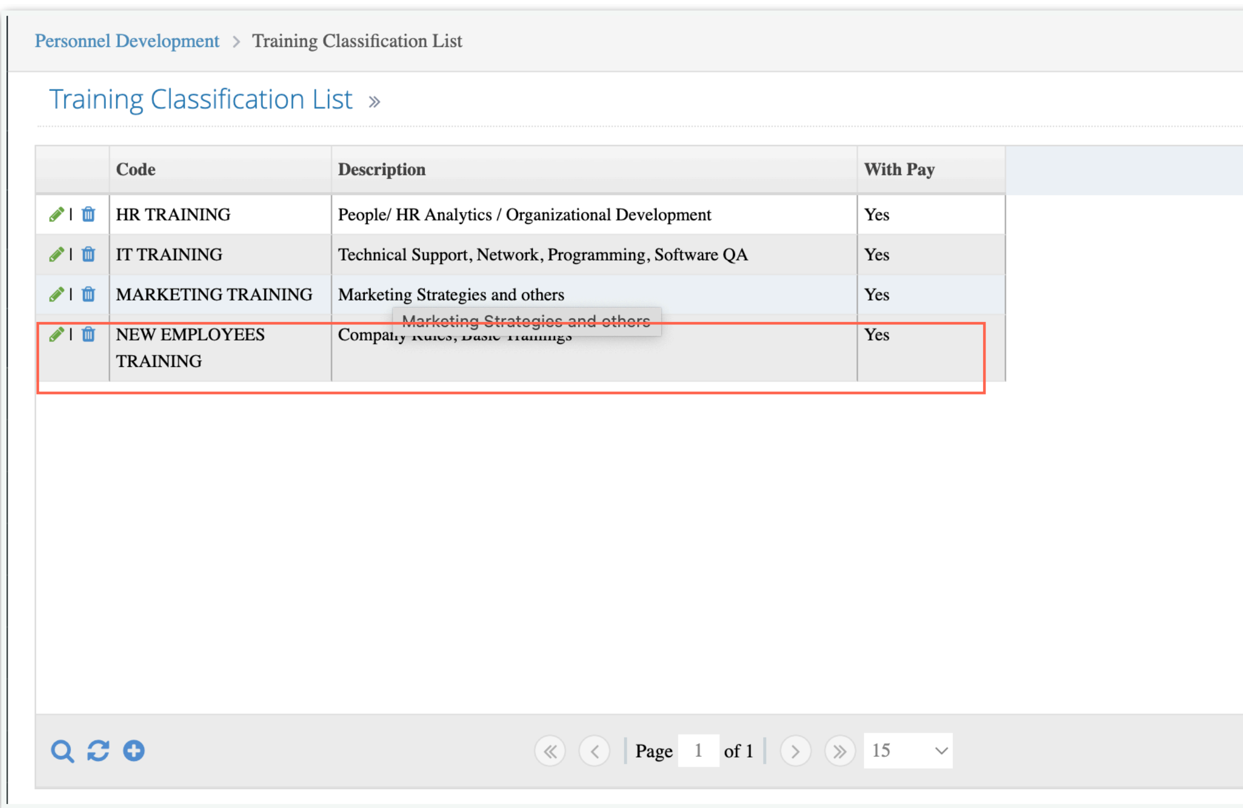
3. Fill out the Code and Description field.
4.. Tick the checkbox if the classification is with pay.
5. Click “Save”

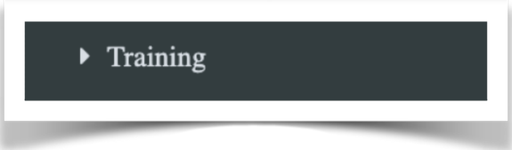


6. Click “YES” to save the record.



You will now see the new added Training Classification on the list.

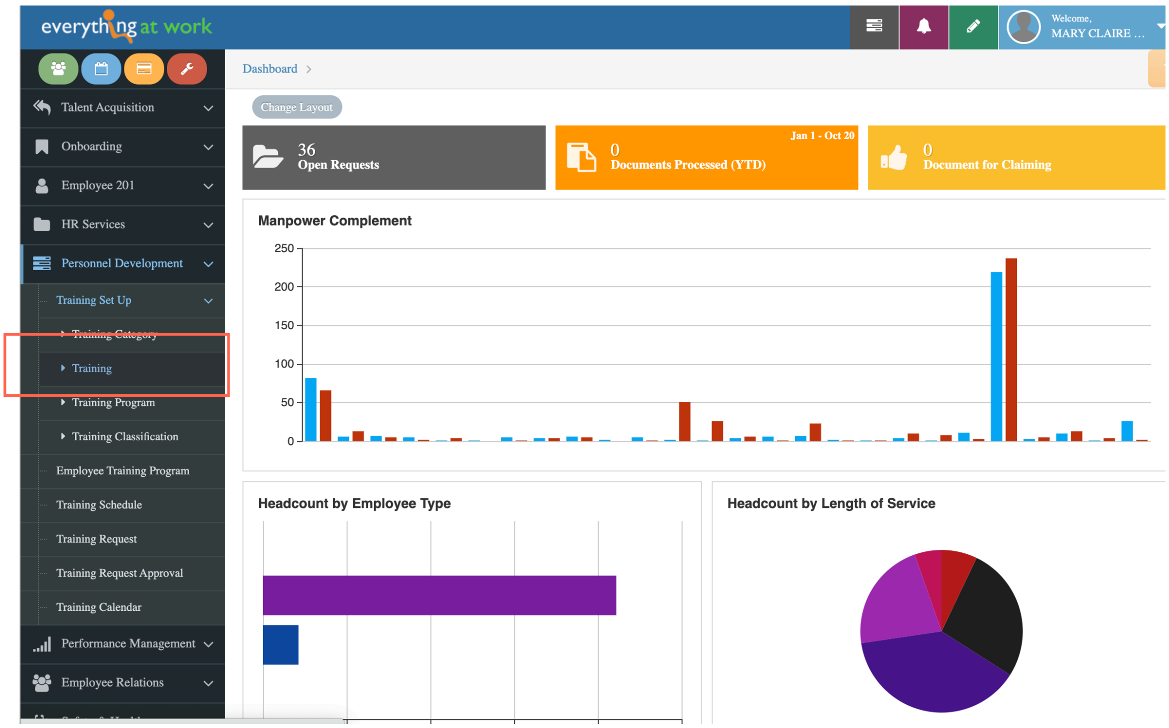




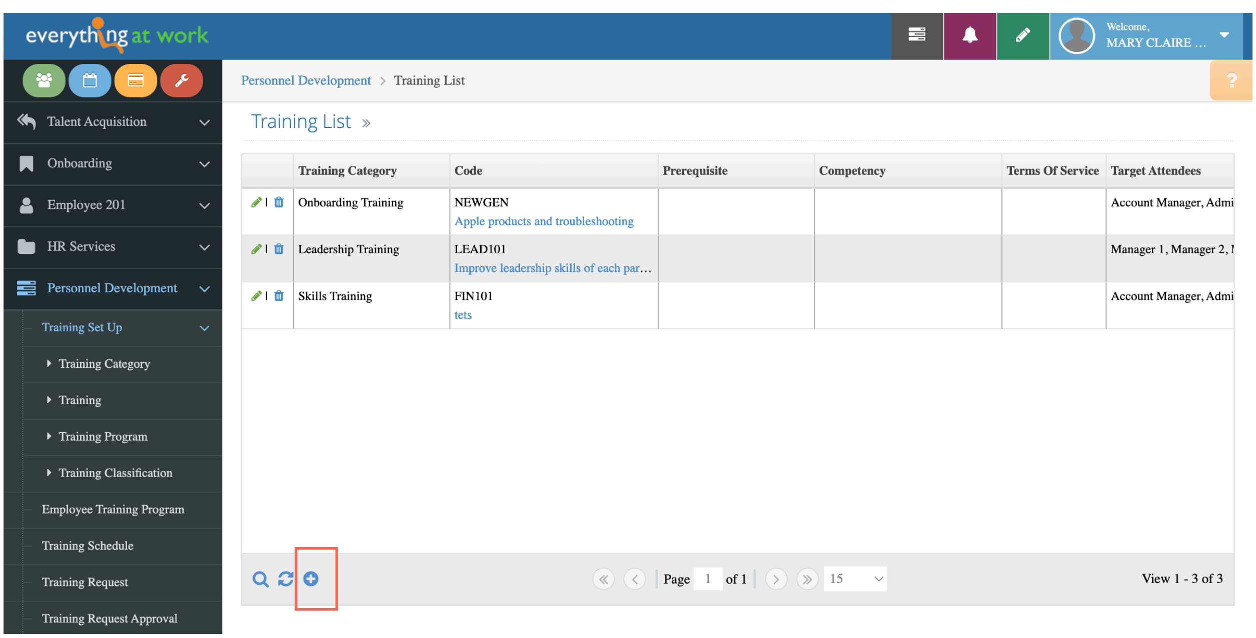
It lets you create a new training.

How to set up a new training?

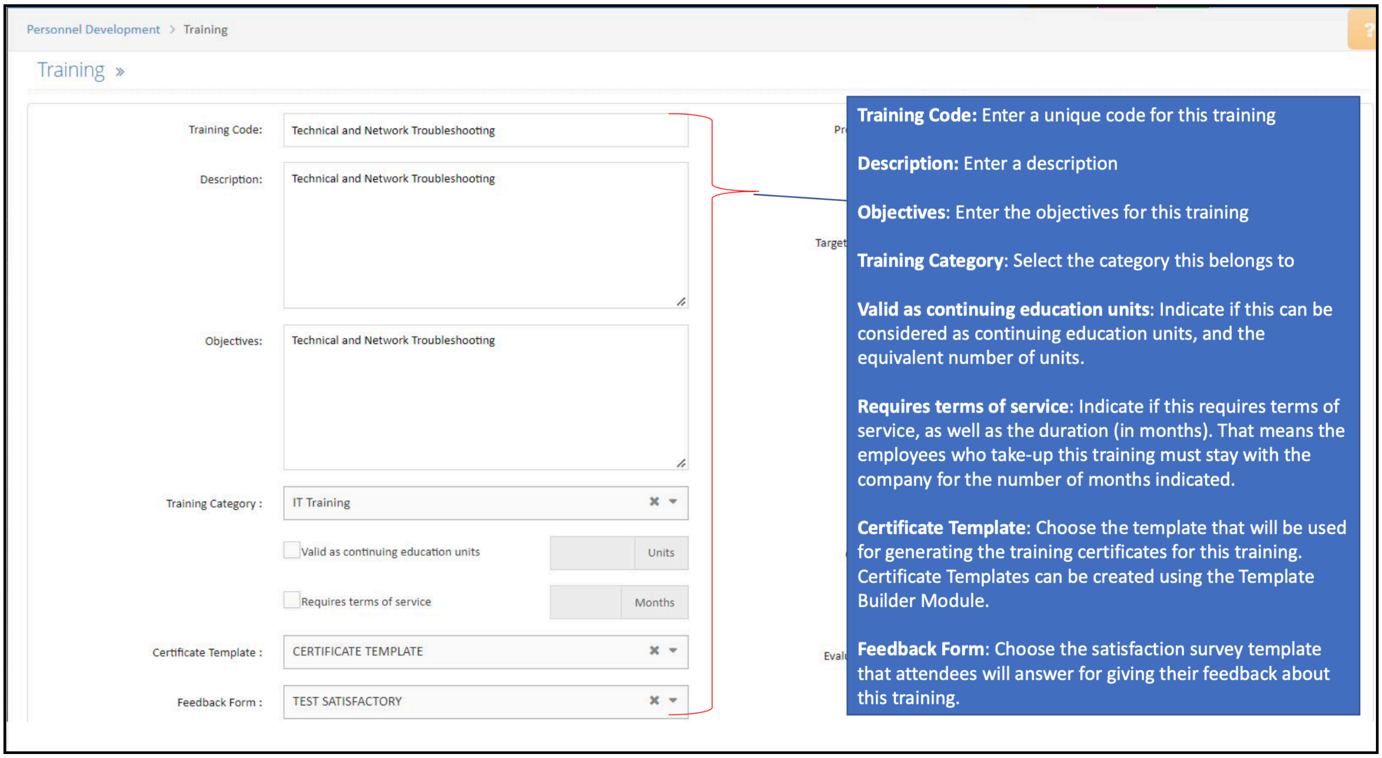
1. On the left part, click Personnel Development > Training Setup > Training

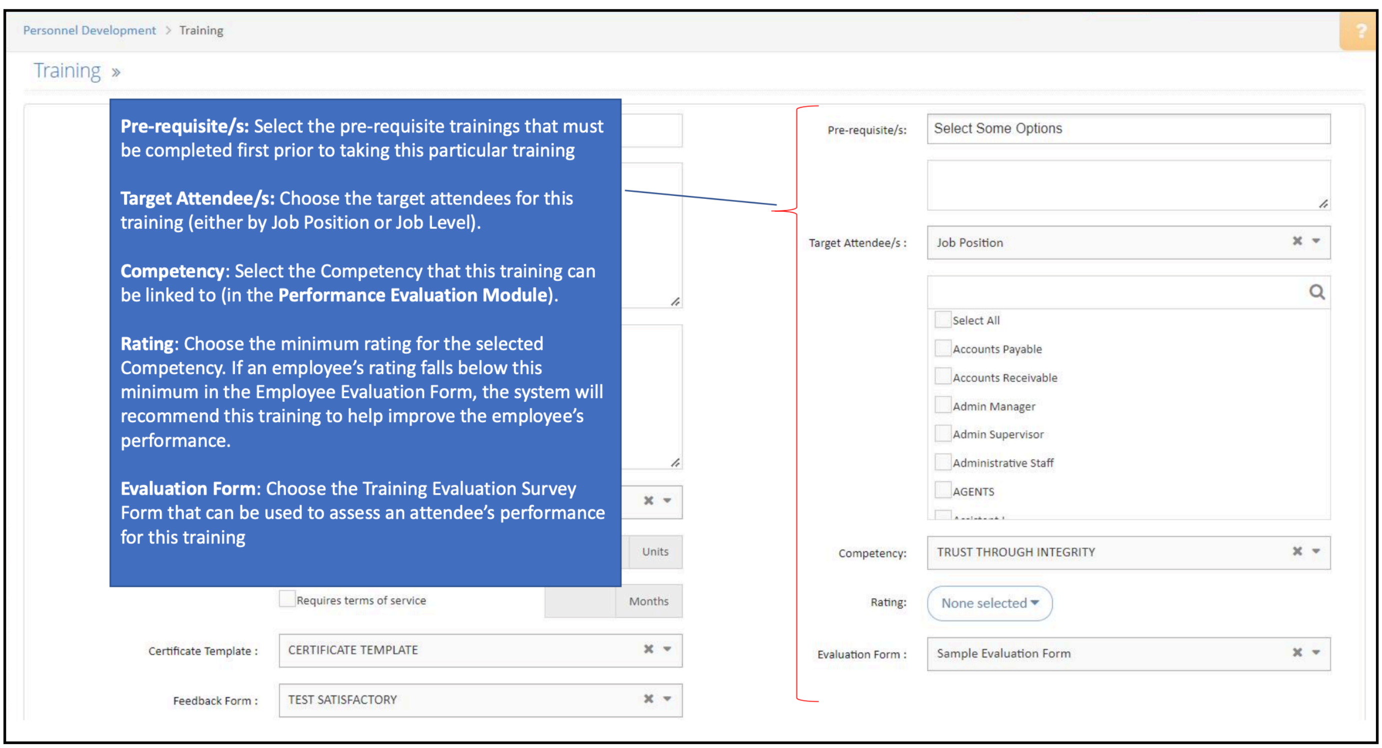


2. Click the (+) to add a new training

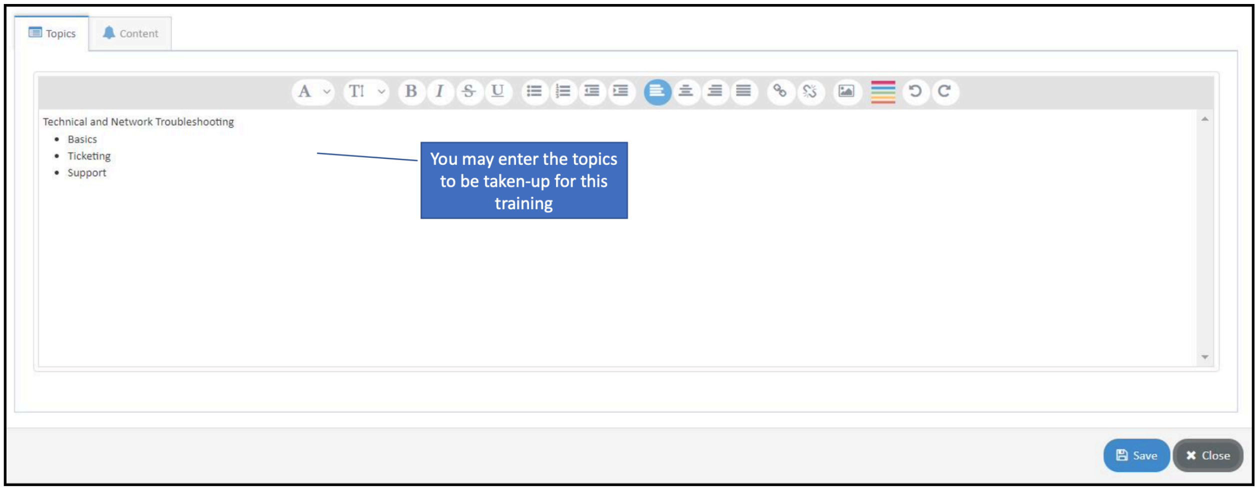


3. Fill out the Training form.

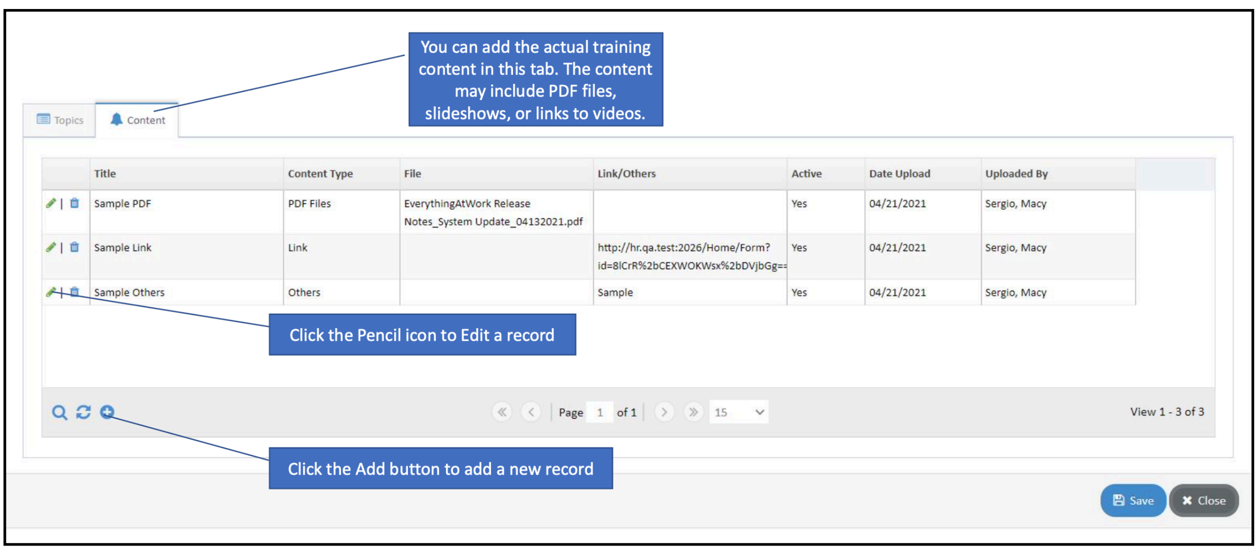




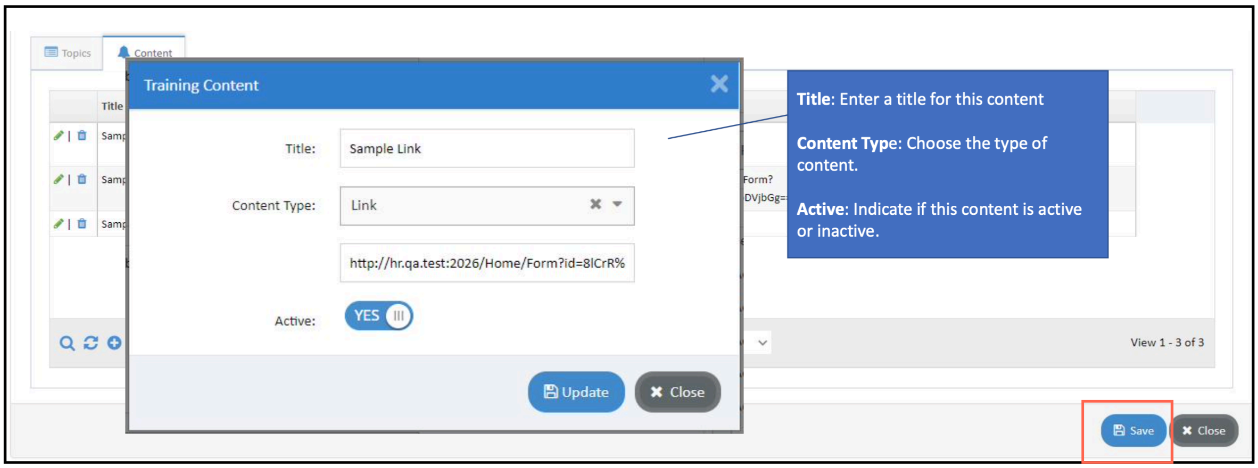
4. At the bottom part, you will see a text box where you can enter the Topics of the training



5. On the next tab, you may also add the Contents of the training by clicking the "Add Button". Note that you can add multiple of contents here.



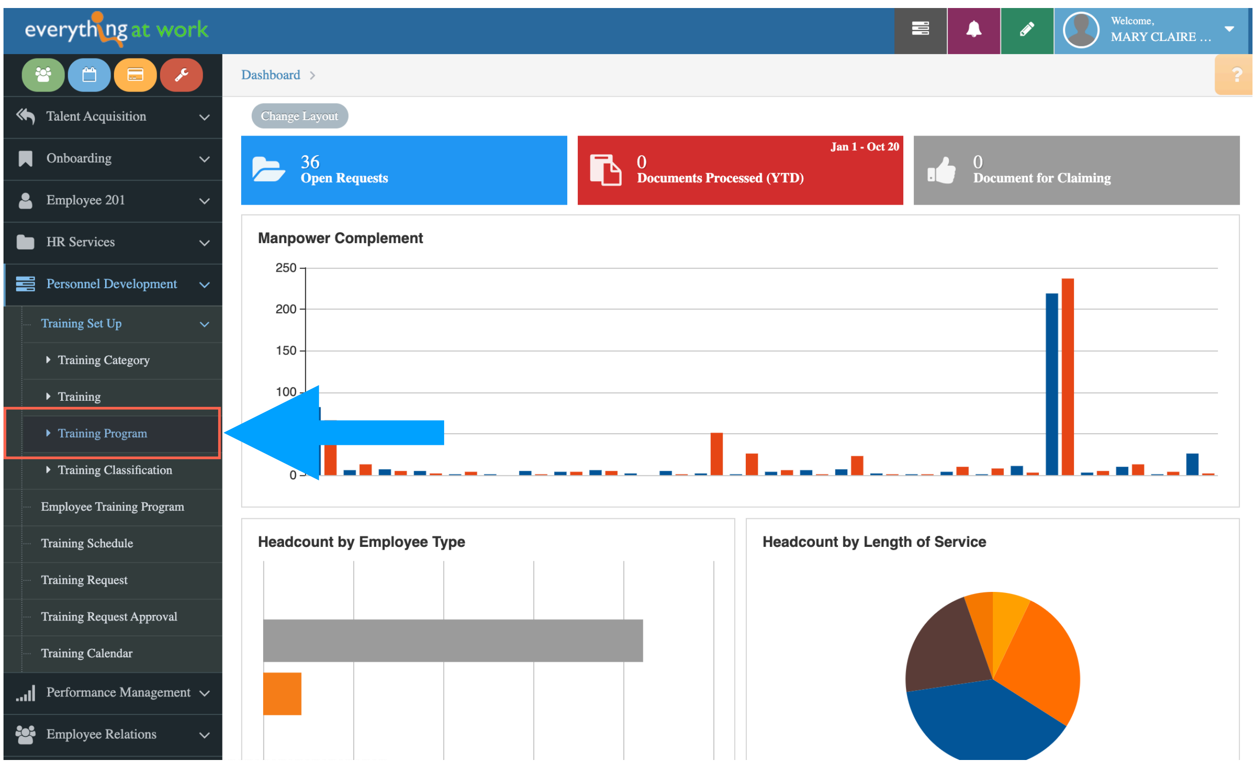
6. Enter the Title of Content, then select what type of file you will upload.
(PDF, VIDEO, POWERPOINT, LINK and OTHERS)
7. Indicate if “Active” or “Inactive”.
8. CLICK “Update”.
9. Click “Save”.



Training Programs let you specify which trainings should be taken by a particular Job Position or Job Level.

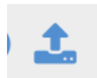
How to Setup Training Program?

1. Click Personnel Development > Training Setup > Training Program List.

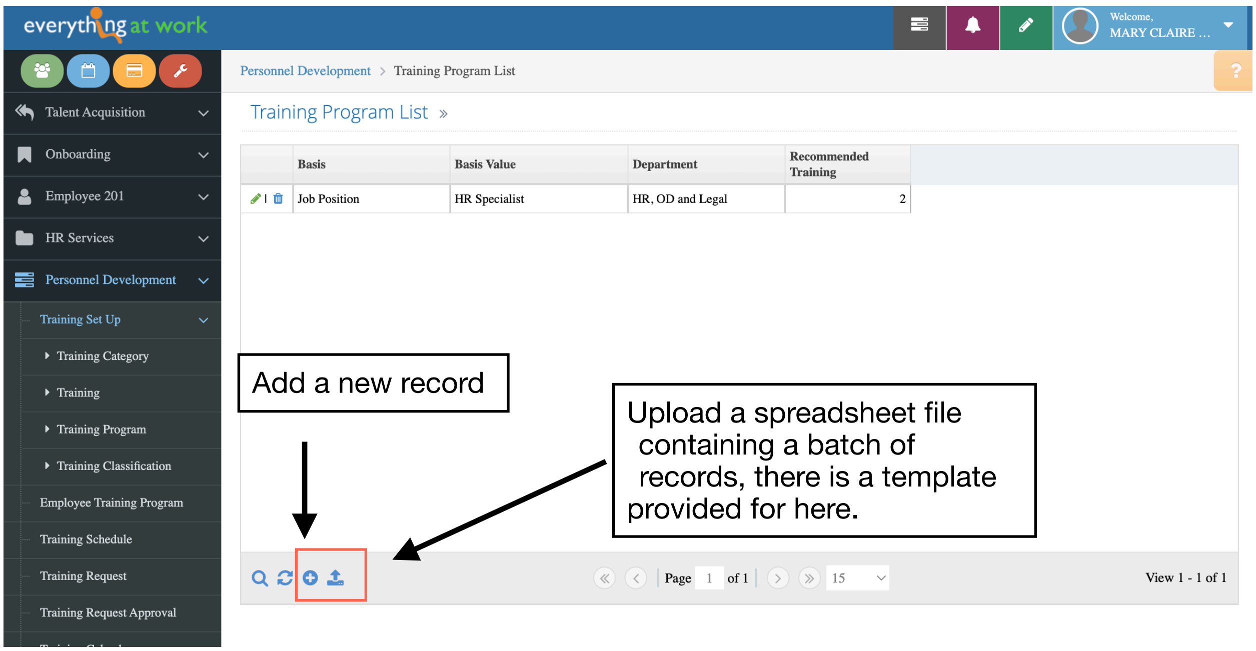


2. Add a Training Program. There are 2 ways to add a training program:

Add a new record



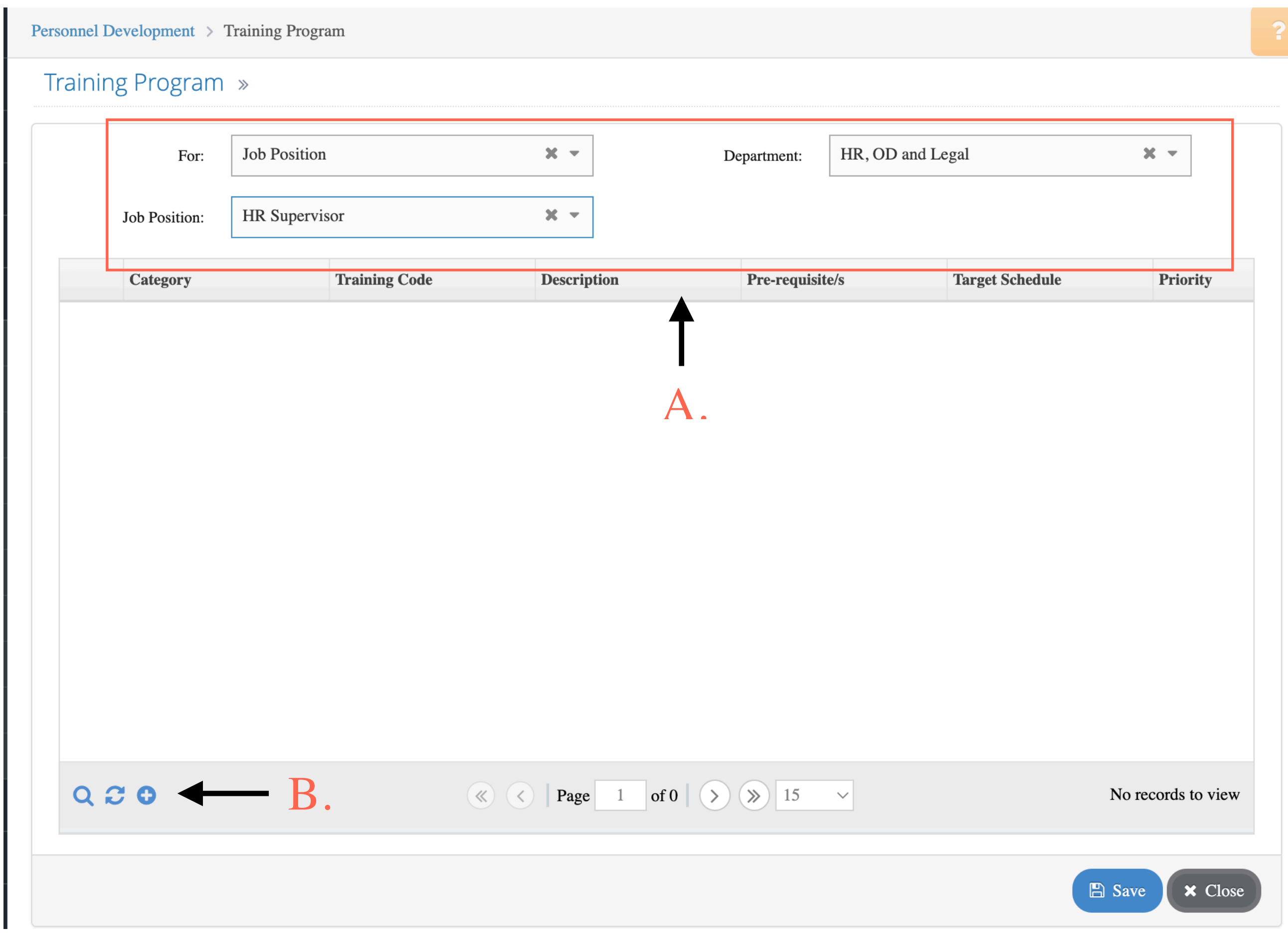
Upload a spreadsheet file containing a batch of records, there is a template provided for here.



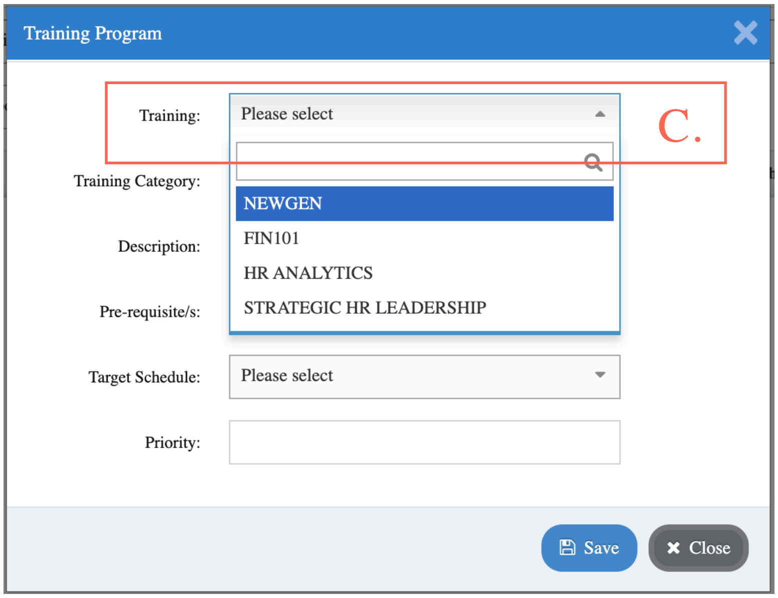
2 ways to add a Training program

1. Add a new record:

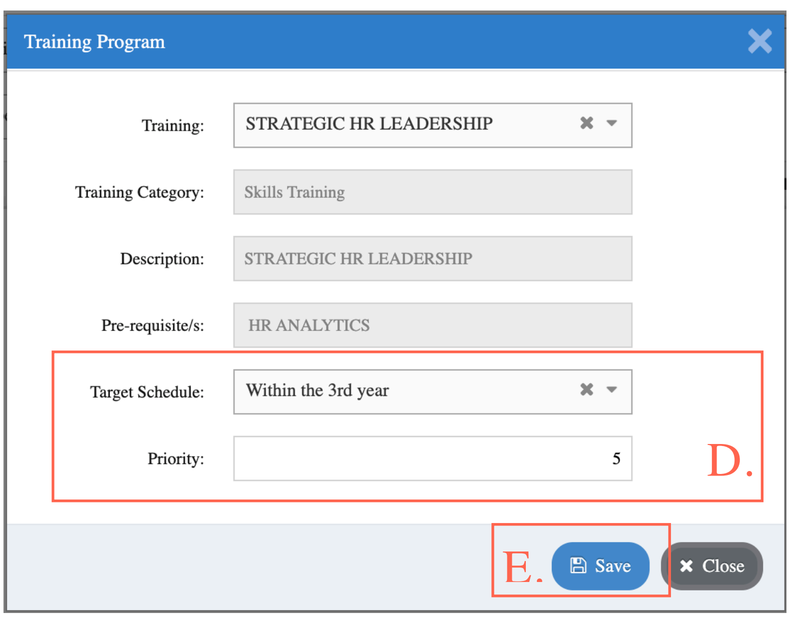
a. Specify the job level/ job position and its corresponding Department you are planning to make a training program for.
b. Click “Add” button at the bottom part to add trainings fit for this position.



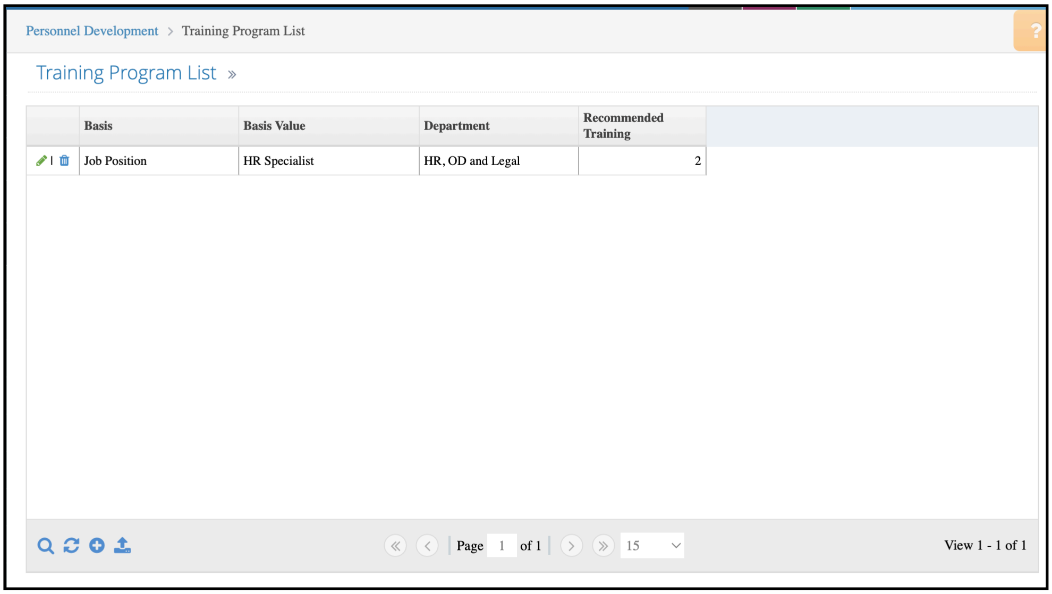
C. Select a training for the job position / level. Please note that the trainings appearing here is based on the training's entity on target attendees. For example, the NEWGEN Training is set for all job positions, that is why this training is appearing here.
Go back to "How to set up a new training" for reference.



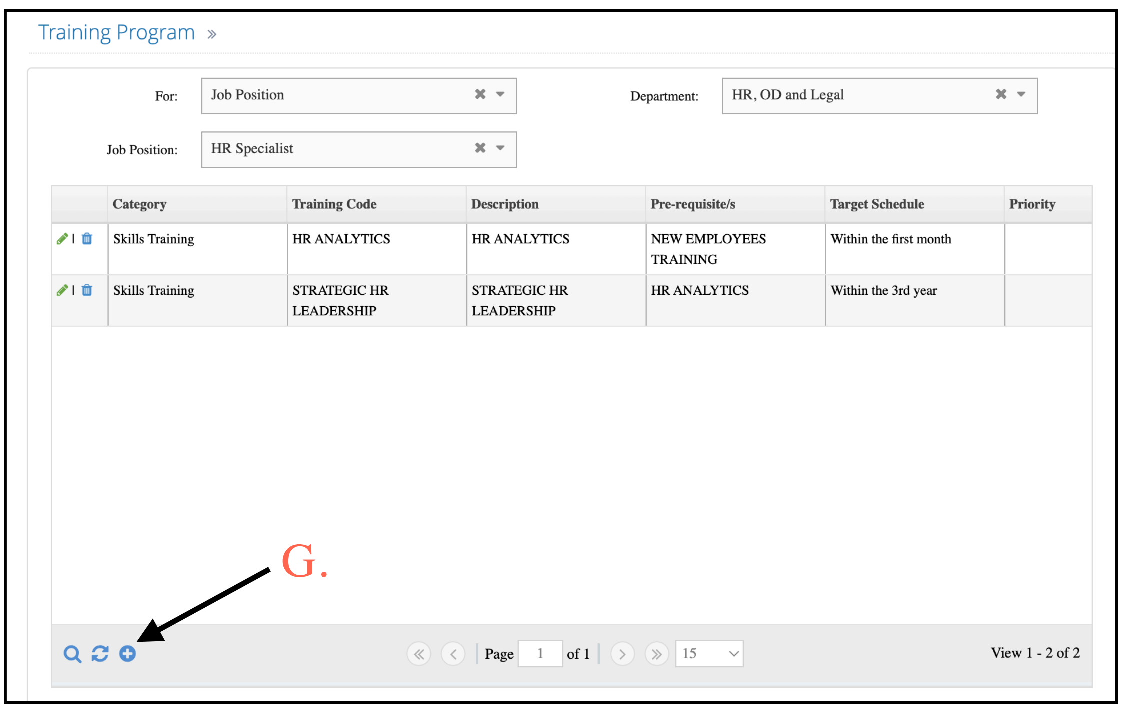
D. Select "Target Schedule" and set "Priority" level.
E. Click "Save".



F. Going back to the “Training Program” module, you will see that the Training program for HR Specialist is now existing. If you want to add more trainings to this program, click the “PENCIL” icon to edit.

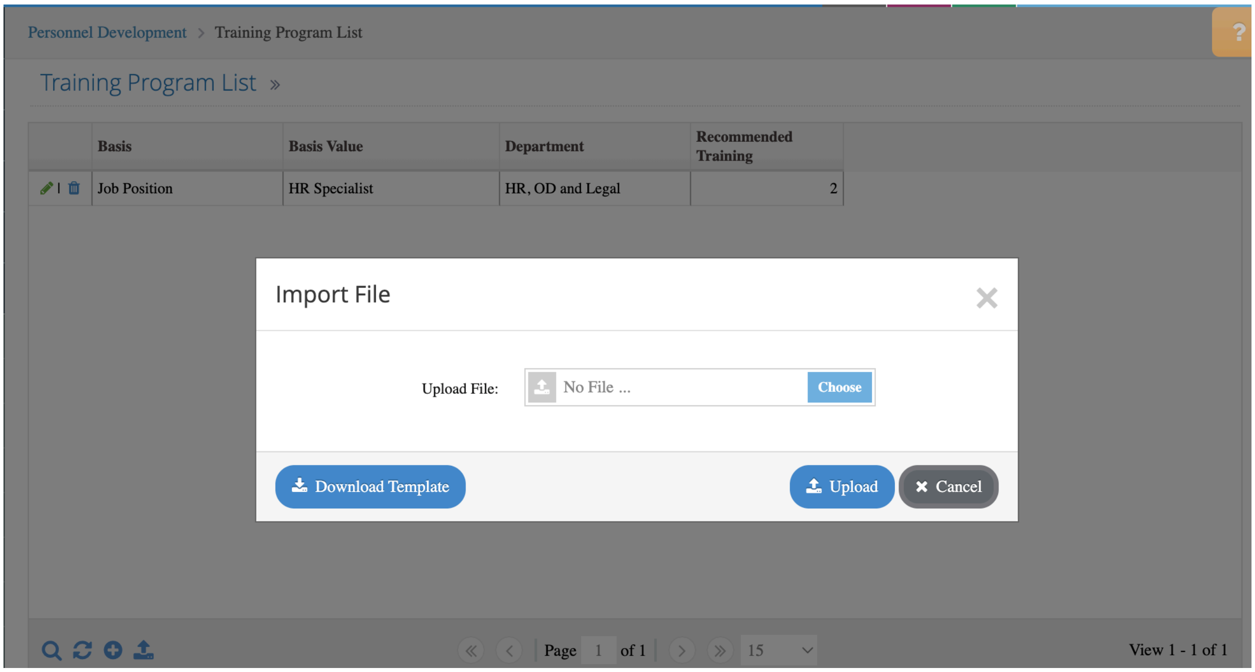


G. You will now see the list of existing trainings under the job position HR Specialist here. Click the (+) button to add more. Please refer to letter C to E Procedure for the adding.



2. Upload a spreadsheet file containing a batch of records, there is a template provided for here.

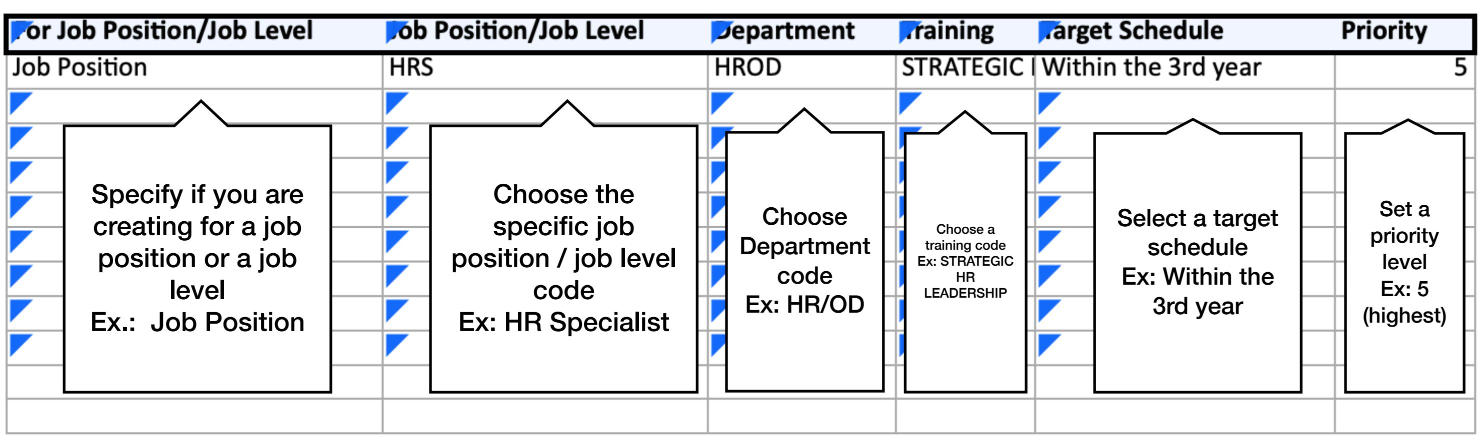
A. Click “Download Template” button so you can edit the template.



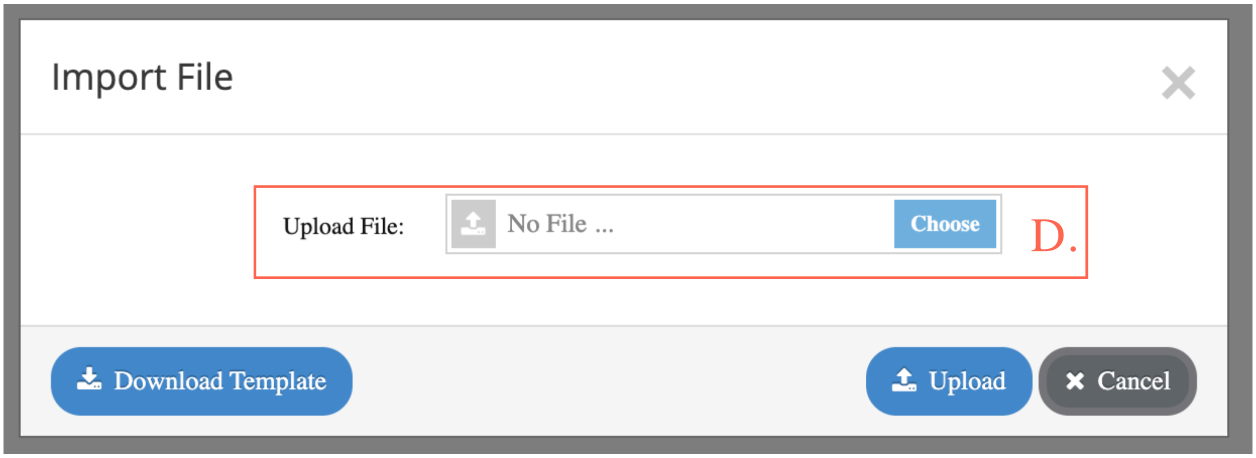
B. Edit the template and enter the necessary informations. There is a dropdown menu on each cell for its corresponding values per column.

C. Save the file with .xlsx format.

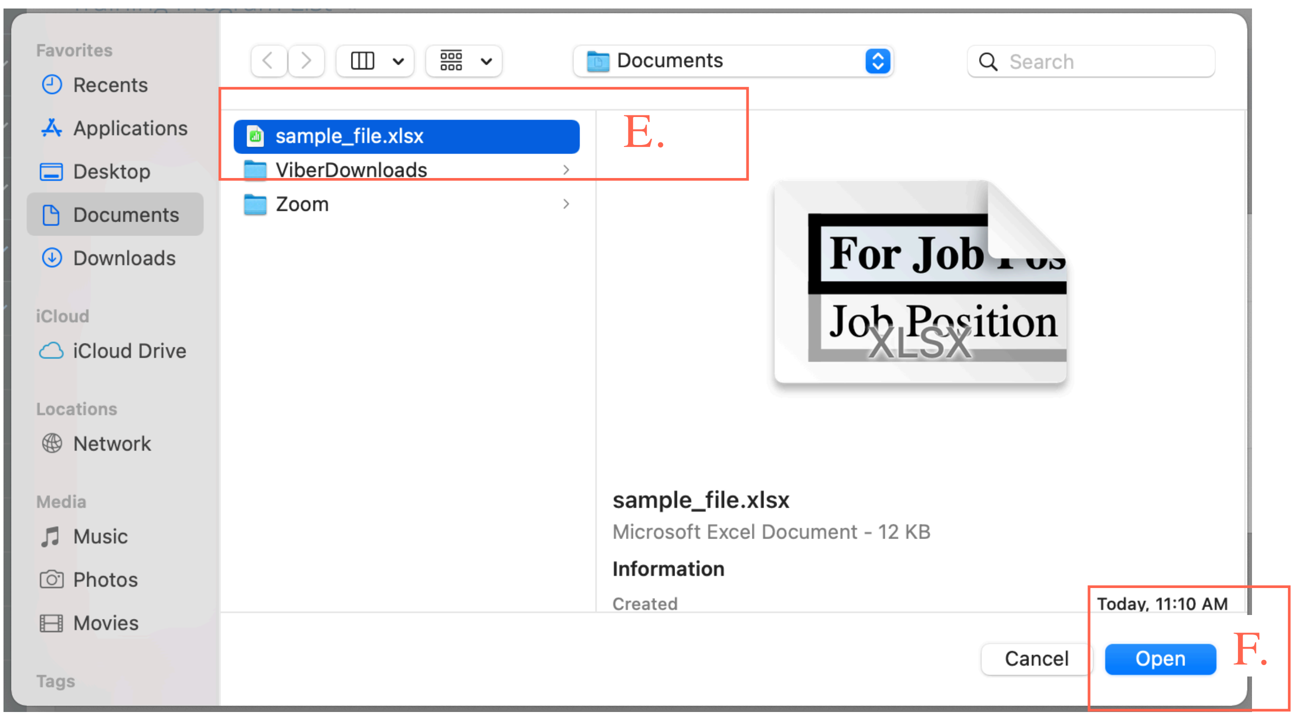
This is how the template looks like:



D. To upload the file, click “Choose”.



E. Go to the directory where the file is saved and select the file.
F. Click “Open” to proceed.



G. Click “Upload” to proceed on uploading.

The program list will then be updated if there is no error on the file.

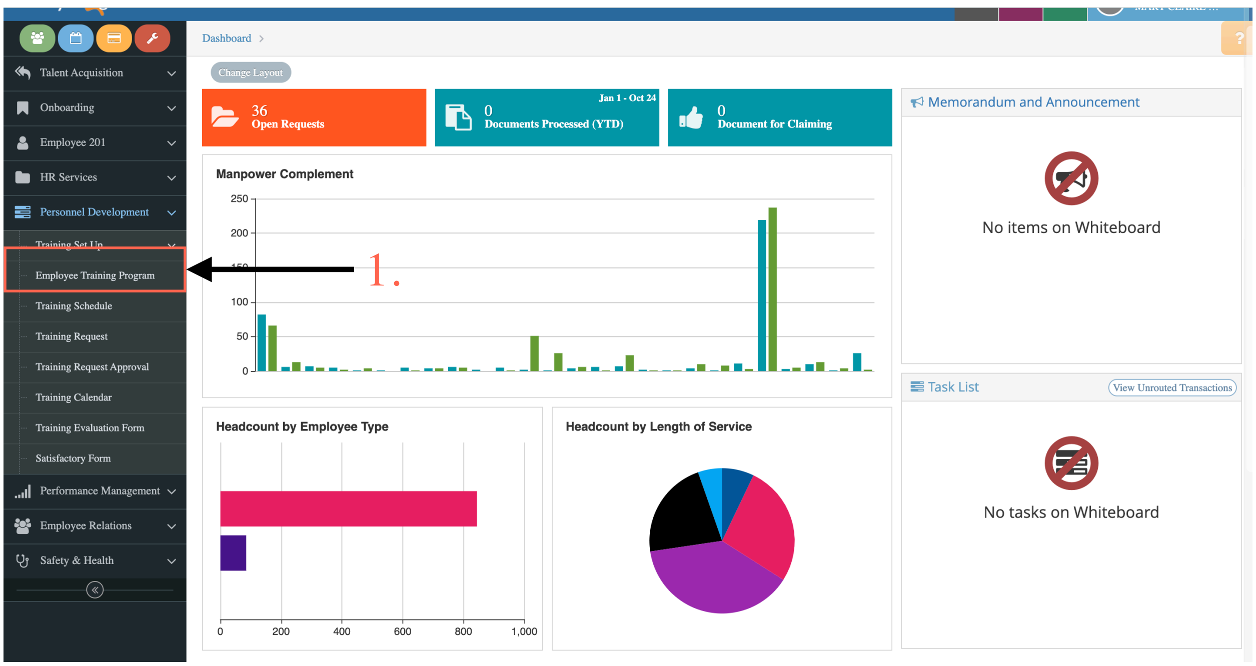
Employee Training Program

Employee Training Program

Training Programs can be assigned and customized for each employee.

How to add Employee Training Program?

1. On the left side, go to Personnel Development > Employee Training Program

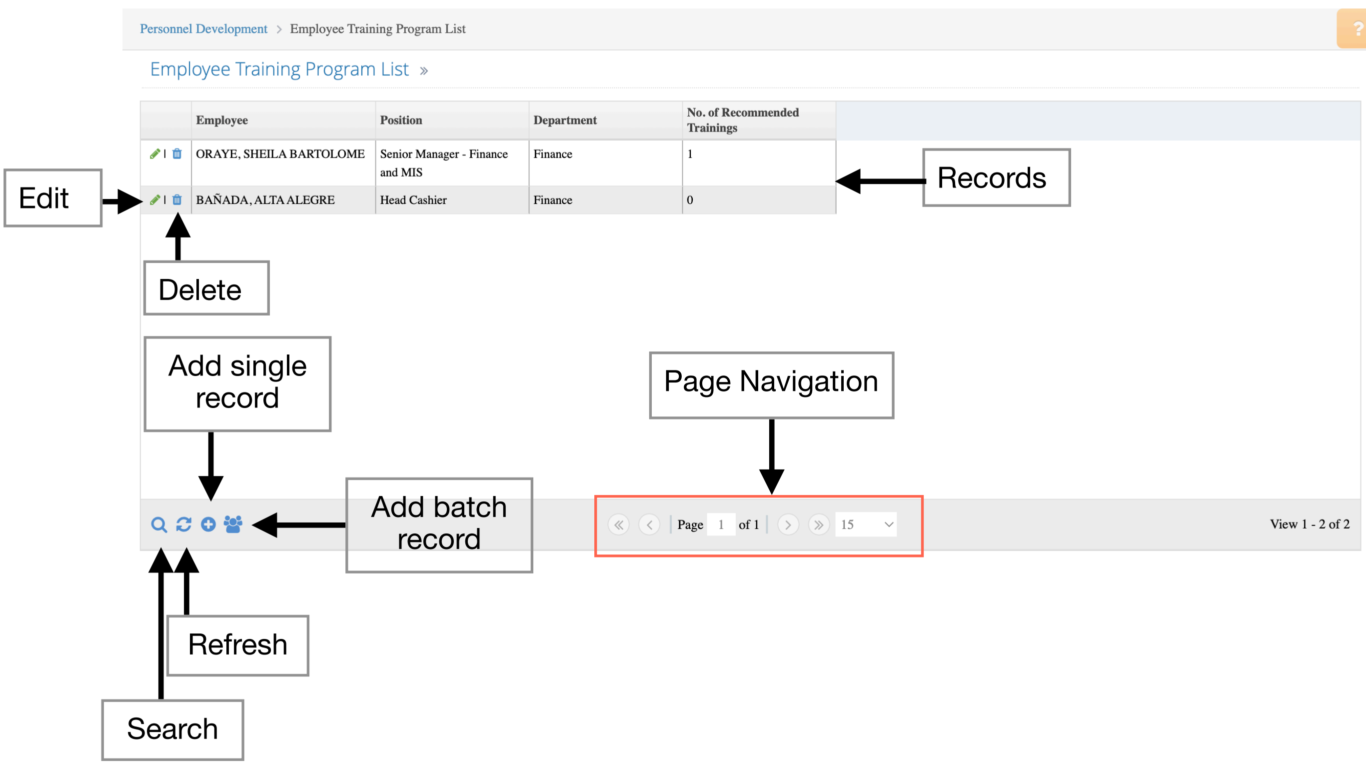


2. Choose either you want to add a “single record” or “batch of records”.

2 ways to add an Employee Training Program

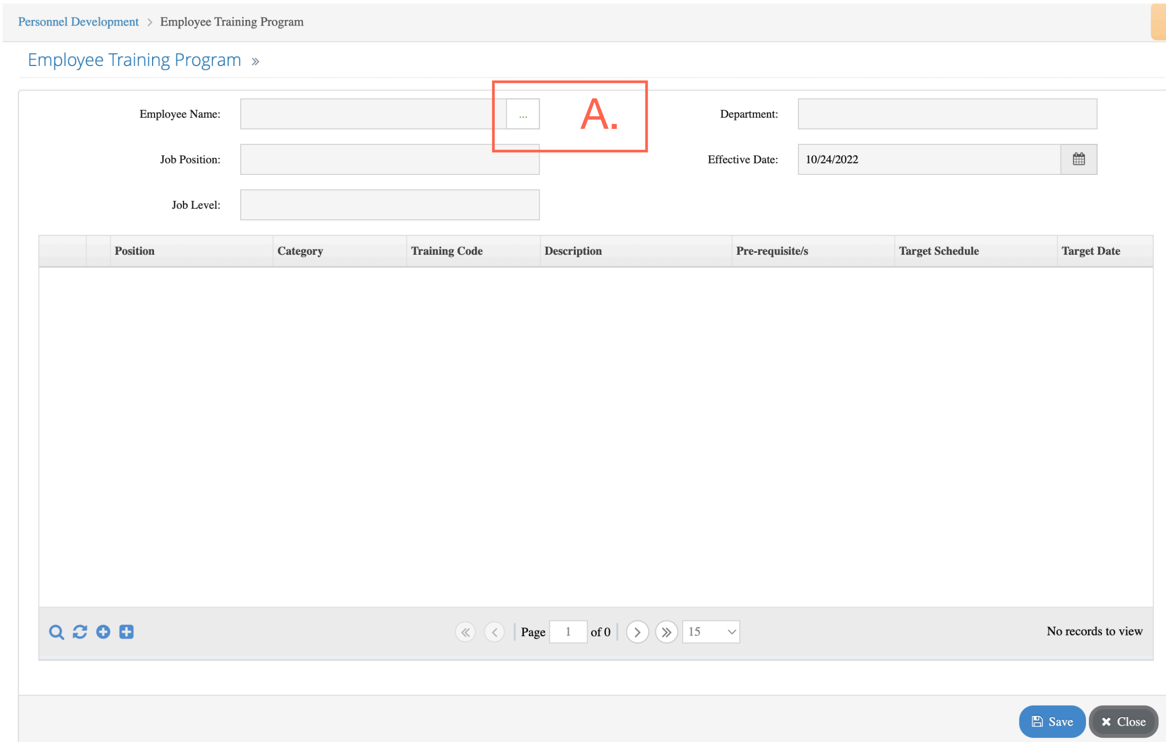
Single Record - lets you add 1 employee at a time.

Batch Record - lets you add multiple employee at a time under same company, branch and department.

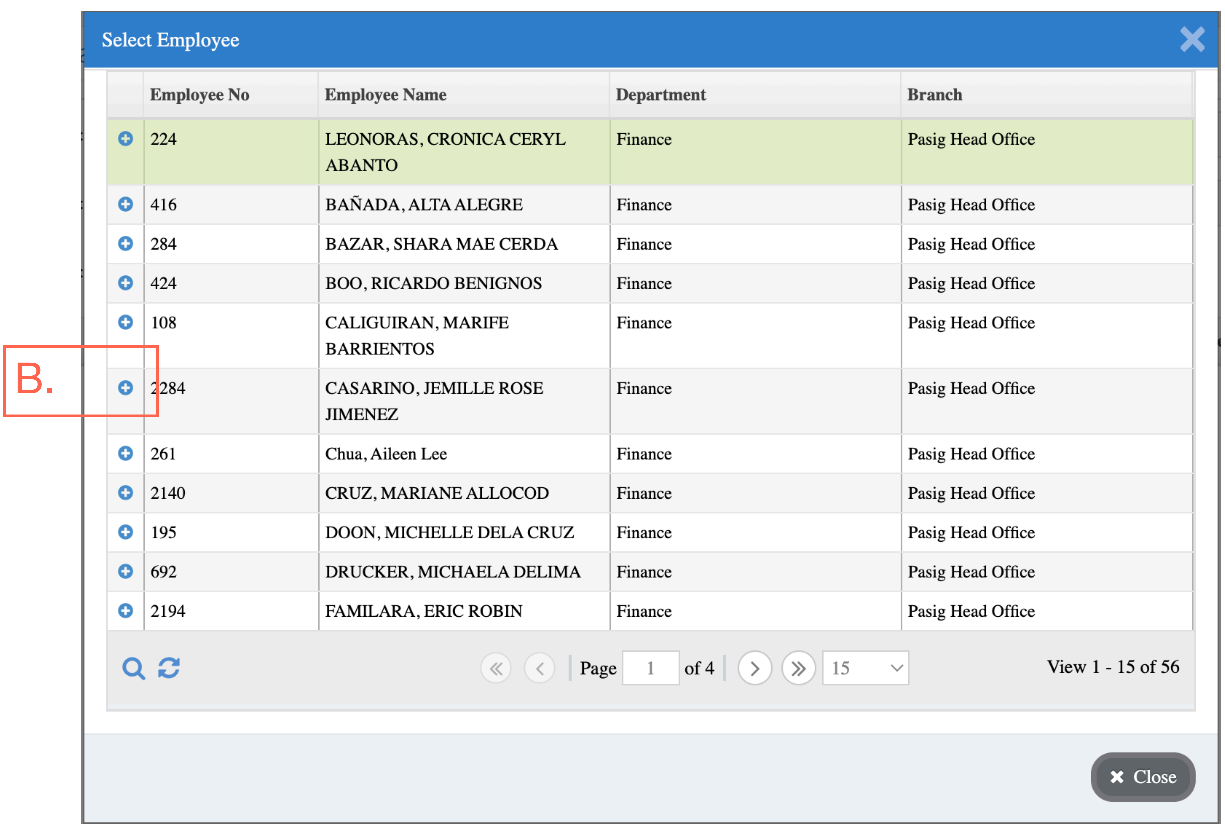


Add a Single Record:

a. Enter employee name. Click the "…" button to show list of employees



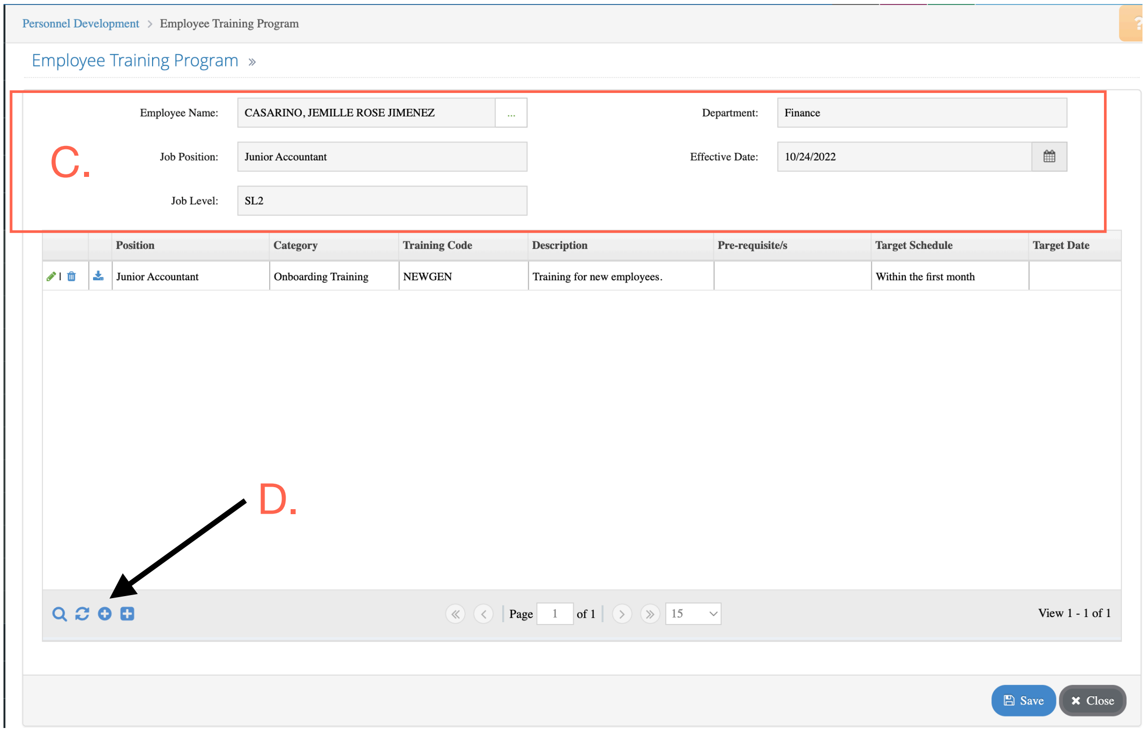
b. Select an employee by clicking the (+) button on the left side.



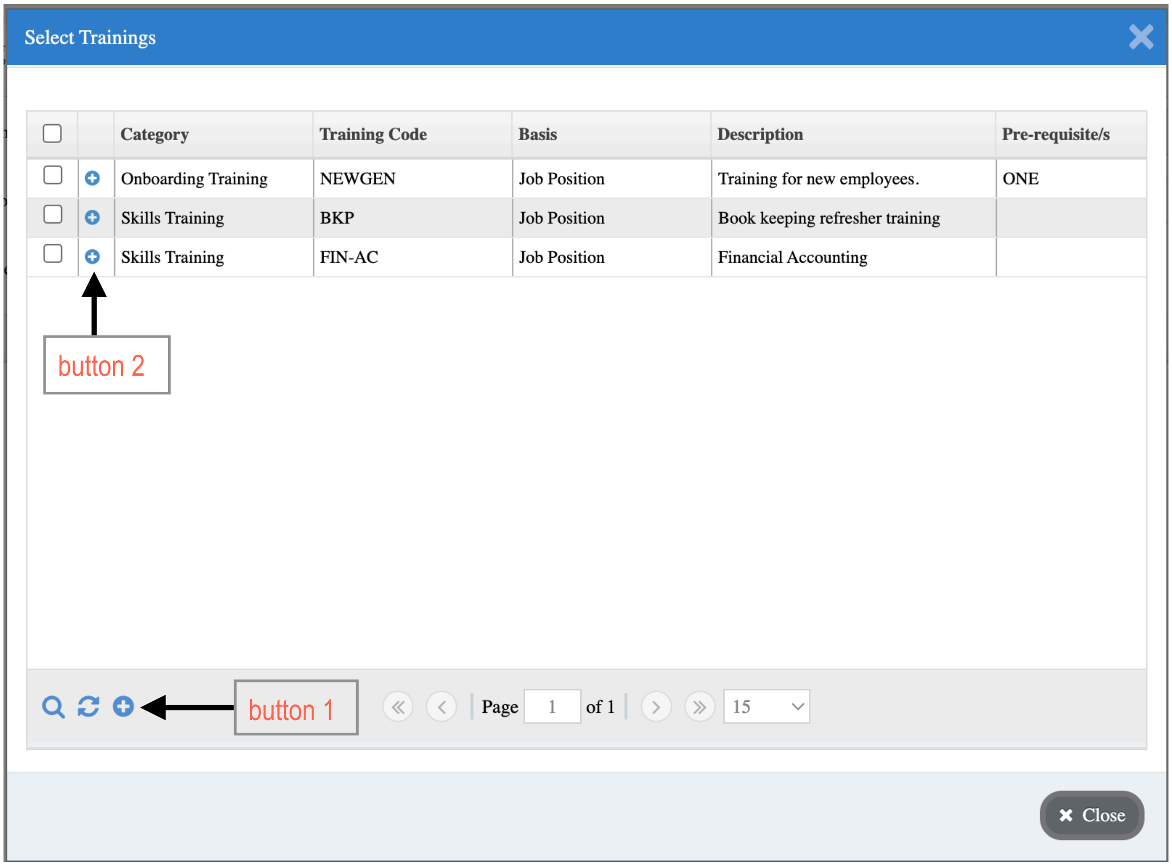
Employee No	Employee Name	Department	Branch
224	LEONORAS, CRONICA CERYL ABANTO	Finance	Pasig Head Office
416	BAÑADA, ALTA ALEGRE	Finance	Pasig Head Office
284	BAZAR, SHARA MAE CERDA	Finance	Pasig Head Office
424	BOO, RICARDO BENIGNOS	Finance	Pasig Head Office
108	CALIGUIRAN, MARIFE BARRIENTOS	Finance	Pasig Head Office
2284	CASARINO, JEMILLE ROSE JIMENEZ	Finance	Pasig Head Office
261	Chua, Aileen Lee	Finance	Pasig Head Office
2140	CRUZ, MARIANE ALLOCOD	Finance	Pasig Head Office
195	DOON, MICHELLE DELA CRUZ	Finance	Pasig Head Office
692	DRUCKER, MICHAELA DELIMA	Finance	Pasig Head Office
2194	FAMILARA, ERIC ROBIN	Finance	Pasig Head Office

c. After selecting an employee, it will autofill the other fields corresponding to the employee's details (job position, department and effective date - current date as of creating)

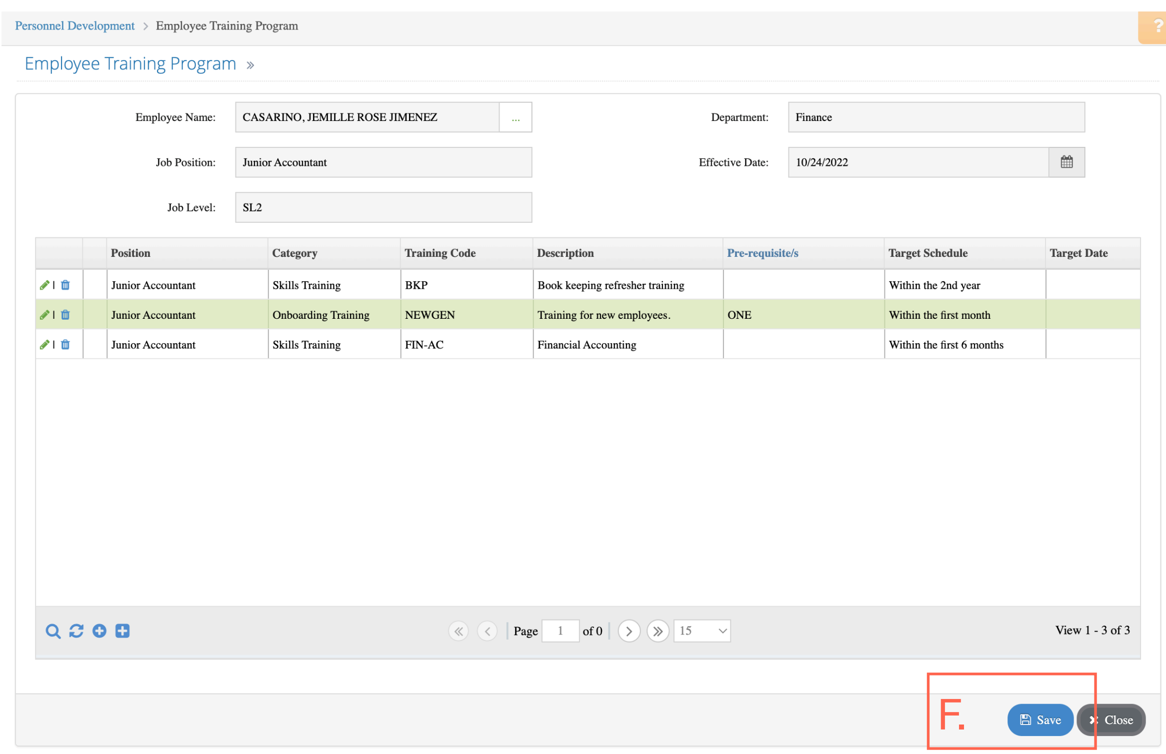
d. Click the (+) button to add a training for this employee.



e. Trainings available for this employee depending on his/her position will show. Select trainings for this employee by ticking the check boxes and click the add button (button 1)at the bottom part. OR a fast way to add a single training is to click the (+) button before the training name (button 2)

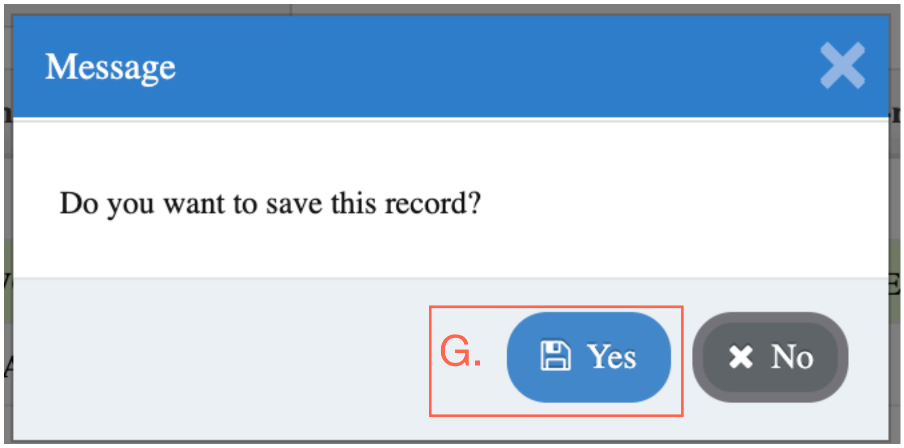


f. A preview of newly added training for this employee will appear, click “Save”.

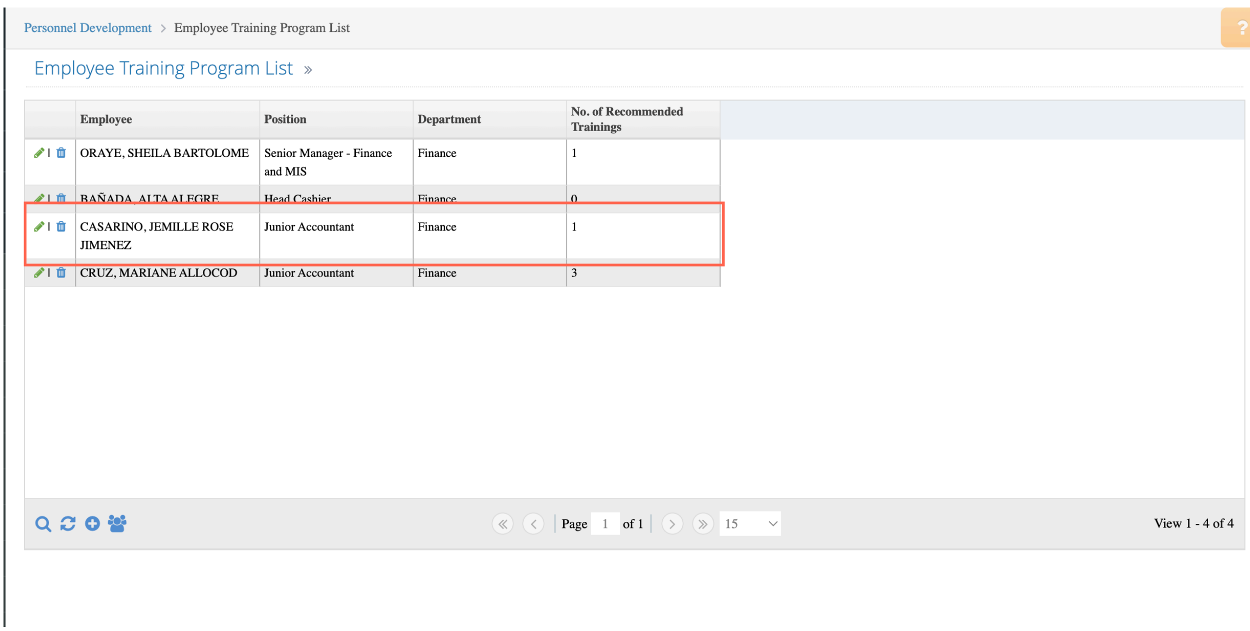


elopment

g. Click “Yes”



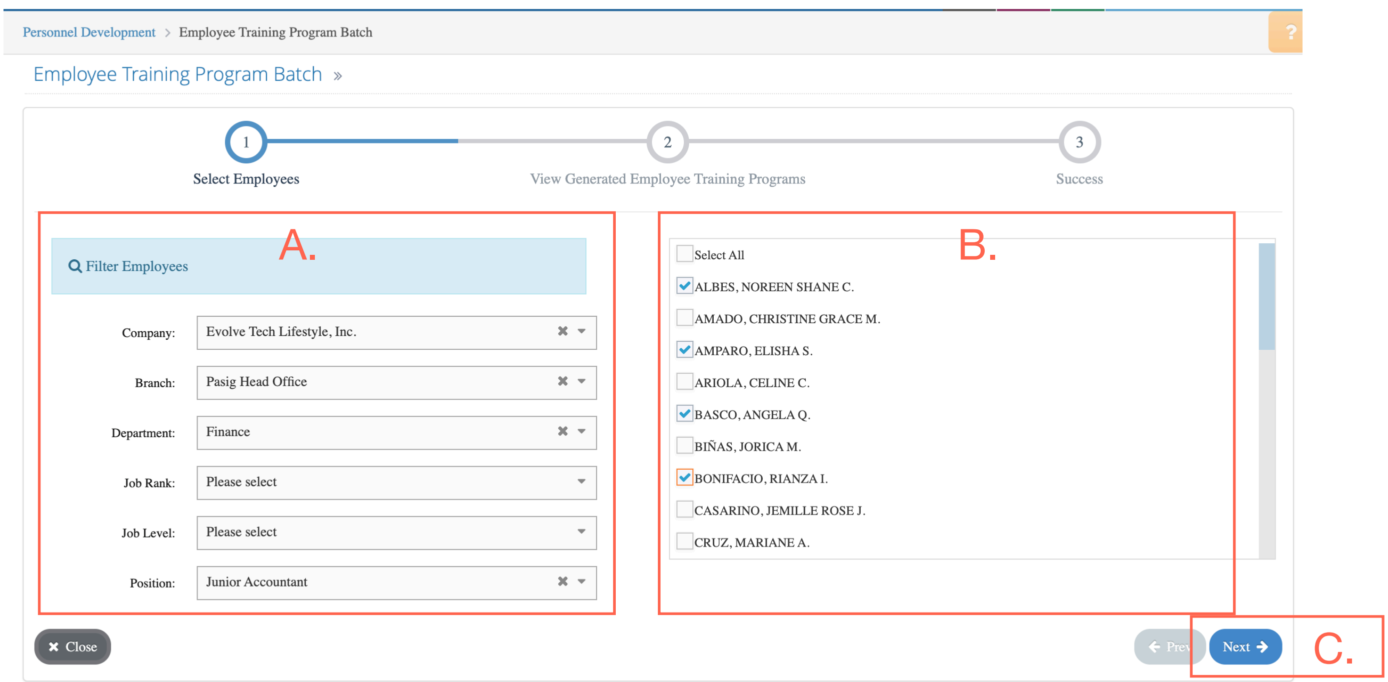
The employee will now appear on the list.



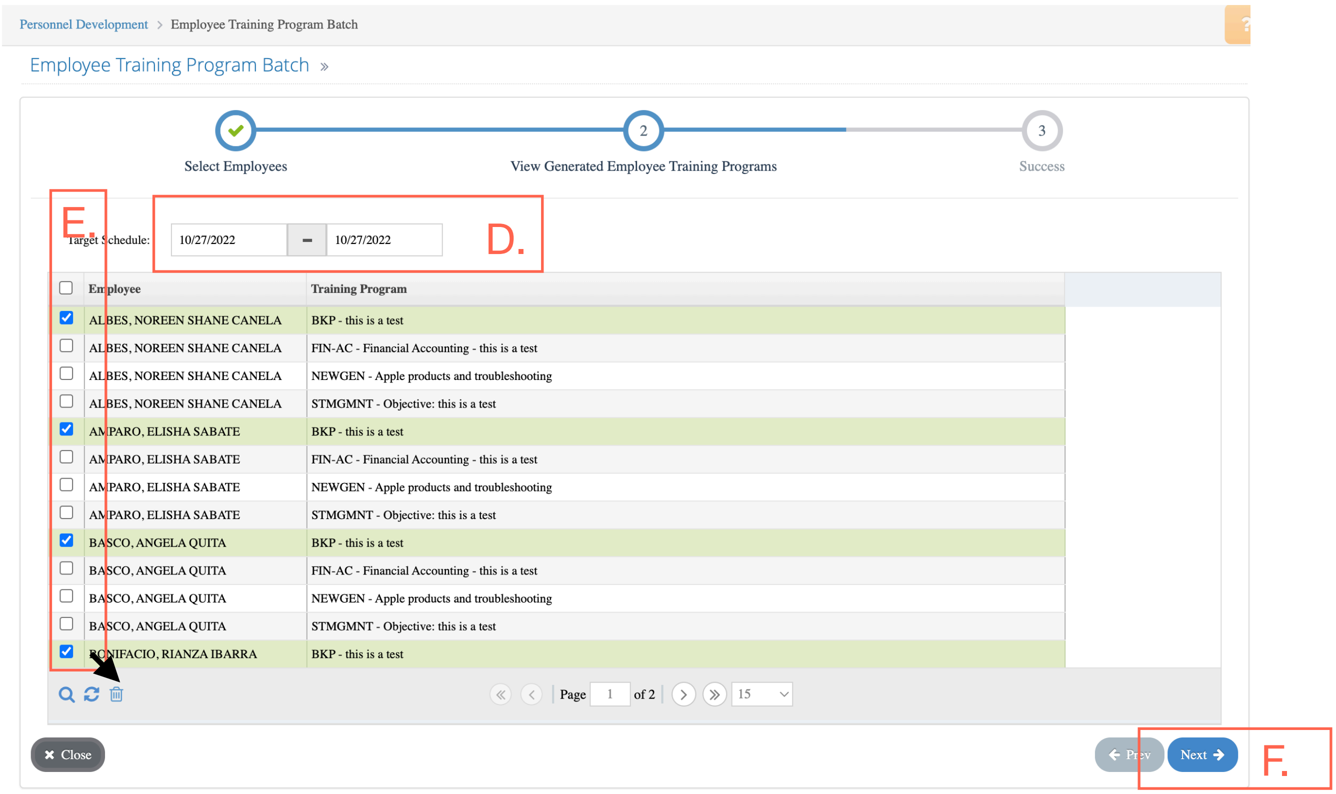
Add a Batch Record:

This is used when you are about to add multiple employees of the same company, branch, department to the same training/s.

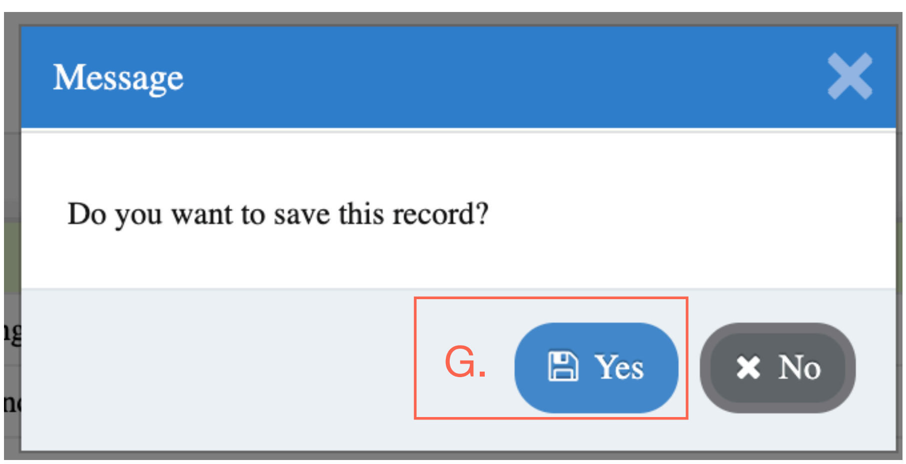
a. On the left side, choose company, branch, department, job rank, job level and position to filter the names appearing on the results on the right.
b. Put a check on the names that you want to include.
c. Click "Next".



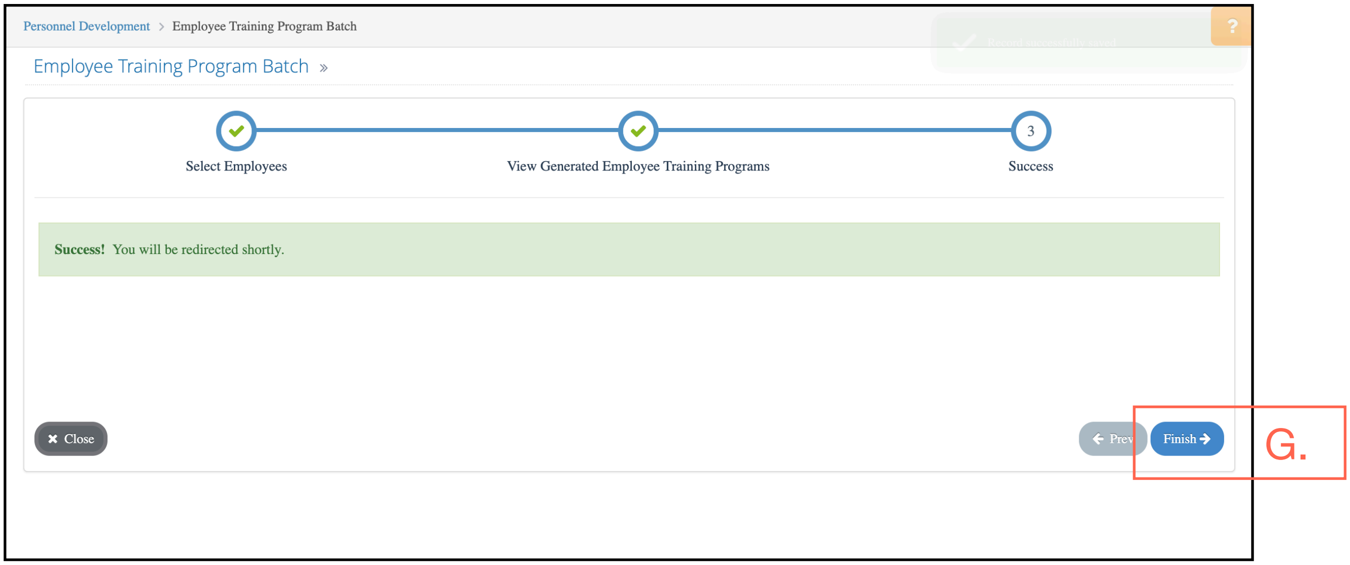
d. Select Target schedule
e.Select trainings that should not be included and click “delete”.
f. Click “Next” (the remaining trainings are what will be included on the employee program)



g. A message will appear, click “Yes” to save the record.

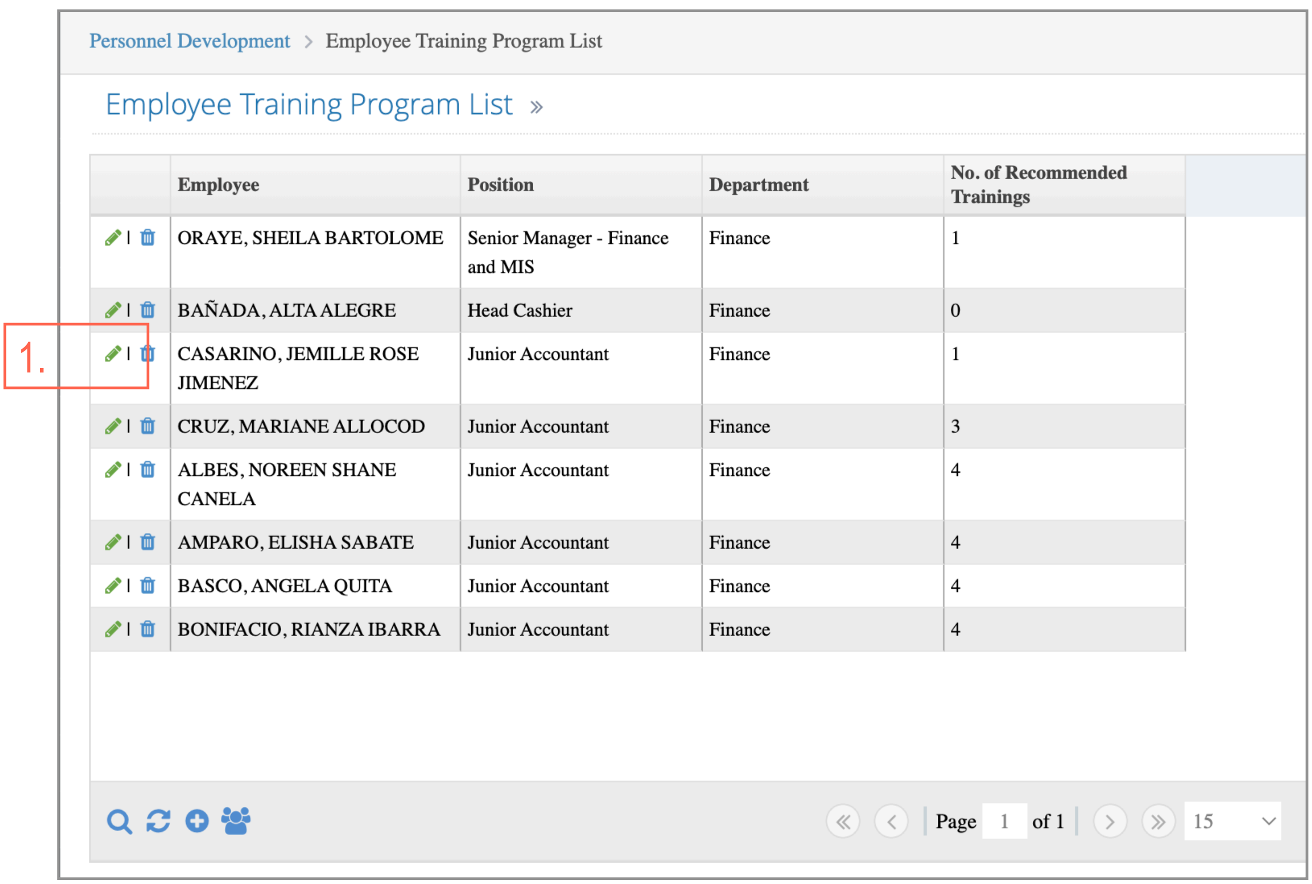


h. This should appear if the adding of batch is successful. Click “Finish”

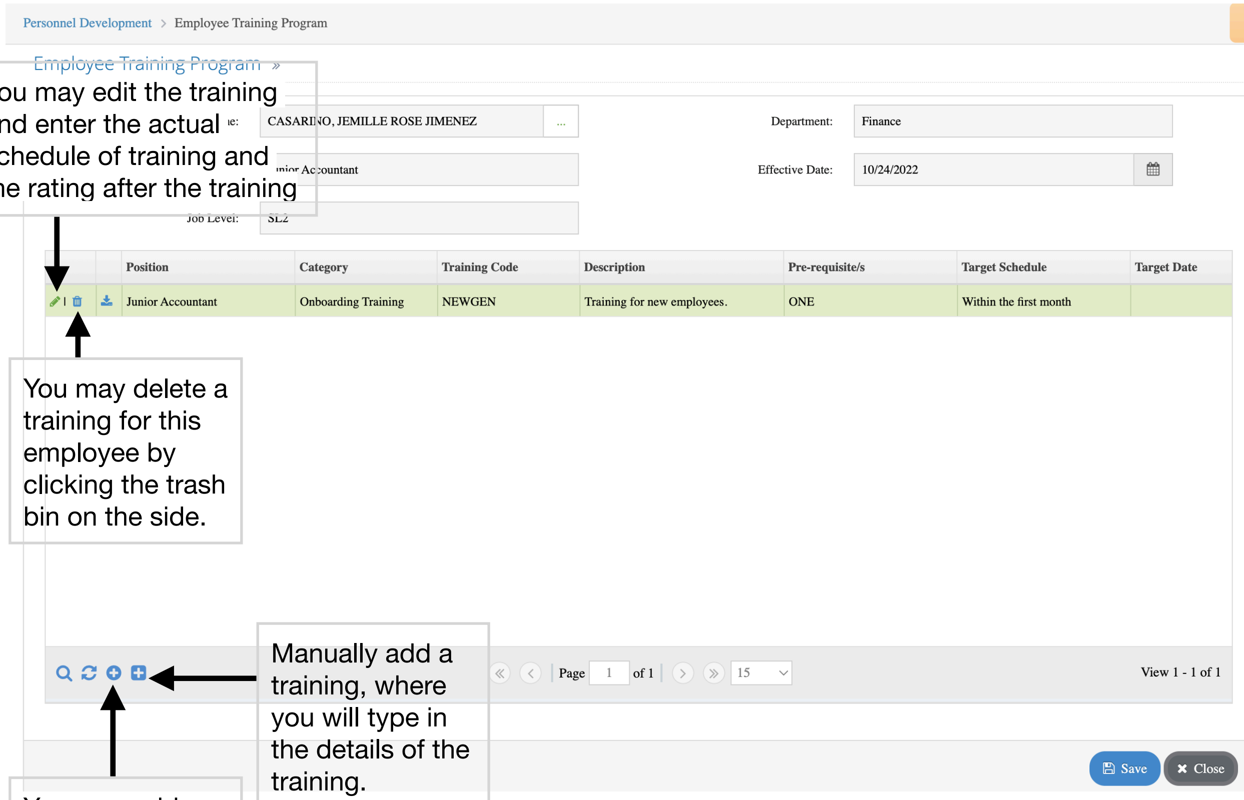


How to add/delete trainings to an existing Employee Program?

1. Click the Edit button on the left side.



2. You may now edit / add / manual add a training.



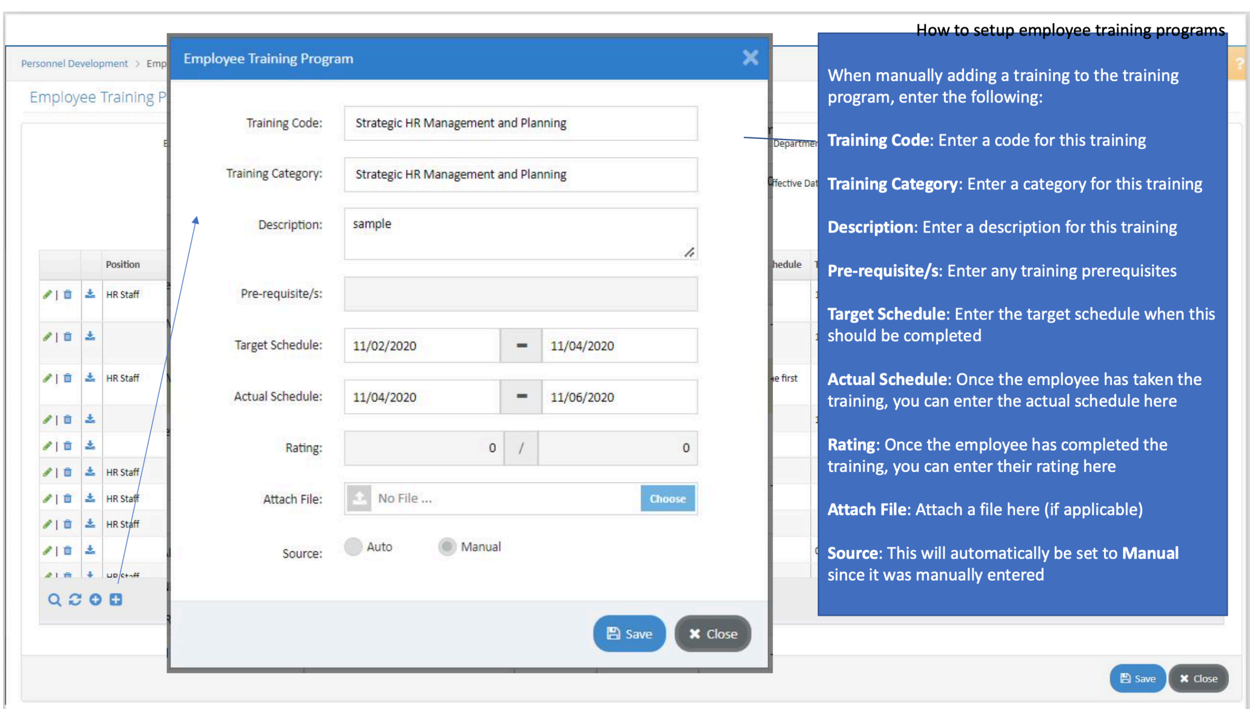
You may edit the training and enter the actual schedule of training and the rating after the training

You may delete a training for this employee by clicking the trash bin on the side.

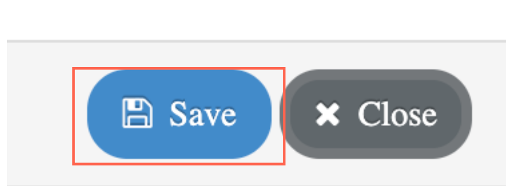
Manually add a training, where you will type in the details of the training.

You may add another training here.

Manually add trainings to an existing Employee Program



3. When done adding/deleting/ manual adding of trainings, click “Save” to reflect changes.



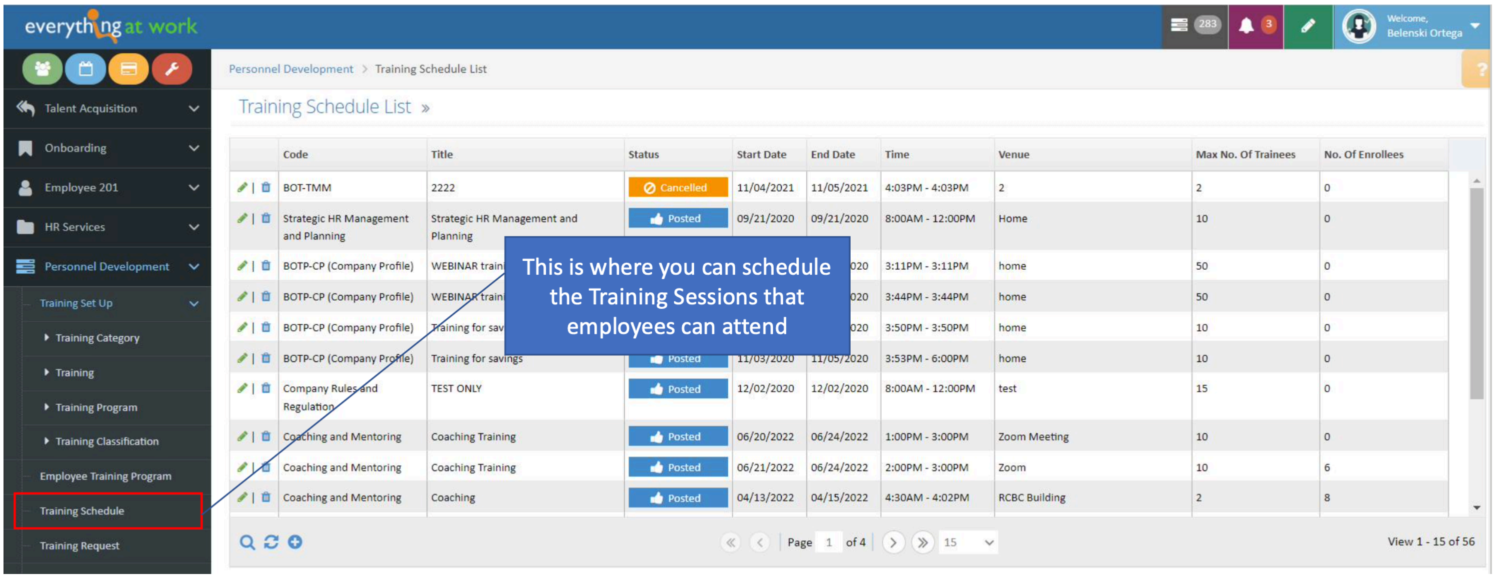
Training Schedule

Training Schedule

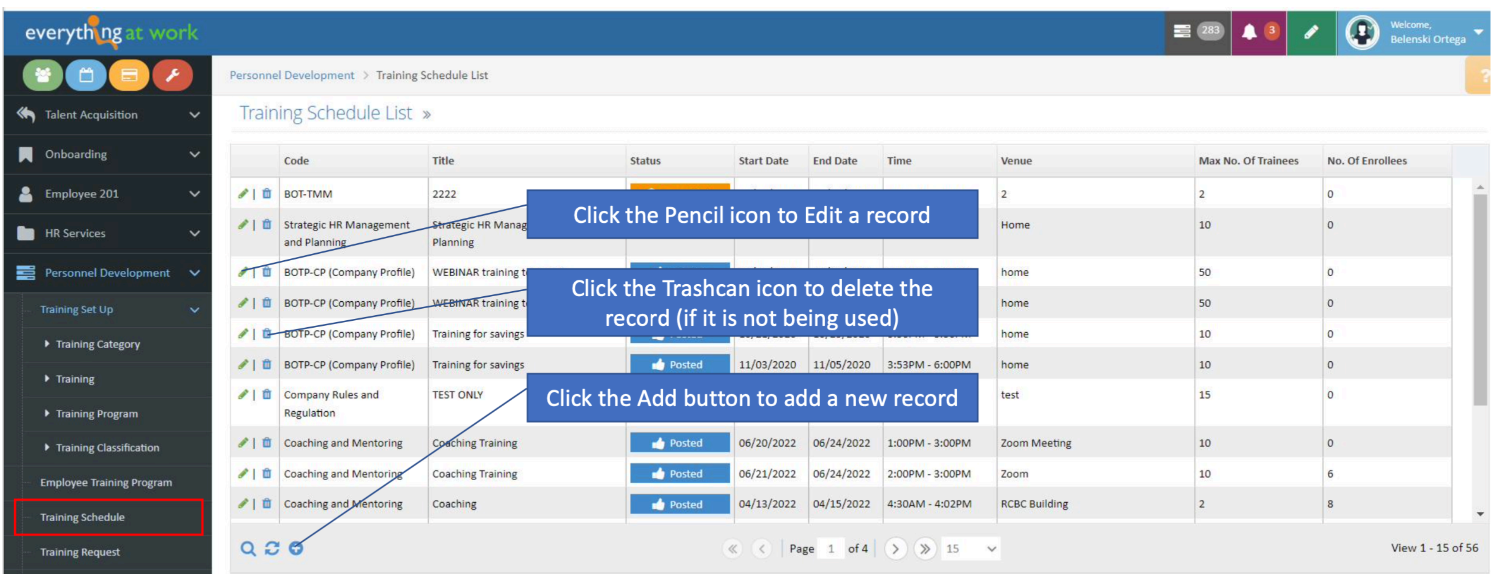
Trainings can be scheduled and be posted to the Training Calendar.

How to setup a training schedule?

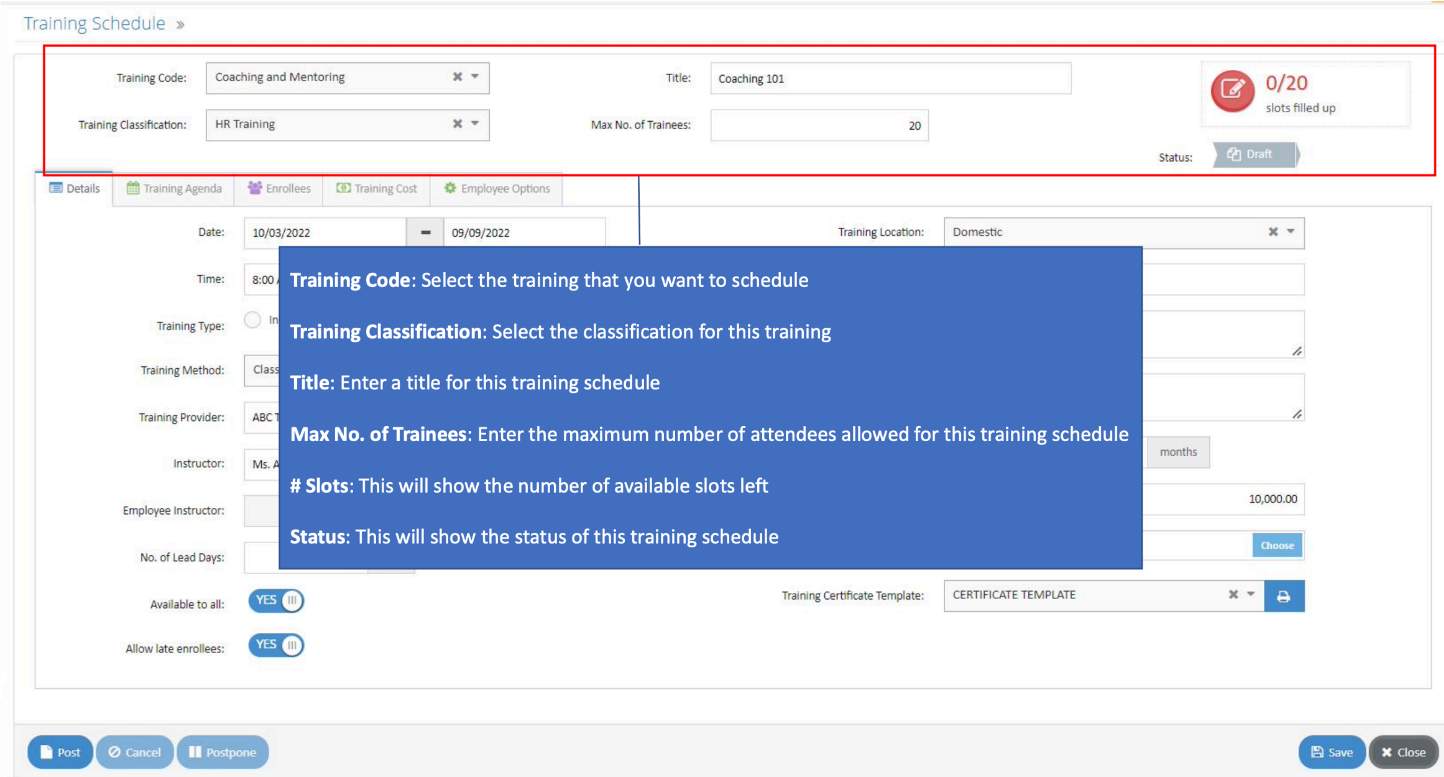
1. On the left side, go to Personnel Development > Training Schedule



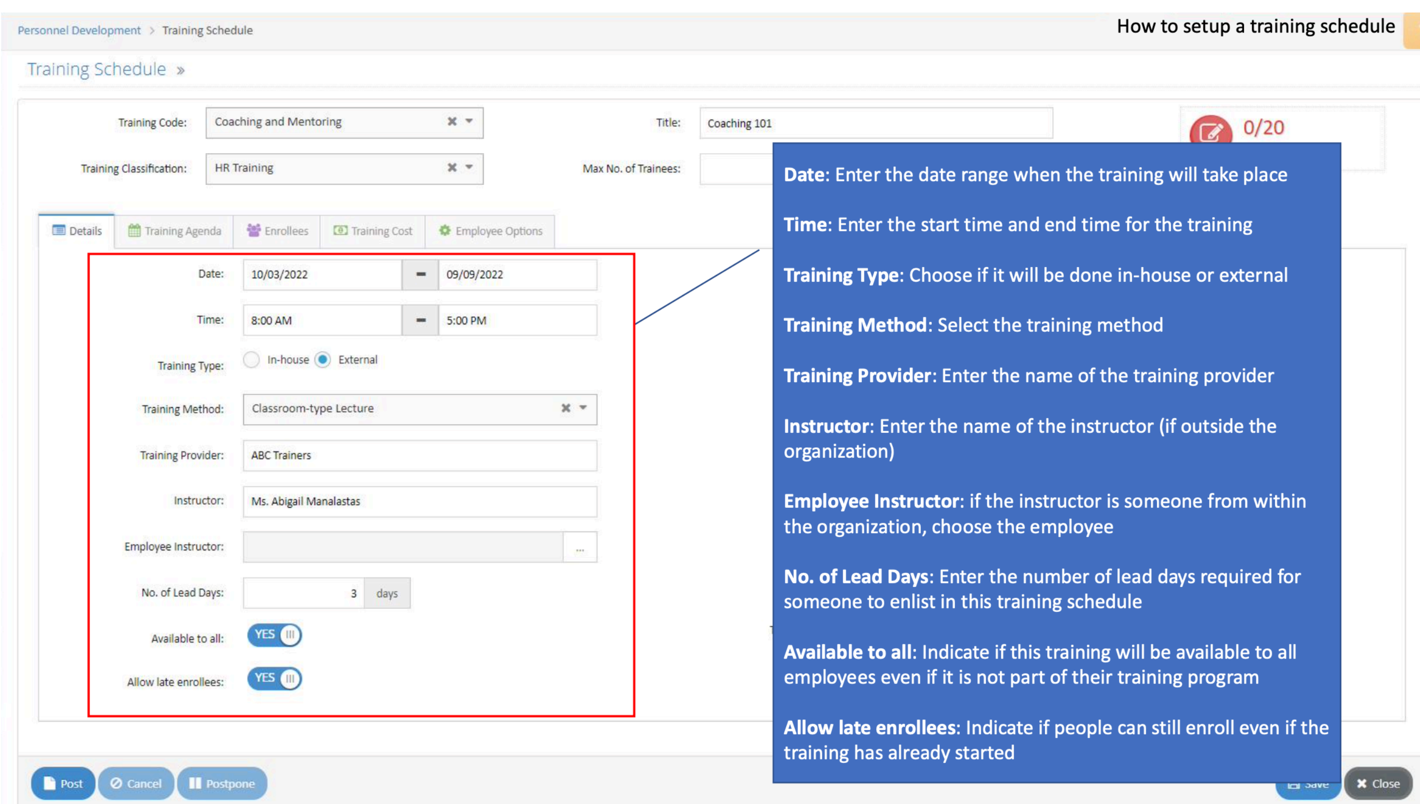
2. Click the add button (+) to add a new schedule.

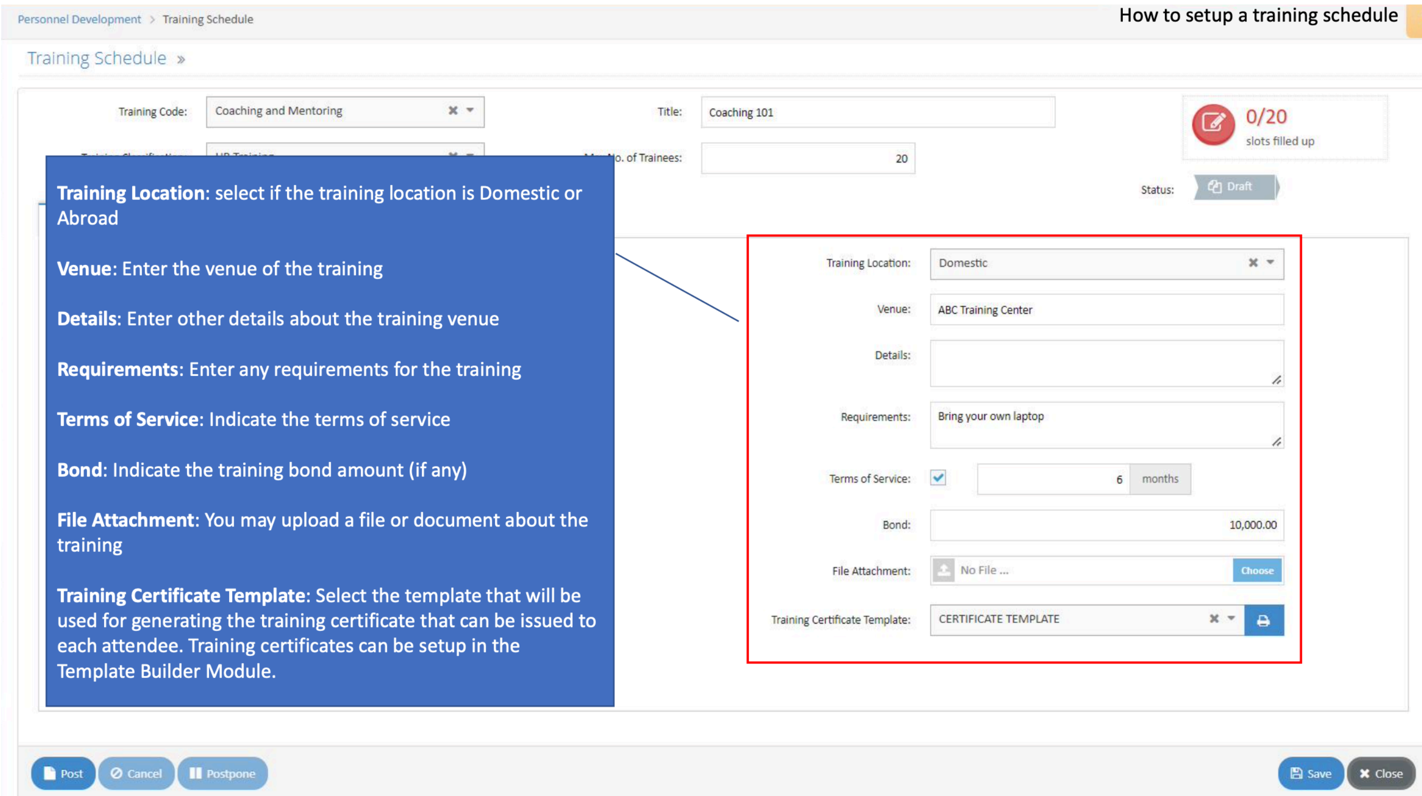


3. Enter training code, classification, title and max number of trainees for this training.

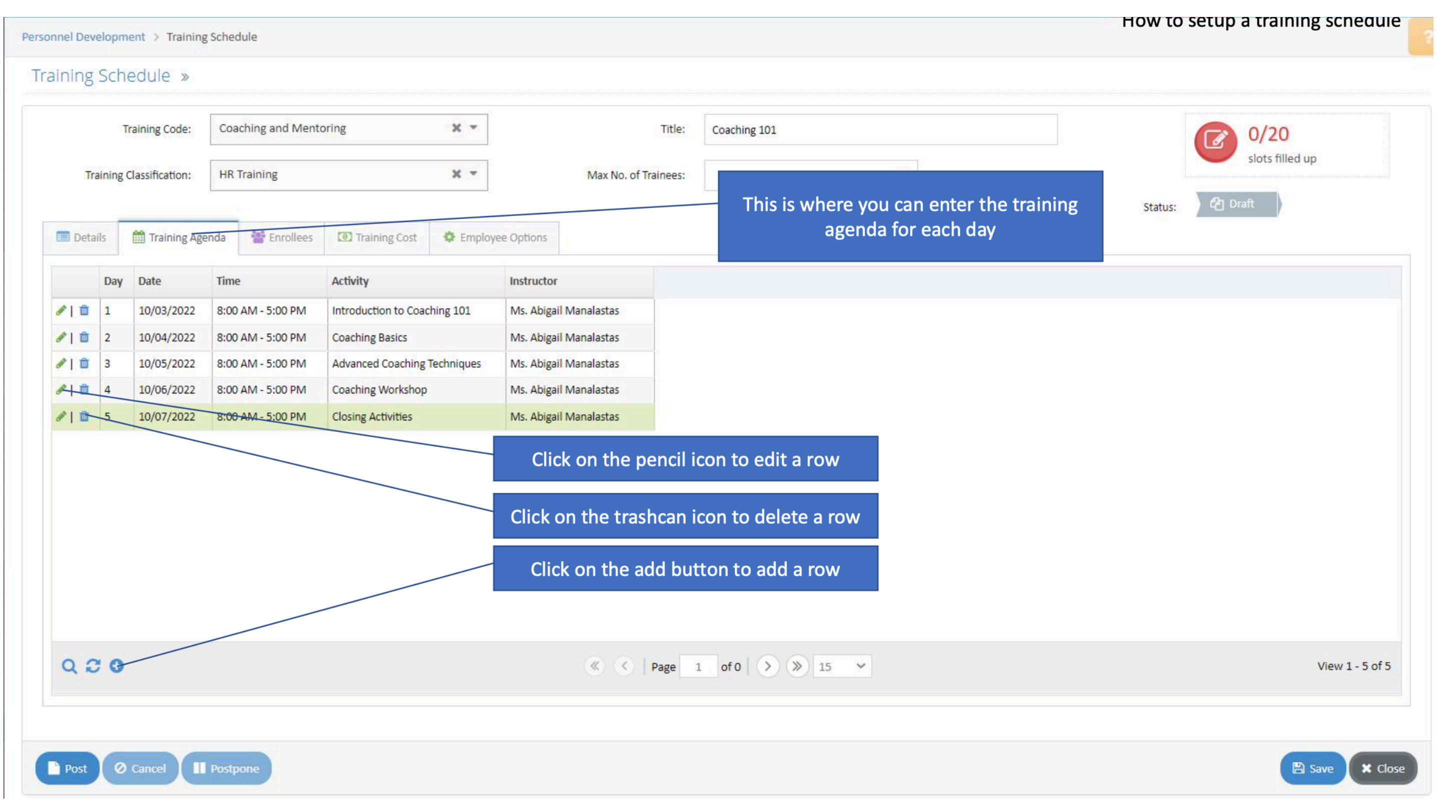


4. Under Details tab, you will need to fill the details of the training such as below:

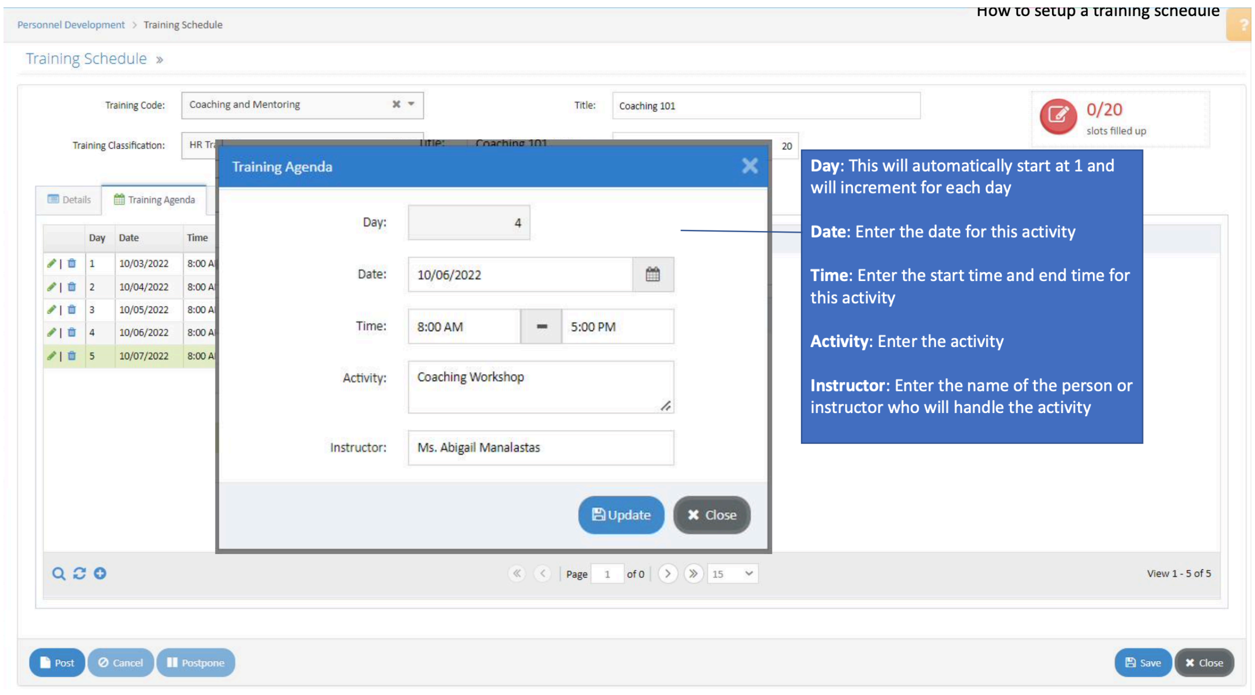




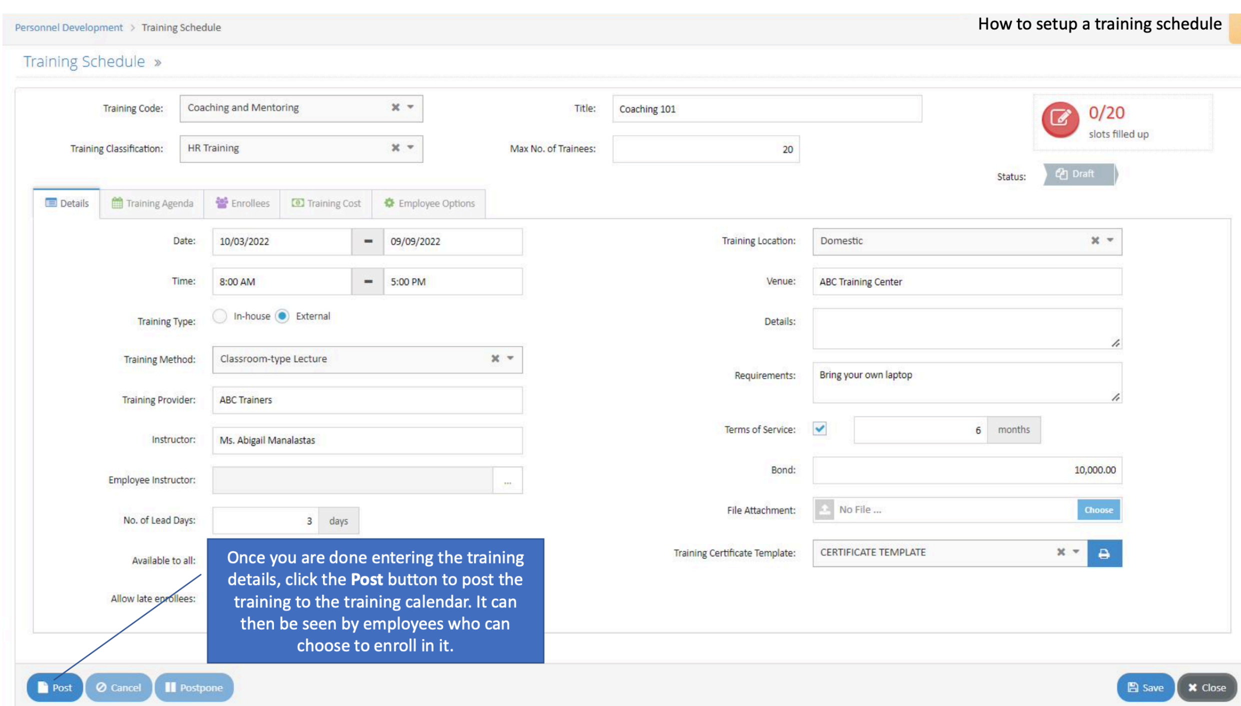
5. On the Training Agenda tab, you can set an agenda for each day of the training. Click the (+) button to add.



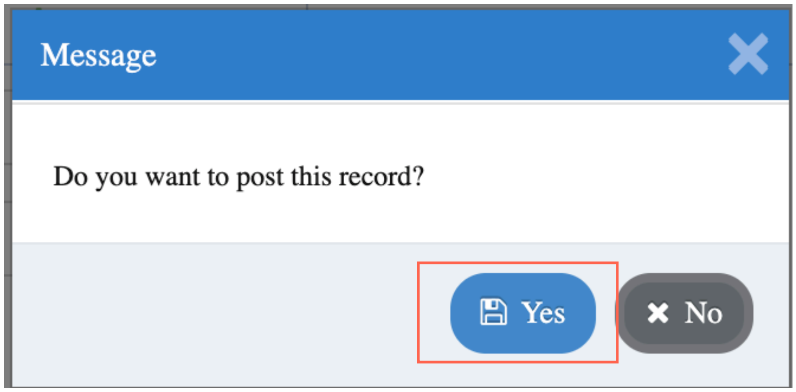
6. This window will appear, fill the date, time, activity for that day and the instructor.
7. Click the “Update” button.



8. Click “Post” button on the left-bottom part.

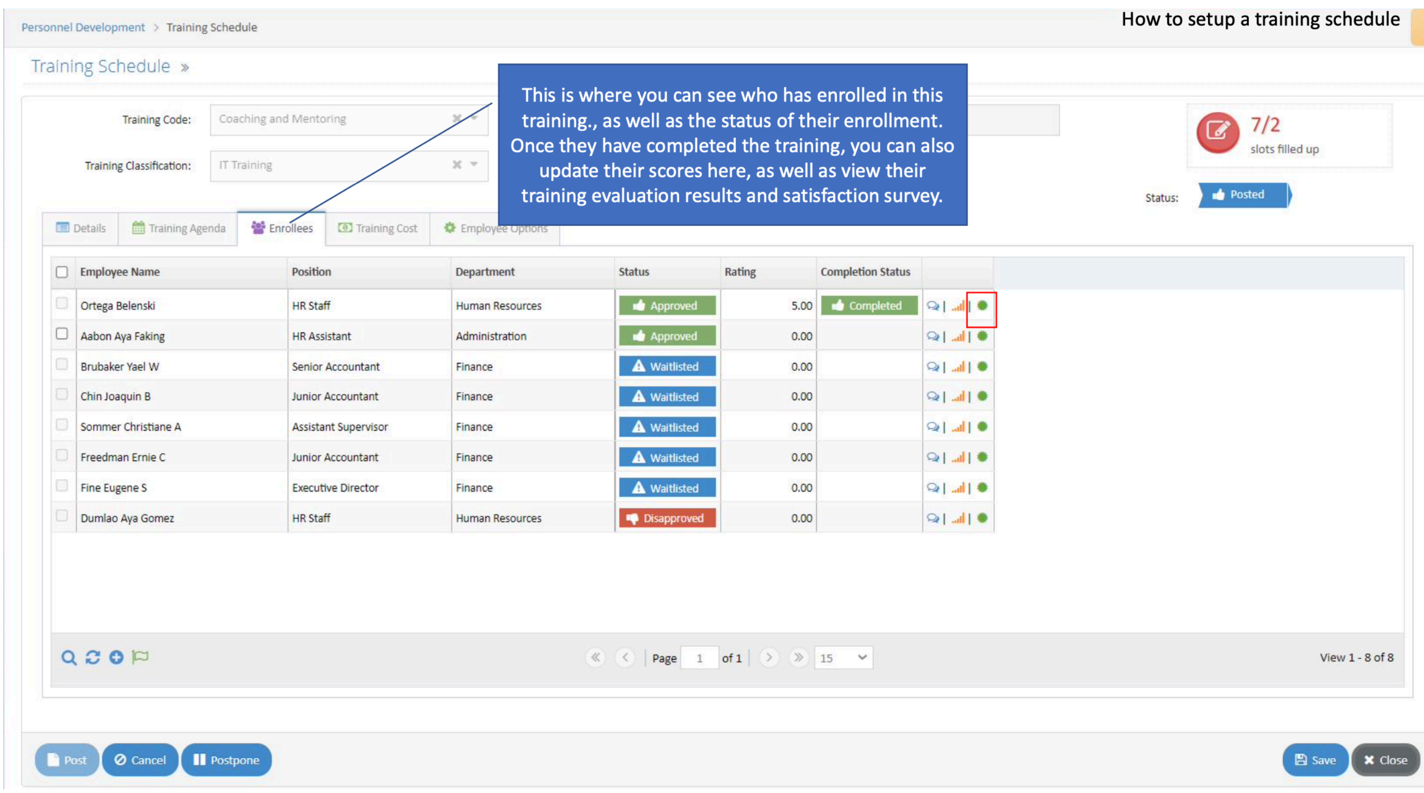


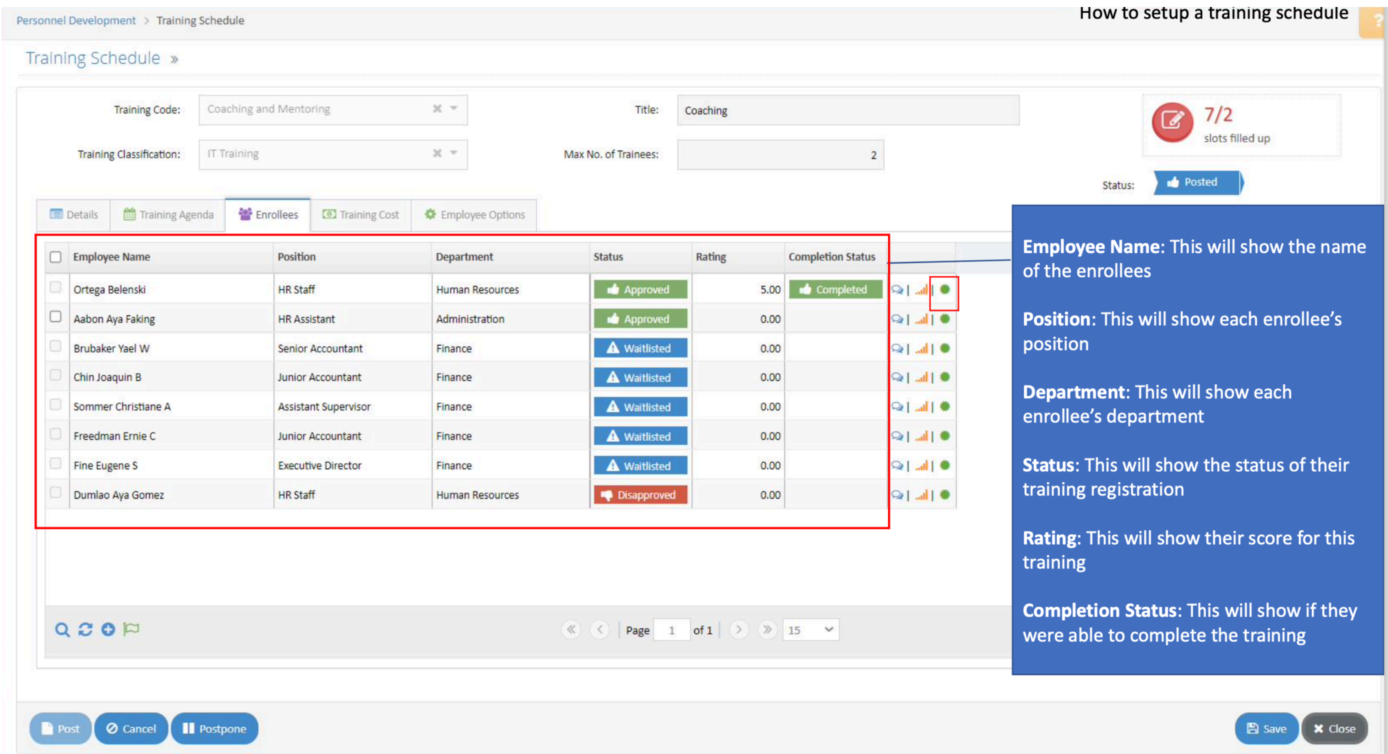
9. Click “Yes”.



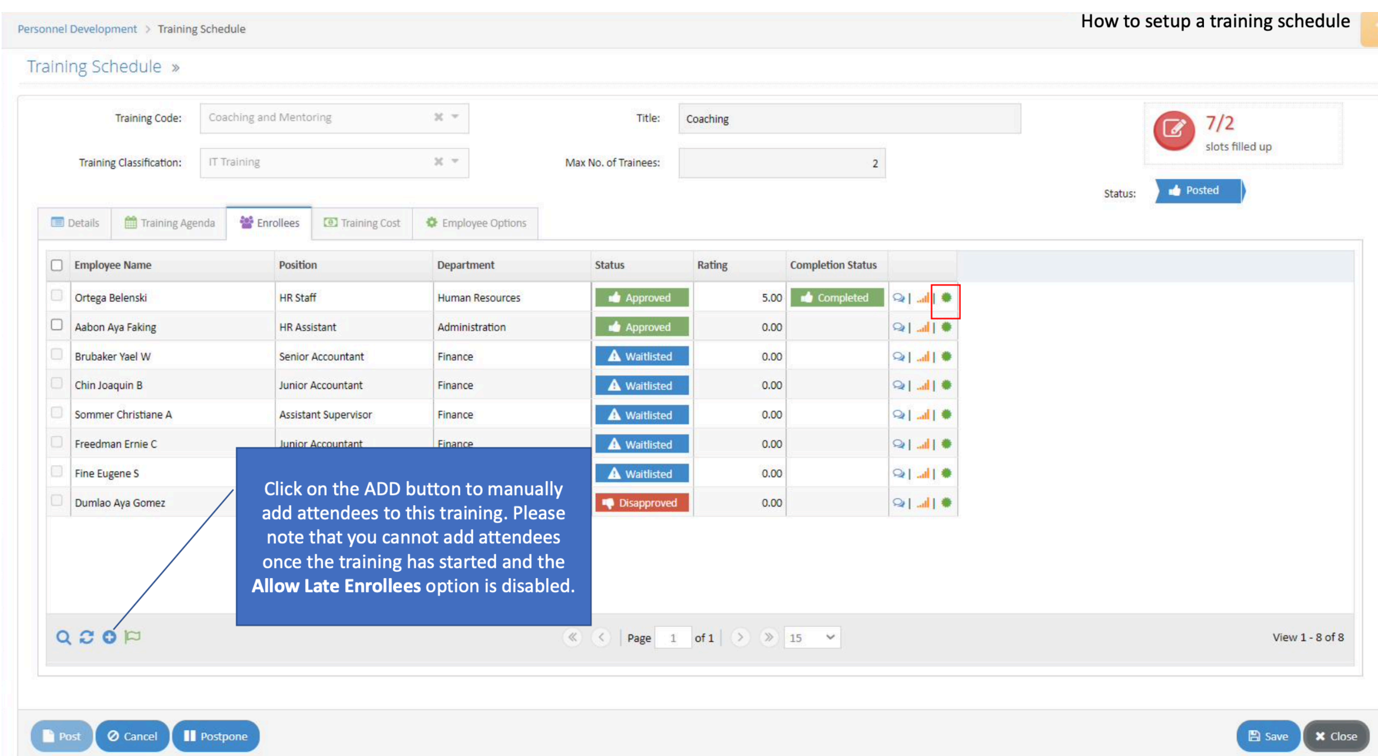
10. Once the training is posted, you may now select employees who can join this training at the “Enrollees” tab.

Note that the employees that will appear here is based on the job positions selected for that training, unless the available for all is checked on the “Details” tab.

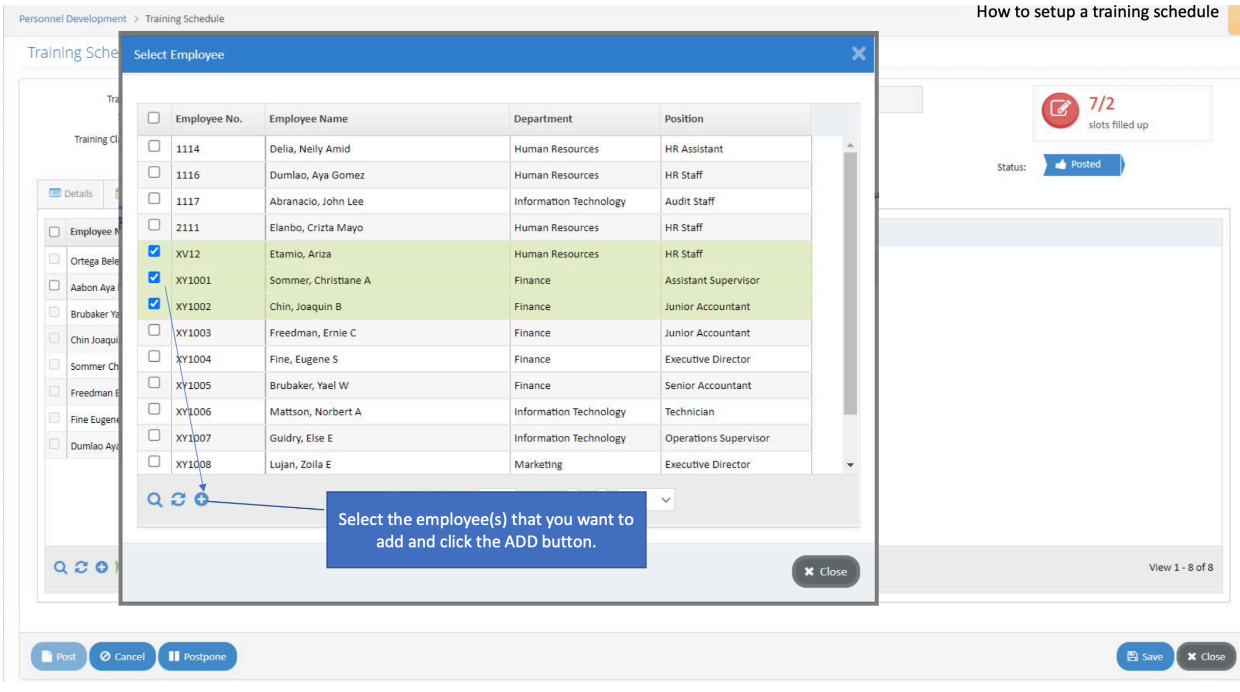




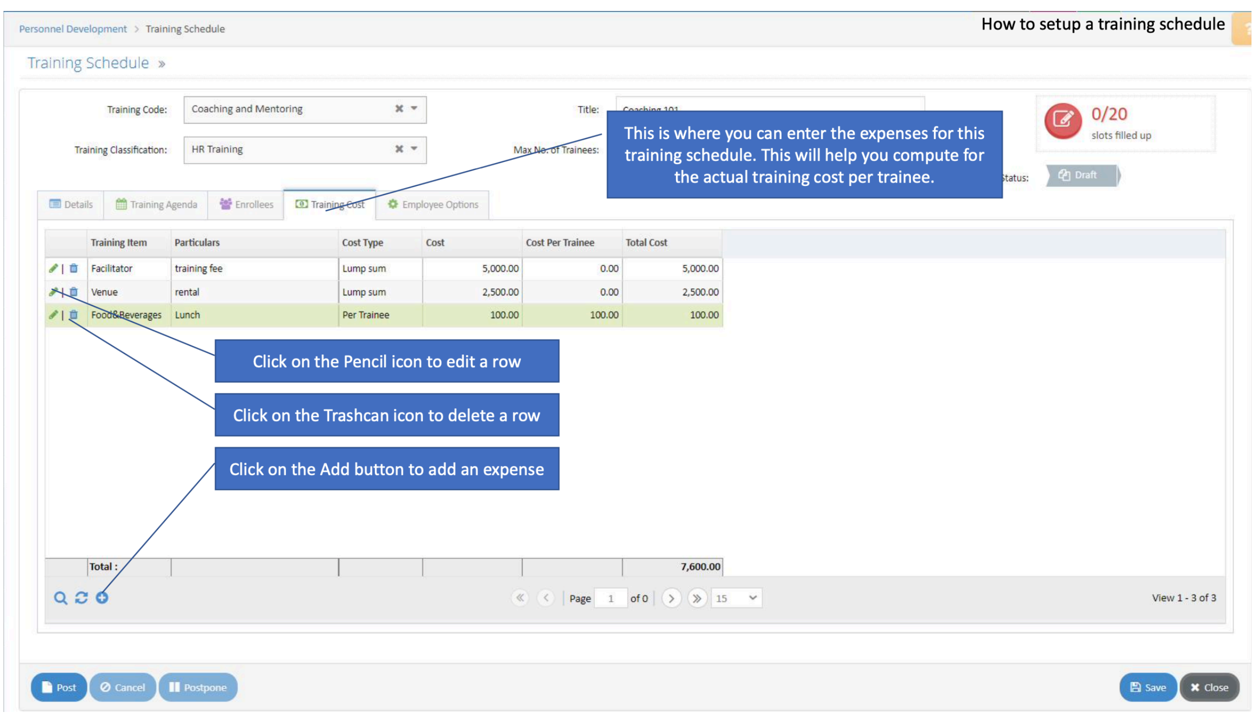
11. Click the add button (+) to manually add attendees to this training.



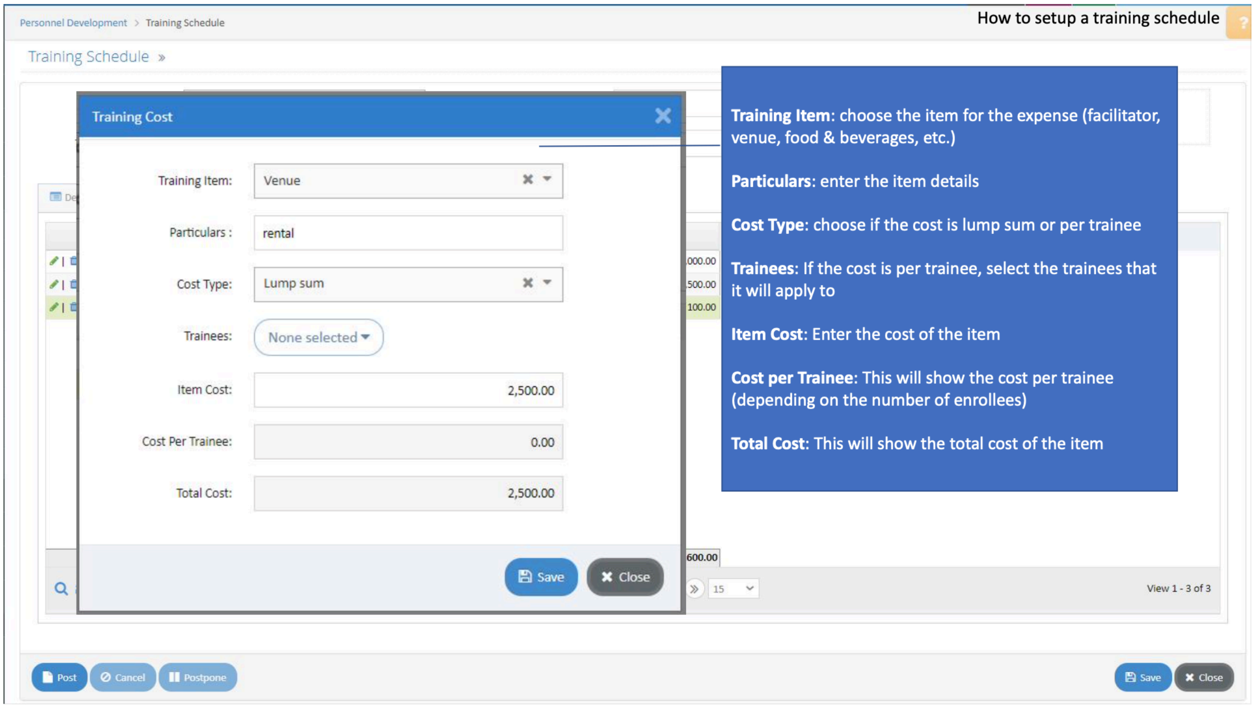
12. Put a check on employees that is included in this training.
13. Click the (+) button to add the selected employees.



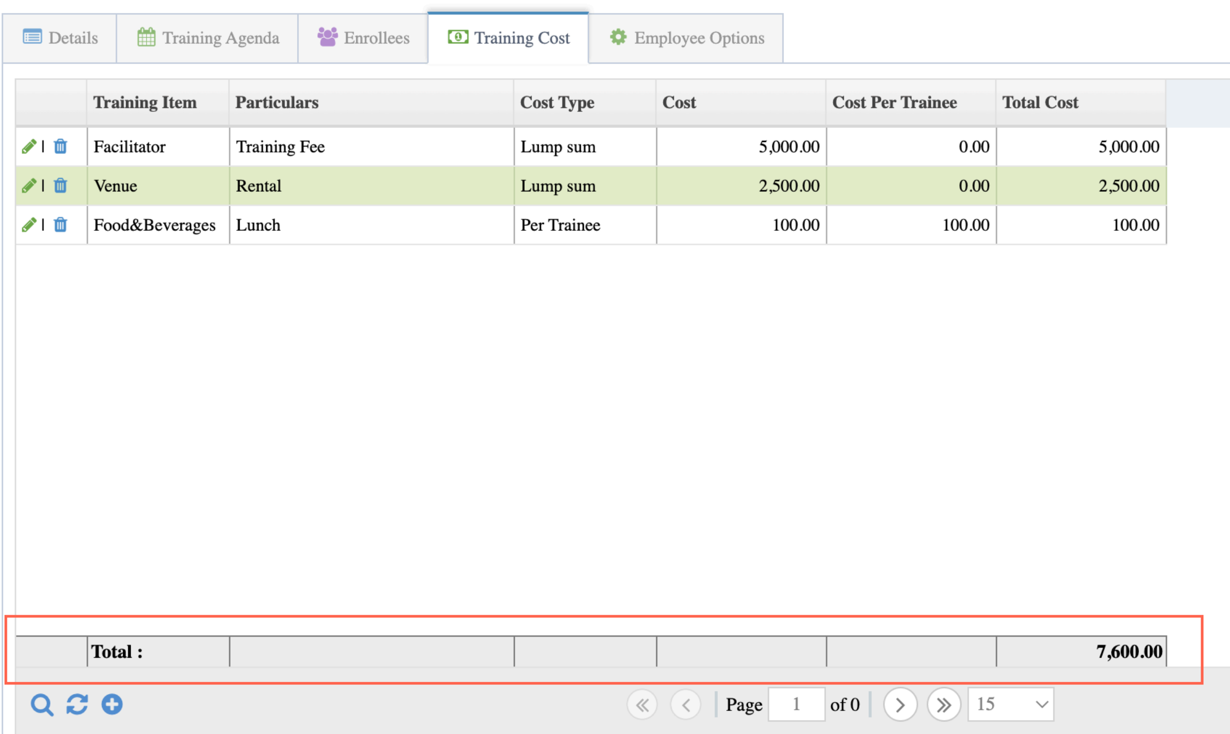
14. You may set the training expenses under “Training Cost” tab. Click the (+) button to add an expense.



15. Fill the following fields and click “Save”.

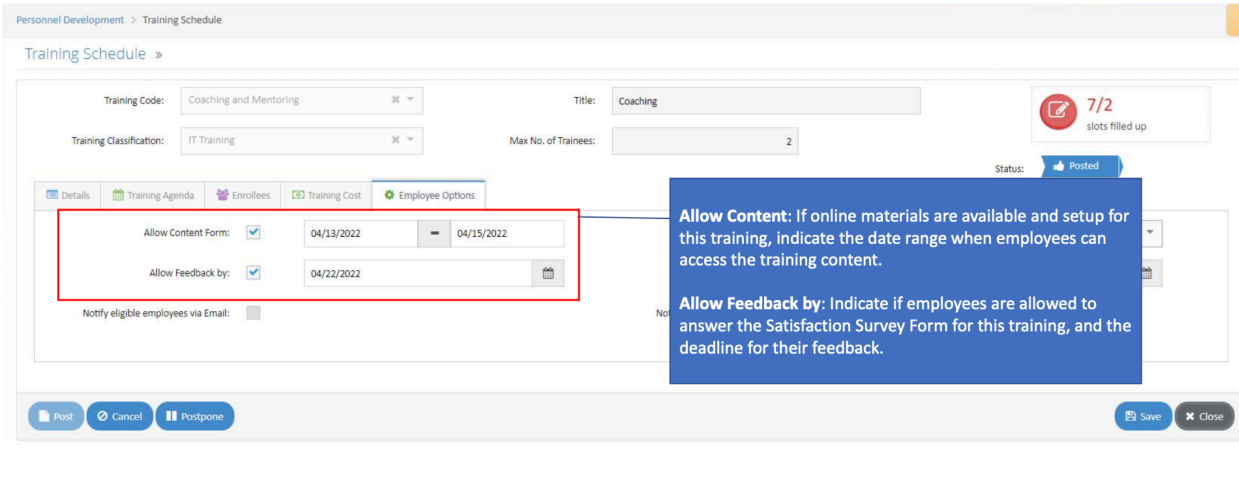


The total of training expenses will appear at the bottom.

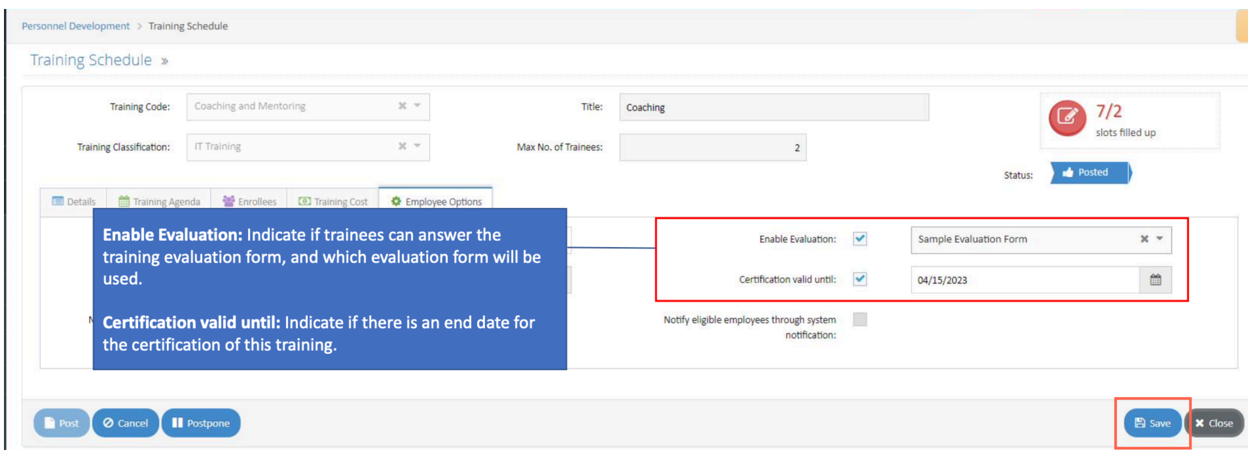


	Training Item	Particulars	Cost Type	Cost	Cost Per Trainee	Total Cost
	Facilitator	Training Fee	Lump sum	5,000.00	0.00	5,000.00
	Venue	Rental	Lump sum	2,500.00	0.00	2,500.00
	Food&Beverages	Lunch	Per Trainee	100.00	100.00	100.00
	Total :					7,600.00

16. Set employee options on the next tab “Employee Options”



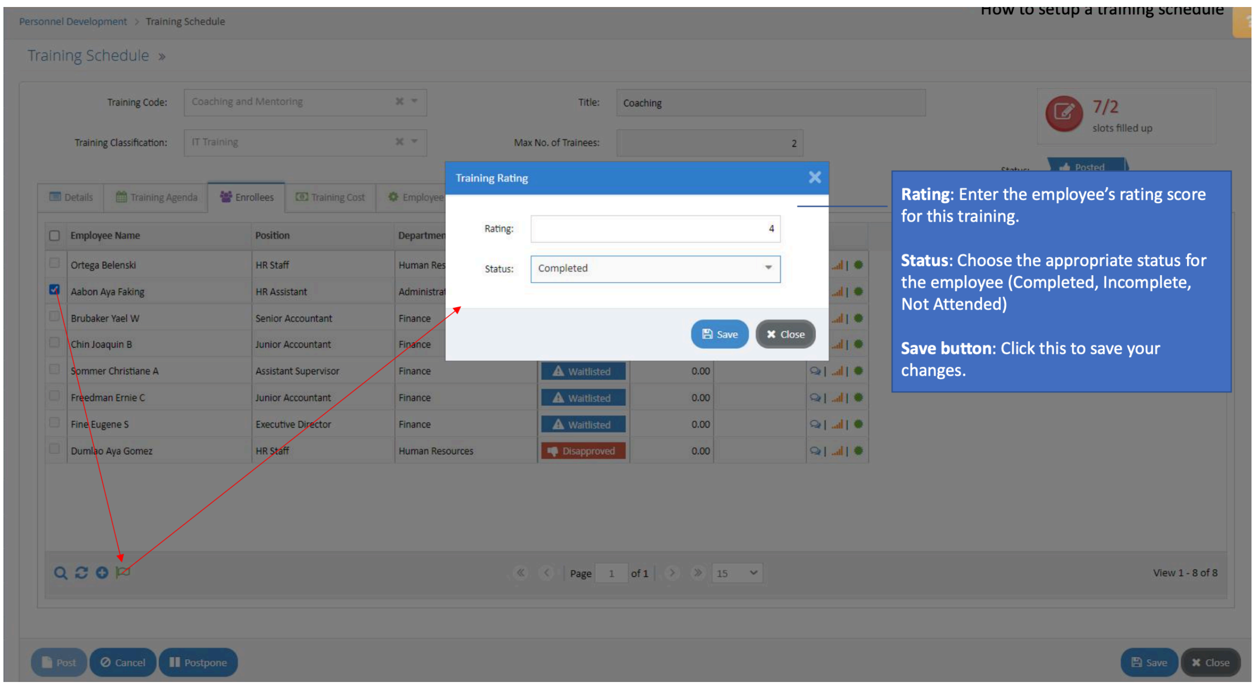
17. Click “Save”.



How to update employee's training status after the training?

Once the training is done, you may now update each trainees' rating and status:

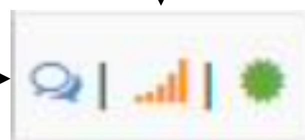
1. Put a check on the employees then click the "green flag".
2. Enter the employee's rating.
3. Select employee's training status (Status: Complete, Incomplete, Not Attended)
4. Click "Save".



There are options on the right side where you can preview the evaluation form, satisfaction survey and the certificate for that training:

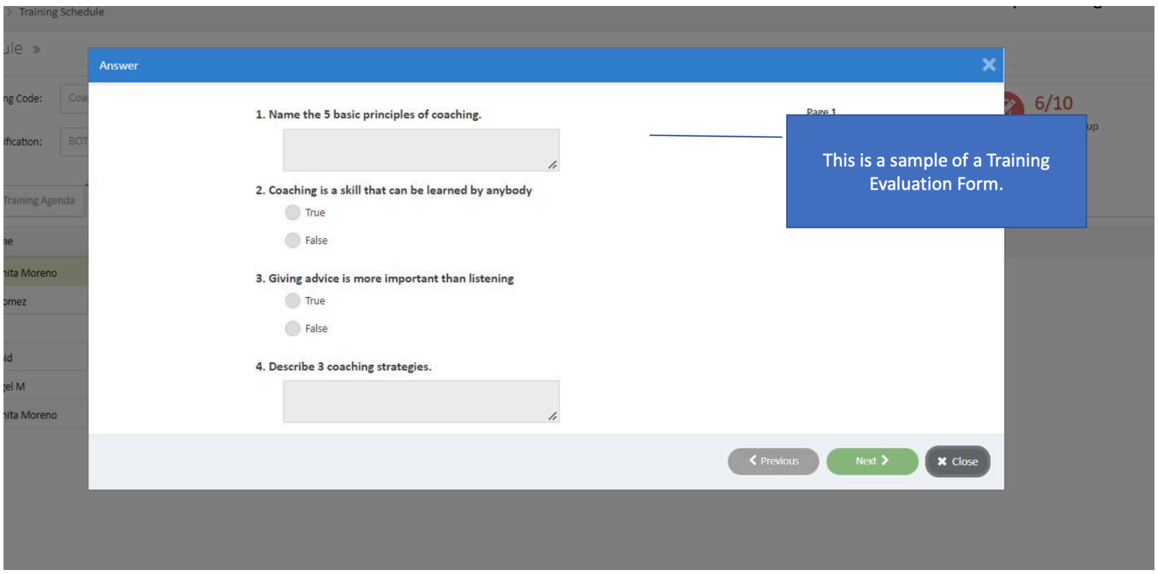
Click the survey icon to view an employee's satisfaction survey.

Click the bubble speech icon to view and employee's evaluation form.

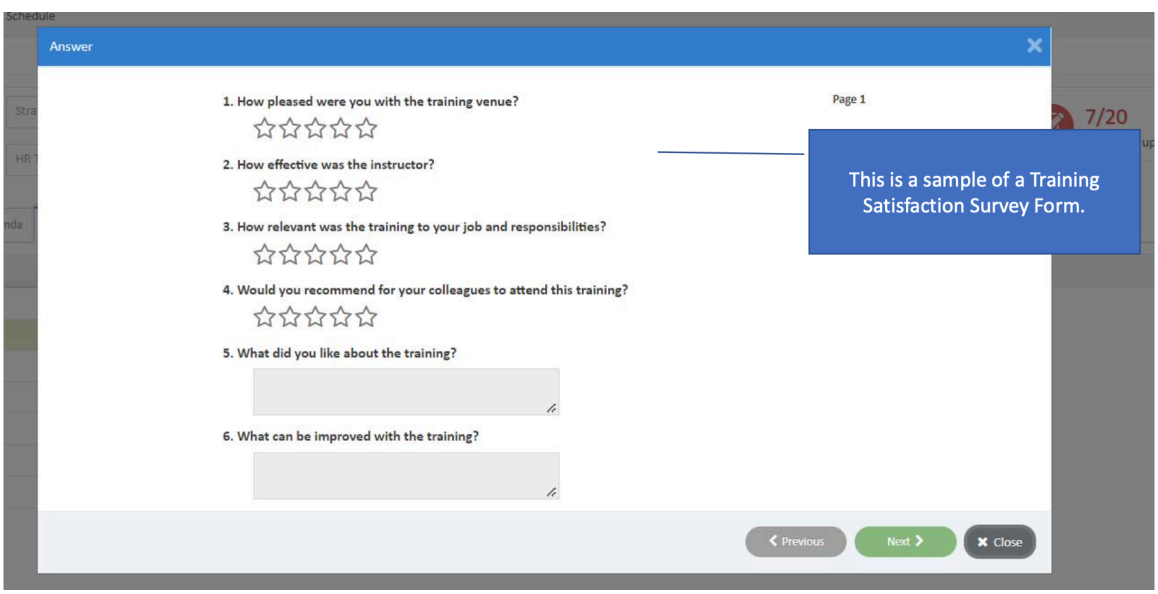


Click the certificate icon to view or generate employee's training certificate.

Sample Evaluation Form: (see page — for guide on how to create an evaluation form)



Sample Survey Form: (see page — for guide on how to create a survey form)



Sample Training Certificate: (see page — for guide on how to create a certificate)

aining schedule

CERTIFICATE

Of Attendance

This is a sample of a Training Certificate

This certifies that

Keith, Alissia - Vickers
with the position of HRD - HR Director

from HR

has successfully completed the training in

Adobe Class 101 - Photoshop class 102 in the category of FRONT END with the objective of N/A

Adobe Class 101

Terms of Service: 1.00
Training Bond: 5,000.00
No. of Trainees: 3.00
Training Type: In-House
Batch Number: 0.00
on
09/24/2022

This training was provided by that is located at Quezon City Office Domestic

With a rating of 100.00 and a completion status of Completed Completed

Ezra Amor,Juntereal, Ezra
Instructor

- End of Training Schedule -

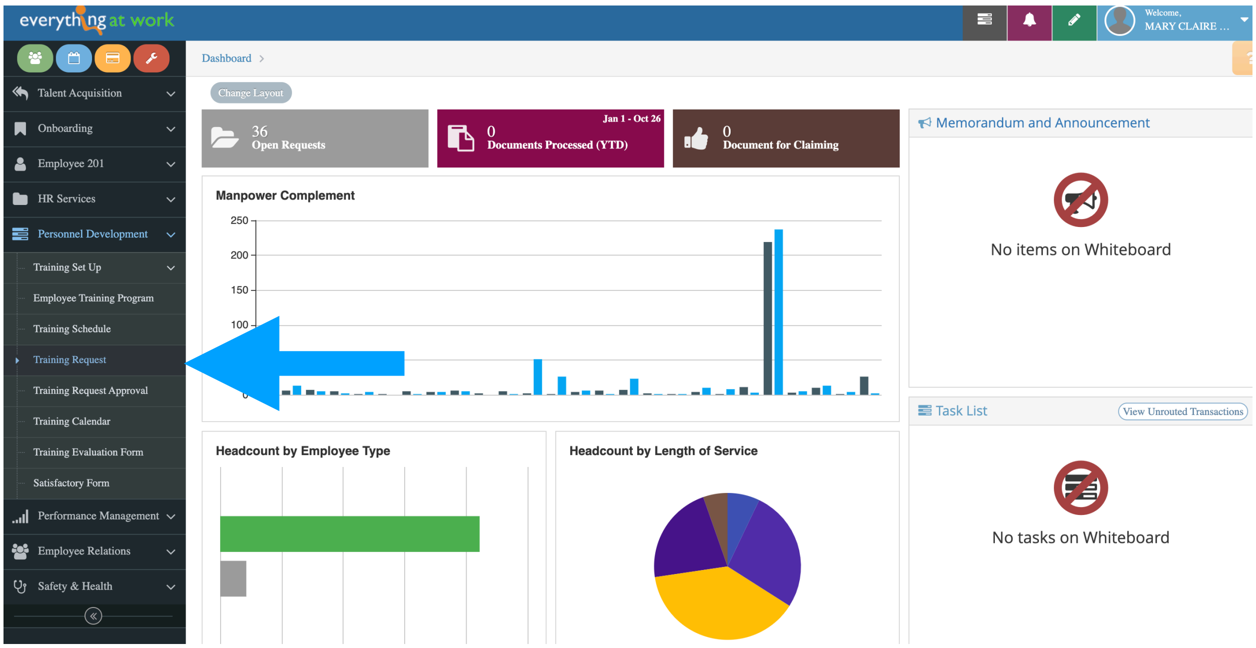
Training Request

Training Request

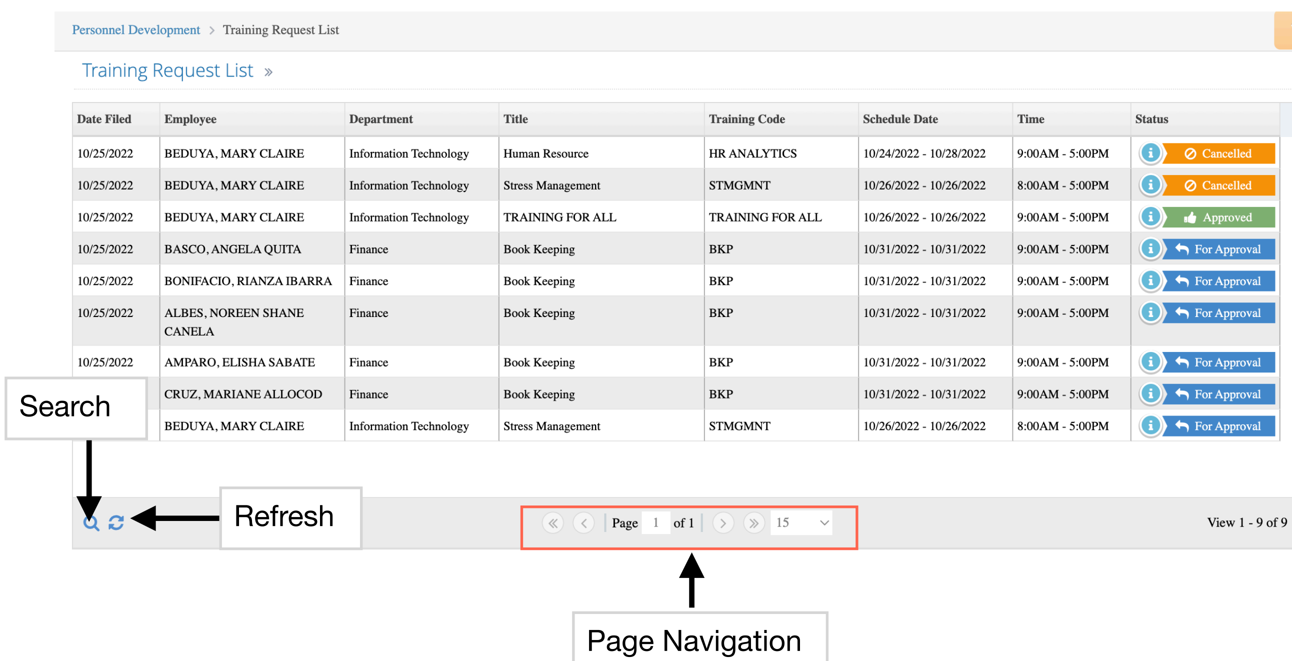
Training requests from all posted trainings and its other details can be viewed here.

How to view training requests?

1. Go to Personnel Development > Training Request



2. You may view all requests from different trainings here.



Date Filed	Employee	Department	Title	Training Code	Schedule Date	Time	Status
10/25/2022	BEDUYA, MARY CLAIRE	Information Technology	Human Resource	HR ANALYTICS	10/24/2022 - 10/28/2022	9:00AM - 5:00PM	Cancelled
10/25/2022	BEDUYA, MARY CLAIRE	Information Technology	Stress Management	STMGMNT	10/26/2022 - 10/26/2022	8:00AM - 5:00PM	Cancelled
10/25/2022	BEDUYA, MARY CLAIRE	Information Technology	TRAINING FOR ALL	TRAINING FOR ALL	10/26/2022 - 10/26/2022	9:00AM - 5:00PM	Approved
10/25/2022	BASCO, ANGELA QUITA	Finance	Book Keeping	BKP	10/31/2022 - 10/31/2022	9:00AM - 5:00PM	For Approval
10/25/2022	BONIFACIO, RIANZA IBARRA	Finance	Book Keeping	BKP	10/31/2022 - 10/31/2022	9:00AM - 5:00PM	For Approval
10/25/2022	ALBES, NOREEN SHANE CANELA	Finance	Book Keeping	BKP	10/31/2022 - 10/31/2022	9:00AM - 5:00PM	For Approval
10/25/2022	AMPARO, ELISHA SABATE	Finance	Book Keeping	BKP	10/31/2022 - 10/31/2022	9:00AM - 5:00PM	For Approval
	CRUZ, MARIANE ALLOCOD	Finance	Book Keeping	BKP	10/31/2022 - 10/31/2022	9:00AM - 5:00PM	For Approval
	BEDUYA, MARY CLAIRE	Information Technology	Stress Management	STMGMNT	10/26/2022 - 10/26/2022	8:00AM - 5:00PM	For Approval

- End of Training Request -

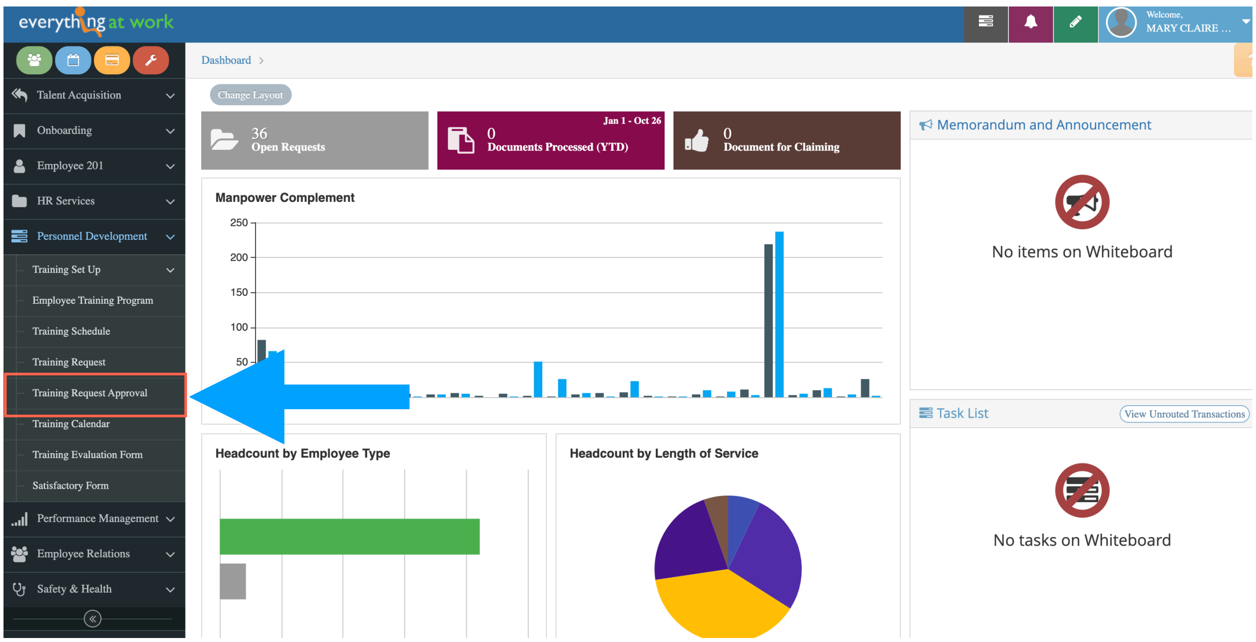
Training Request Approval

Training Request Approval

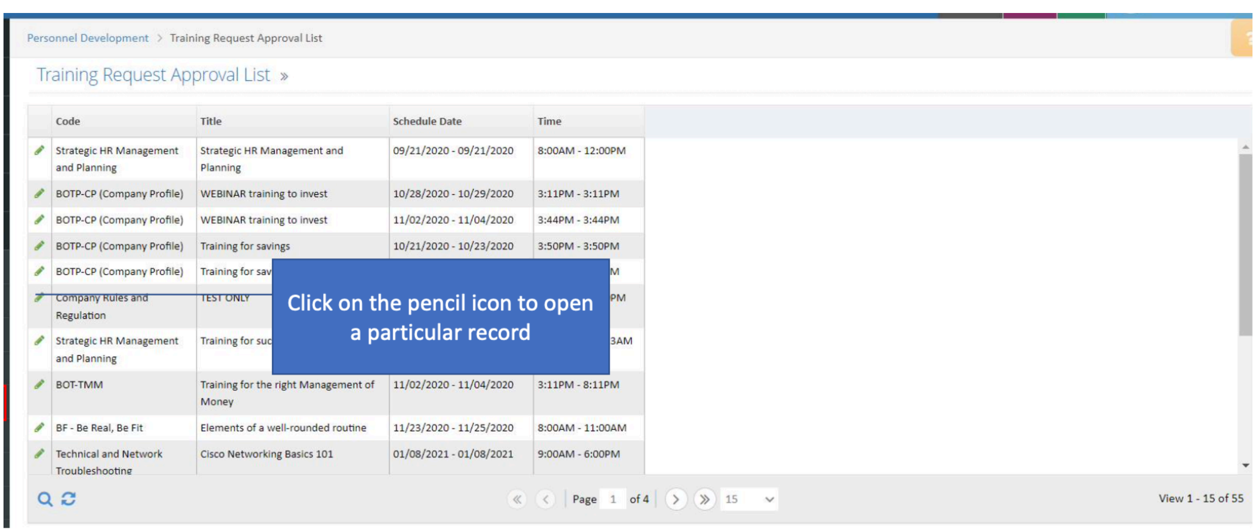
This is where you can view and approve/disapprove/cancel training requests.

How to approve/ disapprove/ cancel training requests?

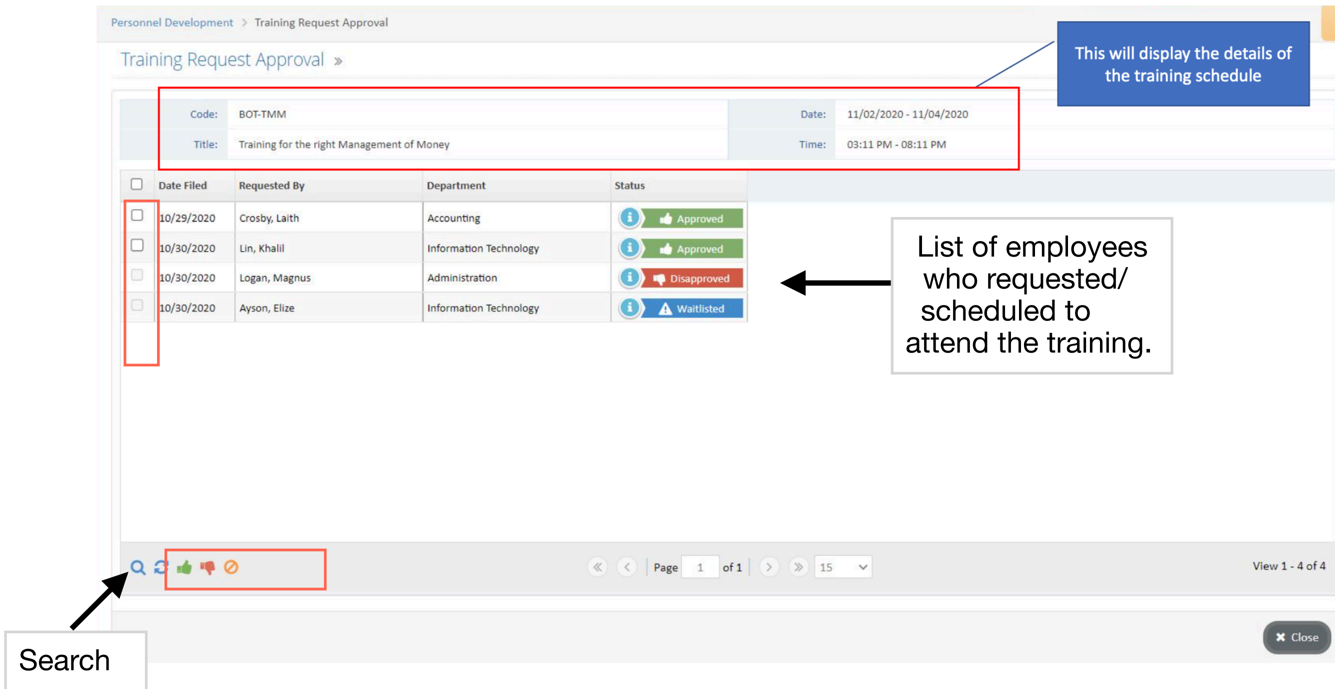
1. Go to Personnel Development > Training Request Approval

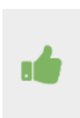


2. Click "Edit" to view the training requests of a particular training.

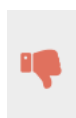


3. Put a check on each employee that you want to update (approve/disapprove/cancel).
4. And then choose if the names you have selected is for approval/disapprove/cancel.





Approve



Disapprove

Cancel

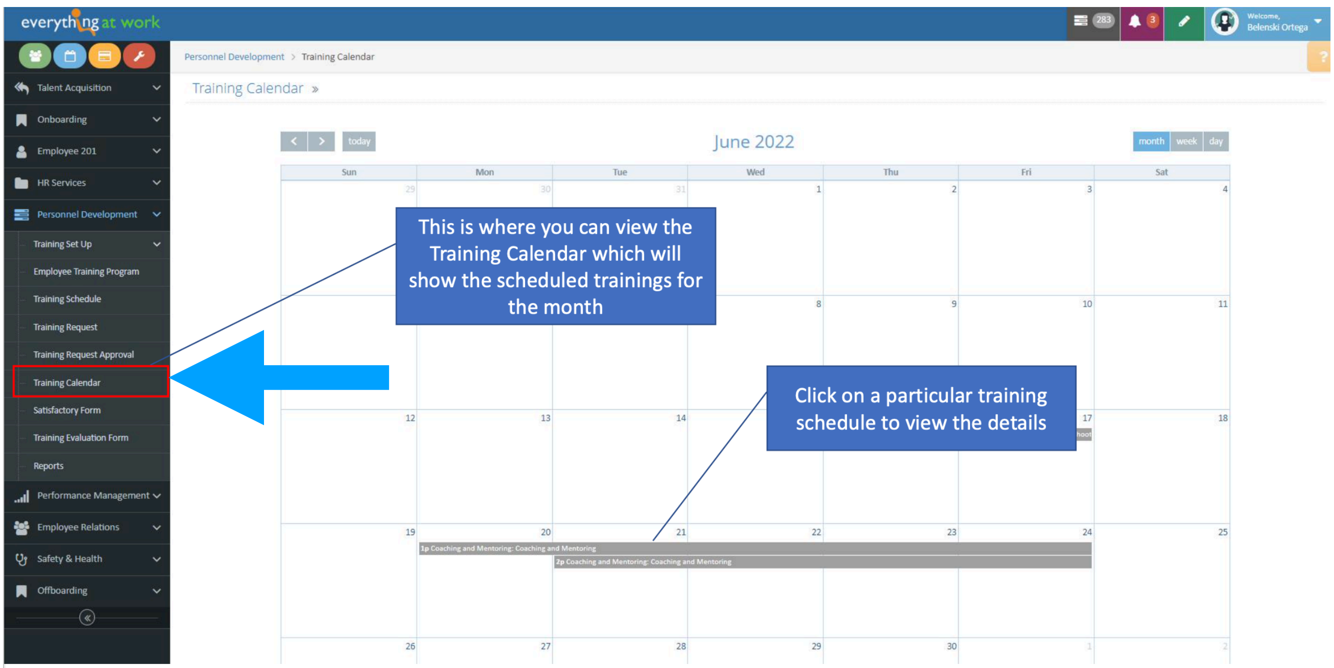
- End of Training Request Approval -

Training Calendar

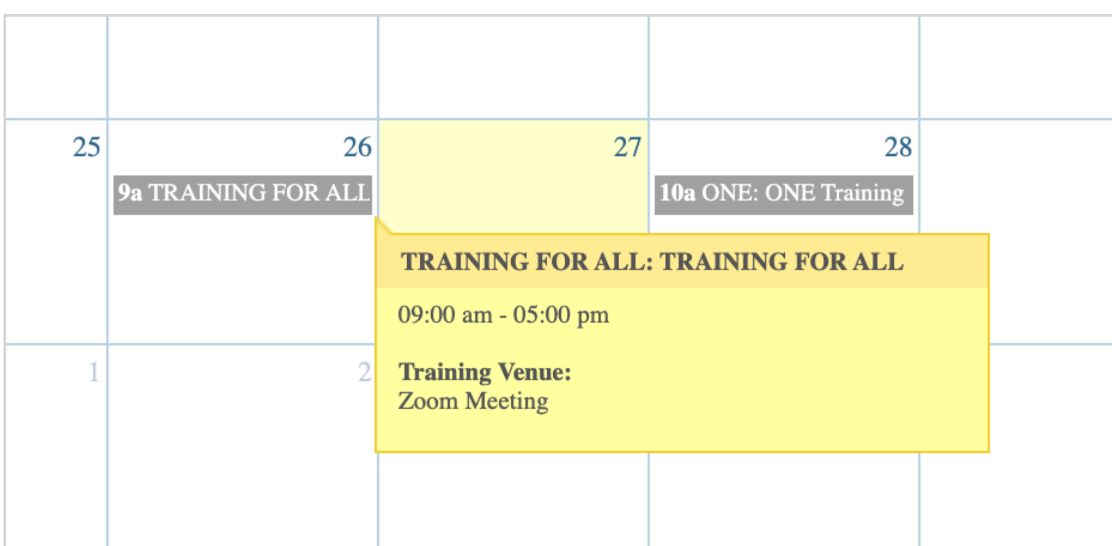
Training Calendar

The Training Calendar will display the scheduled trainings.

1. Go to Personnel Development > Training Calendar

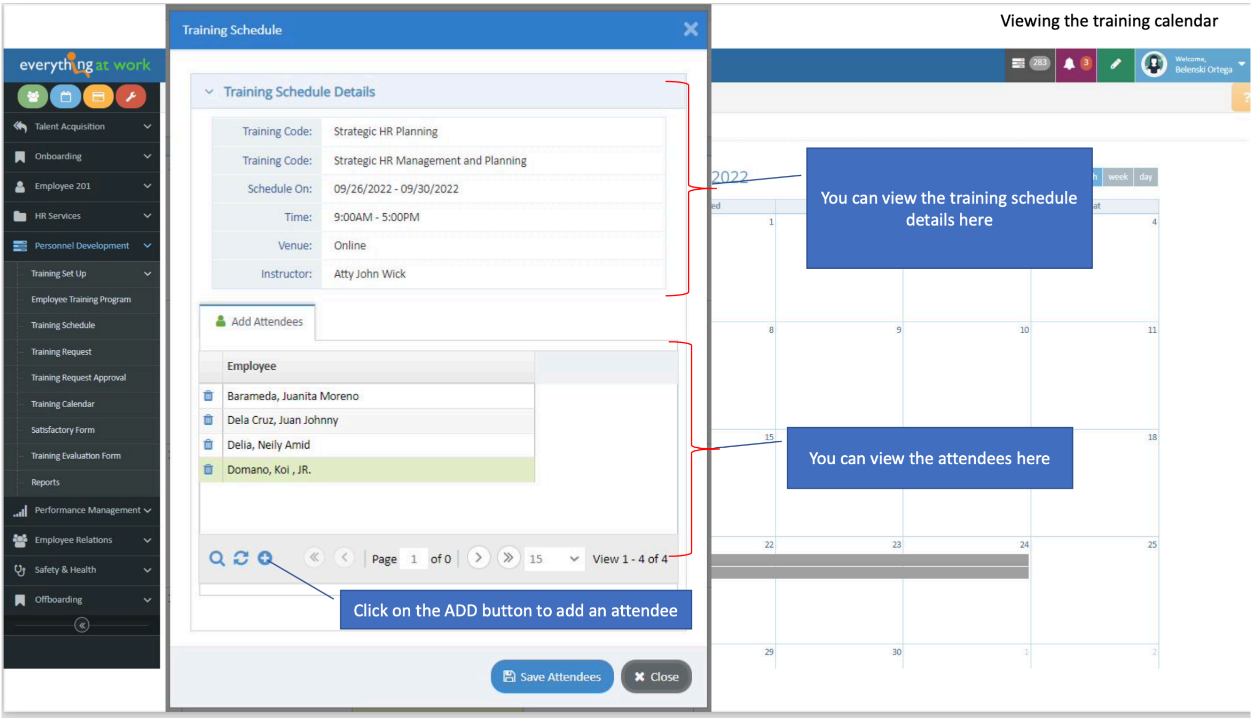


2. You may hover your cursor on a training to easily view the title, venue, time & date.



3. You may also click the training to see advance details of the training.

4. You may also add training attendees here as another option from selecting them from the training schedule.



- End of Training Calendar -

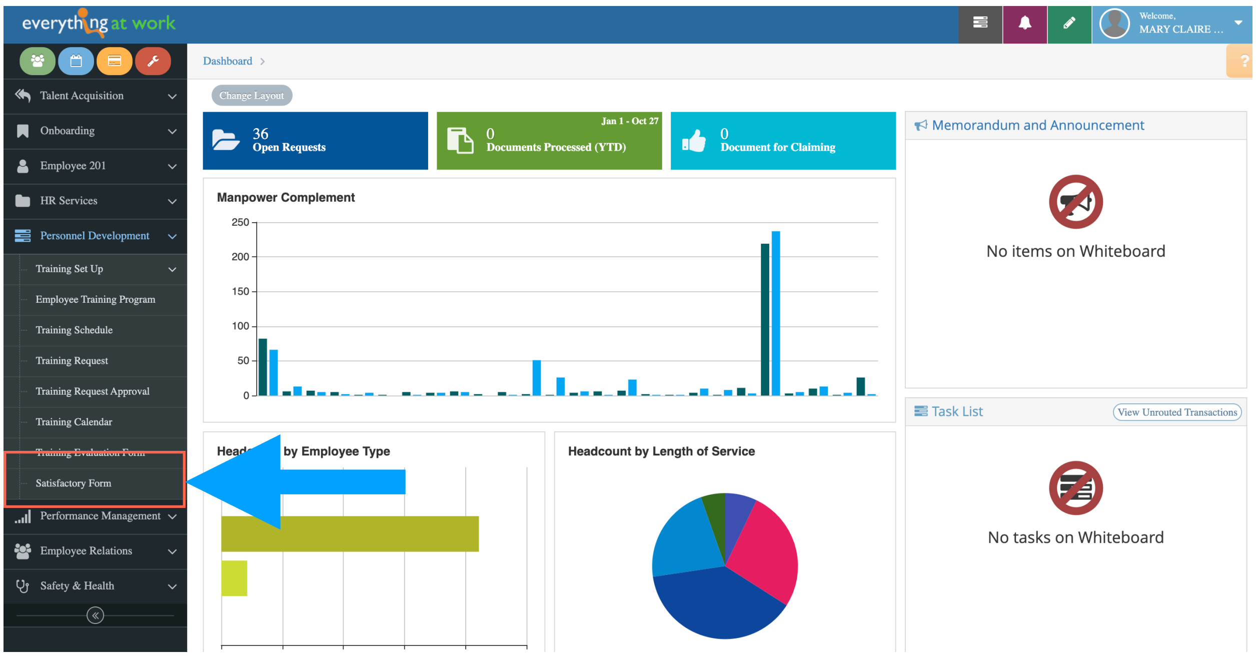
Satisfactory Form

Satisfactory Form

The Satisfaction Survey can be used to get employees' feedback on a training they attended.

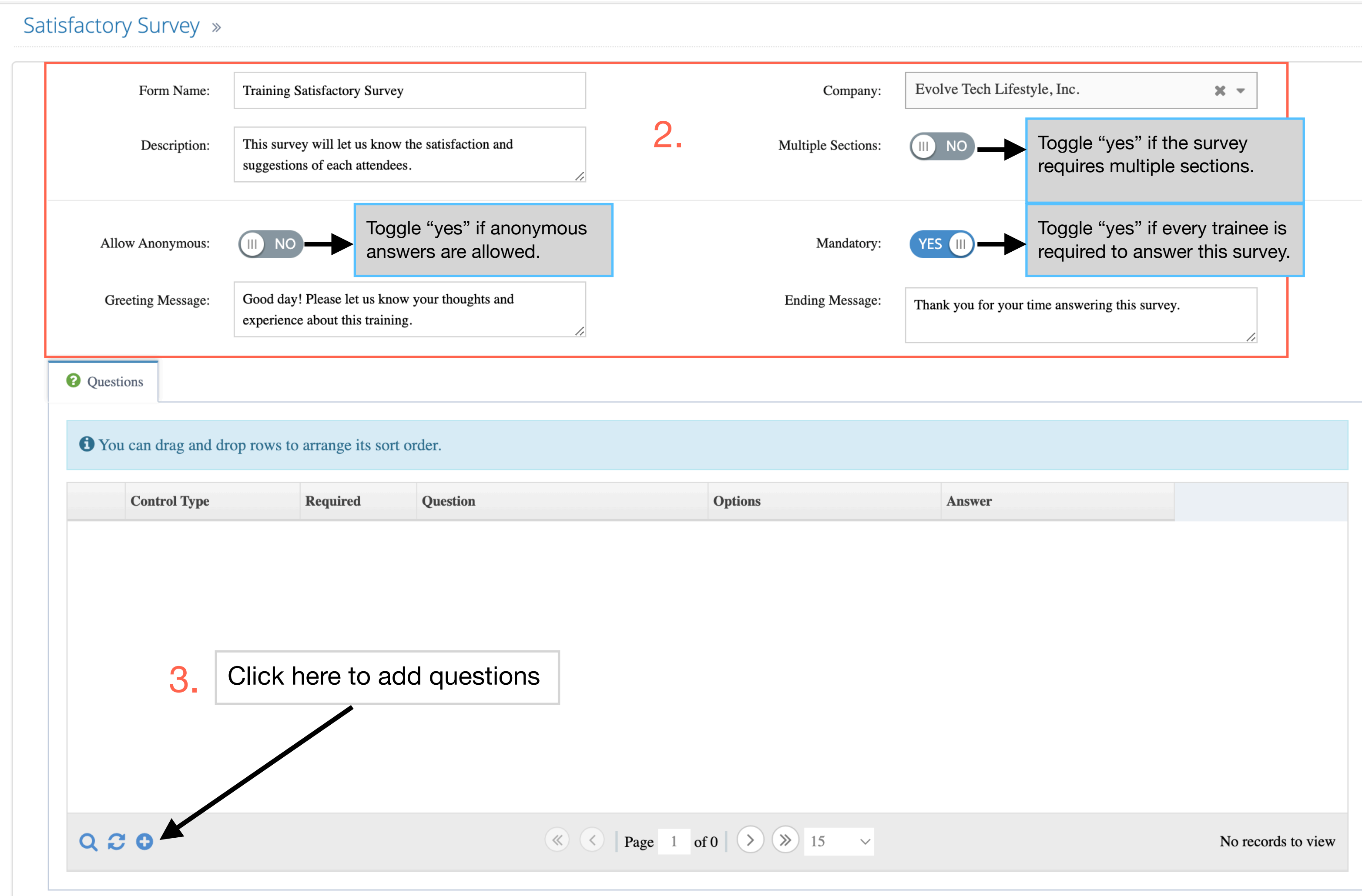
How to setup a Satisfactory Survey?

1. Go to Personnel Development > Satisfactory Form



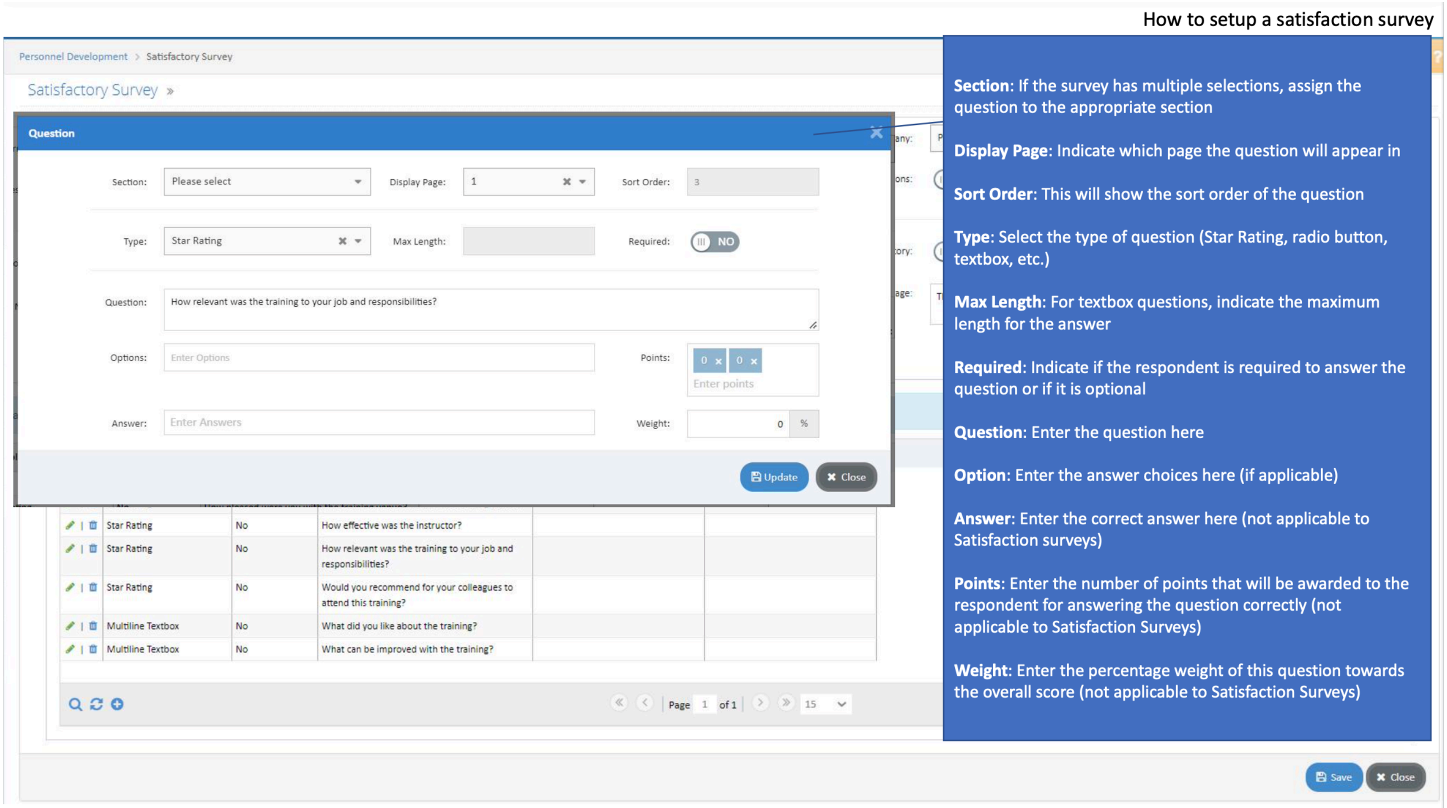
2. Fill the fields on the upper part.

3. Click on (+) button to add questions.



4. Fill up the question form. Please see field guides on the right side.

5. Click “Save”. Repeat from number 3 to add more questions.



- End of Satisfactory Form -

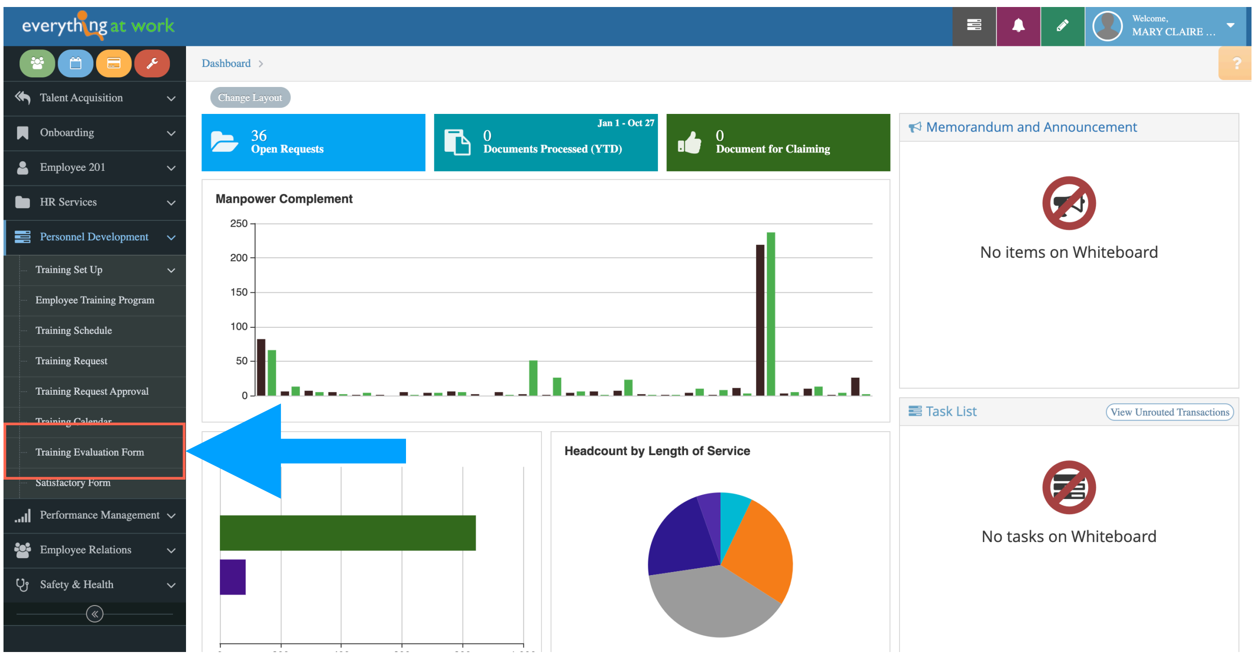
Training Evaluation Form

TRAINING EVALUATION FORM

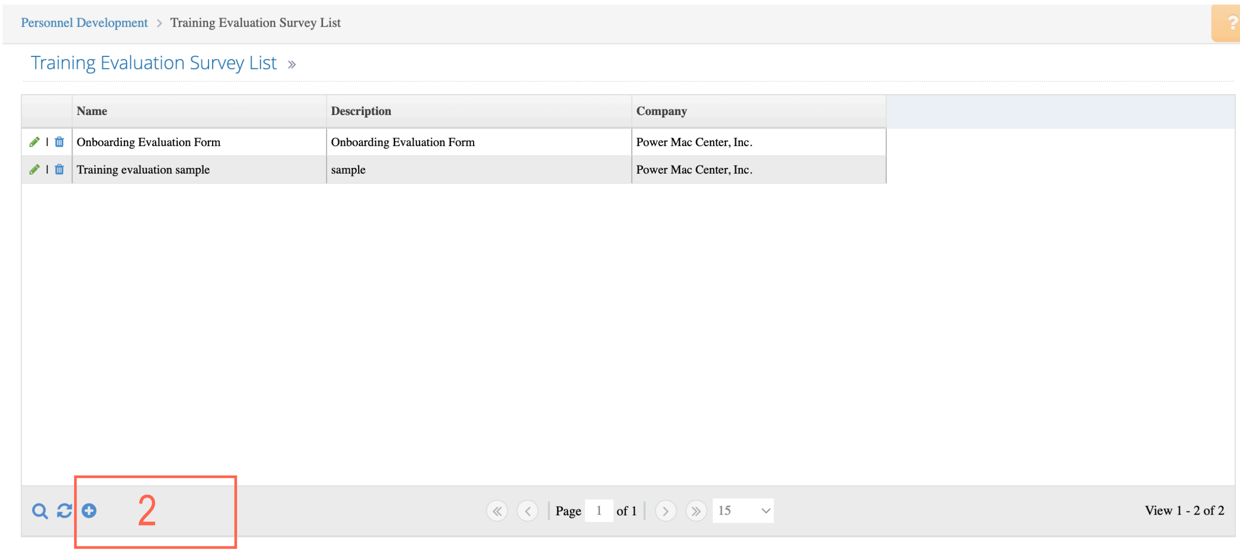
The Training Evaluation Survey can be used to gauge employees' knowledge on a training they attended.

How to setup an Evaluation Form?

1. Go to Personnel Development > Training Evaluation Form

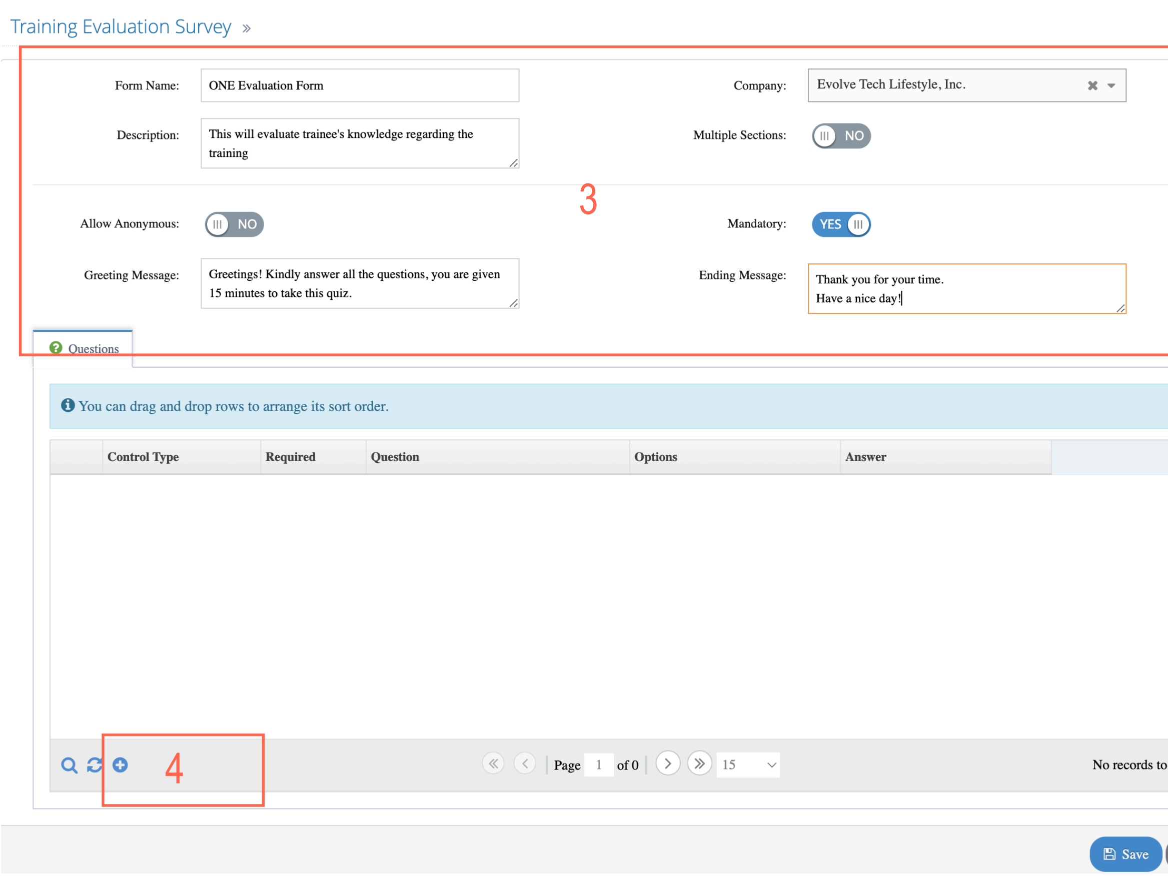


2. Click the (+) button to add an evaluation form.



3. Fill the fields on the upper part.

4. Click the (+) button to add a question.



Field Guide:

Form Name - Enter a name for this survey form.

Description - Enter a description

Allow Anonymous: toggle "yes" if trainees are allowed to answer anonymously / unknown.

Greeting Message: Enter a greeting message that will appear initially on this evaluation form.

Company - select a company

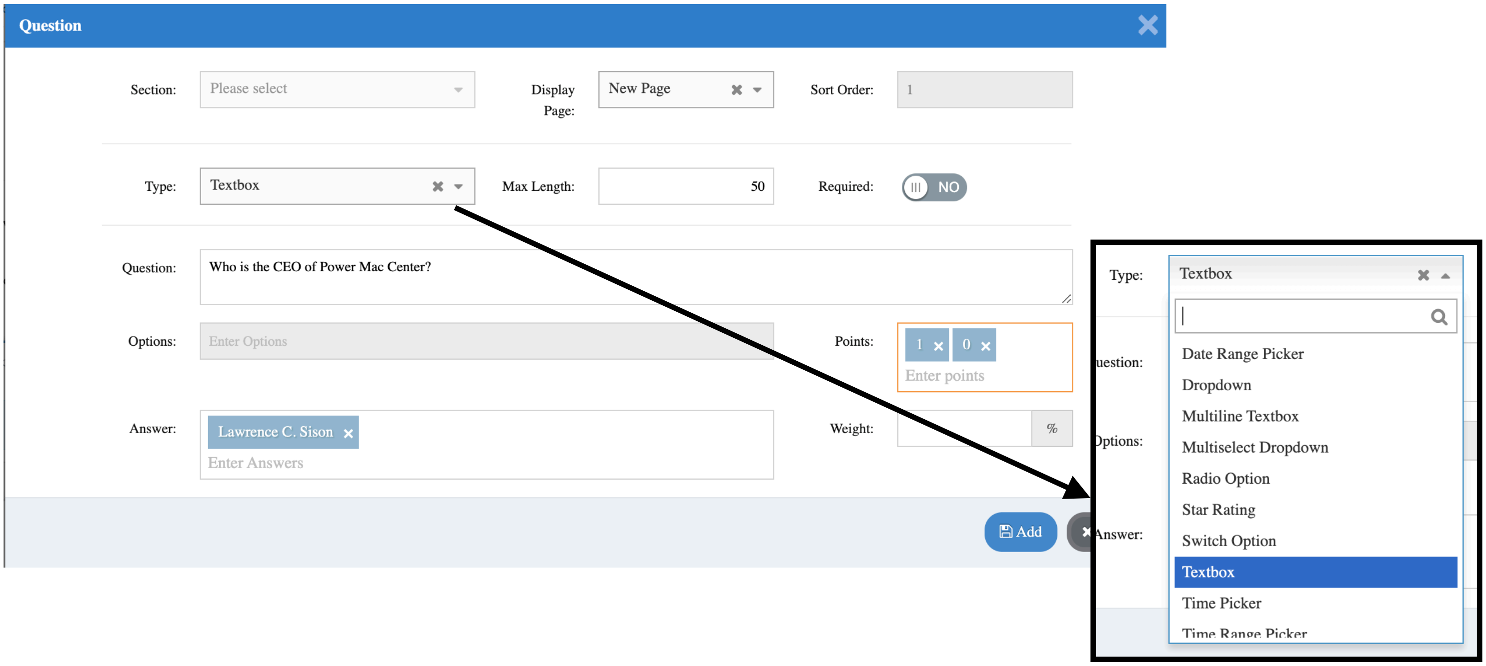
Multiple Section - toggle "yes" if the evaluation has multiple parts.

Mandatory- toggle "yes" if this evaluation needs to be taken by all trainees.

Ending Message - Enter an ending message that will appear after the evaluation.

5. Fill up the fields.

6. Click “Add” button.



Field Guide:

<u>Section-</u> if the survey has multiple section, assign the question to the appropriate selection, either way, this input box is disabled.

<u>Display Page-</u> indicate which page the question should appear.

<u>Sort Order -</u> this will show the sort order of the question.

<u>Type -</u> this will allow you to select user input field depending on which type of answer the question requires. (Ex. Radio button, text box, multiple text box, star rating etc.)

<u>Max Length -</u> this field is only able if selected type is a text box/multiple text box.

<u>Required -</u> toggle “yes” if this question if the trainee is required to answer this question.

<u>Question -</u> enter the question.

<u>Option -</u> enter the answer choices here (if applicable).

<u>Answer -</u> enter the correct answer here.

<u>Points -</u> enter number of points to be awarded if the answer is correct.

<u>Weight -</u> enter the percentage weight of this question towards the overall score.

-END of HR PORTAL PERSONNEL DEVELOPMENT-