



SOFTWARE APPLICATION MANUAL

System:	Human Resource Information System	Date:	June 18, 2025
Portal URL	https://hr.hris-in-powermaccenter.com/	Name:	EMPLOYEE 201 - ADDING TALENTS TO HRIS

THERE ARE THREE (3) METHODS TO INPUT OR REGISTER TALENTS INTO THE EMPLOYEE 201 OF THE HRIS SYSTEM:

1. Via Applicant Portal

This is the most automated method.

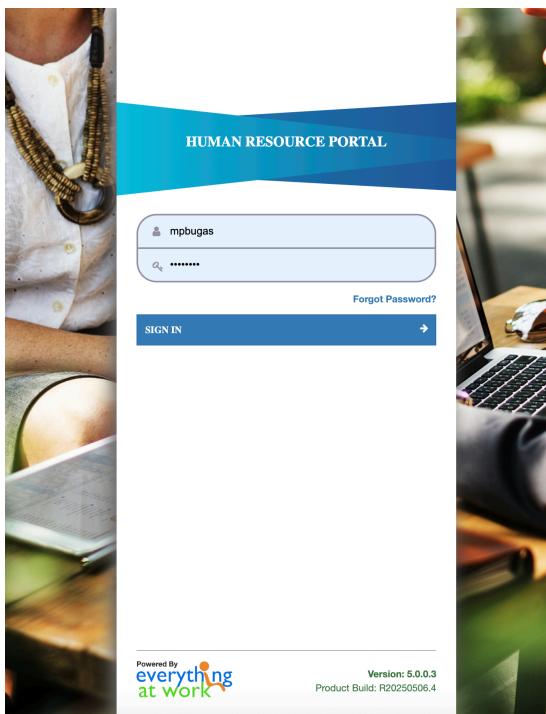
- Once a talent **registers through the Applicant Portal** and their profile is **activated**, the system will **automatically transfer their details** to the **Employee 201**.
- No manual input is required from HR after activation.

2. Single Upload (Manual Entry)

Follow these steps to manually add an employee one by one:

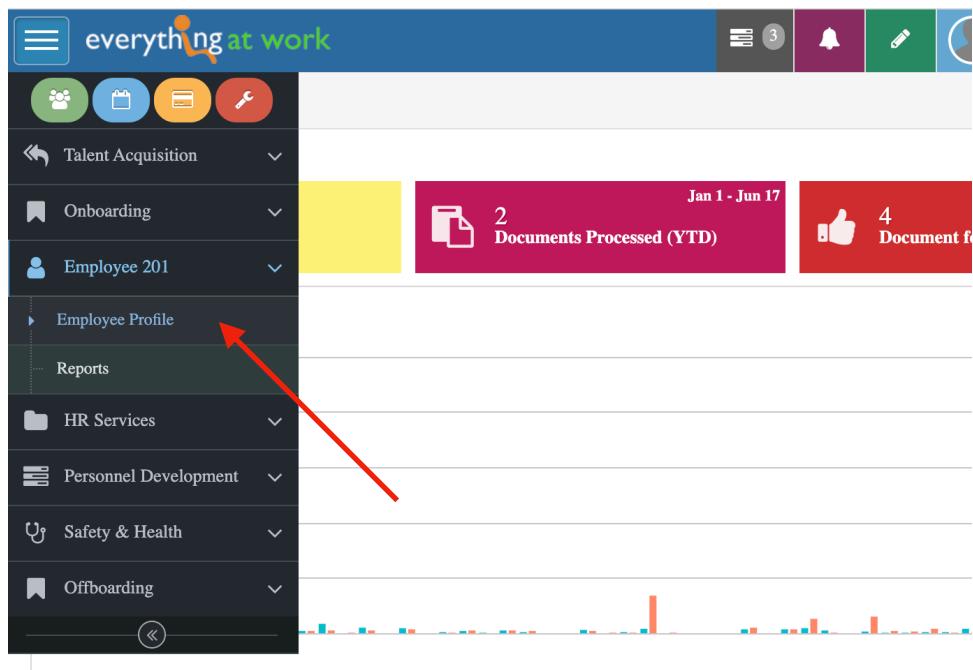
Step 1: Log in to HRIS

- Open your browser and go to the **HRIS Portal**.
- Enter your HR credentials and click **Sign In**.



Step 2: Navigate to Employee 201

3. Click the **hamburger menu (≡)** in the upper left corner to expand the navigation panel.
4. Go to:
Employee 201 > Employee Profile.



Step 3: Add a New Employee

- On the lower-left section of the Employee 201 > Employee Profile page, click the plus icon (+).

The screenshot shows the 'Employee Profile List' page from the 'everything at work' application. The page header includes the logo, a notification badge (3), a bell icon, a green pencil icon, and a welcome message for 'MARIE JOYCE ...'. The main content area displays a table of employee profiles with columns for Employee No., Employee Name, Company, Branch, and Department. The table lists several employees, including MARQUEZ, JENNIFER LOURDES CARREON (Employee No. 2685) and JIMENEZ, SHEILA PUNZALAN (Employee No. 2706). At the bottom left of the table, there is a row of icons: a magnifying glass, a refresh symbol, a blue plus sign (highlighted with a red arrow), and an upward arrow. Below these icons is a button labeled 'Add'.

	Employee No.	Employee	Company	Branch	Department
	2685	MARQUEZ, JENNIFER LOURDES CARREON	POWER MAC CENTER, INC.	RETAIL BUSINESS TEAM	RBT OPI
	2683	MAJADILLAS, MARJORIE PANGANIBAN	EVOLVE TECH LIFESTYLE, INC.	Pasig Head Office -ETLI	Space Plat
	2687	PEREZ, JEREMY FERNANDEZ	EVOLVE TECH LIFESTYLE, INC.	RETAIL BUSINESS TEAM	RBT OPI
	2694	JACOB, JERIC HONRADA	EVOLVE TECH LIFESTYLE, INC.	RETAIL BUSINESS TEAM	RBT OPI
	2686	CANTILA, SYRA DOMINGO	EVOLVE TECH LIFESTYLE, INC.	RETAIL BUSINESS TEAM	RBT OPI
	2965	MOLIN, MELANIE ESCARABARTE	EVOLVE TECH LIFESTYLE, INC.	RETAIL BUSINESS TEAM	RBT OPI
	2707	CARDIÑO, KLARIS REJUSO	EVOLVE TECH LIFESTYLE, INC.	RETAIL BUSINESS TEAM	RBT OPI
	2706	JIMENEZ, SHEILA PUNZALAN	POWER MAC CENTER, INC.	Pasig Head Office	EComme Operation

View 1 - 15 of 1,658

6. You will be redirected to the **Employee Profile Form**. Click on **Personal Details** and **Contact Details** to open and complete the required fields.

The screenshot shows a user interface for an 'Employee Profile'. At the top, there's a navigation bar with 'Employee 201 > Employee Profile' and a link to 'Employee Profile'. Below this is a sub-navigation bar with links for 'Personal Details', 'Employee Profile', 'Employment Information', 'Personnel Development', and 'Others'.

The main content area has a placeholder image of a person and a blue ribbon banner with the word 'Since:' followed by a date field.

The 'Personal Details' section contains fields for Nick Name, Age, Birthdate (with a birthmark icon), Birthplace, Civil Status, Religion, and Nationality.

The 'Contact Details' section contains fields for Permanent Address, Present Address, Mobile Number (with a phone icon), Phone Number (with a phone icon), and Email Address.

At the bottom right, there are social media icons for Facebook and Instagram.

A red arrow points from the 'Personal Details' section towards the 'Contact Details' section, suggesting they are related or can be filled out together.

Step 4: Fill Out the Employee Profile Form

7. The form is divided into several sections. Below is a detailed overview of each:

Personal Details: This section gathers the employee's basic identity

Contact Details: Provide contact information.

Employment Profile: This section provides a deeper view of the employee's personal background and previous experiences.

Employment information: This section captures the official HR and company-specific employment data.

Personnel Development: This section highlights the employee's qualifications and development-related details.

Others: This section includes additional employee records such as awards & citations, disciplinary actions, employee documents, affiliations, certifications, and custom fields.

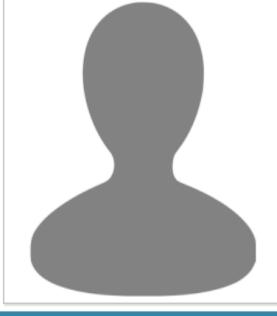
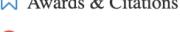
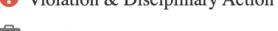
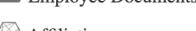
Personal Details

Last Name: *	<input type="text"/>	Civil Status: <input type="button" value="Please select"/>	Weight: <input type="text"/> kgs
First Name: *	<input type="text"/>	Date of Marriage: <input type="text"/> <input type="button" value=""/>	Height: <input type="text"/> cm
Middle Name:	<input type="text"/>	Religion: <input type="button" value="Please select"/>	Blood Type: <input type="button" value="Please select"/>
Suffix:	<input type="text"/>	Birthdate: <input type="text"/> <input type="button" value=""/>	Signature File: <input type="button" value="Select file"/> <input type="button" value=""/>
Nick Name :	<input type="text"/>	Birthplace : <input type="text"/>	Image File: <input type="button" value="Select file"/> <input type="button" value=""/>
Alias :	<input type="text"/>	Nationality : <input type="button" value="Please select"/>	Fingerprint: <input type="button" value="Select file"/> <input type="button" value=""/>
Gender	<input type="button" value="Please select"/>	If dual, Specify: <input type="button" value="Please select"/>	Personality Type : <input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Close"/>			

Employee 201 > Employee Profile

Employee Profile »

Required fields are denoted by (*)

 Personal Details	 Employee Profile	 Employment Information	 Personnel Development	 Others 
 <div style="background-color: #0070C0; width: 100%; height: 20px; margin-top: 10px;"></div> <p>Since:</p>				
<div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;">  Personal Nick Name Age Birthdate Birthplace Civil Status Religion Nationality </div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9; margin-top: 10px;">  Awards & Citations  Violation & Disciplinary Action  Employee Documents  Affiliations  Certifications  Custom Fields </div>				

8. Employee Number and Access ID are mandatory. Without these, the system will not allow you to save the profile.

Employee Profile »

Required fields are denoted by (*)

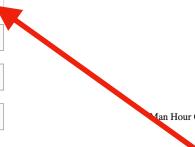
Save Close

Personal Details Employee Profile Employment Information Personnel Development Others

Current Job Information

Employee No.: *	Access ID.:	Position: *
Employee Type: *	Please select	Job Rank: Select an Option
Employment Status: *	Please select	Job Grade: Select an Option
Manpower Classification:	Please select	Job Level: Select an Option
Union Member:	NO	Jan Hour Classification: Please select

> Area of Assignment
> Relevant Employment Dates



Step 5: Review and Save

9. Double-check all entries for accuracy and completeness.
10. Ensure all required fields marked with a red asterisk (*) are filled in.
11. Once all information is complete, click **Save**.

Completion

- The new employee record will now be visible in the **Employee 201** list.

3. Batch Upload (Multiple Employees)

Upload multiple employee profiles at once using the HRIS Excel template.

Step 1: Access the Upload Section

1. Sign in to the **HRIS Portal**.
2. On the left-side navigation panel, click the **hamburger menu (≡)** to expand the menu.
3. Go to **Employee 201 > Employee Profile** and click the **upload icon**

The screenshot shows the 'Employee Profile List' page of the HRIS system. At the top, there's a header with the 'everything at work' logo, a notification badge (3), a bell icon, a pencil icon, and a user profile for 'MARIE JOYCE ...'. Below the header, the breadcrumb navigation shows 'Employee 201 > Employee Profile List'. A search bar with 'Search Filters' is present. The main content is a table listing employee profiles:

	Employee No.	Employee	Company	Branch	Departm
	2685	MARQUEZ, JENNIFER LOURDES CARREON	POWER MAC CENTER, INC.	RETAIL BUSINESS TEAM	RBT OPI
	2683	MAJADILLAS, MARJORIE PANGANIBAN	EVOLVE TECH LIFESTYLE, INC.	Pasig Head Office -ETLI	Space Plat
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At the bottom left of the table, there are four blue icons: a magnifying glass, a refresh symbol, a plus sign, and an upward arrow. A red arrow points from the text 'click the upload icon' in the instructions above to the upward arrow icon. At the bottom right, there are navigation controls for pages, with 'Page 1 of 111' and 'View 1 - 15 of 1,658'.

4. Select **File Import Code**.
5. Under File Import, click **Employee Profile Main Information**.

The screenshot shows a web-based application interface for managing employee profiles. At the top, there's a header with the logo 'everything at work', a notification icon (3 notifications), a profile picture for 'MARIE JOYCE ...', and a search/question icon. Below the header, the page title is 'Employee Profile List'. On the left, there's a sidebar with a 'Search Filters' section and a table listing employee records with columns for Employee ID and Name. In the center, a modal window titled 'Import File' is open. It contains fields for 'File Import Code' (with a dropdown menu showing 'Please select' and a search bar), 'Description' (with a dropdown menu showing 'EmployeeProfileMainInformation' highlighted by a red arrow, and other options like 'Profile', 'EmploymentInformation', etc.), 'Upload File' (with a file input field), and a 'Download Template' button. At the bottom of the modal are 'Save' and 'Cancel' buttons. The main content area below the modal shows a table of employee profiles with columns for Employee ID, Name, Department, and Status. Navigation controls like search, refresh, and page numbers (Page 1 of 111) are at the bottom.

Step 2: Download the Excel Template

6. Click the **Download Template** button to get the standard Excel format for batch uploading.
7. Open the downloaded Excel file using Microsoft Excel or any compatible spreadsheet program.

The screenshot shows a web application interface for managing employee profiles. At the top, there's a navigation bar with a back arrow, forward arrow, and a search bar containing the URL 'hr-test.hris-in-powermaccenter.com/Home'. Below the navigation is a header with the 'everything at work' logo. The main content area is titled 'Employee Profile List' and displays a table of employee records with columns for Employee ID and Name. A modal window titled 'Import File' is open in the center. It contains fields for 'File Import Code' (set to 'EmployeeProfileMainInformation'), 'Description' (set to 'For the importing of main information of employees'), and an 'Upload File:' field which currently says 'No File ...'. There's also a checkbox for 'Update'. At the bottom of the modal are three buttons: 'Download Template' (highlighted with a red arrow), 'Upload' (disabled), and 'Cancel'. Above the modal, a download notification is displayed for the file 'EmployeeProfileMainInformation (1).xlsx' (20.1 KB). The notification includes a red 'X' icon and a link to 'View File'. The bottom of the screen shows a footer with links for 'JIMENEZ, SHEILA PUNZALAN', 'POWER MAC CENTER, INC.', 'Pasig Head Office', and 'View 1 - 15 of 1,658'.

Step 3: Fill Out the Excel Template

8. Enter the employee details row by row (one row per employee).
9. Make sure to fill out **all columns with red-colored headers**—these are **required fields**.
10. Hover over the **column titles** in the Excel sheet to view:
 - o **Valid data formats**
 - o **Accepted values**
 - o **Code references** (e.g., position code, department code)

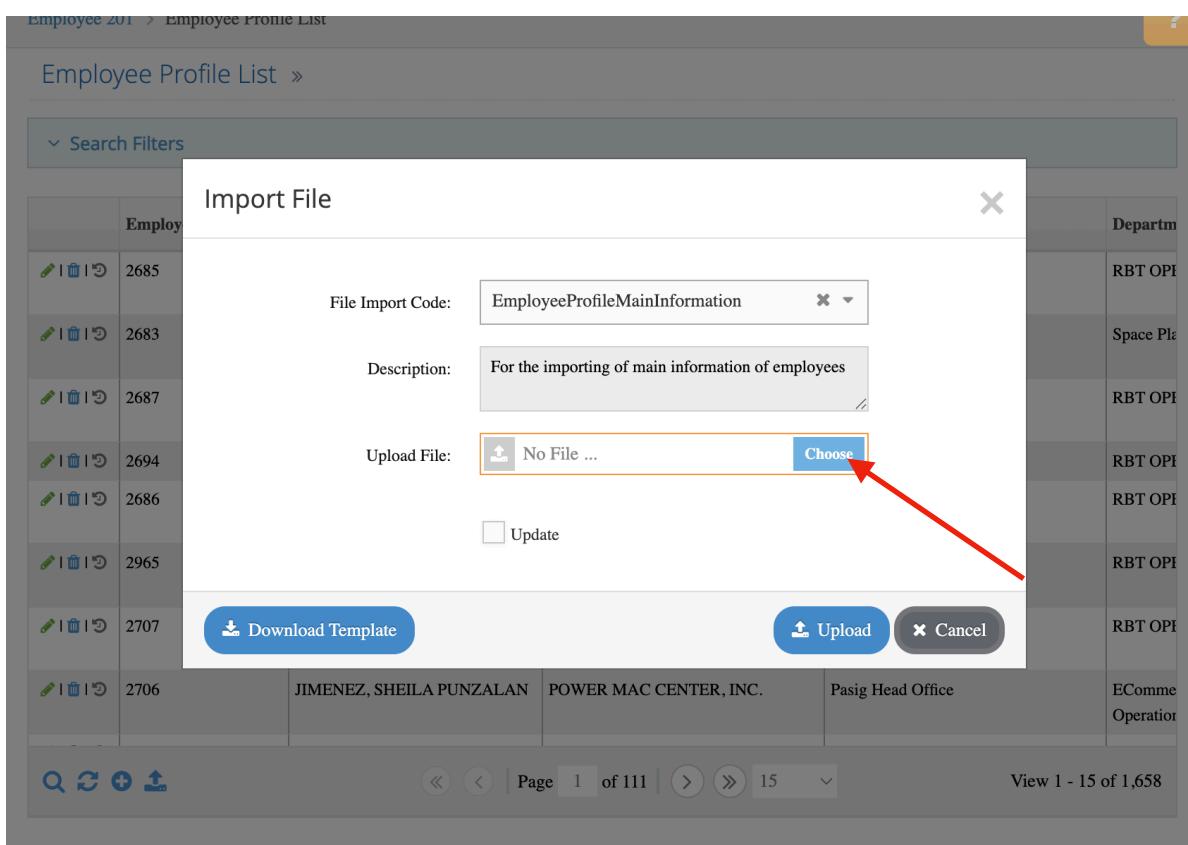
Title	Last Name	First Name	Middle Name	End of Contract Date	Due To	Others	Separ
	BUGAS	JOY	TEST				
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Step 4: Get the Correct Position Codes

11. For the **Position** column:
 - Use the **position code**, not the position title.
 - To find the correct code:
 - Go to: HRIS > Maintenance > Organization > Job Position
 - Search or browse for the job title and copy the corresponding code.
 - Paste the position code into the Excel file.

Step 5: Review and Save

12. Double-check all data for completeness and accuracy:
 - Make sure all required fields (in red) are filled.
 - Check for typos and formatting issues.
13. Save the Excel file on your device in **.xlsx format**.



Step 6: Upload the File

14. Return to the HRIS Portal.
15. Go back to:
Employee 201 > Employee Profile > File Import Code > Employee Profile Main Information
16. Click **Choose file**.
17. Select your completed Excel file from your device and click **Open**.

Step 7: Wait for Validation

18. The system will automatically validate your file:
 - If successful, a confirmation message will appear and the new profiles will be added to **Employee 201**.
 - If there are errors:
 - A message will appear indicating the **row number and issue** (e.g., missing field, incorrect format).
 - Correct the issues in the Excel file and **repeat Steps 8–18** to re-upload.

Completion

Once the file is validated and uploaded successfully:

- You can now see all the new employee records under **Employee 201**.