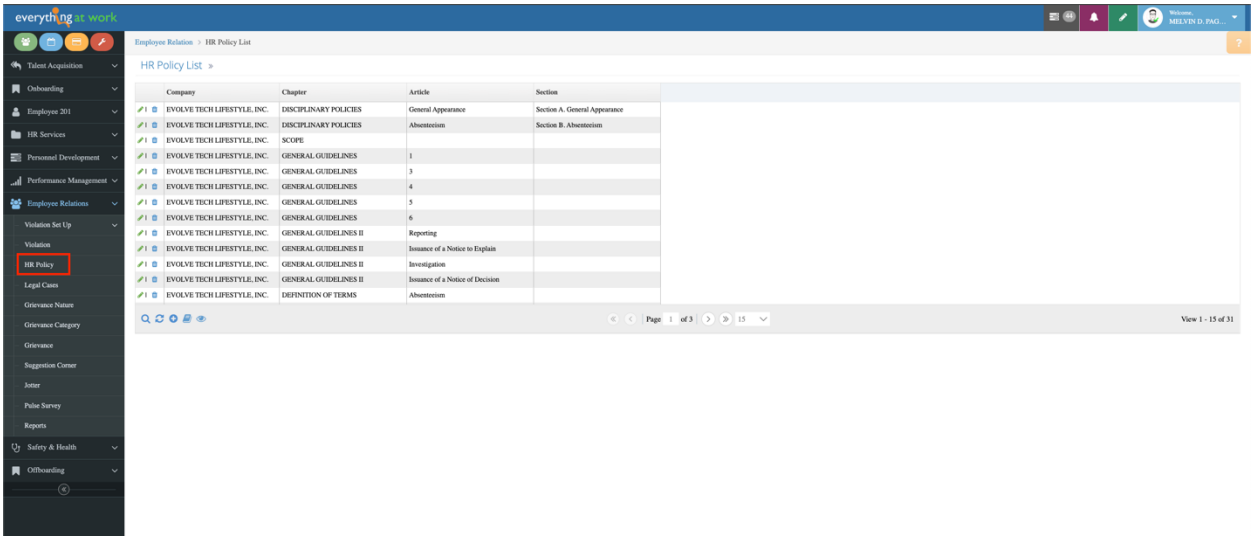
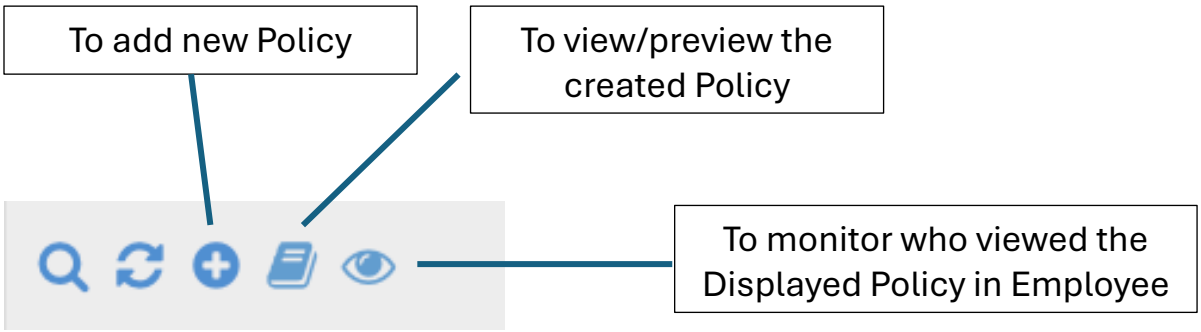
SOFTWARE APPLICATION MANUAL			
System:	**Human Resource Information System**	**Date:**	**April 2025**
Portal URL	https://employee.hris-in-powermaccenter.com/	**Name:**	HR Policy Setup

How to setup HR Policy

Step 1: Log in HRIS Account, then go to Employee Employee Relations > HR Policy

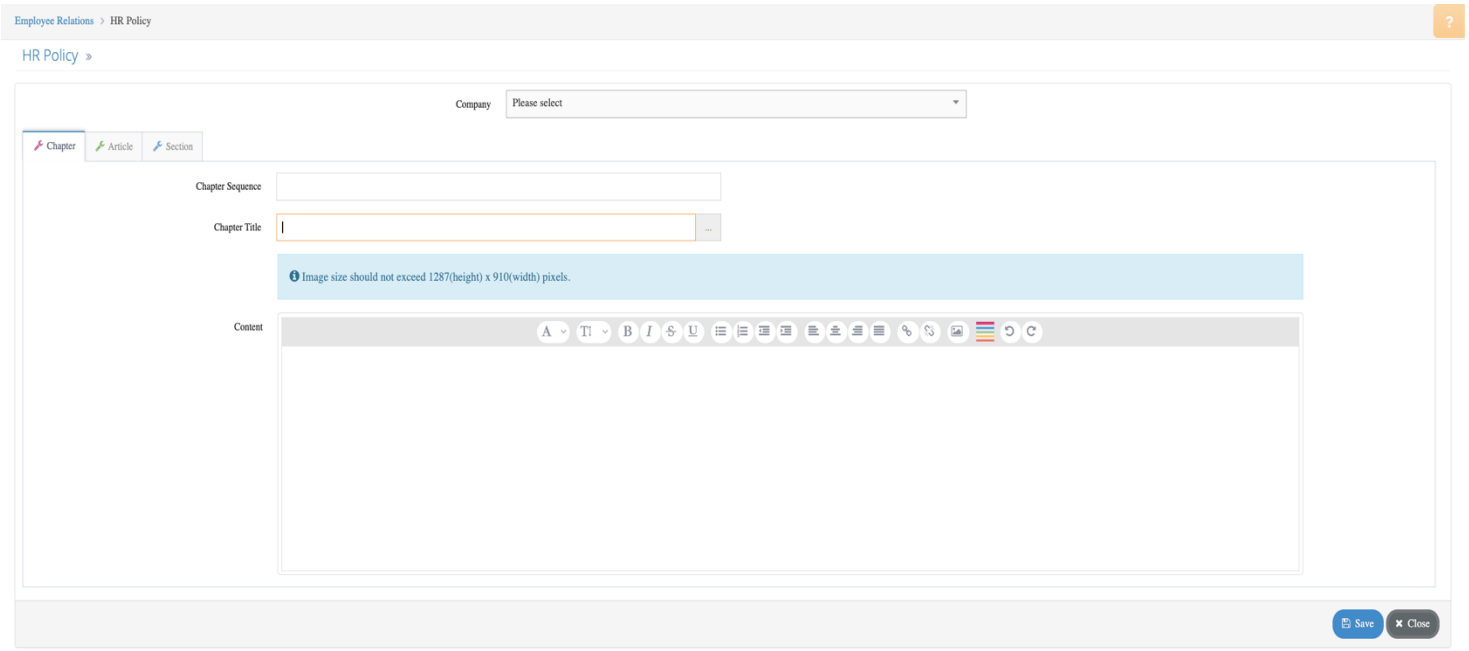




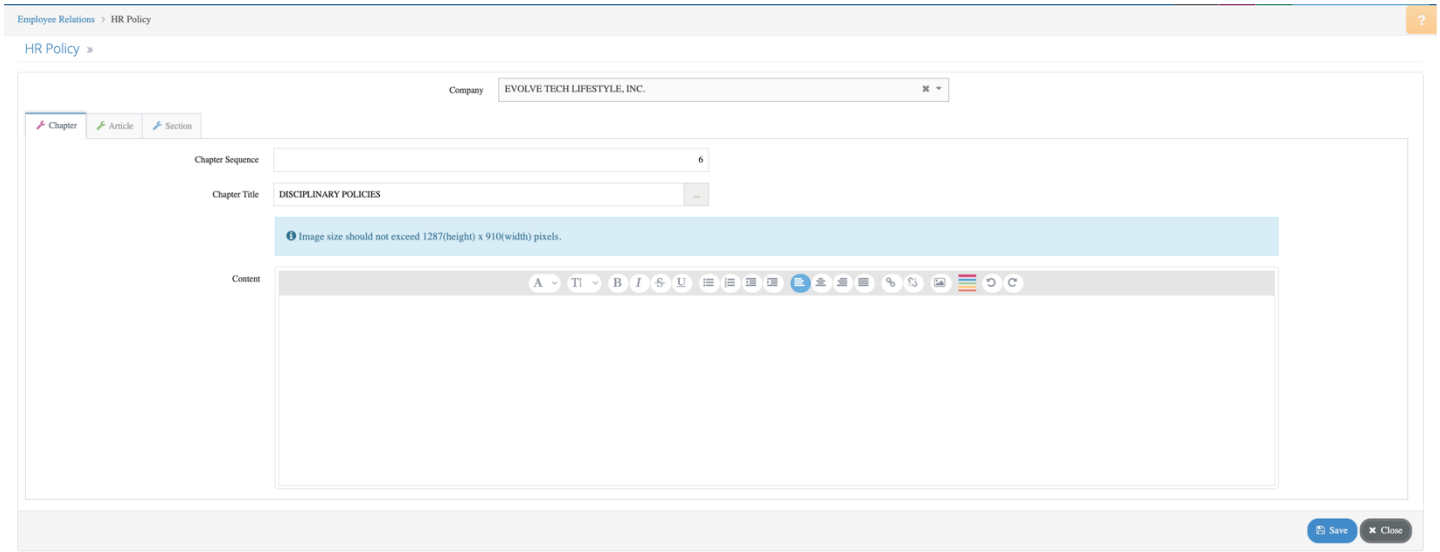
Step 2: to create new policy, click the button.

Step 3: Select the company you will deploy the Policy, then in Chapter tab, Input the chapter Sequence then input the chapter title (All required field).

Note: Chapter, Article and Section sequence - the numbering will be displayed based on your defined number sequence pattern. When you view the items, they will be organized according to the numbering format you've established in the system.

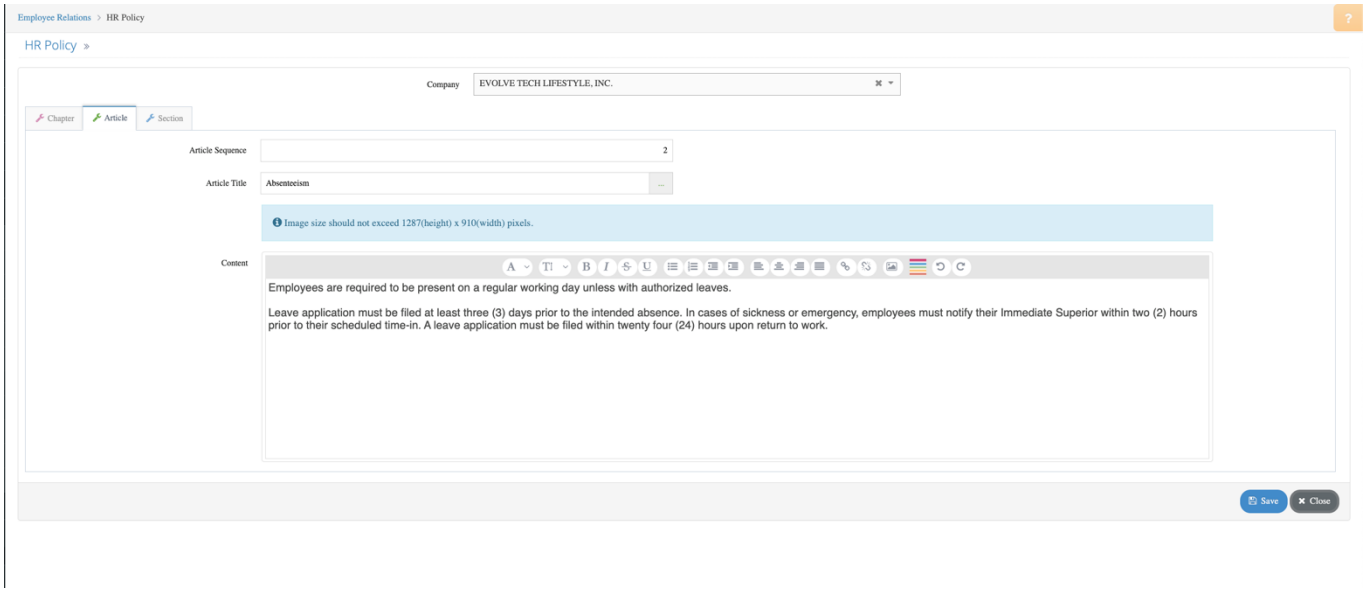


Sample:
Chapter Field



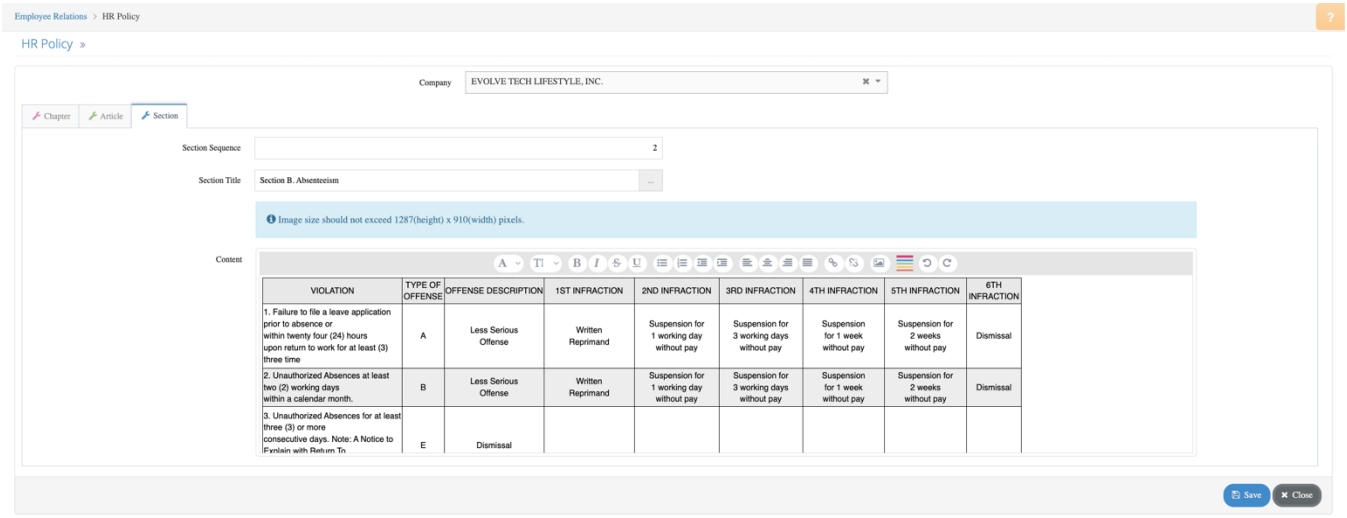
Article Field

Step 4: Input the article sequence then input the Article title then input the context (All field is not required).

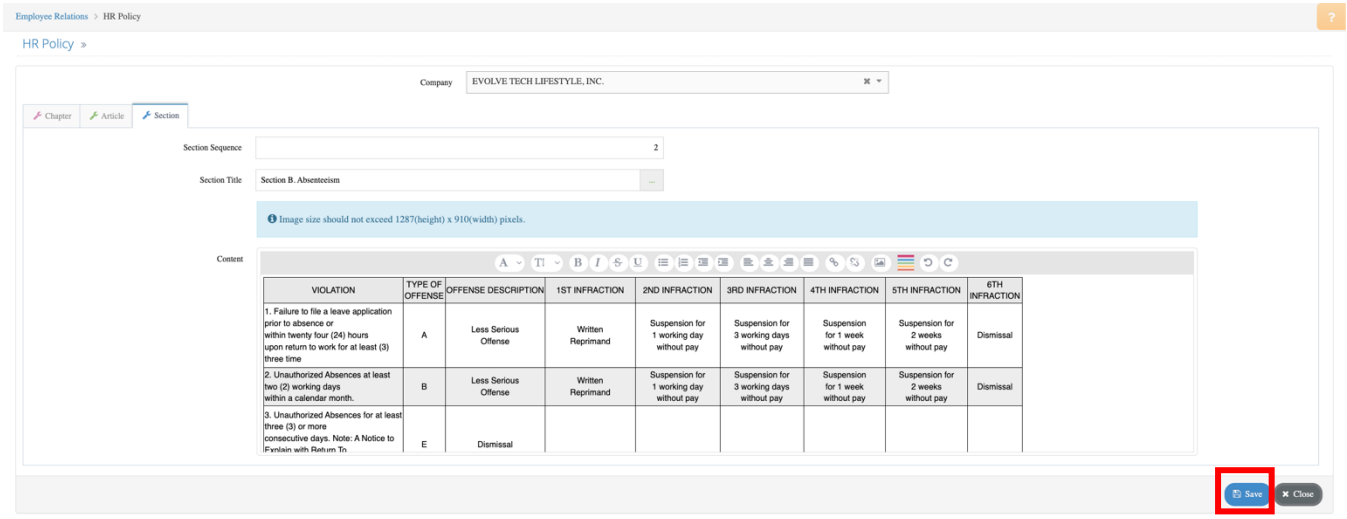


Section Field

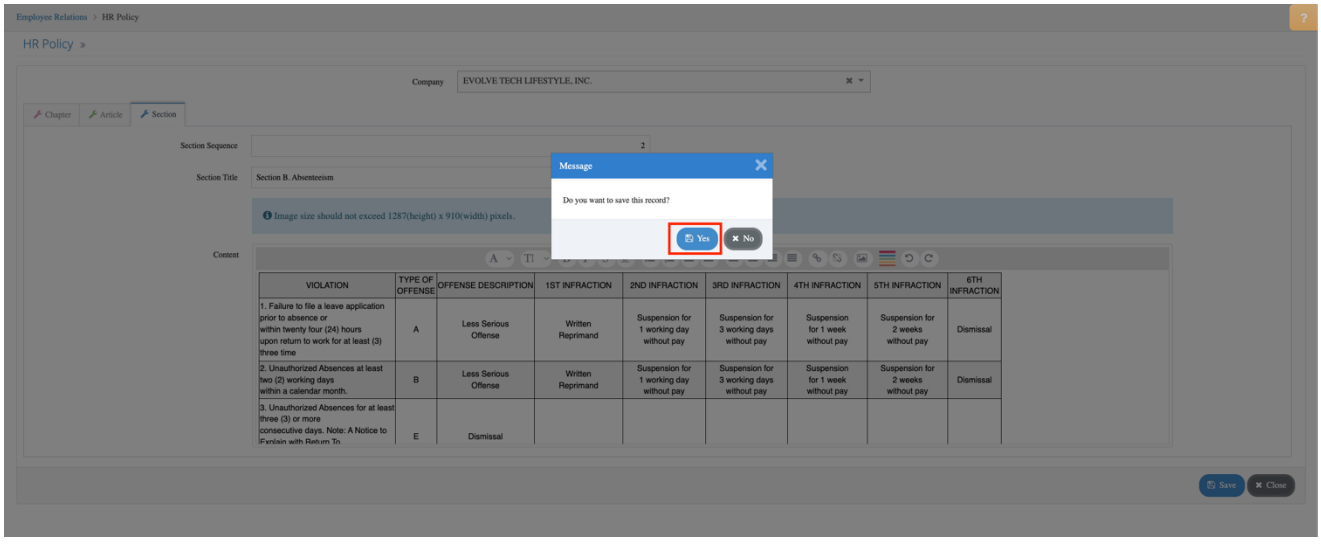
Step 5: Input the Section Sequence then input the Section title then input the context (All field is not required).



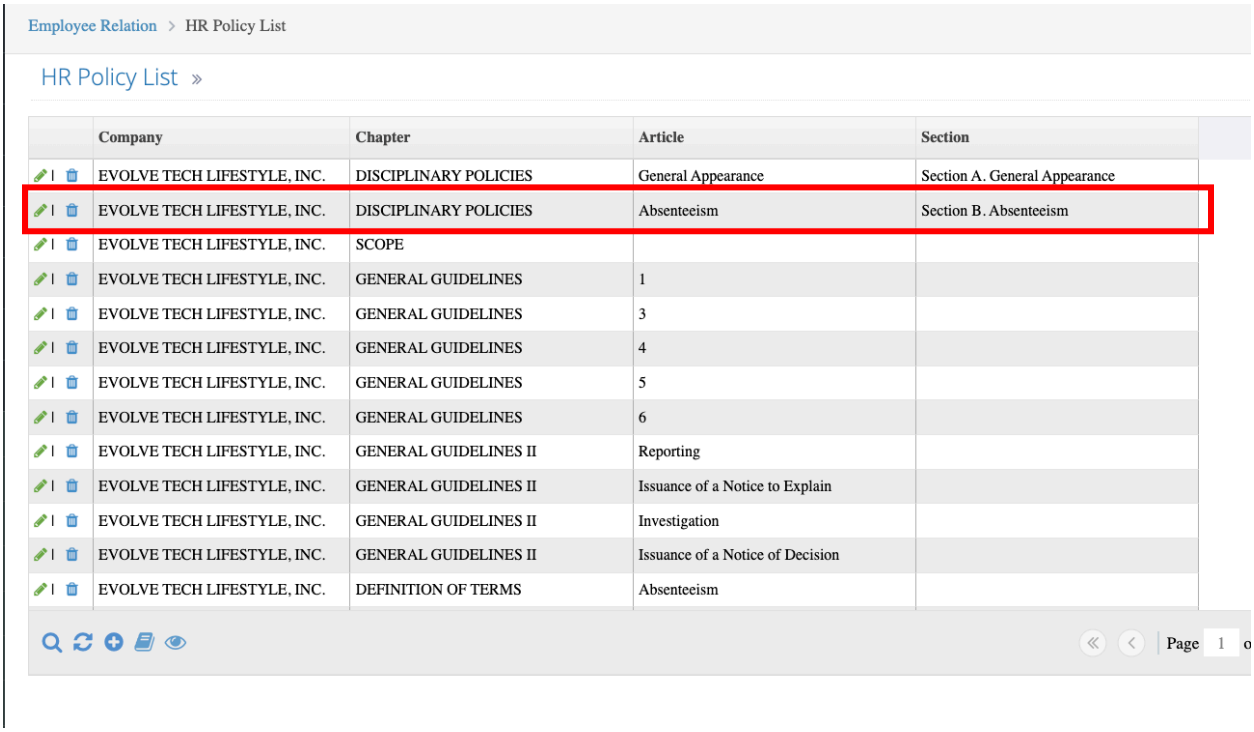
Step 6: Then click the save button.



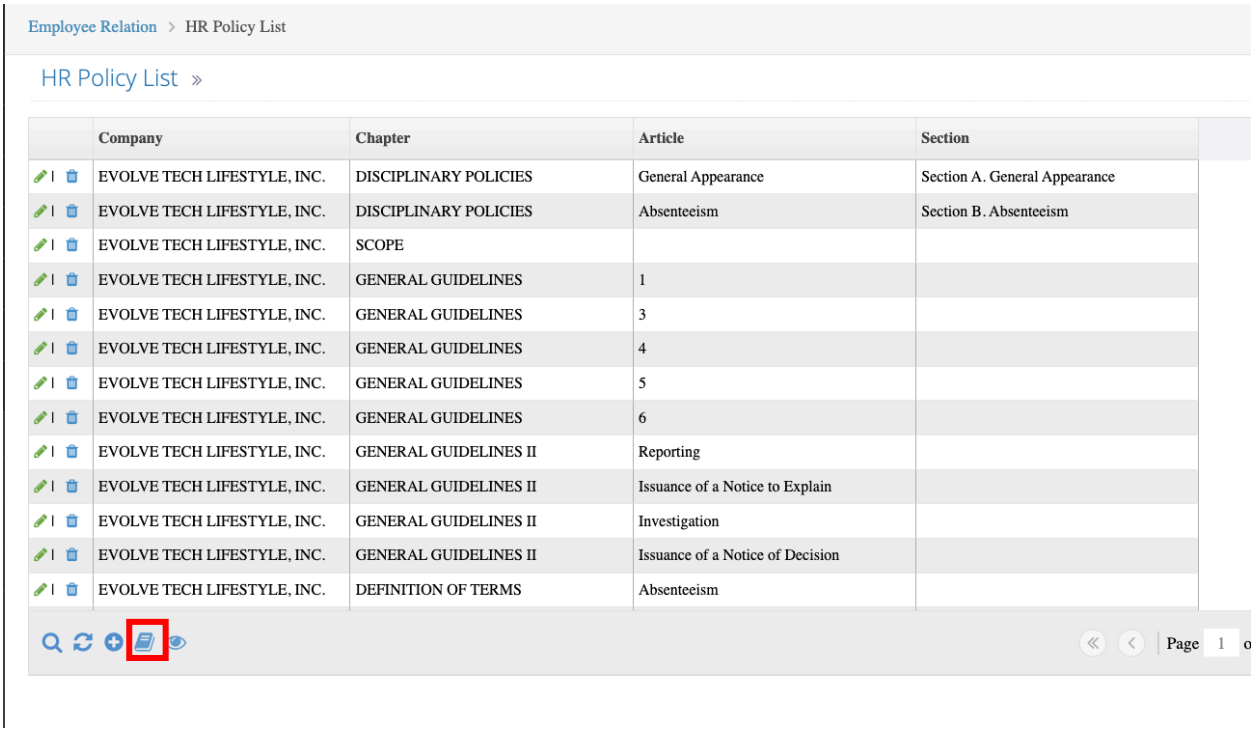
Step 7: Then click yes button to record the HR Policy.



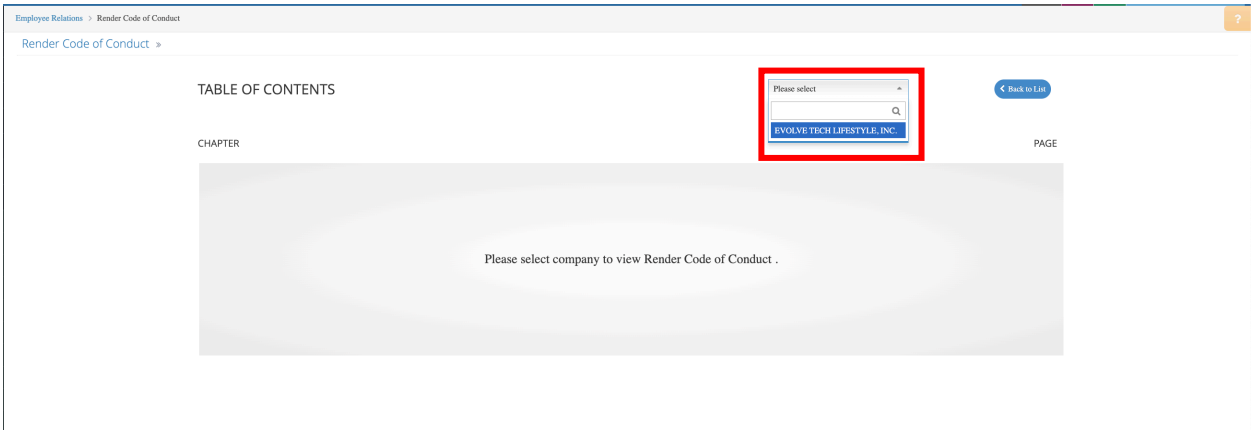
Here is the newly created HR Policy.



To view/preview the HR Policy List. Click the icon .

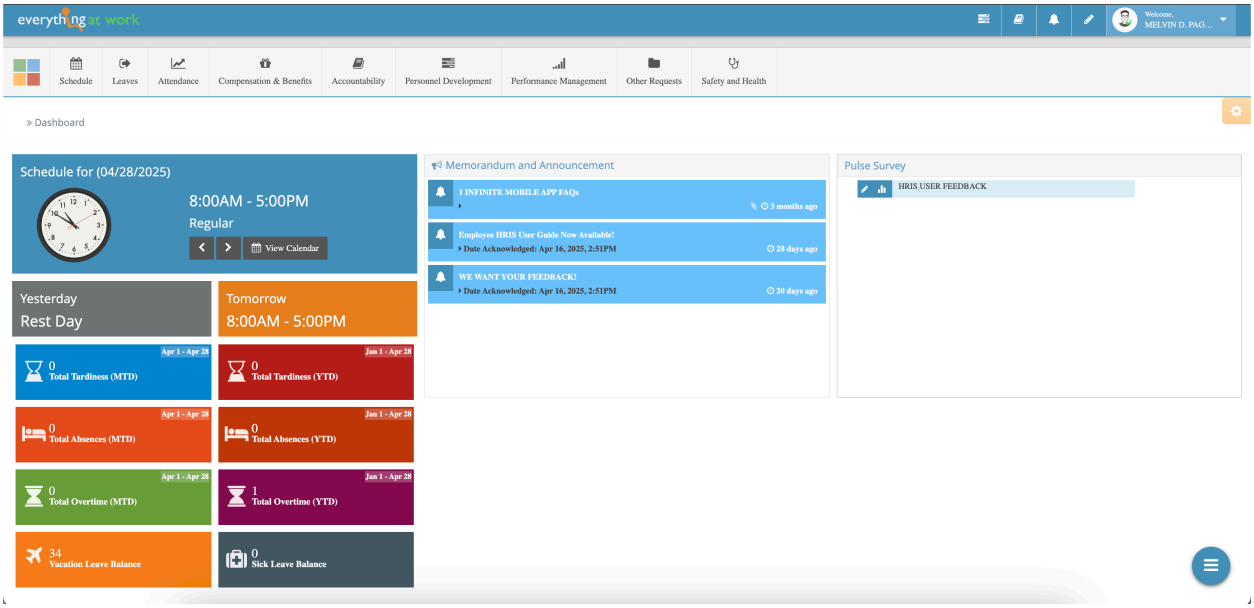


Then the company here to preview it’s HR Policies.

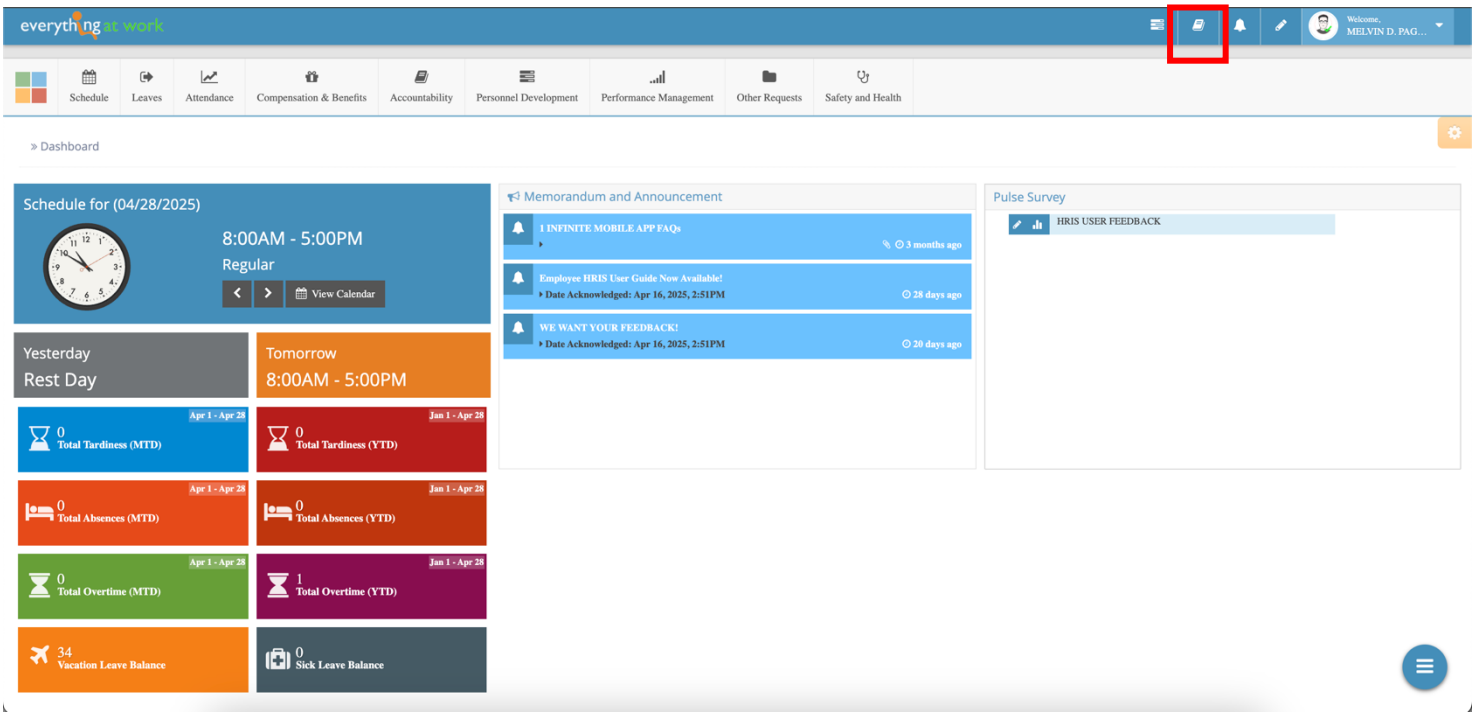


How to view the HR Policies in the Employee Portal

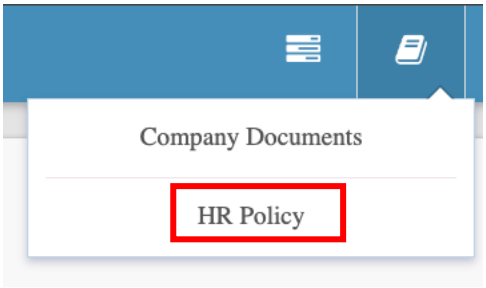
Step 1: Login to employee portal



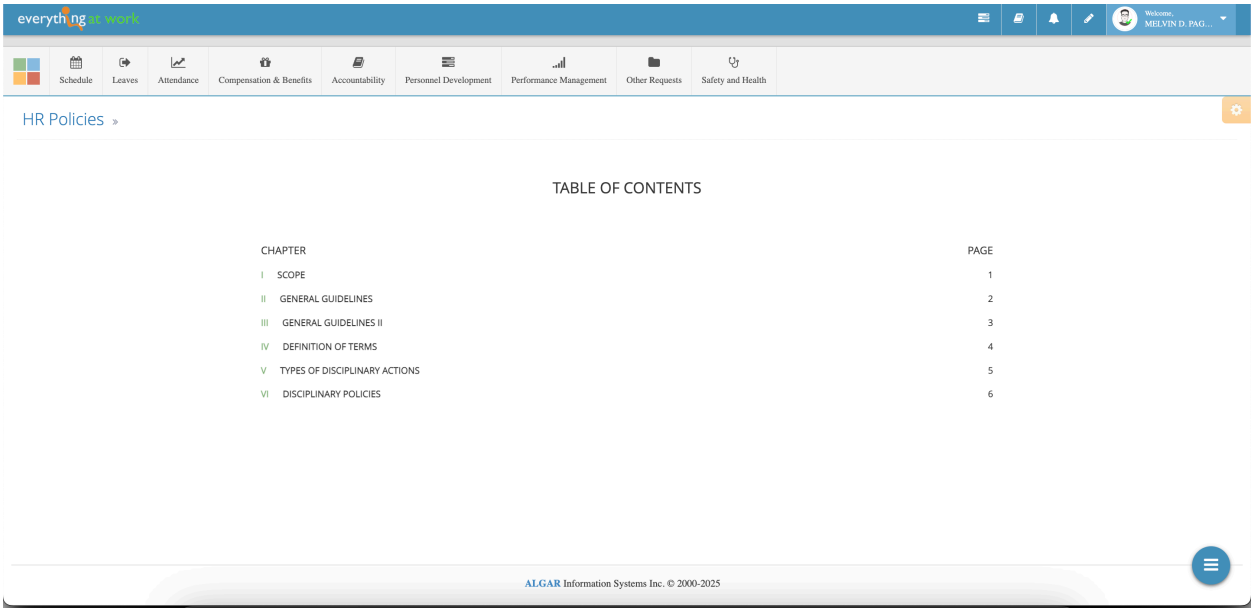
Step 2: Click here to access the HR Polies.



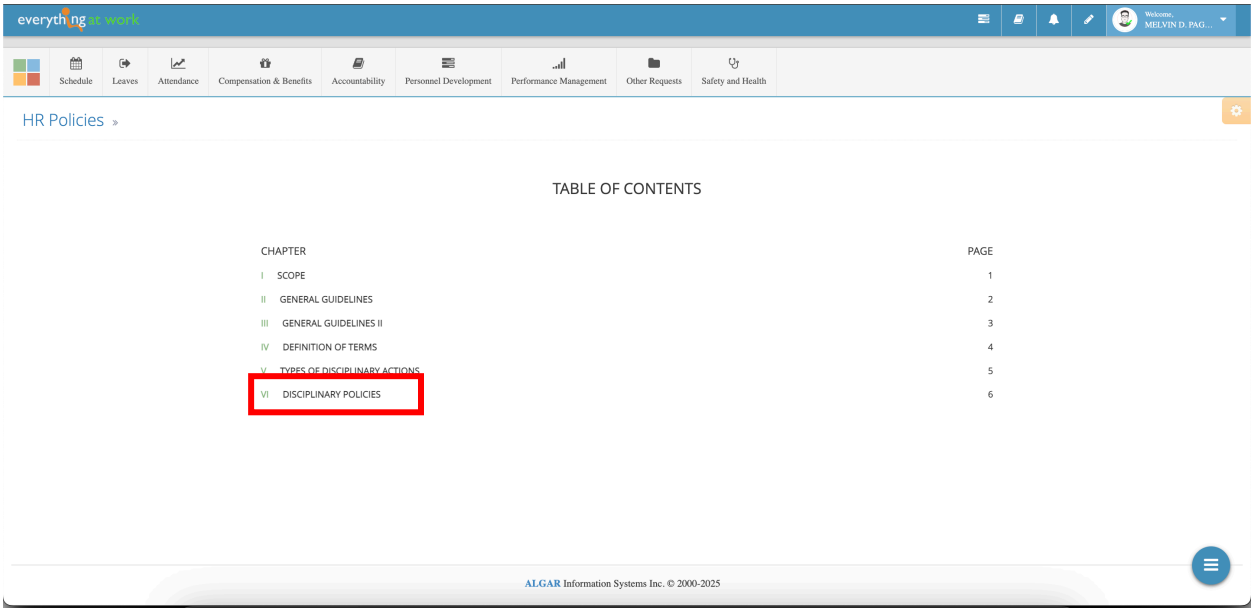
Step 3: Select the HR Policy



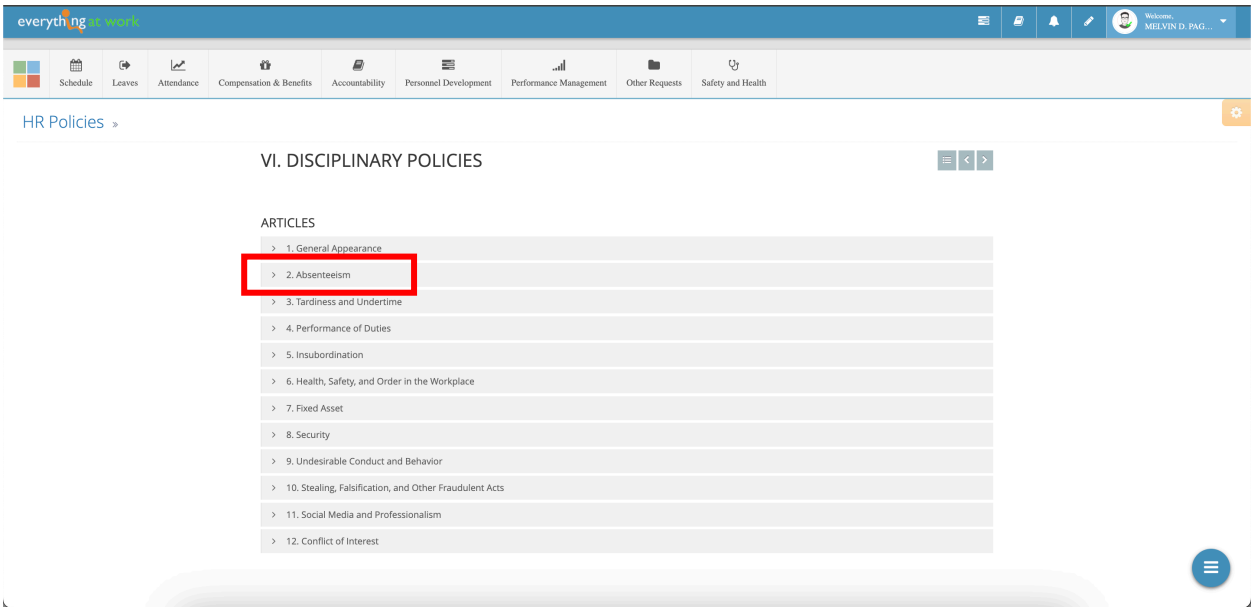
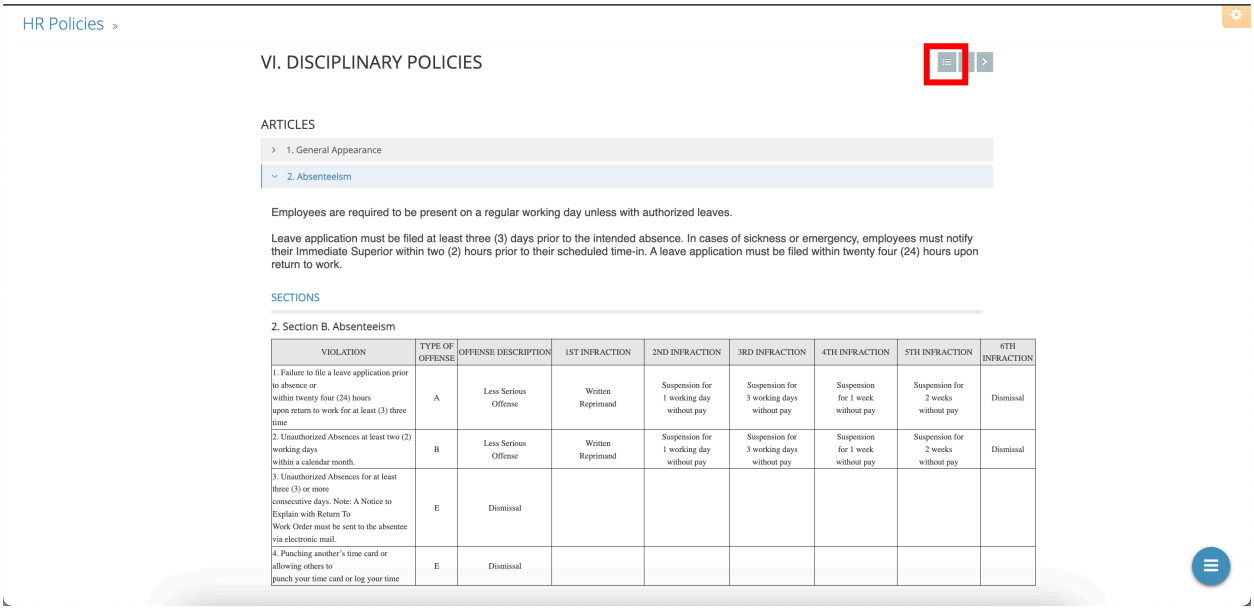
Here you can view the company's HR Policies created in HRIS.



Click on a Chapter Title to view the contents of that chapter.



You can view the Articles that belong to the selected Chapter. Click on an Article to expand it.



You can click this to go back to the table of contents.