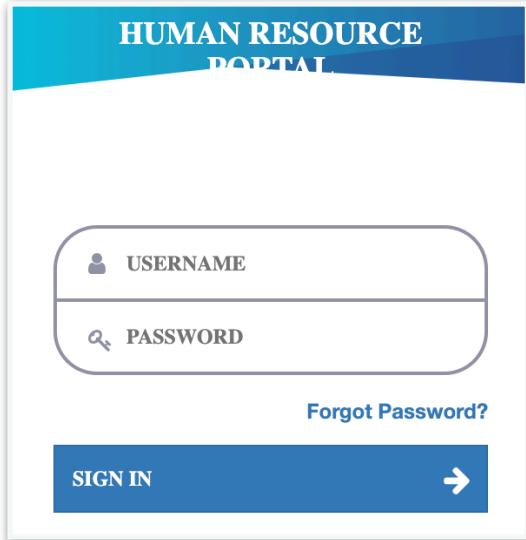


System:	Human Resource Information System	Date:	January 6, 2023
Portal URL	https://hr.hris-in-powermaccenter.com/	Name:	HR Services Module

HR - HRIS > HR Services

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 **HR Services**.



This module will let you manage requests from the employees and set memorandum/announcements to be displayed on the employee portal.



View and update the status of document requests whether it is for approval or released such as COE, PagIbig, SSS, Philhealth contributions and withholding tax etc..



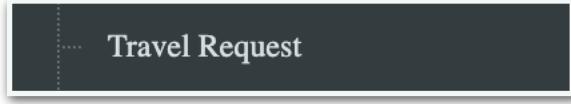
Approval and review of profile update requests from the employees.



Setup of Certificate of Employment and Compensation



Post company memorandum and announcements.



Approval and review of travel requests.

Document Request

Approve/ Release a Document Request

1. Go to “Document Request” to view employee requests.
2. For the “For approval” status, click on the pencil icon.

HR Services > Document Request

Document Request »

1 of 1 task(s) to complete

Document Request (Partial Approval)
Requested by: Beduya, Mary Claire
about 2 hours ago

See all tasks ➔

Date Requested	Employee	Document	Status	Date Available	Date Claimed	Received By
01/06/2023	BEDUYA, MARY CLAIRE	Certificate of Employment	For Approval			
01/04/2023	BEDUYA, MARY CLAIRE	Certificate of Employment and Compensation	Released	01/04/2023	01/04/2023	BEDUYA, MARY CLAIRE

01/04/2023

View

3. Select a date when this document will be available and a remark.

4. Add signatories and their positions.

HR Services > Document Request

Document Request »

Date Requested:	01/06/2023	<input type="button" value="Calendar"/>	Status:	For Approval
Requested By:	BEDUYA, MARY CLAIRE	<input type="button" value="..."/>	Document:	Certificate of Employment
Period Covered:	10/07/2022	-	01/06/2023	
Details:	For personal loan purposes			
Reason/Purpose:	For personal loan purposes			
Date Available	<input type="button" value="Calendar"/>	Remarks:	<input type="text"/>	
Signatory 1:	<input type="text"/>		Signatory 2:	<input type="text"/>
Designation 1:	<input type="text"/>		Designation 2:	<input type="text"/>

5. A document request have to undergo through approvers before it can be released.

HR Services > Document Request

Document Request »

Date Requested:	01/06/2023	...	Status:	For Approval
Requested By:	BEDUYA, MARY CLAIRE	...	Document:	Certificate of Employment
Period Covered:	10/07/2022	-	01/06/2023	
Details:	For personal loan purposes			
Reason/Purpose:	For personal loan purposes			
Date Available:	01/06/2023	...	Remarks:	Sample Remarks
Signatory 1:	Juan Dela Cruz		Signatory 2:	Erika San Juan
Designation 1:	Position		Designation 2:	Position

Print Approve Cancel Disapprove Close

6. Once done with the approvals, you may now select the date when the document was claimed and click the “Release” button.

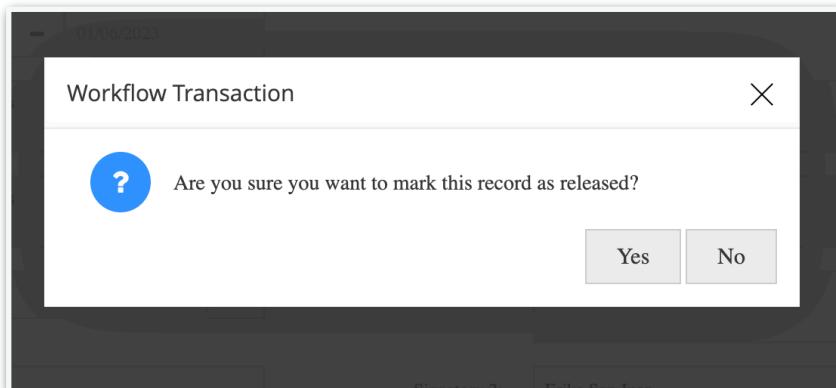
HR Services > Document Request

Document Request »

Date Requested:	01/06/2023	...	Status:	For Release
Requested By:	BEDUYA, MARY CLAIRE	...	Document:	Certificate of Employment
Period Covered:	10/07/2022	-	01/06/2023	
Details:	For personal loan purposes			
Reason/Purpose:	For personal loan purposes			
Date Available:	01/06/2023	...	Remarks:	sample remarks
Signatory 1:	Juan Dela Cruz		Signatory 2:	Erika San Juan
Designation 1:	Position		Designation 2:	Position
Date Claimed:		...	Received By:	BEDUYA, MARY CLAIRE

Print Release Close

7. Click “Yes”.



8. Please note that the document will not be visible on the employee portal, it should be sent internally to the employee (Through email or a hard copy). To do this, you may download the document by clicking the “Print” button (SSS, Philhealth, Pagibig and etc. is not included to the documents that the system can generate, this module can be used as a monitoring tool for the requested documents.)

HR Services > Document Request

Document Request »

Date Requested:	01/06/2023	<input type="button" value=""/>	Status:	Released
Requested By:	BEDUYA, MARY CLAIRE	<input type="button" value=""/>	Document:	Certificate of Employment
Period Covered:	10/07/2022	<input type="button" value=""/>		01/06/2023
Details:	For personal loan purposes			
Reason/Purpose:	For personal loan purposes			
Date Available	01/06/2023	<input type="button" value=""/>	Remarks:	sample remarks
Signatory 1:	Juan Dela Cruz	<input type="button" value=""/>	Signatory 2:	Erika San Juan
Designation 1:	Position	<input type="button" value=""/>	Designation 2:	Position
Date Claimed:	01/06/2023	<input type="button" value=""/>	Received By:	BEDUYA, MARY CLAIRE

Print Print Close

9. Click the “Download” button on the right upper part of the window to get the document. After this, you may now download and email the document to the employee.



The status of request will now be updated to “Released”.

A screenshot of a web-based HR system interface titled "HR Services > Document Request". The main content area shows a table of document requests:

Date Requested	Employee	Document	Status	Date Available	Date Claimed	Received By
01/04/2023	BEDUYA, MARY CLAIRE	Certificate of Employment and Compensation	i Released	01/04/2023	01/04/2023	BEDUYA, MARY CLAIRE
01/06/2023	BEDUYA, MARY CLAIRE	Certificate of Employment	i Released	01/06/2023	01/06/2023	BEDUYA, MARY CLAIRE

At the bottom of the page, there are search and filter icons, and a navigation bar indicating "Page 4 of 47".

How to make a Document Request on Employee Portal?

1. Go to Other Requests > Document Request.

A screenshot of the Employee Portal dashboard. At the top, there is a navigation bar with links for Schedule, Leaves, Attendance, Compensation & Benefits, Accountability, Personnel Development, and Performance Management. On the right, there is a sidebar with "Other Requests" selected, showing "Document Request" and "Travel Request List".

The main content area includes several widgets:

- Schedule for (01/06/2023):** Shows a clock icon and the text "7:00AM - 4:00PM Regular". Below it are buttons for "View Calendar", "Yesterday 7:00AM - 4:00PM", and "Tomorrow No Schedule".
- Memorandum and Announcement:** Displays a red "No items on Whiteboard" message with a red "X" icon.
- Pulse Survey:** Displays a red "No survey available" message with a red "X" icon.
- Performance Metrics:** Two boxes showing "Total Tardiness (MTD)" and "Total Absences (MTD)" for the period Jan 1 - Jan 6. Both show 0 items.

2. Click the “Add” button.

The screenshot shows a web-based application interface titled "everything at work". At the top, there is a navigation bar with various icons and links: Schedule, Leaves, Attendance, Compensation & Benefits, Accountability, Personnel Development, Performance Management, Other Requests, and Safety and. Below the navigation bar, the title "Document Request" is displayed. A search bar labeled "Search Here" is present. The main content area contains a table with columns: Date Requested, Document, Status, Date Available, Date Claimed, and Received By. The table lists three documents:

Date Requested	Document	Status	Date Available	Date Claimed	Received By
01/03/2023	Certificate of Employment	Info Cancelled			
01/04/2023	Certificate of Employment and Compensation	Info Released	01/04/2023	01/04/2023	BEDUYA, MARY CLAIRE
01/06/2023	Certificate of Employment	Info Released	01/06/2023	01/06/2023	BEDUYA, MARY CLAIRE

At the bottom of the table, there are navigation buttons for search, refresh, and add, along with a page number indicator (Page 1 of 1) and a dropdown menu.

3. Enter the period covered of your request, select which document, enter details and enter/select the reason or purpose of the request.

4. Click the “Submit” button.

The screenshot shows a modal dialog box titled "Document Request". The form fields include:

- Date Requested: 01/06/2023
- Period Covered: 03/01/2022 - 01/06/2023
- Status: New
- Document: Certificate of Pagibig Contributions
- Details: Pagibig contributions from March 1 2022-January 6, 2023
- Reason/Purpose: Pag Ibig Multi Purpose Loan

At the bottom right of the form are "Submit" and "Close" buttons.

The request is now subject for approval.

Document Request »						
Search Here						
	Date Requested	Document	Status	Date Available	Date Claimed	Received By
edit delete	01/03/2023	Certificate of Employment	info ✎ Cancelled			
edit delete	01/06/2023	Certificate of Pagibig Contributions	info ↵ For Approval			
eye edit delete	01/04/2023	Certificate of Employment and Compensation	info 🌟 Released	01/04/2023	01/04/2023	BEDUYA, MARY CLAIRE
eye edit delete	01/06/2023	Certificate of Employment	info 🌟 Released	01/06/2023	01/06/2023	BEDUYA, MARY CLAIRE

-End of Document Request-

Profile Update Request

How to Approve a Profile Update Request?

1. Go to Profile Update Request.

2a. You may approve requests by checking on the names of requester, then click the “thumbs up” button.

HR Services > Profile Update Request List

Profile Update Request List »

Search Filters

	Employee	Date Requested	Request Type	Remarks	Status
<input type="checkbox"/>	BERNAL, MA. ANGELICA LABITA	07/30/2021	Contact Information	Change of email address.	Approved
<input type="checkbox"/>	GRASPARIL, MA. EMMAEULA LOPEZ	09/26/2021	Address	TRANSFERRED ALREADY	Submitted
<input type="checkbox"/>	JANDOC, JERUES RYN MANUEL	03/05/2022	Contact Information	Update of phone number	Submitted
<input type="checkbox"/>	ORAYE, SHEILA BARTOLOME	11/18/2022	Address	Change Address	For Approval
<input type="checkbox"/>	BEDUYA, MARY CLAIRE	01/11/2023	Contact Information	Change contact number	Approved
<input type="checkbox"/>	BEDUYA, MARY CLAIRE	01/11/2023	Personal Details	assfgh	Approved
<input checked="" type="checkbox"/>	BEDUYA, MARY CLAIRE	01/20/2023	Personal Details	Weight and Height	For Approval

View 31 - 37 of 37

2b. Another way to approve is by clicking the “pencil” icon to see further details of the request (ex. There is a requirement attached that is to be reviewed before the approval)

HR Services > Profile Update Request Form

Profile Update Request Form »

Requested By: BEDUYA, MARY CLAIRE	Status: For Approval
Request Date: 01/20/2023	Request Type: Personal Details
Remarks: Weight and Height	

Details tab will show you the informations that the employee wants to update.

Details Documents

First Name: MARY CLAIRE	Religion: Please Select
Last Name: BEDUYA	Birthdate: 11/24/1995
Middle Name:	Birthplace: Pililla, Rizal
Gender: <input type="radio"/> Male <input checked="" type="radio"/> Female	Nationality: Filipino
Title: Please Select	Weight: 46
Suffix:	Height: 5'3
Nick Name: Claire	Blood Type: Please Select
Alias:	Hair Color: Please Select
Civil Status: Single	Eye Color: Please Select
Date of Marriage:	Personality Type:

Approve Cancel Disapprove Close

Once you're done checking, you may now approve the request by clicking the "Approve" button at the bottom right.

The screenshot shows the 'Profile Update Request Form' interface. At the top, it displays 'Requested By: BEDUYA, MARY CLAIRE' and 'Request Date: 01/20/2023'. To the right, the 'Status' is set to 'For Approval' and the 'Request Type' is 'Personal Details'. Below this, there's a section for 'Remarks' and an attachment named 'images.jpeg'. A red arrow points from the text 'You can access the supporting documents of the request if there's any.' to the 'Documents' tab. Another red arrow points from the text 'Once you're done checking, you may now approve the request by clicking the "Approve" button at the bottom right.' to the 'Approve' button at the bottom right of the form.

You can access the supporting documents of the request if there's any.

Approve

How to make a Profile Update Request on Employee Portal?

1. Go to Profile dropdown.
2. Select Profile Update Request.

The screenshot shows the Employee Portal dashboard. At the top, there's a navigation bar with various icons and a dropdown menu labeled 'Welcome, MARY CLAIRE ...'. The 'Profile Update Request' option is highlighted with a yellow background and a red arrow pointing to it. The main dashboard area includes sections for 'Schedule for (01/23/2023)', 'Memorandum and Announcement', and 'Pulse Survey'.

3. Click the “Add button”.



Search Here			
Date Requested	Request Type	Remarks	Status
01/11/2023	Contact Information	Change contact number	Approved
01/11/2023	Personal Details	assfgh	Approved
01/20/2027	Personal Details	Weight and Height	For Approval

.addButton

4. Request date is automatically filled by the current date.

5. Select request type and put remarks.

Profile Update Request Form » 

Request Date:	01/23/2023 	Status: 
Request Type:	Please select 	Remarks: 
	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Address<input type="checkbox"/> Awards and Citation<input type="checkbox"/> Character References<input type="checkbox"/> Children<input type="checkbox"/> Contact Information<input type="checkbox"/> Educational Background<input type="checkbox"/> Emergency Contact Information<input type="checkbox"/> Parents<input type="checkbox"/> Past Employment<input type="checkbox"/> Personal Details	 

6. A form will appear based on your request. Fill out the form

The screenshot shows a web-based form titled "Profile Update Request Form". At the top, there are fields for "Request Date" (01/23/2023) and "Status" (New). Below these are dropdowns for "Request Type" (Emergency Contact Information) and a large "Remarks" text area. A navigation bar at the bottom includes tabs for "Details" (selected) and "Documents". The main content area contains fields for "Name" (Juan A. Dela Cruz), "Contact Number" (09123456789), "Relationship" (Brother), "Special Medical Needs", "Address" (Binangonan, Rizal), and "Drug Allergies" (Paracetamol). At the bottom right are "Save" and "Close" buttons.

7. On the next tab, click the “Add” button to upload a supporting documents for this request if there'e any.

8. Click the “Save” button once done.

The screenshot shows the same form with the "Documents" tab selected. This tab has two columns: "Attachment" and "Remarks". There is a large empty area for attachments. At the bottom, there are search, refresh, and add buttons, along with a page navigation bar showing "Page 1 of 0" and "15". A footer bar at the bottom right includes "Save" and "Close" buttons, along with a menu icon.

-End of Profile Update Request-

Certificate of Employment and Compensation Configuration

In this part, we can set parameter on what to display on the default COE and compensation template. Select all required informations that need to appear on the Employee's Certificate of Employment (please note that the checked details here will only reflect if the COE used is the system default)

Maintenance > Report Parameter Configuration

Report Parameter Configuration »

Certificate of Employment and Compensation

Section A Section B Section C

Select All
 Absent Hrs
 Late Hrs
 Undertime Hrs
 Basic Hrs
 Basic Pay
 BasicOT Hrs
 BasicOT Pay
 BasicNS Hrs
 BasicNS Pay
 BasicNSOT Hrs



Certificate of Employment and Compensation

Section A Section B Section C

Select All
 DMB NT Benefit
 DMB Taxable Benefit



Certificate of Employment and Compensation

Section A Section B Section C

Select All
 For regular paysheet of employees
 For the adjustment payroll of the employees
 For the separation pay of employees
 For the 13th month pay of employees
 For the previous payroll of employees
 For previous employer paysheet of employees
 Regular Payroll - MSPI
 Separation Payroll



Memorandum and Announcement

How to make a Memorandum and Announcement?

1. Go to HR Services > Memorandum Announcement

Maintenance > Memorandum and Announcement List

Memorandum and Announcement List »

	Subject	Company	Branch	Start Date	End Date	Expiration Date	Display In	Status
	Preview WELL - BEING BENEFIT	Evolve Tech Lifestyle, Inc.	Pasig Head Office	01/11/2023	01/12/2023	01/12/2023	HR Portal,Employee Portal	
	Preview Lorem Ipsum	Power Mac Center, Inc.	Pasig Head Office	01/10/2023	01/31/2023	01/31/2023	HR Portal,Employee Portal	
	Preview SHARE POSITIVITY	Evolve Tech Lifestyle, Inc.	Pasig Head Office	01/10/2023	01/31/2023	01/31/2023	HR Portal,Employee Portal	
	Preview Job Opening: HR Assistant	All	All	10/13/2020	10/14/2020	10/14/2020	HR Portal,Employee Portal	
	Preview Job Opening: HR Assistant	All	All	10/13/2020	10/26/2020	10/26/2020	HR Portal,Employee Portal	
	Preview Bank Verification Memo	All	All	09/24/2019	09/25/2019	09/26/2019	HR Portal,Employee Portal	
	Preview Presentation of Valid ID for Credit Card Transactions.	All	All	09/24/2019	09/25/2019	09/26/2019	HR Portal,Employee Portal	
	Preview HRIS PORTAL	Power Mac Center, Inc.	All	01/23/2019	09/25/2019	01/25/2019	Employee Portal	
	Preview HRIS PORTAL	Evolve Tech Lifestyle, Inc.	All	01/23/2019	01/23/2019	01/25/2019	Employee Portal	

Page: 1 of 1 | < > 15

2. Set the end date for the validity of this announcement/memorandum on the expiry date field.

Maintenance > Memorandum and Announcement

Memorandum and Announcement »

Expiry Date: 02/15/2023

Date: February 2023

Company: Please select

Branch: Please select

Scope:

- Select All
- Executive Office
- Retail Business Group
- Corporate Business Group
- Education Business Group
- Education and Enterprise Technical Support
- Apple Authorized Service Provider

Upload Document:

Upload Document:

Mandatory:

Require Acknowledgement:

Display In:

Status:

Subject:

Content:

A T1 B I S U

3. Set the start and end date of posting.

Memorandum and Announcement >

Expiry Date: 02/15/2023

Date: 01/25/2023 02/15/2023

Upload Document:

Mandatory:

Require Acknowledgement:

Display In: None selected

Status:

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11

Company: Please select

Branch: Please select

Scope

Department Office Team Employee Type Position

Select All
 Executive Office
 Retail Business Group
 Corporate Business Group
 Education Business Group
 Education and Enterprise Technical Support
 Apple Authorized Service Provider

Subject:

Content:

A T1 B I S U

4. Upload a file if there's any.

5. Tick the check box if it is mandatory or requires acknowledgement.

None selected 02/15/2023

Date: 01/25/2023 02/15/2023

Upload Document: Change

Mandatory: 4

Require Acknowledgement: 5

Display In: None selected

Status:

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11

Company: Please select

Branch: Please select

Scope

Department Office Team Employee Type Position

Select All
 Executive Office
 Retail Business Group
 Corporate Business Group
 Education Business Group
 Education and Enterprise Technical Support
 Apple Authorized Service Provider

Subject:

Content:

A T1 B I S U

Show All

6. Select where you want this announcement to reflect (Employee Portal/ HR Portal).

Memorandum and Announcement »

Expiry Date: 02/15/2023

Date: 01/25/2023 02/15/2023

Upload Document:

Mandatory:

Require Acknowledgement:

Display In: Employee Portal

Status:

Company: Please select

Branch: Please select

Scope

Select All
 Executive Office
 Retail Business Group
 Corporate Business Group
 Education Business Group
 Education and Enterprise Technical Support
 Apple Authorized Service Provider

MSPI

Subject:

7. Select Scope – Define the audience who will be able to view this memorandum or announcement.

Memorandum and Announcement »

Expiry Date: 02/15/2023

Date: 01/25/2023 02/15/2023

Upload Document:

Mandatory:

Require Acknowledgement:

Display In: Employee Portal

Status: Select all Employee Portal HR Portal

Company: Please select

Branch: Please select

Scope

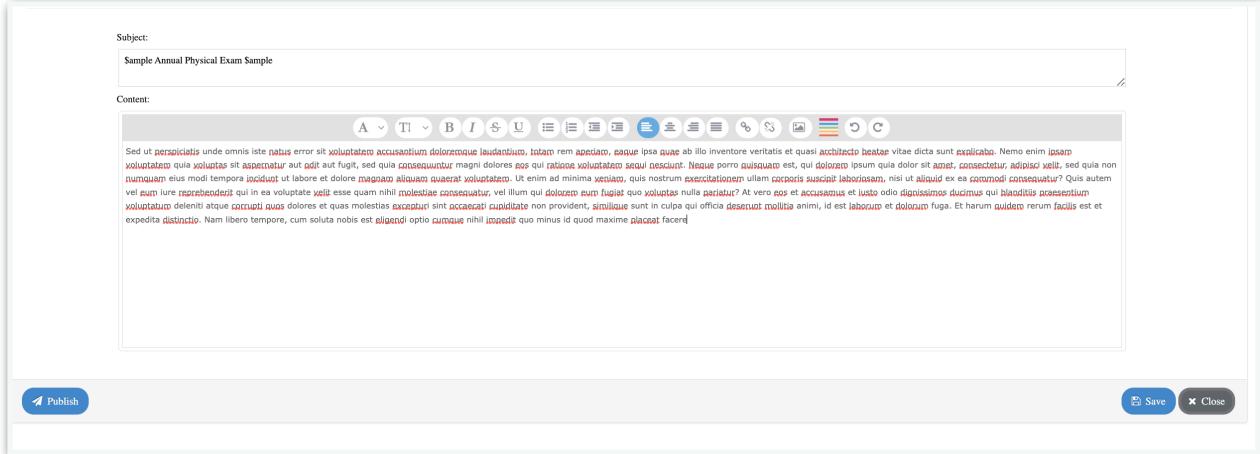
Select All
 Executive Office
 Retail Business Group
 Corporate Business Group
 Education Business Group
 Education and Enterprise Technical Support
 Apple Authorized Service Provider

Content:

A T1 B I S U

8. On the bottom part, enter the details of the announcement/ memorandum such as subject and its content.

9. Click “Save” then “Publish”.



View of posted announcement/ memorandum on employee portal.

Schedule for (01/25/2023)

7:00AM - 4:00PM
Regular

Yesterday 7:00AM - 4:00PM

Jan 1 - Jan 25 Total Tardiness (MTD) 0

Tomorrow 7:00AM - 4:00PM

Jan 1 - Jan 25 Total Tardiness (YTD) 0

Jan 1 - Jan 25 Total Absences (MTD) 0

Jan 1 - Jan 25 Total Absences (YTD) 0

Jan 1 - Jan 25 Total Overtime (MTD) 0

Jan 1 - Jan 25 Total Overtime (YTD) 0

Jan 1 - Jan 25 Total Holidays (MTD) 0

Jan 1 - Jan 25 Total Holidays (YTD) 0

Memorandum and Announcement

- SHARE POSITIVITY
Date Acknowledged : Jan 10 2023 1:53PM 15 days ago
- WELL - BEING BENEFIT
Date Acknowledged : Jan 11 2023 1:15PM
- Sample ANNOUNCEMENT Sample

Pulse Survey

No survey available

- End of Memorandum and Announcement -

Travel Request

Approve a Travel Request

1. Go to “Travel Request” to view the requests.
2. Click the pencil icon to view the details.

HR Services > Travel Request List

Travel Request List »

	Request Date	Status	Passenger Name	Origin	Destination	Departure Date/Time
	06/28/2019	Approved	ORAYE, SHEILA B.	Manila	Gen. San	07/22/2019 6:00 AM
	02/20/2020	Approved	ESCANER, MARILOU M.	Manila	Iloilo	02/28/2020 7:00 AM
	04/26/2023	Approved	BEDUYA, MARY CLAIRE	Manila	Cebu	04/26/2023 9:00 AM
	11/29/2022	Submitted	ESCANER, MARILOU M.	Manila	Bacolod	12/19/2022 4:20 PM
	11/18/2022	For Approval	ORAYE, SHEILA B.	Manila	Tuguegarao	11/21/2022 6:00 AM
	05/02/2023	For Approval	BEDUYA, MARY CLAIRE	Manila	Cebu	05/02/2023 10:00 PM

Optional: HR can add a travel request for the employee by clicking the + icon.

View 1 - 6 of 6

3. You may now approve/ cancel/ disapprove the request.

Travel Request Form

Status:

Requested Date: 05/02/2023

Requested By: BEDUYA, MARY CLAIRE

Name of Passenger: BEDUYA, MARY CLAIRE

Birthdate: 11/24/1995

Type of Business Trip: Training

Details:

Special Request Note: Testing

Itinerary

Manila to Cebu

Departure: 05/02/2023 10:00 PM

Cebu to Manila

Departure: 05/05/2023 4:00 PM

Buttons: Approve, Cancel, Disapprove, File Attachments, Close

4. Once approvals are complete, you may now print the travel request from by clicking the "print".

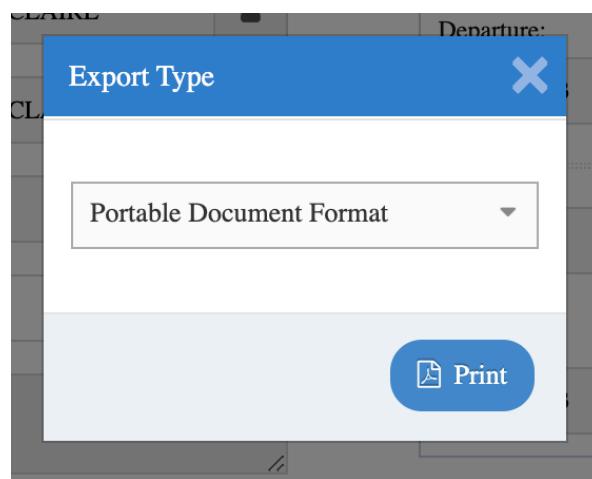
Travel Request Form

Status:		Approved
Requested Date:	05/02/2023	
Requested By:	BEDUYA, MARY CLAIRE	
Name of Passenger:	BEDUYA, MARY CLAIRE	***
Birthdate:	11/24/1995	
Type of Business Trip:	Training	
Details:		
Special Request Note:	Testing	
Print		
File Attachments		
Close		

Itinerary

Manila	to	Cebu		
Departure:				
05/02/2023		10:00 PM		
Cebu			to	Manila
Departure:				
05/05/2023		4:00 PM		

4. Once approvals are complete, you may now print the travel request form by clicking the "print".





TRAVEL REQUEST FORM

Name of Passenger : BEDUYA, MARY CLAIRE

Birthdate : 11/24/1995

Manila to Cebu

Departure Date : 05/02/2023

Departure Time : 10:00 pm

Cebu to Manila

Departure Date : 05/05/2023

Departure Time : 4:00 pm

Type of Business Trip: Training

Details: _____

Special Request Note Testing

Requested by :

BEDUYA, MARY CLAIRE

Approved by:

BEDUYA, MARY CLAIRE

Admin Assistant

BEDUYA, MARY CLAIRE

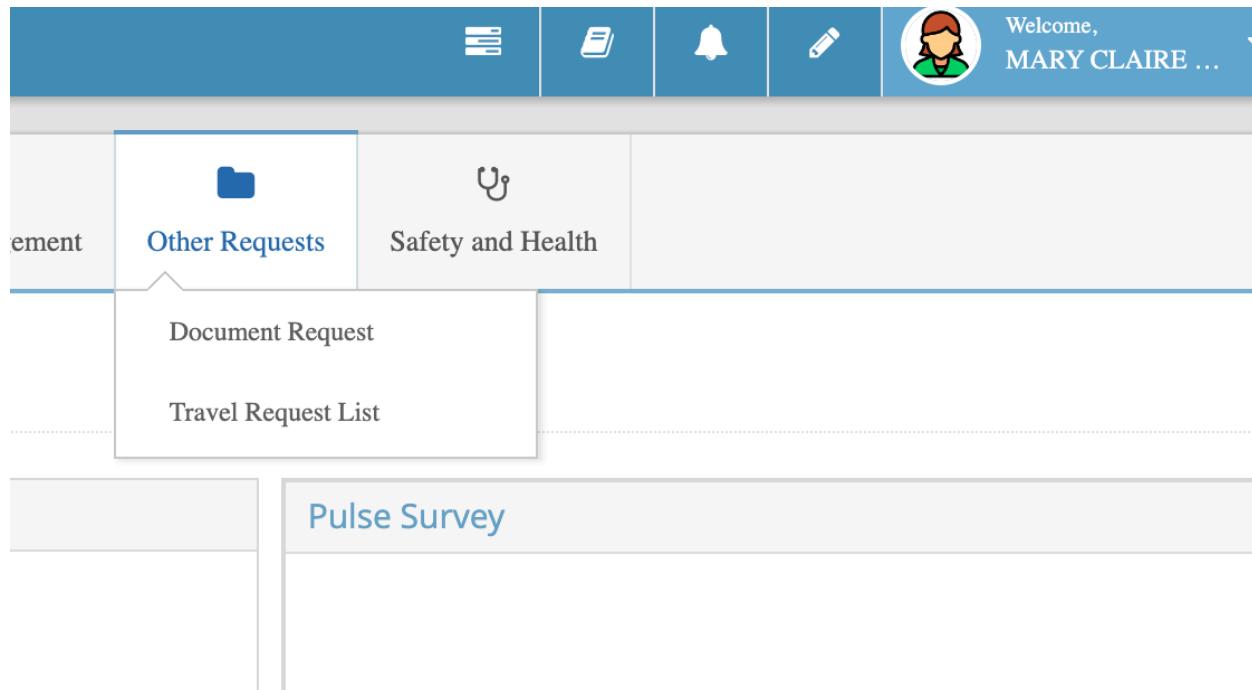
Admin Assistant

BEDUYA, MARY CLAIRE

Admin Assistant

How to make a Travel Request on Employee Portal?

1. On the Employee portal, go to **Other Requests > Travel Request List**



2. Click on the “Add” button.

The screenshot shows the 'Travel Request List' page with a header containing various management links like Schedule, Leaves, Attendance, Compensation & Benefits, Accountability, Personnel Development, Performance Management, and Other Requests. The main area displays a table with one row of data:

	Request Date	Status	Origin	Destination	Departure Date/Time
	04/26/2023	Approved	Manila	Cebu	04/26/2023 9:00 AM

At the bottom, there are search and filter icons, and a page navigation bar showing 'Page 1 of 1' and '15'.

3. Fill necessary fields such as: Type of business trip, Special Request note and the itineraries.

4. Click the “Submit” button once done.

Travel Request Form

Status:	Submitted		
Requested Date:	05/02/2023	<input type="button" value=""/>	
Requested By:	MARY CLAIRE BEDUYA	<input type="button" value=""/>	
Type of Business Trip:	Training	<input type="button" value="x"/>	
Details:	<input type="text"/>		
Special Request Note:	Testing		
<input type="button" value="Print"/> <input type="button" value="Submit"/> <input type="button" value="File Attachments"/> <input type="button" value="Close"/>			

Itinerary

Manila	to	Cebu
--------	----	------

Departure:

05/02/2023	<input type="button" value=""/>	10:00 PM	<input type="button" value=""/>
------------	---------------------------------	----------	---------------------------------

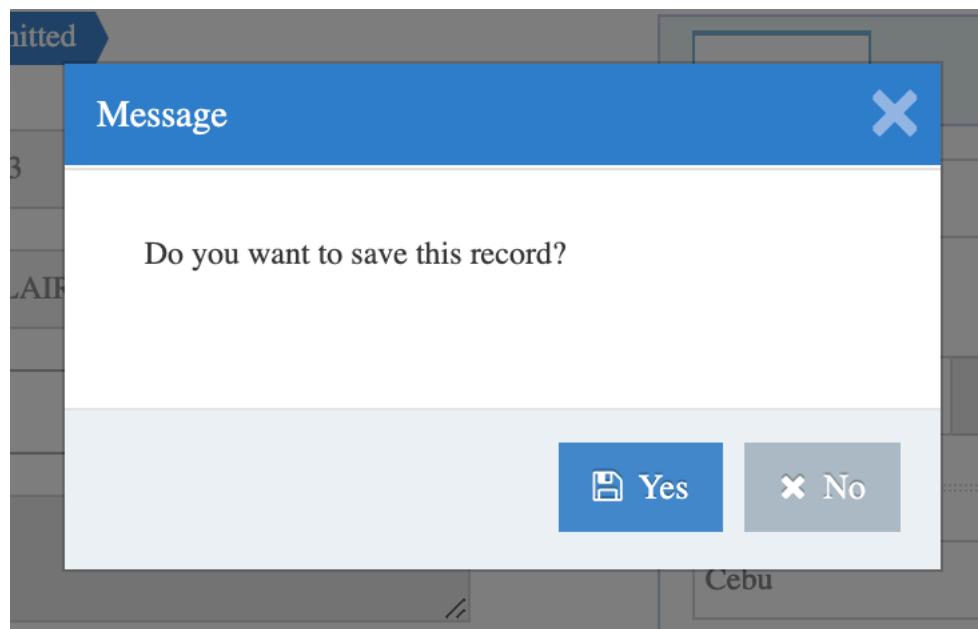
.....

Cebu	to	Manila
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Departure:

05/05/2023	<input type="button" value=""/>	4:00 PM	<input type="button" value=""/>
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5. Click “Yes”



6. You may now see the request on the list and wait for it to be approved.

Travel Request List »

	Request Date	Status	Origin	Destination	Departure Date/Time	
 	04/26/2023	  Approved	Manila	Cebu	04/26/2023 9:00 AM	
 	05/02/2023	  For Approval	Manila	Cebu	05/02/2023 10:00 PM	Cebu

Page 1 of 1 | 15

7. Once approvals are complete, the employee can now view/ print the travel request form by clicking on the pencil icon.

Travel Request List »

	Request Date	Status	Origin	Destination	Departure Date/Time	
 	04/26/2023	  Approved	Manila	Cebu	04/26/2023 9:00 AM	
 	05/02/2023	  Approved	Manila	Cebu	05/02/2023 10:00 PM	
 	05/04/2023	  For Approval	Manila	Bacolod	05/05/2023 2:00 PM	

8. Click the “Print” button.

Travel Request Form

Status: Approved

Requested Date:

Requested By:

Type of Business Trip:

Details:

Special Request Note:

Itinerary

Manila Cebu

Departure: 10:00 PM

Cebu Manila

Departure: 4:00 PM

Print File Attachments Close

The browser will now open a new tab for the view of the travel request form.

blob:https://employee-test.everything-atwork.com/9a8692a3-8546-476f-931c-4b1d5bbdcab3

1 / 1 | - 100% + |


1

EVOLVETECH LIFESTYLE INC.

TRAVEL REQUEST FORM

Name of Passenger : BEDUYA, MARY CLAIRE

Birthdate : 11/24/1995

Manila Cebu

Departure Date : 05/02/2023

Departure Time : 10:00 pm

Cebu Manila

Departure Date : 05/05/2023

Departure Time : 4:00 pm

Type of Business Trip: Training

Details:

Special Request Note Testing

Requested by : BEDUYA, MARY CLAIRE

- End of Travel Request-