



SOFTWARE APPLICATION MANUAL

1	Human Resource Information System	Date:	July, 2024
Portal URL	https://employee.hris-in-powermaccenter.com/	Name:	Employee Relations & Violation Setup

How to setup Disciplinary Action

Log in HRIS Account, then go to Employee Relations, then Click Disciplinary Action List.

The screenshot shows the 'Disciplinary Action List' page. The left sidebar has a tree view with 'Employee Relations' expanded, showing 'Violation Set Up', 'Disciplinary Action' (which is highlighted with a red box), and other options like 'Violation Category', 'Violation Types', etc. The main area shows a table with columns 'Code' and 'Action'. The table contains 12 rows of disciplinary actions, each with a green edit icon and a blue delete icon. A callout box with a red border points to the first row: '- Disciplinary Action This is where you can manage the Disciplinary Actions that can be issued to an employee.'

Code	Action
A.1st Infraction - Less Serious Offense	A. 1st Infraction - Less Serious Offense Notice to Explain
A. 2nd Infraction - Less Serious Offense	A. 2nd Infraction - Less Serious Offense Suspension for 1 working day without pay
A. 3rd Infraction - Less Serious Offense	A. 3rd Infraction - Less Serious Offense Suspension for 3 working days without pay
A. 4th Infraction - Less serious Offense	A. 4th Infraction - Less serious Offense Suspension for 1 week without pay
B. 1st Infraction- Serious Offense	B. 1st Infraction- Serious Offense Suspension for 1 working day without pay
B. 2nd Infraction- Serious Offense	B. 2nd Infraction- Serious Offense Suspension for 3 working days without pay
B. 3rd Infraction - Serious Offense	B. 3rd Infraction - Serious Offense Suspension for 1 week working days without pay
C. 1st Offense - Very Serious Offense	C. 1st Offense - Very Serious Offense Suspension for 1 week without pay

Go to Employee Relations > Disciplinary Action

The screenshot shows the 'Disciplinary Action List' page. The left sidebar has a tree view with 'Employee Relations' expanded, showing 'Violation Set Up', 'Disciplinary Action' (which is highlighted with a red box), and other options like 'Violation Category', 'Violation Types', etc. The main area shows a table with columns 'Code' and 'Action'. The table contains 12 rows of disciplinary actions, each with a green edit icon and a blue delete icon. A callout box with a red border points to the edit icon in the first row: 'Click to edit an existing Disciplinary Action'. Another callout box with a red border points to the add icon at the bottom: 'Click to add new Disciplinary Action'.

Code	Action
A.1st Infraction - Less Serious Offense	A. 1st Infraction - Less Serious Offense Notice to Explain
A. 2nd Infraction - Less Serious Offense	A. 2nd Infraction - Less Serious Offense Suspension for 1 working day without pay
A. 3rd Infraction - Less Serious Offense	A. 3rd Infraction - Less Serious Offense Suspension for 3 working days without pay
A. 4th Infraction - Less serious Offense	A. 4th Infraction - Less serious Offense Suspension for 1 week without pay
B. 1st Infraction- Serious Offense	B. 1st Infraction- Serious Offense Suspension for 1 working day without pay
B. 2nd Infraction- Serious Offense	B. 2nd Infraction- Serious Offense Suspension for 3 working days without pay
B. 3rd Infraction - Serious Offense	B. 3rd Infraction - Serious Offense Suspension for 1 week working days without pay
C. 1st Offense - Very Serious Offense	C. 1st Offense - Very Serious Offense Suspension for 1 week without pay

Employee > Disciplinary Action List

Disciplinary Action List »

Code	Action
A.1st Infraction - Less Serious Offense	A. 1st Infraction - Less Serious Offense Notice to Explain
A. 2nd Infraction - Less Serious Offense	A. 2nd Infraction - Less Serious Offense Suspension for 1 working day without pay
A. 3rd Infraction - Less Serious Offense	A. 3rd Infraction - Less Serious Offense Suspension for 3 working days without pay
A. 4th Infraction - Less serious Offense	A. 4th Infraction - Less serious Offense Suspension for 6 working days without pay
B. 1st Infraction- Serious Offense	B. 1st Infraction- Serious Offense Suspension for 1 week without pay
B. 2nd Infraction- Serious Offense	B. 2nd Infraction- Serious Offense Suspension for 2 weeks without pay
B. 3rd Infraction - Serious Offense	B. 3rd Infraction - Serious Offense Suspension for 3 weeks without pay
C. 1st Offense - Very Serious Offense	C. 1st Offense - Very Serious Offense Suspension for 1 week without pay

Disciplinary Action

Code: A.1st Infraction - Less Serious Offense

Action: A. 1st Infraction - Less Serious Offense Notice to Explain

Save Close

Enter an appropriate Disciplinary Action Code

Enter the description to the Disciplinary Action you are creating

Click the Save button to save the record

View 1 - 13 of 13

The screenshot shows a software application's interface for managing disciplinary actions. On the left, there is a navigation sidebar with various categories like Talent Acquisition, Onboarding, Employee 201, HR Services, Personnel Development, Performance Management, Employee Relations, Violation Set Up, Violation Category, Disciplinary Action (which is currently selected), Violation Types, Investigation Status, Violation Classification, Violation, HR Policies, Legal Cases, and Grievance Nature. The main area displays a table titled 'Disciplinary Action List' with columns 'Code' and 'Action'. The table lists several actions categorized by code (A, B, C) and offense type (Less Serious, Serious, Very Serious). A modal dialog box is overlaid on the screen, titled 'Disciplinary Action'. It contains two input fields: 'Code' (set to 'A.1st Infraction - Less Serious Offense') and 'Action' (set to 'A. 1st Infraction - Less Serious Offense Notice to Explain'). At the bottom of the modal are two buttons: 'Save' (highlighted with a red box and a callout) and 'Close'. Three red callout boxes with text annotations point to these elements: 'Enter an appropriate Disciplinary Action Code' points to the 'Code' field, 'Enter the description to the Disciplinary Action you are creating' points to the 'Action' field, and 'Click the Save button to save the record' points to the 'Save' button.

How to setup Investigation Action

Go to Employee Relations > Investigation Status

Employee Relation > Investigation Status List

Investigation Status List »

Code	Description	Order No.
FOR ASSESSMENT	ASSESSMENT	1
FOR DISCUSSION	FOR DISCUSSION	2
VERIFICATION	Verification and Validation	3
ANALYSIS	Analysis and Evaluation of the collected Information	4
CONCLUSION	Reporting and Conclusion	5

View 1 - 5 of 5

To edit, click the pencil icon. To Add new click the + button.

Employee Relation > Investigation Status List

Investigation Status List »

Click to edit an existing Investigation Status

Code	Description	Order No.
FOR ASSESSMENT	ASSESSMENT	1
FOR DISCUSSION	FOR DISCUSSION	2
VERIFICATION	Verification and Validation	3
ANALYSIS	Analysis and Evaluation of the collected Information	4
CONCLUSION	Reporting and Conclusion	5

Click to add a new Investigation Status

View 1 - 5 of 5

<https://hr-test.hris-in.powermaccenter.com/Home#>

Enter the code, Description then the order number.

The screenshot shows the 'Employee Relation > Investigation Status List' page. On the left, there's a navigation sidebar with various HR categories like Talent Acquisition, Onboarding, Employee 201, etc. The main area displays a table of investigation statuses:

Code	Description	Order No.
FOR ASSESSMENT	ASSESSMENT	1
FOR DISCUSSION	FOR DISCUSSION	2
VERIFICATION	Verification and Validation	3
ANALYSIS	Analysis and Evaluation of the	4
CONCLUSION	Reporting and Conclusion	5

A modal window titled 'Investigation Status' is overlaid on the list. It contains three input fields:

- Code: FOR ASSESSMENT
- Description: ASSESSMENT
- Order No: 1

Below the fields are two buttons: 'Save' (highlighted with a red box) and 'Close'.

Annotations with red boxes and arrows provide instructions:

- 'Enter the Investigation Status Code' points to the 'Code' field.
- 'Enter the description of the Investigation Status' points to the 'Description' field.
- 'Enter the order number' points to the 'Order No.' field.
- 'Click the Save button to record the Investigation' points to the 'Save' button.

How to setup Violation Classification

Go to Employee Relations > Violation Classification

The screenshot shows the 'Employee Relation > Violation Classification List' page. On the left, there is a navigation sidebar with various categories like Talent Acquisition, Onboarding, Employee 201, etc. Under 'Employee Relations', 'Violation Set Up' is expanded, and 'Violation Classification' is highlighted with a red box. The main area displays a table of violation classifications:

Code	Description
ABSENTEEISM	ABSENTEEISM
GENERAL APPEARANCE	GENERAL APPEARANCE
TARDINESS AND UNDERTIME	TARDINESS AND UNDERTIME
PERFORMANCE OF DUTIES	PERFORMANCE OF DUTIES
INSUBORDINATION	INSUBORDINATION
HEALTH, SAFETY AND ORDER IN THE WORKPLACE	HEALTH, SAFETY AND ORDER IN THE WORKPLACE
SECURITY	SECURITY
UNDESIRABLE CONDUCT AND BEHAVIOR	UNDESIRABLE CONDUCT AND BEHAVIOR
STEALING, FALSIFICATION AND OTHER FRAUDULENT ACTS	STEALING, FALSIFICATION AND OTHER FRAUDULENT ACTS
SOCIAL MEDIA PROFESSIONALISM	SOCIAL MEDIA PROFESSIONALISM
CONFLICT OF INTEREST	CONFLICT OF INTEREST
FIXED ASSETS	FIXED ASSETS

A callout box with a red border points to the table header with the text: 'Violation Classification This is where you can manage the Violation Classification information. These will be used to classify the groupings of the violation'.

The screenshot shows the same 'Employee Relation > Violation Classification List' page. A red box highlights the 'Edit' icon (pencil icon) in the first row of the table. Another red box highlights the table header. The table data is identical to the previous screenshot.

Employee Relation > Violation Classification List

Violation Classification List »

Code	Description
ABSENTEEISM	ABSENTEEISM
GENERAL APPEARANCE	GENERAL APPEARANCE
TARDINESS AND UNDERTIME	TARDINESS AND UNDERTIME
PERFORMANCE OF DUTIES	PERFORMANCE OF DUTIES
INSUBORDINATION	INSUBORDINATION
HEALTH, SAFETY AND ORDER IN THE WORKPLACE	HEALTH, SAFETY AND ORDER IN THE WORKPLACE
SECURITY	SECURITY
UNDESIRABLE CONDUCT AND BEHAVIOR	UNDESIRABLE CONDUCT AND BEHAVIOR
STEALING, FALSIFICATION AND OTHER FRAUDULENT ACTS	STEALING, FALSIFICATION AND OTHER FRAUDULENT ACTS
SOCIAL MEDIA PROFESSIONALISM	SOCIAL MEDIA PROFESSIONALISM
CONFLICT OF INTEREST	CONFLICT OF INTEREST
FIXED ASSETS	FIXED ASSETS

Violation Classification

Code: ABSENTEEISM

Description: ABSENTEEISM

Save Close

Enter the Violation Classification Code

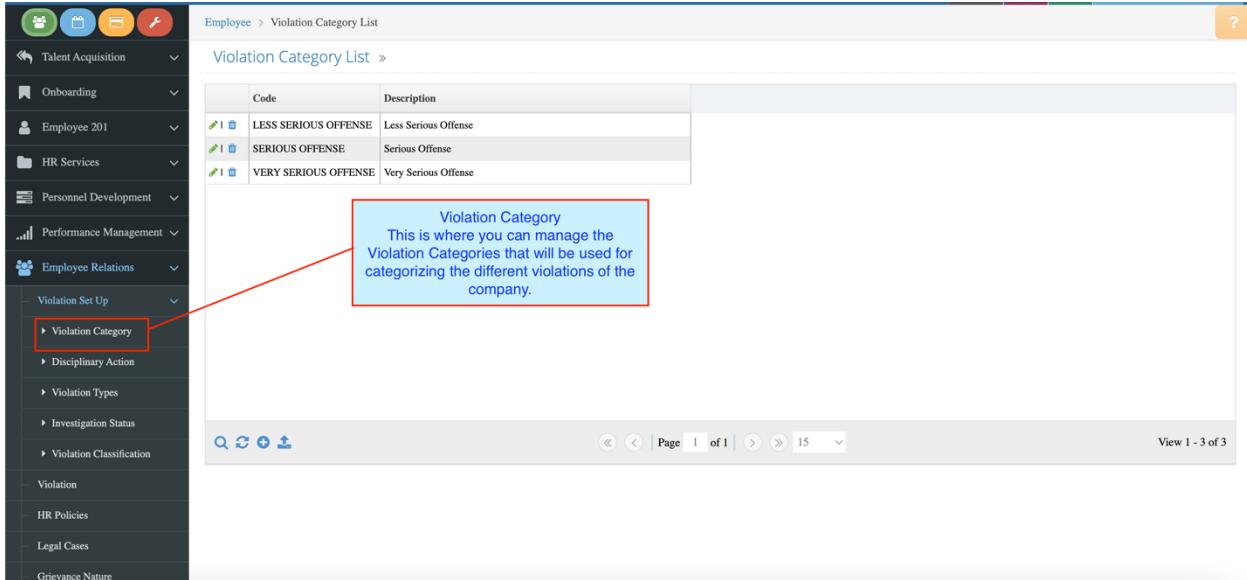
Enter the description of the Violation Classification

Click the Save button to record the Violation Classification

View 1 - 14 of 14

How to setup Violation Categories

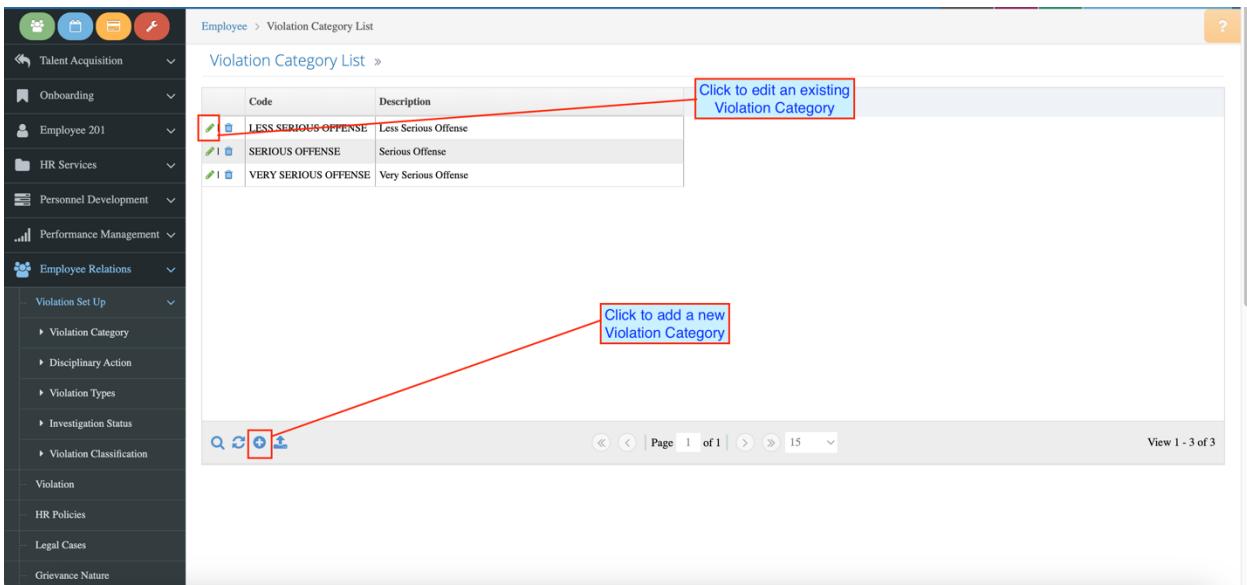
Go to Employee Relations > Violation Category



The screenshot shows the 'Violation Category List' page. On the left, there is a navigation sidebar with various HR modules like Talent Acquisition, Onboarding, Employee 201, etc. Under 'Employee Relations', 'Violation Set Up' is expanded, and 'Violation Category' is selected. The main content area displays a table with three rows:

Code	Description
LESS SERIOUS OFFENSE	Less Serious Offense
SERIOUS OFFENSE	Serious Offense
VERY SERIOUS OFFENSE	Very Serious Offense

A red box highlights the 'Violation Category' link in the sidebar, and another red box highlights the table row for 'SERIOUS OFFENSE' with the text 'Click to edit an existing Violation Category'.



This screenshot is similar to the previous one, showing the 'Violation Category List' page. The navigation sidebar and table structure are identical. A red box highlights the 'Add New' button in the footer toolbar, and another red box highlights the 'Edit' icon in the table row for 'SERIOUS OFFENSE' with the text 'Click to add a new Violation Category'.

Employee > Violation Category List

Violation Category List »

Code	Description
LESS SERIOUS OFFENSE	Less Serious Offense
SERIOUS OFFENSE	Serious Offense
VERY SERIOUS OFFENSE	Very Serious Offense

Violation Category

Code: LESS SERIOUS OFFENSE

Description: Less Serious Offense

Save Close

Enter the Violation Category Code

Enter the description of the Violation

Click the Save button to save the record

View 1 - 3 of 3

Talent Acquisition

Onboarding

Employee 201

HR Services

Personnel Development

Performance Management

Employee Relations

- Violation Set Up
 - Violation Category
 - Disciplinary Action
 - Violation Types
 - Investigation Status
 - Violation Classification
- Violation
- HR Policies
- Legal Cases
- Grievance Nature

How to setup Violation Type

Go to Employee Relations > Violation Type

Employee Relation > Violation Type List

Code	Description
TARDINESS1	Tardiness for at least 5 times within a calendar month.
TARDINESS2	Tardiness for a total of 60 minutes committed once within a calendar month
TARDINESS3	Unauthorized under time for at least 5 times with a calendar month.
GENERAL APPEARANCE	IMPROPER ATTIRE DURING WORKING HOURS
ABSENTEEISM1	FAILURE TO FILE A LEAVE APPLICATION PRIOR TO ABSENCE OR WITHIN 24 HRS UPON RETURN TO WORK FOR ATLEAST 3 TIMES WITHIN A CALENDAR MONTH.
ABSENTEEISM2	ABSENCE WITHOUT OFFICIAL LEAVE FO ATLEAST 2 WORKING DAYS WITHIN A CALENDAR MONTH.
ABSENTEEISM3	ABSENCE WITHOUT OFFICIAL LEAVE FOR ATLEAST 3 OR MORE CONSECUTIVE DAYS.
SOCIAL MEDIA AND PROFESSIONALISM	Posting social media content that are immoral, lascivious, lewd, violent, libelous, or any such content as would tarnish the good business reputation of the company

View 1 - 8 of 8

Employee Relation > Violation Type List

Code	Description
TARDINESS1	Tardiness for at least 5 times within a calendar month.
TARDINESS2	Tardiness for a total of 60 minutes committed once within a calendar month
TARDINESS3	Unauthorized under time for at least 5 times with a calendar month.
GENERAL APPEARANCE	IMPROPER ATTIRE DURING WORKING HOURS
ABSENTEEISM1	FAILURE TO FILE A LEAVE APPLICATION PRIOR TO ABSENCE OR WITHIN 24 HRS UPON RETURN TO WORK FOR ATLEAST 3 TIMES WITHIN A CALENDAR MONTH.
ABSENTEEISM2	ABSENCE WITHOUT OFFICIAL LEAVE FO ATLEAST 2 WORKING DAYS WITHIN A CALENDAR MONTH.
ABSENTEEISM3	ABSENCE WITHOUT OFFICIAL LEAVE FOR ATLEAST 3 OR MORE CONSECUTIVE DAYS.
SOCIAL MEDIA AND PROFESSIONALISM	Posting social media content that are immoral, lascivious, lewd, violent, libelous, or any such content as would tarnish the good business reputation of the company

View 1 - 8 of 8

Select which Chapter No., Section No., and Article No. was violated.

Enter the Violation Code

Select which Violation Category does the Violation belong

Select which Violation Classification does the Violation belong

Select a competency if applicable

Enter the condition

If applicable, select which factors were affected by the violation.

This screenshot shows the 'Violation Type' form. On the left, a sidebar lists various HR modules. The main form has tabs for 'Rules' and 'Consequences'. It includes fields for 'Violation Code', 'Description', 'Violation Category', 'Classification', 'Competency', 'Chapter No.', 'Section No.', 'Article No.', 'Factors' (Amount, Other People, Place, Subject to Fidelity Insurance), and 'Condition'. Annotations provide instructions for each field: 'Select which Chapter No., Section No., and Article No. was violated' points to the chapter, section, and article dropdowns; 'Enter the Violation Code' points to the violation code field; 'Select which Violation Category does the Violation belong' points to the violation category dropdown; 'Select which Violation Classification does the Violation belong' points to the classification dropdown; 'Select a competency if applicable' points to the competency dropdown; 'Enter the condition' points to the condition field; and 'If applicable, select which factors were affected by the violation.' points to the factors section.

The Consequences Tab is where you can indicate what disciplinary action should be issued to the employee, depending on the # of offenses already committed for this particular violation.

Click to add new Record

This screenshot shows the 'Violation Type' form with the 'Consequences' tab selected. A table lists offenses with their details, memo template, disciplinary actions, and effects on performance. Annotations include a red box around the 'Consequences' tab and a red box around the 'Click to add new Record' button. The table data is as follows:

Offense No.	Details	Memo Template	Disciplinary Action	Effect on Performance
1	Notice to explain		A. 1st Infraction - Less Serious Offense Notice to Explain - Normal Suspension	Annual Increase
2	Suspension of 1 working day without pay		A. 2nd Infraction - Less Serious Offense Suspension for 1 working day without pay - Normal Suspension	Annual Increase
3	Suspension for 3 working days without pay.		A. 3rd Infraction - Less Serious Offense Suspension for 3 working days without pay - Normal Suspension	Annual Increase

Employee Relation > Violation Type

Enter the offense number

Select which Disciplinary Action will be imposed upon the employee

Enter details about the consequence

Select which suspension type will be imposed upon the employee

Select which memo template will be used when issuing a memo to the employee

Indicate if Show Cause is required

Violation Consequences Detail

Offense No:

Disciplinary Action: Written Memo

Details: 3 day suspension

Suspension Type: Normal Suspension

Memo Template: Please select

No. of days to show cause: Requires Administrative Hearing Legal Counsel Not Applicable

Effect on Performance: Not Applicable

Penalty as per Employee Handbook: EMPLOYEE CODE OF CONDUCT AND DISCIPLINE

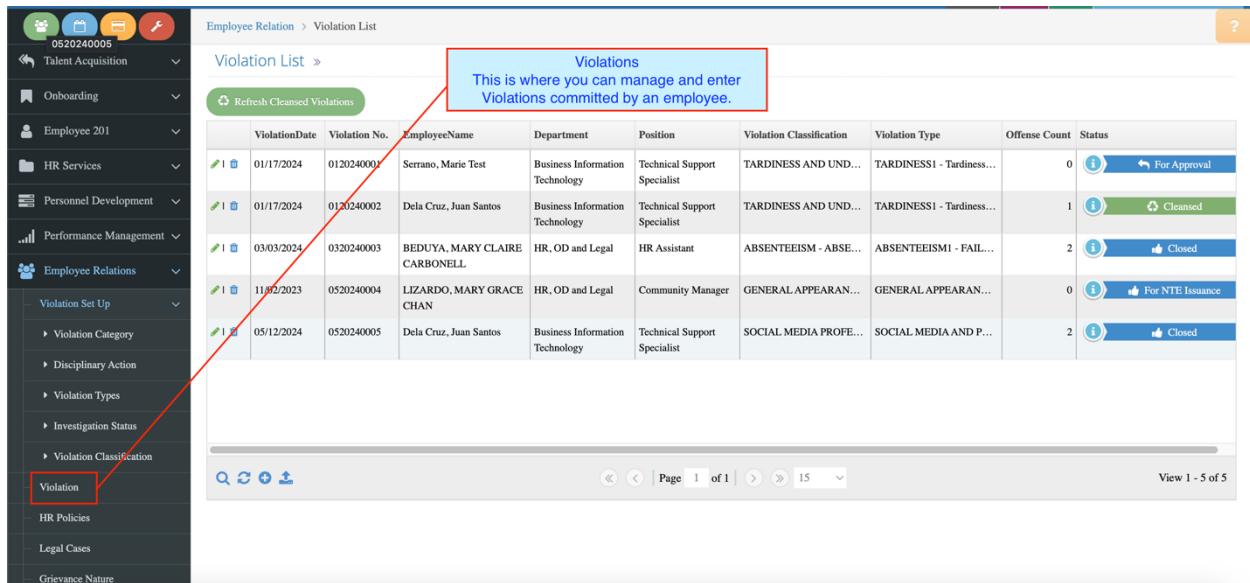
Show cause required

Click the Save button to record the consequence

View 1 - 5 of 5

How to Add new Violation

Go to Employee Relations > Violation.



Employee Relation > Violation List

Violations
This is where you can manage and enter Violations committed by an employee.

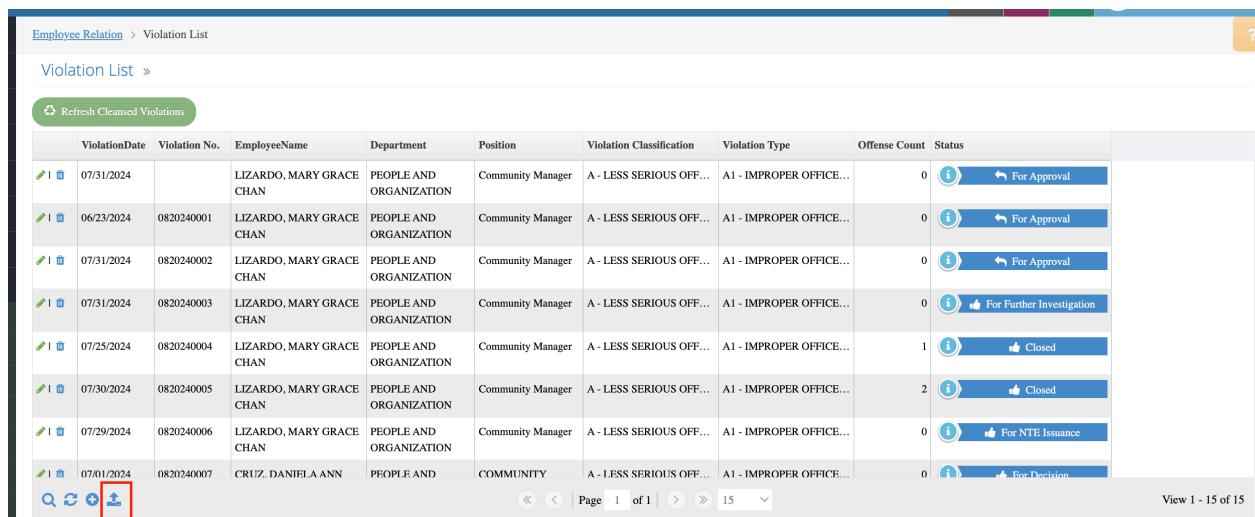
Violation Date	Violation No.	Employee Name	Department	Position	Violation Classification	Violation Type	Offense Count	Status
01/17/2024	0120240001	Serrano, Marie Test	Business Information Technology	Technical Support Specialist	TARDINESS AND UND...	TARDINESS1 - Tardiness...	0	For Approval
01/17/2024	0120240002	Dela Cruz, Juan Santos	Business Information Technology	Technical Support Specialist	TARDINESS AND UND...	TARDINESS1 - Tardiness...	1	Cleaned
03/03/2024	0320240003	BEDUYA, MARY CLAIRE CARBONELL	HR, OD and Legal	HR Assistant	ABSENTEEISM - ABSE...	ABSENTEEISM1 - FAIL...	2	Closed
11/02/2023	0520240004	LIZARDO, MARY GRACE CHAN	HR, OD and Legal	Community Manager	GENERAL APPEARAN...	GENERAL APPEARAN...	0	For NTE Issuance
05/12/2024	0520240005	Dela Cruz, Juan Santos	Business Information Technology	Technical Support Specialist	SOCIAL MEDIA PROFE...	SOCIAL MEDIA AND P...	2	Closed

View 1 - 5 of 5

Two ways to add new violation, first is manually second is mass upload.



1st Step: For mass upload, Click this button.



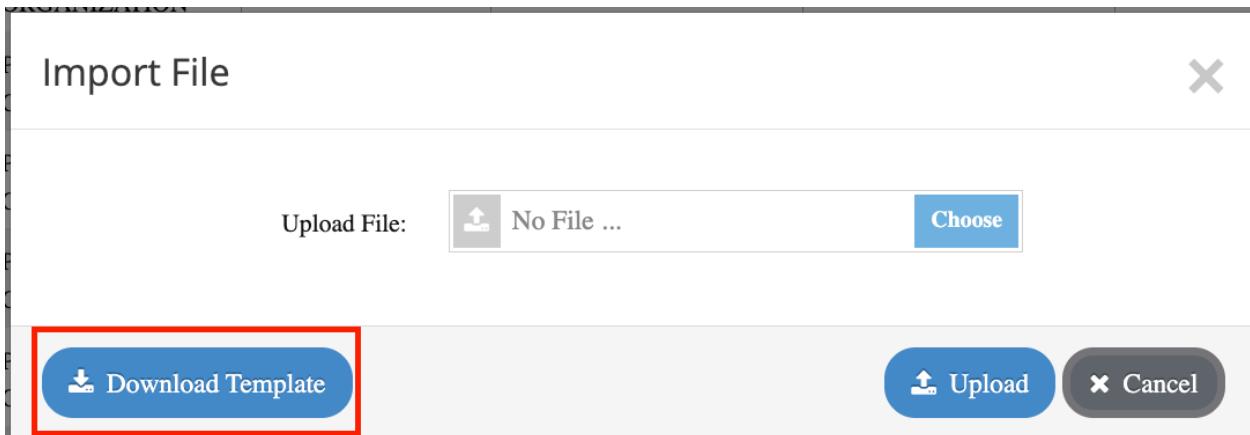
Employee Relation > Violation List

Violations
This is where you can manage and enter Violations committed by an employee.

Violation Date	Violation No.	Employee Name	Department	Position	Violation Classification	Violation Type	Offense Count	Status
07/31/2024		LIZARDO, MARY GRACE CHAN	PEOPLE AND ORGANIZATION	Community Manager	A - LESS SERIOUS OFF...	A1 - IMPROPER OFFICE...	0	For Approval
06/23/2024	0820240001	LIZARDO, MARY GRACE CHAN	PEOPLE AND ORGANIZATION	Community Manager	A - LESS SERIOUS OFF...	A1 - IMPROPER OFFICE...	0	For Approval
07/31/2024	0820240002	LIZARDO, MARY GRACE CHAN	PEOPLE AND ORGANIZATION	Community Manager	A - LESS SERIOUS OFF...	A1 - IMPROPER OFFICE...	0	For Approval
07/31/2024	0820240003	LIZARDO, MARY GRACE CHAN	PEOPLE AND ORGANIZATION	Community Manager	A - LESS SERIOUS OFF...	A1 - IMPROPER OFFICE...	0	For Further Investigation
07/25/2024	0820240004	LIZARDO, MARY GRACE CHAN	PEOPLE AND ORGANIZATION	Community Manager	A - LESS SERIOUS OFF...	A1 - IMPROPER OFFICE...	1	Closed
07/30/2024	0820240005	LIZARDO, MARY GRACE CHAN	PEOPLE AND ORGANIZATION	Community Manager	A - LESS SERIOUS OFF...	A1 - IMPROPER OFFICE...	2	Closed
07/29/2024	0820240006	LIZARDO, MARY GRACE CHAN	PEOPLE AND ORGANIZATION	Community Manager	A - LESS SERIOUS OFF...	A1 - IMPROPER OFFICE...	0	For NTE Issuance
07/01/2024	0820240007	CRUZ, DANIELA ANN	PEOPLE AND COMMUNITY	Community	A - LESS SERIOUS OFF...	A1 - IMPROPER OFFICE...	0	For Decision

View 1 - 15 of 15

2nd Step: Then click download template.



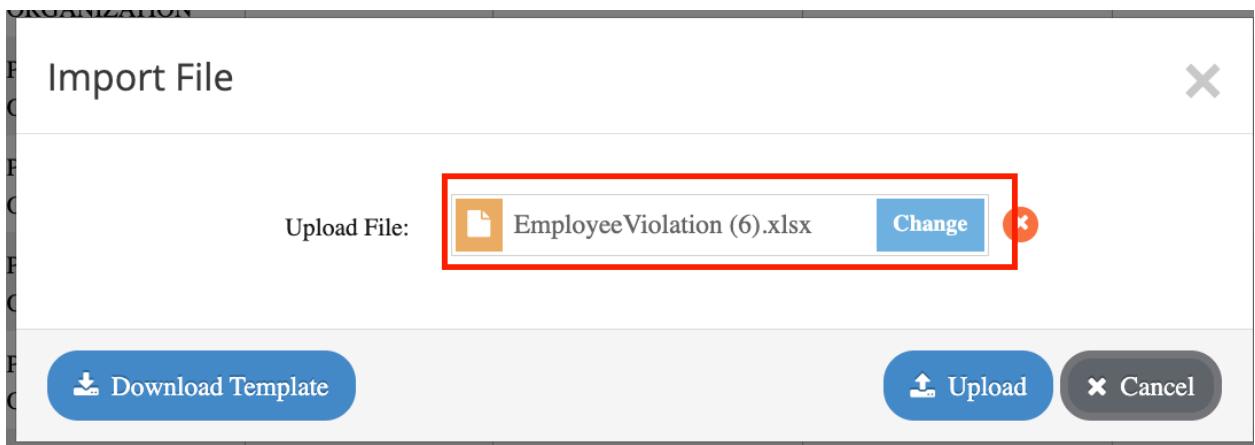
3rd Step: Then here is the template for mass uploading of violation.

A screenshot of a Microsoft Excel spreadsheet titled "EmployeeViolation". The spreadsheet has a header row with 25 columns labeled A through S. The first two columns, A and B, are bolded. The columns represent various fields such as Violation No., Employee No., Position, Company, Department, Violation Type, Report Date, Inclusive Year, Offense count, Status, Close Date, Narrative, Details, Evidence, Witnesses, Location, Date/Time Committed, Other Person Involved, and Property Involved. The spreadsheet is in "Violation" mode, as indicated by the tab at the bottom. The "Home" tab is selected in the ribbon.

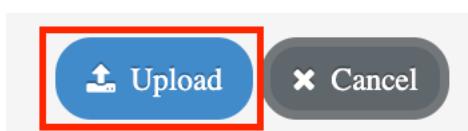
Step 4: Complete the details in red font.

Violation No.	Employee No.	Position	Company	Department	Violation Type	Report Date	Inclusive Year	Offense count	Status	Close Date	Narrative	Details	Evidence	Witnesses	Location	Date/Time Committed	Other Person Involved	Property Involved
60111111	15002	A1				1/2/25	2025		Closed	1/13/25	sample only					1/2/25 15:00		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
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18																		

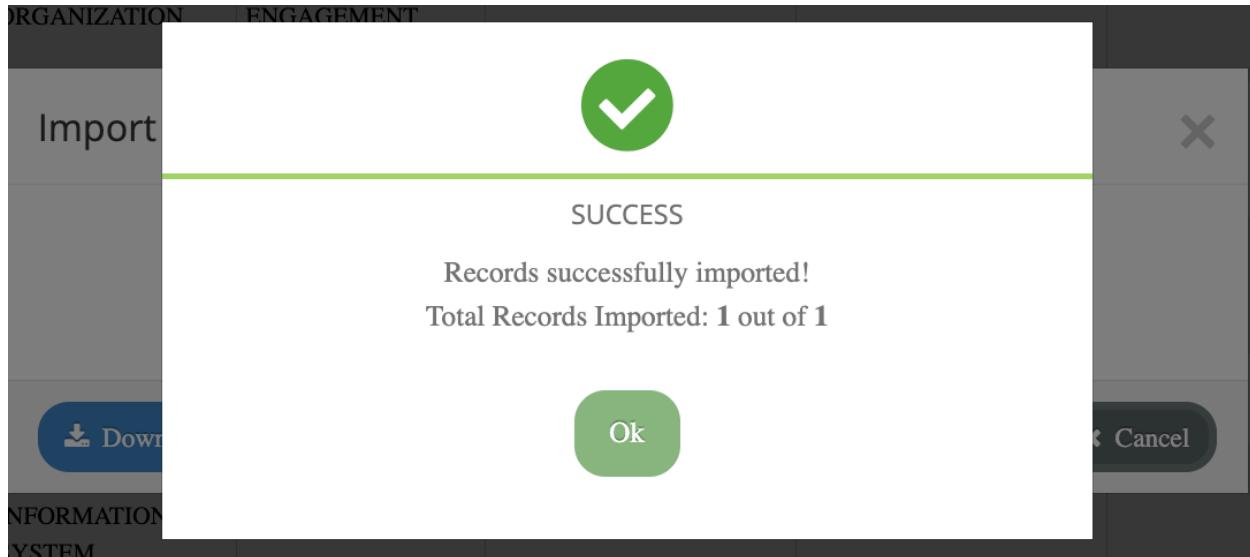
Step 5: Attached the file once the details are completed.



Step 6: Click the upload button.



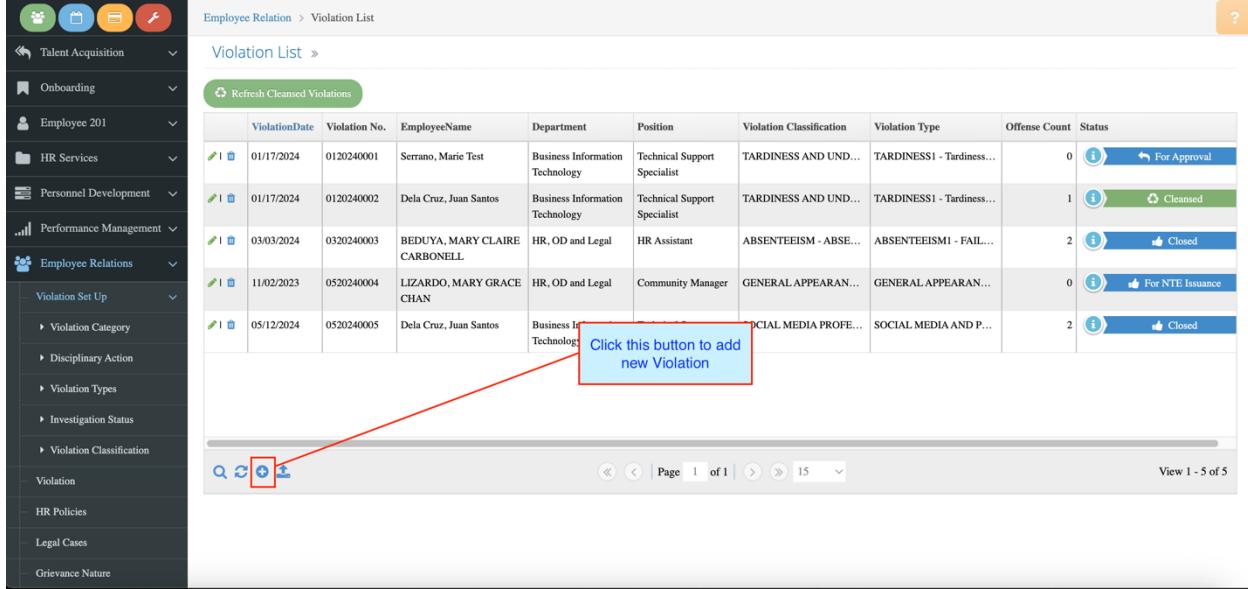
Step 7: Sample success message for the mass upload.



Step 8: Once successfully uploaded. Data will show in Violation List.

Violation List										
Violation Date		Violation No.	Employee Name	Department	Position	Violation Classification	Violation Type	Offense Count	Status	Actions
07/31/2024		LIZARDO, MARY GRACE CHAN	PEOPLE AND ORGANIZATION	Community Manager	A - LESS SERIOUS OFF...	A1 - IMPROPER OFFICE...	0	(i) For Approval		
01/02/2025	00111111	PAGURAYAN, MELVIN DEMETRIAL	MANAGEMENT INFORMATION SYSTEM	APPLICATION SPECIALIST	A - LESS SERIOUS OFF...	A1 - IMPROPER OFFICE...	0	(i) Closed		
02/02/2025	0220250013	CRUZ, DANIELA ANN SANZ	PEOPLE AND ORGANIZATION	COMMUNITY ENGAGEMENT SPECIALIST	A - LESS SERIOUS OFF...	B1 - FAILURE TO FILE ...	0	(i) For NTE Issuance		
03/18/2025	0320250014	ABANILLA, DRANREB PESIGAN	RBT OPERATIONS	SUPERVISOR	A - LESS SERIOUS OFF...	A1 - IMPROPER OFFICE...	0	(i) For NTE Issuance		
06/23/2024	0820240001	LIZARDO, MARY GRACE CHAN	PEOPLE AND ORGANIZATION	Community Manager	A - LESS SERIOUS OFF...	A1 - IMPROPER OFFICE...	0	(i) For Approval		
07/31/2024	0820240002	LIZARDO, MARY GRACE CHAN	PEOPLE AND ORGANIZATION	Community Manager	A - LESS SERIOUS OFF...	A1 - IMPROPER OFFICE...	0	(i) For Approval		
07/31/2024	0820240003	LIZARDO, MARY GRACE	PEOPLE AND	Community Manager	A - LESS SERIOUS OFF...	A1 - IMPROPER OFFICE...	0	(i) For Further Investigation		

To add manually, click the  button.



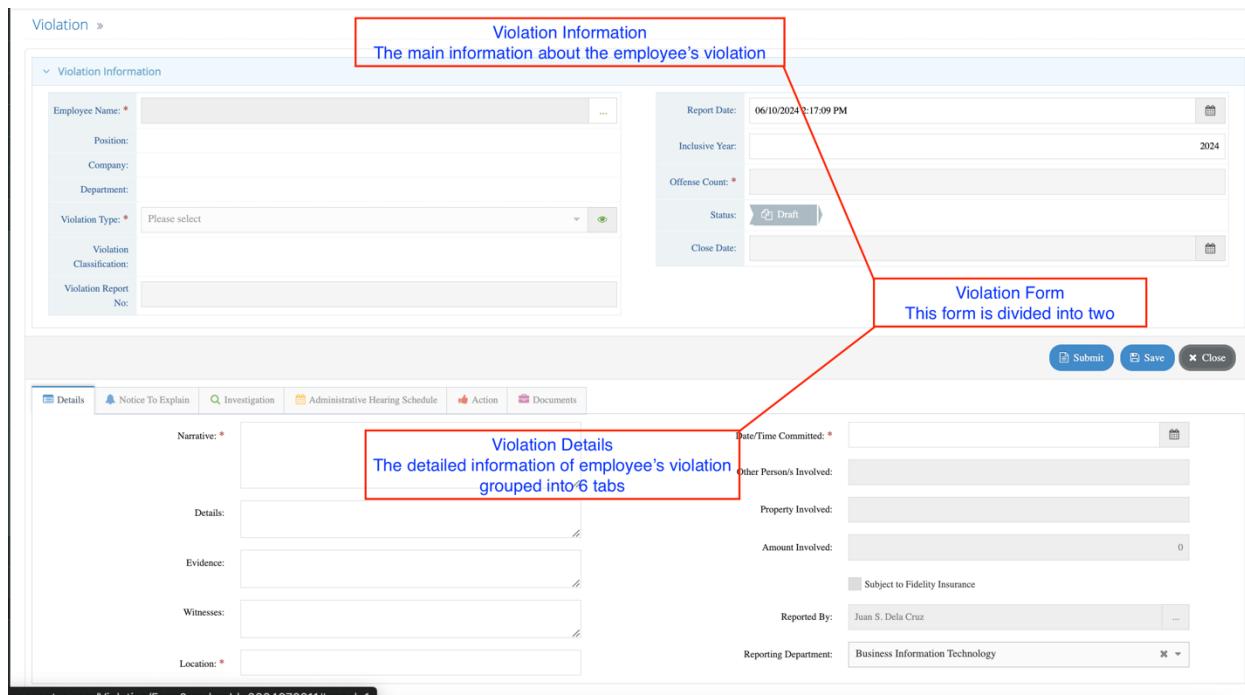
Employee Relation > Violation List

Violation List

Refresh Cleansed Violations

Violation Date	Violation No.	Employee Name	Department	Position	Violation Classification	Violation Type	Offense Count	Status
01/17/2024	0120240001	Serrano, Marie Test	Business Information Technology	Technical Support Specialist	TARDINESS AND UND...	TARDINESSI - Tardiness...	0	For Approval
01/17/2024	0120240002	Dela Cruz, Juan Santos	Business Information Technology	Technical Support Specialist	TARDINESS AND UND...	TARDINESSI - Tardiness...	1	Cleansed
03/03/2024	0320240003	BEDUYA, MARY CLAIRE CARBONELL	HR, OD and Legal	HR Assistant	ABSENTEEISM - ABSE...	ABSENTEEISM1 - FAIL...	2	Closed
11/02/2023	0520240004	LIZARDO, MARY GRACE CHAN	HR, OD and Legal	Community Manager	GENERAL APPEARAN...	GENERAL APPEARAN...	0	For NTE Issuance
05/12/2024	0520240005	Dela Cruz, Juan Santos	Business Information Technology	Business Information Technology	SOCIAL MEDIA PROF...	SOCIAL MEDIA AND P...	2	Closed

View 1 - 5 of 5



Violation

Violation Information
The main information about the employee's violation

Employee Name: * Position: Report Date: 06/10/2024 2:17:09 PM

Company: Inclusive Year: 2024

Department: Offense Count: *

Violation Type: * Please select Status: Draft

Violation Classification: Close Date:

Violation Form
This form is divided into two

Narrative: * **Date/Time Committed: ***

Details: **Other Person's Involved:**

Evidence: **Property Involved:**

Witnesses: **Amount Involved:** 0

Location: * **Subject to Fidelity Insurance:**

Reported By: Juan S. Dela Cruz **Reporting Department:** Business Information Technology

Submit Save Close

maccenter.com/Violation/Form?randomId=R664676611#panel_1

Fill up the violation information and violation details.

Violation Information

Employee Relation: Violation
Violation »

Employee Information

Employee Name: * Dela Cruz, Juan Santos

Position: Technical Support Specialist

Company: EVOLVE TECH LIFESTYLE, INC.

Department: Business Information Technology

Violation Type: * ABSENTEEISM - FAILURE TO FILE A LEAVE APPL...

Violation Classification: ABSENTEEISM - ABSENTEEISM

Violation Report No:

Report Date: 07/12/2024 3:48:59 PM

Inclusive Year: 2024

Offense Count: *

Status: Draft

Close Date:

Submit Save Close

Once violation information and violation details are already filled up, click the “Submit” button.

Violation Details

Details Notice To Explain Investigation Administrative Hearing Schedule Action Documents

Narrative: * Late Enter the narrative, details, evidence, Winesses and Location

Date/Time Committed: * 07/01/2024 4:00 PM

Other Person/s Involved:

Details: 3x late a week

Property Involved:

Evidence: Time in Select the employee who reported the incident Subject to Fidelity Insurance

Witnesses: N/A Reported By: PAGURAYAN, MELVIN DEMETRIAL

Location: * Head Office Reporting Department: Business Information Technology

Submit Save Close

Once submitted, **Violation report no** will be automated by the system and status will be change to “For NTE Issuance.”

Violation >

Violation Information

Employee Name: *	Dela Cruz, Juan Santos	Report Date:	07/12/2024 3:48:59 PM
Position:	Technical Support Specialist	Inclusive Year:	2024
Company:	EVOLVE TECH LIFESTYLE, INC.	Offense Count:	*
Department:	Business Information Technology	Status:	For NTE Issuance
Violation Type:	ABSENTEEISM1 - FAILURE TO FILE A LEAVE APPL...	Close Date:	
Violation Classification:	ABSENTEEISM - ABSENTEEISM		
Violation Report No:	0720240012		

Cancel **Submit** **Save** **Close**

Once filled up, click the “Save” button.

Violation >

Violation Information

Employee Name: *	Dela Cruz, Juan Santos	Report Date:	07/12/2024 3:48 PM
Position:	Technical Support Specialist	Inclusive Year:	2024
Company:	EVOLVE TECH LIFESTYLE, INC.	Offense Count:	*
Department:	Business Information Technology	Status:	For NTE Issuance
Violation Type:	ABSENTEEISM1 - FAILURE TO FILE A LEAVE APPL...	Close Date:	
Violation Classification:	ABSENTEEISM - ABSENTEEISM		
Violation Report No:	0720240012		

Select the NTE Template

Select the NTE Date

Select the NTE Due Date

Enter the department or name in From Field

Cancel **Submit** **Save** **Close**

Details Notice To Explain Investigation Administrative Hearing Schedule Actions Documents

Notice to explain template: *	NOTICE TO EXPLAIN	Notice To Explain Due Date : *	07/15/2024
Notice To Explain Date : *	07/12/2024	Employee Acknowledgement Date:	
From: *	HR Team		

Enter the Acknowledgement Date then click “Submit” button. Then the Status will change to “For Further Investigation”.

[Violation »](#)

The screenshot shows the 'Violation Information' form. The 'Status' field is highlighted with a red border and contains the value 'For Further Investigation'. Other fields include Employee Name (Dela Cruz, Juan Santos), Position (Technical Support Specialist), Company (EVOLVE TECH LIFESTYLE, INC.), Department (Business Information Technology), Violation Type (ABSENTEEISM1 - FAILURE TO FILE A LEAVE APPL...), Violation Classification (ABSENTEEISM - ABSENTEEISM), Violation Report No. (0720240012), Report Date (07/12/2024 3:48 PM), Inclusive Year (2024), Offense Count (*), Close Date, and a 'Save' button at the bottom.

Once the status is in for Further Investigation, Investigation Tab and administrative schedule tab will be enable.

The screenshot shows the system interface with two tabs enabled: 'Investigation' and 'Administrative Hearing Schedule'. A callout box on the left states: 'Both Investigation Tab and Administrative Hearing Schedule Tab will be enabled if the Status of the Violation Record is "For Further Investigation"'. An orange arrow points from this box to the 'Investigation' tab. Another callout box on the right states: 'If both tabs are still ongoing just click SAVE button.' The 'Save' button is highlighted with a red border.

Details Notice To Explain Investigation Administrative Hearing Schedule Action Documents

Date	Remarks
Click the ADD button to add investigation notes	

Accountabilities:

Recommendation:

Investigation Status: Please select

Preventive Suspension Date:

Page 1 of 0 | 15 | No records to view

Edit Save Cancel

Cancel Submit Save Close

Details Notice To Explain Investigation Administrative Hearing Schedule Action Documents

Date	Remarks
Violation Notes	
<p>Enter date of the investigation</p> <p>Date: 03/22/2021</p> <p>Enter Remarks of the investigation</p> <p>Remarks: First Investigation</p> <p>Prepared By: alene</p> <p>+ Add Close Edit Save Cancel</p>	

Cancel Submit Save Close

No records to view

Details Notice To Explain Investigation Administrative Hearing Schedule Action Documents

Date	Remarks
Accountabilities:	
Recommendation:	
Investigation Status: Please select	
Preventive Suspension Date:	
<p>Click edit to enable Accountabilities and Recommendations field</p> <p>Edit Save Cancel</p>	

Cancel Submit Save Close

No records to view

Details Notice To Explain Investigation Administrative Hearing Schedule Action Documents

Date	Remarks
03/22/2021	alone - First Investigation

Enter Accountabilities of the employee for this violation

Accountabilities: _____

Enter Recommendations for the employee for this violation

Recommendation: _____

Identify if the Violation is still under investigation using the Investigation Status

Investigation Status: Document Investigation - Document Investigation X ▾

Preventive Suspension Date: _____

Enter preventive suspension date if applicable

Click Save or Cancel

Cancel Submit Save Close

Details Notice To Explain Investigation Administrative Hearing Schedule Action Documents

Hearing Date/Time	Location	Next Step	Due Date	Remarks	Attendees
No records to view					

If violation record needs to undergo **Administrative Hearing, schedule it in this tab**

Click ADD button to schedule the Administrative Hearing

Cancel Submit Save Close

Enter Date of Hearing, Location, Time, Summary of the Hiring then Due date then click “Next” button.

Violation »

Administrative Hearing

1 2 3

Administrative Hearing Details

Employee Name: *	Dela Cruz, Juan S.
Position:	Technical Support
Company:	EVOLVE TECH LIFESTYLE, INC.
Department:	Business Development
Violation Type: *	ABSENT
Violation Classification:	ABSENT
Violation Report No:	072024001

Date of Hearing:

Location:

Time:

Summary of the Hearing:

Next Step:

Due Date:

Remarks:

Actions: Cancel, Submit, Save, Close

Details Notice To Explain Investigation Administrative Hearing Schedule Action Documents

Then, search the employee and select the list of employees involved during the hearing then click “Next” button.

Administrative Hearing

1 2 3

Administrative Hearing Details

Select Attendees

Generated Attendees

Company

Search Company

Select All
 AGENCY
 Apple Center Phils, Inc.
 CHAR DINING PHILIPPINES, INC.
 EVOLVE TECH LIFESTYLE, INC.

Branch

Department

Office

Team

Job Rank

Job Level

Job Position

Heads up! Select Employees to be included.

Search Employee

Select All
 Dacera, Juana Marie G.
 Dela Cruz, Juan S.
 Juanillo, Catherene O.
 Llaguno, Juan Carlo G.
 Rey, Juan Iii E.
 San Juan, Neil Darwin L.

Actions: Prev, Next

Employees Selected will be List here, then click “Save” button.

Administrative Hearing

Administrative Hearing Details Select Attendees Generated Attendees (3)

Employee
<input type="checkbox"/> Beduya, Mary Claire C.
<input type="checkbox"/> Dela Cruz, Juan S.

View 1 - 2 of 2

← Prev Save →

Violation »

Violation Information

Employee Name: *	Dela Cruz, Juan Santos	Report Date:	07/12/2024 3:48 PM
Position:	Technical Support Specialist	Inclusive Year:	
Company:	EVOLVE TECH LIFESTYLE, INC.	Offense Count:	0
Department:	Business Information Technology	Status:	For Further Investigation
Violation Type: *	ABSENTEEISM1 - FAILURE TO FILE A LEAVE APPL...	Close Date:	
Violation Classification:	ABSENTEEISM - ABSENTEEISM		
Violation Report No:	0720240012		

Cancel Submit Save Close

Details Notice To Explain Investigation Administrative Hearing Schedule Action Documents

Hearing Date/Time	Location	Next Step	Due Date	Remarks	Attendees
07/16/2024 2:00 PM	Head Office		07/17/2024		Beduya, Mary Claire C., Dela Cruz, ...

Then click the “Submit” Button once done with the Investigation and Administrative Hearing then the status will be change to “For Decision”.

The screenshot shows the 'Violation Information' section of a software interface. The 'Status' field is highlighted with a red border and contains the value 'For Decision'. Below the form, there is a table titled 'Administrative Hearing Schedule' with one row listed:

Hearing Date/Time	Location	Next Step	Due Date	Remarks	Attendees
07/16/2024 2:00 PM	Head Office		07/17/2024		Beduya, Mary Claire C., Dela Cruz, ...

Once the decision is guilty or not guilty, select the Close date, Decision date, Disciplinary action, and date served.

If guilty, Click the Approve Button.
If innocent, click the Disapproved Button.

The screenshot shows the 'Violation Information' section with the 'Status' field set to 'For Decision'. Below the form, there is a detailed administrative hearing schedule and several dropdown menus for decision-making:

- Decision Date:** 07/24/2024
- Decision:** Please select
- Decision Remarks:** (empty text area)
- Disciplinary Action:** A.1st Infraction - Less Serious Offense Notice to Explain
- Suspension Date:** (dropdown menu)
- Memo Template:** Please select
- Date Served:** 07/24/2024
- Forwarded to Legal Counsel:** YES

Click Approve (Guilty) or Disapproved (Innocent) button then the status will be Closed if Approve, Status will be Disapproved for disapprove button.

Once the violation is approved, status will be in Closed status.

This screenshot shows the 'Violation Information' page for a violation. The employee details include: Employee Name: Dela Cruz, Juan Santos; Position: Technical Support Specialist; Company: EVOLVE TECH LIFESTYLE, INC.; Department: Business Information Technology; Violation Type: ABSENTEEISM - FAILURE TO FILE A LEAVE APPL...; Violation Classification: ABSENTEEISM - ABSENTEEISM; and Violation Report No: 0720240012. The report date is 07/12/2024 3:48 PM, Inclusive Year is 2024, Offense Count is 1, and Status is set to 'Closed'. The Close Date is 07/24/2024 9:42 AM. Below this, the 'Action' tab is selected, showing the decision date as 07/24/2024, the decision as 'Guilty', and the disciplinary action as 'A. 1st Infraction - Less Serious Offense Notice to Explain'. The memo template is set to 'Please select'. The date served is 07/24/2024. A 'Forwarded to Legal Counsel' button is present. At the bottom, 'Noted By:' and 'Approved By:' fields are shown, along with a 'Close' button.

Then once the violation is decline, status will be in disapproved status.

This screenshot shows the 'Violation Information' page for a violation. The employee details are identical to the previous screenshot. The report date is 07/16/2024 3:20 PM, Inclusive Year is 2024, Offense Count is 1, and Status is set to 'Disapproved'. The close date is 07/24/2024. Below this, the 'Action' tab is selected, showing the decision date as 07/16/2024, the decision as 'Innocent', and the disciplinary action as 'Please select'. The memo template is set to 'Please select'. The date served is 07/16/2024. A 'Forwarded to Legal Counsel' button is present. At the bottom, 'Noted By:' and 'Approved By:' fields are shown, along with a 'Close' button.