Time and Pay for Head Office

User's Manual

Holcim
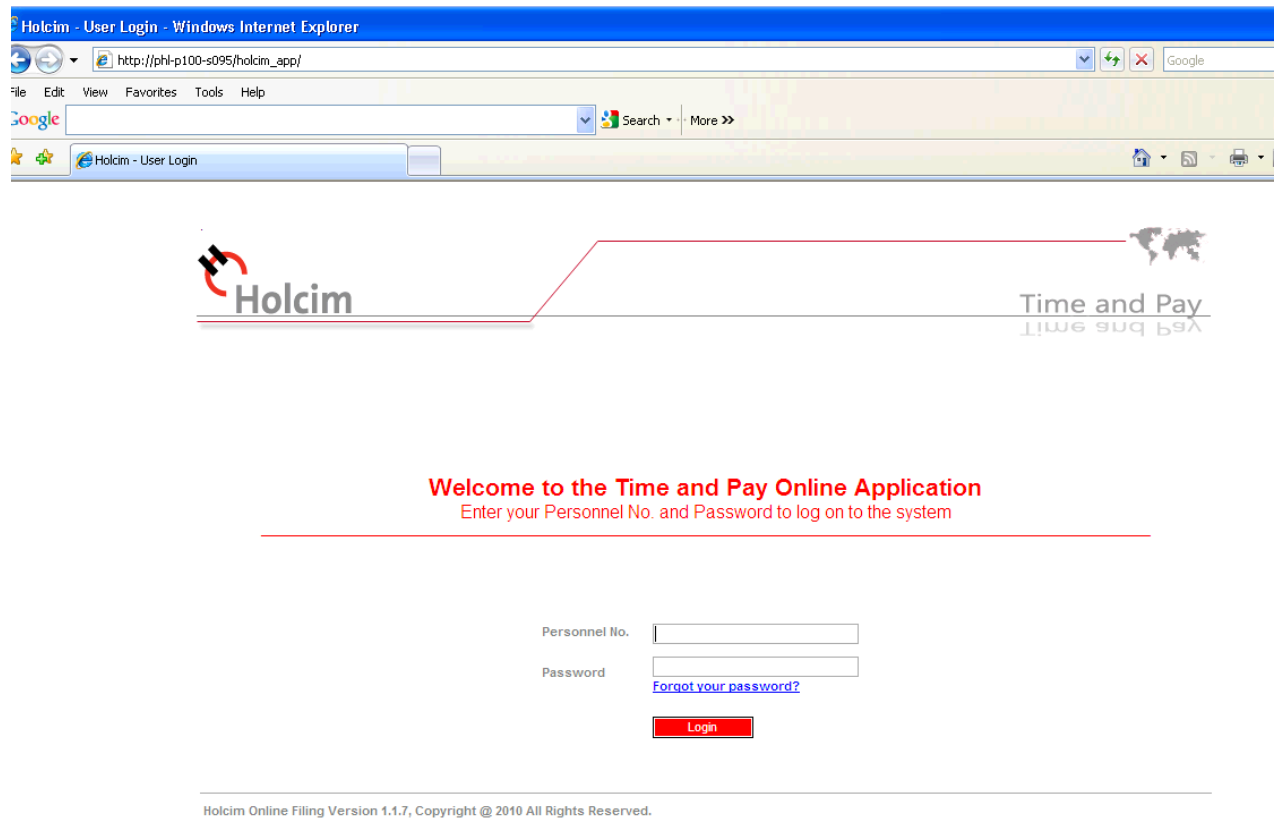
Version 3

July 18, 2011

OUTLINE

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Time and Pay Web Application

Home page

	Input Field/Link/Button	Function	User action
1.	Time and Pay Web Address	Directs you to the Time and Pay Head Office Log-in Page	Click the link below or click the "Time and Pay Head Office" link on the Intranet.
	http://phl-p100-s095/holcim_app		

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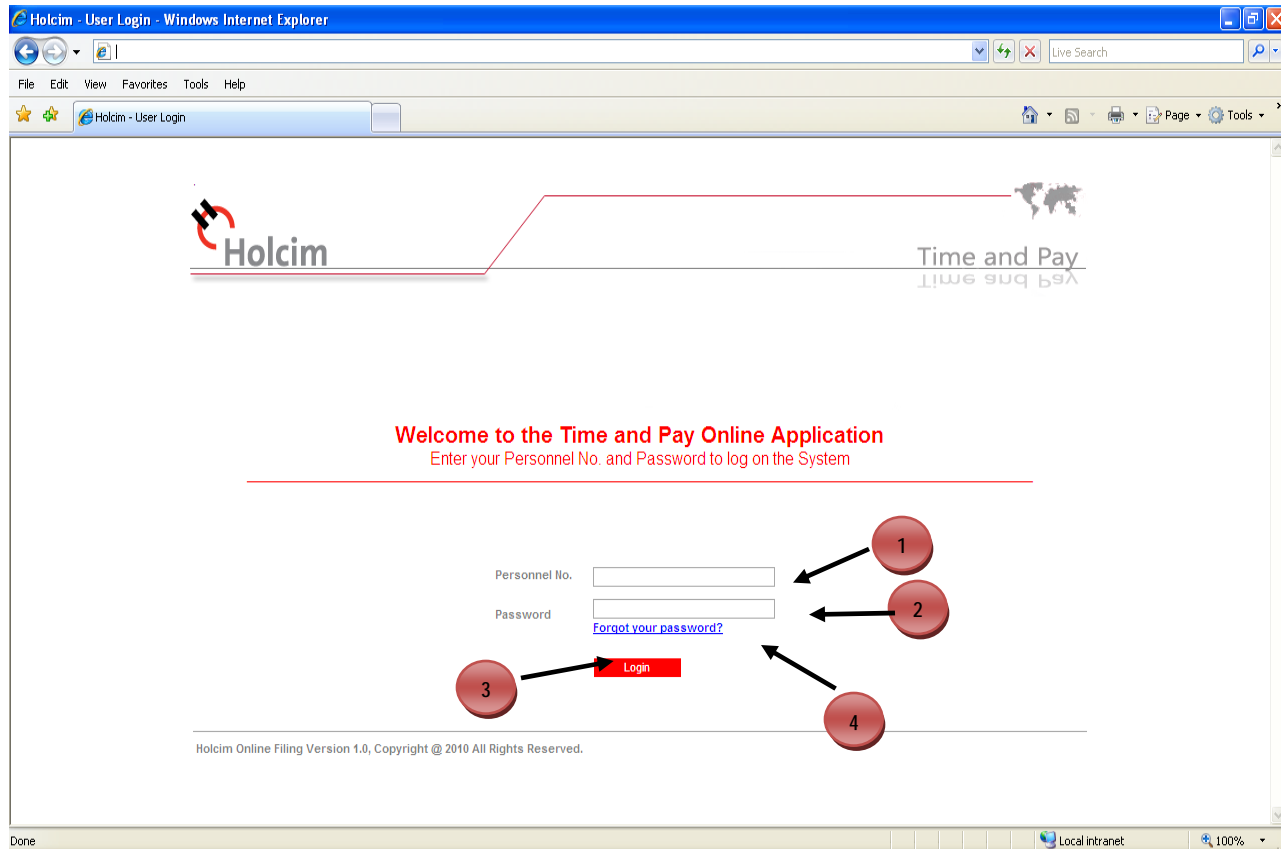
User Login

No.	Input Field/Link/ Button	Function	User action
1.	Personnel Number/ID Number	Serves as your Log-In ID	Kindly enter your Personnel Number/ID Number e.g. **6300xxxx**
2.	Password	Unique alpha-numeric character that allows you to enter on your own account.	Please ask your respective HR Specialist for the default password
3.	Forgot your password?	Allows you to retrieve your password.	Click on "Forgot your password?" link
4.	Login	Allows you to enter the Time and Pay Web Application	Click the "Login" button after typing your Personnel Number/ID Number and password

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User Login (First Time)

Welcome to the Time and Pay Online Application
You are required to change your initial password

* Required - Your new password must be 6-15 characters.   **(1)**

Personnel Number :   63003057

Enter your new password :   ●●●●●●●

Re-type your new password :   ●●●●●●●|

[Change]   [Log Out]

Windows Internet Explorer   ✕

⚠ Your password has been changed, please log-in again

[OK]   **(2)**

Welcome to the Time and Pay Online Application
You are required to change your initial password

* Required - Your new password must be 6-15 characters.

Personnel Number :   63003057

Enter your new password : |

Re-type your new password :

[Log Out]   ←   **(3)**

No.	Input Field/Link/Button	Function	User Action
1	Changing Initial Password	Time and Pay requires you to change your initial password upon your first Log-in.	Click the "Change" button upon filling-up the required fields
2	"Your password has been changed, please log-in again"	Window message will prompt to confirm that you have successfully changed your password. You must log-in again using your new password.	Click the "OK" button to close the pop-up message.
3	Log Out	Requires you to log-out from the system after successfully changing your password.	Click the "Log Out" button. You may now log-in using your new password.

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Forgot Password

Welcome to the Time and Pay Online Application
Enter your Personnel No. and Password to log on to the system

Personnel No.
Password   Forgot your password?
             Login

(1)

Welcome to the Time and Pay Online Application
Enter your Personnel No. and your password will be emailed to you

Personnel No.
             Submit   Back

(2)

Windows Internet Explorer

⚠ Your password has been sent to your email: AprilRaciel.Bacarra@holcim.com

OK

(4)

Wel
Ent

Personnel No.   63003057

(3)   Submit   Back

No.	Input Field/Link/ Button	Function	User action
1.	Forgot your Password?	Allows you to retrieve your password through your Lotus Notes account. A notification will be sent to you.	Click on the "Forgot your password?" link. For users without Lotus Notes account, you may retrieve your password through your respective HR Specialist
2.	Personnel No./ ID number	Serves as your user ID to generate your password.	Enter your personnel number/ ID number.
3.	Submit	Allows you to request for the retrieval of your password and will be sent to your Lotus Notes.	Click on the "Submit" button
4.	Your Password has been sent to your email: **xxxx@holcim.com**	Confirmation message appears after you have submitted your request.	Click the "Ok" button to close. Check your password on your Lotus Notes Account.

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Leave
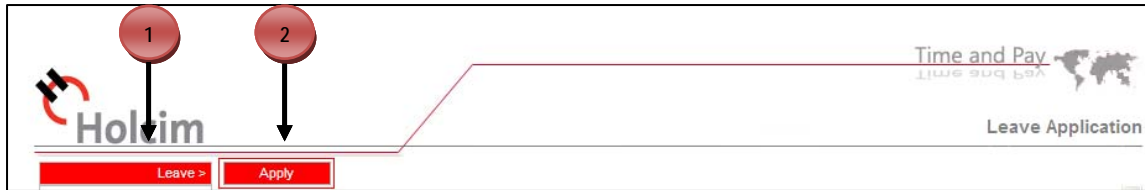
No.	Input Field/Link/Button	Function	User Action
1	Leave tab	Allows you to apply for a leave	Click the "Leave" tab
2	Apply	Opens the online leave application form	Click the "Apply" button

Leave Application

No.	Input Field/Link /Button	Function	User Action
3	Leave Type	Allows you to select the type of leave to be used per application.	Click the drop down menu to show the types of leave.
4	Available Balance	Displays the employee's available balance of the selected leave type.	This field is read-only.
5	Date From / Date To	Stores the inclusive dates of the leave application	Click on the box to show the calendar. Once the calendar is displayed, select a specific date.
6	Reason	Stores the reason for the leave application	Click on the input field and type the reason for the leave application.
7	Refresh Details	Shows the dates of the leave application before submission. It also allows you to file for a half day leave.	Click on the "Refresh Details" button to display/ show the leave request.
8	Delete	Allows you to select the date/s you want to exclude from your leave application	Click on the "Delete" button to exclude the specific date of application
9	Half day	Allows you to apply for a half day leave.	Please tick the box of your applicable half day leave/s.
10	Type	Enables you to choose between 1st half or 2nd half when applying for a half day leave. 1st half means the 1st four hours of the shift or work day, 2nd half means the 2nd four hours of the shift or work day.	Click the button based on what is applicable to your leave application.
11	Date Status	Shows if the date applied is your Rest Day. If your leave application falls on a rest day, you will not be able to submit your leave application	This field is read-only.
12	Holiday	Shows if the date applied is a Holiday. If your leave application falls on a Holiday, you can submit the leave application though it will not be deducted from your leave balances (Mainly applicable to shifters only)	This field is read-only.

Time and Pay

Leave Application

Please fill up all required fields in yellow.

File Leaves

Leave >
My Requests Status >
My Leave Balances >
Change My Password >
Cancel Application >

Log Out >

Total Days Applied = 1

Leave Type: Blood Donor Leave

Available Balance : 1

Date From : 27-Jul-2011
Date To : 27-Jul-2011

Reason : Donate Blood to Red Cross

Refresh Details
Submit

	Date	Halfday	Type	Date Status	Holiday
Delete	27-Jul-2011	☐	○ 1st half ○ 2nd half	-	☐

Personnel No. : 63002414   Last Name : Magsino   First Name : Raquel   Middle Name : Domingo

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(optional) 22.07.2011/SN/SN
(optional) Filename.ppt

Leave Application

No.	Input Field/Link/Button	Function	User Action
13	Submit	Allows you to request approval from your superior. Once this is clicked, the superior will receive a notification in his Lotus Notes account. Email subject: "Notification from Holcim's Time and Pay."	Click on the "Submit" button if you are ready to send this for approval.
14	"Are you sure you want to submit the application"	Window Message will prompt to confirm your actions.	Click "OK" if you have confirmed your application, otherwise click "Cancel".

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My Requests Status

No.	Input Field/Link/Button	Function	User Action
1	My Request Status	Allows you to view the status of your leave application/s.	Click on the "My Request Status" tab.
2	Leaves	Allows you to view the list of leave applications.	Click on the "Leave" tab.
3	Reference No.	Ref. No or Reference Numbers are unique and automatically generated. This serves as reference IDs of Time and Pay Applications.	Click on the reference number to view the details of the corresponding application.

My Requests Status

Leave Details Screen

..	Ref. No	Employee Name	Application Type	Date Covered	Days	Date Filed	Status
EDIT	99-2011-000001	Aban Reynaldo	Vacation Leave	(05-Jan-2011) - (05-Jan-2011)	0	07-Jan-2011	PENDING
	99-2010-000085	Aban Reynaldo	Sick Leave	(13-Sep-2010) - (13-Sep-2010)	1	11-Nov-2010	APPROVED

Travel Order | Overtime | On Call | Leaves

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Status Details Screen

Approvers

Name	Level	Status	Approval Date
Maranan Victor	INITIAL		
Hernandez Philip	INITIAL		
Bete Henry	INITIAL		
Briones Jose	INITIAL		
Palomar Michael	FINAL		
Mingi Alex	FINAL		
De leon Patricio	FINAL		

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Close

No.	Input Field/Link/Button	Function	User Action
4	Status	Allows you to see if your leave application is pending, approved, disapproved or cancelled.	Click on the status to see the details of approver/s and date/time approved.
5	Status Details Screen	Displays the approver/s that are currently set-up to review your request.	This field is read-only.

My Leave Balances

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| Leave > |
| Overtime / Extra Shift > |
| Travel Order > |
| My Requests Status > |
| **My Leave Balances >** |
| My Schedules > |
| My DTR > |
| My Payslip > |
| Change My Password > |
| Log Out > |

① →

Leave Type	Beginning Balance	Available	Total Leaves Applied
Buffer-Sick Leave	17.00	17.00	0.00
Buffer-Vacation Leave	57.75	47.75	10.00
Sick Leave	17.00	17.00	0.00
Vacation Leave	20.00	0.00	20.00

My Leave Balances Main Screen

No.	Input Field/Link/Button	Function	User Action
1	My Leave Balances	Allows you to view your available leave balances per leave type.	Click the "My Leave Balances" tab.
2	My Leave Balances Main Screen	Buffer-Sick Leave: Shows your accumulated sick leave credits from the previous years.	This field is read-only.
		Buffer-Vacation Leave: Shows your accumulated vacation leave credits from the previous years.	
		Sick Leave – Shows your current available sick leave credits for the year	
		Vacation Leave – Shows your current available vacation leave credit for the year.	
		Beginning Balance – Uploaded balances generated from SAP HR.	
		Total Leaves Applied – Total approved leaves applied to-date.	
		Available Leave Balances – Total available leave balances to-date.	

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My Approvals (For Approvers Only)

No.	Input Field/Link/Button	Function	User Action
1	My Approvals	Shows the list of applications in queue for approval.	Click the "My Approvals" tab to open the list.
2	Approve	Allows the approver to approve the pending leave application.	Click the "Approve" button if the application is approved.
3	Disapprove	Allows the approver to disapprove the pending leave application.	Click "Disapprove" if you are disallowing the leave application.

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My Schedules

My Schedule Main Screen

No.	Input Field/Link/Button	Function	User Action
1	My Schedules	Allows you to view your work schedule for a specific month in a year.	Click on "My Schedule" tab.
2	Month	Allows you to choose a specific month.	Click the drop down menu to select the month.
3	Year	Allows you to choose a specific year.	Click the drop down menu to select the year
4	Display	Displays the shift schedules.	Click the "Display" button to display the shift schedules.
5	Employee Schedule	For shifters: displays the list of approved schedules set by your planners for the selected month in a year. For non-shifters, displays your regular work schedule only.	This field is read-only.

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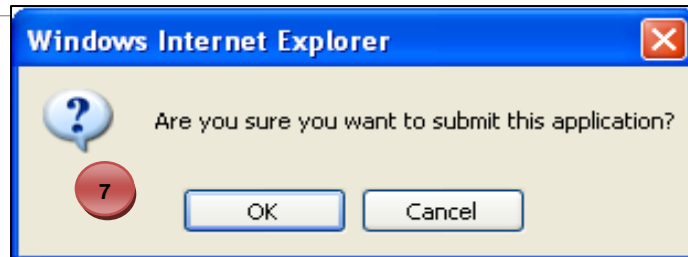
Change Password

No.	Input Field/Link/ Button	Function	User Action
1	Change My Password	Allows you to modify your password.	Click on the "Change My Password" tab and fill-up the required entries.
2	Enter your old password	Requires you to enter your current password.	Please enter your current password on the field.
3	Enter your new password	Requires you to enter your new password.	Please enter your new password on the field.
4	Re-type your new password	Requires you to re-enter the new password for validation.	Re-type new password on the field.
5	Change	Allows you to record your new password.	Click the "Change" button.
6	Cancel	Allows you to cancel your request to change your password. Your current password will be retained.	Click the "Cancel" button.
7	"Are you sure you want to submit this application"	Window Message prompting you to confirm your request.	Click "OK" if the request is confirmed, click "Cancel" if you still have revisions.
8	"Password Successfully Updated"	Window Message will prompt after you have submitted your request to confirm that your password has successfully changed.	Click "OK" to close the pop-up message.

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(optional) Filename.ppt

Cancellation of Application

Note: Employees are requested to email the Reference Number of the leave application to their respective HR Specialists.

No.	Input Field/Link/Button	Function	User Action
1	Cancel Application	Allows HR Specialists to cancel applications of employees. Request: All approved and disapproved applications should be cancelled first before re-application.	Click on the "Cancel Application" button to access it. (For HR Specialists only).
2	Enter Reference No.	Allows the HR specialist to input the reference no. of the application to be cancelled.	Type or paste the reference no. to be cancelled.
3	View Details	Enables the HR specialist to view the details of the applications before cancelling the application.	Click on the View Details to display the application.

Function/Department	HR Specialist
HR	Alexander Gutierrez
Corp Manufacturing (SD,T & E and ME)	Alexander Gutierrez
Procurement	Alexander Gutierrez
Corp OH & S	Alexander Gutierrez
Geocycle	Alexander Gutierrez
Aggregates & BD	Alexander Gutierrez
Finance	Kristine Anacta
Corp Com	Kristine Anacta
Commercial	Kristine Anacta
Internal Audit	Kristine Anacta
Legal	Kristine Anacta
Office of the COO	Kristine Anacta
Mabini Grinding Plant	Eileen Mallare
Calaca Terminal	Eileen Mallare
Concrete	Raquel Magsino

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Cancellation of Application

No.	Input Field/Link/Button	Function	User Action
5	Cancel Application button.	Allows the HR Specialist to cancel the leave application as requested by the employee.	Click the "Cancel Application" button to proceed with the cancellation.
6	"Cancel this Application?"	Window Message will prompt to confirm the HR Specialist's request.	Click "OK" to confirm cancellation.
7	''Application is already cancelled''.	Window message will prompt after you have submitted your request to confirm that the application was successfully cancelled.	Click "OK" to close the pop-up message.

Contact Persons

- **Should you have further questions, kindly contact your respective HR Specialists.**

Function/Department	HR Specialist	Contact No.
HR	Alexander Gutierrez	228
Corp Manufacturing (SD,T & E and ME)	Alexander Gutierrez	228
Procurement	Alexander Gutierrez	228
Corp OH & S	Alexander Gutierrez	228
Geocycle	Alexander Gutierrez	228
Aggregates & BD	Alexander Gutierrez	228
Finance	Kristine Anacta	236
Corp Com	Kristine Anacta	236
Commercial	Kristine Anacta	236
Internal Audit	Kristine Anacta	236
Legal	Kristine Anacta	236
Office of the COO	Kristine Anacta	236
Mabini Grinding Plant	Eileen Mallare	0908-886-25-47
Calaca Terminal	Eileen Mallare	0908-886-25-47
Concrete	Raquel Magsino	226

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Strength.	**Performance.**	**Passion.**

Strength.
- We are a solid and reliable partner
- We show integrity and strength of character
- We put sustainable growth before quick wins

Performance.
- We deliver on our promises
- We offer best solutions to our customers
- We demand and provide excellence

Passion.
- We are dedicated, committed and care about:
- our employees, their safety and their development
- our world, in particular the communities we live and work in
- our customers and their success