

The following are guidelines for the use of ESSEX

Employee Self Service and Exchange (ESSEX)

The Employee Self Service and Exchange system of ESSEX, is a record keeping database to assist employees in filing their absence slips, itineraries and gatepasses.

General Guidelines and procedures

- 1.) Signatures will no longer be required for all gatepasses, itineraries filed under ESSEX.
- 2.) Printing is to be done by the HR Department.
- 3.) Authorized Administrators who can approve are the following people
 - HR Head - Currently OIC, Paul Dionisio
 - Director for Operations - Frederick Chua
 - Operations Manager - Leovilito Vinarao
 - Product and Sales Manager - Veronica Yu
- 4.) All details with * (asterisk) are required.

Absences Notice Slip

- 1.) Filing of Multiple series of absences, leaves and etc. Employees who choose to file a series of absences using leaves and authorized absences, should file their absences based on categories. Multiple filing on a single absence notice slips is no longer allowed.
- 2.) Check for the time applied besides date. (Start Time and End Time)
- 3.) Whole Day Absence will be approved for leaves with no credit balance left.
- 4.) Absence without notification will be marked as Unauthorized Absence.
- 5.) Not allowed reasons: Personal / important matters.

Gatepasses

Gatepasses - Employees who borrow company items, or bring items for official business shall be required to file the gatepasses online.

All employees who remove items are REQUIRED to file them under essex, this allows items to be tracked.

All goods returned should be checked under the box of returned.

Scrap items(cartons, wood etc.) should also be file under essex with approval of Sir Fred & Sir Leo.

Itineraries

Project Name and destination name must be filled out.

Companions. Full names (first and last name) must be written for companions (nick names or NOT valid)

Sales personnel. It is required to fill out the project status the next day you reported to work.

All itineraries should be fully completed by sales personnel, and will be used for accounting purposes as well.