



TATE PUBLISHING AND ENTERPRISES (PHILIPPINES), INC **CAREERPH DOCUMENTATION**

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ABOUT

CareerPH is a program for hiring, managing employee records and recording timelogs and payroll for Tate Publishing Cebu Office.

HISTORY

Hiring page was developed by Julius Garcia first and was given to me mid of 2014 for me to handle all HR requests and modifications of the site. When hiring processes was almost complete I was instructed to create an employee portal page to handle all Tate employee records and this is now the careerPH Staff page.

CareerPH Staff page was fully functional and used by employees around February 2015 but still with lots of functionalities added and continued modifications. The aim is to automate HR related documents like filing of leaves, CIS, COE, Coaching, NTE, etc.

When almost all HR related functionalities are done I started the development of timelogs and payrolls which will handle the daily time logs of employees and generate payroll that will replace the existing third party application by PayrollHero.

Timelogs and Payrolls was fully functional and used by employees on January 11, 2016.

HIRING – Career Portal

This is the career portal for Tate Publishing. Accessible through <https://careerph.tatepublishing.net/>. Managed by HR for their hiring processes and job requisitions from managers.

MANAGE EMPLOYEE RECORDS – CareerPH Staff

All employee of Tate Publishing have access to this page
<https://careerph.tatepublishing.net/staff/> for their records.

TIMELOGS AND PAYROLL – CareerPH Staff

Records all timelogs and payroll computations for Tate employees.

ACCESSES

For hiring page, accesses are given on this page

<https://careerph.tatepublishing.net/settings.php> with accesses type Hiring Manager and HR/Admin

Employees with Hiring Manager access can only view applicant profiles and request jobs while HR/Admin have full access on the hiring page.

For the careerPH staff page it has the following accesses:

- Regular Employee
 - These are rank and file employees. They have full access only with their account. They can view other employee records with with limited fields only.
- Managers
 - These are team leaders, supervisors, etc. who have employees under them. They can view details of their subordinates, approve requests, etc. But they have limited view of other employee records not under them.
- HR
 - Have access to pages and functionalities HR related.
- Finance
 - Have access to pages and functionalities Accounting related specially payrolls.
- Full Access
 - Have full access to all employee records and all functionalities.

PAGES in DETAILS

HIRING – Career Portal

- Homepage
 - Public link ccessible through <https://careerph.tatepublishing.net/>
 - Applicants should fill up this form
- Settings
 - Careerph Authorized Users
 - Includes functionalities to give access to authorize users like managers. We can also give access to US Tate employees because the dropdown will get all Cebu and US active Tate employees
 - Available Positions Info
 - List positions on Tate Publishing Cebu
 - Applicant Skills Checklist
 - Checklist during job requisition
- Reports

- Generate reports about hiring
- Recruitment
 - Recruitment Manager
 - Provide list of all applicants
 - Job Requisitions
 - Management of job requisitions

CAREERPH STAFF

- Kamo nalay bahala.. hahahah read nalang sa code

DATABASE STRUCTURES

- All tables with names started with **staff** are used on the careerph staff page.
- All tables with names started with **tc** are used for careerph timelogs and payrolls.
- Table names not started with **staff** and **tc** are used on the hiring page except some tables like philhealthTable, SSSTable, taxTable
- **position** table is not used anymore but still a reference for **newPositions** and for old applicants
- **newPositions** is currently in use for hiring and staff page
- **Please do not use position table anymore**
- Table **staffs**
 - emplID – is the unique ID. This is commonly used as emplID_fk as foreign key of other tables
 - idNum – is the employee ID number
 - position – foreign key to newPositions table posID
 - levelID_fk – foreign key to orgLevel levelID
- Table **applicants**
 - position field – refer to **newPositions** if isNew is 1 else refer to **positions** table
- FOR other tables and fields refer to field comments

CODING

- Hiring page
 - Accessible on careerph root folder
 - Basic php language
- Staff page
 - Accessible on careerph staff folder on root
 - Codeigniter
 - Check folders under staff/css, staff/js, staff/includes
 - Core
 - My_Controller – loaded database models and other models commonly used. Also functionalities for **\$this->user** and **\$this->access**
 - Controllers
 - Masabtan ra man guro
 - timecard.php handles timecard and payroll functionalities
 - Models

- commonmodel.php loaded and all pages. This includes functions that can be used on all pages
- textmodel.php loaded on all pages. Functions usually about text.
- Views
 - Masabtan ra man guro ni.. no need to explain more ^_^
 - Files under includes are included small files like template, headers and menu

CRON JOBS

- Please visit to code to view each script descriptions

<https://careerph.tatepublishing.net/staff/mycrons/cancelledLeavesUnattended24Hrs/>

- Runs Monday – Friday at 11AM server time 1AM in Cebu

<https://careerph.tatepublishing.net/staff/mycrons/expiregeneratedcode/>

- Runs every hour

<https://careerph.tatepublishing.net/staff/mycrons/resetAnnivLeaveCredits/>

- Runs every 12PM server time 2AM in Cebu

<https://careerph.tatepublishing.net/staff/mycrons/accessenddate/>

- Runs every 11AM server time 1AM in Cebu

<https://careerph.tatepublishing.net/staff/mycrons/updateStaffCIS/>

- Runs every 11AM server time 1AM in Cebu

<https://careerph.tatepublishing.net/staff/mycrons/coachingEvaluation/>

- Runs every 11AM server time 1AM in Cebu

<https://careerph.tatepublishing.net/staff/mycrons/nitePendings/>

- Runs every 11AM server time 1AM in Cebu

<https://careerph.tatepublishing.net/staff/mycrons/deleteAccessLogsMoreThan2Weeks/>

- Runs every 11AM server time 1AM in Cebu

<https://careerph.tatepublishing.net/staff/mycrons/emailPreEmploymentRequirements/>

- Runs Thursday at 9PM server time Friday 10AM in Cebu

<https://careerph.tatepublishing.net/staff/timecard/cronDailySchedulesAndAttendance/>

- Runs 12PM server time 2AM in Cebu

<https://careerph.tatepublishing.net/staff/timecard/cronDailyLogs/>

- Runs every 5 minutes

<https://careerph.tatepublishing.net/staff/timecard/cronDailyAttendanceRecord/>

- Runs every hour

<https://careerph.tatepublishing.net/staff/timecard/cronTimecardLogsEmails/>

- Runs every 30 minutes of an hour