

To : All STI and Shared Services Employees

From : Happiness Resources Department

RE : HRIS Time-off Request, Offset, and Over time

Date : May 27, 2019

Previously, HR and MIS have launched and introduced to you the Human Resource Information System or HRIS where we can edit and view our profile information, internal memorandum and policies, announcements, personality exams, the viewing of our E-DTR, and many more.

We are happy to inform you that **time off request** (*application for leave*), **Day-Offsetting, and Over Time** is now available in our HRIS. Whenever you are out of office or out of town and during emergency cases you may now file your requests for Incentive Leave, Maternity, Paternity, Solo Parent, and other leaves online. All Leaves without pay may also be applied for online as well.

For Offset and Overtime Applications, this is still under beta testing so please double check all applications and be sure to let us know if there are any concerns so we can fix them right away.

All of your time off requests, offset, and over time must be approved by your Director/Department Head/Coordinator.

For queries and concerns for using this in our system do not hesitate and may call or visit HR.

Thank you.

Respectfully,


Atty. Angelique Margret T. Natividad
HR Director