Human Resource Information System

End User Manual

for Faculty & Staff

End User Manual
for Students

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1. Introduction

1.1 Purpose of this Manual

This manual provides detailed instructions and information for users of the Human Resource Information System. It is designed to help you understand and effectively use the Human Resource Information System.

1.2 Intended Audience

This manual is intended for the university faculty and staff.

1.3 What is it?

The Human Resource Information System or more commonly known as the HRIS, is a system for attendance monitoring and an employee database of Guimaras State University.

2. Getting Started

2.1 Prerequisites

These are the things needed before you can use the HRIS.

1. A smartphone or a computer
2. A registered ID card
3. Good internet connection

2.2 Creating an Account

Account creation is only done once at the start of your employment. Account creation starts at the Human Resource and Management Office (HRMO). You must have an active employment.

1. Start by having your account created at the HRMO. You will be given a:
   a) Transaction Receipt.
   b) HRIS Account login credentials. Please check the inbox of your email.

2. Next, proceed to the Information and Communications Technology Office (ICTO) to get your Identification Card (ID).
3. Have your ID registered at the Management Information System Office (MISO)
4. Tap your ID card on the scanner. If you weren't able to perform your first log, have it corrected by taking a photo of the attendance sheet and using the attendance correction form within your HRIS account.

2.3 Logging In

1. Using your smartphone or laptop/desktop computer, open a **web browser.** Examples of common web browsers are: **Firefox, Chrome, Opera, Brave, Edge**
2. On your web browser, type this in the URL bar: **https://hris.gsu.edu.ph**
3. Type your HRIS username
4. Type your password.
5. Finally, tap **Login**.

3. Basic Operations

3.1 Printing of Daily Time Record (DTR)

1. Inside your account, under the employment, tap **View DTR**.
2. Tap **Print**.
3. To change the viewable days, time period and signatories, tap **Settings**.

4. Frequently Asked Questions

Q: What if I forgot my password?
A: On the Login page, there is a link to the password reset form that says: *Forgot your password?* On that page, type the email that you used when you registered your account. Tap **Reset Password**.