

Porsche HRIS

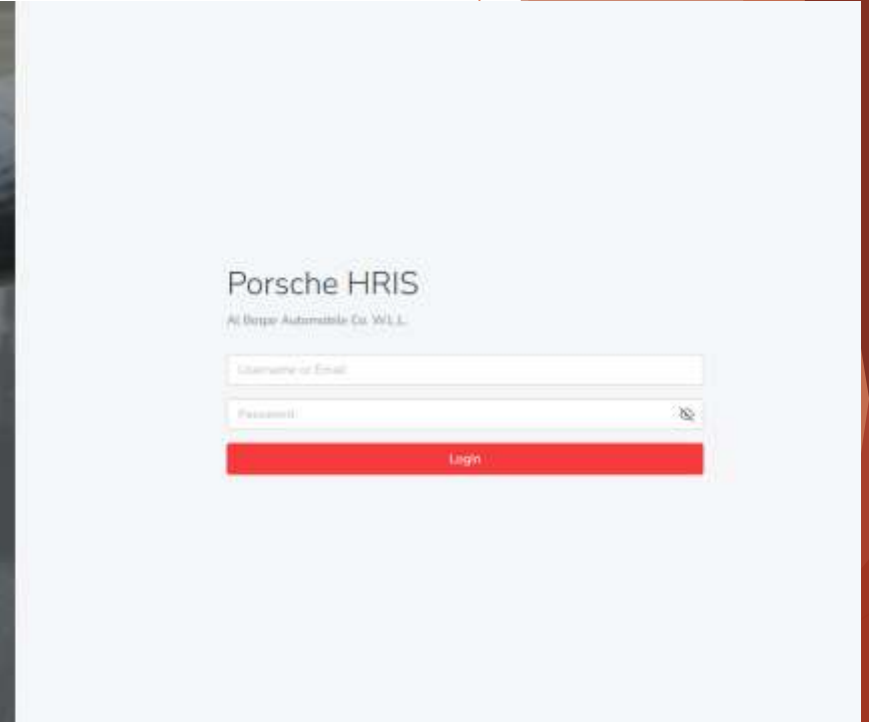
Al Boraq Automobile Co. W.L.L.

- Admin Login Page

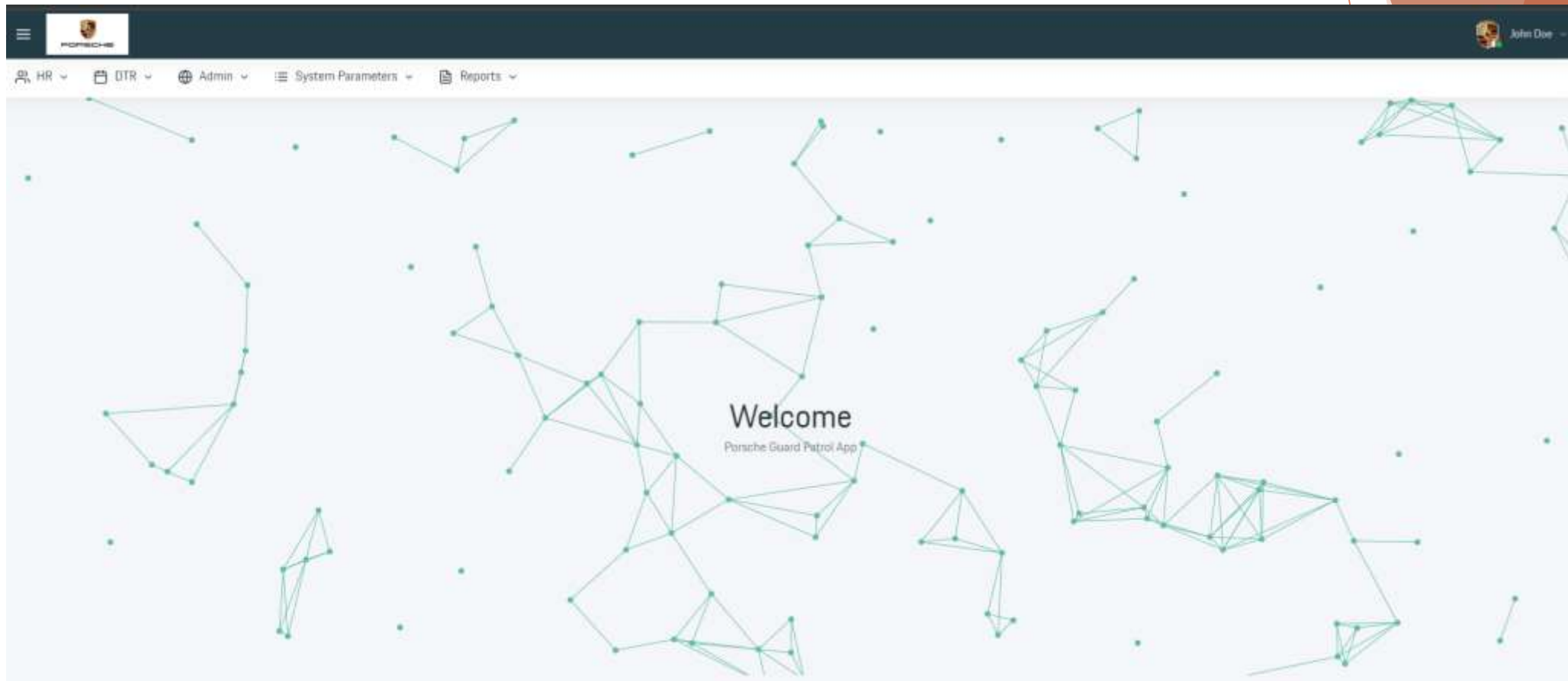
- Username
- Password

- Employee Login Page

- Username
- Password


A screenshot of the Porsche HRIS login page. The page has a light blue background. At the top, it says "Porsche HRIS" and "At Porsche Automobile Co. W.L.L.". Below this, there are two input fields: "Username or Email" and "Password". The "Password" field has a small icon to toggle visibility. At the bottom, there is a red button labeled "Login".

Login As Admin



- Employee maintenance Page
 - Manage all employee records
 - Set employee account

Add New Employees



PERSONAL INFORMATION

Employee Number * First Name * Middle Name Last Name *

Gender * Civil Status * Citizenship * Religion *

Birth Date Personal Contact No. Personal Email

Address *

EMPLOYEE INFORMATION

Department * Designation * Employment Status *

Employee Level * Date Hired Company Email Company Contact number

ACCOUNT INFORMATION

Username *

897

Temporary Password *

demo1234

Close

Save

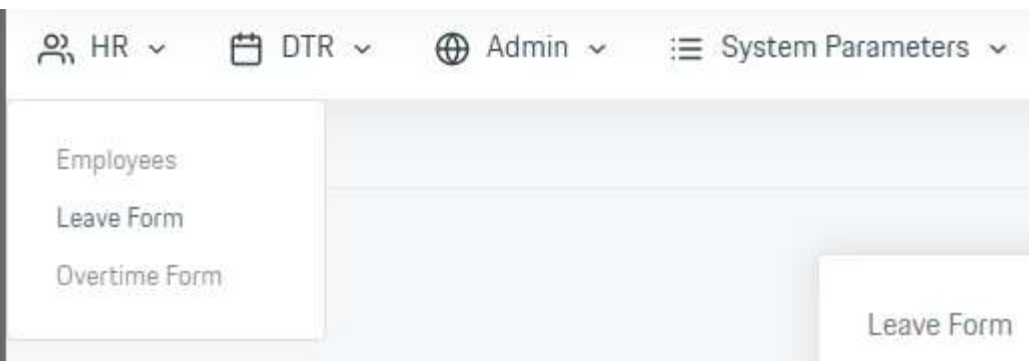
Employees

10 items

| Employee Number | Name | Email | Designation | Department | Location | |
|-----------------|----------------------|--------------------------------------|-------------|------------|-------------------|-----|
| 148 | Modonakis, Don A | comentador.dave@gmail.com | Programmer | IT | Street 16 | ... |
| 360 | Green, Crain F | grain.green@porche-alboraq.com.qa | Manager | IT | Street 16 | ... |
| 374 | Arum, Bob D | bob.arum@porche-alboraq.com.qa | Assistant | Warranty | Street 16 | ... |
| 405 | Potter, Spence D | potter.spence@porche-alboraq.com.qa | Assistant | Warranty | Street 16 | ... |
| 488 | Harrison, Edward H | eward.harrison@porche-alboraq.com.qa | Manager | Accounts | Street 16 | ... |
| 874 | Harris, Donald Burg | harrison@porche-alboraq.com.qa | Manager | Warehouse | Street 16 | ... |
| 897 | Collin, Jeffrey Dio | butiong.ramon@porche-alboraq.com.qa | Programmer | IT | Street 16 | ... |
| A001 | Madison, Patrik Holl | pmadison@gmail.com | Manager | IT | Street 16 | ... |
| A002 | Venz, Ben Ukler | ben332@gmail.com | Manager | Accounts | Street 16 | ... |
| Employee Number | Name | Email | Designation | Department | Employment Status | |

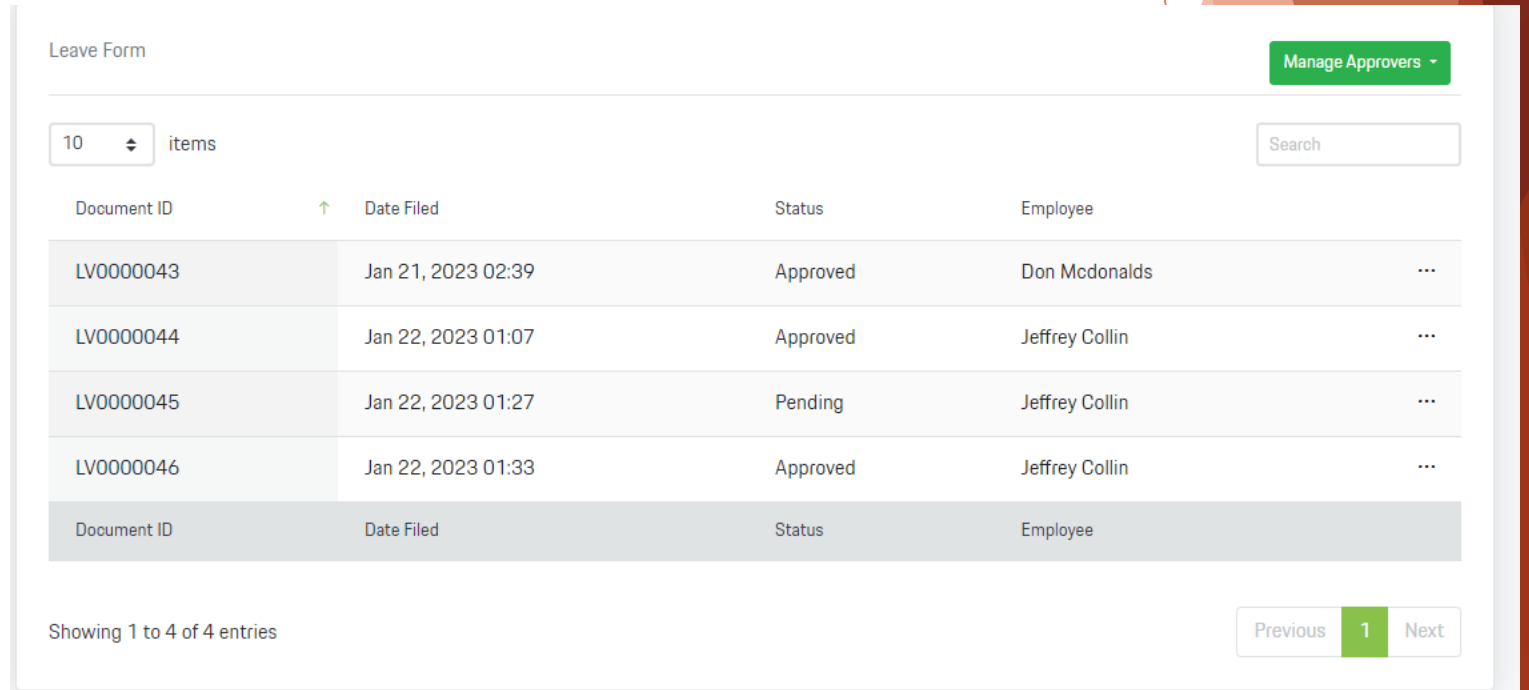
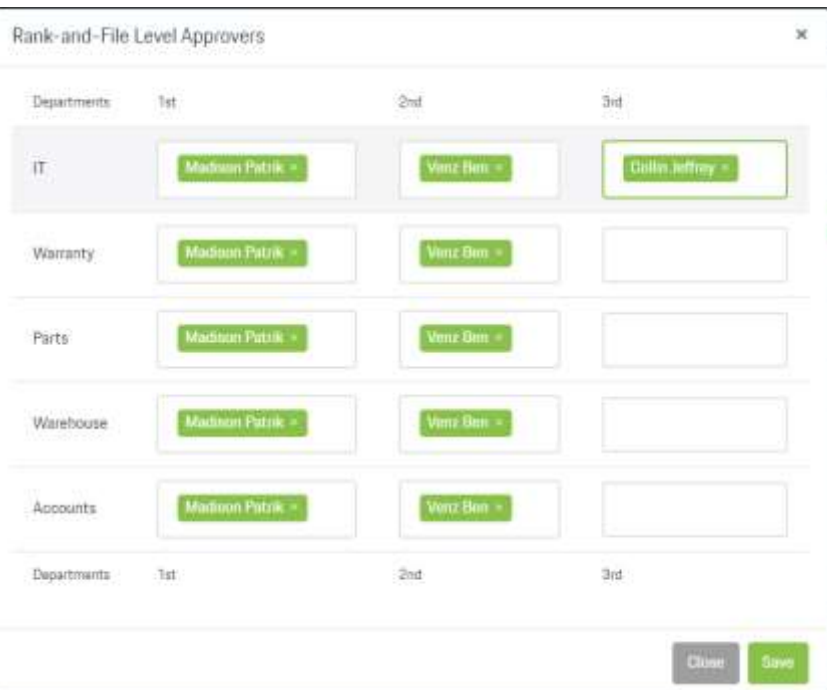
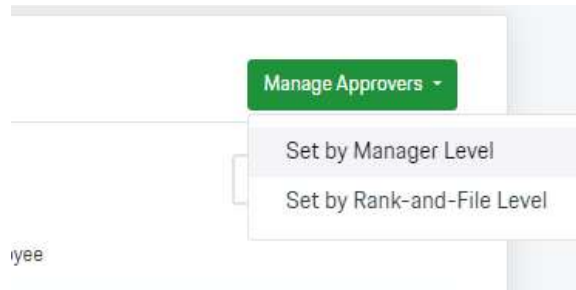
Showing 1 to 9 of 9 entries

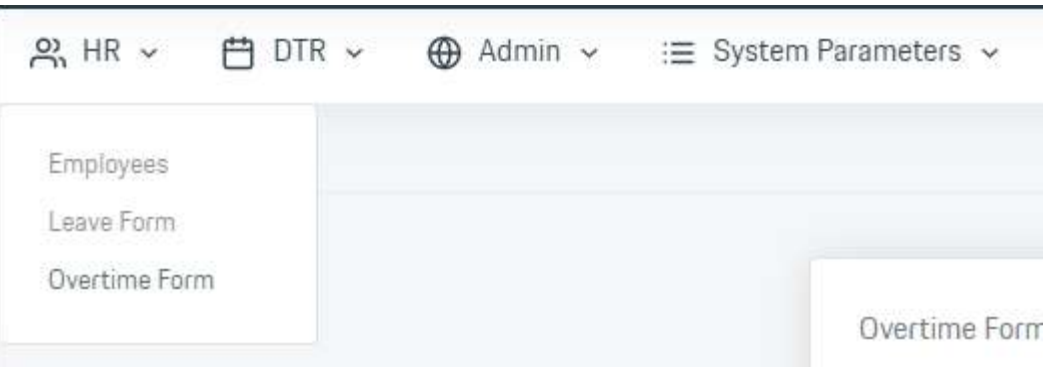
Previous 1 Next



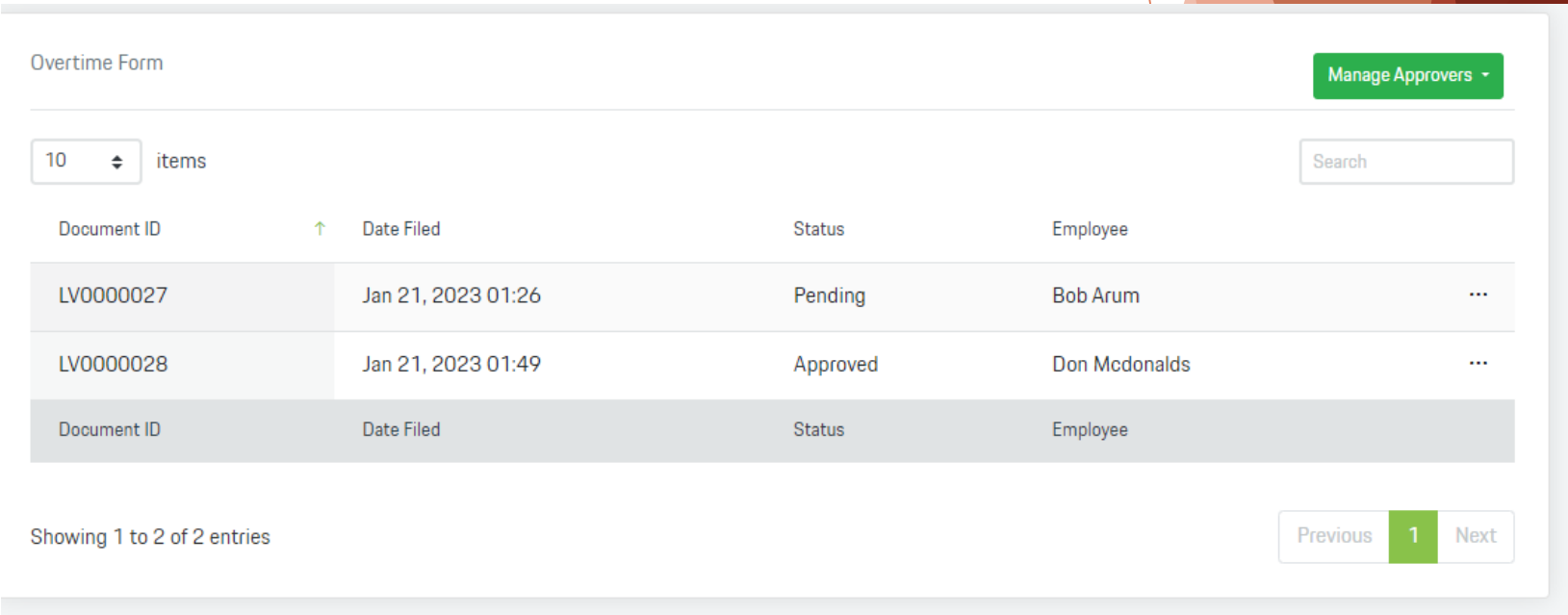
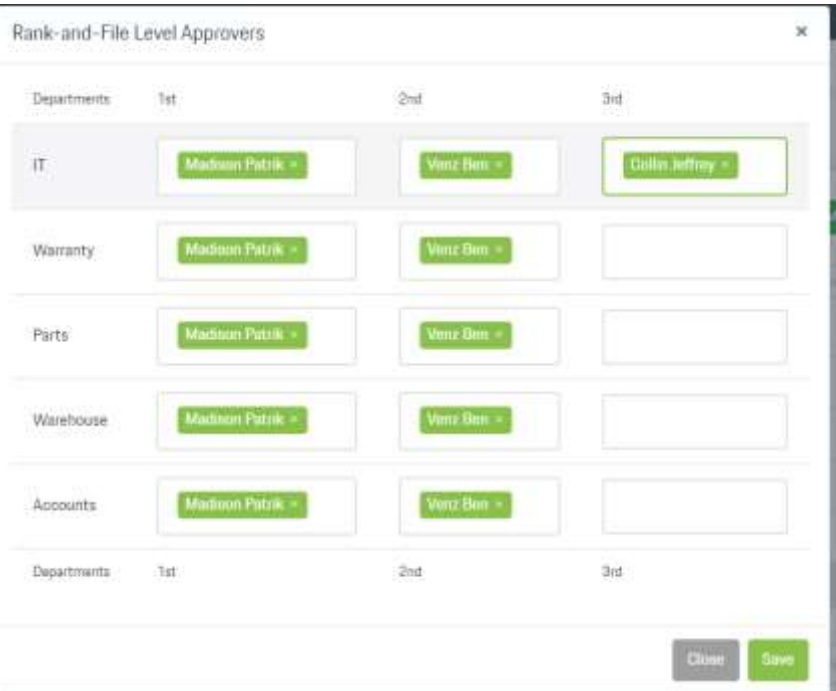
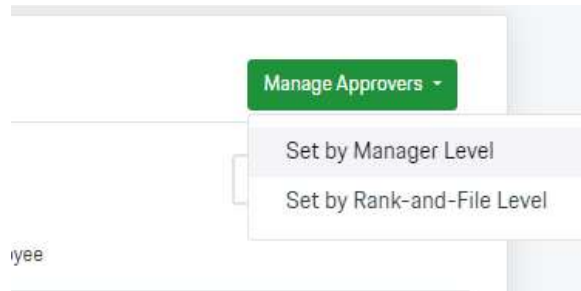
▶ Leave Form

- ▶ View all filed leave by the employee
- ▶ Setup approvals per department and employee levels





- ▶ Overtime Form
 - ▶ View all filed overtime by the employee
 - ▶ Setup approvals per department and employee levels



HR

DTR

Admin

System Parameters

DTR > Attendance

Attendance

Employee Attendance

Type*

View Attendance

Filter By*

All

Date From*

mm/dd/yyyy

Date to*

mm/dd/yyyy

Generate

- ▶ Attendance
 - ▶ View uploaded attendance

ATTENDANCE RECORDS

[Go Back](#)

| Employee Number | Name | Weekdays | Date | In | Out | In | Out | In | Out | Hours |
|-----------------|---------------|-----------|--------------|-------|-------|-------|-------|----|-----|-------|
| 148 | Mcdonalds Don | Monday | Jan 02, 2023 | 03:36 | 12:38 | 13:02 | 16:04 | | | 12.47 |
| 148 | Mcdonalds Don | Tuesday | Jan 03, 2023 | 03:32 | 12:48 | 13:03 | 16:09 | | | 12.62 |
| 148 | Mcdonalds Don | Wednesday | Jan 04, 2023 | 03:33 | 12:32 | 12:45 | 16:01 | | | 12.47 |
| 148 | Mcdonalds Don | Thursday | Jan 05, 2023 | 03:34 | 12:33 | 12:53 | 16:06 | | | 12.53 |
| 148 | Mcdonalds Don | Friday | Jan 06, 2023 | 03:29 | 16:04 | | | | | 12.58 |
| 148 | Mcdonalds Don | Saturday | Jan 07, 2023 | 03:31 | 12:35 | 12:49 | 16:05 | | | 12.57 |
| 148 | Mcdonalds Don | Sunday | Jan 08, 2023 | 03:37 | 12:36 | 12:59 | 16:03 | | | 12.43 |
| 148 | Mcdonalds Don | Monday | Jan 09, 2023 | 03:34 | 12:38 | 12:47 | 16:04 | | | 12.5 |
| 148 | Mcdonalds Don | Tuesday | Jan 10, 2023 | 03:37 | 12:36 | 12:52 | 16:01 | | | 12.4 |

HR ▾ DTR ▾ Admin ▾ System Parameters ▾

DTR > Attendance

Attendance

Employee Attendance

Type *

Upload Attendance ▾

Upload CSV Attendance Template | Download Template [Help](#)

Choose File No file chosen

Generate

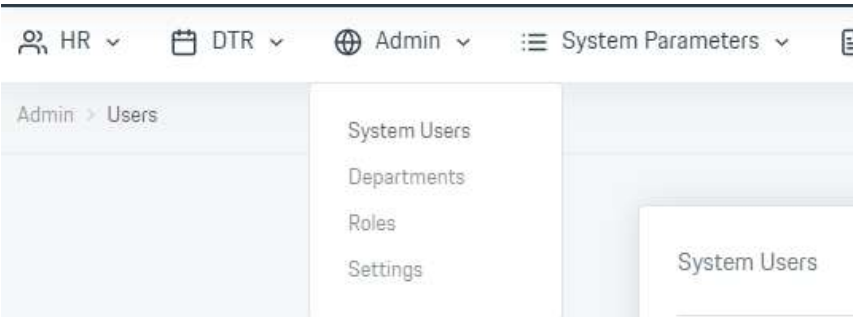
► Attendance

- uploaded attendance
- Import template from attendance device

ATTENDANCE UPLOAD

Save To Database Go Back

| # | Employee Number | Name | Weekdays | Date | In | Out | In | Out | In | Out | Hours |
|---|-----------------|---------------|-----------|--------------|-------|-------|-------|-------|----|-----|-------|
| 3 | 148 | Mcdonalds Don | Monday | Jan 02, 2023 | 03:36 | 12:38 | 13:02 | 16:04 | | | 12.47 |
| 4 | 148 | Mcdonalds Don | Tuesday | Jan 03, 2023 | 03:32 | 12:48 | 13:03 | 16:09 | | | 12.62 |
| 5 | 148 | Mcdonalds Don | Wednesday | Jan 04, 2023 | 03:33 | 12:32 | 12:45 | 16:01 | | | 12.47 |
| 6 | 148 | Mcdonalds Don | Thursday | Jan 05, 2023 | 03:34 | 12:33 | 12:53 | 16:06 | | | 12.53 |
| 7 | 148 | Mcdonalds Don | Friday | Jan 06, 2023 | 03:29 | 16:04 | | | | | 12.58 |
| 8 | 148 | Mcdonalds Don | Saturday | Jan 07, 2023 | 03:31 | 12:35 | 12:49 | 16:05 | | | 12.57 |



▶ Admin

- ▶ System users
- ▶ Designate admin roles

System Users

[create new record](#)

10 items

| Name | Email | Username | Designation | Roles | Date Created |
|----------|--------------|----------|-------------|---------------|--------------|
| John Doe | mon@mail.com | mon | Programmer | Administrator | ... |
| Name | Email | Username | Designation | Roles | Date Created |

Showing 1 to 1 of 1 entries

Previous 1 Next

- Admin
 - Manage company departments

Departments

[create new record](#)

10 items

Search

| Title | Date Created | |
|-----------|--------------|-----|
| Accounts | Jan 09, 2023 | ... |
| IT | Jan 09, 2023 | ... |
| Parts | Jan 09, 2023 | ... |
| Warehouse | Jan 09, 2023 | ... |
| Warranty | Jan 09, 2023 | ... |
| Title | Date Created | |

Showing 1 to 5 of 5 entries

Previous 1 Next

Admin

Manage roles access

Roles

[create new record](#)

10

Items

Search

Role Title

↑

Roles

Date Created

Administrator



Apr 16, 2021

Manager



Apr 16, 2021

Role Title

Roles

Date Created

Showing 1 to 2 of 2 entries

Previous

1

Next

Set Role



HR

☒ Employees

☒ upload

☒ add

☒ edit

☒ delete

☒ view

☒ Leave Form

☒ view

☒ manage approval

☒ Overtime Form

☒ view

☒ manage approval

DTR

ADMIN

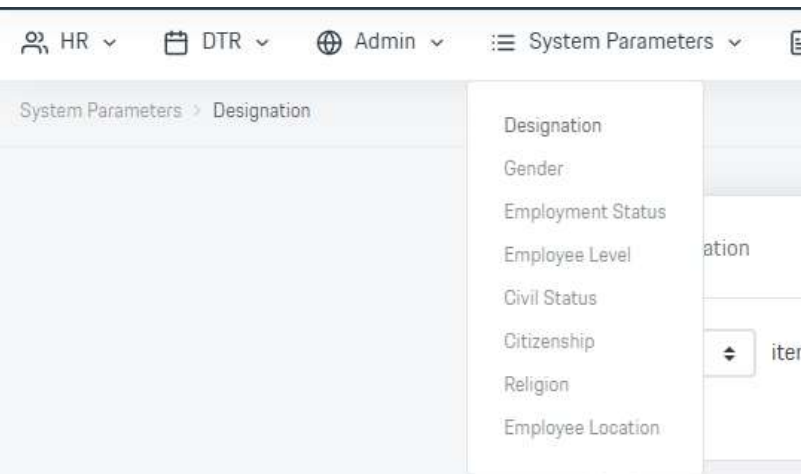
SYSTEM PARAMETERS

REPORTS

Close

Check All

Save



► System Parameters

- Designation maintenance table
- Gender maintenance table
- Employment status maintenance table
- Civil status maintenance table
- Citizenship maintenance table
- Religion maintenance table
- Employee location maintenance table

Designation [create new record](#)

10 items

| Title | Description | Date Created | |
|------------|-------------|--------------|-----|
| Accounting | Accounting | Apr 23, 2021 | ... |
| Assistant | Assistant | Apr 23, 2021 | ... |
| Driver | Driver | May 18, 2021 | ... |
| HR | HR | Apr 23, 2021 | ... |
| Manager | Manager | Apr 23, 2021 | ... |
| Programmer | Programmer | Apr 23, 2021 | ... |
| Title | Description | Date Created | |

Showing 1 to 6 of 6 entries

[Previous](#) [1](#) [Next](#)

Employee Location [create new record](#)

10 items

| Title | Description | Date Created | |
|---------------|---------------|--------------|-----|
| Quick Service | Quick Service | Jan 09, 2023 | ... |
| Showroom | Showroom | Jan 09, 2023 | ... |
| Street 16 | Street 16 | Mar 03, 2022 | ... |
| WS Street 27 | WS Street 27 | Jan 09, 2023 | ... |
| Title | Description | Date Created | |

Showing 1 to 4 of 4 entries

[Previous](#) [1](#) [Next](#)

▶ Reports

Employee information report generation

Employee Report

Department

select

Designation

All

Employee Level

All

Employment Status

All

Gender

All

Citizenship

All

Religion

All

Employee Location

All

Export To Excel

No

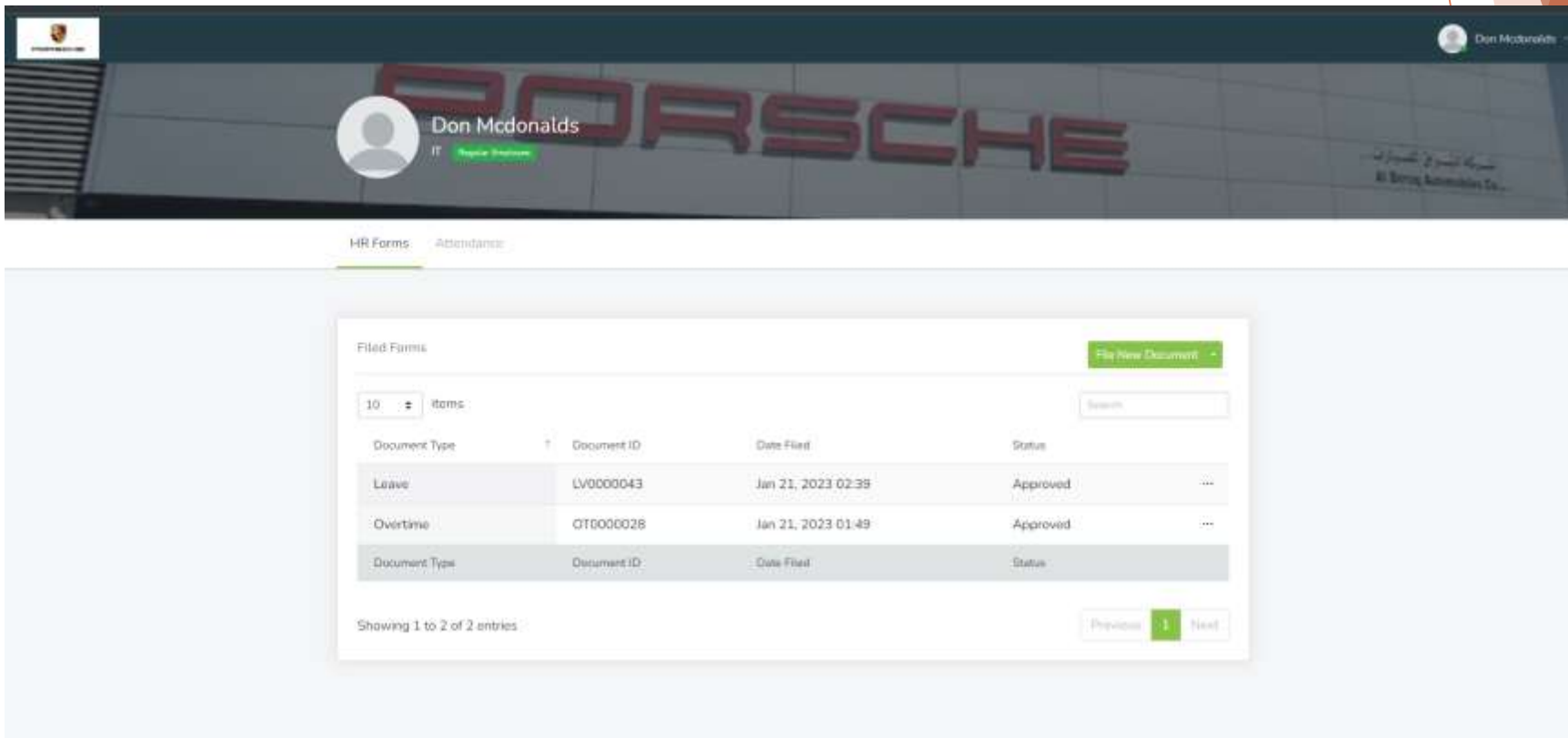
Generate

Employee Report

| Count | Employee Number | Last Name | First Name | Middle Name | Gender | Civil Status | Citizenship | Religion | Birth Date | Personal Contact Number | Personal Email | Reagion | Province/Municipal | City | Barangay | Address |
|-------|-----------------|-----------|------------|-------------|--------|--------------|-------------|----------|------------|-------------------------|-----------------------------------|---------|--------------------|------|----------|------------------------|
| 1 | 897 | Collin | Jeffrey | Dio | Male | Married | Filipino | Filipino | 1989-12-31 | 055412121 | ramon@gmail.com | - | - | | | santa rosa laguna.phil |
| 2 | 148 | Mcdonalds | Don | A | Male | Married | Filipino | Filipino | 2023-01-01 | 2356574 | dave@gmail.com | - | - | | | laguna philippines |
| 3 | 363 | Green | Gram | F | Male | Married | Filipino | Filipino | 1978-12-31 | 03254414 | gram.green@porsche-alboraq.com.qa | - | - | | | Santa Monica USA |
| 4 | 374 | Arum | Bob | D | Male | Single | Filipino | Filipino | 1987-07-12 | 05254254 | bob@mail.com | - | - | | | New york City USA |
| 5 | 405 | Potter | Spence | D | Male | Married | Filipino | Filipino | 2015-02-01 | 05548412 | potter12344@gmail.com | - | - | | | Nevada USA |
| 6 | 488 | Harrison | Edward | H | Male | Married | Japanese | Qatari | 1982-01-11 | 03356411 | edward999@gmail.com | - | - | | | Garafah Qatar |
| 7 | 874 | Harris | Donald | Burg | Male | Single | American | Filipino | 2023-01-04 | 05664511 | donaldduck@gmail.com | - | - | | | Harrison Plaza USA |
| 8 | A001 | Madison | Patrik | Holl | Male | Single | Qatari | Filipino | 1988-01-04 | 055412185 | pmadson@mail.com | - | - | | | Santa monica usa |
| 9 | A002 | Venz | Ben | Ukier | Male | Single | American | Filipino | 1969-12-13 | 04458544 | ben332@mail.com | - | - | | | USA |

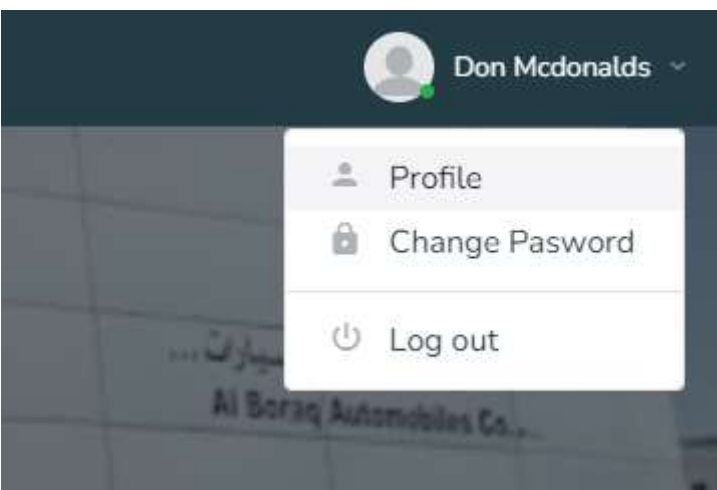
Login As Employee

- ▶ HR Forms
 - ▶ List all document filed by the user
 - ▶ Show status of each transactions

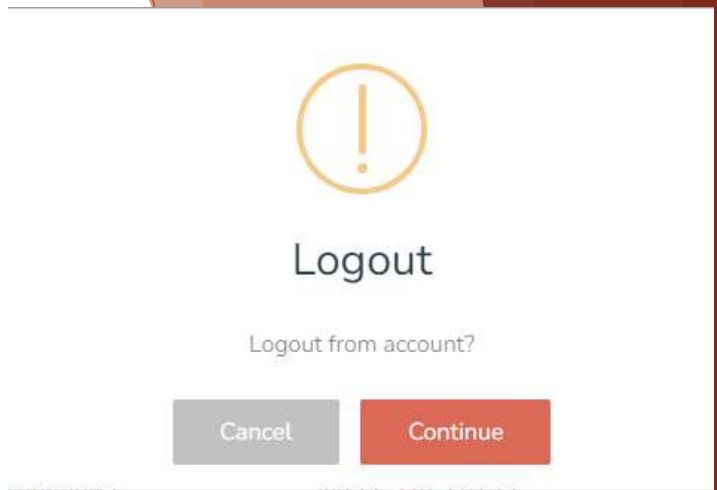


The screenshot shows a web application interface for an employee named Don McDonalds. The header features a dark blue bar with a profile icon and the name "Don McDonalds" on the left, and a user profile icon and name on the right. Below the header, there is a navigation bar with "HR Forms" and "Attendance" tabs. The main content area displays a "Filed Forms" section with a table of documents. The table has columns for Document Type, Document ID, Date Filed, and Status. Two entries are shown: "Leave" with ID "LV0000043" and "Overtime" with ID "OT0000028", both with a status of "Approved". A "File New Document" button is located at the top right of the table. The footer of the table shows "Showing 1 to 2 of 2 entries" and navigation buttons for "Previous", "1", and "Next".


| Document Type | Document ID | Date Filed | Status |
|---------------|-------------|--------------------|----------|
| Leave | LV0000043 | Jan 21, 2023 02:39 | Approved |
| Overtime | OT0000028 | Jan 21, 2023 01:49 | Approved |



- ▶ Account details
 - ▶ View profile information
 - ▶ Account Change password
 - ▶ Logout link



My Profile



PERSONAL INFORMATION

| | | | |
|-------------------------|----------------------|-----------------|-------------|
| Employee Number * | First Name * | Middle Name | Last Name * |
| 897 | Jeffrey | Dio | Cotlin |
| Gender * | Civil Status * | Citizenship * | Religion * |
| Male | Married | Filipino | Catholic |
| Birth Date | Personal Contact No. | Personal Email | |
| 12/31/1999 | 055412121 | ramon@gmail.com | |
| Address * | | | |
| santa rosa laguna phil. | | | |

EMPLOYEE INFORMATION

| | | |
|------------------|---------------|------------------------|
| Department * | Designation * | Employment Status * |
| IT | Programmer | Regular |
| Employee Level * | Date Hired | Company Email |
| | | Company Contact number |

Change Password

Current Password *

New Password *

Confirm Password *

Close Save

- ▶ HR Forms
 - ▶ Crate new leave
 - ▶ Documents attachments
 - ▶ Display the documents approvers

Leave Form

Type of Leave *

Sick

Number of Days

Auto compute based on leave dates

Date From *

mm/dd/yyyy

Date To *

mm/dd/yyyy

Resume Work On *

mm/dd/yyyy

Remarks

Remarks

Leave Paid/Unpaid

paid

Attachment(s)

Choose Files No file chosen

List of Approval(s)

| Name | Level |
|----------------|-------|
| Patrik Madison | 1st |
| Ben Venz | 2nd |

Close

Save And Send Form For Approval

Leave Form

Employee Details

| Employee Number | Name | Department | Designation | Date Of First Joining |
|-----------------|----------------|------------|-------------|-----------------------|
| 897 | Jeffrey Collin | IT | Programmer | Oct 16, 2022 |

Form Details

| Document ID | Form Status | Date Filed |
|-------------|-------------|--------------------|
| LV0000044 | Approved | Jan 22, 2023 01:07 |

No. of Leave Days

3

Date From

01/11/2023

Date to

01/13/2023

Resume Work On

01/14/2023

Leave Type

Casual

Reason of leave

test 123

Leave Paid/Unpaid


Paid

List of Approval(s)

| Name | Level | Date | Respond |
|----------------|-------|--------------------|----------|
| Patrik Madison | 1st | Jan 22, 2023 01:27 | Approved |
| Ben Venz | 2nd | Jan 22, 2023 02:10 | Approved |

▶ Attendance

▶ View uploaded attendance



Bob Arum
Warranty Regular Employee

HR Forms Attendance

| Date | In | Out | In | Out | In | Out | Hours Work |
|------------|-------|-------|----|-----|----|-----|------------|
| 2023-01-01 | 07:58 | 20:01 | | | | | 12.05 |
| 2023-01-02 | 07:58 | 20:00 | | | | | 12.03 |
| 2023-01-03 | 07:59 | 21:04 | | | | | 13.08 |
| 2023-01-04 | 07:58 | 20:11 | | | | | 12.22 |
| 2023-01-05 | 07:57 | 18:31 | | | | | 10.57 |
| 2023-01-07 | 08:01 | 19:52 | | | | | 11.85 |
| 2023-01-08 | 07:58 | 21:03 | | | | | 13.08 |
| 2023-01-09 | 07:55 | 20:07 | | | | | 12.2 |

► HR Forms

- Create new overtime
- Generate attendance from device in selected date range
- Display the documents approvers

Overtime Form

Date From *

01/03/2023

Date To *

01/12/2023

| | Date | In | Out | In | Out | In | Out | Total Hours | OT Hours | Job Assessment Details | Date Filed |
|-------------------------------------|------------|-------|-------|-------|-------|----|-----|-------------|----------|------------------------|------------|
| <input checked="" type="checkbox"/> | 01/03/2023 | 03:32 | 12:45 | 13:03 | 16:09 | | | 12.62 | 2 | work done | 01/21/2023 |
| <input checked="" type="checkbox"/> | 01/04/2023 | 03:33 | 12:32 | 12:45 | 16:01 | | | 12.47 | 2 | work done | 01/21/2023 |
| <input checked="" type="checkbox"/> | 01/05/2023 | 03:34 | 12:33 | 12:53 | 16:06 | | | 12.53 | 2 | work done | 01/21/2023 |
| <input type="checkbox"/> | 01/06/2023 | 03:29 | 16:04 | | | | | 12.58 | | | |
| <input type="checkbox"/> | 01/07/2023 | 03:31 | 12:35 | 12:49 | 16:05 | | | 9.3 | | | |
| <input type="checkbox"/> | 01/08/2023 | 03:37 | 12:36 | 12:59 | 16:03 | | | 9.37 | | | |
| <input type="checkbox"/> | 01/09/2023 | 03:34 | 12:38 | 12:47 | 16:04 | | | 9.22 | | | |
| <input type="checkbox"/> | 01/10/2023 | 03:37 | 12:36 | 12:53 | 16:01 | | | 9.27 | | | |
| <input type="checkbox"/> | 01/11/2023 | 03:37 | 12:38 | 12:55 | 16:01 | | | 9.3 | | | |
| <input type="checkbox"/> | 01/12/2023 | 03:36 | 12:38 | 12:51 | 16:01 | | | 9.25 | | | |

List of Approval(s)

| Name | Level |
|----------------|-------|
| Patrik Madison | 1st |
| Ben Vintz | 2nd |

Close

Save And Send For Approval

Overtime Form

Name: Don McDonalds

Department: IT

Document Details

| Document ID | Form Status | Date Filed |
|-------------|-------------|--------------------|
| OT0000028 | Approved | Jan 21, 2023 01:49 |

OT Date(s)

| Time In | Time Out | No. Of Hour(S) | Job Assessment |
|-----------------------|-----------------------|----------------|----------------|
| Jan 02, 2023 03:36 am | Jan 02, 2023 12:38 pm | 8 | work done |
| Jan 03, 2023 03:32 am | Jan 03, 2023 12:48 pm | 2 | work done |
| Jan 04, 2023 03:33 am | Jan 04, 2023 12:32 pm | 2 | work done |
| Jan 05, 2023 03:34 am | Jan 05, 2023 12:33 pm | 2 | work done |

Attendance

| Date | Time In | Time Out | Time In | Time Out | Time In | Time Out | No. Of Hour(S) |
|--------------|----------|----------|----------|----------|---------|----------|----------------|
| Jan 02, 2023 | 03:36 am | 12:38 pm | 01:02 pm | 04:04 pm | | | 12.47 |
| Jan 03, 2023 | 03:32 am | 12:48 pm | 01:03 pm | 04:09 pm | | | 12.62 |
| Jan 04, 2023 | 03:33 am | 12:32 pm | 12:45 pm | 04:01 pm | | | 12.47 |
| Jan 05, 2023 | 03:34 am | 12:33 pm | 12:53 pm | 04:06 pm | | | 12.53 |

List of Approval(s)

| Name | Level | Date | Response |
|----------------|-------|--------------------|----------|
| Patrik Madison | 1st | Jan 22, 2023 01:39 | Approved |
| Ben Vintz | 2nd | Jan 22, 2023 02:10 | Approved |

Close

- ▶ Form Approvals
 - ▶ List all pending document under approval
 - ▶ Option to view and approved individually
 - ▶ Option to mass approval

Ben Venez

Accounts Regular Employee

HR Forms For Approval(s) Attendance

Documents For Approvals

Approve Selected Document

Reject Selected Document

| Check All | Document Type | Document ID | Employee | Date Filed | |
|--------------------------|---------------|-------------|----------------|--------------------|----------------------|
| <input type="checkbox"/> | Leave | LV0000045 | Collin Jeffrey | Jan 22, 2023 01:27 | View |

Check All

Document Type

Document ID

Employee

Date Filed

Respond *

select

select

Approve

Reject

Message

Message

Close

Save

Ben Venez

For Approvals

[View all](#)

100/100

Jeffrey Collin Filed a leave

23 hours

End