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A. User Interface

1. Login

The system has a default username and password. It will given to the administrator who be using this. Account can be created using the administrator account.

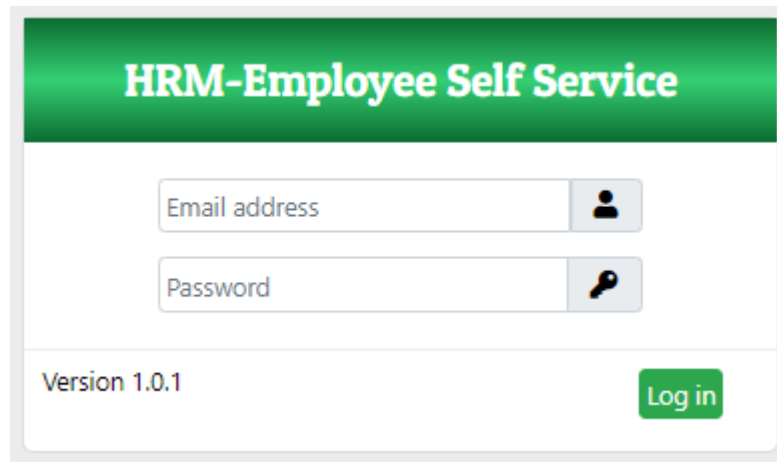
The image shows a login form for 'HRM-Employee Self Service'. It has a green header with the title in white. Below the header, there are two input fields: 'Email address' and 'Password'. Each field has a corresponding icon (a person for email and a key for password) to its right. At the bottom left, it says 'Version 1.0.1'. At the bottom right, there is a green 'Log in' button.

Figure 1 Login form

2. Managing Account Details

At the right most of the home page, when you click My Profile, you can now manage your account details, you can send/view suggestions about the system to the administration and to other users, a help page so you can get a guide to the system, and a log out button to log out your account.

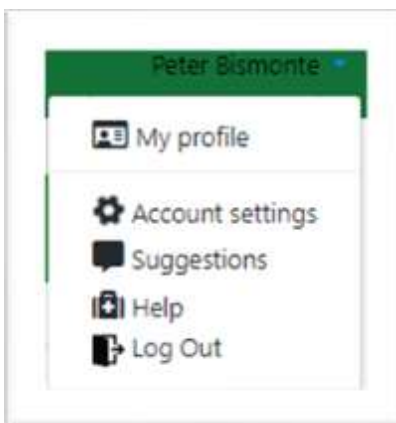
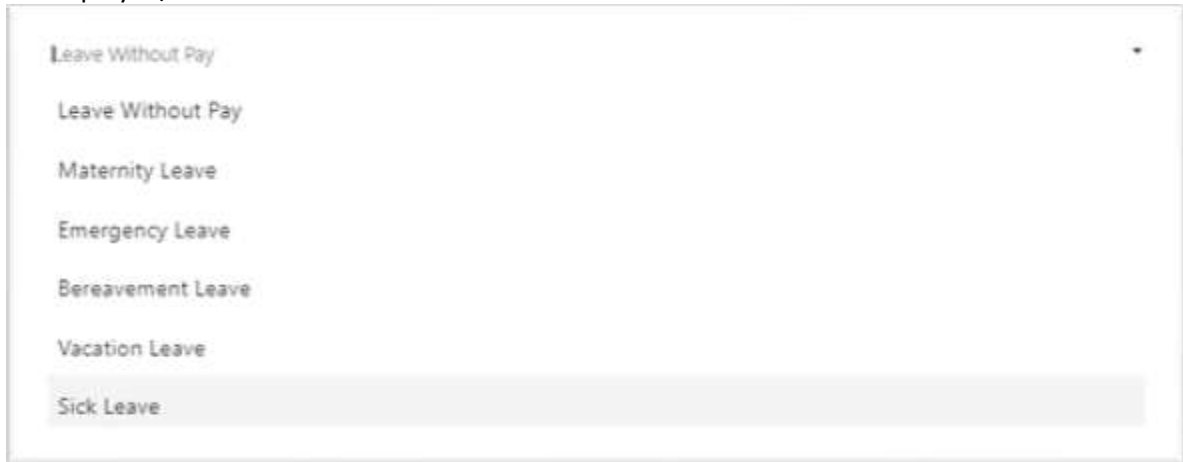


Figure 2 Manage Account

B. Employee Filing Application

1. Leave Form

Employee/User can apply leave by clicking Apply Button to the top-right of the table of leave Application. In Figure 3, Employee/User must select first the type of leave that their applying. After selecting, the system generates the available balance, Total Days, and Remaining Balance of employee/user leaves.

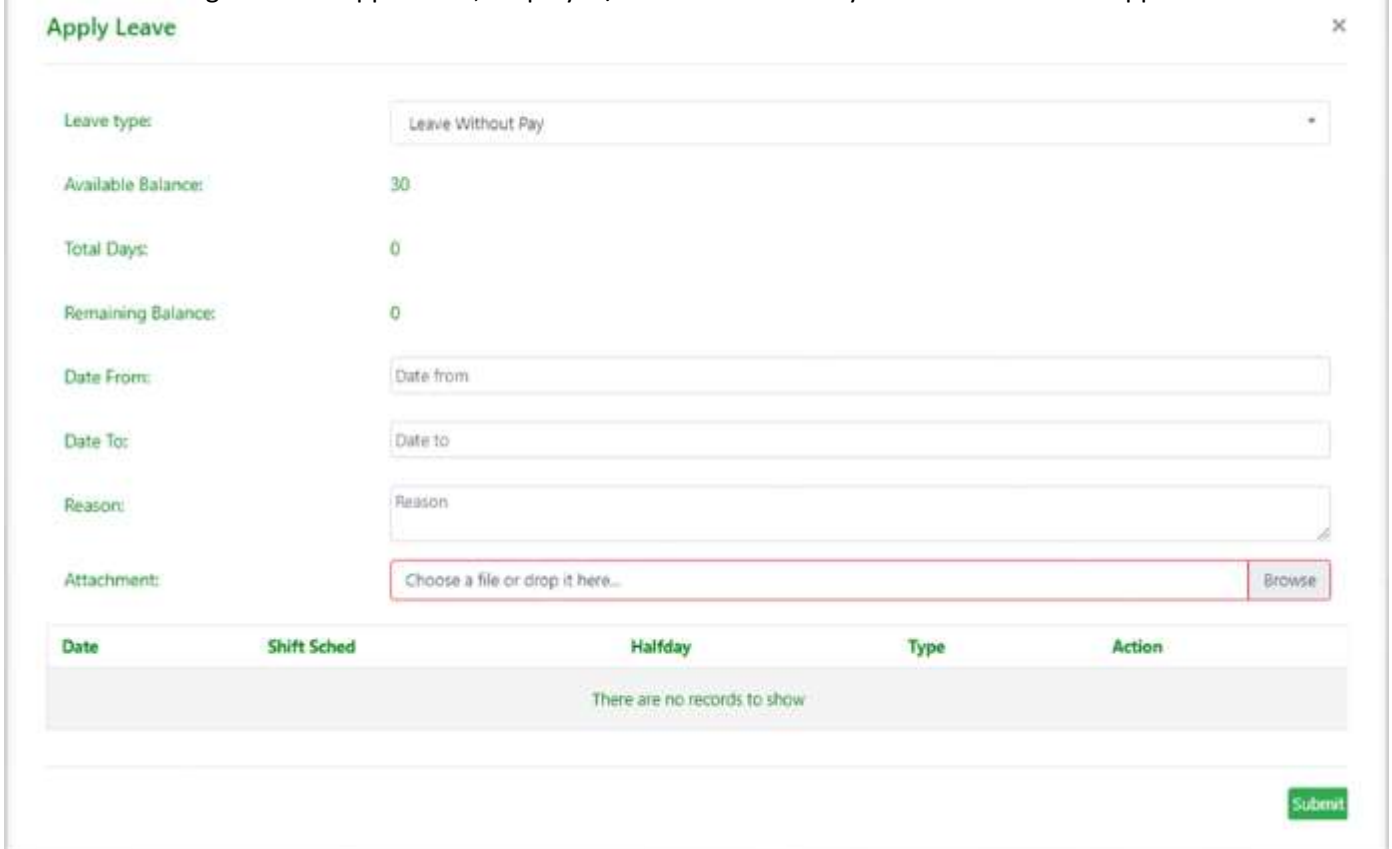


A dropdown menu with a downward arrow icon in the top right corner. The menu is open, showing a list of leave types. The first item is 'Leave Without Pay' and is highlighted with a light blue background. Below it are 'Maternity Leave', 'Emergency Leave', 'Bereavement Leave', 'Vacation Leave', and 'Sick Leave'.

- Leave Without Pay
- Maternity Leave
- Emergency Leave
- Bereavement Leave
- Vacation Leave
- Sick Leave

Figure 3. Type of leaves

After submitting the leave application, employee/user can view it on your home and Leave application table.



The 'Apply Leave' form is displayed with a close button (X) in the top right corner. It contains the following fields:

- Leave types:** A dropdown menu with 'Leave Without Pay' selected.
- Available Balance:** 30
- Total Days:** 0
- Remaining Balance:** 0
- Date From:** A text input field with placeholder text 'Date from'.
- Date To:** A text input field with placeholder text 'Date to'.
- Reason:** A text input field with placeholder text 'Reason'.
- Attachment:** A file upload area with the text 'Choose a file or drop it here...' and a 'Browse' button.

Below the form is a table with the following columns: Date, Shift Sched, Halfday, Type, and Action. The table is currently empty, displaying the message 'There are no records to show'.

A green 'Submit' button is located at the bottom right of the form.

Figure 4. Leave Application

2. Overtime Application Form

In this section Employee/user can apply overtime. Also, when you click the apply button at the top right of the Overtime Application Table the overtime form (Figure. 5) will appear.

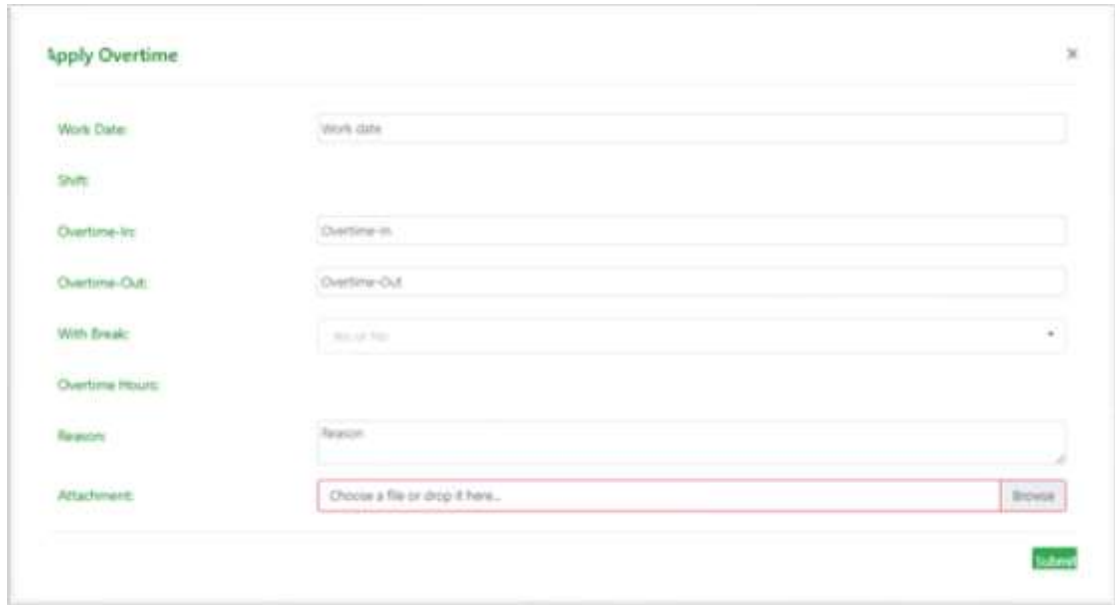
The screenshot shows a web form titled "Apply Overtime" with a close button (X) in the top right corner. The form contains several input fields: "Work Date" with a placeholder "Work date", "Shift", "Overtime-In" with a placeholder "Overtime-in", "Overtime-Out" with a placeholder "Overtime-Out", "With Break" with a dropdown menu showing "No or Yes", "Overtime Hours", "Reason" with a placeholder "Reason", and "Attachment" with a file upload area labeled "Choose a file or drop it here..." and a "Browse" button. A green "Apply" button is located at the bottom right of the form.

Figure 5. Overtime Application

3. Official Business from

This form is for the employee/user have official business outside the office. There are times that the employee/user missed their in and out to the biometric scanner. As we have this form (Figure 6.) you can check the multiple dates if you have consecutive days of official business.

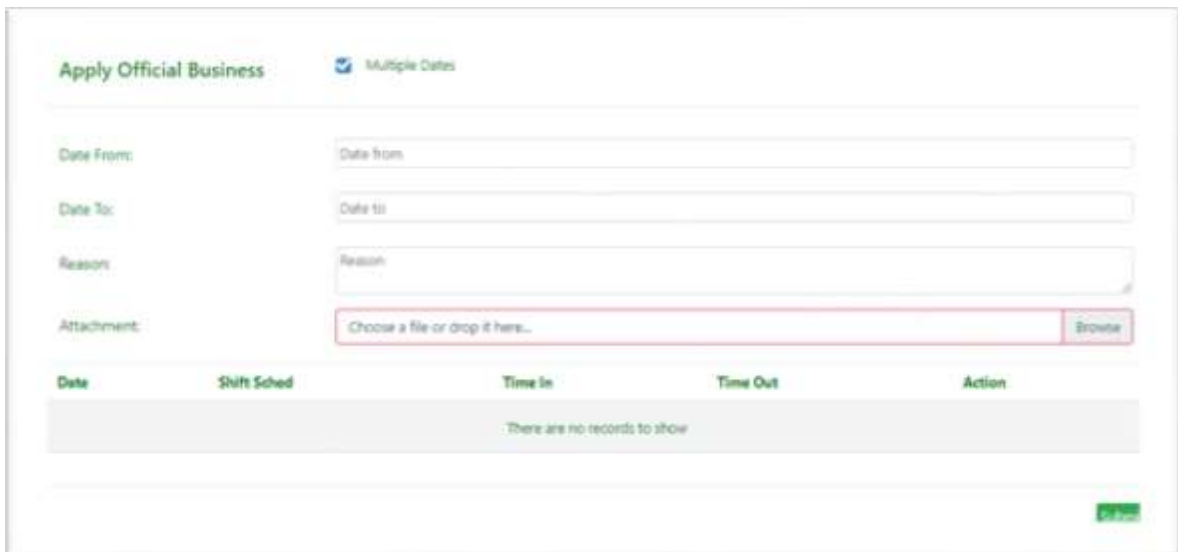
The screenshot shows a web form titled "Apply Official Business" with a "Multiple Dates" toggle switch. The form includes input fields for "Date From" (placeholder "Date from"), "Date To" (placeholder "Date to"), "Reason" (placeholder "Reason"), and "Attachment" (file upload area with "Choose a file or drop it here..." and a "Browse" button). Below the form is a table with columns: "Date", "Shift Sched", "Time In", "Time Out", and "Action". The table body is empty, displaying the message "There are no records to show". A green "Apply" button is at the bottom right.

Figure 6. Official Business Form (Multiple Dates)

The screenshot shows a web form titled "Apply Official Business". At the top right, there is a checkbox labeled "Multiple Dates". Below the title, there are six input fields arranged in two columns. The left column contains labels: "Work Date:", "Shift:", "Time-In:", "Time-Out:", "Reason:", and "Attachment:". The right column contains corresponding input boxes: "Work date", an empty box, "Time-In", "Time-Out", "Reason", and a file upload area with the text "Choose a file or drop it here..." and a "Browse" button. A green "Submit" button is located at the bottom right of the form.

Figure 7. Official Business Form

4. Change of Shift Form

Employee/user can change their shift schedule. This form will help them to determine from what date and time.

The screenshot shows a web form titled "Apply Change of Shift". The layout is identical to Figure 7, featuring a "Multiple Dates" checkbox, six input fields for "Work Date:", "Shift:", "Time-In:", "Time-Out:", "Reason:", and "Attachment:", and a green "Submit" button at the bottom right.

Figure 8. Change of Shift Form

5. Change Rest Day

There are Two (2) types when employee/user applying for a change of rest day. As in figure 9., these are Rest day to Shift and Shift to Rest day, it means the employee can replace their Rest day into shift schedule and they can replace their Shift schedule into Rest day for some purposes.

A screenshot of a web form titled 'Change type:'. It features a dropdown menu with two options: 'Rest Day to Shift' and 'Shift to Rest Day'. The 'Rest Day to Shift' option is currently selected and highlighted in a light gray background.

Figure 9. Change of Shift Form

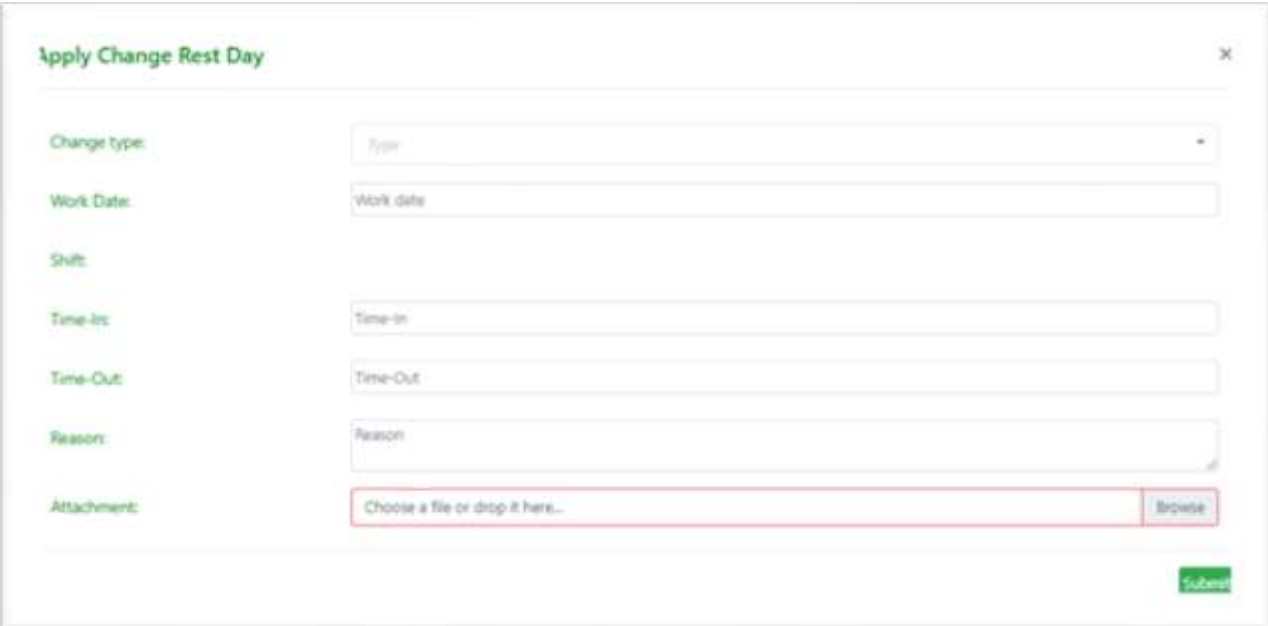
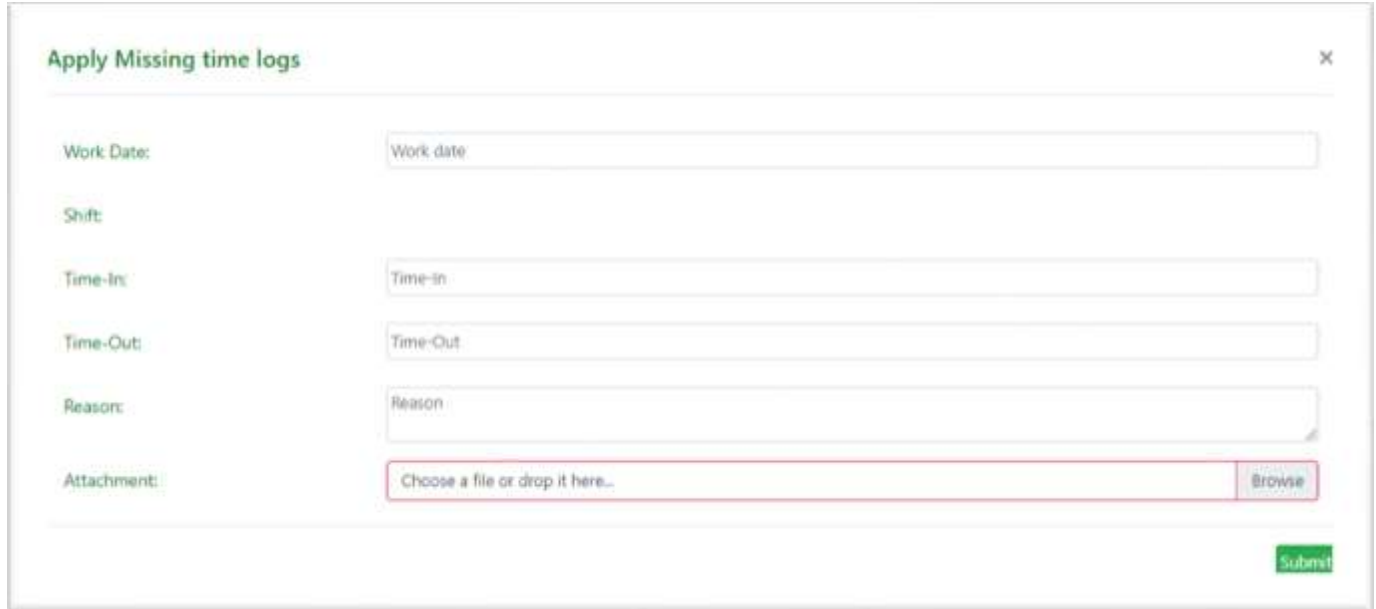
A screenshot of a web form titled 'Apply Change Rest Day'. The form contains several input fields: 'Change type:' with a dropdown menu showing 'Type'; 'Work Date:' with a text input field showing 'Work date'; 'Shift:' with a text input field; 'Time-In:' with a text input field showing 'Time-In'; 'Time-Out:' with a text input field showing 'Time-Out'; 'Reason:' with a text input field showing 'Reason'; and 'Attachment:' with a file upload area showing 'Choose a file or drop it here...' and a 'Browse' button. A green 'Submit' button is located at the bottom right of the form.

Figure 10. Change of Rest Day Form

6. Missing Time Logs

This form will help the employee apply their missing time logs due to some bugs and errors of the Fingerprint Scanners.



The screenshot shows a web form titled "Apply Missing time logs" with a close button (X) in the top right corner. The form contains several input fields and a file upload section:

- Work Date:** A text input field with the placeholder text "Work date".
- Shift:** A text input field.
- Time-In:** A text input field with the placeholder text "Time-In".
- Time-Out:** A text input field with the placeholder text "Time-Out".
- Reason:** A text input field with the placeholder text "Reason".
- Attachment:** A file upload section consisting of a text box with the placeholder text "Choose a file or drop it here..." and a "Browse" button to its right.

A green "Submit" button is located at the bottom right of the form.

Figure 11. Missing Time Logs Form