Employee Information System

for OpenLGU

User's Manual

Ferdinand C. Pendon

Installation

1. Install *postgresql-9.0.9-1-windows.exe*.

2. Install *wampserver2.2e-php5.4.3-httpd2.2.22-mysql5.5.24-32b.exe*.

3. Copy *eis* folder to your webroot.
   i.e.: C:/wamp/www/eis

4. Run PostgreSQL's pgAdmin III. Right-click *Databases > New Database*. Name the new database "*eis*". Right-click the newly created database and choose *New Object > New Schema*. Name the new schema "*public*".
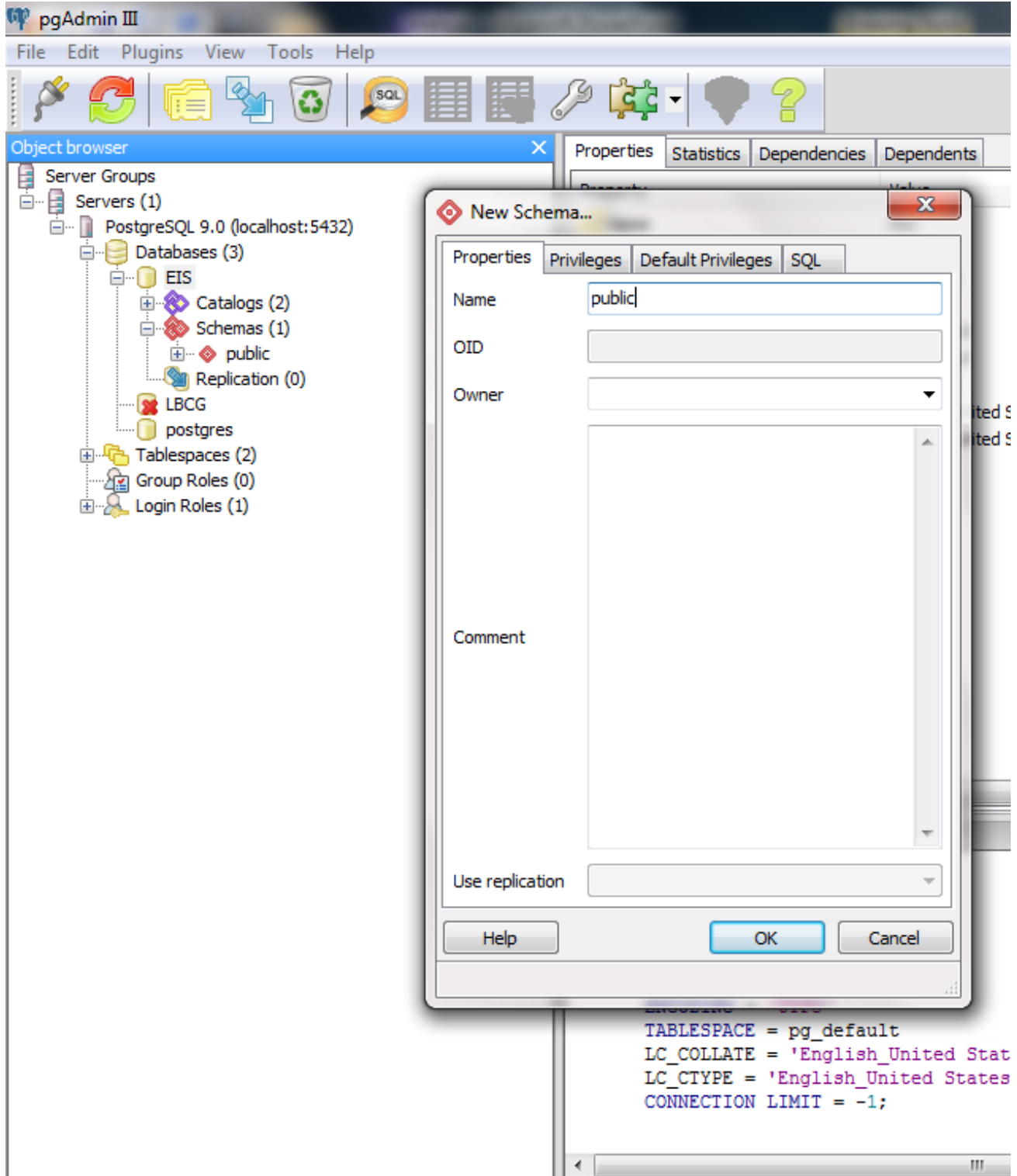
Installation

5.   Right-click the newly created "*public*" schema and choose *Restore*. Choose the file *Program/eis.backup*. Click OK.

6.   Once the table restoration is finished, the installation process is completed.

Using the Application

You may access the application by running *WampServer* (*wampmanager.exe)* and accessing *http://localhost/eis*.

The default login credentials for the admin account is:
      email: *admin@a.com*
      password*:*   *a*

Registering an Account

To register an account, access *site/register* and completely fill up the required information.

Register

Fields with * are required.

Email *	fcpendon@gmail.com
New Password *	●●●●●●
Confirm Password *	●●●●●●
First Name *	Ferdie
Middle Name *	CABALLERO
Last Name *	Pendon
Sex	MALE ▼

Reset | Create

You can only access the site once your account has been ACTIVATED by the Administrator.

Job Vacancies

All users can view positions with vacancies. Only logged in users can apply for positions.

Vacant Positions as of 04/10/2013

Department:	HUMAN RESOURCES
Position Title:	ADMINISTRATIVE AIDE VI
Salary Grade:	6
Location:	HUMAN RESOURCE MANAGEMENT OFFICE
Requirements:	RESUME
Education:	ELEMENTARY SCHOOL GRADUATE
Experience:	NONE
Training:	NONE
Eligibility:	DRIVER'S LICENSE
Vacancy Date:	04/04/2013

[Apply] [View Applications (0)]

Click *Apply* to submit your application. You need to have uploaded documents to be able to provide attachments.

Calendar

Calendar entries can be filtered by clicking specific dates. Only Administrators and Department Heads can create calendar entries.

Calendar

Add Entry

<<			April, 2013			>>
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Employee Information

You can only edit most employee information fields once. Please contact the Administrator to perform major modifications to your information.

PENDON, FERDINAND CABALLERO

| Personal | Family | Education | Civil Service Eligibility | Work | Voluntary Work | Tr |

[Update]

CS ID No.	
Birthday	
Birthplace	
Sex	MALE
Civil Status	
Citizenship	
Height (m)	
Weight (kg)	
Blood Type	
GSIS ID No.	
Pag-IBIG ID No.	
PhilHealth No.	
SSS No.	
Residential Address	
Zip Code	
Telephone No.	
Permanent Address	
Zip Code	
Telephone No.	
Email	admin@a.com
Cellphone No.	

My Documents

To be able to link attachments, you must first upload files throught *My Documents*.

My Documents

You may compress multiple documents using .rar or .zip format.
You may upload up to 2MB per file with these extensions: .doc, .docx, .jpg, .jpeg, .pdf, .rar, .zip

*Fields with * are required.*

File * [Choose File] No file chosen

Details *

[Reset] [Upload]

File	Details	Last Modified	
DB-metho.pdf	test	04/03/2013 16:39:55	🔍
Employee Information System for OpenLGU.docx	test	04/03/2013 17:28:35	🔍

You can only update uploaded files as long as they have the same filename.

Leave of Abscence

Provide complete details when filing for leave. You may attach documents for leaves longer than five days.

Leave of Abscence

Please include the following requirements in the attachment:

- Medical Certificate, if needed
- Clearance on Property Accountabilities, if needed
- Letter of Endorsement, if needed

*Fields with * are required.*

Leave Type	VACATION ▼
Leave Option	WITHIN THE PHILIPPINES ▼
Details *	
Commutation	NOT REQUESTED ▼
Date From *	04/10/2013
Date To *	04/10/2013
Days	
Attachment	NONE ▼

[Reset] [Submit]

[View Approved/Rejected Leaves]

Resignation

Please provide a copy of your *Letter of Resignation* when filing for resignation. The HRMO and respective Department Head will approve/reject your request.

Resignation

Please include the following requirements in the attachment:

- Letter of Resignation

*Fields with * are required.*

Details *

Attachment * NONE ▼

Reset   Submit

Account Settings

You can change email by simply providing a new email. For changing passwords, you need to provide the current password for verification.

Account Settings

Fields with * are required.

Change Email	
Old Password	
New Password	
Confirm Password	

[Reset] [Save]

Overtime (Department Head)

Select the expected finish time and the employees included in the Overtime. You can only include employees under your department. A report is needed after rendering the overtime.

Issue Overtime Order

Please select the employees who will receive this Overtime Order.
You must submit a short summary and Approve this Overtime Order after rendering this activity.

Fields with * are required.

Expected Finish Time *	04/10/2013 18:35:00
Employees Included *	CRUZ, JUAN DELA PENDON, FERDINAND CABAI PENDON, JOCELYN CABALLE
Details *	work

Reset   Submit

Transfer (Department Head)

Select the employee to be transferred. Include the details of the transfer (target location, new role).

Issue Transfer Order

You may only transfer an employee to a position of equivalent rank, level or salary. Please indicate the details of the Transfer, e.g., target location, additional role.

Fields with * are required.

Employee	CRUZ, JUAN DELA ▼
Details *	

Reset   Submit

You need the approval of the employee before you can finalize the transfer.

Performance Evaluation
(Department Head)

You can download performance evaluations of employees under your department. You can also provide additional feedback to the evaluations.

Personnel Selection Board

(Administrator)

You can only appoint PSB members according to the level of their current positions. Only the chairperson decides which applicant receives the recommendation after undergoing PSB screening.

Personnel Selection Board

- **Chairperson** - Agency Head/Local Chief Executve. Responsible for the decision of the PSB.
- **Department Head** - Screens job applications in the same department.
- **Human Resource Management Officer** - Screens all job applications.
- **Second Level Representative** - Screens job applications in the second level.
- **First Level Representative** - Screens job applications in the first level.

Chairperson	CRUZ, JUAN DELA ▼
Second Level Representative	NONE ▼
First Level Representative	NONE ▼

Reset   Save

Recruitment

During recruitment, the HRMO must verify the requirements provided by the applicants. He can put a checkmark to indicate validated requirements.

Recruitment

Once all requirements are approved, the application is passed to the PSB. The PSB should schedule a personal screening. The PSB recommends an applicant to the HRMO who will ultimately decide who will take the vacant position.

Pending Application	
Full Name	CRUZ, JUAN DELA
Vacant Position	ADMINISTRATIVE AIDE VI
Resume	SRS-template.doc
Application Date	04/10/2013
Requirements	APPROVED
Screen Date *	04/10/2013
PSB Status	APPROVED
PSB Details	very good
PSB Attachment	NONE

Reset   Submit