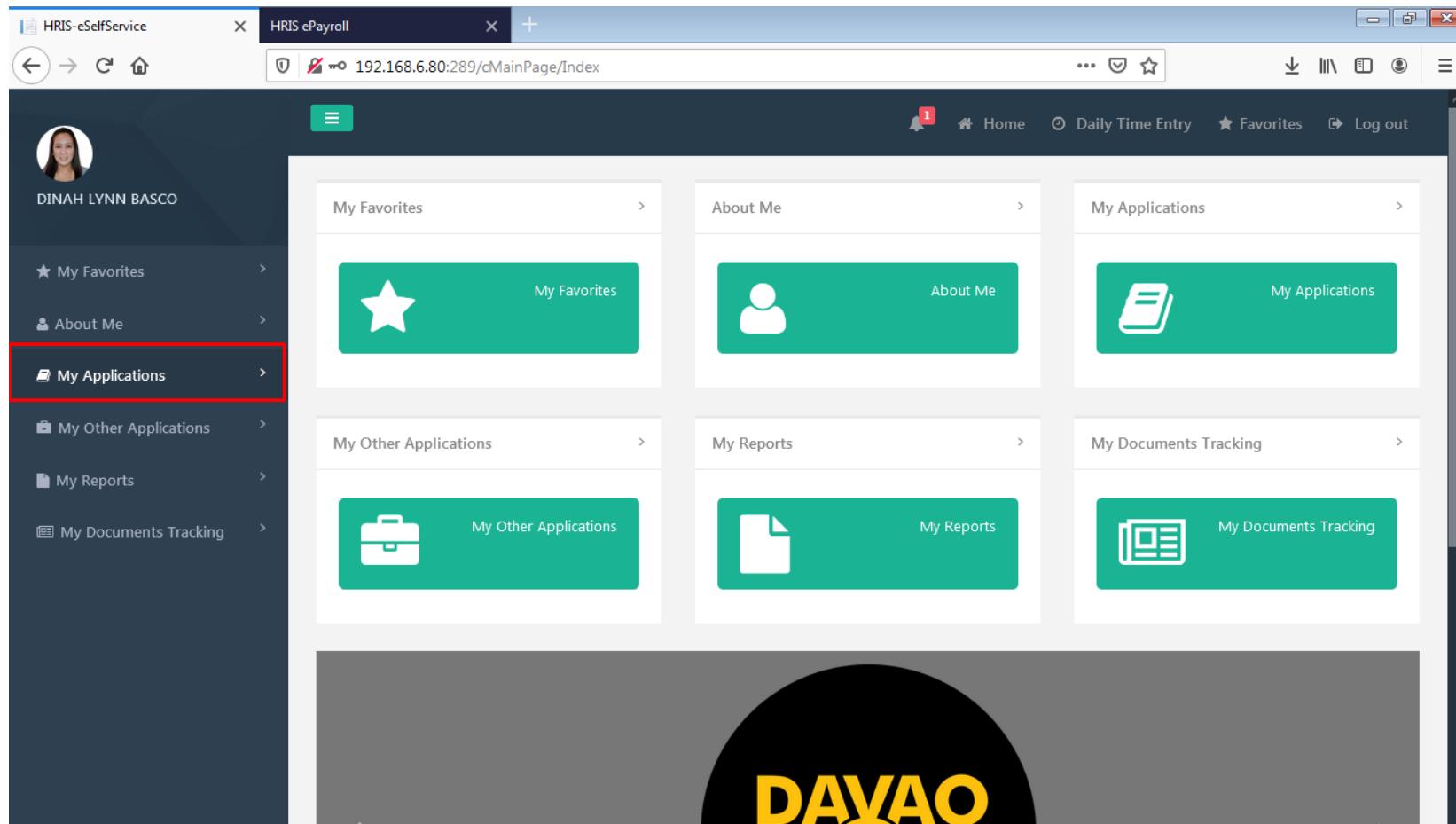


**LEAVE APPLICATION
FOR AO ENTRY
(RE & CE)**

Note:

This manual is intended to **Administrator Officer (AO)** if ever the login account is defined as administrative officer expected he/she will be able to apply leave application to specific personnel under the same department. If ever you may have **force leave, maternity, monetization, paternity, parental leave (solo parent), sick leave, special privilege leave, terminal, vacation and others** that should reflect on your daily time record.

Navigate to My Applications -> Leave Application



The screenshot shows the HRIS-eSelfService application interface. The top navigation bar includes tabs for 'HRIS-eSelfService', 'HRIS', and 'HRIS - Online Recruitment'. The main content area displays several sections: 'My Favorites', 'About Me', 'My Applications', 'My Other Applications', 'My Reports', and 'My Documents Tracking'. A large red arrow points from the left sidebar towards the 'Leave Application' button in the 'My Other Applications' section. The left sidebar lists various menu items with some being highlighted by a red box.

- My Favorites
- About Me
- My Applications
 - Authorization Slip (AS)
 - Travel Order
 - Overtime Request
 - Leave Application**
 - Force Leave Plan
 - COC Application
 - Employee Time Schedule
- My Other Applications
- My Reports
- My Documents Tracking

HRIS-eSelfService

HRIS

HRIS - Online Recruitment

192.168.6.80:289/cSSLeaveAppl

90% ⌂ ⌃ ⌄ ⌅ ⌆ ⌇ ⌈ ⌉ ⌊ ⌋

DINA LYNN BASCO

My Favorites

About Me

My Applications

Authorization Slip (AS)

Travel Order

OverTime Request

Leave Application

Force Leave Plan

COC Application

Employee Time Schedule

My Other Applications

My Reports

My Documents Tracking

Leave Application

BASCO, DINAH LYNN I.

Select All Status Status Info.

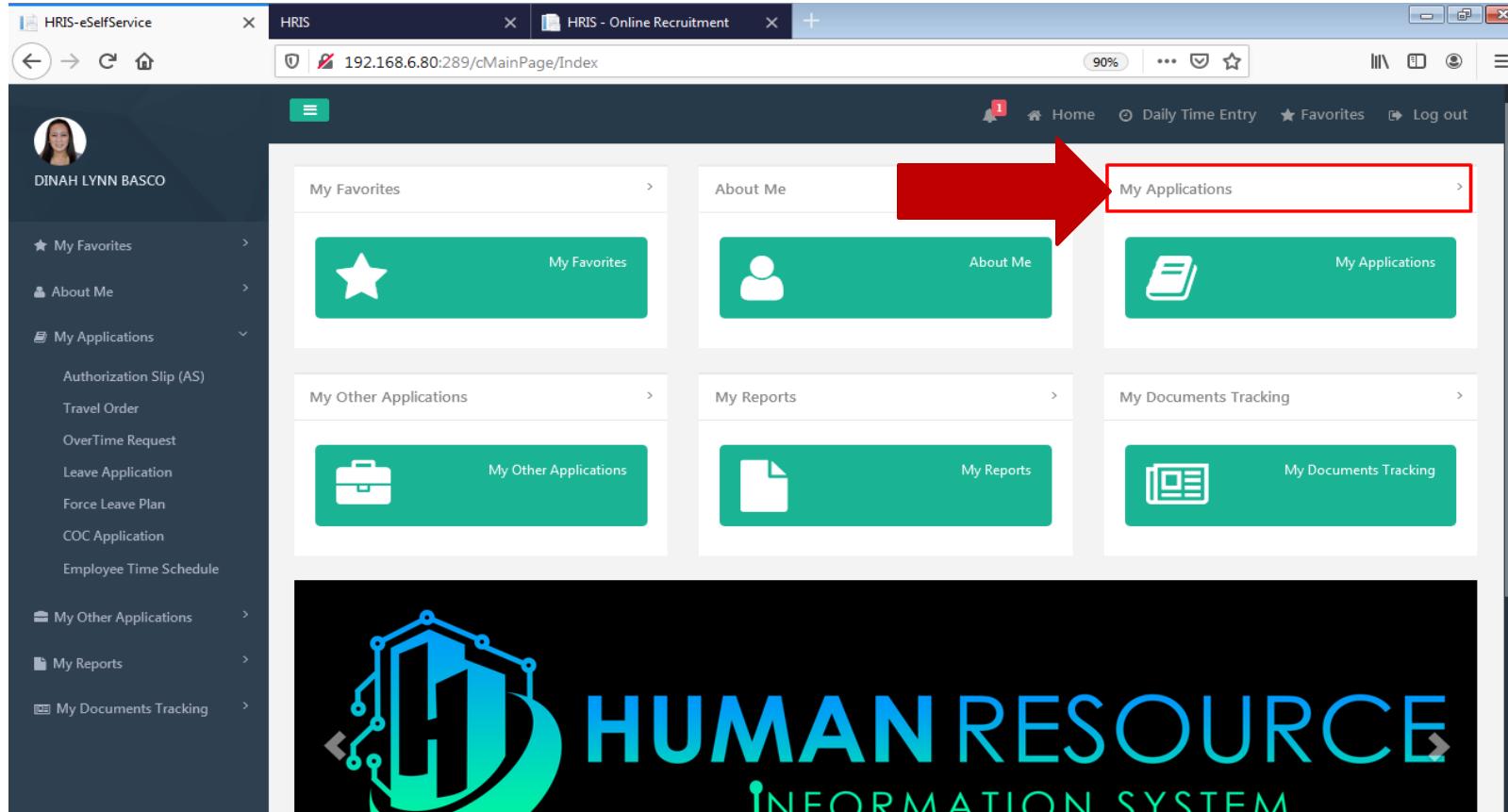
No data available in table

January 2021 Apply

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31 New Year's Day	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
31	1	2	3	4	5	6



Note: You can also navigate to main page **expandable menu buttons**. To navigate click **My application** dropdown list will be visible click **leave application** to continue.



HRIS-eSelfService

HRIS

HRIS - Online Recruitment

192.168.6.80:289/cMainPage/Index

90% ⌂ ⌃ ⌁ ⌂ ⌃ ⌁

DINAH LYNN BASCO

My Favorites

About Me

My Applications

Authorization Slip (AS)

Travel Order

OverTime Request

Leave Application

Force Leave Plan

COC Application

Employee Time Schedule

My Other Applications

My Reports

My Documents Tracking

DAVAO DE ORO
PROVINCE OF DAVAO DE ORO

DAVAO DE ORO

Home Daily Time Entry Favorites Log out

My Favorites

About Me

My Reports

Leave Application

Force Leave Plan

COC Application

Employee Time Schedule

The screenshot shows the HRIS-eSelfService application interface. At the top, there are three tabs: 'HRIS-eSelfService', 'HRIS', and 'HRIS - Online Recruitment'. The main content area has a dark header with the user's name, 'DINAH LYNN BASCO', and a profile picture. Below the header are several navigation links: 'My Favorites', 'About Me', 'My Applications', 'Authorization Slip (AS)', 'Travel Order', 'OverTime Request', 'Leave Application' (which is highlighted with a red box), 'Force Leave Plan', 'COC Application', and 'Employee Time Schedule'. To the right of these links is a large 'DAVAO DE ORO' logo. On the left side, there is a sidebar with more links: 'My Other Applications', 'My Reports', and 'My Documents Tracking'. The bottom of the screen features a footer with links to 'Home', 'Daily Time Entry', 'Favorites', and 'Log out'.

How to add
and apply
Leave
application?

Note:

Take note **leave application** modal page having required fields that needs to have values seems you will not be able to save the data if fields aren't filled with information. On the other hand, there are two (2) ways to add leave application.

- Click **apply button** or;
- Select **Date of Leave** covered for leave application in main page before clicking the **apply leave application**.

Though different ways but still the same select **plan date** then select  button to add leave application date in the dropdown grid.

Step 1: Select date range to apply leave in main page before clicking the apply leave.

The screenshot shows the HRIS-eSelfService application interface. On the left, there is a sidebar with various menu items such as My Favorites, About Me, My Applications (Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, Employee Time Schedule), My Other Applications, My Reports, and My Documents Tracking. The main content area is titled "Leave Application" and shows a message "No data available in table". Above the table, there is a dropdown menu "Select All Status" and a "Status Info." button. To the right of the table is a calendar for January 2021. The calendar shows days from Sunday to Saturday. A large red arrow points to the "Apply Leave" button located on the calendar interface. The status bar at the bottom right indicates the time as 12:52 PM and the date as 1/20/2021.

HRIS-eSelfService X HRIS X HRIS - Online Recruitment X +

192.168.6.80:289/cSSLeaveAppl 90% ... Home Daily Time Entry Favorites Log out

DINAH LYNN BASCO

Add New Record

Leave Info. Date Breakdown

Application Nbr.:	00000007	Date of Application:	2021-01-20
Employee Name:	BELVIS, CHARLOTTE Q.	ID Nbr.:	9184
Leave Comment:	Status: New		
Remarks:			

Leave Type: Select Here Leave Credits/Balance as of 2021-01-11

	VL	SL	SP	FL
Current Bal	11.92	21.5	0	0
Less this leave	0	0	0	0
Leave Bal	11.924	21.500	0.000	0.000

Fri Sat
31 1 2
7 8 9
14 15 16
21 22 23
28 29 30
4 5 6

A **combo list/box** is a user input device in which the user can select an option from a drop-down list or type in a value into a text box so that the appropriate choice can be selected. This term may also be used in reference to a drop-down list, which only allows choices to be selected (user cannot type a value).

Step 2: Try to add information and fill in those required fields in order to save.

Note: All fields that needs to be fill will automatically generate a verification of “**required field!**” if you click **add button** without inputting values in any field.

Note:

Add page will open **application nbr.** will auto-generate and all other non-key fields are blank. In **Leave application** key field is **application nbr.** only through this it will avoid error and redundancy.

Non-key fields are:

- **Leave info. Tab:**
 - Date Applied
 - Employee Name
 - ID Nbr.
 - Leave comment
 - Remarks
 - Leave Type
 - Leave sub-type
 - Leave credits/bal. as of
 - Current Balance
 - Less this leave
 - Leave Balance
- **Date breakdown Tab:**
 - Date from
 - Date to
 - Day equivalent
 - Total equivalent

HRIS-eSelfService X HRIS X HRIS - Online Recruitment X +

192.168.6.80:289/cSSLeaveAppl 90% ... Home Daily Time Entry Favorites Log out

DINAH LYNN BASCO

Add New Record

Leave Info. Date Breakdown

Application Nbr.:	00000007	Date of Application:	2021-01-20
Employee Name:	BASCO, DINAH LYNN I.	ID Nbr.:	5394
Leave Comment:	Status: New		
Remarks:			

Leave Type: Select Here Required Field!

Leave Sub-Type: Select Here

Leave Credits/Balance as of 2021-01-04

	VL	SL	SP	FL
Current Bal	51.58	33.20	0	0
Less this leave	0	0	0	0
Leave Bal	51.582	33.208	0.000	0.000

Close Submit All Save

Fri Sat
31 1
1 2
7 8
14 15 16
21 22 23
28 29 30
4 5 6

Note:

In **Leave type** field only leave type is only **required field** to be fill in. Whatever type of leave you have selected, the word “**Leave**” is only word that is reflected to DTR date that you have applied.

Note:

Leave type have 10 types these are **force leave**, **maternity leave**, **monetization leave**, **others**, **paternity leave**, **paternity leave (solo parent)**, **sick leave**, **special privilege leave**, **terminal leave** and **vacation leave**. Only **sick leave** and **vacation leave** will have a selection once you select a leave type of **sick leave** or **vacation leave** automatic you need to check if **out patient** or **in hospital** since there's only two options to be selected.

- Force leave

Screenshot of the HRIS-eSelfService application interface showing the "Edit Existing Record" screen for a leave application.

The application window title is "HRIS-eSelfService" and the active tab is "HRIS". The URL is "192.168.6.80:289/cSSLeaveAppl".

The left sidebar menu includes:

- My Favorites
- About Me
- My Applications
 - Authorization Slip (AS)
 - Travel Order
 - Overtime Request
- Leave Application
- Force Leave Plan
- COC Application
- Employee Time Schedule
- My Other Applications
- My Reports
- My Documents Tracking

The main content area displays the "Edit Existing Record" form for a leave application:

Leave Info.

Application Nbr.:	00000007	Date of Application:	2021-01-20
Employee Name:	BASCO, DINAH LYNN I.	ID Nbr.:	5394
Leave Comment:			
Remarks:			

Leave Type: Force Leave

Leave Sub-Type: Select Here

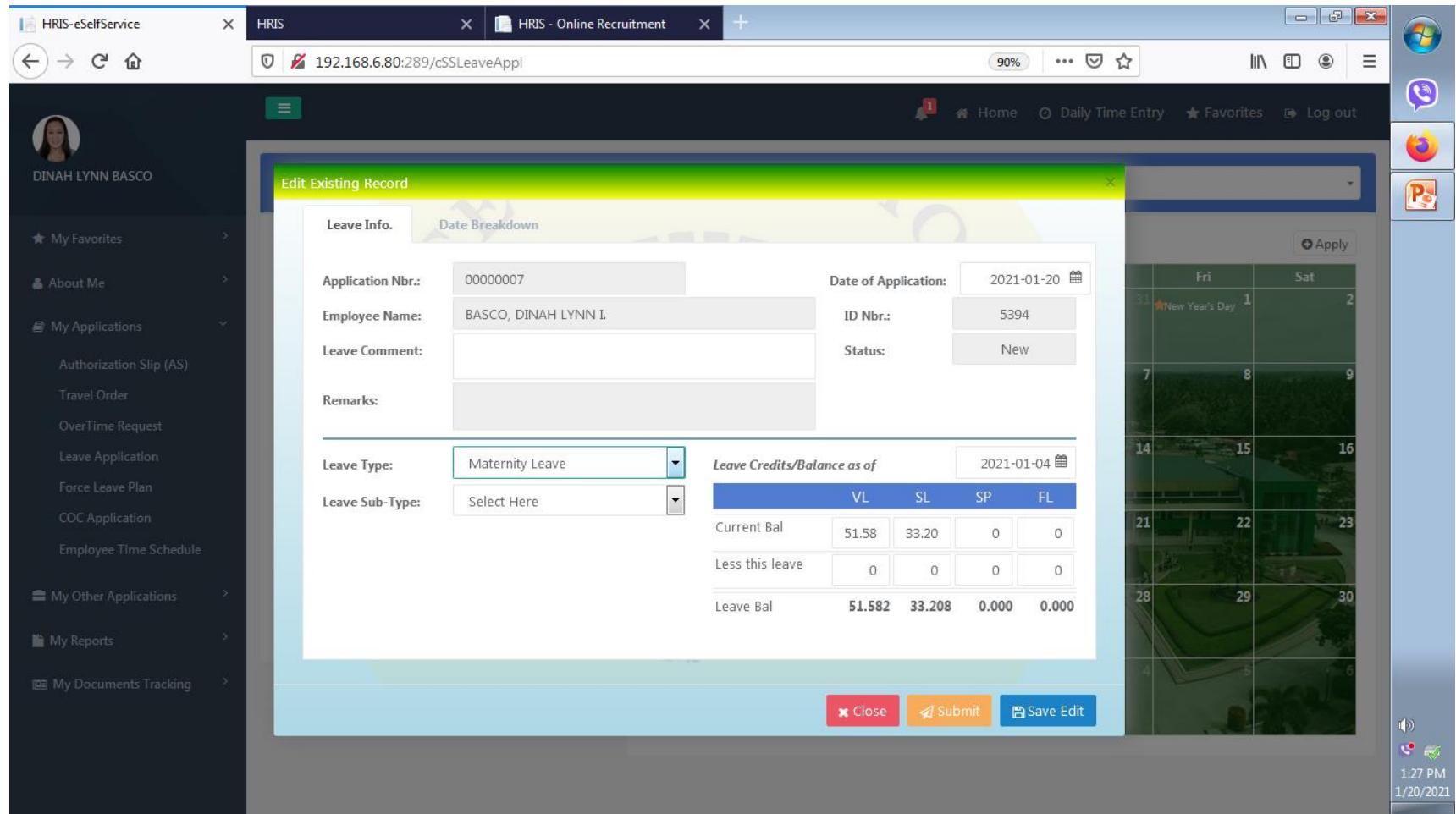
Leave Credits/Balance as of: 2021-01-04

	VL	SL	SP	FL
Current Bal	51.58	33.20	0	0
Less this leave	1	0	0	0
Leave Bal	51.582	33.208	0.000	0.000

Buttons: Close, Submit, Save Edit

A calendar view is visible on the right side of the screen, showing the month of January 2021. It highlights "New Year's Day" on January 1st. The application interface includes a Windows taskbar at the bottom with icons for Start, Task View, File Explorer, and others.

- Maternity Leave



• Monetization Leave

Screenshot of the HRIS-eSelfService application interface showing the "Edit Existing Record" dialog for a Monetization Leave application.

The dialog displays the following information:

Leave Type:	Monetization Leave	Leave Credits/Balance as of 2021-01-04			
Leave Sub-Type:	Select Here	VL	SL	SP	FL
Current Bal	51.58	33.20	0	0	0
Less this leave	0	0	0	0	0
Leave Bal	51.582	33.208	0.000	0.000	

Buttons at the bottom of the dialog: Close, Submit, Save Edit.

The background shows a calendar view for January 2021, highlighting New Year's Day (January 1st).

Left sidebar navigation:

- HRIS-eSelfService
- HRIS
- HRIS - Online Recruitment
- 192.168.6.80:289/cSSLeaveAppl
- Home
- Daily Time Entry
- Favorites
- Log out

Right sidebar icons:

- Windows Start
- Phone
- Firefox
- PowerPoint

Bottom right corner:

- Speaker icon
- Phone icon
- 1:28 PM
- 1/20/2021

- Others

Screenshot of the HRIS-eSelfService application interface showing the "Edit Existing Record" dialog for a leave application.

The dialog is titled "Edit Existing Record" and contains two tabs: "Leave Info." and "Date Breakdown".

Leave Info. tab details:

- Application Nbr.: 00000007
- Date of Application: 2021-01-20
- Employee Name: BASCO, DINAH LYNN I.
- ID Nbr.: 5394
- Leave Comment: (empty)
- Status: New
- Remarks: (empty)
- Leave Type: Others
- Leave Sub-Type: Select Here
- Leave Credits/Balance as of: 2021-01-04

	VL	SL	SP	FL
Current Bal	51.58	33.20	0	0
Less this leave	0	0	0	0
Leave Bal	51.582	33.208	0.000	0.000

Date Breakdown tab (partially visible):

The application shows a calendar view for January 2021. Key dates include:

- 31: New Year's Day (highlighted)
- 1: Start of the month
- 7: Friday
- 8: Saturday
- 14: Friday
- 15: Saturday
- 21: Friday
- 22: Saturday
- 28: Friday
- 29: Saturday
- 30: Sunday

Buttons at the bottom of the dialog:

- x Close
- Submit
- Save Edit

Left sidebar (My Applications section):

- My Favorites
- About Me
- My Applications
 - Authorization Slip (AS)
 - Travel Order
 - Overtime Request
 - Leave Application
 - Force Leave Plan
 - COC Application
 - Employee Time Schedule
- My Other Applications
- My Reports
- My Documents Tracking

Top navigation bar:

- HRIS-eSelfService
- HRIS
- HRIS - Online Recruitment

Address bar:

- 192.168.6.80:289/cSSLeaveAppl

System tray icons and status:

- Windows logo
- Phone icon
- Firefox icon
- Powerpoint icon
- Speaker icon
- Handshake icon
- Green checkmark icon
- 1:29 PM
- 1/20/2021

• Paternity Leave

The screenshot shows a web browser window with three tabs: 'HRIS-eSelfService', 'HRIS', and 'HRIS - Online Recruitment'. The main content area displays the 'Edit Existing Record' dialog for a leave application.

Leave Info:

- Application Nbr.: 00000007
- Date of Application: 2021-01-20
- Employee Name: BASCO, DINAH LYNN I.
- ID Nbr.: 5394
- Leave Comment: (empty)
- Status: New
- Remarks: (empty)

Leave Type: Paternity Leave

Leave Sub-Type: Select Here

Leave Credits/Balance as of: 2021-01-04

	VL	SL	SP	FL
Current Bal	51.58	33.20	0	0
Less this leave	0	0	0	0
Leave Bal	51.582	33.208	0.000	0.000

Buttons:

- x Close
- Submit
- Save Edit

Right Panel: A calendar view for January 2021. The 1st is labeled 'New Year's Day'. The application shows a dark overlay on the calendar.

Bottom Right: System status icons and date/time: 1:30 PM, 1/20/2021.

• Parental Leave (Solo Parent)

The screenshot shows a web-based HRIS application interface. At the top, there are three tabs: "HRIS-eSelfService", "HRIS", and "HRIS - Online Recruitment". The main content area displays an "Edit Existing Record" dialog for a leave application.

Leave Info.

Application Nbr.:	00000007	Date of Application:	2021-01-20
Employee Name:	BASCO, DINAH LYNN I.	ID Nbr.:	5394
Leave Comment:			
Remarks:			

Leave Type: Parental Leave (Solo Parent)

Leave Sub-Type: Select Here

Leave Credits/Balance as of: 2021-01-04

	VL	SL	SP	FL
Current Bal	51.58	33.20	0	0
Less this leave	0	0	0	0
Leave Bal	51.582	33.208	0.000	0.000

Buttons: Close, Submit, Save Edit

Right Panel: A calendar view for January 2021. It highlights the 1st (New Year's Day) and shows the leave application dates (20-21) overlapping with the weekend. The calendar also shows the 28th and 29th as leave days.

Bottom Right: System status icons and time/date: 1:31 PM, 1/20/2021.

- Special Privilege Leave

HRIS-eSelfService HRIS HRIS - Online Recruitment

192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

DINAH LYNN BASCO

My Favorites About Me My Applications Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application Employee Time Schedule My Other Applications My Reports My Documents Tracking

Edit Existing Record

Leave Info Date Breakdown

Application Nbr.: 00000007 Date of Application: 2021-01-20
Employee Name: BASCO, DINAH LYNN I. ID Nbr.: 5394
Leave Comment: Status: New

Remarks:

Leave Type: Special Privilege Leave Leave Credits/Balance as of 2021-01-04
Leave Sub-Type: Select Here

	VL	SL	SP	FL
Current Bal	51.58	33.20	0	0
Less this leave	0	0	1	0
Leave Bal	51.582	33.208	0.000	0.000

Close **Submit** **Save Edit**

1 2
31 New Year's Day 1 2
7 8 9
14 15 16
21 22 23
28 29 30
1 2 3 4 5 6

1:32 PM
1/20/2021

- Terminal Leave

Screenshot of the HRIS-eSelfService application interface showing the "Edit Existing Record" screen for a leave application.

The application window title is "HRIS-eSelfService" and the tab title is "HRIS". The URL in the address bar is "192.168.6.80:289/cSSLeaveAppl".

The left sidebar menu includes:

- My Favorites
- About Me
- My Applications
 - Authorization Slip (AS)
 - Travel Order
 - Overtime Request
 - Leave Application
 - Force Leave Plan
 - COC Application
 - Employee Time Schedule
- My Other Applications
- My Reports
- My Documents Tracking

The main content area displays the "Edit Existing Record" dialog box:

Leave Info.

Application Nbr.:	00000007	Date of Application:	2021-01-20
Employee Name:	BASCO, DINAH LYNN I.	ID Nbr.:	5394
Leave Comment:	Status: New		
Remarks:			

Leave Type: Terminal Leave

Leave Sub-Type: Select Here

Leave Credits/Balance as of: 2021-01-04

	VL	SL	SP	FL
Current Bal	51.58	33.20	0	0
Less this leave	0	0	0	0
Leave Bal	51.582	33.208	0.000	0.000

Action buttons at the bottom: Close, Submit, Save Edit.

A calendar view is visible on the right side of the screen, showing the month of January 2021. It highlights "New Year's Day" on January 1st. The date "2021-01-20" is also highlighted in the leave application form.

System status icons and time in the bottom right corner: 1:33 PM, 1/20/2021.

Note: Once you have to apply sick leave, you have to choose between **Out patient** and **In Hospital**.

The screenshot shows a web-based application interface for HRIS-eSelfService. The main window displays an 'Edit Existing Record' dialog for a leave application. The dialog is divided into several sections:

- Leave Info.**: Fields include Application Nbr.: 00000007, Employee Name: BASCO, DINAH LYNN I., Date of Application: 2021-01-20, ID Nbr.: 5394, Status: New.
- Leave Type:** Set to Sick Leave.
- Leave Sub-Type:** Set to Select Here, with two options: Out Patient (selected) and In Hospital.
- Date Breakdown**: Shows Leave Credits/Balance as of 2021-01-04. The table below shows current balances for VL, SL, SP, and FL.

	VL	SL	SP	FL
Current Bal	51.58	33.20	0	0
Less this leave	0	1	0	0
Leave Bal	51.582	33.208	0.000	0.000

At the bottom of the dialog are three buttons: Close, Submit, and Save Edit. To the right of the dialog, there is a calendar view showing the month of January 2021, with specific dates like New Year's Day highlighted. The left sidebar contains a navigation menu with various links such as My Favorites, About Me, My Applications, Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, Employee Time Schedule, My Other Applications, My Reports, and My Documents Tracking.

- Note: Once you have to apply **Vacation leave**, you have to choose between within the **Philippines** and **Abroad**.

Screenshot of the HRIS-eSelfService application showing the "Edit Existing Record" dialog for a leave application.

The dialog is titled "Edit Existing Record" and contains two tabs: "Leave Info." and "Date Breakdown".

Leave Info. Tab:

- Application Nbr.: 00000007
- Date of Application: 2021-01-20
- Employee Name: BASCO, DINAH LYNN I.
- ID Nbr.: 5394
- Leave Comment: (empty)
- Status: New
- Remarks: (empty)
- Leave Type: Vacation Leave
- Leave Sub-Type: Select Here
- Leave Credits/Balance as of: 2021-01-04
- Leave Credits/Balance as of (Table):

	VL	SL	SP	FL
Current Bal	51.58	33.20	0	0
Less this leave	1	0	0	0
Leave Bal	51.582	33.208	0.000	0.000
- Leave Credits/Balance as of (Table):

	VL	SL	SP	FL
Current Bal	51.58	33.20	0	0
Less this leave	1	0	0	0
Leave Bal	51.582	33.208	0.000	0.000

A red box highlights the "Leave Sub-Type" dropdown and the "Abroad" option in the list below it.

Date Breakdown Tab:

A calendar view showing dates from January 31 to February 28, 2021. A red star marks "New Year's Day" on January 1st.

Buttons at the bottom of the dialog include: Close, Submit, and Save Edit.

Step 3: Input values specifically in all required fields.

Screenshot of the HRIS-eSelfService application interface showing the "Add New Record" form for a leave application.

The left sidebar shows the user profile of DINAH LYNN BASCO and a list of applications and reports.

The main form is titled "Add New Record" and contains the following fields:

- Leave Info.**
 - Application Nbr.: 00000008
 - Employee Name: BASCO, DINAH LYNN I.
 - Leave Comment: (empty)
 - Remarks: (empty)
 - Leave Type: Force Leave (highlighted with a red border and "Required Field!" message)
 - Leave Sub-Type: Select Here
- Date Breakdown**
 - Date of Application: 2021-01-20
 - ID Nbr.: 5394
 - Status: New
- Leave Credits/Balance as of** 2021-01-04
| | VL | SL | SP | FL |
| --- | --- | --- | --- | --- |
| Current Bal | 51.58 | 33.20 | 0 | 0 |
| Less this leave | 1 | 0 | 0 | 0 |
| Leave Bal | 51.582 | 33.208 | 0.000 | 0.000 |

At the bottom of the form are three buttons: Close, Submit All, and Save.

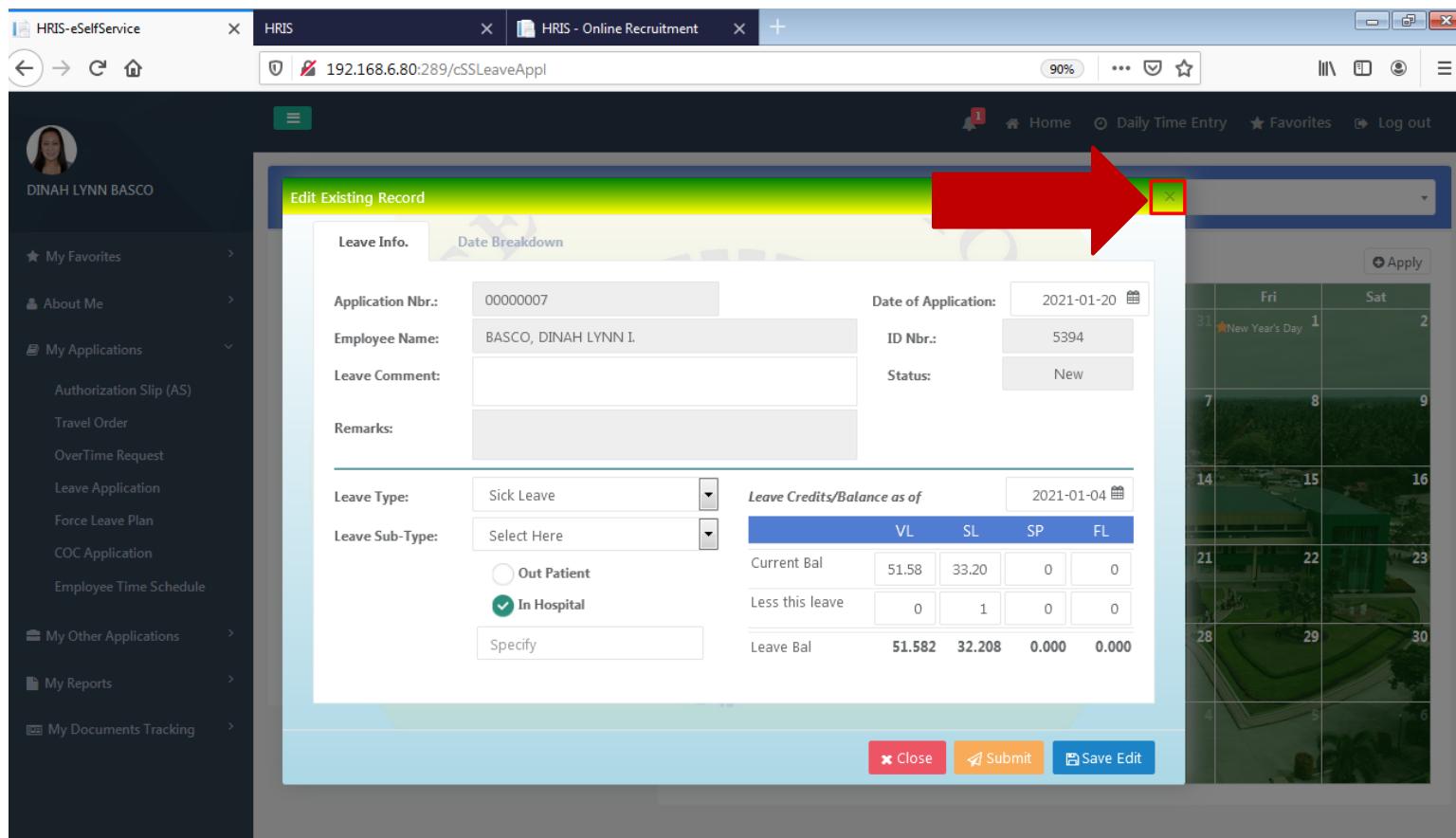
A calendar view is visible on the right side of the screen, showing the month of January 2021 with specific dates highlighted.

Note:

Primary key and **application nbr.** is a system generated number of list application count. And the very latest record added will be found in the top list of its Leave application since display of records is sort by Leave application date filed.

Take note in **Leave type** field has **10 types** these are **Force leave, maternity, monetization, others, paternity, parental , sick, special privilege, terminal and vacation leave.** Each leave type has different requirements to select on in order to add record and save application.

Step 4: Click close icon if you don't want to save information.



Step 5: If you click **close icon** data will not be save please repeat **step 1 and 3.**

HRIS-eSelfService HRIS HRIS - Online Recruitment

192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

Edit Existing Record

Leave Info.	Date Breakdown
Application Nbr.: 00000007	Date of Application: 2021-01-20
Employee Name: BASCO, DINAH LYNN I.	ID Nbr.: 5394
Leave Comment:	Status: New
Remarks:	
Leave Type: Sick Leave	Leave Credits/Balance as of 2021-01-04
Leave Sub-Type: Select Here	VL SL SP FL
<input type="radio"/> Out Patient	Current Bal 51.58 33.20 0 0
<input checked="" type="radio"/> In Hospital	Less this leave 0 1 0 0
Specify	Leave Bal 51.582 32.208 0.000 0.000

Close **Submit** **Save Edit**

Fri Sat
31 **New Year's Day** 1 2
7 8 9
14 15 16
21 22 23
28 29 30
4 5 6

Step 6: If you want to submit application click submit button to submit information.

The screenshot shows a web-based HRIS application interface. The top navigation bar includes tabs for 'HRIS-eSelfService', 'HRIS', and 'HRIS - Online Recruitment'. The main content area is titled 'Edit Existing Record' and displays 'Leave Info.' details. A red arrow points to the 'Submit' button at the bottom right of the form.

Leave Info.

Application Nbr.:	00000007	Date of Application:	2021-01-20
Employee Name:	BASCO, DINAH LYNN I.	ID Nbr.:	5394
Leave Comment:			
Remarks:			

Leave Type: Sick Leave **Leave Sub-Type:** Select Here
 Out Patient In Hospital
Specify

Leave Credits/Balance as of 2021-01-04

	VL	SL	SP	FL
Current Bal	51.58	33.20	0	0
Less this leave	0	1	0	0
Leave Bal	51.582	32.208	0.000	0.000

Buttons: Submit (highlighted with a red arrow) | Save Edit

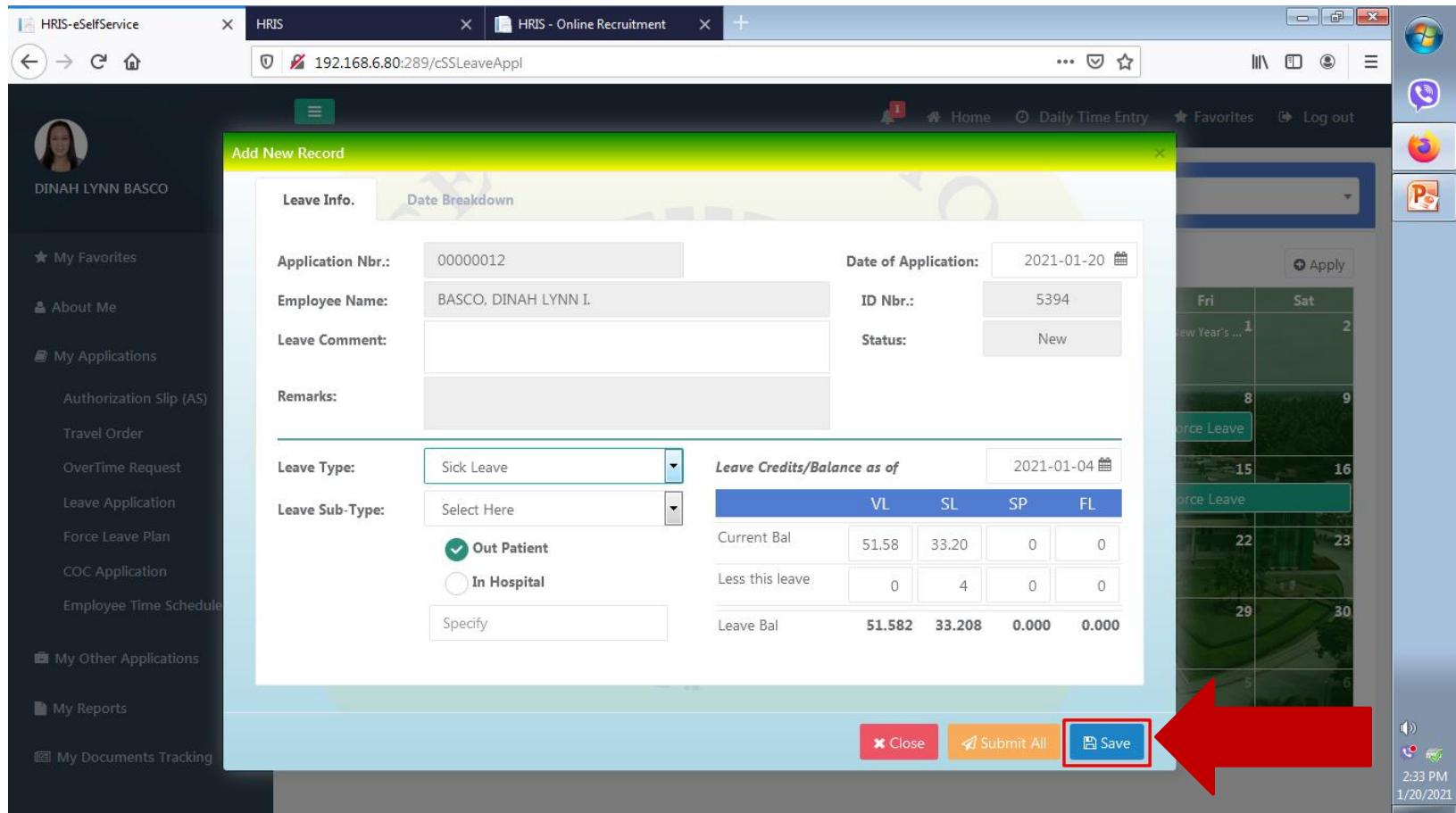
Note: A pop-up verification window will appear that your record has been successfully submitted!

The screenshot shows a web browser window for the HRIS-ePayroll system. The URL is 192.168.6.80:289/cSSLeaveAppl. The main content area displays a "Leave Application" page for employee DINAH LYNN BASCO. On the left, there's a sidebar with links like "My Favorites", "About Me", "My Applications" (which includes "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Employee Time Schedule"), "My Other Applications", "My Reports", and "My Documents Tracking". The central part of the screen shows a "Leave Application" grid for January 2021. A modal dialog box is overlaid on the page, containing a large green checkmark icon and the text "Successfully Submitted! New Record has been Successfully Submitted!". An "OK" button is at the bottom right of the modal. The background calendar grid shows various leave types like "Maternity Leave" and "Force Leave" across the month.

Note:

If ever you want to save instead of submitting information click the **save button** and not the **submit button**, expected you that application will be successfully saved only if you have data in date breakdown table grid.

Step 7: Click save button if you want to save information.



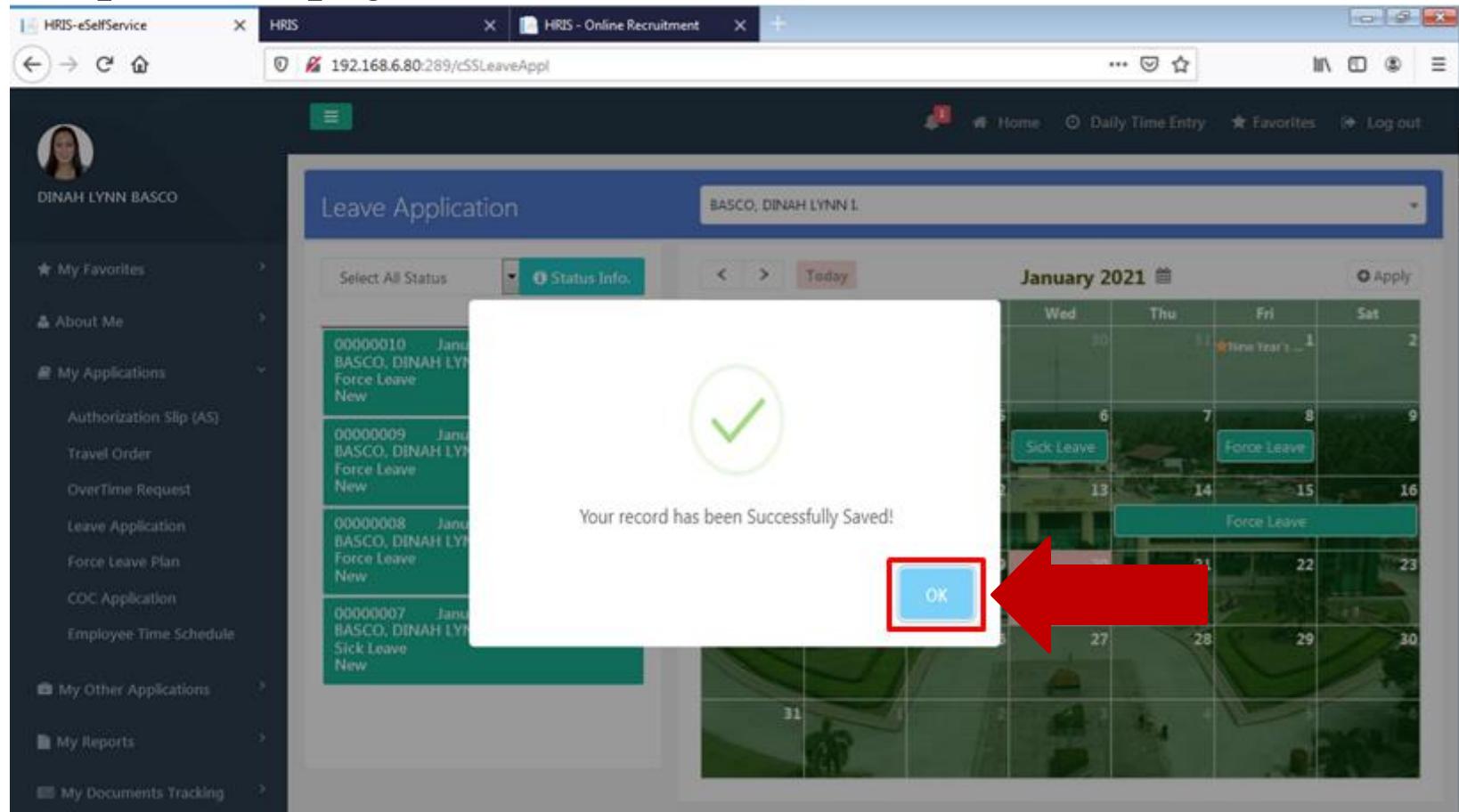
Note: A pop-up verification window will appear that your record has been successfully saved!

The screenshot shows a web-based HRIS application interface. The top navigation bar includes tabs for 'HRIS-eSelfService', 'HRIS', and 'HRIS - Online Recruitment'. The URL in the address bar is '192.168.6.80:289/cSSLeaveAppl'. The main menu on the left lists various options like 'My Favorites', 'About Me', 'My Applications' (which is expanded to show 'Authorization Slip (AS)', 'Travel Order', 'OverTime Request', 'Leave Application', 'Force Leave Plan', 'COC Application', and 'Employee Time Schedule'), 'My Other Applications', 'My Reports', and 'My Documents Tracking'. The central area displays a 'Leave Application' form for 'BASCO, DINAH LYNN I.'. It shows a list of leave requests with IDs 00000010, 00000009, 00000008, and 00000007, all marked as 'New' and categorized as 'Force Leave'. A large green checkmark icon and the message 'Your record has been Successfully Saved!' are prominently displayed. To the right is a calendar for January 2021, showing days from Wednesday, January 30, to Saturday, February 6. Specific leave types are highlighted in colored boxes: 'Sick Leave' (blue) on Jan 6, 'Force Leave' (green) on Jan 8, 15, and 20, and 'New Year's ...' (orange) on Jan 1. An 'OK' button is visible at the bottom of the message box.

Note:

Even if you have supplied values needed in **date of application** and **leave type** then click **submit button** without clicking first the **add button** to add information on the table grid before submitting information. Expected you will not be able to submit application if no information display on the table grid and you will not be able to save information.

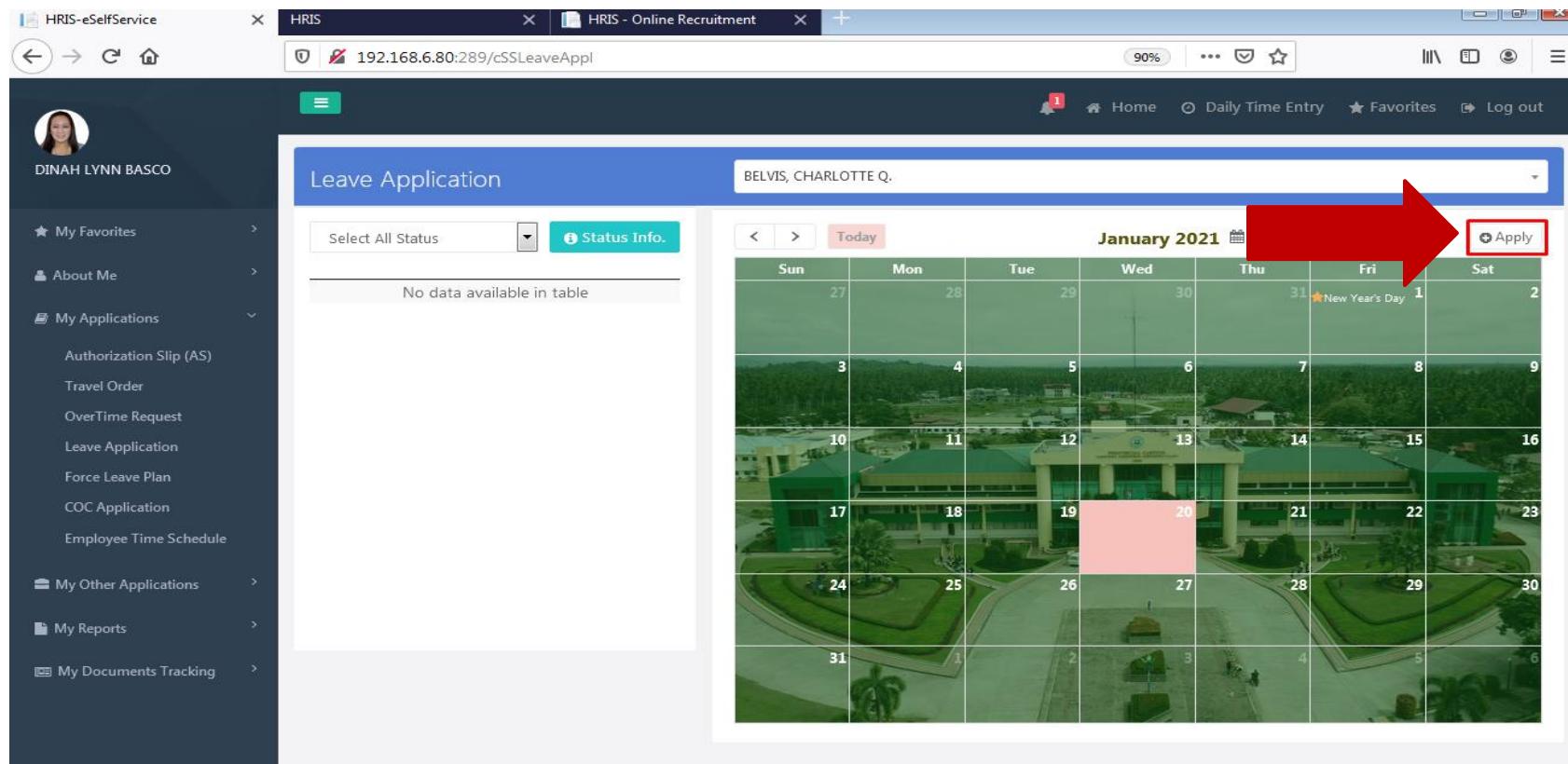
Step 8: Click ok button if you want to continue and go back on previous page.



Note: If ever the login account is defined as **Administrative Officer (AO)** expected he will be able to apply leave to specific personnel under the same department. To apply select specific **employee name dropdown list** to apply leave before clicking the **apply button**.

The screenshot shows a web-based HRIS system with three tabs at the top: "HRIS-eSelfService", "HRIS", and "HRIS - Online Recruitment". The main window displays the "Leave Application" page. On the left, a sidebar menu includes "My Favorites", "About Me", "My Applications" (with sub-options like Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, Employee Time Schedule), "My Other Applications", "My Reports", and "My Documents Tracking". The central "Leave Application" panel has a header with "Leave Application", a dropdown for "Select All Status", and a "Status Info." button. Below this is a message: "No data available in table". To the right, there is a dropdown menu titled "BASCO, DINAH LYNN I." containing a list of names: CRUJEDO, HONEY MAE M., CUMLA, ATHENA ALYSSA P., DARUCA, TEODORA C., DELINO, JANICE A., ESPARAGOZA, VIVIAN S., and ESTOQUE, CHERYL P. At the bottom right, there is a calendar grid for the month of October, showing days 1 through 31. The days 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, and 30 are visible, while day 31 is partially visible at the bottom. The background of the calendar grid features a photograph of a large green building complex.

Step 1: While on the main page of leave application click **apply button** pop-up window will appear where you can add application for Leave application.



HRIS-eSelfService X HRIS ePayroll X +

192.168.6.80:289/cSSLeaveAppl

Add New Record

Leave Info. Date Breakdown

Application Nbr.: 00000016 Date of Application: 2021-01-21

Employee Name: BASCO, DINAH LYNN I. ID Nbr.: 5394

Leave Comment: Status: New

Remarks:

Leave Type: Select Here Leave Credits/Balance as of 2021-01-04

Leave Sub-Type: Select Here

	VL	SL	SP	FL
Current Bal	51.58	33.20	0	0
Less this leave	0	0	0	0
Leave Bal	51.582	33.208	0.000	0.000

Close **Submit All** **Save**

Fri Sat
New Year's ... 1 2
Maternity Leave
8 9
Force Leave 15 16
Force Leave 22 23
29 30
5 6

DINAH LYNN BASCO

My Favorites About Me My Applications Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application Employee Time Schedule

My Other Applications My Reports My Documents Tracking

Step 2: To continue click **date breakdown** to add list of information.

The screenshot shows the HRIS-eSelfService application interface. On the left, there's a sidebar with various menu items like 'My Favorites', 'About Me', 'My Applications', etc. The main area is titled 'Add New Record' and contains fields for 'Leave Info.' and 'Date Breakdown'. A large red arrow points to the 'Date Breakdown' button. Below these are fields for 'Application Nbr.', 'Employee Name', 'Leave Comment', 'Remarks', 'Leave Type' (set to 'Sick Leave'), 'Leave Sub-Type' (set to 'Select Here' with 'Out Patient' checked), and a 'Leave Credits/Balance as of' table. The table shows current balances for VL, SL, SP, and FL, and a breakdown for this leave application. At the bottom are buttons for 'Close', 'Submit All', and 'Save'. The status bar at the bottom left shows the URL '192.168.6.80:289/#tab-2'.

	VL	SL	SP	FL
Current Bal	51.58	33.20	0	0
Less this leave	0	4	0	0
Leave Bal	51.582	33.208	0.000	0.000

192.168.6.80:289/#tab-2

Note:

You can also apply one **leave type** with different breakdown of dates. **Date Breakdown Tab** can show you the list of specific dates or information that you have applied with that specific leave type. You can see the specified dates below when you apply it individually.

- Step 3: Input values specifically in all required fields.

Screenshot of the HRIS-eLeaveApplication interface showing a required field for Leave Type.

The screenshot shows a web browser window with multiple tabs open, including HRIS-eSelfService, HRIS, HRIS - Online Recruitment, HRIS-eAATS | Login, and HRIS ePayroll. The main content area displays an "Add New Record" form for leave application.

The "Leave Info." tab is active. The "Leave Type:" field is highlighted with a red box and contains the message "Select Here". Below this field, a red banner displays the error message "Required Field!".

Other visible fields include:

- Application Nbr.: 00000014
- Date of Application: 2021-01-20
- Employee Name: BASCO, DINAH LYNN I.
- ID Nbr.: 5394
- Status: New
- Leave Comment: (empty)
- Remarks: (empty)
- Leave Sub-Type: Select Here

A "Leave Credits/Balance as of" section shows the following table:

	VL	SL	SP	FL
Current Bal	51.58	33.20	0	0
Less this leave	0	0	0	0
Leave Bal	51.582	33.208	0.000	0.000

At the bottom of the form are three buttons: "Close", "Submit All", and "Save".

HRIS-eSelfService X HRIS X HRIS - Online Recruitment X HRIS-eAATS | Login X HRIS ePayroll X +

192.168.6.80:289/cSSLeaveAppl

Add New Record

Leave Info. Date Breakdown

Date From: Day Equivalent: Add
Required Field!

Date To: Total Equiv.: 0
Required Field!

DATE FROM	DATE TO	DAY EQUIVALENT	TOTAL EQUIVALENT	ACTIONS
No data available in table				

Table is empty, should add date/s before saving.

Close Submit All Save

DINAH LYNN BASCO

My Favorites

About Me

My Applications

Authorization Slip (AS)

Travel Order

Overtime Request

Leave Application

Force Leave Plan

COC Application

Employee Time Schedule

My Other Applications

My Reports

My Documents Tracking

Home Daily Time Entry Favorites Log out

Apply

Fri Sat

New Year's ... 1 2

8 9

Force Leave

15 16

Force Leave

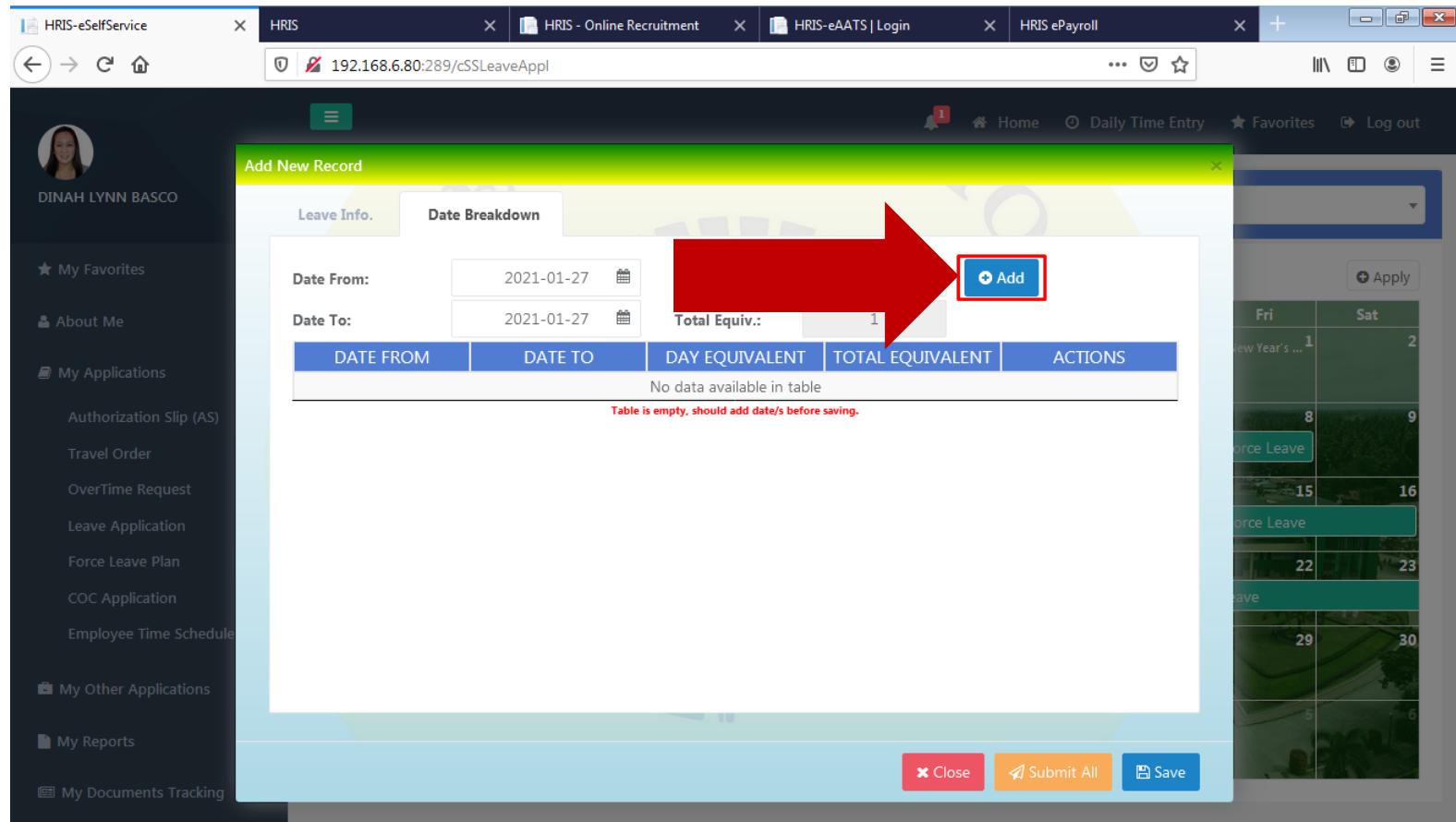
22 23

Leave

29 30

5 6

- Step 4: Click **add button** after you input all the required fields.



HRIS-eSelfService HRIS ePayroll

192.168.6.80:289/cSSLeaveAppl

Add New Record

Leave Info. Date Breakdown

Date From: Day Equivalent: + Add

Date To: Total Equiv.:

DATE FROM	DATE TO	DAY EQUIVALENT	TOTAL EQUIVALENT	ACTIONS
2021-01-1	2021-01-1	1	1	

Fri Sat
New Year's ... 1 2
Maternity Leave
8 9
Force Leave
15 16
Force Leave
22 23
29 30
5 6

My Favorites
About Me
My Applications
Authorization Slip (AS)
Travel Order
OverTime Request
Leave Application
Force Leave Plan
COC Application
Employee Time Schedule

My Other Applications
My Reports
My Documents Tracking

Close Submit All Save

HRIS-eSelfService X HRIS ePayroll X +

192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

Add New Record

Leave Info. Date Breakdown

Date From: 2021-01-01 Day Equivalent:
Date To: 2021-01-02 Total Equiv.:

DATE FROM	DATE TO	DAY EQUIVALENT	TOTAL EQUIVALENT	ACTIONS
2021-01-01	2021-01-02	1	2	<input type="checkbox"/> <input type="checkbox"/>
2021-01-21	2021-01-28	1	8	<input type="checkbox"/> <input type="checkbox"/>

Fri Sat
New Year's ... 1 2
Maternity Leave
8 9
Force Leave
15 16
Force Leave
22 23
29 30
5 6

DATE FROM	DATE TO	DAY EQUIVALENT	TOTAL EQUIVALENT	ACTIONS
2021-01-01	2021-01-02	1	2	<input type="checkbox"/> <input type="checkbox"/>
2021-01-21	2021-01-28	1	8	<input type="checkbox"/> <input type="checkbox"/>

Note: You can add or override all the dates that you want to apply.

- **Step 5:** If you want to **update** information, select specific record on the table grid below for you to update information.

Screenshot of the HRIS ePayroll application showing the "Edit Existing Record" dialog for leave management.

The dialog has two tabs: "Leave Info." (selected) and "Date Breakdown".

Leave Info. Tab:

- Date From: [Input field] (with calendar icon)
- Day Equivalent: [Input field]
- Add button (with plus sign)
- Date To: [Input field] (with calendar icon)
- Total Equiv.: [Input field]

DATE FROM	DATE TO	DAY EQUIVALENT	TOTAL EQUIVALENT	ACTIONS
2021-01-02	2021-01-02	1	1	<input type="checkbox"/> <input type="button" value="Delete"/>
2021-01-14	2021-01-16	1.00	3.00	<input type="checkbox"/> <input type="button" value="Delete"/>

Date Breakdown Tab:

A calendar grid showing leave types for January 2021. The grid includes columns for Friday (Fri) and Saturday (Sat), and rows for dates 1 through 31. Colored boxes indicate different leave categories.

Fri	Sat
1	2
Maternity Leave	
8	9
Force Leave	
15	16
Force Leave	
22	23
29	30
5	6

Buttons at the bottom of the dialog: Close (red), Submit (orange), and Save Edit (blue).

- **Step 6:** If you want to update information click **edit button** input needed information to update the record.

The screenshot shows a web-based application interface for HRIS-ePayroll. The main window title is "Edit Existing Record". The left sidebar contains a user profile picture and the name "DINAH LYNN BASCO", followed by a list of menu items: My Favorites, About Me, My Applications, Authorization Slip (AS), Travel Order, Overtime Request, Leave Application, Force Leave Plan, COC Application, Employee Time Schedule, My Other Applications, My Reports, and My Documents Tracking. The central content area displays an "Edit Existing Record" form with tabs for "Leave Info." and "Date Breakdown". Under "Leave Info.", there are fields for "Date From" (with a calendar icon) and "Day Equivalent" (with a text input field and a "+ Add" button). Below these are fields for "Date To" (with a calendar icon) and "Total Equiv.". A table below these fields shows a single row with columns: DATE FROM, DATE TO, DAY EQUIVALENT, and ACTIONS. The "DATE FROM" cell contains "2021-01-14", the "DATE TO" cell contains "2021-01-16", and the "DAY EQUIVALENT" cell contains "1.00". The "ACTIONS" column contains two icons: a blue edit icon (highlighted with a red box and a large red arrow pointing to it) and a red delete icon. At the bottom of the form are buttons for "Close", "Submit", and "Save Edit". To the right of the main form is a calendar view showing dates from January 1 to January 30, 2021, with specific leave types like "Maternity Leave" and "Force Leave" marked in different colors. The top of the screen shows the browser title "HRIS-ePayroll" and the URL "192.168.6.80:289/cSSLeaveAppl".

- Step 7: Click update button for you to update information.

The screenshot shows a web-based application interface for HRIS-eSelfService. The main window displays a modal dialog titled "Add New Record" for a "Leave Info." record. The dialog has two tabs: "Leave Info." (selected) and "Date Breakdown".

The "Leave Info." tab contains the following fields:

- Date From: 2020-12-29
- Date To: 2020-12-29
- Day Equivalent: 1
- Total Equiv.: 1

Below these fields is a table with the following data:

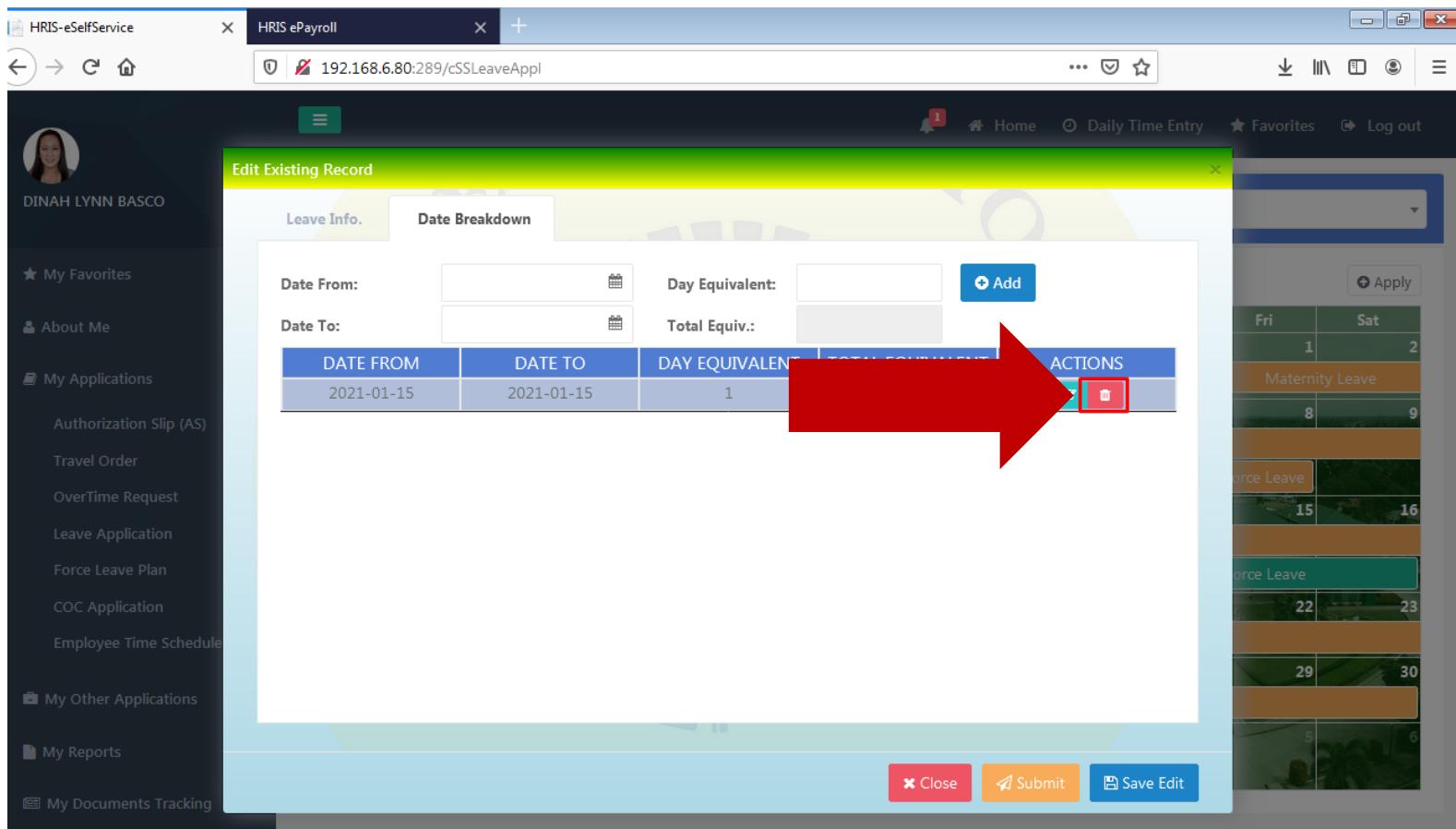
DATE FROM	DATE TO	DAY EQUIVALENT	TOTAL EQUIVALENT	ACTIONS
2020-12-29	2020-12-29	1	1	<input type="button"/> <input type="button"/>

On the right side of the dialog, there is a red rectangular box highlighting the "Update" button, which is located at the top right of the input fields.

At the bottom of the dialog, there are three buttons: "Close" (red), "Submit All" (orange), and "Save" (blue).

The background of the application shows a sidebar with various menu items and a calendar view on the right.

- **Step 8:** If you want to delete information, **select information below**, click **delete button** information to delete the record.



HRIS-eSelfService HRIS ePayroll +

192.168.6.80:289/cSSLeaveAppl

DINAH LYNN BASCO

My Favorites

About Me

My Applications

Authorization Slip (AS)

Travel Order

Overtime Request

Leave Application

Force Leave Plan

COC Application

Employee Time Schedule

My Other Applications

My Reports

My Documents Tracking

Edit Existing Record

Leave Info.

Date Breakdown

Date From: Day Equivalent:

Date To: Total Equiv.:

DATE FROM	DATE TO	DAY EQUIVALENT	TOTAL EQUIVALENT	ACTIONS
No data available in table				

Home Daily Time Entry Favorites Log out

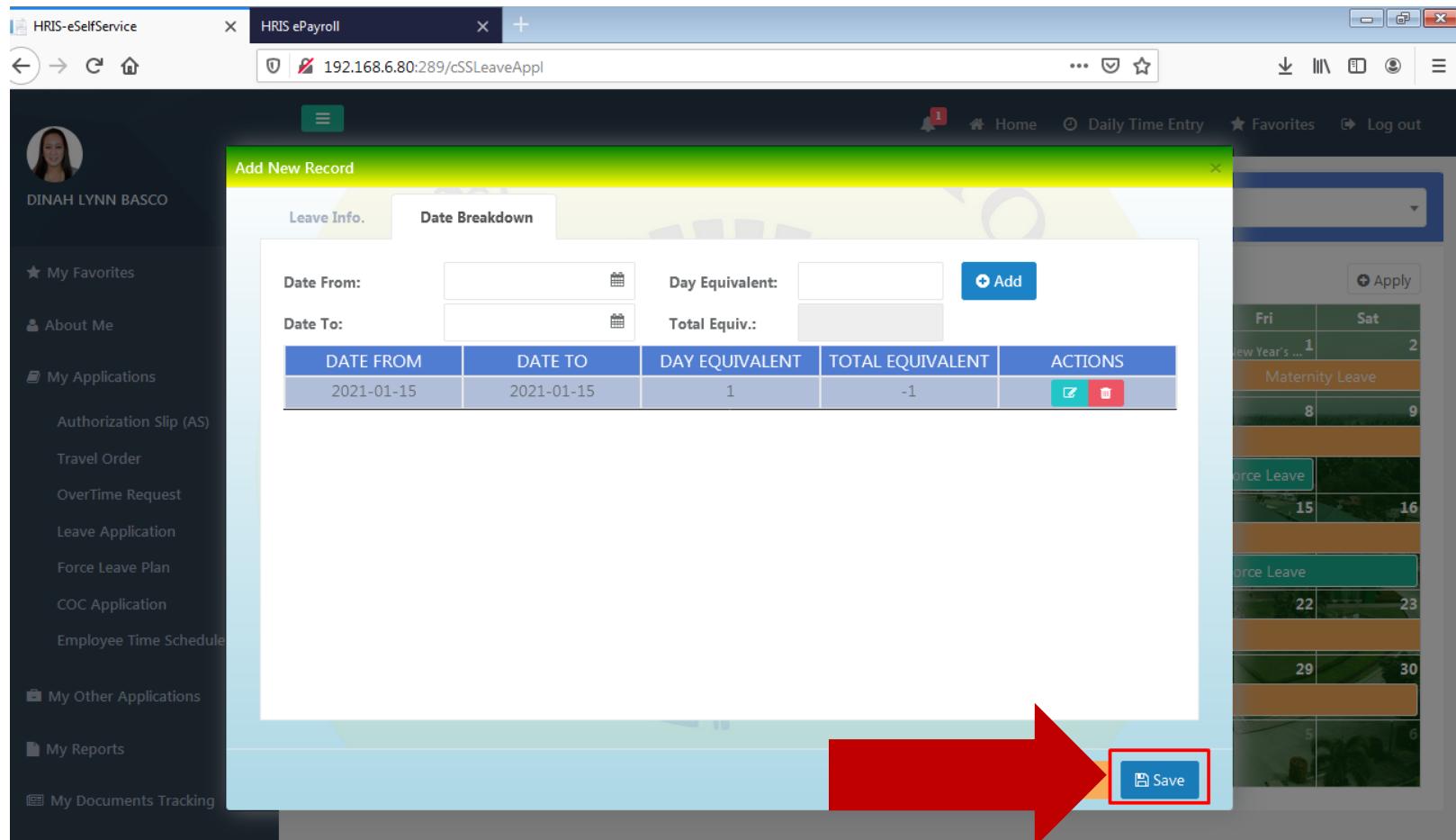
Apply

Fri	Sat
1	2
Maternity Leave	
8	9
Force Leave	
15	16
Force Leave	
22	23
29	30
5	6

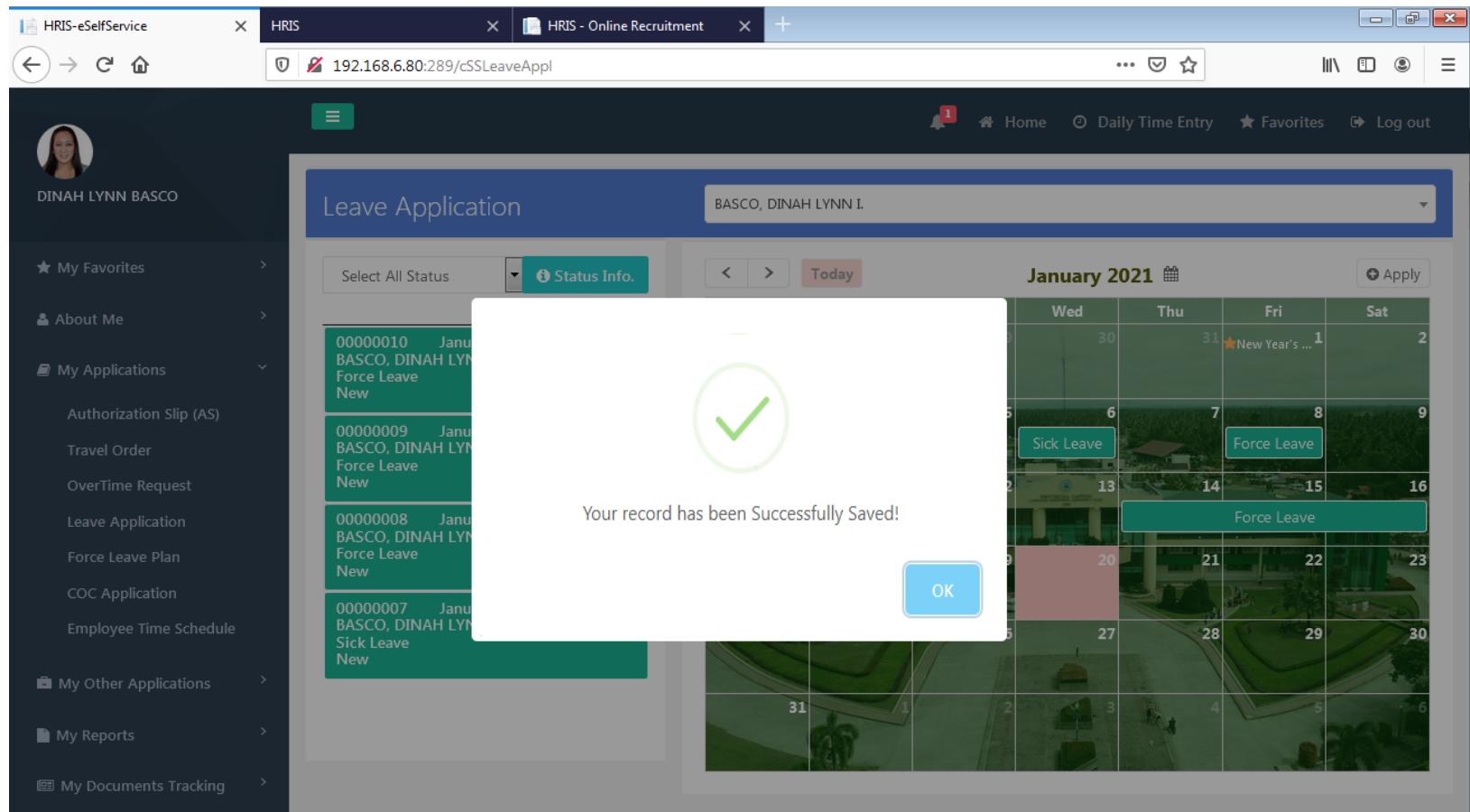
Note:

If you have clicked the **delete button** expected that record on the table grid below will be automatically removed. Once record is remove you need to re-add information so you can submit or save the record. In order to add information repeat **step 3** and **4** for you to continue and update information.

Step 9: Click save button if you want to save information.



Note: A pop-up verification window will appear that your record has been successfully saved!



Step 10: If you want to submit application click submit button to submit information.

The screenshot shows the HRIS-eSelfService application interface. The main window title is "Edit Existing Record". The left sidebar lists various menu items such as My Favorites, About Me, My Applications, Authorization Slip (AS), Travel Order, Overtime Request, Leave Application, Force Leave Plan, COC Application, Employee Time Schedule, My Other Applications, My Reports, and My Documents Tracking. The central form is titled "Leave Info." and contains fields for Application Nbr. (00000007), Employee Name (BASCO, DINAH LYNN I.), Leave Comment, Remarks, Date of Application (2021-01-20), ID Nbr. (5394), and Status (New). Below these, there are dropdowns for Leave Type (Sick Leave) and Leave Sub-Type (Select Here), with radio buttons for Out Patient and In Hospital. A "Leave Credits/Balance as of" table shows data for 2021-01-04, with columns VL, SL, SP, and FL. The table includes rows for Current Bal (51.58, 33.20, 0, 0), Less this leave (0, 1, 0, 0), and Leave Bal (51.582, 32.208, 0.000, 0.000). At the bottom right, a large red arrow points to the "Submit" button, which is highlighted with a red border. Other buttons include "Save Edit" and a "Print" icon.

Leave Credits/Balance as of 2021-01-04				
	VL	SL	SP	FL
Current Bal	51.58	33.20	0	0
Less this leave	0	1	0	0
Leave Bal	51.582	32.208	0.000	0.000

Note: A pop-up verification window will appear that your record has been successfully submitted!

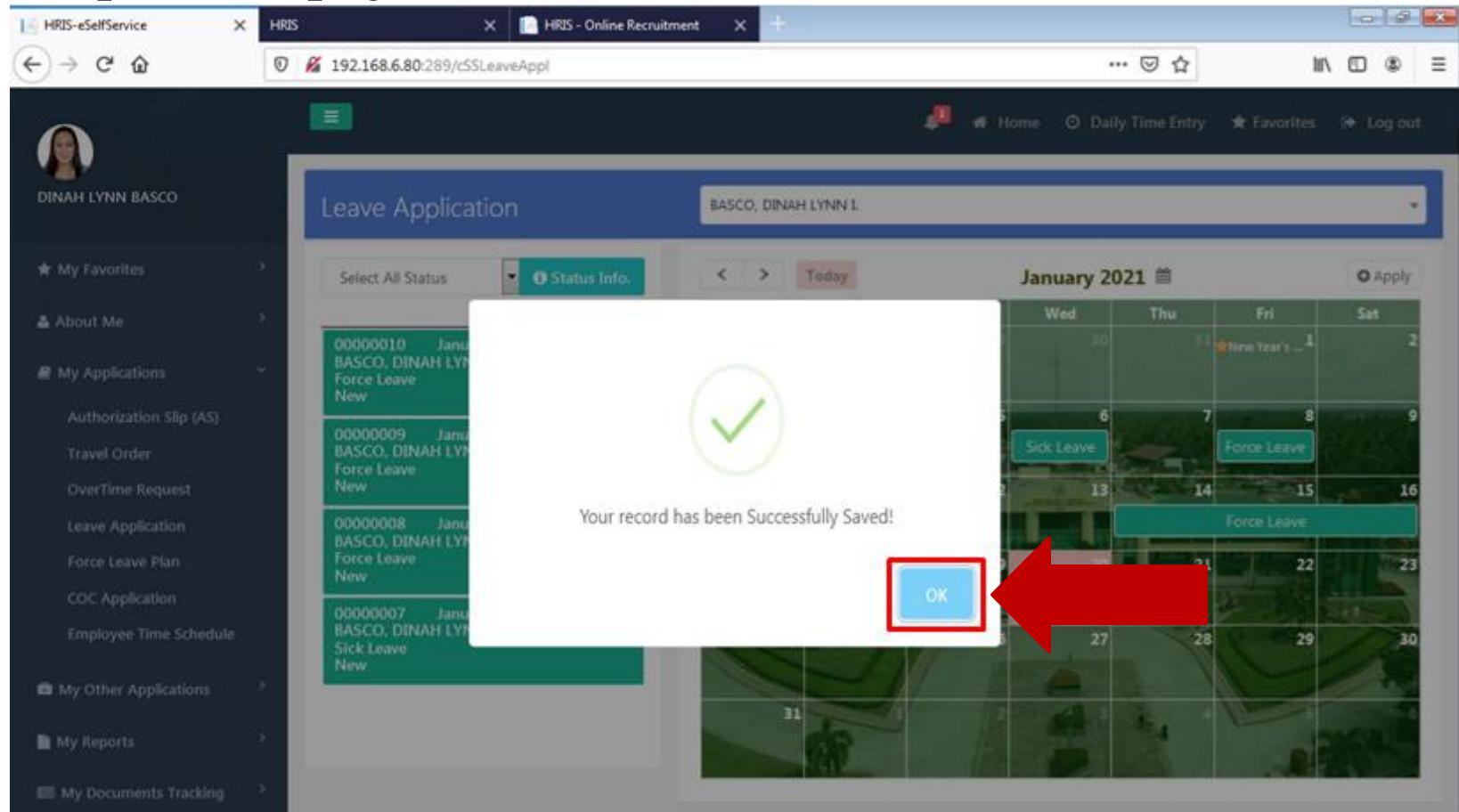
The screenshot shows a web-based application interface for HRIS ePayroll. The top navigation bar includes tabs for 'HRIS-eSelfService' and 'HRIS ePayroll'. The URL in the address bar is 192.168.6.80:289/cSSLeaveAppl. The main content area is titled 'Leave Application' and displays a list of leave applications for user 'BASCO, DINAH LYNN I.'.

The left sidebar contains links for 'My Favorites', 'About Me', 'My Applications' (which is currently selected), 'Authorization Slip (AS)', 'Travel Order', 'OverTime Request', 'Leave Application' (highlighted in blue), 'Force Leave Plan', 'COC Application', 'Employee Time Schedule', 'My Other Applications', 'My Reports', and 'My Documents Tracking'.

The central part of the screen shows a table of leave applications with columns for ID, Date, Status, and Name. One application is highlighted in orange: '00000014 Janu BASCO, DINAH LYN Maternity Leave Submitted'. Below this table is a large green circle with a white checkmark and the text 'Successfully Submitted! New Record has been Successfully Submitted!' with an 'OK' button.

To the right of the application table is a calendar for January 2021. The calendar shows various leave types: 'Maternity Leave' (orange), 'Force Leave' (green), and 'New' (purple). Specific dates like 'New Year's ...' and 'Maternity Leave' are also labeled. The days of the week are labeled 'Wed', 'Thu', 'Fri', and 'Sat'.

Step 11: Click **ok** button if you want to continue and go back on previous page.



HRIS-eSelfService HRIS ePayroll +

192.168.6.80:289/cssLeaveAppl

DINAH LYNN BASCO

Leave Application

BASCO, DINAH LYNN I.

Select All Status Status Info.

My Favorites

About Me

My Applications

- Authorization Slip (AS)
- Travel Order
- Overtime Request
- Leave Application
- Force Leave Plan
- COC Application
- Employee Time Schedule

My Other Applications

My Reports

My Documents Tracking

Leave Application

00000014 January 1-30/7/...
BASCO, DINAH LYNN I.
Maternity Leave
Submitted

00000014 January 1-30/7/...
BASCO, DINAH LYNN I.
Maternity Leave
Submitted

00000014 January 1-30/7/...
BASCO, DINAH LYNN I.
Maternity Leave
Submitted

00000010 January 8, 2021, 12:00:00 AM
BASCO, DINAH LYNN I.
Force Leave
Submitted

00000009 January 14-16, 2021
BASCO, DINAH LYNN I.
Force Leave
New

January 2021

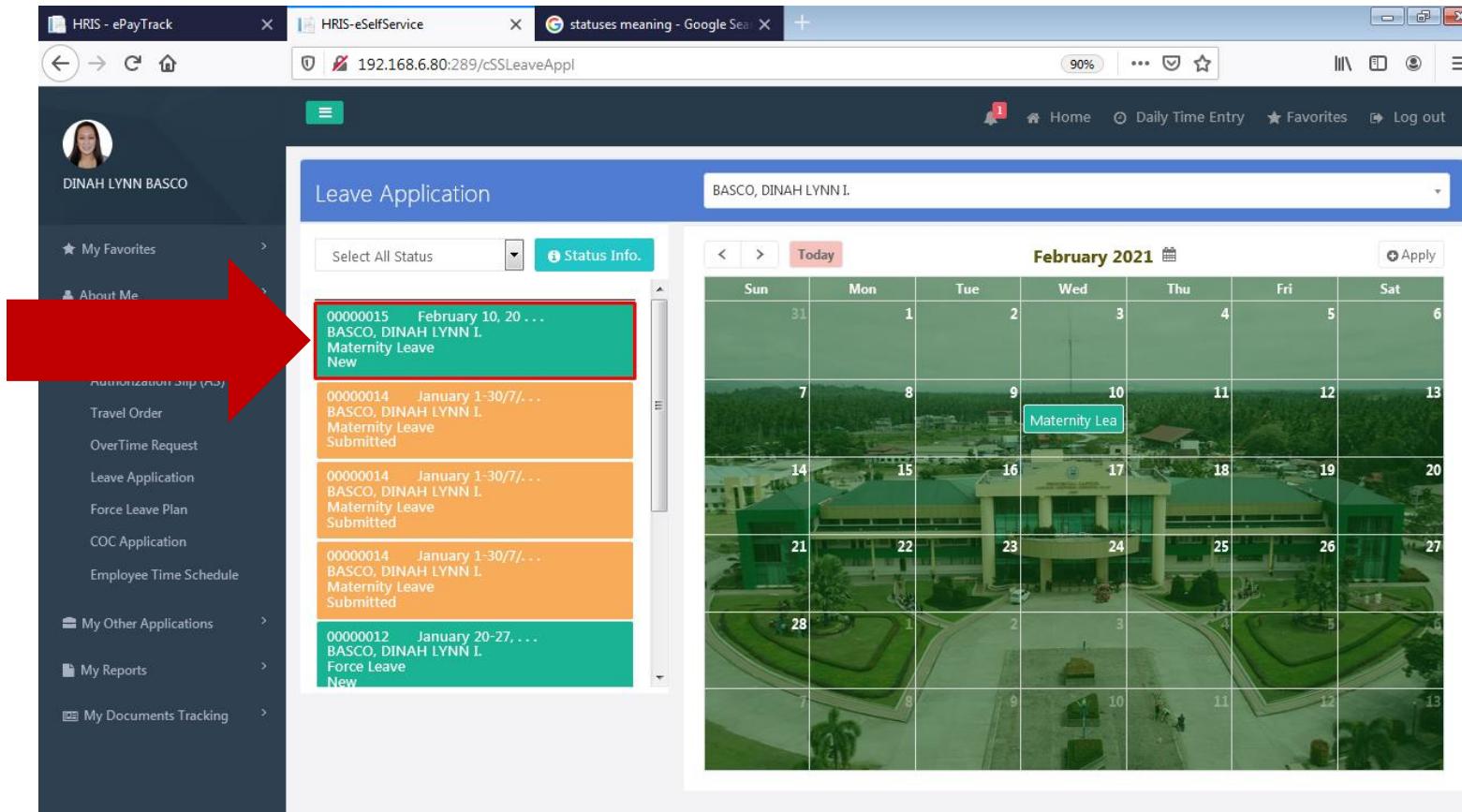
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	New Year's Day	1
						2
						Maternity Leave
3	4	5	6	7	8	9
						Maternity Leave
10	11	12	13	14	15	16
						Maternity Leave
						Paternity Le
						Maternity Le
						Force Leave
17	18	19	20	21	22	23
						Maternity Leave
24	25	26	27	28	29	30
						Maternity Leave
31	1	2	3	4	5	6

How to edit applied
Leave application?

Note:

In editing an applied leave application only status like **new** and **cancel pending** application are editable unlike other statuses like **level 1 approved**, **level 2 approved**, **final approved**, **submitted**, **reviewed**, **cancelled** and **disapproved** are not editable. However, if the submitted application is being **cancelled pending** by the **reviewer**, **level 1 approver** or by **level 2 approver** that will be the time where you will be able to edit the application. In addition only **final approver** can cancel the **final approved** application and Leave status will be **cancelled**. Once application is cancelled automatic you cannot delete nor edit or resubmit application but to view only information.

- **Step 1:** While on the main page of Leave application select specific record to edit application. **Edit drop-down button** will be visible.



- **Note:** If ever you have click a non-editable applied leave application expected that record is for viewing purposes only like **level 1 approved, level 2 approved, final approved, submitted, reviewed, cancelled and disapproved** are not editable.

Screenshot of the HRIS-ePayTrack application interface showing the Leave Application module.

The left sidebar menu includes:

- My Favorites
- About Me
- My Applications
 - Authorization Slip (AS)
 - Travel Order
 - OverTime Request
 - Leave Application
 - Force Leave Plan
 - COC Application
 - Employee Time Schedule
- My Other Applications
- My Reports
- My Documents Tracking

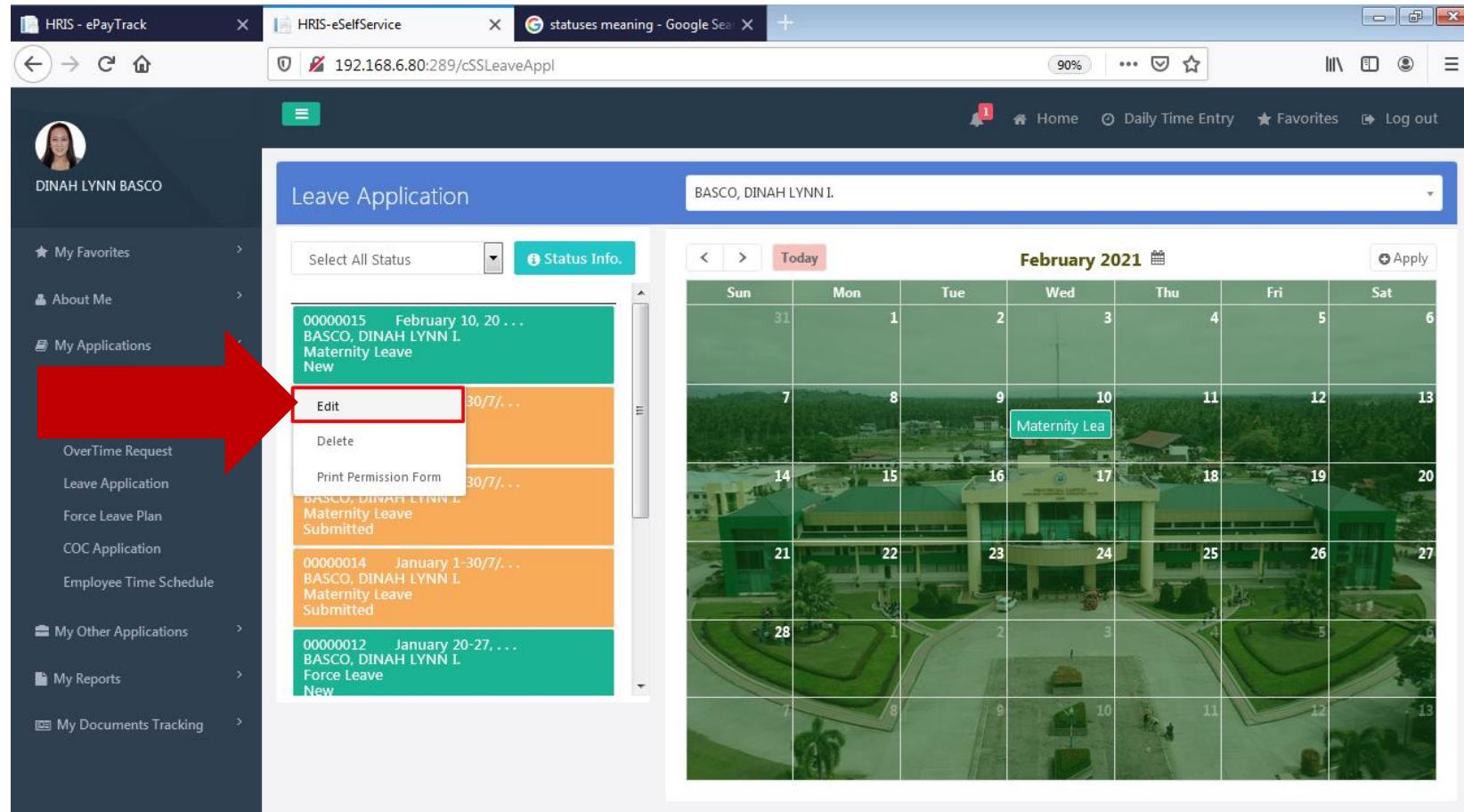
The main content area shows the "Leave Application" screen for user DINAH LYNN BASCO. The status bar indicates "BASCO, DINAH LYNN I." and "Leave Application".

The "Leave Application" list displays three items:

- 00000015 February 10, 20...
BASCO, DINAH LYNN I.
Maternity Leave
New
 - [Edit](#) (highlighted with a red box)
 - [Delete](#)
 - [Print Permission Form](#)
- 00000014 January 1-30/7/...
BASCO, DINAH LYNN I.
Maternity Leave
Submitted
- 00000012 January 20-27,...
BASCO, DINAH LYNN I.
Force Leave
New

To the right is a calendar for February 2021, showing the days of the week and dates from 31 to 28. A green box highlights the date "10" with the text "Maternity Lea".

- Step 2: Click **edit button** for you to edit information.



HRIS - ePayTrack X HRIS-eSelfService X statuses meaning - Google Search X +

192.168.6.80:289/cSSLeaveAppl 90% ⌂ ⌄ ⌅ ⌆ ⌇ ⌈ ⌉ ⌊ ⌋

DINAH LYNN BASCO

My Favorites >

About Me >

My Applications >

Authorization Slip (AS)

Travel Order

Overtime Request

Leave Application

Force Leave Plan

COC Application

Employee Time Schedule

My Other Applications >

My Reports >

My Documents Tracking >

Edit Existing Record

Leave Info. Date Breakdown

Application Nbr.: 00000015

Employee Name: BASCO, DINAH LYNN I.

Leave Comment:

Remarks:

Date of Application: 2021-01-21

ID Nbr.: 5394

Status: New

Leave Type: Maternity Leave

Leave Sub-Type: Select Here

Leave Credits/Balance as of 2021-01-04

	VL	SL	SP	FL
Current Bal	51.58	33.20	0	0
Less this leave	0	0	0	0
Leave Bal	51.582	33.208	0.000	0.000

Close Submit Save Edit

- Step 3: Select specific **leave type** on the drop down to input or replace values in all **required fields**.

HRIS-ePayroll 192.168.6.80:289/cSSLeaveAppl

Edit Existing Record

Leave Info.	Date Breakdown																				
Application Nbr.:	0000009																				
Employee Name:	BASCO, DINAH LYNN I.																				
Leave Comment:																					
Remarks:																					
Leave Type:	Force Leave																				
Leave Sub-Type:	Select Here Force Leave Maternity Leave Monetization Leave Others Paternity Leave Parental Leave (Solo Parent) Sick Leave Special Privilege Leave Terminal Leave																				
Leave Credits/Balance as of 2021-01-04 <table border="1"> <thead> <tr> <th></th> <th>VL</th> <th>SL</th> <th>SP</th> <th>FL</th> </tr> </thead> <tbody> <tr> <td>Current Bal</td> <td>51.58</td> <td>33.20</td> <td>0</td> <td>0</td> </tr> <tr> <td>Less this leave</td> <td>-12</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Leave Bal</td> <td>47.582</td> <td>33.208</td> <td>0.000</td> <td>0.000</td> </tr> </tbody> </table>			VL	SL	SP	FL	Current Bal	51.58	33.20	0	0	Less this leave	-12	0	0	0	Leave Bal	47.582	33.208	0.000	0.000
	VL	SL	SP	FL																	
Current Bal	51.58	33.20	0	0																	
Less this leave	-12	0	0	0																	
Leave Bal	47.582	33.208	0.000	0.000																	

Step 4: If you want to edit date that you have applied, click **edit button** under **date breakdown tab**, then override or replace date that you want to replace.

The screenshot shows a web-based application interface for HRIS ePayroll. On the left, there's a sidebar with a user profile for 'DINAH LYNN BASCO' and links to various applications like My Favorites, About Me, My Applications, Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, Employee Time Schedule, My Other Applications, My Reports, and My Documents Tracking. The main content area has tabs for 'Leave Info.' and 'Date Breakdown'. Under 'Date Breakdown', there are fields for 'Date From' (with a calendar icon) and 'Day Equivalent'. Below these are 'Date To' and 'Total Equiv.'. A table shows a single row with 'DATE FROM' (2021-01-14), 'DATE TO' (2021-01-16), 'DAY EQUIVALENT' (1.0), and an 'ACTIONS' column containing a blue edit icon (highlighted with a red arrow) and a red delete icon. At the bottom of the table are 'Close', 'Submit', and 'Save Edit' buttons. To the right of the table is a calendar view showing dates from January 1 to 31, with specific days highlighted in different colors (green, orange, red) corresponding to different leave types like Maternity Leave and Force Leave.

HRIS-eSelfService

HRIS ePayroll

192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

DINAH LYNN BASCO

My Favorites About Me My Applications Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application Employee Time Schedule

My Other Applications My Reports My Documents Tracking

Edit Existing Record

Date Breakdown

Date From: 2021-01-14

Date To: 2021-01-16

Day Equivalent: 1.00 Update

Total Equiv.: 3.00

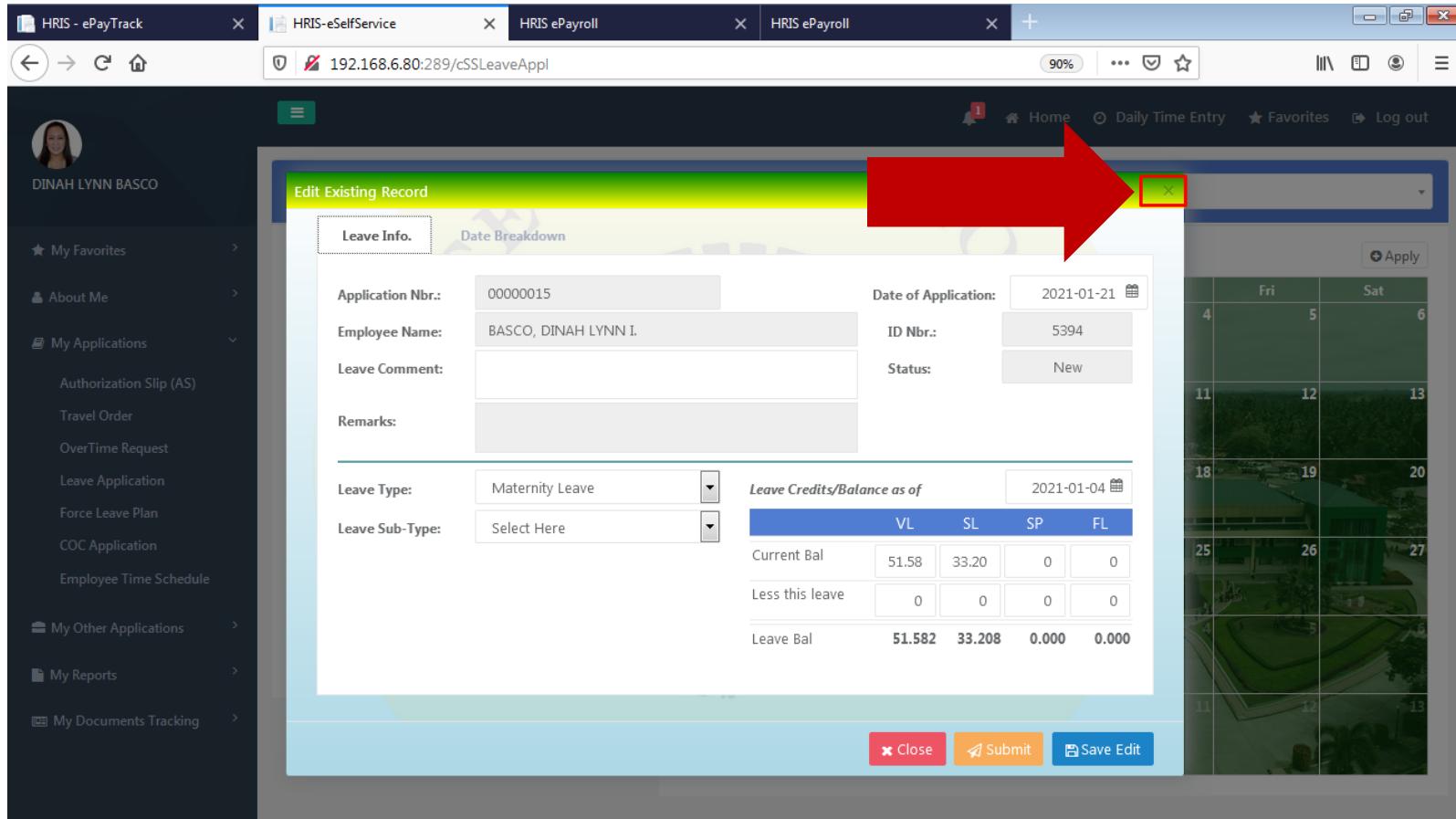
DATE FROM	DATE TO	DAY EQUIVALENT	TOTAL EQUIVALENT	ACTIONS
2021-01-14	2021-01-16	1.00	3.00	<input checked="" type="checkbox"/> <input type="button" value=""/>

Apply

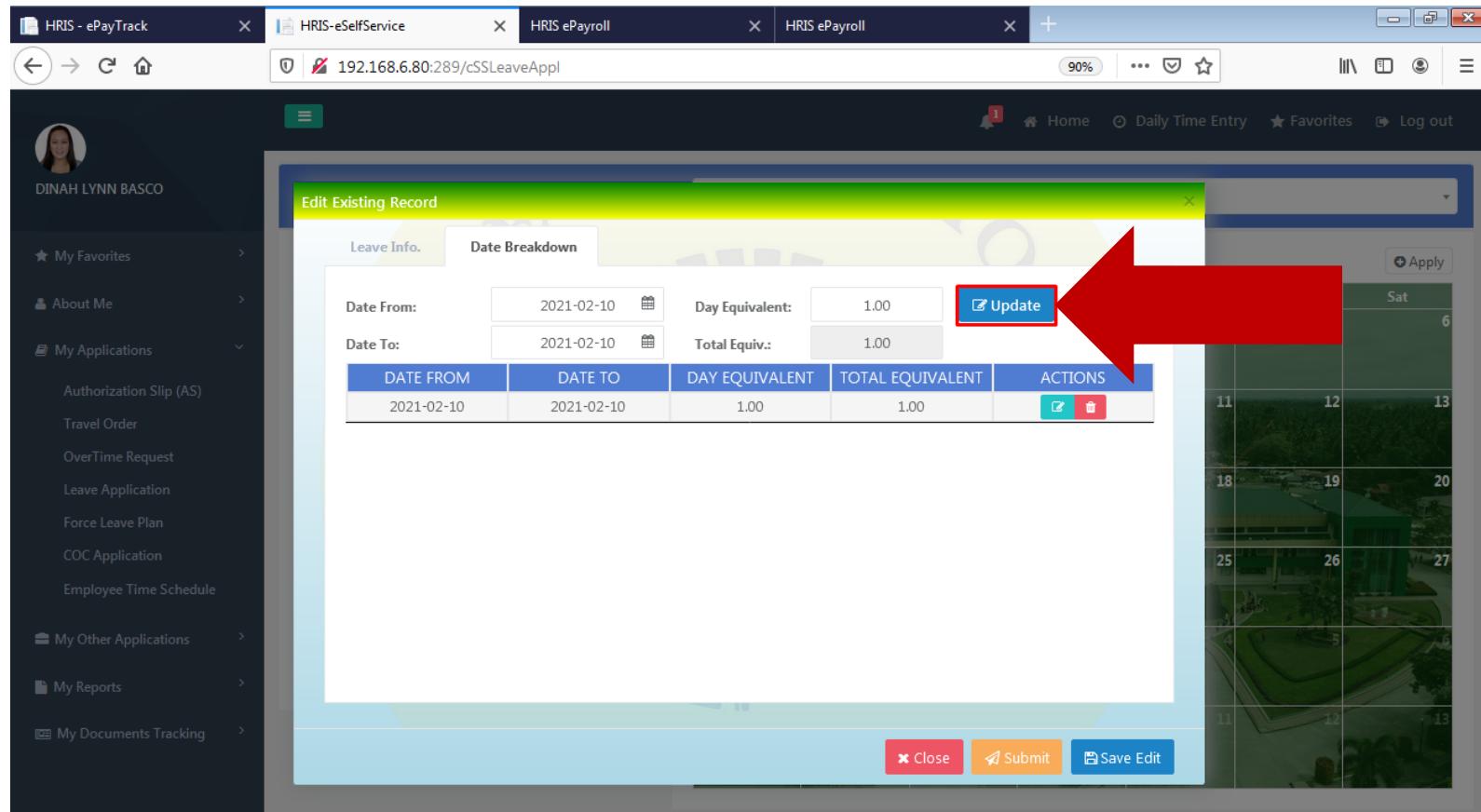
Fri	Sat
New Year's ... 1	2
Maternity Leave	
8	9
Force Leave	
15	16
Force Leave	
22	23
29	30
5	6

Close Submit Save Edit

- Step 5: Click close icon if you don't want to replace or update information.



- **Step 6:** Repeat step 3 to continue to edit information and click **update button** if you want to save updated information.



HRIS - ePayTrack HRIS-eSelfService HRIS ePayroll HRIS ePayroll

192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

DINAH LYNN BASCO

My Favorites

About Me

My Applications

Authorization Slip (AS)

Travel Order

Overtime Request

Leave Application

Force Leave Plan

COC Application

Employee Time Schedule

My Other Applications

My Reports

My Documents Tracking

Edit Existing Record

Leave Info Date Breakdown

DATE FROM	DATE TO	DAY EQUIVALENT	TOTAL EQUIVALENT	ACTIONS
2021-02-10	2021-02-10	1.00	1.00	

Close Submit Save Edit

Fri Sat

4	5	6
11	12	13
18	19	20
25	26	27
11	12	13

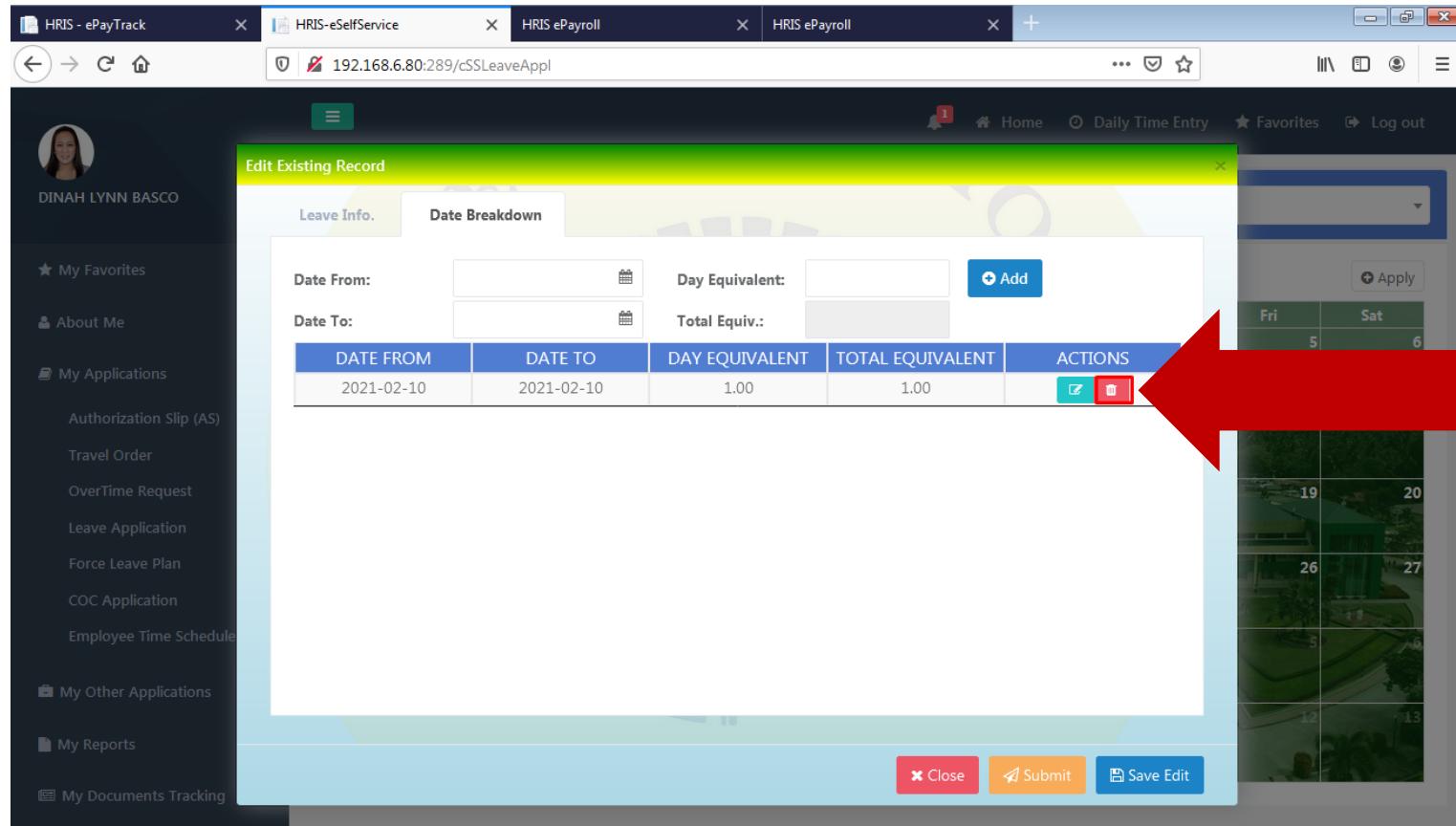
Note:

To update, edit all needed information before clicking the **update button** to save current changes. Since, **Leave type** field is editable the only way to change leave type recent record is by re-selecting on the table grid below; only if you want to change information and add what type of leave you want to apply.

Note:

Once you click the **delete button** expected no pop-up window will appear that data is deleted since it is automatic. That you can only identify if record is removed, if no data found and the selected data is not displayed on the table grid below. Since, you are not allowed to save the application if no data added on table grid below and to fill-in needed information for you to save the data.

- Step 7: If you want to continue and change **date** to be applied click **delete button** to remove information and add new one.



HRIS - ePayTrack X HRIS-eSelfService X HRIS ePayroll X HRIS ePayroll X +

192.168.6.80:289/cSSLeaveAppl

DINAH LYNN BASCO

My Favorites About Me My Applications Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application Employee Time Schedule

My Other Applications My Reports My Documents Tracking

Edit Existing Record

Leave Info. Date Breakdown

Date From: Day Equivalent: Add

Date To: Total Equiv.:

DATE FROM	DATE TO	DAY EQUIVALENT	TOTAL EQUIVALENT	ACTIONS
No data available in table				

Close Submit Save Edit

Fri Sat

Fri	Sat
5	6
12	13
19	20
26	27
5	6
12	13

- **Step 8:** To continue input or select values in **date from**, **date to** and **day equivalent** to apply, click **add button** to update or add information.

The screenshot shows a web-based application interface for managing leave applications. On the left, there's a sidebar with various menu items like 'My Favorites', 'About Me', 'My Applications', and 'My Other Applications'. The main area is titled 'Edit Existing Record' and contains a 'Leave Info.' tab and a 'Date Breakdown' tab. In the 'Date Breakdown' tab, there are fields for 'Date From' (set to 2021-01-07) and 'Day Equivalent'. A large red arrow points to the blue '+ Add' button located to the right of the 'Day Equivalent' field. Below these fields is a table with columns: DATE FROM, DATE TO, DAY EQUIVALENT, TOTAL EQUIVALENT, and ACTIONS. The table displays the message 'No data available in table'. At the bottom of the dialog are three buttons: 'Close', 'Submit', and 'Save Edit'. The background of the application shows a calendar view for January 2021.

HRIS-eSelfService X HRIS ePayroll X +

192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

DINAH LYNN BASCO

My Favorites About Me My Applications Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application Employee Time Schedule

My Other Applications My Reports My Documents Tracking

Edit Existing Record

Leave Info. Date Breakdown

Date From: Day Equivalent: + Add

Date To: Total Equiv.:

DATE FROM	DATE TO	DAY EQUIVALENT	TOTAL EQUIVALENT	ACTIONS
2021-01-14	2021-01-16	1.00	3.00	

Fri Sat
New Year's ... 1 2
Maternity Leave
8 9
Force Leave 15 16
Force Leave 22 23
29 30
5 6

Close Submit Save Edit

Note:

All fields that needs to be fill will automatically generate a verification of “**required field!**” if you click **add button** without inputting values in any field, expected that you will not be able to add information or even save the applied Leave application.

- **Step 9:** Input needed information click **add button** to update or add information for you to save the record.

The screenshot shows a web browser window with four tabs open: 'HRIS - ePayTrack', 'HRIS-eSelfService', 'HRIS ePayroll', and 'HRIS ePayroll'. The 'HRIS ePayroll' tab is active and displays the 'Edit Existing Record' dialog for 'Leave Info.'.

The dialog has a 'Date Breakdown' section with the following fields:

- Date From: 2021-01-07
- Date To: 2021-01-07
- Day Equivalent: 1 (highlighted with a red box)
- Total Equiv.: 1

A red arrow points to the blue 'Add' button located next to the Day Equivalent input field. Below the input fields is a table header with columns: DATE FROM, DATE TO, DAY EQUIVALENT, TOTAL EQUIVALENT, and ACTIONS.

At the bottom of the dialog are three buttons: Close, Submit, and Save Edit.

HRIS - ePayTrack X HRIS-eSelfService X HRIS ePayroll X HRIS ePayroll X +

192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

DINA LYNN BASCO

My Favorites About Me My Applications Authorization Slip (AS) Travel Order OverTime Request Leave Application Force Leave Plan COC Application Employee Time Schedule

My Other Applications My Reports My Documents Tracking

Edit Existing Record

Leave Info Date Breakdown

Date From: 2021-01-07 Day Equivalent:
Date To: 2021-01-07 Total Equiv.:

DATE FROM	DATE TO	DAY EQUIVALENT	TOTAL EQUIVALENT	ACTIONS
2021-01-07	2021-01-07	1	1	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Fri Sat

5 6

12 13

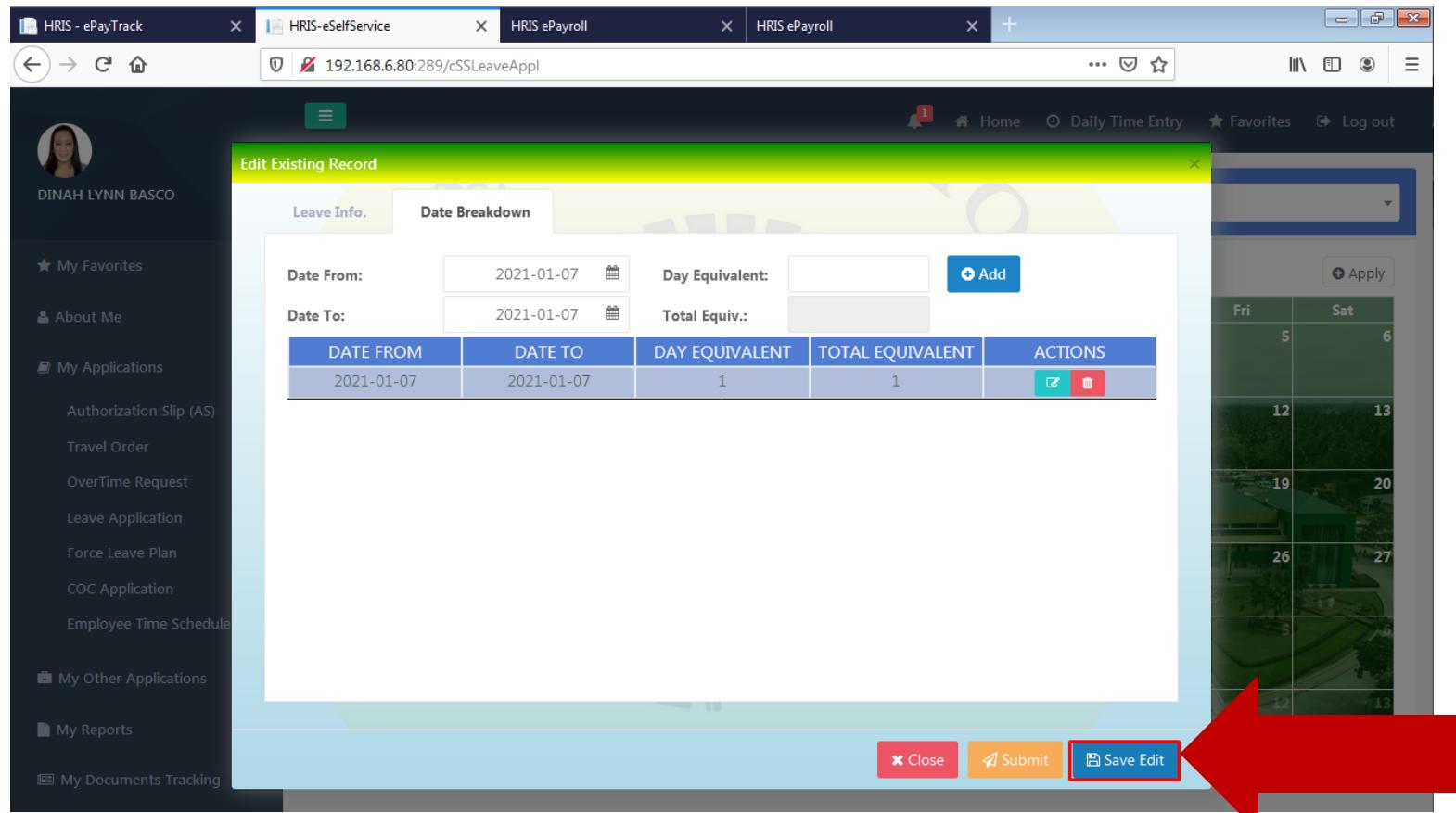
19 20

26 27

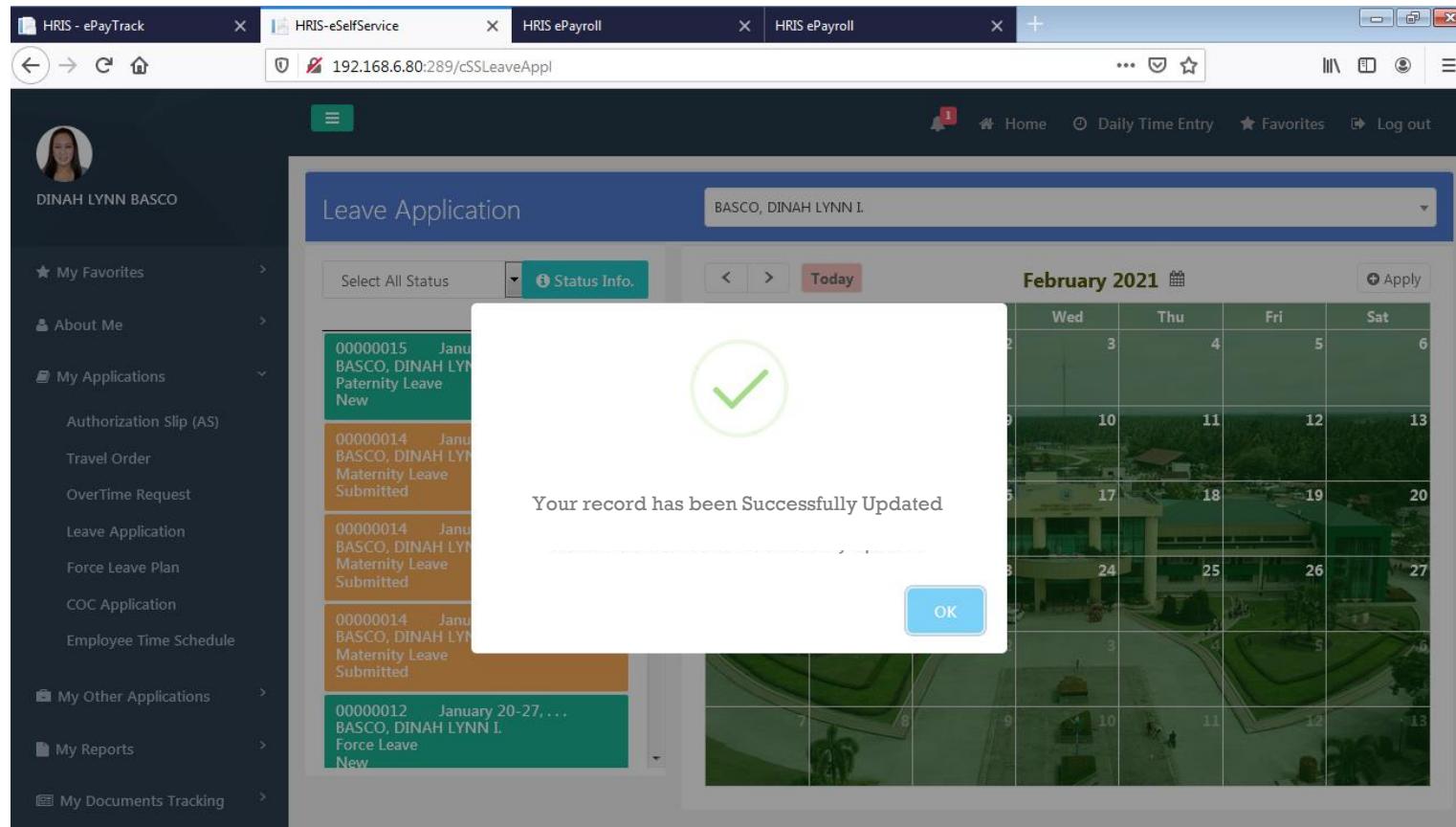
5 6

12 13

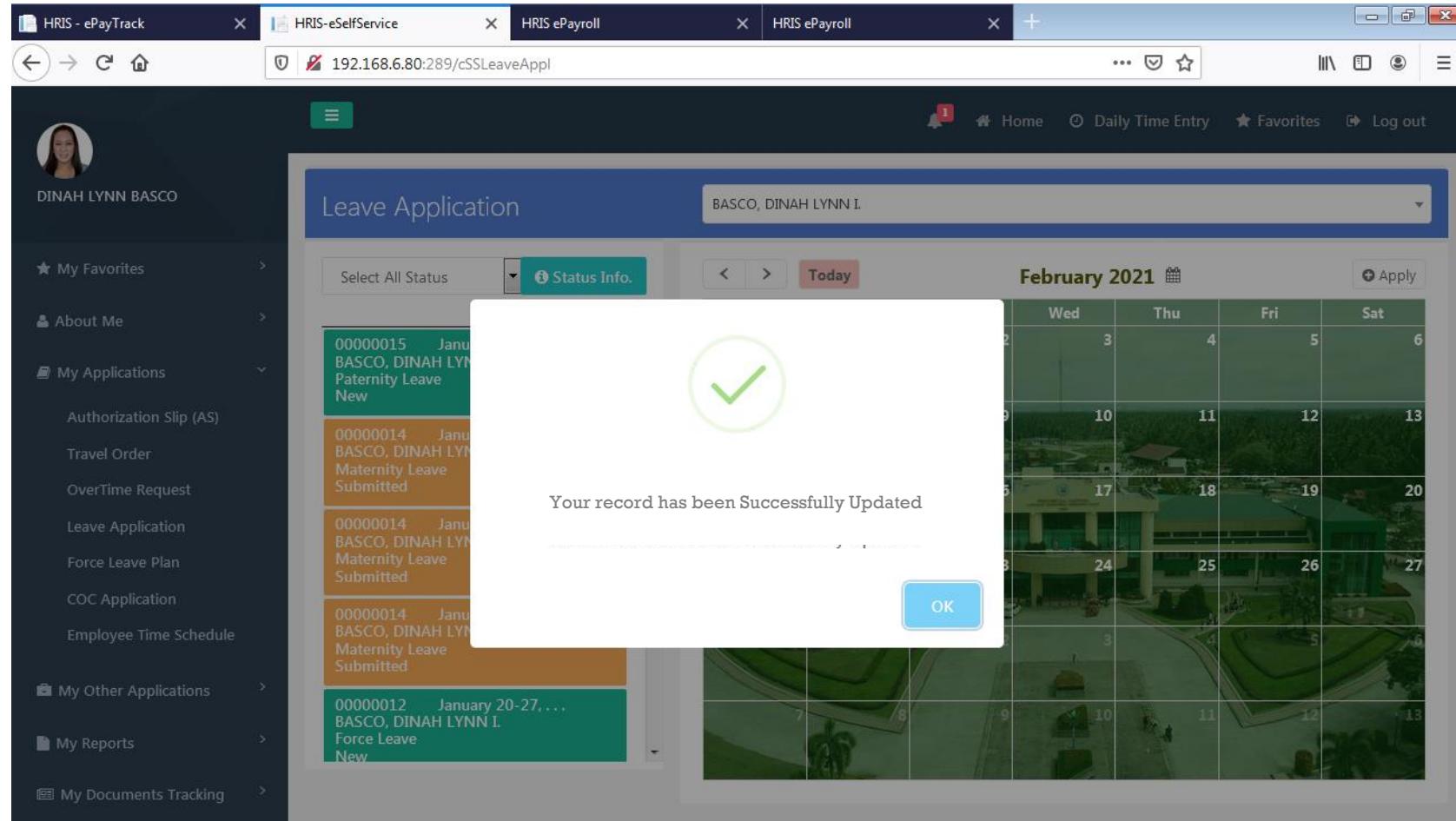
- **Step 10:** Click **save edit button** to save the updated information for you to save the record.



- **Note:** A pop-up confirmation window will appear that current record has been successfully updated!



Step 11: Click **ok** button for you to continue.



HRIS - ePayTrack X HRIS-eSelfService X HRIS ePayroll X HRIS ePayroll X +

192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

DINAH LYNN BASCO

Leave Application BASCO, DINAH LYNN I.

Select All Status Status Info.

00000015 January 12-11, ... BASCO, DINAH LYNN I. Paternity Leave New

00000014 January 1-30/7/... BASCO, DINAH LYNN I. Maternity Leave Submitted

00000014 January 1-30/7/... BASCO, DINAH LYNN I. Maternity Leave Submitted

00000014 January 1-30/7/... BASCO, DINAH LYNN I. Maternity Leave Submitted

00000012 January 20-27, ... BASCO, DINAH LYNN I. Force Leave New

February 2021 

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	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	1	2	3	4	5	6
7	8	9	10	11	12	13

- **Step 12:** If ever record is not yet submitted repeat **step 1** and **2**, click **submit button** if you want to submit application.

Screenshot of the HRIS-eSelfService application showing the "Edit Existing Record" form for a leave application.

The form displays the following details:

- Leave Info.**
- Date Breakdown**

Form fields include:

- Application Nbr.:** 00000015
- Employee Name:** BASCO, DINAH LYNN I.
- Leave Comment:** (Empty)
- Remarks:** (Empty)
- Date of Application:** 2021-01-21
- ID Nbr.:** 5394
- Status:** New
- Leave Type:** Paternity Leave
- Leave Sub-Type:** Select Here
- Leave Credits/Balance as of:** 2021-01-04
- Current Bal:**

VL	SL	SP	FL
51.58	33.20	0	0
- Less this leave:**

VL	SL	SP	FL
0	0	0	0
- Leave Bal:**

VL	SL	SP	FL
51.582	33.208	0.000	0.000

A large red arrow points to the **Submit** button at the bottom right of the form.

- **Note:** A pop-up confirmation window will appear that your record has been successfully submitted!

The screenshot shows a web browser with four tabs open: HRIS - ePayTrack, HRIS-eSelfService, HRIS ePayroll, and HRIS ePayroll. The HRIS-eSelfService tab is active, displaying the URL 192.168.6.80:289/cSSLeaveAppl. The main content area is titled "Leave Application" and shows a list of previous applications for "BASCO, DINAH LYNN I." with status "Submitted". A large green checkmark icon is overlaid on the page, indicating a successful submission. A modal dialog box in the center says "Successfully Submitted! New Record has been Successfully Submitted!" with an "OK" button. On the right, there is a calendar for February 2021.

Leave Application

BASCO, DINAH LYNN I.

Select All Status

Status Info.

February 2021

OK

Successfully Submitted!
New Record has been Successfully Submitted!

WED THU FRI SAT

1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

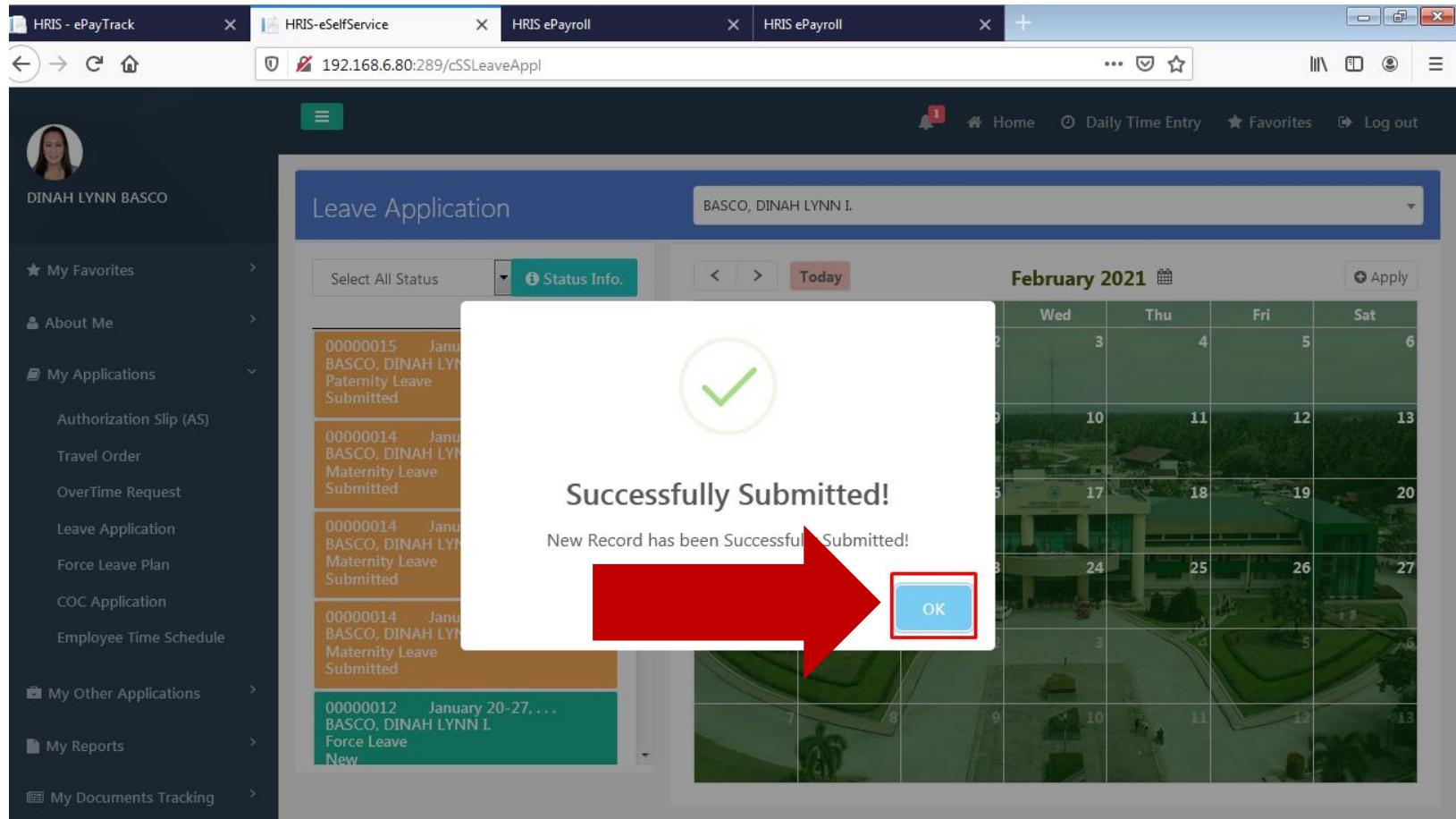
21 22 23 24 25 26 27

28 29 30 31

1 2 3 4 5 6

7 8 9 10 11 12 13

- Step 13: Repeat step 10 to exit and go back on main page



HRIS - ePayTrack X HRIS-eSelfService X HRIS ePayroll X HRIS ePayroll X +

192.168.6.80:289/cSSLeaveAppl

DINAH LYNN BASCO

My Favorites >

About Me >

My Applications >

- Authorization Slip (AS)
- Travel Order
- Overtime Request
- Leave Application
- Force Leave Plan
- COC Application
- Employee Time Schedule

My Other Applications >

My Reports >

My Documents Tracking >

Leave Application

BASCO, DINAH LYNN I.

Select All Status 

00000015 January 12-11, ...
BASCO, DINAH LYNN I.
Paternity Leave
Submitted

00000014 January 1-30/7/...
BASCO, DINAH LYNN I.
Maternity Leave
Submitted

00000014 January 1-30/7/...
BASCO, DINAH LYNN I.
Maternity Leave
Submitted

00000014 January 1-30/7/...
BASCO, DINAH LYNN I.
Maternity Leave
Submitted

00000012 January 20-27, ...
BASCO, DINAH LYNN I.
Force Leave
New

February 2021 

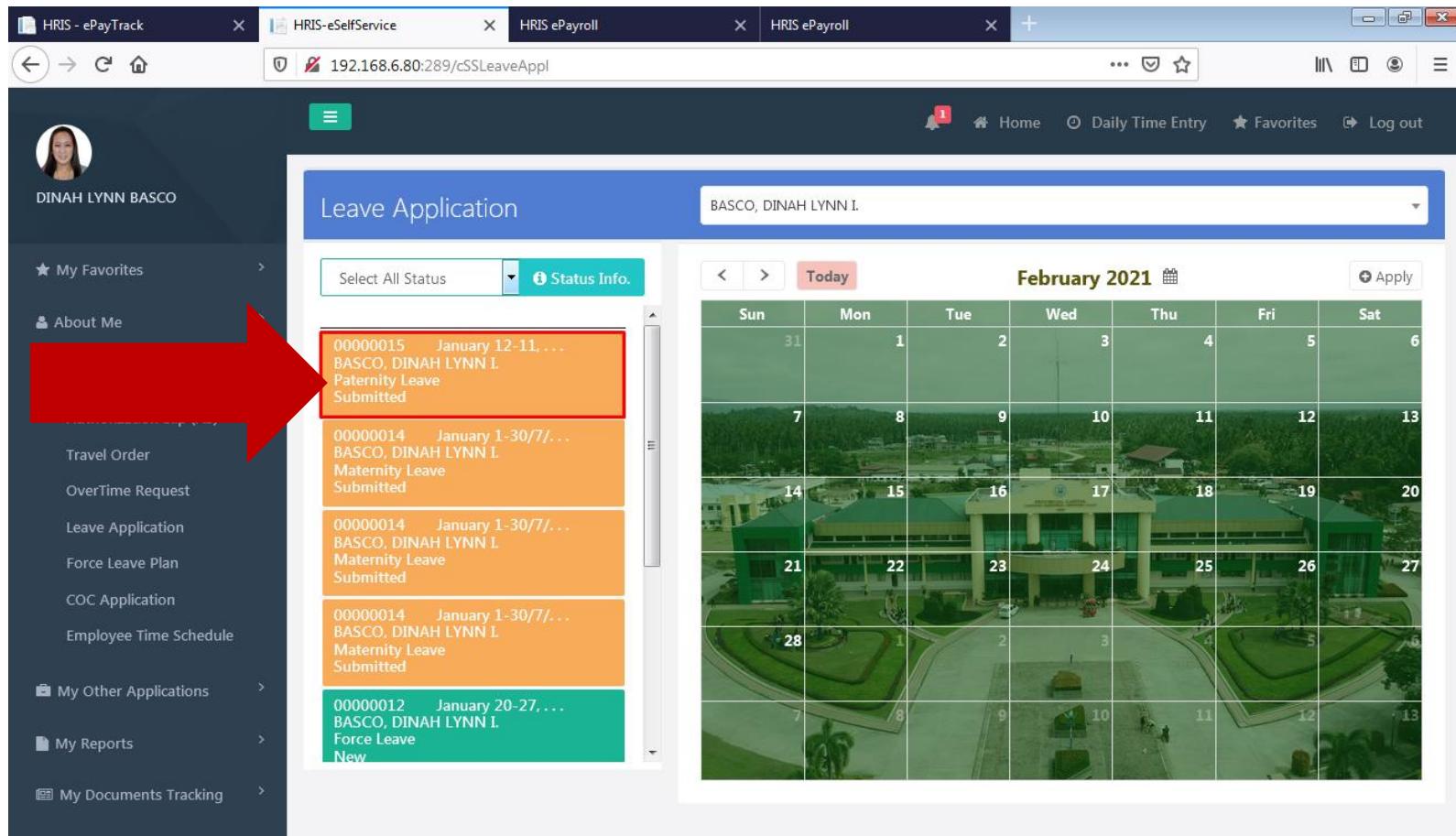
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13

How to view
applied Leave
application?

- **Note:**

In viewing applied Leave, once application is **submitted**, **disapproved**, **reviewed**, **cancelled**, **level 1 approved**, **level 2 approved** or **final approved** expected you will be able to view application since **view details drop-down button** will be shown and application is exclusive for viewing purposes only. In contrast application status like **new** and **cancel pending** where the creator or the one who applied the leave will not be able to view application but to edit and delete application in fact only visible drop-down buttons are **edit** and **delete**.

- **Step 1:** While on the main page of Leave application select specific drop-down list of status to view application, click the selected leave application record for you to view information. **View details drop-down button** will be visible.



The screenshot shows the HRIS ePayTrack application interface. On the left, there is a sidebar with various menu items: My Favorites, About Me (highlighted with a red arrow), Travel Order, Overtime Request, Leave Application, Force Leave Plan, COC Application, Employee Time Schedule, My Other Applications, My Reports, and My Documents Tracking. The main content area is titled "Leave Application" and displays a list of leave applications. One application is highlighted with an orange box: "00000015 January 12-11, ... BASCO, DINAH LYNN I. Paternity Leave Submitted". To the right of the application list is a calendar for February 2021, showing the days from Sunday to Saturday.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	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	1	2	3	4	5	6
7	8	9	10	11	12	13

HRIS - ePayTrack X HRIS-eSelfService X HRIS ePayroll X HRIS ePayroll X +

192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

DINAH LYNN BASCO

Leave Application

BASCO, DINAH LYNN I.

Select All Status >Status Info.

00000015 January 12-11...
BASCO, DINAH LYNN I.
Paternity Leave
Submitted

View Details 30/7/...

Print Permission Form

00000014 January 1-30/7/...
BASCO, DINAH LYNN I.
Maternity Leave
Submitted

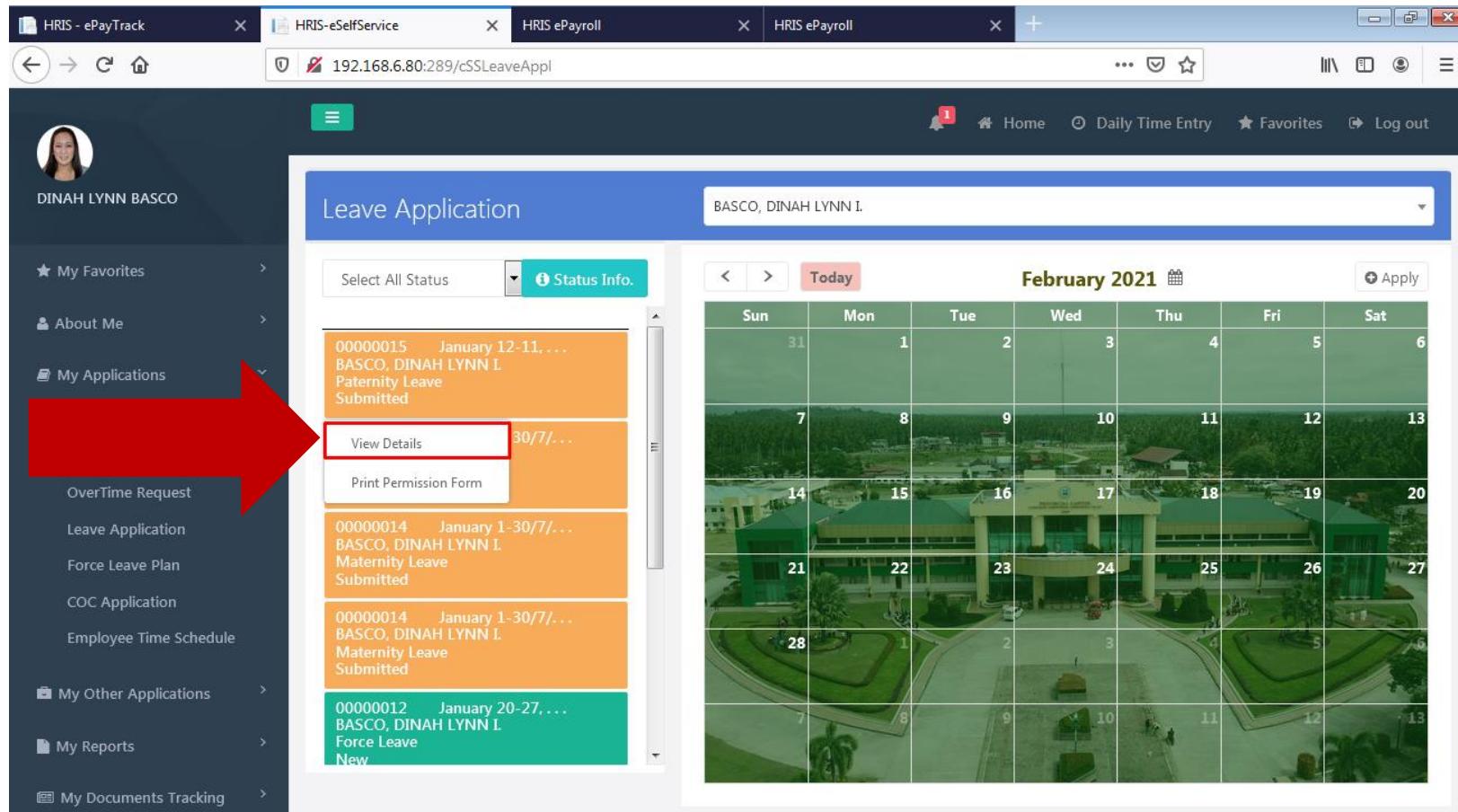
00000014 January 1-30/7/...
BASCO, DINAH LYNN I.
Maternity Leave
Submitted

00000012 January 20-27....
BASCO, DINAH LYNN I.
Force Leave
New

February 2021 Apply

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	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	1	2	3	4	5	6
7	8	9	10	11	12	13

- Step 2: Click view details drop-down button for to view application information.



HRIS - ePayTrack X HRIS-eSelfService X HRIS ePayroll X HRIS ePayroll X +

192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

DINAH LYNN BASCO

My Favorites About Me My Applications Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application Employee Time Schedule

My Other Applications My Reports My Documents Tracking

View Record Details

Leave Info. Date Breakdown

Application Nbr.: 00000015 Date of Application: 2021-01-21

Employee Name: BASCO, DINAH LYNN I. ID Nbr.: 5394

Leave Comment: Status: Submitted

Remarks:

Leave Type: Paternity Leave Leave Credits/Balance as of 2021-01-04

Leave Sub-Type: Select Here

	VL	SL	SP	FL
Current Bal	51.58	33.20	0	0
Less this leave	0	0	0	0
Leave Bal	51.582	33.208	0.000	0.000

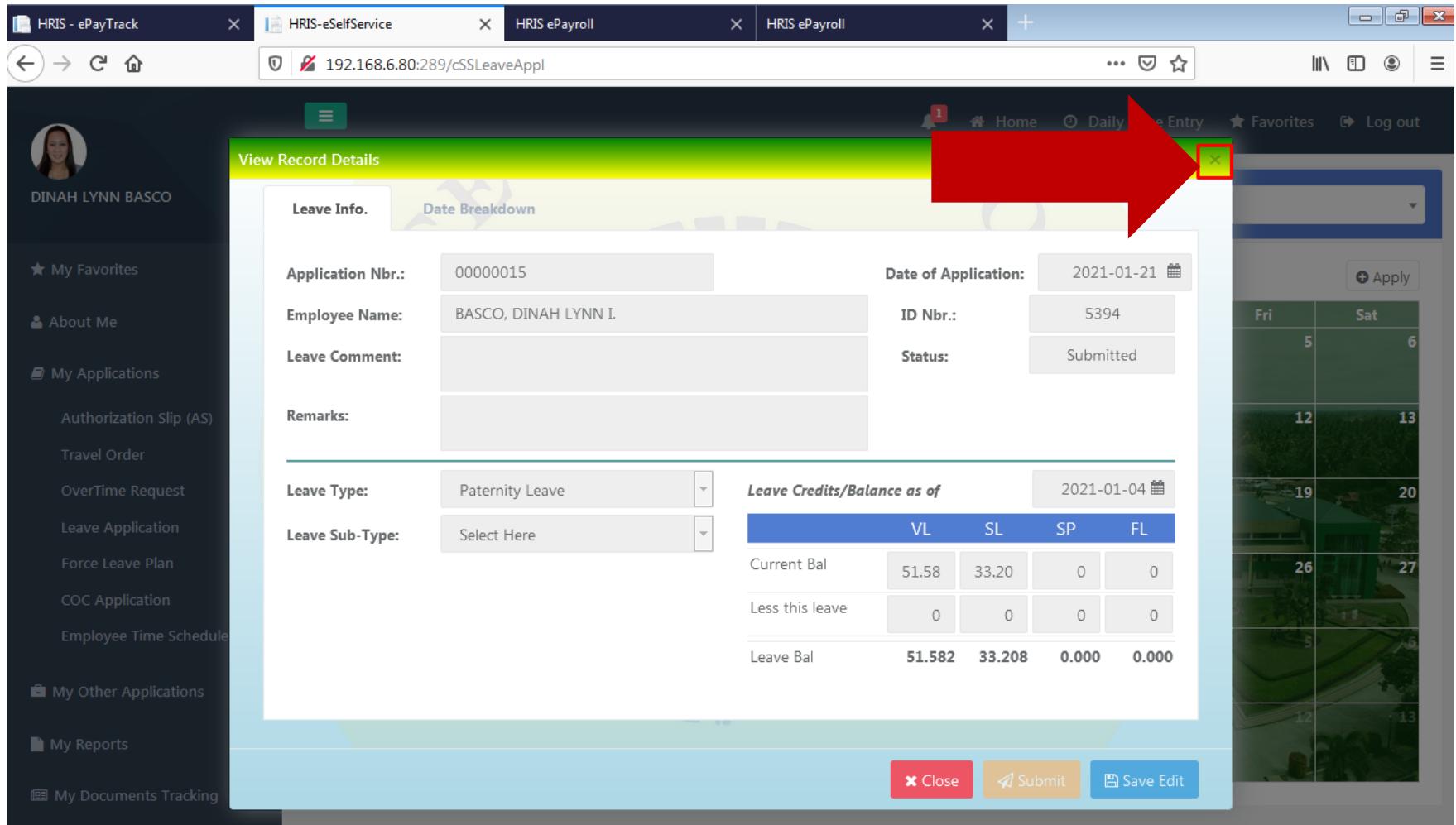
X Close **Submit** **Save Edit**

Fri Sat
5 6
12 13
19 20
26 27
5 6
12 13

Note:

Since leave application status of **submitted**, **disapproved**, **reviewed**, **cancelled**, **level 1 approved**, **level 2 approved** and **final approved** is for viewing only expected that all fields in this application are disabled meaning you are not allowed to **edit**, **update**, **save**, **delete** and even **submit** application.

Step 3: If you want to close the page, click **close icon** for you to exit and go back on main page.



Note:

If ever you want to view your applied leave application you can also click the following buttons/icon: **previous month button**, **next month button**, **today button**, **calendar month/year** and **calendar icon**. Take note **calendar month/year** and **calendar icon** share the same functionalities. These buttons will help you navigate to what precise month and year or to simply locate specific leave application record. In addition, only the one who created or have requested the leave application or the account use to log-in the page and applied an leave will be able to add, edit, view, print and delete the applied leave application transaction depending on the application status.

Even if the requestor is an AO and applied other employee an leave once the involve party login his account expected he will not be able to edit and delete application instead to view, print and apply another type of leave.

- Previous Month Button

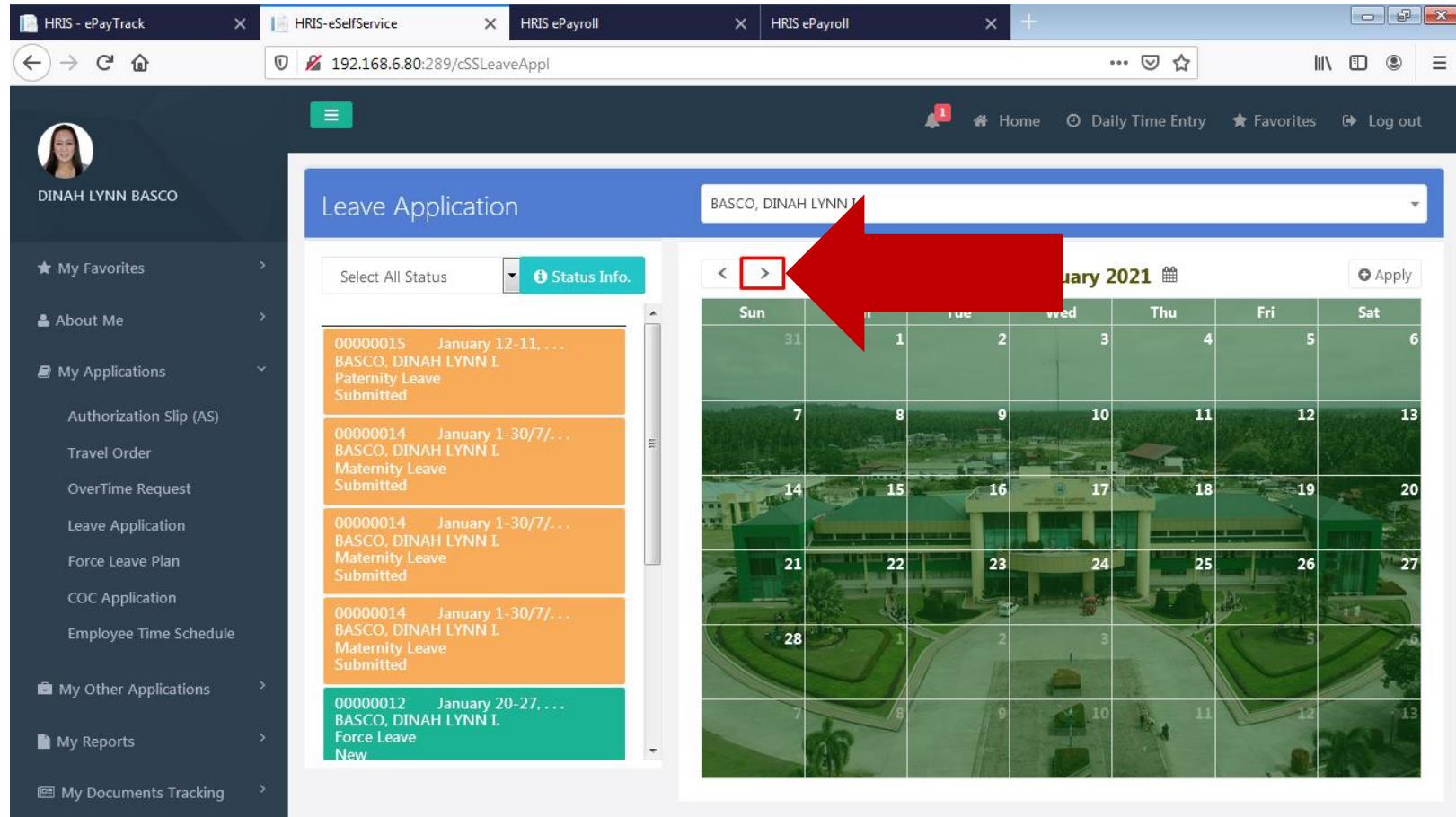
The screenshot shows the HRIS-eSelfService application interface. On the left, there's a sidebar with user profile information (DINAH LYNN BASCO) and navigation links for My Favorites, About Me, My Applications (including Authorization Slip (AS), Travel Order, Overtime Request, Leave Application, Force Leave Plan, COC Application), Employee Time Schedule, My Other Applications, My Reports, and My Documents Tracking.

The main content area displays a "Leave Application" list and a calendar for February 2021. The calendar includes navigation buttons for the previous month, today, and the next month, along with an "Apply" button. The calendar grid shows dates from Sunday, January 31, to Saturday, February 27, with a green overlay image of a building complex.

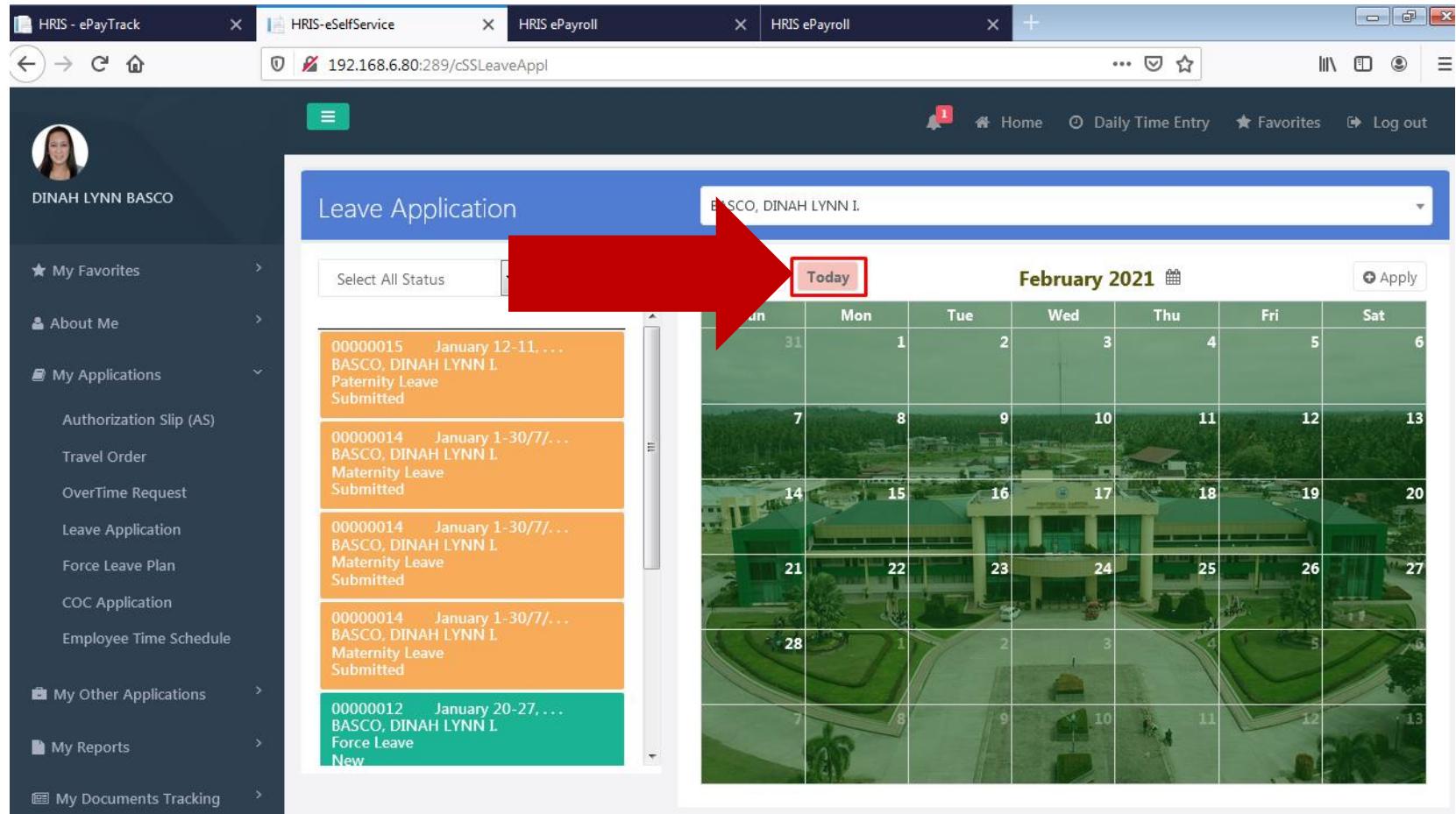
A large red arrow points from the "Select All Status" dropdown menu towards the calendar, highlighting the "Previous Month" button.

Date	Status	Leave Type	Comments
January 12-11, 2021	Submitted	Paternity Leave	BASCO, DINAH LYNN I.
January 1-30/7/2021	Submitted	Maternity Leave	BASCO, DINAH LYNN I.
January 1-30/7/2021	Submitted	Maternity Leave	BASCO, DINAH LYNN I.
January 1-30/7/2021	Submitted	Maternity Leave	BASCO, DINAH LYNN I.
January 20-27, 2021	New	Force Leave	BASCO, DINAH LYNN I.

- Next Month Button



- Today Button



• Calendar Month/Year

The screenshot shows the HRIS eLeave Application interface. On the left, there is a sidebar with various application categories. The main area displays a "Leave Application" form for employee DINAH LYNN BASCO. Below the form is a monthly calendar for January 2021. A large red arrow points from the "Leave Application" section towards the calendar.

Leave Application

BASCO, DINAH LYNN I.

Select All Status Status Info.

January 2021 Apply

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
					Maternity Leave	
3	4	5	6	7	8	9
Maternity Leave						
10	11	12	13	14	15	16
					Maternity Leave	
17	18	19	20	21	22	23
					Force Leave	
24	25	26	27	28	29	30
Maternity Leave						

My Applications

- 00000015 January 12-11, ...
BASCO, DINAH LYNN I.
Maternity Leave
Submitted
- 00000014 January 1-30/7/...
BASCO, DINAH LYNN I.
Maternity Leave
Submitted
- 00000014 January 1-30/7/...
BASCO, DINAH LYNN I.
Maternity Leave
Submitted
- 00000014 January 1-30/7/...
BASCO, DINAH LYNN I.
Maternity Leave
Submitted
- 00000012 January 20-27, ...
BASCO, DINAH LYNN I.
Force Leave
New

My Other Applications

My Reports

My Documents Tracking

Note:

If you have clicked **calendar month/year** expected that **month picker** will appear and you will be able to pick specific month and year. In addition, the greater than symbol >> is **next icon** and less than symbol << is **previous icon** that if you click **next icon** you will be directed to next year and **previous icon** to previous year.

You can also click the current year expected **year picker** will appear and you will be able to click **previous icon** and **next icon** to go back to previous year and move to the following year. If ever you want to go back to the **month picker** click **any other year** expected it will go back to **month picker**.

HRIS - ePayTrack X HRIS-eSelfService X HRIS ePayroll X HRIS ePayroll X HRIS ePayroll X +

192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

DINAH LYNN BASCO

Leave Application

BASCO, DINAH LYNN I.

Select All Status Status Info.

00000015 January 12-11, ... BASCO, DINAH LYNN I. Maternity Leave Submitted

00000014 January 1-30/7/... BASCO, DINAH LYNN I. Maternity Leave Submitted

00000014 January 1-30/7/... BASCO, DINAH LYNN I. Maternity Leave Submitted

00000014 January 1-30/7/... BASCO, DINAH LYNN I. Maternity Leave Submitted

00000012 January 20-27, ... BASCO, DINAH LYNN I. Force Leave New

January 2021

2021

Jan Feb Mar Apr

May Jun Jul Aug

Sep Oct Nov Dec

Force Leave Maternity Leave Force Leave

Force Leave Maternity Leave

Force Leave

Maternity Leave

HRIS - ePayTrack X | HRIS-eSelfService X | HRIS ePayroll X | HRIS ePayroll X | HRIS ePayroll X | +

192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

DINAH LYNN BASCO

Leave Application

BASCO, DINAH LYNN I.

Select All Status Status Info.

00000015 January 12-11, ...
BASCO, DINAH LYNN I.
Paternity Leave
Submitted

00000014 January 1-30/7/...
BASCO, DINAH LYNN I.
Maternity Leave
Submitted

00000014 January 1-30/7/...
BASCO, DINAH LYNN I.
Maternity Leave
Submitted

00000014 January 1-30/7/...
BASCO, DINAH LYNN I.
Maternity Leave
Submitted

00000012 January 20-27, ...
BASCO, DINAH LYNN I.
Force Leave
New

2021

Today

Sun Mon Tue Wed Thu Fri Sat

27 28 29 30

3 4 5 6

Maternity Leave

10 11 12 13

Maternity Leave

17 18 19 20 21 22 23

Force Leave Maternity Leave Force Leave

Paternity Le

24 25 26 27 28 29 30

Maternity Leave

Force Leave

Maternity Leave

My Favorites

About Me

My Applications

Authorization Slip (AS)

Travel Order

Overtime Request

Leave Application

Force Leave Plan

COC Application

Employee Time Schedule

My Other Applications

My Reports

My Documents Tracking

HRIS - ePayTrack X HRIS-eSelfService X HRIS ePayroll X HRIS ePayroll X HRIS ePayroll X +

192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

DINAH LYNN BASCO

My Favorites About Me My Applications Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application Employee Time Schedule My Other Applications My Reports My Documents Tracking

Leave Application

BASCO, DINAH LYNN I.

Select All Status Status Info.

00000015 January 12-11, ... BASCO, DINAH LYNN I. Paternity Leave Submitted

00000014 January 1-30/7/... BASCO, DINAH LYNN I. Maternity Leave Submitted

00000014 January 1-30/7/... BASCO, DINAH LYNN I. Maternity Leave Submitted

00000014 January 1-30/7/... BASCO, DINAH LYNN I. Maternity Leave Submitted

00000012 January 20-27, ... BASCO, DINAH LYNN I. Force Leave New

January 2021 2020-2029 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030

27 28 29 30

3 4 5 6

10 11 12 13

17 18 19 20 21 22 23

24 25 26 27 28 29 30

Force Leave Maternity Leave Force Leave
Paternity Leave

Maternity Leave Force Leave
Maternity Leave Force Leave
Maternity Leave Force Leave
Maternity Leave

• Calendar Icon

The screenshot shows the HRIS eLeaveApplication interface. On the left, there is a sidebar with various application links. The main area is titled "Leave Application" and displays a list of leave requests for January 2021. To the right is a large calendar for January 2021, with specific days highlighted in orange or green. A red arrow points to the calendar icon in the top right corner of the calendar header.

Sidebar Links:

- My Favorites
- About Me
- My Applications
 - Authorization Slip (AS)
 - Travel Order
 - Overtime Request
 - Leave Application
 - Force Leave Plan
 - COC Application
 - Employee Time Schedule
- My Other Applications
- My Reports
- My Documents Tracking

Leave Application List:

- 00000015 January 12-11, ...
BASCO, DINAH LYNN I.
Maternity Leave
Submitted
- 00000014 January 1-30/7/...
BASCO, DINAH LYNN I.
Maternity Leave
Submitted
- 00000014 January 1-30/7/...
BASCO, DINAH LYNN I.
Maternity Leave
Submitted
- 00000014 January 1-30/7/...
BASCO, DINAH LYNN I.
Maternity Leave
Submitted
- 00000012 January 20-27, ...
BASCO, DINAH LYNN I.
Force Leave
New

Calendar View (January 2021):

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
Maternity Leave						
10	11	12	13	14	15	16
Maternity Leave						
17	18	19	20	21	22	23
Maternity Leave						
24	25	26	27	28	29	30
Maternity Leave						

How to print
applied Leave
Application?

Note:

In printing an applied leave once application is **submitted**, **disapproved**, **reviewed**, **cancelled**, **level 1 approved**, **level 2 approved** or **final approved** expected you will be able to print application. Since **print leave drop-down button** will be shown and application is exclusive for printing purposes only. In contrast application status like **new** and **cancel pending** where the creator or the one who applied the leave will not be able to view application but to **edit**, **delete**, **delete all** and also **print leave** application in fact visible drop-down buttons are **edit**, **delete**, **delete all** and **print leave application** .

- **Step 1:** While on the main page of leave application select specific drop-down list of status to print application, click the selected leave record for you to view information. **Print drop-down button** will be visible.

The screenshot shows the HRIS-ePayTrack software interface. The left sidebar contains a navigation menu with links like 'My Favorites', 'About Me', 'My Applications' (which is expanded to show 'Authorization Slip (AS)', 'Leave Application', 'Force Leave Plan', 'COC Application', and 'Employee Time Schedule'), 'My Other Applications', 'My Reports', and 'My Documents Tracking'. A red arrow points to the 'Leave Application' link under 'My Applications'. The main content area has a header 'Leave Application' and a sub-header 'BASCO, DINAH LYNN I.'. It features a 'Select All Status' dropdown and a 'Status Info.' button. Below this is a list of leave applications:

- 00000015 January 12-11, ... BASCO, DINAH LYNN I. Maternity Leave Submitted
- 00000014 January 1-30/7/... BASCO, DINAH LYNN I. Maternity Leave Submitted
- 00000014 January 1-30/7/... BASCO, DINAH LYNN I. Maternity Leave Submitted
- 00000012 January 20-27, ... BASCO, DINAH LYNN I. Force Leave New

Below the list is a 'Print Permission Form' button, which is highlighted with a red box. To the right is a calendar for January 2021. The calendar shows various leave types: Maternity Leave (orange), Force Leave (green), and Paternity Leave (light blue). Specific dates like January 1st and 2nd are also labeled.

HRIS - ePayTrack X HRIS-eSelfService X HRIS ePayroll X HRIS ePayroll X HRIS ePayroll X +

192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

DINAH LYNN BASCO

My Favorites About Me My Applications Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application Employee Time Schedule My Other Applications My Reports My Documents Tracking

Leave Application

BASCO, DINAH LYNN I.

Select All Status Status Info.

00000015 January 12-11, ...
BASCO, DINAH LYNN I.
Paternity Leave
Submitted

View Details 30/7/...

Print Permission Form

00000014 January 1-30/7/...
BASCO, DINAH LYNN I.
Maternity Leave
Submitted

00000014 January 1-30/7/...
BASCO, DINAH LYNN I.
Maternity Leave
Submitted

00000012 January 20-27, ...
BASCO, DINAH LYNN I.
Force Leave
New

January 2021

27 28 29 30 31 1 2 Maternity Leave

3 4 5 6 7 8 9 Maternity Leave

10 11 12 13 14 15 16 Maternity Leave

17 18 19 20 21 22 23 Force Leave

24 25 26 27 28 29 30 Maternity Leave

Apply

- Step 2: Click print permission form drop-down button for you to print application information.

The screenshot shows the HRIS-eSelfService application interface. On the left, a sidebar menu includes options like 'My Favorites', 'About Me', 'My Applications' (which is expanded to show 'Authorization Slip (AS)', 'Leave Application' (highlighted with a red arrow), 'Force Leave Plan', 'COC Application', 'Employee Time Schedule', 'My Other Applications', 'My Reports', and 'My Documents Tracking'. The main content area displays a 'Leave Application' page for user 'BASCO, DINAH LYNN I.'. It lists several leave applications:

- 00000015 January 12-11, ... BASCO, DINAH LYNN I. Paternity Leave Submitted
- 00000014 January 1-30/7/... BASCO, DINAH LYNN I. Maternity Leave Submitted
- 00000014 January 1-30/7/... BASCO, DINAH LYNN I. Maternity Leave Submitted
- 00000012 January 20-27, ... BASCO, DINAH LYNN I. Force Leave New

For each application, there are 'View Details' and 'Print Permission Form' buttons. To the right is a calendar for January 2021, showing various leave types like Maternity Leave, Force Leave, and Paternity Leave across the month. The application title bar shows multiple tabs for HRIS components: ePayTrack, eSelfService, ePayroll, and ePayroll.

HRIS - ePayTrack X HRIS-eSelfService X HRIS ePayroll X HRIS ePayroll X HRIS ePayroll X +

192.168.6.80:289/Reports/Index?ReportName=CrystalReport&SaveName=Crystal_Report&ReportType=inline&R...

DINAH LYNN BASCO

My Favorites >

About Me >

My Applications >

- Authorization Slip (AS)
- Travel Order
- Overtime Request
- Leave Application
- Force Leave Plan
- COC Application
- Employee Time Schedule

My Other Applications >

My Reports >

My Documents Tracking >

Home Daily Time Entry Favorites Log out Back

HRIS - ePayTrack X HRIS-eSelfService X HRIS ePayroll X HRIS ePayroll X HRIS ePayroll X +

192.168.6.80:289/Reports/Index?ReportName=CrystalReport&SaveName=Crystal_Report&ReportTyp 110% *** ☆

Home Daily Time Entry Favorites Log out Back

DINAH LYNN BASCO

My Favorites >

About Me >

My Applications >

- Authorization Slip (AS)
- Travel Order
- Overtime Request
- Leave Application
- Force Leave Plan
- COC Application
- Employee Time Schedule

My Other Applications >

My Reports >

Find... 1 of 1 50%

PERMISSION/GRAFT OF AUTHORITY
ABSENCE FROM WORK

CATS #	:	5394
Name	:	DINAH LYNN I. BASCO
Date of Application	:	January 21, 2021
Division/Section	:	HRMDO

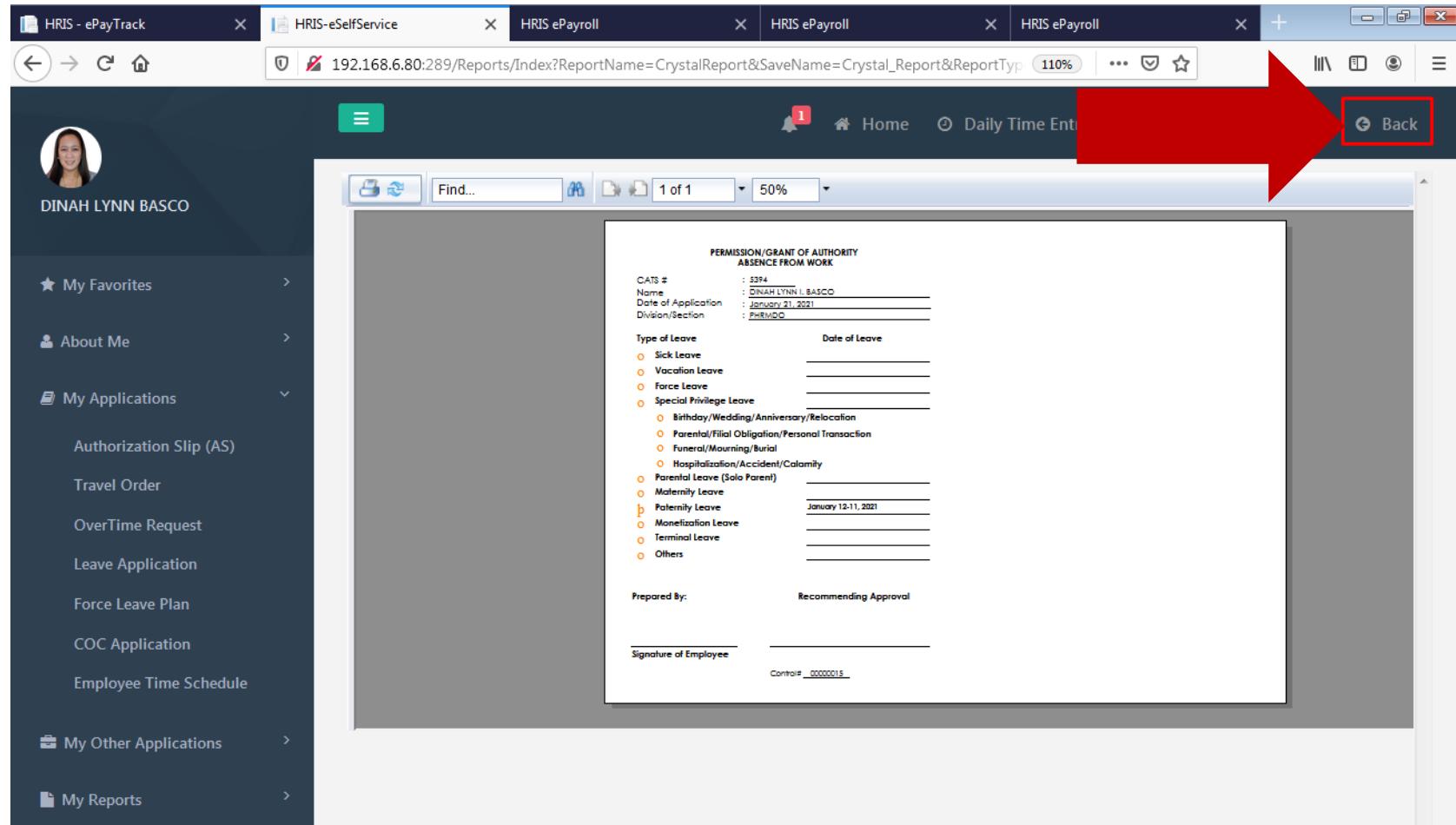
Type of Leave	Date of Leave
<input type="radio"/> Sick Leave	
<input type="radio"/> Vacation Leave	
<input type="radio"/> Force Leave	
<input type="radio"/> Special Privilege Leave	
<input type="radio"/> Birthday/Wedding/Anniversary/Relocation	
<input type="radio"/> Parental/Filial Obligation/Personal Transaction	
<input type="radio"/> Funeral/Mourning/Burial	
<input type="radio"/> Hospitalization/Accident/Calamity	
<input type="radio"/> Parental Leave (Solo Parent)	
<input type="radio"/> Maternity Leave	
<input checked="" type="radio"/> Paternity Leave	January 12-11, 2021
<input type="radio"/> Maternalization Leave	
<input type="radio"/> Terminal Leave	
<input type="radio"/> Others	

Prepared By: Recommending Approval

Signature of Employee _____
Control# 00000015

The screenshot shows a leave application form titled 'PERMISSION/GRAFT OF AUTHORITY ABSENCE FROM WORK'. It includes fields for CATS#, Name, Date of Application, and Division/Section. A large table lists various types of leave, with 'Paternity Leave' selected and its date set to 'January 12-11, 2021'. The form also includes sections for 'Prepared By:' and 'Recommending Approval' with a signature line and control number.

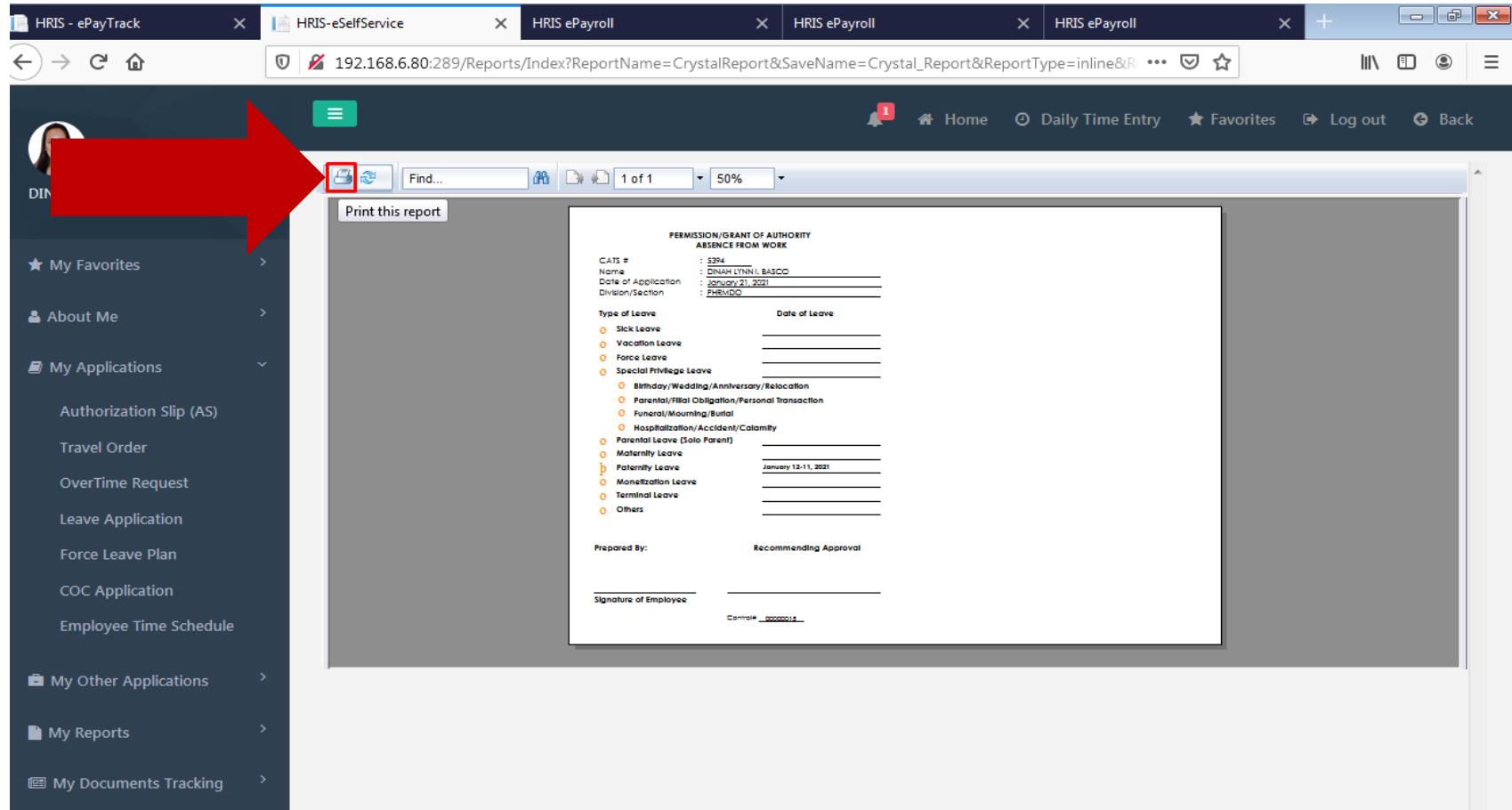
- Step 3: Click back button to go back to previous page.



- Step 4: Repeat step 2 if you want to continue.

The screenshot shows a web-based HRIS application interface. At the top, there are four tabs: "HRIS - ePayTrack", "HRIS-eSelfService", "HRIS ePayroll", and two instances of "HRIS ePayroll". The main content area displays a "PERMISSION/GRAANT OF AUTHORITY ABSENCE FROM WORK" form. The form includes fields for CATS # (3394), Name (DINAH LYNN I. BASCO), Date of Application (January 21, 2021), and Division/Section (PHRMDO). It lists various types of leave under "Type of Leave" and provides a "Date of Leave" field for each. The types of leave listed are: Sick Leave, Vacation Leave, Force Leave, and Special Privilege Leave. Under Special Privilege Leave, several options are listed: Birthday/Wedding/Anniversary/Relocation, Parental/Famil Obligation/Personal Transaction, Funeral/Mourning/Burial, Hospitalization/Accident/Calamity, Parental Leave (Solo Parent), Maternity Leave, Paternity Leave, Maternal Leave, and Others. The "Paternity Leave" field is populated with the date January 12-11, 2021. Below the leave types, there are fields for "Prepared By:" and "Recommending Approval", both of which have signature lines. The "Signature of Employee" line has the name "Dinah Lynn Basco" handwritten on it. On the left side of the screen, there is a sidebar with navigation links: "My Favorites", "About Me", "My Applications" (which is expanded to show "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Employee Time Schedule"), "My Other Applications", "My Reports", and "My Documents Tracking".

- Step 5: Click export icon for you to print data.



HRIS - ePayTrack HRIS-eSelfService HRIS ePayroll HRIS ePayroll HRIS ePayroll

192.168.6.80:289/Reports/Index?ReportName=CrystalReport&SaveName=Crystal_Report&ReportType 90% Back

DINAH LYNN BASCO

My Favorites >

About Me >

My Applications >

- Authorization Slip (AS)
- Travel Order
- Overtime Request
- Leave Application
- Force Leave Plan
- COC Application
- Employee Time Schedule

My Other Applications >

My Reports >

My Documents Tracking >

Find... 1 of 1 50%

PERMISSION/GRAFT OF AUTHORITY
ABSENCE FROM WORK

CATS #	: 1234
Name	: DINAH LYNN BASCO
Date of Application	: 2021-01-21
Division/Section	: Production

Type of Leave Date of Leave

- Sick Leave
- Vacation Leave
- Force Leave
- Special Privilege Leave
 - Birthday/Wedding/Anniversary/Relocation
 - Parental/Military Obligation/Personal Transaction
 - Parental/Maternity/Birth
 - Hospitalization/Accident/Calamity
- Maternity Leave
- Paternity Leave
- Monitization Leave
- Terminal Leave
- Others

Prepared By:

Signature of Employee

Print to PDF

Page Range: All Pages Select Pages
From: _____ To: _____

The viewer must export to PDF to print. Choose the Print option from the PDF reader application once the document is opened. Note: You must have a PDF reader installed to print. (e.g. Adobe Reader)

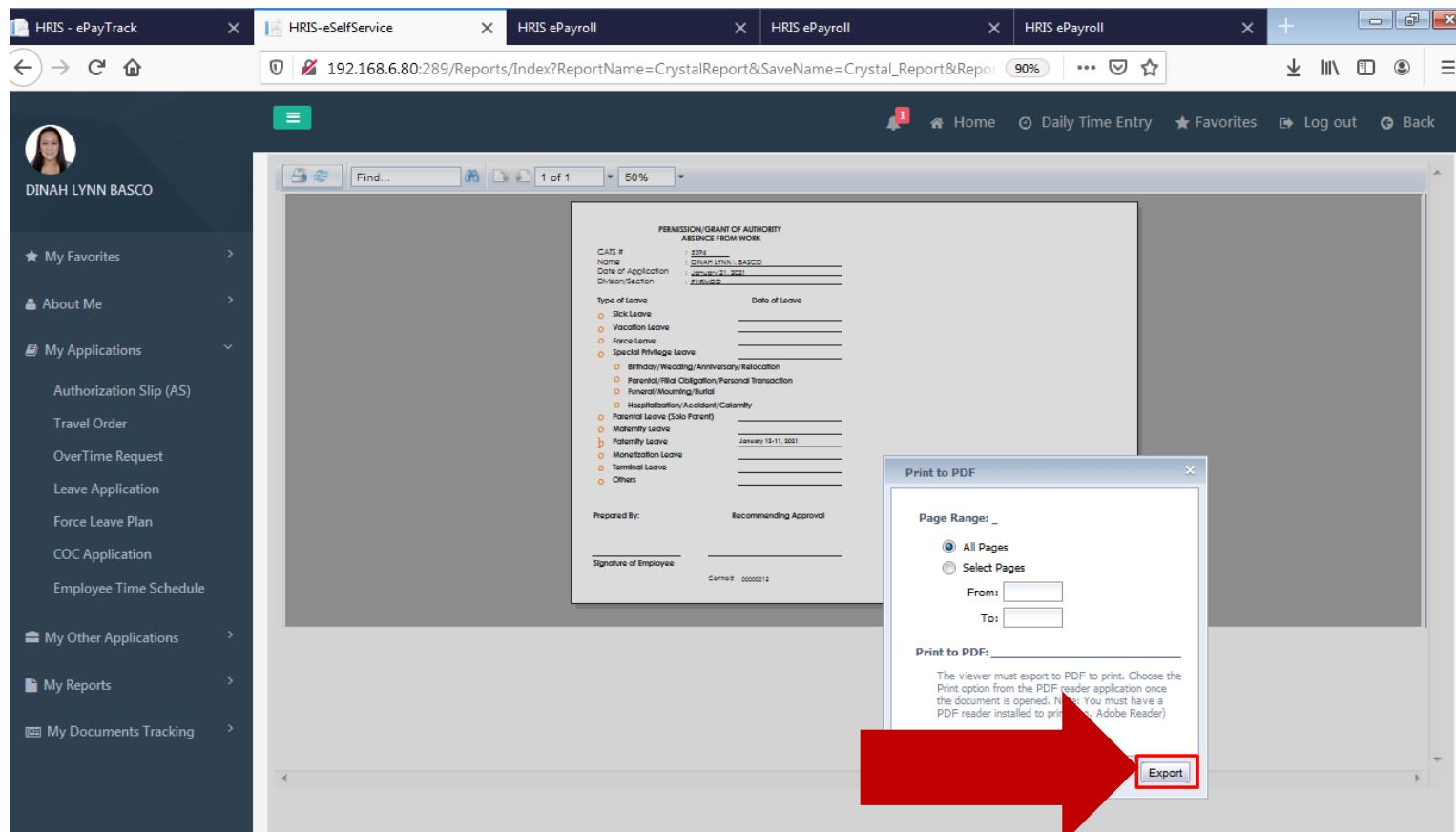
Export

Note:

If you click **export icon** expected result export option modal page will appear. Take note export option pop-up window varies to the browser use by the user for printing. So expected that if you use different type of browser in printing information different print setting window or option will pop-up.

If unit is already connected in specific printer expected record will be printed. However, there is browser specification like **internet explorer** with updated version and compatible adds on when you click export icon automatic export setting window will pop-up.

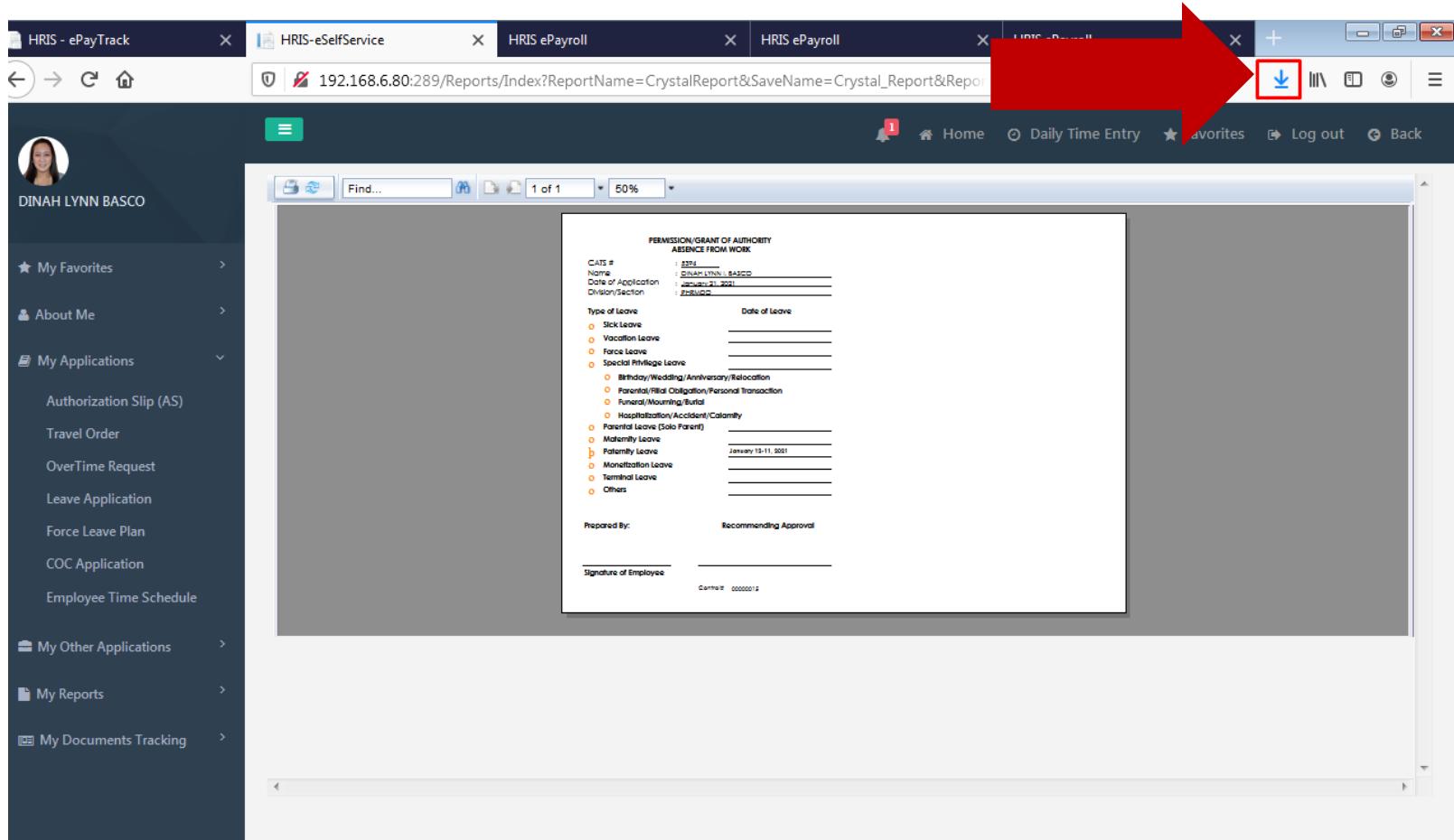
- **Step 6: Click export button in order to print and download the selected file.**



Note:

If you click **export button** expected record will automatically download the selected file format. Basically in **Firefox Browser** in order to view downloaded file you need to click **view download** of the browser to view downloaded file.

- Step 7: Click view download in order to download and print the selected file.



HRIS - ePayTrack X HRIS-eSelfService X HRIS ePayroll X HRIS ePayroll X HRIS ePayroll X +

192.168.6.80:289/Reports/Index?ReportName=CrystalReport&SaveName=Crystal_Report&ReportID=115

DINAH LYNN BASCO

My Favorites >

About Me >

My Applications

- Authorization Slip (AS)
- Travel Order
- Overtime Request
- Leave Application
- Force Leave Plan
- COC Application
- Employee Time Schedule

My Other Applications >

My Reports >

My Documents Tracking >

Find... 1 of 1 50%

PERMISSION/GRAANT OF AUTHORITY
ABSENCE FROM WORK

CAIS #	5374
Name	DINAH LYNN BASCO
Date of Application	2021-01-21
Division/Section	PHR/HRD

Type of Leave Date of Leave

- Stick Leave
- Vacation Leave
- Force Leave
- Special Privilege Leave
- Birthday/Wedding/Anniversary/Relocation
- Parental/Paid Obligation/Personal Transaction
- Funeral/Mourning/Burial
- Hospitalization/Accident/Calamity
- Parental Leave (Solo Parent)
- Maternity Leave
- Paternity Leave
- Moratorium Leave
- Terminal Leave
- Others

Prepared By: Recommending Approval

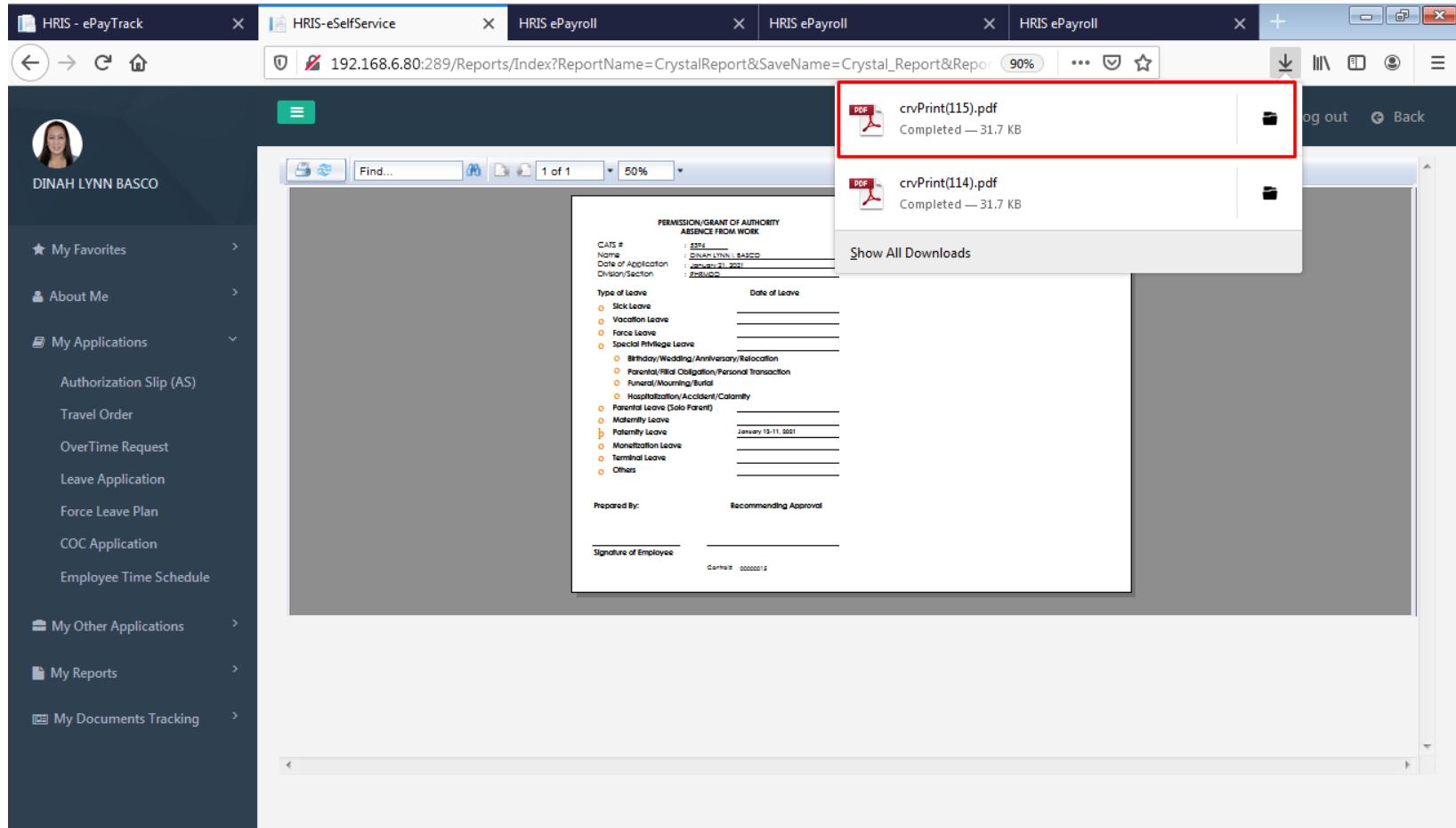
Signature of Employee: _____
Comments: 00000012

Logout Back Show All Downloads

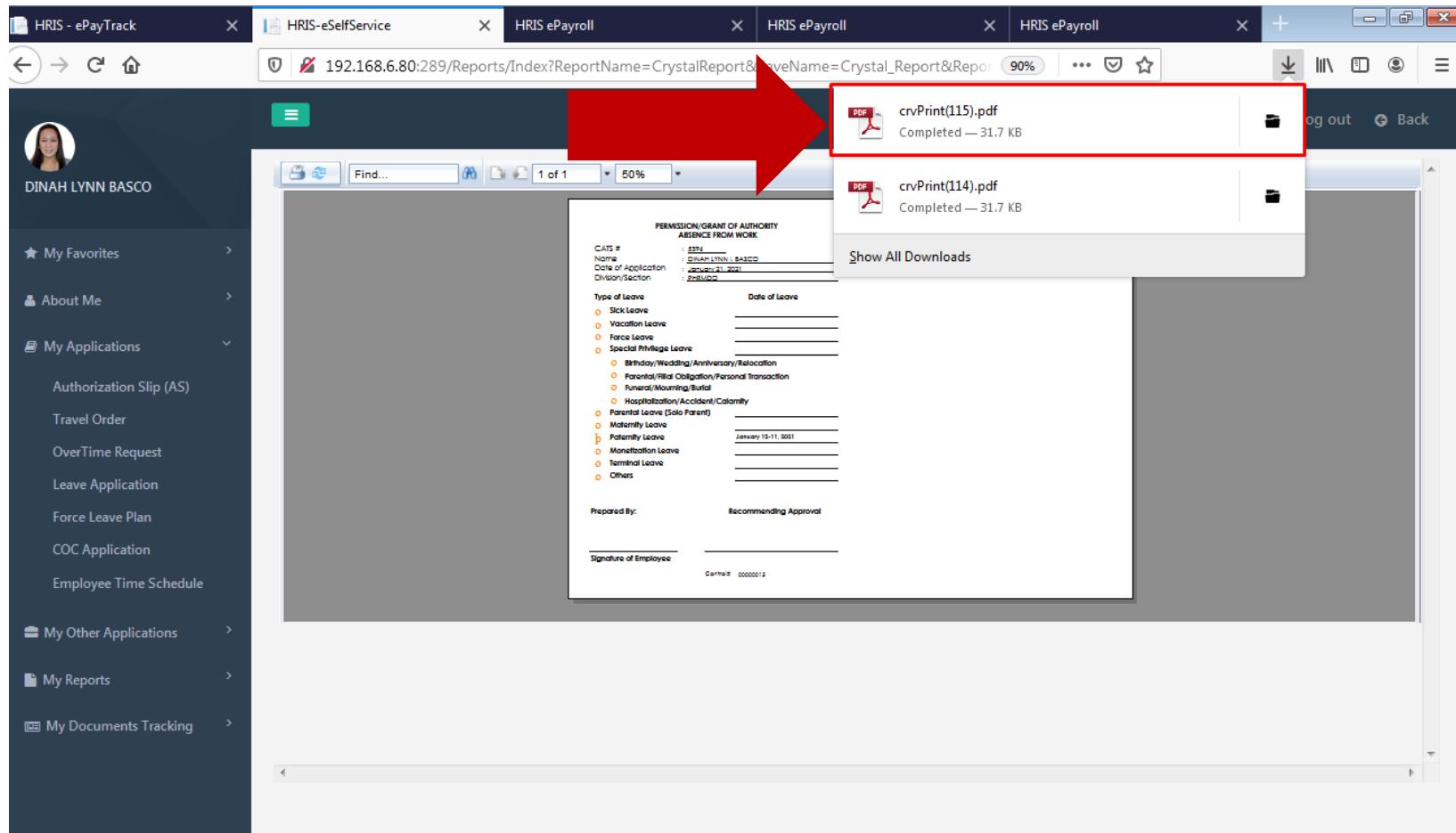
crvPrint(115).pdf Open File

crvPrint(114).pdf Completed — 31.7 KB

- Step 8: Select specific file in order to open and print.



- Step 9: Click the selected file to open and print.



crvPrint(115).pdf - Adobe Reader

File Edit View Window Help

Tools Sign Comment

PERMISSION/GRAANT OF AUTHORITY
ABSENCE FROM WORK

CATS # : 5394
Name : DINAH LYNN I. BASCO
Date of Application : January 21, 2021
Division/Section : PHRMDO

Type of Leave **Date of Leave**

Sick Leave _____
 Vacation Leave _____
 Force Leave _____
 Special Privilege Leave _____
 Birthday/Wedding/Anniversary/Relocation _____
 Parental/Filial Obligation/Personal Transaction _____
 Funeral/Mourning/Burial _____
 Hospitalization/Accident/Calamity _____
 Parental Leave (Solo Parent) _____
 Maternity Leave _____
 Paternity Leave January 12-11, 2021 _____
 Monetization Leave _____
 Terminal Leave _____
 Others _____

Prepared By: _____

Recommending Approval

Click on Sign to add text and place signatures on a PDF file.

- Step 10: Click print icon in order to print file.

crvPrint(115).pdf - Adobe Reader

File Edit View Window Help

Print file (Ctrl+P) MISSION/GRAANT OF AUTHORITY
ABSENCE FROM WORK

CATS #: 5394
Name: DINAH LYNN I. BASCO
Date of Birth: January 21, 2021
Division/Unit: PHRMDO

Type of Leave

Sick Leave
 Vacation Leave
 Force Leave
 Special Privilege Leave
 Birthday/Wedding/Anniversary/Relocation
 Parental/Filial Obligation/Personal Transaction
 Funeral/Mourning/Burial
 Hospitalization/Accident/Calamity

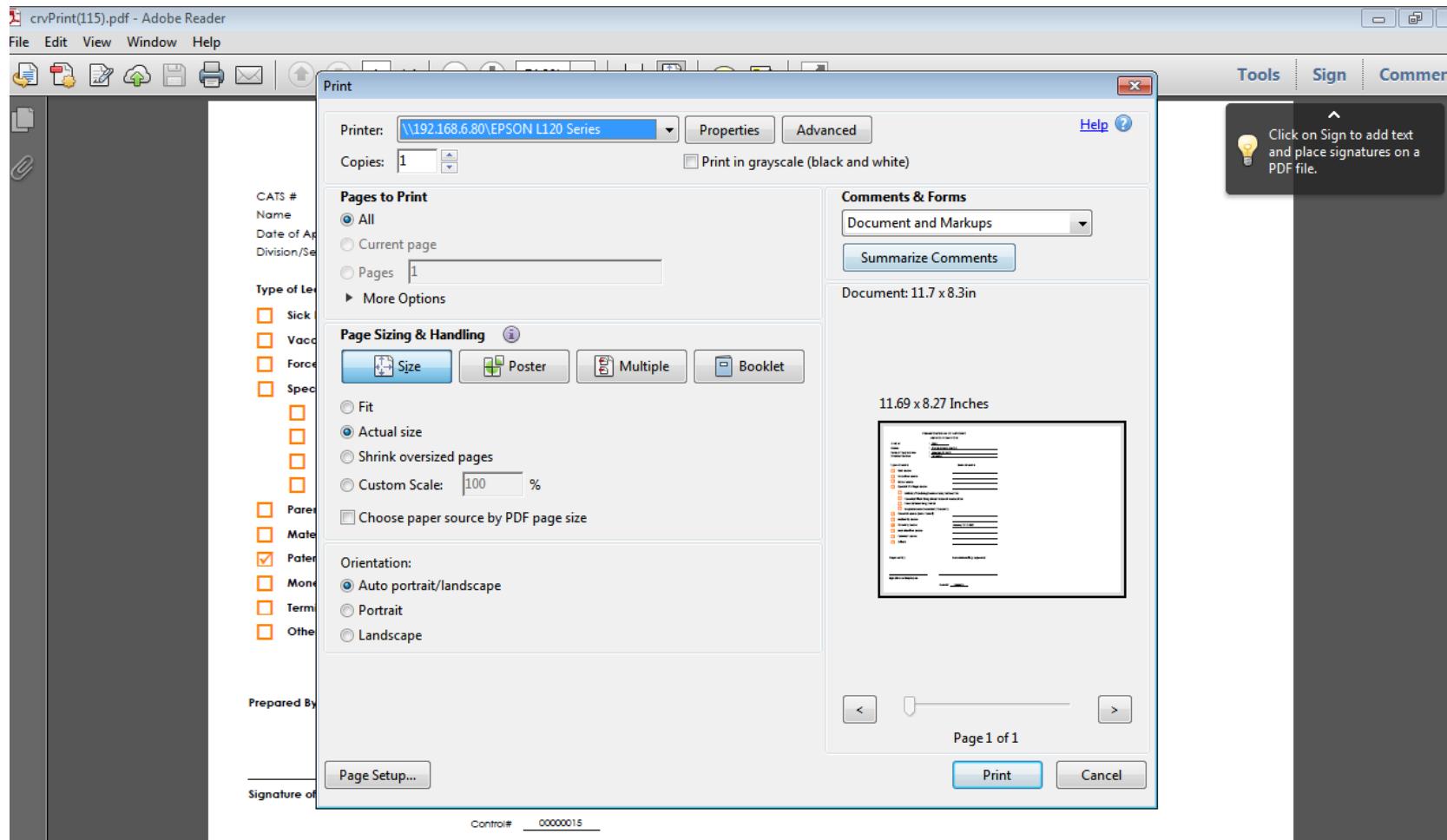
Parental Leave (Solo Parent)
 Maternity Leave
 Paternity Leave
 Monetization Leave
 Terminal Leave
 Others

Date of Leave: January 12-11, 2021

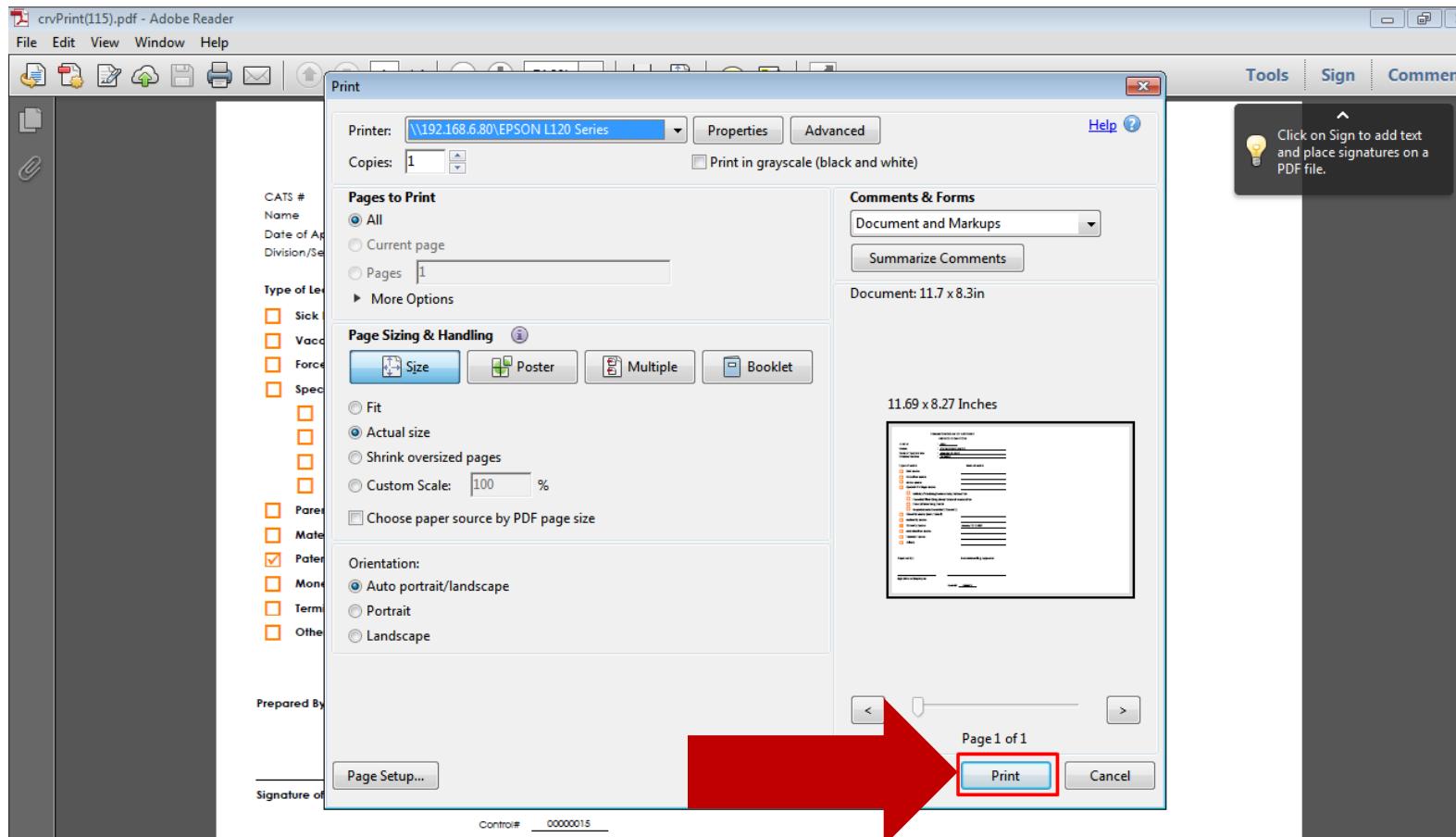
Prepared By: _____

Recommending Approval: _____

Click on Sign to add text and place signatures on a PDF file.



- Step 11: Click print button for you to print file

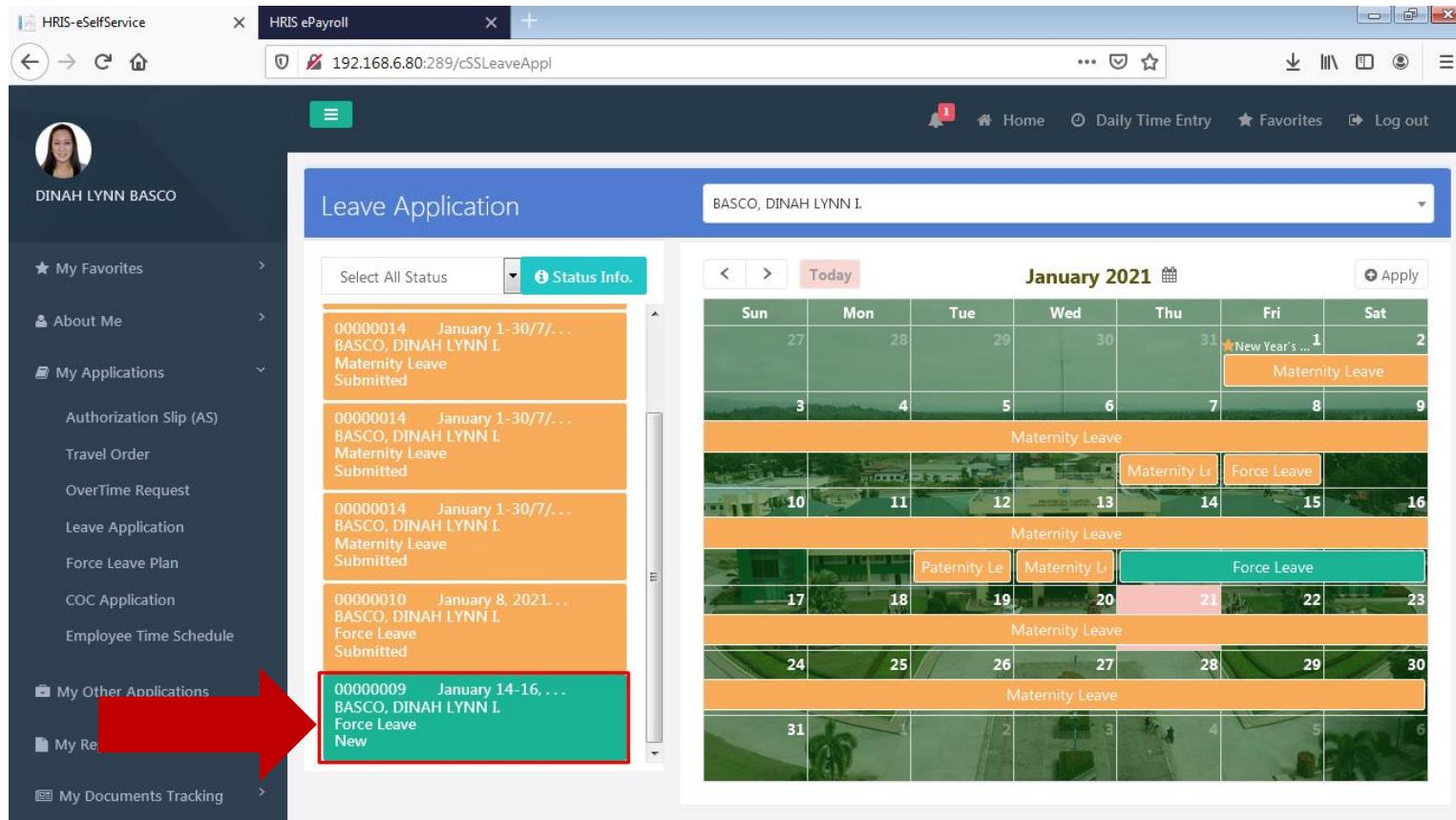


How to delete
applied Leave
application?

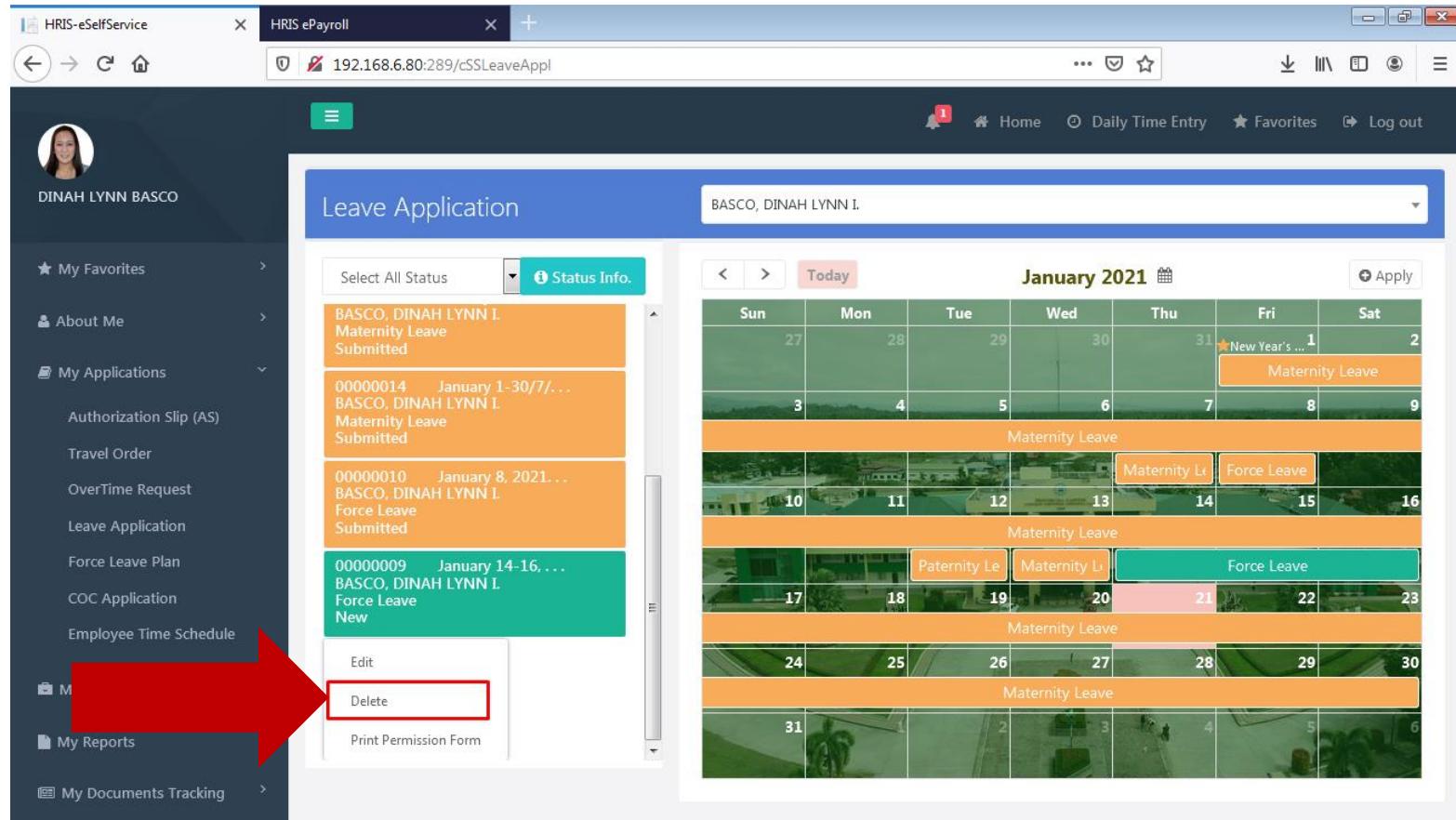
Note:

In deleting applied leave application, once application is **submitted**, **disapproved**, **reviewed**, **cancelled**, **level 1 approved**, **level 2 approved** or **final approved** expected you will not be able to delete application. Since no **delete drop-down button** will be shown instead **view details** and **print leave application drop-down button** only that application is exclusive for viewing purposes only. In contrast application status like **new** and **cancel pending** where the creator or the one who applied the leave will be able to delete application.

- **Step 1:** While on the main page of **leave application** select specific drop-down list of status to delete application, click the selected leave record for you to delete information.



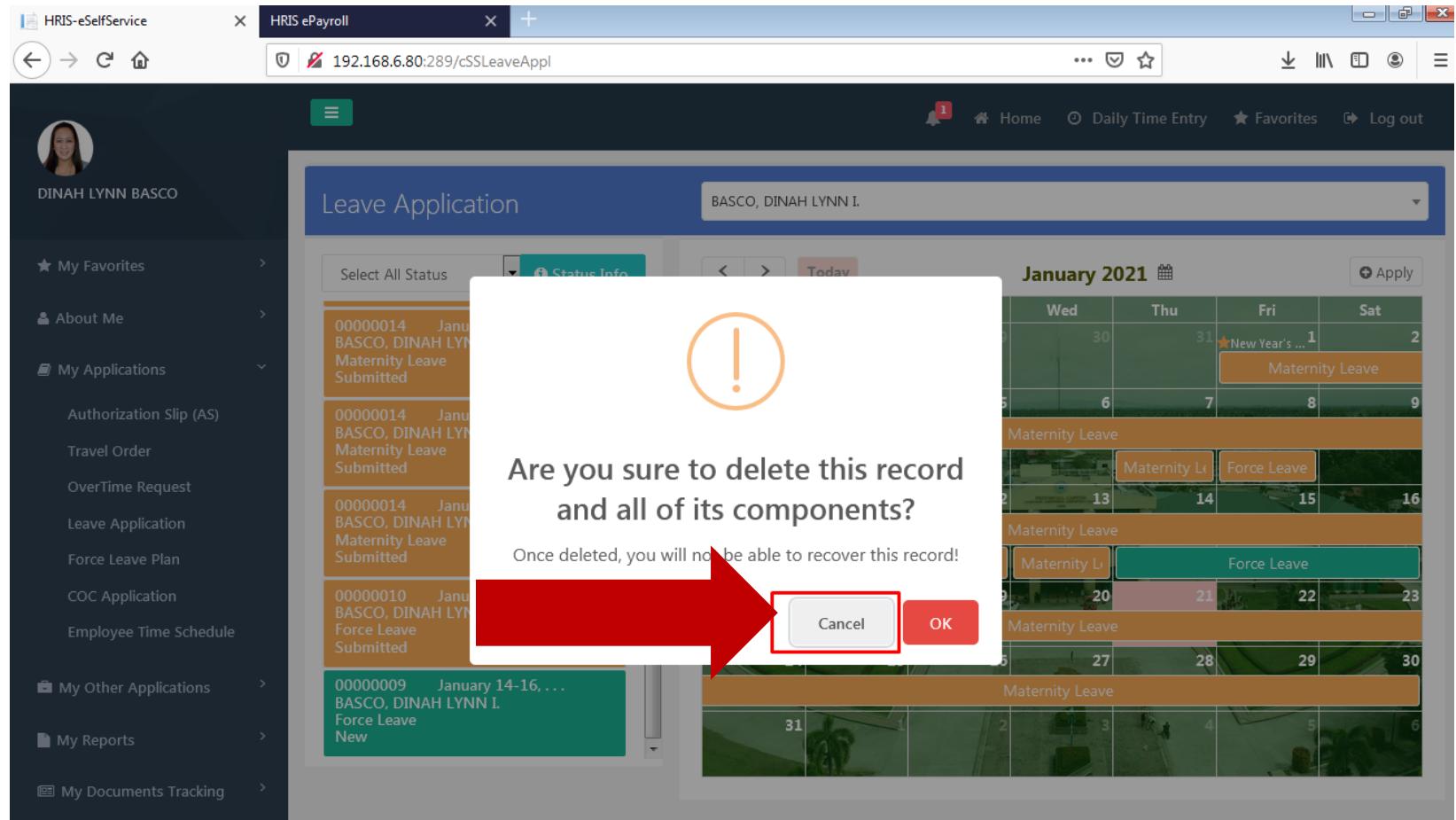
- Step 2: Click **delete** if you want to delete applied application.



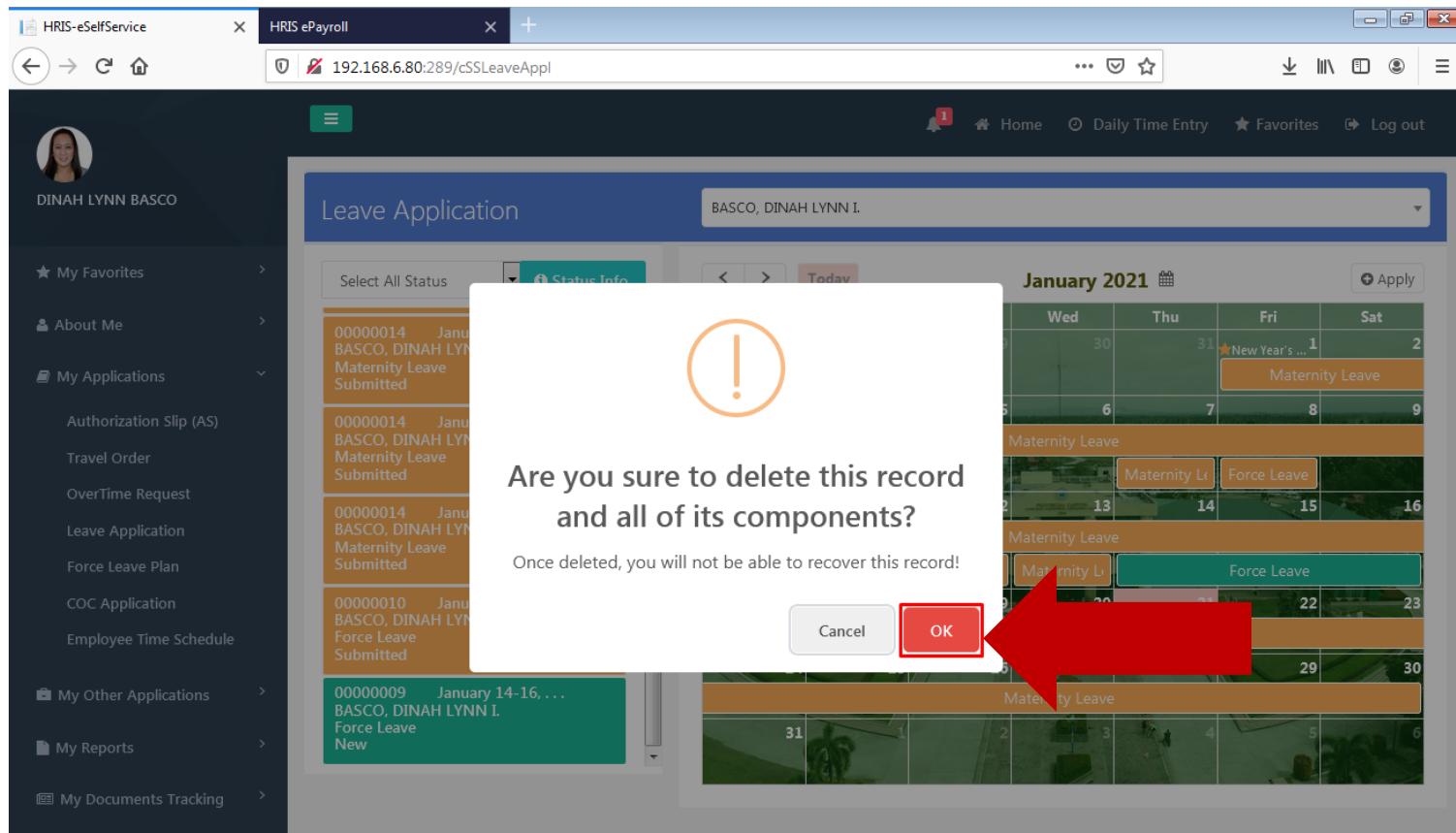
Note:

Even if you click the **delete** expected that record will be deleted if application status is **new** or **cancel pending**. But if record status is **submitted**, **disapproved**, **reviewed**, **cancelled**, **level 1 approved**, **level 2 approved** or **final approved** expected that no **delete** or **delete all** dropdown button will be visible.

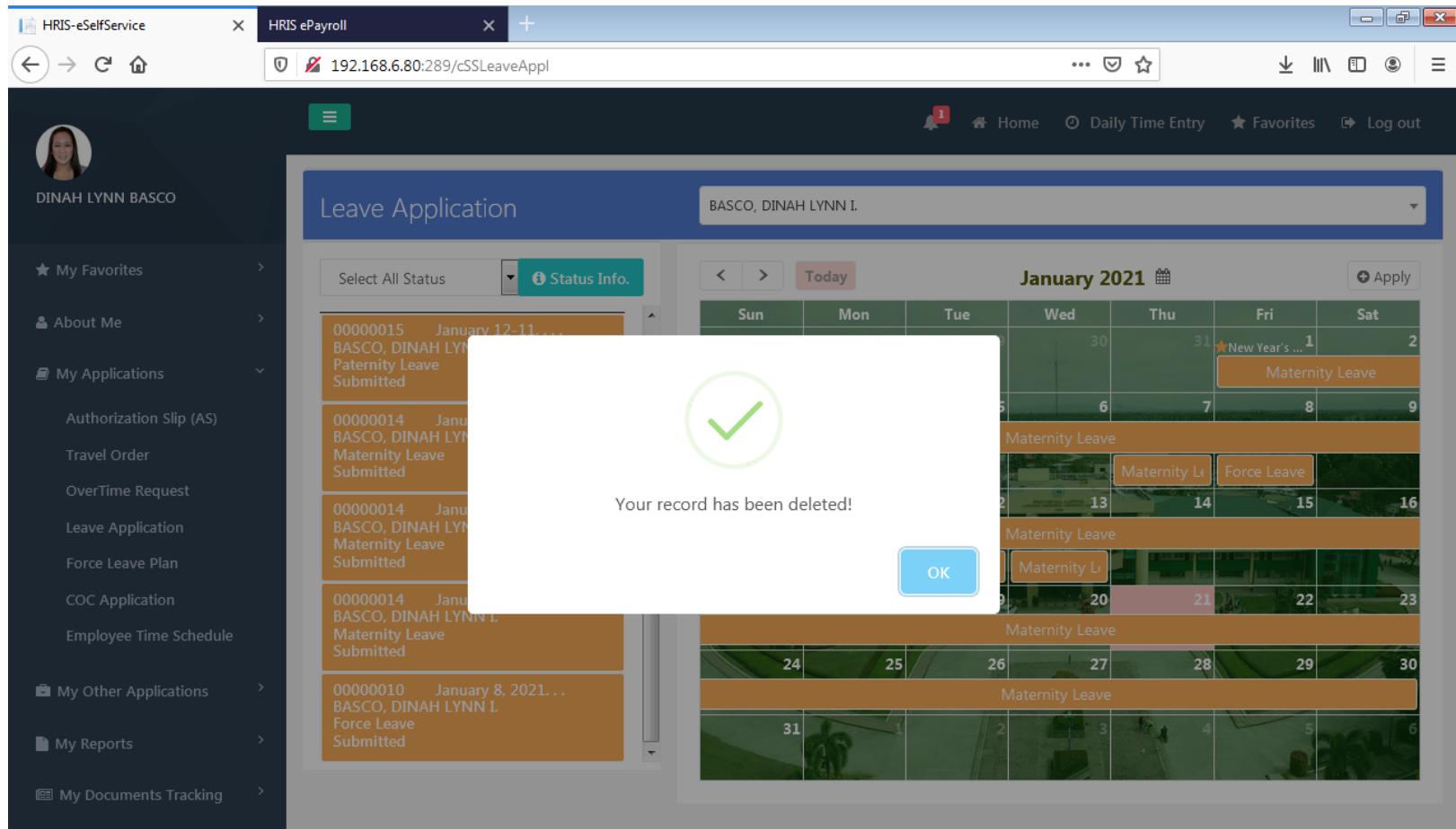
- Step 3: Click **cancel button** if you don't want to delete the selected record.



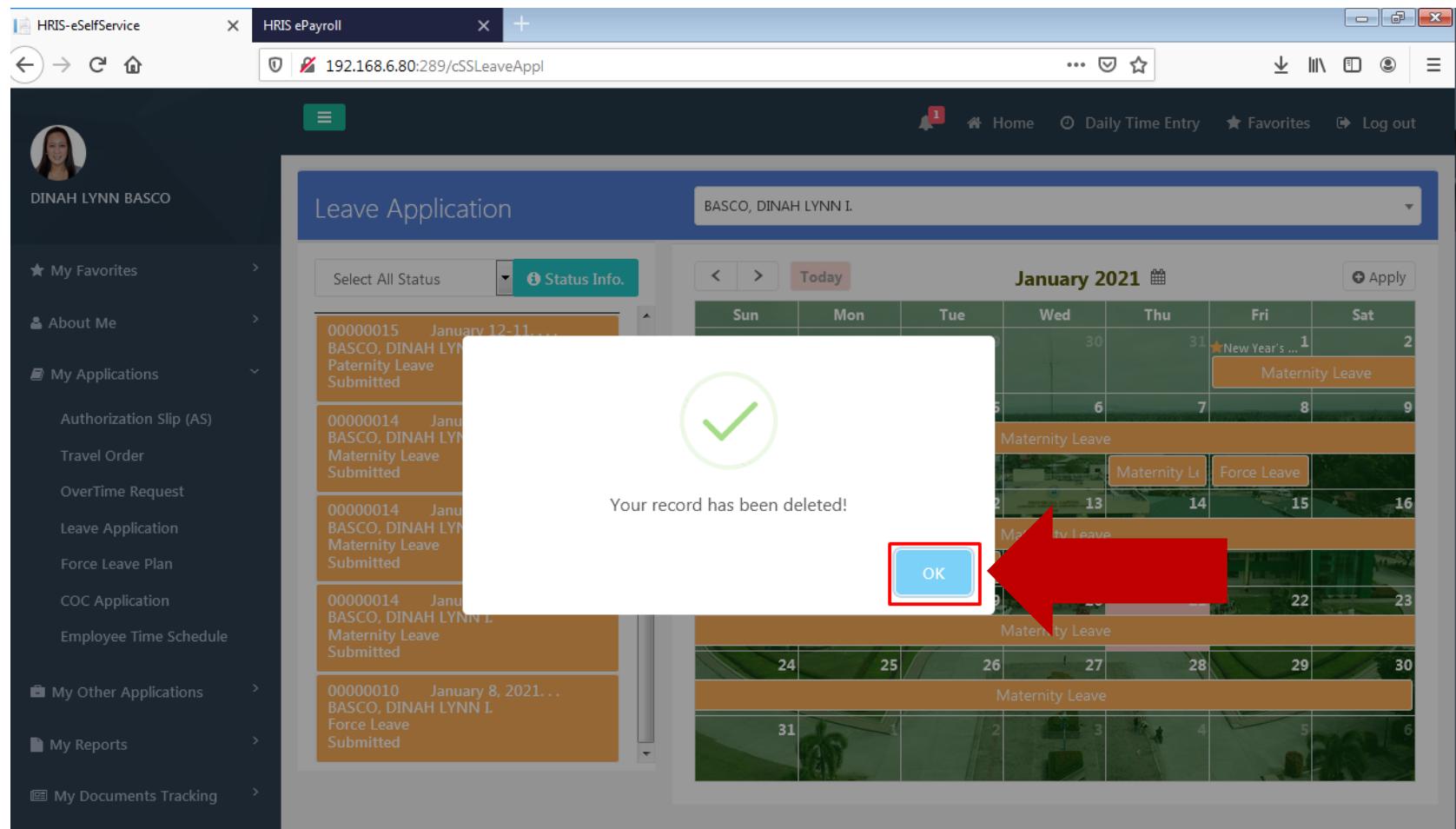
- Step 4: Repeat step 2 then click **ok** button if you want to delete the record.



- **Note:** A pop-up confirmation window will appear that your record has been successfully deleted!



- Step 5: Click ok button to exit and go back on main page.



HRIS-eSelfService X HRIS ePayroll +

192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

DINAH LYNN BASCO

Leave Application

BASCO, DINAH LYNN I.

Select All Status >Status Info.

My Favorites

About Me

My Applications

- Authorization Slip (AS)
- Travel Order
- Overtime Request
- Leave Application
- Force Leave Plan
- COC Application
- Employee Time Schedule

My Other Applications

My Reports

My Documents Tracking

January 2021

27 28 29 30 31 1 2

3 4 5 6 7 8 9

Maternity Leave

10 11 12 13 14 15 16

Maternity Leave

17 18 19 20 21 22 23

Paternity Le Maternity Le

24 25 26 27 28 29 30

Maternity Leave

31 1 2 3 4 5 6

Maternity Leave

The screenshot shows the HRIS-eSelfService application interface. The left sidebar contains navigation links for My Favorites, About Me, My Applications (with sub-options like Authorization Slip (AS), Travel Order, Overtime Request, Leave Application, Force Leave Plan, COC Application, and Employee Time Schedule), My Other Applications, My Reports, and My Documents Tracking. The main content area has tabs for Leave Application and a calendar for January 2021. The Leave Application tab displays a list of leave requests for user DINAH LYNN BASCO, including details like ID, dates, employee name, leave type, and status. The calendar shows days from 27 to 31 of January, with specific leave types color-coded: orange for Maternity Leave, green for Force Leave, and pink for Paternity Leave. A red box highlights the 1st of January, labeled 'New Year's ...'.