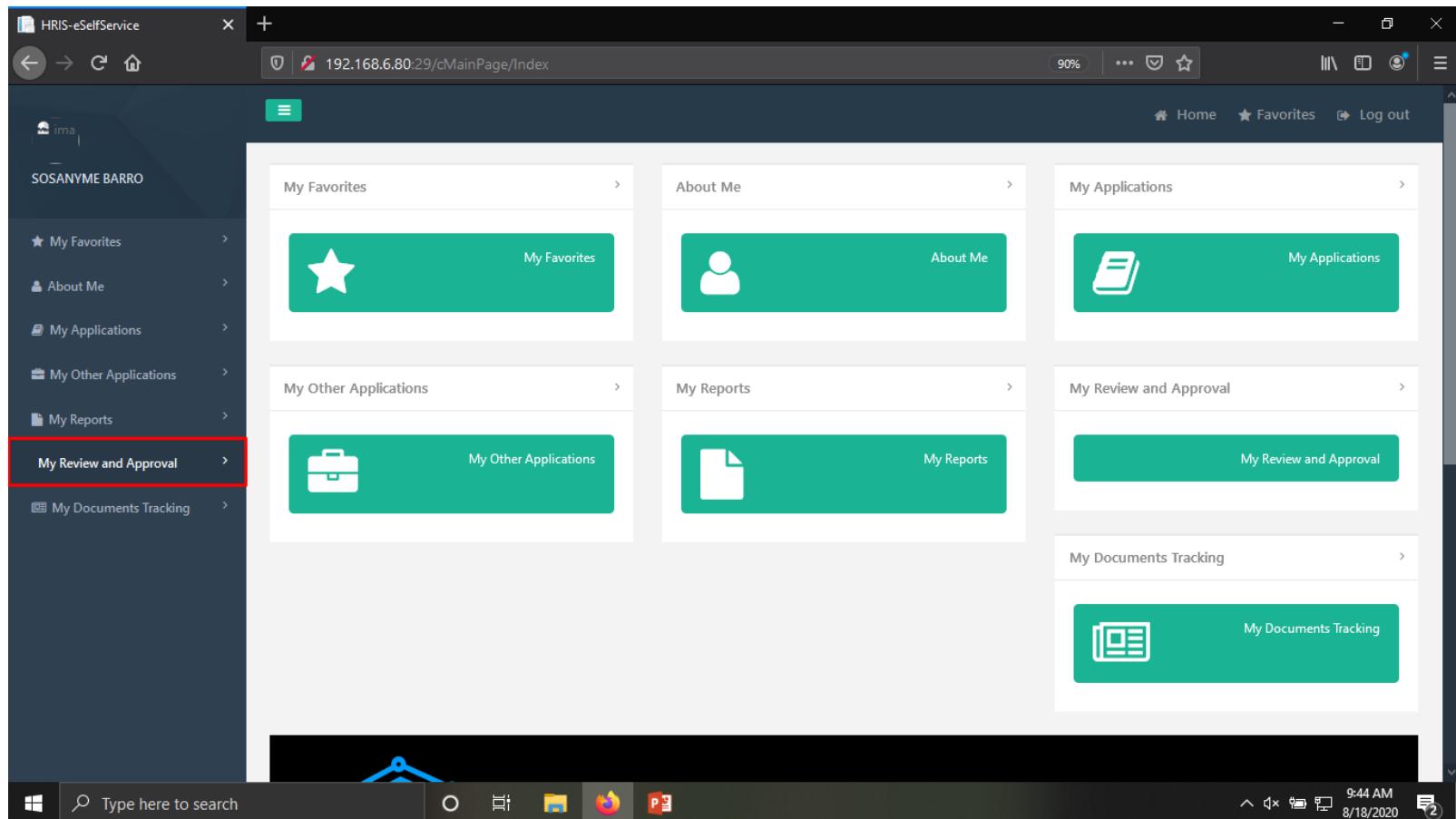


# Authorization Slip (AS)

REVIEW & APPROVAL PROCESS  
- (RE, CE & JO)

# Navigate to My Review and Approval -> Authorization Slip (AS)



HRIS-eSelfService

192.168.6.80:29/cMainPage/Index

SOSANYME BARRO

My Favorites

About Me

My Applications

My Other Applications

My Reports

My Review and Approval

Authorization Slip (AS)

Travel Order

Overtime Request

Leave Application

Force Leave Plan

COC Application

Cancellation

My Documents Tracking

90% 9:44 AM 8/18/2020

Home Favorites Log out

The screenshot shows the HRIS-eSelfService application interface. On the left, a sidebar menu lists various applications under categories such as My Favorites, About Me, My Applications, and My Review and Approval. A specific item, 'Authorization Slip (AS)', is highlighted with a red box and a large red arrow pointing towards it. In the main content area, there are several cards: 'My Favorites' (star icon), 'About Me' (person icon), 'My Applications' (document icon), 'My Other Applications' (suitcase icon), 'My Reports' (document icon), 'My Review and Approval' (document icon), and 'My Documents Tracking' (grid icon). The URL in the browser bar is 192.168.6.80:29/cMainPage/Index.

HRIS-eSelfService

192.168.6.80:29/cATSASAppr

SOSAYME BARRO

My Favorites About Me My Applications My Other Applications My Reports My Review and Approval

Authorization Slip (AS) Authorization Slip (AS)

Travel Order OverTime Request Leave Application Force Leave Plan COC Application Cancellation

192.168.6.80:29

Home Favorites Log out

Search ...

Show 10 entries AS Year: 2020 AS Month: September Employment Type: --Select Here-- Department: --Select Here--

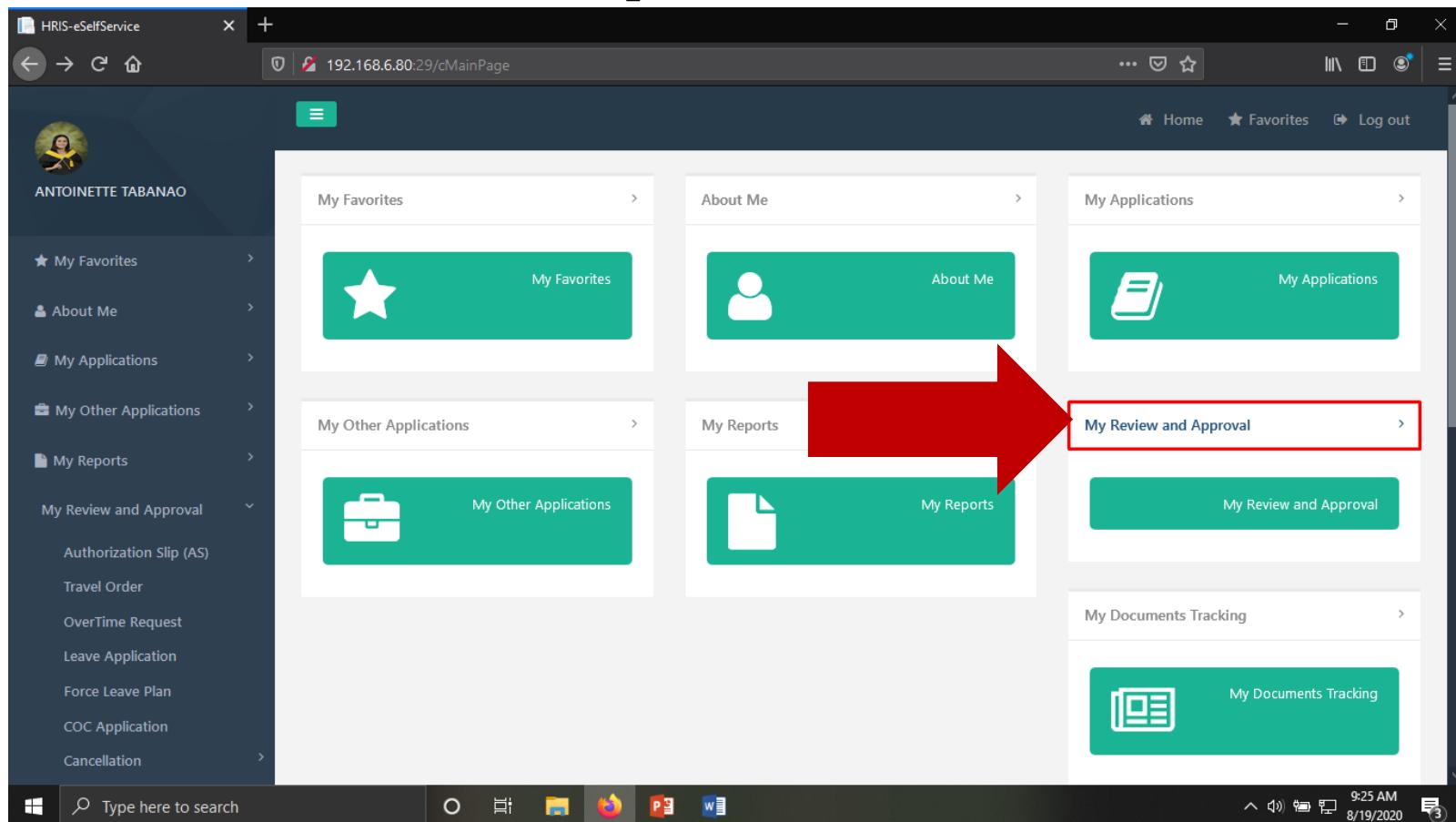
APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE NAME	STATUS	WORKLIST ACTION
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

Type here to search

10:58 AM 9/2/2020

**Note:** You can also navigate to main page **expandable menu buttons**. To navigate click the **my review and approval** dropdown list will be visible click **authorization slip (AS)** to continue.



HRIS-eSelfService

192.168.6.80:29/cMainPage

ANTOINETTE TABANAO

My Favorites

About Me

My Applications

My Other Applications

My Reports

My Review and Approval

Authorization Slip (AS)

Travel Order

Overtime Request

Leave Application

Force Leave Plan

COC Application

Cancellation

Home

Favorites

Log out

My Favorites

About Me

My Applications

My Other Applications

My Reports

My Review and Approval

Authorization Slip (AS)

Travel Order

Overtime Request

Leave Application

Force Leave Plan

COC Application

Cancellation

Type here to search

9:21 AM  
8/19/2020

The screenshot shows a web-based HRIS self-service application interface. The top navigation bar includes a logo, a search bar, and links for Home, Favorites, and Log out. The left sidebar contains a user profile picture and name, followed by a list of menu items: My Favorites, About Me, My Applications, My Other Applications, My Reports, My Review and Approval (with sub-options like Authorization Slip (AS), Travel Order, Overtime Request, Leave Application, Force Leave Plan, COC Application, and Cancellation), and a Cancellation section. The main content area displays six cards: My Favorites (star icon), About Me (person icon), My Applications (document icon), My Other Applications (briefcase icon), My Reports (document icon), and My Review and Approval (document icon). The 'Authorization Slip (AS)' option under 'My Review and Approval' is highlighted with a red rectangle. The bottom of the screen shows a Windows taskbar with various pinned icons and a system tray indicating the date and time.

HRIS-eSelfService

192.168.6.80:29/cATSASAppr

SOSAYME BARRO

My Favorites About Me My Applications My Other Applications My Reports My Review and Approval

Authorization Slip (AS) (highlighted with a red box)

Travel Order OverTime Request Leave Application Force Leave Plan COC Application Cancellation

192.168.6.80:29

Home Favorites Log out

### Authorization Slip (AS)

Search ...

Show 10 entries AS Year: 2020 AS Month: September Employment Type: --Select Here-- Department: --Select Here--

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE NAME	STATUS	WORKLIST ACTION
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

Type here to search

10:58 AM 9/2/2020

How to review  
submitted  
AS application?

**Note:**

In reviewing the submitted authorization slip application identify first in **application reference** if it needs to be reviewed click drop down **YES** (1 reviewer only) meaning application must be reviewed and if **NO** there's no need to review and can go directly to the next level of approval. Second, **application approver** who is the reviewer of the said application that is allowed to access and review application.

## **Note:**

In order to review submitted authorization slip application please login using username and password. The given sample application has reviewer. If ever upon reviewing application no submitted application found open **authorization slip (Regular, Casual & Job Order) Manual** to submit application in order for you to be able to review application.

**Step 1:** Select specific AS year, AS month, employment type and department by clicking available drop list in order for you to review application. **For review button** main grid will be visible.

The screenshot shows a web-based application titled "HRIS-eSelfService" at the URL "192.168.6.80:29/cATASAppr". The left sidebar contains a navigation menu with items like "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", and "My Review and Approval" (which is expanded to show "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Cancellation"). The main content area is titled "Authorization Slip (AS)" and features a search bar. Below the search bar are filters for "Show 10 entries", "AS Year: 2020", "AS Month: August", "Employment Type: Job Order Employees", and a red-highlighted "Department: PROVINCIAL ADMINISTRATOR'S OFFICE". A table displays three application records:

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE NAME	STATUS	WORKLIST ACTION
000000000002	8447	2020-08-15	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>
000000000004	8447	2020-08-17	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>
000000000005	8447	2020-08-22	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>

At the bottom, it says "Showing 1 to 3 of 3 entries" and has navigation buttons for "Previous", "1", and "Next". The status bar at the bottom right shows the time as "3:30 PM" and the date as "8/22/2020".

**Step 2:** While on the main page of **authorization slip** select specific record that you want to review submitted application.

The screenshot shows a web-based application titled "HRIS-eSelfService" at the URL "192.168.6.80:29/cATSASAppr". The user is logged in as "SOSANYME BARRO". The main menu on the left includes "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", "My Review and Approval" (with "Authorization Slip (AS)" selected), "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Cancellation". The central panel is titled "Authorization Slip (AS)" and displays a table of application records. The table has columns: APPLICATION NBR, ID NBR, DATE APPLIED, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. The first row (Application NBR 00000000002) is grayed out. The second row (Application NBR 00000000004) is highlighted with a red border, indicating it is the selected record. The third row (Application NBR 00000000005) is also visible. All rows show the same employee name, date applied, and status. The "WORKLIST ACTION" column contains a "For Review" button for each row. The table footer indicates "Showing 1 to 3 of 3 entries". The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE NAME	STATUS	WORKLIST ACTION
00000000002	8447	2020-08-15	PERSIGAS, SHIELA MAE T.	Submitted	For Review
00000000004	8447	2020-08-17	PERSIGAS, SHIELA MAE T.	Submitted	For Review
00000000005	8447	2020-08-22	PERSIGAS, SHIELA MAE T.	Submitted	For Review

**Step 3:** Once you have selected specific record that you want to review. Click the **for review** button under **action** column to review the record.

The screenshot shows the HRIS-eSelfService application interface. On the left is a sidebar with user information (SOSANYME BARRO) and navigation links for Favorites, About Me, Applications, Other Applications, Reports, and Review and Approval. Under 'Review and Approval', 'Authorization Slip (AS)' is selected. The main area displays the 'Authorization Slip (AS)' list with the following details:

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE NAME	STATUS	WORKLIST ACTION
000000000002	8447	2020-08-15	PERSIGAS, SHIELA MAE T.	Submitted	<a href="#">For Review</a>
000000000004	8447	2020-08-17	PERSIGAS, SHIELA MAE T.	Submitted	<a href="#">For Review</a>
000000000005	8447	2020-08-22	PERSIGAS, SHIELA MAE T.	Submitted	<a href="#">For Review</a>

A large red arrow points to the 'For Review' button in the second row of the grid. The status for the second row is 'Submitted'.

HRIS-eSelfService

192.168.6.80:29/cATSASAppr

SOSANYME BARRO

My Favorites About Me My Applications My Other Applications My Reports My Review and Approval Authorization Slip (AS) Travel Order OverTime Request Leave Application Force Leave Plan COC Application Cancellation

AS APPLICATION DETAILS

AUTHORIZATION SLIP INFORMATION

Application Nbr.:	000000000004	Date Applied:	2020-08-17
Employee Name:	PERSIGAS, SHIELA MAE T.	ID Nbr.:	8447
Created By:	PERSIGAS, SHIELA MAE T.		
Remarks:			

DTR DATE ENTRY: Authorization Slip Type:

AM TIME ENTRY:	TIME IN <input type="button" value=""/>	TIME OUT <input type="button" value=""/>	PM TIME ENTRY:	TIME IN <input type="button" value=""/>	TIME OUT <input type="button" value=""/>
AS Reason:	AS Venue:				
AS Comment:					

DTR DATE	AS TYPE	AM IN OUT	PM IN OUT	STATUS	ACTION
2020-08-17	Personnal Transaction	09:21 --:--	--:-- 02:00	Submitted	<input checked="" type="button" value="SHOW DETAILS"/>

Job Order Employees

WORKLIST ACTION

For Review
For Review
For Review

Previous 1 Next

Type here to search

3:38 PM 8/22/2020

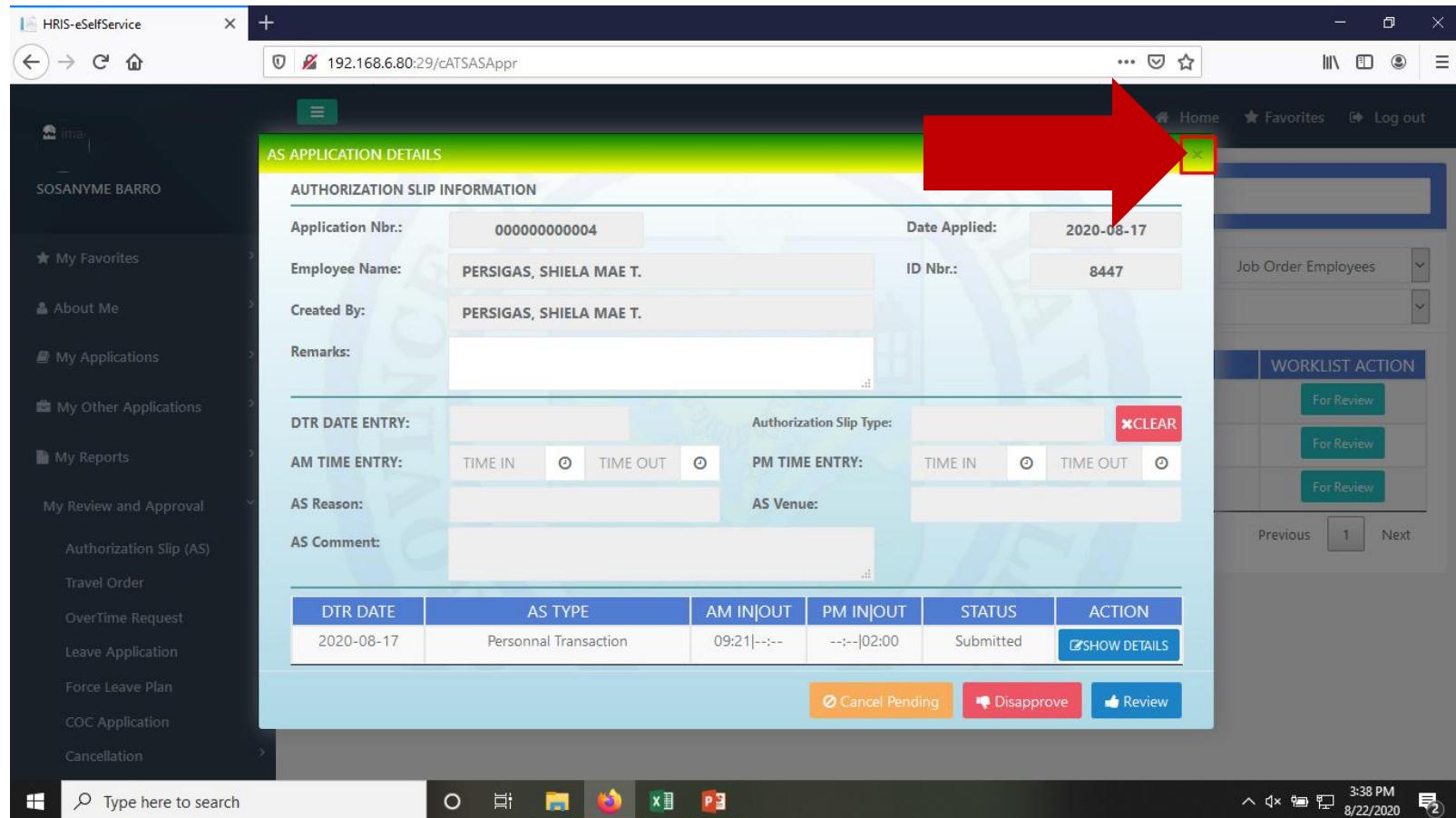
**Note:**

**For review** authorization slip review main page will open **application nbr.**, **date applied**, **employee name**, **ID nbr.** and **created by** already have values except **remarks** since this field is disabled, not required and was not field with details before it is submitted.

**Non-key field:**

- Remarks

**Step 4:** If you don't want to review submitted application click **close icon** to go back on main page.



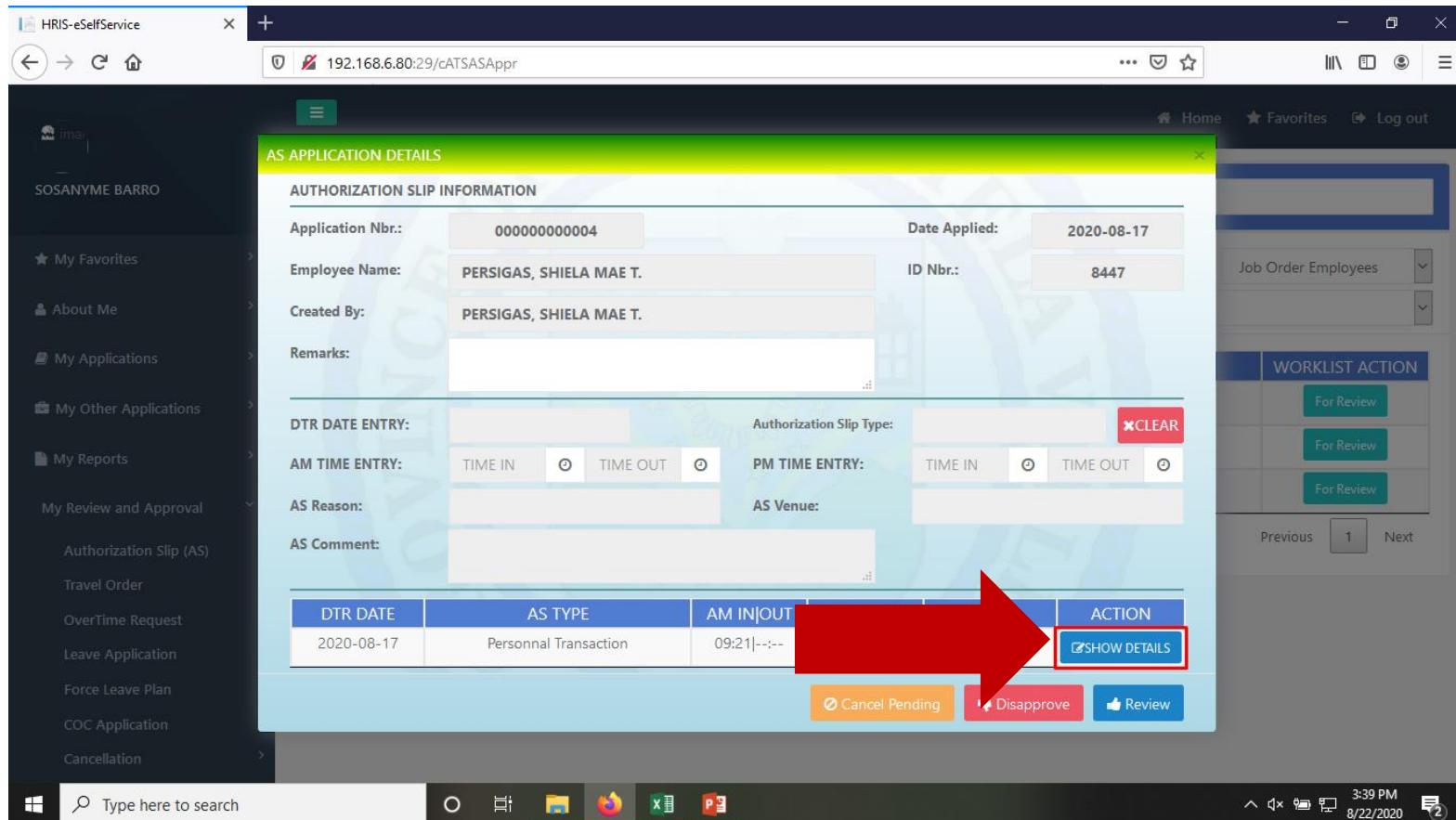
**Step 5:** Repeat step 3 if you want to continue on reviewing the submitted application.

The screenshot shows a Windows desktop environment with a web browser window open to the HRIS-eSelfService application at 192.168.6.80:29/cATSApr. The main menu on the left includes options like My Favorites, About Me, My Applications, My Other Applications, My Reports, and My Review and Approval. Under 'My Review and Approval', 'Authorization Slip (AS)' is selected. The central content area displays the 'AS APPLICATION DETAILS' screen. It shows the following information:

AUTHORIZATION SLIP INFORMATION					
Application Nbr.:	000000000004				
Date Applied:	2020-08-17				
Employee Name:	PERSIGAS, SHIELA MAE T.				
ID Nbr.:	8447				
Created By:	PERSIGAS, SHIELA MAE T.				
Remarks:	[Empty]				
DTR DATE ENTRY:	[Time entry fields]				
AM TIME ENTRY:	TIME IN [ ] TIME OUT [ ]				
PM TIME ENTRY:	TIME IN [ ] TIME OUT [ ]				
Authorization Slip Type:	[CLEAR]				
AS Reason:	[Empty]				
AS Venue:	[Empty]				
AS Comment:	[Empty]				
DTR DATE					
DTR DATE	AS TYPE	AM IN/OUT	PM IN/OUT	STATUS	ACTION
2020-08-17	Personnal Transaction	09:21 ---	-- 02:00	Submitted	<input checked="" type="checkbox"/> SHOW DETAILS

At the bottom of the form are three buttons: 'Cancel Pending' (orange), 'Disapprove' (red), and 'Review' (blue). To the right of the form, a 'WORKLIST ACTION' panel shows three items: 'For Review' (green), 'For Review' (green), and 'For Review' (green). Below the action panel are navigation buttons for 'Previous', '1', and 'Next'. The system status bar at the bottom right shows the time as 3:38 PM and the date as 8/22/2020, with a notification icon indicating two pending messages.

## Step 6: If you want to view AS type details click **Show Details** button to view information.



HRIS-eSelfService

192.168.6.80:29/cATASAPr

Home Favorites Log out

SOSANYME BARRO

My Favorites About Me My Applications My Other Applications My Reports My Review and Approval Authorization Slip (AS) Travel Order OverTime Request Leave Application Force Leave Plan COC Application Cancellation

AS APPLICATION DETAILS

AUTHORIZATION SLIP INFORMATION

Application Nbr.:	000000000004	Date Applied:	2020-08-17		
Employee Name:	PERSIGAS, SHIELA MAE T.	ID Nbr.:	8447		
Created By:	PERSIGAS, SHIELA MAE T.				
Remarks:					
DTR DATE ENTRY:	2020-08-17	Authorization Slip Type:	Personnal Transaction		
AM TIME ENTRY:	09:21	TIME OUT:	02:00		
AS Reason:	AS Venue:				
AS Comment:					
DTR DATE	AS TYPE	AM IN OUT	PM IN OUT	STATUS	ACTION
2020-08-17	Personnal Transaction	09:21 --:--	--:-- 02:00	Submitted	<input checked="" type="checkbox"/> SHOW DETAILS

For Review For Review For Review

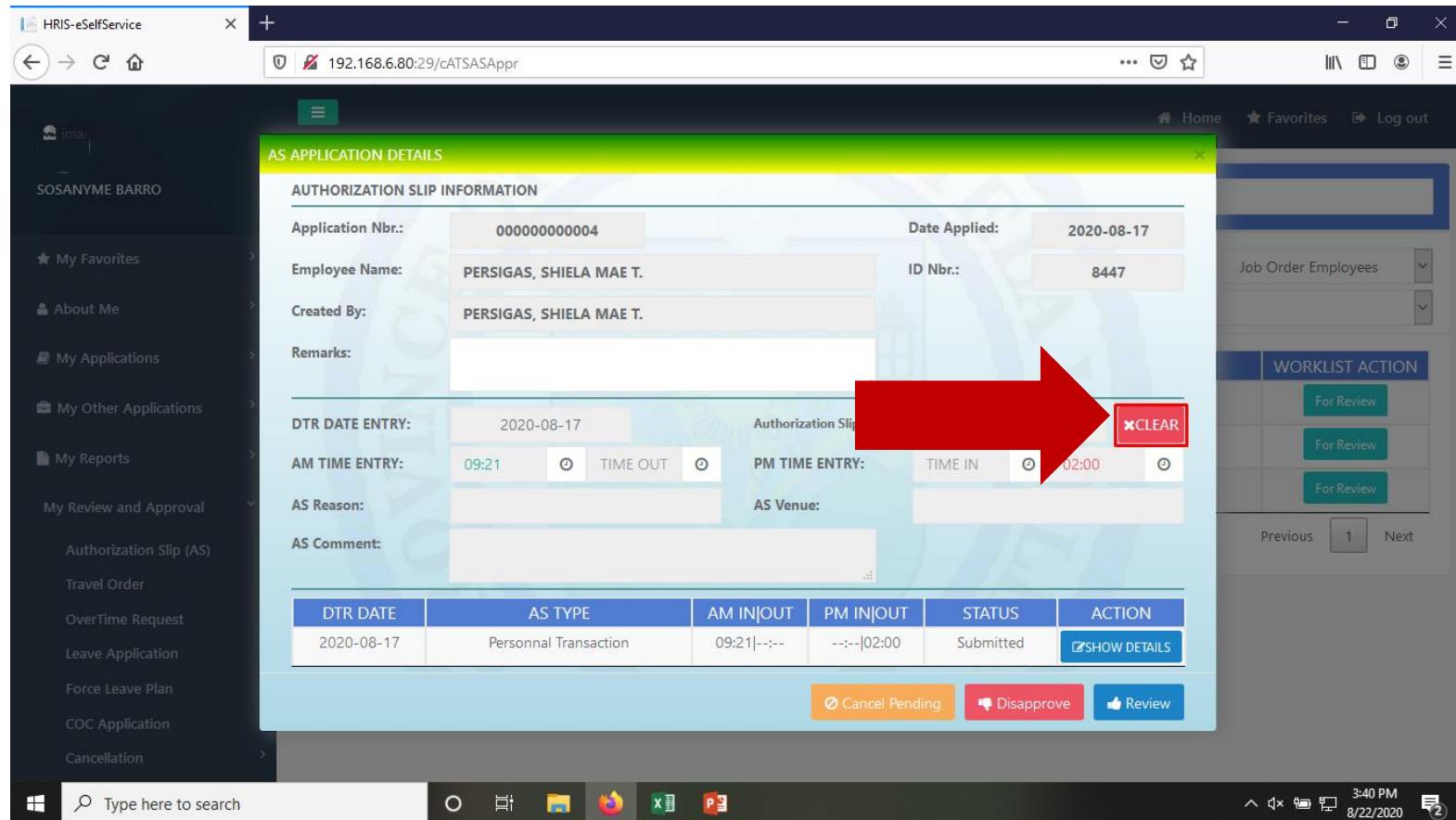
Previous 1 Next

Cancel Pending Disapprove Review

Type here to search

3:40 PM 8/22/2020 2

**Step 7:** If you want to clear displayed information click **clear** button to continue.



HRIS-eSelfService

192.168.6.80:29/cATSASAppr

SOSANYME BARRO

My Favorites About Me My Applications My Other Applications My Reports My Review and Approval Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application Cancellation

AS APPLICATION DETAILS

AUTHORIZATION SLIP INFORMATION

Application Nbr.:	000000000004	Date Applied:	2020-08-17
Employee Name:	PERSIGAS, SHIELA MAE T.	ID Nbr.:	8447
Created By:	PERSIGAS, SHIELA MAE T.		
Remarks:			

DTR DATE ENTRY: Authorization Slip Type:

AM TIME ENTRY: TIME IN  TIME OUT  PM TIME ENTRY: TIME IN  TIME OUT

AS Reason: AS Venue:

AS Comment:

DTR DATE	AS TYPE	AM IN OUT	PM IN OUT	STATUS	ACTION
2020-08-17	Personnal Transaction	09:21 --:--	--:-- 02:00	Submitted	<input checked="" type="checkbox"/> SHOW DETAILS

Job Order Employees

WORKLIST ACTION

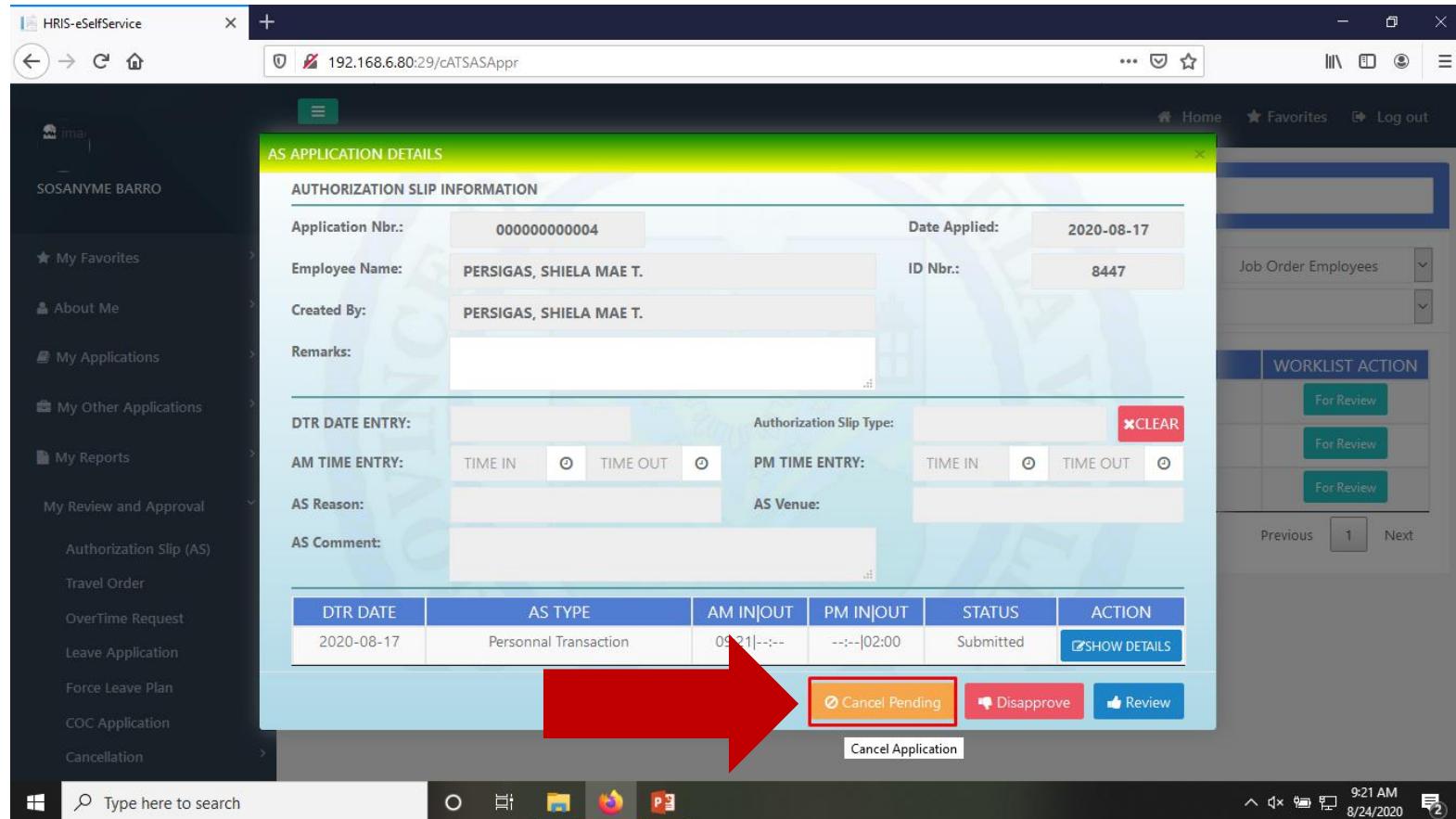
For Review
For Review
For Review

Previous 1 Next

Type here to search

9:20 AM 8/24/2020

**Step 8:** If you want to cancel try to click **cancel pending** button to cancel application from being reviewed.



HRIS-eSelfService

192.168.6.80:29/cATSASAppr

SOSANYME BARRO

My Favorites About Me My Applications My Other Applications My Reports My Review and Approval Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application Cancellation

AS APPLICATION DETAILS

AUTHORIZATION SLIP INFORMATION

Application Nbr.: 000000000004 Date Applied: 2020-08-17

Employee Name: PERSIGAS, SHIELA MAE T. ID Nbr.: 8447

Created By: PERSIGAS, SHIELA MAE T.

Remarks:   **Required Field!**

DTR DATE ENTRY: Authorization Slip Type:   X CLEAR

AM TIME ENTRY: TIME IN   TIME OUT   PM TIME ENTRY: TIME IN   TIME OUT  

AS Reason: AS Venue:

AS Comment:

DTR DATE	AS TYPE	AM IN OUT	PM IN OUT	STATUS	ACTION
2020-08-17	Personnal Transaction	09:21 ---	-- 02:00	Submitted	<input checked="" type="checkbox"/> SHOW DETAILS

Cancel Pending Disapprove Review

Job Order Employees

WORKLIST ACTION

For Review (3)

Previous 1 Next

Type here to search

9:22 AM 8/24/2020

**Note:** Field that needs to be fill will automatically generate a verification message of “**required field!**” if you click **cancel pending button** without inputting values in reviewer remarks.

## Step 9: Input comment in **remarks** for suggestions and improvement if there is.

The screenshot shows the HRIS-eSelfService application interface. The left sidebar contains navigation links such as My Favorites, About Me, My Applications, My Other Applications, My Reports, and sections for My Review and Approval, Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, and Cancellation. The main content area displays the 'AS APPLICATION DETAILS' page. It includes fields for Application Nbr. (000000000004), Employee Name (PERSIGAS, SHIELA MAE T.), Date Applied (2020-08-17), ID Nbr. (8447), and a Remarks field containing 'qwerty'. A red error message 'Required Field!' is visible below the Remarks input. Below this, there are sections for DTR DATE ENTRY, AM TIME ENTRY, PM TIME ENTRY, AS Reason, AS Venue, and AS Comment. At the bottom, a table shows the transaction details: DTR DATE (2020-08-17), AS TYPE (Personnal Transaction), AM IN|OUT (09:21|---), PM IN|OUT (---|02:00), STATUS (Submitted), and ACTION (SHOW DETAILS). At the very bottom, there are buttons for Cancel Pending, Disapprove, and Review.

HRIS-eSelfService

192.168.6.80:29/cATASAppr

AS APPLICATION DETAILS

AUTHORIZATION SLIP INFORMATION

Application Nbr.: 000000000004 Date Applied: 2020-08-17

Employee Name: PERSIGAS, SHIELA MAE T. ID Nbr.: 8447

Created By: PERSIGAS, SHIELA MAE T.

Remarks: qwerty

Required Field!

DTR DATE ENTRY: Authorization Slip Type: **X**CLEAR

AM TIME ENTRY: TIME IN **O** TIME OUT **O** PM TIME ENTRY: TIME IN **O** TIME OUT **O**

AS Reason: AS Venue:

AS Comment:

DTR DATE	AS TYPE	AM IN OUT	PM IN OUT	STATUS	ACTION
2020-08-17	Personnal Transaction	09:21 ---	--- 02:00	Submitted	<b>SHOW DETAILS</b>

Cancel Pending Disapprove Review

Job Order Employees

WORKLIST ACTION

For Review

For Review

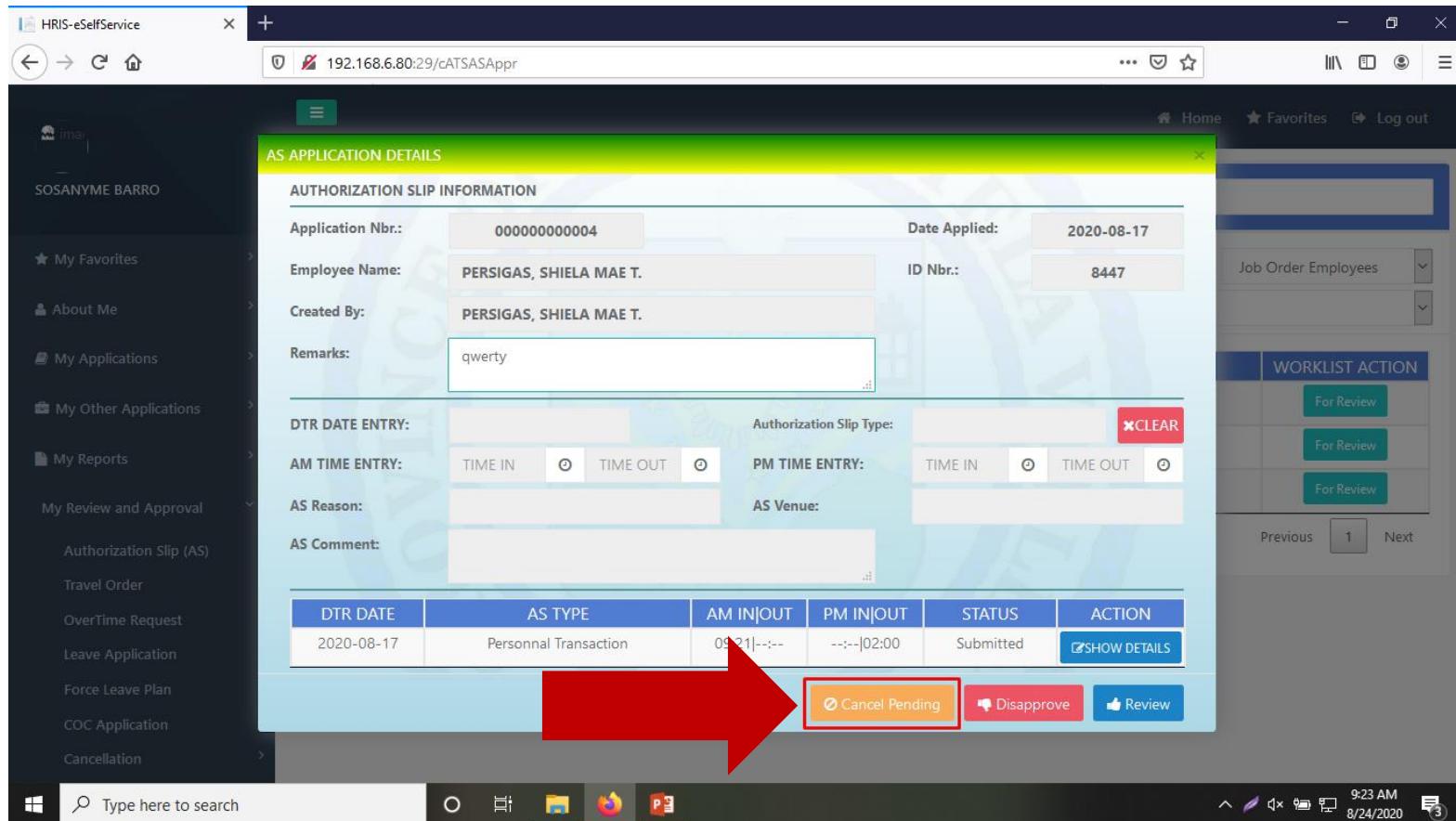
For Review

Previous 1 Next

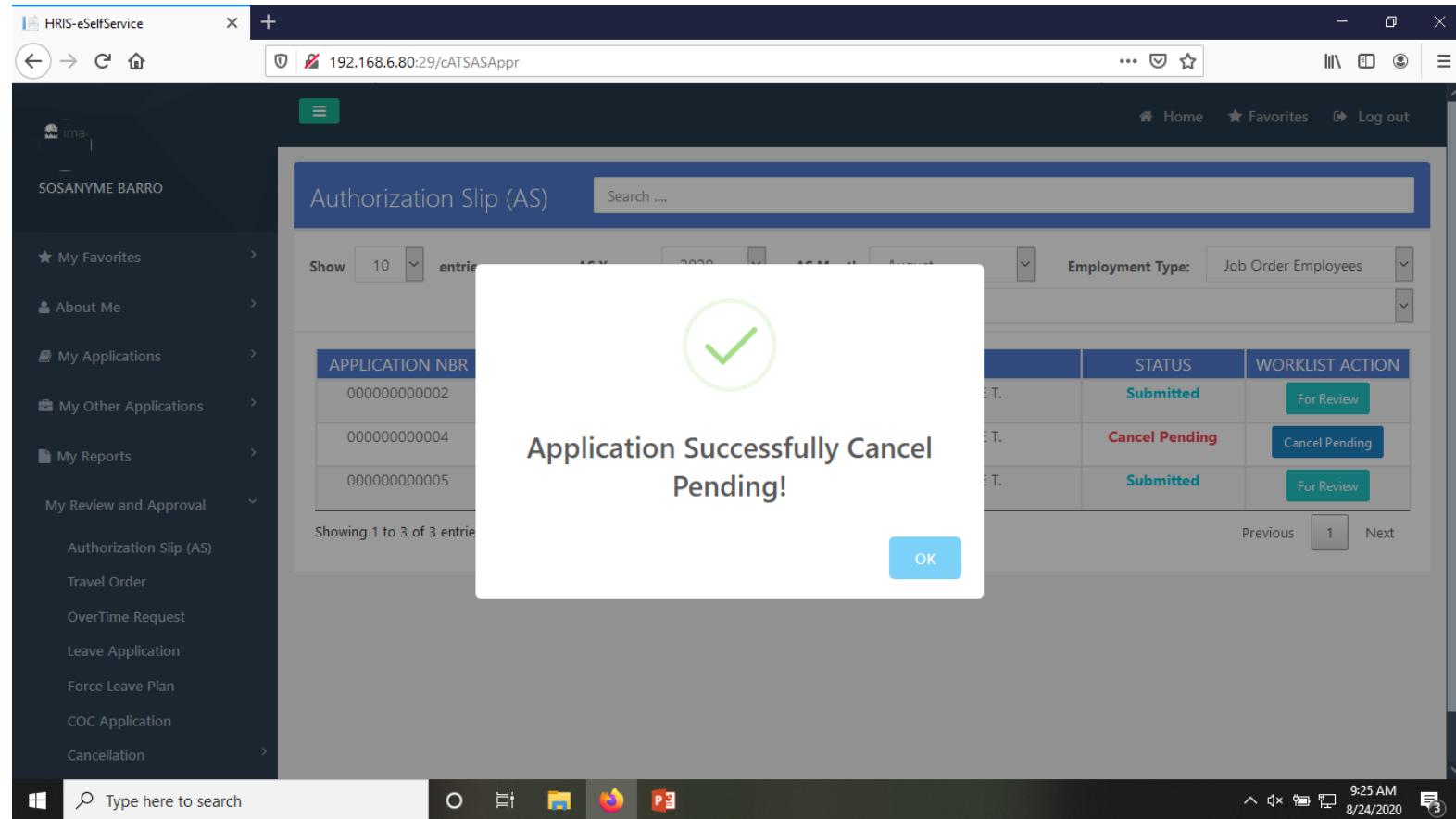
Type here to search

9:23 AM 8/24/2020

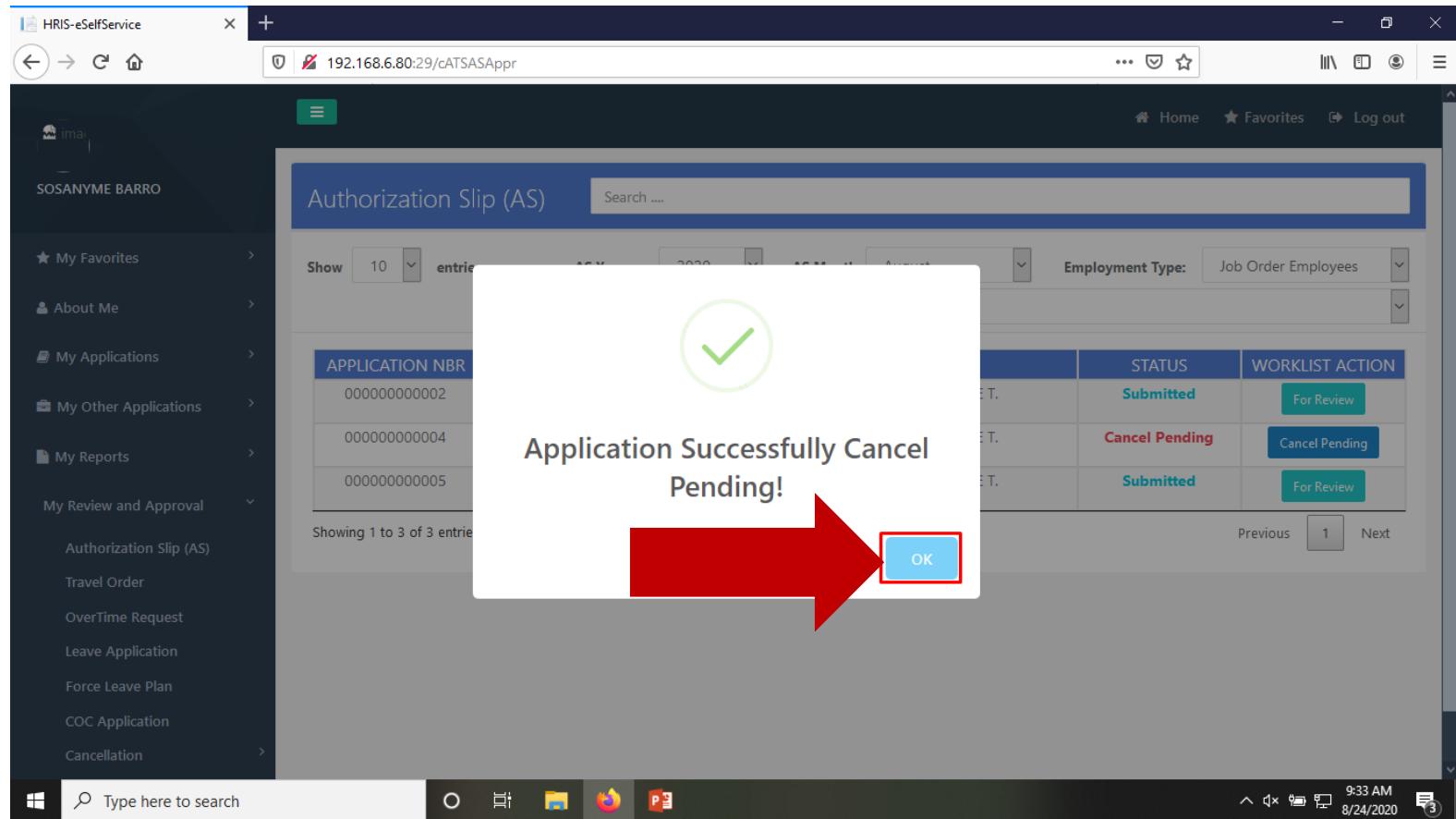
# Step 10: Click cancel pending button if you want to cancel application from being reviewed.



**Note:** A pop-up confirmation window will appear that application successfully cancel pending! and **status** will be **cancel pending**.



# Step 11: Click ok button if you want to continue.



HRIS-eSelfService

192.168.6.80:29/cATASAppr

SOSANYME BARRO

My Favorites About Me My Applications My Other Applications My Reports My Review and Approval Authorization Slip (AS) Travel Order OverTime Request Leave Application Force Leave Plan COC Application Cancellation

Authorization Slip (AS)

Search ....

Show 10 entries AS Year: 2020 AS Month: August Employment Type: Job Order Employees Department: PROVINCIAL ADMINISTRATOR'S OFFICE

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE NAME	STATUS	WORKLIST ACTION
000000000002	8447	2020-08-15	PERSIGAS, SHIELA MAE T.	Submitted	For Review
000000000004	8447	2020-08-17	PERSIGAS, SHIELA MAE T.	Cancel Pending	Cancel Pending
000000000005	8447	2020-08-22	PERSIGAS, SHIELA MAE T.	Submitted	For Review

Showing 1 to 3 of 3 entries

Previous 1 Next

Type here to search

9:34 AM 8/24/2020

3

**Note:**

If you want to view **cancelled pending** application **view details button** to view application. Only the reviewer who can view the information of the cancelled pending application once page is refresh automatic cancel pending application will not be visible in **authorization slip** approval main page.

**Step 12:** Click **cancel pending** if you want to view the cancel pending application in review main page.

The screenshot shows a web browser window for 'HRIS-eSelfService' at the URL '192.168.6.80:29/cATASAppr'. The left sidebar menu includes 'My Favorites', 'About Me', 'My Applications', 'My Other Applications', 'My Reports', and 'My Review and Approval' (with sub-options: Authorization Slip (AS), Travel Order, Overtime Request, Leave Application, Force Leave Plan, COC Application, Cancellation). The main content area is titled 'Authorization Slip (AS)' and displays a table of applications. The table has columns: APPLICATION NBR, ID NBR, DATE APPLIED, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. There are three entries:

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE NAME	STATUS	WORKLIST ACTION
000000000002	8447	2020-08-15	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>
000000000004	8447	2020-08-17	PERSIGAS, SHIELA MAE T.	Submitted	<button>Cancel Pending</button>
000000000005	8447	2020-08-22	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>

A large red arrow points to the 'Cancel Pending' button for the third application. The status for this application is also highlighted in red.

HRIS-eSelfService

192.168.6.80:29/cATASAppr

SOSANYME BARRO

My Favorites About Me My Applications My Other Applications My Reports My Review and Approval Authorization Slip (AS) Travel Order OverTime Request Leave Application Force Leave Plan COC Application Cancellation

AS APPLICATION DETAILS

AUTHORIZATION SLIP INFORMATION

Application Nbr.:	000000000004	Date Applied:	2020-08-17						
Employee Name:	PERSIGAS, SHIELA MAE T.	ID Nbr.:	8447						
Created By:	PERSIGAS, SHIELA MAE T.	Remarks:							
DTR DATE ENTRY:	Authorization Slip Type:		X CLEAR						
AM TIME ENTRY:	TIME IN	( <input type="button" value=""/>	TIME OUT	( <input type="button" value=""/>	PM TIME ENTRY:	TIME IN	( <input type="button" value=""/>	TIME OUT	( <input type="button" value=""/>
AS Reason:	AS Venue:								
AS Comment:									
DTR DATE	AS TYPE	AM IN/OUT	PM IN/OUT	STATUS	ACTION				
2020-08-17	Personnal Transaction	09:21 --:--	--:-- 02:00	Cancel Pending	<input checked="" type="button" value="SHOW DETAILS"/>				

Job Order Employees

WORKLIST ACTION

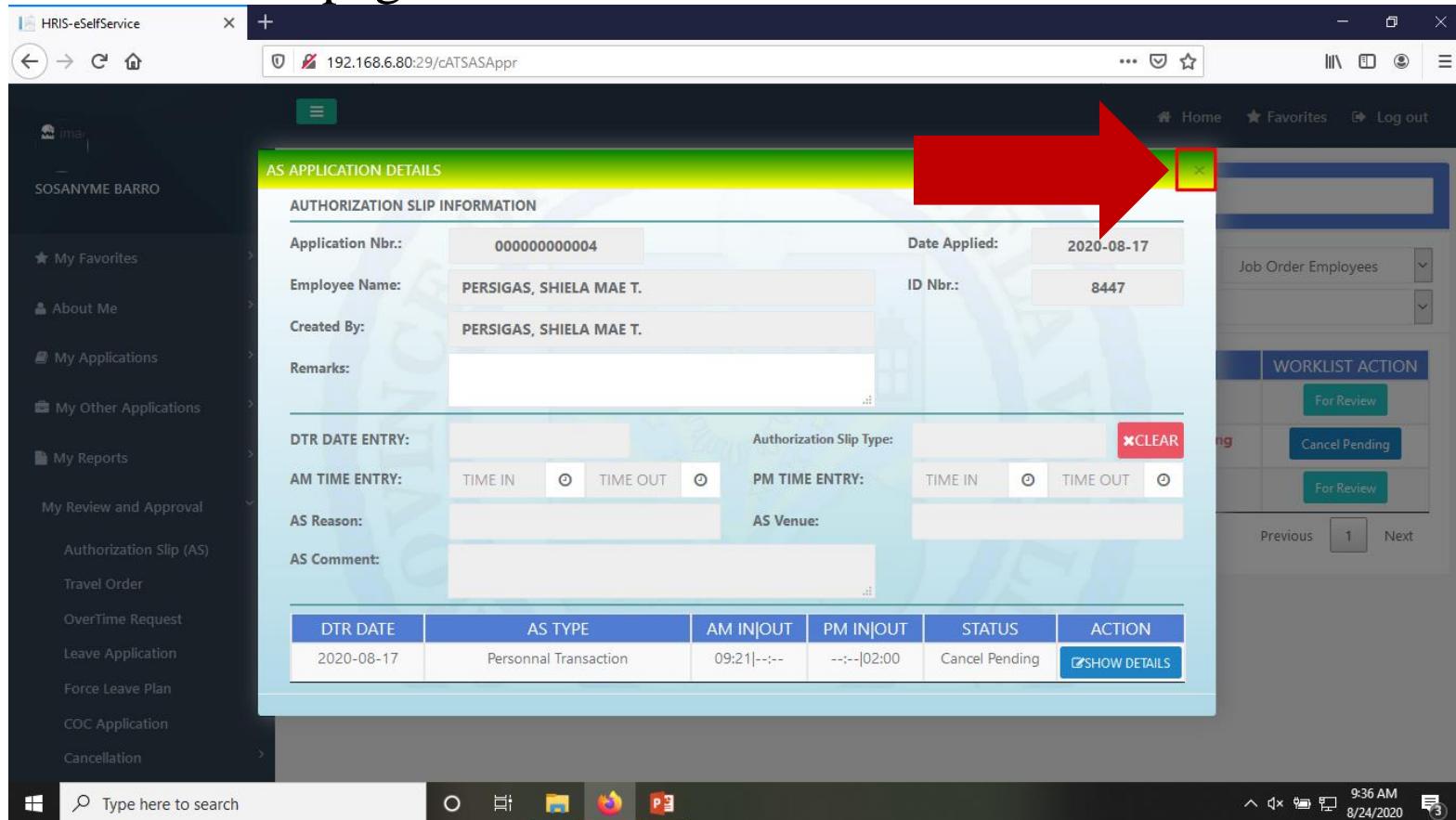
For Review
Cancel Pending
For Review

Previous 1 Next

Type here to search

9:35 AM 8/24/2020 3

**Step 13:** Click close icon if you want to close application and go back on main page.



**Step 14:** Press **CTRL +F5** on your keyboard if you want to refresh the page.

The screenshot shows a web browser window titled "HRIS-eSelfService" with the URL "192.168.6.80:29/cATSASAppr". The main content is the "Authorization Slip (AS)" page. On the left, there's a sidebar with user information ("SOSANYME BARRO") and links like "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", and "My Review and Approval" (which is expanded to show "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Cancellation"). The main area has a search bar and filters for "AS Year: 2020", "AS Month: August", "Employment Type: Job Order Employees", and a "Department: PROVINCIAL ADMINISTRATOR'S OFFICE". Below these are two rows of application data:

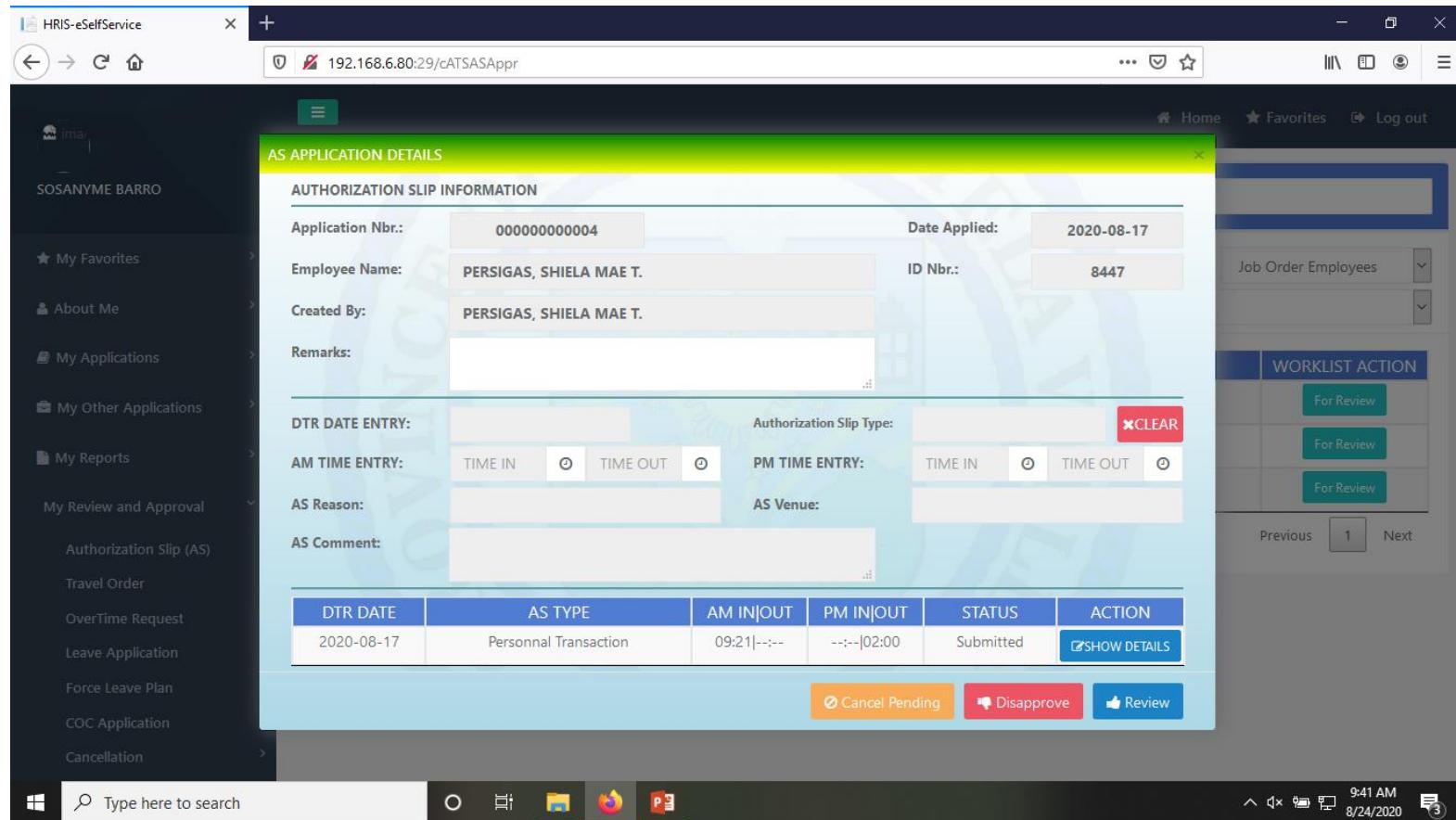
APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE NAME	STATUS	WORKLIST ACTION
000000000002	8447	2020-08-15	PERSIGAS, SHIELA MAE T.	Submitted	For Review
000000000005	8447	2020-08-22	PERSIGAS, SHIELA MAE T.	Submitted	For Review

At the bottom, it says "Showing 1 to 2 of 2 entries" with navigation buttons for "Previous", "1", and "Next". The status bar at the bottom right shows "9:40 AM 8/24/2020".

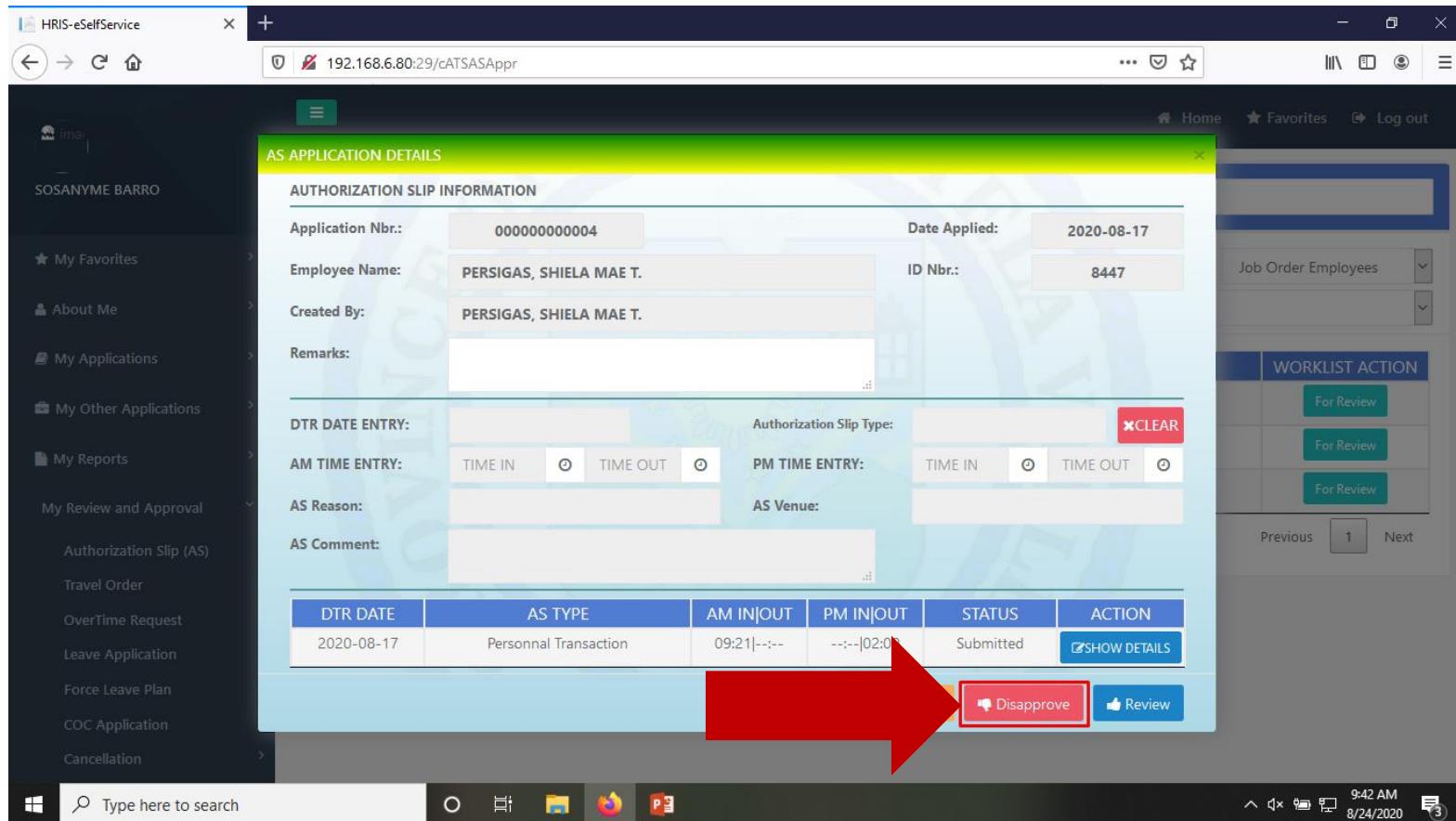
## **Note:**

If you wish to continue and **disapproved** application let the requestor resubmit the **cancelled pending** application to do that open **authorization slip (Regular, Casual and Job Order)** **Manual** to resubmit application by clicking the **resubmit button** in order to disapproved application. Only the requestor who can resubmit the cancelled pending application only if he is allowed to access authorization slip application. As well as only the **reviewer, level 1 approver, level 2 approver** and **final approver** are allowed to disapproved application.

## Step 15: Repeat step 3 if you want to continue and disapproved application.



## Step 16: Click **disapproved button** to successfully disapproved application.



HRIS-eSelfService

192.168.6.80:29/cATSASAppr

SOSANYME BARRO

My Favorites

About Me

My Applications

My Other Applications

My Reports

My Review and Approval

Authorization Slip (AS)

Travel Order

Overtime Request

Leave Application

Force Leave Plan

COC Application

Cancellation

AS APPLICATION DETAILS

AUTHORIZATION SLIP INFORMATION

Application Nbr.: 000000000004 Date Applied: 2020-08-17

Employee Name: PERSIGAS, SHIELA MAE T. ID Nbr.: 8447

Created By: PERSIGAS, SHIELA MAE T.

Remarks: Required Field!

DTR DATE ENTRY: Authorization Slip Type: CLEAR

AM TIME ENTRY: TIME IN TIME OUT PM TIME ENTRY: TIME IN TIME OUT

AS Reason: AS Venue:

AS Comment:

DTR DATE	AS TYPE	AM IN OUT	PM IN OUT	STATUS	ACTION
2020-08-17	Personnal Transaction	09:21 ---	--:-- 02:00	Submitted	<span style="border: 1px solid blue; padding: 2px;">SHOW DETAILS</span>

Cancel Pending Disapprove Review

Job Order Employees

WORKLIST ACTION

For Review

For Review

For Review

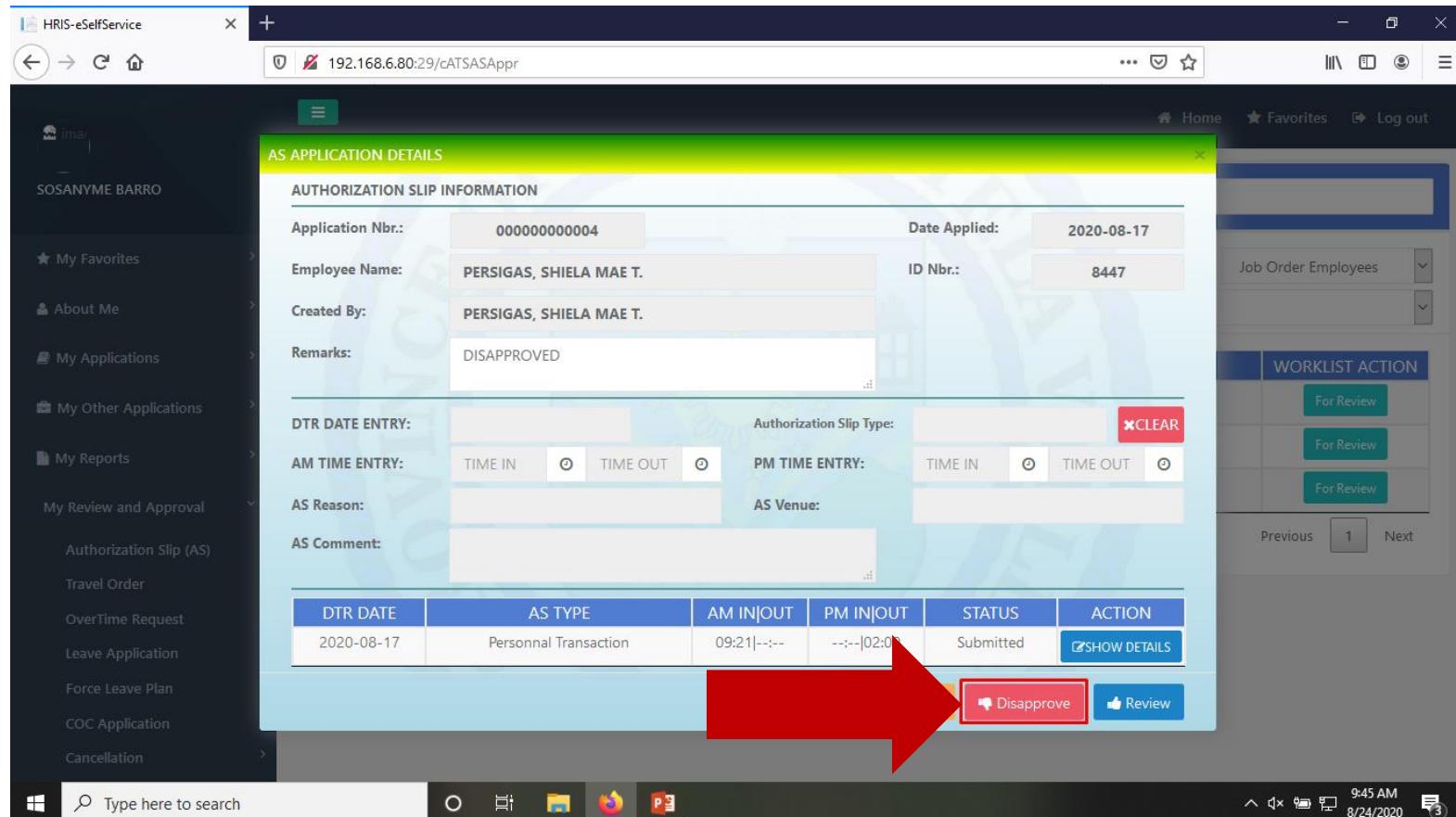
Previous 1 Next

Type here to search

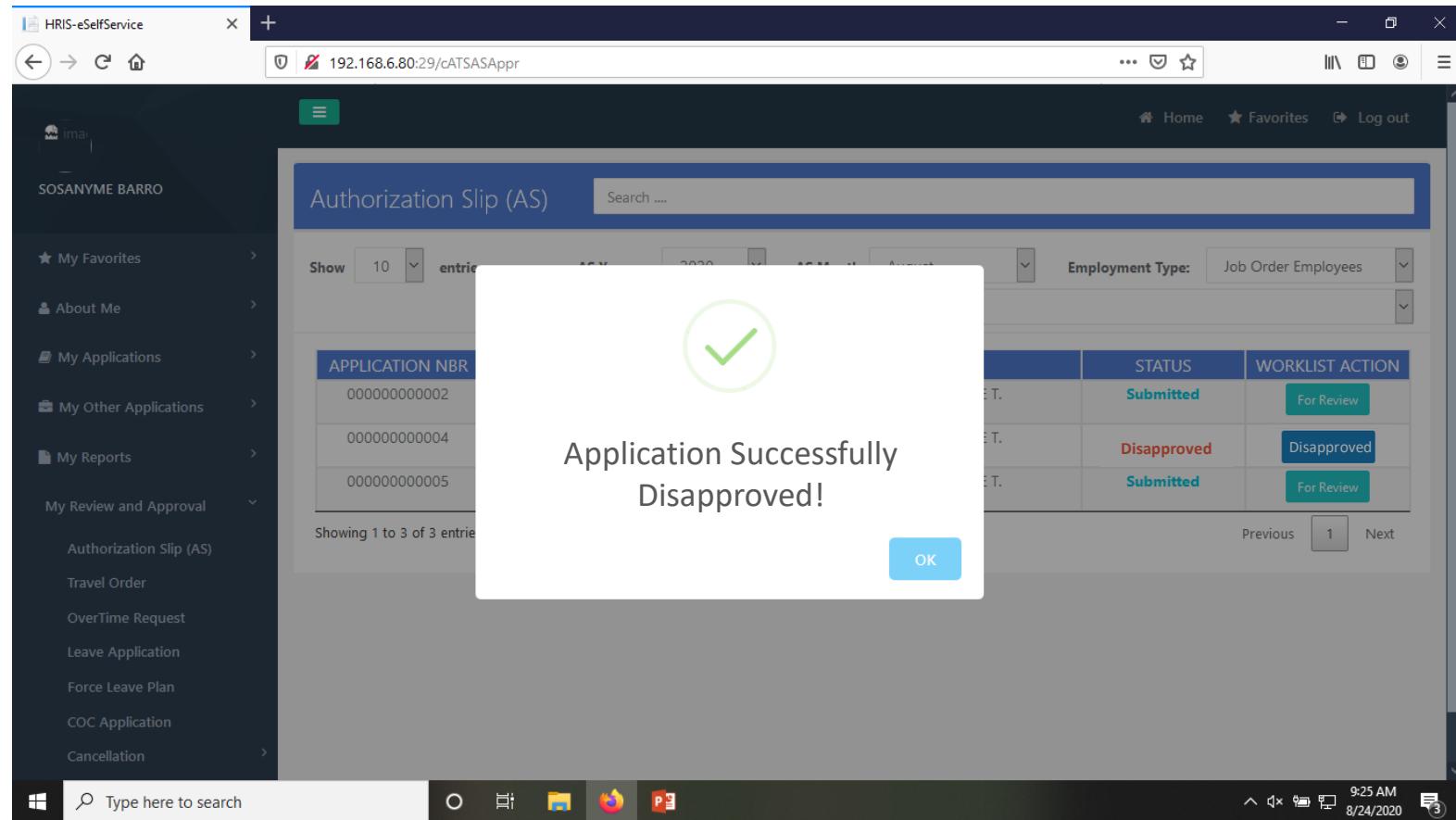
9:43 AM  
8/24/2020

**Note:** Field that needs to be fill will automatically generate a verification message of “**required field!**” if you click **disapproved button** without inputting values in reviewer remarks.

**Step 17:** Input comment in **remarks** for suggestions and improvement if there is, click **disapproved button** for you to disapproved application.



**Note:** A pop-up confirmation window will appear that application successfully disapproved!



# Step 18: Repeat step 11 to exit or go back on main page.

The screenshot shows a web browser window for the HRIS-eSelfService application. The URL is 192.168.6.80:29/cATSASAppr. The left sidebar shows a navigation menu with items like My Favorites, About Me, My Applications, My Other Applications, My Reports, and My Review and Approval (which is expanded, showing Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, and Cancellation). The main content area is titled "Authorization Slip (AS)" and displays a table of applications. The table has columns: APPLICATION NBR, ID NBR, DATE APPLIED, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. There are three entries:

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE NAME	STATUS	WORKLIST ACTION
000000000002	8447	2020-08-15	PERSIGAS, SHIELA MAE T.	Submitted	For Review
000000000004	8447	2020-08-17	PERSIGAS, SHIELA MAE T.	Disapproved	Disapproved
000000000005	8447	2020-08-22	PERSIGAS, SHIELA MAE T.	Submitted	For Review

At the bottom, it says "Showing 1 to 3 of 3 entries". The status bar at the bottom right shows the date and time: 8/24/2020 9:49 AM.

## **Note:**

If ever application is not yet disapproved and you want to review the submitted application repeat **step 3** to continue. If application status is **cancel pending** let the requestor resubmit the **cancelled pending** application to do that open **authorization slip (Regular, Casual & Job Order) Manual** to resubmit application by clicking the **resubmit button** in order to review application. Only the requestor who can resubmit the cancelled pending application only if he is allowed to access authorization slip application.

# Step 19: If ever you want to review application repeat step 3 to review submitted application.

The screenshot shows a web-based application titled "HRIS-eSelfService" at the URL "192.168.6.80:29/cATSASAppr". The main menu on the left includes "SOSANYME BARRO", "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", and "My Review and Approval" which is expanded to show "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Cancellation".

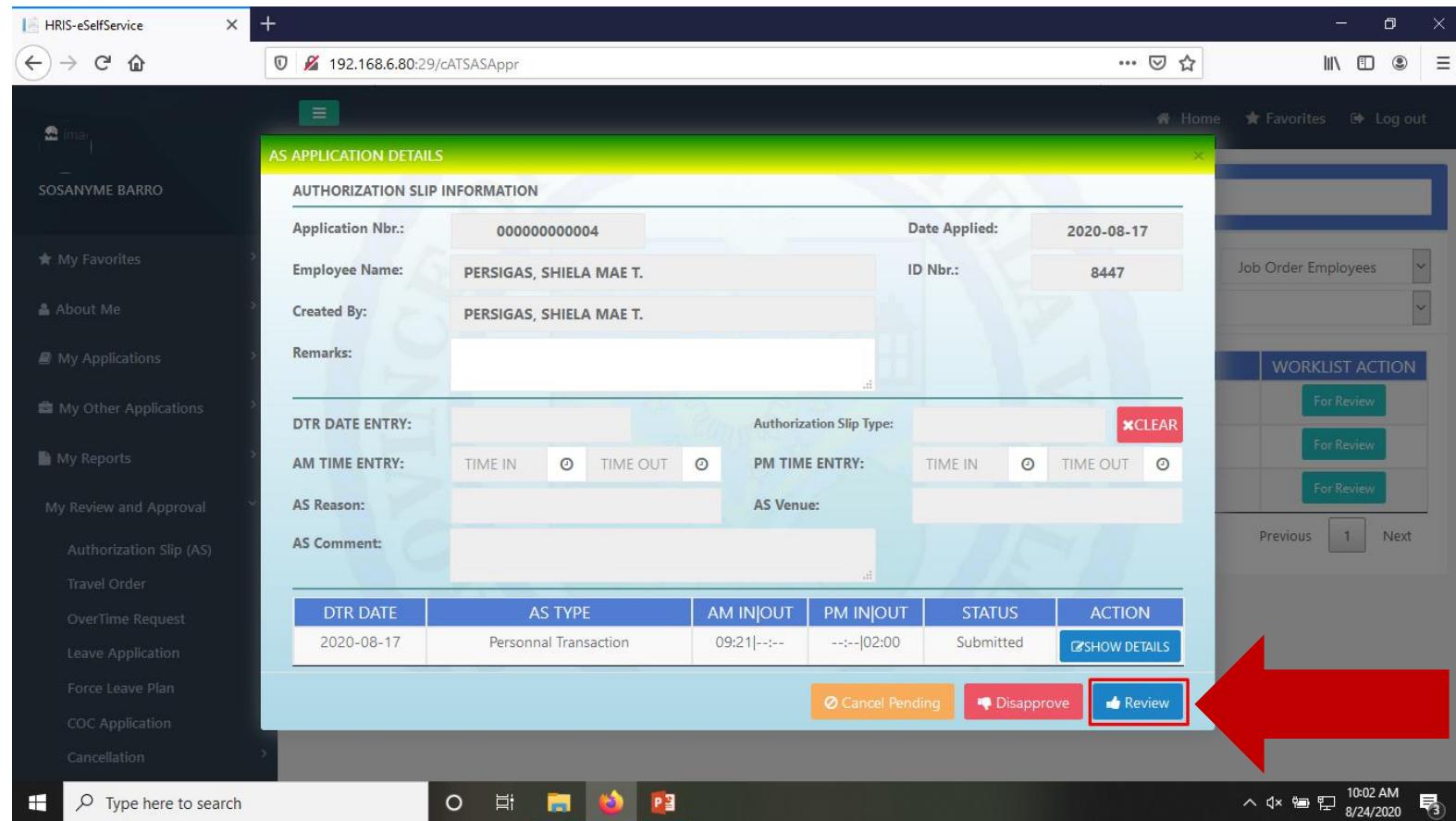
The central window displays the "AS APPLICATION DETAILS" and "AUTHORIZATION SLIP INFORMATION" sections. Key details shown include:

- Application Nbr.: 000000000004
- Date Applied: 2020-08-17
- Employee Name: PERSIGAS, SHIELA MAE T.
- ID Nbr.: 8447
- Created By: PERSIGAS, SHIELA MAE T.
- Remarks: (empty)
- DTR DATE ENTRY: (date field)
- Authorization Slip Type: (dropdown menu with "CLEAR" button)
- AM TIME ENTRY: (time in/out buttons)
- PM TIME ENTRY: (time in/out buttons)
- AS Reason: (text field)
- AS Venue: (text field)
- AS Comment: (text field)
- DTR DATE: 2020-08-17
- AS TYPE: Personnal Transaction
- AM IN/OUT: 09:21|---|
- PM IN/OUT: ---|02:00
- STATUS: Submitted
- ACTION: SHOW DETAILS (button)

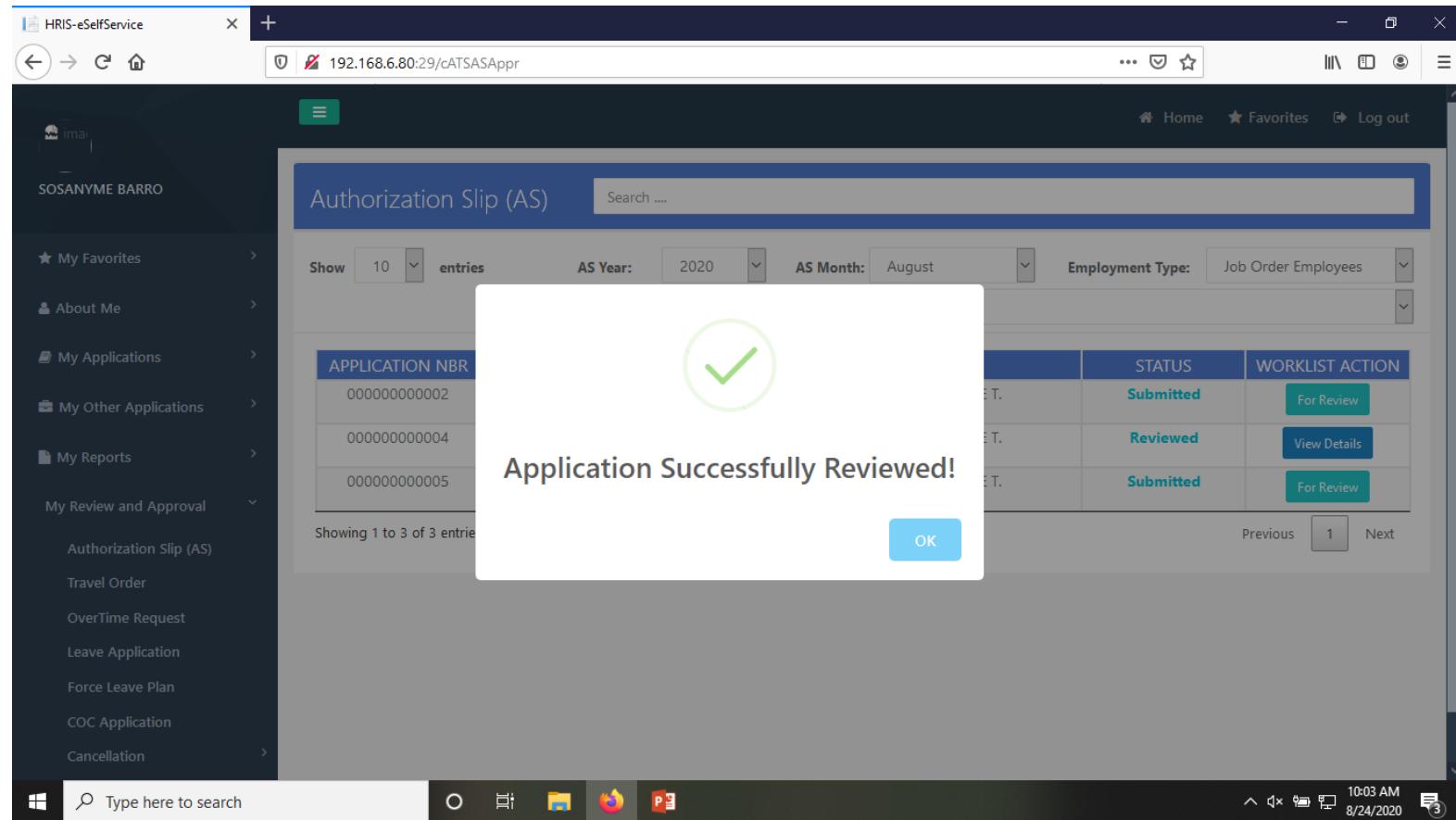
At the bottom right of the application window, there are buttons for "Cancel Pending", "Disapprove", and "Review". To the right of the application window, a "WORKLIST ACTION" panel shows three items labeled "For Review".

The system status bar at the bottom right indicates the time as 10:01 AM and the date as 8/24/2020, with a notification icon showing 3 pending messages.

## Step 20: Click review button to successfully review application.



**Note:** A pop-up confirmation window will appear that application successfully reviewed!



## Step 22: Repeat step 11 to exit or go back on main page.

The screenshot shows a web browser window for the HRIS-eSelfService application. The URL is 192.168.6.80:29/cATSASAppr. The left sidebar shows a navigation menu with items like My Favorites, About Me, My Applications, My Other Applications, My Reports, and My Review and Approval (which is expanded to show Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, and Cancellation). The main content area is titled "Authorization Slip (AS)" and includes search and filter options: Show 10 entries, AS Year: 2020, AS Month: August, Employment Type: Job Order Employees, and Department: PROVINCIAL ADMINISTRATOR'S OFFICE. A table lists three entries:

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE NAME	STATUS	WORKLIST ACTION
000000000002	8447	2020-08-15	PERSIGAS, SHIELA MAE T.	Submitted	For Review
000000000004	8447	2020-08-17	PERSIGAS, SHIELA MAE T.	Reviewed	View Details
000000000005	8447	2020-08-22	PERSIGAS, SHIELA MAE T.	Submitted	For Review

At the bottom, it says "Showing 1 to 3 of 3 entries". The status "Reviewed" for the second row is highlighted with a red border. The bottom right corner of the screen shows the date and time: 10:03 AM 8/24/2020.

**Note:** If ever you have refresh the page expected that the reviewed application record will not be visible in authorization slip approval process main page.

The screenshot shows a web-based application titled "HRIS-eSelfService" at the URL "192.168.6.80:29/cATASAppr". The user is logged in as "SOSANYME BARRO". The main content area is titled "Authorization Slip (AS)" and displays a table of application records. The table has columns: APPLICATION NBR, ID NBR, DATE APPLIED, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. There are two entries listed:

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE NAME	STATUS	WORKLIST ACTION
000000000002	8447	2020-08-15	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>
000000000005	8447	2020-08-22	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>

Below the table, it says "Showing 1 to 2 of 2 entries". The left sidebar contains navigation links for "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", and "My Review and Approval" (which is expanded to show "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Cancellation"). The bottom of the screen shows the Windows taskbar with the date and time as "10:04 AM 8/24/2020".

**Step 12:** Click **view details** button if you want to view the reviewed application in review main page.

The screenshot shows a web-based application interface titled "HRIS-eSelfService". The left sidebar contains a user profile for "ANTOINETTE TABANAO" and a navigation menu with items like "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", and "My Review and Approval" (which is expanded to show "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Cancellation"). The main content area is titled "Authorization Slip (AS)" and displays a table of applications. The table has columns: APPLICATION NBR, ID NBR, DATE APPLIED, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. There are three entries in the table:

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE NAME	STATUS	WORKLIST ACTION
000000000001	8447	2020-08-07	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>
000000000006	8753	2020-08-18	BARRO, SOSANYME U.	Submitted	<button>View Details</button>
000000000007	8447	2020-08-19	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>

A large red arrow points to the "View Details" button for the second application entry (ID NBR 8753). The status for all three applications is "Submitted". The bottom right corner of the screen shows the Windows taskbar with the date and time (11:15 AM, 8/19/2020).

HRIS-eSelfService

192.168.6.80:29/cATSASAppr

SOSANIME BARRO

My Favorites About Me My Applications My Other Applications My Reports My Review and Approval Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application Cancellation

AS APPLICATION DETAILS

AUTHORIZATION SLIP INFORMATION

Application Nbr.:	000000000004	Date Applied:	2020-08-17
Employee Name:	PERSIGAS, SHIELA MAE T.	ID Nbr.:	8447
Created By:	PERSIGAS, SHIELA MAE T.		
Remarks:			

DTR DATE ENTRY: Authorization Slip Type:

AM TIME ENTRY: TIME IN  TIME OUT  PM TIME ENTRY: TIME IN  TIME OUT

AS Reason: AS Venue:

AS Comment:

DTR DATE	AS TYPE	AM IN/OUT	PM IN/OUT	STATUS	ACTION
2020-08-17	Personnal Transaction	09:21 --:--	--:-- 02:00	Reviewed	<input checked="" type="button"/> SHOW DETAILS

Job Order Employees

WORKLIST ACTION

- For Review
- View Details
- For Review

Previous 1 Next

Type here to search

10:07 AM 8/24/2020

How to approve  
reviewed AS  
application?

## **Note:**

If you want to **approved** application make sure that you have a reviewed application by a reviewer. If no reviewed application let the reviewer review first the submitted application for you to have data to approve. In approval there are three (3) levels of approval process and only allowed approver is allowed to access and approve the reviewed application. In order to approve application please login using username and password.

The approval process depends on the levels of approval:

- **Level 1**
- **Level 2**
- **Level 3 or Final Approval**

## **Note 2:**

In approving submitted application identify first in **application reference** the level of approval and who is the **level 1, 2 and 3 approver** (final approver) in **application approvers**. If ever in application reference the level of approval is level 1 and no reviewer it means that submitted data when successfully approved in level 1 automatically application status is **finally approved**.

On the other hand, if approval level is 2 basically application will undergo level 1 and 2 process and **level 2** is now the **final approval stage**. If application is **finally approved** you cannot resubmit application any longer or even **disapproved** or **cancelled** application. However, if application is disapproved or cancelled, application cannot be deleted. So be careful in taking actions upon approving application.

### **Note 3:**

Also, if reviewer drop down **YES** (1 reviewer only) is clicked expected that application must be reviewed and if **NO** there's no need to review and can go directly to the next level of approval. The given sample application has a **reviewer** and **level 1, 2 and 3 approval**. For instance different person is assign as level approver compared to reviewer. All you have to do is to repeat the **authorization slip application** navigation process in order to proceed in step 1.

# Level 1 Approval

**Step 1:** Select specific AS year, AS month, employment type and department by clicking available drop list in order for you to approve application. **For approve - level 1 button** main grid will be visible.

The screenshot shows a web-based application titled "HRIS-eSelfService" at the URL "192.168.6.80:29/cATSASAppr". The user profile is "JORGE RUSTOM VILLANUEVA". On the left, there is a sidebar with navigation links: "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", "My Review and Approval" (which is expanded to show "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Cancellation"). The main content area is titled "Authorization Slip (AS)" and contains a search bar. Below it, there are dropdown filters for "AS Year" (set to 2020), "AS Month" (set to August), "Employment Type" (set to Job Order Employees), and a "Department" field (set to PROVINCIAL ADMINISTRATOR'S OFFICE). A table displays one application entry:

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE NAME	STATUS	WORKLIST ACTION
000000000004	8447	2020-08-17	PERSIGAS, SHIELA MAE T.	Reviewed	<a href="#">For Approval - Level 1</a>

At the bottom, it says "Showing 1 to 1 of 1 entries".

**Step 2:** While on the main page of **authorization slip approval process** select specific record that you want to approve reviewed application.

The screenshot shows a web-based application titled "HRIS-eSelfService" with the URL "192.168.6.80:29/cATASAppr". The user profile "JORGE RUSTOM VILLANUEVA" is visible on the left sidebar. The main content area is titled "Authorization Slip (AS)" and displays a table of application records. The table has columns: APPLICATION NBR, ID NBR, DATE APPLIED, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. One row is highlighted with a red border, corresponding to the data in the table below.

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE NAME	STATUS	WORKLIST ACTION
000000000004	8447	2020-08-17	PERSIGAS, SHIELA MAE T.	Reviewed	For Approval - Level 1

Below the table, it says "Showing 1 to 1 of 1 entries". The status column for the highlighted row is "Reviewed". The "WORKLIST ACTION" column for the same row contains the link "For Approval - Level 1", which is also highlighted with a red border.

**Step 3:** Once you have selected specific record that you want to approve. Click the **for approval – level 1 button** under **action** column to approve the record.

The screenshot shows a web-based application interface for HRIS-eSelfService. On the left, there is a sidebar with a user profile picture and the name 'JORGE RUSTOM VILLANUEVA'. Below the profile are several menu items: 'My Favorites', 'About Me', 'My Applications', 'My Other Applications', 'My Reports', and 'My Review and Approval'. Under 'My Review and Approval', there are links for 'Authorization Slip (AS)', 'Travel Order', 'OverTime Request', 'Leave Application', 'Force Leave Plan', 'COC Application', and 'Cancellation'. The main content area is titled 'Authorization Slip (AS)' and displays a table with one entry. The table columns are 'APPLICATION NBR', 'ID NBR', 'DATE APPLIED', 'EMPLOYEE NAME', and 'WORKLIST ACTION'. The data in the table is: APPLICATION NBR 000000000004, ID NBR 8447, DATE APPLIED 2020-08-17, EMPLOYEE NAME PERSIGAS, SHIELA MAE, and WORKLIST ACTION 'For Approval - Level 1'. A large red arrow points to the 'For Approval - Level 1' button. At the bottom of the screen, there is a taskbar with icons for File, Home, Favorites, Log out, and a search bar. The system status bar at the bottom right shows the time as 10:15 AM and the date as 8/24/2020.

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE NAME	WORKLIST ACTION
000000000004	8447	2020-08-17	PERSIGAS, SHIELA MAE	For Approval - Level 1

HRIS-eSelfService

192.168.6.80:29/cATASASAppr

JORGE RUSTOM VILLANUEVA

My Favorites About Me My Applications My Other Applications My Reports My Review and Approval Authorization Slip (AS) Travel Order OverTime Request Leave Application Force Leave Plan COC Application Cancellation

AS APPLICATION DETAILS

AUTHORIZATION SLIP INFORMATION

Application Nbr.:	000000000004	Date Applied:	2020-08-17		
Employee Name:	PERSIGAS, SHIELA MAE T.	ID Nbr.:	8447		
Created By:	PERSIGAS, SHIELA MAE T.				
Remarks:					
DTR DATE ENTRY:	Authorization Slip Type:		X CLEAR		
AM TIME ENTRY:	TIME IN	TIME OUT	PM TIME ENTRY:	TIME IN	TIME OUT
AS Reason:	AS Venue:				
AS Comment:					
DTR DATE	AS TYPE	AM IN/OUT	PM IN/OUT	STATUS	ACTION
2020-08-17	Personnal Transaction	09:21 ---	-- 02:00	Reviewed	<input checked="" type="checkbox"/> SHOW DETAILS

Cancel Pending Disapprove Level 1 Approve

Home Favorites Log out

Job Order Employees

WORKLIST ACTION

For Approval - Level 1

Previous 1 Next

Type here to search

10:19 AM 8/24/2020 3

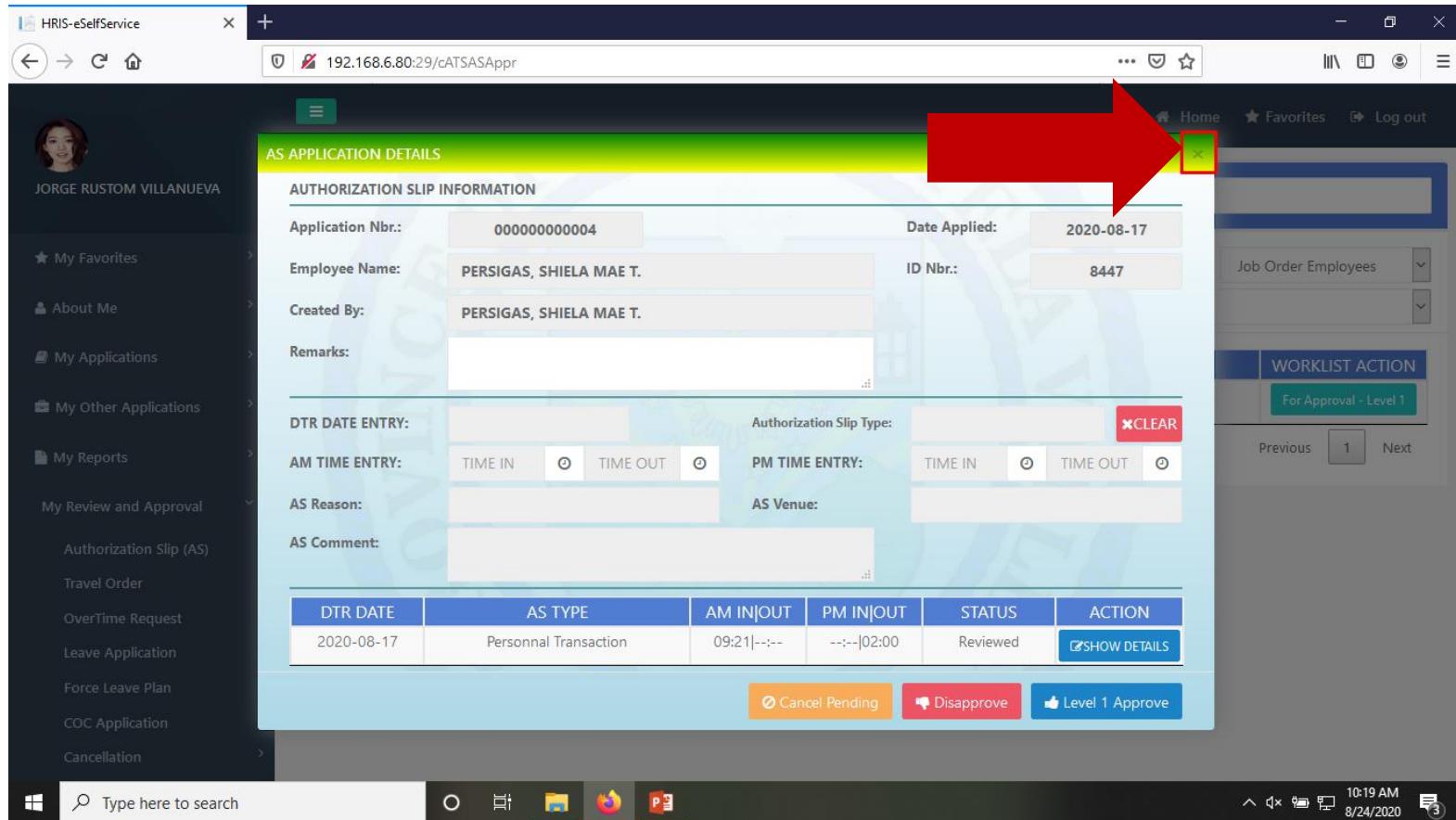
**Note:**

For approval authorization slip approval main page will open **application nbr.**, **date applied**, **employee name**, **ID nbr.** and **created by** already have values except **remarks** since this field is disabled, not required and was not field with details before it is submitted.

Non-key field:

- Remarks

**Step 4:** If you don't want to approve submitted application click **close icon** to go back on main page.



# Step 5: Repeat step 3 if you want to continue on approve the submitted application.

The screenshot shows a web-based application titled "HRIS-eSelfService" at the URL "192.168.6.80:29/cATSAAppr". The user is logged in as "JORGE RUSTOM VILLANUEVA". The main menu on the left includes "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", and "My Review and Approval" (which is expanded, showing "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Cancellation").

The central window displays the "AS APPLICATION DETAILS" screen under "AUTHORIZATION SLIP INFORMATION". It shows the following data:

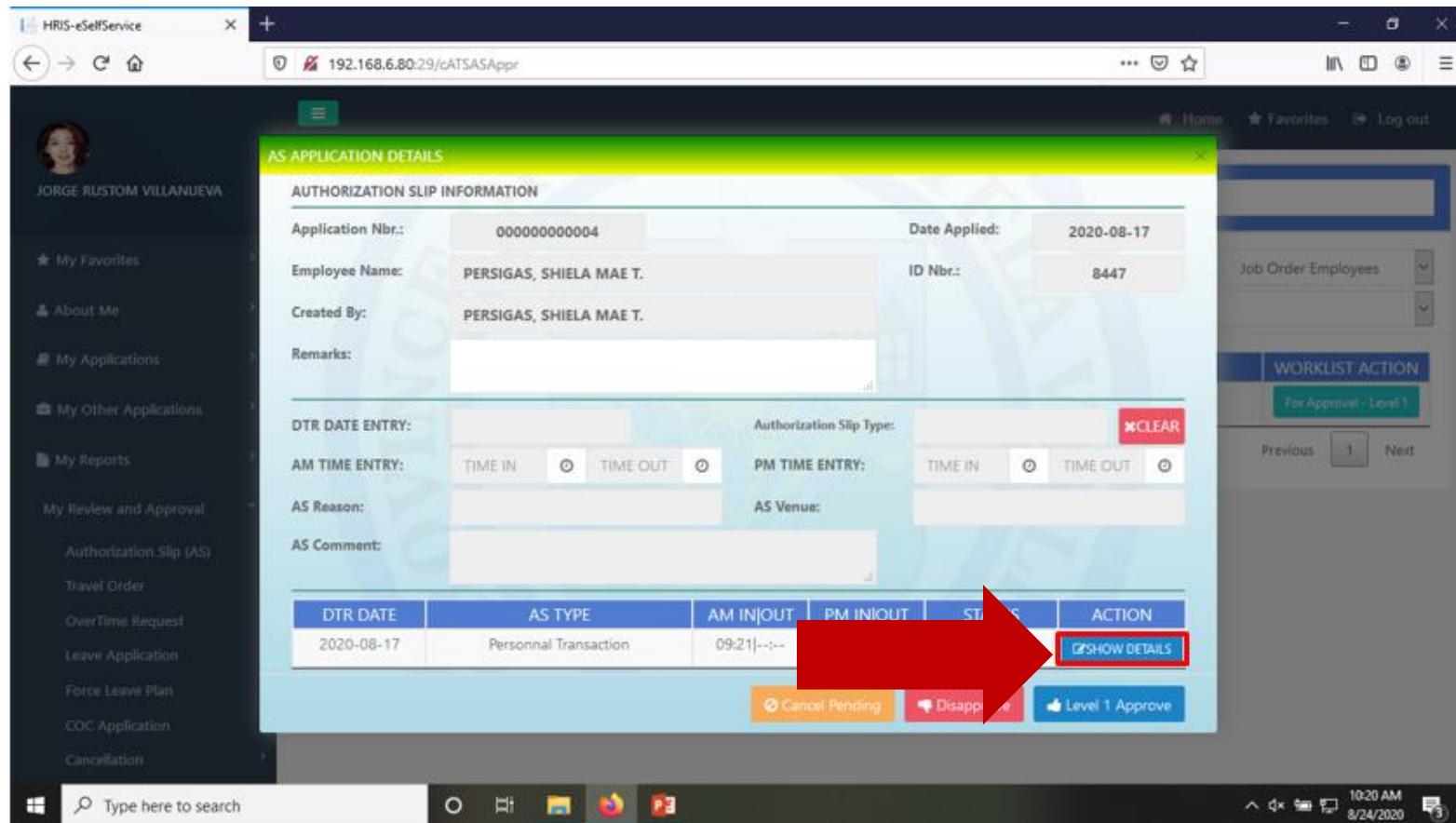
Application Nbr.:	000000000004	Date Applied:	2020-08-17
Employee Name:	PERSIGAS, SHIELA MAE T.	ID Nbr.:	8447
Created By:	PERSIGAS, SHIELA MAE T.		
Remarks:	(empty)		
DTR DATE ENTRY:	Authorization Slip Type: <input type="button" value="CLEAR"/>		
AM TIME ENTRY:	TIME IN <input type="button" value=""/>	TIME OUT <input type="button" value=""/>	PM TIME ENTRY: TIME IN <input type="button" value=""/> TIME OUT <input type="button" value=""/>
AS Reason:	AS Venue:		
AS Comment:			

Below this is a table:

DTR DATE	AS TYPE	AM IN/OUT	PM IN/OUT	STATUS	ACTION
2020-08-17	Personnal Transaction	09:21 ---	-- 02:00	Reviewed	<input checked="" type="button" value="SHOW DETAILS"/> <input type="button" value="Cancel Pending"/> <input type="button" value="Disapprove"/> <input type="button" value="Level 1 Approve"/>

At the bottom right of the application window, there is a "WORKLIST ACTION" section with a green button "For Approval - Level 1". The system status bar at the bottom right shows "10:20 AM 8/24/2020" and a notification icon with the number "3".

**Step 6:** If you want to view AS type details click **show details** button to view information.



HRIS-eSelfService

192.168.6.80:29/cATSASAppr

JORGE RUSTOM VILLANUEVA

My Favorites About Me My Applications My Other Applications My Reports My Review and Approval Authorization Slip (AS) Travel Order OverTime Request Leave Application Force Leave Plan COC Application Cancellation

AS APPLICATION DETAILS

AUTHORIZATION SLIP INFORMATION

Application Nbr.:	000000000004	Date Applied:	2020-08-17		
Employee Name:	PERSIGAS, SHIELA MAE T.	ID Nbr.:	8447		
Created By:	PERSIGAS, SHIELA MAE T.				
Remarks:					
DTR DATE ENTRY:	2020-08-17	Authorization Slip Type:	Personnal Transaction		
AM TIME ENTRY:	09:21	TIME OUT:	02:00		
AS Reason:	AS Venue:				
AS Comment:					
DTR DATE	AS TYPE	AM IN OUT	PM IN OUT	STATUS	ACTION
2020-08-17	Personnal Transaction	09:21 ---	-- 02:00	Reviewed	<input type="checkbox"/> SHOW DETAILS

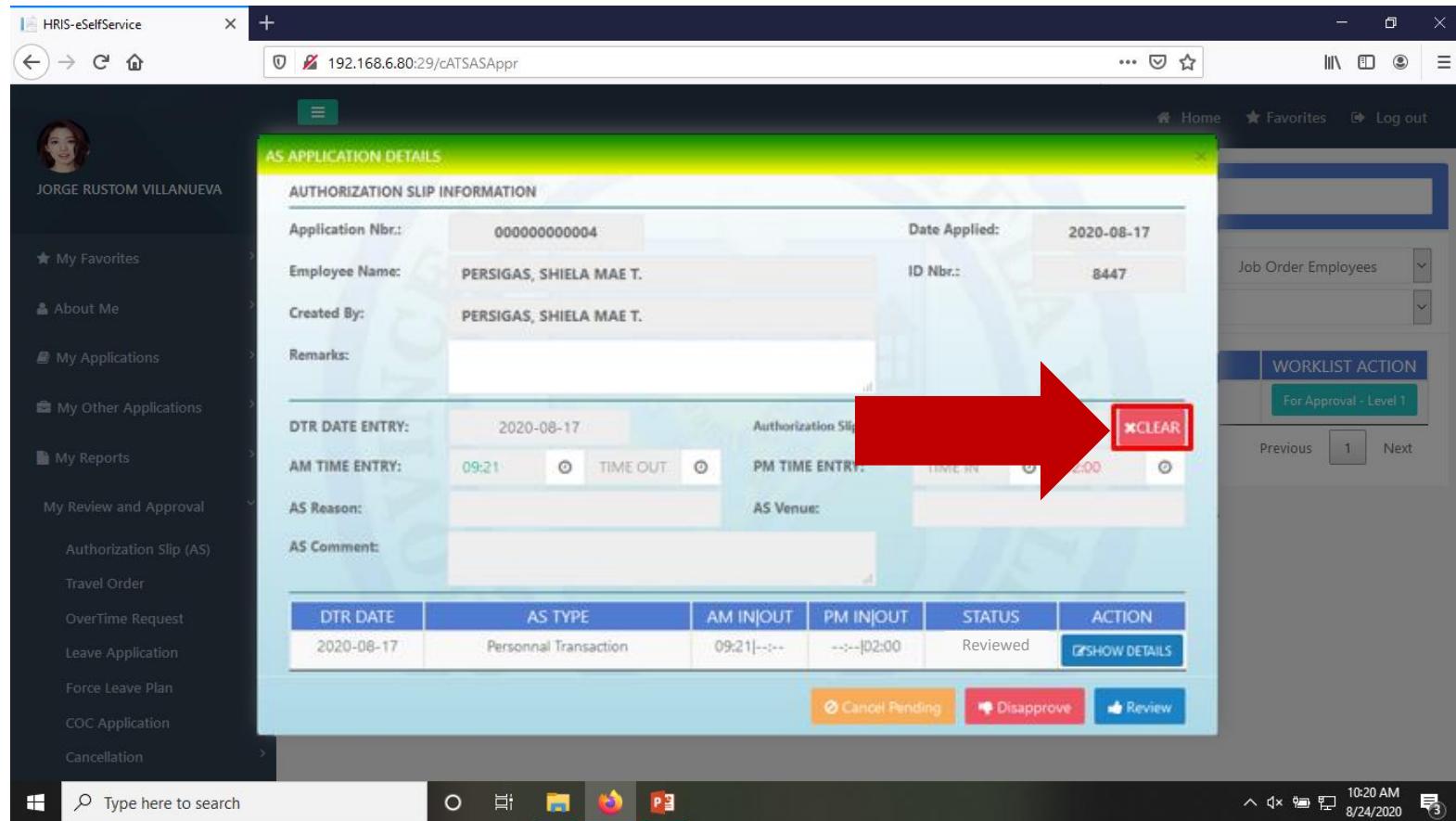
Cancel Pending Disapprove Review

Job Order Employees WORKLIST ACTION For Approval - Level 1 Previous 1 Next

Type here to search

10:20 AM 8/24/2020 3

**Step 7:** If you want to clear displayed information click **clear** button to continue.



HRIS-eSelfService

192.168.6.80:29/cATASASAppr

JORGE RUSTOM VILLANUEVA

My Favorites About Me My Applications My Other Applications My Reports My Review and Approval Authorization Slip (AS) Travel Order OverTime Request Leave Application Force Leave Plan COC Application Cancellation

AS APPLICATION DETAILS

AUTHORIZATION SLIP INFORMATION

Application Nbr.:	000000000004	Date Applied:	2020-08-17		
Employee Name:	PERSIGAS, SHIELA MAE T.	ID Nbr.:	8447		
Created By:	PERSIGAS, SHIELA MAE T.				
Remarks:					
DTR DATE ENTRY:	Authorization Slip Type:		X CLEAR		
AM TIME ENTRY:	TIME IN	TIME OUT	PM TIME ENTRY:	TIME IN	TIME OUT
AS Reason:	AS Venue:				
AS Comment:					
DTR DATE	AS TYPE	AM IN/OUT	PM IN/OUT	STATUS	ACTION
2020-08-17	Personnal Transaction	09:21 ---	-- 02:00	Reviewed	<input checked="" type="checkbox"/> SHOW DETAILS

Cancel Pending Disapprove Level 1 Approve

Home Favorites Log out

Job Order Employees

WORKLIST ACTION

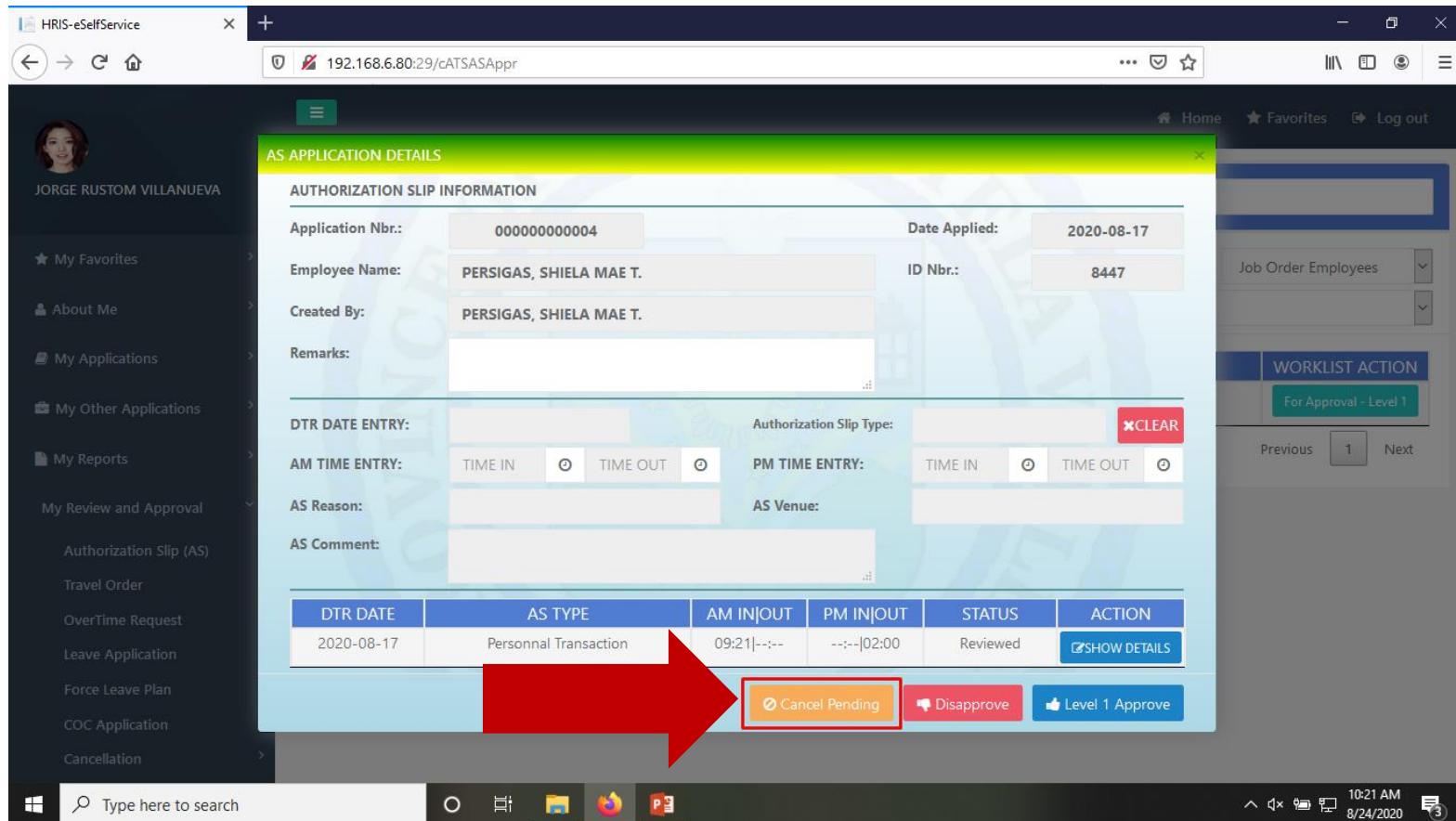
For Approval - Level 1

Previous 1 Next

Type here to search

10:20 AM 8/24/2020 3

**Step 8:** If you want to cancel try to click **cancel pending** button to cancel application from being approved.



HRIS-eSelfService

192.168.6.80:29/cATSASAppr

Home Favorites Log out

JORGE RUSTOM VILLANUEVA

My Favorites About Me My Applications My Other Applications My Reports My Review and Approval Authorization Slip (AS) Travel Order OverTime Request Leave Application Force Leave Plan COC Application Cancellation

AS APPLICATION DETAILS

AUTHORIZATION SLIP INFORMATION

Application Nbr.: 000000000004 Date Applied: 2020-08-17

Employee Name: PERSIGAS, SHIELA MAE T. ID Nbr.: 8447

Created By: PERSIGAS, SHIELA MAE T.

Remarks: Required Field!

DTR DATE ENTRY: Authorization Slip Type: CLEAR

AM TIME ENTRY: TIME IN TIME OUT PM TIME ENTRY: TIME IN TIME OUT

AS Reason: AS Venue:

AS Comment:

DTR DATE	AS TYPE	AM IN/OUT	PM IN/OUT	STATUS	ACTION
2020-08-17	Personnal Transaction	09:21 ---	-- 02:00	Reviewed	<input checked="" type="button"/> SHOW DETAILS

Cancel Pending Disapprove Level 1 Approve

Job Order Employees

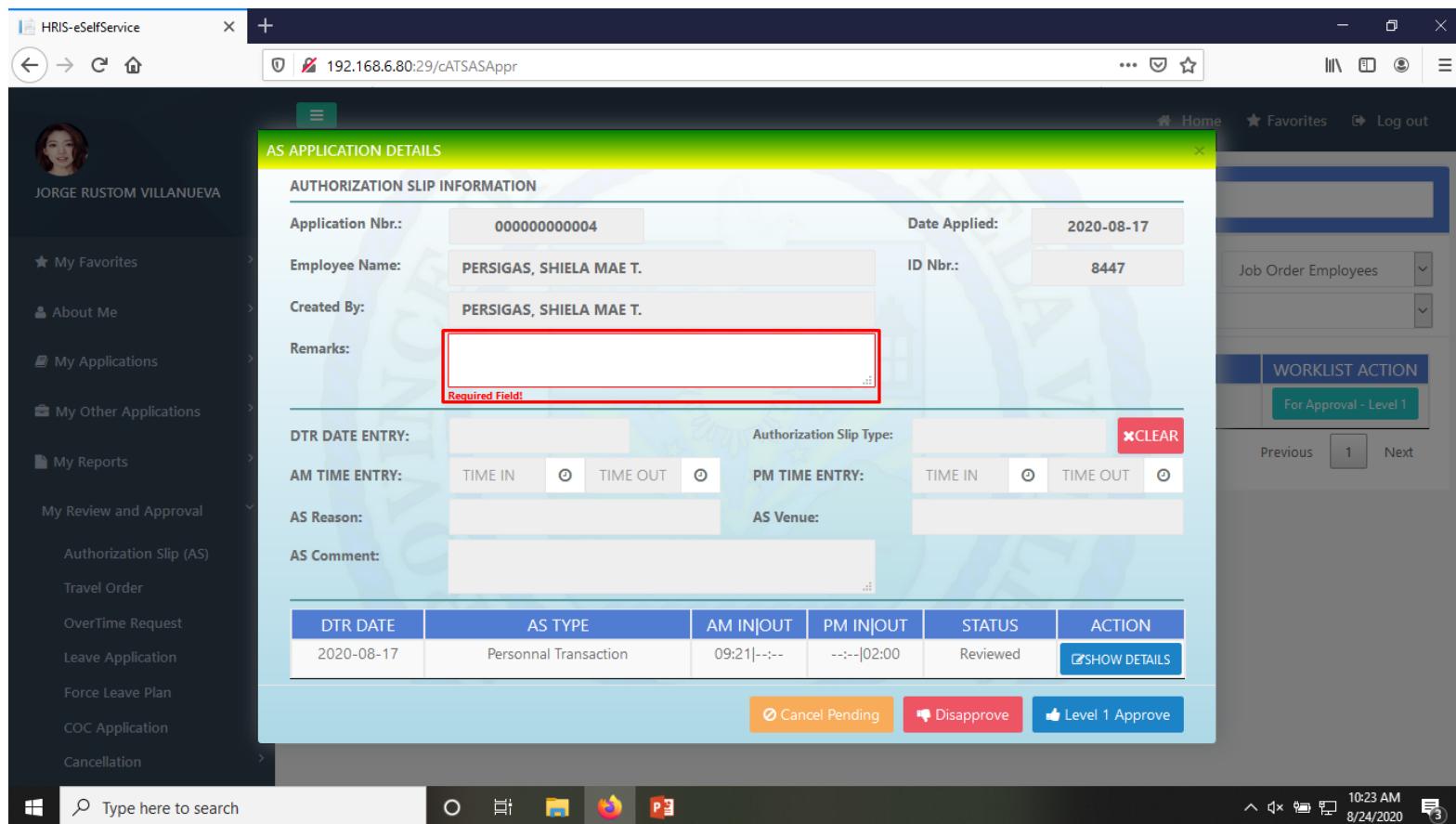
WORKLIST ACTION

For Approval - Level 1

Previous 1 Next

Type here to search

10:23 AM 8/24/2020



**Note:** Field that needs to be fill will automatically generate a verification message of “**required field!**” if you click **cancel pending button** without inputting values in approver remarks.

## Step 9: Input comment in **remarks** for suggestions and improvement if there is.

The screenshot shows a web-based application titled "HRIS-eSelfService" at the URL "192.168.6.80:29/cATSApr". The main menu on the left includes "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", "My Review and Approval" (which is expanded to show "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Cancellation"), and a search bar at the bottom.

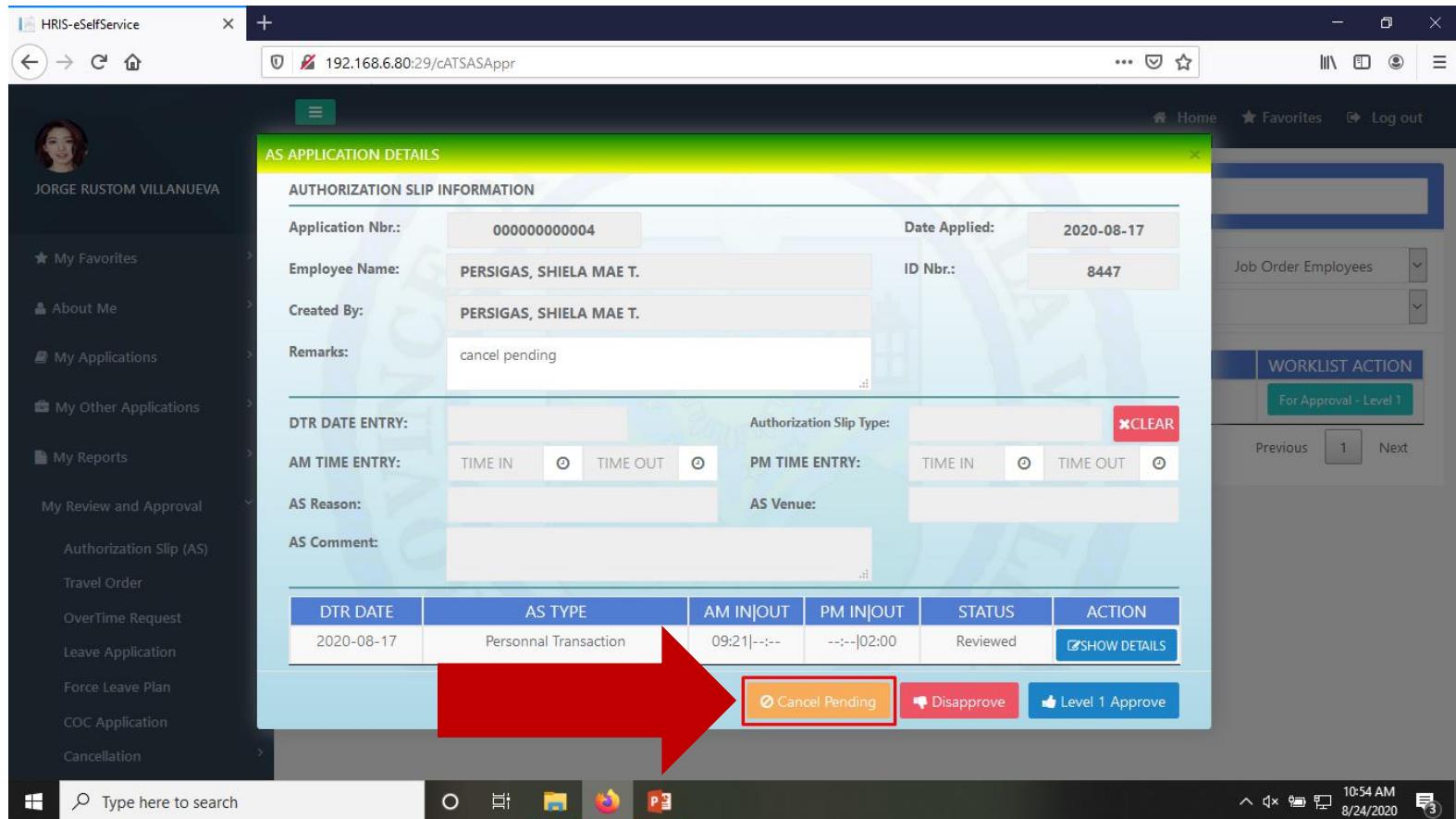
The central window displays "AS APPLICATION DETAILS" for an "AUTHORIZATION SLIP INFORMATION". The application number is "000000000004", the date applied is "2020-08-17", and the employee name is "PERSIGAS, SHIELA MAE T.". The "Remarks" field contains the text "cancel pending".

Below this, there are sections for "DTR DATE ENTRY", "AM TIME ENTRY", "PM TIME ENTRY", "AS Reason", "AS Venue", and "AS Comment". A table at the bottom summarizes the entry with columns: DTR DATE, AS TYPE, AM IN/OUT, PM IN/OUT, STATUS, and ACTION. The table shows the data: DTR DATE 2020-08-17, AS TYPE Personnal Transaction, AM IN/OUT 09:21|---, PM IN/OUT ---|02:00, STATUS Reviewed, and ACTION with a "SHOW DETAILS" button.

At the bottom right of the central window, there are three buttons: "Cancel Pending" (orange), "Disapprove" (red), and "Level 1 Approve" (blue).

The status bar at the bottom right indicates the time as "10:52 AM" and the date as "8/24/2020".

## Step 10: Click cancel pending button if you want to cancel application from being approved.



**Note:** A pop-up confirmation window will appear that application successfully cancel pending! and **status** will be **cancel pending**.

The screenshot shows a web-based application titled "HRIS-eSelfService" at the URL "192.168.6.80:29/cATASAppr". The user profile is "JORGE RUSTOM VILLANUEVA". The main page displays an "Authorization Slip (AS)" table with one entry. A modal dialog box is overlaid on the page, containing a green checkmark icon and the text "Application Successfully Cancel Pending!". An "OK" button is at the bottom right of the dialog.

HRIS-eSelfService

192.168.6.80:29/cATASAppr

JORGE RUSTOM VILLANUEVA

My Favorites

About Me

My Applications

My Other Applications

My Reports

My Review and Approval

- Authorization Slip (AS)
- Travel Order
- Overtime Request
- Leave Application
- Force Leave Plan
- COC Application
- Cancellation

Search ...

Authorization Slip (AS)

APPLICATION NBR: 000000000004

Employment Type: Job Order Employees

	STATUS	WORKLIST ACTION
	Cancel Pending	Cancel Pending

OK

Application Successfully Cancel Pending!

OK

10 entries

August

Cancel Pending

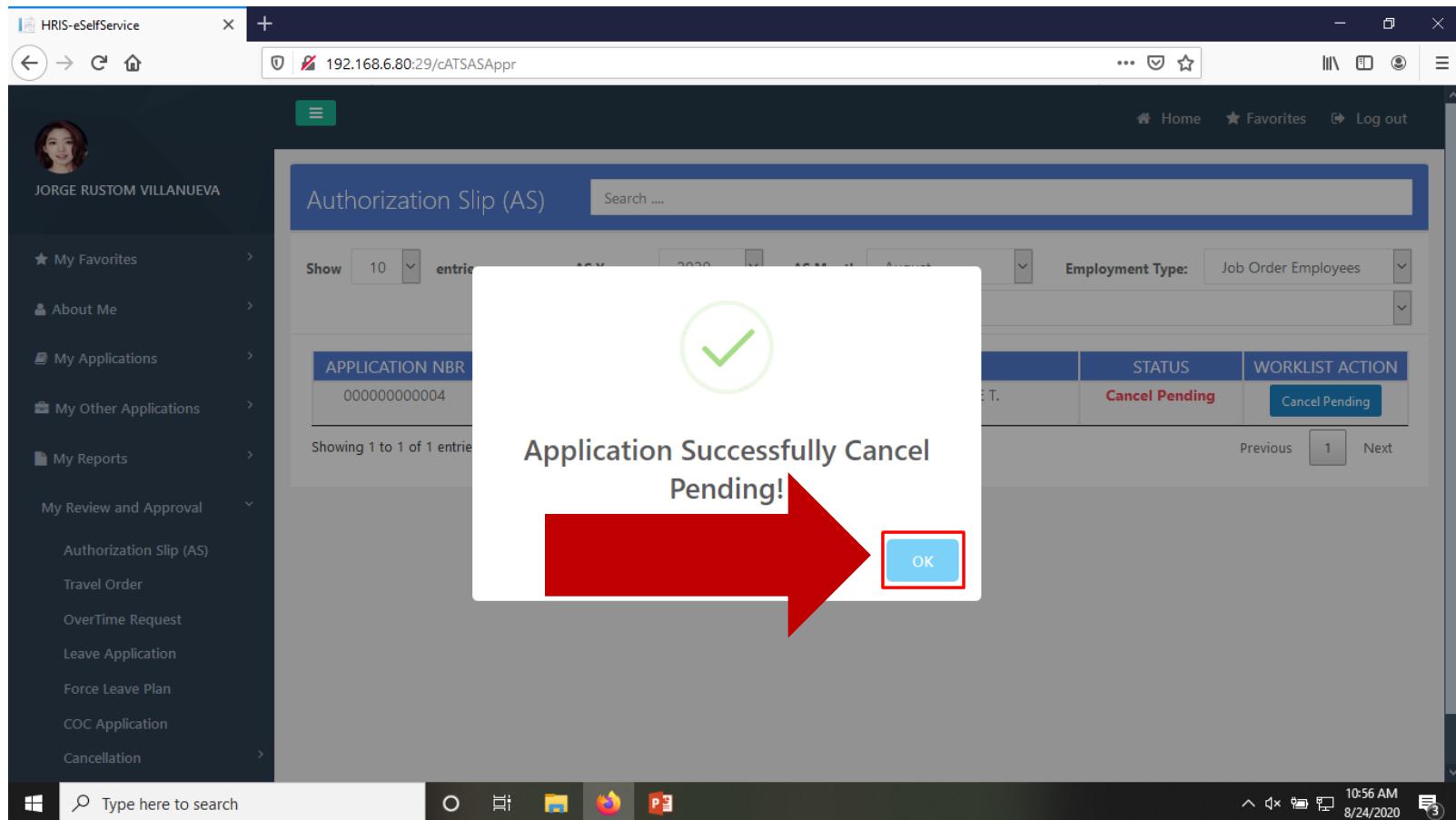
Cancel Pending

Previous 1 Next

Type here to search

10:55 AM 8/24/2020

# Step 11: Click ok button if you want to continue.



HRIS-eSelfService

192.168.6.80:29/cATASASAppr

JORGE RUSTOM VILLANUEVA

My Favorites About Me My Applications My Other Applications My Reports My Review and Approval Authorization Slip (AS) Travel Order OverTime Request Leave Application Force Leave Plan COC Application Cancellation

Authorization Slip (AS)

Search ....

Show 10 entries AS Year: 2020 AS Month: August Employment Type: Job Order Employees Department: PROVINCIAL ADMINISTRATOR'S OFFICE

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE NAME	STATUS	WORKLIST ACTION
000000000004	8447	2020-08-17	PERSIGAS, SHIELA MAE T.	Cancel Pending	Cancel Pending

Showing 1 to 1 of 1 entries

Previous 1 Next

Type here to search

10:57 AM 8/24/2020

## **Note:**

If you want to view **cancel pending** application click **view details button** to view application. Only the level 1 approver who can view the information of the cancel pending application once page is refresh automatic cancel pending application will not be visible in **authorization slip** approval main page.

**Step 12:** Click **cancel pending** button if you want to view the cancel pending application in approval main page.

The screenshot shows a web browser window for the HRIS-eSelfService application. The URL is 192.168.6.80:29/cATASAppr. The left sidebar has a user profile for JORGE RUSTOM VILLANUEVA and a menu with options like My Favorites, About Me, My Applications, My Other Applications, My Reports, and My Review and Approval (which is expanded to show Authorization Slip (AS), Travel Order, Overtime Request, Leave Application, Force Leave Plan, COC Application, and Cancellation). The main content area is titled 'Authorization Slip (AS)' and shows a table with one entry. The table columns are APPLICATION NBR, ID NBR, DATE APPLIED, EMPLOYEE, and WORKLIST ACTION. The WORKLIST ACTION column contains a blue button labeled 'Cancel Pending'. A large red arrow points to this button. The table shows 1 entry from 1 to 1. The bottom right of the screen shows system status: 11:09 AM, 8/24/2020, and a notification icon with the number 3.

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE	WORKLIST ACTION
000000000004	8447	2020-08-17	PERSIGAS	<b>Cancel Pending</b>

HRIS-eSelfService

192.168.6.80:29/cATASAPpr

JORGE RUSTOM VILLANUEVA

My Favorites About Me My Applications My Other Applications My Reports My Review and Approval Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application Cancellation

AS APPLICATION DETAILS

AUTHORIZATION SLIP INFORMATION

Application Nbr.: 000000000004 Date Applied: 2020-08-17

Employee Name: PERSIGAS, SHIELA MAE T. ID Nbr.: 8447

Created By: PERSIGAS, SHIELA MAE T.

Remarks:

DTR DATE ENTRY: Authorization Slip Type:

AM TIME ENTRY: TIME IN  TIME OUT  PM TIME ENTRY: TIME IN  TIME OUT

AS Reason: AS Venue:

AS Comment:

DTR DATE	AS TYPE	AM IN/OUT	PM IN/OUT	STATUS	ACTION
2020-08-17	Personnal Transaction	09:21 --:--	--:-- 02:00	Cancel Pending	<input checked="" type="button"/> SHOW DETAILS

Job Order Employees

WORKLIST ACTION

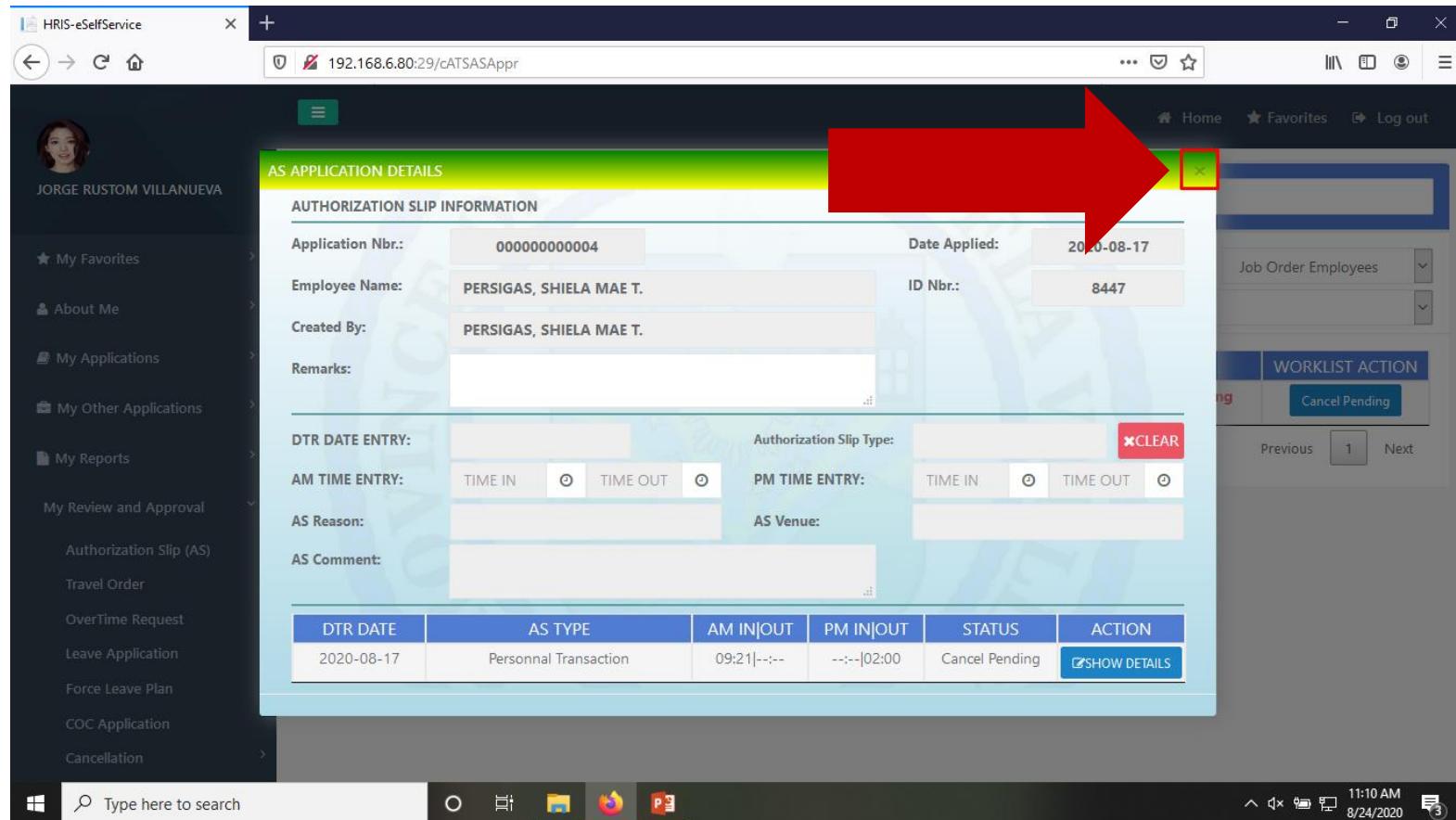
Cancel Pending

Previous 1 Next

Type here to search

11:10 AM 8/24/2020

**Step 13:** Click **close icon** if you want to close application and go back on main page.



**Step 14:** Press **CTRL +F5** on your keyboard if you want to refresh the page.

The screenshot shows a web browser window titled "HRIS-eSelfService" with the URL "192.168.6.80:29/cATASAppr". The user is logged in as "JORGE RUSTOM VILLANUEVA". The main content area is titled "Authorization Slip (AS)" and displays a search interface. The search parameters are set to "Show 10 entries", "AS Year: 2020", "AS Month: August", "Employment Type: Job Order Employees", and "Department: PROVINCIAL ADMINISTRATOR'S OFFICE". A message below the table states "No data available in table". The table has columns: APPLICATION NBR, ID NBR, DATE APPLIED, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. At the bottom, it says "Showing 0 to 0 of 0 entries" and provides "Previous" and "Next" links. On the left, there is a sidebar with navigation links: "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", "My Review and Approval" (which is expanded to show "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Cancellation"), and a search bar at the bottom with placeholder text "Type here to search". The taskbar at the bottom right shows the date and time as "11:11 AM 8/24/2020".

## **Note:**

If you wish to continue and **disapproved** application let the level 1 approver cancelled pending the application then let the requestor resubmit the **cancelled pending** application to do that open **authorization slip (Regular, Casual & Job Order)** **Manual** to resubmit application by clicking the **resubmit all button** in order to disapproved application. Only the requestor who can resubmit the cancelled pending application only if he is allowed to access authorization slip application. As well as only the **reviewer, level 1 approver, level 2 approver** and **final approver** are allowed to disapproved application.

# Step 15: Repeat step 3 if you want to continue and disapproved application.

The screenshot shows a Windows desktop with a browser window open to the HRIS-eSelfService application at 192.168.6.80:29/cATSApr. The user is logged in as JORGE RUSTOM VILLANUEVA. The main menu on the left includes options like My Favorites, About Me, My Applications, My Other Applications, My Reports, My Review and Approval, Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, and Cancellation. The central panel displays the 'AS APPLICATION DETAILS' and 'AUTHORIZATION SLIP INFORMATION' forms. The application details show an Application Nbr.: 000000000004, Date Applied: 2020-08-17, Employee Name: PERSIGAS, SHIELA MAE T., ID Nbr.: 8447, and Created By: PERSIGAS, SHIELA MAE T. The authorization slip information includes fields for DTR DATE ENTRY, AM TIME ENTRY, PM TIME ENTRY, AS Reason, AS Venue, AS Comment, and a summary table. The summary table has columns for DTR DATE, AS TYPE, AM IN/OUT, PM IN/OUT, STATUS, and ACTION. The status is 'Reviewed' and the action button is 'SHOW DETAILS'. At the bottom, there are buttons for 'Cancel Pending', 'Disapprove', and 'Level 1 Approve'. The status bar at the bottom right shows the time as 11:15 AM and the date as 8/24/2020, with a notification icon showing 3 unread messages.

AS APPLICATION DETAILS

AUTHORIZATION SLIP INFORMATION

Application Nbr.: 000000000004 Date Applied: 2020-08-17

Employee Name: PERSIGAS, SHIELA MAE T. ID Nbr.: 8447

Created By: PERSIGAS, SHIELA MAE T.

Remarks:

DTR DATE ENTRY: Authorization Slip Type:

AM TIME ENTRY: TIME IN  TIME OUT  PM TIME ENTRY: TIME IN  TIME OUT

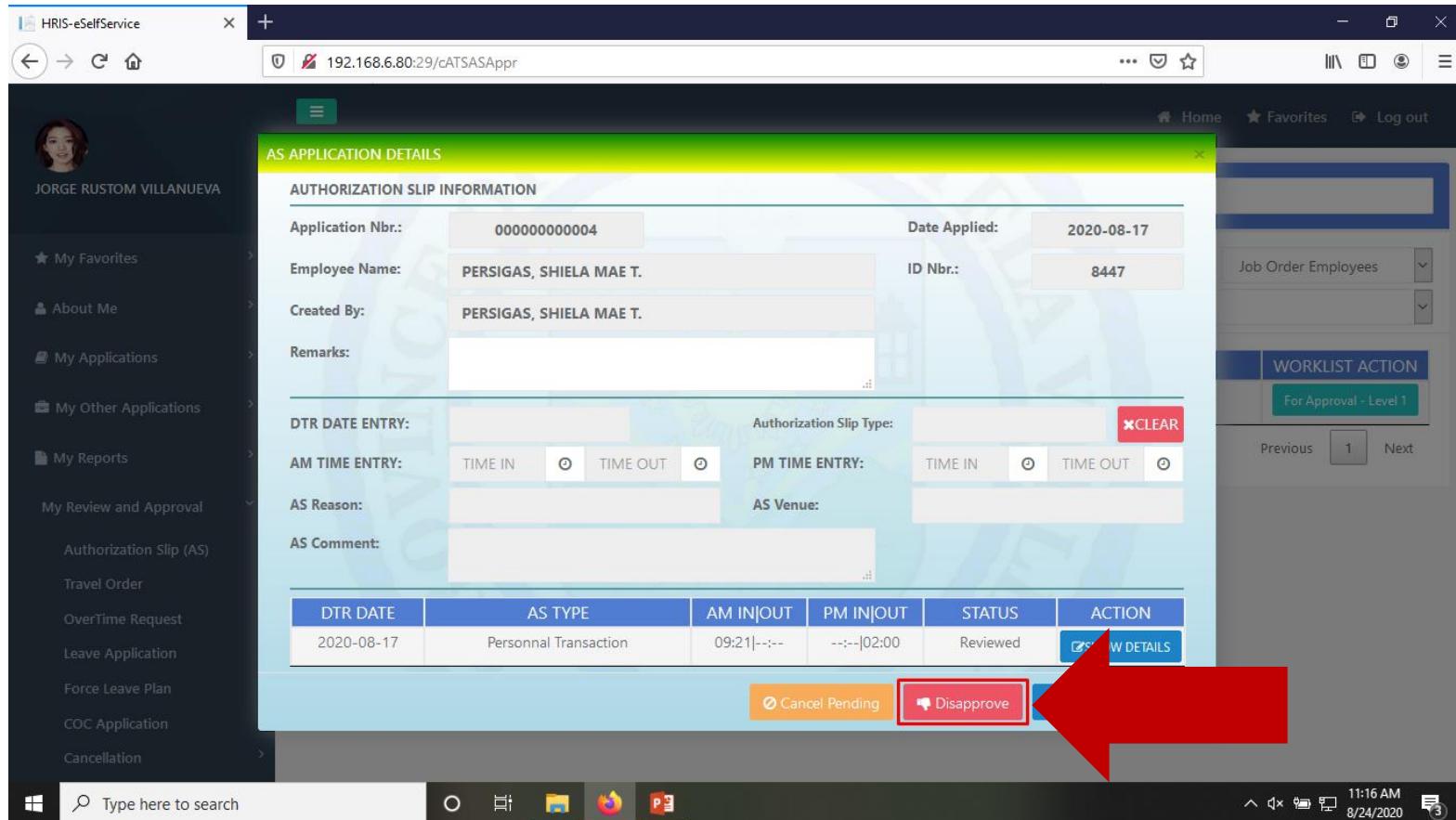
AS Reason: AS Venue:

AS Comment:

DTR DATE	AS TYPE	AM IN/OUT	PM IN/OUT	STATUS	ACTION
2020-08-17	Personnal Transaction	09:21 ---	-- 02:00	Reviewed	<input checked="" type="button" value="SHOW DETAILS"/>

HRIS-eSelfService 11:15 AM 8/24/2020 3

## Step 16: Click disapproved button to successfully disapproved application.



HRIS-eSelfService

192.168.6.80:29/cATSASAppr

JORGE RUSTOM VILLANUEVA

My Favorites

About Me

My Applications

My Other Applications

My Reports

My Review and Approval

Authorization Slip (AS)

Travel Order

Overtime Request

Leave Application

Force Leave Plan

COC Application

Cancellation

AS APPLICATION DETAILS

AUTHORIZATION SLIP INFORMATION

Application Nbr.: 000000000004 Date Applied: 2020-08-17

Employee Name: PERSIGAS, SHIELA MAE T. ID Nbr.: 8447

Created By: PERSIGAS, SHIELA MAE T.

Remarks:   Required Field!

DTR DATE ENTRY: Authorization Slip Type: X CLEAR

AM TIME ENTRY: TIME IN O TIME OUT O PM TIME ENTRY: TIME IN O TIME OUT O

AS Reason: AS Venue:

AS Comment:

DTR DATE	AS TYPE	AM IN OUT	PM IN OUT	STATUS	ACTION
2020-08-17	Personnal Transaction	09:21 ---	--:-- 02:00	Reviewed	<input checked="" type="checkbox"/> SHOW DETAILS

Cancel Pending Disapprove Level 1 Approve

Job Order Employees

WORKLIST ACTION

For Approval - Level 1

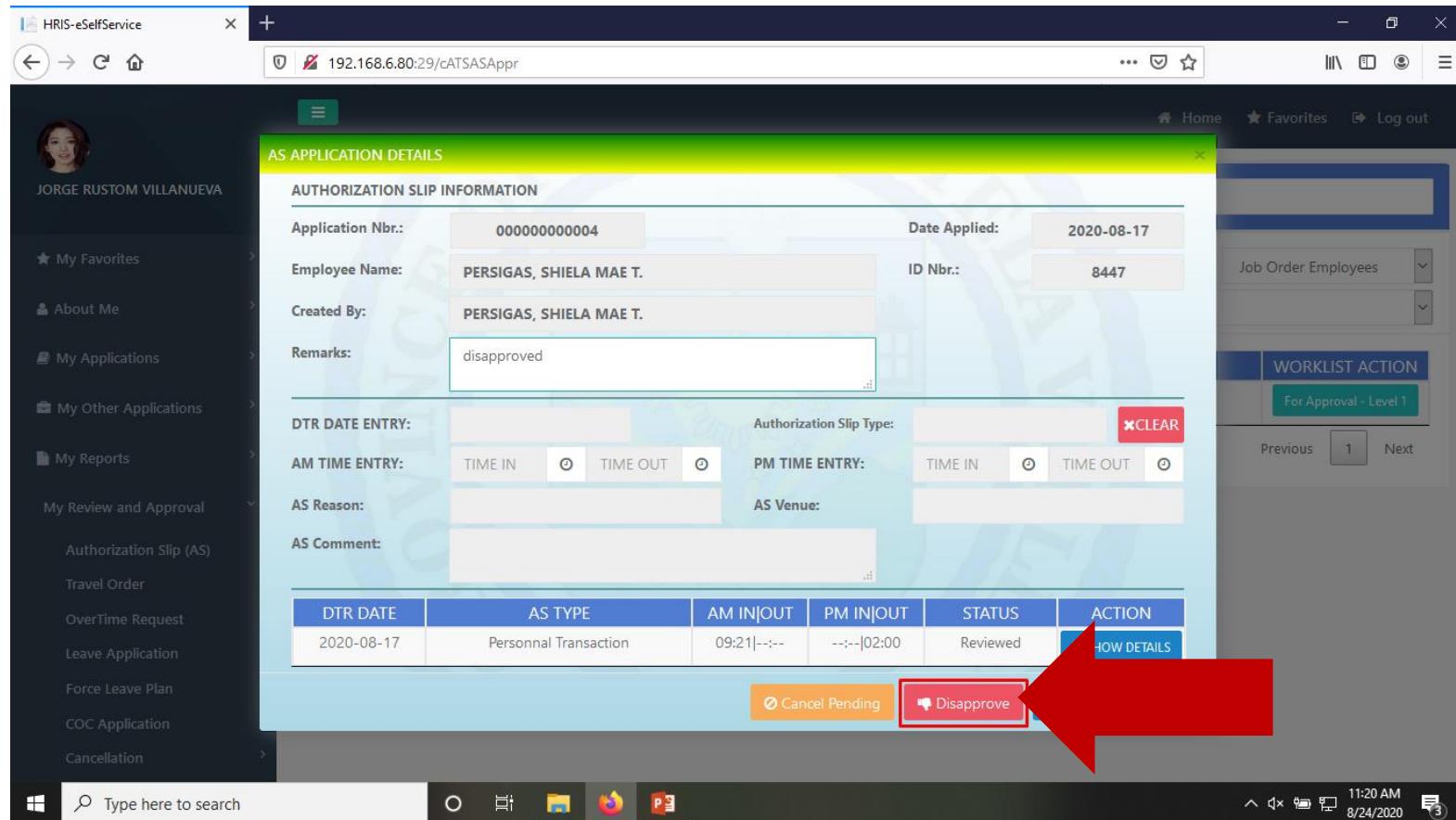
Previous 1 Next

Type here to search

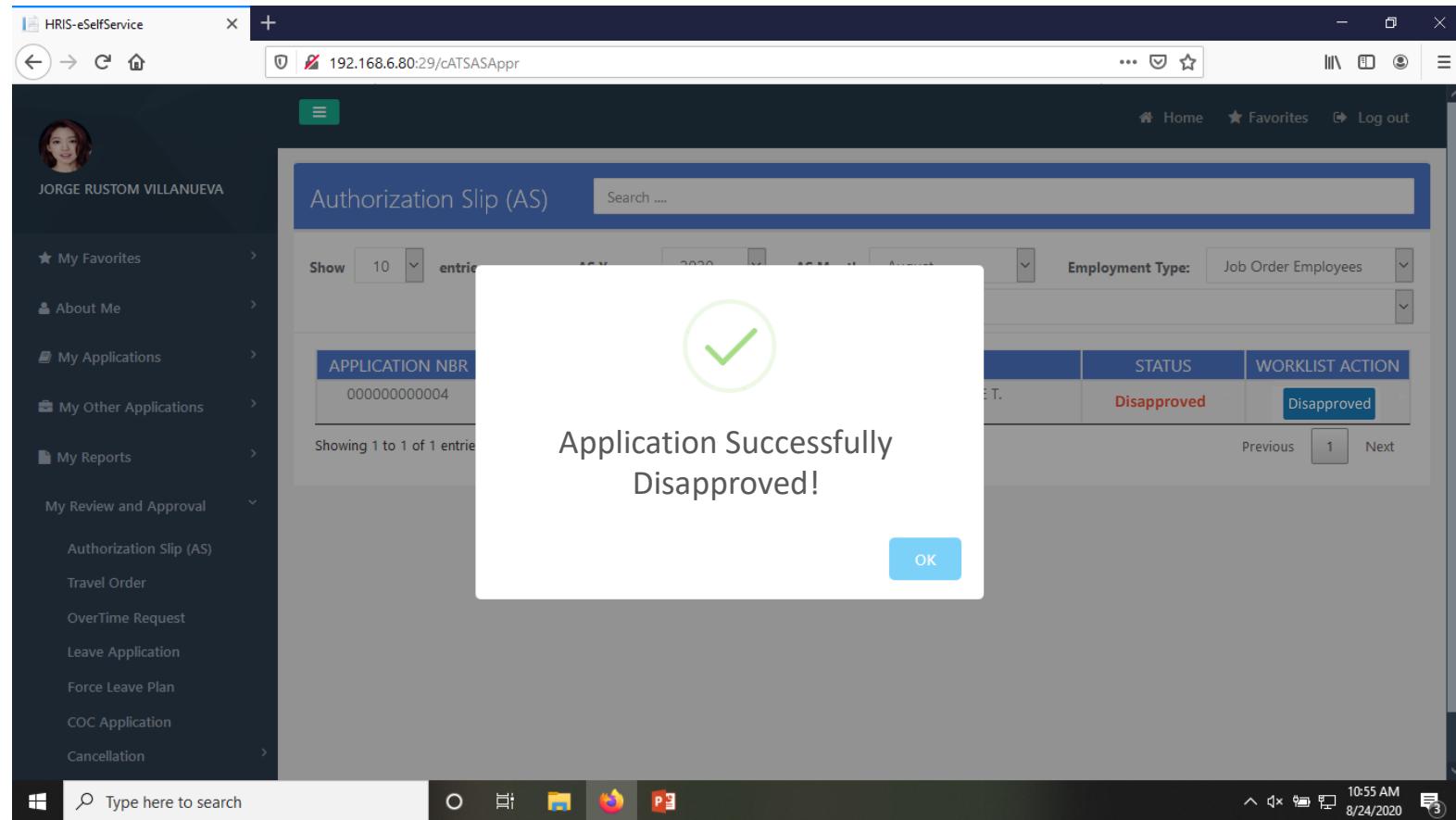
11:17 AM 8/24/2020

**Note:** Field that needs to be fill will automatically generate a verification message of “**required field!**” if you click **disapproved button** without inputting values in reviewer remarks.

**Step 17:** Input comment in **remarks** for suggestions and improvement if there is, click **disapproved button** for you to disapproved application.



**Note:** A pop-up confirmation window will appear that application disapproved successfully!



# Step 18: Repeat step 9 to exit or go back on main page.

The screenshot shows a web browser window for the HRIS-eSelfService application. The URL is 192.168.6.80:29/cATSASAppr. The left sidebar contains a user profile picture and the name JORGE RUSTOM VILLANUEVA, followed by a navigation menu with links like My Favorites, About Me, My Applications, My Other Applications, My Reports, My Review and Approval (with sub-links for Authorization Slip (AS), Travel Order, Overtime Request, Leave Application, Force Leave Plan, COC Application, and Cancellation), and a search bar at the bottom.

The main content area is titled "Authorization Slip (AS)" and includes a search bar. It displays a table with one entry:

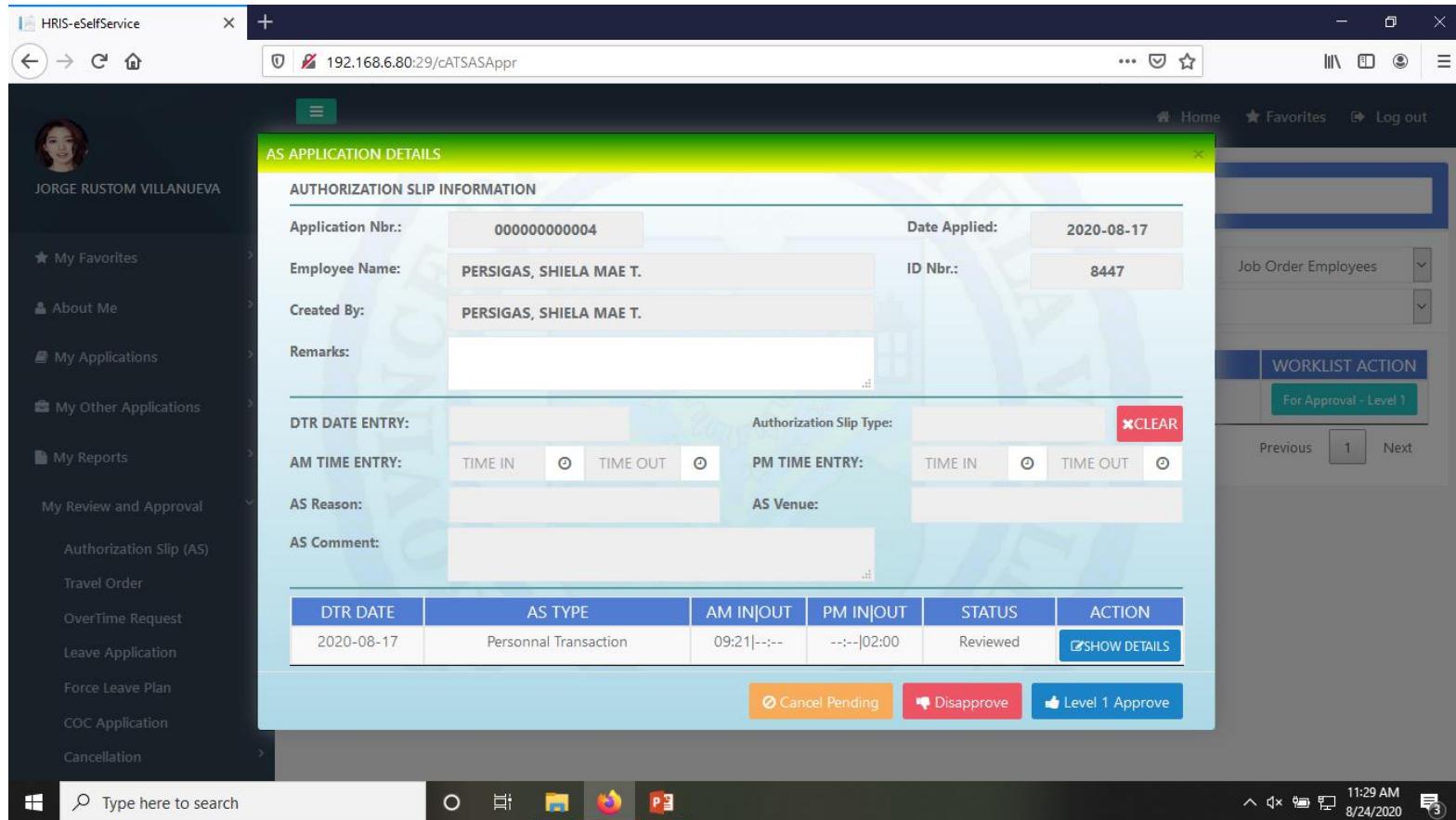
APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE NAME	STATUS	WORKLIST ACTION
000000000004	8447	2020-08-17	PERSIGAS, SHIELA MAE T.	Disapproved	Disapproved

Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom right of the main content area, there are "Previous" and "Next" buttons, with the number "1" in the center. The status bar at the bottom right shows the time as 11:25 AM and the date as 8/24/2020.

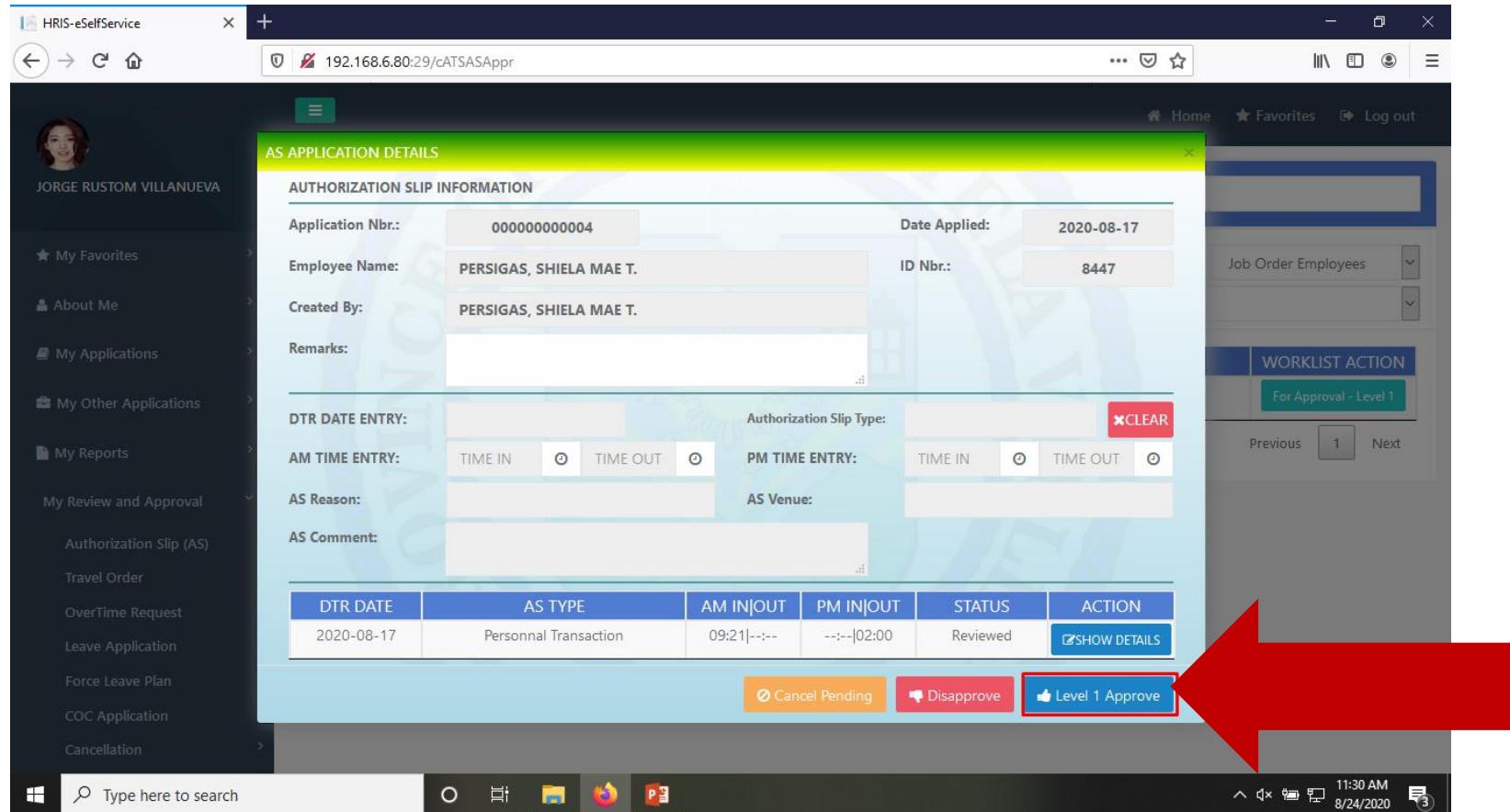
## **Note:**

If ever application is not yet disapproved and you want to approve the reviewed application repeat step 3 to continue. If application status is **cancel pending** let the requestor resubmit the **cancelled pending** application to do that open **authorization slip (Regular, Casual & Job Order) Manual** to resubmit application by clicking the **resubmit all button** in order to approve application. Only the requestor who can resubmit the cancelled pending application only if he is allowed to access authorization slip application.

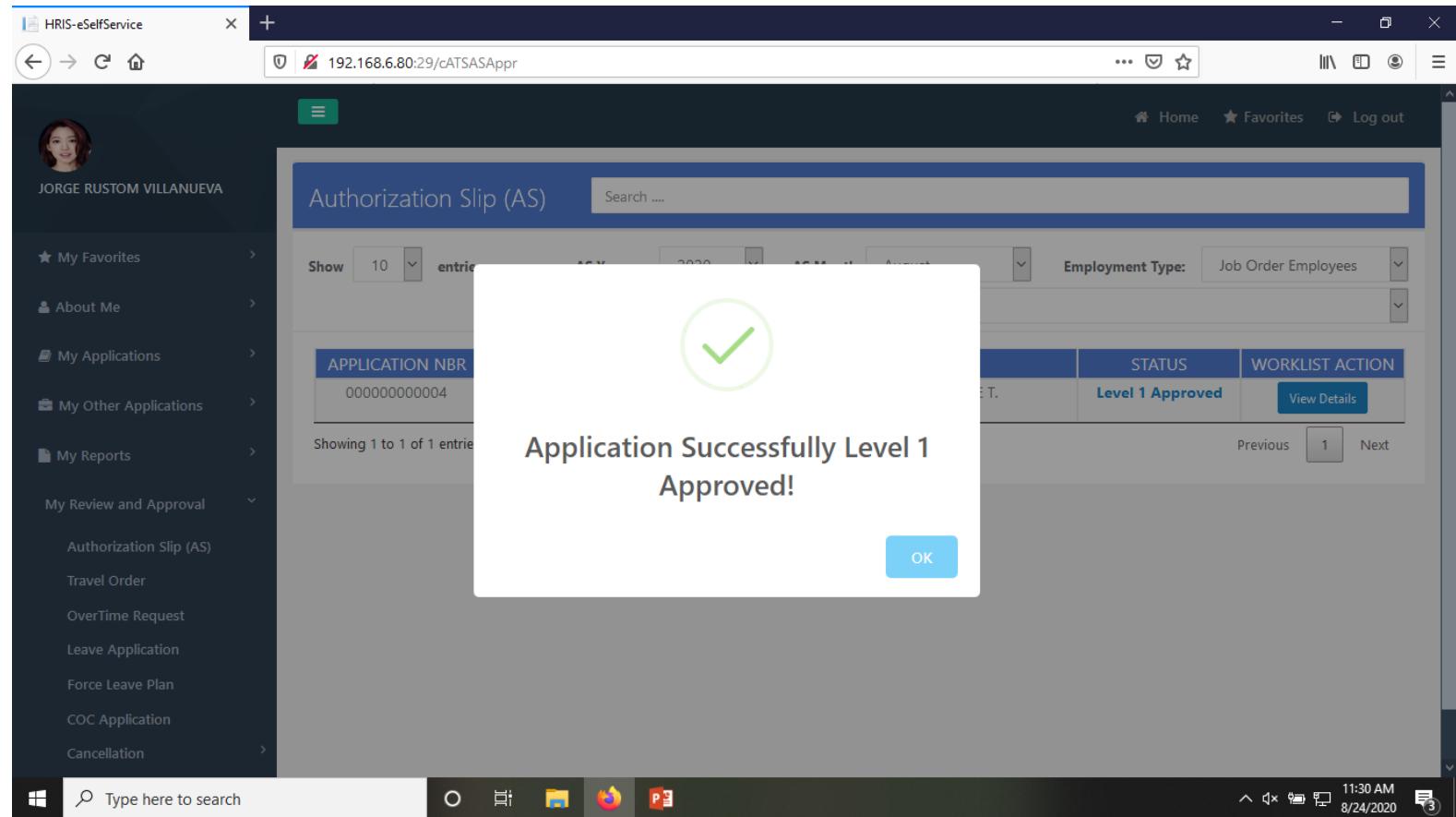
# Step 19: If ever you want to approve application repeat step 3 to approve reviewed application.



## Step 20: Click for review level 1 button to successfully review application.



**Note:** A pop-up confirmation window will appear that level 1 approved successfully!



# Step 21: Repeat step 9 to exit or go back on main page.

The screenshot shows a web browser window for the HRIS-eSelfService application. The URL is 192.168.6.80:29/cATSASAppr. The user profile is JORGE RUSTOM VILLANUEVA. The left sidebar includes links for My Favorites, About Me, My Applications, My Other Applications, My Reports, My Review and Approval (with sub-options like Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, and Cancellation), and a search bar at the bottom. The main content area is titled "Authorization Slip (AS)" and displays a table with one entry. The table columns are APPLICATION NBR, ID NBR, DATE APPLIED, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. The data is: APPLICATION NBR 00000000004, ID NBR 8447, DATE APPLIED 2020-08-17, EMPLOYEE NAME PERSIGAS, SHIELA MAE T., STATUS Level 1 Approved, and WORKLIST ACTION View Details. A search bar is also present above the table. The bottom status bar shows the date 8/24/2020 and time 11:31 AM.

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE NAME	STATUS	WORKLIST ACTION
00000000004	8447	2020-08-17	PERSIGAS, SHIELA MAE T.	Level 1 Approved	<a href="#">View Details</a>

**Note:**

If you want to view **cancelled pending** application **view all button** to view application. Only the reviewer who can view the information of the cancelled pending application once page is refresh automatic cancel pending application will not be visible in **authorization slip** approval main page.

**Step 22:** Click **view details button** if you want to view the level 1 approved application in approval main page.

The screenshot shows the HRIS-eSelfService application interface. On the left is a sidebar with user profile information (Jorge Rustom Villanueva) and navigation links for My Favorites, About Me, My Applications, My Other Applications, My Reports, and My Review and Approval (which is expanded to show Authorization Slip (AS), Travel Order, Overtime Request, Leave Application, Force Leave Plan, COC Application, and Cancellation). The main content area is titled "Authorization Slip (AS)" and displays search filters for AS Year (2020), AS Month (August), Employment Type (Job Order Employees), and Department (PROVINCIAL ADMINISTRATOR'S OFFICE). A table lists one application entry: APPLICATION NBR (000000000004), ID NBR (8447), DATE APPLIED (2020-08-17), and EMPLOYEE NAME (PERSIGAS, SHIELA MAE). To the right of the table is a "WORKLIST ACTION" column containing a blue button labeled "View Details". A large red arrow points to this button. At the bottom of the page, there are navigation links for Previous, Next, and a page number indicator (1). The status bar at the bottom right shows the time as 11:32 AM and the date as 8/24/2020.

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE NAME	WORKLIST ACTION
000000000004	8447	2020-08-17	PERSIGAS, SHIELA MAE	<a href="#">View Details</a>

HRIS-eSelfService

192.168.6.80:29/cATASAppr

JORGE RUSTOM VILLANUEVA

My Favorites

About Me

My Applications

My Other Applications

My Reports

My Review and Approval

Authorization Slip (AS)

Travel Order

Overtime Request

Leave Application

Force Leave Plan

COC Application

Cancellation

### AS APPLICATION DETAILS

#### AUTHORIZATION SLIP INFORMATION

Application Nbr.:	000000000004	Date Applied:	2020-08-17						
Employee Name:	PERSIGAS, SHIELA MAE T.	ID Nbr.:	8447						
Created By:	PERSIGAS, SHIELA MAE T.	Remarks:							
DTR DATE ENTRY:	Authorization Slip Type:		X CLEAR						
AM TIME ENTRY:	TIME IN	( <input type="button" value=""/>	TIME OUT	( <input type="button" value=""/>	PM TIME ENTRY:	TIME IN	( <input type="button" value=""/>	TIME OUT	( <input type="button" value=""/>
AS Reason:			AS Venue:						
AS Comment:									

DTR DATE	AS TYPE	AM IN/OUT	PM IN/OUT	STATUS	ACTION
2020-08-17	Personnal Transaction	09:21 --:--	--:-- 02:00	Level 1 Approved	<input checked="" type="button" value="SHOW DETAILS"/>

Job Order Employees

WORKLIST ACTION

View Details

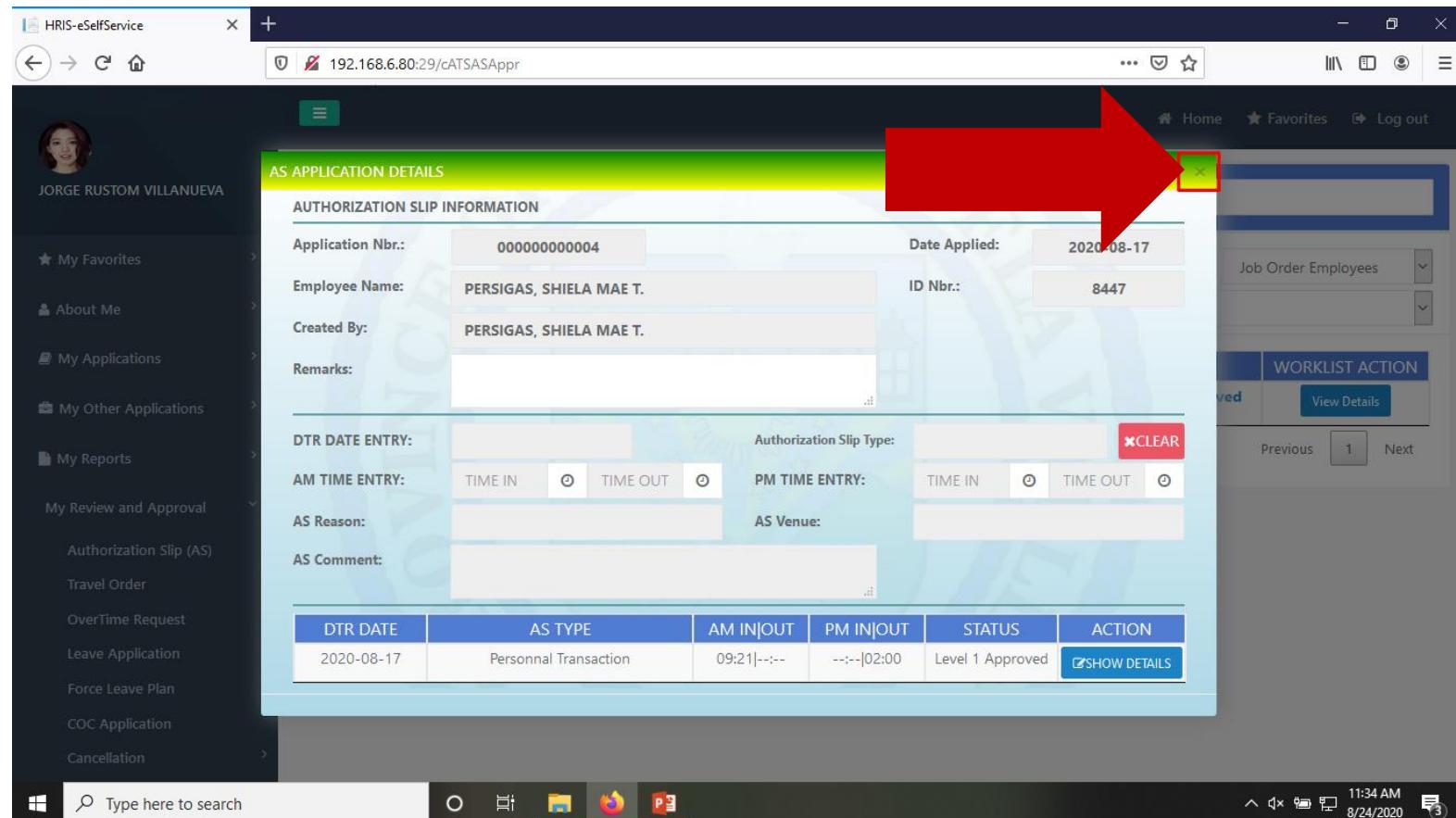
Previous 1 Next

Type here to search

11:33 AM 8/24/2020

3

**Step 23:** Click **close icon** if you want to close application and go back on main page.



**Note:** If ever you have refresh the page expected that the level 1 approved application record will not be visible in authorization slip approval process main page.

The screenshot shows a web browser window for the HRIS-eSelfService application. The URL in the address bar is 192.168.6.80:29/cATASAppr. The left sidebar contains a user profile picture and the name JORGE RUSTOM VILLANUEVA, followed by a list of navigation links: My Favorites, About Me, My Applications, My Other Applications, My Reports, and My Review and Approval (which is expanded to show Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, and Cancellation). The main content area is titled "Authorization Slip (AS)" and includes search and filter fields: Show 10 entries, AS Year: 2020, AS Month: August, Employment Type: Job Order Employees, and Department: PROVINCIAL ADMINISTRATOR'S OFFICE. A table header is shown with columns: APPLICATION NBR, ID NBR, DATE APPLIED, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. Below the table, it says "Showing 0 to 0 of 0 entries". At the bottom of the screen, there is a taskbar with icons for File, Home, Task View, Start, Taskbar View, Edge, and Power, along with system status indicators like battery level and signal strength. The date and time at the bottom right are 8/24/2020 11:35 AM.

Level 2 Approval  
and

Level 3 Approval  
(Final Approval)

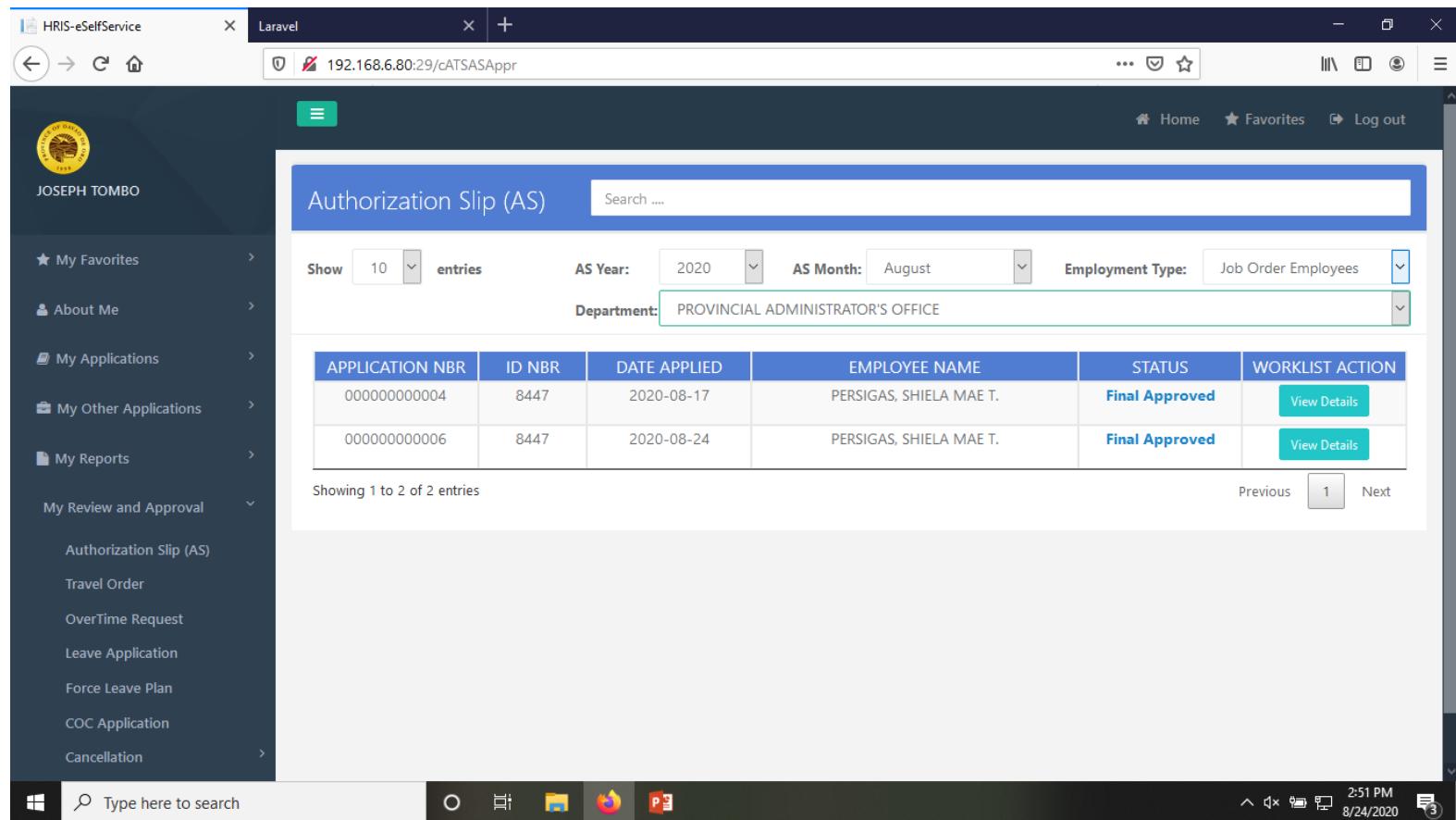
## **Note:**

In level 2 and 3 approval process has the same process in approving the level 1 approved application that the only difference is the level of approval and name of the button itself but in terms of cancel pending and disapproving the application it shares the same behavior with the level 1 approval process. That if you want to approve in level 2 the level 1 approved application you may follow the level 1 approval process to successfully approved application.

In comparison with level 1 to 2 approval process and the final approval process only the final approval stage has the **cancelation** of application where once application is being **cancelled** the application status will become **cancelled** that the approver cannot **cancel pending** the application nor **disapproved** application once cancelled. Furthermore, the requestor cannot resubmit or edit application but if the requestor wants to submit application for approval he needs to apply new authorization slip and submit for approval.

How to cancelled  
final approve  
application?

**Step 1:** Select specific AS year, AS month, employment type and department by clicking available drop list in order for you to cancel final approved application. **View details button** main grid will be visible.



The screenshot shows a web-based application interface titled "Authorization Slip (AS)". The top navigation bar includes links for "Home", "Favorites", and "Log out". On the left, there is a sidebar with user information ("JOSEPH TOMBO") and a list of menu items under "My Review and Approval": "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Cancellation". The main content area displays a table with two rows of data. The columns are labeled: APPLICATION NBR, ID NBR, DATE APPLIED, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. The data is as follows:

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE NAME	STATUS	WORKLIST ACTION
000000000004	8447	2020-08-17	PERSIGAS, SHIELA MAE T.	Final Approved	<button>View Details</button>
000000000006	8447	2020-08-24	PERSIGAS, SHIELA MAE T.	Final Approved	<button>View Details</button>

Below the table, it says "Showing 1 to 2 of 2 entries". The bottom right corner of the screen shows the system status bar with the date "8/24/2020" and time "2:51 PM".

**Step 2:** While on the main page of **authorization slip approval process** select specific record that you want to cancelled.

HRIS-eSelfService    Laravel    192.168.6.80:29/cATASAppr

JOSEPH TOMBO

Authorization Slip (AS)

Show 10 entries AS Year: 2020 AS Month: August Employment Type: Job Order Employees

Department: PROVINCIAL ADMINISTRATOR'S OFFICE

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE NAME	STATUS	WORKLIST ACTION
000000000004	8447	2020-08-17	PERSIGAS, SHIELA MAE T.	Final Approved	<button>View Details</button>
000000000006	8447	2020-08-24	PERSIGAS, SHIELA MAE T.	Final Approved	<button>View Details</button>

Showing 1 to 2 of 2 entries

Previous 1 Next

Monday, August 24, 2020 2:52 PM 8/24/2020 3

**Step 3:** Once you have selected specific record that you want to cancelled. Click the **view button** under **action** column to cancel the final approved application.

The screenshot shows a web-based application interface for managing authorization slips. On the left, there is a sidebar with various menu items such as 'My Favorites', 'About Me', 'My Applications', 'My Other Applications', 'My Reports', and 'My Review and Approval'. Under 'My Review and Approval', there are links for 'Authorization Slip (AS)', 'Travel Order', 'OverTime Request', 'Leave Application', 'Force Leave Plan', 'COC Application', and 'Cancellation'. The main content area is titled 'Authorization Slip (AS)' and displays a table of applications. The table has columns for 'APPLICATION NBR', 'ID NBR', 'DATE APPLIED', 'EMPLOYEE NAME', and 'WORKLIST ACTION'. Two rows of data are shown:

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE NAME	WORKLIST ACTION
000000000004	8447	2020-08-17	PERSIGAS, SHIELA MAE T.	<a href="#">View Details</a>
000000000006	8447	2020-08-24	PERSIGAS, SHIELA MAE T.	<a href="#">Final Approve</a>

A large red arrow points from the text in the previous step towards the 'Final Approve' button in the table header. The URL in the browser address bar is 192.168.6.80:29/cATSASAppr.

HRIS-eSelfService    Laravel

192.168.6.80:29/cATASASAppr

JOSEPH TOMBO

My Favorites    About Me    My Applications    My Other Applications    My Reports    My Review and Approval    Authorization Slip (AS)    Travel Order    Overtime Request    Leave Application    Force Leave Plan    COC Application    Cancellation

AS APPLICATION DETAILS

AUTHORIZATION SLIP INFORMATION

Application Nbr.:	000000000004	Date Applied:	2020-08-17		
Employee Name:	PERSIGAS, SHIELA MAE T.	ID Nbr.:	8447		
Created By:	PERSIGAS, SHIELA MAE T.				
Remarks:					
DTR DATE ENTRY:	Authorization Slip Type:		X CLEAR		
AM TIME ENTRY:	TIME IN	TIME OUT	PM TIME ENTRY:	TIME IN	TIME OUT
AS Reason:			AS Venue:		
AS Comment:					

DTR DATE	AS TYPE	AM IN/OUT	PM IN/OUT	STATUS	ACTION
2020-08-17	Personnal Transaction	09:21 --:--	--:-- 02:00	Final Approved	<input checked="" type="button"/> SHOW DETAILS

Cancel AS

Job Order Employees

WORKLIST ACTION

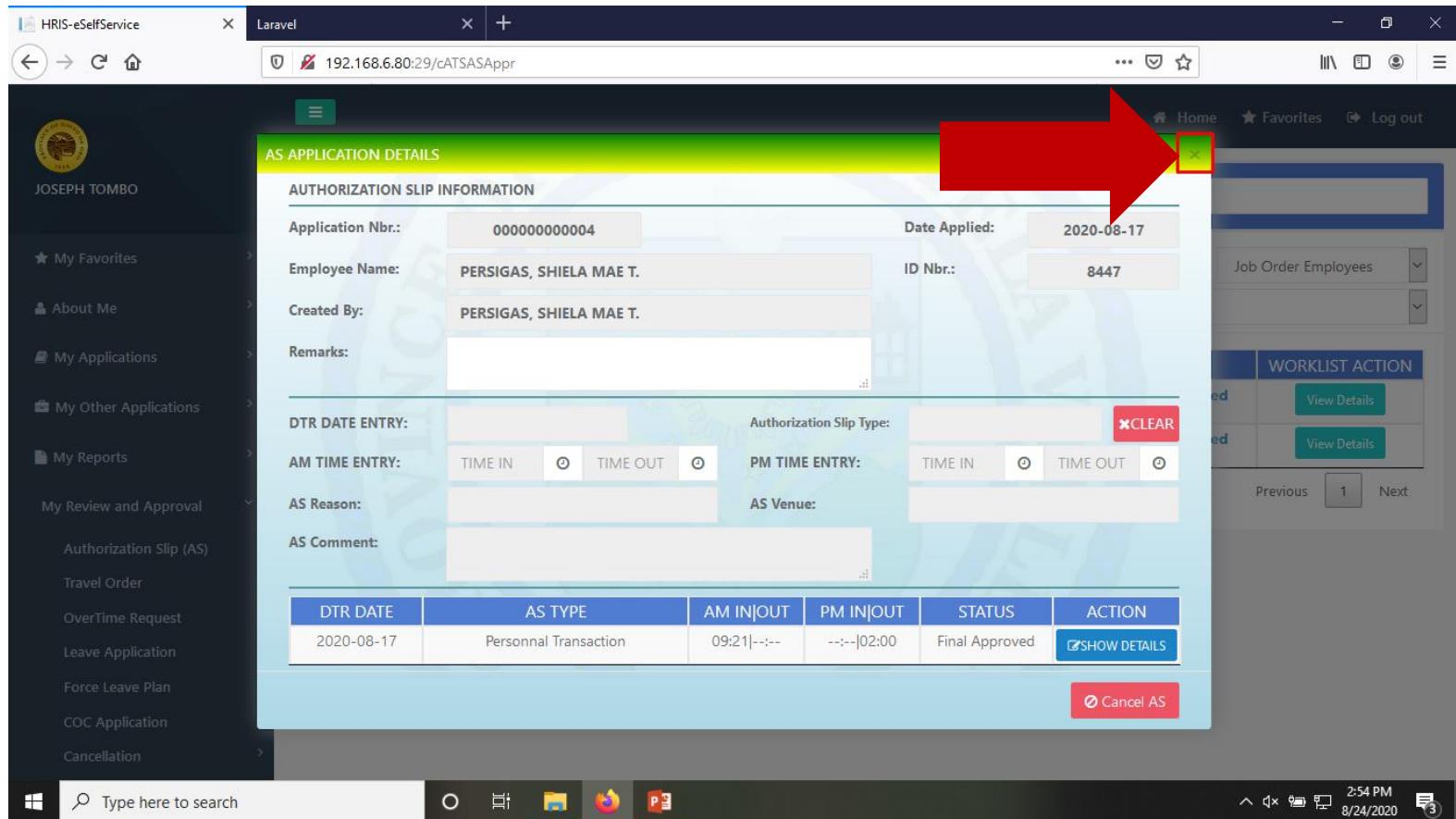
View Details    View Details

Previous    1    Next

Type here to search

2:54 PM    8/24/2020

**Step 4:** If you don't want to cancel the final approve application click **close icon** to close information.



# Step 5: Repeat step 3 to continue and cancel final approve application.

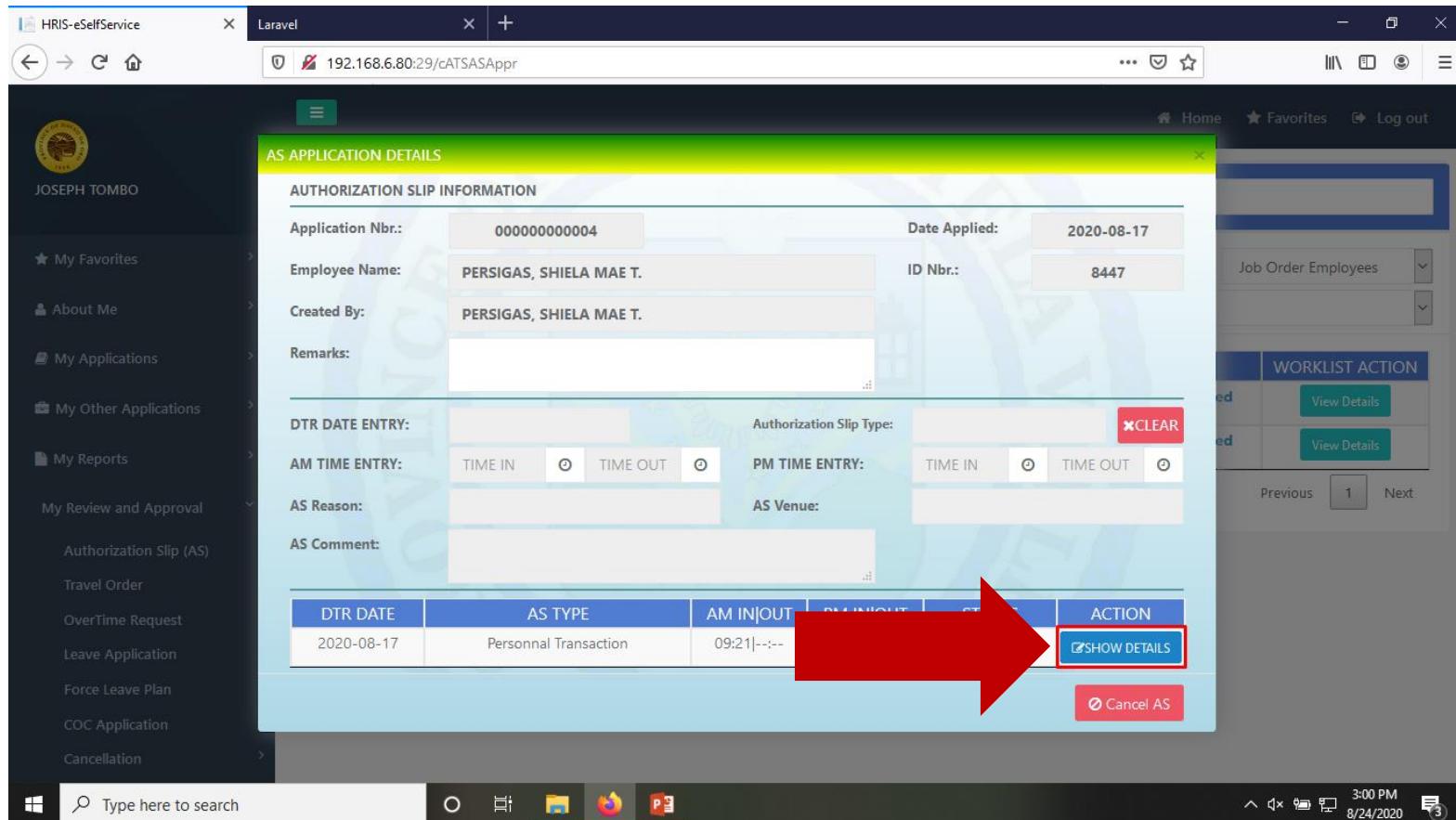
The screenshot shows a web-based application titled "HRIS-eSelfService" running on a Windows operating system. The main menu on the left includes options like "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", and "My Review and Approval". Under "My Review and Approval", "Authorization Slip (AS)" is selected. The main content area displays the "AS APPLICATION DETAILS" and "AUTHORIZATION SLIP INFORMATION" forms. The "AS APPLICATION DETAILS" form shows the Application Nbr. as 000000000004, Date Applied as 2020-08-17, Employee Name as PERSIGAS, SHIELA MAE T., ID Nbr. as 8447, and Created By as PERSIGAS, SHIELA MAE T. The "AUTHORIZATION SLIP INFORMATION" form contains fields for DTR DATE ENTRY (2020-08-17), AM TIME ENTRY (TIME IN and TIME OUT), PM TIME ENTRY (TIME IN and TIME OUT), AS Reason (Personnal Transaction), AS Venue, AS Comment, and a table showing the transaction details. The table has columns for DTR DATE, AS TYPE, AM IN/OUT, PM IN/OUT, STATUS, and ACTION. The status is listed as "Final Approved" and the action button is labeled "SHOW DETAILS". A red "Cancel AS" button is also present. The browser address bar shows the URL 192.168.6.80:29/cATSAAppr. The taskbar at the bottom shows various open applications including File Explorer, Task Manager, and a browser window.

AS APPLICATION DETAILS

AUTHORIZATION SLIP INFORMATION

DTR DATE	AS TYPE	AM IN/OUT	PM IN/OUT	STATUS	ACTION
2020-08-17	Personnal Transaction	09:21 ---	-- 02:00	Final Approved	<input checked="" type="button"/> SHOW DETAILS

## Step 6: If you want to view AS type details click show details button to view information.



HRIS-eSelfService    Laravel

192.168.6.80:29/cATASASAppr

JOSEPH TOMBO

My Favorites    About Me    My Applications    My Other Applications    My Reports    My Review and Approval    Authorization Slip (AS)    Travel Order    Overtime Request    Leave Application    Force Leave Plan    COC Application    Cancellation

AS APPLICATION DETAILS

AUTHORIZATION SLIP INFORMATION

Application Nbr.:	000000000004	Date Applied:	2020-08-17
Employee Name:	PERSIGAS, SHIELA MAE T.	ID Nbr.:	8447
Created By:	PERSIGAS, SHIELA MAE T.		
Remarks:			
DTR DATE ENTRY:	2020-08-17	Authorization Slip Type:	Personnal Transaction
AM TIME ENTRY:	09:21	TIME OUT:	02:00
AS Reason:	AS Venue:		
AS Comment:			

DTR DATE	AS TYPE	AM IN/OUT	PM IN/OUT	STATUS	ACTION
2020-08-17	Personnal Transaction	09:21 ---	-- 02:00	Final Approved	<input checked="" type="button"/> SHOW DETAILS

Remove    Cancel AS

Home    Favorites    Log out

Job Order Employees

WORKLIST ACTION

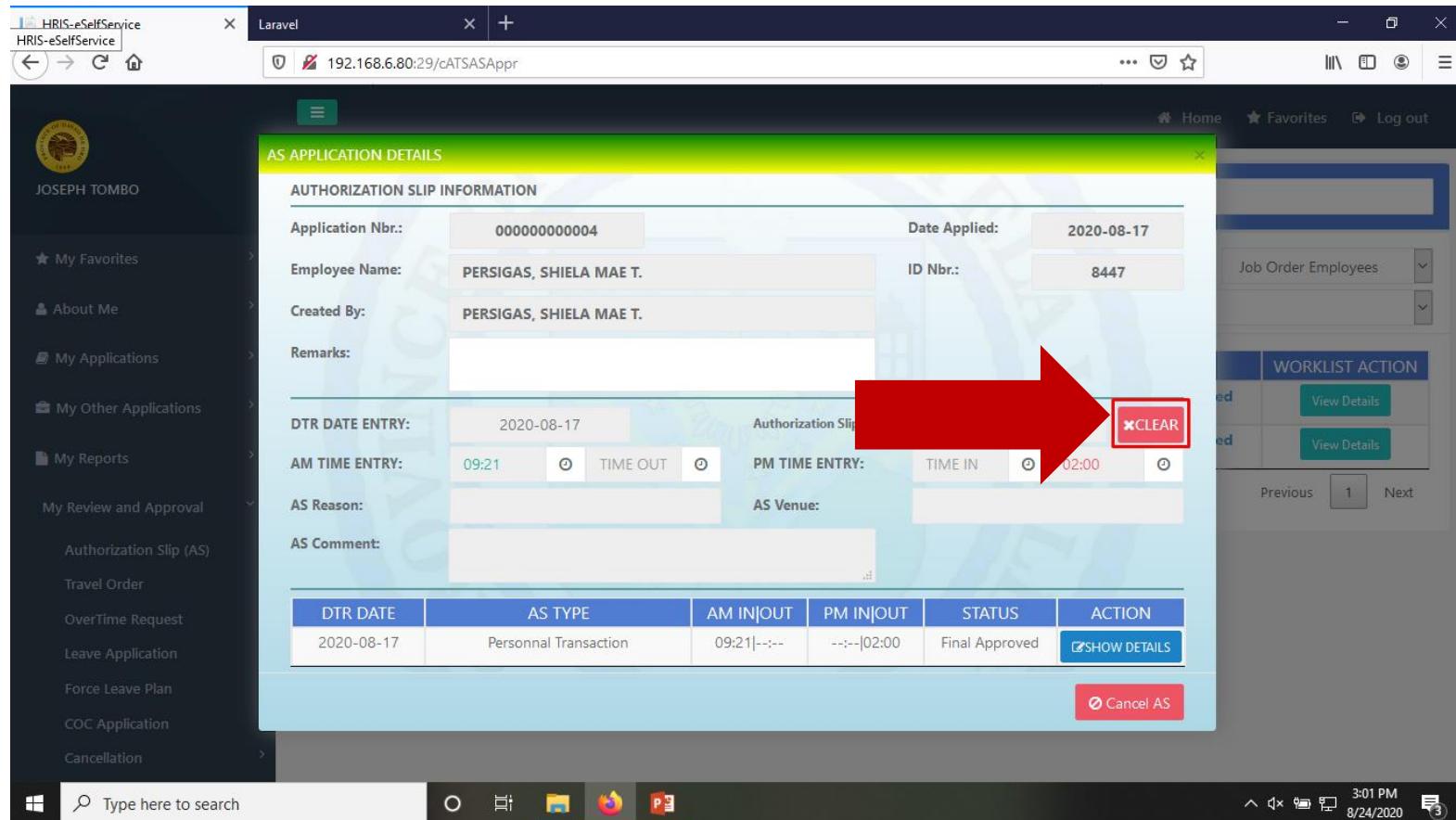
View Details    View Details

Previous    1    Next

Type here to search

3:01 PM    8/24/2020

**Step 7:** If you want to clear displayed information click **clear** button to continue.



HRIS-eSelfService    Laravel    192.168.6.80:29/cATSASAppr

JOSEPH TOMBO

My Favorites    About Me    My Applications    My Other Applications    My Reports    My Review and Approval    Authorization Slip (AS)    Travel Order    Overtime Request    Leave Application    Force Leave Plan    COC Application    Cancellation

AS APPLICATION DETAILS

AUTHORIZATION SLIP INFORMATION

Application Nbr.:	000000000004	Date Applied:	2020-08-17
Employee Name:	PERSIGAS, SHIELA MAE T.	ID Nbr.:	8447
Created By:	PERSIGAS, SHIELA MAE T.		
Remarks:			

DTR DATE ENTRY:    Authorization Slip Type:

AM TIME ENTRY:	TIME IN	<input type="button" value=""/>	TIME OUT	<input type="button" value=""/>
PM TIME ENTRY:	TIME IN	<input type="button" value=""/>	TIME OUT	<input type="button" value=""/>

AS Reason:    AS Venue:

AS Comment:

DTR DATE	AS TYPE	AM IN/OUT	PM IN/OUT	STATUS	ACTION
2020-08-17	Personnal Transaction	09:21 --:--	--:-- 02:00	Final Approved	<input checked="" type="button" value="SHOW DETAILS"/> <input type="button" value="Cancel AS"/>

Job Order Employees

WORKLIST ACTION

View Details    View Details

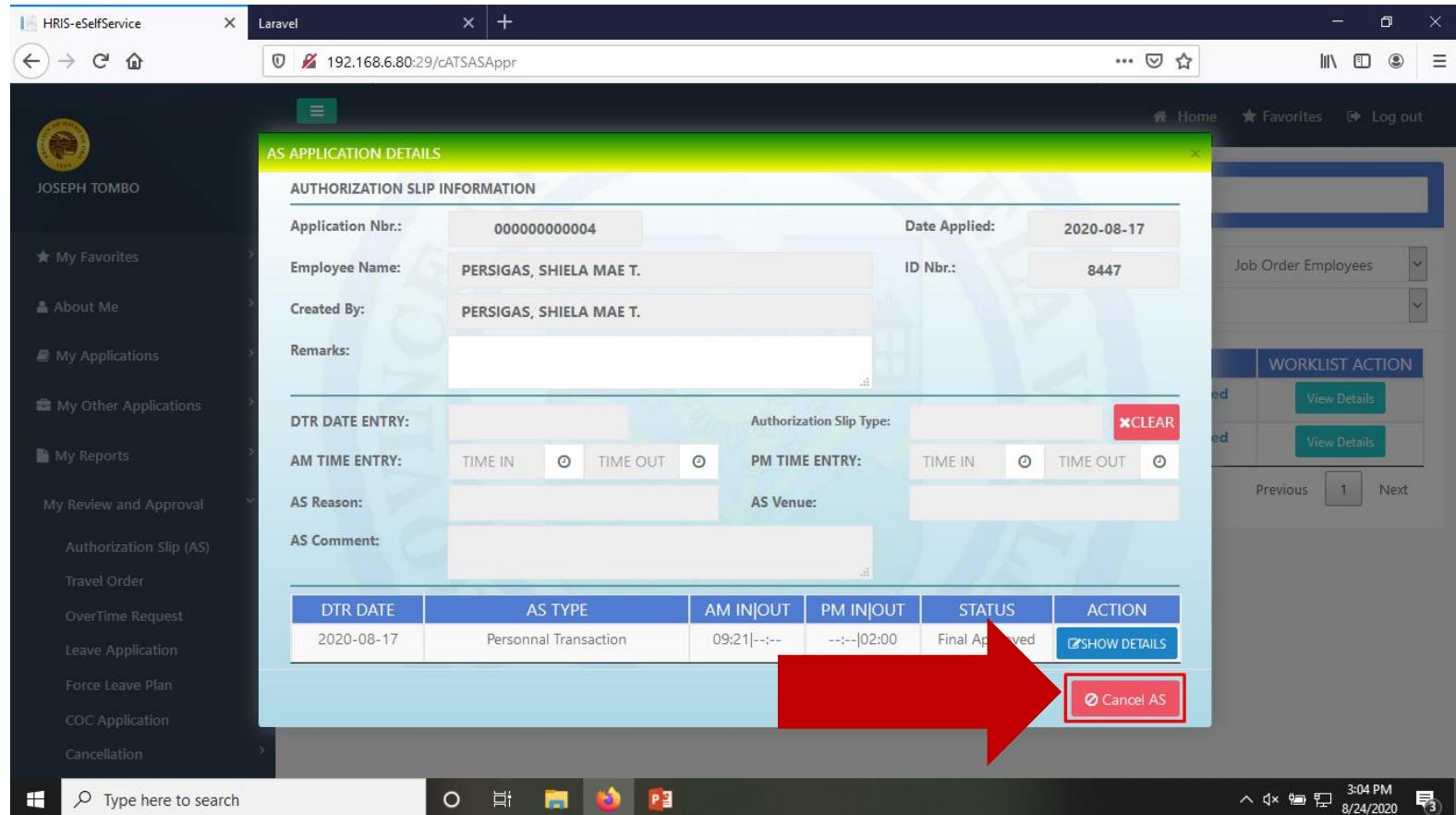
Previous    1    Next

Type here to search    2:54 PM    8/24/2020    3

## **Note:**

If you want to view information in **employee's tab** and **travel date covered tab** you can repeat **level 1 approval step 6** and **7** process before canceling the final approved application. If ever you still want to cancel the application to continue click the **cancel application button**.

# Step 6: Click cancel application button for you to enable cancel application.



## **Note:**

Input comment or not in **approver remarks comment box** only if necessary, then click **cancel application button** in order to successfully cancelled application. Once application is cancelled it means that application will not be cancel pending, editable, delete or resubmit. If you want to final approve application let the requestor create new entry of authorization slip application and submit in order for you to finally approved application.

HRIS-eSelfService    Laravel

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AS APPLICATION DETAILS

AUTHORIZATION SLIP INFORMATION

Application Nbr.:	000000000004	Date Applied:	2020-08-17		
Employee Name:	PERSIGAS, SHIELA MAE T.	ID Nbr.:	8447		
Created By:	PERSIGAS, SHIELA MAE T.				
Remarks:	<input type="text"/>				
Required Field!					
DTR DATE ENTRY:	Authorization Slip Type:	<input type="button" value="CLEAR"/>			
AM TIME ENTRY:	TIME IN <input type="button"/> TIME OUT <input type="button"/>	PM TIME ENTRY:	TIME IN <input type="button"/> TIME OUT <input type="button"/>		
AS Reason:	AS Venue:				
AS Comment:					
DTR DATE	AS TYPE	AM IN/OUT	PM IN/OUT	STATUS	ACTION
2020-08-17	Personnal Transaction	09:21 ---	-- 02:00	Final Approved	<input checked="" type="button"/> SHOW DETAILS
<input type="button" value="Cancel AS"/> <input type="button" value="Cancel Application"/>					

Job Order Employees

WORKLIST ACTION

View Details    View Details

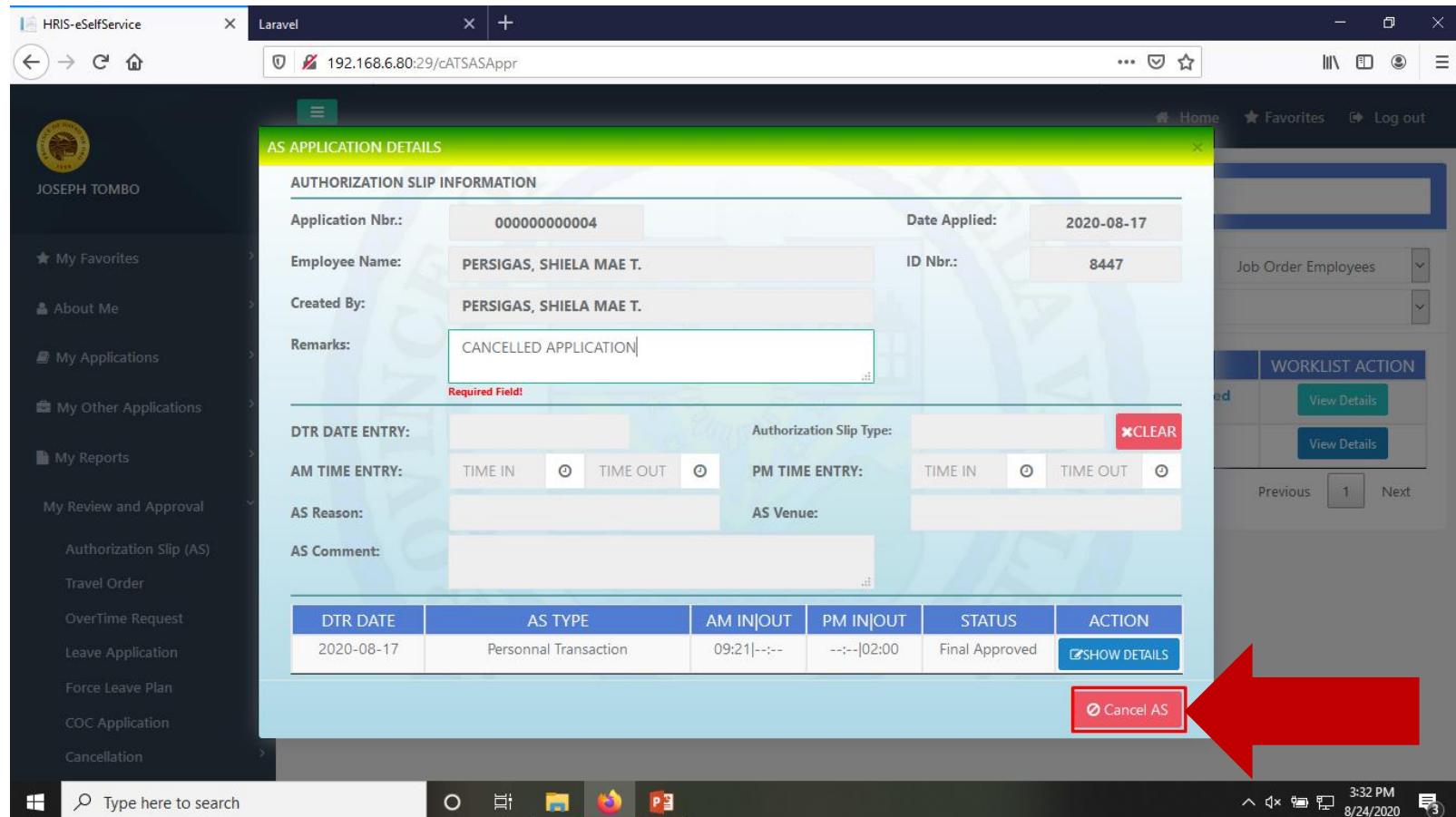
Previous    1    Next

Type here to search

3:07 PM  
8/24/2020

**Note:** Field that needs to be fill will automatically generate a verification message of “**required field!**” if you click **cancel AS button** without inputting values in reviewer remarks.

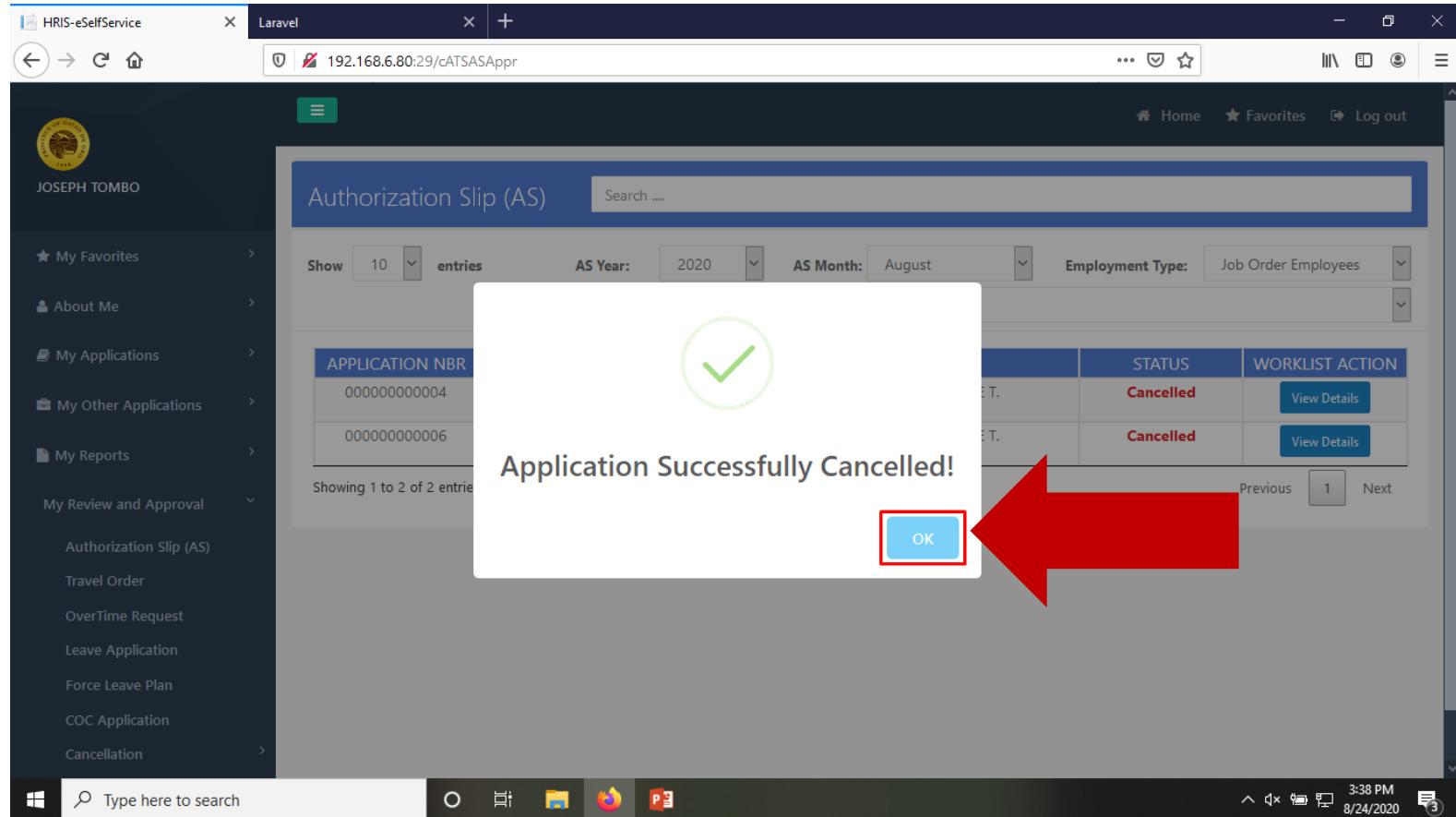
## Step 7: Input comment in **remarks** the reason why, click **cancel AS** button to cancelled application even if application is final approved.



**Note:** A pop-up confirmation window will appear that application successfully cancelled!

The screenshot shows a web browser window titled "HRIS-eSelfService" with the URL "192.168.6.80:29/cATLASAppr". The main content is the "Authorization Slip (AS)" page. On the left, there's a sidebar with user information ("JOSEPH TOMBO") and navigation links like "My Favorites", "About Me", "My Applications", etc. The main area has filters for "Show 10 entries", "AS Year: 2020", "AS Month: August", and "Employment Type: Job Order Employees". Below these filters, there's a table with two rows. Each row has columns for "APPLICATION NBR" (containing "000000000004" and "000000000006"), "STATUS" (both "Cancelled"), and "WORKLIST ACTION" (both with a "View Details" button). A large modal window is centered over the table, displaying a green checkmark icon and the text "Application Successfully Cancelled!". An "OK" button is at the bottom right of the modal. The status bar at the bottom shows "3:36 PM 8/24/2020".

## Step 8: Click ok button to exit and go back on main page.



HRIS-eSelfService    Laravel

192.168.6.80:29/cATSASAppr

JOSEPH TOMBO

My Favorites About Me My Applications My Other Applications My Reports My Review and Approval

Authorization Slip (AS)  
Travel Order  
OverTime Request  
Leave Application  
Force Leave Plan  
COC Application  
Cancellation

Search ....

Show 10 entries AS Year: 2020 AS Month: August Employment Type: Job Order Employees Department: PROVINCIAL ADMINISTRATOR'S OFFICE

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE NAME	STATUS	WORKLIST ACTION
000000000004	8447	2020-08-17	PERSIGAS, SHIELA MAE T.	Cancelled	<a href="#">View Details</a>
000000000006	8447	2020-08-24	PERSIGAS, SHIELA MAE T.	Cancelled	<a href="#">View Details</a>

Showing 1 to 2 of 2 entries

Previous 1 Next

Type here to search

3:40 PM 8/24/2020 3

## Step 9: Click view details button to view the details of the cancelled application.

The screenshot shows a web browser window for the HRIS-eSelfService application. The URL is 192.168.6.80:29/cATASAppr. The page title is "Authorization Slip (AS)". On the left, there is a sidebar with user information (JOSEPH TOMBO) and navigation links for My Favorites, About Me, My Applications, My Other Applications, My Reports, and My Review and Approval (which is expanded to show Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, and Cancellation). The main content area displays a table of applications. The table has columns for APPLICATION NBR, ID NBR, DATE APPLIED, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. Two rows are visible: one for application number 00000000004 with status "Pending" and one for application number 00000000006 with status "Cancelled". The "View Details" button for the cancelled application is highlighted with a red box and a large red arrow pointing to it. The bottom of the screen shows the Windows taskbar with various icons and the system tray.

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE NAME	STATUS	WORKLIST ACTION
00000000004	8447	2020-08-17	PERSIGAS, SHIELA MAE T.	Pending	<button>View Details</button>
00000000006	8447	2020-08-24	PERSIGAS, SHIELA MAE T.	Cancelled	<button>View Details</button>

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JOSEPH TOMBO

My Favorites    About Me    My Applications    My Other Applications    My Reports    My Review and Approval    Authorization Slip (AS)    Travel Order    Overtime Request    Leave Application    Force Leave Plan    COC Application    Cancellation

AS APPLICATION DETAILS

AUTHORIZATION SLIP INFORMATION

Application Nbr.:	000000000004	Date Applied:	2020-08-17		
Employee Name:	PERSIGAS, SHIELA MAE T.	ID Nbr.:	8447		
Created By:	PERSIGAS, SHIELA MAE T.	Remarks:			
DTR DATE ENTRY:	Authorization Slip Type:		X CLEAR		
AM TIME ENTRY:	TIME IN	TIME OUT	PM TIME ENTRY:	TIME IN	TIME OUT
AS Reason:	AS Venue:				
AS Comment:					
DTR DATE	AS TYPE	AM IN/OUT	PM IN/OUT	STATUS	ACTION
2020-08-17	Personnal Transaction	09:21 --:--	--:-- 02:00	Cancelled	<input checked="" type="button"/> SHOW DETAILS

Job Order Employees

WORKLIST ACTION

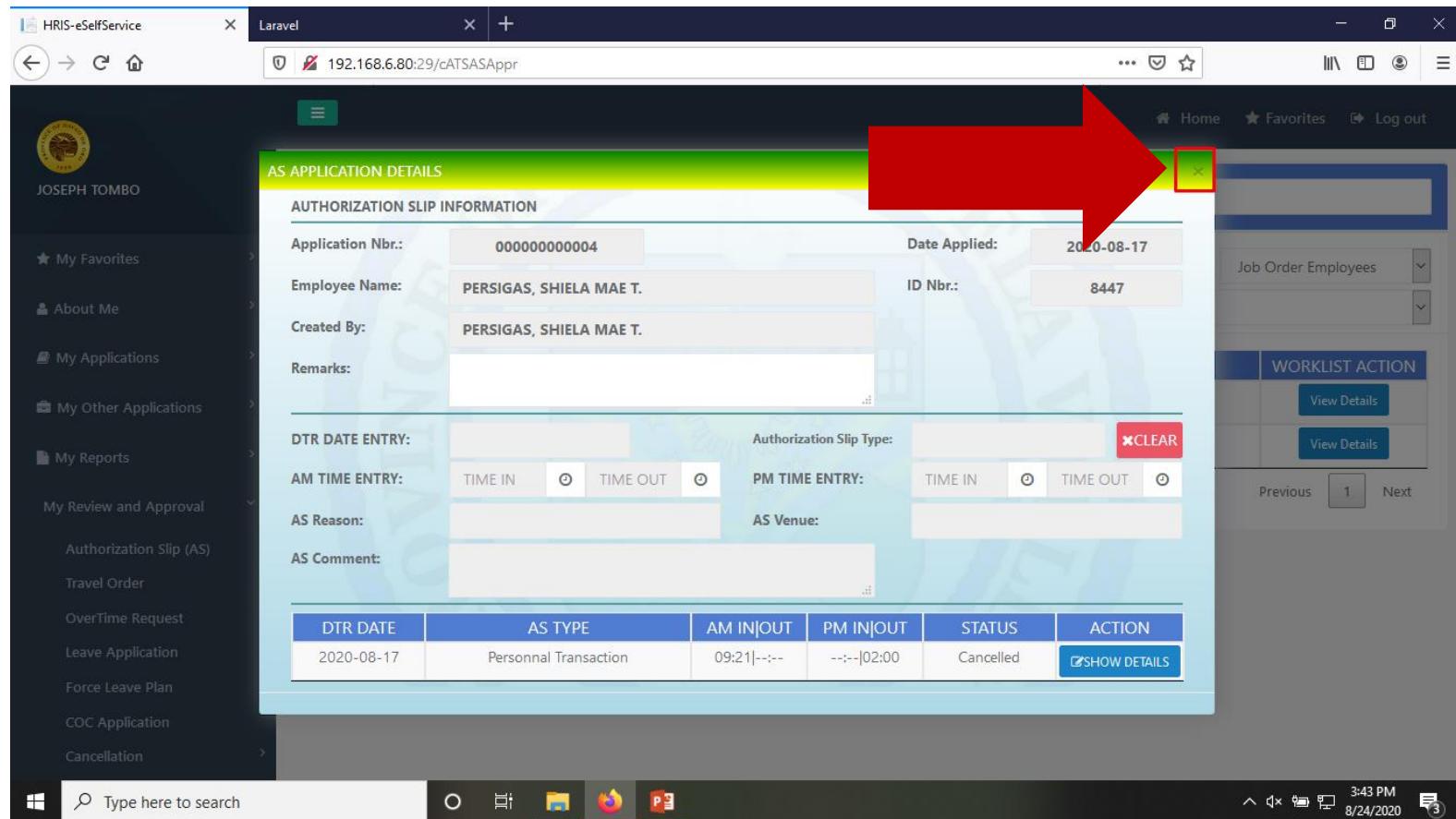
View Details    View Details

Previous    1    Next

Type here to search

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8/24/2020

**Step 10:** Click close icon to close the page application and go back on main page.



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JOSEPH TOMBO

Authorization Slip (AS)

Search ....

Show 10 entries AS Year: 2020 AS Month: August Employment Type: Job Order Employees Department: PROVINCIAL ADMINISTRATOR'S OFFICE

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE NAME	STATUS	WORKLIST ACTION
000000000004	8447	2020-08-17	PERSIGAS, SHIELA MAE T.	Cancelled	<button>View Details</button>
000000000006	8447	2020-08-24	PERSIGAS, SHIELA MAE T.	Cancelled	<button>View Details</button>

Showing 1 to 2 of 2 entries

Previous 1 Next

My Favorites

About Me

My Applications

My Other Applications

My Reports

My Review and Approval

- Authorization Slip (AS)
- Travel Order
- Overtime Request
- Leave Application
- Force Leave Plan
- COC Application
- Cancellation

Windows Search Bar: Type here to search

System Tray: 3:43 PM, 8/24/2020, 3 notifications