

**LEAVE APPLICATION**

**FOR INDIVIDUAL**

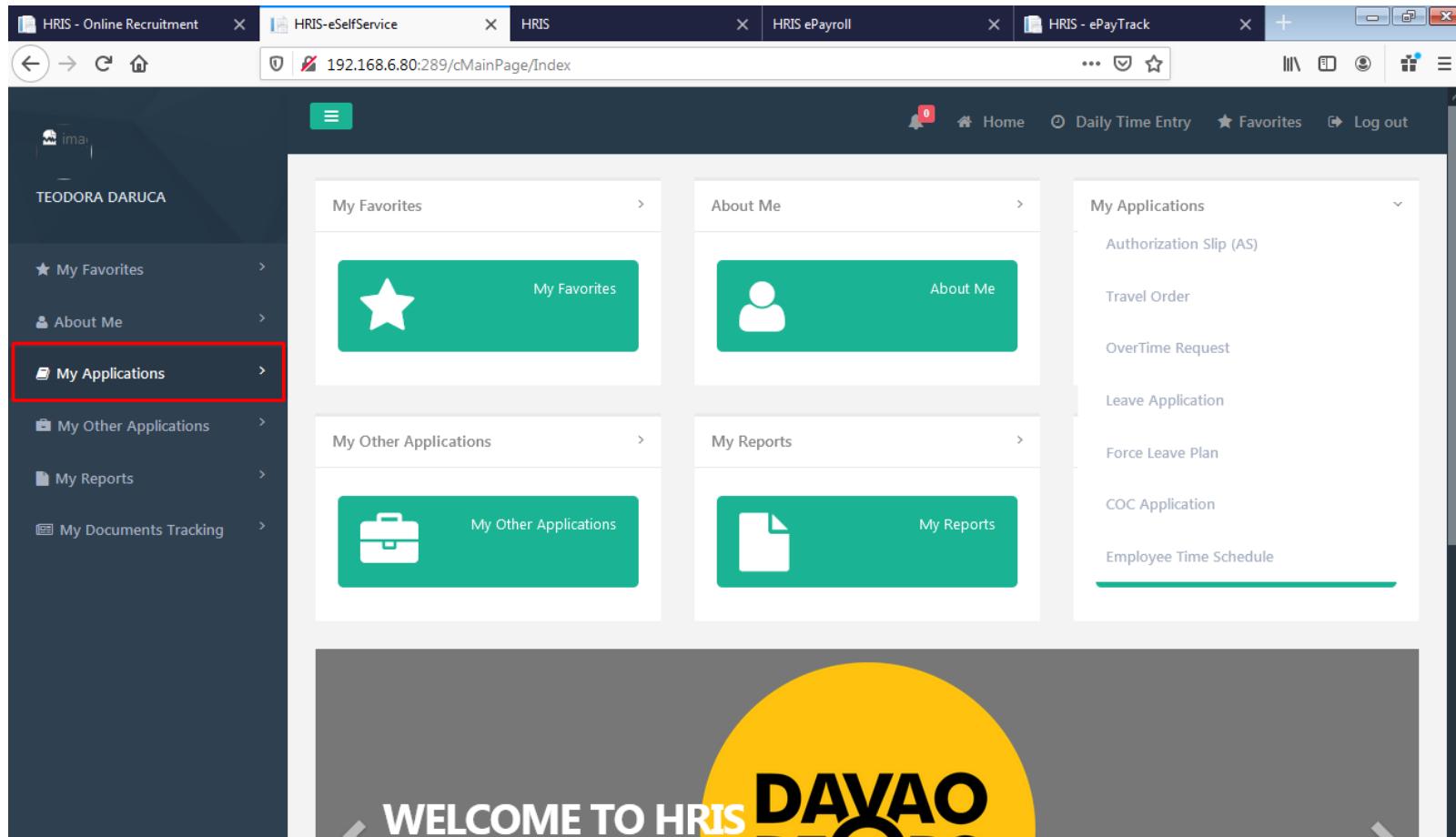
**ENTRY**

**(RE & CE)**

## **Note:**

This manual is intended to **Individual employee** if ever the login account is defined as individual employee expected he/she will be able to apply leave application to himself/herself only. If ever you may have **force leave, maternity, monetization, paternity leave, parental leave (solo parent), sick leave, special privilege leave, terminal leave, vacation leave** and **others** that should reflect on your daily time record.

# Navigate to My Applications -> Leave Application



The screenshot shows the HRIS eSelfService application interface. At the top, there are five tabs: HRIS - Online Recruitment, HRIS-eSelfService, HRIS, HRIS ePayroll, and HRIS - ePayTrack. The HRIS-eSelfService tab is active. Below the tabs, the URL is 192.168.6.80:289/cMainPage/Index. The main content area has a dark header with a user profile picture and name 'TEODORA DARUCA'. On the left, a sidebar menu lists several options: My Favorites, About Me, My Applications (which is highlighted with a red box and a red arrow pointing to it), My Other Applications, My Reports, and My Documents Tracking. The main content area displays six cards arranged in a grid: 'My Favorites' (star icon), 'About Me' (person icon), 'My Applications' (document icon), 'My Other Applications' (briefcase icon), 'My Reports' (document icon), and 'My Documents Tracking' (grid icon). A large yellow semi-circle graphic with the text 'WELCOME TO HRIS DAVAO' is at the bottom.

HRIS - Online Recruitment   X   HRIS-eSelfService   X   HRIS   X   HRIS ePayroll   X   HRIS - ePayTrack   X   +

192.168.6.80:289/cSSLPlan

TEODORA DARUCA

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

## Force Leave Plan

Select All Status   

No data available in table

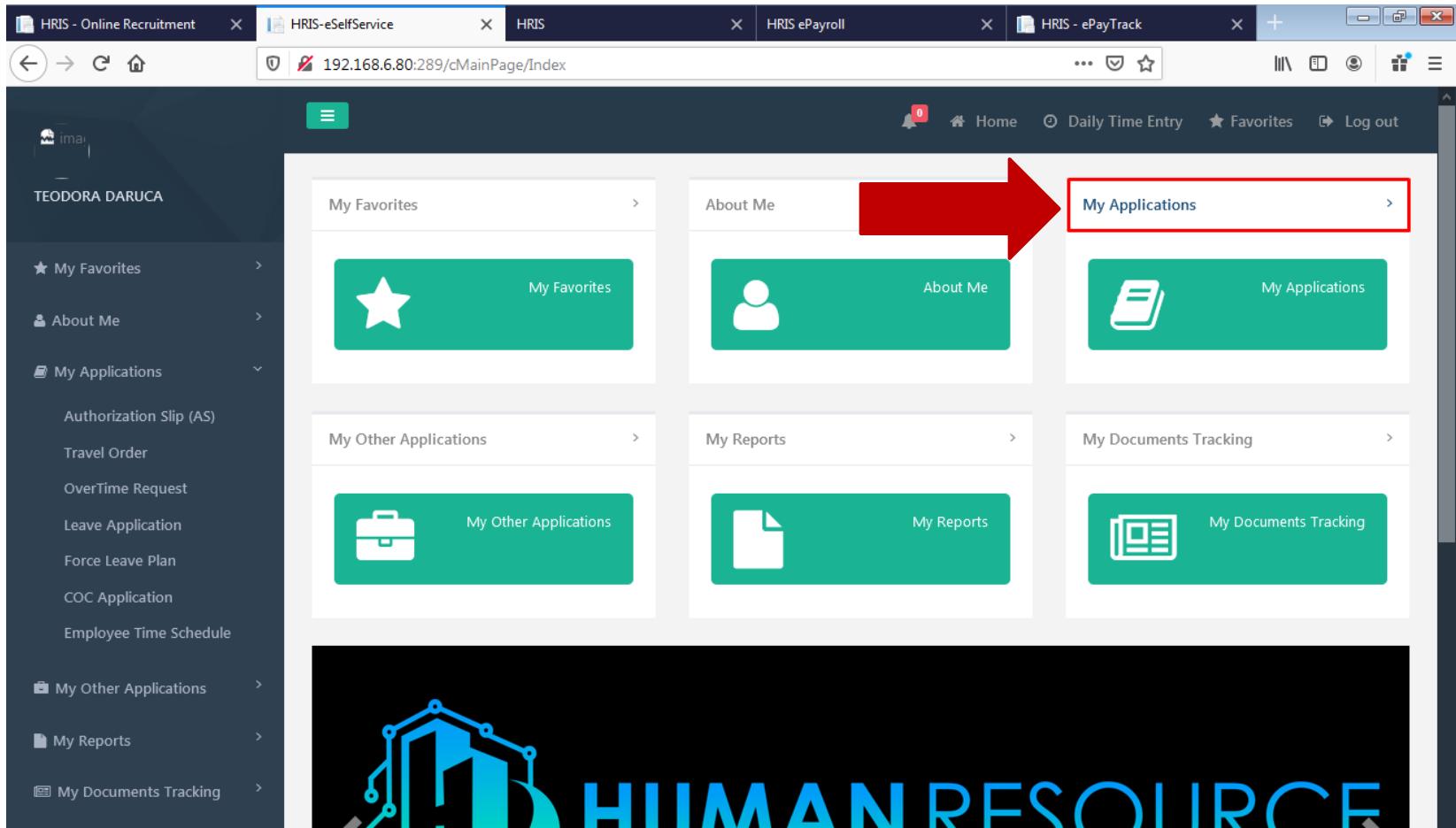
Today   

January 2021

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

Lightshot  
Your screenshot is copied to the clipboard

**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 - Online Recruitment X HRIS-eSelfService X HRIS X HRIS ePayroll X HRIS - ePayTrack X +

192.168.6.80:289/c MainPage/Index

TEODORA DARUCA

My Favorites > My Favorites

About Me > 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 Other Applications

My Reports > My Reports

My Applications >

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

Leave Application

Leave Application

HRIS - Online Recruitment X HRIS-eSelfService X HRIS X HRIS ePayroll X HRIS - ePayTrack X +

192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

TEODORA DARUCA

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

Select All Status Status Info.

00000018 January 7, 2021... DARUCA, TEODORA C. Force Leave New

00000017 January 6, 2021... DARUCA, TEODORA C. Force Leave Submitted

00000016 January 22-29, 2021... DARUCA, TEODORA C. Force Leave Submitted

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	New Year's Day	1
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

Force Leave

Force Leave

Force Leave

Force Leave

Force Leave

Force Leave

How to add  
and apply  
Leave  
application?

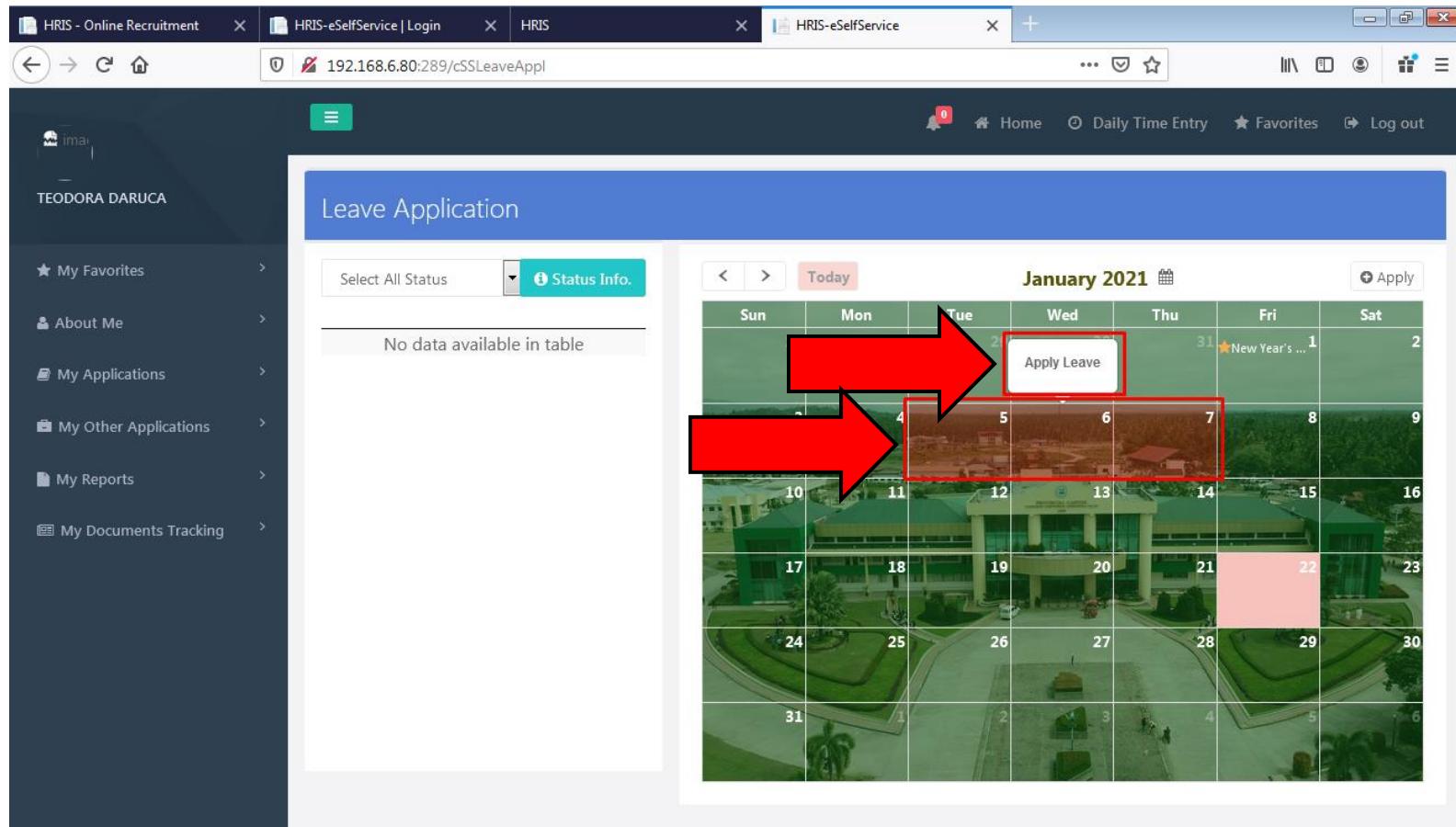
## Note:

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 Bal
  - Less this leave
  - Leave Bal
- **Date breakdown Tab:**
  - Date from
  - Date to
  - Day equivalent
  - Total equivalent

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



HRIS - Online Recruitment    HRIS-eSelfService | Login    HRIS    HRIS-eSelfService

192.168.6.80:289/cSSLeaveAppl

Add New Record

Leave Info. Date Breakdown

Application Nbr.: 00000016    Date of Application: 2021-01-22

Employee Name: DARUCA, TEODORA C.    ID Nbr.: 1645

Leave Comment:

Remarks:

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

Leave Sub-Type: Select Here

	VL	SL	SP	FL
Current Bal	97.87	173.4	0	0
Less this leave	0	0	0	0
Leave Bal	97.878	173.458	0.000	0.000

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

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

## 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 Bal
  - Less this leave
  - Leave Bal
- **Date breakdown Tab:**
  - Date from
  - Date to
  - Day equivalent
  - Total equivalent

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.

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

192.168.6.80:289/cSSLLeaveAppl

Home Daily Time Entry Favorites Log out

Add New Record

Leave Info Date Breakdown

Application Nbr.:	00000016	Date of Application:	2021-01-22
Employee Name:	DARUCA, TEODORA C.	ID Nbr.:	1645
Leave Comment:			
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	97.87	173.4	0	0
Less this leave	0	0	0	0
Leave Bal	97.878	173.458	0.000	0.000

Close Submit All Save

Fri Sat  
New Year's ... 1 2  
8 9  
15 16  
22 23  
29 30  
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

The screenshot shows a web-based HRIS application interface. At the top, there are four tabs: "HRIS - Online Recruitment", "HRIS-eSelfService", "HRIS", and "HRIS ePayroll". The "HRIS-eSelfService" tab is active, and the URL in the address bar is "192.168.6.80:289/cSSLeaveAppl".

The main content area displays an "Add New Record" dialog for a "Leave Info." record. The dialog has several input fields:

- Application Nbr.:** 00000016
- Date of Application:** 2021-01-22
- Employee Name:** DARUCA, TEODORA C.
- ID Nbr.:** 1645
- Status:** New
- Leave Type:** Force Leave
- Leave Sub-Type:** Select Here

On the right side of the dialog, there is a "Date Breakdown" section with a table showing leave credits/balance as of 2021-01-04:

	VL	SL	SP	FL
Current Bal	97.87	173.4	0	0
Less this leave	0	0	0	0
Leave Bal	97.878	173.458	0.000	0.000

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

To the right of the dialog, there is a calendar view showing the month of January 2021. The 1st is marked as "New Year's Day". The days from 21 to 29 are highlighted in red, indicating they are part of the leave period.

# • Maternity Leave

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

192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

Add New Record

Leave Info.

Date Breakdown

Application Nbr.: 00000016 Date of Application: 2021-01-22

Employee Name: DARUCA, TEODORA C. ID Nbr.: 1645

Leave Comment: Status: New

Remarks:

Leave Type: **Maternity Leave** Leave Sub-Type: Select Here

Leave Credits/Balance as of 2021-01-04

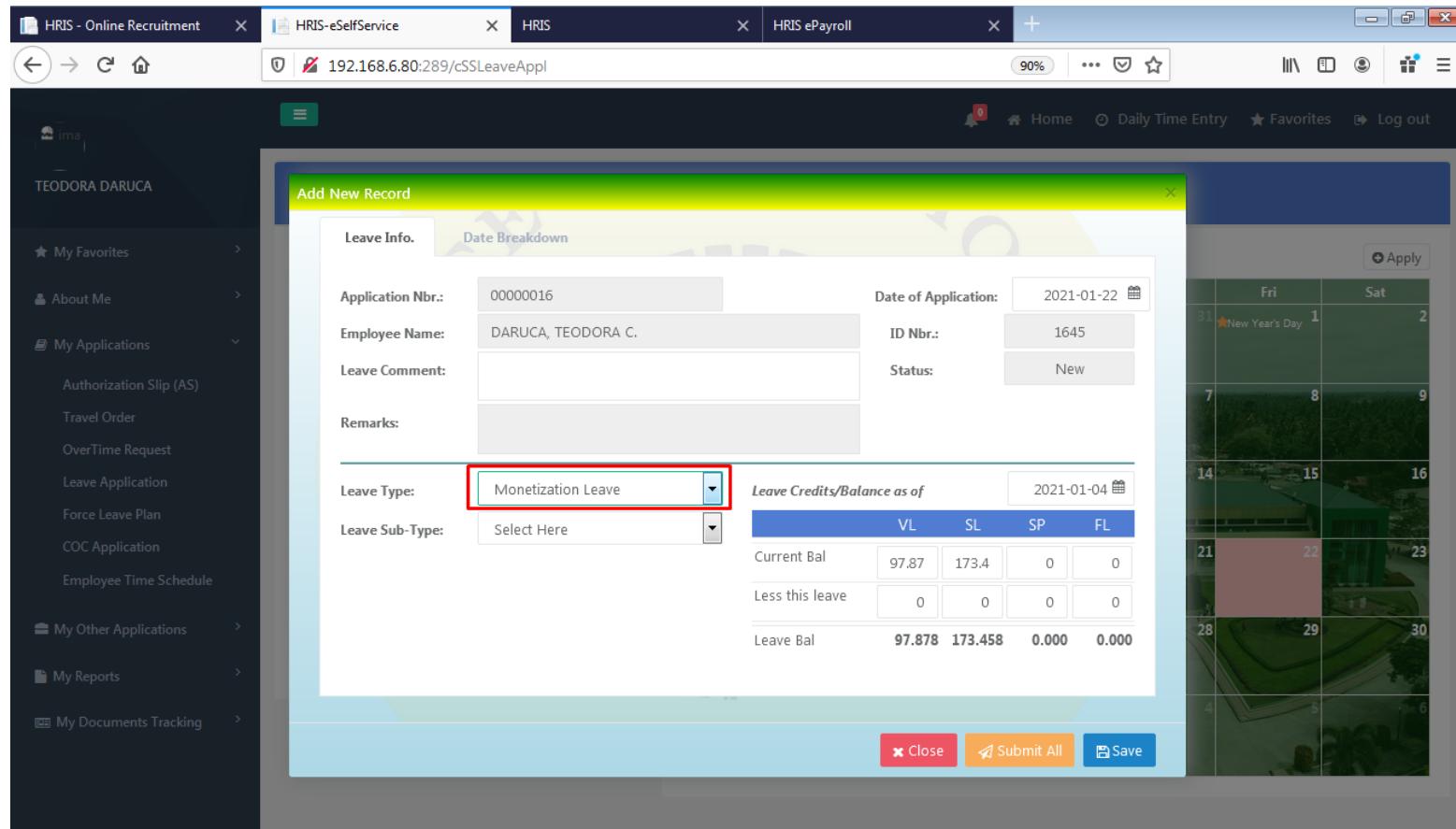
	VL	SL	SP	FL
Current Bal	97.87	173.4	0	0
Less this leave	0	0	0	0
Leave Bal	97.878	173.458	0.000	0.000

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

Fri Sat

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

# • Monetization Leave



## • Others

HRIS - Online Recruitment    HRIS-eSelfService    HRIS    HRIS ePayroll

192.168.6.80:289/cSSLeaveAppl

90%    ...    🌐    ⚡    ⚡

Home    Daily Time Entry    Favorites    Log out

TEODORA DARUCA

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

Add New Record

Leave Info.

Date Breakdown

Application Nbr.: 00000016

Employee Name: DARUCA, TEODORA C.

Date of Application: 2021-01-22

ID Nbr.: 1645

Leave Comment:

Status: New

Remarks:

Leave Type: **Others**

Leave Sub-Type: Select Here

Leave Credits/Balance as of 2021-01-04

	VL	SL	SP	FL
Current Bal	97.87	173.4	0	0
Less this leave	0	0	0	0
Leave Bal	97.878	173.458	0.000	0.000

\* Close    Submit All    Save

Fri Sat

31	New Year's Day	1	2
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31
4	5	6	7

# • Paternity Leave

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

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

Add New Record

Leave Info. Date Breakdown

Application Nbr.: 00000016   Date of Application: 2021-01-22

Employee Name: DARUCA, TEODORA C.   ID Nbr.: 1645

Leave Comment:   Status: New

Remarks:

Leave Type: **Paternity Leave**   Leave Sub-Type: Select Here

Leave Credits/Balance as of 2021-01-04

	VL	SL	SP	FL
Current Bal	97.87	173.4	0	0
Less this leave	0	0	0	0
Leave Bal	97.878	173.458	0.000	0.000

**Apply**

Fri Sat

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

**Close**   **Submit All**   **Save**

TEODORA DARUCA

- 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

# • Parental Leave (Solo Parent)

The screenshot shows a web-based HRIS application interface. At the top, there are four tabs: "HRIS - Online Recruitment", "HRIS-eSelfService", "HRIS", and "HRIS ePayroll". The "HRIS-eSelfService" tab is active. Below the tabs, the URL is displayed as "192.168.6.80:289/cSSLeaveAppl". The main content area has a sidebar on the left with various menu items like "My Favorites", "About Me", "My Applications", and "Leave Application". A modal window titled "Add New Record" is open in the center. The "Leave Info." tab is selected. Inside the modal, there are fields for "Application Nbr." (00000016), "Employee Name" (DARUCA, TEODORA C.), "Date of Application" (2021-01-22), "ID Nbr." (1645), and "Status" (New). The "Leave Type" dropdown is set to "Parental Leave (Solo Parent)" (highlighted with a red box). The "Leave Sub-Type" dropdown is set to "Select Here". To the right of these fields is a "Leave Credits/Balance as of" section with a date of 2021-01-04. It shows current balances for VL (97.87), SL (173.4), SP (0), and FL (0). The "Less this leave" section shows values of 0 for all categories. The "Leave Bal" section shows updated balances: 97.878 for VL, 173.458 for SL, and 0.000 for both SP and FL. At the bottom of the modal are three buttons: "Close", "Submit All", and "Save". On the right side of the screen, there is a calendar view showing the month of January 2021, with specific days highlighted in pink.

Add New Record

Leave Info. Date Breakdown

Application Nbr.: 00000016

Employee Name: DARUCA, TEODORA C.

Leave Comment:

Remarks:

Date of Application: 2021-01-22

ID Nbr.: 1645

Status: New

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	97.87	173.4	0	0
Less this leave	0	0	0	0
Leave Bal	97.878	173.458	0.000	0.000

Close Submit All Save

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 leave management. The main window title is "Add New Record". The left sidebar lists various user navigation options such as "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 form is titled "Leave Info." and includes fields for "Application Nbr.", "Employee Name", "Leave Comment", "Remarks", "Date of Application", "ID Nbr.", and "Status". Below these, the "Leave Type" field is set to "Sick Leave" (highlighted with a red box). The "Leave Sub-Type" dropdown shows "Select Here" with two options: "Out Patient" (selected, indicated by a checked checkbox) and "In Hospital" (unchecked). To the right of the form is a "Leave Credits/Balance as of 2021-01-04" table:

	VL	SL	SP	FL
Current Bal	97.87	173.4	0	0
Less this leave	0	0	0	0
Leave Bal	97.878	173.458	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 dates from January 1 to January 31, 2021.

# • Special Privilege Leave

The screenshot shows a web-based HRIS application interface. At the top, there are four tabs: 'HRIS - Online Recruitment', 'HRIS-eSelfService', 'HRIS', and 'HRIS ePayroll'. The 'HRIS-eSelfService' tab is active, and the URL in the address bar is `192.168.6.80:289/cSSLeaveAppl`. The main content area displays a modal dialog titled 'Add New Record'.

The dialog has two tabs: 'Leave Info.' (selected) and 'Date Breakdown'. The 'Leave Info.' tab contains the following fields:

- Application Nbr.: 00000016
- Date of Application: 2021-01-22
- Employee Name: DARUCA, TEODORA C.
- ID Nbr.: 1645
- Leave Comment: (empty)
- Status: New
- Remarks: (empty)
- Leave Type: Special Privilege Leave (highlighted with a red box)
- Leave Sub-Type: Select Here

To the right of the leave type dropdown is a 'Leave Credits/Balance as of' section with a date of 2021-01-04. It includes a table showing current balances and leave taken for VL, SL, SP, and FL categories.

	VL	SL	SP	FL
Current Bal	97.87	173.4	0	0
Less this leave	0	0	0	0
Leave Bal	97.878	173.458	0.000	0.000

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

The left sidebar shows a navigation menu for the user 'TEODORA DARUCA', including links for My Favorites, About Me, My Applications (Authorization Slip AS, Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application), My Other Applications, My Reports, and My Documents Tracking. A calendar view for January 2021 is also visible on the right side of the sidebar.

# • Terminal Leave

HRIS - Online Recruitment    HRIS-eSelfService    HRIS    HRIS ePayroll

192.168.6.80:289/cSSLeaveAppl

TEODORA DARUCA

Add New Record

Leave Info. Date Breakdown

Application Nbr.:	00000016	Date of Application:	2021-01-22
Employee Name:	DARUCA, TEODORA C.	ID Nbr.:	1645
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	97.87	173.4	0	0
Less this leave	0	0	0	0
Leave Bal	97.878	173.458	0.000	0.000

Calendars for January 2021:

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

- **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 "Add New Record" dialog for a leave application.

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

**Leave Info. Tab:**

- Application Nbr.: 00000016
- Date of Application: 2021-01-22
- Employee Name: DARUCA, TEODORA C.
- ID Nbr.: 1645
- Status: New
- Leave Type: Vacation Leave
- Leave Sub-Type: Select Here
- Remarks: (empty)

**Date Breakdown Tab:**

- Leave Credits/Balance as of: 2021-01-04
- Leave Type Codes: VL, SL, SP, FL
- Current Bal: 97.87 173.4 0 0
- Less this leave: 0 0 0 0
- Leave Bal: 97.878 173.458 0.000 0.000

**Leave Sub-Type Selection:** The "Select Here" dropdown is open, showing two options: "Within the Philippine" (checked) and "Abroad". Both options are enclosed in a red box.

**Buttons at the bottom:**

- x Close
- Submit All
- Save

**Background:** A calendar view for January 2021 is visible in the background, showing days from 1 to 31. Specific dates like "New Year's Day" on January 1st are highlighted.

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

The screenshot shows a web-based application interface for leave management. The main window is titled "Add New Record" and contains several input fields:

- Leave Info.** (Tab selected)
- Date Breakdown** (Tab)

Fields in the "Leave Info." tab:

- Application Nbr.:** 00000016
- Date of Application:** 2021-01-22
- Employee Name:** DARUCA, TEODORA C.
- ID Nbr.:** 1645
- Leave Comment:** (Empty text area)
- Status:** New
- Remarks:** (Empty text area)

Below these fields is a section for "Leave Type" and "Leave Sub-Type", both of which have dropdown menus. The "Leave Type" dropdown is highlighted with a red border and contains the text "Select Here". A red box surrounds this dropdown, and a red text overlay "Required Field!" is positioned below it.

On the right side of the "Leave Info." tab, there is a "Leave Credits/Balance as of" section showing the following table:

	VL	SL	SP	FL
Current Bal	97.87	173.4	0	0
Less this leave	0	0	0	0
Leave Bal	97.878	173.458	0.000	0.000

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

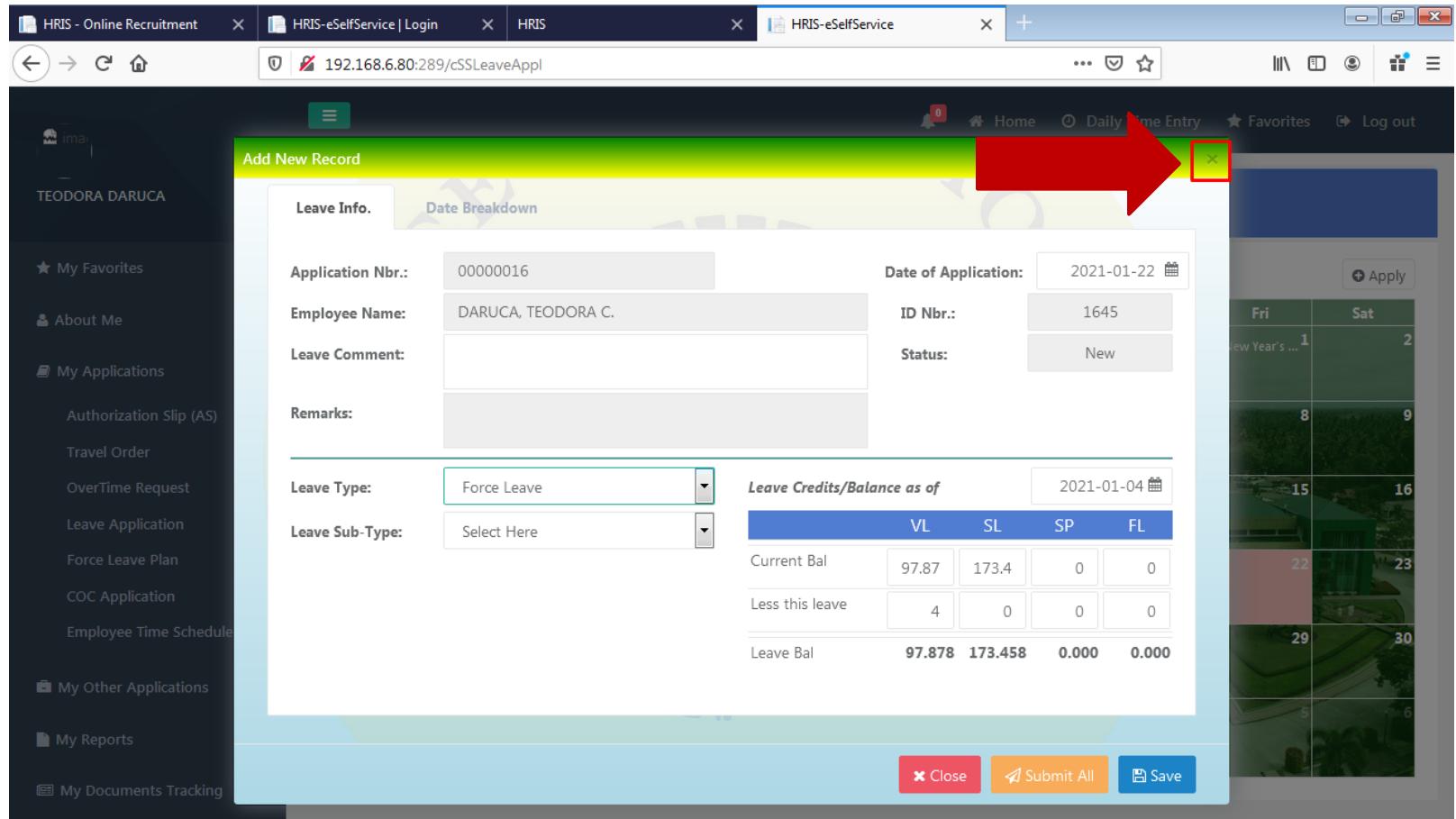
The left sidebar shows the user's profile: TEODORA DARUCA, and a menu with links like "My Favorites", "About Me", "My Applications", etc. The right sidebar displays a calendar for January 2021, with specific days highlighted in green (1, 2, 16, 17, 29, 30) and others in grey or white.

## **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 leave, monetization leave, others, paternity leave, parental leave , sick leave , special privilege leave , terminal leave 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.**

The screenshot shows a web-based application interface for leave management. The main window is titled "Add New Record" and contains two tabs: "Leave Info." and "Date Breakdown".

**Leave Info. Tab:**

- Application Nbr.: 00000016
- Date of Application: 2021-01-22
- Employee Name: DARUCA, TEODORA C.
- ID Nbr.: 1645
- Leave Comment: (empty)
- Status: New
- Remarks: (empty)
- Leave Type: Force Leave
- Leave Sub-Type: Select Here

**Date Breakdown Tab:**

- Leave Credits/Balance as of: 2021-01-04
- VL SL SP FL
- Current Bal: 97.87 173.4 0 0
- Less this leave: 4 0 0 0
- Leave Bal: 97.878 173.458 0.000 0.000

**Buttons at the bottom:**

- x Close
- Submit All
- Save

**Left Sidebar:**

- TEODORA DARUCA
- 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

**Right Sidebar:**

- Home Daily Time Entry Favorites Log out
- Apply
- Calender View (Week View)

- Step 6: Click save button if you want to save information.

The screenshot shows a web-based leave application system. On the left, a 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 main content area is titled "Add New Record" and contains two tabs: "Leave Info." (selected) and "Date Breakdown".

**Leave Info.**

- Application Nbr.: 00000017
- Date of Application: 2021-01-22
- Employee Name: DARUCA, TEODORA C.
- ID Nbr.: 1645
- Leave Comment: (empty)
- Status: New
- Remarks: (empty)

**Leave Type:** Select Here

**Leave Sub-Type:** Select Here

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

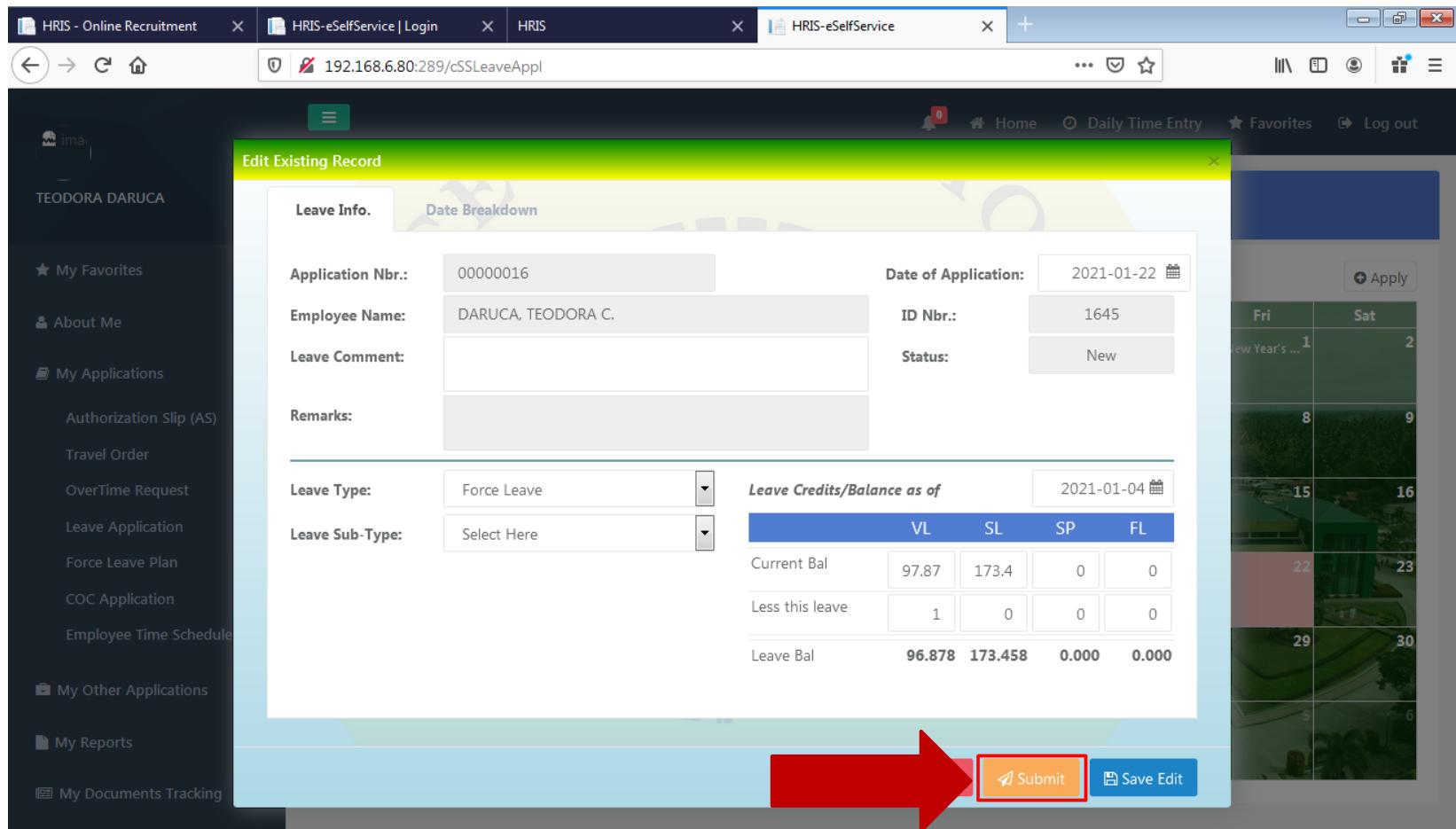
	VL	SL	SP	FL
Current Bal	97.87	173.4	0	0
Less this leave	0	0	0	0
Leave Bal	97.878	173.458	0.000	0.000

A large red arrow points to the "Save" button at the bottom right of the form, which is highlighted with a red box.

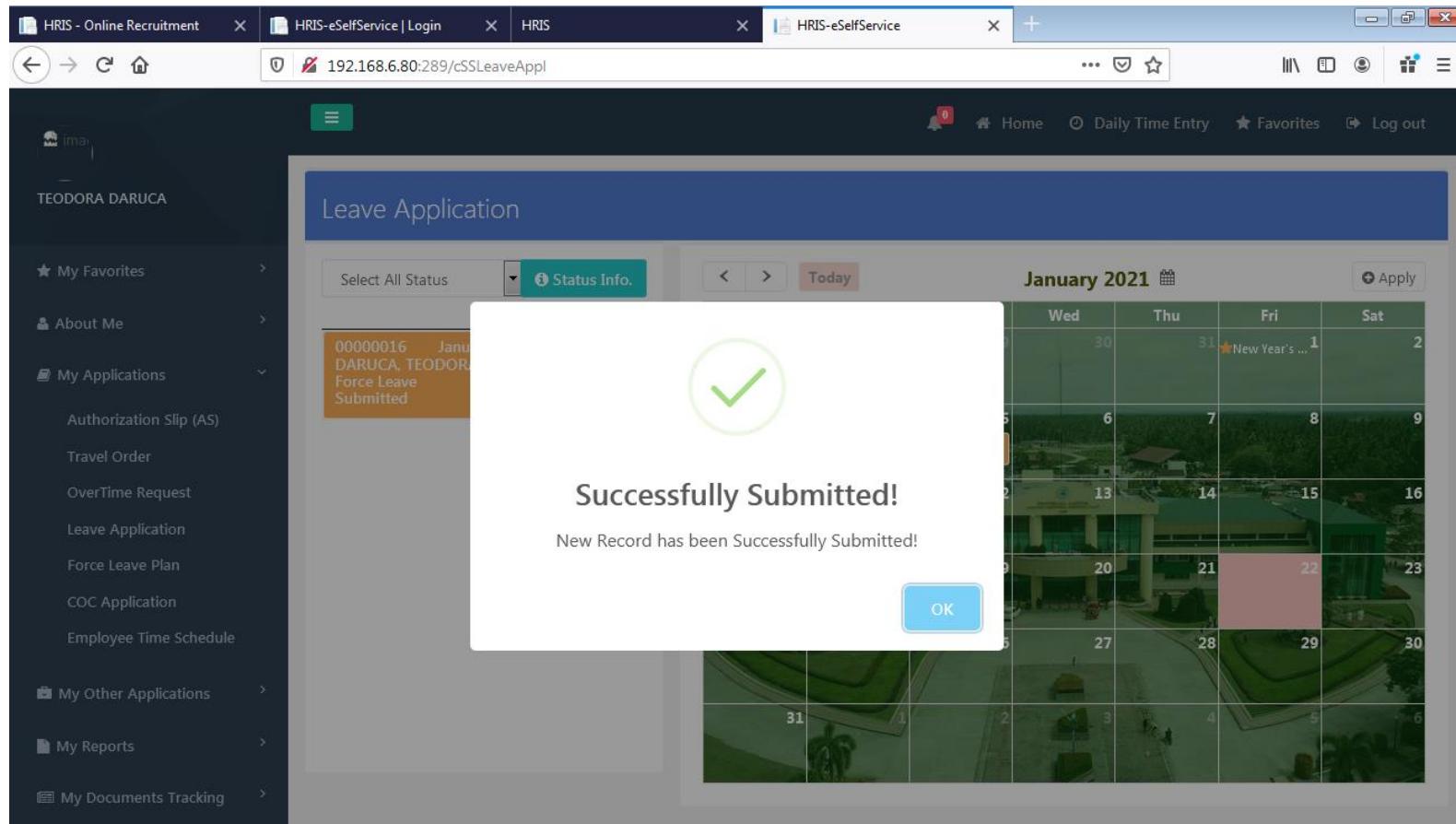
**Note:** A pop-up verification window will appear that your record has been successfully saved!

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 is titled 'Leave Application' and shows a list of leave requests for 'BASCO, DINAH LYNN I.' with IDs 00000010, 00000009, 00000008, and 00000007, all marked as 'New' and 'Force Leave'. A large green checkmark icon and the message 'Your record has been Successfully Saved!' are displayed over the list. To the right, a calendar for January 2021 shows dates from 30 to 31, with specific leave types like 'Sick Leave', 'Force Leave', and 'New Year's ...' highlighted. An 'OK' button is visible at the bottom of the message box.

**Step 7:** If you want to submit application click submit button to submit information.



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



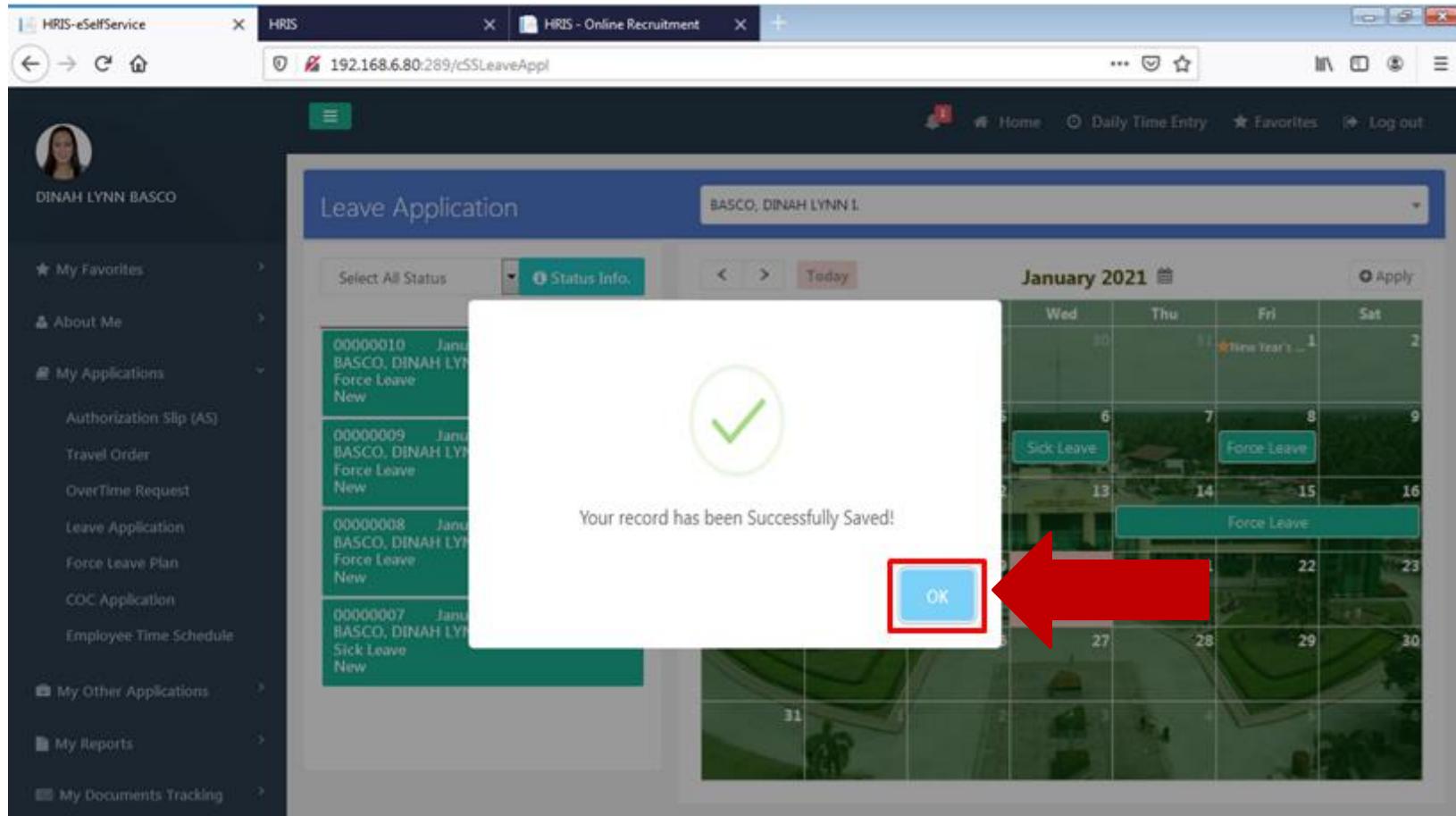
## Note:

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.

## **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.



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

The screenshot shows a web-based HRIS application interface. At the top, there are four tabs: "HRIS - Online Recruitment", "HRIS-eSelfService | Login", "HRIS", and "HRIS-eSelfService". The current page is "HRIS-eSelfService". The URL in the address bar is "192.168.6.80:289/cSSLeaveAppl".

The main content area is titled "Add New Record" and contains a "Leave Info." section with fields for "Date From" and "Date To", and a "Day Equivalent" section. Below these is a table grid with the following data:

DATE FROM	DATE TO	DAY EQUIVALENT	TOTAL EQUIVALENT	ACTIONS
2021-01-01	2021-01-01	1	1	
2021-01-02	2021-01-02	1	1	

At the bottom of the dialog are buttons for "Close", "Submit All", and "Save".

The left sidebar, titled "TEODORA DARUCA", lists the following 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
- My Documents Tracking

HRIS - Online Recruitment    HRIS-eSelfService | Login    HRIS    HRIS-eSelfService

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
2021-01-01	2021-01-01	1	1	<input type="checkbox"/> <input type="button"/>
2021-01-02	2021-01-02	1	1	<input type="checkbox"/> <input type="button"/>

Fri Sat

New Year's ... 1 2

8 9

15 16

22 23

29 30

5 6

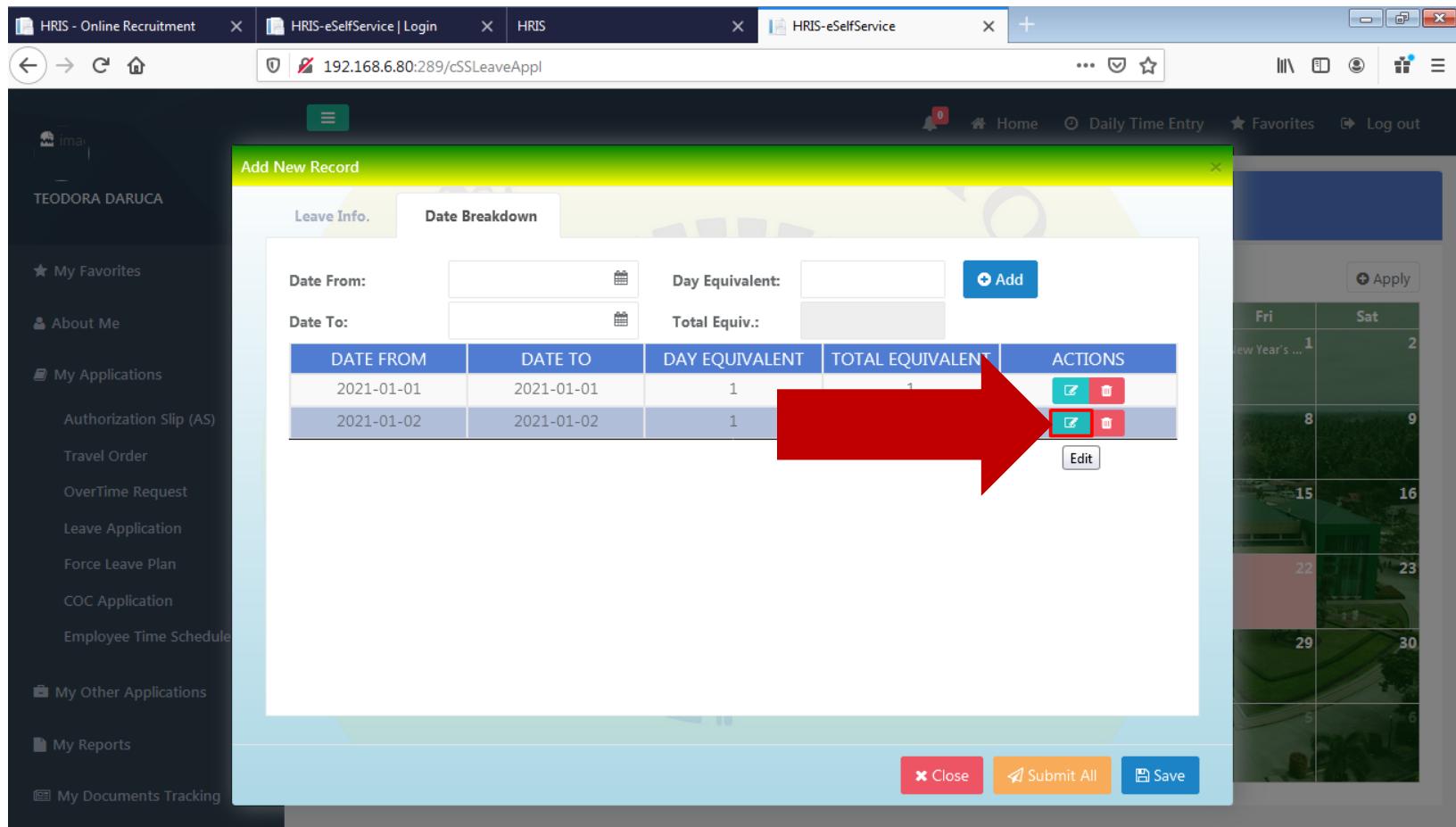
Close Submit All Save

TEODORA DARUCA

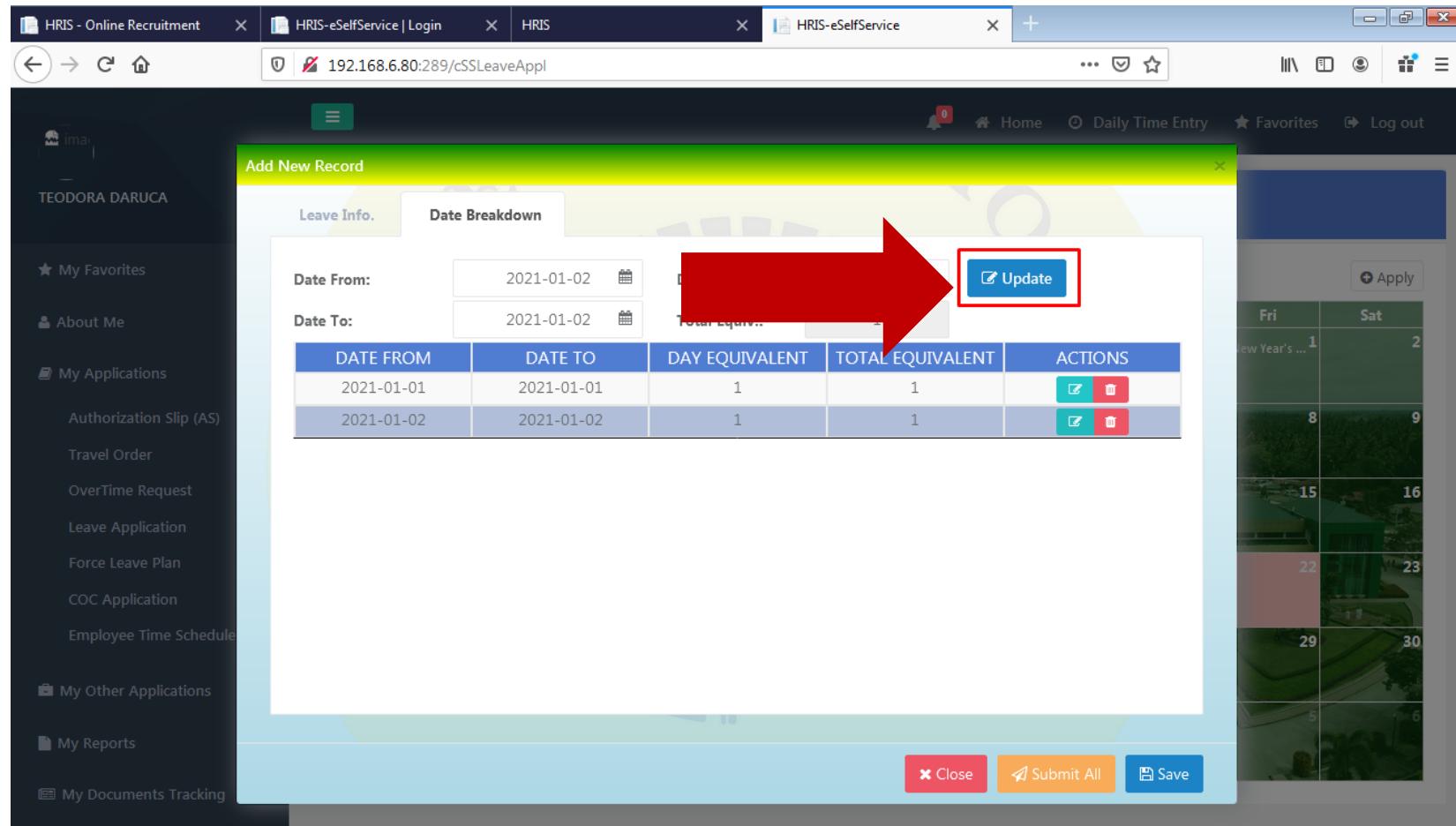
My Favorites About Me My Applications Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application Employee Time Schedule

My Other Applications My Reports My Documents Tracking

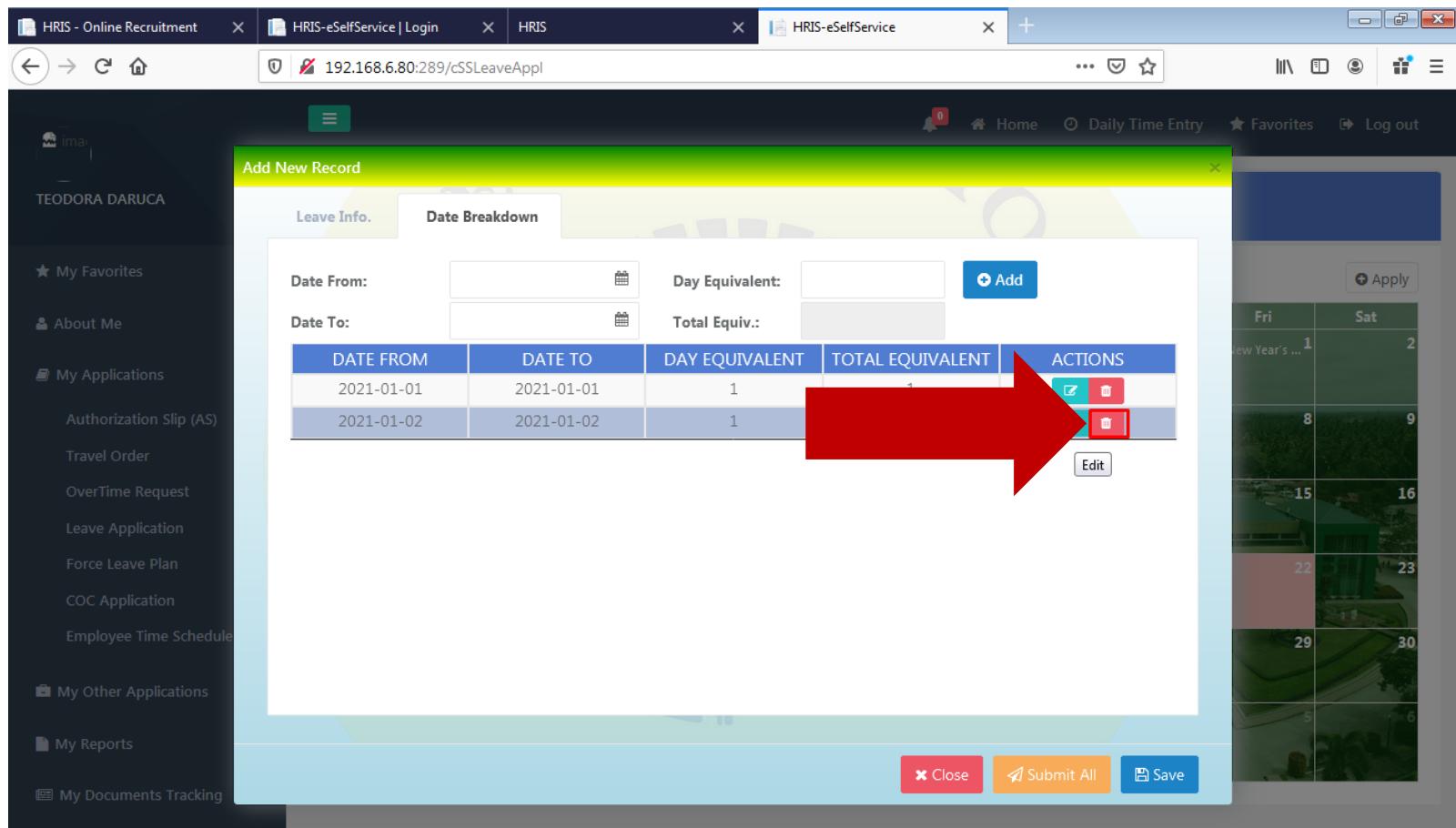
- **Step 10:** If you want to update information click **edit button** input needed information to update the record.



- Step 11: Click update button for you to update information.



- **Step 12:** If you want to delete information, **select information below**, click **delete button** information to delete the record.



HRIS - Online Recruitment    HRIS-eSelfService | Login    HRIS    HRIS-eSelfService

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
2021-01-01	2021-01-01	1	1	

Close Submit All Save

TEODORA DARUCA

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

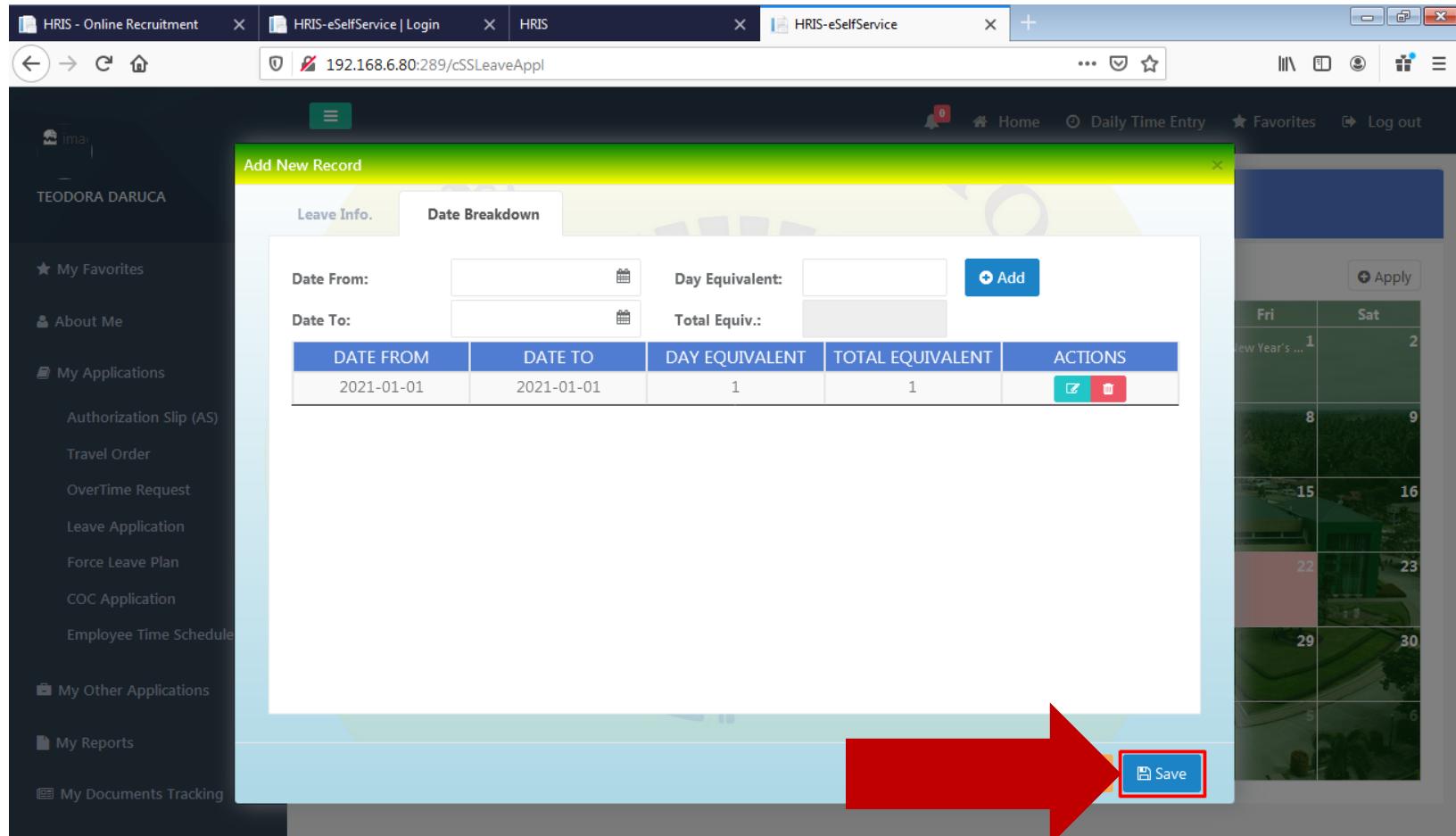
My Other Applications My Reports My Documents Tracking

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

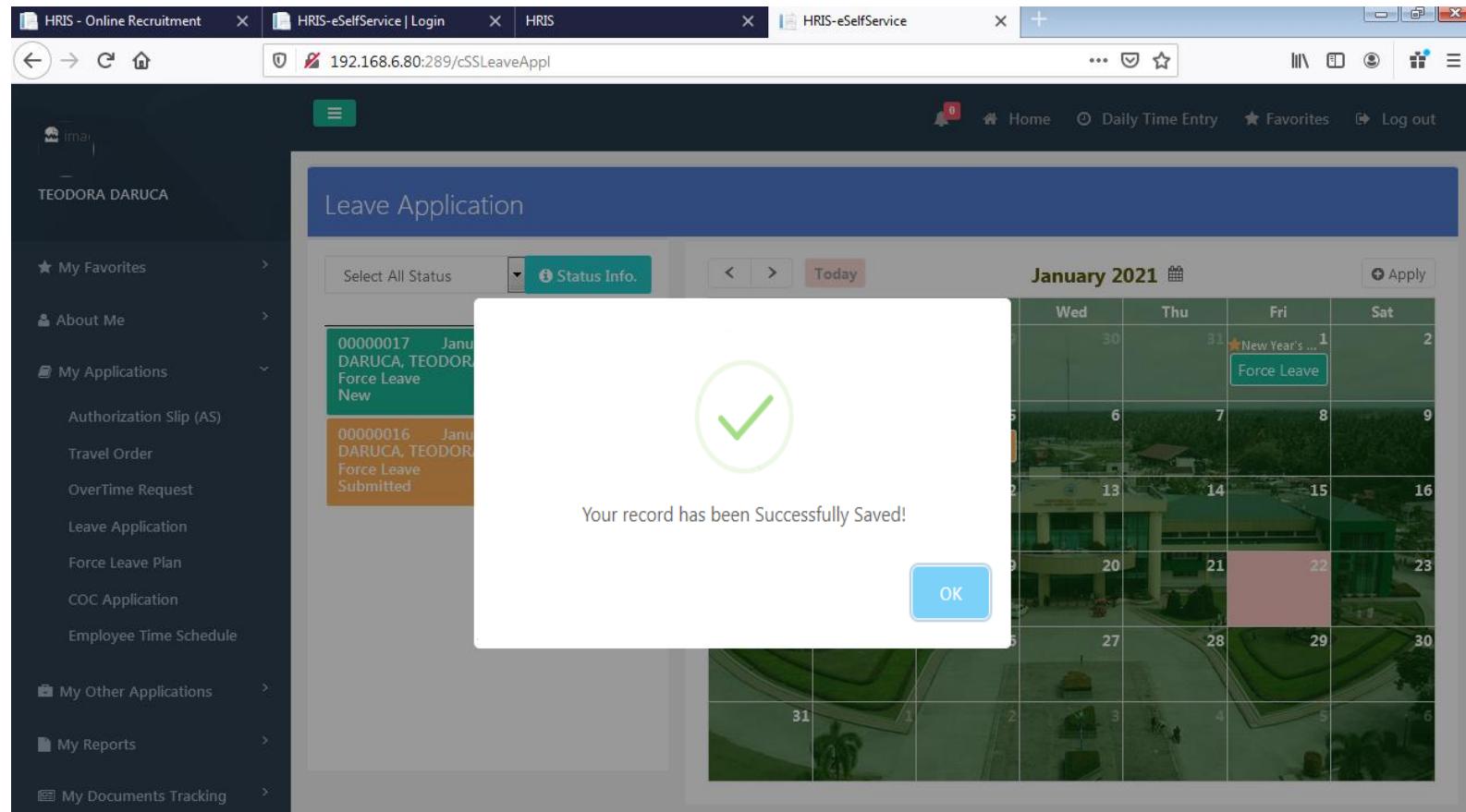
## **Note:**

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.

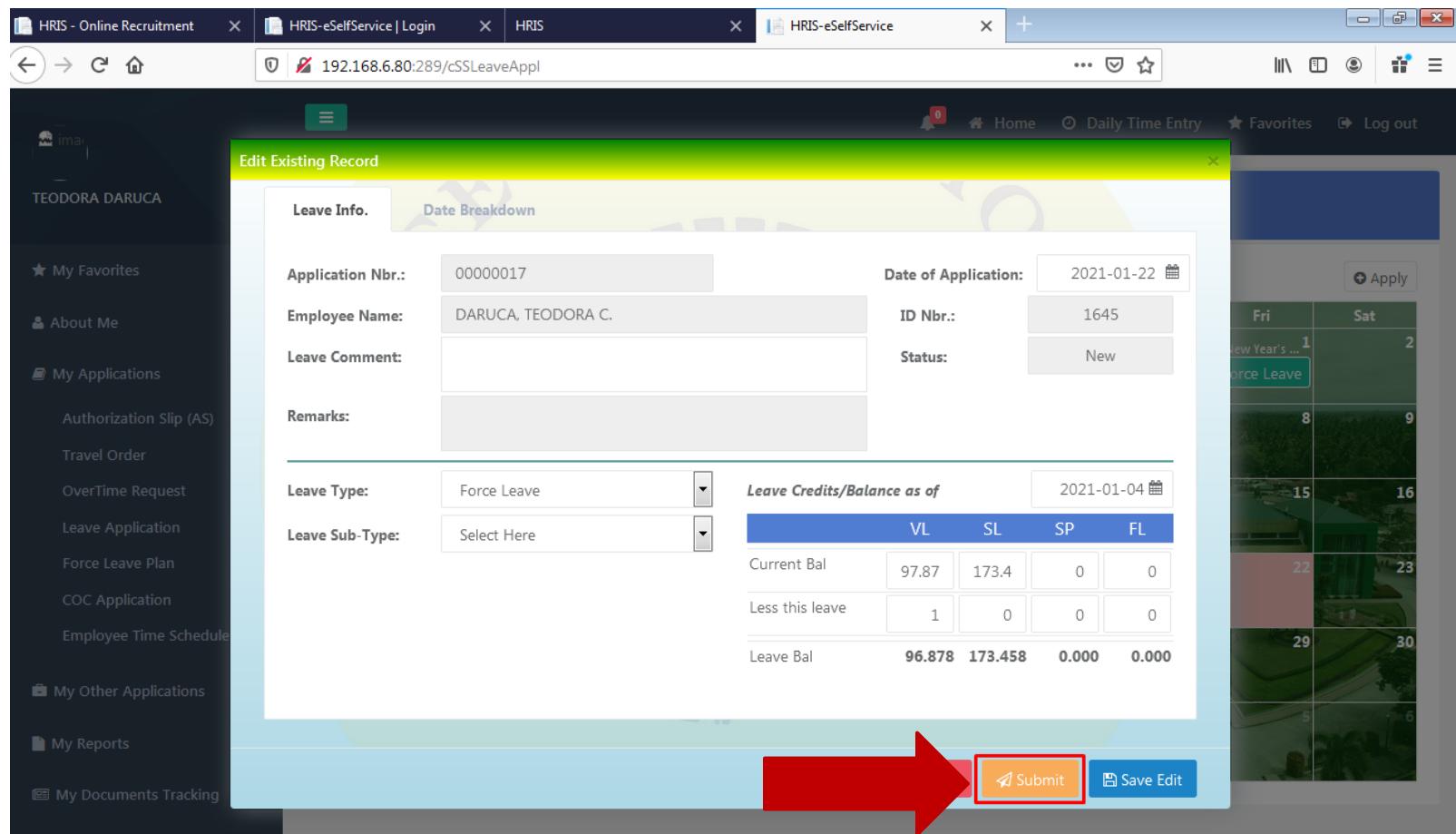
**Step 13: Click save button if you want to save information.**



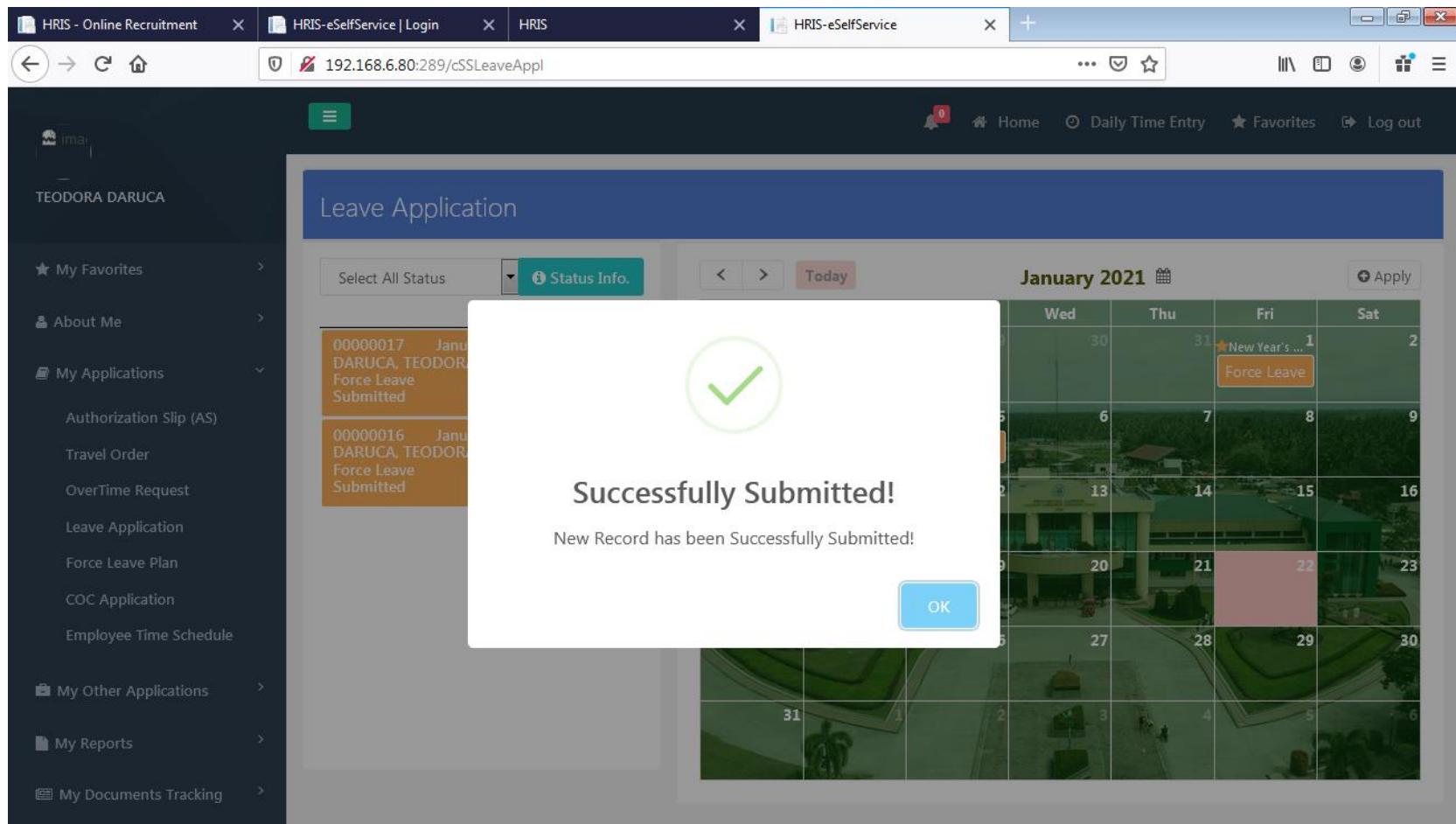
- **Note:** A pop-up verification window will appear that your record has been successfully saved!



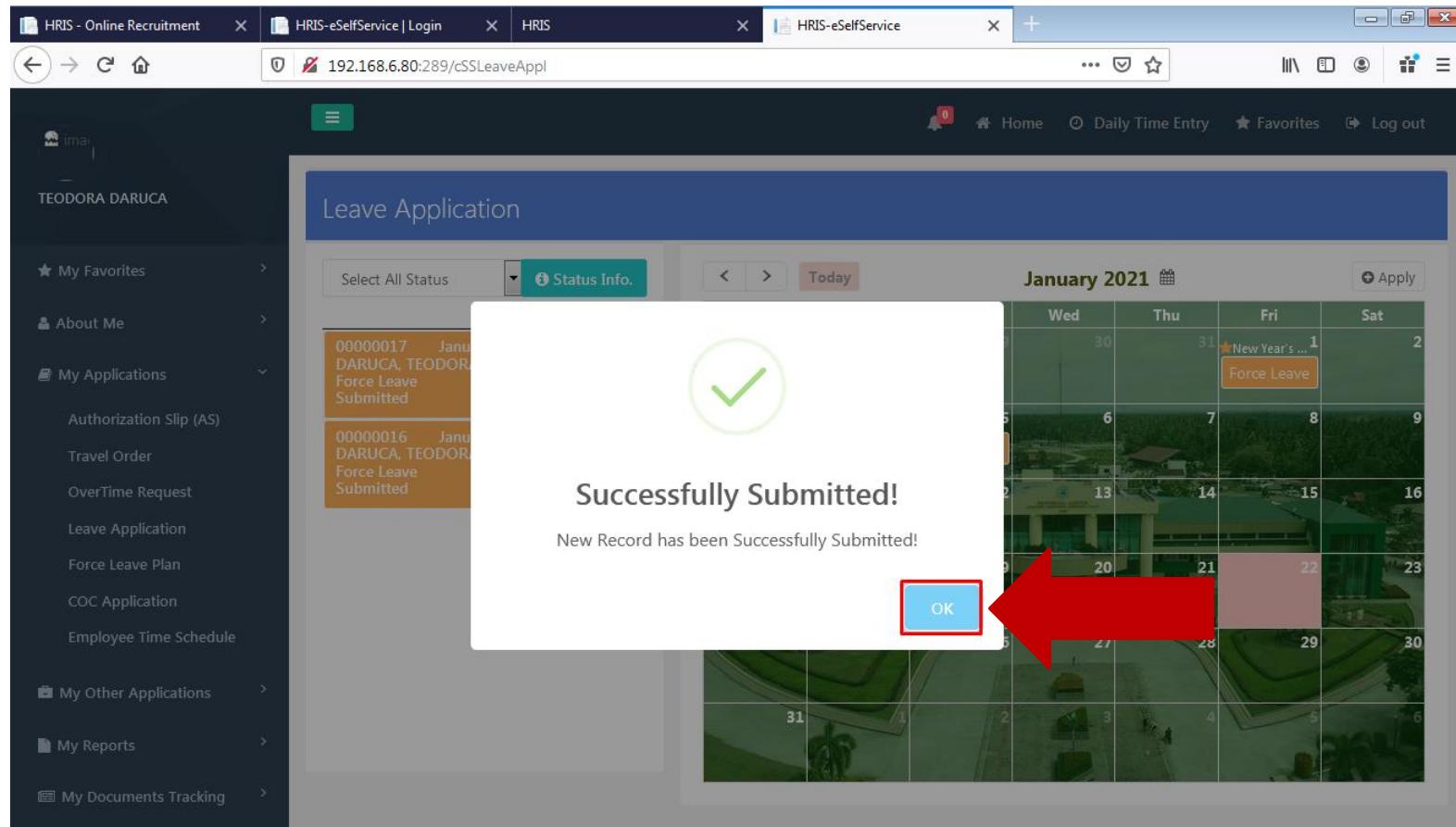
**Step 14:** If you want to submit application click submit button to submit information.



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



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



HRIS - Online Recruitment | HRIS-eSelfService | Login | HRIS | HRIS-eSelfService | 192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

## Leave Application

Select All Status Status Info.

00000017	January 1, 2021...
DARUCA, TEODORA C.	Force Leave
Submitted	

00000016	January 5, 2021...
DARUCA, TEODORA C.	Force Leave
Submitted	

January 2021

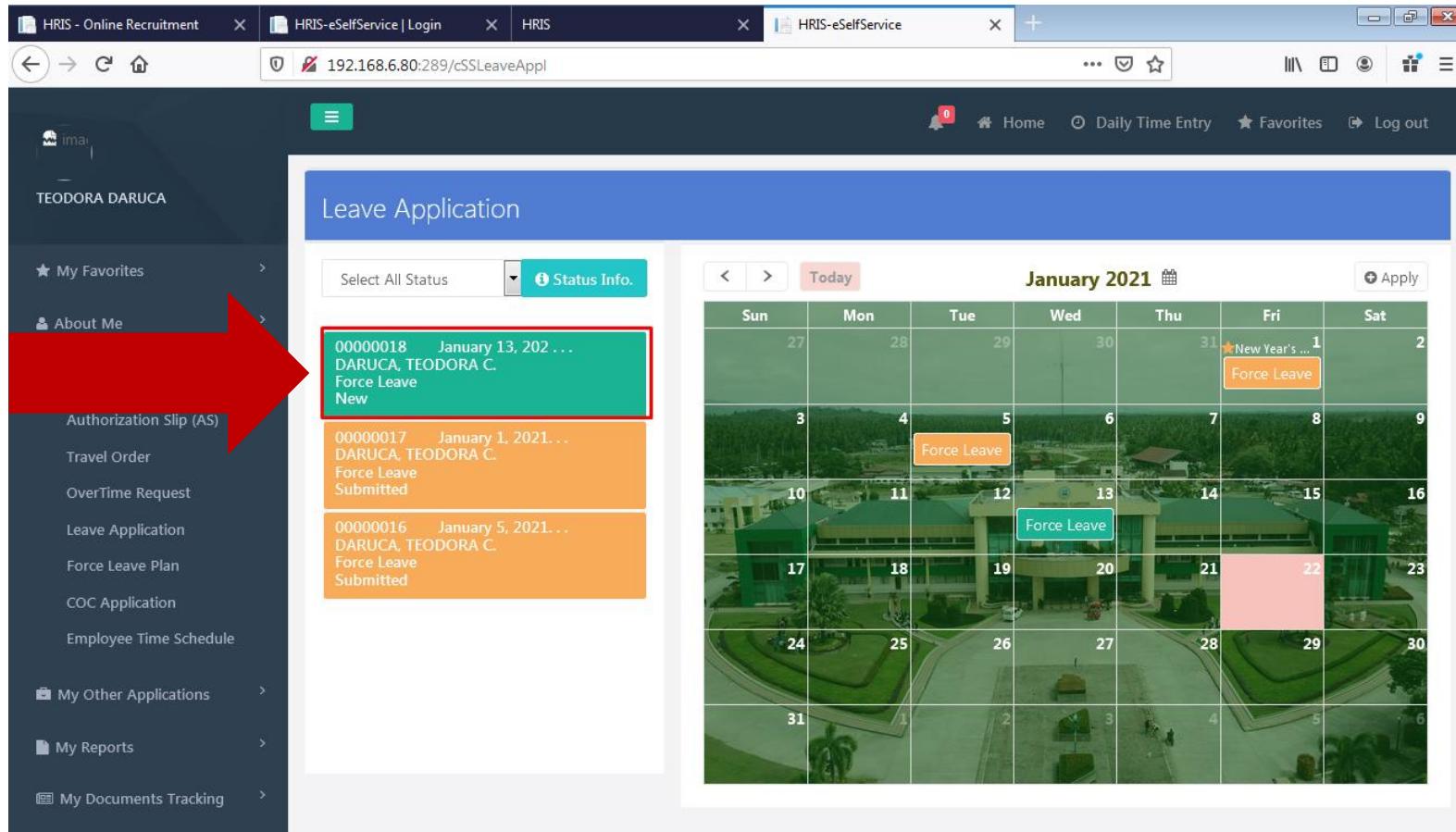
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	New Year's ... 1 Force Leave	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

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.



The screenshot shows the HRIS-eSelfService application interface. On the left, there is a vertical sidebar with various menu items. A large red arrow points from this sidebar to the list of leave applications on the right. The list contains three items, each with a small image, a reference number, a date, and a status. The top item is highlighted with a red box. To the right of the list is a calendar for January 2021, showing several days off marked with colored boxes (orange and green) and labels like 'Force Leave' and 'Submitted'.

Reference No.	Date	Status
00000018	January 13, 2021	Force Leave New
00000017	January 1, 2021	Force Leave Submitted
00000016	January 5, 2021	Force Leave Submitted

HRIS - Online Recruitment    HRIS-eSelfService | Login    HRIS    HRIS-eSelfService

192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

TEODORA DARUCA

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

Select All Status Status Info.

00000018 January 13, 202... DARUCA, TEODORA C. Force Leave New

Edit 2021...  
Delete  
Print Permission Form 2021...

DARUCA, TEODORA C. Force Leave Submitted

January 2021

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

Force Leave

Force Leave

Force Leave

Force Leave

- 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.

HRIS - Online Recruitment    HRIS-eSelfService | Login    HRIS    192.168.6.80:289/cSSLeaveAppl

TEODORA DARUCA

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

Select All Status    Status Info.

00000018    January 13, 2021...  
DARUCA, TEODORA C.  
Force Leave  
New

Edit    2021...

Delete

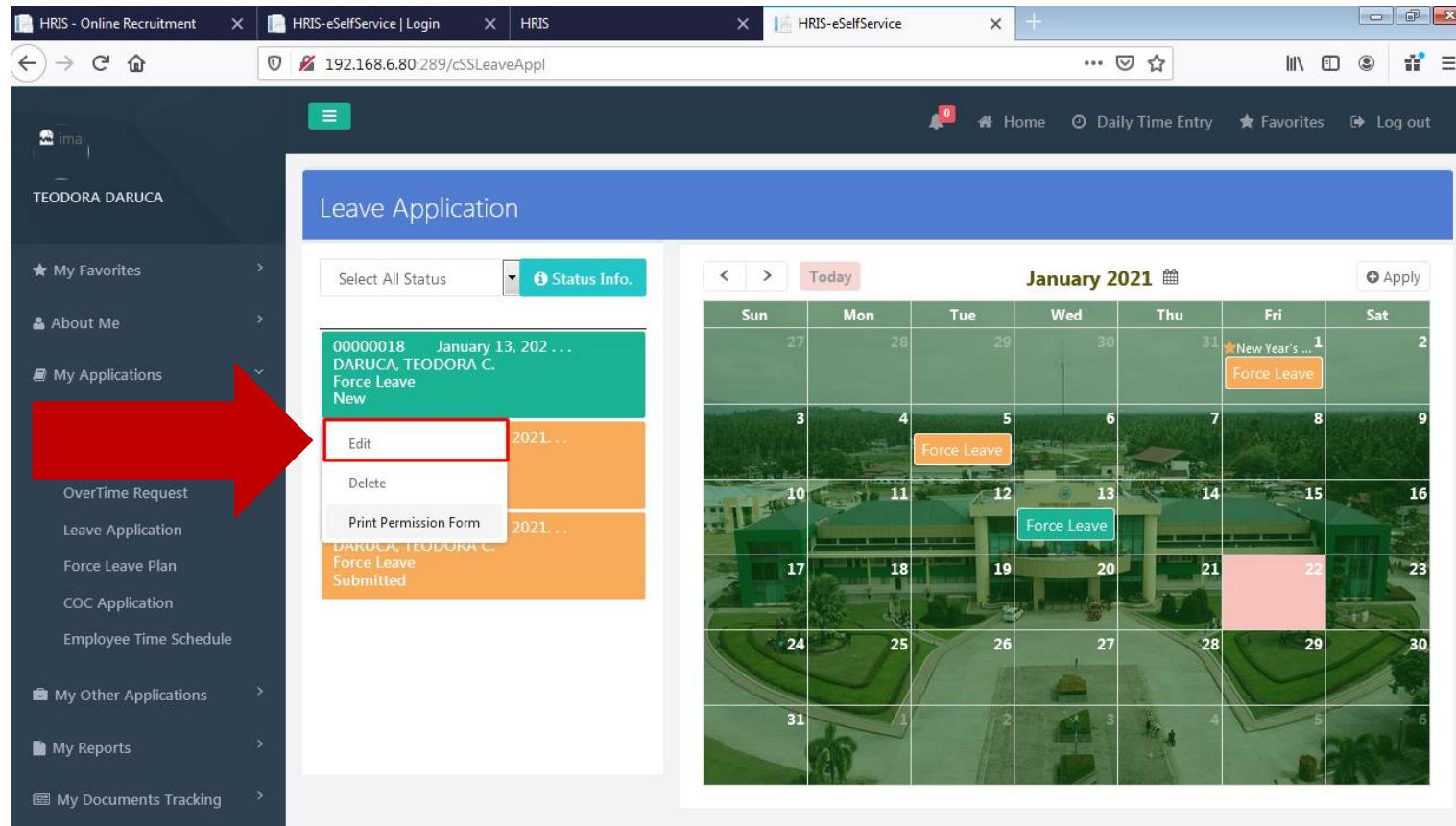
Print Permission Form    2021...

DARUCA, TEODORA C.  
Force Leave  
Submitted

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1 New Year's ... Force Leave	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

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



HRIS - Online Recruitment    HRIS-eSelfService | Login    HRIS    HRIS-eSelfService

192.168.6.80:289/cSSLeaveAppl

Edit Existing Record

Leave Info. Date Breakdown

Application Nbr.:	00000018	Date of Application:	2021-01-22			
Employee Name:	DARUCA, TEODORA C.	ID Nbr.:	1645			
Leave Comment:		Status:	New			
Remarks:						
Leave Type:	Force Leave	Leave Credits/Balance as of 2021-01-04				
Leave Sub-Type:	Select Here	VL	SL	SP	FL	
		Current Bal	97.87	173.4	0	0
		Less this leave	1	0	0	0
		Leave Bal	96.878	173.458	0.000	0.000

**Force Leave**

Leave Credits/Balance as of 2021-01-04

	VL	SL	SP	FL
Current Bal	97.87	173.4	0	0
Less this leave	1	0	0	0
Leave Bal	96.878	173.458	0.000	0.000

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

Home Daily Time Entry Favorites Log out

TEODORA DARUCA

- 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

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

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

HRIS - Online Recruitment    HRIS-eSelfService | Login    HRIS    HRIS-eSelfService

192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

TEODORA DARUCA

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.:	00000018	Date of Application:	2021-01-22
Employee Name:	DARUCA, TEODORA C.	ID Nbr.:	1645
Leave Comment:	New		
Remarks:			

Leave Type: Force Leave

Leave Sub-Type: Select Here

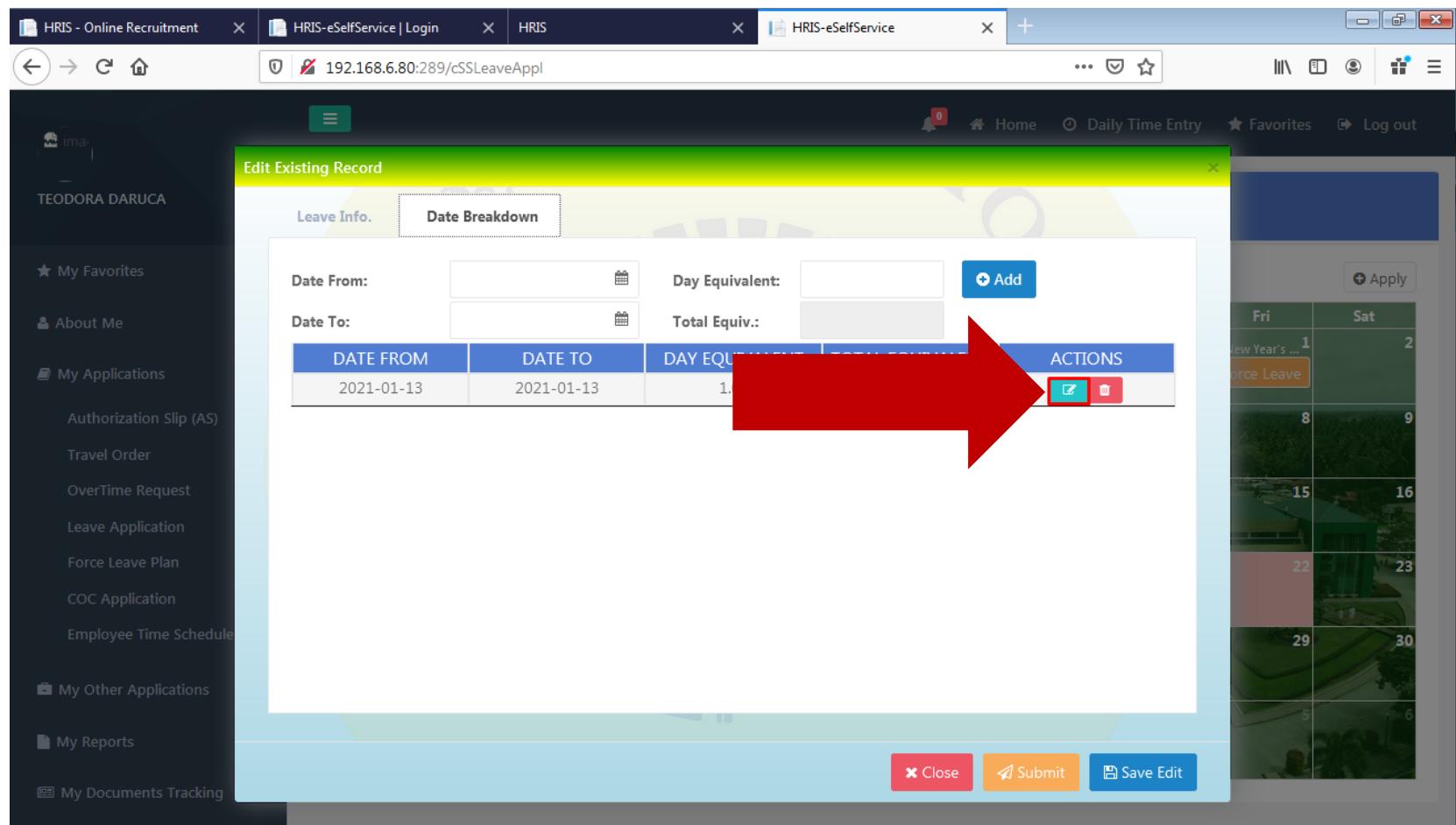
Force Leave
Maternity Leave
Monetization Leave
Others
Paternity Leave
Parental Leave (Solo Parent)
Sick Leave
Special Privilege Leave
Terminal Leave

Leave Credits/Balance as of 2021-01-04

	VL	SL	SP	FL
Current Bal	97.87	173.4	0	0
Less this leave	1	0	0	0
Leave Bal	<b>96.878</b>	<b>173.458</b>	<b>0.000</b>	<b>0.000</b>

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

**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, then click **update button**.



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

192.168.6.80:289/cSSLeaveAppl

TEODORA DARUCA

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: 2021-01-13

Day Equivalent: 1.00  Update

Date To: 2021-01-13

Total Equiv.: 1.00

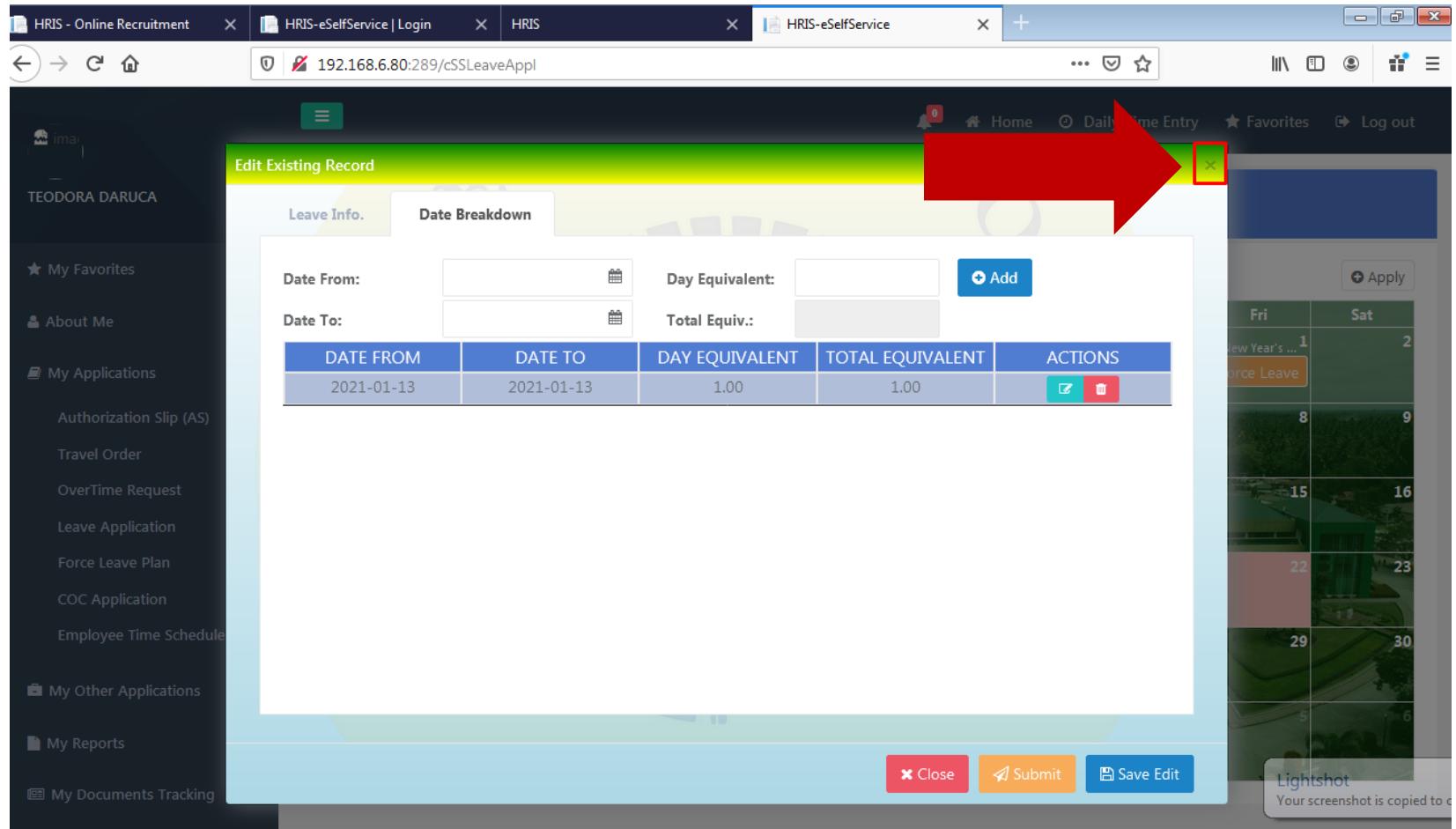
DATE FROM	DATE TO	DAY EQUIVALENT	TOTAL EQUIVALENT	ACTIONS
2021-01-13	2021-01-13	1.00	1.00	<input type="button"/> <input type="button"/>

Close  Submit  Save Edit

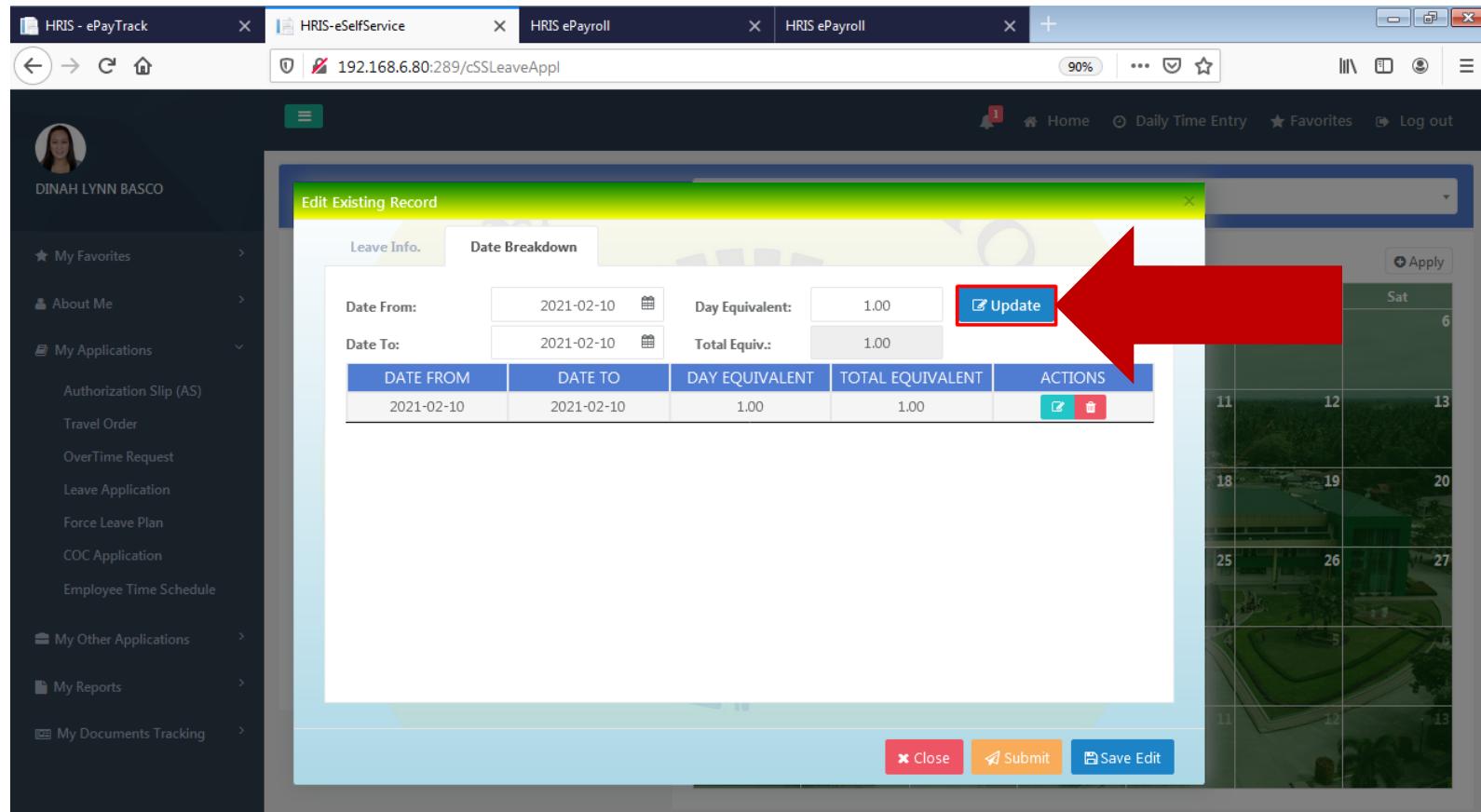
Fri Sat

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

- 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

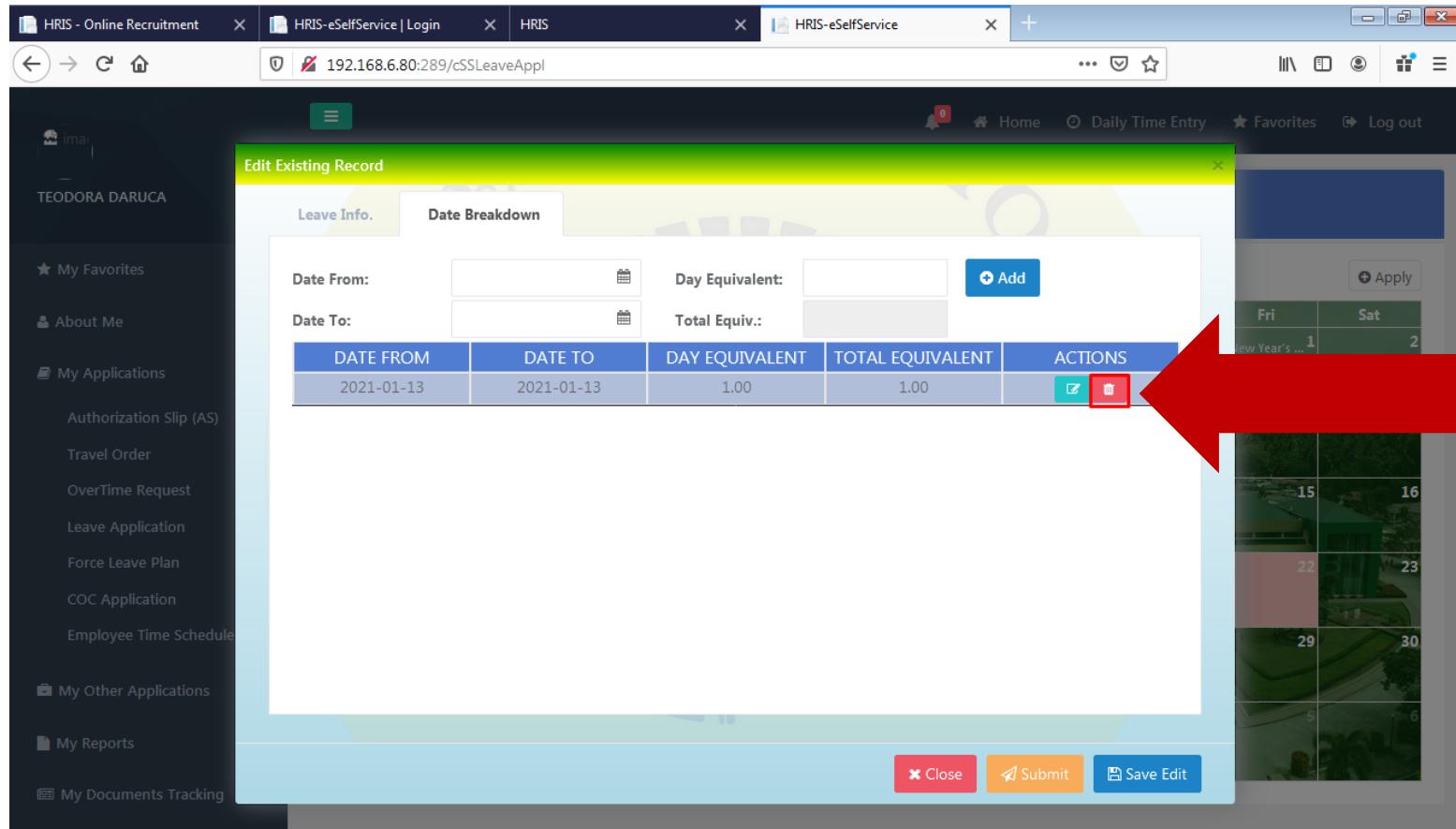
## **Note:**

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

192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

TEODORA DARUCA

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

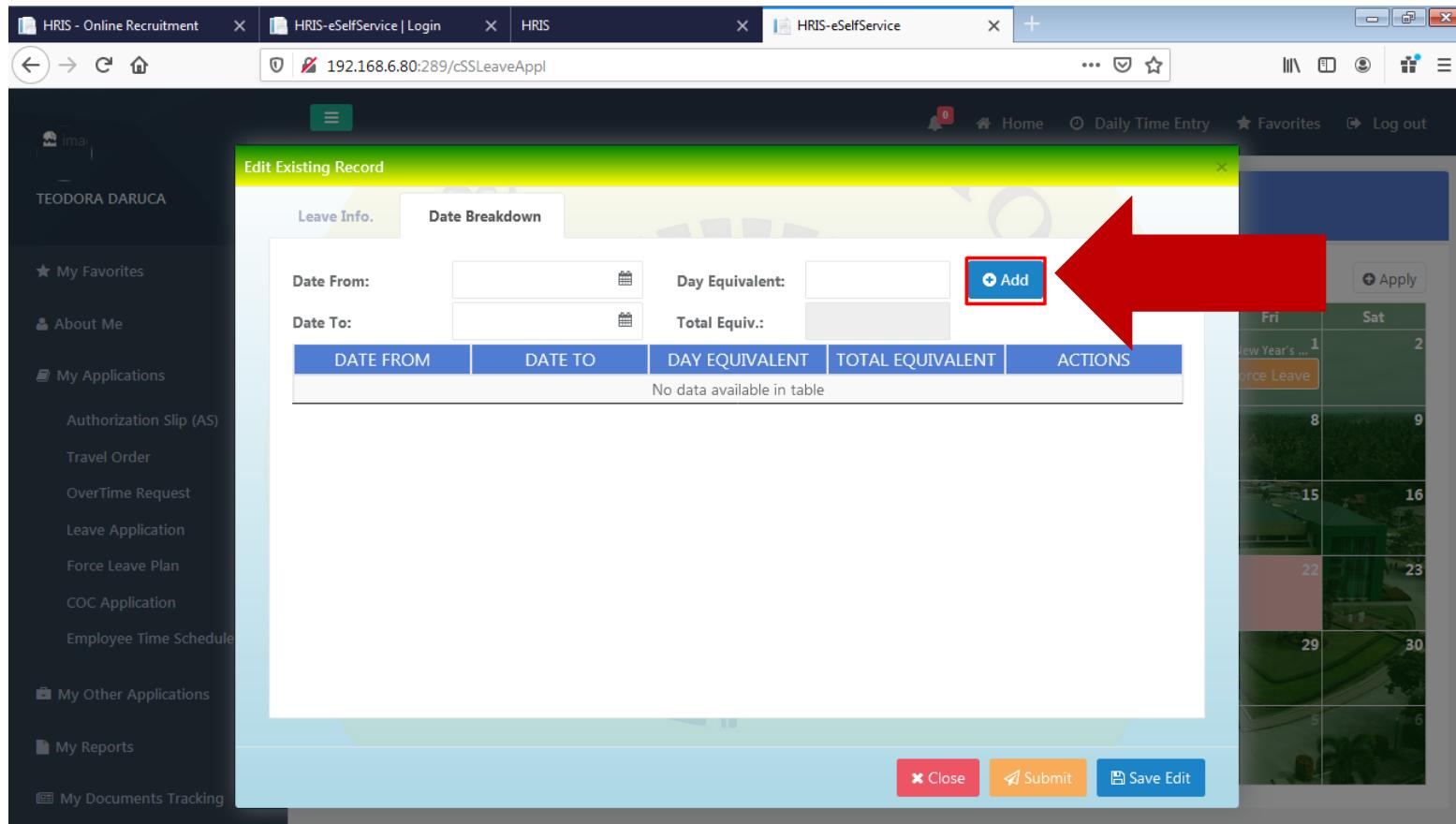
Date To:  Total Equiv.:

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

Fri Sat

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

- **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.



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

192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

TEODORA DARUCA

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

Lightshot Your screenshot is copied to c

Edit Existing Record

Leave Info. Date Breakdown

Date From: 2021-01-01 Day Equivalent:  Add

Date To: 2021-01-01 Total Equiv.:

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

Close Submit Save Edit

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

## **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-based application interface for leave management. At the top, there are several tabs: 'HRIS ePayroll', 'HRIS-eRSP', 'HRIS ePayroll', 'HRIS-eSelfService', 'HRIS', and 'HRIS-eSelfService'. The main window title is 'Add New Record' under the 'Leave Info.' tab. The 'Date Breakdown' tab is also visible. The form contains fields for 'Date From' (2021-01-01) and 'Day Equivalent' (1), with a red box highlighting the blue '+ Add' button to its right. Below this is a table with columns: DATE FROM, DATE TO, DAY EQUIVALENT, TOTAL EQUIVALENT, and ACTIONS. A message at the bottom of the table says 'No data available in table'. At the bottom of the dialog are buttons for 'Close', 'Submit All', and 'Save'. To the right of the dialog, a calendar view shows dates from January 1 to January 31, 2021. On the left side of the screen, a sidebar menu lists various HRIS services: 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 user's name, TEODORA DARUCA, is displayed at the top left of the sidebar.

HRIS ePayroll X | HRIS-eRSP X | HRIS ePayroll X | **HRIS-eSelfService** X | HRIS X | HRIS-eSelfService X +

192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

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
2021-01-14	2021-01-14	1	1	

Fri Sat

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

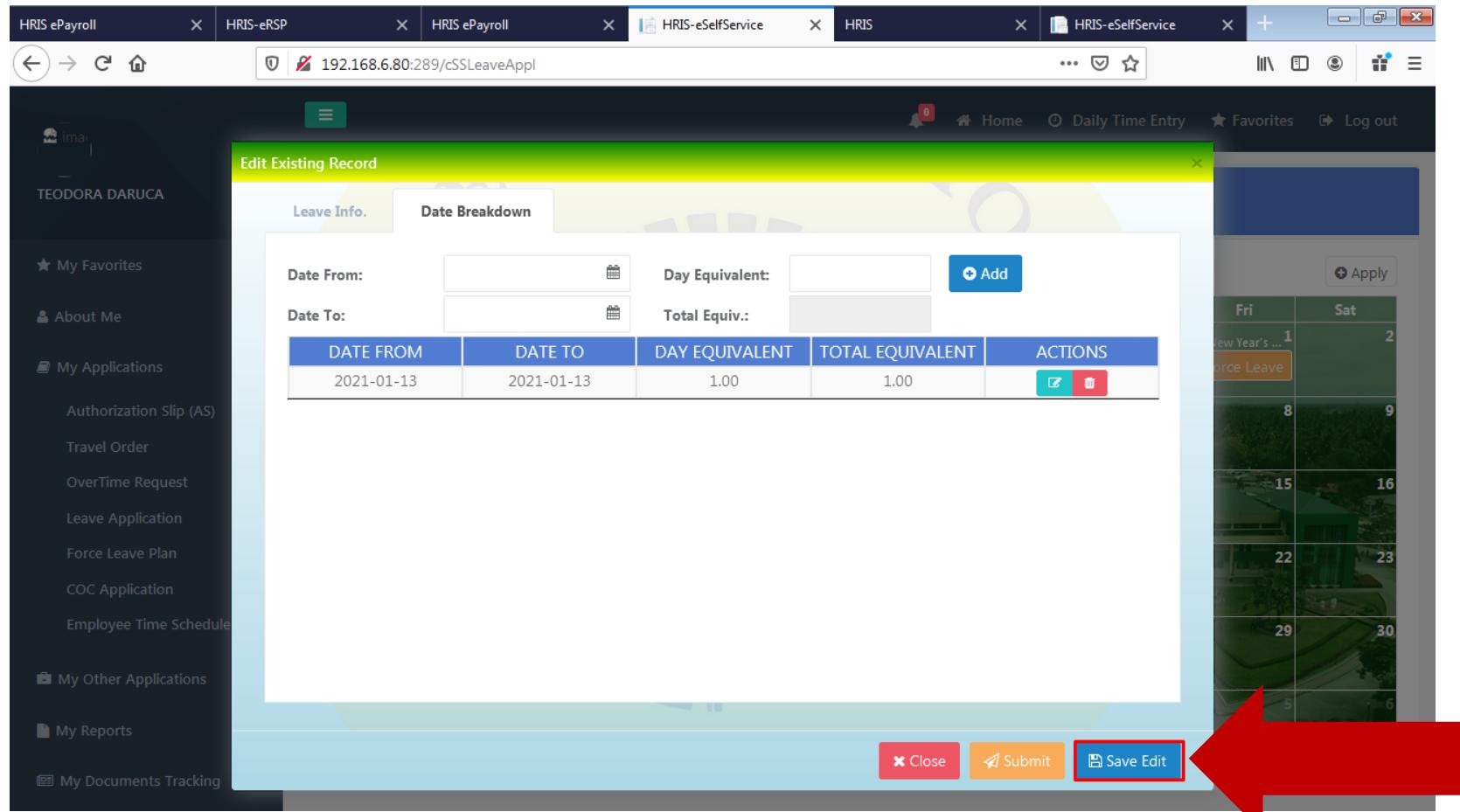
Close Submit All Save

TEODORA DARUCA

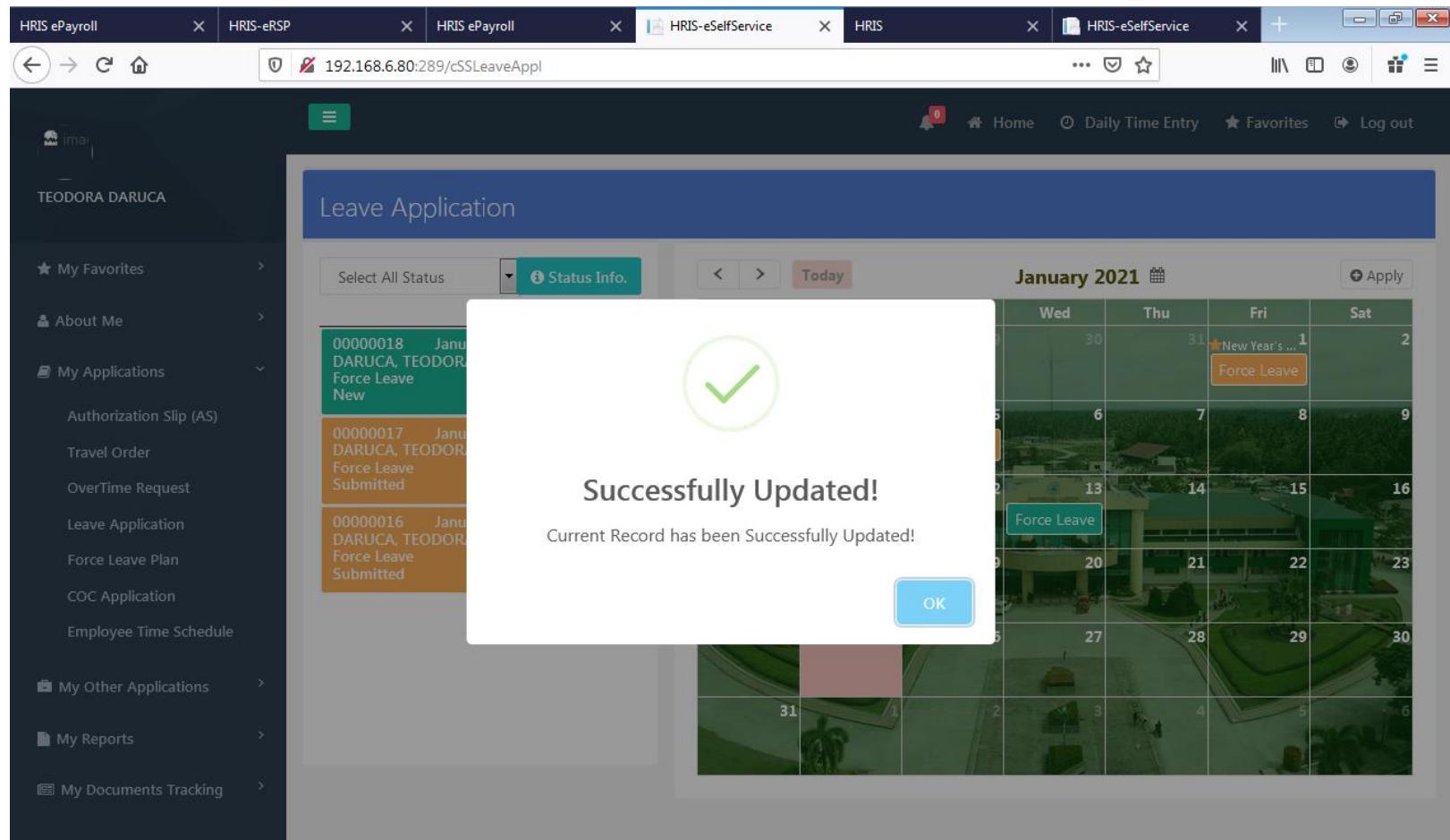
My Favorites About Me My Applications Authorization slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application Employee Time Schedule

My Other Applications My Reports My Documents Tracking

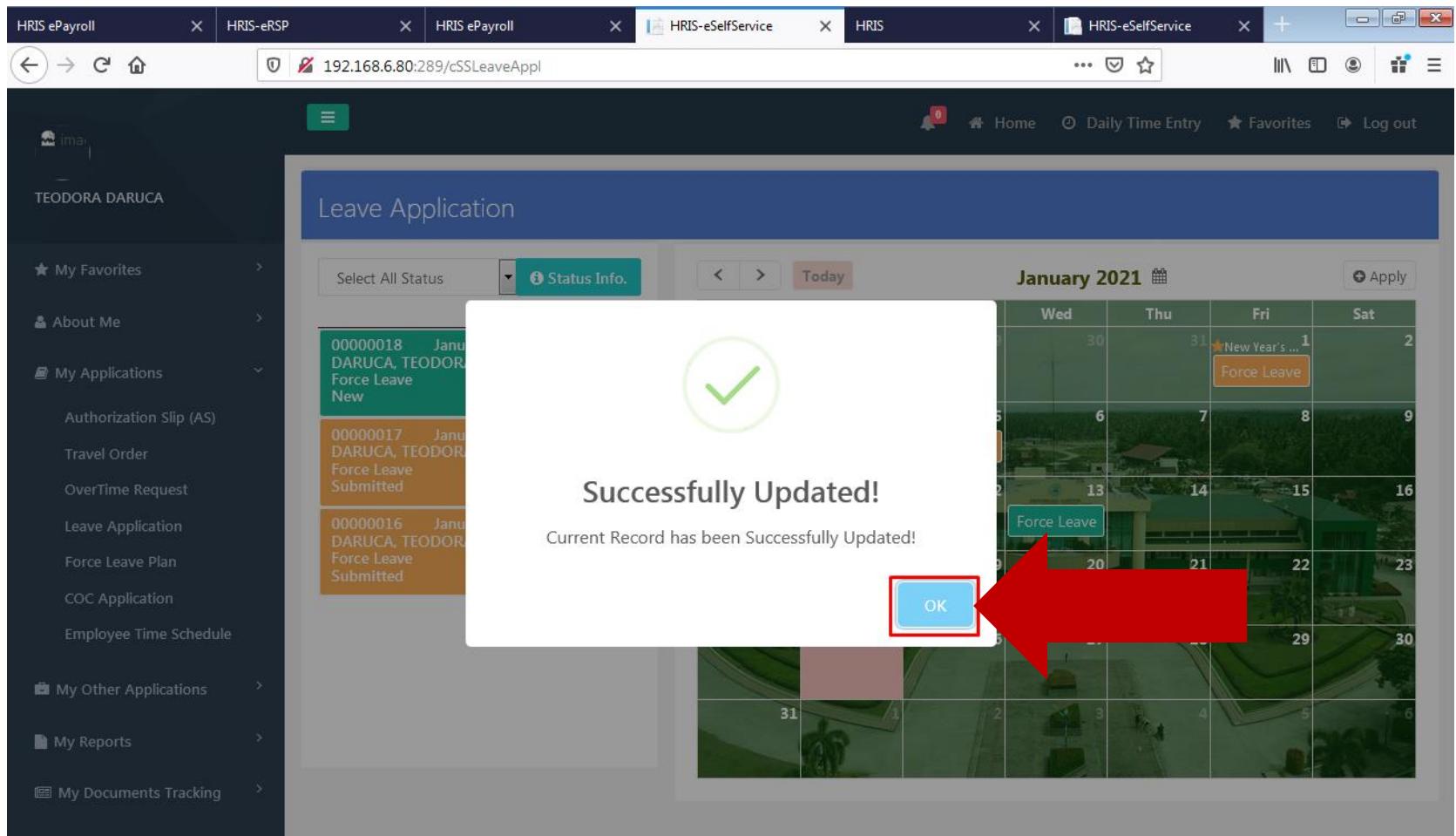
- Step 10: Click **save edit button** to save the updated information for you to save the record.



- **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 ePayroll X HRIS-eRSP X HRIS ePayroll X HRIS-eSelfService X HRIS X HRIS-eSelfService X +

192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

TEODORA DARUCA

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

Select All Status Status Info.

00000018 January 13, 2021... DARUCA, TEODORA C. Force Leave New

00000017 January 1, 2021... DARUCA, TEODORA C. Force Leave Submitted

00000016 January 5, 2021... DARUCA, TEODORA C. Force Leave Submitted

January 2021

27 28 29 30 31 1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

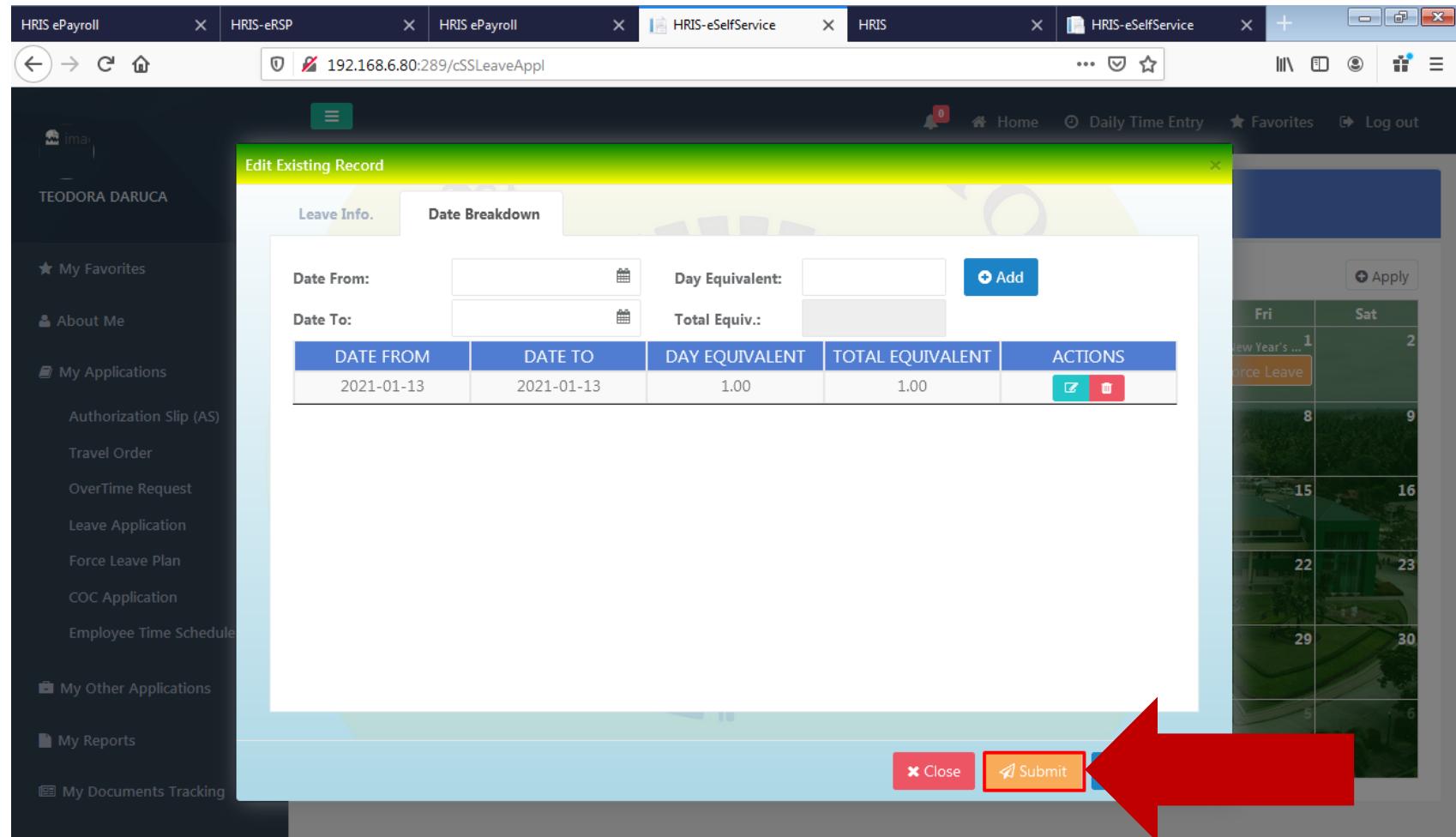
17 18 19 20 21 22 23

24 25 26 27 28 29 30

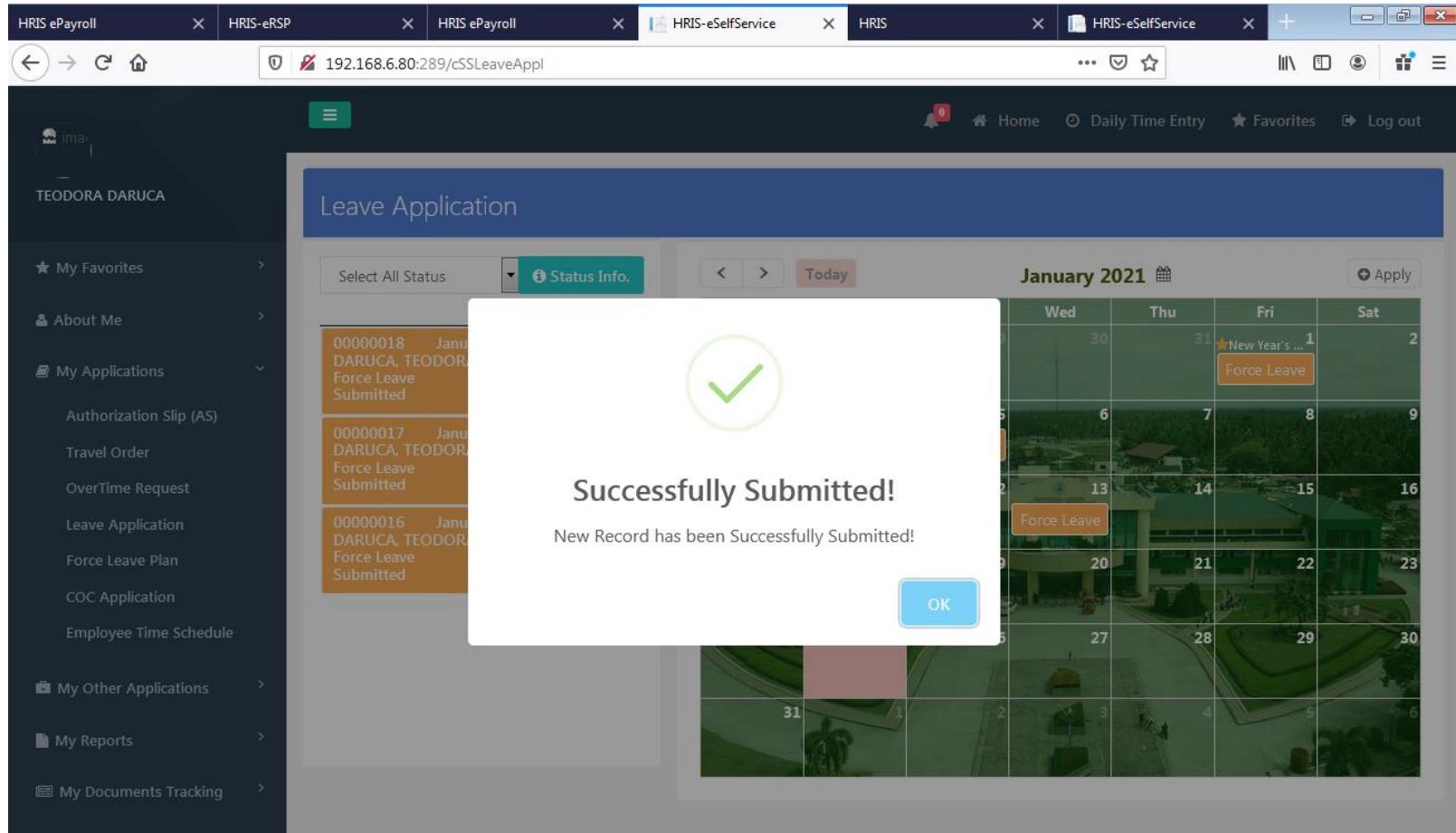
31 1 2 3 4 5 6

The screenshot displays a web-based HRIS application interface. At the top, there are multiple tabs open, including HRIS ePayroll, HRIS-eRSP, HRIS ePayroll, HRIS-eSelfService, HRIS, and another HRIS-eSelfService tab. The main URL shown is 192.168.6.80:289/cSSLeaveAppl. The page title is "Leave Application". On the left, a sidebar menu includes links for 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 shows a "Leave Application" section with three items listed: one new force leave application and two submitted ones. Below this is a "January 2021" calendar. The calendar grid shows dates from January 1 to January 31. Several specific dates are highlighted with orange boxes and labeled "Force Leave": January 1, 4, 5, 10, 11, 12, 13, 17, 18, 19, 20, 24, 25, 26, 27, 28, 29, and 30. Other dates like January 13, 2021, and January 5, 2021, are also visible in the list above the calendar. The background of the calendar features a photograph of a large, modern building complex with green lawns and trees.

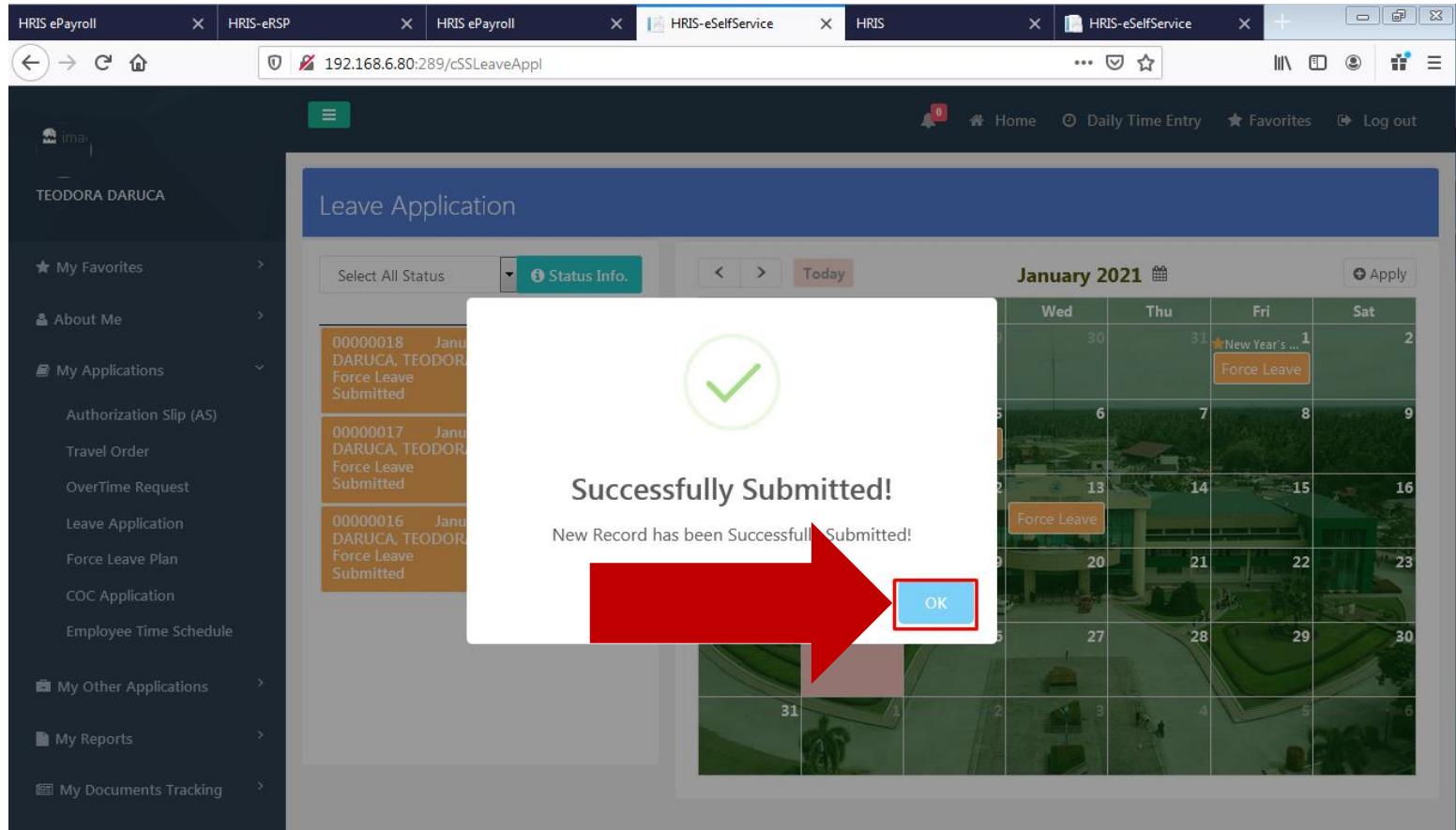
- **Step 11:** If ever record is not yet submitted repeat **step 1** and **2**, click **submit button** if you want to submit application.



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



- Step 12: Repeat step 10 to exit and go back on main page



HRIS ePayroll X HRIS-eRSP X HRIS ePayroll X **HRIS-eSelfService** X HRIS X HRIS-eSelfService X + [Close]

192.168.6.80:289/cssLeaveAppl

Home Daily Time Entry Favorites Log out

TEODORA DARUCA

Leave Application

Select All Status Status Info.

00000018 January 13, 2021... DARUCA, TEODORA C. Force Leave Submitted

00000017 January 1, 2021... DARUCA, TEODORA C. Force Leave Submitted

00000016 January 5, 2021... DARUCA, TEODORA C. Force Leave Submitted

January 2021 Apply

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	<span style="background-color: orange; color: white; padding: 2px 5px;">Force Leave</span>	1
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

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 AS record for you to view information. **View details drop-down button** will be visible.

The screenshot shows the HRIS-eSelfService application interface. On the left, there's a sidebar with various menu items like 'My Favorites', 'About Me' (which is highlighted by a large red arrow), 'Travel Order', 'Overtime Request', 'Leave Application' (which is the active tab), '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'. It features a 'Select All Status' dropdown and a 'Status Info.' button. Below this, three leave applications are listed in a table-like format:

ID	Date	Employee Name	Type	Status
0000018	January 13, 2021	DARUCA, TEODORA C.	Force Leave	Submitted
0000017	January 1, 2021	DARUCA, TEODORA C.	Force Leave	Submitted
0000016	January 5, 2021	DARUCA, TEODORA C.	Force Leave	Submitted

On the right side of the main content area, there is a large calendar for January 2021. The calendar grid shows dates from Sunday, January 27, to Saturday, February 2. Several days are marked with orange boxes, indicating 'Force Leave' periods. For example, January 1, 5, 13, 17, 20, 24, 25, 26, 27, 28, 29, and 31 are all marked as force leave days. The day after January 1 (January 2) is also marked with an orange box. A banner at the bottom of the calendar area shows a photograph of a building complex.

HRIS ePayroll | HRIS-eRSP | HRIS ePayroll | **HRIS-eSelfService** | HRIS | HRIS-eSelfService

192.168.6.80:289/cssLeaveAppl

Home Daily Time Entry Favorites Log out

TEODORA DARUCA

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

Select All Status Status Info.

00000018 January 13, 2021... DARUCA, TEODORA C. Force Leave Submitted

View Details 2021...

Print Permission Form

00000016 January 5, 2021... DARUCA, TEODORA C. Force Leave Submitted

January 2021

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

Force Leave

Force Leave

Force Leave



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

The screenshot shows a web-based HRIS system with multiple tabs open in a browser. The active tab is 'Leave Application' under 'My Applications'. A large red arrow points from the left sidebar to the 'View Details' button for the first application listed.

**Left Sidebar (My Applications):**

- View Details (highlighted by a red box)
- Print Permission Form

**Leave Application List:**

ID	Date	Employee Name	Type	Status
00000018	January 13, 2021	DARUCA, TEODORA C.	Force Leave	Submitted
00000016	January 5, 2021	DARUCA, TEODORA C.	Force Leave	Submitted

**Calendar View (January 2021):**

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

The calendar highlights several days as 'Force Leave' with orange boxes. The 1st of January is also marked as 'New Year's ...'.

HRIS ePayroll X HRIS-eRSP X HRIS ePayroll X HRIS-eSelfService X HRIS X HRIS-eSelfService X +

192.168.6.80:289/cSSLeaveAppl

View Record Details

Leave Info.

Application Nbr.:	00000018	Date of Application:	2021-01-22
Employee Name:	DARUCA, TEODORA C.	ID Nbr.:	1645
Leave Comment:			
Remarks:			

Date Breakdown

Leave Type:	Force Leave	Leave Credits/Balance as of	2021-01-04		
Leave Sub-Type:	Select Here	VL	SL	SP	FL
Current Bal	97.87	173.4	0	0	
Less this leave	1	0	0	0	
Leave Bal	96.878	173.458	0.000	0.000	

Fri Sat

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

Close Submit Save Edit

TEODORA DARUCA

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

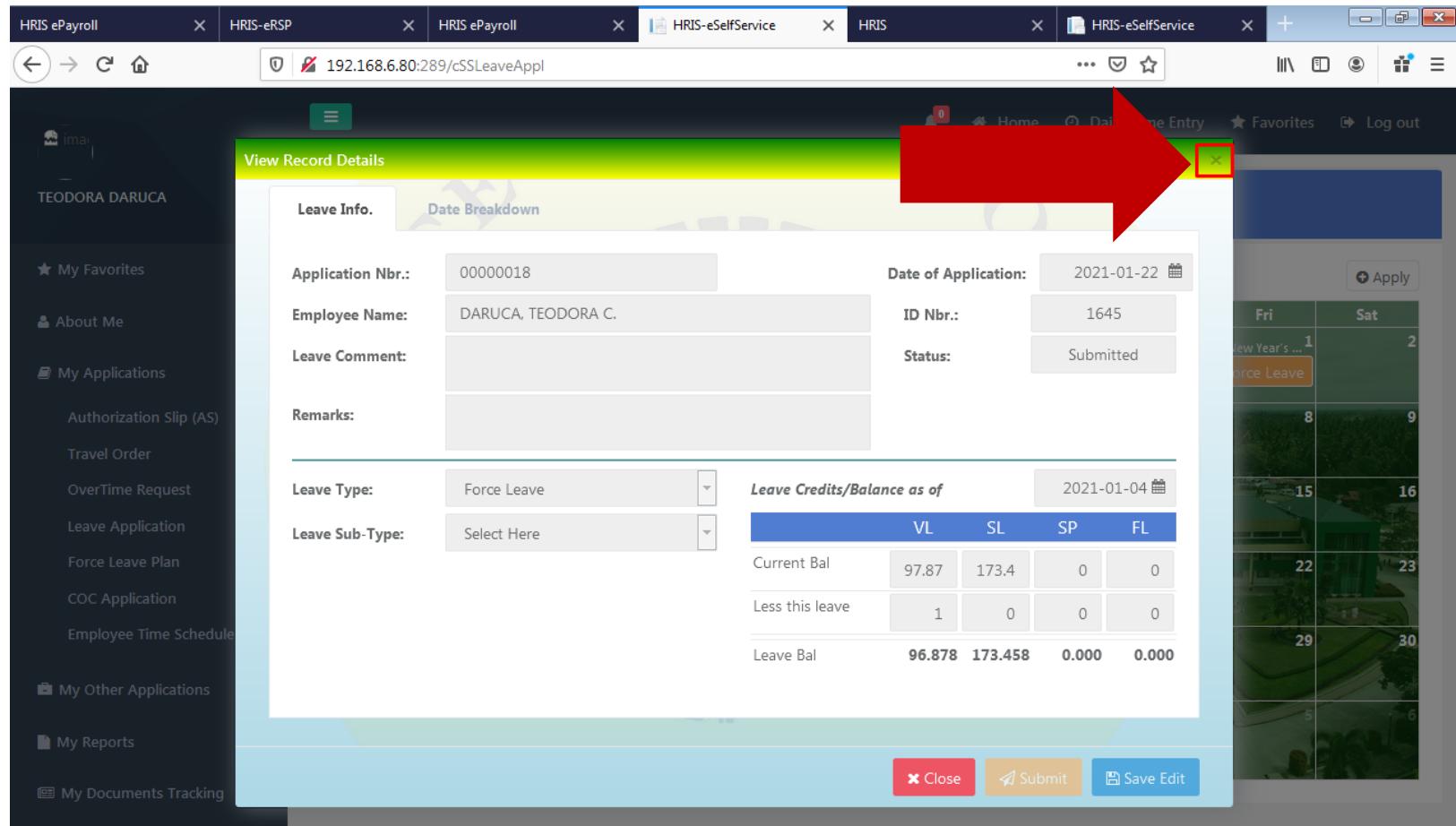
My Documents Tracking

Home Daily Time Entry Favorites Log out

## **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.

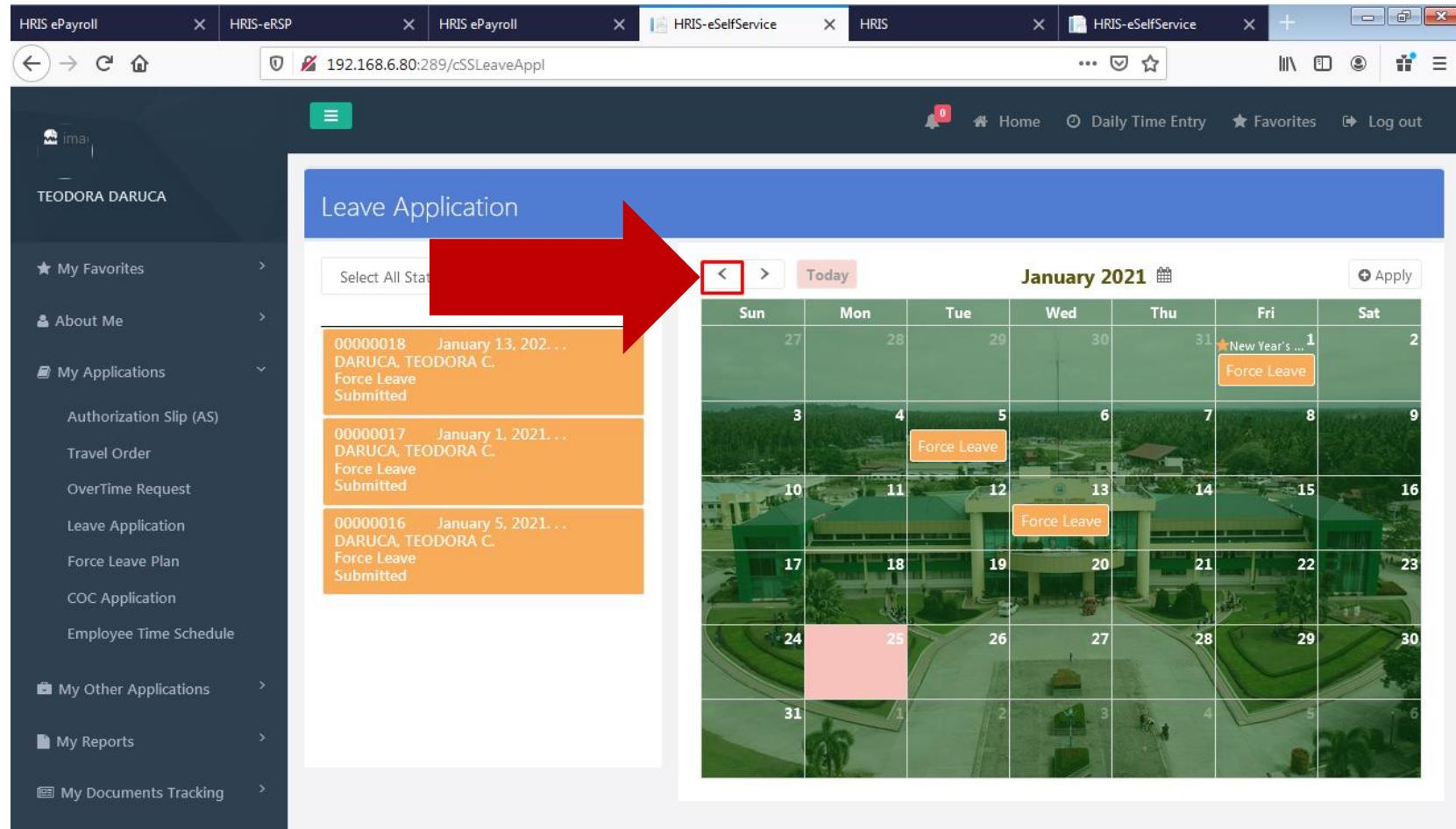


## **Note:**

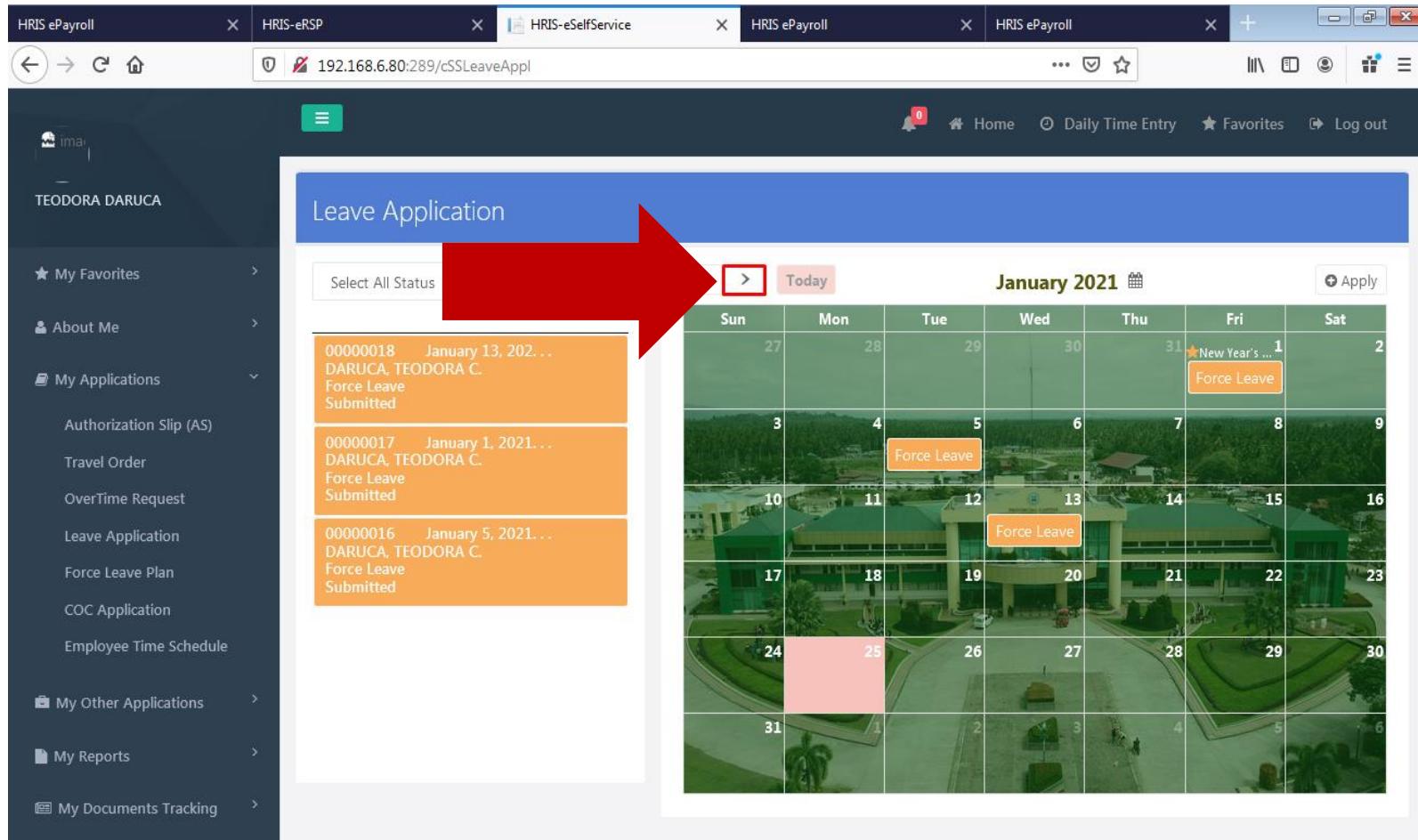
If ever you want to view your applied leave application you can also click the following buttons/icon: **previous month button**, **next month button**, **today button**, **calendar month/year** and **calendar icon**. Take note **calendar month/year** and **calendar icon** share the same functionalities. 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



- **Next Month Button**



- Today Button

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 'Leave Application' menu item is currently selected.

The main content area displays a 'Leave Application' form. It includes a dropdown menu labeled 'Select All Status' and a button labeled 'Today' which is highlighted with a red arrow. Below these are three application entries:

- 00000018 January 13, 2021... DARUCA, TEODORA C. Force Leave Submitted
- 00000017 January 1, 2021... DARUCA, TEODORA C. Force Leave Submitted
- 00000016 January 5, 2021... DARUCA, TEODORA C. Force Leave Submitted

To the right of the application form is a calendar for January 2021. The calendar shows days from Sunday to Saturday. Specific dates are highlighted with orange boxes and labeled 'Force Leave': January 1, 4, 11, 13, 18, and 25. A note for 'New Year's ...' is also present on January 1. The days of the week are labeled as Sun, Mon, Tue, Wed, Thu, Fri, and Sat.

# • Calendar Month/Year

The screenshot shows the HRIS-eSelfService Leave Application interface. On the left, there is a sidebar with various menu items. In the center, there is a "Leave Application" section displaying three leave requests. To the right is a calendar for January 2021, with specific dates highlighted.

**Left Sidebar (My Applications):**

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

**Center Content (Leave Application):**

Leave ID	Date	Employee Name	Type	Status
00000018	January 13, 2021	DARUCA, TEODORA C.	Force Leave	Submitted
00000017	January 1, 2021	DARUCA, TEODORA C.	Force Leave	Submitted
00000016	January 5, 2021	DARUCA, TEODORA C.	Force Leave	Submitted

**Right Content (Calendar):**

A red arrow points to the calendar header "January 2021". The calendar shows the following highlights:

- January 1: New Year's Day (marked with a star)
- January 1, 5, 13, 19, 26: Force Leave (orange boxes)
- January 1, 2, 8, 9, 15, 16, 22, 23, 29, 30: Force Leave (orange boxes)
- January 31: Force Leave (orange box)

**Bottom Right Corner:**

Lightshot  
Your screenshot is copied to clipboard

## 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 ePayroll X HRIS-eRSP X HRIS-eSelfService X HRIS ePayroll X HRIS ePayroll X +

192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

TEODORA DARUCA

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

Select All Status Status Info.

0000018 January 13, 2021... DARUCA, TEODORA C. Force Leave Submitted

0000017 January 1, 2021... DARUCA, TEODORA C. Force Leave Submitted

0000016 January 5, 2021... DARUCA, TEODORA C. Force Leave Submitted

January 2021

2021

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Force Leave

Force Leave

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30			
3	4	5	6			
10	11	12	13			
17	18	19	20			
24	25	26	27	28	29	30
31	1	2	3	4	5	6

HRIS ePayroll X HRIS-eRSP X HRIS-eSelfService X HRIS ePayroll X HRIS ePayroll X +

192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

TEODORA DARUCA

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

Select All Status Status Info.

00000018 January 13, 2021... DARUCA, TEODORA C. Force Leave Submitted

00000017 January 1, 2021... DARUCA, TEODORA C. Force Leave Submitted

00000016 January 5, 2021... DARUCA, TEODORA C. Force Leave Submitted

January 2021 Today Apply

2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30			
3	4	5	6			
10	11	12	13			
17	18	19	20			
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Force Leave

Force Leave

HRIS ePayroll X HRIS-eRSP X HRIS-eSelfService X HRIS ePayroll X HRIS ePayroll X +

192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

TEODORA DARUCA

Leave Application

Select All Status Status Info.

00000018 January 13, 202... DARUCA, TEODORA C. Force Leave Submitted

00000017 January 1, 2021... DARUCA, TEODORA C. Force Leave Submitted

00000016 January 5, 2021... DARUCA, TEODORA C. Force Leave Submitted

2020-2029

January 2021

Sun Mon Tue Wed

27 28 29 30

3 4 5 6

10 11 12 13

17 18 19 20

24 25 26 27

31 1 2 3

Force Leave

2019 2020 2021 2022

2023 2024 2025 2026

2027 2028 2029 2030

# • Calendar Icon

The screenshot shows a web-based application interface for HRIS-eSelfService. The left sidebar contains a navigation menu with items 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 HRIS-ePayroll, HRIS-eRSP, HRIS-eSelfService, and HRIS-ePayroll. The current tab is HRIS-eSelfService, with the URL 192.168.6.80:289/cSSLeaveAppl. A sub-menu for 'Leave Application' is open, displaying three leave requests for TEODORA DARUCA: one for January 13, 2021, and two for January 5, 2021. To the right is a calendar for January 2021. A red arrow points to the calendar icon in the top right corner of the calendar header. The calendar shows days from Sunday to Saturday, with several days highlighted in orange boxes labeled 'Force Leave'. Specific dates include January 1st (New Year's Day) and January 5th.

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

## **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** .

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-eSelfService Leave Application interface. On the left, a sidebar menu includes options like My Favorites, About Me, My Applications (with Authorization Slip (AS) highlighted), Leave Application (with a red arrow pointing to it), 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" section with two entries. The first entry is for leave application number 00000018, dated January 13, 2021, for DARUCA, TEODORA C., Force Leave Submitted. It has "View Details" and "Print Permission Form" buttons. The second entry is for leave application number 00000016, dated January 5, 2021, for DARUCA, TEODORA C., Force Leave Submitted. A large red box highlights the "Print Permission Form" button for the first application. To the right of the application list is a calendar for January 2021. Several dates are marked with orange boxes labeled "Force Leave". The calendar is set against a background image of a building complex.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	<small>★ New Year's ...</small>	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						

HRIS ePayroll X HRIS-eRSP X HRIS-eSelfService X HRIS ePayroll X HRIS ePayroll X +

192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

TEODORA DARUCA

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

Select All Status Status Info.

00000018 January 13, 2021... DARUCA, TEODORA C. Force Leave Submitted

View Details 2021...

Print Permission Form

00000016 January 5, 2021... DARUCA, TEODORA C. Force Leave Submitted

January 2021

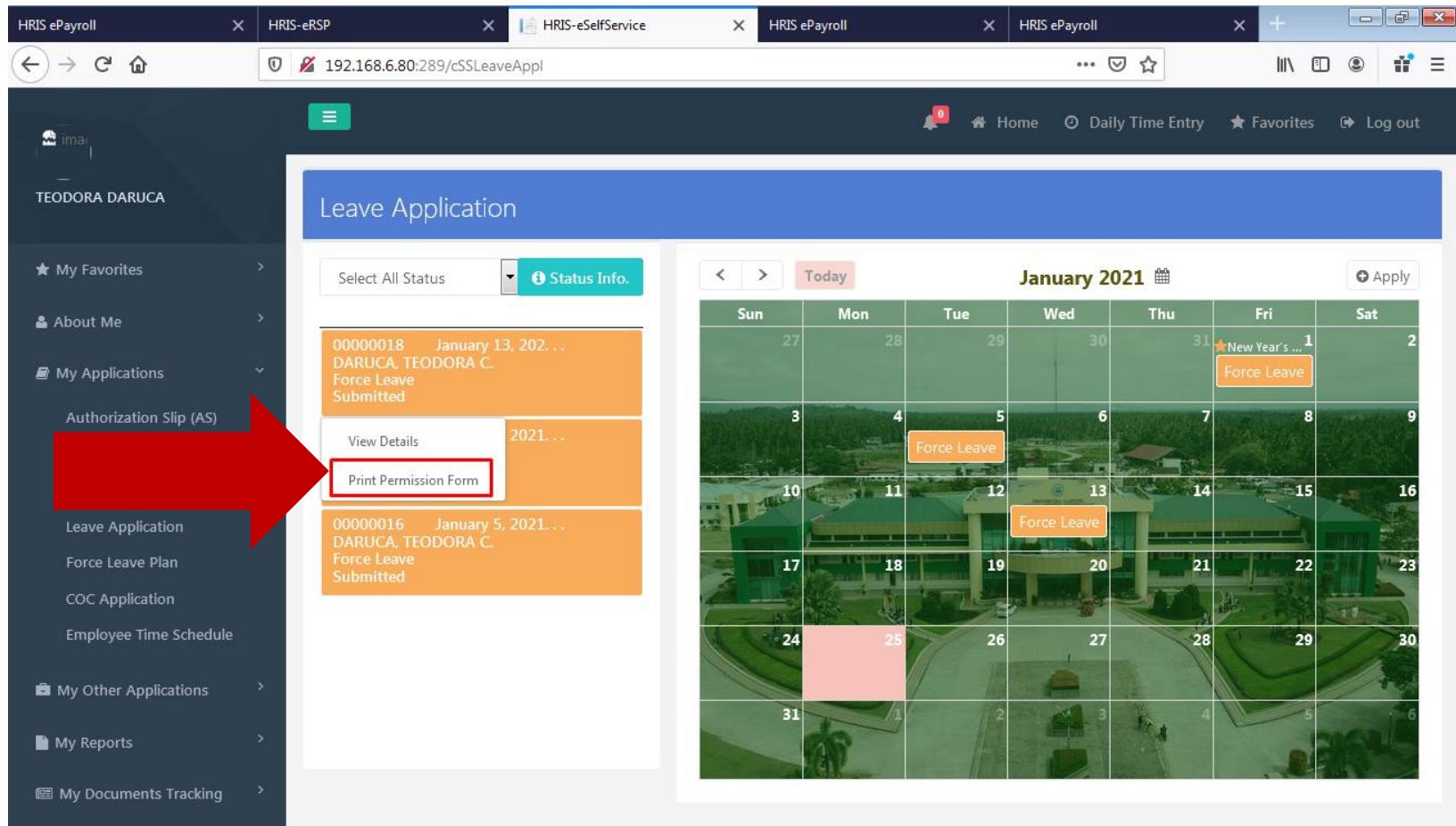
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	New Year's ... 1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

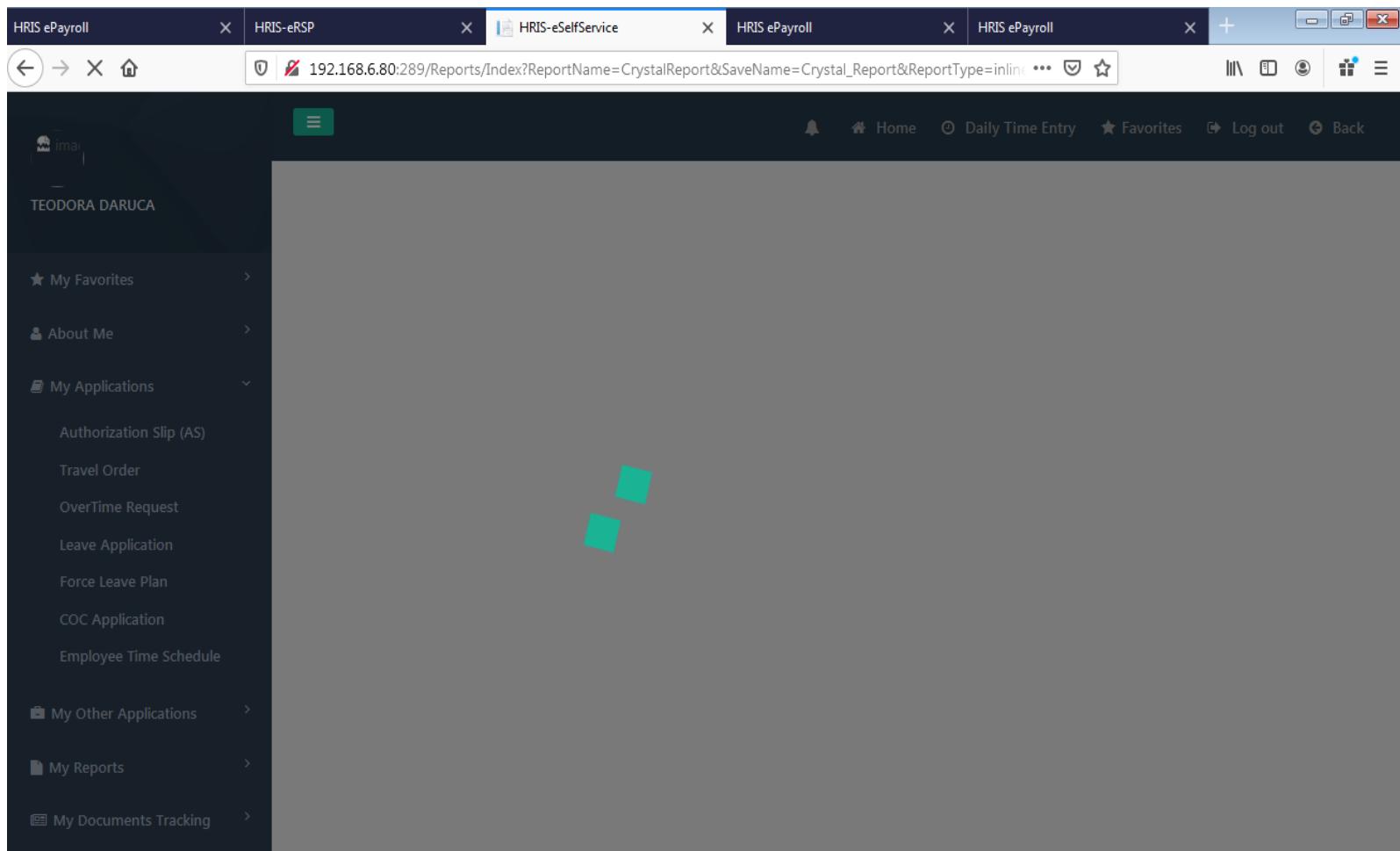
Force Leave

Force Leave

Force Leave

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





HRIS ePayroll    HRIS-eRSP    HRIS-eSelfService    HRIS ePayroll    HRIS ePayroll

192.168.6.80:289/Reports/Index?ReportName=CrystalReport&SaveName=Crystal\_Report&Report 110% ... 🌐 ⚡

Home Daily Time Entry Favorites Log out Back

TEODORA DARUCA

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

CAT#	:	1645
Name	:	TEODORA C. DARUCA
Date of Application	:	January 22, 2021
Division/Section	:	PHRMDO

Type of Leave	Date of Leave
<input type="radio"/> Sick Leave	
<input type="radio"/> Vacation Leave	
<input checked="" type="radio"/> Force Leave	January 13, 2021
<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 type="radio"/> Paternity Leave	
<input type="radio"/> Monetization Leave	
<input type="radio"/> Terminal Leave	
<input type="radio"/> Others	

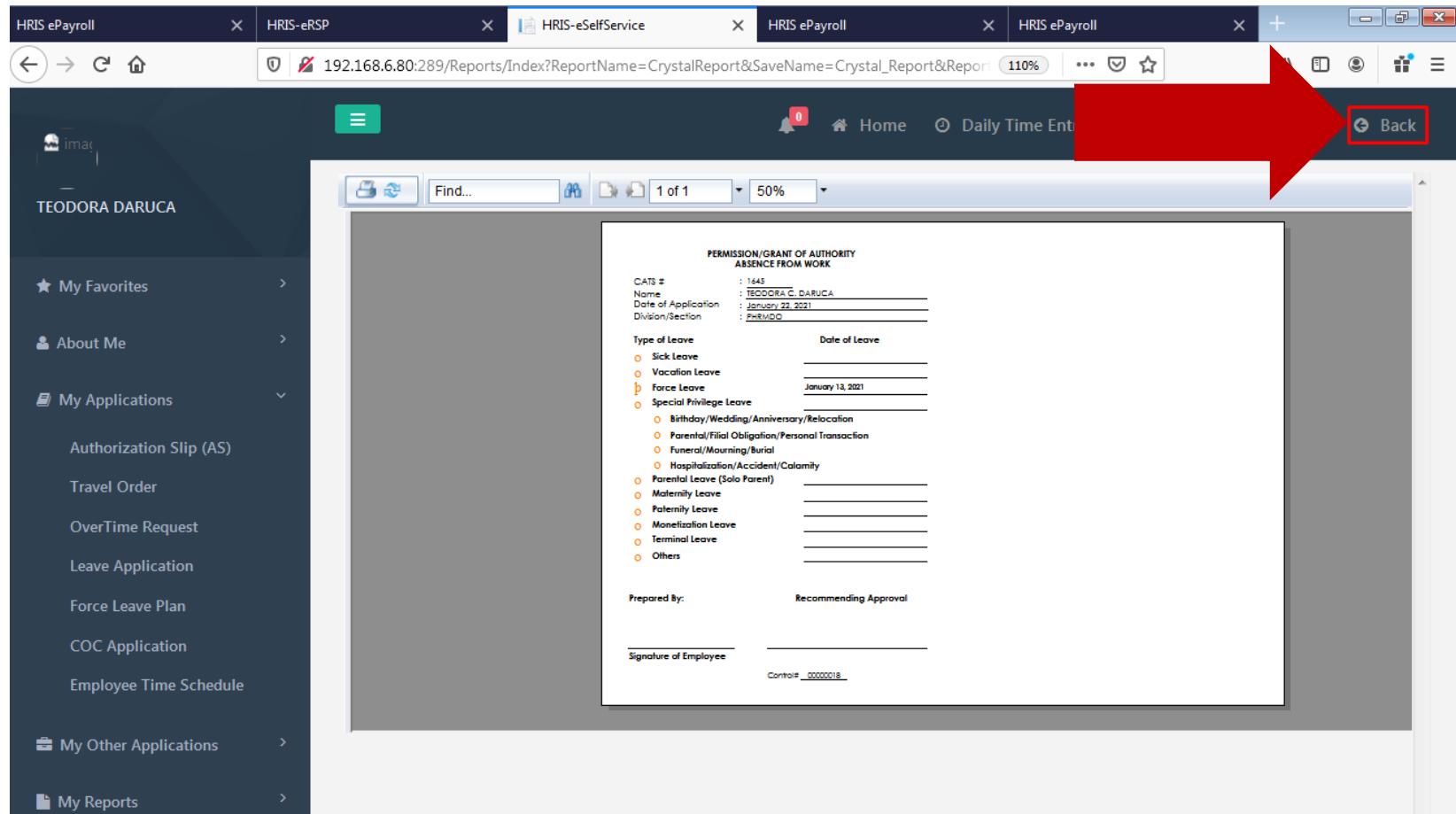
Prepared By: \_\_\_\_\_

Recommending Approval: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

Control# \_00000018\_

- 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 application interface for HRIS-eSelfService. The left sidebar contains a navigation menu with items 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, and My Reports. The main content area displays a leave application form titled "PERMISSION/GRAFT OF AUTHORITY ABSENCE FROM WORK". The form includes fields for CATS # (1445), Name (TEODORA G. DARUCA), Date of Application (January 22, 2021), and Division/Section (PhRHO). It lists various types of leave with corresponding date fields: Sick Leave (January 13, 2021), Vacation Leave, Force Leave (January 13, 2021), 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). Below the leave types, there are fields for "Prepared By" and "Recommending Approval", both currently empty. A "Signature of Employee" field contains the text "Control#\_00000018".

PERMISSION/GRAFT OF AUTHORITY  
ABSENCE FROM WORK

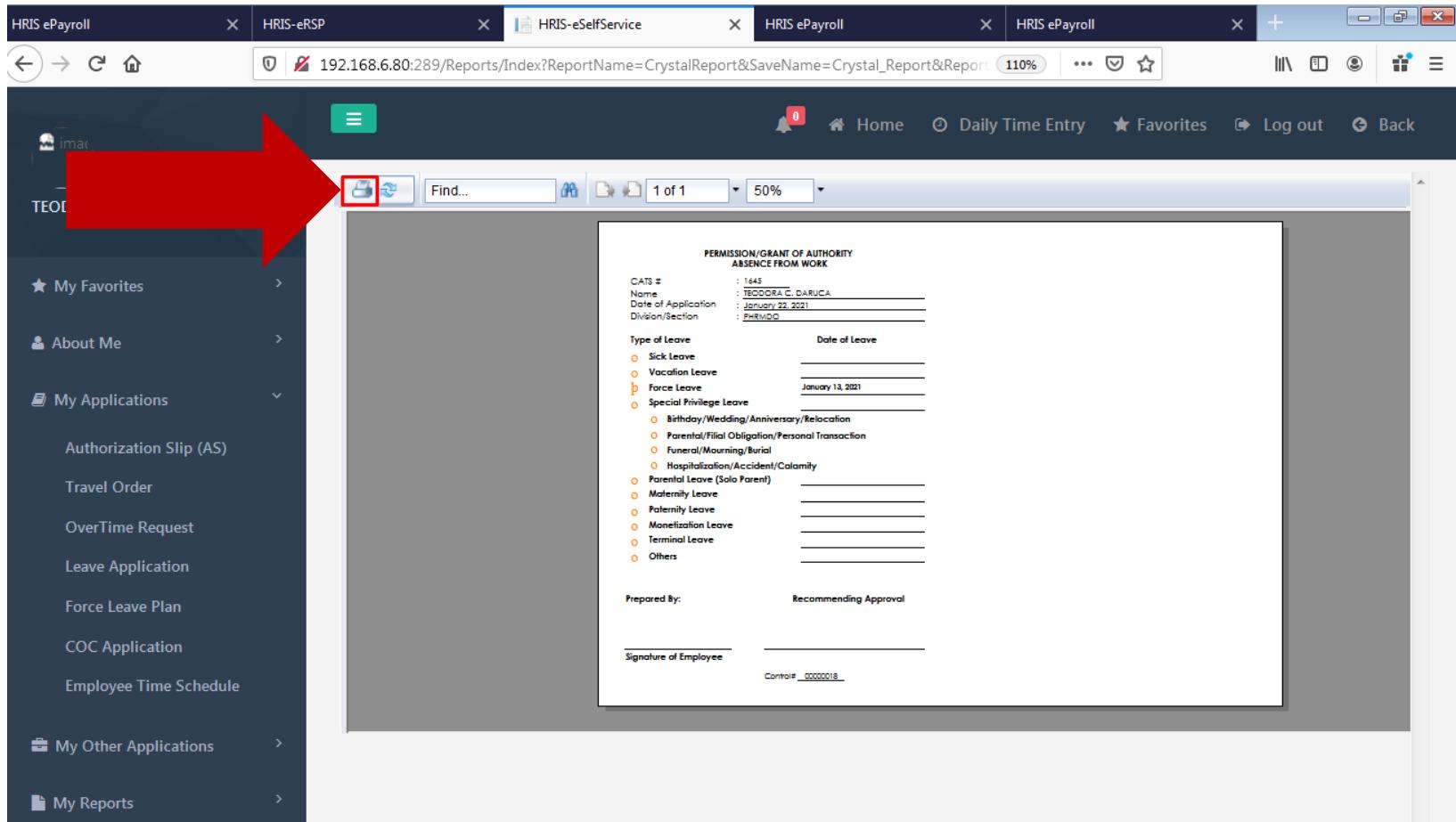
CATS # : 1445  
Name : TEODORA G. DARUCA  
Date of Application : January 22, 2021  
Division/Section : PhRHO

Type of Leave	Date of Leave
Sick Leave	
Vacation Leave	
Force Leave	January 13, 2021
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	

Prepared By: Recommending Approval

Signature of Employee: \_\_\_\_\_  
Control#\_00000018

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



HRIS ePayroll X HRIS-eRSP X HRIS-eSelfService X HRIS ePayroll X HRIS ePayroll X +

192.168.6.80:289/Reports/Index?ReportName=CrystalReport&SaveName=Crystal\_Report&Report

Home Daily Time Entry Favorites Log out Back

TEODORA DARUCA

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

CAT#	: 1645
Name	: TEODORA C. DARUCA
Date of Application	: January 22, 2021
Division/Section	: PHRM00

Type of Leave Date of Leave

- Sick Leave
- Vacation Leave
- Force Leave
- Special Privilege Leave
  - Birthday/Wedding/Anniversary
  - Parental/Filial Obligation/Leave
  - Funeral/Mourning/Burial
  - Hospitalization/Accident/Other
- Parental Leave (Solo Parent)
- Maternity Leave
- Paternity Leave
- Monetization Leave
- Terminal Leave
- Others

Prepared By:

Signature of Employee

Print to PDF

Page Range: \_\_\_\_\_

All Pages  
 Select Pages

From: \_\_\_\_\_  
To: \_\_\_\_\_

Print to PDF: \_\_\_\_\_

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. (eg. Adobe Reader)

Export

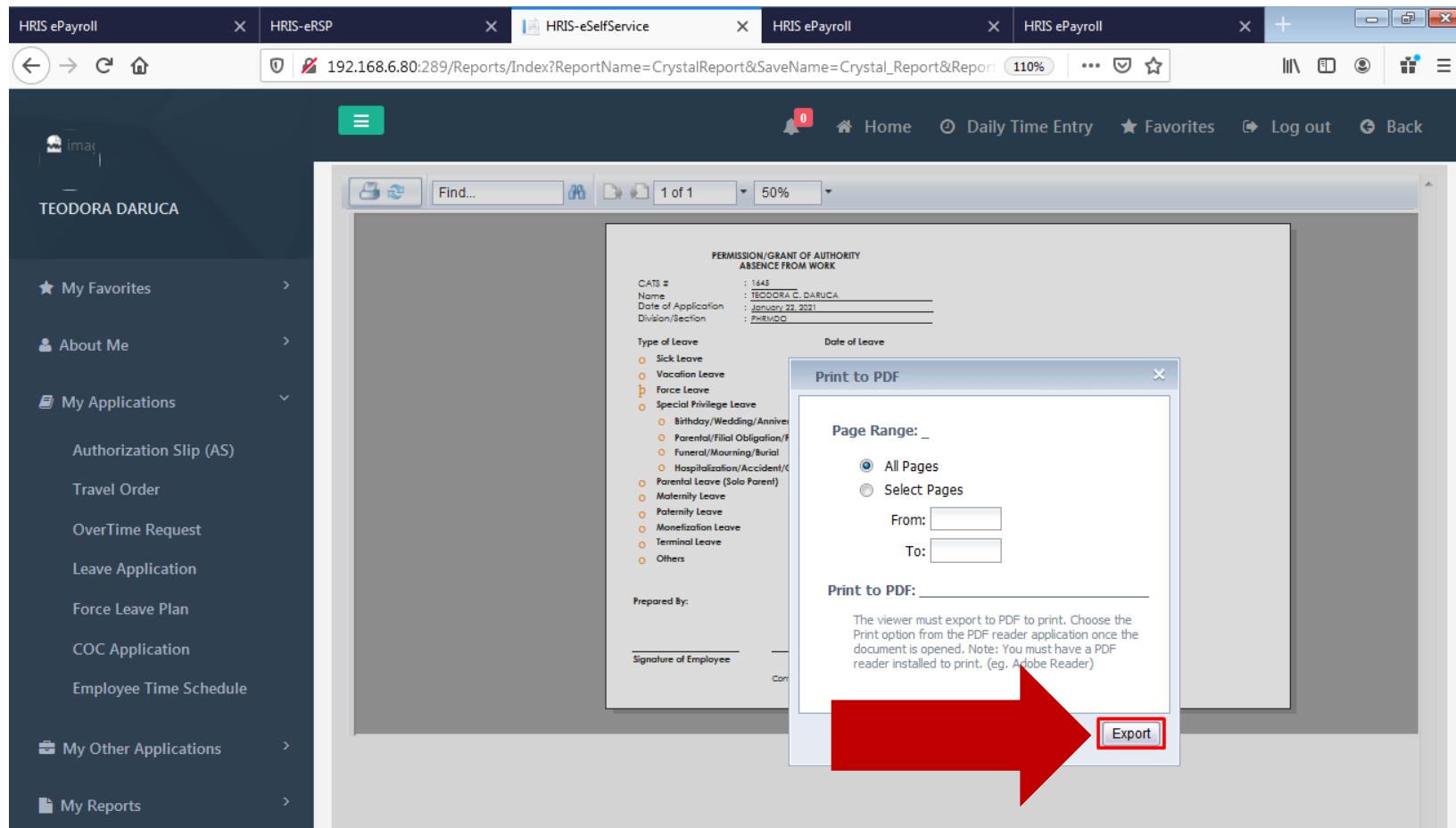
This screenshot shows a web-based HRIS application interface. The left sidebar contains navigation links for 'My Favorites', 'About Me', 'My Applications' (with sub-options like 'Authorization Slip (AS)', 'Travel Order', etc.), 'Employee Time Schedule', 'My Other Applications', and 'My Reports'. The main content area displays a leave application form for 'TEODORA DARUCA'. The form includes fields for CATS # (1645), Name (TEODORA C. DARUCA), Date of Application (January 22, 2021), and Division/Section (PHRM00). It lists various types of leave, with 'Force Leave' selected. A 'Print to PDF' dialog box is overlaid on the page, prompting the user to choose a page range (All Pages selected) and providing instructions about exporting to PDF.

## **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.

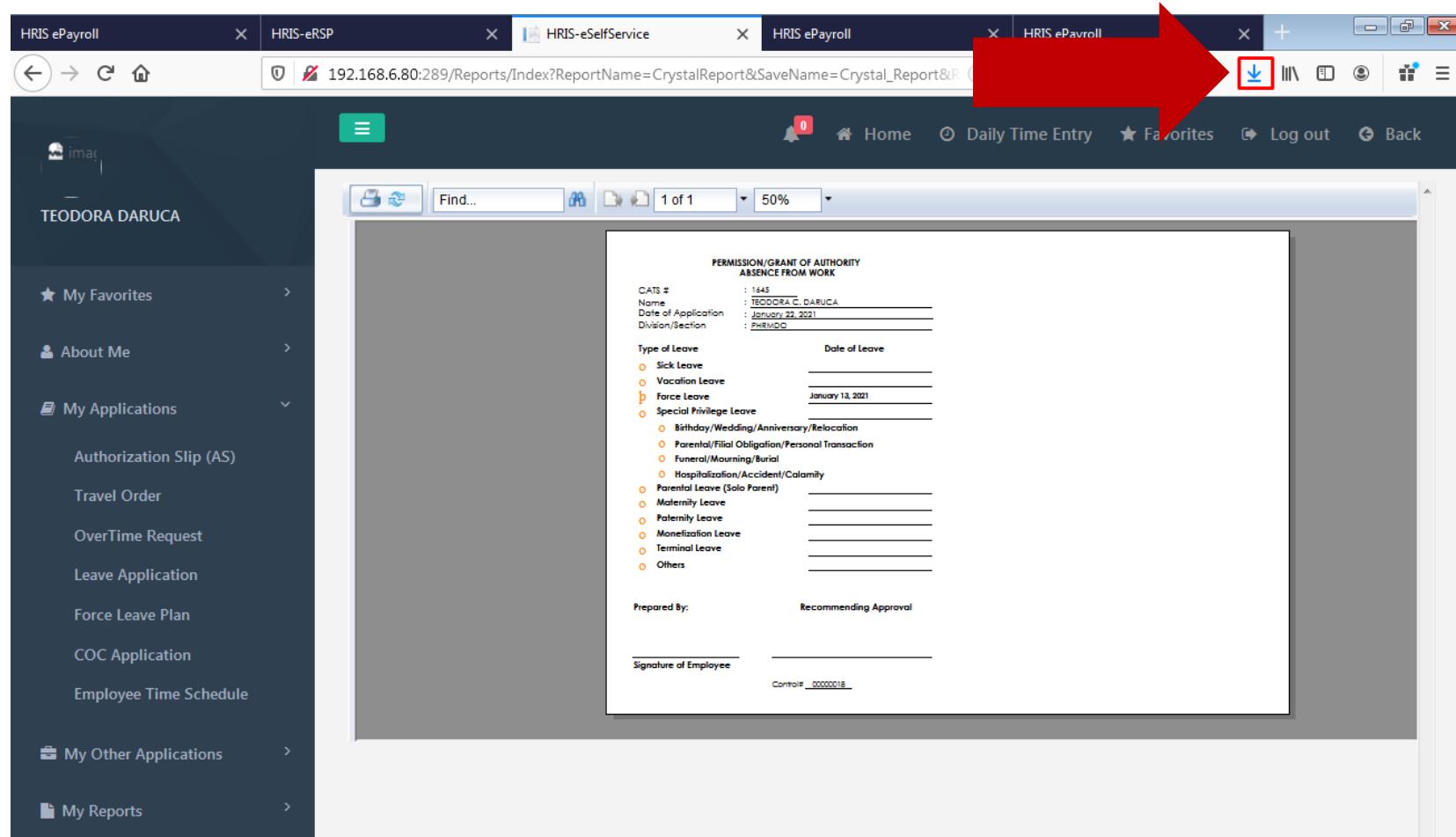
- Step 6: Click export button in order to print and download the selected file.



## **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 ePayroll X | HRIS-eRSP X | **HRIS-eSelfService** X | HRIS ePayroll X | HRIS ePayroll X | + | Log out Back

192.168.6.80:289/Reports/Index?ReportName=CrystalReport&SaveName=Crystal\_Report&RptType=PDF 110% ... ↴ ⌂ ⌂

TEODORA DARUCA

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 >

**PERMISSION/GRAnt OF AUTHORITY  
ABSENCE FROM WORK**

CATS #	:	1645
Name	:	TEODORA C. DARUCA
Date of Application	:	January 22, 2021
Division/Section	:	PHRMDO

Type of Leave	Date of Leave
<input type="radio"/> Sick Leave	_____
<input type="radio"/> Vacation Leave	_____
<input checked="" type="radio"/> Force Leave	January 13, 2021
<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 type="radio"/> Paternity Leave	_____
<input type="radio"/> Monetization Leave	_____
<input type="radio"/> Terminal Leave	_____
<input type="radio"/> Others	_____

Prepared By: \_\_\_\_\_

Recommending Approval: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

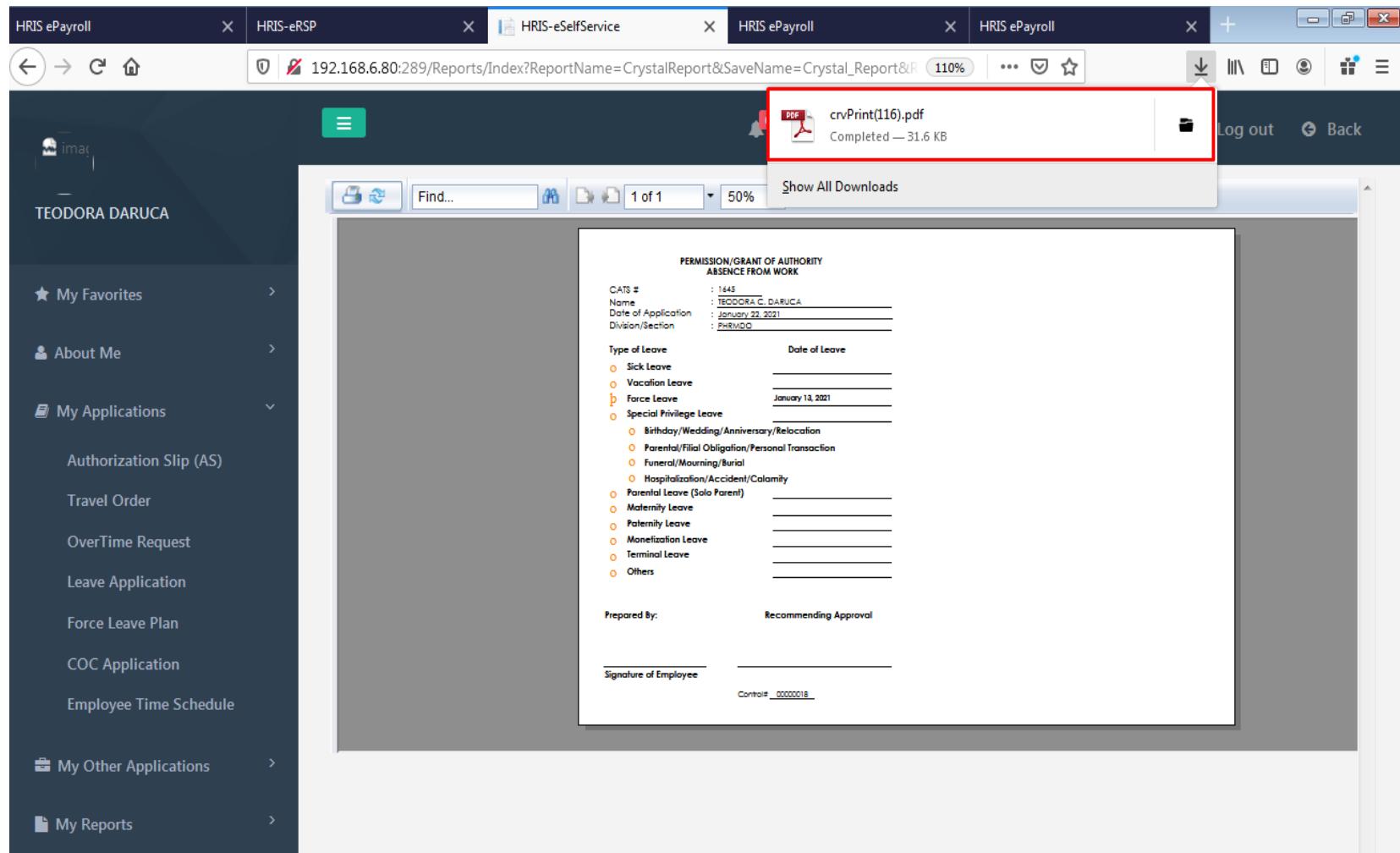
Control# \_00000018\_

Completed — 31.6 KB

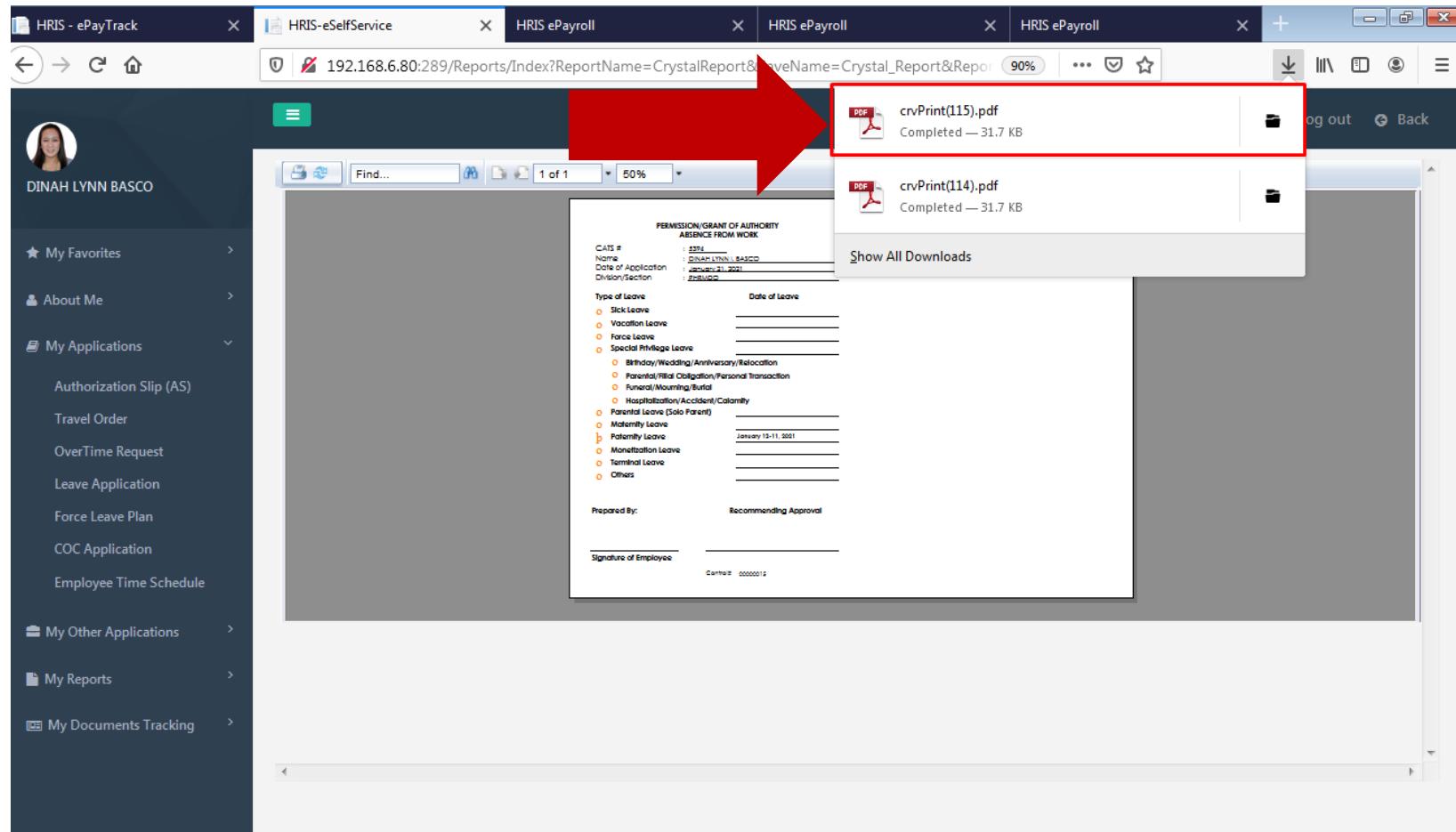
crvPrint(116).pdf

Show All Downloads

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



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



crvPrint(116).pdf - Adobe Reader

File Edit View Window Help

Tools Sign Comment

1 / 1 74.8% - + [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

PERMISSION/GRAANT OF AUTHORITY  
ABSENCE FROM WORK

CATS # : 1645  
Name : TEODORA C. DARUCA  
Date of Application : January 22, 2021  
Division/Section : PHRMDO

Type of Leave Date of Leave

Sick Leave \_\_\_\_\_  
 Vacation Leave \_\_\_\_\_  
 Force Leave January 13, 2021  
 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 \_\_\_\_\_

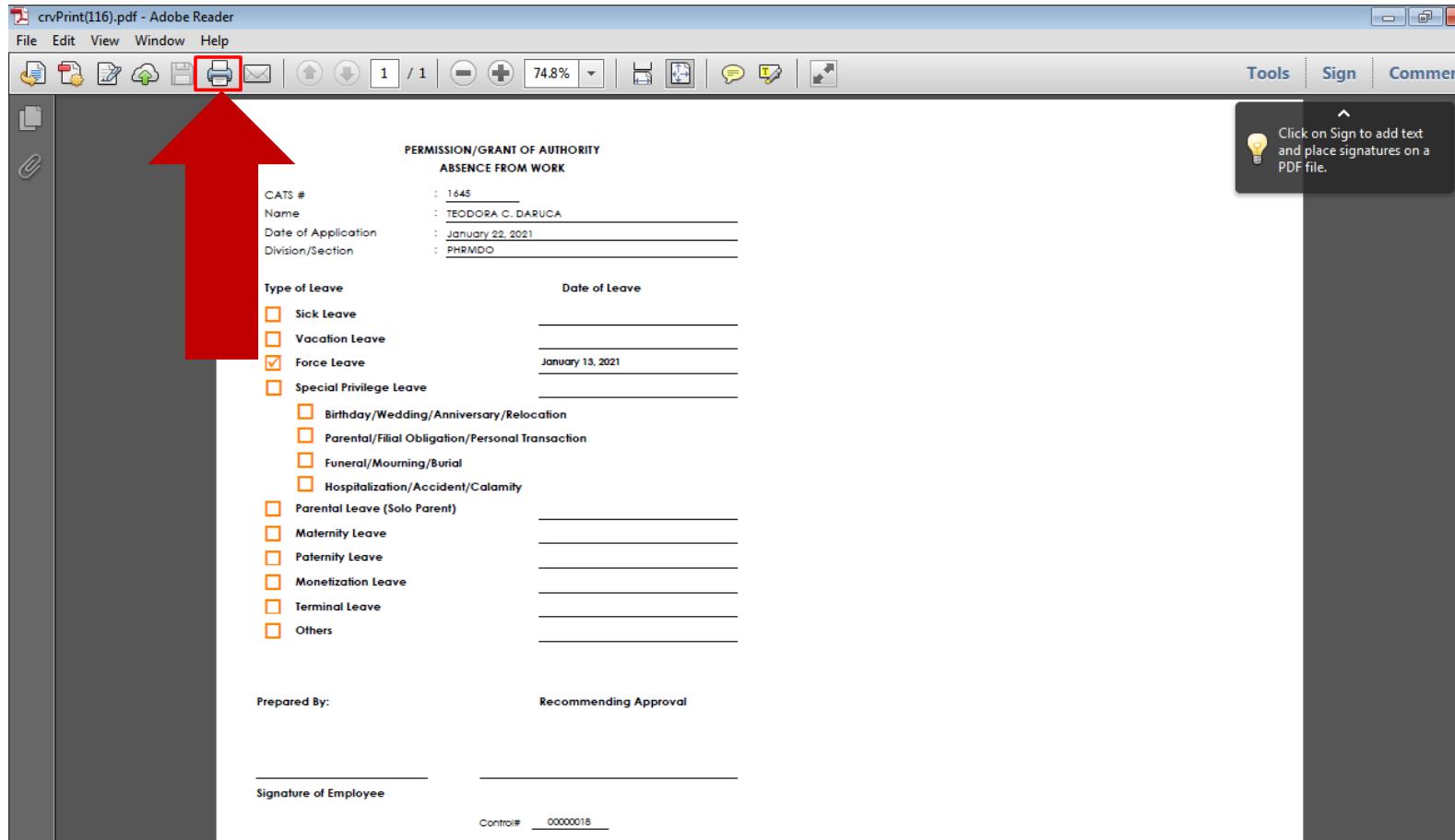
Prepared By: \_\_\_\_\_ Recommending Approval: \_\_\_\_\_

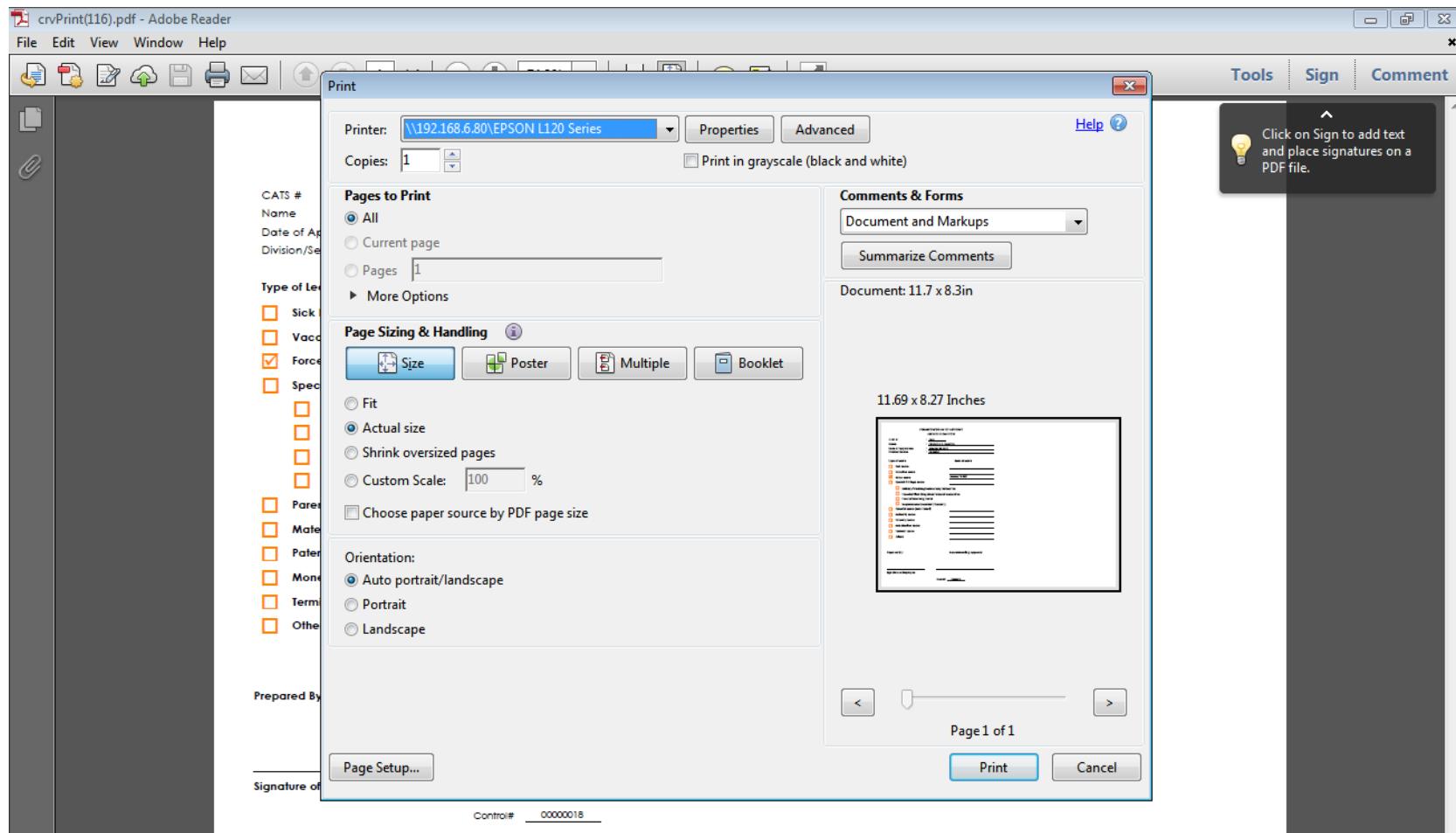
Signature of Employee: \_\_\_\_\_

Control# 00000018

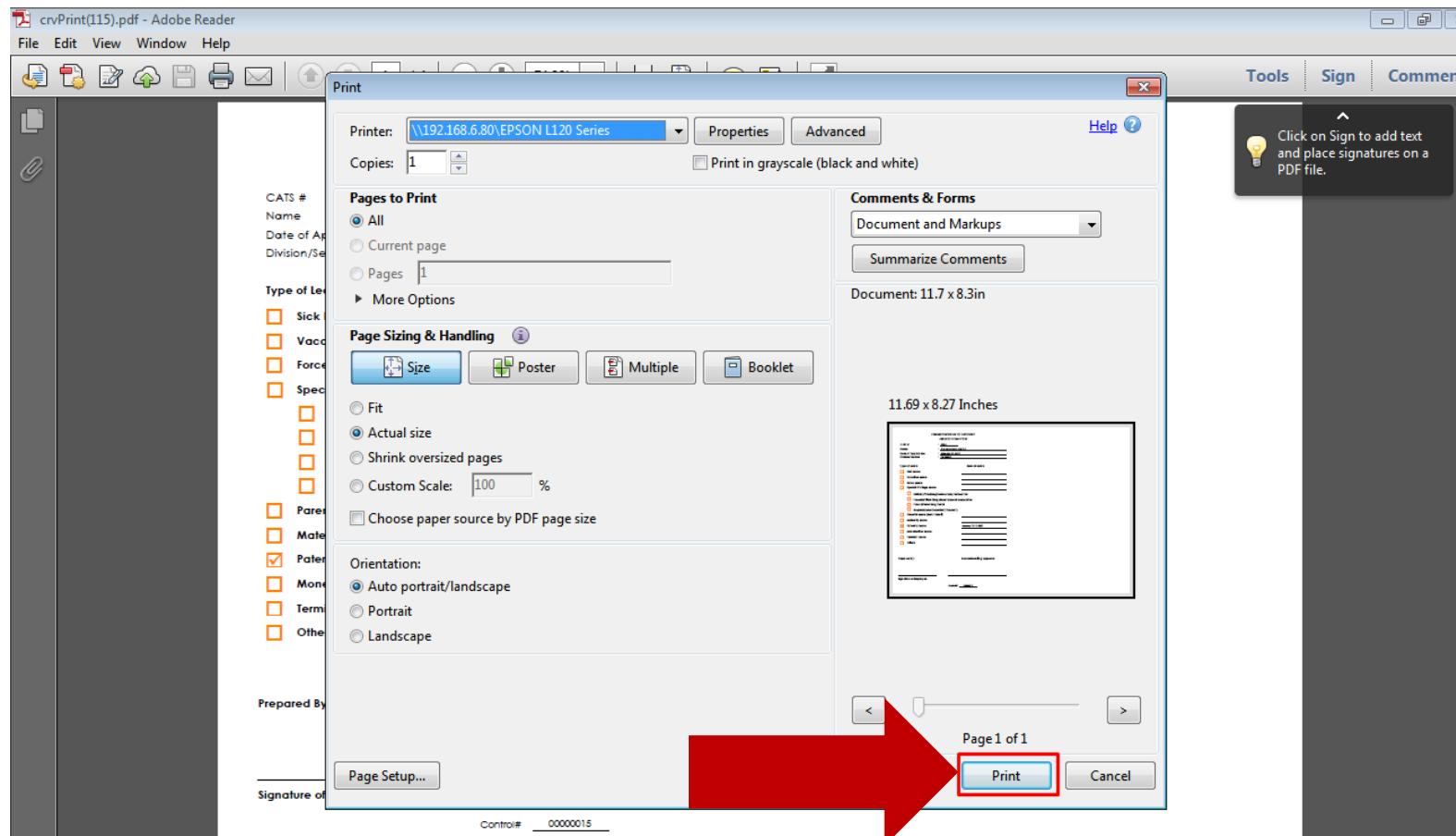
Click on Sign to add text and place signatures on a PDF file.

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





- Step 12: 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 AS 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.

The screenshot shows the HRIS-eSelfService application interface. On the left, there is a sidebar with navigation links: My Favorites, About Me, My App (highlighted with a red arrow), 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. Each item in the list includes a status dropdown and a "Status Info." button. The first item in the list is highlighted with a red box and shows the details: ID 00000019, Date January 6, 2021, Status DARUCA, TEODORA C., Type Force Leave, and Status Submitted. The "Status Info." button for this item is also highlighted with a red box.

To the right of the application list is a calendar for January 2021. The calendar shows several days off marked with orange boxes, labeled "Force Leave". The days marked are January 1, 5, 13, 19, 25, and 31. The day after New Year's Day (January 1) is explicitly labeled "Force Leave".

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

The screenshot shows the HRIS-eSelfService Leave Application interface. On the left, a sidebar lists various applications: 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 area displays a "Leave Application" card for "DARUCA, TEODORA C." with a status of "Force Leave New". A context menu is open over this card, with the "Delete" option highlighted by a red box. To the right, a calendar for January 2021 shows several days marked as "Force Leave".

Leave Application

00000019 January 6, 2021...  
DARUCA, TEODORA C.  
Force Leave  
New

Edit  
Delete  
Print Permission Form

00000016 January 5, 2021...  
DARUCA, TEODORA C.  
Force Leave  
Submitted

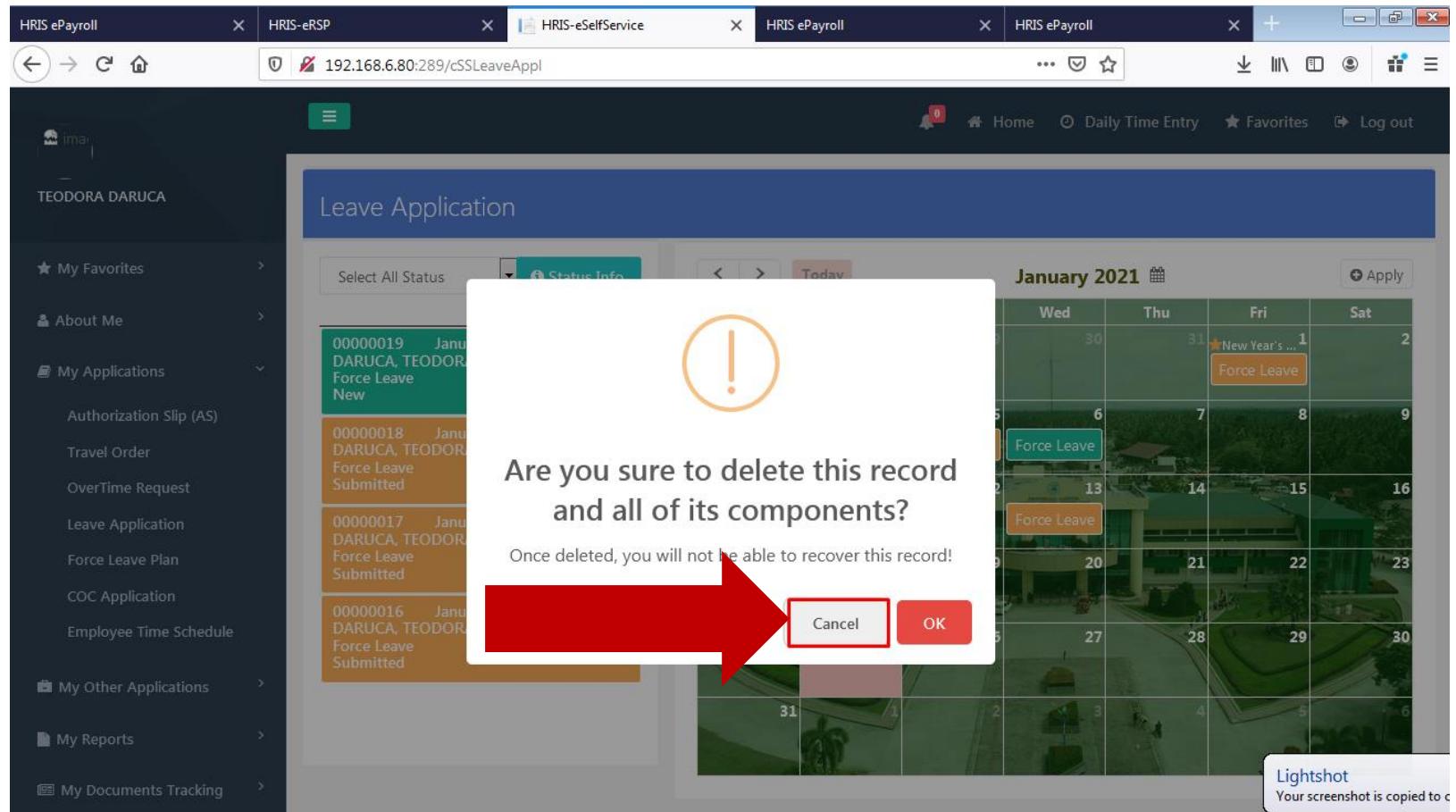
January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	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	29	30
31	1	2	3	4	5	6

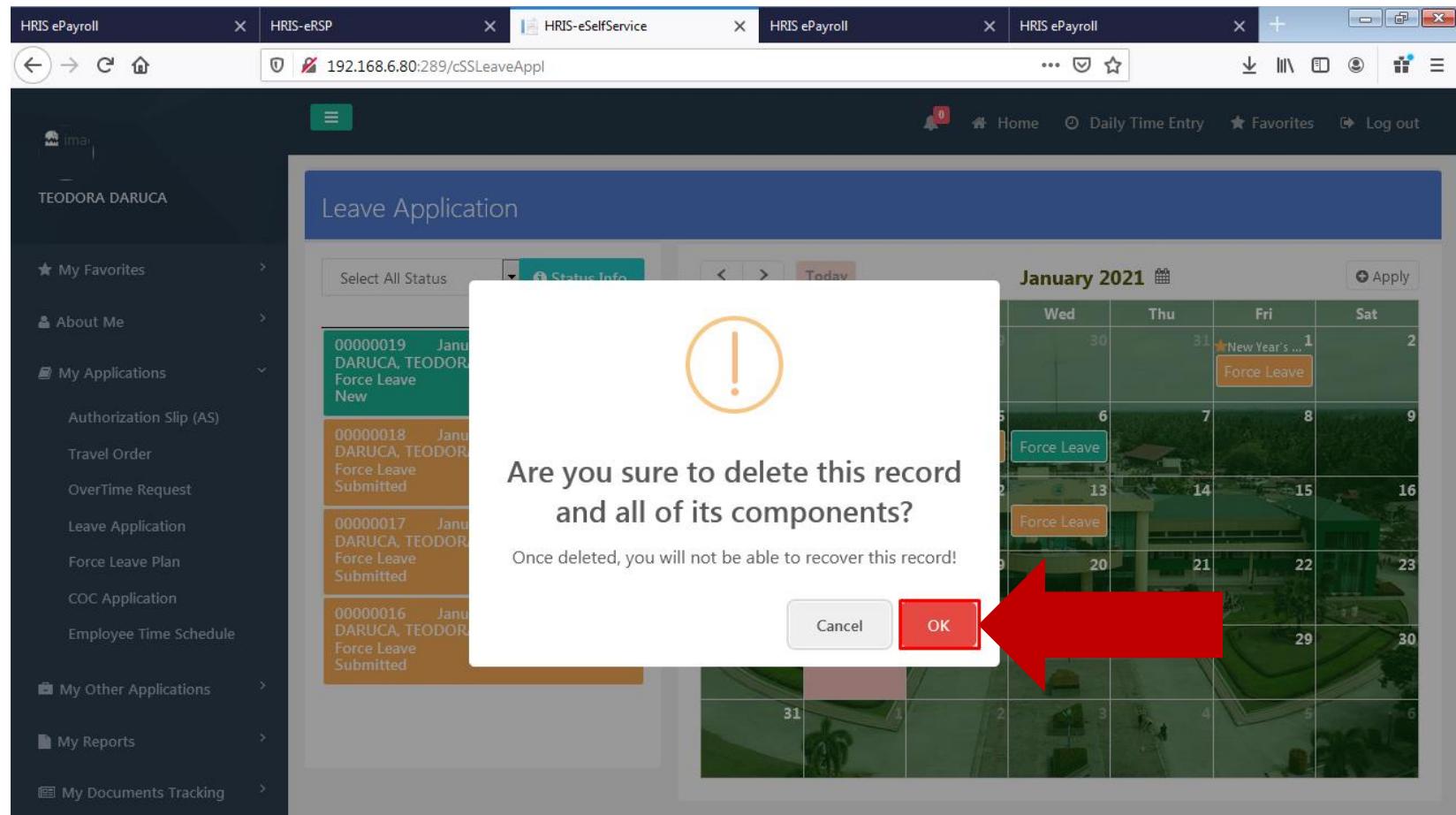
## **Note:**

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.

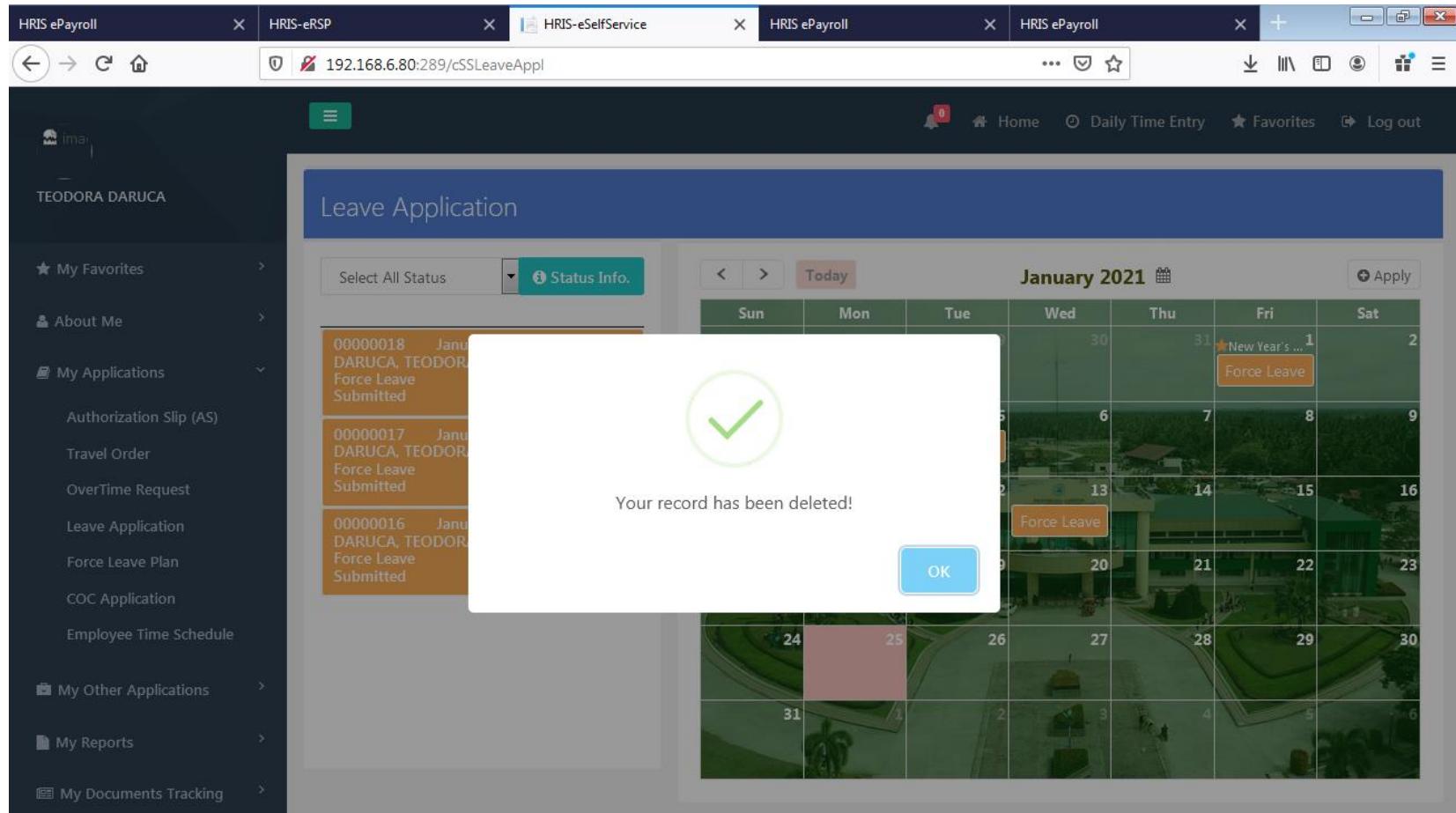
- Step 3: Click **cancel button** if you don't want to delete the selected record.



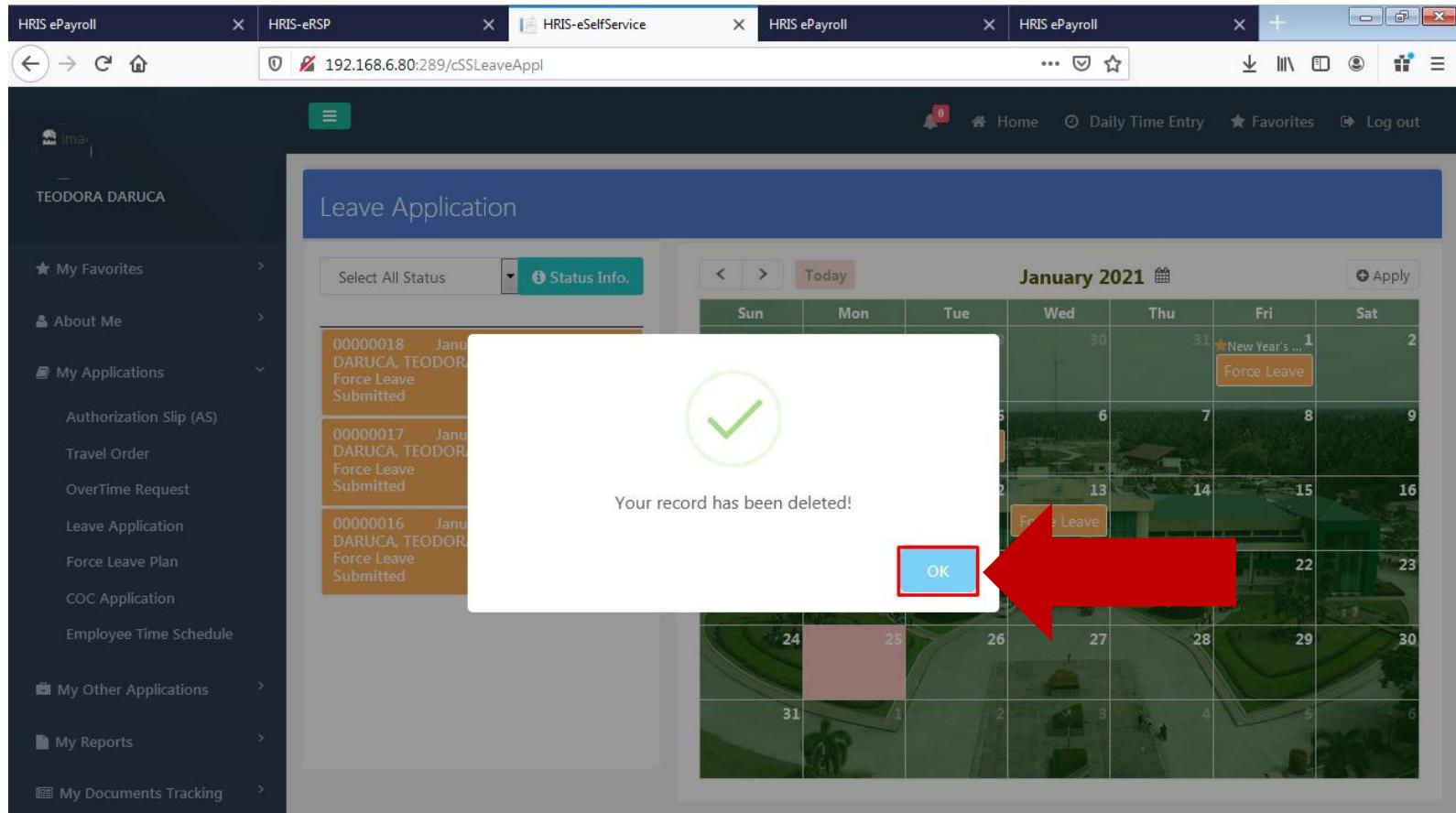
- Step 4: Repeat step 2 then click **ok button** if you want to delete the record.



- **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 ePayroll X HRIS-eRSP X HRIS-eSelfService X HRIS ePayroll X HRIS ePayroll X +

192.168.6.80:289/cSSLeaveAppl

Home Daily Time Entry Favorites Log out

TEODORA DARUCA

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

Select All Status ⓘ Status Info.

00000018 January 13, 2021... DARUCA, TEODORA C. Force Leave Submitted

00000017 January 1, 2021... DARUCA, TEODORA C. Force Leave Submitted

00000016 January 5, 2021... DARUCA, TEODORA C. Force Leave Submitted

January 2021

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

Force Leave

Force Leave

Force Leave