

# **EMPLOYEE TIME**

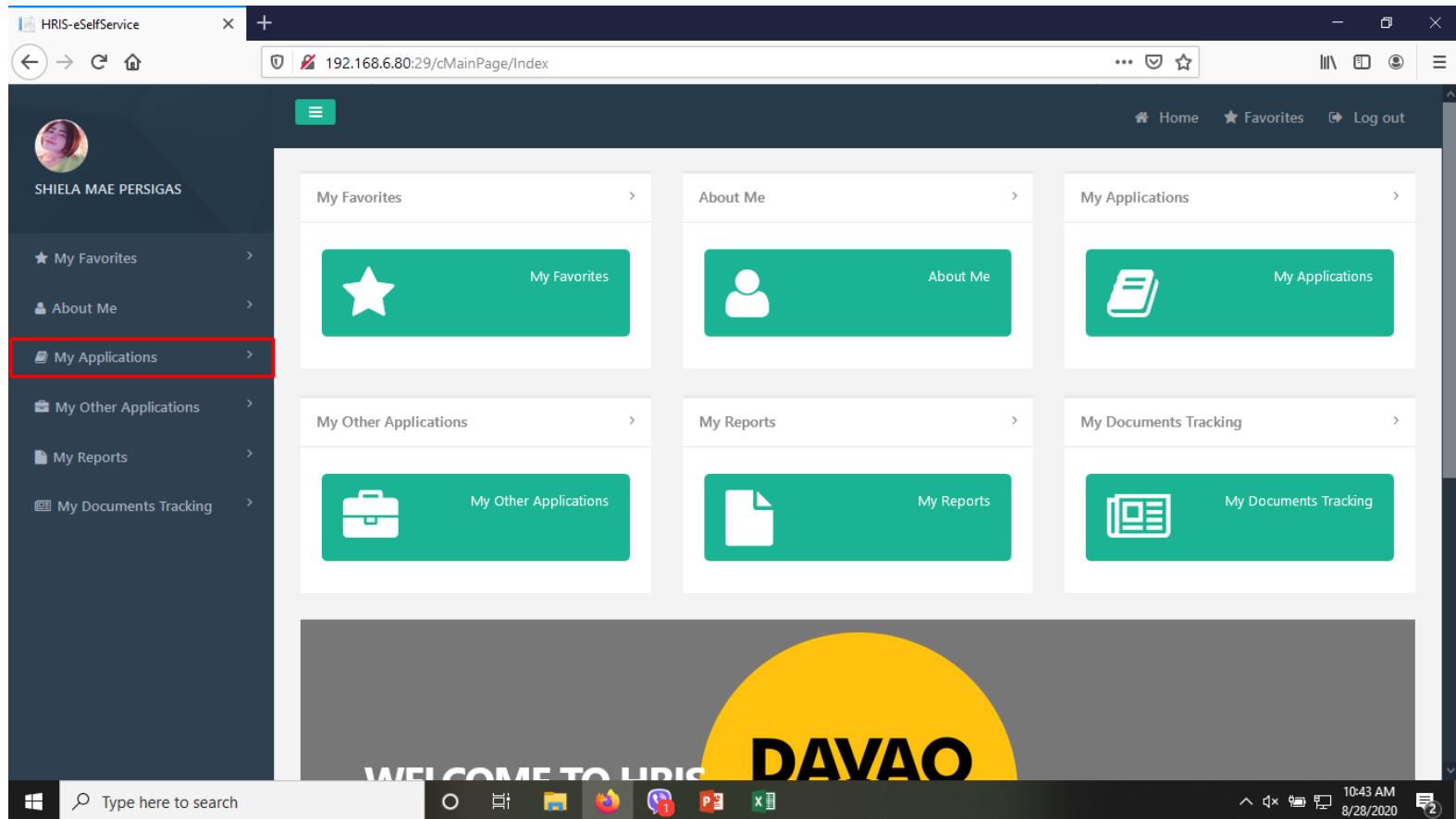
## **SCHEDULE**

### **(RE, CE and JO)**

## **Note:**

This manual is intended only for **individual application** on **employee's time schedule**, once schedule is approved automatically it will reflect on **daily time record (DTR) printing**. On the other hand, **administrative officer (AO)** can also apply employee time schedule only if under the same department if he has the authority to access as AO.

# Navigate to My Applications -> Employee Time Schedule



HRIS-eSelfService

192.168.6.80:289/c MainPage/Index

Home Daily Time Entry Favorites Log out

SHIELA MAE PERSIGAS

My Favorites About Me My Applications

My Other Applications My Reports My Documents Tracking

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

WELCOME TO HRIS DAVAO

Type here to search

9:05 AM 1/15/2021



HRIS-eSelfService

192.168.6.80:289/cSTimeSchedule

SHIELA MAE PERSIGAS

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

Document Tracking

Employee Time Schedule

Work Hours To Be Rendered = 168 hr/s

Work Hours Based On Schedule = 0 hr/s

Status = New

Schedule Month - Year: January - 2021

Effective Date: 2021-01-15

Save

Submit

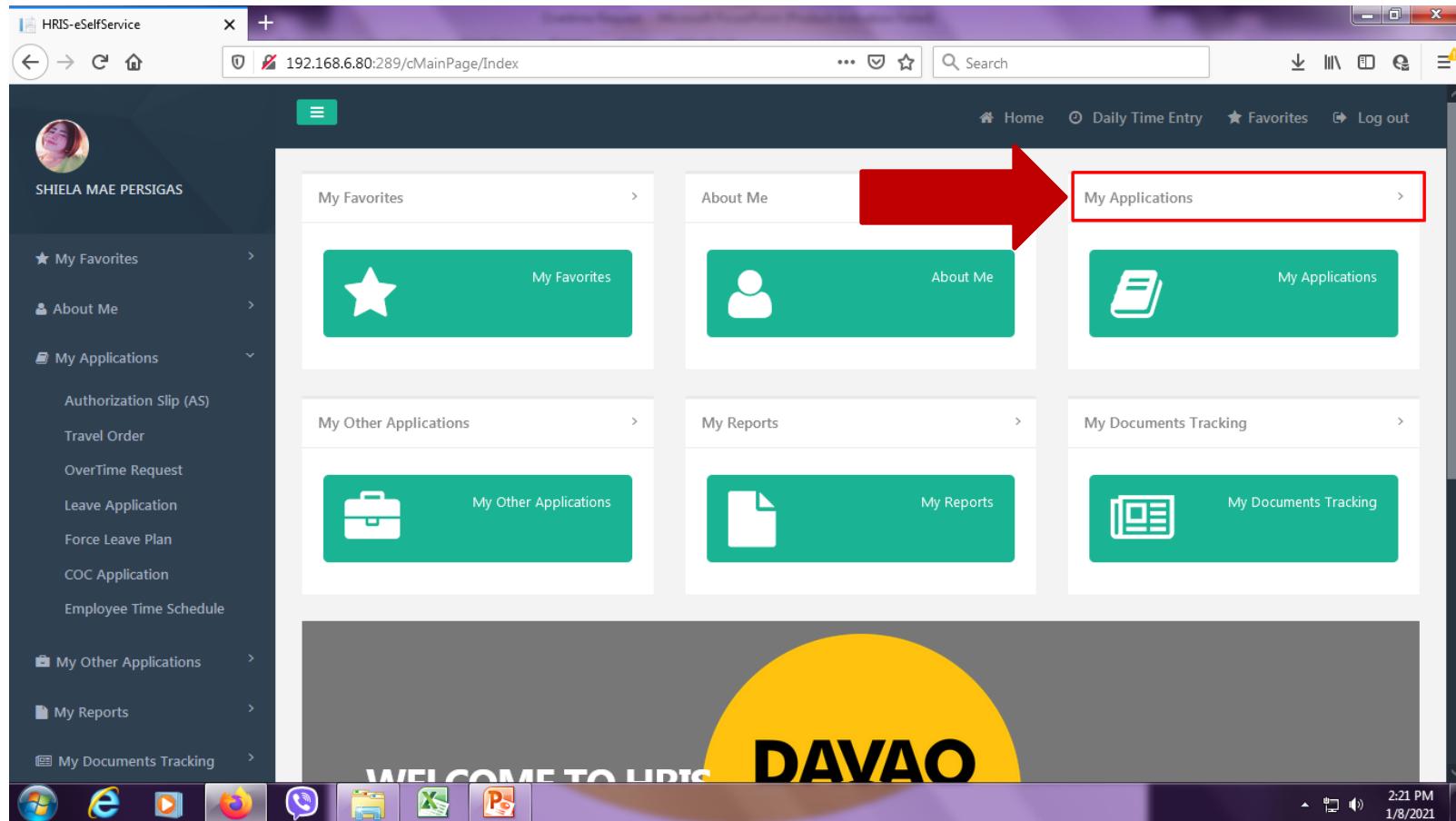
Schedule/s

DAY	AM IN	AM OUT	PM IN	PM OUT	TIME SCHEDULE	PRE	POST	DAY EQUIV	ACTION
01 F									
02 S									
03 S									
04 M									
05 T									
06 W									
07 TH									
08 F									
09 S									

Type here to search

9:06 AM  
1/15/2021

**Note:** You can also navigate to main page **expandable menu buttons**. To navigate click **my applications** dropdown list will be visible click **employee time schedule** to continue.



HRIS-eSelfService

192.168.6.80:289/c MainPage/Index

Home Daily Time Entry Favorites Log out

SHIELA MAE PERSIGAS

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

Employee Time Schedule

Employee Time Schedule

Type here to search

9:08 AM 1/15/2021

The screenshot shows the HRIS-eSelfService application running on a Windows 10 desktop. The main window title is "HRIS-eSelfService" and the URL in the address bar is "192.168.6.80:289/c MainPage/Index". The top navigation bar includes links for "Home", "Daily Time Entry", "Favorites", and "Log out". On the left, a sidebar displays the user's profile picture and name, "SHIELA MAE PERSIGAS", along with a list of applications: "My Favorites", "About Me", "My Applications" (with sub-options like "Authorization Slip (AS)", "Travel Order", etc.), "My Other Applications", and "My Reports". The main content area features several cards: "My Favorites" (star icon), "About Me" (person icon), "My Applications" (list icon), "My Other Applications" (briefcase icon), and "My Reports" (document icon). A large banner at the bottom features a stylized cityscape graphic and the text "HUMAN RESOURCE". A red rectangular box highlights the "Employee Time Schedule" link under the "My Applications" section. The taskbar at the bottom shows the Windows Start button, a search bar with the placeholder "Type here to search", and icons for various system and application programs. The system tray shows the date and time as "9:08 AM 1/15/2021".

HRIS-eSelfService

192.168.6.80:289/cSTimeSchedule

SHIELA MAE PERSIGAS

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

Document Tracking

Employee Time Schedule

Work Hours To Be Rendered = 168 hr/s

Work Hours Based On Schedule = 0 hr/s

Status = New

Schedule Month - Year: January - 2021

Effective Date: 2021-01-15

Save

Submit

Schedule/s

DAY	AM IN	AM OUT	PM IN	PM OUT	TIME SCHEDULE	PRE	POST	DAY EQUIV	ACTION
01 F									
02 S									
03 S									
04 M									
05 T									
06 W									
07 TH									
08 F									
09 S									

Type here to search

9:06 AM  
1/15/2021

## **Note:**

In **employee time schedule** main page **work hours** to be **rendered**, **work hours based on schedule**, **status**, **schedule month-year**, **effective date** and **remarks** fields will be shown. At the same time **save**, **submit**, **schedule**, **edit** and **delete button** will be visible. On the other hand, upon clicking the **employee time schedule menu** expected that **schedule month-year** and **effective date** will already have values since the selected month, year and effective date will be based on servers date.

How to add  
employee time  
schedule application?

**Step 1:** While on the main page of **employee time schedule** input values in **schedule month-year** and **effective date** for you to add schedule to specific month.

The screenshot shows the 'Employee Time Schedule' page from the HRIS-eSelfService application. The URL in the browser is 192.168.6.80:289/cSSTimeSchedule. The page header includes a user profile for 'SHIELA MAE PERSIGAS' and navigation links for Home, Daily Time Entry, Favorites, and Log out. On the left, a sidebar lists various application modules: My Favorites, About Me, My Applications (with sub-options like Authorization Slip (AS), Travel Order, Overtime Request, Leave Application, Force Leave Plan, COC Application, and Employee Time Schedule), My Other Applications, My Reports, and My Documents Tracking. The main content area displays the 'Employee Time Schedule' with the following details:

- Work Hours To Be Rendered = 168 hr/s
- Work Hours Based On Schedule = 0 hr/s
- Status = New
- Schedule Month - Year: January - 2021
- Effective Date: 2021-01-16

A large table titled 'TIME SCHEDULE' is present, showing rows for days 01 through 09. Each row has columns for DAY, AM IN, AM OUT, PM IN, PM OUT, TIME SCHEDULE, PRE, POST, DAY EQUIV, and ACTION. The ACTION column contains icons for edit and delete. The bottom of the screen shows a taskbar with various application icons and a system status bar indicating the date and time.

**Step 2:** To continue select specific day click **edit button** for you to add daily time schedule.

The screenshot shows a web-based application titled "Employee Time Schedule" from the "HRIS-eSelfService" portal. The URL in the browser is 192.168.6.80:289/cSTimeSchedule. The user profile is SHIELA MAE PERSIGAS. On the left, there's a sidebar with links 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 main content area displays employee information: "Work Hours To Be Rendered = 168 hr/s", "Schedule Month - Year: January - 2021", "Work Hours Based On Schedule = 0 hr/s", "Effective Date: 2021-01-16", "Status = New", and "Remarks: ". Below this is a table titled "TIME SCHEDULE" with columns: DAY, AM IN, AM OUT, PM IN, PM OUT, TIME SCHEDULE, PRE, POST, DAY EQUIV, and ACTION. The table contains rows for days 01 through 09, each with a red-bordered "Edit" button in the ACTION column. The status bar at the bottom shows the date and time as 11:02 AM, 1/16/2021.

DAY	AM IN	AM OUT	PM IN	PM OUT	TIME SCHEDULE	PRE	POST	DAY EQUIV	ACTION
01 F									
02 S									
03 S									
04 M									
05 T									
06 W									
07 TH									
08 F									
09 S									

HRIS-eSelfService

192.168.6.80:289/cSSTimeSchedule

SHIELA MAE PERSIGAS

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

### Employee Time Schedule

Work Hours To Be Rendered = 168 hr/s

Work Hours Based On Schedule = 0 hr/s

Status = New

Schedule Month - Year: January - 2021

Effective Date: 2021-01-16

Remarks:

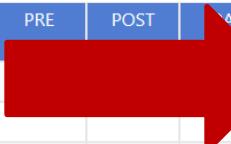
Save

Submit

Schedule/s

DAY	AM IN	AM OUT	PM IN	PM OUT	TIME SCHEDULE	PRE	POST	ACTION	
01 F									
02 S									
03 S									
04 M									
05 T									
06 W									
07 TH									
08 F									
09 S									

11:03 AM 1/16/2021 2



HRIS-eSelfService

192.168.6.80:289/cSTimeSchedule

Home Daily Time Entry Favorites Log out

Employee Time Schedule

Time Schedule Setup

Work Hours To Be Used

Work Hours Based On

Status

Time Schedule:

No. of Days:

Days Equiv.:

AM Schedule

IN

OUT

OVRD In Override AM

PM Schedule

IN

OUT

OVRD Out Override PM

PRE POST DAY EQUIV ACTION

January - 2021

2021-01-16

Save

Submit

Schedule/s

Close Save

DAY

01 F

02 S

03 S

04 M

05 T

06 W

07 TH

08 F

09 S

Type here to search

11:04 AM 1/16/2021

## Note:

Time schedule set up modal page will open **ctrl. nbr.** will auto-generate and all other non-key fields are blank. In **employee time schedule** key field are **schedule month-year, effective date** only through this it will avoid error and redundancy.

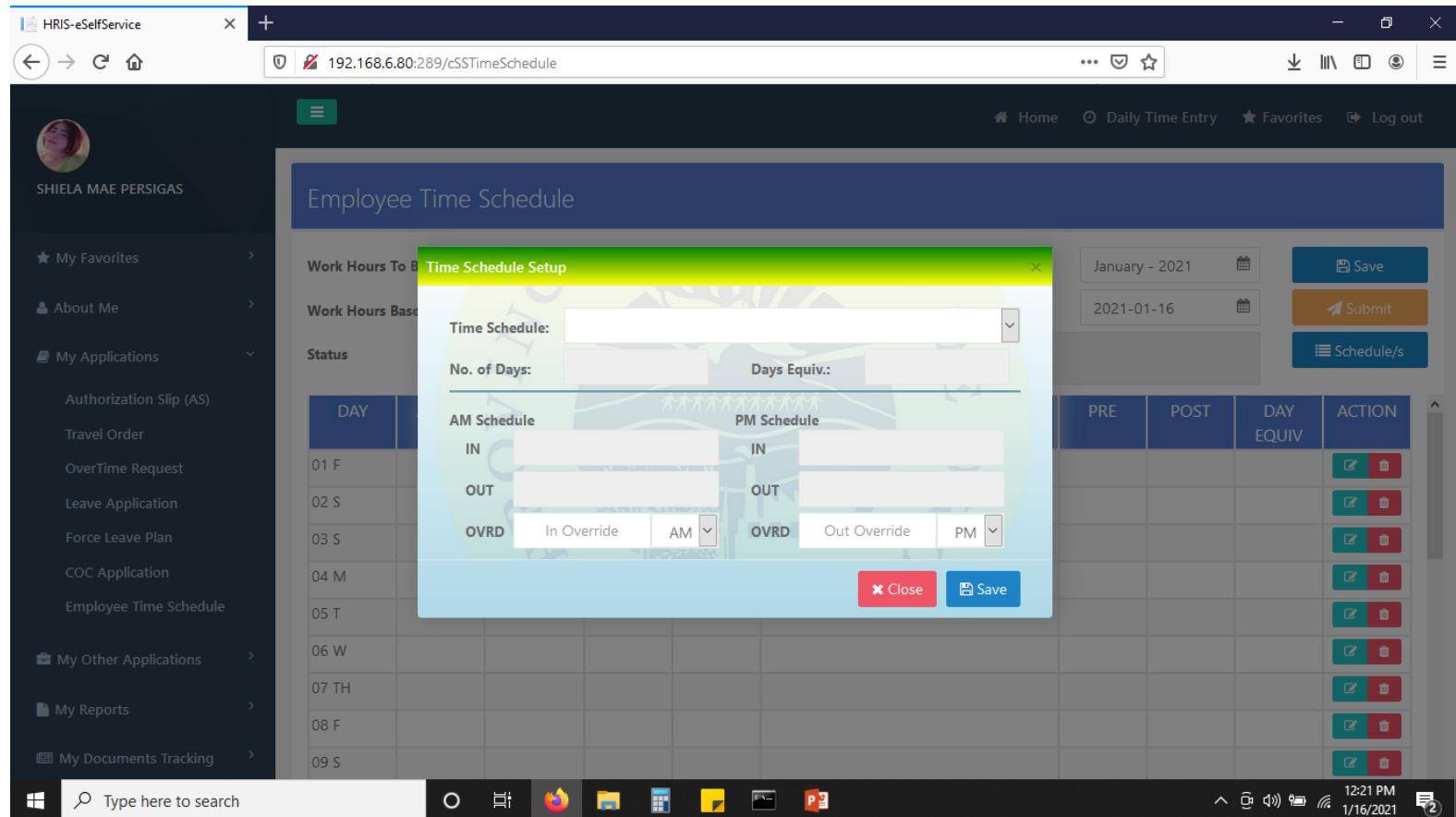
## Non-key fields are:

- No. of Days
- Days Equiv.
- AM Schedule
  - IN
  - OUT
  - OVRD
- PM Schedule
  - IN
  - OUT
  - OVRD

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).

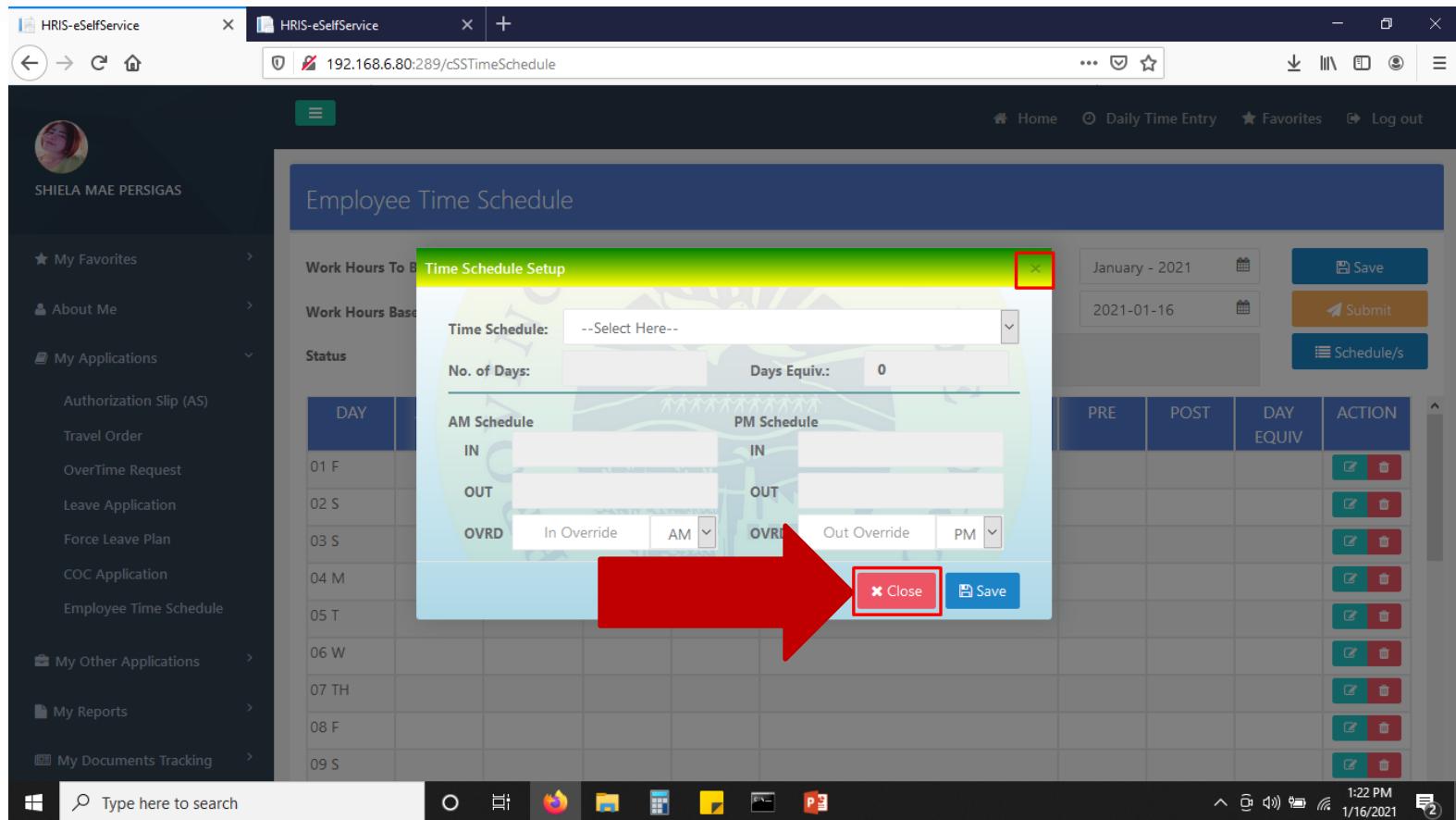
**Note:** Primary key and **ctrl. number** is a system generated number of list application count. And the very latest record added will be found in the top list of employee time schedule application in **schedule modal page** since display of records is sort by **ctrl. number**.

**Step 3:** Repeat **step 2** then try to click **save button** in order to save information.



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

## Step 4: Click close button/icon for you to close the page.



HRIS-eSelfService

192.168.6.80:289/cSTimeSchedule

Home Daily Time Entry Favorites Log out

Employee Time Schedule

Work Hours To Be Rendered = 168 hr/s

Work Hours Based On Schedule = 0 hr/s

Status = New

Schedule Month - Year: January - 2021

Effective Date: 2021-01-16

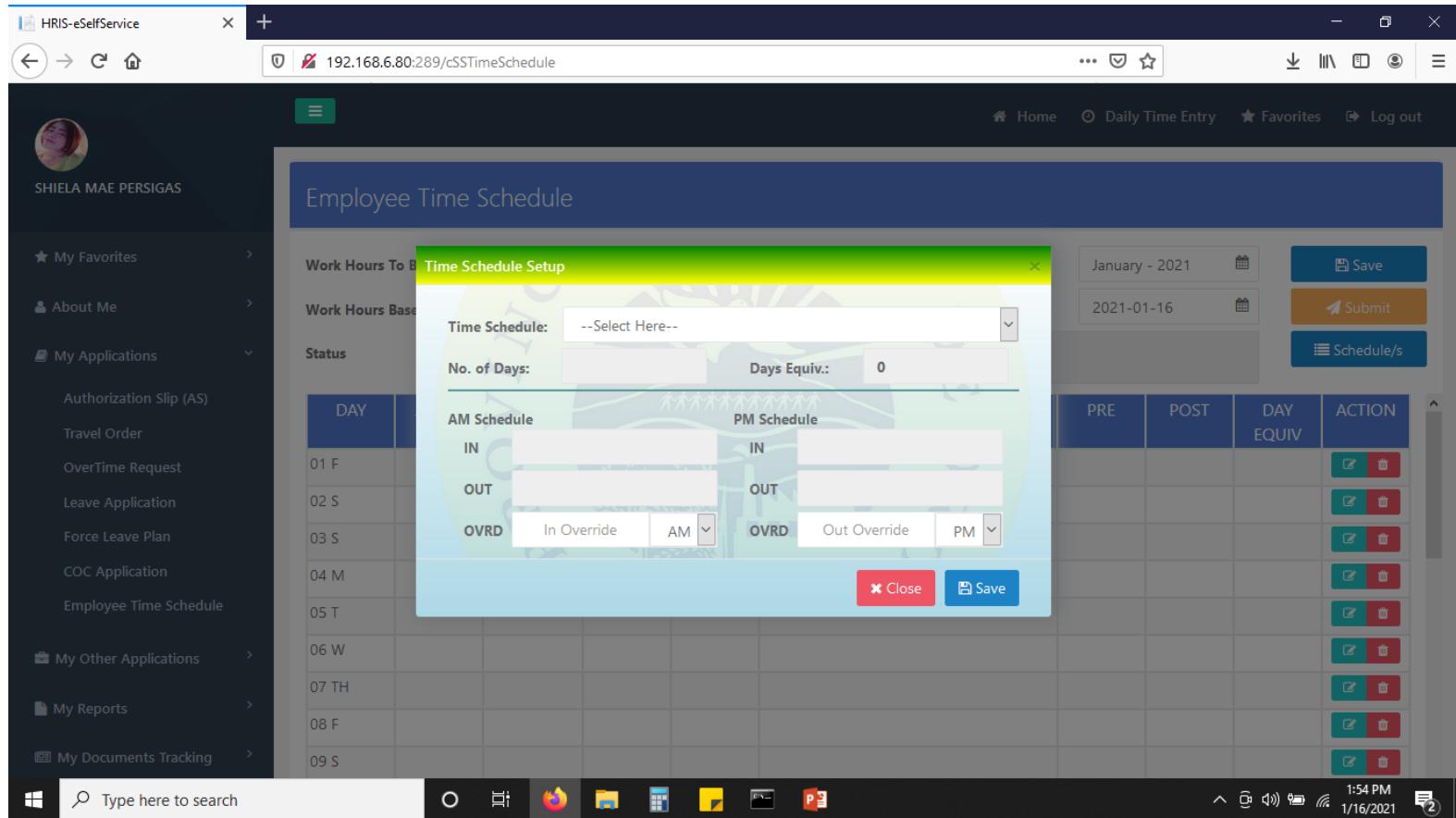
Save Submit Schedule/s

DAY	AM IN	AM OUT	PM IN	PM OUT	TIME SCHEDULE	PRE	POST	DAY EQUIV	ACTION
01 F									
02 S									
03 S									
04 M									
05 T									
06 W									
07 TH									
08 F									
09 S									

Type here to search

1:52 PM 1/16/2021

**Step 5:** If you click **close button/icon** data will not be save please repeat **step 2.**



# Step 6: Input values specifically in all required fields.

Screenshot of the HRIS-eSelfService application showing the Employee Time Schedule setup.

The main interface displays the Employee Time Schedule with a modal window titled "Time Schedule Setup".

Modal Window Details:

- Time Schedule:** Day-Off
- No. of Days:** 0
- Days Equiv.:** 0
- AM Schedule:** IN, OUT, OVRD (In Override, AM dropdown)
- PM Schedule:** IN, OUT, OVRD (Out Override, PM dropdown)
- Buttons:** Close (red), Save (blue)

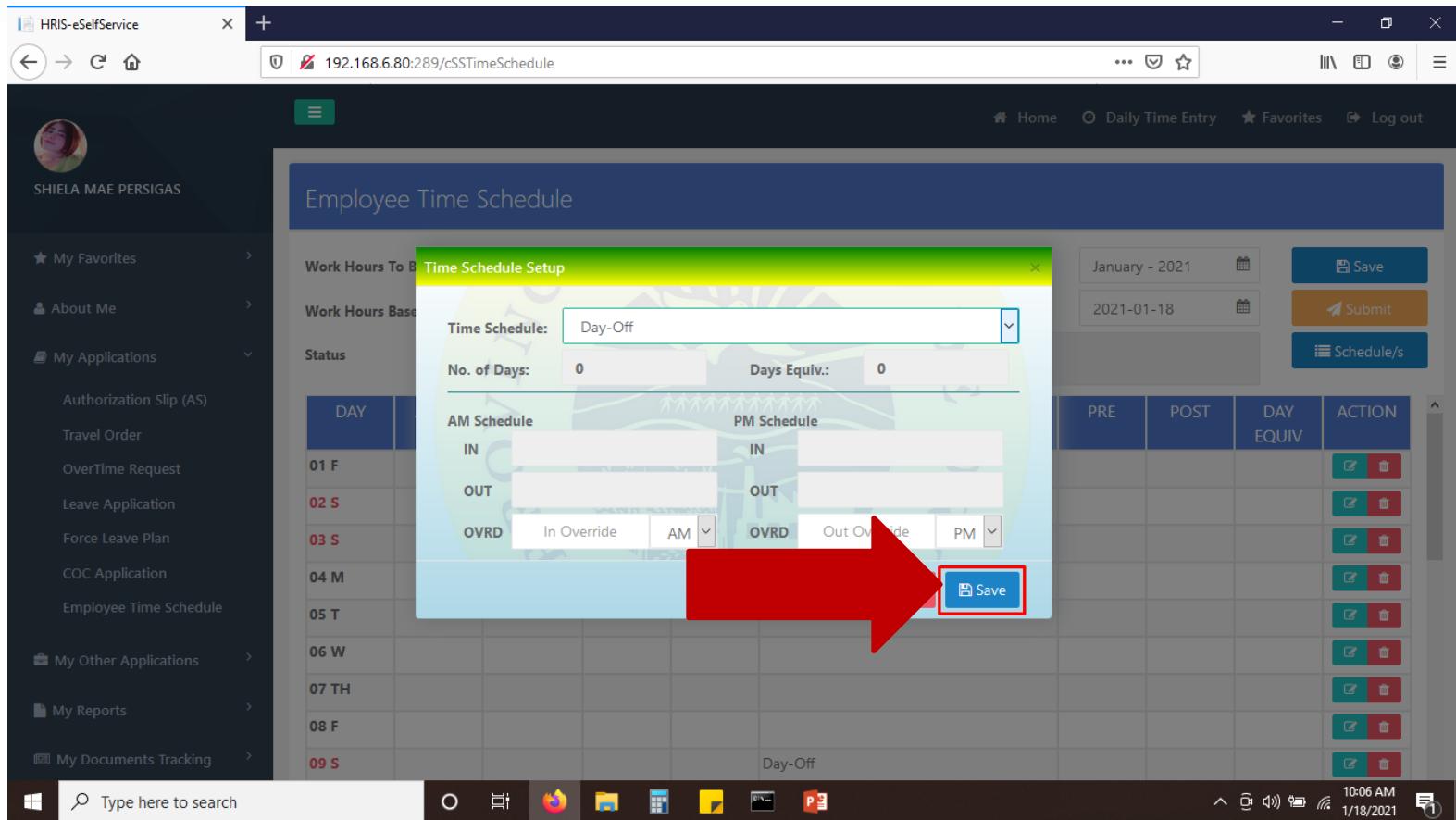
Right Panel (Employee Time Schedule Table):

	PRE	POST	DAY EQUIV	ACTION
01 F				
02 S				
03 S				
04 M				
05 T				
06 W				
07 TH				
08 F				
09 S				

Header and Footer:

- Header: Home, Daily Time Entry, Favorites, Log out
- Address Bar: 192.168.6.80:289/cSTimeSchedule
- Bottom Bar: Type here to search, Taskbar icons (File Explorer, Edge, File Manager, Task View, Power), Date/Time (12:50 PM, 1/16/2021), and Notifications (2).

# Step 7: Click save button for you to save information.



HRIS-eSelfService

192.168.6.80:289/cSTimeSchedule

Home Daily Time Entry Favorites Log out

Employee Time Schedule

Work Hours To Be Rendered = 168 hr/s

Work Hours Based On Schedule = 0 hr/s

Status = New

Schedule Month - Year: January - 2021

Effective Date: 2021-01-18

Save Submit Schedule/s

DAY	AM IN	AM OUT	PM IN	PM OUT	TIME SCHEDULE	PRE	POST	DAY EQUIV	ACTION
01 F					Day-Off				
02 S					Day-Off				
03 S					Day-Off				
04 M									
05 T									
06 W									
07 TH									
08 F									
09 S					Day-Off				

Type here to search

10:08 AM 1/18/2021

**Step 8:** If ever you want to submit information click **submit button** for you to submit schedule.

The screenshot shows the 'Employee Time Schedule' page from the HRIS-eSelfService application. The main content area displays the following information:

- Work Hours To Be Rendered = 168 hr/s
- Work Hours Based On Schedule = 0 hr/s
- Status = New
- Schedule Month - Year: January - 2021
- Effective Date: (highlighted with a red box)
- Remarks: (text input field)

On the right side of the top panel, there are three buttons: 'Save' (blue), 'Submit' (orange, highlighted with a red box), and 'Schedule/s' (blue). A large red arrow points from the text above towards the 'Submit' button.

The main table below shows the daily time schedule for the month of January:

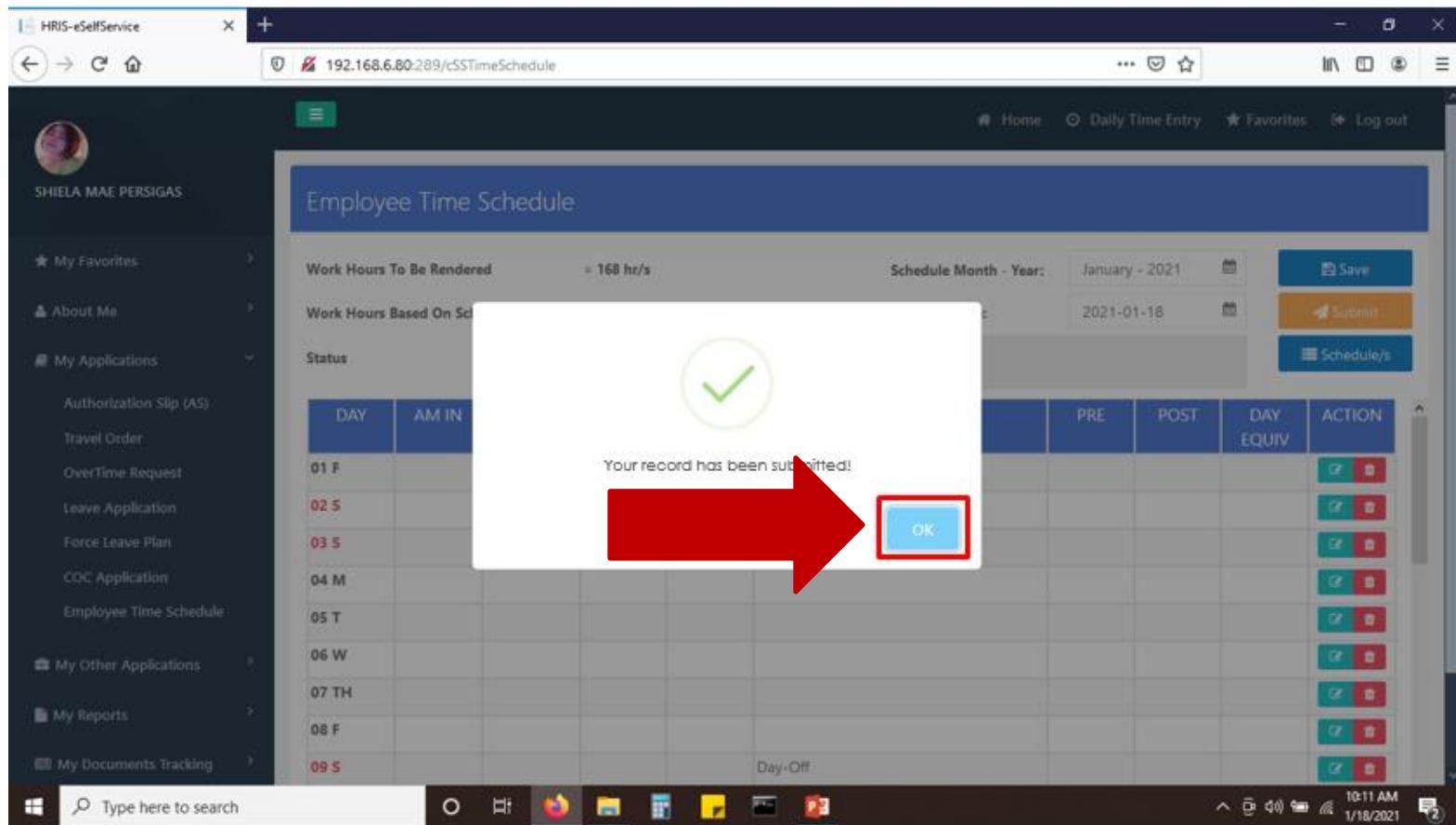
DAY	AM IN	AM OUT	PM IN	PM OUT	TIME SCHEDULE	PRE	POST	DAY EQUIV	ACTION
01 F					Day-Off				
02 S					Day-Off				
03 S					Day-Off				
04 M									
05 T									
06 W									
07 TH									
08 F									
09 S					Day-Off				

At the bottom of the screen, the Windows taskbar shows various pinned icons and the system clock indicates it's 10:09 AM on 1/18/2021.

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

The screenshot shows a web-based application titled "Employee Time Schedule". The main interface includes a sidebar with user navigation options like "My Favorites", "About Me", "My Applications" (with sub-options for Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, and Employee Time Schedule), "My Other Applications", "My Reports", and "My Documents Tracking". The main content area displays a grid for "Work Hours To Be Rendered" (168 hr/s) and "Work Hours Based On Sched". A "Status" section shows a table with rows for days 01 through 09, categorized as F (Friday), S (Saturday), or M (Monday). A large green checkmark icon with the message "Your record has been submitted!" is overlaid on the grid. In the top right corner, there are buttons for "Save", "Submit", and "Schedule/s". The bottom right corner of the screen shows the Windows taskbar with the date and time (10:11 AM, 1/18/2021).

## Step 9: Click ok button to exit and go back on previous page.



HRIS-eSelfService

192.168.6.80:289/cSTimeSchedule

SHIELA MAE PERSIGAS

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

Employee Time Schedule

Work Hours To Be Rendered = 168 hr/s

Work Hours Based On Schedule = 0 hr/s

Status = Submitted

Schedule Month - Year: January - 2021

Effective Date: 2021-01-18

Save

Submit

Schedule/s

DAY	AM IN	AM OUT	PM IN	PM OUT	TIME SCHEDULE	PRE	POST	DAY EQUIV	ACTION	
01 F					Day-Off					
02 S					Day-Off					
03 S					Day-Off					
04 M										
05 T										
06 W										
07 TH										
08 F										
09 S					Day-Off					

Type here to search

10:21 AM  
1/18/2021

**Step 10:** If ever you want to save information click **save button** for you to save schedule, repeat **step 9** to continue.

The screenshot shows the 'Employee Time Schedule' page from the HRIS-eSelfService application. The main content area displays the following details:

- Work Hours To Be Rendered = 168 hr/s
- Work Hours Based On Schedule = 0 hr/s
- Status = New
- Schedule Month = January
- Effective Date = 2021-01-18
- Remarks: (empty)

Below these details is a table titled 'TIME SCHEDULE' showing daily entries:

DAY	AM IN	AM OUT	PM IN	PM OUT	TIME SCHEDULE	PRE	POST	DAY EQUIV	ACTION
01 F					Day-Off				<input type="button" value="Edit"/> <input type="button" value="Delete"/>
02 S					Day-Off				<input type="button" value="Edit"/> <input type="button" value="Delete"/>
03 S					Day-Off				<input type="button" value="Edit"/> <input type="button" value="Delete"/>
04 M									<input type="button" value="Edit"/> <input type="button" value="Delete"/>
05 T									<input type="button" value="Edit"/> <input type="button" value="Delete"/>
06 W									<input type="button" value="Edit"/> <input type="button" value="Delete"/>
07 TH									<input type="button" value="Edit"/> <input type="button" value="Delete"/>
08 F					Day-Off				<input type="button" value="Edit"/> <input type="button" value="Delete"/>
09 S					Day-Off				<input type="button" value="Edit"/> <input type="button" value="Delete"/>

At the top right of the form, there are three buttons: 'Save' (highlighted with a red box and arrow), 'Submit', and 'Schedule/s'. The bottom right corner of the screen shows the Windows taskbar with the date and time (10:10 AM, 1/18/2021).

HRIS-eSelfService

192.168.6.80:289/cSSTimeSchedule

Home Daily Time Entry Favorites Log out

Employee Time Schedule

Work Hours To Be Rendered = 168 hr/s

Work Hours Based On Schedule = 0 hr/s

Status = New

Schedule Month - Year: January - 2021

Effective Date: 2021-01-18

Save Submit Schedule/s

DAY	AM IN	AM OUT	PM IN	PM OUT	TIME SCHEDULE	PRE	POST	DAY EQUIV	ACTION
01 F					Day-Off				
02 S					Day-Off				
03 S					Day-Off				
04 M									
05 T									
06 W									
07 TH									
08 F									
09 S					Day-Off				

Type here to search

10:32 AM  
1/18/2021

How to edit applied  
employee time  
schedule?

## **Note:**

In editing applied time schedule where you will be able to view different schedule **statuses** like **submitted**, **reviewed**, **disapproved**, **cancelled** and **final approved** schedule. Only **new** and **cancel pending** schedule status is editable and can be resubmitted. However, once the applied schedule status is **cancelled** or **disapproved** expected that you can no longer edit or update schedule but need to apply for new schedule.

**Step 1:** While on the main page of **employee time schedule** click **schedule button** for you to view the applied schedule.

The screenshot shows the HRIS-eSelfService Employee Time Schedule interface. On the left is a sidebar with user profile information (Shiela Mae Persigas) and links for My Favorites, About Me, My Applications (Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application), and Employee Time Schedule. The main content area displays employee time schedule details: Work Hours To Be Rendered (168 hr/s), Work Hours Based On Schedule (0 hr/s), Status (New), Schedule Month - Year (January - 2021), Effective Date (2021-01-18), and Remarks. Below these details is a table titled 'TIME SCHEDULE' showing daily entries from 01 F to 09 S, all marked as 'Day-Off'. The 'ACTION' column for each row contains edit and delete icons. In the top right corner of the main content area, there are three buttons: 'Save' (blue), 'Submit' (orange), and 'Schedule/s' (blue, highlighted by a red box and a red arrow pointing to it). The bottom of the screen shows a Windows taskbar with various pinned icons and system status indicators.

DAY	AM IN	AM OUT	PM IN	PM OUT	TIME SCHEDULE	PRE	POST	DAY EQUIV	ACTION
01 F					Day-Off				
02 S					Day-Off				
03 S					Day-Off				
04 M									
05 T									
06 W									
07 TH									
08 F									
09 S					Day-Off				

HRIS-eSelfService

192.168.6.80:289/cSTimeSchedule

Home Daily Time Entry Favorites Log out

SHIELA MAE PERSIGAS

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

List of Time Schedule

CTRL NO.	EFFECTIVE DATE	STATUS	MONTH - YEAR	ACTION
0000000889	2021-01-18	New	Janauary - 2021	
0000000888	2021-01-16	Submitted	Janauary - 2021	
0000000733	2020-12-22	Submitted	November - 2020	
0000000670	2020-12-21	Submitted	December - 2020	
0000000086	2020-10-21	New	August - 2020	
0000000075	2020-10-20	Final Approved	September - 2020	

Showing 1 to 6 of 6 entries

Previous 1 Next

Save Submit Schedule/s

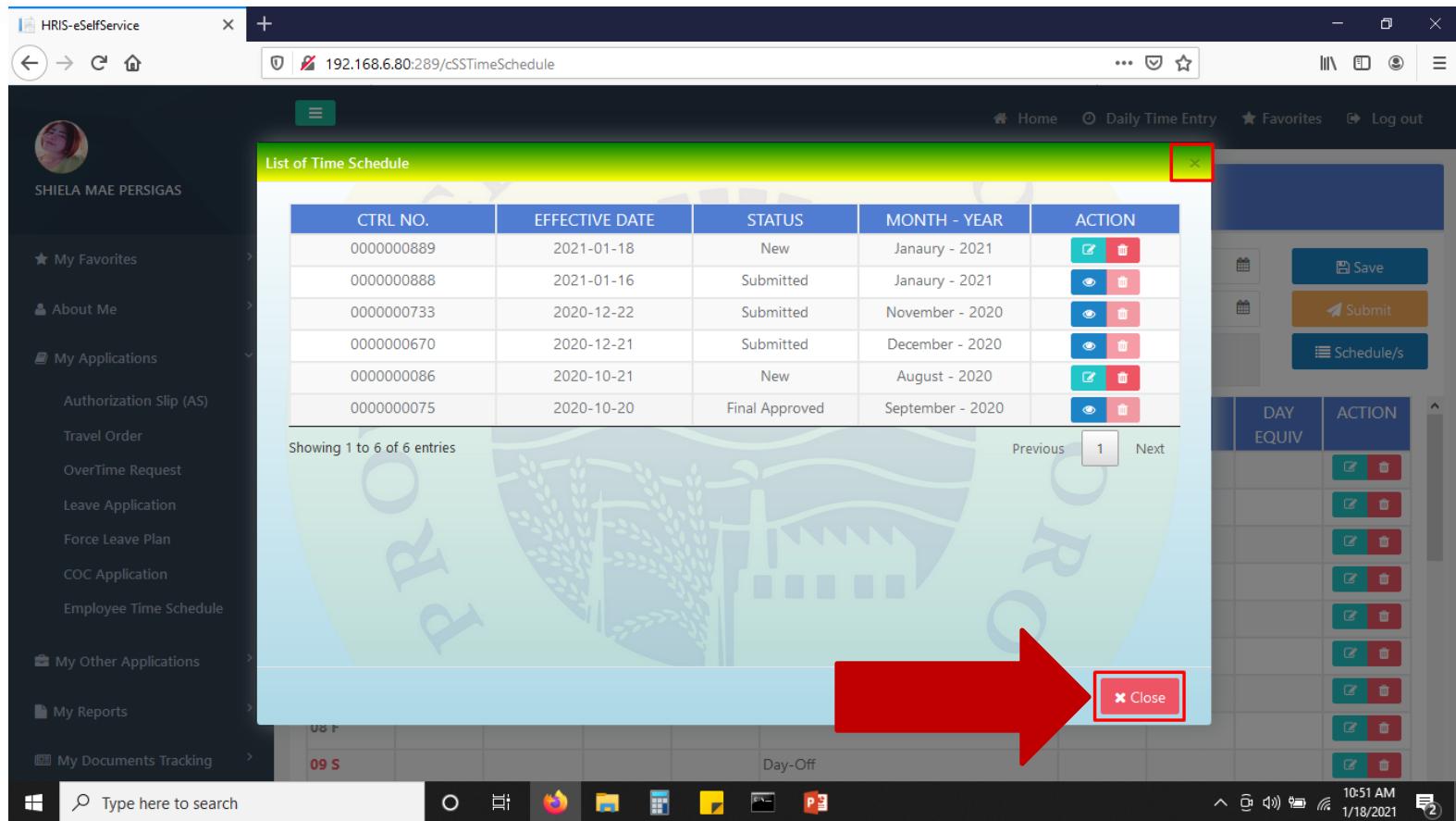
Day EQUIV ACTION

09 S Day-Off

Type here to search

10:51 AM 1/18/2021

## Step 2: Click close button/icon for you to close the page.



HRIS-eSelfService

192.168.6.80:289/cSTimeSchedule

Home Daily Time Entry Favorites Log out

Employee Time Schedule

Work Hours To Be Rendered = 168 hr/s

Work Hours Based On Schedule = 0 hr/s

Status = New

Schedule Month - Year: January - 2021

Effective Date: 2021-01-18

Save Submit Schedule/s

DAY	AM IN	AM OUT	PM IN	PM OUT	TIME SCHEDULE	PRE	POST	DAY EQUIV	ACTION
01 F					Day-Off				
02 S					Day-Off				
03 S					Day-Off				
04 M									
05 T									
06 W									
07 TH									
08 F									
09 S					Day-Off				

Type here to search

10:52 AM 1/18/2021

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

The screenshot shows a web browser window for the HRIS-eSelfService application at the URL 192.168.6.80:289/csSTimeSchedule. The left sidebar contains a user profile for Shiela Mae Persigas and links to various application modules 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 table titled "List of Time Schedule" with columns: CTRL NO., EFFECTIVE DATE, STATUS, MONTH - YEAR, and ACTION. The table lists six entries from January 2021 to October 2020. A large watermark for "PROD" is visible across the center of the page. At the bottom right of the main content area is a red "Close" button. To the right of the main content, there is a sidebar with buttons for Save, Submit, and Schedule/s. The taskbar at the bottom shows the date as 1/18/2021 and the time as 10:51 AM.

CTRL NO.	EFFECTIVE DATE	STATUS	MONTH - YEAR	ACTION
0000000889	2021-01-18	New	January - 2021	
0000000888	2021-01-16	Submitted	January - 2021	
0000000733	2020-12-22	Submitted	November - 2020	
0000000670	2020-12-21	Submitted	December - 2020	
0000000086	2020-10-21	New	August - 2020	
0000000075	2020-10-20	Final Approved	September - 2020	

**Step 4:** If you want to edit or update specific schedule select specific record to edit information.

The screenshot shows a Windows desktop environment with a web browser window open to the URL [192.168.6.80:289/cSTimeSchedule](http://192.168.6.80:289/cSTimeSchedule). The browser title bar reads "HRIS-eSelfService". The main content area displays a table titled "List of Time Schedule". The table has columns: CTRL NO., EFFECTIVE DATE, STATUS, MONTH - YEAR, and ACTION. The first row, which contains the value "0000000889" in the CTRL NO. column, is highlighted with a red border. The ACTION column for this row contains two icons: a green pencil for edit and a red trash can for delete. The table shows 6 entries in total, with the message "Showing 1 to 6 of 6 entries". To the right of the table, there is a sidebar with buttons for "Save", "Submit", and "Schedule/s". Below the table, there is a section titled "Day-Equiv" with several rows, each with a green pencil and red trash can icon. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray indicating the date and time as "10:57 AM 1/18/2021".

CTRL NO.	EFFECTIVE DATE	STATUS	MONTH - YEAR	ACTION
0000000889	2021-01-18	New	Janauary - 2021	
0000000888	2021-01-16	Submitted	Janauary - 2021	
0000000733	2020-12-22	Submitted	November - 2020	
0000000670	2020-12-21	Submitted	December - 2020	
0000000086	2020-10-21	New	August - 2020	
0000000075	2020-10-20	Final Approved	September - 2020	

## Step 5: Click **edit button** for you to edit or update needed information.

The screenshot shows the HRIS-eSelfService application interface. On the left is a sidebar with user profile information and various application links. The main content area displays a table titled "List of Time Schedule". The table has columns for CTRL NO., EFFECTIVE DATE, STATUS, and ACTION. The STATUS column shows entries like "New", "Submitted", and "Final Approved". The ACTION column contains icons for edit, delete, and view. A large red arrow points to the edit icon in the first row. The bottom right corner of the screen shows a watermark with the text "PROD".

CTRL NO.	EFFECTIVE DATE	STATUS	ACTION
0000000889	2021-01-18	New	
0000000888	2021-01-16	Submitted	 
000000733	2020-12-22	Submitted	 
0000000670	2020-12-21	Submitted	 
0000000086	2020-10-21	New	 
0000000075	2020-10-20	Final Approved	 

HRIS-eSelfService

192.168.6.80:289/cSSTimeSchedule

Home Daily Time Entry Favorites Log out

Employee Time Schedule

Work Hours To Be Rendered = 168 hr/s

Work Hours Based On Schedule = 0 hr/s

Status = New

Schedule Month - Year: January - 2021

Effective Date: 2021-01-18

Save Submit Schedule/s

DAY	AM IN	AM OUT	PM IN	PM OUT	TIME SCHEDULE	PRE	POST	DAY EQUIV	ACTION
01 F					Day-Off				
02 S					Day-Off				
03 S					Day-Off				
04 M									
05 T									
06 W									
07 TH									
08 F									
09 S					Day-Off				

Type here to search

10:59 AM 1/18/2021

**Step 6:** If you want to update daily time schedule select specific day then click **edit button** to update information.

The screenshot shows a web-based application titled "Employee Time Schedule". The main interface includes a sidebar with user profile and application links, and a central form for entering time schedule details. A table displays daily entries with columns for Day, AM IN, AM OUT, PM IN, PM OUT, TIME SCHEDULE, PRE, POST, DAY EQUIV, and ACTION. The row for "04 M" is highlighted with a red border, indicating it is selected for editing.

Employee Time Schedule

Work Hours To Be Rendered = 168 hr/s

Schedule Month - Year: Janauary - 2021

Work Hours Based On Schedule = 0 hr/s

Effective Date: 2021-01-18

Status = New

Remarks:

Save | Submit | Schedule/s

DAY	AM IN	AM OUT	PM IN	PM OUT	TIME SCHEDULE	PRE	POST	DAY EQUIV	ACTION
01 F					Day-Off				
02 S					Day-Off				
03 S					Day-Off				
04 M									
05 T									
06 W									
07 TH									
08 F									
09 S					Day-Off				

HRIS-eSelfService

192.168.6.80:289/cSSTimeSchedule

SHIELA MAE PERSIGAS

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

### Employee Time Schedule

Work Hours To Be Rendered = 168 hr/s

Work Hours Based On Schedule = 0 hr/s

Status = New

Schedule Month - Year: January - 2021

Effective Date: 2021-01-18

Remarks:

Save

Submit

Schedule/s

DAY	AM IN	AM OUT	PM IN	PM OUT	TIME SCHEDULE	PRE	POST	DAY EQUIV	ACTION	
01 F					Day-Off					
02 S					Day-Off					
03 S					Day-Off					
04 M										
05 T										
06 W										
07 TH										
08 F										
09 S					Day-Off					

11:00 AM 1/18/2021 2



HRIS-eSelfService

192.168.6.80:289/cSSTimeSchedule

Home Daily Time Entry Favorites Log out

SHIELA MAE PERSIGAS

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

Employee Time Schedule

Time Schedule Setup

Time Schedule: --Select Here--

No. of Days: Days Equiv.: 0

AM Schedule PM Schedule

DAY	IN	IN
01 F		
02 S		
03 S		
04 M		
05 T		
06 W		
07 TH		
08 F		
09 S		

Day-Off

PRE POST DAY EQUIV ACTION

In Override AM OV RD Out Override PM Close Save

January - 2021 2021-01-18 Save Submit Schedule/s

Type here to search

11:00 AM 1/18/2021 2

## Note:

Time schedule set up modal page will open **ctrl. nbr.** will auto-generate and all other non-key fields are blank. In **employee time schedule** key field are **schedule month-year, effective date** only through this it will avoid error and redundancy.

## Non-key fields are:

- No. of Days
- Days Equiv.
- AM Schedule
  - IN
  - OUT
  - OVRD
- PM Schedule
  - IN
  - OUT
  - OVRD

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 7:** Repeat **step 2** then try to click **save button** in order to save information.

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

HRIS-eSelfService

192.168.6.80:289/cSTimeSchedule

Home Daily Time Entry Favorites Log out

Employee Time Schedule

Time Schedule Setup

Time Schedule: --Select Here--

No. of Days: Days Equiv.: 0

AM Schedule PM Schedule

IN OUT IN OUT

01 F 02 S 03 S OVRD In Override AM OVRD Out Override PM

04 M 05 T 06 W 07 TH 08 F 09 S Day-Off

Save Close

January - 2021

2021-01-18

Save Submit Schedule/s

PRE POST DAY EQUIV ACTION

Employee Time Schedule

Type here to search

11:01 AM 1/18/2021

HRIS-eSelfService

192.168.6.80:289/cSTimeSchedule

Home Daily Time Entry Favorites Log out

Employee Time Schedule

Time Schedule Setup

Time Schedule: --Select Here-- Required Field

No. of Days: Days Equiv.: 0

AM Schedule PM Schedule

DAY	IN	OUT	IN	OUT
01 F				
02 S				
03 S				
04 M				
05 T				
06 W				
07 TH				
08 F				
09 S				

Day-Off

PRE POST DAY EQUIV ACTION

Save Submit Schedule/s

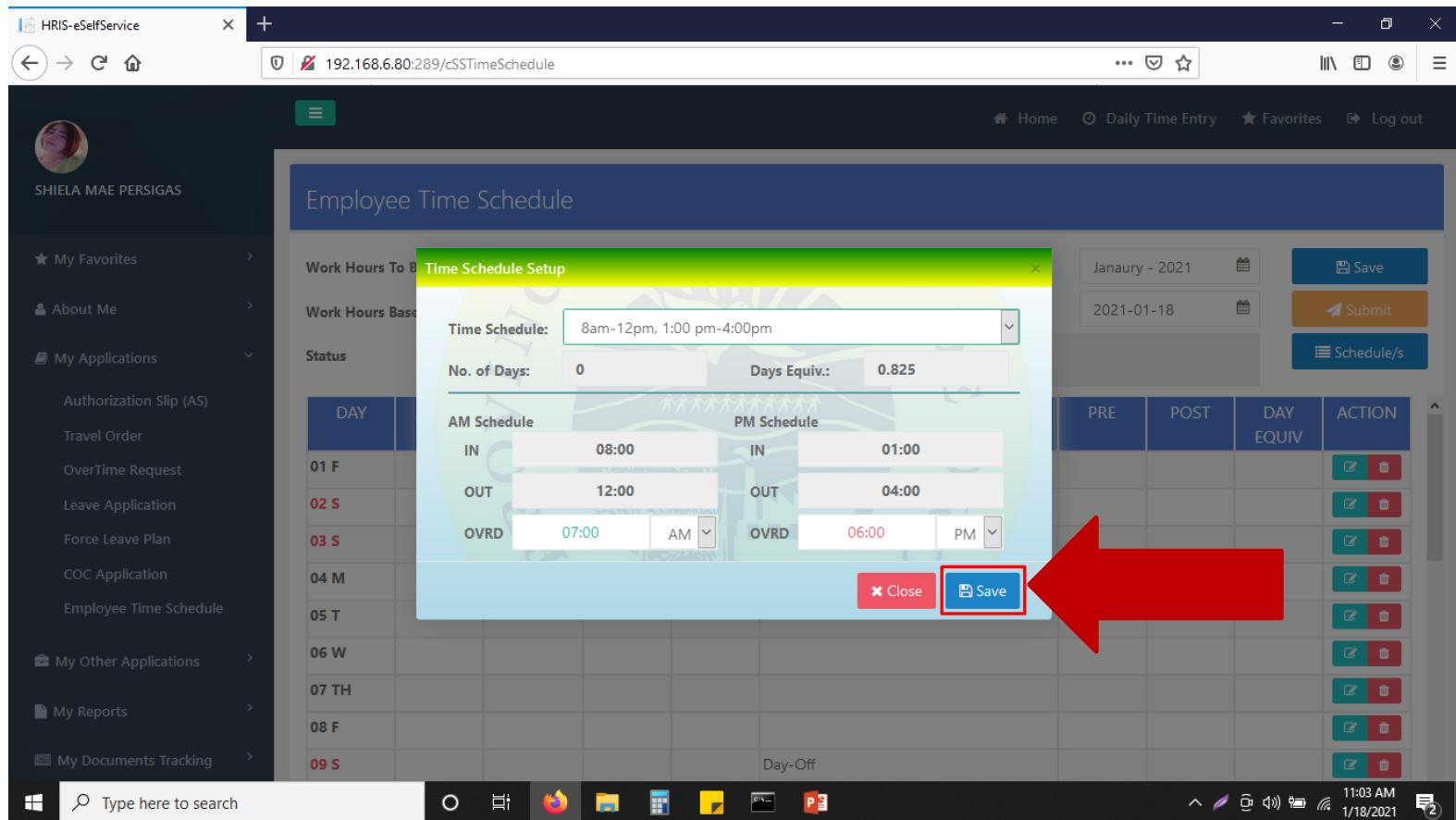
Type here to search

11:01 AM 1/18/2021

# Step 8: Input values in all required fields for you to save information.

The screenshot shows a web-based application titled "HRIS-eSelfService" at the URL "192.168.6.80:289/cSSTimeSchedule". The user profile "SHIELA MAE PERSIGAS" is visible on the left sidebar. The main content area is titled "Employee Time Schedule" and displays a "Time Schedule Setup" dialog. The dialog shows a work schedule from "8am-12pm, 1:00 pm-4:00pm" for "0" days, with a "Days Equiv." of "0.825". The schedule grid includes columns for "DAY", "AM Schedule", and "PM Schedule". The AM schedule has entries for IN at 08:00 and OUT at 12:00. The PM schedule has entries for IN at 01:00 and OUT at 04:00. The grid rows are labeled 01 F, 02 S, 03 S, 04 M, 05 T, 06 W, 07 TH, 08 F, and 09 S. A "Day-Off" row is also present. On the right side of the dialog, there are buttons for "Save", "Submit", and "Schedule/s". Above the dialog, there are buttons for "January - 2021" and "2021-01-18". The bottom right corner of the dialog has "Close" and "Save" buttons. The application interface includes a search bar at the bottom left and a taskbar with various icons at the bottom right, including a date and time indicator "11:02 AM 1/18/2021".

## Step 9: Click save button for you to save information.



HRIS-eSelfService

192.168.6.80:289/cSSTimeSchedule

Home Daily Time Entry Favorites Log out

Employee Time Schedule

Work Hours To Be Rendered = 168 hr/s

Work Hours Based On Schedule = 9.60 hr/s

Status = New

Schedule Month - Year: January - 2021

Effective Date: 2021-01-18

Save Submit Schedule/s

DAY	AM IN	AM OUT	PM IN	PM OUT	TIME SCHEDULE	PRE	POST	DAY EQUIV	ACTION
01 F					Day-Off				
02 S					Day-Off				
03 S					Day-Off				
04 M	08:00	12:00	01:00	04:00	8am-12pm, 1:00 pm-4:00pm	07:00 AM	06:00 PM	0.825 d	
05 T									
06 W									
07 TH									
08 F									
09 S					Day-Off				

Type here to search

11:04 AM 1/18/2021

**Step 10:** If you want to delete information select specific record to delete, click **delete button** for you to delete information.

The screenshot shows the 'Employee Time Schedule' page from the HRIS-eSelfService application. The main header displays the title 'Employee Time Schedule'. Below it, key statistics are shown: 'Work Hours To Be Rendered = 168 hr/s', 'Work Hours Based On Schedule = 9.60 hr/s', and 'Status = New'. The 'Schedule Month - Year' is set to 'Janauary - 2021' and the 'Effective Date' is '2021-01-18'. On the right, there are 'Save' and 'Submit' buttons, along with a 'Schedule/s' link. The central part of the page is a table titled 'TIME SCHEDULE' with columns for DAY, AM IN, AM OUT, PM IN, PM OUT, TIME SCHEDULE, PRE, POST, DAY EQUIV, and ACTION. The table lists days from 01 F to 09 S. Row 04 M (Monday) is highlighted with a red border. The 'ACTION' column for this row contains two buttons: a blue one with a pencil icon and a red one with a trash can icon. The rest of the table rows show 'Day-Off' in the TIME SCHEDULE column. The bottom of the page includes a search bar, a taskbar with various icons, and a system tray showing the date and time (11:07 AM, 1/18/2021).

DAY	AM IN	AM OUT	PM IN	PM OUT	TIME SCHEDULE	PRE	POST	DAY EQUIV	ACTION
01 F					Day-Off				[Edit] [Delete]
02 S					Day-Off				[Edit] [Delete]
03 S					Day-Off				[Edit] [Delete]
04 M	08:00	12:00	01:00	04:00	8am-12pm, 1:00 pm-4:00pm	07:00 AM	06:00 PM	0.825 d	[Edit] [Delete]
05 T									[Edit] [Delete]
06 W									[Edit] [Delete]
07 TH									[Edit] [Delete]
08 F									[Edit] [Delete]
09 S					Day-Off				[Edit] [Delete]

HRIS-eSelfService

192.168.6.80:289/cSTimeSchedule

Home Daily Time Entry Favorites Log out

Employee Time Schedule

Work Hours To Be Rendered = 168 hr/s

Work Hours Based On Schedule = **9.60 hr/s**

Status = **New**

Schedule Month - Year: January - 2021

Effective Date: 2021-01-18

Save Submit Schedule/s

TIME SCHEDULE

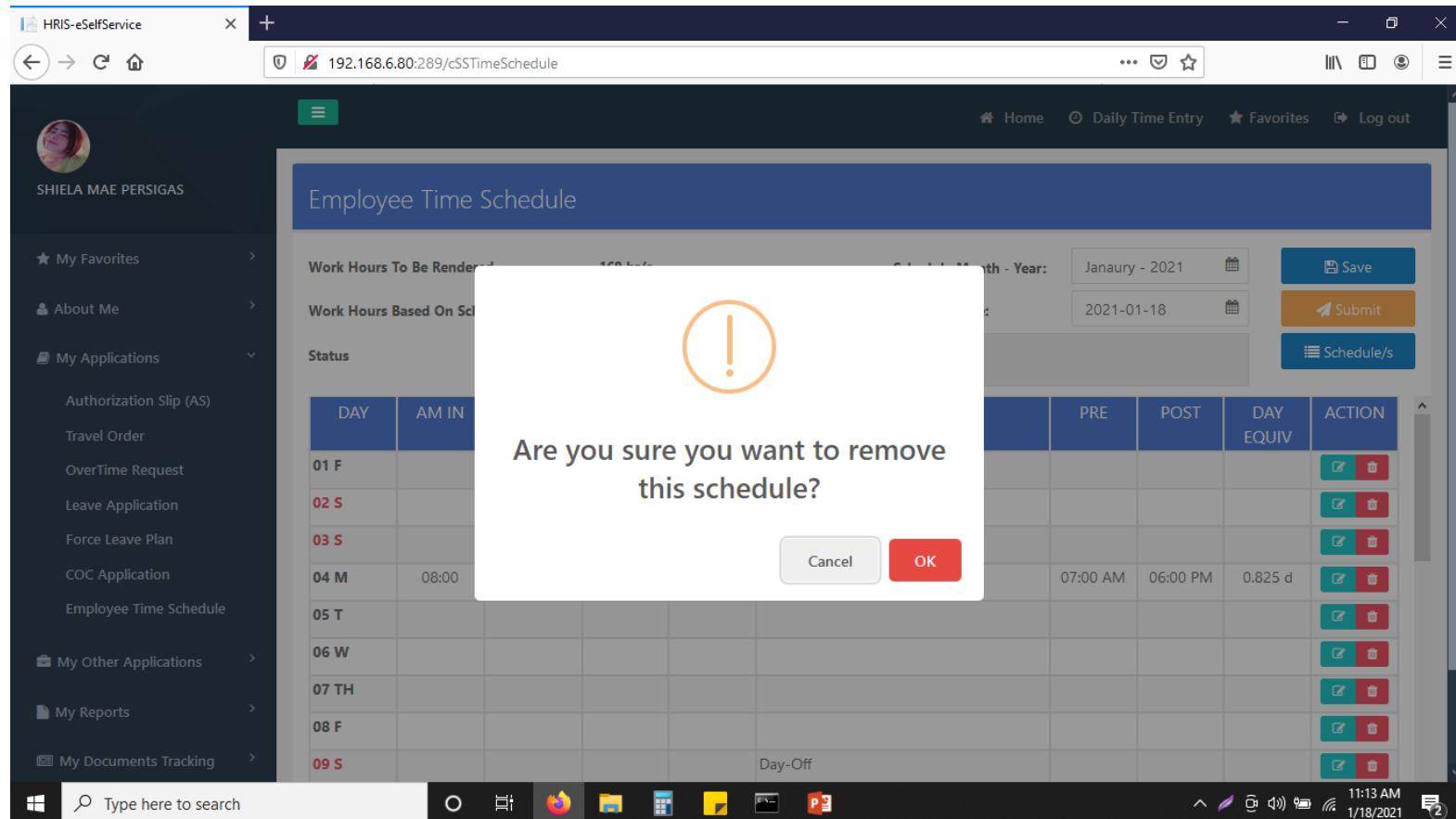
DAY	AM IN	AM OUT	PM IN	PM OUT	TIME SCHEDULE	PRE	POST	DAY EQUIV	ACTION	
01 F					Day-Off					
02 S					Day-Off					
03 S					Day-Off					
04 M	08:00	12:00	01:00	04:00	8am-12pm, 1:00 pm-4:00pm	07:00 AM				
05 T										
06 W										
07 TH										
08 F										
09 S					Day-Off					

192.168.6.80:289

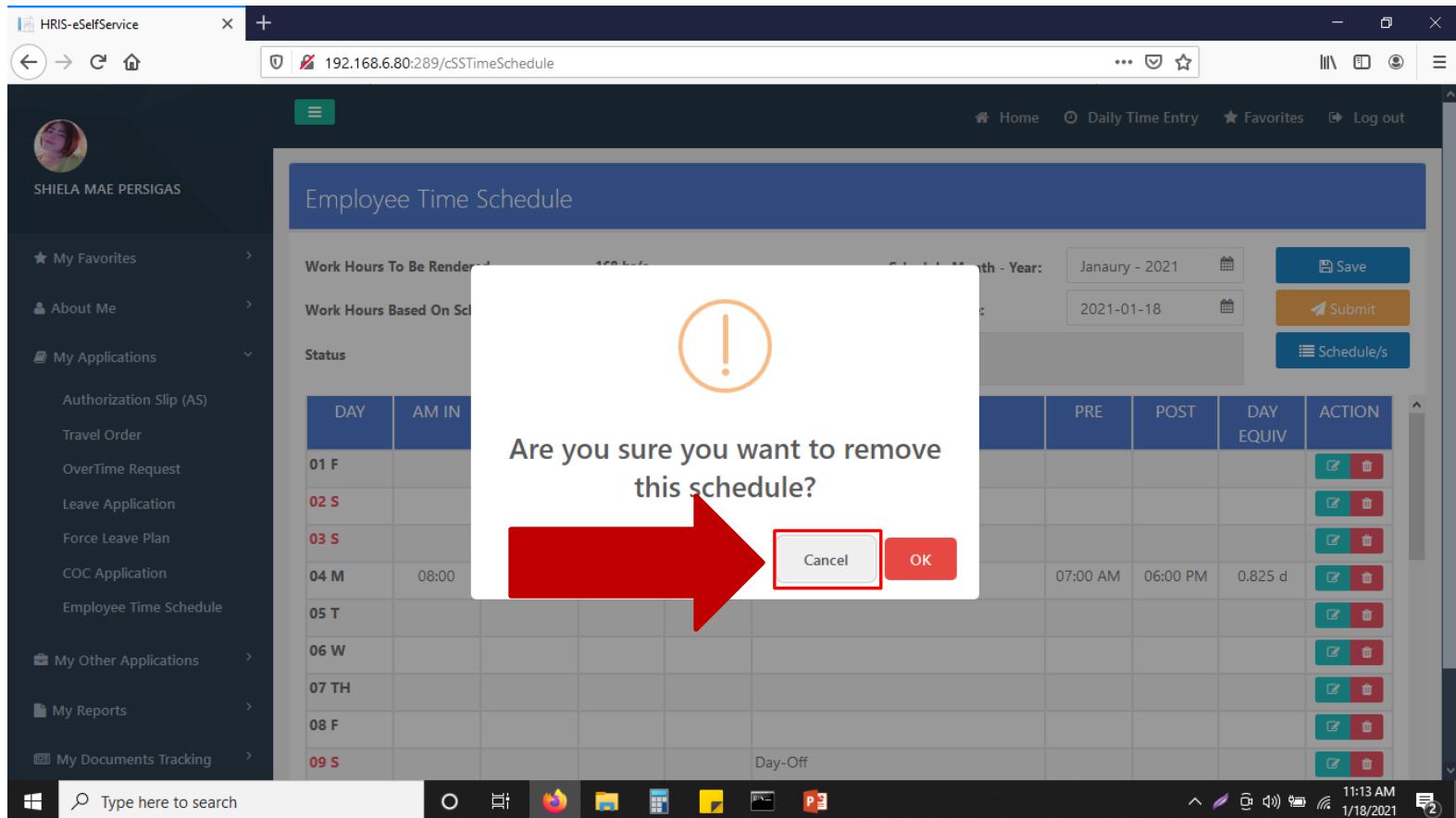
Type here to search

11:08 AM 1/18/2021

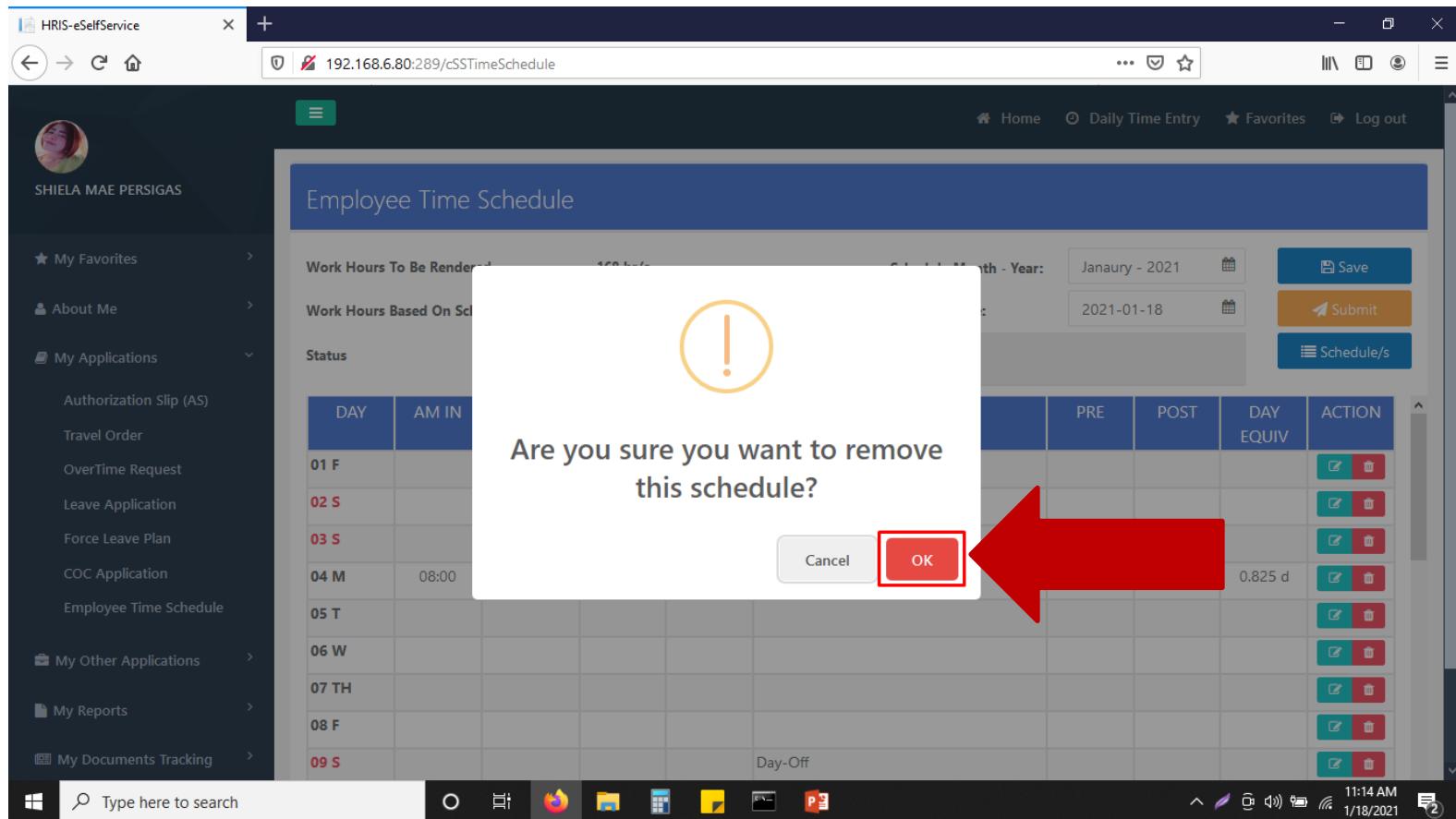




## Step 11: Click **cancel** button if you don't want to delete the selected record.



**Step 12:** Repeat step 10 then click **ok button** if you want to delete the record.



HRIS-eSelfService

192.168.6.80:289/cSSTimeSchedule

Home Daily Time Entry Favorites Log out

Employee Time Schedule

Work Hours To Be Rendered = 168 hr/s

Work Hours Based On Schedule = 0 hr/s

Status = New

Schedule Month - Year: January - 2021

Effective Date: 2021-01-18

Save Submit Schedule/s

DAY	AM IN	AM OUT	PM IN	PM OUT	TIME SCHEDULE	PRE	POST	DAY EQUIV	ACTION
01 F					Day-Off				
02 S					Day-Off				
03 S					Day-Off				
04 M									
05 T									
06 W									
07 TH									
08 F									
09 S					Day-Off				

Type here to search

11:17 AM 1/18/2021

How to view  
employee applied  
time schedule?

## **Note:**

In viewing applied time schedule where you will be able to view different schedule **status** like **submitted**, **reviewed**, **disapproved**, **cancelled** and **final approved** schedule. Moreover, once the applied schedule status is **cancelled** or **disapproved** expected that you can no longer **edit** or **update** schedule but need to apply for new schedule however you will be able to view the schedule.

**Step 1:** While on the main page of **employee time schedule** click **schedule button** for you to view the applied schedule.

The screenshot shows the HRIS-eSelfService interface for managing employee time schedules. On the left, there's a sidebar with user profile information (Shiela Mae Persigas) and various application links like Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, and Employee Time Schedule. The main content area is titled "Employee Time Schedule". It displays several summary statistics: Work Hours To Be Rendered (168 hr/s), Work Hours Based On Schedule (0 hr/s), and Status (New). The "Schedule Month - Year" is set to January - 2021, and the "Effective Date" is 2021-01-19. On the right side, there are buttons for Save, Submit, and a highlighted "Schedule/s" button. Below these buttons is a table titled "TIME SCHEDULE" with columns for DAY, AM IN, AM OUT, PM IN, PM OUT, TIME SCHEDULE, PRE, POST, DAY EQUIV, and ACTION. The table lists days from 01 F to 09 S, with some entries marked as "Day-Off". Each row has edit and delete icons in the ACTION column. The bottom of the screen shows a taskbar with the Windows logo, a search bar, and various pinned application icons (File Explorer, Edge, Firefox, File History, Task View, and others). The system tray indicates the date as 1/18/2021 and the time as 11:28 AM.

HRIS-eSelfService

192.168.6.80:289/cSSTimeSchedule

SHIELA MAE PERSIGAS

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

List of Time Schedule

CTRL NO.	EFFECTIVE DATE	STATUS	MONTH - YEAR	ACTION
0000000889	2021-01-18	New	Janauary - 2021	[Edit] [Delete]
0000000888	2021-01-16	Submitted	Janauary - 2021	[Edit] [Delete]
0000000733	2020-12-22	Submitted	November - 2020	[Edit] [Delete]
0000000670	2020-12-21	Submitted	December - 2020	[Edit] [Delete]
0000000086	2020-10-21	New	August - 2020	[Edit] [Delete]
0000000075	2020-10-20	Final Approved	September - 2020	[Edit] [Delete]

Showing 1 to 6 of 6 entries

Previous 1 Next

Save

Submit

Schedule/s

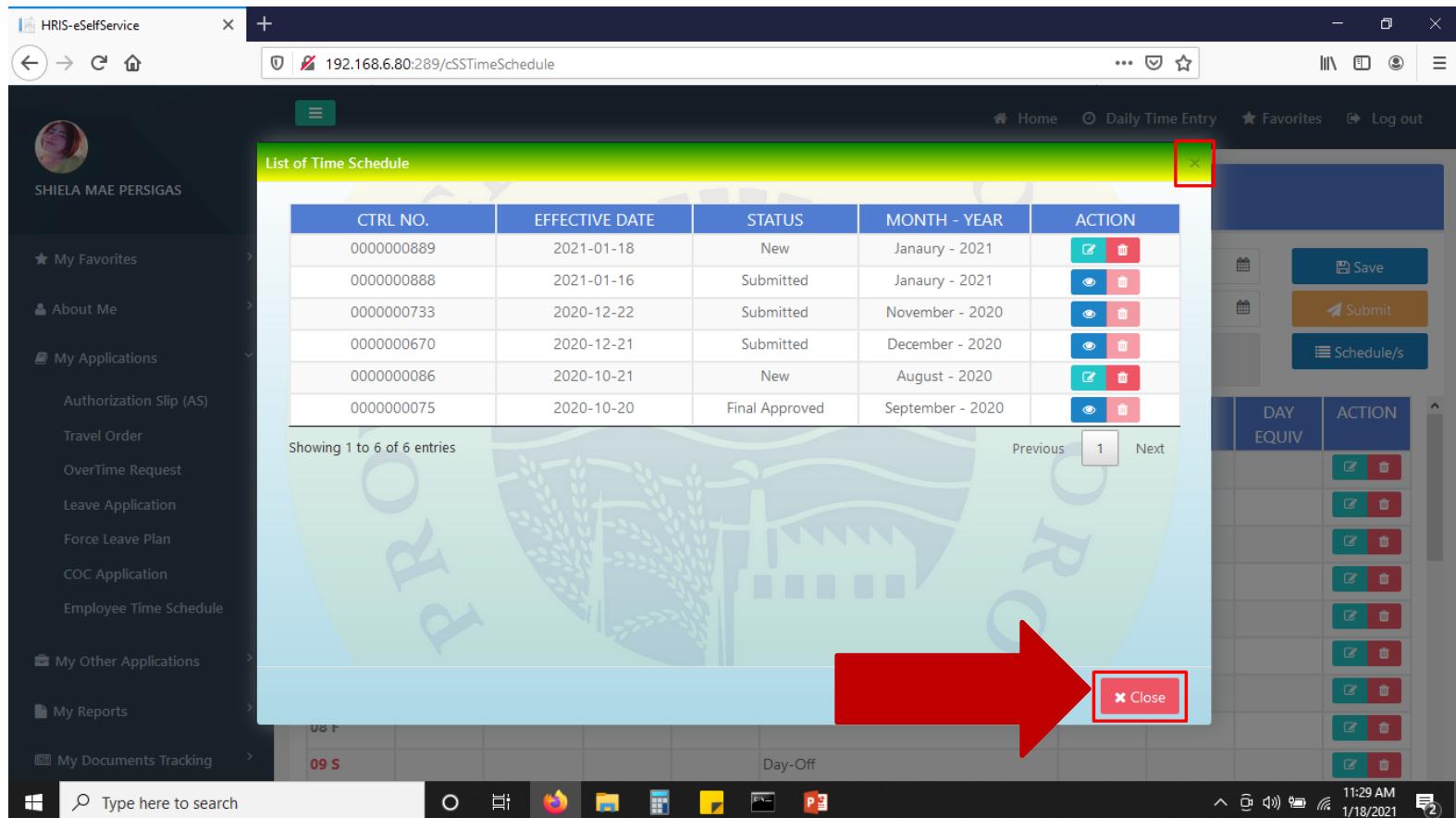
DAY EQUIV ACTION

Close

Type here to search

11:29 AM 1/18/2021

## Step 2: Click close button/icon for you to close the page.



HRIS-eSelfService

192.168.6.80:289/cSTimeSchedule

Home Daily Time Entry Favorites Log out

Employee Time Schedule

Work Hours To Be Rendered = 168 hr/s

Work Hours Based On Schedule = 0 hr/s

Status = New

Schedule Month - Year: January - 2021

Effective Date: 2021-01-19

Save Submit Schedule/s

DAY	AM IN	AM OUT	PM IN	PM OUT	TIME SCHEDULE	PRE	POST	DAY EQUIV	ACTION
01 F									
02 S					Day-Off				
03 S					Day-Off				
04 M									
05 T									
06 W									
07 TH									
08 F									
09 S					Day-Off				

Type here to search

11:32 AM 1/18/2021

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

The screenshot shows a Windows desktop environment with a browser window open to the HRIS-eSelfService application at 192.168.6.80:289/cSSTimeSchedule. The application interface includes a sidebar with user information and navigation links, a central table view, and a right-hand panel with additional controls.

**Sidebar (Left):**

- HRIS-eSelfService
- SHIELA MAE PERSIGAS
- 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

**Central Content Area:**

**List of Time Schedule**

CTRL NO.	EFFECTIVE DATE	STATUS	MONTH - YEAR	ACTION
0000000889	2021-01-18	New	Janauary - 2021	
0000000888	2021-01-16	Submitted	Janauary - 2021	
0000000733	2020-12-22	Submitted	November - 2020	
0000000670	2020-12-21	Submitted	December - 2020	
0000000086	2020-10-21	New	August - 2020	
0000000075	2020-10-20	Final Approved	September - 2020	

Showing 1 to 6 of 6 entries

Previous 1 Next

**Right Panel:**

DAY EQUIV	ACTION

**Bottom Status Bar:**

- Type here to search
- Windows Start button
- Icons for File, Print, Copy, Paste, Find, Replace, and others
- Day-Off
- 11:29 AM
- 1/18/2021
- 2 notifications

**Step 4:** If you want to view specific schedule select specific record to view information.



The screenshot shows a web-based application titled "HRIS-eSelfService" running on a Windows 10 desktop. The main window displays a table titled "List of Time Schedule". The table has columns: CTRL NO., EFFECTIVE DATE, STATUS, MONTH - YEAR, and ACTION. There are six rows of data. The fourth row, which corresponds to CTRL NO. 0000000670 and has an EFFECTIVE DATE of 2020-12-21, is highlighted with a red border. This row also has the STATUS "Submitted" and the MONTH - YEAR "December - 2020". The ACTION column for this row contains two icons: a blue eye icon and a red trash bin icon. The other five rows have different control numbers, effective dates, statuses, and months. The application interface includes a sidebar with user profile and navigation links, and a right-hand panel with buttons for Save, Submit, and Schedule/s. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray indicating the date and time.

CTRL NO.	EFFECTIVE DATE	STATUS	MONTH - YEAR	ACTION
0000000889	2021-01-18	New	Janauary - 2021	
0000000888	2021-01-16	Submitted	Janauary - 2021	
0000000733	2020-12-22	Submitted	November - 2020	
0000000670	2020-12-21	Submitted	December - 2020	
000000086	2020-10-21	New	August - 2020	
000000075	2020-10-20	Final Approved	September - 2020	

## Step 5: Click view button for you to view information.

The screenshot shows a web-based application titled "HRIS-eSelfService" at the URL [192.168.6.80:289/cSTimeSchedule](http://192.168.6.80:289/cSTimeSchedule). The left sidebar contains a user profile for "SHIELA MAE PERSIGAS" and 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 is titled "List of Time Schedule" and displays a table with the following data:

CTRL NO.	EFFECTIVE DATE	STATUS	MONTH - YEAR	ACTION
0000000889	2021-01-18	New	Janauary - 2021	
0000000888	2021-01-16	Submitted	Janauary - 2021	
0000000733	2020-12-22	Submitted	November - 2020	
0000000670	2020-12-21	Submitted	December - 2020	
0000000086	2020-10-21	New	September - 2020	
0000000075	2020-10-20	Final Approved	September - 2020	

A large red arrow points to the blue eye icon in the "ACTION" column for the first row. Below the table, a message says "Showing 1 to 6 of 6 entries". To the right of the table, there are buttons for "Save", "Submit", and "Schedule/s". A sidebar on the right lists "DAY EQUIV" and "ACTION" for each row. The bottom of the screen shows a Windows taskbar with icons for File Explorer, Firefox, and other applications, along with system status indicators like battery level and signal strength. The date and time are shown as 11:35 AM on 1/18/2021.

HRIS-eSelfService

192.168.6.80:289/cSTimeSchedule

Home Daily Time Entry Favorites Log out

Employee Time Schedule

Work Hours To Be Rendered = 144 hr/s

Work Hours Based On Schedule = 133 hr/s

Status = Submitted

Schedule Month - Year: December - 2020

Effective Date: 2020-12-21

Save Submit Schedule/s

DAY	AM IN	AM OUT	PM IN	PM OUT	TIME SCHEDULE	PRE	POST	DAY EQUIV	ACTION
01 T	08:00	12:00	01:00	04:00	8am-12pm, 1:00 pm-4:00pm	07:00 AM	06:00 PM	0.875 d	[Edit] [Delete]
02 W	08:00	12:00	01:00	04:00	8am-12pm, 1:00 pm-4:00pm	07:00 AM	06:00 PM	0.875 d	[Edit] [Delete]
03 TH					Day-Off				[Edit] [Delete]
04 F	08:00	12:00	01:00	04:00	8am-12pm, 1:00 pm-4:00pm	07:00 AM	06:00 PM	0.875 d	[Edit] [Delete]
05 S					Day-Off				[Edit] [Delete]
06 S					Day-Off				[Edit] [Delete]
07 M	08:00	12:00	01:00	04:00	8am-12pm, 1:00 pm-4:00pm	07:00 AM	06:00 PM	0.875 d	[Edit] [Delete]
08 T HOL					Day-Off				[Edit] [Delete]
09 W	08:00	12:00	01:00	04:00	8am-12pm, 1:00 pm-4:00pm	07:00 AM	06:00 PM	0.875 d	[Edit] [Delete]

Type here to search

11:35 AM 1/18/2021

How to delete  
applied employee  
time schedule?

## **Note:**

In deleting applied time schedule where you will be able to delete only schedule **statuses** like **new** and **cancelled pending** schedule. On the other hand, once the applied schedule status are **submitted, reviewed, disapproved, cancelled and final approved** expected that you can no longer **delete** schedule.

**Step 1:** While on the main page of **employee time schedule** click **schedule button** for you to delete the applied schedule.

The screenshot shows the HRIS-eSelfService Employee Time Schedule page. The main content area displays the following information:

- Work Hours To Be Rendered = 168 hr/s
- Work Hours Based On Schedule = 0 hr/s
- Status = New
- Schedule Month - Year: January - 2021
- Effective Date: 2021-01-19
- Remarks: (empty)

Below this, there is a table titled "TIME SCHEDULE" showing daily entries from Monday to Saturday. The table includes columns for DAY, AM IN, AM OUT, PM IN, PM OUT, TIME SCHEDULE, PRE, POST, DAY EQUIV, and ACTION. Each row has edit and delete icons in the ACTION column. The table shows the following data:

DAY	AM IN	AM OUT	PM IN	PM OUT	TIME SCHEDULE	PRE	POST	DAY EQUIV	ACTION
01 F									
02 S					Day-Off				
03 S					Day-Off				
04 M									
05 T									
06 W									
07 TH									
08 F									
09 S					Day-Off				

The bottom right corner of the main content area contains a red box around the "Schedule/s" button, which is highlighted by a large red arrow pointing towards it.

HRIS-eSelfService

192.168.6.80:289/cSSTimeSchedule

SHIELA MAE PERSIGAS

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

List of Time Schedule

CTRL NO.	EFFECTIVE DATE	STATUS	MONTH - YEAR	ACTION
0000000889	2021-01-18	New	Janauary - 2021	
0000000888	2021-01-16	Submitted	Janauary - 2021	
0000000733	2020-12-22	Submitted	November - 2020	
0000000670	2020-12-21	Submitted	December - 2020	
0000000086	2020-10-21	New	August - 2020	
0000000075	2020-10-20	Final Approved	September - 2020	

Showing 1 to 6 of 6 entries

Previous 1 Next

Save

Submit

Schedule/s

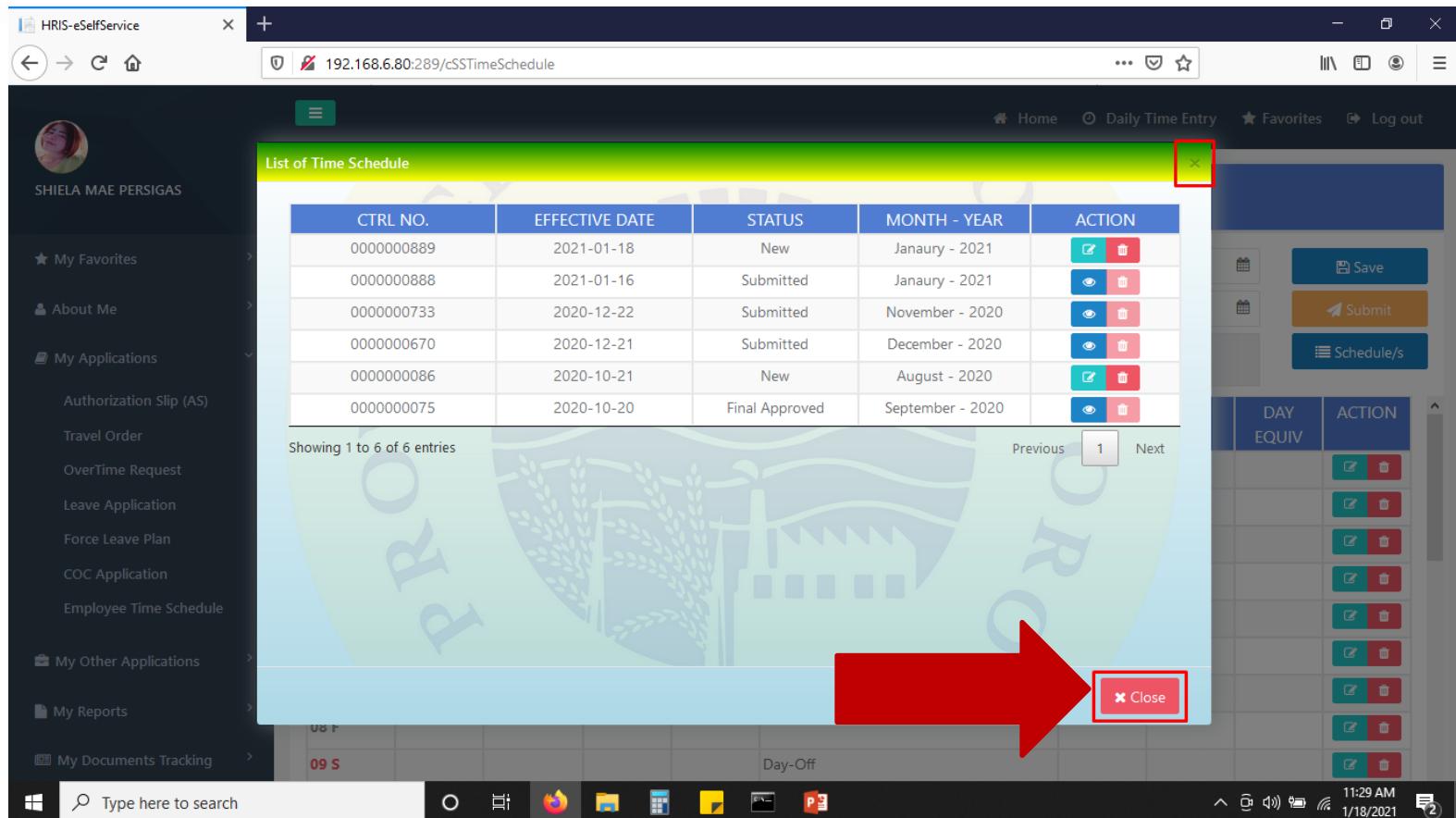
DAY EQUIV ACTION

Close

Type here to search

11:29 AM 1/18/2021

## Step 2: Click close button/icon for you to close the page.



HRIS-eSelfService

192.168.6.80:289/cSTimeSchedule

Home Daily Time Entry Favorites Log out

Employee Time Schedule

Work Hours To Be Rendered = 168 hr/s

Work Hours Based On Schedule = 0 hr/s

Status = New

Schedule Month - Year: January - 2021

Effective Date: 2021-01-19

Save Submit Schedule/s

DAY	AM IN	AM OUT	PM IN	PM OUT	TIME SCHEDULE	PRE	POST	DAY EQUIV	ACTION
01 F									
02 S					Day-Off				
03 S					Day-Off				
04 M									
05 T									
06 W									
07 TH									
08 F									
09 S					Day-Off				

Type here to search

11:32 AM 1/18/2021

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

The screenshot shows a Windows desktop environment with a browser window open to the HRIS-eSelfService application at 192.168.6.80:289/cSSTimeSchedule. The user profile is SHIELA MAE PERSIGAS. The main content area displays a table titled "List of Time Schedule" with the following data:

CTRL NO.	EFFECTIVE DATE	STATUS	MONTH - YEAR	ACTION
0000000889	2021-01-18	New	Janauary - 2021	
0000000888	2021-01-16	Submitted	Janauary - 2021	
0000000733	2020-12-22	Submitted	November - 2020	
0000000670	2020-12-21	Submitted	December - 2020	
0000000086	2020-10-21	New	August - 2020	
0000000075	2020-10-20	Final Approved	September - 2020	

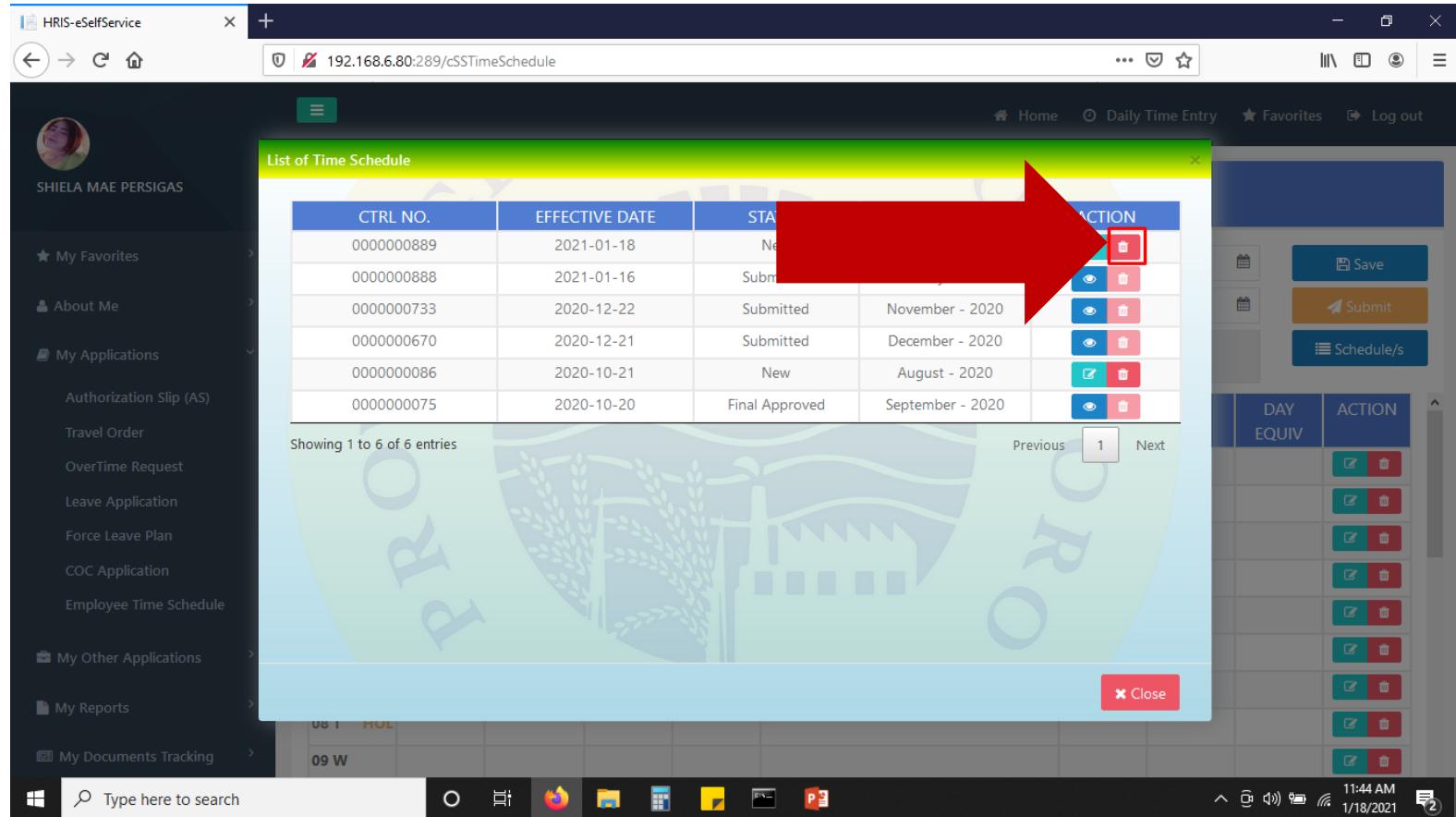
Below the table, it says "Showing 1 to 6 of 6 entries". To the right of the table, there are buttons for "Save", "Submit", and "Schedule/s". At the bottom right of the modal window is a red "Close" button. The taskbar at the bottom shows various pinned icons and the date/time as 11:29 AM 1/18/2021.

**Step 4:** If you want to delete specific schedule select specific record to delete information.

The screenshot shows a web-based application titled "HRIS-eSelfService" at the URL "192.168.6.80:289/cSSTimeSchedule". The user profile "SHIELA MAE PERSIGAS" is visible on the left sidebar. The main content area displays a table titled "List of Time Schedule" with columns: CTRL NO., EFFECTIVE DATE, STATUS, MONTH - YEAR, and ACTION. The first row, which has the CTRL NO. "0000000889" and an EFFECTIVE DATE of "2021-01-18", is highlighted with a red border. To the right of the table, there are buttons for "Save", "Submit", and "Schedule/s". Below the table, a message indicates "Showing 1 to 6 of 6 entries". A navigation bar at the bottom includes icons for search, refresh, and various applications like Microsoft Word, Excel, and PowerPoint. The system status bar at the bottom right shows the time as "11:44 AM" and the date as "1/18/2021".

CTRL NO.	EFFECTIVE DATE	STATUS	MONTH - YEAR	ACTION
0000000889	2021-01-18	New	Janauary - 2021	
0000000888	2021-01-16	Submitted	Janauary - 2021	
0000000733	2020-12-22	Submitted	November - 2020	
0000000670	2020-12-21	Submitted	December - 2020	
0000000086	2020-10-21	New	August - 2020	
0000000075	2020-10-20	Final Approved	September - 2020	

## Step 5: Click **delete button** if you want to delete applied application.



HRIS-eSelfService

192.168.6.80:289/cSTimeSchedule

Home Daily Time Entry Favorites Log out

SHIELA MAE PERSIGAS

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

List of Time Schedule

CTRL NO.	EFFECTIVE DATE	STATUS	MONTH - YEAR	ACTION
0000000889	2021-01-18	New	January - 2021	
0000000888				
0000000733				
0000000670				
0000000086				
0000000075				

Showing 1 to 6 of 6 entries

Are you sure to delete this record?

Once deleted, you will not be able to recover this record!

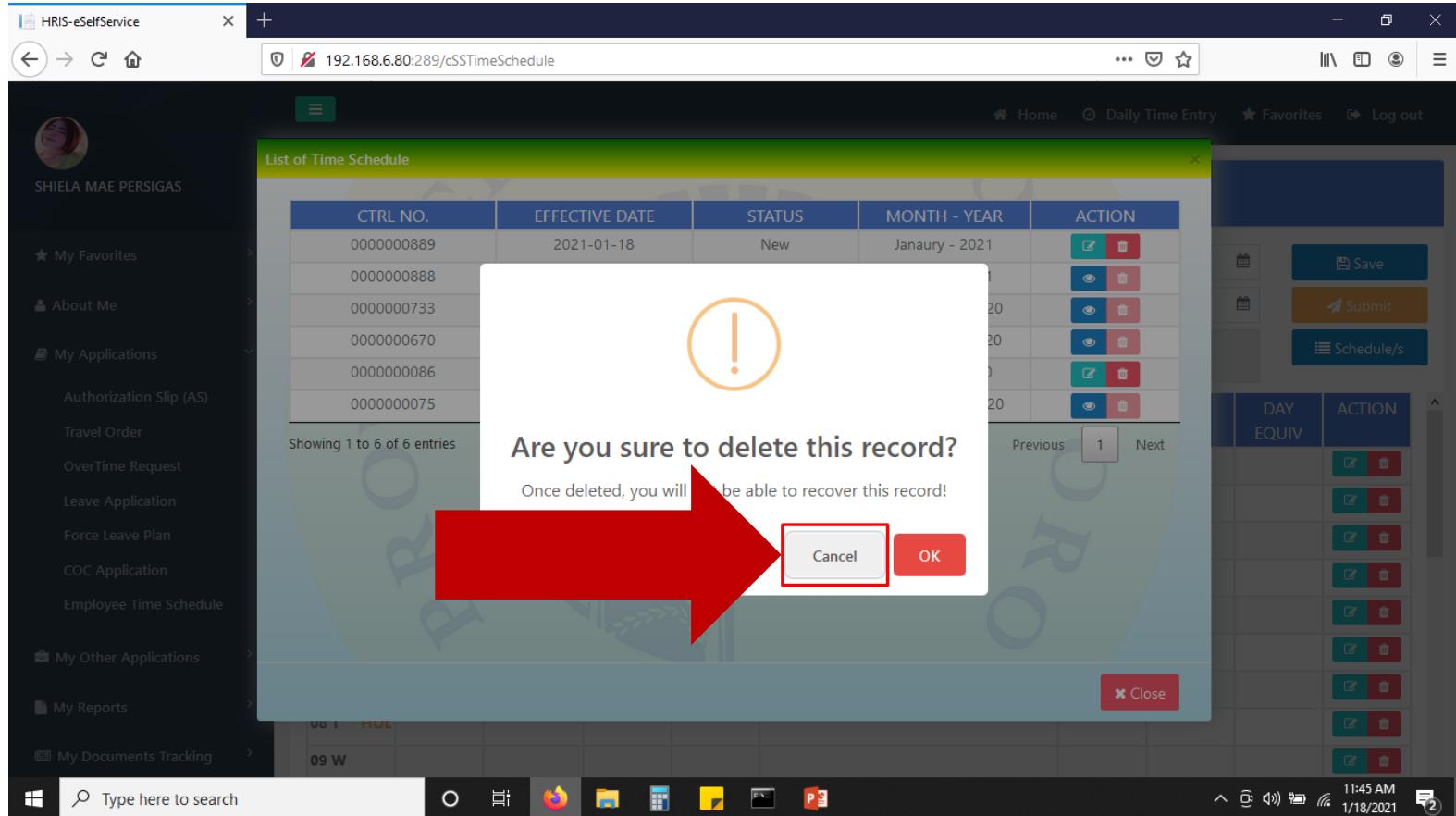
Cancel OK

Close

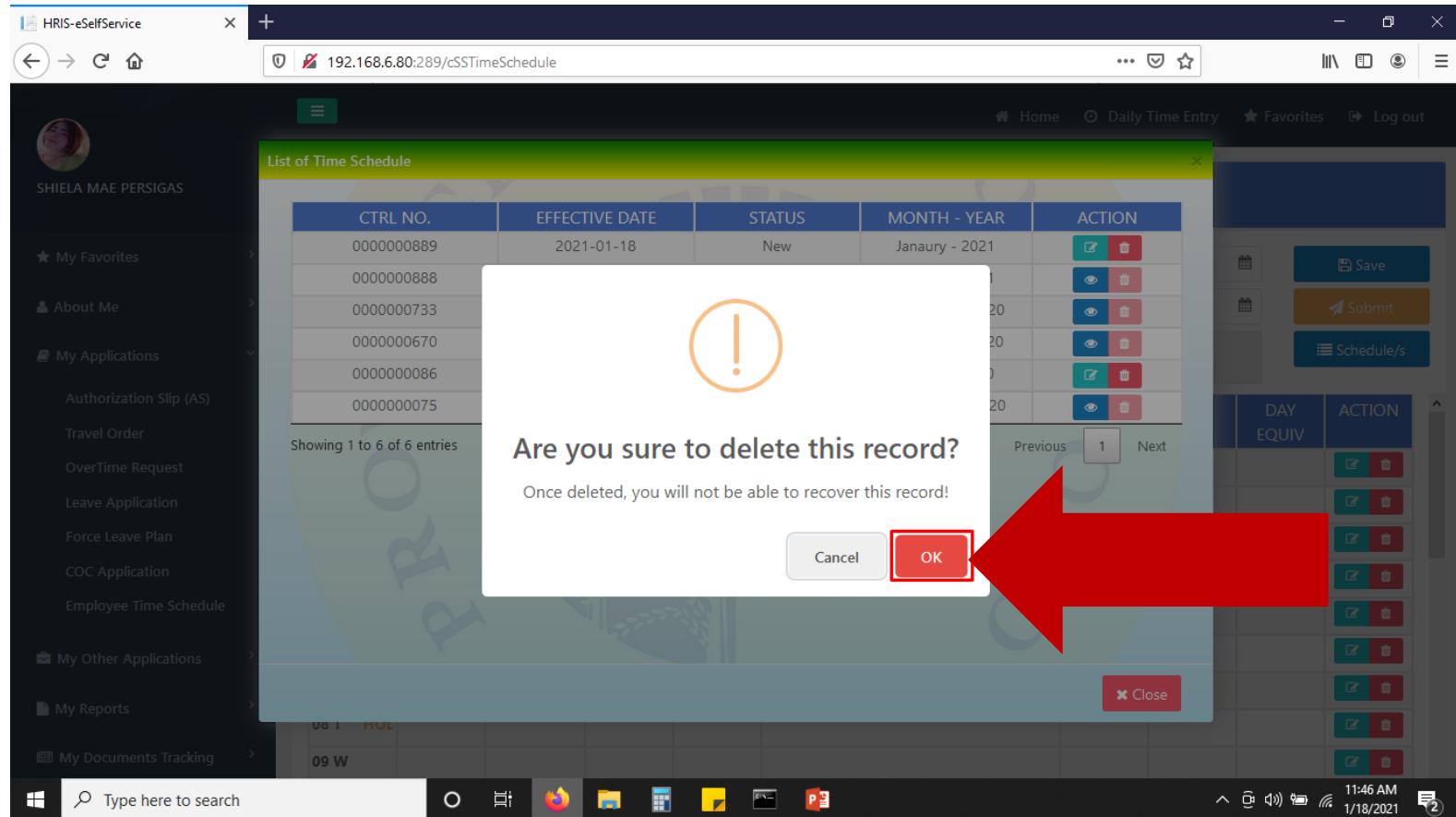
Type here to search

11:45 AM 1/18/2021

## Step 6: Click cancel button if you don't want to delete the selected record.



**Step 7: Repeat step 5 then click **ok** button if you want to delete the record.**



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

The screenshot shows a web-based application titled "HRIS-eSelfService" running in a Microsoft Edge browser. The URL is 192.168.6.80:289/cSTimeSchedule. The main content area displays a table titled "List of Time Schedule" with columns: CTRL NO., EFFECTIVE DATE, STATUS, MONTH - YEAR, and ACTION. The table contains five entries with CTRL NO. values 0000000888, 0000000733, 0000000670, 0000000086, and 0000000075. The status for all entries is "Submitted". The month-year column shows "Janaury - 2021" for the first entry and "November - 2020" for the others. The ACTION column includes icons for viewing and deleting each record. A modal dialog box is centered over the table, containing a green checkmark icon, the message "Your record has been deleted!", and an "OK" button at the bottom right. In the background, there are other sections of the application, such as "My Applications" and "Employee Time Schedule", and a sidebar with navigation links like "My Favorites", "About Me", and "My Other Applications". The system tray at the bottom right shows the date and time as 11:47 AM on 1/18/2021.

HRIS-eSelfService

192.168.6.80:289/cSTimeSchedule

SHIELA MAE PERSIGAS

Home Daily Time Entry Favorites Log out

List of Time Schedule

CTRL NO.	EFFECTIVE DATE	STATUS	MONTH - YEAR	ACTION
0000000888	2021-01-16	Submitted	Janaury - 2021	
0000000733	2020-12-22	Submitted	November - 2020	
0000000670				
0000000086				
0000000075				

Showing 1 to 5 of 5 entries

Your record has been deleted!

OK Close

Save Submit Schedule/s

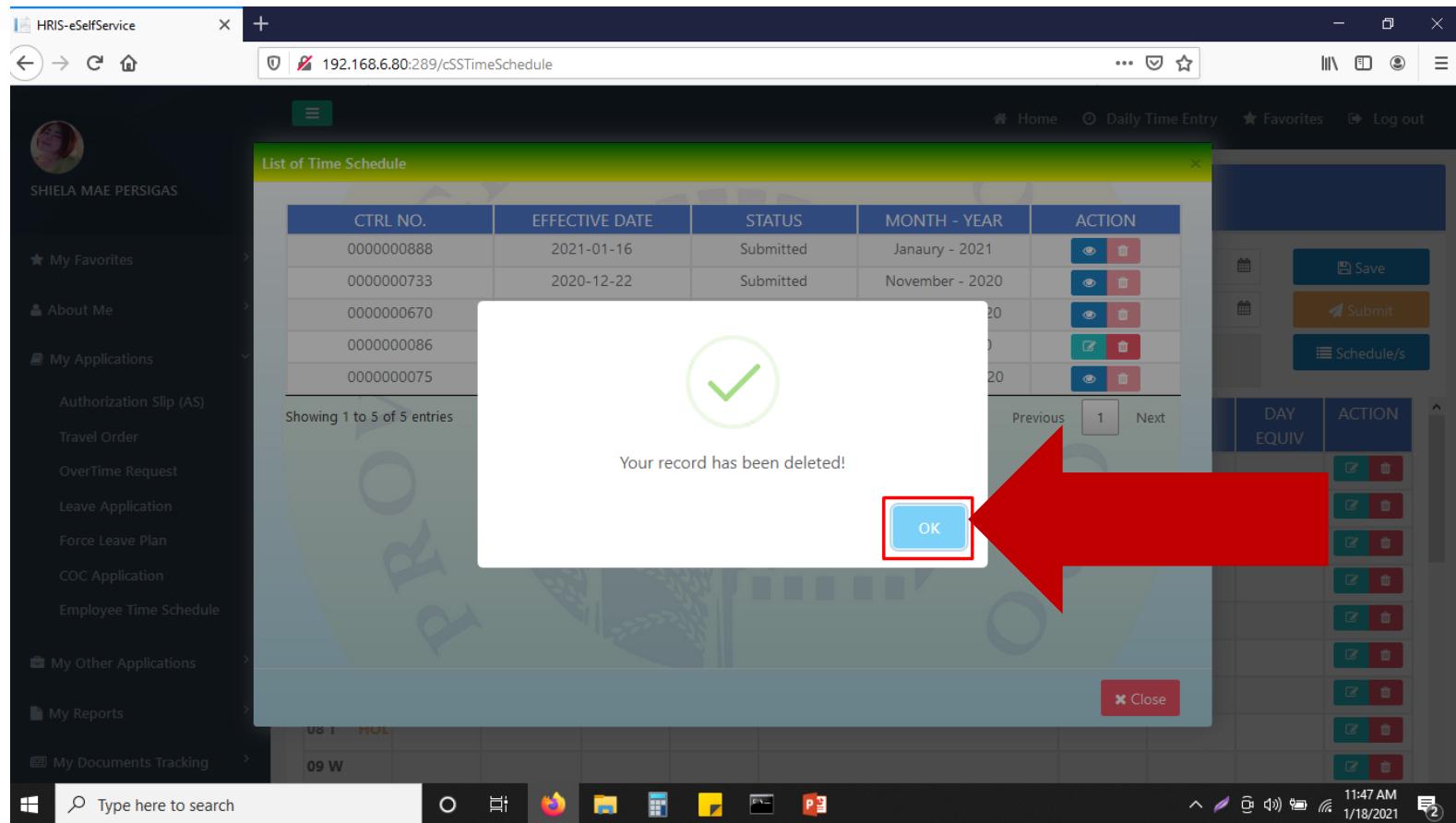
DAY EQUIV ACTION

Previous 1 Next

Type here to search

11:47 AM 1/18/2021

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



HRIS-eSelfService

192.168.6.80:289/cSTimeSchedule

Home Daily Time Entry Favorites Log out

SHIELA MAE PERSIGAS

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

List of Time Schedule

CTRL NO.	EFFECTIVE DATE	STATUS	MONTH - YEAR	ACTION
0000000888	2021-01-16	Submitted	January - 2021	
0000000733	2020-12-22	Submitted	November - 2020	
0000000670	2020-12-21	Submitted	December - 2020	
0000000086	2020-10-21	New	August - 2020	
0000000075	2020-10-20	Final Approved	September - 2020	

Showing 1 to 5 of 5 entries

Previous 1 Next

Save Submit Schedule/s

DAY EQUIV ACTION

Type here to search

11:48 AM 1/18/2021

# Step 9: To continue repeat step 2 to exit and continue.

The screenshot shows a web browser window titled "HRIS-eSelfService" at the URL "192.168.6.80:289/cSSTimeSchedule". The user profile "SHIELA MAE PERSIGAS" is visible on the left sidebar. The main content area is titled "Employee Time Schedule". It displays work hours information: "Work Hours To Be Rendered = 168 hr/s" and "Work Hours Based On Schedule = 0 hr/s". The "Schedule Month - Year" is set to "January - 2021" and the "Effective Date" is "2021-01-19". A "Remarks" field contains "New". On the right, there are "Save", "Submit", and "Schedule/s" buttons. Below this, a table titled "TIME SCHEDULE" lists days from 01 F to 09 S. Days 01 F, 02 S, 03 S, 04 M, 05 T, 06 W, 07 TH, and 08 F have "Day-Off" status. Day 09 S also has "Day-Off" status. Each row has edit and delete icons. The bottom of the screen shows a taskbar with various application icons and the system clock showing "11:49 AM" and date "1/18/2021".

DAY	AM IN	AM OUT	PM IN	PM OUT	TIME SCHEDULE	PRE	POST	DAY EQUIV	ACTION
01 F									
02 S					Day-Off				
03 S					Day-Off				
04 M									
05 T									
06 W									
07 TH									
08 F									
09 S					Day-Off				