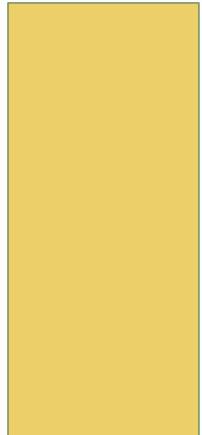


Overtime Request

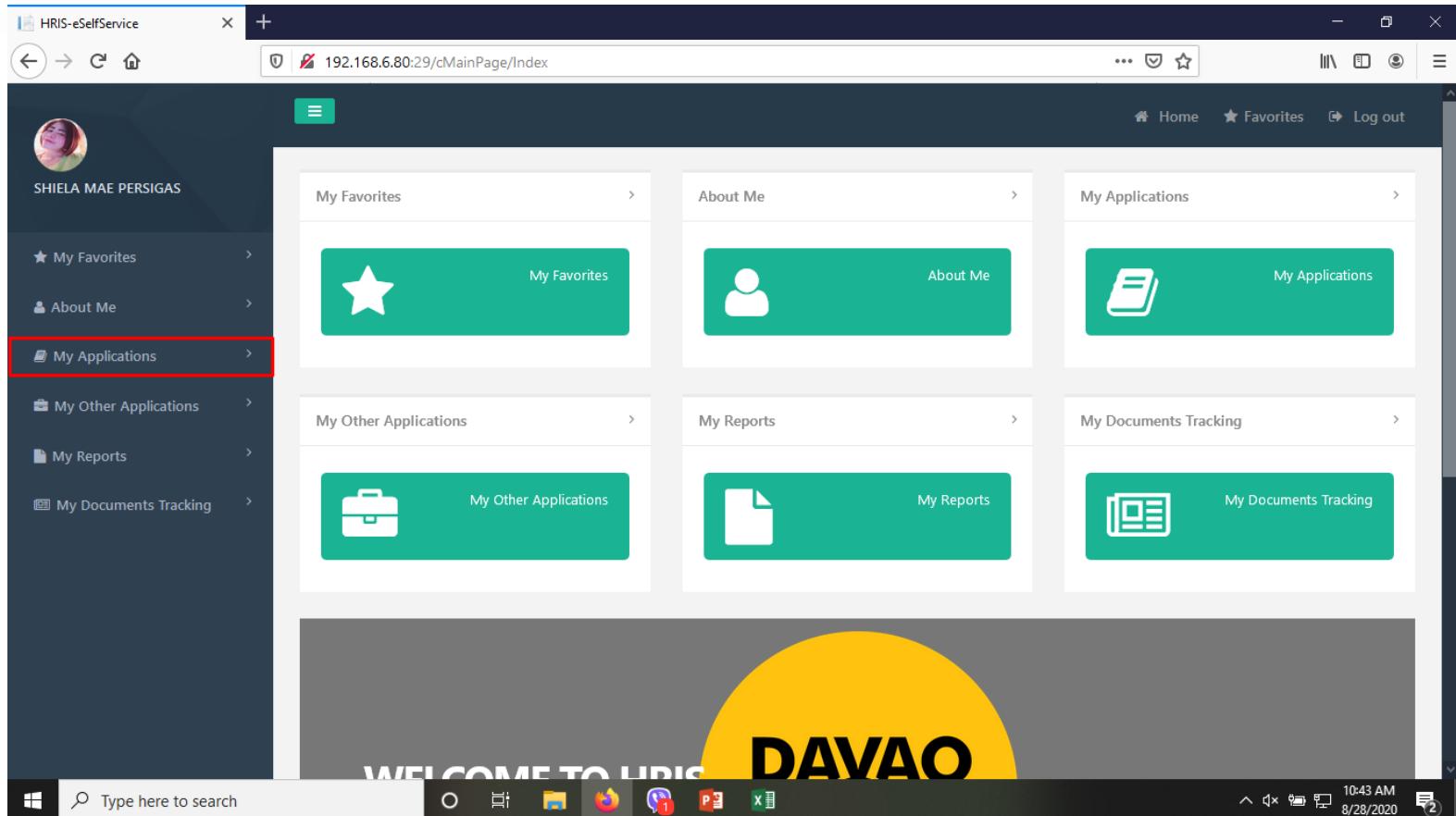
(Regular, Casual
and Job order)



Note:

This manual is intended to **per employees** considered as all **administrative officer (AO)**, expected he will be able to apply overtime request to specific personnel under the same department. If ever you may have **overtime request** to render overtime that if ever you have an overtime time entries automatically it will reflect on your DTR.

Navigate to My Applications -> Overtime Request



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 >

192.168.6.80:289

Home Daily Time Entry Favorites Log out

Search

Other Applications >

My Other Applications

My Reports

My Documents Tracking

2:18 PM
1/8/2021

HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

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

Documents Tracking

192.168.6.80:289

Search

Home Daily Time Entry Favorites Log out

OverTime Request

PERSIGAS, SHIELA MAE T.

Select All Status Status Info.

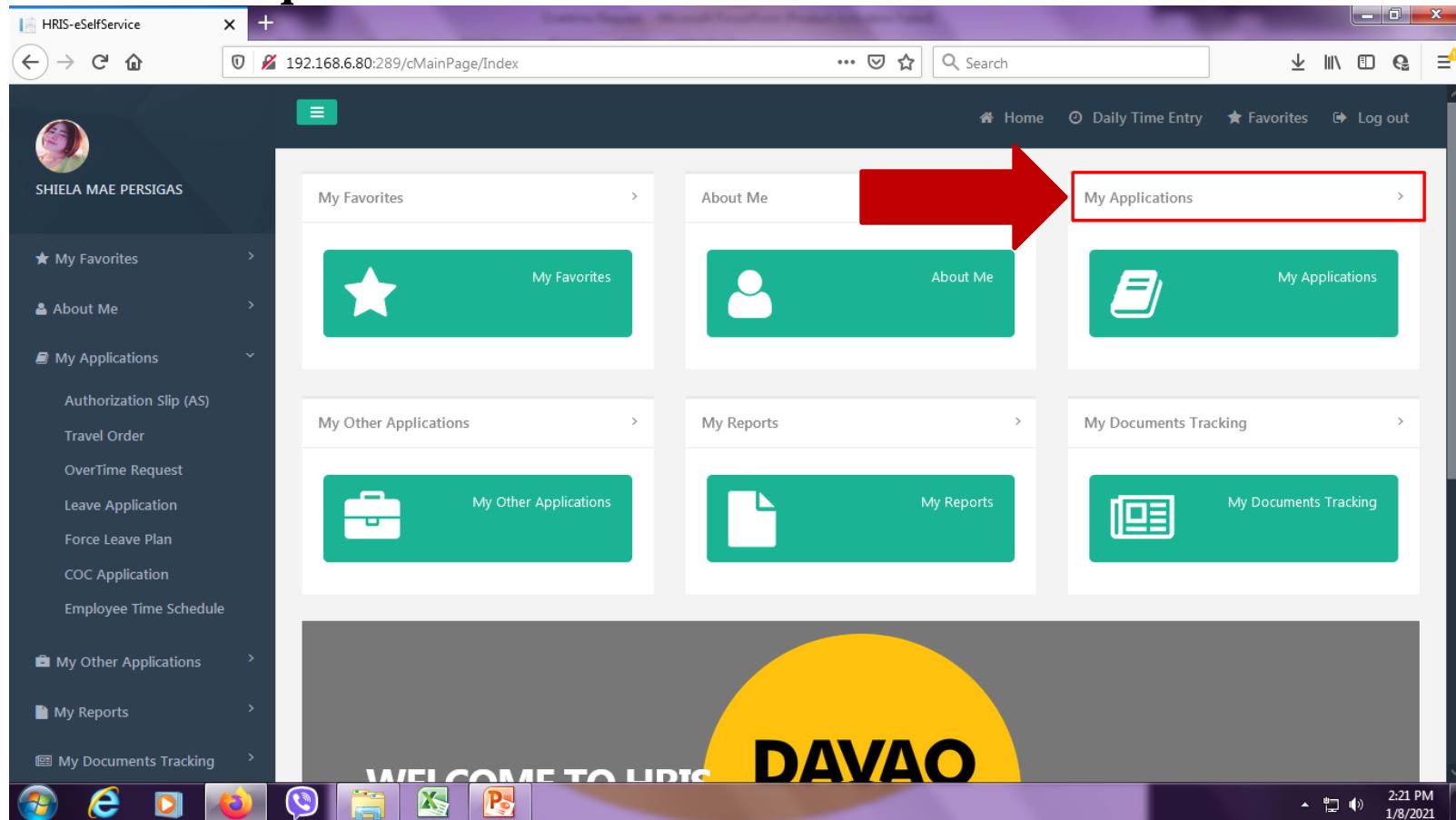
No data available in table

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

2:20 PM 1/8/2021

Note: You can also navigate to main page **expandable menu buttons**. To navigate click the **my application** dropdown list will be visible click **overtime request** to continue.



HRIS-eSelfService

192.168.6.80:289/cMainPage/Index

Home Daily Time Entry Favorites Log out

SHIELA MAE PERSIGAS

My Favorites About Me My Applications

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

DAVAO

2:22 PM 1/8/2021

The screenshot shows the HRIS-eSelfService application interface. 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. Below this are several menu items: 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. A large watermark for 'DAVAO' is visible at the bottom of the screen. The 'Overtime Request' option under 'My Applications' is highlighted with a red box.

HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

Home Daily Time Entry Favorites Log out

PERSIGAS, SHIELA MAE T.

OverTime Request

Select All Status Status Info.

No data available in table

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

2:23 PM
1/8/2021

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

192.168.6.80:289



How to add
O.T request
application?

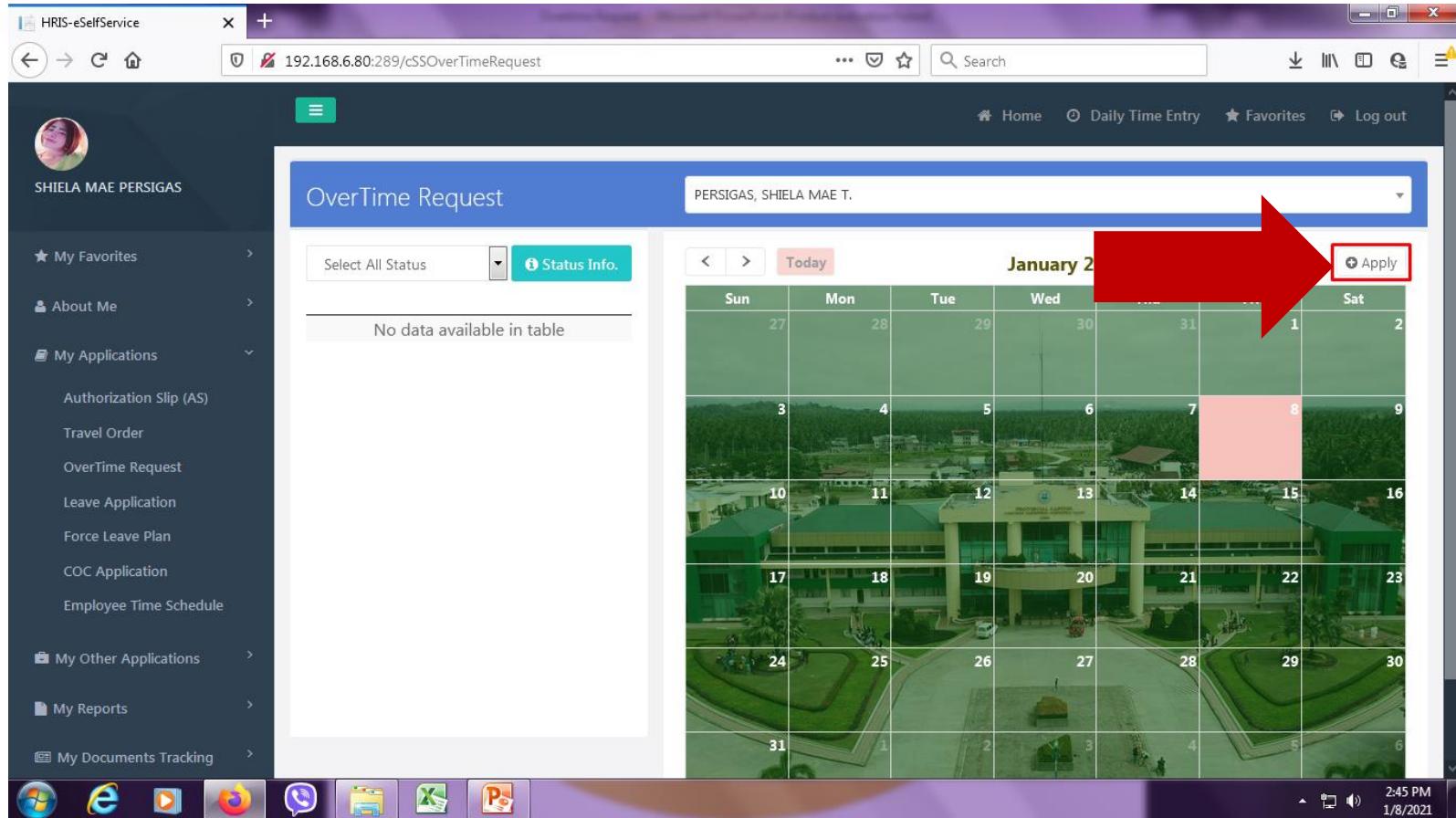
Note:

Take note overtime request application modal page has **3 tabs** where each tab having required fields that needs to have values since you will not be able to save the data if fields aren't filled with information. On the other hand, there are 2 ways to add overtime request application:

- * Click **apply button** or;
- * Select **date for O.T request** covered for overtime request in main page before clicking the **apply for OT request**

Though different ways but still the same **add new record modal page** will appear. The only difference is in **O.T date covered tab** where grid will already have a values depending on the selected date upon clicking **apply for overtime request** while if you click directly **apply button** the **O.T date covered tab** grid will have no values.

Click apply button



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

The screenshot shows the HRIS-eSelfService application interface. The left sidebar contains a user profile picture and the name "SHIELA MAE PERSIGAS". Below the profile are several menu items: "My Favorites", "About Me", "My Applications" (with sub-options like "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Employee Time Schedule"), "My Other Applications", "My Reports", and "My Documents Tracking". The main content area has a title "OverTime Request" and a sub-section "Select All Status". A message "No data available in table" is displayed. On the right, there is a search bar with the placeholder "Search" and a dropdown menu titled "PERSIGAS, SHIELA MAE T." containing the entry "BARRO". Below the dropdown is a calendar for the month of October 2021, showing days from 27 to 31. The days are color-coded: green for most days, pink for Saturday the 30th, and red for Sunday the 31st. The background of the calendar features a photograph of a modern building complex with green roofs and white walls.

SHIELA MAE PERSIGAS

OverTime Request

BARRO, SOSANYME U.

Select All Status Status Info.

No data available in table

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

Apply

2:48 PM
1/8/2021

HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

Home Daily Time Entry Favorites Log out

Search

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

HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

Add New Record

O.T Request No.: 000000006 O.T Date Filed: 2021-01-19

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Sub Department: --Select Here--

Division: --Select Here--

Section: --Select Here-- Compensatory Time Off (CTO) Credit?

Fund Charges: Subject to the availability of Funds

REQUEST INFORMATION

For: UY, JAYVEE TYRON L. Thru: ALLONES, VIRGILIA S.

From: Select employee name... Year: 2021 Month: January

Overtime Request cover the following:

<input checked="" type="checkbox"/> Weekdays	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: AM
<input checked="" type="checkbox"/> Weekend	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: AM
<input checked="" type="checkbox"/> Holidays	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: AM
<input checked="" type="checkbox"/> Day Off	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: AM

Subject: Justification:

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

Type here to search

4:00 PM 1/19/2021

Select **travel date covered** for overtime request in main page before clicking **apply for overtime request**

The screenshot shows the HRIS-eSelfService application interface. On the left, there's a sidebar with user profile information (SHIELA MAE PERSIGAS) and navigation links for 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 "OverTime Request" and displays a calendar for January 2021. The calendar highlights the dates 26, 27, and 28 January with a red box, indicating the travel date range. A large red arrow points from this highlighted area to a white button labeled "Apply for O.T Request". The status bar at the bottom right shows the time as 2:49 PM and the date as 1/8/2021.

HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

Add New Record

O.T Request No.: 000000006 O.T Date Filed: 2021-01-19

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Sub Department: --Select Here--

Division: --Select Here--

Section: --Select Here-- Compensatory Time Off (CTO) Credit?

Fund Charges: Subject to the availability of Funds

REQUEST INFORMATION EMPLOYEE'S O.T DATE COVERED O.T PURPOSE

Date From: To Start Time: End Time: AM/PM: AM AM/PM: AM Add

DATE FROM	DATE TO	START TIME	END TIME	ACTIONS
2021-01-27	2021-01-28	8:00 AM	5:00 PM	<input checked="" type="checkbox"/> <input type="button" value="x"/>

Previous 1 Next

Time Entry Favorites Log out

Apply

New Year's Day

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

4:01 PM 1/19/2021

Type here to search

HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

Add New Record

O.T Request No.: 0000000006 O.T Date Filed: 2021-01-19

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Sub Department: --Select Here--

Division: --Select Here--

Section: --Select Here--

Fund Charges: Subject to the availability of Funds

Compensatory Time Off (CTO) Credit?

REQUEST INFORMATION EMPLOYEE'S O.T DATE COVERED O.T PURPOSE

Date From: To Start Time: AM/PM: AM End Time: AM/PM: AM Add

DATE FROM	DATE TO	START TIME	END TIME	ACTIONS
2021-01-27	2021-01-28	8:00 AM	5:00 PM	

Previous 1 Next

Close Submit Save

Time Entry ★ Favorites Log out

Time Entry

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

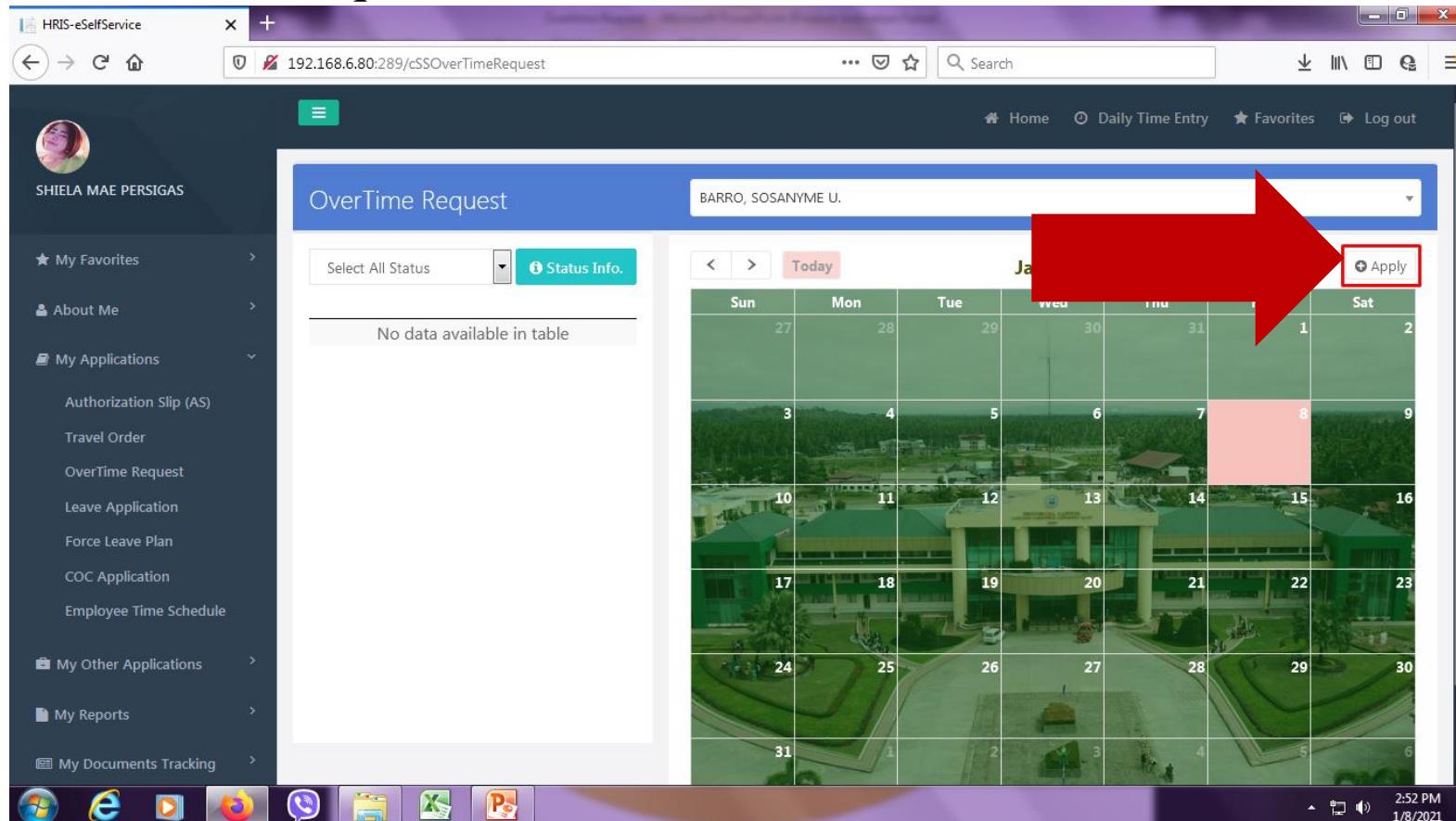
New Year's Day

Type here to search

4:01 PM 1/19/2021

Note: If you want to continue the 1st way follow **step 1** for you to add or apply **overtime request** if ever the login account is not defined as an **administrative officer** of specific department.

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



HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

Add New Record

O.T Request No.: 0000000006 O.T Date Filed: 2021-01-19

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Sub Department: --Select Here--

Division: --Select Here--

Section: --Select Here-- Compensatory Time Off (CTO) Credit?

Fund Charges: Subject to the availability of Funds

REQUEST INFORMATION EMPLOYEE'S O.T DATE COVERED O.T PURPOSE

Purpose Description:

SEQ. NBR	PURPOSE DETAILS	ACTIONS
No data available in table		

Previous Next

Type here to search

4:02 PM 1/19/2021

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

Note:

Add modal page will open **O.T request no.** will auto-generate and all other non-key fields are blank. In **overtime request** key field are **overtime request no., O.T date filed, fund charges, O.T date covered, subject and purpose** only through this it will avoid error and redundancy.

Non-key fields are:

- Requesting Department
- Sub Department
- Division
- Section
- Fund Charges
- **Request Information Tab:**
 - For
 - From
 - Thru
 - Year
 - Month

Overtime Request cover the following:

- Weekdays
 - Start Time
 - End Time
 - AM
 - PM
- Weekend
 - Start Time
 - End Time
 - AM
 - PM
- Holidays
 - Start Time
 - End Time
 - AM
 - PM
- Day Off
 - Start Time
 - End Time
 - AM
 - PM
- Justification
- Remarks
- **Employees Tab:**
 - Employee's Name
 - Position
- **O.T Date Covered Tab:**
 - Date From/To
 - Start Time - AM/PM
 - End Time - AM/PM
- **O.T Purpose Tab:**
 - Purpose Description

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 save information click **save button** in order to save.

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. However, in **overtime request cover** a verification message will appear to check all covers for you to save the information.

HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

Section: --Select Here-- Compensatory Time Off (CTO) Credit?

Fund Charges: Subject to the availability of Funds

REQUEST INFORMATION

For: UY, JAYVEE TYRON L. Thru: ALLONES, VIRGINIA S.

From: Select employee name... Year: 2021 Month: January

Overtime Request cover the following: [Check all covers details.](#)

Weekdays	Start Time:	AM/PM: AM	End Time:	AM/PM: AM
Weekend	Start Time:	AM/PM: AM	End Time:	AM/PM: AM
Holidays	Start Time:	AM/PM: AM	End Time:	AM/PM: AM
Day Off	Start Time:	AM/PM: AM	End Time:	AM/PM: AM

Subject: Required Field! Justification:

Remarks:

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

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

Type here to search

1:08 PM 1/20/2021 2

Step 3: Input values specifically in all required fields.

HRIS-eSelfService

192.168.6.80:289/cssOverTimeRequest

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

Division: --Select Here--

Section: --Select Here-- Compensatory Time Off (CTO) Credit?

Fund Charges: Subject to the availability of Funds

REQUEST INFORMATION

For: UY, JAYVEE TYRON L. Thru: ALLONES, VIRGINIA S.

From: Select employee name... Year: 2021 Month: January

Overtime Request cover the following:

<input checked="" type="checkbox"/> Weekdays	Start Time: 05:00	AM/PM: PM	End Time: 10:00	AM/PM: PM
<input checked="" type="checkbox"/> Weekend	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: PM
<input checked="" type="checkbox"/> Holidays	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: PM
<input checked="" type="checkbox"/> Day Off	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: PM

Subject: TEST DATA Justification:

Remarks:

EMPLOYEE'S

O.T DATE COVERED

O.T PURPOSE

Apply

Fri Sat

1 New Year's D... 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

Close **Submit** **Save**

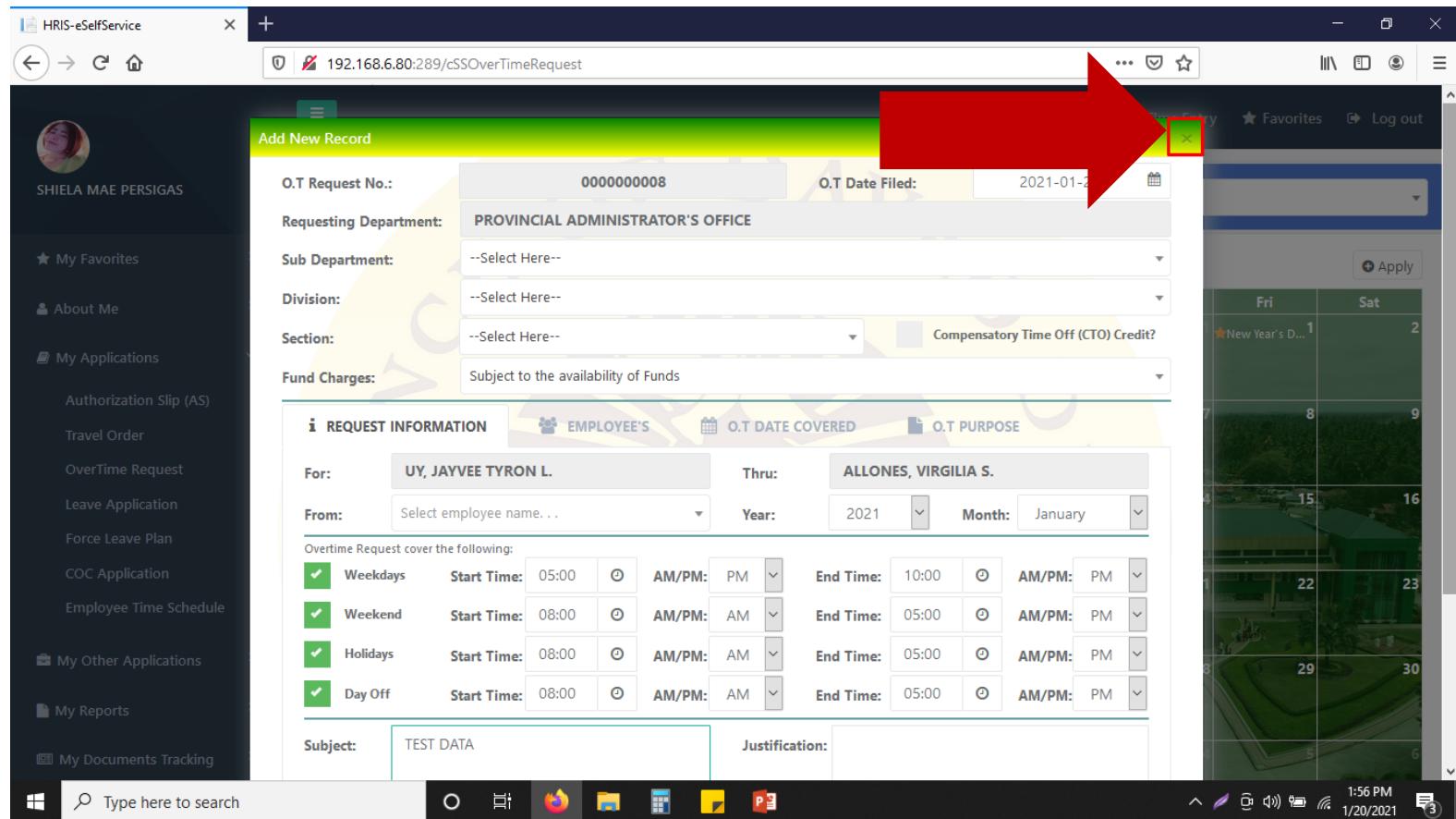
Type here to search

1:13 PM 1/20/2021

Note:

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

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



HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

Section: --Select Here-- Compensatory Time Off (CTO) Credit?

Fund Charges: Subject to the availability of Funds

REQUEST INFORMATION

For: UY, JAYVEE TYRON L. Thru: ALLONES, VIRGINIA S.

From: Select employee name... Year: 2021 Month: January

Overtime Request cover the following:

<input checked="" type="checkbox"/> Weekdays	Start Time: 05:00	AM/PM: PM	End Time: 10:00	AM/PM: PM
<input checked="" type="checkbox"/> Weekend	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: PM
<input checked="" type="checkbox"/> Holidays	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: PM
<input checked="" type="checkbox"/> Day Off	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: PM

Subject: TEST DATA Justification:

Remarks:

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

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

Type here to search

2:11 PM 1/20/2021 3

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

HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

Division: --Select Here--

Section: --Select Here-- Compensatory Time Off (CTO) Credit?

Fund Charges: Subject to the availability of Funds

REQUEST INFORMATION

For: UY, JAYVEE TYRON L. Thru: ALLONES, VIRGINIA S.

From: Select employee name... Year: 2021 Month: January

Overtime Request cover the following:

<input checked="" type="checkbox"/> Weekdays	Start Time: 05:00	AM/PM: PM	End Time: 10:00	AM/PM: PM
<input checked="" type="checkbox"/> Weekend	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: PM
<input checked="" type="checkbox"/> Holidays	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: PM
<input checked="" type="checkbox"/> Day Off	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: PM

Subject: TEST DATA Justification:

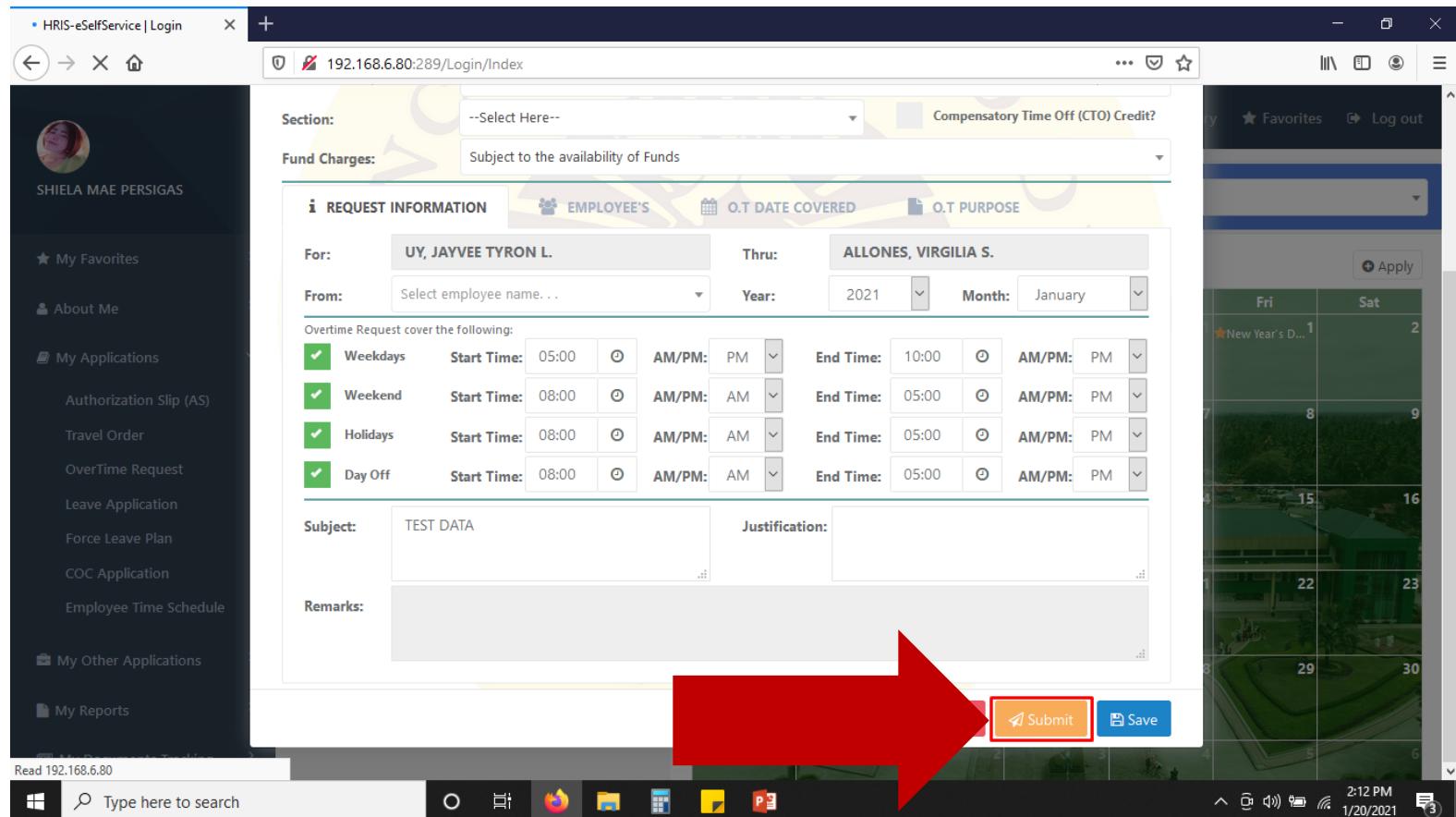
Remarks:

Close **Submit** **Save**

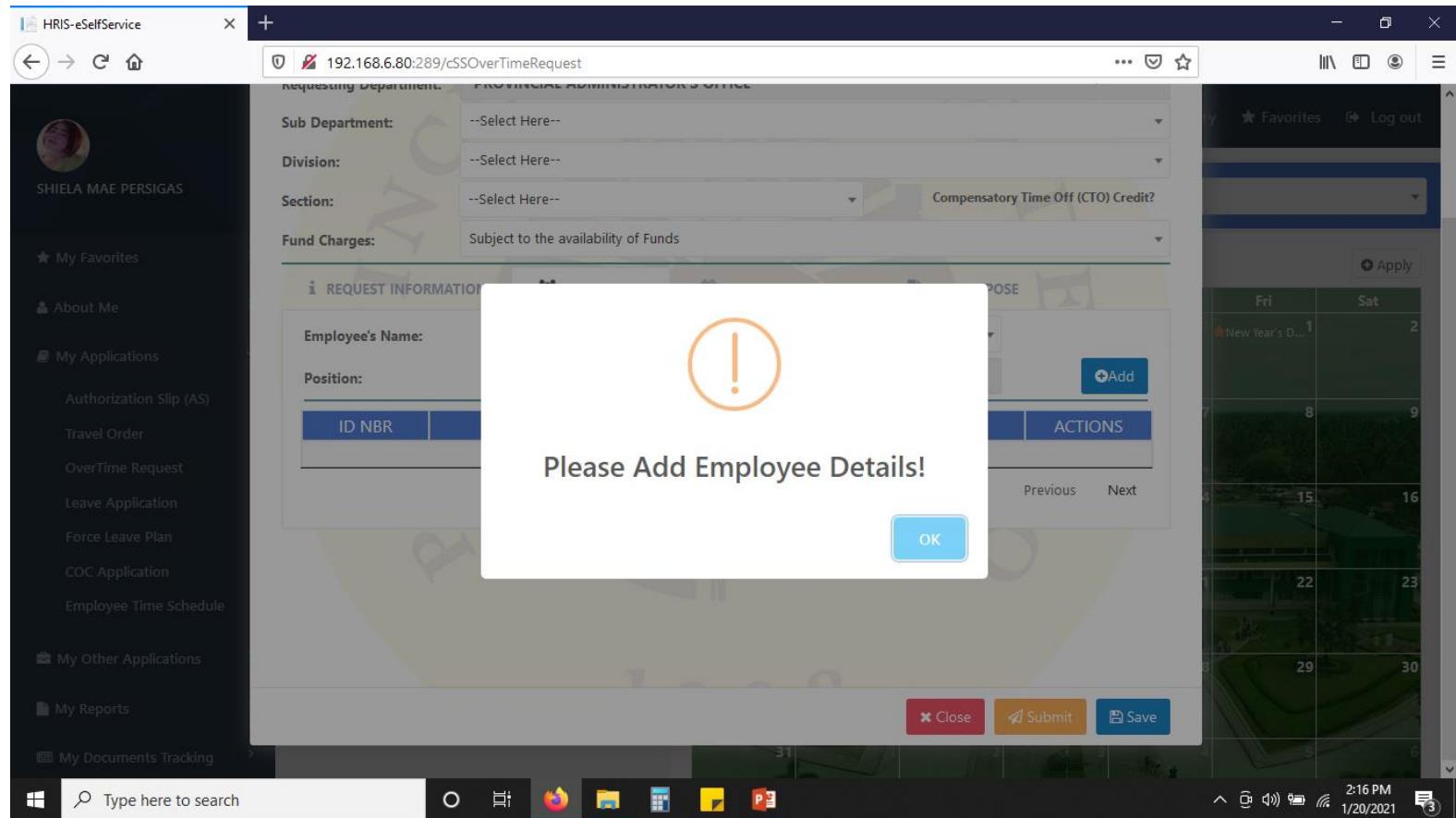
Fri Sat
1 New Year's D... 2
7 8 9
14 15 16
21 22 23
28 29 30

1/13 PM 1/20/2021

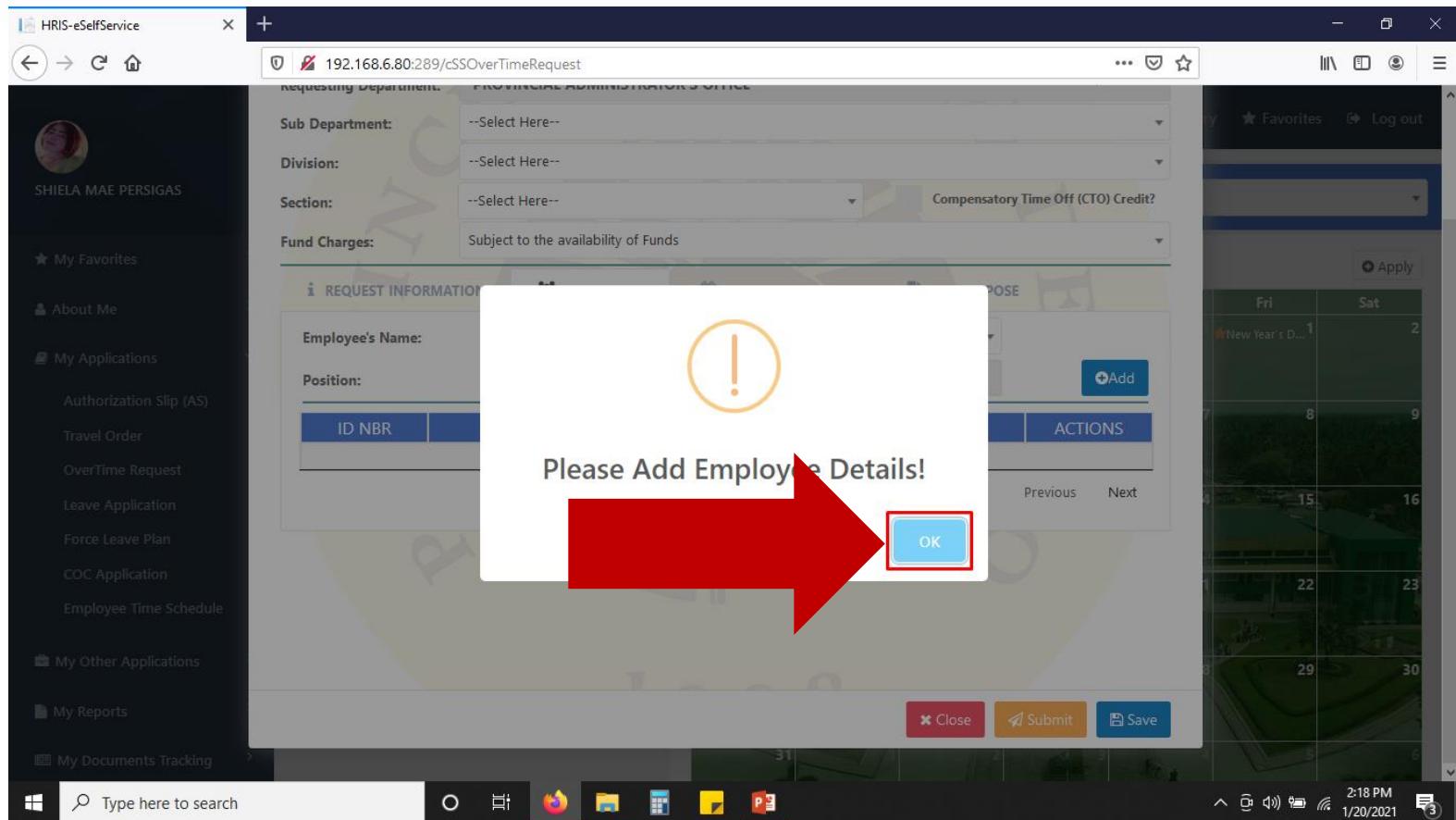
Step 6: If you want to submit application click **submit button** to submit information.



Note: If you have clicked **submit button** expected a pop-up verification window will appear to **please add employee details!**



Step 7: Click ok button for you to continue and submit information.



Note:

If you click **ok button** expected you will be directed to **employee's tab** in order to add employee. To add select drop-down list of employee's name in employee's name field to add information.

HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

Requesting Department: PROVISIONAL ADMINISTRATIVE OFFICE

Sub Department: --Select Here--

Division: --Select Here--

Section: --Select Here-- Compensatory Time Off (CTO) Credit?

Fund Charges: Subject to the availability of Funds

REQUEST INFORMATION

EMPLOYEE'S (highlighted with a red box)

O.T DATE COVERED O.T PURPOSE

Employee's Name: --Select Here--

Position:

ID NBR	EMPLOYEE NAME	POSITION	ACTIONS
No data available in table			

Previous Next

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

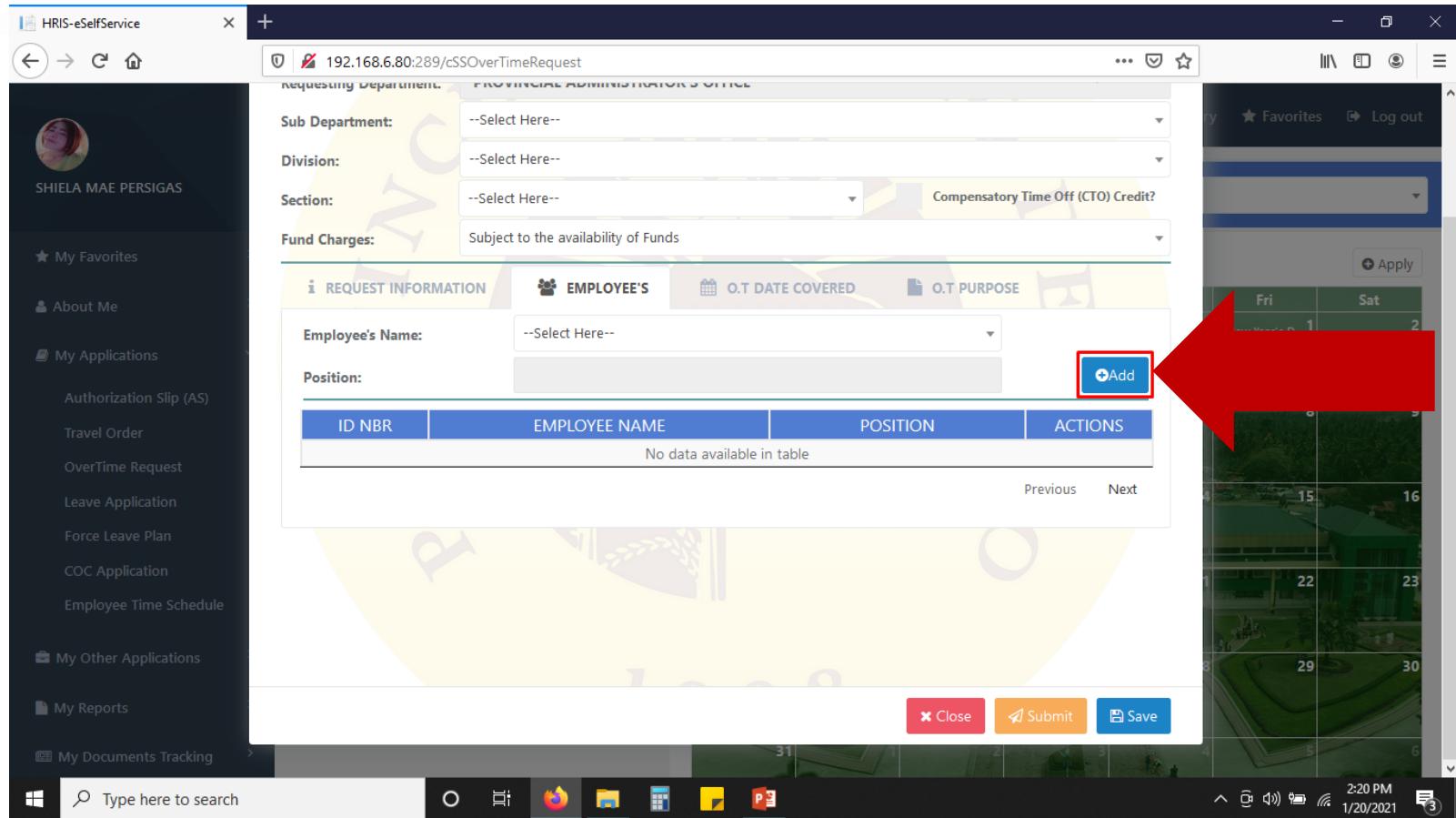
Type here to search

Windows Start button

Taskbar icons: File Explorer, Edge, Firefox, File Manager, Task View, Power User Menu, Taskbar settings, Date/Time (1/20/2021, 2:19 PM), Notifications (3)

Calendar view showing New Year's Day (1 Jan) and other dates from 8 to 30 Jan.

Step 8: Click add button for you to submit information.



HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

Requesting Department: PROVISIONAL ADMINISTRATOR OFFICE

Sub Department: --Select Here--

Division: --Select Here--

Section: --Select Here-- Compensatory Time Off (CTO) Credit?

Fund Charges: Subject to the availability of Funds

REQUEST INFORMATION

Employee's Name: --Select Here-- **Required Field!**

Position: **Add**

ID NBR	EMPLOYEE NAME	POSITION	ACTIONS
No data available in table			

Previous Next

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

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

Type here to search

192.168.6.80:289/cSSOverTimeRequest

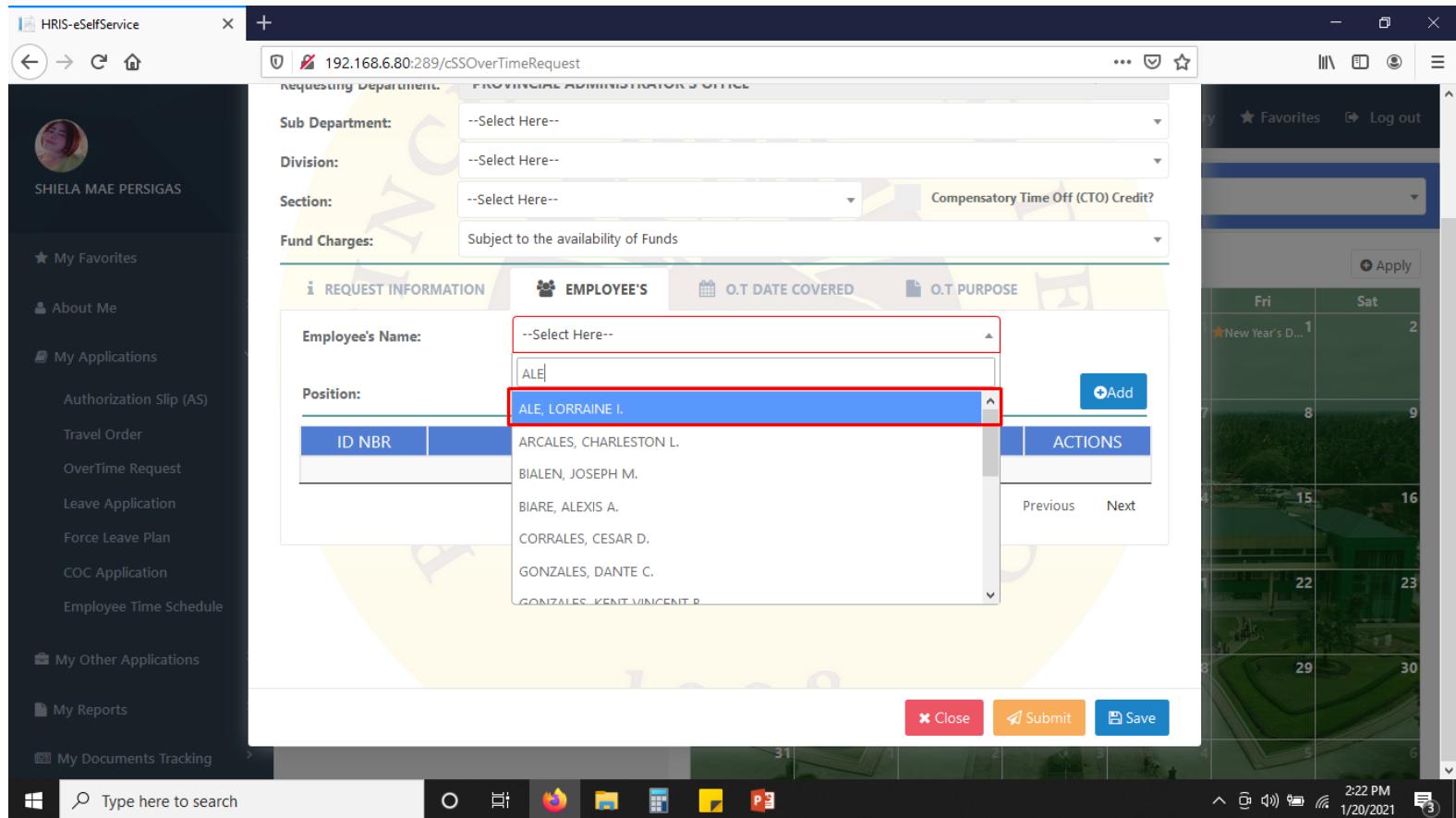
1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30

2:21 PM 1/20/2021 3

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. That application will not be save if in **employees tab** field **employee’s name** has no selected values since if you have selected an **employee’s name** field drop-down list automatic **position** will have a values.

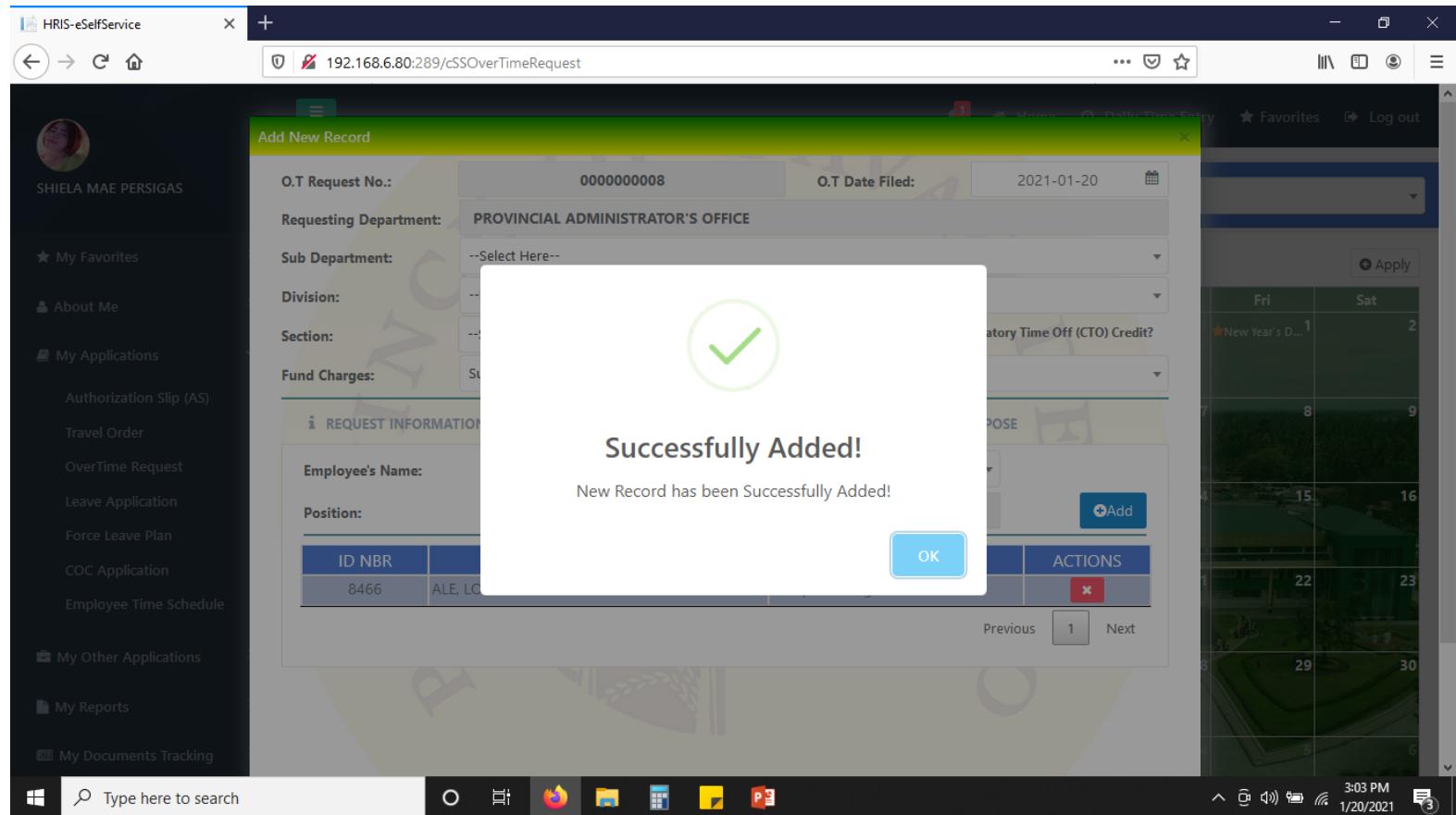
Step 9: Input values in employee's name field for you to add information.



Step 10: Repeat step 8 for you to add information.

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, and My Other Applications. The main content area is titled "Add New Record" and is for an "O.T Request". The form includes fields for "O.T Request No.", "Requesting Department", "Sub Department", "Division", "Section", "Fund Charges", and "Compensatory Time Off (CTO) Credit?". Below this, there are tabs for "REQUEST INFORMATION", "EMPLOYEE'S", "O.T DATE COVERED", and "O.T PURPOSE". Under the "EMPLOYEE'S" tab, the "Employee's Name" is listed as "ALE, LORRAINE I." and the "Position" is "Computer Programmer I". To the right of the position field is a blue button with a white plus sign and the text "+Add". A large red arrow points from the bottom left towards this "+Add" button. At the bottom of the screen, there is a taskbar with icons for File, Home, Back, Forward, Stop, and Search, along with system status icons like battery level, signal strength, and date/time (2:23 PM, 1/20/2021).

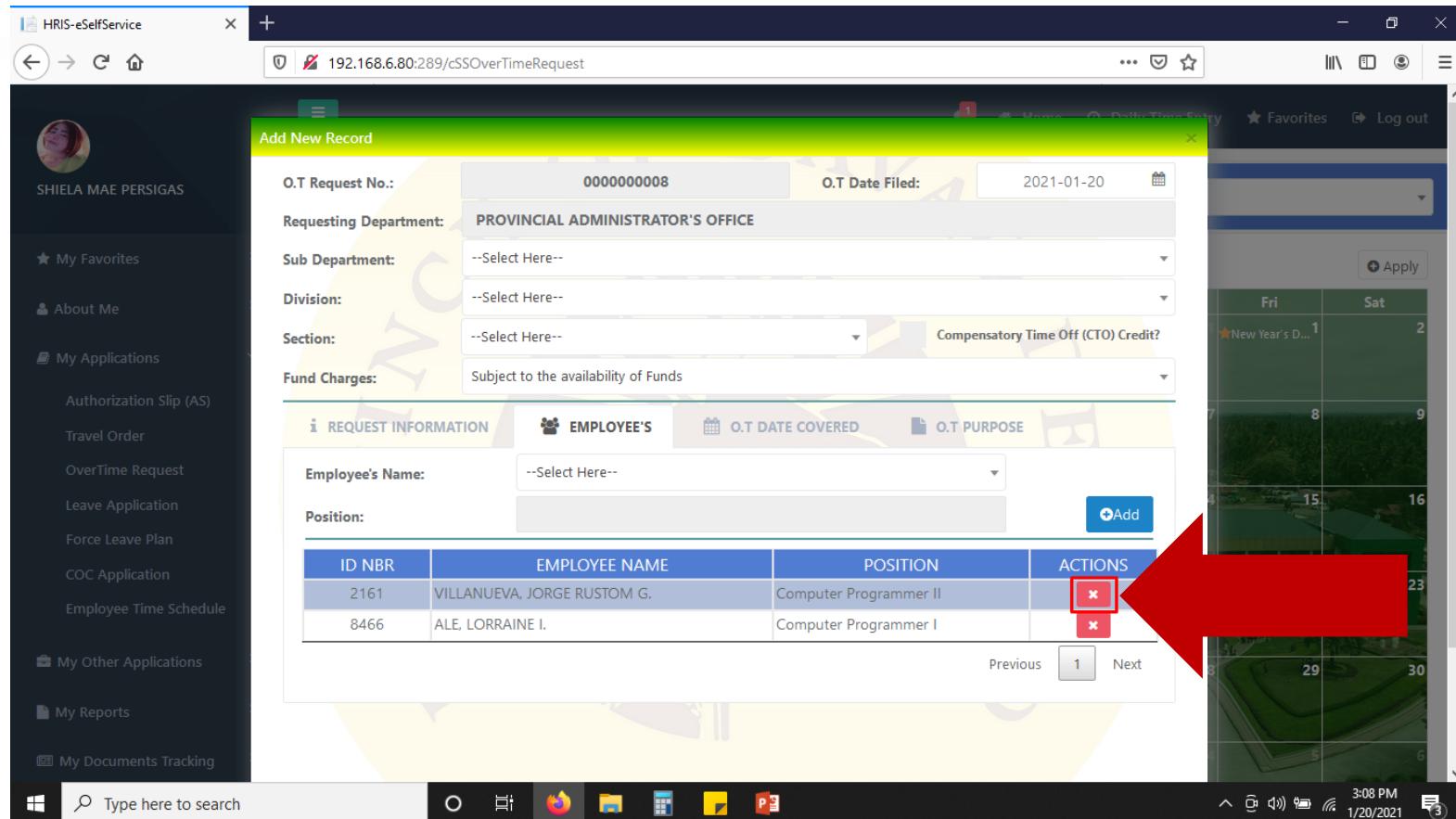
Note: A pop-up confirmation window will appear that new record has been successfully added!



Step 11: Repeat step 7 select specific record that you want to remove click **remove button** to remove information.

The screenshot shows the HRIS-eSelfService application interface. On the left, a sidebar menu includes options 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 displays an 'Add New Record' form for an OverTime Request. The 'REQUEST INFORMATION' tab is active. The 'EMPLOYEE'S' tab is selected, showing a table with columns: ID NBR, EMPLOYEE NAME, POSITION, and ACTIONS. Two rows are listed: one for VILLANUEVA, JORGE RUSTOM G. (Computer Programmer II) and another for ALE, LORRAINE I. (Computer Programmer I). Both rows have a red 'X' button in the ACTIONS column, indicating they can be deleted. The top right corner shows a calendar for January 2021, and the bottom right corner shows system status icons.

ID NBR	EMPLOYEE NAME	POSITION	ACTIONS
2161	VILLANUEVA, JORGE RUSTOM G.	Computer Programmer II	
8466	ALE, LORRAINE I.	Computer Programmer I	



HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

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

Add New Record

O.T Request No.: 0000000008

O.T Date Filed: 2021-01-20

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Sub Department: --Select Here--

Division: --Select Here--

Section: --Select Here--

Fund Charges: --Select Here--

REQUEST INFORMATION

Employee's Name: ALE, LORRAINE I.

Position: Computer Programmer I

ID NBR: 2161 VILLAN

ID NBR: 8466

ACTIONS

Cancel OK

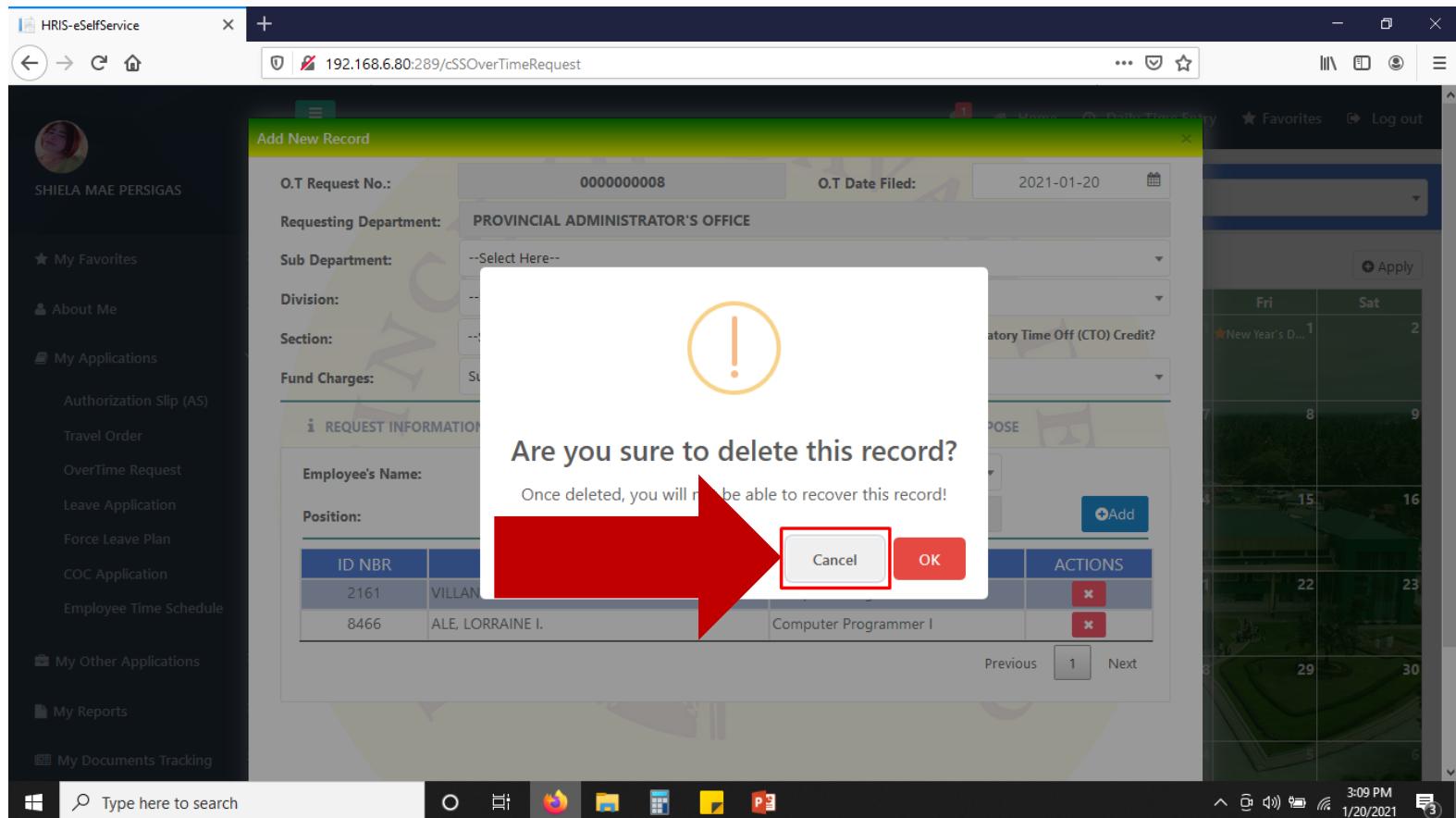
Are you sure to delete this record?

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

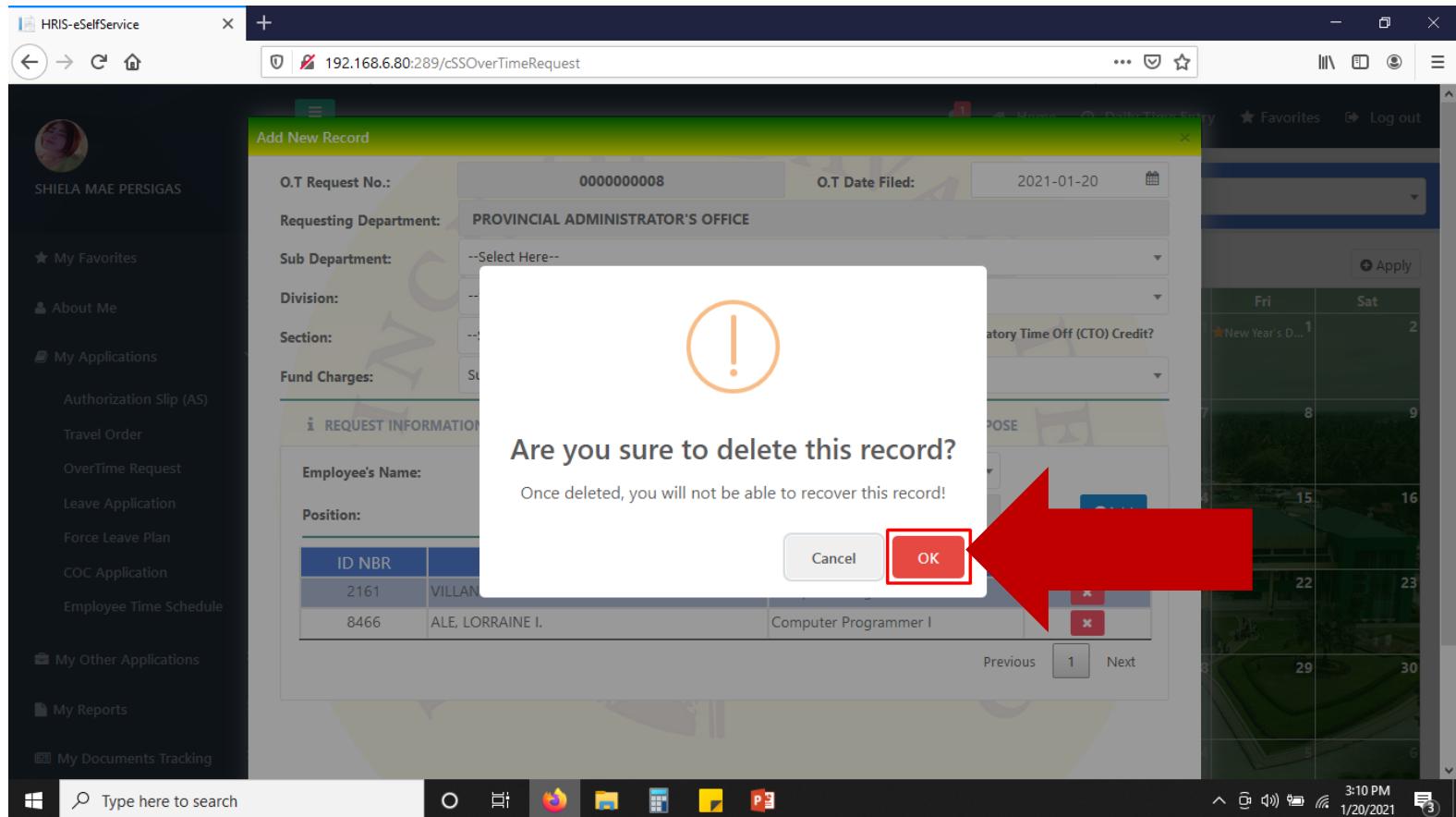
Previous 1 Next

3:08 PM 1/20/2021 3

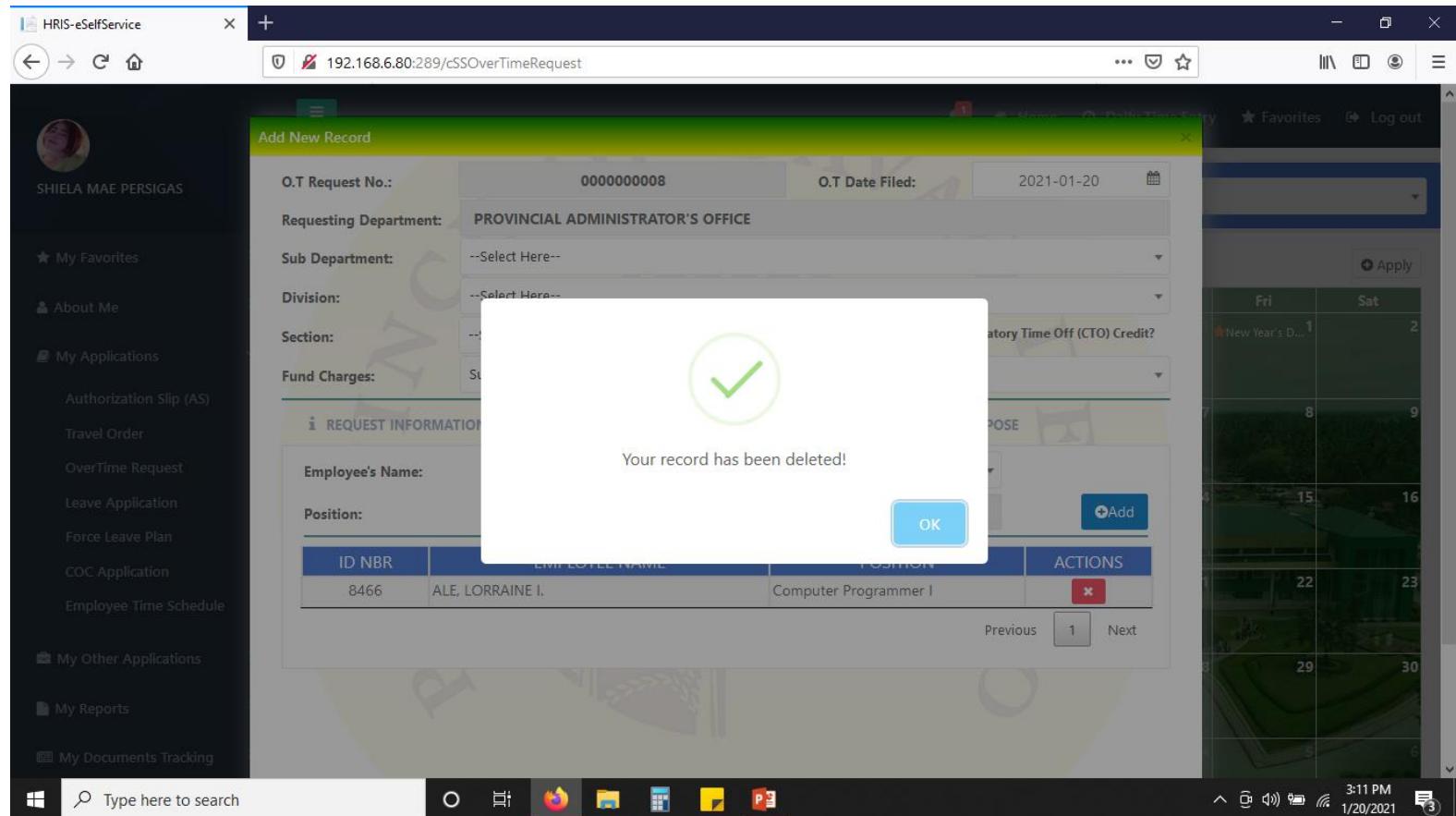
Step 12: Click cancel button if you don't want to remove information.



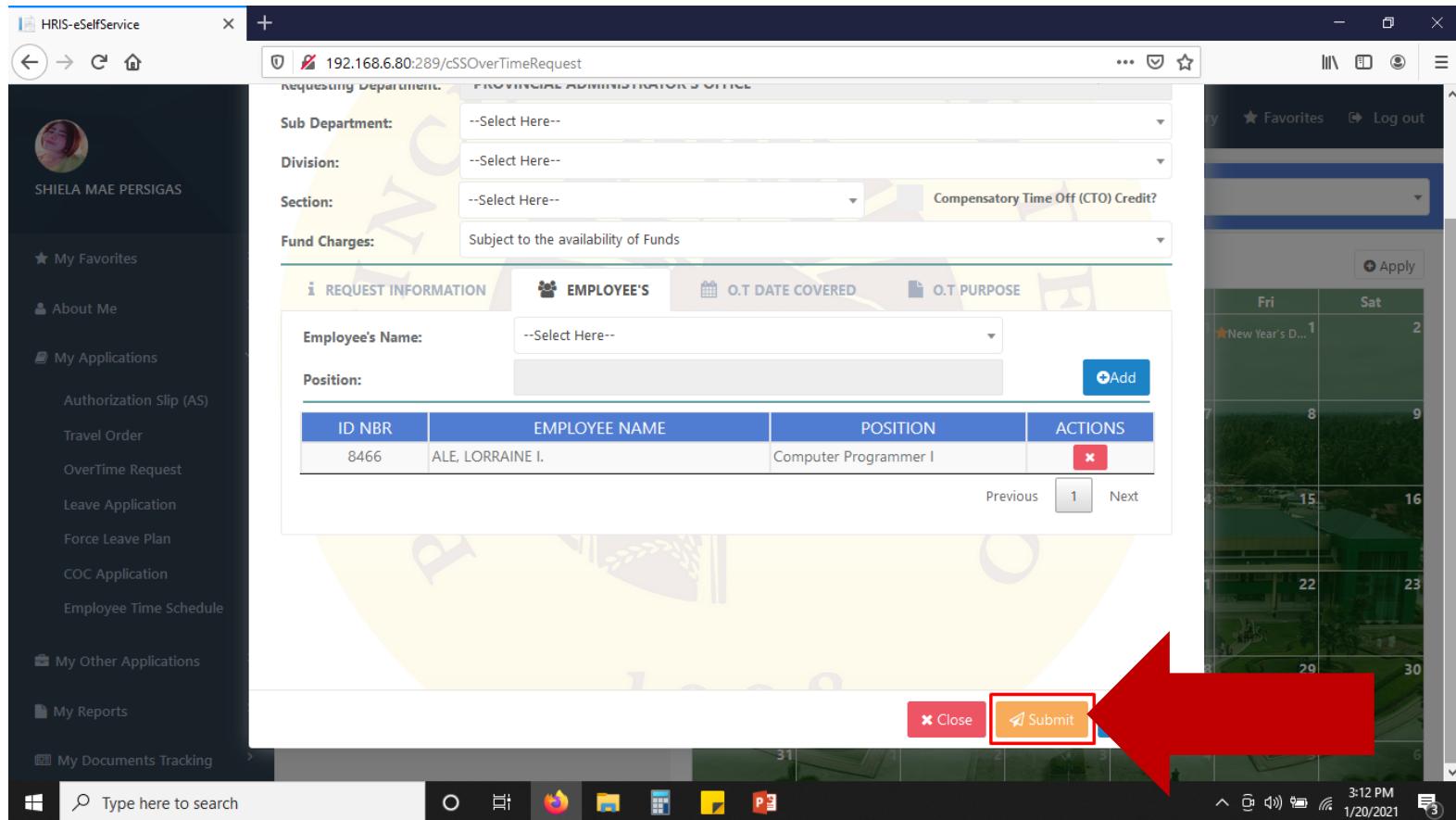
Step 13: Repeat step 11 click ok button if you want to remove information.

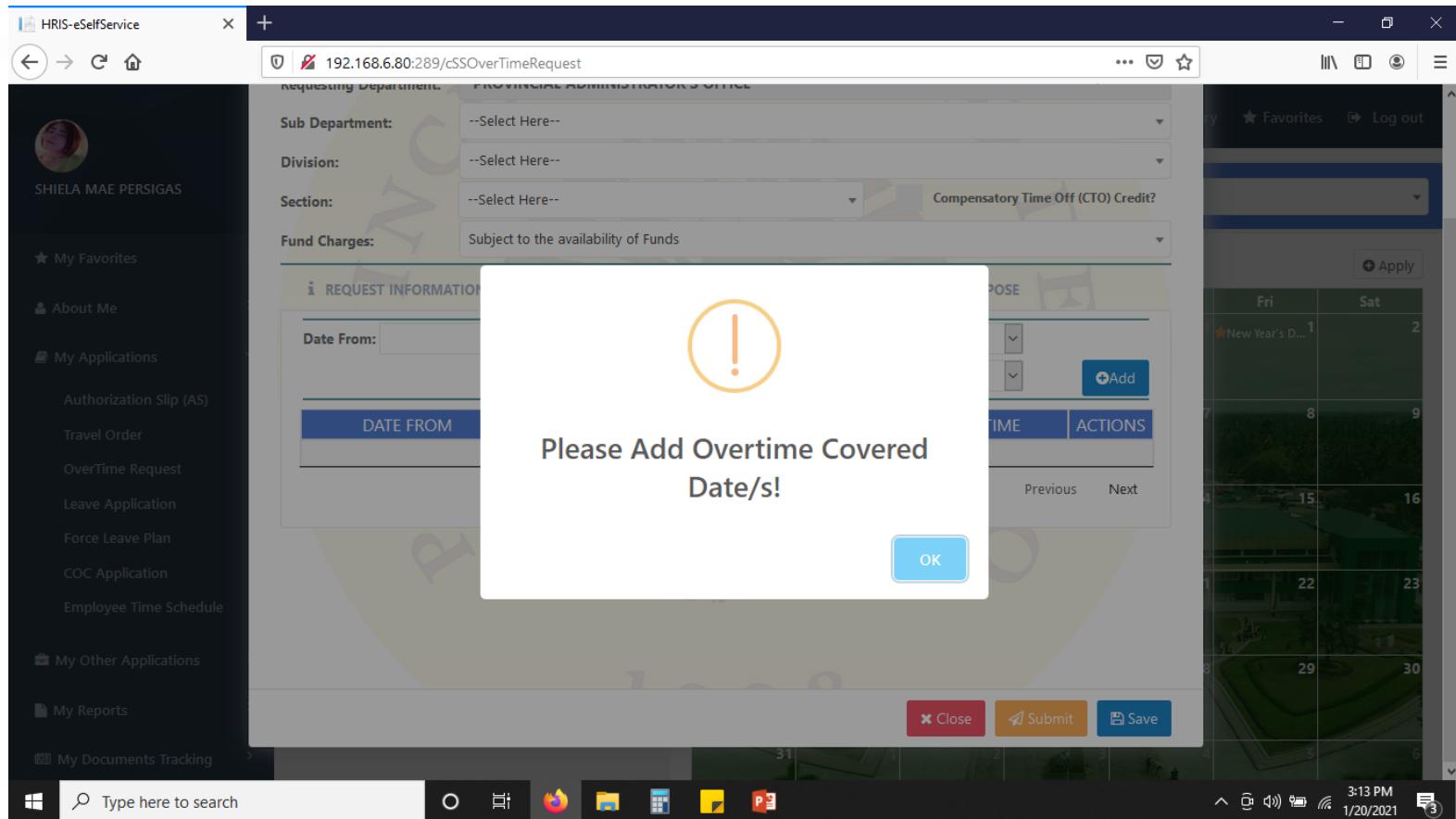


Note: A pop-up confirmation window will appear that your record has been successfully deleted!



Step 14: Repeat step 7 to and go back on previous page, then click **submit button** for you to submit information.





Note:

Even if you have selected values in **employee's tab** and click **add button** to add information in its grid, then click **submit button** expected you will not be able to submit application if either of the required fields in **O.T date covered tab** and **purpose tab** has no values. And pop-up confirmation window will appear to **please add overtime covered date/s!** for you to continue.

Step 15: Repeat **step 7** for you to continue and go back on previous page.

Note:

If you click **ok button** expected you will be directed to **O.T date covered tab** in order to add date/s. To add input dates in **date from** and **to** together with **start time** and **end time** AM/PM period or by clicking the **clock icon** and **period dropdown**.

HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

Requesting Department: PROVISIONAL ADMINISTRATOR OFFICE

Sub Department: --Select Here--

Division: --Select Here--

Section: --Select Here-- Compensatory Time Off (CTO) Credit?

Fund Charges: Subject to the availability of Funds

REQUEST INFORMATION **EMPLOYEE'S** **O.T DATE COVERED** **O.T PURPOSE**

Date From: To Start Time: AM/PM: AM Add

End Time: AM/PM: AM

DATE FROM	DATE TO	START TIME	END TIME	ACTIONS
No data available in table				

Previous Next

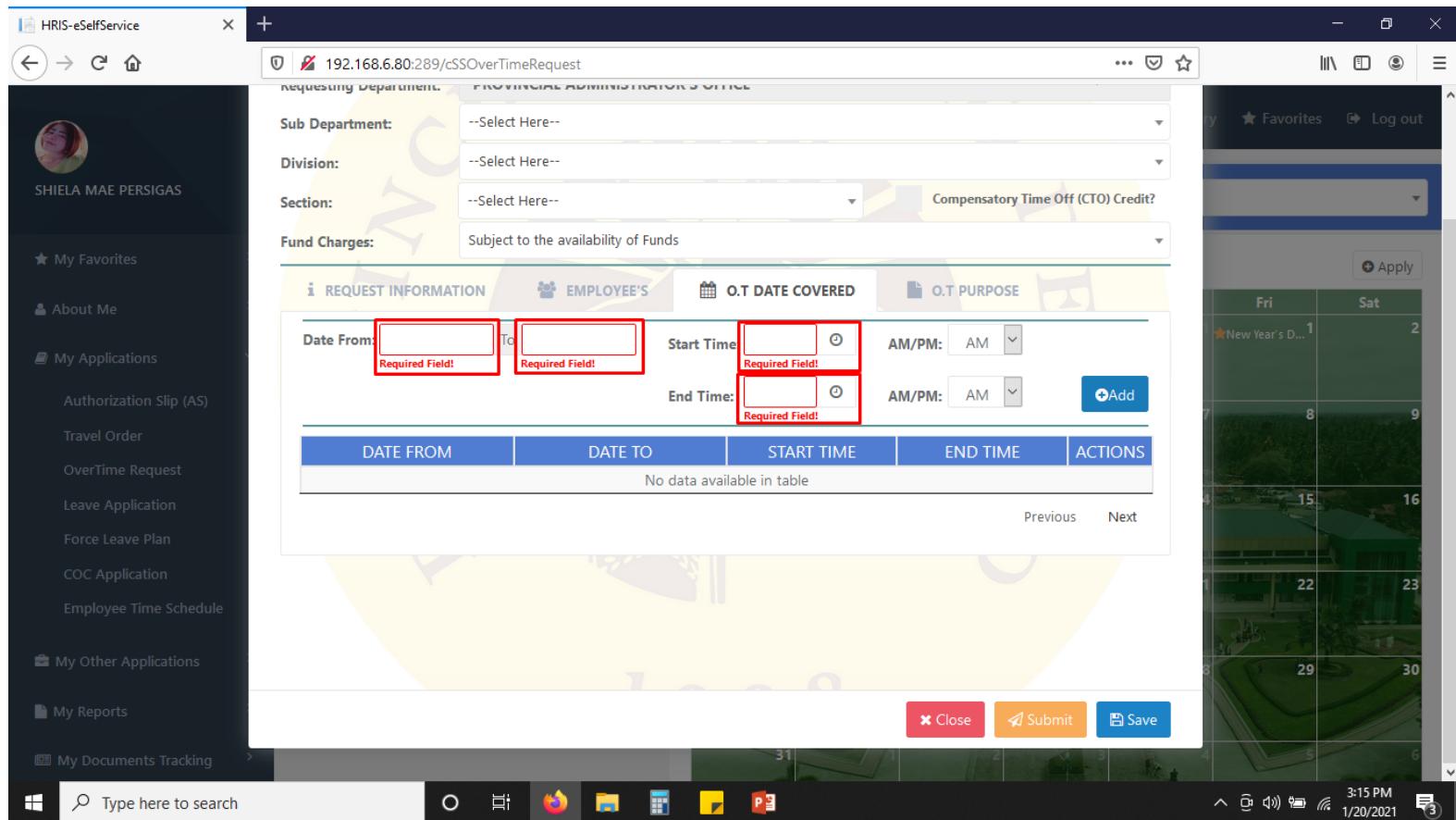
X Close **Submit** **Save**

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

Type here to search

3:14 PM 1/20/2021 3

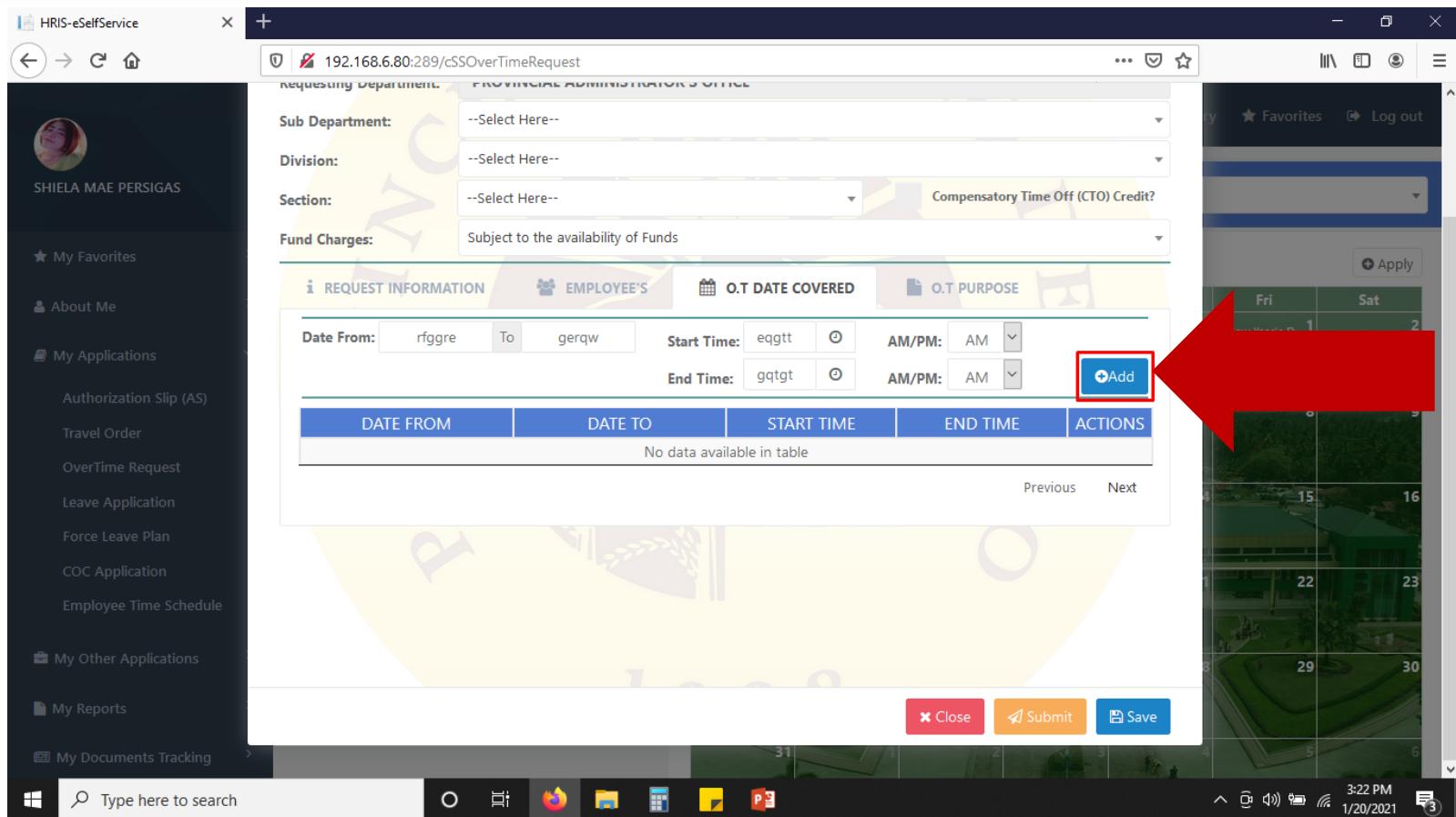
Step 16: Repeat step 8 for you to add information.



The screenshot shows a web-based application titled "HRIS-eSelfService" at the URL "192.168.6.80:289/cSSOverTimeRequest". The user profile "SHIELA MAE PERSIGAS" is visible on the left sidebar. The main form is for an "O.T DATE COVERED" request. It includes sections for "REQUEST INFORMATION", "EMPLOYEE'S", "O.T DATE COVERED", and "O.T PURPOSE". The "O.T DATE COVERED" section contains fields for "Date From", "Date To", "Start Time", and "End Time", each with a dropdown for AM/PM. Below these fields is a table with columns: DATE FROM, DATE TO, START TIME, END TIME, and ACTIONS. A message in the table says "No data available in table". At the bottom are buttons for "Close", "Submit", and "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.

Step 17: Input values in all required fields for you to add information, repeat **step 8** for you to add information.



HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Sub Department: --Select Here--

Division: --Select Here--

Section: --Select Here-- Compensatory Time Off (CTO) Credit?

Fund Charges: Subject to the availability of Funds

REQUEST INFORMATION **EMPLOYEE'S** **O.T DATE COVERED** **O.T PURPOSE**

Date From: rfggre To: gerqw Start Time: eqgtt AM/PM: AM Invalid Date! Invalid Date! Invalid Value!

End Time: gqtgt AM/PM: AM Invalid Value! +Add

DATE FROM	DATE TO	START TIME	END TIME	ACTIONS
No data available in table				

Previous Next

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

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

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

3:24 PM 1/20/2021 3

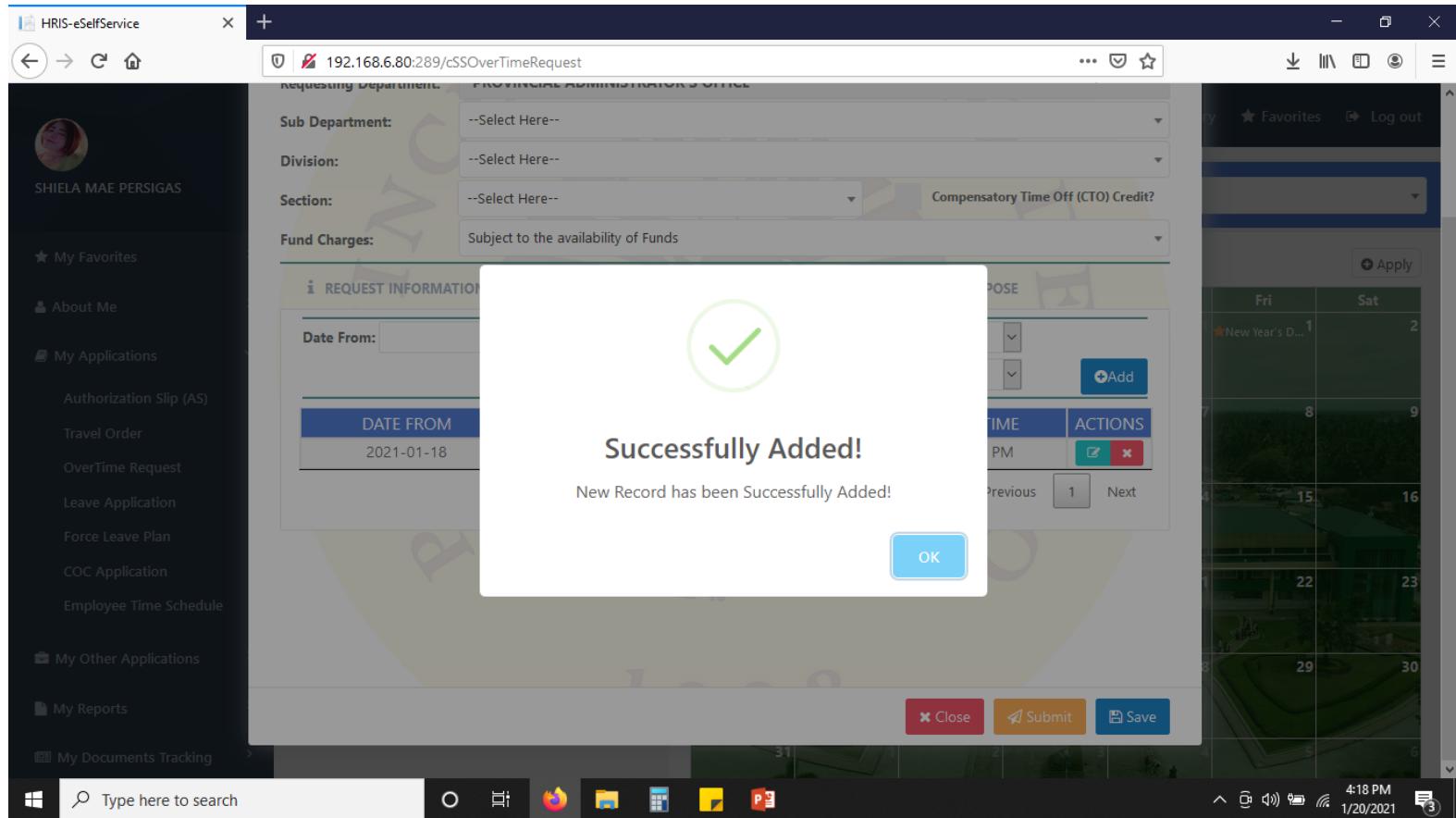
Note:

All fields that needs to be fill will automatically generate a verification message of “**required field!**” if you click **add button** without inputting values in any field. If ever you have inputted incorrect type of values in **O.T date covered tab** expected that it will automatically generate a verification message of **invalid value!** if you key-in letters instead of the date format needed and time format needed by the system. So, make sure to input correct values format for you to save application.

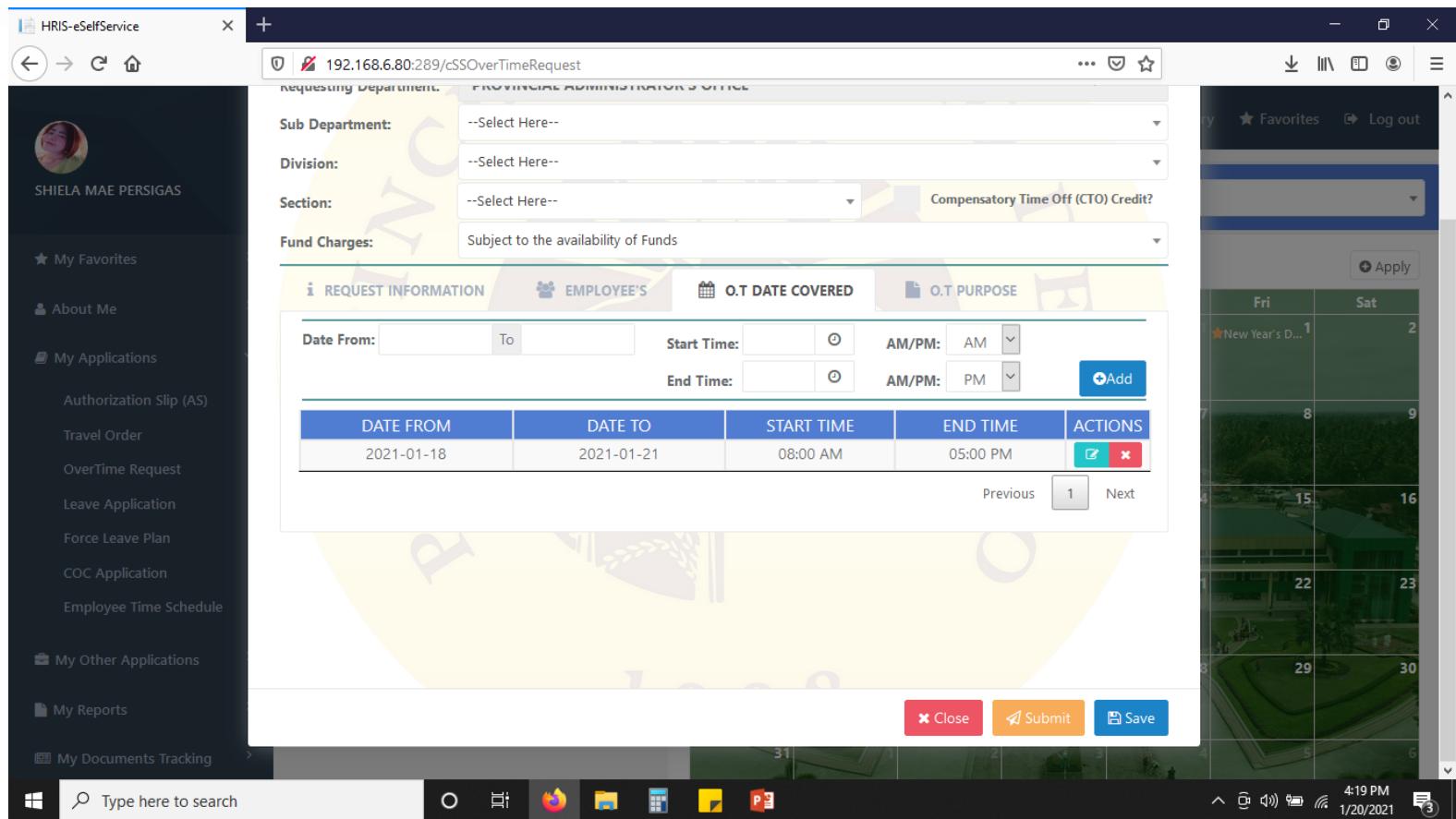
Step 18: Repeat step 16 to input correct value format in all required fields for you to add information.

The screenshot shows the HRIS-eSelfService application interface. On the left is a sidebar with user profile information (Shiela Mae Persigas) and various application links. The main window displays a form for 'O.T DATE COVERED'. At the top, there are dropdowns for 'Sub Department', 'Division', 'Section', and 'Fund Charges'. Below these are tabs for 'REQUEST INFORMATION', 'EMPLOYEE'S', 'O.T DATE COVERED' (which is selected), and 'O.T PURPOSE'. The 'O.T DATE COVERED' tab contains fields for 'Date From' (2021-01-18), 'To' (2021-01-21), 'Start Time' (08:00), 'AM/PM' (AM), 'End Time' (05:00), and 'AM/PM' (PM). To the right of these fields is a blue button with a '+' icon labeled '+Add', which is highlighted with a red box and a red arrow pointing to it from the left. Below these fields is a table with columns 'DATE FROM', 'DATE TO', 'START TIME', 'END TIME', and 'ACTIONS'. The message 'No data available in table' is displayed. At the bottom of the form are buttons for 'Close', 'Submit', and 'Save'. The status bar at the bottom of the screen shows system icons and the date/time (4:17 PM, 1/20/2021).

Note: A pop-up confirmation window will appear that new record has been successfully added!



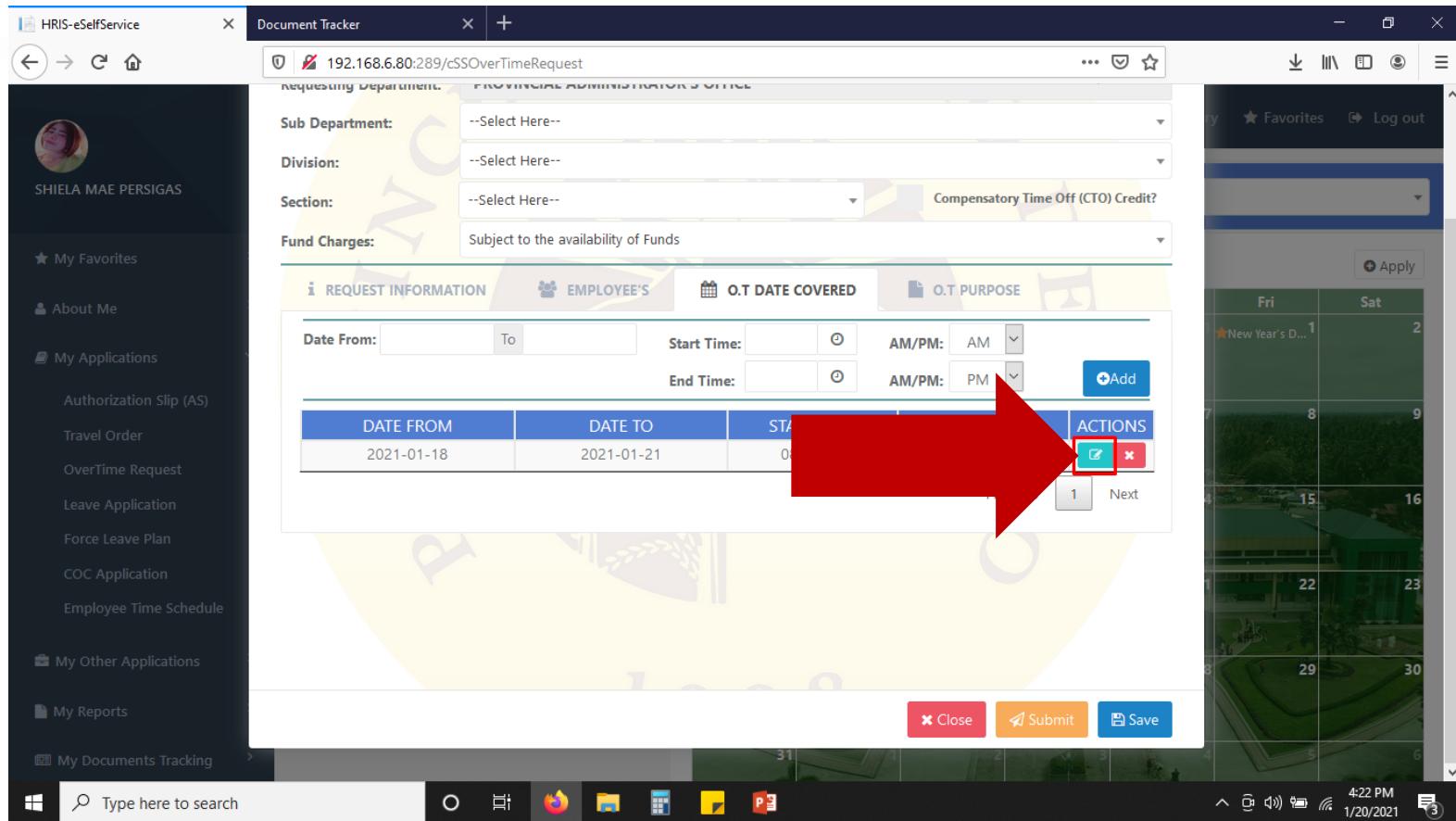
Step 19: Repeat step 7 to continue and go back on main page.



Step 20: If you want to update information select specific record then click **edit button** to update information.

The screenshot shows a web-based application titled "HRIS-eSelfService" with a URL of "192.168.6.80:289/cSSOverTimeRequest". The left sidebar contains a user profile for "SHIELA MAE PERSIGAS" and links to "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 displays a form for an overtime request. At the top, there are dropdowns for "Sub Department", "Division", "Section", and "Fund Charges" (set to "Subject to the availability of Funds"). Below this is a section titled "REQUEST INFORMATION" with tabs for "EMPLOYEE'S", "O.T DATE COVERED" (which is selected), and "O.T PURPOSE". The "O.T DATE COVERED" tab contains fields for "Date From" (2021-01-18), "To" (2021-01-21), "Start Time" (08:00 AM), "End Time" (05:00 PM), and "AM/PM" (AM and PM). A table below these fields shows the selected dates and times. The table has columns: DATE FROM, DATE TO, START TIME, END TIME, and ACTIONS. The first row of the table is highlighted with a red border. The "DATE FROM" cell contains "2021-01-18", the "DATE TO" cell contains "2021-01-21", the "START TIME" cell contains "08:00 AM", and the "END TIME" cell contains "05:00 PM". The "ACTIONS" column contains two buttons: a green edit icon and a red delete icon. At the bottom of the form are three buttons: "Close" (red), "Submit" (orange), and "Save" (blue). To the right of the form, there is a calendar view showing the month of January 2021, with January 18th marked as "New Year's Day". The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray indicating the date and time as 4:19 PM on 1/20/2021.

DATE FROM	DATE TO	START TIME	END TIME	ACTIONS
2021-01-18	2021-01-21	08:00 AM	05:00 PM	



HRIS-eSelfService Document Tracker

192.168.6.80:289/cSSOverTimeRequest

Requesting Department: PROVISIONAL ADMINISTRATOR OFFICE

Sub Department: --Select Here--

Division: --Select Here--

Section: --Select Here-- Compensatory Time Off (CTO) Credit?

Fund Charges: Subject to the availability of Funds

REQUEST INFORMATION EMPLOYEE'S O.T DATE COVERED O.T PURPOSE

Date From: 2021-01-18 To: 2021-01-21 Start Time: 08:00 AM/PM: AM End Time: 05:00 AM/PM: PM Update

DATE FROM	DATE TO	START TIME	END TIME	ACTIONS
2021-01-18	2021-01-21	08:00 AM	05:00 PM	

Previous 1 Next

Close Submit Save

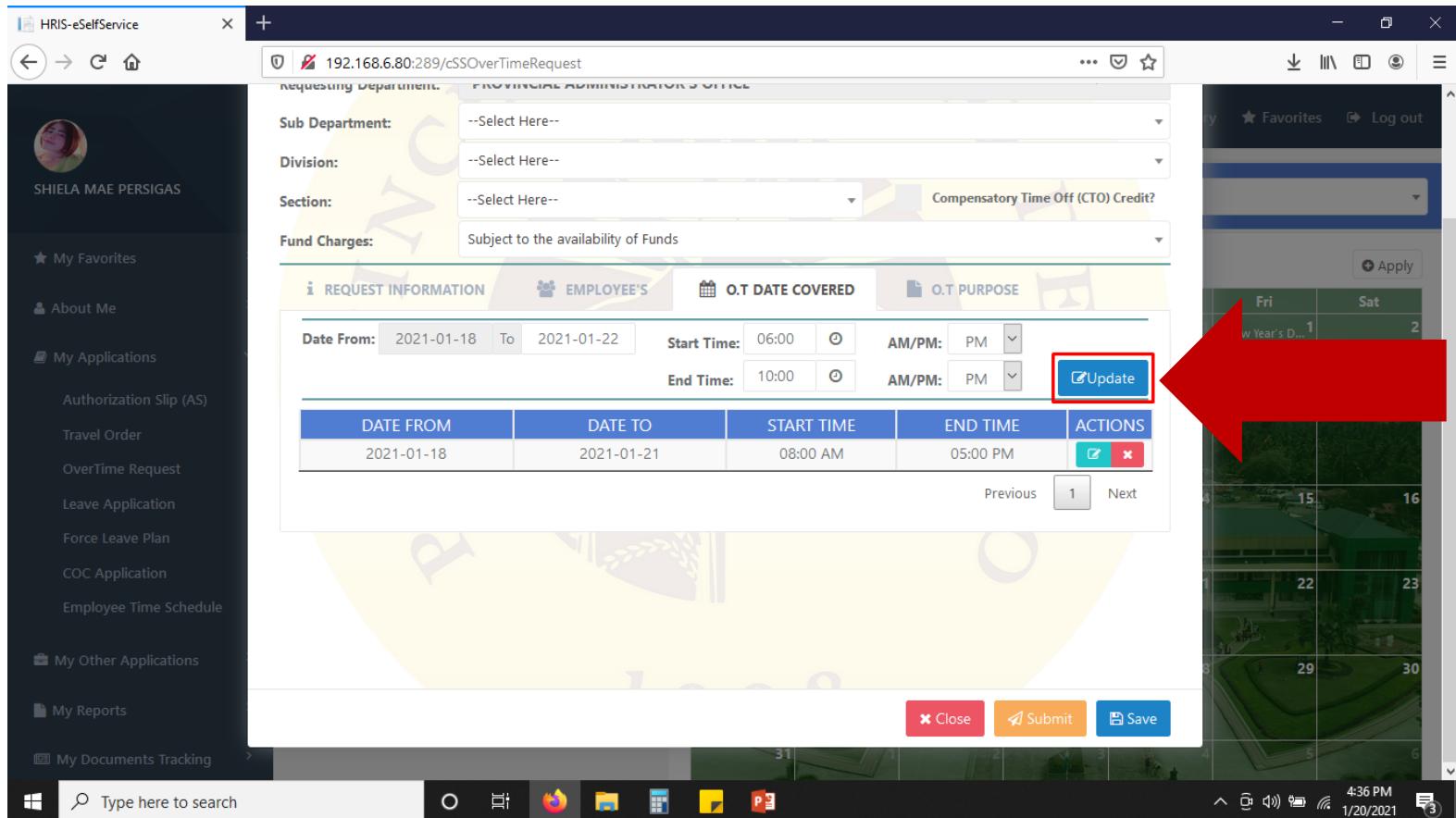
My Favorites About Me My Applications Authorization Slip (AS) Travel Order OverTime Request Leave Application Force Leave Plan COC Application Employee Time Schedule My Other Applications My Reports My Documents Tracking

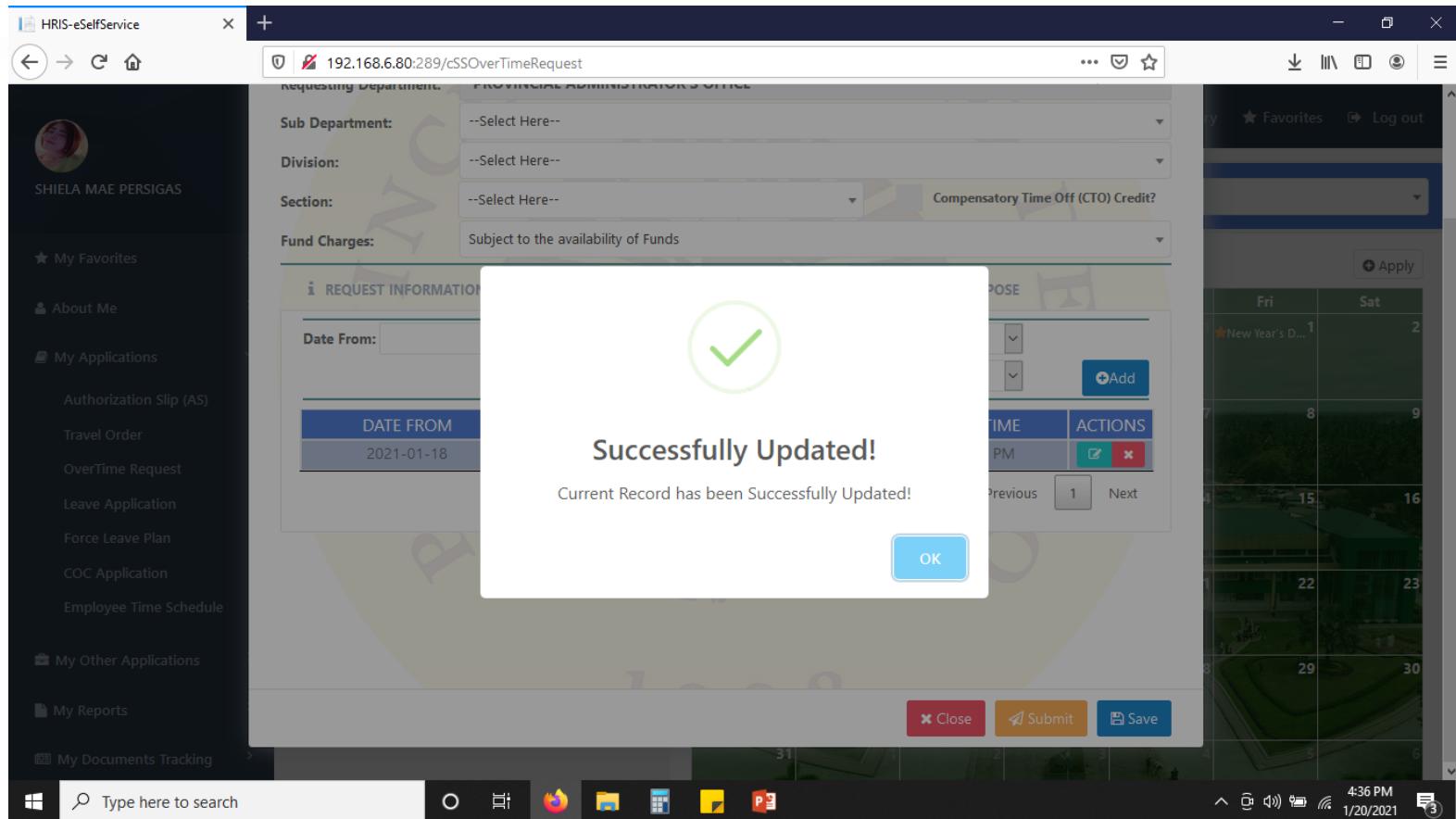
Type here to search

4:23 PM 1/20/2021

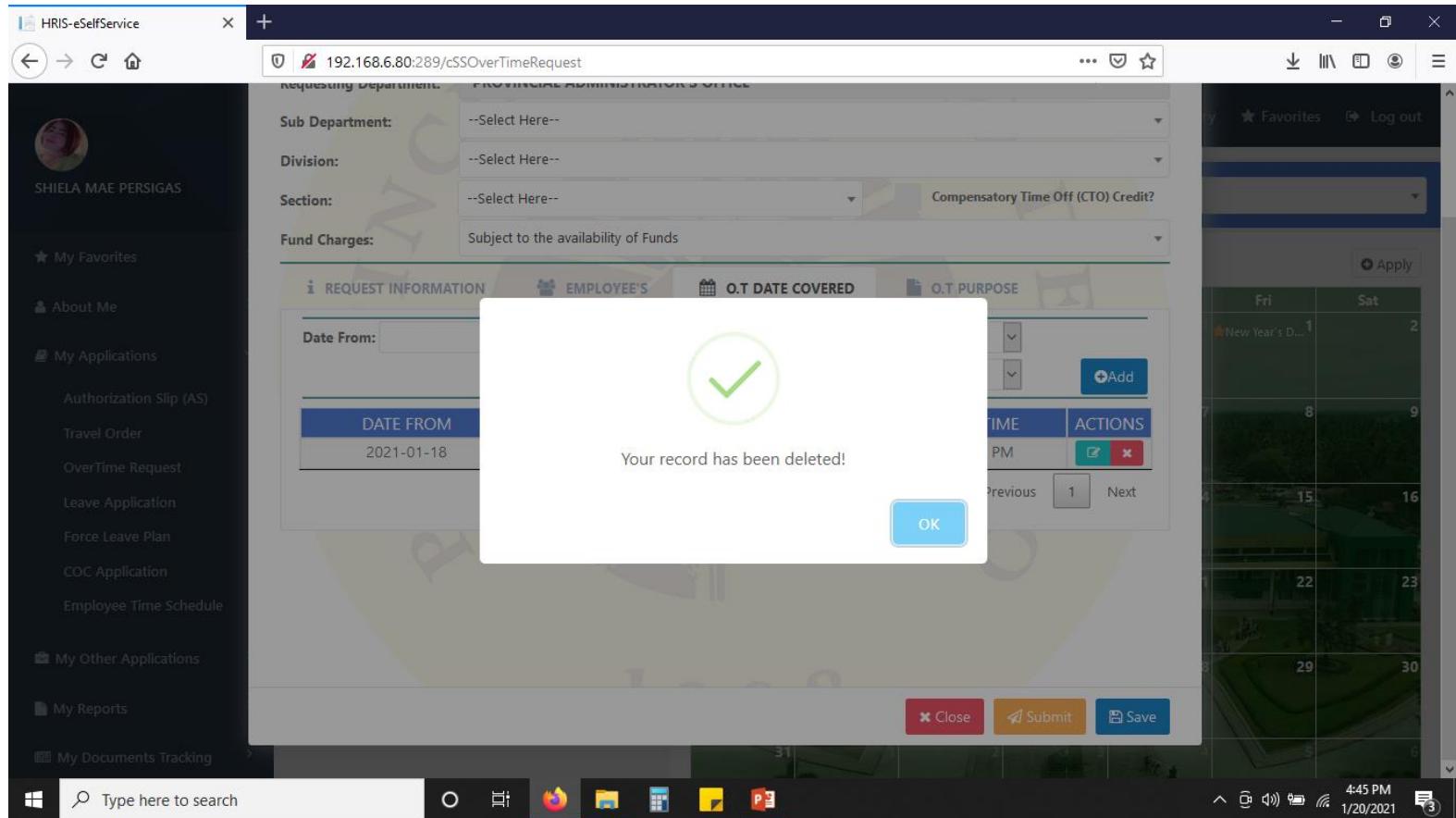
Fri Sat
1 New Year's D... 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30

Step 21: Update needed information then click **update** button for you to update information.

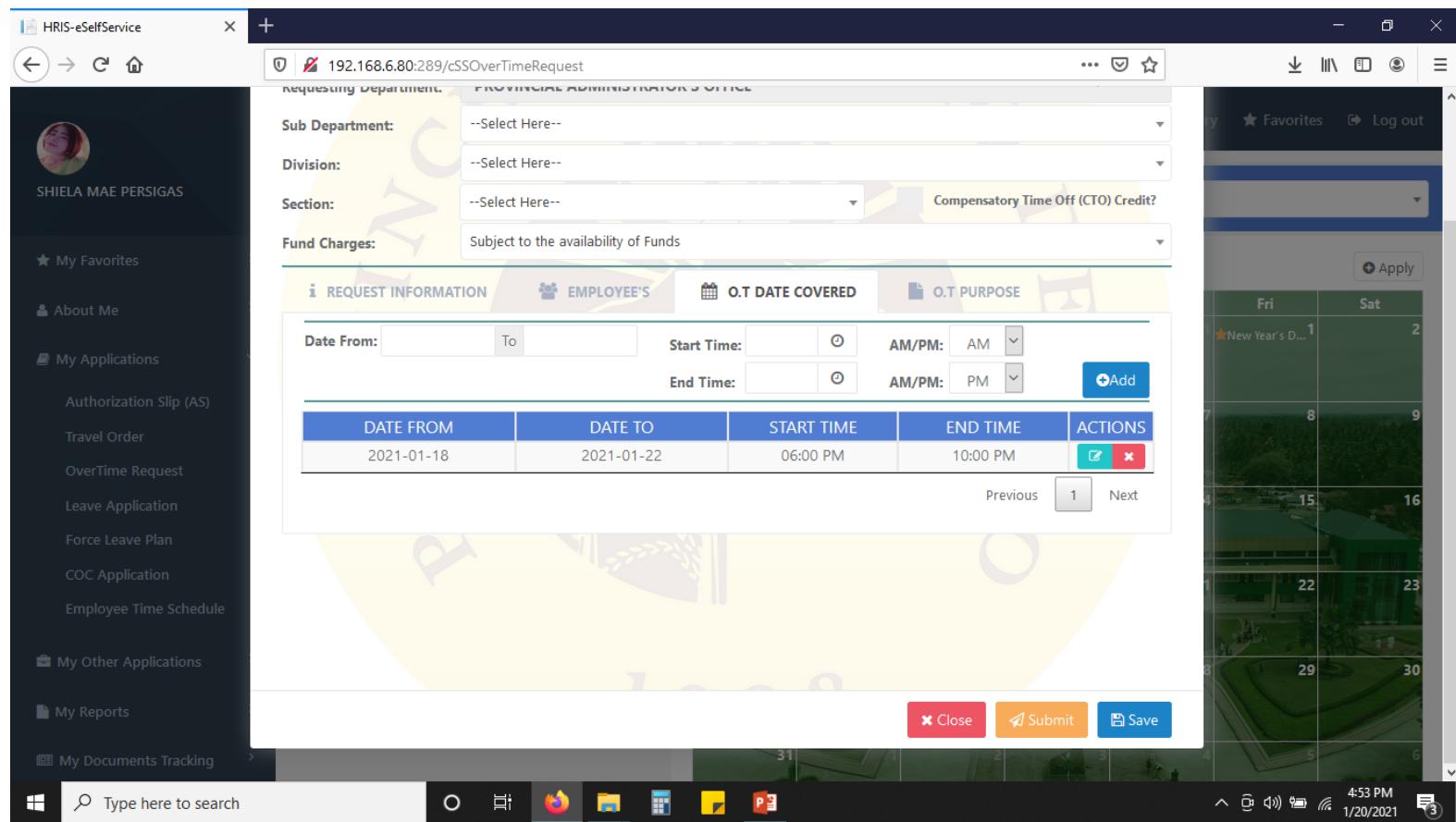




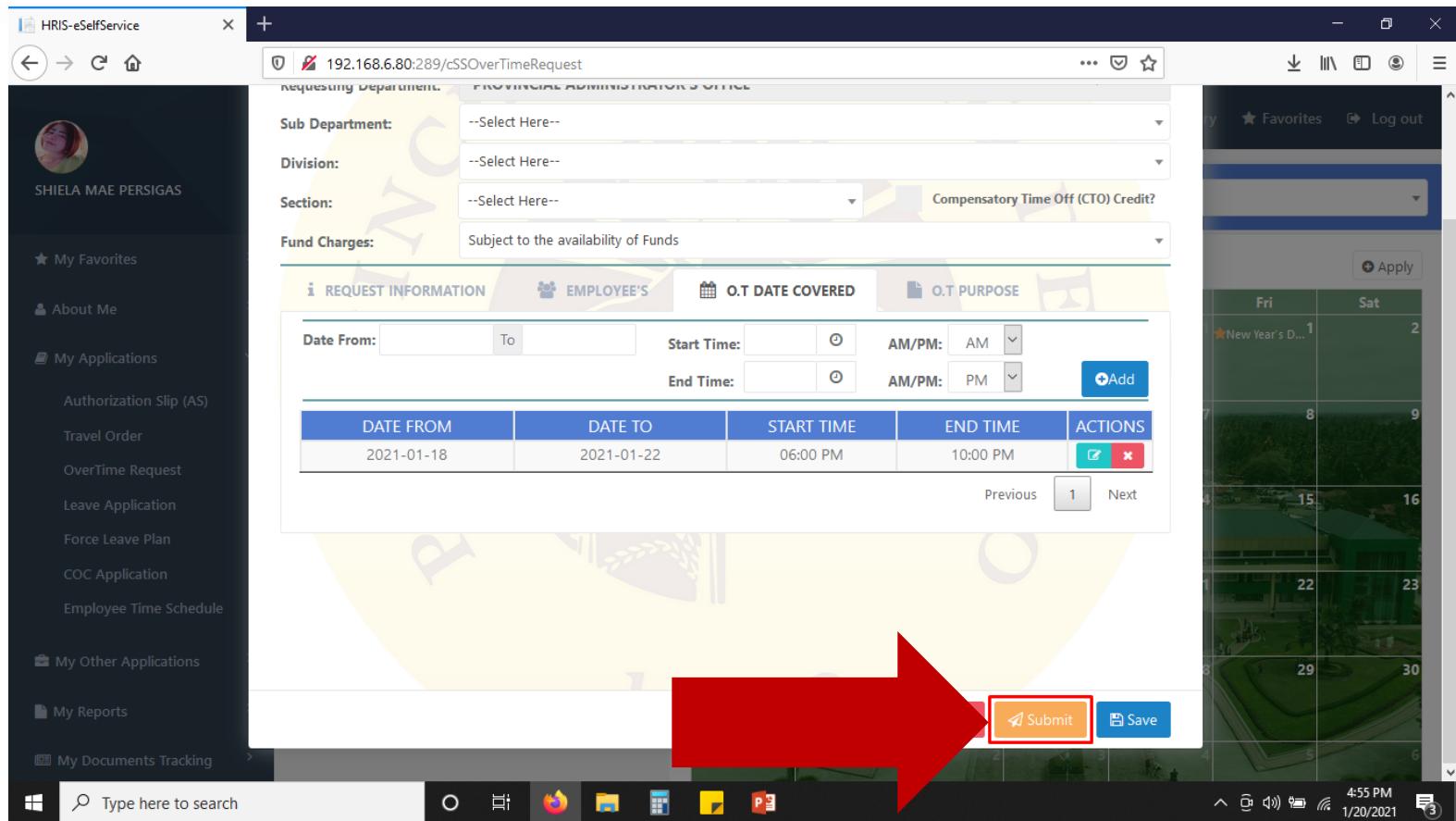
Step 22: Repeat step 11, 12 and 13 for you to remove information.

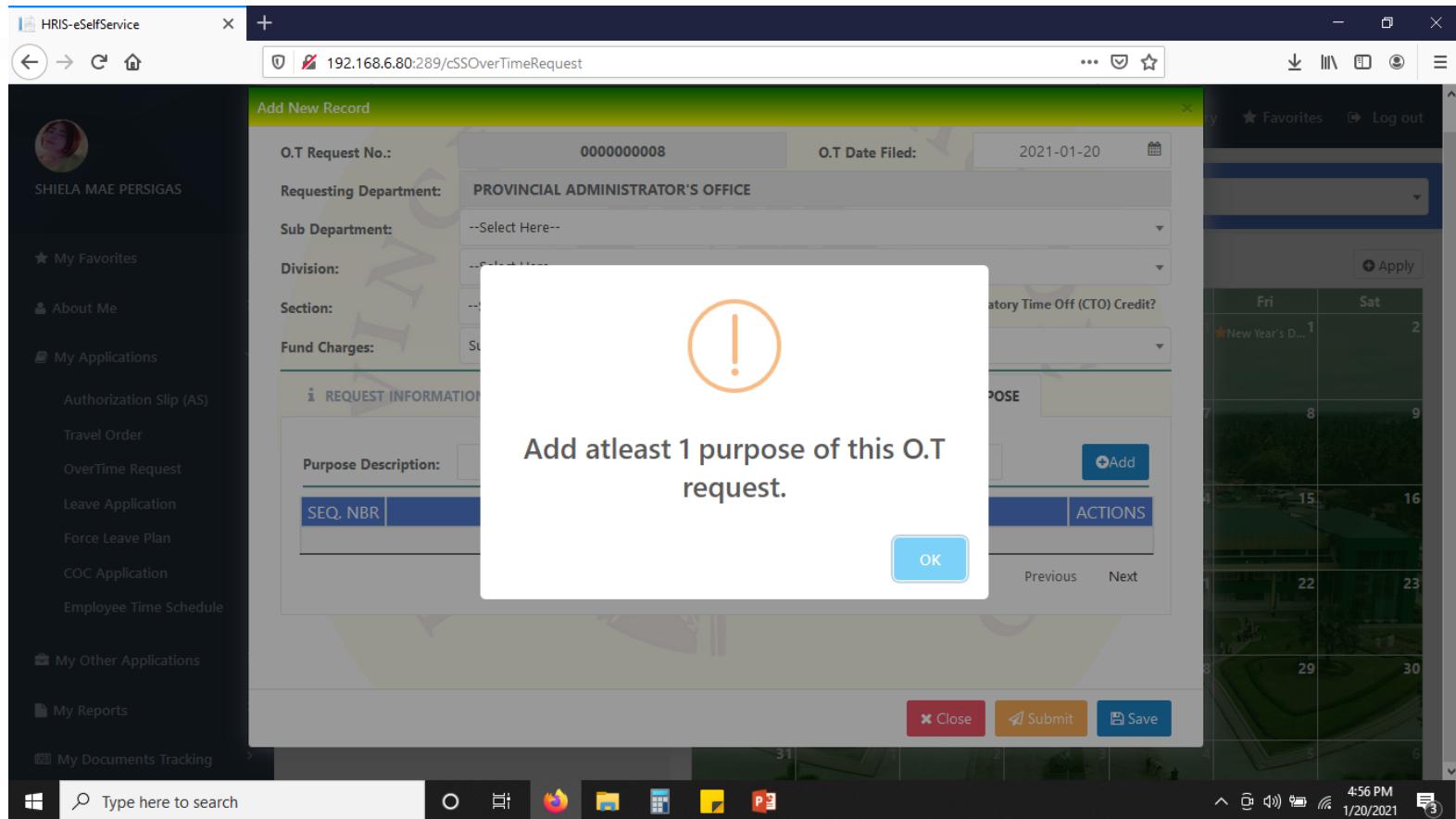


Step 23: Repeat **step 7** for you exit and go back on previous page.



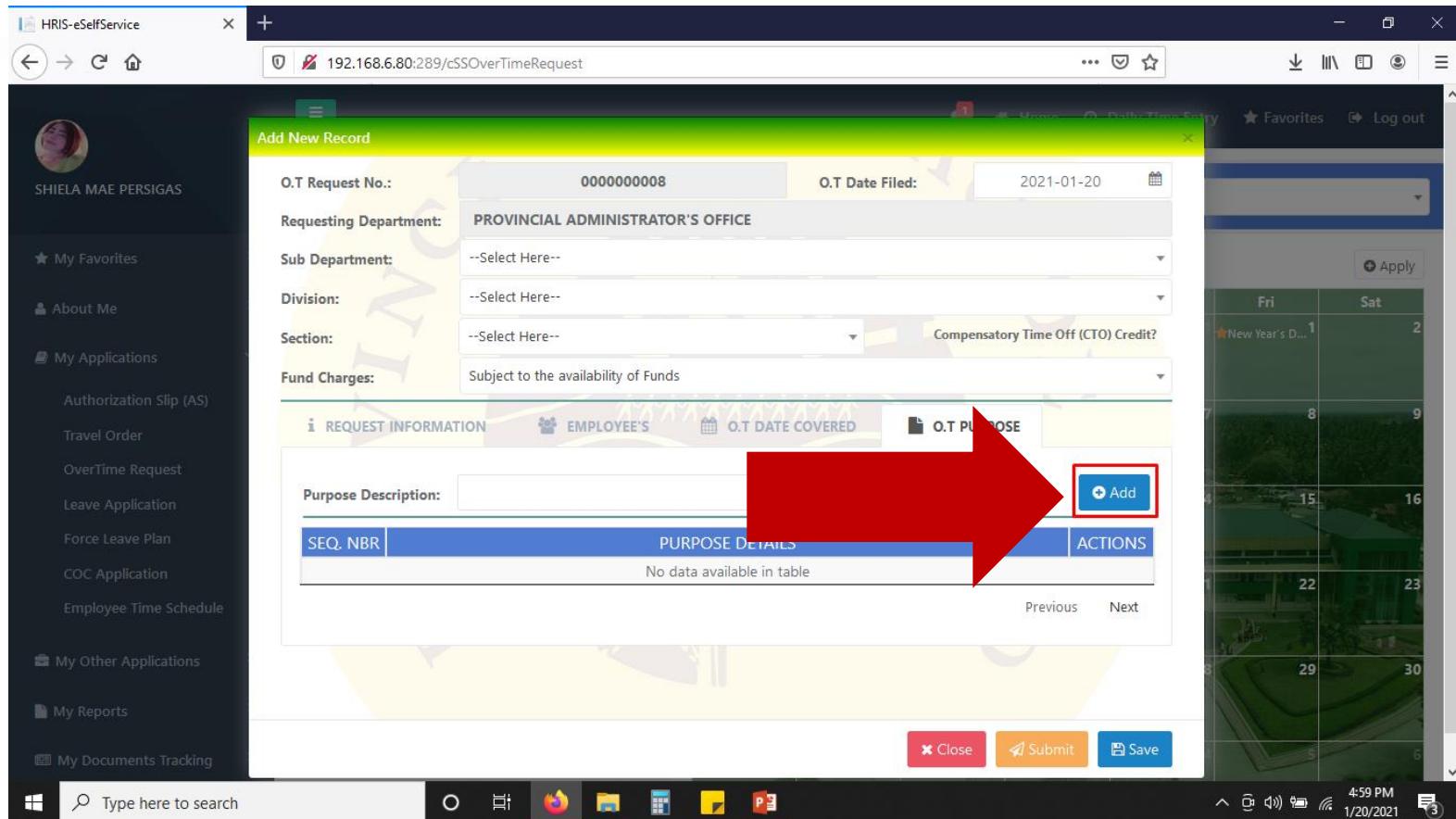
Step 24: Repeat step 6 if you want to submit information.





Step 25: Repeat **step 7** for you exit and go back on previous page, click **add button** for you to add **O.T purpose**.

The screenshot shows the HRIS-eSelfService application interface. On the left is a sidebar with user profile information (Shiela Mae Persigas) and various application links. The main window is titled 'Add New Record' for an 'O.T Request'. The form includes fields for 'O.T Request No.' (000000008), 'Requesting Department' (PROVINCIAL ADMINISTRATOR'S OFFICE), 'Sub Department' (dropdown: --Select Here--), 'Division' (dropdown: --Select Here--), 'Section' (dropdown: --Select Here--), and 'Fund Charges' (dropdown: Subject to the availability of Funds). Below the form are tabs: REQUEST INFORMATION, EMPLOYEE'S, O.T DATE COVERED, and O.T PURPOSE (which is highlighted with a red box). A table section titled 'PURPOSE DETAILS' shows a single row: SEQ. NBR, PURPOSE DETAILS, and ACTIONS. The ACTIONS column contains the message 'No data available in table'. At the bottom of the form are buttons for Close, Submit, and Save. The status bar at the bottom right shows the date and time: 4:58 PM, 1/20/2021.



HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

Add New Record

O.T Request No.: 000000008 O.T Date Filed: 2021-01-20

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Sub Department: --Select Here--

Division: --Select Here--

Section: --Select Here--

Fund Charges: Subject to the availability of Funds

REQUEST INFORMATION EMPLOYEE'S O.T DATE COVERED O.T PURPOSE

Purpose Description: Required Field! Add

SEQ. NBR	PURPOSE DETAILS	ACTIONS
No data available in table		

Previous Next

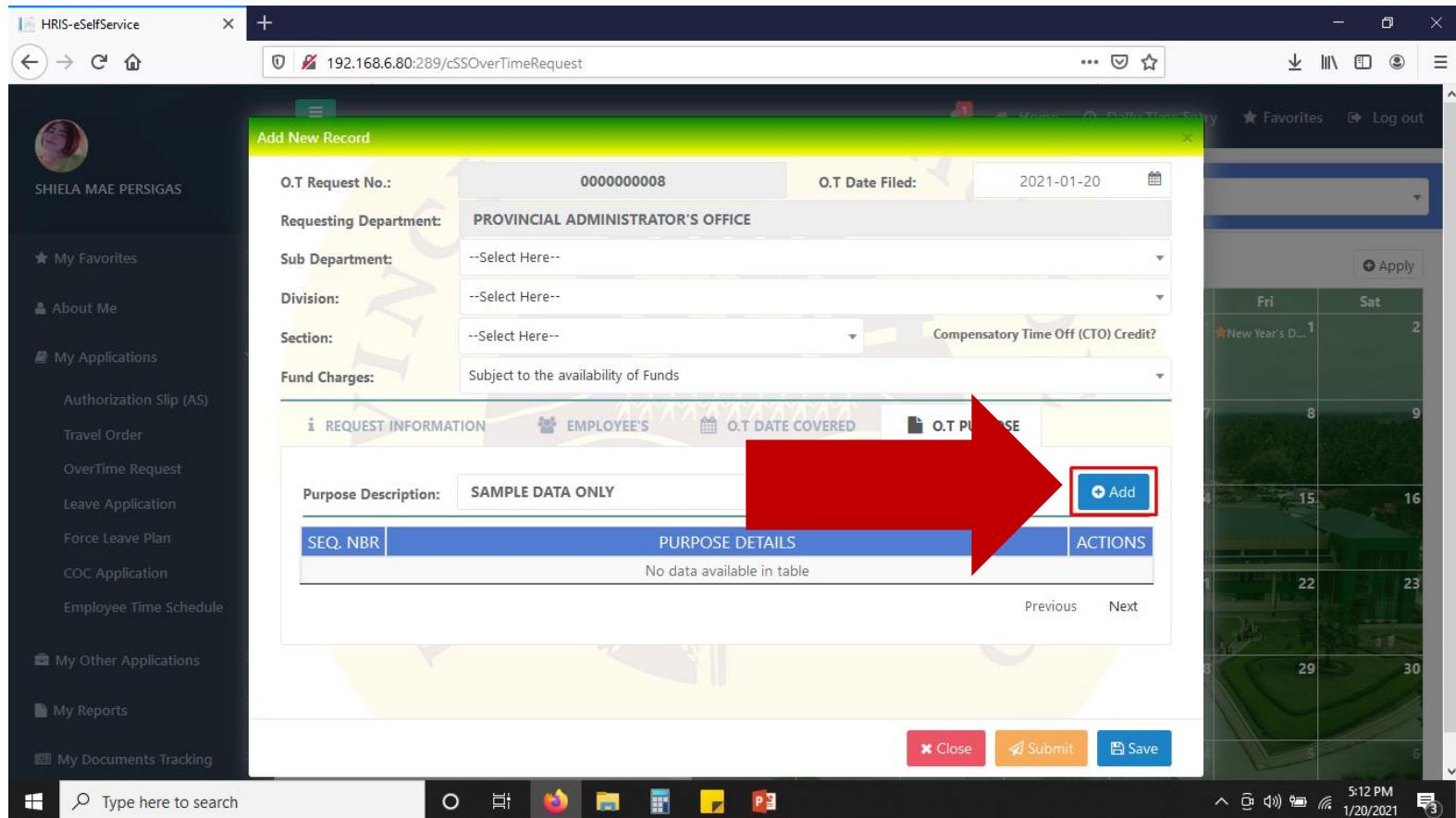
Close Submit Save

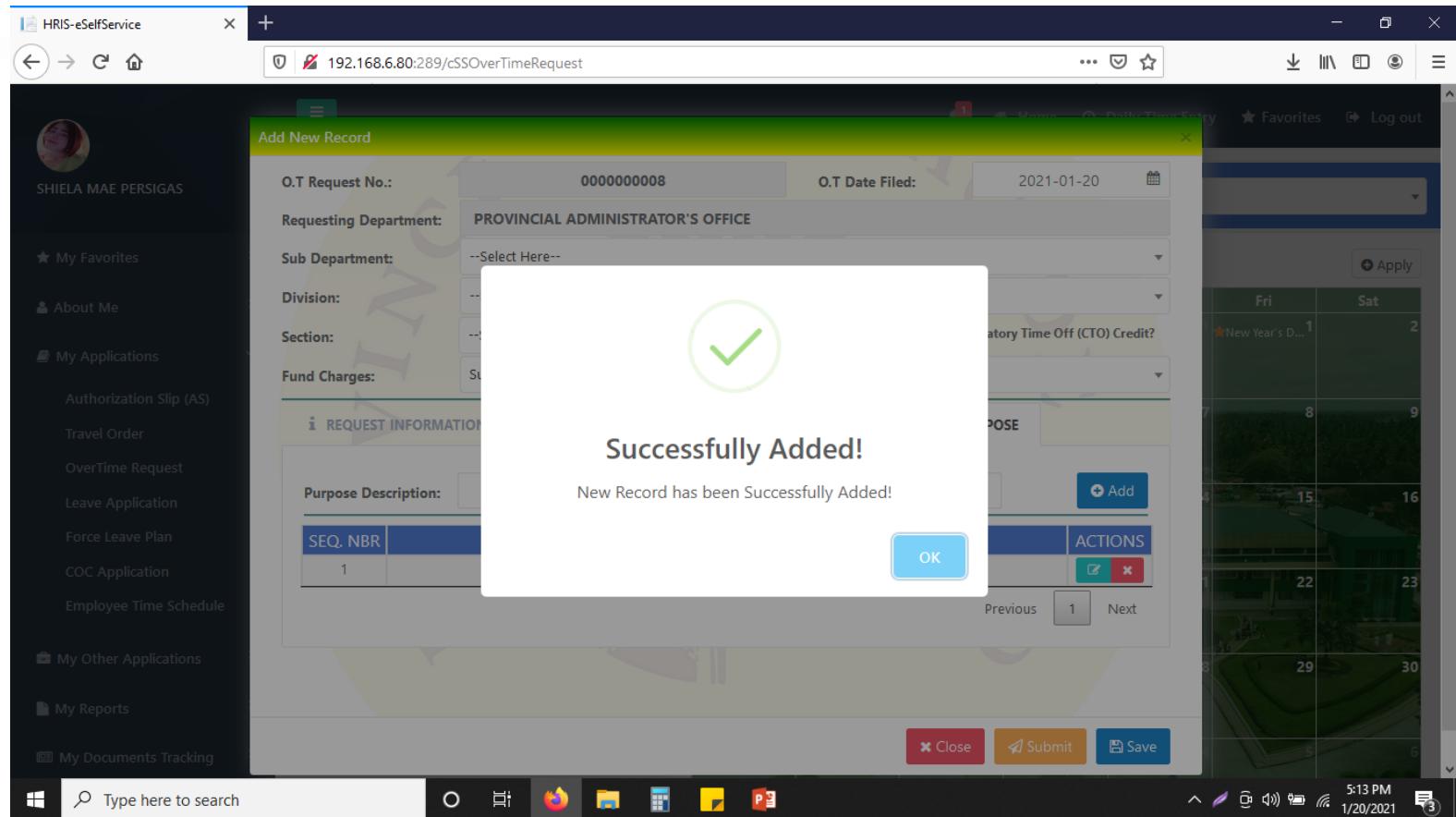
My Favorites About Me My Applications Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application Employee Time Schedule My Other Applications My Reports My Documents Tracking

5:00 PM 1/20/2021

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

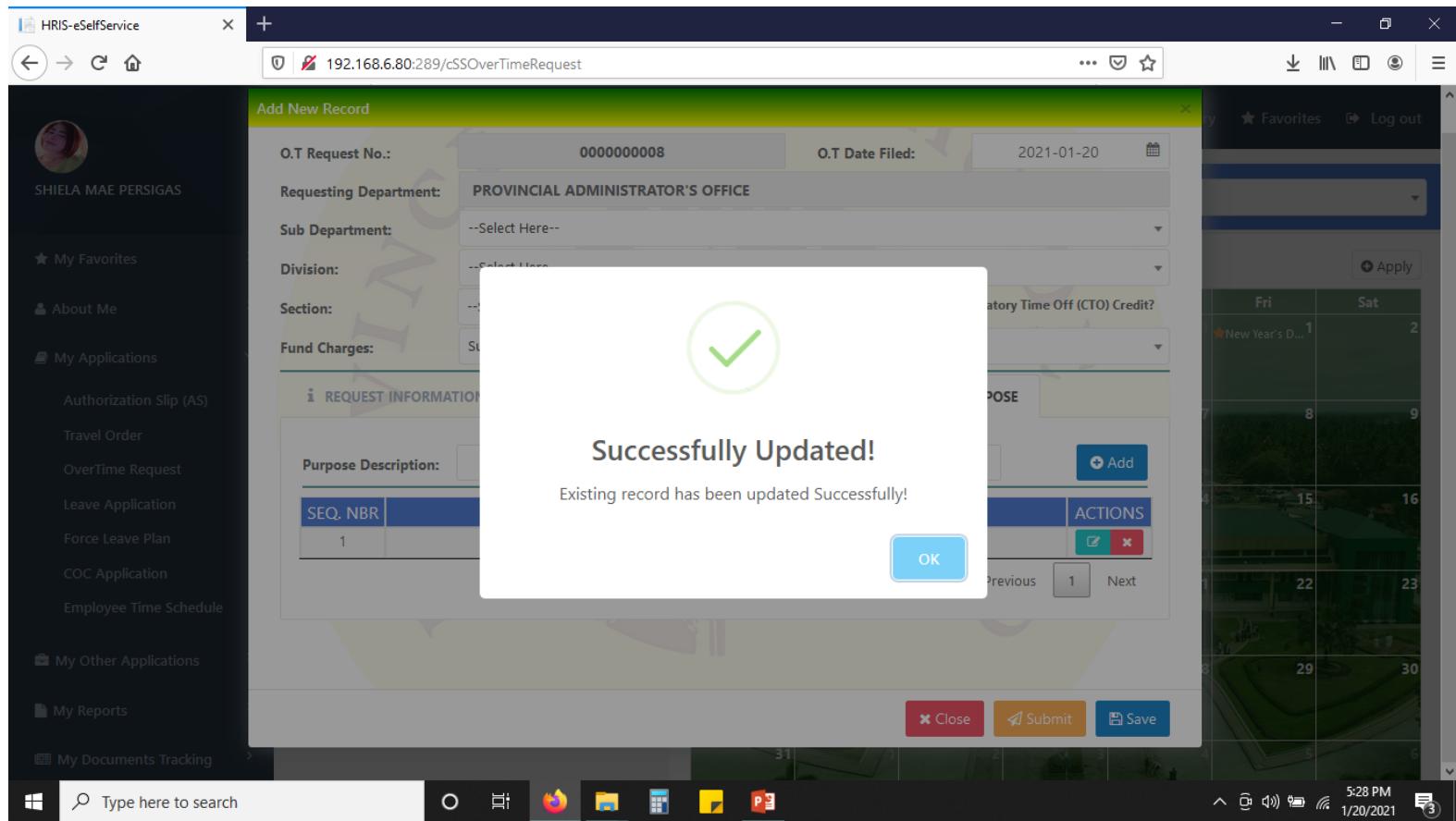
Step 26: Input values in all required fields then click **add** button for you to add information.





Step 27: Repeat step 20 and 21 for you to edit and update information.

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



Step 28: Repeat step 7, 11, 12 and 13 for you to remove information.

HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

Add New Record

O.T Request No.: 000000008 O.T Date Filed: 2021-01-20

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Sub Department: --Select Here--

Division: --Select Here--

Section: --Select Here--

Fund Charges: Subject to the availability of Funds

Compensatory Time Off (CTO) Credit?

REQUEST INFORMATION EMPLOYEE'S O.T DATE COVERED O.T PURPOSE

Purpose Description: Add

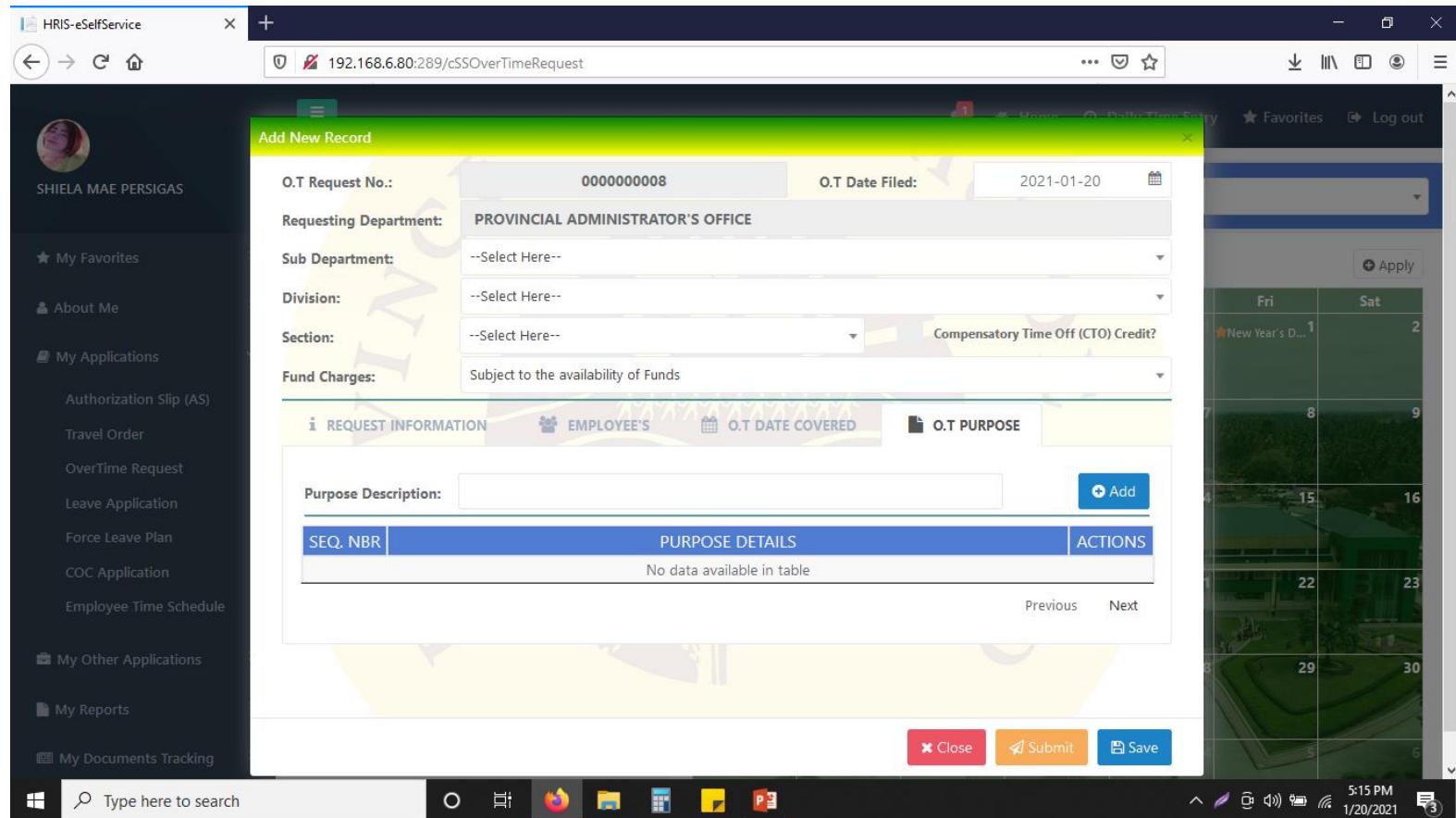
SEQ. NBR	PURPOSE DETAILS	ACTIONS
No data available in table		

Previous Next

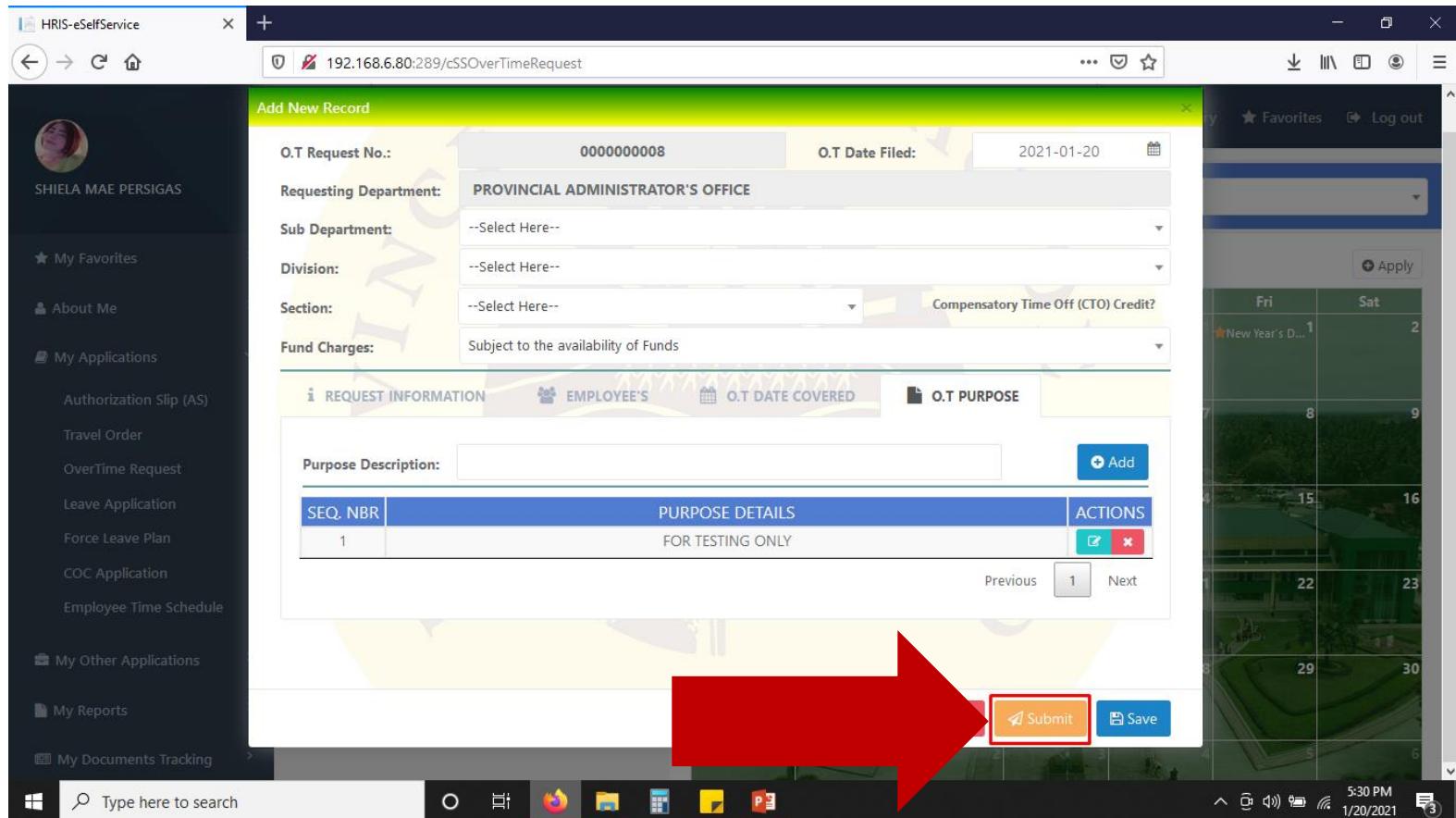
My Favorites About Me My Applications Authorization Slip (AS) Travel Order OverTime Request Leave Application Force Leave Plan COC Application Employee Time Schedule My Other Applications My Reports My Documents Tracking

Type here to search

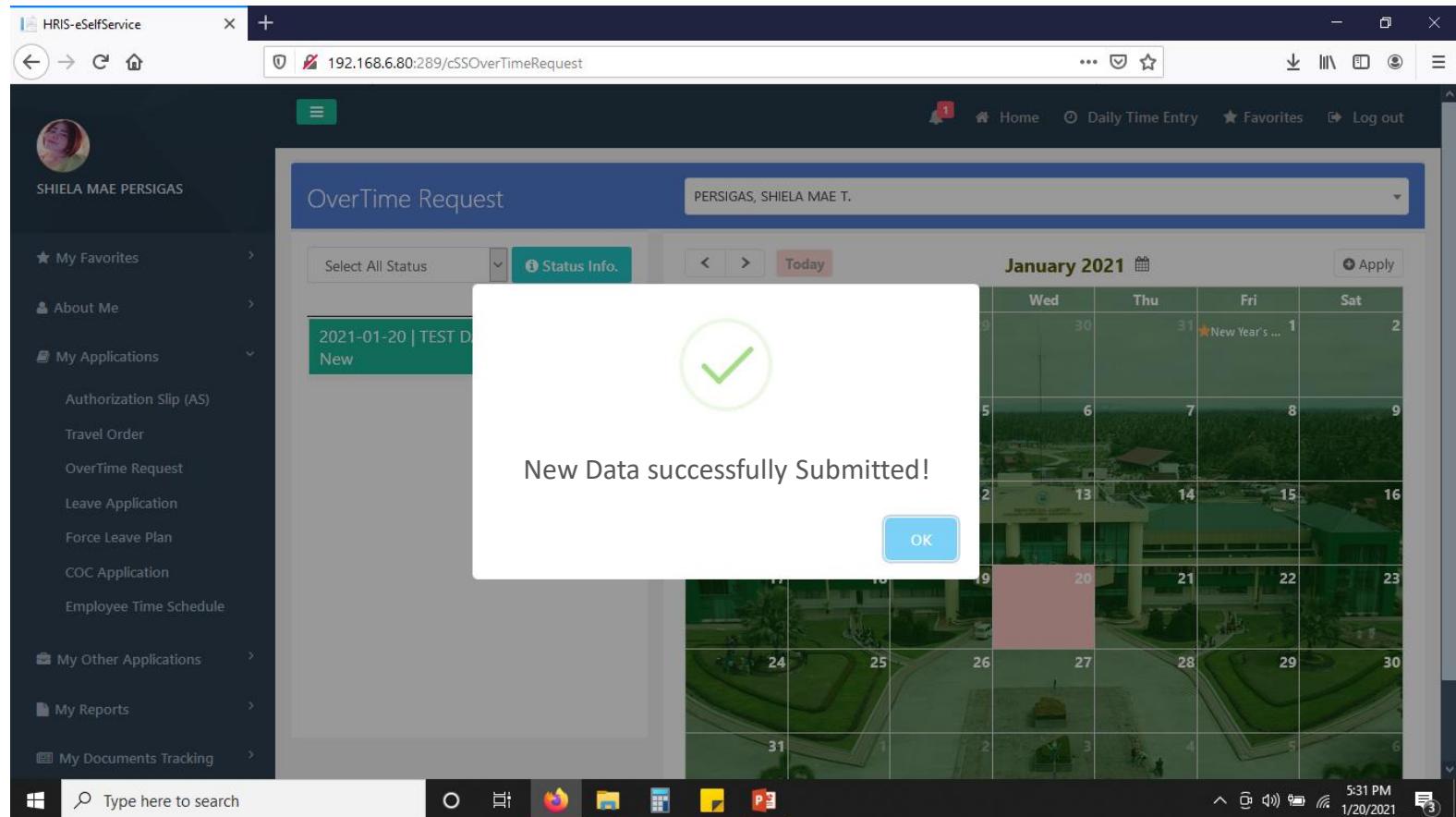
5:15 PM 1/20/2021



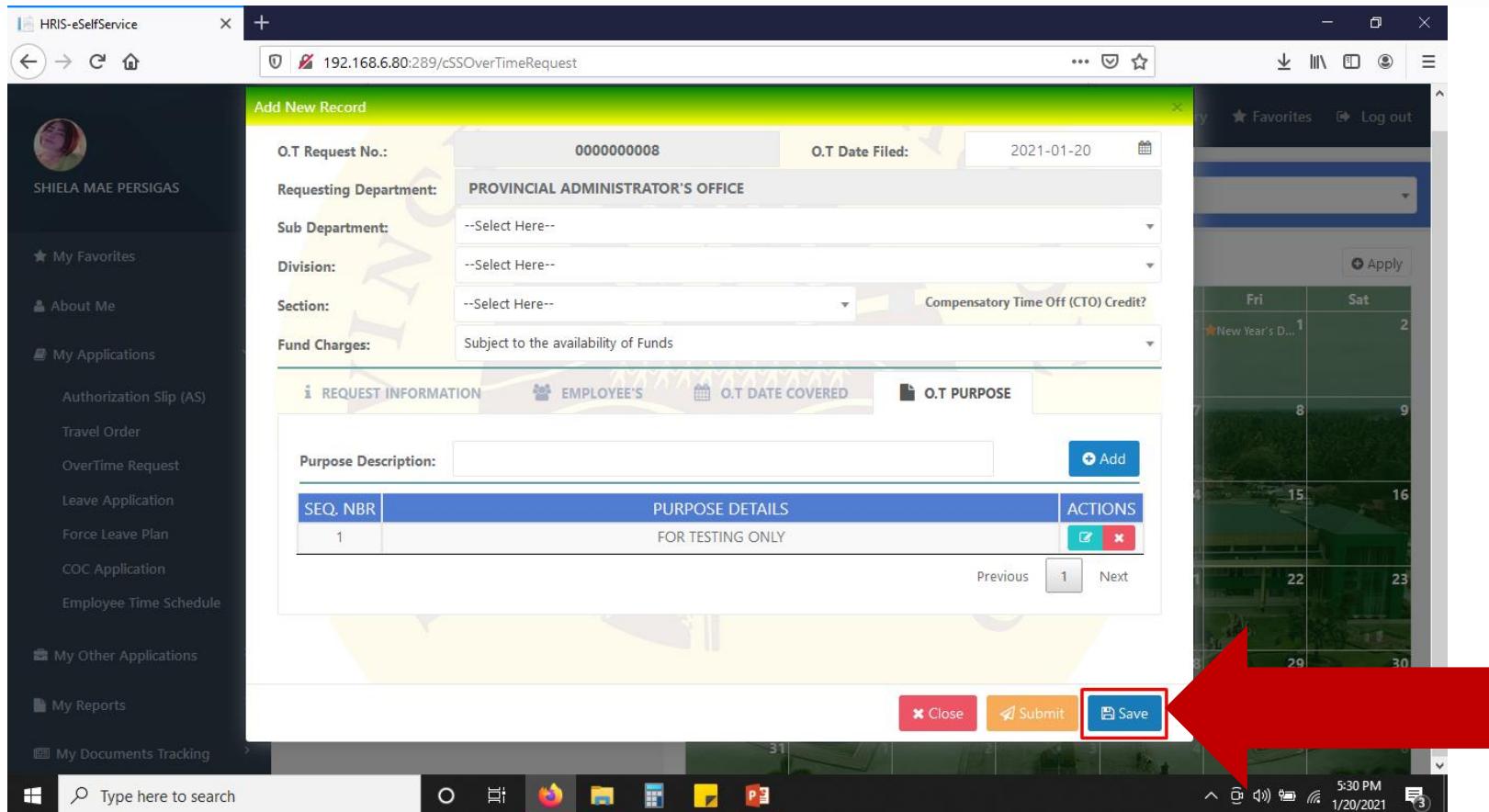
Step 29: Repeat step 26 for you to add information then click **submit button** if you want to submit application.



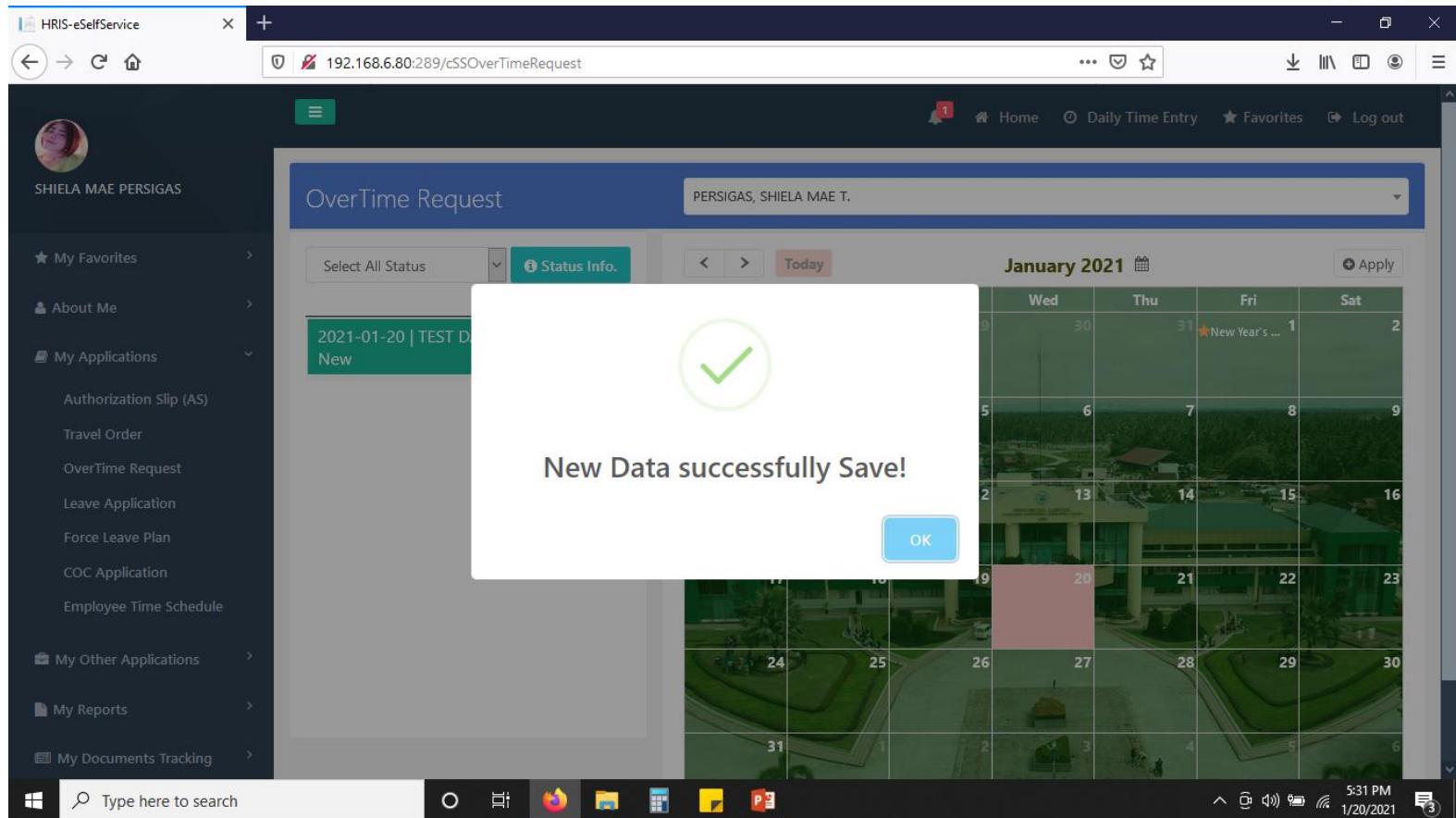
Note: A pop-up confirmation window will appear that new data successfully submitted!



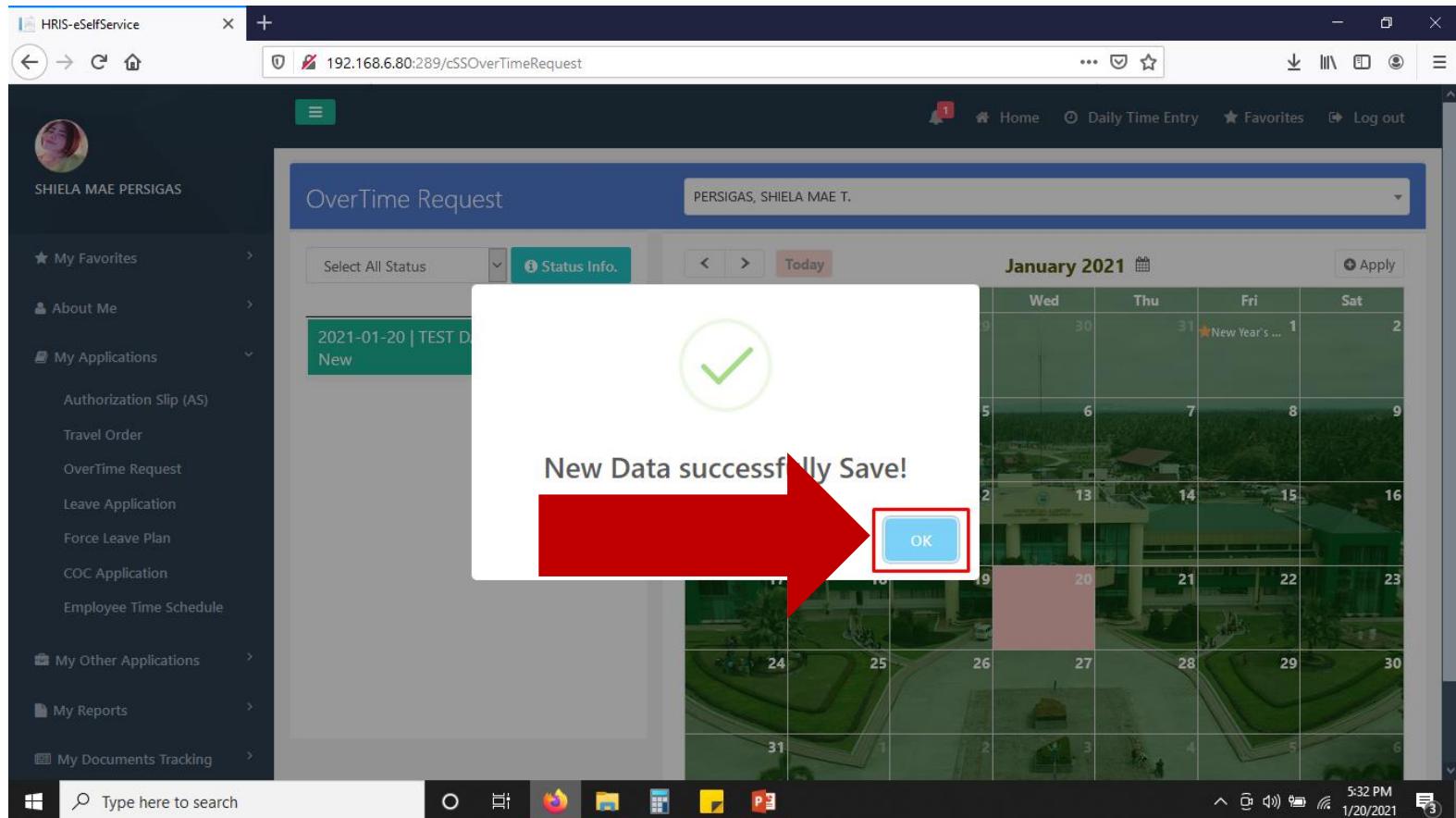
Step 29: If ever you want to save application instead of submitting click **save button** for you to save information.



Note: A pop-up confirmation window will appear that new data successfully saved!



Step 30: Repeat step 7 for you to continue and go back on main page.



HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

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

OverTime Request

PERSIGAS, SHIELA MAE T.

2021-01-20 | TEST DATA
New By: 8447

Select All Status

Status Info.

January 2021

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

5:33 PM 1/20/2021 3

How to edit
applied O.T request
application?

Note:

In editing an applied overtime request 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**, **disapproved** are not editable. However, if the submitted application is being **cancel 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 O.T request 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 **overtime request** select specific record that you want to edit. **Edit 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: Authorization Slip (AS), Travel Order, Overtime Request (which is highlighted in blue), Leave Application, Force Leave Plan, COC Application, Employee Time Schedule, My Other Applications, My Reports, and My Documents Tracking. The main content area has a title 'OverTime Request' and a status bar showing 'PERSIGAS, SHIELA MAE T.'. Below this is a search bar with 'Select All Status' and a 'Status Info.' button. A large red arrow points to a green rectangular box containing the text '2021-01-20 | TEST DATA' and 'New'. To the right of this box is 'By: 8447'. To the right of the main content is a calendar for January 2021, showing the days from 27 to 31. The 31st is highlighted in pink with a yellow star icon indicating it's a New Year's Day. The bottom of the screen shows the Windows taskbar with the date '1/20/2021' and time '5:46 PM'.

HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

Home Daily Time Entry Favorites Log out

SHIELA MAE PERSIGAS

OverTime Request

PERSIGAS, SHIELA MAE T.

2021-01-20 | TEST DATA
New By: 8447

Select All Status Status Info.

Edit Delete All Print OT Request

January 2021

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

Type here to search

5:54 PM 1/20/2021 3

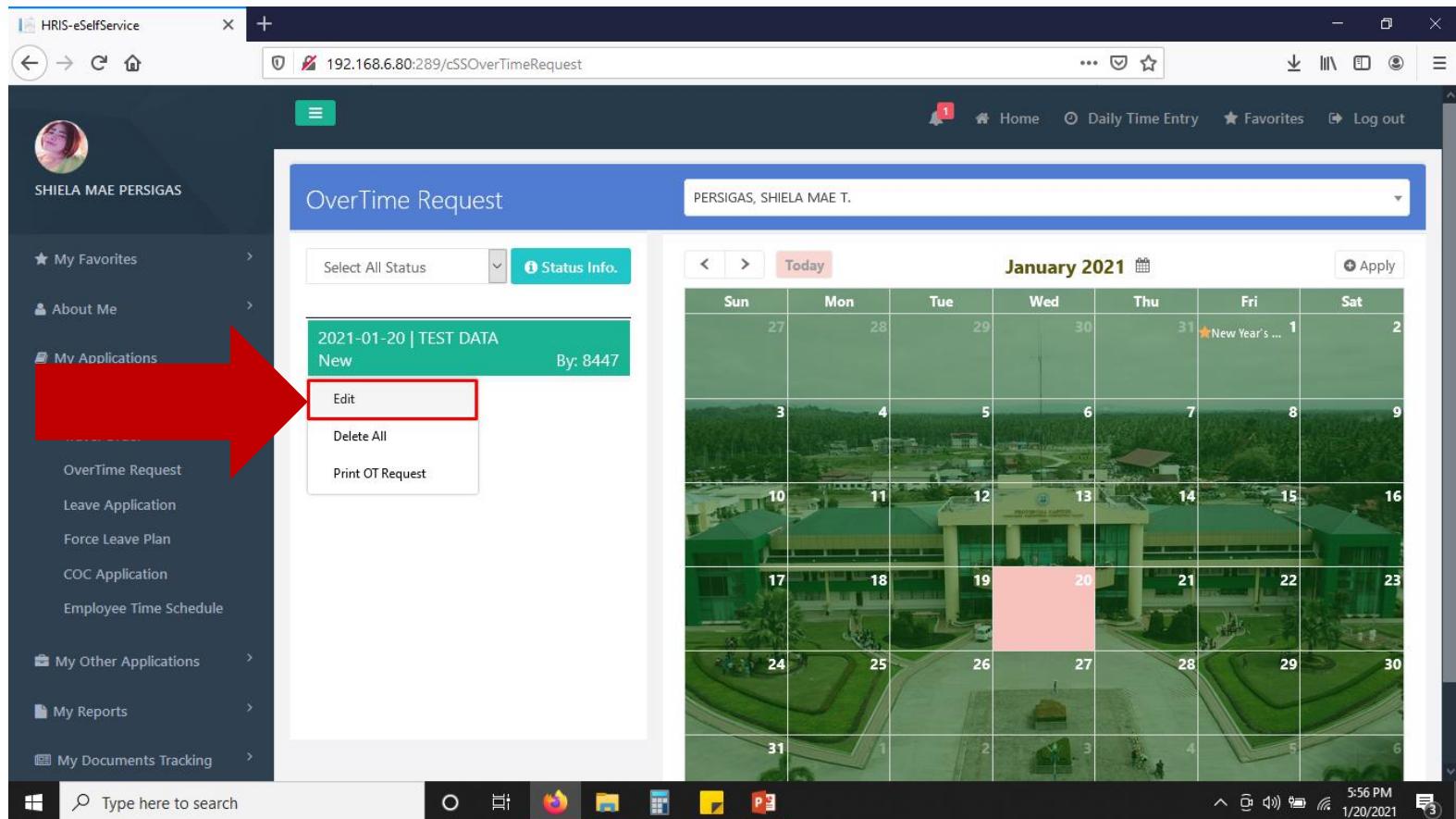
Note: If ever you have click a non-editable applied O.T request expected that record is for viewing purposes only like **level 1 approved**, **level 2 approved**, **final approved**, **submitted**, **reviewed**, **cancelled** and **disapproved** are not editable.

The screenshot shows a web-based application interface for HRIS-eSelfService. The left sidebar contains a user profile picture and the name "SHIELA MAE PERSIGAS". Below the profile are several menu items: "My Favorites", "About Me", "My Applications" (with sub-options: 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 "OverTime Request" and displays two entries:

- 2021-01-25 | TEST DATA
New
By: 8447
- 2021-01-25 | retrwwey5
Submitted
By: 8447

For the second entry, there are two buttons: "View" (highlighted with a red box) and "Print OT Request". Above the list is a "Select All Status" dropdown and a "Status Info." button. To the right of the list is a "January 2021" calendar. The calendar shows dates from January 27 to February 6. Specific days are highlighted: January 25 (pink), January 31 (red with a notification icon), and February 1 (yellow). A note "New Year's ..." is visible near the end of the month. The bottom of the screen shows a Windows taskbar with icons for Start, Task View, File Explorer, Firefox, Mail, File Manager, and Print. A search bar says "Type here to search". The system tray shows the date as 1/25/2021 and the time as 9:22 AM.

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



HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

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

Edit Existing Record

O.T Request No.: 0000000008 O.T Date Filed: 2021-01-20

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Sub Department: --Select Here--

Division: --Select Here--

Section: --Select Here-- Compensatory Time Off (CTO) Credit?

Fund Charges: Subject to the availability of Funds

REQUEST INFORMATION

For: UY, JAYVEE TYRON L. Thru: ALLONES, VIRGINIA S.

From: Select employee name... Year: 2021 Month: January

Overtime Request cover the following:

<input checked="" type="checkbox"/> Weekdays	Start Time: 06:00	AM/PM: PM	End Time: 10:00	AM/PM: PM
<input checked="" type="checkbox"/> Weekend	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: PM
<input checked="" type="checkbox"/> Holidays	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: PM
<input checked="" type="checkbox"/> Day Off	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: PM

Subject: TEST DATA Justification:

Apply

Fri Sat

New Year's D... 1 2

8 9

15 16

22 23

29 30

5 6

Type here to search

5:57 PM 1/20/2021 3

Note:

Edit modal page will open **O.T request no.** will auto-generate and all other non-key fields are blank. In **overtime request** key field are **overtime request no., O.T date filed, fund charges, O.T date covered, subject and purpose** only through this it will avoid error and redundancy.

Non-key fields are:

- Requesting Department
- Sub Department
- Division
- Section
- Fund Charges
- **Request Information Tab:**
 - For
 - From
 - Thru
 - Year
 - Month

Overtime Request cover the following:

- Weekdays
 - Start Time
 - End Time
 - AM
 - PM
- Weekend
 - Start Time
 - End Time
 - AM
 - PM
- Holidays
 - Start Time
 - End Time
 - AM
 - PM
- Day Off
 - Start Time
 - End Time
 - AM
 - PM
- Justification
- Remarks
- **Employees Tab:**
 - Employee's Name
 - Position
- **O.T Date Covered Tab:**
 - Date From/To
 - Start Time - AM/PM
 - End Time - AM/PM
- **O.T Purpose Tab:**
 - Purpose Description

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 3: Update needed information in all required fields or replace values.

HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

Division: --Select Here--

Section: --Select Here-- Compensatory Time Off (CTO) Credit?

Fund Charges: Subject to the availability of Funds

REQUEST INFORMATION

For: UY, JAYVEE TYRON L. Thru: ALLONES, VIRGINIA S.

From: CABUNGCAL, ARIEL E. Year: 2021 Month: January

Overtime Request cover the following:

<input checked="" type="checkbox"/> Weekdays	Start Time: 06:00	AM/PM: PM	End Time: 10:00	AM/PM: PM
<input checked="" type="checkbox"/> Weekend	Start Time: 09:00	AM/PM: AM	End Time: 05:00	AM/PM: PM
<input checked="" type="checkbox"/> Holidays	Start Time: 09:00	AM/PM: AM	End Time: 05:00	AM/PM: PM
<input checked="" type="checkbox"/> Day Off	Start Time: 09:00	AM/PM: AM	End Time: 05:00	AM/PM: PM

Subject: SAMPLE DATA ONLY Justification:

Remarks:

EMPLOYEE'S

O.T DATE COVERED

O.T PURPOSE

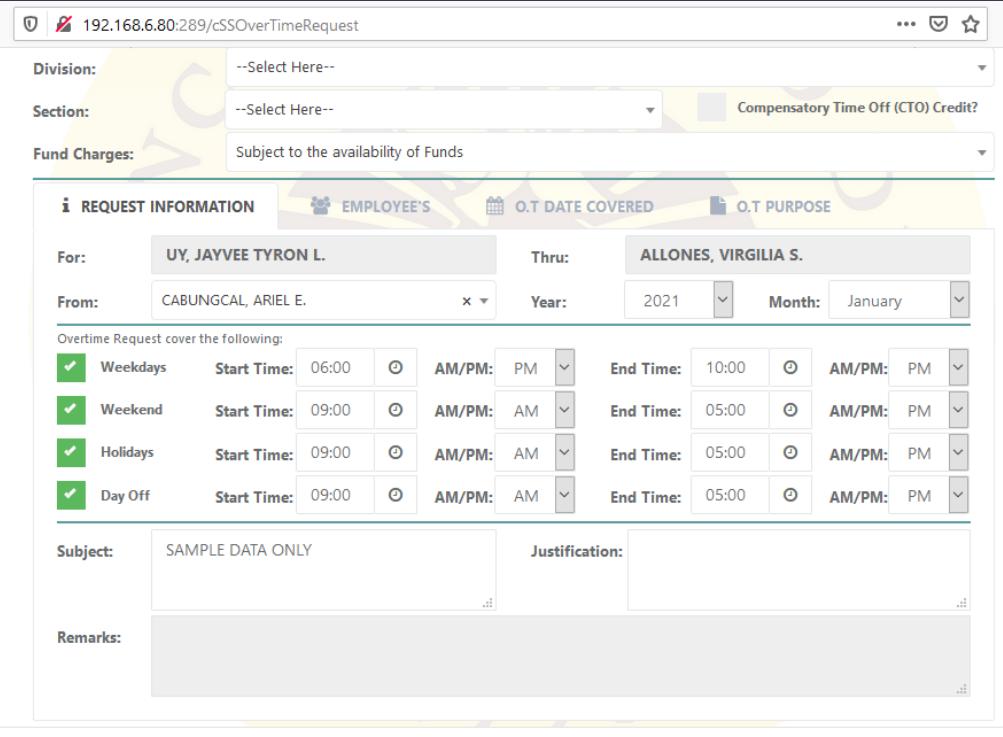
Log out

New Year's D...

Close **Submit** **Save**

Type here to search

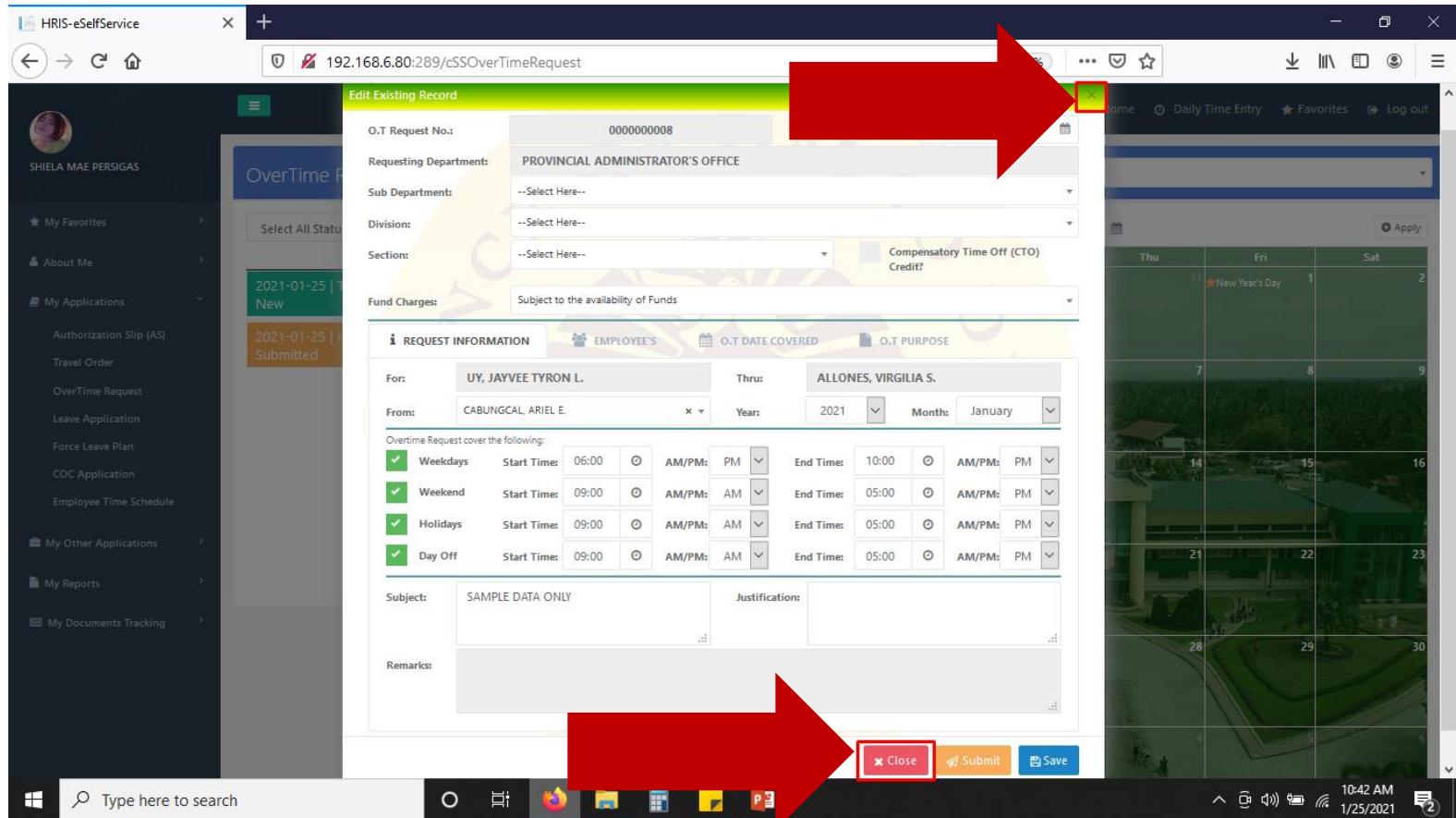
10:40 AM 1/25/2021



Note:

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

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



Step 5: Repeat step 1 and 2 to continue if you want save edited information.

HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

Edit Existing Record

O.T Request No.: 0000000008 O.T Date Filed: 2021-01-25

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Sub Department: --Select Here--

Division: --Select Here--

Section: --Select Here-- Compensatory Time Off (CTO) Credit?

Fund Charges: Subject to the availability of Funds

REQUEST INFORMATION

For: UY, JAYVEE TYRON L. Thru: ALLONES, VIRGINIA S.

From: CABUNGCAL, ARIEL E. Year: 2021 Month: January

Overtime Request cover the following:

<input checked="" type="checkbox"/> Weekdays	Start Time: 06:00	AM/PM: PM	End Time: 10:00	AM/PM: PM
<input checked="" type="checkbox"/> Weekend	Start Time: 09:00	AM/PM: AM	End Time: 05:00	AM/PM: PM
<input checked="" type="checkbox"/> Holidays	Start Time: 09:00	AM/PM: AM	End Time: 05:00	AM/PM: PM
<input checked="" type="checkbox"/> Day Off	Start Time: 09:00	AM/PM: AM	End Time: 05:00	AM/PM: PM

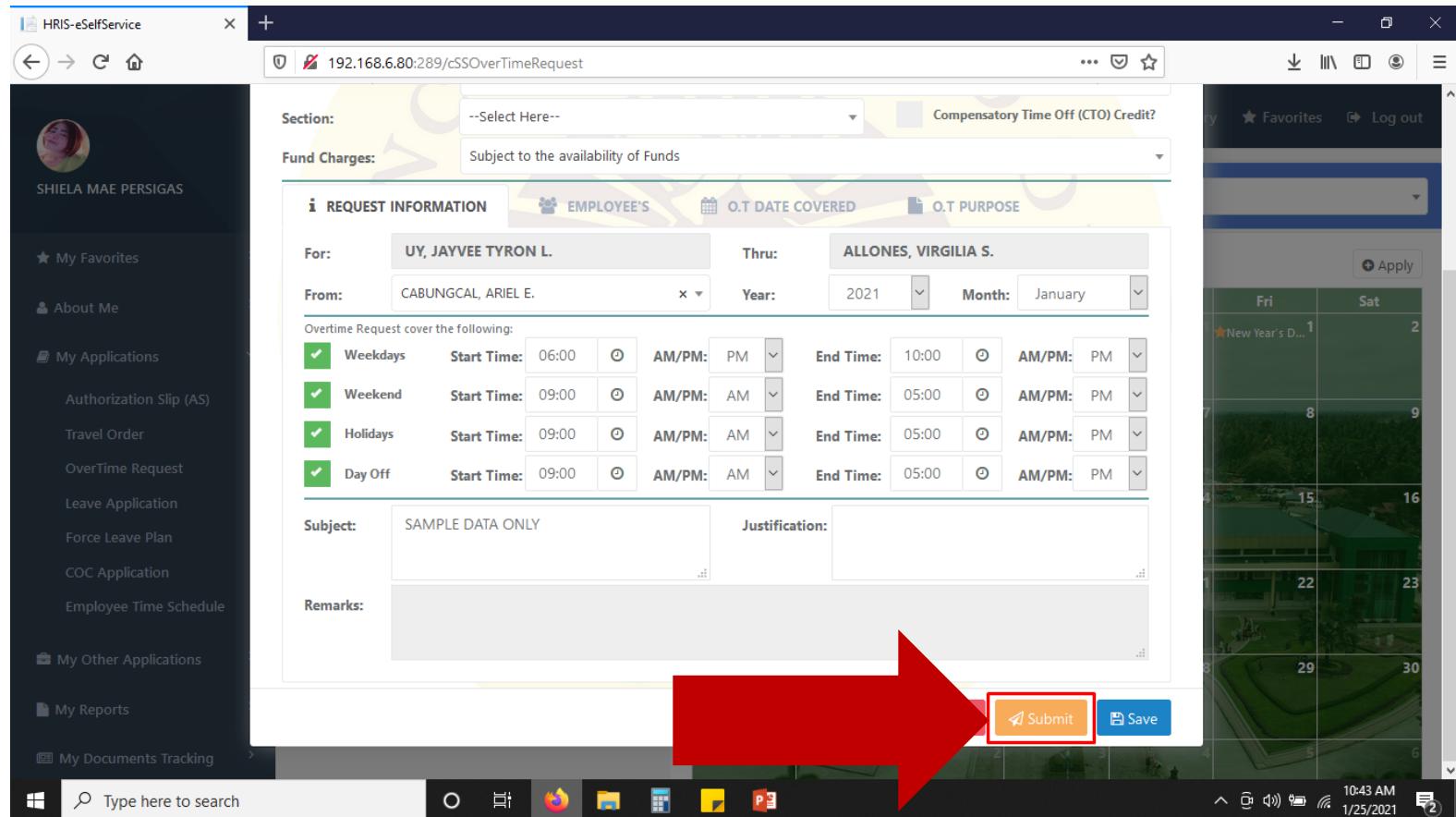
Subject: SAMPLE DATA ONLY Justification:

Fri Sat
1 New Year's D... 2
7 8 9
14 15 16
21 22 23
28 29 30

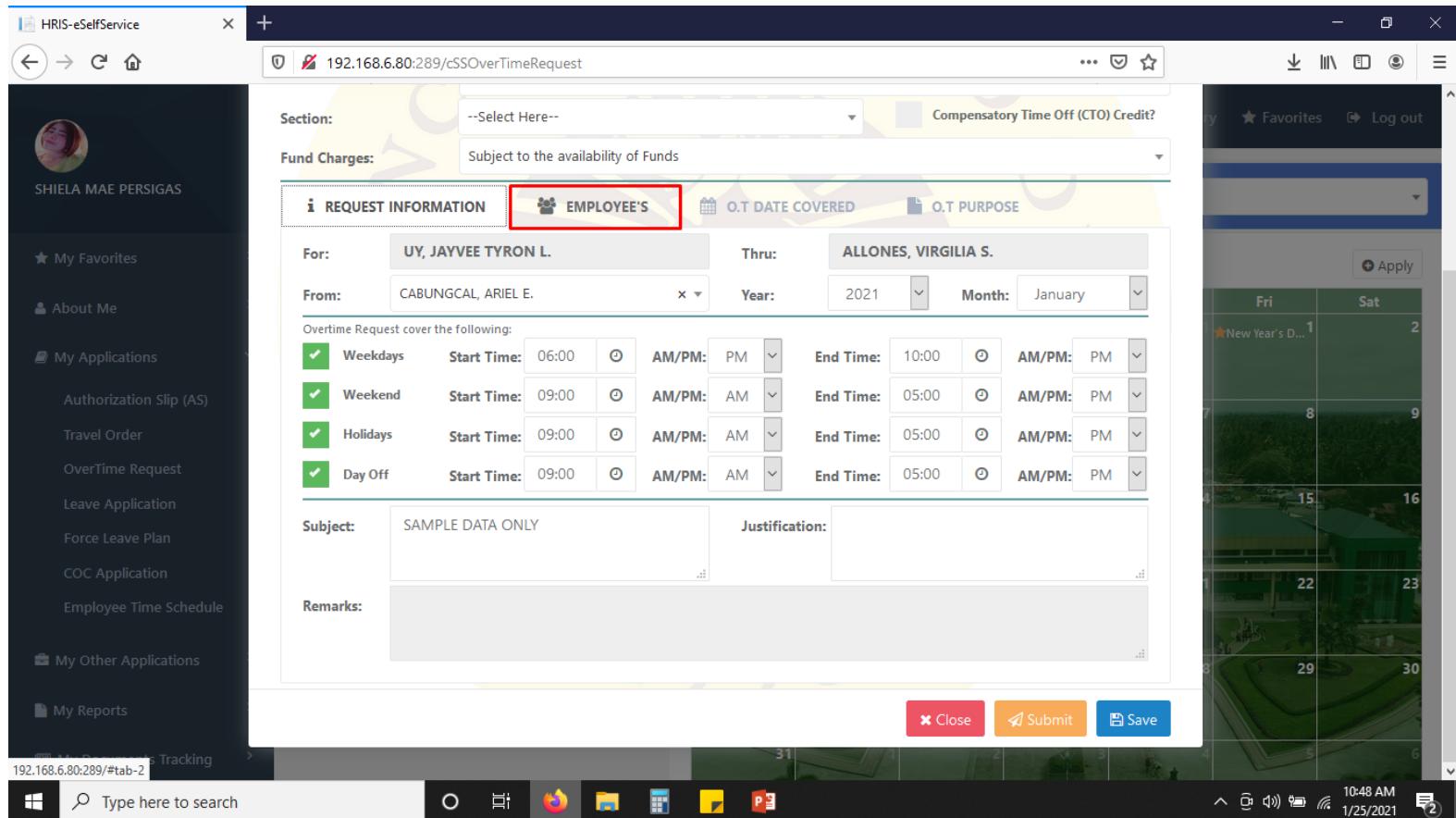
Type here to search

10:43 AM 1/25/2021

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



Step 6: If you want to continue click **employee's tab** to update and save information.



The screenshot shows a web-based application titled "HRIS-eSelfService" at the URL 192.168.6.80:289/cSSOverTimeRequest. The interface is a form for creating an overtime request. On the left, there is a sidebar with user profile information (Shiela Mae Persigas) and a list of applications: 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 contains the following fields:

- Section:** --Select Here-- (dropdown menu)
- Fund Charges:** Subject to the availability of Funds (dropdown menu)
- REQUEST INFORMATION** tab (selected)
- EMPLOYEE'S** tab (highlighted with a red box)
- O.T DATE COVERED** and **O.T PURPOSE** tabs (disabled)
- For:** UY, JAYVEE TYRON L. (Employee Name)
- Thru:** ALLONES, VIRGINIA S. (Employee Name)
- From:** CABUNGCAL, ARIEL E. (Employee Name)
- Year:** 2021
- Month:** January
- Overtime Request cover the following:**
 - Weekdays: Start Time: 06:00 AM/PM: PM End Time: 10:00 AM/PM: PM
 - Weekend: Start Time: 09:00 AM/PM: AM End Time: 05:00 AM/PM: PM
 - Holidays: Start Time: 09:00 AM/PM: AM End Time: 05:00 AM/PM: PM
 - Day Off: Start Time: 09:00 AM/PM: AM End Time: 05:00 AM/PM: PM
- Subject:** SAMPLE DATA ONLY
- Justification:** (Text area)
- Remarks:** (Text area)
- Buttons:** Close, Submit, Save

HRIS-eSelfService

192.168.6.80:289/cSOSOverTimeRequest

Requesting Department: PROVISIONAL ADMINISTRATOR'S OFFICE

Sub Department: --Select Here--

Division: --Select Here--

Section: --Select Here-- Compensatory Time Off (CTO) Credit?

Fund Charges: Subject to the availability of Funds

REQUEST INFORMATION

ID NBR	EMPLOYEE NAME	POSITION	ACTIONS
8466	ALE, LORRAINE I.	Computer Programmer I	

Employee's Name: --Select Here--

Position:

Previous 1 Next

Close Submit Save

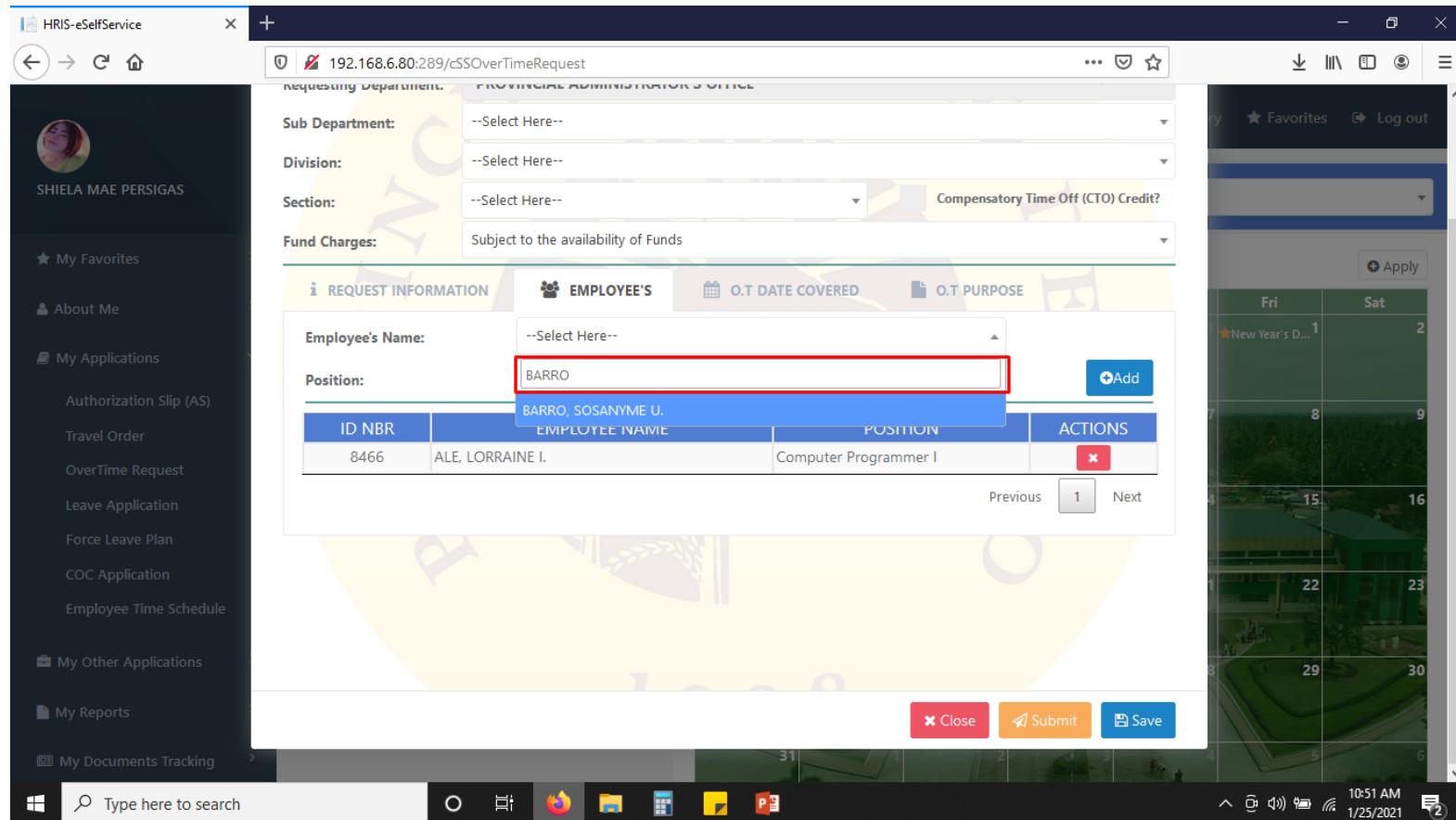
My Favorites
About Me
My Applications
Authorization Slip (AS)
Travel Order
OverTime Request
Leave Application
Force Leave Plan
COC Application
Employee Time Schedule
My Other Applications
My Reports
My Documents Tracking

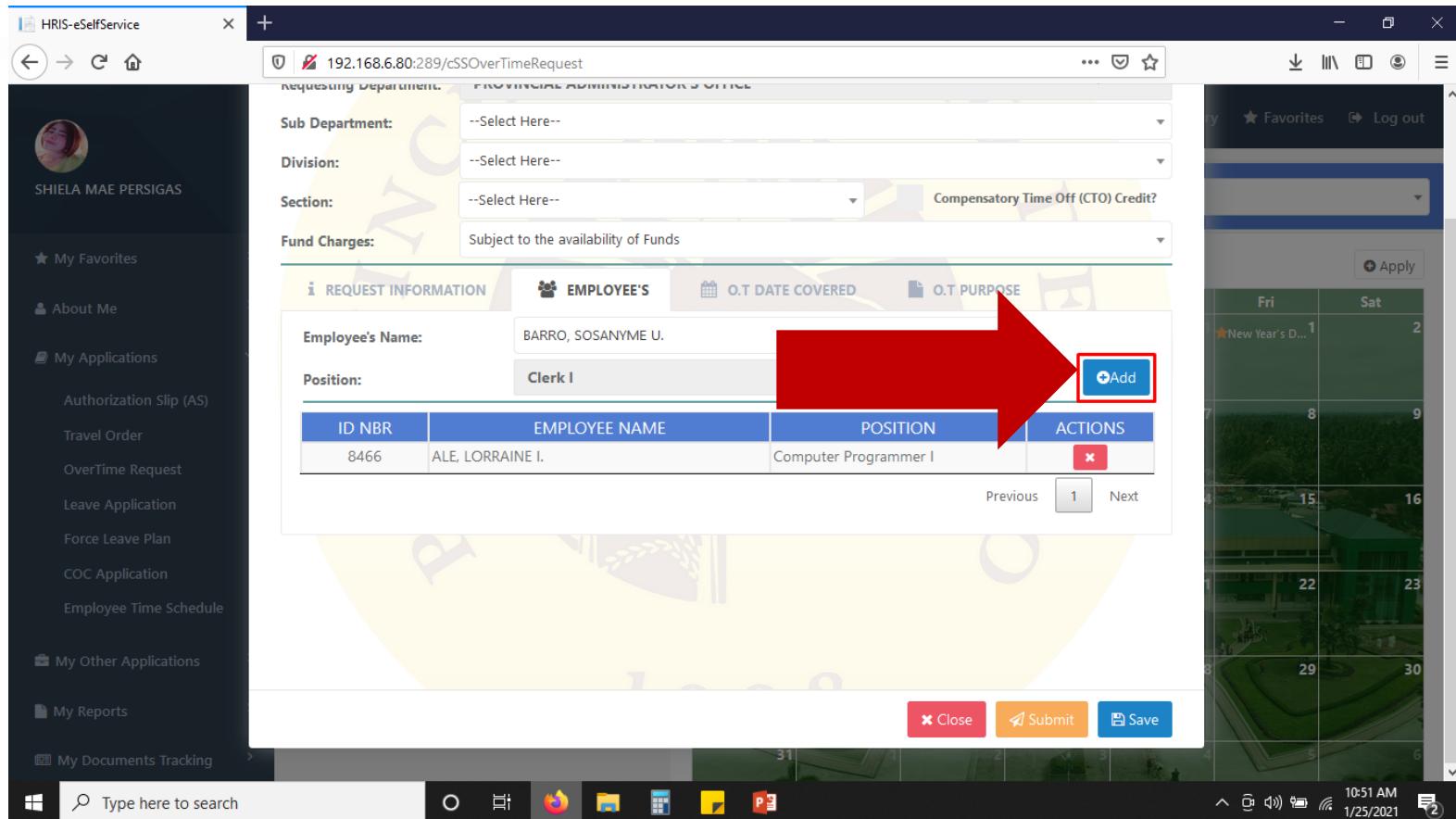
New Year's D... 1 2 8 9 15 16 22 23 29 30

Type here to search

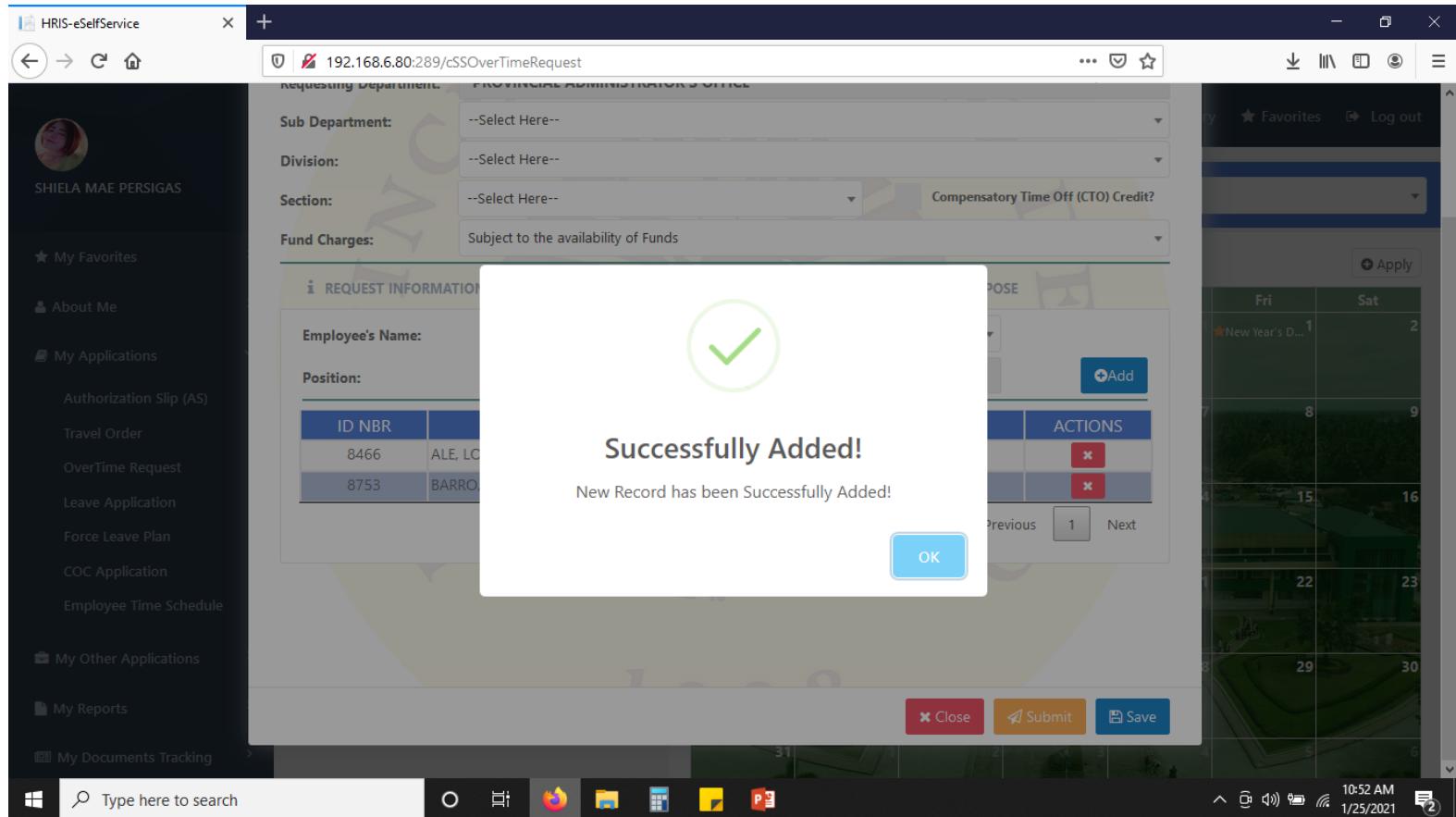
10:49 AM 1/25/2021

Step 7: Select values in **employee name** field or input values to search names, click **add button** to update or add information.

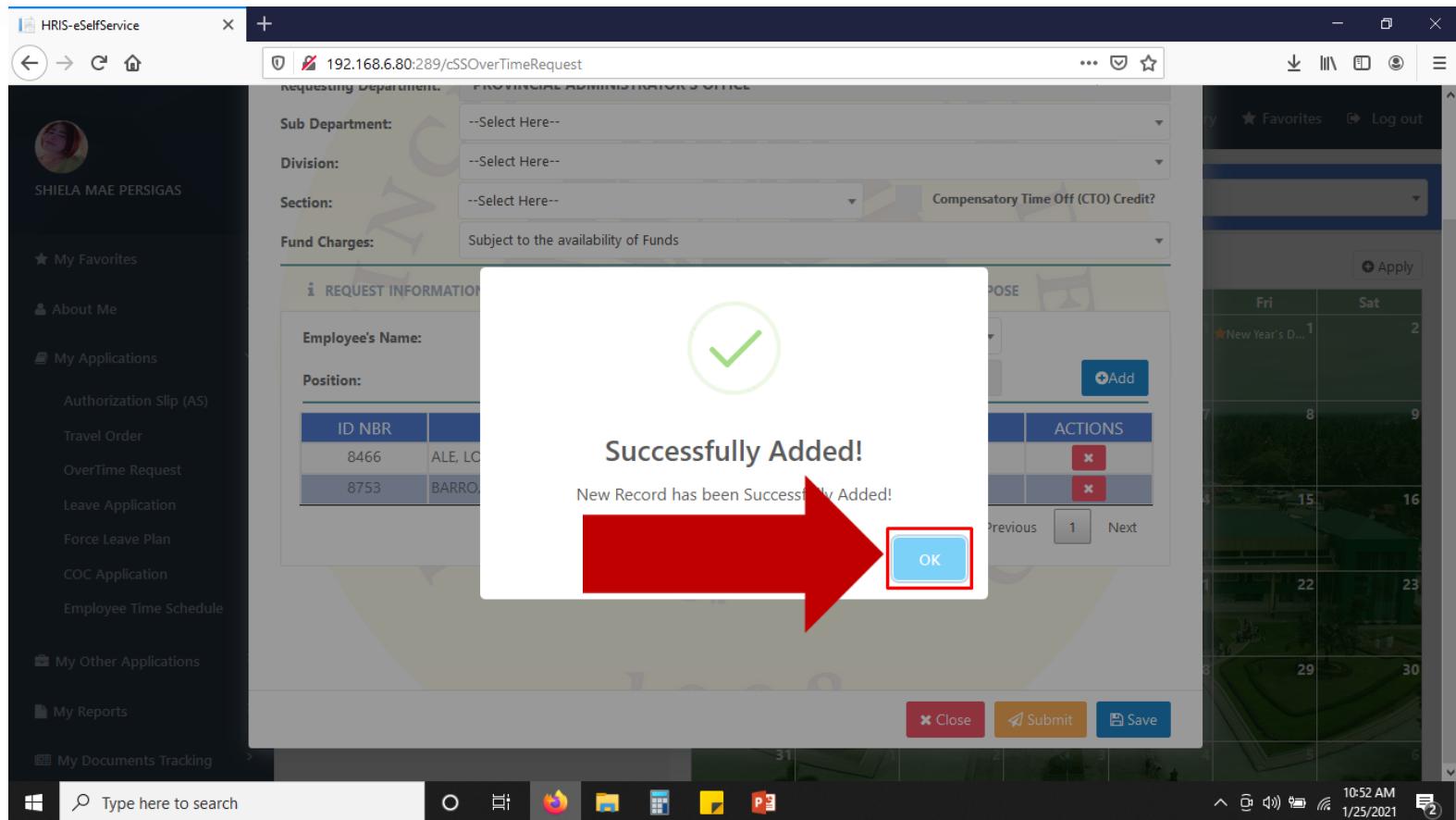




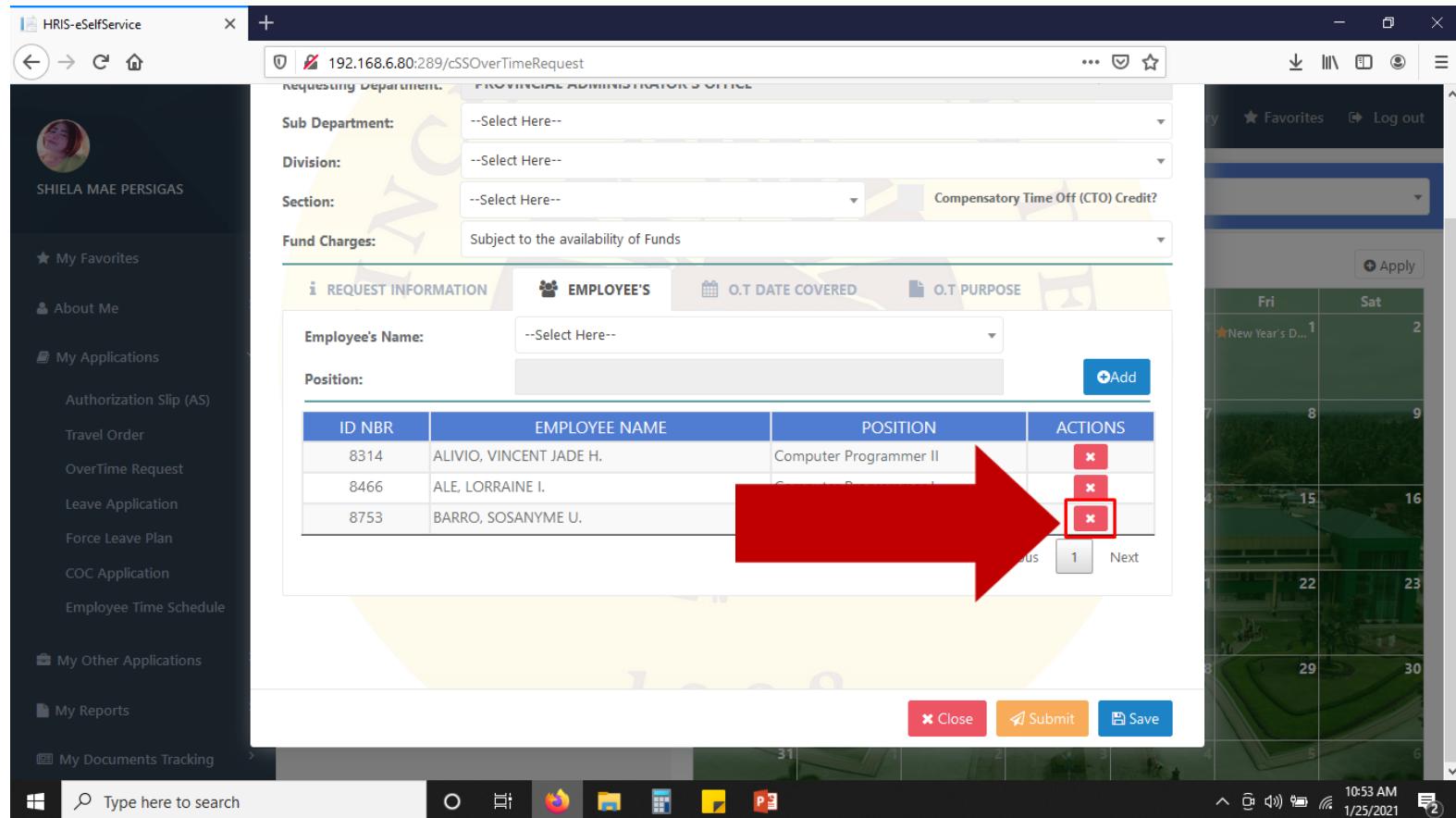
Note: A pop-up confirmation window will appear that new record has been successfully added!



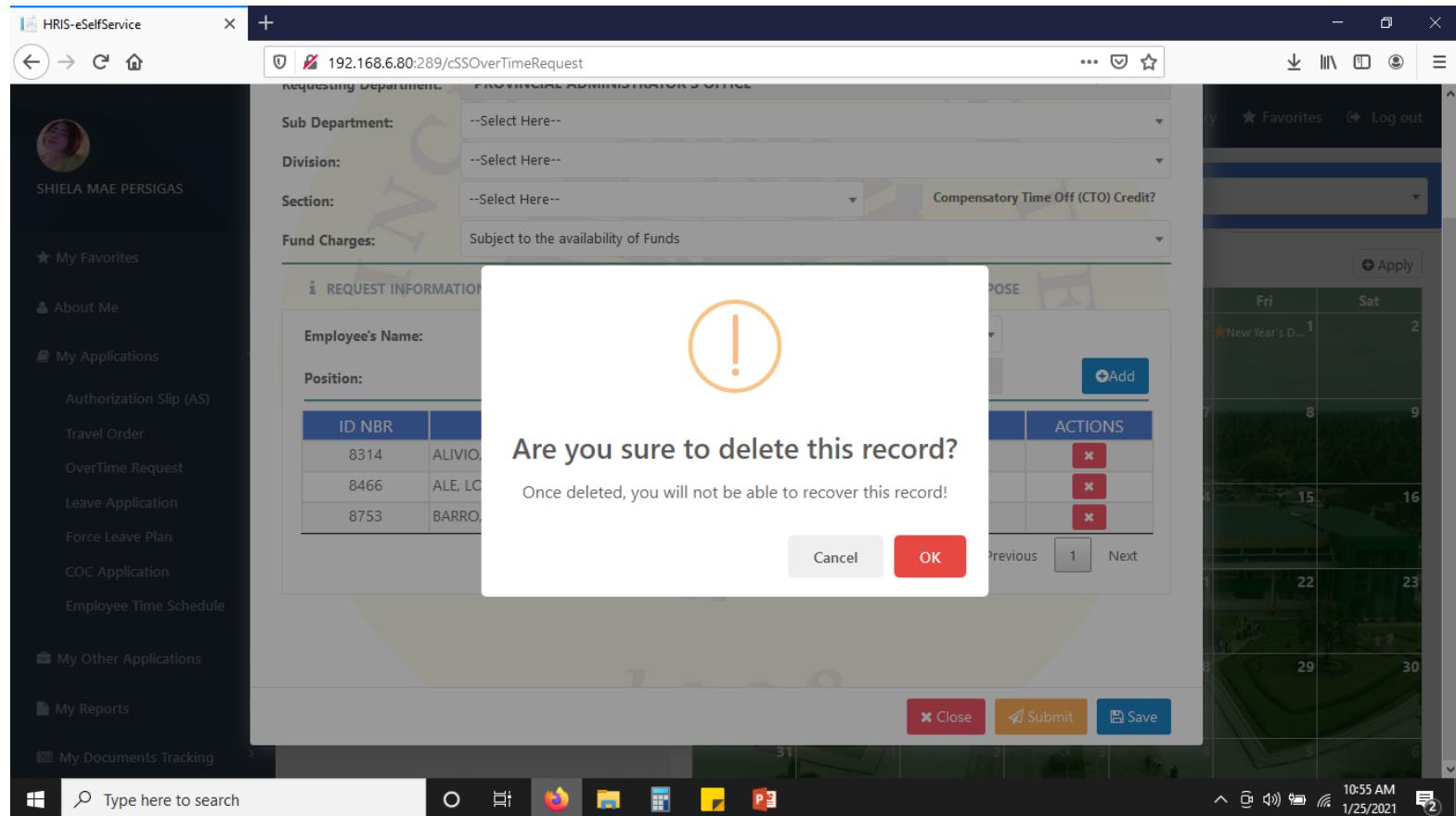
Step 8: Click ok button for you to continue.



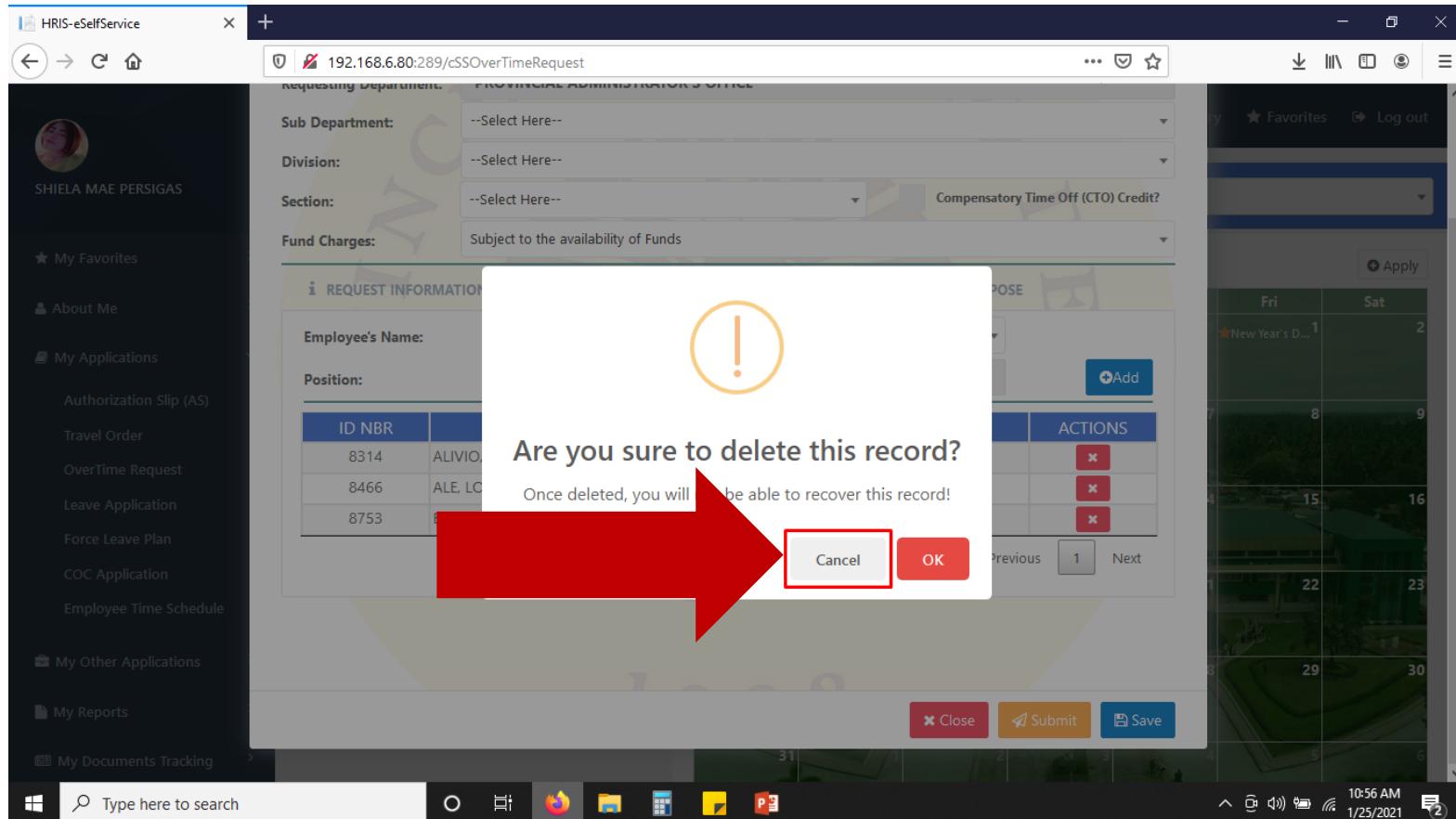
Step 9: Select specific record that you want to remove click **remove button** if you want to remove or delete certain employee.



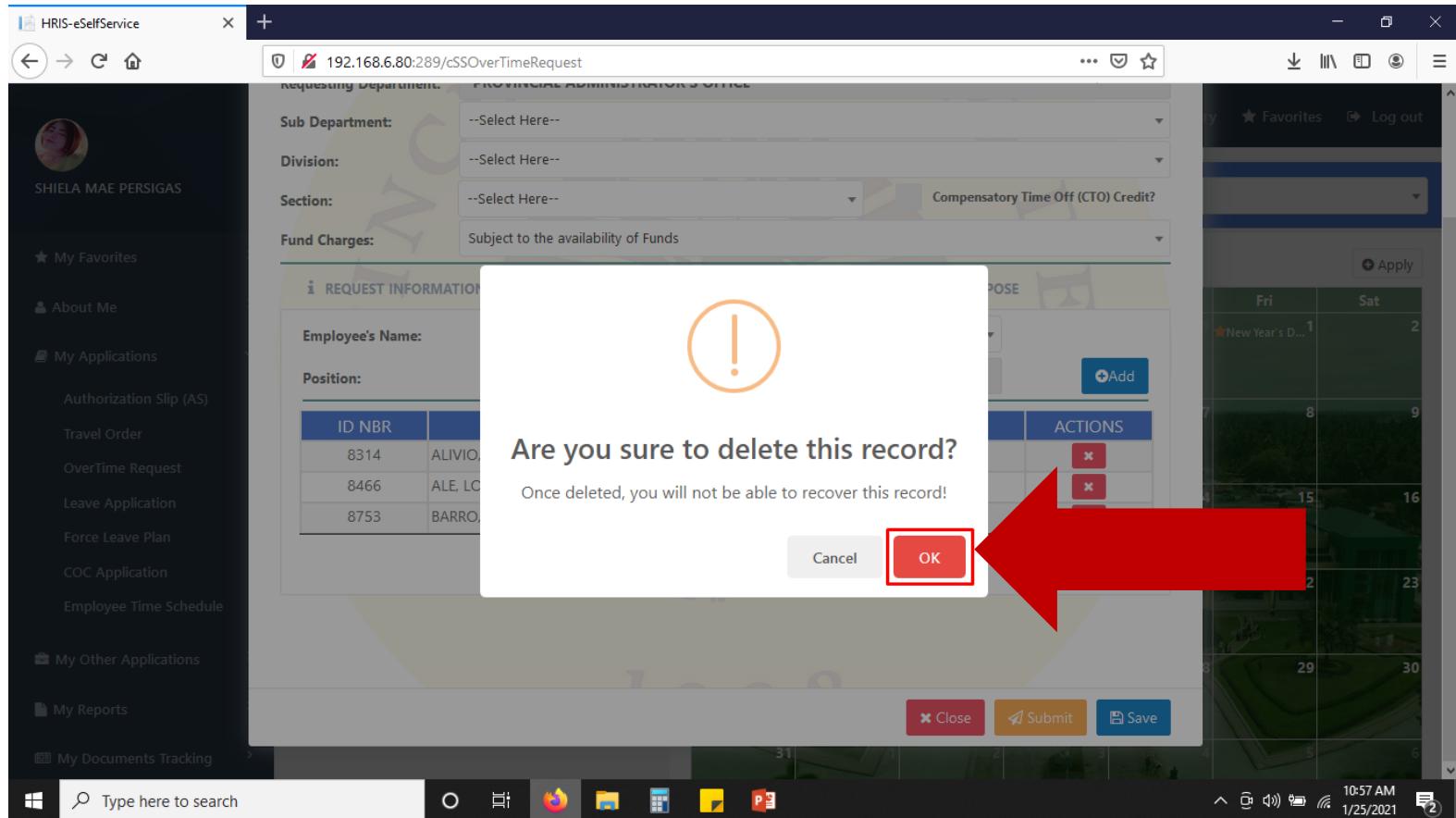
Note: A pop-up confirmation window will appear Are you sure to delete this record? Once deleted, you will not be able to recover this record!



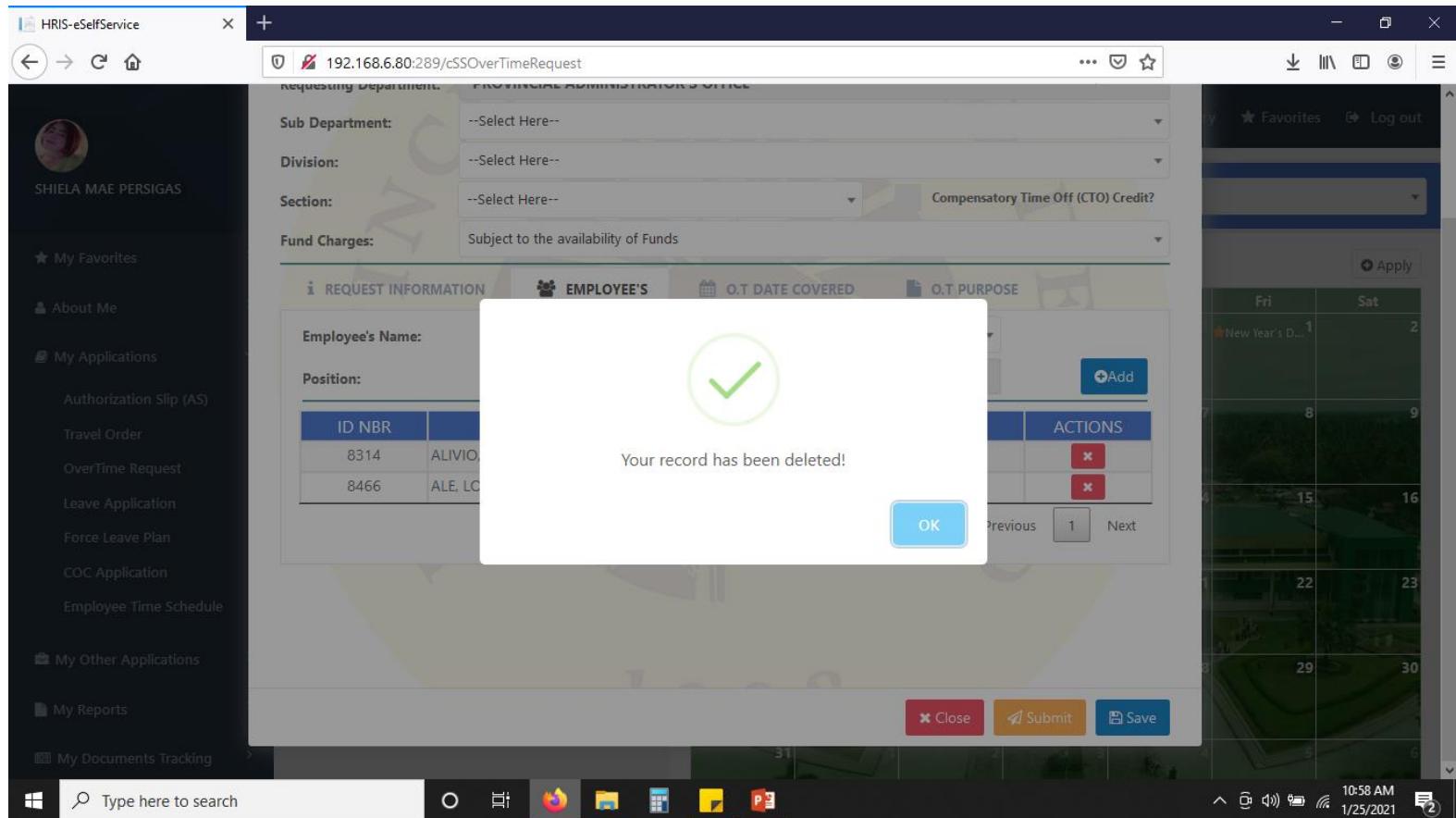
Step 10: If you don't want to remove the employee click **cancel button** to continue.



Step 11: Repeat **step 9** if you want to remove the record click **ok** button to remove.



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



Note:

If in **employee's tab** various of employee's are visible on table grid you can either click the column name **ID NBR**, **EMPLOYEE NAME**, and **POSITION** to sort information automatically. Thus, only 5 set of employees are being displayed on the grid table since the other next information will be shown on the 2nd page or in the other next pages. But if you want to go back on previous list of employee simply click **previous button** then click **next button** to move and go to next page.

HRIS-eSelfService

192.168.6.80:289/cSOSOverTimeRequest

Requesting Department: PROVISIONAL ADMINISTRATIVE OFFICE

Sub Department: --Select Here--

Division: --Select Here--

Section: --Select Here-- Compensatory Time Off (CTO) Credit?

Fund Charges: Subject to the availability of Funds

REQUEST INFORMATION

EMPLOYEE'S O.T DATE COVERED O.T PURPOSE

Employee's Name: --Select Here--

Position:

ID NBR	EMPLOYEE NAME	POSITION	ACTIONS
8314	ALIVIO, VINCENT JADE H.	Computer Programmer II	<input type="button" value="x"/>
8466	ALE, LORRAINE I.	Computer Programmer I	<input type="button" value="x"/>

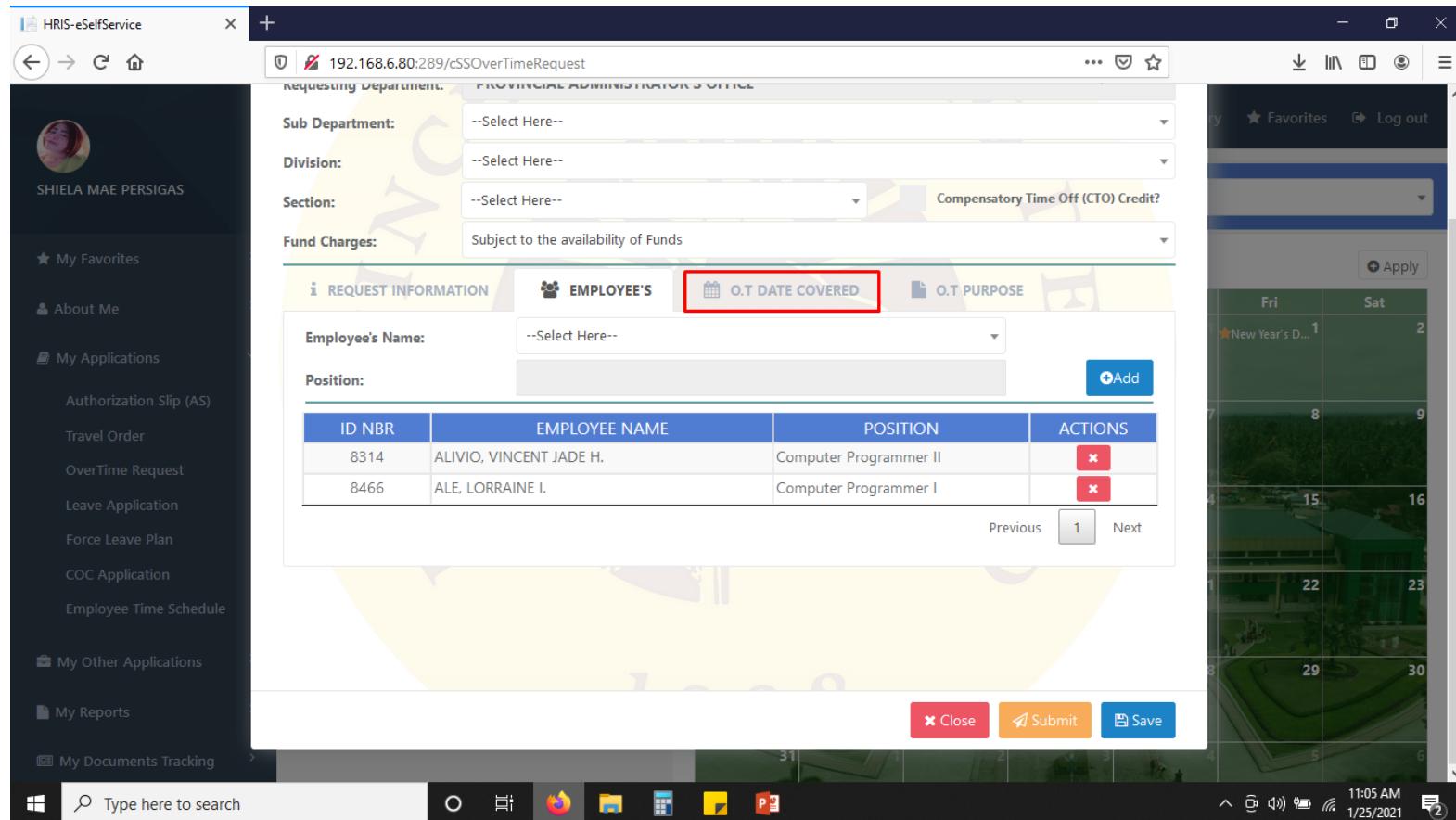
Previous Next

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

Type here to search

11:02 AM 1/25/2021

Step 12: Repeat step 8 to continue, click **O.T date covered** tab if you want to update the date of overtime before saving information.



HRIS-eSelfService

192.168.6.80:289/cSOSOverTimeRequest

Requesting Department: PROVISIONAL ADMINISTRATOR'S OFFICE

Sub Department: --Select Here--

Division: --Select Here--

Section: --Select Here-- Compensatory Time Off (CTO) Credit?

Fund Charges: Subject to the availability of Funds

REQUEST INFORMATION **EMPLOYEE'S** **O.T DATE COVERED** **O.T PURPOSE**

Date From: To: Start Time: AM/PM: AM
End Time: AM/PM: AM

DATE FROM	DATE TO	START TIME	END TIME	ACTIONS
2021-01-25	2021-01-26	08:00AM	10:00AM	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Previous Next

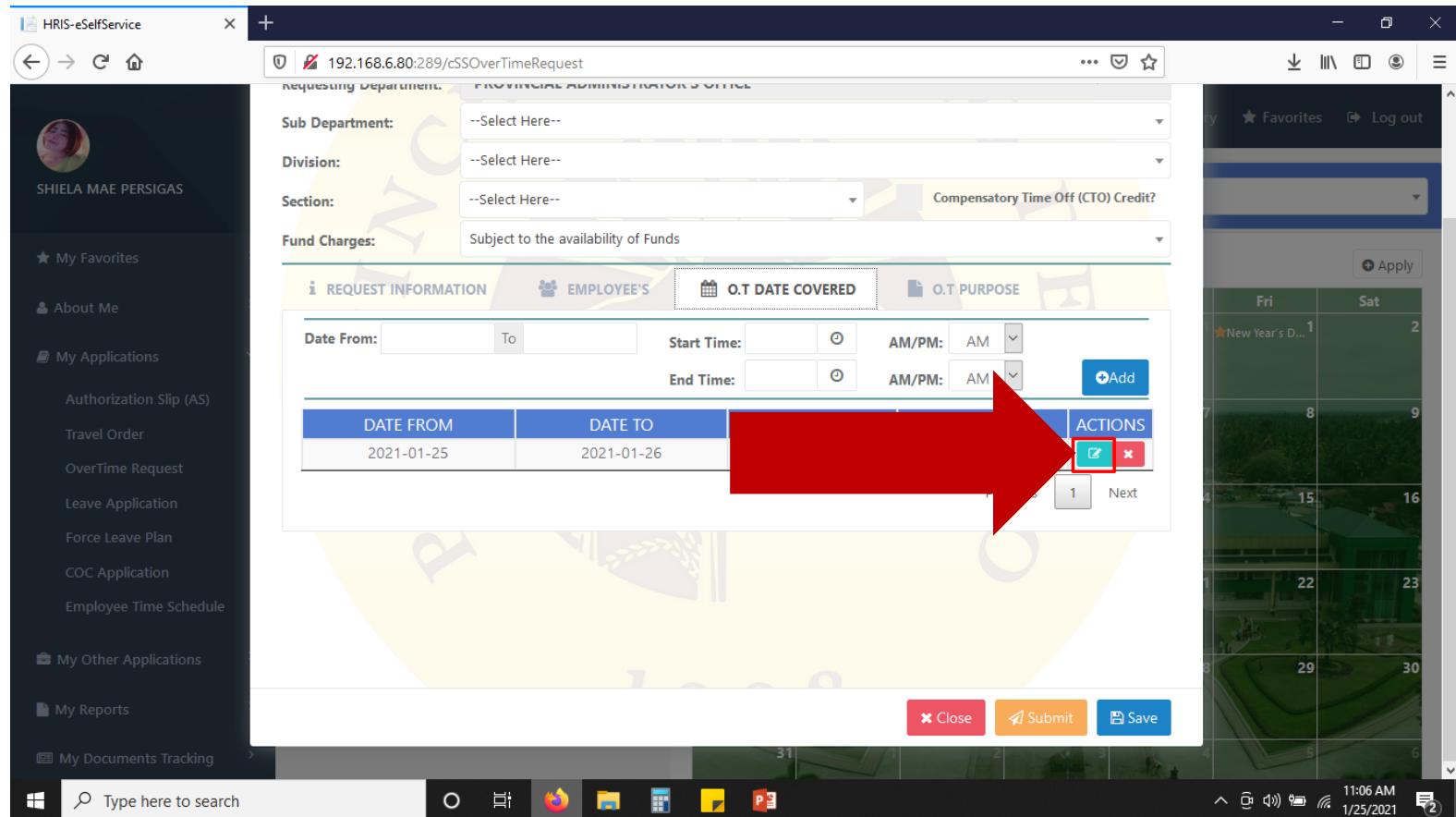
192.168.6.80:289/#tab-3

Type here to search

11:05 AM 1/25/2021

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

Step 13: Click edit button if you want to update needed information.



HRIS-eSelfService

192.168.6.80:289/cSOSOverTimeRequest

Requesting Department: PROVISIONAL ADMINISTRATOR'S OFFICE

Sub Department: --Select Here--

Division: --Select Here--

Section: --Select Here-- Compensatory Time Off (CTO) Credit?

Fund Charges: Subject to the availability of Funds

REQUEST INFORMATION **EMPLOYEE'S** **O.T DATE COVERED** **O.T PURPOSE**

Date From: 2021-01-25 To 2021-01-26 Start Time: 08:00 AM/PM: AM
End Time: 10:00 AM/PM: PM **Update**

DATE FROM	DATE TO	START TIME	END TIME	ACTIONS
2021-01-25	2021-01-26	08:00AM	10:00AM	

Previous 1 Next

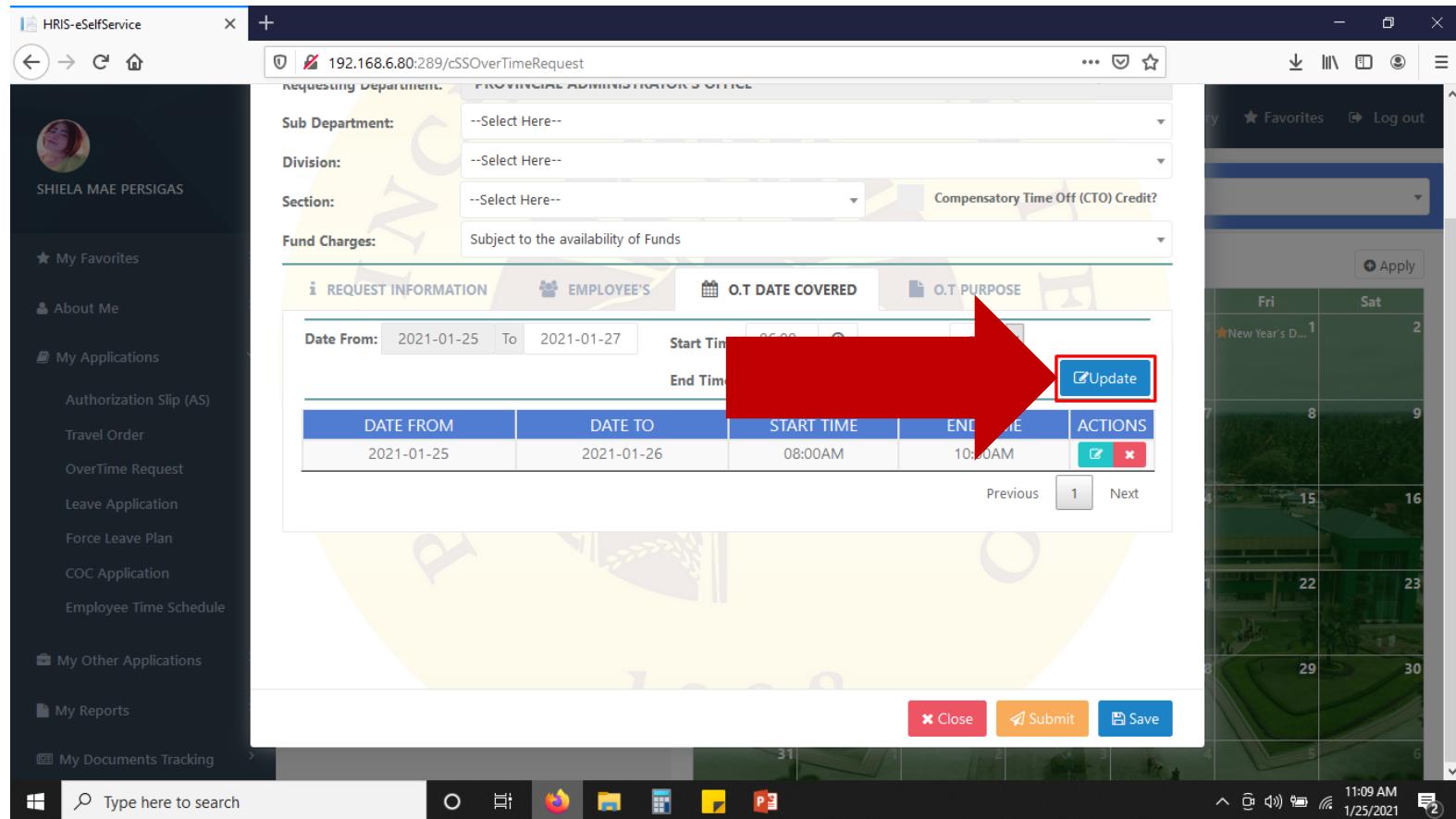
X Close **Submit** **Save**

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

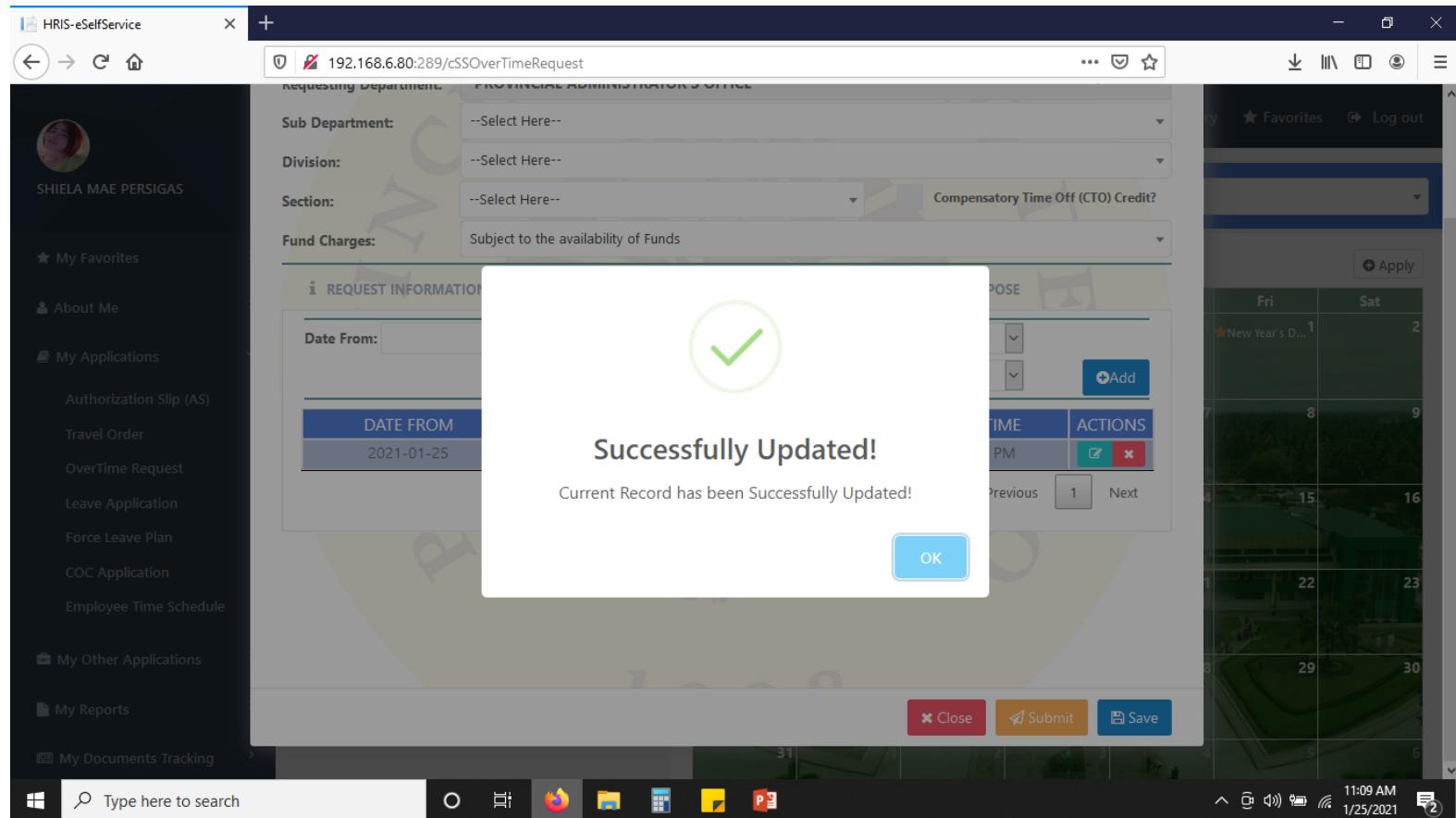
Type here to search

11:06 AM 1/25/2021 2

Step 14: Edit or update values whether in **period to**, **start time** and **end time**, click **update button** if you want to update and save needed information.



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



Step 15: Repeat **step 8** if you want to continue to save, if you want to add new information click **add button** for you to add new overtime date covered if necessary.

The screenshot shows a Windows desktop with a browser window open to the URL 192.168.6.80:289/cSSOverTimeRequest. The page title is "HRIS-eSelfService". The main content is the "OVER TIME REQUEST" form. On the left, a sidebar menu lists various applications: 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 "OverTime Request" option is selected. The main form has sections for REQUEST INFORMATION, EMPLOYEE'S, O.T DATE COVERED, and O.T PURPOSE. Under "REQUEST INFORMATION", there is a table with columns: DATE FROM, DATE TO, START TIME, END TIME, and ACTIONS. The table shows entries for 2021-01-25 and 2021-01-27 from 06:00 PM to 10:00 PM. The ACTIONS column contains a green checkmark icon and a red X icon. At the bottom right of the form are buttons for Close, Submit, and Save. The status bar at the bottom shows the date and time: 11:18 AM 1/25/2021. To the right of the form, a calendar for January 2021 is visible, showing New Year's Day (1) and other dates from 2 to 31.

DATE FROM	DATE TO	START TIME	END TIME	ACTIONS
2021-01-25	2021-01-27	06:00 PM	10:00 PM	

HRIS-eSelfService

192.168.6.80:289/cSOSOverTimeRequest

Requesting Department: PROVISIONAL ADMINISTRATOR OFFICE

Sub Department: --Select Here--

Division: --Select Here--

Section: --Select Here-- Compensatory Time Off (CTO) Credit?

Fund Charges: Subject to the availability of Funds

REQUEST INFORMATION **EMPLOYEE'S** **O.T DATE COVERED** **O.T PURPOSE**

Date From: To: Start Time: End Time: **+Add**

DATE FROM	DATE TO	START TIME	END TIME	ACTIONS
2021-01-25	2021-01-27	06:00 PM	10:00 PM	

Previous 1 Next

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

New Year's D...

Type here to search

11:19 AM 1/25/2021 2

HRIS-eSelfService

192.168.6.80:289/cSOSOverTimeRequest

Requesting Department: PROVISIONAL ADMINISTRATOR OFFICE

Sub Department: --Select Here--

Division: --Select Here--

Section: --Select Here-- Compensatory Time Off (CTO) Credit?

Fund Charges: Subject to the availability of Funds

REQUEST INFORMATION **EMPLOYEE'S** **O.T DATE COVERED** **O.T PURPOSE**

Date From: [Required Field!] To: [Required Field!] Start Time: [Required Field!] AM/PM: AM

End Time: [Required Field!] AM/PM: PM

+Add

DATE FROM	DATE TO	START TIME	END TIME	ACTIONS
2021-01-25	2021-01-27	06:00 PM	10:00 PM	

Previous 1 Next

Close Submit Save

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

Type here to search

11:19 AM 1/25/2021

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.

If ever you have inputted incorrect type of values in **O.T date covered tab** expected that it will automatically generate a verification message of **invalid date!** if you key-in letters instead of the date format needed and **invalid value!** if you key-in letters instead of the time format needed by the system. So, make sure to input correct values format for you to save application.

HRIS-eSelfService

192.168.6.80:289/cSOSOverTimeRequest

Requesting Department: PROVISIONAL ADMINISTRATOR OFFICE

Sub Department: --Select Here--

Division: --Select Here--

Section: --Select Here--

Fund Charges: Subject to the availability of Funds

REQUEST INFORMATION **EMPLOYEE'S** **O.T DATE COVERED** **O.T PURPOSE**

Date From: esr To: FSD Start Time: fdg AM/PM: AM
End Time: fdga AM/PM: PM

O.T DATE COVERED

DATE FROM	DATE TO	START TIME	END TIME	ACTIONS
2021-01-25	2021-01-27	06:00 PM	10:00 PM	

Previous 1 Next

O.T PURPOSE

Close Submit Save

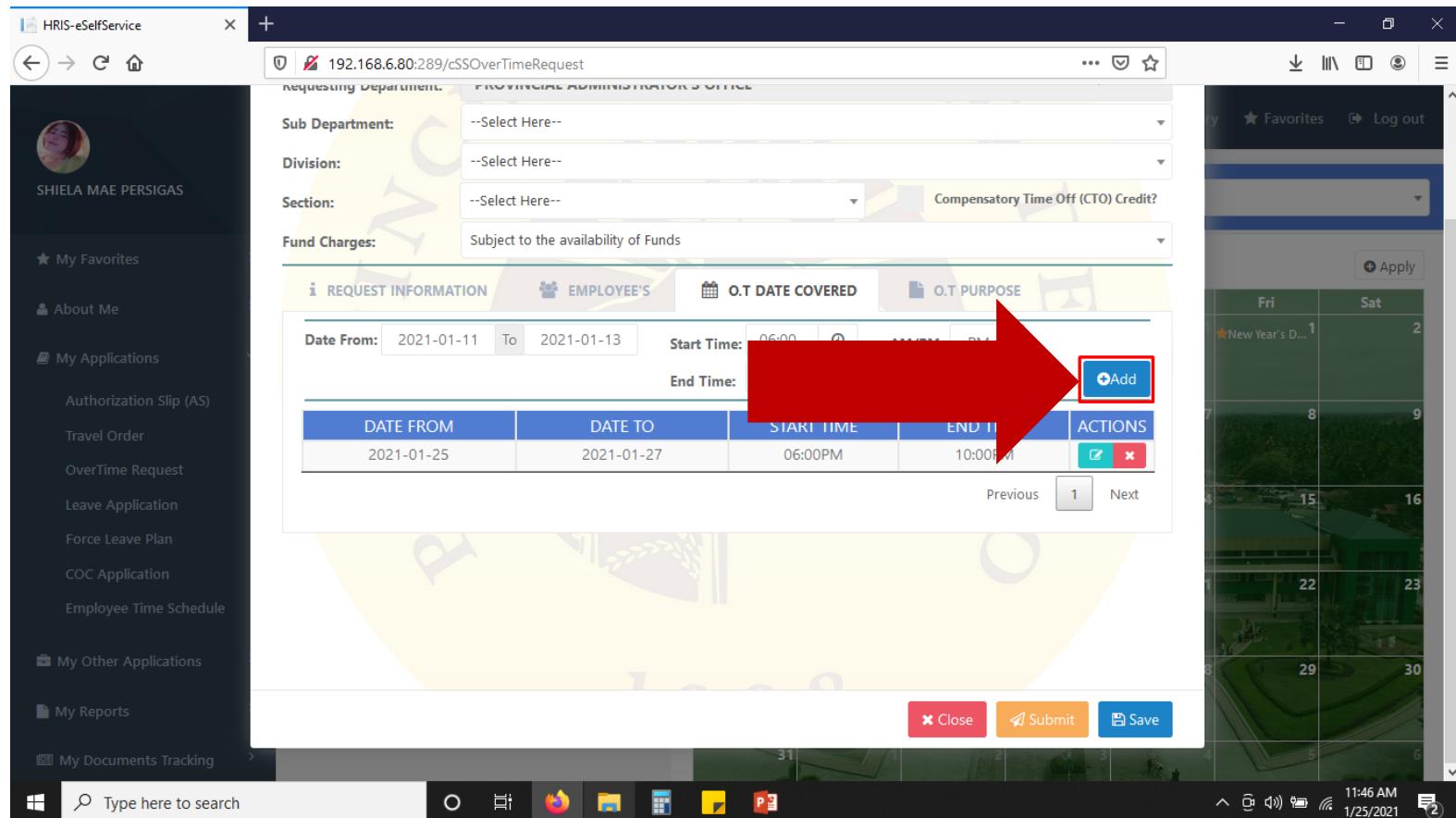
My Favorites Log out

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

Type here to search

11:37 AM 1/25/2021

Step 16: Input values in all required fields click **add button** for you to save additional overtime date covered.



Note: A pop-up confirmation window will appear that your

The screenshot shows a web-based application titled "HRIS-eSelfService" at the URL "192.168.6.80:289/cSOSOverTimeRequest". The user profile "SHIELA MAE PERSIGAS" is visible on the left sidebar. The main content area displays an "OVERTIME REQUEST FORM" for "PROVISIONAL ADMINISTRATOR OFFICE". The form includes fields for Sub Department, Division, Section, and Fund Charges. Below the form is a table showing O.T. requests with columns for Date From, Date To, Start Time, End Time, and Actions. The table contains two entries: one from 2021-01-11 to 2021-01-13 and another from 2021-01-25 to 2021-01-27. At the bottom right of the form are "Close", "Submit", and "Save" buttons. A calendar view is partially visible on the right side of the screen.

DATE FROM	DATE TO	START TIME	END TIME	ACTIONS
2021-01-11	2021-01-13	06:00 PM	10:00 PM	
2021-01-25	2021-01-27	06:00PM	10:00PM	

Step 17: To continue if you want to remove unnecessary overtime date select specific overtime date covered to remove, click **remove button** for you to remove information.

The screenshot shows the HRIS-eSelfService application interface. On the left, a sidebar lists various applications: 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 "192.168.6.80:289/cSSOverTimeRequest". It has sections for Requesting Department (PROVINCIAL ADMINISTRATOR'S OFFICE), Sub Department, Division, Section, and Fund Charges (Subject to the availability of Funds). Below these is a "REQUEST INFORMATION" section with fields for Date From, To, Start Time, End Time, and AM/PM. A "O.T DATE COVERED" section contains a table with three rows of data. The second row, for "2021-01-20" to "2021-01-21" from 06:00 PM to 10:00 PM, is highlighted with a red border and features a green checkmark and a red X in its Actions column. The "O.T PURPOSE" section is partially visible. At the bottom are "Close", "Submit", and "Save" buttons. A calendar view on the right shows dates from January 1 to 31, 2021, with "New Year's D..." marked on Saturday, January 1. The status bar at the bottom shows the date as 1/25/2021 and the time as 11:48 AM.

DATE FROM	DATE TO	START TIME	END TIME	ACTIONS
2021-01-11	2021-01-13	06:00 PM	10:00 PM	
2021-01-20	2021-01-21	06:00 PM	10:00 PM	
2021-01-25	2021-01-27	06:00PM	10:00PM	

HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

Requesting Department: PROVINCIAL ADMINISTRATORS OFFICE

Sub Department: --Select Here--

Division: --Select Here--

Section: --Select Here-- Compensatory Time Off (CTO) Credit?

Fund Charges: Subject to the availability of Funds

REQUEST INFORMATION EMPLOYEE'S O.T DATE COVERED O.T PURPOSE

DATE FROM	DATE TO	START TIME	END TIME	ACTIONS
2021-01-11	2021-01-13	06:00 PM	10:00 PM	
2021-01-20	2021-01-21	06:00 PM	10:00 PM	
2021-01-25	2021-01-27	06:00PM	10:00PM	

Date From: To: Start Time: End Time: AM/PM: AM/PM:

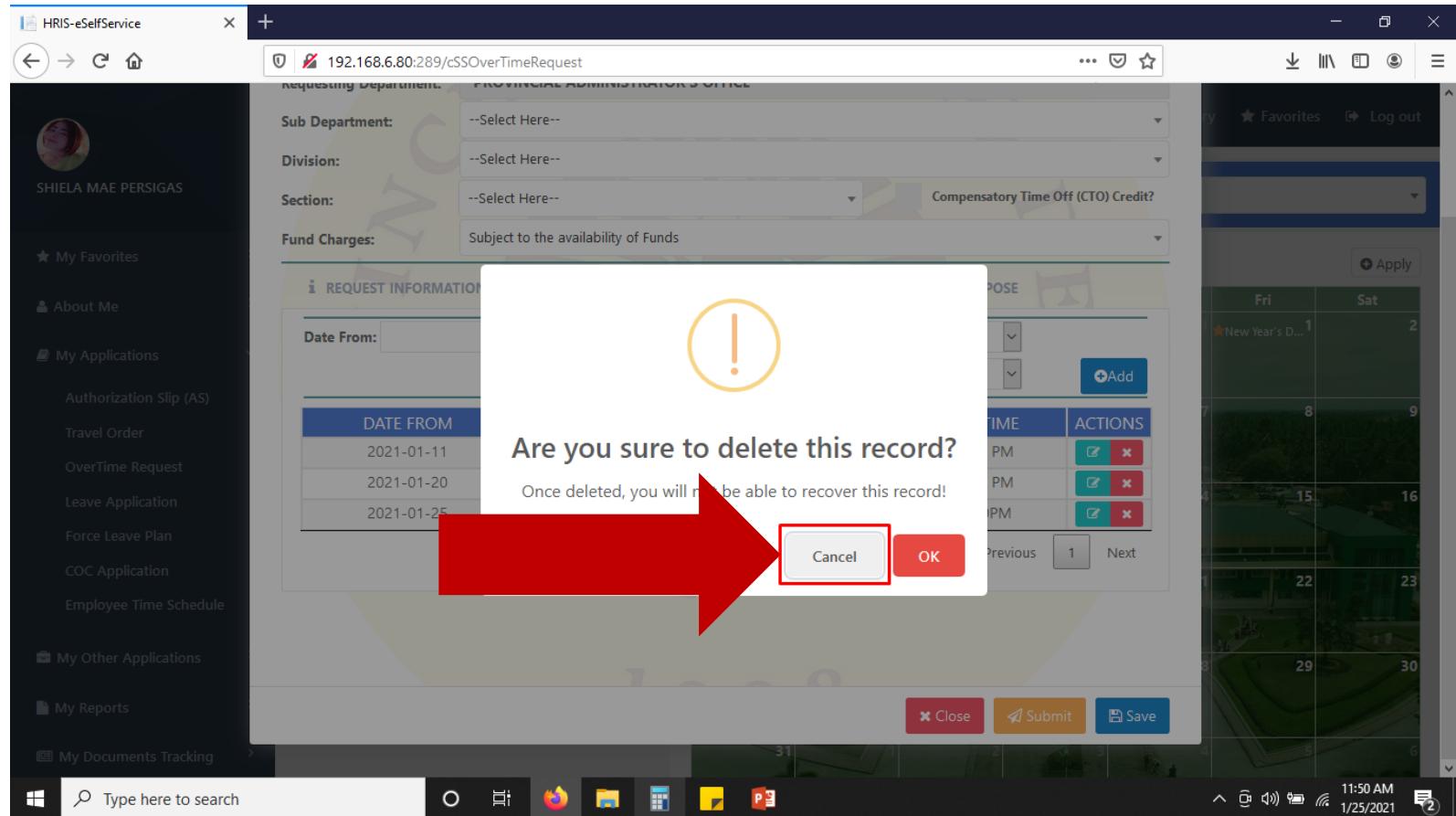
Add

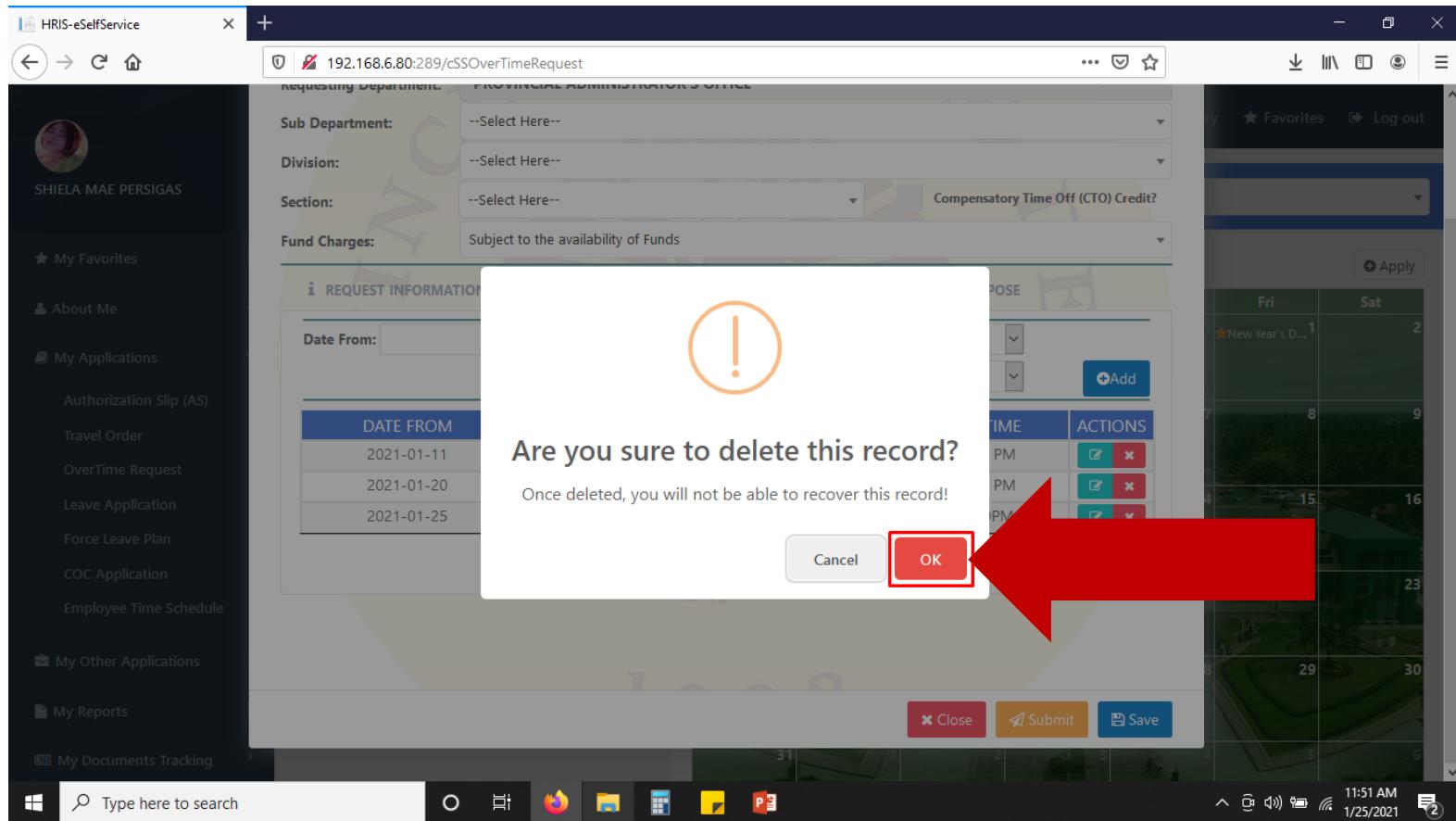
Previous 1 Next

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

11:49 AM 1/25/2021 2

Note: A pop-up confirmation window will appear **Are you sure to delete this record? Once deleted, you will not be able to recover this record!** repeat step 10 and 17 if you don't want to delete or remove information.





Step 18: Repeat step 8 to continue, click **O.T purpose tab** if you want to update the overtime purpose before saving information.

The screenshot shows the HRIS-eSelfService application interface. On the left, there's a sidebar with a user profile picture and name (SHIELA MAE PERSIGAS), followed by a list of applications: 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 displays an 'OverTime Request' form. At the top, there are dropdowns for Sub Department, Division, Section, and Fund Charges. Below these are tabs for REQUEST INFORMATION, EMPLOYEE'S, O.T DATE COVERED, and O.T PURPOSE. The O.T PURPOSE tab is highlighted with a red box. Under the O.T DATE COVERED tab, there are fields for Date From, To, Start Time, End Time, and AM/PM settings. A table lists two entries: one from 2021-01-11 to 2021-01-13 at 06:00 PM to 10:00 PM, and another from 2021-01-25 to 2021-01-27 at 06:00PM to 10:00PM. At the bottom of the form are buttons for Close, Submit, and Save. The status bar at the bottom shows the date (1/25/2021) and time (11:57 AM). To the right of the main window, there's a calendar view showing the month of January with specific dates like New Year's Day marked.

HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

Edit Existing Record

O.T Request No.:	0000000008	O.T Date Filed:	2021-01-25
Requesting Department:	PROVINCIAL ADMINISTRATOR'S OFFICE		
Sub Department:	--Select Here--		
Division:	--Select Here--		
Section:	--Select Here--		
Fund Charges:	Subject to the availability of Funds		

REQUEST INFORMATION EMPLOYEE'S O.T DATE COVERED O.T PURPOSE

Purpose Description: +Add

SEQ. NBR	PURPOSE DETAILS	ACTIONS
1	TEST DATA ONLY	✓ ✗

Previous 1 Next

✗ Close Submit Save

My Favorites Log out

New Year's D...

Fri Sat

1 2

8 9

15 16

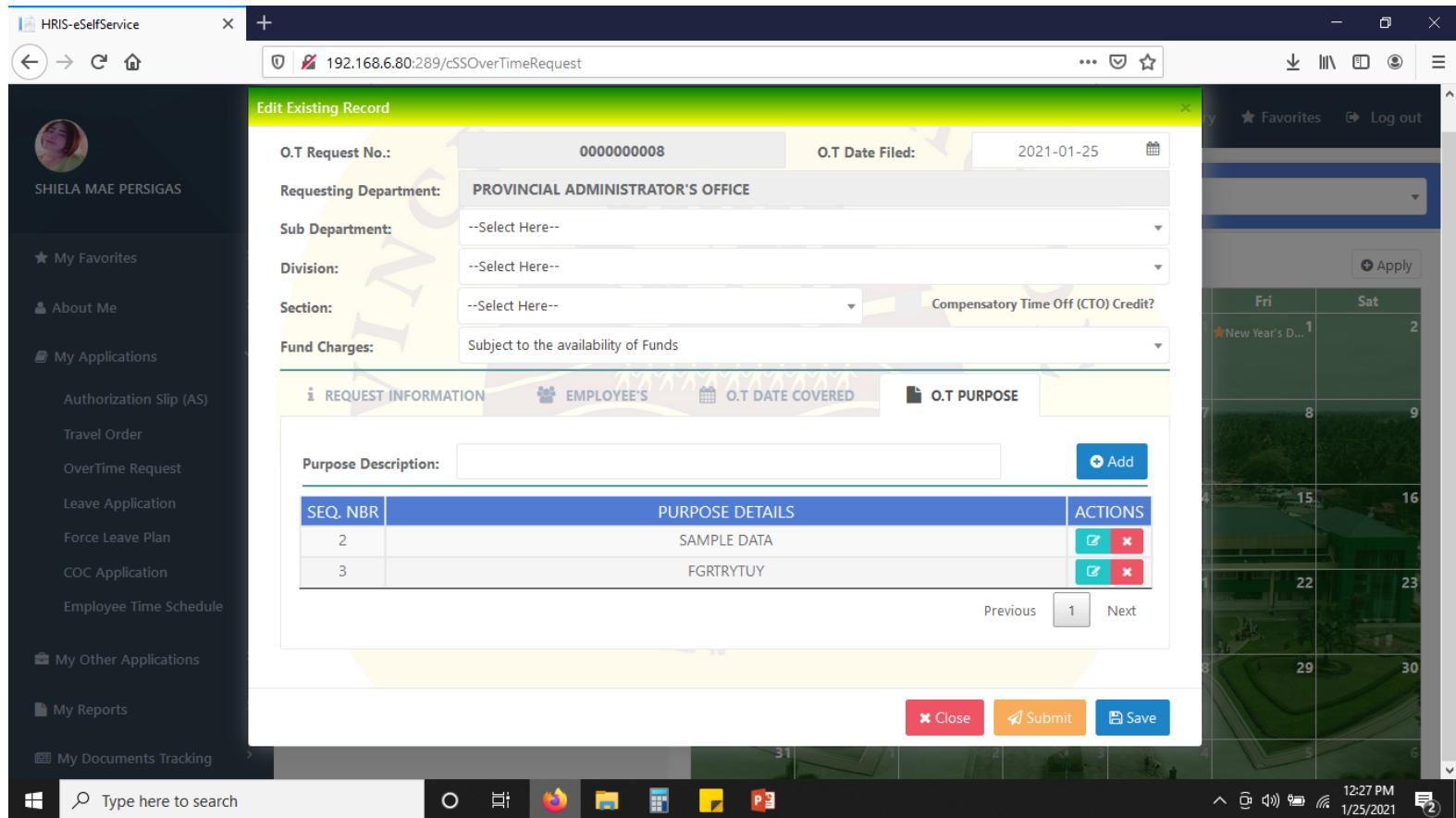
22 23

29 30

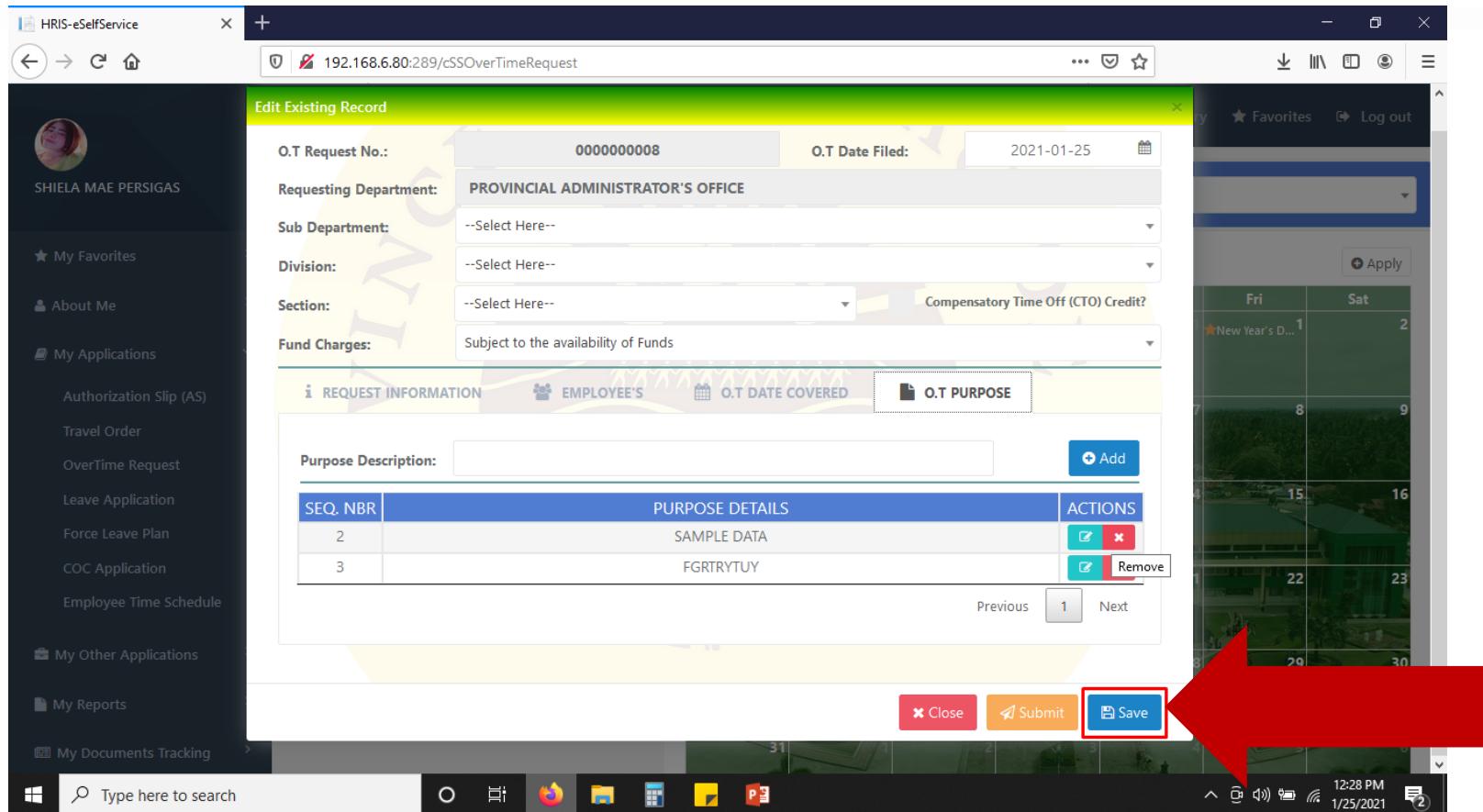
Type here to search

12:03 PM 1/25/2021 2

Step 19: Click **add** button for you to add new O.T purpose, repeat **step 16, 17 and 10** to continue.



Step 20: Click save button if you want to save information.



Step 21: Repeat step 8 to continue to exit and go back on main page.

The screenshot shows a web browser window for the HRIS-eSelfService application at the URL 192.168.6.80:289/cSSOverTimeRequest. The user profile is SHIELA MAE PERSIGAS. The main content area displays an "OverTime Request" section with two items listed:

- 2021-01-25 | TEST DATA
New By: 8447
- 2021-01-25 | retrwyey5y
Submitted By: 8447

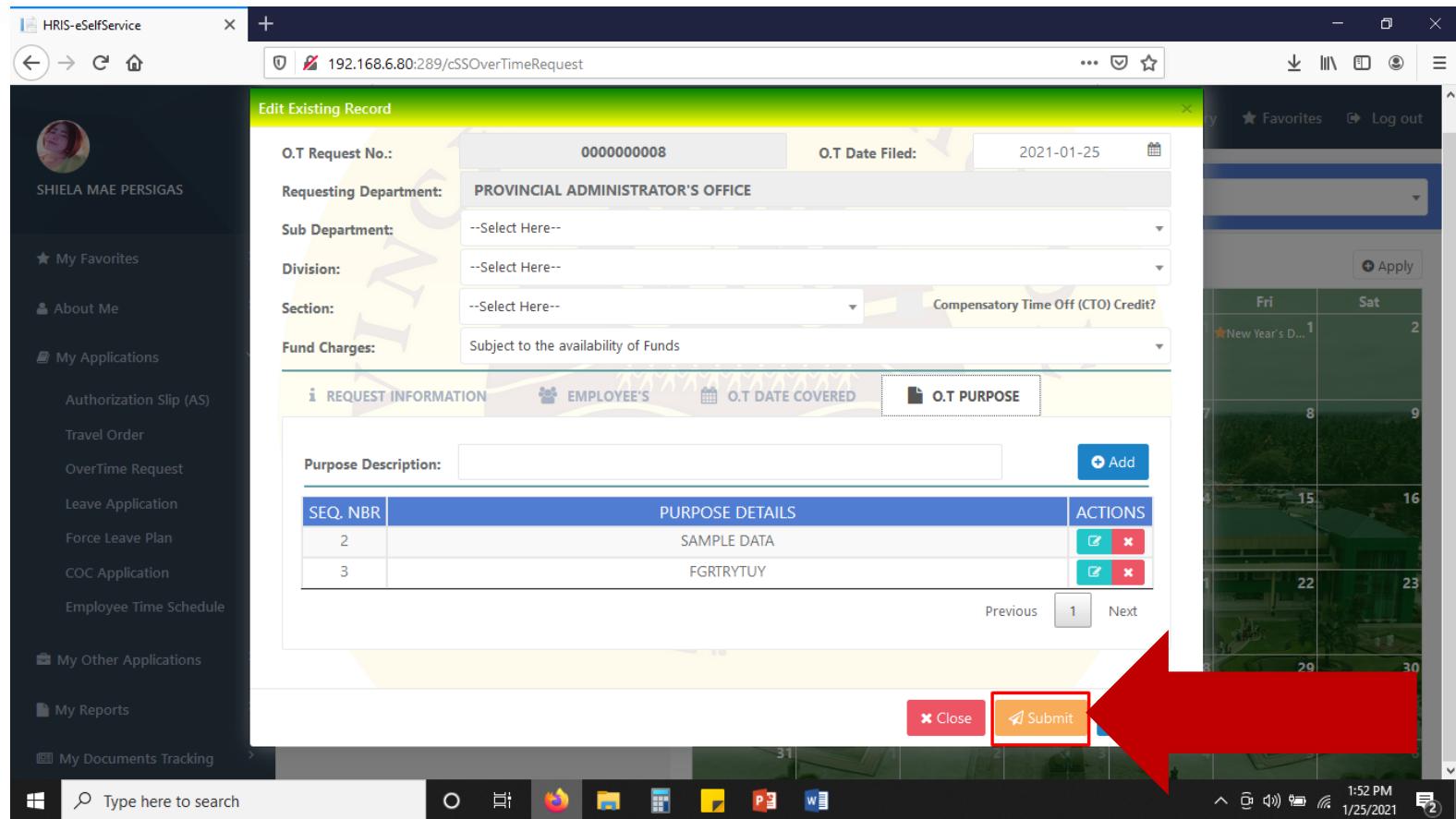
Below this is a calendar for January 2021, showing the days from 27 to 31. The 25th is highlighted in pink, indicating it is the current date. The 31st is marked with a yellow star and labeled "New Year's ...". The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray indicating the date as 1/25/2021 and the time as 10:19 AM.

Note:

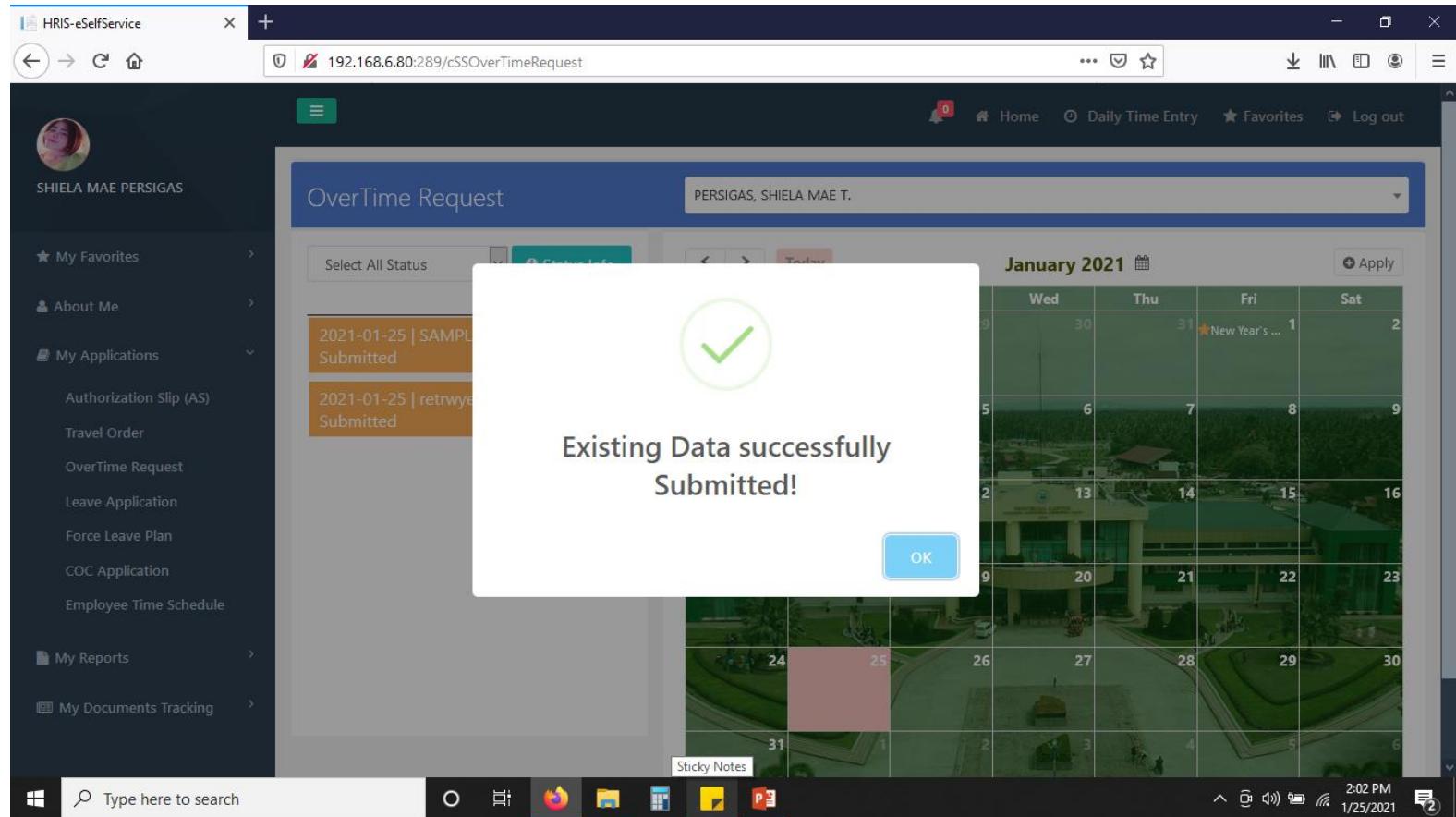
If ever you have not click **save button** and want to submit application to do that you need to click **submit button** to submit information. If you click **submit button** expected that application will be not editable and for viewing purposes only. Unless the reviewer or the approver of the submitted application **cancel pending** the application.

If ever you want to delete application even if you click the submitted application you will not be able to delete record since record is for viewing purposes only. So, either way you can submit the application first or save it if not too sure and edit record if there is something you need to edit.

Step 22: If ever you want to submit instead of saving click **submit button** if you want to submit information.



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



Step 23: Repeat step 8 to continue to exit and go back on main page.

Screenshot of the HRIS-eSelfService application interface showing the OverTime Request screen.

The browser address bar shows the URL: `192.168.6.80:289/cSSOverTimeRequest`.

The sidebar menu includes:

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

The main content area displays the "OverTime Request" page with the following details:

PERSIGAS, SHIELA MAE T.

Select All Status dropdown and **Status Info.** button.

Submitted status entries for January 25, 2021:

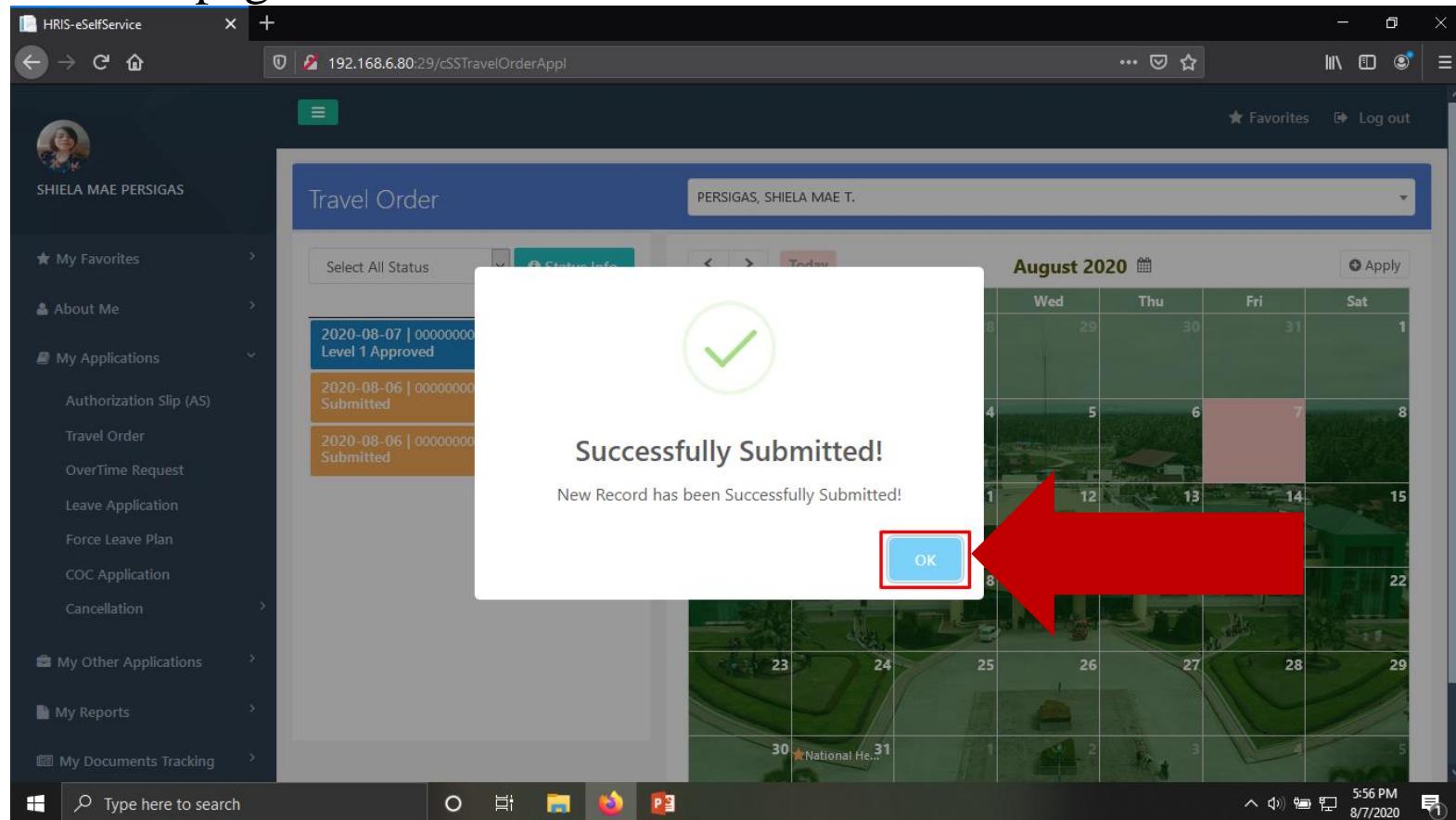
- 2021-01-25 | SAMPLE DATA ONLY Submitted By: 8447
- 2021-01-25 | retrwyey5y Submitted By: 8447

A calendar for January 2021 is displayed, showing the following events:

- 27: (No event)
- 28: (No event)
- 29: (No event)
- 30: (No event)
- 31: (No event)
- 1: New Year's Day
- 2: (No event)
- 3: (No event)
- 4: (No event)
- 5: (No event)
- 6: (No event)
- 7: (No event)
- 8: (No event)
- 9: (No event)
- 10: (No event)
- 11: (No event)
- 12: (No event)
- 13: (No event)
- 14: (No event)
- 15: (No event)
- 16: (No event)
- 17: (No event)
- 18: (No event)
- 19: (No event)
- 20: (No event)
- 21: (No event)
- 22: (No event)
- 23: (No event)
- 24: (No event)
- 25: (No event)
- 26: (No event)
- 27: (No event)
- 28: (No event)
- 29: (No event)
- 30: (No event)
- 31: (No event)
- 1: (No event)
- 2: (No event)
- 3: (No event)
- 4: (No event)
- 5: (No event)
- 6: (No event)

The bottom status bar shows the date: **JANUARY TRANSMITTAL 2021**, time: **2:04 PM**, and date: **1/25/2021**.

Note: A pop-up confirmation window will appear that new record has been successfully submitted! click **ok button** to exit and go back on main page.



HRIS-eSelfService

192.168.6.80:29/cSTravelOrderApp

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
- Cancellation

My Other Applications

My Reports

My Documents Tracking

Travel Order

PERSIGAS, SHIELA MAE T.

Select All Status Status Info.

2020-08-07 000000003	Level 1 Approved	By: #8447
2020-08-06 000000001	Submitted	By: #8447
2020-08-06 000000002	Submitted	By: #8447

August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	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	Ninoy Aquin...	22
23	24	25	26	27	28	29
30	National He...	1	2	3	4	5

Type here to search

5:57 PM
8/7/2020

Note:

In viewing applied overtime request 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 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 overtime request will not be able to view application but to edit and delete application in fact only visible drop-down buttons are **edit** and **delete**.

How to view
applied overtime
request
application?

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

The screenshot shows a web browser window for 'HRIS-eSelfService' at the URL '192.168.6.80:289/cSSOverTimeRequest'. The user profile 'SHIELA MAE PERSIGAS' is displayed on the left. A red arrow points from the left sidebar to the list of applications on the right. Two specific applications are highlighted with boxes: one in green ('New') and one in orange ('Submitted'). The orange application is selected, showing its details: '2021-01-25 | retrwyey5y' and 'Submitted By: 8447'. To the right of the application list is a calendar for January 2021, featuring a photograph of a building complex as the background. The calendar highlights the 25th of January in pink.

OverTime Request

PERSIGAS, SHIELA MAE T.

Select All Status Status Info.

2021-01-25 | TEST DATA
New By: 8447

2021-01-25 | retrwyey5y
Submitted By: 8447

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

9:24 AM 1/25/2021

HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

Home Daily Time Entry Favorites Log out

SHIELA MAE PERSIGAS

OverTime Request

PERSIGAS, SHIELA MAE T.

Select All Status Status Info.

2021-01-25 | TEST DATA
New By: 8447

2021-01-25 | retrwyey5y
Submitted By: 8447

View Print OT Request

January 2021

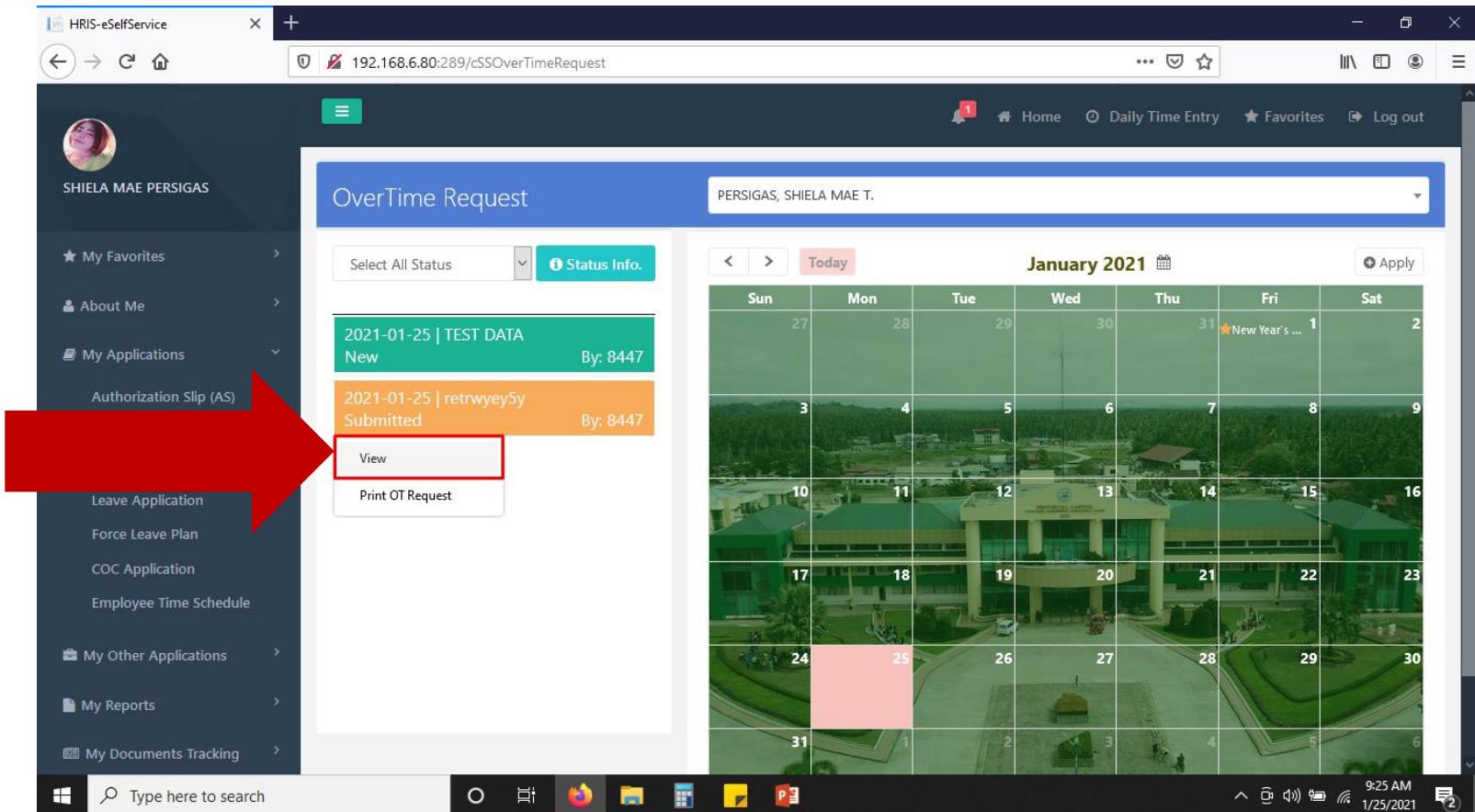
Sun Mon Tue Wed Thu Fri Sat

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

Type here to search

9:26 AM 1/25/2021

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



HRIS-eSelfService

192.168.6.80:289/cSOvertimeRequest

OT Request Details

O.T Request No.: 0000000009 O.T Date Filed: 2021-01-25

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Sub Department: --Select Here--

Division: --Select Here--

Section: --Select Here-- Compensatory Time Off (CTO) Credit?

Fund Charges: Subject to the availability of Funds

REQUEST INFORMATION

For: UY, JAYVEE TYRON L. Thru: ALLONES, VIRGINIA S.

From: Select employee name... Year: 2021 Month: January

Overtime Request cover the following:

<input checked="" type="checkbox"/> Weekdays	Start Time: 08:00	AM/PM: PM	End Time: 05:00	AM/PM: PM
<input checked="" type="checkbox"/> Weekend	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: PM
<input checked="" type="checkbox"/> Holidays	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: PM
<input checked="" type="checkbox"/> Day Off	Start Time: 08:00	AM/PM: AM	End Time: 05:00	AM/PM: PM

Subject: retrwyey5y Justification:

Fri Sat
1 New Year's D... 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

Type here to search

9:27 AM 1/25/2021

Step 3: If you want to view employee's tab information, click the tab to continue.

The screenshot shows the HRIS-eSelfService application interface. On the left is a sidebar with user profile information (Shiela Mae Persigas) and a list of applications: 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 window displays an 'Overtime Request' form. At the top, there are dropdowns for Division ('--Select Here--'), Section ('--Select Here--'), and Fund Charges ('Subject to the availability of Funds'). Below these are four tabs: REQUEST INFORMATION, EMPLOYEE'S (which is highlighted with a red box), O.T DATE COVERED, and O.T PURPOSE. The REQUEST INFORMATION tab contains fields for 'For:' (UY, JAYVEE TYRON L.), 'Thru:' (ALLONES, VIRGINIA S.), 'From:' (Select employee name...), 'Year:' (2021), 'Month:' (January), and a section titled 'Overtime Request cover the following:' with checkboxes for Weekdays, Weekend, Holidays, and Day Off, each with start and end time and AM/PM selection. There are also fields for 'Subject:' (retrwyyey5y) and 'Justification:', and a 'Remarks:' area. A red 'Close' button is at the bottom right of the form. To the right of the form is a calendar for January 2021, showing days from 1 to 31. The status bar at the bottom shows the date (1/25/2021), time (9:27 AM), and a notification icon.

HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

Requesting Department: PROVISIONAL ADMINISTRATOR'S OFFICE

Sub Department: --Select Here--

Division: --Select Here--

Section: --Select Here--

Fund Charges: Subject to the availability of Funds

Compensatory Time Off (CTO) Credit?

REQUEST INFORMATION

EMPLOYEE'S O.T DATE COVERED O.T PURPOSE

Employee's Name: --Select Here--

Position:

ID NBR	EMPLOYEE NAME	POSITION	ACTIONS
2460	ALABA, JEFRIE A.	Community Affairs Assistant I	

Previous 1 Next

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

Type here to search

9:28 AM 1/25/2021

Fri Sat

New Year's D... 1 2

8 9

15 16

22 23

29 30

31

Step 4: If ever you want to continue and view O.T date covered tab information, click the tab to continue.

The screenshot shows a web-based application titled "HRIS-eSelfService" at the URL "192.168.6.80:289/cSSOverTimeRequest". The left sidebar contains a user profile for "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", "Employee Time Schedule", "My Other Applications", and "My Reports". The main content area has sections for "REQUEST INFORMATION", "EMPLOYEE'S", "O.T DATE COVERED" (which is highlighted with a red box), and "O.T PURPOSE". Under "REQUEST INFORMATION", there are fields for "Employee's Name" (dropdown) and "Position" (dropdown). Below these is a table with columns "ID NBR", "EMPLOYEE NAME", "POSITION", and "ACTIONS". One row is shown: ID NBR 2460, Employee Name ALABA, JEFRIE A., Position Community Affairs Assistant I, and Actions (button). To the right of the table is a calendar showing the month of January with "New Year's Day" marked on Friday, January 1st. The bottom of the screen shows the Windows taskbar with the search bar "Type here to search" and various pinned icons.

HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

requesting Department: PROVISIONAL ADMINISTRATIVE OFFICE

Sub Department: --Select Here--

Division: --Select Here--

Section: --Select Here--

Fund Charges: Subject to the availability of Funds

Compensatory Time Off (CTO) Credit?

REQUEST INFORMATION EMPLOYEE'S O.T DATE COVERED O.T PURPOSE

Date From: To Start Time: AM/PM: AM

End Time: AM/PM: PM

DATE FROM	DATE TO	START TIME	END TIME	ACTIONS
2021-01-17	2021-01-18	08:00AM	05:00AM	<input checked="" type="checkbox"/> <input type="button" value="X"/>

Previous 1 Next

New Year's D...

1 2

8 9

15 16

22 23

29 30

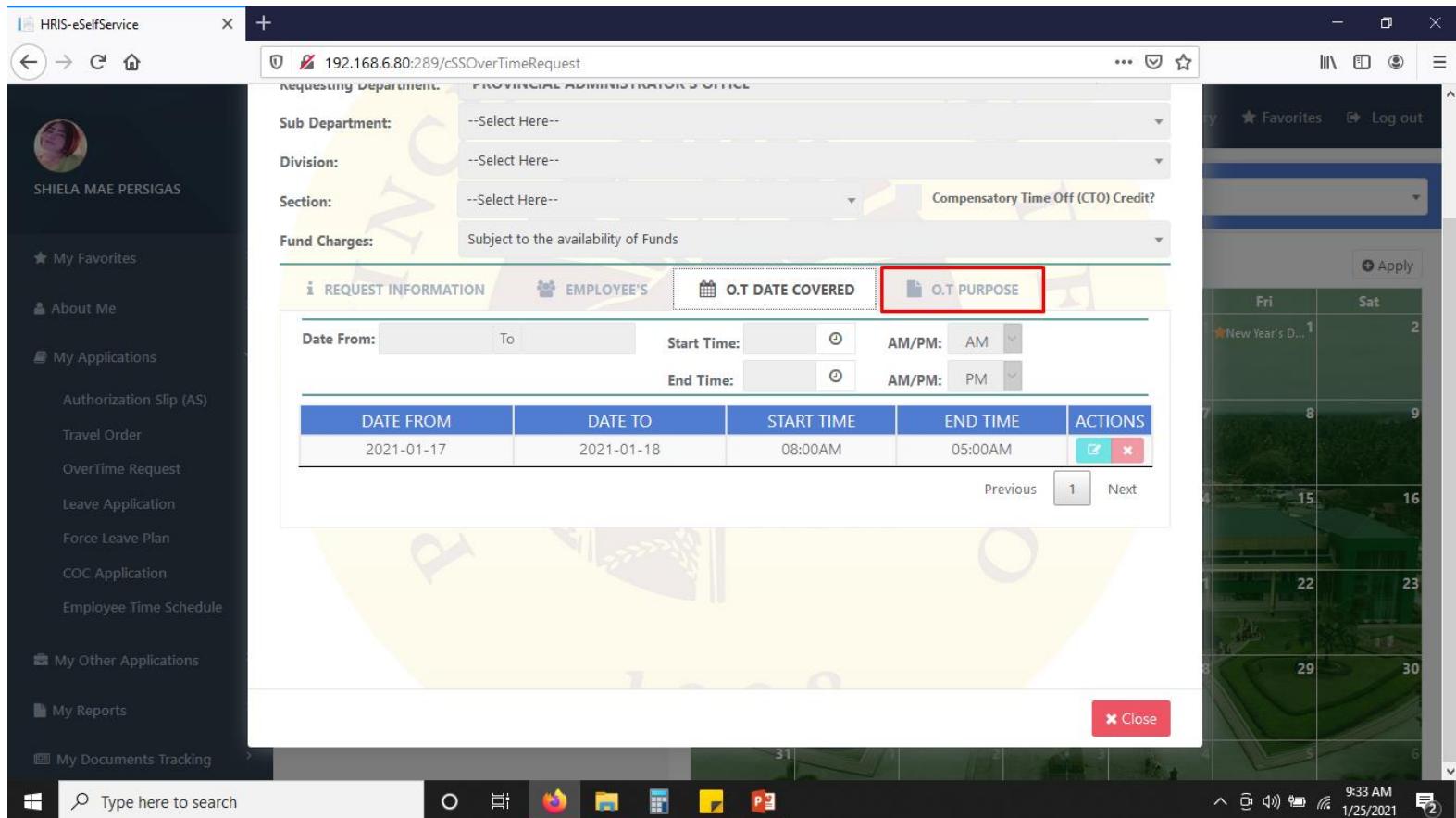
31

Close

Type here to search

9:29 AM
1/25/2021
2

Step 5: If ever you want to continue and view O.T purpose tab information, click the tab to continue.



HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

OT Request Details

O.T Request No.: 0000000009 O.T Date Filed: 2021-01-25

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Sub Department: --Select Here--

Division: --Select Here--

Section: --Select Here-- Compensatory Time Off (CTO) Credit?

Fund Charges: Subject to the availability of Funds

REQUEST INFORMATION EMPLOYEE'S O.T DATE COVERED O.T PURPOSE

Purpose Description:

SEQ. NBR	PURPOSE DETAILS	ACTIONS
1	wetewqet	

Previous 1 Next

Close

My Favorites Log out

SHIELA MAE PERSIGAS

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

Type here to search

9:35 AM 1/25/2021

Fri Sat

New Year's D... 1 2

8 9

15 16

22 23

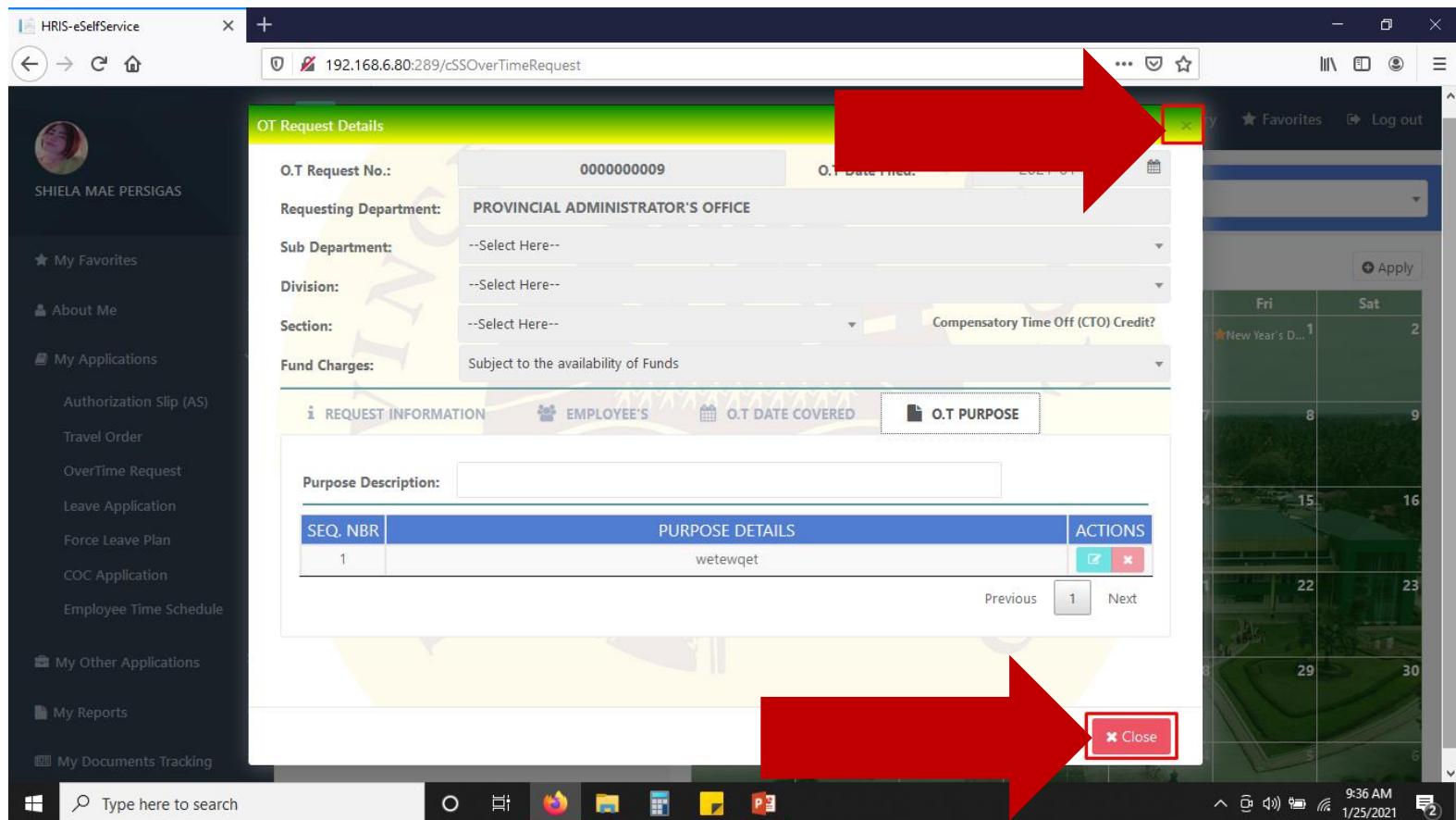
29 30

5 6

Note:

Since overtime request 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 every tab of these application are disabled meaning you are not allowed to **edit**, **update**, **save**, **delete** and even **submit** application.

Step 6: If you wish to continue and want to close the page, click **close button** or **close icon** for you to exit and go back on main page.



HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

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

OverTime Request

PERSIGAS, SHIELA MAE T.

Select All Status Status Info.

2021-01-25 | TEST DATA
New By: 8447

2021-01-25 | retrwyey5y
Submitted By: 8447

January 2021

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

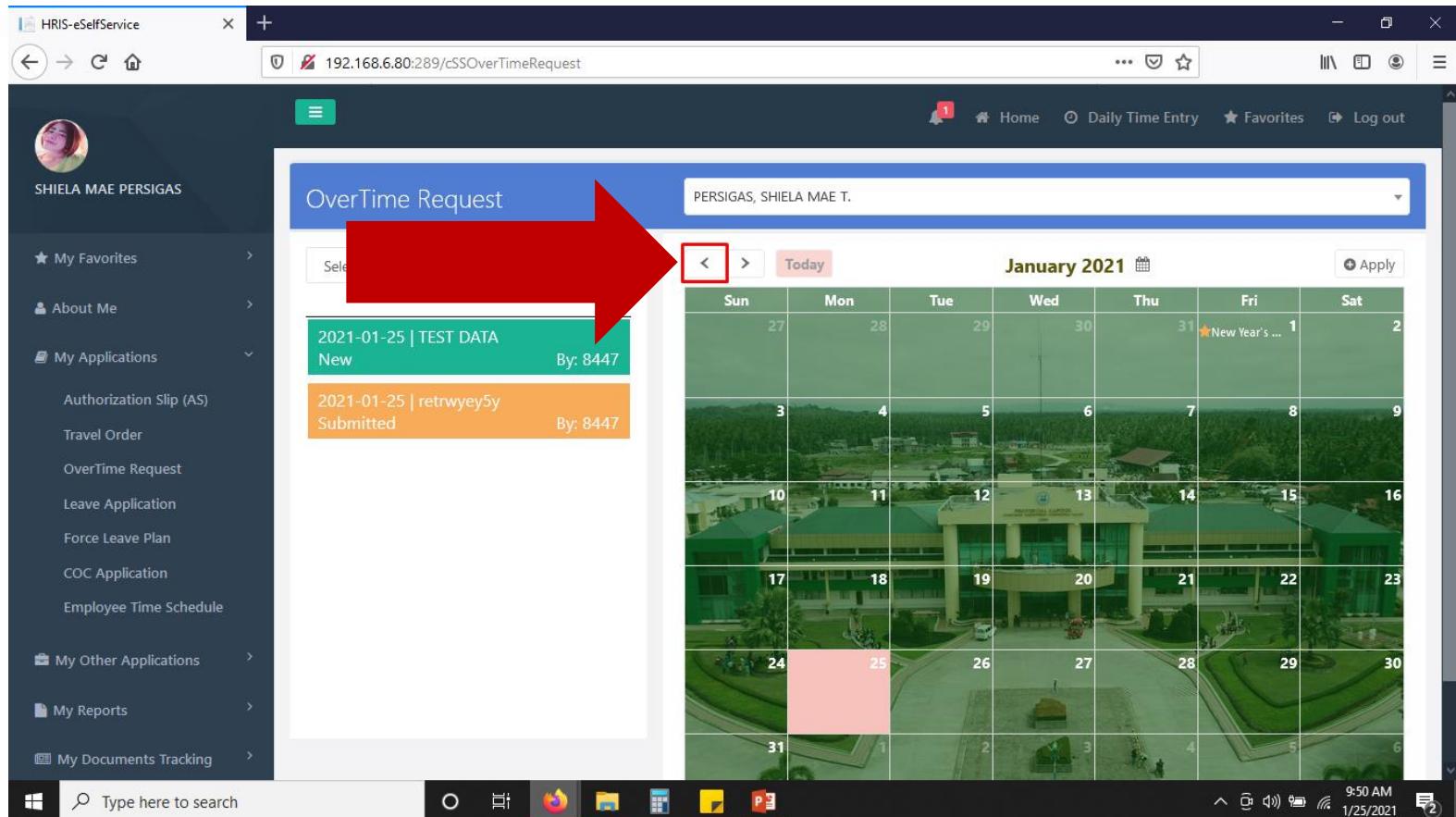
Type here to search

9:38 AM 1/25/2021

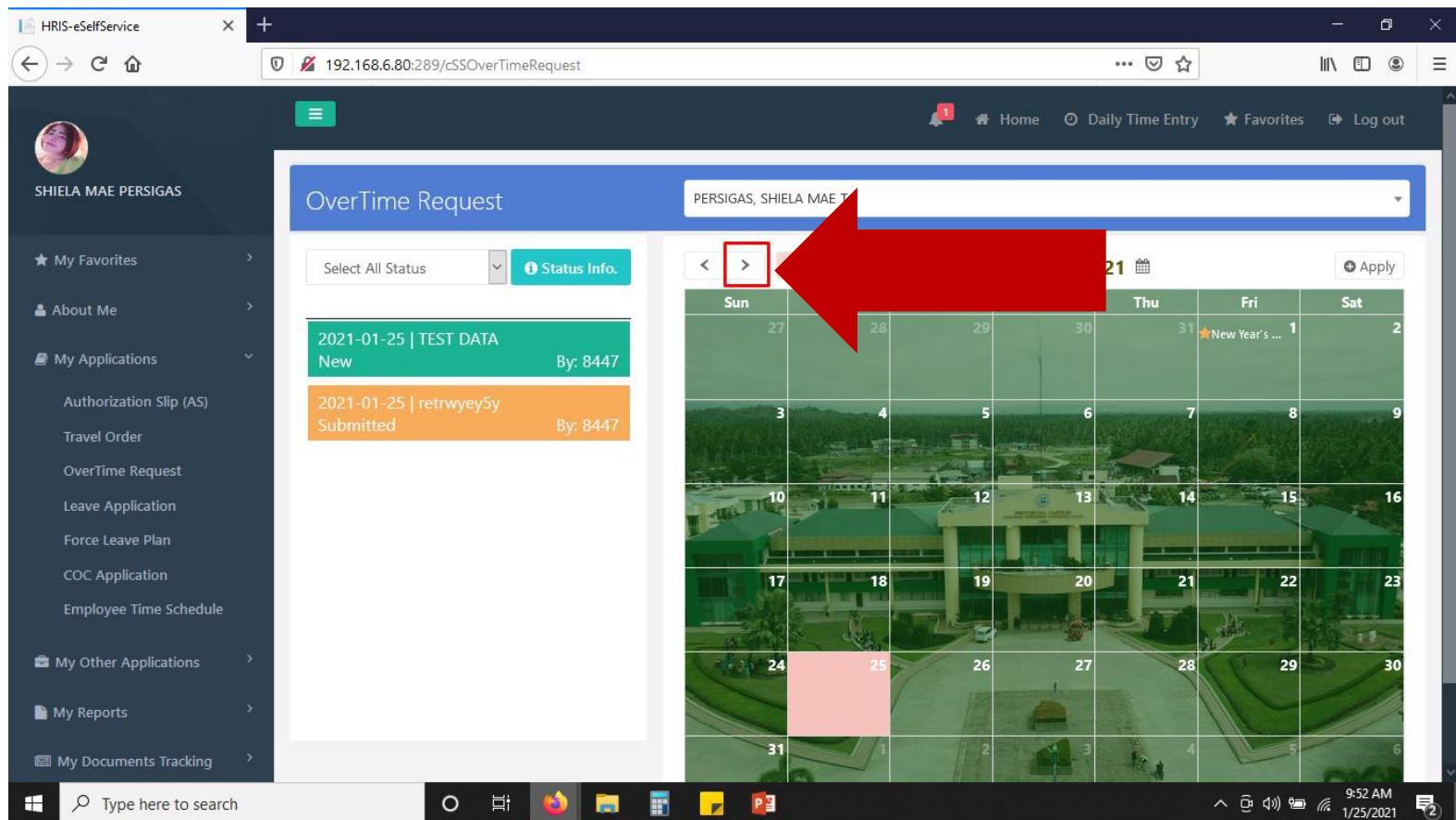
Note:

If you want to view other applied overtime request application on main page 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 button will help you navigate to what precise month and year or to simply locate specific overtime request record.

Previous Month Button



Next Month Button



Today Button

The screenshot shows the HRIS-eSelfService application interface. On the left is a sidebar with user profile information (SHIELA MAE PERSIGAS) and various application links. The main content area is titled "OverTime Request". It displays two items: "2021-01-25 | TEST DATA" (New, By: 8447) and "2021-01-25 | retrwyey5y" (Submitted, By: 8447). To the right is a calendar for January 2021. A large red arrow points to the "Today" button in the top right corner of the calendar header. The calendar shows the month with dates from 27 to 31, plus the new year's day on January 1st.

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

OverTime Request

2021-01-25 | TEST DATA
New By: 8447

2021-01-25 | retrwyey5y
Submitted By: 8447

January 2021

Today

PERSIGAS, SHIELA MAE T.

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

Type here to search

9:53 AM
1/25/2021

Calendar Month/Year

HRIS-eSelfService +

192.168.6.80:289/cSOSOverTimeRequest

Home Daily Time Entry Favorites Log out

SHEILA 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

OverTime Request PERSIGAS, SHEILA MAE T.

Select All Status Status Info.

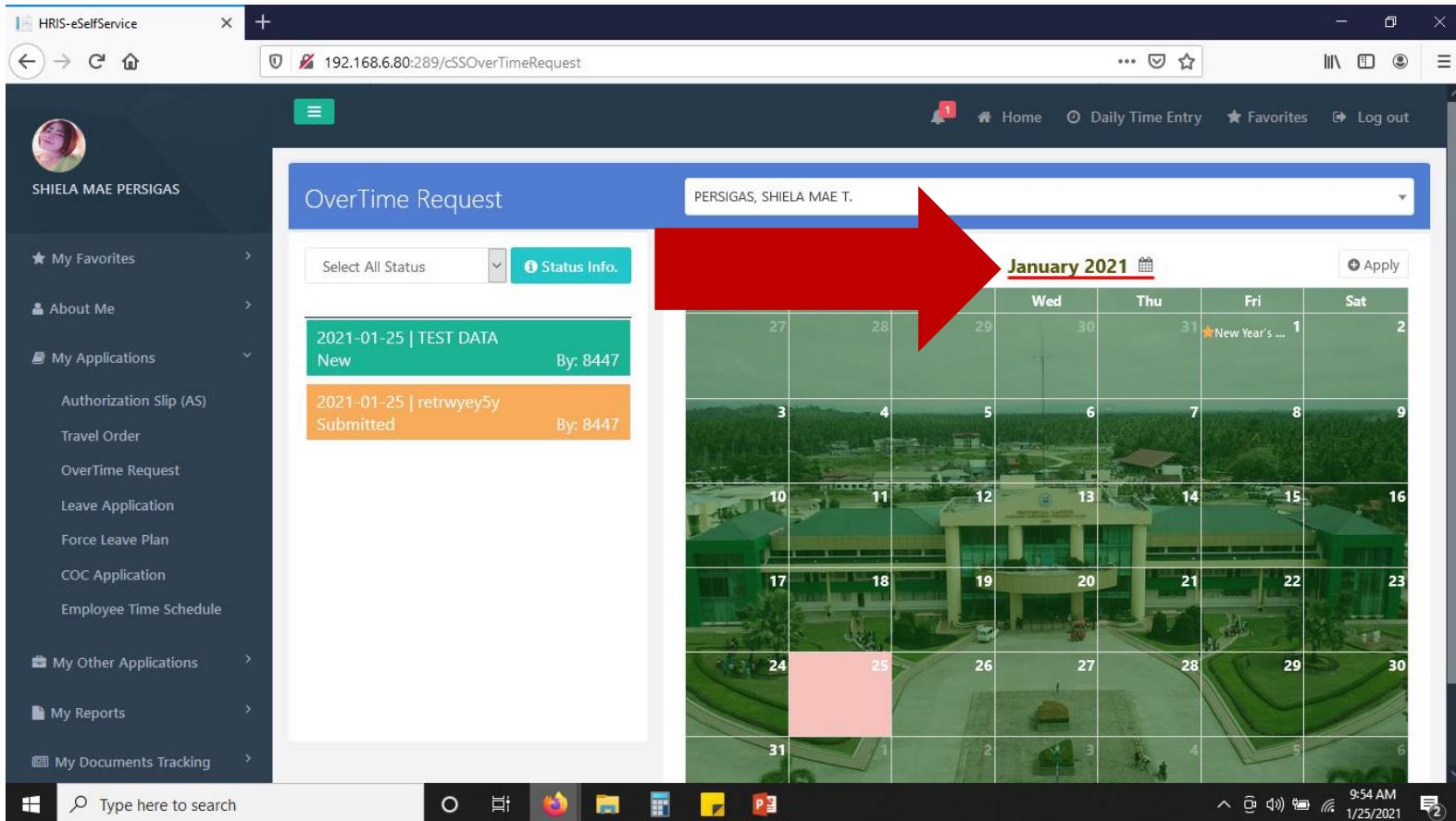
2021-01-25 | TEST DATA New By: 8447
2021-01-25 | retrwyey5y Submitted By: 8447

January 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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

Windows Type here to search

9:54 AM 1/25/2021



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 **1999** year to go back in **month picker**.

HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

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

OverTime Request

PERSIGAS, SHIELA MAE T.

Select All Status Status Info.

2021-01-25 | TEST DATA
New By: 8447

2021-01-25 | retrwyey5y
Submitted By: 8447

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

2021

Jan Feb Mar Apr

May Jun Jul Aug

Sep Oct Nov Dec

Type here to search

9:55 AM 1/25/2021

HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

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

OverTime Request

PERSIGAS, SHIELA MAE T.

Select All Status Status Info.

2021-01-25 | TEST DATA
New By: 8447

2021-01-25 | retrwyey5y
Submitted By: 8447

January 2021

Sun Mon Tue Wed Thu Fri Sat

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

9:56 AM 1/25/2021

HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

Home Daily Time Entry Favorites Log out

SHIELA MAE PERSIGAS

OverTime Request

PERSIGAS, SHIELA MAE T.

Select All Status Status Info.

No data available in table

August 2020

Sun Mon Tue Wed Thu Fri Sat

26 27 28 29
1 2 3 4 5
9 10 11 12
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31 1 2 3 4 5

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

Type here to search

9:59 AM 1/25/2021

Calendar Icon

The screenshot shows a web browser window for the HRIS-eSelfService application at the URL 192.168.6.80:289/cSSOverTimeRequest. The user profile is SHIELA MAE PERSIGAS.

The main content area displays an "OverTime Request" form. It includes a dropdown menu for "Select All Status" and a "Status Info." button. A message states "No data available in table".

To the right is a calendar for August 2020. The days of the week are labeled: Sun, Mon, Tue, Wed, Thu. The dates range from 26 to 31. A red arrow points to the calendar icon (a small calendar icon) located next to the month name "August 2020".

The bottom of the screen shows the Windows taskbar with various pinned icons and system status indicators.

Note:

If ever you want to view other employee overtime date covered that you have applied a overtime request you can select a drop-down list of employee name to view overtime application before clicking the following buttons/icon: **previous month button**, **next month button**, **today button**, **calendar month/year** and **calendar icon**. Either way you can type employee name or last name or select a drop-down list of employee name.

Take note the one who created or have requested the overtime request or the account use to log-in the page and applied a overtime request will be able to add, edit, delete and even view overtime request transaction of an employee under the same department. Since, the one who will apply a overtime request can only add employee within the same department and will not be able to add employee from the other department under the same overtime request application.

HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

PERSIGAS, SHIELA MAE T.

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

2021-01-25 | TEST DATA
New By: 8447

2021-01-25 | retrwyey5y
Submitted By: 8447

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

Type here to search

10:06 AM 1/25/2021

A large red arrow is positioned over the search bar, highlighting the search function. The search bar displays the name 'PERSIGAS, SHIELA MAE T.'.

HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

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

OverTime Request

Select All Status Status Info.

2021-01-25 | TEST DATA New By: 8447

2021-01-25 | retrwyey5y Submitted By: 8447

PERSIGAS, SHIELA MAE T.
ALE [redacted]
ALE, LORRAINE I.
ARCALES, CHARLESTON L.
BIALEN, JOSEPH M.
BIARE, ALEXIS A.
CORRALES, CESAR D.
GONZALES, DANTE C.
GONZALES, KENIT VINCENT R.

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

Type here to search

10:07 AM 1/25/2021

How to print
applied O.T
request?

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

The screenshot shows the HRIS-eSelfService application interface. On the left, a sidebar menu is open, with a red arrow pointing to the 'My Applications' section. Under 'My Applications', the 'OverTime Request' option is selected. The main content area displays a list of overtime requests. The first request, dated 2021-01-25 with status 'New' and ID 8447, is listed under 'TEST DATA'. The second request, dated 2021-01-25 with status 'Submitted' and ID 8447, is listed under 'retrwyey5y'. This second request is highlighted with a red box. To the right of the requests is a calendar for January 2021, showing the days of the month with some events marked. The application is running on a Windows operating system, as indicated by the taskbar at the bottom.

HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

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

OverTime Request

PERSIGAS, SHIELA MAE T.

Select All Status Status Info.

2021-01-25 | TEST DATA
New By: 8447

2021-01-25 | retrwyey5y
Submitted By: 8447

View Print OT Request

January 2021

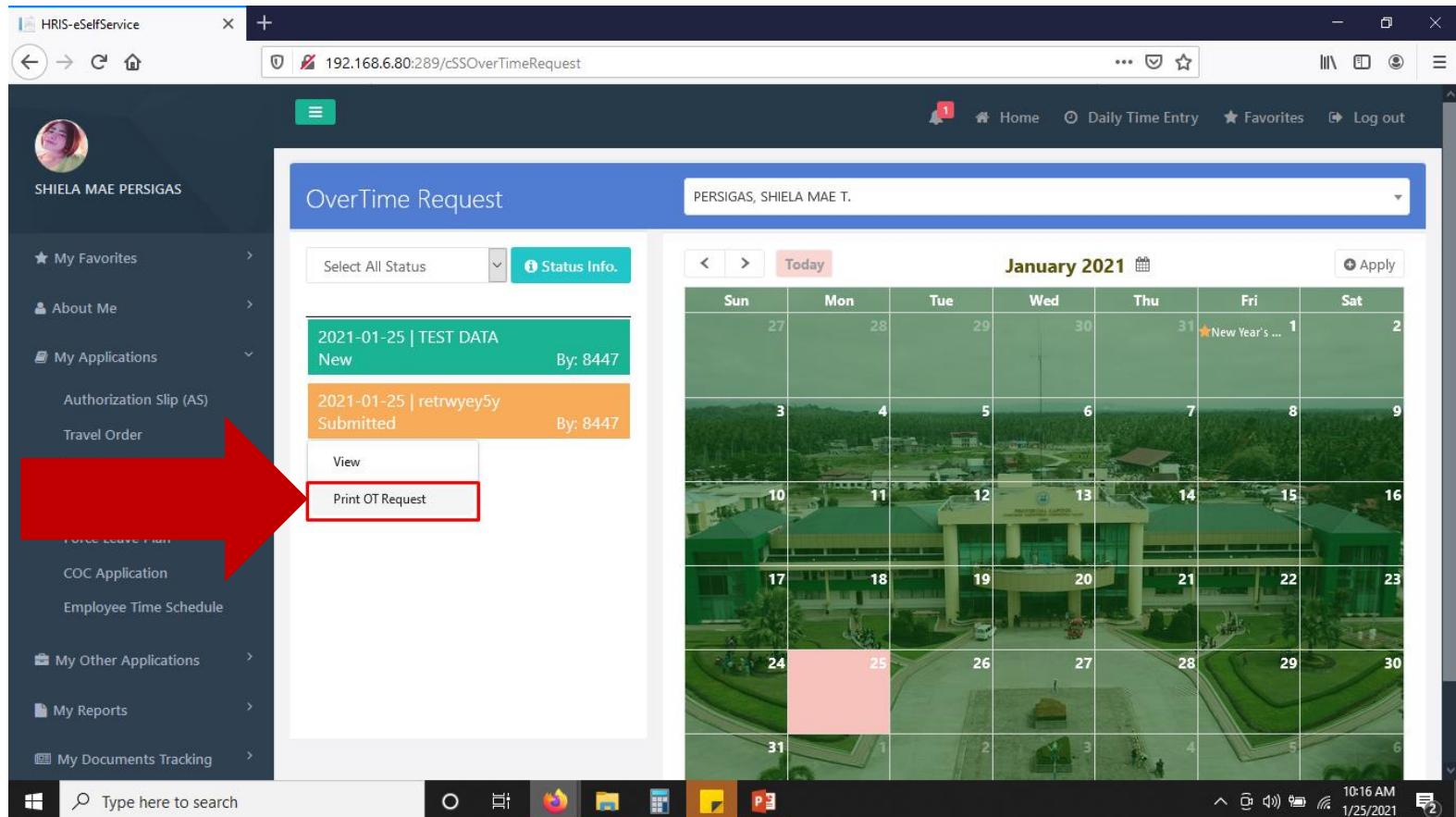
Sun Mon Tue Wed Thu Fri Sat

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

Type here to search

10:15 AM 1/25/2021

Step 2: Click print OT request drop-down button for you to print application information.



HRIS-eSelfService

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

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 >

192.168.6.80

Type here to search

Home Daily Time Entry Favorites Log out Back

10:17 AM 1/25/2021

HRIS-eSelfService

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

Home Daily Time Entry Favorites Log out Back

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

Find... 1 of 1 50%

January 25, 2021

FOR : HON. JAYVEE TYRON L. UY , MPA Governor

FROM :

SUBJECT : rehwyeys5y

Purpose of Overtime:

1. overtime

Date of Overtime:

JANUARY 17-18, 2021	Time: 08:00 AM - 05:00 PM Weekdays
JANUARY WEEKENDS, 2021	Time: 05:00 PM - 05:00 PM
JANUARY WEEKEND, 2021	Time: 08:00 AM - 05:00 PM
JANUARY DAY OFF, 2021	Time: 08:00 AM - 05:00 PM
JANUARY HOLIDAY, 2021	Time: 08:00 AM - 05:00 PM

Name of Employee who will render overtime:

1. ALABA, JEFRIE A. 2460 Community Affairs Assistant

Source of Funds:

Requested By: Recommending Approval:

MS. VIRGINIA S. ALLONES
Provincial Administrator

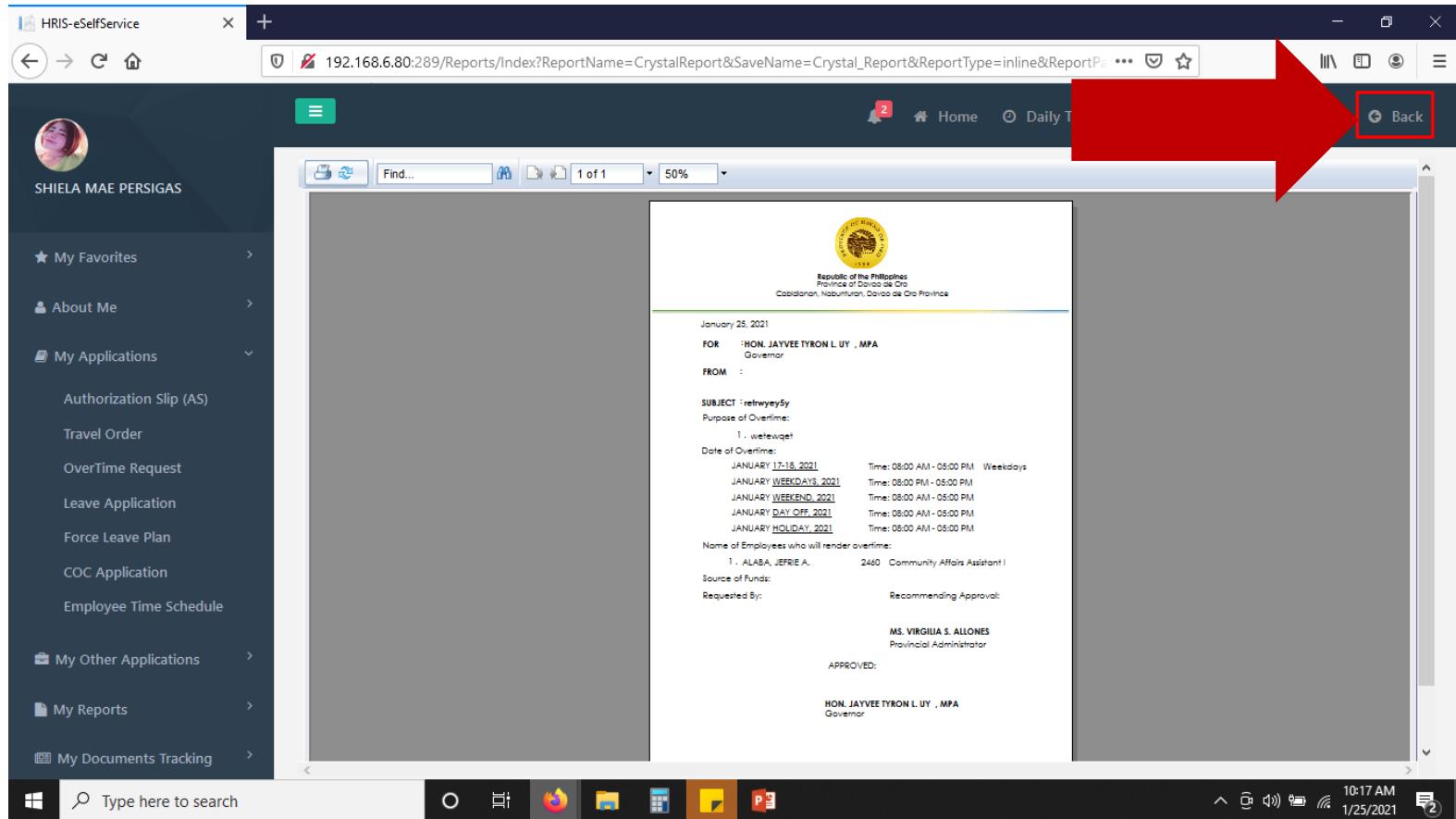
APPROVED:

HON. JAYVEE TYRON L. UY , MPA Governor

Type here to search

10:17 AM 1/25/2021

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



HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

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 >

Read 192.168.6.80

OverTime Request

--Select Here--

Select All Status

Status Info.

LOADING

Type here to search

10:18 AM 1/25/2021

HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

SHEILA 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

OverTime Request

PERSIGAS, SHEILA MAE T.

Select All Status

Status Info.

2021-01-25 | TEST DATA
New By: 8447

2021-01-25 | retrwyey5y
Submitted By: 8447

< > Today January 2021 Apply

Sun Mon Tue Wed Thu Fri Sat

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

Type here to search

10:19 AM 1/25/2021

Note: If ever you already have details in specific cash advance payroll details expected that whenever you click **print OT request button** automatic data will be display in **print preview** and print data.

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

The screenshot shows a Windows desktop with a web browser window open to the HRIS-eSelfService application at 192.168.6.80:289/Reports/Index?ReportName=CrystalReport&SaveName=Crystal_Report&ReportType=inline&ReportP.... The browser title bar says "HRIS-eSelfService".

The application interface includes a sidebar with the user's profile picture and name "SHIELA MAE PERSIGAS". The sidebar menu includes:

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

The main content area displays a Crystal Report for an overtime request. The report header features the seal of the Province of Davao de Oro and the text "January 25, 2021". The report details the following information:

FOR: HON. JAYVEE TYRON L. UY, MPA
Governor

FROM: [redacted]

SUBJECT: relwheyey5

Purpose of Overtime:
1. overtime

Date of Overtime:

Date	Time	Days
JANUARY 17-18, 2021	08:00 AM - 05:00 PM	Weekdays
JANUARY WEEKENDS, 2021	08:00 PM - 05:00 PM	
JANUARY WEEKEND, 2021	05:00 AM - 05:00 PM	
JANUARY DAY OFF, 2021	08:00 AM - 05:00 PM	
JANUARY HOLIDAY, 2021	08:00 AM - 05:00 PM	

Name of Employees who will render overtime:
1. ALABA, JERIE A. 2460 Community Affairs Assistant I

Source of Funds: [redacted]

Requested By: [redacted] **Recommending Approval:** [redacted]

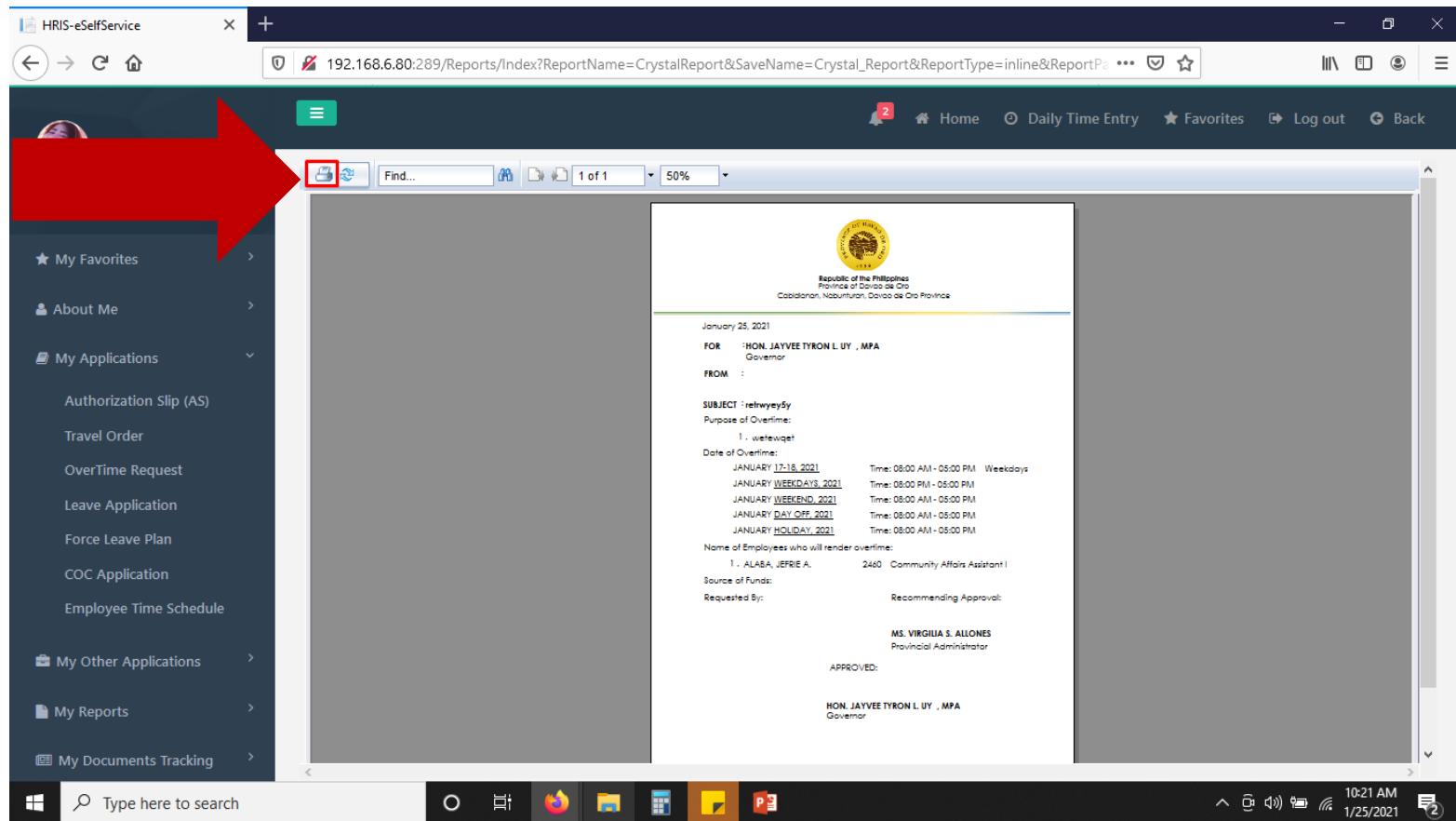
MS. VIRGINIA S. ALLONES
Provincial Administrator

APPROVED:

HON. JAYVEE TYRON L. UY, MPA
Governor

The taskbar at the bottom shows the Windows Start button, a search bar with "Type here to search", and icons for File Explorer, Firefox, and Microsoft Office applications. The system tray shows the date and time as "10:17 AM 1/25/2021".

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



HRIS-eSelfService

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

Home Daily Time Entry Favorites Log out Back

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

Print to PDF

Page Range: All Pages Select Pages From: To:

Print to PDF: Export

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)

Type here to search

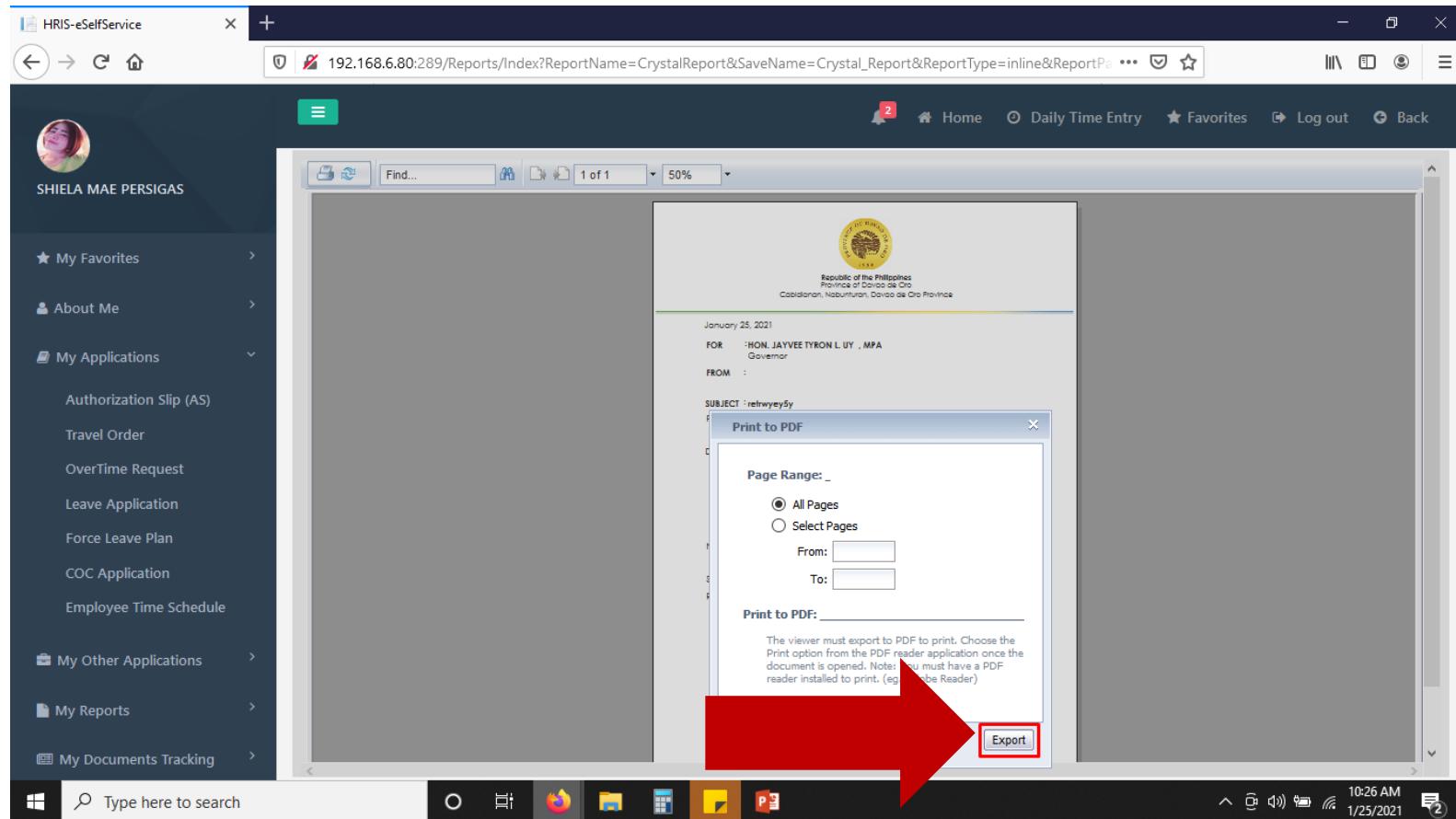
10:21 AM 1/25/2021

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.

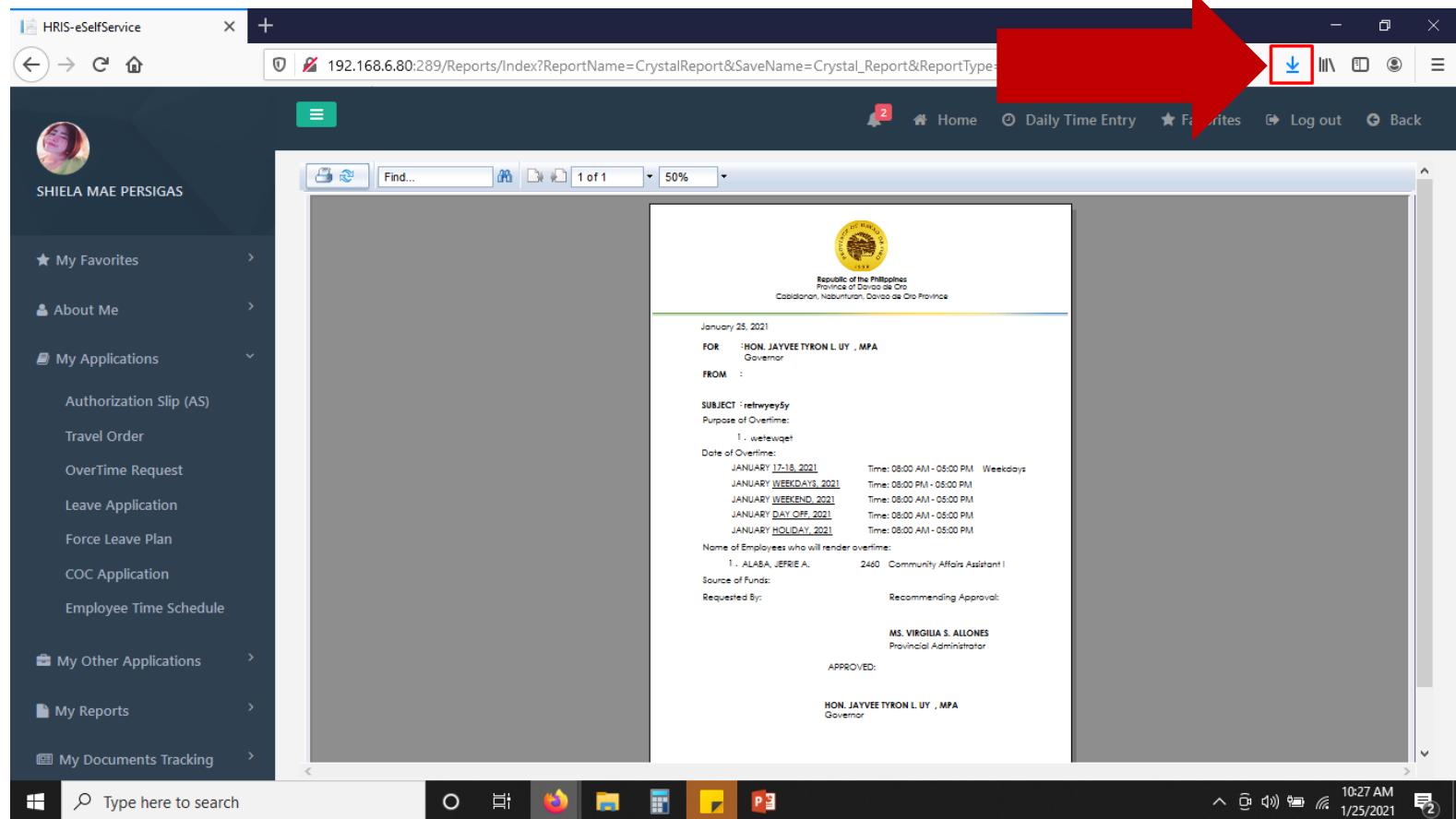
Step 6: Click **export button** in order to print and download the selected file.



Note:

If you click **export button** expected record will automatically download and the downloaded file format is in pdf. 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-eSelfService

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

crvPrint(62).pdf
Completed — 48.1 KB

Logout Back

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

Find... 1 of 1 50%

Show All Downloads

January 25, 2021

FOR : HON. JAYVEE TYRON L. UY , MPA
Governor

FROM :

SUBJECT : rehwye5y5

Purpose of Overtime:

- 1. overtime

Date of Overtime:

JANUARY 17-18, 2021	Time: 08:00 AM - 05:00 PM	Weekdays
JANUARY WEEKENDS, 2021	Time: 05:00 PM - 05:00 PM	
JANUARY WEEKEND, 2021	Time: 05:00 AM - 05:00 PM	
JANUARY DAY OFF, 2021	Time: 05:00 AM - 05:00 PM	
JANUARY HOLIDAY, 2021	Time: 05:00 AM - 05:00 PM	

Name of Employee who will render overtime:

- 1. ALABA, JEFRIE A. 2460 Community Affairs Assistant I

Source of Funds:

Requested By: Recommending Approval:

MS. VIRGINIA S. ALLONES
Provincial Administrator

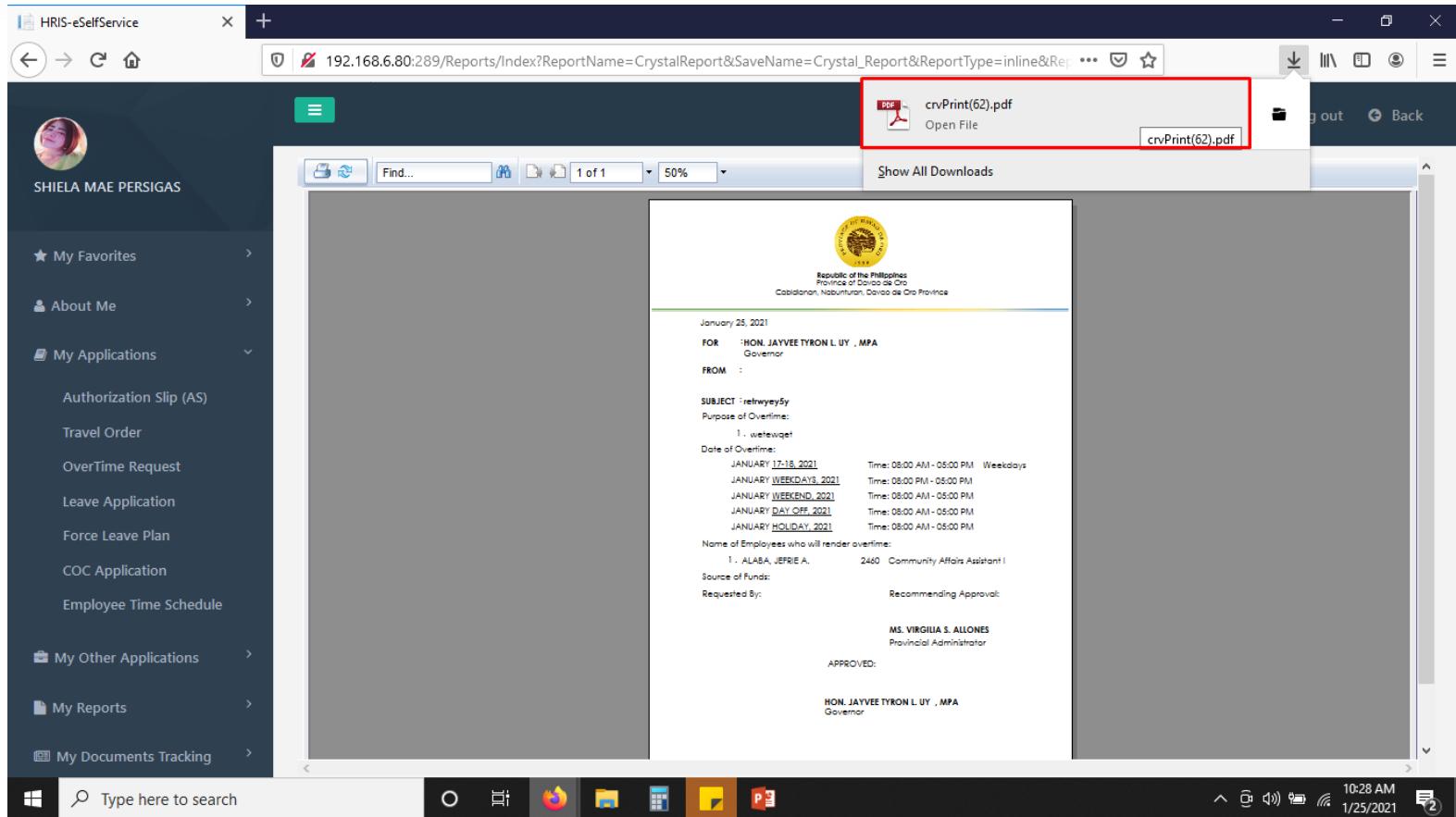
APPROVED:

HON. JAYVEE TYRON L. UY , MPA
Governor

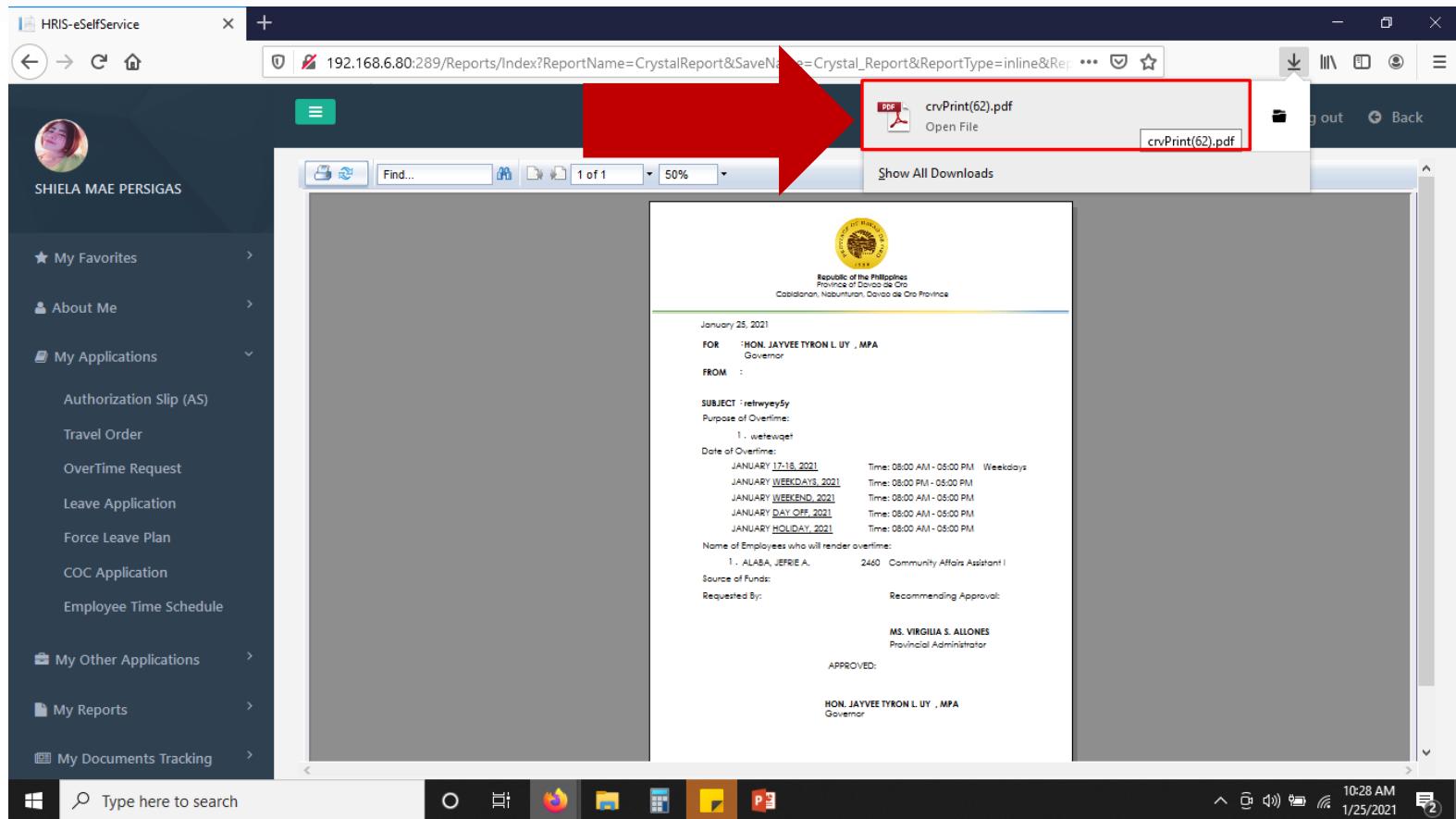
Type here to search

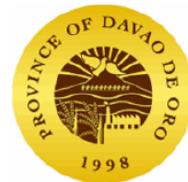
10:28 AM 1/25/2021

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



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





Republic of the Philippines
Province of Davao de Oro
Cabidianan, Nabunturan, Davao de Oro Province

January 25, 2021

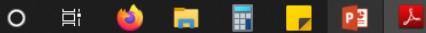
FOR : HON. JAYVEE TYRON L. UY , MPA
Governor

FROM :

SUBJECT : retrwyey5y



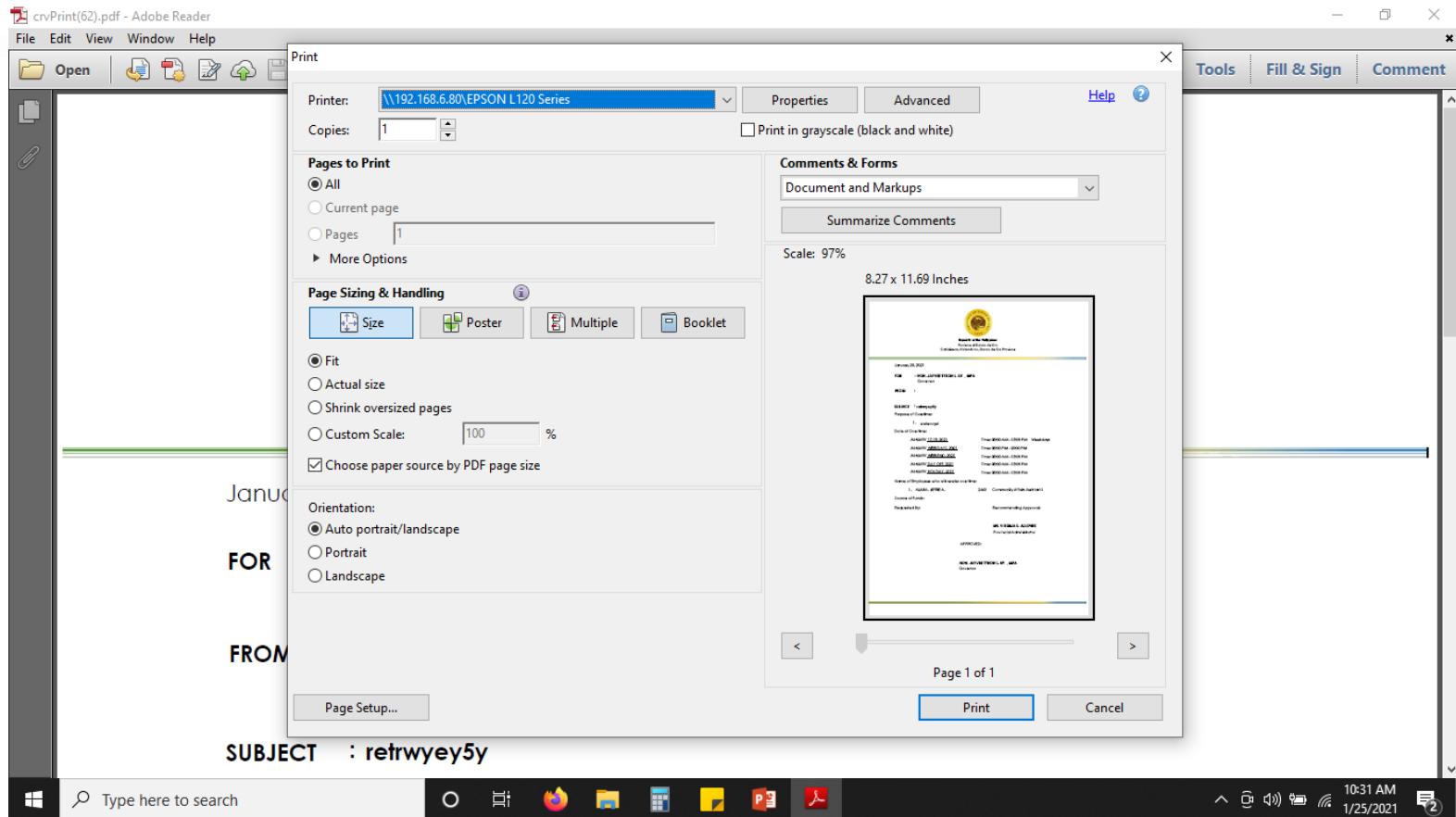
Type here to search



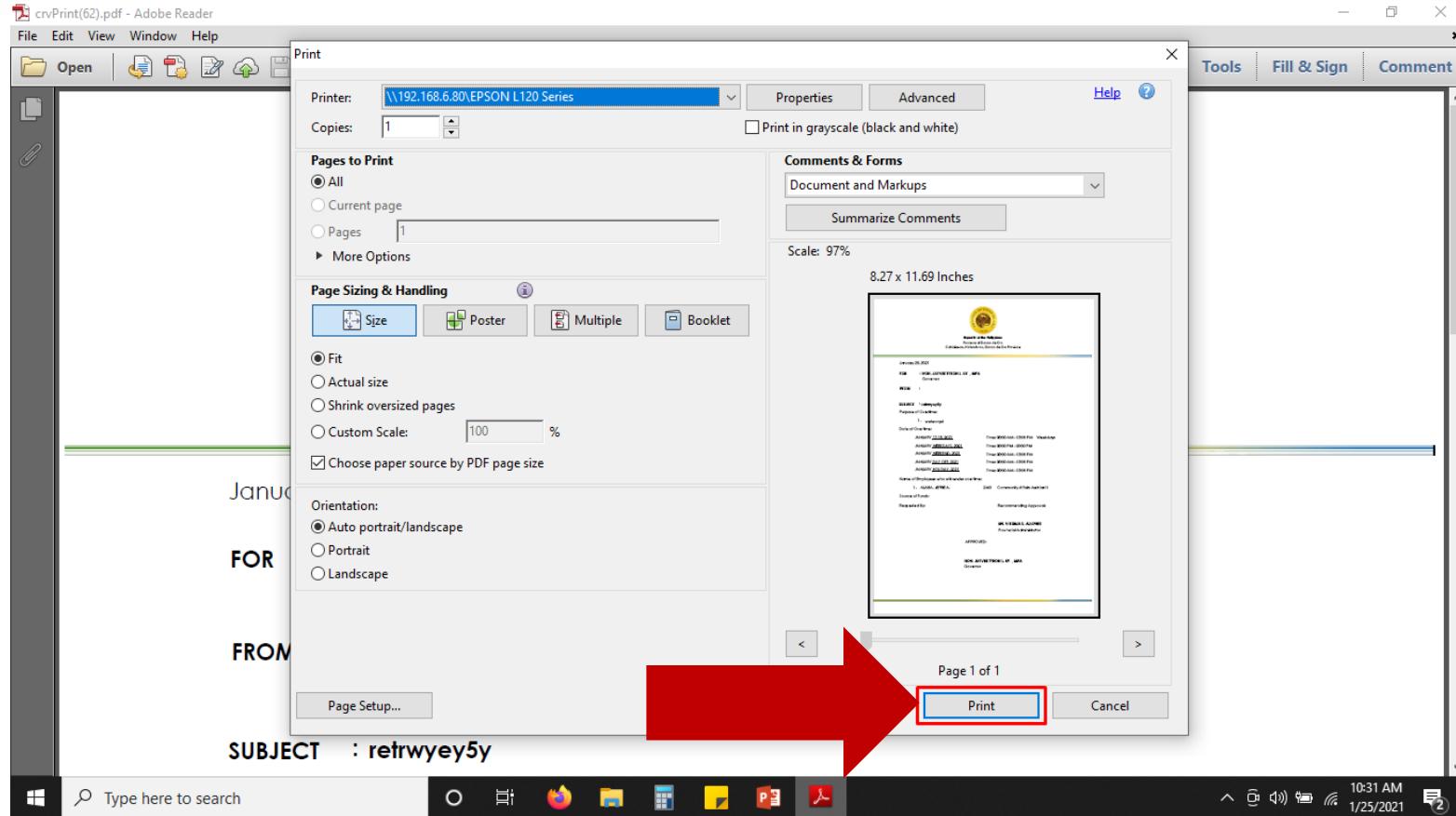
10:30 AM 1/25/2021 2

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





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

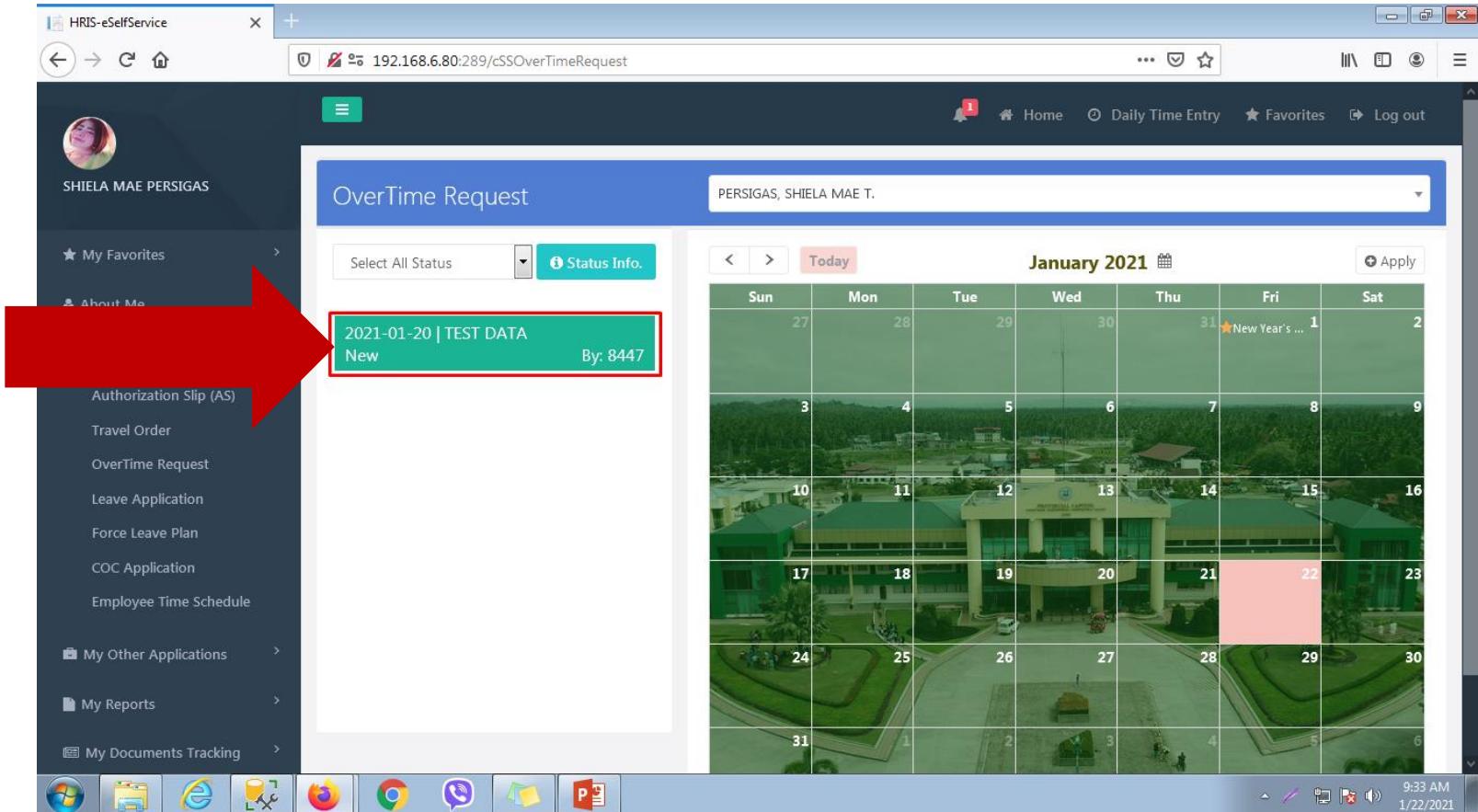


Note:

In deleting applied **overtime request** 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 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 overtime request will be able to delete application.

How to delete
applied O.T request
application?

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



HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

Home Daily Time Entry Favorites Log out

SHIELA MAE PERSIGAS

OverTime Request

PERSIGAS, SHIELA MAE T.

2021-01-20 | TEST DATA
New By: 8447

Select All Status Status Info.

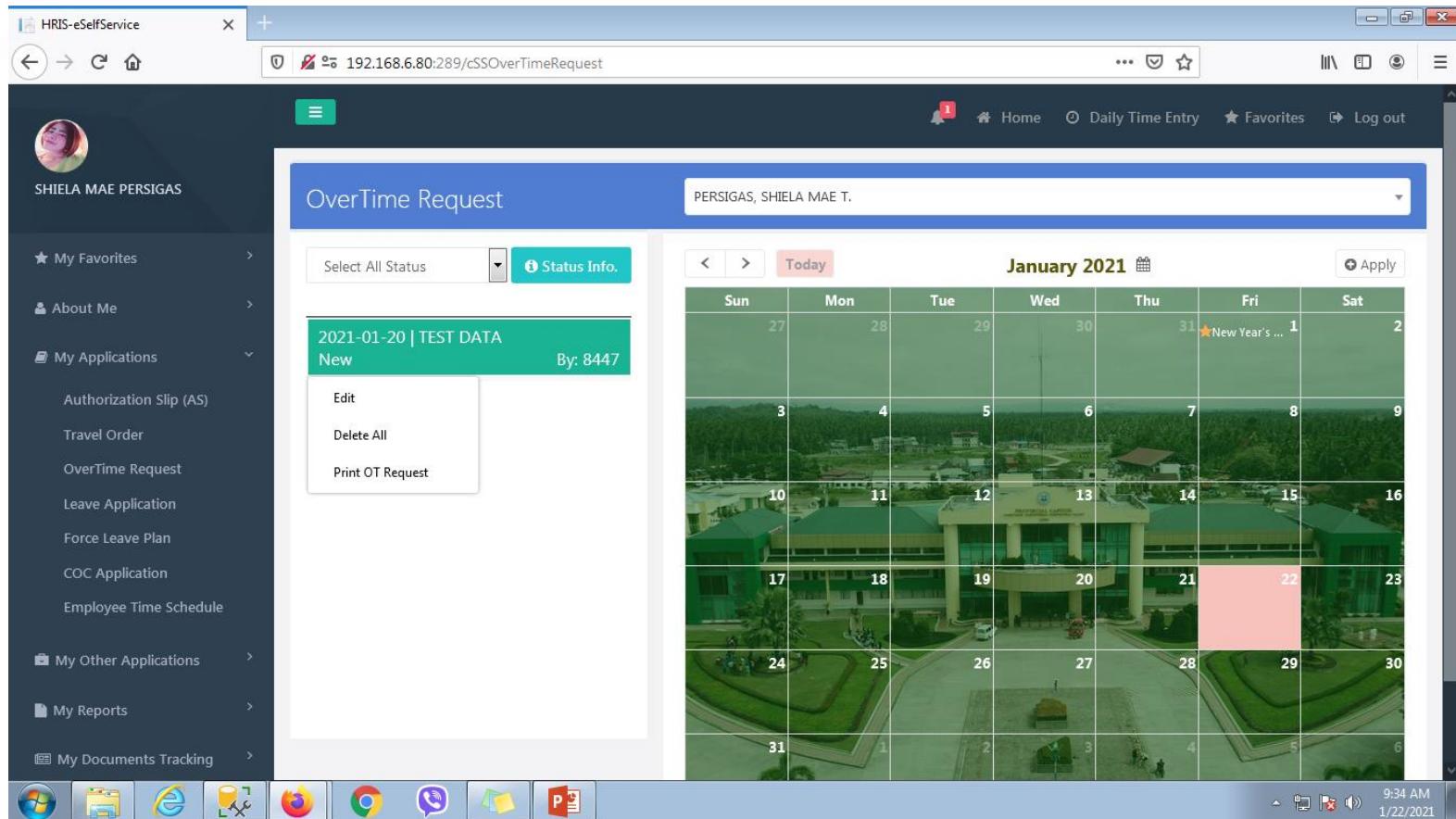
Edit
Delete All
Print OT Request

January 2021

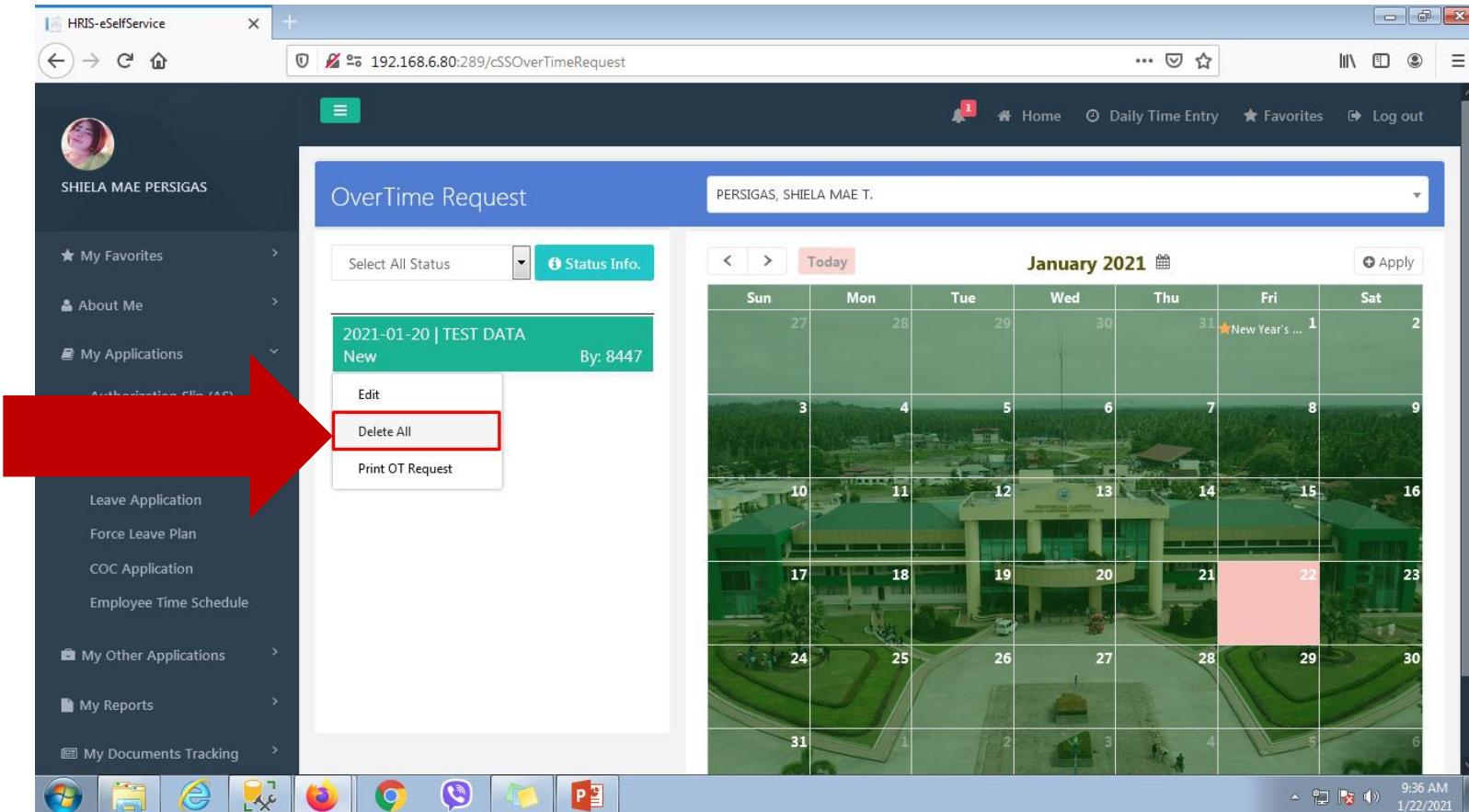
Sun Mon Tue Wed Thu Fri Sat

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

9:34 AM 1/22/2021



Step 2: Click delete all drop-down button if you want to delete applied application.



HRIS-eSelfService

192.168.6.80:289/cSSOverTimeRequest

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

OverTime Request

PERSIGAS, SHIELA MAE T.

Select All Status

2021-01-20 | TEST D
New

Are you sure to delete this application and all of its components?

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

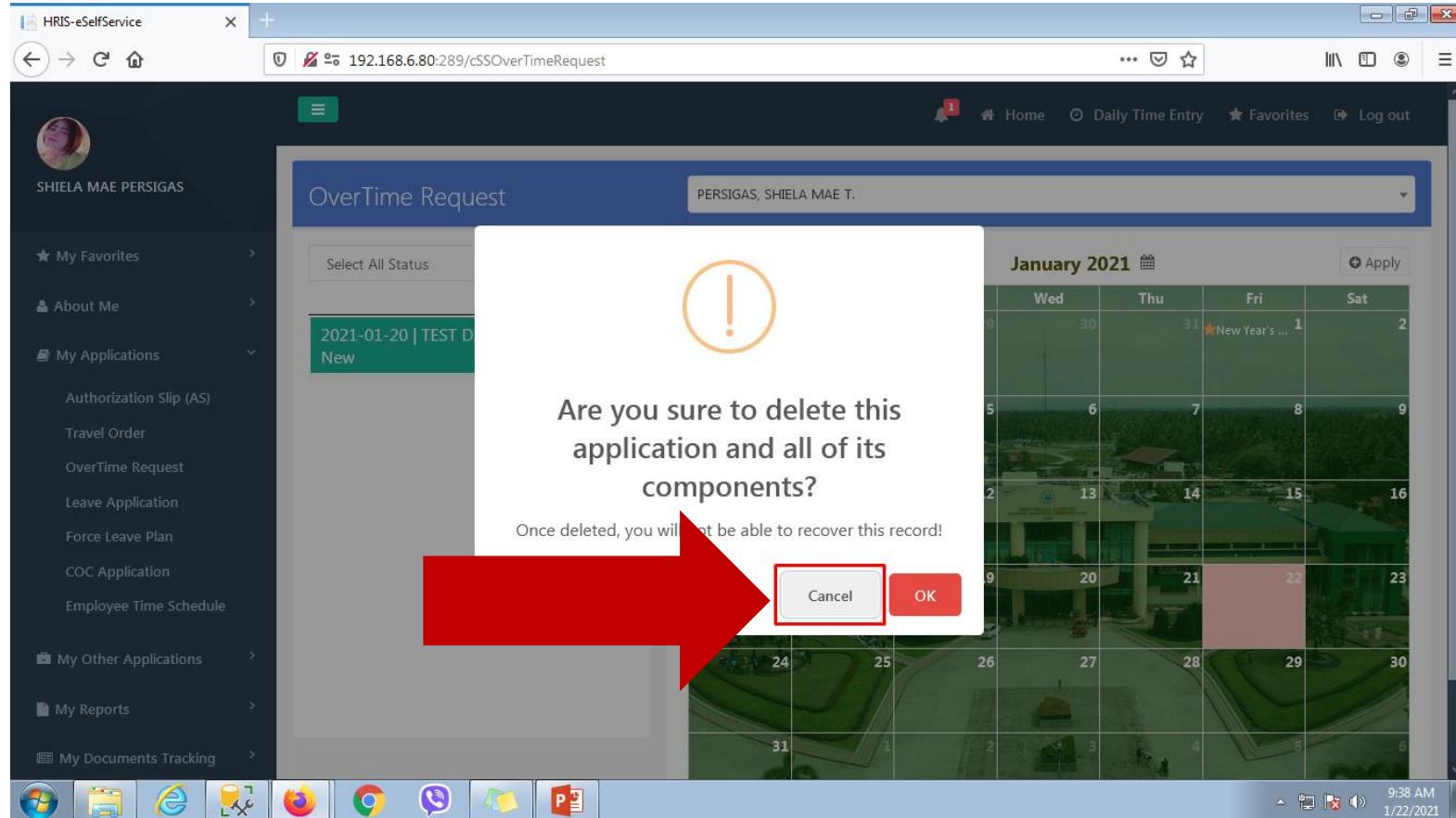
Cancel OK

January 2021

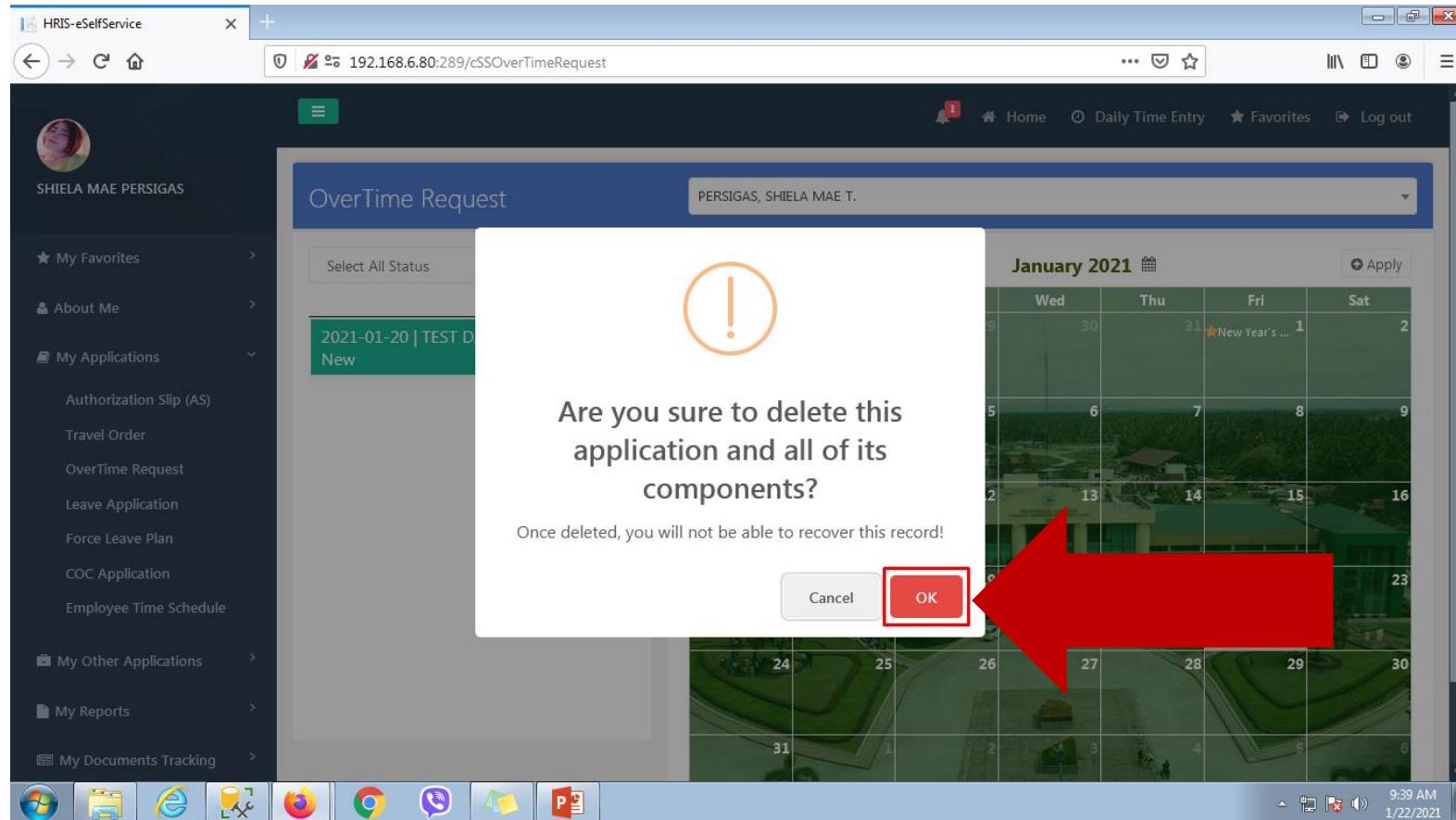
Wed	Thu	Fri	Sat
30	31	New Year's ... 1	2
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29
31	1	2	3

9:37 AM 1/22/2021

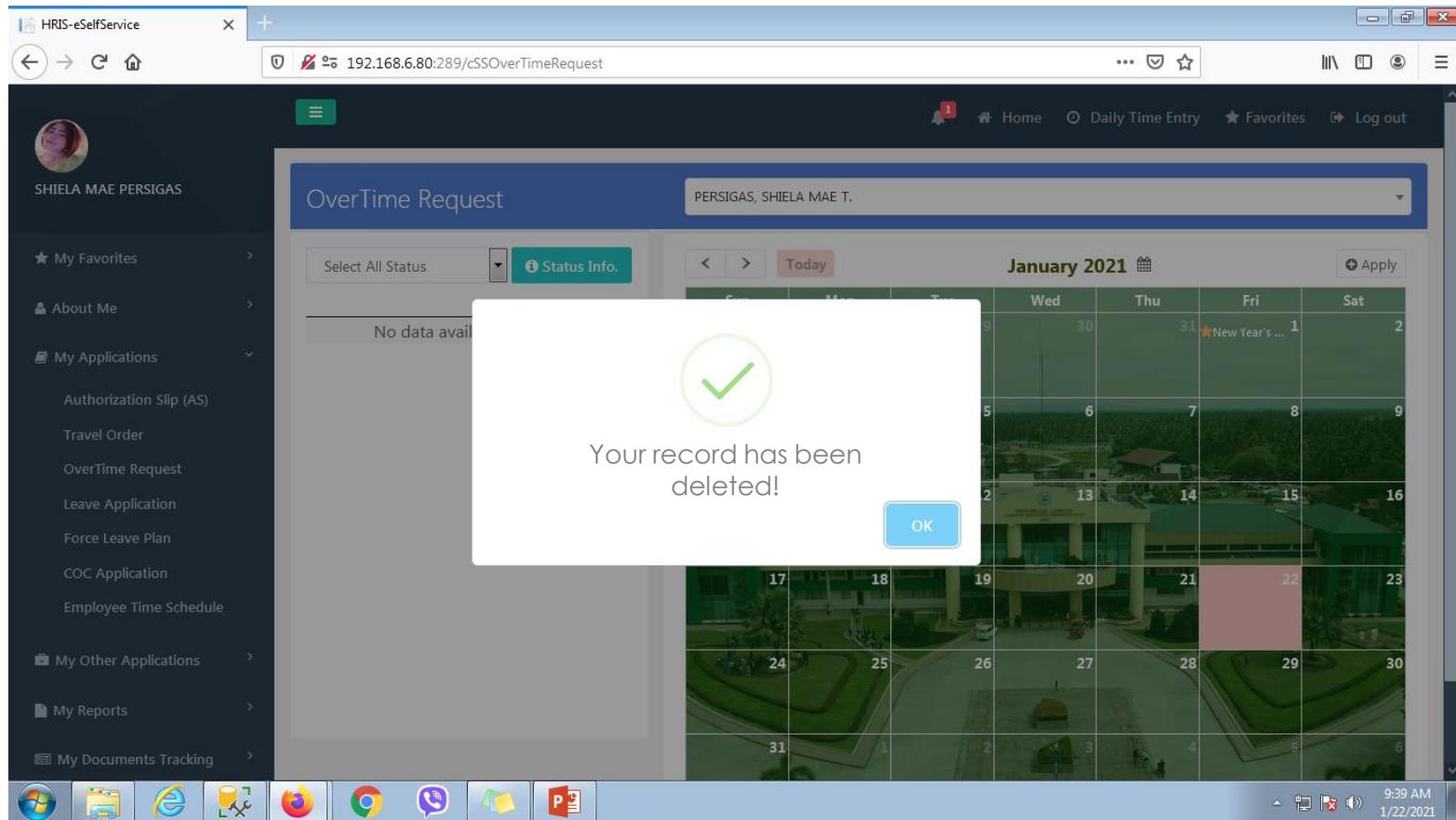
Step 3: Click **cancel button** if you don't want to delete the selected record.



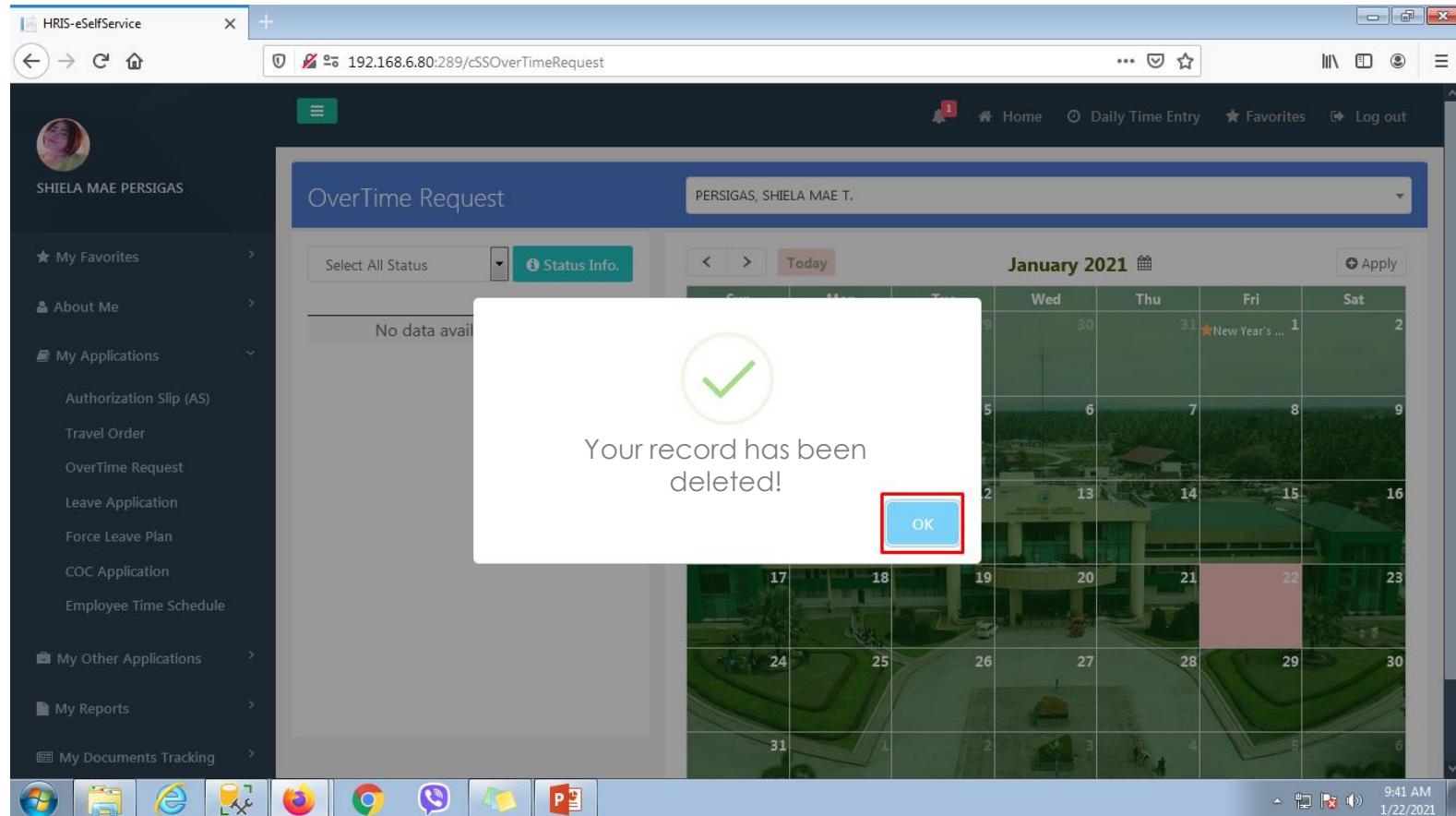
Step 4: Repeat step 2 then click **ok button** if you want to delete the record.



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



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



The screenshot shows a Windows desktop environment with a taskbar at the bottom containing icons for File Explorer, Internet Explorer, Google Chrome, and Microsoft Word. The main window is titled 'OverTime Request' and displays a message 'No data available in table'. On the left, a sidebar lists various application links such as 'My Favorites', 'About Me', 'My Applications' (with sub-links 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'. At the top right, there are navigation links for 'Home', 'Daily Time Entry', 'Favorites', and 'Log out'. A central feature is a large calendar for January 2021, which includes a photograph of a building complex. The days of the week are labeled from Sunday to Saturday. Specific dates like 'New Year's ...' on January 1st and the 31st are highlighted with yellow stars. The date '22' is highlighted with a pink box.