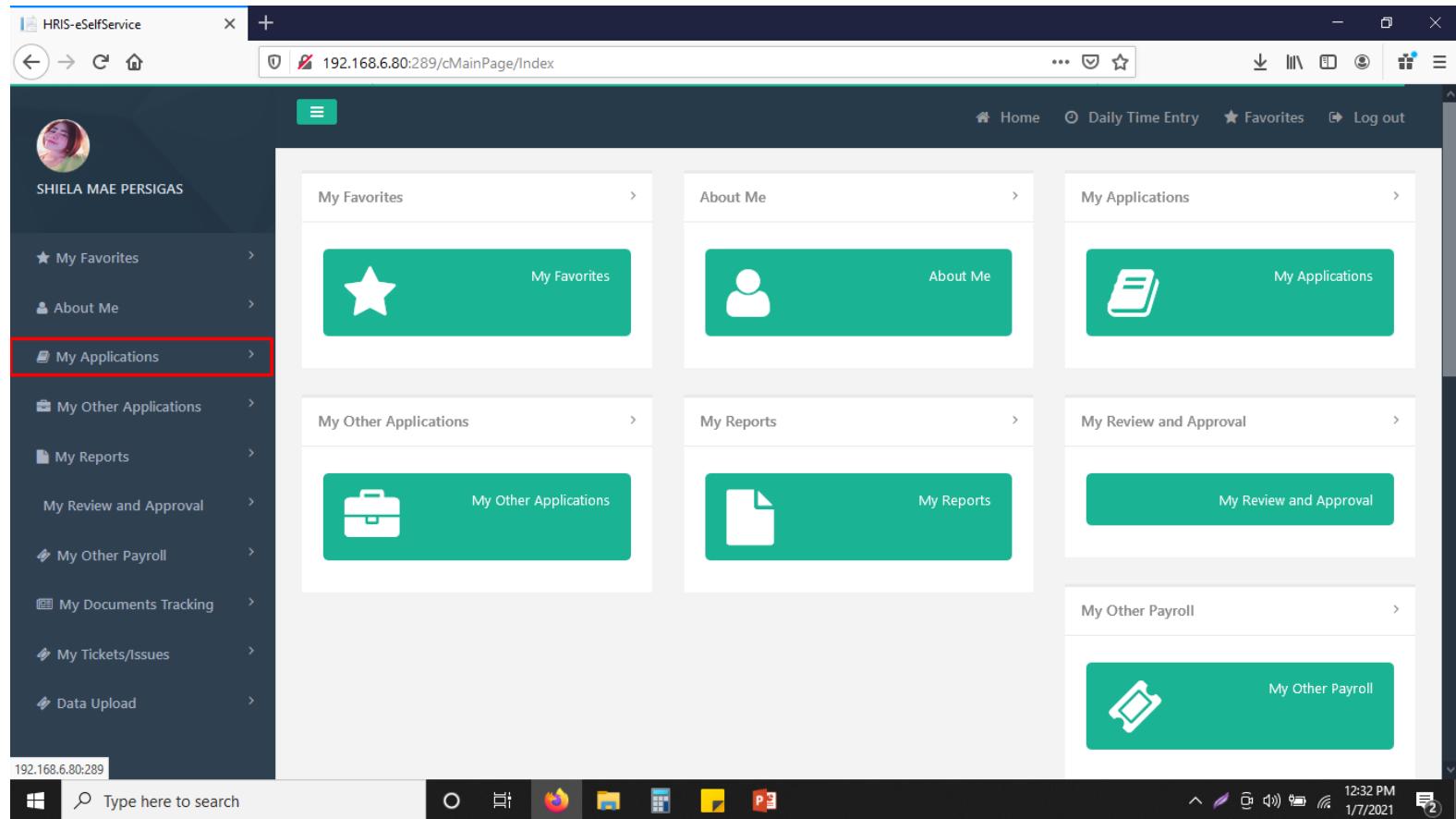


AUTHORIZATION SLIP (AS) (RE, CE AND JO)

Note:

This manual is intended to **Administrator Officer (AO)** if ever the login account is defined as administrative officer expected he will be able to apply AS to specific personnel under the same department. If ever you may have **absent, discrepancy, delete time entries, overtime override, travel order override, personal transaction, official matters or attended meetings** that should reflect on your daily time record.

Navigate to My Applications -> Authorization Slip (AS)



HRIS-eSelfService

192.168.6.80:289/c MainPage/Index

Home Daily Time Entry Favorites Log out

SHIELA MAE PERSIGAS

My Favorites About Me My Applications

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

My Other Applications My Reports My Documents Tracking

WELCOME TO HRIS DAVAO

192.168.6.80:289 12:52 PM 1/8/2021

A screenshot of a web-based self-service application titled "HRIS-eSelfService". The URL in the address bar is "192.168.6.80:289/c MainPage/Index". The top navigation bar includes links for "Home", "Daily Time Entry", "Favorites", and "Log out". On the left, a sidebar shows a user profile for "SHIELA MAE PERSIGAS" and a list of applications: "My Favorites", "About Me", "My Applications", "Authorization Slip (AS)" (which is highlighted with a red border and has a large red arrow pointing to it), "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 several cards: "My Favorites" (with a star icon), "About Me" (with a person icon), "My Applications" (with a document icon), "My Reports" (with a document icon), and "My Documents Tracking" (with a document icon). At the bottom, there is a banner with the text "WELCOME TO HRIS DAVAO". The system status bar at the bottom right shows the IP address "192.168.6.80:289", the time "12:52 PM", and the date "1/8/2021".

HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

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

Search

Home Daily Time Entry Favorites Log out

Authorization Slip (AS)

Select All Status Status Info.

No data available in table

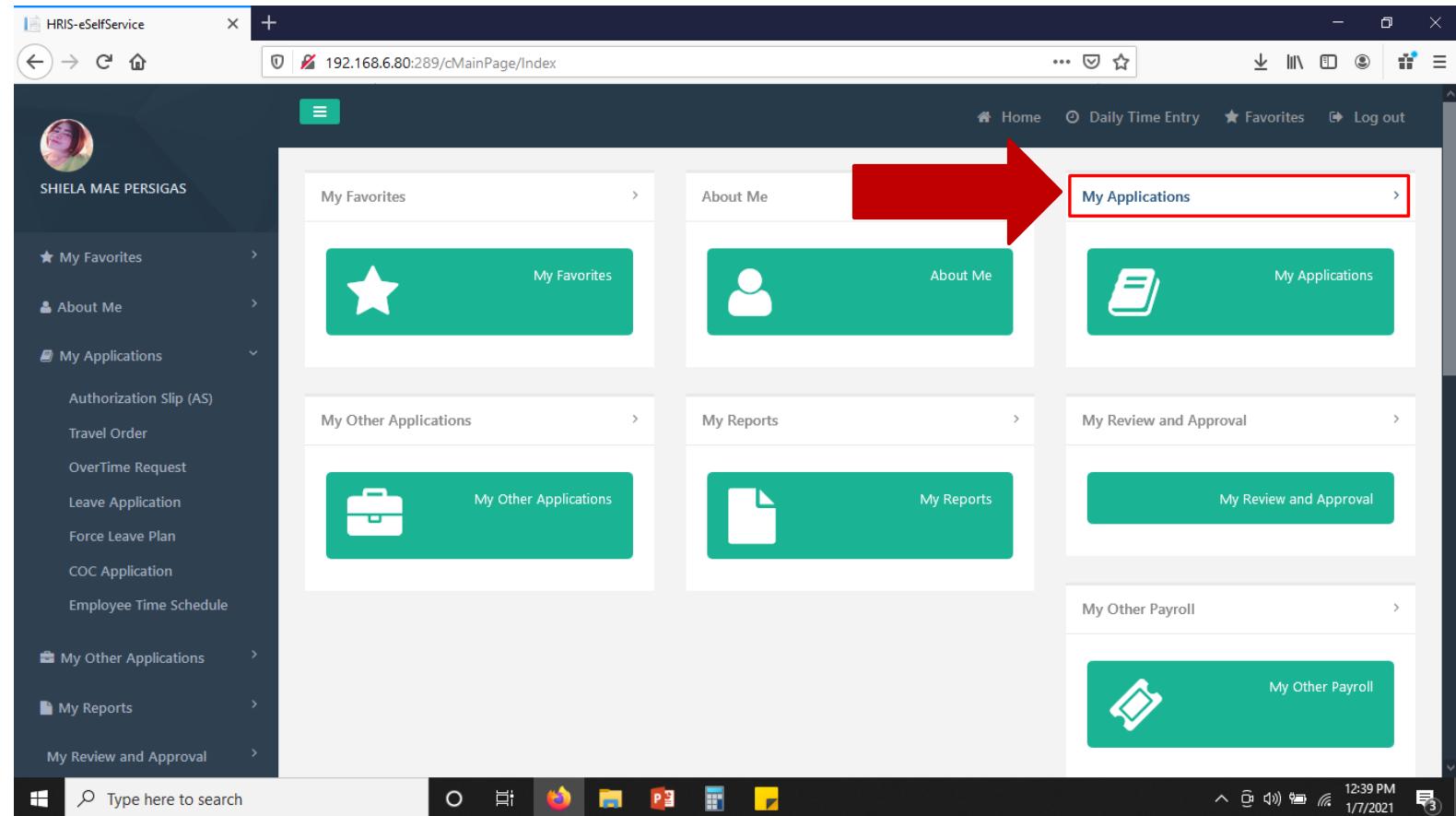
January 2021

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 |

12:56 PM
1/8/2021

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



HRIS-eSelfService

192.168.6.80:289/c MainPage/Index

Home Daily Time Entry Favorites Log out

SHIELA MAE PERSIGAS

My Favorites About Me My Applications

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

My Other Applications My Reports My Other Payroll

My Favorites About Me Authorization Slip (AS)

Travel Order OverTime Request Leave Application Force Leave Plan COC Application Employee Time Schedule

My Other Applications My Reports My Other Payroll

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

Type here to search

12:41 PM 1/7/2021 3

HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

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 Review and Approval

2021-01-07 | PERSIGAS, SHIELA MAE T.
Submitted Overtime Override
000000000745

Authorization Slip (AS)

PERSIGAS, SHIELA MAE T.

Select All Status Status Info.

Today January 2021 Apply

| 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 |

O Type here to search

12:41 PM 1/7/2021 3

How to add or
apply AS?

Note:

Take note authorization slip application modal page have required fields that needs to be fill with 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 or apply authorization slip:

- * Click **apply button** or;
- * Select **date range to apply AS** in main page before clicking the **apply AS**

Though different ways but still have the same **add new record of authorization slip information modal page** will appear. The only difference is in table grid within the modal page will already have a values depending on the selected date upon clicking **apply AS** while if you click directly the **apply button** expected that **DTR date entry** grid will have no values.

Click apply button

Screenshot of the HRIS-eSelfService application interface showing the Authorization Slip (AS) page.

The left sidebar shows the user profile "SHIELA MAE PERSIGAS" and navigation links for "My Favorites", "About Me", "My Applications" (with sub-options like "Authorization Slip (AS)", "Travel Order", etc.), "My Other Applications", "My Reports", and "My Review and Approval".

The main content area displays the "Authorization Slip (AS)" page. At the top, it shows the date "2021-01-07 | PERSIGAS, SHIELA MAE T." and the message "Submitted Overtime Override 000000000745". Below this is a "Status Info." button.

A red arrow points to the "Apply" button located in the top right corner of the calendar grid for January 2021. The calendar highlights the 7th of January as "Overtime Ove".

The bottom status bar shows the Windows taskbar with icons for File Explorer, Edge, and other applications, along with system status indicators like battery level and signal strength.

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

The screenshot shows the HRIS-eSelfService application interface. The left sidebar displays user profile information (SHIELA MAE PERSIGAS) and navigation links for Favorites, About Me, Applications (Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application), and other applications like My Other Applications, My Reports, and My Review and Approval.

The main content area is titled "Authorization Slip (AS)". It shows a message: "2021-01-07 | PERSIGAS, SHIELA MAE T. Submitted Overtime Override 00000000745". Below this is a dropdown menu labeled "Select All Status" with a "Status Info." button. A search bar contains the text "ALE". A list of names is displayed: PERSIGAS, SHIELA MAE T., ALE, LORRAINE I., and GONZALES, KENT VINCENT B.

The right side features a large calendar grid for January 2021. The grid shows days from 27 to 31. A red box highlights the 7th of January, which is labeled "Overtime Ove". The background of the calendar is a photograph of a modern building complex.

The taskbar at the bottom includes icons for Start, Search, Task View, Edge, Firefox, File Explorer, File Manager, and File History. System status icons show battery level, signal strength, and system time (12:43 PM, 1/7/2021).

HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

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 Review and Approval

2021-01-07 | PERSIGAS, SHIELA MAE T. Submitted Overtime Override 000000000745

Authorization Slip (AS)

ALE, LORRAINE I.

Select All Status Status Info.

January 2022

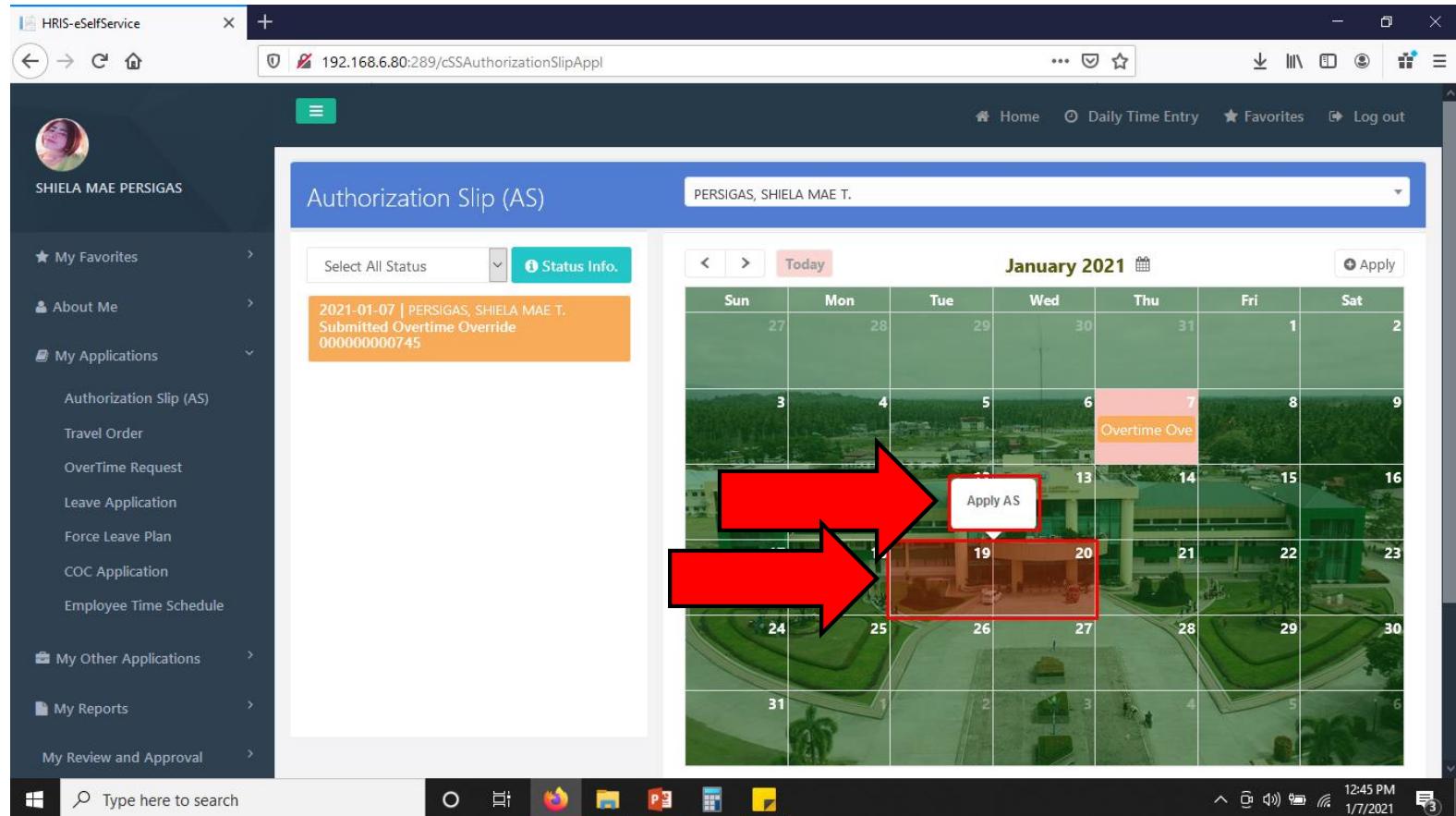
Apply

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

12:44 PM 1/7/2021

Select date range to apply AS in main page before clicking the apply AS



HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

Home Daily Time Entry Favorites Log out

SHIELA MAE PERSIGAS

Add New Record

AUTHORIZATION SLIP INFORMATION

| Application Nbr.: | 000000000746 | Date Applied: | 2021-01-07 | | |
|-------------------|-------------------------|----------------|-----------------|--------|--------|
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 | | |
| Remarks: | | | | | |
| DTR DATE ENTRY: | TIME IN | AS TYPE: | --Select Here-- | | |
| AM TIME ENTRY: | TIME OUT | PM TIME ENTRY: | TIME IN | | |
| AS Reason: | --Select Here-- | AS Venue: | | | |
| AS Comment: | | | | | |
| DTR DATE | AS TYPE | AM IN OUT | PM IN OUT | STATUS | ACTION |
| 2021-01-19 | | --:-- --:-- | --:-- --:-- | New | |
| 2021-01-20 | | --:-- --:-- | --:-- --:-- | New | |

Submit Save

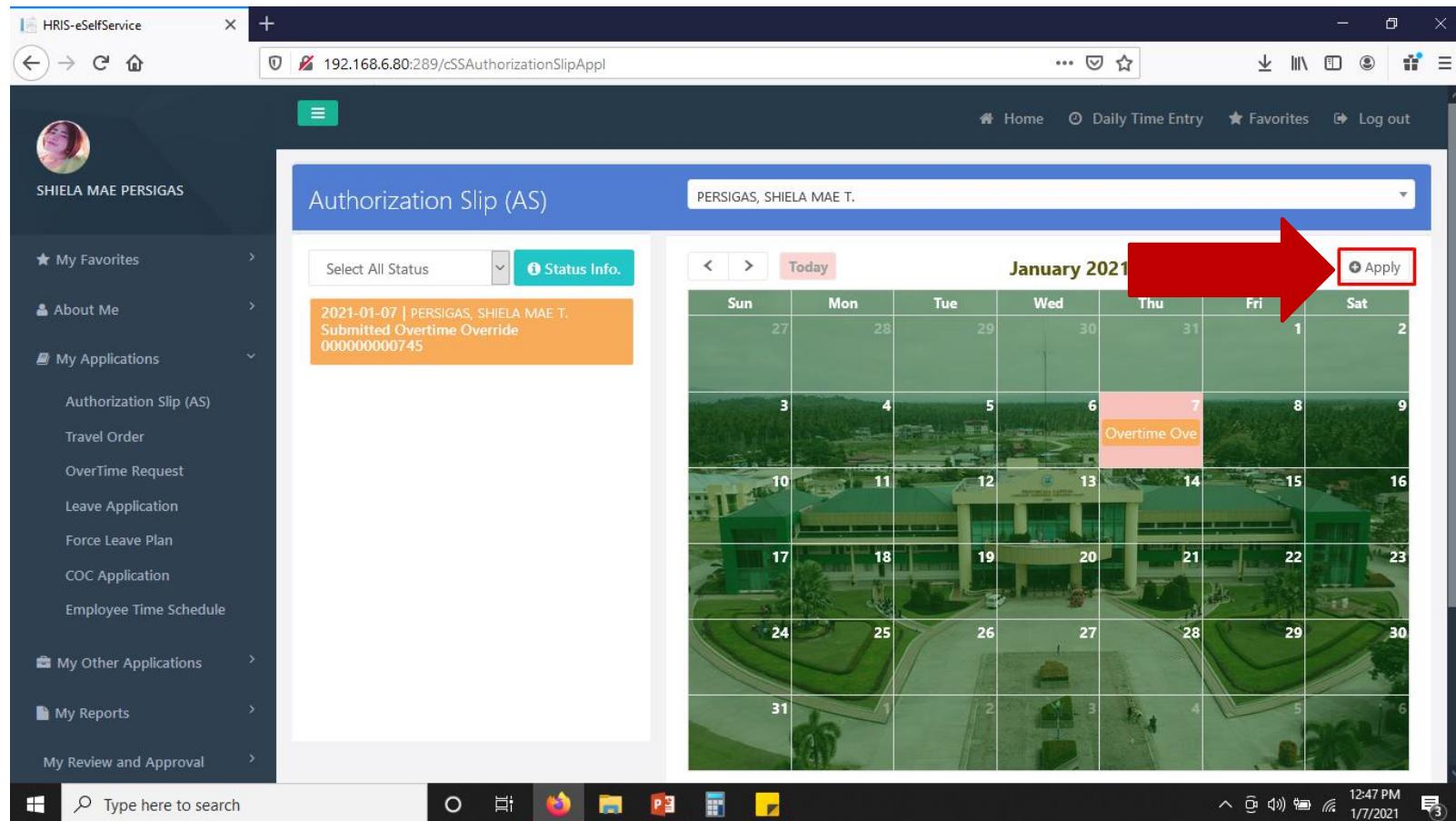
Fri Sat

| | |
|----|----|
| 1 | 2 |
| 8 | 9 |
| 15 | 16 |
| 22 | 23 |
| 29 | 30 |
| 5 | 6 |

12:46 PM 1/7/2021

Type here to search

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



HRIS-eSelfService

192.168.6.80:289/cSAuthorizationSlipAppl

Home Daily Time Entry Favorites Log out

SHIELA MAE PERSIGAS

Add New Record

AUTHORIZATION SLIP INFORMATION

| | | | |
|-------------------|-------------------------|---------------|------------|
| Application Nbr.: | 000000000746 | Date Applied: | 2021-01-07 |
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 |
| Remarks: | | | |

DTR DATE ENTRY: A.S TYPE: --Select Here--

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

AS Reason: AS Venue:

AS Comment:

| DTR DATE | AS TYPE | AM IN OUT | PM IN OUT | STATUS | ACTION |
|----------------------------|---------|-----------|-----------|--------|--------|
| No data available in table | | | | | |

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

Type here to search

12:48 PM 1/7/2021 3

Note:

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

Non-key fields are:

- Date Applied
- Employee Name
- ID Nbr.
- Remarks
- DTR Date Entry
- Authorization Slip Type
- AM Time Entry
- PM Time Entry
- AS Reason
- AS Venue
- AS Comment

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

Step 2: Try to add information click **add button** in order to save.

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

HRIS-eSelfService

192.168.6.80:289/cSAuthorizationSlipAppl

Home Daily Time Entry Favorites Log out

Add New Record

AUTHORIZATION SLIP INFORMATION

| Application Nbr.: | 000000000746 | Date Applied: | 2021-01-07 | | |
|----------------------------|--|---|--|--------|--------|
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 | | |
| Remarks: | | | | | |
| DTR DATE ENTRY: | <input type="text"/> Required Field! | AS TYPE: <input type="button" value="--Select Here--"/> | <input type="button" value="ADD"/> Required Field! | | |
| AM TIME ENTRY: | TIME IN <input type="button"/> TIME OUT <input type="button"/> | PM TIME ENTRY: | TIME IN <input type="button"/> TIME OUT <input type="button"/> | | |
| AS Reason: | --Select Here-- | AS Venue: | | | |
| AS Comment: | | | | | |
| DTR DATE | AS TYPE | AM IN/OUT | PM IN/OUT | STATUS | ACTION |
| No data available in table | | | | | |

Fri Sat

1 2

8 9

15 16

22 23

29 30

5 6

Type here to search

12:49 PM 1/7/2021

Note:

In **authorization slip type** field if you have selected **absent** expected that the required field is **DTR date entry** only. In comparison to **discrepancy** and **delete time entries** required fields are **DTR date entry**, **AM time entry (time in/time out)**, **PM time entry (time in/time out)** and **AS reason**. While in **overtime override**, **travel order override**, and **personal transaction** required fields are **DTR date entry**, **AM time entry (time in)** and **PM time entry (time out)** however in **official matters** and **meeting** required fields are **DTR date entry**, **AM time entry (time in)**, **PM time entry (time out)** and **AS venue**.

ABSENT Required Field

HRIS-eSelfService +

192.168.6.80:289/cSAuthorizationSlipAppl

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 Review and Approval

Add New Record

AUTHORIZATION SLIP INFORMATION

| | | | |
|-------------------|-------------------------|---------------|------------|
| Application Nbr.: | 000000000746 | Date Applied: | 2021-01-07 |
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 |
| Remarks: | | | |

DTR DATE ENTRY: Required Field!

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

AS Reason: --Select Here-- AS Venue:

AS Comment:

| DTR DATE | AS TYPE | AM IN OUT | PM IN OUT | STATUS | ACTION |
|----------------------------|---------|-----------|-----------|--------|--------|
| No data available in table | | | | | |

Submit Save

Fri Sat

1 2

8 9

15 16

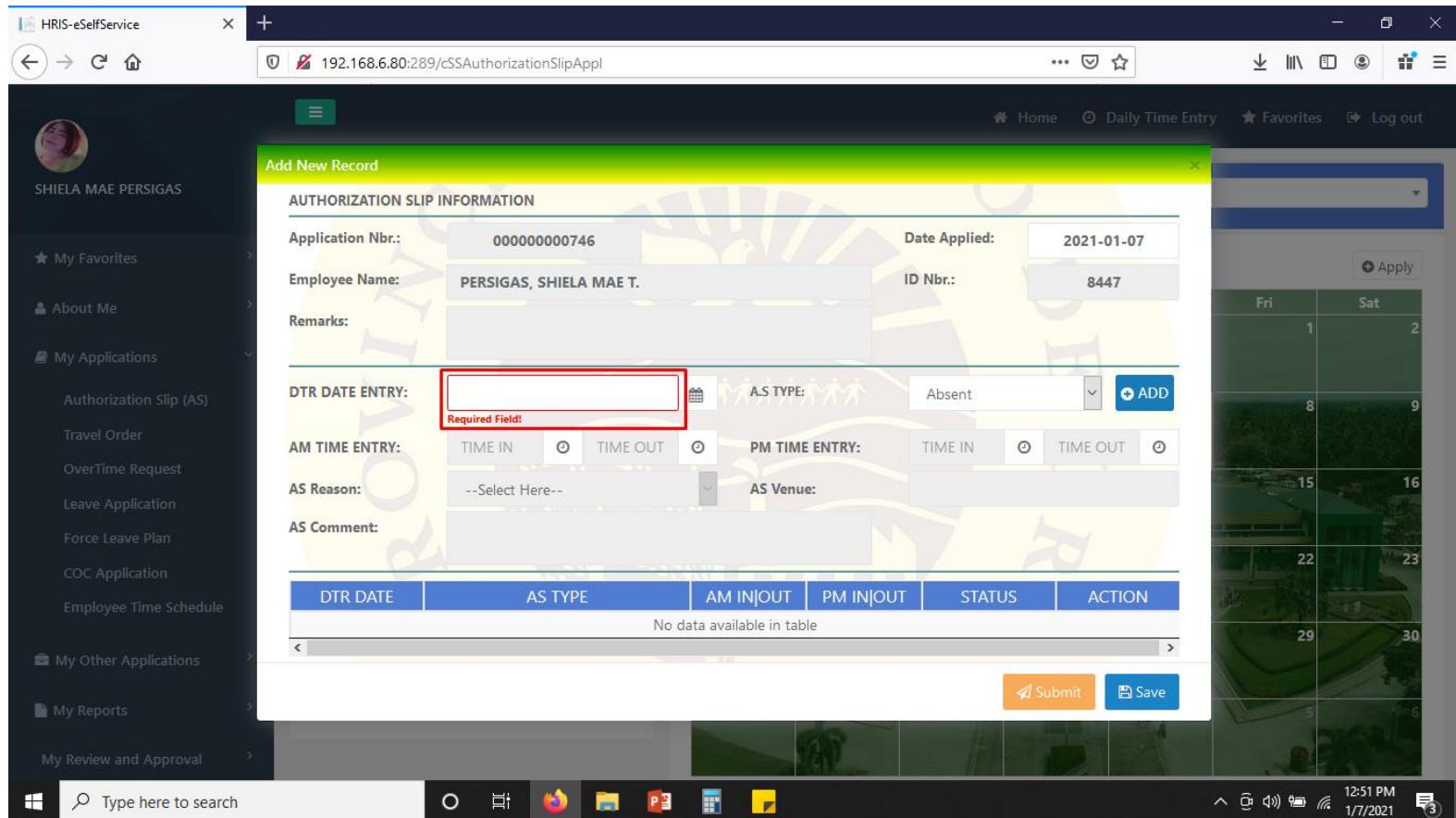
22 23

29 30

5 6

Type here to search

12:51 PM 1/7/2021 3



DISCREPANCY Required Fields

HRIS-eSelfService +

192.168.6.80:289/cSSAuthorizationSlipAppl

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 Review and Approval

Add New Record

AUTHORIZATION SLIP INFORMATION

| | | | |
|-------------------|-------------------------|---------------|------------|
| Application Nbr.: | 000000000746 | Date Applied: | 2021-01-07 |
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 |
| Remarks: | | | |

DTR DATE ENTRY:

A.S TYPE: Discrepancy

AM TIME ENTRY:

PM TIME ENTRY:

AS Reason:

AS Comment:

AS Venue:

DTR DATE AS TYPE AM IN/OUT PM IN/OUT STATUS ACTION

No data available in table

Submit Save

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

12:52 PM 1/7/2021 3

Type here to search

O Firefox File PPT Excel Word

OVERTIME OVERRIDE Required Fields

HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

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 Review and Approval

Add New Record

AUTHORIZATION SLIP INFORMATION

| | | | |
|-------------------|-------------------------|---------------|------------|
| Application Nbr.: | 00000000746 | Date Applied: | 2021-01-07 |
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 |
| Remarks: | | | |

DTR DATE ENTRY: AS TYPE: Overtime Override

AS TIME FROM: TIME IN TIME OUT AS TIME TO: TIME IN TIME OUT

AS Reason:

AS Comment:

DTR DATE AS TYPE AM IN\OUT PM IN\OUT STATUS ACTION

No data available in table

Submit Save

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

12:55 PM
1/7/2021

TRAVEL ORDER OVERRIDE Required Fields

HRIS-eSelfService +

192.168.6.80:289/cSAuthorizationSlipAppl

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 Review and Approval

Add New Record

AUTHORIZATION SLIP INFORMATION

| | | | |
|-------------------|-------------------------|---------------|------------|
| Application Nbr.: | 000000000746 | Date Applied: | 2021-01-07 |
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 |
| Remarks: | | | |

DTR DATE ENTRY:

| | | | | | |
|---------------|-----------------|-----------------|-------------|---------|-----------------|
| AS TIME FROM: | TIME IN | Required Field! | AS TIME TO: | TIME IN | Required Field! |
| AS Reason: | --Select Here-- | AS Venue: | | | |
| AS Comment: | | | | | |

Travel Order Override

+ ADD

Fri Sat

| | |
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| 1 | 2 |
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| 15 | 16 |
| 22 | 23 |
| 29 | 30 |
| 5 | 6 |

Required Field!

Submit Save

Type here to search

12:56 PM 1/7/2021 3

OFFICIAL MATTERS Required Fields

HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

Home Daily Time Entry Favorites Log out

Add New Record

AUTHORIZATION SLIP INFORMATION

| | | | |
|-------------------|-------------------------|---------------|------------|
| Application Nbr.: | 000000000746 | Date Applied: | 2021-01-07 |
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 |
| Remarks: | | | |

DTR DATE ENTRY: Required Field!

AS TIME FROM: TIME IN Required Field! TIME OUT

AS TIME TO: TIME IN Required Field! TIME OUT

AS Reason: --Select Here--

AS Comment: Required Field!

AS TYPE: Official Matters

AS Venue:

| DTR DATE | AS TYPE | AM IN/OUT | PM IN/OUT | STATUS | ACTION |
|----------------------------|---------|-----------|-----------|--------|--------|
| No data available in table | | | | | |

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

Type here to search

12:57 PM 1/7/2021 3

MEETING Required Fields

HRIS-eSelfService +

192.168.6.80:289/cSSAuthorizationSlipAppl

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 Review and Approval

Add New Record

AUTHORIZATION SLIP INFORMATION

| | | | |
|-------------------|-------------------------|---------------|------------|
| Application Nbr.: | 000000000746 | Date Applied: | 2021-01-07 |
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 |
| Remarks: | | | |

DTR DATE ENTRY: Required Field!

AS TIME FROM: TIME IN TIME OUT Required Field!

AS TIME TO: TIME IN TIME OUT Required Field!

AS Reason: --Select Here--

AS Comment: Required Field!

AS TYPE: Meeting ADD

AS Venue: Required Field!

| DTR DATE | AS TYPE | AM IN/OUT | PM IN/OUT | STATUS | ACTION |
|----------------------------|---------|-----------|-----------|--------|--------|
| No data available in table | | | | | |

Submit Save

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

12:58 PM 1/7/2021 3

Type here to search

O Firefox File PPT Excel Word

PERSONAL TRANSACTION Required Fields

HRIS-eSelfService + 192.168.6.80:289/cSSAuthorizationSlipAppl Home Daily Time Entry Favorites Log out

Add New Record

AUTHORIZATION SLIP INFORMATION

| | | | |
|-------------------|-------------------------|---------------|------------|
| Application Nbr.: | 000000000746 | Date Applied: | 2021-01-07 |
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 |
| Remarks: | | | |

DTR DATE ENTRY: Required Field! AS TYPE: Personal Transaction

AS TIME FROM: AS TIME TO: Required Field!

AS Reason: --Select Here-- AS Venue:

AS Comment:

| DTR DATE | AS TYPE | AM IN/OUT | PM IN/OUT | STATUS | ACTION |
|----------------------------|---------|-----------|-----------|--------|--------|
| No data available in table | | | | | |

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 Review and Approval

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

Type here to search 12:59 PM 1/7/2021 3

DELETE TIME ENTRIES Required Fields

HRIS-eSelfService +

192.168.6.80:289/cSSAuthorizationSlipAppl

Home Daily Time Entry Favorites Log out

Add New Record

AUTHORIZATION SLIP INFORMATION

| | | | |
|-------------------|-------------------------|---------------|------------|
| Application Nbr.: | 000000000746 | Date Applied: | 2021-01-07 |
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 |
| Remarks: | | | |

DTR DATE ENTRY: Required Field! AS TYPE: + ADD

AM TIME ENTRY: TIME IN
 Required Field! TIME OUT
 Required Field!

PM TIME ENTRY: TIME IN
 Required Field! TIME OUT
 Required Field!

AS Reason: Required Field!

AS Comment:

AS Venue:

| DTR DATE | AS TYPE | AM IN/OUT | PM IN/OUT | STATUS | ACTION |
|----------------------------|---------|-----------|-----------|--------|--------|
| No data available in table | | | | | |

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

Type here to search

1:00 PM
1/7/2021

Step 3: Input values specifically in all required fields.

HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

Home Daily Time Entry Favorites Log out

SHIELA MAE PERSIGAS

Add New Record

AUTHORIZATION SLIP INFORMATION

| | | | |
|-------------------|-------------------------|---------------|------------|
| Application Nbr.: | 000000000746 | Date Applied: | 2021-01-07 |
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 |
| Remarks: | | | |

DTR DATE ENTRY: 2021-01-11 AS TYPE: Absent ADD

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

AS Reason: --Select Here-- AS Venue:

AS Comment:

| DTR DATE | AS TYPE | AM IN OUT | PM IN OUT | STATUS | ACTION |
|----------------------------|---------|-----------|-----------|--------|--------|
| No data available in table | | | | | |

Submit Save

Fri Sat

1 2

8 9

15 16

22 23

29 30

5 6

Type here to search

1:08 PM
1/7/2021

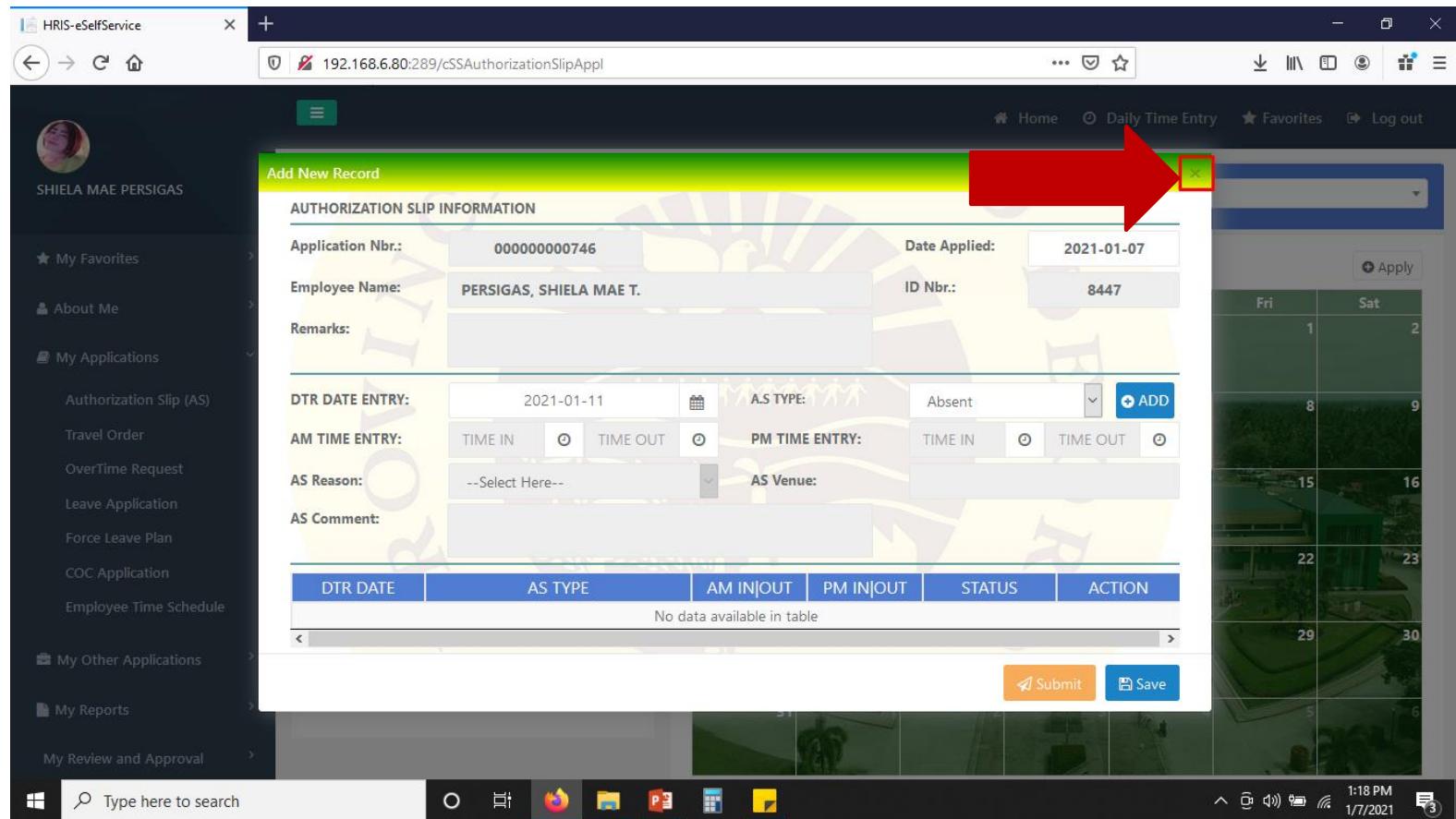
3

Note:

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

Take note in **authorization slip type** field has **8 types** these are **absent, discrepancy, overtime override, travel order override, official matters, meeting, personal transaction and delete time entries.** Each AS type has different requirements to select on in order to add record and save application.

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



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

HRIS-eSelfService +

192.168.6.80:289/cSSAuthorizationSlipAppl

Home Daily Time Entry Favorites Log out

SHIELA MAE PERSIGAS

Add New Record

AUTHORIZATION SLIP INFORMATION

| | | | |
|-------------------|-------------------------|---------------|------------|
| Application Nbr.: | 000000000746 | Date Applied: | 2021-01-07 |
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 |
| Remarks: | | | |

DTR DATE ENTRY: 2021-01-11 A.S TYPE: Absent ADD

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

A.S Reason: --Select Here-- A.S Venue:

A.S Comment:

| DTR DATE | AS TYPE | AM IN/OUT | PM IN/OUT | STATUS | ACTION |
|----------------------------|---------|-----------|-----------|--------|--------|
| No data available in table | | | | | |

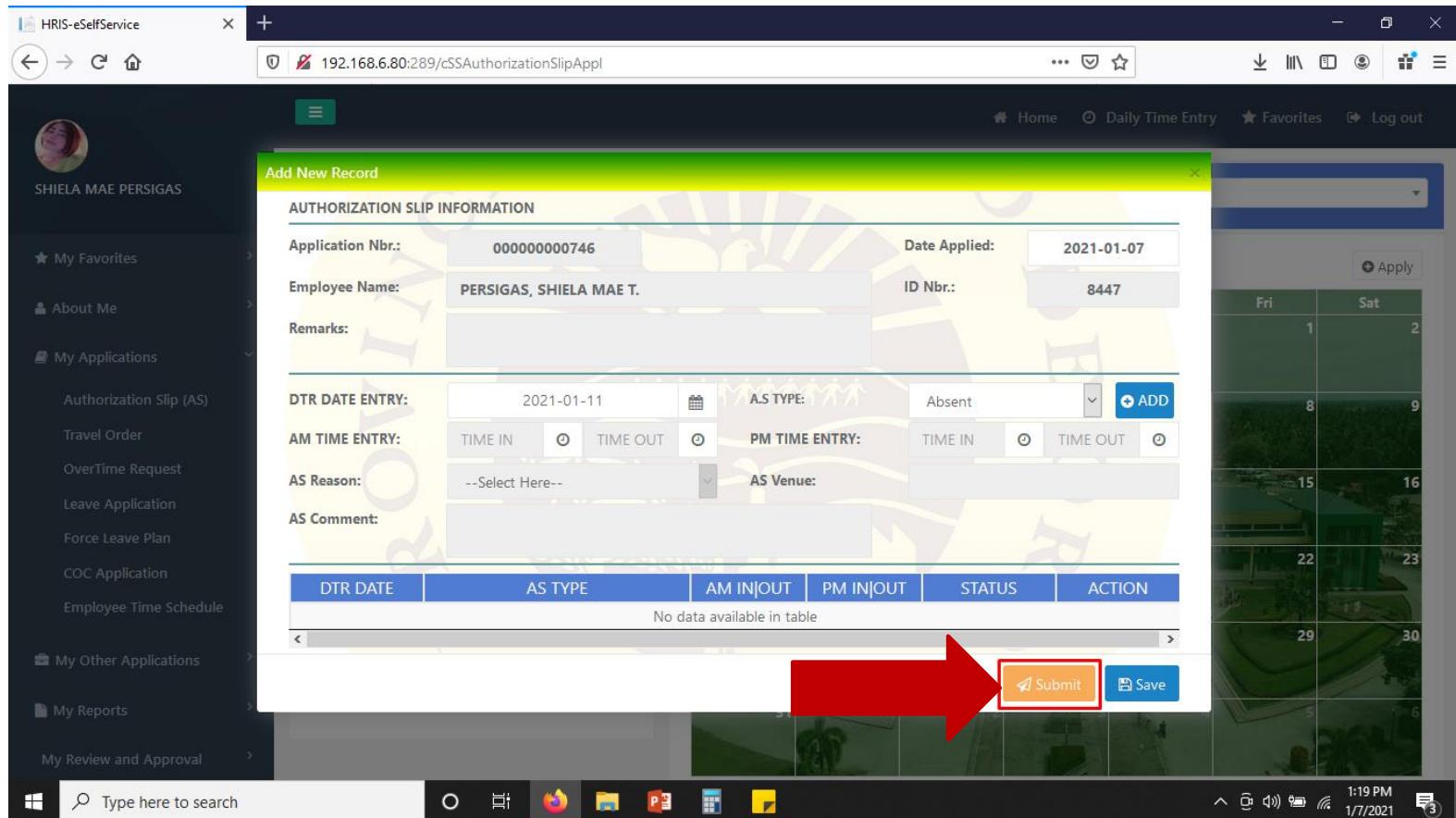
Submit Save

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

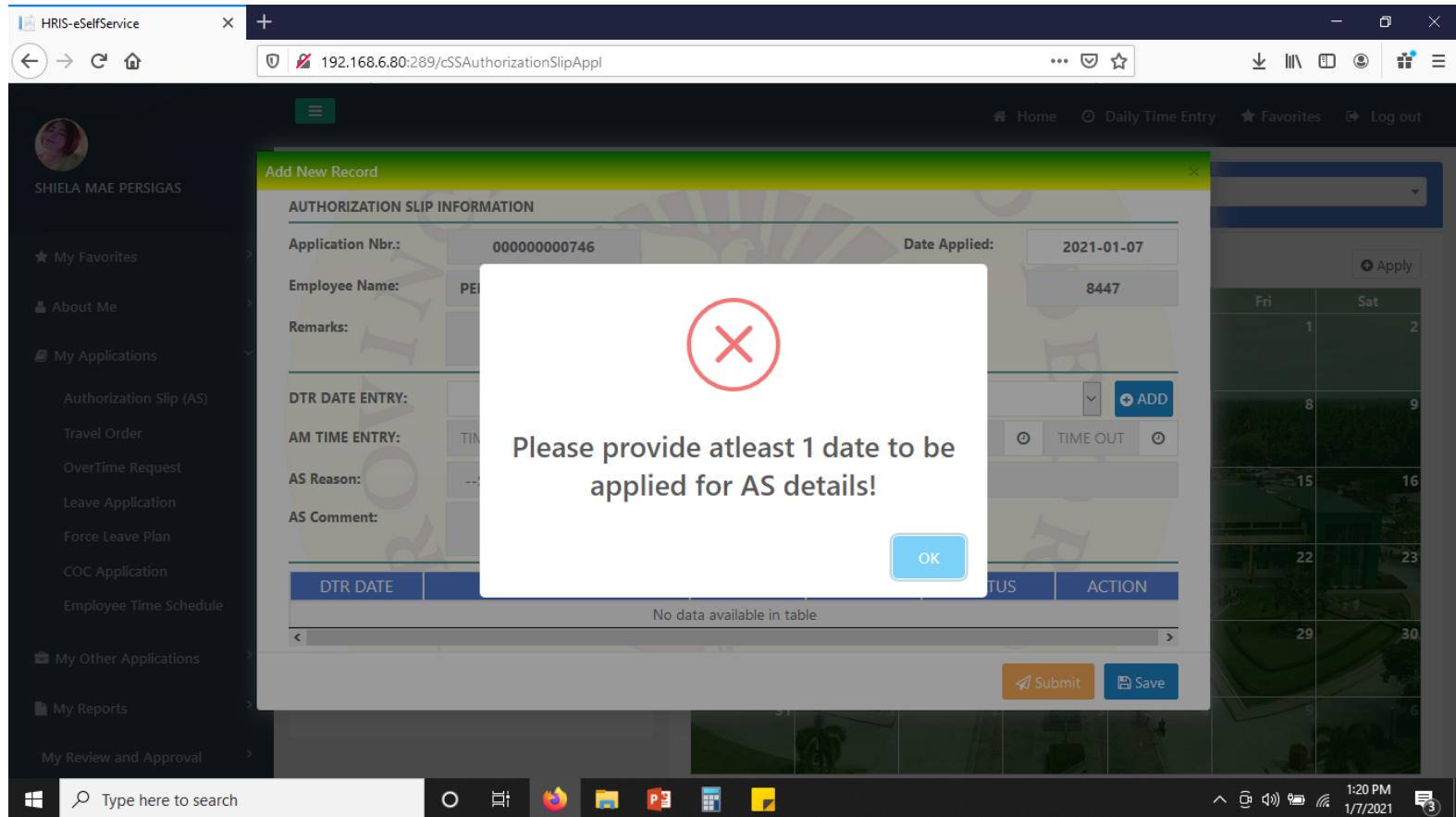
Type here to search

1:08 PM 1/7/2021 3

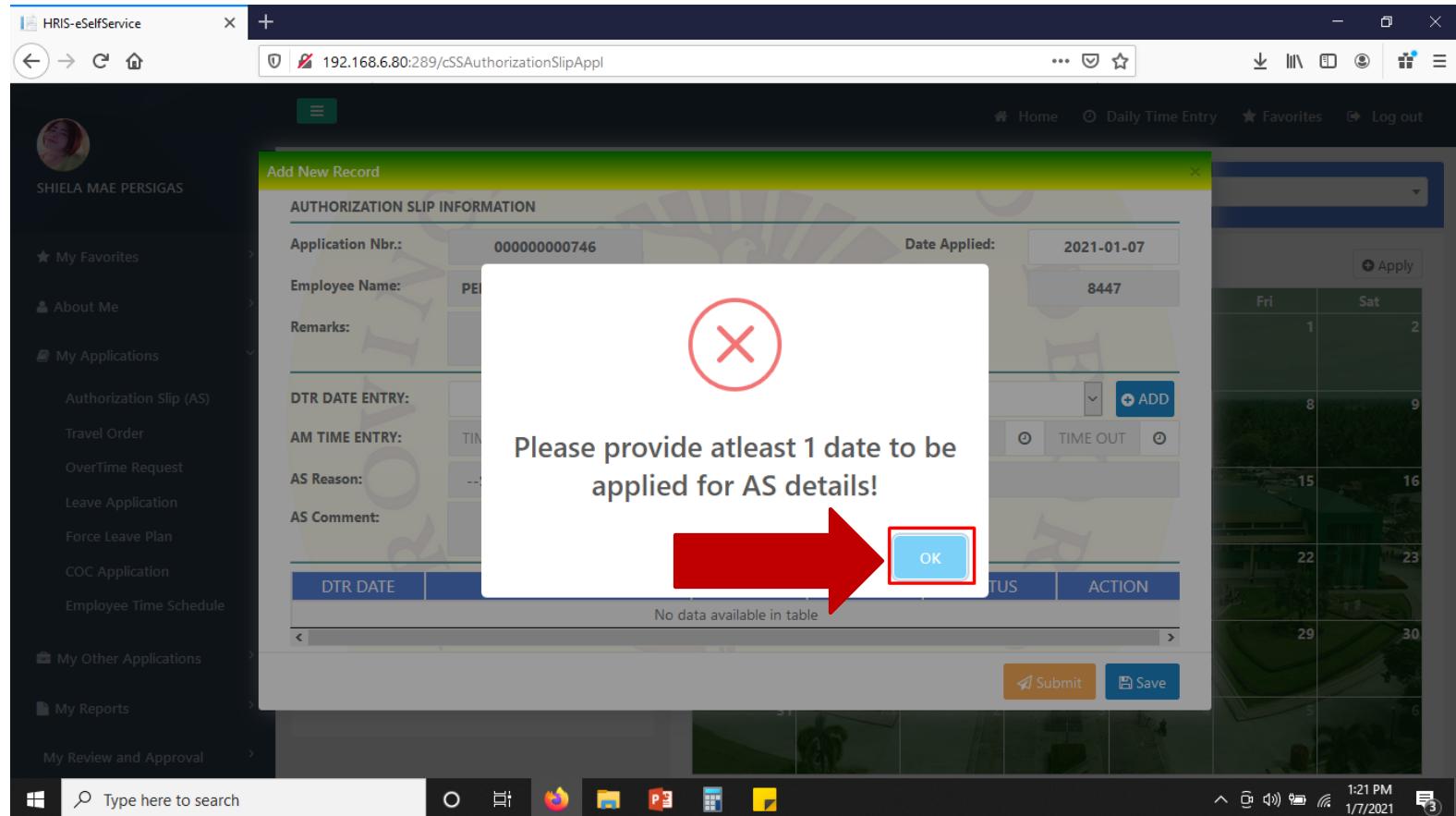
Step 6: If you want to submit application click **submit button** to submit information.



Note: A pop-up confirmation window will appear to please provide at least 1 date to be applied for as details!



Step 7: Click **ok** button to continue for you to add 1 date for AS details and go back on previous page.



HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

Home Daily Time Entry Favorites Log out

SHIELA MAE PERSIGAS

Add New Record

AUTHORIZATION SLIP INFORMATION

| | | | |
|-------------------|-------------------------|---------------|------------|
| Application Nbr.: | 000000000746 | Date Applied: | 2021-01-07 |
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 |
| Remarks: | | | |

DTR DATE ENTRY: 2021-01-11 A.S TYPE: Absent

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

AS Reason: --Select Here-- AS Venue:

AS Comment:

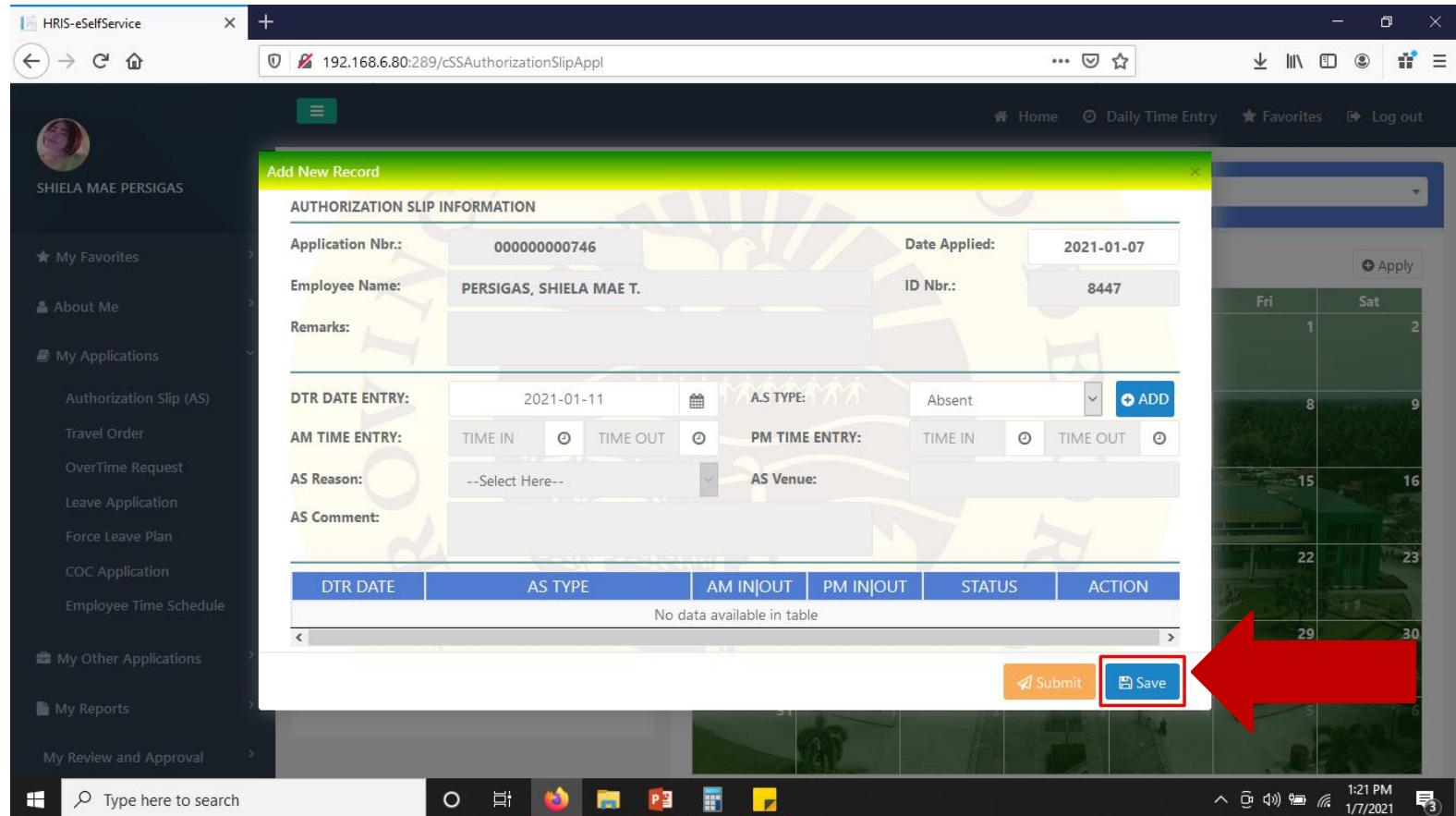
| DTR DATE | AS TYPE | AM IN OUT | PM IN OUT | STATUS | ACTION |
|----------------------------|---------|-----------|-----------|--------|--------|
| No data available in table | | | | | |

Fri Sat
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29 30

Type here to search

1:08 PM 1/7/2021 3

Note: If ever you click the **save button** and not the **submit button** expected that a pop-up verification window will appear stating Please provide at least 1 date to be applied for AS details.



HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

Home Daily Time Entry Favorites Log out

Add New Record

AUTHORIZATION SLIP INFORMATION

Application Nbr.: 000000000746 Date Applied: 2021-01-07

Employee Name: PEI

Remarks:

DTR DATE ENTRY: 8447

AM TIME ENTRY: TIME OUT

AS Reason:

AS Comment:

DTR DATE STATUS ACTION

No data available in table

OK

Please provide atleast 1 date to be applied for AS details!

Submit Save

Fri Sat

1 2

8 9

15 16

22 23

29 30

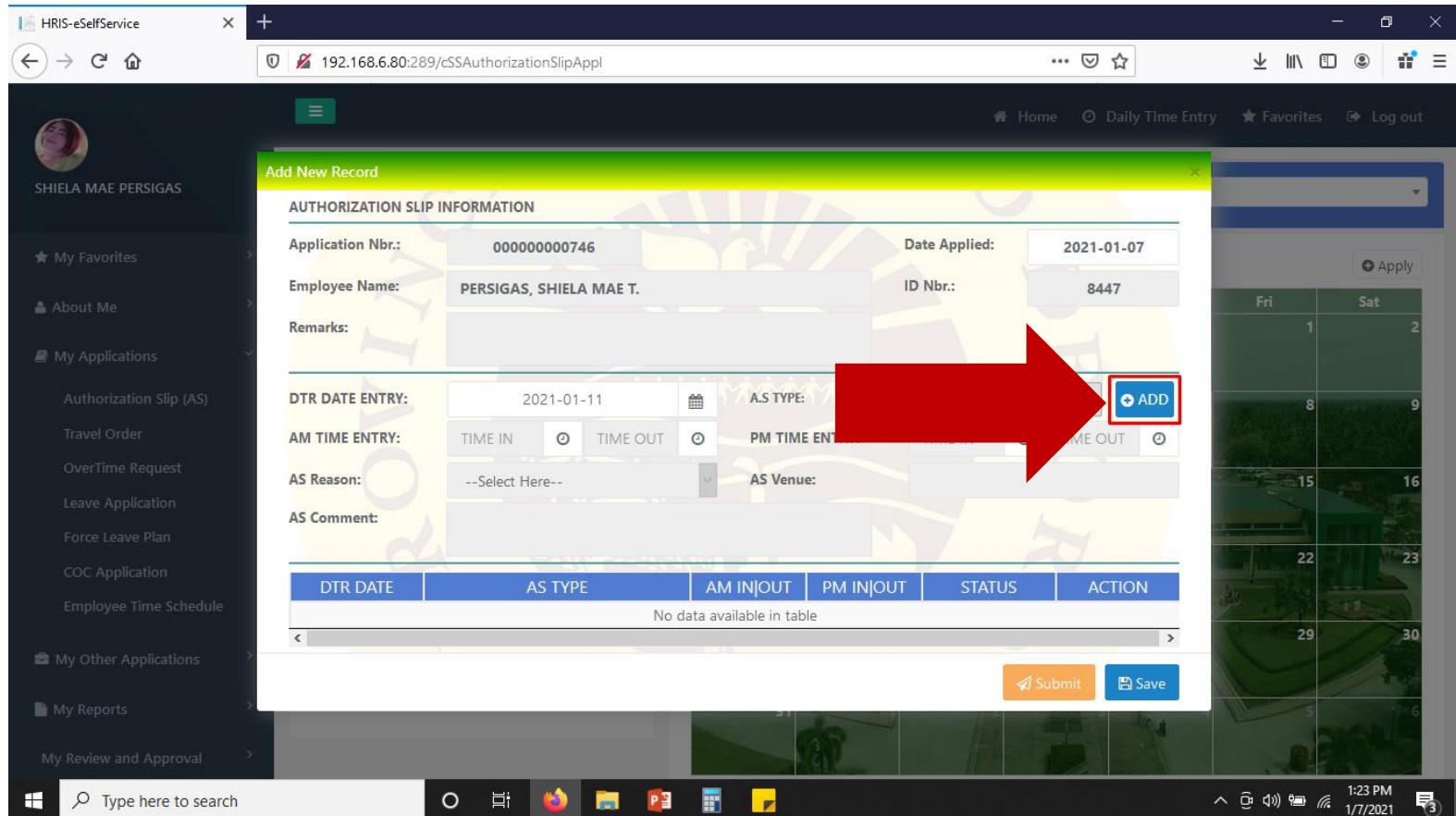
Type here to search

1:22 PM 1/7/2021

Note:

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

Step 8: If you want to continue to save inputted data click **add button** for you to save information.



HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

Home Daily Time Entry Favorites Log out

Add New Record

AUTHORIZATION SLIP INFORMATION

| | | | | | |
|-------------------|-------------------------|---------------|---|--------|---|
| Application Nbr.: | 000000000746 | Date Applied: | 2021-01-07 | | |
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 | | |
| Remarks: | | | | | |
| DTR DATE ENTRY: | TIME IN | TIME OUT | AS TYPE: <input type="button" value="--Select Here--"/> | | |
| AM TIME ENTRY: | TIME IN | TIME OUT | PM TIME ENTRY: <input type="button" value="--Select Here--"/> | | |
| AS Reason: | AS Comment: | | | | |
| AS Venue: | | | | | |
| DTR DATE | AS TYPE | AM IN OUT | PM IN OUT | STATUS | ACTION |
| 2021-01-11 | Absent | - - - - - | - - - - - | New | <input type="button" value="Edit"/> <input type="button" value="Delete"/> |

Submit Save

Fri Sat

1 2

8 9

15 16

22 23

29 30

5 6

Type here to search

1:23 PM 1/7/2021 3

Step 9: Select specific record on the table grid below for you to update information.

The screenshot shows a web-based application interface for HRIS-eSelfService. The main title bar reads "HRIS-eSelfService" and the address bar shows the URL "192.168.6.80:289/cSSAuthorizationSlipAppl". The user profile "SHIELA MAE PERSIGAS" is visible on the left sidebar. The main content area is titled "Add New Record" and "AUTHORIZATION SLIP INFORMATION". It contains fields for "Application Nbr." (000000000746), "Employee Name" (PERSIGAS, SHIELA MAE T.), "Date Applied" (2021-01-07), "ID Nbr." (8447), and "Remarks". Below these are sections for "DTR DATE ENTRY", "AM TIME ENTRY", "PM TIME ENTRY", "AS Reason", "AS Venue", and "AS Comment". At the bottom is a table grid with columns: DTR DATE, AS TYPE, AM IN/OUT, PM IN/OUT, STATUS, and ACTION. One row in the grid is highlighted with a red border, corresponding to the date 2021-01-11 and AS Type Absent. The bottom right of the grid contains "Submit" and "Save" buttons. To the right of the main content is a calendar view showing dates from Friday, January 1 to Sunday, January 30, 2021. The taskbar at the bottom includes icons for File, Home, Back, Forward, Stop, Refresh, and Favorites, along with a search bar and system status indicators.

| DTR DATE | AS TYPE | AM IN/OUT | PM IN/OUT | STATUS | ACTION |
|------------|---------|-----------|-----------|--------|--------|
| 2021-01-11 | Absent | --:--:-- | --:--:-- | New | |

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

The screenshot shows the HRIS-eSelfService application interface. On the left, there is a sidebar with various application links such as My Favorites, About Me, My Applications, and Travel Order. The main window displays the 'Add New Record' screen for 'AUTHORIZATION SLIP INFORMATION'. The form includes fields for Application Nbr. (000000000746), Employee Name (PERSIGAS, SHIELA MAE T.), Date Applied (2021-01-07), ID Nbr. (8447), Remarks, DTR DATE ENTRY, AS TYPE (Absent), AM TIME ENTRY, PM TIME ENTRY, AS Reason, AS Venue, AS Comment, and a table for DTR DATE, AS TYPE, AM IN/OUT, and ACTION. A large red arrow points to the edit icon (pencil symbol) in the ACTION column of the table. At the bottom right of the table are 'Submit' and 'Save' buttons. To the right of the main window, there is a calendar view showing dates from Friday, January 1, to Saturday, January 30, 2021.

| DTR DATE | AS TYPE | AM IN/OUT | ACTION |
|------------|---------|-----------|--------|
| 2021-01-11 | Absent | --:--:-- | |

HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

Home Daily Time Entry Favorites Log out

Add New Record

AUTHORIZATION SLIP INFORMATION

| | | | |
|-------------------|---|----------------|--|
| Application Nbr.: | 000000000746 | Date Applied: | 2021-01-07 |
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 |
| Remarks: | | | |
| DTR DATE ENTRY: | 2021-01-11 | AS TYPE: | Absent |
| AM TIME ENTRY: | TIME IN <input type="button" value=""/> | PM TIME ENTRY: | TIME IN <input type="button" value=""/> TIME OUT <input type="button" value=""/> |
| AS Reason: | --Select Here-- | AS Venue: | |
| AS Comment: | | | |

| DTR DATE | AS TYPE | AM IN OUT | PM IN OUT | STATUS | ACTION |
|------------|---------|-----------|-----------|--------|--|
| 2021-01-11 | Absent | - - - - - | - - - - - | New | <input type="button" value=""/> <input type="button" value="X"/> |

Submit Save

Fri Sat

1 2

8 9

15 16

22 23

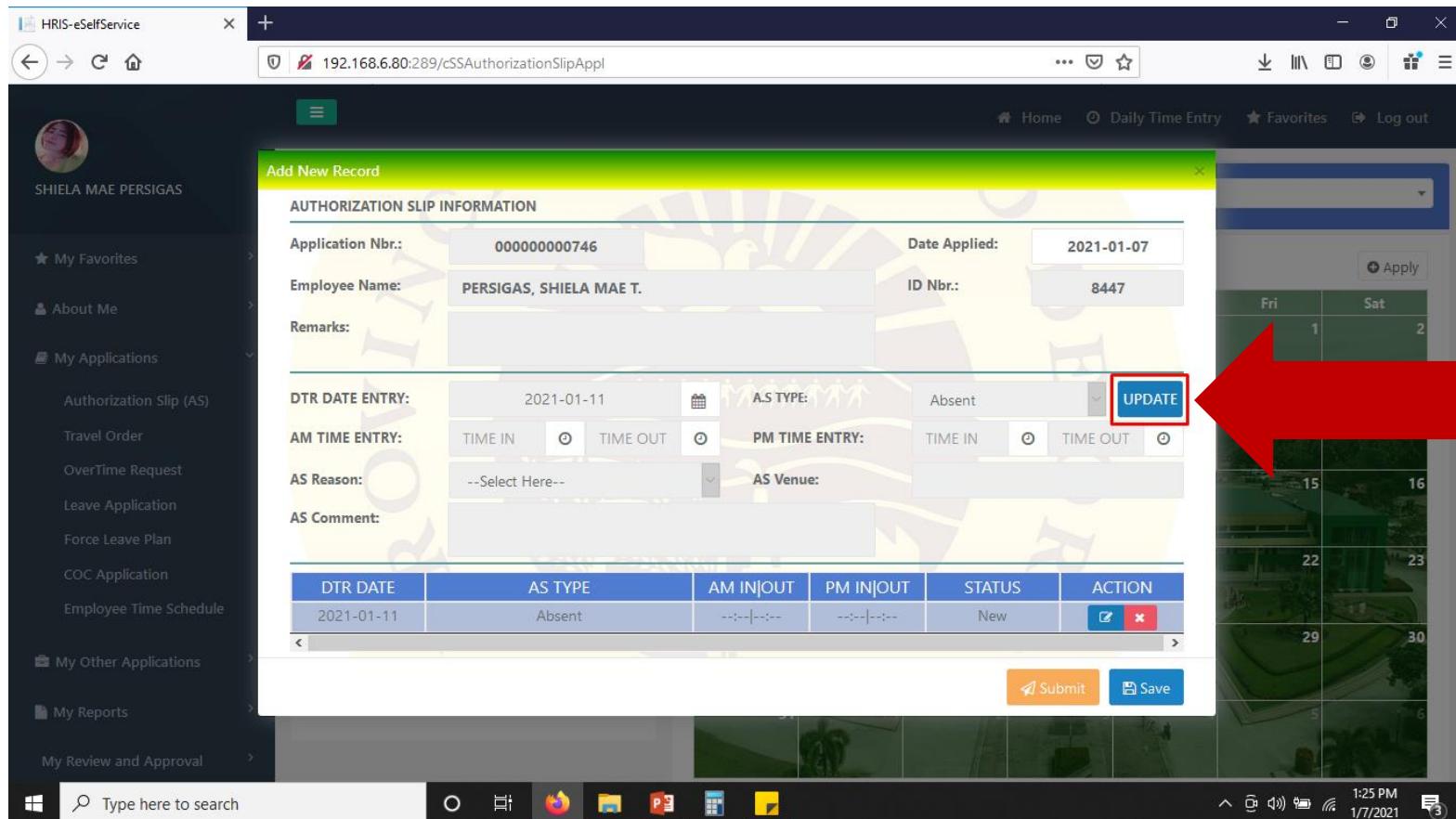
29 30

5 6

Type here to search

1:25 PM 1/7/2021 3

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



Note:

If you have clicked **edit button** expected that there will be no editable fields since **AS type** and **DTR date entry** are disabled. If you want to edit or update information click **remove button** to remove information, then reselect AS type and DTR date entry to do that repeat **step 3** and **8**. If ever the selected AS type is **discrepancy**, **overtime override**, **travel order**, **other matters**, **meeting**, **personal transaction** or **delete time entries** expected that if you click specific record **edit button** you will be able to update information.

In addition **discrepancy** and **delete time entries** editable fields are **AM time entry (time in/time out)**, **PM time entry (time in/time out)** and **AS reason**. While in **overtime override**, **travel order override**, and **personal transaction** editable fields are **AM time entry (time in)** and **PM time entry (time out)**. However in **official matters** and **meeting** editable fields are **AM time entry (time in)**, **PM time entry (time out)** and **AS venue**.

Step 12: Click remove button for you to remove recent information.

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 like Authorization Slip (AS), Travel Order, OverTime Request, etc. The main area is titled "Add New Record" and contains a form for "AUTHORIZATION SLIP INFORMATION". The form includes fields for Application Nbr. (000000000746), Employee Name (PERSIGAS, SHIELA MAE T.), Date Applied (2021-01-07), ID Nbr. (8447), and Remarks. Below this is a section for DTR DATE ENTRY with dates 2021-01-11, AS TYPE (Absent), and buttons for UPDATE, TIME IN, TIME OUT, PM TIME ENTRY, and AS Reason (Select Here). There is also an AS Comment field. At the bottom is a table with columns: DTR DATE, AS TYPE, AM IN|OUT, PM IN|OUT, STATUS, and ACTION. The first row shows 2021-01-11, Absent, and New. The ACTION column for this row has a red box around the delete (X) button, which is highlighted by a large red arrow pointing towards it from the right side of the screen. Below the table are "Submit" and "Save" buttons. To the right of the table is a calendar view showing dates from Friday 1 to Saturday 23 of January 2021.

| DTR DATE | AS TYPE | AM IN OUT | PM IN OUT | STATUS | ACTION |
|------------|---------|-------------|-------------|--------|--------|
| 2021-01-11 | Absent | --:-- --:-- | --:-- --:-- | New | |

HRIS-eSelfService

192.168.6.80:289/cSAuthorizationSlipAppl

Home Daily Time Entry Favorites Log out

SHIELA MAE PERSIGAS

Add New Record

AUTHORIZATION SLIP INFORMATION

| | | | |
|-------------------|-------------------------|---------------|------------|
| Application Nbr.: | 000000000746 | Date Applied: | 2021-01-07 |
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 |
| Remarks: | | | |

DTR DATE ENTRY: A.S TYPE: --Select Here--

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

AS Reason: AS Venue:

AS Comment:

| DTR DATE | AS TYPE | AM IN OUT | PM IN OUT | STATUS | ACTION |
|----------------------------|---------|-----------|-----------|--------|--------|
| No data available in table | | | | | |

Fri Sat
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5 6

Type here to search

1:28 PM 1/7/2021 3

Note:

If you have clicked the **remove button** expected that record on the table grid below will be automatically removed. Once record is remove you need to re-add information so you can submit or save the record. In order to add information repeat **step 3 and 8** for you to continue and update information.

Step 13: If you want to continue repeat **step 3** and **8** to save information.

HRIS-eSelfService + X

192.168.6.80:289/cSSAuthorizationSlipAppl

Home Daily Time Entry Favorites Log out

Add New Record

AUTHORIZATION SLIP INFORMATION

| Application Nbr.: | 000000000746 | Date Applied: | 2021-01-07 | | |
|----------------------------|-------------------------|---------------|-------------------|--------|--------|
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 | | |
| Remarks: | | | | | |
| DTR DATE ENTRY: | 2021-01-21 | AS TYPE: | Overtime Override | | |
| AS TIME FROM: | TIME IN | AS TIME TO: | TIME OUT | | |
| AS Reason: | --Select Here-- | AS Venue: | | | |
| AS Comment: | | | | | |
| DTR DATE | AS TYPE | AM IN/OUT | PM IN/OUT | STATUS | ACTION |
| No data available in table | | | | | |

Submit Save

Fri Sat

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Type here to search

1:31 PM
1/7/2021

3

The screenshot shows a web-based application for managing authorization slips. The main form is titled 'Add New Record' under 'AUTHORIZATION SLIP INFORMATION'. It includes fields for Application Nbr. (000000000746), Date Applied (2021-01-07), Employee Name (PERSIGAS, SHIELA MAE T.), and ID Nbr. (8447). Below these, there's a section for 'DTR DATE ENTRY' with a date set to 2021-01-21, 'AS TYPE' set to 'Overtime Override', and two time entry fields: 'AS TIME FROM' (TIME IN) and 'AS TIME TO' (TIME OUT), both of which are highlighted with red boxes and labeled 'Required Field!'. The application menu on the left lists various options like My Favorites, About Me, and My Applications, with 'Authorization Slip (AS)' selected. A sidebar calendar shows dates from January 1 to 31, 2021. At the bottom, there are 'Submit' and 'Save' buttons, along with a system status bar showing the time (1:31 PM) and date (1/7/2021).

Note:

If you have clicked the **add button** expected that a verification message will appear that 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. To continue input values in all required fields to save information.

In selecting time entries make sure to click the button **AM** or **PM** in **clock picker** of what specific time entries does the time belongs to specially if you are about to select time entry in **AM IN** since the default selected button is **PM**.

Step 14: Input values in all required fields to continue, repeat step 8 for you to add information.

HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

SHIELA MAE PERSIGAS

Add New Record

AUTHORIZATION SLIP IN

Application Nbr.:
Employee Name:
Remarks:

DTR DATE ENTRY: 07 : 00AM
AM (highlighted with a red box)

AS TIME FROM: 07:25AM
TIME OUT

AS TIME TO: TIME IN
TIME OUT

AS Reason: --Select Here--
AS Comment:

AS TYPE: Overtime Override
+ ADD

AS Venue:

| DTR DATE | AS TYPE | AM IN/OUT | PM IN/OUT | STATUS | ACTION |
|----------------------------|---------|-----------|-----------|--------|--------|
| No data available in table | | | | | |

Submit Save

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

Type here to search

2:36 PM
1/7/2021

HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

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 Review and Approval

Add New Record

AUTHORIZATION SLIP INFORMATION

Application Nbr.: 00000000746

Date Applied:

Employee Name: PERSIGAS, SHIELA MAE T.

ID Nbr.:

Remarks:

DTR DATE ENTRY: 2021-01-21

AS TYPE: Overtime Override

AS TIME FROM: 07:25AM

TIME OUT:

AS TIME TO: TIME IN: 04:35PM

AS Reason: --Select Here--

AS Venue:

AS Comment:

4 : 00PM

11 12 1
10 2
9 3
8 4
7 5
6 6
5 7
4 8
3 9
2 10
1 11
AM PM

Submit Save

No data available in table

2:36 PM 1/7/2021

HRIS-eSelfService

192.168.6.80:289/cSAuthorizationSlipAppl

Home Daily Time Entry Favorites Log out

SHIELA MAE PERSIGAS

Add New Record

AUTHORIZATION SLIP INFORMATION

| | | | |
|-------------------|-------------------------|---------------|------------|
| Application Nbr.: | 000000000746 | Date Applied: | 2021-01-07 |
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 |
| Remarks: | | | |

DTR DATE ENTRY: 2021-01-21 A.S TYPE: Overtime Override **+ ADD**

AS TIME FROM: 07:25AM TIME OUT: **04:35PM**

AS Reason: --Select Here-- AS Venue:

AS Comment:

| DTR DATE | AS TYPE | AM IN OUT | PM IN OUT | STATUS | ACTION |
|----------------------------|---------|-----------|-----------|--------|--------|
| No data available in table | | | | | |

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 Review and Approval

2:37 PM 1/7/2021 3

HRIS-eSelfService

192.168.6.80:289/cSAuthorizationSlipAppl

Home Daily Time Entry Favorites Log out

Add New Record

AUTHORIZATION SLIP INFORMATION

| Application Nbr.: | 000000000746 | Date Applied: | 2021-01-07 | | |
|-------------------|------------------------------|---------------|-------------|--------|--------|
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 | | |
| Remarks: | | | | | |
| DTR DATE ENTRY: | AS TYPE: --Select Here-- ADD | | | | |
| AS TIME FROM: | TIME IN | TIME OUT | AS TIME TO: | | |
| AS Reason: | --Select Here-- | AS Venue: | | | |
| AS Comment: | | | | | |
| DTR DATE | AS TYPE | AM IN OUT | PM IN OUT | STATUS | ACTION |
| 2021-01-21 | Overtime Override | 07:25AM --- | 04:35PM | New | |

Submit Save

Fri Sat

1 2

8 9

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22 23

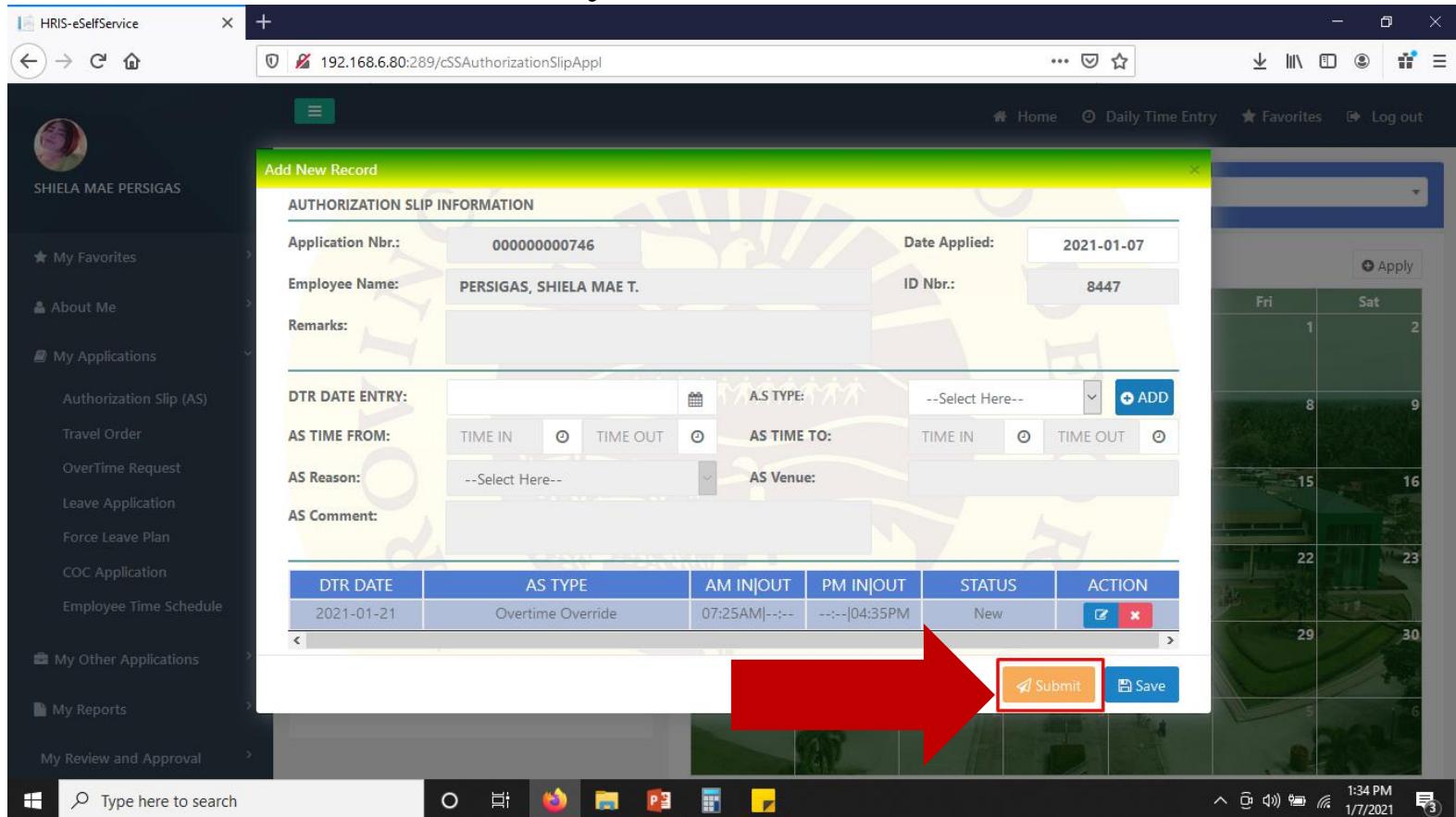
29 30

5 6

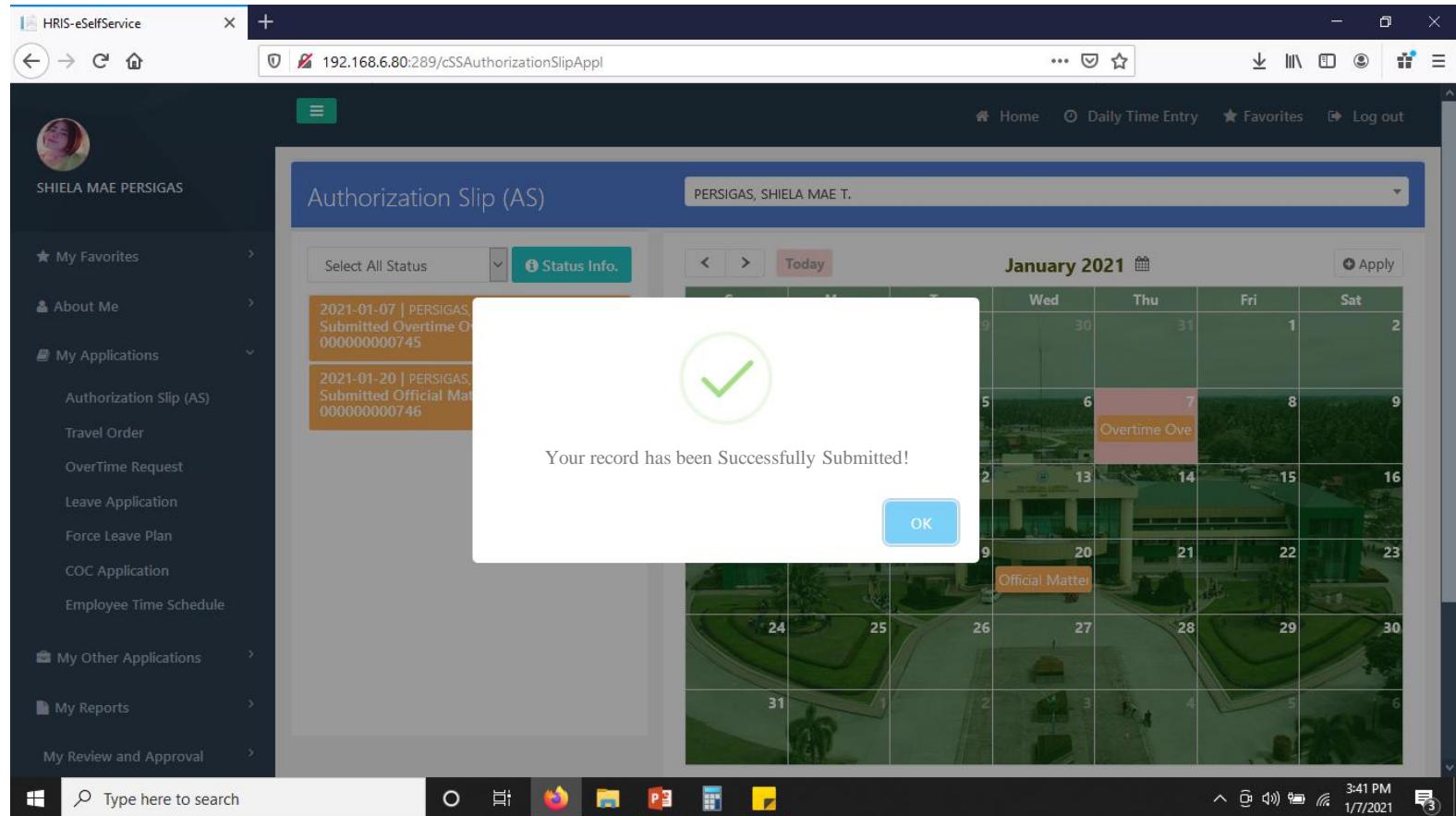
Type here to search

2:37 PM 1/7/2021 3

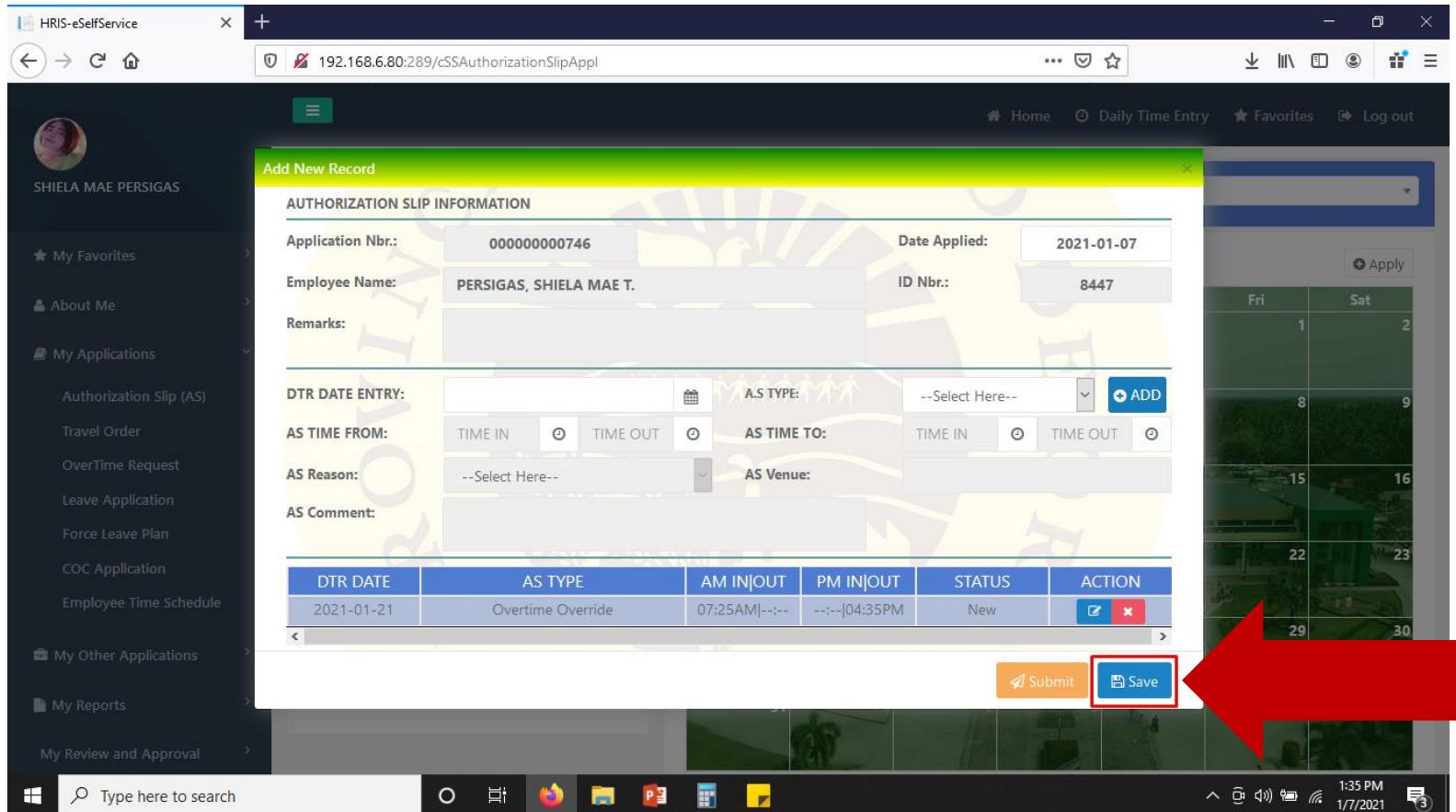
Step 15: If you want to submit information instead of saving click **submit button** for you to submit information.



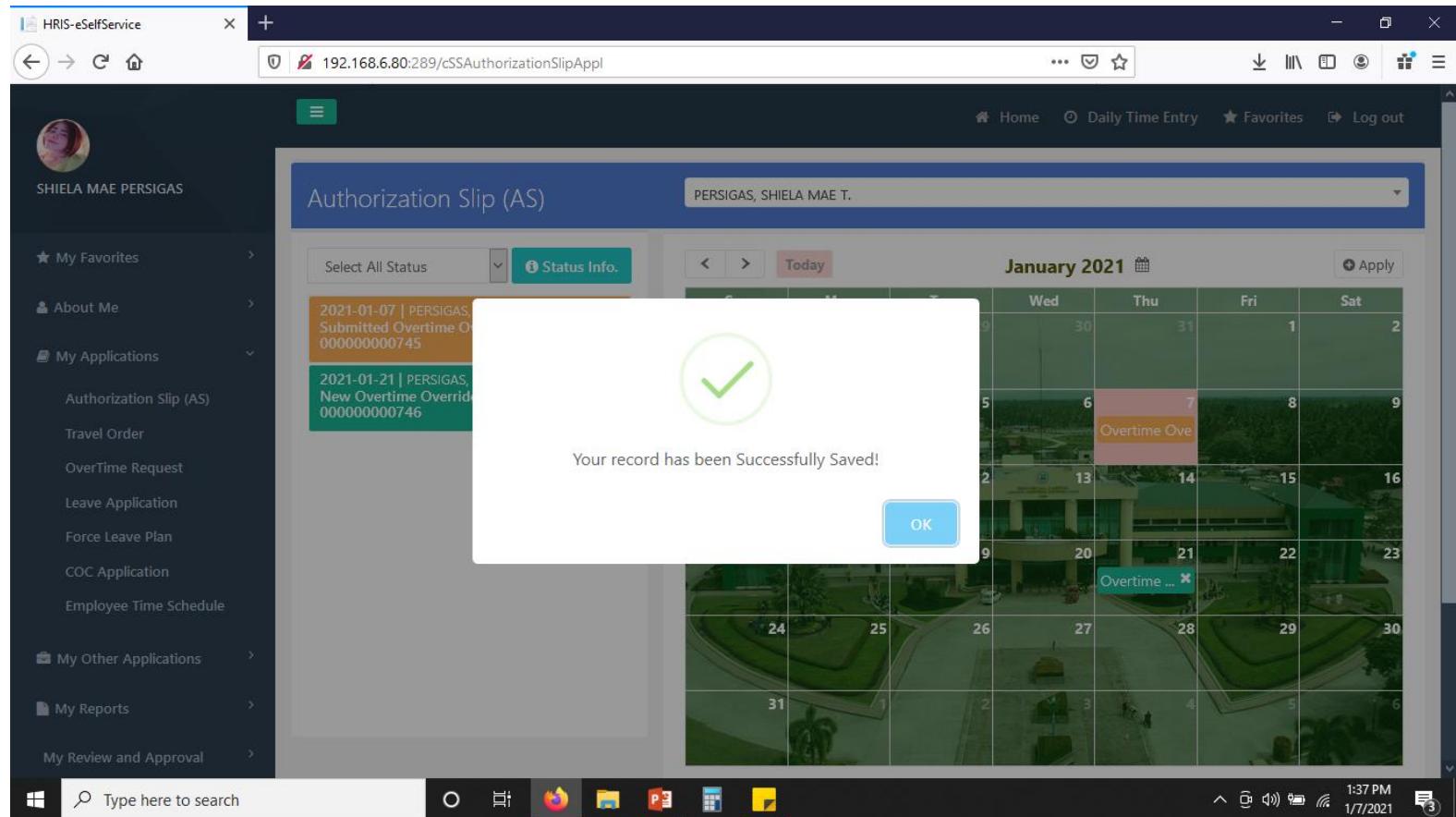
Note: A pop-up confirmation window will appear that your record has been successfully submitted!



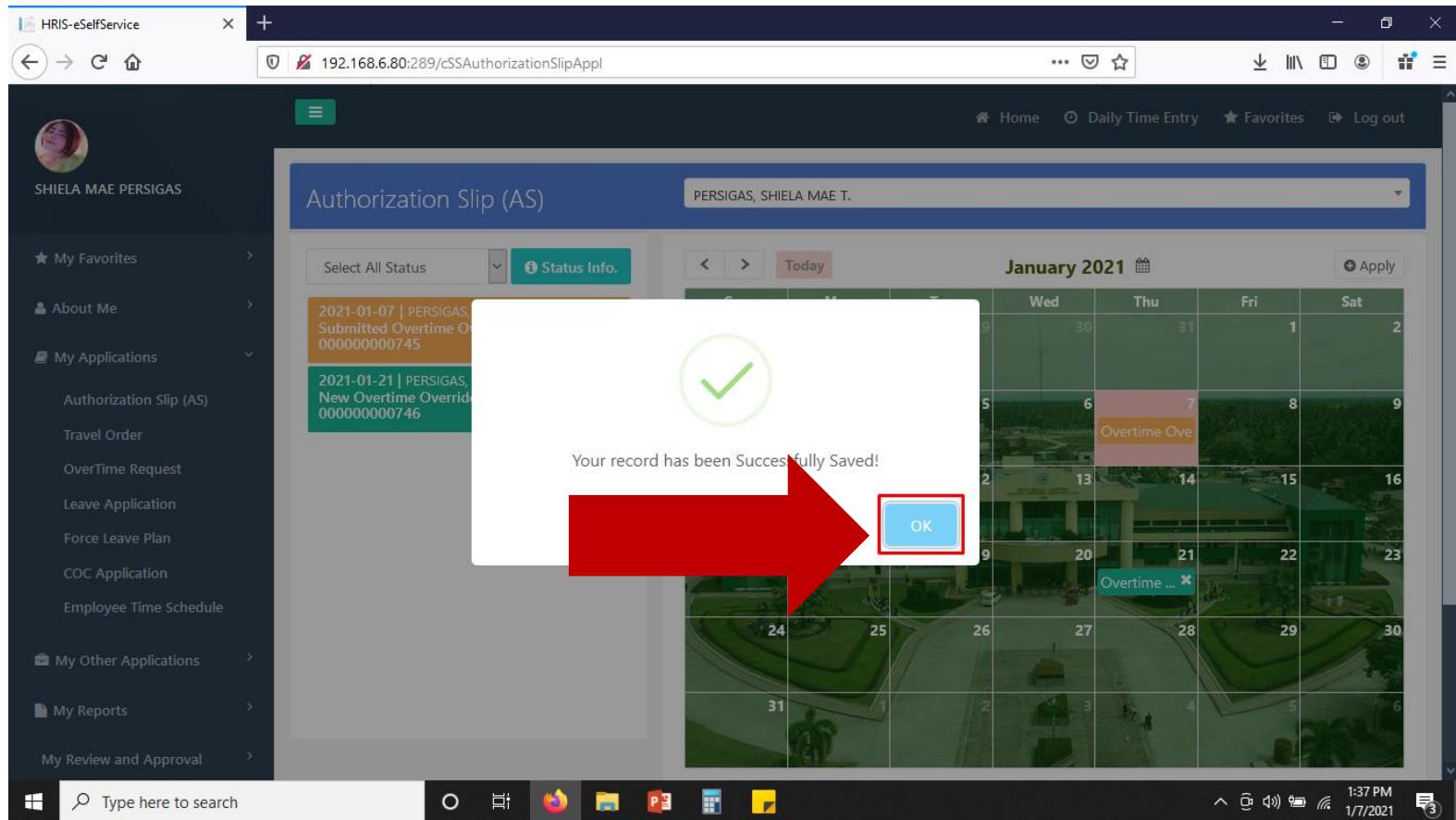
Step 16: If ever data is not submitted and want to save record click **save button** for you to successfully save information.



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



Step 17: Repeat step 7 to continue and go back on main page.



HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

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 Review and Approval

Authorization Slip (AS)

PERSIGAS, SHIELA MAE T.

Select All Status Status Info

2021-01-07 | PERSIGAS, SHIELA MAE T.
Submitted Overtime Override
00000000745

2021-01-21 | PERSIGAS, SHIELA MAE T.
New Overtime Override
00000000746

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 |

Overtime ... X

Type here to search

1:39 PM 1/7/2021 3

How to edit applied
AS application?

Note:

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

Note:

Take note there are 2 ways to edit or update applied authorization slip: click specific record then click **edit drop-down button** or; click the applied **AS label** though different ways but still have the same **edit existing record of authorization slip information modal page** will appear. The only difference is in table grid within the modal page will already have a values depending on the selected date upon clicking **apply AS** while if you click directly the **apply button** expected that **DTR date entry** grid will have no values.

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

HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

SHIELA MAE PERSIGAS

My Favorites

About Me

Travel Order

OverTime Request

Leave Application

Force Leave Plan

COC Application

Employee Time Schedule

My Other Applications

My Reports

My Review and Approval

Authorization Slip (AS)

PERSIGAS, SHIELA MAE T.

Select All Status

Status Info.

2021-01-07 | PERSIGAS, SHIELA MAE T.
Submitted Overtime Override
000000000745

2021-01-21 | PERSIGAS, SHIELA MAE T.
New Overtime Override
000000000746

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 |

Overtime Ove

Overtime ... X

Type here to search

1:40 PM

1/7/2021

HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

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 Review and Approval

Authorization Slip (AS)

PERSIGAS, SHIELA MAE T.

Select All Status Status Info.

2021-01-07 | PERSIGAS, SHIELA MAE T.
Submitted Overtime Override
000000000745

2021-01-21 | PERSIGAS, SHIELA MAE T.
New Overtime Override
000000000746

Edit Delete Delete All Print AS

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 |

Overtime Ove

Overtime ... *

Type here to search

1:41 PM 1/7/2021 3

Note: If ever you have click a non-editable applied AS 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" (which is expanded to show "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Employee Time Schedule"), "My Other Applications", "My Reports", and "My Review and Approval".

The main content area has a title "Authorization Slip (AS)" and a status message "PERSIGAS, SHIELA MAE T.". It displays two entries:

- 2021-01-07 | PERSIGAS, SHIELA MAE T.
Submitted Overtime Override
000000000745
- 2021-01-21 | PERSIGAS, SHIELA MAE T.
New Overtime Override
000000000746

For the second entry, there is a context menu with options: "Edit" (highlighted with a red box), "Delete", "Delete All", and "Print AS".

To the right of the entries is a calendar for January 2021. The calendar shows days from Sunday to Saturday. Specific dates are highlighted:

- January 7: "Overtime Ove" (partially visible)
- January 21: "Overtime ... X" (partially visible)

The bottom of the screen shows a taskbar with icons for File Explorer, Microsoft Edge, and other applications. The system tray indicates the date as 1/7/2021 and the time as 1:42 PM.

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

The screenshot shows the HRIS-eSelfService application interface. On the left, there is a sidebar with various menu items. A red arrow points from the "Authorization Slip (AS)" menu item to a context menu that has appeared over a list of two items. This context menu contains four options: "Edit", "Delete", "Delete All", and "Print AS". The "Edit" option is highlighted with a red border. The main content area displays the "Authorization Slip (AS)" page for "PERSIGAS, SHIELA MAE T.". It shows two entries: one for January 7, 2021, labeled "Submitted Overtime Override 000000000745" (orange background), and another for January 21, 2021, labeled "New Overtime Override 000000000746" (green background). To the right of the list is a calendar for January 2021. Several dates are highlighted in pink or red, indicating overtime periods. The date January 7 is specifically highlighted with a pink box and labeled "Overtime Ove". The date January 21 is also highlighted with a pink box and labeled "Overtime ... x". The bottom of the screen shows the Windows taskbar with the date "1/7/2021" and time "1:48 PM".

HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

Home Daily Time Entry Favorites Log out

SHIELA MAE PERSIGAS

Edit Existing Record

AUTHORIZATION SLIP INFORMATION

| | | | |
|-------------------|-------------------------|---------------|------------|
| Application Nbr.: | 000000000746 | Date Applied: | 2021-01-07 |
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 |
| Remarks: | | | |

DTR DATE ENTRY:

| | | | | | |
|---------------|-----------------|----------|-------------|-----------------|----------|
| AS TIME FROM: | TIME IN | TIME OUT | AS TIME TO: | TIME IN | TIME OUT |
| AS Reason: | --Select Here-- | | AS Venue: | --Select Here-- | |
| AS Comment: | | | | | |

AS TYPE: --Select Here-- ADD

DTR DATE AS TYPE AM IN|OUT PM IN|OUT STATUS ACTION

| | | | | | |
|------------|-------------------|------------------------|-----|--|--|
| 2021-01-21 | Overtime Override | 07:25AM --- --- 4:35PM | New | | |
|------------|-------------------|------------------------|-----|--|--|

Submit Save Edit

Fri Sat

| | |
|----|----|
| 1 | 2 |
| 8 | 9 |
| 15 | 16 |
| 22 | 23 |
| 29 | 30 |
| 5 | 6 |

Type here to search

1:49 PM 1/7/2021 3

Step 3: Select specific record on the table grid below to input or replace values in all required fields, click **edit button** to update information.

The screenshot shows the HRIS-eSelfService application interface. The main window title is "Edit Existing Record" under "AUTHORIZATION SLIP INFORMATION". The application number is 000000000746, the employee name is PERSIGAS, SHIELA MAE T., and the date applied is 2021-01-07. The ID number is 8447. The DTR DATE ENTRY is set to 2021-01-21, AS TYPE is Overtime Override, and the status is New. A table grid at the bottom shows the selected record with a red border. The application sidebar lists various options like My Favorites, About Me, and My Applications. A calendar is visible on the right side of the screen.

| DTR DATE | AS TYPE | AM IN/OUT | PM IN/OUT | STATUS | ACTION |
|------------|-------------------|-------------|------------|--------|--------|
| 2021-01-21 | Overtime Override | 07:25AM --- | --- 4:35PM | New | |

HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

Home Daily Time Entry Favorites Log out

SHIELA MAE PERSIGAS

Edit Existing Record

AUTHORIZATION SLIP INFORMATION

| | | | |
|-------------------|-------------------------|---------------|------------|
| Application Nbr.: | 000000000746 | Date Applied: | 2021-01-07 |
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 |
| Remarks: | | | |

DTR DATE ENTRY:

| | | | | | |
|---------------|-----------------|----------|-------------|---------|----------|
| AS TIME FROM: | TIME IN | TIME OUT | AS TIME TO: | TIME IN | TIME OUT |
| AS Reason: | --Select Here-- | | AS Venue: | | |
| AS Comment: | | | | | |

AS TYPE: --Select Here-- ADD

AS DATE: 2021-01-21 AS TYPE: Overtime Override ACTION:

Submit Save Edit

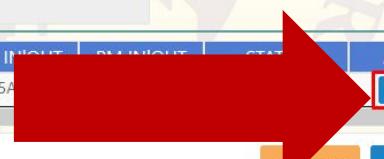
My Favorites About Me My Applications Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application Employee Time Schedule My Other Applications My Reports My Review and Approval

Apply

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

Type here to search

2:10 PM 1/7/2021 3



• 192.168.6.80:289/Login/Index X +

192.168.6.80:289/Login/Index

Home Daily Time Entry Favorites Log out

SHIELA MAE PERSIGAS

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

Transferring data from 192.168.6.80...

Edit Existing Record

AUTHORIZATION SLIP INFORMATION

| | | | |
|-------------------|-------------------------|---------------|------------|
| Application Nbr.: | 000000000746 | Date Applied: | 2021-01-07 |
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 |
| Remarks: | | | |

DTR DATE ENTRY: 2021-01-21 AS TYPE: Overtime Override UPDATE

AS TIME FROM: 07:25AM TIME OUT: TIME IN: 4:35PM

AS Reason: --Select Here-- AS Venue:

AS Comment:

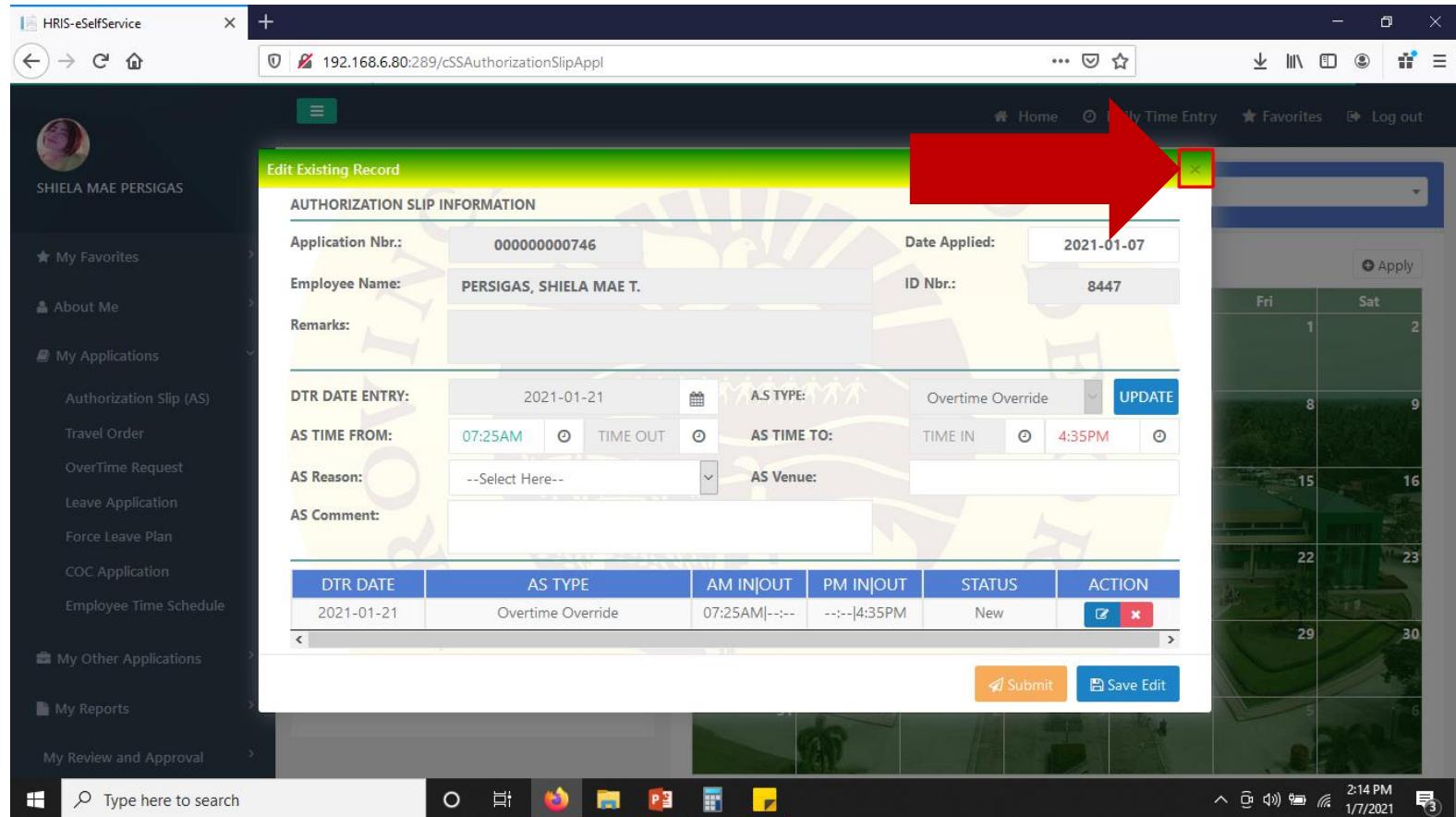
| DTR DATE | AS TYPE | AM IN OUT | PM IN OUT | STATUS | ACTION |
|------------|-------------------|-------------|------------|--------|--------|
| 2021-01-21 | Overtime Override | 07:25AM --- | --- 4:35PM | New | |

Submit Save Edit

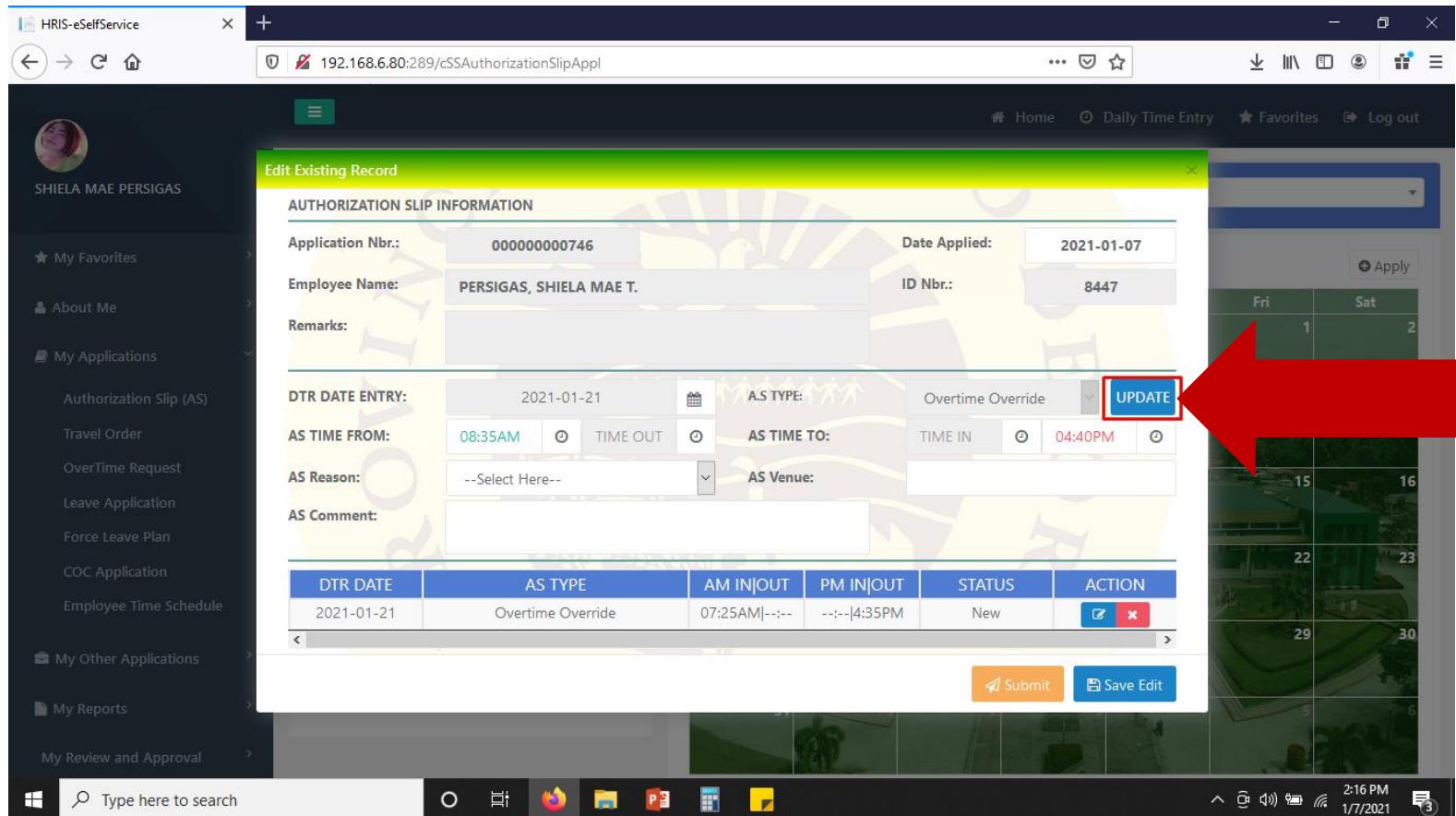
Fri Sat 1 2 8 9 15 16 22 23 29 30 5 6

2:11 PM 1/7/2021 3

Step 4: Click close icon if you don't want to replace or update information.



Step 5: Repeat step 3 to continue to edit information and click **update button** if you want save updated information.



HRIS-eSelfService

192.168.6.80:289/cSAuthorizationSlipAppl

Home Daily Time Entry Favorites Log out

SHIELA MAE PERSIGAS

Edit Existing Record

AUTHORIZATION SLIP INFORMATION

| Application Nbr.: | 000000000746 | Date Applied: | 2021-01-07 | | |
|-------------------|------------------------------|---------------|-------------|--------|--------|
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 | | |
| Remarks: | | | | | |
| DTR DATE ENTRY: | AS TYPE: --Select Here-- ADD | | | | |
| AS TIME FROM: | TIME IN | TIME OUT | AS TIME TO: | | |
| AS Reason: | --Select Here-- | AS Venue: | | | |
| AS Comment: | | | | | |
| DTR DATE | AS TYPE | AM IN OUT | PM IN OUT | STATUS | ACTION |
| 2021-01-21 | Overtime Override | 08:35AM -- | -- 04:40PM | New | |

Submit Save Edit

Fri Sat

1 2

8 9

15 16

22 23

29 30

5 6

Type here to search

2:16 PM 1/7/2021

3

Note:

To update, edit all needed information before clicking the **update button** to save current changes. **Overtime override** editable fields are only **AS Time From: Time In** and **AS Time To: Time Out**. That you are not allowed to reselect any **AS Type** as well as the **DTR Date Entry** once you click specific record **edit button**, unless you remove the recent information first. Since, **authorization slip type** field is not editable the only way to change AS type recent record is by clicking the **remove button** on the table grid below of the selected record; only if you want to remove information and add what type of AS you want to apply. However, if information needs no correction you can still add new type of AS under the same **application number**.

Note:

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

Step 6: If you want to continue and change AS type to be applied click **remove button** to remove information and add new one.

The screenshot shows the 'Edit Existing Record' screen for an Authorization Slip (AS) in the HRIS-eSelfService application. The main form displays the following details:

| | | | |
|-------------------|-------------------------|---------------|------------------|
| Application Nbr.: | 000000000746 | Date Applied: | 2021-01-07 |
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 |
| Remarks: | (empty) | | |
| DTR DATE ENTRY: | (date input field) | AS TYPE: | --Select Here-- |
| AS TIME FROM: | TIME IN (button) | AS TIME TO: | TIME IN (button) |
| AS Reason: | --Select Here-- | AS Venue: | (empty) |
| AS Comment: | (empty) | | |

Below this, a table lists the current record:

| DTR DATE | AS TYPE | AM IN OUT | PM IN OUT | STATUS | ACTION |
|------------|-------------------|---------------|---------------|--------|--------|
| 2021-01-21 | Overtime Override | 08:35AM --:-- | --:-- 04:40PM | New | |

At the bottom right of the table, there are 'Submit' and 'Save Edit' buttons. A large red arrow points to the 'Remove' button in the 'ACTION' column of the table.

HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

Home Daily Time Entry Favorites Log out

SHIELA MAE PERSIGAS

Edit Existing Record

AUTHORIZATION SLIP INFORMATION

| | | | |
|-------------------|-------------------------|---------------|------------|
| Application Nbr.: | 000000000746 | Date Applied: | 2021-01-07 |
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 |
| Remarks: | | | |

DTR DATE ENTRY:

| | | | | | |
|---------------|-----------------|----------|-------------|-----------|----------|
| AS TIME FROM: | TIME IN | TIME OUT | AS TIME TO: | TIME IN | TIME OUT |
| AS Reason: | --Select Here-- | | | AS Venue: | |
| AS Comment: | | | | | |

No data available in table

Submit Save Edit

Fri Sat

1 2

8 9

15 16

22 23

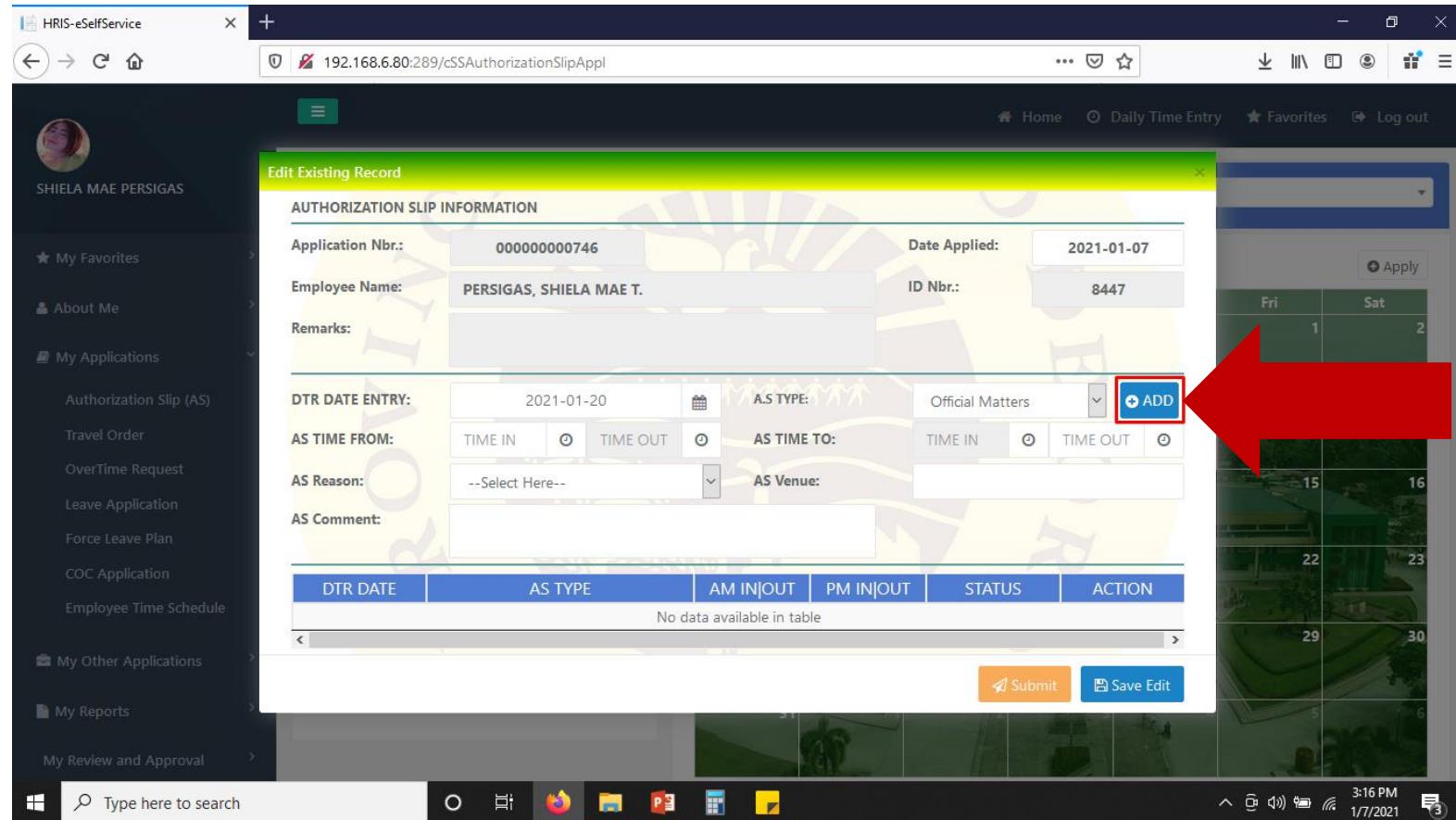
29 30

5 6

Type here to search

2:18 PM
1/7/2021

Step 7: To continue input or select values in **DTR date entry** then select specific **AS Type** to apply, click **add button** to update or add information.



HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

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 Review and Approval

Edit Existing Record

AUTHORIZATION SLIP INFORMATION

| | | | |
|-------------------|-------------------------|---------------|------------|
| Application Nbr.: | 000000000746 | Date Applied: | 2021-01-07 |
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 |
| Remarks: | | | |

DTR DATE ENTRY: 2021-01-20 AS TYPE: Official Matters + ADD

AS TIME FROM: TIME IN (Required Field!) AS TIME TO: TIME OUT (Required Field!)

AS Reason: --Select Here-- AS Venue: (Required Field!)

AS Comment:

| DTR DATE | AS TYPE | AM IN/OUT | PM IN/OUT | STATUS | ACTION |
|----------------------------|---------|-----------|-----------|--------|--------|
| No data available in table | | | | | |

Submit Save Edit

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

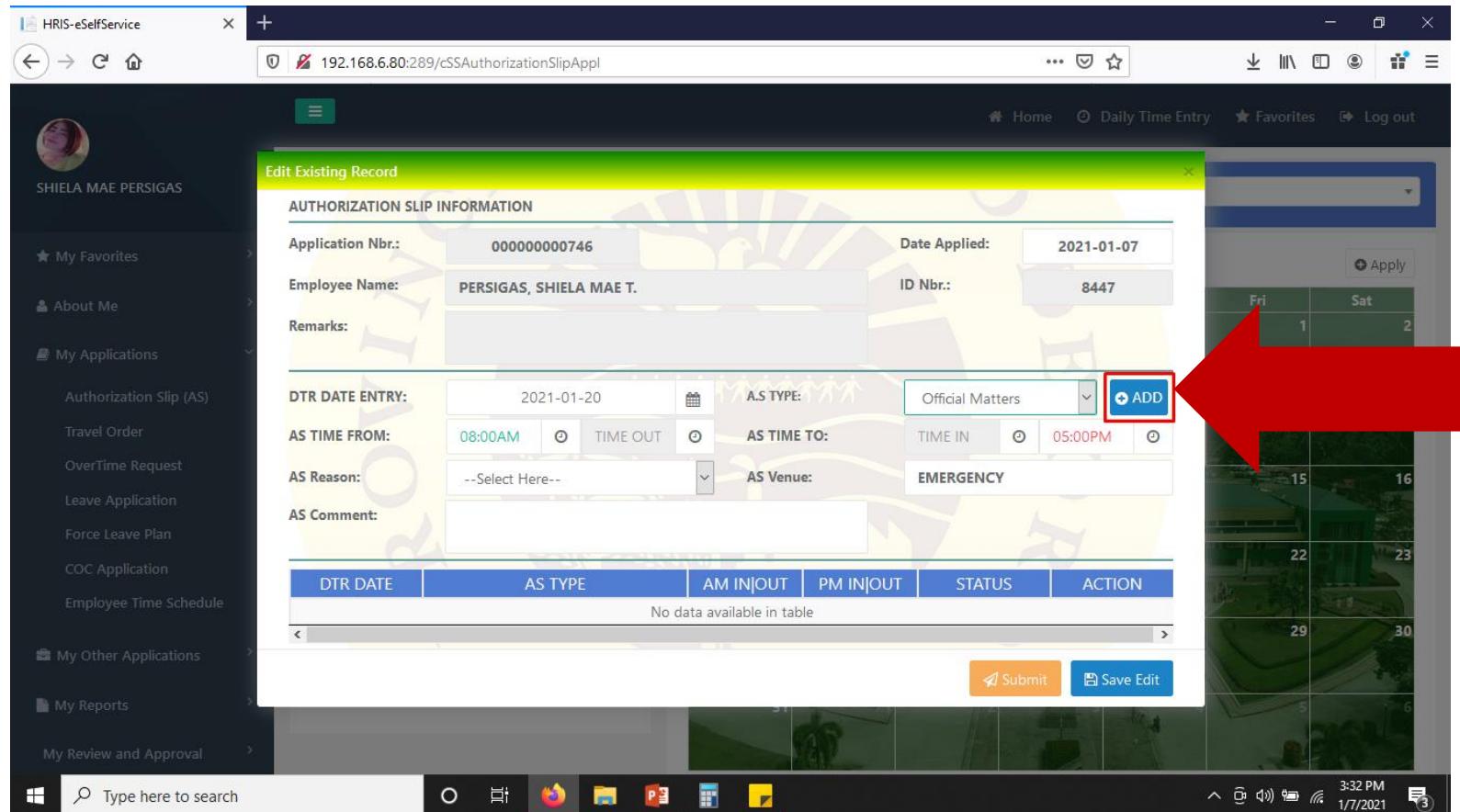
Type here to search

3:20 PM 1/7/2021 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. In relation to **travel order override AS Type** if you have clicked or selected only values in **DTR date entry** and **AS type** and did not input or select time entries either AM Time In and PM Time Out, expected that you will not be able to add information or even save the applied AS.

Step 8: Input needed information click **add button** to update or add information for you to save the record.



HRIS-eSelfService

192.168.6.80:289/cSAuthorizationSlipAppl

Home Daily Time Entry Favorites Log out

SHIELA MAE PERSIGAS

Edit Existing Record

AUTHORIZATION SLIP INFORMATION

| | | | | |
|--|-------------------------|-------------------------|---------------------------|--|
| Application Nbr.: | 000000000746 | Date Applied: | 2021-01-07 | |
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 | |
| Remarks: | | | | |
| DTR DATE ENTRY: | TIME IN | TIME OUT | A.S TYPE: --Select Here-- | |
| AS TIME FROM: | TIME IN | TIME OUT | AS TIME TO: TIME IN | |
| AS Reason: | --Select Here-- | AS Venue: | AS Comment: | |
| DTR DATE AS TYPE AM IN OUT PM IN OUT STATUS ACTION | | | | |
| 2021-01-20 | Official Matters | 08:00AM --- --- 05:00PM | New | |

Submit Save Edit

Fri Sat

1 2

8 9

15 16

22 23

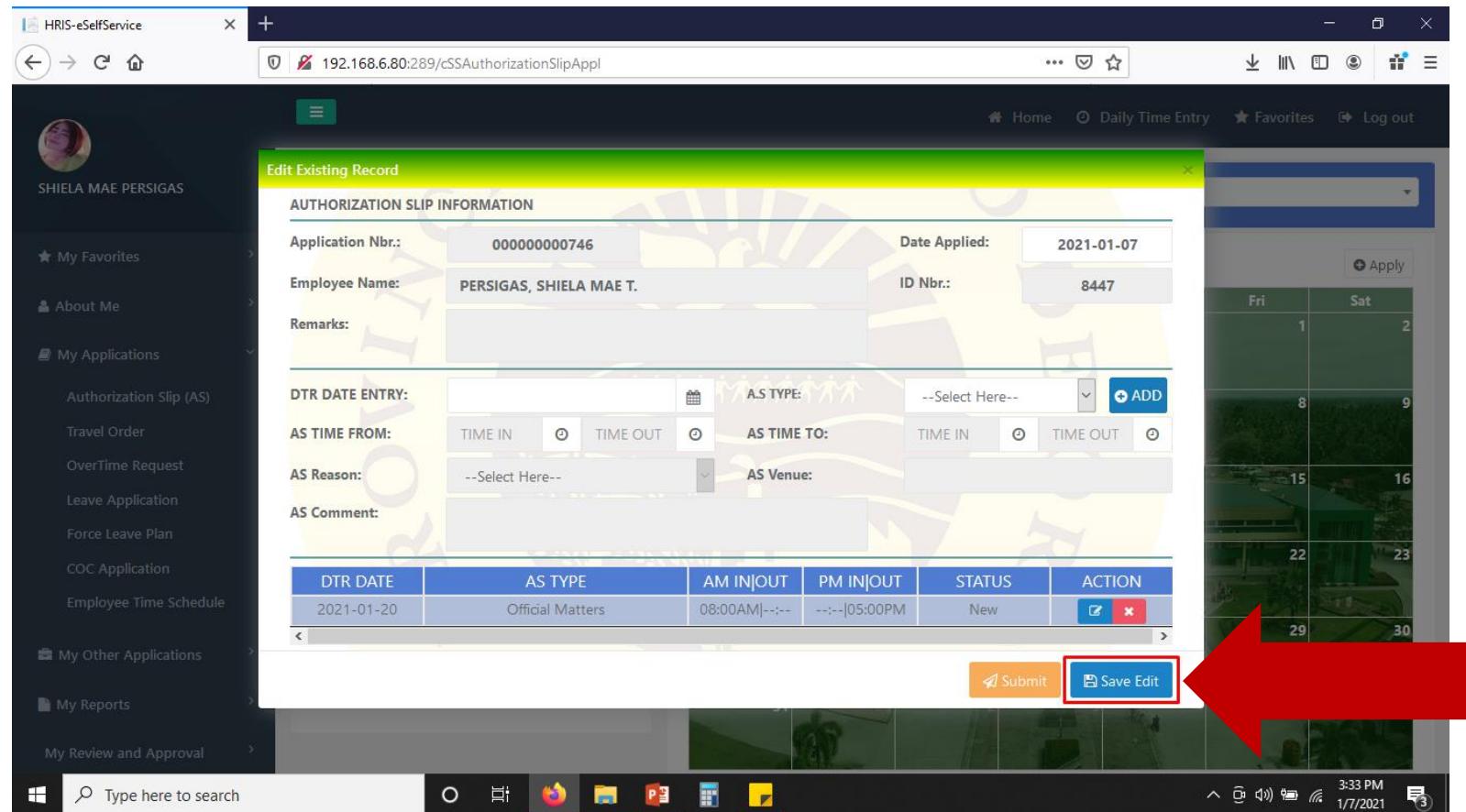
29 30

5 6

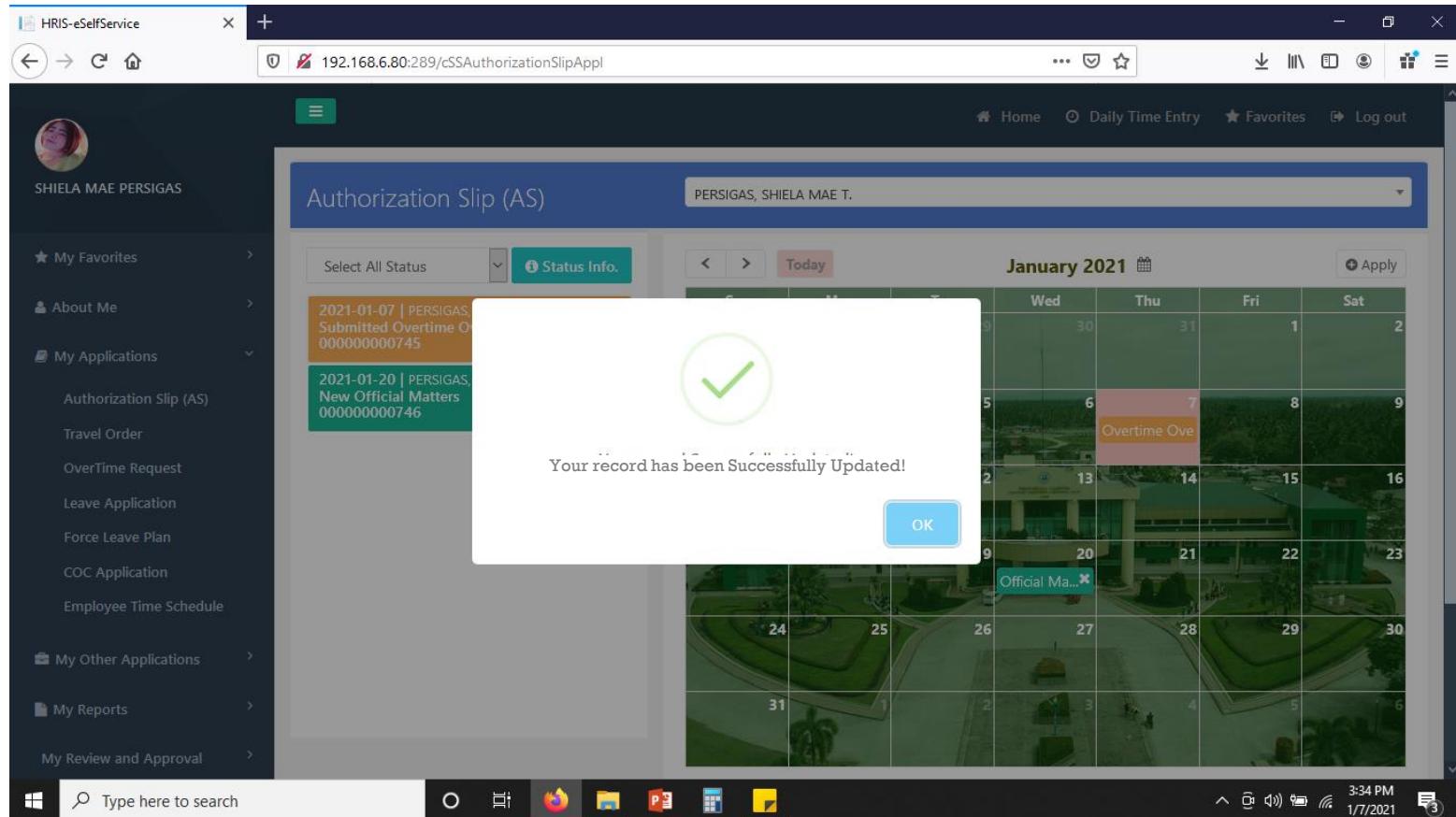
Type here to search

3:32 PM
1/7/2021

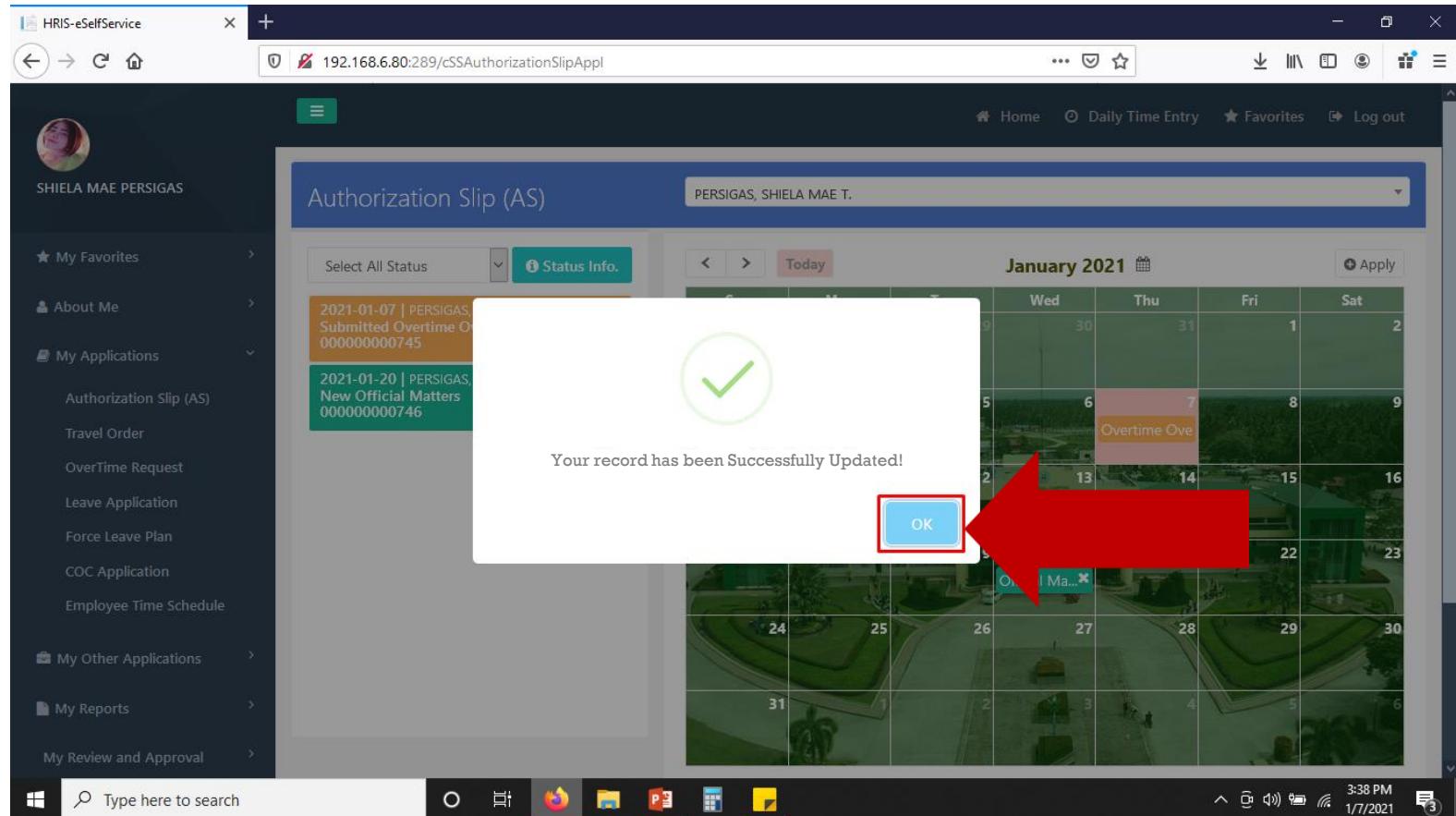
Step 9: Click save edit button to save the updated information for you to save the record.



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



Step 10: Click ok button for you to continue.



HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

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 Review and Approval

Select All Status Status Info.

2021-01-07 | PERSIGAS, SHIELA MAE T. Submitted Overtime Override 000000000745

2021-01-20 | PERSIGAS, SHIELA MAE T. New Official Matters 000000000746

January 2021

Sun Mon Tue Wed Thu Fri Sat

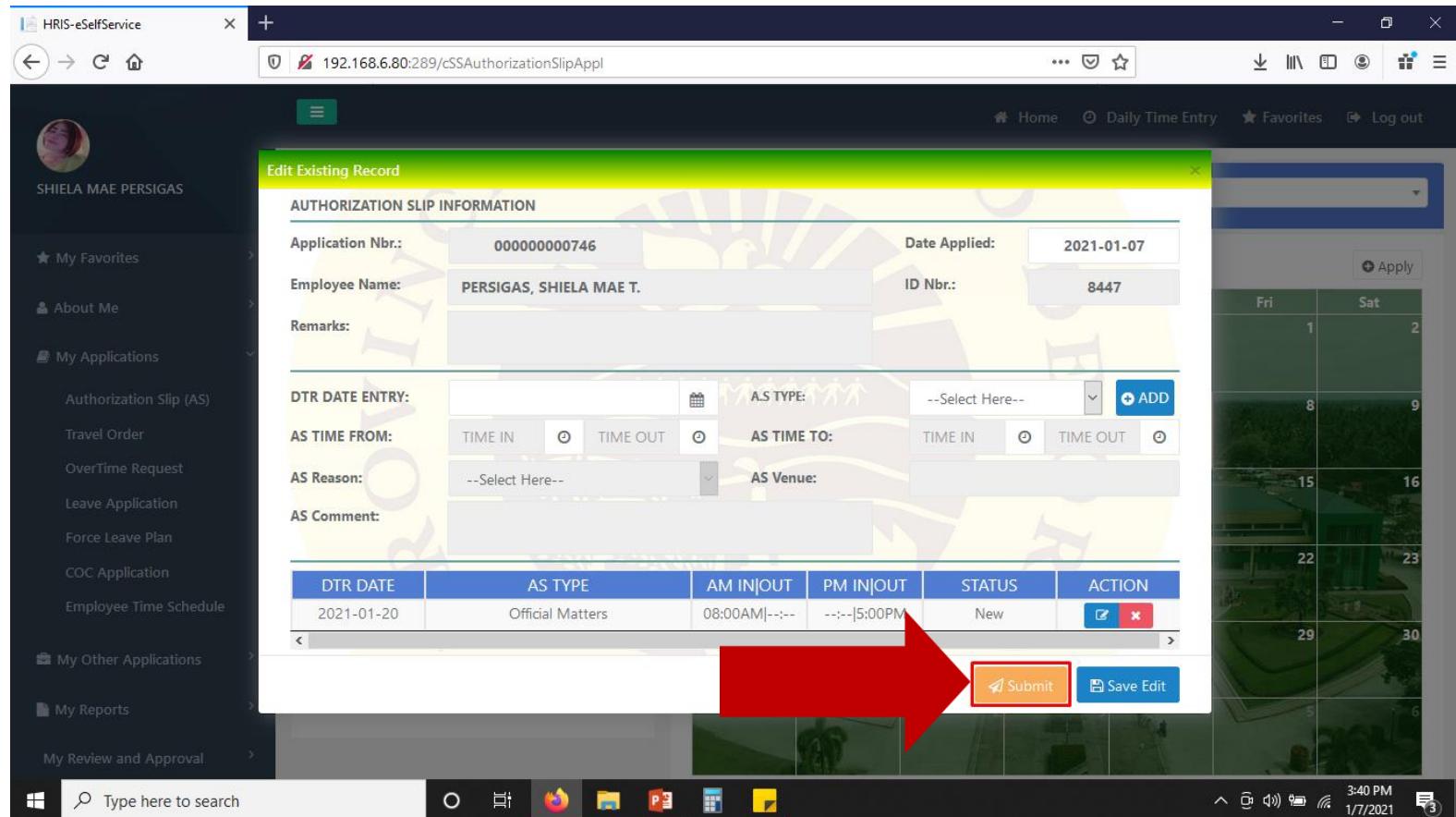
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |

Overtime Ove
Official Ma...*

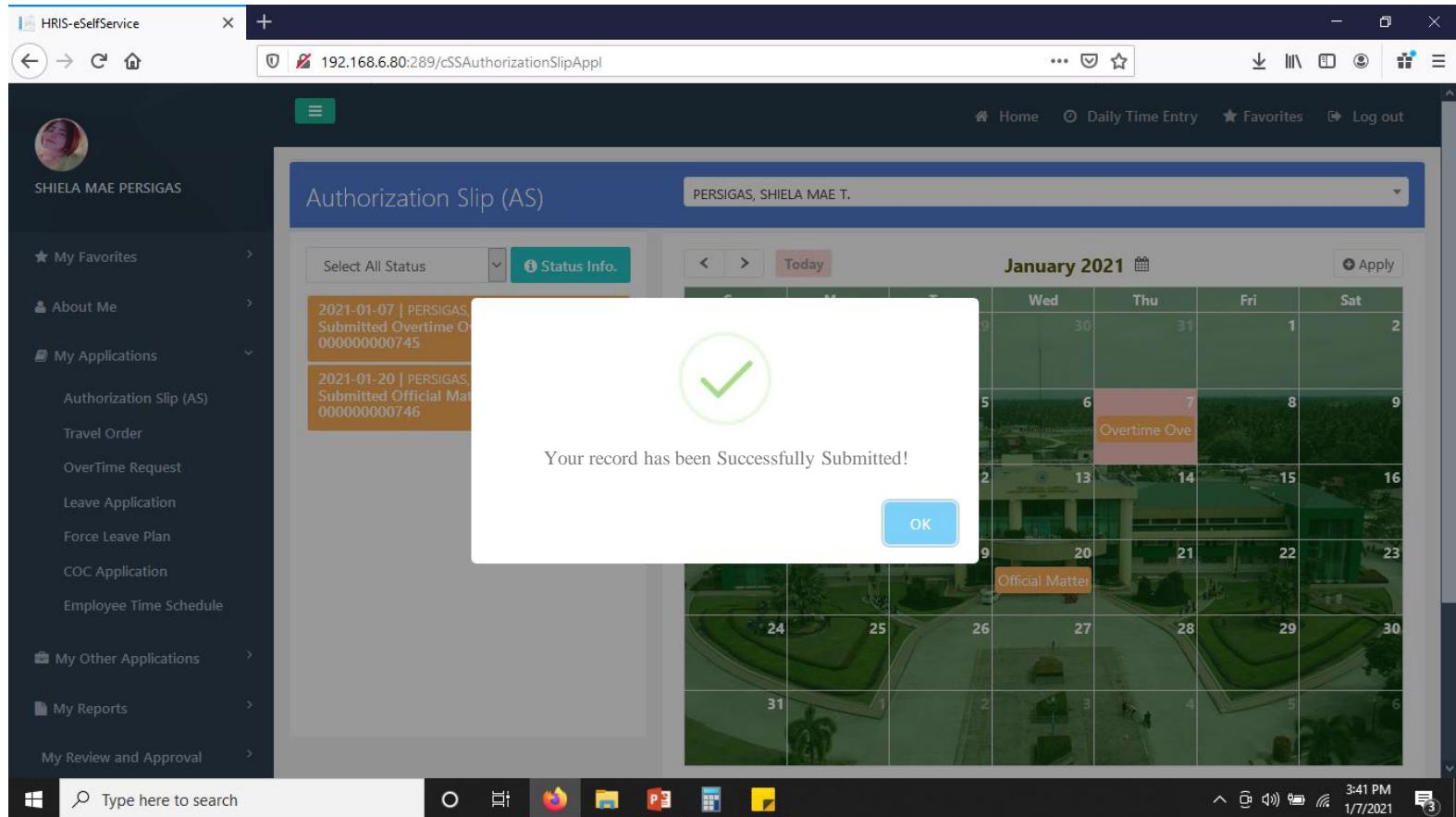
Type here to search

3:39 PM 1/7/2021 3

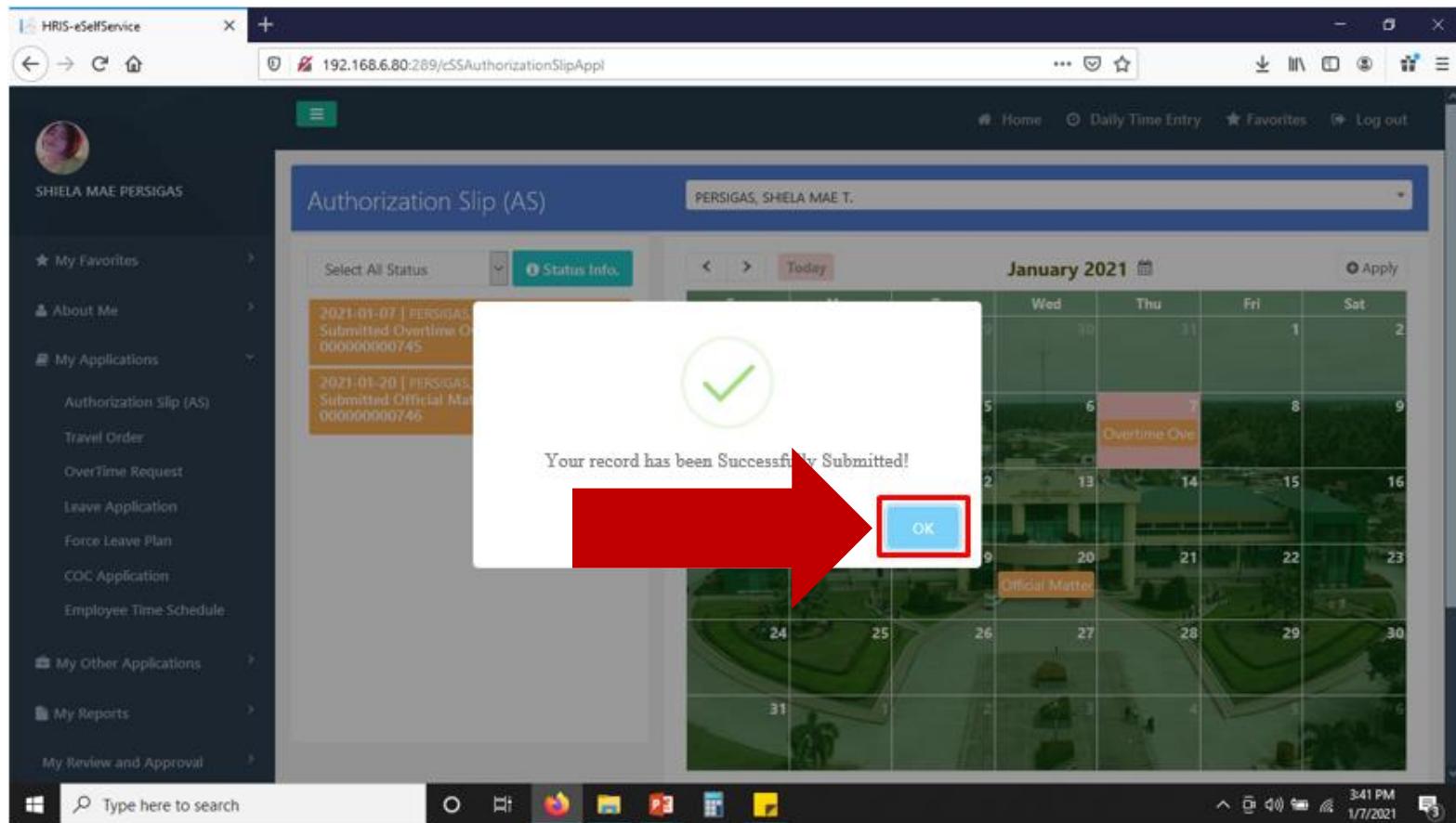
Step 11: If ever record is not yet submitted repeat **step 1** and **2**, click **submit button** if you want to submit application.



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



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



HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

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 Review and Approval

Authorization Slip (AS)

PERSIGAS, SHIELA MAE T.

Select All Status

Status Info.

2021-01-07 | PERSIGAS, SHIELA MAE T.
Submitted Overtime Override
000000000745

2021-01-20 | PERSIGAS, SHIELA MAE T.
Submitted Official Matters
000000000746

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 |

Overtime Ove

Official Matter

Type here to search

3:47 PM 1/7/2021

Note:

In viewing applied AS once application is **submitted, disapproved, reviewed, cancelled, level 1 approved, level 2 approved** or **final approved** expected you will be able to view application since **view details drop-down button** will be shown and application is exclusive for viewing purposes only. In contrast application status like **new** and **cancel pending** where the creator or the one who applied the AS 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 AS
application?

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

The screenshot shows the HRIS-eSelfService application interface. On the left, a sidebar menu lists various application types. A large red arrow points from this menu to the main content area. In the main area, a list of applications is displayed, with one specific entry highlighted by a red box. This highlighted entry is for "2021-01-20 | PERSIGAS, SHIELA MAE T. Submitted Official Matters 000000000746". To the right of the application list is a calendar for January 2021, showing specific dates highlighted in orange, such as January 7th and January 20th, which correspond to the dates in the application list. The application list also includes a "Status Info." button next to the date and application details.

HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

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 Review and Approval

Authorization Slip (AS)

PERSIGAS, SHIELA MAE T.

Select All Status Status Info

2021-01-07 | PERSIGAS, SHIELA MAE T.
Submitted Overtime Override
000000000745

2021-01-20 | PERSIGAS, SHIELA MAE T.
Submitted Official Matters
000000000746

View Details Print AS

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 |

Overtime Ove

Official Matte

Type here to search

3:49 PM 1/7/2021 3

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

The screenshot shows a web browser window for the HRIS-eSelfService application. The URL is 192.168.6.80:289/cSSAuthorizationSlipAppl. The user profile is SHIELA MAE PERSIGAS. On the left sidebar, under 'My Applications', the 'Authorization Slip (AS)' option is selected and highlighted with a red arrow. The main content area displays two application entries:

- 2021-01-07 | PERSIGAS, SHIELA MAE T. Submitted Overtime Override 000000000745
- 2021-01-20 | PERSIGAS, SHIELA MAE T. Submitted Official Matters 000000000746

Below these entries are two buttons: 'View Details' (highlighted with a red box) and 'Print AS'. To the right of the application list is a calendar for January 2021. The days of the week are labeled Sun through Sat. Specific dates are highlighted with orange boxes:

- January 7: Overtime Ove
- January 20: Official Matte

The bottom of the screen shows the Windows taskbar with various pinned icons and a search bar.

HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

Home Daily Time Entry Favorites Log out

SHIELA MAE PERSIGAS

Edit Existing Record

AUTHORIZATION SLIP INFORMATION

| | | | |
|-------------------|-------------------------|---------------|------------|
| Application Nbr.: | 000000000746 | Date Applied: | 2021-01-07 |
| Employee Name: | PERSIGAS, SHIELA MAE T. | ID Nbr.: | 8447 |
| Remarks: | | | |

DTR DATE ENTRY:

| | | | | | |
|---------------|-----------------|----------|-------------|-----------------|----------|
| AS TIME FROM: | TIME IN | TIME OUT | AS TIME TO: | TIME IN | TIME OUT |
| AS Reason: | --Select Here-- | | AS Venue: | --Select Here-- | |
| AS Comment: | | | | | |

| DTR DATE | AS TYPE | AM IN OUT | PM IN OUT | STATUS | ACTION |
|------------|------------------|-------------|-----------|-----------|--------|
| 2021-01-20 | Official Matters | 08:00AM --- | -- 5:00PM | Submitted | |

Submit Save Edit

Fri Sat

1 2

8 9

15 16

22 23

29 30

5 6

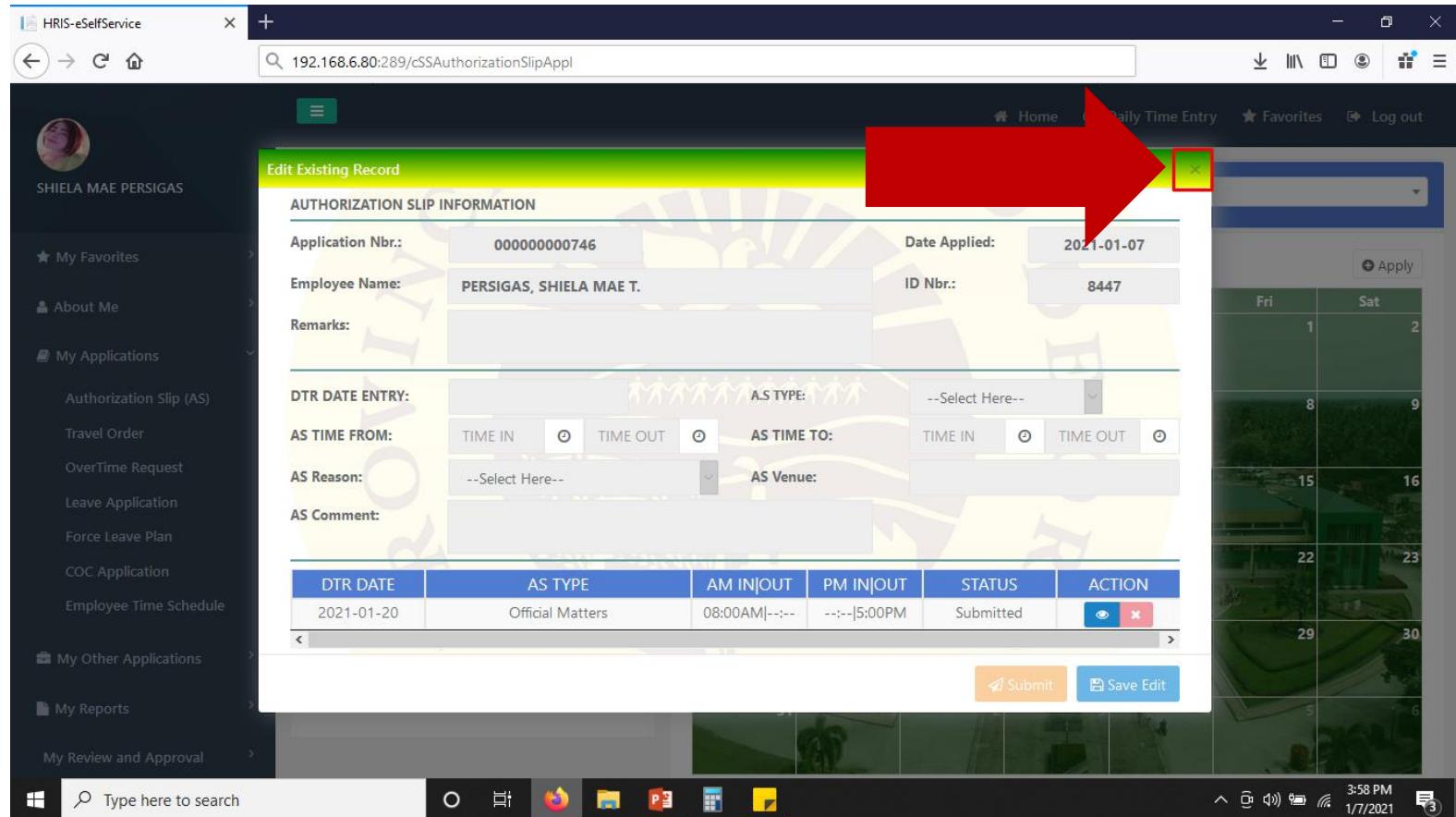
Type here to search

3:57 PM 1/7/2021 3

Note:

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

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



Note:

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

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

Previous Month Button

The screenshot shows the HRIS-eSelfService application interface. On the left, there's a sidebar with user profile information (SHIELA MAE PERSIGAS) and links for My Favorites, About Me, My Applications (including Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, Employee Time Schedule), My Other Applications, My Reports, and My Review and Approval. The main content area is titled "Authorization Slip (AS)" and displays two notifications:

- 2021-01-07 | PERSIGAS, SHIELA MAE T.
Submitted Overtime Override
000000000745
- 2021-01-20 | PERSIGAS, SHIELA MAE T.
Submitted Official Matters
000000000746

Below the notifications is a calendar for January 2021. The calendar grid shows days from Sunday to Saturday. Specific dates are highlighted with orange boxes:

- January 7: Overtime Ove
- January 20: Official Matter

A large red arrow points to the left navigation button of the calendar, indicating the "Previous Month" button.

Next Month Button

HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

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 Review and Approval

Type here to search

Authorization Slip (AS)

PERSIGAS, SHEILA MAE T.

Select All Status Status Info.

2021-01-07 | PERSIGAS, SHEILA MAE T.
Submitted Overtime Override
000000000745

2021-01-20 | PERSIGAS, SHEILA MAE T.
Submitted Official Matters
000000000746

< >

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 |

Overtime Ove

Official Matte

4:00 PM
1/7/2021

Today Button

The screenshot shows the HRIS-eSelfService application interface. On the left is a sidebar with user profile information (SHIELA MAE PERSIGAS) and navigation links for Favorites, About Me, Applications (Authorization Slip (AS), Travel Order, Overtime Request, Leave Application, Force Leave Plan, COC Application), and other applications like My Other Applications, My Reports, and My Review and Approval.

The main content area displays an "Authorization Slip (AS)" card for SHIELA MAE PERSIGAS. It includes a "Select All Status" button and two status items:

- 2021-01-07 | PERSIGAS, SHIELA MAE T. Submitted Overtime Override 000000000745
- 2021-01-20 | PERSIGAS, SHIELA MAE T. Submitted Official Matters 000000000746

A large red arrow points from the left towards the "Today" button in the top right corner of the calendar header. The calendar for January 2021 shows various events: "Overtime Ove" (red box) on Jan 7, "Official Matter" (orange box) on Jan 20, and "Official Matter" (orange box) on Jan 21. The days of the week are labeled from Sun to Sat.

At the bottom, there's a taskbar with icons for File Explorer, Firefox, and others, along with system status indicators like battery level and signal strength. The date and time are shown as 4:01 PM on 1/7/2021.

Calendar Month/Year

HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

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 Review and Approval

Select All Status Status Info.

2021-01-07 | PERSIGAS, SHEILA MAE T.
Submitted Overtime Override
000000000745

2021-01-20 | PERSIGAS, SHEILA MAE T.
Submitted Official Matters
000000000746

January 2021

27 28 29 30 31 1 2

3 4 5 6 7 Overtime Ove

10 11 12 13 14 15 16

17 18 19 20 Official Matte

24 25 26 27 28 29 30

31 1 2 3 4 5 6

Type here to search

4:02 PM 1/7/2021

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 **any other year** expected it will go back to **month picker**.

HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipApp

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 Review and Approval

Authorization Slip (AS)

PERSIGAS, SHEILA MAE T.

Select All Status

Status Info.

2021-01-07 | PERSIGAS, SHEILA MAE T.
Submitted Overtime Override
000000000745

2021-01-20 | PERSIGAS, SHEILA MAE T.
Submitted Official Matters
000000000746

January 2021

2021

Jan Feb Mar Apr

May Jun Jul Aug

Sep Oct Nov Dec

Official Matter

4:03 PM
1/7/2021

HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

Home Daily Time Entry Favorites Log out

PERSIGAS, SHIELA MAE T.

Authorization Slip (AS)

Select All Status Status Info.

No data available in table

January 2020

2020

Jan Feb Mar Apr

May Jun Jul Aug

Sep Oct Nov Dec

4 11 18

29 30 31 1 2 5 6 7 8 12 13 14 15 19 20 21 22 23 24 25 26 27 28 29 30 31 2 3 4 5 6 7 8

Type here to search

4:05 PM 1/7/2021

The screenshot shows the HRIS-eSelfService application interface. The top navigation bar includes links for Home, Daily Time Entry, Favorites, and Log out. A search bar at the top right contains the URL 192.168.6.80:289/cSSAuthorizationSlipAppl. On the left, a sidebar lists various application modules: My Favorites, About Me, My Applications (with sub-options like Authorization Slip (AS), Travel Order, Overtime Request, Leave Application, Force Leave Plan, COC Application, Employee Time Schedule), My Other Applications, My Reports, and My Review and Approval. The main content area displays the "Authorization Slip (AS)" page, which shows a message "No data available in table". Above the table is a status filter dropdown set to "Select All Status" and a "Status Info." button. To the right is a large calendar for January 2020, showing the days from 29 to 31. The year selector dropdown is open, displaying options for 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, and 2030. The year 2020 is highlighted in blue. The background of the calendar features a photograph of a modern building complex. The bottom of the screen shows the Windows taskbar with icons for File Explorer, Firefox, Microsoft Word, Microsoft Excel, Microsoft Powerpoint, and a yellow folder. A search bar at the bottom left contains the text "Type here to search". The system tray at the bottom right shows the date as 1/7/2021 and the time as 4:06 PM.

Calendar Icon

Screenshot of the HRIS-eSelfService application interface showing the Authorization Slip (AS) module.

The application title is "HRIS-eSelfService" and the URL is "192.168.6.80:289/cSSAuthorizationSlipApp".

The user profile shows "SHIELA MAE PERSIGAS".

The left sidebar menu includes:

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

The main content area displays the "Authorization Slip (AS)" page with a search bar and a message: "No data available in table".

A large red arrow points to the calendar icon in the top right corner of the January 2020 calendar grid.

The calendar grid for January 2020 shows the following dates:

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 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 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |

The taskbar at the bottom includes icons for File, Home, Task View, Start, Taskbar Search, and several pinned applications.

Note:

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

How to print
applied AS?

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

The screenshot shows the HRIS-eSelfService application interface. On the left, there's a sidebar with user profile information (SHIELA MAE PERSIGAS) and a list of application types: My Favorites, About Me, My Applications (which has a red arrow pointing to it), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, Employee Time Schedule, My Other Applications, My Reports, and My Review and Approval. The 'My Applications' section lists two items: '2021-01-07 | PERSIGAS, SHIELA MAE T. Submitted Overtime Override 000000000745' and '2021-01-20 | PERSIGAS, SHIELA MAE T. Submitted Official Matters 000000000746'. Both of these items are highlighted with orange boxes and have a red border around them. To the right of the sidebar is the main content area titled 'Authorization Slip (AS)' with the subtitle 'PERSIGAS, SHIELA MAE T.'. It features a date picker set to 'Today' and a calendar for 'January 2021'. Specific dates are highlighted: January 7th is pink and labeled 'Overtime Ove', January 20th is orange and labeled 'Official Matter'. At the bottom of the screen, there's a taskbar with various icons and a system tray showing the date and time (4:08 PM, 1/7/2021).

HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

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 Review and Approval

Authorization Slip (AS)

PERSIGAS, SHIELA MAE T.

Select All Status Status Info

2021-01-07 | PERSIGAS, SHIELA MAE T.
Submitted Overtime Override
000000000745

2021-01-20 | PERSIGAS, SHIELA MAE T.
Submitted Official Matters
000000000746

View Details Print AS

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 |

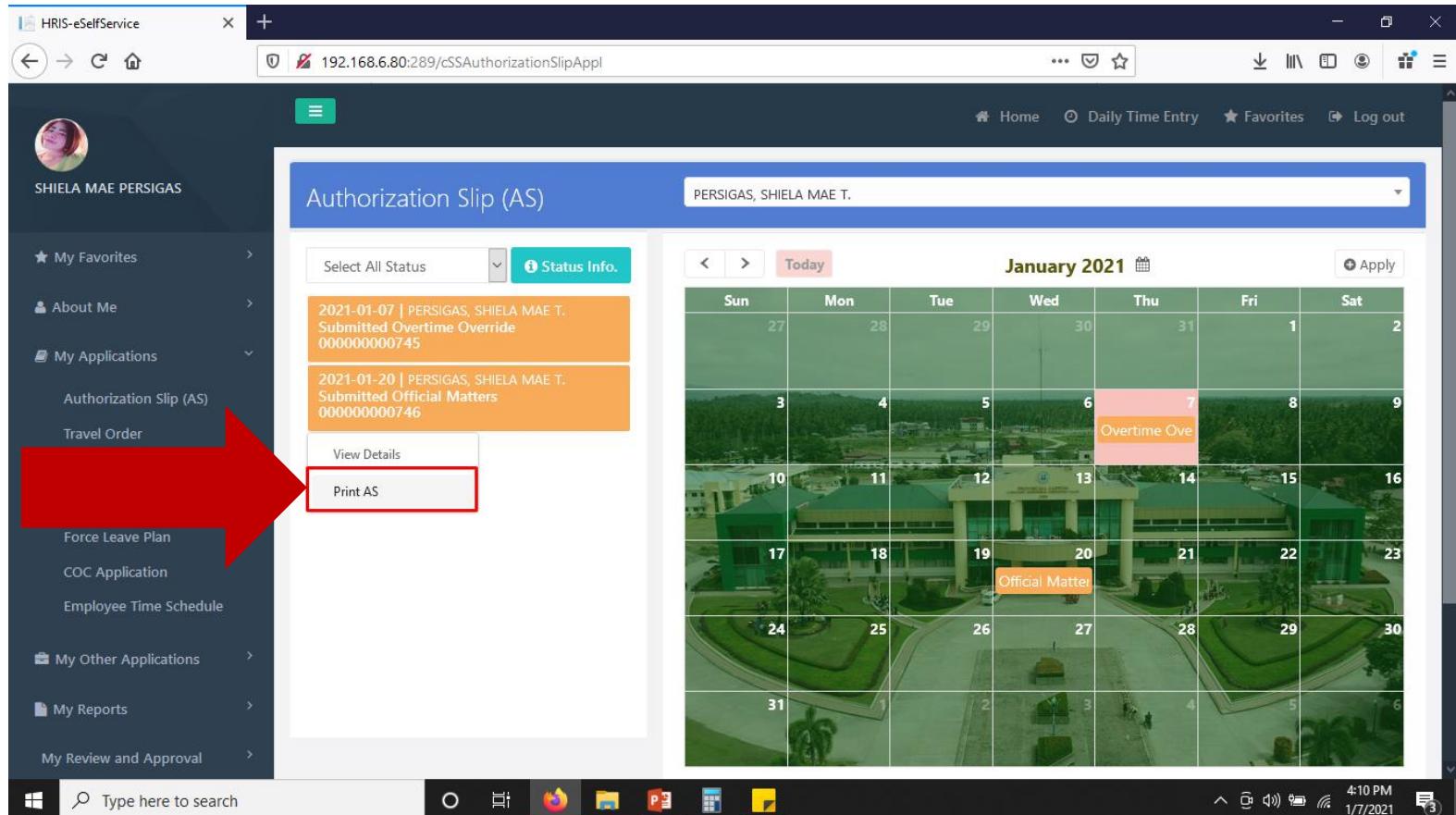
Overtime Ove

Official Matte

Type here to search

4:09 PM 1/7/2021 3

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



HRIS-eSelfService

192.168.6.80:289/Reports/Index?ReportName=CrystalReport&SaveName=Crystal_Report&ReportType=inline8

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

4:10 PM
1/7/2021

The screenshot shows a Windows desktop environment. A web browser window titled "HRIS-eSelfService" is open, displaying a login or dashboard page. The URL in the address bar is "192.168.6.80:289/Reports/Index?ReportName=CrystalReport&SaveName=Crystal_Report&ReportType=inline8". The page itself has a dark theme with a user profile picture and name ("SHIELA MAE PERSIGAS"). On the left, there's a sidebar with navigation links: "My Favorites", "About Me", "My Applications" (which is expanded to show "Authorization Slip (AS)", "Travel Order", "Overtime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Employee Time Schedule"), "My Other Applications", and "My Reports". At the bottom of the browser window, there's a status bar with the IP address "192.168.6.80". The taskbar at the bottom of the screen also shows the browser icon and the IP address. The system tray on the right shows the date and time as "4:10 PM 1/7/2021" and a notification icon with a "3".

HRIS-eSelfService

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

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 Review and Approval

AUTHORIZATION SLIP

CAT No: 8447 Date Received: 2021-01-07
Name: PERSIGAS, SHIELA MAF T
Date of Application: 2021-01-07
Office: PROVINCIAL ADMINISTRATOR'S OFFICE

Type Of Authorization Applied

Official Matter, specify (w/initial of supervisor)

Venue: EMERGENCY Date: 2021-01-20
Time: From:08:00AM To: 5:00PM

Meeting, ph. specify:

Venue: Date: Time: From: To:

Overtime Date: Time: From: To:

Discrepancy Date: Morning In Out Afternoon In Out Reason:

Personal Transaction Date: Time: From: To:

Absent(for JO only) Date:

Prepared By: Approved by: HRM ACTION:

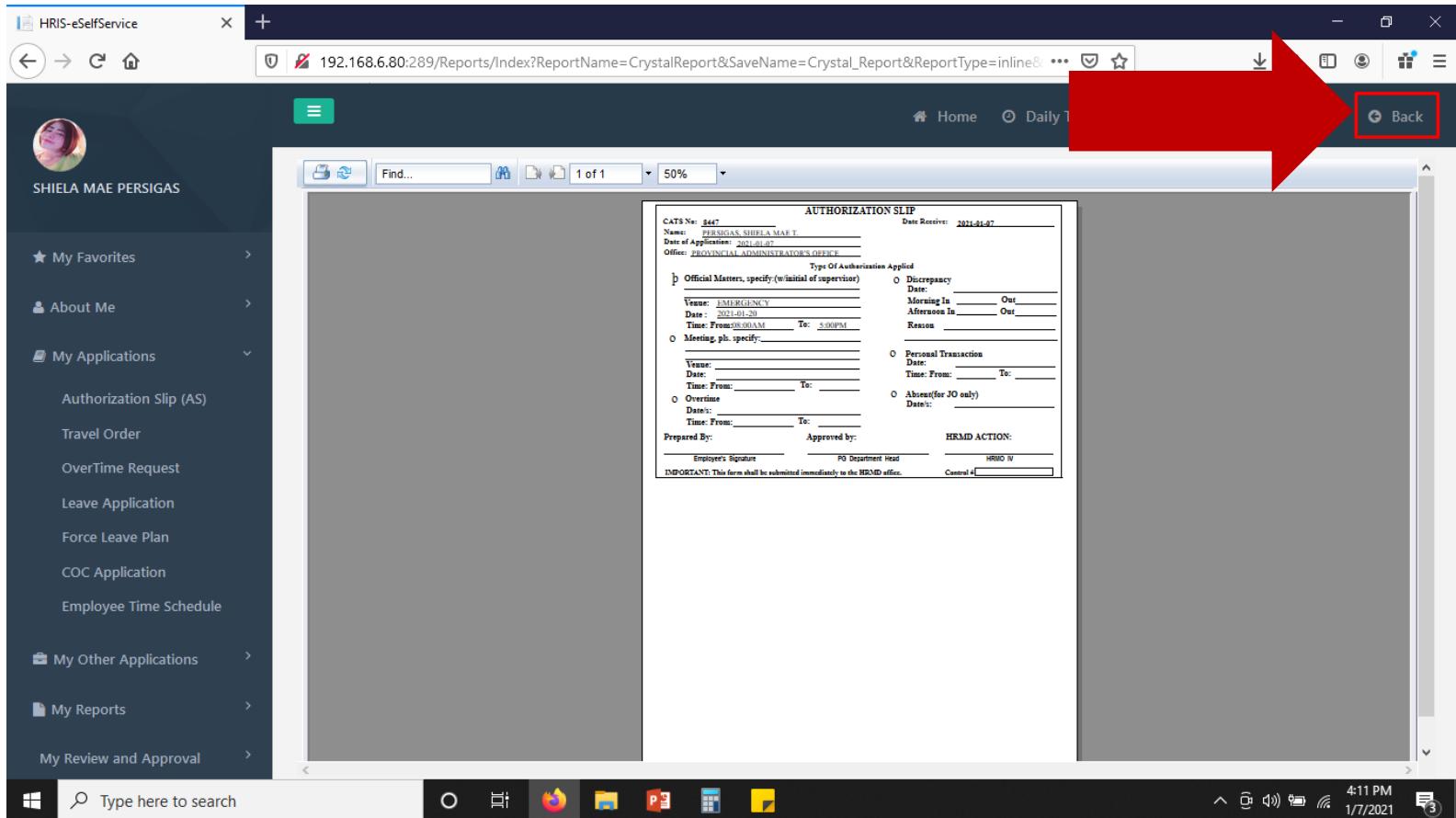
Employer's Signature PO Department Head HRMO IV Control #

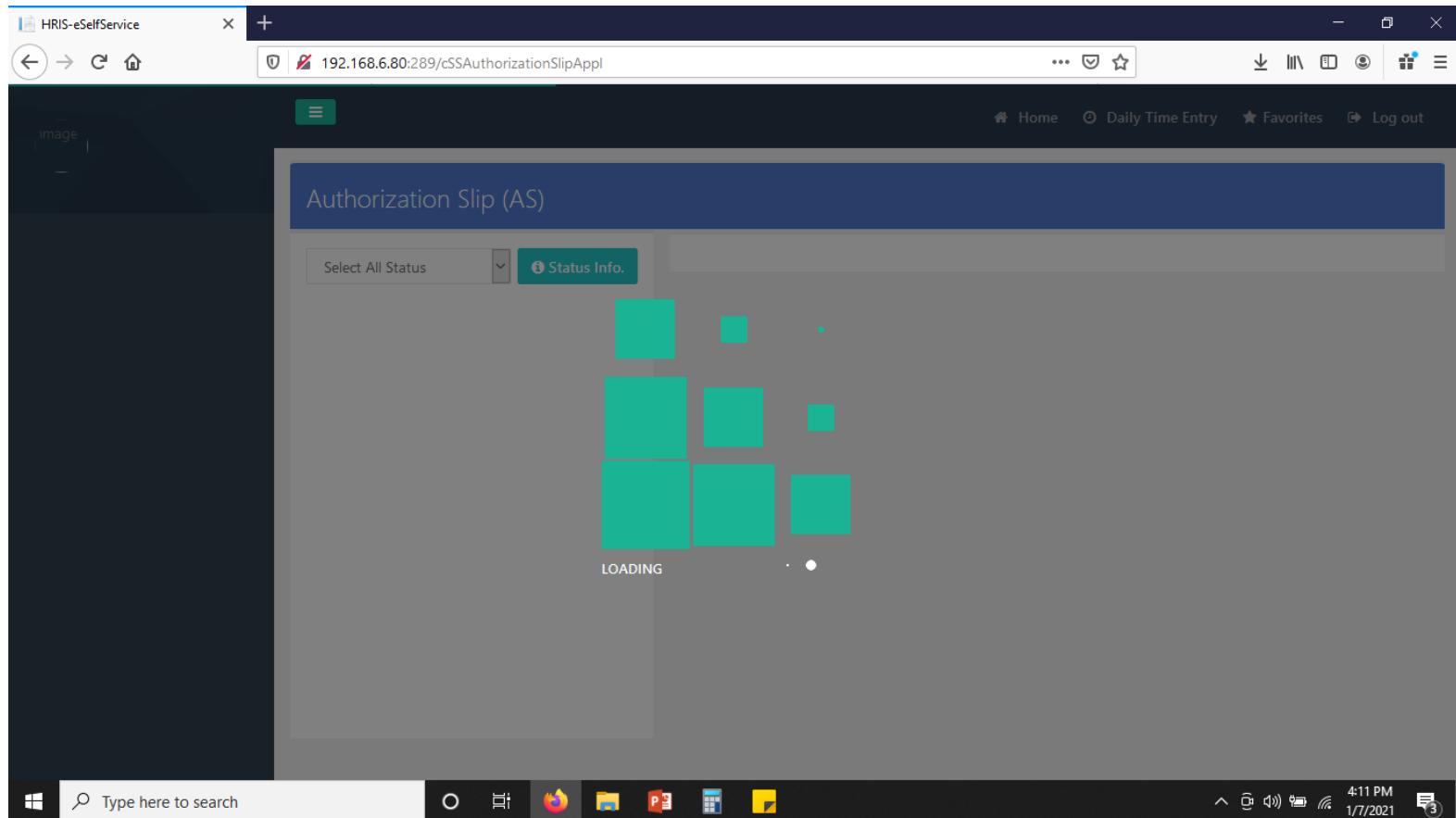
IMPORTANT: This form shall be submitted immediately to the HRMID office.

Type here to search

4:11 PM 1/7/2021 3

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





HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

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 Review and Approval

Select All Status Status Info.

2021-01-07 | PERSIGAS, SHEILA MAE T. Submitted Overtime Override 000000000745

2021-01-20 | PERSIGAS, SHEILA MAE T. Submitted Official Matters 000000000746

PERSIGAS, SHEILA MAE T.

January 2021

27 28 29 30 31 1 2

3 4 5 6 7 Overtime Ove 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

4:13 PM 1/7/2021

The screenshot shows a Windows desktop environment with a web browser window open to the HRIS-eSelfService application. The application's main page displays an 'Authorization Slip (AS)' for January 2021. The calendar grid features several highlighted dates in orange, indicating specific events or status changes. The highlighted dates are January 7th (labeled 'Overtime Ove'), January 20th (labeled 'Official Matter'), and January 27th (also labeled 'Official Matter'). The sidebar on the left provides access to various user applications like Travel Order, Overtime Request, and Leave Application. The bottom of the screen shows the Windows taskbar with icons for file operations, browser, and system status.

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

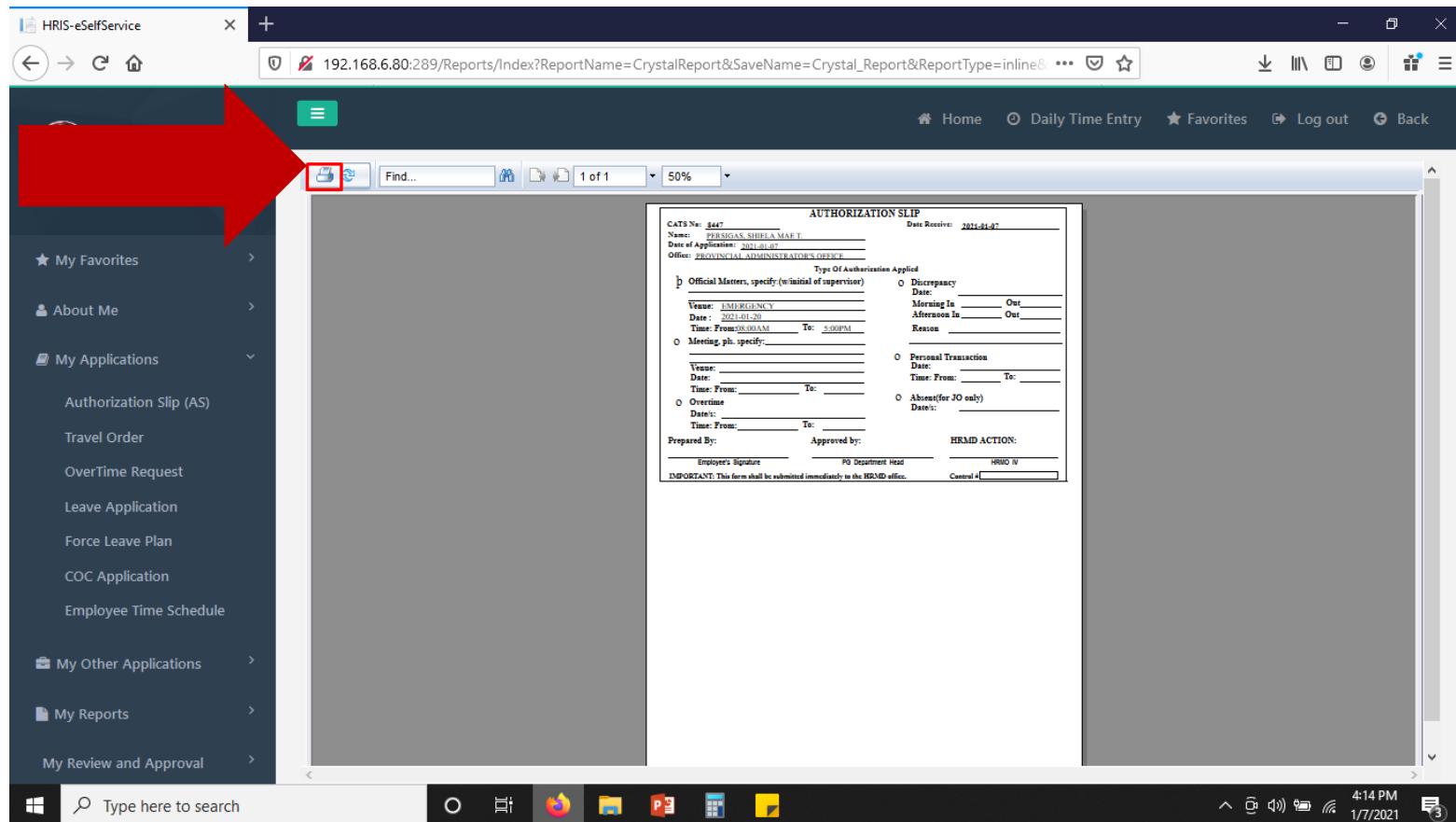
Step 4: Repeat step 2 if you want to continue.

The screenshot shows a Windows desktop environment with a web browser window open to the HRIS-eSelfService application at the URL 192.168.6.80:289/Reports/Index?ReportName=CrystalReport&SaveName=Crystal_Report&ReportType=inline. The browser title bar reads "HRIS-eSelfService". The main content area displays an "AUTHORIZATION SLIP" form. The form fields include:

| | | |
|--|--|--------------------|
| CAT No: 647 | Date Received: 2021-01-07 | |
| Name: PERSIGAS, SHIELA MAE T. | Date of Application: 2021-01-07 | |
| Office: PROVINCIAL ADMINISTRATOR'S OFFICE | | |
| Type Of Authorization Applied | | |
| <input checked="" type="radio"/> Official Matter, specify (initial of supervisor) | <input type="radio"/> Discrepancy | |
| Venue: EMERGENCY | Date: _____ | |
| Date: 2021-01-07 | Morning In _____ Out _____ | |
| Time: From: 0800AM To: 5:00PM | Afternoon In _____ Out _____ | |
| <input type="radio"/> Meeting, pls. specify _____ | Reason _____ | |
| Overtime | | |
| Venue: _____ | Date: _____ | |
| Date: _____ | Time: From: _____ To: _____ | |
| <input type="radio"/> Overtime | <input type="radio"/> Personal Transaction | |
| Date: _____ | Date: _____ | |
| Time: From: _____ To: _____ | Time: From: _____ To: _____ | |
| Prepared By: _____ | Approved by: _____ | HRMD ACTION: _____ |
| Employee's Signature _____ PO Department Head _____ HRMO IV _____ | | |
| IMPORTANT: This form shall be submitted immediately to the HRMD office. Control #: _____ | | |

The left sidebar of the application includes links for "My Favorites", "About Me", "My Applications" (with sub-links for Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, Employee Time Schedule), "My Other Applications", "My Reports", and "My Review and Approval". The bottom taskbar shows the Windows Start button, a search bar, and various pinned application icons. The system tray in the bottom right corner displays the date and time as "4:13 PM 1/7/2021" and shows three notification icons.

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

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 Review and Approval

AUTHORIZATION SLIP

CAT No: 8447 Date Received: 2021-01-17
Name: PERSIGAS, SHIELA MAF T.
Date of Application: 2021-01-20
Office: PROVINCIAL ADMINISTRATOR'S OFFICE

Type Of Authorization Applied

Official Matter, specify (w/initial of supervisor)

Venue: EMERGENCY Date: 2021-01-20
Time: From: 08:00AM To: 5:00PM

Meeting, ph. specify

Venue: Date: Time: From: To:

Overtime Date: Time: From: To:

Discrepancy Date: Morning In Out Afternoon In Out Reason:

Personal Transaction Date: Time: From: To:

Absent(for JO only) Date:

Print to PDF

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

Print to PDF: _____

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

Export

Type here to search

4:14 PM 1/7/2021 3

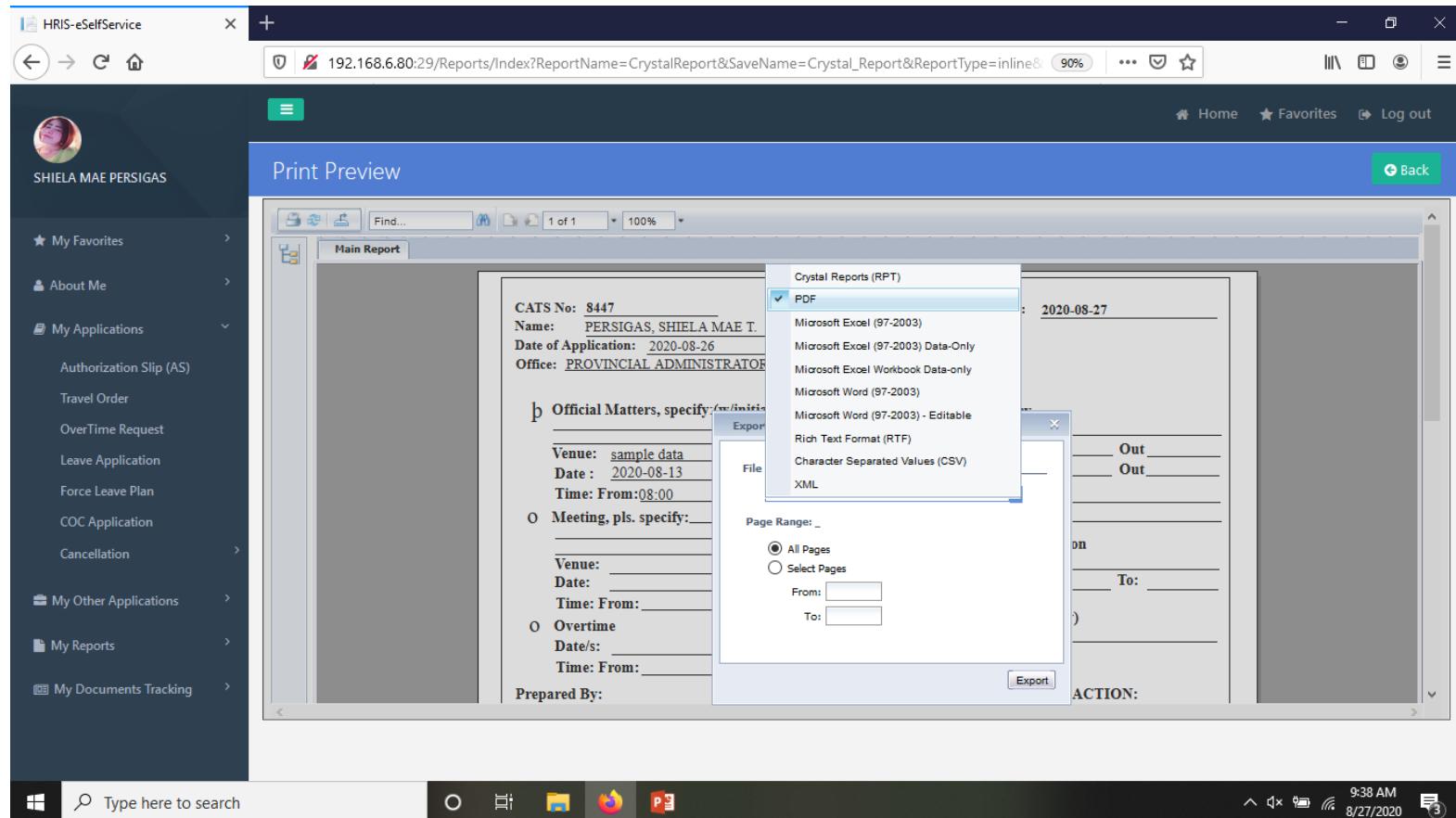
Note:

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.

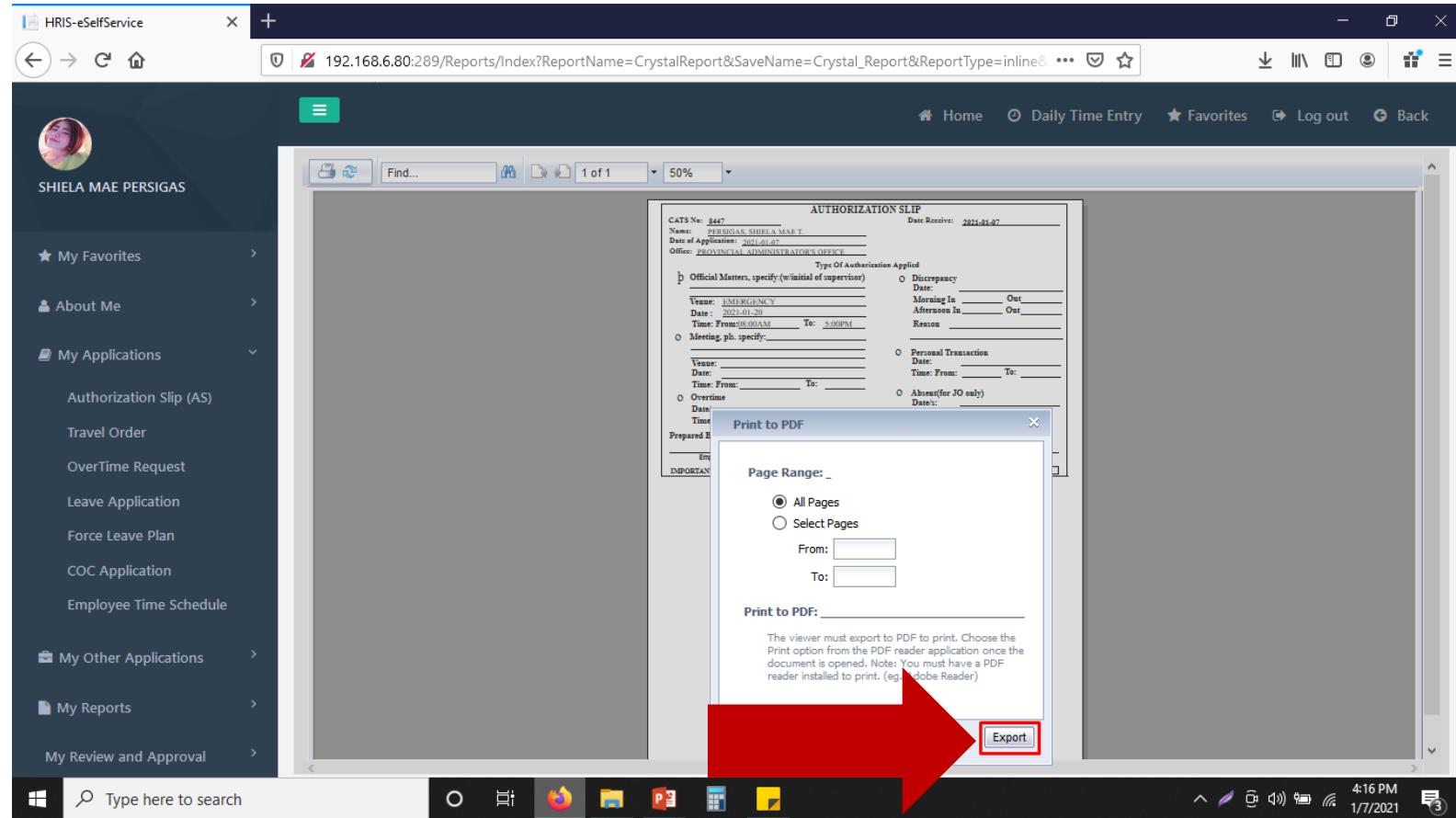
If unit is already connected in specific printer expected record will be printed. However, there is browser specification like **internet explorer** with updated version and compatible adds on when you click export icon automatic export setting window will pop-up.

Step 6: Click dropdown list in order to select **pdf file format** and export file.

Note: Pdf file format is the recommended format for printing.



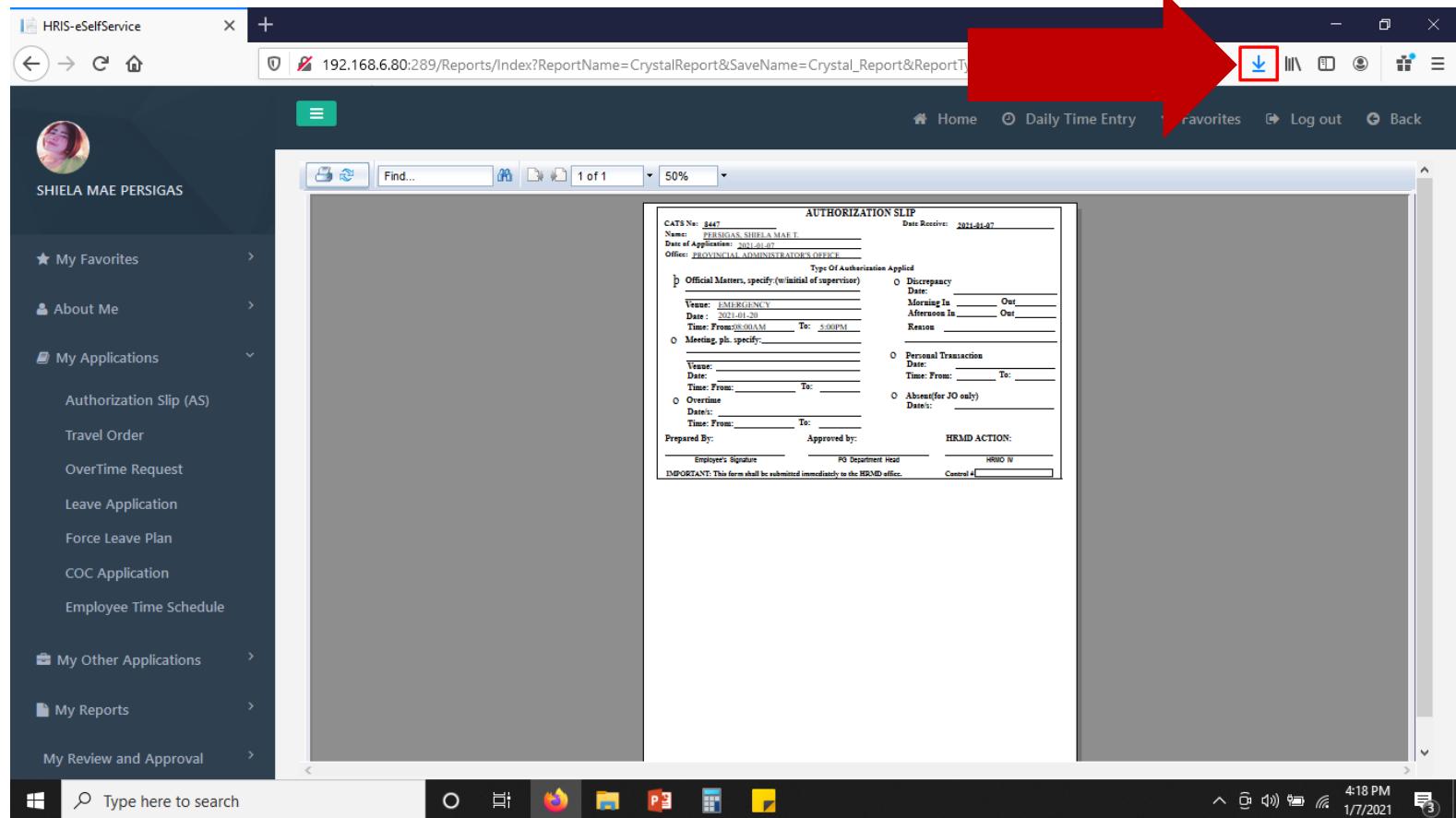
Step 7: Click export button in order to print and download the selected file.



Note:

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

Step 8: 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

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 Review and Approval

crvPrint(49).pdf Completed — 60.7 KB

crvPrint(48).pdf Completed — 61.0 KB

Show All Downloads

AUTI

CATN No: 8447
Name: SHIELA MAE T
Date of Application: 2021-01-20
Office: PROVINCIAL ADMINISTRATOR'S OFFICE

Type Of Authorization Applied

Official Matter, specify (w/initial of supervisor)

Venue: EMERGENCY
Date: 2021-01-20
Time: From:08:00AM To: 5:00PM

Meeting, ph. specify

Venue:
Date:
Time: From: To:

Overtime
Date:
Time: From: To:

Discrepancy
Date:
Morning In _____ Out _____
Afternoon In _____ Out _____
Reason _____

Personal Transaction
Date: Time: From: To:

Absent(for JO only)
Date: _____

Prepared By: Approved by: HRM ACTION:

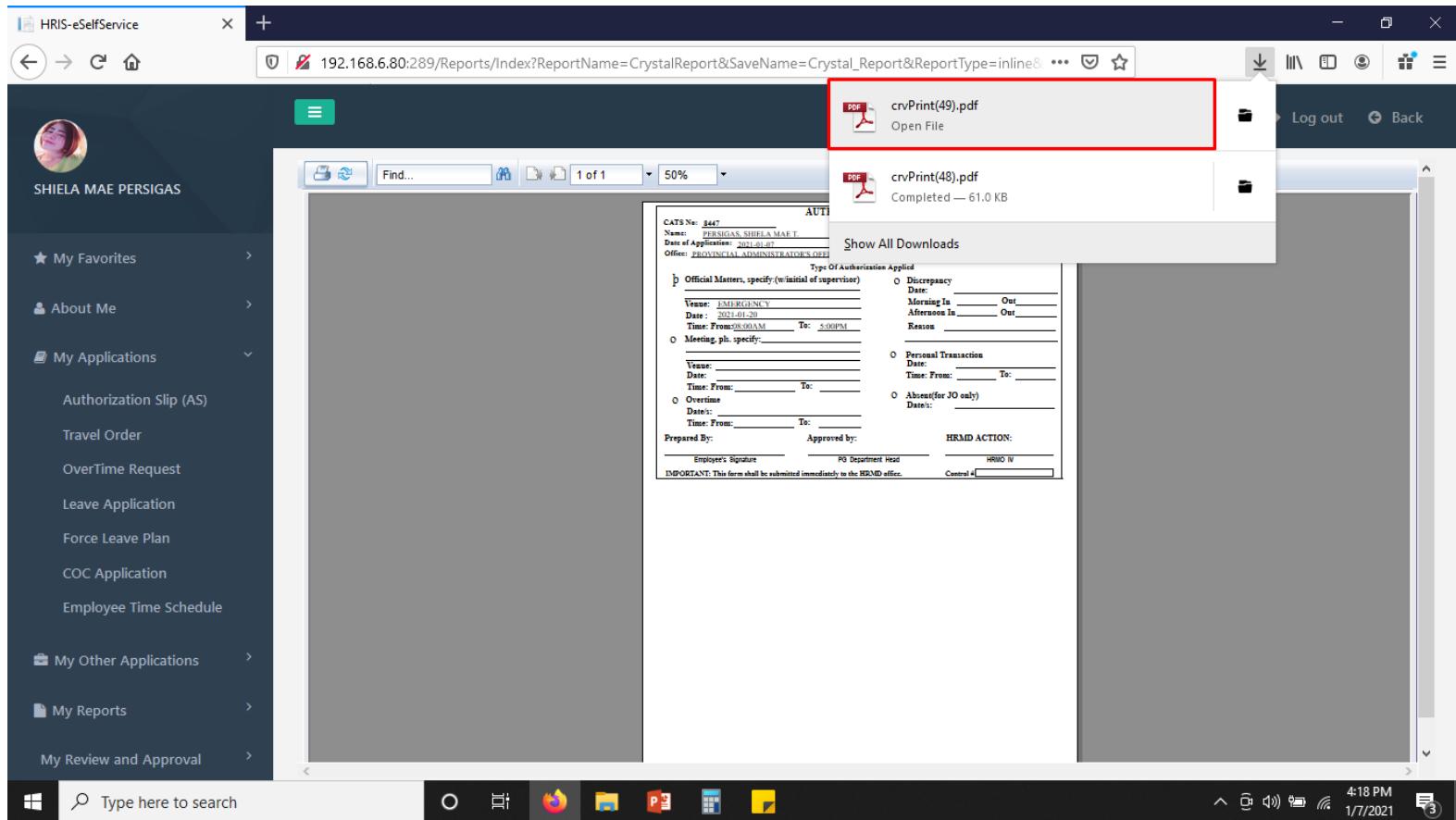
Employer's Signature PO Department Head Control #/ HRMO IV

IMPORTANT: This form shall be submitted immediately to the HRM&D office.

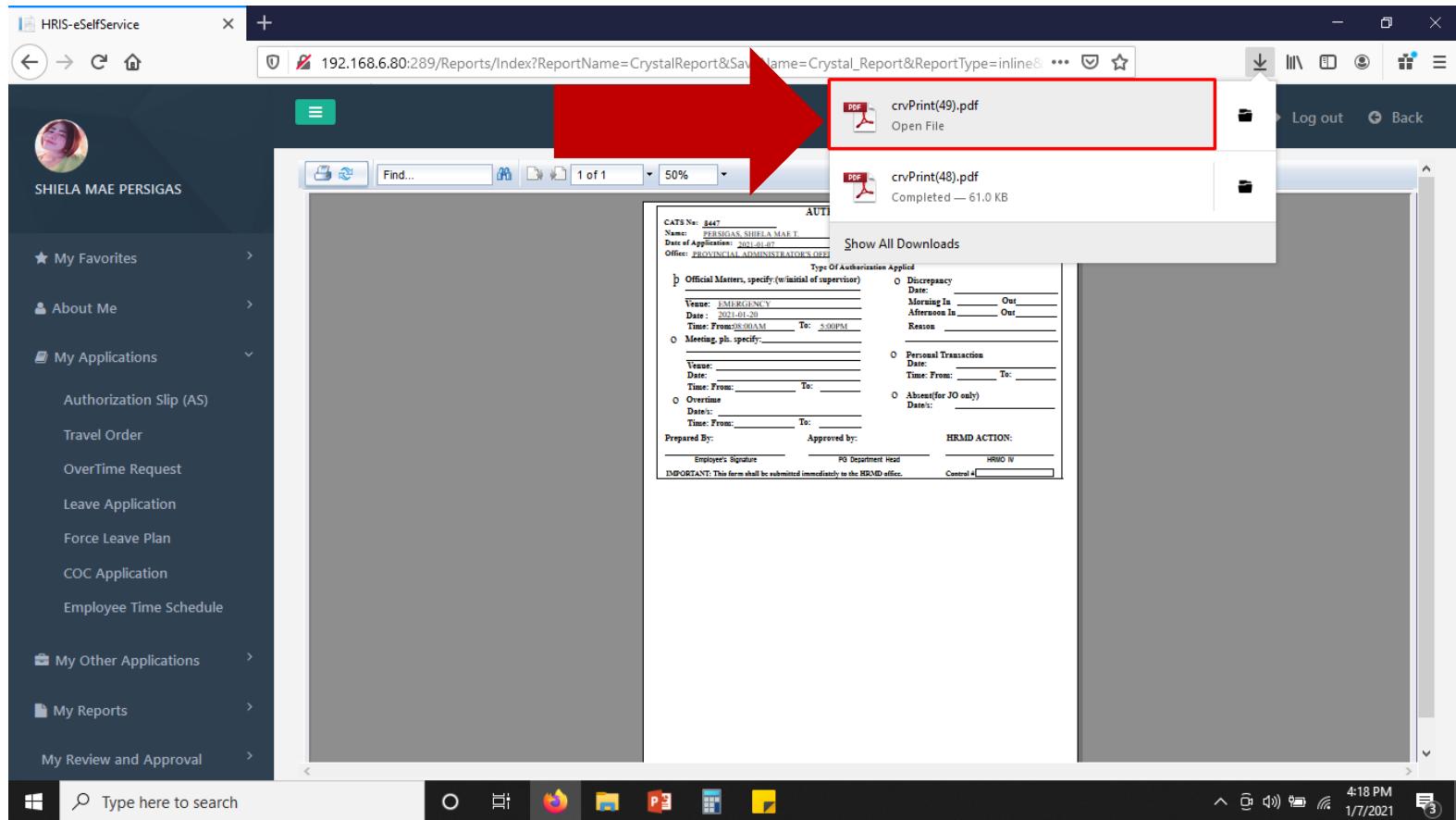
Type here to search

4:18 PM 1/7/2021 3

Step 9: Select specific file in order to open and print.



Step 10: Click the selected file to open and print.



crvPrint(49).pdf - Adobe Reader

File Edit View Window Help

Open Print Save Email Upload Download 1 / 1 139%

Tools | Fill & Sign | Comment

AUTHORIZATION SLIP

CATS No: 8447 Date Receive: 2021-01-07

Name: PERSIGAS, SHIELA MAE T.

Date of Application: 2021-01-07

Office: PROVINCIAL ADMINISTRATOR'S OFFICE

Type Of Authorization Applied

Official Matters, specify:(w/initial of supervisor)

Venue: EMERGENCY
Date : 2021-01-20
Time: From: 08:00AM To: 5:00PM

Meeting, pls. specify:

Venue:
Date:
Time: From: _____ To: _____

Overtime
Date/s: _____

Discrepancy
Date:
Morning In _____ Out _____
Afternoon In _____ Out _____

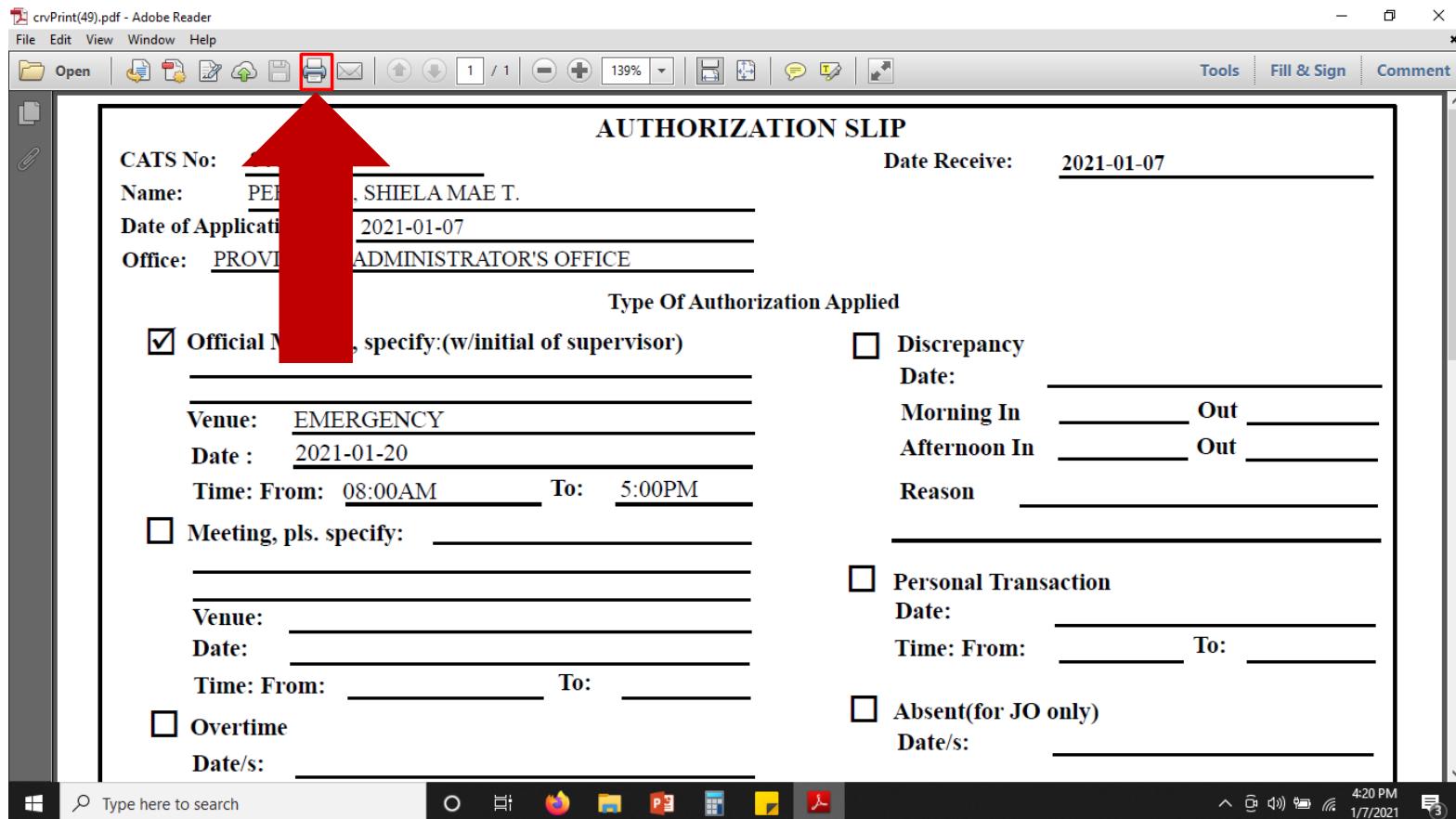
Reason _____

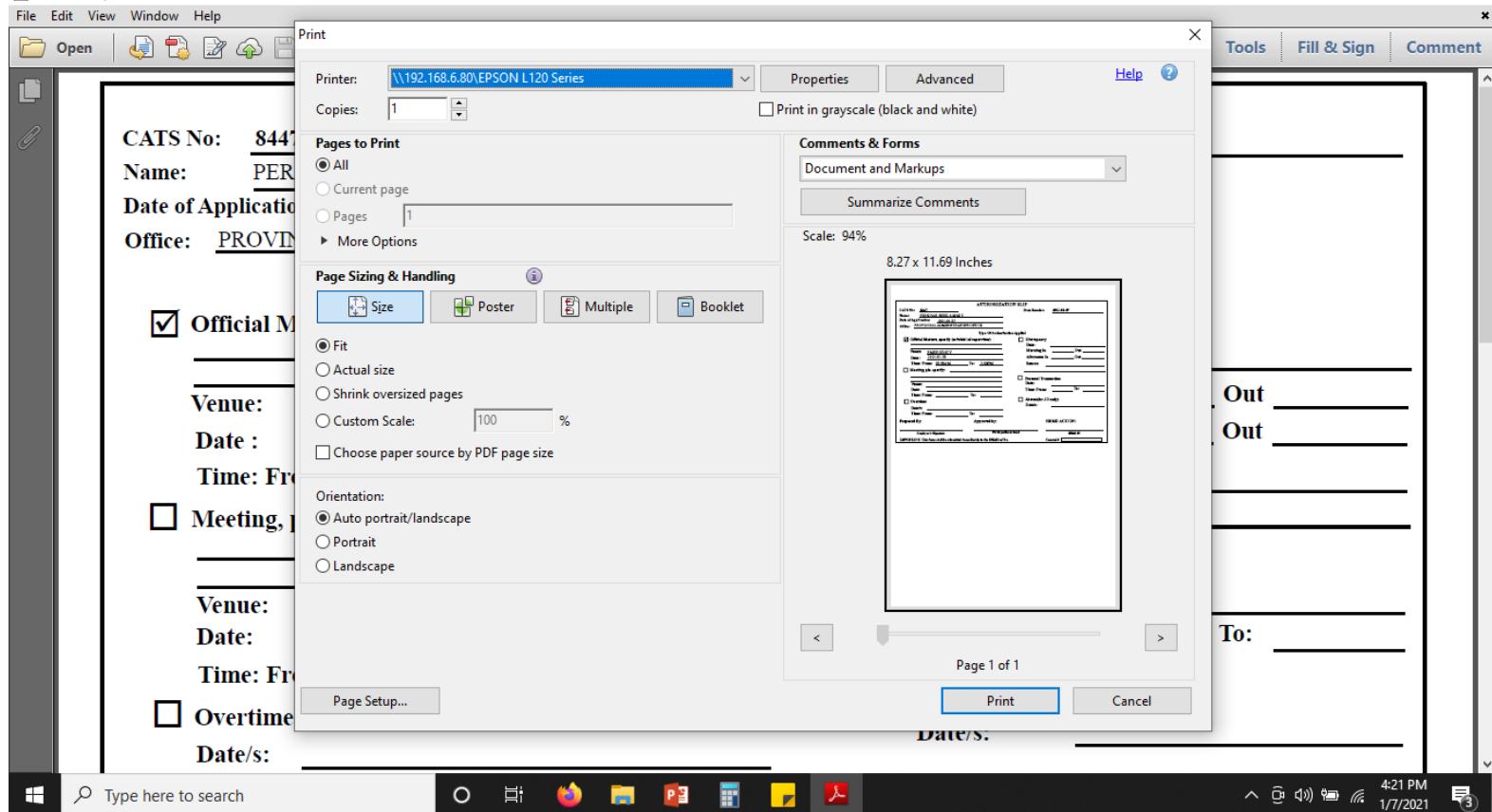
Personal Transaction
Date:
Time: From: _____ To: _____

Absent(for JO only)
Date/s: _____

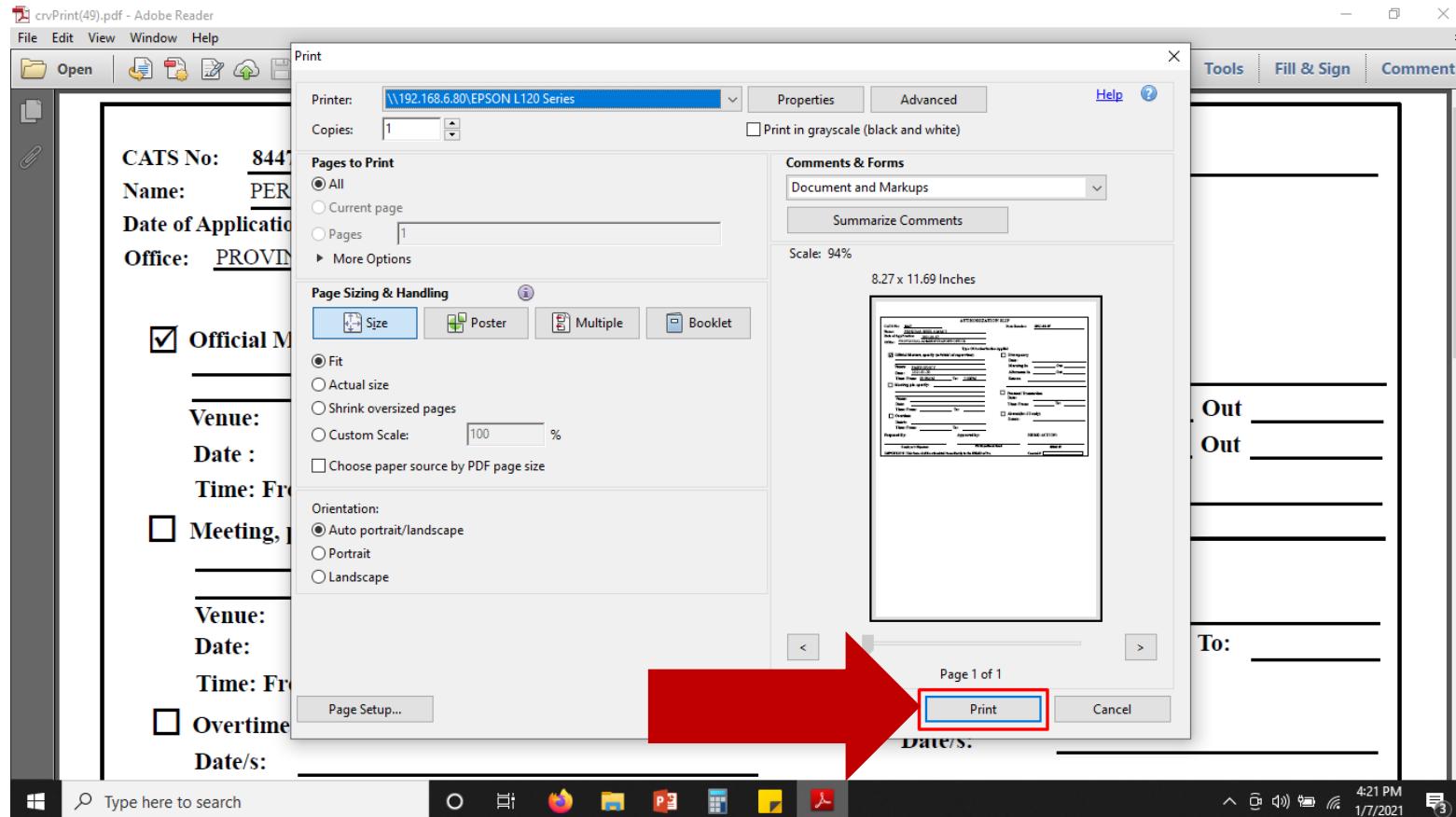
Type here to search 4:20 PM 1/7/2021

Step 11: Click print icon in order to print file.





Step 12: Click print button for you to print file.



How to delete
applied AS
application?

Note:

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

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

The screenshot shows the HRIS-eSelfService application interface. On the left, a sidebar menu includes 'My Favorites', 'About Me', 'My Applications' (with 'Auth' highlighted by a red arrow), 'Travel Order', 'OverTime Request', 'Leave Application', 'Force Leave Plan', 'COC Application', 'Employee Time Schedule', 'My Other Applications', 'My Reports', and 'My Review and Approval'. The main content area displays the 'Authorization Slip (AS)' page for user 'PERSIGAS, SHIELA MAE T.'. It shows two application records: '2021-01-07 | PERSIGAS, SHIELA MAE T. Submitted Overtime Override 000000000745' (orange box) and '2021-01-20 | PERSIGAS, SHIELA MAE T. Cancel Pending Official Matters 000000000746' (red box). To the right is a calendar for January 2021, featuring a green background image of a building complex. Specific dates are highlighted: January 7 is labeled 'Overtime Ove' (orange box), January 20 is labeled 'Official Matter' (red box), and January 21 through 23 are also marked with red boxes. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

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 Review and Approval

Authorization Slip (AS)

PERSIGAS, SHIELA MAE T.

Select All Status Status Info

2021-01-07 | PERSIGAS, SHIELA MAE T.
Submitted Overtime Override
000000000745

2021-01-20 | PERSIGAS, SHIELA MAE T.
Cancel Pending Official Matters
000000000746

Edit Delete Delete All Print AS

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 |

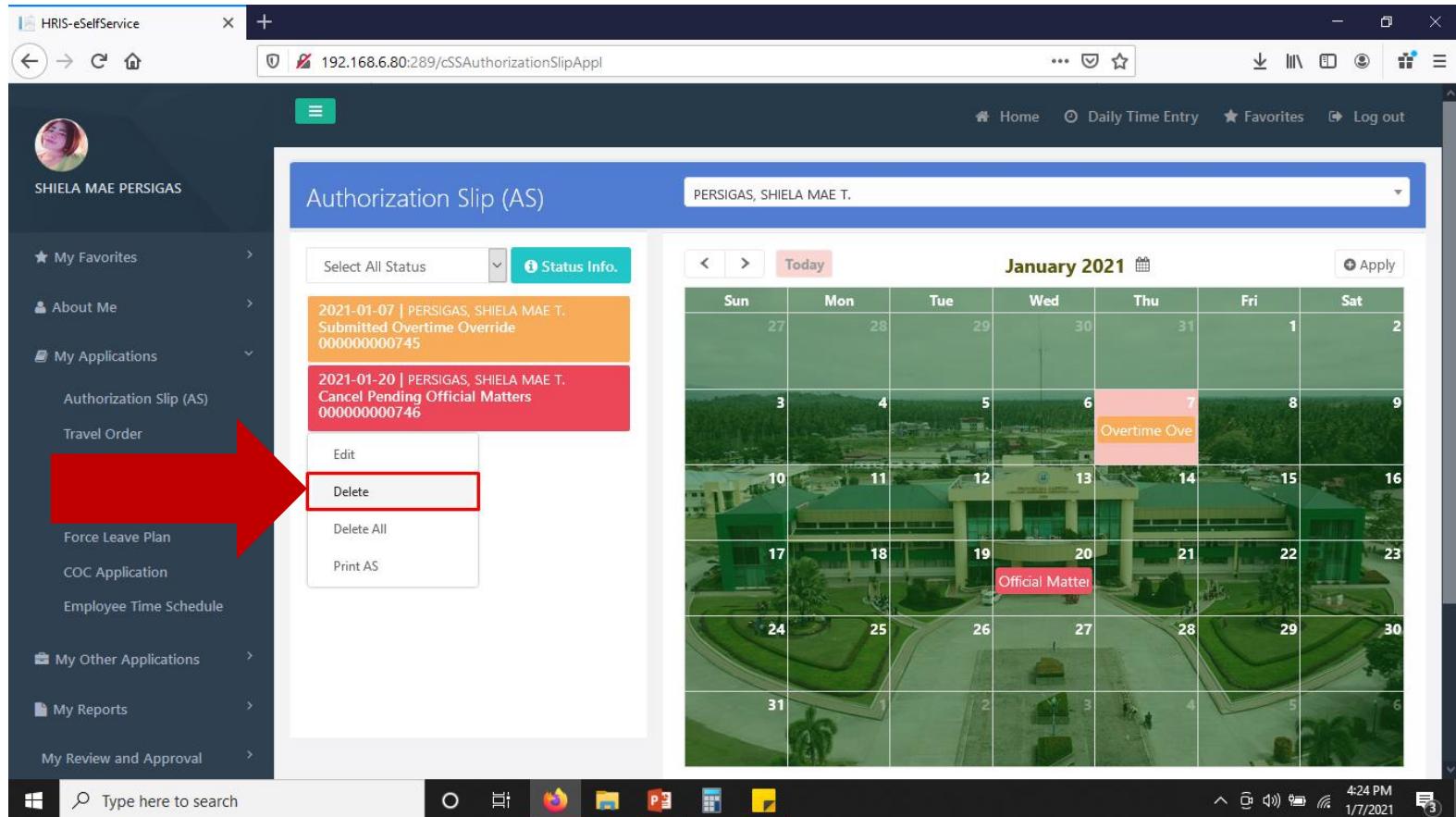
Overtime Ove

Official Matter

Type here to search

4:24 PM 1/7/2021 3

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



Delete Dropdown Button

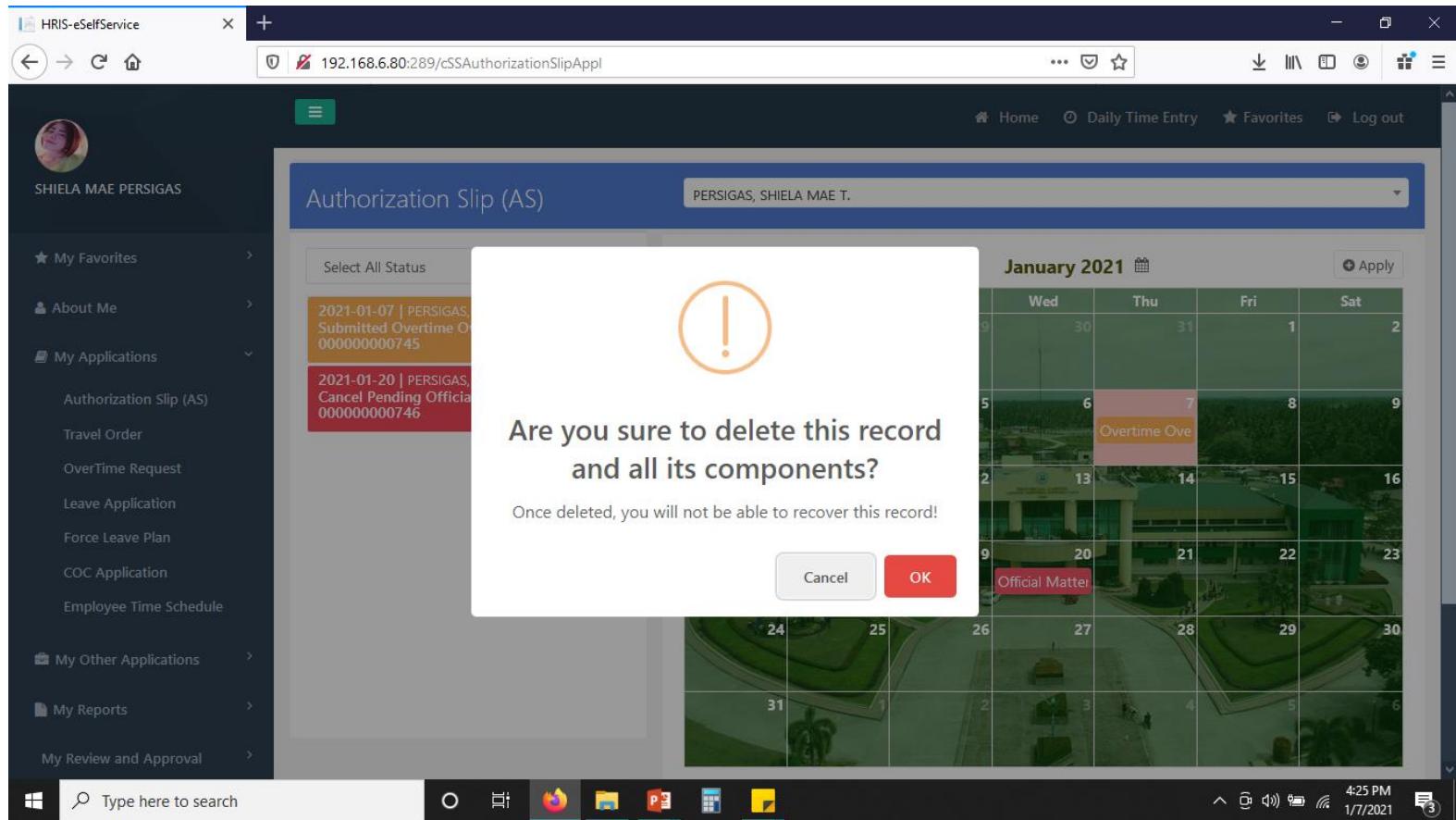
The screenshot shows a Windows desktop environment with a web browser window open to the 'HRIS-eSelfService' application at the URL 192.168.6.80:289/cSSAuthorizationSlipApp/. The user profile is SHIELA MAE PERSIGAS.

The main page displays an 'Authorization Slip (AS)' for SHIELA MAE PERSIGAS. A modal dialog box is centered over the page, containing a large orange exclamation mark icon and the text "Are you sure to delete this record?". Below this, a smaller message states "Once deleted, you will not be able to recover this record!". At the bottom of the dialog are two buttons: "Cancel" (white background) and "OK" (red background).

The background of the application shows a calendar for January 2021. Several dates are highlighted in red, including 7, 14, 20, 21, 22, 23, 28, 29, and 30, with the reason "Overtime Ove" or "Official Matter" noted for some of them. The application interface includes a sidebar with links like "My Favorites", "About Me", "My Applications" (selected), "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", "Employee Time Schedule", "My Other Applications", "My Reports", and "My Review and Approval".

The system tray at the bottom right shows the date as 1/7/2021 and the time as 4:24 PM. There are also icons for battery level, signal strength, and notifications.

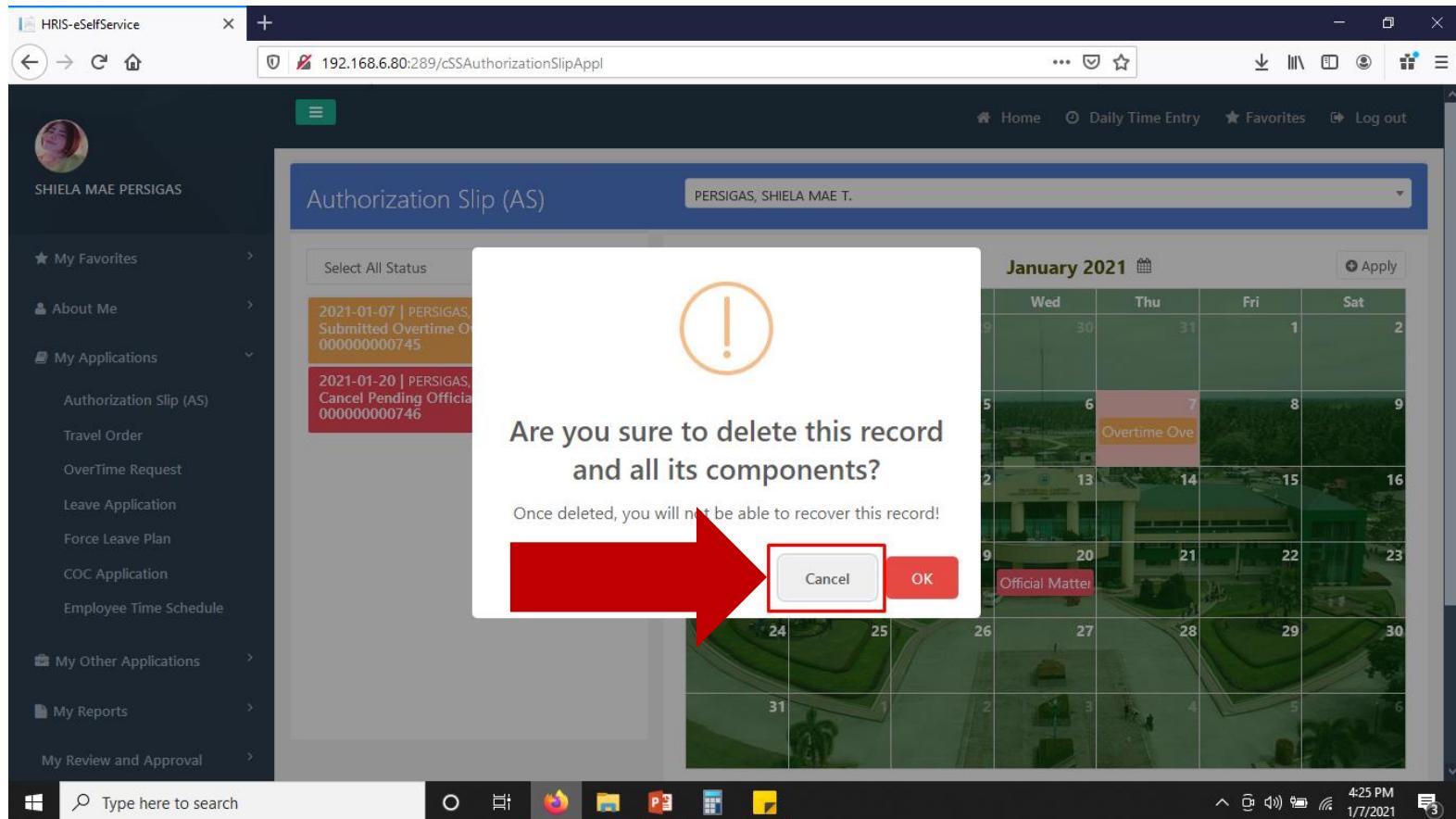
Delete All Dropdown Button



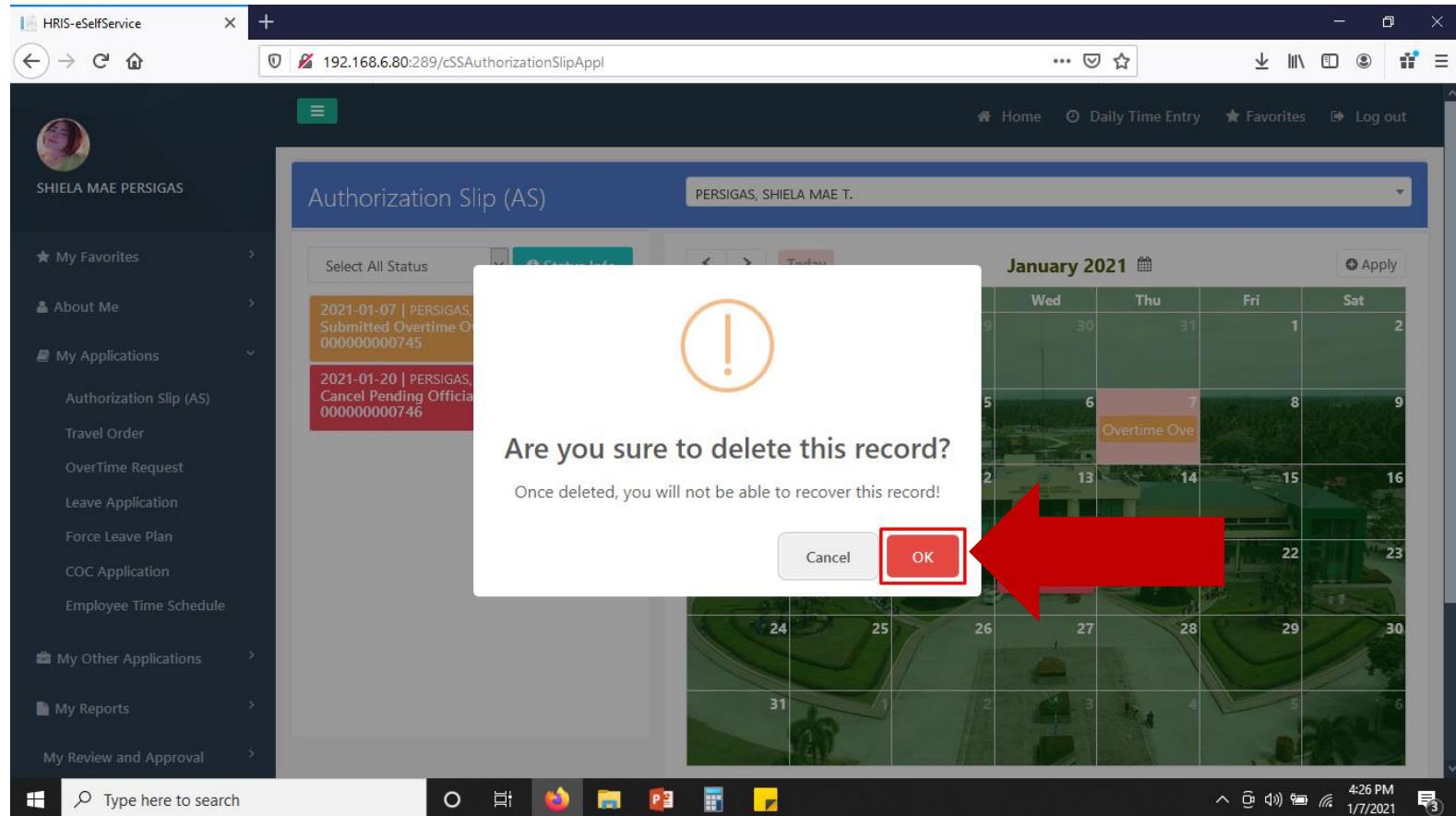
Note:

Even if you click the **delete** or **delete all dropdown button** expected that record will be deleted if application status is **new** or **cancel pending**. But if record status is **submitted**, **disapproved**, **reviewed**, **cancelled**, **level 1 approved**, **level 2 approved** or **final approved** expected that no **delete** or **delete all dropdown button** will be visible. If **delete** or **delete all dropdown button** is clicked automatic the same impact will happen since these 2 buttons share the same functionality that **delete all dropdown button** has no restrictions even if record to be deleted is only one.

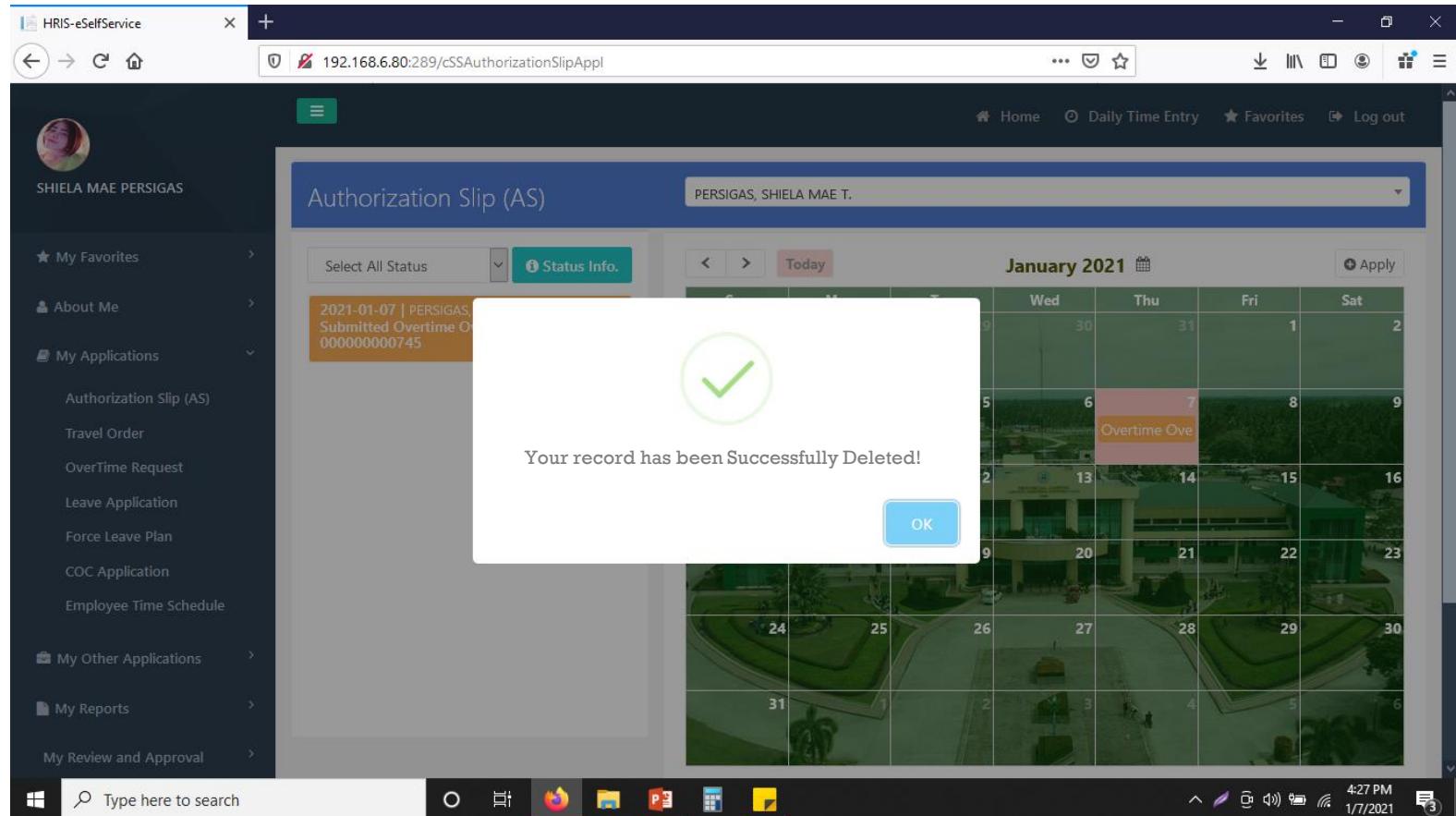
Step 3: Click **cancel button** if you don't want to delete the selected record.



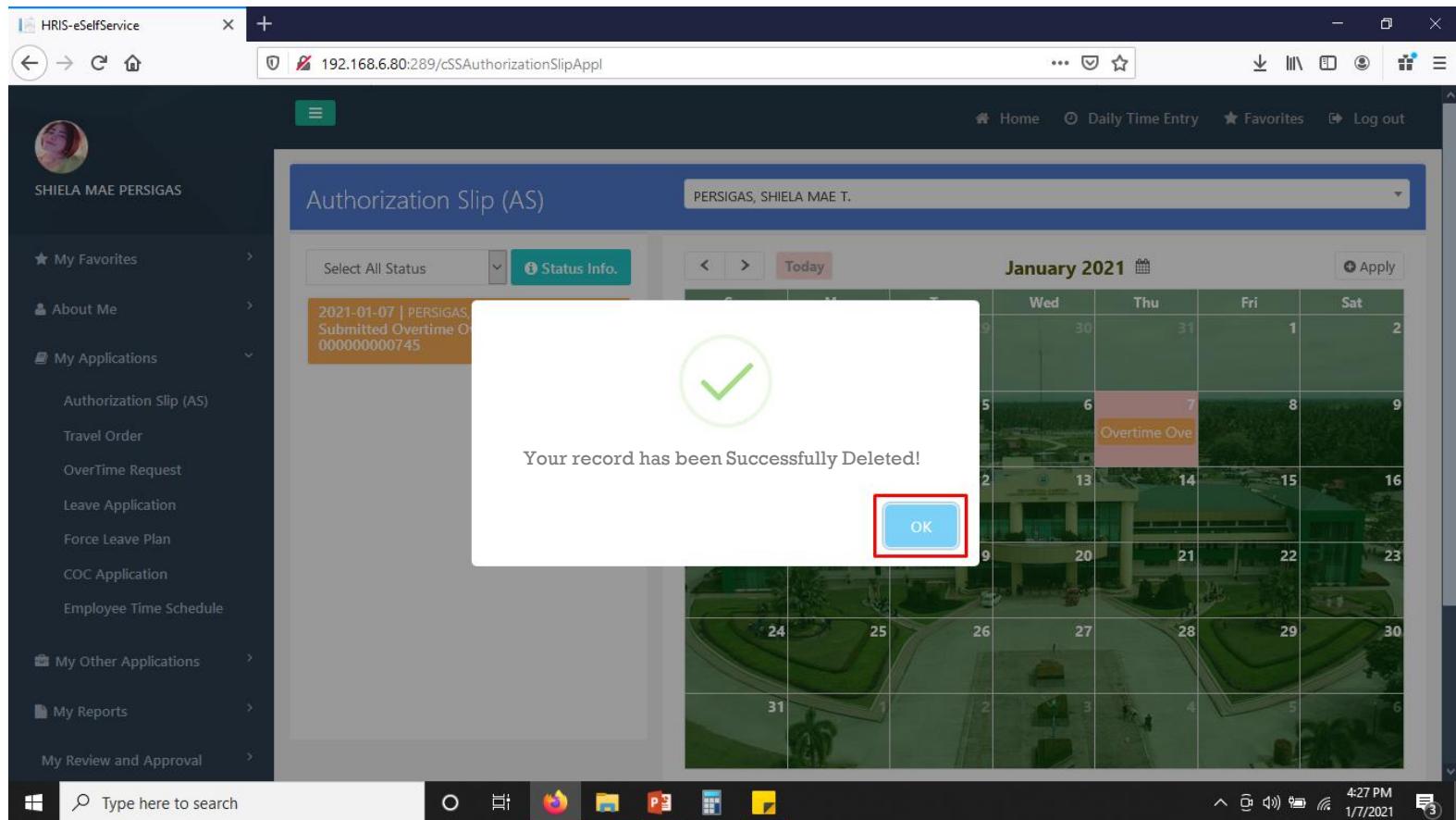
Step 4: Repeat step 2 then click **ok button** if you want to delete the record.



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



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



HRIS-eSelfService

192.168.6.80:289/cSSAuthorizationSlipAppl

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 Review and Approval

Authorization Slip (AS)

PERSIGAS, SHIELA MAE T.

Select All Status

Status Info.

2021-01-07 | PERSIGAS, SHIELA MAE T.
Submitted Overtime Override
000000000745

January 2021

Today

Apply

| 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 |

4:28 PM 1/7/2021