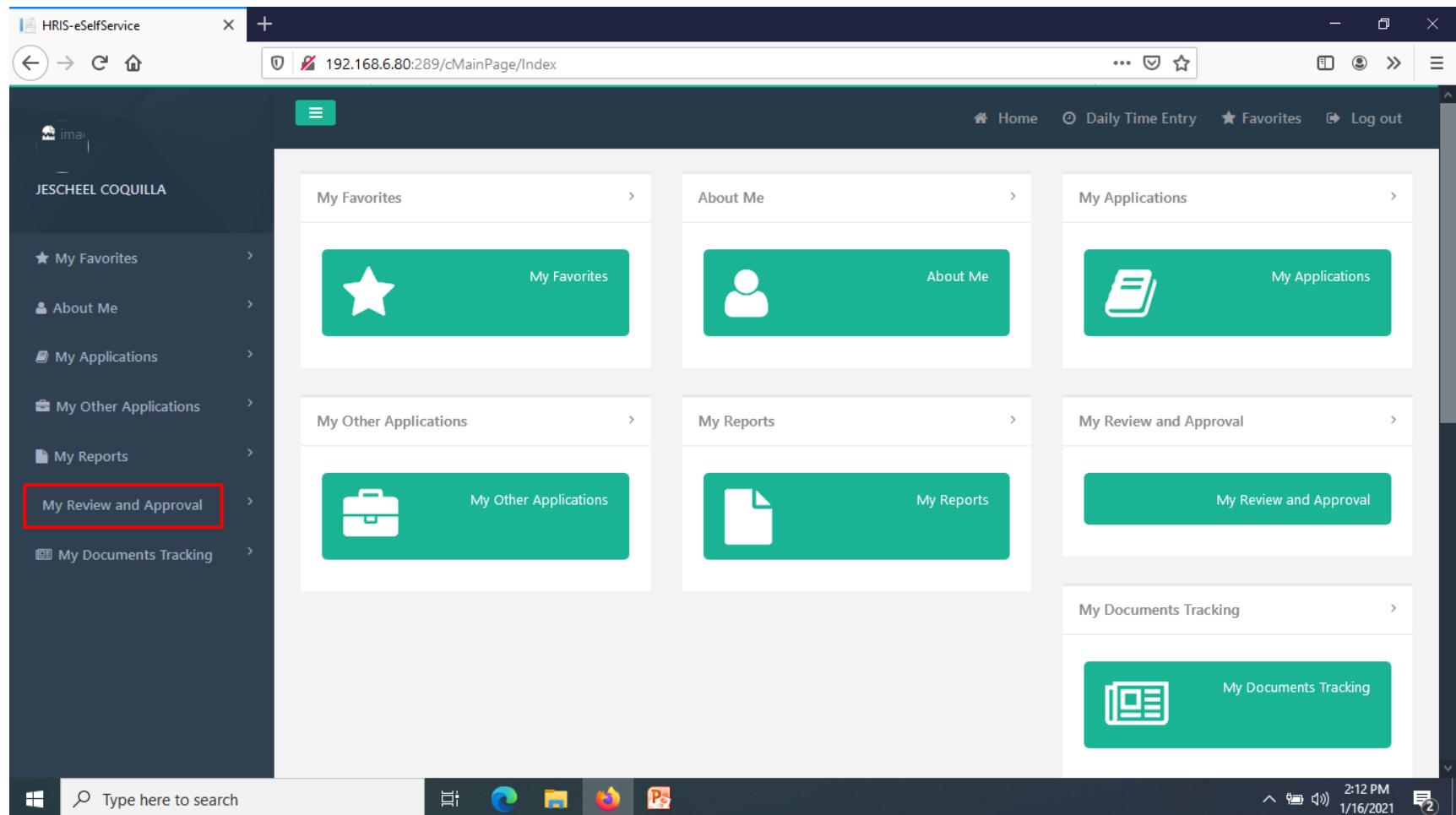


LEAVE APPLICATION

REVIEW & APPROVAL PROCESS
- (RE&CE)

Navigate to My Review and Approval -> Leave application



HRIS-eSelfService

192.168.6.80:289/c MainPage/Index

Home Daily Time Entry Favorites Log out

JESCHEL COQUILLA

- My Favorites
- About Me
- My Applications
- My Other Applications
- My Reports
- My Review and Approval
- My Documents Tracking

My Favorites

About Me

My Applications

My Other Applications

My Reports

My Review and Approval

My Documents Tracking

Other Applications

Type here to search

2:12 PM
1/16/2021

HRIS-eSelfService

192.168.6.80:289/cATSLeaveAppr

Home Daily Time Entry Favorites Log out

Leave Application Search ...

Show 10 entries Year: 2021

Show Actioned List

APPLICATION NO	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
00000225	2021-01-15	8381	CUMLA, ATHENA ALYSSA P.	Submitted	For Review
00000226	2021-01-15	2730	LANCERO, GRENDHEL C.	Submitted	For Review
00000231	2021-01-16	5394	BASCO, DINAH LYNN I.	Submitted	For Review

Showing 1 to 3 of 3 entries

Previous 1 Next

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

Type here to search

2:14 PM 1/16/2021

HRIS-eSelfService

192.168.6.80:289/cATSLeaveAppr

Home Daily Time Entry Favorites Log out

Leave Application Search ...

Show 10 entries Year: 2021

Show Actioned List

APPLICATION NO	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
00000225	2021-01-15	8381	CUMLA, ATHENA ALYSSA P.	Submitted	For Review
00000226	2021-01-15	2730	LANCERO, GRENDHEL C.	Submitted	For Review
00000231	2021-01-16	5394	BASCO, DINAH LYNN I.	Submitted	For Review

Showing 1 to 3 of 3 entries

Previous 1 Next

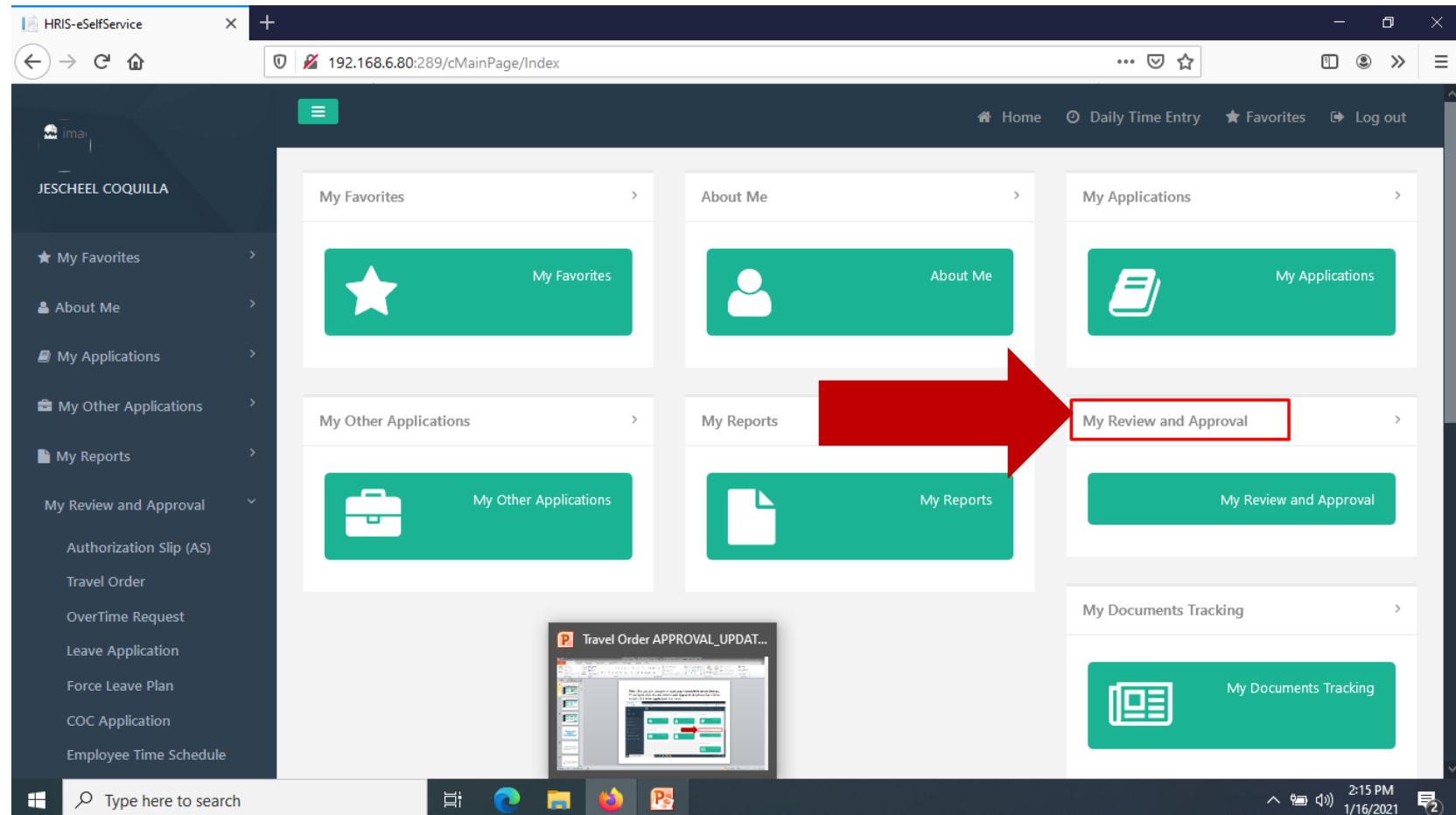
My Favorites About Me My Applications My Other Applications My Reports My Review and Approval

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

Type here to search

2:15 PM 1/16/2021

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 **leave application** to continue.



HRIS-eSelfService

192.168.6.80:289/c MainPage/Index

Home Daily Time Entry Favorites Log out

JESCHEL COQUILLA

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

My Favorites

My Applications

My Other Applications

My Reports

My Review and Approval

Leave Application

Force Leave Plan

COC Application

Employee Time Schedule

Type here to search

2:16 PM
1/16/2021

HRIS-eSelfService

192.168.6.80:289/c MainPage/Index

JESCHEEL COQUILLA

My Favorites

About Me

My Applications

My Other Applications

My Reports

My Review and Approval

Authorization Slip (AS)

Travel Order

Overtime Request

Leave Application

Force Leave Plan

COC Application

Employee Time Schedule

Home Daily Time Entry Favorites Log out

My Favorites

About Me

My Applications

My Other Applications

My Reports

My Review and Approval

My Documents Tracking

2:17 PM 1/16/2021

Type here to search

Windows Start button

Taskbar icons: File Explorer, Edge, Mail, Photos, Powerpoint

The screenshot shows a web-based HRIS application interface 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 menu lists various employee self-service options: "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", "My Review and Approval" (which is expanded to show "Authorization Slip (AS)", "Travel Order", "Overtime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Employee Time Schedule"). The "Leave Application" option is highlighted with a red border. The main content area displays several cards: "My Favorites" (star icon), "About Me" (person icon), "My Applications" (notebook icon), "My Other Applications" (briefcase icon), "My Reports" (document icon), "My Review and Approval" (empty green button), and "My Documents Tracking" (grid icon). The bottom right corner shows the system time as "2:17 PM" and the date as "1/16/2021".

How to review
submitted
Leave application?

Note:

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

Note:

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

Step 1: Select specific Leave year, Show actioned list, by clicking available drop list in order for you to review application. **For review button** main grid will be visible.

The screenshot shows a web-based application titled "Leave Application" from the "HRIS-eSelfService" platform. The URL in the browser is 192.168.6.80:289/cATSLLeaveAppr. The left sidebar contains a navigation menu with items like "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", "My Review and Approval", and "My Documents Tracking". The main content area has a search bar labeled "Search" and filtering options "Show 10 entries" and "Year: 2021". A link "Show Actioned List" is also present. Below these, a table displays three leave applications:

APPLICATION NO	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
00000225	2021-01-15	8381	CUMLA, ATHENA ALYSSA P.	Submitted	For Review
00000226	2021-01-15	2730	LANCERO, GRENDEL C.	Submitted	For Review
00000231	2021-01-16	5394	BASCO, DINAH LYNN I.	Submitted	For Review

At the bottom, it says "Showing 1 to 3 of 3 entries" and includes navigation buttons for "Previous", "1", and "Next". The status bar at the bottom right shows the date and time as 1/16/2021 2:17 PM.

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

The screenshot shows a web browser window titled "HRIS-eSelfService" with the URL "192.168.6.80:289/cATSLeaveAppr". The page is titled "Leave Application" and displays a list of submitted leave applications. The table has columns: APPLICATION NO, DATE APPLIED, ID NBR, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. Three rows are shown, with the second row highlighted by a red border. The "WORKLIST ACTION" column for the second row contains a blue button labeled "For Review".

APPLICATION NO	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
00000225	2021-01-15	8381	CUMLA, ATHENA ALYSSA P.	Submitted	<button>For Review</button>
00000226	2021-01-15	2730	LANCERO, GRENDEL C.	Submitted	<button>For Review</button>
00000231	2021-01-16	5394	BASCO, DINAH LYNN I.	Submitted	<button>For Review</button>

Showing 1 to 3 of 3 entries

Previous 1 Next

Windows Taskbar at the bottom: Type here to search, File Explorer, Edge, File Manager, Firefox, FileZilla, Task View, Start button.

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

The screenshot shows a web-based application titled "Leave Application" within the "HRIS-eSelfService" interface. The left sidebar displays a navigation menu with items like "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", "My Review and Approval", and "My Documents Tracking". The main content area is titled "Leave Application" and includes a search bar and filters for "Show 10 entries" and "Year: 2021". Below these are buttons for "Show Actioned List" and "Show All List". The data table lists three applications:

APPLICATION NO	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
00000225	2021-01-15	8381	CUMLA, ATHENA ALYSSA P.	Submitted	<button>For Review</button>
00000226	2021-01-15	2730	LANCERO, GRENDEL C.	Submitted	<button>For Review</button>
00000231	2021-01-16	5394	BASCO, DINAH LYNN I.	Submitted	<button>For Review</button>

A large red arrow points to the "For Review" button for the second application (ID 2730). The status for this application is listed as "Submitted". The bottom of the screen shows a taskbar with icons for File Explorer, Firefox, and Print, along with system status indicators for battery level, signal strength, and date/time (2:19 PM, 1/16/2021).

HRIS-eSelfService

Leave Approval

Leave Info.

Date Breakdown

Application Nbr.: 00000226

Employee Name: LANCERO, GRENDEL C.

Leave Comment:

Remarks:

Date Applied: 2021-01-15

ID Nbr.: 2730

Status: Submitted

Leave Type: Paternity Leave

Leave Sub-Type: Select All Status

Leave Credits/Balance as of 2021-01-24

	VL	SL	SP	FL
Current Bal	6.918	35.26	0	0
Less this leave	0	0		
Leave Bal	6.918	35.261	0.000	0.000

Cancel Pending Disapprove Review

WORKLIST ACTION

For Review

For Review

For Review

Previous 1 Next

Type here to search

2:20 PM
1/16/2021

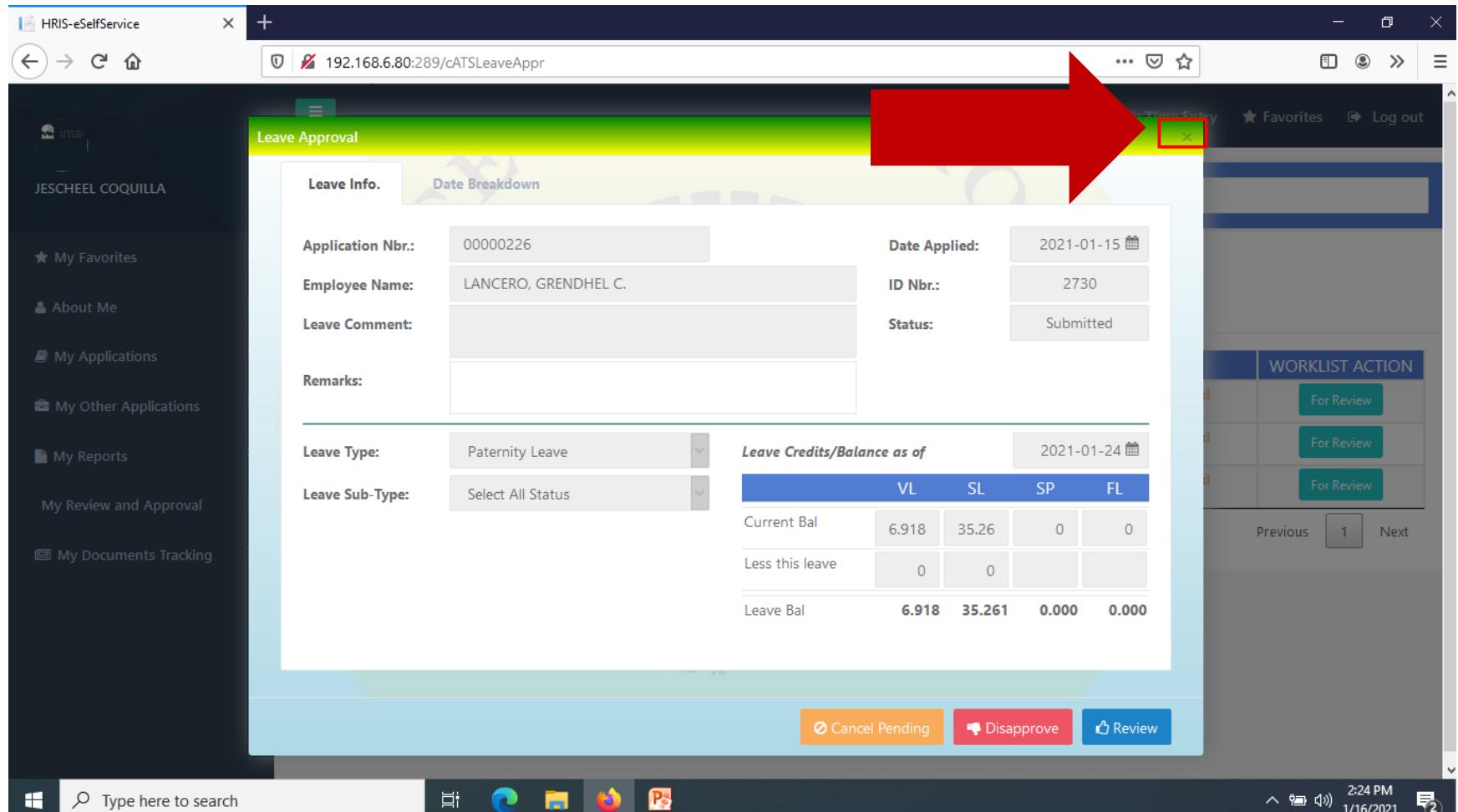
Note:

For review leave application approval main page will open leave application no., effective date, Leave date filed, : leave application nbr, remarks, leave type, already have values except leave credit balance as of ,since this field is not required and was not field with details before it is submitted. In addition in employee's name and position, leave date covered : period from, period to, already have values and not editable.

Non-key field:

- Remarks

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



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

The screenshot shows a web-based leave approval application titled "Leave Approval". The application is running on a Windows operating system, as indicated by the taskbar at the bottom.

Left Sidebar:

- HRIS-eSelfService
- My Favorites
- About Me
- My Applications
- My Other Applications
- My Reports
- My Review and Approval
- My Documents Tracking

Header:

- Address bar: 192.168.6.80:289/cATSLeaveAppr
- Navigation icons: Back, Forward, Home, Favorites, Log out

Content Area:

Leave Info.

Application Nbr.:	00000226	Date Applied:	2021-01-15
Employee Name:	LANCERO, GRENDHEL C.	ID Nbr.:	2730
Leave Comment:	[Empty]		
Remarks:	[Empty]		

Leave Type: Paternity Leave

Leave Sub-Type: Select All Status

Leave Credits/Balance as of: 2021-01-24

	VL	SL	SP	FL
Current Bal	6.918	35.26	0	0
Less this leave	0	0		
Leave Bal	6.918	35.261	0.000	0.000

Buttons:

- Cancel Pending
- Disapprove
- Review

Right Panel:

WORKLIST ACTION

For Review
For Review
For Review

Previous 1 Next

2:25 PM 1/16/2021 2

Step 6: Click **Date Breakdown** if you want to view before reviewing the submitted application.

The screenshot shows a web browser window titled "HRIS-eSelfService" with the URL "192.168.6.80:289/cATSLeaveAppr". The main content is a "Leave Approval" form. On the left is a sidebar with user information "JESCHEL COQUILLA" and links like "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", "My Review and Approval", and "My Documents Tracking". The main area has tabs "Leave Info." and "Date Breakdown", with "Date Breakdown" currently selected. A table displays leave details: DATE FROM 2021-01-15, DATE TO 2021-01-15, DAY EQUIVALENT 1.00, and TOTAL EQUIVALENT 1.00. At the bottom are buttons for "Cancel Pending", "Disapprove", and "Review". To the right, there's a "WORKLIST ACTION" section with three rows, each containing a "For Review" button. The page footer shows the time "2:25 PM".

DATE FROM	DATE TO	DAY EQUIVALENT	TOTAL EQUIVALENT
2021-01-15	2021-01-15	1.00	1.00

WORKLIST ACTION

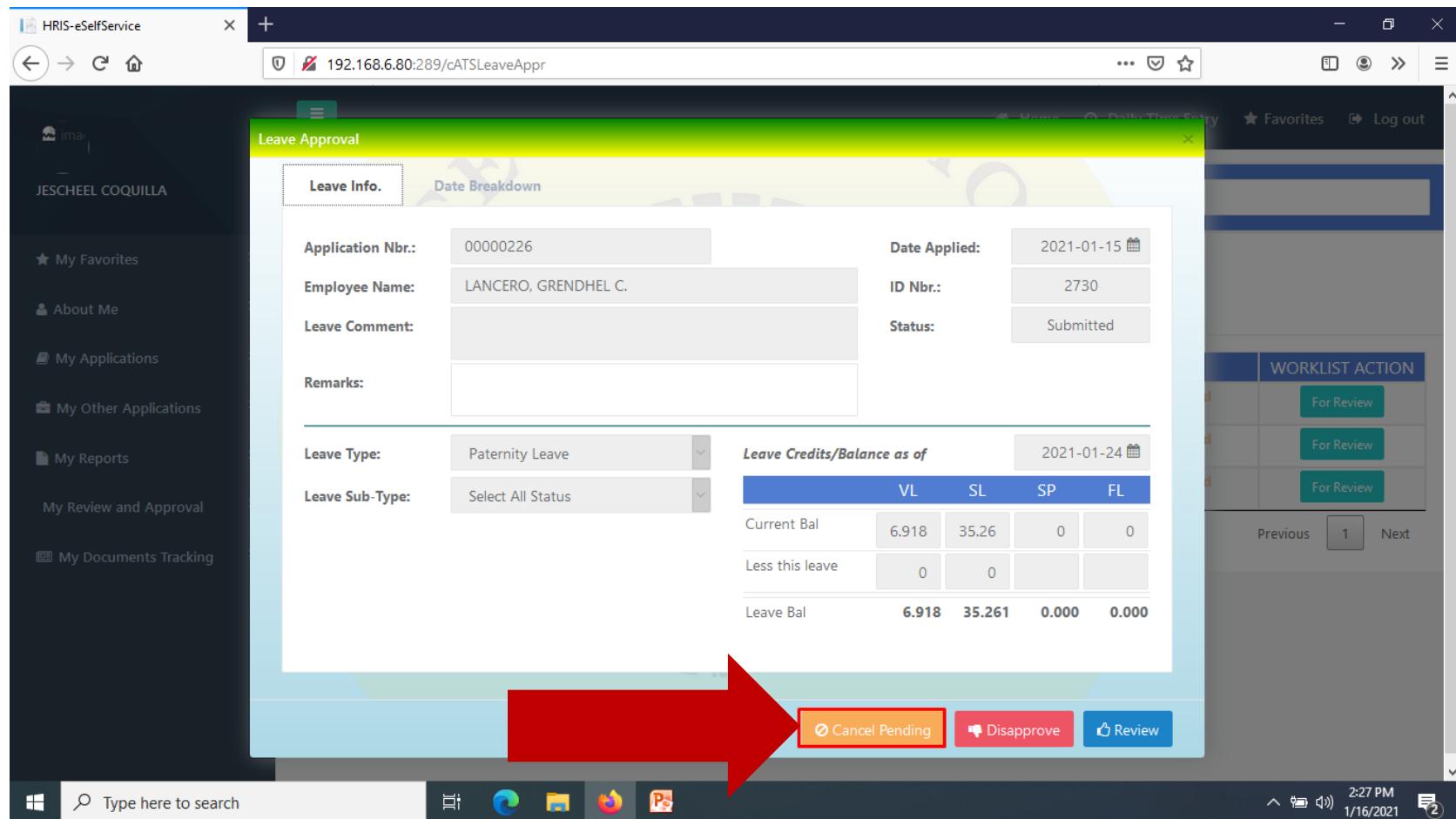
For Review

For Review

For Review

Previous 1 Next

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



HRIS-eSelfService

Leave Approval

Leave Info. Date Breakdown

Application Nbr.: 00000226 Date Applied: 2021-01-15

Employee Name: LANCERO, GRENDEL C. ID Nbr.: 2730

Leave Comment: Status: Submitted

Remarks: Required Field!

Leave Type: Paternity Leave Leave Credits/Balance as of 2021-01-24

Leave Sub-Type: Select All Status

	VL	SL	SP	FL
Current Bal	6.918	35.26	0	0
Less this leave	0	0		
Leave Bal	6.918	35.261	0.000	0.000

Cancel Pending Disapprove Review

WORKLIST ACTION

For Review

For Review

For Review

Previous 1 Next

Type here to search

2:27 PM 1/16/2021

	VL	SL	SP	FL
Current Bal	6.918	35.26	0	0
Less this leave	0	0		
Leave Bal	6.918	35.261	0.000	0.000

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

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

The screenshot shows the HRIS-eSelfService Leave Approval interface. The main window title is "Leave Approval". The "Leave Info." tab is selected, displaying the following details:

- Application Nbr.: 00000226
- Date Applied: 2021-01-15
- Employee Name: LANCERO, GRENDHEL C.
- ID Nbr.: 2730
- Leave Comment: (empty)
- Status: Submitted
- Remarks: CANCEL PENDING (highlighted with a red box)

Below the "Leave Info." tab, there is a "Date Breakdown" section and a "Leave Credits/Balance as of 2021-01-24" section. The leave balance table shows:

	VL	SL	SP	FL
Current Bal	6.918	35.26	0	0
Less this leave	0	0		
Leave Bal	6.918	35.261	0.000	0.000

At the bottom of the main window, there are three buttons: "Cancel Pending" (orange), "Disapprove" (red), and "Review" (blue).

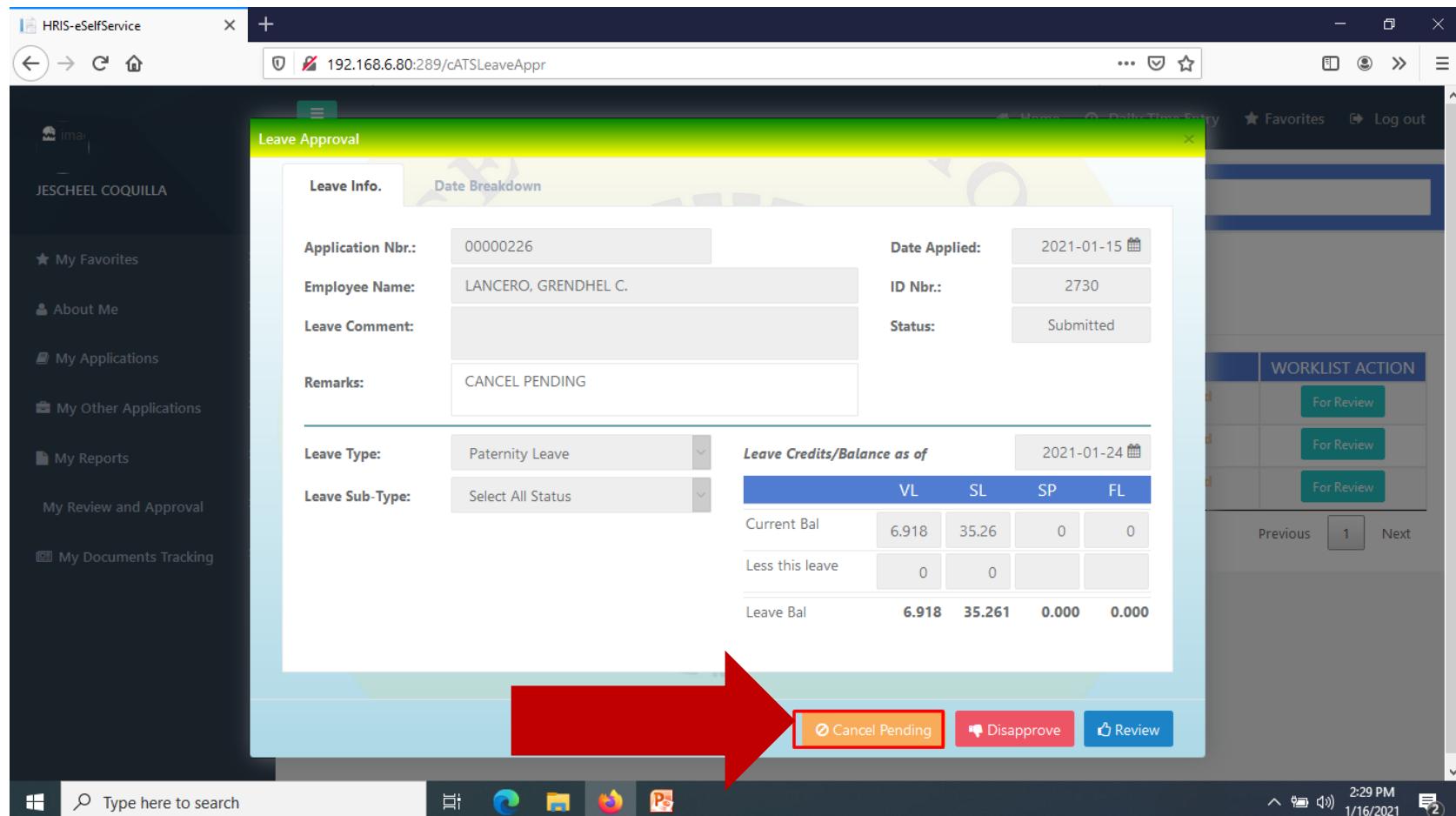
The left sidebar shows the user's profile (JESCHEEL COQUILLA) and a list of navigation items:

- My Favorites
- About Me
- My Applications
- My Other Applications
- My Reports
- My Review and Approval
- My Documents Tracking

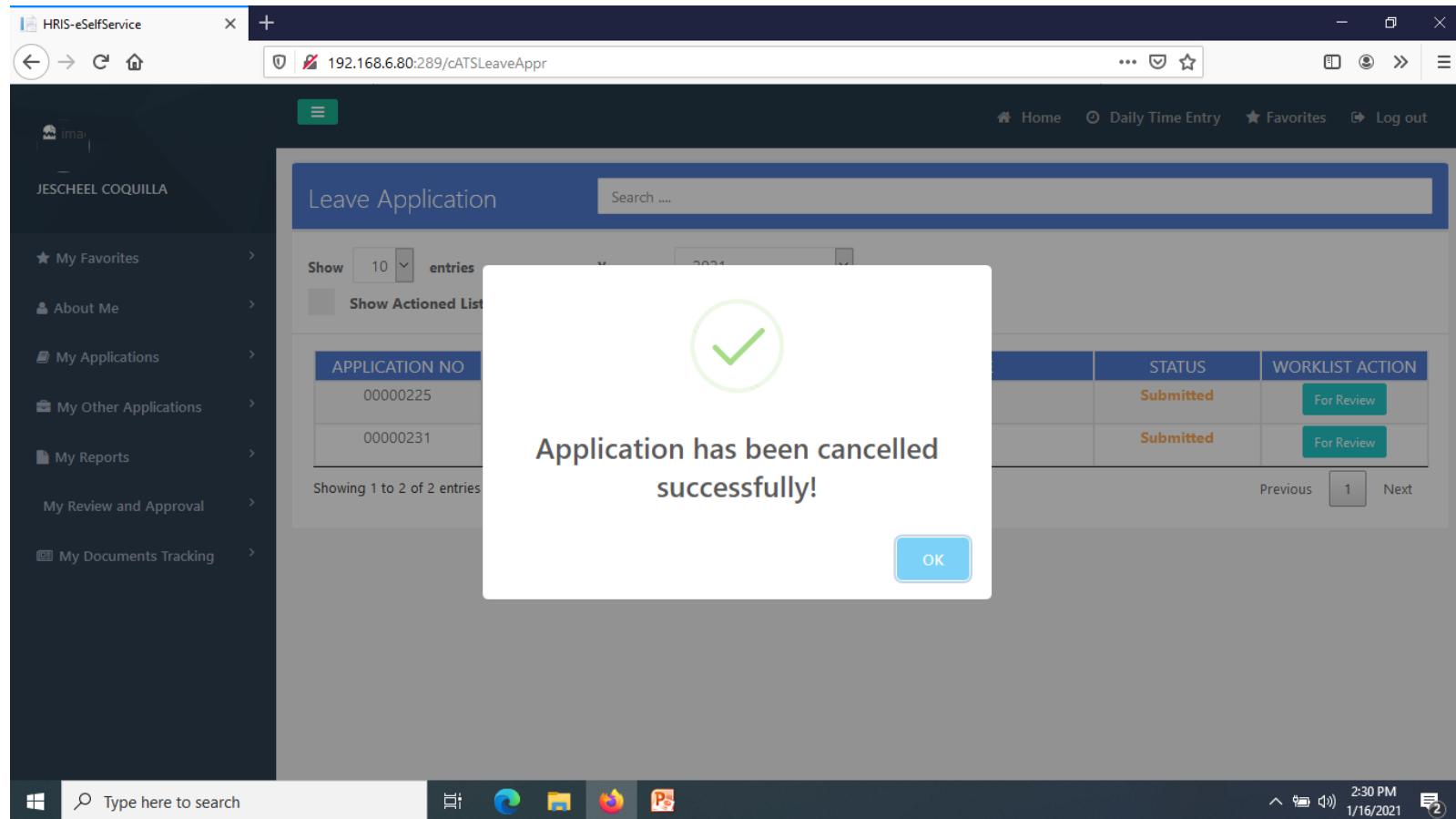
The right sidebar displays a "WORKLIST ACTION" grid with three entries, each with a "For Review" button. Navigation buttons "Previous", "1", and "Next" are also present.

The system status bar at the bottom right shows the date and time: 2:28 PM 1/16/2021.

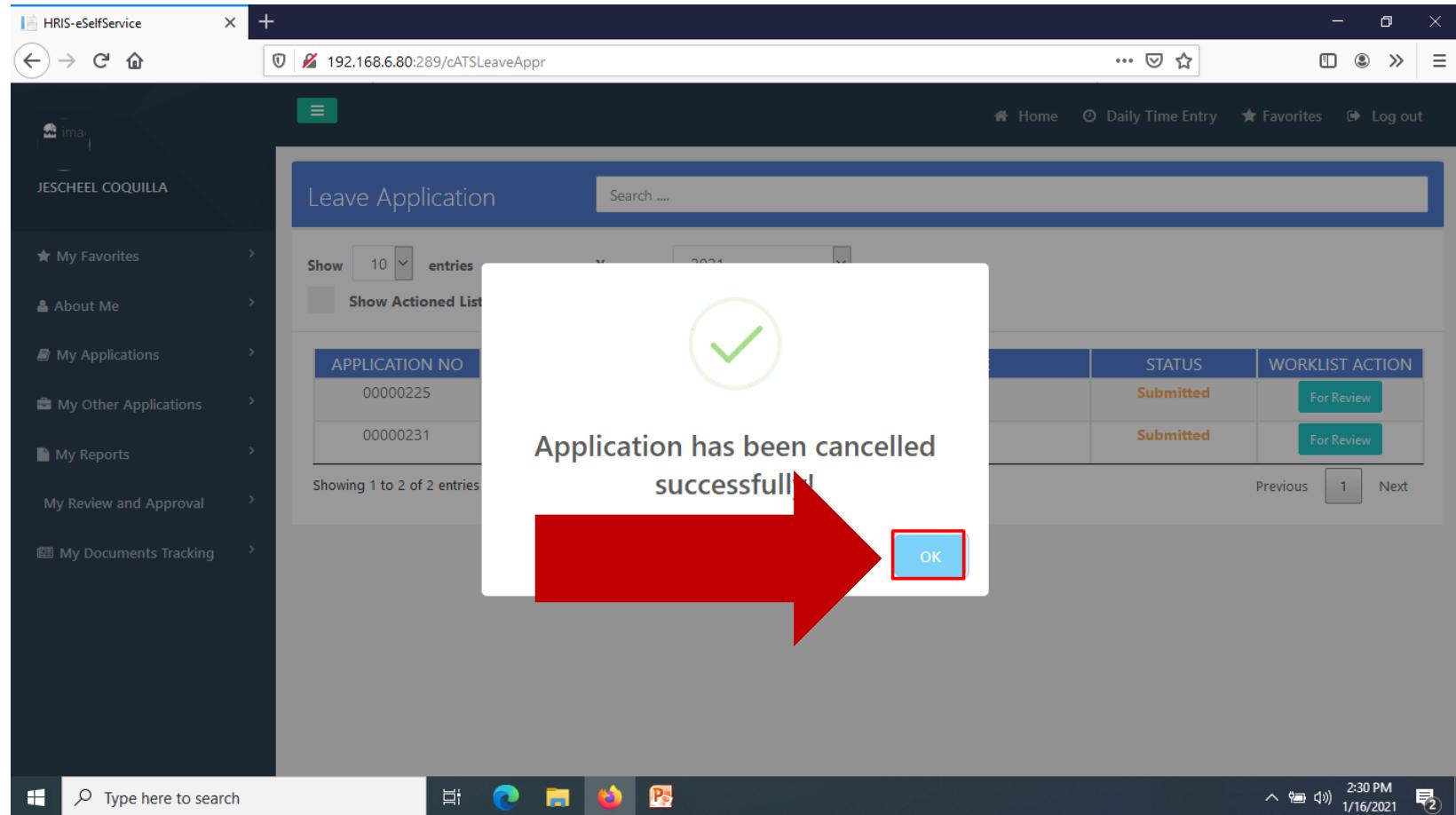
Step 10: Click cancel pending button if you want to cancel application from being reviewed.



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



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



Note:

Once application is **cancelled pending** automatic cancelled pending record will not be visible in review main page. To continue click **ok button** to exit and go back on previous page. For you to view the cancelled pending application check **show action list** expected that list of application **cancelled pending**, **reviewed** and **disapproved** will be shown.

Step 12: To continue click **show action list** to view list of application.

Leave Application

Search ...

Show 10 entries Year: 2021

Show Actioned List

APPLICATION NO	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
00000225	2021-01-15	8381	CUMLA, ATHENA ALYSSA P.	Submitted	For Review

Showing 1 to 1 of 1 entries

Previous 1 Next

My Applications
My Other Applications
My Reports
My Review and Approval
My Documents Tracking

Type here to search

2:34 PM 1/16/2021

HRIS-eSelfService

192.168.6.80:289/cATSLeaveAppr

Home Daily Time Entry Favorites Log out

Leave Application

Search ...

Show 10 entries Year: 2021

Show Actioned List

APPLICATION NO	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
00000214	2021-01-08	0028	TANHUECO, JANET I.	Final Approved	<button>View Details</button>
00000221	2021-01-15	8381	CUMLA, ATHENA ALYSSA P.	Cancelled	<button>View Details</button>
00000222	2021-01-15	6013	SABAS, ANTONIO M. JR.	Final Approved	<button>View Details</button>
00000223	2021-01-15	7482	PATIGDAS, ROSELL B.	Final Approved	<button>View Details</button>
00000226	2021-01-15	2730	LANCERO, GRENDEL C.	Cancel Pending	<button>View Details</button>
00000231	2021-01-16	5394	BASCO, DINAH LYNN I.	Cancel Pending	<button>View Details</button>

Showing 1 to 6 of 6 entries

Previous 1 Next

Type here to search

2:41 PM 1/16/2021

HRIS-eSelfService

192.168.6.80:289/cATSLeaveAppr

Home Daily Time Entry Favorites Log out

Leave Application

Search ...

Show 10 entries Year: 2021

Show Actioned List

APPLICATION NO	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
00000214	2021-01-08	0028	TANHUECO, JANET I.	Final Approved	<button>View Details</button>
00000221	2021-01-15	8381	CUMLA, ATHENA ALYSSA P.	Cancelled	<button>View Details</button>
00000222	2021-01-15	6013	SABAS, ANTONIO M. JR.	Final Approved	<button>View Details</button>
00000223	2021-01-15	7482	PATIGDAS, ROSELL B.	Final Approved	<button>View Details</button>
00000226	2021-01-15	2730	LANCERO, GRENDEL C.	Cancel Pending	<button>View Details</button>
00000231	2021-01-16	5394	BASCO, DINAH LYNN I.	Cancel Pending	<button>View Details</button>

Showing 1 to 6 of 6 entries

Previous 1 Next

Type here to search

2:42 PM 1/16/2021

Note:

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

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

The screenshot shows a web-based application titled "Leave Application" from the "HRIS-eSelfService" platform. The URL in the browser is 192.168.6.80:289/eATSLeaveAppr. The left sidebar contains a navigation menu with items like "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", "My Review and Approval", and "My Documents Tracking". The main content area displays a table of leave applications with columns for APPLICATION NO, DATE APPLIED, ID NBR, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. The table shows six entries. A large red arrow points to the "View Details" button in the WORKLIST ACTION column for the last row, which corresponds to the application with APPLICATION NO 00000231 and STATUS "Cancel Pend". The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray indicating the date and time as 1/16/2021 at 2:48 PM.

APPLICATION NO	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
00000214	2021-01-08	0028	TANHUECO, JANET I.	Final Approved	View Details
00000221	2021-01-15	8381	CUMLA, ATHENA ALYSSA P.	Cancelled	View Details
00000222	2021-01-15	6013	SABAS, ANTONIO M. JR.	Final Approved	View Details
00000223	2021-01-15	7482	PATIGDAS, ROSELL B.	Final Approved	View Details
00000226	2021-01-15	2730	LANCERO, GRENDEL C.	Cancel Pend	View Details
00000231	2021-01-16	5394	BASCO, DINAH LYNN I.	Cancel Pend	View Details

HRIS-eSelfService

192.168.6.80:289/cATSLLeaveAppr

Leave Approval

Leave Info. Date Breakdown

Application Nbr.:	00000226	Date Applied:	2021-01-15
Employee Name:	LANCERO, GRENDEL C.	ID Nbr.:	2730
Leave Comment:	Status: Cancel Pending		
Remarks:			

Leave Type: Paternity Leave

Leave Sub-Type: Select All Status

Leave Credits/Balance as of 2021-01-24

	VL	SL	SP	FL
Current Bal	6.918	35.26	0	0
Less this leave	0	0		
Leave Bal	6.918	35.261	0.000	0.000

WORKLIST ACTION

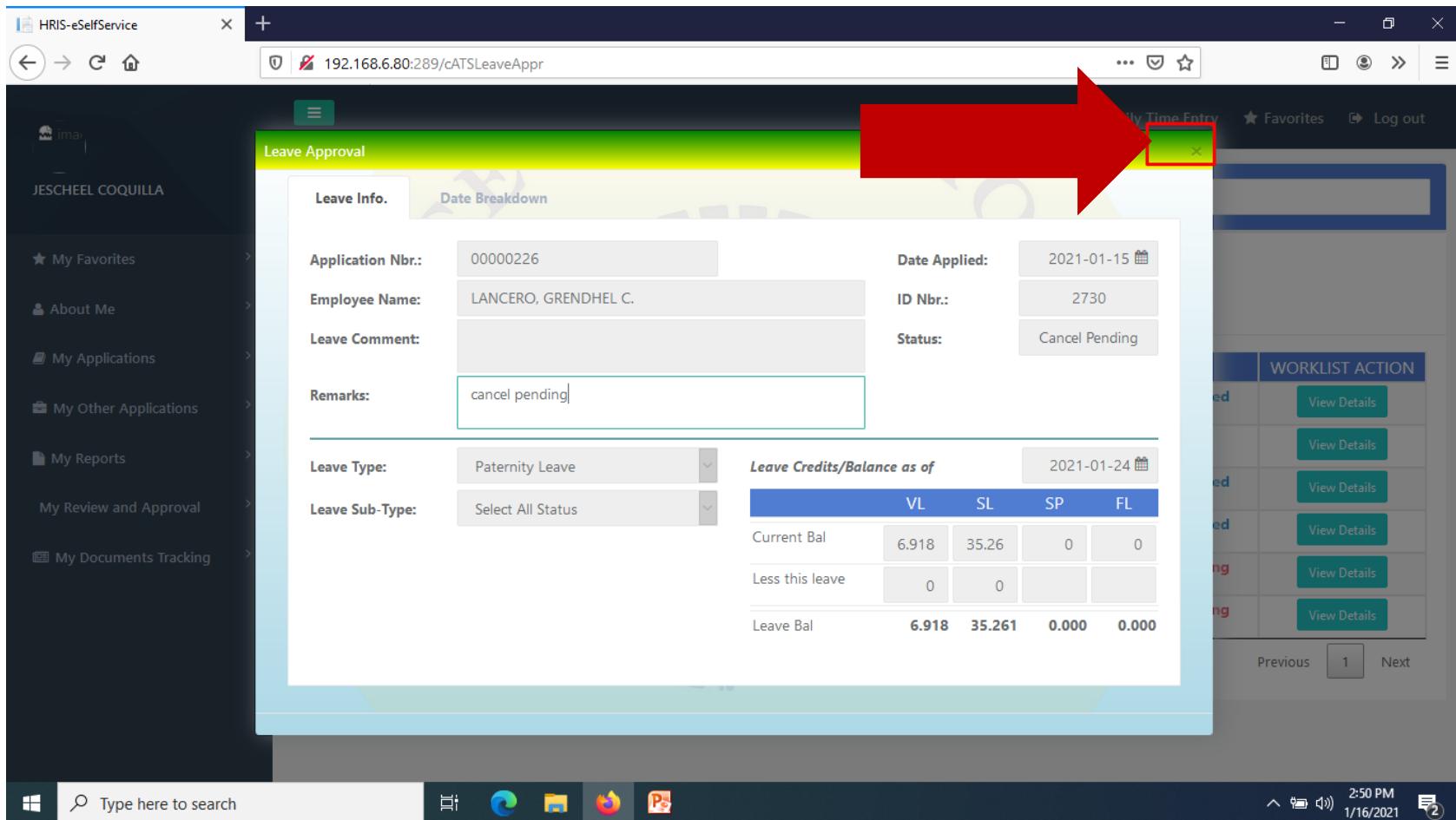
View Details

Previous 1 Next

Type here to search

2:49 PM
1/16/2021

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



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

The screenshot shows a web browser window for the HRIS-eSelfService application. The URL in the address bar is 192.168.6.80:289/cATSLeaveAppr. The page title is "Leave Application". On the left, there is a sidebar with the user's name, JESCHEEL COQUILLA, and several navigation links: My Favorites, About Me, My Applications, My Other Applications, My Reports, My Review and Approval, and My Documents Tracking. The main content area displays a table titled "Leave Application" with one entry. The table columns are APPLICATION NO, DATE APPLIED, ID NBR, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. The data in the table is as follows:

APPLICATION NO	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
00000225	2021-01-15	8381	CUMLA, ATHENA ALYSSA P.	Submitted	For Review

Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom right of the content area, there are buttons for Previous, Next, and a page number input field containing the value 1. The browser taskbar at the bottom shows the Windows logo, a search bar with the placeholder "Type here to search", and several pinned icons for Microsoft Edge, File Explorer, Firefox, and Photoshop. The system tray at the bottom right shows the date and time as 2:51 PM, 1/16/2021, and a battery icon.

Note:

If you wish to continue and **disapproved** application let the level 1 approver cancel pending the application then let the requestor re-submit the **cancelled pending** application to do that open **Leave application (Regular, and Casual) Manual** to re-submit application by clicking the **re-submit all button** in order to disapproved application. Only the requestor who can re-submit the cancelled pending application only if he is allowed to access travel order application. As well as only the **reviewer**, and **final approver** are allowed to disapproved application.

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

The screenshot shows a web-based leave approval system titled "Leave Approval". The main form displays the following information:

Leave Type:	Maternity Leave	Leave Credits/Balance as of 2020-11-30			
Leave Sub-Type:	Select All Status	VL	SL	SP	FL
Current Bal	0	0	0	0	0
Less this leave	0	0			
Leave Bal	0.000	0.000	0.000	0.000	

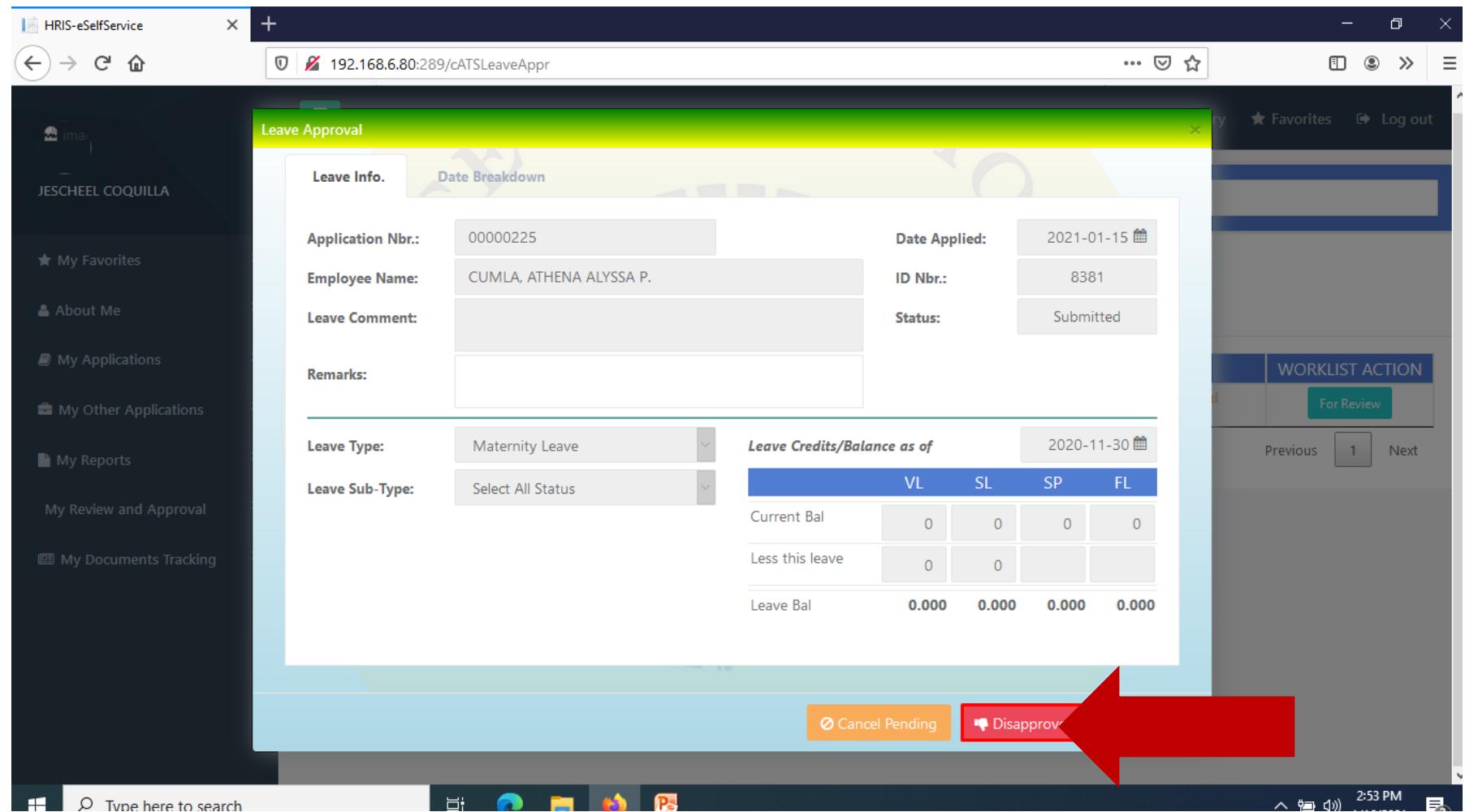
Below the form are three buttons: "Cancel Pending" (orange), "Disapprove" (red), and "Review" (blue).

The left sidebar contains a navigation menu with the following items:

- HRIS-eSelfService
- My Favorites
- About Me
- My Applications
- My Other Applications
- My Reports
- My Review and Approval
- My Documents Tracking

The top right corner shows standard browser controls and a status bar indicating the time as 2:52 PM on 1/16/2021.

Step 16: Click disapproved button to successfully disapproved application.



HRIS-eSelfService

Leave Approval

Leave Info. Date Breakdown

Application Nbr.: 00000225 Date Applied: 2021-01-15

Employee Name: CUMLA, ATHENA ALYSSA P. ID Nbr.: 8381

Leave Comment:

Remarks: Required Field!

Leave Type: Maternity Leave Leave Credits/Balance as of 2020-11-30

Leave Sub-Type: Select All Status

	VL	SL	SP	FL
Current Bal	0	0	0	0
Less this leave	0	0		
Leave Bal	0.000	0.000	0.000	0.000

Cancel Pending Disapprove Review

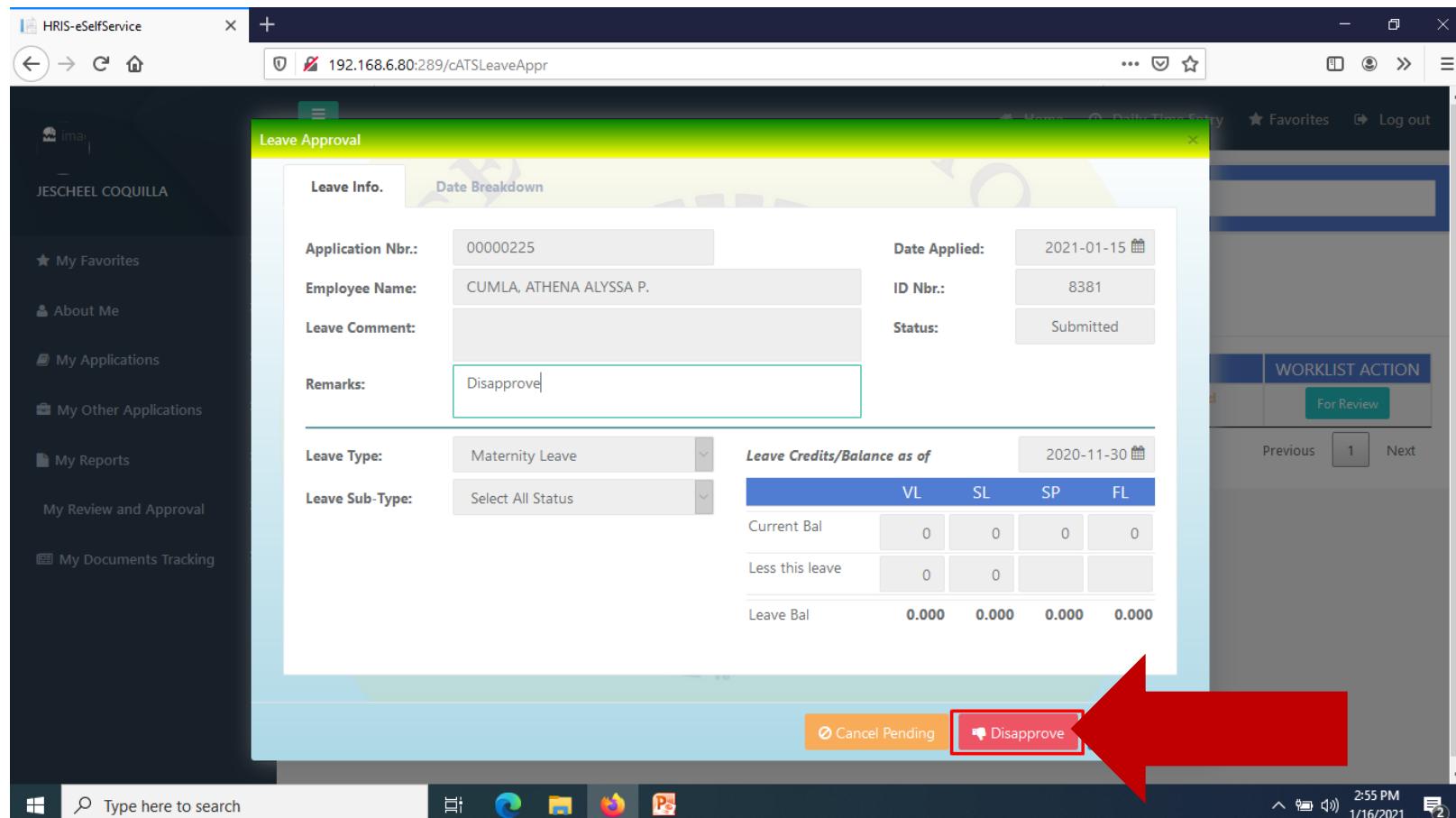
WORKLIST ACTION For Review Previous 1 Next

Type here to search

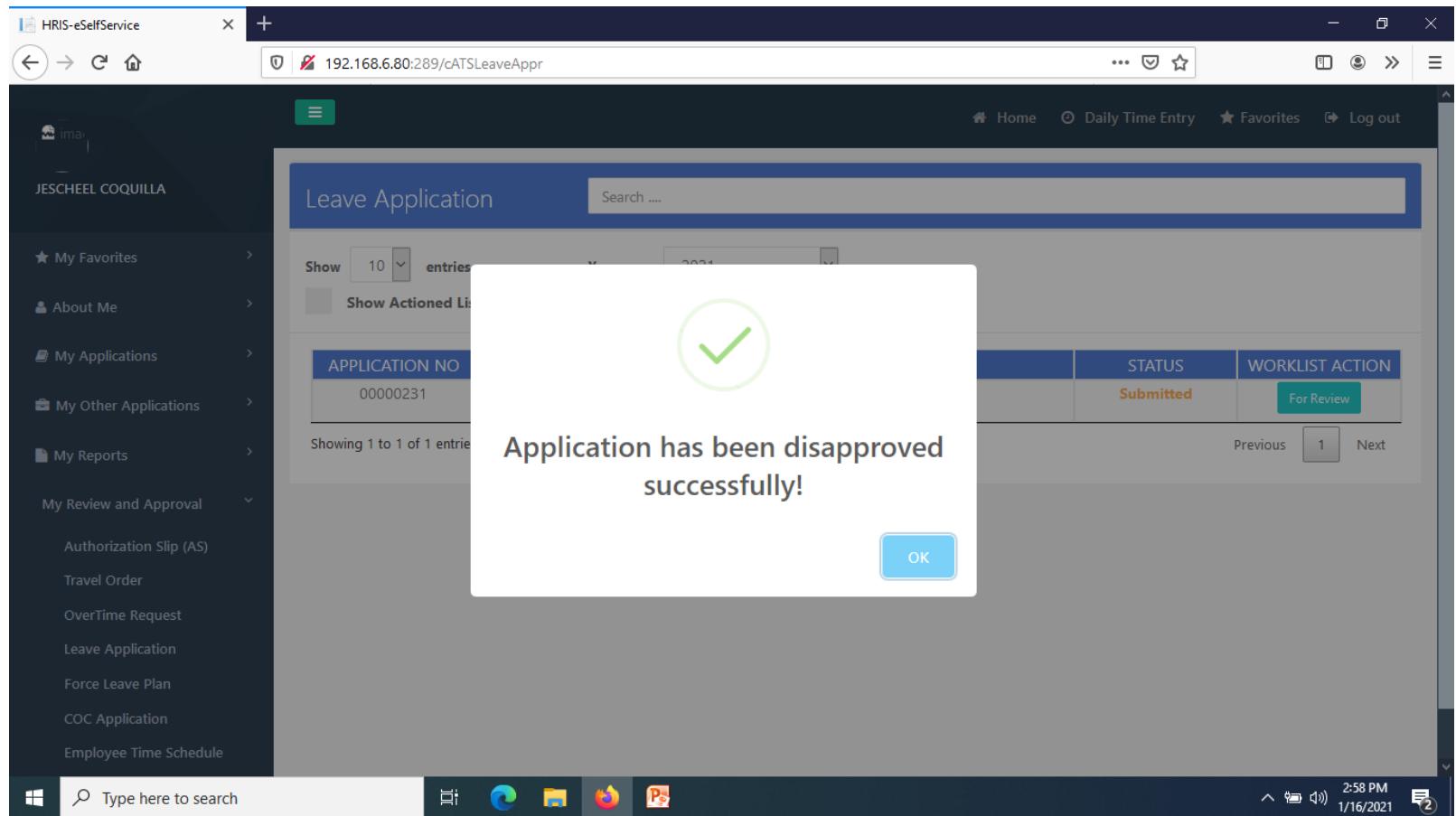
2:54 PM 1/16/2021

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

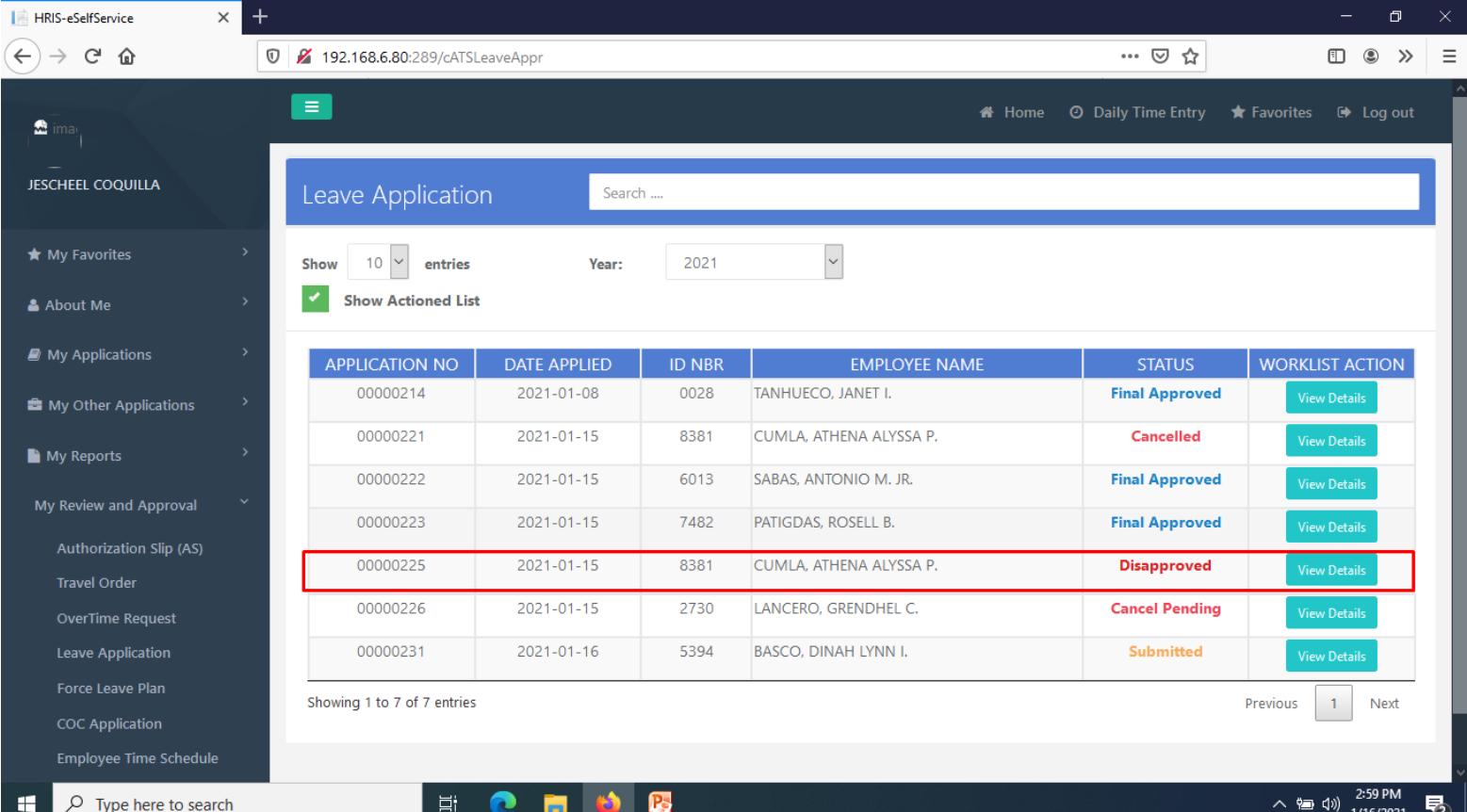
Step 17: Input comment in **remarks** for suggestions and improvement if there is, click **disapproved button** for you to disapproved application.



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



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



The screenshot shows a web browser window for the HRIS-eSelfService application at the URL 192.168.6.80:289/cATSLeaveAppr. The left sidebar contains a navigation menu with items like My Favorites, About Me, My Applications, My Other Applications, My Reports, and several review and approval options. The main content area is titled "Leave Application" and displays a table of leave applications for the year 2021. The table has columns for APPLICATION NO, DATE APPLIED, ID NBR, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. One row, corresponding to application number 00000225, is highlighted with a red border. This row details an application by employee CUMLA, ATHENA ALYSSA P., dated 2021-01-15, with an ID number 8381. The status is "Disapproved". A "View Details" button is visible in the WORKLIST ACTION column for this row. The table shows a total of 7 entries.

APPLICATION NO	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
00000214	2021-01-08	0028	TANHUECO, JANET I.	Final Approved	<button>View Details</button>
00000221	2021-01-15	8381	CUMLA, ATHENA ALYSSA P.	Cancelled	<button>View Details</button>
00000222	2021-01-15	6013	SABAS, ANTONIO M. JR.	Final Approved	<button>View Details</button>
00000223	2021-01-15	7482	PATIGDAS, ROSELL B.	Final Approved	<button>View Details</button>
00000225	2021-01-15	8381	CUMLA, ATHENA ALYSSA P.	Disapproved	<button>View Details</button>
00000226	2021-01-15	2730	LANCERO, GRENDEL C.	Cancel Pending	<button>View Details</button>
00000231	2021-01-16	5394	BASCO, DINAH LYNN I.	Submitted	<button>View Details</button>

Note:

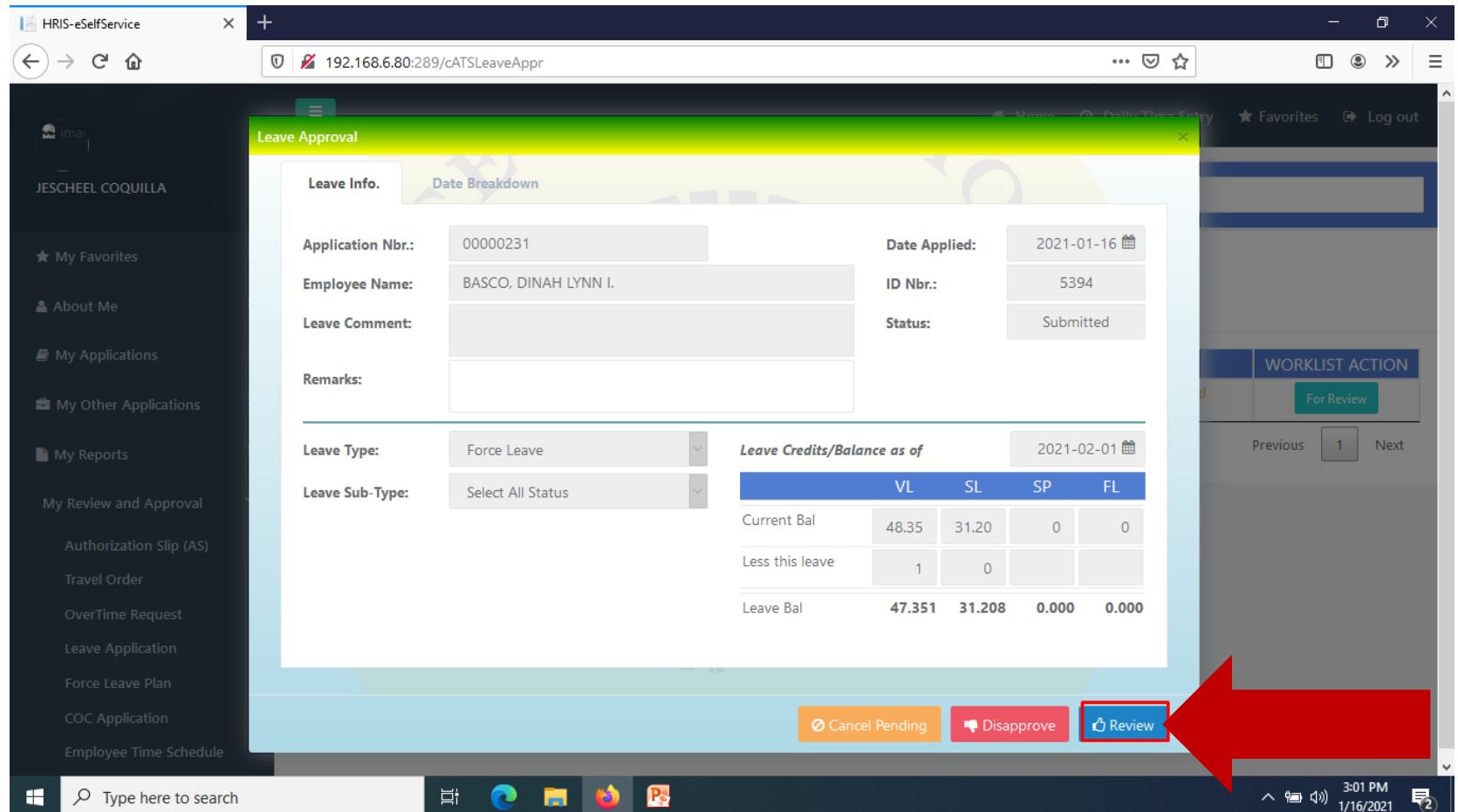
If ever application is not yet disapproved and you want to review the submitted application repeat step 3 to continue. If application status is **cancel pending** let the requestor re-submit the **cancelled pending** application to do that open **Leave application (Regular, and Casual) Manual** to re-submit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

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

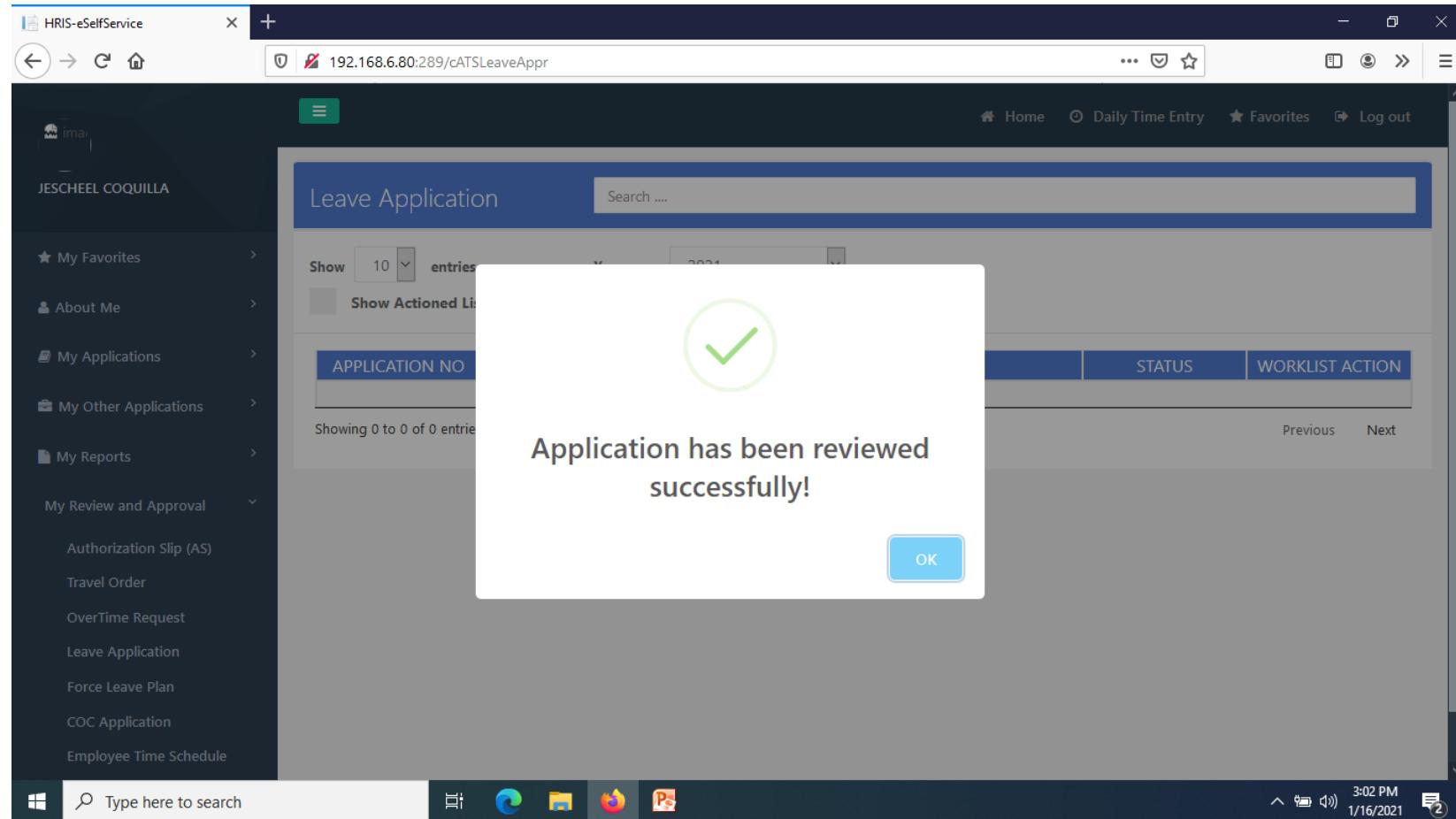
The screenshot shows the 'Leave Approval' page of the HRIS-eSelfService application. The URL in the browser is 192.168.6.80:289/cATSLeaveAppr. The left sidebar lists various menu items under 'JESCHEL COQUILLA'. The main content area displays a leave application for 'CUMLA, ATHENA ALYSSA P.' with Application Nbr. 00000225, Date Applied 2021-01-15, ID Nbr. 8381, and Status Disapproved. The leave type is Maternity Leave. A 'Leave Credits/Balance as of 2020-11-30' table shows current balances for VL, SL, SP, and FL as 0, 0, 0, and 0 respectively. Below the table, 'Leave Bal' values are shown as 0.000 for all categories. On the right, a 'WORKLIST ACTION' panel lists several applications with 'View Details' buttons. The bottom status bar shows the date 1/16/2021 and time 3:00 PM.

	VL	SL	SP	FL
Current Bal	0	0	0	0
Less this leave	0	0		
Leave Bal	0.000	0.000	0.000	0.000

Step 20: Click review button to successfully review application.



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



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

The screenshot shows a web browser window titled "HRIS-eSelfService" with the URL "192.168.6.80:289/cATSLeaveAppr". The left sidebar contains a navigation menu with items like "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", "My Review and Approval" (which is expanded to show "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Employee Time Schedule"), and a search bar at the bottom. The main content area is titled "Leave Application" and displays a table of leave applications for the year 2021. The table has columns for APPLICATION NO, DATE APPLIED, ID NBR, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. The rows show the following data:

APPLICATION NO	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
00000214	2021-01-08	0028	TANHUECO, JANET I.	Final Approved	<button>View Details</button>
00000221	2021-01-15	8381	CUMLA, ATHENA ALYSSA P.	Cancelled	<button>View Details</button>
00000222	2021-01-15	6013	SABAS, ANTONIO M. JR.	Final Approved	<button>View Details</button>
00000223	2021-01-15	7482	PATIGDAS, ROSELL B.	Final Approved	<button>View Details</button>
00000225	2021-01-15	8381	CUMLA, ATHENA ALYSSA P.	Disapproved	<button>View Details</button>
00000226	2021-01-15	2730	LANCERO, GRENDHEL C.	Cancel Pending	<button>View Details</button>
00000231	2021-01-16	5394	BASCO, DINAH LYNN I.	Reviewed	<button>View Details</button>

The last row, with APPLICATION NO 00000231, is highlighted with a red border. At the bottom of the table, it says "Showing 1 to 7 of 7 entries". The status column uses color coding: "Final Approved" is blue, "Cancelled" and "Disapproved" are red, and "Review Pending" is green. The "WORKLIST ACTION" column contains a single button labeled "View Details".

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

The screenshot shows a web-based application interface titled "Leave Application". The left sidebar displays a navigation menu for the user "JESCHEEL COQUILLA", including links for "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", and "My Review and Approval" (which is expanded to show "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Employee Time Schedule"). The main content area is titled "Leave Application" and includes a search bar and filters for "Show 10 entries" and "Year: 2021". A button labeled "Show Actioned List" is also present. Below these filters is a table with one row of data. The table columns are: APPLICATION NO, DATE APPLIED, ID NBR, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. The data in the table is: 00000232, 2021-01-16, 8482, ONGAYO, AIMEE A., Submitted, and a button labeled "For Review". At the bottom of the table, it says "Showing 1 to 1 of 1 entries" and includes "Previous" and "Next" buttons. The number "1" is highlighted in a box between the "Previous" and "Next" buttons. The bottom of the screen shows the Windows taskbar with icons for File Explorer, Edge, and Firefox, along with a search bar and system status indicators.

APPLICATION NO	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
00000232	2021-01-16	8482	ONGAYO, AIMEE A.	Submitted	<button>For Review</button>

How to approve
reviewed Leave
application
application?

Note:

If you want to **approved** application make sure that you have a reviewed application by a reviewer. If no reviewed application let the reviewer review first the submitted application for you to have data to approve. In order to approve application please login using username and password.

Note 3:

Also, if reviewer drop down **YES** (1 reviewer only) is clicked expected that application must be reviewed and if **NO** there's no need to review and can go directly to the next level of approval.

The given sample application has a **reviewer** and **final approval**. For instance different person is assign as final approver compared to reviewer. All you have to do is to repeat the **leave application** navigation process in order to proceed in step 1.

HRIS-eSelfService

192.168.6.80:289/cATSLeaveAppr

Home Daily Time Entry Favorites Log out

GRACE GABUTAN

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

Leave Application

Search ...

Show 10 entries Year: 2021

Show Actioned List

APPLICATION NO	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
00000231	2021-01-16	5394	BASCO, DINAH LYNN I.	Reviewed	For Final Approval

Showing 1 to 1 of 1 entries

Previous 1 Next

Type here to search

3:14 PM 1/16/2021

APPLICATION NO	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
00000231	2021-01-16	5394	BASCO, DINAH LYNN I.	Reviewed	For Final Approval

HRIS-eSelfService

Leave Approval

Leave Info. Date Breakdown

Application Nbr.: 00000231 Date Applied: 2021-01-16

Employee Name: BASCO, DINAH LYNN I. ID Nbr.: 5394

Leave Comment:

Remarks:

Status: Reviewed

Leave Type: Force Leave Leave Credits/Balance as of 2021-02-01

Leave Sub-Type: Select All Status

	VL	SL	SP	FL
Current Bal	48.35	31.20	0	0
Less this leave	1	0		
Leave Bal	47.351	31.208	0.000	0.000

WORKLIST ACTION
For Final Approval

Previous 1 Next

Cancel Pending Disapprove Final Approve

Type here to search

3:14 PM 1/16/2021

HRIS-eSelfService

192.168.6.80:289/cATSLeaveAppr

GRACE GABUTAN

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

Leave Application

APPLICATION NO

Showing 0 to 0 of 0 entries

Search

Show 10 entries

Home Daily Time Entry Favorites Log out

Worklist Action

OK

Application has been approved successfully!

3:14 PM
1/16/2021

Type here to search

How to cancelled
final approve
application?

Step 1: Select specific leave year, by clicking available drop list in order for you to cancel final approved application. **Cancel application button** main grid will be visible.

The screenshot shows the HRIS-eSelfService application interface. On the left is a sidebar with a user profile picture and name 'GRACE GABUTAN'. Below the profile are several menu items: 'My Favorites', 'About Me', 'My Applications', 'My Other Applications', 'My Reports', 'My Review and Approval' (which is expanded to show 'Authorization Slip (AS)', 'Travel Order', 'OverTime Request', 'Leave Application', 'Force Leave Plan', 'COC Application', and 'Employee Time Schedule'). The main content area is titled 'Leave Application' and contains a search bar. Below the search bar are two dropdown menus: 'Show' set to '10 entries' and 'Year' set to '2021'. A red box highlights the 'Year' dropdown. Below these are two buttons: 'Show Actioned List' (also highlighted with a red box) and 'Show All List'. A table follows, with columns: APPLICATION NO, DATE APPLIED, ID NBR, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. The table displays the message 'No data available in table'. At the bottom of the table are links for 'Showing 0 to 0 of 0 entries', 'Previous', and 'Next'. The bottom of the screen shows a taskbar with icons for File Explorer, Edge browser, File Manager, Firefox, and Powerpoint, along with a search bar and system status indicators.

HRIS-eSelfService

192.168.6.80:289/cATSLeaveAppr

Home Daily Time Entry Favorites Log out

GRACE GABUTAN

My Favorites About Me My Applications My Other Applications My Reports

My Review and Approval

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

Leave Application

Search ...

Show 10 entries Year: 2021

Show Actioned List

APPLICATION NO	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
00000214	2021-01-08	0028	TANHUECO, JANET I.	Final Approved	<button>View Details</button>
00000221	2021-01-15	8381	CUMLA, ATHENA ALYSSA P.	Cancelled	<button>View Details</button>
00000231	2021-01-16	5394	BASCO, DINAH LYNN I.	Final Approved	<button>View Details</button>

Showing 1 to 3 of 3 entries

Previous 1 Next

Type here to search

3:19 PM 1/16/2021 2

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

The screenshot shows a web-based application interface for leave application approval. On the left, there is a sidebar with a dark blue background containing user information (GRACE GABUTAN) and navigation links for My Favorites, About Me, My Applications, My Other Applications, My Reports, and several review and approval sections like Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, and Employee Time Schedule. The main content area has a light blue header with the title "Leave Application". Below the header is a search bar labeled "Search" and a toolbar with "Show 10 entries" and "Year: 2021". A checked checkbox labeled "Show Actioned List" is also present. The main table displays three rows of leave application data:

APPLICATION NO	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
00000214	2021-01-08	0028	TANHUECO, JANET I.	Final Approved	<button>View Details</button>
00000221	2021-01-15	8381	CUMLA, ATHENA ALYSSA P.	Cancelled	<button>View Details</button>
00000231	2021-01-16	5394	BASCO, DINAH LYNN I.	Final Approved	<button>View Details</button>

At the bottom of the table, it says "Showing 1 to 3 of 3 entries" and has buttons for "Previous", "1", and "Next". The status "Cancelled" for the second row is displayed in red text. The status "Final Approved" for the third row is also displayed in red text. The entire third row is highlighted with a red border. The bottom right corner of the screen shows the system status bar with the date "1/16/2021", time "3:19 PM", battery level, signal strength, and a notification icon.

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

The screenshot shows a web-based application interface for managing leave applications. On the left, there is a sidebar with various menu items such as 'My Favorites', 'About Me', 'My Applications', 'My Other Applications', 'My Reports', and sections for 'My Review and Approval' (including 'Authorization Slip (AS)', 'Travel Order', 'OverTime Request', 'Leave Application', 'Force Leave Plan', 'COC Application', and 'Employee Time Schedule'). The main content area is titled 'Leave Application' and displays a table of leave applications. The table columns are: APPLICATION NO, DATE APPLIED, ID NBR, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. There are three rows of data:

APPLICATION NO	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
00000214	2021-01-08	0028	TANHUECO, JANET I.	Final Approved	View Details
00000221	2021-01-15	8381	CUMLA, ATHENA ALYSSA P.	Cancelled	View Details
00000231	2021-01-16	5394	BASCO, DINAH LYNN I.		View Details

A large red arrow points to the 'View Details' button for the third application, which has a status of 'Cancelled'. The application number is 00000231, the date applied is 2021-01-16, the employee name is BASCO, DINAH LYNN I., and the status is 'Cancelled'. The 'View Details' button is highlighted with a red box.

HRIS-eSelfService

Leave Approval

Leave Info. Date Breakdown

Application Nbr.: 00000214 Date Applied: 2021-01-08

Employee Name: TANHUECO, JANET I. ID Nbr.: 0028

Leave Comment: Status: Final Approved

Remarks:

Leave Type: Sick Leave Leave Credits/Balance as of 2021-01-01

Leave Sub-Type: Select All Status

	VL	SL	SP	FL
Current Bal	0	0	0	0
Less this leave	0	8		
Leave Bal	0.000	-8.000	0.000	0.000

Cancel Leave

GRACE GABUTAN

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

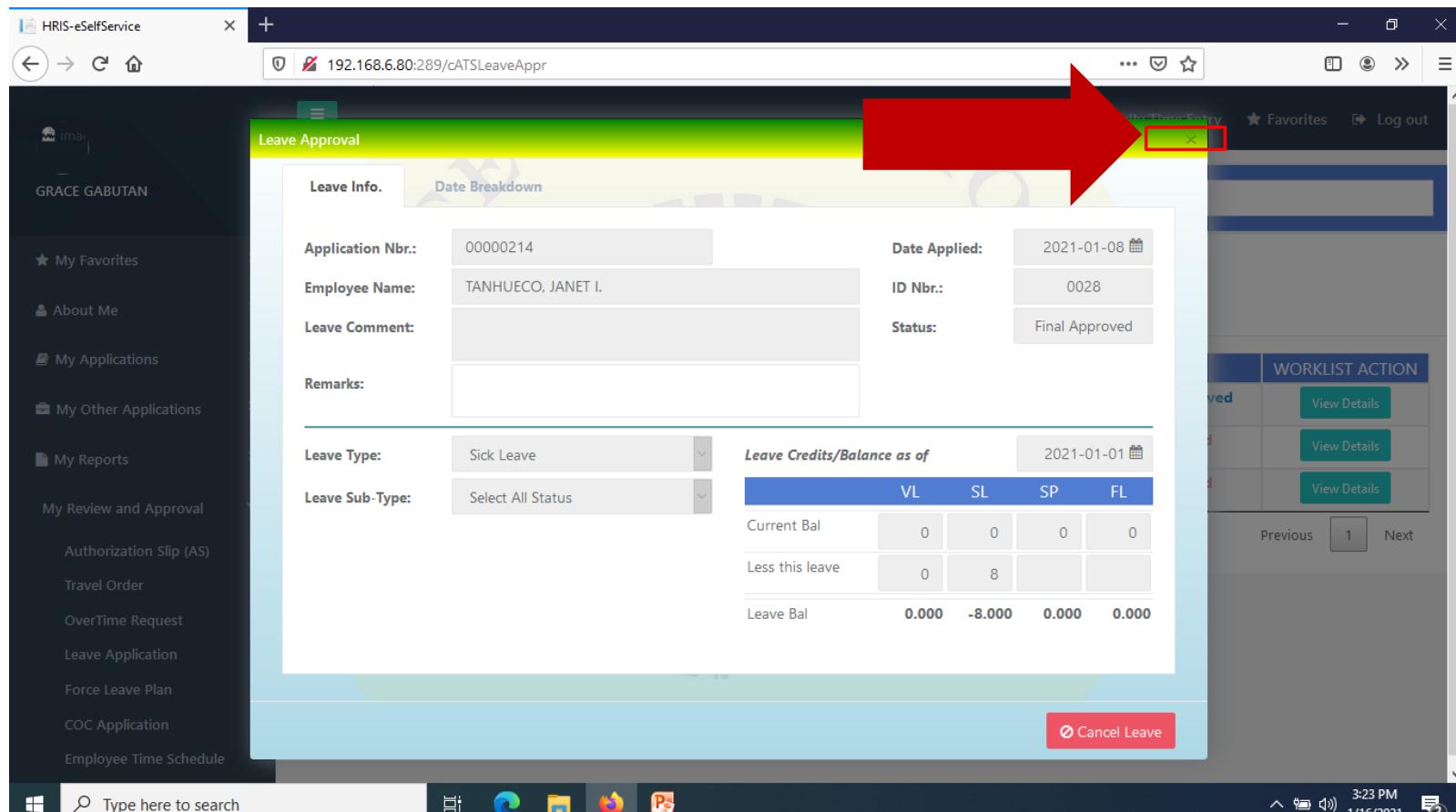
View Details View Details View Details

Previous 1 Next

Type here to search

3:22 PM 1/16/2021

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



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

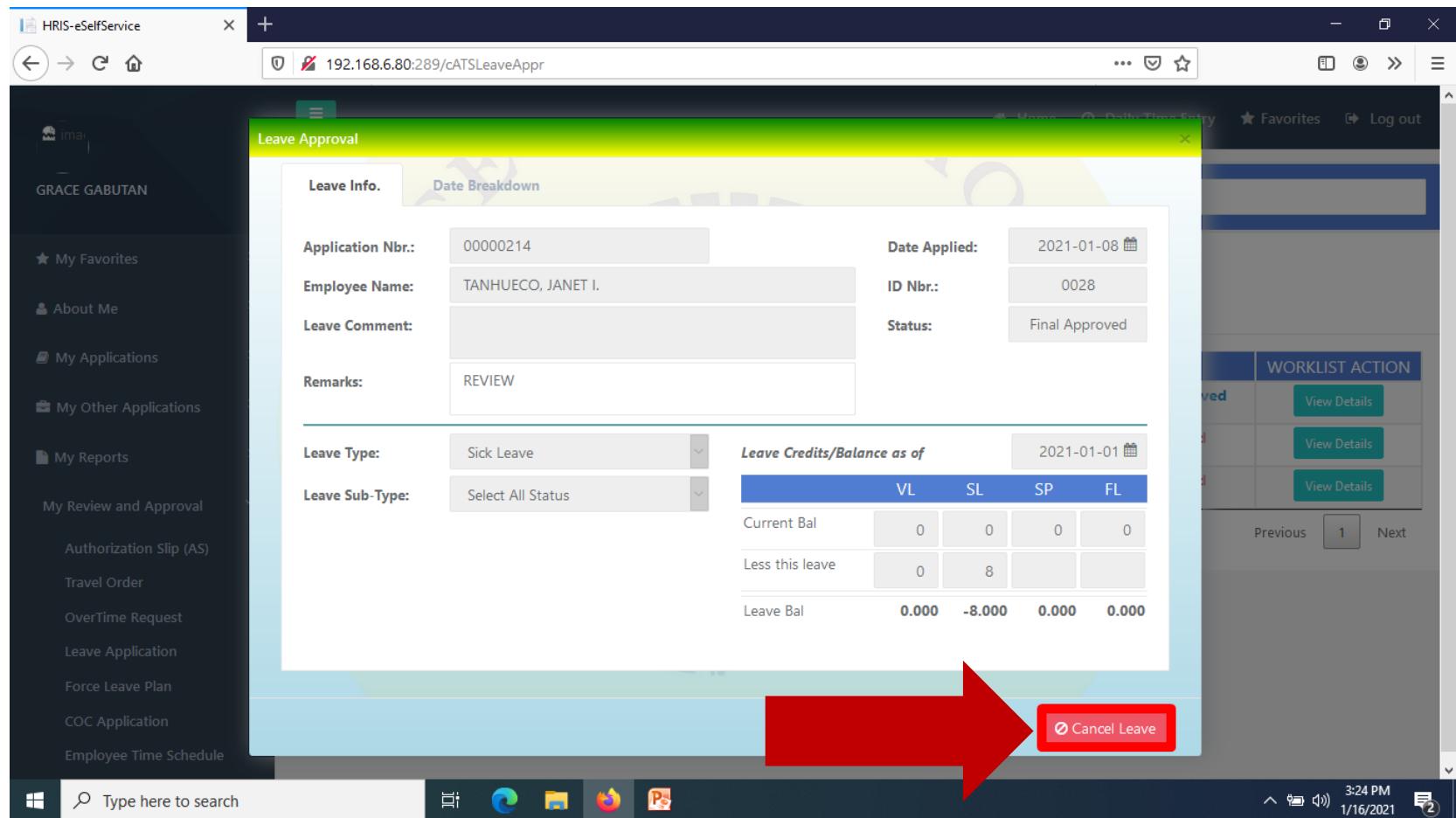
The screenshot shows the 'Leave Approval' page of the HRIS-eSelfService application. The URL in the browser is 192.168.6.80:289/cATSLLeaveAppr. The left sidebar shows the user's name (GRACE GABUTAN) and various menu options: My Favorites, About Me, My Applications, My Other Applications, My Reports, My Review and Approval (with sub-options like Authorization Slip (AS), Travel Order, Overtime Request, Leave Application, Force Leave Plan, COC Application, and Employee Time Schedule), and a search bar at the bottom.

The main content area displays the 'Leave Info.' tab of the approval form. The application number is 00000214, applied on 2021-01-08 by ID 0028. The employee name is TANHUECO, JANET I., and the status is 'Final Approved'. A remarks field contains 'REVIEW'. The leave type is 'Sick Leave' and the sub-type is 'Select All Status'. The leave credits/balance as of 2021-01-01 shows the following table:

	VL	SL	SP	FL
Current Bal	0	0	0	0
Less this leave	0	8		
Leave Bal	0.000	-8.000	0.000	0.000

A red 'Cancel Leave' button is located at the bottom right of the form. To the right of the form, there is a 'WORKLIST ACTION' panel with three entries, each with a 'View Details' button. The panel also includes navigation buttons for 'Previous', '1', and 'Next'.

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



Note:

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

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

The screenshot shows a web-based application titled "Leave Application" from "HRIS-eSelfService". The URL in the address bar is "192.168.6.80:289/cATSLeaveAppr". The left sidebar contains navigation links such as "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", and "My Review and Approval" (which includes "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Employee Time Schedule"). The main content area displays a table of leave applications with columns for "APPLICATION NO", "STATUS", and "WORKLIST ACTION". All three entries in the table are marked as "Cancelled". A large modal dialog box is centered over the table, featuring a green checkmark icon and the text "Application has been cancelled successfully!". An "OK" button is at the bottom right of the modal.

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

