

Employee Time Schedule

**REVIEW & APPROVAL PROCESS
- (RE, CE & JO)**

Navigate to My Review and Approval -> Employee's Time Schedule

The screenshot shows the HRIS-eSelfService web application interface. At the top, there is a header bar with the title "HRIS-eSelfService" and a URL "192.168.6.80:289/cMainPage/Index". Below the header is a dark blue navigation sidebar on the left containing the user's profile picture and name, "JORGE RUSTOM VILLANUEVA", followed by a list of menu items. One item, "My Review and Approval", is highlighted with a red border. The main content area is divided into several cards, each representing a different module. The "My Review and Approval" card is also highlighted with a teal background. The other cards visible include "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", and "My Other Payroll". The bottom of the screen shows a taskbar with various icons and system status indicators.

- Home
- Daily Time Entry
- Favorites
- Log out

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

My Review and Approval

My Favorites

About Me

My Applications

My Other Applications

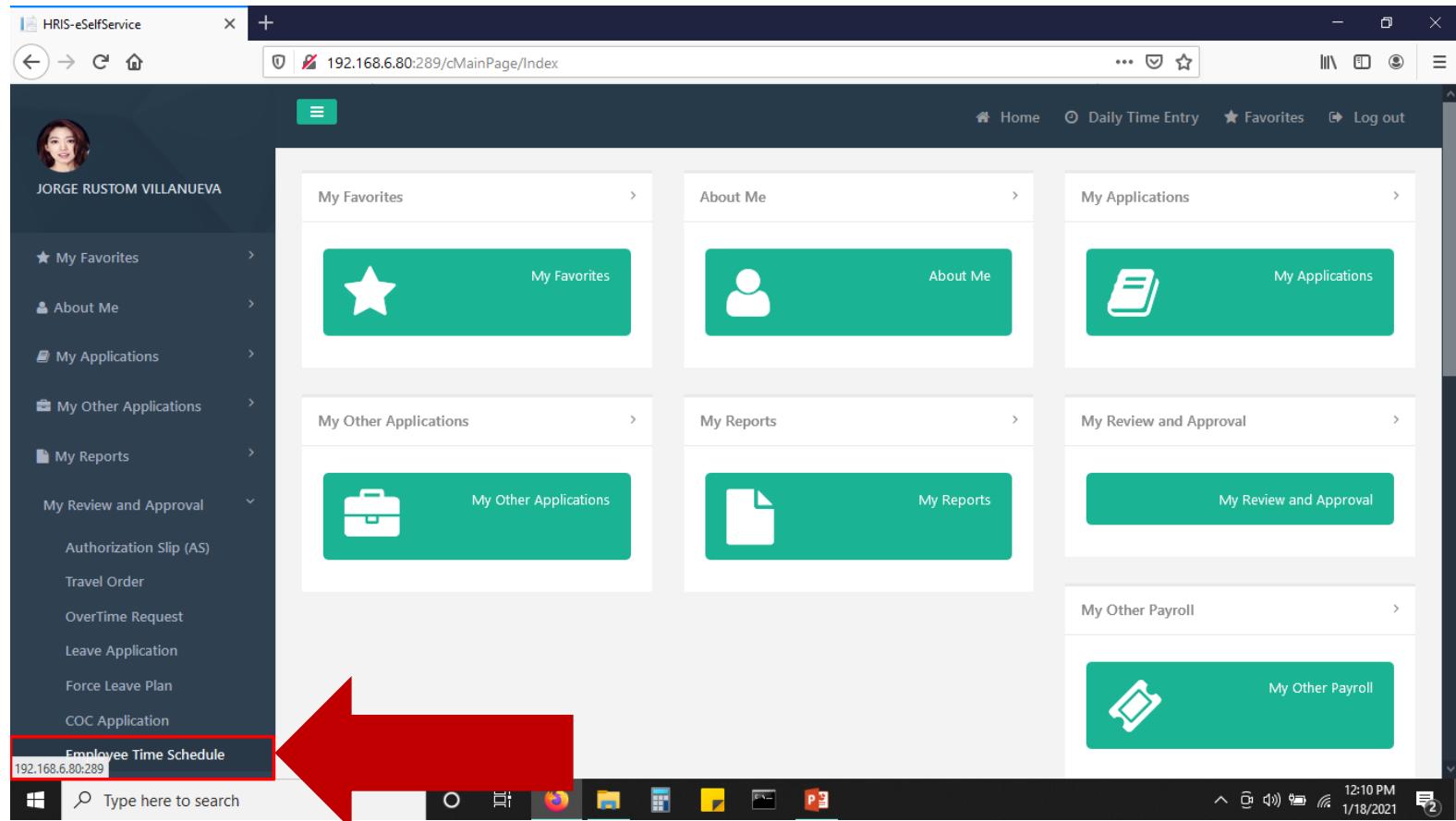
My Reports

My Review and Approval

My Other Payroll

Type here to search

12:09 PM
1/18/2021



HRIS-eSelfService

192.168.6.80:289/cTimeScheduleAppr

JORGE RUSTOM VILLANUEVA

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

Show 10 entries

Schedule Month - Year: January - 2021

Employee Time Schedule

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-15	2161	VILLANUEVA, JORGE RUSTOM G.		<button>View Details</button>
2021-01-15	8753	BARRO, SOSANYME U.		<button>View Details</button>

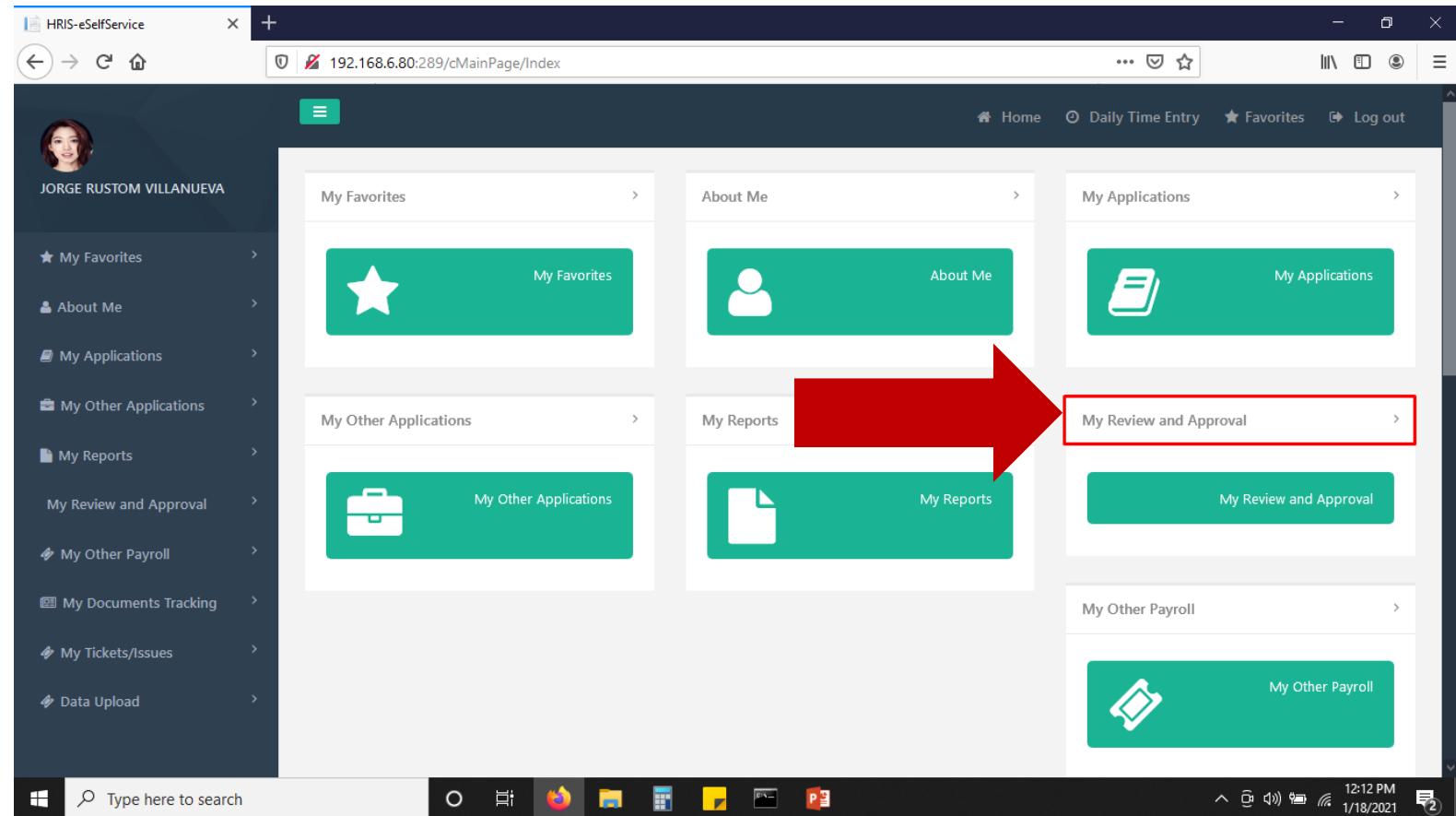
Showing 1 to 2 of 2 entries

Previous 1 Next

Type here to search

12:13 PM 1/18/2021

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 **employee's time schedule** to continue.



HRIS-eSelfService

192.168.6.80:289/c MainPage/Index

JORGE RUSTOM VILLANUEVA

My Favorites >

About Me >

My Applications >

My Other Applications >

My Reports >

My Review and Approval >

My Other Payroll >

My Documents Tracking >

My Tickets/Issues >

Data Upload >

Home Daily Time Entry Favorites Log out

My Favorites

My Favorites

About Me

About Me

My Applications

My Applications

My Other Applications

My Other Applications

My Reports

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

12:12 PM 1/18/2021

HRIS-eSelfService

192.168.6.80:289/cTimeScheduleAppr

JORGE RUSTOM VILLANUEVA

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

Show 10 entries

Schedule Month - Year: January - 2021

Employee Time Schedule

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-15	2161	VILLANUEVA, JORGE RUSTOM G.		<button>View Details</button>
2021-01-15	8753	BARRO, SOSANYME U.		<button>View Details</button>

Showing 1 to 2 of 2 entries

Previous 1 Next

Type here to search

12:13 PM 1/18/2021

How to review
submitted employee
time schedule?

Note:

In reviewing the submitted **employee's time schedule** 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 **employee's time schedule** application please login using username and password. The given sample application has reviewer. If ever upon reviewing application no submitted application found open **Employee's Time Schedule (Regular, Casual & Job Order) Manual** to submit application in order for you to be able to review application.

Step 1: Select specific scheduled month-year by clicking available textbox calendar icon in order for you to review application. For review button main grid will be visible.

The screenshot shows a web-based application titled "Employee Time Schedule". On the left, there is a sidebar with a user profile picture and the name "JORGE RUSTOM VILLANUEVA". Below the profile are several menu items: "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", and "My Review and Approval" which has a dropdown menu for "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Employee Time Schedule". The main content area has a search bar and a date selector labeled "Schedule Month - Year: January - 2021" with a calendar icon. A red box highlights this date selector. Below it is a table with columns: EFFECTIVE DATE, ID NBR, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. The table contains four rows of data. At the bottom, it says "Showing 1 to 4 of 4 entries" and has navigation buttons for "Previous", "Next", and page numbers. The bottom of the screen shows a taskbar with various icons and a system tray indicating the date and time as 3:22 PM on 1/18/2021.

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-15	2161	VILLANUEVA, JORGE RUSTOM G.	Reviewed	<button>View Details</button>
2021-01-16	8447	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>
2021-01-18	8447	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>
2021-01-19	8447	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>

Step 2: While on the main page of employee's time schedule 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/cTimeScheduleAppr". The user is logged in as "JORGE RUSTOM VILLANUEVA". The left sidebar contains navigation links: "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", and "My Review and Approval" (which is expanded, showing "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Employee Time Schedule"). The main content area is titled "Employee Time Schedule" and displays a table of time entries for January 2021. The table has columns: EFFECTIVE DATE, ID NBR, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. The entries are:

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-15	2161	VILLANUEVA, JORGE RUSTOM G.	Reviewed	<button>View Details</button>
2021-01-16	8447	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>
2021-01-18	8447	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>
2021-01-19	8447	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>

Below the table, it says "Showing 1 to 4 of 4 entries". The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray indicating the date and time as "1/18/2021 1:35 PM".

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 interface titled "Employee Time Schedule". On the left, there is a sidebar with a user profile picture and the name "JORGE RUSTOM VILLANUEVA". The sidebar also contains a list of 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"), and a search bar at the bottom. The main content area has a title "Employee Time Schedule" and a search bar. It displays a table with four rows of data. The columns are labeled "EFFECTIVE DATE", "ID NBR", "EMPLOYEE NAME", "STATUS", and "WORKLIST ACTION". The data is as follows:

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-15	2161	VILLANUEVA, JORGE RUSTOM G.	Reviewed	View Details
2021-01-16	8447	PERSIGAS, SHIELA MAE T.	Submitted	For Review
2021-01-18	8447	PERSIGAS, SHIELA MAE T.		For Review
2021-01-19	8447	PERSIGAS, SHIELA MAE T.		For Review

A large red arrow points to the "For Review" button in the fourth row. The status for the second row is "Submitted". The bottom right corner of the screen shows the Windows taskbar with the date and time (1:36 PM, 1/18/2021) and a notification icon.

HRIS-eSelfService

192.168.6.80:289/cTimeScheduleAppr

90%

Employee Time Schedule Approval

Application Nbr.: 0000000891 Status: Submitted

Employee Name: PERSIGAS, SHIELA MAE T. ID Nbr.: 8447

Work Hours To Be Rendered = 160 hr/s Schedule Month - Year: Janauary - 2021

Work Hours Based On Schedule = 0 hr/s Effective Date: 2021-01-18

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

Remarks:

Cancel Pending Disapprove Review

STATUS WORKLIST ACTION

Reviewed View Details

Submitted For Review

Submitted For Review

Submitted For Review

Previous 1 Next

Type here to search

1:37 PM 1/18/2021 2

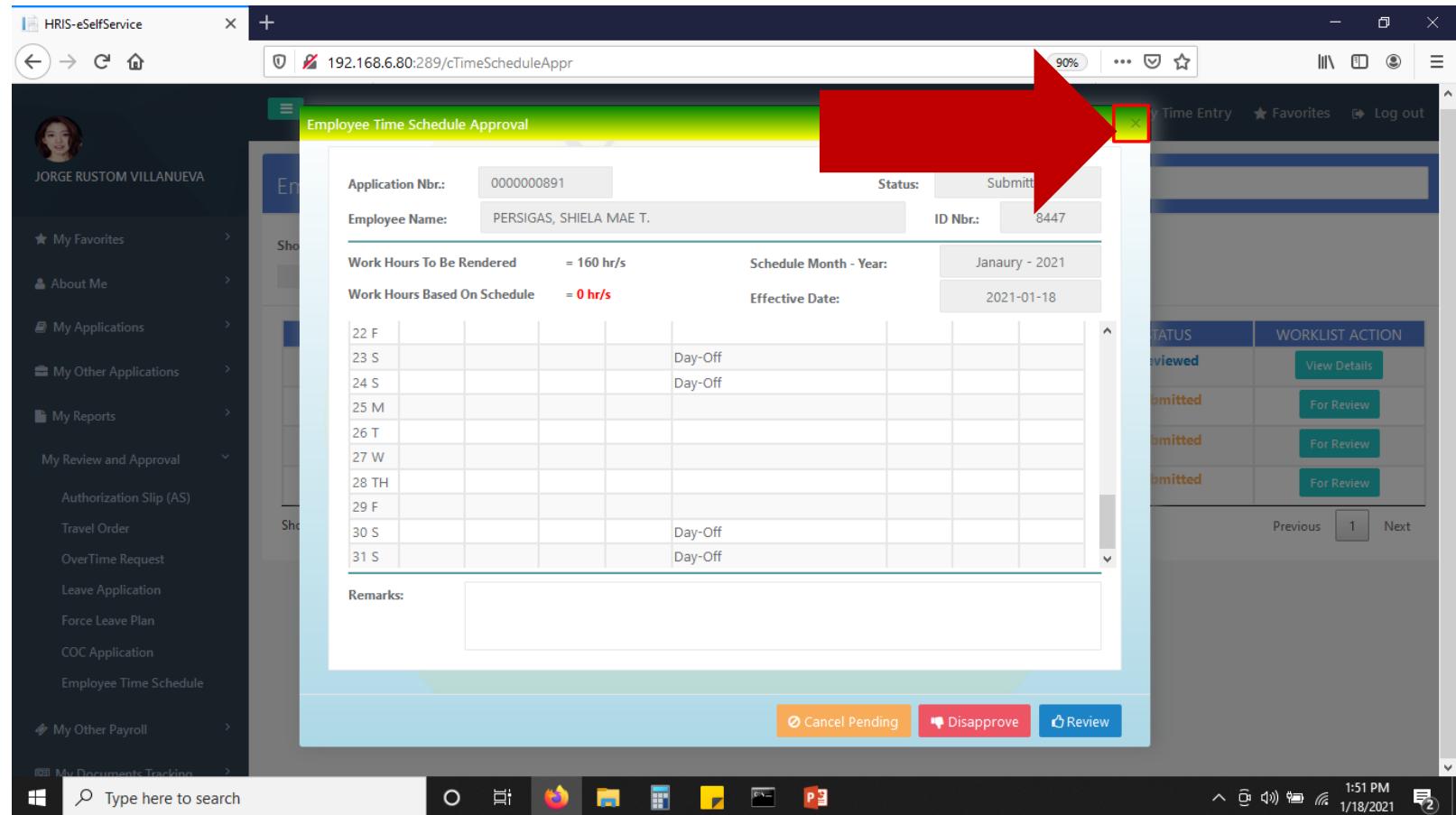
Note:

For review employee's time schedule approval main page will open **application no.**, **employee name**, **status**, **ID no.**, **work hours to be rendered**, **work hours based on schedule**, **schedule month-year** and **effective date** will have values except **remarks** since this field is not required and was not field with details before it is submitted.

Non-key field:

- Remarks

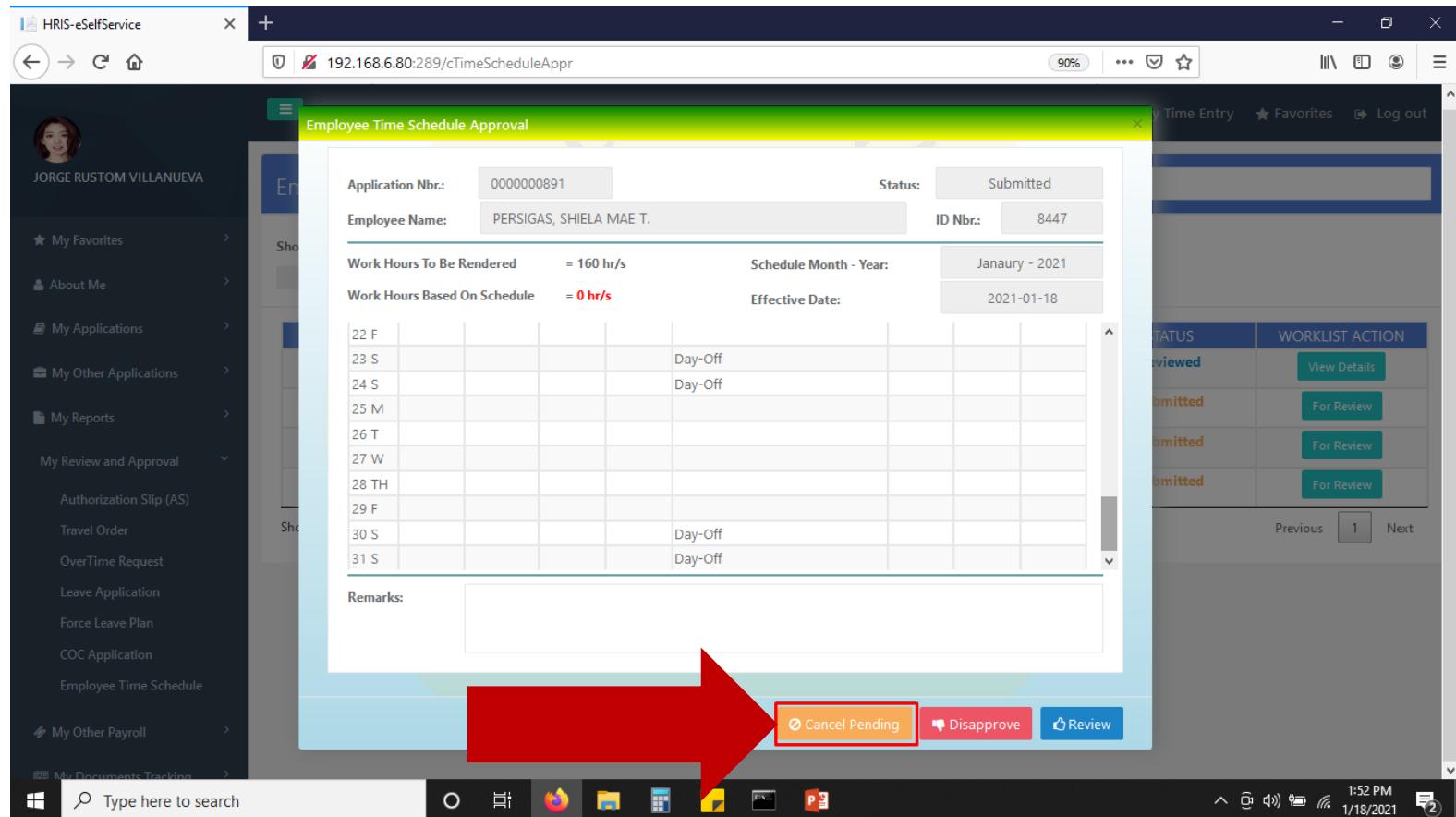
Step 4: If you don't want to review submitted application click **close icon** to go back on main page.

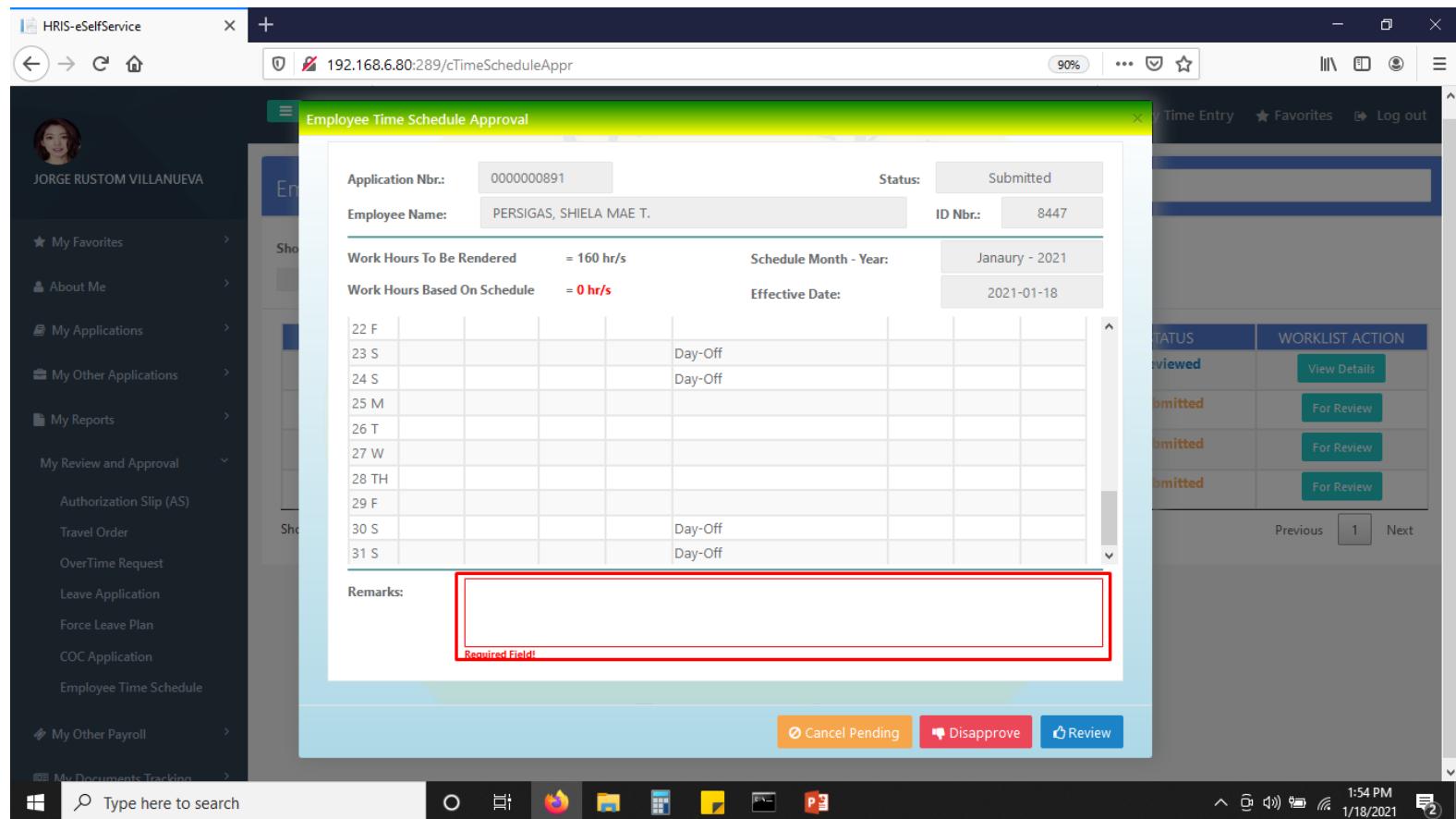


Step 5: Repeat step 3 if you want to continue on reviewing the submitted application.

The screenshot shows a web browser window titled "HRIS-eSelfService" with the URL "192.168.6.80:289/cTimeScheduleAppr". The main content is the "Employee Time Schedule Approval" page. On the left, there's a sidebar with a user profile picture and the name "JORGE RUSTOM VILLANUEVA". Below the profile are 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 area has a green header bar with the title. Below it, the application details are shown: "Application Nbr.: 0000000891", "Status: Submitted", "Employee Name: PERSIGAS, SHIELA MAE T.", "ID Nbr.: 8447", "Work Hours To Be Rendered = 160 hr/s", "Schedule Month - Year: Janauary - 2021", "Work Hours Based On Schedule = 0 hr/s", and "Effective Date: 2021-01-18". A large table displays the time schedule for days 01 to 08, showing AM IN, AM OUT, PM IN, PM OUT, and TIME SCHEDULE columns. Days 02, 03, and 04 are labeled "Day-Off". At the bottom, there's a "Remarks:" text area and three buttons: "Cancel Pending", "Disapprove", and "Review". To the right of the main content, there's a sidebar titled "WORKLIST ACTION" with four items: "Reviewed" (View Details), "Submitted" (For Review), "Submitted" (For Review), and "Submitted" (For Review). The bottom of the screen shows the Windows taskbar with the date "1/18/2021" and time "1:37 PM".

Step 6: If you want to cancel try to click **cancel pending** button to cancel application from being reviewed.





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

The screenshot shows the HRIS-eSelfService Employee Time Schedule Approval page. The top navigation bar includes links for Time Entry, Favorites, and Log out. The main content area is titled "Employee Time Schedule Approval". It displays the following information:

- Application Nbr.: 0000000891
- Status: Submitted
- Employee Name: PERSIGAS, SHIELA MAE T.
- ID Nbr.: 8447
- Work Hours To Be Rendered: = 160 hr/s
- Schedule Month - Year: Janaury - 2021
- Work Hours Based On Schedule: = 0 hr/s
- Effective Date: 2021-01-18

A grid table shows the schedule for January 2021:

Date	Day Type	Notes
22 F		
23 S		Day-Off
24 S		Day-Off
25 M		
26 T		
27 W		
28 TH		
29 F		
30 S		Day-Off
31 S		Day-Off

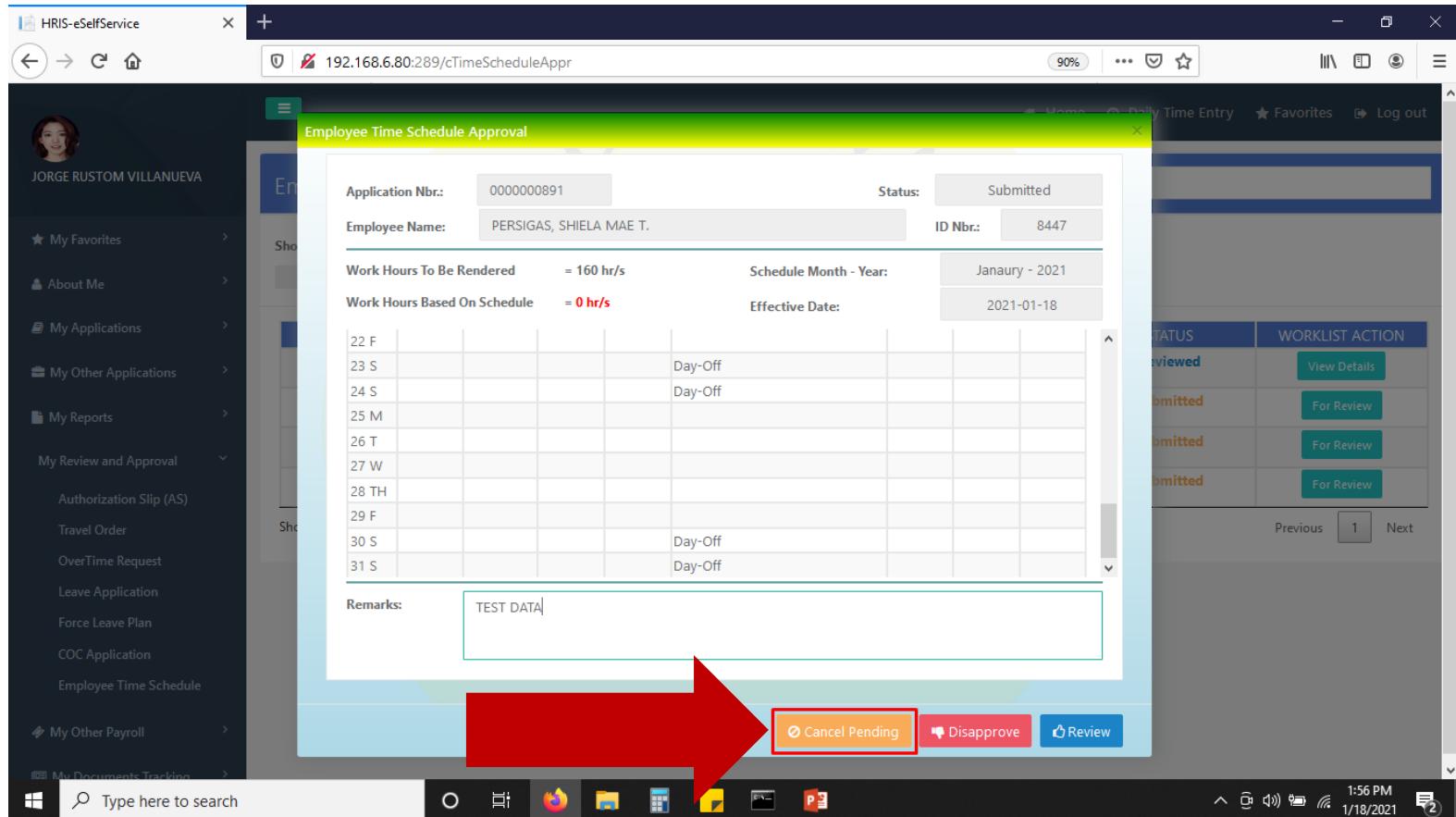
The "Remarks" field contains the text "TEST DATA". A red error message "Required Field!" is displayed below the remarks input field.

At the bottom of the page are three buttons: "Cancel Pending", "Disapprove", and "Review". To the right, a sidebar shows a list of tasks with their status and action buttons:

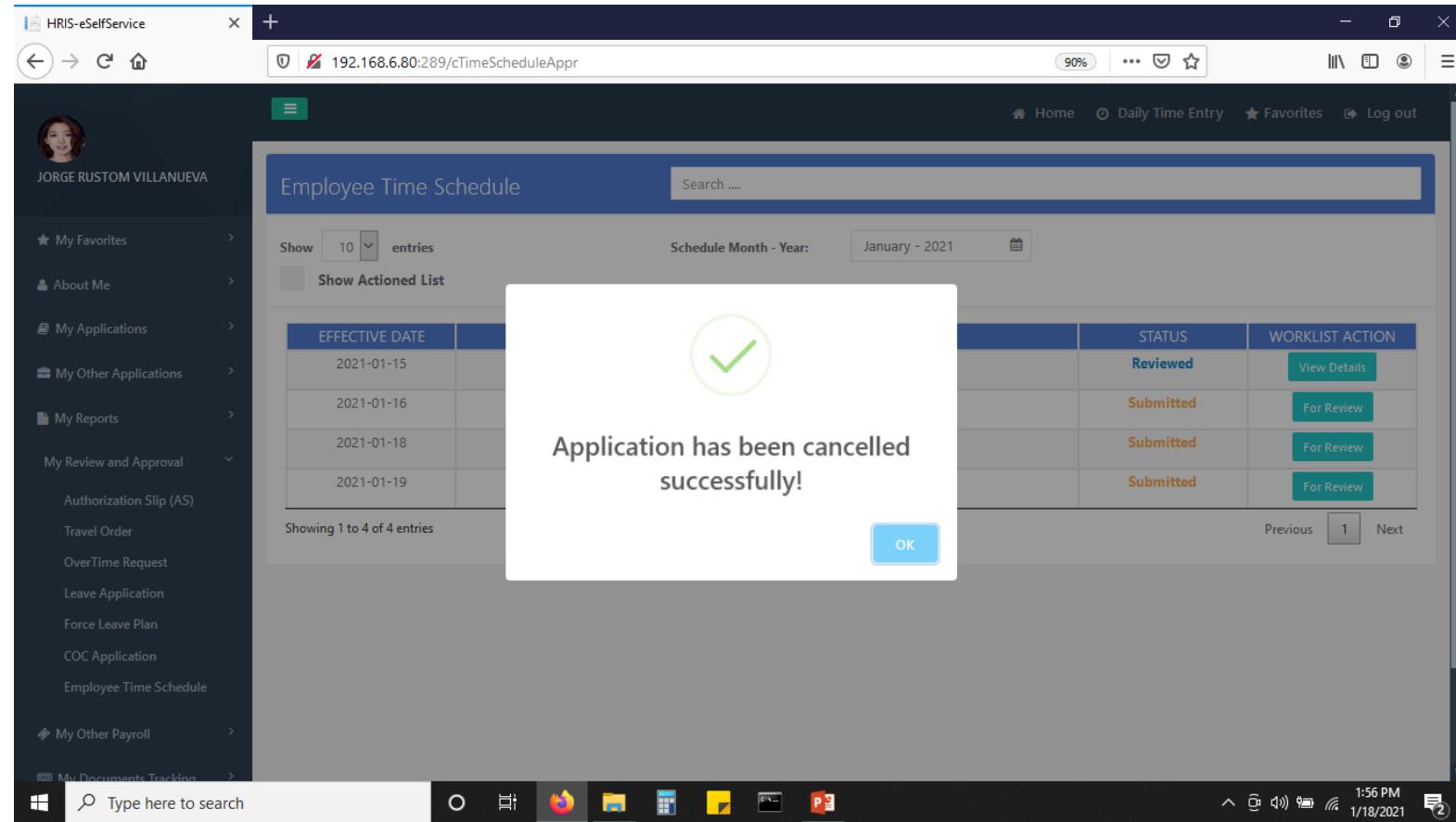
STATUS	WORKLIST ACTION
Reviewed	<button>View Details</button>
Submitted	<button>For Review</button>
Submitted	<button>For Review</button>
Submitted	<button>For Review</button>

Navigation buttons for "Previous", "Next", and a page number "1" are also present.

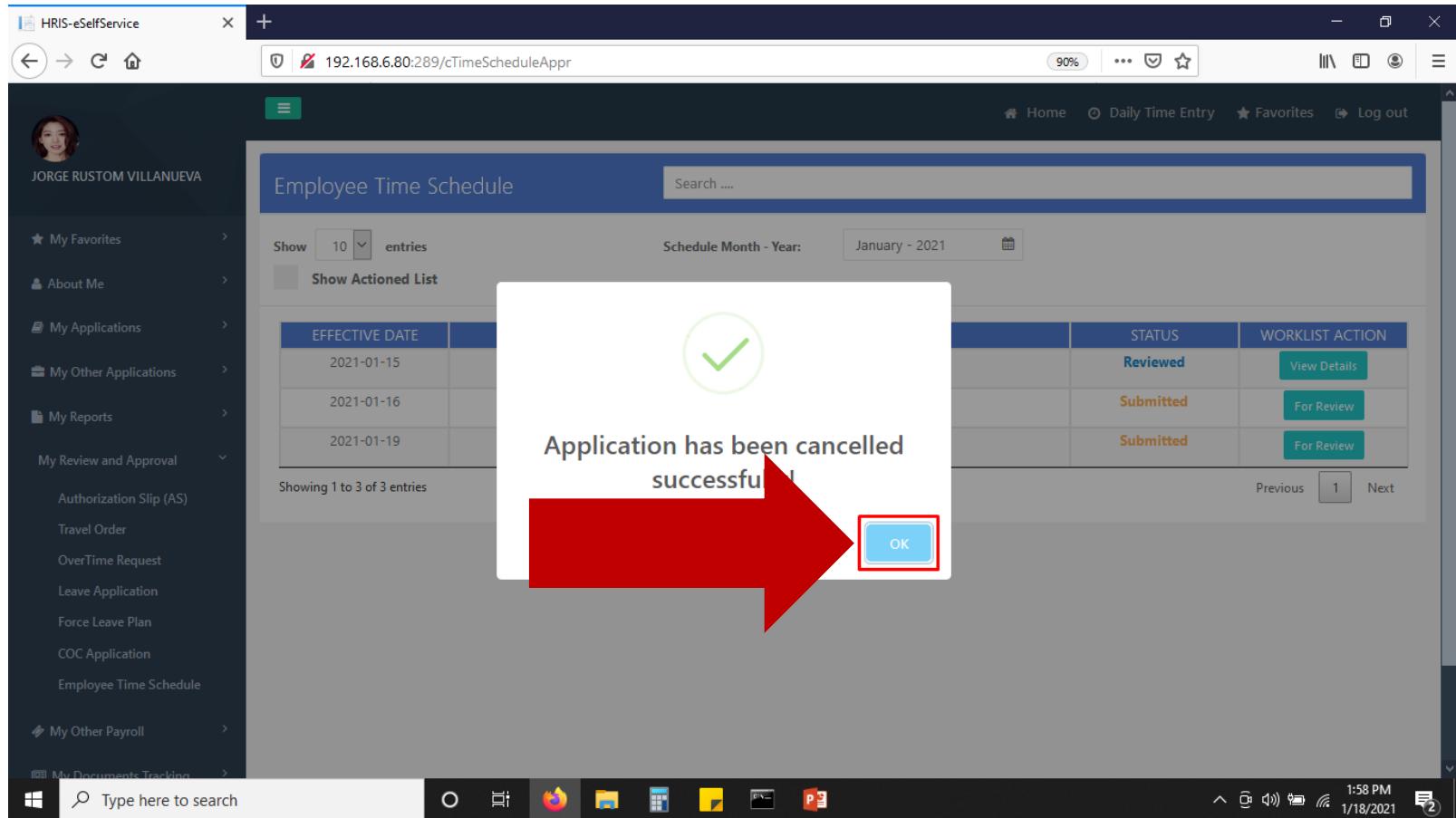
Step 8: Click cancel pending button if you want to cancel application from being reviewed.



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



Step 9: Click ok button if you want to continue.



HRIS-eSelfService

192.168.6.80:289/cTimeScheduleAppr

Home Daily Time Entry Favorites Log out

JORGE RUSTOM VILLANUEVA

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 Other Payroll My Documents Tracking

Employee Time Schedule

Show 10 entries Schedule Month - Year: January - 2021

Show Actioned List

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-15	2161	VILLANUEVA, JORGE RUSTOM G.	Reviewed	<button>View Details</button>
2021-01-16	8447	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>
2021-01-19	8447	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>

Showing 1 to 3 of 3 entries

Previous 1 Next

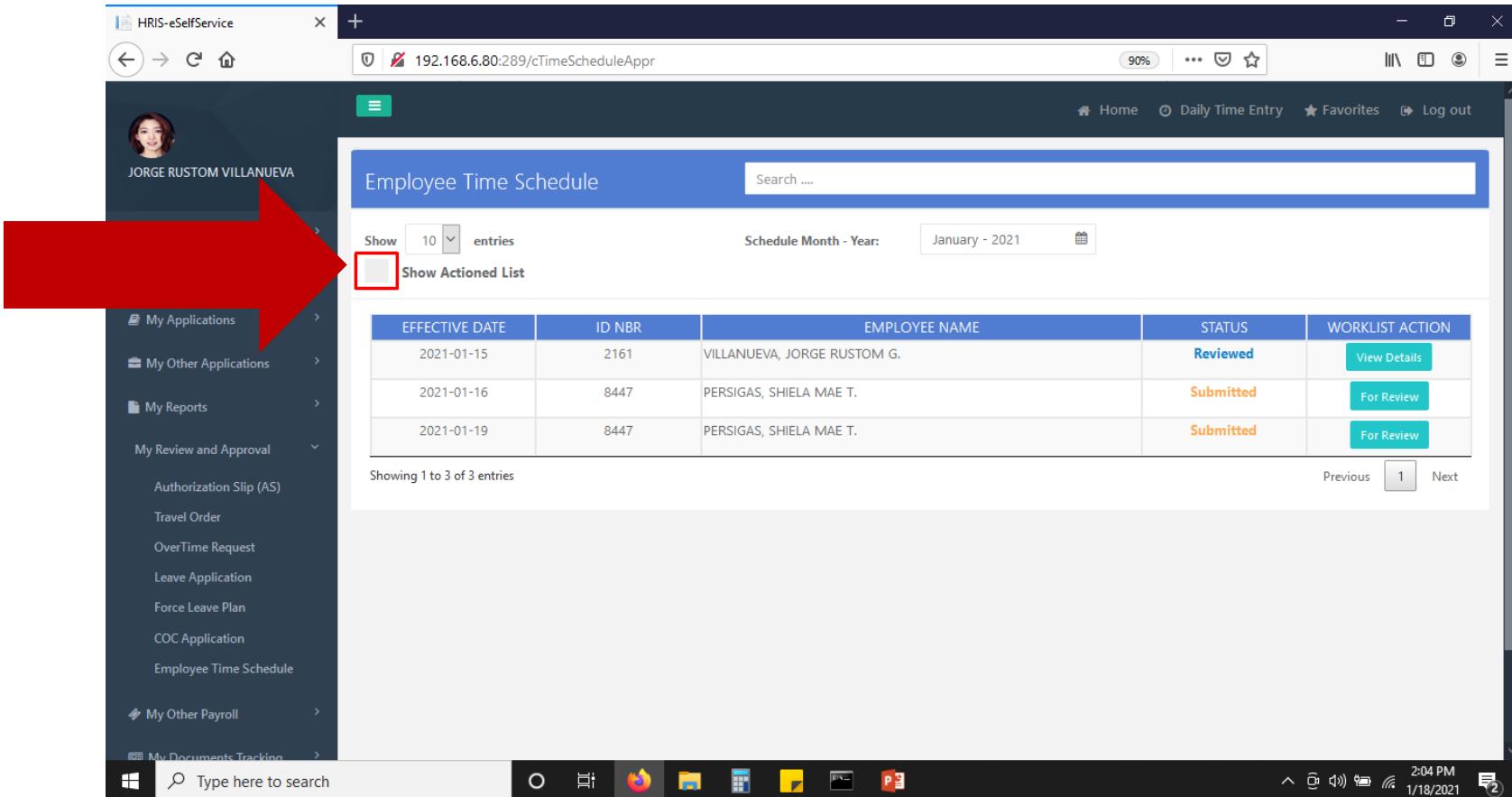
Type here to search

1:59 PM 1/18/2021

Note:

If you want to view **cancelled pending** application check **show actioned list** checkbox to view application. Only the reviewer who can view the information of the cancelled pending application once application is cancelled pending or page is refresh and will not be visible in **employee's time schedule** approval main page.

Step 10: Check **show actioned list** checkbox if you want to view the cancel pending application in review main page.



The screenshot shows the HRIS-eSelfService application interface. On the left is a navigation sidebar with various links like 'My Applications', 'My Other Applications', 'My Reports', and 'My Review and Approval'. The 'Employee Time Schedule' link is selected. The main content area displays a table of employee time schedules for January 2021. The table has columns for EFFECTIVE DATE, ID NBR, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. The first entry is 'VILLANUEVA, JORGE RUSTOM G.' with status 'Reviewed' and 'View Details' button. The second and third entries are for 'PERSIGAS, SHIELA MAE T.' with status 'Submitted' and 'For Review' buttons. A red arrow points to the 'Show Actioned List' checkbox in the search bar at the top of the table.

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-15	2161	VILLANUEVA, JORGE RUSTOM G.	Reviewed	<button>View Details</button>
2021-01-16	8447	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>
2021-01-19	8447	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>

HRIS-eSelfService

192.168.6.80:289/cTimeScheduleAppr

Home Daily Time Entry Favorites Log out

JORGE RUSTOM VILLANUEVA

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 Other Payroll My Documents Tracking

Employee Time Schedule

Show 10 entries Schedule Month - Year: January - 2021

Search

Show Actioned List

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-15	2161	VILLANUEVA, JORGE RUSTOM G.	Final Approved	<button>View Details</button>
2021-01-15	8753	BARRO, SOSANYME U.	Final Approved	<button>View Details</button>
2021-01-18	8447	PERSIGAS, SHIELA MAE T.	Cancel Pending	<button>View Details</button>

Showing 1 to 3 of 3 entries

Previous 1 Next

Type here to search

2:05 PM 1/18/2021

Step 11: Select specific record to view information click **view details button** if you want to view cancelled pending application.

The screenshot shows the HRIS-eSelfService Employee Time Schedule page. The left sidebar includes links for My Favorites, About Me, My Applications, My Other Applications, My Reports, and 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). The main content area displays the Employee Time Schedule with the following data:

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-15	2161	VILLANUEVA, JORGE RUSTOM G.	Final Approved	View Details
2021-01-15	8753	BARRO, SOSANYME U.	Final Approved	View Details
2021-01-18	8447	PERSIGAS, SHIELA MAE T.	Final Approved	View Details

A large red arrow points to the third row of the table, and the 'View Details' button for that row is highlighted with a red box.

HRIS-eSelfService

192.168.6.80:289/cTimeScheduleAppr

Employee Time Schedule Approval

Application Nbr.: 0000000891 Status: Cancel Pending

Employee Name: PERSIGAS, SHIELA MAE T. ID Nbr.: 8447

Work Hours To Be Rendered = 160 hr/s Schedule Month - Year: Janauary - 2021

Work Hours Based On Schedule = 0 hr/s Effective Date: 2021-01-18

Date	Day-Off
22 F	
23 S	Day-Off
24 S	Day-Off
25 M	
26 T	
27 W	
28 TH	
29 F	
30 S	Day-Off
31 S	Day-Off

Remarks: TEST DATA

WORKLIST ACTION

View Details

View Details

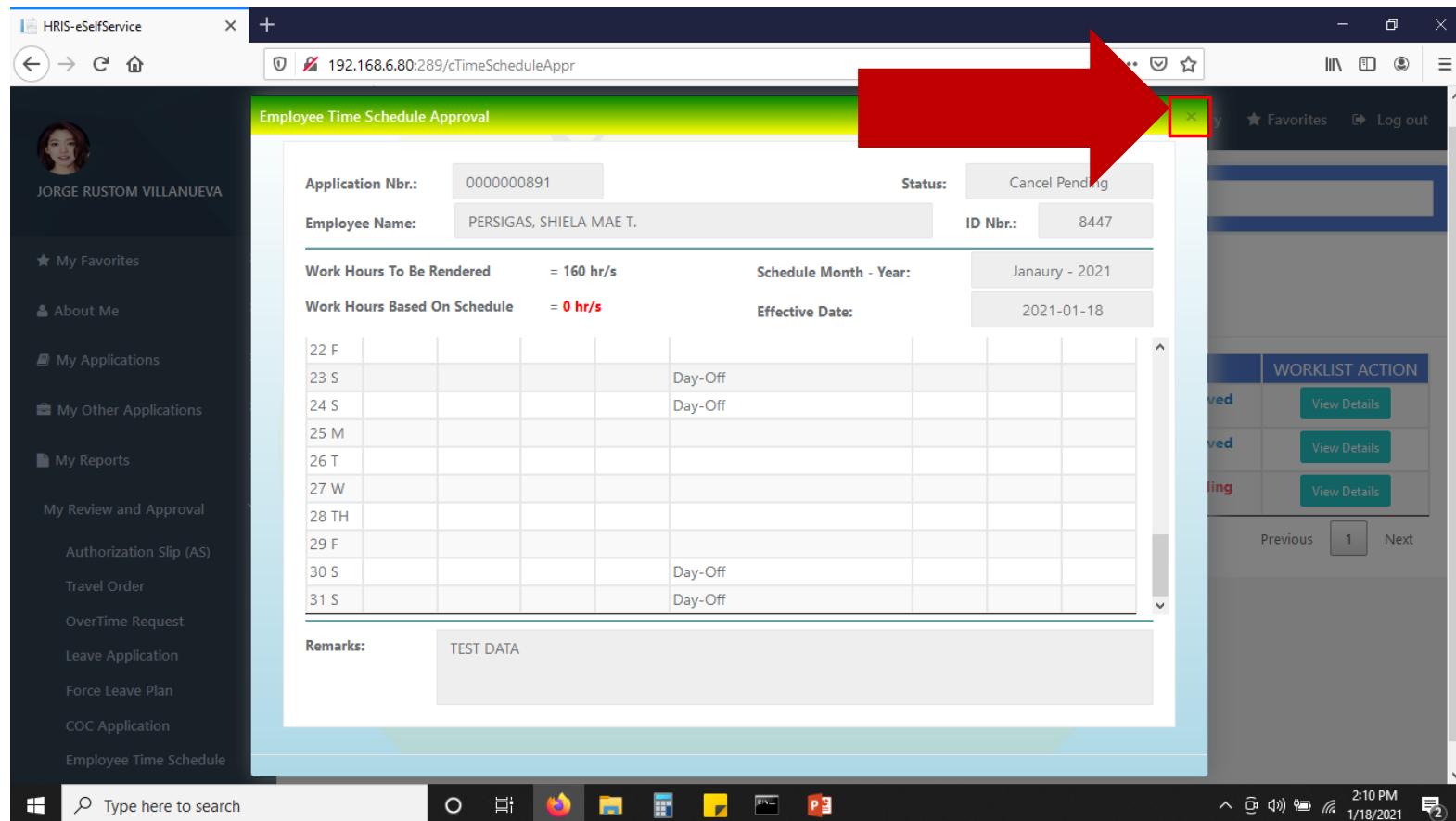
View Details

Previous 1 Next

Type here to search

2:09 PM
1/18/2021

Step 12: Click **close icon** if you want to close application and go back on main page.



HRIS-eSelfService

192.168.6.80:289/cTimeScheduleAppr

Home Daily Time Entry Favorites Log out

JORGE RUSTOM VILLANUEVA

Employee Time Schedule

Search ...

Show 10 entries Schedule Month - Year: January - 2021

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

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-15	2161	VILLANUEVA, JORGE RUSTOM G.	Final Approved	View Details
2021-01-15	8753	BARRO, SOSANYME U.	Final Approved	View Details
2021-01-18	8447	PERSIGAS, SHIELA MAE T.	Cancel Pending	View Details

Showing 1 to 3 of 3 entries

Previous 1 Next

Type here to search

2:12 PM 1/18/2021 2

Step 13: Press **CTRL +F5** on your keyboard if you want to refresh the page.

The screenshot shows a web browser window titled "HRIS-eSelfService" with the URL "192.168.6.80:289/cTimeScheduleAppr". The user is logged in as "JORGE RUSTOM VILLANUEVA". The left sidebar contains navigation 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 "Employee Time Schedule" and displays a table of time entries. The table has columns for "EFFECTIVE DATE", "ID NBR", "EMPLOYEE NAME", "STATUS", and "WORKLIST ACTION". There are three entries listed:

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-15	2161	VILLANUEVA, JORGE RUSTOM G.	Reviewed	<button>View Details</button>
2021-01-16	8447	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>
2021-01-19	8447	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>

At the bottom of the page, there is a search bar, a toolbar with various icons, and a status bar showing "2:17 PM" and "1/18/2021".

Note:

If you wish to continue and **disapproved** application let the reviewer cancel pending the application then let the requestor resubmit the **cancelled pending** application to do that open **Employee's Time Schedule (Regular, Casual & Job Order) Manual** to resubmit application by clicking the **resubmit button** in order to disapproved application. Only the requestor who can resubmit the cancelled pending application only if he is allowed to access employee's time schedule application. As well as only the **reviewer** is allowed to disapproved application.

Step 14: Repeat step 3 if you want to continue and disapproved application.

The screenshot shows a web browser window titled "HRIS-eSelfService" with the URL "192.168.6.80:289/cTimeScheduleAppr". The main content is the "Employee Time Schedule Approval" page. On the left, there's a sidebar with user information (Jorge Rustom Villanueva) and various application links like My Favorites, About Me, My Applications, etc. The main form displays the following details:

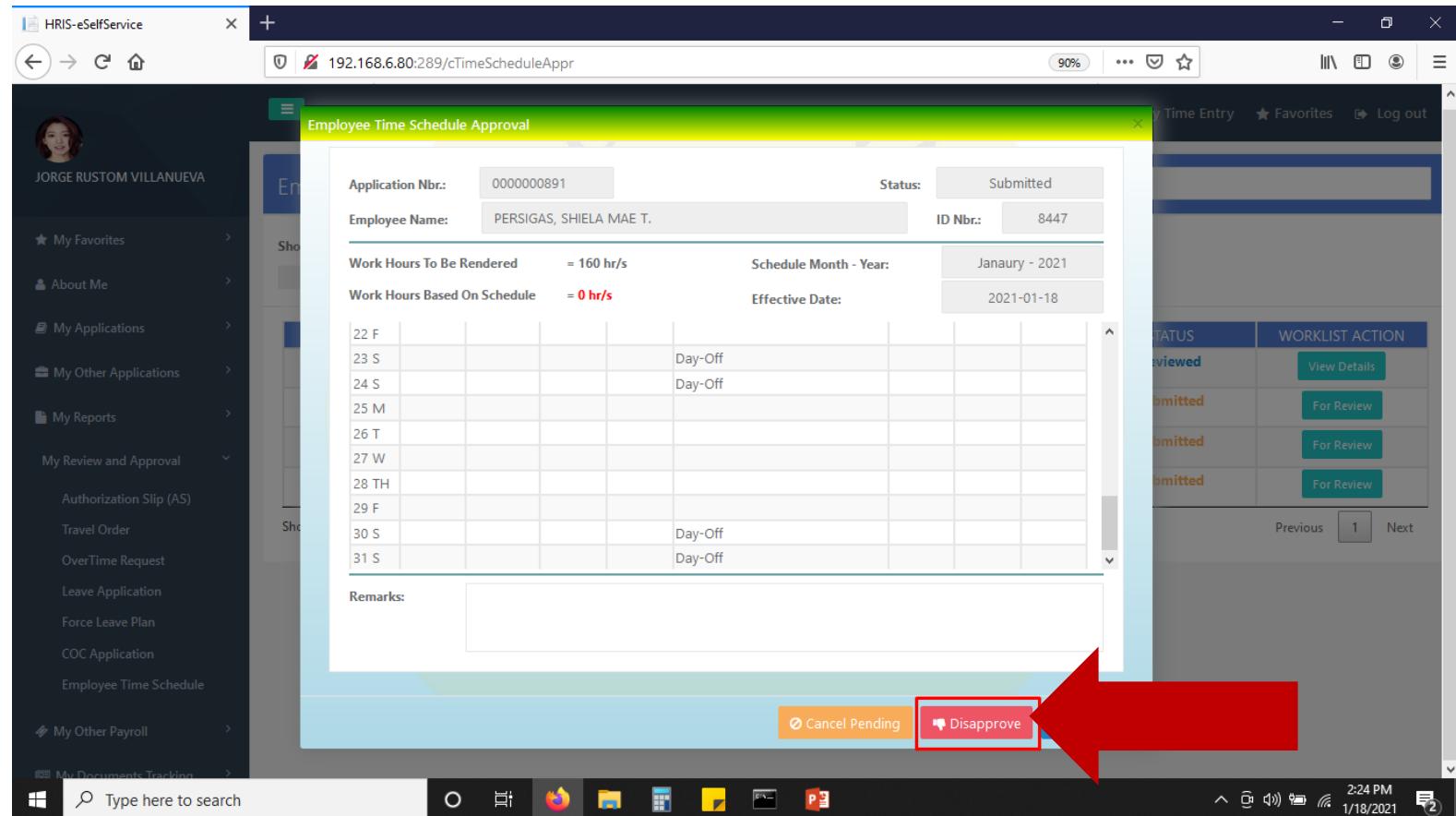
- Application Nbr.: 0000000891
- Status: Submitted
- Employee Name: PERSIGAS, SHIELA MAE T.
- ID Nbr.: 8447
- Work Hours To Be Rendered: = 160 hr/s
- Schedule Month - Year: Janauary - 2021
- Work Hours Based On Schedule: = 0 hr/s
- Effective Date: 2021-01-18

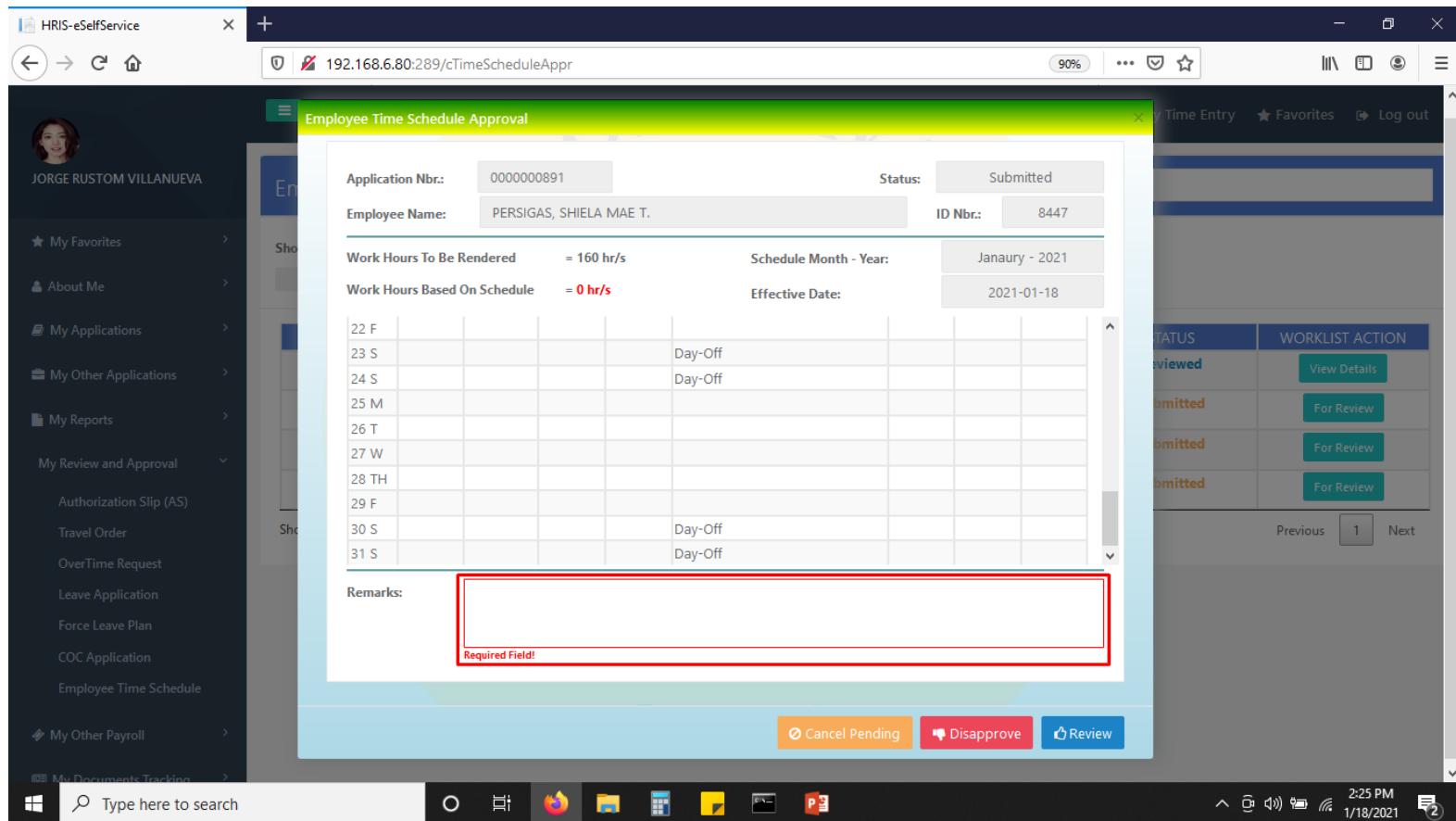
The central part of the form is a "TIME SCHEDULE" table with columns: DAY, AM IN, AM OUT, PM IN, PM OUT, TIME SCHEDULE, PRE, POST, and DAY EQUIV. The table rows show the following data:

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

Below the table is a "Remarks:" text area. At the bottom of the form are three buttons: "Cancel Pending", "Disapprove", and "Review". To the right of the form, there's a "WORKLIST ACTION" section showing a list of submitted items with "For Review" buttons. The system status bar at the bottom shows "1:37 PM" and "1/18/2021".

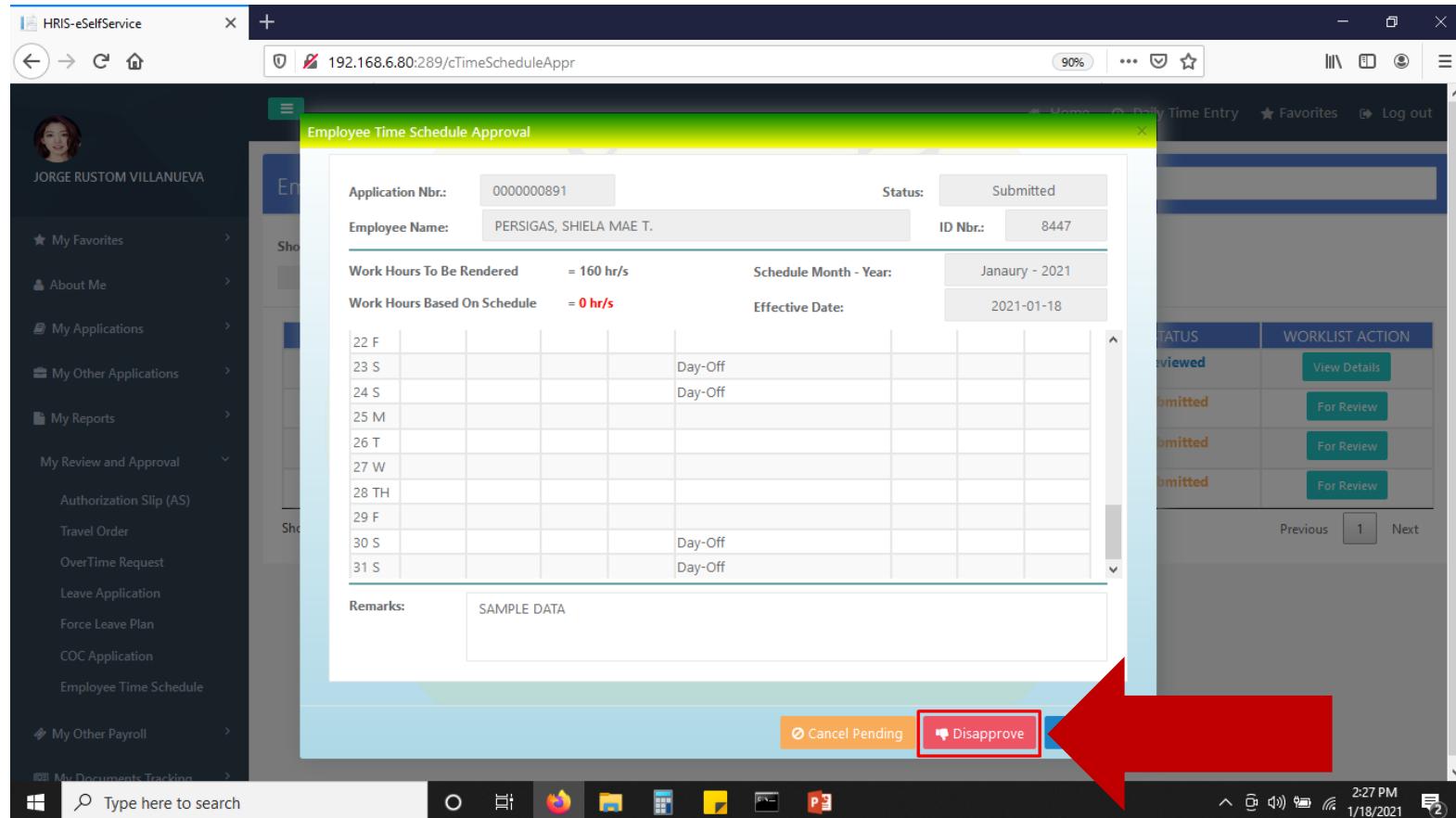
Step 15: Click **disapproved button** to successfully disapproved application.



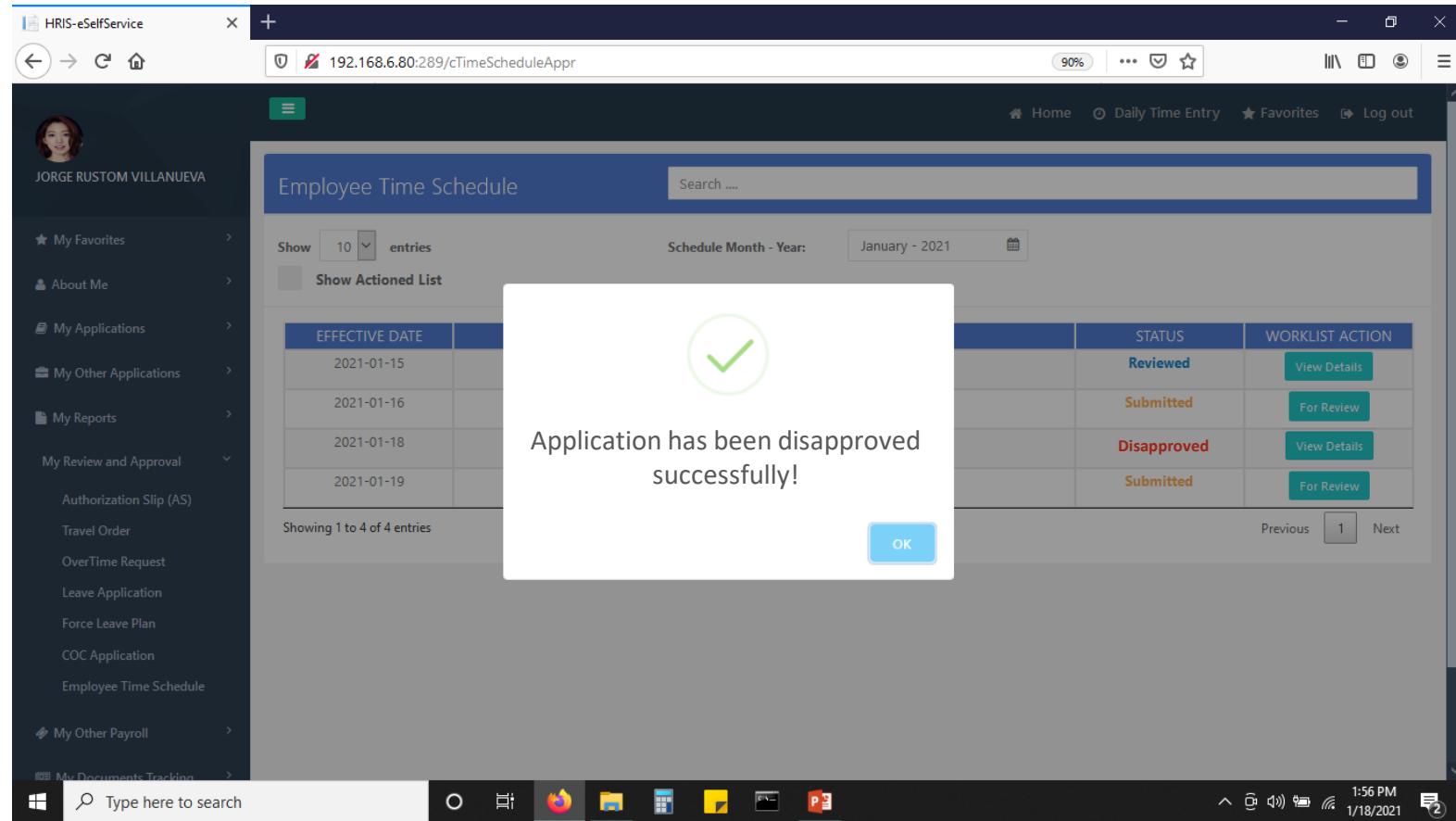


Note: Field that needs to be fill will automatically generate a verification message of “**required field!**” if you click **disapproved button** without inputting values in remarks.

Step 16: 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!



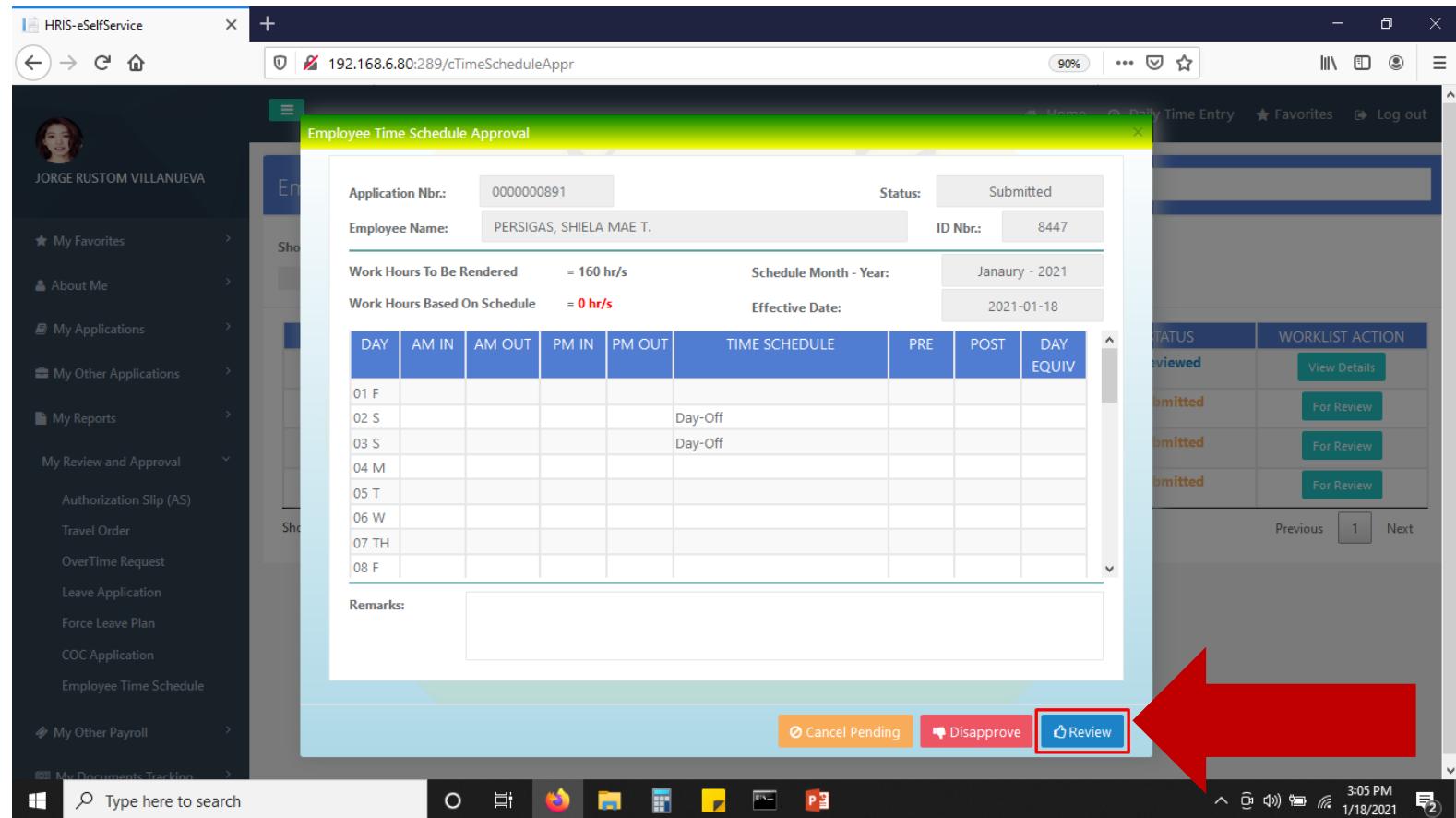
Note:

Repeat **step 9** to exit or go back on main page and **step 10 to 11** for you to continue and view the disapproved application in **show actioned list** checkbox. 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 resubmit the **cancelled pending** application to do that open **Employee's Time Schedule (Regular, Casual & Job Order) Manual** to resubmit application by clicking the **resubmit button** in order to review application. Only the requestor who can resubmit the cancelled pending application, only if he is allowed to access **employee's time schedule application**.

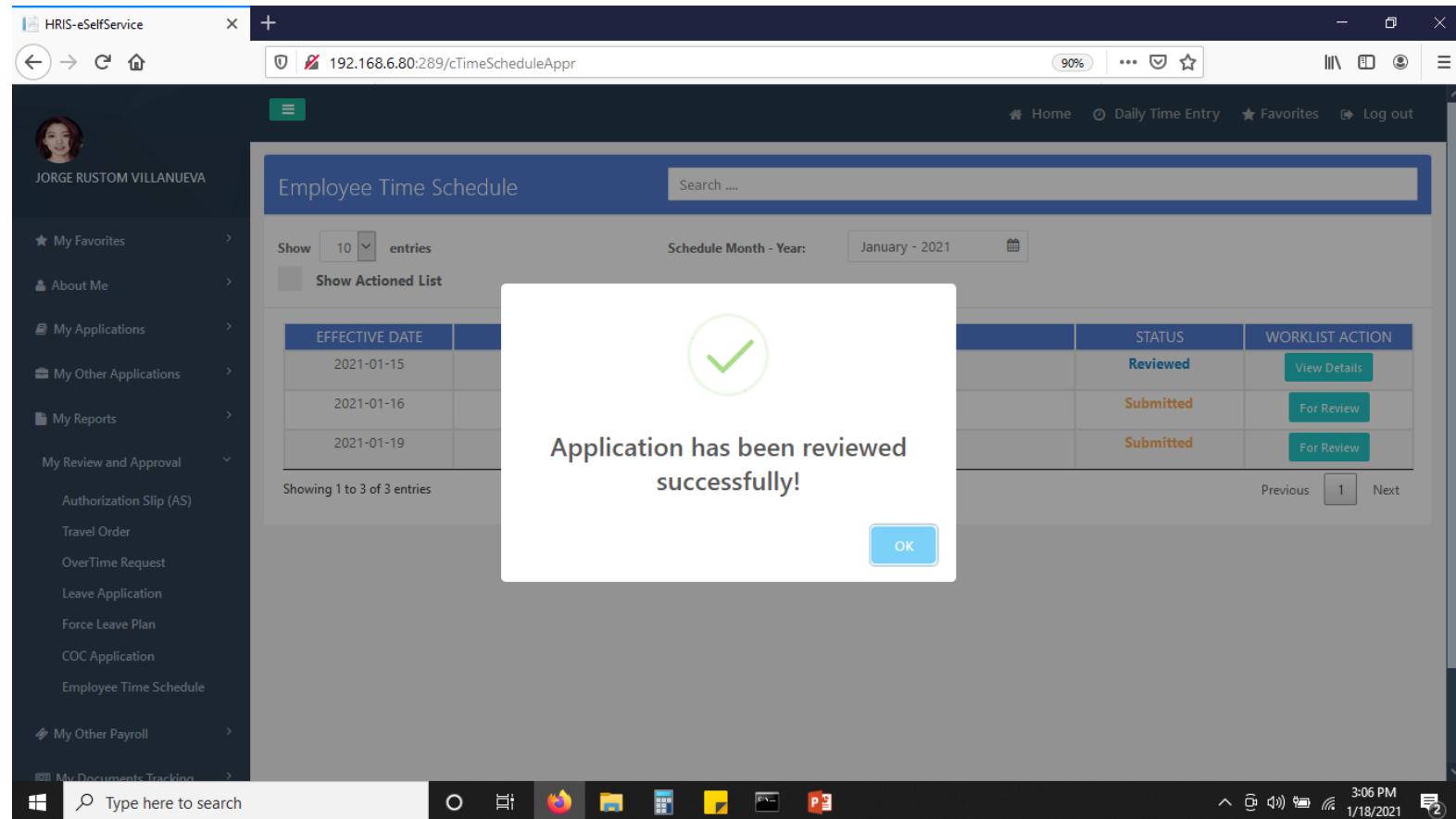
Step 17: If ever you want to review application repeat step 3 to review submitted application.

The screenshot shows a web browser window titled "HRIS-eSelfService" with the URL "192.168.6.80:289/cTimeScheduleAppr". The main content is the "Employee Time Schedule Approval" page. The application number is 0000000891 and the status is "Submitted". The employee name is PERSIGAS, SHIELA MAE T. and the ID number is 8447. The work hours to be rendered are 160 hr/s and the schedule month is January - 2021. The work hours based on the schedule are 0 hr/s and the effective date is 2021-01-18. The time schedule table shows days from 01 F to 08 F, with AM IN, AM OUT, PM IN, PM OUT, and TIME SCHEDULE columns. Remarks are listed as Day-Off for days 02 S, 03 S, and 07 TH. At the bottom, there are buttons for "Cancel Pending", "Disapprove", and "Review". To the right, a sidebar shows a list of worklist actions for submitted applications, with the first item being "View Details". The taskbar at the bottom includes icons for File, Home, Back, Forward, Stop, Refresh, and Search, along with system status indicators like battery level and signal strength. The date and time shown are 1/18/2021 at 3:05 PM.

Step 18: Click review button to successfully review application.



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



Step 19: 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/cTimeScheduleAppr". The user is logged in as "JORGE RUSTOM VILLANUEVA". The left sidebar contains links for "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", and "My Review and Approval" (which is expanded, showing "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Employee Time Schedule"). The main content area is titled "Employee Time Schedule" and displays a table of time entries. The table has columns: EFFECTIVE DATE, ID NBR, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. The data is as follows:

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-15	2161	VILLANUEVA, JORGE RUSTOM G.	Reviewed	<button>View Details</button>
2021-01-16	8447	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>
2021-01-19	8447	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>

At the bottom, it says "Showing 1 to 3 of 3 entries" and has navigation buttons for "Previous", "1", and "Next". The status bar at the bottom shows "3:07 PM" and "1/18/2021".

Note:

If ever you have refresh the page expected that the reviewed application record will not be visible in **employee's time schedule approval process main page**. Since, reviewed application is now visible in **show actioned list** checkbox to check repeat **step 10** and **11** to view application.

How to approve
reviewed employee
time schedule?

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 approval there are three (3) levels of approval process and only allowed approver is allowed to access and approve the reviewed application. In order to approve application please login using username and password.

The approval process depends on the levels of approval:

- **Level 1**
- **Level 2**
- **Level 3 or Final Approval**

Note 2:

In approving submitted application identify first in **application reference** the level of approval and who is the **level 1, 2 and 3 approver** (final approver) in **application approvers**. If ever in application reference the level of approval is level 1 and no reviewer it means that submitted data when successfully approved in level 1 automatically application status is **finally approved**.

On the other hand, if approval level is 2 basically application will undergo level 1 and 2 process and **level 2** is now the **final approval stage**. If application is **finally approved** you cannot resubmit application any longer or even **disapproved** or **cancelled pending** application. However, if application is disapproved or cancelled, application cannot be deleted. So be careful in taking actions upon approving application.

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 **level 3 approval (final approval)**. For instance different person is assign as level approver compared to reviewer. All you have to do is to repeat the **employee's time schedule application** navigation process in order to proceed in step 1.

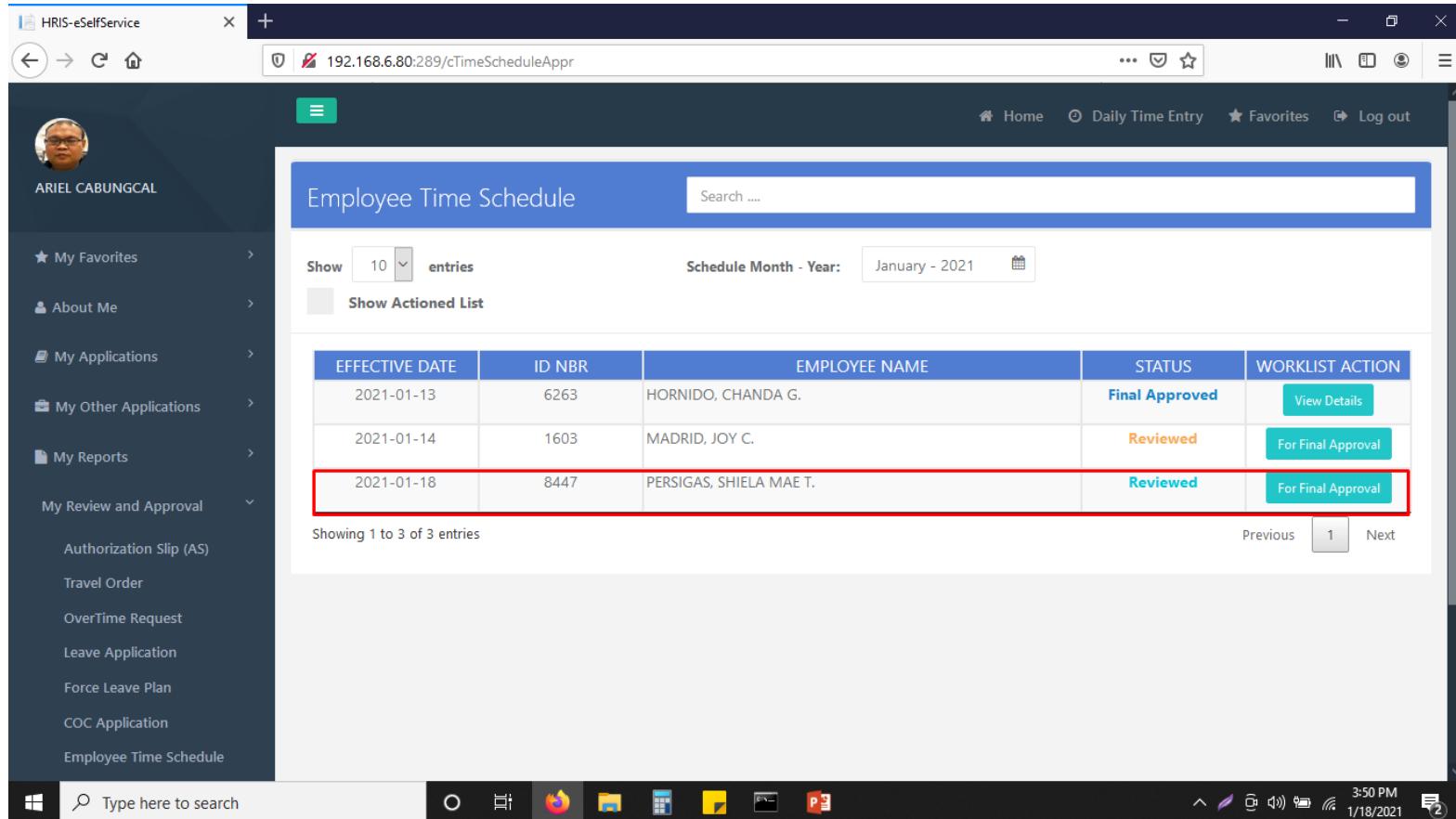
Final Approval

Step 1: Select specific schedule month–year by clicking available drop list in order for you to approve application. **For final approval button** main grid will be visible.

The screenshot shows a web-based application titled "Employee Time Schedule" from the "HRIS-eSelfService" portal. The URL in the browser is 192.168.6.80:289/cTimeScheduleAppr. The user is logged in as ARIEL CABUNGCAI. On the left, there is a sidebar with navigation links: "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", and "My Review and Approval" (which is expanded, showing "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Employee Time Schedule"). The main content area has a search bar and a date selector set to "January - 2021". Below this is a table with three rows of employee time entries. The columns are labeled: EFFECTIVE DATE, ID NBR, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. The first entry is for HORRIDO, CHANDA G. (Status: Final Approved, Action: View Details). The second entry is for MADRID, JOY C. (Status: Reviewed, Action: For Final Approval). The third entry is for PERSIGAS, SHIELA MAE T. (Status: Reviewed, Action: For Final Approval). The bottom of the page shows a message "Showing 1 to 3 of 3 entries" and navigation buttons for "Previous", "1", and "Next". The system status bar at the bottom right shows the time as 3:48 PM and the date as 1/18/2021.

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-13	6263	HORRIDO, CHANDA G.	Final Approved	<button>View Details</button>
2021-01-14	1603	MADRID, JOY C.	Reviewed	<button>For Final Approval</button>
2021-01-18	8447	PERSIGAS, SHIELA MAE T.	Reviewed	<button>For Final Approval</button>

Step 2: While on the main page of employee's time schedule approval process select specific record that you want to approve reviewed application.



The screenshot shows a web browser window titled "HRIS-eSelfService" with the URL "192.168.6.80:289/cTimeScheduleAppr". The left sidebar contains a user profile picture and the name "ARIEL CABUNGCAL", followed by a navigation menu with links 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 "Employee Time Schedule" and displays a table of time entries. The table has columns: EFFECTIVE DATE, ID NBR, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. The data is as follows:

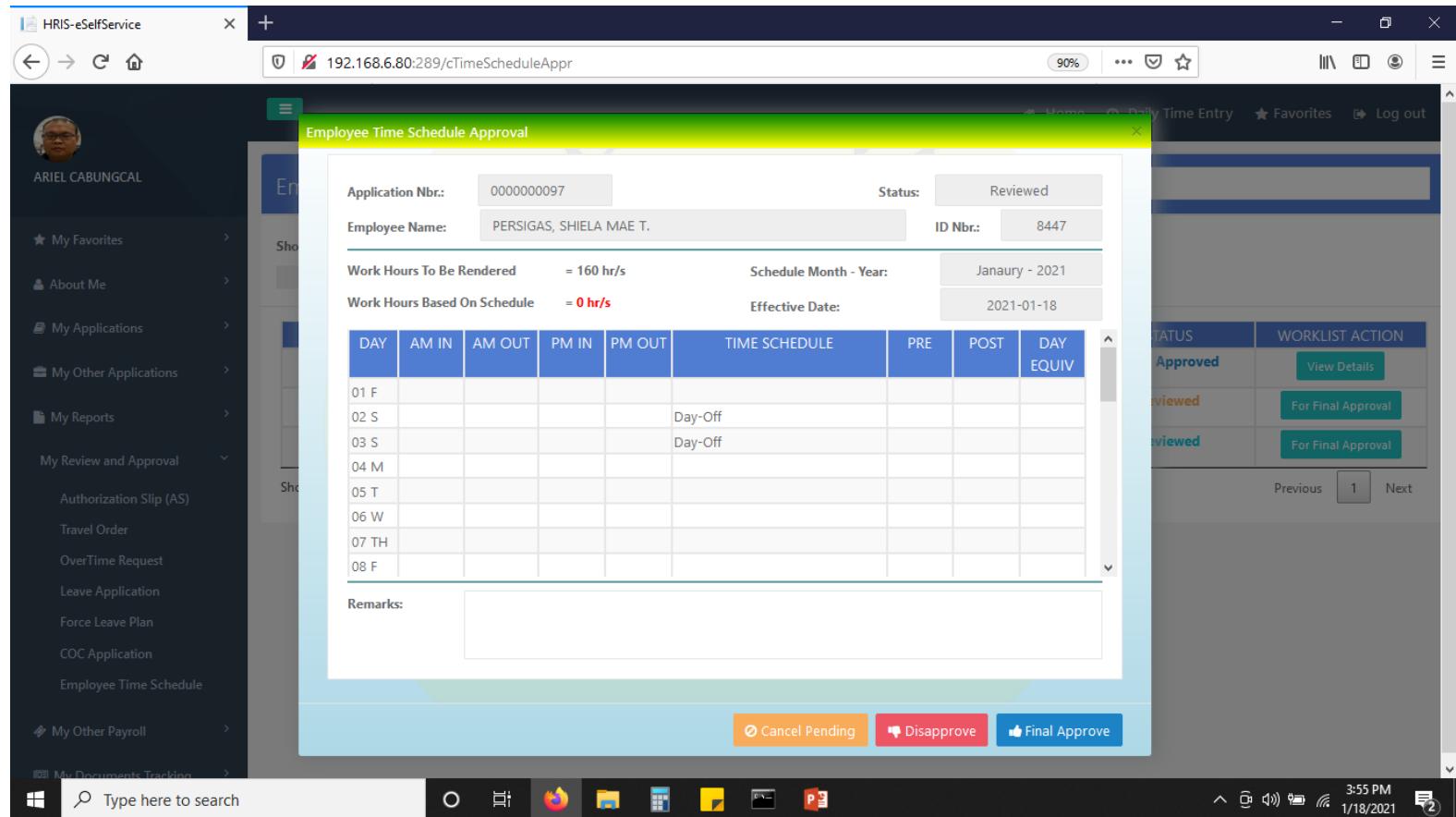
EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-13	6263	HORNIDO, CHANDA G.	Final Approved	View Details
2021-01-14	1603	MADRID, JOY C.	Reviewed	For Final Approval
2021-01-18	8447	PERSIGAS, SHIELA MAE T.	Reviewed	For Final Approval

Below the table, it says "Showing 1 to 3 of 3 entries". The bottom right corner of the screen shows the Windows taskbar with the date "1/18/2021" and time "3:50 PM".

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

The screenshot shows the HRIS-eSelfService application interface. On the left is a sidebar with user information (ARIEL CABUNGCAL) and navigation 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 "Employee Time Schedule" and displays a table of time entries for January 2021. The table has columns for EFFECTIVE DATE, ID NBR, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. The first two entries have a status of "Final Approved" and a "View Details" button in the WORKLIST ACTION column. The third entry has a status of "Review" and two "For Final Approval" buttons in the WORKLIST ACTION column. A large red arrow points to the bottom "For Final Approval" button. The bottom right corner of the screen shows the Windows taskbar with the date and time (3:52 PM, 1/18/2021).

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-13	6263	HORNIDO, CHANDA G.	Final Approved	View Details
2021-01-14	1603	MADRID, JOY C.	Review	For Final Approval
2021-01-18	8447	PERSIGAS, SHIELA MAE T.	Review	For Final Approval



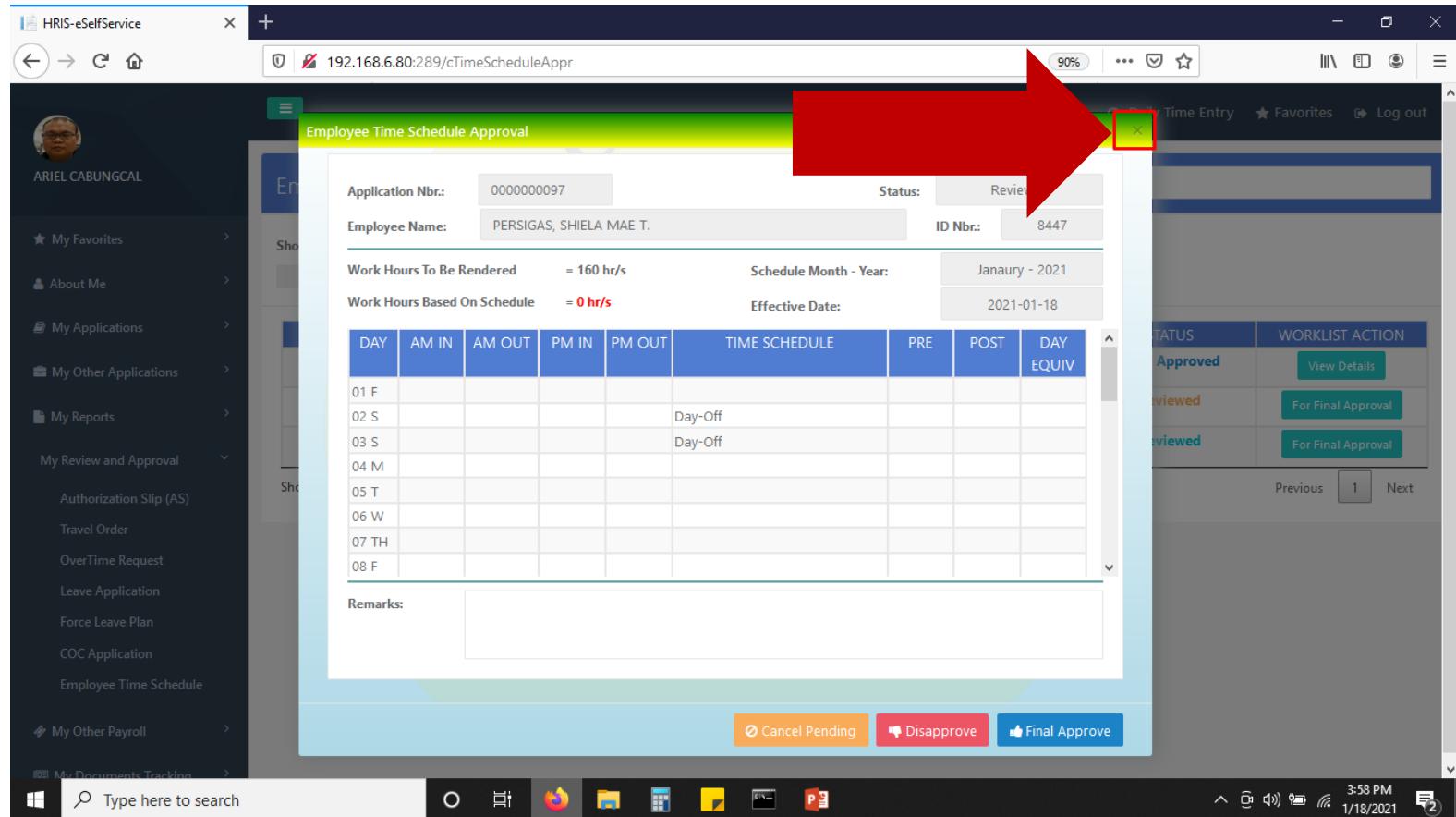
Note:

For final approval employee's time schedule approval main page will open **application no., employee name, status, ID no., work hours to be rendered, work hours based on schedule, schedule month-year** and **effective date** will have values except **remarks** since this field is not required and was not field with details before it is submitted.

Non-key field:

- Remarks

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



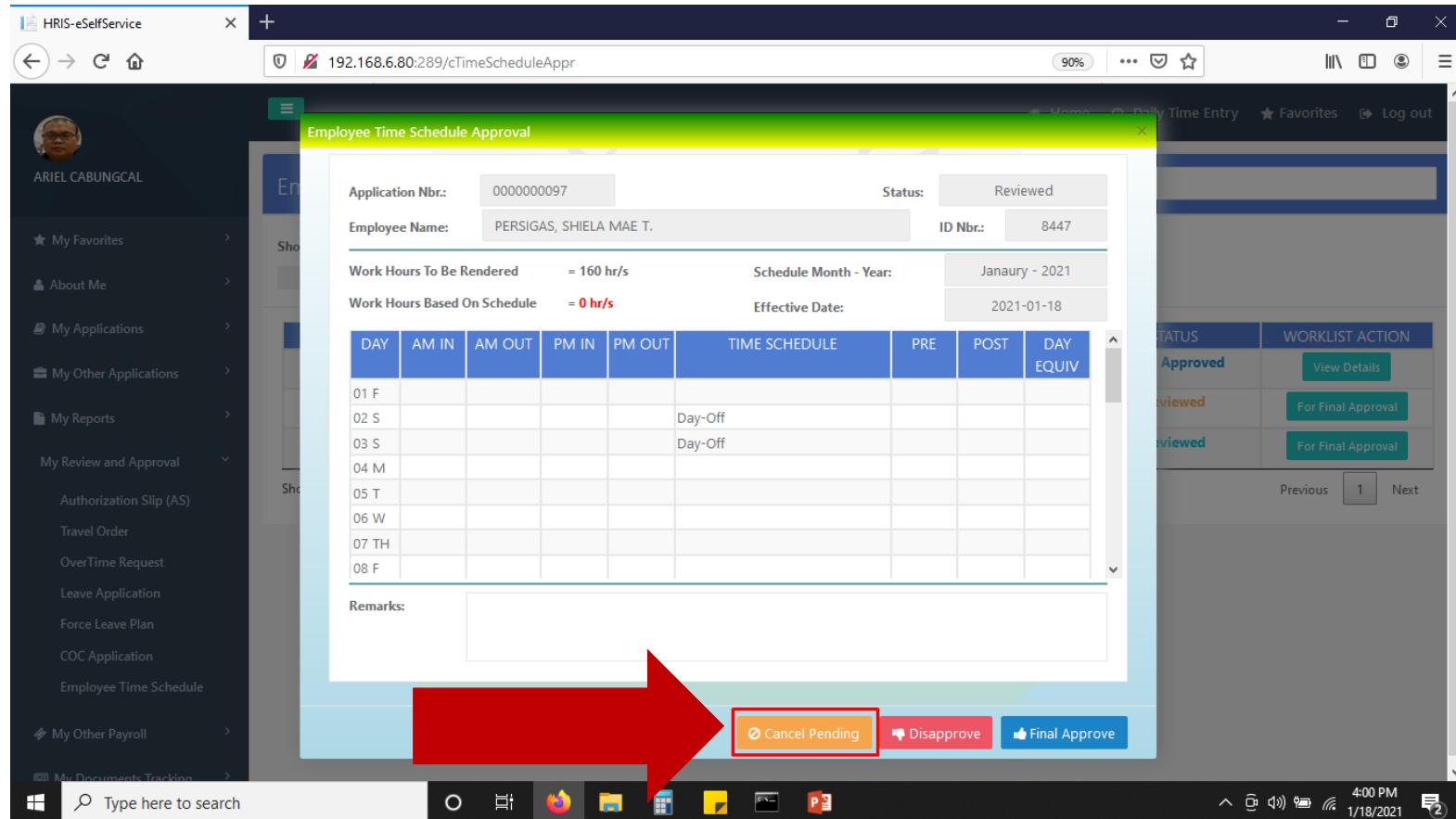
Step 5: Repeat step 3 if you want to continue on approve the submitted application.

The screenshot shows a web browser window titled "HRIS-eSelfService" with the URL "192.168.6.80:289/cTimeScheduleAppr". The main content is the "Employee Time Schedule Approval" page. On the left, there is a sidebar with the user's profile picture and name "ARIEL CABUNGCAL", and a list of menu items including "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"), "My Other Payroll", and "My Documents Tracking". The main area displays the following information:

Work Hours To Be Rendered = 160 hr/s					Schedule Month - Year:	Janauary - 2021		
Work Hours Based On Schedule = 0 hr/s					Effective Date:	2021-01-18		
DAY	AM IN	AM OUT	PM IN	PM OUT	TIME SCHEDULE	PRE	POST	DAY EQUIV
01 F								
02 S					Day-Off			
03 S					Day-Off			
04 M								
05 T								
06 W								
07 TH								
08 F								

Below the table, there is a "Remarks:" text input field. At the bottom of the page are three buttons: "Cancel Pending", "Disapprove", and "Final Approve". To the right of the main content, there is a sidebar titled "WORKLIST ACTION" with buttons for "View Details", "For Final Approval", and "For Final Approval". The status of the worklist items is listed as "Approved", "Reviewed", and "Reviewed". The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray indicating the date and time as "3:55 PM 1/18/2021".

Step 6: If you want to cancel try to click **cancel pending** button to cancel application from being approved.



HRIS-eSelfService

192.168.6.80:289/cTimeScheduleAppr

Application Nbr.: 000000097 Status: Reviewed

Employee Name: PERSIGAS, SHIELA MAE T. ID Nbr.: 8447

Work Hours To Be Rendered = 160 hr/s Schedule Month - Year: Janaury - 2021

Work Hours Based On Schedule = 0 hr/s Effective Date: 2021-01-18

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

Remarks:

Required Field!

Cancel Pending Disapprove Final Approve

View Details For Final Approval For Final Approval

Previous 1 Next

Windows Taskbar: Type here to search, File Explorer, Firefox, File Manager, Task View, Microsoft Word, Microsoft Excel.

System tray: 4:01 PM, 1/18/2021, 2 notifications.

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

The screenshot shows a web-based application interface for HRIS-eSelfService. The main content area displays an employee's time schedule details:

- Application Nbr.:** 0000000097
- Status:** Reviewed
- Employee Name:** PERSIGAS, SHIELA MAE T.
- ID Nbr.:** 8447
- Work Hours To Be Rendered:** = 160 hr/s
- Schedule Month - Year:** January - 2021
- Work Hours Based On Schedule:** = 0 hr/s
- Effective Date:** 2021-01-18

A grid below shows the weekly schedule from Monday to Sunday. Rows 23 S and 24 S are labeled "Day-Off".

Remarks: SAMPLE DATA

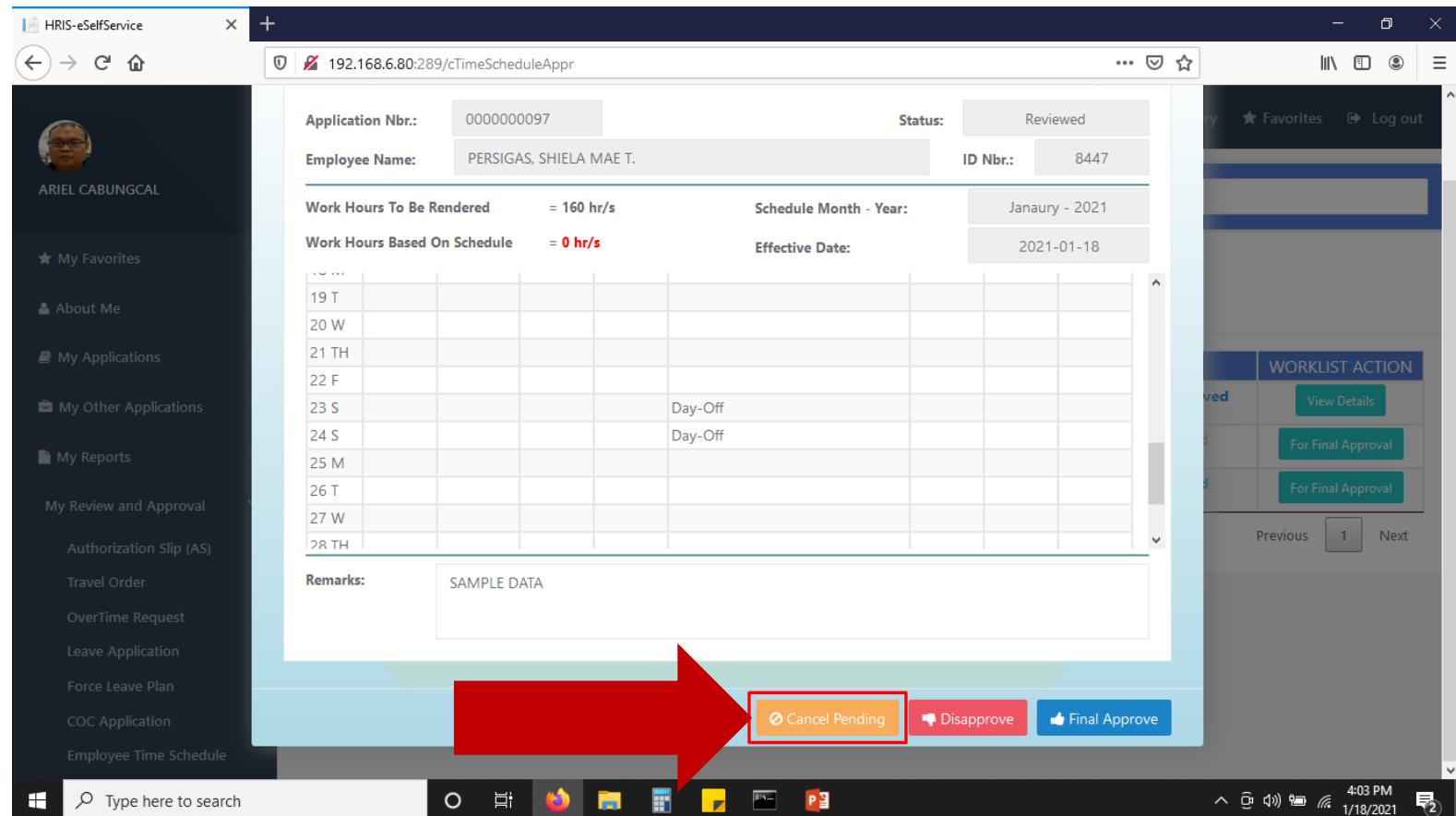
At the bottom right, there are three buttons: **Cancel Pending** (highlighted with a red box), **Disapprove**, and **Final Approve**.

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

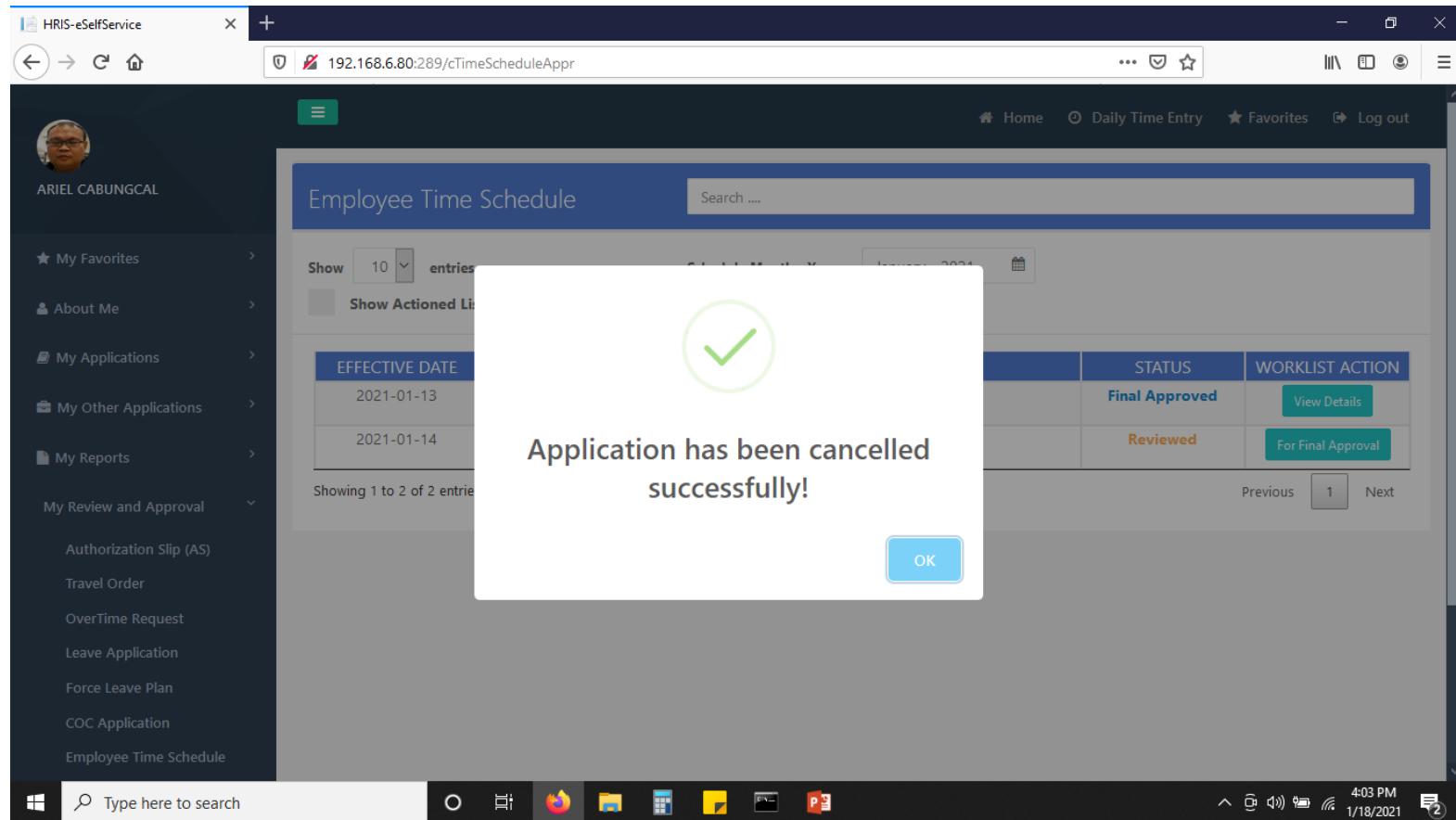
- ARIEL CABUNGCAL (Profile)
- My Favorites
- About Me
- My Applications
- My Other Applications
- My Reports
- My Review and Approval
- Authorization Slip (AS)
- Travel Order
- Overtime Request
- Leave Application
- Force Leave Plan
- COC Application
- Employee Time Schedule

The bottom taskbar includes icons for search, file, browser, and productivity tools like Microsoft Word, Excel, and PowerPoint. The system status bar shows the date (1/18/2021), time (4:02 PM), and battery level.

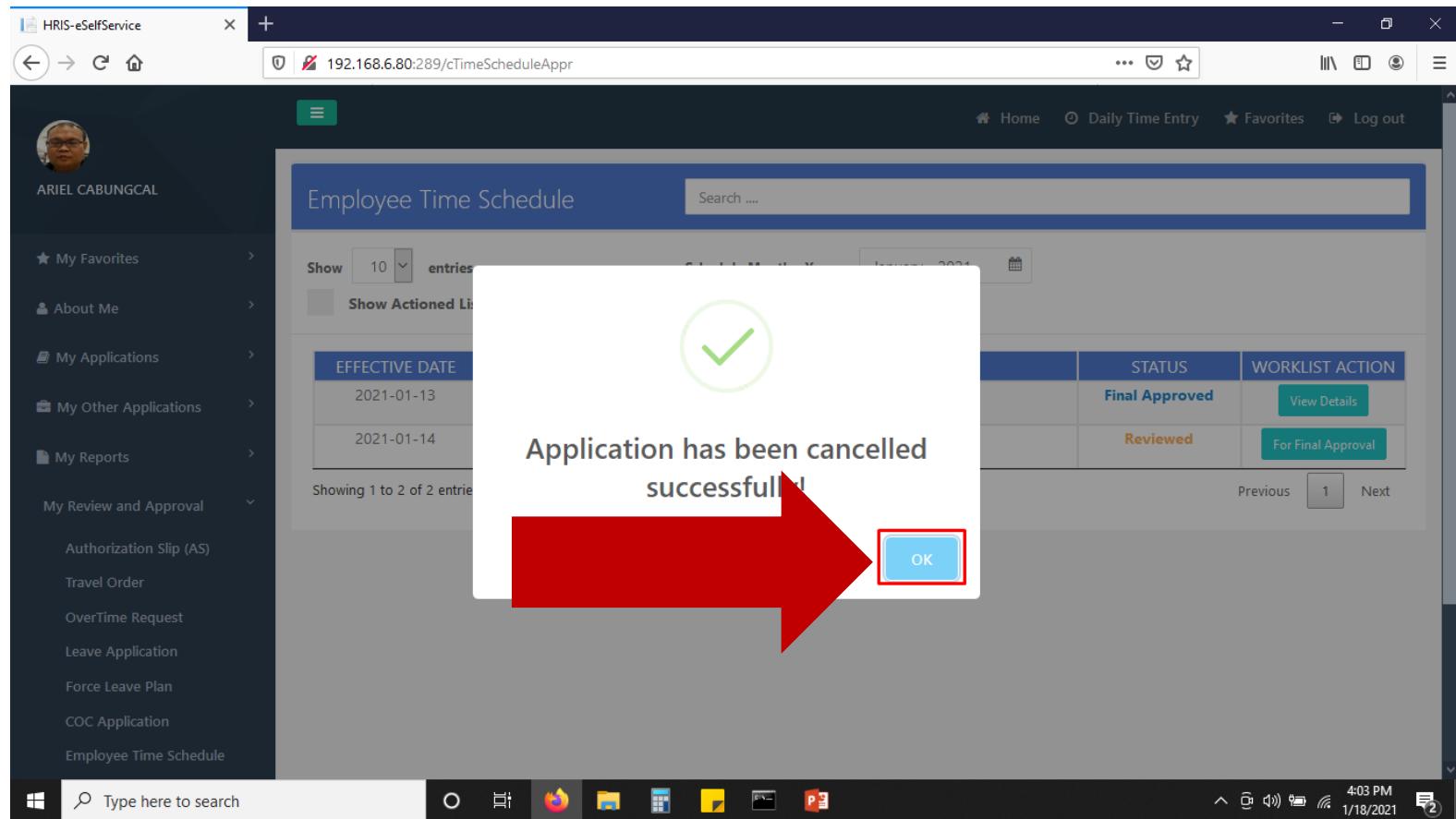
Step 8: Click **cancel pending** button if you want to cancel application from being approved.



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



Step 9: Click ok button if you want to continue.



HRIS-eSelfService

192.168.6.80:289/cTimeScheduleAppr

Home Daily Time Entry Favorites Log out

ARIEL CABUNGCAL

Employee Time Schedule

Search ...

Show 10 entries Schedule Month - Year: January - 2021

Show Actioned List

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-13	6263	HORNIDO, CHANDA G.	Final Approved	<button>View Details</button>
2021-01-14	1603	MADRID, JOY C.	Reviewed	<button>For Final Approval</button>

Showing 1 to 2 of 2 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

4:04 PM 1/18/2021

Step 10: Check **show actioned list** checkbox if you want to view the cancel pending application in review main page.

The screenshot shows the HRIS-eSelfService Employee Time Schedule page. On the left, there is a sidebar with various application links. A large red arrow points to the 'Show Actioned List' checkbox in the top-left corner of the main content area. This checkbox is currently unchecked. The main content area displays a table of time schedule entries for January 2021. The table has columns for EFFECTIVE DATE, ID NBR, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. Two entries are listed:

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-13	6263	HORNIDO, CHANDA G.	Final Approved	<button>View Details</button>
2021-01-14	1603	MADRID, JOY C.	Reviewed	<button>For Final Approval</button>

At the bottom of the table, it says "Showing 1 to 2 of 2 entries".

HRIS-eSelfService

192.168.6.80:289/cTimeScheduleAppr

Home Daily Time Entry Favorites Log out

ARIEL CABUNGCAL

Employee Time Schedule

Search ...

Show 10 entries Schedule Month - Year: January - 2021

Show Actioned List

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-18	8447	PERSIGAS, SHIELA MAE T.	Cancel Pending	View Details

Showing 1 to 1 of 1 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

4:05 PM 1/18/2021

Step 11: Select specific record to view information click **view details button** if you want to view cancelled pending application.

The screenshot shows a web browser window for the HRIS-eSelfService application. The URL is 192.168.6.80:289/cTimeScheduleAppr. The page title is "Employee Time Schedule". On the left, there is a sidebar with a user profile picture and the name ARIEL CABUNGCAL, followed by a list of navigation links: My Favorites, About Me, My Applications, My Other Applications, My Reports, My Review and Approval (with sub-options: 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 with one row of data: EFFECTIVE DATE (2021-01-18), ID NBR (8447), EMPLOYEE NAME (PERSIGAS, SHIELA MAE T.), and WORKLIST ACTION (a button labeled "View Details" which is highlighted with a large red arrow). Above the table, there are filters for "Show 10 entries" and "Schedule Month - Year: January - 2021". Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom of the screen, there is a taskbar with various icons and a system tray showing the date and time as 4:06 PM on 1/18/2021.

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	WORKLIST ACTION
2021-01-18	8447	PERSIGAS, SHIELA MAE T.	View Details

HRIS-eSelfService

192.168.6.80:289/cTimeScheduleAppr

Employee Time Schedule Approval

Application Nbr.: 0000000097 Status: Cancel Pending

Employee Name: PERSIGAS, SHIELA MAE T. ID Nbr.: 8447

Work Hours To Be Rendered = 160 hr/s Schedule Month - Year: Janauary - 2021

Work Hours Based On Schedule = 0 hr/s Effective Date: 2021-01-18

19 T		
20 W		
21 TH		
22 F		
23 S		Day-Off
24 S		Day-Off
25 M		
26 T		
27 W		
28 TH		

Remarks: SAMPLE DATA

WORKLIST ACTION

View Details

Previous 1 Next

Type here to search

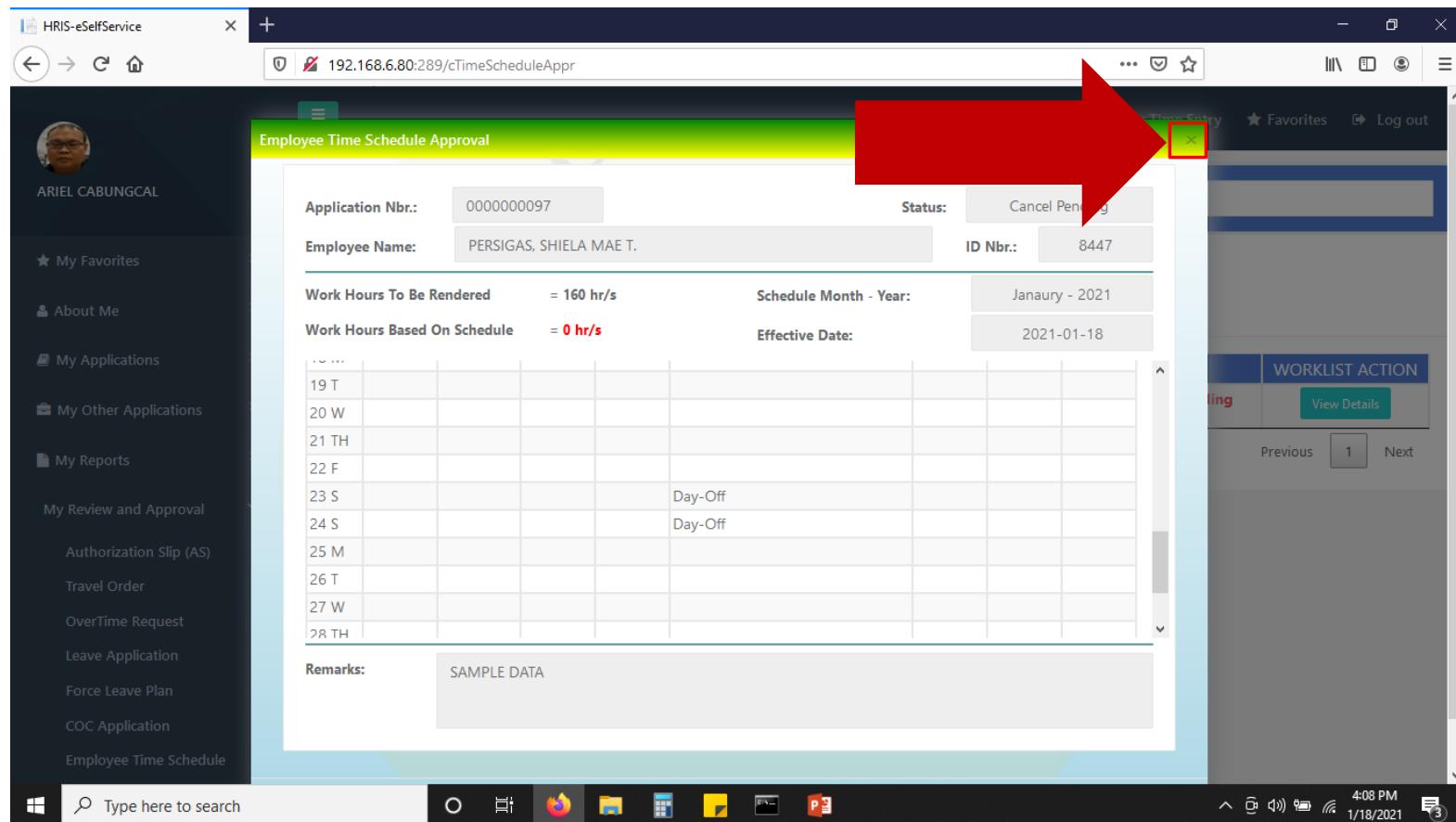
4:06 PM 1/18/2021

Windows Taskbar icons: File Explorer, Edge, Firefox, File Manager, Task View, Taskbar settings.

Note:

If you want to view **cancelled pending** application click **view details button** to view application. Only the final approver who can view the information of the cancel pending application once page is refresh automatic cancel pending application will not be visible in **employee's time schedule** approval main page.

Step 12: Click **close icon** if you want to close application and go back on main page.



HRIS-eSelfService

192.168.6.80:289/cTimeScheduleAppr

Home Daily Time Entry Favorites Log out

ARIEL CABUNGCAL

Employee Time Schedule

Search ...

Show 10 entries Schedule Month - Year: January - 2021

Show Actioned List

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-18	8447	PERSIGAS, SHIELA MAE T.	Cancel Pending	View Details

Showing 1 to 1 of 1 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

4:09 PM 1/18/2021

Step 13: Press **CTRL +F5** on your keyboard if you want to refresh the page.

The screenshot shows a web browser window titled "HRIS-eSelfService" with the URL "192.168.6.80:289/cTimeScheduleAppr". The user profile "ARIEL CABUNGCAL" is visible on the left sidebar. The main content area is titled "Employee Time Schedule" and displays a table of employee time entries. The table has columns: EFFECTIVE DATE, ID NBR, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. Two entries are listed:

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-13	6263	HORNIDO, CHANDA G.	Final Approved	<button>View Details</button>
2021-01-14	1603	MADRID, JOY C.	Reviewed	<button>For Final Approval</button>

Below the table, it says "Showing 1 to 2 of 2 entries". The bottom navigation bar includes a search bar, taskbar icons, and system status indicators.

Note:

If you wish to continue and **disapproved** application let the final approver cancel pending the application then let the requestor resubmit the **cancelled pending** application to do that open **Employee's Time Schedule (Regular, Casual & Job Order) Manual** to resubmit application by clicking the **resubmit button** in order to disapproved application. Only the requestor who can resubmit the cancelled pending application only if he is allowed to access employee's time schedule application. As well as only the **reviewer** and **final approver** are allowed to disapproved application.

Step 14: Repeat step 3 if you want to continue and disapproved application.

The screenshot shows a web-based application titled "Employee Time Schedule Approval". The main window displays the following details:

- Application Nbr.:** 000000097
- Status:** Reviewed
- Employee Name:** PERSIGAS, SHIELA MAE T.
- ID Nbr.:** 8447
- Work Hours To Be Rendered:** = 160 hr/s
- Schedule Month - Year:** January - 2021
- Work Hours Based On Schedule:** = 0 hr/s
- Effective Date:** 2021-01-18

The interface includes a grid showing work hours for each day of the month:

Day	Day Type	Notes
12	T	
13	W	
14	TH	
15	F	
16	S	Day-Off
17	S	Day-Off
18	M	
19	T	
20	W	
21	TH	

A remarks section is present at the bottom of the main form.

At the bottom of the main window, there are three buttons: "Cancel Pending", "Disapprove", and "Final Approve".

To the right of the main window, a sidebar titled "WORKLIST ACTION" lists items with their status and actions:

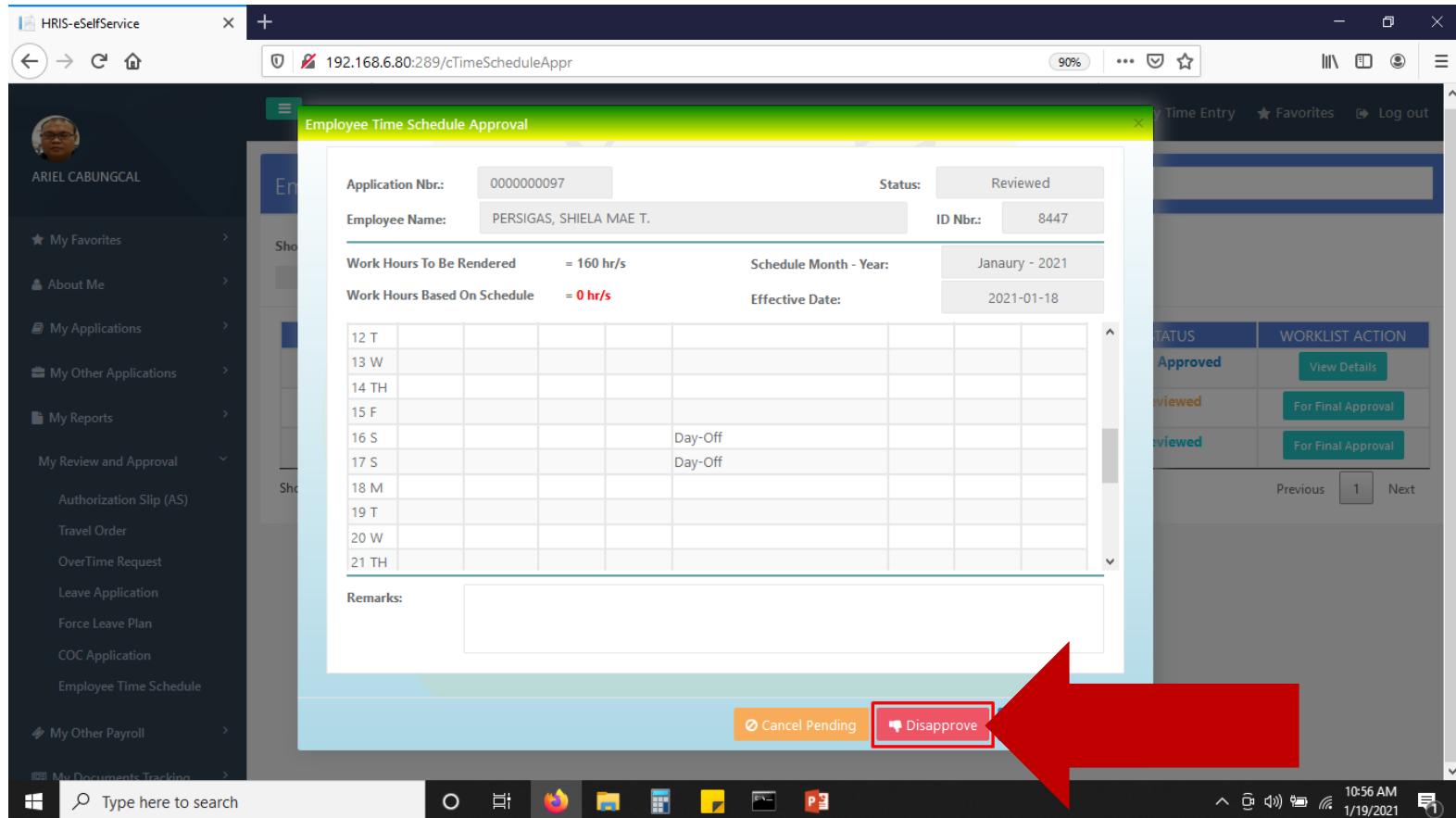
STATUS	WORKLIST ACTION
Approved	<button>View Details</button>
Reviewed	<button>For Final Approval</button>
Reviewed	<button>For Final Approval</button>

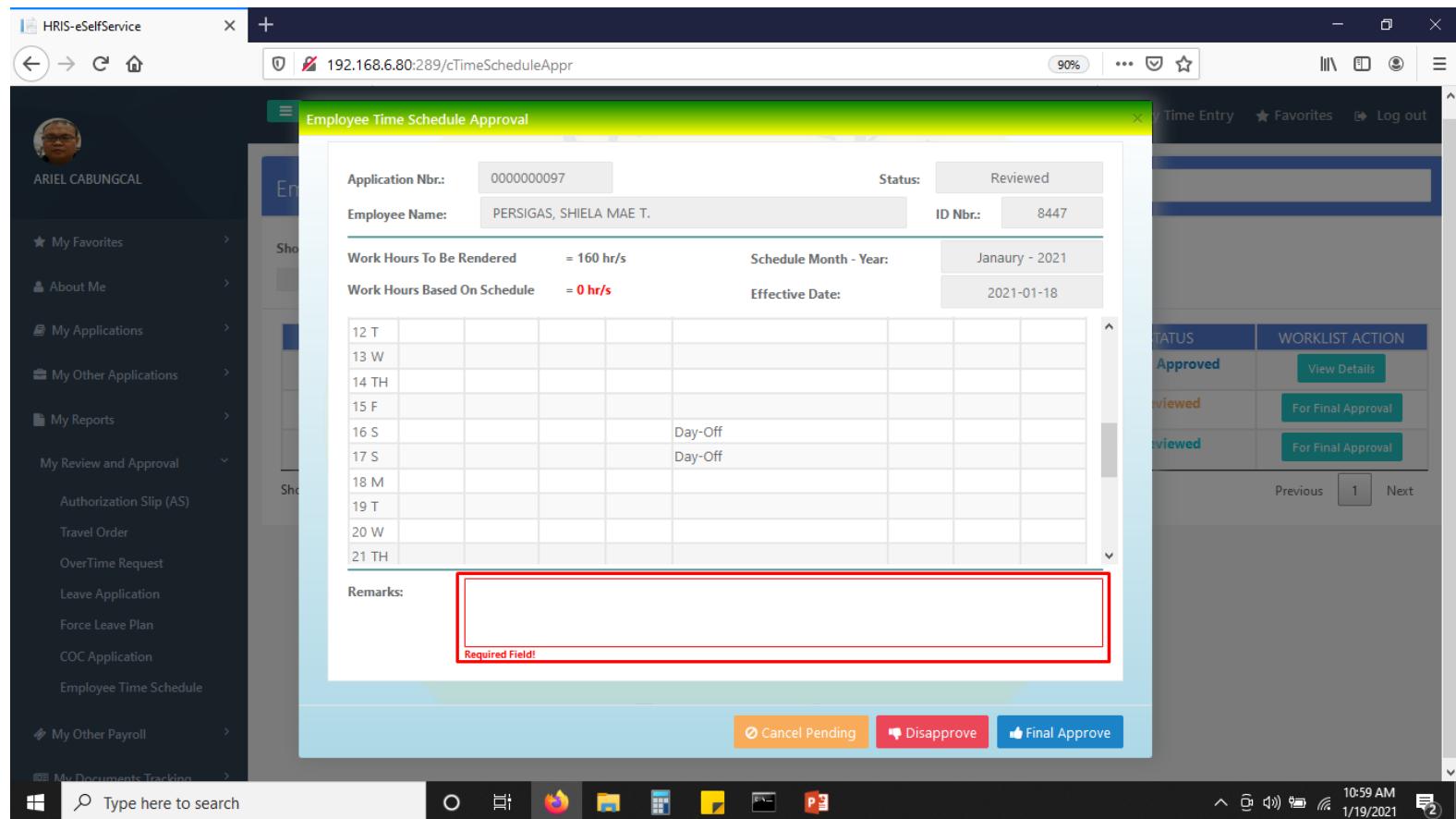
The sidebar also includes navigation buttons for "Previous", "Next", and page numbers.

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

The operating system taskbar at the bottom shows the date and time as 10:55 AM, 1/19/2021.

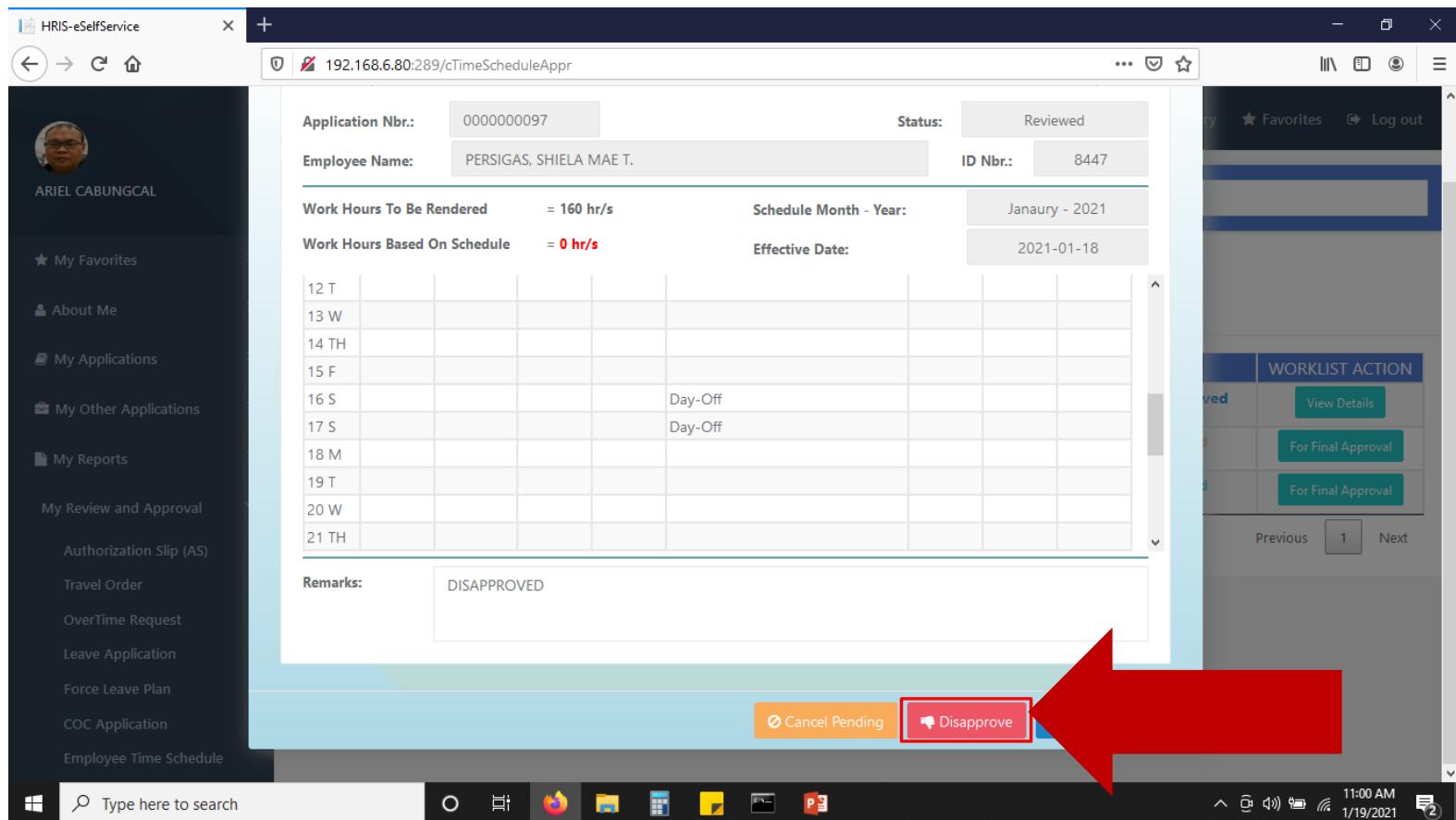
Step 15: Click **disapproved button** to successfully disapproved application.



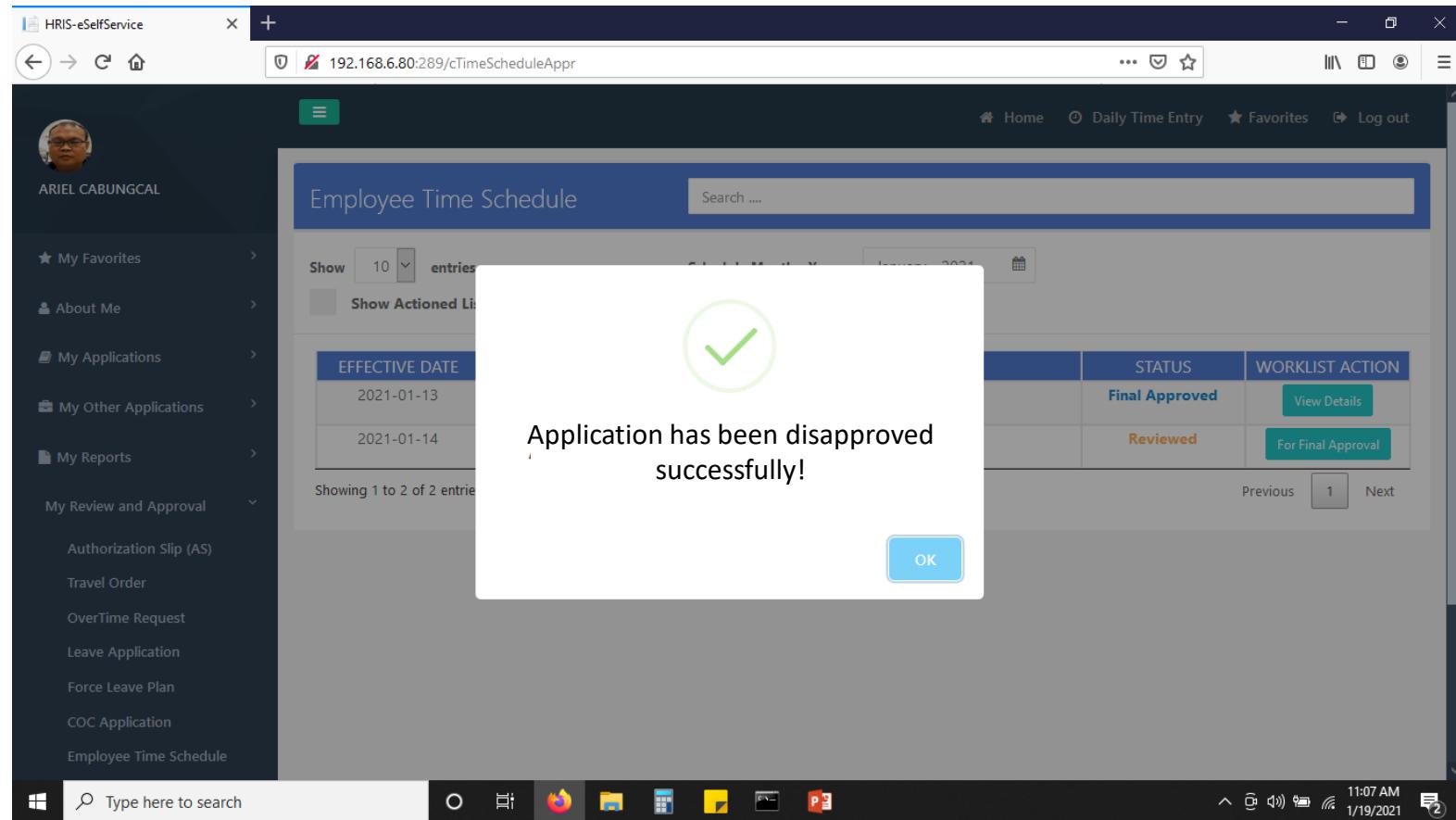


Note: Field that needs to be fill will automatically generate a verification message of “**required field!**” if you click **disapproved button** without inputting values in remarks.

Step 16: 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 17: Repeat step 9, 10, 11 and 12 to view disapproved application.

The screenshot shows a web browser window titled "HRIS-eSelfService" with the URL "192.168.6.80:289/cTimeScheduleAppr". The user is logged in as "ARIEL CABUNGCAL". The main content area is titled "Employee Time Schedule" and displays a table of time entries. The table has columns: EFFECTIVE DATE, ID NBR, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. One entry is shown: "2021-01-18", "8447", "PERSIGAS, SHIELA MAE T.", "Disapproved", and a "View Details" button. The "Status" column is highlighted in red. The "Show" dropdown is set to "10 entries". The "Schedule Month - Year" is set to "January - 2021". A search bar and a "Show Actioned List" checkbox are also visible. The left sidebar contains links for "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 "Type here to search" bar at the bottom.

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-18	8447	PERSIGAS, SHIELA MAE T.	Disapproved	View Details

Note:

Once application is **disapproved** and you want to approve the reviewed application expected you will no longer able to **final approve** application. If ever application is not yet **disapproved** and you want to final approve application repeat **step 3** to continue and approved application.

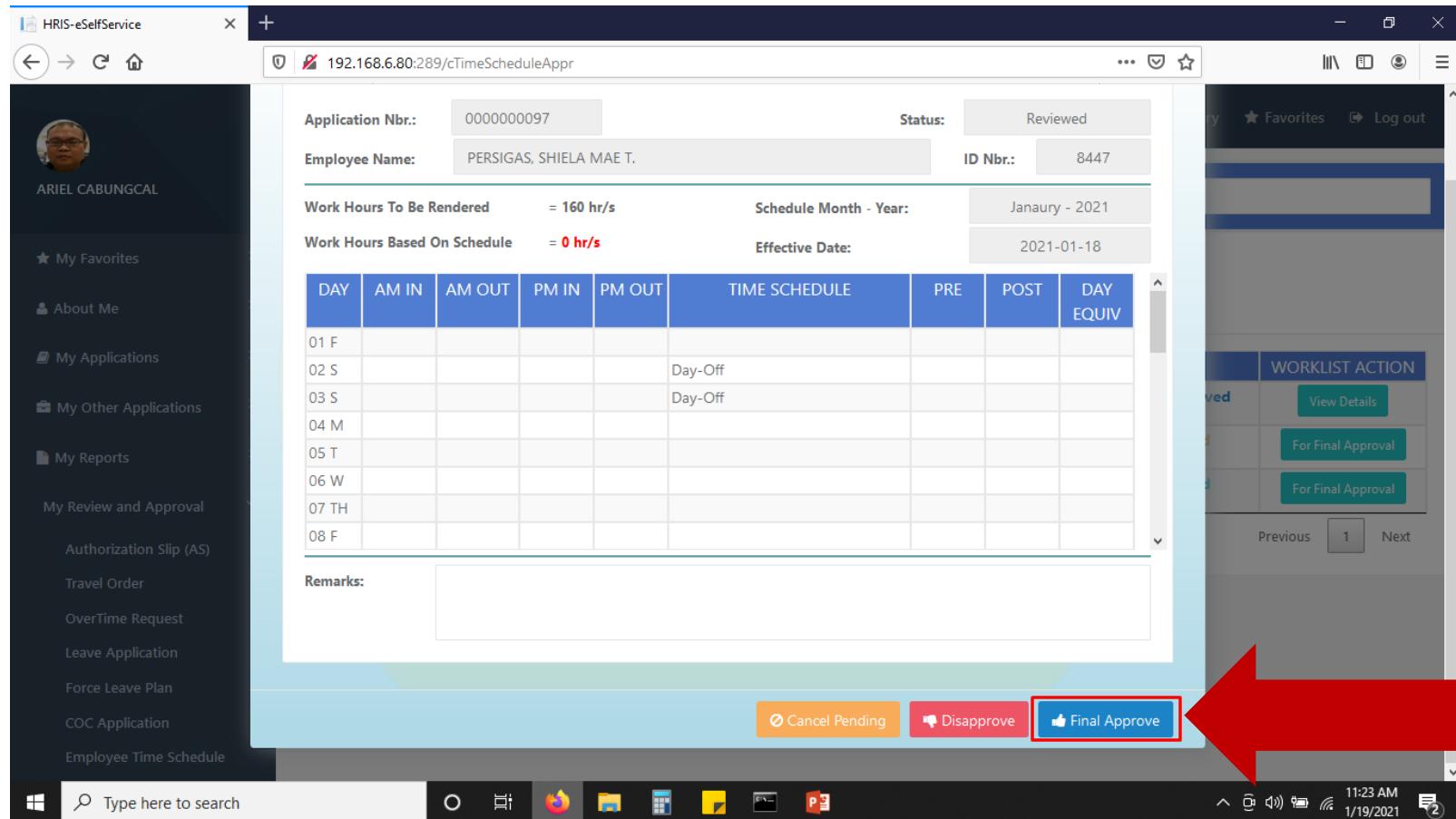
Step 18: If ever you want to approve application repeat step 3 to approve reviewed application.

The screenshot shows a web browser window titled "HRIS-eSelfService" with the URL "192.168.6.80:289/cTimeScheduleAppr". The main content is the "Employee Time Schedule Approval" page. On the left, there's a sidebar with the user profile "ARIEL CABUNGCAL" and links 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 "My Other Payroll". The main area displays the following information:

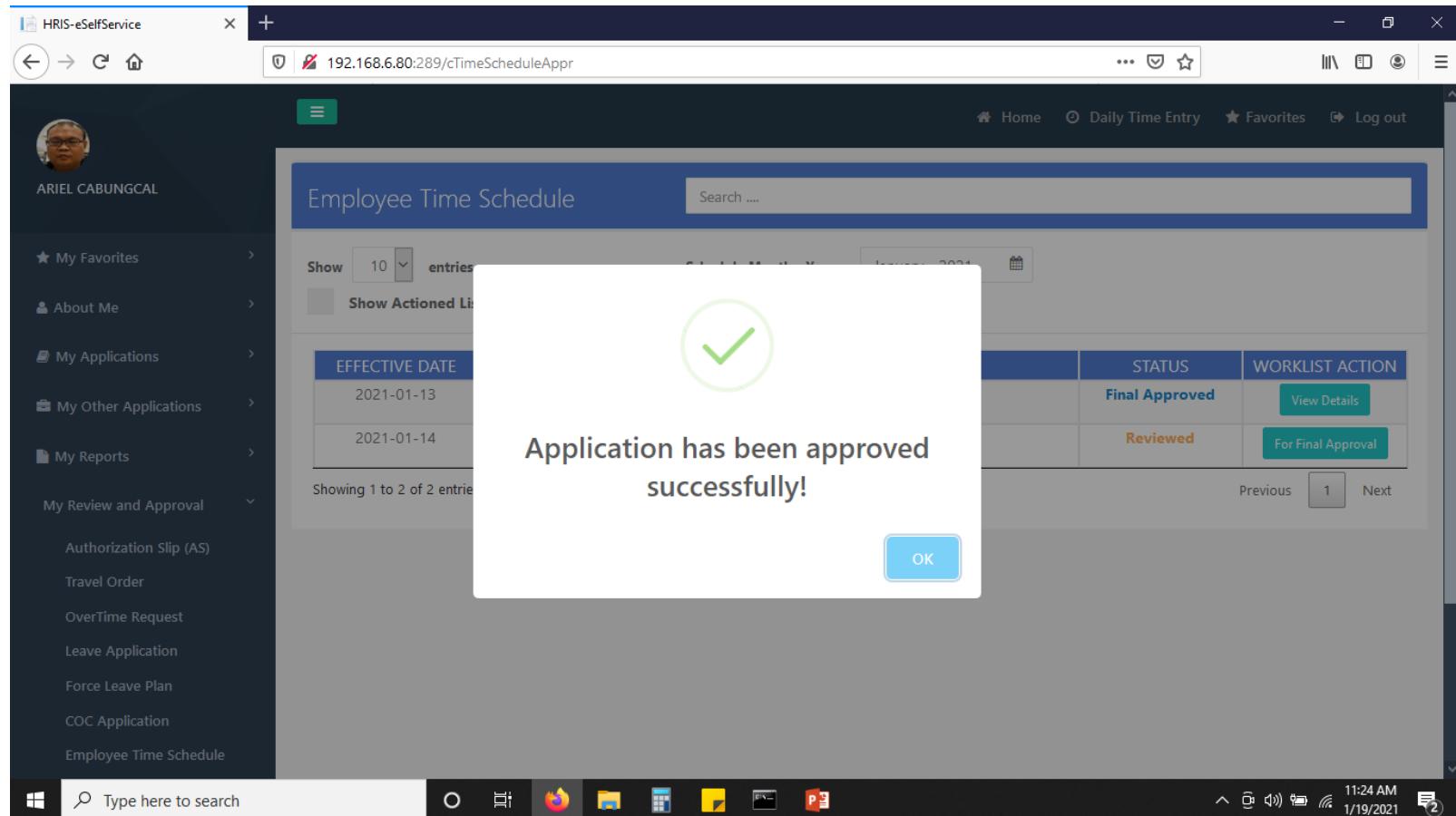
Application Nbr.:	0000000097	Status:	Reviewed																																																																																										
Employee Name:	PERSIGAS, SHIELA MAE T.	ID Nbr.:	8447																																																																																										
Work Hours To Be Rendered	= 160 hr/s	Schedule Month - Year:	January - 2021																																																																																										
Work Hours Based On Schedule	= 0 hr/s	Effective Date:	2021-01-18																																																																																										
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Day-Off																																																																																													
Day-Off																																																																																													

Below the grid, there's a "Remarks:" text area and a footer with buttons: "Cancel Pending", "Disapprove", and "Final Approve". To the right, there's a "WORKLIST ACTION" section with rows for "Approved", "Reviewed", and "Reviewed", each with a "View Details" and "For Final Approval" button. The status bar at the bottom shows "10:55 AM 1/19/2021".

Step 20: Click final approve button to successfully approve application.



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



Step 21: Repeat step 9, 10, 11, 12 and 13 to view final approved application.

The screenshot shows a web browser window titled "Employee Time Schedule Approval" from the "HRIS-eSelfService" application. The URL is 192.168.6.80:289/cTimeScheduleAppr. The main content area displays the following information:

- Application Nbr.:** 0000000097
- Status:** Final Approved
- Employee Name:** PERSIGAS, SHIELA MAE T.
- ID Nbr.:** 8447
- Work Hours To Be Rendered:** = 160 hr/s
- Schedule Month - Year:** January - 2021
- Work Hours Based On Schedule:** = 0 hr/s
- Effective Date:** 2021-01-18

A detailed time schedule table is shown below:

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

Remarks: [Empty text area]

At the bottom right of the main content area is a red button labeled "Cancel Leave".

The browser interface includes a navigation bar with back, forward, search, and refresh buttons. The address bar shows the URL. The status bar at the bottom right indicates the date and time: 11:30 AM, 1/19/2021, with a notification icon showing the number 2.

Note:

If you want to view **final approved** application click **view details button** to view application. Only the final approver who can view the information of the **final approved** application once page is refresh automatic final approved application will not be visible in **Employee's Time Schedule** approval main page.

Note:

In final approval process only the final approval stage has the **cancelation** of application where once application is being **cancelled** the application status will become **cancelled** that the approver cannot **cancel pending** the application nor **disapproved** application once cancelled. Furthermore, the requestor cannot resubmit or edit application but if the requestor wants to submit application for approval he needs to apply new employee's time schedule and submit for approval.

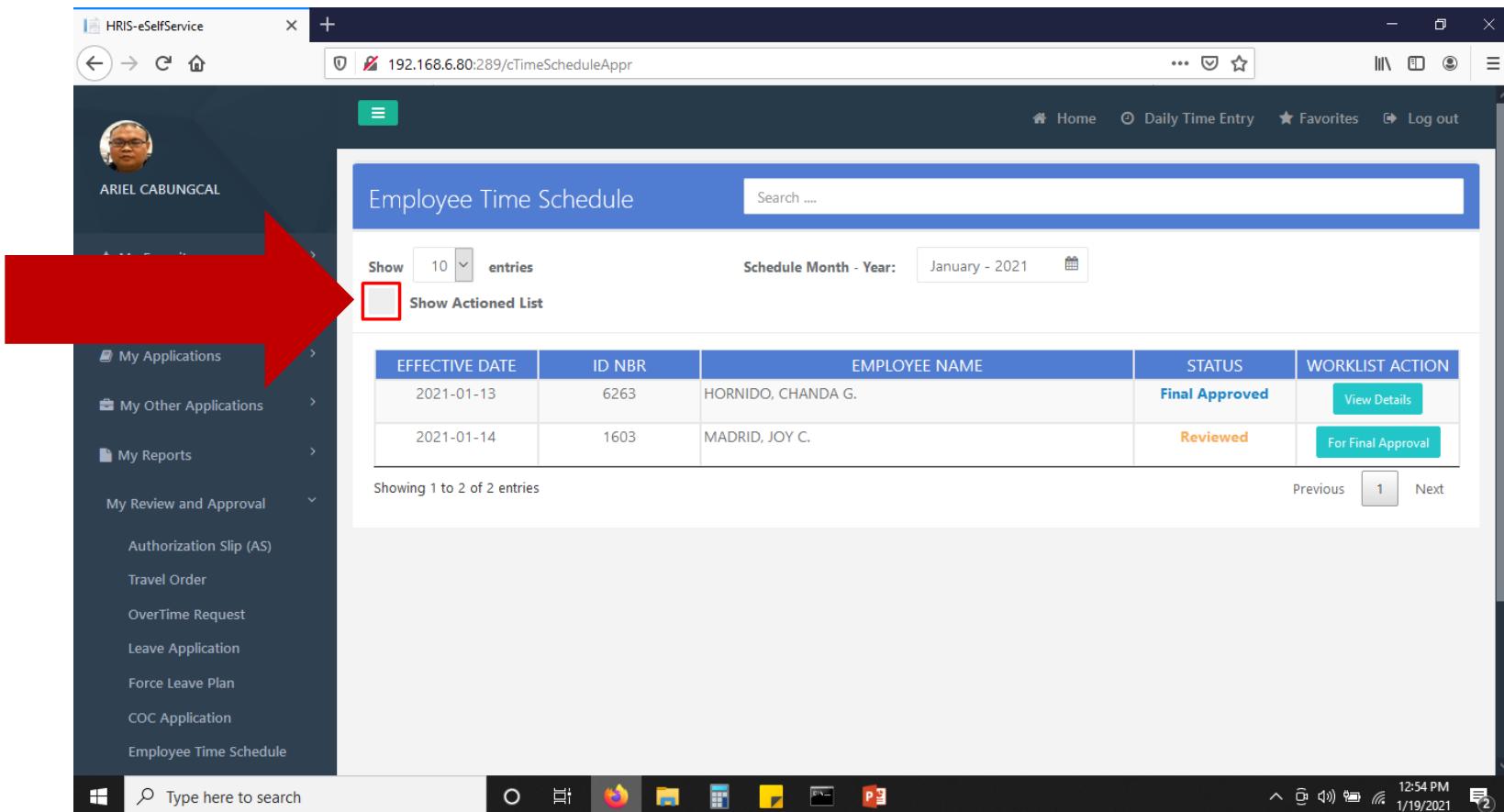
How to cancelled
final approved
application?

Step 1: Select specific **scheduled month-year** by clicking available textbox **calendar icon** in order for you to review application. **Cancellation button** main grid will be visible.

The screenshot shows a web-based application titled "Employee Time Schedule". On the left, there is a sidebar with a user profile picture and the name "ARIEL CABUNGCAI". Below the profile are several menu items: "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", and "My Review and Approval". Under "My Review and Approval", there are sub-options: "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Employee Time Schedule". The main content area has a header "Employee Time Schedule" and a search bar. It displays a table with two rows of data. The columns are labeled: EFFECTIVE DATE, ID NBR, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. The first row shows an entry for "2021-01-13" with ID NBR 6263, employee name "HORNIDO, CHANDA G.", status "Final Approved", and actions "View Details" and "For Final Approval". The second row shows an entry for "2021-01-14" with ID NBR 1603, employee name "MADRID, JOY C.", status "Reviewed", and action "For Final Approval". At the top right of the main content area, there is a "Schedule Month - Year" field set to "January - 2021" with a calendar icon. A red box highlights this calendar icon. The bottom of the screen shows a taskbar with various icons and the date/time "01-19-2021 12:52 PM".

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-13	6263	HORNIDO, CHANDA G.	Final Approved	<button>View Details</button> <button>For Final Approval</button>
2021-01-14	1603	MADRID, JOY C.	Reviewed	<button>For Final Approval</button>

Step 2: Check show actioned list checkbox if you want to view the final approved application in approval main page.



Employee Time Schedule

Show 10 entries

Schedule Month - Year: January - 2021

Show Actioned List

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-13	6263	HORNIDO, CHANDA G.	Final Approved	<button>View Details</button>
2021-01-14	1603	MADRID, JOY C.	Reviewed	<button>For Final Approval</button>

Showing 1 to 2 of 2 entries

Previous 1 Next

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

12:54 PM 1/19/2021

HRIS-eSelfService

192.168.6.80:289/cTimeScheduleAppr

Home Daily Time Entry Favorites Log out

ARIEL CABUNGCAL

Employee Time Schedule

Search ...

Show 10 entries Schedule Month - Year: January - 2021

Show Actioned List

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-18	8447	PERSIGAS, SHIELA MAE T.	Final Approved	<button>View Details</button>
2021-01-19	8447	PERSIGAS, SHIELA MAE T.	Disapproved	<button>View Details</button>

Showing 1 to 2 of 2 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

12:55 PM 1/19/2021

Step 3: Select specific record to view information click **view details button** if you want to view final approved application.

The screenshot shows a web browser window for the HRIS-eSelfService application. The URL is 192.168.6.80:289/cTimeScheduleAppr. The page title is "Employee Time Schedule". On the left, there is a sidebar with a user profile picture and the name ARIEL CABUNGCAL, followed by a list of menu items under "My Review and Approval": 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 employee time schedules. The table has columns: EFFECTIVE DATE, ID NBR, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. There are two rows of data:

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-18	8447	PERSIGAS, SHIELA MAE T.	Final Approved	View Details
2021-01-19	8447	PERSIGAS, SHIELA MAE T.	Disapproved	View Details

The first row is highlighted with a red border, and the "View Details" button for both rows is also highlighted with a red border. The status "Final Approved" is in blue, while "Disapproved" is in red. The "View Details" buttons are green with white text.

HRIS-eSelfService

192.168.6.80:289/cTimeScheduleAppr

Home Daily Time Entry Favorites Log out

ARIEL CABUNGCAL

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

Employee Time Schedule

Show 10 entries Schedule Month - Year: January - 2021

Search ...

Show Actioned List

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	WORKLIST ACTION
2021-01-18	8447	PERSIGAS, SHIELA MAE T.	Disprov
2021-01-19	8447	PERSIGAS, SHIELA MAE T.	

Showing 1 to 2 of 2 entries

View Details

View Details

Previous 1 Next

Type here to search

12:56 PM 1/19/2021

HRIS-eSelfService

192.168.6.80:289/cTimeScheduleAppr

Employee Time Schedule Approval

Application Nbr.: 000000097 Status: Final Approved

Employee Name: PERSIGAS, SHIELA MAE T. ID Nbr.: 8447

Work Hours To Be Rendered = 160 hr/s Schedule Month - Year: Janauary - 2021

Work Hours Based On Schedule = 0 hr/s Effective Date: 2021-01-18

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

Remarks:

Cancel Leave

Time Entry Favorites Log out

STATUS WORKLIST ACTION

Approved View Details

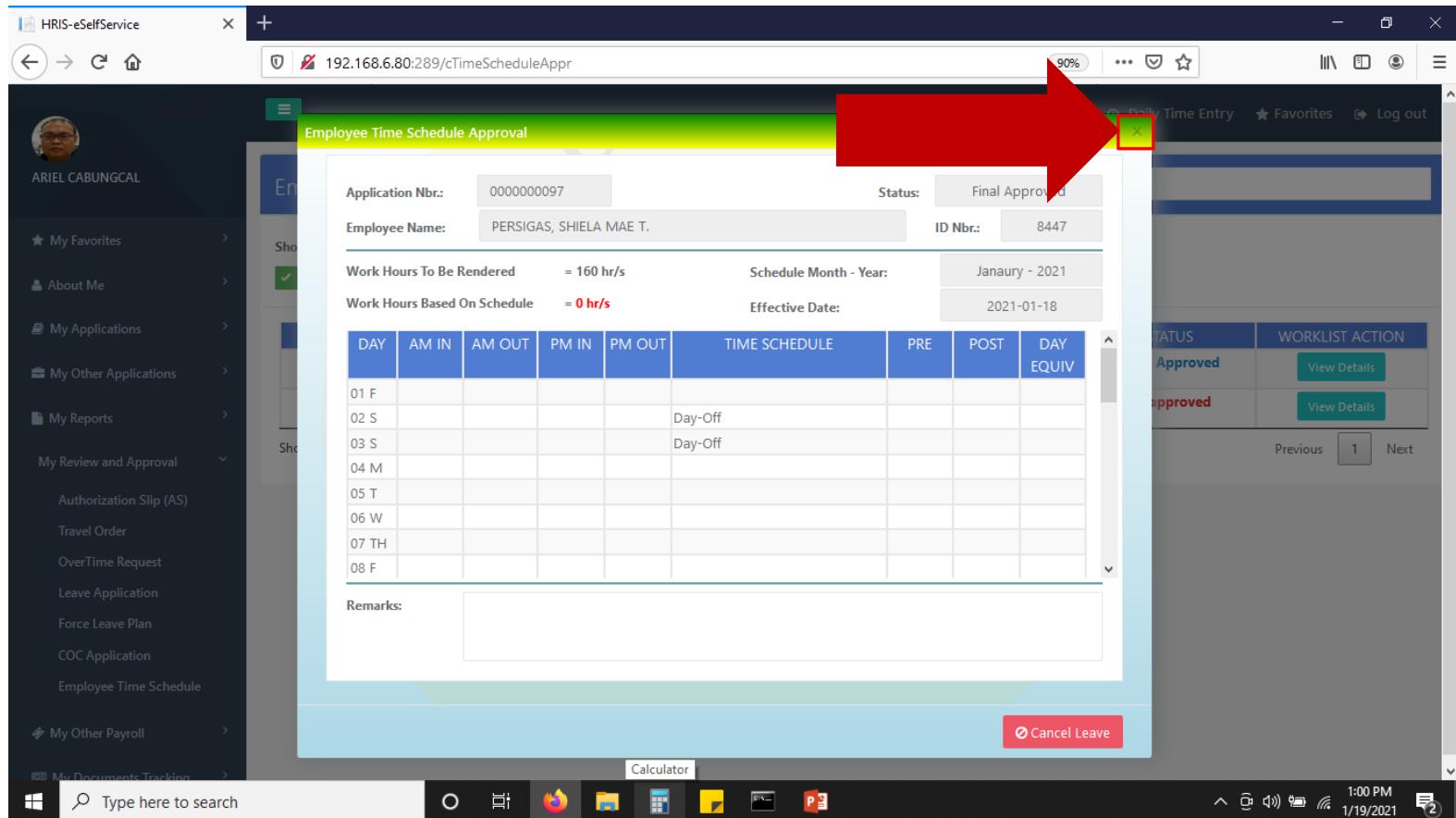
Approved View Details

Previous 1 Next

Type here to search

12:57 PM 1/19/2021 2

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



HRIS-eSelfService

192.168.6.80:289/cTimeScheduleAppr

ARIEL CABUNGCAL

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 Other Payroll

192.168.6.80:289/cSSTimeEntry/Index

Employee Time Schedule

Show 10 entries

Schedule Month - Year: January - 2021

Search

Show Actioned List

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-18	8447	PERSIGAS, SHIELA MAE T.	Final Approved	View Details
2021-01-19	8447	PERSIGAS, SHIELA MAE T.	Disapproved	View Details

Showing 1 to 2 of 2 entries

Previous 1 Next

Type here to search

1:00 PM
1/19/2021

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

The screenshot shows a web browser window titled "Employee Time Schedule Approval" from the "HRIS-eSelfService" website at the URL 192.168.6.80:289/cTimeScheduleAppr. The page displays an employee's time schedule for January 2021. The employee is PERSIGAS, SHIELA MAE T., with Application Nbr. 000000097 and ID Nbr. 8447. The status is "Final Approved". The work hours to be rendered are 160 hr/s, and the effective date is 2021-01-18. The time schedule grid shows days from 01 F to 08 F, with "Day-Off" entries for days 02 S, 03 S, and 04 M. A remarks section is empty. At the bottom right is a red "Cancel Application" button. The browser interface includes a search bar, taskbar icons, and a system tray showing the date and time (12:57 PM, 1/19/2021).

Employee Time Schedule Approval

Application Nbr.: 000000097 Status: Final Approved

Employee Name: PERSIGAS, SHIELA MAE T. ID Nbr.: 8447

Work Hours To Be Rendered = 160 hr/s Schedule Month - Year: Janauary - 2021

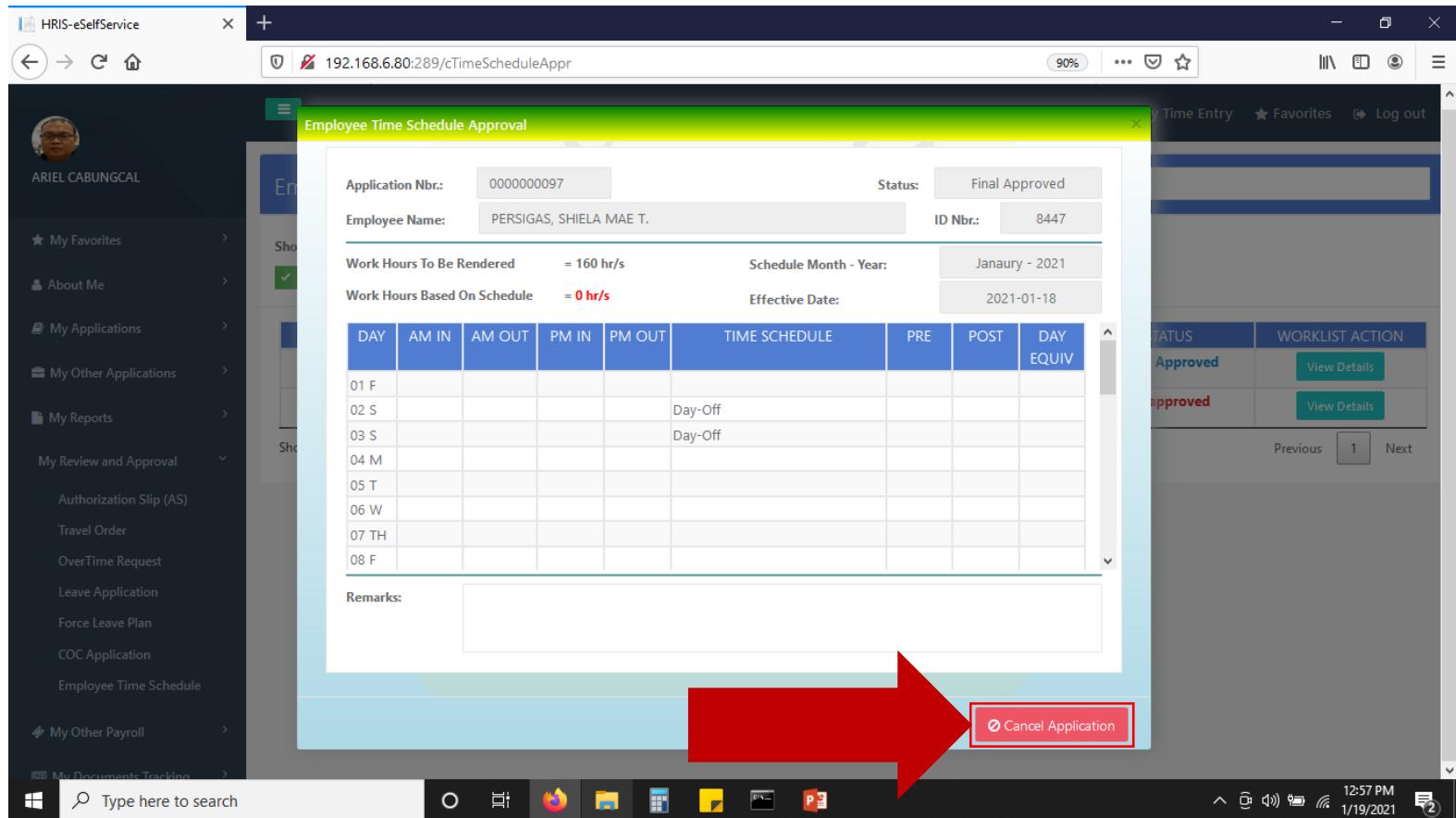
Work Hours Based On Schedule = 0 hr/s Effective Date: 2021-01-18

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

Remarks:

Cancel Application

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



HRIS-eSelfService

192.168.6.80:289/cTimeScheduleAppr

Application Nbr.: 0000000097 Status: Final Approved

Employee Name: PERSIGAS, SHIELA MAE T. ID Nbr.: 8447

Work Hours To Be Rendered = 160 hr/s Schedule Month - Year: Janauary - 2021

Work Hours Based On Schedule = 0 hr/s Effective Date: 2021-01-18

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

Remarks:

Required Field!

Cancel Application

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

Previous 1 Next

1:07 PM
1/19/2021

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

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 resubmit**. If you want to final approve application let the requestor create new entry of **employee's time schedule** application and submit in order for you to finally approved application.

HRIS-eSelfService

192.168.6.80:289/cTimeScheduleAppr

ARIEL CABUNGCAL

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

Application Nbr.: 0000000097 Status: Final Approved

Employee Name: PERSIGAS, SHIELA MAE T. ID Nbr.: 8447

Work Hours To Be Rendered = 160 hr/s Schedule Month - Year: January - 2021

Work Hours Based On Schedule = 0 hr/s Effective Date: 2021-01-18

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

Remarks: CANCELLED

Cancel Application

Favorites Log out

WORKLIST ACTION

View Details

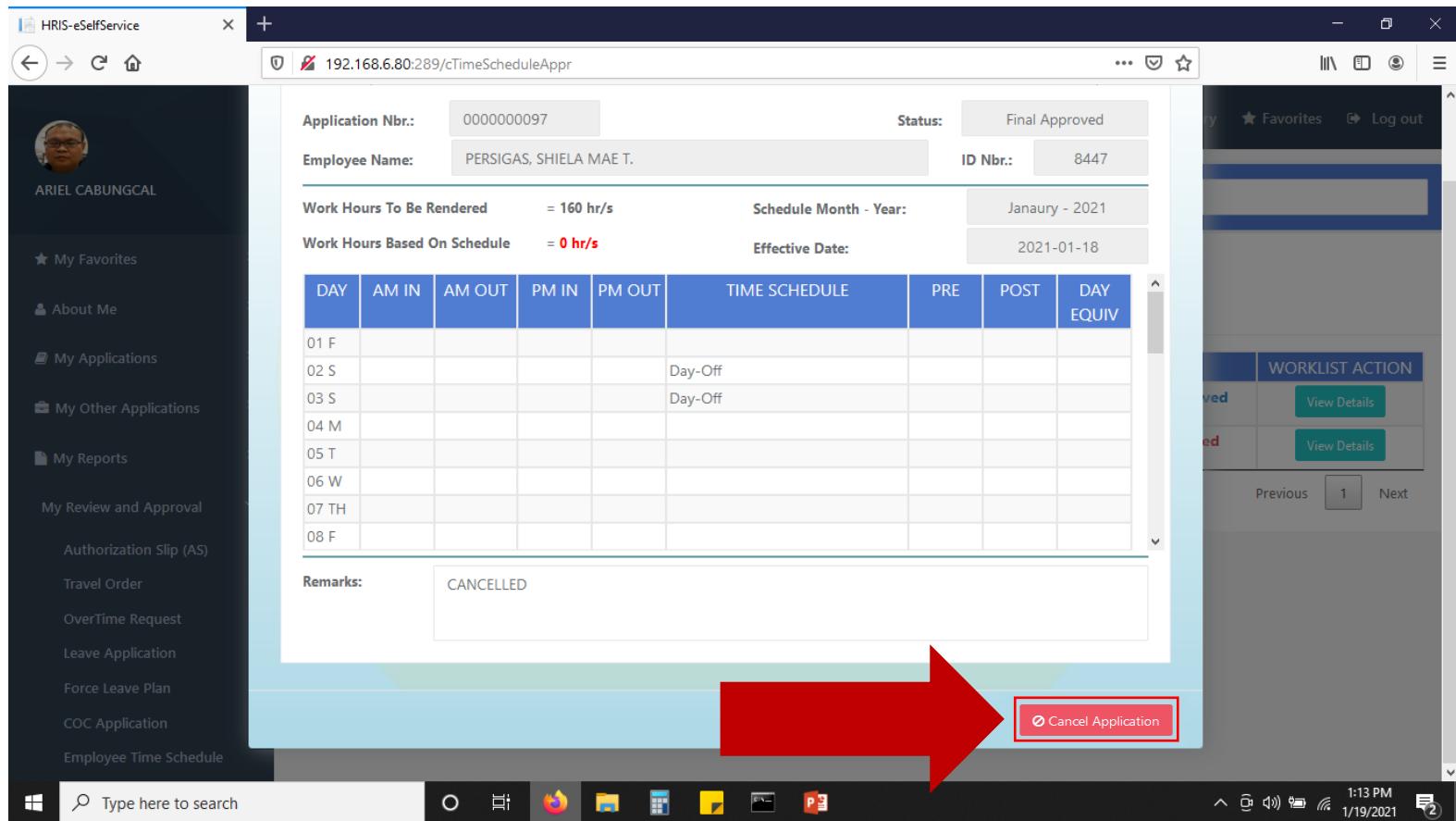
View Details

Previous 1 Next

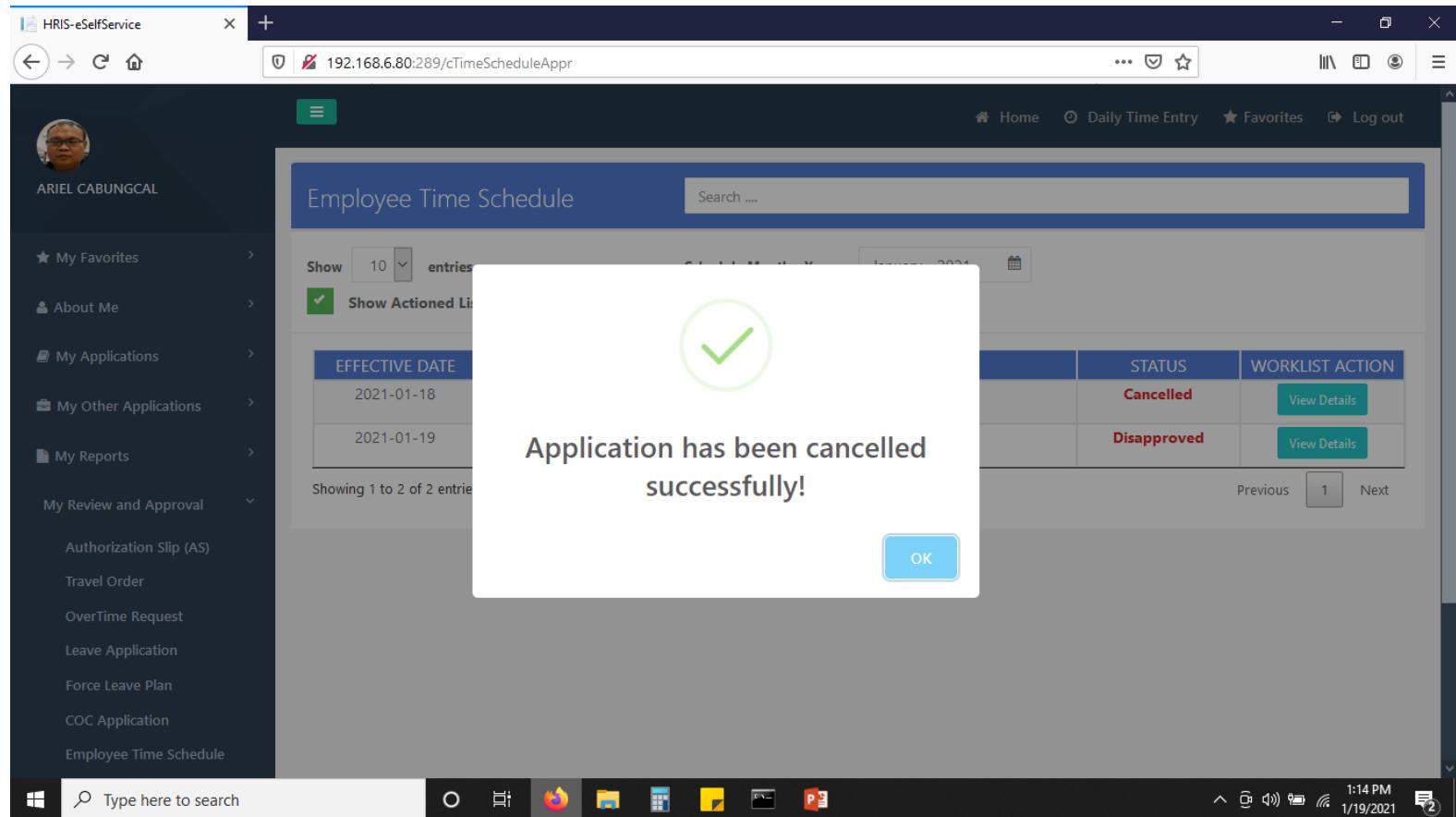
Type here to search

1:10 PM 1/19/2021

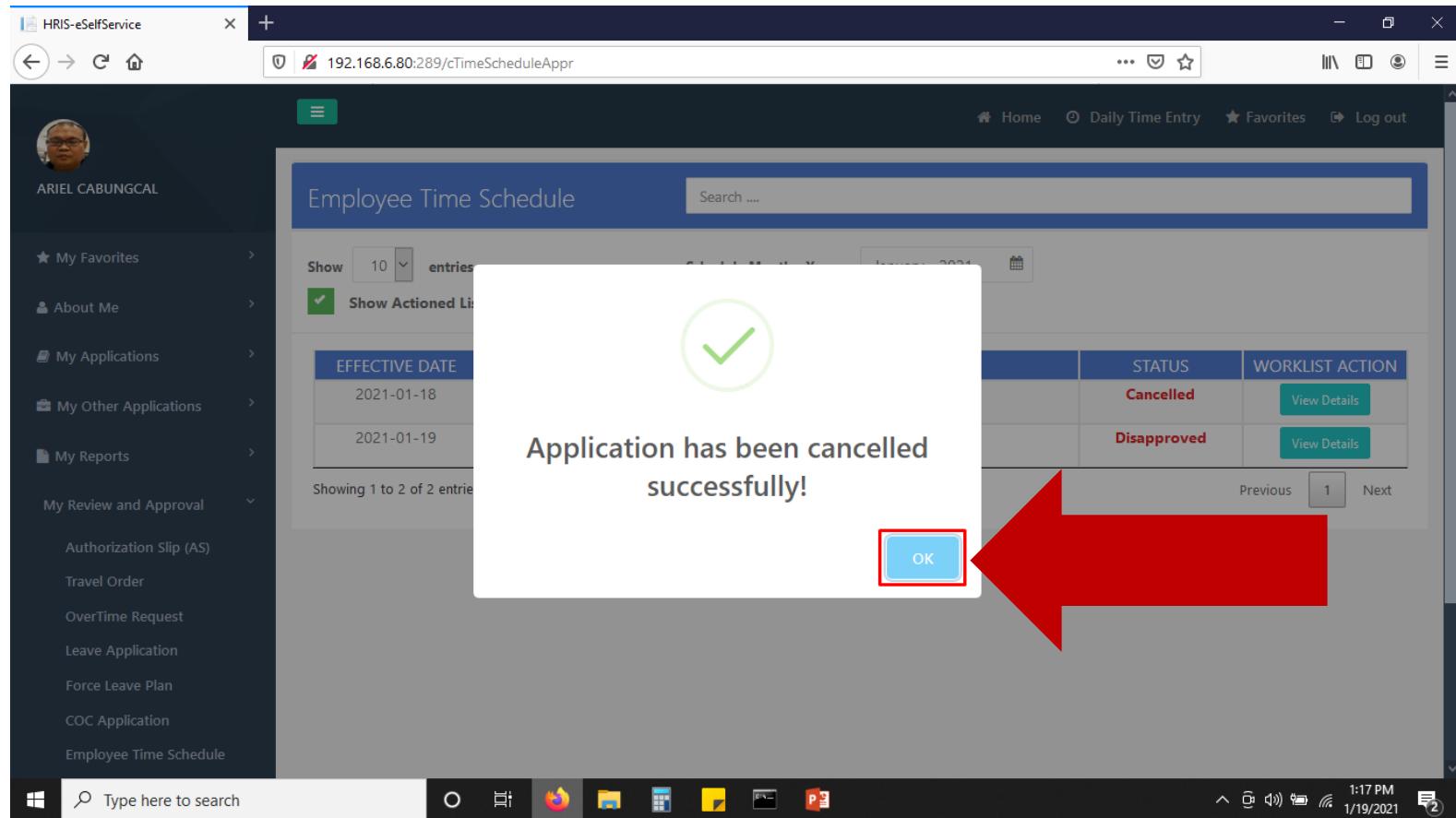
Step 7: Repeat step 6 for you to continue and cancel application.



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



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



HRIS-eSelfService

192.168.6.80:289/cTimeScheduleAppr

Home Favorites Log out

ARIEL CABUNGCAL

Employee Time Schedule

Search ...

Show 10 entries Schedule Month - Year: January - 2021

Show Actioned List

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-18	8447	PERSIGAS, SHIELA MAE T.	Cancelled	View Details
2021-01-19	8447	PERSIGAS, SHIELA MAE T.	Disapproved	View Details

Showing 1 to 2 of 2 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

1:26 PM 1/19/2021

Note:

If you want to view **cancelled pending** application click **view details button** to view application. Only the final approver who can view the information of the cancelled application once page is refresh automatic cancelled application will not be visible in **employee's time schedule** approval main page.

Step 9: Select specific record to view information click **view details** button if you want to view cancelled application.

The screenshot shows the HRIS-eSelfService Employee Time Schedule application interface. On the left is a sidebar with user profile information (ARIEL CABUNGCAL) and navigation links for Favorites, About Me, Applications, Reports, and Review/Approval. The main content area displays a table of time entries:

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	WORKLIST ACTION
2021-01-18	8447	PERSIGAS, SHIELA MAE T.	View Details
2021-01-19	8447	PERSIGAS, SHIELA MAE T.	View Details

A large red arrow points to the 'View Details' button for the entry on January 19, 2021. The application is running on a Windows 10 desktop, as indicated by the taskbar at the bottom.

HRIS-eSelfService

192.168.6.80:289/cTimeScheduleAppr

Employee Time Schedule Approval

Application Nbr.: 0000000097 Status: Cancelled

Employee Name: PERSIGAS, SHIELA MAE T. ID Nbr.: 8447

Work Hours To Be Rendered = 160 hr/s Schedule Month - Year: Janauary - 2021

Work Hours Based On Schedule = 0 hr/s Effective Date: 2021-01-18

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

Remarks: CANCELLED

WORKLIST ACTION

View Details

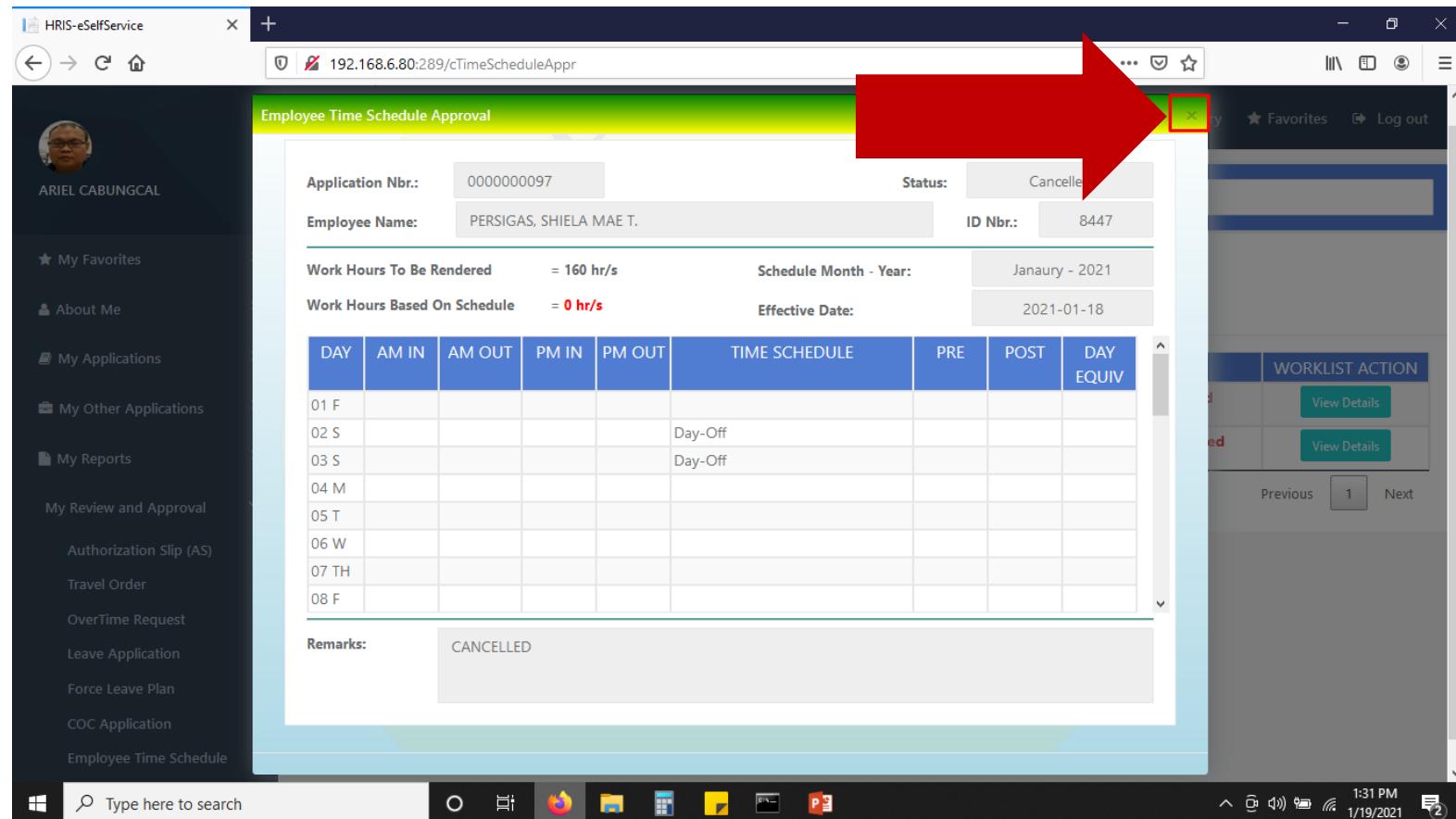
View Details

Previous 1 Next

Type here to search

1:30 PM 1/19/2021

Step 10: Click **close icon** if you want to close application and go back on main page.



HRIS-eSelfService

192.168.6.80:289/cTimeScheduleAppr

Home Daily Time Entry Favorites Log out

ARIEL CABUNGCAL

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

Show 10 entries Schedule Month - Year: January - 2021

Show Actioned List

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-18	8447	PERSIGAS, SHIELA MAE T.	Cancelled	<button>View Details</button>
2021-01-19	8447	PERSIGAS, SHIELA MAE T.	Disapproved	<button>View Details</button>

Showing 1 to 2 of 2 entries

Previous 1 Next

Employee Time Schedule

Reports 2019_2020

Type here to search

1:32 PM 1/19/2021

Step 11: Press **CTRL +F5** on your keyboard if you want to refresh the page.

The screenshot shows a web browser window titled "HRIS-eSelfService" with the URL "192.168.6.80:289/cTimeScheduleAppr". The user is logged in as "ARIEL CABUNGCAL". The main content area is titled "Employee Time Schedule" and displays a table of time entries for January 2021. The table has columns for EFFECTIVE DATE, ID NBR, EMPLOYEE NAME, STATUS, and WORKLIST ACTION. Two entries are listed:

EFFECTIVE DATE	ID NBR	EMPLOYEE NAME	STATUS	WORKLIST ACTION
2021-01-13	6263	HORNIDO, CHANDA G.	Final Approved	<button>View Details</button>
2021-01-14	1603	MADRID, JOY C.	Reviewed	<button>For Final Approval</button>

Below the table, it says "Showing 1 to 2 of 2 entries". The browser's address bar shows "192.168.6.80:289/cTimeScheduleAppr". The taskbar at the bottom includes icons for File, Home, Back, Forward, Stop, Refresh, and Favorites, along with the date and time "1/19/2021 1:32 PM".