**OVERVIEW OF THE SYSTEM – PART I**

1. **User Management**

The administration of the HR system comprises of the Super Admin (which is the IT people), the Admin (which is the HR), the Supervisors (or the Department heads), and the Users (All employees). They have different access credentials.

1. **Hiring and Appointment**
2. ITEM MANAGEMENT
   1. ITEMS are unique and can be classified and filtered as Filled Items and Unfilled Items.
   2. FILLED ITEM have employee assigned to it while UNFILLED item has no employee assigned to it.
   3. UNFILLED items have NATURE:
      1. ORIGINAL ITEMS opened by the agency because the agency need more manpower for a certain office or
      2. PROMOTION ITEMS
      3. OTHERS
   4. ITEMS can only be assigned to PERMANENT or REGULAR employees
   5. In the JOB ORDER / CONTRACTUAL section, the filter will be FILLED POSITION AND UNFILLED POSITION
3. ADDING ITEMS
4. The process of HR always starts with adding Vacant positions in the Hiring and Appointment section.
5. The Admin or HR manager adds ITEMS (ADD ITEM modal) to be filled-up by future or qualified applicants.
6. ITEMS have unique numbers that corresponds to a vacant Plantilla position. For example, the agency is looking for office staff for the position of Administrative Assistant III for this year. The ITEM number would be – ADAS\_32021. And this ITEM number will stay even the employee will leave the agency.
7. ITEMS can be ORIGINAL, PROMOTION, or OTHERS (be identified soon)
8. In the JOB ORDER / CONTRACTUAL section, it will be ADD POSITION modal
9. UNFILLED ITEMS has edit, update and delete function.
   1. The admin can change and update the date of posting for the unfilled item
   2. If an unfilled item is a previous item vacated by previous employee, the name of the previous employee will appear in the previous employee area.
   3. The admin can ADD applicants for the unfilled item
   4. The admin will ASSIGN only one SELECTED applicant for the unfilled ITEM
   5. Once the admin assign an applicant to an unfilled item, the item will be marked as FILLED, and will no longer appear as unfilled.
   6. We can view and edit applicants through APPLICANT INFORMATION modal.