**OVERVIEW OF THE SYSTEM – PART II**

1. **Adding Employee**

The Super Admin and Admin will only be the one to be able to add employees in the system.

There are 3 types of employees:

1. Permanent
2. Job Order / Contractual
3. MOA (Memorandum of Agreement)

There is different form for adding employee depending on the types that will be selected through radio selection.

1. Once the permanent is selected, the Admin will search the Item no. which is already filled in the Hiring and Appointment section. (Auto search for the filled items)
2. Once the Item No. is selected, fields for the Plantilla, salary grade, and Assigned applicant will be filled automatically.
3. All other information will be manually added by the Admin. Department, Office/Unit, Designation, and Date of Effectivity.
4. Once the information is submitted, the employee will be added in the Employee Management where the continuation of updating his/her profile will be continued.
5. The employee can now be search through his or her employee ID.
6. **Employee Management**
   1. The admin can easily search an employee, edit its profile, and even print its profile.
   2. The profile of an employee comprises of Agency Profile, PDS or Personal Data Sheet, Leave Credits, and File 201
   3. Agency Profile contains all employee information from the agency.
   4. PDS contains detailed information in accordance to the Civil Service Commission
   5. Leave Credits contains the computation of the employee leave records
   6. File 201 contains the attachments of scanned documents of the employee.
   7. The most of the data fields of the employee is connected to the several parts of the system like Learning and Development, Leave Management, Hiring and Appointment, etc.