

## CHANGING PASSWORD

The screenshot shows the SGTSI HRIS interface. On the left is a navigation menu with items: Dashboard, My Attendance, REQUEST APPROVAL MENU (For Approval), EMPLOYEE SELF-SERVICE MENU (My Requests, Document Management, Reports, and Change Password). The 'Change Password' option is highlighted with a red box. The main content area is titled 'Change Password' and contains a form with three input fields: 'Username \*' (containing 'spark\_van'), 'New Password \*' (containing 'New Password'), and 'Confirm New Password \*' (containing 'Confirm Password'). All three input fields are highlighted with red boxes. At the bottom right of the form are 'Cancel' and 'Save' buttons.

Figure 1.1: Change Password

The desired **password** of the user should be **alphanumeric** (combination of letters, numbers and special characters).

## LEAVE APPLICATION

The **Leave** can be found under the sub module of **My Requests** in *Employee Self Service Menu*.

The screenshot shows the SGTSI HRIS interface. On the left is a navigation menu with items: Dashboard, My Attendance, REQUEST APPROVAL MENU (For Approval), EMPLOYEE SELF-SERVICE MENU (My Requests, Overtime, Leave, Attendance Adjustments, Change Shift, Official Business, Document Management, Reports, and Change Password). The 'Leave' option under 'My Requests' is highlighted with a red box. The main content area is titled 'Leave Filed' and contains two buttons at the top right: 'File New Leave +' and 'File Half Day +', both highlighted with red boxes. Below the buttons is a search bar and a table with columns: Employee Number, Name, Type of Leave, For Halfday, Date Start, Date End, Date Filed, Reason, Status, and Action. The table is empty, with the text 'No data available in table' and 'Showing 0 to 0 of 0 entries' displayed. At the bottom right of the table are 'Previous' and 'Next' buttons.

Figure 2.0: Leave Application

When filling of leave, the user can choose between **File New Leave** and **File Half Day**.

*Figure 2.1: Application for Leave Form*

The user must specify what **type** of leave they will avail (Vacation/Sick Leave), the **start date** and the **end date**, and the **reason** for availing a leave.

*Figure 2.2: Application for Half Day*

The user must specify what **time** of half day they will avail (morning/afternoon), **date** and **reason** for availing a half day.

**NOTE:** The user may view, search, or cancel their filed leaves. The filed leave has to be approve by the Supervisor and HR.

## OFFICIAL BUSINESS APPLICATION

The **Official Business (OB)** can be found under the sub module of **My Requests** in *Employee Self Service Menu*.

Figure 3.0: Official Business Application

Figure 3.1: Official Business Request

User must indicate the **date, start time, end time, location/destination** of Official Business, must clearly elaborate the **reason/purpose** and the attached file for **evidence of meeting** as a proof (screenshot of mail/text).

**NOTE:** The user may view, search, or cancel their filed leaves. The filed leave has to be approve by the Supervisor and HR.

## TIME ADJUSTMENT APPLICATION

The **Time Adjustment** can be found under the sub module of **My Requests** in *Employee Self Service Menu*. Users can also request for **Time Adjustment** under the **My Attendance Menu**. There are two ways to request for a time adjustment.

#### A. Time Adjustment for No Time in and Time out

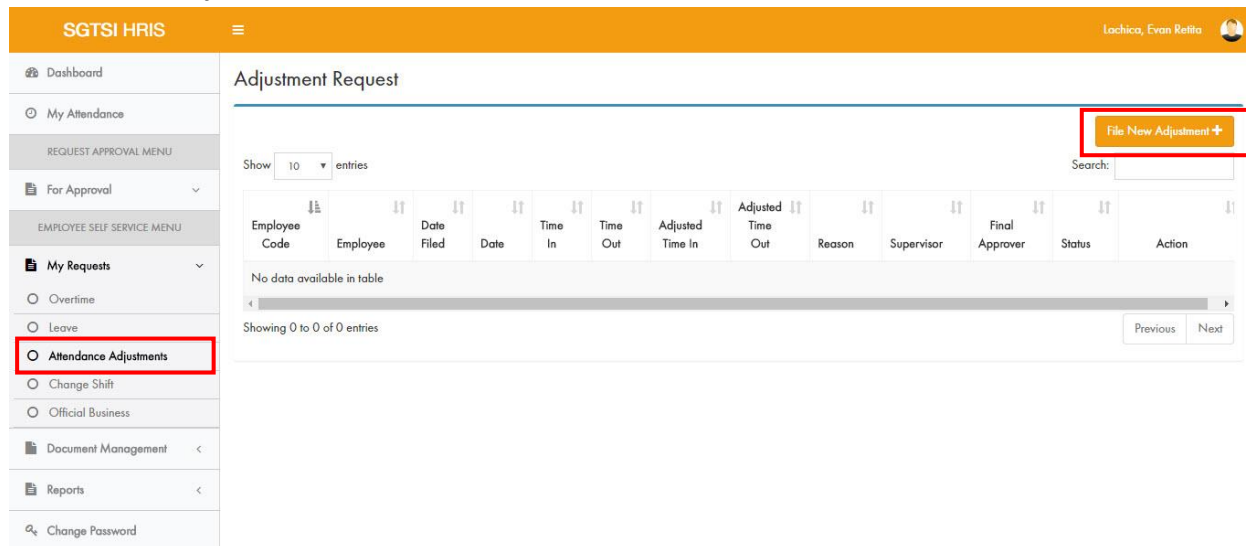


Figure 4.0: Time Adjustment Application

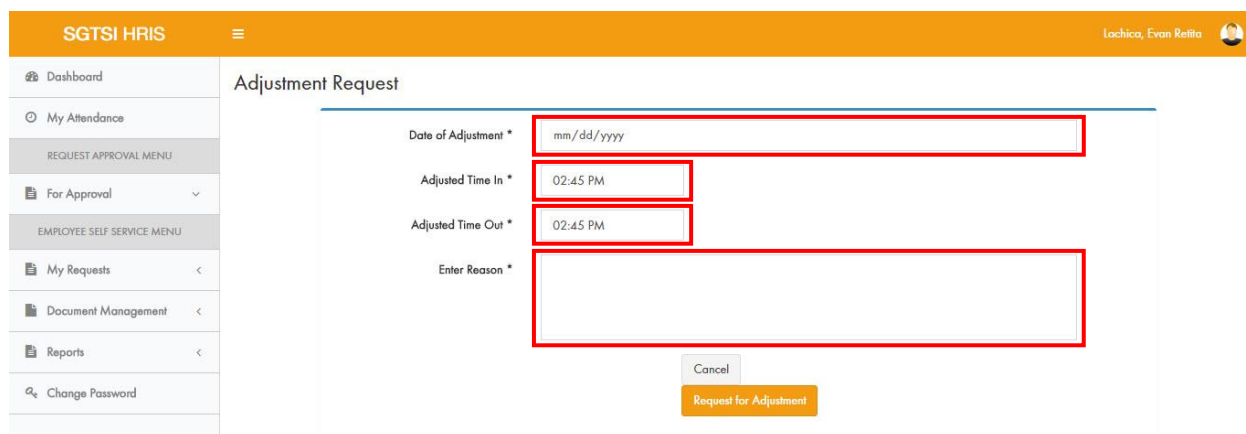


Figure 4.1: Time Adjustment Request

This request is for time adjustment of missing attendance. User must indicate the **date**, **adjusted time in**, **adjusted time out** of attendance to be adjusted, and clearly elaborate the **reason** for adjustment.

**NOTE:** The user may view, search, or cancel their filed leaves. The filed leave has to be approve by the Supervisor and HR.

## B. Time Adjustment for Existing Attendance

Time In	Time Out	Note	Action
07-05-2016 09:07:00	07-05-2016 18:07:00		Adjustment
07-05-2016 09:07:00	07-05-2016 18:07:00		Adjustment
07-04-2016 11:07:00	07-04-2016 17:07:00		Adjustment
07-04-2016 11:07:00	07-04-2016 17:07:00		Adjustment
07-01-2016 08:07:00	07-01-2016 17:07:00		Adjustment
07-01-2016 08:07:00	07-01-2016 17:07:00		Adjustment
06-30-2016 11:06:00	06-30-2016 17:06:00		Adjustment
06-30-2016 11:06:00	06-30-2016 17:06:00		Adjustment
06-29-2016 09:06:00	06-29-2016 17:06:00		Adjustment
06-29-2016 09:06:00	06-29-2016 17:06:00		Adjustment

Figure 4.2: Attendance

Adjust

Original Time in \* 07-05-2016 09:07:00

Original Time Out \* 07-05-2016 18:07:00

Adjusted Time In \* 03:00 PM

Adjusted Time Out \* 03:00 PM

Enter Reason \*

Request for Adjustment

Figure 4.3: Attendance Time Adjustment Request

This request is for adjustments for an existing attendance. User must indicate the **adjusted time in**, **adjusted time out** of attendance to be adjusted, and clearly elaborate the **reason** for adjustment.

**NOTE:** The user may view, search, or cancel their filed leaves. The filed leave has to be approve by the Supervisor and HR.