

INSY'S HUMAN CAPITAL MANAGEMENT SYSTEM

THE HERITAGE HOTEL MANILA

MODULE 3: INSYS ORBIT

INSYS HRMS ENTERPRISE MODULES & COMPONENTS	DESCRIPTION

INTELLISMART
TECHNOLOGY

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ENTERPRISE

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INSYS ORBIT

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INSYS HRMS ENTERPRISE MODULES & COMPONENTS		DESCRIPTION
INSYS ORBIT A comprehensive and highly flexible system which gives the organization the capability to manage, document, and process workforce schedules, man hours, and time records.	MODULES MAINTENANCE	<p>This module provides a facility to set the breakdown of employee schedules.</p> <p>General Policy</p> <ul style="list-style-type: none"> ➤ Follows a First In Last Out Policy <ul style="list-style-type: none"> - 1st Cut-off: Attendance Coverage from 23rd of the previous month to 7th of the current month - 2nd Cut-off: Attendance Coverage from 8th to 22nd of the of the current month ➤ Work Hours <ul style="list-style-type: none"> Five (5) days Compressed Work Week Monday to Thursday: 9:00am until 7:00pm Friday: 9:00am until 6:00pm ➤ Operations 6 days a week 8 hrs a day / 1 day off <p>B. Working Hours per Week</p> <ul style="list-style-type: none"> ➤ Compress Work Week <p>C. Leave Application</p> <ul style="list-style-type: none"> ➤ Half day and whole day hours for leave will depend on the daily work schedule set-up FOR ADMIN ONLY <p>Example:</p> <p>Wholdeday Leave from Monday to Thursday Schedule = 1.25 day or 9hrs ; Halfday = 4.5 hrs</p> <p>Wholeday Leave from Friday = 1 day or 8 hrs; halfday = 4hrs</p>

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		<p>D. Work during Holiday, Special day, or Rest day</p> <ul style="list-style-type: none"> ➤ Employees who are required to report for work during legal/special is entitled to premium pay in accordance to Labor Law. <p>E. Night Differential</p> <ul style="list-style-type: none"> ➤ 10:00 PM – 6:00 AM

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Absences	<p>General Policy</p> <p>A. Authorized Leave/Absence without Pay</p> <ul style="list-style-type: none"> ➤ An unpaid leave approved by the employee's manager and usually filed in advance. <p>B. Un-authorized Leave/Absence without Pay</p> <ul style="list-style-type: none"> ➤ An unpaid leave where the employee failed to get the approval of his manager. <p>C. Half day absences</p> <ul style="list-style-type: none"> ➤ Refers to the schedule of the employee. <p>D. Half day filing of leave</p> <ul style="list-style-type: none"> ➤ First half of the day leave = total regular hours divide by 2 ➤ Second half of the day leave = total regular hours divide by 2

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		DESCRIPTION
		<p>Note: In the system, this shall be set by the user on the daily schedule module.</p>
	Tardiness	<p>General Policy</p> <ul style="list-style-type: none"> ➤ 15 minutes grace period. (Except Employees that are not required to log) ➤ Tardiness / late more than 15 minutes will be deducted according based on the total number of minutes considered late.
	Undertime	<p>General Policy</p> <ul style="list-style-type: none"> ➤ Employees who left work early will be considered Undertime. ➤ Actual undertime shall be considered for deduction.
		<p>This module provides a facility to input the IP addresses of devices to connect on the system. Mostly applicable for systems with Fscan, an application that automatically retrieves logs from the biometrics.</p> <p>IP addresses of the devices connected to the system must be encoded in this module.</p>
	Hour Type	<p>System: Default Set-Up</p> <ul style="list-style-type: none"> ➤ Basic ➤ Break ➤ Overtime ➤ Out
	Day Type	<ul style="list-style-type: none"> ➤ Regular Day ➤ Rest Day ➤ Special Holiday ➤ Special Rest day ➤ Legal Holiday

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		<ul style="list-style-type: none"> ➤ Legal Rest day ➤ Suspension Day
INSYS ORBIT	System: Default Set-Up	
Schedule File		This module provides a facility to export a template for uploading of employee schedules per cut-off or monthly or set the schedule encoded as default.
Employee Time Record		<p>This module allows the viewing of raw logs retrieved by FScan from the biometrics device or those that are uploaded through Employee Attendance Log file.</p> <p>General Policy</p> <p>Time-In-Allowance</p> <ul style="list-style-type: none"> ➤ This is dictates the number of hours the employee is allowed to already log in from the scheduled time-in. Please see sample below for a better presentation. <p>If time-in-allowance is three (3) hours before the scheduled time</p> <p>Schedule: 8:00AM – 5:00PM</p> <ul style="list-style-type: none"> ➤ Acceptable time in for employee with the said schedule is 5:00 AM – onwards. If employee logged in before 5:00 AM, system would automatically capture the logs for the previous date. <p>This module allows users to add, edit and view overtime applications that can either be applied through web IONS or uploaded on the system.</p> <p>Overtime</p>

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<p>Extra Day Off (EDO)</p> <p>COVERAGE:</p> <p>Employees from levels 5.1 and above are entitled to avail the EDO for extra work rendered during:</p> <ul style="list-style-type: none"> A. Regular work days B. Regular days off C. Public holidays <p>PROCEDURE:</p> <ol style="list-style-type: none"> 1. Extra work rendered must be at least four (4) hours to be credited and utilized as EDO availment. EDO credit shall be for the same number of extra work hours rendered, i.e., four (4) hours extra off for four (4) hours extra work performed. 2. Extra work rendered that is less than four (4) hours shall not qualify for EDO availment. Accumulation of shorter work hours likewise shall not be allowed. 3. An employee who renders extra work shall accomplish the Extra Work Form (EWF). This must be approved by the Department and/or Division Head and submitted to HRD <u>within twenty-four hours (24) from completion of such extra work.</u> Photocopy of time cards (when applicable) shall be attached to the form. 4. Extra work not filed within the prescribed period of 24 hours shall not be credited and cannot be availed as EDO. <p>LIMITATION/FORFEITURE:</p> <p><i>All approved extra work performed must be availed as Extra Day Off within three (3) months from rendition thereof. Failure to</i></p>	

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Overtime File	<p>avail within this period, the EDO is deemed forfeited.</p> <p>Overtime Pay</p> <ul style="list-style-type: none"> ➤ Only employees from level 6.0 to 6.3 are covered and entitled to overtime pay. All other employees from level 5.1 and above are not covered. ➤ Overtime – Minimum 2 hrs to file for Overtime with pay
Leave	<p>This module provides a facility for users to upload all Overtime Applications of Employees within a specific period of time through a generated template.</p> <ul style="list-style-type: none"> ➤ Applications uploaded through overtime file will automatically be approved. ➤ Filing status can be changed individually if there is a need to disapprove or cancel applications. ➤ Generates Excel File for batch uploading Overtime File <p>System: Default Set-Up</p> <p>This module allows users to add, edit, and view leave applications that can either be applied through web IONS or uploaded on the system. (ie. Vacation Leave, Sick Leave, etc)</p> <p>General Policy:</p> <ul style="list-style-type: none"> ➤ Earning of leave credit starts upon hiring ➤ Entitlement starts upon regularization. <p>Example:</p> <p>If the number of leave credits is 12, employee will already be entitled to avail half or 6days upon confirmation of his/her regularization.</p> <p>Vacation Leave and Sick Leave</p>

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<u>Leave Credit Metrics</u>						
Position Level	General Manager	Director Level 1	Level 2 and 3	Level 4 to 5.1	Level 6.9 to 6.3	
Initial VL Credit - 1yr	26	24	18	16	14	
Additional Leave Credits for every year						
5years	1	1	1	1	1	
8years	1	1	1	1	1	
10years	1	1	1	1	1	
12 years	1	1	1	1	1	
15 years	1	1	1	1	1	
20years or more	1	1	1	1	1	
Sick Leave	32	30	24	22	20	
	0	12	12	12	12	

Vacation Leave Conversion

- Sick leave credits covering the previous calendar year shall be converted to vacation leave at the end of the second half for the following year on June 30.
- Within one month from conversion, the same shall be converted to cash, but the total credits shall not exceed ten (10) days.
- Value of Ten (10) days monetized leave shall not be subject to tax. (under de minimis benefits)
- Cut off Period: July 15 of every year. Thus, All SL availed from July 16 onwards, shall be deducted from SL credits from the current year earned credit.

Other Leave Types:

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		<ul style="list-style-type: none"> ➤ Solo Parent Leave, Guideline and Eligibility in accordance to Republic Act No. 8972 ➤ Maternity Leave. ➤ Paternity Leave.
		<p>This module provides a facility for users to upload all Leave Applications of employees within a specific period of time through a generated template.</p> <ul style="list-style-type: none"> ➤ Applications uploaded through leave file will automatically be approved. ➤ Filing status can be changed individually if there is a need to disapprove of approved applications.
		<p>System: Default Set-Up</p> <p>This module allows users to add, edit and view official business applications that can either be applied through web IONS or uploaded on the system.</p> <p>General Policy</p> <ul style="list-style-type: none"> ➤ Official Business can be filed by all employees via IONS. ➤ Overtime is allowed during Official Business ➤ Combination logs and Official Business shall be considered by the system. ➤ Should capture the earliest time in & latest time out either from Official Business Off file or logs. <p>This module provides a facility for users to upload all Official Business Applications of Employees within a specific period of time through a generated template.</p> <ul style="list-style-type: none"> ➤ Applications uploaded through official business file will automatically be approved. ➤ Filing status can be changed individually if there is a need to disapprove or cancel applications. ➤ Generates Excel File for batch uploading Official Business File

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	Missed Log	<p>This module allows users to add, edit, and view missed log applications that can either be applied through web IONS or uploaded on the system.</p> <p>General Policy</p> <ul style="list-style-type: none"> ➤ All employees are allowed to file missed log. ➤ Incomplete logs = Absent
	Change of Work schedule	<p>This module allows users to add, edit, and view change of schedule applications that can either be applied through web IONS or uploaded on the system.</p> <p>General Policy</p> <ul style="list-style-type: none"> ➤ All employees are eligible for filing Change of work schedule. ➤ Change of rest day is also filed under the said module.
	Time and Attendance Processing	<p>This module caters to the system capability to process time, attendance, and payroll-related applications.</p> <p>This module caters to the timekeeping reports needed by the company.</p> <p>List of Standard reports</p> <ul style="list-style-type: none"> ➤ Overtime ➤ Leave ➤ Official Business ➤ Missed Logs ➤ Absences ➤ Undertime ➤ Tardiness ➤ Daily Schedule ➤ Perfect Attendance

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	<ul style="list-style-type: none"> ▼ Leave Balance ▼ Leave Credit Accrual and Usage ▼ Employee Time Record ▼ Employee Attendance Log ▼ Monthly Attendance Summary ▼ Monthly Tardiness ▼ Monthly Undertime ▼ Monthly Absences

We attest that we have read, understood, and accepted the following features to the reference project to address our requirements and specifications. We also understand that the features to be made to the modules listed above would require scheduling by Intellismart Technology, Inc. for development and delivery which would be submitted to us. Any and all changes to be requested after signing this document, depending on the nature of the request, may entail additional cost at the discretion of Intellismart Technology, Inc.

Signatories:

INTELLISMART TECHNOLOGY, INC.

THE HERITAGE HOTEL MANILA

ROMARIO DECOC / Atty. JUANITO BALTAZAR

DEBORA DECA

Tony W

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Module 3 of 4: Timekeeping (InSys Orbit)