

Human Resources Management Employee Self Service (HRMESS) is a portal in which employees can access and manage HR-related information. There are 3 types of users on HRMESS: employees, approvers/managers, and HR personnel/administrators. All employees can submit applications, use the attendance recorder, and view their DTR, leave balances, payslips, and list of approvers. Managers/approvers can see and approve the applications submitted by their subordinates. HR personnel encode the data needed by the system and help the administrator ensure that the information displayed is accurate.

Common Components

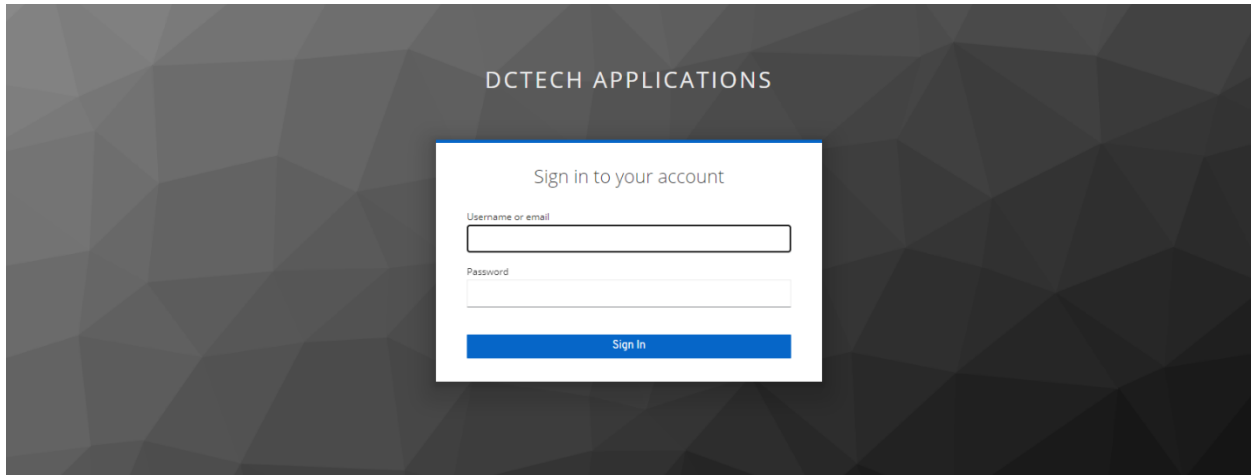
HRMESS data are mostly represented by tables. These components are useful for efficient data browsing. Filter enables users to limit the information displayed within a long table based on the detail entered in the text field. Pagination shows the number of rows and provides a current page number input control. Clickable row is also common to tables. The user must click the row to view the full details of the selected information.

The image shows two UI components. The first is a filter input field with the label 'Filter' on the left, a text box containing the word 'Filter', and a 'Clear' button on the right. The second is a pagination control with the label 'Show' on the left, a dropdown menu showing '10', and a series of buttons for page navigation: '<<', '<', '1', '2', '3', '4', '...', '>', and '>>'. The '1' button is highlighted in blue.

Pages

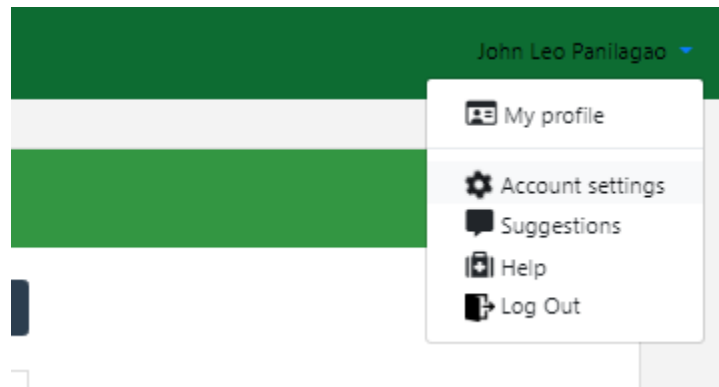
Login

Dctech uses Keycloak as the tool for identity and access management to allow single sign-on authentication.



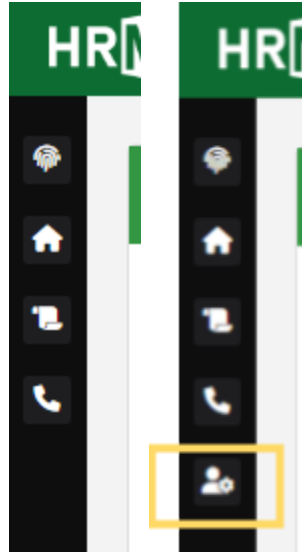
User Profile

The system provides a collection of settings and information associated with the user. Here, the employees can view their profile, update personal data, submit system-related suggestions, and check the user manual.



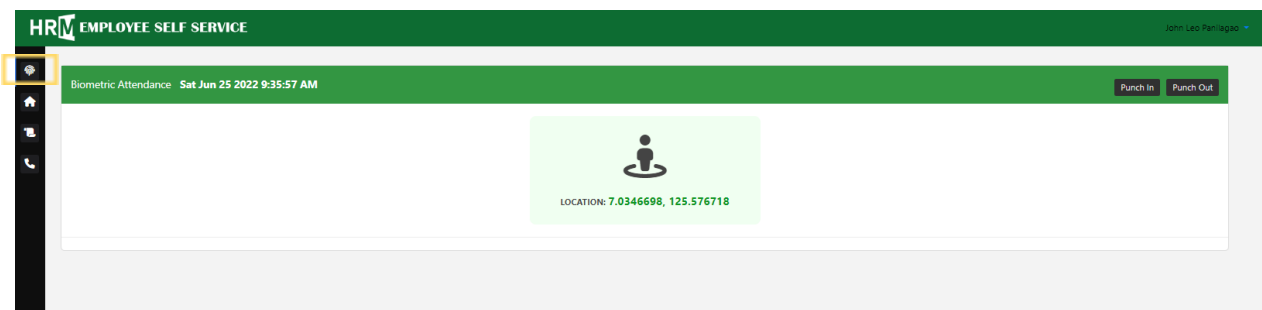
Side Bar

The left side displays the side bar containing the navigation links for online attendance, home, applications, inquiry, and management (for users with advanced roles).



Biometric Attendance / Online Attendance

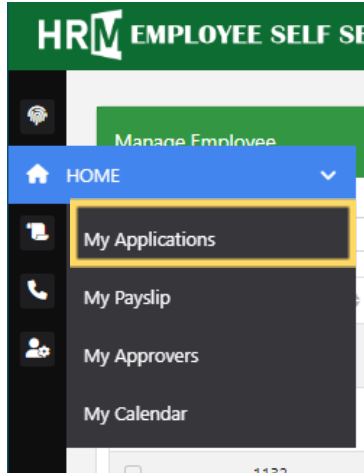
HRMESS allows employees to clock in and out through the system. This feature serves as an attendance recorder alternative for office branches without physical biometric devices. Employees deployed on field can also use this to punch in and punch out. It records the current time and location of the user.



Home

My Applications (List of all applications)

To check all filed applications, the employee must navigate via HOME > My Applications. Their submitted applications with the relevant details will be displayed.



HRM EMPLOYEE SELF SERVICE John Leo Santiago

My Application

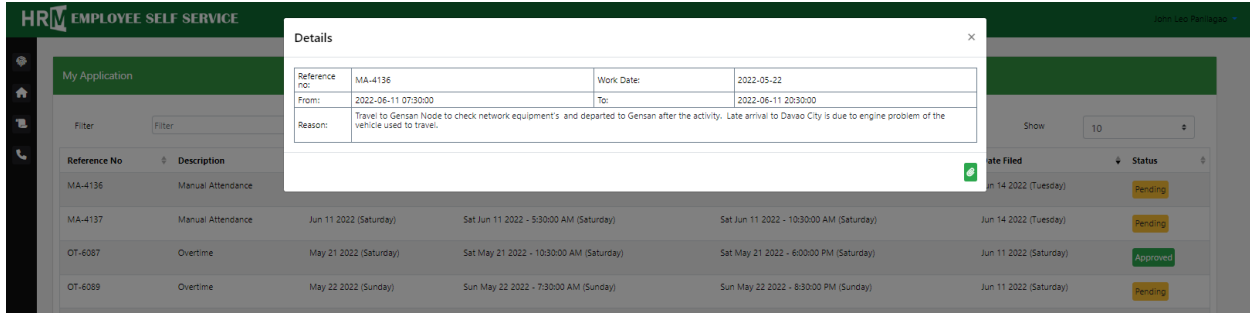
Filter Clear Show 10

Reference No	Description	Work Date	From	To	Date Filed	Status
MA-4136	Manual Attendance	May 22 2022 (Sunday)	Sat Jun 11 2022 - 7:30:00 AM (Saturday)	Sat Jun 11 2022 - 8:30:00 PM (Saturday)	Jun 14 2022 (Tuesday)	Pending
MA-4137	Manual Attendance	Jun 11 2022 (Saturday)	Sat Jun 11 2022 - 9:30:00 AM (Saturday)	Sat Jun 11 2022 - 10:30:00 AM (Saturday)	Jun 14 2022 (Tuesday)	Pending
OT-6087	Overtime	May 21 2022 (Saturday)	Sat May 21 2022 - 10:30:00 AM (Saturday)	Sat May 21 2022 - 6:00:00 PM (Saturday)	Jun 11 2022 (Saturday)	Approved
OT-6089	Overtime	May 22 2022 (Sunday)	Sun May 22 2022 - 7:30:00 AM (Sunday)	Sun May 22 2022 - 8:30:00 PM (Sunday)	Jun 11 2022 (Saturday)	Pending
OT-6090	Overtime	May 30 2022 (Monday)	Mon May 30 2022 - 5:00:00 PM (Monday)	Mon May 30 2022 - 10:30:00 PM (Monday)	Jun 11 2022 (Saturday)	Approved
OT-6091	Overtime	Jun 07 2022 (Tuesday)	Tue Jun 07 2022 - 5:00:00 PM (Tuesday)	Tue Jun 07 2022 - 8:30:00 PM (Tuesday)	Jun 11 2022 (Saturday)	Approved
OT-6092	Overtime	Jun 11 2022 (Saturday)	Sat Jun 11 2022 - 9:30:00 AM (Saturday)	Sat Jun 11 2022 - 6:30:00 AM (Saturday)	Jun 11 2022 (Saturday)	Pending
OT-5417	Overtime	May 20 2022 (Friday)	Fri May 20 2022 - 5:00:00 PM (Friday)	Fri May 20 2022 - 10:00:00 PM (Friday)	May 27 2022 (Friday)	Approved
OT-4797	Overtime	Apr 21 2022 (Thursday)	Thu Apr 21 2022 - 4:30:00 AM (Thursday)	Thu Apr 21 2022 - 7:30:00 AM (Thursday)	May 10 2022 (Tuesday)	Approved
OT-4799	Overtime	Apr 21 2022 (Thursday)	Thu Apr 21 2022 - 5:00:00 PM (Thursday)	Thu Apr 21 2022 - 6:00:00 PM (Thursday)	May 10 2022 (Tuesday)	Approved

43 item(s) found. 1 2 3 4 5

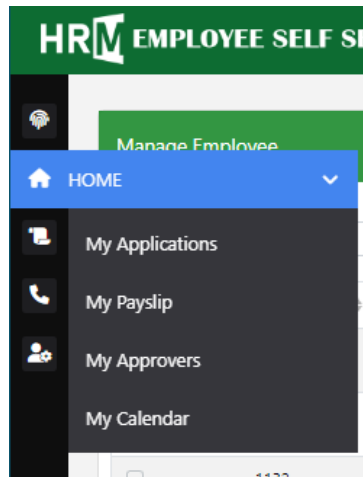
Application Detail Sample

Users must click the row to view the full details of the application.



User's Payslip

Employees can view their up-to-date payslip from HOME > My Payslip. It contains the basic pay along with overtime calculation, number of days absent, minutes of late, penalty and other deductions for the set period. To select the period, choose the year, month and day – 15 for the first half or 30 for the second half of the month.



HRM EMPLOYEE SELF SERVICE John Leo Parlagao

Payslip

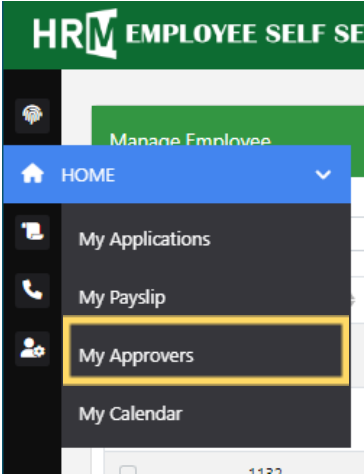
Period:

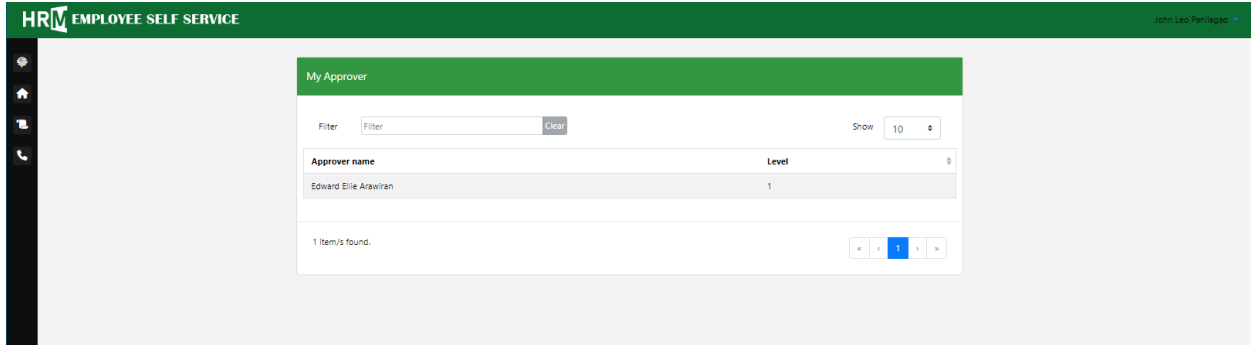
[Print](#)

GROSS PAY		AMOUNT	DEDUCTION		AMOUNT
BASIC	-		No. of Days Absent	-	
Allowance	-		Absent Deduction	-	
OVERTIME	-		No. of minute/s late	-	
No. of Hour/s	-		Late/Penalty	-	
Hour/s Pay	-		Uniform	-	
Night Differential	-		SSS	-	
Refund	-		PHIC	-	
VL Conversion	-		HDMF	-	
Adjustment	-		WTX (tax due)	-	
13th Month Pay	-		SSS Loan	-	
Incentives	-		HDMF Loan	-	
			Cellphone Charges	-	
			Cash Advance	-	
			Internet Charges	-	
			Other Deductions	-	
TOTAL GROSS PAY	-		TOTAL DEDUCTION	-	
			NET PAY	-	

User's Approvers

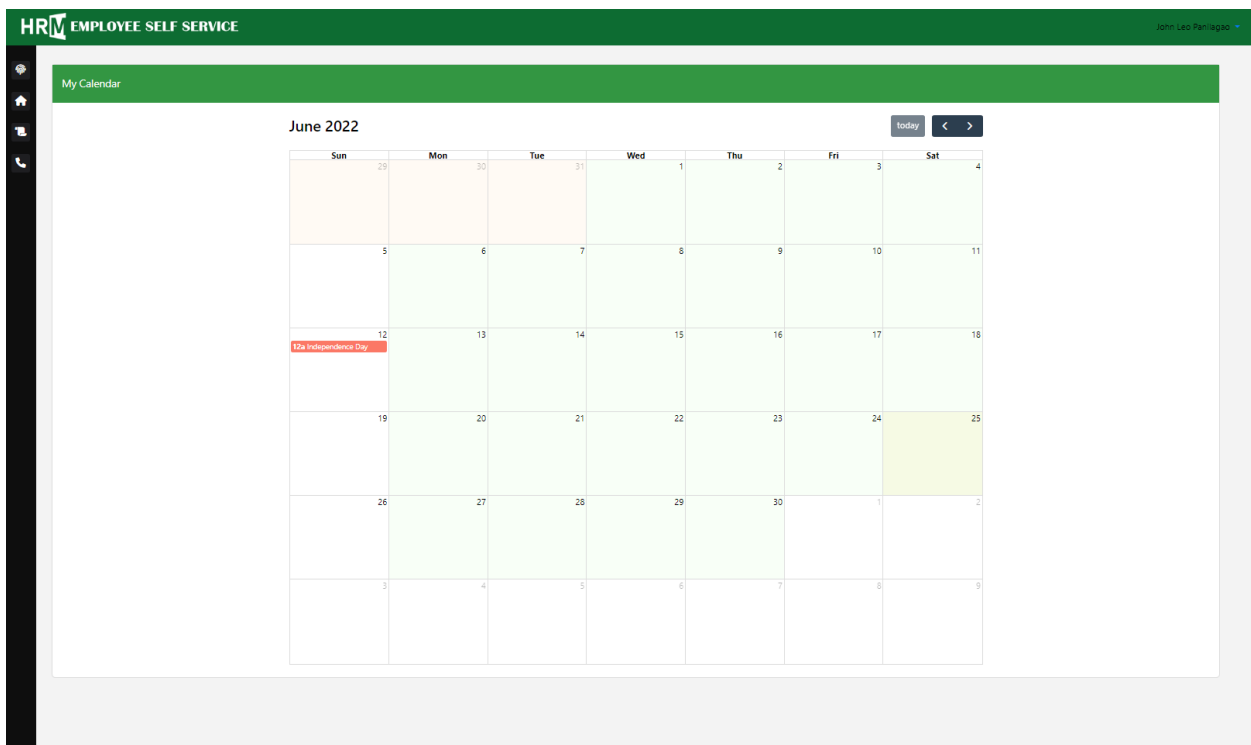
Not all approvers are managers or supervisors, they can be regular employees assigned and trusted by their leader to check on the applications. However, this can only happen if the leader has a valid reason to designate someone in this significant role. A user will be able check his/her own approvers in HOME > My Approvers.





Calendar

My calendar page displays the holidays, events, leaves and approved change of rest days' dates. The light green shaded cells are the days for the current month. The light red cells are the days in the previous months.



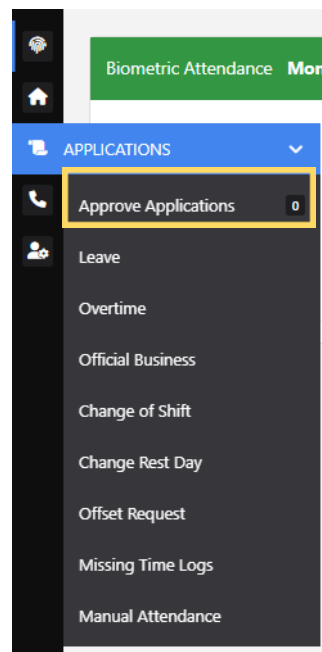
Applications

HRMESS also lets users file their applications online instead of the traditional paper-based process which would take a lot of time and effort.

The application procedure is the same for all the pages so it is easy to remember. To file an application, the employee must press the green button which is always at the upper right side of the window. Fill up the form then submit. Employees are also permitted to modify their own request form as long as the status is still pending. The edit button will be hidden otherwise.

Approve Applications

Approvers must assess and approve/disapprove the applications on or before the period cut-off date to prevent inaccurate calculation of the employee's salary. The list of pending applications is separated from approved applications to avoid confusion and present shorter tables. To change views, the approver can use the button on the upper right side of the application window.



Approver's Side – Pending Applications

































Pending applications are applications waiting for approval. The approver must click either approve or disapprove button, and check the DTR if necessary.

HRM EMPLOYEE SELF SERVICE John Leo Penagao

Approve Applications

Select App type:

Filter: Show:

Reference No	Description	Employee	In / From	Out / To	Work Date	Date Filed	Reason	Action
LV-1089	Leave Without Pay	Ariel Cadiz	Mar 22 2022 (Tuesday)	Mar 22 2022 (Tuesday)	--	Mar 24 2022 (Thursday)	Personal Matter, Family Matter	 
LV-1188	Leave Without Pay	Ariel Cadiz	Apr 02 2022 (Saturday)	Apr 02 2022 (Saturday)	--	Apr 04 2022 (Monday)	Not feeling well.	 
LV-1269	Leave Without Pay	Ariel Cadiz	Apr 06 2022 (Wednesday)	Apr 06 2022 (Wednesday)	--	Apr 10 2022 (Sunday)	Important matter to attend	 
LV-1580	Leave Without Pay	Ariel Cadiz	May 10 2022 (Tuesday)	May 10 2022 (Tuesday)	--	May 12 2022 (Thursday)	Suspension	 
LV-1660	Leave Without Pay	Ariel Cadiz	May 19 2022 (Thursday)	May 19 2022 (Thursday)	--	May 20 2022 (Friday)	Important matter to attend.	 
LV-1697	Leave Without Pay	Ariel Cadiz	May 23 2022 (Monday)	May 23 2022 (Monday)	--	May 24 2022 (Tuesday)	Not feeling well.	 
MA-4119	Manual Attendance	Prince Justin Mameic	Sun May 22 2022 - 7:30:00 AM (Sunday)	Sun May 22 2022 - 8:30:00 PM (Sunday)	May 22 2022 (Sunday)	Jun 13 2022 (Monday)	Travel from Koronadal to Gensan Node to check netw ...	 
MA-4120	Manual Attendance	Fritz Xhyro Getigan	Sun May 22 2022 - 7:30:00 AM (Sunday)	Sun May 22 2022 - 8:30:00 PM (Sunday)	May 22 2022 (Sunday)	Jun 13 2022 (Monday)	Rendered overtime during rest day. Late time out w ...	 
MA-4154	Manual Attendance	Raymund Uy	Tue Jun 14 2022 - 7:37:00 AM (Tuesday)	Tue Jun 14 2022 - 8:26:00 PM (Tuesday)	Jun 14 2022 (Tuesday)	Jun 17 2022 (Friday)	Trouble OTN link (Puerto to Malaybalay)	 
MA-4155	Manual Attendance	Raymund Uy	Thu Jun 16 2022 - 7:37:00 AM (Thursday)	Thu Jun 16 2022 - 4:54:00 PM (Thursday)	Jun 16 2022 (Thursday)	Jun 17 2022 (Friday)	Trouble Claveria 10G uplink.	 
OT-6242	Overtime	Raymund Uy	Tue Jun 14 2022 - 5:00:00 PM (Tuesday)	Tue Jun 14 2022 - 8:26:00 PM (Tuesday)	Jun 14 2022 (Tuesday)	Jun 17 2022 (Friday)	Troubleshoot OTN link (Puerto to Malaybalay) @Puer ...	 
OT-6243	Overtime	Raymund Uy	Thu Jun 16 2022 - 5:00:00 PM (Thursday)	Thu Jun 16 2022 - 6:54:00 PM (Thursday)	Jun 16 2022 (Thursday)	Jun 17 2022 (Friday)	Troubleshoot Claveria 10G Uplink @Puerto Node	 
OT-6263	Overtime	Prince Justin Mameic	Fri Jun 17 2022 - 5:00:00 PM (Friday)	Fri Jun 17 2022 - 6:00:00 PM (Friday)	Jun 17 2022 (Friday)	Jun 18 2022 (Saturday)	Replacement and Installation of Server in Usep Min ...	 
OT-6285	Overtime	Fritz Xhyro Getigan	Fri Jun 17 2022 - 5:00:00 PM (Friday)	Fri Jun 17 2022 - 6:16:00 PM (Friday)	Jun 17 2022 (Friday)	Jun 18 2022 (Saturday)	Provided assistance in troubleshooting and deploy ...	 
OT-6324	Overtime	Ariel Cadiz	Sun Jun 19 2022 - 7:30:00 AM (Sunday)	Sun Jun 19 2022 - 9:30:00 PM (Sunday)	Jun 19 2022 (Sunday)	Jun 20 2022 (Monday)	1. Prepare (2) 96 Core Hardfber inside new office ...	 
OT-6517	Overtime	Prince Justin Mameic	Wed Jun 22 2022 - 5:00:00 PM (Wednesday)	Wed Jun 22 2022 - 6:00:00 PM (Wednesday)	Jun 22 2022 (Wednesday)	Jun 24 2022 (Friday)	help troubleshooting of outdoor oit and client in ...	 

Approver's Side – Approved Applications

All evaluated forms are moved to the Approved Applications. Green button in status indicates that the application was approved while yellow button means that the request was approved on the user's side but not yet for the succeeding approvers.

HRM EMPLOYEE SELF SERVICE John Leo Panlago

Approve Applications

Select App type: Filter: Show:

Reference No	Description	Employee	In / From	Out / To	Work Date	Date Filed	Reason	Status
MA-3607	Manual Attendance	Raymund Uy	Fri May 13 2022 - 7:37:00 AM (Friday)	Fri May 13 2022 - 5:00:00 PM (Friday)	May 13 2022 (Friday)	May 16 2022 (Monday)	Travel to Ozamiz, deploy back up battery power for ...	Approved
MA-3608	Manual Attendance	Raymund Uy	Sat May 14 2022 - 7:37:00 AM (Saturday)	Sat May 14 2022 - 10:30:00 AM (Saturday)	May 14 2022 (Saturday)	May 16 2022 (Monday)	Travel to Ozamiz, deploy back up battery power for ...	Approved
OT-4955	Overtime	Raymund Uy	Sat May 14 2022 - 10:30:00 AM (Saturday)	Sat May 14 2022 - 6:28:00 PM (Saturday)	May 14 2022 (Saturday)	May 16 2022 (Monday)	Travel to ozamiz, deploy OLT Naawan and Nazareth (...)	Approved
MA-3657	Manual Attendance	Raymund Uy	Tue May 17 2022 - 7:37:00 AM (Tuesday)	Tue May 17 2022 - 5:00:00 PM (Tuesday)	May 17 2022 (Tuesday)	May 19 2022 (Thursday)	Travel from Ilijan deploy OLT	Approved
OT-5236	Overtime	Fritz Xhyro Getigan	Sat May 21 2022 - 10:30:00 AM (Saturday)	Sat May 21 2022 - 6:00:00 PM (Saturday)	May 21 2022 (Saturday)	May 23 2022 (Monday)	Travel to Koronadal City and assists in deployment ...	Approved
OT-5238	Overtime	Prince Justin Mameic	Sun May 22 2022 - 7:30:00 AM (Sunday)	Sun May 22 2022 - 8:30:00 PM (Sunday)	May 22 2022 (Sunday)	May 23 2022 (Monday)	Travel from Koronadal to Gensan Node to check netw ...	Approved
OT-5233	Overtime	Prince Justin Mameic	Fri May 20 2022 - 5:00:00 PM (Friday)	Fri May 20 2022 - 10:00:00 PM (Friday)	May 20 2022 (Friday)	May 23 2022 (Monday)	ODF splicing and installation inside Data Center	Approved
OT-5234	Overtime	Fritz Xhyro Getigan	Fri May 20 2022 - 5:00:00 PM (Friday)	Fri May 20 2022 - 10:00:00 PM (Friday)	May 20 2022 (Friday)	May 23 2022 (Monday)	Provide assistance to Sir John in splicing ODF and ...	Approved
OT-5235	Overtime	Prince Justin Mameic	Sat May 21 2022 - 10:30:00 AM (Saturday)	Sat May 21 2022 - 6:00:00 PM (Saturday)	May 21 2022 (Saturday)	May 23 2022 (Monday)	Travel from davao to oensan to koronadal and activ ...	Approved
OT-5237	Overtime	Fritz Xhyro Getigan	Sun May 22 2022 - 7:30:00 AM (Sunday)	Sun May 22 2022 - 8:30:00 PM (Sunday)	May 22 2022 (Sunday)	May 23 2022 (Monday)	Travelled to Gensan Node to check network equipmen ...	Approved
MA-3741	Manual Attendance	Raymund Uy	Fri May 20 2022 - 7:37:00 AM (Friday)	Fri May 20 2022 - 5:00:00 PM (Friday)	May 20 2022 (Friday)	May 24 2022 (Tuesday)	Travel to Buseco office Manolo Fortich, Bukidnon r ...	Approved
OT-5287	Overtime	Mark Christian Istaris	Fri May 20 2022 - 5:00:00 PM (Friday)	Fri May 20 2022 - 10:00:00 PM (Friday)	May 20 2022 (Friday)	May 24 2022 (Tuesday)	ODF splicing and intallation in matina appaya dat ...	Approved
OT-5288	Overtime	Mark Christian Istaris	Sat May 21 2022 - 10:30:00 AM (Saturday)	Sat May 21 2022 - 12:30:00 PM (Saturday)	May 21 2022 (Saturday)	May 24 2022 (Tuesday)	continuation of ODF splicing and intallation in ma ...	Approved
LV-1695	Sick Leave	Raymund Uy	May 21 2022 (Saturday)	May 21 2022 (Saturday)	..	May 24 2022 (Tuesday)	Not feeling well.	Approved
OT-5360	Overtime	Charlie Chavez	Sat May 21 2022 - 10:30:00 AM (Saturday)	Sat May 21 2022 - 6:30:00 PM (Saturday)	May 21 2022 (Saturday)	May 26 2022 (Thursday)	Travel to Koronadal and Install Router, Switch and ...	Approved
OT-5361	Overtime	Charlie Chavez	Sun May 22 2022 - 7:30:00 AM (Sunday)	Sun May 22 2022 - 12:00:00 PM (Sunday)	May 22 2022 (Sunday)	May 26 2022 (Thursday)	Travel and Check Gensan Node	Approved

Leave Application

This page displays the user's leave applications whether it is pending, approved or disapproved.

HRM EMPLOYEE SELF SERVICE Daryl Kate Good

Leave Application Apply

Filter Clear Show 10

Leave type	From	To	Total Days	Date Filed	Status
Leave Without Pay	Jun 01 2022 (Wednesday)	Jun 01 2022 (Wednesday)	1.00	Jun 09 2022 (Thursday)	Pending
Leave Without Pay	Jun 03 2022 (Friday)	Jun 03 2022 (Friday)	1.00	Jun 09 2022 (Thursday)	Pending
Leave Without Pay	Jun 01 2022 (Wednesday)	Jun 01 2022 (Wednesday)	1.00	Jun 09 2022 (Thursday)	Pending
Leave Without Pay	Jun 04 2022 (Saturday)	Jun 04 2022 (Saturday)	1.00	Jun 09 2022 (Thursday)	Pending
Leave Without Pay	Jun 15 2022 (Wednesday)	Jun 15 2022 (Wednesday)	1.00	Jun 09 2022 (Thursday)	Pending
Emergency Leave	Jun 07 2022 (Tuesday)	Jun 07 2022 (Tuesday)	0.50	Jun 09 2022 (Thursday)	Pending
Sick Leave	May 25 2022 (Wednesday)	May 27 2022 (Friday)	3.00	Jun 03 2022 (Friday)	Pending
Sick Leave	Jun 01 2022 (Wednesday)	Jun 03 2022 (Friday)	3.00	Jun 01 2022 (Wednesday)	Canceled
Sick Leave	May 30 2022 (Monday)	May 30 2022 (Monday)	1.00	May 31 2022 (Tuesday)	Pending
Sick Leave	May 16 2022 (Monday)	May 16 2022 (Monday)	1.00	May 17 2022 (Tuesday)	Approved

12 item/s found. 1 2

Leave Application Details

(Figure Caption) As mentioned above, the employee must click the row to view the full details of the application.

HRM EMPLOYEE SELF SERVICE Daryl Kate Good

Leave: Application Apply

Filter Clear Show 10

Reference no:	LV-1616	Description:	Sick Leave
From:	2022-05-16	To:	2022-05-16
Date Filed:	2022-05-17	Total day/s:	1.00
Reason	I have a cold with mild fever and headache.		

Date	Halfday	Halfday Type
2022-05-16	x	

No Remarks

Apply for Leave

To apply for leave, choose the leave type and select the starting date and end date, state the reason for leave, and add attachment if needed. The system will show the employee's available balance, total days of leave, and remaining balance.

HRM EMPLOYEE SELF SERVICE Daryl Kate Gould

Leave Application

Filter Filter

Leave type

- Leave Without Pay
- Leave Without Pay
- Leave Without Pay
- Leave Without Pay
- Emergency Leave
- Sick Leave
- Sick Leave
- Sick Leave
- Sick Leave

Apply for Leave

Leave type: Sick Leave

Available Balance: 3.00

Total Days: 0

Remaining Balance: 0

Date From:

Date To:

Reason:

Attachment:

Date	Halfday	Halfday Type
There are no records to show		

Apply

how 10

Status

- Pending
- Pending
- Pending
- Pending
- Pending
- Pending
- Pending
- Cancelled
- Pending
- Approved

May 16 2022 (Monday)
 May 16 2022 (Monday)
 1.00
 May 17 2022 (Tuesday)

Edit Leave

HRM EMPLOYEE SELF SERVICE Daryl Kate Gould

Leave Application

Filter Filter

Leave type

- Leave Without Pay
- Leave Without Pay
- Leave Without Pay
- Leave Without Pay
- Emergency Leave
- Sick Leave
- Sick Leave
- Sick Leave
- Sick Leave

Edit Leave

Leave type: Sick Leave

Available Balance: 3.00

Total Days: 1.00

Remaining Balance: 2

Date From:

Date To:

Reason:

Attachment:

Edit Table

Date	Halfday	Halfday Type
2022-05-30	x	

Apply

how 10

Status

- Pending
- Pending
- Pending
- Pending
- Pending
- Pending
- Pending
- Cancelled
- Pending
- Approved

May 16 2022 (Monday)
 May 16 2022 (Monday)
 1.00
 May 17 2022 (Tuesday)

Overtime Application

This page shows the user's overtime requests, regardless of whether they have been approved, denied, or are still pending.

Work Date	From	To	Total Hours	Date Filed	Approve Date	Status
May 01 2022 (Sunday)	May 01 2022 - 5:00:00 PM (Sunday)	May 01 2022 - 6:00:00 PM (Sunday)	0.50	Jun 13 2022 (Monday)	--	Pending
May 01 2022 (Sunday)	May 01 2022 - 7:00:00 PM (Sunday)	May 01 2022 - 10:00:00 PM (Sunday)	3.00	Jun 13 2022 (Monday)	--	Pending
Jun 14 2022 (Tuesday)	Jun 14 2022 - 5:00:00 PM (Tuesday)	Jun 14 2022 - 8:00:00 PM (Tuesday)	3.00	Jun 09 2022 (Thursday)	--	Pending
Jun 06 2022 (Monday)	Jun 06 2022 - 5:00:00 PM (Monday)	Jun 06 2022 - 6:00:00 PM (Monday)	1.00	Jun 09 2022 (Thursday)	--	Pending
Jun 22 2022 (Wednesday)	Jun 22 2022 - 4:00:00 PM (Wednesday)	Jun 22 2022 - 7:00:00 PM (Wednesday)	2.00	Jun 09 2022 (Thursday)	--	Pending
Jun 10 2022 (Friday)	Jun 10 2022 - 5:00:00 PM (Friday)	Jun 10 2022 - 7:00:00 PM (Friday)	2.00	Jun 08 2022 (Wednesday)	--	Pending
Jun 11 2022 (Saturday)	Jun 11 2022 - 10:30:00 AM (Saturday)	Jun 11 2022 - 1:30:00 PM (Saturday)	3.00	Jun 08 2022 (Wednesday)	--	Pending
Jun 17 2022 (Friday)	Jun 17 2022 - 5:00:00 PM (Friday)	Jun 17 2022 - 8:00:00 PM (Friday)	2.00	Jun 08 2022 (Wednesday)	--	Pending
Jun 08 2022 (Wednesday)	Jun 08 2022 - 5:00:00 PM (Wednesday)	Jun 08 2022 - 8:00:00 PM (Wednesday)	3.00	Jun 07 2022 (Tuesday)	--	Pending
Apr 28 2022 (Thursday)	Apr 28 2022 - 5:00:00 PM (Thursday)	Apr 28 2022 - 9:00:00 PM (Thursday)	4.00	May 02 2022 (Monday)	May 13 2022 (Friday)	Approved

Overtime Details

Details			
Reference no:	OT-4405	Work Date:	2022-04-28
From:	2022-04-28 17:00:00	To:	2022-04-28 21:00:00
With Break:	No	Break Hours:	0.00
Date Filed:	2022-05-02	Total Hours:	4.00
Reason:	Record video for EARS tutorial. Sync recorded audio to video.		
No Remarks			

Apply for overtime

There are two ways to apply for overtime: individual and group application. To apply individually, the user must select the type of overtime, work date, the time when the overtime started and ended, specify work breaks (by hours), and the reason for

overtime. The employee can also add attachments if necessary. Group application, on the other hand, is everything mentioned in individual applications but with member tagging. The request details will be applied to all tagged members and will be submitted to their approvers.

Individual Application

The screenshot shows the 'Apply for Overtime' form in the HRM Employee Self Service system. The form is titled 'Apply for Overtime' and has a checkbox for 'Group Application' which is unchecked. The form fields include:

- Type: Overtime Type (dropdown)
- Work Date: Work Date (text input)
- Shift: (text input)
- Overtime-In: Overtime-In (text input)
- Overtime-Out: Overtime-Out (text input)
- With Break: Yes or No (dropdown)
- Overtime Hours: (text input)
- Reason: Reason (text area)
- Attachment: Choose a file or drop it here... (file upload)

A 'Submit' button is located at the bottom right of the form. The background shows a calendar view of dates from May 01, 2022, to Jun 17, 2022, with a 'Pending' status for each date.

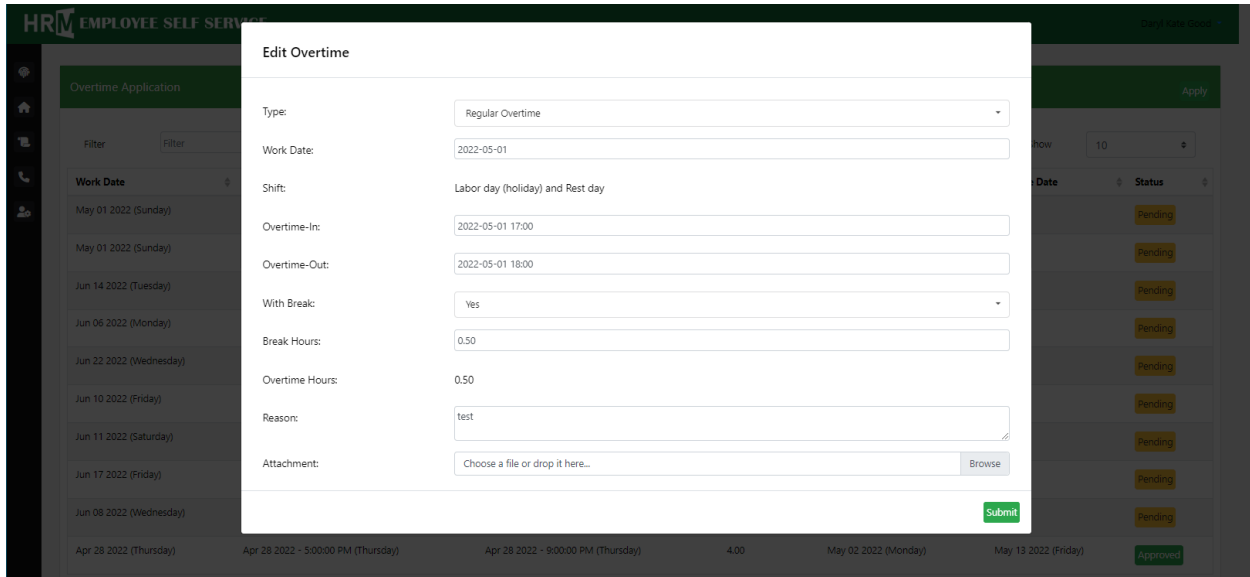
Group Application

The screenshot shows the 'Apply for Overtime' form in the HRM Employee Self Service system. The form is titled 'Apply for Overtime' and has a checkbox for 'Group Application' which is checked. The form fields include:

- Members: Tag Members (dropdown)
- Type: Overtime Type (dropdown)
- Work Date: Work Date (text input)
- Shift: (text input)
- Overtime-In: Overtime-In (text input)
- Overtime-Out: Overtime-Out (text input)
- With Break: Yes or No (dropdown)
- Overtime Hours: (text input)
- Reason: Reason (text area)
- Attachment: Choose a file or drop it here... (file upload)

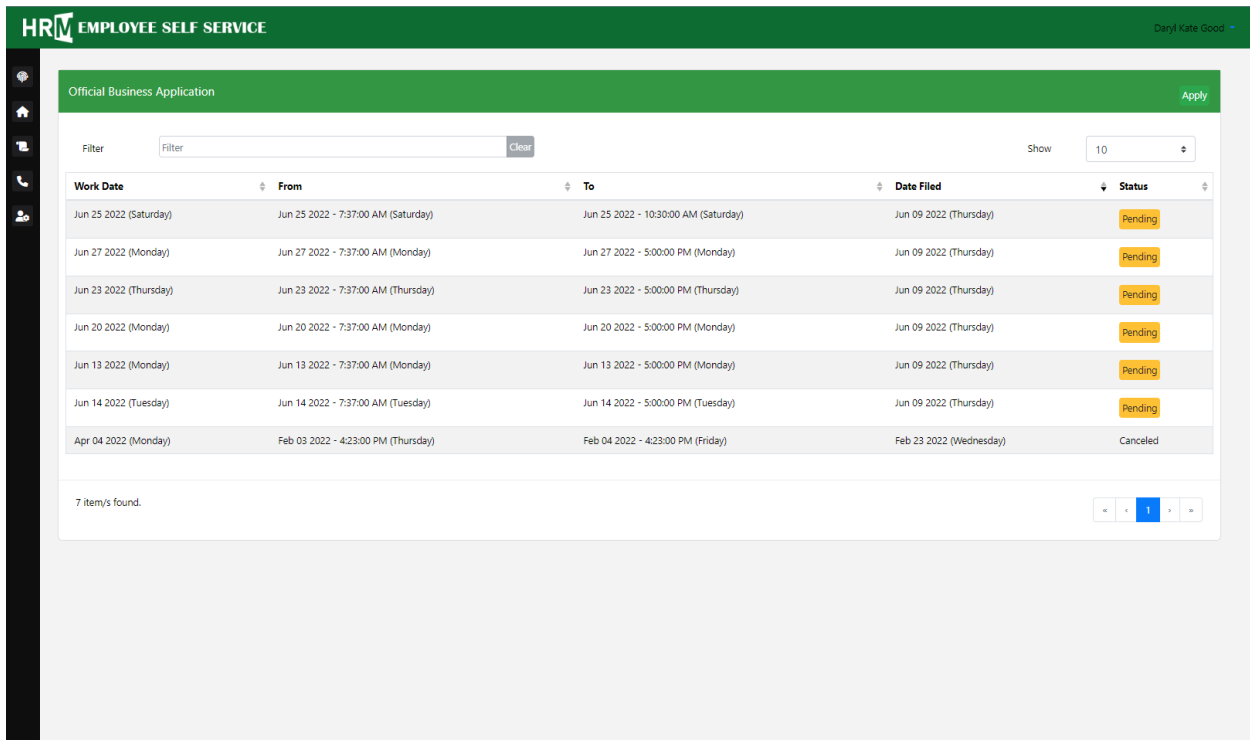
A 'Submit' button is located at the bottom right of the form. The background shows a calendar view of dates from Apr 28, 2022, to May 13, 2022, with a 'Pending' status for each date and an 'Approved' status for May 13, 2022.

Edit overtime

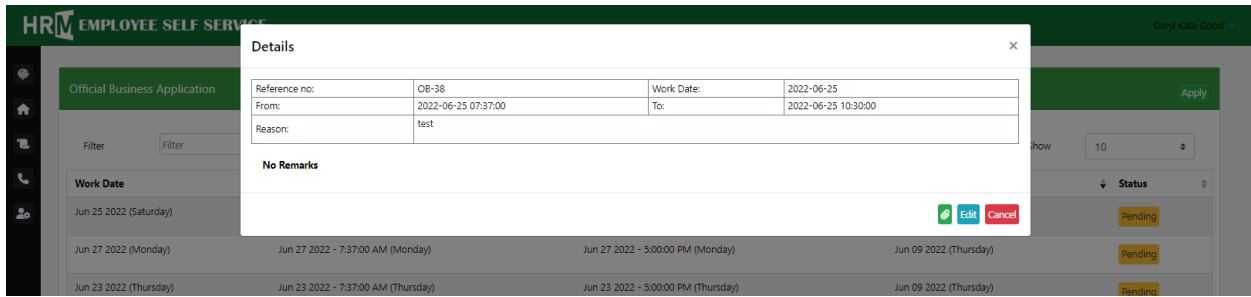


Official Business Application

Official business application lets the user apply for attendance when the user cannot time in or time out because of an official business outside the office. The official business page displays the requests, its detail, and status.

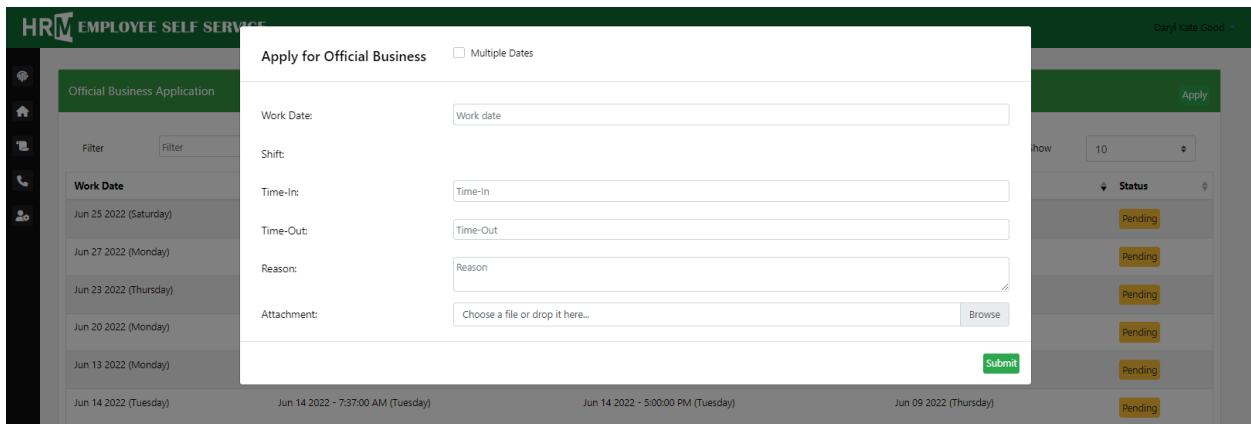


Official Business Details

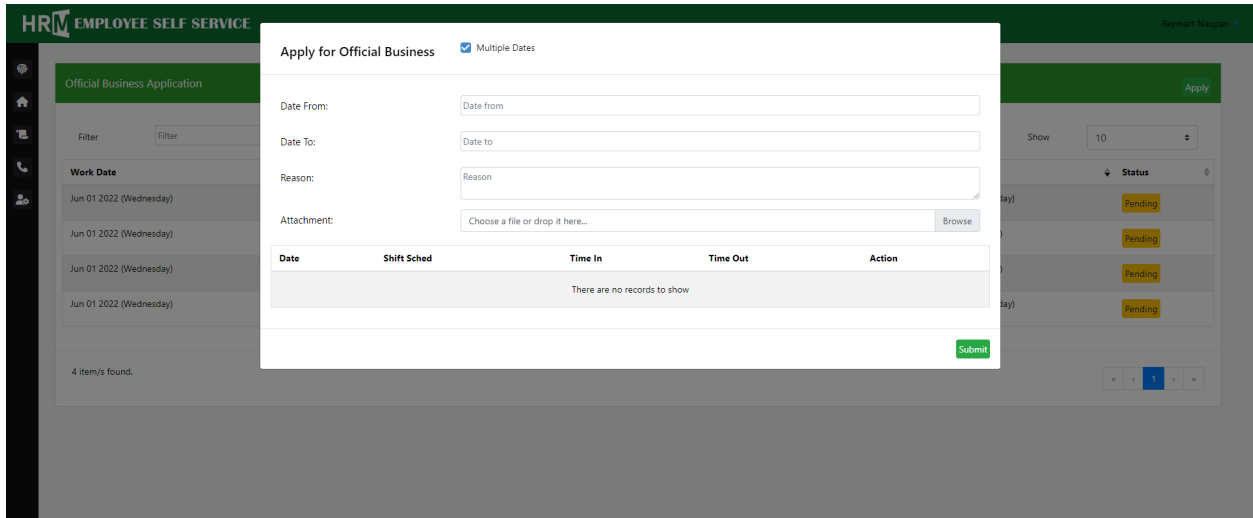


Apply for official business

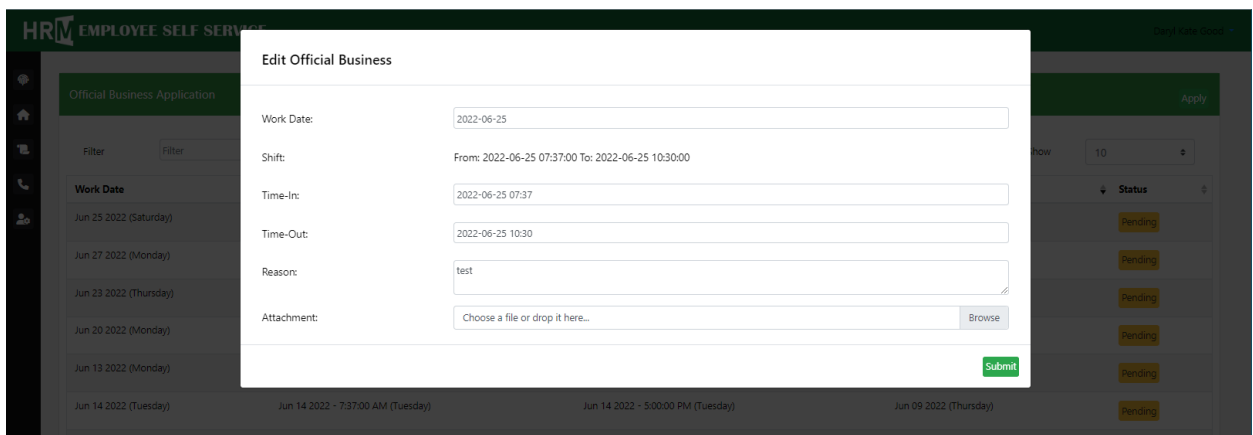
To apply for official business, the user can click on the apply button and fill up the necessary information. The work date is the date when the employee was on official business. The shift displays whether the work date entered is a valid work date.



For long official business, the user can apply for multiple dates.

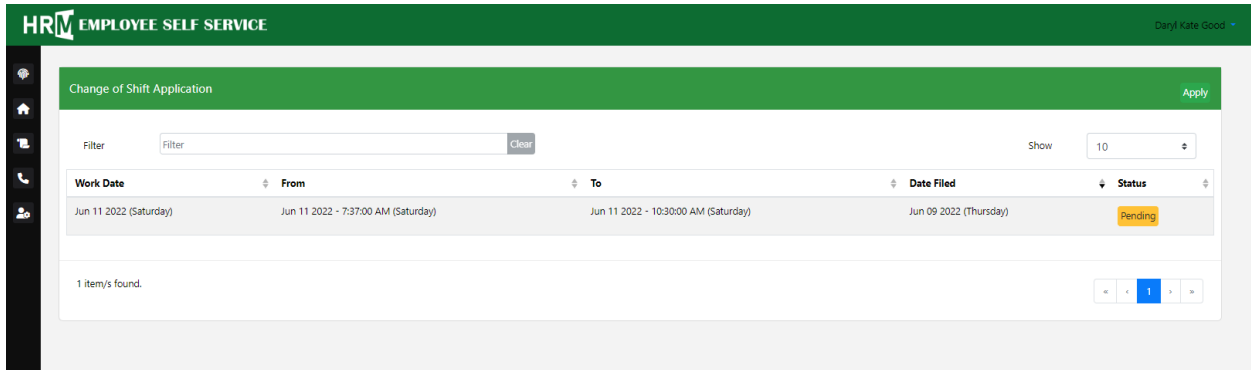


Edit official business application

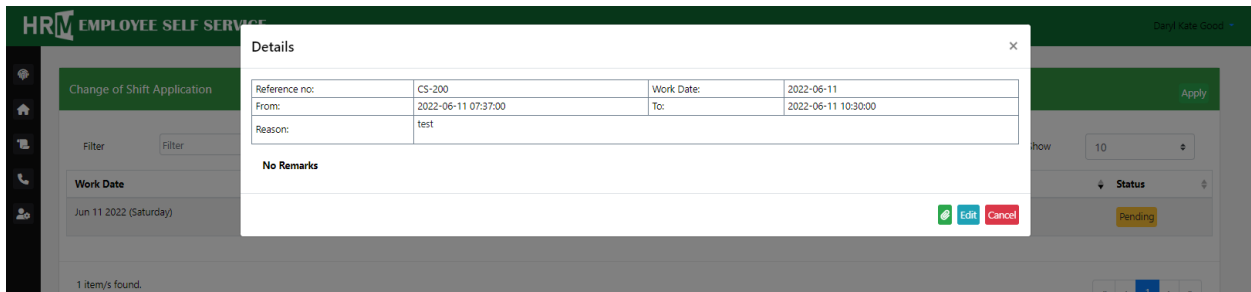


Change of Shift Application

Change of shift application lets the user apply for change of shift. The change of shift application page displays the requests, its detail, and status.

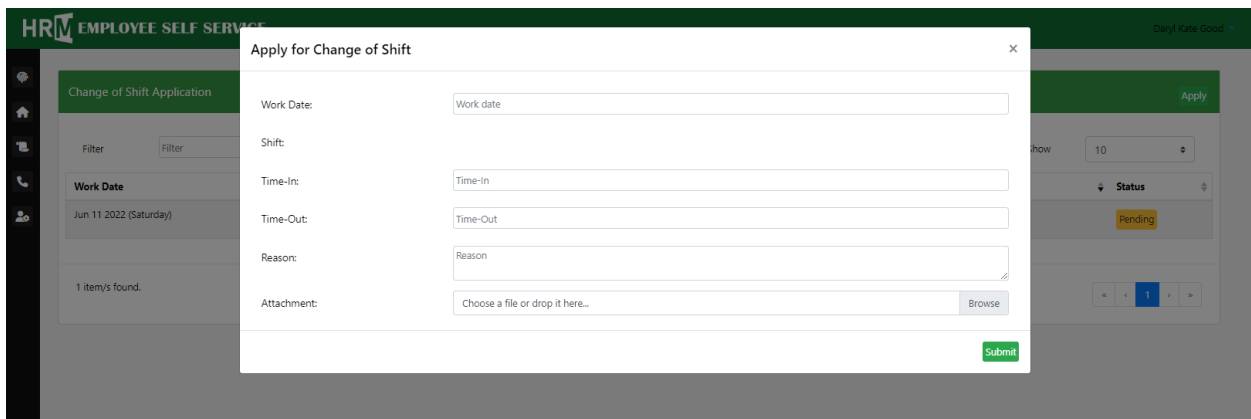


Change of shift details

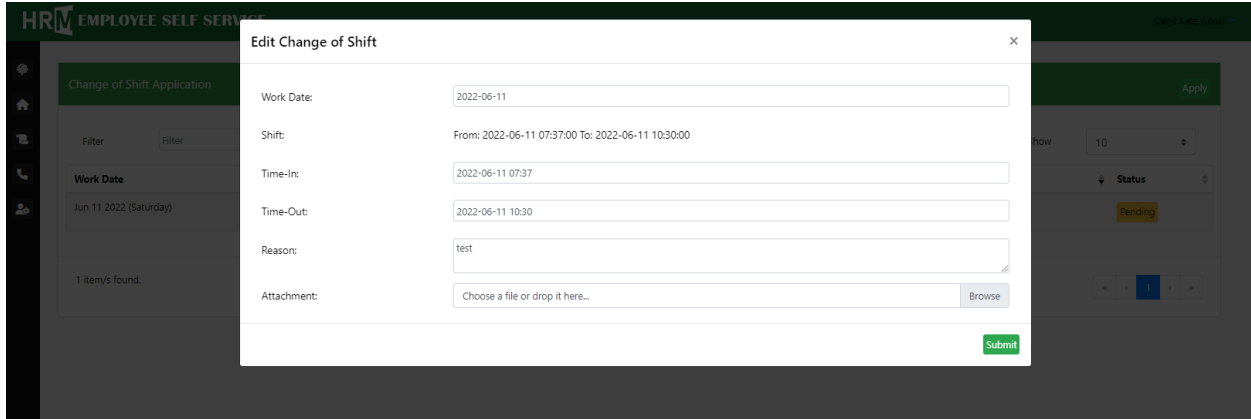


Apply for change of shift

To apply for change of shift, the user can click on the apply button and fill up the necessary information. The time in and time out text fields are the employee's time in and time out in his/her change shift schedule.

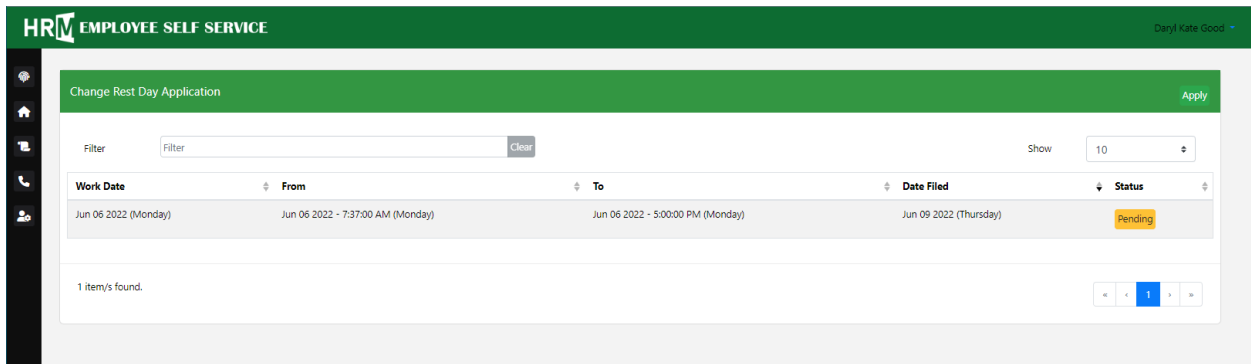


Edit change of shift application

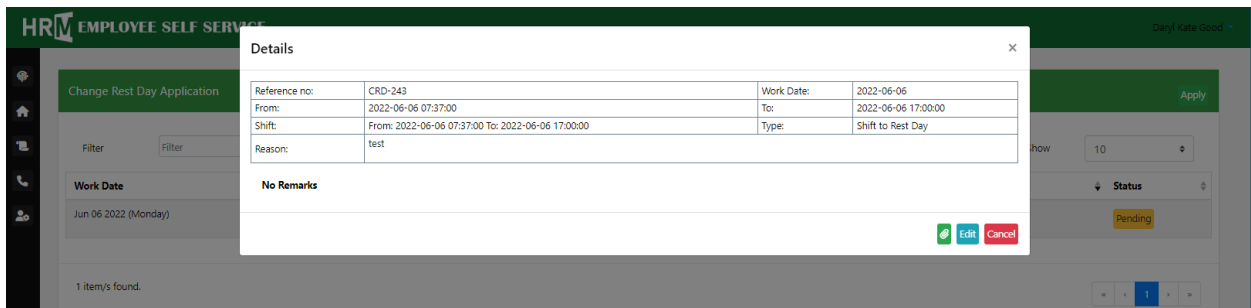


Change rest day application

Change of rest day application lets the employee apply for change of rest day to shift or shift to rest day. The change of rest day application page displays the requests, its detail, and status.



Change rest day details



Apply for change of rest day application

To apply for change of rest day, the user can click on the apply button and fill up the necessary information. The change type field has two options: Rest day to shift and Shift to Rest day. The work date value for Rest day to Shift should be a rest day and Shift to Rest day value to be a work day.

The screenshot shows the 'Apply for Change Rest Day' modal form. The form fields are as follows:

- Change type: Type
- Work Date: Work date
- Shift: (empty)
- Time-In: Time-in
- Time-Out: Time-Out
- Reason: Reason
- Attachment: Choose a file or drop it here... (with a 'Browse' button)

A green 'Submit' button is located at the bottom right of the modal.

Edit change rest day application

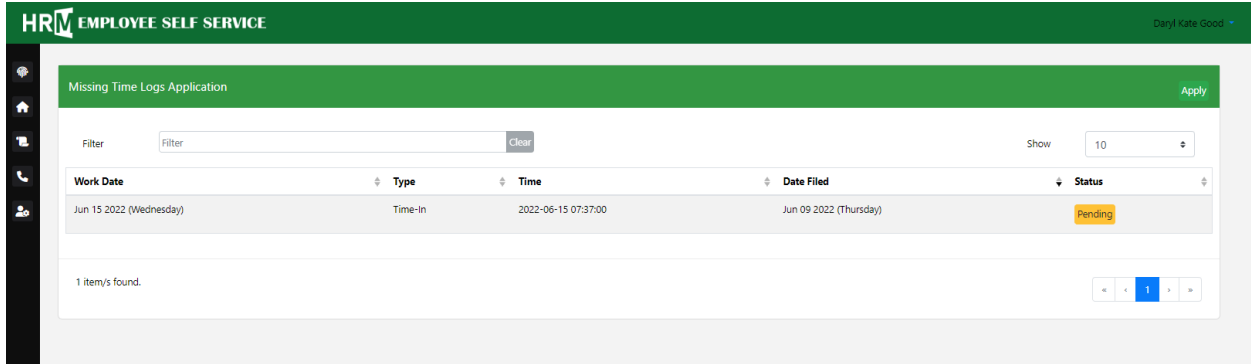
The screenshot shows the 'Edit Change Rest Day' modal form. The form fields are as follows:

- Change type: Shift to Rest Day
- Work Date: 2022-06-06
- Shift: From: 2022-06-06 07:37:00 To: 2022-06-06 17:00:00
- Reason: test
- Attachment: Choose a file or drop it here... (with a 'Browse' button)

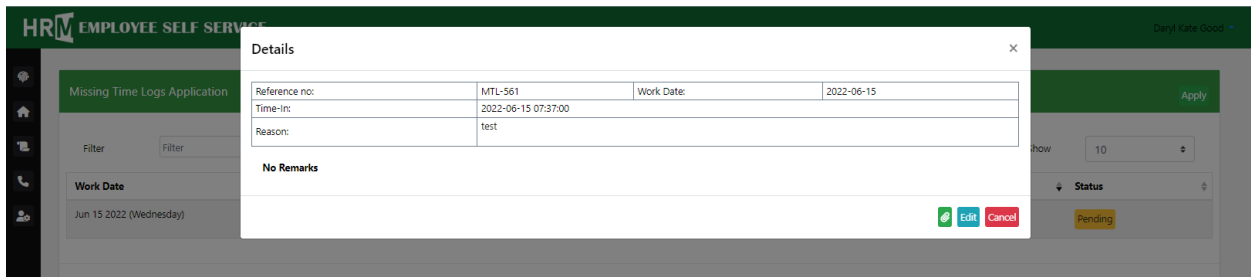
A green 'Submit' button is located at the bottom right of the modal.

Missing time logs application

Missing time logs application lets the employee apply for missed time logs. The missing time logs application page displays requests, its detail, and status.

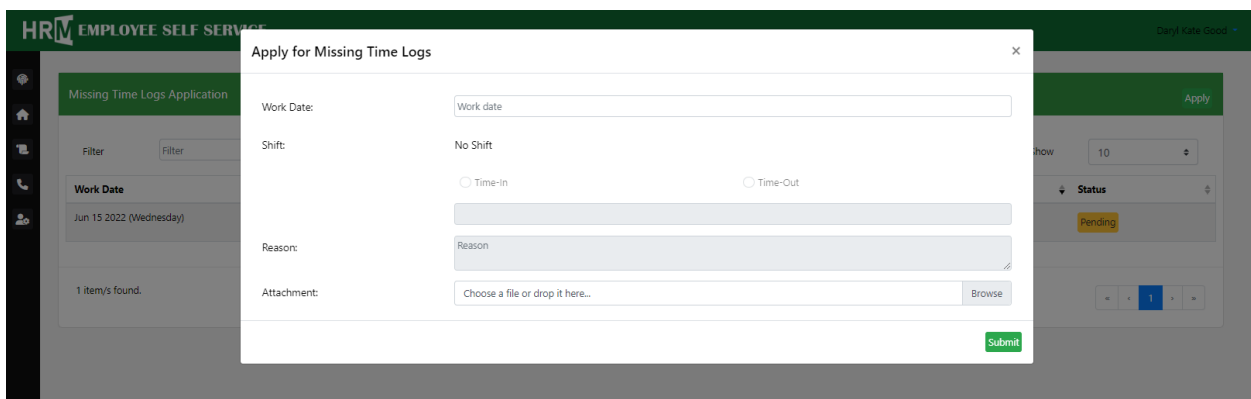


Missing time logs details

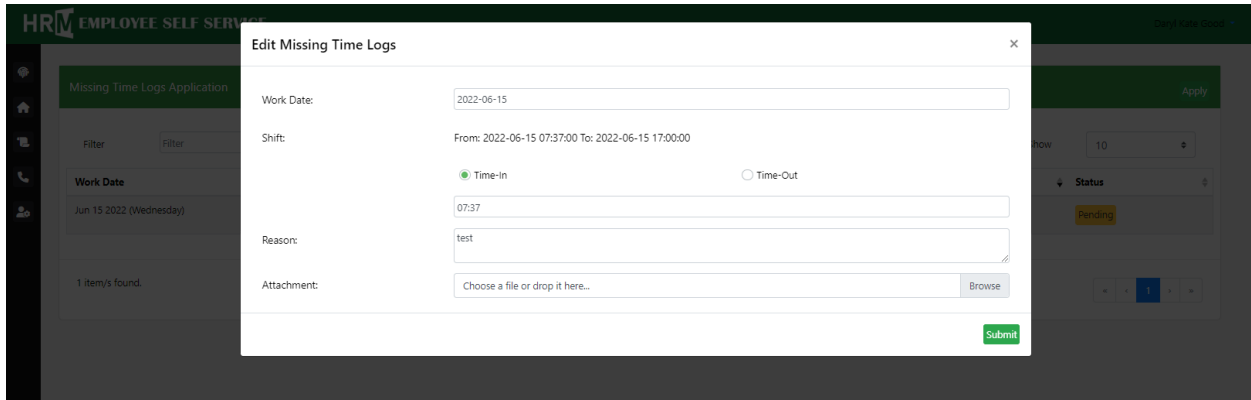


Apply for missing time log application

To apply for missing time log, the user can click on the apply button and fill up the necessary information. The work date is the date the user missed his/her time log. The employee can choose missed time in or time out and enter the time in the text field below.

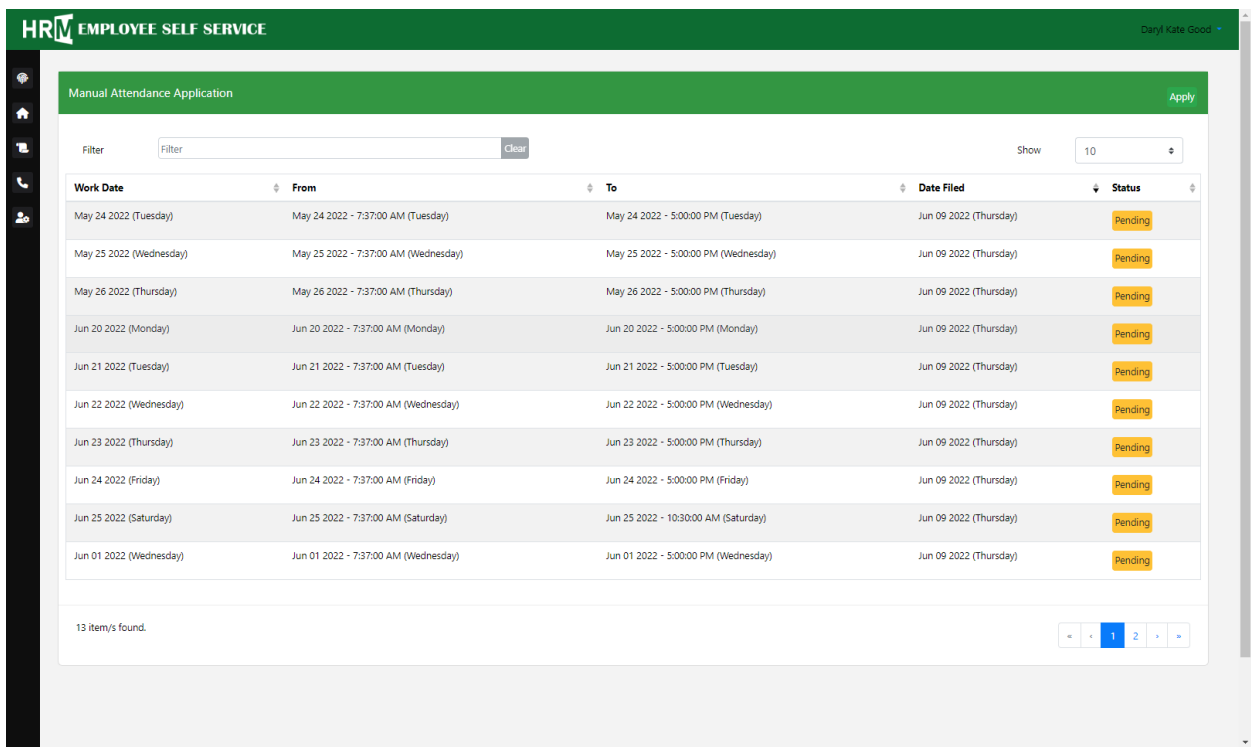


Edit missing time logs

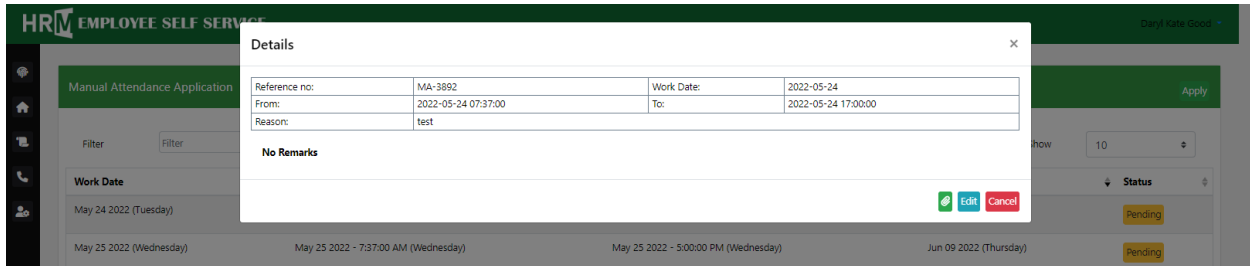


Manual attendance application

Manual attendance application lets the employee apply for attendance. The manual attendance application page displays requests, its details, and status.

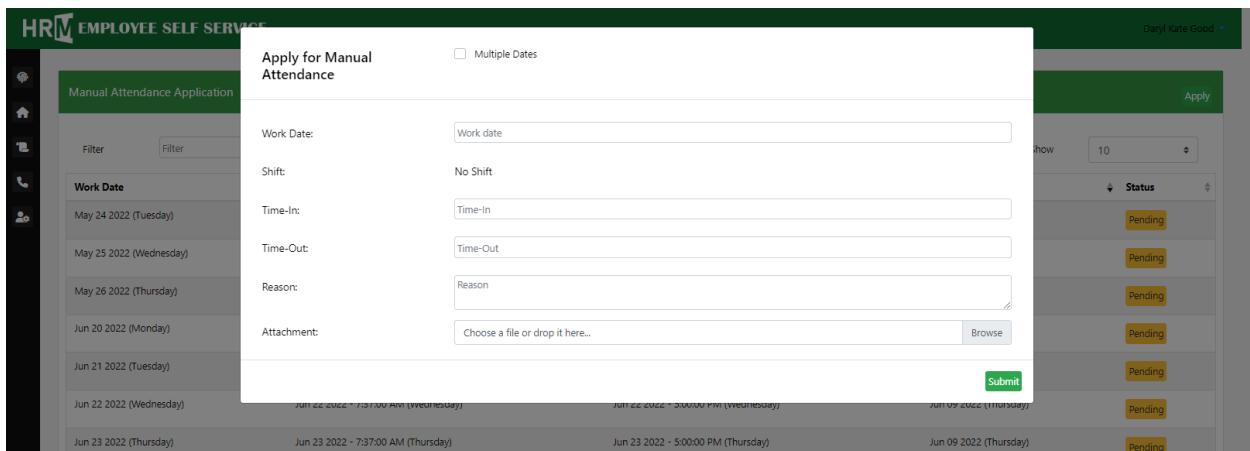


Manual attendance application details

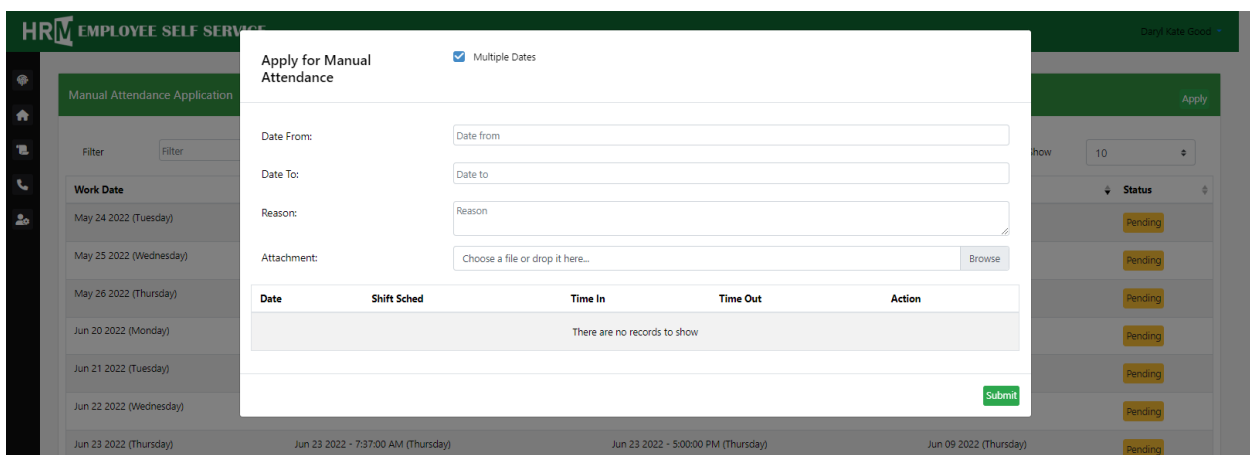


Apply for manual attendance

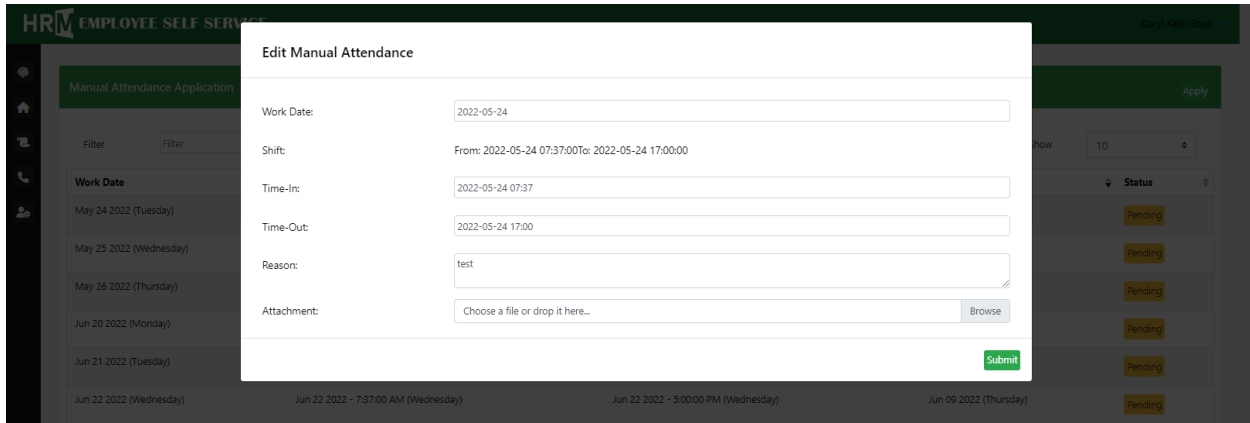
To apply for manual attendance, the user can click on the apply button and fill up the necessary information.



The user can also apply for multiple dates.

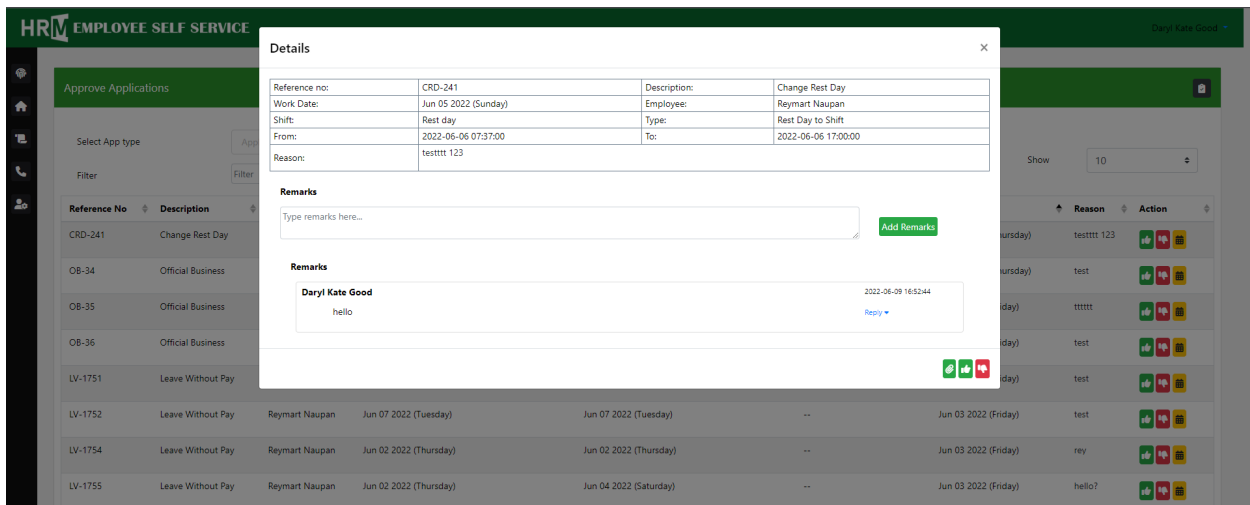


Edit manual attendance application

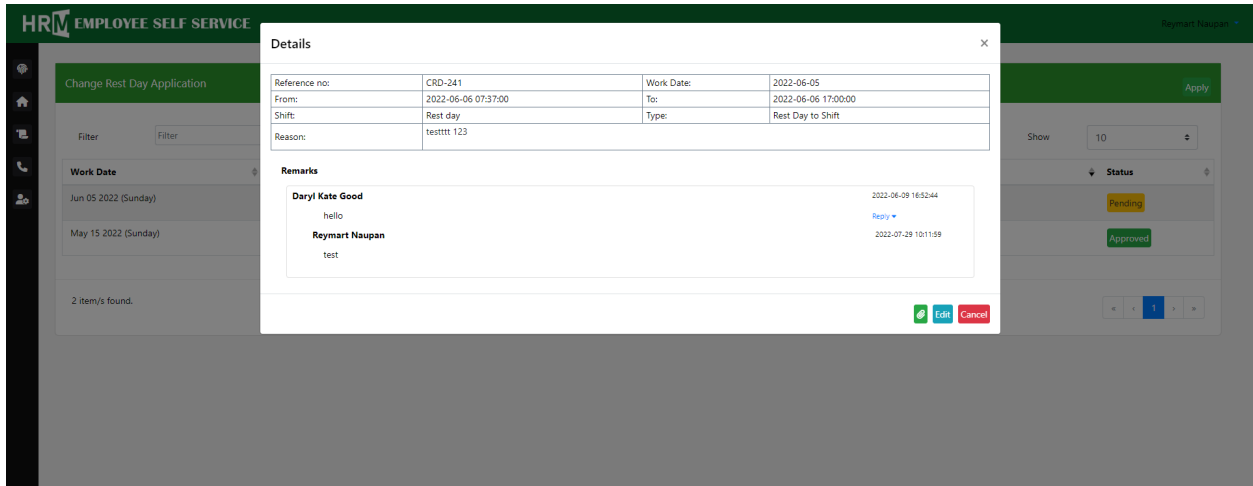


Application Remarks

Approvers can add remarks to an application. To add remarks, the approver can click on the application and add remarks.

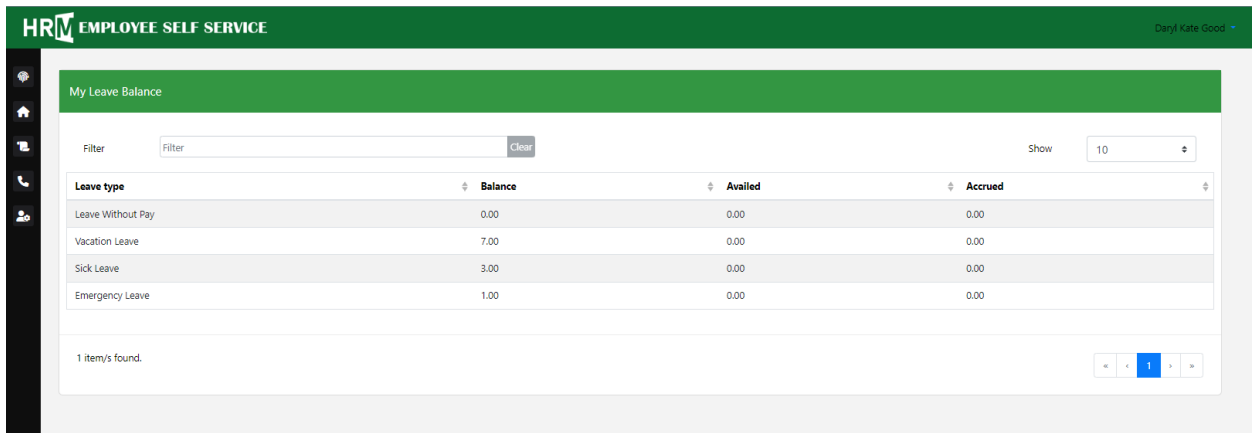


The employee can comment on the remarks made by the approver. To add a comment, the employee can click on reply and add a comment.



User's Leave Balance

My leave balance page displays the available leave the user can file. The table displays the list of leave, its balance, availed, and accrued.



User's DTR

My daily time record page displays the information about the user's DTR. The table displays the work date, day, shift schedule, time in, and time out on selected pay period. To view DTR, the user can click on the period dropdown and select a pay period.

HRM EMPLOYEE SELF SERVICE Daryl Kate Good

My Daily Time Record

Period: 2022-04-15 Show: 25

Work Date	Day	Shift Sched	Time In	Time Out
2022-03-28	Monday	2022-03-28 07:37:00 - 2022-03-28 17:00:00	2022-03-28 07:31:04	2022-03-28 17:46:39
2022-03-29	Tuesday	2022-03-29 07:37:00 - 2022-03-29 17:00:00	2022-03-29 07:32:00	2022-03-29 17:06:32
2022-03-30	Wednesday	2022-03-30 07:37:00 - 2022-03-30 17:00:00	2022-03-30 07:23:57	2022-03-30 20:23:54
2022-03-31	Thursday	2022-03-31 07:37:00 - 2022-03-31 17:00:00	2022-03-31 07:41:56	2022-03-31 17:01:54
2022-04-01	Friday	2022-04-01 07:37:00 - 2022-04-01 17:00:00	2022-04-01 07:22:44	2022-04-01 20:10:11
2022-04-02	Saturday	2022-04-02 07:37:00 - 2022-04-02 10:30:00	2022-04-02 07:31:13	2022-04-02 12:28:00
2022-04-03	Sunday	Rest Day		
2022-04-04	Monday	2022-04-04 07:37:00 - 2022-04-04 17:00:00	2022-04-04 07:27:11	2022-04-04 21:01:15
2022-04-05	Tuesday	2022-04-05 07:37:00 - 2022-04-05 17:00:00	2022-04-05 07:30:48	2022-04-05 20:05:27
2022-04-06	Wednesday	2022-04-06 07:37:00 - 2022-04-06 17:00:00	2022-04-06 07:29:06	2022-04-06 21:05:50
2022-04-07	Thursday	2022-04-07 07:37:00 - 2022-04-07 17:00:00	2022-04-07 07:35:22	2022-04-07 18:35:26
2022-04-08	Friday	2022-04-08 07:37:00 - 2022-04-08 17:00:00	2022-04-08 07:31:43	2022-04-08 17:04:36
2022-04-09	Saturday	Holiday		
2022-04-10	Sunday	Rest Day		
2022-04-11	Monday	2022-04-11 07:37:00 - 2022-04-11 17:00:00	2022-04-11 07:30:25	2022-04-11 17:12:20
2022-04-12	Tuesday	2022-04-12 07:37:00 - 2022-04-12 17:00:00	2022-04-12 07:30:18	2022-04-12 17:29:41

16 item/s found.

Management

Employee information is considered confidential, thus, only the HR personnel and administrators are allowed to access the management component. Adding data is the same for every page. To add data, the employee must press the “Add” button at the upper right side of the window. Fill up the required fields then submit. The users are also permitted to modify the data.

Manage Employee

This page shows all the employees with their details such as, name, position in the company, branch, department, schedule, leave balance, etc.

HRM EMPLOYEE SELF SERVICE Daryl Kate Good

Manage Employee

Filter Multiple Filter Show 10

ID	Full Name	Group	Position	Branch	Department	Actions
<input type="checkbox"/>	1127 Michelle Gallo Fernandez	Group1	Accounting Staff	Gensan	Accounting, Finance, Internal-Audit	
<input type="checkbox"/>	1131 Naicen Pril Capili Cayson	Group1	Accounting Staff	Butuan	Accounting, Finance, Internal-Audit	
<input type="checkbox"/>	1132 Jaybee Boy Apatan Jumamil	Group1	Linetech	Butuan	INET	
<input type="checkbox"/>	1138 Petal Marie Delos Santos Pagas	Group1	Accounting Staff	Digos	Accounting, Finance, Internal-Audit	
<input type="checkbox"/>	1139 James Carlson Alforque Badilla	Group1	OPI	Butuan	Outside Plant Infrastructure	
<input type="checkbox"/>	1150 Joey Diez Llandino	Group1	Accounting Staff	Butuan	Accounting, Finance, Internal-Audit	
<input type="checkbox"/>	1152 Jessa Camus Sagaysay	Group1	Programmer/IT	Luzon	SOLUTIONS	
<input type="checkbox"/>	1153 Aerish Merquita Naquila	Group1	Linetech	Cagayan	INET	
<input type="checkbox"/>	1155 Jonalyn Fye Polo Ignacio	Group1	Sales Executive	Davao	SALES	
<input type="checkbox"/>	1157 Carl Anthony Montejo Larayos	Group1	Linetech	Cagayan	INET	

Check all

520 item/s found. 1 2 3 4 ...

Edit employee details

HRM EMPLOYEE SELF SERVICE Daryl Kate Good

Update Employee

First Name:

Middle Name:

Last Name:

Gender:

Date Hire:

Email:

Group:

Rate:

Position:

Branch:

Department:

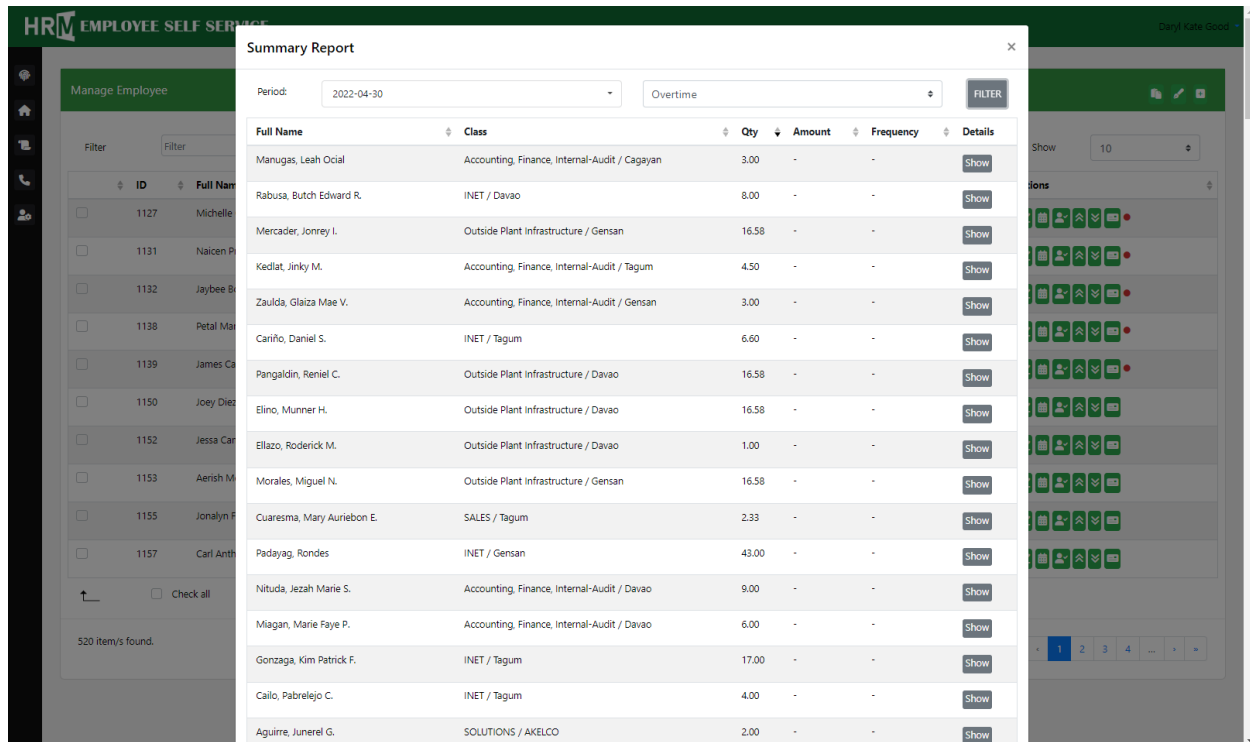
Employment Status: From To

Account Status:

[Show Other Details \(Optional\)](#)

Summary report

The system also has the ability to generate reports. The personnel must click the first button with the clipboard icon in the upper right corner of the window. Select the pay period and type of report to be generated then click "Filter".

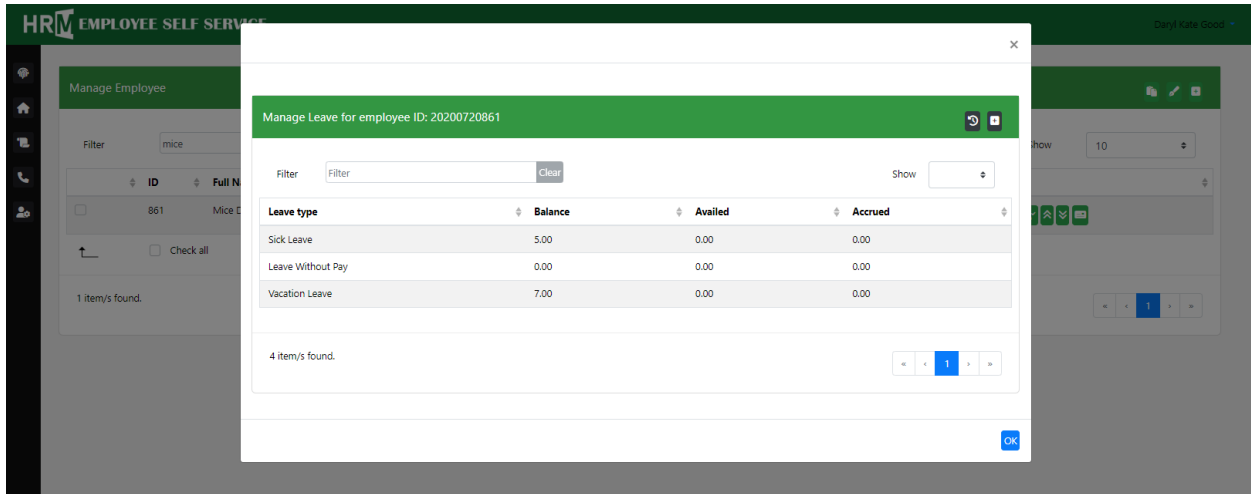


The screenshot shows the HRM Employee Self Service interface. A "Summary Report" window is open, displaying a table of employee data. The report is filtered for the period "2022-04-30" and "Overtime". The table has columns for Full Name, Class, Qty, Amount, Frequency, and Details. The data is as follows:

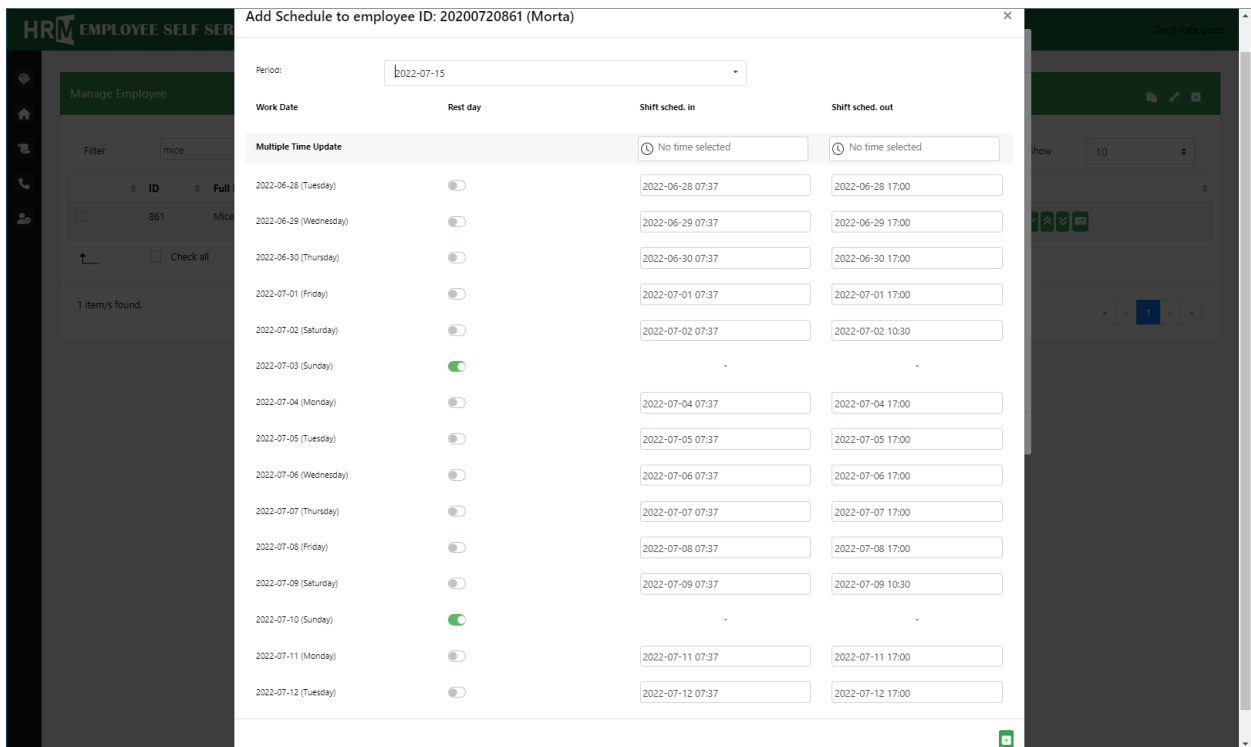
Full Name	Class	Qty	Amount	Frequency	Details
Manugas, Leah Ocial	Accounting, Finance, Internal-Audit / Cagayan	3.00	-	-	Show
Rabusa, Butch Edward R.	INET / Davao	8.00	-	-	Show
Mercader, Jonrey I.	Outside Plant Infrastructure / Gensan	16.58	-	-	Show
Kedlat, Jinky M.	Accounting, Finance, Internal-Audit / Tagum	4.50	-	-	Show
Zaulda, Glaiza Mae V.	Accounting, Finance, Internal-Audit / Gensan	3.00	-	-	Show
Cariño, Daniel S.	INET / Tagum	6.60	-	-	Show
Pangaldin, Reniel C.	Outside Plant Infrastructure / Davao	16.58	-	-	Show
Elino, Munner H.	Outside Plant Infrastructure / Davao	16.58	-	-	Show
Ellazo, Roderick M.	Outside Plant Infrastructure / Davao	1.00	-	-	Show
Morales, Miguel N.	Outside Plant Infrastructure / Gensan	16.58	-	-	Show
Cuaresma, Mary Auriebon E.	SALES / Tagum	2.33	-	-	Show
Padayag, Rondes	INET / Gensan	43.00	-	-	Show
Nituda, Jezah Marie S.	Accounting, Finance, Internal-Audit / Davao	9.00	-	-	Show
Miagan, Marie Faye P.	Accounting, Finance, Internal-Audit / Davao	6.00	-	-	Show
Gonzaga, Kim Patrick F.	INET / Tagum	17.00	-	-	Show
Callo, Pabrelejo C.	INET / Tagum	4.00	-	-	Show
Aguirre, Junerel G.	SOLUTIONS / AKELCO	2.00	-	-	Show

Manage leave balance for employee

Each employee must have their own record of leave balances. To manage, click the first button from the action column in the index list (or list of all employees).

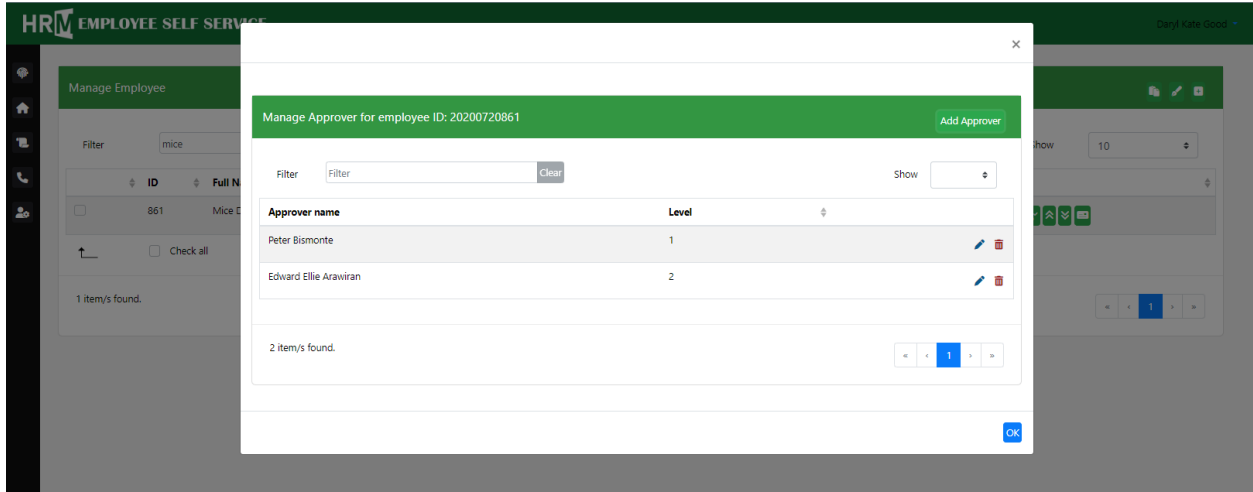


Add schedule for employee



Manage employee approver

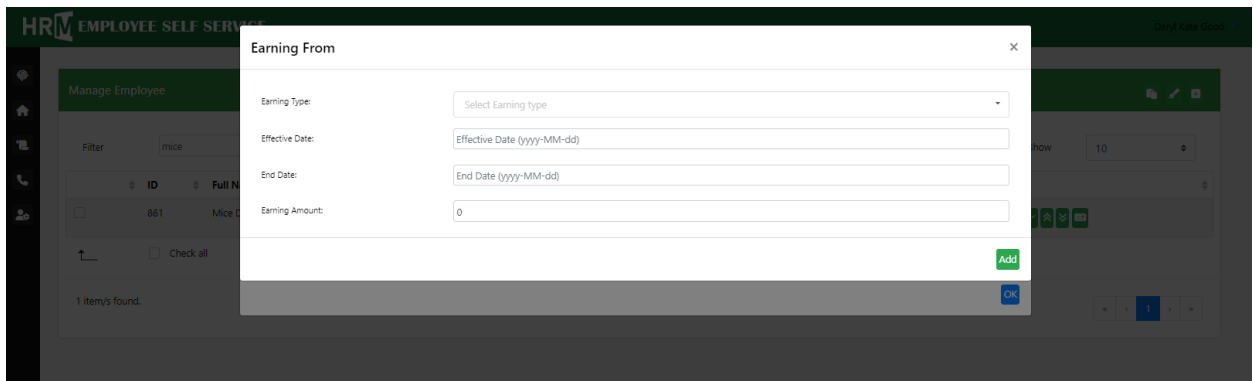
To manage an employee's approvers, the personnel must click the third button from the action column in the index list. There is no limit in the number of approvers an employee can have. The user can add, update, and delete the approvers.



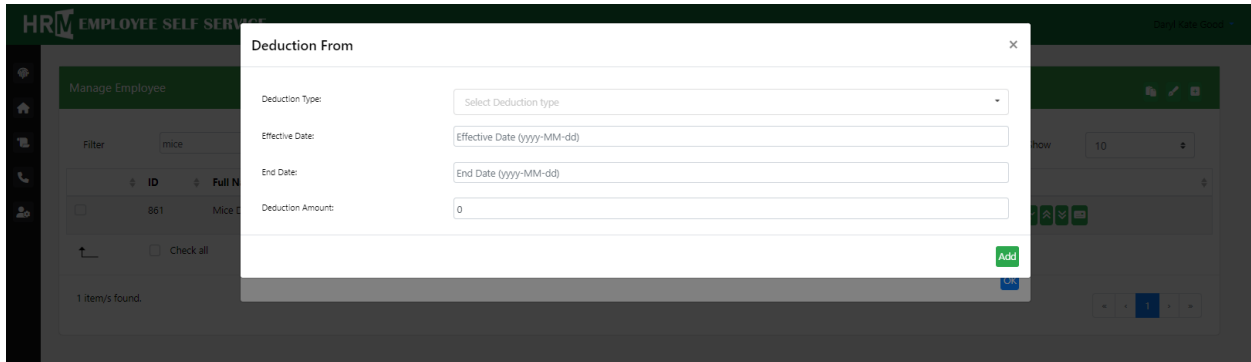
Employee Earnings and Deductions Management

The personnel can also manage the employee's earnings and deductions by clicking the 4th and 5th button from the action column in the index list.

Manage employee earnings

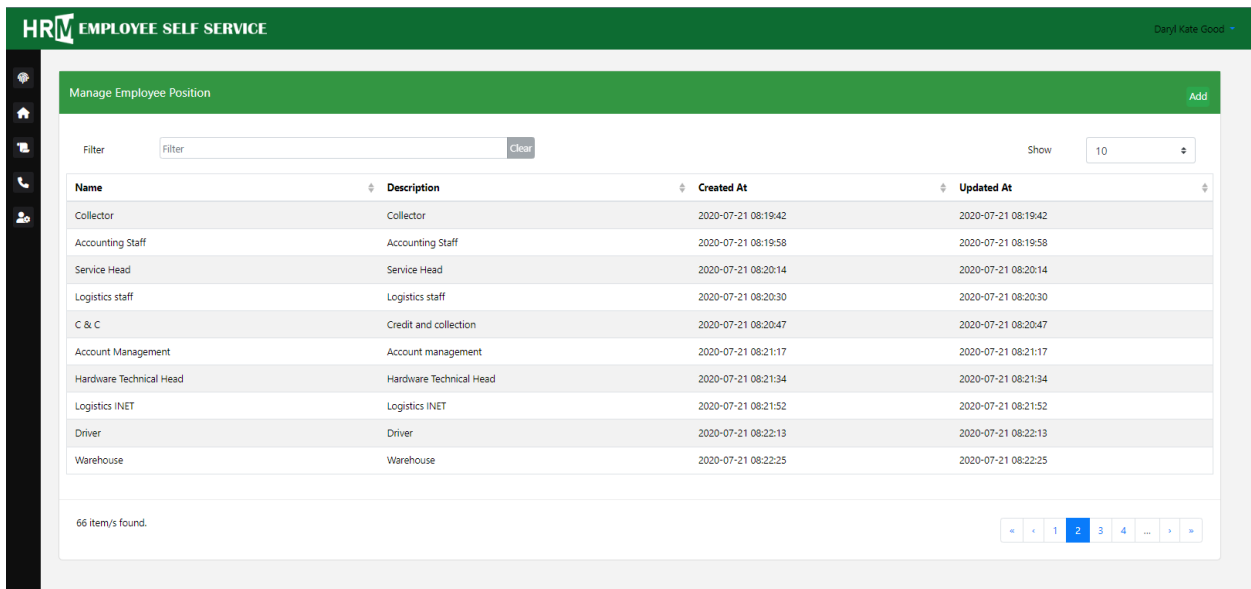


Manage employee deductions

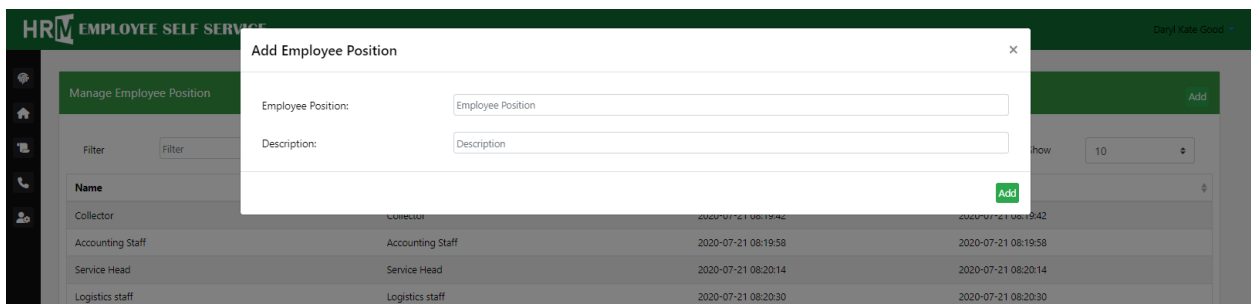


Manage employee positions

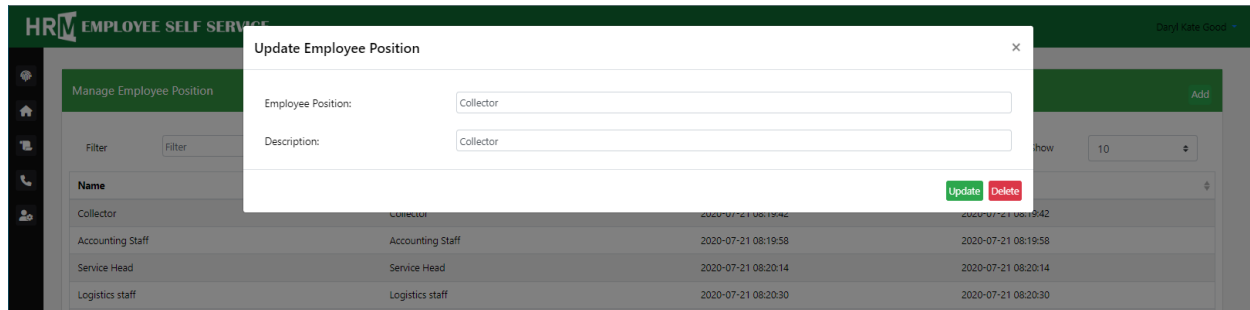
To manage employee positions, go to MANAGEMENT > Position. The HR personnel can add, update, and delete positions.



Add employee position



Edit employee position



Manage rates

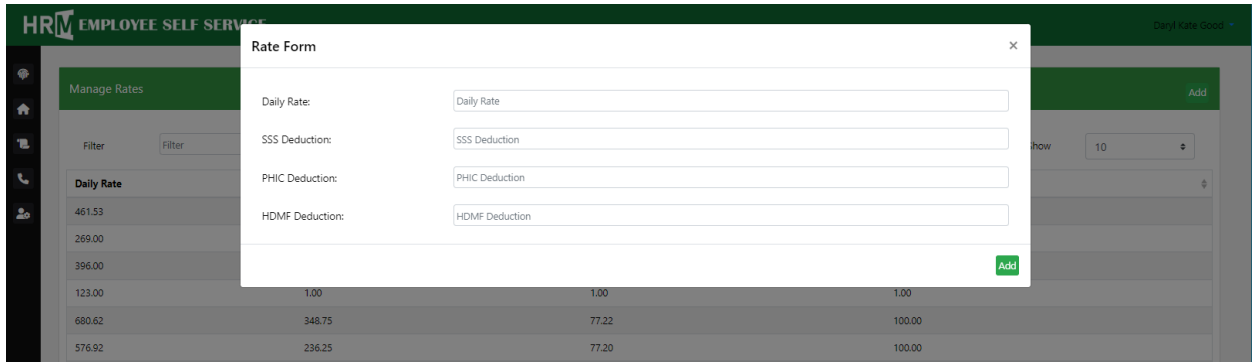
Manage rates manages the daily rate and its statutory deduction. The page displays a table with information about the daily rate, the SSS, PHIC, and HDMF deduction.

The screenshot shows the 'Manage Rates' table. The table has four columns: Daily Rate, Sss Deduction, Phic Deduction, and Hdmf Deduction. The table contains 10 rows of data. Below the table is a pagination control showing '37 item/s found.' and a page number '1'.

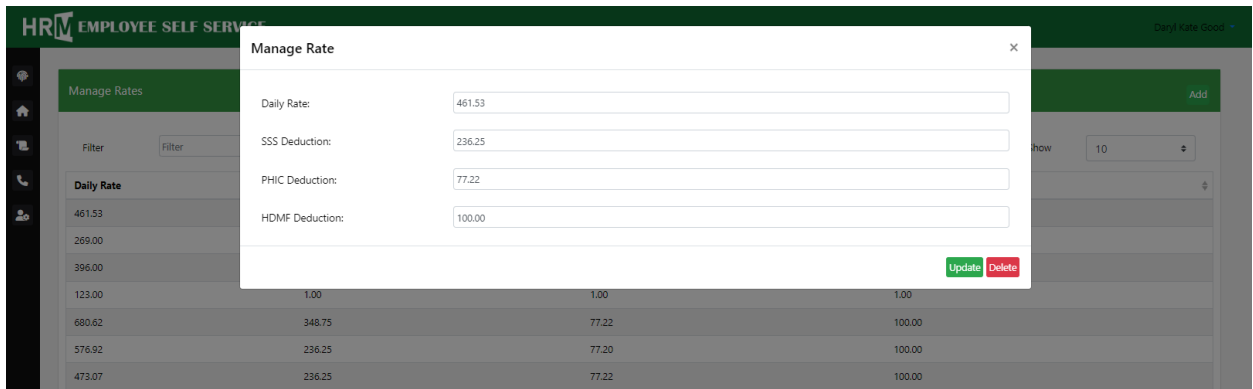
Daily Rate	Sss Deduction	Phic Deduction	Hdmf Deduction
461.53	236.25	77.22	100.00
269.00	0.00	0.00	0.00
396.00	236.25	77.22	100.00
123.00	1.00	1.00	1.00
680.62	348.75	77.22	100.00
576.92	236.25	77.20	100.00
473.07	236.25	77.22	100.00
407.69	236.25	77.22	100.00
423.07	236.25	77.22	100.00
519.23	236.25	77.22	100.00

Add rate

To add a rate, the user can click on the add button and enter the daily rate and set its SSS, PHIC, and HDMF deduction.

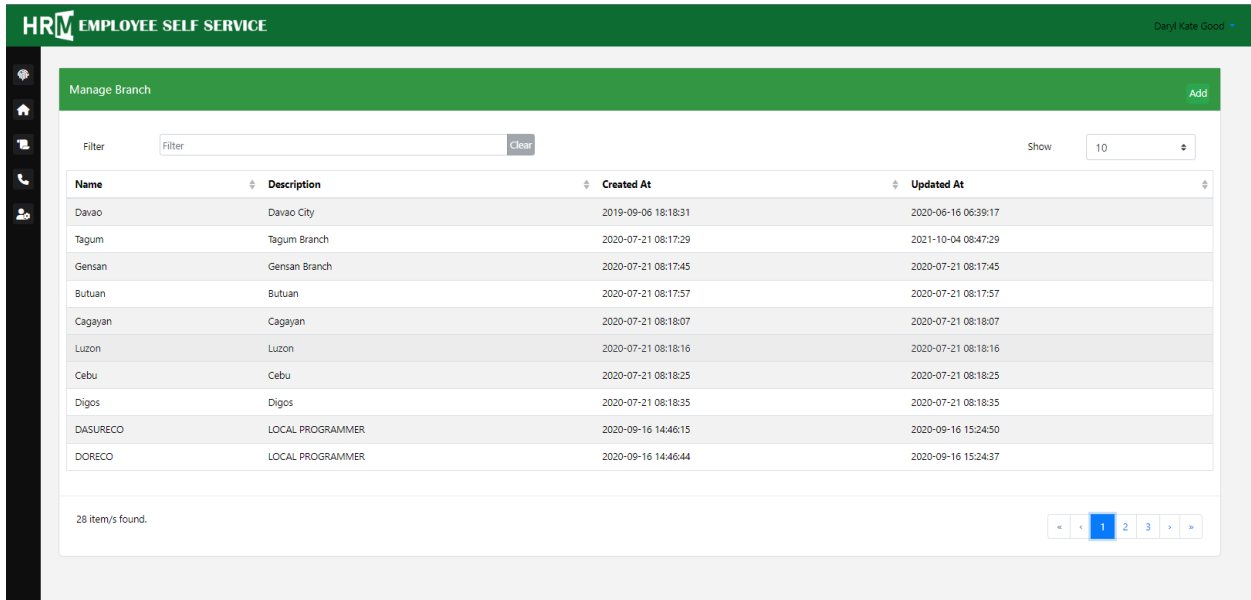


Edit rate



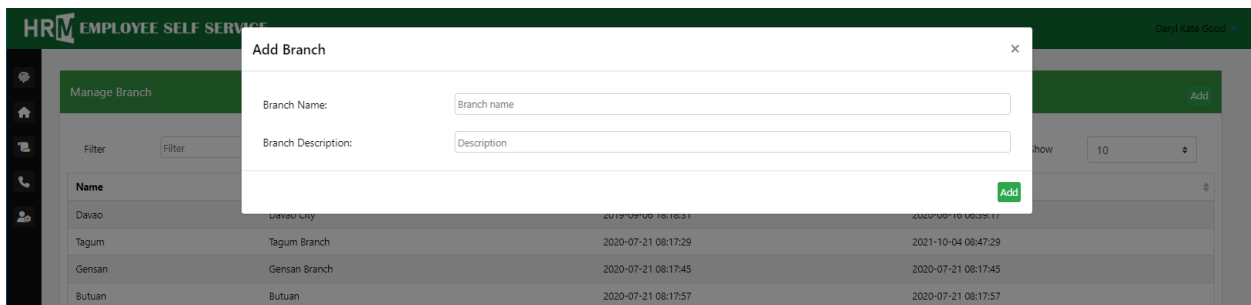
Manage Branch

This page displays a table with the information about the branch and its description.

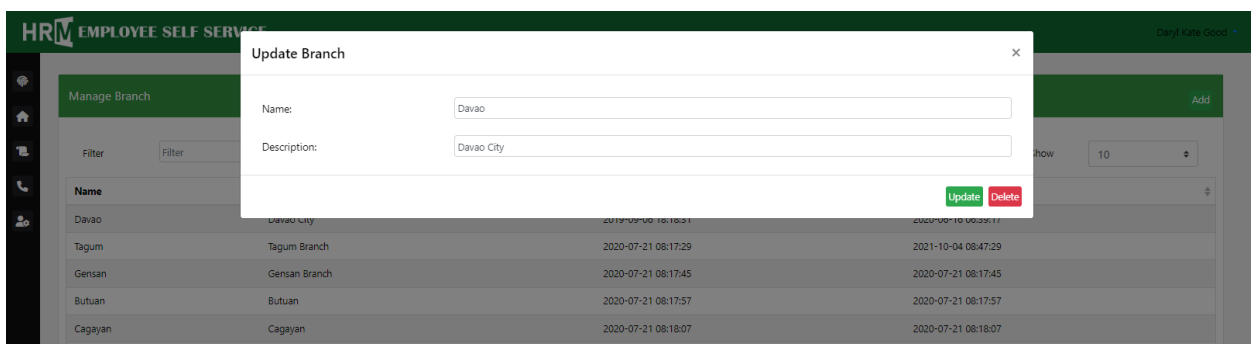


Add Branch

To add a branch, the user can click on the add button and fill up the necessary information.



Edit Branch



Manage leave type

Manage leave type, manages the leave that can be filed by the employees. The page displays a table with the list of leave types.

Name	Created At	Updated At
Leave Without Pay	2019-09-09 07:04:00	2019-11-04 07:37:59
Maternity Leave	2019-09-09 07:04:07	2019-09-09 07:04:07
Emergency Leave	2019-09-12 06:55:50	2019-09-12 06:55:50
Bereavement Leave	2019-09-12 06:55:58	2019-09-12 06:55:58
Vacation Leave	2019-09-12 06:56:07	2019-09-12 06:56:07
Sick Leave	2019-09-12 06:56:18	2019-09-12 06:56:18

Add leave type

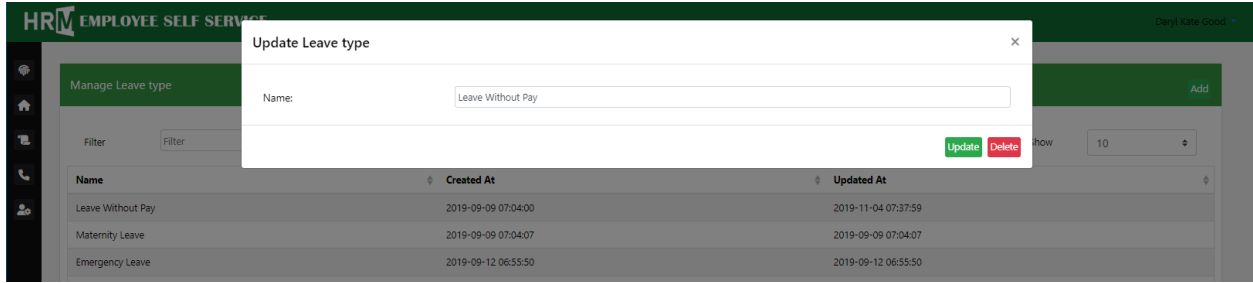
To add a leave type, the user can click on the add button and fill up the necessary information.

Add Leave type

Name:

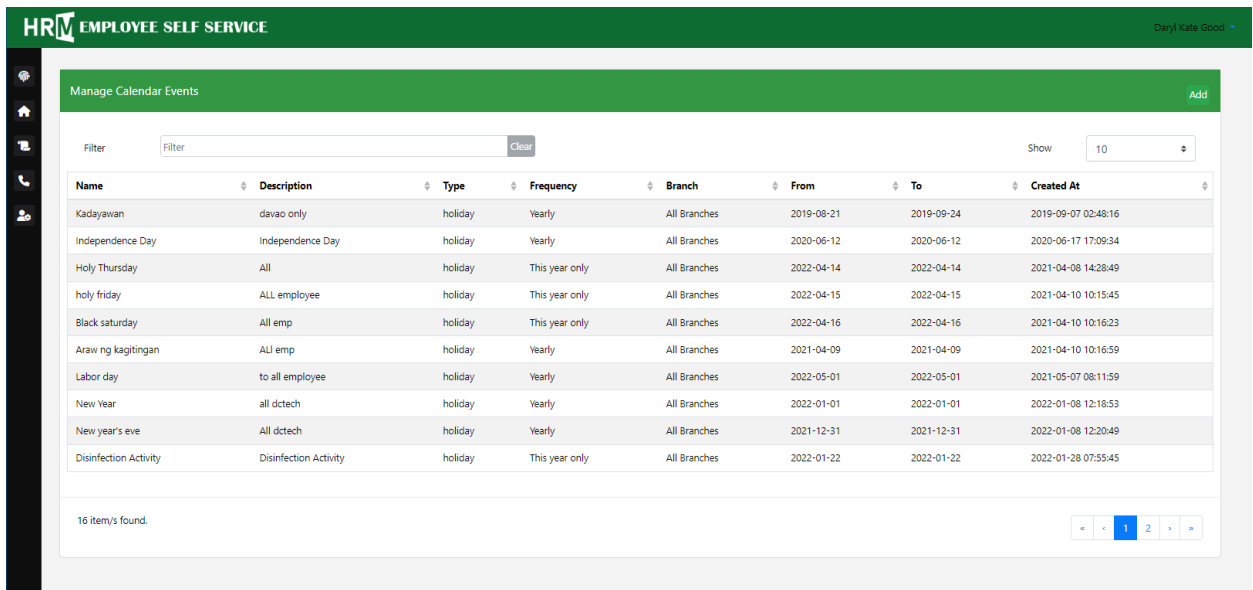
Add

Edit leave type



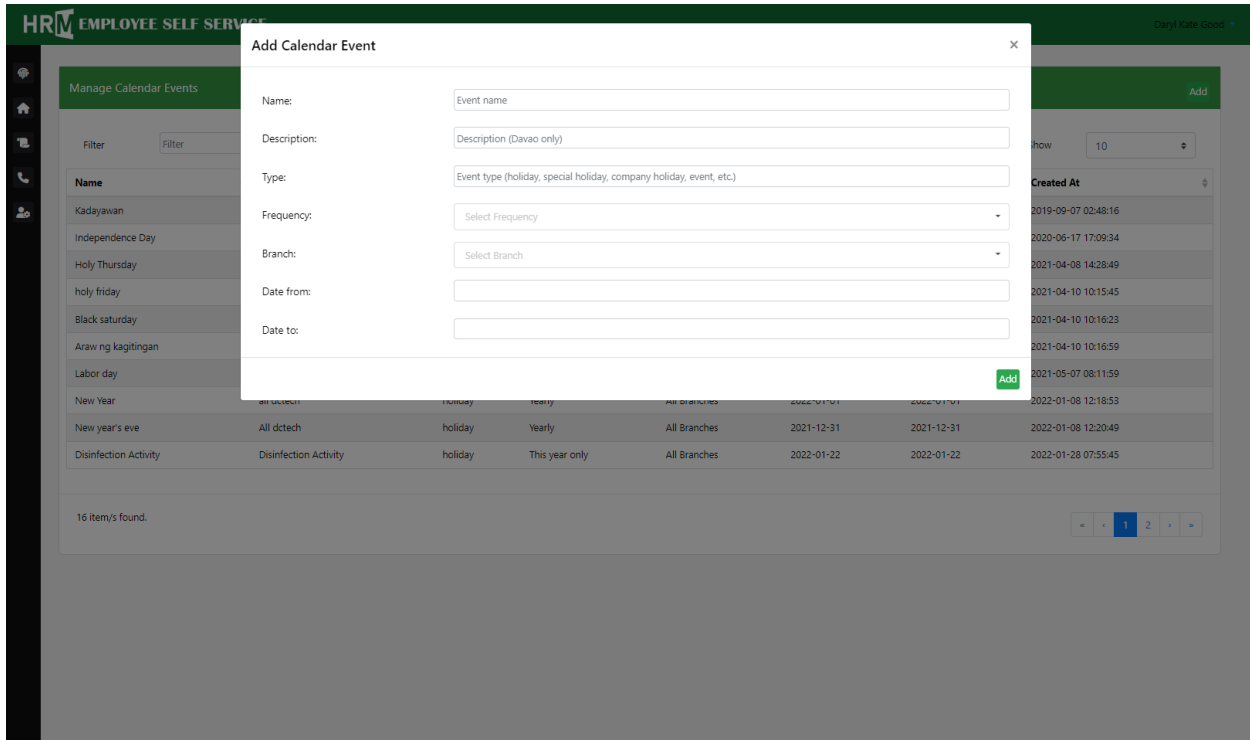
Manage calendar events

Manage calendar events, manage the holidays and events. The page displays a table with the information about the event.

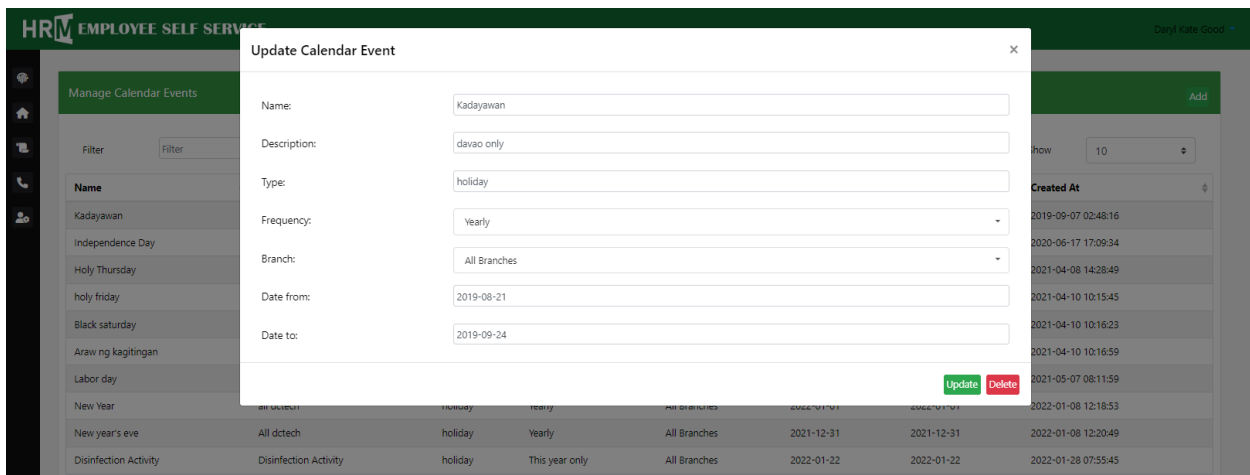


Add calendar event

To add an event, the user can click on the add button and fill up the necessary information. The user can enter the type, frequency if it's a recurring holiday/event or not, branch, and duration of the holiday/event.



Edit calendar event



Manage Department

Manage department manages the department that can be assigned to the employees. The page displays a table with the information about the departments.

HRM EMPLOYEE SELF SERVICE Daryl Kate Good

Manage Department Add

Filter Show 10

Name	Description	Created At	Updated At
INET	ALL INET	2019-09-07 03:31:15	2019-09-07 03:31:15
ITND	ITND	2019-09-07 03:31:29	2021-09-27 14:03:41
SOLUTIONS	SOLUTIONS	2019-09-07 03:31:48	2020-10-02 17:49:19
HR	HR	2020-06-16 14:38:51	2020-06-16 14:38:51
IE	IE	2020-09-11 15:45:37	2020-09-11 15:45:37
COMPUTERS	COMPUTERS	2020-09-11 15:45:53	2020-09-11 15:45:53
LOGISTICS	LOGISTICS	2020-09-11 15:46:09	2020-09-11 15:46:09
SALES	SALES	2020-09-11 15:47:07	2020-09-11 15:47:07
SOLUTIONS - FOC	SOLUTIONS - FOC	2020-09-17 16:49:29	2020-09-17 16:49:29
Central Helpdesk	Helpdesk	2021-09-17 10:04:20	2021-09-17 10:04:20

12 item/s found. < 1 2 >

Add Department

To add a department, the user can click on the add button and fill up the necessary information.

HRM EMPLOYEE SELF SERVICE Daryl Kate Good

Manage Department Add

Filter Show 10

Add Department ✕

Name:

Description:

Name	Description	Created At	Updated At
INET	ALL INET	2019-09-07 03:31:15	2019-09-07 03:31:15
ITND	ITND	2019-09-07 03:31:29	2021-09-27 14:03:41
SOLUTIONS	SOLUTIONS	2019-09-07 03:31:48	2020-10-02 17:49:19

Edit department

HRM EMPLOYEE SELF SERVICE Daryl Kate Good

Manage Department Add

Filter Show 10

Update Department ✕

Name:

Description:

Name	Description	Created At	Updated At
INET	ALL INET	2019-09-07 03:31:15	2019-09-07 03:31:15
ITND	ITND	2019-09-07 03:31:29	2021-09-27 14:03:41
SOLUTIONS	SOLUTIONS	2019-09-07 03:31:48	2020-10-02 17:49:19

Manage Pay Period

Manage pay period manages the pay period by group. The page displays a table with the information about the pay period.

Period	Frequency	Year	Group	From	To
2022-12-30	Semi-monthly	2022	Group1	2022-12-13	2022-12-27
2022-12-15	Semi-monthly	2022	Group1	2022-11-28	2022-12-12
2022-11-30	Semi-monthly	2022	Group1	2022-11-13	2022-11-27
2022-11-15	Semi-monthly	2022	Group1	2022-10-28	2022-11-12
2022-10-31	Semi-monthly	2022	Group1	2022-10-13	2022-10-27
2022-10-15	Semi-monthly	2022	Group1	2022-09-28	2022-10-12
2022-09-30	Semi-monthly	2022	Group1	2022-09-13	2022-09-27
2022-09-15	Semi-monthly	2022	Group1	2022-08-28	2022-09-12
2022-08-31	Semi-monthly	2022	Group1	2022-08-13	2022-08-27
2022-08-15	Semi-monthly	2022	Group1	2022-07-28	2022-08-12

Add pay period

To add a pay period, the user can click on the add button and fill up the necessary information. The user can choose a group, frequency, pay period, enter the year, and start date. The pay period options are for the user to set the date when the salary is distributed every payroll. The start date text field is for setting the start date of every pay period. The user can click generate to check for the pay periods and click add to add the pay period.

Add Pay Period

Group:

Year:

Frequency:

Pay Period:

Edit pay period

The screenshot shows the HRM Employee Self Service interface. A modal dialog titled "Update Pay Period" is open, allowing users to edit a pay period. The dialog contains three input fields: "Pay period:" with the value "2022-12-30", "Date from:" with the value "2022-12-13", and "Date to:" with the value "2022-12-27". At the bottom right of the dialog are "Update" and "Delete" buttons. The background shows a table of pay periods with columns for Period, Frequency, Year, Group, Start Date, and End Date.

Period	Frequency	Year	Group	Start Date	End Date
2022-12-30					
2022-12-15					
2022-11-30	Semi-monthly	2022	Group1	2022-11-13	2022-11-27
2022-11-15	Semi-monthly	2022	Group1	2022-10-28	2022-11-12
2022-10-31	Semi-monthly	2022	Group1	2022-10-13	2022-10-27