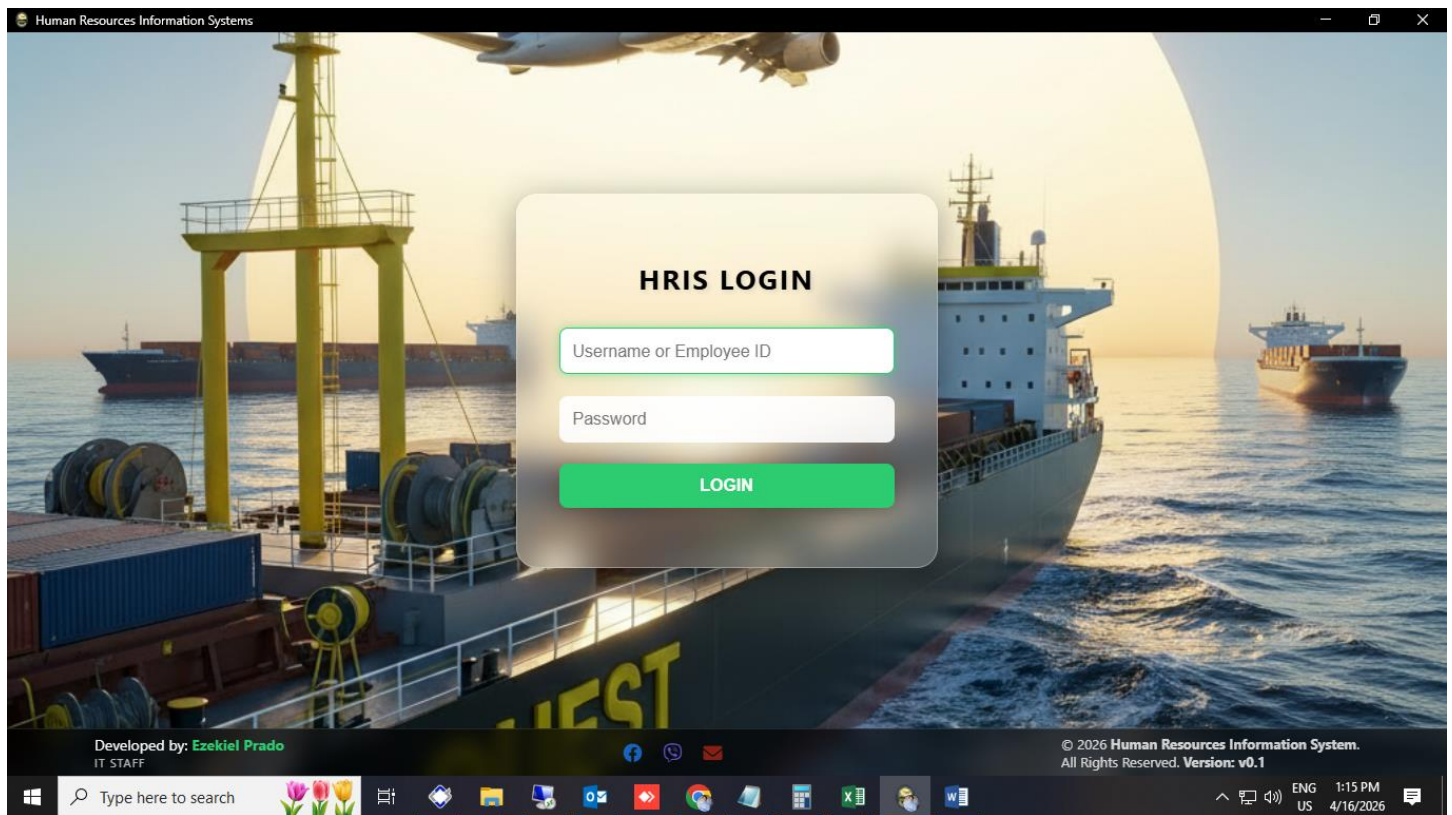


Human Resources Information System v0.1

Log in Form



Employees and users can log in using a single login form.

For employees, their Employee ID will be used as the username, and the default password is "123" (which they can change).

For users, they will use the username and password provided by the administrator to access the system (they can also change their password).

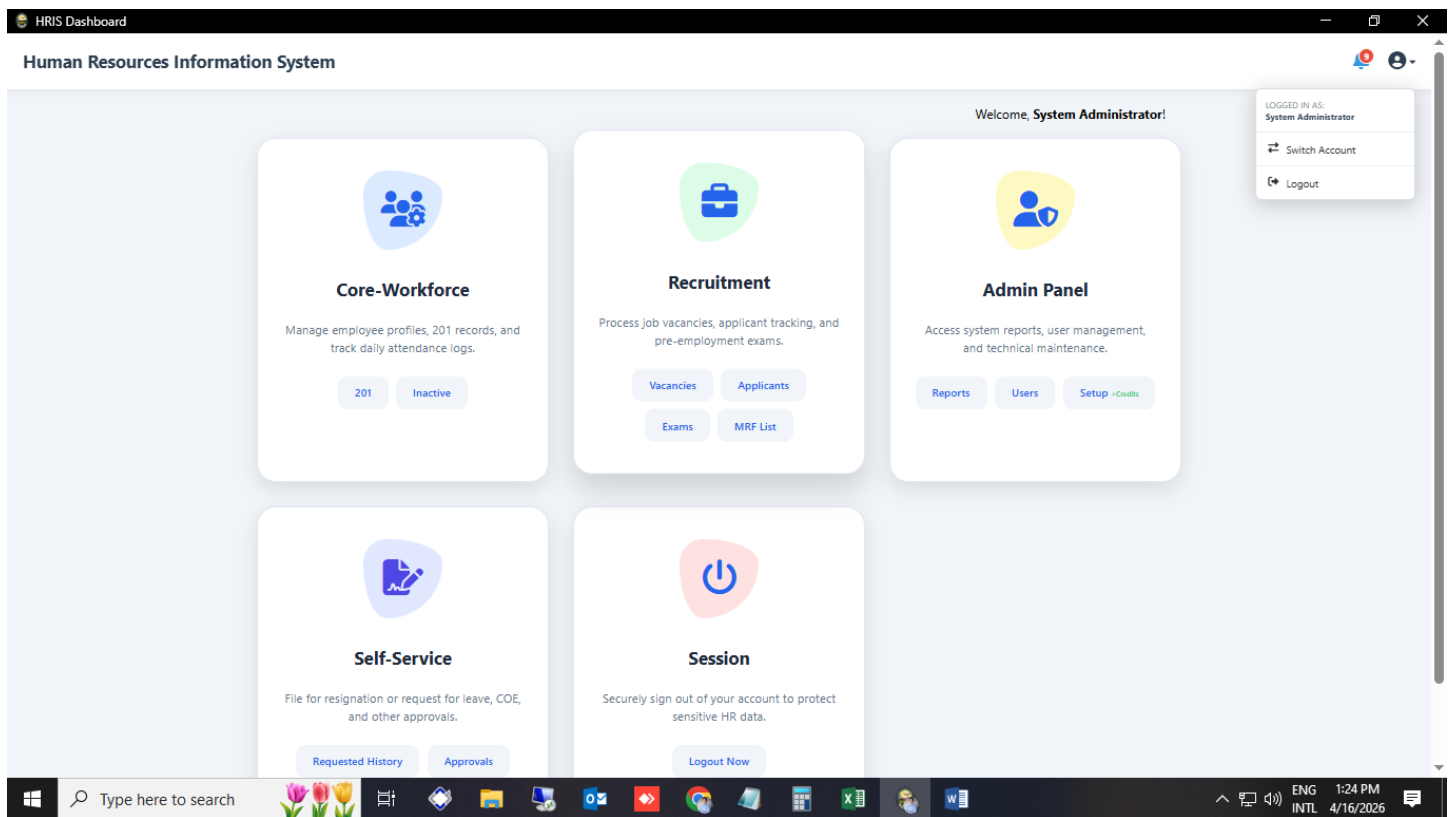
If the password is forgotten, they must contact the administrator to request a password reset in order to regain access.

Note: The same account cannot be logged in simultaneously on multiple sessions.

Human Resources Information System v0.1

Users Interface

Dashboard



The **Human Resources Information System (HRIS) Dashboard** serves as the main interface for system users after logging in. It provides quick access to key modules and system functions, allowing efficient navigation and management of HR-related tasks.

Header Section

At the top of the dashboard, the system title “**Human Resources Information System**” is displayed. On the right side, the logged-in user is shown (e.g., *System Administrator*), along with a user menu that includes:

- **Switch Account** – Allows changing to another account
- **Logout** – Ends the current session securely

A **notification icon** is also available to alert users of important system activities. These notifications include:

- New applicants
- Pending Manpower Requisition Forms (MRF)
- Pending request approvals

Human Resources Information System v0.1

Main Modules

The dashboard is divided into several functional cards/modules:

1. Core-Workforce

This module is used to: Manage employee profiles, View total employee records, Monitor daily attendance logs

It also displays quick status indicators such as:

-201 for active employee record

-Inactive for employee record

2. Recruitment

This module handles hiring-related processes: Job vacancy management, Applicant tracking, Pre employment examinations.

It also displays quick status indicators such as:

-Vacancies

-Applicants

-Exams

-MRF (Manpower Requisition Form) List

3. Admin Panel

This module allows:

- Reports: Viewing system reports

- Users: Managing user accounts

- Setup: Configuring system settings and maintenance also change password

4. Self-Service

This section allows employees to process their own requests, such as:

- Requested History: To view all employee request (Approved and Reject)

-Approvals: to view all employee Request (Leave, OT, Exemption, Certificate and Docs etc.)

Human Resources Information System v0.1

5. Session

This module is used for account security and session management.

Users can log out safely using the “Logout Now” button to protect sensitive HR data.

General Notes

The dashboard is designed for easy navigation using card-based modules.

Each module provides quick access to frequently used features.

Access to certain modules (e.g., Admin Panel) depends on the user’s role and permissions.

201

The screenshot displays the 'Employee 201 Masterlist' web application. The browser address bar shows the URL 'premierkargo.com.ph/pages/employee.php'. The page title is 'Employee 201 Masterlist'. The interface includes a navigation bar with buttons for 'Back', '+ Add Employee', 'Import Excel', 'Download Template', 'Export Excel', and 'Export PDF'. A search bar is located below the navigation bar with the placeholder text 'Search across all columns...'. A dropdown menu shows 'Show 5 entries'. The main content area features a table with the following columns: ID, Last Name, First Name, Company, Branch, Department, Type, Status, Date Hired, and Action. The table contains one row of data: ID 1222, Last Name SAMPLE, First Name SAMPLE, Company LOGISTICS ONE, Branch TAMBO, Department HR, Type Probationary, Status Hired, Date Hired Apr 16, 2026, and an Action button labeled 'View/Edit'. The Windows taskbar is visible at the bottom of the screen, showing the Start button, search bar, and various application icons.

| ID | Last Name | First Name | Company | Branch | Department | Type | Status | Date Hired | Action |
|------|-----------|------------|---------------|--------|------------|--------------|--------|--------------|---------------------------|
| 1222 | SAMPLE | SAMPLE | LOGISTICS ONE | TAMBO | HR | Probationary | Hired | Apr 16, 2026 | View/Edit |

Employee 201 Masterlist

The **Employee 201 Masterlist** is a centralized module used to manage and maintain employee records within the system. It provides a structured view of all employees along with essential employment details.

Human Resources Information System v0.1

Header Controls

At the top of the page, several action buttons are available:

- **Back** – Returns the user to the previous page
- **+ Add Employee** – Opens a form to add a new employee record

On the right side:

- **Import Excel** – Allows bulk uploading of employee data using a predefined Excel format
 - **Download Template** – Downloads the standard template required for importing employee data
 - **Export Excel** – Exports the current employee list into an Excel file
 - **Export PDF** – Generates a PDF copy of the employee masterlist
-

Search and Display Options

- **Search Bar** – Enables users to search across all columns (e.g., name, company, department) for quick filtering of records
 - **Show Entries Dropdown** – Allows users to control how many records are displayed per page
-

Employee Table Overview

The main table displays employee information in a structured format with the following columns:

- **ID** – Unique employee identification number
 - **Last Name / First Name** – Employee's full name
 - **Company** – Assigned company or organization
 - **Branch** – Work location or branch assignment
 - **Department** – Assigned department (e.g., HR, IT)
 - **Type** – Employment type (e.g., Regular, Contractual) after 6 months its automatic update to regular
 - **Status** – Current employment status (e.g., Hired)
 - **Date Hired** – Official hiring date
 - **Action** – Contains the **View/Edit** button for updating or reviewing employee details
 - **Delete record** – To delete the record, select record and type in keyboard “=404”
-

Key Features

- **Centralized Record Management** – All employee data is stored and accessible in one module
- **Bulk Data Handling** – Supports Excel import and export for efficient data processing
- **Real-Time Search and Filtering** – Quickly locate employee records using the search function
- **Data Maintenance** – Users can update employee information through the View/Edit function

Human Resources Information System v0.1

Notes

- Only authorized users can add, edit, import, or export employee records
- Ensure that the correct template is used when importing data to avoid errors
- Employee records should be kept accurate and up to date for reporting and HR operations

Inactive

| ID | Last Name | First Name | Branch | Department | Type | Status | Date Hired | Action |
|------|-----------|------------|--------|------------|--------------|--------|--------------|---------------------------|
| 1700 | Prado | Ezekiel | SUCAT | ACCOUNTING | Probationary | Resign | Mar 18, 2026 | View/Edit |

Inactive 201 Masterlist

Header Controls

At the top of the page, several action buttons are available:

- **Back** – Returns the user to the previous page
- **+ Add Employee** – Opens a form to add a new employee record

On the right side:

- **Export Excel** – Exports the current employee list into an Excel file
- **Export PDF** – Generates a PDF copy of the employee no longer active

Search and Display Options

Human Resources Information System v0.1

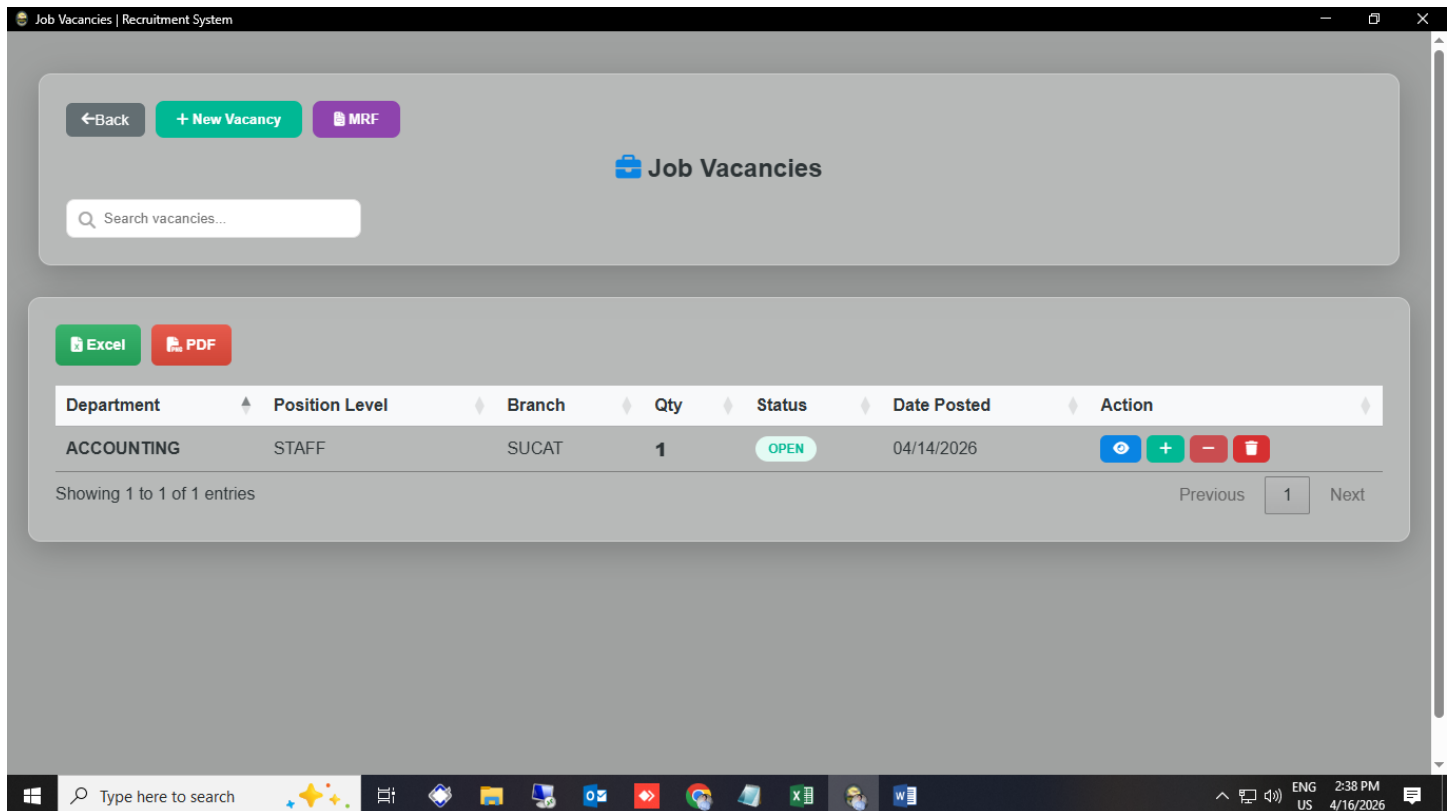
- **Search Bar** – Enables users to search across all columns (e.g., name, company, department) for quick filtering of records
- **Show Entries Dropdown** – Allows users to control how many records are displayed per page

Employee Table Overview





The main table displays employee information in a structured format with the following columns:

- **ID** – Unique employee identification number
- **Last Name / First Name** – Employee's full name
- **Company** – Assigned company or organization
- **Branch** – Work location or branch assignment
- **Department** – Assigned department (e.g., HR, IT)
- **Type** – Employment type (e.g., Regular, Contractual) after 6 months its automatic update to regular
- **Status** – Current employment status (e.g., Hired)
- **Date Hired** – Official hiring date
- **Action** – Contains the **View/Edit** button for updating or reviewing employee details

Vacancies



The screenshot displays the 'Job Vacancies' module within a 'Recruitment System'. The interface includes a search bar, a table of vacancies, and navigation controls. The table shows one entry with the following details:

| Department | Position Level | Branch | Qty | Status | Date Posted | Action |
|------------|----------------|--------|-----|--------|-------------|---|
| ACCOUNTING | STAFF | SUCAT | 1 | OPEN | 04/14/2026 |     |

Showing 1 to 1 of 1 entries

Previous 1 Next

Job Vacancies Module

The **Job Vacancies** module is part of the Recruitment System and is used to manage and monitor available job openings within the organization. It allows users to create, view, and maintain vacancy records efficiently.

Human Resources Information System v0.1

Header Controls

At the top of the page, the following action buttons are available:

- **Back** – Returns the user to the previous page
- **+ New Vacancy** – Opens a form to create and post a new job vacancy
- **MRF (Manpower Requisition Form)** – Provides access to manpower requests that serve as the basis for creating job vacancies

A **search bar** is also provided to quickly find specific job vacancies.

Export Options

Users can generate reports using:

- **Excel** – Exports the vacancy list into an Excel file
 - **PDF** – Exports the vacancy list into a PDF document
-

Vacancy Table Overview

The main table displays job vacancy details with the following columns:

- **Department** – The department requesting the vacancy (e.g., Accounting)
 - **Position Level** – The job level or role classification (e.g., Staff, Manager)
 - **Branch** – The location where the position is assigned
 - **Qty** – Number of available positions for the vacancy
 - **Status** – Indicates whether the vacancy is open or closed (e.g., *Open*)
 - **Date Posted** – The date when the vacancy was created or published
 - **Action** – Contains buttons for managing the vacancy
-

Action Buttons

Each vacancy record includes the following actions:

- **View (Eye Icon)** – Displays detailed information about the vacancy
 - **Add (+ Icon)** – Adds or associates applicants to the vacancy
 - **Minus (- Icon)** – Reduces or updates the number of available positions
 - **Delete (Trash Icon)** – Removes the vacancy record from the system
-

Human Resources Information System v0.1

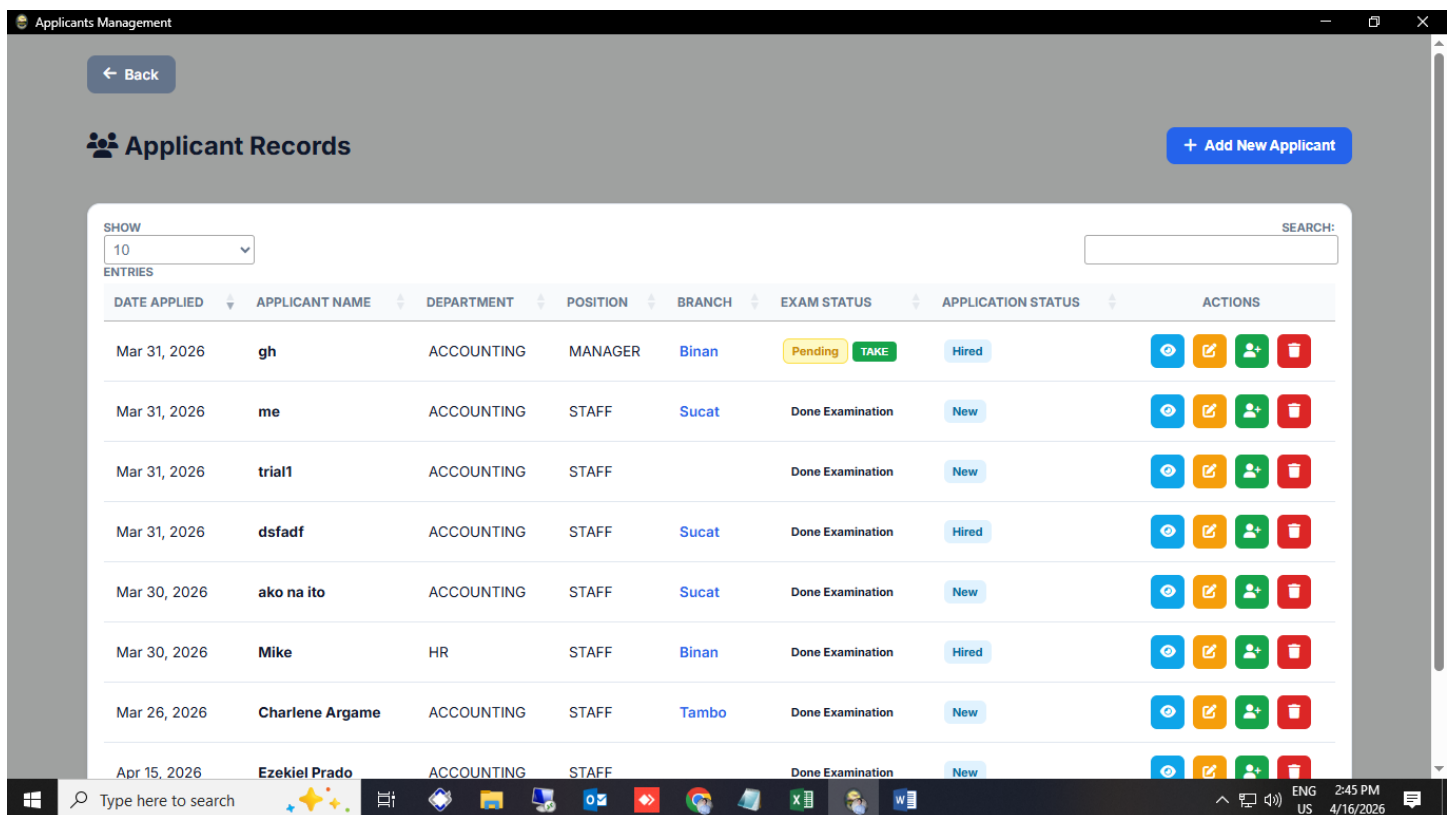
Key Features

- **Vacancy Management** – Easily create and track job openings
- **MRF Integration** – Vacancies are aligned with approved manpower requests
- **Applicant Handling** – Directly manage applicants per vacancy
- **Reporting** – Export vacancy data for documentation and analysis

Notes

- Only authorized users can create, update, or delete job vacancies
- Vacancies should be based on approved MRFs to ensure proper workforce planning
- Regularly update vacancy status to reflect accurate hiring progress

Applicants



Applicants Management

← Back

Applicant Records

+ Add New Applicant

SHOW: 10

SEARCH:

| DATE APPLIED | APPLICANT NAME | DEPARTMENT | POSITION | BRANCH | EXAM STATUS | APPLICATION STATUS | ACTIONS |
|--------------|-----------------|------------|----------|--------|------------------|--------------------|------------------------------|
| Mar 31, 2026 | gh | ACCOUNTING | MANAGER | Binan | Pending TAKE | Hired | [View] [Edit] [Add] [Delete] |
| Mar 31, 2026 | me | ACCOUNTING | STAFF | Sucab | Done Examination | New | [View] [Edit] [Add] [Delete] |
| Mar 31, 2026 | trial1 | ACCOUNTING | STAFF | | Done Examination | New | [View] [Edit] [Add] [Delete] |
| Mar 31, 2026 | dsfadf | ACCOUNTING | STAFF | Sucab | Done Examination | Hired | [View] [Edit] [Add] [Delete] |
| Mar 30, 2026 | ako na ito | ACCOUNTING | STAFF | Sucab | Done Examination | New | [View] [Edit] [Add] [Delete] |
| Mar 30, 2026 | Mike | HR | STAFF | Binan | Done Examination | Hired | [View] [Edit] [Add] [Delete] |
| Mar 26, 2026 | Charlene Argame | ACCOUNTING | STAFF | Tambo | Done Examination | New | [View] [Edit] [Add] [Delete] |
| Apr 15, 2026 | Ezekiel Prado | ACCOUNTING | STAFF | | Done Examination | New | [View] [Edit] [Add] [Delete] |

Windows taskbar: Type here to search, 2:45 PM, 4/16/2026

The **Applicant Records** module serves as the central hub for managing recruitment data. It allows HR personnel to track the progress of job seekers from their initial application through to their hiring status.

1. Key Interface Components

The dashboard is designed for high efficiency with several navigational and functional elements:

Action Buttons (Top): * **Back:** Returns the user to the previous administrative dashboard.

Human Resources Information System v0.1

Add New Applicant: A primary action button (blue) used to manually input a new candidate's profile into the system.

Search and Filter:

Show [X] Entries: A dropdown menu to adjust the number of visible rows (e.g., 10, 25, 50) for easier scrolling.

Search Bar: A real-time filter tool to find specific candidates by name, position, or branch.

2. Data Table Structure

The central table organizes applicant data into eight distinct columns for clear visibility:

| Column Name | Description |
|---------------------------|---|
| Date Applied | Records the calendar date the application was submitted. |
| Applicant Name | Displays the full name of the candidate. |
| Department | The specific functional area (e.g., Accounting, HR) the applicant is applying for. |
| Position | The job title or rank (e.g., Staff, Manager). |
| Branch | The physical office location or site for the role (e.g., Binan, Sucat, Tambo). |
| Exam Status | Tracks whether the candidate has completed required assessments. Statuses include Pending or Done Examination . |
| Application Status | The current stage in the hiring pipeline, categorized as New or Hired . |
| Actions | A set of interactive tools for record management. |

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3. Operational Controls (Actions)

Each record features four distinct action icons to manage the lifecycle of an application:

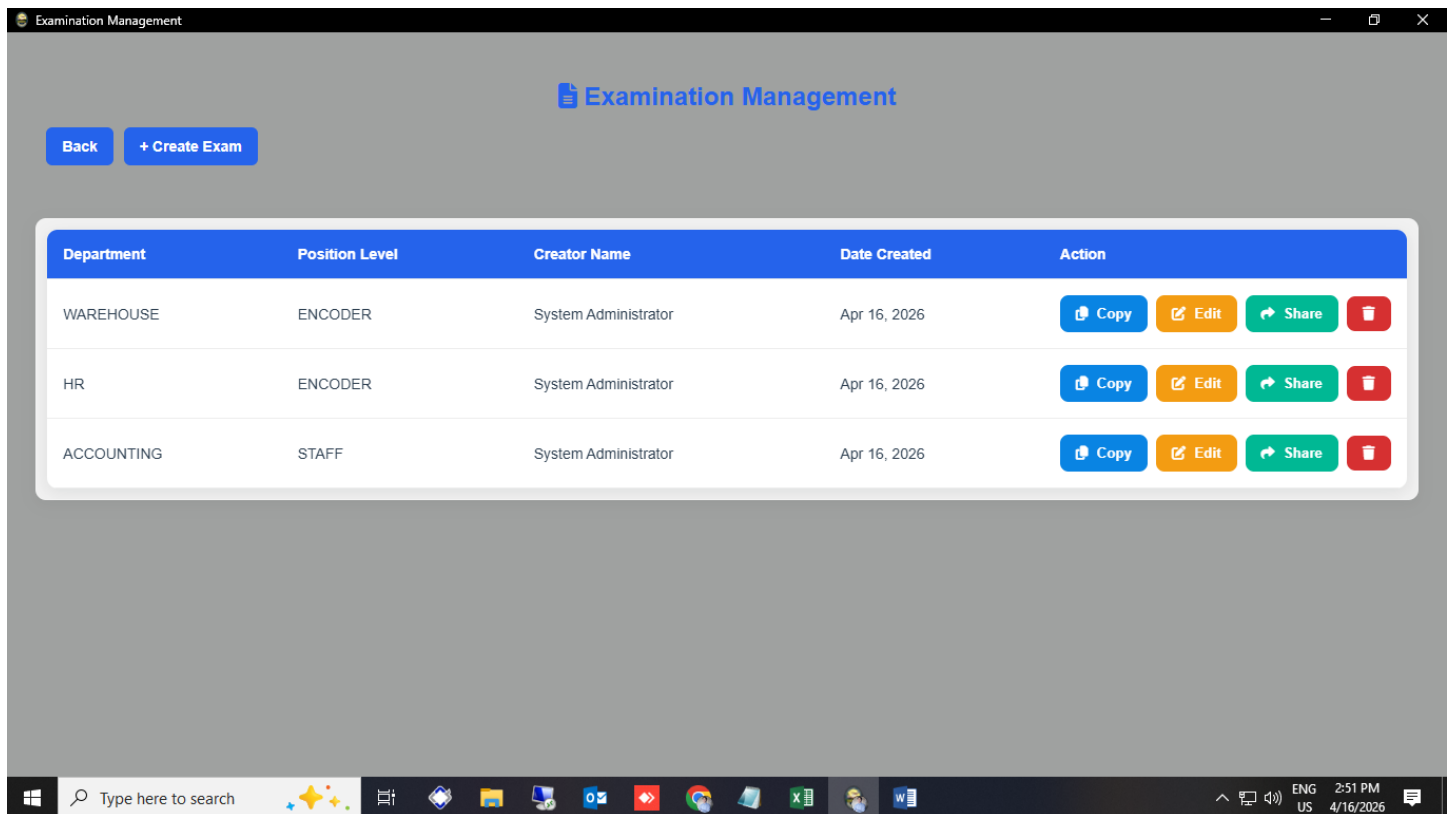
1. **View (Blue Eye):** Opens the full profile and detailed information of the applicant.
2. **Edit (Yellow Pencil):** Allows for updating existing applicant details or correcting errors.
3. **Hiring/Update (Green Plus):** Used to move the applicant forward in the recruitment process or finalize hiring.
4. **Delete (Red Trash):** Removes the record from the database.

4. Workflow Indicators

The system uses color-coded labels to provide "at-a-glance" status updates:

- **Yellow "Pending":** Indicates that an action (like a test) is still required.
- **Green "Take":** A prompt for the administrator to initiate or record an exam.
- **Light Blue "New" / "Hired":** Clearly distinguishes between fresh candidates and those who have successfully filled a position.

Exams



The screenshot displays the 'Examination Management' application interface. At the top, there is a title bar with the text 'Examination Management' and standard window controls. Below the title bar, the main header area contains the text 'Examination Management' in blue, accompanied by a document icon. Two buttons are visible: 'Back' and '+ Create Exam'. The main content area features a table with the following columns: Department, Position Level, Creator Name, Date Created, and Action. The table contains three rows of data, each with a set of four action buttons (Copy, Edit, Share, Delete) in the Action column.

| Department | Position Level | Creator Name | Date Created | Action |
|------------|----------------|----------------------|--------------|--|
| WAREHOUSE | ENCODER | System Administrator | Apr 16, 2026 | Copy Edit Share Delete |
| HR | ENCODER | System Administrator | Apr 16, 2026 | Copy Edit Share Delete |
| ACCOUNTING | STAFF | System Administrator | Apr 16, 2026 | Copy Edit Share Delete |

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The Examination Management portal allows administrators to design tailored assessments for various roles within the company. This system ensures that applicants are evaluated based on the specific technical or clerical requirements of their target department.

Main Dashboard Functions

The primary interface displays a list of existing examination templates organized by **Department** and **Position Level**. For each template, the system tracks the **Creator Name** and the **Date Created** to maintain accountability and version control.

Administrators can interact with these templates using four primary controls:

- **Copy:** Duplicates an existing exam to quickly create a similar assessment for a different department.
- **Edit:** Opens the exam builder to modify questions or settings.
- **Share:** Generates credentials for an applicant to access the test.
- **Delete:** Permanently removes the template from the system.

The Exam Builder (Creation & Modification)

When creating or editing an exam, the system provides a structured form to ensure consistency.

- **Header Information:** Administrators select the target Department and Position Level from dropdown menus. The system automatically logs the Editor's name and the last modified date.
- **Question Configuration:** The system supports dynamic question entry. Users can choose the question type (such as Paragraph/Essay) and input the specific prompt.
- **Automated Evaluation Support:** For essay-based questions, there is an "Expected Keyword" field. This allows the system to assist in grading by identifying critical terms that must appear in the applicant's response.
- **Additional Modules:** At the bottom of the builder, administrators can toggle a "Typing Test" option. This is particularly useful for roles like Encoders or Staff where speed and accuracy are essential.

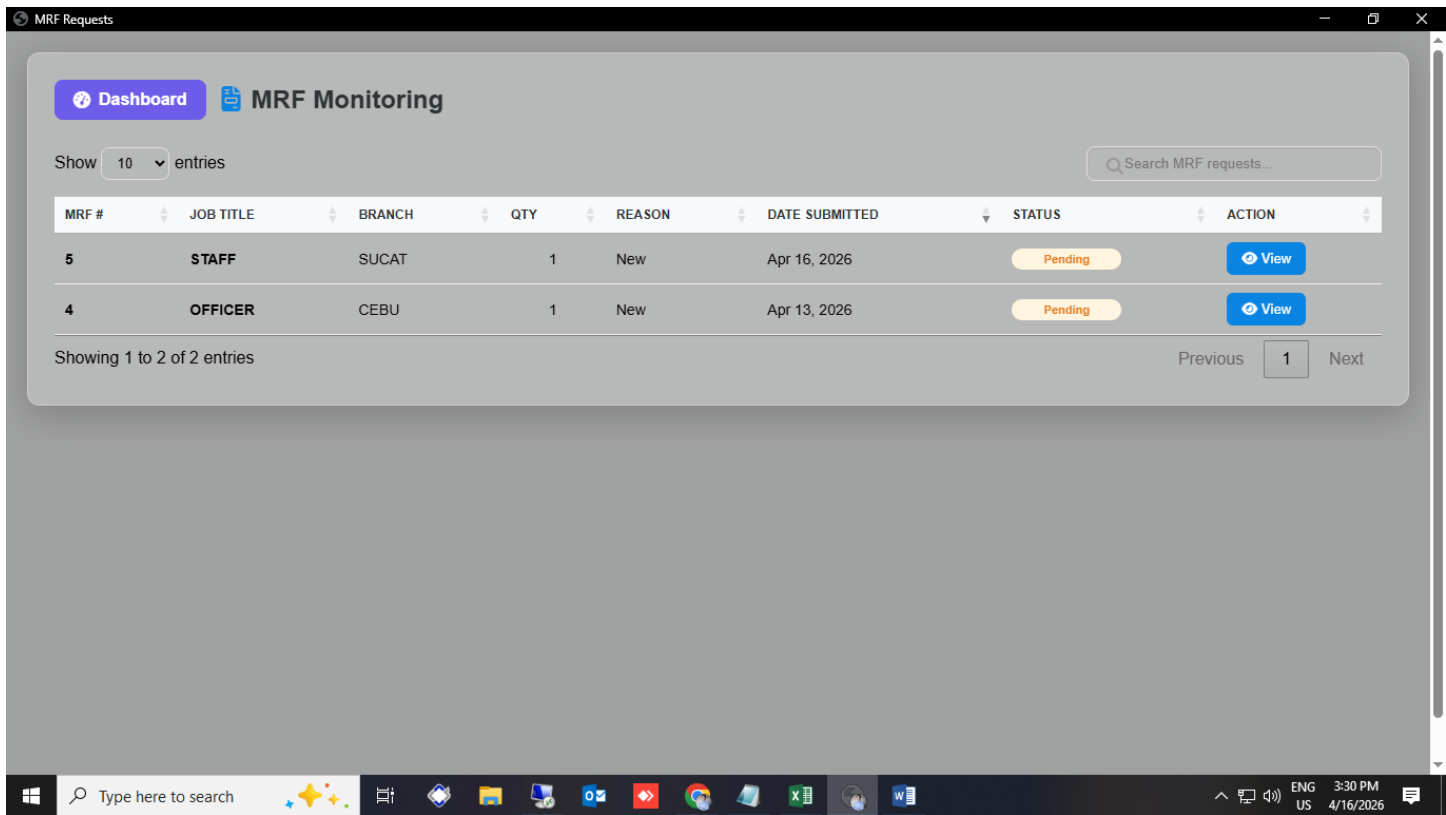
Examination Distribution (Share Feature)

The "Share Examination" utility is a secure way to invite candidates to take the test. It ensures that only authorized applicants can access the materials.

- **Security Credentials:** The administrator inputs the **Applicant's Username** and a unique **Access Password** is generated (e.g., "XGWSGW").
- **Time Management:** A **Duration** field allows the administrator to set a strict time limit for the exam in minutes (e.g., 30 minutes).
- **Link Generation:** By clicking "Generate Link," a unique URL is created specifically for that candidate.
- **Communication:** The "Copy Full Message" button allows the HR staff to quickly grab all necessary login details (Link, Username, and Password) to send to the applicant via email or messaging platforms.

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MRF LIST



The screenshot displays the 'MRF Monitoring' interface. At the top, there are navigation buttons for 'Dashboard' and 'MRF Monitoring'. Below this, a 'Show 10 entries' dropdown and a search bar labeled 'Search MRF requests...' are visible. The main content is a table with the following columns: MRF #, JOB TITLE, BRANCH, QTY, REASON, DATE SUBMITTED, STATUS, and ACTION. Two entries are shown: MRF # 5 for STAFF at SUCAT, and MRF # 4 for OFFICER at CEBU. Both have a quantity of 1, are 'New', and have a 'Pending' status. Each entry has a 'View' button. At the bottom of the table, it says 'Showing 1 to 2 of 2 entries' and includes 'Previous', '1', and 'Next' navigation options. The Windows taskbar is visible at the bottom of the screenshot.

| MRF # | JOB TITLE | BRANCH | QTY | REASON | DATE SUBMITTED | STATUS | ACTION |
|-------|-----------|--------|-----|--------|----------------|---------|----------------------|
| 5 | STAFF | SUCAT | 1 | New | Apr 16, 2026 | Pending | View |
| 4 | OFFICER | CEBU | 1 | New | Apr 13, 2026 | Pending | View |

The **MRF (Manpower Request Form) Monitoring** module is a centralized tracking system designed to manage and oversee personnel requests across various departments and locations. This interface allows HR administrators and management to monitor the flow of recruitment needs in real-time.

Navigation and Filtering Tools

To ensure efficient data management, the module includes several navigational features:

- **Dashboard Shortcut:** A navigation button that allows the user to exit the monitoring view and return to the main system dashboard.
- **Dynamic Entry Display:** A dropdown selector that enables users to adjust the number of visible records on a single page, helping to manage large volumes of data.
- **Live Search Utility:** A dedicated search field that filters requests instantly as the user types, supporting queries based on specific job titles, branches, or request numbers.

Record Detail Specifications

The monitoring interface organizes every manpower request into several key data points:

- **MRF Number:** A unique tracking ID assigned to each individual request for audit and reference purposes.
- **Job Title:** Specifies the designation or role being requested (e.g., Staff, Officer).
- **Branch:** Identifies the specific site or regional office where the vacancy exists, such as Sucat or Cebu.
- **Quantity (QTY):** Indicates the total number of heads required for the specific position.

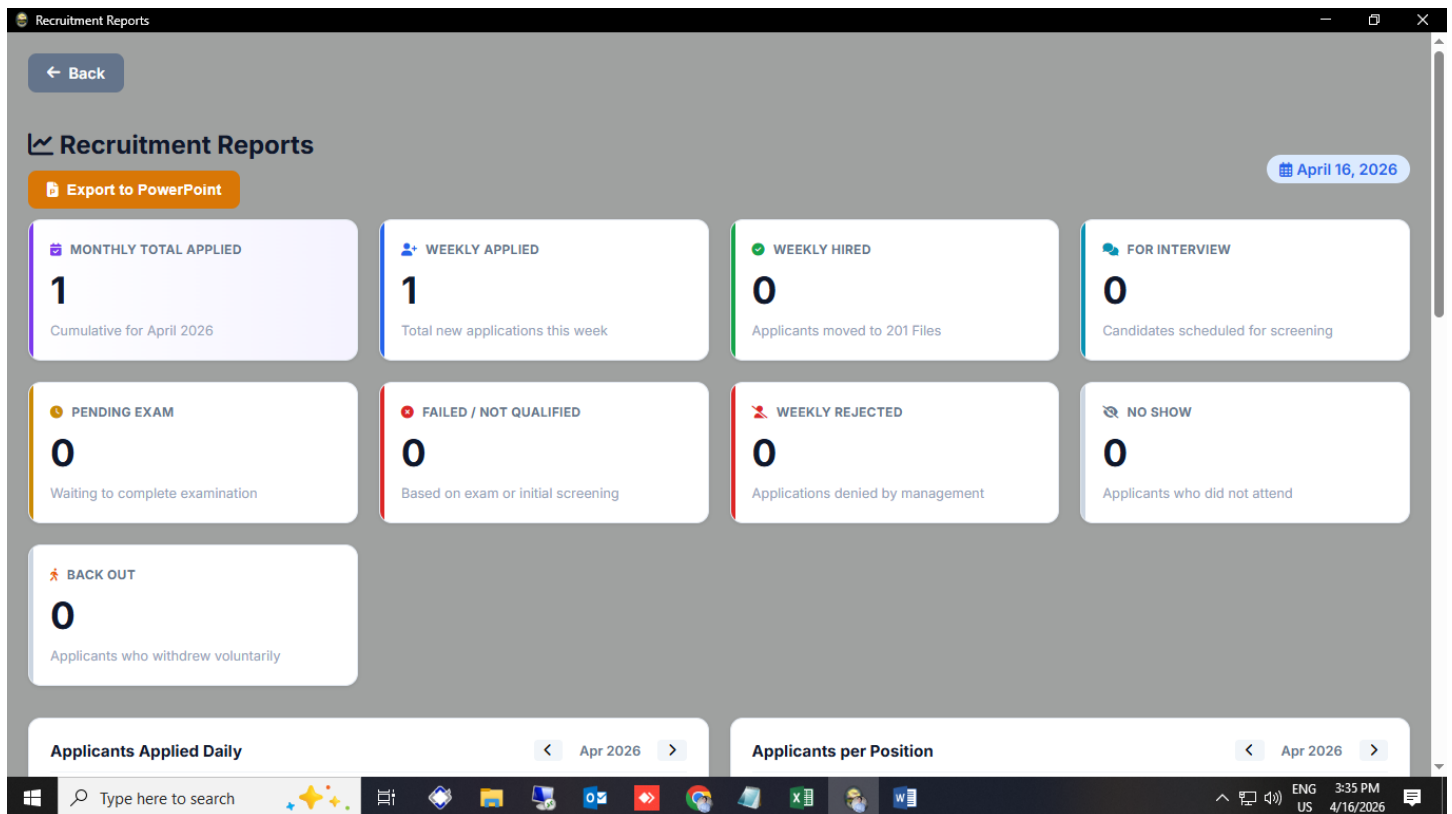
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- **Reason for Request:** Defines the nature of the vacancy, distinguishing between newly created roles ("New") or replacements for existing positions.
- **Date Submitted:** Logged timestamp showing when the request was officially entered into the system.
- **Status Indicator:** A visual label representing the current stage of the request. A "Pending" status indicates the request is currently awaiting managerial review or approval.

Functional Controls and Navigation

- **View Details:** The primary action button (View) allows administrators to access the comprehensive digital form of the MRF, including specific job descriptions and qualifications.
- **Pagination System:** Located at the bottom of the interface, this control allows users to navigate through multiple pages of records, ensuring the system remains responsive and organized even as the database grows.

REPORTS



The **Recruitment Reports** module is a strategic analytics dashboard that transforms raw recruitment data into actionable insights. It tracks key performance indicators (KPIs) through real-time summary cards and detailed graphical representations, allowing management to assess the effectiveness of hiring campaigns and departmental growth.

1. Executive Summary Cards (KPIs)

At the top of the dashboard, a series of summarized data points provide an immediate snapshot of current recruitment health. These include:

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- **Monthly and Weekly Application Volume:** Tracks the total number of applicants received within the current month and week.
- **Conversion Metrics:** Displays the number of applicants who have successfully been hired or are currently scheduled for interviews.
- **Pipeline Bottlenecks:** Monitors "Pending Exam" counts to identify delays in the assessment phase.
- **Attrition and Rejection Tracking:** Logs "Failed/Not Qualified," "Weekly Rejected," "No Show," and "Back Out" counts to help HR refine their sourcing and screening criteria.

2. Data Export Capabilities

To support external reporting and management presentations, the module features an **Export to PowerPoint** function. This utility automatically converts the live dashboard visualizations into a presentation-ready format, saving significant administrative time during monthly reviews.

3. Graphical Data Visualizations

The dashboard utilizes several chart types to illustrate trends and distribution patterns across the recruitment lifecycle:











- **Applicants Applied Daily:** A bar graph that tracks application volume across the days of the month, helping identify peak periods of candidate interest.
 - **Applicants per Position:** Categorizes candidates by their targeted roles (e.g., Staff, Encoder), showing which positions are attracting the most talent.
 - **Applicants by Source:** Identifies the origin of candidate applications (e.g., Facebook, Job Boards) to evaluate the return on investment for different recruitment channels.
 - **Total vs. Hired by Source:** A comparative chart that measures the quality of applicants from specific sources by showing how many actually result in a successful hire.
 - **Total Applied per Branch:** Visualizes the distribution of manpower interest across various company locations (e.g., Binan, Sucat, Cebu).
 - **Monthly Status Distribution:** A comprehensive breakdown showing the proportion of candidates in various stages, such as New, Hired, Rejected, or Withdrawn.
-

4. Reporting Controls

Each visualization is equipped with **Date Navigation Controls**, allowing the administrator to toggle between different months or years. This enables historical data comparison and trend analysis over long-term periods, ensuring that recruitment strategies remain data-driven and effective.

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USERS

| Name | Username | Department | Position Level | Permissions | Action |
|-------------|----------|------------|----------------|---|---|
| sample1 | hrd2 | HR | STAFF | Employee, Inactive, Timelogs, Vacancies, Application, Examination, RequestHistory |   |
| Catheryn De | cgdeleon | HR | MANAGER | Employee, Inactive, Timelogs, MRF, Vacancies, Application, Examination, Report, ManageUser, RequestHistory, Sup_Oic_Approvals, Manager_Approvals, Maintenance, ChangePassword, SystemAppearance, DropdownManagement, LeaveCredits |   |
| smaple 3 | hrd3 | HR | SUPERVISOR | Employee, Inactive, MRF, Vacancies, Application, Examination, Report, RequestHistory, Sup_Oic_Approvals |   |
| sample2 | hrd | HR | STAFF | Employee, Inactive, Timelogs, Vacancies, Application, Examination, RequestHistory |   |
| ADR | ADR | Owner | president | Employee, Inactive, Timelogs, MRF, Vacancies, Application, Examination, Report, ManageUser, RequestHistory, Manager_Approvals, Maintenance, ChangePassword, DropdownManagement, LeaveCredits |   |

The **User Management** module is designed to maintain system integrity by controlling user access levels. It allows the Super Administrator to create accounts, define organizational roles, and assign granular permissions to ensure that employees only access the data relevant to their specific job functions.

1. Management Dashboard

The main interface provides an organized list of all system users. To ensure clarity, each user profile is broken down into the following attributes:

- **Name and Username:** Displays the legal name and the unique system login ID for the account.
- **Department and Position Level:** Identifies the user's place in the company hierarchy (e.g., HR, Owner) and their rank (e.g., Staff, Supervisor, President).
- **Permissions Summary:** A summarized list of every module the user has permission to view or edit, providing a quick audit trail of access rights.
- **Account Actions:** Administrators can utilize the **Edit** (blue icon) to modify existing user rights or the **Delete** (red icon) to deactivate or remove an account entirely.

2. User Creation and Permission Control

When adding or editing a user, a specialized configuration window appears. This section is critical for maintaining "Principle of Least Privilege" security.

Account Identity: The administrator establishes the core login credentials, including Full Name, Username, and Password, while assigning the user to a specific Department and Position Level.

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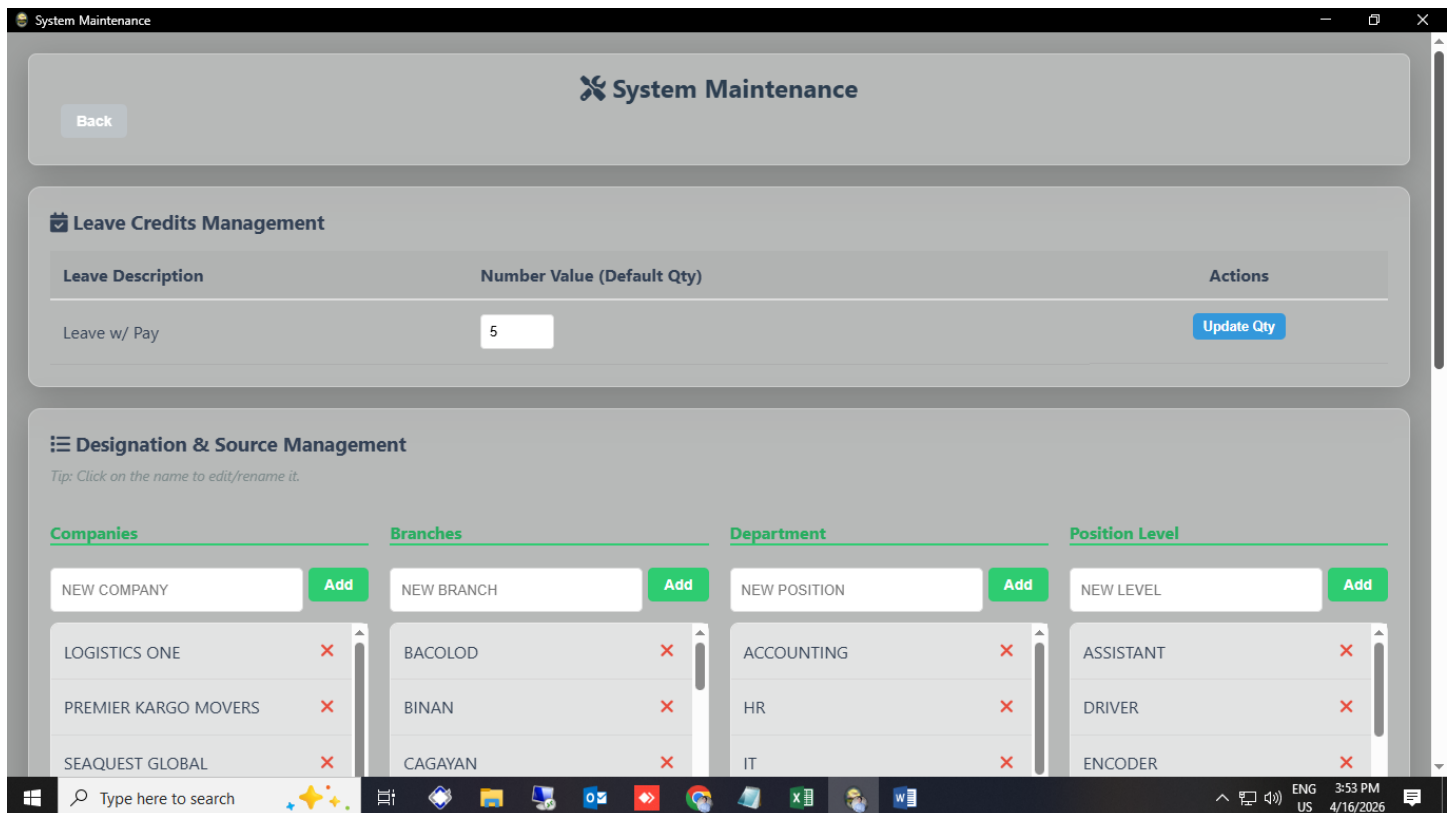
Granular Module Permissions: Permissions are divided into logical categories, allowing administrators to toggle access using simple checkboxes:

- **Core-Workforce:** Access to essential employee records (201 Files), Time Logs, and inactive/resigned employee data.
- **Recruitment:** Grants access to the hiring pipeline, including MRF (Manpower) requests, vacancy management, applicant lists, and examination tools.
- **Admin Panel:** Reserved for high-level management, enabling access to system-wide Reports and the ability to Manage other Users.
- **Self-Service / Approvals:** Controls the workflow for administrative requests, such as viewing Request History and performing Supervisor or Manager-level approvals.
- **Maintenance:** Provides access to "System Setup," which includes global settings, appearance configurations, and database management tools.

3. Security and Compliance

By utilizing this module, the organization ensures that sensitive HR data remains protected. The ability to customize access at the module level prevents unauthorized users from viewing confidential payroll info, personal employee data, or modifying recruitment statuses without proper clearance.

Setup



System Maintenance dashboard HRIS management software. This module allows administrators to configure core organizational settings, manage user credentials, and customize the interface.

Here is a breakdown of the four main sections for your documentation:

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1. Leave Credits Management

This section controls the default allocation of employee benefits.

- **Leave Description:** Displays the type of leave (e.g., "Leave w/ Pay").
- **Number Value (Default Qty):** An editable field where the admin can set the baseline number of days granted to employees.
- **Action:** Includes an "Update Qty" button to save changes globally.

2. Designation & Source Management

This is the core configuration area for organizational hierarchy and recruitment tracking. It uses a column-based "Add/Remove" interface:

- **Companies:** Management of legal entities (e.g., LOGISTICS ONE, SEAQUEST GLOBAL).
- **Branches:** Geographic locations (e.g., BACOLOD, BINAN, CEBU).
- **Department:** Functional units (e.g., ACCOUNTING, HR, IT, OPERATION).
- **Position Level:** Hierarchical ranks (e.g., ASSISTANT, DRIVER, ENCODER, MANAGER).
- **Sources:** Tracking where applicants or leads originate (e.g., FACEBOOK, JOB STREET).
- **Functionality:** Each column allows for the entry of new items via the "Add" button or the deletion of existing items via the red "X" icon.

3. Change Password

A security utility for the current administrative user.

- **Input Fields:** Contains "New Password" and "Confirm Password" text boxes.
- **Action:** An "Update Password" button to commit the security change.

4. System Appearance

Allows for basic UI branding and personalization.

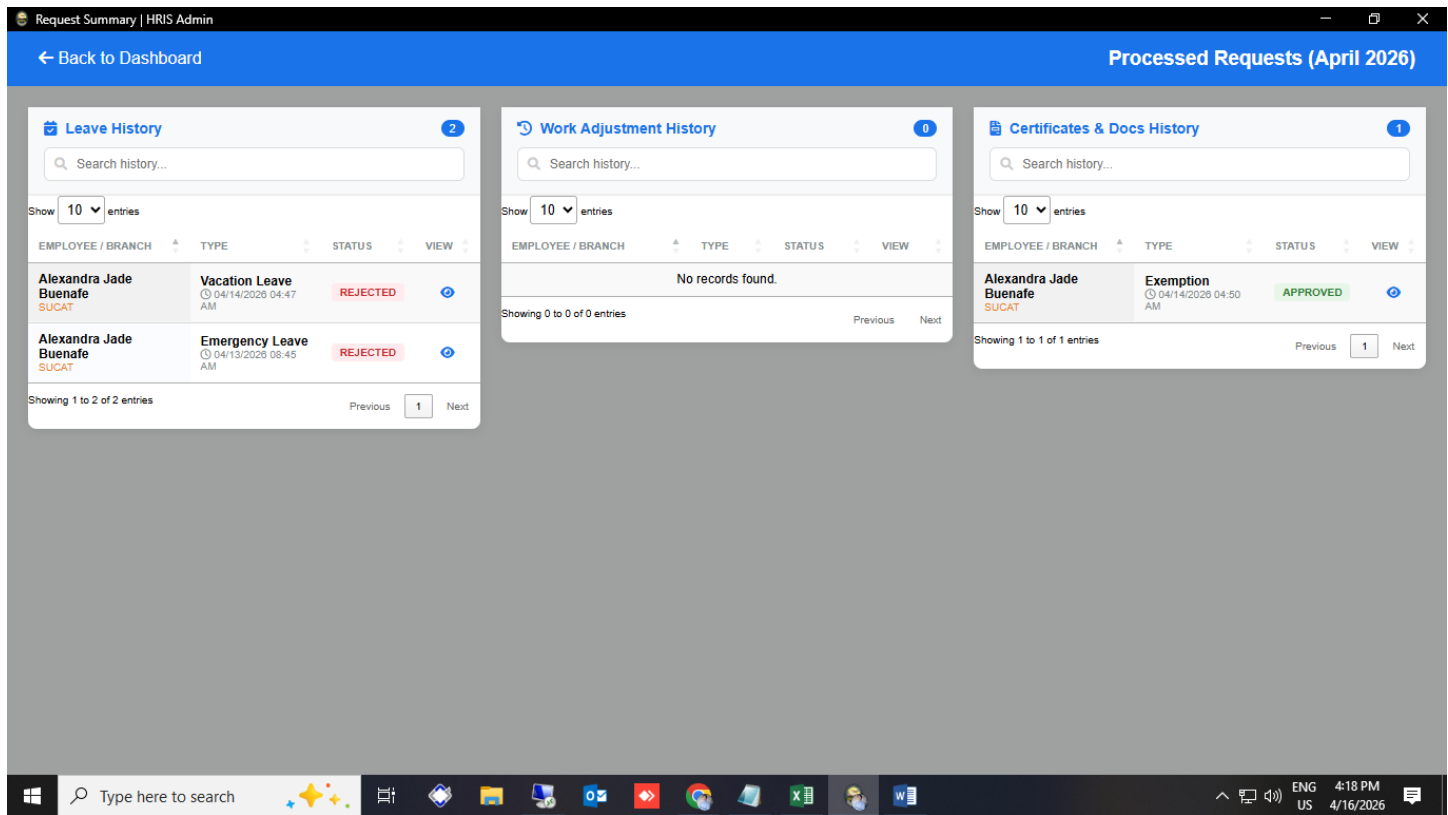
- **System Background:** Features a file uploader ("Choose File") to select a custom image for the software's background.
- **Action:** An "Upload Images" button to apply the selected file.

Navigation & Meta Data

- **Back Button:** Located at the top left for easy navigation to the previous menu.

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REQUESTED HISTORY



1. Dashboard Overview

The interface is divided into three distinct category cards, each tracking a specific type of employee request. Each card includes:

- **Total Count:** A numerical badge in the top-right corner of the card indicating the total number of processed records.
- **Search Functionality:** A "Search history..." bar to filter specific employees or dates.
- **Pagination:** Controls to toggle between sets of entries (defaulting to 10 entries per page).

2. Request Categories

Leave History

This section logs all finalized time-off requests.

- **Data Fields:** Shows the Employee Name, Branch (e.g., SUCAT), Leave Type (e.g., Vacation or Emergency Leave), and the date/timestamp of the request.
- **Status Indicators:** Displays the final decision (e.g., **REJECTED** in red).
- **View Action:** An "eye" icon allows the admin to open the full details of the specific leave application.

Work Adjustment History

This section is dedicated to requests for changes in shift schedules, overtime, or manual time logs.

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- **Current State:** The screenshot shows "No records found," indicating no work adjustments have been processed yet for this period.

Certificates & Docs History

This tracking card handles requests for official company documentation or exemptions.

- **Data Fields:** Lists the employee, branch, and the specific document type (e.g., "Exemption").
 - **Status Indicators:** Displays the approval state (e.g., **APPROVED** in green).
 - **View Action:** An "eye" icon for reviewing the specific request details or attached documentation.
-

3. Navigation and UI Elements

- **Back to Dashboard:** A primary navigation link at the top left to return to the main administrative home page.
 - **Dynamic Heading:** The title "Processed Requests (April 2026)" automatically updates based on the current reporting month.
 - **Table Structure:** Each table includes sortable columns for **Employee/Branch**, **Type**, **Status**, and **View**.
-

Note for Documentation: Ensure that the "View" icon functionality is documented as a read-only state, as these requests are already "Processed" and can no longer be edited from this specific screen.

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REQUEST APPROVALS

Request Management | HRIS Admin

Request Management Center

Logged in as: System Administrator

← Back to Dashboard

Leave 1

| EMPLOYEE / BRANCH | TYPE | STATUS | VIEW |
|---------------------------------|----------------|----------|------|
| Alexandra Jade Buenafe SUCAT | Vacation Leave | REJECTED | 🔍 |

Work Adjustment 2

Approve All

| EMPLOYEE / BRANCH | TYPE | STATUS | VIEW |
|---------------------------------|-----------|----------|------|
| Alexandra Jade Buenafe SUCAT | Exemption | APPROVED | 🔍 |
| Alexandra Jade Buenafe SUCAT | Overtime | PENDING | 🔍 |

Certificates & Docs 1

Approve All

| EMPLOYEE / BRANCH | TYPE | STATUS | VIEW |
|---------------------------------|------|---------|------|
| Alexandra Jade Buenafe SUCAT | Coe | PENDING | 🔍 |

Request Management Center within the HRIS Admin portal. While the previous screen tracked *processed* history, this module acts as the live queue for managing and taking action on active employee requests.

Here is the breakdown for your documentation:

1. Request Management Center Overview

This dashboard serves as the central hub for administrators to review, approve, or reject incoming requests.

- **Logged in as:** Displays the current user role (e.g., "System Administrator") in the top right.
- **Interactive Badges:** Each category header features a blue circular badge showing the number of items currently in that queue.
- **Bulk Actions:** Includes an "**Approve All**" green button on specific cards to allow for rapid processing of multiple requests.

2. Active Queues

Leave Queue

- **Focus:** Managing time-off applications (e.g., Vacation Leave).
- **Status Visibility:** Shows the current state of the request (e.g., **REJECTED**).

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- **Action:** The "eye" icon allows the admin to view the specific reason for the request or the grounds for rejection.

Work Adjustment Queue

- **Focus:** Managing changes to standard work hours or specialized requests.
- **Types:** Includes items such as "Exemption" and "Overtime."
- **Pending Status:** Items marked as **PENDING** in orange require immediate administrator intervention.
- **Approved Status:** Items marked as **APPROVED** in green are confirmed but remain in the center until the session is cleared or finalized.

Certificates & Docs Queue

- **Focus:** Requests for official company letters or legal documents.
 - **Examples:** Shows a request for a "Coe" (Certificate of Employment).
 - **Processing:** Admins can click the view icon to generate or upload the requested document to fulfill the employee's request.
-

3. Key Differences for Documentation

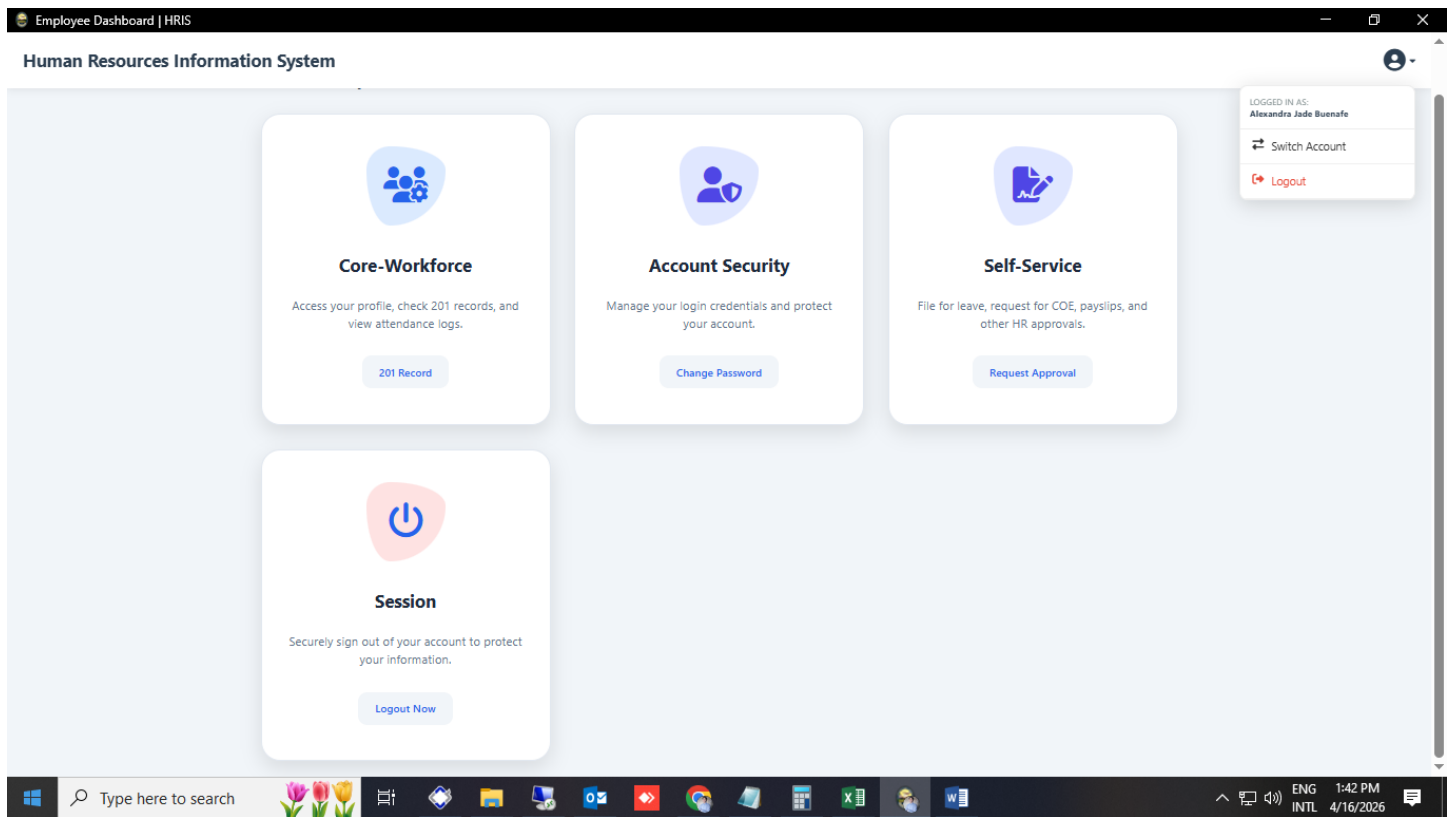
When writing the manual, distinguish this screen from the "History" screen by noting:

- **Actionability:** This screen is for **current tasks**. The "Approve All" button is only available here.
- **Real-time Updates:** As soon as a request is finalized here, it migrates to the **Processed Requests** history log you documented previously.
- **Status Tracking:** Includes the **PENDING** state, which indicates that no action has been taken yet.

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Employee Interface

DASHBOARD



The **Human Resources Information System (HRIS) Dashboard** serves as the main interface for system users after logging in. It provides quick access to key modules and system functions, allowing efficient navigation and management of HR-related tasks.

Header Section

At the top of the dashboard, the system title “**Human Resources Information System**” is displayed. On the right side, the logged-in user is shown (e.g., *System Administrator*), along with a user menu that includes:

- **Switch Account** – Allows changing to another account
- **Logout** – Ends the current session securely

Main Modules

The dashboard is divided into several functional cards/modules:

1. Core-Workforce

This module is used to: Manage employee profiles, View employee detail records

It also displays quick status indicators such as:

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-201 for view own records saves in 201 file

2. Account Security

-Change password to input new password for more security

3. Self-Service

This section allows employees to process their own requests, such as:

-Approvals: to file employee Request (Leave, OT, Exemption, Certificate and Docs etc.)

4. Session

This module is used for account security and session management.

Users can log out safely using the “Logout Now” button to protect sensitive HR data.

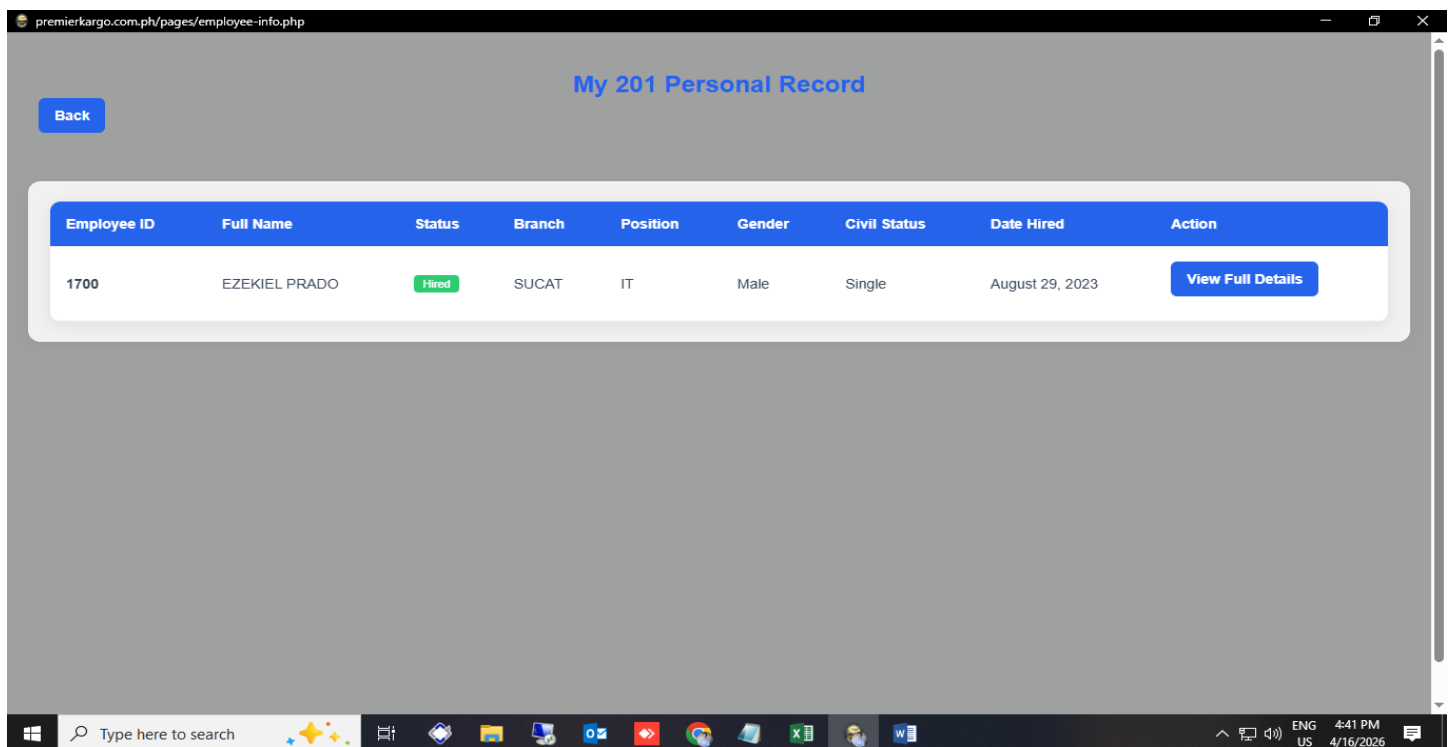
General Notes

The dashboard is designed for easy navigation using card-based modules.

Each module provides quick access to frequently used features.

Access to certain modules (e.g., Admin Panel) depends on the user’s role and permissions.

201 RECORD



The screenshot displays a web browser window with the URL `premierkargo.com.ph/pages/employee-info.php`. The page title is "My 201 Personal Record". A "Back" button is located in the top left corner. The main content is a table with the following data:

| Employee ID | Full Name | Status | Branch | Position | Gender | Civil Status | Date Hired | Action |
|-------------|---------------|--------|--------|----------|--------|--------------|-----------------|-----------------------------------|
| 1700 | EZEKIEL PRADO | Hired | SUCAT | IT | Male | Single | August 29, 2023 | View Full Details |

The Windows taskbar at the bottom shows the system tray with the date and time: 4:41 PM, 4/16/2026, and the language set to ENG US.

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My 201 Personal Record page. This is the specific view an employee sees after clicking the "201 Record" button from the main dashboard. It provides a summary of their primary employment data as recorded in the company's database.

Here is the breakdown for your documentation:

1. Page Purpose

The **201 Personal Record** serves as a digital summary of an employee's official file. It centralizes key identification and employment details in a single-row table format for quick verification.

2. Information Fields

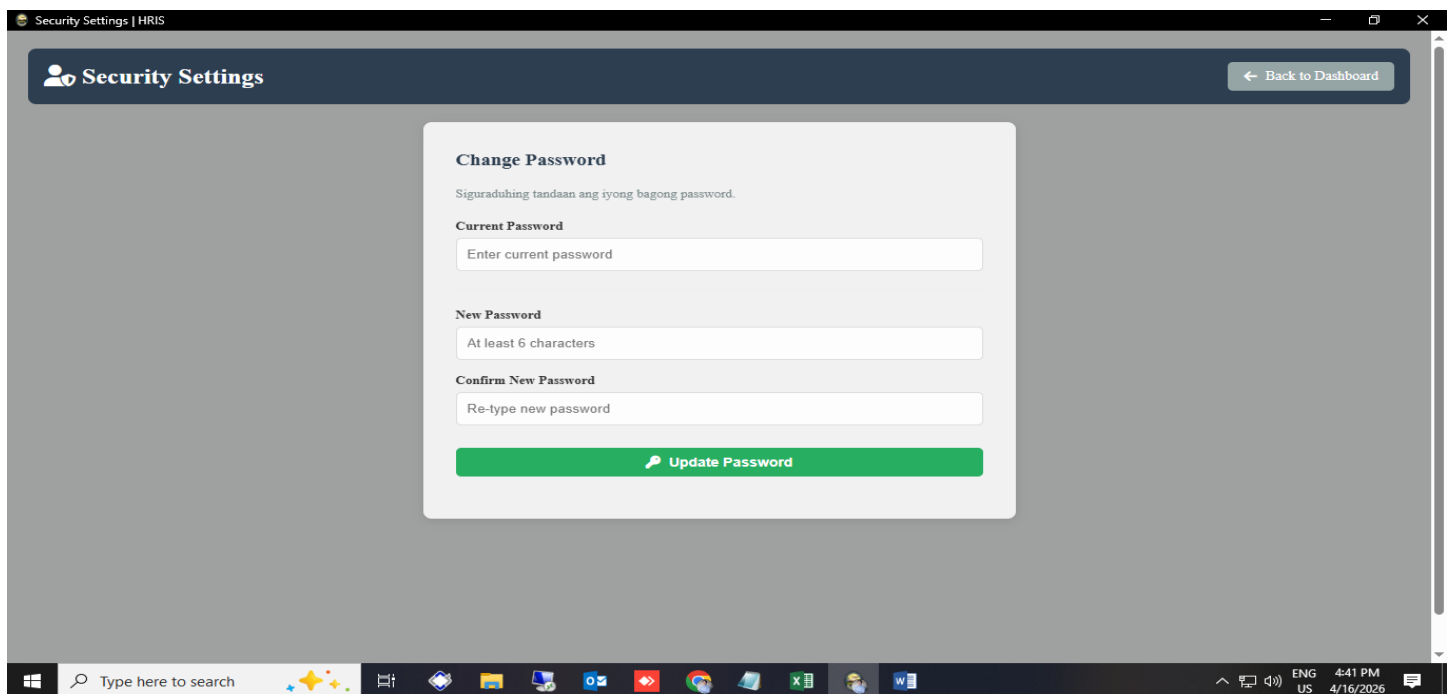
The table contains the following data points for the employee:

- **Employee ID:** The unique numerical identifier assigned to the staff member (e.g., 1700).
- **Full Name:** The legal name of the employee.
- **Status:** A color-coded badge indicating the current employment state (e.g., **Hired** in green).
- **Branch:** The specific work location or office assignment (e.g., SUCAT).
- **Position:** The current job title or functional role (e.g., IT).
- **Gender & Civil Status:** Basic demographic information used for HR records and benefits.
- **Date Hired:** The official start date of the employee's tenure with the company.

3. Interactive Elements

- **View Full Details:** A primary action button that likely directs the user to a more comprehensive profile page containing contact information, government IDs, and emergency contacts.
- **Back Button:** Located at the top left, allowing the user to return to the **Employee Dashboard**.

CHANGE PASSWORD



The screenshot displays the 'Security Settings | HRIS' interface. At the top, there is a 'Security Settings' header with a user icon and a 'Back to Dashboard' button. The main content area features a 'Change Password' form with the following fields and instructions:

- Current Password:** A text input field with the placeholder 'Enter current password'.
- New Password:** A text input field with the placeholder 'At least 6 characters'.
- Confirm New Password:** A text input field with the placeholder 'Re-type new password'.

Below the input fields is a green 'Update Password' button with a lock icon. The bottom of the screenshot shows the Windows taskbar with the search bar, taskbar icons, and system tray showing the date and time as 4:41 PM on 4/16/2026.

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My 201 Personal Record page. This is the specific view an employee sees after clicking the "201 Record" button from the main dashboard. It provides a summary of their primary employment data as recorded in the company's database.

Here is the breakdown for your documentation:

1. Page Purpose

The **201 Personal Record** serves as a digital summary of an employee's official file. It centralizes key identification and employment details in a single-row table format for quick verification.

2. Information Fields

The table contains the following data points for the employee:

- **Employee ID:** The unique numerical identifier assigned to the staff member (e.g., 1700).
- **Full Name:** The legal name of the employee.
- **Status:** A color-coded badge indicating the current employment state (e.g., **Hired** in green).
- **Branch:** The specific work location or office assignment (e.g., SUCAT).
- **Position:** The current job title or functional role (e.g., IT).
- **Gender & Civil Status:** Basic demographic information used for HR records and benefits.
- **Date Hired:** The official start date of the employee's tenure with the company.

3. Interactive Elements

- **View Full Details:** A primary action button that likely directs the user to a more comprehensive profile page containing contact information, government IDs, and emergency contacts.
- **Back Button:** Located at the top left, allowing the user to return to the **Employee Dashboard**.

REQUEST APPROVAL

The screenshot shows a web application interface for HR Service Requests. The page is titled "Service Request | HRIS" and "HR Service Request". It features a "Back to Dashboard" button in the top right corner. The main content is divided into two panels. The left panel, titled "Application Form", contains fields for "Employee ID" (1700) and "Full Name" (EZEKIEL PRADO). Below these are a "Request Category" dropdown menu (set to "-- Choose Type --"), an "Approver Manager" dropdown menu (set to "-- Select Manager --"), and a "Reason / Message" text area with the placeholder "Explain your request here...". A green "Submit Request" button is at the bottom of the form. The right panel, titled "My Request Status", displays a table with columns "Date", "Type", "Status", and "Action". The table is currently empty, showing "No requests found."

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HR Service Request page, which is the functional interface for the "Self-Service" module. This is where employees submit various applications for HR approval and track their real-time status.

Here is the breakdown for your documentation:

1. HR Service Request Overview

This page is divided into two main areas: the **Application Form** (left) and **My Request Status** (right).

- **Submission Policy:** A warning note specifies that "Submission is final and cannot be cancelled," emphasizing the need for data accuracy before clicking submit.
- **Auto-Fill Data:** The system automatically pulls the **Employee ID** and **Full Name** from the active session to prevent manual entry errors.

2. Application Form & Categories

The "Request Category" dropdown organizes requests into three logical groups:

| Category | Available Request Types |
|---------------------|--|
| Leave Purpose | Sick Leave, Vacation Leave, Emergency Leave |
| Work Adjustment | Overtime (OT) Request, Bio Exemption Request |
| Certificates & Docs | Certificate of Employment (COE), BIR Form 2316, Change 201 Details |

Dynamic Form Fields (Example: Sick Leave)

When a specific category like **Sick Leave** is selected, additional contextual fields appear:

- **Available Credits:** Displays the employee's current balance (e.g., "5 Day/s") to ensure they have enough remaining leave.
- **Payment Type:** A dropdown to select if the leave is "With Pay" or "Without Pay."
- **Date Selectors:** "Start Date" and "End Date" pickers to define the duration of the request.
- **Approval Routing:** Two mandatory dropdowns to select the **Approver Supervisor/OIC** and **Approver Manager**.
- **Reason / Message:** A text area for the employee to provide a mandatory justification for the request.

3. My Request Status (Live Tracking)

Located on the right side of the page, this table allows employees to monitor their pending and historical submissions.

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- **Date:** When the request was filed.
 - **Type:** The specific category of the request.
 - **Status:** The current stage of the workflow (e.g., Pending, Approved, or Rejected).
 - **Action:** Contains icons to view the full details or remarks provided by the approver.
-

4. Technical Integration for Manual

- **Workflows:** Explain that once "Submit Request" is clicked, the data is pushed to the **Request Management Center** (Admin view) for the selected Supervisor and Manager.
- **Credit Sync:** The "Available Credits" field is linked to the **Leave Credits Management** settings in the System Maintenance module.