

HRIS+ User Guide



HRIS+ User Guide Contents

A. Logging In.....	4
B. HRIS+ Home Page.....	5
C. Filing an OT Application.....	6
D. Filing an OB Application	7
E. Filing an CWS Application.....	8
F. Filing an Leave of Absence Application	9

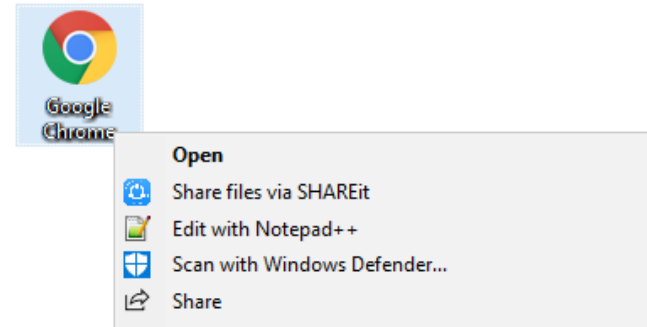
HRIS+ User Guide Contents

G. Authorizing an OT Application.....	10
H. Approving an OT Application.....	11
I. Approving an OB Application	12
J. Approving an CWS Application	13
K. Approving an Leave of Absence Application.....	14
L. Viewing of Employee Information.....	15
M. Updating Password.....	16
N. Logging Out	17

A. Logging In

1. Open **Google Chrome**
2. Enter URL:
hris.aspacphils.com.ph
3. Enter your credentials and click the **Log In** button
 - Default User Code is your ID Number
 - Default Password is your ID Number

1



2



3

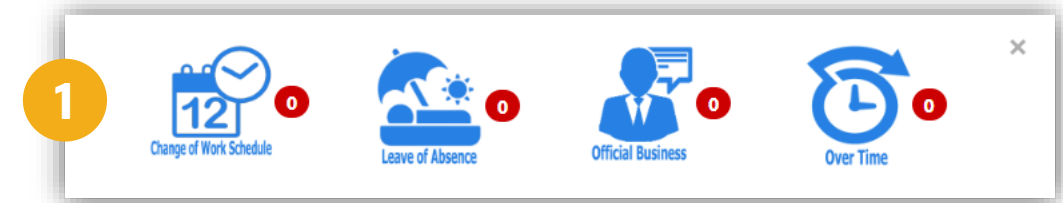
Sign in to Continue

User Code

Password

B. HRIS+ Home Page

1. Clicking the **Pending Applications Widget** will display the number of pending OT, CWS, LOA, and OB applications.
2. **My Attendance Logs** displays your DTR Logs
3. **My Calendar of Activities** displays your scheduled meetings, Birthdays, and Anniversaries.



LAURINCE PORTACIO's portal

1 Pending Applications 1

2 My Attendance Logs

DATE	TIME	STATUS
2018-08-01	07:40:16	IN
2018-07-31	05:25:28	IN
2018-07-31	17:25:02	OUT
2018-07-30	07:05:59	IN
2018-07-30	18:18:39	OUT

3 My Calendar of Activities

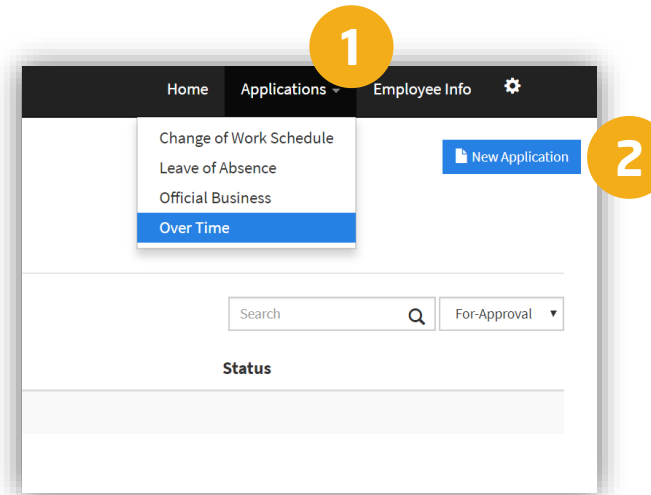
- HAPPY BIRTHDAY MARINO JR. ARALES!
ASPAC MANILA
- HAPPY ANNIVERSARY ALADDIN ALMONTE!
ASPAC MANILA

Announcements

- aspac** New ASPAC Logo
March 30, 2017
ASPAC celebrate 39th year anniversary
- HRIS+** HRIS+ Version 2.0
February 29, 2016
HRIS+ version 2.0, Improvement of approval modules. The name of approver will show before the submission of application.

C. Filing an OT Application

1. Go to **Applications** menu, select **Over Time**.
2. Click the **New Application** button to navigate to the Application Form.
3. Fill in the required fields in the form.
4. Click the **Submit** button.



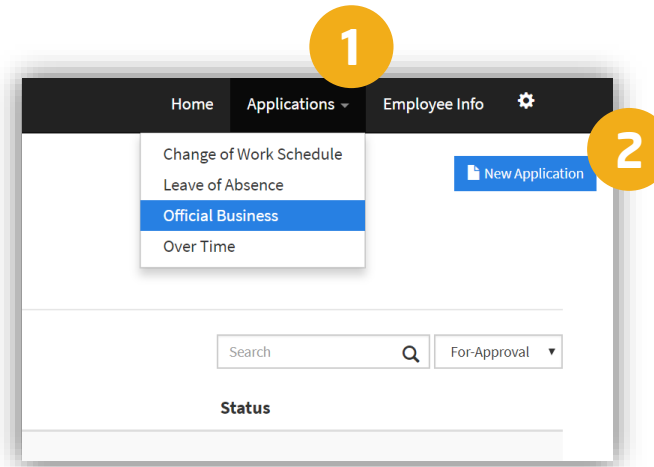
A screenshot of the 'Over Time Application Form'. The form title is 'Over Time Application Form'. Below the title is a table with the following columns: Name, From (Date, Time), To (Date, Time), Purpose, and Action. The table contains one row with the following data: Name: LAURINCE PORTACIO; From: 08/01/2018, 05:00 PM; To: 08/01/2018, 09:00 PM; Purpose: OPERATIONAL REQUIREMENTS; Action: - Remove. Below the table is a '+ Insert' button. To the right of the table is an 'Approver:' dropdown menu with the name 'NERI FLORIAN VINCENT SALVADOR NOSCE' selected. At the bottom right of the form are 'Save' and 'Submit' buttons.

Name	From	To	Purpose	Action	
	Date	Time	Date	Time	
LAURINCE PORTACIO	08/01/2018	05:00 PM	08/01/2018	09:00 PM	OPERATIONAL REQUIREMENTS - Remove

Note: HRIS+ will not accept OT applications for dates/times that have already passed.

D. Filing an OB Application

1. Go to **Applications** menu, select **Official Business**.
2. Click the **New Application** button to navigate to the Application Form.
3. Fill in the required fields in the form.
4. Click the **Submit** button.



A screenshot of the 'Official Business Application Form'. The form contains a table with the following data:

Name	From Date	From Time	To Date	To Time	Destination	Purpose	Action
LAURINCE PORTACIO	08/01/2018	08:00 AM	08/01/2018	12:00 PM	TOYOTA CPD LAGUNA	OPERATIONAL REQUIREME	Remove

Below the table is an '+ Insert' button. To the right of the table is an 'Approver:' field with a dropdown menu showing 'NERI FLORIAN VINCENT SALVADOR NOSCE'. At the bottom right of the form are 'Save' and 'Submit' buttons. A yellow circle with the number '3' is positioned to the left of the table, and a yellow circle with the number '4' is positioned to the right of the 'Submit' button.

Note: HRIS+ will not accept OB applications for dates/times that have already passed.

E. Filing a CWS Application

1. Go to **Applications** menu, select **Change of Work Schedule**.
2. Click the **New Application** button to navigate to the Application Form.
3. Specify the date of effectivity then click the >> button to display the CWS Days Breakdown section then fill in the correct details.
4. Click the **Submit** button.

Note: HRIS+ will not accept CWS applications for dates/times that have already passed.

The screenshot illustrates the process of filing a Change of Work Schedule (CWS) application in the HRIS+ system. It is divided into four numbered steps:

- Step 1:** The user navigates to the **Applications** menu and selects **Change of Work Schedule**.
- Step 2:** The user clicks the **New Application** button to access the application form.
- Step 3:** The user fills out the **Change of Work Schedule Form**, including the **Effectivity Date** (From: 08/01/2018, To: 08/02/2018) and the **Reason** (OPERATIONAL REQUIREMENTS). The user then clicks the >> button to view the breakdown.
- Step 4:** The user reviews the **Change Work Schedule Days Breakdown** table and clicks the **Submit** button.

Date	Day	Official Time		Change To		Schedule Type
		Time In	Time Out	Time In	Time Out	
August 01, 2018	Wednesday	08:00 AM	05:00 PM	12:00 PM	09:00 PM	Regular
August 02, 2018	Thursday	08:00 AM	05:00 PM	12:00 PM	09:00 PM	Regular

Approver: NERI FLORIAN VINCENT SALVADOR NOSCE

F. Filing a Leave of Absence Application

1. Go to **Applications** menu, select Leave of Absence.
2. Click the **New Application** button to navigate to the Application Form.
3. Select from the Leave Category drop-down then specify the Effectivity Date then click the >> button to display the Leave Days Breakdown section then fill in the required fields.
4. Click the **Submit** button.

The screenshot shows the HRIS+ application interface. At the top, there is a navigation bar with 'Home', 'Applications', and 'Employee Info'. The 'Applications' menu is open, showing options: 'Change of Work Schedule', 'Leave of Absence', 'Official Business', and 'Over Time'. A 'New Application' button is visible. Below the menu, there is a search bar and a 'For-Approval' dropdown. The main content area is titled 'Leave of Absence Application Form'. It contains several fields: 'Leave Category' (set to 'VACATION LEAVE'), 'Status' (set to 'ACTIVE'), 'Date From' (08/06/2018), 'Date To' (08/07/2018), and 'Days' (2.00). The 'Reason' field contains 'PERSONAL MATTER'. There is an 'Attachment (Optional)' section with a 'Choose File' button. On the right side, there is a 'Leave Days Breakdown' table and a 'View Leave Balances' button. The table has columns for 'Date', 'Day', 'Leave Type', and 'With Pay'. The breakdown shows two days of leave: August 06, 2018 (Monday) and August 07, 2018 (Tuesday), both as 'Wholeday' with 'With Pay' set to 'YES'. Below the table, there are summary rows: 'Previous Balance (VL): 3.00', 'Applied Leave (w/ Pay: 2.00 w/o Pay 0.00): 2.00', and 'Remaining Balance : 1.00'. At the bottom right, there is an 'Approver' dropdown set to 'NERI FLORIAN VINCENT SALVADOR NI' and 'Save' and 'Submit' buttons.

Date	Day	Leave Type	With Pay
August 06, 2018	Monday	Wholeday	YES
August 07, 2018	Tuesday	Wholeday	YES

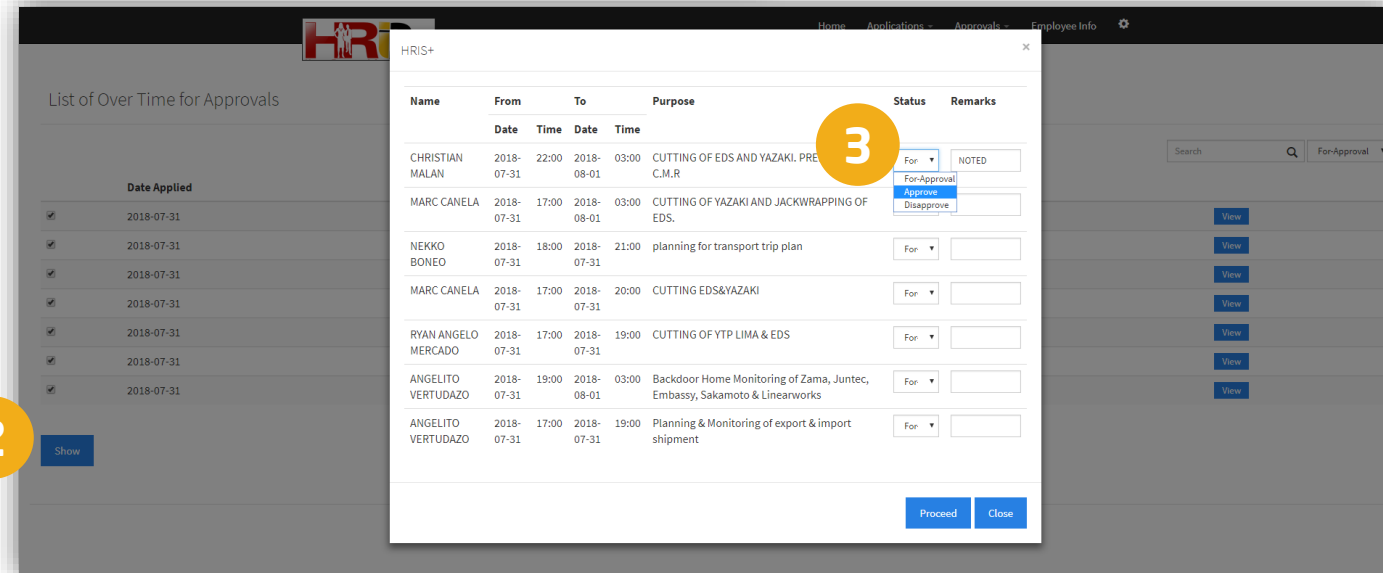
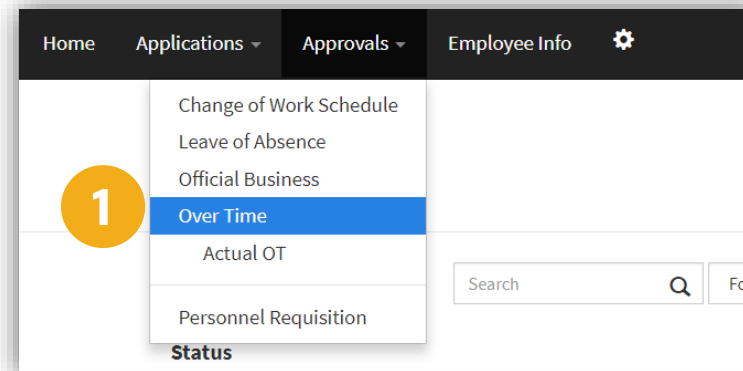
Previous Balance (VL): 3.00
Applied Leave (w/ Pay: 2.00 w/o Pay 0.00): 2.00
Remaining Balance : 1.00

Approver: NERI FLORIAN VINCENT SALVADOR NI

Note: HRIS+ adheres to the 1:1 policy (e.g., 1 day of leave should be filed 1 day before rendering, 2 days of leave should be filed 2 days before rendering, etc.)

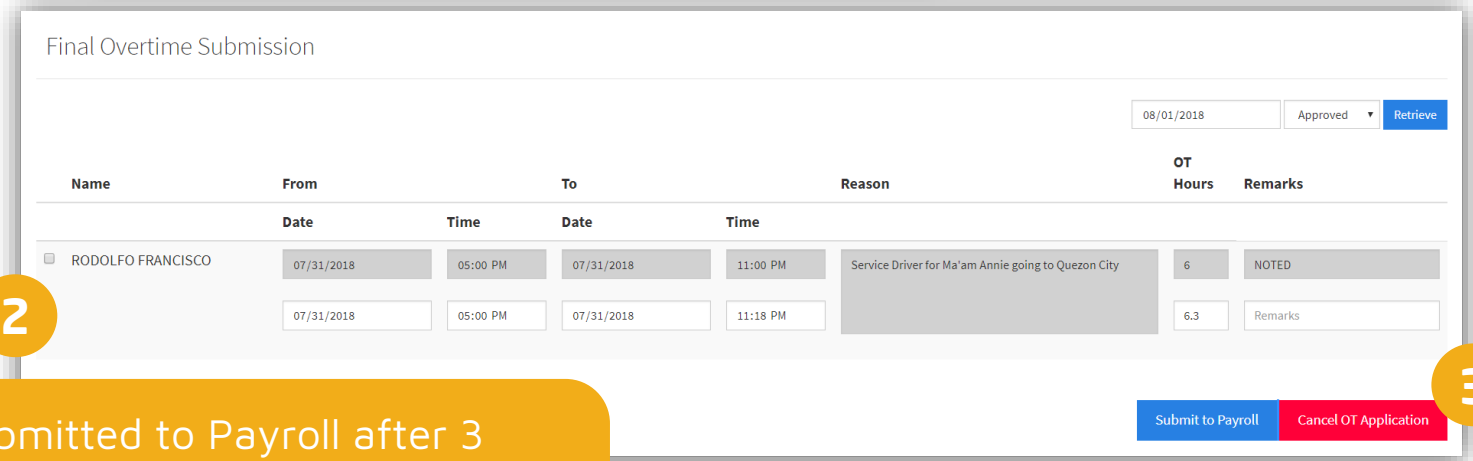
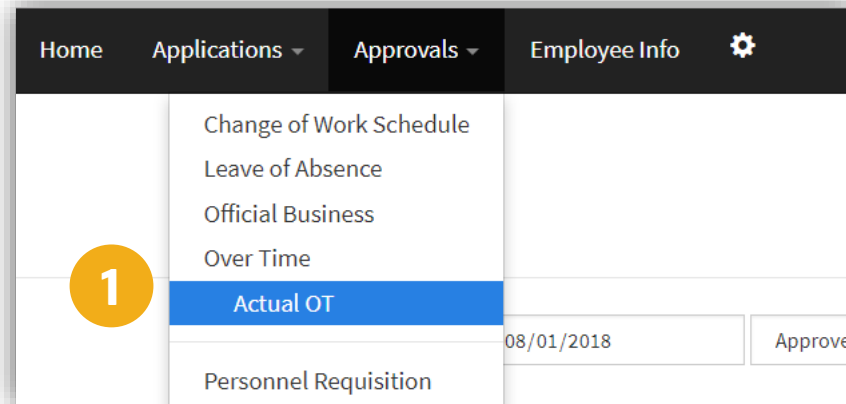
G. Authorizing an OT Application

1. Go to **Approvals** menu, select **Over Time**.
2. In the List of OT applications, tick the checkboxes you want to approve then click the **Show** button.
3. Change the Status for each OT application in their respective Dropdown menus (e.g., For Approval, Approve, Disapprove) then fill in the Remarks (optional). Click the **Proceed** button.



H. Approving an OT Application

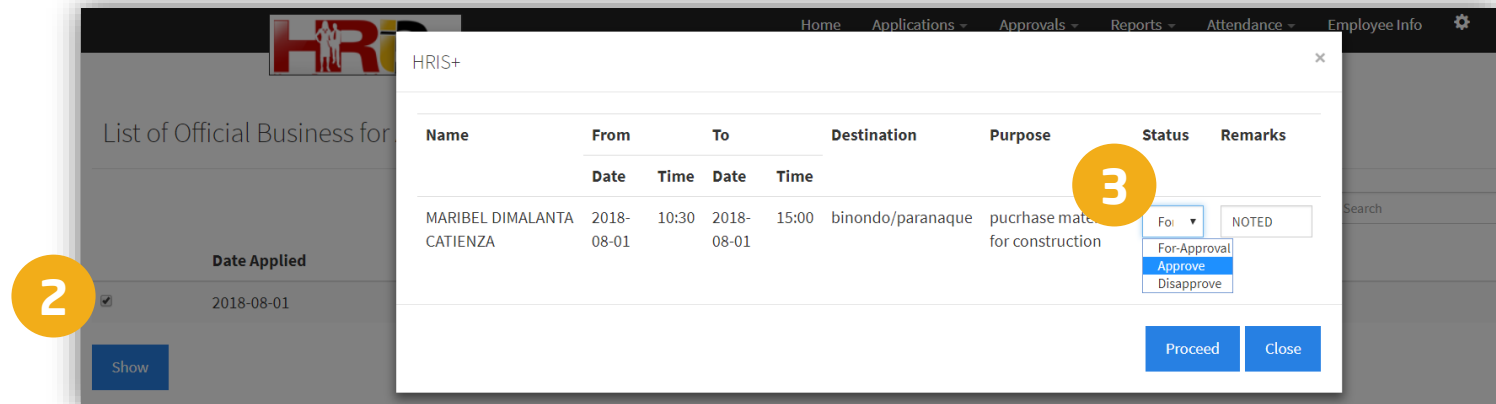
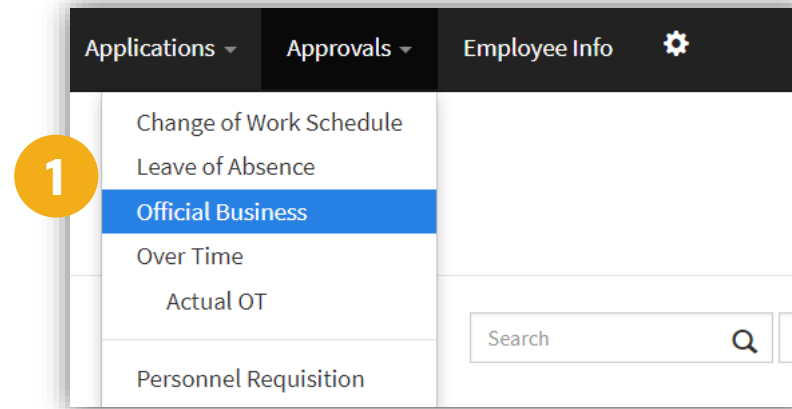
1. Go to **Approvals** menu, select **Actual OT**.
2. To submit the OT application to Payroll, tick the checkboxes you want to submit then review the rendered OT hours. Enter the Approved **OT Hours** then fill in the **Remarks**. Click the **Submit to Payroll** button.
3. To cancel the OT application, tick the checkboxes you want to cancel then click the **Cancel OT Application** button.



Note: If the OT application has not yet been submitted to Payroll after 3 working days, submission will be blocked and you will be required to submit an explanation for unblocking & submission.

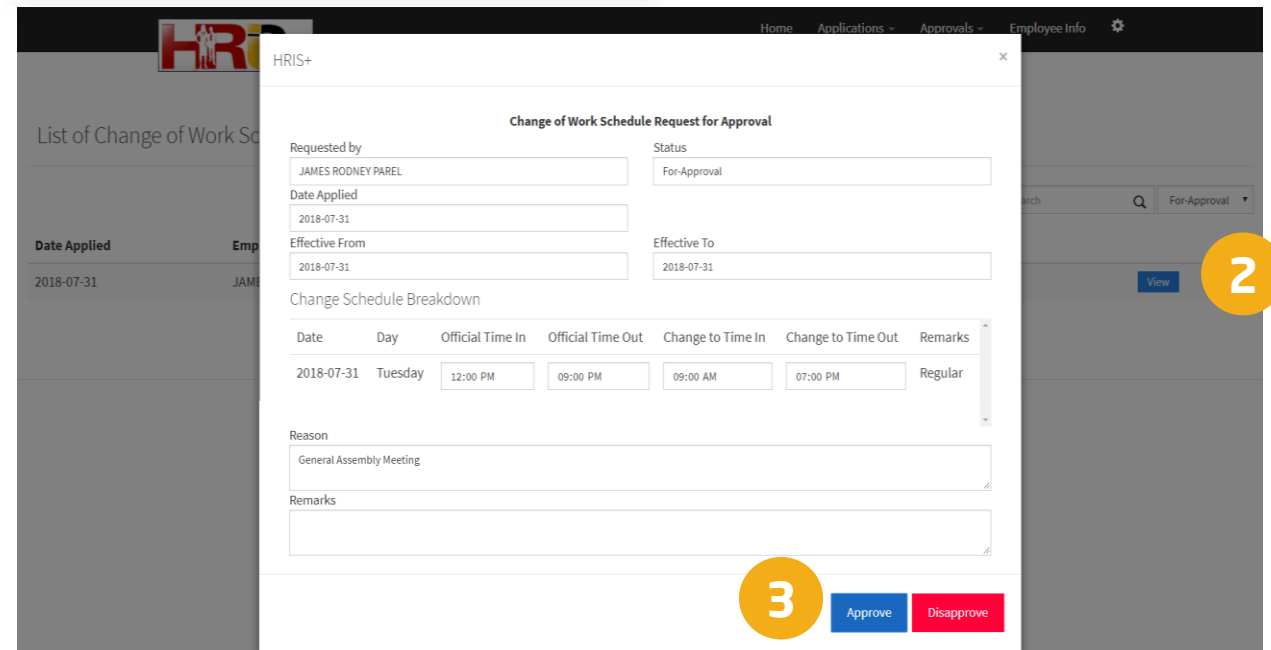
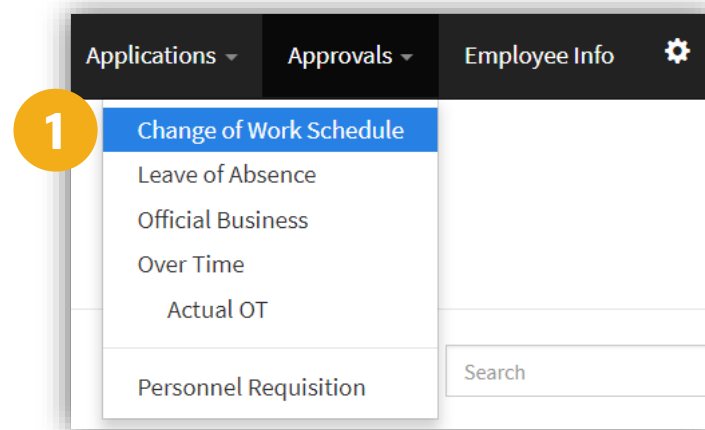
I. Approving an OB Application

1. Go to **Approvals** menu, select **Official Business**.
2. In the list of OB applications, tick the checkboxes you want to approve then click the **Show** button.
3. Change the Status for each OB application in their respective Dropdown menus (e.g., For Approval, Approve, Disapprove) then fill in the **Remarks** (optional) then click the **Proceed** button.



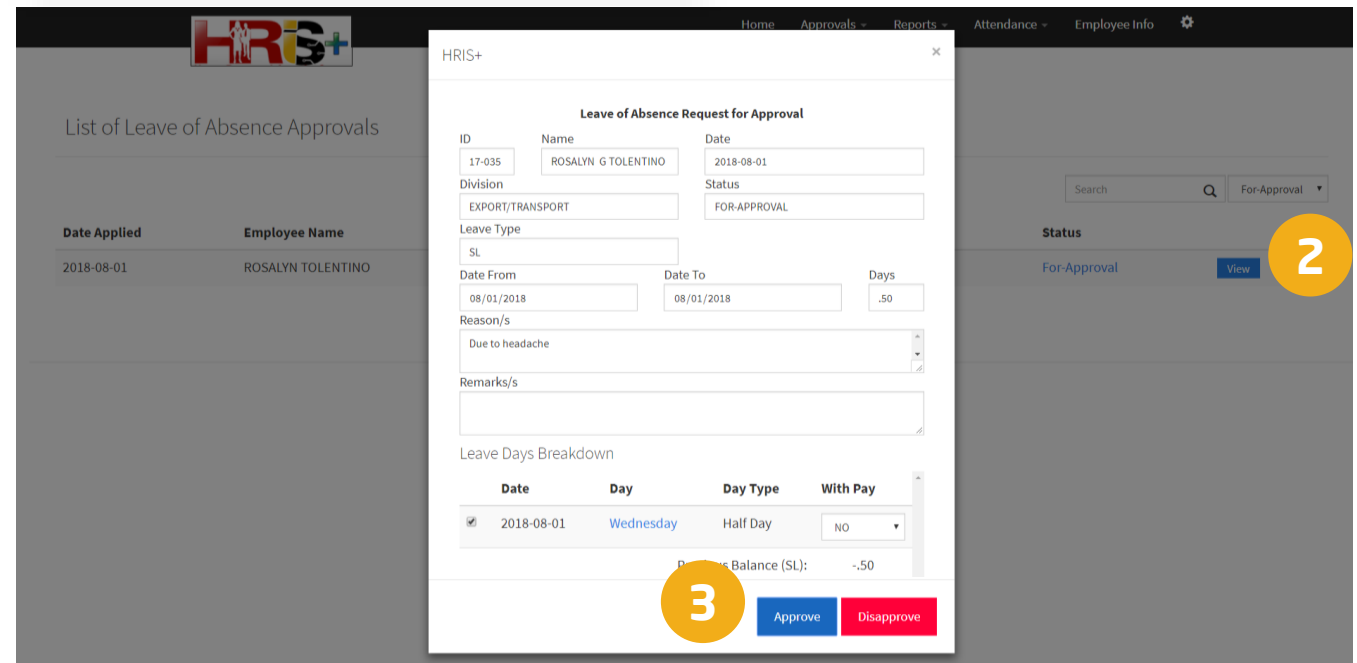
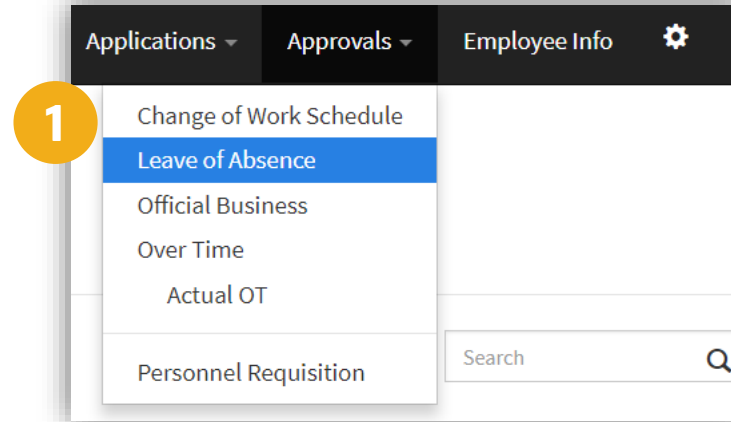
J. Approving a CWS Application

1. Go to **Approvals** menu, select **Change of Work Schedule**.
2. In the List of Change of Work Schedule applications, click the **View** button.
3. Review the CWS details then fill in the **Remarks** field. To approve, click the **Approve** button To disapprove, click the **Disapprove** button.



K. Approving a Leave of Absence Application

1. Go to **Approvals** menu, select **Leave of Absence**.
2. In the list of Leave of Absence applications, click the **View** button.
3. Review the application details then fill in the **Remarks** field. To approve, click the **Approve** button. To disapprove, click the **Disapprove** button.



L. Viewing of Employee Information

1. Go to **Employee Info** menu.
2. To view Employee Information, Personal, Employment History, Awards and Commendation, Trainings, PMES, Disciplinary Actions, Employee Calendar and HR Forms, click on their respective tabs.

The screenshot shows the HRIS+ interface. At the top right, a navigation bar includes 'Home', 'Applications', 'Employee Info' (highlighted with a red circle and the number '1'), and a settings icon. Below this, the HRIS+ logo is on the left, and the employee's name 'LAURINCE MANALO PORTACIO' and ID '15-029' are displayed next to a profile picture. A central navigation menu includes 'Employee's Information' (highlighted with a red circle and the number '2'), 'Personal', 'Employment History', 'Awards and Commendation', 'Trainings', 'PMES', 'Disciplinary Actions', and 'Employee Calendar'. The main content area displays a form with the following fields:

Employee ID	Name	Status		
15-029	LAURINCE MANALO PORTACIO	Regular		
Company	President	Branch		
ASPAC GROUP OF COMPANIES	ANICIA PAELDON	SUPERVISOR - ASPAC		
Department	Position			
INFORMATION TECH	SOFTWARE DEVELOPER			
Bank Account Number	TIN Number	SSS Number	Pag-Ibig Number	Philhealth Number
3-164-34232-9	323-258-149	34-5312062-8	1211-5091-5656	01-052088539-6
Tax Classification	Rate Type	Time Schedule		
S	MONTHLY RATE	REGULAR1		

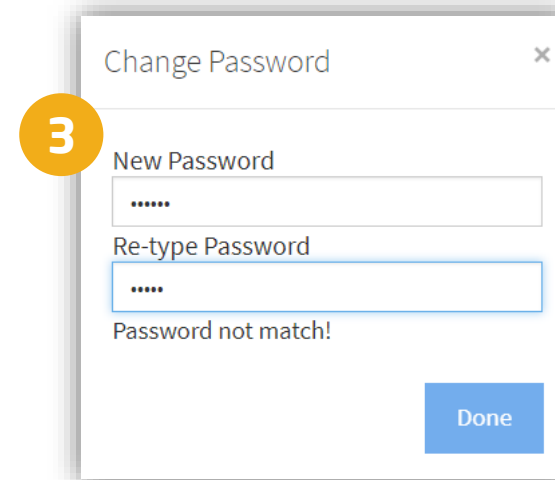
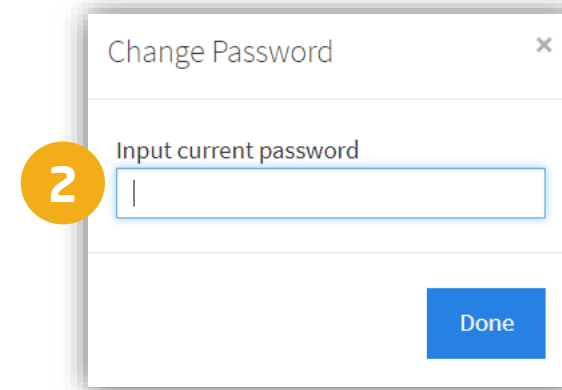
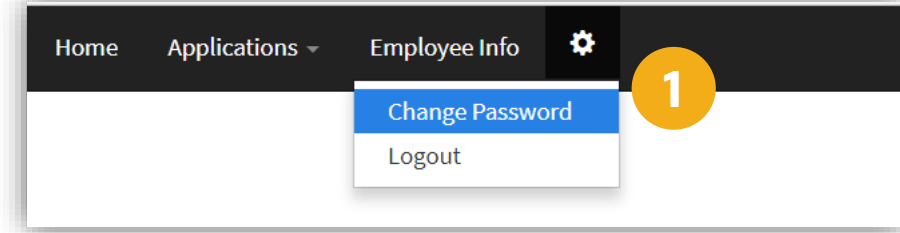
Below the form is a 'Time Schedule' table:

DAY	TIME IN	TIME OUT	DAY TYPE
Sunday	08:00:00	17:00:00	Rest Day
Monday	08:00:00	18:00:00	Regular

At the bottom left, the URL 'ipacphils.com.ph/HRIS-Plus-Version-2.0/#/employee-information/employee-record' is visible.

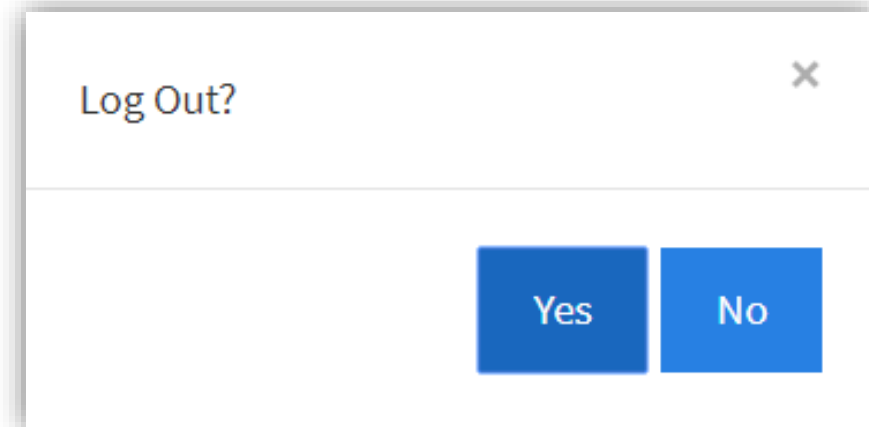
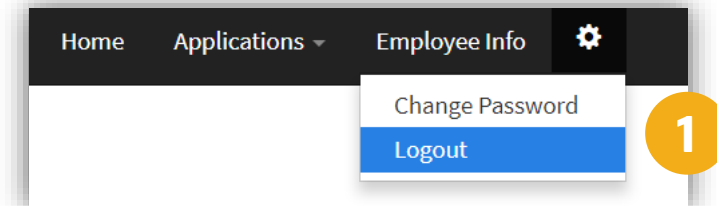
M. Updating Password

1. Go to **Settings**, select **Change Password**.
2. Input your current password then click on the **Done** button.
3. Input your new password and re-type it then click on the **Done** button.



N. Logging Out

1. Go to **Settings**, select **Logout**.
2. A confirmation pop-up window will appear. Click on the **Yes** button.





Thank
you.