HRIS+ User Guide

HRIS+ User Guide Contents

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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
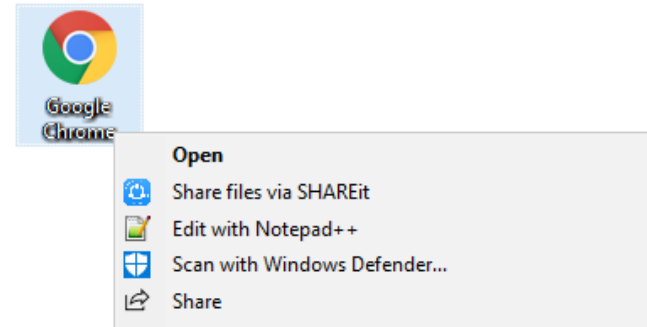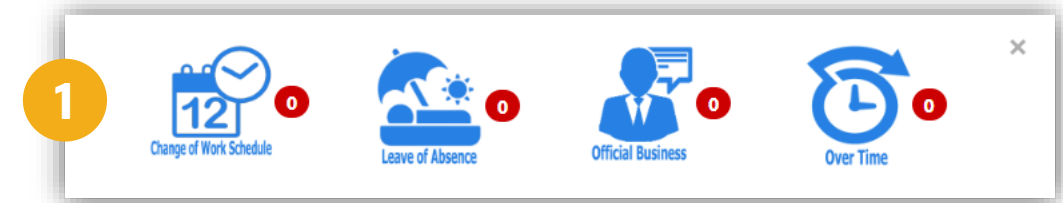
B. HRIS+ Home Page

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.

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.

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.
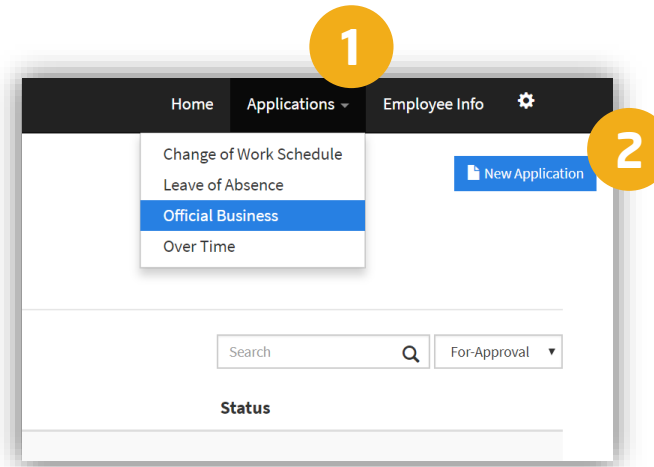
4. Click the **Submit** button.

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.

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.

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.
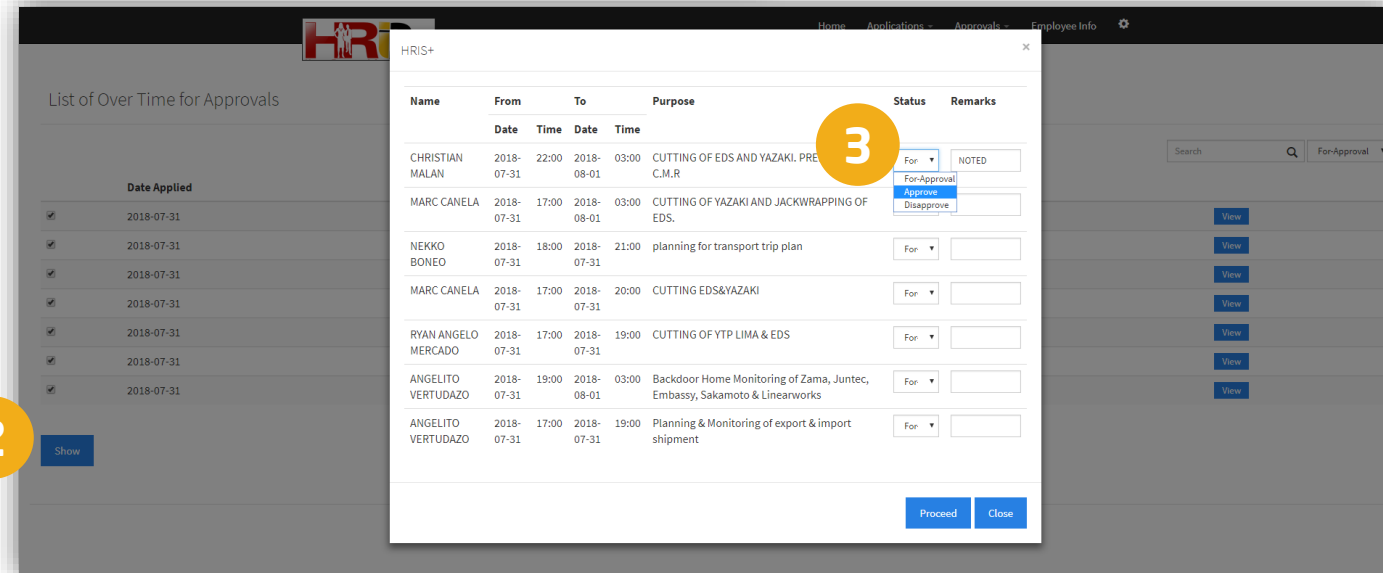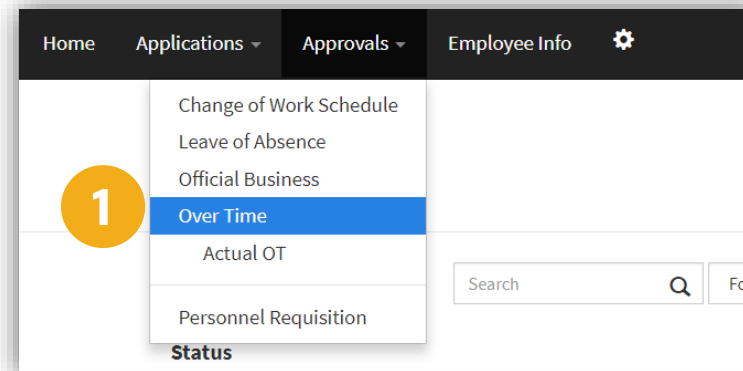
H. Approving an OT Application
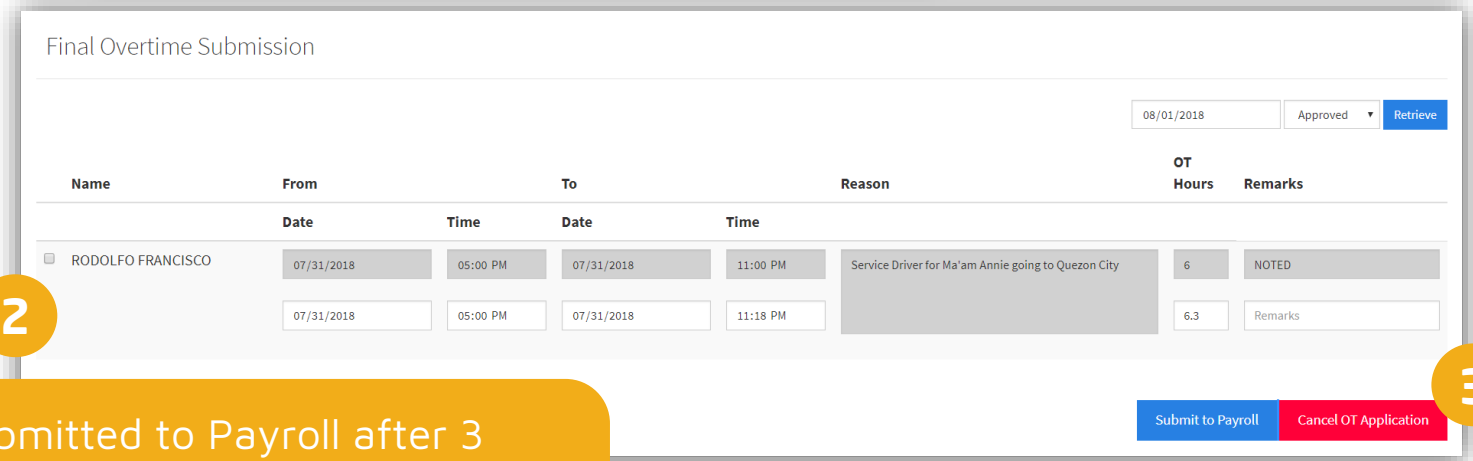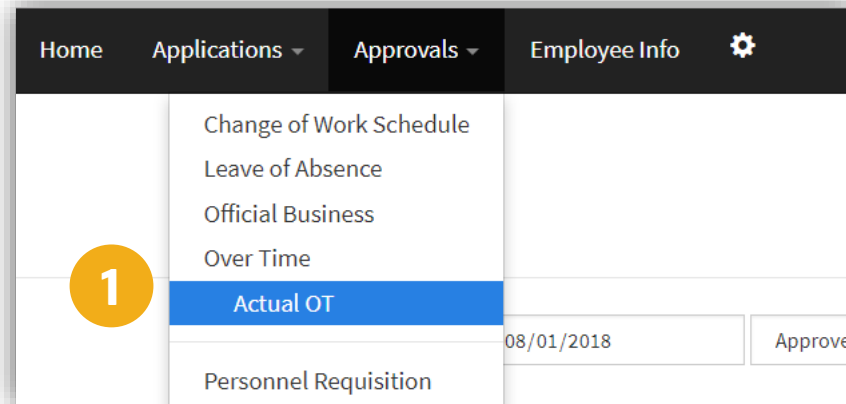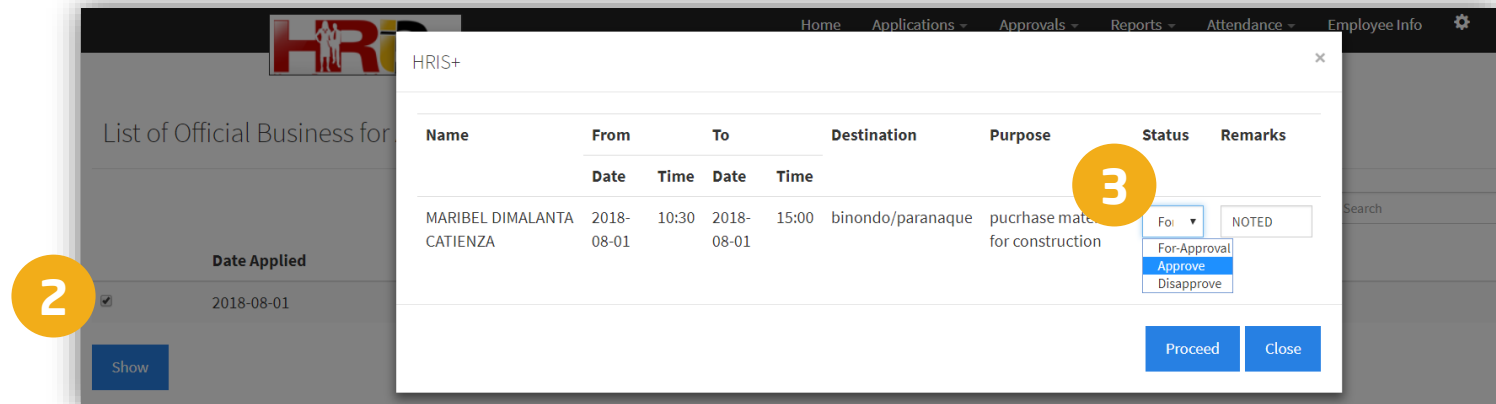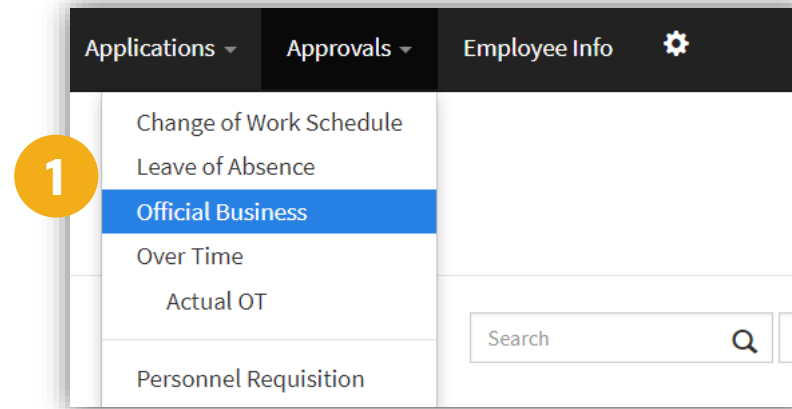
1. Go to **Approvals menu**, select **Actual OT**.

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.
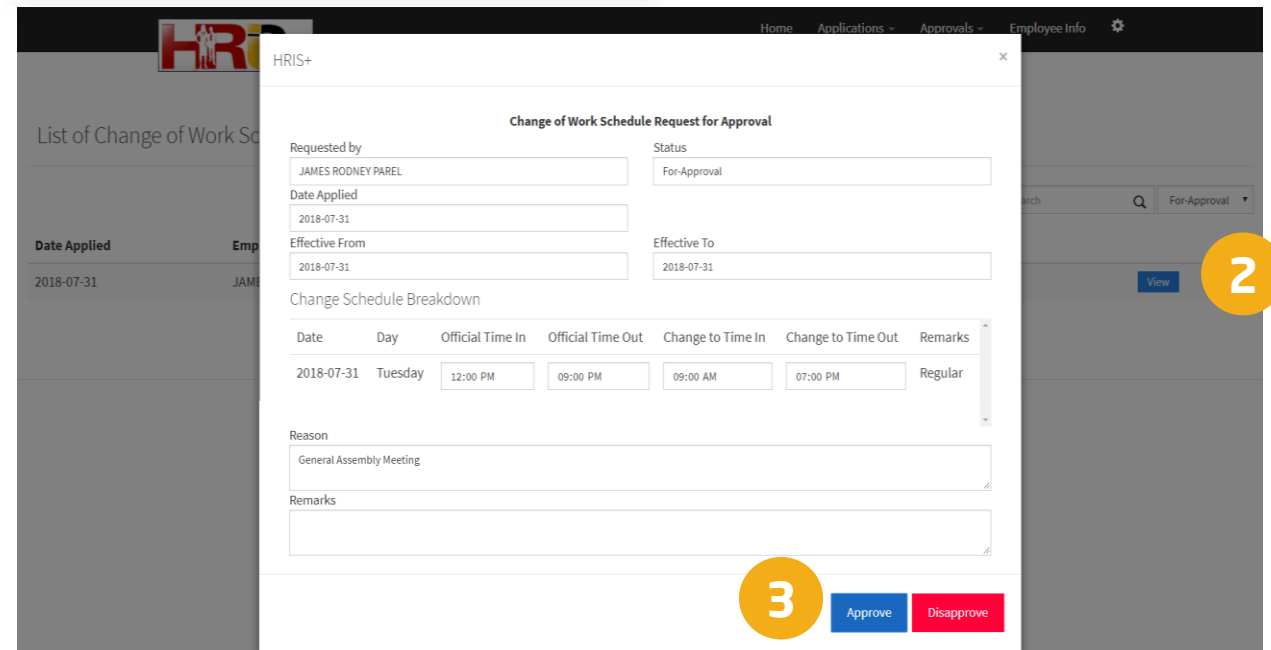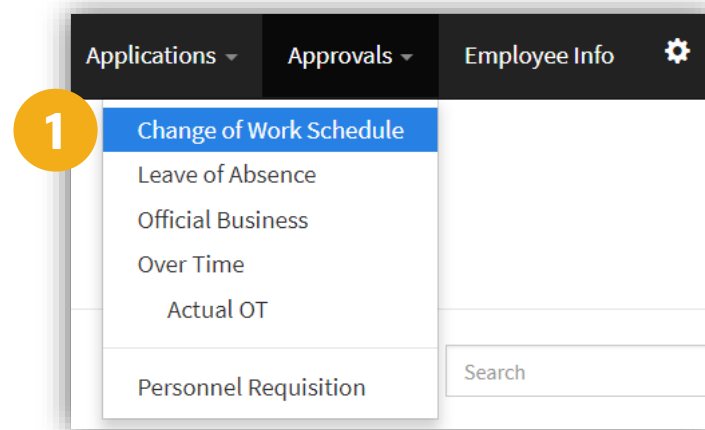
I. Approving an OB Application

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.
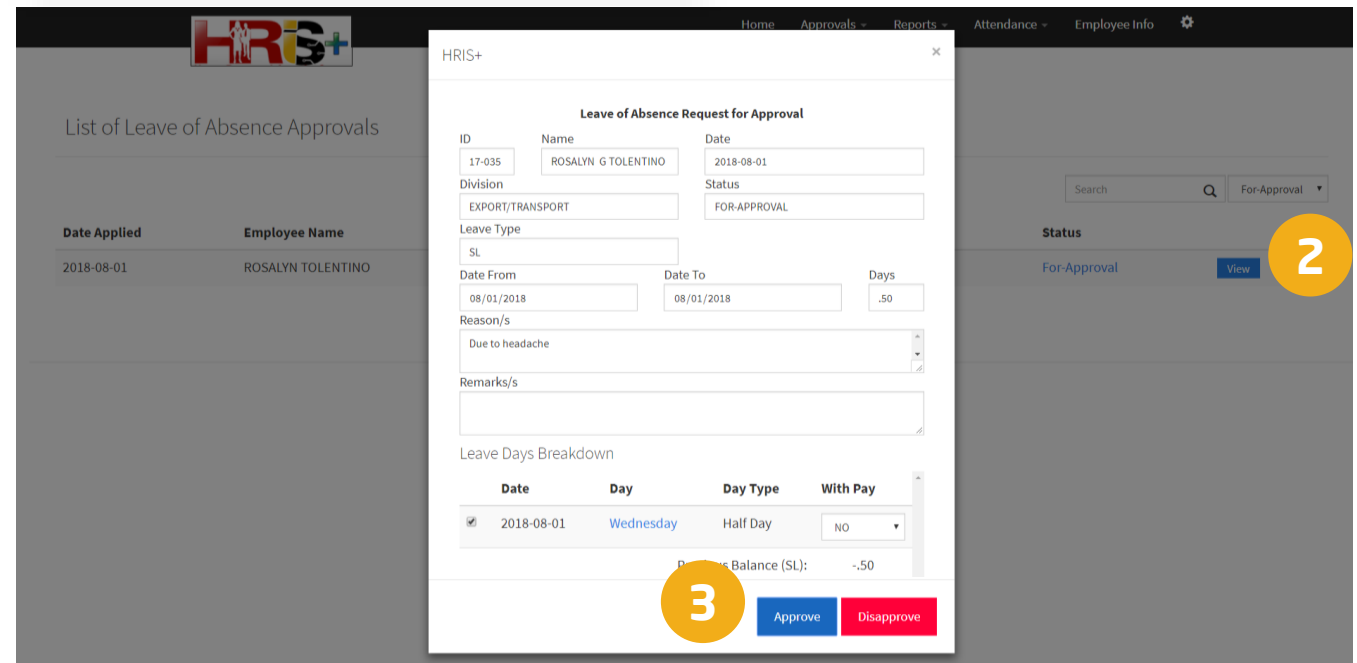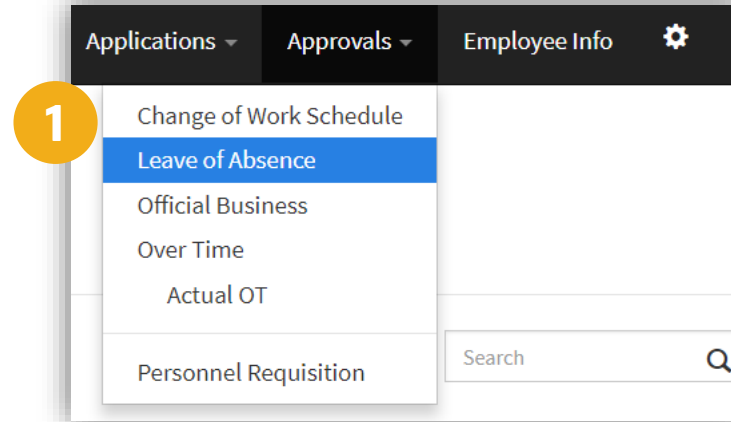
L. Viewing of Employee Information

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.
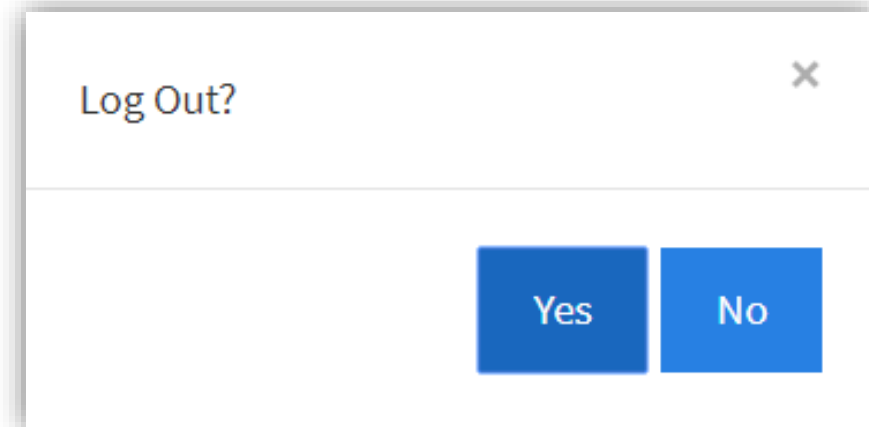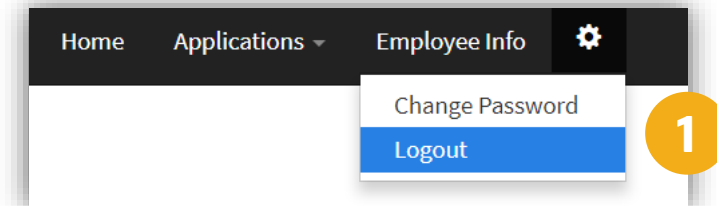
M. Updating Password

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.
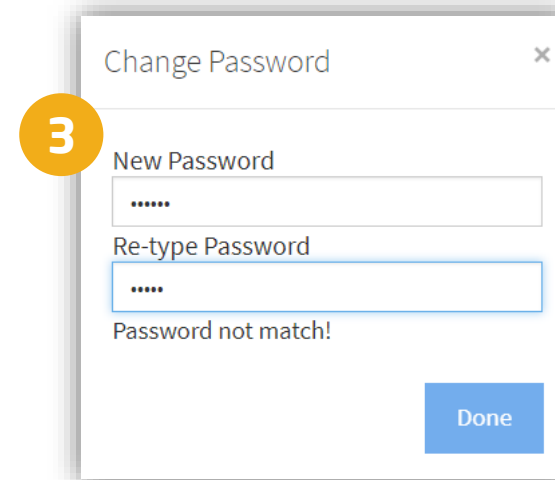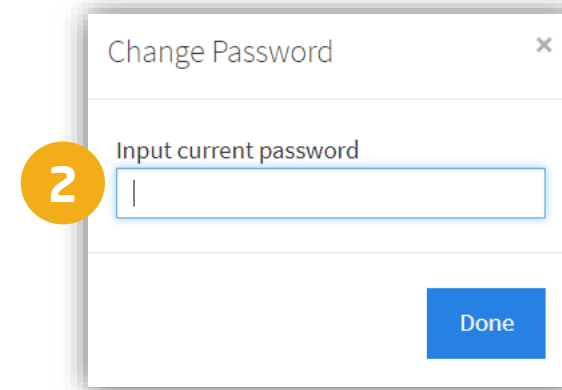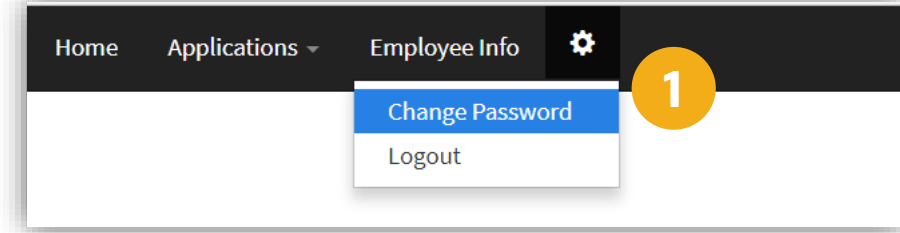
N. Logging Out

1. Go to **Settings**, select **Logout**.

2. A confirmation pop-up window will appear. Click on the **Yes** button.

thank
you.