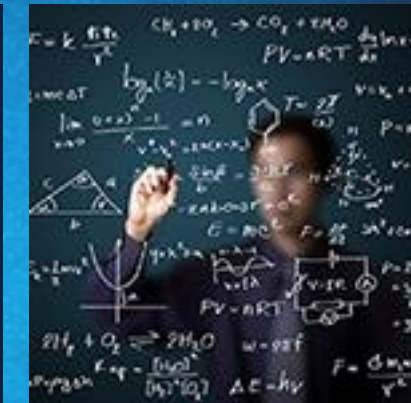




myHR
a s i a



crafted with pride by
TITANIUM TECHNOLOGIES

The Philippine's 1st Cloud-based HR Solution Provider
Founded in 1991

presented by
DIANE TINOKO
HR Manager



Who

- founded by engineers in 1991
- focused on reengineering & automating HR processes
- 88-people strong, focused on HR + IT services
- delivering S-a-a-S solutions since 2001
- the 1st cloud-based HR solutions provider in the country
- serves >200 companies with 7 to 7,000 employees

- eliminate all double work via self-service
- improve processes : bus-has-left paradigm
- reduce risks & cost of ownership
- focus on core competencies
- business continuity
- best practices and



Modules

- Recruitment & Resume Data Banking
- Biometrics Time Recording and Data Collection
- Time+Attendance & Leave Management
- Benefits Administration, Payroll, & Finance Integration
- Learning & Social Interaction
- Performance & Training Management
- HR Workflow : Onboarding, Movements, & Clearance

- Requirements Documentation & Analysis
- Workflow Analysis and Reengineering
- System Configuration & Testing
- User Training & Parallel Run
- Cutover to Production
- Hypercare & Post-production Support

- biometrics timerecording
- operator-free automatic data transfer via cellular network
- stand-alone
- battery backup
- zero client maintenance
- multi-site operation



- Dashboard
- People
- Recruitment
- Profile
- AEF
- Forms Approval
- Payroll
- Time and Attendance**
 - Attendance
 - Timecard
 - Attendance Summary
- Shift Management
- P.A.N.
- S.A.F.
- Analytics

Time Card

to

| | Time In | Time Out |
|-----------------|---------|----------|
| 02-Jun-2014 Mon | 1057 | 2048 |
| 03-Jun-2014 Tue | 0956 | |
| 04-Jun-2014 Wed | 0955 | 2237 |
| 05-Jun-2014 Thu | 0900 | 1912 |
| 06-Jun-2014 Fri | 1124 | 2006 |
| 09-Jun-2014 Mon | 1044 | 1915 |
| 10-Jun-2014 Tue | 0837 | 1735 |
| 11-Jun-2014 Wed | 0912 | 1829 |
| 13-Jun-2014 Fri | 1024 | 1935 |
| 14-Jun-2014 Sat | 1113 | 2133 |

1 record(s) found.



myHR.asia

- 3rd-gen subscription-based cloud HR solution
- self-service workflow and 100% automation
- seamless integration from time capture to alpha list
- run once and do it right the first time
- focused on processes and controls
- eliminate payroll stress and make HR happy

Dashboard

People

Recruitment

Profile

AEF

Forms Approval

Payroll

Time and Attendance


Shift Management


P.A.N.


S.A.F.


Analytics

Dashboard statistics and more

 **Approved Leaves**

VIEW MORE 

 **Over-time Hours**

VIEW MORE 

 **For Approvals**

VIEW MORE 

My Master Schedule

June 2014



| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------|
| 1 RES | 2 REG 0900-1800 | 3 REG 0900-1800 | 4 REG 0900-1800 | 5 REG 0900-1800 | 6 REG 0900-1800 | 7 OFF |
| 8 RES | 9 REG 0900-1800 | 10 REG 0900-1800 | 11 REG 0900-1800 | 12 REG 0900-1800 | 13 REG 0900-1800 | 14 OFF |
| 15 RES | 16 REG 0900-1800 | 17 REG 0900-1800 | 18 REG 0900-1800 | 19 REG 0900-1800 | 20 REG 0900-1800 | 21 OFF |
| 22 RES | 23 REG 0900-1800 | 24 REG 0900-1800 | 25 REG 0900-1800 | 26 REG 0900-1800 | 27 REG 0900-1800 | 28 OFF |
| 29 RES | 30 REG 0900-1800 | 1 REG 0900-1800 | 2 REG 0900-1800 | 3 REG 0900-1800 | 4 REG 0900-1800 | 5 OFF |

PERSONNEL RECORDS

- Dashboard
- People**
 - Finder
- Recruitment
- Profile
- AEF
- Forms Approval
- Payroll
- Time and Attendance
- Shift Management
- P.A.N.
- S.A.F.
- Analytics

People Finder



Search

Generate XLS Report

| Employee No. ⚡ | Employee Name ⚡ | Hire Date ⚡ | Pay Group ⚡ | Payfreq ⚡ | Department ⚡ |
|----------------|---------------------------|-------------|-------------|-----------|-----------------------------------|
| 645 | Abila, Karlene Sta. Maria | 13-May-2014 | R&F | B1 | Software Engineering Team |
| 654 | Adriano, Darlene Bermudez | 05-Jun-2014 | R&F | B1 | Customer Services |
| 411 | Aguila, Earl Christian P | 23-Mar-2009 | | B1 | Software Engineering Team |
| 438 | Aniban, Luis Sab-it | 11-May-2010 | | B1 | TITANIUM INTERCOMMERCE TECH. INC. |
| 575 | Aspra, Diana Peñaflor | 06-Jul-2011 | | B1 | Software Engineering Team |
| 599 | Baculi, RuthAnn C. | 28-May-2012 | | B1 | Quality Assurance Team |
| 453 | Beltran, Ellinor Lumbre | 06-Aug-2010 | | B1 | TITANIUM INTERCOMMERCE TECH. INC. |
| 376 | Canales, Amalia Ceñir | 05-Feb- | | B1 | TITANIUM SYSTEMS TECHNOLOGIES |

[Back to Dashboard](#)



Rochelle Comille

[Back](#)

Job Title:
Job Level:
Hire Date: 21-Jan-2010 (4.408219 yrs)
Employment Status: Regular

Department: TITANIUM INTERCOMMERCE TECH. INC.
Pay Group:
Email: chelle.comille@myoffice.ph
Reports to:

- Personal**
- Work History
- Certifications
- Leave
- Attendance Summary
- Map
- Approvers
- Role

Go to: [Personal](#) [Contact](#) [Education](#) [Family](#)

Personal Information

| | | | |
|-----------------|--------|--------------|--|
| Employee Number | 432 | Card Number | |
| Nickname | | Civil Status | |
| Gender | Female | Blood Type | |
| Height (cm) | | Weight (kg) | |
| Birth Date | | Birth Place | |

[Profile](#)

[Back to Dashboard](#)



[Profile](#)

Rochelle Comille

[Back](#)

Job Title:
Job Level:
Hire Date: 21-Jan-2010 (4.408219 yrs)
Employment Status: Regular

Department: TITANIUM INTERCOMMERCE TECH. INC.
Pay Group:
Email: chelle.comille@myoffice.ph
Reports to:

- [Personal](#)
- [Work History](#)
- [Certifications](#)
- [Leave](#)
- [Attendance Summary](#)
- [Map](#)
- [Approvers](#)
- [Role](#)

Work History

| | | |
|---|---|----------------------|
| Company Name | | Position |
| <input type="text"/> | | <input type="text"/> |
| Company Address | | |
| <input type="text"/> | | |
| Start Date | End Date | Reason for leaving |
| <input type="text" value="NaN-undefine"/> | <input type="text" value="NaN-undefine"/> | <input type="text"/> |

[Edit](#)

[Back to Dashboard](#)



Rochelle Comille

[Back](#)

Job Title:
Job Level:
Hire Date: 21-Jan-2010 (4.408219 yrs)
Employment Status: Regular

Department: TITANIUM INTERCOMMERCE TECH. INC.
Pay Group:
Email: chelle.comille@myoffice.ph
Reports to:

- [Personal](#)
- [Work History](#)
- [Certifications](#)
- [Leave](#)
- [Attendance Summary](#)
- [Map](#)
- [Approvers](#)
- [Role](#)

Government Certification

| Certification Type | Date |
|----------------------|---|
| <input type="text"/> | <input type="text" value="dd/mm/yyyy"/> |
| Rating | |
| <input type="text"/> | <input type="button" value="x"/> |

[+ Add Another Certification](#)

Affiliation

No record(s) found.

[Profile](#)

[Back to Dashboard](#)



Rochelle Comille

[Back](#)

Job Title:
Job Level:
Hire Date: 21-Jan-2010 (4.408219 yrs)
Employment Status: Regular

Department: TITANIUM INTERCOMMERCE TECH. INC.
Pay Group:
Email: chelle.comille@myoffice.ph
Reports to:

- [Personal](#)
- [Work History](#)
- [Certifications](#)
- [Leave](#)**
- [Attendance Summary](#)
- [Map](#)
- [Approvers](#)
- [Role](#)

2014 Leave Balance

| Leave Type | Alloted | Used | Balance |
|------------|---------|-------|---------|
| BL | 0.000 | 0.000 | 0.000 |
| EL | 3.000 | 0.000 | 3.000 |
| LWOP | --- | --- | --- |
| MCL | 0.000 | 0.000 | 0.000 |
| ML | 0.000 | 0.000 | 0.000 |
| PL | 0.000 | 0.000 | 0.000 |
| SL | 15.000 | 0.000 | 15.000 |
| VL | 15.000 | 3.375 | 11.625 |

[Profile](#)

Back to Dashboard



Rochelle Comille

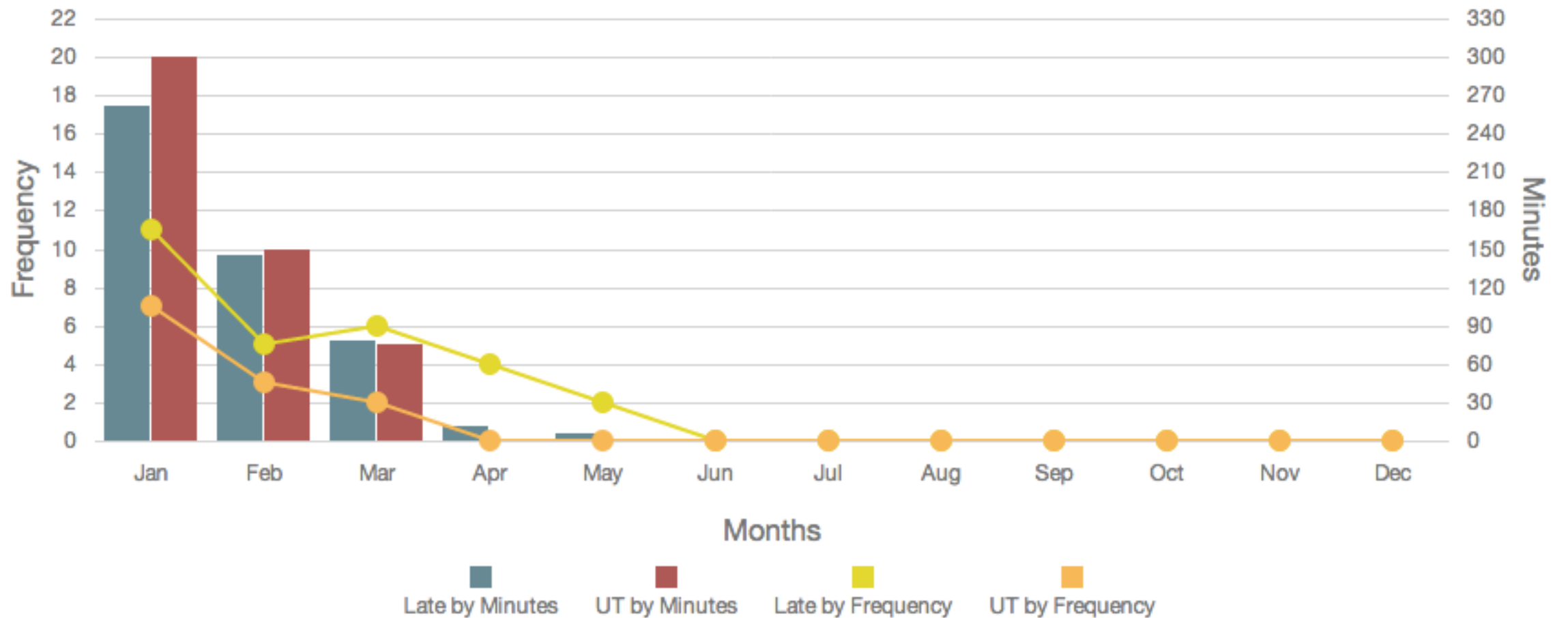
Back

Job Title:
 Job Level:
 Hire Date: 21-Jan-2010 (4.408219 yrs)
 Employment Status: Regular

Department: TITANIUM INTERCOMMERCE TECH. INC.
 Pay Group:
 Email: chelle.comille@myoffice.ph
 Reports to:

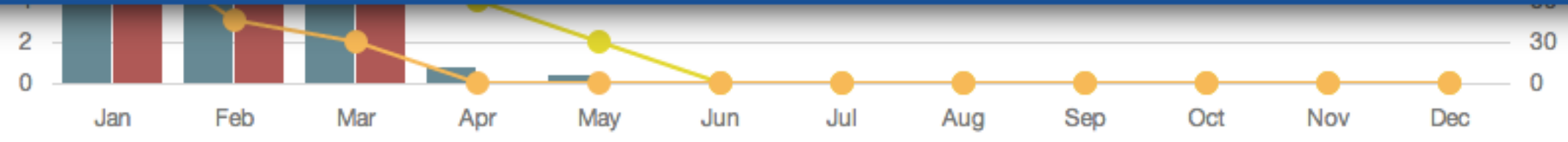
- Personal
- Work History
- Certifications
- Leave
- Attendance Summary**
- Map
- Approvers
- Role

2014 Attendance Overview



Late

Under Time



■ Late by Minutes
 ■ UT by Minutes
 ■ Late by Frequency
 ■ UT by Frequency

Late

| | Total mins. | Frequency |
|--------------|-------------|-----------|
| Jan | 262 | 11 |
| Feb | 145 | 5 |
| Mar | 78 | 6 |
| Apr | 11 | 4 |
| May | 5 | 2 |
| Jun | 0 | 0 |
| Jul | 0 | 0 |
| Aug | 0 | 0 |
| Sep | 0 | 0 |
| Oct | 0 | 0 |
| Nov | 0 | 0 |
| Dec | 0 | 0 |
| Total | 501 | 28 |

Under Time

| | Total mins. | Frequency |
|--------------|-------------|-----------|
| Jan | 300 | 7 |
| Feb | 150 | 3 |
| Mar | 75 | 2 |
| Apr | 0 | 0 |
| May | 0 | 0 |
| Jun | 0 | 0 |
| Jul | 0 | 0 |
| Aug | 0 | 0 |
| Sep | 0 | 0 |
| Oct | 0 | 0 |
| Nov | 0 | 0 |
| Dec | 0 | 0 |
| Total | 525 | 12 |



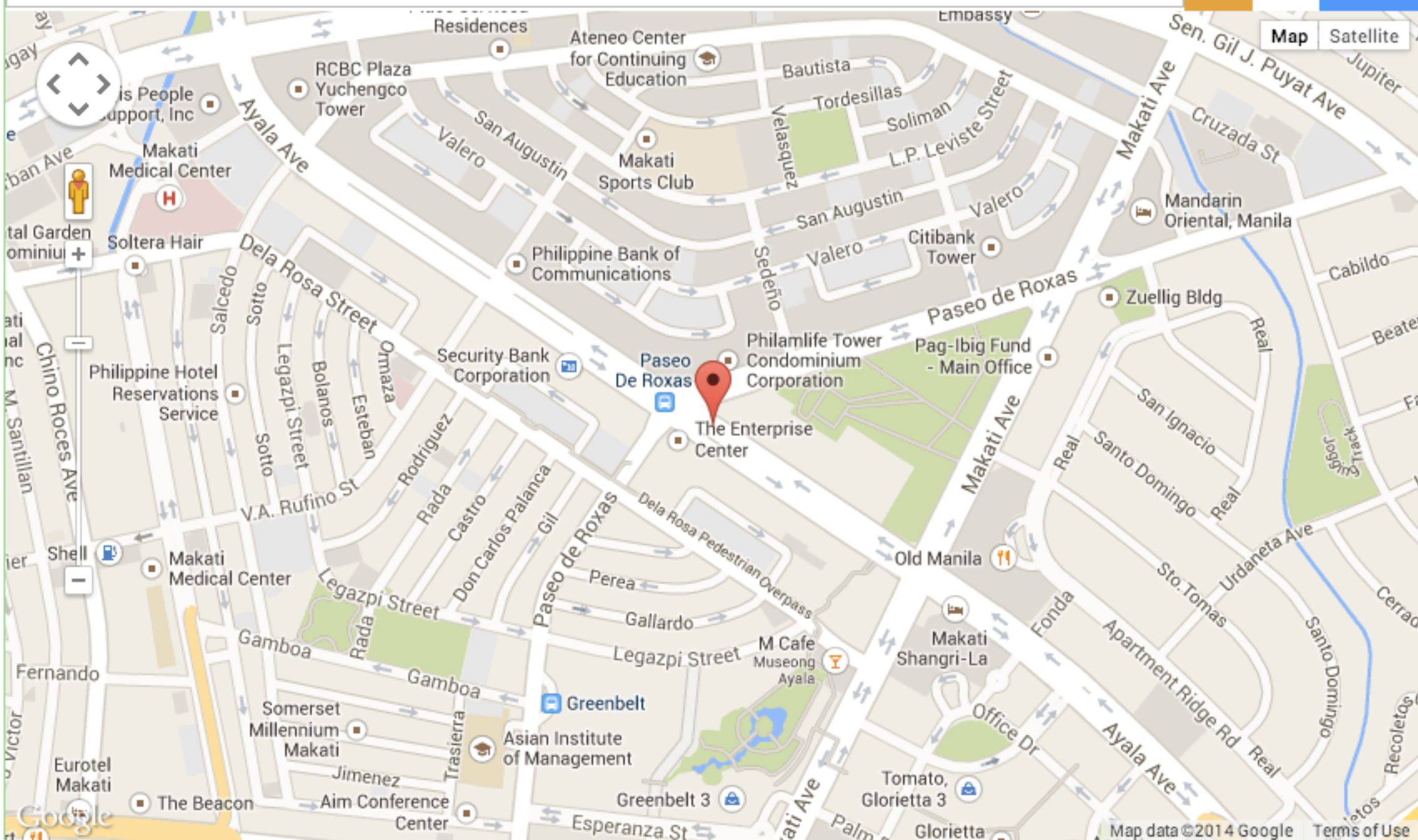


Profile

- Personal
- Work History
- Certifications
- Leave
- Attendance Summary
- Map**
- Approvers
- Role

Map Information

Ayala Avenue, Makati, Metro Manila, Philippines Search Save





Map Location

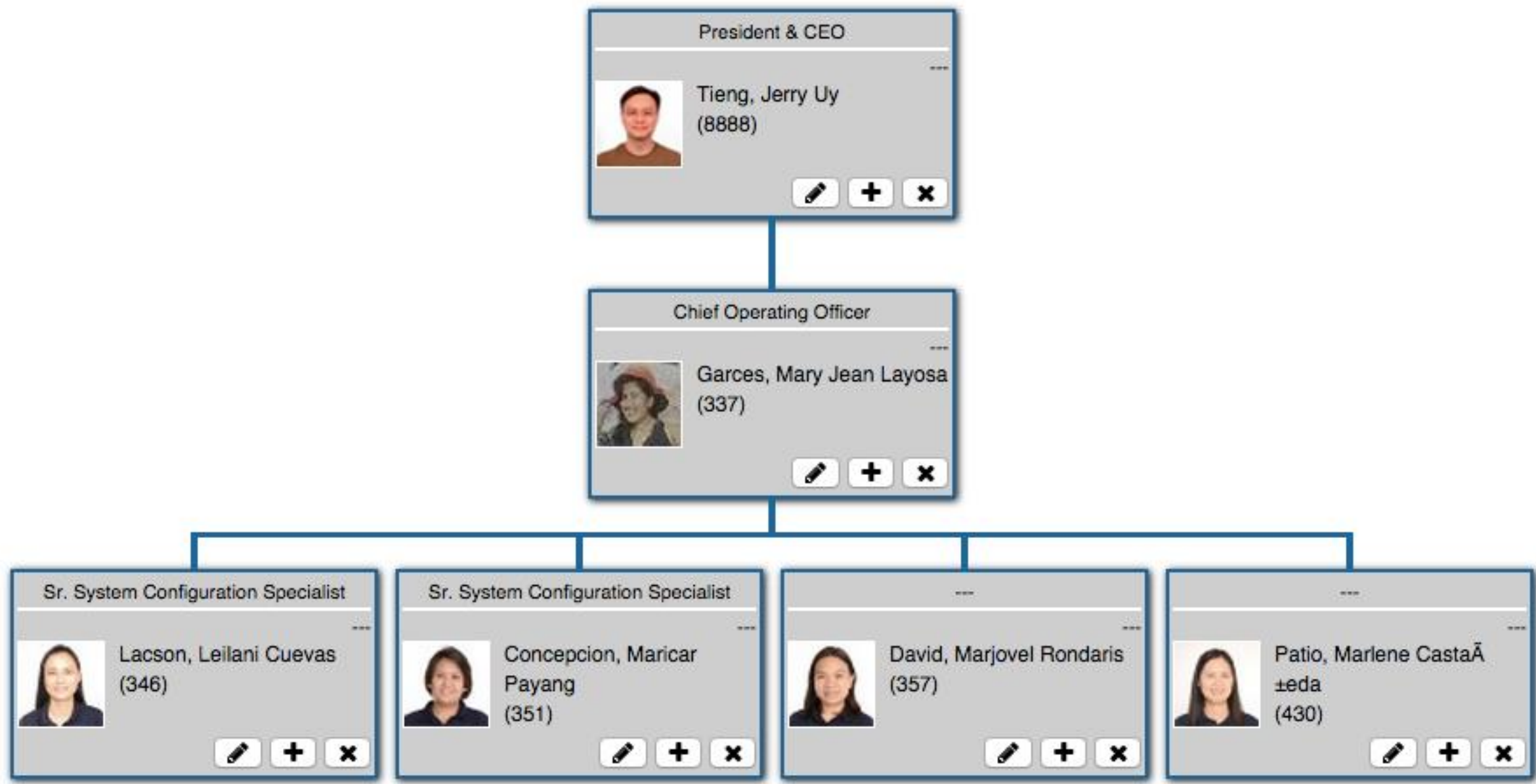


- Dashboard
- People
- Clearance
- Profile
- Forms Approval
- P.A.N.
- Map**
- Analytics

The map displays the Metro Manila region and its surrounding areas. Four red location pins are placed on the map: one in the northern part near Valenzuela, one in the central-eastern part near Quezon City, one in the southern part near Mandaluyong, and one in the eastern part near Antipolo. The map includes major roads, landmarks like the University of Santo Tomas, and various districts. A Google logo is visible in the bottom left corner, and 'Map data ©2014 Google Terms of Use' is in the bottom right corner. The map interface includes a compass, a person icon, a zoom slider, and 'Map'/'Satellite' toggle buttons.

Organizational Chart

Version: 1 | Job Title: --- | Save



ONBOARDING



New Hire



- Dashboard
- People
- Recruitment
- Profile
- AEF
- Forms Approval
- Payroll
- Time and Attendance
- Shift Management
- P.A.N.**
- Transactions
- New Hire
- Employee Information
- Employee Movement
- Payroll
- S.A.F.

Create Person

| | | | |
|------------------|--------------------------|----------------------|-----------------|
| PRF No. 01000 | First Name Tieng | Middle Name Jerry | Last Name Uy |
| Gender Male | Birth Date 13/10/1970 | | |

Duplicated Entries

| First Name | Middle Name | Last Name |
|------------|-------------|-----------|
|------------|-------------|-----------|

No duplicate record(s) found.

RECRUITMENT



- Dashboard
- People
- Recruitment**
- Manpower Requisition
- Requisition List
- Profile
- AEF
- Forms Approval
- Payroll
- Time and Attendance
- Shift Management
- P.A.N.
- S.A.F.
- Analytics

Manpower Requisition Form



A.

Position

Level

Date Filed

Date Needed

Job Description

PT-001 - Programmer Trainee

Vacant Portlet

B.

Reason

C.

Type of Employment

Quantity

Duration

Accounting/Finance

Asia Cargo Container Line Inc.
Internal Auditor
Accounting Staff

Alphaland Corporation
Accounting Assistant
Treasury Officer
Financial Controller

Am- Europharma Corporation
Accounting Staff

Associated Ship Management
General Accountant - For Pooling

Avanza
Account Executive

Concepcion-Carrier Air Conditioning Company
Purchasing Specialist 1369A
AP Accountant
AP Supervisor 1537
AR Supervisor 1301A
BAAN ERP Analyst Finance and ICT Controller 847A
General Accounting Analyst 1510

Admin/HR

Asia Cargo Container Line Inc.
Credit and Collection Head

Alphaland Corporation
HR Training Officer
HR Manager

Concepcion-Carrier Air Conditioning Company
HR Business Partner 1426A
Group Admin Assistant 1474A
Admin Assistant 1353A
Facilities & Fleet Supervisor 1536
PE Unit Encoder 1475A
Inventory Analyst 1541
Inventory Analyst 1236A
Logistics Analyst 876A

Eastern Communications
Inventory Specialist

Habitat for Humanity Philippines
HR Payroll/Administrative Assistant

Marsman Drysdale Travel Inc.
Documentation Manager

Fitness/health

Alphaland Corporation
Gym Instructor
Fitness Trainer
SPA Assistant Manager

Project Management

Concepcion-Carrier Air Conditioning Company
Cost Analyst 1183A
EHS Documentation 1535
Bill of Materials Analyst 1222A
Change Management Analyst 1487A

Operations Management

Concepcion-Carrier Air Conditioning Company
Business Analyst 1410A
Business Manager 1409A
Service Operations Supervisor 1492A
Assistant Manager 1281A
Business Partner Development and Management Supervisor 1165A

Building/Constuction

- Dashboard
- People
- Recruitment
- Vacant Positions
- Manpower Requisition
- Requisition List
- Processing
- Forms
- Payroll
- Loans
- Time and Attendance
- Reports
- Request Processing
- S.A.F.
- P.A.N.
- Analytics
- Shift Management
- Pay Transactions
- Performance Appraisal

Applicants

Q

Initial Screening

| No. | Applicant | Position | Application Date | Aging | Turn Around Time |
|-----|-------------------------|----------|------------------|----------|------------------|
| 1 | Comille, Rochelle | | 12/01/2013 | 1 day(s) | 1 day(s) |
| 1 | Gondong, Domina Carmela | | 12/01/2013 | 3 day(s) | 3 day(s) |

Examination

| No. | Applicant | Position | Application Date | Aging | Turn Around Time |
|-----|-------------------|----------|------------------|----------|------------------|
| 1 | Martin, Annabelle | | 12/01/2013 | 3 day(s) | 5 day(s) |

Interview

| No. | Applicant | Position | Application Date | Aging | Turn Around Time |
|-----|---------------------|----------|------------------|----------|------------------|
| 1 | Perez, IB Vern | | 12/01/2013 | 2 day(s) | 3 day(s) |
| 1 | Mendoza, Ricky Riel | | 12/01/2013 | 3 day(s) | 3 day(s) |

Reference Check

| No. | Applicant | Position | Application Date | Aging | Turn Around Time |
|-----|---------------|----------|------------------|----------|------------------|
| 1 | Tsuper, Chris | | 12/01/2013 | 1 day(s) | 2 day(s) |
| 1 | Lapa, Brownie | | 12/01/2013 | 1 day(s) | 3 day(s) |

- Dashboard
- People <
- Recruitment <
- Vacant Positions
- Manpower Requisition
- Requisition List
- Forms <
- Payroll <
- Loans <
- Time and Attendance <
- Reports
- Request Processing <
- S.A.F. <
- P.A.N. <
- Analytics
- Shift Management <
- Pay Transactions <

Vacant Positions

Q
^

| No. | Job Title | Description | Vacancies | Action/Status |
|-----|---|---|-----------|--|
| 2 | Executive Assistant | Executive Assistant | 2 | Create MRF |
| 3 | Assistant, Transport Planning and Analysis | Assistant, Transport Planning and Analysis | 1 | Create MRF |
| 4 | Manager, Transport Planning and Analysis | Manager, Transport Planning and Analysis | 1 | Create MRF |
| 5 | Senior Manager, Transport Planning and Analysis | Senior Manager, Transport Planning and Analysis | 2 | Create MRF |
| 6 | Specialist, Transport Planning and Analysis | Specialist, Transport Planning and Analysis | 4 | MRF Created |
| 7 | Senior Supervisor, Document Control | Senior Supervisor, Document Control | 1 | MRF Created |

CLEARANCE

- Dashboard
- People
- Clearance**
- Summary
- Profile
- Forms Approval
- P.A.N.
- Map
- Analytics

Clearance

+ New

- Clearance Posting
- Ready for Clearance
- On Going
- Completed

8 record(s) found

Search by Employee Name..

| Company ID No. | Employee Name | Separation Date | Process Start Date | Age |
|----------------|--------------------------|-----------------|--------------------|-------------|
| 076 | ALVAREZ, VENUS RABBI | 31-Oct-2014 | 07-Oct-2014 | 10 day(s) ! |
| PH-090 | QUIZON, FARRAH | 31-Oct-2014 | 02-Oct-2014 | 15 day(s) |
| PH-090 | ESPEDIDO , ROWELL | 02-Oct-2014 | 29-Sep-2014 | 18 day(s) |
| PH-090 | PONTEJOS, MARIA CLARISSA | 03-Oct-2014 | 29-Sep-2014 | 18 day(s) |
| PH-090 | CORTEZ, DONABELL | 29-Aug-2014 | 26-Sep-2014 | 21 day(s) ! |
| PH-090 | DE LA CRUZ, EALAINÉ | 10-Oct-2014 | 25-Sep-2014 | 22 day(s) ! |

Status Color Codes

- When processing is more than a week.
- When processing is more than 2 weeks.

Clearance Summary



QUIZON, FARRAH

Employee # PH-090

Position Structural Engineer

Date Hired 09-Sep-2013

Separation Date 31-Oct-2014

Division

Department Construction Management Services

Pay Frequency

Immediate Supervisor **PAGULAYAN, ANGELIE**

| Accountabilities | Remarks |
|--------------------------------|---------|
| Certificate of Transfer Charge | |
| Personnel Protective Equipment | |
| Others | |

Technology and Operations Management

Will Clear By **PINPIN, TOMAS**

Will Check By **DIZON, MARINA**

Age 15 day(s)

| Accountabilities | Remarks |
|------------------|---------|
| Access Card | |
| Badge | |

TIME & ATTENDANCE

- Dashboard
- People
- Recruitment
- Profile
- AEF
- Forms Approval
- Payroll
- Time and Attendance
- Shift Management**
 - Crew-Shift Assignment
 - Crew-Team Assignment
 - Master Schedule
- P.A.N.
- S.A.F.
- Analytics

Crew-Shift Assignment

May 2014 Select a shift and day type below.

| Crew | 1 Th | 2 Fr | 3 Sa | 4 Su | 5 Mo | 6 Tu | 7 We | 8 Th | 9 Fr | 10 Sa | 11 Su | 12 Mo | 13 Tu | 14 We | 15 Th | 16 Fr | 17 Sa | 18 Su | 19 Mo | 20 Tu | 21 We | 22 Th | 23 Fr | 24 Sa | 25 Su | 26 Mo | 27 Tu | 28 We | 29 Th |
|-------------|------|------|------|------|------|------|------|------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Crew_Randy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Crew_Janine | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Crew_8_17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Crew_9_18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

20-May-2014

Save

Shift Color Code Legend

| | | | | | |
|-----------|-----|-----------|-----|-----------|-----|
| 0800-1700 | S07 | 0900-1800 | S08 | 1000-1900 | S21 |
| 1300-2100 | S30 | 1700-0100 | S27 | 2000-0500 | S29 |
| 2200-0700 | S28 | No Shift | | | |

Master Schedule

Search team member.. February 2014

- Dashboard
- People
- Recruitment
- Profile
- AEF
- Forms Approval
- Payroll
- Time and Attendance
- Shift Management**
 - Crew-Shift Assignment
 - Crew-Team Assignment
 - Master Schedule
- P.A.N.
- S.A.F.
- Analytics

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
|--|----|----|-----|-----|-----|-----|-----|----|----|-----|-----|-----|-----|-----|----|----|-----|-----|-----|-----|-----|----|----|-----|-----|-----|-----|-----|
| | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr |
| | | | S21 | S21 | S21 | S21 | S21 | | | S21 | S21 | S21 | S21 | S21 | | | S21 | S21 | S21 | S21 | S21 | | | S21 | S21 | S21 | S21 | S21 |
| | | | S07 | S07 | S07 | S07 | S07 | | | S07 | S07 | S07 | S07 | S07 | | | S07 | S07 | S07 | S07 | S07 | | | S07 | S07 | S07 | S07 | S07 |
| | | | S21 | S21 | S21 | S21 | S21 | | | S21 | S21 | S21 | S21 | S21 | | | S21 | S21 | S21 | S21 | S21 | | | S21 | S21 | S21 | S21 | S21 |
| | | | S21 | S21 | S21 | S21 | S21 | | | S21 | S21 | S21 | S21 | S21 | | | S21 | S21 | S21 | S21 | S21 | | | S21 | S21 | S21 | S21 | S21 |
| | | | S21 | S21 | S21 | S21 | S21 | | | S21 | S21 | S21 | S21 | S21 | | | S21 | S21 | S21 | S21 | S21 | | | S21 | S21 | S21 | S21 | S21 |
| | | | S08 | S08 | S08 | S08 | S08 | | | S08 | S08 | S08 | S08 | S08 | | | S08 | S08 | S08 | S08 | S08 | | | S08 | S08 | S08 | S08 | S08 |
| | | | S21 | S21 | S21 | S07 | S07 | | | S21 | S21 | S21 | S07 | S07 | | | S21 | S21 | S21 | S07 | S07 | | | S21 | S21 | S21 | S07 | S07 |
| | | | S08 | S08 | S08 | S08 | S08 | | | S08 | S08 | S08 | S08 | S08 | | | S08 | S08 | S08 | S08 | S08 | | | S08 | S08 | S08 | S08 | S08 |
| | | | S08 | S08 | S08 | S08 | S08 | | | S08 | S08 | S08 | S08 | S08 | | | S08 | S08 | S08 | S08 | S08 | | | S08 | S08 | S08 | S08 | S08 |
| | | | S07 | S08 | S07 | S08 | S08 | | | S07 | S08 | S07 | S08 | S08 | | | S07 | S08 | S07 | S08 | S08 | | | S07 | S08 | S07 | S08 | S08 |
| | | | S07 | S07 | S08 | S08 | S08 | | | S07 | S07 | S08 | S08 | S08 | | | S07 | S07 | S08 | S08 | S08 | | | S07 | S07 | S08 | S08 | S08 |



AEF Filing



- Dashboard
- People
- Recruitment
- Profile
- AEF**
 - AEF Filing
 - AEF Filed
 - AEF Inventory
- Forms Approval
- Payroll
- Time and Attendance
- Shift Management
- P.A.N.
- S.A.F.
- Analytics

- OT**
- FTS
- OUT
- OBT
- LOA
- CWS

Over Time Form

Effective Date

Attendance Start Date

Attendance Start Time

Attendance End Date

Attendance End Time

Remarks

Reset Submit

Leave Calendar

June 2014 < >

today

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| VL | | | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| VL | | | | | | |
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |
| VL | | | | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |

2014 Leave Balance

| Leave Type | Alloted | Used | Balance |
|------------|---------|-------|---------|
| BL | 0.000 | 0.000 | 0.000 |
| EL | 3.000 | 0.000 | 3.000 |
| LWOP | --- | --- | --- |
| MCL | 0.000 | 0.000 | 0.000 |
| MI | 0.000 | 0.000 | 0.000 |



AEF Filed



to

- Dashboard
- People
- Recruitment
- Profile
- AEF**
 - AEF Filing
 - AEF Filed**
 - AEF Inventory
- Forms Approval
- Payroll
- Time and Attendance
- Shift Management
- P.A.N.
- S.A.F.
- Analytics

Tieng, Jerry


| Form # | Date Filed | Type | Start Date | IN | OUT | Hours | Remarks | Action Date |
|--------|-------------------------|--------|----------------------------|------|------|-------|-----------------------|-------------------------|
| 002111 | 03-Jun-2014 15:48:06 | LOA VL | 12-Jun-2014 30-Jun-2014 | | | 152 | Test | 26-May-2014 11:58:25 |
| 002648 | 17-Jun-2014 16:36:35 | OT | 02-Jun-2014 | 1700 | 2100 | 0 | Lots of work... | 17-Jun-2014 16:33:34 |
| 002649 | 18-Jun-2014 08:10:59 | OT | 13-Jun-2014 | 1700 | 2000 | 0 | Extra production run. | 18-Jun-2014 08:08:01 |

3 record(s) found.

- APPROVED
- DISAPPROVED
- FOR APPROVAL
- CANCELLED

Attendance

to



Earl Christian Aguil

| | Date | A | Type | Bsc | OT | NSD | NSDOT | Late | UT | Leave | Shift |
|---|-----------------|----|------|------|------|-----|-------|------|----|-------|-----------|
| + | 01-Jun-2014 Sun | -- | RES | -- | -- | -- | -- | -- | -- | -- | -- |
| + | 02-Jun-2014 Mon | -- | REG | 0800 | -- | -- | -- | 0057 | -- | -- | 1000-1900 |
| + | 03-Jun-2014 Tue | -- | REG | 0800 | -- | -- | -- | -- | -- | -- | 1000-1900 |
| - | 04-Jun-2014 Wed | -- | REG | 0800 | 0330 | -- | 0030 | -- | -- | -- | 1000-1900 |

Timecard and Timepair

| Type | Time | Type | In | Out |
|----------|------|---------------------|------|------|
| TIME IN | 0955 | basic timepair | 1000 | 1200 |
| TIME OUT | 2237 | basic timepair | 1300 | 1900 |
| | | ot1 timepair | 1900 | 2230 |
| | | outbasic timepair_B | 1900 | 2237 |
| | | outbasic timepair_F | 0955 | 1000 |

Attendance Exception Forms

| Type | Date Filed | Start Date | End Date | Time In | Time Out | Daytype | Shift |
|------|-------------|-------------|----------|---------|----------|---------|-------|
| OT | 15-Jun-2014 | 04-Jun-2014 | | 1900 | 2237 | | |

| | | | | | | | | | | | |
|---|-----------------|----|-----|------|------|----|----|------|------|----|-----------|
| + | 05-Jun-2014 Thu | -- | REG | 0800 | 0100 | -- | -- | -- | -- | -- | 0900-1800 |
| + | 06-Jun-2014 Fri | -- | REG | 0730 | -- | -- | -- | 0124 | 0030 | -- | 1000-1900 |
| + | 07-Jun-2014 Sat | -- | OFF | -- | -- | -- | -- | -- | -- | -- | -- |

- Dashboard
- People
- Recruitment
- Profile
- AEF
- Forms Approval
- Payroll
- Time and Attendance**
- Attendance
 - Timecard
 - Attendance Summary
- Shift Management
- P.A.N.
- S.A.F.
- Analytics

PAYROLL TRANSACTIONS

- Dashboard
- People
- Recruitment
- Profile
- AEF
- Forms Approval
- Time and Attendance
- Payroll
- Shift Management
- P.A.N.
- S.A.F.
- Map
- Analytics

Payroll Transaction

| Transaction No. | Action Code | Paycode |
|-----------------|-------------|-------------------------------|
| 000099 | LOAN | Personal Loan (Cash) (LOAN01) |

| Reference No. | Employee | Date Range | Monthly Pay | Amount of Pay | Total Pay | Amount Paid | Previous Payment | Total Amount Paid | Frequen |
|---------------|------------------|----------------------------|-------------|---------------|-----------|-------------|------------------|-------------------|---------|
| Personal 9 | Patio, MarleneC. | 10-Oct-2014 to 31-Dec-2099 | 3,000.00 | 3,000.00 | 3,000.00 | 0.00 | 0.00 | 0.00 | One tim |

LOAN

Personal Loan (Cash) (LOAN01) Transaction # **000099**

1 employee(s)

View Details

Created By: **Beltran, Ellinor L.**

Date Created: **16-Oct-2014 13:56:49**

| | | | | | | |
|----|----|----|----|----|----|----|
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 5 | 3 | 5 | 2 | | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 1 | 1 | 1 | 1 | | | |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| | | | 2 | 2 | 1 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1 | 1 | 1 | | | | |

On Leave List

Wednesday, Oct 01, 2014

| | |
|------------------|------|
| Adriano, Darlene | LWOP |
| Canales, Amalia | LWOP |

My Payslip



B1 -- 23-May-2014 -- REG

| Earnings | Multiplier | Amount |
|---------------|------------|------------|
| Biweekly Rate | 30.416667 | 32,307.69 |
| INC505 | 0 | 130,000.00 |

| Deductions | Amount |
|------------|----------|
| SSS | 0.00 |
| PHIC | 37.50 |
| HDMF | 0.00 |
| WTAX | 7,679.17 |

| | |
|-----------|------------|
| Gross Pay | 162,307.69 |
|-----------|------------|

| | |
|------------------|----------|
| Total Deductions | 7,716.67 |
|------------------|----------|

| | |
|---------------|------------|
| Take Home Pay | 154,591.02 |
|---------------|------------|

- Das
- Per
- Rec
- Pro
- AEI
- For
- Pay
- Var
- Tra
- Pay
- My
- Tim
- Shi
- P.A
- S.A
- Ana

014

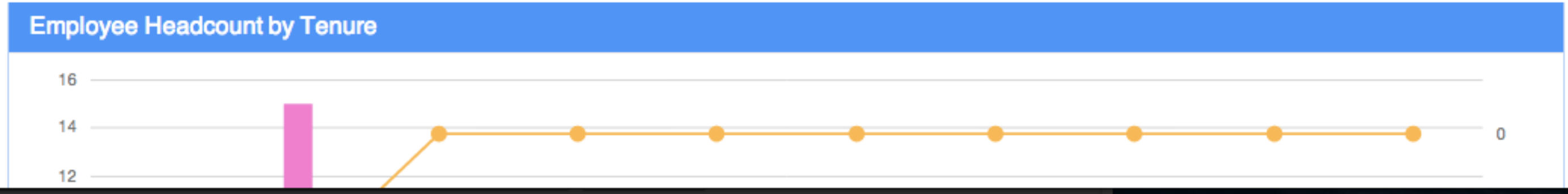
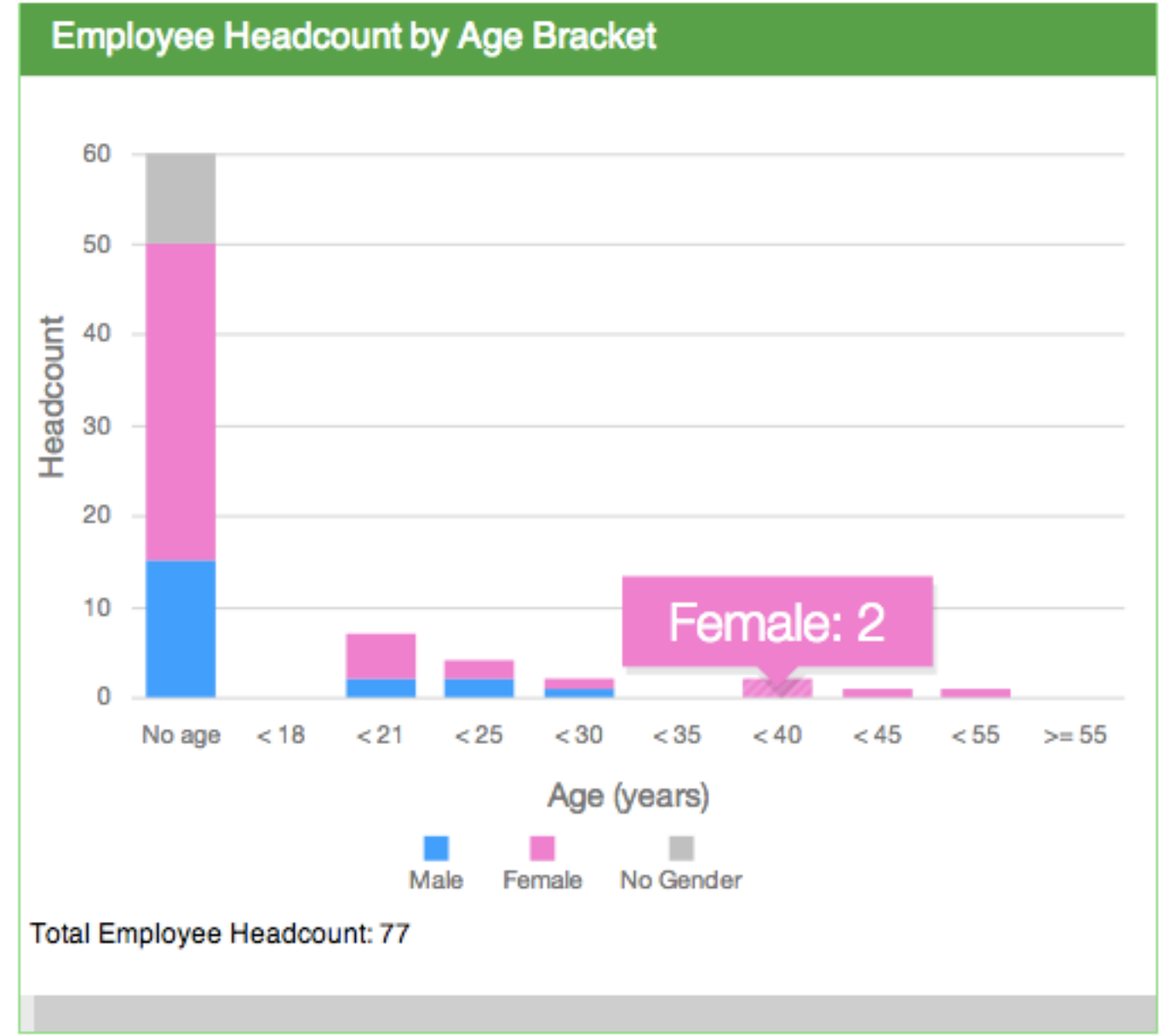
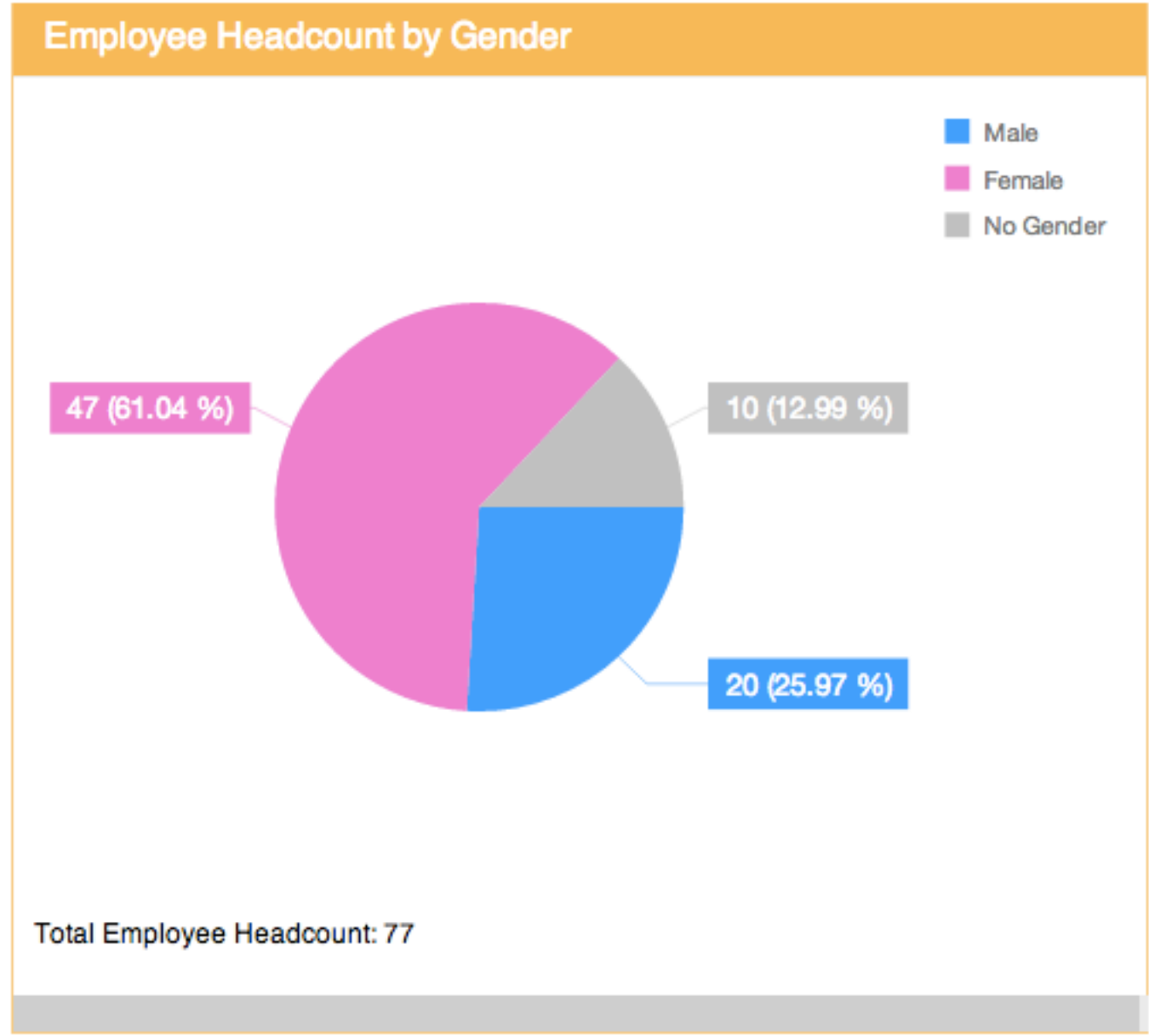
Netpay

795.42
 591.02
 801.34
 597.16

ANALYTICS

- Dashboard
- People
- Recruitment
- Profile
- AEF
- Forms Approval
- Payroll
- Time and Attendance
- Shift Management
- P.A.N.
- S.A.F.
- Analytics**
- Data Analysis
- Data Query

Data Analysis



myHR
a s i a

Customers

ROBINSONSBANK
A Savings Bank

PMFTC
INC.

**PRINT
TOWN**

LAFARGE
CEMENT

B/E
AEROSPACE

TIGER
MACHINERY

ON

ON Semiconductor®

Maybank

**PHILIPPINE
VENDING
CORPORATION**
The convenience company

gsk
GlaxoSmithKline

Personal Collection
PC

EASTERN
TELECOM

philweb
CORPORATION

MeadJohnson
Nutrition

ECOLAB[®]



Customers

- Ascott Hotels
- Veyance Technologies
- Vestas Technologies
- Sonion Phils Inc
- Tollways Management Corp
- Sanyo Seiki Steel Corp
- Xlibris Inc
- 1+1 Internet

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