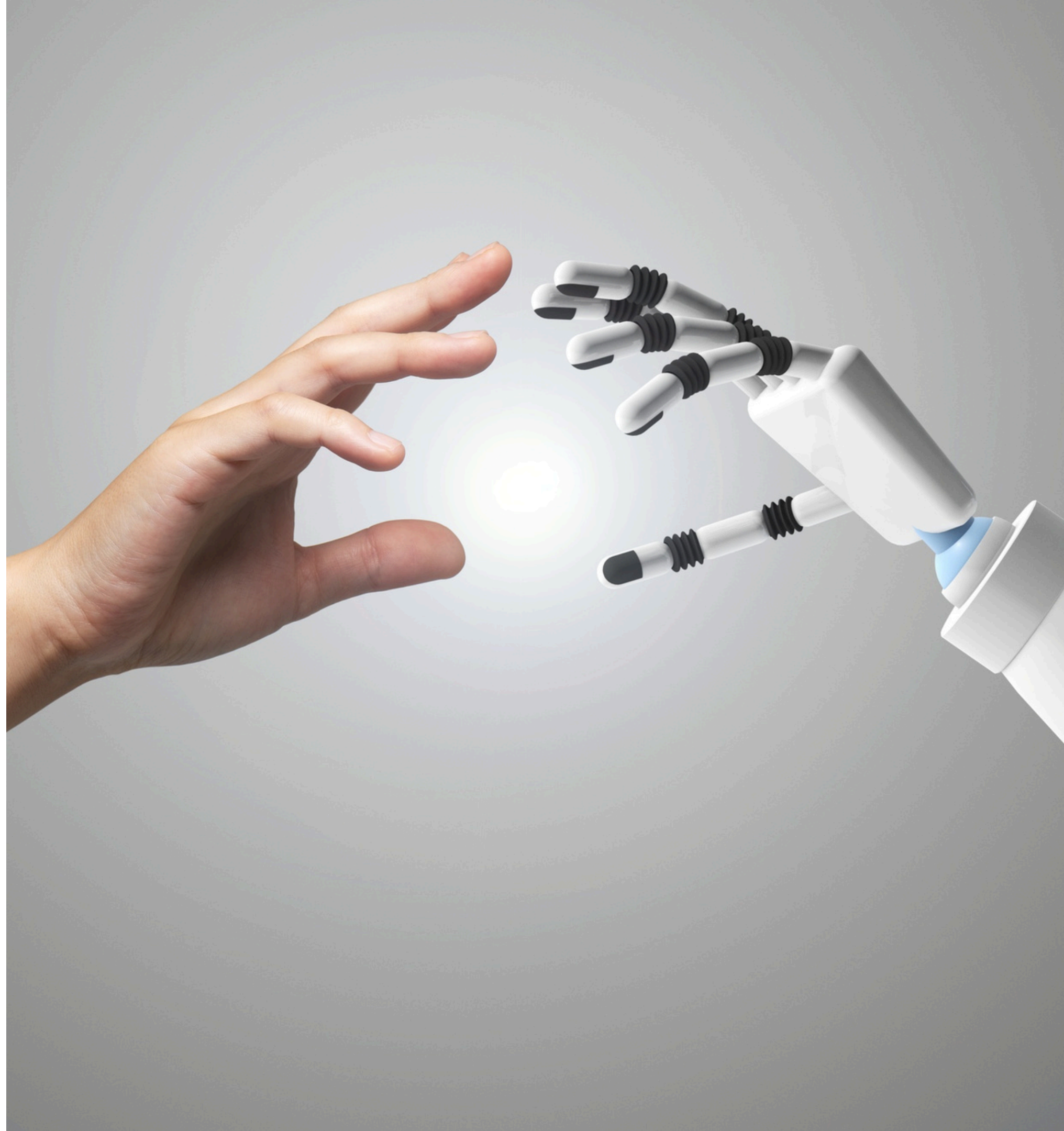


HRIS

As of October 2025



AGENDA

- HRIS Features (*HR & Payroll modules*)
- Recent Updates as of October 2025
- Live Presentation

HRIS Module

Dashboard

- HR Dashboard
- Head Dashboard
- Employee Dashboard
 - Daily Attendance
 - Subordinate's Monitoring of Daily Attendance
 - Graphical representation of employee updates (**New Features**)
 - Summary count of Attendance subject for Approval (**New Features**)

Employee Management

- Master List
 - Employee List and Separated Employee List
 - 201 File - Downloadable 201 File
 - Confidential Employees Information - Masked Confidential Information: Salary and Contact Number
- Employee Benefits
- Employee Loans
- Employee Leave Credits
- Employee Schedule

HRIS Module

Employee Movement

- PAF Application
- Uploading of Resignation Letter

Attendance Forms

- Leave Form
- Overtime Form
- OB Form
- Undertime Form
- Time Adjustment Form
- WFH Form
- Change Schedule Form
- Offset Earnings Form
- Work Arrangement Form

Attendance Approvals

- Leave Request Form
- Overtime Request Form
- OB Request Form
- Undertime Request Form
- Time Adjustment Request Form
- WFH Request Form
- Change Schedule Request Form
- Offset Request Form
- Work Arrangement Schedule Request

HRIS Module

HR Validation

(Additional Module for Attendance Forms Validation)

- List of Leave Form
- List of Overtime Authorization/Certification Form
- List of Official Business Authorization/Certification Form
- List of Request for Undertime Form
- List of Time Adjustment Form
- List of Work From Home Form
- List Change in Work Schedule Form
- List of Offset Form
- List of Employee Work Arrangement Schedule Form

- Timelog Edit
- Import Attendance
- Attendance Posting
- Import Employee

HRIS Module

Employee Dashboard

- **Employee List**
- **My Loans**
- **My Leave Ledger**
- **My Payslip**
- **Meeting Calendar**

HR Settings

- Company
- Dealership
- Division
- Group
- Department
- Section
- Organizational Structure
- Approval Matrix
- Holiday
- Schedule Shift
- Document
- Supporting Document
- HR Announcement

HR Masterfile

- Employment Type
- Employee Visa Type
- Employee Citizenship
- Employee Civil Status
- Employee Religion
- Employee Salary Grade
- Employee Job Title
- Benefits Categories
- Company Benefits
- Benefits Type
- Leave Type
- Nature of REquest Type

HRIS Module

Payroll Masterfile

- Payroll Setting
- Cut-off Setting
- Payroll Date
- Holiday and Overtime Setting
- Payroll Items/Deduction List
- Deduction Frequency
- Deduction Type
- Loan Type
- PAGIBIG Table
- SSS Table
- Tax Table
- Phic Table

Payroll Management

- Payroll Records
- Payroll Process
- 13th Month Processing
- Adjustments
- Deductions
- Loan Management
- Payment Contribution

HRIS Module

Report & Analytics

1. Attendance Reports

- Leave Application
- Overtime Application
- OB Application
- No Schedule
- Absent
- Tardiness
- Undertime Application
- Daily Time Record
- Leave (Detailed)
- Change Schedule
- List of CWS
- List of Change Rest Day
- Time Adjustment
- Overtime Company
- Late Approval
- Attendance Posting DTR
- WFH Monitoring (**New Features**)
- Attendance Monitoring (**New Features**)

2. Master List

- Employees
- Salary & Wages
- Roles
- Birthdays

3. Payroll Reports

- Employee Contribution (**New Features**)
- Company Benefits
- Deduction
- Adjustment
- Loan
- Payroll Register
- Benefits & Other Income

4. Recruitment Files

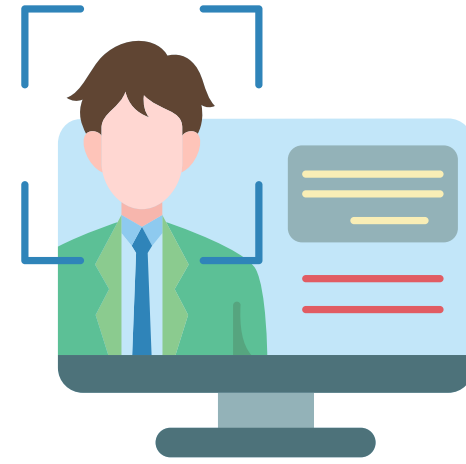
- MRF
- Applicant
- PAF
- Manpower

HRIS Module

Report & Analytics

5. Government Report

- Employee Tax
- Employee Philhealth
- Employee SSS
- Employee Pagibig
- Deduction Flags
- HDMF Calamity Loan Monthly Remittance
- HDMF Salary Loan Monthly Remittance
- SSS Calamity Loan Monthly Remittance
- SSS Salary Loan Monthly Remittance



User Access Modules



EMPLOYEE

- Attendance Forms
- My Leave Ledger
- My Payslip
- My Loans
- Meeting Calendar



HEAD

- Employee List
- Attendance Approvals
- Employee Movement



HR

- Employee Management
- Employee Movement
- HR Timekeeping
- HR Masterfile
- HR Settings
- Report & Analytics



PAYROLL

- Payroll Management
- Payroll Masterfile
- Employee Management
- Report & Analytics

NEW FEATURES

New Modules

- Dashboards (HR, Employee, Head)
- Employee Movement (PAF) Process
- Uploading of Resignation Letter
- Job Posting
- Attendance Forms
- Attendance Approvals
- HR Validation
- Payment Contributions
- Approval Setup
- WFH Module (Online TITO and Monitoring)

NEW FEATURES

New Modules

- Email Notification and Approval
- Creation, Saving and Sharing of Adhoc reportsy
- Online view of payslip
- Clearance
- Chatbot
- Integration with other systems (Single Sign-on)

NEW FEATURES

New Reports

- No Schedule
- WFH Monitoring
- Attendance Monitoring
- Roles / User Access
- Payroll Reports
 - Employee Contribution
 - Payroll Register
- Recruitment
 - MRF
 - Applicant
- PAF
 - Manpower List

NEW FEATURES

New Reports

- Government Reports
 - Employee Tax Application
 - Employee Philhealth
 - Employee SSS
 - Employee Pagibig
 - Deduction Flags
 - HDMF Calamity Loan Monthly Remittance
 - HDMF Multi Purpose Loan Monthly Remittance
 - SSS Calamity Loan Monthly Remittance
 - SSS Salary Loan Monthly Remittance

RECENT UPDATES

- Migration to New Server
- WFH module with push notifications
- Fixes and Adjustments on June 2025 Attendance Posting and Payroll generation
- Email Notification and Approval
- Saving of adhoc reports
- Sending/sharing of adhoc report to others
- HR Dashboard is now showing actual data
- Updated employee schedule that can accommodate the Bohol rest day setup
- Easily access on missing attendance of employee in attendance posting

SUMMARIZED HRIS ISSUES AS OF OCTOBER 2025

- Focus: data accuracy, access management, attendance and payroll validation.

HRIS ISSUES REPORTED

1. HRIS User Access & Navigation

- Add restrictions for confidential data.
- Include permissions in role report.
- Enable payroll access to tax code editing.
- Allow users to view their own HR profiles.
- Fix missing or incorrect HRIS access.

2. HRIS Module

- Rename redundant modules for clarity.
- Add HR validation to attendance forms.
- Improve dashboard and sidebar structure.

HRIS ISSUES REPORTED

3. HRIS Masterfile Module

- Fix migration issues (Schedule Shifts, Benefits, Holidays, Job Grades).
- Add validation and clear entry fields.
- Resolve saving errors in Employee Job Grade.

4. HRIS Employee Management Module

- Complete employee data migration from old systems.
- Add separated employee records and alphabetical sorting.
- Enhance 201 File (auto age, date fields, job history, tax base).
- Enable salary confidentiality and validation.

HRIS ISSUES REPORTED

5. Attendance Forms

- Migrate old requests for Leave, OT, OB, Undertime, etc.
- Add validations for meal/transport allowances.
- Fix date range, form alignment, and migration gaps.

6. HRIS HR Validation

- Add validation statuses: For Validation, Denied, Validated.
- Fix discrepancies in leave, OT, OB, undertime, tardiness, absent.
- Enable date coverage filter and approval flow.
- Rearrange employee list in attendance posting by alphabetical order

HRIS ISSUES REPORTED

7. Payroll Module

- Add access to 201 File, Tax, and Salary modules.
- Fix discrepancies in allowances, deductions, and contributions.
- Add loan termination handling and loan management.
- Compare payroll between new and old system and make necessary adjustments

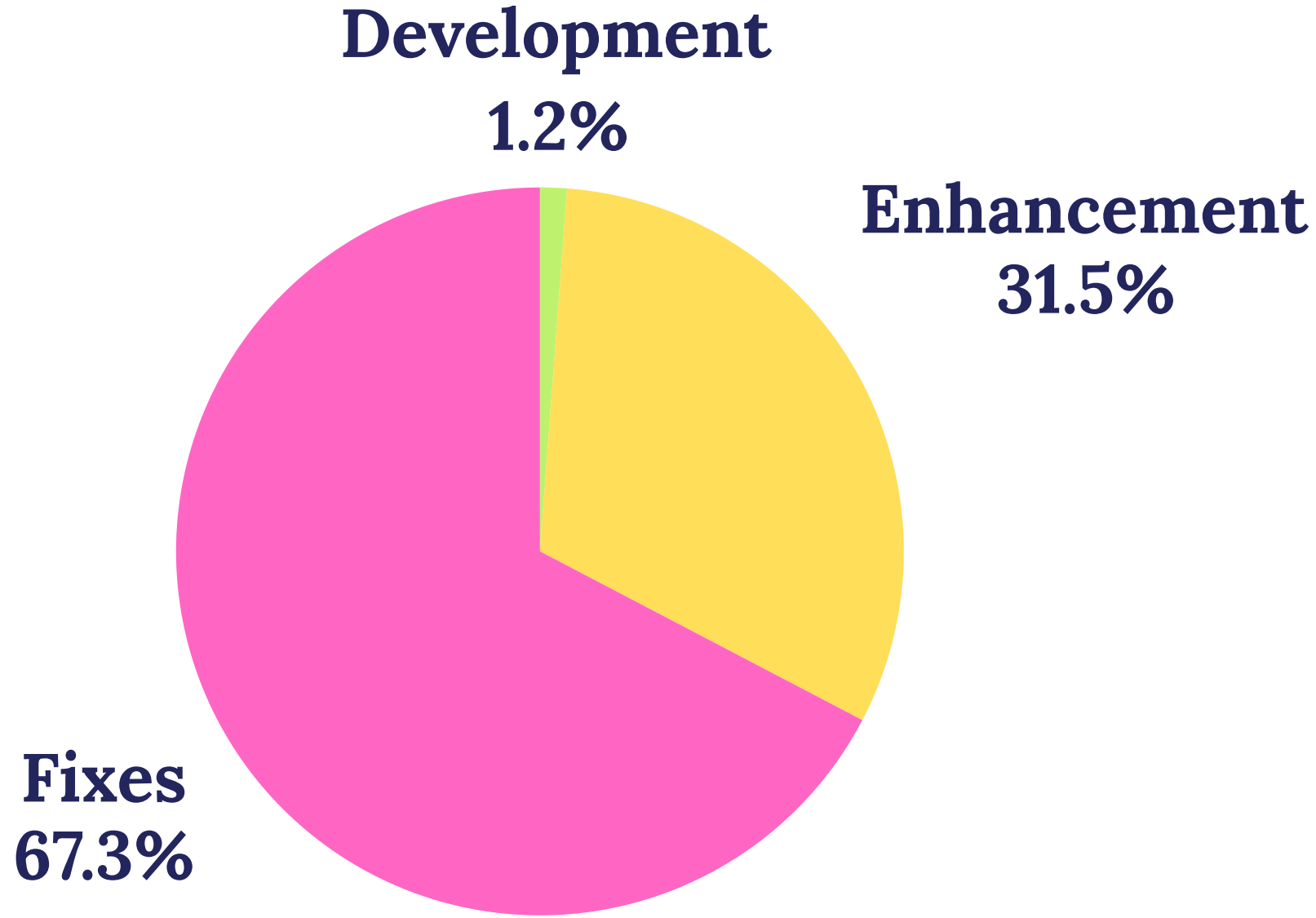
8. Report & Analytics

- Create attendance and payroll reports
- Fix DTR/payslip discrepancies and reporting filters.
- Add company-wide and per-employee reporting options.
- Enhance audit readiness and data validation.
- Add saving of ADHOC reports

SUMMARY REPORTED ISSUES

As of October 2025

ISSUE TYPES	
Development	6
Enhancement	159
Fixes	340
TOTAL	505



Live

Presentation

Payroll Comparison

see separate file

ISSUES & CONCERNS

- Computation of Reduce working days if implemented

PREPARATION FOR GO LIVE

- Updated employee profile (newly hires and resigned)
- Updated leave credits
- Approval matrix per department and division
- User access
- User orientation on HR personnel
- User orientation on Payroll personnel
- User orientation on request and approval

THANK YOU!