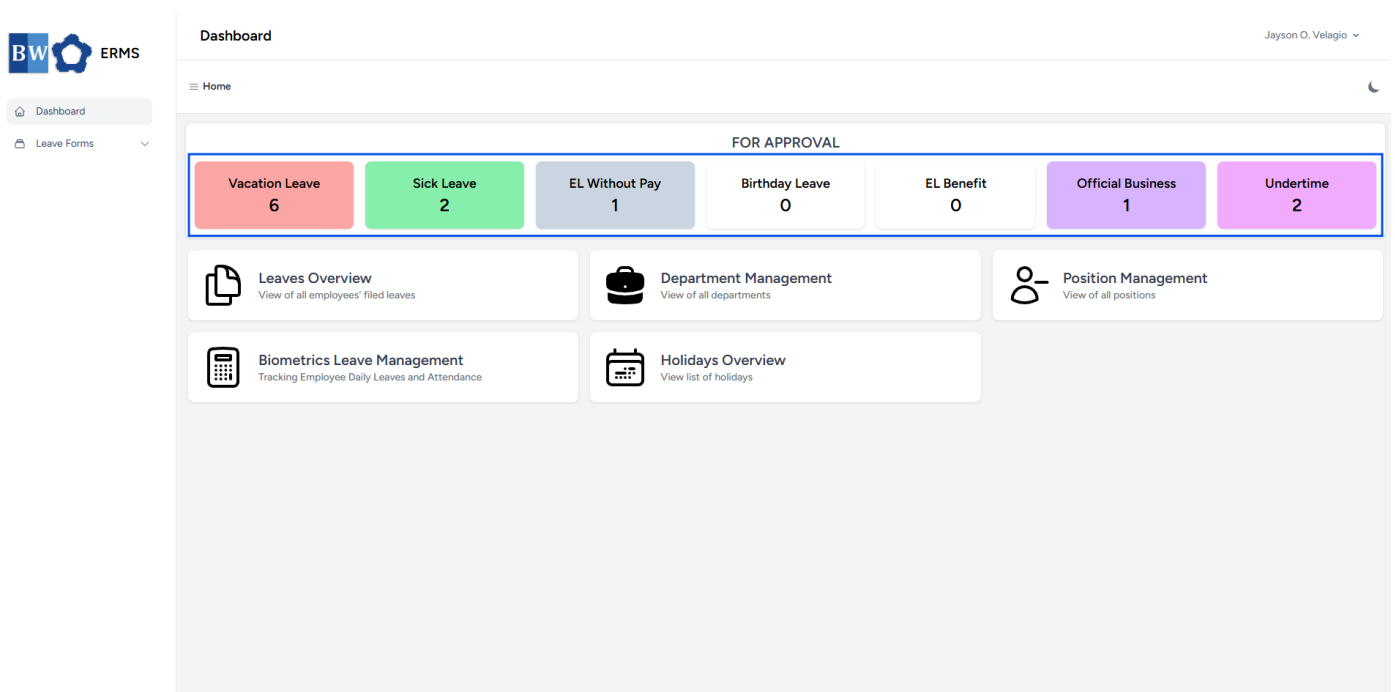


HRIS Admin

This section provides a clear and complete guide on how to approve requests as a HRIS Admin, outlining the steps and responsibilities involved.

To access the For Approval page of specific Leave, you can do either of the following:

- On your Dashboard, click desired **Filed Leave** under the **For Approval** section.



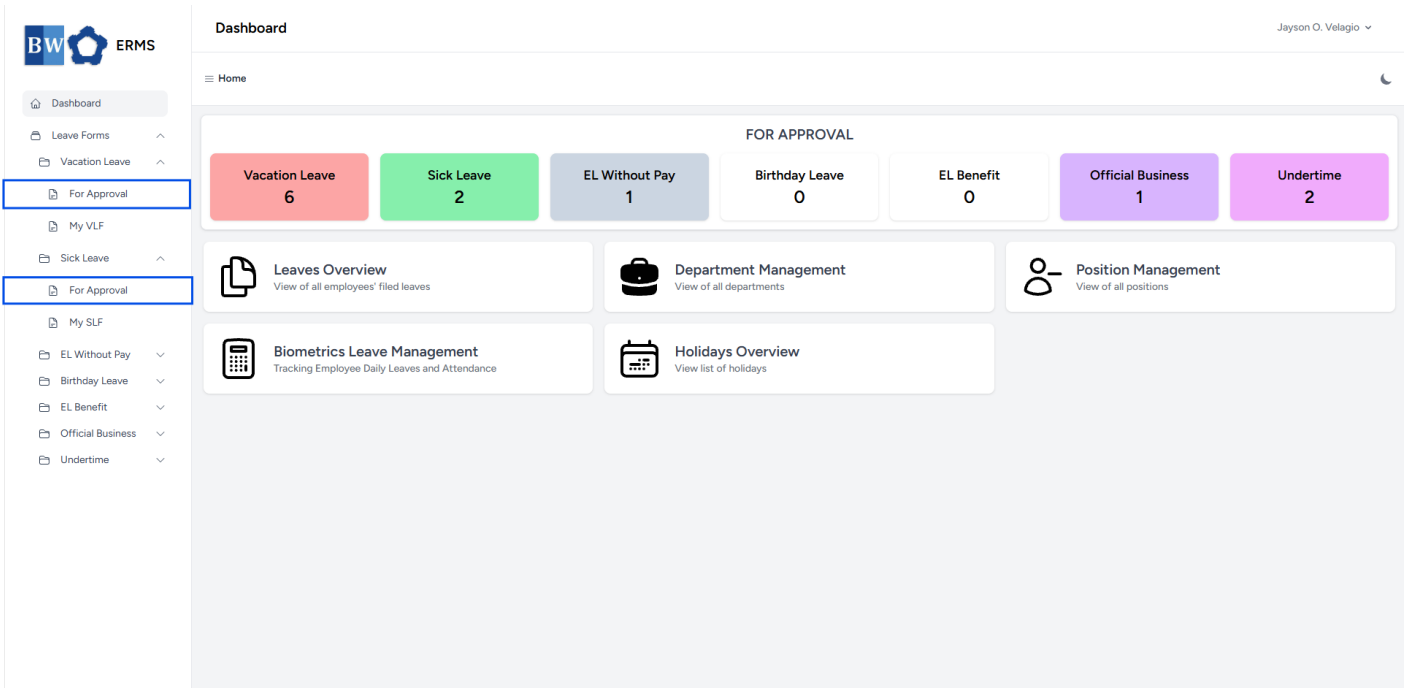
The screenshot displays the HRIS Admin Dashboard. The top navigation bar includes the 'BW ERMS' logo, a 'Dashboard' link, and a user profile for 'Jayson O. Velagio'. The main content area is titled 'FOR APPROVAL' and features a grid of leave type cards with their respective counts:

Leave Type	Count
Vacation Leave	6
Sick Leave	2
EL Without Pay	1
Birthday Leave	0
EL Benefit	0
Official Business	1
Undertime	2

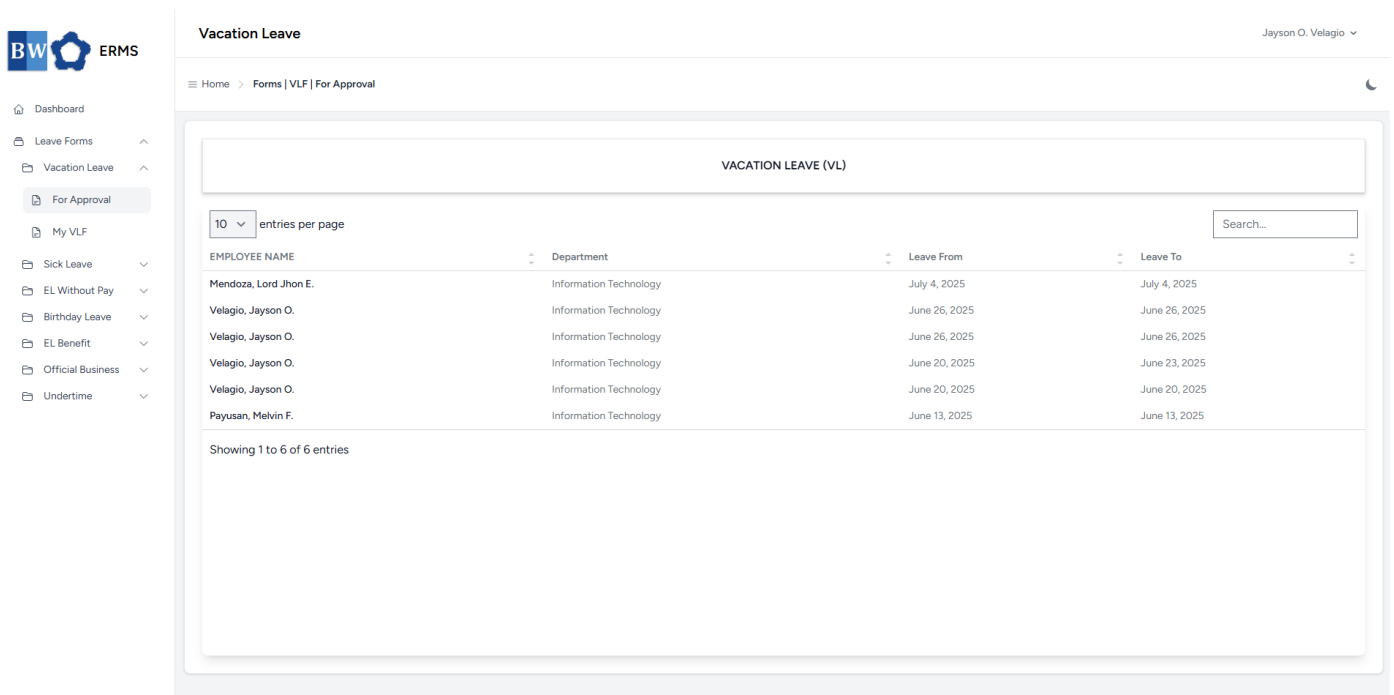
Below the 'FOR APPROVAL' section, there are four main dashboard cards:

- Leaves Overview**: View of all employees' filed leaves
- Department Management**: View of all departments
- Position Management**: View of all positions
- Biometrics Leave Management**: Tracking Employee Daily Leaves and Attendance
- Holidays Overview**: View list of holidays

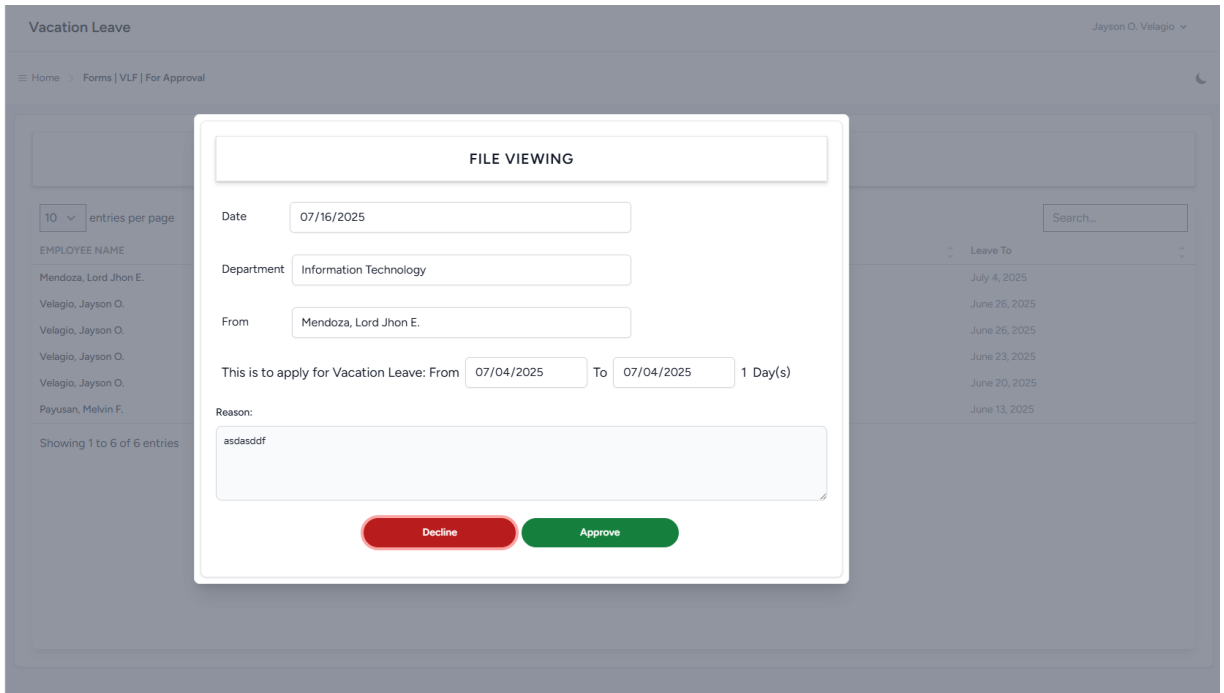
- Or, in the **Sidebar**, click the **Leave Forms** dropdown.
- From the list that appears, select **desired Filed Leave**.
- Then, click **For Approval** to view your employee's **Filed Leave**.



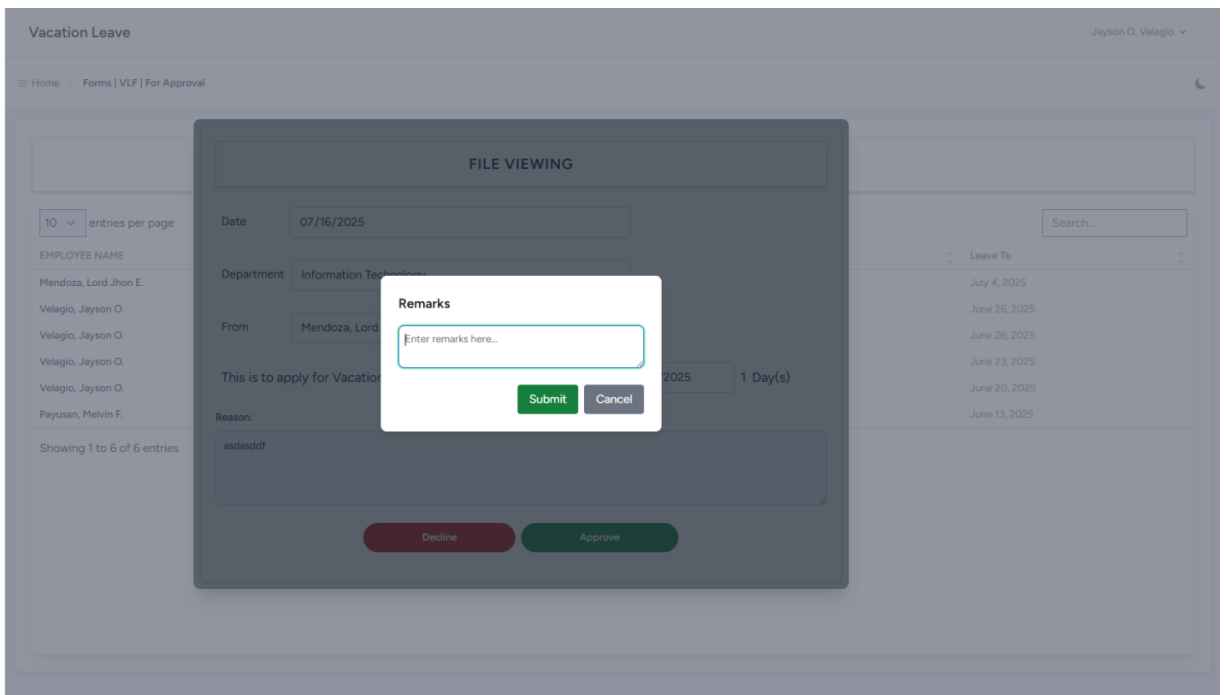
- It will open the specific **Leave** page you clicked.



- On the specific **Leave (For Approval)** page, select the leave request you want to approve.



- Click the **Approve** button, it will show a modal for remarks.



- Enter your remarks, then click the **Submit** button to authorize the employee's leave request.
- After approving, a notification will appear saying that the specific Leave has been approved.
- The approved leave request will be removed in your For Approval list.

- Dashboard
- Leave Forms
- Vacation Leave
- For Approval
- My VLF
- Sick Leave
- EL Without Pay
- Birthday Leave
- EL Benefit
- Official Business
- Undertime

VACATION LEAVE (VL)

10 entries per page

EMPLOYEE NAME	Department	Leave From	Leave To
Velagio, Jayson O.	Information Technology	June 26, 2025	June 26, 2025
Velagio, Jayson O.	Information Technology	June 20, 2025	June 23, 2025
Velagio, Jayson O.	Information Technology	June 20, 2025	June 20, 2025
Payusan, Melvin F.	Information Technology	June 13, 2025	June 13, 2025

Showing 1 to 4 of 4 entries

Revision #3

Created 22 July 2025 05:29:13 by Lord Jhon E. Mendoza

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