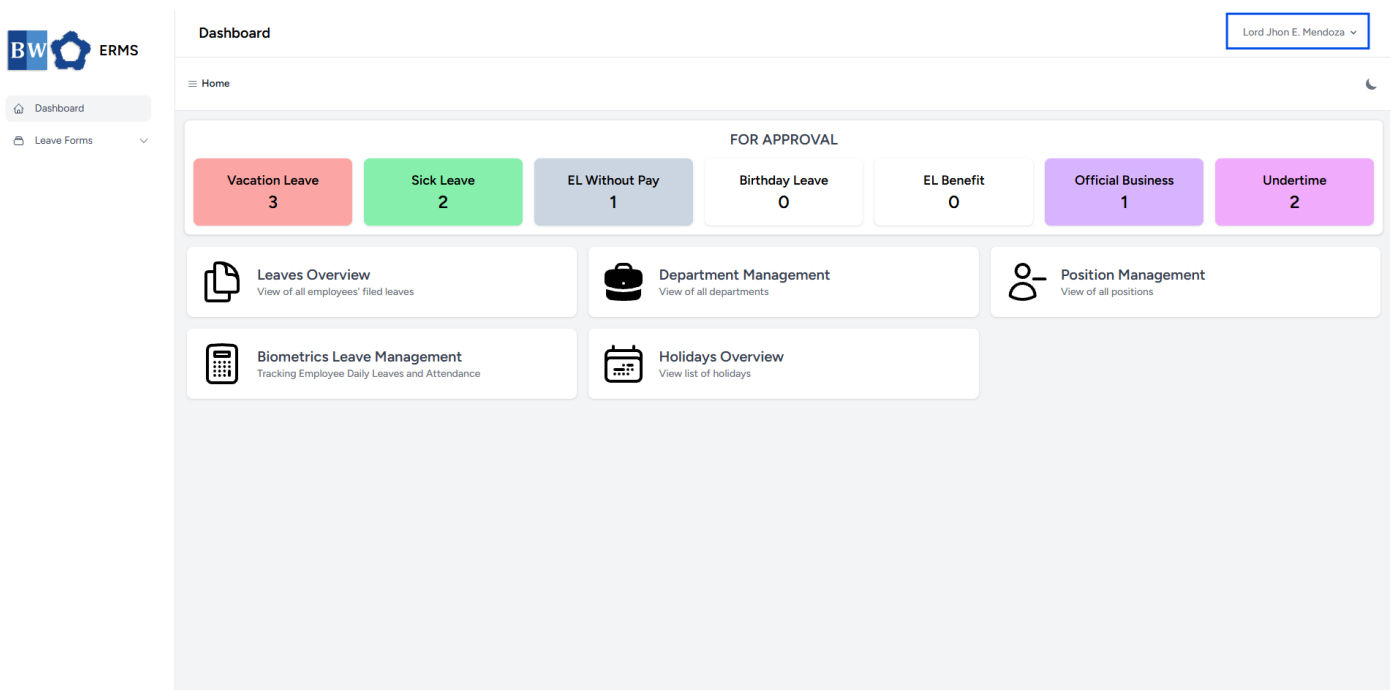


Assigning Approver

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

To access the User Management page:

- Click your name at the top right corner of the screen.



The screenshot displays the ERMS Dashboard interface. At the top right, the user's name 'Lord Jhon E. Mendoza' is shown in a dropdown menu. The dashboard features a 'FOR APPROVAL' section with seven colored cards representing different leave types: Vacation Leave (3), Sick Leave (2), EL Without Pay (1), Birthday Leave (0), EL Benefit (0), Official Business (1), and Undertime (2). Below this section, there are four main management options: Leaves Overview (View of all employees' filed leaves), Department Management (View of all departments), Position Management (View of all positions), and Biometrics Leave Management (Tracking Employee Daily Leaves and Attendance). A Holidays Overview option (View list of holidays) is also visible.

- A **dropdown** will appear, where you can find the **User Management** option. Click it.

Dashboard

Home

FOR APPROVAL

- Vacation Leave: 3
- Sick Leave: 2
- EL Without Pay: 1
- Birthday Leave: 0
- EL Benefit: 0
- Official Business: 1
- Uvertime: 2

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

HRIS Admin
Profile
User Management
Log Out

- It will open the **User Management** page.

User Management

Home > User Management

LIST OF USERS

Add Employee Import Export

10 entries per page Search...

| <input type="checkbox"/> | EMPLOYEE ID | Employee Name | Designation | Department | Position | SL | VL |
|--------------------------|-------------|----------------------|-------------|---------------------|----------|-----|-----|
| <input type="checkbox"/> | B00014 | Abalos, Judy P. | Cavite | Wet/Heat Processing | Employee | 8.0 | 8.0 |
| <input type="checkbox"/> | B00024 | Abanto, Eric V. | Mandaluyong | Transport | Employee | 8.0 | 8.0 |
| <input type="checkbox"/> | A00018 | Ablao, Ysella An P. | Mandaluyong | Sales | Employee | 8.0 | 8.0 |
| <input type="checkbox"/> | B00057 | Acosta, Mario R. | Mandaluyong | Transport | Employee | 8.0 | 8.0 |
| <input type="checkbox"/> | B00051 | Agor, Charis Gwen I. | Cavite | Quality Assurance | Employee | 8.0 | 8.0 |
| <input type="checkbox"/> | B00070 | Alba, Ramon B. | Cavite | Production | Employee | 8.0 | 8.0 |
| <input type="checkbox"/> | B00004 | Aliniabon, Manuelito | Cavite | Blending | Employee | 8.0 | 8.0 |
| <input type="checkbox"/> | B00040 | Amangayon, Recky C. | Cavite | Packing | Employee | 8.0 | 8.0 |
| <input type="checkbox"/> | B00031 | Amoroso, Randy C. | Cavite | Wet/Heat Processing | Employee | 8.0 | 8.0 |
| <input type="checkbox"/> | B00033 | Anajao, Jesabel P. | Mandaluyong | Sales | Employee | 8.0 | 8.0 |

Showing 1 to 10 of 112 entries

1 2 3 4 5 6 7 ... 12

- On the **User Management** page, click a user's full name in the row to edit their details.

| LIST OF USERS | | | | | | | |
|--------------------------|--------|--------------------------------|-------------|------------------------|----------|-----|-----|
| <input type="checkbox"/> | A00030 | Tapnio, Freddie P. | Mandaluyong | Transport | Employee | 8.0 | 8.0 |
| <input type="checkbox"/> | A00031 | Saguit, Norman L. | Mandaluyong | Transport | Employee | 8.0 | 8.0 |
| <input type="checkbox"/> | A00032 | Natividad, Juanito L. | Mandaluyong | Admin | Employee | 8.0 | 8.0 |
| <input type="checkbox"/> | A00033 | Cano, Germinio C. | Cavite | Warehouse | Employee | 8.0 | 8.0 |
| <input type="checkbox"/> | A00034 | Del Rosario, Jonathan N. | Cavite | Transport | Employee | 8.0 | 8.0 |
| <input type="checkbox"/> | A00035 | Sto. Domingo, Daniel Johann M. | Mandaluyong | Top Management | Employee | 8.0 | 8.0 |
| <input type="checkbox"/> | A00036 | Milanes, Manie T. | Mandaluyong | Transport | Employee | 8.0 | 8.0 |
| <input type="checkbox"/> | A00037 | Velagio, Jayson O. | Mandaluyong | Information Technology | Employee | 8.0 | 7.0 |
| <input type="checkbox"/> | A00039 | Salac, Ma. Denessa D. | Mandaluyong | Finance | Employee | 8.0 | 8.0 |
| <input type="checkbox"/> | A00040 | Sumagpang, Janica R. | Mandaluyong | Purchasing | Employee | 8.0 | 8.0 |
| <input type="checkbox"/> | B00001 | Bebit, Julito D. | Cavite | Wet/Heat Processing | Employee | 8.0 | 8.0 |
| <input type="checkbox"/> | B00002 | Manding, Ernesto A. JR. | Mandaluyong | Finance | Employee | 8.0 | 8.0 |
| <input type="checkbox"/> | B00003 | Bebit, Lucila P. | Cavite | Labelling | Employee | 8.0 | 8.0 |
| <input type="checkbox"/> | B00004 | Aliniabon, Manuelito | Cavite | Blending | Employee | 8.0 | 8.0 |
| <input type="checkbox"/> | B00005 | Sobreviñas, Arlene M. | Cavite | Production | Employee | 8.0 | 8.0 |
| <input type="checkbox"/> | B00006 | Bueno, Noel G. | Mandaluyong | Warehouse | Employee | 8.0 | 8.0 |

USER EDITING

System Role: Employee

First Name: Middle Name: Last Name: Suffix:

Employee Designation: MANDALUYONG

Employee Company: FOODS Employee ID: Auto-ID

Department: Information Technology Position: IT Specialist

Email: Birthdate:

Leave Credits: Sick Leave: Vacation Leave:

- Fill out the required fields, then click **Submit**.
 - **Note:** Employee ID must be unique and not duplicated.
- After submitting, a notification will appear saying that the User has been created. The created user will be added to the list.

Revision #2

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