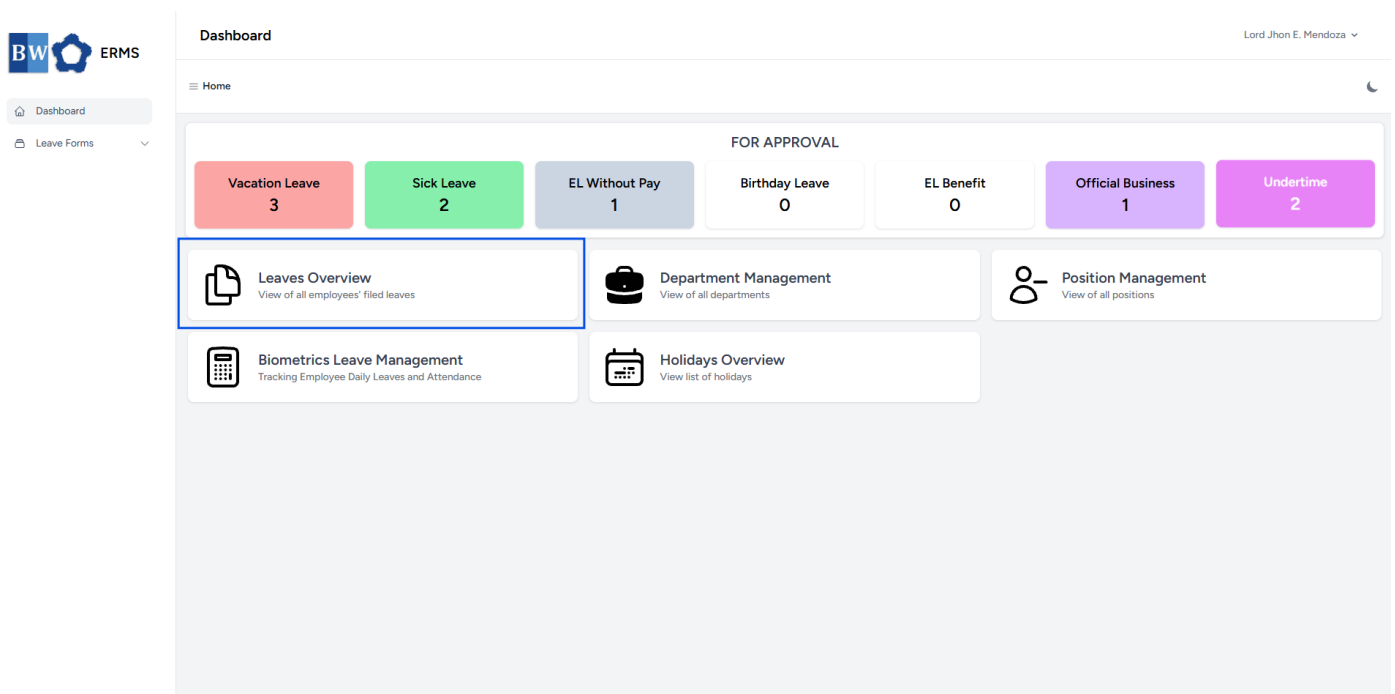


Leaves Overview

This section provides a clear and complete guide on how to access all employee's Leaves Overview as a HRIS Admin, outlining the steps and responsibilities involved.

To access the Leaves Overview page:

- On your Dashboard, click **Leaves Overview** panel.



The screenshot displays the ERMS Dashboard interface. At the top left, the logo 'BW ERMS' is visible. The dashboard title is 'Dashboard' and the user name 'Lord Jhon E. Mendoza' is shown in the top right. A navigation menu on the left includes 'Dashboard' and 'Leave Forms'. The main content area features a 'FOR APPROVAL' section with seven colored cards: 'Vacation Leave 3' (red), 'Sick Leave 2' (green), 'EL Without Pay 1' (grey), 'Birthday Leave 0' (white), 'EL Benefit 0' (white), 'Official Business 1' (purple), and 'Uvertime 2' (pink). Below this, there are four main panels: 'Leaves Overview' (highlighted with a blue border, showing 'View of all employees' filed leaves'), 'Department Management' (View of all departments), 'Position Management' (View of all positions), and 'Holidays Overview' (View list of holidays). At the bottom, there are two more panels: 'Biometrics Leave Management' (Tracking Employee Daily Leaves and Attendance) and 'Holidays Overview' (View list of holidays).

- It will open the **Leaves Overview** page.
- The page will first display all **Vacation Leave** filed by employees.

Home > Employee Leaves Overview

VLF SLF ELWOP BLF ELBF OB UT

10 entries per page

EMPLOYEE NAME	Department	Status	Leave From	Leave To
Payusan, Melvin F.	Information Technology	For Department Head Approval	June 5, 2025	June 6, 2025
Payusan, Melvin F.	Information Technology	For Department Head Approval	June 3, 2025	June 3, 2025
Payusan, Melvin F.	Information Technology	For Department Head Approval	June 3, 2025	June 3, 2025
Payusan, Melvin F.	Information Technology	For Department Head Approval	June 11, 2025	June 11, 2025
Payusan, Melvin F.	Information Technology	For HRD Approval	June 13, 2025	June 13, 2025
Velagio, Jayson O.	Information Technology	For HRD Approval	June 20, 2025	June 20, 2025
Velagio, Jayson O.	Information Technology	Approved	June 19, 2025	June 19, 2025
Velagio, Jayson O.	Information Technology	For HRD Approval	June 20, 2025	June 23, 2025
Velagio, Jayson O.	Information Technology	Declined	June 26, 2025	June 26, 2025
Velagio, Jayson O.	Information Technology	Approved	June 26, 2025	June 26, 2025

Showing 1 to 10 of 12 entries 1 2

- To view all employee-filed **Sick Leaves**, click **SLF** in the navigation bar.

Home > Employee Leaves Overview

VLF **SLF** ELWOP BLF ELBF OB UT

10 entries per page

EMPLOYEE NAME	Department	Status	Leave From	Leave To
Payusan, Melvin F.	Information Technology	For HRD Approval	June 2, 2025	June 2, 2025
Payusan, Melvin F.	Information Technology	Approved	May 29, 2025	May 29, 2025
Payusan, Melvin F.	Information Technology	Approved	June 19, 2025	June 20, 2025
Velagio, Jayson O.	Information Technology	For HRD Approval	June 26, 2025	June 26, 2025
Mendoza, Lord Jhon E.	Information Technology	For Department Head Approval	July 9, 2025	July 9, 2025

Showing 1 to 5 of 5 entries

- To view all employee-filed **Emergency Leave Without Pay**, click **ELWOP** in the navigation bar.

Home > Employee Leaves Overview

VLF SLF **ELWOP** BLF ELBF OB UT

10 entries per page

EMPLOYEE NAME	Department	Status	Leave From	Leave To
Payusan, Melvin F.	Information Technology	For Department Head Approval	June 3, 2025	June 3, 2025
Payusan, Melvin F.	Information Technology	For Department Head Approval	June 2, 2025	June 3, 2025
Payusan, Melvin F.	Information Technology	Approved	May 16, 2025	May 16, 2025
Payusan, Melvin F.	Information Technology	For Department Head Approval	May 19, 2025	May 19, 2025
Payusan, Melvin F.	Information Technology	For Department Head Approval	June 16, 2025	June 16, 2025
Payusan, Melvin F.	Information Technology	For Department Head Approval	June 6, 2025	June 6, 2025
Payusan, Melvin F.	Information Technology	Approved	May 27, 2025	May 27, 2025
Velagio, Jayson O.	Information Technology	For HRD Approval	June 26, 2025	June 26, 2025
Mendoza, Lord Jhon E.	Information Technology	For Department Head Approval	July 18, 2025	July 18, 2025

Showing 1 to 9 of 9 entries

- To view all employee-filed **Birthday Leave**, click **BLF** in the navigation bar.

Home > Employee Leaves Overview

VLF SLF ELWOP **BLF** ELBF OB UT

10 entries per page

EMPLOYEE NAME	Department	Status	Date of Leave
Mendoza, Lord Jhon E.	Information Technology	For Department Head Approval	June 18, 2025

Showing 1 to 1 of 1 entries

- To view all employee-filed **Emergency Leave Benefit**, click **ELBF** in the navigation bar.

Home > Employee Leaves Overview

VLF SLF ELWOP BLF **ELBF** OB UT

10 entries per page Search...

EMPLOYEE NAME	Department	Status	Leave From	Leave To
Payusan, Melvin F.	Information Technology	For Department Head Approval	May 12, 2025	May 12, 2025
Payusan, Melvin F.	Information Technology	Approved	May 22, 2025	May 22, 2025
Payusan, Melvin F.	Information Technology	Approved	May 20, 2025	May 20, 2025
Payusan, Melvin F.	Information Technology	For Department Head Approval	June 4, 2025	June 5, 2025
Mendoza, Lord Jhon E.	Information Technology	For Department Head Approval	July 17, 2025	July 18, 2025

Showing 1 to 5 of 5 entries

- To view all employee-filed **Official Business**, click **OB** in the navigation bar.

Home > Employee Leaves Overview

VLF SLF ELWOP BLF ELBF **OB** UT

10 entries per page Search...

EMPLOYEE NAME	Department	Status	For the Month of
Payusan, Melvin F.	Information Technology	For HRD Approval	June
Payusan, Melvin F.	Information Technology	For Department Head Approval	June
Payusan, Melvin F.	Information Technology	For Department Head Approval	June
Payusan, Melvin F.	Information Technology	For Department Head Approval	June
Payusan, Melvin F.	Information Technology	For Department Head Approval	August
Payusan, Melvin F.	Information Technology	Approved	May
Payusan, Melvin F.	Information Technology	Approved	June
Payusan, Melvin F.	Information Technology	For Department Head Approval	May
Mendoza, Lord Jhon E.	Information Technology	For Department Head Approval	July

Showing 1 to 9 of 9 entries

- To view all employee-filed **Undertime**, click **UT** in the navigation bar.

VLF SLF ELWOP BLF ELBF OB **UT**

10 entries per page

EMPLOYEE NAME	Department	Status	Date and Time of Leaving
Payusan, Melvin F.	Information Technology	For HRD Approval	June 11, 2025 01:44 pm
Payusan, Melvin F.	Information Technology	For Department Head Approval	June 18, 2025 03:02 pm
Payusan, Melvin F.	Information Technology	For Department Head Approval	May 15, 2025 10:47 pm
Payusan, Melvin F.	Information Technology	For Department Head Approval	July 10, 2025 10:48 pm
Payusan, Melvin F.	Information Technology	For Department Head Approval	July 18, 2025 10:53 pm
Payusan, Melvin F.	Information Technology	Approved	August 12, 2025 10:59 pm
Payusan, Melvin F.	Information Technology	For HRD Approval	May 19, 2025 02:02 pm
Mendoza, Lord Jhon E.	Information Technology	For Department Head Approval	July 16, 2025 03:00 pm

Showing 1 to 8 of 8 entries

Revision #2

Created 23 July 2025 02:20:11 by Lord Jhon E. Mendoza

Updated 23 July 2025 03:28:50 by Lord Jhon E. Mendoza