



# EasyHR User Manual

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Approvers:	Oliver Enciso, David Keinram Reyes, Beverly Culanculan, HAROLD GLENN MINERVA, Hiroshi Oka

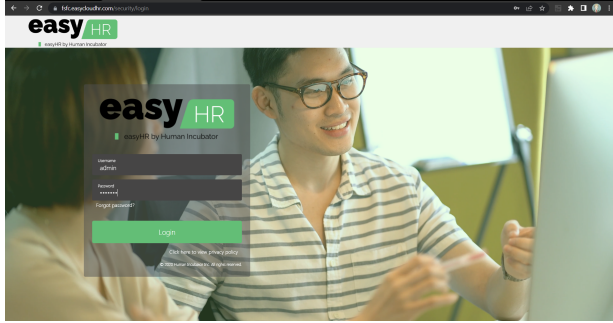
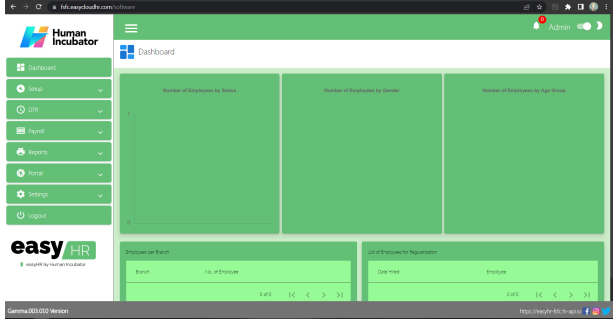
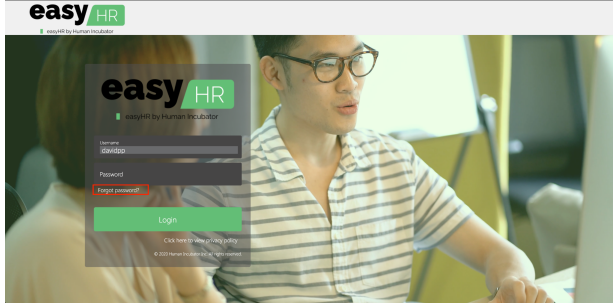
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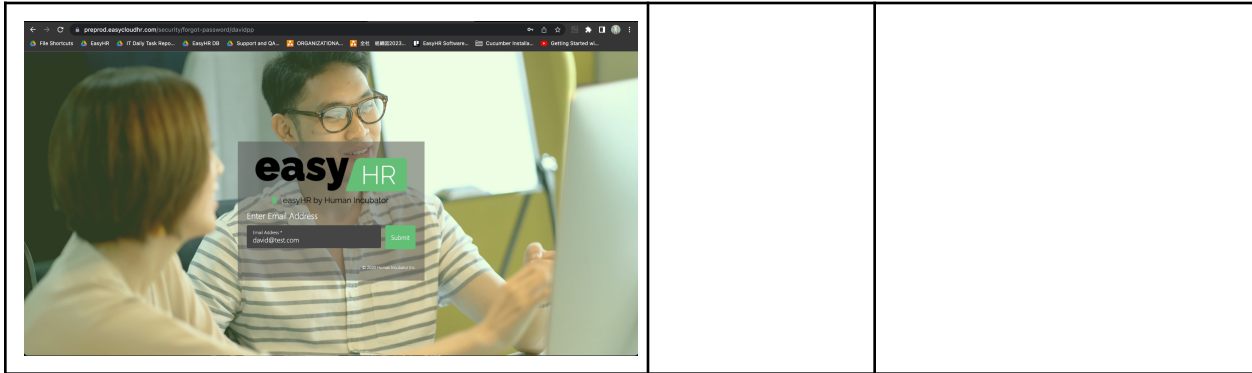
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## Login

Domain: <https://fsfc.easycloudhr.com/security/login>

## Company Setup

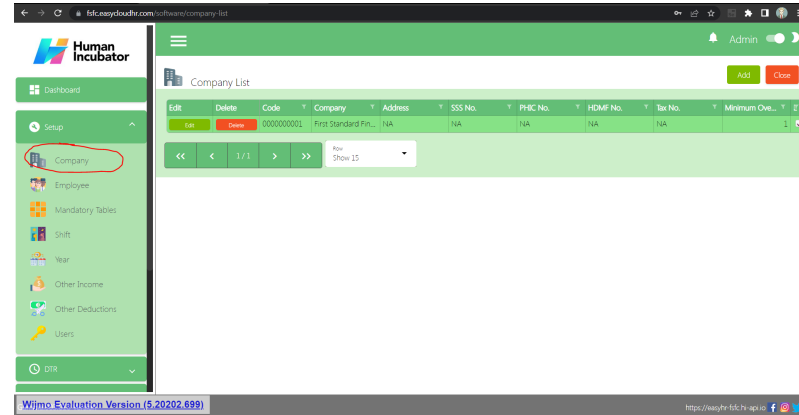
Screenshots	Sample Data	Action
<p>Logging in</p> 	<p>Username: admin          Password: easyfis</p>	<ol style="list-style-type: none"> <li>1. Go to the EasyHR Domain (fsfc.easycloudhr.com)</li> <li>2. Enter the username and password</li> <li>3. Click the login button</li> </ol>
		
<p>Forgotten password</p> 	<p>Username: david123</p>	<ol style="list-style-type: none"> <li>1. Enter the username</li> <li>2. Click forgot password</li> <li>3. Enter the registered email address and click submit</li> <li>4. User will receive email instructions to create new password</li> </ol>



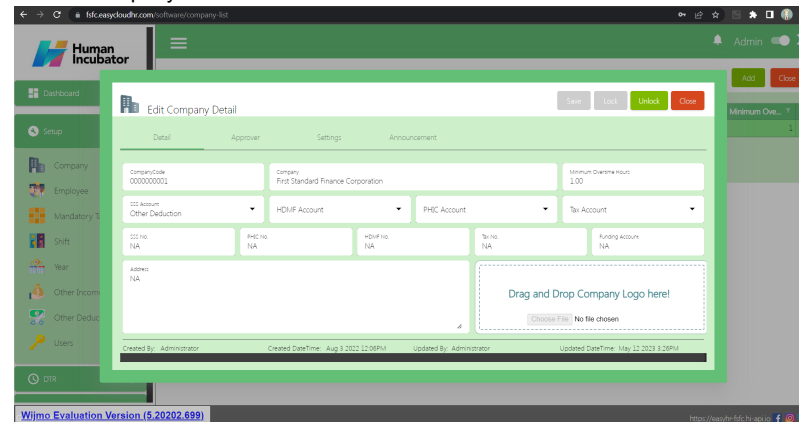
Setup company based on the company's preferences

## Screenshot/Steps

### 1. Open company module

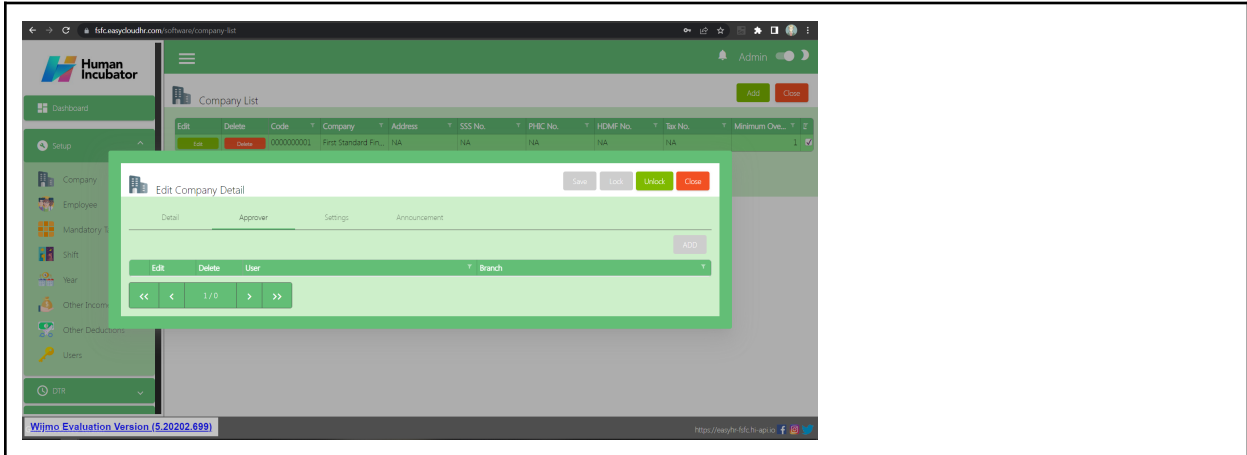


### 2. Enter company details

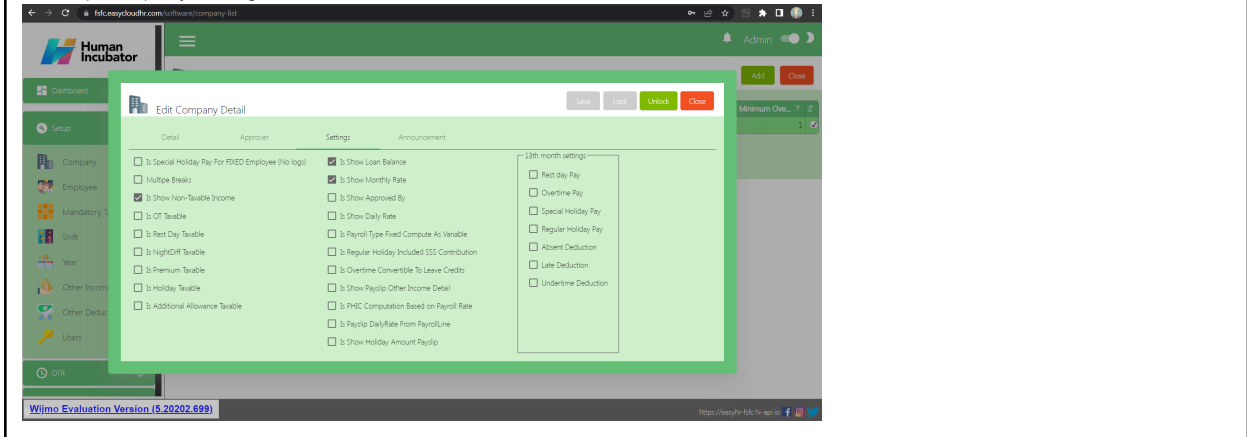


### 3. Set approvers

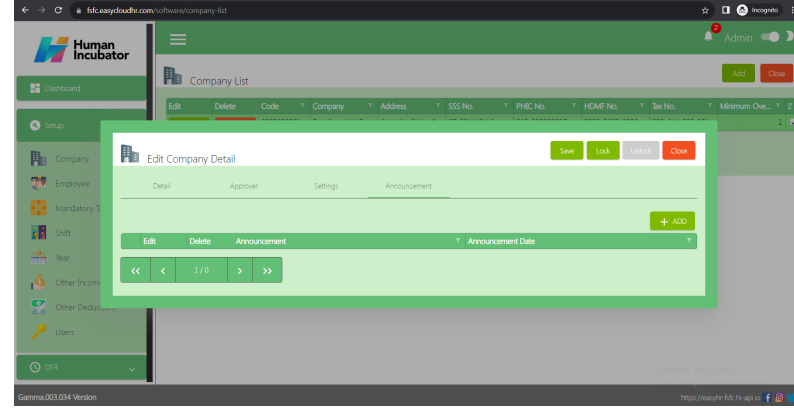




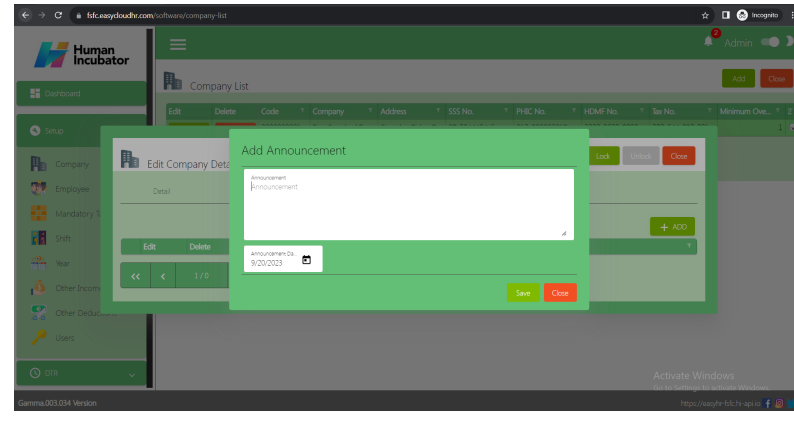
#### 4. Setup company settings



## 5. Add Company Announcement



## 6. Add announcement and select date

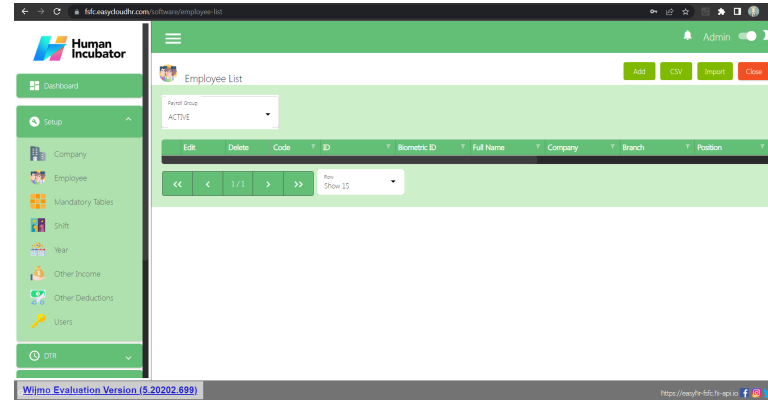


## Employees Setup

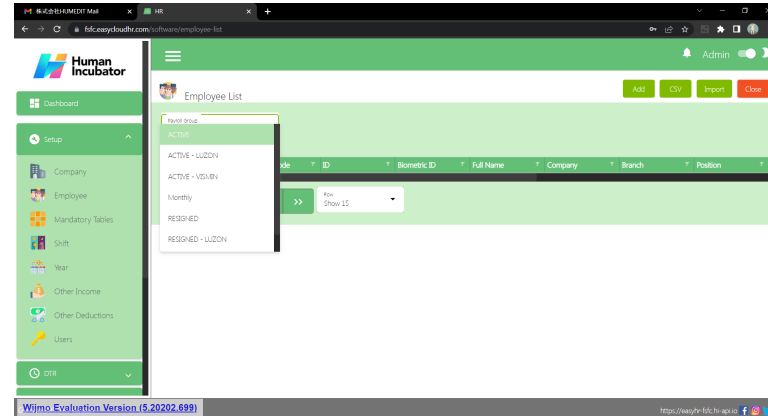
### Import employee masterfiles

#### Screenshot/Steps

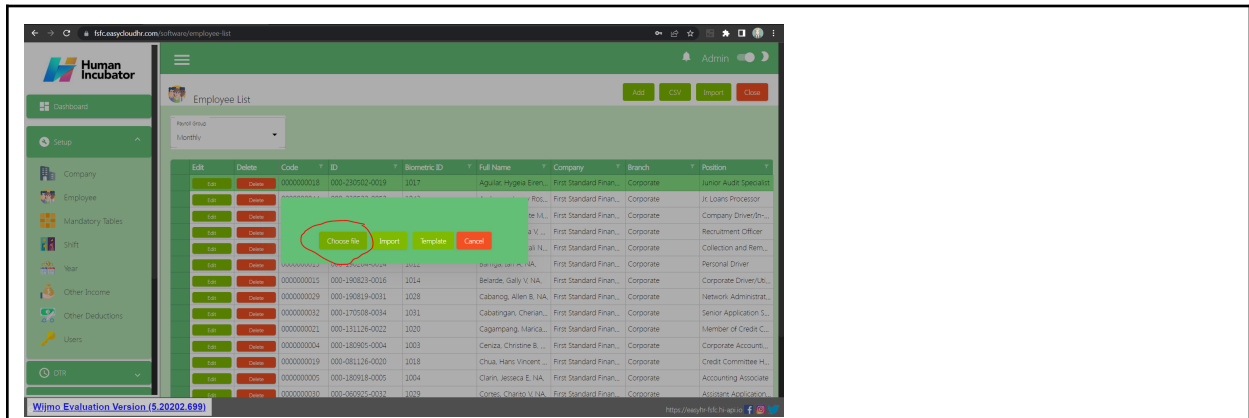
##### 1. Open employees module



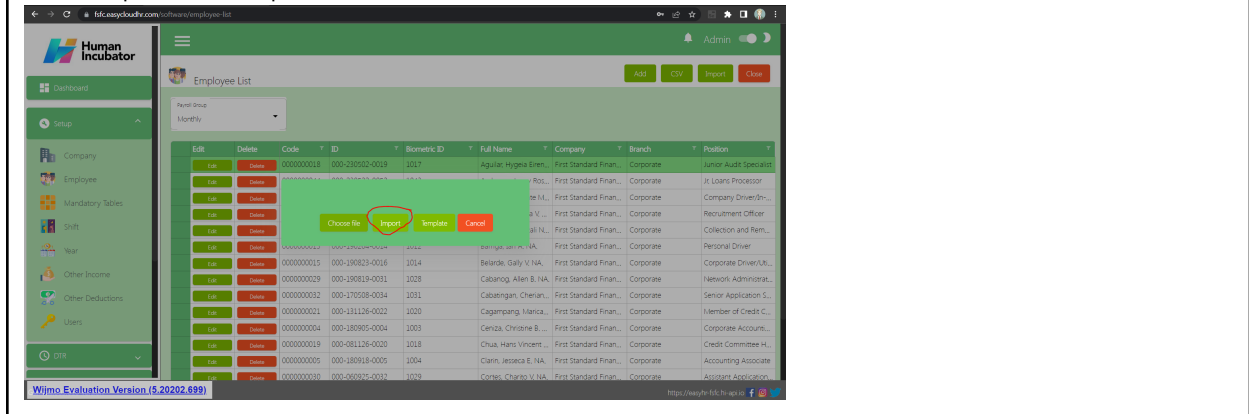
##### 2. Set the payroll group in the settings



##### 3. Import/download the masterfile

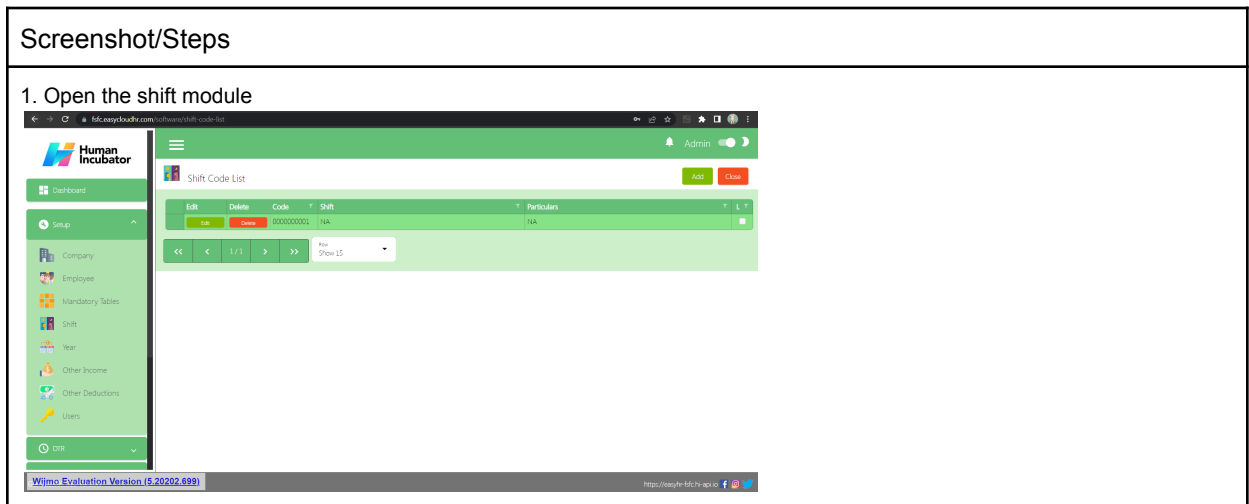


#### 4. Click 'import' button to upload masterfile

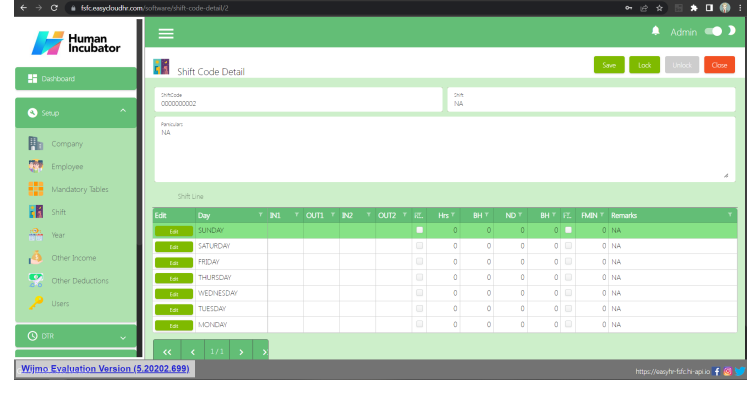


## Shift Setup

Setup shift schedules.

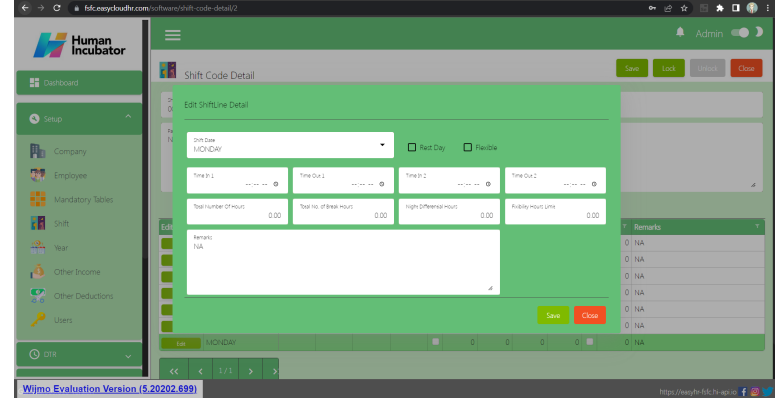


## 2. Click 'Add' button



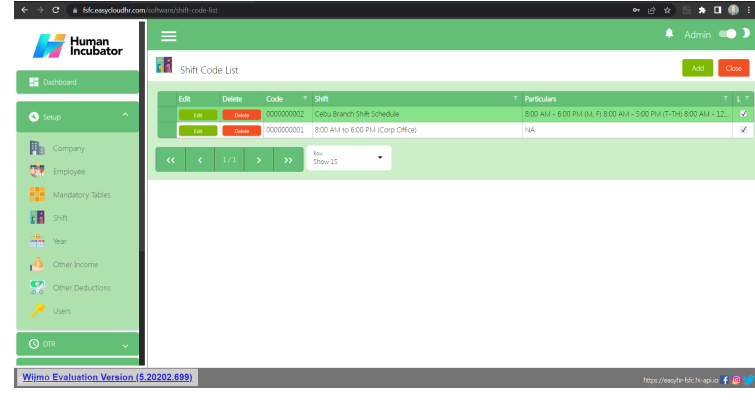
The screenshot shows the 'Shift Code Detail' form in the Human Incubator software. The form includes fields for 'Shift Code' (000000002) and 'Remarks' (NA). Below these fields is a table for 'Shift Line' with columns for Day, IN1, OUT1, IN2, OUT2, etc. The 'Add' button is highlighted in the top right corner.

## 3. Setup shift preferences



The screenshot shows the 'Edit ShiftLine Detail' form. It includes fields for 'Shift Date' (MONDAY), 'Time In 1', 'Time Out 1', 'Time In 2', and 'Time Out 2'. There are also checkboxes for 'Test Day' and 'Flexible'. The 'Save' button is highlighted in the bottom right corner.

## 4. Save and lock the shift details



The screenshot shows the 'Shift Code List' table. The table has columns for 'Edit', 'Delete', 'Code', 'Shift', and 'Particulars'. Two rows are visible: 'Cebu Branch Shift Schedule' and '8:00 AM to 6:00 PM (Corp Office)'. The 'Add' and 'Close' buttons are highlighted in the top right corner.

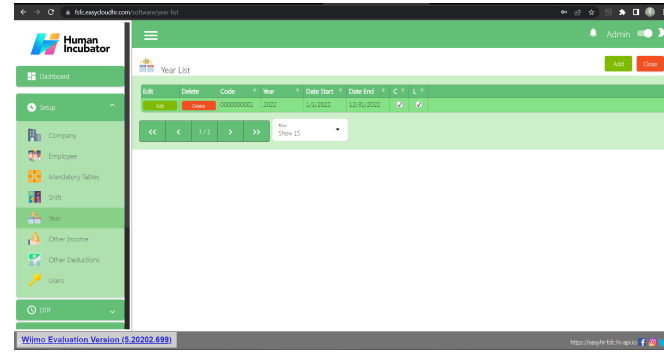
## Year Setup

### Setup year

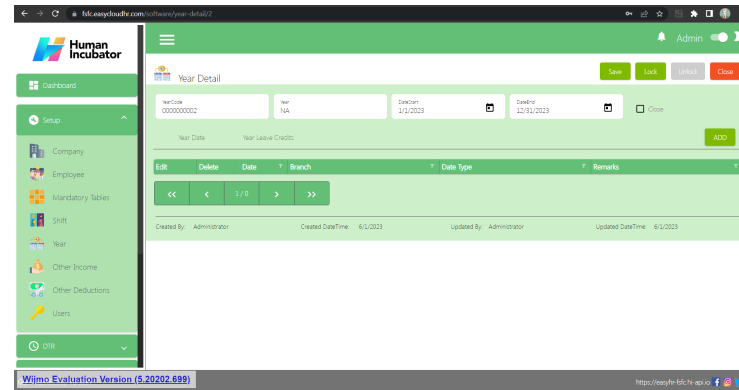
*Note: Always make sure the current Year is locked.*

## Screenshot/Steps

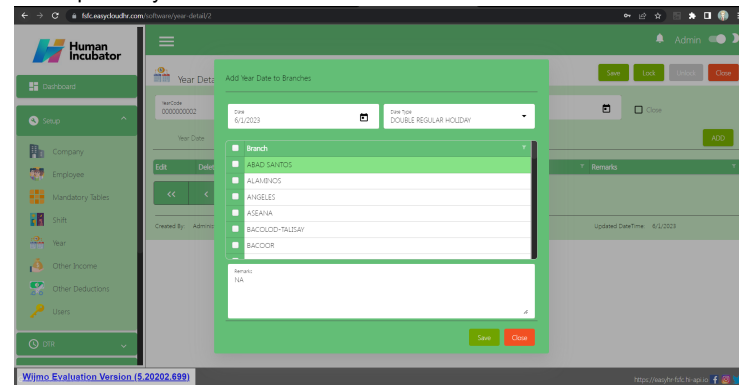
### 1. Open the year module



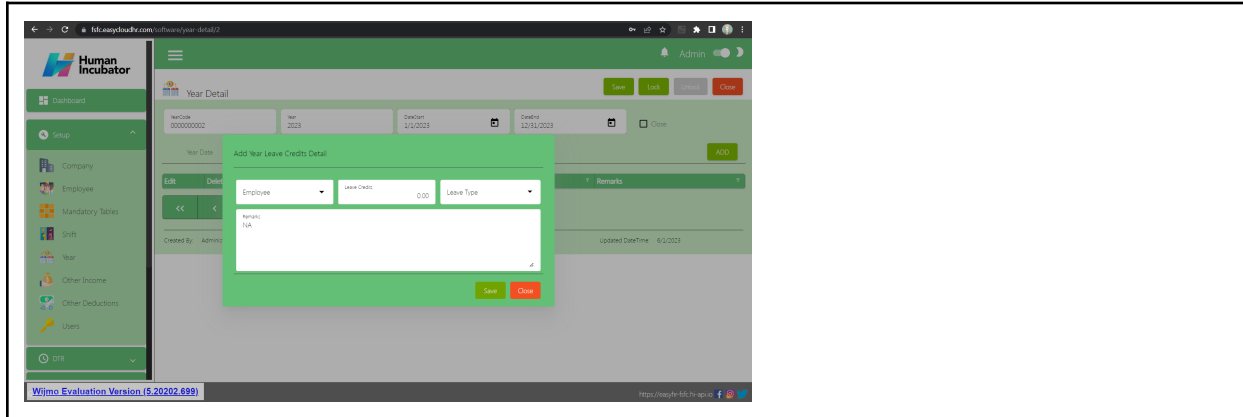
### 2. Click 'Add' button



### 3. Setup holidays



### 4. Setup leave credits

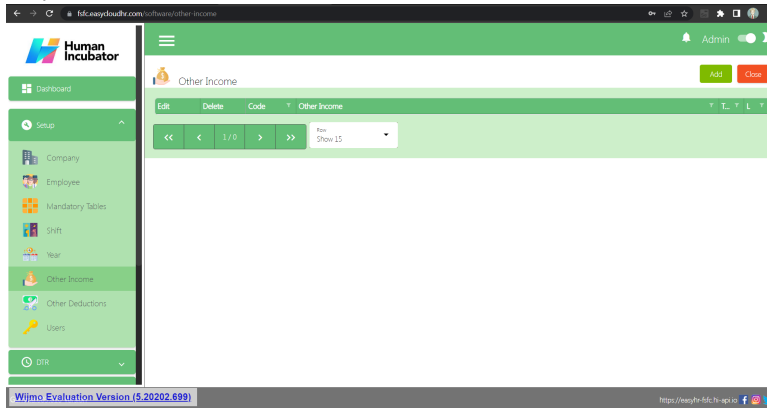


## Other Income Setup

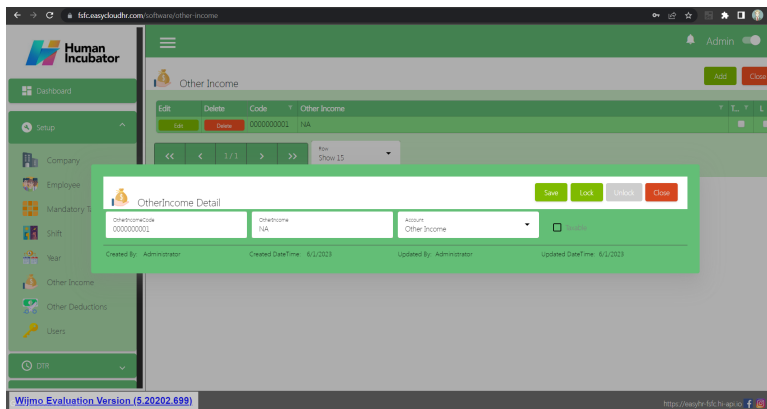
### Setup other income list

#### Screenshot/Steps

##### 1. Open the other incomes module



##### 2. Click 'Add' button and enter the other income details



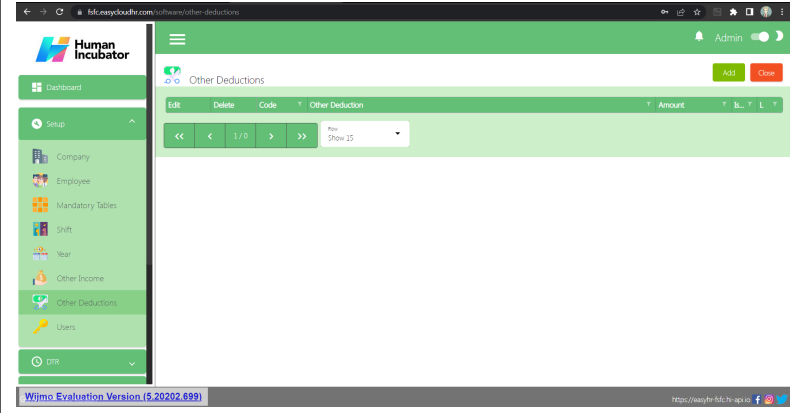


## Other Deductions Setup

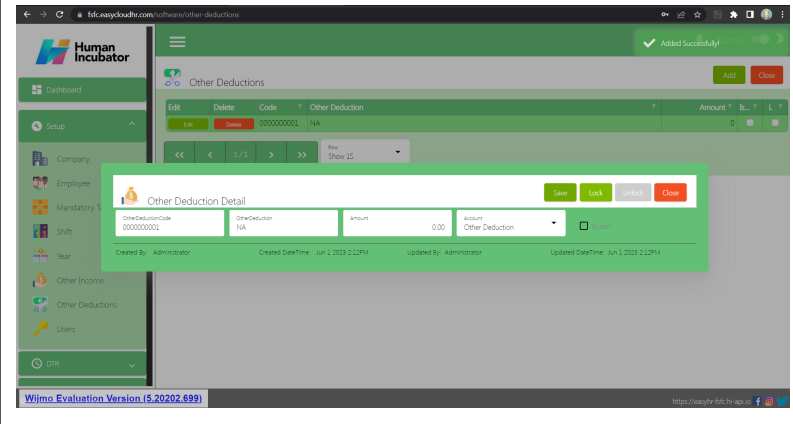
### Setup other deduction list

#### Screenshot/Steps

1. Open the other deductions module



2. Click 'Add' button and enter the other deduction details

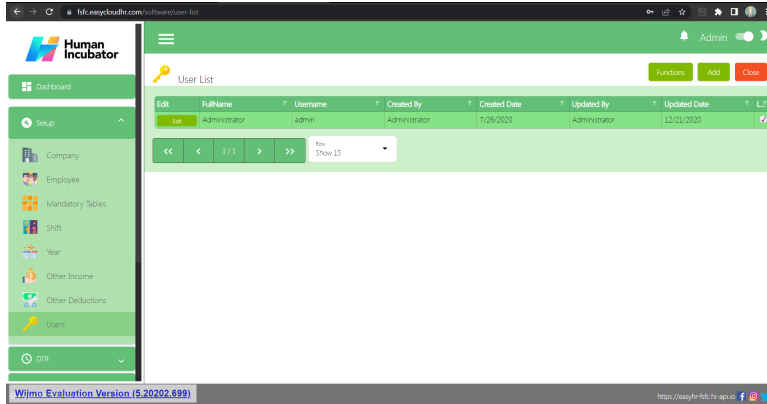


## Users and User Rights Setup

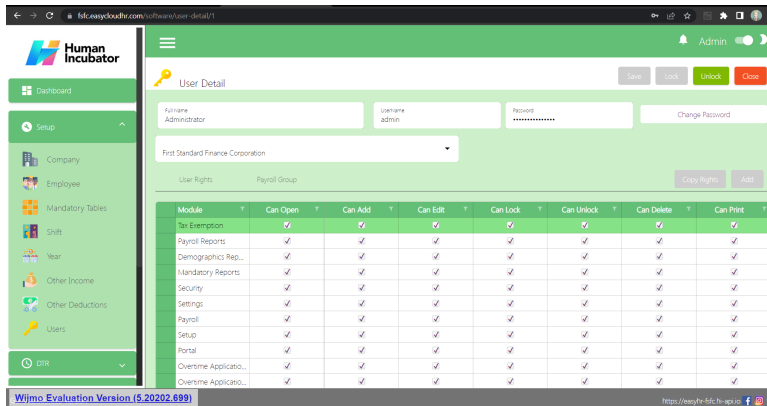
### Setup user account and rights

#### Screenshot/Steps

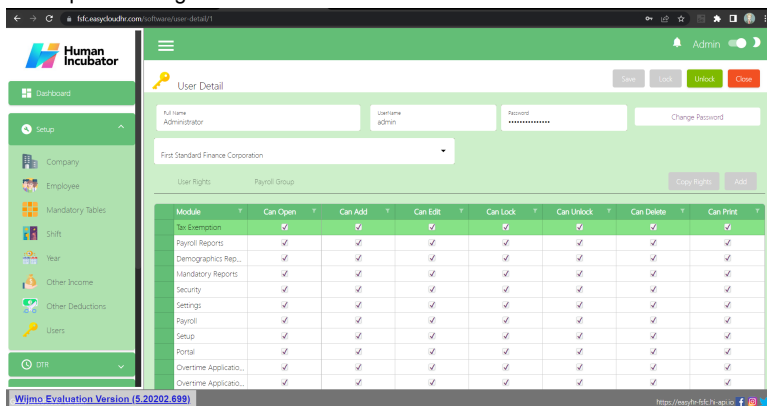
##### 1. Open the users module



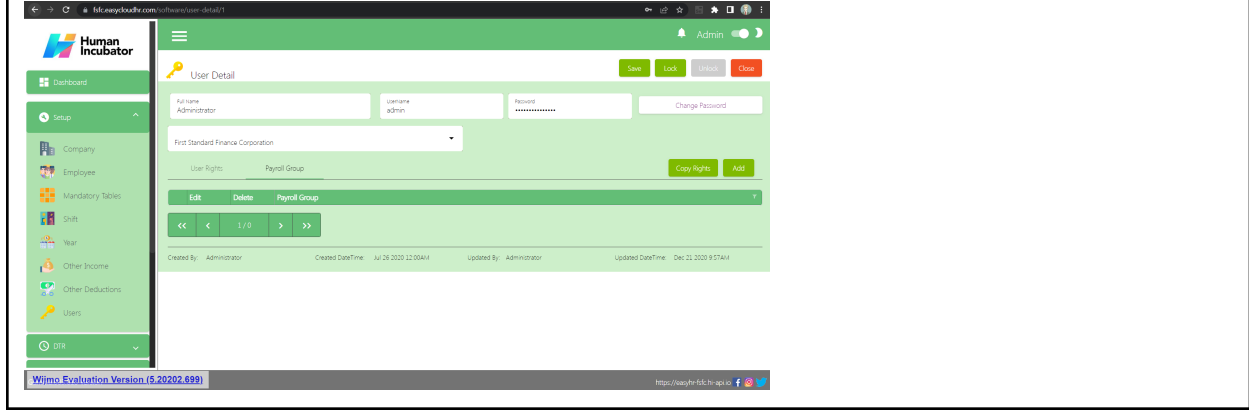
##### 2. Click 'Add' button



##### 3. Setup module rights



#### 4. Setup payroll group rights



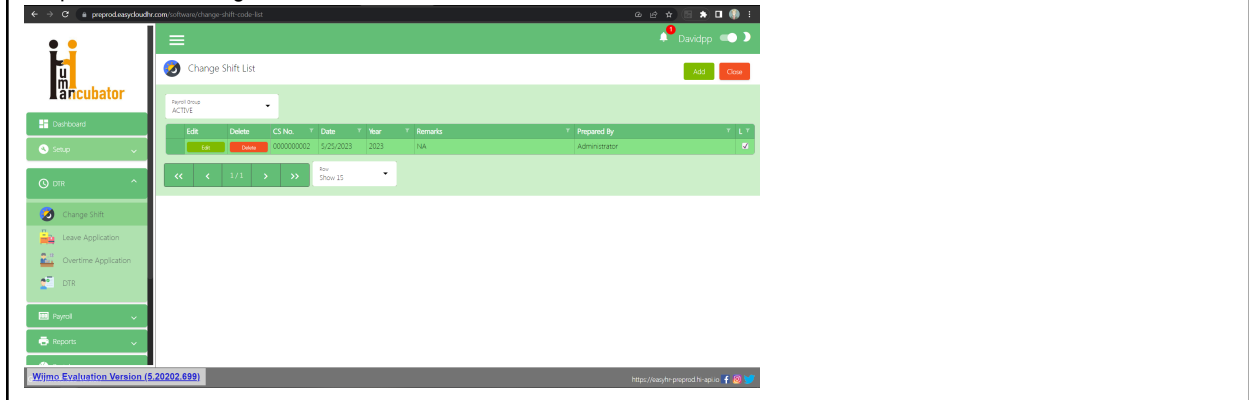
The screenshot shows the 'User Detail' page for the 'Administrator' user. The 'Payroll Group' is set to 'First Standard Finance Corporation'. Below this, there is a table for 'Payroll Group' with columns for 'Edit', 'Delete', and 'Payroll Group'. The table contains one entry with a 'Created By' of 'Administrator', a 'Created DateTime' of 'Jul 28, 2020 12:00AM', an 'Updated By' of 'Administrator', and an 'Updated DateTime' of 'Dec 21, 2020 9:57AM'. The page also includes a sidebar with navigation options like 'Dashboard', 'Setup', 'Company', 'Employee', 'Mandatory Tables', 'Shifts', 'Year', 'Other Income', 'Other Deductions', 'Users', and 'DTR'. The footer indicates 'Wjimo Evaluation Version (S.20202.699)'.

## Change Shift Setup

Setup change shift application

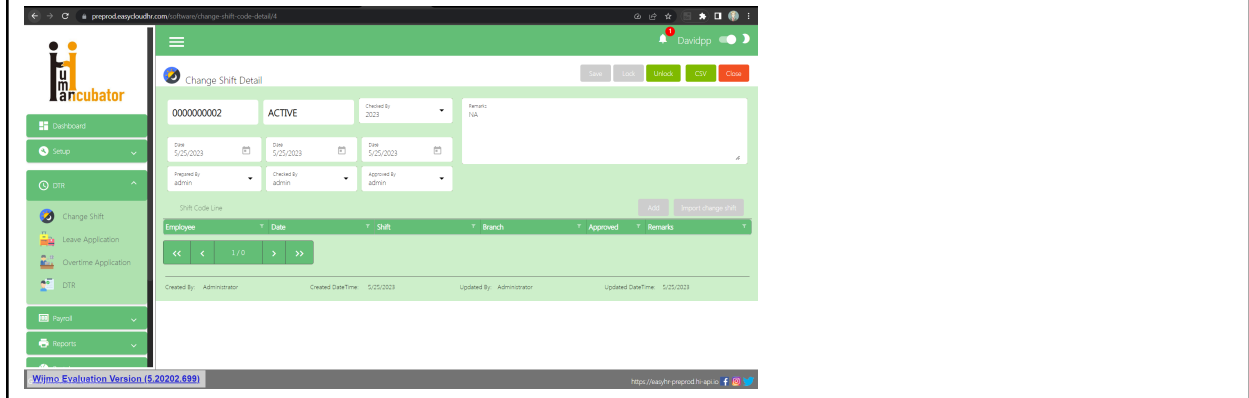
### Screenshot/Steps

#### 1. Open the DTR change shift module



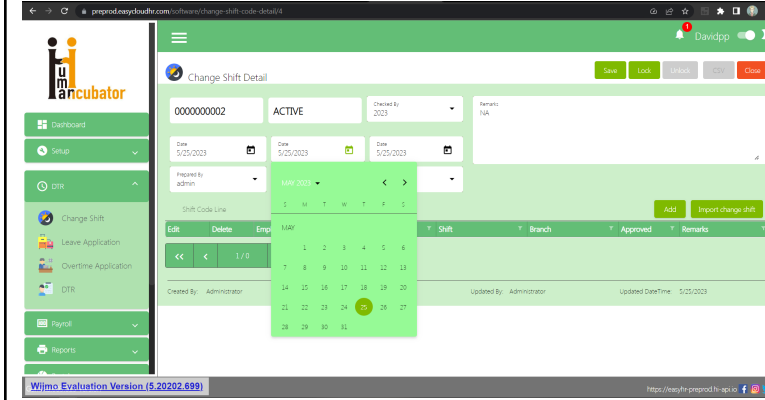
The screenshot shows the 'Change Shift List' page. It features a table with columns for 'Edit', 'Delete', 'CS No.', 'Date', 'Year', 'Remarks', and 'Prepared By'. The table contains one entry with a 'CS No.' of '000000002', a 'Date' of '5/25/2023', a 'Year' of '2023', and 'Remarks' of 'NA'. The page also includes a sidebar with navigation options like 'Dashboard', 'Setup', 'DTR', 'Change Shift', 'Leave Application', 'Overtime Application', 'DTRs', 'Payroll', and 'Reports'. The footer indicates 'Wjimo Evaluation Version (S.20202.699)'.

#### 2. Click 'Add' button



The screenshot shows the 'Change Shift Detail' page. It displays a form with fields for 'CS No.' (000000002), 'Status' (ACTIVE), 'Created By' (2023), and 'Remarks' (NA). There are also fields for 'Date' (5/25/2023) and 'Approved By' (admin). Below the form is a table with columns for 'Employee', 'Date', 'Shift', 'Branch', 'Approved', and 'Remarks'. The table contains one entry with a 'Created By' of 'Administrator', a 'Created DateTime' of '5/25/2023', an 'Updated By' of 'Administrator', and an 'Updated DateTime' of '5/25/2023'. The page also includes a sidebar with navigation options like 'Dashboard', 'Setup', 'DTR', 'Change Shift', 'Leave Application', 'Overtime Application', 'DTRs', 'Payroll', and 'Reports'. The footer indicates 'Wjimo Evaluation Version (S.20202.699)'.

### 3. Setup cut-off start date



Change Shift Detail

000000002 ACTIVE Checked By: 2023 Remarks: NA

Date: 5/25/2023 Date: 5/25/2023 Date: 5/25/2023

Prepared By: admin Checked By: admin

Shift Code Line: S M T W T F S

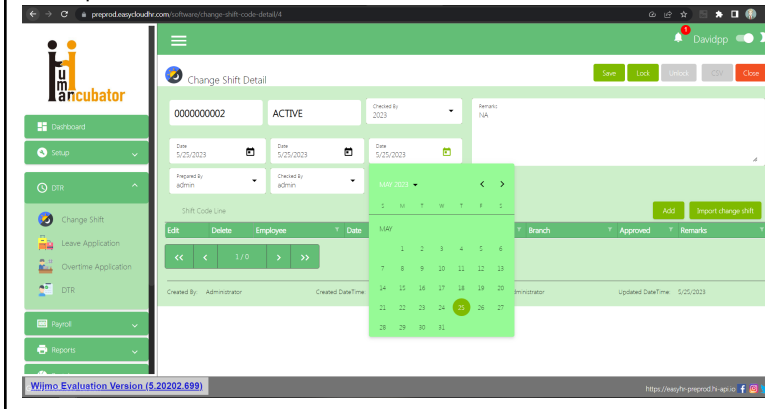
Employee	1	2	3	4	5	6
1/0	7	8	9	10	11	12
	14	15	16	17	18	19
	21	22	23	24	25	26
	28	29	30	31		

Created By: Administrator Created DateTime: 5/25/2023

Updated By: Administrator Updated DateTime: 5/25/2023

Wijmo Evaluation Version (5.20202.699)

### 4. Setup cut-off end date



Change Shift Detail

000000002 ACTIVE Checked By: 2023 Remarks: NA

Date: 5/25/2023 Date: 5/25/2023 Date: 5/25/2023

Prepared By: admin Checked By: admin

Shift Code Line: S M T W T F S

Employee	1	2	3	4	5	6
1/0	7	8	9	10	11	12
	14	15	16	17	18	19
	21	22	23	24	25	26
	28	29	30	31		

Created By: Administrator Created DateTime: 5/25/2023

Updated By: Administrator Updated DateTime: 5/25/2023

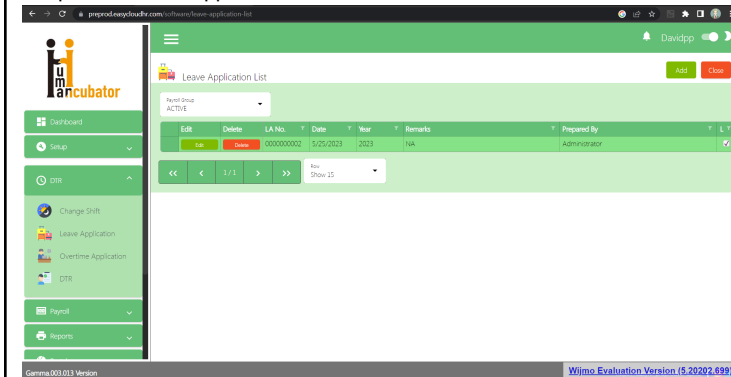
Wijmo Evaluation Version (5.20202.699)

## Leave Application Setup

### Setup leave application

### Screenshot/Steps

#### 1. Open the leave application module



Leave Application List

ADD Close

Filter: ACTIVE

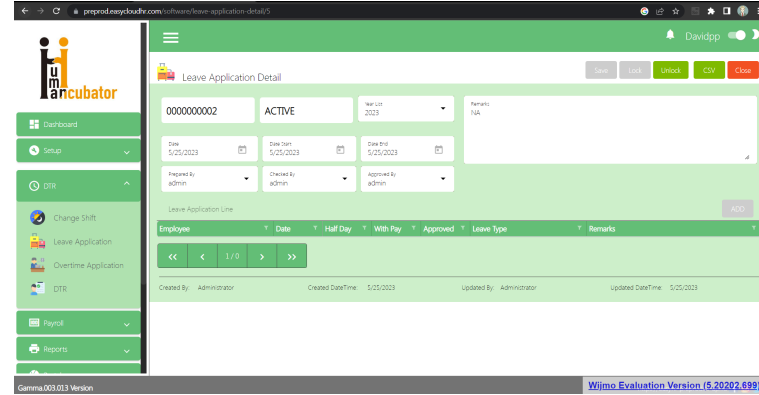
Edit	Delete	LA No.	Date	Year	Remarks	Prepared By	L	T
✎	✖	000000002	5/25/2023	2023	NA	Administrator		

Page: 1/1 Show 15

Gamma.001.013 Version

Wijmo Evaluation Version (5.20202.699)

## 2. Click 'Add' button



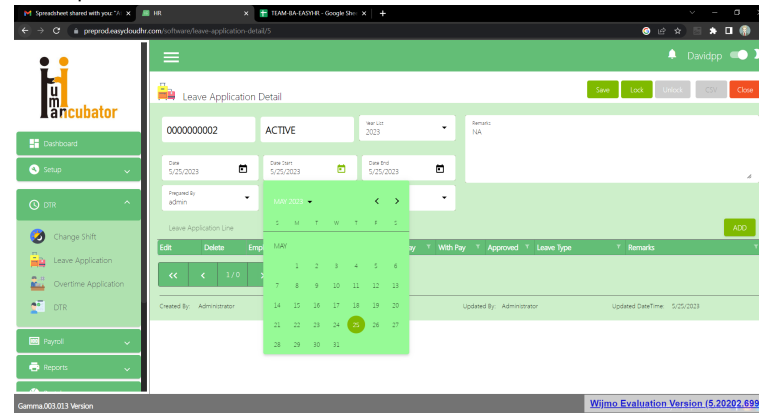
The screenshot shows the 'Leave Application Detail' page for employee ID 000000002. The application is currently 'ACTIVE'. The 'Leave Application Line' table has one row with the 'Add' button highlighted in green. The table columns are Employee, Date, Half Day, With Pay, Approved, Leave Type, and Remarks.

Employee	Date	Half Day	With Pay	Approved	Leave Type	Remarks

Buttons: Save, Lock, Unlock, CSV, Close

Footer: Gamma.003.013 Version | Wimo.Evaluation.Version (5.20202.699)

## 3. Setup cut-off start date



The screenshot shows the 'Leave Application Detail' page with a calendar overlay for May 2023. The 1st of May is highlighted in green, indicating the selected cut-off start date. The 'Add' button is still highlighted in the table header.

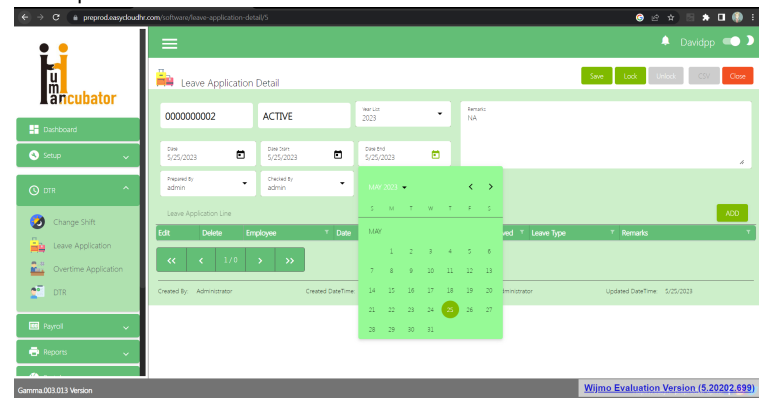
Calendar: MAY 2023

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
29	30	31				

Buttons: Save, Lock, Unlock, CSV, Close

Footer: Gamma.003.013 Version | Wimo.Evaluation.Version (5.20202.699)

## 4. Setup cut-off end date



The screenshot shows the 'Leave Application Detail' page with a calendar overlay for May 2023. The 25th of May is highlighted in green, indicating the selected cut-off end date. The 'Add' button is still highlighted in the table header.

Calendar: MAY 2023

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
29	30	31				

Buttons: Save, Lock, Unlock, CSV, Close

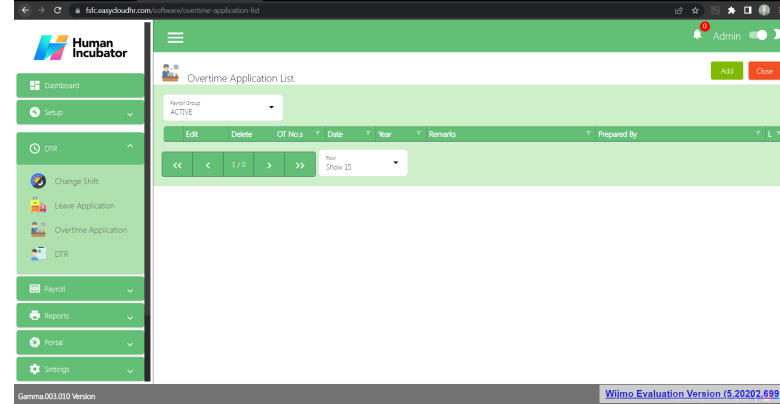
Footer: Gamma.003.013 Version | Wimo.Evaluation.Version (5.20202.699)

## Overtime Setup

### Setup overtime application number

#### Screenshot/Steps

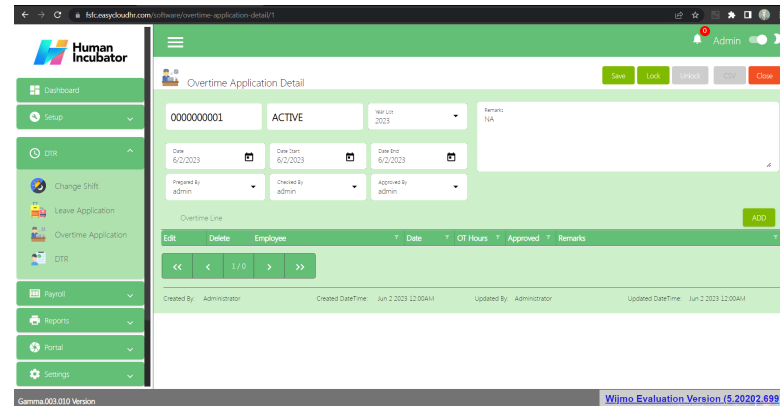
##### 1. Open the year module



The screenshot shows the 'Overtime Application List' interface. The 'Year' dropdown menu is set to 2023. The table below it is currently empty.

Edit	Delete	OT Nos.	Date	Year	Remarks	Prepared By
No records found for the selected year.						

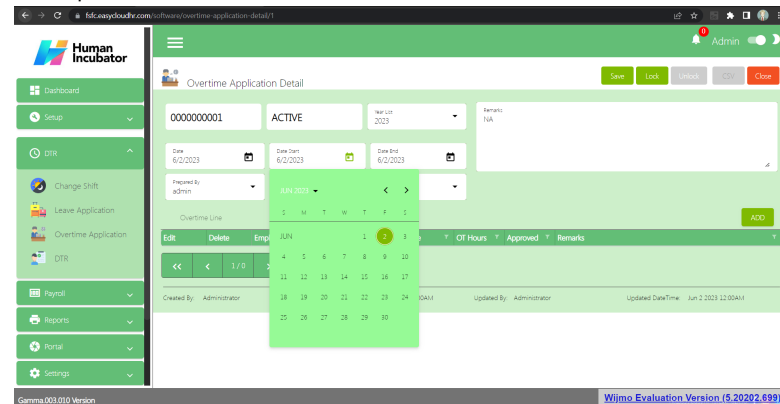
##### 2. Click 'Add' button



The screenshot shows the 'Overtime Application Detail' page. The 'ADD' button in the 'Overtime Line' section is highlighted. The application details include Employee ID 000000001, Status ACTIVE, and Year 2023.

Edit	Delete	Employee	Date	OT Hours	Approved	Remarks
No records found for the selected year.						

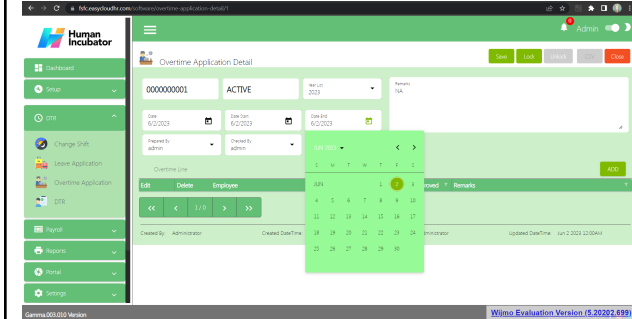
##### 3. Setup cut-off start date



The screenshot shows the 'Overtime Application Detail' page with a calendar overlay for June 2023. The date 11 is selected, indicating the cut-off start date. The application details are the same as in the previous screenshot.

Edit	Delete	Emp.	Date	OT Hours	Approved	Remarks
No records found for the selected year.						

#### 4. Setup cut-off end date

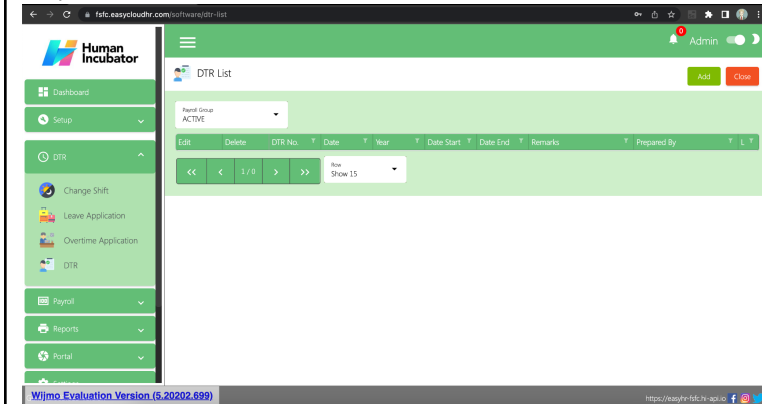


### In DTR Upload

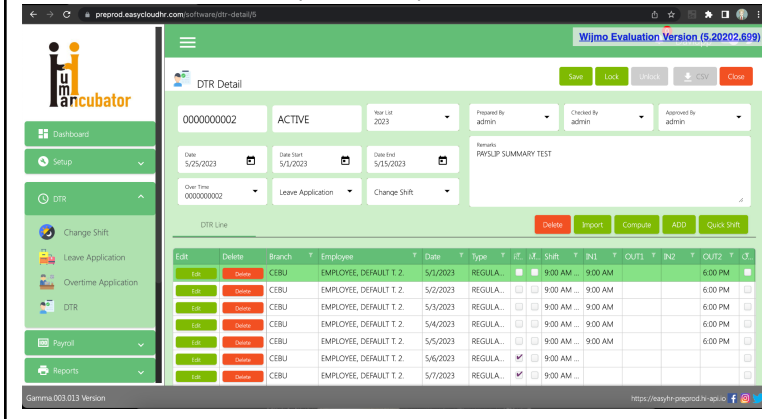
Import and compute salary

#### Screenshot/Steps

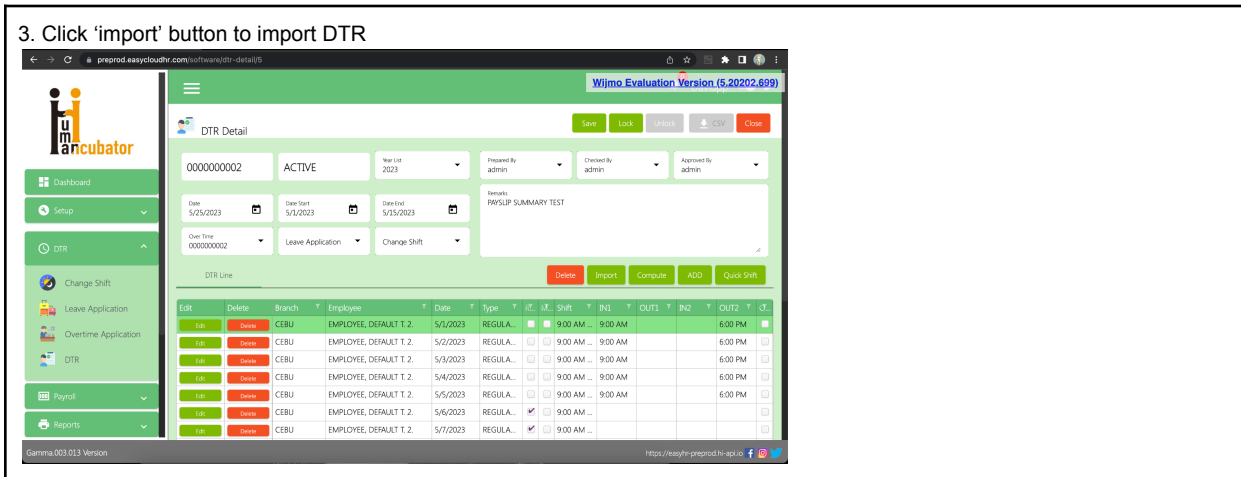
##### 1. Open the DTR module



##### 2. Click 'Add' button and set up the cut-off period



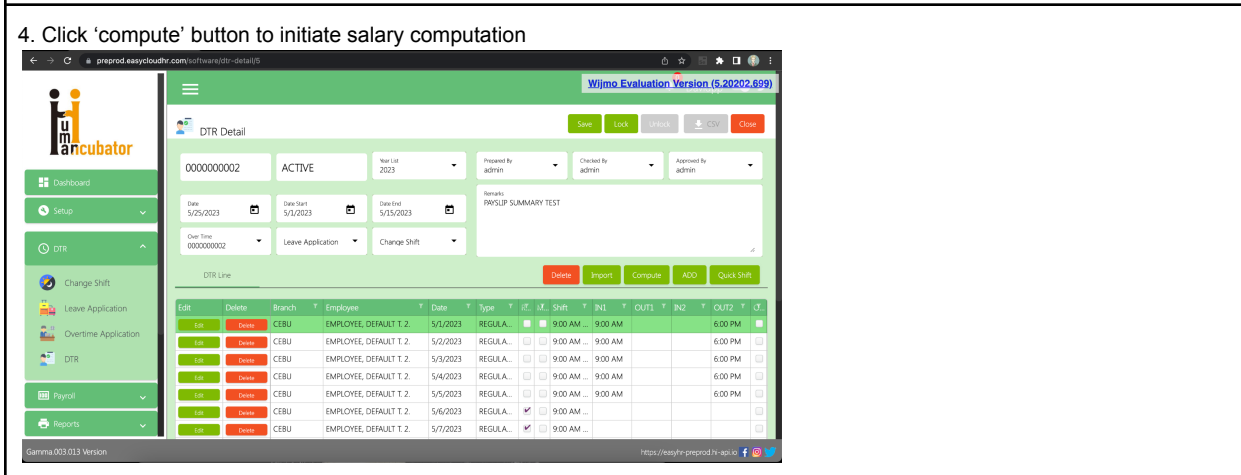
### 3. Click 'import' button to import DTR



The screenshot shows the 'DTR Detail' page in the Human Incubator system. The page includes a sidebar with navigation options like Dashboard, Setup, DTR, Change Shift, Leave Application, Overtime Application, Payroll, and Reports. The main content area displays 'DTR Detail' for ID 000000002, which is 'ACTIVE'. It shows fields for Date (5/25/2023), Date Start (5/1/2023), and Date End (5/15/2023). Below this is a table of 'DTR Line' items. The 'Import' button is highlighted in red in the table's action column.

Edit	Delete	Branch	Employee	Date	Type	IN1	OUT1	IN2	OUT2	...
<a href="#">Edit</a>	<a href="#">Delete</a>	CEBU	EMPLOYEE, DEFAULT T.2	5/1/2023	REGULA...	9:00 AM	9:00 AM		6:00 PM	
<a href="#">Edit</a>	<a href="#">Delete</a>	CEBU	EMPLOYEE, DEFAULT T.2	5/2/2023	REGULA...	9:00 AM	9:00 AM		6:00 PM	
<a href="#">Edit</a>	<a href="#">Delete</a>	CEBU	EMPLOYEE, DEFAULT T.2	5/3/2023	REGULA...	9:00 AM	9:00 AM		6:00 PM	
<a href="#">Edit</a>	<a href="#">Delete</a>	CEBU	EMPLOYEE, DEFAULT T.2	5/4/2023	REGULA...	9:00 AM	9:00 AM		6:00 PM	
<a href="#">Edit</a>	<a href="#">Delete</a>	CEBU	EMPLOYEE, DEFAULT T.2	5/5/2023	REGULA...	9:00 AM	9:00 AM		6:00 PM	
<a href="#">Edit</a>	<a href="#">Delete</a>	CEBU	EMPLOYEE, DEFAULT T.2	5/6/2023	REGULA...	9:00 AM	9:00 AM		6:00 PM	
<a href="#">Edit</a>	<a href="#">Delete</a>	CEBU	EMPLOYEE, DEFAULT T.2	5/7/2023	REGULA...	9:00 AM	9:00 AM		6:00 PM	

### 4. Click 'compute' button to initiate salary computation



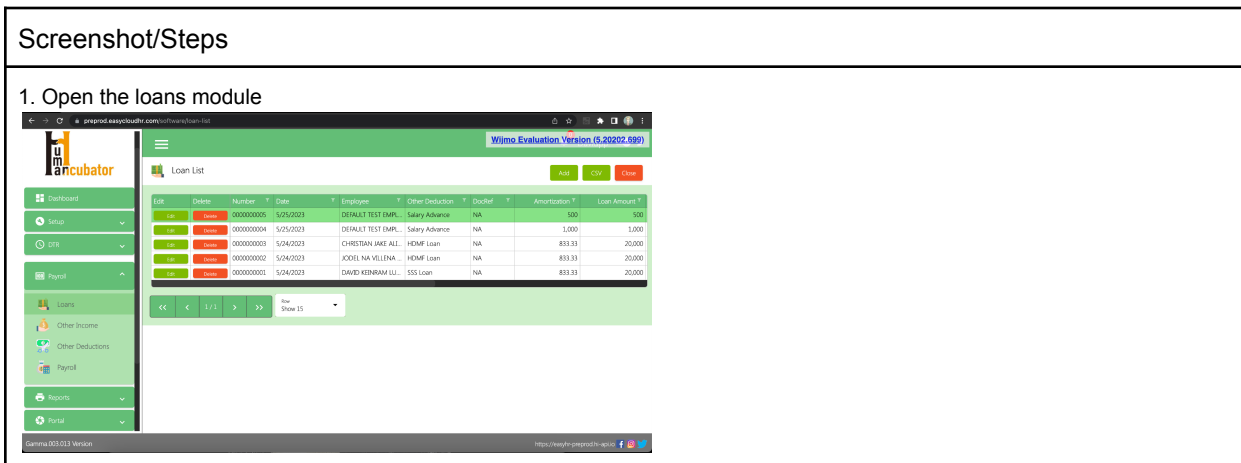
This screenshot is identical to the previous one, showing the 'DTR Detail' page. In this instance, the 'Compute' button in the table's action column is highlighted in red.

## Loans Setup

### Setup employee loans

### Screenshot/Steps

#### 1. Open the loans module

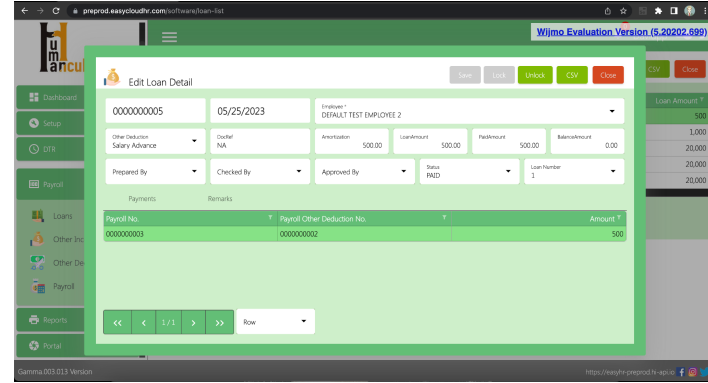


The screenshot shows the 'Loans List' page in the Human Incubator system. The page displays a table of loan records with columns for ID, Delete, Number, Date, Employee, Other Deduction, Doctor, Amount, and Loan Amount. The table contains several rows of data, including entries for 'DEFAULT TEST EMP...', 'CHRISTIAN JAKE ALL...', 'JODEL NA VILLENA...', and 'DAVID KENRAM U...'. The 'Show 15' dropdown is visible at the bottom of the table.

ID	Delete	Number	Date	Employee	Other Deduction	Doctor	Amount	Loan Amount
<a href="#">Edit</a>	<a href="#">Delete</a>	000000005	5/25/2023	DEFAULT TEST EMP...	Salary Advance	NA	500	500
<a href="#">Edit</a>	<a href="#">Delete</a>	000000004	5/25/2023	DEFAULT TEST EMP...	Salary Advance	NA	1,000	1,000
<a href="#">Edit</a>	<a href="#">Delete</a>	000000003	5/24/2023	CHRISTIAN JAKE ALL...	HDMF Loan	NA	833.33	20,000
<a href="#">Edit</a>	<a href="#">Delete</a>	000000002	5/24/2023	JODEL NA VILLENA...	HDMF Loan	NA	833.33	20,000
<a href="#">Edit</a>	<a href="#">Delete</a>	000000001	5/24/2023	DAVID KENRAM U...	SSS Loan	NA	833.33	20,000



## 2. Click 'Add' button



Wijmo Evaluation Version (5.20202.699)

**Edit Loan Detail** [Save] [Lock] [Unlock] [CSV] [Close]

Loan Amount ₱ 500

Salary Advance 1,000

Other Deduction 20,000

Other Deduction 20,000

Other Deduction 20,000

Other Deduction 20,000

Employee: DEFAULT TEST EMPLOYEE 2

Date: 05/25/2023

Amortization: 500.00 | Loan Amount: 500.00 | Paid Amount: 500.00 | Balance Amount: 0.00

Other Deduction: Salary Advance | Doctor: NA | Amortization: 500.00 | Loan Amount: 500.00 | Paid Amount: 500.00 | Balance Amount: 0.00

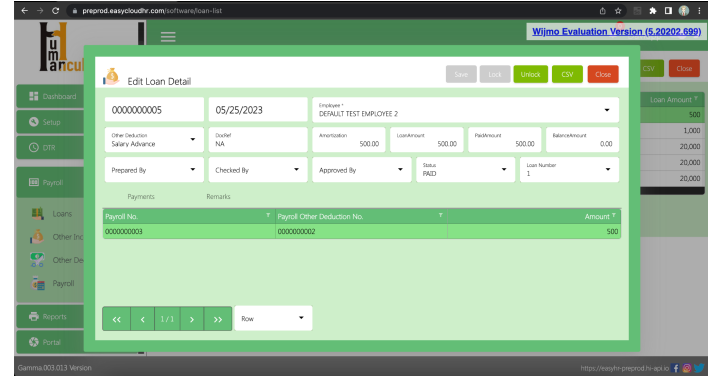
Prepared By: | Checked By: | Approved By: | Status: PND | Loan Number: 1

Payment No.	Payment Other Deduction No.	Amount ₱
000000003	000000002	500

Page: 1/1 | Row: [Dropdown]

Gamma 003.033 Version | <http://www.hr.preprod.hr.rpt.co>

## 3. Select an employee from the list



Wijmo Evaluation Version (5.20202.699)

**Edit Loan Detail** [Save] [Lock] [Unlock] [CSV] [Close]

Loan Amount ₱ 500

Salary Advance 1,000

Other Deduction 20,000

Other Deduction 20,000

Other Deduction 20,000

Other Deduction 20,000

Employee: DEFAULT TEST EMPLOYEE 2

Date: 05/25/2023

Amortization: 500.00 | Loan Amount: 500.00 | Paid Amount: 500.00 | Balance Amount: 0.00

Other Deduction: Salary Advance | Doctor: NA | Amortization: 500.00 | Loan Amount: 500.00 | Paid Amount: 500.00 | Balance Amount: 0.00

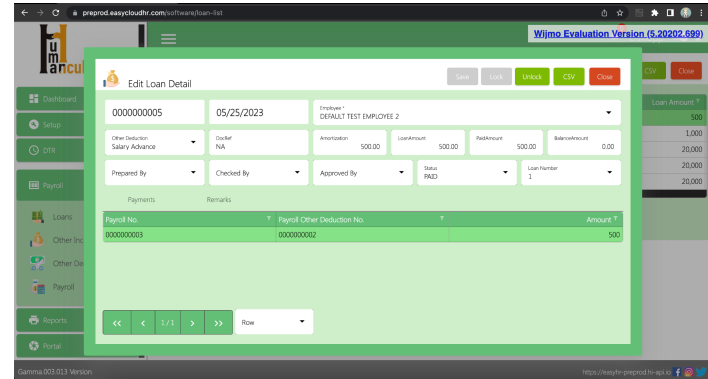
Prepared By: | Checked By: | Approved By: | Status: PND | Loan Number: 1

Payment No.	Payment Other Deduction No.	Amount ₱
000000003	000000002	500

Page: 1/1 | Row: [Dropdown]

Gamma 003.033 Version | <http://www.hr.preprod.hr.rpt.co>

## 4. Enter the loan and amortization amount



Wijmo Evaluation Version (5.20202.699)

**Edit Loan Detail** [Save] [Lock] [Unlock] [CSV] [Close]

Loan Amount ₱ 500

Salary Advance 1,000

Other Deduction 20,000

Other Deduction 20,000

Other Deduction 20,000

Other Deduction 20,000

Employee: DEFAULT TEST EMPLOYEE 2

Date: 05/25/2023

Amortization: 500.00 | Loan Amount: 500.00 | Paid Amount: 500.00 | Balance Amount: 0.00

Other Deduction: Salary Advance | Doctor: NA | Amortization: 500.00 | Loan Amount: 500.00 | Paid Amount: 500.00 | Balance Amount: 0.00

Prepared By: | Checked By: | Approved By: | Status: PND | Loan Number: 1

Payment No.	Payment Other Deduction No.	Amount ₱
000000003	000000002	500

Page: 1/1 | Row: [Dropdown]

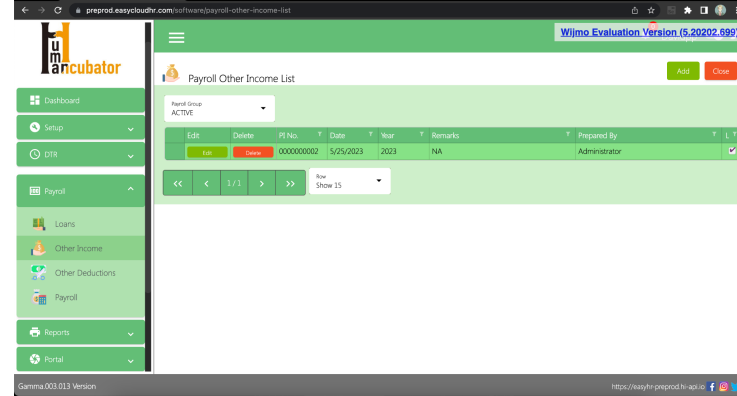
Gamma 003.033 Version | <http://www.hr.preprod.hr.rpt.co>

## Payroll Other Income

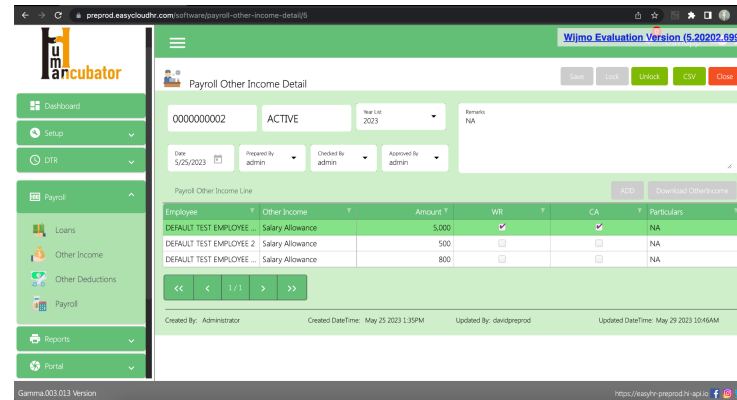
### Setup payroll other income

#### Screenshot/Steps

##### 1. Open the payroll other income module

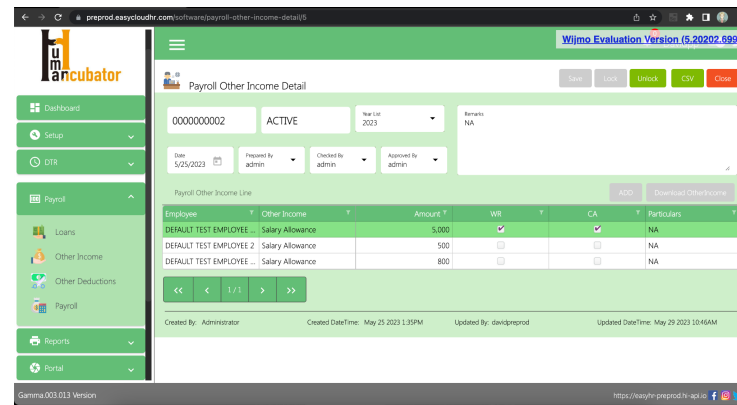


##### 2. Click 'Add' button

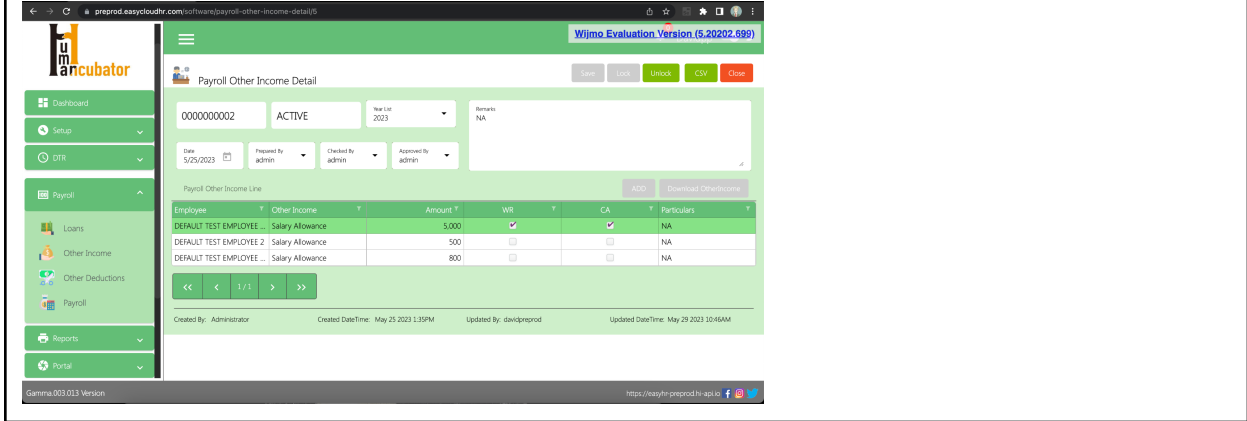


Employee	Other Income	Amount	WR	CA	Particulars
DEFAULT TEST EMPLOYEE	Salary Allowance	5,000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NA
DEFAULT TEST EMPLOYEE 2	Salary Allowance	500	<input type="checkbox"/>	<input type="checkbox"/>	NA
DEFAULT TEST EMPLOYEE	Salary Allowance	800	<input type="checkbox"/>	<input type="checkbox"/>	NA

##### 3. Click 'Download OtherIncome' button to extract fixed other incomes



#### 4. Click 'Add' button to manually add other incomes



Wjimo Evaluation Version (5.20202.699)

Payroll Other Income Detail

0000000002 ACTIVE Year List 2023 Remarks NA

Date: 5/25/2023 Prepared By: admin Checked By: admin Approved By: admin

Payroll Other Income Line

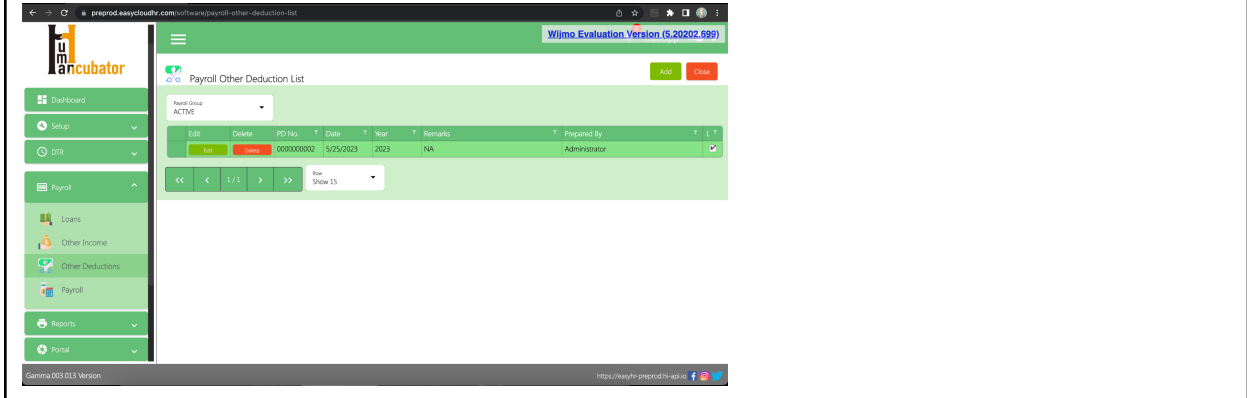
Employee	Other Income	Amount	WB	CA	Particulars
DEFAULT TEST EMPLOYEE 1	Salary Allowance	1,000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NA
DEFAULT TEST EMPLOYEE 2	Salary Allowance	500	<input type="checkbox"/>	<input type="checkbox"/>	NA
DEFAULT TEST EMPLOYEE 3	Salary Allowance	800	<input type="checkbox"/>	<input type="checkbox"/>	NA

Created By: Administrator Created DateTime: May 25 2023 1:55PM Updated By: developer Updated DateTime: May 29 2023 10:46AM

## Payroll Other Deductions Setup payroll other deductions

### Screenshot/Steps

#### 1. Open the payroll other deductions module



Wjimo Evaluation Version (5.20202.699)

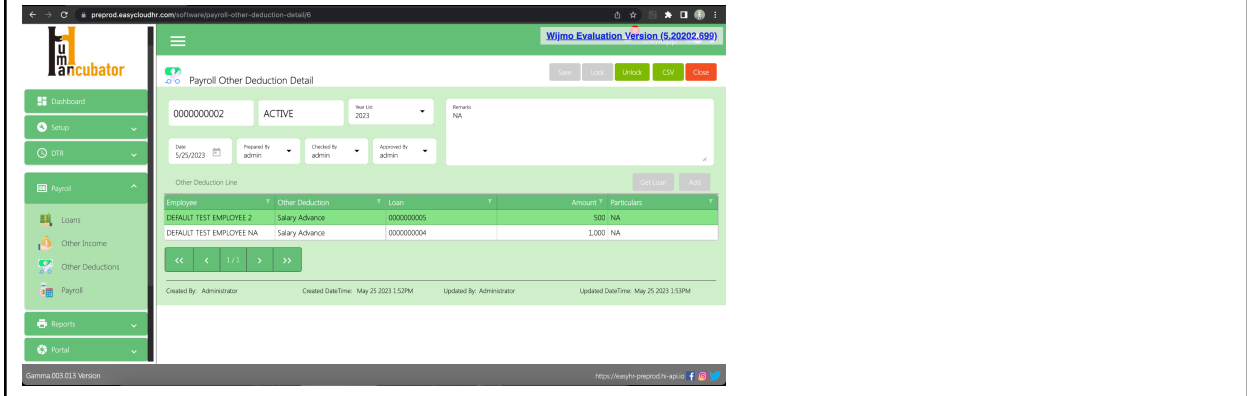
Payroll Other Deduction List

Asset Group: ACTIVE

Edit	Delete	ID No.	Date	Year	Remarks	Prepared By
<a href="#">Edit</a>	<a href="#">Delete</a>	0000000002	5/25/2023	2023	NA	Administrator

Row: 1/1 Show: 15

#### 2. Click 'Add' button



Wjimo Evaluation Version (5.20202.699)

Payroll Other Deduction Detail

0000000002 ACTIVE Year List 2023 Remarks NA

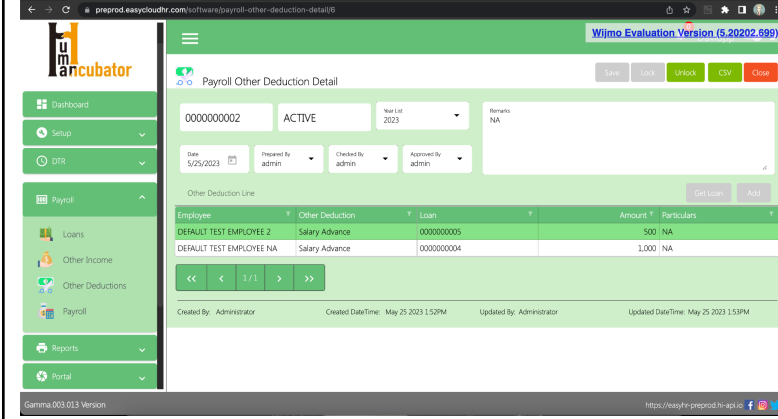
Date: 5/25/2023 Prepared By: admin Checked By: admin Approved By: admin

Other Deduction Line

Employee	Other Deduction	Loan	Amount	Particulars
DEFAULT TEST EMPLOYEE 2	Salary Advance	0000000005	500	NA
DEFAULT TEST EMPLOYEE NA	Salary Advance	0000000004	1,000	NA

Created By: Administrator Created DateTime: May 25 2023 1:55PM Updated By: Administrator Updated DateTime: May 25 2023 1:55PM

### 3. Click 'Get Loan' button to extract unpaid loans



Wijmo Evaluation Version (5.20202.889)

Payroll Other Deduction Detail

0000000002 ACTIVE Year List 2023 Remarks NA

Date: 5/25/2023 Prepared By: admin Checked By: admin Approved By: admin

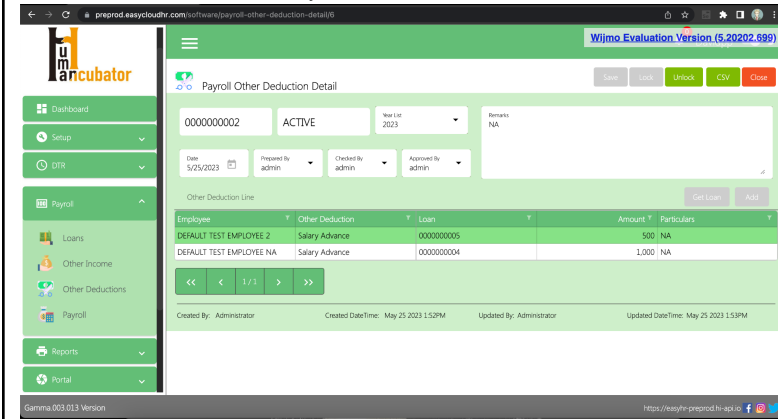
Other Deduction Line Get Loan Add

Employee	Other Deduction	Loan	Amount	Particulars
DEFAULT TEST EMPLOYEE 2	Salary Advance	0000000005	500	NA
DEFAULT TEST EMPLOYEE NA	Salary Advance	0000000004	1,000	NA

Created By: Administrator Created DateTime: May 25 2023 1:52PM Updated By: Administrator Updated DateTime: May 25 2023 1:53PM

Gamma.003.013 Version <https://easyhr-preprod.hr-app.io>

### 4. Click 'Add' button to manually add other deductions



Wijmo Evaluation Version (5.20202.889)

Payroll Other Deduction Detail

0000000002 ACTIVE Year List 2023 Remarks NA

Date: 5/25/2023 Prepared By: admin Checked By: admin Approved By: admin

Other Deduction Line Get Loan Add

Employee	Other Deduction	Loan	Amount	Particulars
DEFAULT TEST EMPLOYEE 2	Salary Advance	0000000005	500	NA
DEFAULT TEST EMPLOYEE NA	Salary Advance	0000000004	1,000	NA

Created By: Administrator Created DateTime: May 25 2023 1:52PM Updated By: Administrator Updated DateTime: May 25 2023 1:53PM

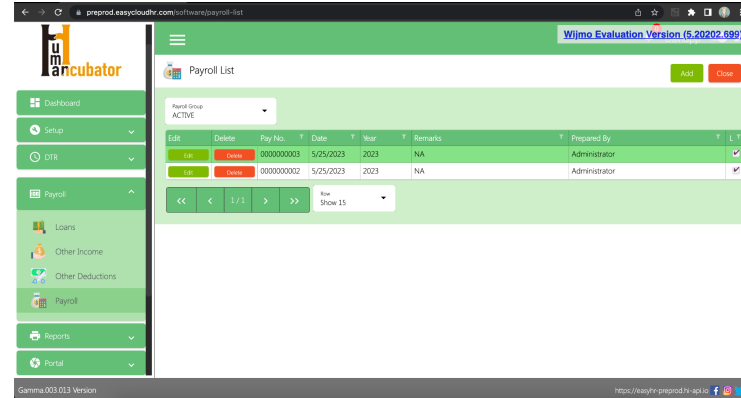
Gamma.003.013 Version <https://easyhr-preprod.hr-app.io>

## Payroll Processing

### Process payroll from DTR

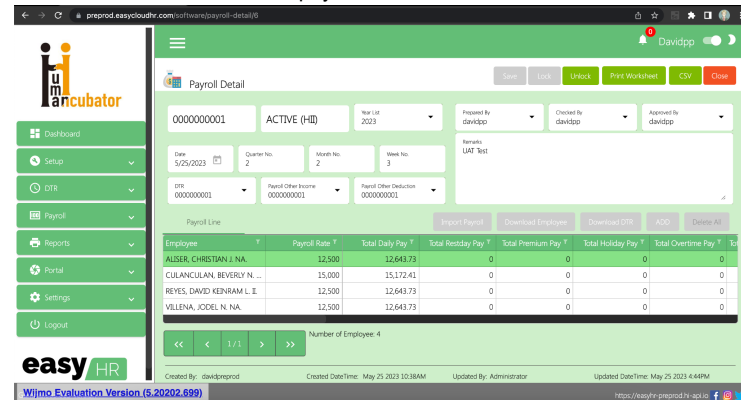
#### Screenshot/Steps

##### 1. Open the payroll module



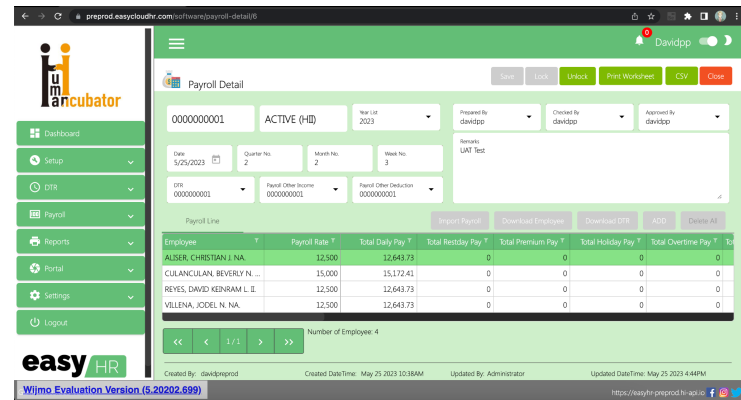
The screenshot shows the 'Payroll List' module. The interface includes a sidebar with navigation options like Dashboard, Setup, DTR, Payroll, Loans, Other Income, Other Deductions, Reports, and Portal. The main area displays a table of payroll entries. The table has columns for Edit, Delete, Pay No., Date, Year, Remarks, and Prepared By. Two entries are visible, both with a pay number of 000000002 and a date of 5/25/2023. The 'Prepared By' field is set to 'Administrator'.

##### 2. Click 'Add' button and enter payroll details



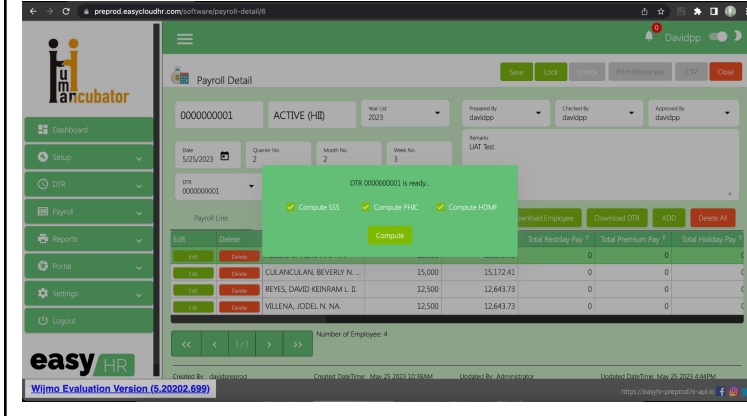
The screenshot shows the 'Payroll Detail' module. The interface includes a sidebar with navigation options like Dashboard, Setup, DTR, Payroll, Reports, Portal, Settings, and Logout. The main area displays a form for entering payroll details. The 'Payroll Line' section shows a table with columns for Employee, Payroll Rate, Total Daily Pay, Total Restday Pay, Total Premium Pay, Total Holiday Pay, and Total Overtime Pay. The table lists four employees: ALISER, CHRISTIAN J. NA; CULANCLAN, BEVERLY N.; REYES, DAVID KENRAM L. II; and VILLENA, JODEL N. NA. The 'Download DTR' button is highlighted.

##### 3. Click 'Download DTR' button



This screenshot is identical to the previous one, showing the 'Payroll Detail' module. The 'Download DTR' button is highlighted, indicating the next step in the process.

#### 4. Click 'Compute' button

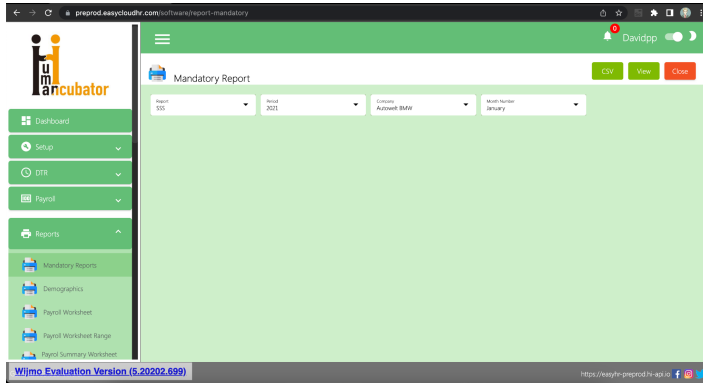


## Reports Extraction

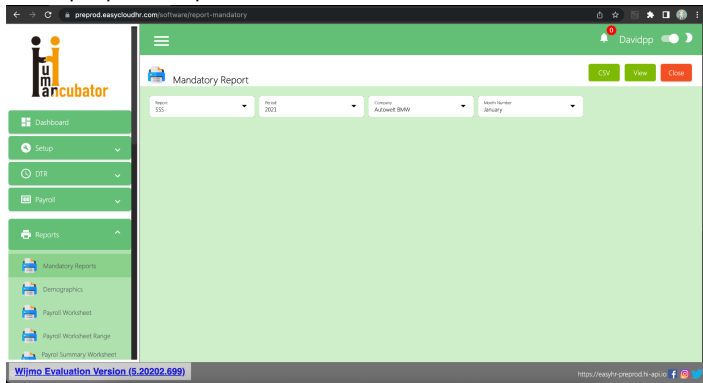
### Download/print a report

#### Screenshot/Steps

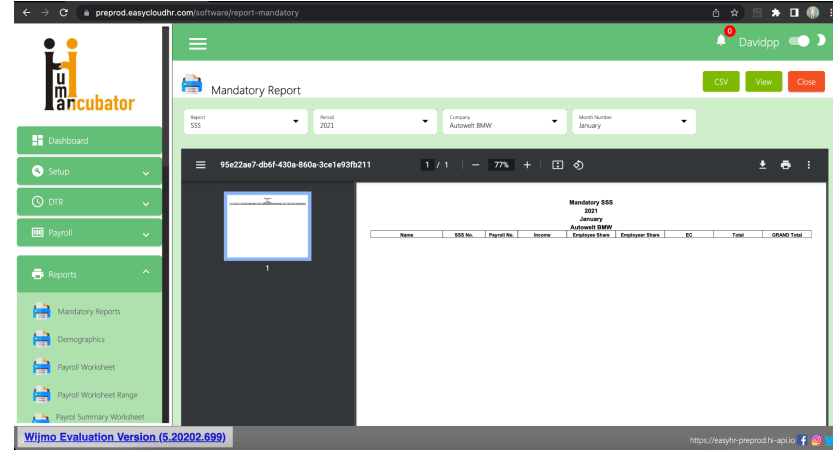
##### 1. Open the Reports tab



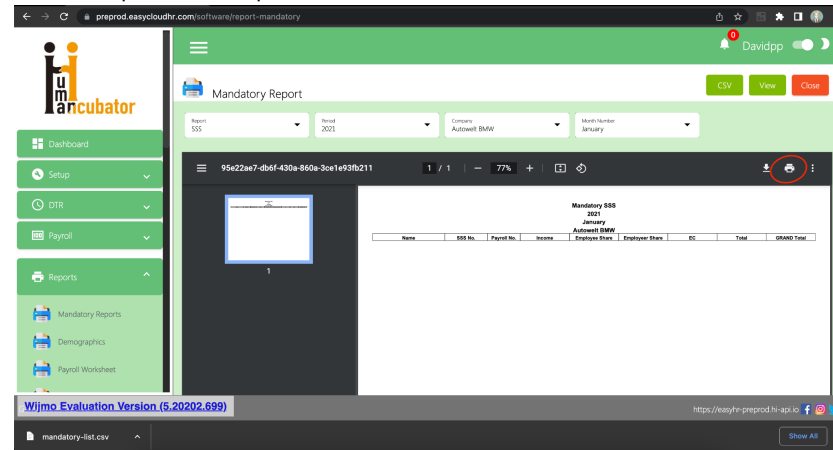
##### 2. Setup report filter preferences



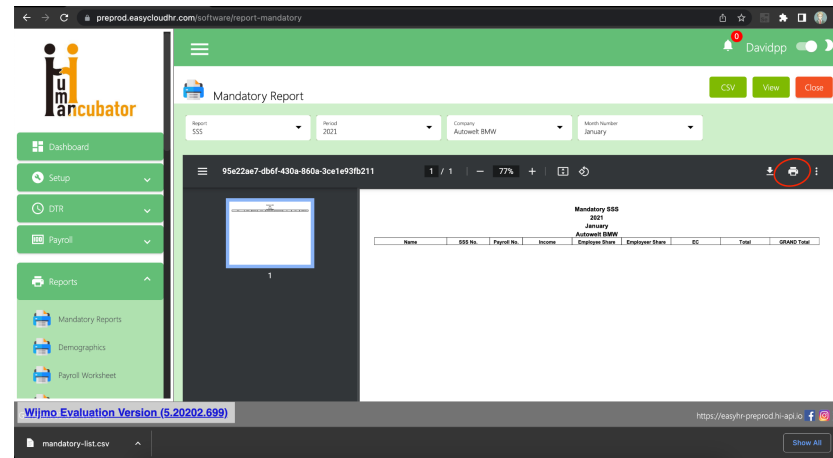
### 3. Click 'View' button to view PDF file



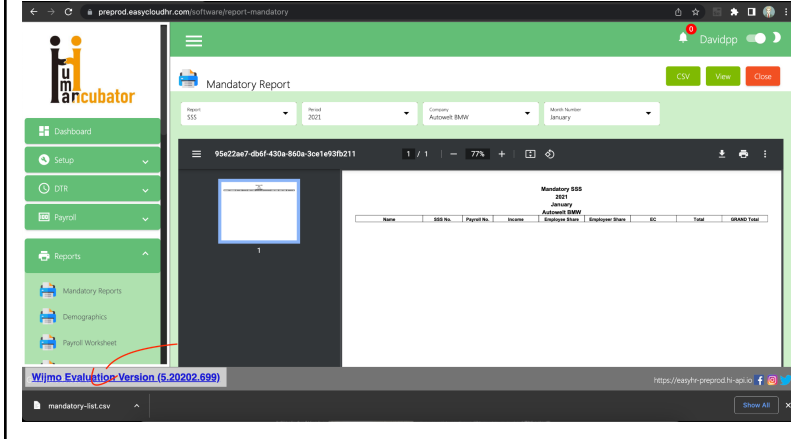
### 4. Click the printer icon to print the PDF file



### 5. Click the download icon to download the PDF file



## 6. Click 'CSV' button to export a CSV file

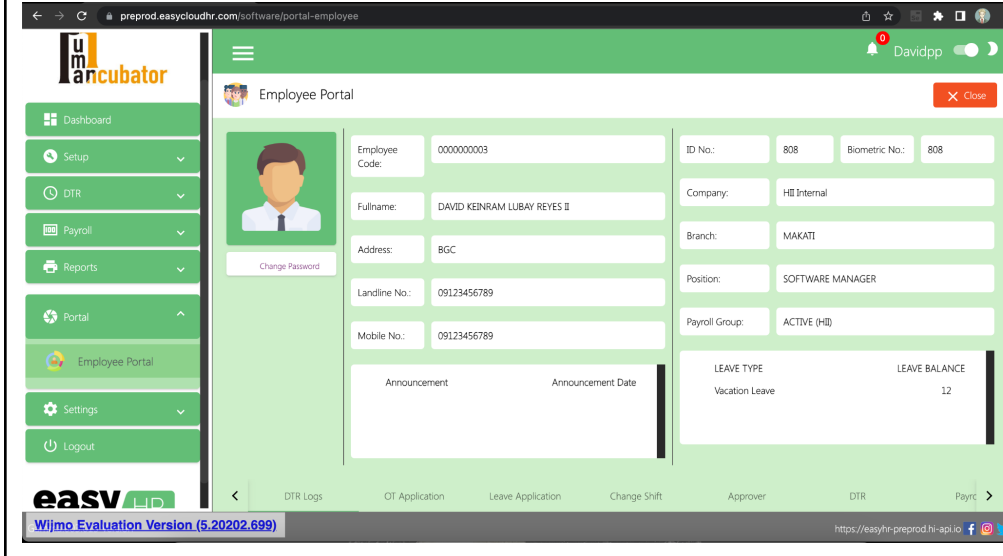


## Employee Portal

Verify in 201-File if employee details are correct

## Screenshot/Steps

### 1. Login using employee credentials



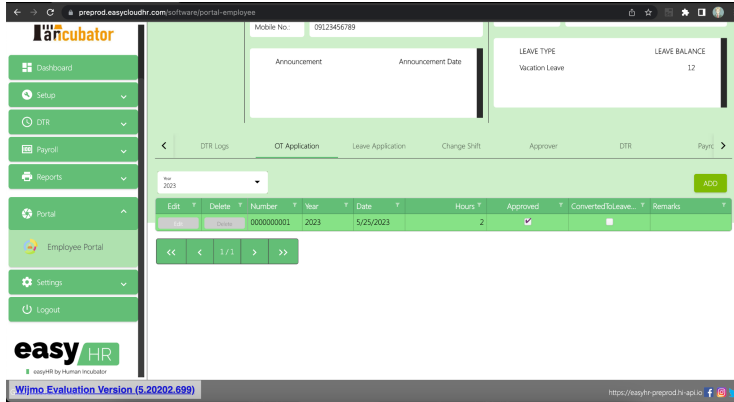


## Employee Portal - OT Application

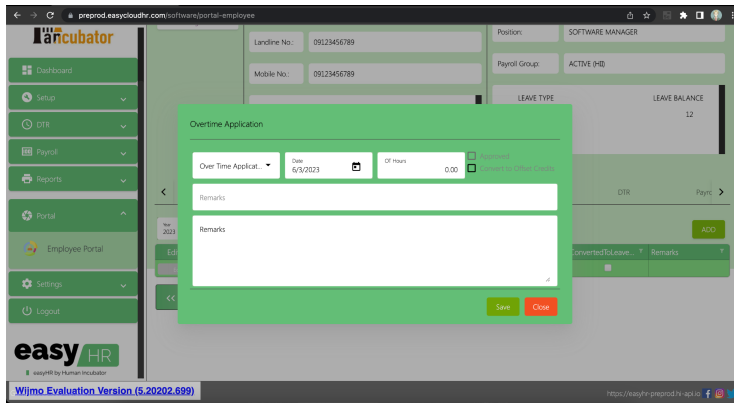
### Applying for OT

#### Screenshot/Steps

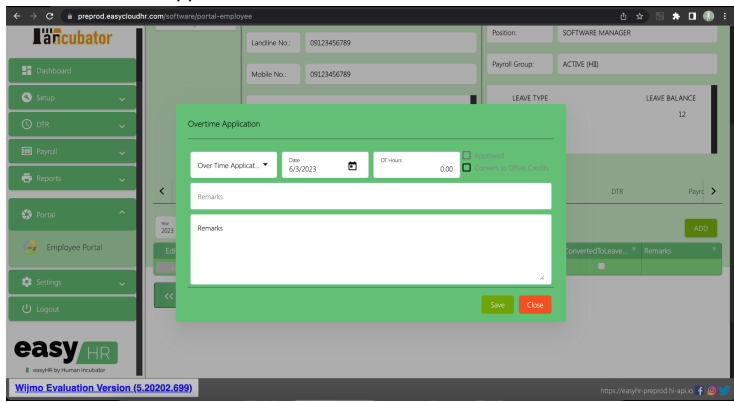
##### 1. Open the OT Application tab



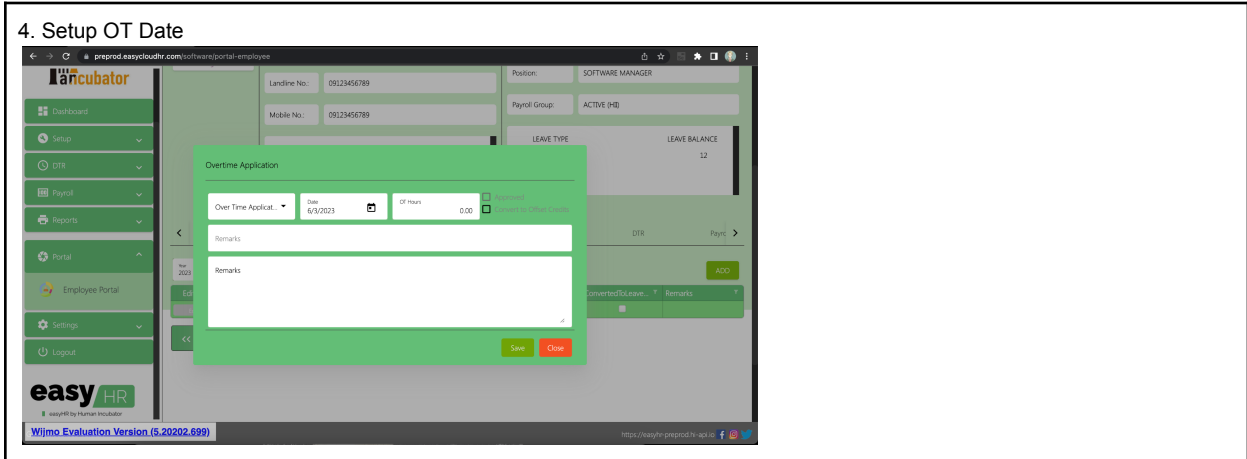
##### 2. Click 'Add' button



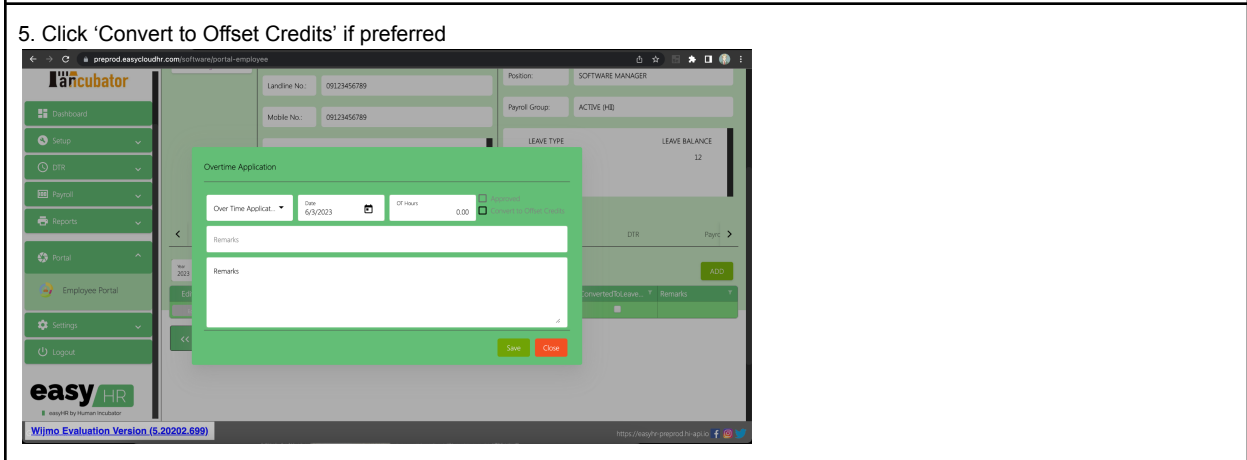
##### 3. Select the OT Application number



#### 4. Setup OT Date



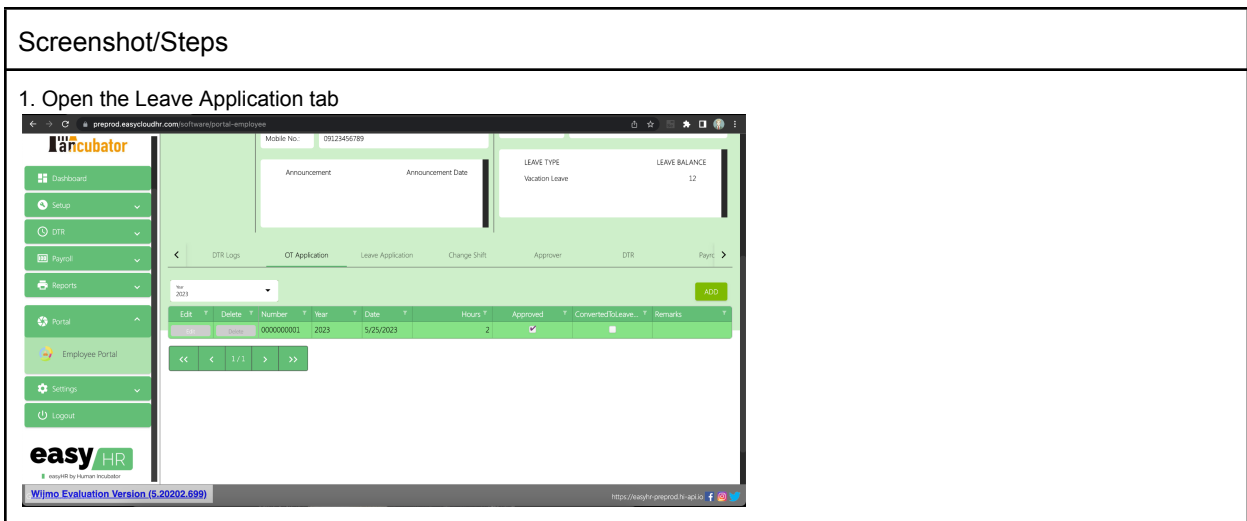
#### 5. Click 'Convert to Offset Credits' if preferred



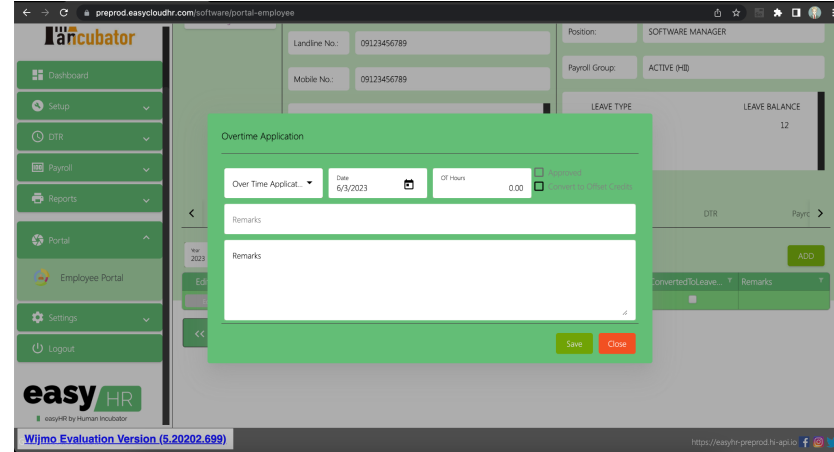
## Employee Portal - Leave Application

### Screenshot/Steps

#### 1. Open the Leave Application tab

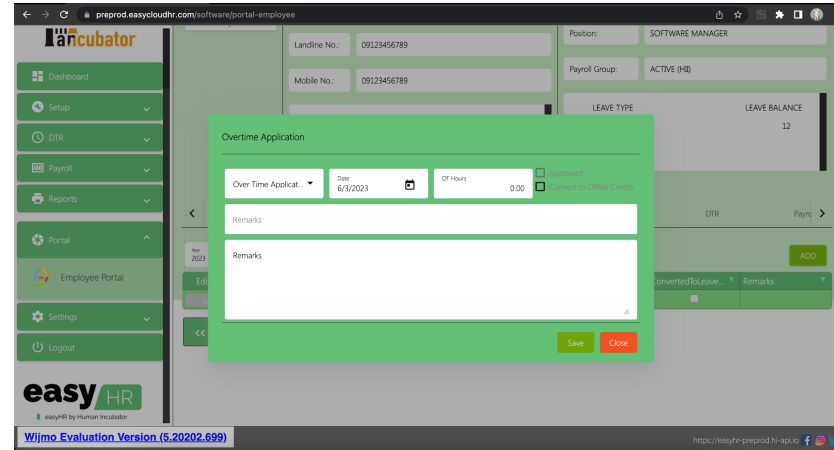


## 2. Click 'Add' button



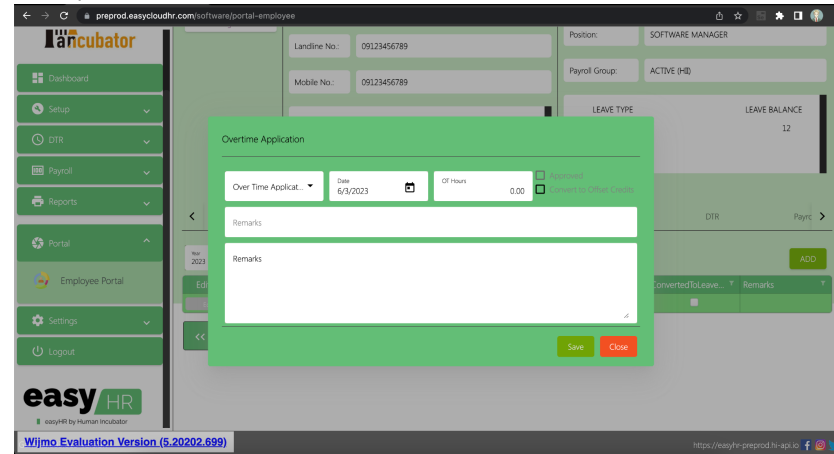
The screenshot shows the 'easyHR' portal interface. A modal window titled 'Overtime Application' is open, displaying fields for 'Over Time Applicat.', 'Date' (6/8/2023), and 'OT hours' (0.00). There are two 'Remarks' text areas. The 'ADD' button is highlighted in green. The background shows employee details for 'SOFTWARE MANAGER' with a 'LEAVE BALANCE' of 12.

## 3. Select the leave Application number



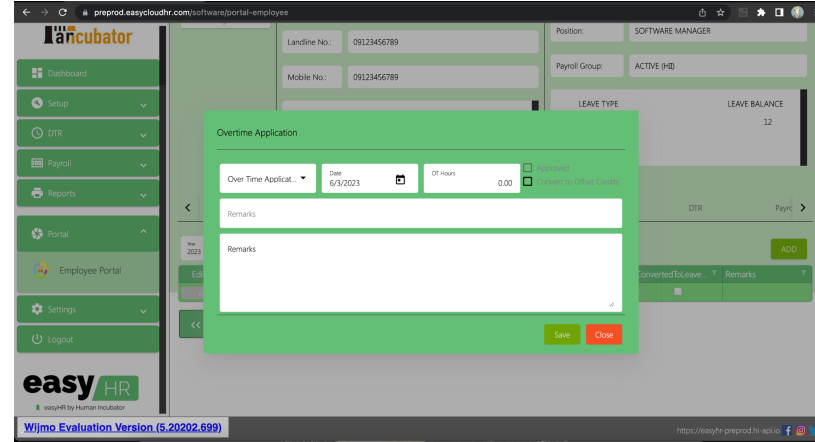
This screenshot is identical to the previous one, showing the 'Overtime Application' modal with the 'ADD' button highlighted in green. The interface elements and data are consistent with the previous step.

## 4. Setup leave Date

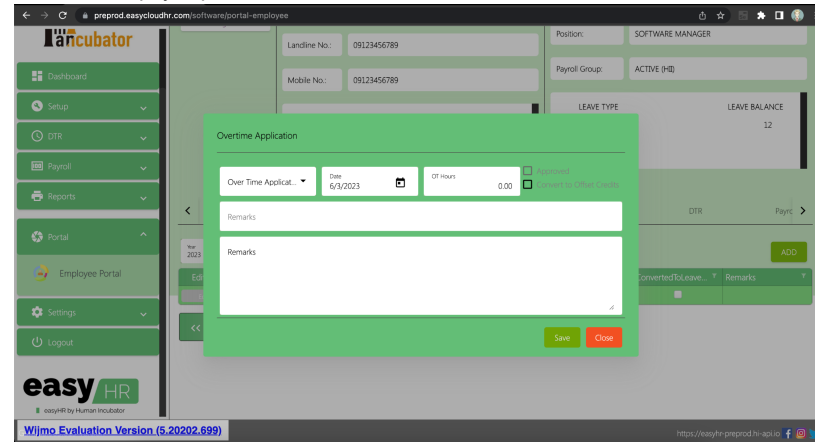


This screenshot is identical to the previous ones, showing the 'Overtime Application' modal with the 'ADD' button highlighted in green. The interface elements and data are consistent with the previous steps.

### 5. Click 'Half-day' if preferred



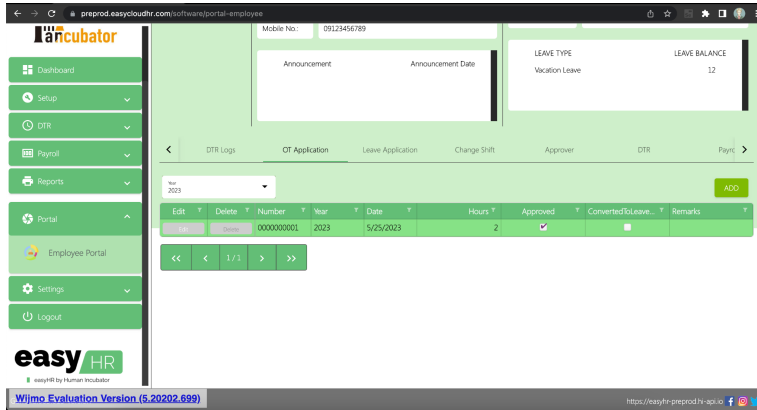
### 6. Click 'With pay' if preferred



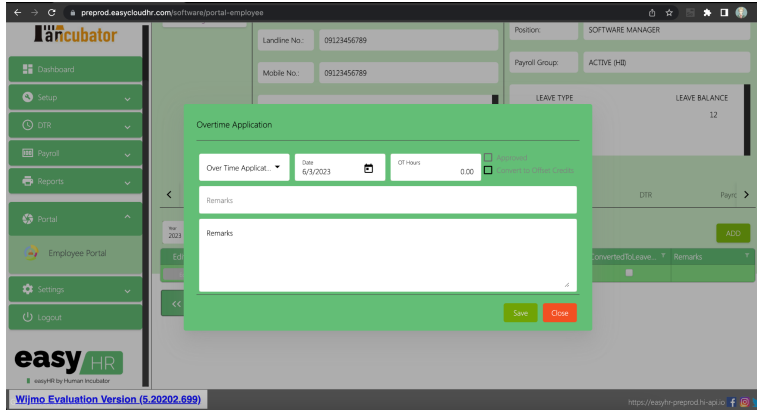
## Employee Portal - Change Shift Application

### Screenshot/Steps

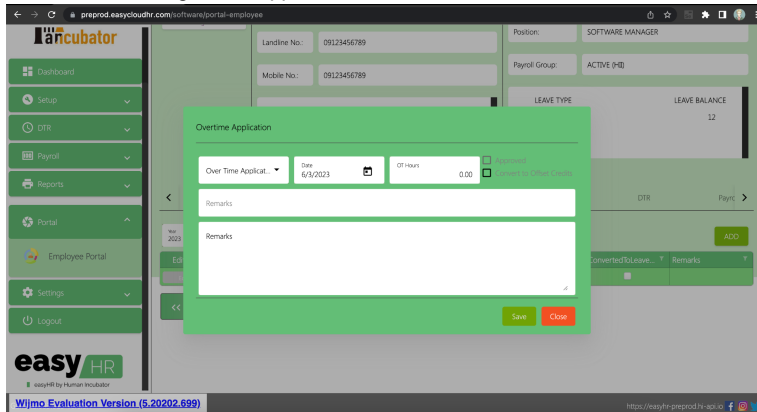
#### 1. Open the Change Shift Application tab



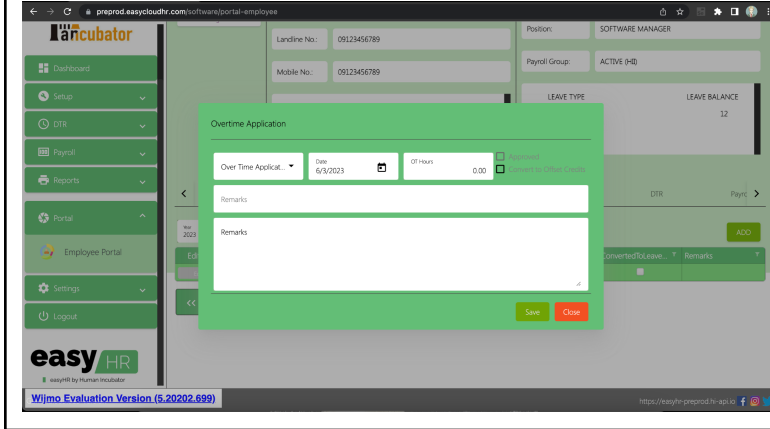
#### 2. Click 'Add' button



#### 3. Select the Change Shift Application number



#### 4. Setup Change Shift Date

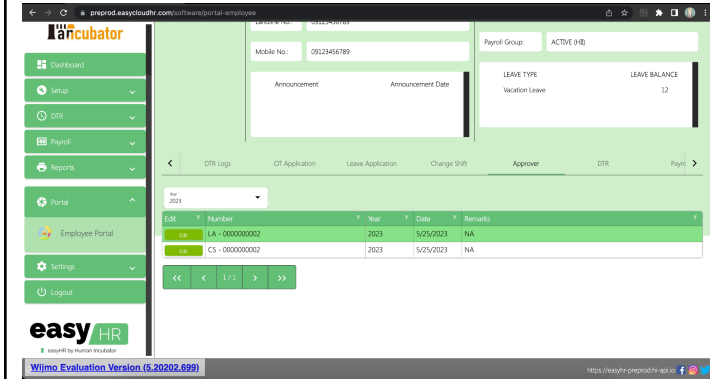


### Employee Portal - Approver

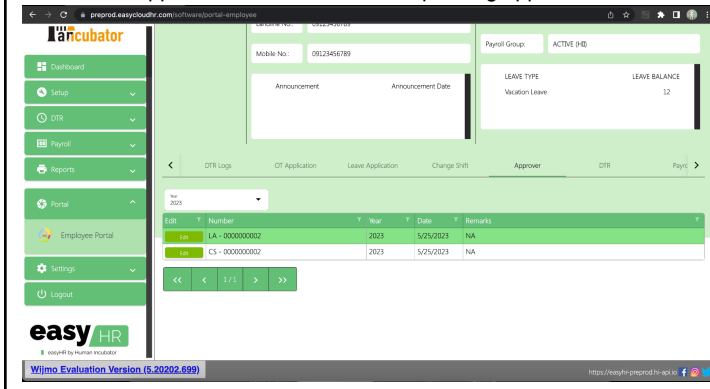
Approve pending Overtime/leave/change shift request

#### Screenshot/Steps

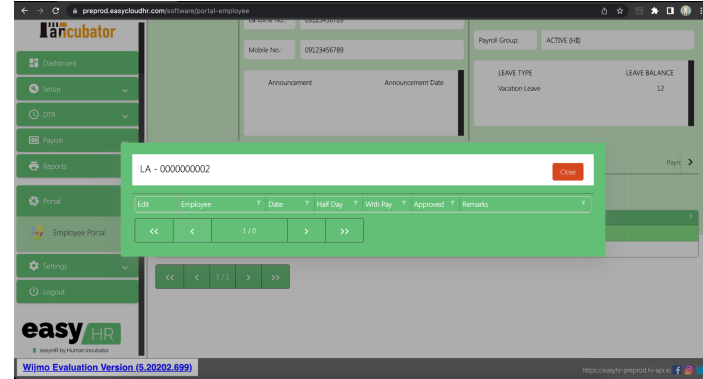
##### 1. Open the Approver tab



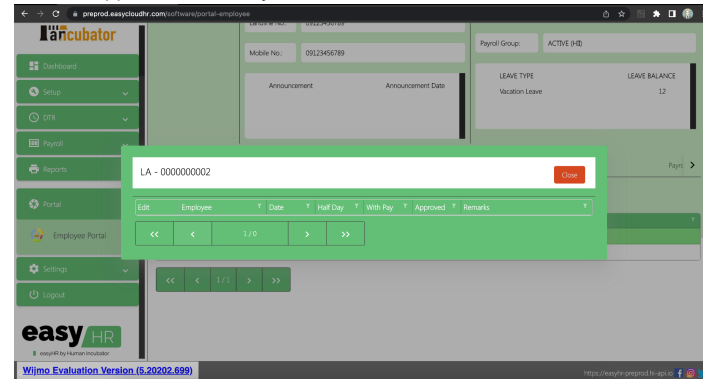
##### 2. Select an application number to see the pending applications



### 3. Open a pending request



### 4. Click 'Approved' or 'Deny' button



## Employee Portal - Payslip Viewing

### Screenshot/Steps

#### 1. Open the Payroll tab

