

Electronic TK Record Filing

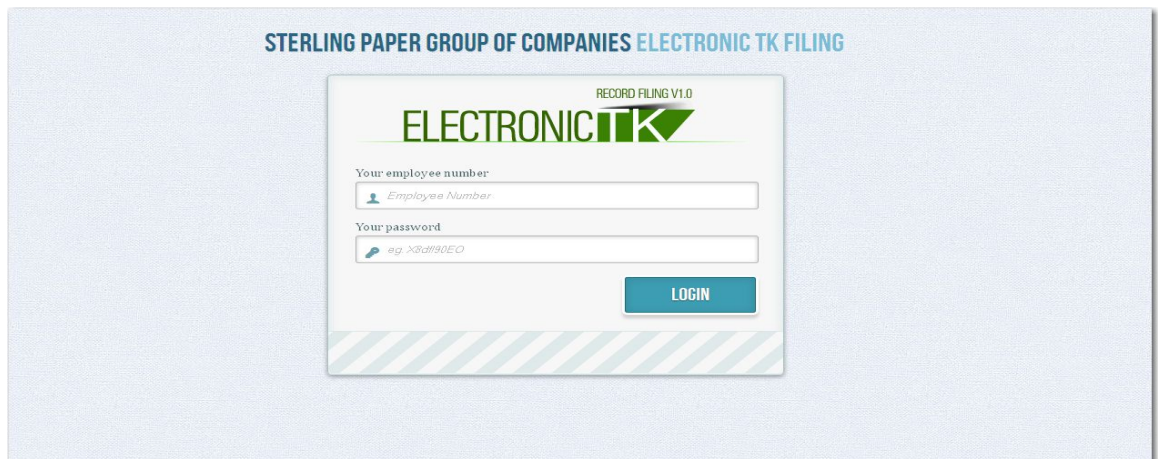
1. Open your Browser (preferably Mozilla Firefox/ Google Chrome)
2. Use the address listed below:

`115.85.30.86/myefiling/index.php`

use the above link when using internet or outside the company premises

`202.2.2.89/myefiling/index.php`

use this link when you are inside the company or using a local network



STERLING PAPER GROUP OF COMPANIES ELECTRONIC TK FILING

RECORD FILING V1.0

ELECTRONIC TK

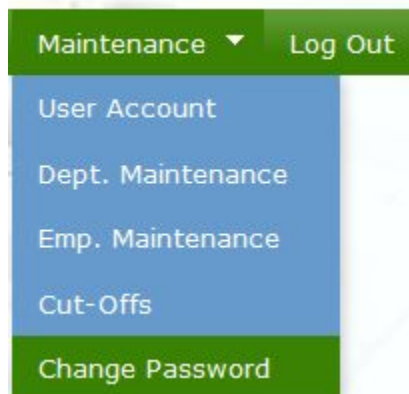
Your employee number

Your password

LOGIN

3. Login:

- When account's password was currently set to **init1234** (*initial password*) the system will directly/automatically link you in the module where you will change your password (*after inputting your username and the initial password in the login page*). Change password module will ask you to input your preferred password.
- When password was updated kindly input your username (*employee number*) and your password in the login page then click **Login** button.



Maintenance ▾ Log Out

User Account

Dept. Maintenance

Emp. Maintenance

Cut-Offs

Change Password

Wishing to change again your password? Simply click **Maintenance** menu (as shown above) and choose change password and type your preferred password then click save. (This is accessible only if you input/login a correct username and password)

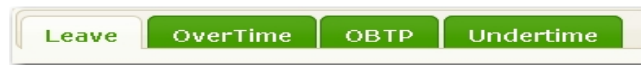
EMPLOYEE ACCESS:

Transaction Entry:

- This module is for checking/filing specific timekeeping transaction (**LEAVE, OVERTIME, OBTP AND UNDERTIME**).



NOTE: Coverage date of the current pay period will display in every transaction. Only Leave Transaction display additional number of days. Use military time in indicating time



Filing Leave:


Transaction Entry...

Leave OverTime OBTP Undertime

Save Submit Refresh

Employee Number: **11001938** Dept. / Sect.: **MIS / ADT**
 Employee Name: **CARRERA, ALEJANDRO JR G.** Assumed SL Rem.: **108.00 HRS** Actual SL Rem.: **108.00 HRS**
 Employee Status: **R - Regular** Assumed VL Rem.: **26.00 HRS** Actual VL Rem.: **35.50 HRS**

Date	Day Code	Original Schedule			Option	Leave Type	HR	Recom.	Approval
		AM IN/OUT	PM IN/OUT						
09/29/2013	D	00:00 00:00	00:00 00:00	<input checked="" type="checkbox"/>	SELECT ENTRY...	SELECT ENTRY...			
09/30/2013	R	08:00 11:30	12:30 18:30	<input checked="" type="checkbox"/>	VACATION LEAVE	WHOLE DAY	9.50		
10/01/2013	R	08:00 11:30	12:30 18:30	<input checked="" type="checkbox"/>	SELECT ENTRY...	SELECT ENTRY...			
10/02/2013	R	08:00 11:30	12:30 18:30	<input checked="" type="checkbox"/>	SELECT ENTRY...	SELECT ENTRY...			
10/03/2013	R	08:00 11:30	12:30 18:30	<input checked="" type="checkbox"/>	SELECT ENTRY...	SELECT ENTRY...			
10/04/2013	R	08:00 11:30	12:30 18:30	<input checked="" type="checkbox"/>	SELECT ENTRY...	SELECT ENTRY...			
10/05/2013	D	08:00 12:00	13:00 16:30	<input checked="" type="checkbox"/>	SELECT ENTRY...	SELECT ENTRY...			
10/06/2013	D	00:00 00:00	00:00 00:00	<input checked="" type="checkbox"/>	SELECT ENTRY...	SELECT ENTRY...			
10/07/2013	R	08:00 11:30	12:30 18:30	<input checked="" type="checkbox"/>	SELECT ENTRY...	SELECT ENTRY...			
10/08/2013	R	08:00 11:30	12:30 18:30	<input checked="" type="checkbox"/>	SELECT ENTRY...	SELECT ENTRY...			
10/09/2013	R	08:00 11:30	12:30 18:30	<input checked="" type="checkbox"/>	SELECT ENTRY...	SELECT ENTRY...			
10/10/2013	R	08:00 11:30	12:30 18:30	<input checked="" type="checkbox"/>	SELECT ENTRY...	SELECT ENTRY...			
10/11/2013	R	08:00 11:30	12:30 18:30	<input checked="" type="checkbox"/>	SELECT ENTRY...	SELECT ENTRY...			
10/12/2013	D	08:00 12:00	13:00 16:30	<input checked="" type="checkbox"/>	SELECT ENTRY...	SELECT ENTRY...			
10/13/2013	D	00:00 00:00	00:00 00:00	<input checked="" type="checkbox"/>	SELECT ENTRY...	SELECT ENTRY...			

1. Click the Add button  placed on the upper right side of the table.
2. Choose the date when you will file your leave.
3. Select a Leave Option.

VACATION LEAVE
 SICK LEAVE
 SOLO PARENTAL LEAVE
 BEREAVEMENT LEAVE
 PATERNITY LEAVE
 SUSPENSION
 OTHERS

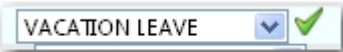
4. Select a Leave Type.

AM HALF DAY
 PM HALF DAY
 WHOLE DAY

5. Choose who's your **Initial, Final Approver, Reliever and Reason.** (Don't include (') apostrophe in inputting your reason and your initial and final approver can be the same.)

Initial Approval: STA MARIA, OLIVER V.
 Final Approval: TAN, ENRICO D.
 Reliever: STA MARIA, OLIVER V.
 Reason: Personal matters

6. After completing all the fields click **SAVE**   and submit your Leave application for initial and final approval.

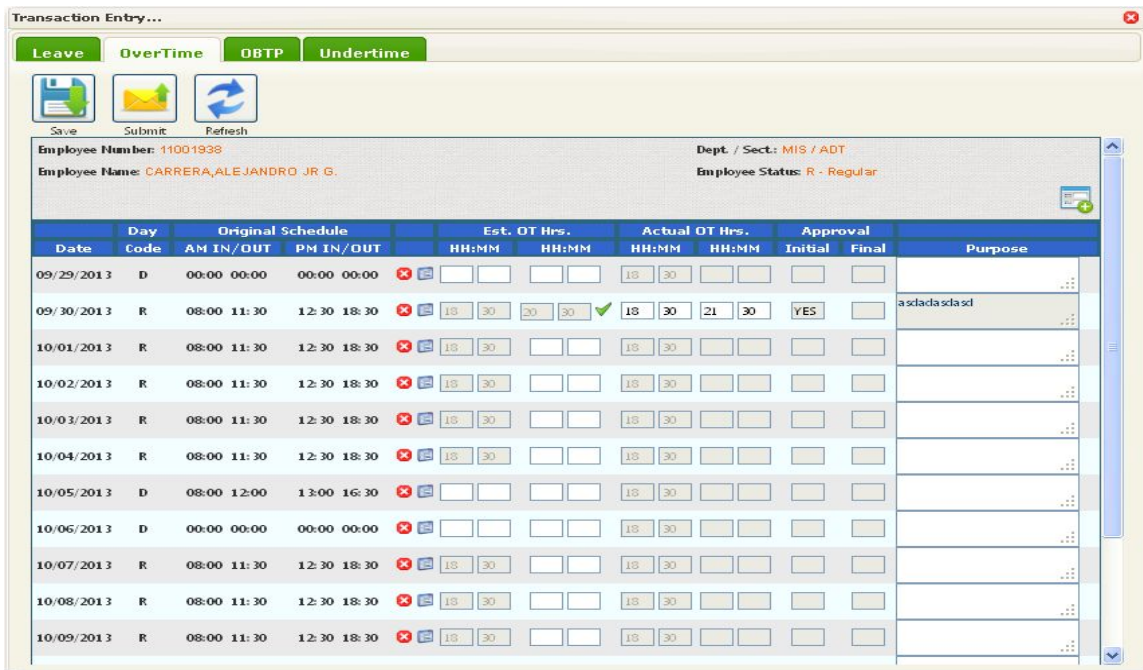
7. A check icon beside the Leave Option  will display. It means that the leave was already sent to your initial approver (incase you select the same initial and final approver the column in recom will automatically display YES)

8. In **recom.** (Recommendation) and **approval** column, YES/NO box will appear. YES means leave was approved while a no means the leave is disapproved.


If in case your leave was already approved and you decided decline the leave you filed, please inform your superior/head to disapprove your leave application. This is necessary for employees to be able to have access again and delete the data.

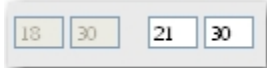
9. You can delete leave by clicking  button (but be sure your final approver did not yet approved the specific leave you wish to delete). Beside this button you can view the status of your leave.

Filing Overtime:



Date	Day Code	Original Schedule		Est. OT Hrs.		Actual OT Hrs.		Approval		Purpose
		AM IN/OUT	PM IN/OUT	HH:MM	HH:MM	HH:MM	HH:MM	Initial	Final	
09/29/2013	D	00:00 00:00	00:00 00:00			18:30				
09/30/2013	R	08:00 11:30	12:30 18:30	18:30	20:30	18:30	21:30	YES		asdadadadad
10/01/2013	R	08:00 11:30	12:30 18:30	18:30		18:30				
10/02/2013	R	08:00 11:30	12:30 18:30	18:30		18:30				
10/03/2013	R	08:00 11:30	12:30 18:30	18:30		18:30				
10/04/2013	R	08:00 11:30	12:30 18:30	18:30		18:30				
10/05/2013	D	08:00 12:00	13:00 16:30			18:30				
10/06/2013	D	00:00 00:00	00:00 00:00			18:30				
10/07/2013	R	08:00 11:30	12:30 18:30	18:30		18:30				
10/08/2013	R	08:00 11:30	12:30 18:30	18:30		18:30				
10/09/2013	R	08:00 11:30	12:30 18:30	18:30		18:30				

1. Click the Add button  placed on the upper right side of the table.
2. Choose the date when you will file your OT.
3. Input your Estimated OT Hours. On regular days, OT starts at 18:30 (6:30Pm). (Use only military time format/24hour format).



Note: OT is computed in multiple of 30 minutes.

Example: time in time out actual OT hrs
 Regular OT: 8:00 20:15 18:30 20:00
 Sat & Sun: 10:01 17:15 10:30 17:00

4. Input OT purpose. (Don't include (‘) apostrophe in inputting your reason and your initial and final approver can be the same.)
5. Choose your initial and final approver. approver (incase you select the same initial and final approver the column in recom will automatically display YES)



Initial Approval: STA MARIA, OLIVER V. [v] *

Final Approval: TAN, ENRICO D. [v] *



6. After completing all the fields, click **save and submit** to finally save your OT.


7. A check icon beside the est. OT hour and actual OT hours textbox



18 30 21 30 ✓

will appear. It means that the data was already send to you initial approver.

8. In the approval column, YES/NO will appear on the box under initial and approval field. This represent if your OT application has been approved/disapproved.

9. You can delete file OT by clicking  button (but be sure your final approver did not yet approved the specific OT you wish to delete) and so as the status of the filed OT can be view beside this button.


Filing Overtime:

Leave OverTime **OBTP** Undertime

Save Submit Refresh

Employee Number: 11001938 Dept. / Sect: MIS / ADT
 Employee Name: CARRERA,ALEJANDRO JR G. Employee Status: R - Regular

Date	Day	Original Schedule		Est. OBTP Hrs.		Actual OBTP Hrs.		Approval		Purpose
		AM IN/OUT	PM IN/OUT	HH:MM	HH:MM	HH:MM	HH:MM	Initial	Final	
10/14/2013	R	08:00 11:30	12:30 18:30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/15/2013	R	08:00 11:30	12:30 18:30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/16/2013	R	08:00 11:30	12:30 18:30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/17/2013	R	08:00 11:30	12:30 18:30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/18/2013	R	08:00 11:30	12:30 18:30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/19/2013	D	08:00 12:00	13:00 16:30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/20/2013	D	00:00 00:00	00:00 00:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/21/2013	R	08:00 11:30	12:30 18:30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/22/2013	R	08:00 11:30	12:30 18:30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

1. Click the Add button  placed on the upper right side of the table.
2. Choose the date when you will file your OT.
3. Input your Estimated OBTP Hours. *(Use only military time format/24hour format).*

4. Input your OBTP purpose.
5. Select your initial and final approver.

Initial Approval: STA MARIA, OLIVER V.
 Final Approval: TAN, ENRICO D.

6. After completing all the fields, click Save and submit your OBTP application for initial and final approval.

7. A check icon beside the est. OBTP hour's textbox will appear. It means that the data is already sent for initial and final approval.

8. On the approval column, YES/NO will appear on the box under initial and approval field. This represents if your OBTP application has been approved/disapproved.

9. You can delete data by clicking button.

How to file an Undertime Application?


In the *home screen* click *transaction entry* click the *Undertime tab* to go to the *UT application* for.

Date	Day Code	Original Schedule		Undertime Hrs.		Approval		Reason
		AM IN/OUT	PM IN/OUT	HH:MM	HH:MM	Initial	Final	
10/14/2013	R	08:00 11:30	12:30 18:30		18 30			
10/15/2013	R	08:00 11:30	12:30 18:30		18 30			
10/16/2013	R	08:00 11:30	12:30 18:30		18 30			
10/17/2013	R	08:00 11:30	12:30 18:30		18 30			
10/18/2013	R	08:00 11:30	12:30 18:30		18 30			
10/19/2013	D	08:00 12:00	13:00 16:30		18 30			
10/20/2013	D	00:00 00:00	00:00 00:00		18 30			


1. Choose a date where you will file your UT application. *(The dates that you will see on your screen are the coverage date of the current pay period)*
2. Input your Estimated UT Hours. Maximum of 2 hours before dismissal *(Use only a military time format/24hour format).*

Example: *time in* *time out* *actual UT hrs*
 08:00 17:15 17:15 18:30


3. Input your UT reason.

4. Click this  button on the upper right corner of your UT form to display the additional entries.

5. After completing all the fields, click  Save and submit your UT application for initial and final approval.

6. A check icon beside the est. UT hour's textbox  will appear. It means that the data was already sent initial and final approval.

7. On the approval column, YES/NO will appear on the box under initial and approval field. This represents if your OBTP application has been approved/disapproved.

8. You can delete data by clicking  button.


How to approve/disapprove an application?

*In the home screen click **TK Inquiry Management** click the **sup. Recommendation** for initial approver and **Head Approval** for final approver sub menu click the right tab to go to the initial/final application form.*



Tr Id	Leave Date	Emp. No.	Emp. Name	Type of leave	Day Type	Reliever	Int. App	Final App
28	09/30/2013	11001938	-CARRERA, ALEJANDRO JR	VACATION LEAVE	WHOLE DAY	STA MARIA, OLIVER		
29	10/15/2013	11001938	-CARRERA, ALEJANDRO JR	VACATION LEAVE	WHOLE DAY	STA MARIA, OLIVER		

1. An email will be sent to notify the initial/final approver that a new leave, OT, OBTP and undertime application is filed by his/her subordinate

2. Upon opening the module click leave details icon  .

3. A new form will appear.

Leave Recommendation

Leave Application for CARRERA, ALEJANDRO JR GARCIA

Leave Details

Date of leave: 09/30/2013
Leave Type: VACATION LEAVE
Day Type: WHOLE DAY
Date Filed: 10/14/2013 02:39 PM
No. of Hours: 9.50000
Reason of leave: Personal Matters
Reliever: STA MARIA, OLIVER VILLAMAR

Approval Details

Recommendation:
Reco. Officer: STA MARIA, OLIVER VILLAMAR
Reco. Date: 00/00/0000 12:00 AM

Approval:
Appr. Officer: TAN, ENRICO DIZON
Appr. Date: 00/00/0000 12:00 AM

Actions

Recommendation: SELECT ENTRY..

Submit

4. Recommendation field select Approved and Disapproved.



5. Press Submit

TK Inquiry Management

1. Move the mouse over to to navigate the sub menus.



2. Click this button to access the Initial Approver module.

Leave (1) OverTime () OBTP Undertime

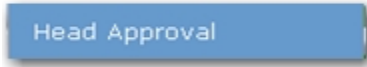
Approved
 Reject
 Refresh

Payperiod: 10/01/2013 - 10/15/2013
 Cut-Off Date: 09/29/2013 - 10/13/2013
 Please Complete all your transaction before **10/13/2013** to avoid timekeeping delay and problems

Tr Id	Leave Date	Emp. No.	Emp. Name	Type of leave	Day Type	Reliever	Int. App	Final App
<input type="checkbox"/>	28 09/30/2013	11001938	-CARRERA, ALEJANDRO JR	VACATION LEAVE	WHOLE DAY	STA MARIA, OLIVER		
<input type="checkbox"/>	29 10/15/2013	11001938	-CARRERA, ALEJANDRO JR	VACATION LEAVE	WHOLE DAY	STA MARIA, OLIVER		

3.

Choose a tab where the initial approver needs to process.



4.

Click this button to access the head / final approver module.

Leave (1) OverTime () OBTP Undertime

Approved
 Reject
 Refresh

Payperiod: 10/01/2013 - 10/15/2013
 Cut-Off Date: 09/29/2013 - 10/13/2013
 Please Complete all your transaction before **10/13/2013** to avoid timekeeping delay and problems

Tr Id	Leave Date	Emp. No.	Emp. Name	Type of leave	Day Type	Reliever	Int. App	Final App
<input type="checkbox"/>	28 09/30/2013	11001938	-CARRERA, ALEJANDRO JR	VACATION LEAVE	WHOLE DAY	STA MARIA, OLIVER		
<input type="checkbox"/>	29 10/15/2013	11001938	-CARRERA, ALEJANDRO JR	VACATION LEAVE	WHOLE DAY	STA MARIA, OLIVER		