

eRecords Module



About the System

The VSU Human Resource Management Information System is an open source web content management system which is customized to fit the functional requirements of the University. The system provides computerized storing and easy retrieving of University documents

The rest of this manual is aimed at helping university users to access the system so as to get the best out of it.

Disclaimer: Accounts from sample screenshots are DUMMY ACCOUNTS. This means, the data from this account is for testing purposes and it does not reflect to the actual data of the user.

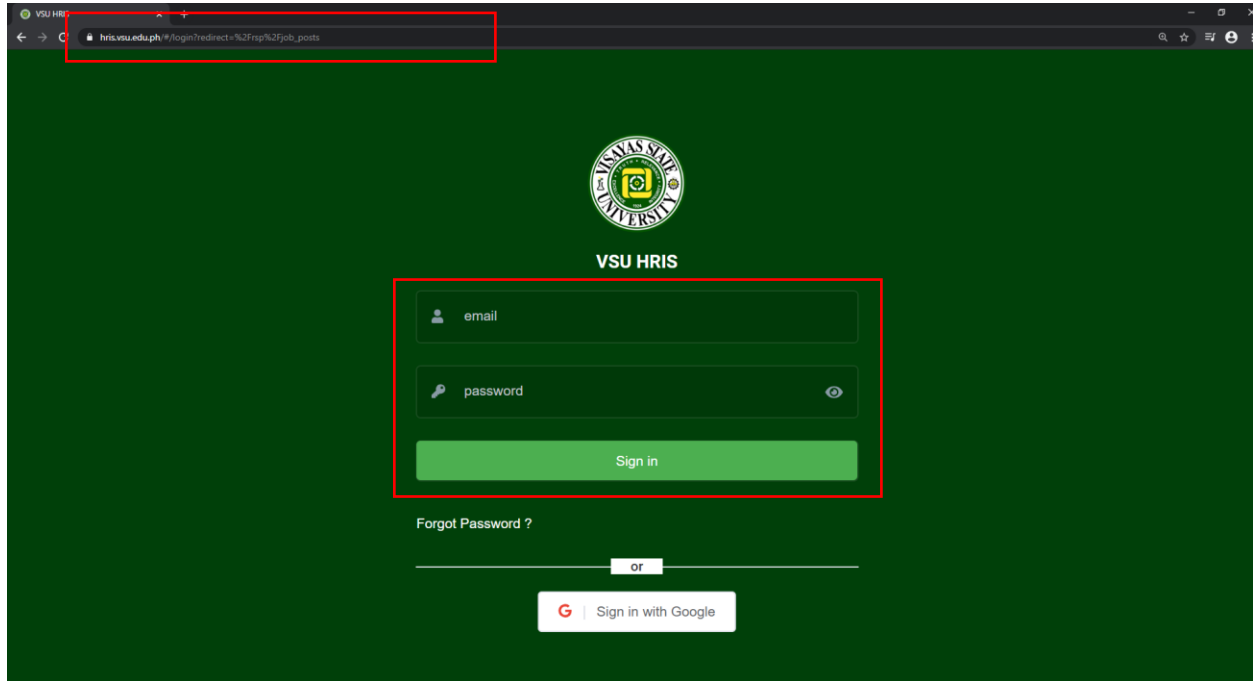
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A. How to access the system

VSU HRIS system can be accessed in any web browsers using the assigned username and password. Any user of the HRIS must register first to the administrators of HRMIS.

The Login Screen



1. On the Desktop, click on Google Chrome, Internet Explorer, Mozilla Firefox or any web browsers available.
2. Enter the HRMIS eRecords URL – <http://records.vsu-ph.net/>
3. Login using the individual HRMIS user account provided by the system administrators.
4. Click on 'Login

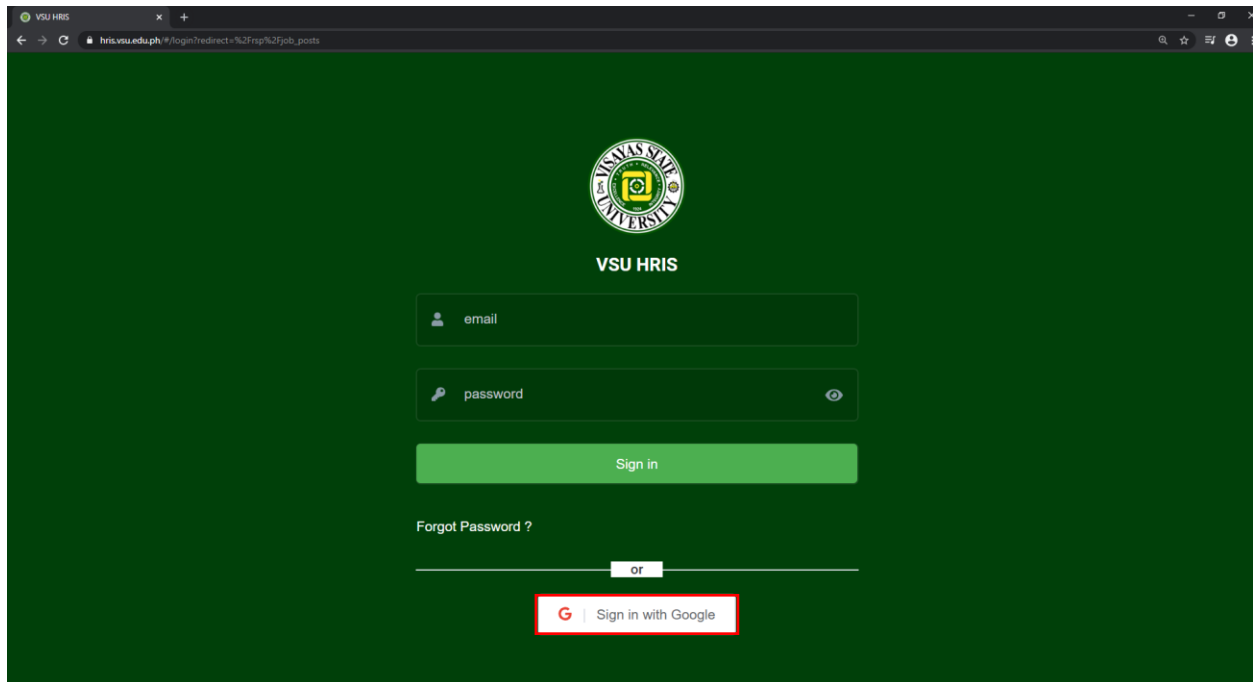
Note:

- ALWAYS log out when you are not using the HRMIS and never leave your PC unattended when you are currently logged-in.
- After you log in into HRMIS for the first time, change your Password.
 - Strong Password: min 8 characters (lower & upper case, numbers, special characters) – example: passWord@123

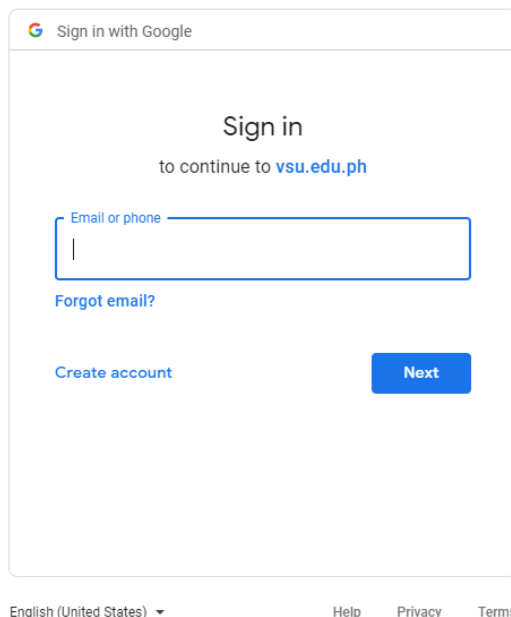
Sign in with Google

This function is available for users with active VSU email accounts. To proceed, please follow these steps:

1. Click Sign in with Google button.

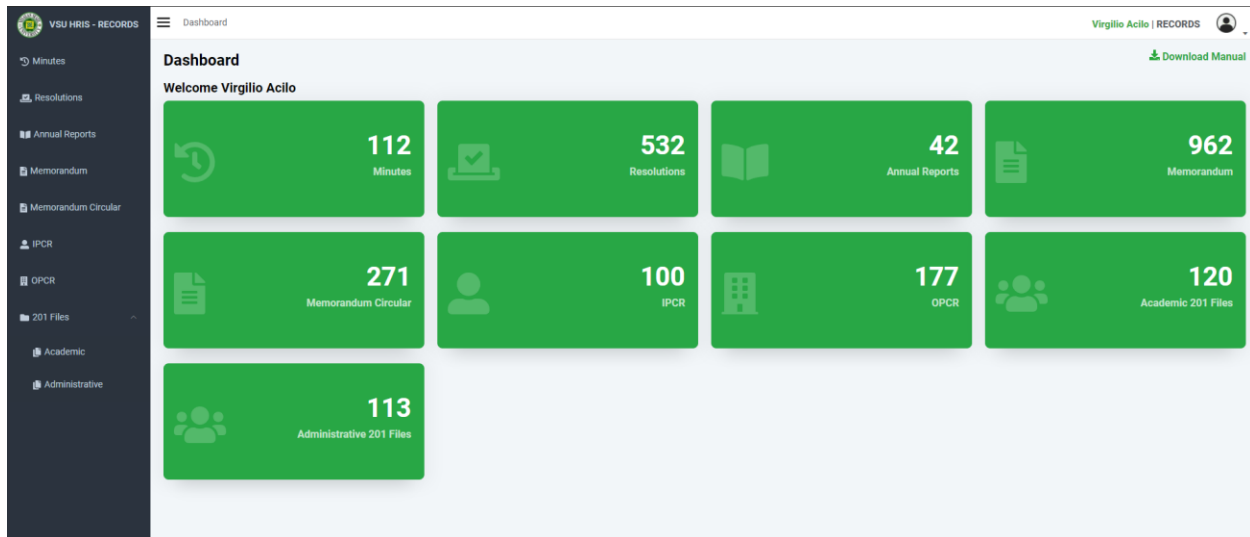


2. The sign in modal will be displayed. Please enter your VSU account and password to log in.



Electronic Records Dashboard

This module will manage and store all the legal, financial, research, and other document of University in a digital format. The system will allow document uploading into the Network Area Storage together with the document information. It will also provide easy search and access of University documents.



Minutes Dashboard

This dashboard contains the list of the uploaded minutes. The user is allowed to add, edit and view the attached minutes of meeting. The following steps are stated below.

The image shows two screenshots of the VSU HRIS - RECORDS Minutes Dashboard. The first screenshot shows the main dashboard with a table of minutes. The second screenshot shows a detailed view of a specific minute entry.

Step 1: Click to view minutes dashboard

Step 2: Click add new minutes

Step 3: Click to pick a year

Step 4: Click to select category

Step 5: Click to input the venue

Step 6: Click to proceed to search results

Step 7: Click to refresh the dashboard

Step 8: Click this dropdown button to view additional information

Step 9: Displayed to identify if there is a file uploaded

Step 10: Click to view the uploaded file

Step 11: Click to edit the minutes information

Minutes	Date	Venue	Operation(s)
Academic Scholarship	December 15, 2020	jojo rabbit 111	File uploaded
Academic Scholarship	December 14, 2020	Visayas State University, Baybay City, Leyte	File uploaded
Academic Scholarship	December 13, 2020	Visayas State University, Baybay City, Leyte	File uploaded
Academic Scholarship	December 12, 2020	Visayas State University, Baybay City, Leyte	File uploaded
Academic Scholarship	December 11, 2020	Visayas State University, Baybay City, Leyte	File uploaded
Academic Scholarship	December 10, 2020	Visayas State University, Baybay City, Leyte	File uploaded
Academic Scholarship	December 09, 2020	Visayas State University, Baybay City, Leyte	File uploaded
Academic Scholarship	December 08, 2020	Visayas State University, Baybay City, Leyte	File uploaded
Academic Scholarship	December 07, 2020	Visayas State University, Baybay City, Leyte	File uploaded
Academic Scholarship	December 06, 2020	Visayas State University, Baybay City, Leyte	File uploaded
Academic Scholarship	December 05, 2020	Visayas State University, Baybay City, Leyte	File uploaded
Academic Scholarship	December 04, 2020	Visayas State University, Baybay City, Leyte	File uploaded

Minutes	Date	Venue	Operation(s)
Academic Scholarship	December 16, 2020	VISAYAS STATE UNIVERSITY 111	No attached file

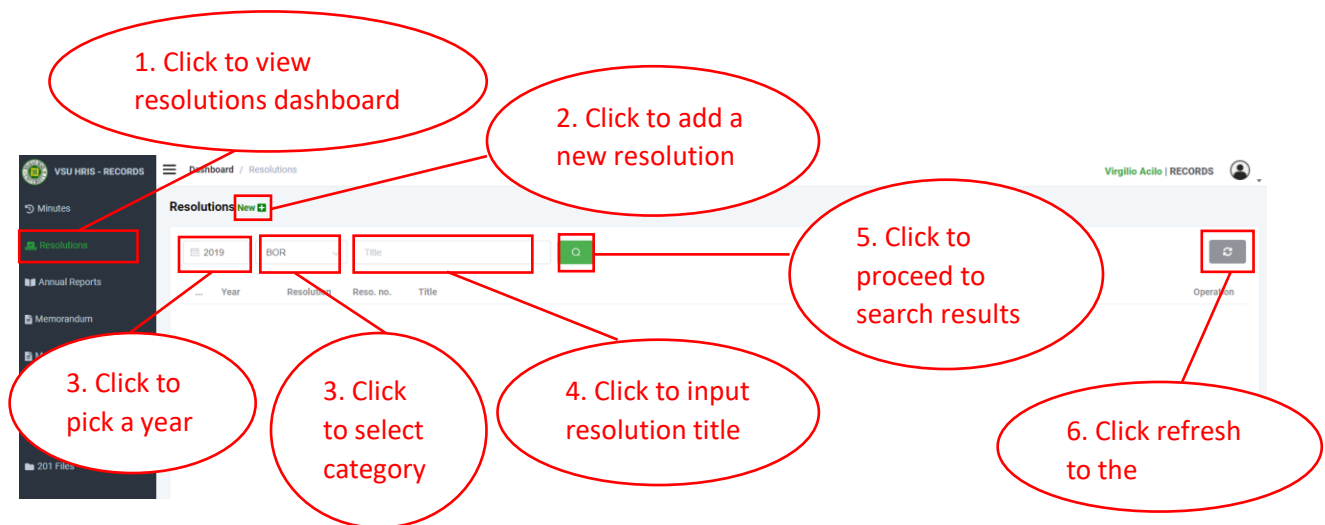
- Save


13. Click to save

[View file](#)

Resolutions


This dashboard contains the list of the uploaded approved resolutions. The user is allowed to add, edit and view files. The following steps are stated below.



- The screenshot below shows the “new resolution” modal (labeled as step to above). Please attach a PDF file that is less than 10 mb.
- Please fill in step number 7 and click the save button () to add/edit a minute of meeting.

New Resolution

Note: Fields has * Is required!

* Resolution Document code Attachment 
Drop file here or [click to upload](#)
PDF file with a size less than 10mb



* Year Revision no.

* Resolution no.

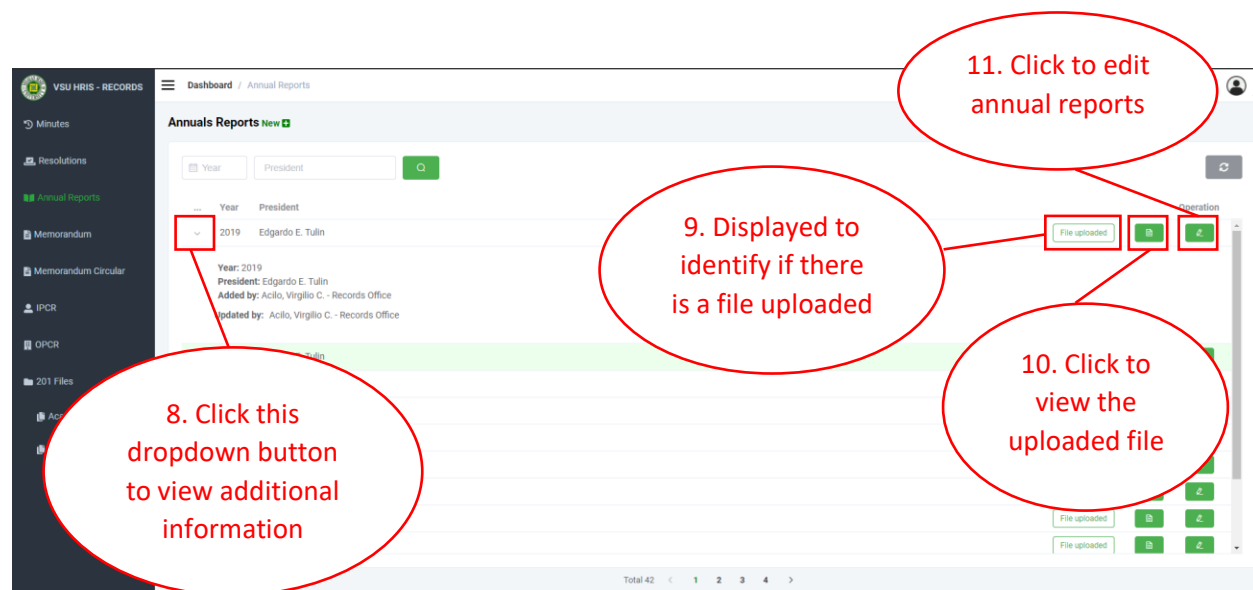
* Title

Minutes

7. Please fill-in with the needed information
Note: Fields that are marked with asterisks (*) are required to be filled.

8. Click to save  

This part of the dashboard shows the copies of the submitted VSU reports. The sample screenshots below shows the step-by-step process on how to view, edit, and add annual reports.



To add a new annual report, please click the icon stated in step number 2 above. Then, follow the steps below.

New Annual Report

Note: Fields has * is required!


*** Year**

Please pick a year

*** President**

Please input president

Attachment



Drop file here or [click to upload](#)

PDF file with a size less than 50mb

Save

Cancel

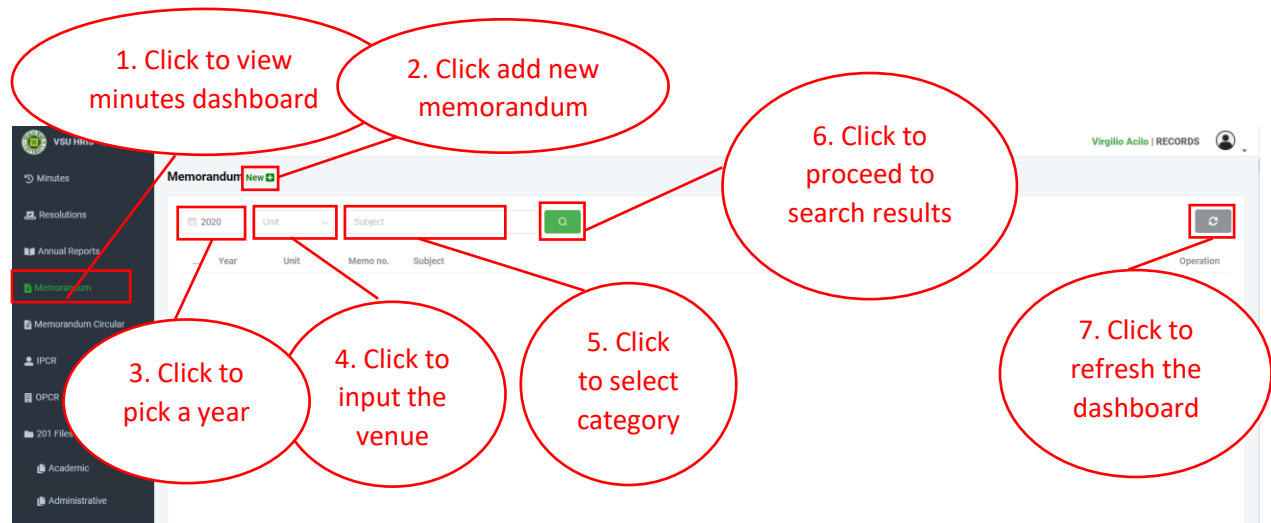
12. Please fill-in with the needed information

Note: Fields that are marked with asterisks () are required to be filled.*

13. Click to save

Memorandum


The copies of all the memorandum from the OP, OVPI, OVPA, OVPAF, OVPPRGEA, and OVPRE are uploaded in this system. The user can search and add new memorandum using this dashboard.



To add a new memorandum, please click the icon stated in number 2 above. Then, follow the steps below.

New Memorandum

Note: Fields has * is required!

* Unit	Document code	Attachment
<input type="text" value="Please select unit"/>	<input type="text" value="Please input document code"/>	<div> Drop file here or click to upload <small>file with a size less than 10mb</small></div>
* Date	Revision no.	
<input type="text" value="Please pick a date"/>	<input type="text" value="Please input revision no."/>	
* Memo no.		
<input type="text" value="Please input memo no."/>		
* Subject		
<input type="text" value="Please input subject"/>		

0/500

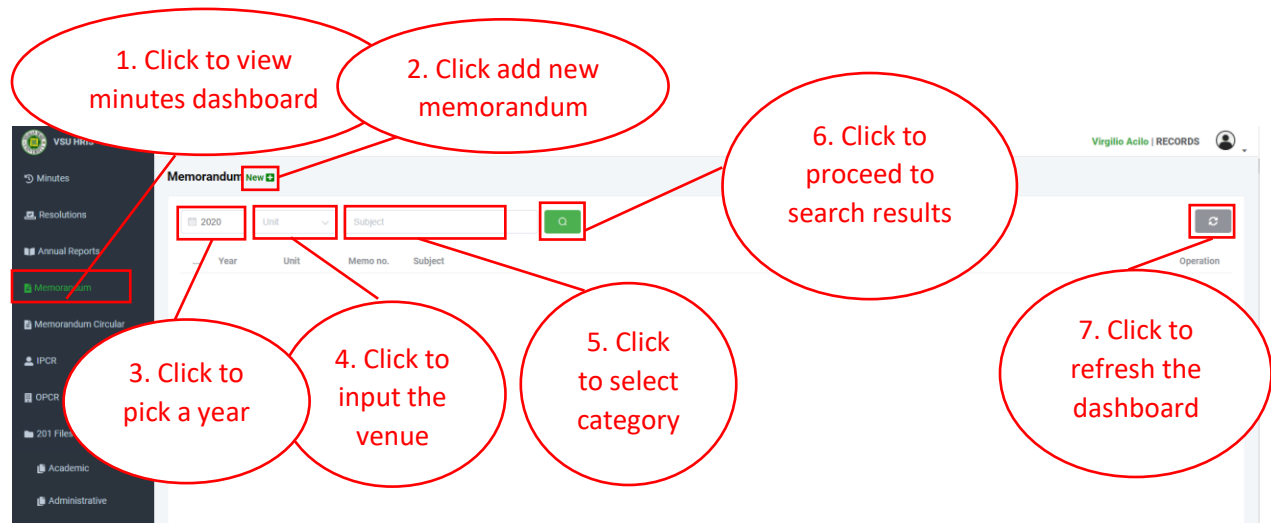
Signatory

8. Please fill-in with the needed information
Note: Fields that are marked with asterisks (*) are required to be filled.

9. Click to save

Memorandum Circular






The copies of all the memorandum circular from the OP, OVPI, OVPA, OVPAF, OVPPRGEA, and OVPRE are uploaded in this system. The user can search and add new memorandum using this dashboard.



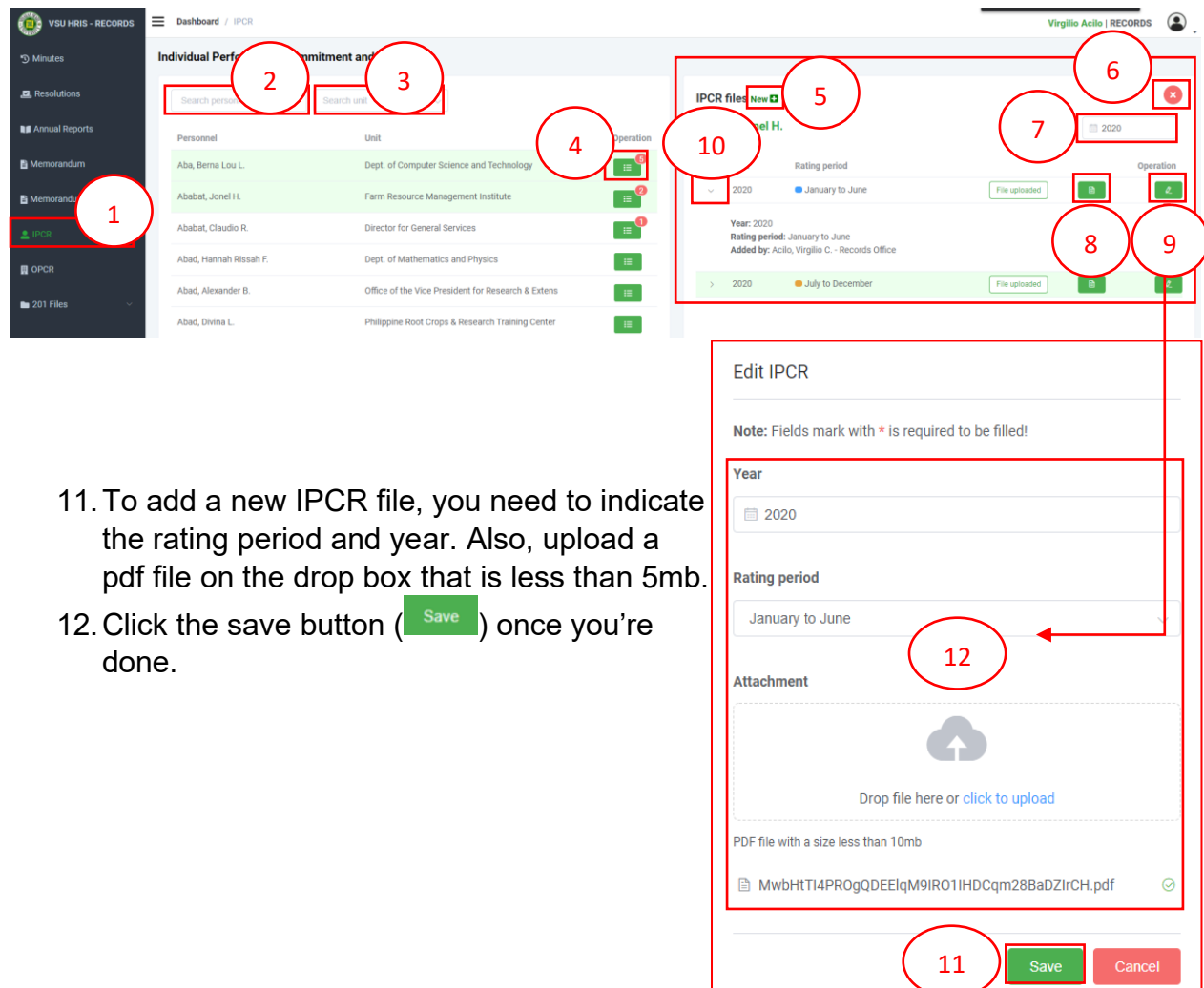
To add a new memorandum, please click the icon stated in number 2 above. Then, follow the steps below.

A screenshot of the 'New Memorandum' form. The form has a title 'New Memorandum' and a note: 'Note: Fields has * is required!'. The form fields are: * Unit (dropdown), Document code (text input), Attachment (upload area), * Date (calendar icon), Revision no. (text input), * Memo no. (text input), * Subject (text input), and Signatory (text input). A red callout box with number 8 points to the form fields, containing the text: '8. Please fill-in with the needed information. Note: Fields that are marked with asterisks (*) are required to be filled.' Another red callout box with number 9 points to the 'Save' button at the bottom right of the form.







Individual Performance Committee and Review

1. Click the IPCR button on the left navigation menu.
2. Click the text box and input personnel's name to search.
3. Click the expanding box and select a department to search.
4. Click this icon to view the details of a personnel.
5. Click this icon () to add a new IPCR file of personnel.
6. Click this icon () to close the details.
7. Click the textbox select a year to filter the search results.
8. Click this icon () to view the uploaded file.
9. Click this icon () to edit a personnel's information.
10. Click the dropdown icon () to view the year, rating period and the person in-charge of adding the file.

Note: Rating period are color coded. January to June is colored as blue while July to December is orange for easier classification.



The screenshot displays the VSU HRIS - RECORDS system interface. The left navigation menu shows the 'IPCR' button highlighted with a red circle (1). The main area shows a search bar with a text box (2) and a dropdown (3). Below the search bar is a table of personnel with columns for Personnel, Unit, and Operation. The 'Operation' column contains icons for viewing details (4), adding a new file (5), closing details (6), selecting a year (7), viewing the uploaded file (8), editing information (9), and a dropdown (10). The detailed view of an IPCR file is shown on the right, with a red box highlighting the 'Edit IPCR' form. The form includes fields for Year (11), Rating period (12), and Attachment. The 'Rating period' field is color-coded (blue for January to June, orange for July to December). The 'Attachment' field shows a file upload icon and a list of uploaded files. The 'Save' button is highlighted with a red circle (11).

Personnel	Unit	Operation
Aba, Berna Lou L.	Dept. of Computer Science and Technology	
Ababat, Jonel H.	Farm Resource Management Institute	
Ababat, Claudio R.	Director for General Services	
Abad, Hannah Rissah F.	Dept. of Mathematics and Physics	
Abad, Alexander B.	Office of the Vice President for Research & Extens	
Abad, Divina L.	Philippine Root Crops & Research Training Center	

Edit IPCR

Note: Fields mark with * is required to be filled!

Year

2020

Rating period

January to June


Attachment

Drop file here or [click to upload](#)






PDF file with a size less than 10mb

MwbHTI4PROgQDEElqM9IRO1IHDCqm28BaDZlrCH.pdf

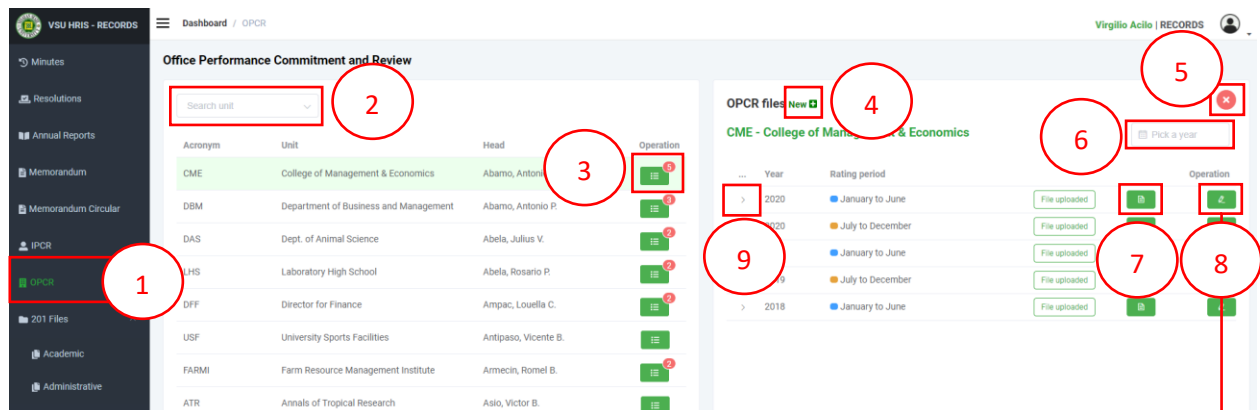
Save **Cancel**


11. To add a new IPCR file, you need to indicate the rating period and year. Also, upload a pdf file on the drop box that is less than 5mb.
12. Click the save button () once you're done.

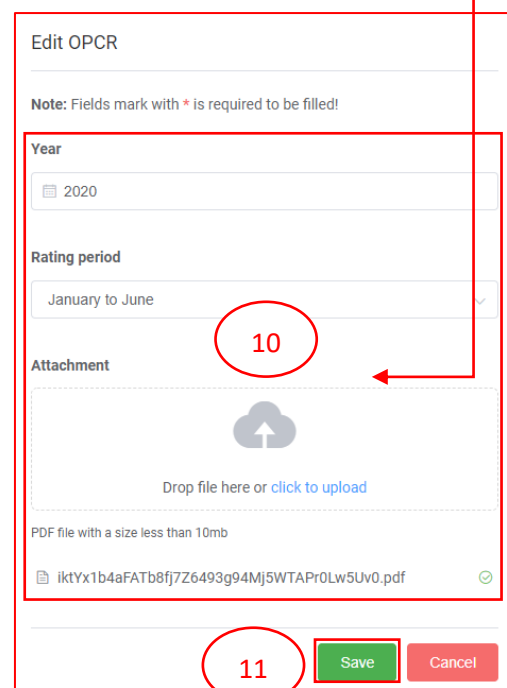
Office Performance Commitment and Review

1. Click the OPCR button on the left navigation menu.
2. Click the expanding box and select a department to search.
3. Click this icon to view the details of a personnel.
4. Click this icon () to add a new OPCR file of personnel.
5. Click this icon () to close the details.
6. Click the textbox select a year to filter the search results.
7. Click this icon () to view the uploaded file.
8. Click this icon () to edit a personnel's information.
9. Click the dropdown icon () to view the year, rating period and the person in-charge of adding the file.

Note: Rating period are color coded. January to June is colored as blue while July to December is orange for easier classification.



10. To add a new IPCR file, you need to indicate the rating period and year. Also, upload a pdf file on the drop box that is less than 5mb.
11. Click the save button () once you're done.



Edit OPCR

Note: Fields mark with * is required to be filled!

Year

2020

Rating period

January to June

Attachment

Drop file here or [click to upload](#)

PDF file with a size less than 10mb

iktYx1b4aFATb8fj7Z6493g94MJ5WTAPr0Lw5Uv0.pdf

11 Save Cancel

201 Files for Faculty

1. Click the 201 Files drop down button on the left navigation menu then click Academic.
2. Click the text box and input personnel's name to search.
3. Click the expanding box and select a department to search.
4. Click this icon to view the details of a personnel.
5. Click this icon (✕) to close the details.
6. Click this icon (👁) to view and/or edit the uploaded file/s.
7. You can view and edit the uploaded files in CSC Form 33 in here.
8. Click this icon (📎) to add a new appointment.
9. Please provide the date created, position and attachment. Upload a pdf file on the drop box that is less than 5mb.
10. Click the save button (Save) once you're done.

VSU HRIS - RECORDS | Dashboard / 201 Files / Academic

Academic

Search personnel (2) Search unit (3)

Personnel	Department	Operation
Aba, Berna Lou L.	Dept. of Computer Science and Technology	👁 (4)
Abad, Hannah Rissah F.	Dept. of Mathematics and Physics	👁 (4)
Abamo, Antonio P.	Department of Business and Management	👁 (4)
Abas, Crisanto L.	Dept. of Mathematics and Physics	👁 (4)
Abela, Julius V.	Dept. of Animal Science	👁 (4)
Abela, Rosario P.	Dept. of Teacher Education	👁 (4)
Aberilla, Jovel M.	Institute of Human Kinetics	👁 (4)
Abit, Ma. Gweneth M.	Dept. of Agronomy	👁 (4)

Academic 201 files
Aberilla, Jovel M.

List

Appointment (CSC Form 33)

Certification of Assumption to duty

Oath of Office

Personal Data Sheet (CSC Form 212)

Position Description Form

Certificate of Eligibilities/licenses

Designation Orders (if applicable)

Statement of Assets, and Liabilities and Net worth

Appointment (CSC Form 33)

...	Date Created	Position	File uploaded	View PDF file	Operation
>	2020-08-11	Instructor I	File uploaded	👁	📎 (7)
>	2020-08-01	Assistant Professor I	File uploaded	👁	📎 (7)
>	2020-07-13		File uploaded	👁	📎 (7)
>	2016-06-01		File uploaded	👁	📎 (7)
>	2016-06-01		File uploaded	👁	📎 (7)

Total 5 < 1 >

New Appointment (CSC Form 33)

Note: Fields mark with * is required to be filled!

* Date Created

Please Select Date

Position

Select

Attachment

Drop file here or click to upload

PDF file with a size less than 5mb

Save Cancel

201 Files for Administrative

1. Click the 201 Files drop down button on the left navigation menu then click Administrative.
2. Click the text box and input personnel's name to search.
3. Click the expanding box and select a department to search.
4. Click this icon to view the details of a personnel.
5. Click this icon (✕) to close the details.
6. Click this icon (👁️) to view and/or edit the uploaded file/s.
7. You can view and edit the uploaded files in CSC Form 33 in here.
8. Click this icon (📎) to add a new appointment.
9. Please provide the date created, position and attachment. Upload a pdf file on the drop box that is less than 5mb.
10. Click the save button (Save) once you're done.

The screenshot displays the VSU HRIS - RECORDS system interface. The left navigation menu shows the '201 Files' dropdown button (1) and the 'Administrative' option (2). The main area shows the 'Administrative 201 files' section for 'Ababat, Jonel H.'. The search bar (2) and the department dropdown (3) are highlighted. The personnel list (4) shows 'Ababat, Jonel H.' with a view icon. The detailed view of the personnel record (5) shows the 'Appointment (CSC Form 33)' section. The 'Appointment (CSC Form 33)' table (7) lists appointments with columns for Date Created, Position, and Operation. The 'New Appointment (CSC Form 33)' form (9) includes fields for Date Created, Position, and Attachment. The 'Attachment' field (8) has a file upload icon. The 'Save' button (10) is at the bottom right of the form.

Appointment (CSC Form 33)

...	Date Created	Position	File uploaded	View PDF file	Operation
>	2020-08-11	Instructor I	File uploaded	📄	📎
>	2020-08-01	Assistant Professor I	File uploaded	📄	📎
>	2020-07-13		File uploaded	📄	📎
>	2016-06-01		File uploaded	📄	📎
>	2016-06-01		File uploaded	📄	📎

Total 5 < 1 >

New Appointment (CSC Form 33)

Note: Fields mark with * is required to be filled!

* Date Created
Please Select Date

Position
Select



Attachment
Drop file here or click to upload

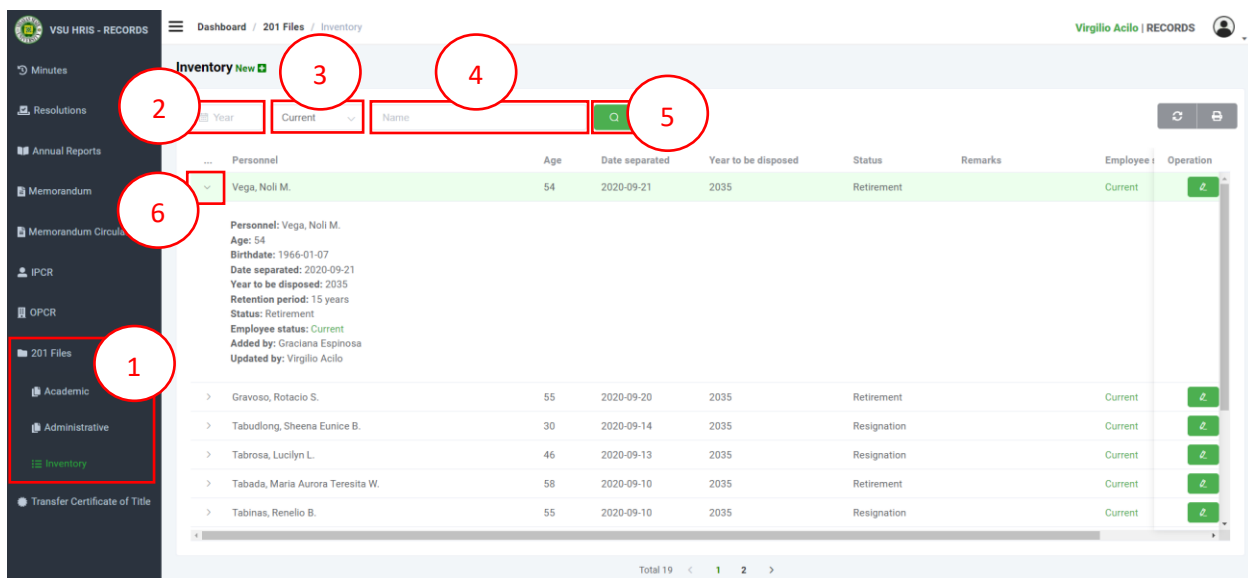
PDF file with a size less than 5mb

Save Cancel

Inventory

This part of the system contains the inventory information of the current and non-current workers of the University. The system automatically disposes a non-current personnel's information after 15 years of retention period.



1. Click the 201 Files drop down button on the left navigation menu then click Inventory.
2. Click the year drop box to select a year.
3. Click the drop box next to year to select either current or non-current personnel.
4. Click the textbox and type a name. The system will show name suggestion/s below, please click the name.
5. Click the search icon () to proceed.
6. Click the drop-down icon () to view personnel's information.



The screenshot displays the VSU HRIS - RECORDS system interface. The left navigation menu shows the '201 Files' dropdown (1) and the 'Inventory' option (6). The top header indicates the user is 'Virgilio Acilo | RECORDS'. The main content area shows the 'Inventory New' form with fields for 'Year' (2), 'Current' (3), and 'Name' (4). A search icon (5) is located next to the Name field. Below the form, a table lists personnel records with columns: Personnel, Age, Date separated, Year to be disposed, Status, Remarks, Employee, and Operation. The first record is for 'Vega, Noli M.' with details: Age: 54, Birthdate: 1966-01-07, Date separated: 2020-09-21, Year to be disposed: 2035, Status: Retirement, Employee status: Current, Added by: Graciana Espinosa, Updated by: Virgilio Acilo. The table also shows records for 'Gravoso, Rotacio S.', 'Tabudlong, Sheena Eunice B.', 'Tabrosa, Lucilyn L.', 'Tabada, Maria Aurora Teresita W.', and 'Tabinas, Renelio B.'.

Personnel	Age	Date separated	Year to be disposed	Status	Remarks	Employee	Operation
Vega, Noli M. Personnel: Vega, Noli M. Age: 54 Birthdate: 1966-01-07 Date separated: 2020-09-21 Year to be disposed: 2035 Retention period: 15 years Status: Retirement Employee status: Current Added by: Graciana Espinosa Updated by: Virgilio Acilo	54	2020-09-21	2035	Retirement		Current	2
Gravoso, Rotacio S.	55	2020-09-20	2035	Retirement		Current	2
Tabudlong, Sheena Eunice B.	30	2020-09-14	2035	Resignation		Current	2
Tabrosa, Lucilyn L.	46	2020-09-13	2035	Resignation		Current	2
Tabada, Maria Aurora Teresita W.	58	2020-09-10	2035	Retirement		Current	2
Tabinas, Renelio B.	55	2020-09-10	2035	Resignation		Current	2

Edit/Add Inventory

1. To edit/add inventory click either one of these icons: for editing () , and for adding (). Then, click textbox below personnel and type the name.
2. If the person was not found on the list, please click the drop-down icon then, provide the name and birthdate.
3. Select the date separated using the system calendar.
4. Year to disposed is automatically be rendered by the system by means of 15 years retention period.
5. Click the drop-down button to select either of the following employment status: resignation, retirement, transfer, or others.
6. Input remarks inside the textbox.
7. Click the button to choose between current (green) and non-current (red).
8. Click save once you're done.

Edit Inventory

Note: Fields mark with * is required to be filled!

Personnel <div>Not assign yet</div>	* Date separated <div>2020-09-21</div>
Not found personnel ? <div>Old Personnel Vega, Noli M. 13/70</div> <div>Birthdate 1966-01-07</div>	Year to disposed <div>2035 - Retained</div> * Status <div>Retirement</div> Remarks <div>Please input remarks 0/30</div>
<div>Non-Current <input checked="" type="checkbox"/> Current</div>	
<div>8 <div>Save</div> <div>Cancel</div></div>	

Transfer Certificate of Title

1. Click the Transfer Certificate of Title on the left navigation menu.
2. To search for personnel, please input the registered number in the textbox.
3. To add new transfer certificate of title, click this icon: **New +**.
4. Input the registered number on the modal and attach file.
5. Click save.
6. To edit, click the edit icon (✎).
7. Edit the registered number on the modal and attach file.
8. Click save once you're done.

The screenshot shows the VSU HRIS - RECORDS interface. The sidebar on the left contains navigation options: Minutes, Resolutions, Annual Reports, Memorandum, Memorandum Circular, IPCR, OPCR, 201 Files, Academic, Administrative, Inventory, and Transfer Certificate of Title (highlighted with a red circle 1). The main content area displays a table of records with columns for Registered number, Operation, and a green edit icon (✎, highlighted with a red circle 6). A search bar is located above the table, and a 'New +' icon is highlighted with a red circle 3. Below the table, two modal windows are shown: 'New Transfer Certificate of Title' and 'Edit Transfer Certificate of Title'. Both modals have a 'Note: Fields mark with * is required to be filled!' and a '* Registered number' field. The 'New' modal has a 'Please input registered number' placeholder (highlighted with a red circle 4) and a 'Save' button (highlighted with a red circle 5). The 'Edit' modal has a 'T-5614 (LOT # 7378)' value (highlighted with a red circle 7) and a 'Save' button (highlighted with a red circle 8). Both modals also feature an 'Attachment' section with a cloud upload icon and a 'Drop file here or click to upload' prompt, with a note 'PDF file with a size less than 10mb'.