LOA/DOA System Walkthrough for BEU Academic Coordinators

Authentication

- 1. Visit https://usls-hrds.com
- 2. Enter Username
- 3. Enter Password
- 4. Click Sign-in Button
- **Note:** Contact HRDS for assistance in resetting your password.

1	RDS Employee Assignment Management System Rese sign-in to your account and continue to the dashboard. Usename Reseword Reseword Reseword
3 —	New in this application? Open User's Manual

Ariel G. Brov Salle Deportment Ch	I K HRDS Employee Assignment Management System		Monday - June 19, 2024 [→
	List of Employee		Filtors
Courses	Show 10 entries		Search:
HEU ENDORSEMENTS	Employee Name 0	Cluster 💲 Employee Status	Currently Employed
🖬 All 💿	ABACARO, ROWENA DE LA TORRE	LICEO (BEU) Full-Time Permane	nt Yes
Pending	ABALAJON, MIRA DELLOMES	LICEO (BEU) Full-Time Permane	nt Yes
	ABALONA, MARICEL DIEZ	College (HEU) Full-Time Permane	nt Yes
Accepted	ABELLA, GERALDINE YOCSON	College (HEU) Full-Time Permane	nt Yes
Archived O	ABLANQUE, APPLE KATE RIO	IS (BEU) Full-Time Permane	nt Yes
	ACERO, JOHNNIL FATIMA BASA	College (HEU) Full-Time Permane	nt Yes
	ACUÑA, ERNIE ORTIZO	IS (BEU) Full-Time Permane	nt Yes
	AFRICA, BRYAN VILDA	IS (BEU) Full-Time Permane	nt Yes
	AGUILAR, VIRGILIO REGALADO	College (HEU) Full-Time Permane	nt Yes
	AGUILAR JR, GEORGE THADDEUS LACSON	College (HEU) Full-Time Permane	nt Yes
	Showing 1 to 10 of 639 entries (filtered from 658 total entrie	s) Previous 1 2	3 4 5 64 Next

Browsing Employee

- 1. From the sidebar, click on Employees
- 2. Search the employee using the search input field

Verifying Employee Information

- 1. Click the name of the selected employee (colored in green) to view actions
- Check wether employee information in the table is correct. If any information is incorrect, click on Edit button to change it. Note: If all information is correct, click on View Employee Data button to start encoding of employee LOA/DOA entries.



Lat Ariel G. Bro Selle Department C	av Age	K HRDS Employee Assignment M	tanagement System	Monday - June 19, 2024 [→
		List of Employ	ee	Filtors
😭 Courses		Update Record		×
요. Employees		Cluster*	Employee Status *	Search: Abella
		College	(HEU) Full-Time Permanent	Currently Employed
All	0	Currently Employed *		Yes
Pending	0	Yes		
Accepted	0			Yes
Archived	0	S	ave Changes	Yes
		Showing I to 3 of 3 entries (filtered fr	om 658 total entries)	Previous 1 Next

Modifying Employee Information

Note: Once Edit button is clicked, the employee information modal will appear.1. Modify the necessary information and click on Save button to save the changes

LOA/DOA Entries Encoding Module

Note: Once **View Employee Data** button from the previous step is clicked, the system will redirect you to the encoding module.

There are two menu sets that will be used for BEU.

The first menu (4th from the top) is for Integrated School Cluster and the second menu (5th from the top) is for LICEO Cluster.

Note: It is necessary to fill-in the modules from top to bottom.

Administrator	>1 HRDS Employee Assignment Management System Monday - June 19, 2024 [-]	
INTEGRATED SCHOOL Basic Data (IS) Basic Load (IS) Special Assignment (IS)	Employee Assignment and Loading Information Select on Item on the left sidebor to view respective information. For I.S.	
LICEO Basic Data (LICEO) Basic Load (LICEO) Special Assignment (LICEO)	For LICEO	
EMPLOYEE DATA Education Eligibility Industry Experiences		



Basic Data Encoding (Update)

Note: Once Edit button is clicked, the basic data modal will appear.

1. Modify the necessary information and click on **Save** button to save the changes



Administrator	> HRDS Employee Assignment Management System	Monday - June 19, 2024 🕒
INTEGRATED SCHOOL Basic Data (IS) Basic Load (IS)	Basic Load (IS) ← ABACARO, ROWENA DE LA TORRE	Filters + New Basic Load (5)
Special Assignment (IS)	1 show 10 entries	Search:
LICEO	School Year ⁽ Subject No	 Section Remarks data available in table
Basic Load (LICEO) Special Assignment	Showing 0 to 0 of 0 entries	Previous Next
(UCEO)		
EMPLOYEE DATA		
Luuuuu		

Basic Load IS

Note: Basic Load includes all the information regarding the teaching assignments of the employee.

- 1. From the sidebar click on **Basic Load IS**. (Basic Load LICEO if the employee is for LICEO department)
- 2. Click on School Year/Academic Period (green font) to open the actions menu
- Click on Edit button to modify the basic data.

Note:

Additionally, You may add basic load by clicking on **New Basic Load (IS/LICEO)** button.

Basic Load IS (Update)

Note: Once Edit button is clicked, the employee basic load modal will appear.

1. Modify the necessary information and click on **Save** button to save the changes





Special Assignments Encoding

Note: Special Assignments includes all the information regarding the non-teaching assignments of the employee.

- 1. From the sidebar click on **Special Assignment IS**. (Special Assignment LICEO if the employee is for LICEO department)
- 2. Click on **New Special Assignment** (**IS/LICEO**) button to add new special assignments.

Note: To modify assignment entries:

- 3. Click on School Year/Academic Period (green font) to open the actions menu
- 4. Click on Edit button to modify the special assignment entries.

Basic Load IS

Note: Once Add/Edit button is clicked, the employee special assignments modal will appear.

1. Update the necessary information and click on **Save** button to save the changes

Note: Make sure to select the appropriate assignment category.

The moment that the desired assignment category is not the list, contact HRDS immediately and provide them the correct information about the assignment (Additional Load, Honorarium, and Divisor)

