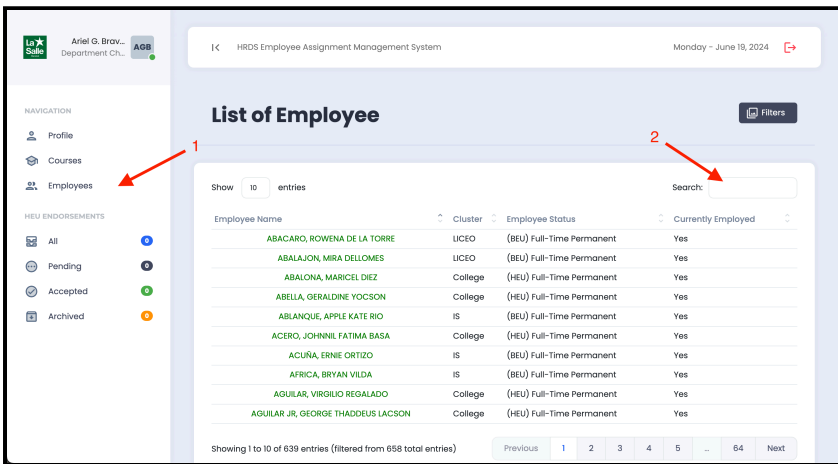
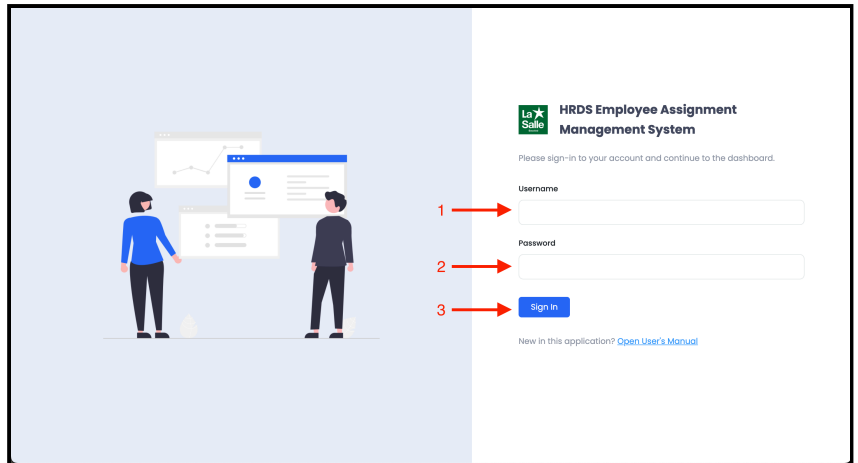


# LOA/DOA System Walkthrough for Department Chairs

## Authentication

1. Visit <https://usis-hrds.com>
2. Enter Username
3. Enter Password
4. Click Sign-in Button

**Note:** Contact HRDS for assistance in resetting your password.

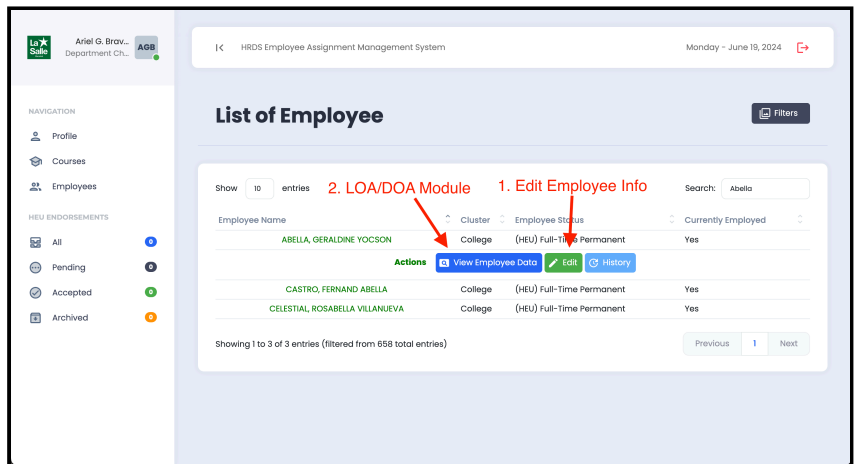


## Browsing Employee

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

## Verifying Employee Information

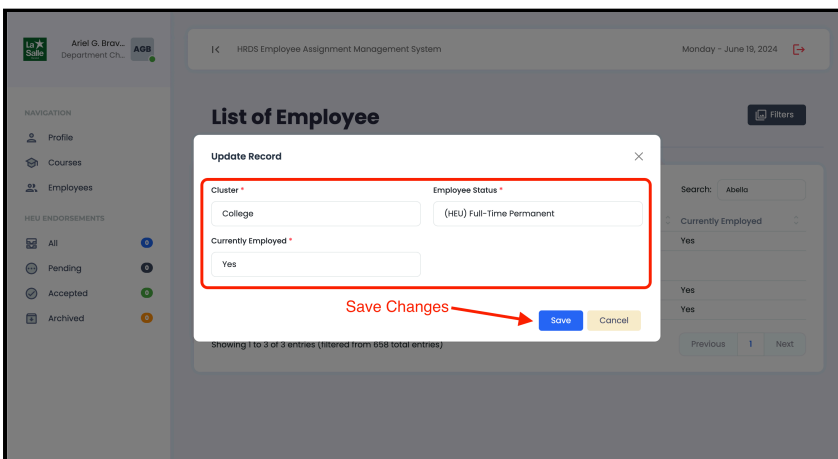
1. Click the name of the selected employee (colored in green) to view actions
  2. Check whether employee information in the table is correct. If any information is incorrect, click on **Edit** button to change it.
- Note:** If all information is correct, click on **View Employee Data** button to start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



## 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



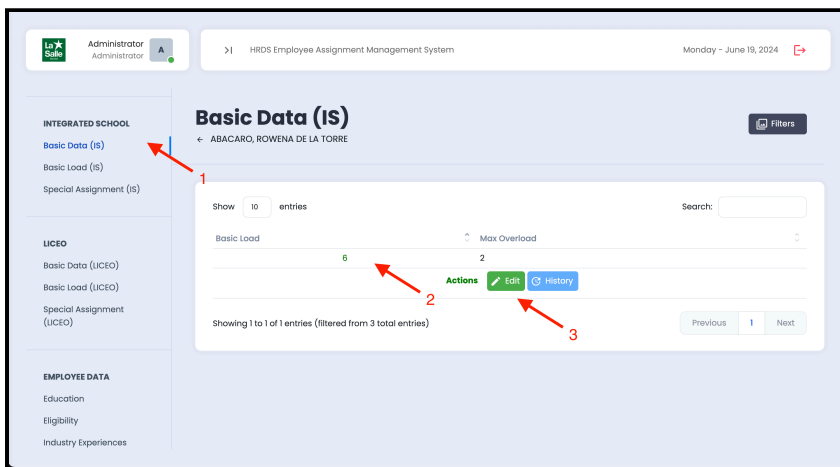
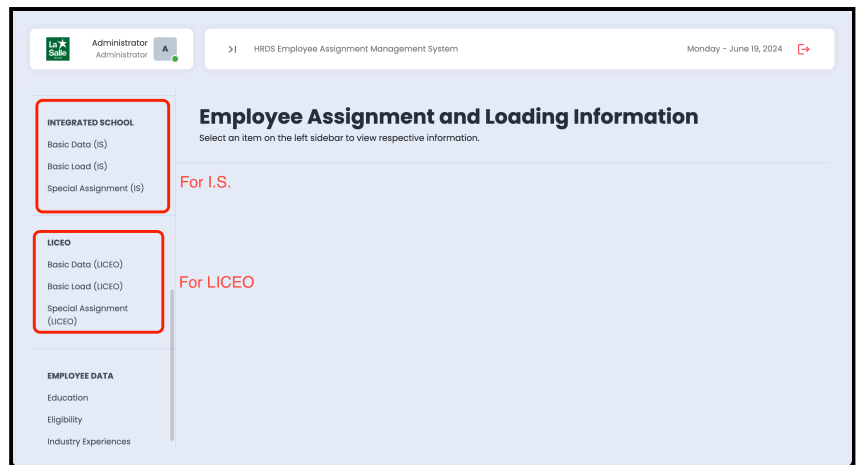
## LOA/DOA Entries Encoding Module

**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.



## Basic Data Encoding

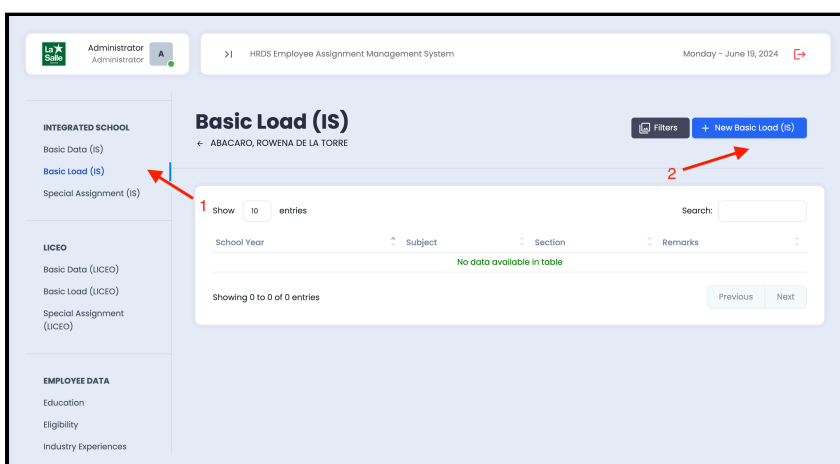
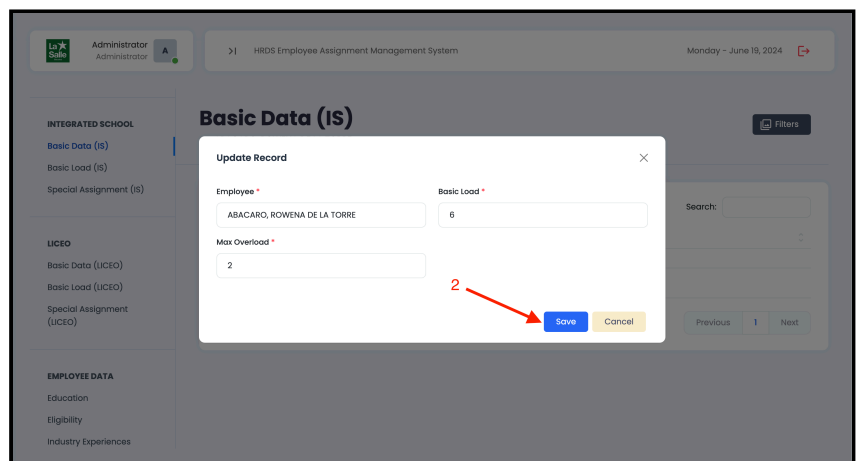
**Note:** Basic Data Includes the built-in load and maximum overload.

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

## 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



## 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
3. Click on Edit button to modify the basic data.

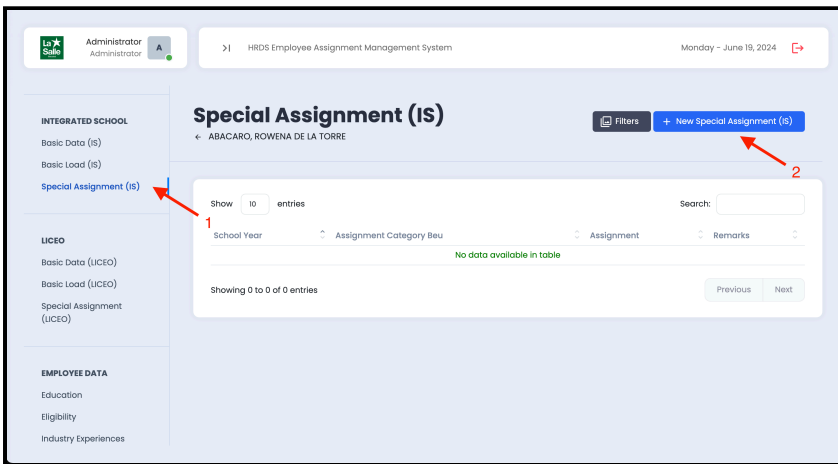
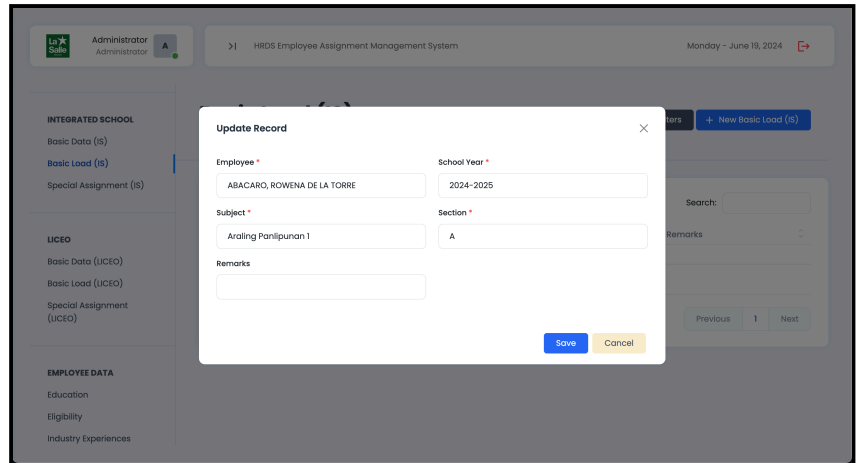
**Note:**

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)

