



USER MANUAL

FOR UPDATES

Mary Grace
HRMS



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INTRODUCTION

Mary Grace Foods, Inc. employs an HRMS system to manage employee information and track their work-related activities. This comprehensive tool streamlines important processes, such as generating documents for overtime, OBP, concerns, leave, working day off, and change of schedule. Managers can easily approve or disapprove requests, ensuring that employees' needs and concerns are addressed in a timely manner.

To access the website of HRMS

Step 1: Open your browser, like Google Chrome or Safari. Enter the above URL in your browser. type www.mgios.site to access the *HRMS*.



> you will be taken to the Login Form after entering the website.

LOGIN PAGE

Step 2: Input your Employee No.

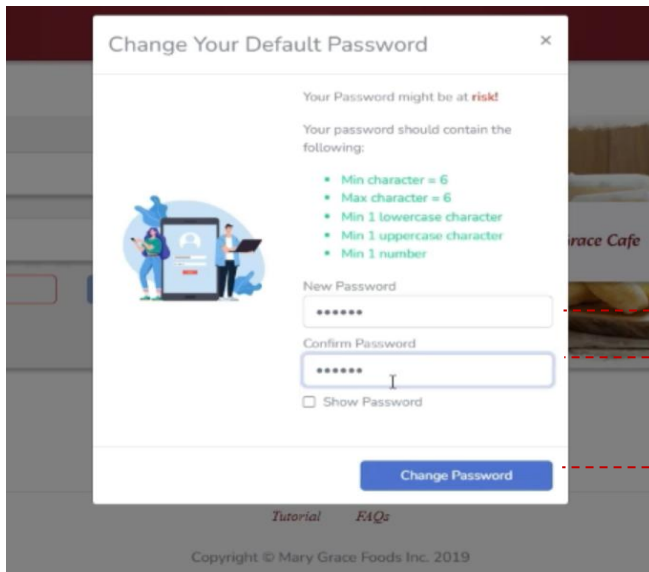
Step 3: Input your Password

Step 4: Click the Validate Button

> After you click the validate button you will go into the Change Default password

NOTE: If theres any changes to your employee no. and password, just click the “Clear” button to change.

CHANGE YOUR DEFAULT PASSWORD

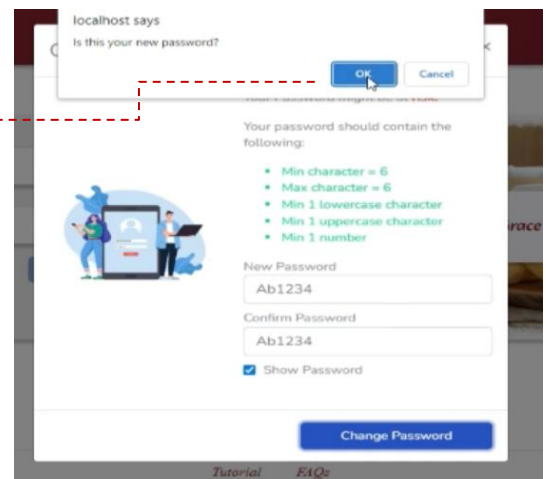


Step 1: Input your New Password

Step 2: Confirm Password

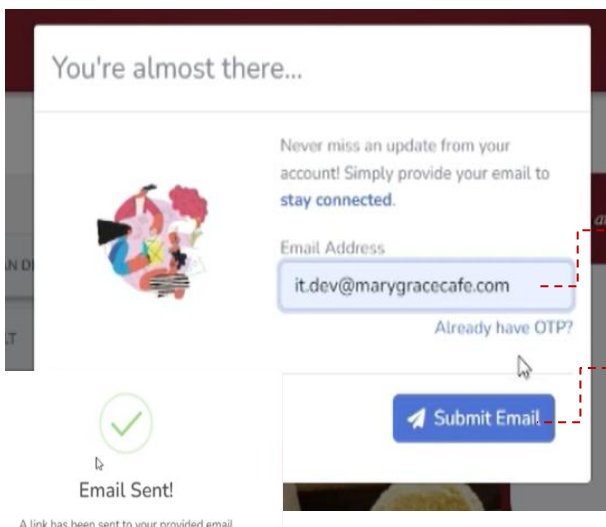
Step 3: Click the Change Password button

Step 4: In the alert message box, Just Click "OK" to submit



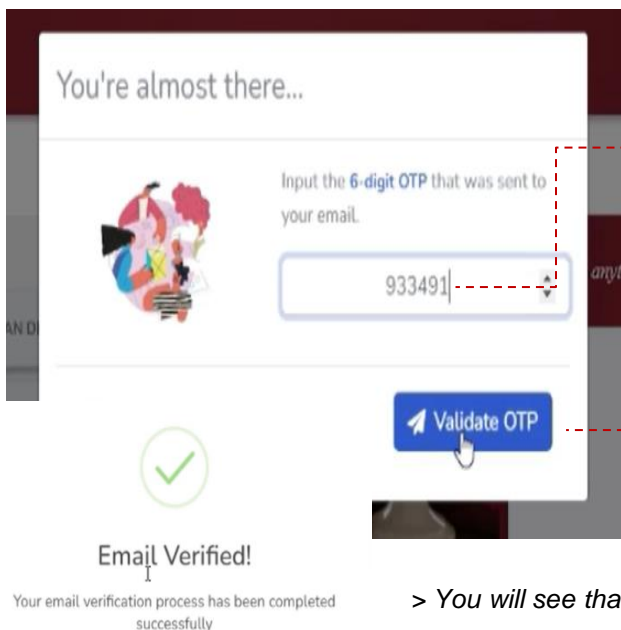
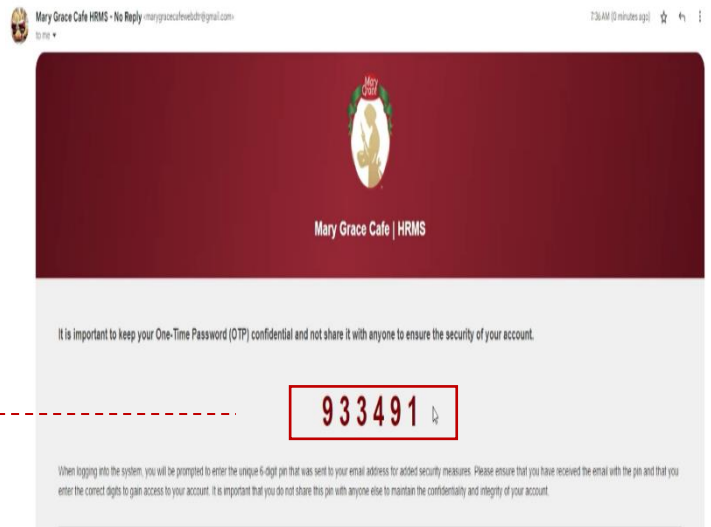
Step 5: For verification just give your email account

Step 6: Click Submit Email Button



> In the email box you will see you're your email has been sent to your provided email

Step 7: Go to your provided email account and get your OTP.



Step 8: Input your 6 Digit- OTP that was sent to your email account

Step 9: Click the validate OTP button to submit

> You will see that your email verification has been completed successfully

NOTE: After the employee finishes those steps, he/she is now verified to access the Filing and viewing of DTR. This step is one-time only to force the employee to change their default password and input their email address.

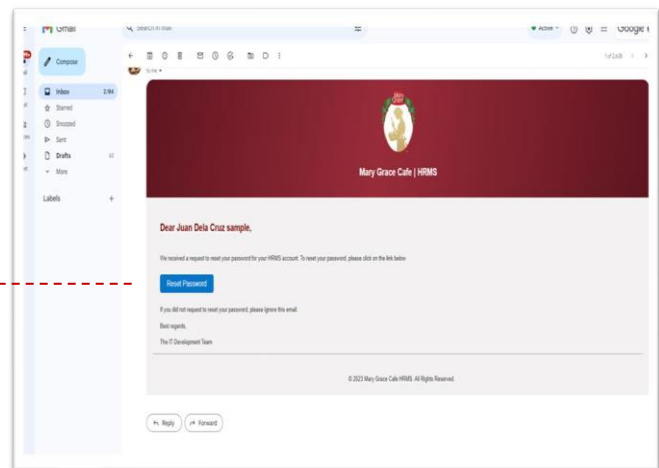
FOR FORGOT PASSWORD

Step 1: Click the Forgot Password Button

Step 2: You should Input their registered email address in the system

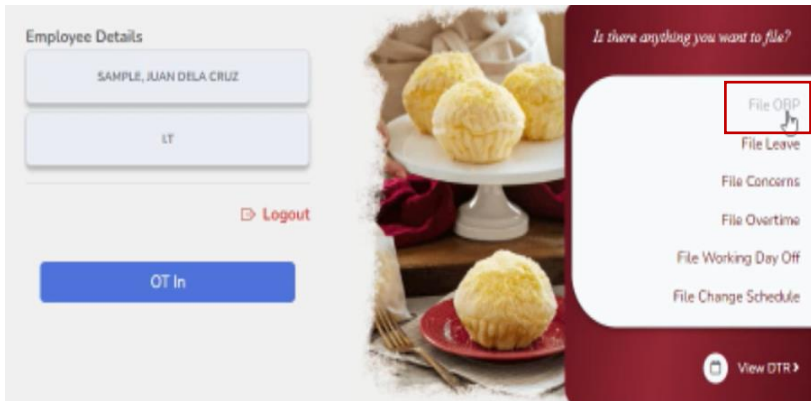
Step 3: Click Send Button.

Step 4: After you click the send button, you must check your email address for the Reset Password message and then you should click the Reset Password button for you to input your new password.



NOTE: If the employee forgot or wants to change their email address, they should request it directly from HR.

TO FILE OBP



Step 1: Click the File OBP Button

> You will directly to the Official Business Permit Form

- Please check the box if you don't have breaktime.

Step 2: Choose the date you want to file OBP

Step 3: Input your place where you located

Step 4: Input your Time Inputs

Step 5: Indicate your Reason Or Purpose

Step 6: In Attachment 1, Click the choose file to select file

Step 7: in Attachment 2, Click the Choose file to select file

- Please check the box and read the Statement

Step 8: Click the Submit button

- You will see that you are successfully filed your OBP

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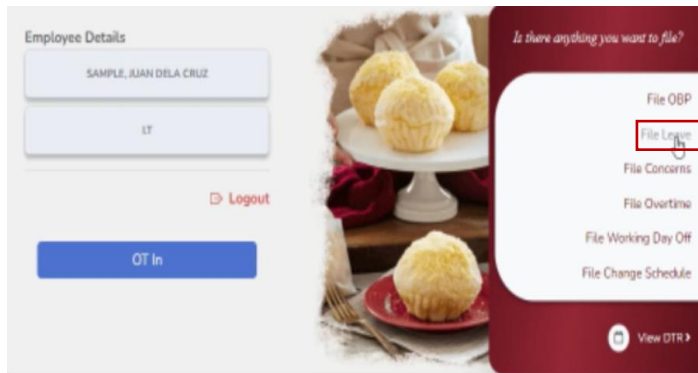
Date From: Date To:

SAMPLE, JUAN DELA CRUZ						2023-03-09 - 2023-03-23
9999						LT
DATE	TIME IN	BREAK OUT	BREAK IN	TIME OUT	STATUS	APPROVER
2023-03-23	12:00	No Break	No Break	17:02	Partially Approved	
2023-03-20	06:00	12:00	13:00	17:00	Partially Approved	
2023-03-19	06:00	12:00	13:00	17:00	Partially Approved	
2023-03-14	08:00	12:00	13:00	17:14	Partially Approved	

I CERTIFY that the above information provided is correct. Any fabrication of information in this regard may form ground for disciplinary action up to and including dismissal.

NOTE: Always remember that our system is using military time please use correct time format to prevent errors.

TO FILE LEAVE



Step 1: Click the File Leave Button

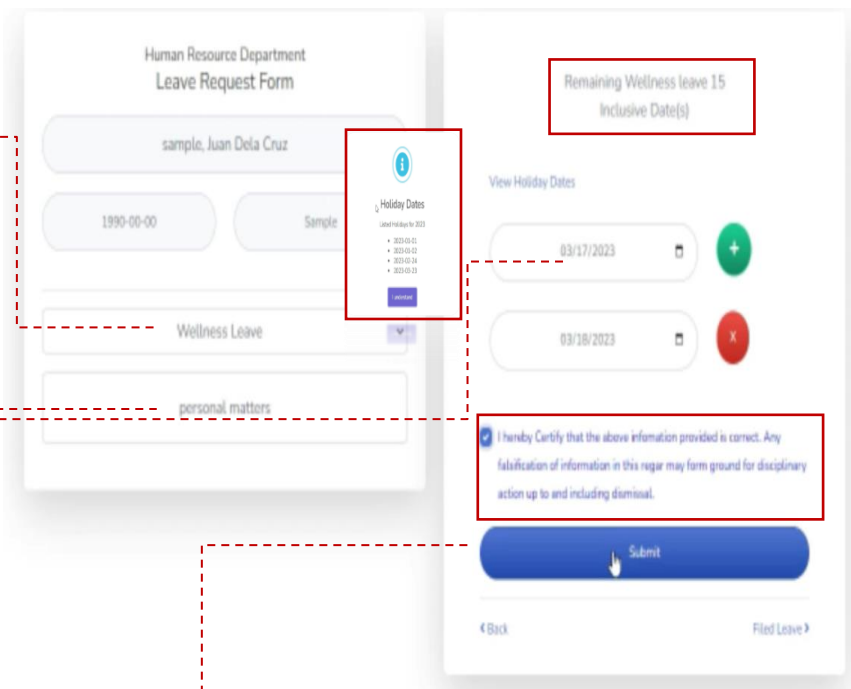
> You will directly to the Leave Request Form

Step 2: Choose wellness leave for filing of your leave

Step 3: Indicate your Reason or Purpose of your leave

Step 4: Set the date for your leave

- You will see the Remaining Inclusive Dates
- You can view the holiday Dates
- Click the box and read the statement



Step 5: Click the Submit Button

localhost says

Are you sure you want to submit this Leave form?

Step 6: If you see the alert message box you just click "OK" to submit



Full Name: SAMPLE, RIAN DELA CRUZ
 Employee ID: 9999
 Department: LET

Filed Leave

DATE	REASON/PURPOSE	STATUS	APPROVER
2023-03-15	personal matters	pending	
2023-03-17	personal matters	pending	
2022-01-05	VACATION / SICK	approved	Luzardo, Wilfredo Jr. II Captain
2023-01-03	SAMPLE	approved	
2022-12-31	SAMPLE	approved	

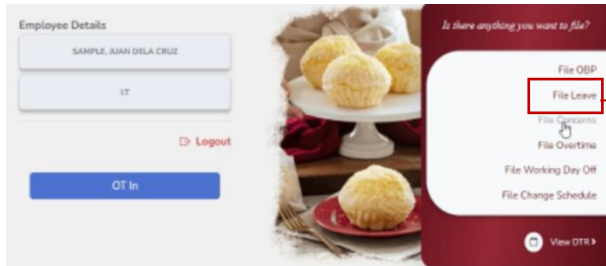
I CERTIFY that the above information provided is correct. Any falsification of information in this regard may form ground for disciplinary action up to and including dismissal.

Back

- In the File Document Table, you will see your Filed Leave

NOTE: - You can't file leave on the same dates of holiday
 - You can add icon if your file leave is two or more days

TO FILE CONCERN

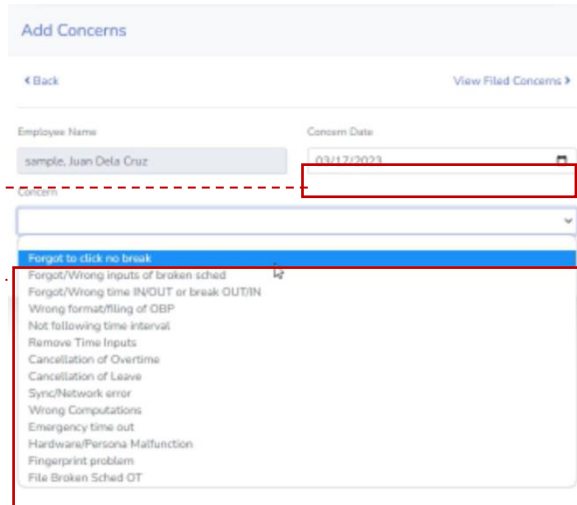


Step 1: Click the File Concern Button

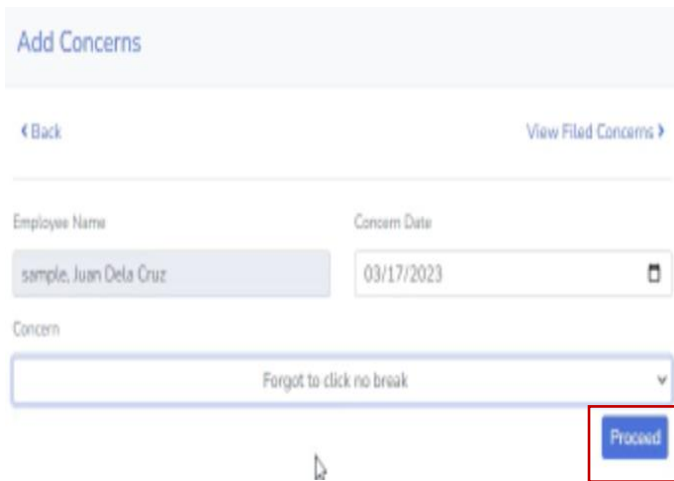
> You will directly to the File Concern

Step 2: Select the date you want to file Concern

Step 3: Choose concerns base on the category below



Step 4: Click the Proceed Button



- You will see your Captured time Inputs and Requested Time Inputs.

Step 5: For Attachment 1, Choose file to select file.

Step 6: For attachment 2, Choose file to select file.

Step 7: Indicate your reason for your concern.

- Check the box and read the statement

Step 8: Click the Submit Button

Step 9: If you see the alert message box you just click "OK" to submit

The screenshot shows the 'Add Concerns' form with the following elements highlighted:

- Step 5:** A red dashed line connects the text to the 'Concern' dropdown menu, which currently shows 'Forgot to click no break'.
- Step 6:** A red dashed line connects the text to the 'Description' text area, which contains the text: 'The employee did not tap the "No Break" before tapping his/her fingerprint for time out.'
- Step 7:** A red dashed line connects the text to the 'Requested time inputs' table, specifically to the 'No Break' entries in the second and third rows.
- Step 8:** A red dashed line connects the text to the 'Submit' button at the bottom right of the form.
- Step 9:** A red dashed line connects the text to the 'OK' button in a modal alert box that appears at the bottom of the screen.

Captured time inputs	Requested time inputs
06:00	06:00
12:00	No Break
13:00	No Break
17:00	17:00

FULLNAME: SAMPLE, JUAN DELA CRUZ
 EMPLOYEE ID : 9999
 DEPT/BRANCH: LT

DATE OF CONCERN	CONCERN	TYPE OF ERROR	TIME IN	BREAK OUT	BREAK IN	TIME OUT	STATUS	APPROVER	REMARKS	
2023-03-17	Forgot to click no break	User Error	06:00	No Break	No Break	17:00	Pending			Cancel

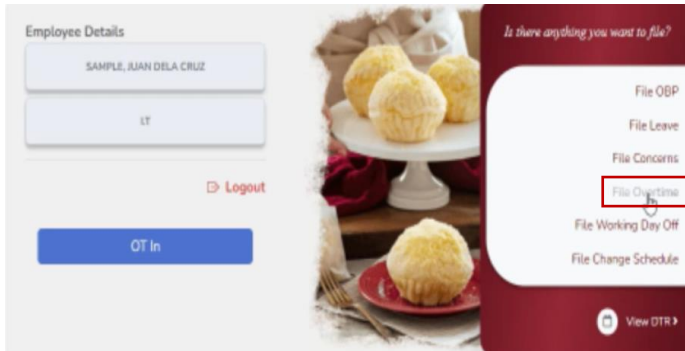
I CERTIFY that the above information provided is correct. Any falsification of information in this regard may form ground for disciplinary action up to and including dismissal.

Back

- In the File Document Table, you will see your Filed Concerns
- If there's any changes to your concern just click the cancel button to cancel your concern.

NOTE: For description it will show based on the concern you chosen based on the category

TO FILE OVERTIME



Step 1: Click the File Overtime Button

> You will directly to the File Overtime Form

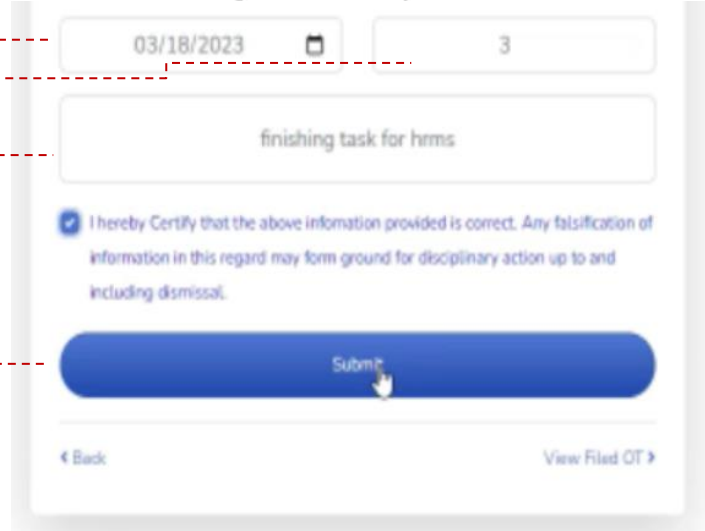


Note! always remember to select and check your overtime date and ot hours before clicking submit. Thank you!

Step 2: Set the date for Filing Overtime

Step 3: Choose the Number of OT Hours

Step 4: Indicate your Reason or Purpose of your Overtime



- Click the box and read the statement

Step 5: Click the Submit Button

Step 6: If you see the alert message box you just click "OK" to submit.

localhost says
Are you sure you want to submit this Leave form?



Human Resource Department
Overtime Request

Date From: Date To:

SAMPLE, JUAN DELA CRUZ 9999						2023-03-09 - 2023-03-23 LT
DATE OVERTIME	REASON	TYPE OF OT	STATUS	APPROVER	NUMBER OF HOURS	
2023-03-18	finishing task for hems	NORMAL OT	Partially Approved		3	
Total					3	

- In the File Document Table, you will see your Filed Overtime

NOTE: Always remember to select and check your overtime date and ot hours before clicking submit. Thankyou.

FOR BACK TRACKING

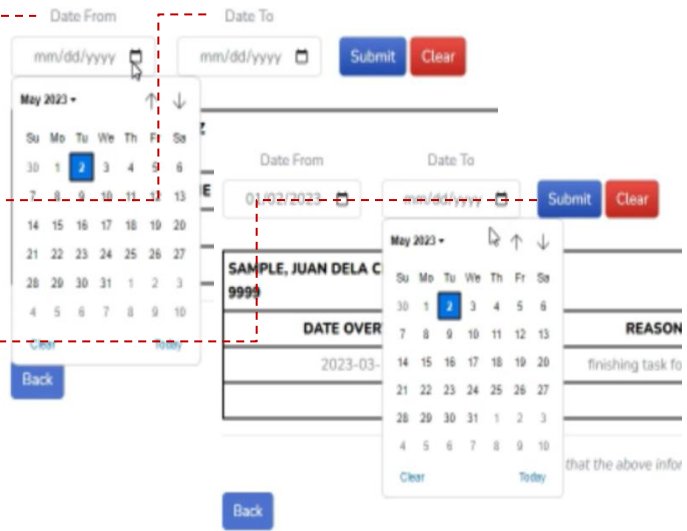
- You may review your Overtime Filed

> You will directly to the File Overtime Form

Step 1: Set the Date FROM

Step 2: Set the Date TO

Step 3: Click the Submit Button



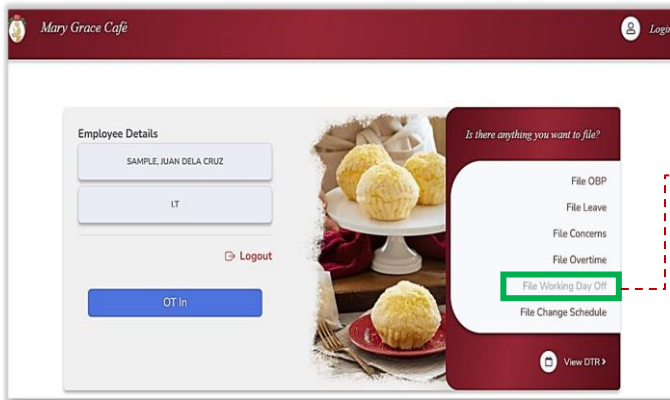
- After you submit you may see all previous overtime filed in the document.

Human Resource Department
Overtime Request

Date From: Date To:

SAMPLE, JUAN DELA CRUZ 9999						2023-01-01 - 2023-05-31 LT
DATE OVERTIME	REASON	TYPE OF OT	STATUS	APPROVER	NUMBER OF HOURS	
2023-03-18	finishing task for hems	NORMAL OT	Partially Approved		3	
2023-01-20	working out for hems	NORMAL OT	Partially Approved		2	
2023-01-24	working out	NORMAL OT	Partially Approved		2	
2023-01-26	work	NORMAL OT	Approved	Lorenda, Wilfredo S. B. Capitan	1	
2023-01-11	work	NORMAL OT	Approved	Lorenda, Wilfredo S. B. Capitan	11	
2023-01-12	work	NORMAL OT	Approved	Lorenda, Wilfredo S. B. Capitan	1	
2023-01-11	work	NORMAL OT	Approved	Lorenda, Wilfredo S. B. Capitan	1	
2023-01-10	work	NORMAL OT	Approved	Lorenda, Wilfredo S. B. Capitan	1	
2023-01-09	work	NORMAL OT	Approved	Lorenda, Wilfredo S. B. Capitan	1	
Total					33	

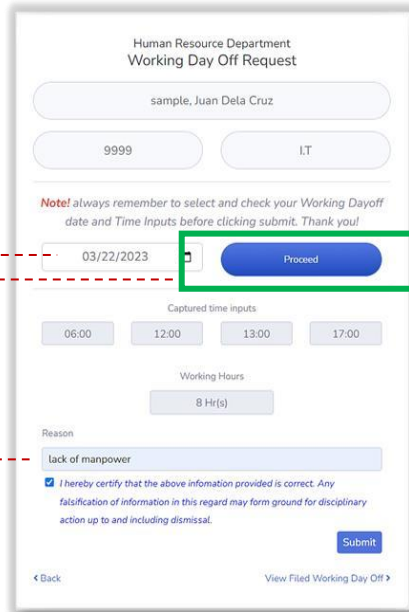
TO FILE WORKING DAY OFF



Step 1: Click the File Working Day Off

> You will directly to the File Working Dayoff

Step 2: Set the date you want to file Working Day off



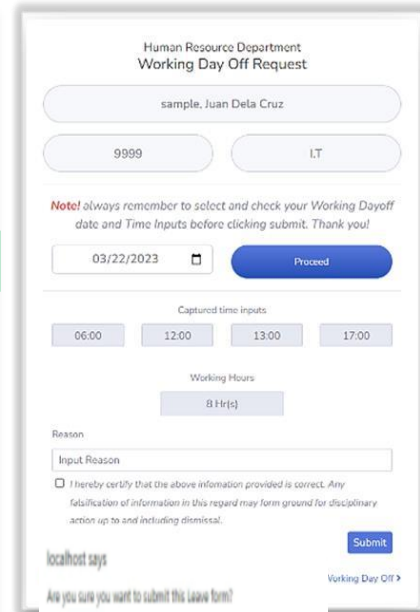
Step 3: Click the Proceed Button

- You may see your captured inputs and Working Hours

Step 4: Indicate you reason

- Check the box and read the statement Step

Step 5: If you see the alert message box you just click "OK" to submit



NOTE: Always remember to select the date of your Working Day off and check your time inputs it should be complete before clicking the submit button.

Human Resource Department
Working Day Off Request

WDO Request just now
 You have **Successfully Filed** your Working Day Off Request.
 Thank you!

Date From: Date To: Submit Clear

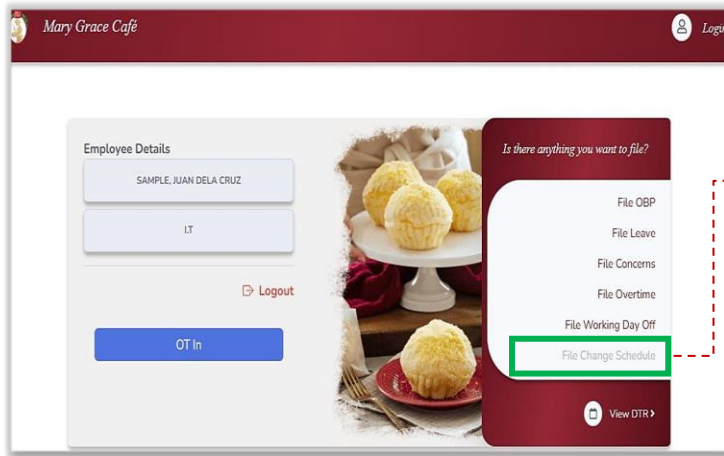
SAMPLE, JUAN DELA CRUZ 2023-03-09 - 2023-03-23
 9999 IT

DATE OVERTIME	REASON	WORKDAY	STATUS	APPROVER	NUMBER OF HOURS
2023-03-22	lack of manpower	Working Day Off	Partially Approved		8
2023-03-21	lack of manpower	Working Day Off	Partially Approved		8
2023-03-20	lack of manpower	Working Day Off	Partially Approved		8
2023-03-19	No break para sa pusong na ankle break	Working Day Off	Partially Approved		1
2023-03-15	ss	Working Day Off	Partially Approved		8
Total					33

Step 5: After the employee clicks the submit button, he/she will be redirected to the filing document table. The employees will also see an alert message that they have successfully filed their working day off.

NOTE: Always remember to select and change your working day off date and time inputs, before clicking submit. Thankyou.

TO FILE CHANGE SCHEDULE



Step 1: Click the File Change Schedule

> You will directly to the File Change Schedule

Step 2: Set the date you want to file Change schedule Request

Step 3: Click the Proceed Button

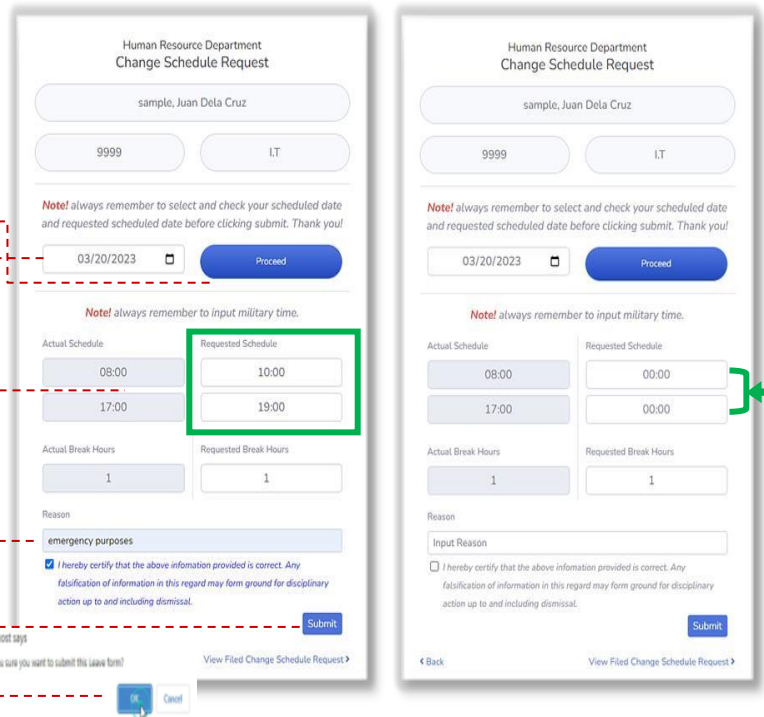
Note: Always remember to input military time.

Step 4: You should Input your requested time schedule.

Step 5: Indicate your reason

Step 6: Click Submit button.

Step 7: If you see the alert message box you just click "OK" to submit.



NOTE: Always remember to select and check your schedule date and requested scheduled before clicking the submit. Thankyou.



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Mary Grace HRMS