

3. HRIS referral and consultation

The Human Resource Information System (HRIS) referral and consultation are services provided by the IT Division for employees who have concerns about HRIS, such as applying or returning their Justifications, PTLOS, Pass Slips, Daily Time Records (DTRs), mobile app accessibility, EBATS area assignment, employee group transferring, among others.

Office or Division:	Provincial Administrators Office – Information Technology			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Contact IT-HRIS Help Desk thru IP Phone and relays the concerns	1.1. Verify and determine the issue/s concerned 1.2. Provide the necessary actions	None	8 mins	<i>IT-HRIS Help Desk Personnel PADO-IT</i>
2. Receive updates	1.1. Give updates	None	2 mins	<i>IT-HRIS Help Desk Personnel PADO-IT</i>
TOTAL:		N/A	10 minutes	