



FEU HUMAN CAPITAL MANAGEMENT SYSTEM (FEUHCMS) Powered by Adrenalin



Welcome on board!



adrenalin[®] is here!
Transformative Digital HR

Adrenalin is the FEU Human Capital Management System (FEUHCMS) that allows FEU employees and faculty to view, file, and manage their payroll, leaves, overtime, and schedule requests.



1. Schedule/Definition

Items	Coverage	Remark
Filing of Scheduled Leave	<ul style="list-style-type: none"> For future dates only Cannot be filed for the current date or for previous dates 	<ul style="list-style-type: none"> 5 days Mandatory
Filing of Sick Leave	<ul style="list-style-type: none"> For previous dates only Cannot be filed on the day or for future dates Ideally must be filed upon report back to work Can be filed up to 15 previous dates from the current date HS validated medical certificate must be attached for SL 3 days or more. 3 days or more SL application without attachment will not be approved 	<p>Personnel Leave. For Adrenalin:</p> <p>Sch L 5 SL - 15 VL (min) – 10</p> <p>“Auto recovery” applies when VL is already zero(0). SL credits can be used as VL as long as you still have available SL leave credits.</p> <p>If SL is zero (0) or negative and you need to apply for SL, ensure to request transfer, using Inititae Query, of VL credits to SL , provided you still have VL credits.</p> <p>If no SL and VL credits, apply/use LWOP</p>
Filing of Vacation Leave	<ul style="list-style-type: none"> For future dates only Ideally must be filed at least 1 day before the VL date Can be filed on the current date for emergency reasons Cannot be filed for previous dates 	
Filing of Emergency Leave	<ul style="list-style-type: none"> For previous dates only. Cannot be filed on the day or for future dates Ideally must be filed upon report back to work Can be filed up to 15 previous dates from the current date Valid documents (HS validated medical certificate, death certificate, etc.) must be attached. EL application without attachment will not be approved 	<ul style="list-style-type: none"> 7 days per school year Non-convertible Non-cumulative
Filing of OT/ Calamity Premium Pay Request	<ul style="list-style-type: none"> Must be applied ahead of time Can be applied for 15 future dates from the current date 	<ul style="list-style-type: none"> For forecasting purposes
Filing of OT/ Calamity Premium Pay Entry	<ul style="list-style-type: none"> Must be applied right after the date of OT Can be applied for 15 future dates from the current date 	<ul style="list-style-type: none"> For inclusion of OT payment in payroll

Shift Change Request	<ul style="list-style-type: none">For future dates onlyCannot be filed on the day of the change of schedule	<ul style="list-style-type: none">Change of Schedule		
Attendance Regularization	<ul style="list-style-type: none">For previous dates onlyCan be filed up to 15 previous dates from the current date	<ul style="list-style-type: none">Missed Log		
Attendance Regularization	<ul style="list-style-type: none">For future dates onlyIf OCE is scheduled, it must be applied ahead of timeCan be filed for previous date for emergency reason/s as justificationCan be filed for OCE scheduled 15 dates from the current date	<ul style="list-style-type: none">Off-campus engagement- (OCE)		
Pulback Transaction	<ul style="list-style-type: none">Applicable for applications which are not yet approved			
Cancellation	<ul style="list-style-type: none">Applicable for applications which are already approved			
Reset	<ul style="list-style-type: none">Click to refresh the form (screen)To exit from saved item			
Exit	<ul style="list-style-type: none">To log out from Adrenalin			
* (asterisk)	<ul style="list-style-type: none">Means mandatory fields			
Payroll (In progress)	Cut-off	Attendance	Payout	Employees to check the applications they raised through Smart Approval – Pending Workflow Item (s)
	5 th of each month	16-30 attendance	15 th payout	
	20 th of each month	1-15 attendance	30 th payout	
	All applications must be filed and approved on or before the cut-off dates to be included in the specific payout			

2. Biometric Timekeeping Machine

- All non-teaching employees, with the exception of the FEU-ELU President, are required to use the biometric machine to register their log-in and log-out.



Press the **IN** button before
you scan your fingerprint to
register your log-in

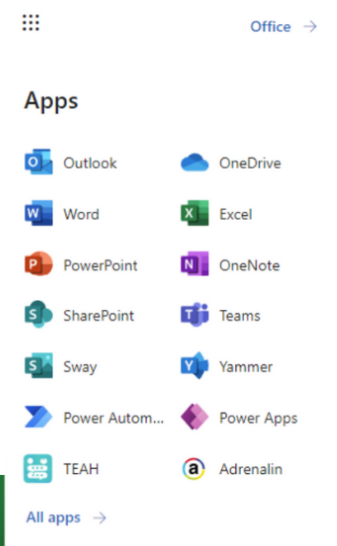
Press the **OUT** button
before you scan your
fingerprint to register
your log-out


- IMPORTANT:** Adrenalin will register you First IN and First OUT
Ex. IN – 8:05 1st OUT – 4:59 1st
 8:06 2nd 5:00 2nd

3. LOG-IN



It is now accessible through the Microsoft Office 365 Apps.



From the Microsoft Office Home and Microsoft Outlook, click on All Apps and choose the Adrenalin Icon 

Log-in using your FEU email account and assigned password.

4. On-boarding

- For employees who are not done or have not completed their on-boarding or new employees.
- Ensure that you have already completed your onboarding. Otherwise you will not be able to use the system properly.
- For assistance, please email mjtenorio@feu.edu.ph Local 402
mmalabanan@feu.edu.ph Local: 401- 403

5. Leave Application

1. Go to **SelfService** icon/tile > **Absence** or search **Leave Request** on the ZOLOG
2. Select **Leave Type** from the dropdown menu (Sched L, VL, SL, EL).
3. For **zero(0)** leave credit for SL, VL or EL, select leave type - Leave With Out Pay (**LWOP**). Policy on the type of leave applies.
4. For Paternity /Maternity /Union Leave and other leave types, HRD (c/o Ms. Flor) will upload it. Request must be course through **Adrenalin helpdesk (Initiate Query)**.
5. Select the **From and To Date**> **Full Day | AM | PM**
6. State the **Reason**
7. Attach supporting document for SL (UHS validated medical certificate; 3 days or more) and EL
8. Click **Submit** to effect the application
9. Click **Reset** to apply for another leave type/date

Leave Request

Leave Type: Scheduled Leave - [3]

From*	Leave Name	Balance	Valid Till	PM
To*	LWOPVL	0		
Reason*	Paternity Leave	0		
	Scheduled Leave	3		
Leave Address*	Sick Leave	15		
	Union Leave	0		
	Vacation Leave	10		
A total of 10 items				

Phone No:

Handed Over Work To:

Employees to be Notified:

Support Document: No file chosen

Click on Add/Upload after browse the file. Recommended File upload size 1MB. File Types Allowed are doc, jpeg, bmp, zip, png, pdf

6. Overtime/Calamity Premium Pay Request – (to apply for OT/Calamity Premium Pay request)

1. Go to **SelfService** icon/tile > **Workflow** > **Overtime/Calamity Premium Pay Request** or search **Overtime/ Calamity Premium Pay Request** on the ZOLOG
2. Select the **From and To Date**
3. Indicate the **OT Hours (per day)**
4. State the **Reason**
5. Click **Submit**
6. Click **Reset** to apply for another OT/Calamity Premium Pay Request

Overtime / Calamity Premium Pay Request

#	From Date	To Date	Booked Hours	Status
No records to display.				

OT Request

From Date*

To Date*

OT Hours*

Reason*

[View Workflow Information](#)

7. Overtime/Calamity Premium Pay Entry – (to apply for OT/Calamity Entry)

1. Go to **SelfService** icon/tile > **Workflow > Overtime/Calamity Premium Pay Entry** or search **Overtime/ Calamity Premium Pay Entry** on the ZOLOG
2. Select the **From and To Date**
3. Click **Add** button
4. Select by ticking one or more OT/Calamity Premium Pay details
5. Click **Submit**
6. Click **Reset** to refresh/apply for another OT/ Calamity Premium Pay Entry

The screenshot shows the 'Overtime / Suspension' form in the ZOLOG system. The header bar includes the user profile 'MARY JANE JOSEF TENORIO', login status 'Logged in', and navigation links. The form title is 'Overtime / Suspension'. Below the title, there are input fields for 'From Date*' (2019-Oct-01), 'To Date*' (2019-Oct-16), and 'Employee ID' (200800996-MARY JANE JOS). There are 'Add' and 'Edit' buttons. A table with 12 columns is displayed: Employee ID, Employee Name, Attendance Date, Overtime Type, In Time, Out Time, Shift Start Time, Shift End Time, Booked Hours, System OT Hours, OT Hours, and Break Hours (In Minutes). Two rows of data are shown for employee 200800996, both for the date 02-Oct-2019 and 'Regular' overtime type. The first row shows 5.000 booked hours, 3.830 system OT hours, and 3.83 OT hours. The second row shows 2.000 booked hours and 2.000 system OT hours. At the bottom, there are 'Submit' and 'Reset' buttons, and a link to 'View Workflow Information'.

8. Shift Change Request (Change of Schedule) – to apply for change of schedule (for future dates only)

1. Go to **SelfService** icon/tile > **Time and Attendance Management > Shift Change Request** or search **Shift Change Request** on the ZOLOG
2. Select the **From and To Date**
3. Select **Change Shift**
4. State the **Reason**
5. Click **Submit**
6. Click **Reset** to refresh/apply for another Shift Change Request

The screenshot shows the 'Shift Change Request' form in the ZOLOG system. The header bar includes the user profile 'JEFFERSON SALINAS AQUINO', login status 'Logged in', and navigation links. The form title is 'Shift Change Request'. Below the title, there is a table with 7 columns: #, Employee ID, Employee Name, From Date, To Date, Change Shift, and Status. The table is empty, and a message 'No records to display.' is shown. Below the table, there are input fields for 'From Date*', 'To Date*', 'Change Shift*' (a dropdown menu showing '- Select -'), and 'Reason*'. At the bottom, there are 'Submit' and 'Reset' buttons, and a link to 'View Workflow Information'.

9. Attendance Regularization (AR) – to apply for missed log or official off-campus engagement

1. Go to **SelfService** icon/tile > **Time and Attendance Management** > **Attendance Regularization** or search **Attendance Regularization** on the ZOLOG
2. Select **Regularization Category** (day based or time based)
3. Select **Attendance Regularization (AR) Type**
4. Select the **From and To Date**
5. State the **Reason**
6. Click **Submit**
7. Click **Reset** to refresh/apply for another AR

The screenshot shows the 'Attendance Regularization' form in the adrenalin system. The user is logged in as MARY JANE JOSEF TENORIO. The form includes the following fields:

- Regularization Category: Was on official Off Campus Engagement (OCE)
- AR Duration Type: Day based
- From Date: 2019-Sep-27
- To Date: 2019-Sep-27
- Reason: OCE

At the bottom right, there are 'Reset' and 'Submit' buttons. A red asterisk indicates mandatory fields.

- Note:**
1. OCE without OT, AR duration type is **Day Based**
 2. OCE with OT, AR duration type is **Time Based**
 3. Missed log, AR duration type is **Time Based**

10. Pullback Transaction - Applicable for applications which are **not yet approved**

1. Go to **SelfService** icon/tile > **Workflow** > **Pullback Transaction** or search **Pullback Transaction** on the ZOLOG
2. Select **Pullback Form** from the dropdown menu
3. Select by ticking the application/s to be pulled back
4. Indicate Comments why you are pulling back the transaction
5. Click **Pullback**
6. Click **Reset** to refresh/pullback another transaction

The screenshot shows the 'Pullback Transaction' form in the adrenalin system. The user is logged in as JEFFERSON SALINAS AQUINO. The form includes the following elements:

- Pullback form: Leave Request (1)
- Table with columns: ACTOR, Employee Name, Employee ID, Handed Over Work To, From, To, Type, Total No. Of Leave Days.
- Comments field.
- 'Pullback' and 'Reset' buttons.

ACTOR	Employee Name	Employee ID	Handed Over Work To	From	To	Type	Total No. Of Leave Days
<input checked="" type="checkbox"/>	JEFFERSON SALINAS AQUINO	201101356	-	2019-Oct-04	2019-Oct-04	VL - Vacation Leave	1

11. Cancellation – Applicable for applications which were **already approved**

a. Leave Cancellation

1. Go to **SelfService** icon/tile > **Absence**> **Leave Cancel** or **Leave Cancel-Partial** (for partial leave cancellation- i.e. to cancel 1 day of 3-day applied leave) or search **Leave Cancel** or **Leave Cancel- Partial** on the ZOLOG
2. Select **Leave Name** from the dropdown menu
3. Select by ticking the application/s to be cancelled
4. Indicate reason for cancellation
5. Click **Submit**
6. Click **Reset** to refresh/cancel another transaction

The screenshot shows the 'Leave Cancellation' form. At the top, the user is logged in as ALEXANDER AGUIRRE ANDRADE. The form has a search bar with 'Leave Cancel' and a dropdown for 'Leave Name' set to 'SHDL - Scheduled Leave'. Below this is a table with columns: #, From Date, To Date, No. of Days, Initiated On, Approved By, and Approved On. One record is shown with #1, dates from 2019-Nov-15 to 2019-Nov-15, 1 day, initiated on 2019-Sep-20, approved by EDWARD RAPADA KILAKIGA, and approved on 2019-Sep-26. There is a text area for 'Reason for Cancellation' and 'Submit'/'Reset' buttons at the bottom.

#	From Date	To Date	No. of Days	Initiated On	Approved By	Approved On
1	2019-Nov-15	2019-Nov-15	1	2019-Sep-20	EDWARD RAPADA KILAKIGA	2019-Sep-26

b. Attendance Regularization Cancellation

1. Go to **SelfService** icon/tile > **Time and Attendance Management** > **Attendance Cancellation** or search **Attendance Cancellation** on the ZOLOG
2. Select **From and To Date** then click Go
3. Select by ticking the application/s to be cancelled
4. Indicate reason for cancellation
5. Click **Submit**
6. Click **Reset** to refresh/cancel another transaction

The screenshot shows the 'Attendance Cancellation' form. The user is logged in as JEFFERSON SALINAS AQUINO. The form has date pickers for 'From Date' (2019-Oct-01) and 'To Date' (2019-Oct-01), and a 'Go' button. Below is a table with columns: #, From Date, To Date, Attendance Date, Regularization Category, and Reason. A message 'No records to display.' is shown. There is a text area for 'Reason' and 'Submit'/'Reset' buttons at the bottom.

#	From Date	To Date	Attendance Date	Regularization Category	Reason
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c. Overtime/Calamity Premium Pay Request Cancellation

1. Go to **SelfService** icon/tile > **Workflow** > **Overtime/ Calamity Premium Pay Request** or search **Overtime/ Calamity Premium Pay Request** on the ZOLOG
2. Select from the list of approved **OT/ Calamity Premium Pay Request** to be cancelled
3. Click **Cancel**
4. OT cancellation must be approved by the Reporting Manager
5. Click **Reset** to apply for another OT Request

Overtime / Suspension Request

Employee Summary: 200800996 - MARY JANE JOSEF TEN Advanced

ID	Requested From Date	Requested To Date	Cancellation Eligible From	Cancellation Eligible To	OT Hours	Reason
1	2019-Oct-02	2019-Oct-02			2.000	Approved
2	2019-Sep-21	2019-Sep-21			8.000	Rejected
3	2019-Sep-26	2019-Oct-08			5.000	Approved
4	2019-Sep-14	2019-Sep-14			8.000	Approved
5	2019-Sep-13	2019-Sep-25			5.000	Approved

Change Page: 1 of 2 Go Page Size: 5 Change

Displaying page 1 of 2, items 1 to 5 of 8.

OT Request

Requested From Date: 02-Oct-2019

Requested To Date: 02-Oct-2019

Cancellation Eligible From: 02-Oct-2019

Cancellation Eligible To: 02-Oct-2019

OT Hours*: 2.00

Reason*: Adrenalin

Cancel Reset

View Workflow Information

12. Clock in clock out - (to view time entries) Time entries are uploaded and viewable the next day

1. Search **Clock In Clock Out Status** on the ZOLOG
2. Select **From and To Date** then click Apply

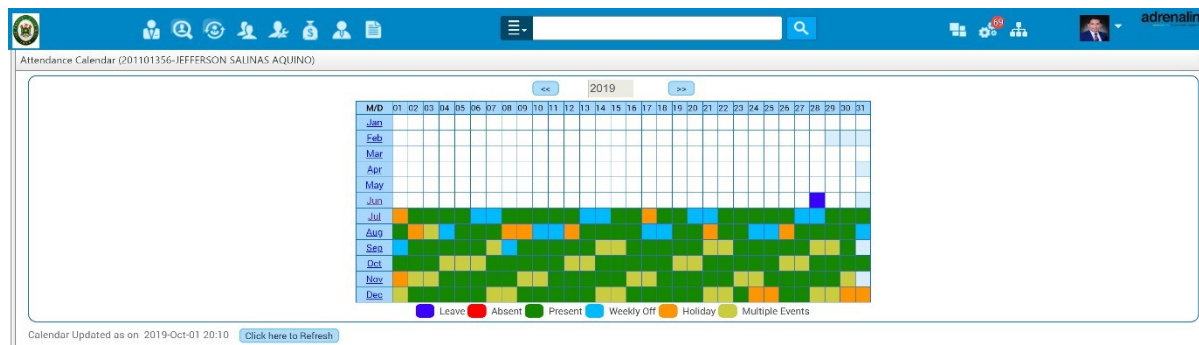
Clock in Clock out status

Show/Hide Columns

ID	Name	Designation	Date	Shift Start Time	Shift End Time	In Time	Out Time	Total Hours	Tardiness	Undertime	Overtime
200800996	MARY JANE JOSEF TENORIO	HR ASSOCIATE I	2019-Aug-06	06-Aug-2019 08:00	06-Aug-2019 17:00	07:57	20:00	12:03			
200800996	MARY JANE JOSEF TENORIO	HR ASSOCIATE I	2019-Aug-07	07-Aug-2019 08:00	07-Aug-2019 17:00	07:34	20:10	12:36			

13. Attendance Calendar – (to view attendance for previous and current months)

1. Go to **SelfService** icon/tile > **Time and Attendance Management** > **Attendance Calendar** or search **Attendance Calendar** on the ZOLOG
2. View yearly calendar or choose specific month to view calendar information



Click to view calendar

14. Help Desk (to send query)

1. Go to **Workforce Administration** icon/tile > **Help Desk** > **Initiate Query** or search **Initiate Query** on the ZOLOG
2. Select **Category Code**
3. Select **Sub category Code**
4. State the **Query**
5. Upload file if applicable (choose file > click upload file)
6. Click **Submit**
7. Click **Reset** to refresh/apply for another query

Initiate Query

Category Code*

Sub Category Code*

Query*

Upload file:

Click on Add/Upload after browse the file. Recommended File upload size 1MB. File Types Allowed are doc,jpg,jpeg,bmp,zip,png,pdf

15. Shift monthly calendar (to view approved shift/schedule)

1. Go to **SelfService** icon/tile > **Time and Attendance Management** > **Shift Monthly Calendar** or search **Shift Monthly Calendar** on the ZOLOG
2. View approved shift by placing cursor on chosen date

Shift Monthly Calendar


Employee Name: MARY JANE JOSEF TENORIO (200800996)

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

EMP SCHED13 WEEKLYOFF

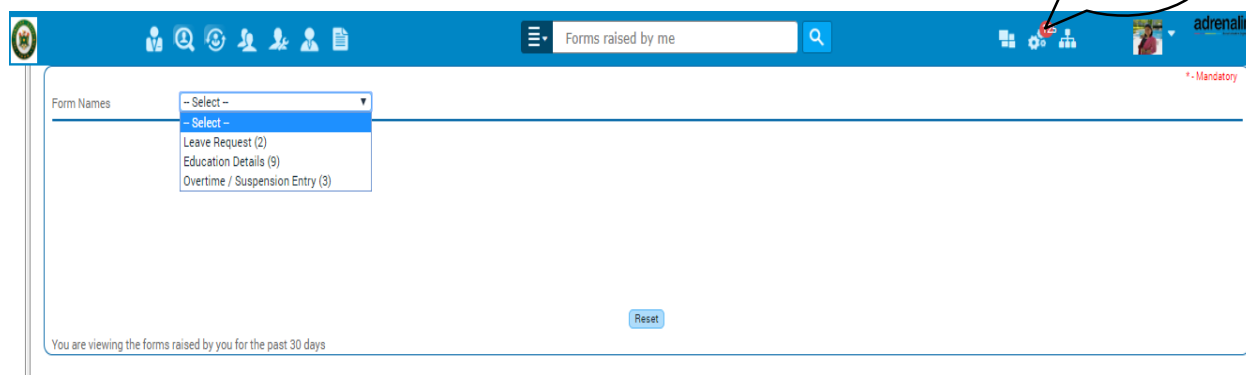
16. Leave Regularization details (to view leave status)

1. Search **Leave Regularization details** on the ZOLOG
2. Select **From and To Date** then click Apply
3. Click image  at the left side of the screen to refresh for another **Leave Regularization details**

Employee ID	Employee Name	From Date	To Date	Leave Name	No. Of Days / Hours	Reason	Transaction Type	Form Status	Initia
200800996	MARY JANE JOSEF TENORIO	2019-Jul-03	2019-Jul-03	SHDL-Schedule Leave	-1.00	Scheduled leave.	Leave Regularised	Approved	2019-
200800996	MARY JANE JOSEF TENORIO	2019-Sep-04	2019-Sep-04	SHDL-Schedule Leave	-1.00	To attend to school activity of my son.	Leave Regularised	Approved	2019-
200800996	MARY JANE JOSEF TENORIO	2019-Sep-05	2019-Sep-05	SHDL-Schedule Leave	-1.00	To attend to school activity of my son.	Leave Regularised	Approved	2019-

17. Smart Approval - to view all types of requests/applications

1. Go to **Smart Approval - Pending Workflow Item(s)** > **View All** > **Forms raised by me** or search **Forms raised by me** on the ZOLOG
2. Select **Form Name**
3. View workflow status
4. Click **Reset** to refresh for another **Workflow status**

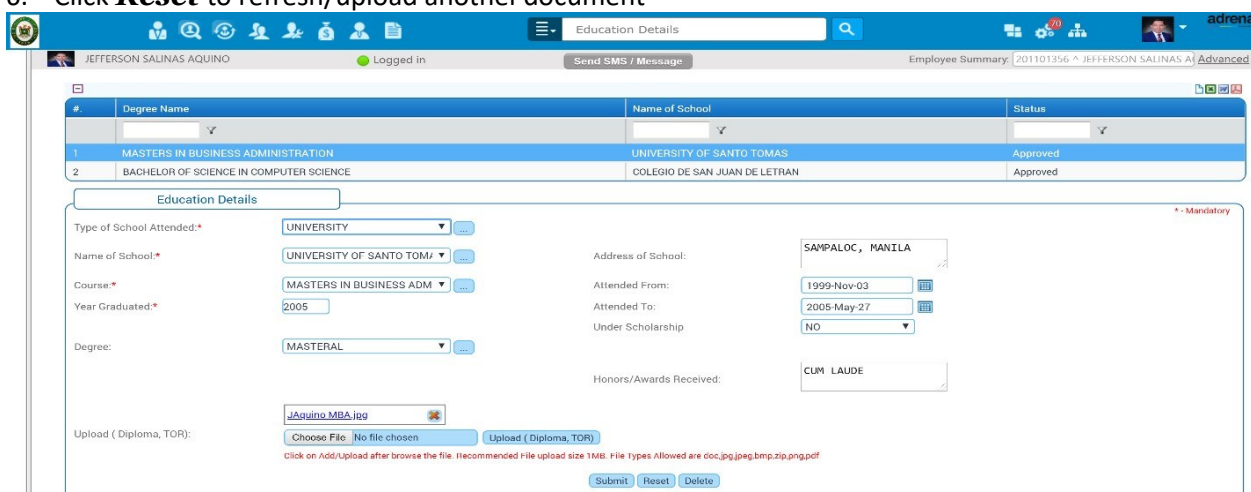


The screenshot shows the 'Forms raised by me' section of the ZOLOG system. A dropdown menu is open under 'Form Names', listing 'Leave Request (2)', 'Education Details (9)', and 'Overtime / Suspension Entry (3)'. A 'Reset' button is visible at the bottom. A speech bubble points to the 'Smart Approval' label in the top right corner.

18. Other Transactions (New Employees)

a. Uploading of Education Details Credentials – **Deadline October 31, 2022**

1. Go to **HRFoundation** icon/tile > **Qualifications** > **Education Details** or search **Education Details** on the ZOLOG
2. Select/Add Degree
3. Upload copy of your diploma and TOR
4. Choose file from source then click **Upload** button (filename must not start with a number and must not contain any special character; acceptable file types are **doc, jpg, jpeg, bmp, zip, png, pdf**; size must be less than 1mb each).
5. Click **Submit**
6. Click **Reset** to refresh/upload another document



The screenshot shows the 'Education Details' form. It includes a table of existing entries and a form for adding new details.

#	Degree Name	Name of School	Status
1	MASTERS IN BUSINESS ADMINISTRATION	UNIVERSITY OF SANTO TOMAS	Approved
2	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	COLEGIO DE SAN JUAN DE LETRAN	Approved

Education Details

Type of School Attended: UNIVERSITY
Name of School: UNIVERSITY OF SANTO TOMAS
Course: MASTERS IN BUSINESS ADM
Year Graduated: 2005
Degree: MASTERAL
Address of School: SAMPALOC, MANILA
Attended From: 1999-Nov-03
Attended To: 2005-May-27
Under Scholarship: NO
Honors/Awards Received: CUM LAUDE

Upload (Diploma, TOR): jAguino MBA.jpg
Choose File No file chosen Upload (Diploma, TOR)

Click on Add/Upload after browse the file. Recommended File upload size 1MB. File Types Allowed are doc, jpg, jpeg, bmp, zip, png, pdf

Submit Reset Delete

b. Uploading of Family Details Credentials – Deadline October 31, 2022

1. Go to **HRFoundation** icon/tile > **Personal Data** > **Family Details** or search **Family Details** on the ZOLOG
2. Select Name of Family Member
3. On the Marriage or Birth Certification field select YES
4. Upload copy of birth certificate or marriage certificate
5. Choose file from source then click **Upload** button (filename must not start with a number and must not contain any special character; acceptable file types are **doc, jpg, jpeg, bmp, zip, png, pdf**; size must be less than 1mb each)
6. Click **Submit**
7. Click **Reset** to refresh/upload another document

Minor:*	<input type="text" value="NO"/>	Comments:	<input type="text"/>
Name of Guardian:	<input type="text"/>		
Address of Guardian:	<input type="text"/>	Nationality:*	<input type="text" value="BRITISH"/>
Relation of Guardian with Employee:	<input type="text"/>		
Contact Number:*	<input type="text"/>	Marriage or Birth Certificate:*	<input type="text" value="YES"/>
Guardian Contact Number:	<input type="text" value="091273191327"/>	Upload:	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/> <input type="button" value="Upload"/>
		<small>Click on Add/Upload after browse the file. Recommended File upload size 1MB. File Types Allowed are doc,jpg,jpeg,bmp,zip,png,pdf</small>	
		<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Delete"/>	

[View Workflow Information](#)



IMPORTANT REMINDERS

- Effective **1 September 2022**, ALL timekeeping transactions such as leave, overtime (OT), change of schedule applications and other timekeeping related concerns must be applied through the Adrenalin System. **Timekeeping transactions applied through INSYS will NO longer be considered for payroll purposes.**
- Leave, OT, change of schedule and other timekeeping related transactions applied/approved in INSYS intended for 1 September 2022 onwards must be "re-applied" in Adrenalin to be considered for the next payroll.
- Pay slip will not be available yet in Adrenalin. For viewing and downloading of pay slip, you may still use your INSYS account until October 31, 2022.
- For assistance and inquiries, please contact the following:

Mary Jane J. Tenorio - mjtenorio@feu.edu.ph
Marilou S. Malabanan - mmalabanan@feu.edu.ph
Jefferson S. Aquino - jaquino@feu.edu.ph

You may also send an inquiry via Adrenalin System under Workforce Administration Tab - Help Desk.