

# HRIS & PAYROLL SYSTEM



- ✓ Human Resources
- ✓ Training & Seminars
- ✓ Recruitment
- ✓ Performance
- ✓ Timekeeping
- ✓ Payroll

## ©User Manual

January 2024

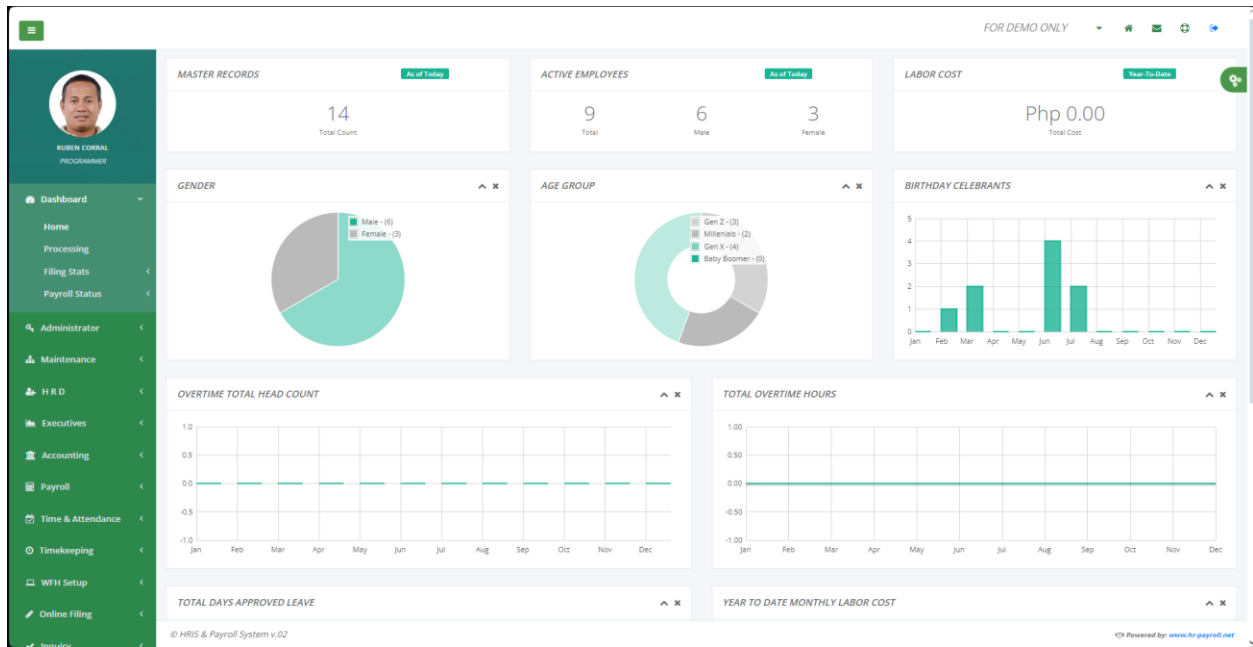
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*City of San Jose Del Monte  
Bulacan, Philippines*

# HRIS & PAYROLL SYSTEM



***Human Resource Information System (HRIS) is a software solution that combines various HR functions and processes into one integrated system. A payroll system is a software solution that automates and streamlines the process of calculating and distributing employee salaries and benefits.***

## MISSION & VISION

- ***Overall, the mission of an HRIS and payroll system is to enhance HR and payroll operations, reduce administrative burden, and improve employee satisfaction by providing accurate, efficient, and compliant HR and payroll services.***
- ***Vision for an HRIS is to create a modern and efficient HR management tool that streamlines processes, enhances data accuracy, improves decision-making, and empowers both HR professionals and employees with self-service capabilities.***
- ***Vision for a payroll system is to create a user-friendly, automated, and integrated platform that simplifies and streamlines the payroll process, ensures compliance, provides accurate financial data, and enhances employee satisfaction.***



# HRIS & PAYROLL SYSTEM

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# 1 Introduction

## 1.1 System Overview

- HRIS (Human Resource Information System) and Payroll systems are essential tools for managing and automating HR and payroll processes within an organization. These systems help streamline administrative tasks, improve accuracy, and enhance efficiency in managing employee data and payroll calculations.

## 1.2 HRIS Overview=

- HRIS is a software solution that centralizes and automates various HR functions, including employee data management, recruitment, onboarding, training, performance management, and employee self-service.
- It allows HR professionals to store, track, and analyze employee information in a secure and organized manner.
- HRIS systems typically offer features such as employee records management, time and attendance tracking, benefits administration, reporting and analytics, and compliance management.
- They provide a user-friendly interface for HR personnel to access and update employee data, generate reports, and streamline HR processes.
- HRIS systems can integrate with other business systems like payroll, timekeeping, and applicant tracking systems to ensure data consistency and eliminate manual data entry.

## 1.3 Payroll Overview

- Payroll systems automate the process of calculating and disbursing employee salaries, wages, and benefits.
- They handle various payroll-related tasks such as time and attendance tracking, tax deductions, benefits administration, and generating paychecks or direct deposits.
- Payroll systems ensure accurate and timely payment of employees, reducing the risk of errors and compliance issues.
- They calculate gross wages based on hours worked, overtime, bonuses, and deductions like taxes, insurance, retirement contributions, and garnishments.
- Payroll systems generate payroll reports, including payroll summaries, tax reports, and year-end statements for tax filing purposes.
- They can integrate with HRIS and other systems to streamline data sharing and eliminate duplicate data entry.
- Payroll systems often have built-in compliance features to ensure adherence to labor laws, tax regulations, and other payroll-related legal requirements.

## 1.4 Benefits

**Automation:** HRIS and payroll systems automate time-consuming manual tasks, reducing administrative workload and improving efficiency.

**Data Accuracy:** These systems minimize human errors in data entry and calculations, ensuring accurate employee records and payroll calculations.

**Compliance:** HRIS and payroll systems help organizations stay compliant with labor laws, tax regulations, and other legal requirements.

**Reporting and Analytics:** These systems provide robust reporting and analytics capabilities, allowing HR professionals to gain insights into workforce trends, costs, and other key metrics.

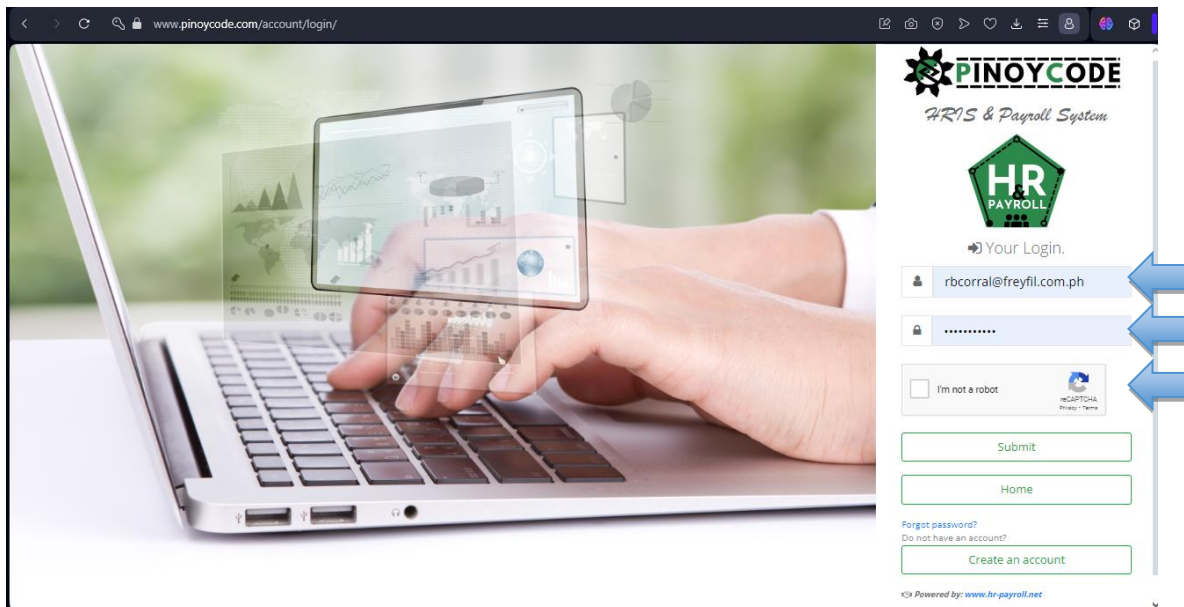
**Employee Self-Service:** HRIS systems often include self-service portals, enabling employees to access and update their personal information, view pay stubs, request time off, and access other HR-related information.

**Integration:** HRIS and payroll systems can integrate with other business systems, such as timekeeping, accounting, and benefits administration, to streamline data sharing and eliminate duplicate data entry.

Overall, HRIS and payroll systems play a crucial role in simplifying and streamlining HR and payroll processes, improving accuracy, efficiency, and compliance within an organization

## 2 Getting Started

### 2.1 Logging In



*The purpose of CAPTCHA (Completely Automated Public Turing test to tell Computers and Humans Apart) is to differentiate between human users and automated programs or bots. It is a security measure used to prevent spam, brute-force attacks, and other malicious activities on websites.*

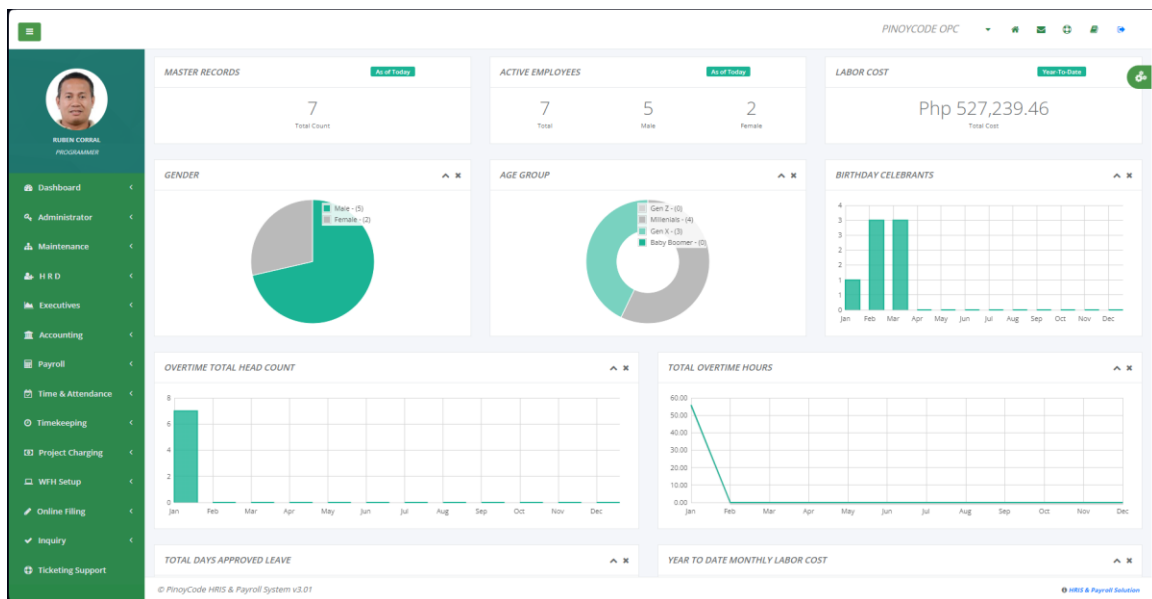
## 2.2 User Roles

- Accounting
- Administrator
- Admin-Tools
- Biometric
- Contract-Alarm
- Employee
- Executive
- HRD
- Loans
- Maintenance
- Performance
- Payroll
- Project-Charging
- Recruitment
- Ticketing
- Timekeeper
- Work-From-Home

## 2.3 Dashboard

### 2.3.1 Home

- **Dashboard -> Home**



### 2.3.2 Processing

- **Dashboard -> Processing**
- *Monitoring of ongoing processes like generating timesheets, syncing biometric logs, timekeeping processes, and payroll processes.*

FOR DEMO ONLY

Processing Status

Dashboard / Processing

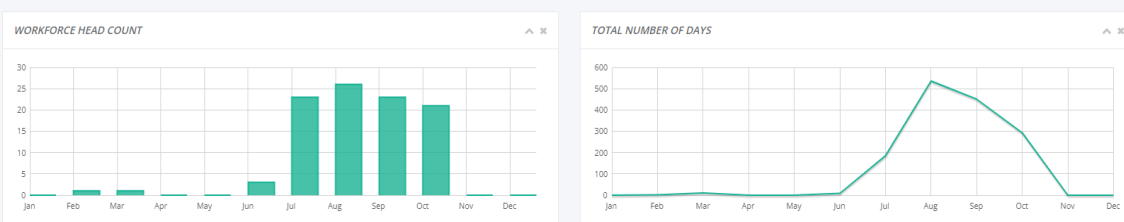
BRANCH NAME	TOTAL COUNT	TOTAL PROCESS	FROM	TO	PAY BASIS	PROCESS NAME	STATUS	USER NAME	ACTION
-------------	-------------	---------------	------	----	-----------	--------------	--------	-----------	--------

### 2.3.3 Filing Stats

#### 2.3.3.1 Timesheet Manual Entry

- **Dashboard -> Filing Stats -> Timesheet ME**
- *Timesheet manual entry filing stats status of data entry, pending, approved, denied, return, and revert.*

Timesheet ME Statistics  
Dashboard / Timesheet Manual Entry



BRANCH NAME	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
[REDACTED]	0	0	0	0	0	0	9	31	26	17	0	0
[REDACTED] ECT	0	0	0	0	0	0	4	22	0	1	0	0
[REDACTED] DGE	0	0	0	0	0	0	4	21	17	31	0	0
[REDACTED]	0	0	0	0	0	0	8	17	21	17	0	0
[REDACTED] ANT	0	2	11	0	0	9	54	61	69	63	0	0
[REDACTED] CT	0	0	0	0	0	0	40	164	142	111	0	0
[REDACTED] TS	0	0	0	0	0	0	13	50	33	29	0	0
[REDACTED] WER	0	0	0	0	0	0	53	170	143	24	0	0

BRANCH NAME	FROM	TO	DATA ENTRY	PENDING	APPROVED	DENIED	RETURN	REVERT
[REDACTED] T	07/27/2023	08/11/2023	0	0	2	0	0	0
[REDACTED] T	07/12/2023	07/26/2023	0	0	3	0	0	0
[REDACTED] T	06/27/2023	07/11/2023	0	0	3	0	0	0
[REDACTED] IT	02/27/2023	03/11/2023	0	0	1	0	0	0

2.3.3.2 Overtime

- **Dashboard -> Filing Stats -> Overtime**
- *Overtime filing stats status of data entry, pending, approved, denied, return, and revert.*

Overtime Statistics  
Dashboard / Overtime

**WORKFORCE HEAD COUNT**

**TOTAL OVERTIME HOURS**

Search:

BRANCH NAME	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
[REDACTED]	0	0	0	0	0	0	24	177	228	100	0	0
[REDACTED]	0	0	0	0	110	0	469	2,560	2,704	2,602	0	0
[REDACTED]	0	0	0	0	0	0	1,146	13,200	11,504	9,243	0	0
[REDACTED]	0	0	0	0	0	0	0	16	174	161	0	0
[REDACTED]	0	0	0	0	0	0	46	141	122	87	0	0
[REDACTED]	0	170	997	0	0	1,381	2,561	2,489	1,983	2,044	0	0
[REDACTED]	0	0	0	0	0	0	89	290	421	246	0	0

Search:

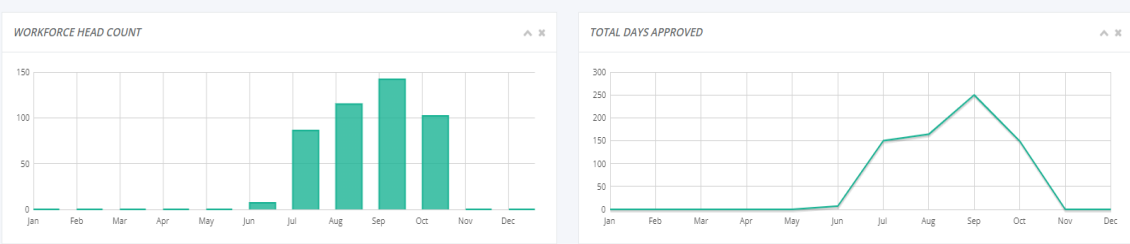
BRANCH NAME	FROM	TO	DATA ENTRY	PENDING	APPROVED	DENIED	RETURN	REVERT
[REDACTED]	10/12/2023	10/26/2023	0	0	7	0	0	0
[REDACTED]	09/27/2023	10/11/2023	0	0	12	0	0	0
[REDACTED]	09/12/2023	09/26/2023	0	0	16	0	0	0
[REDACTED]	08/27/2023	09/11/2023	0	0	18	0	0	0
[REDACTED]	08/12/2023	08/26/2023	0	0	6	0	0	0
[REDACTED]	07/27/2023	08/11/2023	0	0	4	0	0	0
[REDACTED]	10/12/2023	10/26/2023	0	0	142	0	0	0
[REDACTED]	09/27/2023	10/11/2023	0	0	145	0	0	0

Showing 1 to 58 of 58 entries

2.3.3.3 Leave

- **Dashboard -> Filing Stats -> Leave**
- *Leave filing stats status of data entry, pending, approved, denied, return, and revert.*

Leave Statistics  
Dashboard / Leave



Search:

BRANCH NAME	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
[REDACTED]	0	0	0	0	0	0	2	25	28	4	0	0
[REDACTED]	0	0	0	0	0	0	7	43	69	42	0	0
[REDACTED]	0	0	0	0	0	0	10	39	49	58	0	0
[REDACTED]	0	0	0	0	0	0	0	14	23	8	0	0
[REDACTED]	0	0	0	0	0	0	0	0	3	1	0	0
[REDACTED]	0	0	0	0	0	9	162	94	137	64	0	0
[REDACTED]	0	0	0	0	0	0	6	8	3	1	0	0
[REDACTED]	0	0	0	0	0	0	10	18	16	6	0	0
[REDACTED]	0	0	0	0	0	0	3	2	4	1	0	0

Search:

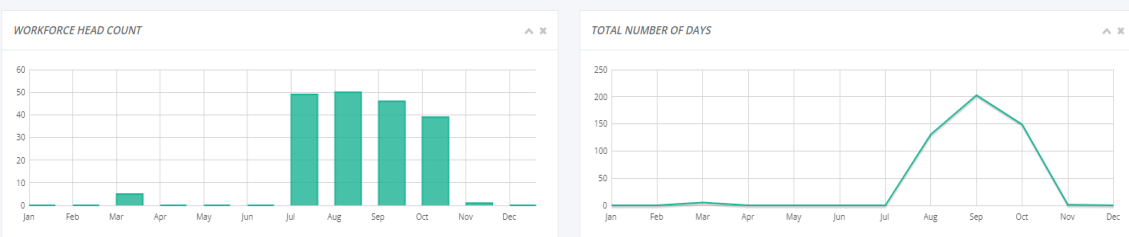
BRANCH NAME	FROM	TO	PENDING	APPROVED	DENIED	RETURN	REVERT
[REDACTED]	10/12/2023	10/26/2023	0	2	0	0	0
[REDACTED]	09/27/2023	10/11/2023	0	2	0	0	0
[REDACTED]	09/12/2023	09/26/2023	0	1	0	0	0
[REDACTED]	08/27/2023	09/11/2023	0	4	0	0	0
[REDACTED]	08/12/2023	08/26/2023	0	3	0	0	0
[REDACTED]	07/27/2023	08/11/2023	0	1	0	0	0
[REDACTED]	10/12/2023	10/26/2023	0	14	0	0	0
[REDACTED]	09/27/2023	10/11/2023	0	21	0	0	0
[REDACTED]	09/12/2023	09/26/2023	0	20	0	0	0

Showing 1 to 58 of 58 entries

**2.3.3.4 Locator Slip**

- **Dashboard -> Filing Stats -> Locator Slip**
- *Locator slip filing stats status of data entry, pending, approved, denied, return, and revert.*





Search:

BRANCH NAME	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
[REDACTED]	0	0	0	0	0	0	23	2	2	5	0	0
[REDACTED]	0	0	0	0	0	0	1	2	49	49	0	0
[REDACTED] T	0	0	0	0	0	0	6	51	43	34	0	0
[REDACTED] GE	0	0	0	0	0	0	24	1	12	6	0	0
[REDACTED]	0	0	0	0	0	0	1	8	2	0	0	0
[REDACTED]	0	0	5	0	0	0	29	22	29	8	0	0
[REDACTED]	0	0	0	0	0	0	0	8	5	0	0	0
[REDACTED]	0	0	0	0	0	0	0	2	0	3	1	0
[REDACTED]	0	0	0	0	0	0	11	45	32	30	0	0

Search:

BRANCH NAME	FROM	TO	DATA ENTRY	PENDING	APPROVED	DENIED	RETURN	REVERT
[REDACTED]	10/12/2023	10/26/2023	0	0	5	0	0	0
[REDACTED]	09/27/2023	10/11/2023	0	0	1	0	0	0
[REDACTED]	08/12/2023	08/26/2023	0	0	1	0	0	0
[REDACTED]	07/27/2023	08/11/2023	0	0	13	0	0	0
[REDACTED]	10/12/2023	10/26/2023	0	0	4	0	0	0
[REDACTED]	09/27/2023	10/11/2023	0	0	4	0	0	0
[REDACTED]	09/12/2023	09/26/2023	0	0	3	0	0	0
[REDACTED]	08/27/2023	09/11/2023	0	0	4	0	0	0

### 2.3.4 Payroll Status

#### 2.3.4.1 By Branch

- **Dashboard -> Payroll Status -> By Branch**
- Branch payroll monitoring status if timekeeping process, pending payroll, pending review, or pending approval status.

Payroll Status

**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

Submit

Payroll Status (XXXXXXXXXX)

Show 10 entries Search:

Showing 1 to 8 of 8 entries

FROM	TO	PAY BASIS	HEAD COUNT	APPROVAL ID	STATUS
2023/10/12	2023/10/26	M			Timekeeping Process
2023/09/27	2023/10/11	M	52	7807	Approved
2023/09/12	2023/09/26	M	53	7807	Approved
2023/08/27	2023/09/11	M	53	7807	Approved
2023/08/12	2023/08/26	M	53	7807	Approved
2023/07/27	2023/08/11	M	53	7807	Approved
2023/07/12	2023/07/26	M	54	0017	Approved
2023/06/27	2023/07/11	M	53	0017	Approved

Previous 1 Next

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**2.3.4.2 All Branch**

- **Dashboard -> Payroll Status -> All Branch**
- *The company all branches belong to cut-off dates payroll monitoring status if timekeeping process, pending payroll, pending review, or pending approval status.*

Payroll Status All Branches

**COMPANY**  
FOR DEMO ONLY

**CUT-OFF DATE FROM**  **TO**

Submit

Payroll Status For All Branches Period From: 10/12/2023 To: 10/26/2023

Show 10 entries Search:

Showing 1 to 9 of 9 entries

BCODE	BRANCE NAME	PAY BASIS	HEAD COUNT	APPROVAL ID	STATUS
[REDACTED]	[REDACTED]	M			Timekeeping Process
[REDACTED]	[REDACTED]	D			Pending Payroll
[REDACTED]	[REDACTED]	M			Pending Payroll
[REDACTED]	[REDACTED]	D			Pending Payroll
[REDACTED]	[REDACTED]	M			Pending Payroll
[REDACTED]	[REDACTED]	D			Pending Payroll
[REDACTED]	[REDACTED]	M			Pending Payroll
[REDACTED]	[REDACTED]	D			Pending Payroll
[REDACTED]	[REDACTED]	M			Pending Payroll

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### 3 Administrator

#### 3.1 Roles

- Administrator -> Roles

Roles Administrator / Roles

ROLE NAME
Accounting
Administrator
Admin-Tools
Biometric
CapEx
Employee
Executive
HRD
Loans
Maintenance

Page 1 of 2 View 1 - 10 of 18

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#### 3.2 Manage Users

- Administrator -> Manage Users
  - Click the hyperlink "Activate" and confirm the popup dialog box by clicking "Yes" to give access.
  - Click the hyperlink "Deactivate" and confirm the popup dialog box by clicking "Yes" to remove access.

Manage User Role

Administrator / Manage Users



Show 10 entries Search:

Showing 1 to 10 of 390 entries

USER NAME	COMP ID	BCODE	DEPT ID	EMP NO	EMPLOYEE NAME	ACTION
jbrvill...	...	INVEST	1643	365...	...	Access Special
jil...	...	ST	1643	11...	...	Access Special
jn...	...	ST	1643	39...	...	Access Special
nv...	...		1642	10...	...	Access Special
pe...	...		1599	10...	...	Access Special
rr...	...		2675	08...	...	Access Special
shery...	...		2675	1223...	...	Access Special

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n.ph

Show 10 entries Search:

Showing 1 to 10 of 18 entries

ROLE NAME	ACCESS	ACTION
Accounting	<input type="checkbox"/>	Activate
Admin-Tools	<input type="checkbox"/>	Activate
Administrator	<input type="checkbox"/>	Activate
Biometric	<input checked="" type="checkbox"/>	Deactivate
CapEx	<input type="checkbox"/>	Activate
Employee	<input checked="" type="checkbox"/>	Deactivate
Executive	<input type="checkbox"/>	Activate

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Manage Special Access

Administrator / Manage User



██████████@gmail.com

Show 10 entries Search:

Showing 1 to 2 of 2 entries

SPECIAL ACCESS	ACCESS	ACTION
Employees All Branches	<input type="checkbox"/>	<a href="#">✕ Activate</a>
Job Information	<input type="checkbox"/>	<a href="#">✕ Activate</a>

Previous 1 Next

### 3.3 Account Status

- **Administrator -> Account Status**
- Click the hyperlink "Deactivate Account" and confirm the popup dialog box by clicking "Yes" to suspend access.

Account Status

Administrator / Account Status



Total Register: 493 Verified: 390 Not Verified: 103

Show 10 entries Search:  PDF Print

Showing 1 to 10 of 493 entries

USER NAME	VERIFIED EMAIL	ACTIVE ACCOUNT	ACTION
1 ██████████@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✓ Deactivate Account</a>
6 ██████████@gmail.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✓ Deactivate Account</a>
a ██████████@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✓ Deactivate Account</a>
a ██████████@gmail.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✓ Deactivate Account</a>
a ██████████@gmail.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✓ Deactivate Account</a>
a ██████████@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✓ Deactivate Account</a>
A ██████████.ph	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✓ Deactivate Account</a>


### 3.4 Mail Settings

- **Administrator -> Mail Settings**
- Setup for SMTP mail server.



**+ Company**

Maintenance / Company Profile / **Create**




---

Company Name
Philhealth No.
HDMF Eyerid

Number of Employees

EXPIRING DATE

Company Type

Multiple Branches

Allowed Users to Update Employee Personal Information

Address 1

Address 2

Area Code

Zip Code

Phone #1

Phone #2

Tax No.

SSS No.

**Upload New Logo**

No file chosen

License Key

### 3.6 Branch Access

- **Administrator -> Branch Access**
- Click the hyperlink "Deactivate" and confirm the popup dialog box by clicking "Yes" to remove access.
- Click the hyperlink "Activate" and confirm the popup dialog box by clicking "Yes" to give access.

**Manage Access**

---

**Company**

FOR DEMO ONLY
▼

Branch Access

Administrator / Manage Access



FOR DEMO ONLY

Show 10 entries Search:

Showing 1 to 4 of 4 entries

EMP ID	EMPLOYEE NAME	ACTION
TEST-002	TEST-2, TEST-2 TEST-2	Access
TEST-005	TEST 5, TEST 5 TEST 5	Access
TEST-006	TEST 6, TEST 6 TEST 6	Access
TEST-007	TEST 7, TEST 7 TEST 7	Access

Previous 1 Next

FOR DEMO ONLY

Show 10 entries Search:

Showing 1 to 2 of 2 entries

CCODE	BCODE	BRANCH NAME	ACCESS	ACTION
4	ZZZZ	BRANCH TESTING	<input checked="" type="checkbox"/>	Deactivate
4	PL01	PRIVATE LEDGER - EXECUTIVE	<input type="checkbox"/>	Activate

Previous 1 Next

### 3.7 Contribution Settings

- **Administrator -> Contribution Settings**
- *Mandatory contribution setup if the deduction is every cut-off, first cut-off, and last cut-off.*

Government Contribution Settings

---

FREY-FIL CORPORATION

**Deduction Option**

First cut off



## 4 Maintenance

### 4.1 Payroll

#### 4.1.1 Branch

- **Maintenance -> Payroll -> Branch**
- If **NO LATES** is "Yes" no late deduction in timekeeping process workhours distribution.
- If **NO ND** is "Yes" no night differential in timekeeping process workhours distribution.
- If **ACTIVE** is "Yes" the record is available in selection dropdown list box.

Branch  
Maintenance / Branch

BCODE	BRANCH NAME	DESCRIPTION	NO LATES	NO ND	ACTIVE
ONEWEST			false	false	true
PL	PRIVATE LEDGER		false	false	true
PS			false	false	true
PTP	POST TENSIONING PROJECT		false	false	true
RF	RANK AND FILE		false	false	true
SHIMDOTR			false	false	true
	SUPERVISORY - SITES & PLANTS		true	true	true
2008H	SUPERVISORY		true	false	true
3SW	SECRET WAREHOUSE		false	false	false

Create Edit Delete Search Refresh

Page 2 of 17 | View 11 - 20 of 165

**ADD RECORD** ✕

BCODE

BRANCH NAME

DESCRIPTION

NO LATES Yes ▾

NO ND Yes ▾

ACTIVE Yes ▾

#### 4.1.2 Allowance

- **Maintenance -> Payroll -> Allowance**

A dropdown list selection in employee master data links to their payroll computation that is automatically called by the system during payroll processing. Click the "CREATE" button to add a new allowance and click the hyperlink "Edit" to edit the record or "Delete" to delete the record. Tick the checkbox "Included in 13th month" for the allowance to be included in total basic pay in a year divided by 12 months.

Allowance

Maintenance / Allowance / List

CREATE Excel Import

Show 10 entries Search:

Showing 1 to 10 of 23 entries

CODE	DESCRIPTION	INCLUDED IN 13TH MONTH	ACTION
001	FIELD	<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>
002	MEAL	<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>
003	LIVING	<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>
006	F.O.T	<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>
007	OTA	<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>
009	APARTMENT RENTAL	<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>

Maintenance / Allowance / Create

Code Description Liability Account

Payroll Item Type  
Earning

Expense Account Liability Subaccount

Pay Item Group

Included in 13th Month Pay.

Cancel Save

### 4.1.3 Bank

- o **Maintenance -> Payroll -> Bank**

A dropdown list selection in employee master data links to employee payroll transactions which the bank connected for reporting purposes if needed or automate the bank requirement output to be used for online uploading. Click the "CREATE" button to add a new bank and click the icon "Edit" to edit the record or "Delete" to delete the record.

Bank  
Maintenance / Bank / List

Excel Import

BANK CODE	BANK NAME	DESCRIPTION
AUB	AUB BANK	
BDO	BDO	
BPI	BANK OF THE PHILIPPINE ISLAND	
CB	CHINA BANK	
EZC	EZCASH - UNIONBANK	
IB	I-BANK	
LBP	LAND BANK OF THE PHILIPPINES	
MBTC	METROBANK	
NATM	NO ATM	
UB	UNIONBANK	

Page 1 of 1 | 10 | View 1 - 10 of 10

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**ADD RECORD**

BANK CODE

BANK NAME

DESCRIPTION

Submit Cancel

#### 4.1.4 Designation

- **Maintenance -> Payroll -> Designation**

A dropdown list selection is used in employee job positions to get more accurate in creating reports. Click the "CREATE" button to add a new job position and click the icon "Edit" to edit the record or "Delete" to delete the record.

Designation  
Maintenance / Designation / List

Excel Import

JOB CODE	JOB NAME	DESCRIPTION
3MT	3RD MATE	NULL
3RD	3RD ENGINEER	NULL
4ENGR	4TH ENGINEER	NULL
A/P HEAD	ACCOUNTS PAYABLE HEAD	NULL
AAM	ASSISTANT ACCOUNTING MANAGER	
AASS	ARCHITECTURAL ASSISTANT	NULL
AASST	ADMIN ASSISTANT	NULL
AAVP	ASST.FOR AVP OPERATIONS	NULL
ABBO	AUTOMATIC BAR BENDING OP	NULL
AC	AUTOCAD OPERATOR	NULL

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### 4.1.5 Leave

- o **Maintenance -> Payroll -> Leave**

A dropdown list selection in the employee leave filing module links to the payroll process that automatically calls by the system during payroll processing if the employee is eligible for leave with pay. Click the "CREATE" button to add a new leave type and click the hyperlink "Edit" to edit the record or "Delete" to delete the record.

Maintenance / Leave / List

Buttons: Create, Excel, Import

Show 10 entries Search: [ ]

Showing 1 to 9 of 9 entries

CODE	DESCRIPTION	NO. OF DAYS	PAYROLL PAY	ACTION
BL	Bereavement Leave	7	YES	<a href="#">Edit</a> <a href="#">Delete</a>
LW	Leave Without Pay	30	NO	<a href="#">Edit</a> <a href="#">Delete</a>
ML	Maternity Leave	120	NO	<a href="#">Edit</a> <a href="#">Delete</a>
PA	Parental Leave	7	YES	<a href="#">Edit</a> <a href="#">Delete</a>
PL	Paternity Leave	7	YES	<a href="#">Edit</a> <a href="#">Delete</a>
RH	Rehabilitation Leave	7	YES	<a href="#">Edit</a> <a href="#">Delete</a>
SIL	Service Incentive Leave	5	YES	<a href="#">Edit</a> <a href="#">Delete</a>

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Maintenance / Leave / Create

Fields: Leave Code, Leave Description, No. Of Days, Liability Account, Payroll Item Type (Notices), Expense Account, Expense Subaccount, Liability Subaccount, Pay Item Group

Buttons: Cancel, Save

Payroll Pay

### 4.1.6 Loan Code

- o **Maintenance -> Payroll -> Loan Code**

A dropdown list selection in creating a different loan type like Home Development Mutual Fund (HDMF) assigned in loan description calamity loan, housing loan, multipurpose loan etc. Click the "CREATE" button to add a new loan code and click the icon "Edit" to edit the record

or "Delete" to delete the record. Select "Yes" in the dropdown list box "Allowed Multiple" if the loan description allows the employee to create multiple loans, either the current loan has a remaining balance.

Loan Code

Maintenance / Loan Code / List

Excel Import

LOAN CODE	DESCRIPTION	COMMENT	ALLOWED MULTIPLE
AUB	AUB - SALARY LOAN	PERSONAL BANK LOAN	false
BDO	BDO		true
CARF	REVOLVING FUND - CA	REVOLVING FUND - CA	true
CASD	CASH ADVANCE	CASH ADVANCE	false
D&LSD	DAMAGE / LOST ITEMS	DAMAGE / LOST SALARY DEDUCTION	false
ECASH	ATM	ATM	false
HDMF	HDMF LOAN	MULTIPURPOSE LOAN	false
HDMFC	HDMF CALAMITY LOAN	HDMF CALAMITY LOAN	false
HMO	HMO-PHILCARE	HMO-Philcare	false
HP	CA-HOSPITALIZATION PURPOSES	CA-HOSPITALIZATION PURPOSES	false

Page 1 of 4

View 1 - 10 of 35

**ADD RECORD**

LOAN CODE

DESCRIPTION

COMMENT

ALLOWED MULTIPLE Yes

#### 4.1.7 Loan Type

- o **Maintenance -> Payroll -> Loan Type**

A dropdown list selection in employee loan module data entry to define what kind of loans and also used for generating report category by loan type or loan code. Click the "CREATE" button to add a new loan type and click the hyperlink "Edit" to edit the record or "Delete" to delete the record. This field information is commonly used in government remittance requirements to be submitted to the Social Security System (SSS), Home Development Mutual Fund (HDMF), monthly reports or other reports needed by the company.

**Loan Type**  
Maintenance / Loan Type / List

Create
Excel
Import

Show 10 entries Search:  PDF Print

Showing 1 to 10 of 16 entries

LOAN TYPE	DESCRIPTION	LOAN CODE	COMMENT	ACTION
CL	CALAMITY LOAN	HDMF		<a href="#">Edit</a> <a href="#">Delete</a>
CL	CALAMITY LOAN	SSS		<a href="#">Edit</a> <a href="#">Delete</a>
CARF	CASH ADVANCE-REVOLVING FUND	CARF	CASH ADVANCE-REVOLVING FUND	<a href="#">Edit</a> <a href="#">Delete</a>
LT	DEDUCTION LOST TOOLS	AUB	DEDUCTION LOST TOOLS	<a href="#">Edit</a> <a href="#">Delete</a>
EL	EMERGENCY LOAN	SSS		<a href="#">Edit</a> <a href="#">Delete</a>
HL	HOUSING LOAN	HDMF		<a href="#">Edit</a> <a href="#">Delete</a>
MED	MEDICAL EXPENSE	MED		<a href="#">Edit</a> <a href="#">Delete</a>

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loan\_type\_list?comp\_d=48&code=PL01#

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**+ Loan Type**  
Maintenance / Loan Type / Create

**Loan Type** 
**Loan Code** 
**Liability Account**

**Description** 
**Liability Subaccount**

**Payroll Item Type**  

**Pay Item Group**

**Expense Account** 
**Comment**

**Expense Subaccount** 
Cancel Save

#### 4.1.8 Late & Undertime

- o **Maintenance -> Payroll -> Late & Undertime**

Optional setup, depending on company policies to round off minutes of late time-in or undertime time-out. Click the "CREATE" icon to add a new late conversion and click the icon "Edit" to edit the record or "Delete" to delete the record. The conversion entries should be in hourly decimal value. These setups are used for timesheet computation to generate a summary of employee workhour distribution.

Late Undertime Settings

Maintenance / Late Undertime / List



MINUTE FROM	MINUTE TO	MINUTE CONVERSION	ND CONVERSION
0.01	0.25	0.25	0.00
0.26	0.50	0.50	0.25
0.51	0.75	0.75	0.50
0.76	0.99	1.00	0.75

Page 1 of 1 | 10 | View 1 - 4 of 4

### 4.1.9 Overtime Settings

- o **Maintenance -> Payroll -> Overtime Settings**

Optional setup, depending on company policies to round off the computed overtime with minutes. Click the "CREATE" icon to add a new overtime minute conversion and click the icon "Edit" to edit the record or "Delete" to delete the record. The conversion entries should be in hourly decimal value. These setups are used for timesheet computation to generate a summary of employee workhour distribution.

Overtime Settings

Maintenance / Overtime Settings / List

MINUTE FROM	MINUTE TO	MINUTE CONVERSION
0.01	0.49	0.00
0.51	0.99	0.50

Page 1 of 1 | 10 | View 1 - 2 of 2

**ADD RECORD**

MINUTE FROM

MINUTE TO

MINUTE CONVERSION

Submit Cancel

#### 4.1.10 Flexitime Settings

- Maintenance -> Payroll -> Flexitime Settings

Optional setup, depending on company policies to allow flexitime. Click the "CREATE" icon to add a new flexitime and click the icon "Edit" to edit the record or "Delete" to delete the record. These setups are used for timesheet computation to ignore late time-in on the employee workhour distribution.

Grace Period Settings

Company: FOR DEMO ONLY

Branch / Division: BRANCH TESTING

Submit

Flexitime Settings

Maintenance / Grace Period

START TIME	END TIME	NO. OF HOURS
7:00	9:00	2

Page 1 of 1 | 10 | View 1 - 1 of 1



**EDIT RECORD**
✕

START TIME

END TIME

NO. OF HOURS

◀ ▶
Submit ✕ Cancel

#### 4.1.11 Override Rest Day

- **Maintenance -> Payroll -> Override Rest Day**

Optional setup, depending on company policies to allow changes of rest day to regular day computation. Click the "CREATE" button to add a new job position or the hyperlink "Delete" to delete the record. These setups are used for timesheet computation to ignore rest day and computed as regular day workhour distribution.

⚙️ Override Rest Day
☰

**Company**

FOR DEMO ONLY

**Branch / Division**

PRIVATE LEDGER - EXECUTIVE

Submit

⚙️ Override Rest Day to Regularly Day  
 Maintenance / Override Rest Day



Create
☰

Show 10 entries

Showing 1 to 10 of 21 entries

BRANCH CODE	JOB DESCRIPTION	REMARKS	ACTION
NP	CONSTRUCTION FOREMAN	foreman	✕ Delete
NP	EARTH MOVING FOREMAN	foreman	✕ Delete
NP	FOREMAN, CARPENTER	regular day to rest day	✕ Delete
NP	FOREMAN CARPENTER/MASO	regular day to rest day	✕ Delete
NP	FOREMAN CARPENTER / MAS	foreman	✕ Delete
NP	FOREMAN - CRANE OPERATOR	regular day to rest day	✕ Delete
NP	FOREMAN,DECKHAND DIVER	regular day to rest day	✕ Delete

⚙️ Override Rest Day

Maintenance / Override Rest Day / Create



**4.1.12 Late Policy**

- **Maintenance -> Payroll -> Late Policy**

Optional setup, depending on company policies to allow a grace period of late by daily or every cut-off. Click the "Save" button to save. These setups are used for timesheet computation of workhour distribution.

**4.1.13 HDMF Add Contribution**

- **Maintenance -> Payroll -> HDMF Add Contr.**

Optional setup, employees' additional HMDF contribution is to be deducted monthly. Click the "Create" button to create a new record. These setups are used for payroll processing to deduct HDMF contributions.

HDMF Additional Contribution

Create

ID	EMPLOYEE NAME	AMOUNT	ACTION
1	A [REDACTED]	300.00	<a href="#">Delete</a>
2	B [REDACTED]	800.00	<a href="#">Delete</a>

#### 4.1.14 Gov't Designation

- o **Maintenance -> Payroll -> Gov't Designation**

A dropdown list selection in the LGU employee payroll setup module, the standard job position to be used is government plantilla positions with a salary grade equivalent. Click the "CREATE" icon to add a new designation and click the icon "Edit" to edit the record or "Delete" to delete the record.

Government Plantilla Positions

Maintenance / Designation

Excel Import

POSITION	SALARY GRADE	ACTIVE
Accountant I	11	<input checked="" type="checkbox"/>
Accountant II	15	<input checked="" type="checkbox"/>
Accountant III	18	<input checked="" type="checkbox"/>
Accountant IV	22	<input checked="" type="checkbox"/>
Accounting Analyst	11	<input checked="" type="checkbox"/>
Accounting Clerk I	4	<input checked="" type="checkbox"/>
Accounting Clerk II	6	<input checked="" type="checkbox"/>
Accounting Clerk III	8	<input checked="" type="checkbox"/>
Accounting Machine Operator I	5	<input checked="" type="checkbox"/>
Accounting Machine Operator II	7	<input checked="" type="checkbox"/>

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#### 4.1.15 Gov't Salary Grade

- o **Maintenance -> Payroll -> Gov't Salary Grade**

A dropdown list selection in the LGU employee payroll setup module, selected job positions have a salary grade equivalent. To select another Tranche, click the right-side icon list to pop up a menu, then click the item you want to display. Click the "CREATE" icon to add a new salary grade and click the icon "Edit" to edit the record or "Delete" to delete the record.

Government Salary Grade

Maintenance / Salary Grade / **Tranche 1**



Excel Import

SG GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	
1	11,551.00	11,647.00	11,745.00	11,843.00	11,942.00	12,042.00	12,143.00	12,244.00	Tranche 1
2	12,276.00	12,369.00	12,464.00	12,560.00	12,657.00	12,754.00	12,852.00	12,950.00	Tranche 2
3	13,019.00	13,119.00	13,220.00	13,322.00	13,424.00	13,527.00	13,631.00	13,736.00	Tranche 3
4	13,807.00	13,914.00	14,020.00	14,128.00	14,236.00	14,345.00	14,456.00	14,567.00	<input checked="" type="checkbox"/>
5	14,641.00	14,754.00	14,867.00	14,981.00	15,096.00	15,212.00	15,329.00	15,446.00	<input checked="" type="checkbox"/>
6	15,524.00	15,643.00	15,763.00	15,884.00	16,007.00	16,129.00	16,253.00	16,378.00	<input checked="" type="checkbox"/>
7	16,458.00	16,585.00	16,713.00	16,841.00	16,970.00	17,101.00	17,231.00	17,364.00	<input checked="" type="checkbox"/>
8	17,505.00	17,663.00	17,823.00	17,984.00	18,146.00	18,310.00	18,476.00	18,643.00	<input checked="" type="checkbox"/>
9	18,784.00	18,941.00	19,100.00	19,259.00	19,420.00	19,582.00	19,746.00	19,911.00	<input checked="" type="checkbox"/>
10	20,219.00	20,388.00	20,558.00	20,731.00	20,903.00	21,079.00	21,254.00	21,432.00	<input checked="" type="checkbox"/>

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### 4.1.16 Monthly Rate Divisor

- **Maintenance -> Payroll -> Monthly Rate Divisor**

Company policy how to get hourly rate of monthly salary basis to compute the overtime hours example: **Hourly Rate** = Monthly salary / Monthly rate divisor / 8.

#### How to get number of days for the monthly salary rate divisor.

- Working schedule for Monday to Saturday: 313 days / 12 months = 26.08.
- Working schedule for Monday to Friday: 264 days / 12 months = 22.

**Monthly Rate Divisor**

Maintenance / **Monthly Rate Divisor**

**Number of Days**

26.08

Save

## 4.2 Governments

### 4.2.1 PhilHealth

- **Maintenance -> Governments -> PhilHealth**

PhilHealth Circular No. 2019-0009, published on November 23, 2019, the premium rate for Direct Contributors shall still be at 2.75% of their monthly basic salary with an adjusted ceiling of P50,000. In 2020, PhilHealth will increase the rate to 3% and henceforth adjust it to increments of 0.5% every year until it reaches the 5% limit in 2025 as provided for by law. The income floor is fixed at P10,000 during the 5-year period, while the salary ceiling will gradually increase by P10,000 each year from P60,000 until it reaches P100,000 in 2025.

PhilHealth Contribution Table

Maintenance / PhilHealth



YEAR ↕	BASIC SALARY FROM	BASIC SALARY TO	MINIMUM PREMIUM	MAXIMUM PREMIUM	OVER RATE (%)
2019	10,000.00	50,000.00	275.00	1,375.00	2.75
2020	10,000.00	60,000.00	300.00	1,800.00	3.00
2021	10,000.00	70,000.00	350.00	2,450.00	3.50
2022	10,000.00	80,000.00	400.00	3,200.00	4.00
2023	10,000.00	80,000.00	400.00	3,200.00	4.00
2024	10,000.00	100,000.00	500.00	5,000.00	5.00
2025	10,000.00	100,000.00	500.00	5,000.00	5.00

+ ✎ 🗑️ 🔄 🌐
Page 1 of 1
10
View 1 - 7 of 7

### 4.2.2 SSS

- **Maintenance -> Governments -> SSS**

Social Security System (SSS) issues a table and schedule of fees that shows how much members (employees and employers) need to pay for contributions every month. This module allows the user to add, edit, delete or upload new SSS tables provided by the agency using a standard layout to be used to import Excel to a database.

SSS Contribution Table

Maintenance / SSS



Excel Import

SALARY BRACKET	RANGE OF COMP. 1	RANGE OF COMP. 2	SALARY CREDIT	EMPLOYER	EC EMPLOYER	EMPLOYEE	TOTAL
1	0.00	4,249.99	4,000.00	380.00	10.00	180.00	390.00
2	4,250.00	4,749.99	4,500.00	427.50	10.00	202.50	437.50
3	4,750.00	5,249.99	5,000.00	475.00	10.00	225.00	485.00
4	5,250.00	5,749.99	5,500.00	522.50	10.00	247.50	532.50
5	5,750.00	6,249.99	6,000.00	570.00	10.00	270.00	580.00
6	6,250.00	6,749.99	6,500.00	617.50	10.00	292.50	627.50
7	6,750.00	7,249.99	7,000.00	665.00	10.00	315.00	675.00
8	7,250.00	7,749.99	7,500.00	712.50	10.00	337.50	722.50
9	7,750.00	8,249.99	8,000.00	760.00	10.00	360.00	770.00
10	8,250.00	8,749.99	8,500.00	807.50	10.00	382.50	817.50

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### 4.3 Train Law

#### 4.3.1 Tax Daily

- **Maintenance -> Train Law -> Tax Daily**

Bureau of Internal Revenue (BIR) Daily Rates of Tax on Taxable Income of Individuals. The employee tax deduction shall be computed in accordance with the provided tax computation table.

Train Law Daily Tax Deduction Table

Maintenance / Daily Tax Table



0.00 + 0% OVER	0.00 + 15% OVER	61.65 + 20% OVER	280.85 + 25% OVER	1,102.60 + 30% OVER	6,034.30 + 35% OVER
685.00	685.00	1,096.00	2,192.00	5,479.00	21,918.00

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#### 4.3.2 Tax Weekly

- **Maintenance -> Train Law -> Tax Weekly**

Bureau of Internal Revenue (BIR) Weekly Rates of Tax on Taxable Income of Individuals. The employee tax deduction shall be computed in accordance with the provided tax computation table.

Train Law Weekly Tax Deduction Table

Maintenance / Weekly Tax Table



0.00 + 0% OVER	0.00 + 15% OVER	432.60 + 20% OVER	1,971.20 + 25% OVER	7,740.45 + 30% OVER	42,355.65 + 35% OVER
4,808.00	4,808.00	7,692.00	15,385.00	38,462.00	153,846.00

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4.3.3 Tax Semi-Monthly

- Maintenance -> Train Law -> Tax Semi-Monthly

Bureau of Internal Revenue (BIR) Semi-Monthly Rates of Tax on Taxable Income of Individuals. The employee tax deduction shall be computed in accordance with the provided tax computation table.

Train Law Semi-Monthly Tax Deduction Table

Maintenance / Semi-Monthly Tax Table



0.00 + 0% OVER	0.00 + 15% OVER	937.50 + 20% OVER	4,270.70 + 25% OVER	16,770.70 + 30% OVER	91,770.70 + 35% OVER
10,417.00	10,417.00	16,667.00	33,333.00	83,333.00	333,333.00

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4.3.4 Tax Monthly

- Maintenance -> Train law -> Tax Monthly

Bureau of Internal Revenue (BIR) Monthly Rates of Tax on Taxable Income of Individuals. The employee tax deduction shall be computed in accordance with the provided tax computation table.

Train Law Monthly Tax Deduction Table

Maintenance / Monthly Tax Table



0.00 + 0% OVER	0.00 + 15% OVER	1,875.00 + 20% OVER	8,541.80 + 25% OVER	33,541.80 + 30% OVER	183,541.80 + 35% OVER
20,833.00	20,833.00	33,333.00	66,667.00	166,667.00	666,667.00

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### 4.3.5 Tax Annually

- o **Maintenance -> Train Law -> Tax Annually**

Bureau of Internal Revenue (BIR) Annually Rates of Tax on Taxable Income of Individuals. The employee tax deduction shall be computed in accordance with the provided tax computation table.

Train Law Yearly Tax Deduction Table

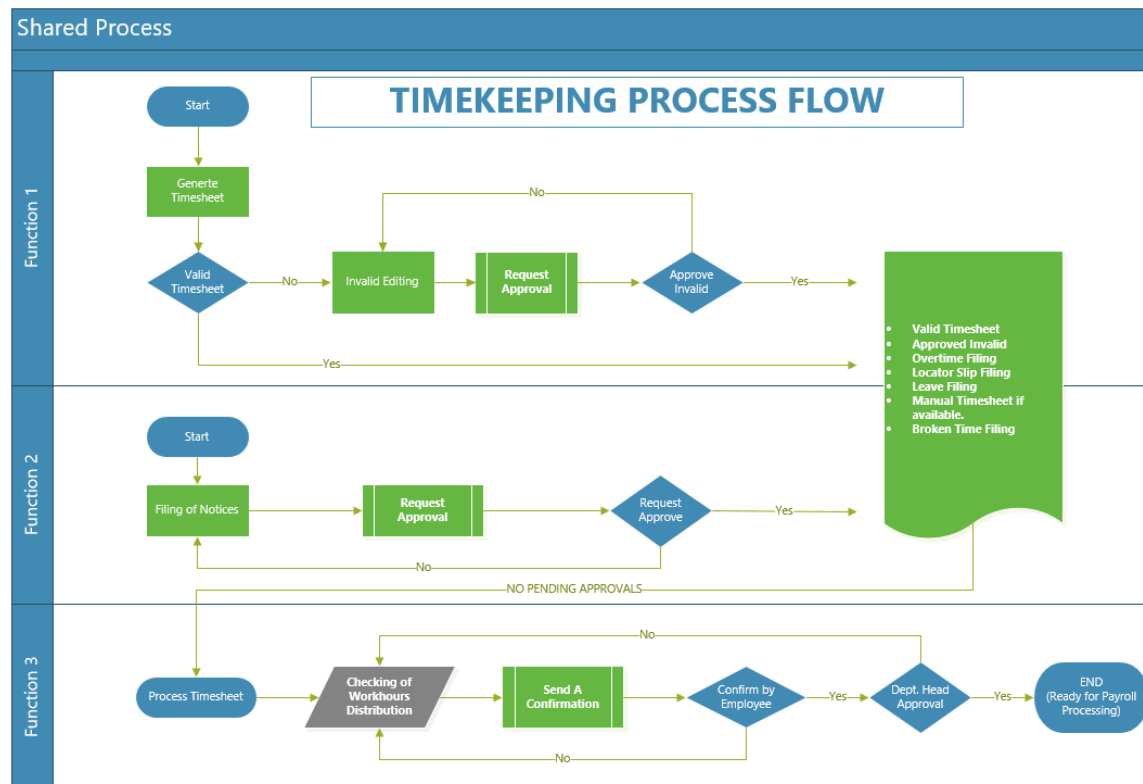
Maintenance / Yearly Tax Table



Start Range	End Range	Tax	Over (%)
250,000.00	0.00	0.00	0.00
250,000.00	400,000.00	0.00	0.15
400,000.00	800,000.00	22,500.00	0.20
800,000.00	2,000,000.00	102,500.00	0.25
2,000,000.00	8,000,000.00	402,500.00	0.30
8,000,000.00	0.00	2,202,500.00	0.35

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### 4.4 Timekeeping





### 4.4.1 Timesheet

- **Maintenance -> Timekeeping -> Timesheet**

Backend editing of employees' timesheets to delete attendance dates, edit wrong pairing time-in / time-out, and change the days tagging due to wrong shift schedule setup.

#### Timesheet Backend Editing

Maintenance / Tools / Timesheet

[REDACTED] R.D.

[REDACTED] by Period From: 10/12/2023 To: 10/26/2023

DATE	TIME-IN	TIME-OUT	SOURCE	DAYS	Tags	Valid	Action
10/12/2023	10/12/2023 07:00:00 AM	10/12/2023 06:16:00 PM	BM	RD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a> ✕ <a href="#">Delete</a>
10/13/2023	10/13/2023 06:55:56 AM	10/13/2023 04:36:13 PM	BM	RD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a> ✕ <a href="#">Delete</a>
10/14/2023	10/14/2023 06:59:23 AM	10/14/2023 11:17:04 AM	BM	RD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a> ✕ <a href="#">Delete</a>
10/16/2023	10/16/2023 07:45:08 AM	10/16/2023 04:56:34 PM	BM	RD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a> ✕ <a href="#">Delete</a>
10/17/2023	10/17/2023 06:58:20 AM	10/17/2023 06:03:29 PM	BM	RD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a> ✕ <a href="#">Delete</a>
10/18/2023	10/18/2023 06:57:36 AM	10/18/2023 05:18:07 PM	BM	RD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a> ✕ <a href="#">Delete</a>
10/19/2023	10/19/2023 07:00:16 AM	10/19/2023 04:03:02 PM	BM	RD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a> ✕ <a href="#">Delete</a>
10/20/2023	10/20/2023 06:58:57 AM	10/20/2023 06:01:39 PM	BM	RD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a> ✕ <a href="#">Delete</a>
10/21/2023	10/21/2023 06:59:57 AM	10/21/2023 11:04:31 AM	BM	RD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a> ✕ <a href="#">Delete</a>

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### 4.4.2 Invalid List

- **Maintenance -> Timekeeping -> Invalid List**

Backend the invalid list of employees' timesheets, search the employee ID from the search box that already transferred from other branches and click the hyperlink "Delete" to delete the record.

Timesheet with Invalid Cut-off Date From: 10/12/2023 To: 10/26/2023

Maintenance / Tools / Invalid / XXXXXXXXXX

Show  entries Search:

Showing 1 to 10 of 14 entries

ID	EMP ID	APPROVER ID	APPROVED	APPROVED DATE	EDIT BY	EDIT DATE	ACTION
15988	97	72	True	10/27/2023	D	M.	10/27/2023 <a href="#">✕ Delete</a>
15983	86	72	True	10/27/2023	D	M.	10/27/2023 <a href="#">✕ Delete</a>
15981	83	72	True	10/27/2023	D	M.	10/27/2023 <a href="#">✕ Delete</a>
15978	68	72	True	10/27/2023	D	M.	10/27/2023 <a href="#">✕ Delete</a>
15976	53	86	True	10/27/2023	D	M.	10/27/2023 <a href="#">✕ Delete</a>
15969	14	91	True	10/27/2023	D	M.	10/27/2023 <a href="#">✕ Delete</a>
15968	13	72	True	10/27/2023	D	M.	10/27/2023 <a href="#">✕ Delete</a>
15967	136	236	True	10/27/2023	D	M.	10/27/2023 <a href="#">✕ Delete</a>

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### 4.4.3 Audit Trail

- **Maintenance -> Timekeeping -> Audit Trail**

Backend the audit trail list of employees' timesheets, search the employee ID from the search box that already transferred from other branches and click the hyperlink "Delete" to delete the record.

**Audit Trail**

**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

**PAY BASIS:**

**DATE FROM**  **TO**

Showing 1 to 10 of 51 entries

ID	EMPLOYEE ID	PROCESS BY	PROCESS DATE	PAY BASIS	ACTION
10923	05	29	10/27/2023	M	Delete
10922	88	29	10/27/2023	M	Delete
10921	52	29	10/27/2023	M	Delete
10920	10	29	10/27/2023	M	Delete
10919	51	29	10/27/2023	M	Delete
10918	89	29	10/27/2023	M	Delete
10917	97	29	10/27/2023	M	Delete
10916	14	29	10/27/2023	M	Delete
10915	10	29	10/27/2023	M	Delete

#### 4.4.4 Daily Computation

- **Maintenance -> Timekeeping -> Daily Computation**

Backend the timekeeping process daily computation, fill up the form and click the "Submit" button, from the list of attendance dates click the hyperlink "Edit" to modify the workhour

distribution or "Delete" to delete the record. Any changes in daily computation must be aligned with the total hours in workhour summary.

### Employee Timesheet Daily Computation

**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

**Employee Name**

**PAY BASIS:**

**DATE FROM**      **TO**

Timesheet Daily Computation

Maintenance / Daily Computation / Date From: 10/12/2023 To: 10/26/2023



DATE	TIME-IN	TIME-OUT	TAGS	SOURCE	Action
10/12/2023	10/12/2023 07:00:00 AM	10/12/2023 06:16:00 PM	RD	BM	<a href="#">Edit</a> <a href="#">Delete</a>
10/13/2023	10/13/2023 06:55:56 AM	10/13/2023 04:36:13 PM	RD	BM	<a href="#">Edit</a> <a href="#">Delete</a>
10/14/2023	10/14/2023 06:59:23 AM	10/14/2023 11:17:04 AM	RD	BM	<a href="#">Edit</a> <a href="#">Delete</a>
10/16/2023	10/16/2023 07:45:08 AM	10/16/2023 04:56:34 PM	RD	BM	<a href="#">Edit</a> <a href="#">Delete</a>
10/17/2023	10/17/2023 06:58:20 AM	10/17/2023 06:03:29 PM	RD	BM	<a href="#">Edit</a> <a href="#">Delete</a>
10/18/2023	10/18/2023 06:57:36 AM	10/18/2023 05:18:07 PM	RD	BM	<a href="#">Edit</a> <a href="#">Delete</a>
10/19/2023	10/19/2023 07:00:16 AM	10/19/2023 04:03:02 PM	RD	BM	<a href="#">Edit</a> <a href="#">Delete</a>
10/20/2023	10/20/2023 06:58:57 AM	10/20/2023 06:01:39 PM	RD	BM	<a href="#">Edit</a> <a href="#">Delete</a>
10/21/2023	10/21/2023 06:59:57 AM	10/21/2023 11:04:31 AM	RD	BM	<a href="#">Edit</a> <a href="#">Delete</a>

Timesheet Daily Computation

Maintenance / Daily Computation / Date: 10/14/2023



[Redacted Name]
Time-IN: 10/14/2023 6:59:23 AM Time-OUT: 10/14/2023 11:17:04 AM Days: RD

REGULAR DAY	REST DAY	SPECIAL HOLIDAY	SPECIAL HOLIDAY & REST DAY
Reg Hrs: 8.00	Reg Hrs: 0.00	Reg Hrs: 0.00	Reg Hrs: 0.00
OT Hrs: 0.00	OT Hrs: 0.00	OT Hrs: 0.00	OT Hrs: 0.00
ND Hrs: 0.00	ND Hrs: 0.00	ND Hrs: 0.00	ND Hrs: 0.00
OTND Hrs: 0.00	OTND Hrs: 0.00	OTND Hrs: 0.00	OTND Hrs: 0.00

REGULAR HOLIDAY	REGULAR HOLIDAY & REST DAY	DOUBLE HOLIDAY	DOUBLE HOLIDAY & REST DAY
Reg Hrs: 0.00	Reg Hrs: 0.00	Reg Hrs: 0.00	Reg Hrs: 0.00
OT Hrs: 0.00	OT Hrs: 0.00	OT Hrs: 0.00	OT Hrs: 0.00
ND Hrs: 0.00	ND Hrs: 0.00	ND Hrs: 0.00	ND Hrs: 0.00
OTND Hrs: 0.00	OTND Hrs: 0.00	OTND Hrs: 0.00	OTND Hrs: 0.00

\*\*\*LATES & UNDERTIME HOURS\*\*\*

REG LATE	SH LATE	LH LATE	DH LATE
Reg_Late_Hrs: 0.00	Sh_Late_Hrs: 0.00	Lh_Late_Hrs: 0.00	Dh_Late_Hrs: 0.00
Reg_Utime_Hrs: 0.00	Sh_Utime_Hrs: 0.00	Lh_Utime_Hrs: 0.00	Dh_Utime_Hrs: 0.00
Rest_Late_Hrs: 0.00	Sh_Rest_Late_Hrs: 0.00	Lh_Rest_Late_Hrs: 0.00	Dh_Rest_Late_Hrs: 0.00
Rest_Utime_Hrs: 0.00	Sh_Rest_Utime_Hrs: 0.00	Lh_Rest_Utime_Hrs: 0.00	Dh_Rest_Utime_Hrs: 0.00

Cancel
 Update

#### 4.4.5 Workhour Summary

- o **Maintenance -> Timekeeping -> Workhour Summary**

Backend the timekeeping process summary computation, fill up the form and click the "Submit" button to display the workhour summary. Click the "Update" button to save changes.

Employee Workhour Summary

**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

**Employee Name**

**PAY BASIS:**

**DATE FROM**  **TO**

Submit



0486: BASCAR, JULIE MHAR D. Cut-off Date From: 10/12/2023 To: 10/26/2023

REGULAR DAY		REST DAY		SPECIAL HOLIDAY		SPECIAL HOLIDAY & REST DAY	
Reg Hrs:	103.25	Reg Hrs:	0.00	Reg Hrs:	0.00	Reg Hrs:	0.00
OT Hrs:	4.00	OT Hrs:	0.00	OT Hrs:	0.00	OT Hrs:	0.00
ND Hrs:	0.00	ND Hrs:	0.00	ND Hrs:	0.00	ND Hrs:	0.00
OTND Hrs:	0.00	OTND Hrs:	0.00	OTND Hrs:	0.00	OTND Hrs:	0.00

REGULAR HOLIDAY		REGULAR HOLIDAY & REST DAY		DOUBLE HOLIDAY		DOUBLE HOLIDAY & REST DAY	
Reg Hrs:	0.00	Reg Hrs:	0.00	Reg Hrs:	0.00	Reg Hrs:	0.00
OT Hrs:	0.00	OT Hrs:	0.00	OT Hrs:	0.00	OT Hrs:	0.00
ND Hrs:	0.00	ND Hrs:	0.00	ND Hrs:	0.00	ND Hrs:	0.00
OTND Hrs:	0.00	OTND Hrs:	0.00	OTND Hrs:	0.00	OTND Hrs:	0.00

**\*\*\*LATES & UNDERTIME HOURS\*\*\***

Reg_Late_Hrs:	0.75	Sh_Late_Hrs:	0.00	Lh_Late_Hrs:	0.00	Dh_Late_Hrs:	0.00
Reg_Utime_Hrs:	0.00	Sh_Utime_Hrs:	0.00	Lh_Utime_Hrs:	0.00	Dh_Utime_Hrs:	0.00
Rest_Late_Hrs:	0.00	Sh_Rest_Late_Hrs:	0.00	Lh_Rest_Late_Hrs:	0.00	Dh_Rest_Late_Hrs:	0.00
Rest_Utime_Hrs:	0.00	Sh_Rest_Utime_Hrs:	0.00	Lh_Rest_Utime_Hrs:	0.00	Dh_Rest_Utime_Hrs:	0.00

LS_Deduction:	0.00	Total_Holidays_Work:	0	Total_Absent:	0	End Contract:	No
Total_Holidays:	0	Total_Hol_Work_Hrs:	0.00	Tot_Rest_To_Rg_Hrs:	0.00		

## 4.5 Performance

### 4.5.1 Areas

- **Maintenance -> Performance -> Areas**



ID	AREAS	DESCRIPTION	ACTIVE
1	Time management	Improving the ability to prioritize tasks, set deadlines, and manage time effectively.	true
2	Communication skills	Enhancing both verbal and written communication skills to convey ideas and information more clearly and effectively.	true
3	Active listening	Improving the ability to listen attentively, understand others' perspectives, and respond appropriately.	true
4	Conflict resolution	Developing strategies to handle conflicts and disagreements in a constructive and collaborative manner.	true
5	Emotional intelligence	Enhancing self-awareness, empathy, and emotional management to build stronger relationships and handle difficult situations.	true
6	Leadership skills	Developing leadership qualities such as decision-making, delegation, and motivating others.	true
7	Problem-solving abilities	Strengthening critical thinking skills and developing systematic approaches to solve complex problems.	true
8	Adaptability	Enhancing the ability to adapt to change, be flexible, and embrace new ideas or technologies.	true
9	Teamwork and collaboration	Improving the ability to work effectively in a team, communicate and cooperate with others, and contribute to shared goals.	true
10	Feedback and constructive criticism	Being open to receiving feedback, actively seeking it, and using it to improve performance.	true

View 1 - 10 of 17



Add / Edit / Search / Refresh

### 4.5.2 Type

- **Maintenance -> Performance -> Type**

Performance Type

Maintenance / Type / List



ID	TYPE	ACTIVE
1	Sales	true
2	Productivity	true
3	Efficiency	true
4	Quality	true
5	Customer satisfaction	true
6	Revenue	true
7	Profitability	true
8	Market share	true
9	Innovation	true
10	Employee engagement	true

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### 4.5.3 Areas for Improvement

- **Maintenance -> Performance -> Areas for Improvement**

Performance Areas For Improvement

Maintenance / Areas For Improvement / List



ID	TITLE	DESCRIPTION	ACTIVE
1	Leadership development	Providing opportunities for employees to develop their leadership skills, such as through training programs, mentorship, or leadership workshops.	true
2	Communication skills	Offering communication training to help employees improve their verbal and written communication skills, active listening, and effective presentation skills.	true
3	Conflict resolution	Providing training on conflict resolution techniques and strategies to help employees effectively navigate and resolve conflicts in the workplace.	true
4	Time management	Offering resources and training on time management techniques to help employees prioritize tasks, meet deadlines, and improve productivity.	true
5	Emotional intelligence	Providing training on emotional intelligence to help employees enhance their self-awareness, empathy, and relationship management skills.	true
6	Technical skills	Offering training or resources to help employees improve their technical skills and stay up to date with advancements in their field.	true
7	Customer service skills	Providing customer service training to help employees enhance their ability to interact with customers, handle complaints, and provide excellent service.	true
8	Teamwork and collaboration	Offering team-building activities and training to help employees improve their teamwork, collaboration, and interpersonal skills.	true
9	Problem-solving skills	Providing training on problem-solving techniques and critical thinking skills to help employees become more effective problem solvers.	true
10	Diversity and inclusion	Offering diversity and inclusion training to help employees develop a better understanding of different perspectives, promote inclusivity, and create a more diverse and inclusive work environment.	true

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### 4.5.4 Development Plan

- **Maintenance -> Performance -> Development Plan**

Performance Development Plan

Maintenance / Development Plan / List



ID ↕	DEV. PLAN	DESCRIPTION	ACTIVE
1	Improve time management skills	Prioritize tasks, set clear deadlines, and use productivity tools or techniques to manage time effectively. Seek training or resources on time management strategies.	true
2	Enhance communication skills	Practice active listening, seek feedback from colleagues or mentors, and engage in activities to improve verbal and written communication skills (e.g., public speaking courses, writing workshops).	true
3	Develop leadership skills	Seek opportunities to take on leadership roles or projects, participate in leadership development programs or workshops, and seek feedback and coaching from experienced leaders.	true
4	Strengthen problem-solving abilities	Enhance critical thinking skills through problem-solving exercises or puzzles, seek out challenging projects or assignments that require creative problem-solving, and learn problem-solving frameworks or methodologies.	true
5	Improve technical skills	Identify specific technical skills relevant to your role or industry, seek training or certification programs, participate in workshops or webinars, and practice applying the skills in real-world scenarios.	true
6	Enhance teamwork and collaboration skills	Participate in team-building activities, practice active collaboration and communication with team members, seek opportunities to work on cross-functional projects, and develop conflict resolution and negotiation skills.	true
7	Develop emotional intelligence	Increase self-awareness through reflection or assessments, practice empathy and understanding towards others, seek feedback on emotional intelligence, and engage in activities that promote emotional management and resilience.	true
8	Continuous learning and professional development	Stay updated with industry trends and advancements, read professional literature or attend conferences, seek out mentors or coaches, and pursue relevant certifications or qualifications.	true
9	Enhance problem-solving abilities	Seek out challenging problems or projects, practice critical thinking and analytical skills, and learn problem-solving frameworks or methodologies.	true
10	Improve adaptability and flexibility	Embrace change and new challenges, seek out opportunities to learn and grow outside of your comfort zone, and develop a mindset of continuous improvement.	true

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### 4.5.5 Objective Type

- **Maintenance -> Performance -> Objective Type**

Performance Objective Type

Maintenance / Objective Type / List



ID ↕	OBJ. TYPE	ACTIVE
1	HR Functions and Responsibilities	true
2	HR Metrics and Analytics	true
3	Performance Management	true
4	Project Management	true
5	Training and Development	true
6	Employee Engagement and Satisfaction	true
7	Talent Acquisition and Recruitment	true
8	Compensation and Benefits	true
9	Customer service	true
10	Sales	true

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Page 1 of 2
View 1 - 10 of 11



### 4.5.6 Preference Value

- **Maintenance -> Performance -> Preference Value**

Performance Preference Value

Maintenance / Preference Value / List



ID	PREF. VALUE	ACTIVE
1	Competitive salary and benefits package	true
2	Opportunities for career growth and advancement	true
3	Work-life balance and flexible working hours	true
4	Supportive and positive work environment	true
5	Recognition and appreciation for good performance	true
6	Opportunities for learning and professional development	true
7	Autonomy and decision-making authority	true
8	Meaningful and challenging work	true
9	Open and transparent communication	true
10	Opportunities for collaboration and teamwork	true

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View 1 - 10 of 11

### 4.5.7 Progress

- **Maintenance -> Performance -> Progress**

Performance Progress

Maintenance / Progress / List



ID	PROGRESS	ACTIVE
1	On Track	true
2	Ahead of Schedule	true
3	Behind Schedule	true
4	Completed	true
5	In Progress	true
6	Stalled	true
7	On Hold	true
8	Not Started	true
9	Abandoned	true
10	Deferred	true

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View 1 - 10 of 11

### 4.5.8 Ratings

- **Maintenance -> Performance -> Ratings**

Performance Ratings

Maintenance / Ratings / List



ID ↑	RATINGS	ACTIVE
1	Exceeds Expectations	true
2	Meets Expectations	true
3	Needs Improvement	true
4	Unsatisfactory	true
5	Outstanding	true
6	Above Average	true
7	Average	true
8	Below Average	true
9	Exceptional	true
10	Below Expectations	true

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View 1 - 10 of 11

### 4.5.9 Source

- **Maintenance -> Performance -> Source**

Performance Source

Maintenance / Source / List



ID ↑	SOURCE	ACTIVE
1	Department head	true
2	Supervisor	true
3	Colleague	true
4	Client	true
5	Team leader	true
6	Testing only	false

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View 1 - 6 of 6

### 4.5.10 Status

- **Maintenance -> Performance -> Status**

Performance Status

Maintenance / Status / List



ID	STATUS	ACTIVE
1	In Progress	true
2	Completed	true
3	On Hold	true
4	Cancelled	true
5	Not Started	true
6	Deferred	true
7	Achieved	true
8	Failed	true
9	Partially Completed	true
10	Abandoned	true

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### 4.5.11 Strengths

- **Maintenance -> Performance -> Strengths**

Performance Strengths

Maintenance / Strengths / List



ID	STRENGTHS	ACTIVE
1	Strong work ethic	true
2	Excellent time management skills	true
3	Effective communication skills	true
4	Problem-solving abilities	true
5	Adaptability and flexibility	true
6	Attention to detail	true
7	Teamwork and collaboration	true
8	Leadership skills	true
9	Self-motivation	true
10	Positive attitude	true

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### 4.6 Cut-Off Period

- o **Maintenance -> Cut-Off Period**

Tools to generate pay period cut-off dates within the whole year, these created cut-off dates will be used in the Work-From-Home setup to eliminate wrong entries in the created date range pay period in the creation of daily task activities. Active the current month to appear the cut-off dates on the user's work-from-home main screen.

FOR DEMO ONLY

BRANCH TESTING ➔ Generate Cut-Off Period

Maintenance / Cut-Off Period / 2023

Show 10 entries Search:

Showing 0 to 0 of 0 entries

DATE FROM	DATE TO	ACTIVE	ACTION
No data available in table			

Previous Next



**BRANCH TESTING**

<b>First Cut-off From</b>	<b>To</b>
<input type="text" value="22"/>	<input type="text" value="6"/>
<b>Second Cut-off From</b>	<b>To</b>
<input type="text" value="7"/>	<input type="text" value="21"/>
<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>



Show 10 entries Search:

Showing 1 to 10 of 24 entries

DATE FROM	DATE TO	ACTIVE	ACTION
2022/12/22	2023/01/06	<input checked="" type="checkbox"/>	✓ Deactivate
2023/01/07	2023/01/21	<input checked="" type="checkbox"/>	✓ Deactivate
2023/01/22	2023/02/06	<input checked="" type="checkbox"/>	✓ Deactivate
2023/02/07	2023/02/21	<input type="checkbox"/>	✗ Activate
2023/02/22	2023/03/06	<input type="checkbox"/>	✗ Activate
2023/03/07	2023/03/21	<input type="checkbox"/>	✗ Activate
2023/03/22	2023/04/06	<input type="checkbox"/>	✗ Activate
2023/04/07	2023/04/21	<input type="checkbox"/>	✗ Activate

## 5 HRD

### 5.1 Recruitment

#### 5.1.1 Manpower Request

- **HRD -> Recruitment -> Manpower Request**

**Viewing a manpower request, you can follow these steps:**

- You may see a list of open requests or a search box to filter the requests.
- Click on a specific request to view its details.

- The request details may include information such as the job title, department, required qualifications, desired start date, and any additional notes or instructions.
- Take note of the necessary information or download any attachments associated with the request.

**MANPOWER REQUEST**

HRD / Recruitment / Manpower Request

Showing 1 to 1 of 1 entries

ID	REQ. DATE	BCODE	DEPARTMENT	POSITION	SLOTS	STATUS	HIRING	ACTION
4	09/17/2023	SPVR	MIS: MNGT INFORMATION SYS	PROGRAMMER	2	Approved	Open	View

### 5.1.2 Job Openings

- **HRD -> Recruitment -> Job Openings**
- *Approved manpower request is automatically queued in the job opening.*
- *All manpower request statuses are open and available in job opening viewing.*

**JOB OPENINGS**

HRD / Recruitment / Job Openings

Showing 1 to 1 of 1 entries

ID	REQ. DATE	BCODE	DEPARTMENT	POSITION	SLOTS	APPLICANTS	ACTION
4	09/17/2023	SPVR	MIS: MNGT INFORMATION SYS	PROGRAMMER	2	1	Applicants

### Entry Forms:

- ✓ Applicants
- ✓ Interview
- ✓ Screening
- ✓ Orientation
- ✓ Job Offer

APPLICANTS

HRD / Recruitment / Manpower Request / PROGRAMMER

Create

Show 10 entries Search:

Showing 1 to 1 of 1 entries

ID	APPLICANTS NAME	TYPE	STATUS	DATE	ACTIVE	ACTION
3	Juan Dela Cruz	Non-Employee	In Progress	09/17/2023	<input checked="" type="checkbox"/>	<a href="#">Interview</a> <a href="#">Screening</a> <a href="#">Orientation</a> <a href="#">Job Offer</a> <a href="#">Edit</a> <a href="#">Delete</a>

Previous 1 Next

PROGRAMMER Applicant (Create)

Applicant Type: 
 Upload PDF Resume:  No file chosen

Applicant Name:

Sex:  Age:

PROVINCE:

CITY/MUNICIPALITY:

Applicant Source:

**Applicant Type**

- Non-Employee
- Employee


**Applicant Source**

- Employee
- Headhunter
- Indeed
- Jobstreet
- LinkedIn
- And many more.

**Non-employee is required resume in pdf format for attachment.**

Applicant Interview

HRD / Recruitment / PROGRAMMER / Ruben Corral



Show 10 entries

Showing 0 to 0 of 0 entries

ID	INTERVIEW TYPE	DATE	TIME	STATUS	ACTIVE	ACTION
No data available in table						

Previous Next

Create Interview: Ruben Corral

Description

Interview Type

Schedule Interview Date


Schedule Interview Time

Interview By

Cancel Submit

RESUME OF

1 / 4 | 78%



**RESUME OF**  
**Ruben B. Corral**

**WORKING EXPERIENCES**

October 2009 – Current  
**Frey-Fil Corporation**  
83 West Ave. 83 Building, Brgy Paltok, Quezon City

Title: Programmer  
Department: MIS Department  
Function: Software Development  
Industry: Construction

**Developed Application:**

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### 5.1.3 Interview

- **HRD -> Recruitment -> Interview**
- *All pending types of interviews are automatically queued on the list.*

Applicant Interview

HRD / Recruitment / Interview

Show 10 entries

Showing 1 to 1 of 1 entries

REF ID	POSITION	APPL NAME	APPL TYPE	APPL DATE	INTERVIEW TYPE	INTERVIEW DATE	INTERVIEW TIME	INTERVIEWER
4	PROGRAMMER	Ruben Corral	Non-Employee	10/31/2023	Face-to-Face Interview	09/25/2023	10:30	CORRAL, RUBEN B.

Previous 1 Next



### Approver Mail Inbox

My Inbox APPROVE ALL

Inbox / List

Show  entries Search:

Showing 1 to 3 of 3 entries

MESSAGE	ACTION
▶ ITC - MIS requesting OT Approval dated 08/07/2023.	View
▶ ITC - MIS requesting OT Approval dated 08/13/2023.	View
▶ Ruben Corral is schedule interview for Face-to-Face Interview dated: 09/25/2023 & time: 10:30.	View

Previous **1** Next

Applicant Interview -> Ruben Corral

**Reference No:** 4  
**Request Department:** MIS: MNGT INFORMATION SYS  
**Request Date:** 09/17/2023  
**Request by:** CORRAL, RUBEN B.  
**Job Position:** PROGRAMMER  
**Slot Required:** 2  
**Fulfilment Date:** 09/25/2023

---

**Interview Type:** Face-to-Face Interview  
**Interview Date:** 09/25/2023  
**Interview Time:** 10:30  
**Interview By:** CORRAL, RUBEN B.

**Actual Date**  **Actual Time**

Excellent - 10, 9 / Good - 8, 7  
 Average - 6, 5, 4 / Below Average - 3, 2, 1

**Interview Results:**

**Remark**

Uploaded Documents:

RESUME OF 1 / 4 - 78%

**RESUME OF**  
**Ruben B. Corral**

**WORKING EXPERIENCES**

October 2009 – Current  
**Frey-Fil Corporation**  
 83 West Ave. 83 Building, Brgy Paltok, Quezon City

Title: Programmer  
 Department: MIS Department  
 Function: Software Development  
 Industry: Construction

**Developed Application:**  
 ♦ Biometric Finger Scanner Time-In/Time-Out, CapEx Online Request & Approval using Finger Scanner, Private Ledger Payroll System, Manpower Count Monitoring, Project Database System, Government Remittances Report and more.

**My Personal Web Based Project:** (using C# MVC .Net Framework)  
 HR Payroll System (<http://www.hr-payroll.net>)

➤ The interviewer must fill out the form after the interview is finished.

Applicant Screening

HRD / Recruitment / PROGRAMMER / Ruben Corral

Create

Show 10 entries Search:

Showing 0 to 0 of 0 entries

ID	SCREENING TYPE	DATE	TIME	STATUS	ACTIVE	ACTION
No data available in table						

Previous Next

Create Screening: Ruben Corral

Description

Screening Type

Schedule Screening Date  Schedule Screening Time

Screening By

Cancel Submit

### 5.1.4 Screening

- **HRD -> Recruitment -> Screening**
- *All pending types of screening are automatically queued on the list.*

Applicant Screening

HRD / Recruitment / Screening

Show 10 entries Search:

Showing 1 to 1 of 1 entries

REF ID	POSITION	APPL NAME	APPL TYPE	APPL DATE	SCREENING TYPE	SCREENING DATE	SCREENING TIME	SCREENING BY
4	PROGRAMMER	Ruben Corral	Non-Employee	10/31/2023	HSSE Officer Assessment Exam	09/27/2023	08:00	CORRAL, RUBEN B.

Previous 1 Next

### **Approver Mail Inbox**

My Inbox

Inbox / List

APPROVE ALL

Show 10 entries Search:

Showing 1 to 3 of 3 entries

MESSAGE	ACTION
▶ ITC - MIS requesting OT Approval dated 08/07/2023.	<a href="#">View</a>
▶ ITC - MIS requesting OT Approval dated 08/13/2023.	<a href="#">View</a>
▶ Ruben Corral is schedule screening for HSSE Officer Assessment Exam dated: 09/27/2023 & time: 08:00.	<a href="#">View</a>

Previous 1 Next



Applicant Screening -> Ruben Corral

Reference No: 4  
Request Department: MIS: MNGT INFORMATION SYS  
Request Date: 09/17/2023  
Request By: CORRAL, RUBEN B.  
Job Position: PROGRAMMER  
Slot Required: 2  
Fullment Date: 09/25/2023

Screening Type: HSSE Officer Assessment Exam  
Screening Date: 09/27/2023  
Screening Time: 08:00  
Screening By: CORRAL, RUBEN B.

Actual Date  Actual Time

Excellent - 10, 9 / Good - 8, 7  
Average - 6, 5, 4 / Below Average - 3, 2, 1

Screening Results:

Remark

Uploaded Documents:

RESUME OF 1 / 4 78%

**RESUME OF Ruben B. Corral**

**WORKING EXPERIENCES**

October 2009 – Current  
**Frey-Fil Corporation**  
83 West Ave. 83 Building, Brgy Paltok, Quezon City

Title: Programmer  
Department: MIS Department  
Function: Software Development  
Industry: Construction

**Developed Application:**

- Biometric Finger Scanner Time-In/Time-Out, CapEx Online Request & Approval using Finger Scanner, Private Ledger Payroll System, Manpower Count Monitoring, Project Database System, Government Remittances Report and more.

**My Personal Web Based Project:** (using C# MVC .Net Framework)  
HR Payroll System (<http://www.hr-payroll.net>)

➤ After the screening process must fill out the form after the screening test is finished.

Applicant Orientation

HRD / Recruitment / PROGRAMMER / Ruben Corral

Show 10 entries Search:

Showing 0 to 0 of 0 entries

ID	ORIENTATION TYPE	DATE	TIME	STATUS	ACTIVE	ACTION
No data available in table						

Previous Next



**Create Orientation: Ruben Corral**

**Description**

**Orientation Type**

**Schedule Orientation Date**

**Schedule Orientation Time**

**Orientation By**

### 5.1.5 Orientation

- o **HRD -> Recruitment -> Orientation**

Orientation refers to the process of introducing and familiarizing new employees with their job roles, company policies, procedures, and culture. It is typically conducted during the initial days or weeks of employment to help new hires feel welcome, understand their responsibilities, and integrate into the organization.

➤ *All pending types of orientation are automatically queued on the list.*

Applicant Orientation

HRD / Recruitment / Orientation

Show 10 entries

Showing 1 to 1 of 1 entries

REF ID	POSITION	APPL NAME	APPL TYPE	APPL DATE	ORIENTATION TYPE	ORIENTATION DATE	ORIENTATION TIME	ORIENTATION BY
4	PROGRAMMER	Ruben Corral	Non-Employee	10/31/2023	Company and HR Orientation	09/29/2023	09:00	CORRAL, RUBEN B.

Previous 1 Next

### Approver Mail Inbox

My Inbox

Inbox / List

Show 10 entries

Showing 1 to 3 of 3 entries

MESSAGE	ACTION
ITC - MIS requesting OT Approval dated 08/07/2023.	<a href="#">View</a>
ITC - MIS requesting OT Approval dated 08/13/2023.	<a href="#">View</a>
Ruben Corral is schedule orientation for Company and HR Orientation dated: 09/29/2023 & time: 09:00.	<a href="#">View</a>

Previous 1 Next

Applicant Orientation -> Ruben Corral

Reference No: 4  
 Request Department: MIS: MNGT INFORMATION SYS  
 Request Date: 09/17/2023  
 Request by: CORRAL, RUBEN B.  
 Job Position: PROGRAMMER  
 Slot Required: 2  
 Fullment Date: 09/25/2023

Orientation Type:  
 Orientation Date: 09/29/2023  
 Orientation Time: 09:00  
 Orientation By: CORRAL, RUBEN B.

Actual Date  Actual Time

Excellent - 10, 9 / Good - 8, 7  
 Average - 6, 5, 4 / Below Average - 3, 2, 1  
 Orientation Results:

Remark

Uploaded Documents:

RESUME OF 1 / 4 78%

**RESUME OF Ruben B. Corral**

**WORKING EXPERIENCES**

October 2009 – Current  
**Frey-Fil Corporation**  
 83 West Ave. 83 Building, Brgy Paltok, Quezon City

Title: Programmer  
 Department: MIS Department  
 Function: Software Development  
 Industry: Construction

**Developed Application:**  
 ♦ Biometric Finger Scanner Time-In/Time-Out, CapEx Online Request & Approval using Finger Scanner, Private Ledger Payroll System, Manpower Count Monitoring, Project Database System, Government Remittances Report and more.

**My Personal Web Based Project:** (using C# MVC .Net Framework)  
 HR Payroll System (<http://www.hr-payroll.net>)

Applicant Job Offer: Ruben Corral

Job Offer Date  Job Offer Response Date

Status

Remark

- Fill up the form job offer date and select status “open” to queue in the Job Offer list.
- Update the applicant's job offer if the applicant responds to the job offer.

**5.1.6 Job Offer**

- **HRD -> Recruitment -> Job Offer**
- All pending job offer are automatically queued on the list.

Job Offer

HRD / Recruitment / Job Offer

Show 10 entries Search:

Showing 1 to 1 of 1 entries

REF ID	POSITION	APPL NAME	APPL TYPE	APPL DATE	JOB OFFER DATE	STATUS
4	PROGRAMMER	Ruben Corral	Non-Employee	10/31/2023	10/02/2023	Open

Previous 1 Next

### 5.1.7 Sources

- o **HRD -> Recruitment -> Sources**

SOURCES

HRD / Recruitment / Sources

Create

Show 10 entries Search:

Showing 1 to 10 of 15 entries

ID	NAME	DESCRIPTION	ACTIVE	ACTION
15	Jobstreet	www.jobstreet.com.ph	<input checked="" type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>
14	Zoom	External Zoom	<input checked="" type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>
13	Magazine	Good Advertisement	<input checked="" type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>
12	Professional	Focused on a specific field	<input checked="" type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>
11	Employee	Internal Source	<input checked="" type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>
10	LinkedIn	External LinkedIn	<input checked="" type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>
9	Indeed	Indeed	<input checked="" type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>

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## 5.2 Training & Seminars

### 5.2.1 Training Sessions

- o **HRD -> Training -> Training Sessions**

Training sessions are organized sessions designed to impart knowledge, skills, and abilities to individuals or groups. These sessions can be conducted in various settings such as classrooms, online platforms, workshops, or on-the-job training.

Training Session

HRD / Training Session



Create

Show 10 entries Search:

Showing 1 to 1 of 1 entries

ID	TRAINING NAME	TRAINING TYPE	TRINOR	STATUS	ACTION
4	PROJECT MANAGEMENT TRAINING	Project Management Construction #1	ACTIVE LEARNING INC	Open	<a href="#">Resources</a> <a href="#">Attendees</a> <a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a>

Previous 1 Next

Training Sessions (Create)

Training Name

Training Type

Description

Trainer Name

Date From

Date To

Start Time

End Time

Total Hours

Status

Training Resources

HRD / Training Session / Resources

PROJECT MANAGEMENT TRAINING

Attendees Details Edit

Reference No.: 4  
Training Type: Project Management Construction #1  
Training Descr.: Tips how to manage projects  
Trainer Name: ACTIVE LEARNING INC  
Start Date: 11/06/2023  
End Date: 10/13/2023  
Start Time: 08:00  
End Time: 11:00  
Total Hours: 40  
Status: Open  
External: True  
Active: True  
Created By: CORRAL, RUBEN B.  
Created Date: 10/31/2023

Resources

Show 10 entries

RESOURCE ID	RESOURCE NAME	ACTION
No data available in table		

- Training resources to be needed in training sessions like laptops, training material, rooms and others.

Training Attendees

HRD / Training Session / Attendees



PROJECT MANAGEMENT TRAINING

Resources Details Edit

Reference No.: 4  
 Training Type: Project Management Construction #1  
 Training Descr.: Tips how to manage projects  
 Trainor Name: ACTIVE LEARNING INC  
 Start Date: 11/06/2023  
 End Date: 10/13/2023  
 Start Time: 08:00  
 End Time: 11:00  
 Total Hours: 40  
 Status: Open  
 External: True  
 Active: True  
 Created By: CORRAL, RUBEN B.  
 Created Date: 10/31/2023

Employee Name

Show  entries Search:

Showing 0 to 0 of 0 entries

EMP ID	EMPLOYEE NAME	ACTION
No data available in table		

Previous Next

- Add training attendees for this scheduled training or seminars.

### 5.2.2 Training Events

- **HRD -> Recruitment -> Training Events**

Training events are organized sessions designed to provide individuals or groups with the knowledge and skills they need to perform their job roles effectively. These events can be conducted in various formats, including in-person workshops, online webinars, conferences, seminars, and on-the-job training.

- *List all training events, and seminars or use a search box to filter the desired keyword to display.*

Training Events

HRD / Training Events



Show  entries Search:

Showing 1 to 1 of 1 entries

ID	TRAINING NAME	TRAINOR	DATE FROM	DATE TO	S-TIME	E-TIME	TOTAL HRS	STATUS
4	PROJECT MANAGEMENT TRAINING	ACTIVE LEARNING INC	11/06/2023	10/13/2023	08:00	11:00	40	Open

Previous **1** Next

### 5.2.3 Trainors

- **HRD -> Recruitment -> Trainors**



Trainers are professionals who are responsible for designing, delivering, and facilitating training sessions or programs. They have expertise in a specific subject matter and possess the necessary knowledge and skills to effectively transfer that knowledge to others.

Trainers

HRD / Trainers

Show 10 entries Search:

Showing 1 to 1 of 1 entries

ID	TRINOR NAME	REMAKRS	EXTERNAL	ACTIVE	ACTION
5	RUBEN CORRAL	C# Coding Trainer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>

Previous 1 Next

**Trainers (Create)**

External

**Trinor Name**

**Remarks**

### 5.3 Performance

#### 5.3.1 Goals

- o **HRD -> Performance -> Goals**

Employee goals are specific objectives that employees set for themselves to achieve within a given timeframe. These goals align with the overall objectives of the organization and contribute to individual and team performance.

Goals

HRD / Performance / Goals


BRANCH TESTING

Show 10 entries Search:

Showing 0 to 0 of 0 entries

ID	EMP ID	EMPLOYEE NAME	GOAL DESCRIPTION	CREATED DATE	ACTION
No data available in table					

Previous Next

 Goals

HRD / Performance / Goals / **Create**

**Employee Name**

**Goal Description**

**Goal Type**  **Target Completion Date**

**Goal Status**  **Progress Update**

**Supervisor Comment**

**Performance Ratings**

### 5.3.2 Objectives



- o **HRD -> Performance -> Objectives**

Performance objectives are specific, measurable, and time-bound goals that employees set for themselves to achieve within a given period. These objectives are aligned with the overall goals of the organization and contribute to individual and team performance. Performance objectives are typically set during the performance appraisal process and serve as a basis for evaluating an employee's performance.

 Objectives

HRD / Performance / **Objectives**




 
BRANCH TESTING 

Show  entries Search:

Showing 0 to 0 of 0 entries

ID	EMP ID	EMPLOYEE NAME	OBJECTIVE TYPE	CREATED DATE	ACTION
No data available in table					

Previous
Next

 Objectives

HRD / Performance / Objectives / **Create**

**Employee Name**

**Objectives Type**

**Objectives Description**

**Target Date**  **Objective Status**

**Progress Update**  **Performance Ratings**

**Supervisor Comment**

### 5.3.3 Self-Assessment



- o **HRD -> Performance -> Self-Assessment**

Self-assessment is a process where individuals evaluate their own performance, skills, strengths, and areas for improvement. It is a valuable tool for personal and professional development. Self-assessment allows individuals to reflect on their achievements, identify areas where they can grow, and set goals for improvement.

 Self Assessment

HRD / Performance / **Self Assessment**



 
BRANCH TESTING 

Show  entries Search:

Showing 0 to 0 of 0 entries

ID	EMP ID	EMPLOYEE NAME	PERFORMANCE AREA	CREATED DATE	ACTION
No data available in table					

Self Assessment

HRD / Performance / Self Assessment / Create



**Employee Name**

**Upload Attachment:**

 No file chosen

**Assessment Date**

**Performance Area**

**Assessment Description**

**Strengths**

**Areas For Improvement**

**Development Plan**

**Progress Update**

**Rating**

**Comments**

### 5.3.4 Assessment

- o **HRD -> Performance -> Assessment**

Assessment refers to the process of evaluating or measuring someone's performance, skills, knowledge, or abilities. It is a systematic way of gathering information to make informed judgments or decisions.

Assessment

HRD / Performance / Assessment



**CREATE**

BRANCH TESTING

Show  entries

Search:

Showing 0 to 0 of 0 entries

ID	EMP ID	EMPLOYEE NAME	PERFORMANCE AREA	ASSESSOR NAME	CREATED DATE	ACTION
No data available in table						

Assessment

HRD / Performance / Assessment / Create



**Employee Name**

**Assessor Name**

**Assessment Date**  **Performance Area**

**Assessment Description**

**Strengths**  **Areas For Improvement**

**Development Plan**

**Progress Update**  **Rating**

**Comments**

**Upload Attachment:**  
 No file chosen

### 5.3.5 Merit Adjustment

- o **HRD -> Performance -> Merit Adjustment**

Merit adjustment refers to an increase in salary or compensation that is based on an individual's performance and merit. It is typically given as a reward for exceptional performance or achievement in the workplace.

Merit Adjustment

HRD / Performance / Merit Adjustment



BRANCH TESTING

Show  entries Search:

Showing 0 to 0 of 0 entries

ID	EMP ID	EMPLOYEE NAME	ADJ. DATE	ADJ. AMOUNT	REASON	ACTION
No data available in table						

Merit Adjustment

HRD / Performance / Merit Adjustment / Create



**Employee Name**

**Upload Attachment:**

No file chosen

**Adjustment Date**

**Adjustment Amount**

**Adjustment Reason**

**Effective Date**

**Status**

**Supervisor Name**

**Comments**

### 5.3.6 Source Feedback

- o **HRD -> Performance -> Source Feedback**

When seeking feedback on your performance, it is helpful to gather input from a variety of sources. Here are some potential sources from which you can seek feedback from supervisors, managers, colleagues, clients or customers.

Source Feedback

HRD / Performance / Source Feedback




BRANCH TESTING

Show  entries


Showing 0 to 0 of 0 entries

ID	EMP ID	EMPLOYEE NAME	FEEDBACK DATE	PERFORMANCE AREA	ACTION
No data available in table					

Previous Next

 Source Feedback

HRD / Performance / Source Feedback / **Create**



**Employee Name**

**Upload Attachment:**

 No file chosen

**Source Name**

**Feedback Date**

**Rating**

**Performance Area**

**Feedback Description**


**Comments**

### 5.3.7 Preference


- o **HRD -> Performance -> Preference**


Preferences refer to an individual's likes, dislikes, or inclinations towards certain options, choices, or experiences. They are subjective and can vary from person to person, as they are influenced by personal tastes, values, and individual experiences.


Preferences can manifest in various areas of life, including personal preferences, work preferences, learning preferences, and decision-making preferences.

 Preference

HRD / Performance / **Preference**





BRANCH TESTING 

Show  entries Search:

Showing 0 to 0 of 0 entries

ID	EMP ID	EMPLOYEE NAME	PREFERENCE DATE	PERFORMANCE AREA	ACTION
No data available in table					

Preference

HRD / Performance / Preference / Create

**Employee Name**

**Upload Attachment:**

No file chosen

**Preference Date**

**Performance Area**

**Preference Value**

**Preference Description**

**Comments**

## 5.4 Employees

### 5.4.1 Private

- o **HRD -> Employees**

Employee master data refers to the collection of key information and details about an organization's employees. This data is typically stored in a centralized database or HR information system (HRIS) and is used for various HR functions, such as payroll processing, benefits administration, talent management, and compliance reporting.

FOR DEMO ONLY

Employee Master Data **Total Count: 11**  
**Total Active: 6**

HRD / Employee / BRANCH TESTING

<p><b>TEST 10 TEST 10</b></p> <p>MIS-ICT PROGRAMMER HIRED: 12/05/2018</p> <p>TEST-010 <input type="button" value="Edit"/> <input type="button" value="Delete"/></p>	<p><b>TEST 15 TEST 15</b></p> <p>PURCHASING FOREMAN HIRED: 03/03/2020</p> <p>TEST-015 <input type="button" value="Edit"/> <input type="button" value="Delete"/></p>	<p><b>TEST 4 TEST 4</b></p> <p>HRD ACCOUNTING ANALYST HIRED: 04/01/2019</p> <p>TEST-004 <input type="button" value="Edit"/> <input type="button" value="Delete"/></p>
<p><b>TEST 5 TEST 5</b></p> <p>MIS-ICT FOREMAN HIRED: 02/11/2019</p> <p>TEST-005 <input type="button" value="Edit"/> <input type="button" value="Delete"/></p>	<p><b>TEST 6 TEST 6</b></p> <p>PURCHASING ACCOUNTING STAFF HIRED: 01/01/2019</p> <p>TEST-006 <input type="button" value="Edit"/> <input type="button" value="Delete"/></p>	<p><b>TEST 7 TEST 7</b></p> <p>PURCHASING ACCOUNTING STAFF HIRED: 11/12/2019</p> <p>TEST-007 <input type="button" value="Edit"/> <input type="button" value="Delete"/></p>

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TEST 15, TEST 15 TEST 15  
HRD / Employee / Personal Details



- Job Info
- Educational
- Training
- Allowance
- 201 Files

<b>Emp ID</b> TEST-015	<b>Last Name</b> TEST 15	<b>First Name</b> TEST 15	<b>Middle Name</b> TEST 15	<b>Suffix</b>
<b>Birthdate</b> 06/13/2000	<b>Sex</b> Male	<b>Birthplace</b> TAGUIG	<b>Nationality</b> FILIPINO	
<b>Hiring Date</b> 03/03/2020	<b>Civil Status</b> Married	<b>Religion</b> ROMAN CATHOLIC	<b>Weight</b>	<b>Height</b>
<b>SSS/GSIS Number</b> 13-4533333-3	<b>Pag-ibig Number</b> 1343-3334-3333	<b>TIN Number</b> 343-232-432	<b>Philhealth Number</b> 13-432432445-5	
<b>Province</b> Albay	<b>Municipality</b> Malinao	<b>Barangay</b> Bariw	<b>Subdivision</b>	

<b>House No./Street Address</b>	<b>Home Telephone No.</b>	<b>Mobile Phone No.</b>
<b>Provincial Address</b>	<b>Provincial Telephone No.</b>	<b>User Login Name</b> rcb4512@gmail.com

**CONTACT PERSON IN CASE OF EMERGENCY**

<b>Name</b>	<b>Phone Number</b>
<b>Address</b>	

**PAYROLL INFORMATION**

<b>Employment Status</b> Active	<input checked="" type="checkbox"/> W - TAX <input checked="" type="checkbox"/> SSS Contribution <input type="checkbox"/> PD 851 <input checked="" type="checkbox"/> Union Dues <input checked="" type="checkbox"/> Pag-ibig Contribution <input checked="" type="checkbox"/> Philhealth Contribution	<b>Upload 2x2 ID Picture</b> Choose File No file chosen	<b>Upload Signature</b> Choose File No file chosen
<b>End Date</b>		<b>Update</b>	

TEST 15, TEST 15 T.

HRD / Employee / **Job Information**



Personal Details
Educational
Training
Allowance
201 Files

**Branch**  
BRANCH TESTING

**Tax Status**  
Single, 0 Dependent

**Salary Basis**  
Monthly

**Salary Frequency**  
Monthly

**Department**  
PURCHASING

**Payroll Depository Bank**  
CHINA BANK

**Account Number**  
123444444666

**Type of Process**  
Manual

**Job Title**  
FOREMAN

**Start Date**  
03/03/2020

**Contract End Date**  
11/12/2025

**Labor Cost**  
Direct

With Online Filing

**Employment Status**  
Project-Based

**End Date**  
11/12/2025

**Salary**  
50000.00

\*\*\*Note: All entry are required except "Account Number".

**Confidential Salary and Work History**

Show 10 entries Search:

Showing 0 to 0 of 0 entries

JOB TITLE	DATE STARTED	DATE ENDED	SALARY	BRANCH	DEPARTMENT
No data available in table					

Previous 1 Next

TEST 15, TEST 15 T.

HRD / Employee / **Educational**



Personal Details
Job Info
Training
Allowance
201 Files

Show 10 entries Search:

Showing 1 to 1 of 1 entries

SCHOOL NAME	ADDRESS	DEGREE	YEAR GRADUATED	ACTION
San Carlos Elementary School	San Carlos, Tabaco, Albay	Primary	1985	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Previous 1 Next

**Educational [Create]**

**School Name**

**School Address**

**Degree**  **Year Graduate**

TEST 15, TEST 15 T.

HRD / Employee / **Training & Seminar**



Personal Details Job Info Educational Allowance 201 Files ➔ Create

Show 10 entries Search:

Showing 1 to 1 of 1 entries

COURSE	TRAINING DESCRIPTION	ADDRESS	DATE FROM	DATE TO	ACTION
Basic Computer Programming	Clipper programming course	Legazpi City	03/22/2017	12/18/2017	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Previous 1 Next

TEST 15, TEST 15 T.

HRD / Employee / Training & Seminar's / **Create**

### Training & Seminar

**Course**

**Training Description**

**Address**

**Date From**  **Date To**

TEST 15, TEST 15 T.

HRD / Employee / Allowance



Personal Details Job Info Educational Training 201 Files ➔ Create

Show 10 entries Search:

Showing 1 to 1 of 1 entries

DESCRIPTION	AMOUNT	TAXABLE	ACCOUNT CODE	PAYROLL DEPOSITORY BANK	ACTION
ALLOWANCE	15,000.00	N	123456	CHINA BANK	<span>Edit</span> <span>Delete</span>

Previous 1 Next

TEST 15, TEST 15 T.

HRD / Employee / Allowance / Create

Allowance

**Allowance Description**

**Amount**  **Taxable**

**Payroll Depository Bank**

**Account Code**

Cancel Submit

TEST 15, TEST 15 T.

HRD / Employee / 201 Files



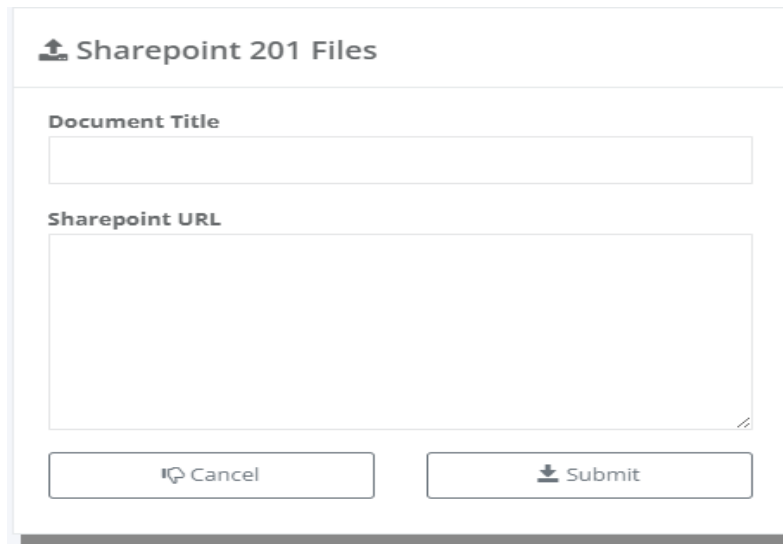
Personal Details Job Info Educational Allowance Training ➔ Link to Sharepoint Files

Show 10 entries Search:

Showing 0 to 0 of 0 entries

DESCRIPTION	DATE CREATED	ACTION
No data available in table		

Previous Next



Sharepoint 201 Files

Document Title

Sharepoint URL

Cancel Submit

### *Private Employee Master Data*

- Personal Details
- Job Information
- Educational
- Allowance
- Training
- 201 Files

*Note: Uploading employee's master data is available in Excel format to follow in personal details, job information, and allowance to extract from the existing system if available.*

#### **5.4.2 LGU**

- **HRD -> Employees**

LGU employee master data refers to the collection of key information and details about the employees of a Local Government Unit (LGU). This data is typically stored in a centralized database or HR information system (HRIS) and is used for various HR functions, such as payroll processing, benefits administration, talent management, and compliance reporting.

It is important to ensure that LGU employee master data is accurate, up-to-date, and secure. Proper data management practices, such as data validation, regular audits, and access controls, can help ensure the integrity and confidentiality of employee data. Additionally, LGUs must comply with data privacy laws and regulations to protect the privacy rights of their employees.

Personal Data Sheet

HRD / Employee / SAN JOSE DEL MONTE CITY

TOTAL EMPLOYEES: 6



Keyword fname, lname or position

REFRESH CREATE Excel Import

 <b>JUAN DELA CRUZ</b> Human Resource Department Human Resource Management Officer V PDS-0001 HIRED: 06/10/2014 <a href="#">Forms</a> <a href="#">Edit</a> <a href="#">Delete</a>	 <b>MARIA DELA CRUZ</b> Human Resource Department Accountant II HIRED: 07/11/2018 PDS-0002 <a href="#">Forms</a> <a href="#">Edit</a> <a href="#">Delete</a>	 <b>FNAME 1 SNAME 1</b> Human Resource Department Accounting Clerk II HIRED: 06/23/2020 881 <a href="#">Forms</a> <a href="#">Edit</a> <a href="#">Delete</a>
 <b>FNAME-2 SNAME-2</b> Human Resource Department Accountant II HIRED: 07/21/2020 848 <a href="#">Forms</a> <a href="#">Edit</a> <a href="#">Delete</a>	 <b>FNAME-3 SNAME-3</b> Human Resource Department Accounts Liquidation Officer III HIRED: 05/18/2020 827 <a href="#">Forms</a> <a href="#">Edit</a> <a href="#">Delete</a>	 <b>FNAME-4 SNAME-4</b> Human Resource Department Administrative Officer II HIRED: 05/14/2019 674 <a href="#">Forms</a> <a href="#">Edit</a> <a href="#">Delete</a>

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Personal Information

HRD / Employee / Create



Employee ID	CS ID No.	Surname	First Name	Middle Name	N. Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Birthdate	Birthplace	Sex	Civil Status	Height (m)	Weight (kg)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Blood Type	GSIS No.	Pag-Ibig No.	Philhealth No.		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
SSS No.	TIN No.	Agency Employee No.	Citizenship		
<input type="text"/>	<input type="text"/>	<input type="text"/>	Filipino		
<b>RESIDENTIAL ADDRESS</b>					
Province	City/Municipality	Barangay	House/Block/Lot No.		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Street	Subdivision/Village	Zip Code			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
<b>PERMANENT ADDRESS</b> <input type="checkbox"/> Same Address Above					
Province	City/Municipality	Barangay	House/Block/Lot No.		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Street	Subdivision/Village	Zip Code			
<input type="text"/>	<input type="text"/>	<input type="text"/>			

Telephone No.  Mobile No.  E-Mail Address (if any)

**Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance**

Government Issued ID:  ID/License/Passport No.:  Date Issued:  Place of Issuance:

[CONTINUE](#)



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**ABOUT GOVPH**  
Learn more about the Philippine government, its structure, how government works and the people behind it.

GOV.PH  
Open Data Portal

**GOVERNMENT LINKS**  
Office of the President  
Office of the Vice President  
Senate of the Philippines  
House of Representatives  
Supreme Court  
Court of Appeals

**Family Background**  
HRD / Employee



827: SNAME-3, FNAME-3 MNAME-3 ☰

**SPOUSE'S**

Surname  First Name  Middle Name  N. Suffix

Occupation  Employer Business Name  Business Address  Telephone No.

**PARENTS**

Fathers Surname  Fathers First Name  Fathers Middle Name  Fathers N. Suffix

Mother Surname  Mother First Name  Mother Middle Name  Mother Maiden Name

Name of Children (Write full name)	Date of Birth	
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<a href="#">Add</a>

[← BACK](#) [CONTINUE](#)

**Educational Background**

HRD / Employee



827: SNAME-3, FNAME-3 MNAME-3 ADD

Show 10 entries Search:

Showing 0 to 0 of 0 entries

LEVEL	NAME OF SCHOOL	BASIC EDUCATION/DEGREE/COURSE	FROM	TO	ACTION
No data available in table					

Previous Next

← BACK CONTINUE →

**Educational Background**

HRD / Employee / Add



827: SNAME-3, FNAME-3 MNAME-3

Level

Name of School (Write in Full)

Basic Education/Degree/Course

Period of Attendance From  To

Highest Level / Units Earned (If not graduated)  Year Graduated  Scholarship / A. Honors Received   Default

Cancel Submit

**Civil Service Eligibility**

HRD / Employee



827: SNAME-3, FNAME-3 MNAME-3 ADD

Show 10 entries Search:

Showing 1 to 1 of 1 entries

CAREER SERVICE	RATING	DATE OF EXAM.	PLACE OF EXAM.	LICENSE #	DATE OF VALIDITY	ACTION
Professional	88.93		NCR	123456789		<a href="#">Edit</a> <a href="#">Delete</a>

Previous **1** Next

← BACK CONTINUE →



 Civil Service Eligibility

HRD / Employee / Civil Service / Add



827: SNAME-3, FNAME-3 MNAME-3


<b>Career Service / RA 1080 (Board Bar)</b> <input type="text"/>	<b>Rating (If applicable)</b> <input type="text"/>	<b>Date of Examination</b> <input type="text"/>
<b>Place of Examination</b> <input type="text"/>	<b>License Number</b> <input type="text"/>	<b>Date of Validity</b> <input type="text"/>

Lifetime Validity

 Work Experience

HRD / Employee



827: SNAME-3, FNAME-3 MNAME-3  

Show  entries Search:

Showing 1 to 1 of 1 entries

DATE FROM	TO	POSITION	DEPT / AGENCY / OFFICE / COMPANY	MONTHLY SALARY	ACTION
10/06/2021	03/27/2022	Programmer	MIS	40000.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Previous  Next

 Work Experience

HRD / Employee / Work Experience / Add



827: SNAME-3, FNAME-3 MNAME-3

<b>Inclusive Dates From</b> <input type="text"/>	<b>Inclusive Dates To</b> <input type="text" value="10/31/2023"/>	<b>Position (Do not abbreviate)</b> <input type="text"/>	<b>Department/Agency/Office/Comp.</b> <input type="text"/>
<b>Monthly Salary</b> <input type="text"/>	<b>Salary Job Pay Grade</b> <input type="text"/>	<b>Status of Appointment</b> <input type="text"/>	<input checked="" type="checkbox"/> Government Service

**Voluntary Work**

HRD / Employee



827: SNAME-3, FNAME-3 MNAME-3 ADD

Show  entries Search:

Showing 1 to 1 of 1 entries

NAME & ADDRESS OF ORGANIZATION	FROM	TO	NO. OF HRS	POSITION / NATURE OF WORK	ACTION
Testing Only	12/01/2021	01/12/2022	60.00	Supervisory	<a href="#">Edit</a> <a href="#">Delete</a>

Previous **1** Next

← BACK CONTINUE →

827: SNAME-3, FNAME-3 MNAME-3

**Name & Address of Organization**

**Date From**  **Date To**

**Number of Hours**  **Position/Nature of Work**

**Learning and Development**

HRD / Employee



827: SNAME-3, FNAME-3 MNAME-3 ADD

Show  entries Search:

Showing 1 to 1 of 1 entries

TITLE OF LEARNING & DEVELOPMENT	FROM	TO	NO. OF HRS	TYPE OF I.D.	SPONSORED BY	ACTION
Sample Only	01/03/2022	03/09/2022	100.00	Supervisory	Testing	<a href="#">Edit</a> <a href="#">Delete</a>

Previous **1** Next

← BACK CONTINUE →

**827: SNAME-3, FNAME-3 MNAME-3**

**Learning and Development Interventions/Training Programs**

**Date From**   **Date To**

**Number of Hours**  **Type of I.D.**

**Conducted Sponsored By**

**Other Information**

HRD / Employee



**827: SNAME-3, FNAME-3 MNAME-3**

**SPECIAL SKILLS AND HOBBIES**

**NON-ACADEMIC DISTINCTIONS / RECOGNATION**

**MEMBERSHIP IN ASSOCIATION / ORGANIZATION**

**Questionnaire**

HRD / Employee



**827: SNAME-3, FNAME-3 MNAME-3**

**34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,**

a.) within the third degree?  YES  NO

b.) within the fourth degree (for Local Government Unit - Career Employees)?  YES  NO

**35. a.) Have you ever been found guilty of any administrative offense?  YES  NO**

b.) Have you been criminally charged before any court?  YES  NO

**36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?**

YES  NO

**37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?**

YES  NO

38. a.) Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?  YES  NO  
 b.) Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?  YES  NO
39. Have you acquired the status of an immigrant or permanent resident of another country?  
 YES  NO
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:  
 a.) Are you a member of any indigenous group?  YES  NO  
 b.) Are you a person with disability?  YES  NO  
 c.) Are you a solo parent?  YES  NO

✦ REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

1.) Name	Address	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
2.) Name	Address	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
3.) Name	Address	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

← BACK

201 Files

HRD / Employee / 827: SNAME-3, FNAME-3 MNAME-3



Upload Files 
☰

Show  entries
Search:

Showing 0 to 0 of 0 entries

DESCRIPTION	DOCUMENT FILE	DATE UPLOADED	ACTION
No data available in table			

Previous
Next

**827: SNAME-3, FNAME-3 MNAME-3**

No file chosen

Document Title

**Payroll Setup**

HRD / Employee / 827: SNAME-3, FNAME-3 MNAME-3



Job Information Allowance

**PAYROLL INFORMATION**

**Employment Status**  
Active

**Confidential Employee?**  
NO

**Hiring Date**  
05/18/2020

E-COLA  
 W-TAX  
 SSS Contribution  
 GSIS Contribution  
 Union Dues  
 Pag-ibig Contribution  
 Philhealth Contribution

**End Date**

**Upload 2x2 ID Picture**  
Choose File No file chosen

**Upload Signature**  
Choose File No file chosen

**Account Login**

Update

**Job Information**

HRD / Employee / 827: SNAME-3, FNAME-3 MNAME-3

Payroll Setup Allowance

With Online Filing

**LGU / Branch**  
SAN JOSE DEL MONTE CITY

**Salary**  
45,209.00

**Employment Status**  
Regular

**Salary Basis**  
Monthly

**Salary Frequency**  
Semi-Monthly

**Department**  
Human Resource Department

**Tax Status**  
Single, 1 Dependent

**Account Number**  
43432432

**Type of Process**  
Paperless

**Job Title**  
Accounts Liquidation Officer III

**Payroll Depository Bank**  
CHINA BANK

**Labor Cost**  
Direct

**End Date**  
07/11/2055

**S. Grade**  
18

**Tranche**  
2

**Steps**  
4

**Start Date**  
07/15/2020

**Appointment E-Date**  
07/11/2055

Save New Appointment Papers

*\*\*\*Note: All entry are required except "Account Number".*

**Other Job Assignment**

Designation	Start Date	End Date	Action
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>		Add

**Confidential Work and Salary History**

Show 10 entries Search: PDF Print

Showing 0 to 0 of 0 entries

JOB TITLE	DATE STARTED	DATE ENDED	SALARY	LGU	DEPARTMENT
No data available in table					

Previous Next

**Allowance**  
 HRD / Employee / 827: SNAME-3, FNAME-3 MNAME-3

Payroll Setup | Job Information ➔ Create

Show 10 entries Search:

Showing 0 to 0 of 0 entries

DESCRIPTION	AMOUNT	TAXABLE	ACCOUNT CODE	PAYROLL DEPOSITORY BANK	ACTION
No data available in table					

Previous Next

**Allowance**  
 HRD / Employee / **Create**

827: SNAME-3, FNAME-3 MNAME-3

**Allowance Description**

**Amount**  **Taxable**

**Payroll Depository Bank**

**Account Code**

**LGU Employee Master Data**

- Personal Information
- Family Background
- Educational Background
- Civil Service Eligibility
- Work Experience
- Voluntary Work
- Learning & Development
- Other Information
- Questionnaire
- 201 Files

- Payroll Setup
- Personal Details
- Job Information
- Allowance

**GENERATED PDS FORM**

A		B	C	D	E	F	G	H	I	J	K	L	M	N
D10 DELA CRUZ														
<b>PERSONAL DATA SHEET</b>														
<p><b>CS Form No. 212</b> Revised 2017</p> <p><b>WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.</b></p> <p><b>READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.</b></p> <p>Print legibly. Tick appropriate boxes ( <input type="checkbox"/> ) and use separate sheet if necessary. Indicate N/A if not applicable. <b>DO NOT ABBREVIATE.</b> 1. CS ID No. (Do not fill up. For CSC use only)</p>														
<b>I. PERSONAL INFORMATION</b>														
2.	SURNAME	DELA CRUZ												
11.	FIRST NAME	JUAN										NAME EXTENSION (JR., SR)		
12.	MIDDLE NAME	S												
13.	3. DATE OF BIRTH (mm/dd/yyyy)	01/02/1973			16. CITIZENSHIP			<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:						
14.	4. PLACE OF BIRTH	MALINAO			if holder of dual citizenship, please indicate the details.									
15.	5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female												
16.	6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:			17. RESIDENTIAL ADDRESS			test    12345 St. House/Block/Lot No.    Street Sample    Kaypian Subdivision/Village    Barangay San Jose del Monte City    Bulacan City/Municipality    Province						
17.	7. HEIGHT (m)	5'4"			ZIP CODE			3023						
18.	8. WEIGHT (kg)	60			18. PERMANENT ADDRESS			test    12345 St. House/Block/Lot No.    Street Sample    Kaypian Subdivision/Village    Barangay San Jose del Monte City    Bulacan City/Municipality    Province						
19.	9. BLOOD TYPE	O+			ZIP CODE			3023						
20.	10. GSIS ID NO.	11-1111111-1												
21.	11. PAG-IBIG ID NO.	2222-2222-2222												
22.	12. PHILHEALTH NO.	33-33333333-3												
23.	13. SSS NO.	44-4444444-4			19. TELEPHONE NO.			12343413						
24.	14. TIN NO.	555-555-555			20. MOBILE NO.			sample@yahoo.com						
25.	15. AGENCY EMPLOYEE NO.	TESTING			21. E-MAIL ADDRESS (if any)									
<b>II. FAMILY BACKGROUND</b>														
26.	22. SPOUSE'S SURNAME	CORRAL										23. NAME OF CHILDREN (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)

IV. CIVIL SERVICE ELIGIBILITY								
27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE			RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
							NUMBER	Date of Validity
	Professional			88.9		NCR	123456789	
(Continue on separate sheet if necessary)								
V. WORK EXPERIENCE								
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.								
28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format "00-01")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
	From	To						
	10/06/2021	03/27/2022	Programmer	MIS	40,000.00		n/a	N

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S							
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
	From	To	From	To			
	Testing Only		12/01/2021	01/12/2022	60	Supervisory	
(Continue on separate sheet if necessary)							
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED							
(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)							
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To	From	To			
	Sample Only		01/03/2022	03/09/2022	100.0	Supervisory	



2	34.	Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,	
3			
4			
6	a.	within the third degree?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
8	b.	within the fourth degree (for Local Government Unit - Career Employees)?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
10			If YES, give details: testing
13	35.	a. Have you ever been found guilty of any administrative offense?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
14			If YES, give details: testing
15			
16			
18	b.	Have you been criminally charged before any court?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
19			If YES, give details: Date Filed: _____ Status of Case/s: _____
20			
21			
23	36.	Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
24			If YES, give details: testing fdsafads
25			
26			
27	37.	Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
28			If YES, give details: sample testing
29			
31	38.	a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
32			If YES, give details: sample
33			
34	b.	Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
35			If YES, give details: _____
37	39.	Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
38			If YES, give details (country): _____
39			
40	40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:	
41	a.	Are you a member of any indigenous group?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
43			If YES, please specify: sample
44	b.	Are you a person with disability?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
45			If YES, please specify ID No: sample
46			
47	c.	Are you a solo parent?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
48			If YES, please specify ID No: testing
49			
50	41.	REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)	

### 5.5 Contracts

- o **HRD -> Contracts -> MPR Document**

Employee contract monitoring involves tracking and managing the terms and conditions outlined in an employee's contract to ensure compliance and adherence. This can include monitoring key details such as project-based employees that the system prompted employee with alert access if the document alert date has arrived. The system reminded that the employment contract must be reviewed and signed within 30 days of the alarm start date before the date of estimated project completion. The pop-up alarm message will show every day unless you decide to stop the alarm.

By regularly reviewing and monitoring employee contracts, organizations can ensure that both parties are fulfilling their obligations and address any discrepancies or issues that may arise.

MPR Document  
Contracts / List

[Create](#) SUPERVISORY

Show 10 entries Search:

Showing 1 to 1 of 1 entries

MPR Ref. No.	PCode	Department	Required MP	Position	Alarm Date	Approver	Status
BP-DEVT-2023-06-007	PRJ-TEST	ACCOUNTING	5	ACCNT. PAYABLE STAFF	04/01/2024	6882	Approved

Previous 1 Next

MPR Document  
Contracts / SUPERVISORY / Create

MPR Reference No.

Requested Manpower

Upload MPR Attachment:  
 No file chosen

Department

Project Name

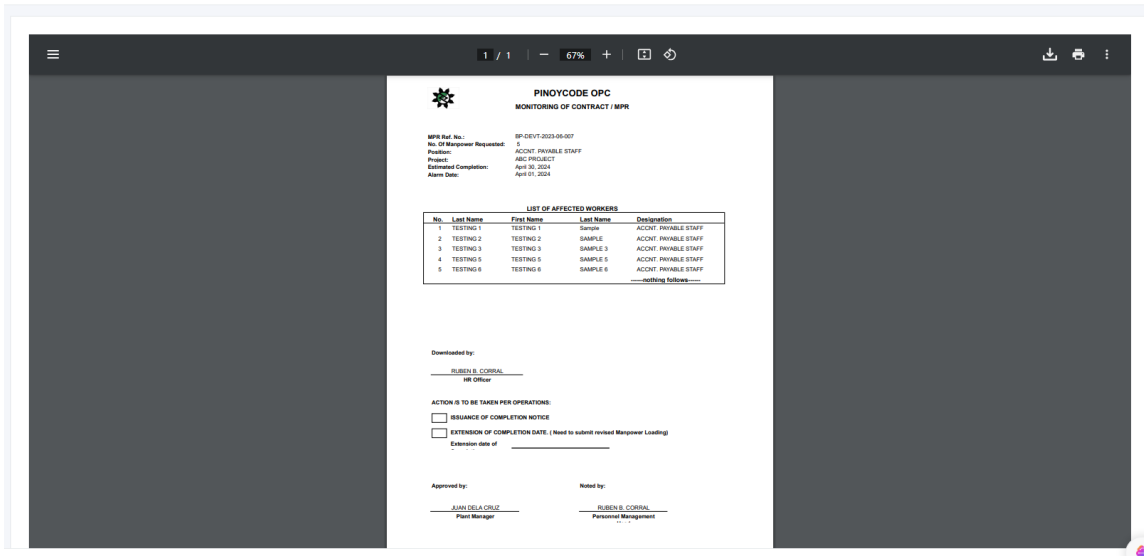
Position

Estimated Date Completion  Alarm Date

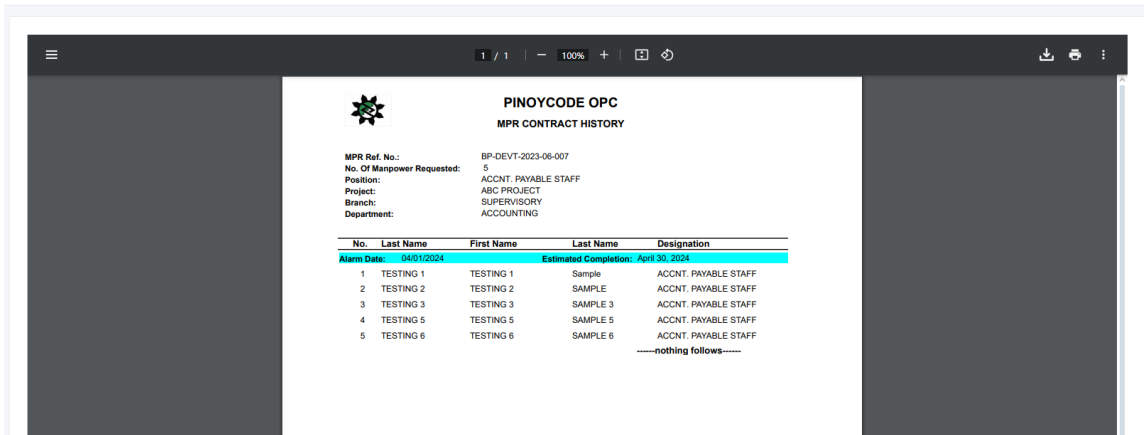
Employee Name



Monitoring of Contract / MPR  
Contract Alert / Report



MPR Contract History  
Contract Alert / Report

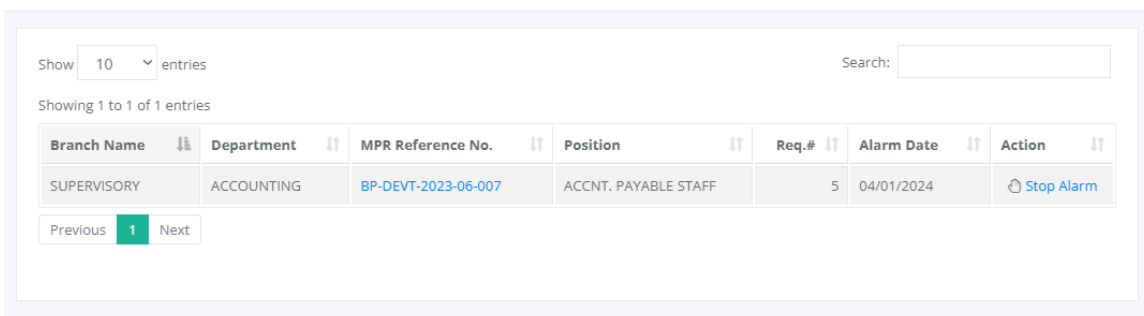


o **HRD -> Contracts -> Alert**

Display all contract document with alert status for review.

**Contracts Alerts**

Contracts / Alert



### 5.6 Loans

- o **HRD -> Loans**

Most companies provide employee loans for SSS and Pagibig members, bank loans, company salary loans or cash advances etc. This loan module is connected to the payroll process to deduct automatically their salary for every pay period payroll processing until the loan has zero balance.

The screenshot shows a form titled "Loans" with a hamburger menu icon in the top right. Below the title, there are two dropdown menus: "COMPANY" with the value "FOR DEMO ONLY" and "BRANCH" with the value "BRANCH TESTING". At the bottom of the form is a "Submit" button with a checkmark icon.

The screenshot displays the "Loans & Deduction" interface. At the top left, there is a "Create" button. Below it, there is a "Show 10 entries" dropdown and a search bar. The main content is a table with the following columns: EMPLOYEE NAME, CODE, TYPE, LOAN AMOUNT, DATE ISSUED, COMPLETE, and ACTION. The table contains 7 rows of data. A blue arrow points to the "Create" button, and another blue arrow points to the "Edit i Details" link in the ACTION column of the fourth row.

EMPLOYEE NAME	CODE	TYPE	LOAN AMOUNT	DATE ISSUED	COMPLETE	ACTION
[REDACTED]	HDMF	ML	35,962.02	03/23/2022	Y	<a href="#">Edit i Details</a> <a href="#">Delete</a>
[REDACTED]	HDMF	ML	12,809.03	03/11/2022	Y	<a href="#">Edit i Details</a> <a href="#">Delete</a>
[REDACTED]	HDMF	ML	30,724.94	03/01/2022	Y	<a href="#">Edit i Details</a> <a href="#">Delete</a>
[REDACTED]	SSS	SL	34,000.00	02/28/2022	N	<a href="#">Edit i Details</a> <a href="#">Delete</a>
[REDACTED]	CARF	CARF	20,000.00	08/16/2023	N	<a href="#">Edit i Details</a> <a href="#">Delete</a>
[REDACTED]	SSS	SL	40,000.00	09/30/2020	N	<a href="#">Edit i Details</a> <a href="#">Delete</a>
[REDACTED]	HDMF	ML	19,136.86	02/11/2022	N	<a href="#">Edit i Details</a> <a href="#">Delete</a>

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Loans & Deduction

HRD / Loans & Deductions / Create



**Employee Name**

**Check Number**

**Loan Category**

**Loan Type**

**Date Issued**

**Loan Amount**

**Starting Balance**

**Deduct Amount**

**Type of Deduction**

**Upload Attachment**

No file chosen

Loans & Deduction

HRD / Loans & Deductions / Details



**Employee Name** ██████████

**Loan Code** SSS

**Loan Type** SALARY LOAN

**Date Issued** 02/28/2022

**Loan Amount** 34,000.00

**Starting Balance** 14,120.22

**Deduct Amount** 784.47

**Total Amount Paid** 6,275.76

**Loan Balance** 7,844.46

**Complete** N

**PAYROLL DEDUCTION HISTORY**

Period From	Period To	Amount
10/12/2023	10/26/2023	784.47
09/27/2023	10/11/2023	784.47
09/12/2023	09/26/2023	784.47
08/27/2023	09/11/2023	784.47
08/12/2023	08/26/2023	784.47
07/27/2023	08/11/2023	784.47
07/12/2023	07/26/2023	784.47
06/27/2023	07/11/2023	784.47
<b>Total Deduction =&gt;</b>		<b>6,275.76</b>

Loans & Deduction

HRD / Loans & Deduction / Details



1 / 1 | - 100% +
Tuesday, October 31, 2023

**Department:** PLANT OPERATIONS

**Employee Name:** [REDACTED]

**Loan Code:** SSS

**Loan Type:** SALARY LOAN

**Date Issued:** 28-February-2022

**Loan Amount:** 34,000.00

**Starting Balance:** 14,120.22

**Deduct Amount:** 784.47

**Total Amount Paid:** 6,275.76

**Loan Balance:** 7,844.46

**Complete:** N

Period From	Period To	Deduct Amount
06/27/2023	07/11/2023	784.47
07/12/2023	07/26/2023	784.47
07/27/2023	08/11/2023	784.47
08/12/2023	08/26/2023	784.47
08/27/2023	09/11/2023	784.47
09/12/2023	09/26/2023	784.47
09/27/2023	10/11/2023	784.47
10/12/2023	10/26/2023	784.47
		<b>6,275.76</b>

Cut Copy Paste Format Painter

Calibri 11 A A

B I U Color

G11

	A	B	C	D
1	Employee Name	[REDACTED]		
2	Loan Code	SSS		
3	Loan Type	SALARY LOAN		
4	Date Issued	02/28/2022		
5	Loan Amount	34,000.00		
6	Starting Balance	14,120.22		
7	Deduct Amount	784.47		
8	Total Amount Paid	6,275.76		
9	Loan Balance	7,844.46		
10	Complete	N		
11				
12	PERIOD FROM	PERIOD TO	AMOUNT	
13	10/12/2023	10/26/2023	784.47	
14	09/27/2023	10/11/2023	784.47	
15	09/12/2023	09/26/2023	784.47	
16	08/27/2023	09/11/2023	784.47	
17	08/12/2023	08/26/2023	784.47	
18	07/27/2023	08/11/2023	784.47	
19	07/12/2023	07/26/2023	784.47	
20	06/27/2023	07/11/2023	784.47	
21			6,275.76	
22				
23				

Loans
+

## 5.7 Benefits

### 5.7.1 Leave

- o **HRD -> Benefits -> Leave**

Employee leave benefits are the paid or unpaid time off that an employer provides to their employees. These benefits may include vacation leave, sick leave, bereavement leave, service incentive leave and many more.

✓ Leave Benefits

**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

Submit

Leave Benefits

HRD / Leave Benefits / SUPERVISORY

CREATE

Show 10 entries Search:

Showing 1 to 3 of 3 entries

EMPLOYEE ID	EMPLOYEE NAME	ACTION
6882	CORRAL, RUBEN BULGAR	Edit
TEST-01	TESTING 1, TESTING 1 Sample	Edit
TEST-02	TESTING 2, TESTING 2 SAMPLE	Edit

Previous 1 Next

Leave Benefits

HRD / Leave Benefits / Create

SPVR: SUPERVISORY

Employee Name

Showing 1 to 9 of 9 entries

LEAVE CODE	LEAVE DESCRIPTION	ACTION
BL	Bereavement Leave	<input type="checkbox"/>
LW	Leave Without Pay	<input type="checkbox"/>
ML	Maternity Leave	<input type="checkbox"/>
PA	Parental Leave	<input type="checkbox"/>
PL	Paternity Leave	<input type="checkbox"/>
RH	Rehabilitation Leave	<input type="checkbox"/>
SIL	Service Incentive Leave	<input type="checkbox"/>
SL	Sick Leave	<input type="checkbox"/>
VL	Vacation Leave	<input type="checkbox"/>

Previous 1 Next

Cancel Submit



📅 Leave Benefits

HRD / Leave Benefits / **Edit**

**SPVR: SUPERVISORY**

👤 CORRAL, RUBEN B.

Showing 1 to 9 of 9 entries

LEAVE CODE	LEAVE DESCRIPTION	ACTION
BL	Bereavement Leave	<input type="checkbox"/>
LW	Leave Without Pay	<input type="checkbox"/>
ML	Maternity Leave	<input type="checkbox"/>
PA	Parental Leave	<input type="checkbox"/>
PL	Paternity Leave	<input checked="" type="checkbox"/>
RH	Rehabilitation Leave	<input type="checkbox"/>
SIL	Service Incentive Leave	<input type="checkbox"/>
SL	Sick Leave	<input checked="" type="checkbox"/>
VL	Vacation Leave	<input checked="" type="checkbox"/>

Previous 1 Next

[← Back](#)

**5.7.2 Pro Rata Leave**

- **HRD -> Benefits -> Prorata Leave**

Pro rata leave refers to the calculation of an employee's annual leave entitlement based on the amount of time they have worked during a specific period or a proportion of the annual time off balance given to full-time employees.

✓ Pro Rata Leave Setup

**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

**LEAVE TYPE**  
--- SELECT ---

Pro Rata Leave Setup  
HRD / Prorata / VL

+ Create

Show 10 entries Search:

Showing 1 to 10 of 53 entries

EM	YEAR	LEAVE TYPE	# OF DAYS	ACTION
0	2023	VL	3.00	Delete
0	2023	VL	6.00	Delete
0	2023	VL	2.00	Delete
0	2023	VL	9.00	Delete
1	2023	VL	4.00	Delete
1	2023	VL	14.00	Delete
10	2023	VL	3.00	Delete

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Pro Rata Leave Setup  
HRD / Prorata / VL / Create

**Employee Name**

**Year**  **No. Of Days**

### 5.7.3 Hourly Rate

- **HRD -> Benefits -> Hourly Rate**

The special holiday, regular holiday, double holiday: The 100% computation hourly rates of REG Hr & ND Hr belong to basic pay for allocation of 13th-month pay benefits. This lookup table is used in payroll processing to compute the workhour distribution for employees' salaries.

Regular & Overtime Hourly Rates

HRD / Hourly Rates



REGULAR DAY				REST DAY				SPECIAL HOLIDAY			
REG Hr	OT Hr	ND Hr	OTND Hr	REG Hr	OT Hr	ND Hr	OTND Hr	REG Hr	OT Hr	ND Hr	OTND Hr
100.00%	125.00%	10.00%	137.50%	130.00%	169.00%	143.00%	185.90%	30.00%	169.00%	43.00%	185.90%
SPECIAL HOLIDAY & REST DAY				REGULAR HOLIDAY				REGULARY HOLIDAY & REST DAY			
REG Hr	OT Hr	ND Hr	OTND Hr	REG Hr	OT Hr	ND Hr	OTND Hr	REG Hr	OT Hr	ND Hr	OTND Hr
150.00%	195.00%	165.00%	214.56%	100.00%	260.00%	120.00%	286.00%	260.00%	338.00%	286.00%	371.80%
DOUBLE HOLIDAY				DOUBLE HOLIDAY & REST DAY							
REG Hr	OT Hr	ND Hr	OTND Hr	REG Hr	OT Hr	ND Hr	OTND Hr				
200.00%	390.00%	230.00%	429.00%	390.00%	507.00%	429.00%	557.70%				

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## 5.8 Last Pay

### 5.8.1 View & Create

- **HRD -> Last Pay -> View & Create**

The last pay and other benefits of an outgoing employee will receive final pay and other benefits, also called back pay, who have resigned or terminated from the company. The final pay is usually given within 30 to 60 business days after all requirements have been completed and clearance provided by the HR department.

*The following items that could possibly be part of your last pay.*

- Last salary cut-off
- Pro-rated 13th month pay
- Tax refund
- Vacation leave (if convertible to cash)
- Sick leave (if convertible to cash)
- Service Incentive Leave (if available)
- Deductions and/or liabilities

Employees who resigned or terminated contracts must be added to this module before the timesheet processing not included in the Group Summary Workhour Distribution and Payroll Summary Report.

Last Pay (Resigned or End Contract)  
HRD / Last Pay

CREATE

BRANCH TESTING

Show 10 entries Search:

Showing 1 to 1 of 1 entries

EMP ID	EMPLOYEE NAME	PERIOD FROM	PERIOD TO	STATUS	ACTION
TEST-001	TEST-1, TEST-1 T.	06/01/2020	06/15/2020	Paid	<a href="#">Other Liabilities</a> <a href="#">Unused Leave</a> <a href="#">Details</a>

Previous 1 Next

Last Pay (Resigned or End Contract)  
HRD / Last Pay / Create

Last Pay

NAME

PAY PERIOD FROM:  TO:

2020: Leave Benefits with Pay

TEST-1, TEST-1 T.

Leave Type	# of Days	Used	Balance
Sick Leave	15	0	15
Vacation Leave	15	0	15
Service Incentive Leave	0.00	0.00	0.00

UNUSED LEAVE

SL VL SIL

Other Liabilities

TEST-1, TEST-1 T.

Total Amount

Remarks

### Last Pay Details

The clearance provided by the HR department is completed and signed; the staff can now upload the documents and click "Request Last Pay Approval" to notify the approver.

Last Pay (Resigned or End Contract)

HRD / Last Pay / Details



← Back
☰

📄 Last Pay & Other Benefits
Request Last Pay Approval

**Branch** BRANCH TESTING  
**Department** HRD  
**Name** TEST-1, TEST-1 T.  
**Pay Period** 06/01/2020 To: 06/15/2020  
**Status** For Clearance  
**Approver Name** CORRAL, RUBEN B.  
**Approved Date** N/A  
**Approver Remark** N/A  
**Released By** N/A  
**Released Date** N/A  
**Released Remark** N/A  
**Input By** CORRAL, RUBEN B.  
**Input Date** 06/23/2020

---

**\*\*\* HRMS INFORMATION \*\*\***

**Designation** DATA ENCODER  
**Employee Status** Project-Based

---

**Hiring Date** 03/01/2019  
**End Date** 06/09/2020  
**Pay Basis** Daily  
**Salary** 500.00  
**COLA** 20.00

---

**\*\*\* LAST TIMESHEET & PAYROLL PROCESS \*\*\***

**DTR Computation** [View Timesheet](#)  
**Last Payslip** [View Payslip](#)  
**Payroll History** [View Payroll History](#)

---

▶ **SUMMARY COMPUTATION**

<b>Daily Rate</b>	520.00	
<b>Unused SL</b>	6.00	3,120.00
<b>Unused VL</b>	6.00	3,120.00
<b>Unused SIL</b>	0.00	0.00
<b>13th Month Pay</b>	69,000.00	5,750.00
<b>*Total Taxable Income</b>	70,201.88	
<b>*Tax Withheld</b>	0.00	
<b>*Tax Due</b>	0.00	
<b>Tax Refund</b>		0.00
<b>Other Liabilities</b>		(1,000.00)
<b>Last Salary</b>		4,385.00

---

▶ **TOTAL AMOUNT TO RECEIVE:** **15,375.00**

📎 Clearance Attachment

Z001\_06... 1 / 1 | - 71% + | 📄 🔄 ⬇️ 🖨️ ⋮

**HOURLY EMPLOYEE TIMESHEET**

Name: \_\_\_\_\_ Pay Date: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Status: \_\_\_\_\_

Day	Rate	AMT in	AMT out	AMT DED	AMT DED	AMT DED	AMT DED	AMT DED	AMT DED	AMT DED
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
Other										
<b>Total</b>										

Employee Signature: \_\_\_\_\_

Z001\_06... 1 / 1 | - 71% + | 📄 🔄 ⬇️ 🖨️ ⋮

**HOURLY EMPLOYEE TIMESHEET**

Name: \_\_\_\_\_ Pay Date: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Status: \_\_\_\_\_

Day	Rate	AMT in	AMT out	AMT DED	AMT DED	AMT DED	AMT DED	AMT DED	AMT DED	AMT DED
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
Other										
<b>Total</b>										

Employee Signature: \_\_\_\_\_



Payroll history

Employee Gross Earnings Breakdown TEST-001 - TEST-1, TEST-1 TEST-1											
Period From	Period To	Basic Pay	Allowance	OT Pay	ND Pay	Taxable Income	Gross Pay	SSS	HDMF	Philhealth	W/Tax
01/01/2020	01/15/2020	6,000.00	0.00	250.00	293.75	6,543.75	6,783.75	0.00	0.00	0.00	0.00
01/16/2020	01/31/2020	7,000.00	0.00	0.00	387.50	6,552.50	7,667.50	540.00	100.00	195.00	0.00
02/01/2020	02/15/2020	6,500.00	0.00	0.00	331.25	6,831.25	7,091.25	0.00	0.00	0.00	0.00
02/16/2020	02/29/2020	6,000.00	0.00	0.00	325.00	5,517.50	6,565.00	520.00	100.00	187.50	0.00
03/01/2020	03/15/2020	6,000.00	0.00	0.00	325.00	6,325.00	9,085.00	0.00	0.00	0.00	0.00
03/16/2020	03/31/2020	7,000.00	0.00	0.00	387.50	6,552.50	7,667.50	540.00	100.00	195.00	0.00
04/01/2020	04/15/2020	7,000.00	0.00	0.00	356.25	7,356.25	7,636.25	0.00	0.00	0.00	0.00
04/16/2020	04/30/2020	6,500.00	0.00	0.00	356.25	5,993.75	7,116.25	560.00	100.00	202.50	0.00
05/01/2020	05/15/2020	6,500.00	0.00	853.13	293.75	7,646.88	7,906.88	0.00	0.00	0.00	0.00
05/16/2020	05/31/2020	6,500.00	0.00	681.25	331.25	6,657.50	7,772.50	560.00	100.00	195.00	0.00
<b>TOTAL =&gt;</b>		<b>65,000.00</b>	<b>0.00</b>	<b>1,784.38</b>	<b>3,387.50</b>	<b>65,976.88</b>	<b>75,271.88</b>	<b>2,720.00</b>	<b>500.00</b>	<b>975.00</b>	<b>0.00</b>

5.8.2 For Release

- o **HRD -> Last Pay -> For Release**

After the last pay is approved it automatically queues for release payment. Staff who release the last pay payment should click "Mark as Paid" to remove it from queuing and record the transaction history.

🔍 Last Pay (Resigned or End Contract) ☰

---

**COMPANY**  
FOR DEMO ONLY ▼

**BRANCH**  
BRANCH TESTING ▼

📄 Last Pay (Resigned or End Contract)

HRD / Last Pay for Release



**BRANCH TESTING** ☰

Show  entries Search:

Showing 0 to 0 of 0 entries

EMP ID	EMPLOYEE NAME	PERIOD FROM	PERIOD TO	STATUS	APPROVED DATE	ACTION
No data available in table						

## 5.9 Tools

### 5.9.1 Department

- o **HRD -> Tools -> Department**

Departments are required in employee master data; it's also used in different types of HR reporting or payroll reports to group employees by department. Click the "CREATE" button to add a new department or hyperlink "Edit" to edit the record and "Delete" to delete the record.

BRANCH TESTING  
HRD / Department

**CREATE**

Show 10 entries Search:

Showing 1 to 4 of 4 entries

DCODE	BCODE	DEPARTMENT NAME	DESCRIPTION	ACTION
P004	ZZZZ	PAYROLL		<a href="#">Edit</a> <a href="#">Delete</a>
Z001	ZZZZ	HRD		<a href="#">Edit</a> <a href="#">Delete</a>
Z002	ZZZZ	PURCHASING		<a href="#">Edit</a> <a href="#">Delete</a>
Z003	ZZZZ	MIS-ICT		<a href="#">Edit</a> <a href="#">Delete</a>

Previous 1 Next

BRANCH TESTING  
HRD / Department / Create



### 5.9.2 Holidays

- **HRD -> Tools -> Holidays**

Holidays should be added in this module to pay the employees based on hourly rates percentage provided by the government agency. Make sure before pairing logs to generate a timesheet the holiday must be added first. Click the "CREATE" button to add a new holiday or hyperlink "Edit" to edit the record and "Delete" to delete the record.

BRANCH TESTING  
HRD / Holidays

CREATE

Show 10 entries Search:

Showing 1 to 8 of 8 entries

SEQ	MONTH	DAY	TYPE	DESCRIPTION	ACTION
01	January	1	Regular Holiday	New Year Day	<a href="#">Edit</a> <a href="#">Delete</a>
04	April	9	Regular Holiday	Araw ng Kagitingan	<a href="#">Edit</a> <a href="#">Delete</a>
05	May	1	Regular Holiday	Labor Day	<a href="#">Edit</a> <a href="#">Delete</a>
11	November	30	Regular Holiday	Bonifacio Day	<a href="#">Edit</a> <a href="#">Delete</a>
12	December	24	Special Holiday	Non working holiday	<a href="#">Edit</a> <a href="#">Delete</a>
12	December	25	Regular Holiday	Christmas Day	<a href="#">Edit</a> <a href="#">Delete</a>
12	December	30	Regular Holiday	Rizal Day	<a href="#">Edit</a> <a href="#">Delete</a>

BRANCH TESTING  
HRD / Holidays / Create

Calendar Holidays

Month  Day

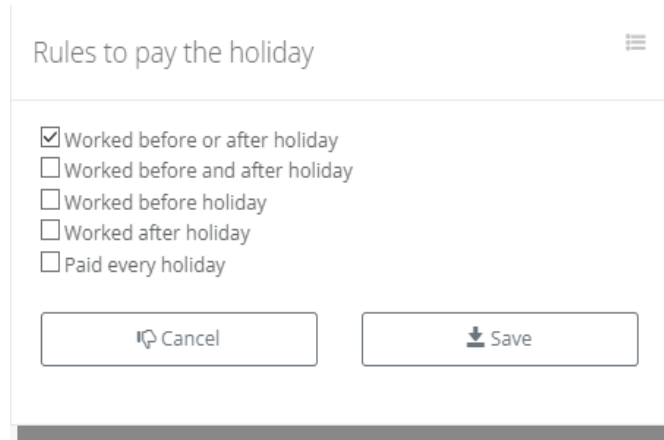
Type of Holiday

Description

### 5.9.3 Holiday Policy

- **HRD -> Tools -> Holiday Policy**

Company policy sets rules to pay for the holiday, check the box to apply the rules and click the "Save" button to save.



Rules to pay the holiday

- Worked before or after holiday
- Worked before and after holiday
- Worked before holiday
- Worked after holiday
- Paid every holiday

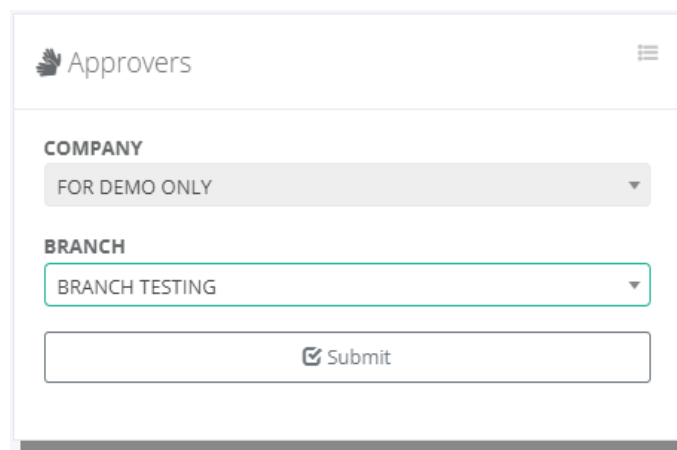
#### 5.9.4 Approvers

- **HRD -> Tools -> Approvers**

Approvers should be added to this module to notify approvers of different types of notices or employee filings that require approval. The self-service types of notices are Clearance, OT Module, Leave Module, Last Pay, Locator Slip, Invalid Timesheet, Temporary Shift, Broken Time, Timesheet, Payroll Review, Payroll Approval, Manpower Request (MPR) Review, and MPR Approver.

Timekeeper filing notices request approval are OT Department, Leave Entry, DTR Entry, Locator Slip Entry, Invalid Timesheet Entry, and Broken Time Entry.

Click the "CREATE" button to add a new approver or the "Delete" link to delete a record. Select multiple departments, and application modules with the same approver names and click the "Submit" button to save.



Approvers

**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

BRANCH TESTING

HRD / Approvers

CREATE

Show 10 entries Search:

Showing 1 to 10 of 42 entries

DEPARTMENT	EMPLOYEE NAME	MODULE	ACTION
HRD	CORRAL, RUBEN	Invalid Timesheet	<a href="#">Delete</a>
HRD	CORRAL, RUBEN	Payroll	<a href="#">Delete</a>
HRD	CORRAL, RUBEN	Temporary Shift	<a href="#">Delete</a>
HRD	CORRAL, RUBEN	Broken Time	<a href="#">Delete</a>
HRD	CORRAL, RUBEN	Temporary Shift Entry	<a href="#">Delete</a>
HRD	CORRAL, RUBEN	Broken Time Entry	<a href="#">Delete</a>
HRD	CORRAL, RUBEN	Leave Entry	<a href="#">Delete</a>

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BRANCH TESTING

HRD / Approvers / Create

Approver

Department

Approver Employee ID

Application Module

### 5.9.5 Shift Schedule

- **HRD -> Tools -> Shift Schedule**

Employees' shift schedules should be added to this module; tag the day as a regular day or rest day, and select shift 1st, 2nd or 3rd. Military time for Start Time (ST), End Time (ET), and Regular Hours (R-Hrs). Less Breaktime (LB) is a minute value for coffee break time not used then to be deducted from the regular out schedule. The system allowed entries for multiple employee names whose shift schedules were the same. Employee names that have already been added to the shift schedule will not appear in the employee name dropdown list selection.

Click the "CREATE" button to add a new employee shift schedule or the hyperlink "Edit" to edit a record.

**Shift Schedule**

**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

Shift Schedule  
HRD / Shift Schedule

**CREATE**

Show 10 entries Search:

Showing 1 to 10 of 11 entries

EMPLOYEE ID	EMPLOYEE NAME	ACTION
TEST-001	TEST-1, TEST-1 TEST-1	<a href="#">Edit</a>
TEST-002	TEST-2, TEST-2 TEST-2	<a href="#">Edit</a>
TEST-003	TEST-3, TEST-3 TEST-3	<a href="#">Edit</a>
TEST-004	TEST 4, TEST 4 TEST 4	<a href="#">Edit</a>
TEST-005	TEST 5, TEST 5 TEST 5	<a href="#">Edit</a>
TEST-006	TEST 6, TEST 6 TEST 6	<a href="#">Edit</a>
TEST-007	TEST 7, TEST 7 TEST 7	<a href="#">Edit</a>

Shift Schedule  
HRD / Shift Schedule / Create

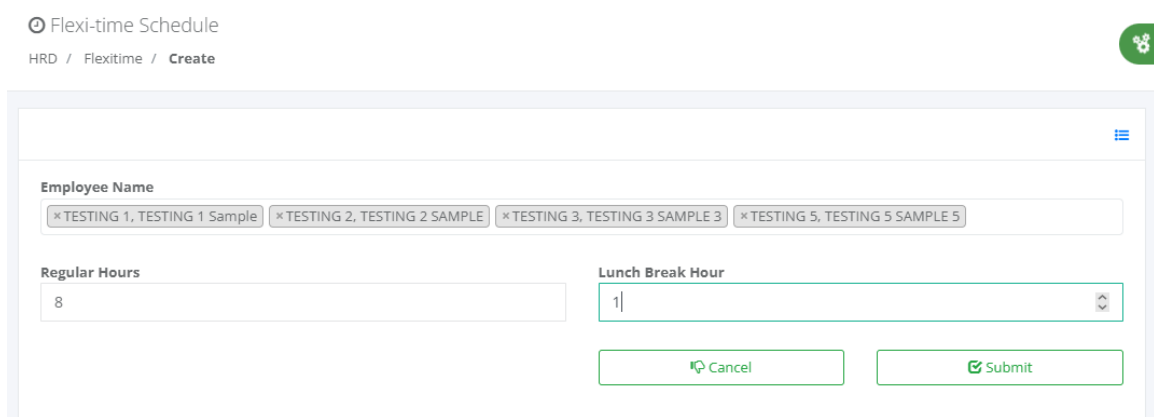
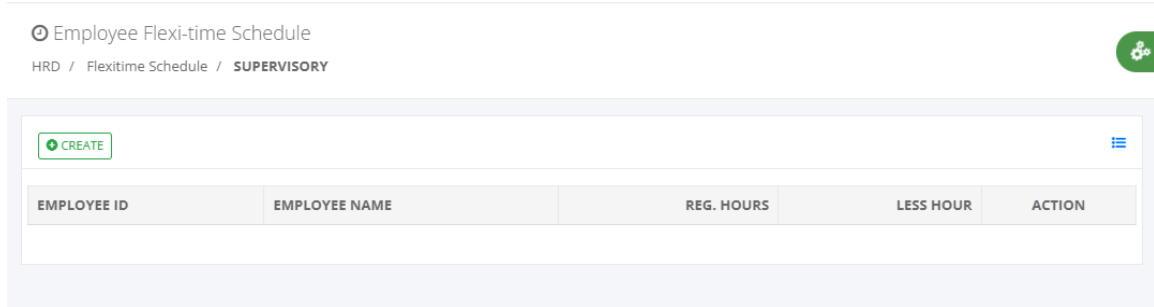
**Employee Name**

Day	ST	ET	R-Hrs	LB
Monday	hh:mn	hh:mn		
Tuesday	hh:mn	hh:mn		
Wednesday	hh:mn	hh:mn		
Thursday	hh:mn	hh:mn		
Friday	hh:mn	hh:mn		
Saturday	hh:mn	hh:mn		

### 5.9.6 Flexi-time Schedule

- **HRD -> Tools -> Flexi-time Schedule**

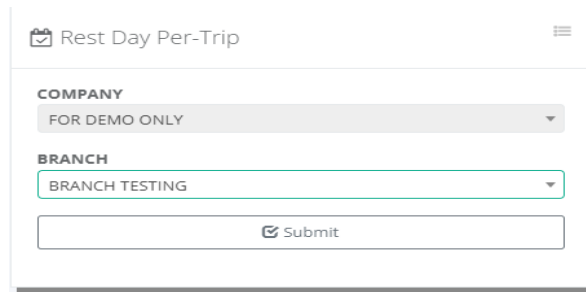
Flexi-time schedules are flexible work arrangements that allow employees to choose their own work hours within certain limits set by the employer. Employees can adjust their work hours based on their personal preferences and needs, as long as they meet the required total regular hours.



### 5.9.7 Rest Day Per-Trip

- **HRD -> Tools -> Rest Day Per-Trip**

Optional setup, depending on company policies to allow changes of rest day to regular day computation who work on Sunday per trip scenario. Click the "CREATE" button to add employee names and attendance date or the hyperlink "Delete" to delete the record. These setups are used for timesheet computation to ignore rest day and computed as regular day workhour distribution.



PER-TRIP (BRANCH TESTING)  
HRD / Tools / Per-Trip

CREATE

Show 10 entries Search:

Showing 1 to 3 of 3 entries

ATTENDANCE DATE	DEPARTMENT NAME	EMP ID	EMPLOYEE NAME	ACTION
11/05/2023	HRD	TEST-004	TEST 4, TEST 4	Delete
11/05/2023	PURCHASING	TEST-006	TEST 6, TEST 6	Delete
11/05/2023	MIS-ICT	TEST-010	TEST 10, TEST 10	Delete

Previous 1 Next

+ BRANCH TESTING  
HRD / Tools / Per-Trip / Create

**Employee Name**

**ATTENDANCE DATE**

### 5.9.8 Early Time-Out

- o **HRD -> Tools -> Early Time-Out**

Emergency work cancelation due to unexpected events or weather conditions. Employees present on this work cancelation, their computed regular hours should be completed. To handle this type of scenario, we need to add the date and time that the system can manage to compute correctly in timekeeping workhour distribution.

Click the "CREATE" button to add a new early time-out or "Delete" link to delete a record.

Early Time-Out

**COMPANY**

FOR DEMO ONLY

**BRANCH**

BRANCH TESTING

Submit

BRANCH TESTING

HRD / Early Time-Out

CREATE

Show 10 entries Search:

Showing 1 to 3 of 3 entries

ATTEND DATE	TIME-OUT	REMARKS	ACTION
03/02/2023	03/02/2023 11:00 AM	work suspension	Delete
04/01/2020	04/01/2020 01:00 PM	bad weather	Delete
04/14/2020	04/14/2020 02:00 PM	bad weather	Delete

Previous 1 Next

Early Time-Out

HRD / Early Time-Out / Create

BRANCH TESTING

**DATE & TIME-OUT**

**REMARKS**

### 5.9.9 Biometrics

- o **HRD -> Tools -> Biometric**

List of employees that are already registered in biometric finger scanner, the enrollment in biometric must be added first in employee master data to be used in selecting employee name in the dropdown list upon fingerprint enrollment.

Click the "Edit" button to edit the name and give biometric admin rights in the Finger Scanner Time and Attendance system to access the maintenance module.

BRANCH TESTING

HRD / Biometric



List of Registered Name in Biometrics

Show 10 entries Search:

Showing 1 to 8 of 8 entries

SCAN ID	EMPLOYEE NAME	ENROLL DATE	ADMIN	ACTION
TEST-002	TEST-2, TEST-2 TEST-2	07/19/2020	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
TEST-003	TEST-3, TEST-3 TEST-3	07/19/2020	No	<a href="#">Edit</a> <a href="#">Delete</a>
TEST-004	TEST 4, TEST 4 TEST 4	07/19/2020	No	<a href="#">Edit</a> <a href="#">Delete</a>
TEST-006	TEST 6, TEST 6 TEST 6	07/23/2020	No	<a href="#">Edit</a> <a href="#">Delete</a>
TEST-007	TEST 7, TEST 7 TEST 7	07/24/2020	No	<a href="#">Edit</a> <a href="#">Delete</a>
TEST-008	TEST 8, TEST 8 TEST 8	07/19/2020	No	<a href="#">Edit</a> <a href="#">Delete</a>
TEST-009	TEST 9, TEST 9 TEST 9	07/26/2020	No	<a href="#">Edit</a> <a href="#">Delete</a>

Biometric

HRD / Biometrics / Edit



**ZZZZ: BRANCH TESTING**

**Branch:** BRANCH TESTING  
**Name:** TEST-3, TEST-3 T.  
**Enrolled Date:** 07/19/2020

Biometric Admin

### 5.9.10 HR Types

- **HRD -> Tools -> HR Types**


HR types are the maintenance lookup tables in the recruitment process like interview, training, assessment, screening, and orientation.


Click the "CREATE" button to add new types or the "Delete" link to delete a record.



FOR DEMO ONLY

HRD / Types



 **CREATE**

Show 10 entries Search:


Showing 1 to 10 of 62 entries

ID	NAME	DESCRIPTION	TYPE	ACTIVE	ACTION
12	NCI Rigger Training	NCI Rigger Training	Training	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
13	Teams	Teams	Interview	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
14	Virtual Interview	Virtual Interview	Screening	<input type="checkbox"/>	<a href="#">Edit</a>
15	3D Software Training	3D Software Training	Training	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
16	Guided Training	Guided Training	Training	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
17	Promotion	Promotion	Assessment	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
18	Salary Adjustment	Salary Adjustment	Assessment	<input checked="" type="checkbox"/>	<a href="#">Edit</a>

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FOR DEMO ONLY

HRD / Types / Create



**Type Name**

**Type Description**

**Type**

### 5.9.11 Resources

- **HRD -> Tools -> Resources**

Resources are the maintenance lookup tables in the recruitment process like training, seminars or other human resources activities.

Click the "CREATE" button to add new resources or the "Delete" link to delete a record.

RESOURCES

HRD / Resources

Create

Show 10 entries Search:

Showing 1 to 4 of 4 entries

ID	NAME	DESCRIPTION	ACTIVE	ACTION
4	Training Room	Training Room	<input checked="" type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>
3	Training Manual	Training Manual	<input checked="" type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>
2	Computer Desktop	Computer Desktop	<input checked="" type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>
1	Laptop	Laptop	<input checked="" type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>

Previous 1 Next

Resources (Create)

Name

Description

Cancel Submit

## 5.10 Reports

### 5.10.1 Designation Count

- o **HRD -> Reports -> Designation Count**

HR staff to generate the latest designation count; this report is used by HR managers to evaluate the active numbers of the workforce by job position.

The number of employees in each designation varies based on the size and type of organization. For example, a small organization may have only one employee in each designation while a large organization may have multiple employees in each designation. Generally, the most common designations include manager, supervisor, assistant, analyst, specialist, and technician.

Click the hyperlink for the job name to view the employee's name under the designation.

Designation Count

HRD / Designation Count



**BRANCH TESTING (Count As of Saturday, April 23, 2022)**

Show 10 entries Search:

Showing 1 to 6 of 6 entries

JCODE	JOB NAME	COUNT
ACAN	ACCOUNTING ANALYST	1
ACCS	ACCOUNTING STAFF	2
COE	COST ENGINEER	1
DAE	DATA ENCODER	1
ELE	ELECTRICAL ENGINEER	1
PGR	PROGRAMMER	1

Previous 1 Next

Active Employee by Designation

HRD / Designation Count / Report



**BRANCH TESTING**  
**ACCOUNTING STAFF**  
As of Saturday April 23, 2022



Employee Name	Start Date	End Contract	Work Status
1 TEST 6, TEST 6 TEST 6	03/14/2019	07/10/2056	Regular
2 TEST 7, TEST 7 TEST 7	01/07/2019	04/21/2025	Regular

5.10.2 Manpower Count


- o **HRD -> Reports -> Manpower Count**


Generate a Manpower Count Report for all branches on a selected date to display the headcount of workers who work including the daily estimated labor cost. Click the hyperlink

in the table list view to display the details report of total active employees, present, absent, or late.


 Manpower Count 

---




**COMPANY**  
FOR DEMO ONLY 

**ATTENDANCE DATE**  
 mm/dd/yyyy

Submit

 Manpower Count  
HRD / Manpower Count



**Manpower Count Summary (10/23/2023)**  View PDF  Extract to Excel 

Show  entries Search:

Showing 1 to 7 of 7 entries

CODE	NAME	TOTAL EMPLOYEE	PRESENT	ABSENT	LATE
		295	232	63	12
		237	197	40	19
		22	17	5	4
		10	0	10	0
		1	0	1	0
	ON	0	0	0	0
		0	0	0	0
<b>OVER-ALL TOTAL &gt;&gt;</b>		<b>565</b>	<b>446</b>	<b>119</b>	<b>35</b>

Previous 1 Next

Manpower Count Summary

HRD / Manpower Count / Report

MANPOWER COUNT SUMMARY  
Attendance Date: Monday October 23, 2023

ESTIMATED LABOR COST BASED ON DAILY RATE INCLUDING FILED OVERTIME

BCODE	BRANCH NAME	TOTAL EMPLOYEE	PRESENT	ABSENT	LATE	REGULAR RATE	OT HRS	OT PAY	OTND HRS	OTND PAY	TOTAL OT	LABOR COST	(%)
FFC		237	197	40	19	281,397.90	432.00	36,318.47	7.00	622.01	36,940.48	318,338.38	13.13
F		0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E		0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F		295	232	63	12	388,595.68	732.50	61,063.55	122.00	11,223.26	72,286.81	460,882.49	18.80
F		22	17	5	4	25,199.46	0.00	0.00	0.00	0.00	0.00	25,199.46	0.00
F		10	0	10	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FFC		1	0	1	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>GRAND TOTAL =&gt;</b>		<b>565</b>	<b>446</b>	<b>119</b>	<b>35</b>	<b>695,193.04</b>	<b>1,164.50</b>	<b>97,382.02</b>	<b>129.00</b>	<b>11,845.27</b>	<b>109,227.29</b>	<b>804,420.33</b>	<b>31.73</b>

Manpower Count

HRD / Manpower Count / Report

MANPOWER COUNT REPORT  
BRANCH TESTING  
As of Saturday April 23, 2022

Department / Employee Name	Position	Hiring Date	C. End Date	Employee Status	Pay Basis
<b>HRD</b>					
1 TEST 4, TEST 4 T	ACCOUNTING ANALYST	04/01/2019	11/30/2025	Regular	D
2 TEST-1, TEST-1 T	DATA ENCODER	01/03/2019	07/09/2025	Regular	D
3 TEST-3, TEST-3 T	COST ENGINEER	03/01/2019	07/22/2025	Regular	D
<b>MIS-ICT</b>					
1 TEST 5, TEST 5 T	ELECTRICAL ENGINEER	03/01/2019	03/23/2025	Regular	D
2 TEST-2, TEST-2 T	PROGRAMMER	02/01/2019	09/30/2025	Regular	D
<b>PURCHASING</b>					
1 TEST 6, TEST 6 T	ACCOUNTING STAFF	03/14/2019	07/10/2056	Regular	M
2 TEST 7, TEST 7 T	ACCOUNTING STAFF	01/07/2019	04/21/2025	Regular	M
<b>Total Count: 7</b>					

Manpower Count

HRD / Manpower Count / Present

MANPOWER COUNT - (Present)  
BRANCH TESTING  
Attendance Date: Saturday April 23, 2022

Department / Employee Name	Position	Shift	Time-In
1 TEST-3, TEST-3 T	COST ENGINEER	1st	10:48 am
1 TEST-2, TEST-2 T	PROGRAMMER	1st	10:47 am
<b>Total Count: 2</b>			

Manpower Count  
HRD / Manpower Count / Absent

Department / Employee Name	Position	Shift
<b>HRD</b>		
1 TEST 4, TEST 4 T	ACCOUNTING ANALYST	1st
2 TEST-1, TEST-1 T	DATA ENCODER	3rd
<b>MIS-ICT</b>		
1 TEST 5, TEST 5 T	ELECTRICAL ENGINEER	3rd
<b>PURCHASING</b>		
1 TEST 6, TEST 6 T	ACCOUNTING STAFF	1st
2 TEST 7, TEST 7 T	ACCOUNTING STAFF	1st
<b>Total Count: 5</b>		

Manpower Count  
HRD / Manpower Count / Late

Department / Employee Name	Position	Shift	Time-In
<b>HRD</b>			
1 TEST-3, TEST-3 T	COST ENGINEER	1st	10:48 am
<b>MIS-ICT</b>			
1 TEST-2, TEST-2 T	PROGRAMMER	1st	10:47 am
<b>Total Count: 2</b>			

### 5.10.3 Expiring Contract

- **HRD -> Reports -> Expiring Contract**

This report helps organizations to proactively manage their contracts by identifying which contracts need to be renewed, renegotiated, or terminated. It allows for better planning and decision-making, ensuring that important contracts are not allowed to lapse unintentionally. Additionally, the report can also help in identifying opportunities to renegotiate contract terms and potentially reduce costs.

Expiring Contract

COMPANY  
FOR DEMO ONLY

BRANCH  
BRANCH TESTING

Submit

Expiring Contract

HRD / Expiring Contract

EMP ID	EMPLOYEE NAME	DEPARTMENT	JOB POSITION	S. CONTRACT	E. CONTRACT
1 TEST-004	TEST 4, TEST 4 TEST 4	HRD	ACCOUNTING ANALYST	04/01/2019	04/30/2022

### 5.10.4 Birthday Celebrants

- **HRD -> Reports -> Birthday Celebrants**

Generate the monthly birthday celebrant. Fill up the form and select a month, then click the "Submit" button to generate the Monthly Birthday Celebrants.

Employee birthday celebrants should be recognized and celebrated in the workplace. This can be done in many ways, such as throwing a surprise party, sending a card or gift, or even taking the employee out for lunch. Allowing employees to take time off on their birthday is also a great way to show appreciation for their service. Acknowledging an employee's birthday is also an opportunity to foster a positive and fun work environment.

Monthly Birthday Celebrants

**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

**MONTH**

Submit



NO.	EMP ID	EMPLOYEE NAME	DEPARTMENT	POSITION	BIRTHDATE
1	827	SNAME-3, FNAME-3 MNAME-3	Human Resource Department	Accounts Liquidation Officer III	03/10/1971
2	674	SNAME-4, FNAME-4 MNAME-4	Human Resource Department	Administrative Officer II	03/08/1989

**5.10.5 Leave Balance**

- **HRD -> Reports -> Leave Balance**

Generate a leave balance report, select a leave type and input the year to display the leave balance on the selected leave type. Click the "View PDF" button to display in a report format, or click the hyperlink in used leave to display the leave details.

Employee leave balances are tracked by employers to ensure that employees do not exceed the allotted number of days off for the year. Employers typically track leave balances for both vacation and sick leave.



Leave Balance

HRD / Vacation Leave / [Redacted]

View PDF

Show 10 entries Search: [ ]

Showing 1 to 10 of 73 entries

EMP ID	EMPLOYEE NAME	DEPARTMENT	# OF DAYS	USED	BALANCE
0486	[Redacted]	[Redacted]	3.00	3.00	0.00
05	[Redacted]	[Redacted]	6.00	6.00	0.00
07	[Redacted]	[Redacted]	2.00	2.00	0.00
09	[Redacted]	[Redacted]	9.00	7.00	2.00
10	[Redacted]	[Redacted] & SERVICES	4.00	3.00	1.00
10	[Redacted]	[Redacted]	14.00	2.00	12.00
1039	[Redacted]	[Redacted]	3.00	3.00	0.00

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Employee Leave Balance

HRD / Leave Balance / Report

1 / 1 | 92% | [ ] [ ] [ ] [ ]

Wednesday, November 1, 2023

COMPANY: [Redacted] N  
 BRANCH: [Redacted]  
 DEPARTMENT: HEALTH & SAFETY  
 YEAR: 2023  
 LEAVE TYPE: Vacation Leave

DATE	NO. OF HRS	REASON	APPROVER	APPROVED DATE
06/27/2023	8.00	PROCESSING OF PSA	3991	07/14/2023
07/13/2023	8.00	EMERGENCY	3991	07/27/2023
07/14/2023	8.00	EMERGENCY	3991	07/27/2023
07/15/2023	8.00	EMERGENCY	3991	07/27/2023
09/09/2023	8.00	WORK SUSPENSION	3991	09/12/2023
09/25/2023	8.00	schedule of medical checkup	3991	10/02/2023
10/23/2023	8.00	FAMILY MATTER	3991	10/24/2023

NO. OF DAYS: 9.00  
 USED: 7.00  
 BALANCE: 2.00

5.10.6 COE-Salary Loan

- HRD -> Reports -> COE-Salary Loan

Generate Certificate Of Employment (COE) salary loan, car loan, or other loans requested by the employee.

A Certificate of Employment is a document that is used to provide written proof of an employee's length of service with a company, their job title, and their salary. It also confirms whether the employee is still employed with the company or has left the organization. This document may be provided to the employee to be used as evidence of employment when applying for loans, housing, or other services.

**COE-Salary Loan**

**Company**  
 FOR DEMO ONLY

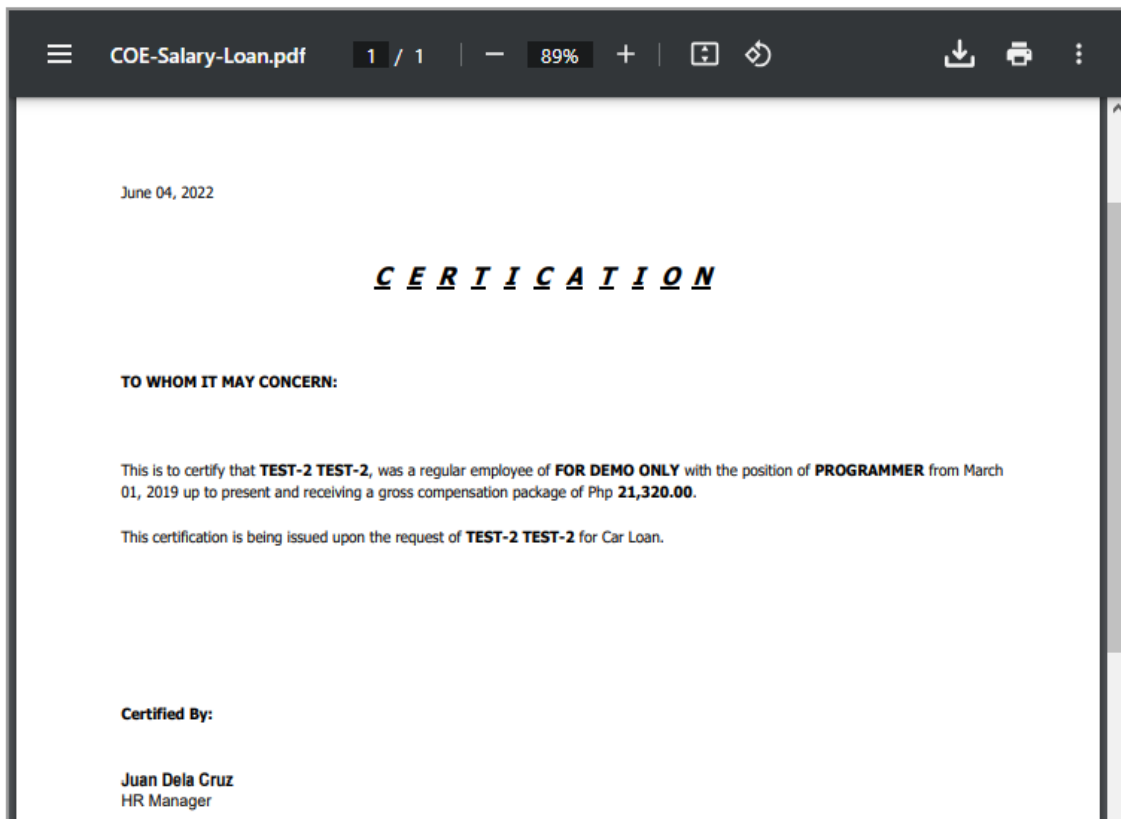
**Employee Name**  
 TEST-2, TEST-2 T

**Loan Purpose**  
 Car Loan

**Certified By**  
 Juan Dela Cruz

**Certified Designation**  
 HR Manager

Submit



5.10.7 COE-Separated Employee

- o **HRD -> Reports -> COE-Separated Employee**

Generate Certificate Of Employment (COE) separated employee request by employee for future employment purposes.

A Certificate of Employment separated employee is a document issued to a former employee to confirm their employment details, including the duration of their employment, their job title, and their final salary. It can also be used to provide evidence of the employee's work history, which can be useful when applying for new jobs. Additionally, this certificate can be used to provide evidence of eligibility for certain benefits, such as unemployment insurance.

COE-Separated Employee

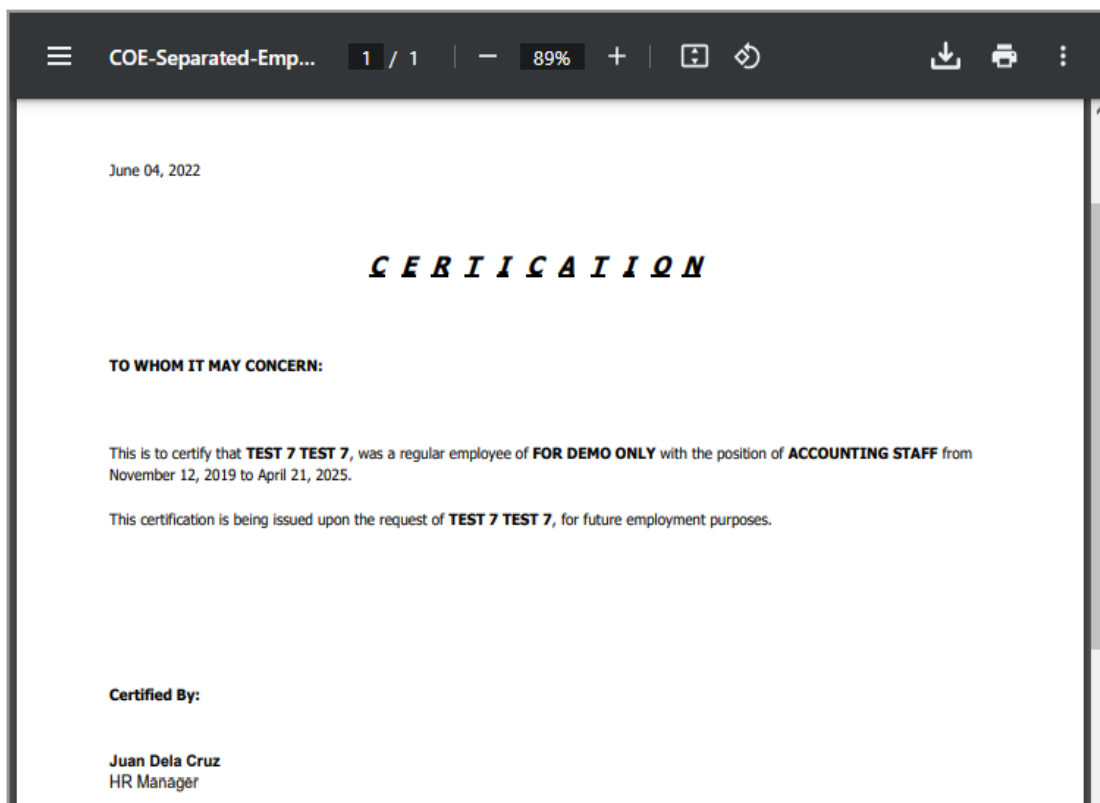
**Company**  
FOR DEMO ONLY

**Employee Name**  
TEST 7, TEST 7 T

**Certified By**  
Juan Dela Cruz

**Certified Designation**  
HR Manager

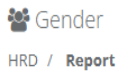
Submit



### 5.10.8 Gender

- **HRD -> Reports -> Gender**

In human resources, a gender report serves the purpose of analyzing and monitoring gender-related data within an organization. The report can provide insights into gender representation, pay equity, promotion rates, and other relevant metrics. It helps identify potential gender disparities and allows organizations to develop strategies and policies to promote gender equality and diversity in the workplace.



FOR DEMO ONLY		Wednesday, November 1, 2023
<b>GENDER REPORT</b>		
<b>BRANCH TESTING</b>		
<b>FEMALE - (1)</b>		
PURCHASING	TEST-3, TEST-3 TEST-3	PRODUCTION HEAD
<b>MALE - (5)</b>		
MIS-ICT	TEST 5, TEST 5 TEST 5 TEST-2, TEST-2 TEST-2	FOREMAN PROGRAMMER
PURCHASING	TEST 6, TEST 6 TEST 6 TEST 7, TEST 7 TEST 7 TEST 15, TEST 15 TEST 15	ACCOUNTING STAFF ACCOUNTING STAFF FOREMAN
<b>PRIVATE LEDGER - EXECUTIVE</b>		
<b>FEMALE - (2)</b>		
HRD	TEST 12, TEST 12 TEST 12	HRD & ADMIN HEAD
PURCHASING	TEST 11, TEST 11 TEST 11	PURCHASING HEAD
<b>MALE - (1)</b>		
MIS-ICT	TEST 14, TEST 14 TEST 14	MIS MANAGER
<b>TOTAL COUNT:</b>	<b>9</b>	<b>MALE: 6      FEMALE: 3</b>

### 5.10.9 Group Age

- **HRD -> Reports -> Group Age**

In human resources, the purpose of analyzing group age data is to understand the age composition of the workforce and its implications for various HR practices and policies. This analysis helps organizations assess age diversity, identify potential age-related biases or disparities, and develop strategies to promote age-inclusive practices.



1 / 1
92%
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**FOR DEMO ONLY**  
**GROUP AGE REPORT**

Wednesday, November 1, 2023

BRANCH TESTING	Sex	Birth Date	Age	Position	Department
<b>Gen-X (41 to 50)</b>					
TEST-2, TEST-2 TEST-2	M	03/17/1970	53	PROGRAMMER	MIS-ICT
TEST-3, TEST-3 TEST-3	F	07/06/1976	47	PRODUCTION HEAD	PURCHASING
<b>Gen-Z (9 to 24)</b>					
TEST 5, TEST 5 TEST 5	M	06/03/2004	19	FOREMAN	MIS-ICT
TEST 15, TEST 15 TEST 15	M	06/13/2000	23	FOREMAN	PURCHASING
<b>Millenials (24 to 40)</b>					
TEST 6, TEST 6 TEST 6	M	07/10/1996	27	ACCOUNTING STAFF	PURCHASING
TEST 7, TEST 7 TEST 7	M	03/09/1994	29	ACCOUNTING STAFF	PURCHASING
<b>PRIVATE LEDGER - EXECUTIVE</b>					
<b>Gen-X (41 to 50)</b>					
TEST 11, TEST 11 TEST 11	F	06/13/1979	44	PURCHASING HEAD	PURCHASING
TEST 12, TEST 12 TEST 12	F	06/16/1970	53	HRD & ADMIN HEAD	HRD
<b>Gen-Z (9 to 24)</b>					
TEST 14, TEST 14 TEST 14	M	02/01/2000	23	MIS MANAGER	MIS-ICT

**Gen Z: 3**
**Millenials: 2**
**Gen X: 4**
**Baby Boomer: 0**

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### 5.10.10 Employment Status Summary

- **HRD -> Reports -> E. Status Summary**

The employment status summary refers to a brief overview of an individual's current employment situation. It typically includes information such as whether the person is regular, project-based, contractual, or probationary.



1 / 1
100%
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**FOR DEMO ONLY**  
**Employment Status Summary**  
Date: 11/2/2023

<b>PRIVATE LEDGER - EXECUTIVE</b>	
Regular	3
<b>BRANCH TESTING</b>	
Project-Based	1
Regular	5
TOTAL COUNT =>	
	9

### 5.10.11 Employment Status Details

- **HRD -> Reports -> E. Status Details**

The employment status details refer to a list of names of an individual's current employment situation.

👤 Employment Status Details  
 HRD / Employment Status / Report



FOR DEMO ONLY Employment Status Details Date: 11/2/2023		
<b>PRIVATE LEDGER - EXECUTIVE</b>		
<b>Regular</b>		<b>3</b>
TEST 11, TEST 11 TEST 11	PURCHASING	PURCHASING HEAD
TEST 12, TEST 12 TEST 12	HRD	HRD & ADMIN HEAD
TEST 14, TEST 14 TEST 14	MIS-ICT	MIS MANAGER
<b>BRANCH TESTING</b>		
<b>Project-Based</b>		<b>1</b>
TEST 15, TEST 15 TEST 15	PURCHASING	FOREMAN
<b>Regular</b>		<b>5</b>
TEST-2, TEST-2 TEST-2	MIS-ICT	PROGRAMMER
TEST-3, TEST-3 TEST-3	PURCHASING	PRODUCTION HEAD
TEST 5, TEST 5 TEST 5	MIS-ICT	FOREMAN
TEST 6, TEST 6 TEST 6	PURCHASING	ACCOUNTING STAFF
TEST 7, TEST 7 TEST 7	PURCHASING	ACCOUNTING STAFF
<b>TOTAL COUNT =&gt;</b>		<b>9</b>

### 5.10.12 Pay Basis Summary

- **HRD -> Reports -> Pay Basis Summary**

A pay basis summary report provides an overview of the different pay bases or structures used within an organization. It summarizes the various methods and criteria used to determine employee compensation daily or monthly.

👤 Employees Pay Basis Summary  
 HRD / Employment Status / Report



FOR DEMO ONLY Employees Pay Basis Summary Date: 11/2/2023	
<b>PRIVATE LEDGER - EXECUTIVE</b>	
Monthly	3
<b>BRANCH TESTING</b>	
Daily	2
Monthly	4
<b>TOTAL COUNT =&gt;</b>	
	<b>9</b>

### 5.10.13 Pay Basis Details

- **HRD -> Reports -> Pay Basis Details**

A pay basis details report provides a list of employees' names belonging to daily rates or monthly basis.

Employees Pay Basis Details

HRD / Employment Status / Report



FOR DEMO ONLY Employees Pay Basis Details Date: 11/2/2023			
<b>PRIVATE LEDGER - EXECUTIVE</b>			
<b>Monthly</b>			
TEST 11, TEST 11 TEST 11	PURCHASING	PURCHASING HEAD	3
TEST 12, TEST 12 TEST 12	HRD	HRD & ADMIN HEAD	
TEST 14, TEST 14 TEST 14	MIS-ICT	MIS MANAGER	
<b>BRANCH TESTING</b>			
<b>Daily</b>			
TEST-2, TEST-2 TEST-2	MIS-ICT	PROGRAMMER	2
TEST 5, TEST 5 TEST 5	MIS-ICT	FOREMAN	
<b>Monthly</b>			
TEST 6, TEST 6 TEST 6	PURCHASING	ACCOUNTING STAFF	4
TEST 7, TEST 7 TEST 7	PURCHASING	ACCOUNTING STAFF	
TEST-3, TEST-3 TEST-3	PURCHASING	PRODUCTION HEAD	
TEST 15, TEST 15 TEST 15	PURCHASING	FOREMAN	
<b>TOTAL COUNT =&gt;</b>			<b>9</b>

### 5.10.14 Absentees Summary

- **HRD -> Reports -> Absentees Summary**

Generate employee monthly absentee summary report.

Absentees Summary

**COMPANY**

**BRANCH**

**DATE FROM:**  **TO:**

Absentees Summary Report

Hrd / Absentees Summary



The screenshot shows a web browser displaying the 'Absentees Summary Report' for the 'SUPERVISORY' branch. The report is dated Saturday, April 13, 2024, and covers the period from 02/01/2024 to 02/29/2024. The data is presented in a table with three columns: Department / Employee Name, Date Absent, and Pay Basis. The 'ACCOUNTING' department is highlighted in light blue.

Department / Employee Name	Date Absent	Pay Basis
<b>ACCOUNTING</b>	<b>7</b>	
TESTING 5, TESTING 5 S	4	M
TESTING 8, TESTING 8 S	3	M

5.10.15 Absentees Detailed

- **HRD -> Reports -> Absentees Detailed**

Generate employee monthly absentee detailed report.

The screenshot shows the 'Absentees Detailed' report generation form. It includes dropdown menus for 'COMPANY' (PINOYCODE OPC) and 'BRANCH' (SUPERVISORY). There are input fields for 'DATE FROM' and 'TO' in mm/dd/yyyy format, and a 'Submit' button.

Absentees Detailed Report

Hrd / Absentees Detailed



The screenshot shows a web browser displaying the 'Absentees Detailed Report' for the 'SUPERVISORY' branch. The report is dated Saturday, April 13, 2024, and covers the period from 02/01/2024 to 02/29/2024. The data is presented in a table with three columns: Department / Employee Name, Date Absent, and Pay Basis. The 'ACCOUNTING' department is highlighted in light blue.

Department / Employee Name	Date Absent	Pay Basis
<b>ACCOUNTING</b>	<b>7</b>	
TESTING 5, TESTING 5 S	4	M
	02/26/2024	
	02/27/2024	
	02/28/2024	
	02/29/2024	
TESTING 8, TESTING 8 S	3	M
	02/22/2024	
	02/23/2024	
	02/24/2024	



**5.10.16 Late Summary**

- **HRD -> Reports -> Late Summary**

Generate employee monthly late summary report.

The screenshot shows a web form titled "Late Summary Report". It contains the following fields:
 

- COMPANY:** A dropdown menu with "PINOYCODE OPC" selected.
- BRANCH:** A dropdown menu with "SUPERVISORY" selected.
- DATE FROM:** A date picker set to "mm/dd/yyyy".
- TO:** A date picker set to "mm/dd/yyyy".
- Submit:** A green button with a checkmark icon and the text "Submit".

**5.10.17 Late Detailed**

- **HRD -> Reports -> Late Detailed**

Generate employee monthly late summary report.

The screenshot shows a web form titled "Late Detailed Report". It contains the following fields:
 

- COMPANY:** A dropdown menu with "PINOYCODE OPC" selected.
- BRANCH:** A dropdown menu with "SUPERVISORY" selected.
- DATE FROM:** A date picker set to "mm/dd/yyyy".
- TO:** A date picker set to "mm/dd/yyyy".
- Submit:** A green button with a checkmark icon and the text "Submit".

**6 Executives**

**6.1 Payroll Reports**

**6.1.1 Monthly Summary**

- **Executives -> Payroll Reports -> Monthly Summary**

Fill up the form and click the "Submit" button to generate a Monthly Payroll Summary. Payroll monthly summary reports provide the total payroll computation of basic pay, allowances, night differential pay, OT pay, other pay, adjustments, loans, tax and mandatory government contributions, and more.

The Payroll Monthly Summary is used to provide an overview of a company's payroll information for a certain period such as a month or quarter. It summarizes the total payroll expenses for the period and breaks down the expenses by department, employee, and other categories. The report also shows the amount of taxes paid and other deductions, government contributions and health insurance premiums. The summary is used by business owners and managers to monitor payroll costs and ensure they are in line with the company's budget. It can also be used to identify areas where costs can be reduced or adjusted.

Monthly Payroll Summary  
Executive / Reports



April 23, 2022 5:40:20 pm

**BRANCH TESTING**  
**MONTHLY PAYROLL SUMMARY**  
For the month of January, 2020

Dept/Emp ID	Employee Names	Basic Pay	Allowance	ND Pay	OT Pay	Other Pay	DEDUCTIONS							Total Deduct	Gross Pay	Net Pay
							Adj.	Loans	Tax	SSS	Pag/Big	Philhealth				
<b>HRD</b>																
TEST-004	TEST 4, TEST 4 T.	54,000.00	27,000.00	0.00	1,562.50	0.00	0.00	2,000.00	7,629.62	800.00	100.00	810.00	11,339.62	82,562.50	71,222.88	
TEST-008	TEST 8, TEST 8 T.	37,740.00	14,152.64	0.00	2,000.00	0.00	0.00	0.00	3,754.70	800.00	100.00	566.10	5,220.80	53,892.64	48,671.84	
TEST-001	TEST-1, TEST-1 T.	13,000.00	520.00	681.25	250.00	0.00	0.00	0.00	0.00	540.00	100.00	195.00	835.00	14,451.25	13,616.25	
TEST-003	TEST-3, TEST-3 T.	18,900.00	5,400.00	0.00	568.74	0.00	0.00	0.00	0.00	760.00	100.00	283.50	1,143.50	24,868.74	23,725.24	
	<b>Sub-Total:</b>	<b>123,640.00</b>	<b>47,072.64</b>	<b>681.25</b>	<b>4,381.24</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>11,384.32</b>	<b>2,900.00</b>	<b>400.00</b>	<b>1,854.60</b>	<b>18,538.92</b>	<b>175,775.13</b>	<b>157,236.21</b>	
<b>MIS-ICT</b>																
TEST-010	TEST 10, TEST 10 T.	40,000.00	7,000.00	0.00	0.00	0.00	0.00	2,000.00	4,176.11	800.00	100.00	600.00	7,676.11	48,538.46	40,862.35	
TEST-005	TEST 5, TEST 5 T.	24,300.00	5,400.00	1,282.50	0.00	0.00	0.00	0.00	896.80	800.00	100.00	364.50	1,961.30	30,982.50	29,021.20	
TEST-009	TEST 9, TEST 9 T.	45,000.00	10,000.00	0.00	0.00	0.00	0.00	0.00	5,022.76	800.00	100.00	675.00	6,597.76	55,000.00	48,402.24	
	<b>Sub-Total:</b>	<b>109,300.00</b>	<b>22,400.00</b>	<b>1,282.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>9,895.66</b>	<b>2,400.00</b>	<b>300.00</b>	<b>1,639.50</b>	<b>16,235.16</b>	<b>134,520.96</b>	<b>118,265.80</b>	

6.1.2 Y-T-D Department

- o Executives -> Payroll Reports -> Y-T-D Department

Fill up the form and click the "Submit" button to generate the Year-To-Date Monthly Payroll group by department.

Year-to-date monthly payroll by department is a report that allows employers to track their financials and payroll expenses by department, month-by-month. This information can be used to analyze labor costs, and payroll trends, and calculate the budget for each department. It can also help employers identify areas of cost savings and highlight areas where additional employees may be needed.

Year-To-Date Monthly Payroll by Department

Executive / Reports



		DEDUCTIONS														
	MP Count	Basic Pay	Allowance	ND Pay	OT Pay	Other Pay	Adj.	Loans	Tax	SSS	Pagibig	Philhealth	Total Deduct	Gross Pay	Net Pay	
<b>HRD</b>																
January	4	123,640.00	47,072.64	681.25	4,381.24	0.00	0.00	2,000.00	11,384.32	2,900.00	400.00	1,854.60	18,538.92	175,775.13	157,236.21	
February	4	120,000.00	45,500.00	656.25	0.00	0.00	0.00	2,000.00	10,045.50	2,820.00	400.00	1,800.00	17,065.50	166,156.25	149,090.75	
March	4	125,100.00	46,720.00	712.50	0.00	7,500.00	3,500.00	2,000.00	11,788.00	2,860.00	400.00	1,848.00	22,396.00	180,032.50	161,136.50	
April	4	126,400.00	47,940.00	712.50	0.00	0.00	0.00	2,000.00	11,415.11	2,920.00	400.00	1,896.00	18,631.11	176,590.96	157,959.85	
May	4	123,200.00	46,720.00	625.00	1,534.38	0.00	0.00	2,000.00	10,538.00	2,880.00	400.00	1,848.00	17,666.00	172,079.38	154,413.38	
June	3	110,200.00	46,200.00	0.00	0.00	0.00	0.00	2,000.00	10,538.00	2,320.00	300.00	1,653.00	16,811.00	156,400.00	139,589.00	
July	3	103,100.00	44,600.00	0.00	0.00	0.00	0.00	2,000.00	11,030.50	1,600.00	200.00	1,410.00	16,240.50	147,700.00	131,459.50	
August	2	79,875.00	33,937.50	0.00	0.00	0.00	0.00	0.00	7,699.31	1,600.00	200.00	1,168.12	10,667.43	113,812.50	103,145.07	
September	2	92,000.00	41,000.00	0.00	0.00	0.00	0.00	0.00	10,538.00	1,600.00	200.00	1,380.00	13,718.00	133,000.00	119,282.00	
October	2	66,000.00	28,000.00	0.00	0.00	0.00	0.00	0.00	7,374.75	800.00	100.00	600.00	8,874.75	94,000.00	85,125.25	
November	1	40,000.00	15,000.00	0.00	0.00	0.00	0.00	0.00	3,791.50	800.00	100.00	600.00	5,291.50	55,000.00	49,708.50	
December	1	40,000.00	15,000.00	0.00	0.00	0.00	0.00	0.00	3,791.50	800.00	100.00	600.00	5,291.50	55,000.00	49,708.50	
<b>Sub-Total:</b>		<b>1,149,915.00</b>	<b>467,690.14</b>	<b>3,387.50</b>	<b>6,915.62</b>	<b>7,500.00</b>	<b>3,500.00</b>	<b>14,000.00</b>	<b>109,934.49</b>	<b>23,900.00</b>	<b>3,200.00</b>	<b>16,687.72</b>	<b>171,192.21</b>	<b>1,626,546.72</b>	<b>1,457,854.91</b>	

MIS-ICT															
January	3	109,300.00	22,400.00	1,282.50	0.00	0.00	0.00	2,000.00	9,895.66	2,400.00	300.00	1,639.50	16,235.16	134,520.96	118,285.80
February	3	107,500.00	22,000.00	1,181.25	0.00	0.00	0.00	2,000.00	9,190.10	2,400.00	300.00	1,612.50	15,502.60	130,681.25	115,178.65
March	3	109,200.00	22,200.00	1,282.50	0.00	2,800.00	600.00	2,000.00	9,943.75	2,400.00	300.00	1,626.00	16,869.75	135,482.50	119,212.75
April	3	109,300.00	22,400.00	1,282.50	0.00	0.00	0.00	2,000.00	10,328.35	2,400.00	300.00	1,639.50	16,667.85	136,251.73	119,583.88
May	3	108,400.00	22,200.00	1,237.50	0.00	0.00	0.00	2,000.00	9,324.75	2,400.00	300.00	1,626.00	15,650.75	131,837.50	116,186.75
June	3	108,400.00	22,200.00	1,282.50	0.00	0.00	0.00	2,000.00	9,333.75	2,400.00	300.00	1,626.00	15,659.75	131,882.50	116,222.75
July	3	109,300.00	22,400.00	1,338.75	0.00	0.00	0.00	2,000.00	9,522.30	2,400.00	300.00	1,639.50	15,861.80	133,038.75	117,176.95
August	3	107,500.00	22,000.00	1,226.25	0.00	0.00	0.00	2,000.00	9,145.20	2,400.00	300.00	1,612.50	15,457.70	130,726.25	115,266.55
September	3	108,400.00	22,200.00	1,282.50	0.00	0.00	0.00	2,000.00	9,333.75	2,400.00	300.00	1,626.00	15,659.75	131,882.50	116,222.75
October	3	109,300.00	22,400.00	1,293.75	0.00	0.00	0.00	2,000.00	9,513.30	2,400.00	300.00	1,639.50	15,852.80	132,993.75	117,140.95
November	3	107,500.00	22,000.00	1,170.00	0.00	0.00	0.00	2,000.00	9,133.95	2,400.00	300.00	1,612.50	15,446.45	130,670.00	115,223.55
December	3	107,500.00	22,000.00	1,113.75	0.00	0.00	0.00	2,000.00	9,199.10	2,400.00	300.00	1,612.50	15,511.60	130,613.75	115,102.15
<b>Sub-Total:</b>		<b>1,301,600.00</b>	<b>264,400.00</b>	<b>14,973.75</b>	<b>0.00</b>	<b>2,800.00</b>	<b>600.00</b>	<b>24,000.00</b>	<b>113,863.96</b>	<b>28,800.00</b>	<b>3,600.00</b>	<b>19,512.00</b>	<b>190,375.96</b>	<b>1,890,681.44</b>	<b>1,400,895.48</b>

Page 1 of 2

DEDUCTIONS															
MP Count	Basic Pay	Allowance	NO Pay	OT Pay	Other Pay	Adj.	Loans	Tax	SSS	Pagbig	Philhealth	Total Deduct	Gross Pay	Net Pay	
<b>PURCHASING</b>															
January	3	81,200.00	23,940.00	0.00	631.01	0.00	0.00	4,400.00	4,310.80	2,240.00	300.00	1,218.00	12,468.80	105,771.01	93,302.21
February	3	80,000.00	23,500.00	0.00	0.00	0.00	0.00	4,400.00	4,153.05	2,200.00	300.00	1,200.00	12,253.05	103,500.00	91,246.95
March	3	82,850.00	23,720.00	0.00	0.00	1,000.00	1,300.00	4,400.00	4,213.05	2,220.00	300.00	1,209.00	13,642.05	107,570.50	95,228.45
April	3	81,200.00	23,940.00	0.00	0.00	0.00	0.00	4,400.00	4,720.35	2,240.00	300.00	1,218.00	12,878.35	107,640.00	94,761.65
May	3	80,600.00	23,720.00	0.00	93.75	0.00	0.00	4,400.00	4,153.05	2,220.00	300.00	1,209.00	12,282.05	104,413.75	92,131.70
June	3	80,600.00	23,720.00	0.00	0.00	0.00	0.00	4,400.00	4,153.05	2,220.00	300.00	1,209.00	12,282.05	104,320.00	92,037.95
July	3	81,200.00	23,940.00	0.00	0.00	0.00	0.00	4,400.00	4,153.05	2,240.00	300.00	1,218.00	12,311.05	105,140.00	92,828.95
August	3	80,600.00	23,720.00	0.00	0.00	0.00	0.00	4,400.00	4,153.05	2,220.00	300.00	1,209.00	12,282.05	104,320.00	92,037.95
September	3	80,600.00	23,720.00	0.00	0.00	0.00	0.00	4,400.00	4,153.05	2,220.00	300.00	1,209.00	12,282.05	104,320.00	92,037.95
October	3	81,200.00	23,940.00	0.00	0.00	0.00	0.00	4,400.00	4,153.05	2,240.00	300.00	1,218.00	12,311.05	105,140.00	92,828.95
November	3	80,000.00	23,500.00	0.00	0.00	0.00	0.00	4,400.00	4,153.05	2,200.00	300.00	1,200.00	12,253.05	103,500.00	91,246.95
December	3	80,000.00	23,500.00	0.00	0.00	0.00	0.00	4,400.00	4,153.05	2,200.00	300.00	1,200.00	12,253.05	103,500.00	91,246.95
<b>Sub-Total:</b>		<b>970,950.00</b>	<b>284,860.00</b>	<b>0.00</b>	<b>724.76</b>	<b>1,000.00</b>	<b>1,300.00</b>	<b>52,800.00</b>	<b>50,621.40</b>	<b>26,660.00</b>	<b>3,600.00</b>	<b>14,917.00</b>	<b>148,436.65</b>	<b>1,209,135.26</b>	<b>1,116,936.61</b>
<b>GRAND TOTAL:</b>		<b>3,421,166.50</b>	<b>1,008,950.14</b>	<b>10,361.25</b>	<b>6,640.38</b>	<b>11,300.00</b>	<b>5,400.00</b>	<b>90,800.00</b>	<b>274,420.10</b>	<b>79,360.00</b>	<b>10,400.00</b>	<b>60,686.72</b>	<b>511,066.82</b>	<b>4,476,263.42</b>	<b>3,969,596.60</b>

### 6.1.3 Y-T-D Summary

- o **Executives -> Payroll Reports -> Y-T-D Summary**

Fill up the form and click the "Submit" button to generate a Year-To-Date Monthly Payroll Summary.

Year-To-Date Monthly Payroll Summary is a document used to provide a summary of an employee's earnings, deductions and other related payroll information for the current year. This document is typically issued by the employer at the end of each month and used to track an employee's payroll earnings and deductions. It also helps employers to keep track of their payroll expenses over the year.

Y-T-D Monthly Payroll Summary ☰

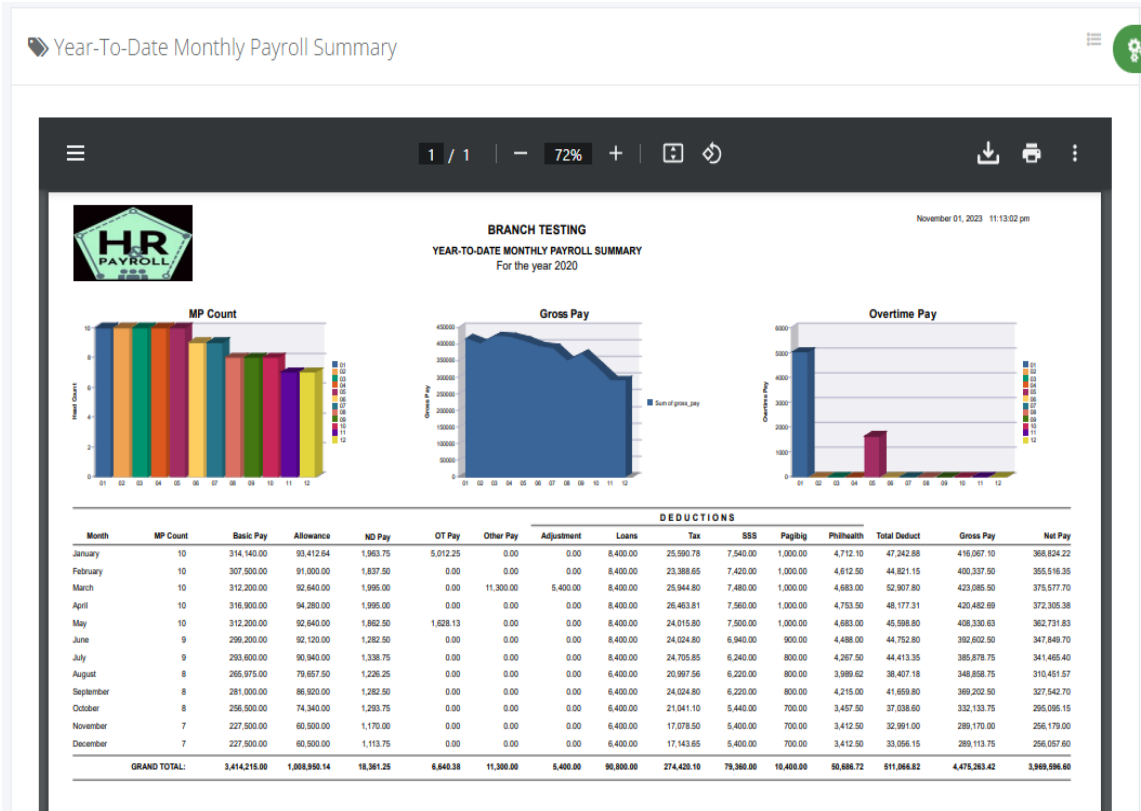
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**COMPANY**  
FOR DEMO ONLY ▼

**BRANCH**  
BRANCH TESTING ▼

**YEAR:**

Submit



6.1.4 Y-T-D Cost by Department


- o Executives -> Payroll Reports -> Y-T-D Cost by Department

Fill up the form and click the "Submit" button to generate Year-To-Date Monthly Payroll Cost by Department.

Year-to-date monthly Payroll Cost by Department is to provide a detailed breakdown of the costs associated with each department's payroll expenses over a certain period. This information can be used to analyze and compare costs across departments, identify areas of potential cost savings, and make informed decisions on how to budget for future payroll expenses.

Year-To-Date Monthly Payroll Cost by Department

November 01, 2023 11:21:16 pm



### BRANCH TESTING

#### YEAR-TO-DATE MONTHLY PAYROLL COST BY DEPARTMENT

For the year 2020

Month	MP Count	Basic Pay	13th Month	Gross Pay	CONTRIBUTION EMPLOYER SHARE				Total Share	Total Cost
					SSS	EC	Pagibig	Philhealth		
<b>HRD</b>										
January	4	123,640.00	10,303.33	175,775.13	5,800.00	100.00	400.00	1,854.60	8,154.60	194,233.06
February	4	120,000.00	10,000.00	166,156.25	5,640.00	100.00	400.00	1,800.00	7,940.00	184,096.25
March	4	123,200.00	10,266.67	180,032.50	5,720.00	100.00	400.00	1,848.00	8,068.00	198,367.17
April	4	126,400.00	10,533.33	176,590.96	5,840.00	100.00	400.00	1,896.00	8,236.00	195,360.29
May	4	123,200.00	10,266.67	172,079.38	5,760.00	100.00	400.00	1,848.00	8,108.00	190,454.05
June	3	110,200.00	9,183.33	156,400.00	4,640.00	90.00	300.00	1,653.00	6,683.00	172,266.33
July	3	103,100.00	8,591.67	147,700.00	3,200.00	60.00	200.00	1,410.00	4,870.00	161,161.67
August	2	77,875.00	6,489.58	113,812.50	3,200.00	60.00	200.00	1,168.12	4,628.12	124,930.20
September	2	92,000.00	7,666.67	133,000.00	3,200.00	60.00	200.00	1,380.00	4,840.00	145,506.67
October	2	66,000.00	5,500.00	94,000.00	1,600.00	30.00	100.00	600.00	2,330.00	101,830.00
November	1	40,000.00	3,333.33	55,000.00	1,600.00	30.00	100.00	600.00	2,330.00	60,663.33
December	1	40,000.00	3,333.33	55,000.00	1,600.00	30.00	100.00	600.00	2,330.00	60,663.33
<b>SUB TOTAL:</b>		<b>1,145,615.00</b>	<b>95,467.92</b>	<b>1,625,546.72</b>	<b>47,800.00</b>	<b>860.00</b>	<b>3,200.00</b>	<b>16,657.72</b>	<b>68,517.72</b>	<b>1,789,532.36</b>
<b>MIS-ICT</b>										
January	3	109,300.00	9,108.33	134,520.96	4,800.00	90.00	300.00	1,639.50	6,829.50	150,458.79
February	3	107,500.00	8,958.33	130,681.25	4,800.00	90.00	300.00	1,612.50	6,802.50	146,442.08
March	3	108,400.00	9,033.33	135,482.50	4,800.00	90.00	300.00	1,626.00	6,816.00	151,331.83
April	3	109,300.00	9,108.33	136,251.73	4,800.00	90.00	300.00	1,639.50	6,829.50	152,189.56
May	3	108,400.00	9,033.33	131,837.50	4,800.00	90.00	300.00	1,626.00	6,816.00	147,686.83
June	3	108,400.00	9,033.33	131,882.50	4,800.00	90.00	300.00	1,626.00	6,816.00	147,731.83
July	3	109,300.00	9,108.33	133,038.75	4,800.00	90.00	300.00	1,639.50	6,829.50	148,976.58
August	3	107,500.00	8,958.33	130,726.25	4,800.00	90.00	300.00	1,612.50	6,802.50	146,487.08
September	3	108,400.00	9,033.33	131,882.50	4,800.00	90.00	300.00	1,626.00	6,816.00	147,731.83


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### 6.1.5 Y-T-D Cost Summary

- Executives -> Payroll Reports -> Y-T-D Cost Summary

Fill up the form and click the "Submit" button to generate Year-To-Date Monthly Payroll Cost Summary.

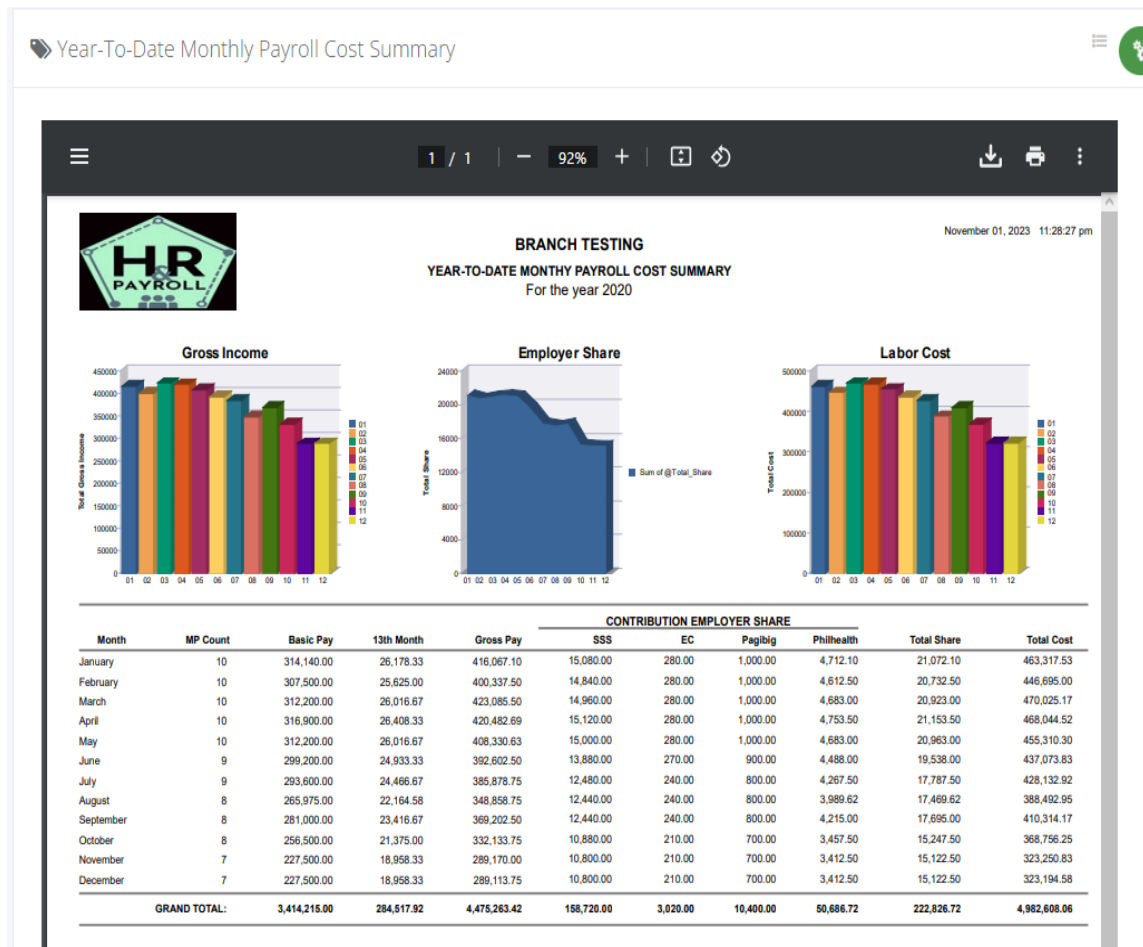
Year-To-Date Monthly Payroll Cost Summary is a document used to provide a monthly summary of earnings, deductions, company contribution shares and other related payroll information for the current year.

 Y-T-D Monthly Payroll Cost Summary

**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

**YEAR:**



## 6.2 Y-T-D Head Count

- o **Executive -> Y-T-D Head Count**

Fill up the form and click the "Submit" button to generate Year-To-Date Monthly Head Count. Click the hyperlink values for MP Count, Opening Balance, Newly Hired, and Resigned/Etc. in the table grid view to display more details.

Year-to-date monthly headcounts are used to track the total number of employees working at a company over a specified period, usually a calendar or fiscal year. This information is used to analyze employee retention and turnover, plan for budgeting and staffing needs, and ensure compliance with labor laws and regulations.

**Year-To-Date Monthly Head Count**

**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

**YEAR:**

BRANCH TESTING (2020)  
Executive / Head Count / List

[PDF View](#)

Show 25 entries Copy CSV Excel

MONTHS	MP COUNT	OPENING BAL.	NEWLY HIRED	RESIGNED/ETC.	CLOSING BAL.	GROSS INCOME	DEDUCTION	NET INCOME
January	10	10	0	0	10	416,067.10	47,242.88	368,824.22
February	10	10	0	0	10	400,337.50	44,821.15	355,516.35
March	10	10	0	0	10	423,085.50	47,507.80	375,577.70
April	10	10	0	0	10	420,482.69	48,177.31	372,305.38
May	10	10	0	1	9	408,330.63	45,598.80	362,731.83
June	9	9	0	0	9	392,602.50	44,752.80	347,849.70
July	9	9	0	1	8	385,878.75	44,413.35	341,465.40
August	8	8	0	0	8	348,858.75	38,407.18	310,451.57

Head Count Resigned, Retired, End Contract  
Executive / Head Count / Reports

1 / 1 | 97% |

**BRANCH TESTING**  
**HEAD COUNT RESIGNED, RETIRED, END CONTRACT**  
 For the month of May, 2020

DEPT. / EMPLOYEE NAME	POSITION	START DATE	C. END DATE	WORK STATUS
HRD 1 TEST-1, TEST-1 TEST-1	DATA ENCODER	01/03/2019	05/09/2020	Project-Based
<b>TOTAL COUNT: 1</b>				



Year-To-Date Monthly Head Count

Executive / Head Count / Reports



MONTHS	HEAD COUNTS					GROSS INCOME	DEDUCTIONS	NET INCOME
	MP COUNT	OPENING BALANCE	NEWLY HIRED	RESIGNED / RETIRED / ETC.	CLOSING BALANCE			
January	10	10	0	0	10	416,067.10	47,242.88	368,824.22
February	10	10	0	0	10	400,337.50	44,821.15	355,516.35
March	10	10	0	0	10	423,085.50	47,507.80	375,577.70
April	10	10	0	0	10	420,482.69	48,177.31	372,305.38
May	10	10	0	0	10	408,330.63	45,598.80	362,731.83
June	9	9	0	0	9	392,602.50	44,752.80	347,849.70
July	9	9	0	0	9	385,878.75	44,413.35	341,465.40
August	8	8	0	0	8	348,858.75	38,407.18	310,451.57
September	8	8	0	0	8	369,202.50	41,659.80	327,542.70
October	8	8	0	1	7	332,133.75	37,038.60	295,095.15
November	7	7	0	0	7	289,170.00	32,991.00	256,179.00
December	7	7	0	0	7	289,113.75	33,056.15	256,057.60
<b>OVER-ALL TOTAL &gt;&gt;&gt;</b>						<b>4,475,263.42</b>	<b>505,666.82</b>	<b>3,969,596.60</b>

## 7 Accounting

### 7.1 Tools

#### 7.1.1 Client

- o **Accounting -> Tools -> Client**

Client master data refers to the comprehensive and accurate information about clients or customers that a company maintains in its database. This data typically includes basic contact information, such as name, address, phone number, and email address.

FOR DEMO ONLY

Accounting / Clients




CREATE

Show 10 entries Search:

Showing 1 to 3 of 3 entries

CODE	COMPANY NAME	LAST NAME	FIRST NAME	MIDDLE NAME	TIN NUMBER	ACTION
CL-001	ABC COMPANY				134-533-543	<a href="#">Edit</a> <a href="#">Delete</a>
CL-002		CORRAL	RUBEN	BULGAR	343-322-333	<a href="#">Edit</a> <a href="#">Delete</a>
CL-003	TESTING COMPANY				433-223-322	<a href="#">Edit</a> <a href="#">Delete</a>

Previous 1 Next


 Clients  
 Accounting / Clients / Create

<b>Client Code</b>	<b>Company Name</b>		
<input type="text"/>	<input type="text"/>		
<b>Lastname</b>	<b>Firstname</b>	<b>Middlename</b>	<b>TIN Number</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Address 1</b>		<b>Address 2</b>	
<input type="text"/>		<input type="text"/>	
<b>Telephone</b>	<b>Mobile Phone</b>	<b>Email</b>	<b>Website</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Remarks</b>			
<input type="text"/>			

### 7.1.2 Supplier

- o **Accounting -> Tools -> Supplier**

Supplier master data refers to the information and details about a company's suppliers. It includes data such as the supplier's name, address, contact information, payment terms, delivery terms, pricing agreements, and any other relevant information related to the supplier.

 Suppliers  
 Accounting / Suppliers


☰

Show  entries Search:

Showing 1 to 4 of 4 entries

CODE	COMPANY NAME	LAST NAME	FIRST NAME	MIDDLE NAME	TIN NUMBER	ACTION
SU-001	ABC COMPANY				112-223-323	<a href="#">Edit</a> ✕ <a href="#">Delete</a>
SU-002		CORRAL	RUBEN	BULGAR	324-323-432	<a href="#">Edit</a> ✕ <a href="#">Delete</a>
SU-003	TESTING COMPANY				993-249-328	<a href="#">Edit</a> ✕ <a href="#">Delete</a>
SU-004	SAMPLE COMPANY				432-424-324	<a href="#">Edit</a> ✕ <a href="#">Delete</a>

Previous
1
Next

 Suppliers  
 Accounting / Suppliers / Create

<b>Supplier Code</b>	<b>Supplier Company Name</b>		
<input type="text"/>	<input type="text"/>		
<b>Lastname</b>	<b>Firstname</b>	<b>Middlename</b>	<b>TIN Number</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Address 1</b>		<b>Address 2</b>	
<input type="text"/>		<input type="text"/>	
<b>Telephone</b>	<b>Mobile Phone</b>	<b>Email</b>	<b>Website</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Remarks</b>			
<input type="text"/>			

### 7.1.3 Projects

- **Accounting -> Tools -> Projects**

Project master data refers to the information of project name, address, contact information, and other project-related information.

FOR DEMO ONLY

Accounting / **Projects**

CREATE

Show 10 entries Search:

Showing 1 to 3 of 3 entries

PROJECT CODE	PROJECT NAME	LOCATION	ACTIVE	ACTION
PR-0001	ABC PROJECTS	Quezon City	<input checked="" type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>
PR-0002	DEF PROJECT	Bulacan	<input checked="" type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>
PR-0003	FGH PROJECT	Bulacan	<input checked="" type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>

Previous 1 Next

Projects

Accounting / Projects / **Create**

Project Code

Project Name

Active

Contact Person

Location

Telephone

Mobile Phone

Email

Remarks

## 7.2 BIR

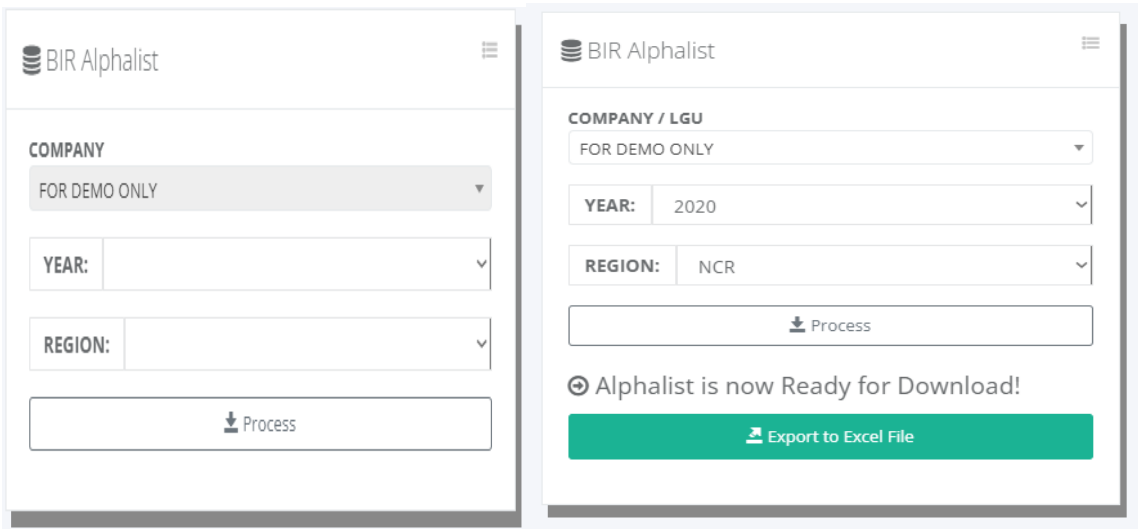
### 7.2.1 Alphalist

- **Accounting -> BIR -> Alphalist**

Fill up the form and, click the "Process" button to process the annualization report alphalist, after the processing is done; the "Export to Excel File" button is available to download the alphalist report in Excel format.

The BIR (Bureau of Internal Revenue) Yearly Employee Alphalist Report is an annual report that employers must submit to the BIR. The report contains detailed information on all

employees, including their names, addresses, tax identification numbers, the amount of income they earned, the taxes withheld from their wages, and other pertinent data. Employers are required to submit this report to the BIR by the 15th day of the month following the end of the taxable year. The report is used by the BIR to assess the correct amount of taxes due from the employer and to determine the proper withholding taxes applicable to each employee.



BIR FORM 1604C - SCHEDULE 1												
ALPHABETICAL LIST EMPLOYEES (Declared and Certified using BIR Form No. 2316)												
AS OF DECEMBER 31, 2020												
TIN : 222-223-333-000												
WITHHOLDING AGENT'S NAME: FOR DEMO ONLY												
P R E S E N T												
SER NO	NAME OF EMPLOYEES (Last Name, First Name, Middle Name)	NATIONALITY RESIDENT (for foreigners only)	CURRENT EMPLOYMENT STATUS (*)	EMPLOYMENT		REASON OF SEPARATION (**)	GROSS COMPENSATION INCOME (pre-ecat employer)	N O N - T A X A B L E				
				From	To			13th MONTH PAY & OTHER BENEFITS	DE MINIMIS BENEFITS	SSS, GSIS, PHIC, PAG-IBIG (employee's share only)	SALARIES & OTHER COMPI	
(1)	(2)-(2b)(2-c)	(3)	(4)	(5a)	(5b)	(6)	Ta=(H+I)	(4b)	(7-c)	(7d)		
1	TEST 5, TEST 5 TEST 5	FILIPINO	R	02/11/2019	12/31/2020		368,600.00	85,800.00	0.00	0.00	15,012.00	
2	TEST 6, TEST 6 TEST 6	FILIPINO	R	01/01/2019	12/31/2020		575,000.00	155,000.00	0.00	0.00	17,100.00	
3	TEST 7, TEST 7 TEST 7	FILIPINO	R	11/12/2019	12/31/2020		486,000.00	126,000.00	0.00	0.00	16,200.00	
4	TEST 8, TEST 8 TEST 8	FILIPINO	R	12/04/2018	12/31/2020		701,704.30	218,964.30	0.00	0.00	17,966.10	
5	TEST 9, TEST 9 TEST 9	FILIPINO	R	12/24/2018	12/31/2020		705,800.00	165,000.00	0.00	0.00	18,900.00	
6	TEST 10, TEST 10 TEST 10	FILIPINO	CP	12/05/2018	12/31/2020		604,000.00	124,000.00	0.00	0.00	18,000.00	
7	TEST 11, TEST 11 TEST 11	FILIPINO	R	12/01/2018	12/15/2020		1,159,583.33	354,583.33	0.00	0.00	19,800.00	
8	TEST 12, TEST 12 TEST 12	FILIPINO	R	12/01/2018	12/15/2020		981,000.00	287,500.00	0.00	0.00	19,800.00	
9	TEST 14, TEST 14 TEST 14	FILIPINO	R	03/20/2019	12/15/2020		1,336,875.00	474,375.00	0.00	0.00	19,800.00	
<b>TOTAL</b>							<b>6,918,562.63</b>	<b>1,991,222.63</b>	<b>0.00</b>	<b>0.00</b>	<b>162,578.10</b>	

### 7.2.2 DAT File 2316

- o Accounting -> BIR -> DAT File 2316

Fill up the form and browse the alphalist excel file which is the output format by the system then click the "Submit" button to process the annualization alphalist 2316; after the



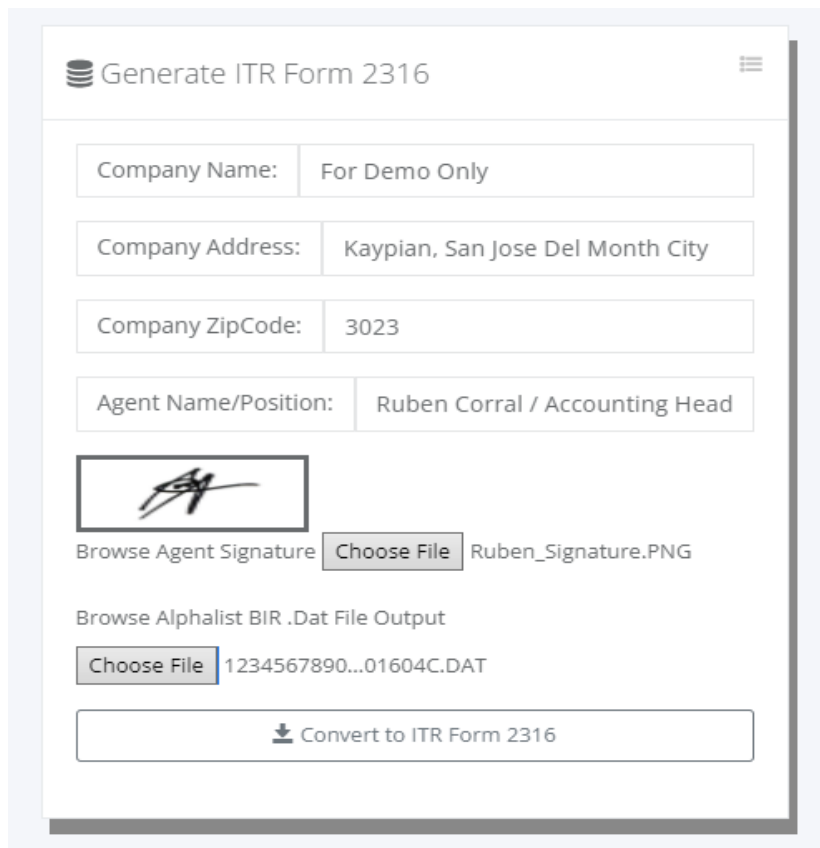
### 7.2.3 ITR Form 2316

- **Accounting -> BIR -> ITR Form 2316**

Fill up the form, browse the agent signature and browse the alphalist .dat file that already passed in BIR Alphalist validation, then click the "Convert to ITR Form 2316" button to process the conversion. After the processing is done the system shows another page that contains a download button for Alphalist Schedule 1 (1604C-1) and Alphalist Schedule 2 (1604C-2).

BIR Form 2316 is an income tax return form for employees. It is used to report the amount of taxes due for the taxable year and is used to compute the total withholding tax on the employee's income.

BIR Form 2316 is a document that employers provide to employees as proof of their income tax payments. Specifically, the form shows the total amount of taxes withheld from the employee's salaries, bonuses, and other earnings throughout the year. This information is used by the Bureau of Internal Revenue (BIR) to determine the employee's total income tax liability.



The screenshot shows a web form titled "Generate ITR Form 2316". The form contains several input fields and buttons:

- Company Name:** For Demo Only
- Company Address:** Kaypian, San Jose Del Month City
- Company ZipCode:** 3023
- Agent Name/Position:** Ruben Corral / Accounting Head
- Browse Agent Signature:** A signature image is shown, followed by a "Choose File" button and the filename "Ruben\_Signature.PNG".
- Browse Alphalist BIR .Dat File Output:** A "Choose File" button is followed by the filename "1234567890...01604C.DAT".
- Convert to ITR Form 2316:** A large button with a download icon and the text "Convert to ITR Form 2316".

ITR Form 2316

Accounting / ITR Form 2316 / Output




Output ITR Form 2316

Group PDF File


→ Alphalist Schedule 1 (1604C-1)

→ Alphalist Schedule 2 (1604C-2)

1 / 3 | - 100% + | [Print] [Refresh]



Republic of the Philippines  
Department of Finance  
Bureau of Internal Revenue

BIR Form No. <b>2316</b> September 2021 (ENCS)	<b>Certificate of Compensation Payment/Tax Withheld</b> For Compensation Payment With or Without Tax Withheld	 2316 09/21ENCS
Fill in all applicable spaces. Mark all appropriate boxes with an "X"		
1 For the Year (YYYY)	2021	2 For the Period From (MM/DD) To (MM/DD)
		01   01 To (MM/DD) 05   31
<b>Part I - Employee Information</b>		<b>Part IV-B Details of Compensation Income &amp; Tax Withheld from Present Employer</b>
3 TIN	111 - 111 - 111 - 000	<b>A. NON-TAXABLE/EXEMPT COMPENSATION INCOME</b>
4 Employee's Name (Last Name, First Name, Middle Na)	TEST-1, TEST-1 TEST-1	29 Basic Salary (including the exempt P250,000 or below) Statutory Minimum Wage Earner (MWE)
5 RDO Code		Amount
6 Registered Address	BOHEYAWAS, LAMITAN CITY, BASILAN	30 Holiday Pay (MWE)
6A Zip Code		55,388.34
6B Local Home Address		31 Overtime Pay (MWE)
6C Zio Code		0.00
6D Foreign Address		32 Night Shift Differential (MWE)
7 Date of Birth (MM/DD/YYYY)	01   02   1973	33 Hazard Pay (MWE)
8 Contact Number		1,784.38
9 Statutory Minimum Wage rate per day	600.00	34 13th Month Pay and Other Benefits (maximum of P90,000)
10 Statutory Minimum Wage rate per month	15,650.00	3,387.50
11 <input checked="" type="checkbox"/> Minimum Wage Earner whose compensation is exempt from withholding tax and not subject to income tax		35 De Minimis Benefits
<b>Part II - Employer Information (Present)</b>		0.00
12 TIN	123 - 456 - 789 - 000	36 SSS, GSIS, PHIC & Pag-ibig Contributions, & Union Dues (Employee share only)
13 Employer's Name	FOR DEMO ONLY	4,195.00
14 Registered Address	123 St. Kaypian, SJDM Bulacan	37 Salaries & Other Forms of Compensation
14A Zip Code	2023	0.00
15 Type of Employer	<input checked="" type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer	38 Total Non-Taxable/Exempt Compensation Income (Sum of items 27 to 35)
<b>Part III - Employer Information (Previous)</b>		70,171.88
16 TIN		<b>B. TAXABLE COMPENSATION INCOME REGULAR</b>
17 Employer's Name		39 Basic Salary
18 Registered Address		0.00
18A Zip Code		40 Representation
<b>Part IVA - Summary</b>		41 Transportation
19 Gross Compensation Income from Present Employer (Sum of Items 36 and 50)	70,171.88	42 Cost of Living Allowance (COLA)
20 Less: Total Non-Taxable/Exempt Compensation	70,171.88	43 Fixed Housing Allowance
		44 Others (Specify)
		44A
		0.00
		44B
		<b>SUPPLEMENTARY</b>
		45 Commission

7.2.4 Relief Purchases

- o **Accounting -> BIR -> Relief Purchases**

Fill up the form and, click the "Submit" button to proceed in the purchase table grid view list. Click the "Create" button to add a new purchase receipt, then select the supplier name before proceeding with data capture. To generate a .dat file for relief purchases, click the "Dat File" button and fill up the form, then click the "Submit" button to process and click the "Filename.Dat" button to download the .dat file output.

RELIEF stands for Reconciliation of Listings for Enforcement. The RELIEF module is provided by the Bureau of Internal Revenue (BIR) to facilitate their requirement for a Summary List of Purchases (SLP) which are required attachments to BIR Form No. 2550Q, Quarterly Value-Added Tax Return.

BIR Relief Purchases  
Accounting / Relief Purchases



INVOICE DATE	INVOICE NO.	COMPANY	NAME	VAT AMOUNT	TOTAL PURCHASES	ACTION
08/10/2020	323432	SAMPLE COMPANY		9,000.09	80,000.75	<a href="#">Edit</a> <a href="#">Delete</a>
08/07/2020	123456	ABC COMPANY		4,800.00	45,000.00	<a href="#">Edit</a> <a href="#">Delete</a>
08/06/2020	332432	ABC COMPANY		6,480.00	59,000.00	<a href="#">Edit</a> <a href="#">Delete</a>
08/06/2020	32423	ABC COMPANY		16,800.00	141,500.00	<a href="#">Edit</a> <a href="#">Delete</a>
08/05/2020	323323		CORRAL, RUBEN BULGAR	10,800.09	92,500.75	<a href="#">Edit</a> <a href="#">Delete</a>
08/03/2020	123454	TESTING COMPANY		5,520.00	49,000.00	<a href="#">Edit</a> <a href="#">Delete</a>



BIR Relief Purchases

Accounting / Relief Purchases / New Entry



**Select Supplier to Create New Relief Purchases**

Show  entries Search:

Showing 1 to 4 of 4 entries

COMPANY	LAST NAME	FIRST NAME	MIDDLE NAME	TIN NUMBER	ACTION
	CORRAL	RUBEN	BULGAR	324-323-432	<input type="checkbox"/> Select
ABC COMPANY				112-223-323	<input type="checkbox"/> Select
SAMPLE COMPANY				432-424-324	<input type="checkbox"/> Select
TESTING COMPANY				993-249-328	<input type="checkbox"/> Select

Previous **1** Next

BIR Relief Purchases

Accounting / Relief Purchases / Create



**Company :**  
**Last Name :** CORRAL  
**First Name :** RUBEN  
**Middle Name :** BULGAR  
**Vendor TIN :** 324-323-432

**Upload Receipt:**  No file chosen

**Invoice Number**  **Invoice Date**

**Exempt**  **Zero Rated**  **Services**

**Capital Goods**  **Other Cap. Goods**  **VAT Rate**

**Taxable Net of VAT**  **Input VAT**  **Total Purchases**

BIR Relief Purchases

Accounting / Relief Purchases / Dat File



**Relief Purchases .Dat File Format**

*Company: FOR DEMO ONLY*  
 TIN No.....: 222-223-333-000

Reporting Dates:

**RDO:**

BIR Relief Purchases

Accounting / Relief Purchases / Dat File Output

**Relief Purchases Total Summary**

Company:	FOR DEMO ONLY
TIN Number:	222-223-333-000
RDO:	122
Reporting Dates:	08/31/2020
Exempt:	6,000.00
Zero Rated:	16,000.00
Services:	76,000.00
Capital Goods:	154,000.00
Other Capital Goods:	215,001.50
Input Vat:	53,400.18
Input Non-Creditable:	6,000.00
Input Creditable:	53,400.18

← Back
222223333P082020.DAT

222223333P082020.DAT - Notepad

```

File Edit Format View Help
H,P,"222223333","FOR DEMO ONLY",,,,,,"B",,,"AN 3023",6000.00,
D,P,"112223323","ABC COMPANY",,,,,,"BARIW, MALINA, ALBAY",,,,,,4000.00,7500.00,50000.00,89000.00,95000.00,28080.00,22222333
D,P,"324323432",,"COR",,,"PHASE 2",,"KAYPIAN",0.00,2500.00,10000.00,
D,P,"993249328","TESTING COMPANY",,,,,,"SAN CARLOS, TABACO, ALBAY",,,,,,2000.00,1000.00,6000.00,10000.00,30000.00,5520.00,2
D,P,"432424324","SAMPLE COMPANY",,,,,,"TABACO, ALBAY",,,,,,0.00,5000.00,10000.00,20000.00,45000.75,9000.09,222223333,08/31/
    
```

### 7.2.5 Relief Sales

- **Accounting -> B I R -> Relief Sales**

Fill up the form and, click the "Submit" button to proceed in the sales table grid view list. Click the "Create" button to add a new sales receipt, then select the client name before proceeding with data capture. To generate a .dat file for relief sales, click the "Dat File" button and fill up the form, then click the "Submit" button to process and click the "Filename.Dat" button to download the .dat file output.

RELIEF stands for Reconciliation of Listings for Enforcement. The RELIEF module is provided by the Bureau of Internal Revenue (BIR) to facilitate their requirement for a Summary List of Sales (SLS) which are required attachments to BIR Form No. 2550Q, Quarterly Value-Added Tax Return.

**BIR Relief Sales**

**COMPANY**

FOR DEMO ONLY

**YEAR:**



Excel File | DAT File | Create

Show 10 entries Search:

Showing 1 to 5 of 5 entries

INVOICE DATE	INVOICE NO.	COMPANY	NAME	OUTPUT VAT	GROSS TAXABLE	ACTION
08/11/2020	33333		CORRAL, RUBEN BULGAR	3,000.00	28,000.00	<a href="#">Edit</a> <a href="#">Delete</a>
08/10/2020	33333	TESTING COMPANY		5,400.00	50,400.00	<a href="#">Edit</a> <a href="#">Delete</a>
08/07/2020	33332	ABC COMPANY		6,000.00	56,000.00	<a href="#">Edit</a> <a href="#">Delete</a>
08/05/2020	33233	TESTING COMPANY		720.00	6,720.00	<a href="#">Edit</a> <a href="#">Delete</a>
08/03/2020	222333	ABC COMPANY		2,460.06	22,960.56	<a href="#">Edit</a> <a href="#">Delete</a>

Previous 1 Next



Select Client to Create New Relief Sales

Show 10 entries Search:

Showing 1 to 3 of 3 entries

COMPANY	LAST NAME	FIRST NAME	MIDDLE NAME	TIN NUMBER	ACTION
	CORRAL	RUBEN	BULGAR	343-322-333	<a href="#">Select</a>
ABC COMPANY				134-533-543	<a href="#">Select</a>
TESTING COMPANY				433-223-322	<a href="#">Select</a>

Previous 1 Next



Company : TESTING COMPANY

Last Name :  
First Name :  
Middle Name :  
Vendor TIN : 433-223-322

Upload Receipt: [Choose File](#) No file chosen

Invoice Number	Invoice Date <input type="text"/> mm/dd/yyyy	Exempt 0.00
Zero Rated 0.00	Taxable Net of VAT 0.00	VAT Rate 0.00
Output VAT 0.00	Total Sales 0.00	Gross Taxable 0.00

[← Cancel](#) [Submit](#)



**Relief Sales .Dat File Format**

Company: FOR DEMO ONLY  
TIN No.....: 222-223-333-000

Reporting Dates:

RDO:



**Relief Sales Total Summary**

Company: FOR DEMO ONLY  
TIN Number: 222-223-333-000  
RDO: 122  
Reporting Dates: 08/31/2020  
Exempt: 8,000.00  
Zero Rated: 18,000.00  
Taxable Net of Vat: 146,500.50  
Output Vat: 17,580.06

```

2222233335082020.DAT - Notepad
File Edit Format View Help
H,S,"2222233333","FOR DEMO ONLY",,,,,,"BLK-1 SUBD TEST 2","SAN JOSE DEL MONTE CITY BULACAN 3023",8000.00,18000.00,146500.50,17580.06,08/31/2020
D,S,"134533543","ABC COMPANY",,,,,,"BLK-1A SUBD TEST, PHASE 2","KAYPIAN, SJD M BULACAN",4000.00,8000.00,70500.50,8460.06,222223333,08/31/2020
D,S,"343322333",,"CORRAL","RUBEN","BULGAR","BARIW, MALINAO, ALBAY",,,,,,3000.00,4000.00,25000.00,3000.00,222223333,08/31/2020
D,S,"433223322","TESTING COMPANY",,,,,,"TABACO, ALBAY",,,,,,1000.00,6000.00,51000.00,6120.00,222223333,08/31/2020
    
```

### 7.2.6 Relief Importation

- **Accounting -> BIR -> Relief Importation**

Fill up the form and, click the "Submit" button to proceed in the sales table grid view list. Click the "Create" button to add a new importation receipt then proceed to data capture. To generate a .dat file for relief importation, click the "Dat File" button and fill up the form, then

click the "Submit" button to process and click the "Filename.Dat" button to download the .dat file output.

RELIEF stands for Reconciliation of Listings for Enforcement. The RELIEF module is provided by the Bureau of Internal Revenue (BIR) to facilitate their requirement for Summary List of Importation (SLI) which are required attachments to BIR Form No. 2550Q, Quarterly Value-Added Tax Return.

BIR Relief Importation

COMPANY  
FOR DEMO ONLY

YEAR:

BIR Relief Importation  
Accounting / Relief Importation

Excel File DAT File Create

Show 10 entries Search:

Showing 1 to 4 of 4 entries

PAYMENT DATE	OR NUMBER	SUPPLIER	TAXABLE GOODS	VAT PAYABLE	ACTION
08/12/2020	2233223	SAMPLE COMPAN	320,000.00	32,000.00	<a href="#">Edit</a> <a href="#">Delete</a>
08/12/2020	3332323	ABC COMPANY	490,000.00	58,800.00	<a href="#">Edit</a> <a href="#">Delete</a>
08/12/2020	3322332	TESTING COMPANY	231,243.75	27,749.25	<a href="#">Edit</a> <a href="#">Delete</a>
08/11/2020	2223342	ABC COMPANY	495,000.00	59,400.00	<a href="#">Edit</a> <a href="#">Delete</a>

Previous 1 Next

BIR Relief Importation  
Accounting / Relief Importation / Create

Supplier

Country

Import Entry

Dutiable Value

Taxable Goods

Payment Date

OR Number

Assessment Date

Charges

VAT Rate

Importation Date

Exempt

VAT Payable

Upload Receipt:  No file chosen

BIR Relief Importation

Accounting / Relief Importation / DAT File



### Relief Importation .Dat File Format

Company: FOR DEMO ONLY  
TIN No.....: 222-223-333-000

Reporting Dates: 08/31/2020

RDO:  
Large Taxpayers Division - Makati

BIR Relief Importation

Accounting / Relief Importation / DAT File Output

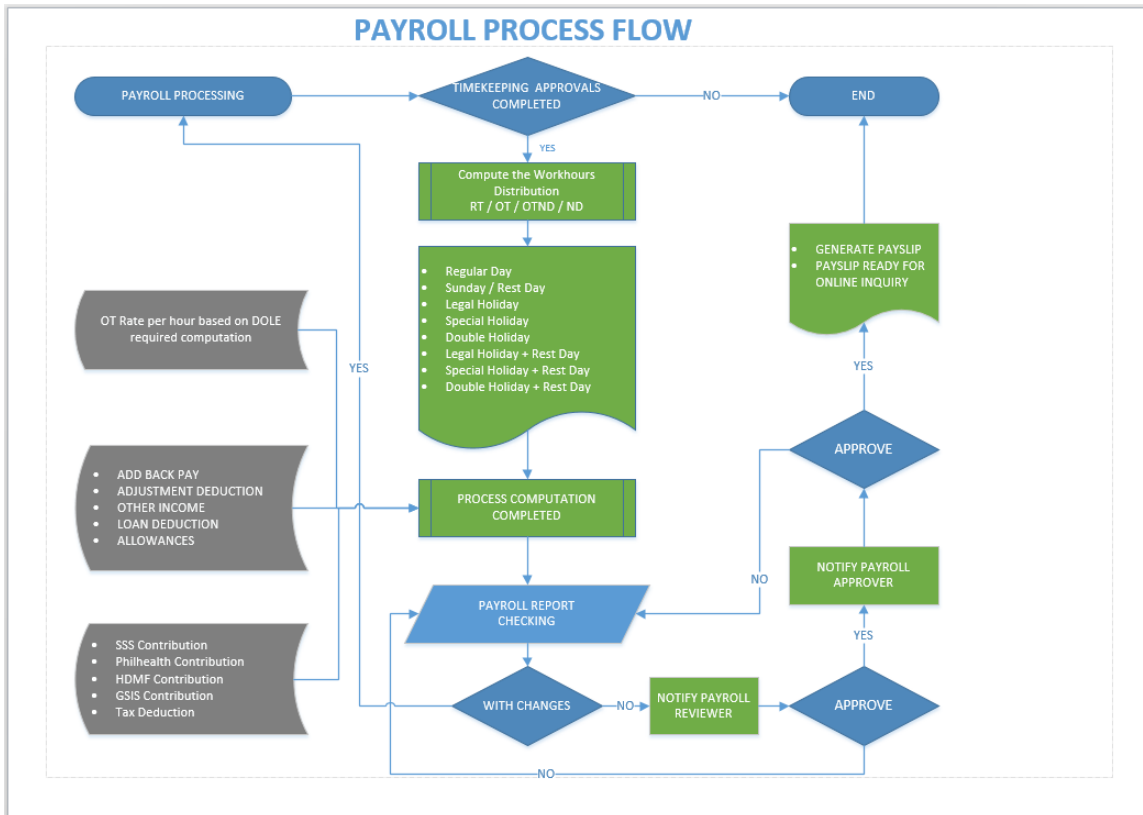


### Relief Importation Total Summary

Company:	FOR DEMO ONLY
TIN Number:	222-223-333-000
RDO:	122
Reporting Dates:	08/31/2020
Dutiable Value:	1,500,000.00
Charges:	66,243.75
Exempt:	30,000.00
Taxable Goods:	1,536,243.75
Vat Payable:	177,949.25

```
222223333I082020.DAT - Notepad
File Edit Format View Help
H,I,"222223333","FOR DEMO ONLY","","","BLK-1 TEST 1","SAN JOSE DEL MONTE CITY BULACAN 3023",150000.00,66243.75,30000.00,1536243
D,I,"123333233",08/03/2020,"ABC COMPANY",08/05/2020,"Australia",50000.00,5000.00,10000.00,495000.00,59400.00,"2223342",08/11/2020,222
D,I,"11333233",08/02/2020,"SAMPLE COMPAN",08/04/2020,"Argentina",300000.00,20000.00,0.00,320000.00,32000.00,"2233223",08/12/2020,22222
D,I,"11133323",08/06/2020,"ABC COMPANY",08/07/2020,"Armenia",450000.00,40000.00,0.00,490000.00,58800.00,"3332323",08/12/2020,22223333
D,I,"1133323",08/03/2020,"TESTING COMPANY",08/05/2020,"Belgium",250000.00,1243.75,20000.00,231243.75,27749.25,"3322332",08/12/2020,222
```

## 8 Payroll



### 8.1 Data Entry

#### 8.1.1 Adjustment Deduction

- **Payroll -> Data Entry -> Adjustment Deduction**

Fill up the form and click the "Submit" button to display records on the selected pay period. Make sure the cut-off pay period from the date and to date is correct because this is important for payroll processing to automate the adjustment deduction. Download the Excel file and follow the format to simplify the entry of adjustment deduction in importing the file to the system.

Click the "Create" button to pop up the entry form for data capture and click the "Delete" hyperlink to delete a record. Duplicate employee entry in every pay period is not allowed by the system; any changes must be deleted first, and then reentered again.

**Adjustment Deduction**

**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

**CUT-OFF DATES FROM:** 10/01/2023 **TO:** 10/15/2023

**Submit**

Adjustment Deduction

Pay Period: 10/01/2023 to 10/15/2023

Create
Excel
Import
BRANCH TESTING

EMP ID	EMPLOYEE NAME	REMARKS	AMOUNT	ACTION
TEST-004	TEST 4,TEST 4 TEST 4	testing	1,000.00	<a href="#">Delete</a>
TEST-006	TEST 6,TEST 6 TEST 6	sample	500.00	<a href="#">Delete</a>

Adjustment Deduction

Pay Period: 10/01/2023 to 10/15/2023

Create
Excel
Import
BRANCH TESTING

EMP ID	EMPLOYEE NAME	+ Create	AMOUNT	ACTION
TEST-004	TEST 4,TEST 4 TEST 4	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Employee Name</b></p> <div style="border-bottom: 1px solid #ccc; padding: 2px 5px; margin-bottom: 5px;"> <span style="font-size: small;">Employee Name</span> </div> <p><b>Adj. Amount</b> <input style="width: 50px;" type="text" value="0.00"/></p> <p><b>Remarks</b></p> <div style="border-bottom: 1px solid #ccc; padding: 2px 5px; min-height: 30px; margin-bottom: 5px;"> <span style="font-size: x-small;">Remarks</span> </div> <p style="text-align: right;"> <span>Close</span> <span>Submit</span> </p> </div>	1,000.00	<a href="#">Delete</a>
TEST-006	TEST 6,TEST 6 TEST 6		500.00	<a href="#">Delete</a>

### 8.1.2 Add Back pay

- Payroll -> Data Entry -> Add Back Pay

Fill up the form and click the "Submit" button to display records on the selected pay period. Make sure the cut-off pay period from the date and to date is correct because this is



important for payroll processing to automate the add-back pay. Download the Excel file and follow the format to simplify the entry of add back pay in importing the file to the system.

Click the "Create" button to pop up the entry form for data capture and click the "Delete" hyperlink to delete a record. Duplicate employee entry in every pay period is not allowed by the system; any changes must be deleted first, and then reentered again.

Add Back Pay

Cut-Off Dates From: 10/01/2023 to 10/15/2023

ID	EMPLOYEE NAME	REMARKS	AMOUNT	ACTION
TEST-004	TEST 4, TEST 4 TEST 4	sample	550.00	<a href="#">Delete</a>
TEST-006	TEST 6, TEST 6 TEST 6	sample	1,000.00	<a href="#">Delete</a>

Add Back Pay

Cut-Off Dates From: 10/01/2023 to 10/15/2023

ID	EMPLOYEE NAME	AMOUNT	ACTION
TEST-004	TEST 4, TEST 4 TEST 4	550.00	<a href="#">Delete</a>
TEST-006	TEST 6, TEST 6 TEST 6	1,000.00	<a href="#">Delete</a>

### 8.1.3 Other Income

- o Payroll -> Data Entry -> Other Income

Fill up the form and click the "Submit" button to display records on the selected pay period. Make sure the cut-off pay period from date and to date is correct because this is important for payroll processing to automate the other income based on the pay period. Download the Excel file and follow the format to simplify the entry of other income in importing the file to the system.

Click the "Create" button to pop up the entry form for data capture and click the "Delete" hyperlink to delete a record. Duplicate employee entry in every pay period is not allowed by the system; any changes must be deleted first, and then reentered again.

Other Income Pay

Cut-Off Dates From: 10/01/2023 to 10/15/2023



ID	EMPLOYEE NAME	INCOME TYPE	REMARKS	AMOUNT	ACTION
TEST-004	TEST 4, TEST 4 TEST 4	Per Trip	testing	1,500.00	<a href="#">Delete</a>
TEST-005	TEST 5, TEST 5 TEST 5	Locator		500.00	<a href="#">Delete</a>

Other Income Pay

Cut-Off Dates From: 10/01/2023 to 10/15/2023



ID	EMPLOYEE NAME	+	Amount	ACTION
TEST-004	TEST 4, TEST 4 TEST 4	<b>Employee Name</b> <input type="text"/> <b>Amount..:</b> <input type="text" value="0.00"/> <b>Allowance</b> <input type="text" value="Discretionary Incentive"/> <b>Remarks</b> <input type="text"/> <input type="button" value="Close"/> <input type="button" value="Submit"/>	1,500.00	<a href="#">Delete</a>
TEST-005	TEST 5, TEST 5 TEST 5		500.00	<a href="#">Delete</a>

**8.1.4 Other Allowance**

- **Payroll -> Data Entry -> Other Allowance**

Other allowance setups based on selected cut-off pay periods must be correct because this is important for payroll processing to automate the other income.

Click the "Create" button to add employees with other allowances; any changes must be deleted first, then reentered again.

Other Allowance  
Payroll / Data Entry

**CREATE**

Show 10 entries Search:

Showing 1 to 3 of 3 entries

EMP ID	EMPLOYEE NAME	ALLOWANCE TYPE	CUT-OFF FROM	CUT-OFF TO	AMOUNT	ACTION
TEST-010	TEST 10, TEST 10 T.	Communication	1	15	500.00	<a href="#">Edit</a> <a href="#">Delete</a>
TEST-012	TEST 12, TEST 12 T.	Communication	1	15	500.00	<a href="#">Edit</a> <a href="#">Delete</a>
TEST-015	TEST 15, TEST 15 T.	Communication	1	15	500.00	<a href="#">Edit</a> <a href="#">Delete</a>

Previous 1 Next

Other Allowance  
Payroll / Other Allowance / Create

Employees Name

Allowance Type

Cut-off From      Cut-off To      Amount

**8.1.5 Taxable (S-7.4)**

- **Payroll -> Data Entry -> Taxable (S-7.4)**

Fill up the form and click the "Submit" button to display the record list that has been captured. Click the "Create" button to add a new employee taxable with a previous employer and proceed to data entry. Hyperlink "Delete" to delete a record, "Edit" to edit or modify a

record and "Details" to view the details entries. These records are used in BIR annualization reports like alphalist and ITR Form 2316 to consolidate employees with previous employers in the system generating alphalist reports.

2020: Previous Employer Taxable Income

Payroll / Taxable Income

EMP ID	EMPLOYEE NAME	TOTAL NON-TAXABLE	TOTAL TAXABLE	TAX WITHHELD	ACTION
TEST-002	TEST-2, TEST-2 T.	15,000.00	100,000.00	10,000.00	<a href="#">Edit</a> <a href="#">Details</a> <a href="#">Delete</a>
TEST-005	TEST 5, TEST 5 T.	14,000.00	80,000.00	4,000.00	<a href="#">Edit</a> <a href="#">Details</a> <a href="#">Delete</a>

2020: Taxable with Previous Employer

Payroll / Taxable Income / Create

8.1.6 Non-Taxable (S-7.5)

- o Payroll -> Data Entry -> Non-Taxable (S-7.5)

Fill up the form and click the "Submit" button to display the record list that has been captured. Click the "Create" button to add a new employee non-taxable with a previous employer and proceed to data entry. Hyperlink "Delete" to delete a record, "Edit" to edit or modify a record and "Details" to view the details entries. These records are used in BIR annualization reports like alphalist and ITR Form 2316 to consolidate employees with previous employers in the system generating alphalist reports.

2020: Previous Employer Non-Taxable Income

Payroll / Non-Taxable Income

EMP ID	EMPLOYEE NAME	TOTAL NON-TAXABLE	TOTAL TAXABLE	TAX WITHHELD	ACTION
TEST-002	TEST-2, TEST-2 T.	118,000.00	5,000.00	0.00	<a href="#">Edit</a> <a href="#">Details</a> <a href="#">Delete</a>
TEST-005	TEST 5, TEST 5 T.	80,600.00	3,000.00	0.00	<a href="#">Edit</a> <a href="#">Details</a> <a href="#">Delete</a>
TEST-009	TEST 9, TEST 9 T.	73,500.00	4,000.00	0.00	<a href="#">Edit</a> <a href="#">Details</a> <a href="#">Delete</a>

2020: Previous Employer Non-Taxable Income

Payroll / Non-Taxable Income / Create

NON TAXABLE				
Gross Compensation Income	Basic Statutory Minimum Wage	Holiday Pay	Overtime Pay	Night Shift Diff.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hazard Pay	13th Month & Other Benefits	SSS, GSIS, Pag-ibig, Union Dues	Salaries & Other Compensation	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

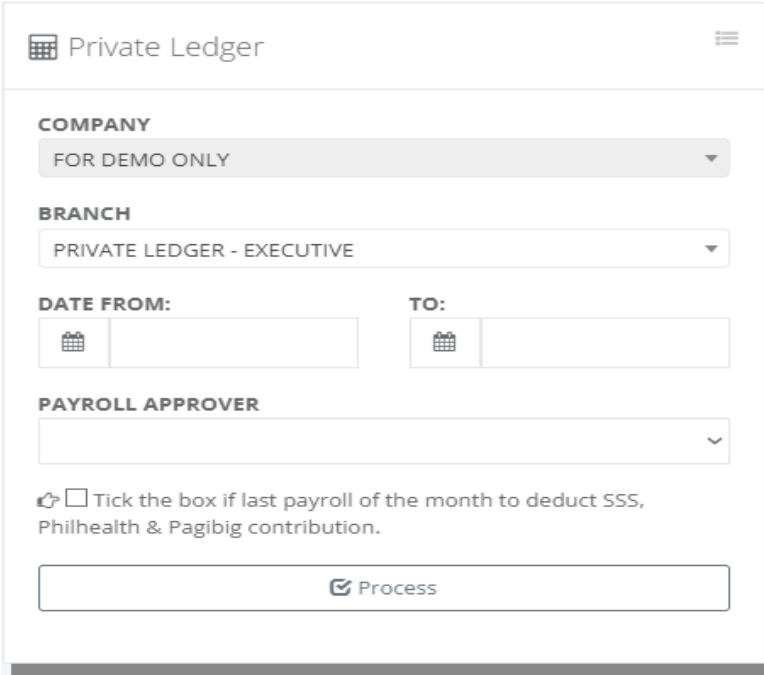
## 8.2 Process

### 8.2.1 Private Ledger

- **Payroll -> Process -> Private Ledger**

Fill up the form and check the checkbox for the last payroll of the month to compute the mandatory contributions like SSS, Philhealth and HDMF then click the "Submit" button to process the payroll. The private ledger has no timesheet; its fixed salary is based on the payroll setup in employee master data including allowances if available. After the processing is done the system notifies the payroll approver to review the payroll result. Once the pay period payroll is approved, it's available in the user account to view their payslip.

Note: Getting the value of the table field month and year in payroll monthly tagging is based on date input in "DATE TO" which the system converts into month & year for saving in the payroll register.



The screenshot shows a web form titled "Private Ledger". It contains the following elements:

- COMPANY:** A dropdown menu with "FOR DEMO ONLY" selected.
- BRANCH:** A dropdown menu with "PRIVATE LEDGER - EXECUTIVE" selected.
- DATE FROM:** A date input field with a calendar icon.
- TO:** A date input field with a calendar icon.
- PAYROLL APPROVER:** A dropdown menu.
- Checkbox:** A checkbox with the text "Tick the box if last payroll of the month to deduct SSS, Philhealth & Pagibig contribution."
- Process Button:** A button with a checkmark icon and the text "Process".

### 8.2.2 Workhour Distribution

- **Payroll -> Data Entry -> Workhour Distribution**

Fill up the form and check the checkbox for the last payroll of the month to compute the mandatory contributions like SSS, Philhealth and HDMF. Click the "Submit" button to process the payroll and the system validates if no pending approvals of manhour distribution before proceeding with payroll processing.

After the processing is done the payroll staff can download the payroll register report to check the computation, if the results are okay then they can request for payroll review button that is available in the payroll summary viewing report. The payroll reviewer can randomly check the payroll output, and after checking they confirm the review to proceed to payroll final approval. Once the pay period payroll is approved, it's available in the user account to view their payslip.

	lname	fname	emp. id	of percentage	req. hrs	basic pay	e. coll	of pay	req. of hrs. d	req. of pay	rest. of hrs. d
4	SUPERVISOR	GUANCO		0.00	88.00	10,579.17	0.00	0.00	0.00	0.00	0.00
5	SUPERVISOR	SEZ		0.00	104.00	12,502.66	0.00	0.00	0.00	0.00	0.00
6	SUPERVISOR			0.00	104.00	10,716.56	0.00	0.00	0.00	0.00	0.00
7	SUPERVISOR			0.00	104.00	14,259.21	0.00	0.00	0.00	0.00	0.00
8	SUPERVISOR			0.00	64.00	8,817.63	0.00	0.00	0.00	0.00	0.00
9	SUPERVISOR			0.00	104.00	14,875.00	0.00	0.00	0.00	0.00	0.00
10	SUPERVISOR	BAL		0.00	104.00	20,370.33	0.00	0.00	0.00	0.00	0.00
11	SUPERVISOR			0.00	104.00	20,319.33	0.00	0.00	0.00	0.00	0.00
12	SUPERVISOR			0.00	104.00	15,728.96	0.00	0.00	0.00	0.00	0.00
13	SUPERVISOR			0.00	104.00	13,127.79	0.00	0.00	0.00	0.00	0.00
14	SUPERVISOR			0.00	104.00	18,917.64	0.00	0.00	0.00	0.00	0.00
15	SUPERVISOR			0.00	104.00	15,140.56	0.00	0.00	0.00	0.00	0.00
16	SUPERVISOR			0.00	96.00	12,438.43	0.00	0.00	0.00	0.00	0.00
17	SUPERVISOR			0.00	104.00	13,784.65	0.00	0.00	0.00	0.00	0.00
18	SUPERVISOR			0.00	104.00	13,070.96	0.00	0.00	0.00	0.00	0.00
19	SUPERVISOR			0.00	104.00	12,218.99	0.00	0.00	0.00	0.00	0.00
20	SUPERVISOR			0.00	104.00	16,890.99	0.00	0.00	0.00	0.00	0.00
21	SUPERVISOR			0.00	104.00	24,592.94	0.00	0.00	0.00	0.00	0.00
22	SUPERVISOR			0.00	104.00	14,259.23	0.00	0.00	0.00	0.00	0.00
23	SUPERVISOR	TOMANGLO		0.00	104.00	18,393.34	0.00	0.00	0.00	0.00	0.00

### 8.2.3 Selected Employees

- Payroll -> Process -> Selected Employees

The payroll process of selected employees is a tool to reprocess selected employees with changes or those employees who have negative net pay salary due to absentees without pay

with mandatory deduction of SSS, Philhealth, Pagibig or loans. Reprocess payroll default is without deduction of GMB's and loans, the payroll processor can decide whether the checkbox of the deduction is required or not.

📅
Re-process Payroll Computation

**COMPANY**

FOR DEMO ONLY

**BRANCH**

BRANCH TESTING

**DATE FROM:**

📅

**TO:**

📅

**PAY BASIS:**

▼

**Employee Names**

*Check to deduct GMB's.*

*Check to deduct loans & deduction.*

✔️ Process

#### 8.2.4 13<sup>th</sup> Month Pay

- **Payroll -> Process -> 13<sup>th</sup> Month Pay**

Fill up the form and click the "Submit" button to process the 13th month's pay. Based on the parameter input by the users, the system consolidates all approved payroll processes in the payroll register in preparation for 13th-month pay reporting. After the processing is done, you are now ready to generate reports located at Payroll -> Reports -> 13th Month Summary and also the 13th Month Payslip.

📅
Process 13th Month Pay
☰

**COMPANY**

FOR DEMO ONLY

**BRANCH**

BRANCH TESTING

**YEAR:**

✔️ Process



## 8.3 Reports

### 8.3.1 Payslip

- **Payroll -> Reports -> Payslip**

Fill up the form and click the "Submit" button to generate employee payslips. Save the payslip to pdf format as a backup copy or for printing as an employee payslip copy. If the employee setup is paperless, no need to give them a pay slip because it is already available in the user account.

The employee payroll report payslip is a document that details the income and deductions for an employee for a specific pay period. It includes information such as gross pay, deductions for taxes, Social Security, and other deductions, net pay, and year-to-date totals for wages, taxes, and deductions. This information is used to ensure compliance with the law and to provide employees with a record of their wages, deductions, and net pay. The payslip also serves as a record of the employee's income and deductions for the year and is often used for tax purposes.

Employee's Payslip

Payroll / Payslip



NAME	POSITION	JOBSITE	amt
BASIC PAY:	7,944.37	Regular time:	104.00
SL:	0.00	W/Tax:	0.00
VL:	662.03	SSS:	765.00
SILP:	0.00	HDMF:	100.00
OVERTIME:	0.00	Philhealth:	344.26
SUB-TOTAL:	8,606.40	SSS Loan:	0.00
		SSS Cal. Loan:	0.00
		HDMF Loan:	0.00
		HDMF Cal. Loan:	0.00
		Other Deductions:	0.00
		TOTAL DEDUCTIONS:	1,209.26
OTHER EARNINGS:	10,587.80		
GROSS PAY:	19,194.20	NET PAY:	17,984.94
LEAVE BALANCE		YTD GROSS INCOME	151,553.60
SL	13		
VL	2		
SILP	0		

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### 8.3.2 Summary

- **Payroll -> Reports -> Summary**

Fill up the form and click the "Submit" button to generate a Payroll Summary Report. After the processing is done click the "Excel" button to export the report in an Excel file.

The Payroll Report Summary is to provide a concise overview of a company's payroll activity. It typically includes information such as total wages paid, employee hours worked, payroll deductions, taxes paid, and more. This report can be used to assess the financial health of a business, identify trends in payroll spending, and inform strategic decisions.

Payroll Report Summary

Payroll / Payroll Summary

Excel
PRR Download

**BRANCH TESTING**  
**PAYROLL SUMMARY REPORT**  
 Pay Period From: 01/16/2020 To: 01/31/2020 (MONTHLY)

Emp ID	Employee Name's	Basic Pay	Allowance	ND Pay	OT Pay	Other Pay	Adj.	Loans	DEDUCTIONS				Total Deduct	Gross Pay	Net Pay
									Tax	SSS	Pagbig	Philhealth			
TEST-010	TEST 10, TEST 10 T.	20,000.00	3,500.00	0.00	0.00	0.00	0.00	1,000.00	1,708.25	800.00	100.00	600.00	4,208.25	23,500.00	19,291.75
TEST-006	TEST 6, TEST 6 T.	17,500.00	5,000.00	0.00	0.00	0.00	0.00	0.00	1,131.60	800.00	100.00	525.00	2,556.60	22,500.00	19,943.40
TEST-007	TEST 7, TEST 7 T.	15,000.00	4,000.00	0.00	0.00	0.00	0.00	1,000.00	646.60	800.00	100.00	450.00	2,996.60	19,000.00	16,003.40
TEST-008	TEST 8, TEST 8 T.	17,740.00	6,652.64	0.00	0.00	0.00	0.00	0.00	1,171.45	800.00	100.00	566.10	2,637.55	24,392.64	21,755.09
TEST-009	TEST 9, TEST 9 T.	22,500.00	5,000.00	0.00	0.00	0.00	0.00	0.00	2,314.50	800.00	100.00	675.00	3,889.50	27,500.00	23,610.50
<b>TOTAL</b>		<b>92,740.00</b>	<b>24,152.64</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>6,972.40</b>	<b>4,000.00</b>	<b>500.00</b>	<b>2,816.10</b>	<b>16,288.50</b>	<b>116,892.64</b>	<b>100,604.14</b>

ID No.	Employee Name's	Basic Pay	Allowance	ND Pay	OT Pay	Other Pay	Adjustment	Loans	Tax Withheld	SSS	Pagbig	Philhealth	Gross Pay	Net Pay
TEST-006	TEST 6, TEST 6 T.	17,500.00	5,000.00	0.00	0.00	0.00	0.00	0.00	1,131.60	800.00	100.00	525.00	22,500.00	19,943.40
TEST-007	TEST 7, TEST 7 T.	15,000.00	4,000.00	0.00	0.00	0.00	0.00	1,000.00	646.60	800.00	100.00	450.00	19,000.00	16,003.40
TEST-008	TEST 8, TEST 8 T.	17,740.00	6,652.64	0.00	0.00	0.00	0.00	0.00	1,171.45	800.00	100.00	566.10	24,392.64	21,755.09
TEST-009	TEST 9, TEST 9 T.	22,500.00	5,000.00	0.00	0.00	0.00	0.00	0.00	2,314.50	800.00	100.00	675.00	27,500.00	23,610.50
TEST-010	TEST 10, TEST 10 T.	20,000.00	3,500.00	0.00	0.00	0.00	0.00	1,000.00	1,708.25	800.00	100.00	600.00	23,500.00	19,291.75
<b>TOTAL</b>		<b>92,740.00</b>	<b>24,152.64</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>6,972.40</b>	<b>4,000.00</b>	<b>500.00</b>	<b>2,816.10</b>	<b>116,892.64</b>	<b>100,604.14</b>

### 8.3.3 Allocation

- Payroll -> Reports -> Allocation

The purpose of payroll allocation is to distribute and allocate the payroll expenses to different departments or cost centers within an organization. This is done to accurately track and report the costs associated with each department or cost center, and to ensure that the expenses are allocated fairly and equitably.

Budget Allocation

**COMPANY**

FOR DEMO ONLY
▼

**PERIOD FROM**

📅

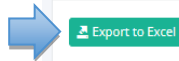
**PERIOD TO**

📅

➤ Submit

Budget Allocation

Payroll / Allocation



BRANCH NAME	HEAD COUNT	PRECAST		INFRASTRUCTURE		GENERAL & ADMIN		BASIC PAY & ALLOWANCES		NET PAY
		BASIC PAY & ALLOWANCES	OT PAY	BASIC PAY & ALLOWANCES	OT PAY	BASIC PAY & ALLOWANCES	OT PAY	BASIC PAY & ALLOWANCES	OT PAY	
M	11	0.00	0.00	92,504.47	4,571.78	0.00	0.00	0.00	0.00	97,076.25
O	7	42,352.95	21,281.21	0.00	0.00	0.00	0.00	0.00	0.00	63,634.16
V	11	40,562.06	21,051.76	20,907.52	11,353.82	0.00	0.00	0.00	0.00	93,875.16
P	9	113,099.90	29,026.87	0.00	0.00	0.00	0.00	0.00	0.00	142,126.77
S	33	288,294.91	0.00	407,879.58	0.00	102,047.16	0.00	0.00	0.00	798,221.65
<b>GRAND TOTAL =&gt;</b>	<b>71</b>	<b>484,309.82</b>	<b>71,359.84</b>	<b>521,291.57</b>	<b>15,925.60</b>	<b>102,047.16</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,194,933.99</b>

8.3.4 Approval Summary

- o Payroll -> Reports -> Approval Summary

The payroll approval summary is a total payroll summary of basic pay, OT pay, allowances, withholding tax, SSS, PhilHealth, pagibig, and loans & other deductions that are displayed on the approval screen.

Approval Payroll Summary

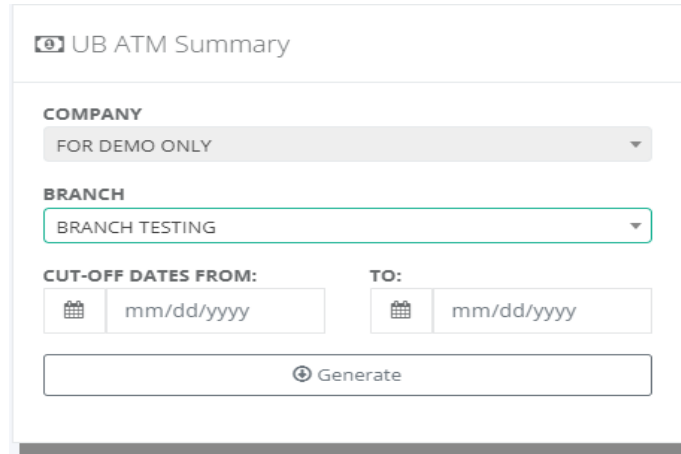
Payroll / Approval Summary

TOTAL PAYROLL SUMMARY	
Basic Pay	496,054.01
OT Pay	127,502.12
Allowance	15,256.80
ND Pay	4,732.57
Other Allowance	147,080.72
Per Trip Incentives	0.00
Locator Allowance	0.00
Discretionary Incentives	61,000.00
Adjustment Pay	5,217.92
<b>GROSS PAY =&gt;</b>	<b>856,844.14</b>
<b>LESS:</b>	
Withholding Tax	11,602.48
SSS	43,807.50
PhilHealth	19,611.55
Pagibig	5,000.00
Loans & Other Deduction	8,763.08
<b>Total Deduction</b>	<b>88,784.61</b>
<b>NET PAY =&gt;</b>	<b>768,059.53</b>

### 8.3.5 UB ATM Summary

- **Payroll -> Reports -> UB ATM Summary**

Generate UB (Union Bank) ATM Summary is available after the payroll is approved, the output format is based on the template provided by the bank for online uploading.



UB ATM Summary

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FOR DEMO ONLY

BRANCH  
BRANCH TESTING

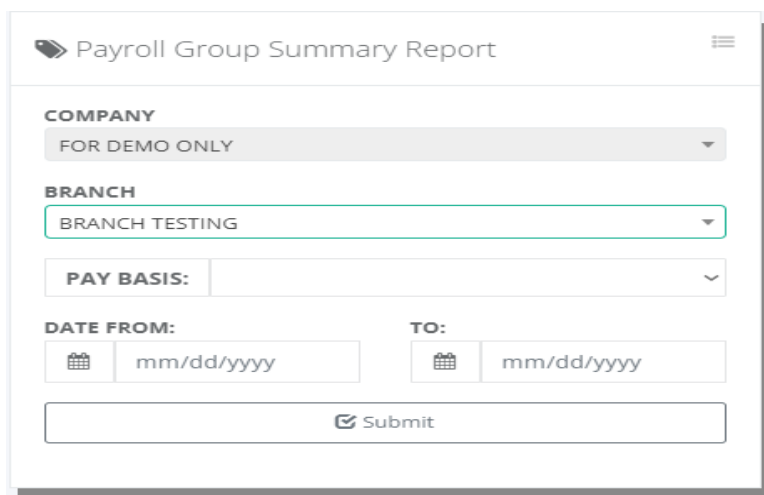
CUT-OFF DATES FROM: TO:  
mm/dd/yyyy mm/dd/yyyy

Generate

### 8.3.6 Group by Department

- **Payroll -> Reports -> Group by Department**

The purpose of grouping payroll by department is to effectively manage and track the payroll expenses and activities of different departments within an organization. This allows for better financial control, budgeting, and decision-making.



Payroll Group Summary Report

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FOR DEMO ONLY

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BRANCH TESTING

PAY BASIS:

DATE FROM: TO:  
mm/dd/yyyy mm/dd/yyyy

Submit

Payroll Group Report Summary by Department

Payroll / Payroll Summary



BRANCH TESTING															
PAYROLL GROUP REPORT SUMMARY BY DEPARTMENT															
Pay Period From: 01/16/2020 To: 01/31/2020 (MONTHLY)															
Dept/Emp ID	Employee Names	Basic Pay	Allowance	ND Pay	OT Pay	Other Pay	Adj.	Loans	Tax	DEDUCTIONS			Total Deduct	Gross Pay	Net Pay
										SSS	Pagbig	Philhealth			
<b>HRD</b>															
TEST-008	TEST 8, TEST 8 T.	17,740.00	6,652.64	0.00	0.00	0.00	0.00	0.00	1,171.45	800.00	100.00	566.10	2,637.55	24,392.64	21,755.09
Sub-Total:		17,740.00	6,652.64	0.00	0.00	0.00	0.00	0.00	1,171.45	800.00	100.00	566.10	2,637.55	24,392.64	21,755.09
<b>MIS-ICT</b>															
TEST-010	TEST 10, TEST 10 T.	20,000.00	3,500.00	0.00	0.00	0.00	0.00	1,000.00	1,708.25	800.00	100.00	600.00	4,208.25	23,500.00	19,291.75
TEST-009	TEST 9, TEST 9 T.	22,500.00	5,000.00	0.00	0.00	0.00	0.00	2,314.50	800.00	100.00	100.00	675.00	3,889.50	27,500.00	23,610.50
Sub-Total:		42,500.00	8,500.00	0.00	0.00	0.00	0.00	1,000.00	4,822.75	1,600.00	200.00	1,275.00	8,097.75	51,000.00	42,902.25
<b>PURCHASING</b>															
TEST-006	TEST 6, TEST 6 T.	17,500.00	5,000.00	0.00	0.00	0.00	0.00	0.00	1,131.60	800.00	100.00	525.00	2,556.60	22,500.00	19,943.40
TEST-007	TEST 7, TEST 7 T.	15,000.00	4,000.00	0.00	0.00	0.00	0.00	1,000.00	646.60	800.00	100.00	450.00	2,996.60	19,000.00	16,003.40
Sub-Total:		32,500.00	9,000.00	0.00	0.00	0.00	0.00	1,000.00	1,778.20	1,600.00	200.00	975.00	5,553.20	41,500.00	35,946.80
GRAND TOTAL:		92,740.00	24,152.64	0.00	0.00	0.00	0.00	2,000.00	6,972.40	4,000.00	500.00	2,816.10	16,288.50	116,892.64	100,604.14

### 8.3.7 Monthly Summary

- Payroll -> Reports -> Monthly Summary

The purpose of a payroll monthly summary is to provide a comprehensive overview of the payroll activities and expenses for a specific month. It serves as a record and analysis tool for the payroll department and management. The summary typically includes key information such as the number of employees, hours worked, wages and salaries paid, deductions made, taxes withheld, and any other relevant payroll-related data.

Monthly Payroll Summary Report
☰

**COMPANY**

FOR DEMO ONLY ▼

**BRANCH**

BRANCH TESTING ▼

**MONTH:** ▼

**YEAR:**



BRANCH TESTING													April 23, 2022 5:40:20 pm		
MONTHLY PAYROLL SUMMARY															
For the month of January, 2020															
DEDUCTIONS															
Dept/Emp ID	Employee Names	Basic Pay	Allowance	ND Pay	OT Pay	Other Pay	Adj.	Loans	Tax	SSS	Pagibig	Philhealth	Total Deduct	Gross Pay	Net Pay
<b>HRD</b>															
TEST-004	TEST 4, TEST 4 T.	54,000.00	27,000.00	0.00	1,562.50	0.00	0.00	2,000.00	7,629.62	800.00	100.00	810.00	11,339.62	82,562.50	71,222.88
TEST-008	TEST 8, TEST 8 T.	37,740.00	14,152.64	0.00	2,000.00	0.00	0.00	0.00	3,754.70	800.00	100.00	566.10	5,220.80	53,892.64	48,671.84
TEST-001	TEST-1, TEST-1 T.	13,000.00	520.00	681.25	250.00	0.00	0.00	0.00	0.00	540.00	100.00	195.00	835.00	14,451.25	13,616.25
TEST-003	TEST-3, TEST-3 T.	18,900.00	5,400.00	0.00	568.74	0.00	0.00	0.00	0.00	760.00	100.00	283.50	1,143.50	24,868.74	23,725.24
<b>Sub-Total:</b>		<b>123,640.00</b>	<b>47,072.64</b>	<b>681.25</b>	<b>4,381.24</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>11,384.32</b>	<b>2,900.00</b>	<b>400.00</b>	<b>1,854.60</b>	<b>18,638.92</b>	<b>175,776.13</b>	<b>157,236.21</b>
<b>MIS-ICT</b>															
TEST-010	TEST 10, TEST 10 T.	40,000.00	7,000.00	0.00	0.00	0.00	0.00	2,000.00	4,176.11	800.00	100.00	600.00	7,676.11	48,538.46	40,862.35
TEST-005	TEST 5, TEST 5 T.	24,300.00	5,400.00	1,282.50	0.00	0.00	0.00	0.00	696.80	800.00	100.00	364.50	1,961.30	30,982.50	29,021.20
TEST-009	TEST 9, TEST 9 T.	45,000.00	10,000.00	0.00	0.00	0.00	0.00	0.00	5,022.75	800.00	100.00	675.00	6,597.75	55,000.00	48,402.25
<b>Sub-Total:</b>		<b>109,300.00</b>	<b>22,400.00</b>	<b>1,282.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>9,895.66</b>	<b>2,400.00</b>	<b>300.00</b>	<b>1,639.50</b>	<b>16,235.16</b>	<b>134,520.96</b>	<b>118,285.80</b>
<b>PURCHASING</b>															
TEST-006	TEST 6, TEST 6 T.	35,000.00	10,000.00	0.00	631.01	0.00	0.00	0.00	2,747.60	800.00	100.00	525.00	4,172.60	45,631.01	41,458.41
TEST-007	TEST 7, TEST 7 T.	30,000.00	8,000.00	0.00	0.00	0.00	0.00	2,000.00	1,563.20	800.00	100.00	450.00	4,913.20	38,000.00	33,086.80
TEST-002	TEST-2, TEST-2 T.	16,200.00	5,940.00	0.00	0.00	0.00	0.00	2,400.00	0.00	640.00	100.00	243.00	3,383.00	22,140.00	18,757.00
<b>Sub-Total:</b>		<b>81,200.00</b>	<b>23,940.00</b>	<b>0.00</b>	<b>631.01</b>	<b>0.00</b>	<b>0.00</b>	<b>4,400.00</b>	<b>4,310.80</b>	<b>2,240.00</b>	<b>300.00</b>	<b>1,218.00</b>	<b>12,468.80</b>	<b>105,771.01</b>	<b>93,302.21</b>
<b>GRAND TOTAL:</b>		<b>314,140.00</b>	<b>93,412.64</b>	<b>1,963.75</b>	<b>5,012.25</b>	<b>0.00</b>	<b>0.00</b>	<b>8,400.00</b>	<b>25,990.78</b>	<b>7,540.00</b>	<b>1,000.00</b>	<b>4,712.10</b>	<b>47,242.88</b>	<b>416,067.10</b>	<b>368,824.22</b>

### 8.3.8 Monthly Labor Cost

- o *Payroll -> Reports -> Monthly Labor Cost*

The purpose of monthly labor costs is to track and analyze the expenses related to employee wages and benefits within a given month. This information is crucial for businesses to understand and manage their financial resources effectively.

**Monthly Labor Cost**

**COMPANY**

FOR DEMO ONLY

**Month**  **Year**

Export to Excel

1 / 1 | 90% +

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BRANCH NAME	DEPARTMENT	HEAD COUNT	BASIC PAY	OT PAY	ALLOWANCES INCL. 13 MONTH	OTHER ALLOWANCES	PER TRIP INCENTIVE	ADJ. PAY	GROSS PAY	GMB	13TH MONTH PAY
Indirect		1	70,000.00	0.00	30,000.00	6,500.00	0.00	0.00	106,500.00	0.00	8,333.33
	SUB-TOTAL	1	70,000.00	0.00	30,000.00	6,500.00	0.00	0.00	106,500.00	0.00	8,333.33
	TOTAL	1	70,000.00	0.00	30,000.00	6,500.00	0.00	0.00	106,500.00	0.00	8,333.33
Indirect		1	40,000.00	0.00	0.00	6,500.00	0.00	0.00	46,500.00	3,780.00	3,333.33
	SUB-TOTAL	1	40,000.00	0.00	0.00	6,500.00	0.00	0.00	46,500.00	3,780.00	3,333.33
	TOTAL	1	40,000.00	0.00	0.00	6,500.00	0.00	0.00	46,500.00	3,780.00	3,333.33
Direct		1	17,177.71	5,017.96	0.00	6,000.00	0.00	0.00	28,195.67	2,088.97	1,431.48
	TOTAL	3	42,768.00	15,810.30	1,494.00	7,392.00	0.00	0.00	67,464.30	5,146.20	3,688.50
	SUB-TOTAL	4	59,945.71	20,828.26	1,484.00	13,392.00	0.00	0.00	95,659.97	7,235.17	5,119.98
Indirect		2	45,773.76	2,197.70	469.44	5,040.00	0.00	0.00	53,480.90	5,497.97	3,853.60
	SUB-TOTAL	2	45,773.76	2,197.70	469.44	5,040.00	0.00	0.00	53,480.90	5,497.97	3,853.60
	TOTAL	6	105,719.47	23,025.96	1,963.44	18,432.00	0.00	0.00	148,140.87	12,733.14	8,973.58
	GRAND TOTAL =>	8	215,719.47	23,025.96	31,963.44	31,432.00	0.00	0.00	302,140.87	16,513.14	20,640.24

### 8.3.9 Monthly Tax Withheld

- Payroll -> Reports -> Monthly Tax Withheld

Monthly tax withheld in the Philippines is to ensure that employees' income taxes are deducted and remitted to the government regularly. This withholding tax system helps the government collect income taxes efficiently and ensures that employees meet their tax obligations.

Generate Monthly Tax Withheld

**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

MONTH:  YEAR:



No.	TIN	Employee No.	Last Name	First Name	Middle Name	Birthdate	Hiring Date	Basic Pay	Annual Salary	Total Amount of Compensation	Statutory Minimum Wage for Minimum Wage Earners (MWE's)	Holiday Pay, Overtime Pay, Night Differential Pay, Hazard Pay (for MWE's only)	13th Month Pay & Other Benefits	De Minimis Benefit	SSS EE	Philhealth EE	Paging EE	Union Dues Employee Share Only	
5	133					04/14/1983	05/19/2018	13,770.24	165,242.88	14,256.00	520.00	4,826.25			630.00	275.40	100.00	1,005.40	
6	2					01/17/1994	02/19/2019	15,363.73	184,364.76	15,363.72		1,104.56			697.50	307.27	100.00	1,104.77	
7	3					08/23/1994	10/01/2017	17,198.39	206,380.68	17,177.71		5,017.96			785.00	343.97	100.00	1,208.97	
8	4					03/01/1986	07/26/2019	13,770.24	165,242.88	14,256.00	520.00	5,471.40			630.00	275.40	100.00	1,005.40	
9	5					03/12/1982	12/07/2017	13,770.24	165,242.88	14,256.00	520.00	5,512.65			630.00	275.40	100.00	1,005.40	
10	6					04/18/1972	10/01/2017	30,410.03	364,920.36	30,410.04		1,993.14			1,350.00	608.20	100.00	2,658.20	
11	GRAND TOTAL =>								104,202.87	1,251,334.44	105,735.47		23,825.56			4,712.50	2,065.94	900.00	7,308.14

8.3.10 Y-T-D Department

- o Payroll -> Reports -> Y-T-D Department

Fill up the form and click the "Submit" button to generate the Year-To-Date Monthly Payroll group by department.

Year-to-date monthly payroll by department is a report that allows employers to track their financials and payroll expenses by department, month-by-month. This information can be used to analyze labor costs, and payroll trends, and calculate the budget for each department. It can also help employers identify areas of cost savings and highlight areas where additional employees may be needed.

**Y-T-D Monthly Payroll by Department**

**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

**YEAR:**

Year-To-Date Monthly Payroll by Department

Executive / Reports

April 23, 2022 6:08:31 pm

**BRANCH TESTING**  
**YEAR-TO-DATE MONTHLY PAYROLL BY DEPARTMENT**  
For the year 2020

	MP Count	Basic Pay	Allowance	ND Pay	OT Pay	Other Pay	DEDUCTIONS							Total Deduct	Gross Pay	Net Pay
							Adj.	Loans	Tax	SSS	Paging	Philhealth				
<b>HRD</b>																
January	4	123,640.00	47,072.64	681.25	4,381.24	0.00	0.00	2,000.00	11,384.32	2,900.00	400.00	1,854.60	18,538.92	175,775.13	157,236.21	
February	4	120,000.00	45,500.00	656.25	0.00	7,500.00	3,500.00	2,000.00	11,786.00	2,800.00	400.00	1,848.00	22,396.00	180,032.50	161,136.50	
March	4	126,400.00	47,940.00	712.50	0.00	0.00	0.00	2,000.00	11,415.11	2,300.00	400.00	1,886.00	18,631.11	176,969.96	157,959.85	
April	4	123,200.00	46,720.00	625.00	1,534.38	0.00	0.00	2,000.00	10,538.00	2,880.00	400.00	1,848.00	17,666.00	172,079.38	154,413.38	
May	3	110,200.00	46,200.00	0.00	0.00	0.00	0.00	2,000.00	10,538.00	2,300.00	300.00	1,853.00	16,811.00	156,400.00	139,589.00	
June	3	103,100.00	44,600.00	0.00	0.00	0.00	0.00	2,000.00	11,030.50	1,600.00	200.00	1,410.00	16,240.50	147,700.00	131,459.50	
July	2	79,875.00	33,937.50	0.00	0.00	0.00	0.00	0.00	7,699.31	1,600.00	200.00	1,168.12	10,667.43	113,812.50	103,145.07	
August	2	92,000.00	41,000.00	0.00	0.00	0.00	0.00	0.00	10,538.00	1,600.00	200.00	1,380.00	13,718.00	133,000.00	119,282.00	
September	2	66,000.00	28,000.00	0.00	0.00	0.00	0.00	0.00	7,374.75	800.00	100.00	600.00	8,874.75	94,000.00	85,125.25	
October	1	40,000.00	15,000.00	0.00	0.00	0.00	0.00	0.00	3,791.50	800.00	100.00	600.00	5,291.50	55,000.00	49,708.50	
November	1	40,000.00	15,000.00	0.00	0.00	0.00	0.00	0.00	3,791.50	800.00	100.00	600.00	5,291.50	55,000.00	49,708.50	
December	1	40,000.00	15,000.00	0.00	0.00	0.00	0.00	0.00	3,791.50	800.00	100.00	600.00	5,291.50	55,000.00	49,708.50	
<b>Sub-Total:</b>		<b>1,149,915.00</b>	<b>497,696.14</b>	<b>3,387.60</b>	<b>6,915.62</b>	<b>7,500.00</b>	<b>3,500.00</b>	<b>14,000.00</b>	<b>109,934.49</b>	<b>23,900.00</b>	<b>3,200.00</b>	<b>16,667.72</b>	<b>171,192.21</b>	<b>1,625,646.72</b>	<b>1,457,854.51</b>	

MIS-ICT															
January	3	109,300.00	22,400.00	1,282.50	0.00	0.00	0.00	2,000.00	9,895.66	2,400.00	300.00	1,639.50	16,235.16	134,520.96	118,285.80
February	3	107,500.00	22,000.00	1,181.25	0.00	0.00	0.00	2,000.00	9,190.10	2,400.00	300.00	1,612.50	15,502.60	130,681.25	115,178.65
March	3	109,200.00	22,200.00	1,282.50	0.00	2,800.00	600.00	2,000.00	9,943.75	2,400.00	300.00	1,626.00	16,869.75	135,482.50	119,212.75
April	3	109,300.00	22,400.00	1,282.50	0.00	0.00	0.00	2,000.00	10,328.35	2,400.00	300.00	1,639.50	16,667.85	136,251.73	119,583.88
May	3	108,400.00	22,200.00	1,237.50	0.00	0.00	0.00	2,000.00	9,324.75	2,400.00	300.00	1,626.00	15,650.75	131,837.50	116,186.75
June	3	108,400.00	22,200.00	1,282.50	0.00	0.00	0.00	2,000.00	9,333.75	2,400.00	300.00	1,626.00	15,659.75	131,882.50	116,222.75
July	3	109,300.00	22,400.00	1,338.75	0.00	0.00	0.00	2,000.00	9,522.30	2,400.00	300.00	1,639.50	15,861.80	133,038.75	117,176.95
August	3	107,500.00	22,000.00	1,226.25	0.00	0.00	0.00	2,000.00	9,145.20	2,400.00	300.00	1,612.50	15,457.70	130,726.25	115,268.55
September	3	108,400.00	22,200.00	1,282.50	0.00	0.00	0.00	2,000.00	9,333.75	2,400.00	300.00	1,626.00	15,659.75	131,882.50	116,222.75
October	3	109,300.00	22,400.00	1,293.75	0.00	0.00	0.00	2,000.00	9,513.30	2,400.00	300.00	1,639.50	15,852.80	132,993.75	117,140.95
November	3	107,500.00	22,000.00	1,170.00	0.00	0.00	0.00	2,000.00	9,133.95	2,400.00	300.00	1,612.50	15,446.45	130,670.00	115,223.55
December	3	107,500.00	22,000.00	1,113.75	0.00	0.00	0.00	2,000.00	9,199.10	2,400.00	300.00	1,612.50	15,511.60	130,613.75	115,102.15
<b>Sub-Total:</b>		<b>1,301,600.00</b>	<b>264,400.00</b>	<b>14,973.75</b>	<b>0.00</b>	<b>2,800.00</b>	<b>600.00</b>	<b>24,000.00</b>	<b>113,863.96</b>	<b>28,800.00</b>	<b>3,600.00</b>	<b>19,512.00</b>	<b>190,375.96</b>	<b>1,890,581.44</b>	<b>1,400,805.48</b>

Page 1 of 2

DEDUCTIONS															
MP Count	Basic Pay	Allowance	ND Pay	OT Pay	Other Pay	Adj.	Loans	Tax	SSS	Pagibig	Philhealth	Total Deduct	Gross Pay	Net Pay	
<b>PURCHASING</b>															
January	3	81,200.00	23,940.00	0.00	631.01	0.00	4,400.00	4,310.80	2,240.00	300.00	1,218.00	12,468.80	105,771.01	93,302.21	
February	3	80,000.00	23,500.00	0.00	0.00	0.00	4,400.00	4,153.05	2,200.00	300.00	1,200.00	12,253.05	103,500.00	91,246.95	
March	3	82,850.00	23,720.00	0.00	0.00	1,000.00	1,300.00	4,400.00	4,213.05	2,220.00	300.00	1,209.00	13,642.05	107,570.50	95,228.45
April	3	81,200.00	23,940.00	0.00	0.00	0.00	4,400.00	4,720.35	2,240.00	300.00	1,218.00	12,878.35	107,640.00	94,761.65	
May	3	80,600.00	23,720.00	0.00	93.75	0.00	4,400.00	4,153.05	2,220.00	300.00	1,209.00	12,282.05	104,413.75	92,131.70	
June	3	80,600.00	23,720.00	0.00	0.00	0.00	4,400.00	4,153.05	2,220.00	300.00	1,209.00	12,282.05	104,320.00	92,037.95	
July	3	81,200.00	23,940.00	0.00	0.00	0.00	4,400.00	4,153.05	2,240.00	300.00	1,218.00	12,311.05	105,140.00	92,828.95	
August	3	80,600.00	23,720.00	0.00	0.00	0.00	4,400.00	4,153.05	2,220.00	300.00	1,209.00	12,282.05	104,320.00	92,037.95	
September	3	80,600.00	23,720.00	0.00	0.00	0.00	4,400.00	4,153.05	2,220.00	300.00	1,209.00	12,282.05	104,320.00	92,037.95	
October	3	81,200.00	23,940.00	0.00	0.00	0.00	4,400.00	4,153.05	2,240.00	300.00	1,218.00	12,311.05	105,140.00	92,828.95	
November	3	80,000.00	23,500.00	0.00	0.00	0.00	4,400.00	4,153.05	2,200.00	300.00	1,200.00	12,253.05	103,500.00	91,246.95	
December	3	80,000.00	23,500.00	0.00	0.00	0.00	4,400.00	4,153.05	2,200.00	300.00	1,200.00	12,253.05	103,500.00	91,246.95	
<b>Sub-Total:</b>		<b>978,000.00</b>	<b>294,600.00</b>	<b>0.00</b>	<b>724.76</b>	<b>1,000.00</b>	<b>1,300.00</b>	<b>52,800.00</b>	<b>50,621.65</b>	<b>26,660.00</b>	<b>3,600.00</b>	<b>14,917.00</b>	<b>149,436.65</b>	<b>1,299,135.26</b>	<b>1,110,936.61</b>
<b>GRAND TOTAL:</b>		<b>3,421,165.50</b>	<b>1,008,950.14</b>	<b>10,361.25</b>	<b>6,640.38</b>	<b>11,300.00</b>	<b>5,400.00</b>	<b>90,800.00</b>	<b>274,420.10</b>	<b>79,360.00</b>	<b>10,400.00</b>	<b>50,686.72</b>	<b>511,066.82</b>	<b>4,478,263.42</b>	<b>3,969,596.60</b>

### 8.3.11 13<sup>th</sup> Month Summary

- o **Payroll -> Reports -> 13<sup>th</sup> Month Summary**

Fill up the form and click the "Submit" button to generate the 13th Month Pay Summary Report.

The 13th Month Pay Summary Report is an important financial document that provides an overview of the employee's 13th month pay benefits. This report is used to track and report the total amount of 13th month pay, and any other associated benefits, that an employee has received over the year. It also serves as a record of the employer's compliance with applicable labor laws and regulations.

13th Month Summary Report
☰

**COMPANY**

FOR DEMO ONLY
▼

**BRANCH**

BRANCH TESTING
▼

**YEAR**

**TYPE OF COMPUTATION**

▼

Submit

13th Month Summary Report (12 Month Period)

Payroll / 13th Month Pay



Tuesday, April 26, 2022

**BRANCH TESTING**  
13th Month Summary Report for the Year: 2020

Employee Names	January	February	March	April	May	June	July	August	September	October	November	December	Total Amount	13th Month
1 TEST 10, TEST 10 T.	47,000.00	47,000.00	47,000.00	47,000.00	47,000.00	47,000.00	47,000.00	47,000.00	47,000.00	47,000.00	47,000.00	47,000.00	564,000.00	47,000.00
2 TEST 4, TEST 4 T.	61,200.00	62,500.00	65,000.00	61,500.00	65,000.00	65,000.00	61,500.00	41,343.75	65,000.00	32,200.00	0.00	0.00	604,843.75	60,403.65
3 TEST 5, TEST 5 T.	29,700.00	27,500.00	28,600.00	29,700.00	28,600.00	28,600.00	29,700.00	27,500.00	28,600.00	29,700.00	27,500.00	27,500.00	343,200.00	28,600.00
4 TEST 6, TEST 6 T.	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	540,000.00	45,000.00
5 TEST 7, TEST 7 T.	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	456,000.00	38,000.00
6 TEST 8, TEST 8 T.	51,892.64	55,000.00	55,000.00	55,000.00	55,000.00	55,000.00	55,000.00	55,000.00	55,000.00	55,000.00	55,000.00	55,000.00	656,892.64	54,741.05
7 TEST 9, TEST 9 T.	55,000.00	55,000.00	55,000.00	55,000.00	55,000.00	55,000.00	55,000.00	55,000.00	55,000.00	55,000.00	55,000.00	55,000.00	660,000.00	55,000.00
8 TEST-1, TEST-1 T.	13,000.00	12,500.00	13,000.00	13,500.00	13,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	65,000.00	5,416.67
9 TEST-2, TEST-2 T.	16,200.00	15,000.00	15,600.00	16,200.00	15,600.00	15,600.00	16,200.00	15,600.00	15,600.00	16,200.00	15,000.00	15,000.00	187,800.00	15,650.00
10 TEST-3, TEST-3 T.	24,300.00	22,500.00	23,400.00	24,300.00	23,400.00	23,400.00	11,700.00	0.00	0.00	0.00	0.00	0.00	153,000.00	12,750.00
<b>Over-All Total &gt;&gt;</b>	<b>387,892.64</b>	<b>380,000.00</b>	<b>385,600.00</b>	<b>391,200.00</b>	<b>385,600.00</b>	<b>372,600.00</b>	<b>365,100.00</b>	<b>336,443.75</b>	<b>349,200.00</b>	<b>318,400.00</b>	<b>282,500.00</b>	<b>282,500.00</b>	<b>4,230,736.39</b>	<b>352,561.37</b>

8.3.12 13<sup>th</sup> Month Payslip

- Payroll -> Reports -> 13<sup>th</sup> Month Payslip

Fill up the form and click the "Submit" button to generate the employee's 13th-month pay payslip.

The 13th-month payslip is a document that employers use to show their employees the total amount of money they have earned in the last 12 months' basic salary. The 13th-month payslip is an important part of an employer's compensation package and is a way for them to show their appreciation for their employees.

**13th Month Payslip**

**COMPANY**  
FOR DEMO ONLY

**YEAR**  
2020

**TYPE OF COMPUTATION**  
12-Month Period

Submit

BCODE	MONTH	BASIC PAY	ALLOWANCE	TOTAL
ZZZZ	January	40,000.00	7,000.00	47,000.00
ZZZZ	February	40,000.00	7,000.00	47,000.00
ZZZZ	March	40,000.00	7,000.00	47,000.00
ZZZZ	April	40,000.00	7,000.00	47,000.00
ZZZZ	May	40,000.00	7,000.00	47,000.00
ZZZZ	June	40,000.00	7,000.00	47,000.00
ZZZZ	July	40,000.00	7,000.00	47,000.00
ZZZZ	August	40,000.00	7,000.00	47,000.00
ZZZZ	September	40,000.00	7,000.00	47,000.00
ZZZZ	October	40,000.00	7,000.00	47,000.00
ZZZZ	November	40,000.00	7,000.00	47,000.00
ZZZZ	December	40,000.00	7,000.00	47,000.00
<b>Over-All Total:</b>				<b>564,000.00</b>
<b>13 Month Pay:</b>				<b>47,000.00</b>

Employee Signature / Date

## 8.4 Remittances

### 8.4.1 SSS Contribution

- o **Payroll -> Remittances -> SSS Contribution**

Fill up the form and click the "Process" button to generate monthly SSS contributions. Click the "Export to Excel" button to download the Excel-generated SSS monthly contribution report.

The Philippines Social Security System (SSS) requires employers and employees to make monthly contributions to provide basic social security benefits to its members. The contributions are used to fund a range of benefits including disability, death, retirement, and maternity.

ZZZZ - SSS Contribution

Payroll / SSS



Export to Excel

For the month of January, 2020

SSS No	BIRTHDATE	LAST NAME	FIRST NAME	SUFFIX	MIDDLE NAME	EE	ER	EC	ER TOTAL
34-3432223-2	03/20/1984	TEST 10	TEST 10		TEST 10	800.00	1,600.00	30.00	2,430.00
11-1111111-4	07/10/1996	TEST 4	TEST 4		TEST 4	800.00	1,600.00	30.00	2,430.00
11-1111111-5	06/03/2004	TEST 5	TEST 5		TEST 5	800.00	1,600.00	30.00	2,430.00
11-1111111-6	07/10/1996	TEST 6	TEST 6		TEST 6	800.00	1,600.00	30.00	2,430.00
11-1122231-1	03/09/1994	TEST 7	TEST 7		TEST 7	800.00	1,600.00	30.00	2,430.00
11-1134423-1	02/08/1989	TEST 8	TEST 8		A	800.00	1,600.00	30.00	2,430.00
11-2222222-1	06/15/1993	TEST 9	TEST 9		TEST 9	800.00	1,600.00	30.00	2,430.00
11-1111111-1	01/02/1973	TEST-1	TEST-1		TEST-1	540.00	1,080.00	10.00	1,630.00
11-1111111-3	07/06/1976	TEST-3	TEST-3		TEST-3	760.00	1,520.00	30.00	2,310.00
<b>OVER-ALL TOTAL</b>						<b>6,900.00</b>	<b>13,800.00</b>	<b>250.00</b>	<b>20,950.00</b>

	A	B	C	D	E	F	G	H	I
1	Employer's Name : FOR DEMO ONLY								
2	Address : KAYPIAN, SAN JOSE DEL MONTE CITY, BULACAN								
3	SSS Er No. : 02-3417027-2								
4	BIR Er No. : 222-223-333-000								
5	Telephone No. : /								
6									
7	<b>S S S PREMIUM REMITTANCE FOR ALL EMPLOYEE'S</b>								
8	<b>FOR THE MONTH OF JANUARY, 2020</b>								
9	<b>SSS NO.</b>	<b>BIRTH DATE</b>	<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>MIDDLE NAME</b>	<b>EMPLOYEE</b>	<b>EMPLOYER</b>	<b>EC</b>	<b>TOTAL</b>
10	34-3432223-2	03/20/1984	TEST 10	TEST 10	TEST 10	800.00	1,600.00	30.00	1,630.00
11	11-1111111-4	07/10/1996	TEST 4	TEST 4	TEST 4	800.00	1,600.00	30.00	1,630.00
12	11-1111111-5	06/03/2004	TEST 5	TEST 5	TEST 5	800.00	1,600.00	30.00	1,630.00
13	11-1111111-6	07/10/1996	TEST 6	TEST 6	TEST 6	800.00	1,600.00	30.00	1,630.00
14	11-1122231-1	03/09/1994	TEST 7	TEST 7	TEST 7	800.00	1,600.00	30.00	1,630.00
15	11-1134423-1	02/08/1989	TEST 8	TEST 8	TEST 8	800.00	1,600.00	30.00	1,630.00
16	11-2222222-1	06/15/1993	TEST 9	TEST 9	TEST 9	800.00	1,600.00	30.00	1,630.00
17	11-1111111-1	01/02/1973	TEST-1	TEST-1	TEST-1	540.00	1,080.00	10.00	1,090.00
18	11-1111111-2	03/17/1970	TEST-2	TEST-2	TEST-2	640.00	1,280.00	30.00	1,310.00
19	11-1111111-3	07/06/1976	TEST-3	TEST-3	TEST-3	760.00	1,520.00	30.00	1,550.00
20						<b>7,540.00</b>	<b>15,080.00</b>	<b>280.00</b>	<b>15,360.00</b>
21									
22									
23									
24									

### 8.4.2 HDMF Contribution

- o **Payroll -> Remittances -> HDMF Contribution**

Fill up the form and click the "Process" button to generate monthly HDMF contributions. Click the "Export to Excel" button to download the Excel-generated HDMF monthly contribution report.

The monthly HDMF Contribution is to provide financial security to members in the form of a pension fund. The fund is managed by the Home Development Mutual Fund (HDMF), also

known as the Pag-IBIG Fund, a government-mandated savings program. The fund is used to provide members with benefits such as housing loans, calamity loans, and other forms of financial assistance. Members are required to contribute a percentage of their salary to the fund every month, and employers are also required to make contributions.

**HDMF Monthly Contribution**

**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

**MONTH:**  **YEAR:**

🔍 - HDMF Contribution

Payroll / HDMF



Export to Excel

For the month of January, 2020, January, 2020

PAG-IBIG No	BIRTHDATE	LAST NAME	FIRST NAME	MIDDLE NAME	EMPLOYEE	EMPLOYER	TOTAL
1111-1111-1111	01/02/1973	TEST-1	TEST-1	TEST-1	100.00	100.00	200.00
1111-1111-1112	03/17/1970	TEST-2	TEST-2	TEST-2	100.00	100.00	200.00
1111-1111-1113	07/06/1976	TEST-3	TEST-3	TEST-3	100.00	100.00	200.00
1111-1111-1114	07/10/1996	TEST 4	TEST 4	TEST 4	100.00	100.00	200.00
1111-1111-1115	06/03/2004	TEST 5	TEST 5	TEST 5	100.00	100.00	200.00
1111-1111-1117	07/10/1996	TEST 6	TEST 6	TEST 6	100.00	100.00	200.00
3435-4354-3543	03/09/1994	TEST 7	TEST 7	TEST 7	100.00	100.00	200.00
3543-2565-4643	02/08/1989	TEST 8	TEST 8	TEST 8	100.00	100.00	200.00
5423-5653-2546	06/15/1993	TEST 9	TEST 9	TEST 9	100.00	100.00	200.00
5542-2545-6356	03/20/1984	TEST 10	TEST 10	TEST 10	100.00	100.00	200.00
<b>OVER-ALL TOTAL</b>					<b>1,000.00</b>	<b>1,000.00</b>	<b>2,000.00</b>

A	B	C	D	E	F	G	H	
1	<b>Employer's Name : FOR DEMO ONLY</b>							
2	<b>Address : KAYPIAN SAN JOSE DEL MONTE CITY BULACAN</b>							
3	<b>SSS Er No. : 02-3417027-2</b>							
4	<b>BIR Er No. : 222-223-333-000</b>							
5	<b>Telephone No. : /</b>							
6								
7								
8	<b>HDMF PREMIUM REMITTANCE FOR ALL EMPLOYEE'S</b>							
9	<b>FOR THE MONTH OF JANUARY, 2020</b>							
PAG-IBIG NO.	BIRTH DATE	LAST NAME	FIRST NAME	MIDDLE NAME	EMPLOYEE	EMPLOYER	TOTAL	
10	5542-2545-6356	03/20/1984	TEST 10	TEST 10	TEST 10	100.00	100.00	200.00
11	1111-1111-1114	07/10/1996	TEST 4	TEST 4	TEST 4	100.00	100.00	200.00
12	1111-1111-1115	06/03/2004	TEST 5	TEST 5	TEST 5	100.00	100.00	200.00
13	1111-1111-1117	07/10/1996	TEST 6	TEST 6	TEST 6	100.00	100.00	200.00
14	3435-4354-3543	03/09/1994	TEST 7	TEST 7	TEST 7	100.00	100.00	200.00
15	3543-2565-4643	02/08/1989	TEST 8	TEST 8	TEST 8	100.00	100.00	200.00
16	5423-5653-2546	06/15/1993	TEST 9	TEST 9	TEST 9	100.00	100.00	200.00
17	1111-1111-1111	01/02/1973	TEST-1	TEST-1	TEST-1	100.00	100.00	200.00
18	1111-1111-1112	03/17/1970	TEST-2	TEST-2	TEST-2	100.00	100.00	200.00
19	1111-1111-1113	07/06/1976	TEST-3	TEST-3	TEST-3	100.00	100.00	200.00
20						<b>1,000.00</b>	<b>1,000.00</b>	<b>2,000.00</b>
21								
22								
23								
24								

ZZZZ - HDMF Contribution

Pag-ibig

BDO

### 8.4.3 Philhealth Contribution

- o **Payroll -> Remittances -> Philhealth Contribution**

Fill up the form and click the "Process" button to generate monthly Philhealth contributions. Click the "Export to Excel" button to download the Excel-generated Philhealth monthly contribution report.

Monthly Philhealth Contribution is to help provide financial aid to Filipinos in need of medical care. It is a social health insurance program funded by contributions from employers and employees. The contributions are used to pay for medical expenses of members of the program, as well as their dependents. It also covers medical treatments in government hospitals and medical facilities.

ZZZZ - PhilHealth Contribution

Payroll / PhilHealth



Export to Excel

For the month of January, 2020

PH NUMBER	BIRTHDATE	LAST NAME	FIRST NAME	SUFFIX	MIDDLE NAME	EMPLOYEE	EMPLOYER	TOTAL
43-534254353-2	03/20/1984	TEST 10	TEST 10		TEST 10	600.00	600.00	1,200.00
11-111111111-4	07/10/1996	TEST 4	TEST 4		TEST 4	810.00	810.00	1,620.00
11-111111111-5	06/03/2004	TEST 5	TEST 5		TEST 5	364.50	364.50	729.00
11-111111111-7	07/10/1996	TEST 6	TEST 6		TEST 6	525.00	525.00	1,050.00
54-353245435-4	03/09/1994	TEST 7	TEST 7		TEST 7	450.00	450.00	900.00
34-132432143-2	02/08/1989	TEST 8	TEST 8		A	566.10	566.10	1,132.20
54-352453254-5	06/15/1993	TEST 9	TEST 9		TEST 9	675.00	675.00	1,350.00
11-111111111-1	01/02/1973	TEST-1	TEST-1		TEST-1	195.00	195.00	390.00
11-111111111-3	07/06/1976	TEST-3	TEST-3		TEST-3	283.50	283.50	567.00
<b>OVER-ALL TOTAL</b>						<b>4,469.10</b>	<b>4,469.10</b>	<b>8,938.20</b>

	A	B	C	D	E	F	G	H
1	Employer's Name : FOR DEMO ONLY							
2	Address : KAYPIAN, SAN JOSE DEL MONTE CITY, BULACAN							
3	SSS Er No. : 02-3417027-2							
4	BIR Er No. : 222-223-333-000							
5	Telephone No. : /							
6								
7	<b>PHILHEALTH PREMIUM REMITTANCE FOR ALL EMPLOYEE'S</b>							
8	<b>FOR THE MONTH OF JANUARY, 2020</b>							
9	PH NO.	BIRTH DATE	LAST NAME	FIRST NAME	MIDDLE NAME	EMPLOYEE	EMPLOYER	TOTAL
10	43-534254353-2	03/20/1984	TEST 10	TEST 10	TEST 10	600.00	600.00	1,200.00
11	11-111111111-4	07/10/1996	TEST 4	TEST 4	TEST 4	810.00	810.00	1,620.00
12	11-111111111-5	06/03/2004	TEST 5	TEST 5	TEST 5	364.50	364.50	729.00
13	11-111111111-7	07/10/1996	TEST 6	TEST 6	TEST 6	525.00	525.00	1,050.00
14	54-353245435-4	03/09/1994	TEST 7	TEST 7	TEST 7	450.00	450.00	900.00
15	34-132432143-2	02/08/1989	TEST 8	TEST 8	TEST 8	566.10	566.10	1,132.20
16	54-352453254-5	06/15/1993	TEST 9	TEST 9	TEST 9	675.00	675.00	1,350.00
17	11-111111111-1	01/02/1973	TEST-1	TEST-1	TEST-1	195.00	195.00	390.00
18	11-111111111-2	03/17/1970	TEST-2	TEST-2	TEST-2	243.00	243.00	486.00
19	11-111111111-3	07/06/1976	TEST-3	TEST-3	TEST-3	283.50	283.50	567.00
20						4,712.10	4,712.10	9,424.20
21								
22								
23								

### 8.4.4 Tax Deduction

- Payroll -> Remittances -> Tax Deduction

Fill up the form and click the "Process" button to generate a monthly Tax deduction. Click the "Export to Excel" button to download the Excel-generated monthly tax deduction report.

Employee monthly tax deduction is a mandatory withholding tax imposed on employees who earn a salary in the Philippines. The tax is a percentage of the employee's salary that is deducted from the paycheck each month and sent to the Bureau of Internal Revenue (BIR). The amount of the deduction is based on the employee's total taxable income and the applicable tax rate, which is set by the BIR.

Tax Deduction

**COMPANY**

FOR DEMO ONLY
▼

**BRANCH**

BRANCH TESTING
▼

**MONTH:** ▼

**YEAR:**

Submit



ZZZZ - Tax Deduction

Payroll / Tax



Export to Excel

For the month of January, 2020

TIN NUMBER	LAST NAME	FIRST NAME	SUFFIX	MIDDLE NAME	TAX DEDUCTION
354-323-344	TEST 10	TEST 10		TEST 10	4,176.11
111-111-114	TEST 4	TEST 4		TEST 4	7,629.62
111-111-115	TEST 5	TEST 5		TEST 5	696.80
111-111-117	TEST 6	TEST 6		TEST 6	2,747.60
356-453-425	TEST 7	TEST 7		TEST 7	1,563.20
431-242-133	TEST 8	TEST 8		A	3,754.70
435-245-252	TEST 9	TEST 9		TEST 9	5,022.75
111-111-111	TEST-1	TEST-1		TEST-1	0.00
111-111-113	TEST-3	TEST-3		TEST-3	0.00
<b>OVER-ALL TOTAL</b>					<b>25,590.78</b>

	A	B	C	D	E	F
1	<b>Employer's Name : FOR DEMO ONLY</b>					
2	<b>Address : KAYPIAN SAN JOSE DEL MONTE CITY BULACAN</b>					
3	<b>SSS Er No. : 02-3417027-2</b>					
4	<b>BIR Er No. : 222-223-333-000</b>					
5	<b>Telephone No. : 02753-4384 /</b>					
6						
7	<b>TAX DEDUCTION FOR ALL EMPLOYEE'S</b>					
8	<b>FOR THE MONTH OF JANUARY, 2020</b>					
9	<b>TIN NO.</b>	<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>SUFFIX</b>	<b>MIDDLE NAME</b>	<b>TAX DEDUCTION</b>
10	354-323-344	TEST 10	TEST 10		TEST 10	4,176.11
11	111-111-114	TEST 4	TEST 4		TEST 4	7,629.62
12	111-111-115	TEST 5	TEST 5		TEST 5	696.80
13	111-111-117	TEST 6	TEST 6		TEST 6	2,747.60
14	356-453-425	TEST 7	TEST 7		TEST 7	1,563.20
15	431-242-133	TEST 8	TEST 8		A	3,754.70
16	435-245-252	TEST 9	TEST 9		TEST 9	5,022.75
17	111-111-111	TEST-1	TEST-1		TEST-1	0.00
18	111-111-113	TEST-3	TEST-3		TEST-3	0.00
19						<b>25,590.78</b>

**8.4.5 Loans Deduction**

- o **Payroll -> Remittances -> Loans Deduction**

Fill up the form and click the "Process" button to generate a monthly loan deduction. Click the "Export to Excel" button to download the Excel-generated monthly loan deduction report.

Employee monthly loan deductions in the Philippines are based on several factors, including the type of loan taken the amount borrowed, and the repayment period. In most cases, the employer deducts the loan payments directly from the employee's salary and pays them

directly to the lender. This deduction is usually done every month, and the amount deducted is usually subject to the contractual agreement between the employee and the lender.

**Loan Deduction**

**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

**LOAN CODE**      **Loan Type**

**MONTH:**      **YEAR:**

ZZZZ - Loan Deduction

Payroll / Loans



For the month of January, 2020

SSS No	LAST NAME	FIRST NAME	MIDDLE NAME	LOAN TYPE	DATE ISSUED	LOAN AMOUNT	DEDUCT AMOUNT
34-3432223-2	TEST 10	TEST 10	TEST 10	CL	02/01/2020	32,000.00	2,000.00
11-1111111-4	TEST 4	TEST 4	TEST 4	SL	04/01/2019	32,000.00	2,000.00
11-1122231-1	TEST 7	TEST 7	TEST 7	SL	01/03/2020	25,000.00	2,000.00
11-1111111-2	TEST-2	TEST-2	TEST-2	SL	03/02/2020	34,000.00	2,400.00
<b>OVER-ALL TOTAL</b>							<b>8,400.00</b>

	A	B	C	D	E	F	G	H
1	FOR DEMO ONLY							
2	DETAILED LISTING OF EMPLOYEES SSS LOANS							
3								
4	EMPLOYER NC 02-3417027-2							
5	BILLING MONTH : JANUARY, 2020							
6								
7	SSS Number	Last Name	First Name	Middle Name	Type	Date Issued	Loan Amount	Deduct Amount
8	34-3432223-2	TEST 10	TEST 10	TEST 10	CL	02/01/2020	32,000.00	2,000.00
9	11-1111111-4	TEST 4	TEST 4	TEST 4	SL	04/01/2019	32,000.00	2,000.00
10	11-1122231-1	TEST 7	TEST 7	TEST 7	SL	01/03/2020	25,000.00	2,000.00
11	11-1111111-2	TEST-2	TEST-2	TEST-2	SL	03/02/2020	34,000.00	2,400.00
12								8,400.00
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								

8.4.6 SSS R3 File

- o Payroll -> Remittances -> SSS R3 File

Generating the SSS R3 File after the payment made of monthly SSS Contribution to get the TR/SBR Number and date of payment required in the entry form to process. The Excel-generated file SSS monthly contribution header must not change the format.

For those companies with multiple branches, the reporting to the Social Security System (SSS) should be only one report; you can manually merge the row data from column A to column J and the format is the same in the last row is the total amount. Don't delete column J which contains the employee ID needed to generate the SSS R3 File. The SSS R3 employee list in dat file output, the last 2 columns are remarks and date hired. The remark value in our Excel file is column K and the value is "N"-Normal, "1"-New Hired, and "2"-Separated. Column K is blank if the remark is normal or put "1" if new hire and column L inputs the date with the format "mmddyyyy" same entry with separated input "2". The system validates the amount paid input against the total in the uploaded Excel file to generate; if not equal, the system will prompt a message below the "Generated R3 File" button. After the processing is done, the system displays SSS Report Generation for downloading the SSS R3 file requirement.

SSS NO.	BIRTH DATE	LAST NAME	FIRST NAME	NAME	EMPLOYEE	EMPLOYER	EC	TOTAL			
34-3432223-2	03/20/1984	TEST 10	TEST 10	TEST 10	800.00	1,600.00	30.00	1,630.00	TEST-010	1	01052020
11-1111111-4	07/10/1996	TEST 4	TEST 4	TEST 4	800.00	1,600.00	30.00	1,630.00	TEST-004		
11-1111111-5	06/03/2004	TEST 5	TEST 5	TEST 5	800.00	1,600.00	30.00	1,630.00	TEST-005	2	01152020
11-1111111-6	07/10/1996	TEST 6	TEST 6	TEST 6	800.00	1,600.00	30.00	1,630.00	TEST-006		
11-1122231-1	03/09/1994	TEST 7	TEST 7	TEST 7	800.00	1,600.00	30.00	1,630.00	TEST-007		
11-1134423-1	02/08/1989	TEST 8	TEST 8	TEST 8	800.00	1,600.00	30.00	1,630.00	TEST-008		
11-2222222-1	06/15/1993	TEST 9	TEST 9	TEST 9	800.00	1,600.00	30.00	1,630.00	TEST-009		
11-1111111-1	01/02/1973	TEST-1	TEST-1	TEST-1	540.00	1,080.00	10.00	1,090.00	TEST-001		
11-1111111-2	03/17/1970	TEST-2	TEST-2	TEST-2	640.00	1,280.00	30.00	1,310.00	TEST-002		
11-1111111-3	07/06/1976	TEST-3	TEST-3	TEST-3	760.00	1,520.00	30.00	1,550.00	TEST-003		
					7,540.00	15,080.00	280.00	15,360.00			

**SSS R3 Monthly Payment**

**COMPANY / LGU**  
FOR DEMO ONLY

**MONTH**  
January

**YEAR:** 2020

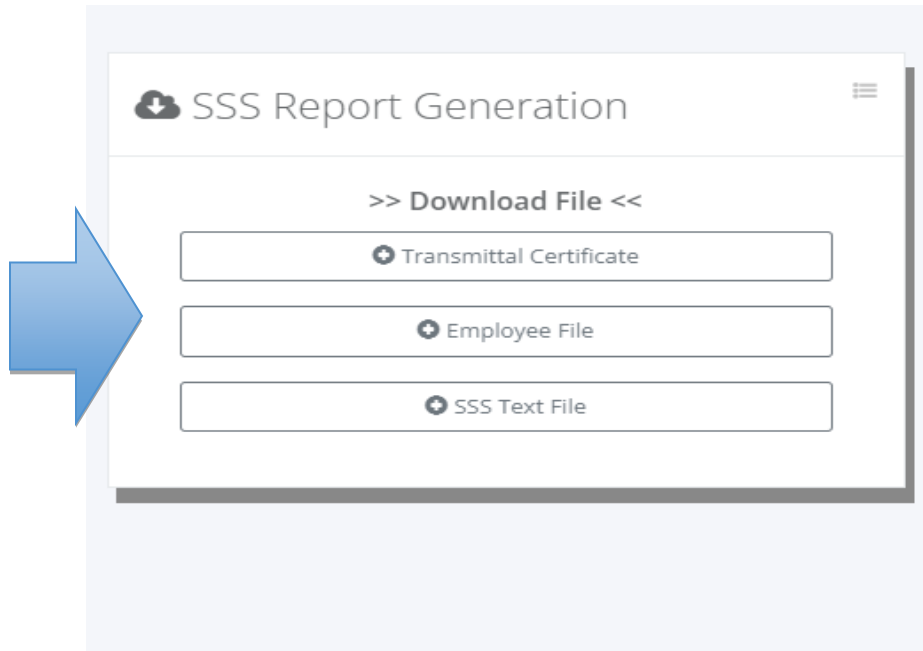
**TR/SBR NUMBER**  
1234567890

**DATE OF PAYMENT**  
01/31/2020

**AMOUNT PAID**  
22900

**SSS Remittance Excel File**  
Choose File ZZZZ\_01202...tribution.xlsx

Generate R3 File



01-TRANSMITTAL\_REPORT.txt - Notepad

File Edit Format View Help

File name : R30234170272012020.04270912  
Employer name: FOR DEMO ONLY  
Employer No : 02-3417027-2

Date: Apr 27, 2022  
App. Period: 012020

PAYMENT INFORMATION

TR/SBR NUMBER : 1234567890  
DATE OF PAYMENT : Jan 31, 2020  
AMOUNT PAID : 22,900.00

ENCODED INFORMATION

SS AMOUNT : 22,620.00  
EC AMOUNT : 280.00  
TOTAL AMOUNT : 22,900.00

Total number of Employees: 10

CERTIFIED CORRECT AND PAID

RECEIVED BY : \_\_\_\_\_  
DATE RECEIVED : \_\_\_\_\_  
TRANSACTION NO: \_\_\_\_\_

```

01-EMPLOYEE_LIST.txt - Notepad
File Edit Format View Help
[ R30234170272012020.04270912 ]
FOR DEMO ONLY
Date: Apr 27, 2022

FAMILY NAME      GIVEN NAME      MI  SS NUMBER      S.S.    E.C.    RMRK  DTHRD
TEST 10          TEST 10         T   34-4322232-2   2400.00 30.00   1    012052018
TEST 4           TEST 4          T   11-1111114-4   2400.00 30.00   N    0
TEST 5           TEST 5          T   11-1111115-5   2400.00 30.00   2    002112019
TEST 6           TEST 6          T   11-1111116-6   2400.00 30.00   N    0
TEST 7           TEST 7          T   11-1222311-1   2400.00 30.00   N    0
TEST 8           TEST 8          T   11-1344231-1   2400.00 30.00   N    0
TEST 9           TEST 9          T   11-2222221-1   2400.00 30.00   N    0
TEST-1          TEST-1          T   11-1111111-1   1620.00 10.00   N    0
TEST-2          TEST-2          T   11-1111112-2   1920.00 30.00   N    0
TEST-3          TEST-3          T   11-1111113-3   2280.00 30.00   N    0
    
```

Total Number of Employees: 10

```

R30234170272012020.04270922 - Notepad
File Edit Format View Help
FOR DEMO ONLY
012020023417027212345678900131202000022900.00
20TEST 10      TEST 10      T3434322232 2400.00 0.00 0.00 0.00 0.00 0.00 30.00 0.00 0.00 112052018
20TEST 4      TEST 4       T1111111114 2400.00 0.00 0.00 0.00 0.00 0.00 30.00 0.00 0.00 N0
20TEST 5      TEST 5       T1111111115 2400.00 0.00 0.00 0.00 0.00 0.00 30.00 0.00 0.00 202112019
20TEST 6      TEST 6       T1111111116 2400.00 0.00 0.00 0.00 0.00 0.00 30.00 0.00 0.00 N0
20TEST 7      TEST 7       T1111222311 2400.00 0.00 0.00 0.00 0.00 0.00 30.00 0.00 0.00 N0
20TEST 8      TEST 8       T1111344231 2400.00 0.00 0.00 0.00 0.00 0.00 30.00 0.00 0.00 N0
20TEST 9      TEST 9       T1122222221 2400.00 0.00 0.00 0.00 0.00 0.00 30.00 0.00 0.00 N0
20TEST-1     TEST-1      T1111111111 1620.00 0.00 0.00 0.00 0.00 10.00 0.00 0.00 0.00 N0
20TEST-2     TEST-2      T1111111112 1920.00 0.00 0.00 0.00 0.00 30.00 0.00 0.00 0.00 N0
20TEST-3     TEST-3      T1111111113 2280.00 0.00 0.00 0.00 0.00 30.00 0.00 0.00 0.00 N0
99 22620.00 0.00 0.00 0.00 0.00 0.00 280.00 0.00 0.00
    
```

## 8.5 Payroll Status

### 8.5.1 By Branch

- **Payroll -> Payroll Status -> By Branch**

Branch payroll monitoring if timekeeping process, pending payroll, pending review, or pending approval status.

The screenshot shows the 'Payroll Status' application window. At the top, there is a search bar and a 'Show 10 entries' dropdown. Below this, a table displays payroll data for 8 entries. The table has the following columns: FROM, TO, PAY BASIS, HEAD COUNT, GROSS PAY, APPROVAL ID, STATUS, and ACTION. The first entry is for the period 2023/10/12 to 2023/10/26, with a status of 'Pending Approval'. The other entries are marked as 'Approved'. Each row includes a 'Report Summary' link in the ACTION column. At the bottom of the table, there are 'Previous' and 'Next' navigation buttons.

FROM	TO	PAY BASIS	HEAD COUNT	GROSS PAY	APPROVAL ID	STATUS	ACTION
2023/10/12	2023/10/26	M	51	8,000.06	7	Pending Approval	Report Summary
2023/09/27	2023/10/11	M	52	8,500.08	7	Approved	Report Summary
2023/09/12	2023/09/26	M	53	8,400.04	7	Approved	Report Summary
2023/08/27	2023/09/11	M	53	8,500.09	7	Approved	Report Summary
2023/08/12	2023/08/26	M	53	8,000.03	7	Approved	Report Summary
2023/07/27	2023/08/11	M	53	8,000.07	7	Approved	Report Summary
2023/07/12	2023/07/26	M	54	8,500.04	0	Approved	Report Summary
2023/06/27	2023/07/11	M	53	8,000.01	0	Approved	Report Summary

8.5.2 All Branch

- o **Payroll -> Payroll Status -> By Branch**

The company all branches belong to cut-off dates payroll monitoring if timekeeping process, pending payroll, pending review, or pending approval status.

Payroll Status For All Branches Period From: 10/12/2023 To: 10/26/2023

Show 10 entries Search:

Showing 1 to 9 of 9 entries

B/CODE	BRANCH NAME	PAY BASIS	HEAD COUNT	GROSS PAY	APPROVAL ID	STATUS
NP		M	51	82	07	Pending Approval
F		D	133	1,23	07	Approved
H		M	33	54	07	Approved
D		GE	27	17	07	Approved
D		GE	16	20	07	Approved
D		D	6	3	07	Approved
D		M	3	3	07	Approved
E		D	9	8	07	Approved
BD		M	42	72	07	Approved

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## 9 Time & Attendance

### 9.1 Manual Filing

#### 9.1.1 Timesheet

- o **Time & Attendance -> Manual Filing -> Timesheet**

Timekeeper filing of employee timesheets that those employees without biometric time logs. The timekeeper collects the Daily Time Record (DTR), signed by the head department before data capture. The user Interface (UI) of timesheet manual entry is easy to use, and has already

a value of attendance date and time-in/time-out has a default value based on their shift schedule; modify it if not match their daily time logs. Attendance dates not included in the cutoff dates will not be accepted. Click the "Submit" button and if successfully saved, the next entry of attendance date will automatically increment.

Click the "DTR Request Approval" button if the timesheet data capture is already finished and need to attach the supporting timesheet document in a pdf format.

1

2

Timesheet Filing

Time & Attendance / Timesheet / Pay Period: 04/01/2022 To 04/15/2022

3

Create

Show 10 entries Search:

Showing 1 to 2 of 2 entries

EMP ID	EMPLOYEE NAME	PAY BASIS	WORK DAYS	APPROVER NAME	STATUS	ACTION
TEST-002	TEST-2, TEST-2 T.	D	3		Data Entry	<a href="#">Edit</a> <a href="#">Delete</a>
TEST-005	TEST 5, TEST 5 T.	D	7		Data Entry	<a href="#">Edit</a> <a href="#">Delete</a>

Previous 1 Next

Timesheet Manual Entry

Time & Attendance / Date From: 04/01/2022 To: 04/15/2022



TEST 5, TEST 5 TEST 5

- ▶ Branch: BRANCH TESTING
- ▶ Department: MIS-ICT
- ▶ Position: ELECTRICAL ENGINEER
- ▶ Pay Basis: Daily

<<3rd Shift>> 07:00 PM to 11:00 PM

Attendance Date (Start Time):

Attendance Date (End Time):

DATE	DAY	SHIFT SCHEDULE	TIME-IN	TIME-OUT	
04/01/2022	Fri	07:00 PM to 04:00 AM	07:00:00 PM	04:00:00 AM	Delete
04/02/2022	Sat	07:00 PM to 11:00 PM	07:00:00 PM	11:00:00 PM	Delete
04/04/2022	Mon	07:00 PM to 04:00 AM	07:00:00 PM	04:00:00 AM	Delete
04/05/2022	Tue	07:00 PM to 04:00 AM	07:00:00 PM	04:00:00 AM	Delete
04/06/2022	Wed	07:00 PM to 04:00 AM	07:00:00 PM	04:00:00 AM	Delete
04/07/2022	Thu	07:00 PM to 04:00 AM	07:00:00 PM	04:00:00 AM	Delete
04/08/2022	Fri	07:00 PM to 04:00 AM	07:00:00 PM	04:00:00 AM	Delete

4

DTR Request Approval

Time & Attendance / Date From: 04/01/2022 To: 04/15/2022



TEST 5, TEST 5 T.

Upload Attachment:  No file chosen

DATE	DAY	TIME-IN	TIME-OUT
04/01/2022	Fri	07:00:00 PM	04:00:00 AM
04/02/2022	Sat	07:00:00 PM	11:00:00 PM
04/04/2022	Mon	07:00:00 PM	04:00:00 AM
04/05/2022	Tue	07:00:00 PM	04:00:00 AM
04/06/2022	Wed	07:00:00 PM	04:00:00 AM
04/07/2022	Thu	07:00:00 PM	04:00:00 AM
04/08/2022	Fri	07:00:00 PM	04:00:00 AM

5

9.1.2 Overtime

- **Time & Attendance -> Manual Filing -> Overtime**

Timekeeper filing of employees' daily overtime. The filing is grouped by the department for every daily overtime and the timekeeper can file multiple names in one entry with the same OT start time and end time. Click the "Submit" button to add the entries that automatically compute the workhour distribution like regular hours (REG), night differential (ND), overtime



(OT), and overtime + night differential (OTND). To proofread the overtime entries, click the "View PDF" button and double-check the overtime entry before requesting approval.

**OVERTIME TYPE**

- Regular OT
- Rest Day
- Special Holiday
- Regular Holiday
- Double Holiday
- Special Holiday & Rest Day
- Regular Holiday & Rest Day
- Double Holiday & Rest Day

Click the "Overtime Request Approval" button if the overtime data capture is already finished and need to attach the supporting overtime document in a pdf format.

Overtime Filing BRANCH TESTING  
 Time & Attendance / Overtime / Pay Period: 04/01/2020 To 04/15/2020

DATE	DEPARTMENT	OT TYPE	MP	REG	ND	OT	OTND	STATUS	APPROVER NAME	CREATED BY	ACTION
04/09/2020	PURCHASING	Regular Holiday	2	16.00	0.00	2.00	0.00	Approved	CORRAL, RUBEN BULGAR	RUBEN C. BULGAR	Locked
04/09/2020	HRD	Regular Holiday	1	8.00	0.00	0.00	0.00	Approved	CORRAL, RUBEN BULGAR	RUBEN C. BULGAR	Locked
04/09/2020	MIS-ICT	Regular Holiday	2	16.00	0.00	0.00	0.00	Approved	CORRAL, RUBEN BULGAR	RUBEN C. BULGAR	Locked

**Overtime Entry (Create)**

**Branch**  
BRANCH TESTING

**Cut-Off Date From:** 04/01/2022 **To:** 04/15/2022

**Department**  
HRD

**Overtime Date** 04/01/2022 **OT Type** Regular OT

[← Back](#) [Submit](#)

3

Overtime Manual Entry

Time & Attendance / Pay Period From: 04/01/2020 To: 04/15/2020



**OT Date:** 04/08/2020 (Wednesday)

Branch: BRANCH TESTING  
Department: PURCHASING  
Rest Day

Show 10 entries Search:

Showing 1 to 2 of 2 entries

NAME	S-TIME	E-TIME	REG	ND	OT	OTND	LB	ACTION
TEST 7, TEST 7 T.	07:00 AM	03:00 PM	7.00	0.00	0.00	0.00	0	Delete
TEST-3, TEST-3 T.	07:00 AM	04:00 PM	8.00	0.00	0.00	0.00	0	Delete

Previous 1 Next

[View PDF](#) [Overtime Request Approval](#)

**Employee Name**

**Shift Schedule**

**OT Date (Start Time):** 04/08/2020 hh:mm

**OT Date (End Time):** 04/08/2020 hh:mm

UNCHECK IF NO OVERTIME LUNCH BREAK DEDUCTION.  
OTND START TIME FROM 10:00PM TO 6:00AM.

OTL-Break  OTND L-Break  Overlapping

[← Back](#) [Submit](#)

4

**Reminder: wrong overtime workhour distribution may occur if the shift schedule is not aligned.**

Daily Overtime by Department

Time & Attendance / Overtime Filing



1 / 1
96%
Download Print

COMPANY: FOR DEMO ONLY  
 BRANCH: BRANCH TESTING  
 DEPARTMENT: PURCHASING

PERIOD FROM: 04-01-2020 To: 04-15-2020  
 OT Date: Wednesday, April 8, 2020  
 OT Type: Rest Day

Friday, November 3, 2023

EMP ID	EMPLOYEE NAME	POSITION	START TIME	END TIME	REG HRS	ND HRS	OT HRS	OTND HRS
TEST-007	TEST 7, TEST 7 T.	ACCOUNTING STAFF	7:00 am	3:00 pm	7.00	0.00	0.00	0.00
TEST-003	TEST-3, TEST-3 T.	PRODUCTION HEAD	7:00 am	4:00 pm	8.00	0.00	0.00	0.00
<b>TOTAL OT HOURS =&gt;</b>					<b>15.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Encoded By: RUBEN CORRAL  
Date: 11/03/2023

Cut-Off Overtime Report

Time & Attendance / Overtime Filing



1 / 1
96%
Download Print

COMPANY: FOR DEMO ONLY  
 BRANCH: BRANCH TESTING

PERIOD FROM: 04-01-2020 To: 04-15-2020

Friday, November 3, 2023

EMP ID	EMPLOYEE NAME	POSITION	START TIME	END TIME	REG HRS	ND HRS	OT HRS	OTND HRS
<b>04/08/2020</b>					<b>15.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>PURCHASING</b>								
TEST-007	TEST 7, TEST 7 T.	ACCOUNTING STAFF	7:00 am	3:00 pm	7.00	0.00	0.00	0.00
TEST-003	TEST-3, TEST-3 T.	PRODUCTION HEAD	7:00 am	4:00 pm	8.00	0.00	0.00	0.00
<b>04/09/2020</b>					<b>40.00</b>	<b>0.00</b>	<b>2.00</b>	<b>0.00</b>
<b>HRD</b>								
TEST-008	TEST 8 T. TEST 8	ADMIN ASSISTANT	7:00 am	4:00 pm	8.00	0.00	0.00	0.00
<b>MIS-ICT</b>								
TEST-010	TEST 10 T. TEST 10	PROGRAMMER	7:00 am	4:00 pm	8.00	0.00	0.00	0.00
TEST-009	TEST 9 T. TEST 9	PROGRAMMER	7:00 am	4:00 pm	8.00	0.00	0.00	0.00
<b>PURCHASING</b>								
TEST-006	TEST 6 T. TEST 6	ACCOUNTING STAFF	7:00 am	6:00 pm	8.00	0.00	2.00	0.00
TEST-007	TEST 7 T. TEST 7	ACCOUNTING STAFF	7:00 am	4:00 pm	8.00	0.00	0.00	0.00
<b>TOTAL OT HOURS =&gt;</b>					<b>55.00</b>	<b>0.00</b>	<b>2.00</b>	<b>0.00</b>

Cut-Off OT Group by Names

Time & Attendance / Overtime Filing



NAME	DEPARTMENT	POSITION	START TIME	END TIME	REG HRS	ND HRS	OT HRS	OTND HRS
COMPANY: [REDACTED] N BRANCH: [REDACTED] PERIOD FROM: 10-12-2023 To: 10-26-2023					0.00	0.00	38.00	0.00
10/12/2023	QC DEPARTMENT	LABORATORY TECHNICIAN	4:00 pm	7:00 pm	0.00	0.00	3.00	0.00
10/13/2023	QC DEPARTMENT	LABORATORY TECHNICIAN	4:00 pm	7:00 pm	0.00	0.00	3.00	0.00
10/14/2023	QC DEPARTMENT	LABORATORY TECHNICIAN	11:00 am	4:00 pm	0.00	0.00	4.00	0.00
10/16/2023	QC DEPARTMENT	LABORATORY TECHNICIAN	4:00 pm	7:00 pm	0.00	0.00	3.00	0.00
10/17/2023	QC DEPARTMENT	LABORATORY TECHNICIAN	4:00 pm	7:00 pm	0.00	0.00	3.00	0.00
10/18/2023	QC DEPARTMENT	LABORATORY TECHNICIAN	4:00 pm	7:00 pm	0.00	0.00	3.00	0.00
10/19/2023	QC DEPARTMENT	LABORATORY TECHNICIAN	4:00 pm	7:00 pm	0.00	0.00	3.00	0.00
10/20/2023	QC DEPARTMENT	LABORATORY TECHNICIAN	4:00 pm	7:00 pm	0.00	0.00	3.00	0.00
10/21/2023	QC DEPARTMENT	LABORATORY TECHNICIAN	11:00 am	4:00 pm	0.00	0.00	4.00	0.00
10/24/2023	QC DEPARTMENT	LABORATORY TECHNICIAN	4:00 pm	7:00 pm	0.00	0.00	3.00	0.00
10/25/2023	QC DEPARTMENT	LABORATORY TECHNICIAN	4:00 pm	7:00 pm	0.00	0.00	3.00	0.00
10/26/2023	QC DEPARTMENT	LABORATORY TECHNICIAN	4:00 pm	7:00 pm	0.00	0.00	3.00	0.00
[REDACTED]					0.00	0.00	4.00	0.00
10/12/2023	ITC - MIS	TECH SUPPORT SPECIALIST	4:00 pm	6:00 pm	0.00	0.00	2.00	0.00
10/17/2023	ITC - MIS	TECH SUPPORT SPECIALIST	4:00 pm	6:00 pm	0.00	0.00	2.00	0.00
[REDACTED]					0.00	0.00	13.00	0.00
10/12/2023	PLANT OPERATIONS	COST ENGINEER	5:00 pm	6:00 pm	0.00	0.00	1.00	0.00
10/14/2023	PLANT OPERATIONS	COST ENGINEER	12:00 pm	3:00 pm	0.00	0.00	2.00	0.00
10/16/2023	PLANT OPERATIONS	COST ENGINEER	5:00 pm	6:00 pm	0.00	0.00	1.00	0.00
10/18/2023	PLANT OPERATIONS	COST ENGINEER	5:00 pm	6:30 pm	0.00	0.00	0.50	0.00
10/19/2023	PLANT OPERATIONS	COST ENGINEER	5:00 pm	6:00 pm	0.00	0.00	1.00	0.00
10/21/2023	PLANT OPERATIONS	COST ENGINEER	12:00 pm	3:30 pm	0.00	0.00	2.50	0.00
10/23/2023	PLANT OPERATIONS	COST ENGINEER	5:00 pm	6:00 pm	0.00	0.00	1.00	0.00
10/24/2023	PLANT OPERATIONS	COST ENGINEER	5:00 pm	6:30 pm	0.00	0.00	1.50	0.00
10/25/2023	PLANT OPERATIONS	COST ENGINEER	5:00 pm	7:30 pm	0.00	0.00	2.50	0.00
[REDACTED]					0.00	0.00	19.50	0.00
10/12/2023	QC DEPARTMENT	REMOTE SENSING SPECIALIST	4:00 pm	5:30 pm	0.00	0.00	1.50	0.00
10/16/2023	QC DEPARTMENT	REMOTE SENSING SPECIALIST	4:00 pm	5:30 pm	0.00	0.00	1.50	0.00
10/18/2023	QC DEPARTMENT	REMOTE SENSING SPECIALIST	4:00 pm	7:00 pm	0.00	0.00	3.00	0.00

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### 9.1.3 Leave

- **Time & Attendance -> Manual Filing -> leave**

Timekeeper filing of signed leave form with pay before the timesheet processing. Fill up the form and click the "Submit" button to display records that have already been entered. The leave form attachment is required to submit the leave filing and automatically notifies the leave approver via email.

#### LEAVE TYPES

- Bereavement Leave
- Leave Without Pay
- Maternity Leave
- Parental Leave
- Paternity Leave
- Rehabilitation Leave
- Service Incentive Leave
- Sick Leave

- Vacation Leave

### Leave Entry

**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

**CUT-OFF DATES FROM**  **TO**

Leave Filing

Time & Attendance / Leave / From: 10/12/2023 To: 10/26/2023

STATUS => Pending: 0 Approved: 20 Denied: 0 Return: 0 Revert: 0

Show 10 entries Search:

Showing 1 to 10 of 20 entries

DATE FILED	EMPLOYEE NAME	LEAVE START	LEAVE END	TYPE	APPROVER	STATUS	USER ID	ACTION
2023/10/28	[REDACTED]	10/23/2023	10/23/2023	VL	9236	Approved	[REDACTED]	Locked
2023/10/28	[REDACTED]	10/19/2023	10/26/2023	SL	3991	Approved	[REDACTED]	Locked
2023/10/27	[REDACTED]	10/21/2023	10/21/2023	SL	13818	Approved	[REDACTED]	Locked
2023/10/27	[REDACTED]	10/23/2023	10/24/2023	VL	5372	Approved	[REDACTED]	Locked
2023/10/27	[REDACTED]	10/18/2023	10/18/2023	SL	5372	Approved	[REDACTED]	Locked

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Leave Filing

Time & Attendance / Leave Filing / Create

**Employee Name**

**Leave applied for** --- SELECT ---

**Reason for Leave**

**Leave Start**  **Leave End**

**Last day reported**  **Return to work**

**Name of Reliever**

**Address while on leave**

Half Day Leave

**Upload Attachment:**  
 No file chosen

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Leave Filing

Time & Attendance / Leave Filing / Details



← Back

**13347 - DEL MORAL, JANINA N.**

**DEPARTMENT** [REDACTED]  
**POSITION** [REDACTED]

---

**LAST DAY REPORTED** 10/20/2023  
**LEAVE START** 10/21/2023  
**LEAVE END** 10/21/2023  
**NO. OF DAYS** 1  
**TOTAL HOURS** 8

---

**RETURN TO WORK** 10/23/2023  
**RELEASER NAME** n/a  
**ADDRESS** [REDACTED]  
**LEAVE APPLIED FOR** Sick Leave (SL)  
**REASON FOR LEAVE** not feeling well  
**DATE FILED** 10/27/2023

---

**APPROVER ID** [REDACTED]  
**STATUS** Approved  
**DATE APPROVED** 10/27/2023

**Leave with pay**

DATE	DAY	NO OF HOURS
10/21/2023	Saturday	8.00

▶ Attachment

↓
🖨
⋮

**9.1.4 Locator Slip**

- **Time & Attendance -> Manual Entry -> Locator Slip**

Timekeeper filing of signed locator slip form before the timesheet processing. Fill up the form and click the "Submit" button to display records that have already been entered. If the locator slip data entry is finished, click the "Locator Slip Request Approval" button to notify the approver via email.

**Filing Locator Slip**

**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

**CUT-OFF DATES FROM**      **TO**

Locator Slip

Time & Attendance / Locator Slip / Cut-off Dates: 10/12/2023 To 10/26/2023

[Create](#)      **STATUS => Data Entry: 0 Pending: 0 Approved: 2 Denied: 0 Return: 0 Revert: 0**

Show 10 entries      Search:

Showing 1 to 2 of 2 entries

EMP ID	EMPLOYEE NAME	WORK DAYS	APPROVER ID	STATUS	CREATED BY	ACTION
91	[REDACTED]	1	5372	Approved	[REDACTED]	<a href="#">View</a> <a href="#">Revert</a>
11	[REDACTED]	2	5372	Approved	[REDACTED]	<a href="#">View</a> <a href="#">Revert</a>

Previous **1** Next

**Locator Slip (Create)**

**Branch**  
[REDACTED]

**Cut-Off Date From:**      **To:**  
10/12/2023      10/26/2023

**Employee Name**

Locator Slip Data Entry

Time & Attendance / Date From: 10/22/2023 To: 11/06/2023



**Branch:** [Redacted]

**Department:** MIS & SYSTEM INFORMATION SYS

**Position:** PROGRAMMER

**Pay Basis:** Monthly

<<1st Shift>> 09:00 AM to 07:00 PM

**Attendance Date (Start Time):**

**Attendance Date (End Time):**

DATE	DAY	TIME-IN	TIME-OUT	
10/23/2023	Mon	09:00:00 AM	07:00:00 PM	Delete
10/24/2023	Tue	09:00:00 AM	07:00:00 PM	Delete

Locator Slip Request Approval

Locator Slip Request Approval

Time & Attendance / Date From: 10/22/2023 To: 11/06/2023



**CORRAL, RUBEN B.**

DATE	DAY	TIME-IN	TIME-OUT
10/23/2023	Mon	09:00:00 AM	07:00:00 PM
10/24/2023	Tue	09:00:00 AM	07:00:00 PM

Upload Attachment:  No file chosen

9.1.5 Temporary Shift

- o **Time & Attendance -> Manual Filing -> Temporary Shift**

Timekeeper filing of signed temporary shift form before the timesheet processing. Fill up the form and click the "Submit" button to display records that have already been entered. Allowed multiple names and date range in a single entry with the same temporary shift schedule and no approvals.

Create a temporary shift schedule for those employees half day work and the regular hours input is 4 hours.



**Temporary Shift Entry**

**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

**CUT-OFF DATES FROM**  **TO**

Temporary Shift Filing BRANCH TESTING

Time & Attendance / Temporary Shift / From: 11/01/2023 To: 11/15/2023

Show  entries Search:

Showing 0 to 0 of 0 entries

FROM	TO	EMPLOYEE NAME	S-TIME	E-TIME	USER ID	ACTION
No data available in table						

Temporary Shift Filing Create

Time & Attendance / Temporary Shift / Create

**Employee Name**

✖ TEST 9, TEST 9 TEST 9
✖ TEST-1, TEST-1 TEST-1

✖ TEST-2, TEST-2 TEST-2
✖ TEST-3, TEST-3 TEST-3

**Upload Attachment:**

No file chosen

**Reason**

**From**

**Start Time**

**To**

**End Time**

**Day Type**

**Shift**

Reg. Hours:

Less BT (Min):

**>> Leave it blank if not applicable.**

Other Schedule  Start Time  End Time

*Note: The purpose of **other schedule** input is to insert different shifts within the single entry in the covered date range from Monday to Saturday or in between dates with different shift schedules.*

9.1.6 Broken Time

- o **Time & Attendance -> Manual Filing -> Broken Time**

Timekeeper filing of broken time form before the timesheet processing. Fill up the form and select the cut-off dates, then click the "Submit" button to display records that are already filed. Click the "Create" button to create a new broken time and input the dates, start time and end time, then click the "Add" button to save the record. Once the data capture is done, attach the supporting document broken time form in pdf format and click the "Complete Entry" button to request approvals.

Adding broken time entry automatically computes the workhour distribution like regular hours (RT), night differential (ND), overtime (OT), and overtime + night differential (OTND).

Broken Time Filing

BRANCH TESTING

Time & Attendance / Broken Time / From: 11/01/2023 To: 11/15/2023



➔
Create
STATUS => Data Entry: 0 Pending: 0 Approved: 0 Denied: 0 Return: 0

Show 10 entries Search:

Showing 0 to 0 of 0 entries

DATE	EMPLOYEE NAME	TYPE	RT	OT	OTND	ND	STATUS	ACTION
No data available in table								

Previous
Next

Broken Time Filing

Time & Attendance / Broken Time / Create



**Employee Name**  
 TEST 5, TEST 5 TEST 5

**Attend Date** 11/01/2023 **Day Type** Regular Day

**Reason**  
 testing only

Cancel Submit

Broken Time Filing

Time & Attendance / Broken Time / Data Entry



**Name:** TEST 5, TEST 5 T.  
**Attend Date:** 11/01/2023  
**Regular Day**  
 Day: Wednesday  
 Shift Schedule: 07:00 PM to 04:00 AM  
 Reason: testing only

**Date (Start Time):** 11/01/2023 hh:mm  
**Date (End Time):** 11/01/2023 hh:mm

Back Add

**Time Logs**

START TIME	END TIME	RT	ND	
11/01/2023 07:00 AM	11/01/2023 12:00 PM	5.00	0.00	Delete
11/01/2023 03:00 PM	11/01/2023 11:00 PM	7.00	1.00	Delete

RT: 8.00 ND: 0.00 OT: 4.00 OTND: 1.00

Check the box if applicable to deduct lunchbreak after finish broken time data entry.  
 Lunch Break  OT L-Break  OTND L-Break

Upload Attachment:  
 No file chosen

**9.1.7 Invalid Editing**

- o **Time & Attendance -> Manual Filing -> Invalid Editing**

Timekeeper filing of invalid time logs editing before the timesheet processing. Fill up the form and select pay basis and cut-off dates, then click the "Process" button to display employees with invalid logs for editing. If no record displays in the table grid view, it means no invalid logs were found; click the hyperlink "Edit" that employee with invalid logs to view the timesheet.

For those dates with invalid logs, the action column has a visible hyperlink "Edit" & "Delete" and the valid logs are not editable. Click the "Edit" button to edit the invalid log, then click the "Update" button to save changes; click the "Delete" button to delete the log. Once editing is done, click the "Request Approval" button and attach the supporting document invalid log form in pdf format, then click the "Submit" button to request approvals.

Invalid Timesheet Filing

Time & Attendance / Invalid Timesheet



Timesheet Covered From: 4/16/2022 To: 4/30/2022

Show 10 entries Search:

Showing 1 to 1 of 1 entries

Emp ID	Employee Names	Pay Basis	Action
881	SNAME 1, FNAME 1 M.	M	<a href="#">Edit</a>

Previous 1 Next

881: SNAME 1, FNAME 1 M. Request Approval

Human Resource Department: Pay Period From: 4/16/2022 To: 4/30/2022

DATE	TIME-IN	TIME-OUT	Valid	Action
04/16/2022	04/16/2022 06:40:00 AM	04/16/2022 05:51:00 PM	<input checked="" type="checkbox"/>	
04/17/2022	04/17/2022 06:46:00 AM	04/17/2022 03:53:00 PM	<input checked="" type="checkbox"/>	
04/18/2022	04/18/2022 06:38:00 AM	04/18/2022 05:47:00 PM	<input checked="" type="checkbox"/>	
04/19/2022	04/19/2022 06:31:00 AM	04/20/2022 12:14:00 AM	<input checked="" type="checkbox"/>	
04/20/2022	04/20/2022 06:18:00 AM	04/20/2022 03:47:00 PM	<input checked="" type="checkbox"/>	
04/21/2022	04/21/2022 06:38:00 AM	04/21/2022 05:51:00 PM	<input checked="" type="checkbox"/>	
04/22/2022	04/22/2022 06:41:00 AM	04/22/2022 05:51:00 PM	<input checked="" type="checkbox"/>	
04/23/2022	04/23/2022 06:41:00 AM	04/23/2022 05:50:00 PM	<input checked="" type="checkbox"/>	
04/24/2022	04/24/2022 06:53:00 AM	04/24/2022 03:53:00 PM	<input checked="" type="checkbox"/>	
04/25/2022	04/25/2022 06:30:00 AM	04/25/2022 05:52:00 PM	<input checked="" type="checkbox"/>	
04/26/2022	04/26/2022 06:39:00 AM		<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>
04/27/2022	04/27/2022 06:20:00 AM	04/27/2022 03:51:00 PM	<input checked="" type="checkbox"/>	

Invalid Timesheet Editing

Time & Attendance / Invalid Timesheet / Edit



SNAME 1, FNAME 1 M.

Attendance Date: 04/26/2022

**TIME-IN**

**TIME-OUT**

**REMARKS**

Invalid Timesheet Editing

Time & Attendance / Invalid Timesheet



Request Approval Submit

(LGU-SJDM => Timesheet Pay Period From: 4/16/2022 To: 4/30/2022)

Upload supported Document in PDF format.  No file chosen

## 9.2 View Time Logs

- **Time & Attendance -> View Time Logs**

Timekeeper to view the employee's time logs from selected dates. Fill up the form and select dates then click the "Submit" button to display records in the table grid view.

Timekeeping tools for viewing daily time records are essential for efficient and accurate tracking of employee hours and attendance. This type of tool helps managers and supervisors keep track of employee time usage and performance to ensure they are meeting the requirements of their jobs. It also helps to ensure that employees are being fairly compensated for their work. With a timekeeping tool, employers can easily view and analyze employee data, adjust schedules, and make sure employees are meeting deadlines. This type of tool also provides employers with a way to ensure that all hours worked are accurately recorded and reported.

Time Logs In-Out

Time & Attendance / Time Logs



Covered From: 04/16/2022 To: 04/30/2022

Show  entries      Search:      

Showing 21 to 30 of 122 entries

EMPLOYEE ID	EMPLOYEE NAME	DESIGNATION	TIME LOGS	IN/OUT
674	SNAME-4, FNAME-4 M.	Administrative Officer II	4/28/2022 5:52:00 AM	OUT
674	SNAME-4, FNAME-4 M.	Administrative Officer II	4/28/2022 6:53:00 PM	IN
674	SNAME-4, FNAME-4 M.	Administrative Officer II	4/29/2022 7:04:00 AM	OUT
827	SNAME-3, FNAME-3 M.	Accounts Liquidation Officer III	4/16/2022 6:57:00 AM	IN
827	SNAME-3, FNAME-3 M.	Accounts Liquidation Officer III	4/16/2022 5:46:00 PM	OUT
827	SNAME-3, FNAME-3 M.	Accounts Liquidation Officer III	4/18/2022 6:56:00 AM	IN
827	SNAME-3, FNAME-3 M.	Accounts Liquidation Officer III	4/18/2022 5:46:00 PM	OUT

### 9.3 Generate Timesheet

- **Time & Attendance -> Generate Timesheet**

Tools for timekeeper in pairing logs of first-in last-out to generate timesheet from biometric time logs. Fill up the form and input the cut-off dates, then click the "Submit" button to generate the timesheet, after the processing is done; check the invalid logs, located at Time & Attendance -> Manual Filing -> Invalid Editing.

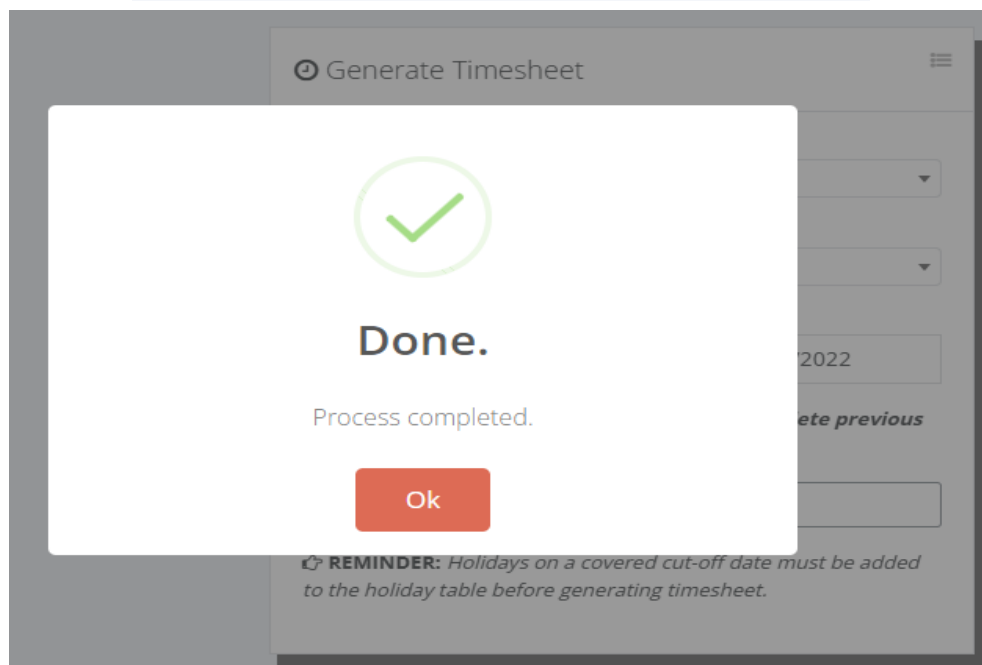
**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

**DATE FROM**  **TO**

Pay Basis:   *Delete previous process.*

**REMINDER:** *Holidays on a covered cut-off date must be added to the holiday table before generating timesheet. Or review the holiday table maintenance to remove holidays created in previous year not applicable this current year.*



### 9.4 Re-Generate Timesheet

- **Time & Attendance -> Re-Generate Timesheet**

Tools for timekeeper to regenerate timesheet of selected employees who did not included in generated timesheet because of late transfer on a current assigned branches.

### 9.5 Generate Time Card

- **Time & Attendance -> Generate Time Card**

The Civil Service Daily Time Record (DTR) is a form used by government employees to record their daily attendance and work hours. It typically includes fields for the employee's name, position, time in, time out, and total work hours for the day.

Tools for timekeepers to generate time cards from biometric time and attendance system as employee hard copy for their checking. Fill up the form and input the cut-off dates, then click the "Submit" button to generate employee time cards.



Civil Service Form No. 48

Civil Service Form No. 48

**DAILY TIME RECORD**

**DAILY TIME RECORD**

SNAME-4, FNAME-4 M.

SNAME-4, FNAME-4 M.

(Name)

(Name)

For the month of August 2022  
 Official hours for arrival and departure  
 Regular days 6  
 Saturdays 0

For the month of September 2022  
 Official hours for arrival and departure  
 Regular days 4  
 Saturdays 0

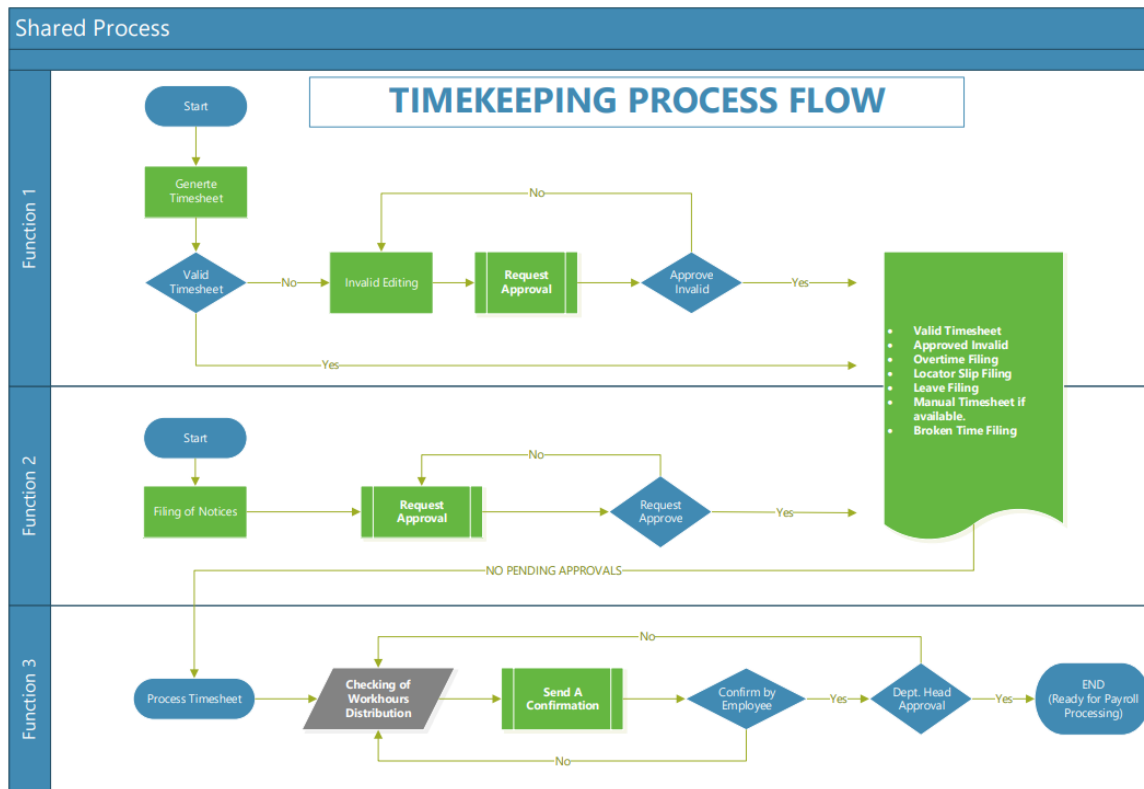
Day	A.M		P.M		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23	08:24 AM	12:00 PM	01:00 PM	06:00 PM		24
24	07:29 AM	12:00 PM	01:00 PM	06:46 PM		
25	07:05 AM	12:00 PM	01:00 PM	06:02 PM		
26	08:03 AM	12:00 PM	01:00 PM	05:03 PM		3
27						
28						
29						
30	07:46 AM	12:00 PM	01:00 PM	06:01 PM		
31	07:55 AM	12:00 PM	01:00 PM	06:00 PM		

Day	A.M		P.M		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	07:32 AM	12:00 PM	01:00 PM	06:00 PM		
2	07:31 AM		01:00 PM	05:05 PM		
3						
4						
5	08:40 AM	12:00 PM	01:00 PM	06:01 PM		40
6	07:31 AM	12:00 PM	01:00 PM	07:22 PM		
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						

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

## 10 Timekeeping



### 10.1 Inquiry

#### 10.1.1 Employee Time Logs

- **Timekeeping -> Inquiry -> Emp. Time Logs**

Tools for the timekeeper to display the employee biometric time logs. Fill up the form and then select the employee from the dropdown list and input the dates you want to retrieve, then click the "Submit" button to display the time-in and time-out of biometric logs.

**Finger Scanner Time Logs**

**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

**EMPLOYEE NAME**

**DATE FROM** mm/dd/yyyy **TO** mm/dd/yyyy

Submit

Finger Scanner Time Logs

Timekeeper / Time Logs



PDS-0001 - DELA CRUZ, JUAN S. (DTR From: 4/1/2022 To: 4/15/2022)

Show 10 entries Search: [ ] Copy CSV Excel PDF Print

Showing 1 to 10 of 30 entries

SCAN ID	DATE & TIME LOGS	IN/OUT	DEVICE NAME
PDS-0001	4/1/2022 6:57:00 PM	0	DEVICE-1
PDS-0001	4/2/2022 6:48:00 AM	1	DEVICE-1
PDS-0001	4/2/2022 6:57:00 PM	0	DEVICE-1
PDS-0001	4/3/2022 6:45:00 AM	1	DEVICE-1
PDS-0001	4/3/2022 12:58:00 PM	0	DEVICE-1
PDS-0001	4/4/2022 12:56:00 PM	0	DEVICE-1
PDS-0001	4/4/2022 11:45:00 PM	1	DEVICE-1

10.1.2 Employee Paired Logs

- o **Timekeeping -> Inquiry -> Emp. Paired Logs**

Tools for the timekeeper to generate pairing employee biometric time logs. Fill up the form and select the employee from the dropdown list and input the dates you want to pair the time-in and time-out, then click the "Submit" button to display the paired logs with conditions of first-in & last-out with a time difference of 20 hours or below.

Time logs pairing first-in and last-out is an automated system that requires employees to clock in and out using biometric devices such as fingerprints. This system provides a secure and accurate way to calculate work hours, ensuring that employees are not able to falsify their records or clock in and out for other employees.

Paired Time Logs

COMPANY: FOR DEMO ONLY

BRANCH: BRANCH TESTING

EMPLOYEE NAME: [ ]

DATE FROM: [ ] mm/dd/yyyy TO: [ ] mm/dd/yyyy

Submit

Paired Logs

Timekeeper / Paired Logs

Employee ID: 881 (DTR From: 4/16/2022 To: 4/30/2022)

Show 10 entries Search: [ ] Copy CSV Excel PDF Print

Showing 11 to 14 of 14 entries

ATTEND DATE	TIME-IN	TIME-OUT
04/26/2022	4/26/2022 6:39:00 AM	
04/27/2022	4/27/2022 6:20:00 AM	4/27/2022 3:51:00 PM
04/28/2022	4/28/2022 6:37:00 AM	4/28/2022 3:51:00 PM
04/29/2022	4/29/2022 6:30:00 AM	4/29/2022 5:52:00 PM

Previous 1 2 Next

### 10.1.3 Register in Biometric

- o **Timekeeping -> Inquiry -> Register in Biometric**

Tools for timekeepers to view employees who are enrolled in the biometric finger scanner time and attendance system. Biometric finger scanner systems provide timekeepers with a range of tools and resources to manage employee attendance and enrollment. With the right system in place, timekeepers can easily view and monitor employee data, identify potential issues, and ensure that their workforce is operating efficiently and effectively.

Registered Name in Biometrics

**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

Submit

Ⓜ List of Registered Name in Biometrics

Timekeeper / Biometrics



**BRANCH TESTING**

Show  entries      Search:       Copy CSV Excel PDF Print

Showing 1 to 8 of 8 entries

SCAN ID	EMPLOYEE NAME	ENROLL DATE
TEST-002	TEST-2, TEST-2 T.	07/19/2020
TEST-003	TEST-3, TEST-3 T.	07/19/2020
TEST-004	TEST 4, TEST 4 T.	07/19/2020
TEST-006	TEST 6, TEST 6 T.	07/23/2020
TEST-007	TEST 7, TEST 7 T.	07/24/2020
TEST-008	TEST 8, TEST 8 T.	07/19/2020
TEST-009	TEST 9, TEST 9 T.	07/26/2020

## 10.2 Process Timesheet

### 10.2.1 By Branch

- **Timekeeping -> Process Timesheet -> By Branch**

Timekeepers to process the timesheet after all invalid logs are already edited. Fill up the form and input the cut-off dates, then click the "Process" button to process; the system validates all filing notices like overtime, leave, locator slip, temporary shift, broken time and invalid time logs are approved and no pending approvals before proceeding with the timesheet processing.

**Process Timesheet**

**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

**PAY BASIS:**

**DATE FROM**      **TO**

After the process is done, the available reports are Employee Workhours Distribution and Group Summary Workhours Distribution. This report is guide for timekeeper checking of workhour distribution if properly distributed or need an adjustment and reprocess timesheet again until the output is correct.

Workhours Distribution (Monthly)

Timekeeper / Approved Workhours



IN	OUT	SEC	DATE	Regular Day			Sunday / Rest Day			Legal Holiday			Special Holiday			Legal Holiday + Rest Day			Special Holiday + Rest Day			Double Holiday		
				ET	ST	MND	ET	ST	MND	ET	ST	MND	ET	ST	MND	ET	ST	MND	ET	ST	MND	ET	ST	MND
0401/2022	6:52:00 pm	7:11:00 am	BM	RD	3.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0402/2022	6:45:00 pm	5:03:00 am	BM	RD	3.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0403/2022	6:47:00 am	4:00:00 pm	BM	RD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0404/2022	6:54:00 am	7:11:00 pm	BM	RD	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0405/2022	6:49:00 am	6:53:00 pm	BM	RD	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0406/2022	6:57:00 am	7:29:00 pm	BM	RD	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0407/2022	7:00:00 am	7:02:00 pm	BM	RD	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0408/2022	6:55:00 am	7:02:00 pm	BM	RD	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0409/2022	6:56:00 am	7:08:00 pm	BM	RD	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0410/2022	6:48:00 pm	7:53:00 am	BM	RD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0411/2022	6:47:00 pm	3:59:00 am	BM	RD	3.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0412/2022	12:48:00 pm	5:52:00 am	BM	RD	3.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

10.2.2 By Employee

- o **Timekeeping -> Process Timesheet -> By Employee**

Tools for timekeepers to re-process selected employee timesheets with changes. Fill up the form, select the employee from the dropdown list, input the cut-off dates, and then click the "Process" button to re-process the timesheet.

The screenshot shows a web form titled "Re-Process Employee Timesheet". At the top left is a refresh icon and the title. At the top right is a hamburger menu icon. The form contains several sections: "COMPANY" with a dropdown menu showing "FOR DEMO ONLY"; "BRANCH" with a dropdown menu showing "BRANCH TESTING"; "Employee Name" with a dropdown menu; "PAY BASIS:" with a dropdown menu; "DATE FROM" and "TO" with date picker icons and input fields; and a "Submit" button with a checkmark icon.

After the re-process is done, check the Employee Workhours Distribution report located at Timekeeping -> Reports -> Workhours Distr. to double check again the computation of workhours distribution.

### 10.3 Send A Confirmation

- ***Timekeeper -> Send A Confirmation***

Timekeepers are to send a confirmation of workhours distribution for every employee or confirm by timekeeper based on a signed employee workhour distribution report if the employee has no access to the web application. Fill up the form and input the cut-off dates, then click the "Submit" button to send a notification to employees for verification and approval of their computed timesheet. Employees with issues on their timesheets should inform the timekeeper to correct them, if any. After confirmation is done, the system is automatically sent to the department head for approval of employee work hour distribution before payroll processing.

**Workhour Review & Approval**

**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

**PAY BASIS:**

**DATE FROM**  **TO**

After sending a confirmation, the timekeeper can monitor the status of employee confirmation located at **Timekeeping -> Pending Status -> Confirm Workhour**.

## 10.4 Pending Status

### 10.4.1 Invalid Editing

- ***Timekeeping -> Pending Status - Invalid Editing***

Tools for timekeepers to check the list of pending status of timesheets with invalid time logs. Fill up the form and input the cut-off dates, then click the "Submit" button to display the list of employees with invalid time logs. After editing of invalid timesheet and sending it for approval will automatically be removed from the list of invalid editing pending status.

**Pending Timesheet with Invalid**

**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

**PAY BASIS:**

**DATE FROM**  **TO**



List of Pending Timesheet with Invalid

Timekeeper / Timesheet



LGU-SJDM: Timesheet Covered From: 4/16/2022 To: 4/30/2022

Show 10 entries Search:

Showing 1 to 1 of 1 entries

Emp ID	Employee Names	Pay Basis	Action
881	SNAME 1, FNAME 1 M.	M	<a href="#">View</a>

Previous 1 Next



SNAME 1, FNAME 1 M. Back

(Branch Code: LGU-SJDM => Timesheet Covered From: 4/16/2022 To: 4/30/2022)

DATE	TIME-IN	TIME-OUT	Valid	Remarks
04/16/2022	04/16/2022 06:40:00 AM	04/16/2022 05:51:00 PM	<input checked="" type="checkbox"/>	
04/17/2022	04/17/2022 06:46:00 AM	04/17/2022 03:53:00 PM	<input checked="" type="checkbox"/>	
04/18/2022	04/18/2022 06:38:00 AM	04/18/2022 05:47:00 PM	<input checked="" type="checkbox"/>	
04/19/2022	04/19/2022 06:31:00 AM	04/20/2022 12:14:00 AM	<input checked="" type="checkbox"/>	
04/20/2022	04/20/2022 06:18:00 AM	04/20/2022 03:47:00 PM	<input checked="" type="checkbox"/>	
04/21/2022	04/21/2022 06:38:00 AM	04/21/2022 05:51:00 PM	<input checked="" type="checkbox"/>	
04/22/2022	04/22/2022 06:41:00 AM	04/22/2022 05:51:00 PM	<input checked="" type="checkbox"/>	
04/23/2022	04/23/2022 06:41:00 AM	04/23/2022 05:50:00 PM	<input checked="" type="checkbox"/>	
04/24/2022	04/24/2022 06:53:00 AM	04/24/2022 03:53:00 PM	<input checked="" type="checkbox"/>	
04/25/2022	04/25/2022 06:30:00 AM	04/25/2022 05:52:00 PM	<input checked="" type="checkbox"/>	
04/26/2022	04/26/2022 06:39:00 AM	04/26/2022 04:00:00 PM	<input type="checkbox"/>	testing only
04/27/2022	04/27/2022 06:20:00 AM	04/27/2022 03:51:00 PM	<input checked="" type="checkbox"/>	

10.4.2 Invalid Approval

- o **Timekeeping -> Pending Status -> Invalid Approval**

Tools for timekeepers to check the list of pending status of timesheet invalid approval. Fill up the form and input the cut-off dates, then click the "Submit" button to display the list of employees pending invalid approvals. The timekeeper can follow up with the department head with pending approval of an invalid timesheet to approve. After the invalid timesheet approval is approved, it will automatically be removed from the list of invalid approval pending status.

🕒 List of Pending Approval with invalid

Timekeeper / Timesheet



LGU-SJDM => Timesheet Pay Period From: 4/16/2022 To: 4/30/2022

Show 10 entries Search:

Showing 1 to 1 of 1 entries

Emp ID	Employee Names	Department	Edit By	Edit Date	Approver Name
881	SNAME 1, FNAME 1 MNAME-1	Human Resource Department	DELA CRUZ, JUAN S.	04/29/2022	DELA CRUZ, JUAN S.

Previous 1 Next

### 10.4.3 Confirm Workhour

- **Timekeeping -> Pending Status -> Confirm Workhour**

Tools for timekeepers to check the list of the pending status of employee workhour confirmation. Fill up the form and input the cut-off dates, then click the "Submit" button to display the list of employees with pending work hours confirmation. Timekeepers can follow up with those employees not yet confirmed their timesheet workhours distribution.

Employees set up not paperless, they need to sign the printed form of the employee workhour distribution report as a reference by timekeepers to confirm it into the system. Click the hyperlink "View" to redirect from the report of employee workhour distribution and click

the "Confirm" button to confirm it, then the system automatically removes it from the pending list.

**Pending Workhours Confirmation**

**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

**PAY BASIS:**

**DATE FROM** **TO**

Submit

List of Pending Workhours Confirmation

Timekeeper / Timesheet



LGU-SJDM => Timesheet Pay Period From: 4/16/2022 To: 4/30/2022

Show 10 entries Search:

Showing 0 to 0 of 0 entries

Emp ID	Employee Names	Department	Process Date	Action
No data available in table				

Previous Next

### 10.4.4 Workhour Approval

- o **Timekeeping -> Pending Status -> Workhour Approval**

Tools for timekeepers to check the list of the pending status of employee workhour approvals. Fill up the form and input the cut-off dates, then click the "Submit" button to display the list of employees with pending workhour approval. Timekeepers can follow up on those employees' timesheet workhours distribution not yet approved by the department head before payroll processing. After employee workhour distribution is approved the system automatically removes it from the pending list.

List of Pending Workhour Approval

Timekeeper / Timesheet



LGU-SJDM => Timesheet Pay Period From: 4/16/2022 To: 4/30/2022

Show 10 entries Search:

Showing 0 to 0 of 0 entries

Emp ID	Employee Names	Department	Confirm Date	Approver Name
No data available in table				

Previous Next

## 10.5 Reports

### 10.5.1 Daily Time Logs

- o **Timekeeping -> Reports -> Daily Time Logs**

Generate employee's daily biometric time logs time-in and time-out. Fill up the form and select the date, then click the "Submit" button to display the daily attendance biometric time logs.

Daily Valid Logs

Timekeeper / Daily Timelogs



**DAILY WITH VALID IN/OUT**  
NP: Date From: 10/23/2023 (Monthly)

NO.	EMPLOYEE NAME	TIME-IN	TIME-OUT
1	AC	6:03:30 am	4:02:39 pm
2	A	6:42:09 am	4:08:13 pm
3	A	6:42:05 am	4:04:56 pm
4	B	6:38:00 am	8:19:40 pm
5	B	8:03:01 am	6:11:15 pm
6	B	8:10:56 am	6:09:37 pm
7	B	5:29:52 am	6:07:44 pm
8	C	6:57:18 am	9:00:16 pm
9	C	6:39:33 am	7:11:07 pm
10	C	6:06:26 am	7:06:31 pm
11	C	6:58:31 am	5:10:37 pm
12	C	6:54:11 am	4:08:18 pm
13	D	5:41:24 am	4:30:02 pm
14	D	6:42:26 am	4:15:44 pm
15	D	6:35:42 am	4:06:02 pm
16	DEL	6:03:24 am	11:00:14 pm

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Daily Invalid Logs

Timekeeper / Daily Timelogs



**DAILY WITH INVALID IN/OUT**  
NP: Date From: 10/23/2023 (Monthly)

NO.	EMPLOYEE NAME	TIME-IN	TIME-OUT
1	B	5:49:38 pm	
2	B		7:05:03 am
3	M		7:15:15 pm
4	S		7:06:42 pm

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10.5.2 Invalid Data

- o **Timekeeping -> Reports -> Invalid Data**

Tools for timekeepers to view the employee timesheet with invalid data after the pairing logs or generating timesheet is done. Fill up the form and input the cut-off dates, then click the "Submit" button to display all employees with invalid timesheets.

This report will be given to the employee if the setup is not self-service, as their reference to file those invalid logs that are subject to approval. After the invalid form is approved the employee should be back to timekeepers to file the invalid form to the system including the form as an attachment.

DATE	TIME-IN	TIME-OUT
04/16/2022	04/16/2022 06:57:00 PM	04/17/2022 06:45:00 AM
04/19/2022	04/19/2022 12:58:00 PM	04/19/2022 11:45:00 PM
04/20/2022	04/20/2022 12:56:00 PM	04/21/2022 12:45:00 AM
04/21/2022	04/21/2022 12:57:00 PM	04/22/2022 12:08:00 AM
04/22/2022	04/22/2022 12:57:00 PM	04/23/2022 12:10:00 AM
04/23/2022	04/23/2022 12:54:00 PM	04/24/2022 12:16:00 AM
04/25/2022	04/25/2022 06:55:00 PM	04/26/2022 06:54:00 AM
04/26/2022	04/26/2022 06:54:00 PM	04/27/2022 03:58:00 AM
04/28/2022	04/28/2022 07:47:00 PM	04/29/2022 03:58:00 AM
04/30/2022	04/30/2022 06:51:00 PM	

Confirmed Date: \_\_\_\_\_ Approved By: \_\_\_\_\_

10.5.3 Valid Data

- o **Timekeeping -> Reports -> Invalid Data**

Tools for timekeepers to view the employee valid timesheet after the pairing logs or generate timesheet is done. Fill up the form and input the cut-off dates, then click the "Submit" button to display all employee timesheets with no invalid logs.

Valid Timesheet
☰

---

**COMPANY**

FOR DEMO ONLY ▾


**BRANCH**

BRANCH TESTING ▾

**PAY BASIS:** ▾

**DATE FROM:**  **TO:**

report-valid-data.pdf | 1 / 3 | 84% | 📄 🔄 📄 🖨 ⋮



**EMPLOYEE TIMESHEET**

LGU-SJDM - Cut-Off Date From: 04/16/2022 To: 04/30/2022

Sunday, May 1, 2022

848: SNAME-2, FNAME-2 MNAME-2

DATE	TIME-IN	TIME-OUT
04/16/2022	04/16/2022 06:21:00 PM	04/17/2022 06:49:00 AM
04/18/2022	04/18/2022 06:37:00 AM	04/18/2022 06:54:00 PM
04/19/2022	04/19/2022 06:37:00 AM	04/19/2022 07:45:00 PM
04/20/2022	04/20/2022 06:31:00 AM	04/20/2022 07:05:00 PM
04/21/2022	04/21/2022 06:31:00 AM	04/21/2022 06:51:00 PM
04/22/2022	04/22/2022 06:43:00 AM	04/22/2022 06:46:00 PM
04/23/2022	04/23/2022 06:32:00 AM	04/23/2022 06:50:00 PM
04/24/2022	04/24/2022 06:39:00 AM	04/24/2022 04:05:00 PM
04/27/2022	04/27/2022 06:21:00 PM	04/28/2022 06:47:00 AM
04/28/2022	04/28/2022 06:17:00 PM	04/29/2022 06:48:00 AM
04/29/2022	04/29/2022 06:18:00 PM	04/30/2022 06:46:00 AM

Confirmed Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

10.5.4 With Timesheet

- **Timekeeping -> Reports -> With Timesheet**

Tools for timekeepers to view the employee with timesheet after the pairing logs or generate timesheet is done. Fill up the form and input the cut-off dates, then click the "Submit" button to display all employees with timesheets. This report can help the timekeeper to know whose employees have no timesheet within the cut-off dates in the generated timesheet.

with-timesheet.pdf | 1 / 1 | 89% | [Icons]

Sunday, May 1, 2022

**PINOY**  
Web Application  
HR & Payroll

**SAN JOSE DEL MONTE CITY**  
Employee with Timesheet  
Cutt-Off Date From: 04/16/2022 To: 04/30/2022 (Monthly)

---

**DEPARTMENT / EMPLOYEE NAME**

**Human Resource Department**

- 1 DELA CRUZ, JUAN S
- 2 SNAME 1, FNAME 1 MNAME-1
- 3 SNAME-2, FNAME-2 MNAME-2
- 4 SNAME-3, FNAME-3 MNAME-3
- 5 SNAME-4, FNAME-4 MNAME-4

---

**TOTAL COUNT: 5**





### 10.5.6 Dates With Late

- **Timekeeping -> Reports -> Dates With Late**

Tools for timekeepers to generate employees' dates with late. Fill up the form and input the cut-off dates, then click the "Submit" button to display all employee's dates with late. This report can help the timekeeper to double-check or validate the attendance date if late or wrong workhour distribution due to a wrong shift schedule.

**Dates with Late**

**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

**DATE FROM:** mm/dd/yyyy **TO:** mm/dd/yyyy

Submit

**Dates with Late**  
Timekeeper / Absent Without Pay



**Dates With Late** Saturday, November 4, 2023

**Dates From: 10/12/2023 To: 10/26/2023**

Name	Date	Shift Schedule IN	Time-IN	Hrs. Late	Pay Basis
	1			0.25	
	1			0.25	
	10/21/2023	7:00 am	7:01 am	0.25	D
<b>ION</b>	3			0.75	
HER L	1			0.25	
	10/17/2023	1:00 pm	1:04 pm	0.25	M
ESA C	1			0.25	
	10/25/2023	7:00 am	7:15 am	0.25	M
	1			0.25	
	10/19/2023	7:00 am	7:03 am	0.25	M
	1			0.25	
LN	1			0.25	
	10/23/2023	7:00 am	7:01 am	0.25	D
SA	2			0.50	
	2			0.50	
	10/19/2023	7:00 am	7:02 am	0.25	D
	10/21/2023	7:00 am	7:12 am	0.25	D
	4			1.00	
	1			0.25	
	10/19/2023	7:00 am	7:04 am	0.25	D

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10.5.7 Approved Invalid

- o **Timekeeping -> Reports -> Approved Invalid**

Tools for timekeepers to view all approved invalid timesheets. Fill up the form and input the cut-off dates, then click the "Submit" button to display all approved employees with invalid time logs.

🕒 List of Approved with Invalid

---


**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

**PAY BASIS:**

**DATE FROM:**  **TO:**

approved-invalid-log... 1 / 4 89%
📄 🖨️ ⋮




**EMPLOYEE TIMESHEET**

LGU-SJDM - Cutt-Off Date From: 04/01/2022 To: 04/15/2022

Sunday, May 1, 2022

PDS-0001: DELA CRUZ, JUAN S

DATE	TIME-IN	TIME-OUT	REMARKS
04/01/2022	04/01/2022 06:57:00 PM	04/02/2022 06:48:00 AM	
04/02/2022	04/02/2022 06:57:00 PM	04/03/2022 06:45:00 AM	
04/03/2022	04/03/2022 12:58:00 PM	04/04/2022 04:00:00 AM	biometric failed out
04/04/2022	04/04/2022 12:56:00 PM	04/05/2022 12:45:00 AM	
04/05/2022	04/05/2022 12:57:00 PM	04/06/2022 12:08:00 AM	
04/06/2022	04/06/2022 12:57:00 PM	04/07/2022 04:00:00 AM	power interruption
04/08/2022	04/08/2022 12:54:00 PM	04/09/2022 12:16:00 AM	
04/09/2022	04/09/2022 06:55:00 PM	04/10/2022 06:54:00 AM	
04/10/2022	04/10/2022 06:54:00 PM	04/11/2022 03:58:00 AM	
04/11/2022	04/11/2022 07:47:00 PM	04/12/2022 03:58:00 AM	
04/12/2022	04/12/2022 06:51:00 PM	04/13/2022 06:49:00 AM	
04/15/2022	04/15/2022 06:57:00 PM	04/16/2022 06:48:00 AM	



Approved By: CORRAL, JULIET L.

Date: 03/25/2022





### 10.5.10 Workhours Summary

- **Timekeeping -> Reports -> Workhour Summary**

Tools for timekeepers to generate the workhours distribution summary after completing the checking of employee workhour distribution. Fill up the form and input the cut-off dates, then click the "Submit" button to generate the report.

**Workhours Distribution Summary**


**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

**PAY BASIS:**

**DATE FROM:**  **TO:**

workhours-distribution-summary.pdf | 1 / 1 | 70% | [Zoom In] [Zoom Out] [Print] [Refresh]



**LGU San Jose Del Monte City**  
**EMPLOYEES WORKHOURS DISTRIBUTION SUMMARY**  
Pay Period: From 04/01/2022 To 04/15/2022 (Monthly)

**SAN JOSE DEL MONTE CITY**

Human Resource Department

EMPLOYEE NAME	Regular Day				Sunday / Rest Day				Legal Holiday				Special Holiday				Legal Holiday + Rest Day				Special Holiday + Rest Day				Double Holiday				Remarks
	RT	OT	OTND	ND	RT	OT	OTND	ND	RT	OT	OTND	ND	RT	OT	OTND	ND	RT	OT	OTND	ND	RT	OT	OTND	ND	RT	OT	OTND	ND	
1 SNAME-4, FNAME-4 M.	74.00	0.00	0.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2 SNAME-3, FNAME-3 M.	96.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 SNAME-2, FNAME-2 M.	63.00	0.00	0.00	24.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 SNAME 1, FNAME 1 M.	96.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5 DELACRUZ, JUAN S.	29.21	0.00	0.00	42.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Department Totals &gt;&gt;&gt;&gt;&gt;&gt;</b>	<b>358.21</b>	<b>0.00</b>	<b>0.00</b>	<b>97.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

<<< OVER-ALL TOTAL >>>

Regular Day		Sunday / Rest Day		Legal Holiday		Special Holiday		Legal Holiday + Rest Day		Special Holiday + Rest Day		Double Holiday			
RT:	358.21	RT:	0.00	RT:	0.00	RT:	0.00	RT:	0.00	RT:	0.00	RT:	0.00	RT:	0.00
OT:	0.00	OT:	0.00	OT:	0.00	OT:	0.00	OT:	0.00	OT:	0.00	OT:	0.00	OT:	0.00
OTND:	0.00	OTND:	0.00	OTND:	0.00	OTND:	0.00	OTND:	0.00	OTND:	0.00	OTND:	0.00	OTND:	0.00
ND:	97.15	ND:	0.00	ND:	0.00	ND:	0.00	ND:	0.00	ND:	0.00	ND:	0.00	ND:	0.00

## 11 Project Charging

### 11.1 Daily Working Hours

- **Project Charging -> Daily Working Hours**

This module is to keep track of detailed labor costs to input the daily working hours of moving workers from different projects assigned by the team leader. To get accurate project charging must be done every payroll pay period after the payroll process is approved by the payroll head. The hourly rate charged is the employee's gross income divided by the total hours worked on the pay period timesheet.

**Project Daily Workhours Entry**

**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

**Attendance Date:** mm/dd/yyyy

Submit

BRANCH TESTING  
Project Charging / Daily Work Hours: 05/02/2022

**Create**

Show 10 entries Search:

Showing 1 to 2 of 2 entries

EMP ID	EMPLOYEE NAME	JOB DESCRIPTION	TOTAL HOURS	ACTION
TEST-006	TEST 6, TEST 6 TEST 6	ACCOUNTING STAFF	8.00	<a href="#">Edit</a> <a href="#">Delete</a>
TEST-005	TEST 5, TEST 5 TEST 5	ELECTRICAL ENGINEER	8.00	<a href="#">Edit</a> <a href="#">Delete</a>

Previous 1 Next

Project Daily Work Hours  
Project Charging / Daily Work Hours / Create

Date: Monday, May 2, 2022

Project: --- SELECT ---

Employee: TEST 10, TEST 10 TEST 10  
TEST 15, TEST 15 TEST 15  
TEST 5, TEST 5 TEST 5  
TEST 6, TEST 6 TEST 6  
TEST 7, TEST 7 TEST 7  
TEST 8, TEST 8 TEST 8  
TEST 9, TEST 9 TEST 9  
TEST 2, TEST 2 TEST 2

Number of hours work:

Remarks:

Cancel Submit

BRANCH TESTING  
Project Charging / Daily Work Hours: 05/02/2022

Create

Show 10 entries Search:

Showing 1 to 2 of 2 entries

EMP ID	EMPLOYEE NAME	JOB DESCRIPTION	TOTAL HOURS	ACTION
TEST-006	TEST 6, TEST 6 TEST 6	ACCOUNTING STAFF	8.00	<a href="#">Edit</a> <a href="#">Delete</a>
TEST-005	TEST 5, TEST 5 TEST 5	ELECTRICAL ENGINEER	8.00	<a href="#">Edit</a> <a href="#">Delete</a>

Previous 1 Next

- ▶ Daily Workhours Entry
- ▶ Daily Group Report by Employee
- ▶ Daily Group Report by Project

Daily Working Hours Report  
Project Charging / Group Report by Employee

EMPLOYEE / PROJECT NAME	REMARKS	WORK HRS
<b>1 TEST 5, TEST 5 TEST 5</b>		
ABC PROJECTS	testing	3.00
DEF PROJECT	sample	3.00
FGH PROJECT	testing only	2.00
		<b>8.00</b>
<b>2 TEST 6, TEST 6 TEST 6</b>		
ABC PROJECTS	testing	3.00
DEF PROJECT	sample	3.00
FGH PROJECT	testing only	2.00
		<b>8.00</b>
<b>TOTAL HOURS =&gt;</b>		<b>16.00</b>

Daily Working Hours Report  
Project Charging / Group Report by Project

PROJECT / EMPLOYEE NAME	REMARKS	WORK HRS
<b>1 ABC PROJECTS</b>		
TEST 5, TEST 5 TEST 5	testing	3.00
TEST 6, TEST 6 TEST 6	testing	3.00
		<b>6.00</b>
<b>2 DEF PROJECT</b>		
TEST 5, TEST 5 TEST 5	sample	3.00
TEST 6, TEST 6 TEST 6	sample	3.00
		<b>6.00</b>
<b>3 FGH PROJECT</b>		
TEST 5, TEST 5 TEST 5	testing only	2.00
TEST 6, TEST 6 TEST 6	testing only	2.00
		<b>4.00</b>



## 11.2 Work Hour Reports

### 11.2.1 By Employee

- **Project Charging -> Work Hour Reports -> By Employee**

Generate employee work hour details report for visual checking of daily working hours entries. The employee work hours report is grouped by dates with sub-totals.

Employee Work Hours Report  
Project Charging / Reports



DATE / PROJECT NAME	REMARKS	WORK HRS
<b>5/2/2022</b>		
ABC PROJECTS	testing	3.00
DEF PROJECT	sample	3.00
FGH PROJECT	testing only	2.00
		<b>8.00</b>
<b>TOTAL HOURS =&gt;</b>		<b>8.00</b>

### 11.2.2 By Project

- **Project Charging -> Work Hour Reports -> By Project**

Generate project work hours details report for visual checking of project daily working hours entries. The project work hours report is grouped by dates with sub-totals.

Project Daily Working Hours Report is to track the amount of time that is spent on a particular project. It allows project managers to monitor the progress of the project and ensure that the project is on track to meet its goals and objectives. Additionally, it can be used to identify areas of improvement and ensure that resources are being used efficiently.

Project Work Hours Report  
Project Charging / Reports



PINOY Web Application HR & Payroll		
BRANCH TESTING		
Project Workhours Report		
Date From: 05/01/2022 To: 05/15/2022		
PR-0001: ABC PROJECTS		
DATE / EMPLOYEE NAME	REMARKS	WORK HRS
5/2/2022		
1 TEST 5, TEST 5 TEST 5	testing	3.00
2 TEST 6, TEST 6 TEST 6	testing	3.00
		<b>6.00</b>
<b>TOTAL HOURS =&gt;</b>		<b>6.00</b>

### 11.2.3 Summary

- **Project Charging -> Work Hour Reports -> Summary**

Generate project working hours summary report for visual checking of project daily working hours entries. The project work hours summary report is grouped by dates with total hours from selected date ranges.

The Project Charging Working Hours Summary Report is a tool used to track the amount of time spent on a project. It helps project managers to better manage tasks and resources and to ensure that resources are being used efficiently. The report can provide an overview of the project status and help identify areas of potential improvement. It can also be used to compare the performance of different team members and track the progress of a project.

Project Work Hours Summary  
Project Charging / Reports



PR-0001: ABC PROJECTS			
DATE	DAY	HEAD COUNT	WORK HRS
05/02/2022	Monday	2	6.00
05/03/2022	Tuesday	3	15.00
05/04/2022	Wednesday	3	12.00
<b>TOTAL HOURS =&gt;</b>			<b>33.00</b>

### 11.2.4 Timesheet Comparison

- **Project Charging -> Work Hour Reports -> TS Comparison**

Tools to generate project charging work hours entries vs the actual timesheet process and check the hour's variance if any.



the project. The report provides a comprehensive overview of the labor costs associated with the project and can be used to help inform future budgeting and cost management decisions.

**Project Charging Labor Cost**

**COMPANY**  
FOR DEMO ONLY

**BRANCH**  
BRANCH TESTING

**DATE FROM**  **TO**

[Submit](#)

PROJECTS LABOR COST SUMMARY  
Project Charging / Reports



Labor Cost Detailed

1 / 1 | 100%

**BRANCH TESTING**  
Projects Labor Cost Summary  
Date From: 08/01/2020 To: 08/15/2020

PCODE	PROJECT NAME	TOTAL WORK HRS	LABOR COST
PR-0001	ABC PROJECTS	294.00	67,227.68
PR-0002	DEF PROJECT	294.00	67,131.52
PR-0003	FGH PROJECT	248.00	55,650.08
<b>GRAND TOTAL =&gt;</b>		<b>836.00</b>	<b>190,009.28</b>

project-charging-labor-cost.pdf

1 / 2 | 100%

**BRANCH TESTING**  
Detailed Projects Labor Cost  
Date From: 08/01/2020 To: 08/15/2020

EMPLOYEE NAME / PROJECT	WORK HRS	RATE PER HR	LABOR COST	TIMESHEET & PAYROLL FINAL RESULTS		
				TOTAL HRS	VARIANCE	GROSS PAY
<b>TEST 10, TEST 10 TEST 10</b>						
ABC PROJECTS	38.00	225.96	8,586.48			
DEF PROJECT	38.00	225.96	8,586.48			
FGH PROJECT	28.00	225.96	6,326.88			
<b>SUB-TOTAL =&gt;</b>	<b>104.00</b>		<b>23,499.84</b>	<b>104.00</b>	<b>0.00</b>	<b>23,500.00</b>
<b>TEST 4, TEST 4 TEST 4</b>						
ABC PROJECTS	38.00	417.10	15,849.80			
DEF PROJECT	38.00	417.10	15,849.80			
FGH PROJECT	30.00	417.10	12,513.00			
<b>SUB-TOTAL =&gt;</b>	<b>106.00</b>		<b>44,212.60</b>	<b>47.50</b>	<b>-58.50</b>	<b>19,812.50</b>
<b>TEST 5, TEST 5 TEST 5</b>						
ABC PROJECTS	36.00	143.59	5,169.24			
DEF PROJECT	36.00	143.59	5,169.24			
FGH PROJECT	32.00	143.59	4,594.88			
<b>SUB-TOTAL =&gt;</b>	<b>104.00</b>		<b>14,933.36</b>	<b>96.00</b>	<b>-8.00</b>	<b>13,785.00</b>
<b>TEST 6, TEST 6 TEST 6</b>						
ABC PROJECTS	36.00	216.34	7,788.24			
DEF PROJECT	38.00	216.34	8,220.92			

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## 12 WFH Setup

### 12.1 Category

- **WFH Setup -> Category**

Maintenance lookup table for the work-from-home category.

WFH Category

WFH / Category / MIS: MNGT INFORMATION SYS

CATEGORY ID	DESCRIPTION
1	Admin Support
2	Finance System
3	MIS Support
4	Miscellaneous
5	Procure
6	Sharepoint
7	Software Development
8	Software Support

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### 12.2 Topic

- **WFH Setup -> Topic**

Maintenance lookup table for the work-from-home topic.

WFH Topic

WFH / Topic / MIS: MNGT INFORMATION SYS

CATEGORY ID	TOPIC DESCRIPTION
8	MIS Software
2	Acumatica
8	Heavy Equipment
8	HRMS / HRIS
8	In House Software (Access)
8	New Software Request
5	Procure Support
8	Report Modification
6	Sharepoint Support
	Software/Website Changes

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## 13 Online Filing

### 13.1 WFH In/Out

- **Online Filing -> WFH In/Out**

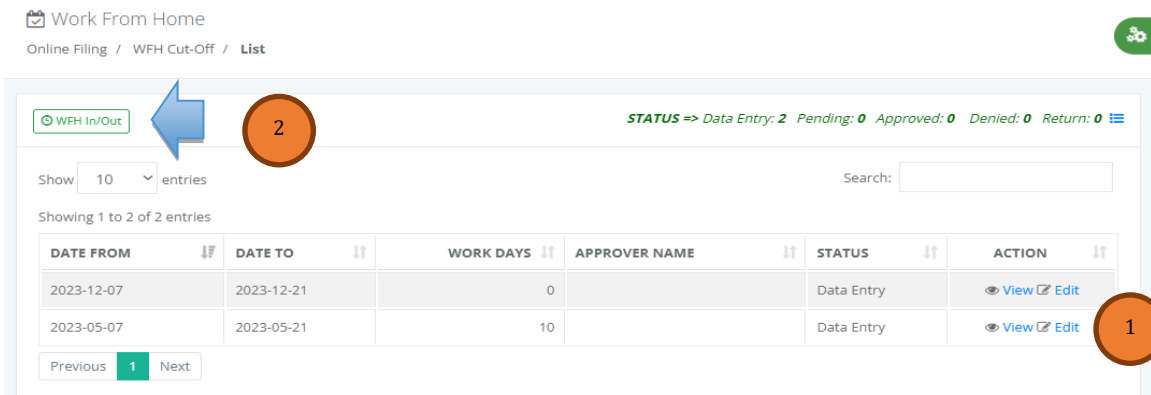
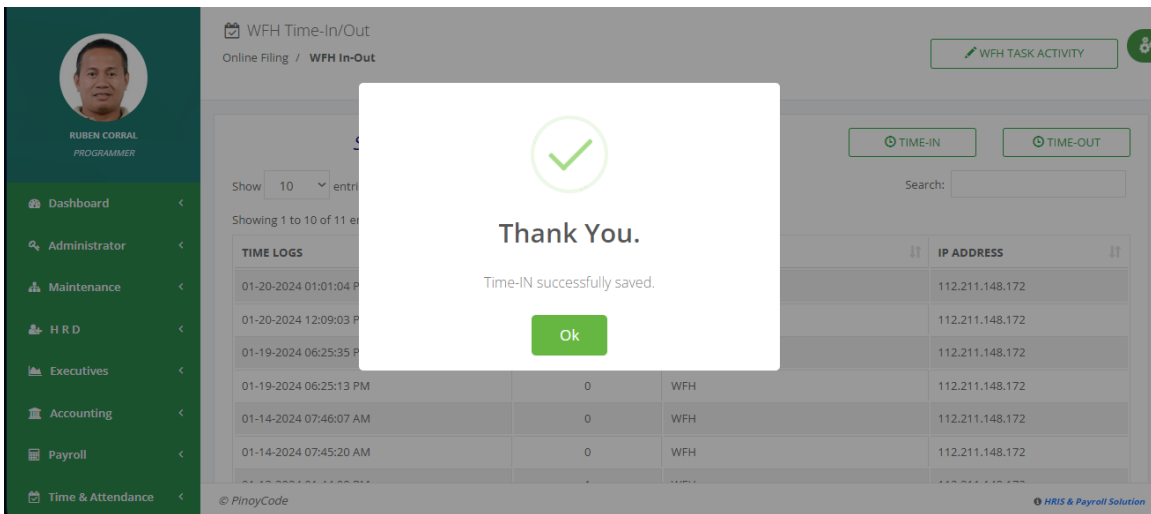
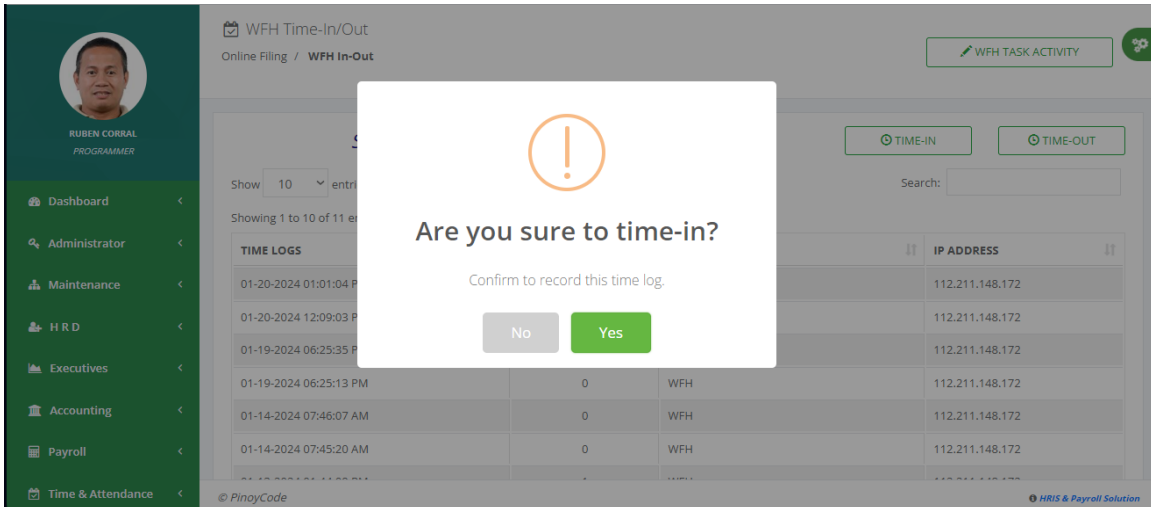
The purpose of work-from-home time-in and time-out is to help you track your work hours and ensure that you are working the required number of hours as per your employment contract. This helps your employer to monitor your productivity and ensure that you are meeting your work obligations. Time-in and time-out records can also be used for payroll purposes to accurately calculate your salary or wages. Additionally, tracking your work hours can help you maintain a healthy work-life balance and ensure that you are not overworking or burning out while working from home.

The screenshot shows the 'WFH Time-In/Out' interface. At the top, there is a breadcrumb trail: 'Online Filing / WFH In-Out'. A blue arrow points from a circled '1' to the 'WFH TASK ACTIVITY' button. Below this, there are 'TIME-IN' and 'TIME-OUT' buttons. The main area displays a table of 'TIME LOGS' for 'Saturday, January 20, 2024, 4:43:14 PM'. The table has columns for 'TIME LOGS', 'IN/OUT', 'DEVICE LOCATION', and 'IP ADDRESS'. Below the table, there is a search bar and a footer with '© PinoyCode' and 'HRIS & Payroll Solution'.

TIME LOGS	IN/OUT	DEVICE LOCATION	IP ADDRESS
01-20-2024 04:38:27 PM	0	WFH	112.211.148.172
01-20-2024 01:01:04 PM	1	WFH	112.211.148.172
01-20-2024 12:09:03 PM	0	WFH	112.211.148.172
01-19-2024 06:25:35 PM	1	WFH	112.211.148.172
01-19-2024 06:25:13 PM	0	WFH	112.211.148.172
01-14-2024 07:46:07 AM	0	WFH	112.211.148.172

Click the button "Time-IN" to record the clock-in date &time hours and "Time-OUT" to the record clock-out date &time hours for timekeeping purposes.

Click the button "WFH TASK ACTIVITY" to record the daily task activity during work hours and for every cut-off the employees are required to send the work-from-task report for review and head department approval.





WFH Daily Task

Online Filing / WFH Cut-Off / From 05/07/2023 To 05/21/2023



3



Show  entries Search:

Showing 1 to 10 of 10 entries

ATTENDANCE DATE	DAY	CREATED DATE	ACTION
2023-05-19	Friday	05/27/2023	<input type="checkbox"/> Task Entry ✕ Delete
2023-05-18	Thursday	05/27/2023	<input type="checkbox"/> Task Entry ✕ Delete
2023-05-17	Wednesday	05/27/2023	<input type="checkbox"/> Task Entry ✕ Delete
2023-05-16	Tuesday	05/27/2023	<input type="checkbox"/> Task Entry ✕ Delete
2023-05-15	Monday	05/27/2023	<input type="checkbox"/> Task Entry ✕ Delete

4

Create Attendance Date

Period From: 05/07/2023 To: 05/21/2023

ATTENDANCE DATE

« May 2023 »

Su	Mo	Tu	We	Th	Fr	Sa	
18	30	1	2	3	4	5	6
19	7	8	9	10	11	12	13
20	14	15	16	17	18	19	20
21	21	22	23	24	25	26	27
22	28	29	30	31	1	2	3
23	4	5	6	7	8	9	10

Today

5

WFH Daily Task Entry

Online Filing / Daily Task / From 05/07/2023 To 05/21/2023



6



Date: 05/18/2023 (Thursday)

TOPIC ID	NO. OF HRS	ACTIVITY	REMARKS	STATUS
4	5.00	Support HRIS timekeeping FFCI Norzagaray Plant and fixed the filed ticket in user help desk.		Completed
4	4.00	Additional feature to "Revert" approved leave filing for modification and subject again for approval.		Completed

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WFH Daily Task Entry

Online Filing / Daily Task / From 05/07/2023 To 05/21/2023

Date: 05/18/2023 (Thursday)

**ADD RECORD**

TOPIC ID: MIS Software

NO. OF HRS: [ ]

ACTIVITY: [ ]

REMARKS: [ ]

STATUS: Pending

Submit Cancel

	REMARKS	STATUS
fixed the filed		Completed
modification		Completed

1 of 1 10 View 1 - 2 of 2

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**"WFH Request For Review"** after completing the task activity within the cut-off for review and department head approval.

Work From Home

Online Filing / WFH / Reports

WFH Request For Review

### WORK FROM HOME

SPVR - Cut-Off Date From: 05/07/2023 To: 05/21/2023


6882: CORRAL, RUBEN BULGAR Department: MIS: MNGT INFORMATION SYS Position: PROGRAMMER Total Hours: 88.00

Category	Topic	Hours	Work Activity	Remarks	Status
<b>Monday, May 8, 2023</b>					
Miscellaneous	MIS Checkpoint Meeting	2.00	MIS F2F checkpoint meeting		Completed
Software Support	HRMS / HRIS	5.00	Assist in HRIS timekeeping testing for daily and adjust variance found in comparison of FRR report from HRMS output.		Completed
Software Support	Timekeeping	2.00	Finalized the module to sync timelogs from LILo using API services.		Completed
	<b>Sub-Total =&gt;</b>	<b>9.00</b>			
<b>Tuesday, May 9, 2023</b>					
Software Support	HRMS / HRIS	9.00	Assist in HRIS timekeeping testing for daily and adjust variance found in comparison of FRR report from HRMS output.		Ongoing
	<b>Sub-Total =&gt;</b>	<b>9.00</b>			
<b>Wednesday, May 10, 2023</b>					
Software Support	Timekeeping	2.00	Backend FFCI timekeeping for May 22 holiday should be regular day in manhour		Completed

### 13.2 Overtime

- **Online Filing -> Overtime**

Self-service overtime filing is to allow employees to independently and accurately record and request compensation for any additional hours worked beyond their regular working hours. It provides a convenient and efficient way for employees to track their overtime hours, ensuring that they are properly compensated for their extra effort. Self-service overtime filing also helps streamline the overtime approval process by allowing managers to review and approve or deny overtime requests promptly. Overall, it promotes transparency, accountability, and fairness in managing overtime work.

 Overtime

Online Filing / **Create**

<b>Attendance Date</b>	<b>OT Type</b>
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="--- SELECT ---"/>
<b>Reason / Remarks</b>	
<input style="width: 100%; height: 30px;" type="text"/>	
<b>OT Date Start Time:</b>	<input type="text" value="hh:mm"/>
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="hh:mm"/>
<b>OT Date End Time:</b>	<input type="text" value="hh:mm"/>
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="hh:mm"/>
<p><small>▲ UNCHECK IF NO OVERTIME LUNCH BREAK DEDUCTION.</small></p> <p><small>🕒 OTND START TIME FROM 10:00PM TO 6:00AM.</small></p> <p><input checked="" type="checkbox"/> <i>OT L-Break</i>   <input checked="" type="checkbox"/> <i>OTND L-Break</i>   <input type="checkbox"/> <i>Overlapping</i></p>	
<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>

- *Fill up the overtime form and click the "Submit" button to notify the timekeeper for overtime review. After the reviewer confirms the overtime is valid automatically send it to the department head for overtime approval.*

### 13.3 Leave

- **Online Filing -> Leave**

Self-service leave filing is to provide employees with a convenient and efficient way to request time off from work. By allowing employees to submit their leave requests through a self-service system, it streamlines the process for both the employee and the employer. This can help to reduce administrative burden, improve the accuracy of leave records, and ensure that leave requests are processed promptly. Additionally, self-service leave filing can give employees greater control and visibility over their own time off, leading to increased satisfaction and productivity.

Vacation Leave (VL) filing is based on leave credit accumulated monthly if the leave is not used. Emergency leave to use vacation leave but the available leave credit is less than the required leave to file, the employee must request additional leave credit in advance balance within the year.

Leave  
Online Filing / List

Available Leave Balance w/ Pay Create Available VL Points Credit: 0.25

Show 10 entries Search:

Showing 1 to 1 of 1 entries

DATE FILED	LEAVE START	LEAVE END	TYPE	REVIEWER ID	APPROVER ID	STATUS	ACTION
2024/01/20	01/03/2024	01/03/2024	VL	6882	6882	Approved	<a href="#">Details</a>

Previous 1 Next

Year 2024 Leave Balance with Pay

Leave Type	# of Days	Used	Balance
Paternity Leave	7	0.00	7.00
Sick Leave	15	0.00	15.00
Vacation Leave	15	1.00	14.00

[← Back](#)

Leave  
Online Filing / Create

Leave applied for:

Reason for Leave

Leave Start

Leave End

Last day reported

Return to work

Name of Reliever

Address while on leave

Half day leave

[Cancel](#) [Submit](#)

- Fill up the overtime form and click the "Submit" button to notify the timekeeper for leave review. After the reviewer confirms the leave is valid automatically send it to the department head for leave approval.

### 13.4 Locator Slip

- **Online Filing -> Locator Slip**

The purpose of a "locator slip form" is to track and record the attendance of employees or individuals daily. This type of slip is often used in workplaces, schools, or other organizations to monitor and manage attendance. Employees or individuals may be required to fill out the locator slip with their name, date, and other relevant information, and then submit it to the appropriate department or supervisor for approval. This document will be used in filing overtime for attachment as a reference.

Locator Slip

Online Filing / Locator Slip / Cut-off Dates

**Create** STATUS => Data Entry: 0 Pending: 0 Approved: 0 Denied: 0 Return: 0 Revert: 0

Show 10 entries Search:

Showing 0 to 0 of 0 entries

PERIOD FROM	PERIOD TO	WORK DAYS	APPROVER ID	STATUS	ACTION
No data available in table					

Previous Next

Locator Slip (Create)

Cut-Off Date From:  To:

Locator Slip Data Entry

Time & Attendance / Date From: 10/22/2023 To: 11/06/2023

**CORRAL, RUBEN B.**

- Branch:
- Department:
- Position: PROGRAMMER
- Pay Basis: Monthly

<<1st Shift>> 09:00 AM to 07:00 PM

Attendance Date (Start Time):

Attendance Date (End Time):

DATE	DAY	TIME-IN	TIME-OUT	
10/23/2023	Mon	09:00:00 AM	07:00:00 PM	<input type="button" value="Delete"/>
10/24/2023	Tue	09:00:00 AM	07:00:00 PM	<input type="button" value="Delete"/>

- *Filing of the locator slip is per cut-off dates, after we finish the entry merge the document into one PDF file for attachment as reference.*
- *Click the "RequestFor Review" button to notify the timekeeper for locator slipreview. After the reviewer confirms the locator slip is valid automatically send it to the department head for locator slip approval.*

### 13.5 Failure In/Out

- **Online Filing -> Failure In/Out**

Self-service to edit the invalid time logs and subject to approval by their department head. After the timekeeper generates a timesheet, the system automatically sends those employees with invalid time logs, which are no time-in with time-out or with time-in no time-out.

Notes: Employees must use their inbox messages to edit the invalid logs; click the hyperlink "View" and click the hyperlink "Edit" to edit the invalid time logs and "Delete" to delete the records. After editing the invalid logs, click the "Request Approval" button to notify the approver.

Failure Log In/Out
Online Filing / List

Show  entries
Search:

Showing 1 to 3 of 3 entries

FROM	TO	BRANCH CODE	APPROVER ID	STATUS	ACTION
2022/04/16	2022/04/30	LGU-SJDM	PDS-0001	Pending Approval	<a href="#">Edit</a> <a href="#">Details</a>
2022/04/01	2022/04/15	LGU-SJDM	PDS-0001	Approved	<a href="#">Details</a>
2022/03/01	2022/03/15	LGU-SJDM	PDS-0001	Approved	<a href="#">Details</a>

Previous
1
Next

Online Filing / Failure Logs / Edit



DELA CRUZ, JUAN S.

Cut-Off date from: 04/16/2022 to: 04/30/2022.

DATE	TIME-IN	TIME-OUT	Valid	
04/16/2022	04/16/2022 06:57:00 PM	04/17/2022 06:45:00 AM	<input checked="" type="checkbox"/>	
04/19/2022	04/19/2022 12:58:00 PM	04/19/2022 11:45:00 PM	<input checked="" type="checkbox"/>	
04/20/2022	04/20/2022 12:56:00 PM	04/21/2022 12:45:00 AM	<input checked="" type="checkbox"/>	
04/21/2022	04/21/2022 12:57:00 PM	04/22/2022 12:08:00 AM	<input checked="" type="checkbox"/>	
04/22/2022	04/22/2022 12:57:00 PM	04/23/2022 12:10:00 AM	<input checked="" type="checkbox"/>	
04/23/2022	04/23/2022 12:54:00 PM	04/24/2022 12:16:00 AM	<input checked="" type="checkbox"/>	
04/25/2022	04/25/2022 06:55:00 PM	04/26/2022 06:54:00 AM	<input checked="" type="checkbox"/>	
04/26/2022	04/26/2022 06:54:00 PM	04/27/2022 03:58:00 AM	<input checked="" type="checkbox"/>	
04/28/2022	04/28/2022 07:47:00 PM	04/29/2022 03:58:00 AM	<input checked="" type="checkbox"/>	
04/30/2022	04/30/2022 06:51:00 PM		<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

### 13.6 VL Request Credit

- o **Online Filing -> VL Request Credit**

Self-service to request additional vacation leave credit and subject to approval by their department head. Click the "Create" button to create a new request for VL credit, then fill up the form and click the "Submit" button so that the system automatically notifies the approver.

Filing of vacation leave but the available VL credit points are less than the number of days, the system is not allowed to file greater than the remaining leave credit points. They need to request additional leave credit from the remaining leave balance within the year and approval from the department head to proceed with the VL filing.

Request VL Credit Points

Online Filing / List



Show  entries Search:

Showing 0 to 0 of 0 entries

DATE FILED	LEAVE START	LEAVE END	AVAILABLE CREDITS	REQUEST POINTS	APPROVER ID	STATUS	ACTION
No data available in table							





*Available VL Credit Points: 6.25*

Leave Start <input type="text" value="mm/dd/yyyy"/>	Leave End <input type="text" value="mm/dd/yyyy"/>
Request VL Credits: <input style="width: 80%;" type="text"/>	
Reason <input style="width: 100%; height: 30px;" type="text"/>	
<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>

### 13.7 Manpower Request

- **Online Filing -> Manpower Request**

Self-service for department staff allowed to file manpower requests and subject to review of their department head before proceeding to HR head for approval. After the HR department head approves the manpower request automatically queued for the recruitment process.

Click the "Create" button to create a new manpower request, then fill up the form and click the "Submit" button so that the system automatically notifies the department head for review and approval.

Manpower Request (Create) ⚙

Description <input style="width: 100%; height: 30px;" type="text"/>	Upload Attachment: <input type="button" value="Choose File"/> No file chosen
Position <input style="width: 100%; height: 20px;" type="text"/>	
Slots Required <input style="width: 60%; height: 20px;" type="text"/>	
Fulfilment Date <input type="text" value="mm/dd/yyy"/>	
<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>

## 14 Inquiry

### 14.1 Loans

- o **Inquiry -> Loans**

Self-service to inquire about their cash advance, loans, or other deductions and to check the remaining balances. Click the hyperlink "Details" in the action column to display the details of the salary deduction history for every payroll pay period for loans, cash advances, or other deductions.

**Loans**  
Inquiry / Loans

Show 10 entries Search: [ ] Excel PDF Print

Showing 1 to 2 of 2 entries

LOAN CODE	LOAN TYPE	DATE ISSUED	LOAN AMOUNT	DEDUCTION	COMPLETE	ACTION
HDMF	CALAMITY LOAN	01/12/2022	20,000.50	800.75	N	<a href="#">i Details</a>
SSS	SALARY LOAN	03/02/2022	30,000.00	2,000.00	N	<a href="#">i Details</a>

Previous 1 Next

**Loan Details**  
Inquiry / Loans / Details

**DELA CRUZ, JUAN S.**

Loan Code: SSS  
 Loan Type: SALARY LOAN  
 Date Issued: 03/02/2022  
 Loan Amount: 30,000.00  
 Deduct Amount: 2,000.00  
 Total Amount Paid: 2,000.00  
 Loan Balance: 28,000.00  
 Complete: N

**Payroll Deduction History**

Period From	Period To	Amount
04/01/2022	04/15/2022	2,000.00
<b>Total Deduction =&gt;</b>		<b>2,000.00</b>

### 14.2 Payslip

- o **Inquiry -> Payslip**

Self-service to view their payslip that has already been approved by the payroll department head. Click the hyperlink "Payroll Cut-Off" to display the payslip, and download the payslip for a personal copy.

Payslip

Inquiry / Payslip



Show  entries

Search:

Excel PDF Print

Showing 1 to 10 of 25 entries

PAYROLL CUT-OFF	GROSS PAY	NET PAY
→ 12/16/2020 to 12/31/2020	9,840.00	7,715.00
→ 12/01/2020 to 12/15/2020	10,660.00	9,460.00
→ 11/16/2020 to 11/30/2020	10,660.00	8,535.00
→ 11/01/2020 to 11/15/2020	9,840.00	8,640.00
→ 10/16/2020 to 10/31/2020	11,480.00	9,297.00
→ 10/01/2020 to 10/15/2020	10,660.00	9,460.00
→ 09/16/2020 to 09/30/2020	10,660.00	8,506.00

inquiry-payslip.pdf | 1 / 1 | 69% |

**FOR DEMO ONLY** RUN DATE: 05/04/2022  
 PAYEE: TEST-2, TEST-2 TEST-2 PAYROLL PERIOD: 12-16-2020 To: 12-31-2020

<p><b>EARNINGS:</b></p> <table border="0"> <tr><td>RT:</td><td>96.00 hrs</td><td>7,200.00</td></tr> <tr><td>OT:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>OD:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>ND:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>REST-RT:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>REST-OT:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>REST-OD:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>REST-ND:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>SH-RT:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>SH-OT:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>SH-OD:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>SH-ND:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>SH-REST-RT:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>SH-REST-OT:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>SH-REST-OD:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>SH-REST-ND:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>LH-RT:</td><td>0.00 hrs</td><td>0.00</td></tr> 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hrs	0.00	ND:	0.00 hrs	0.00	REST-RT:	0.00 hrs	0.00	REST-OT:	0.00 hrs	0.00	REST-OD:	0.00 hrs	0.00	REST-ND:	0.00 hrs	0.00	SH-RT:	0.00 hrs	0.00	SH-OT:	0.00 hrs	0.00	SH-OD:	0.00 hrs	0.00	SH-ND:	0.00 hrs	0.00	SH-REST-RT:	0.00 hrs	0.00	SH-REST-OT:	0.00 hrs	0.00	SH-REST-OD:	0.00 hrs	0.00	SH-REST-ND:	0.00 hrs	0.00	LH-RT:	0.00 hrs	0.00	LH-OT:	0.00 hrs	0.00	LH-OD:	0.00 hrs	0.00	LH-ND:	0.00 hrs	0.00	LH-REST-RT:	0.00 hrs	0.00	LH-REST-OT:	0.00 hrs	0.00	LH-REST-OD:	0.00 hrs	0.00	LH-REST-ND:	0.00 hrs	0.00	DH-RT:	0.00 hrs	0.00	DH-OT:	0.00 hrs	0.00	DH-OD:	0.00 hrs	0.00	DH-ND:	0.00 hrs	0.00	DH-REST-RT:	0.00 hrs	0.00	DH-REST-OT:	0.00 hrs	0.00	DH-REST-OD:	0.00 hrs	0.00	DH-REST-ND:	0.00 hrs	0.00	<b>TOTAL:</b>		<b>7,200.00</b>	<p><b>ALLOWANCES:</b></p> <table border="0"> <tr><td>COLA:</td><td>240.00</td></tr> <tr><td>FIELD:</td><td>0.00</td></tr> <tr><td>MEAL:</td><td>0.00</td></tr> <tr><td>LIVING:</td><td>0.00</td></tr> <tr><td>OTA:</td><td>0.00</td></tr> <tr><td>PBI:</td><td>0.00</td></tr> <tr><td>ALLOWANCE:</td><td>0.00</td></tr> <tr><td>APARTMET RENT:</td><td>0.00</td></tr> <tr><td>TRAINER'S FEE:</td><td>0.00</td></tr> <tr><td>HOUSING:</td><td>0.00</td></tr> <tr><td>SUPERVISORY:</td><td>0.00</td></tr> <tr><td>TRANSPORTATION:</td><td>0.00</td></tr> <tr><td>COMMUNICATION:</td><td>0.00</td></tr> <tr><td>HAZARD PAY:</td><td>2,400.00</td></tr> <tr><td>DRIVER ALLOW:</td><td>0.00</td></tr> <tr><td>PER TRIP:</td><td>0.00</td></tr> <tr><td>OTHER ALLOW:</td><td>0.00</td></tr> <tr><td><b>TOTAL:</b></td><td><b>2,640.00</b></td></tr> </table> <p><b>OTHER INCOME:</b></p> <table border="0"> <tr><td>COMMISSIONS:</td><td>0.00</td></tr> <tr><td>ADD BACK:</td><td>0.00</td></tr> <tr><td><b>TOTAL:</b></td><td><b>0.00</b></td></tr> </table> <p><b>TOTAL TAXABLE:</b> 6,275.00</p>	COLA:	240.00	FIELD:	0.00	MEAL:	0.00	LIVING:	0.00	OTA:	0.00	PBI:	0.00	ALLOWANCE:	0.00	APARTMET RENT:	0.00	TRAINER'S FEE:	0.00	HOUSING:	0.00	SUPERVISORY:	0.00	TRANSPORTATION:	0.00	COMMUNICATION:	0.00	HAZARD PAY:	2,400.00	DRIVER ALLOW:	0.00	PER TRIP:	0.00	OTHER ALLOW:	0.00	<b>TOTAL:</b>	<b>2,640.00</b>	COMMISSIONS:	0.00	ADD BACK:	0.00	<b>TOTAL:</b>	<b>0.00</b>	<p><b>DEDUCTIONS:</b></p> <table border="0"> <tr><td>TAX WHLD:</td><td>0.00</td></tr> <tr><td>SSS CONT:</td><td>600.00</td></tr> <tr><td>PH CONT:</td><td>225.00</td></tr> <tr><td>HDMF CONT:</td><td>100.00</td></tr> <tr><td>SSS LOAN:</td><td>1,200.00</td></tr> <tr><td>HDMF LOAN:</td><td>0.00</td></tr> <tr><td>CAL LOAN:</td><td>0.00</td></tr> <tr><td>ADJ:</td><td>0.00</td></tr> <tr><td>PPE:</td><td>0.00</td></tr> <tr><td>UCA:</td><td>0.00</td></tr> <tr><td>PIC:</td><td>0.00</td></tr> <tr><td>SD:</td><td>0.00</td></tr> <tr><td>CARF:</td><td>0.00</td></tr> <tr><td>MED:</td><td>0.00</td></tr> <tr><td>VC:</td><td>0.00</td></tr> <tr><td>OTHERS:</td><td>0.00</td></tr> <tr><td><b>TOTAL:</b></td><td><b>2,125.00</b></td></tr> </table> <p><b>GROSS PAY:</b> 9,840.00  <b>NET PAY:</b> 7,715.00</p>	TAX WHLD:	0.00	SSS CONT:	600.00	PH 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**PAALALA**  
 Ang pagsasangla ng ATM sa kapwa empleyado ay mahigpit na ipinagbabawal.

RUN DATE: 05/04/2022  
 PAYROLL PERIOD: 12-16-2020 To: 12-31-2020  
 PAYEE: TEST-2, TEST-2 TEST-2  
**TAKE HOME PAY: 7,715.00**

**RECEIPT FOR PAY:**

I hereby acknowledge to have recieved the amount stated above and have no further claims for services rendered.

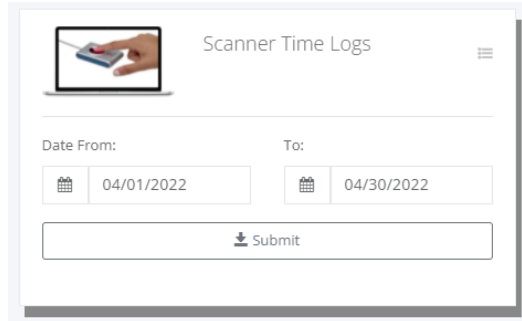
\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

### 14.3 DTR Time Logs

- **Inquiry -> DTR Time Logs**

Self-service to view the Daily Time Record (DTR) time logs. Input the selected date from and date to, then click the "Submit" button to display the time-in and time-out logs.



Scanner Time Logs

Date From: 04/01/2022 To: 04/30/2022

Submit

Biometric Time Logs

Inquiry / Time Logs



DTR From: 4/1/2022 To: 4/30/2022

Show 10 entries Search: Excel PDF Print

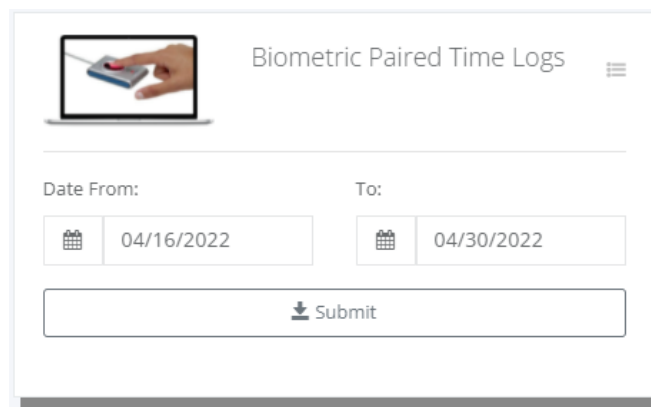
Showing 1 to 10 of 52 entries

EMP ID	DATE LOGS	IN/OUT	BCODE	DEVICE NAME
PDS-0001	4/1/2022 6:57:00 PM	0	LGU-SJDM	DEVICE-1
PDS-0001	4/2/2022 6:48:00 AM	1	LGU-SJDM	DEVICE-1
PDS-0001	4/2/2022 6:57:00 PM	0	LGU-SJDM	DEVICE-1
PDS-0001	4/3/2022 6:45:00 AM	1	LGU-SJDM	DEVICE-1
PDS-0001	4/3/2022 12:58:00 PM	0	LGU-SJDM	DEVICE-1
PDS-0001	4/4/2022 12:56:00 PM	0	LGU-SJDM	DEVICE-1
PDS-0001	4/4/2022 11:45:00 PM	1	LGU-SJDM	DEVICE-1

### 14.4 DTR Paired Logs

- Inquiry -> DTR Paired Logs**

Self-service to view the pairing Daily Time Record (DTR) time logs. Input the selected date from and date to, then click the "Submit" button to display the pairing time-in and time-out. This tool helps the employee to know the invalid time logs, which is no time-in with time-out, or with time-in with no time-out.



Biometric Paired Time Logs

Date From: 04/16/2022 To: 04/30/2022

Submit

Paired Time Logs

Inquiry / Paired Logs



DTR From: 4/16/2022 To: 4/30/2022

Show 10 entries Search: [ ] Excel PDF Print

Showing 1 to 10 of 10 entries

DATE	DAY	TIME-IN	TIME-OUT
04/16/2022	Saturday	4/16/2022 6:57:00 PM	4/17/2022 6:45:00 AM
04/19/2022	Tuesday	4/19/2022 12:58:00 PM	4/19/2022 11:45:00 PM
04/20/2022	Wednesday	4/20/2022 12:56:00 PM	4/21/2022 12:45:00 AM
04/21/2022	Thursday	4/21/2022 12:57:00 PM	4/22/2022 12:08:00 AM
04/22/2022	Friday	4/22/2022 12:57:00 PM	4/23/2022 12:10:00 AM
04/23/2022	Saturday	4/23/2022 12:54:00 PM	4/24/2022 12:16:00 AM
04/25/2022	Monday	4/25/2022 6:55:00 PM	4/26/2022 6:54:00 AM

### 14.5 DTR Time Card

- o **Inquiry -> DTR Time Card**

The Civil Service Daily Time Record (DTR) is a form used by government employees to record their daily attendance and work hours. It typically includes fields for the employee's name, position, time in, time out, and total work hours for the day.

Self-service to view the Daily Time Record (DTR) time card. Input the **date from** and **date to**, then click the "Submit" button to display the time card report.

Generate DTR Time Card

Date From: 08/16/2022 To: 08/31/2022

Submit

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Civil Service Form No. 48

### DAILY TIME RECORD

-----oOo-----

**DELA CRUZ, JUAN S.**

(Name)

---

For the month of August 2022

Official hours for arrival and departure

Regular days 6  
Saturdays 0

Day	A.M		P.M		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23	07:18 AM	12:00 PM	01:00 PM	06:04 PM		
24	06:29 AM	12:00 PM	01:00 PM	06:01 PM		
25	07:27 AM	12:00 PM	01:00 PM	06:45 PM		
26	07:27 AM	12:00 PM	01:00 PM	05:22 PM		
27						
28						
29						
30	07:23 AM	12:00 PM	01:00 PM	06:30 PM		
31	07:23 AM	12:00 PM	01:00 PM	06:16 PM		

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours:

Civil Service Form No. 48

### DAILY TIME RECORD

-----oOo-----

(Name)

---

For the month of \_\_\_\_\_

Official hours for arrival and departure

Regular days \_\_\_\_\_  
Saturdays \_\_\_\_\_

Day	A.M		P.M		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1						
2						
3						
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27						
28						
29						
30						
31						

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours:

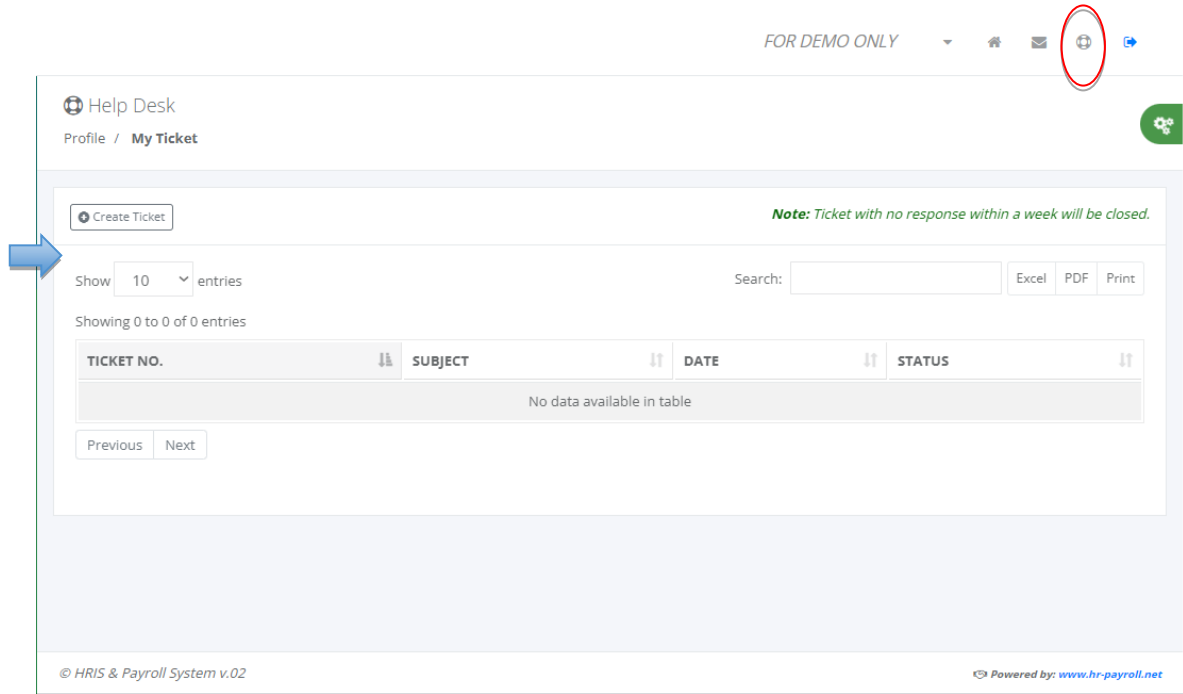
## 14.6 Timesheet Computation

- **Inquiry -> Timesheet Comp.**

Self-service to view the timesheet computation which is the Workhour Distribution Report. Click the "View" button to display the hours computation then check whether the hours worked if properly distributed from regular hours, overtime, night differential, holidays, and others.



Use the "Send A Message" chat box to communicate with a ticketing support person if any issues occur. If the ticket issue is already solved click the "Close this Ticket" button to remove it from the ticketing support pending status.



The form is titled 'Subject' and has a text input field. Below it are 'Category' and 'Priority' dropdown menus. The 'Message' section has a large text area with the placeholder 'Your Message...'. The 'Attachment (\*.jpg, \*.jpeg, \*.png)' section includes a 'Choose File' button and the text 'No file chosen'. At the bottom, there are 'Cancel' and 'Save' buttons.



Help Desk

Profile / My Ticket / Details



Adding employee not working

Close this Ticket

**Ticket No.:** 6  
**Ticket Date:** 03/30/2022  
**Priority:** High  
**Application Bugs**

**Message:** Kindly fix the employee data entry form not working

Message History

Please close the ticket if now okay, thanks.  
rj2003cy@yahoo.com  
3/30/2022 6:55:00 PM

Is now working... thanks.  
julietcorral@gmail.com  
3/30/2022 6:34:00 PM

Employee data entry is now updated.. kindly try again.  
rj2003cy@yahoo.com  
3/30/2022 6:32:00 PM

## ABOUT THE AUTHOR/DEVELOPER

**Ruben B. Corral** personally developed this completed package of HRIS and Payroll Systems almost 10 years up to now as a pastime and hobby coding before planning to monetize this coming year 2024. Programming languages & databases he uses are VB.Net, C#, LINQ, jQuery, HTML helper, Razor, Bootstrap, javascript, SignalR, JSON, MS SQL, MySQL, Oracle, and MS Access. Her learning process and long experience in programming helped to develop this web application program focused on Human Resources Information Systems (HRIS) and Payroll Systems.

He is a highly skilled programmer with a passion for creating innovative software solutions. His interest in coding and technology was mentored by his passion for the world of programming. Inspired by his family members, his son and daughter are passionate about technology and dedicated to developing cutting-edge applications for future family businesses. Their encouragement and belief in his abilities have been instrumental in shaping his career, and he is grateful for their family's ongoing support as he continues to push the boundaries of programming innovation.

He has been employed at Frey-Fil Corporation as a Computer Programmer from October 2010 to February 16, 2024, February 17, 2024, to April 17, 2024, as a Consultant, and also works as a Software Engineer for Filmetrics Corporation, working as part of its software development team. He started working in the outsourcing company as a System Developer at Savant Technologies, Inc., for almost 9 years.

Their expertise in software development is almost 24 years and most of the common systems he developed are related to HR and Payroll processes and dedicated to providing accurate, up-to-date, and easily understandable information to help users make the most of their software tools. When not immersed in the world of software development, he enjoys biking, basketball, and exploring new technologies. He constantly seeking to expand knowledge and stay up-to-date with the latest technologies and trends in the industry.