

# **HRIS & PAYROLL SYSTEM**



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

# **©User Manual**

January 2024

Version 1.00

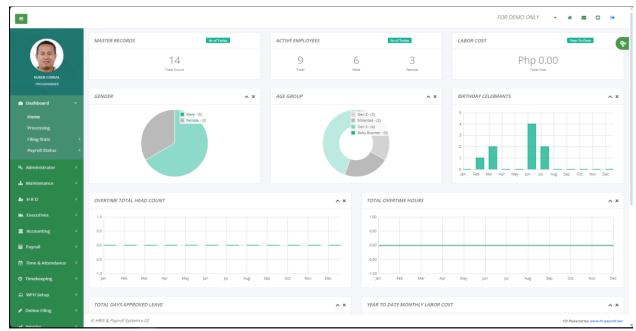
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https://www.pinoycode.com | https://www.hr-payroll.net





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.



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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

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

<u>Data Accuracy:</u> 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.

<u>Integration:</u> 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.

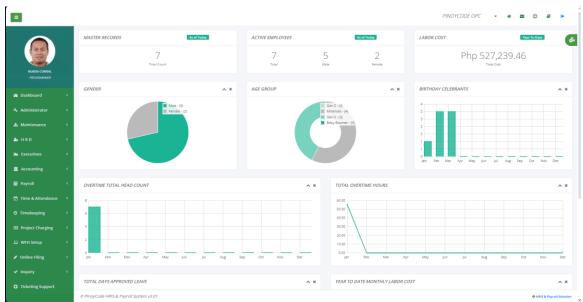
# 2.2 User Roles

- 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

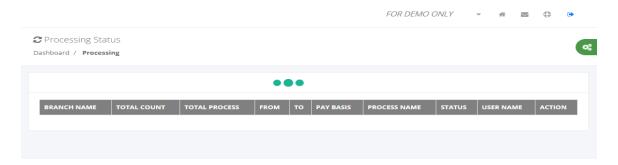
#### 2.3.1 Home

Dashboard -> Home



# 2.3.2 Processing

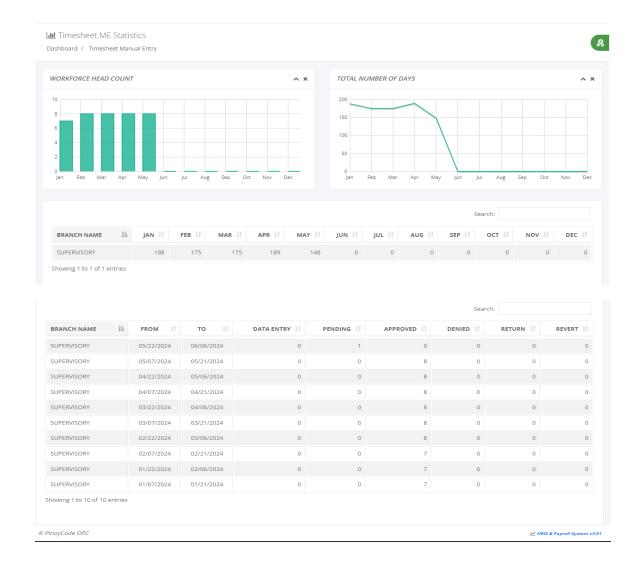
- o Dashboard -> Processing
- Monitoring of ongoing processes like generating timesheets, syncing biometric logs, timekeeping process, and payroll processes.



# 2.3.3 Filing Stats

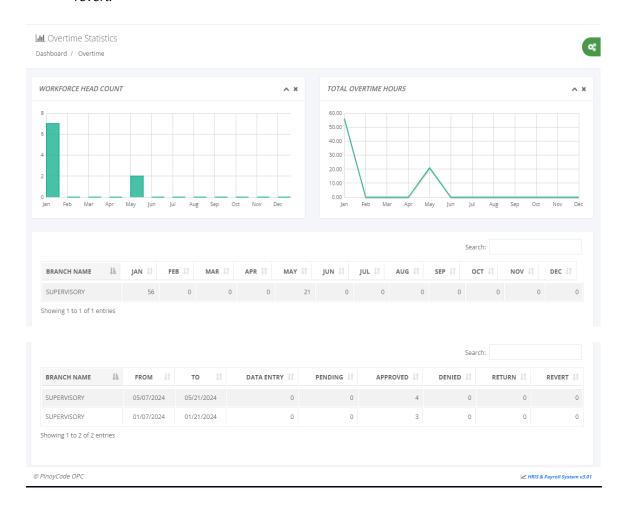
# 2.3.3.1 Timesheet Manual Entry

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



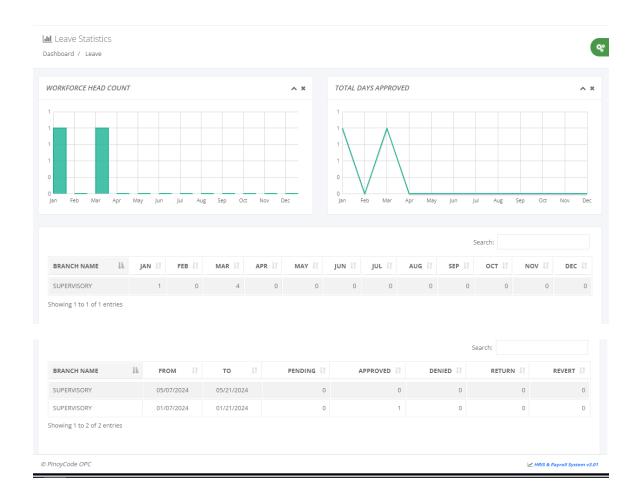
#### **2.3.3.2 Overtime**

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



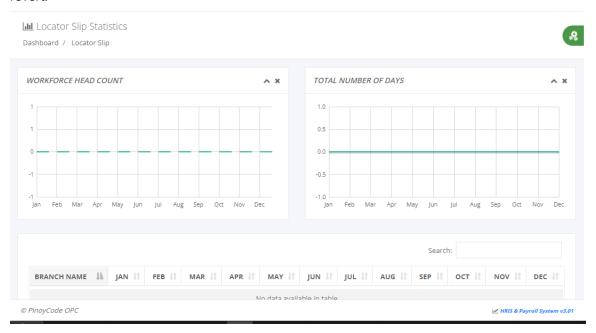
#### 2.3.3.3 Leave

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



#### 2.3.3.4 Locator Slip

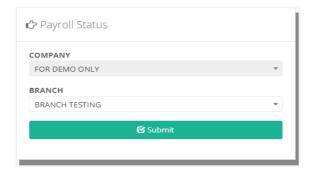
- Dashboard -> Filing Stats -> Locator Slip
- > Locator slip filing stats status of data entry, pending, approved, denied, return, and revert.

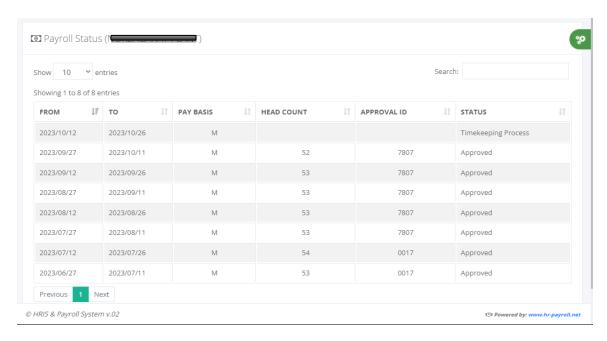


# 2.3.4 Payroll Status

# 2.3.4.1 By Branch

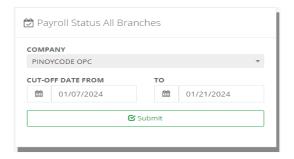
- o Dashboard -> Payroll Status -> By Branch
- > Branch payroll monitoring status if timekeeping process, pending payroll, pending review, or pending approval status.

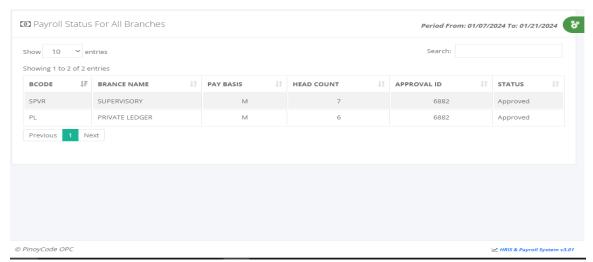




#### 2.3.4.2 All Branch

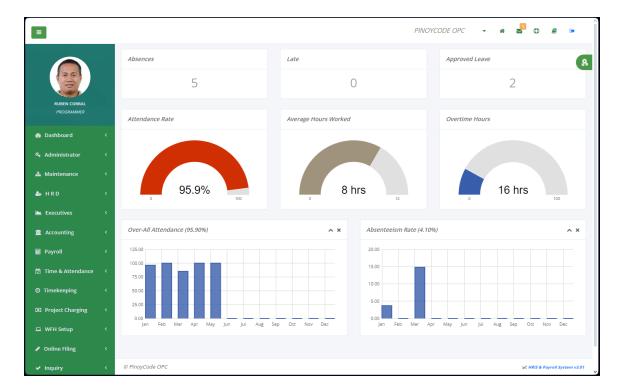
- o Dashboard -> Payroll Status -> All Branch
- > The company all branches belong to cut-off dates payroll monitoring status if timekeeping process, pending payroll, pending review, or pending approval status.





# 2.3.5 My Performance

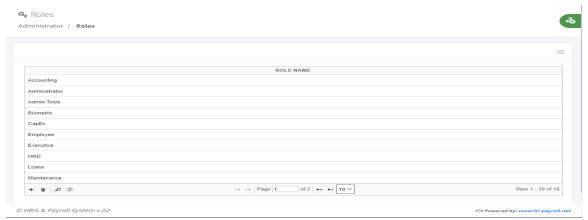
A typical attendance performance dashboard may include metrics such as overall attendance rate, attendance trend over time, attendance by department or team, reasons for absenteeism, and comparison of scheduled vs. actual work hours.



# 3 Administrator

#### 3.1 Roles

o Administrator -> Roles

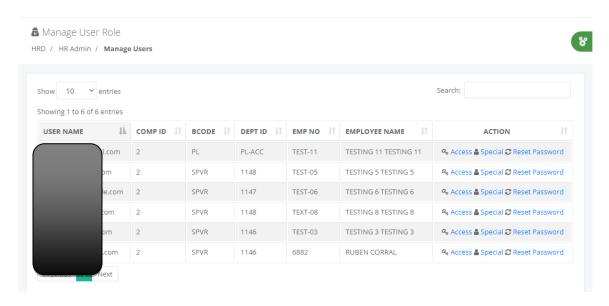


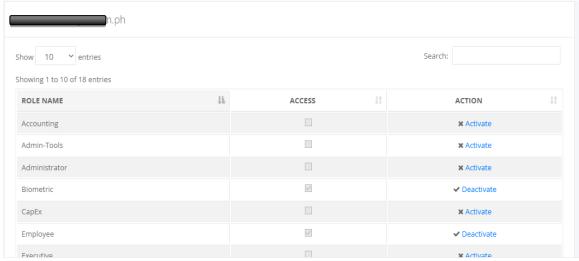
# 3.2 Manage Users

o Administrator -> Manage Users

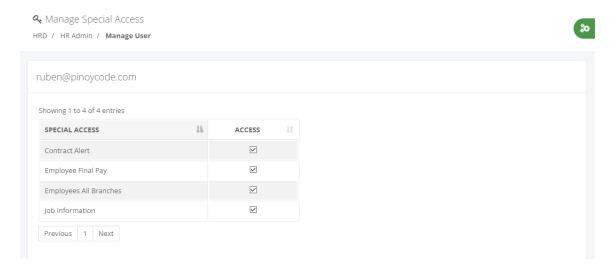
> Click the hyperlink "Activate" and confirm the popup dialog box by clicking "Yes" to give access.

Click the hyperlink "Deactivate" and confirm the popup dialog box by clicking "Yes" to remove access.



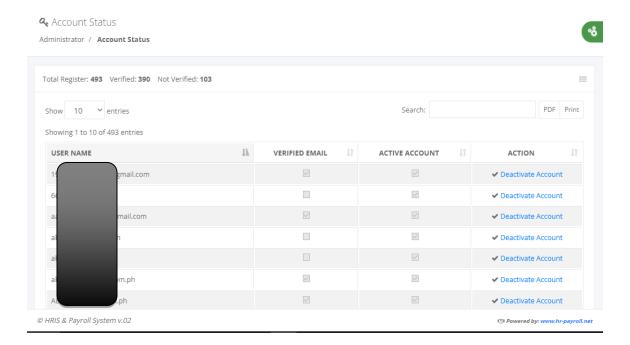


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#### 3.3 Account Status

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

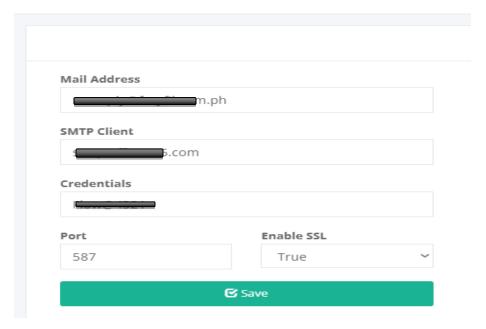


# 3.4 Mail Settings

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

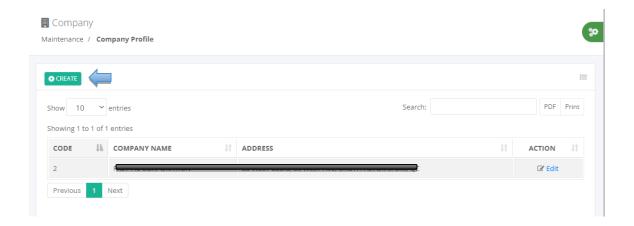
# ♠ Mail Settings

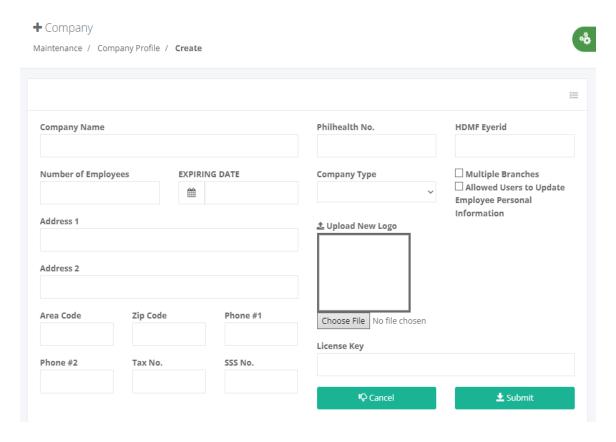
Administrator / Mail Settings



# 3.5 Company

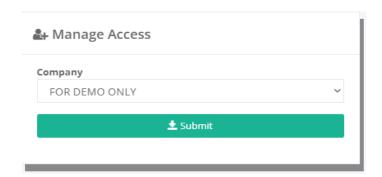
- o Administrator -> Company
- > The license key is provided based on the subscription account contract.

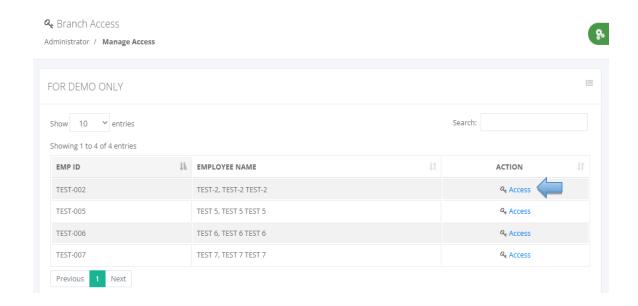


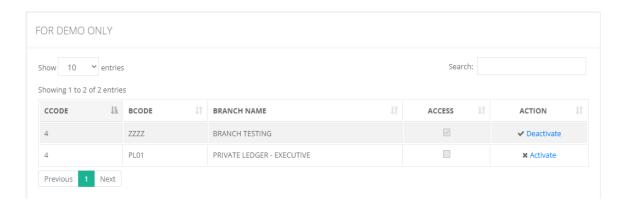


#### 3.6 Branch Access

- 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.







# 3.7 Contribution Settings

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



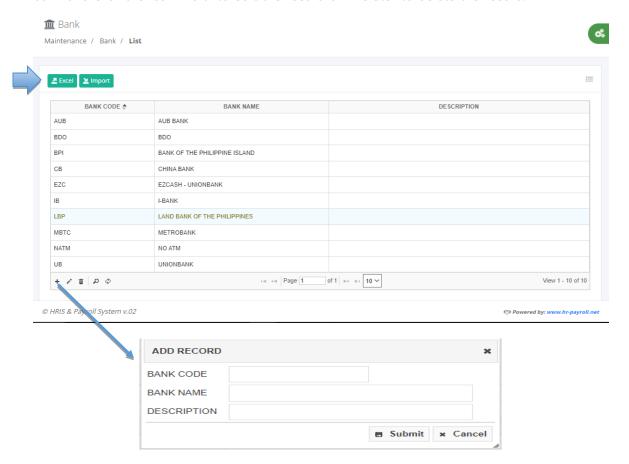
# 4 Maintenance

# 4.1 Lookup Table

#### 4.1.1 Bank

#### Maintenance -> Payroll -> Bank

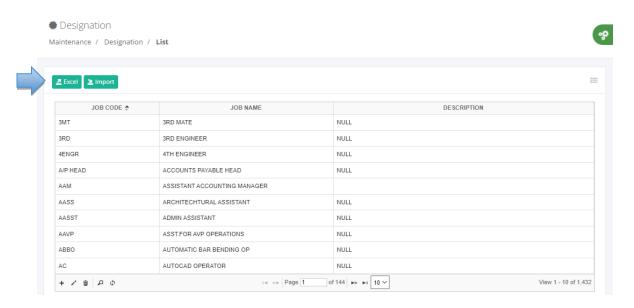
A dropdown list selection in employee master data links to employee payroll transactions which the bank connected for reporting purposes if needed or automate the bank requirement output to be used for online uploading. Click the "CREATE" button to add a new bank and click the icon "Edit" to edit the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



#### 4.1.2 Designation

#### Maintenance -> Payroll -> Designation

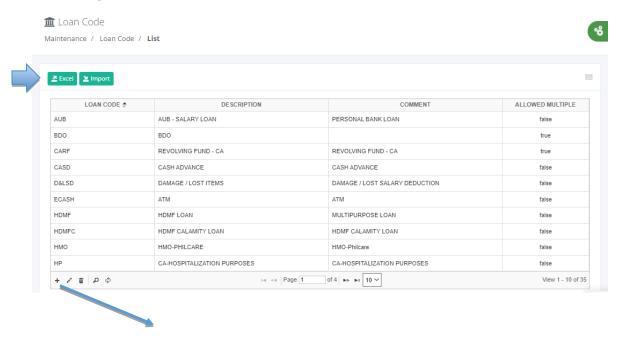
A dropdown list selection is used in employee job positions to get more accurate in creating reports. Click the "CREATE" button to add a new job position and click the icon "Edit" to edit the record or "Delete" to delete the record.



#### 4.1.3 Loan Code

#### 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.

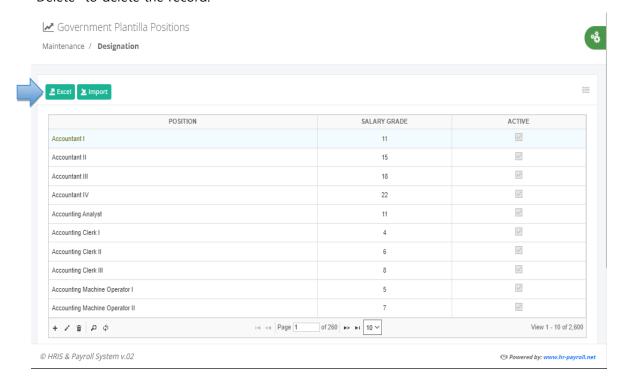




#### 4.1.4 Gov't Designation

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

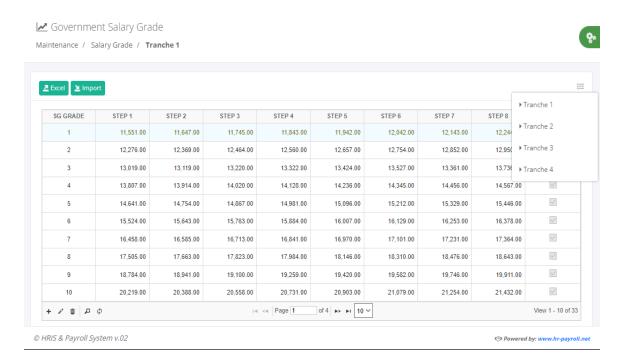
A dropdown list selection in the LGU employee payroll setup module, the standard job position to be used is government plantilla positions with a salary grade equivalent. Click the "CREATE" icon to add a new designation and click the icon "Edit" to edit the record or "Delete" to delete the record.



#### 4.1.5 Gov't Salary Grade

#### 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.



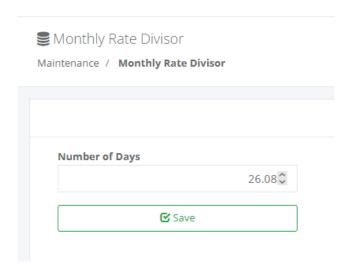
### 4.1.6 Monthly Rate Divisor

# 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.

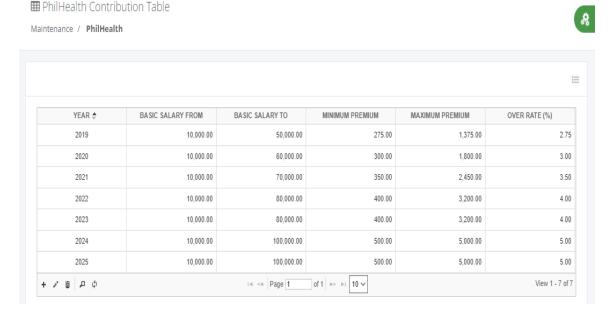


#### 4.2 Governments

#### 4.2.1 PhilHealth

#### Maintenance -> Governments -> PhilHealth

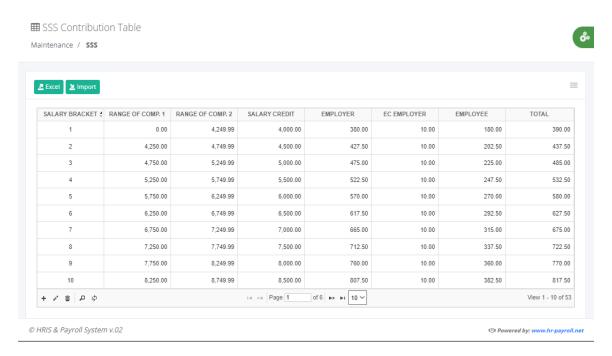
PhilHealth Circular No. 2019-0009, published on November 23, 2019, the premium rate for Direct Contributors shall still be at 2.75% of their monthly basic salary with an adjusted ceiling of P50,000. In 2020, PhilHealth will increase the rate to 3% and henceforth adjust it to increments of 0.5% every 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.



#### 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.



#### 4.3 Train Law

#### 4.3.1 Tax Daily

#### o 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.



# 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.



#### 4.3.3 Tax Semi-Monthly

#### o 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.



### 4.3.4 Tax Monthly

### o Maintenance -> Train law -> Tax Monthly

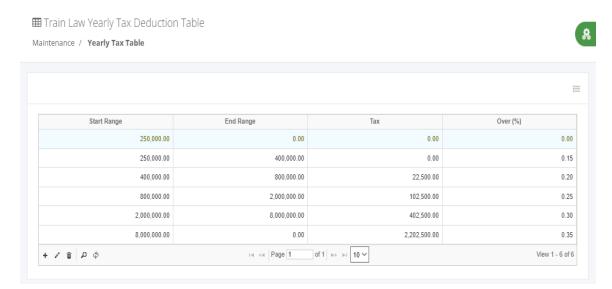
Bureau of Internal Revenue (BIR) Monthly Rates of Tax on Taxable Income of Individuals. The employee tax deduction shall be computed in accordance with the provided tax computation table.



#### 4.3.5 Tax Annually

#### Maintenance -> Train Law -> Tax Annually

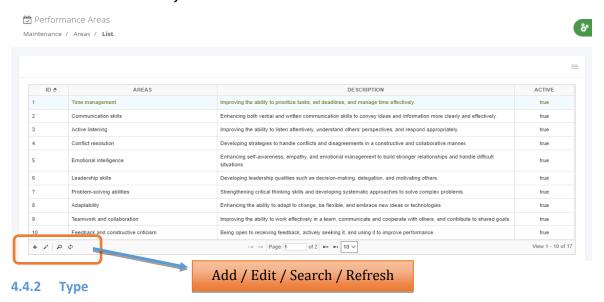
Bureau of Internal Revenue (BIR) Annually Rates of Tax on Taxable Income of Individuals. The employee tax deduction shall be computed in accordance with the provided tax computation table.



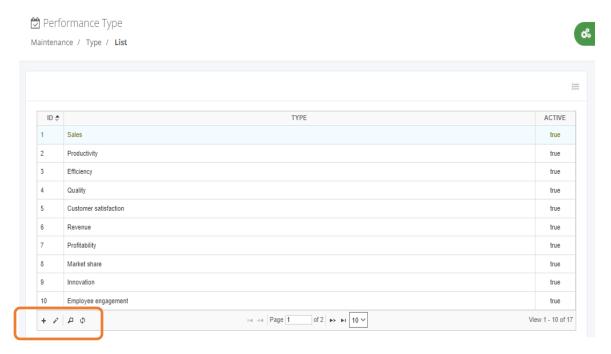
# 4.4 Performance

#### 4.4.1 Areas

o Maintenance -> Performance -> Areas

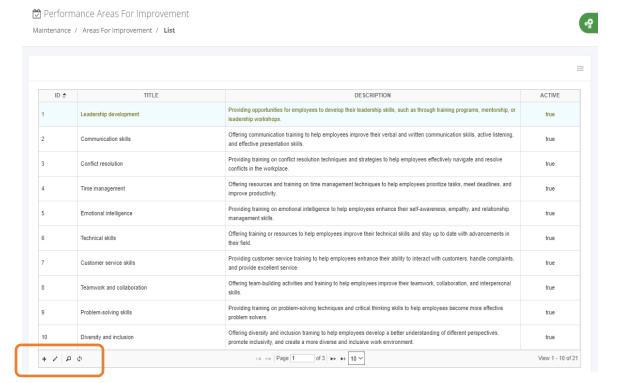


Maintenance -> Performance -> Type



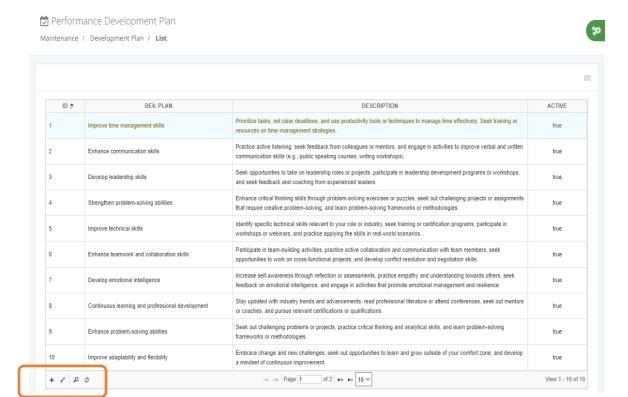
#### 4.4.3 Areas for Improvement

Maintenance -> Performance -> Areas for Improvement



# 4.4.4 Development Plan

Maintenance -> Performance -> Development Plan

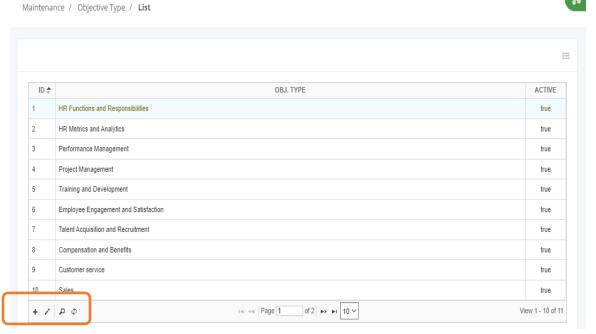


#### 4.4.5 Objective Type

#### Maintenance -> Performance -> Objective Type

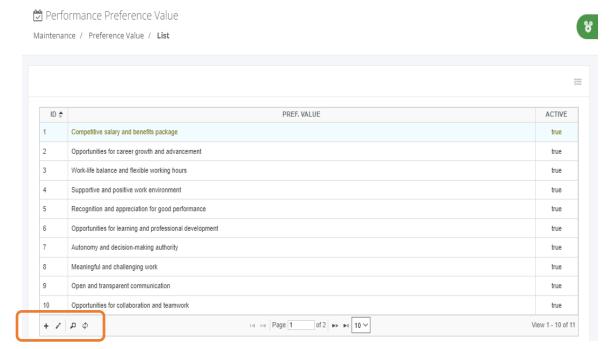
Performance Objective Type

8



#### 4.4.6 Preference Value

o Maintenance -> Performance -> Preference Value

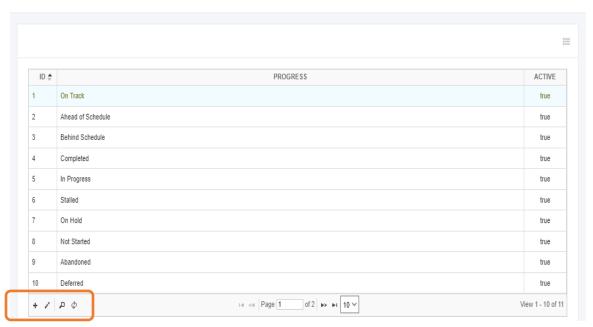


#### 4.4.7 Progress

Maintenance -> Performance -> Progress

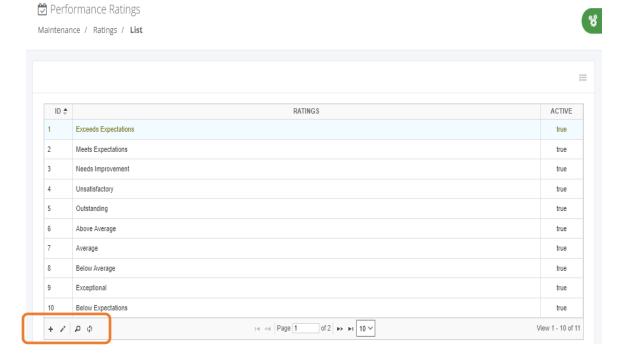






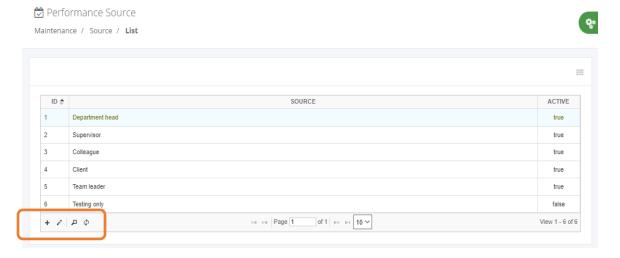
#### 4.4.8 Ratings

Maintenance -> Performance -> Ratings



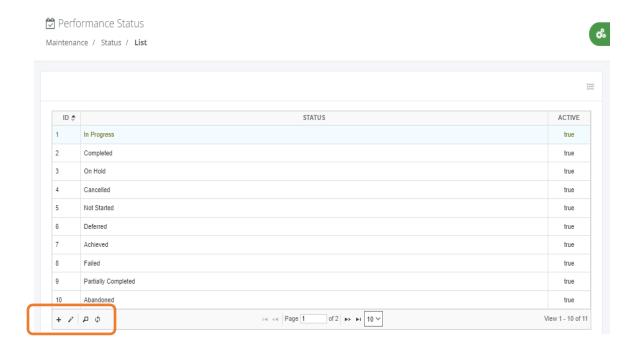
#### **4.4.9** Source

Maintenance -> Performance -> Source



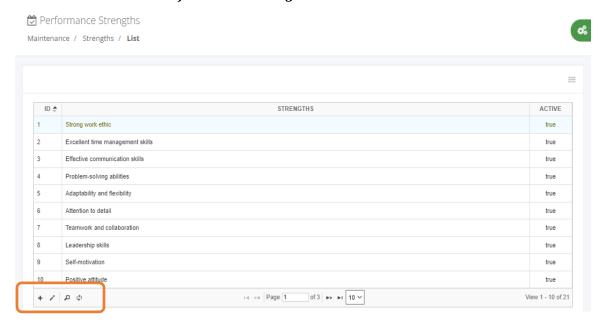
# 4.4.10 Status

o Maintenance -> Performance -> Status



## 4.4.11 Strengths

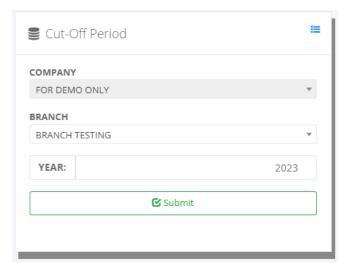
Maintenance -> Performance -> Strengths

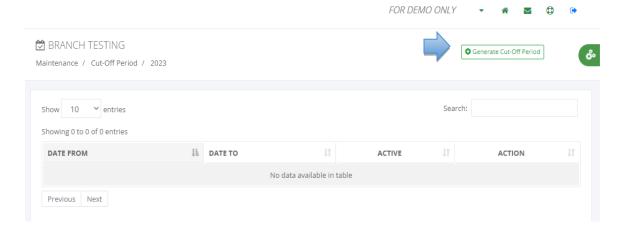


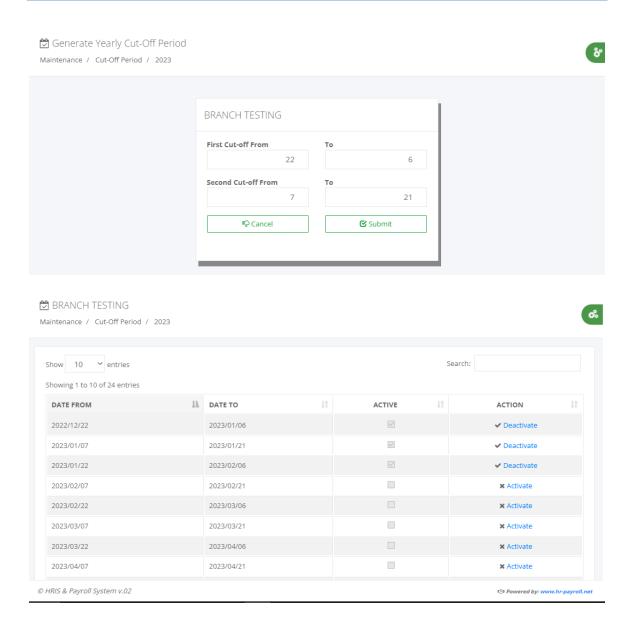
## 4.5 Cut-Off Period

# 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.







## 5 HRD

## 5.1 Recruitment

### **5.1.1** Manpower Request

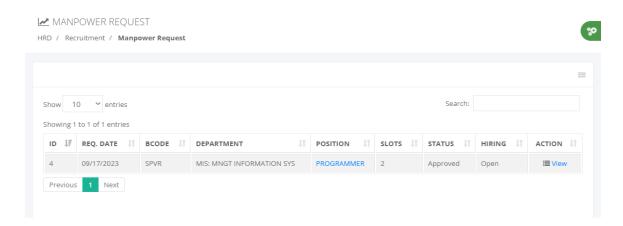
o HRD -> Recruitment -> Manpower Request

# 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.

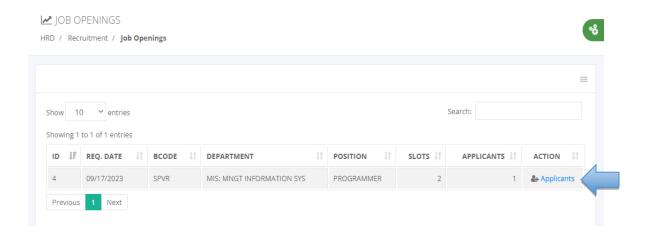
> The request details may include information such as the job title, department, required qualifications, desired start date, and any additional notes or instructions.

> Take note of the necessary information or download any attachments associated with the request.



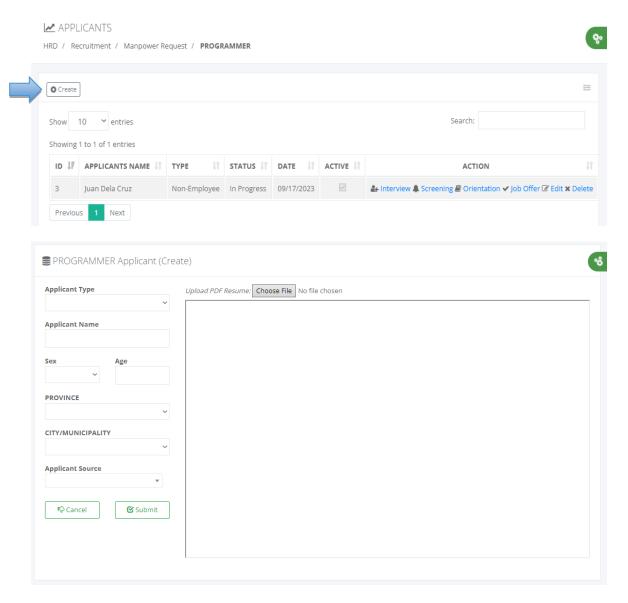
## 5.1.2 Job Openings

- 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.



### **Entry Forms:**

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



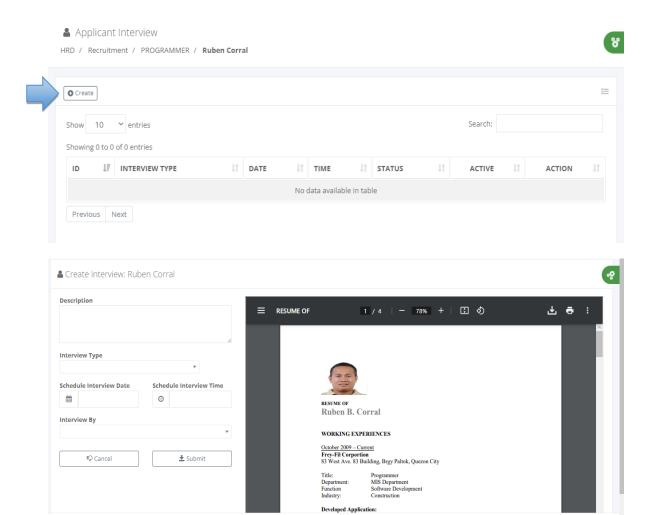
### **Applicant Type**

- Non-Employee
- o Employee

## **Applicant Source**

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

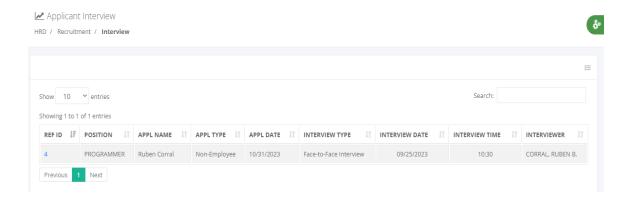
Non-employee is required resume in pdf format for attachment.



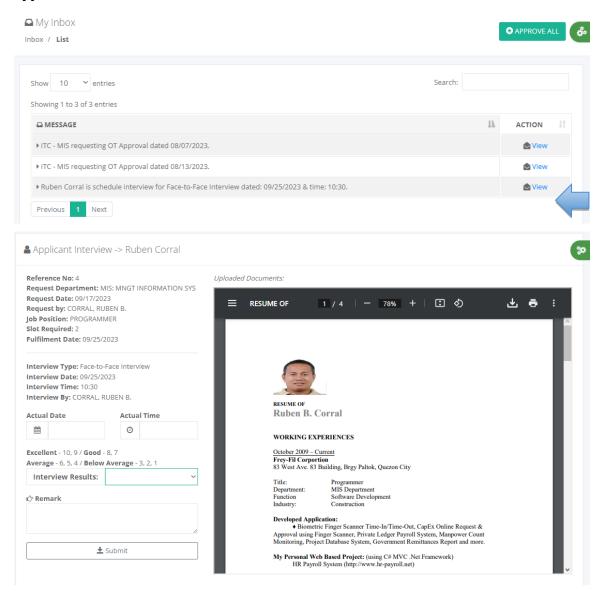
#### 5.1.3 Interview

© HRIS & Payroll System v.02

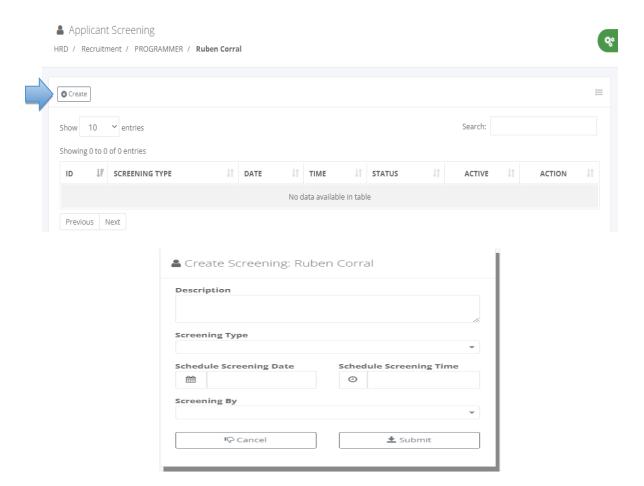
- HRD -> Recruitment -> Interview
- > All pending types of interviews are automatically queued on the list.



## **Approver Mail Inbox**

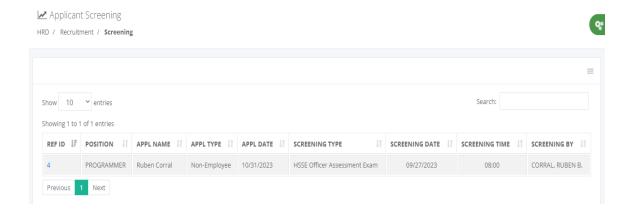


The interviewer must fill out the form after the interview is finished.

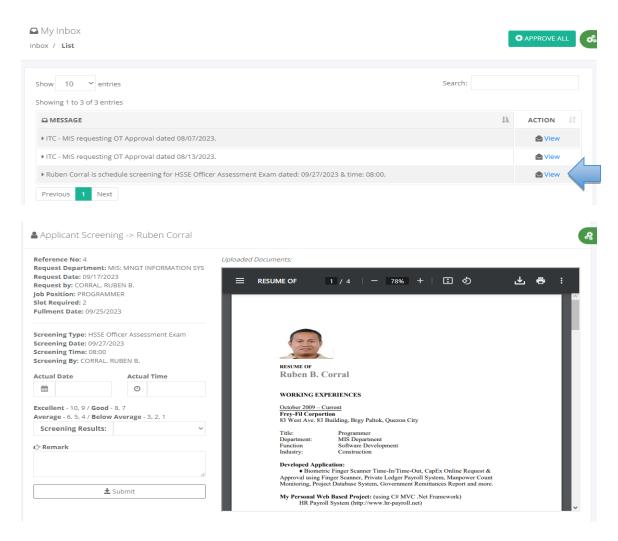


## 5.1.4 Screening

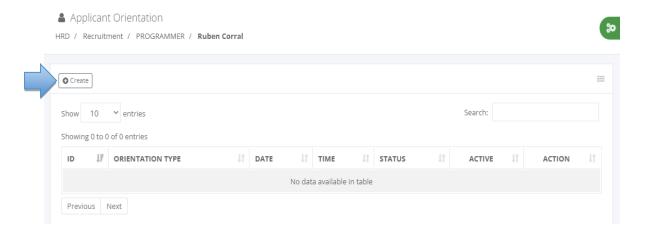
- HRD -> Recruitment -> Screening
- > All pending types of screening are automatically queued on the list.

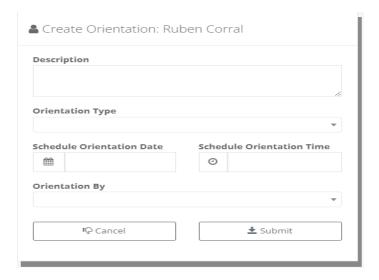


### **Approver Mail Inbox**



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



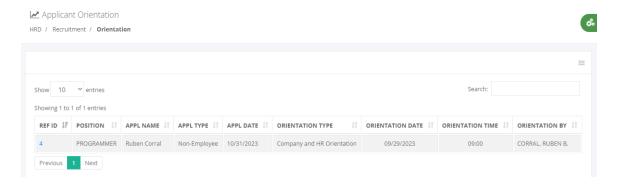


#### 5.1.5 Orientation

#### O HRD -> Recruitment -> Orientation

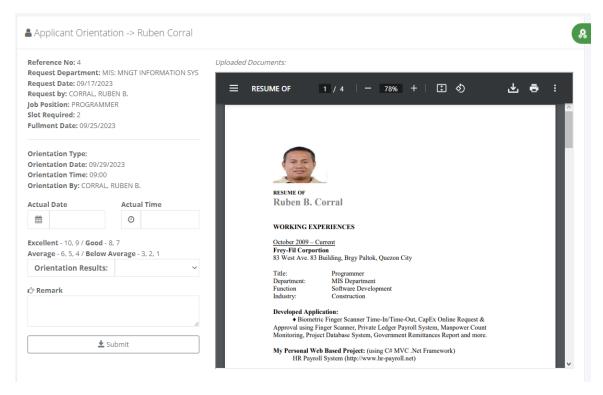
Orientation refers to the process of introducing and familiarizing new employees with their job roles, company policies, procedures, and culture. It is typically conducted during the initial days or weeks of employment to help new hires feel welcome, understand their responsibilities, and integrate into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

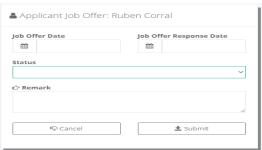
All pending types of orientation are automatically queued on the list.



### <u>Approver Mail Inbox</u>



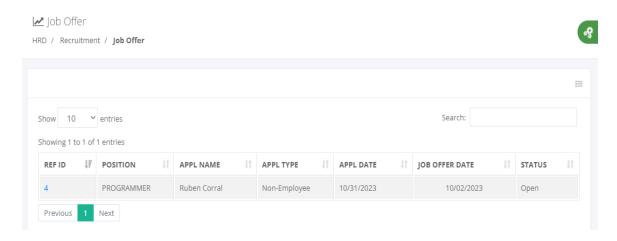




- Fill up the form job offer date and select status "open" to queue in the Job Offer list.
- Update the applicant's job offer if the applicant responds to the job offer.

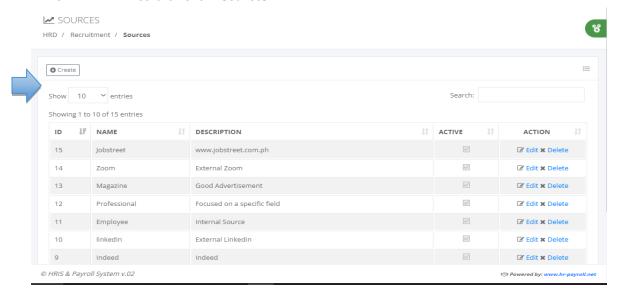
### 5.1.6 Job Offer

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



#### 5.1.7 Sources

○ HRD -> Recruitment -> Sources

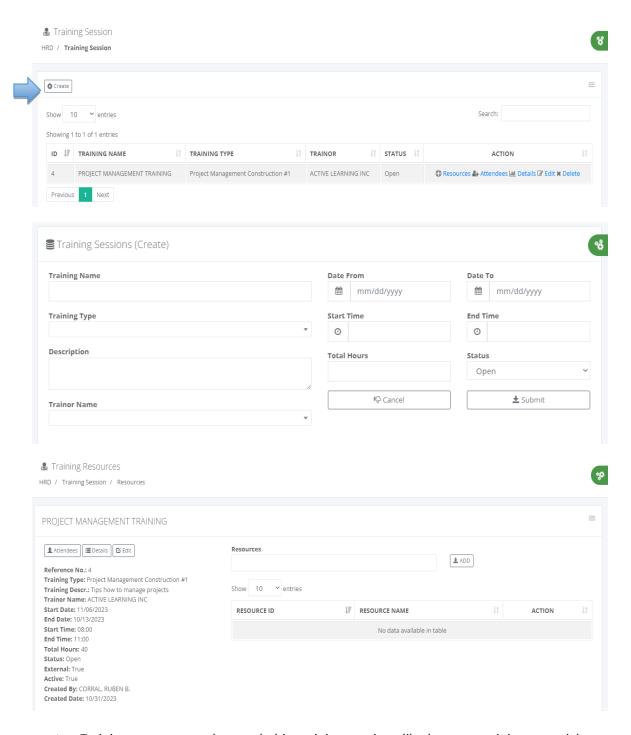


# **5.2** Training & Seminars

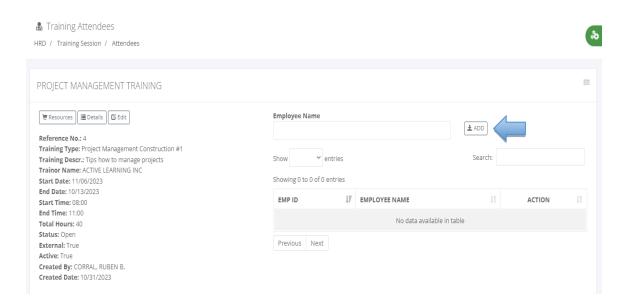
### **5.2.1** Training Sessions

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



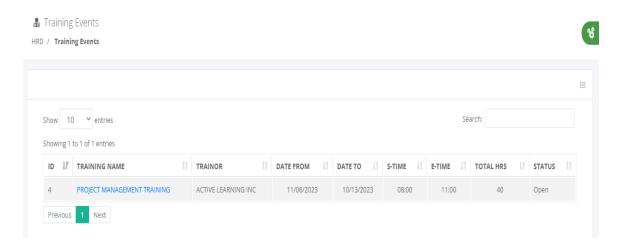
Add training attendees for this scheduled training or seminars.

### 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.

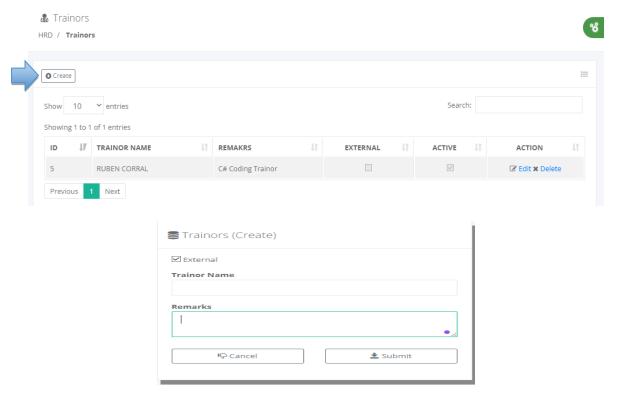
List all training events, and seminars or use a search box to filter the desired keyword to display.



#### 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.

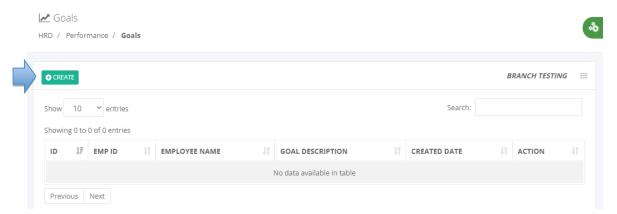


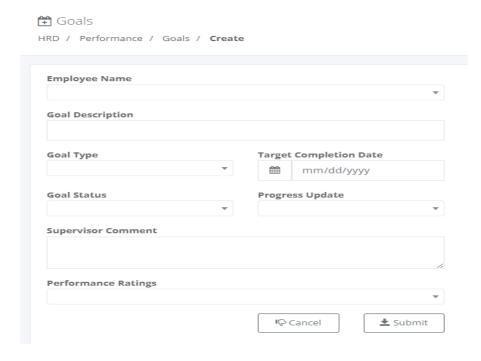
#### 5.3 Performance

#### **5.3.1** Goals

## 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.

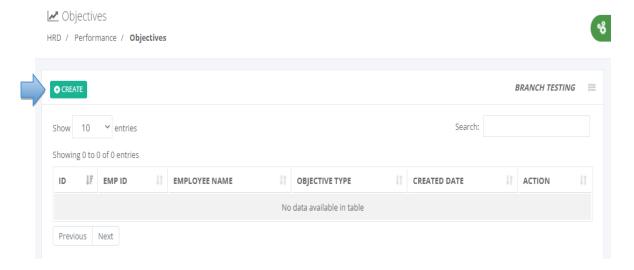




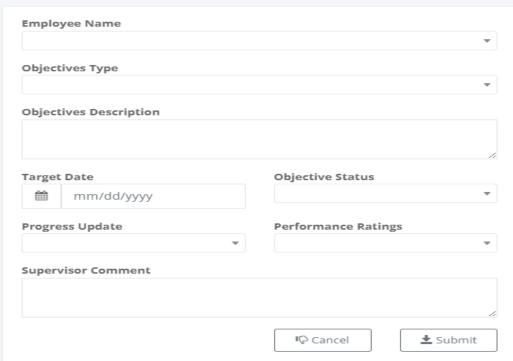
### 5.3.2 Objectives

## 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.



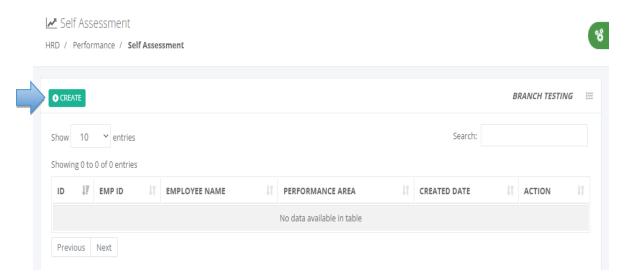


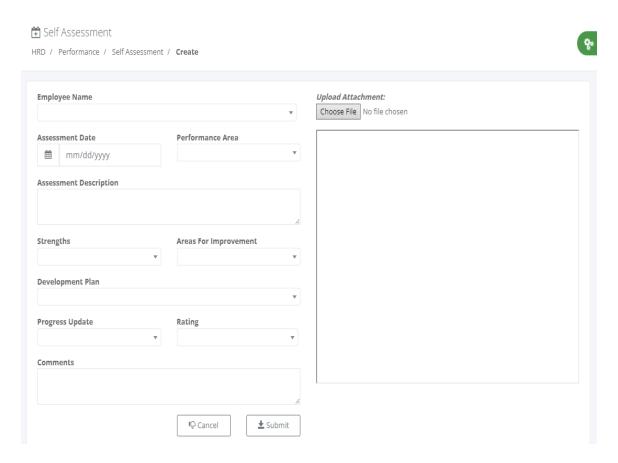


### 5.3.3 Self-Assessment

## 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.

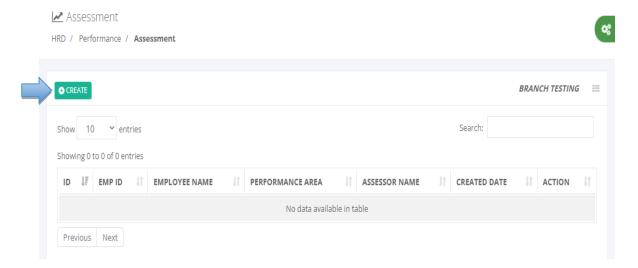


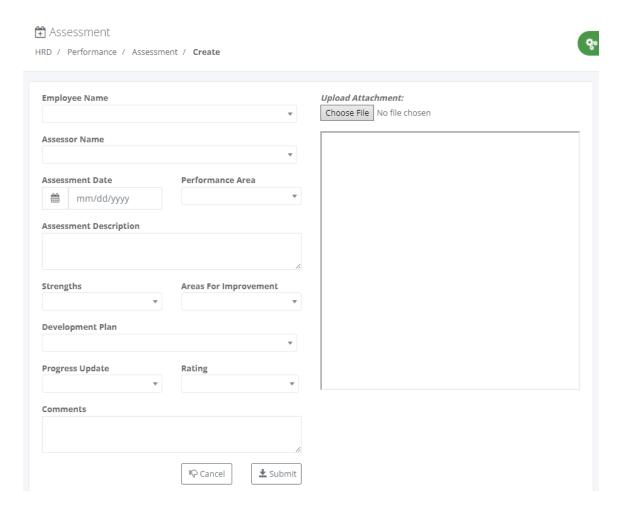


### 5.3.4 Assessment

### 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.

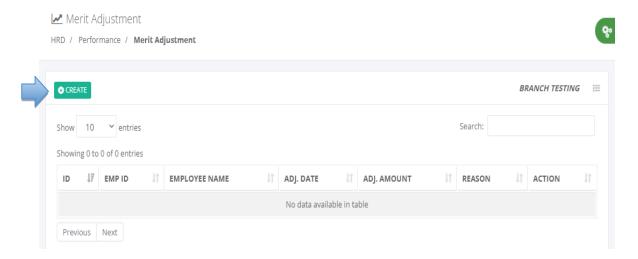


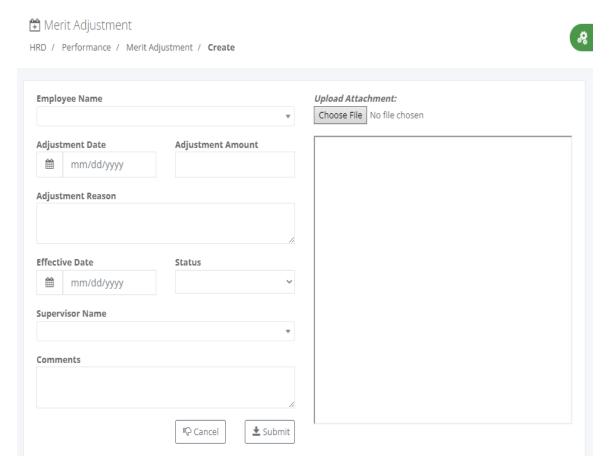


## 5.3.5 Merit Adjustment

## 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.

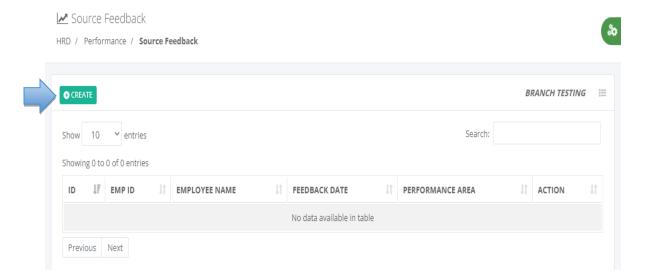


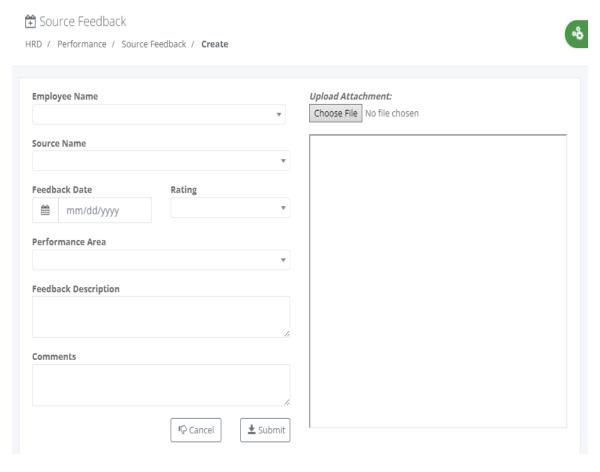


#### 5.3.6 Source Feedback

## 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.



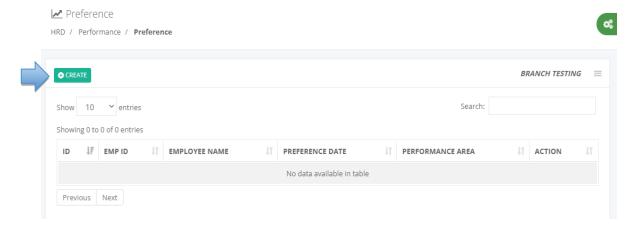


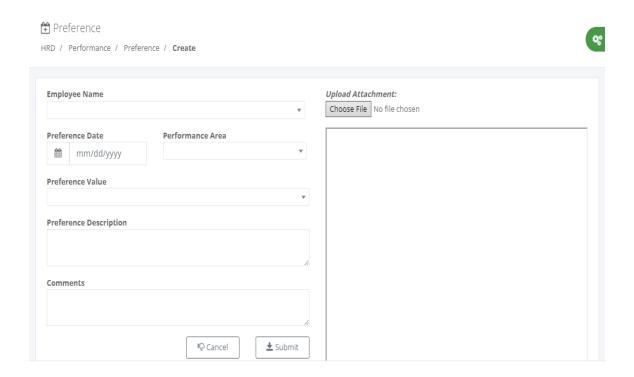
### 5.3.7 Preference

### 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.



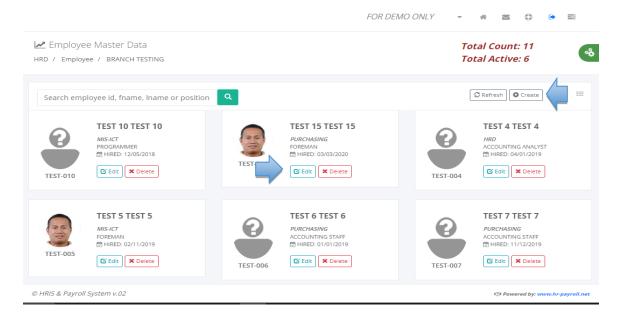


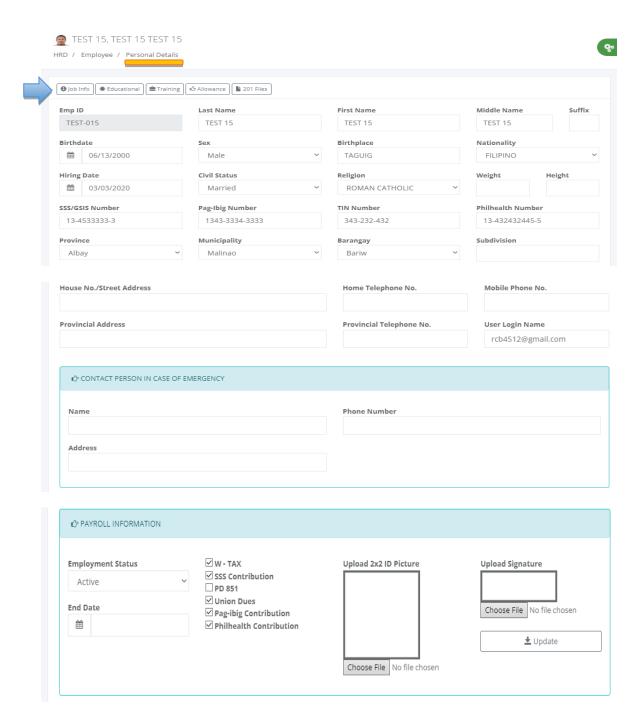
# 5.4 Employees

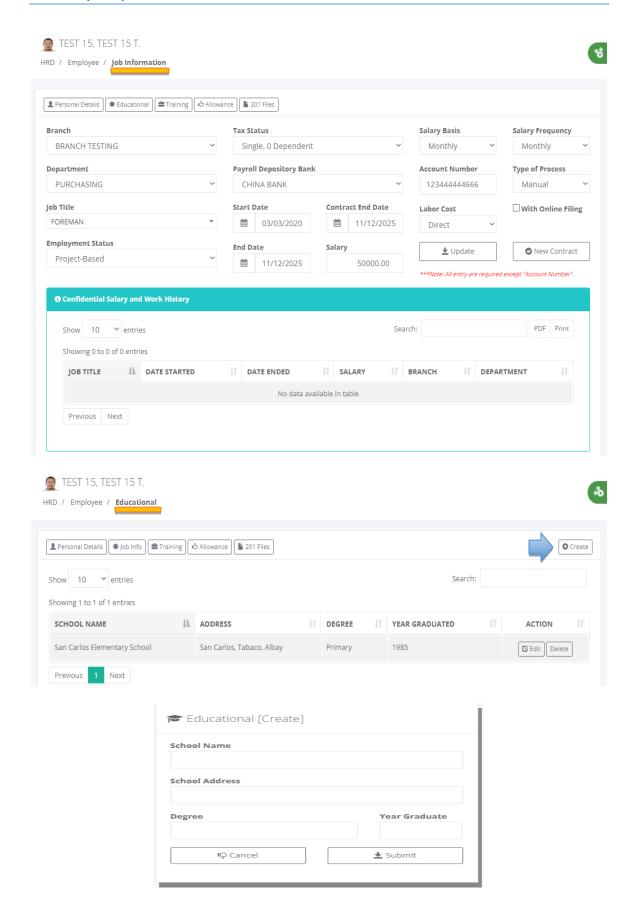
#### 5.4.1 Private

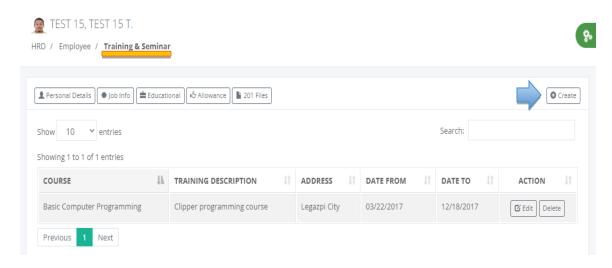
## ○ HRD -> Employees

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.



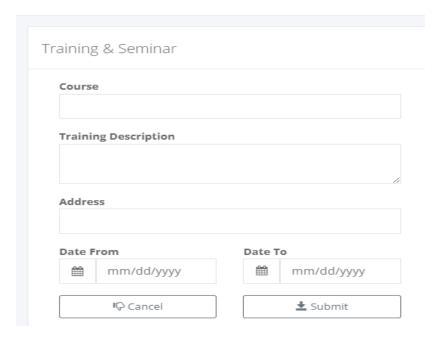


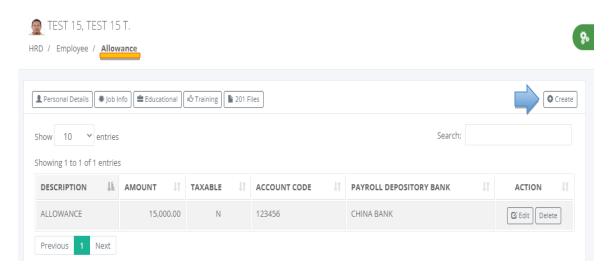




TEST 15, TEST 15 T.

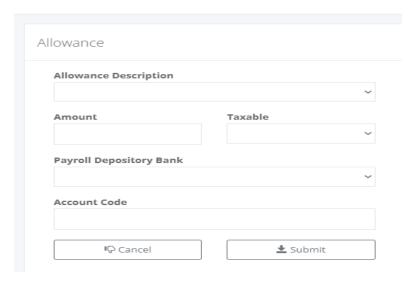
HRD / Employee / Training & Seminar's / Create

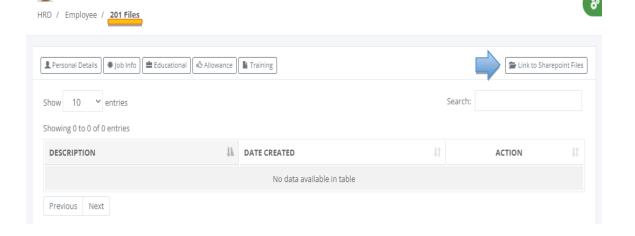




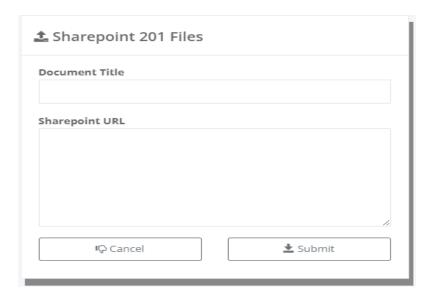


HRD / Employee / Allowance / Create





TEST 15, TEST 15 T.



### Private Employee Master Data

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

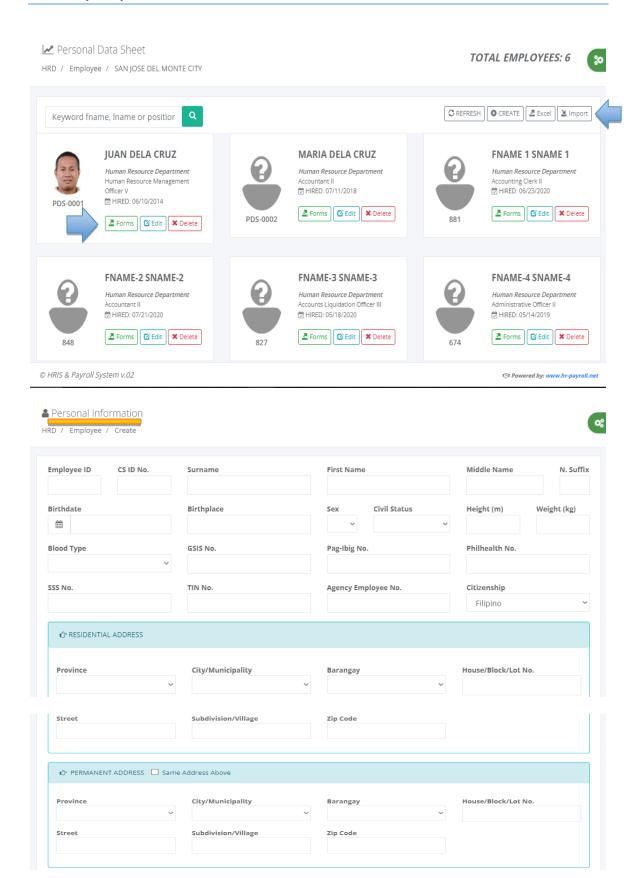
<u>Note:</u> Uploading employee's master data is available in Excel format to follow in personal details, job information, and allowance to extract from the existing system if available.

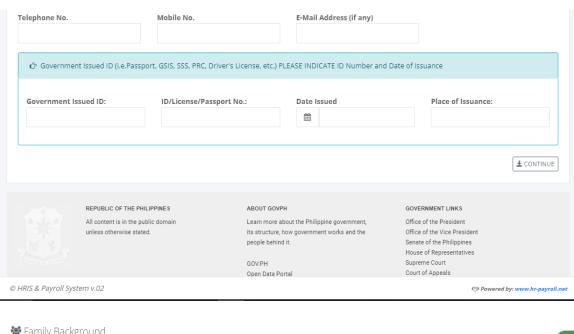
#### 5.4.2 LGU

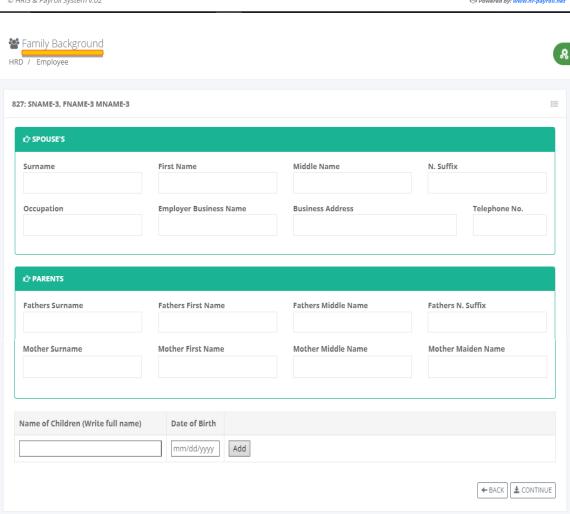
#### ○ HRD -> Employees

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.

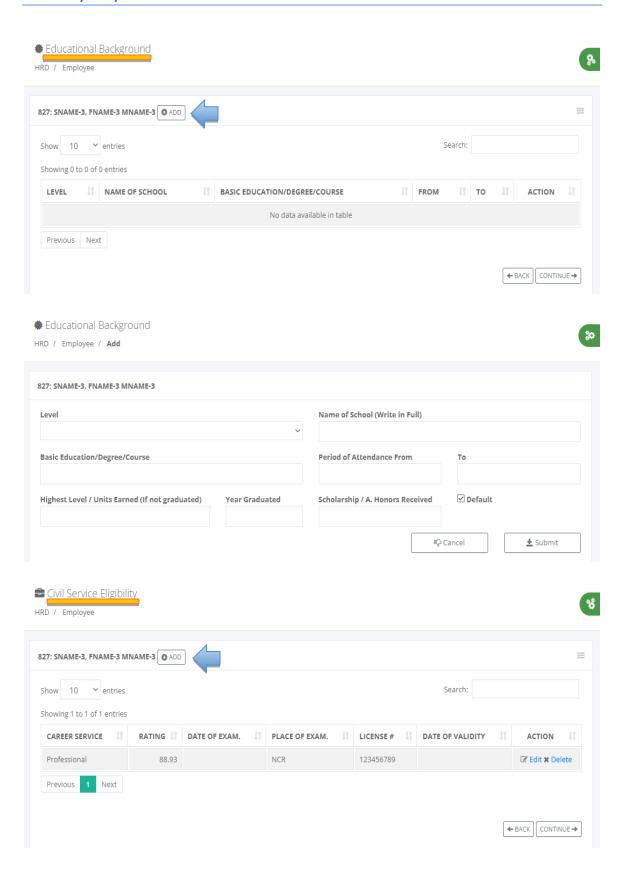
It is important to ensure that LGU employee master data is accurate, up-to-date, and secure. Proper data management practices, such as data validation, regular audits, and access controls, can help ensure the integrity and confidentiality of employee data. Additionally, LGUs must comply with data privacy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

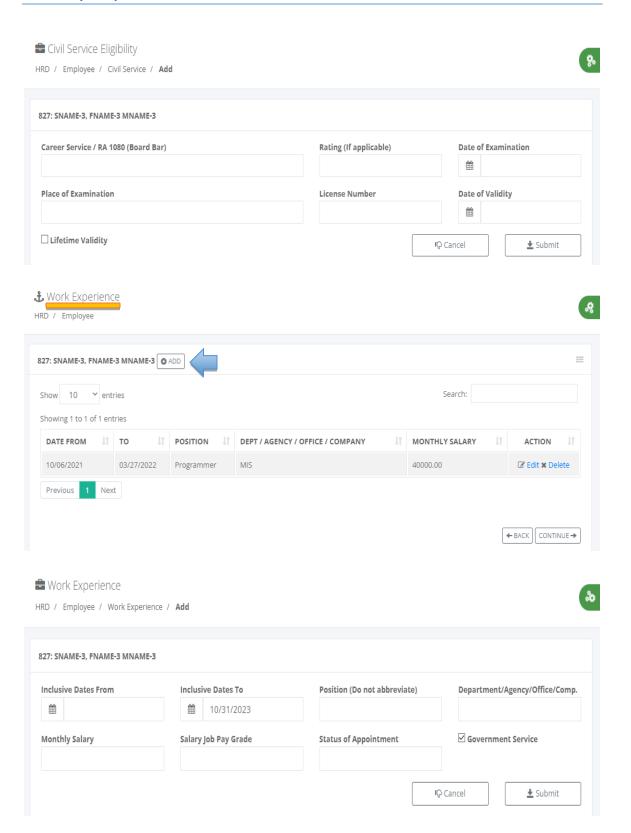




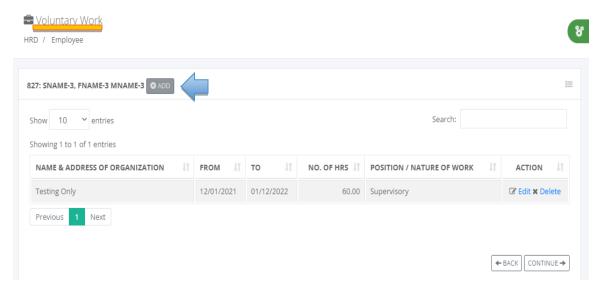


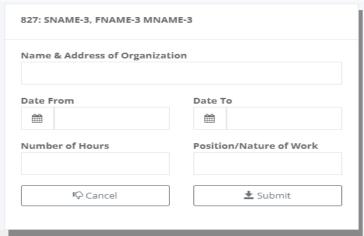
**HRIS & Payroll System** 

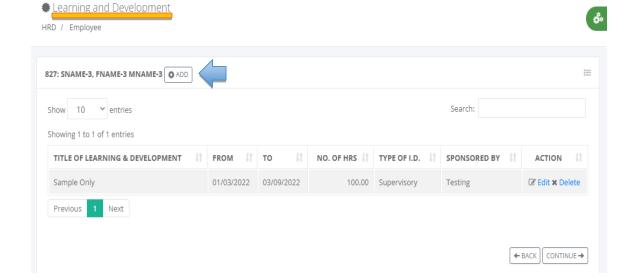


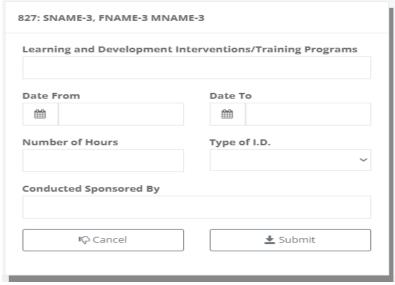


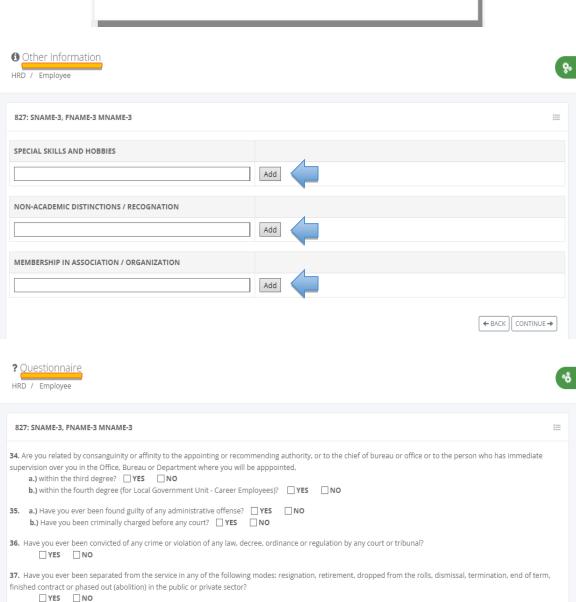
HRIS & Payroll System

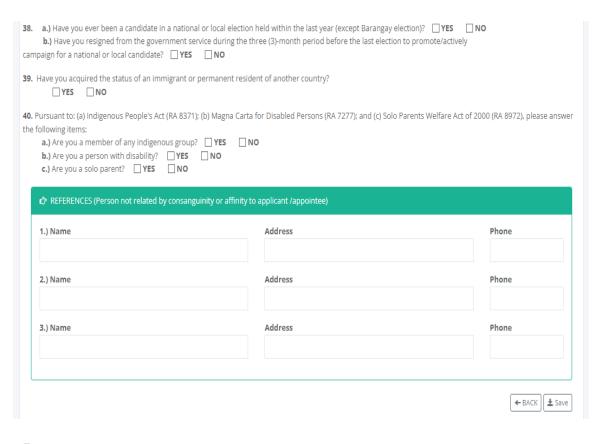








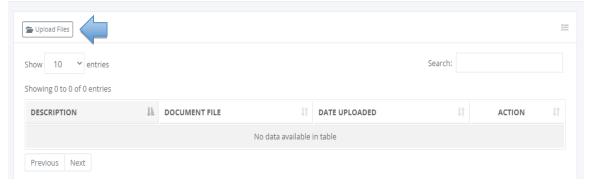


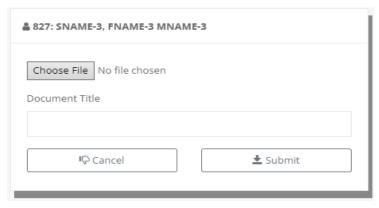


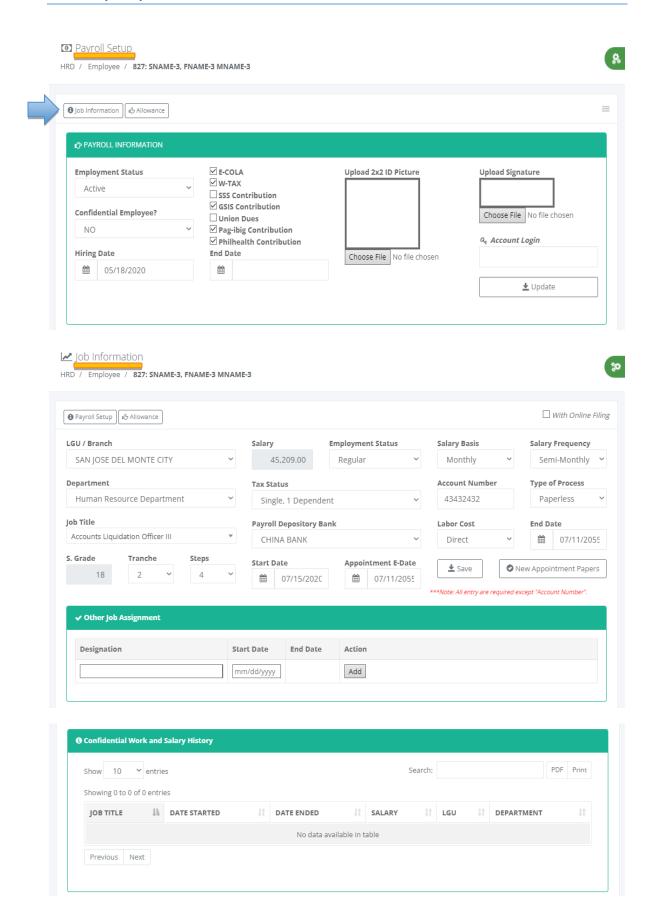


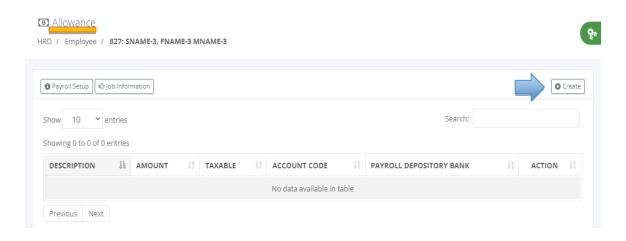
HRD / Employee / 827: SNAME-3, FNAME-3 MNAME-3



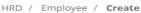


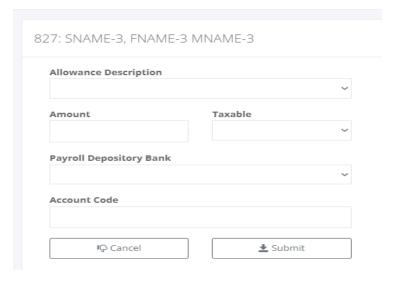






Allowance



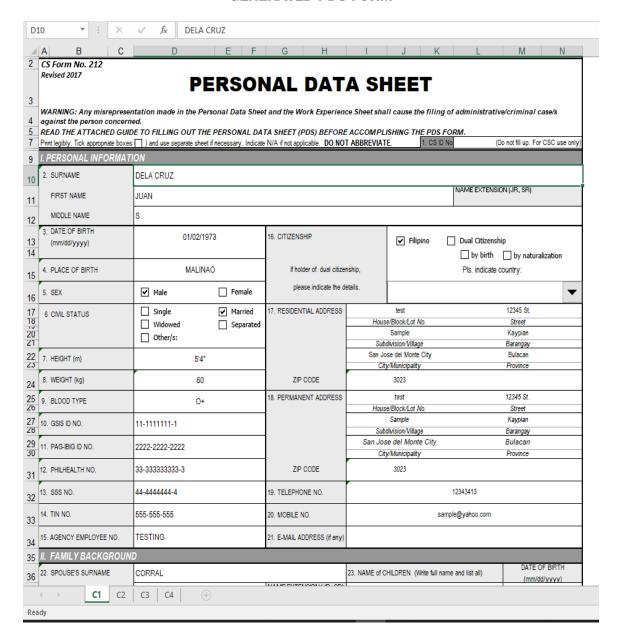


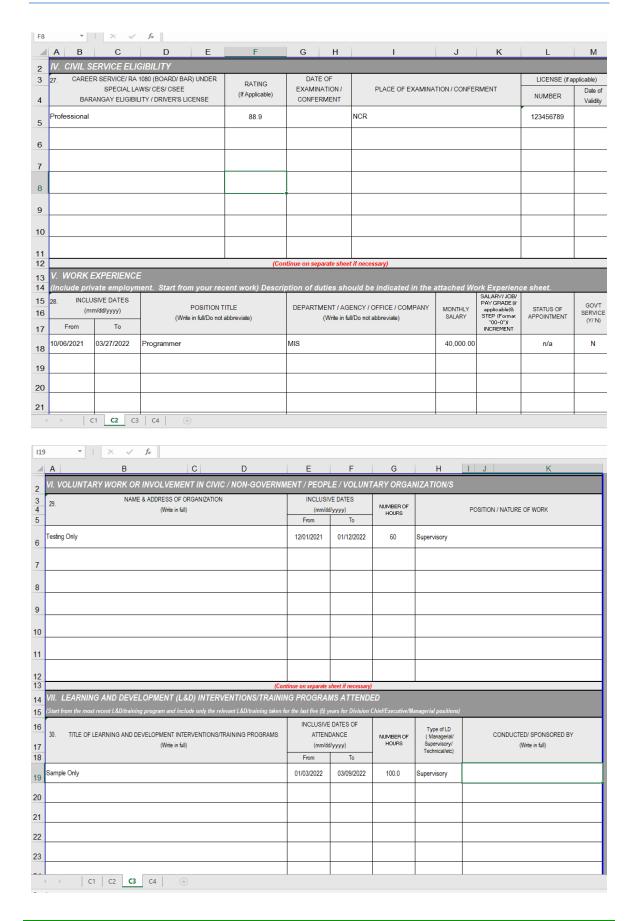
# LGU Employee Master Data

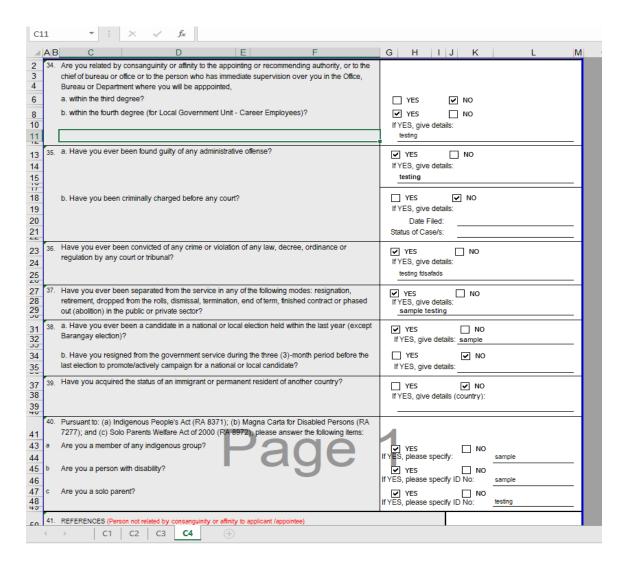
- Personal Information
- o Family Background
- o Educational Background
- Civil Service Eligibility
- Work Experience
- Voluntary Work
- Learning & Development
- o Other Information
- o Questionaire
- o 201 Files

- Payroll Setup
- Personal Details
- o Job Information
- Allowance

### **GENERATED PDS FORM**





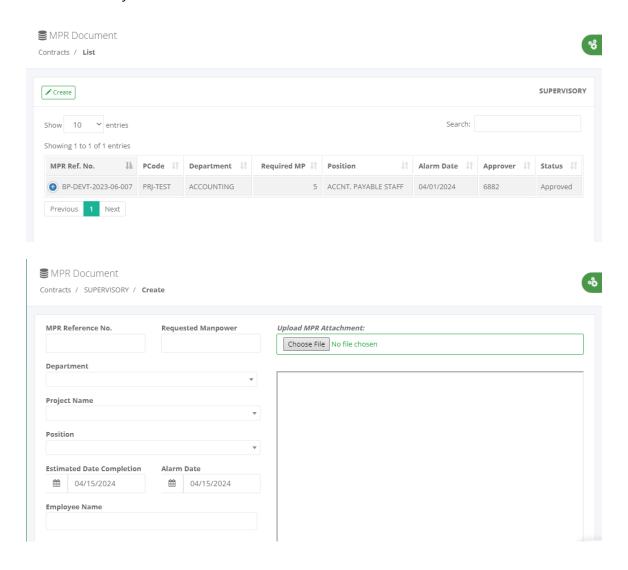


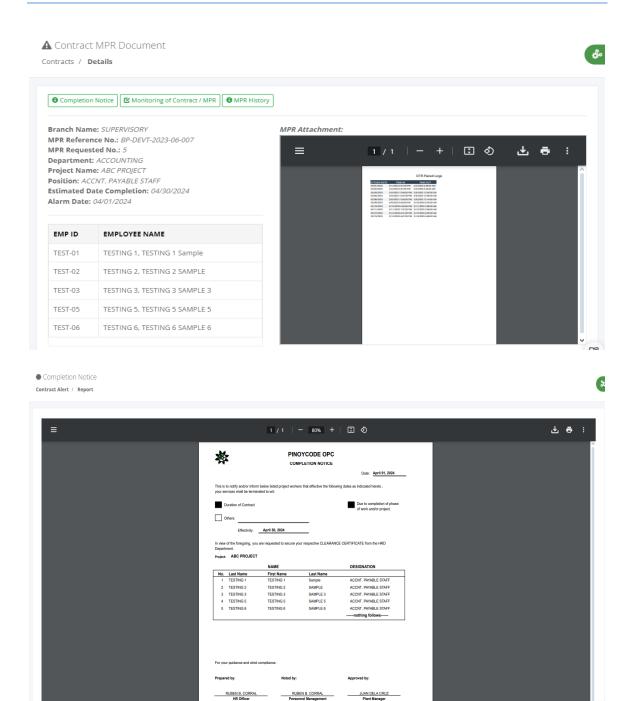
#### 5.5 Contracts

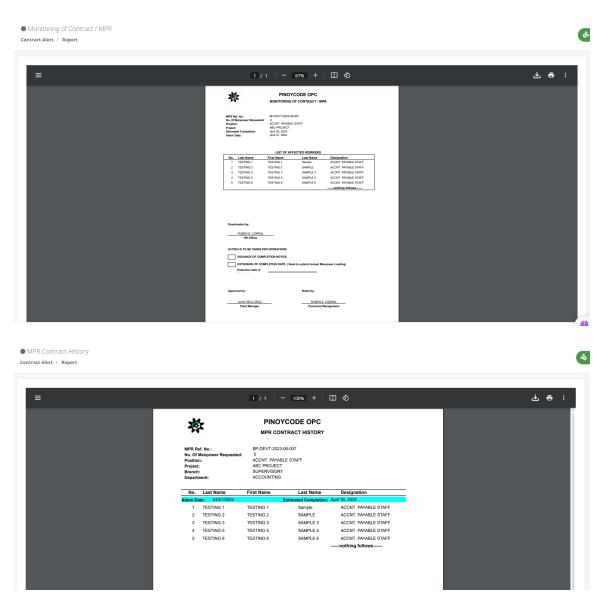
#### HRD-> Contracts-> MPR Document

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.

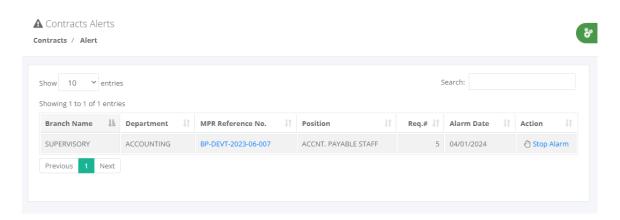






## ○ HRD -> Contracts -> Alert

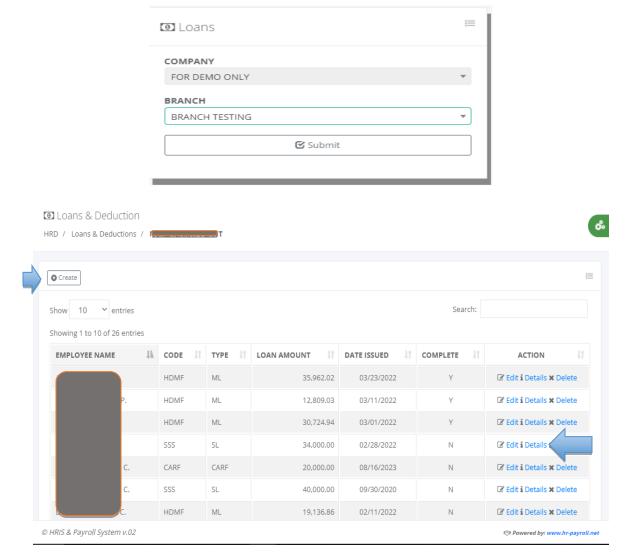
Display all contract document with alert status for review.



### 5.6 Loans

### ○ *HRD* -> *Loans*

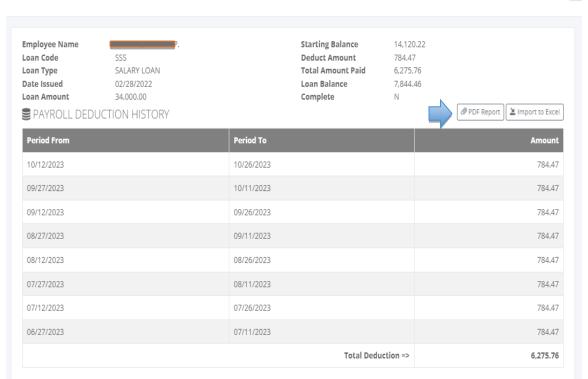
Most companies provide employee loans for SSS and Pagibig members, bank loans, company salary loans or cash advances etc. This loan module is connected to the payroll process to deduct automatically their salary for every pay period payroll processing until the loan has zero balance.



Loans & Deduction HRD / Loans & Deductions / Create ▶ Upload Attachment **Employee Name** Check Number Choose File No file chosen Loan Category Loan Type Date Issued Loan Amount mm/dd/yyyy Starting Balance Deduct Amount Type of Deduction **I**♥ Cancel **±** Save

Loans & Deduction

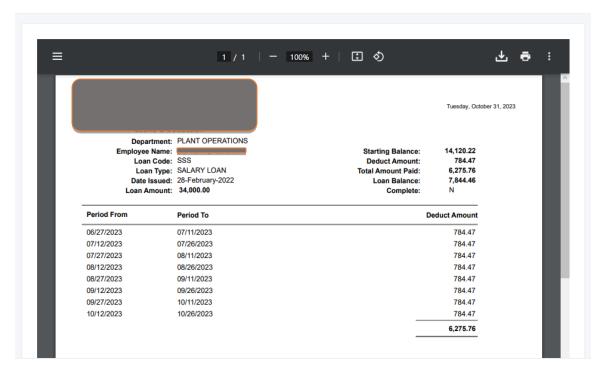
HRD / Loans & Deductions / Details

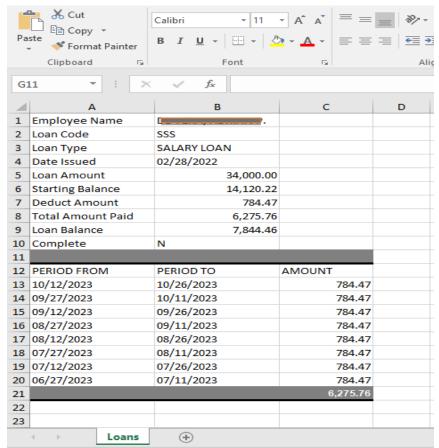


#### Loans & Deduction

HRD / Loans & Deduction / Details





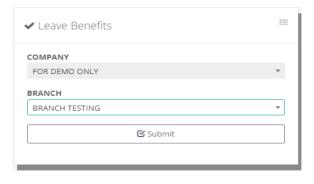


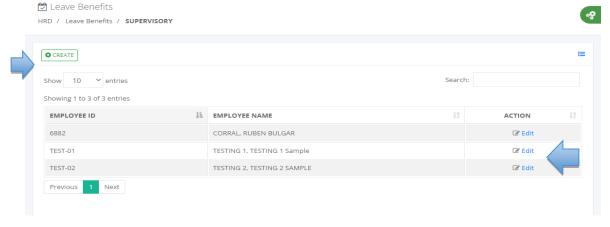
### 5.7 Benefits

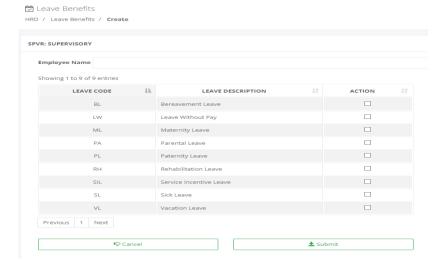
#### **5.7.1** Leave

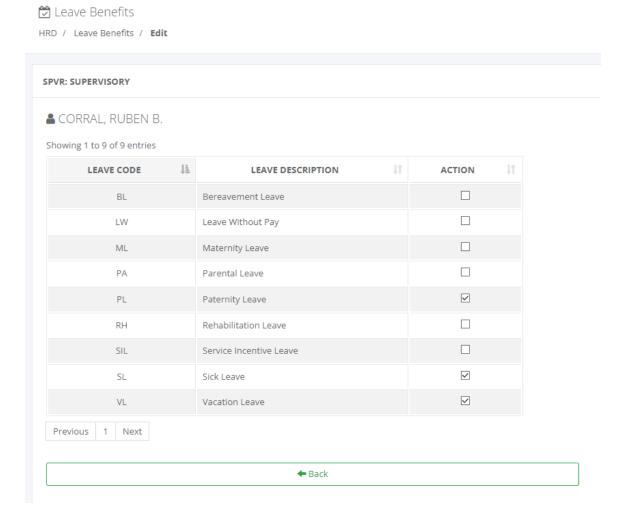
### ○ HRD -> Benefits -> Leave

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.





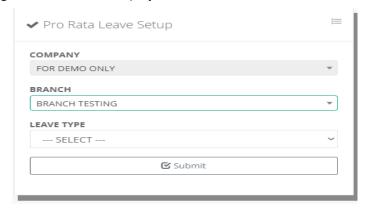


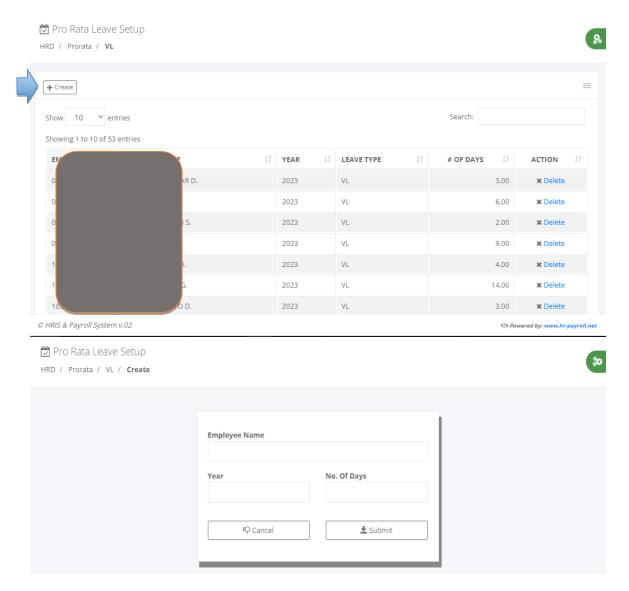


#### 5.7.2 Pro Rata Leave

## ○ 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.

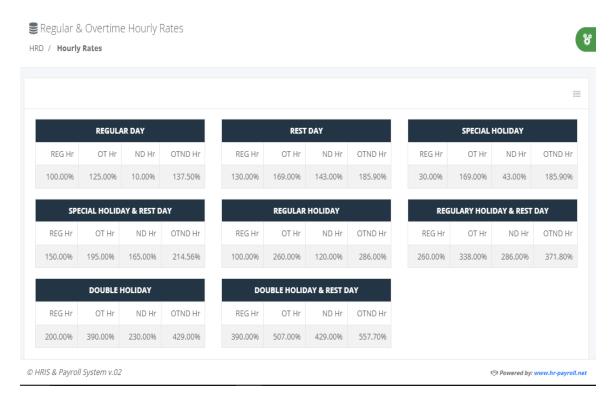




## 5.7.3 Hourly Rate

## ○ 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.



### 5.8 Last Pay

#### 5.8.1 View & Create

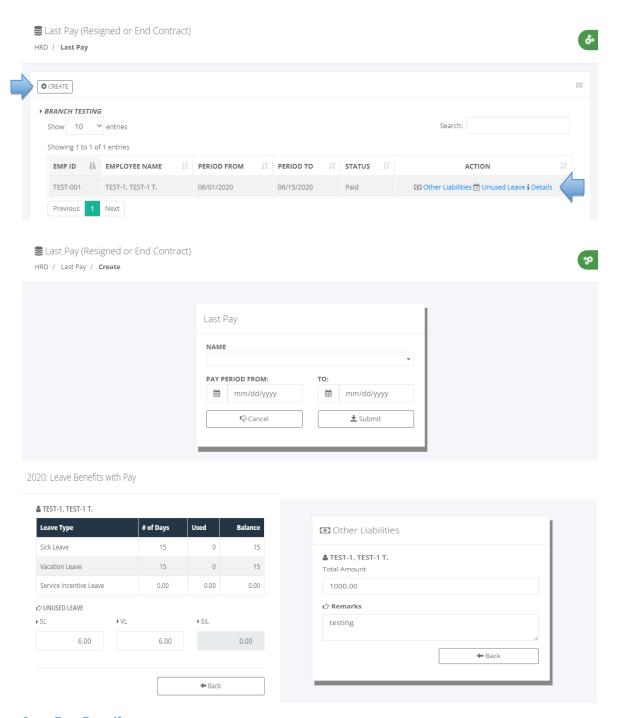
## HRD -> Last Pay -> View & Create

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.

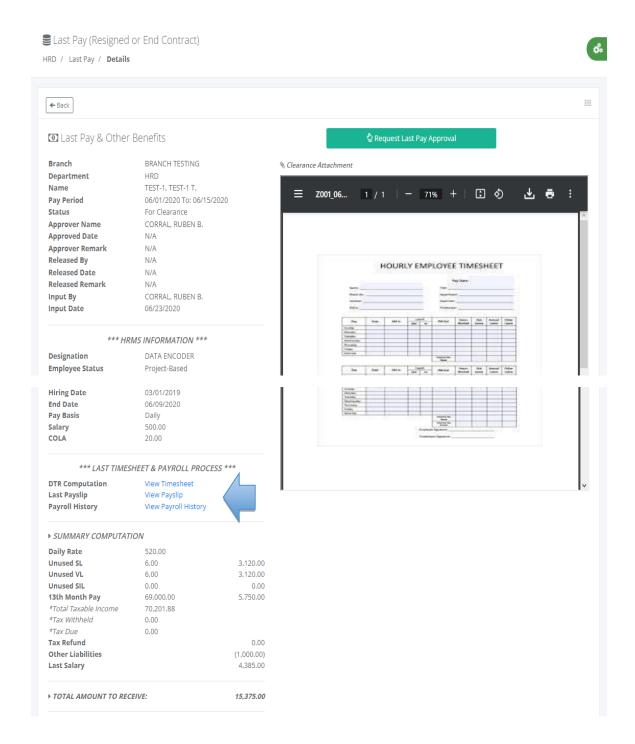
- Last salary cut-off
- Pro-rated 13th month pay
- Tax refund
- Vacation leave (if convertible to cash)
- Sick leave (if convertible to cash)
- Service Incentive Leave (if available)
- Deductions and/or liabilities

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.

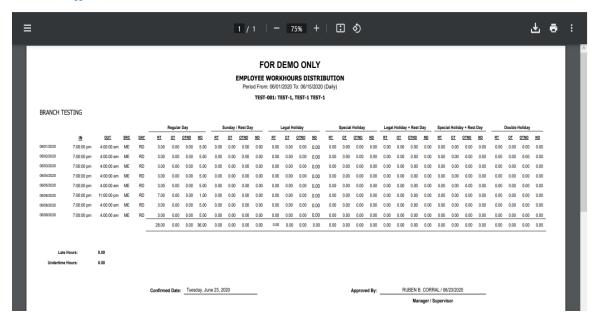


# **Last Pay Details**

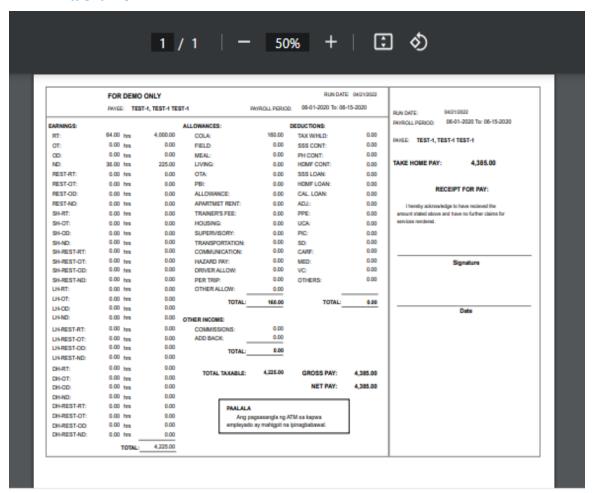
The clearance provided by the HR department is completed and signed; the staff can now upload the documents and click "Request Last Pay Approval" to notify the approver.



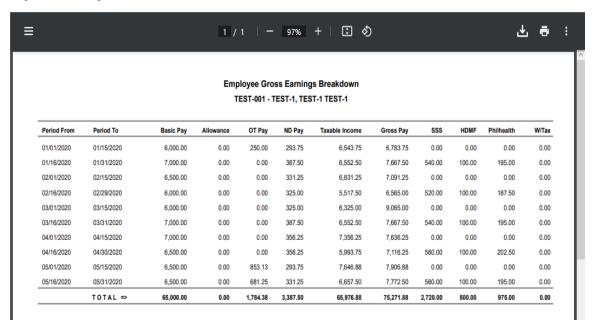
## Last cut-off workhour distribution



## Last cut-off payslip



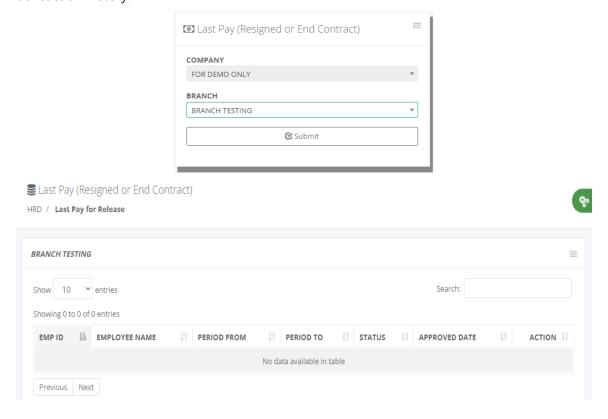
## Payroll history



#### 5.8.2 For Release

### ○ 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.



## 5.9 Reports

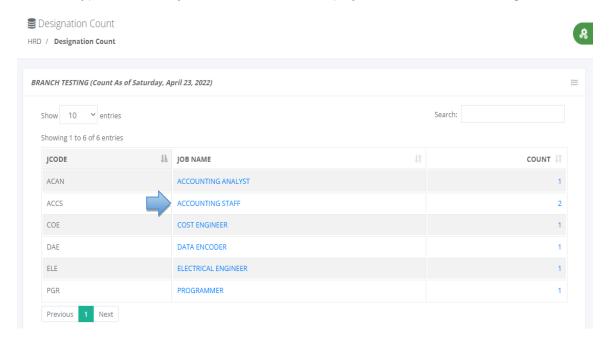
## **5.9.1** Designation Count

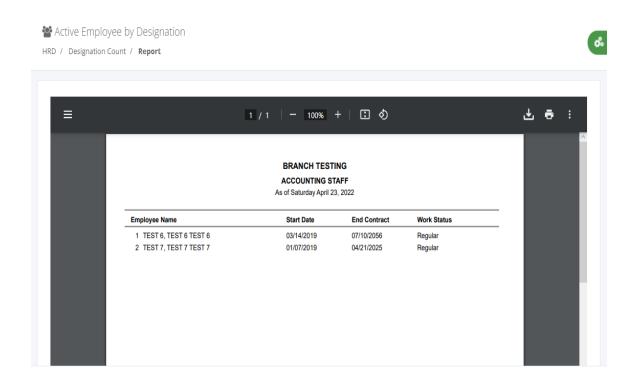
#### HRD -> Reports -> Designation Count

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.

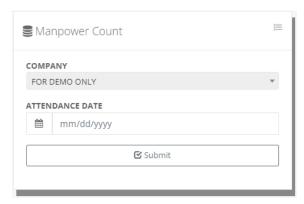


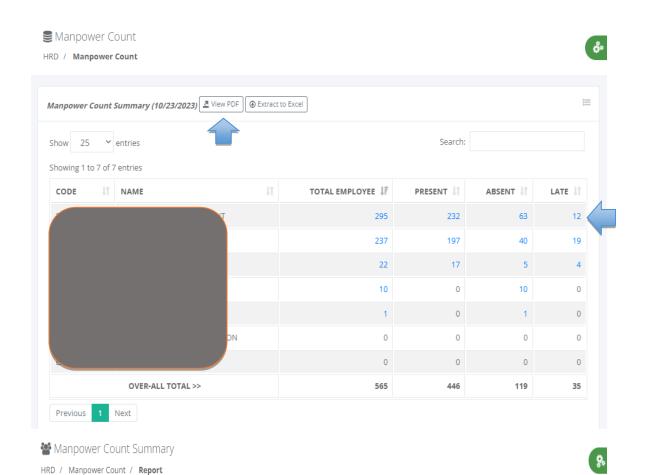


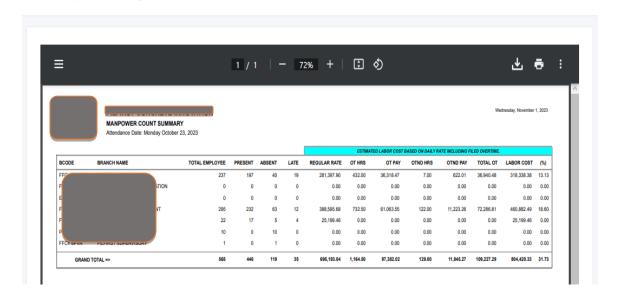
## 5.9.2 Manpower Count

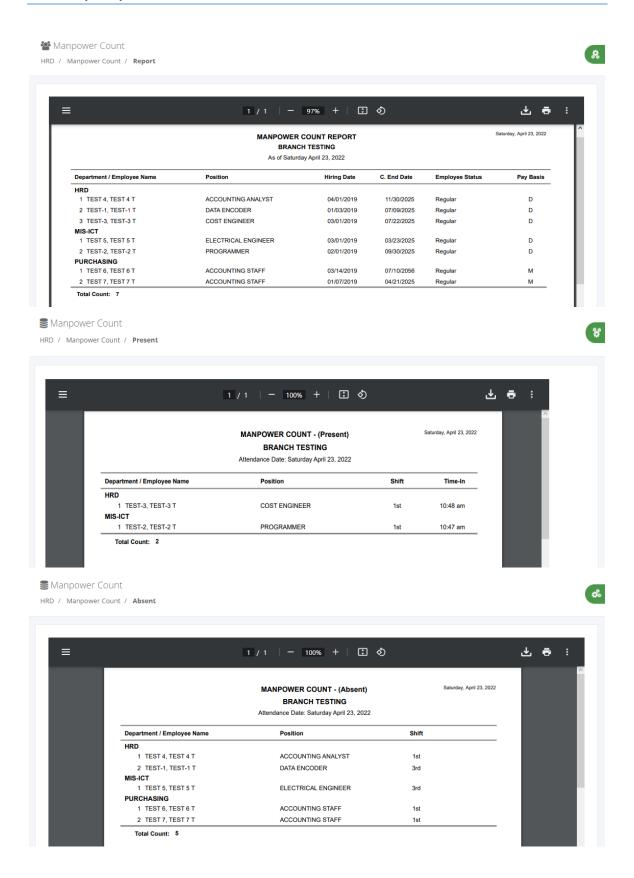
## ○ HRD -> Reports -> Manpower Count

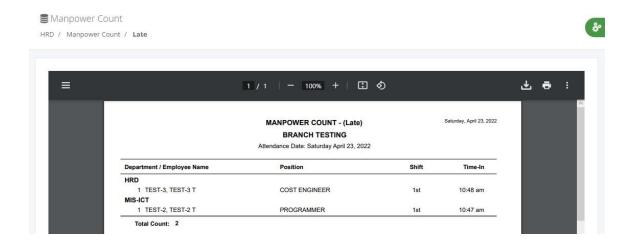
Generate a Manpower Count Report for all branches on a selected date to display the headcount of workers who work including the daily estimated labor cost. Click the hyperlink in the table list view to display the details report of total active employees, present, absent, or late.







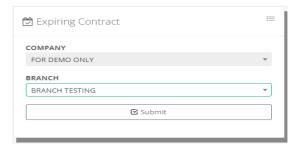


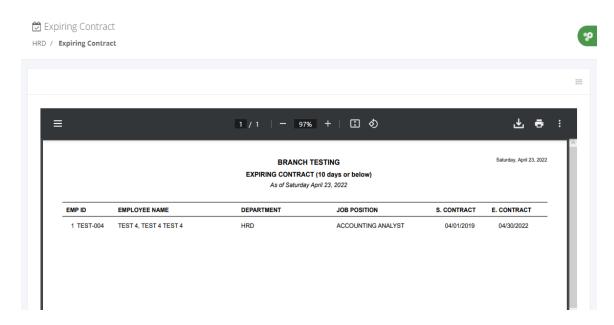


# **5.9.3 Expiring Contract**

### O 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.



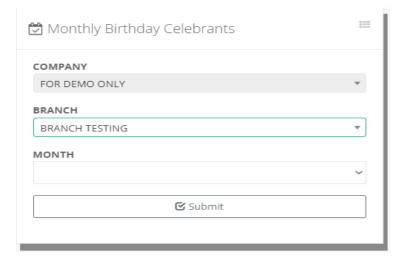


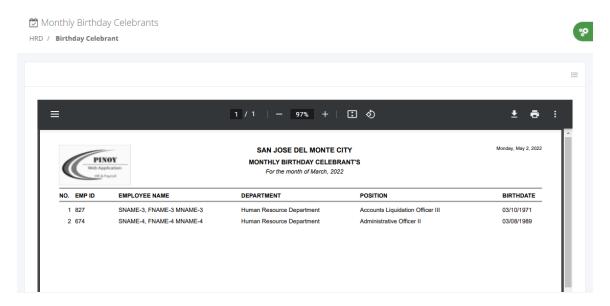
## **5.9.4 Birthday Celebrants**

### 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.



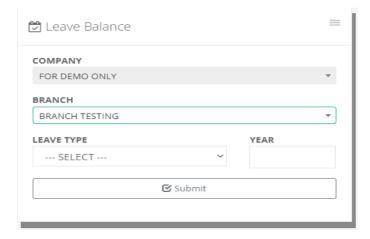


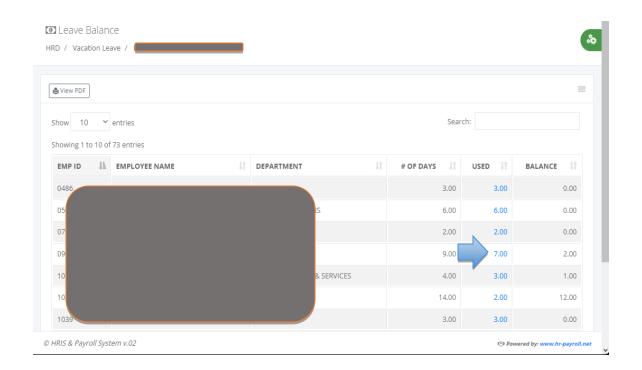
### 5.9.5 Leave Balance

### 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.

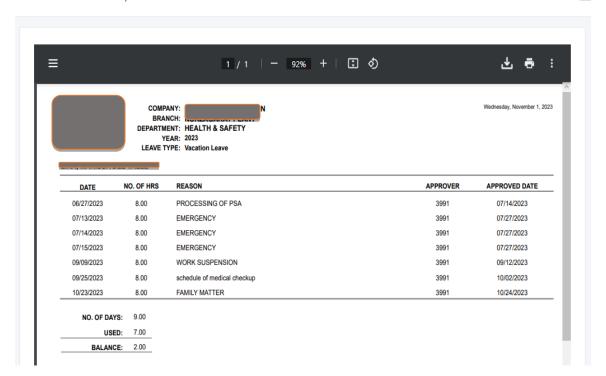
Employee leave balances are tracked by employers to ensure that employees do not exceed the allotted number of days off for the year. Employers typically track leave balances for both vacation and sick leave.











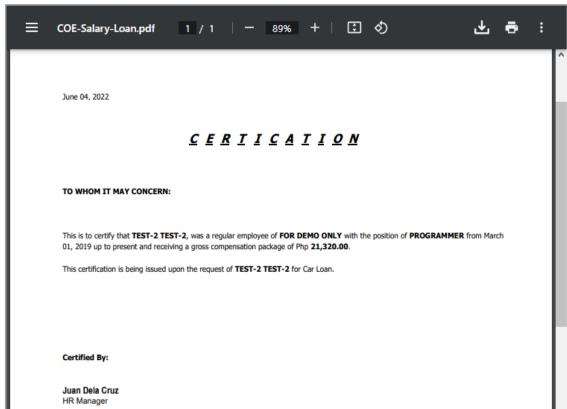
### 5.9.6 COE-Salary Loan

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.





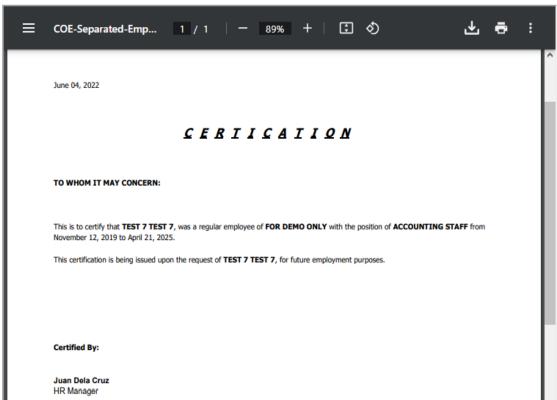
### 5.9.7 COE-Separated Employee

### 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.

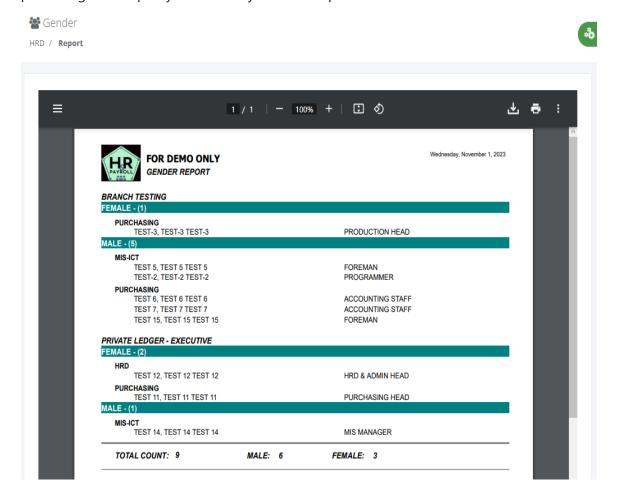




#### 5.9.8 Gender

#### HRD->Reports->Gender

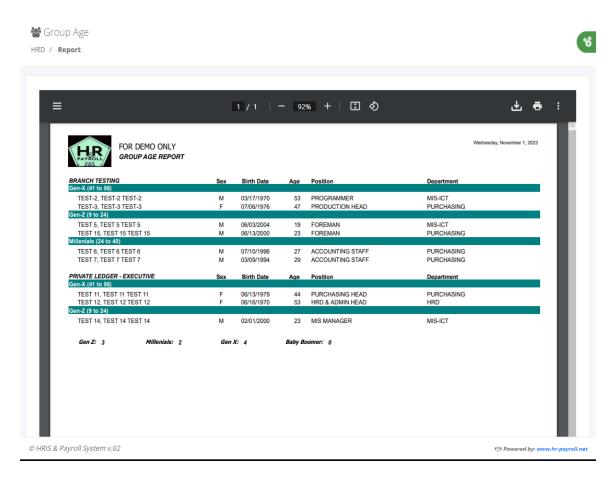
In human resources, a gender report serves the purpose of analyzing and monitoring genderrelated data within an organization. The report can provide insights into gender representation, pay equity, promotion rates, and other relevant metrics. It helps identify potential gender disparities and allows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



#### 5.9.9 Group Age

### ○ HRD -> Reports -> Group Age

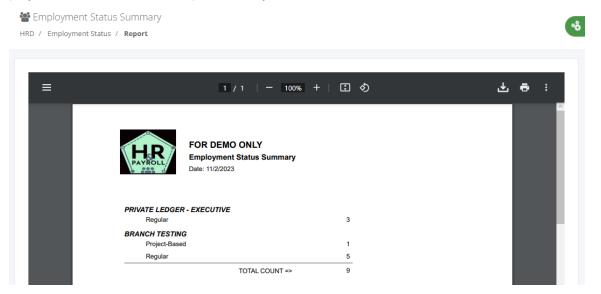
In human resources, the purpose of analyzing group age data is to understand the age composition of the workforce and its implications for various HR practices and policies. This analysis helps organizations assess age diversity, identify potential age-related biases or disparities, and develop strategies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



### 5.9.10 Employment Status Summary

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

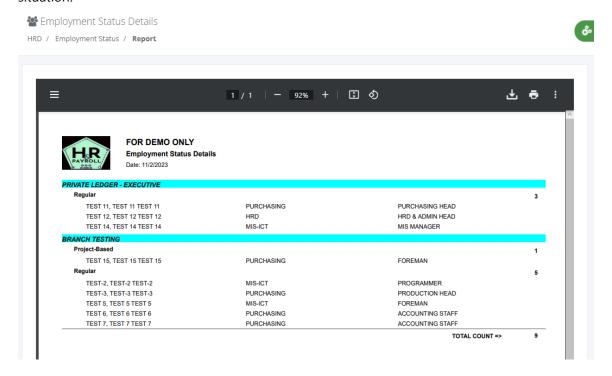
The employment status summary refers to a brief overview of an individual's current employment situation. It typically includes information such as whether the person is regular, project-based, contractual, or probationary.



#### 5.9.11 Employment Status Details

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

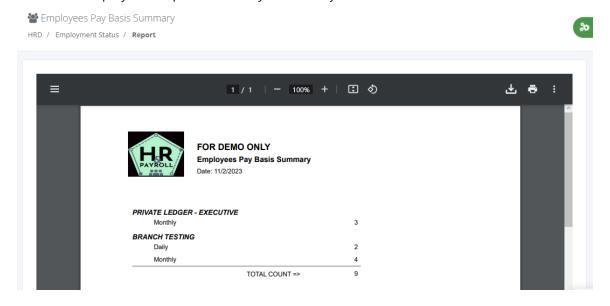
The employment status details refer to a list of names of an individual's current employment situation.



### 5.9.12 Pay Basis Summary

### ○ HRD -> Reports -> Pay Basis Summary

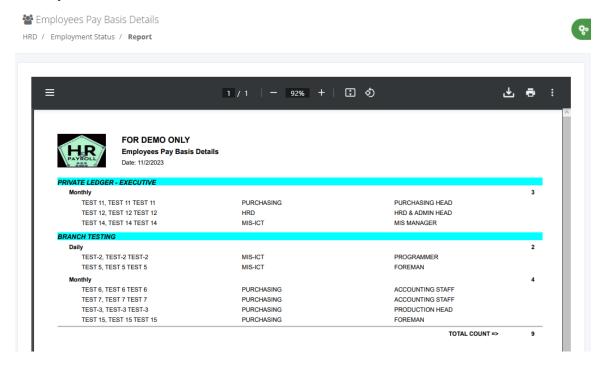
A pay basis summary report provides an overview of the different pay bases or structures used within an organization. It summarizes the various methods and criteria used to determine employee compensation daily or monthly.



### 5.9.13 Pay Basis Details

o HRD -> Reports -> Pay Basis Details

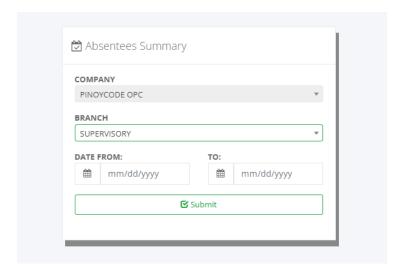
A pay basis details report provides a list of employees' names belonging to daily rates or monthly basis.

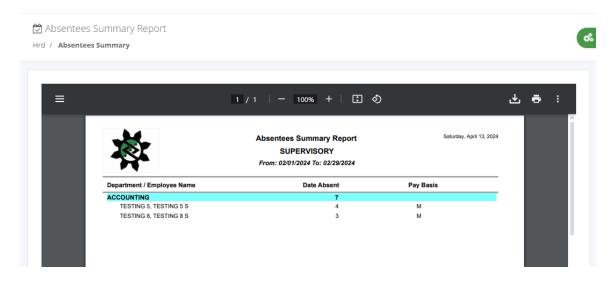


### **5.9.14** Absentees Summary

○ HRD -> Reports -> Absentees Summary

Generate employee monthly absentee summary report.

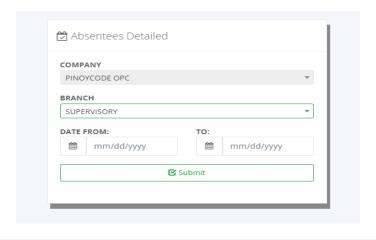


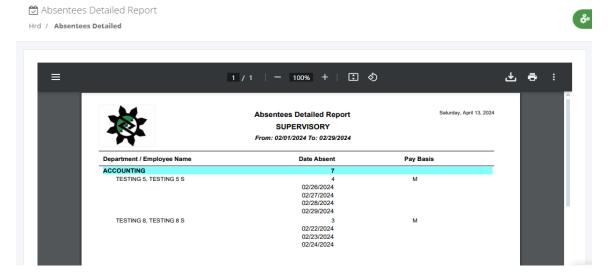


#### 5.9.15 Absentees Detailed

HRD-> Reports-> Absentees Detailed

Generate employee monthly absentee detailed report.

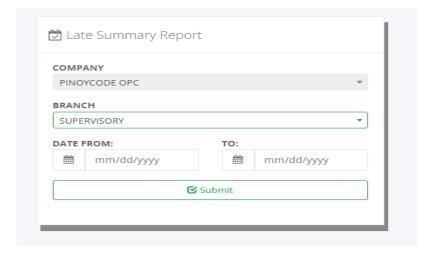




#### 5.9.16 Late Summary

○ HRD -> Reports -> Late Summary

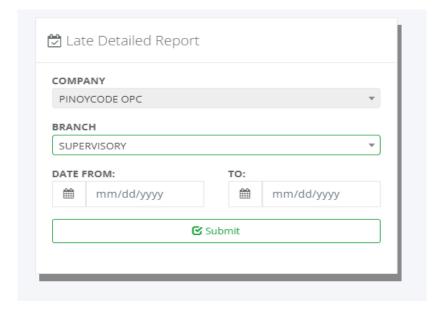
Generate employee monthly late summary report.



#### 5.9.17 Late Detailed

○ HRD -> Reports -> Late Detailed

Generate employee monthly late summary report.



# 5.10 HR Setup

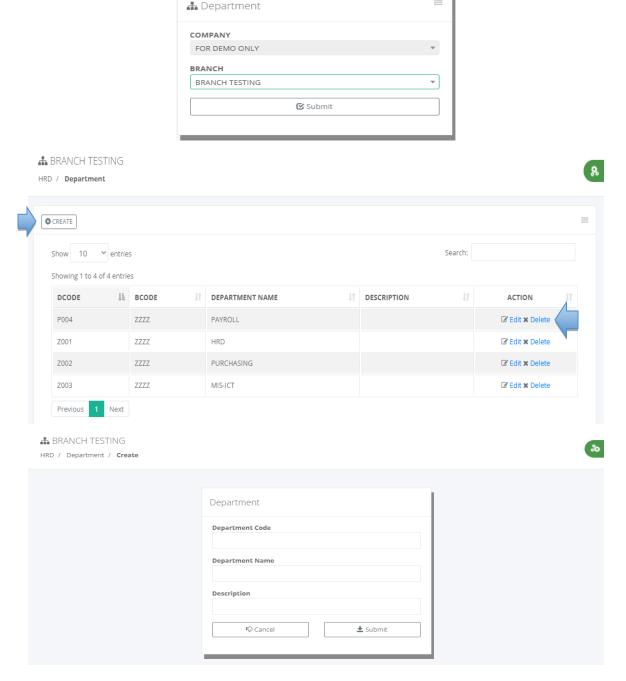
### 5.10.1 Department

○ *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

 $\equiv$ 

add a new department or hyperlink "Edit" to edit the record and "Delete" to delete the record.

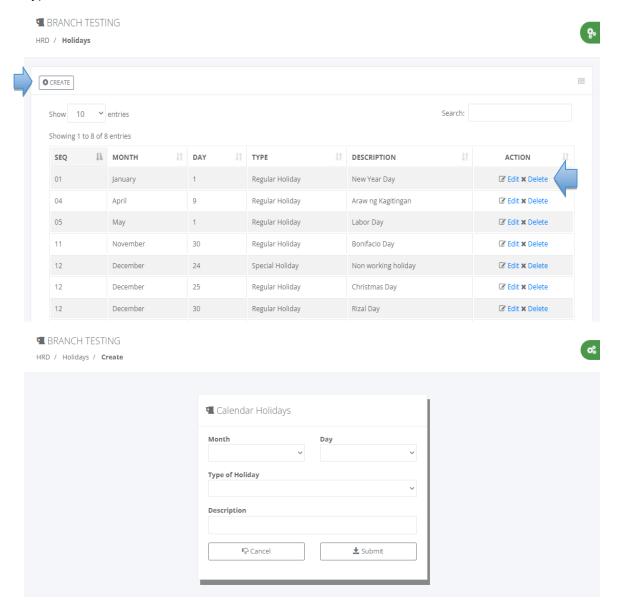


### 5.10.2 Holidays

## 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

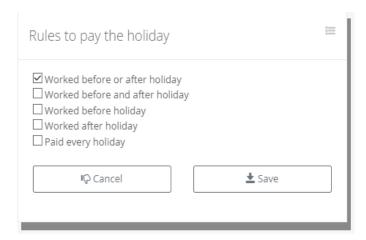
timesheet the holiday must be added first. Click the "CREATE" button to add a new holiday or hyperlink "Edit" to edit the record and "Delete" to delete the record.



### **5.10.3** 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.



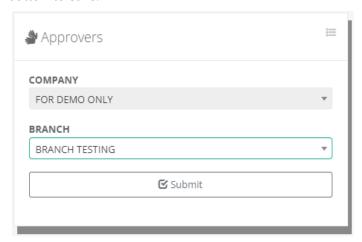
### 5.10.4 Approvers

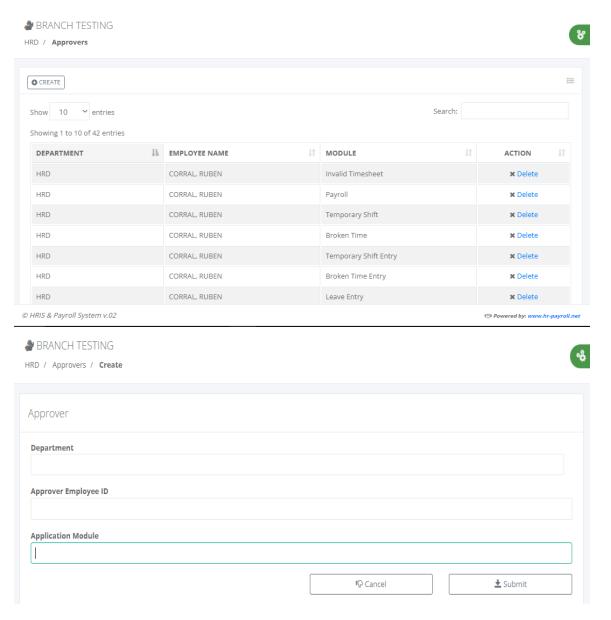
# ○ *HRD* -> Tools -> Approvers

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.



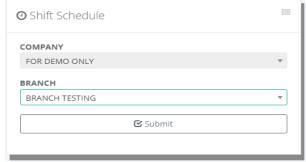


### 5.10.5 Shift Schedule

#### ○ 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.

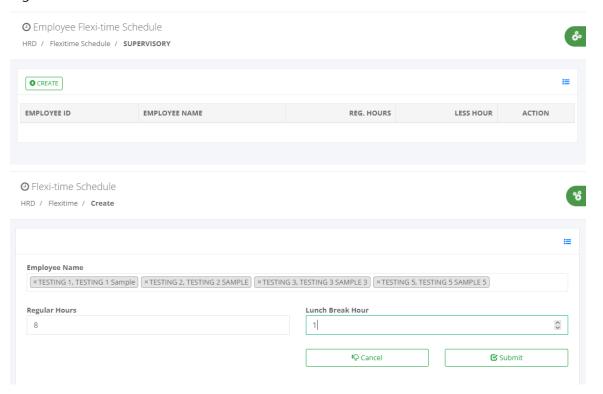


Shift Schedule HRD / Shift Schedule • CREATE Show 10 Y entries Search: Showing 1 to 10 of 11 entries ↓ EMPLOYEE NAME EMPLOYEE ID ACTION TEST-001 TEST-1, TEST-1 TEST-1 ☑ Edit TEST-2, TEST-2 TEST-2 TEST-002 ☑ Edit TEST-3, TEST-3 TEST-3 ☑ Edit TEST-003 ☑ Edit TEST-004 TEST 4, TEST 4 TEST 4 TEST-005 TEST 5, TEST 5 TEST 5 ☑ Edit TEST-006 TEST 6, TEST 6 TEST 6 ☑ Edit TEST-007 TEST 7, TEST 7 TEST 7 ☑ Edit + Shift Schedule HRD / Shift Schedule / Create Employee Name × LNAME-12, FNAME-12 MNAME-12 × LNAME-14, FNAME-14 MNAME-14 × LNAME-15, FNAME-15 MNAME-15 🛱 Monday ST: hh:mn ② hh:mn ② R-Hrs: LB: 🛱 Tuesday ST: hh:mn ② hh:mn ② R-Hrs: LB: 🖒 Wednesday hh:mn **②** hh:mn @ R-Hrs: LB: 🛱 Thursday hh:mn **②** hh:mn @ R-Hrs: LB: 🛱 Friday LB: ST: hh:mn **②** ET: hh:mn @ R-Hrs: 🛱 Saturday hh:mn 0 ET: hh:mn @ R-Hrs: LB: ST:

#### 5.10.6 Flexi-time Schedule

#### HRD -> Tools -> Flexi-time Schedule

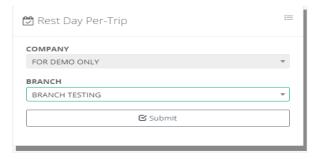
Flexi-time schedules are flexible work arrangements that allow employees to choose their own work hours within certain limits set by the employer. Employees can adjust their work hours based on their personal preferences and needs, as long as they meet the required total regular hours.

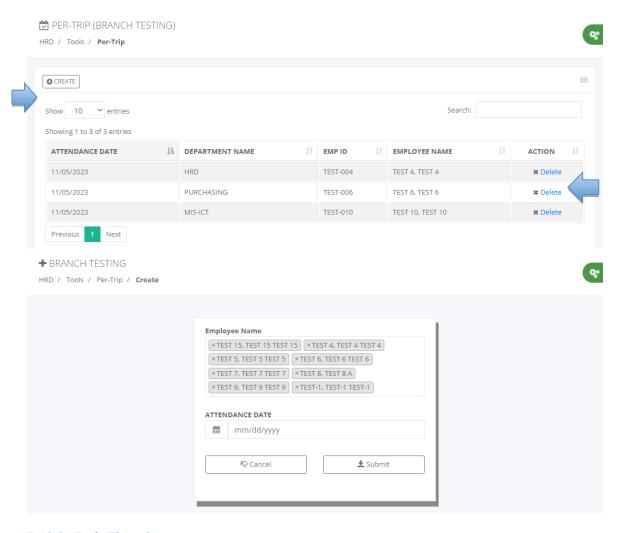


#### 5.10.7 Rest Day Per-Trip

### ○ 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.





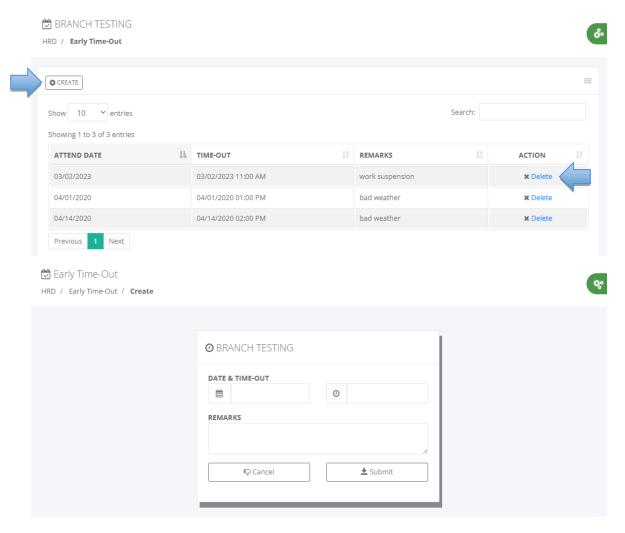
## 5.10.8 Early Time-Out

### ○ 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.



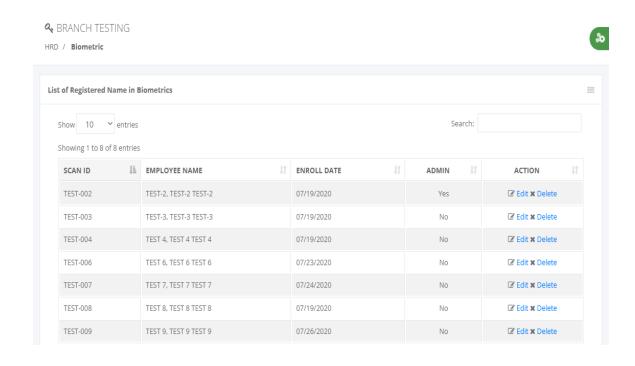


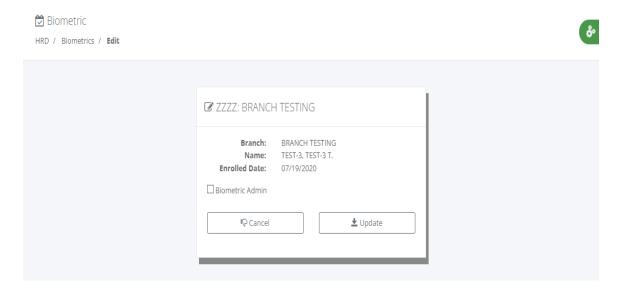
### 5.10.9 Biometrics

### 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.



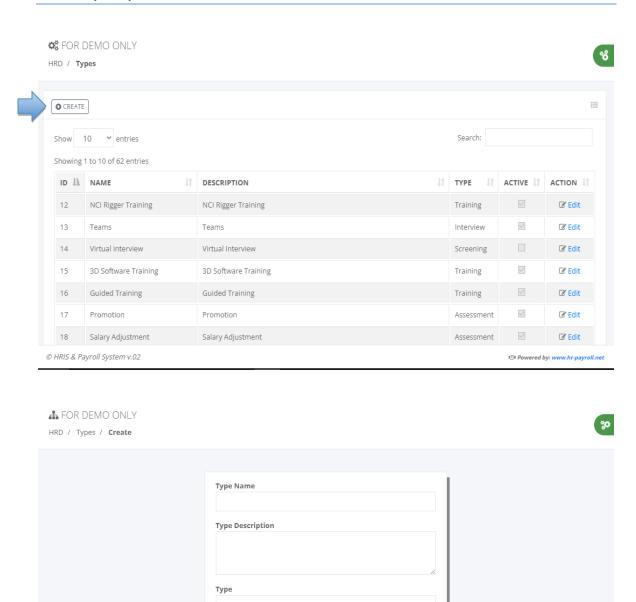


# **5.10.10 HR Types**

# ○ *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.



#### **5.10.11** Resources

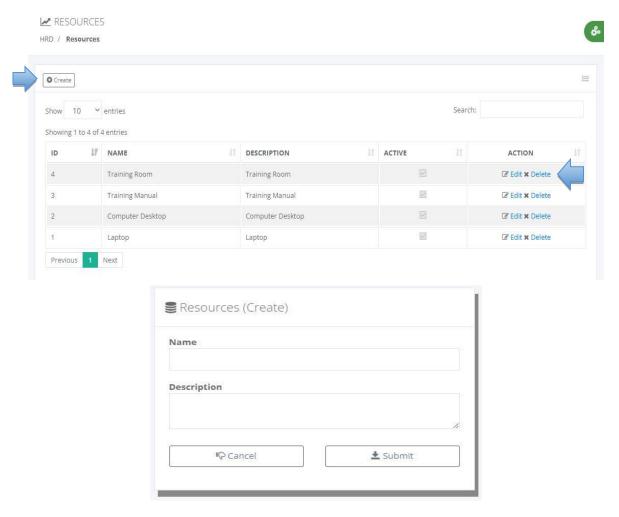
# ○ HRD -> Tools -> Resources

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

**I**⊘ Cancel

**±** Submit

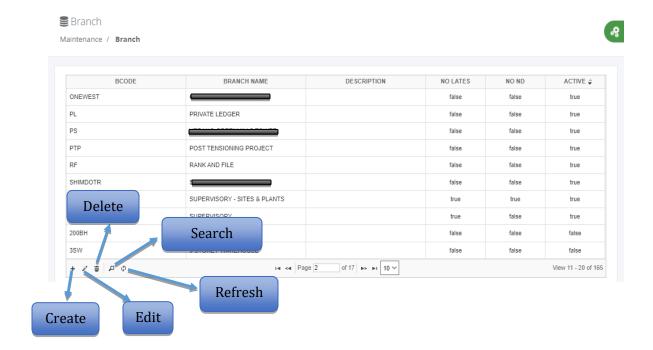
Click the "CREATE" button to add new resources or the "Delete" link to delete a record.



# 5.11 HR Admin

# 5.11.1 Branch

- HRD -> HR Adminl -> Branch
- > If <u>NO LATES</u> 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.

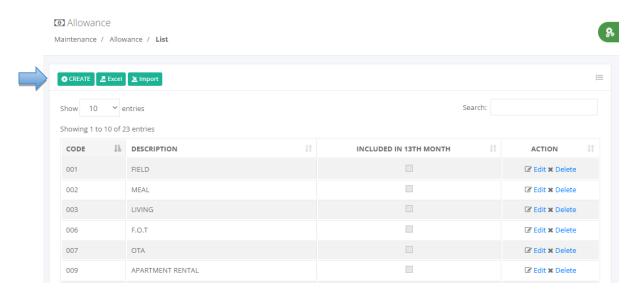




### 5.11.2 Allowance

#### O HRD->HRAdmin->Allowance

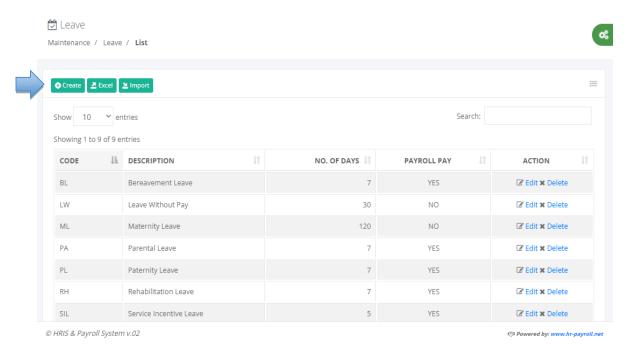
A dropdown list selection in employee master data links to their payroll computation that is automatically called by the system during payroll processing. Click the "CREATE" button to add a new allowance and click the hyperlink "Edit" to edit the record or "Delete" to delete the record. Tick the checkbox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

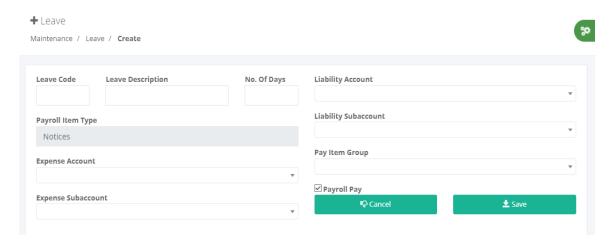


#### 5.11.3 Leave

### ○ HRD -> HR Admin -> 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.

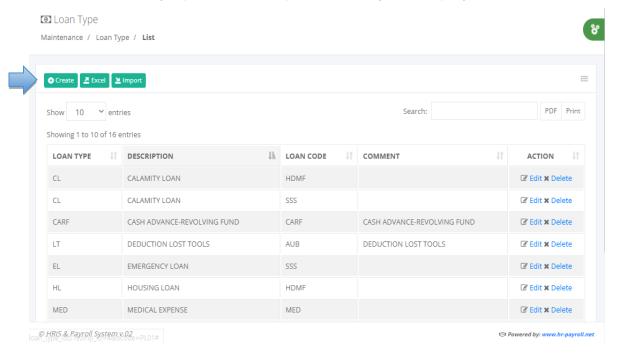


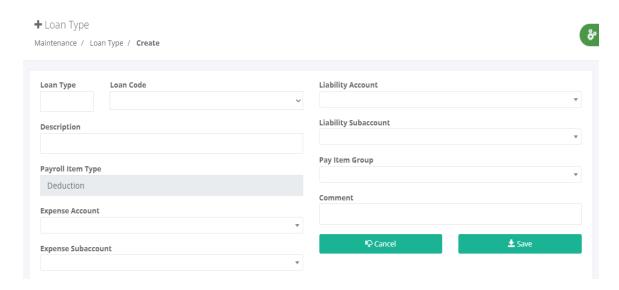


### 5.11.4 Loan Type

# ○ HRD -> HR Admin -> 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.

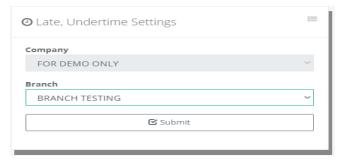


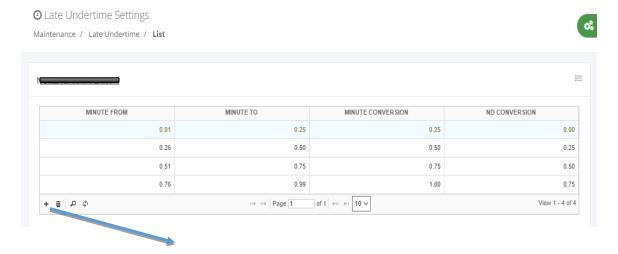


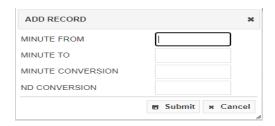
#### 5.11.5 Late & Undertime

#### ○ HRD -> HR Admin -> 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.



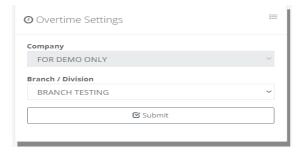


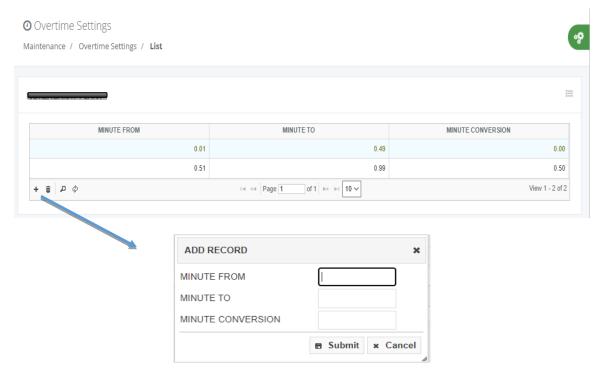


### **5.11.6** Overtime Settings

# ○ HRD -> HR Adminl -> 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.

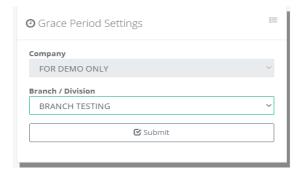


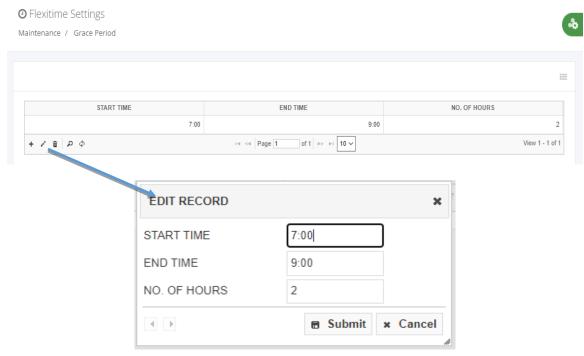


### 5.11.7 Grace Period Settings

### ○ HRD -> HR Admin -> Grace Period Settings

Optional setup, depending on company policies to allow late grace period. Click the "CREATE" icon to add a grace period 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.

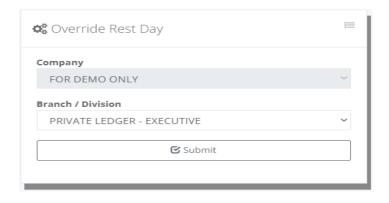


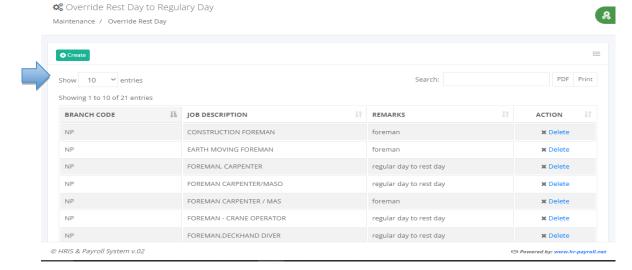


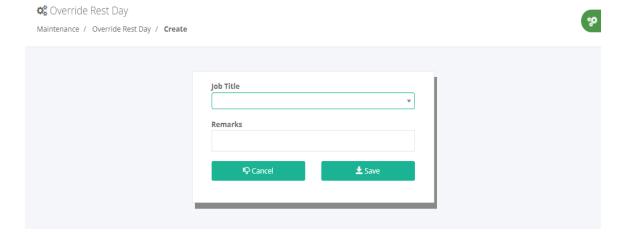
### 5.11.8 Override Rest Day

## HRD->HRAdmin->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.



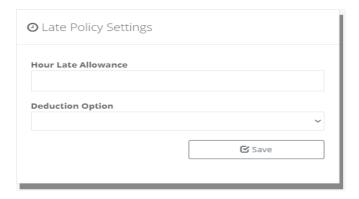




### 5.11.9 Late Policy

# ○ HRD -> HR Admin -> 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.

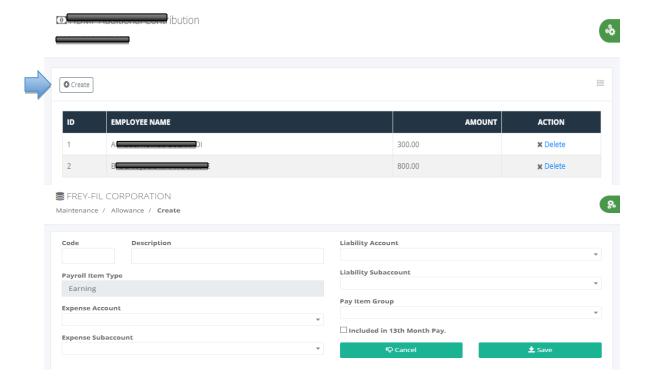


### 5.11.10 HDMF Add Contribution

### ○ HRD->HRAdmin->HDMFAdd Contr.

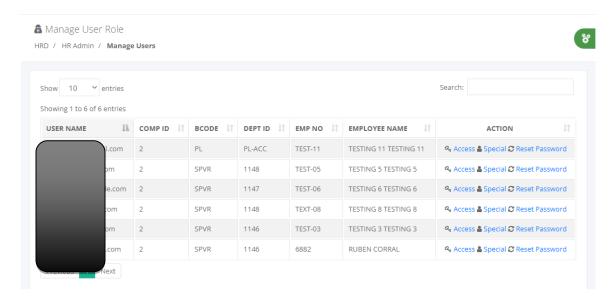
Optional setup, employees' additional HMDF contribution is to be deducted monthly. Click the "Create" button to create a new record. These setups are used for payroll processing to deduct HDMF contributions.

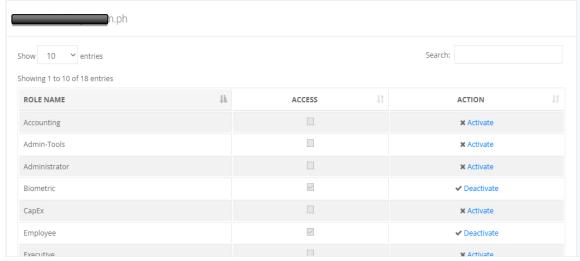




### 5.11.11 Manage Users

- HRD -> HR Admin -> 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.

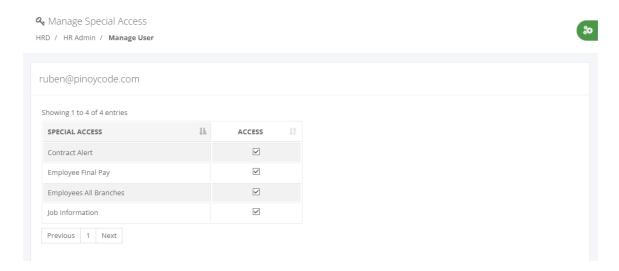




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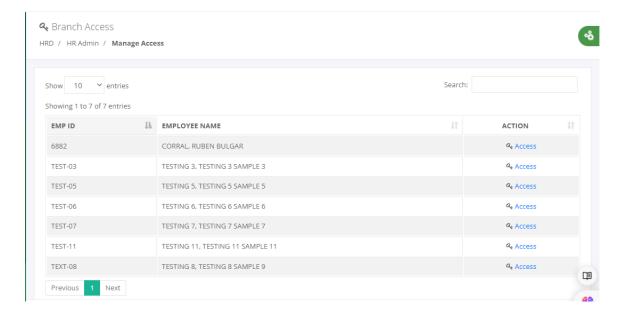
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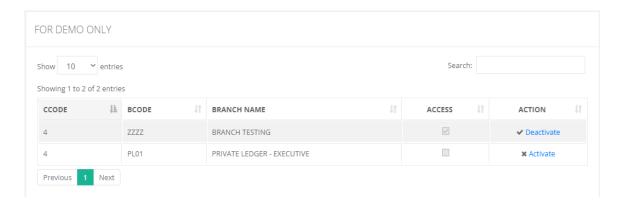
**HRIS & Payroll System** 



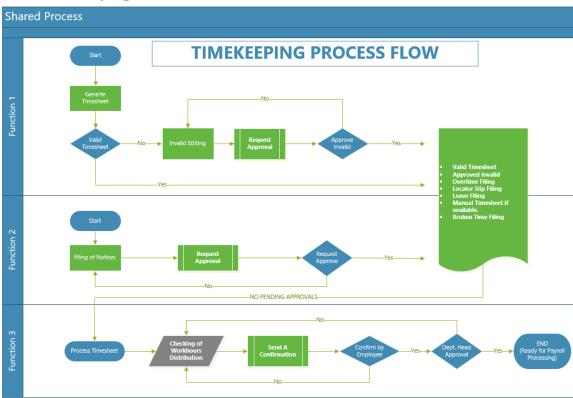
## 5.11.12 Manage Access

- HRD->HRAdmin->Manage 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.





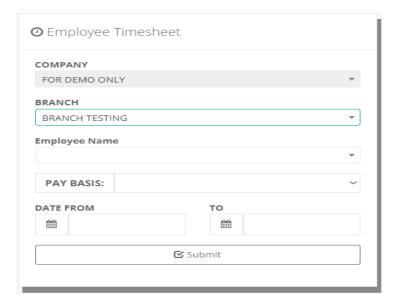
# **5.12 Timekeeping Tools**

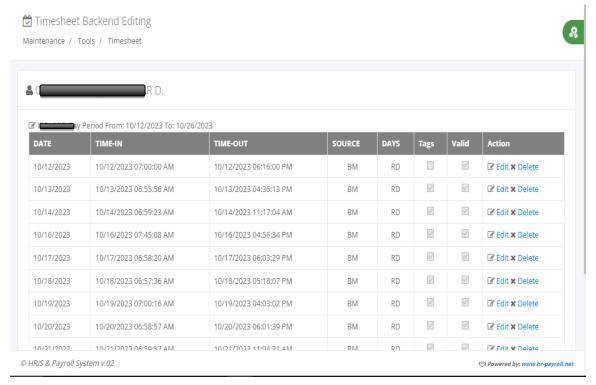


### 5.12.1 Timesheet

# ○ HRD -> Timekeeping Tools -> 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.

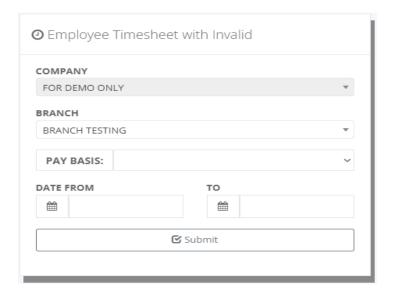


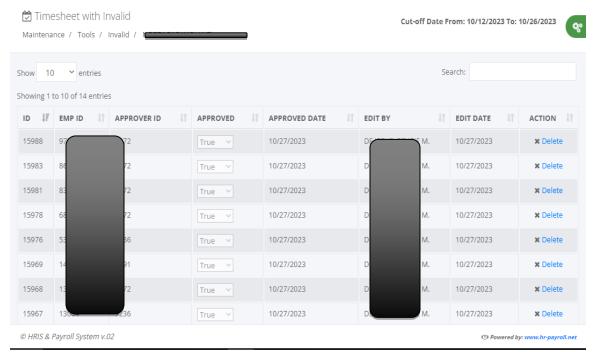


### 5.12.2 Invalid List

# o HRD -> Timekeeping Tools -> 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.

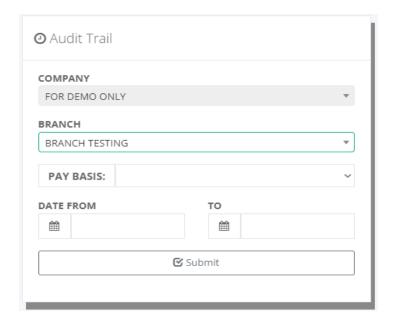


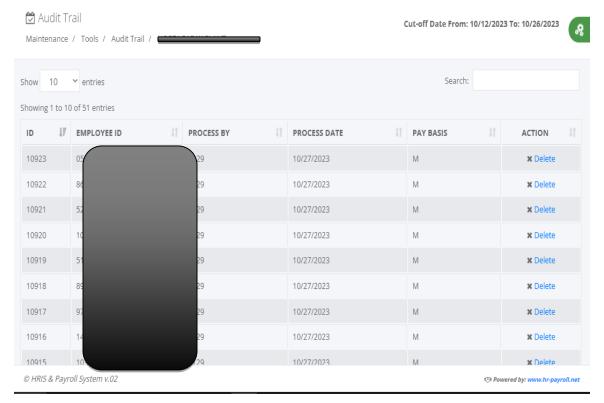


#### 5.12.3 Audit Trail

### o HRD-> Timekeeping Tools-> 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.



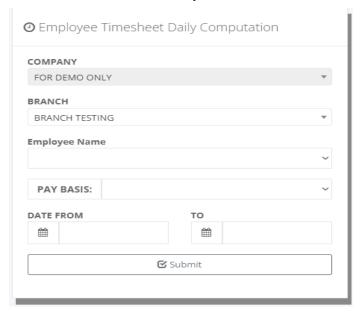


# **5.12.4** Daily Computation

# HRD-> Timekeeping Tools-> Daily Computation

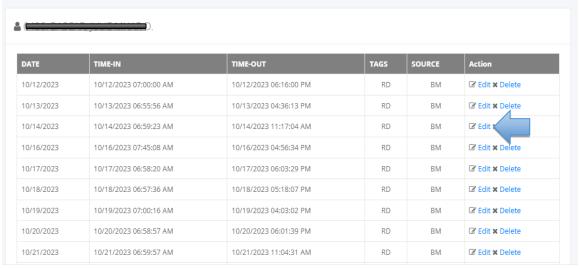
Backend the timekeeping process daily computation, fill up the form and click the "Submit" button, from the list of attendance dates click the hyperlink "Edit" to modify the workhour

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



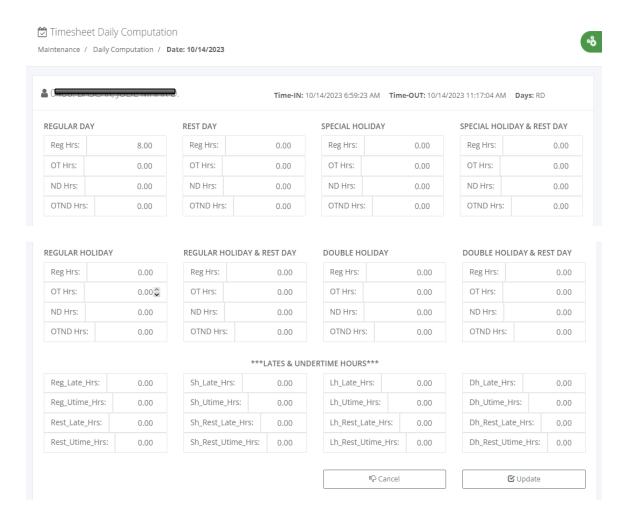






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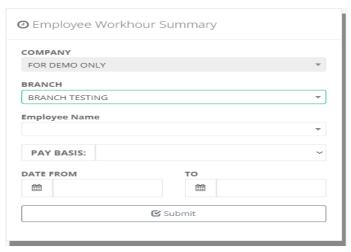
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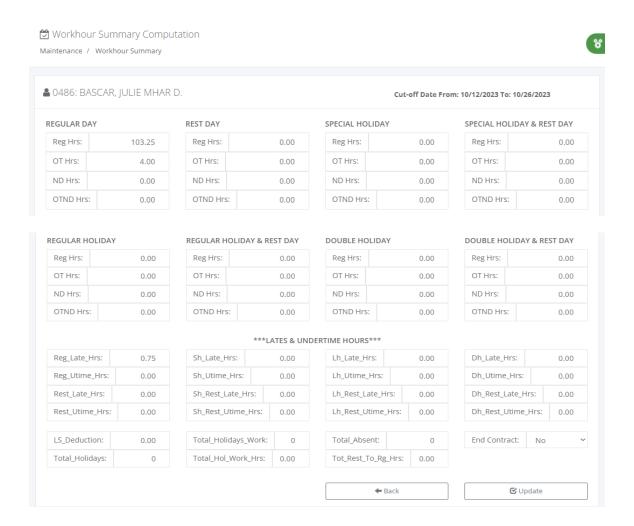


#### 5.12.5 Workhour Summary

### HRD-> Timekeeping Tools-> 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.





# 6 Executives

# 6.1 Payroll Reports

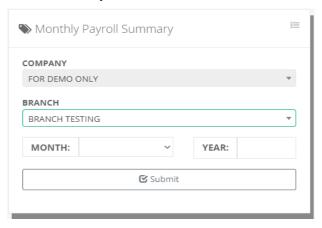
# **6.1.1** Monthly Summary

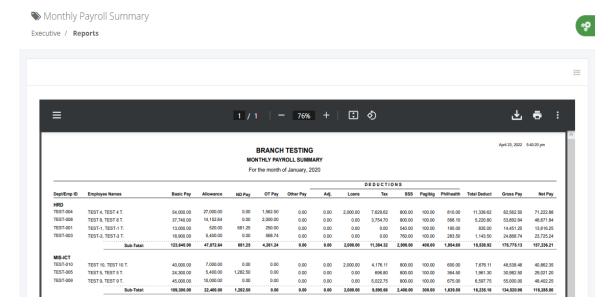
### Executives -> Payroll Reports -> Monthly Summary

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.



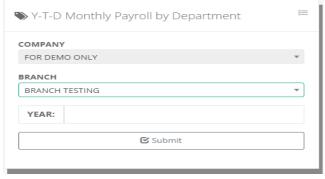


# 6.1.2 Y-T-D Department

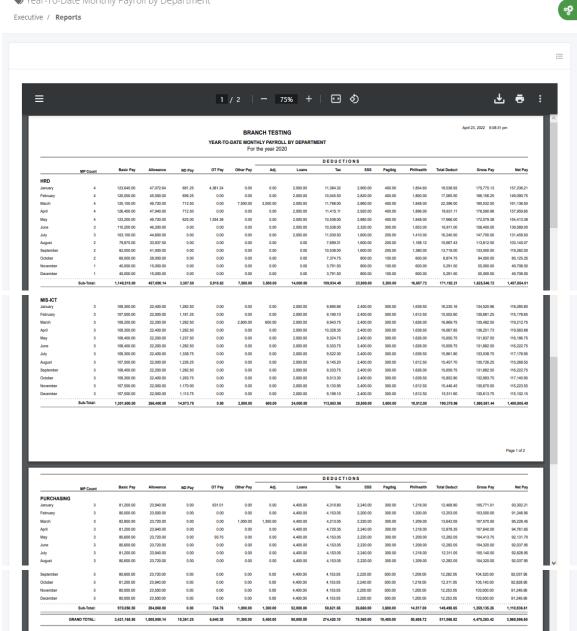
### Executives -> Payroll Reports -> Y-T-D Department

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

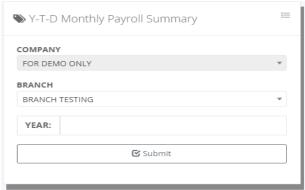


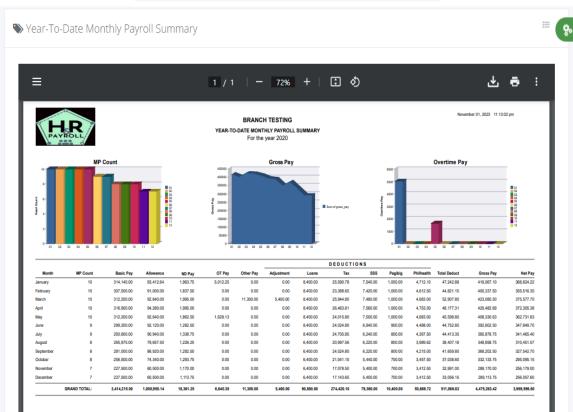
#### 6.1.3 Y-T-D Summary

### 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.



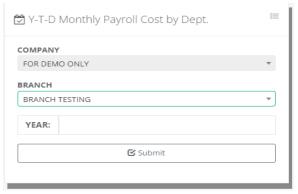


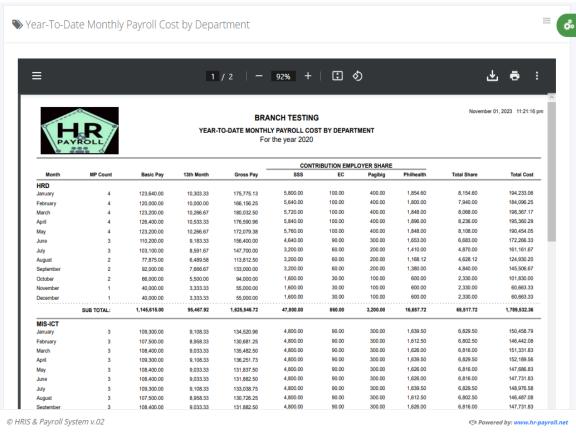
### 6.1.4 Y-T-D Cost by Department

### 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.



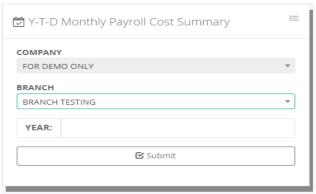


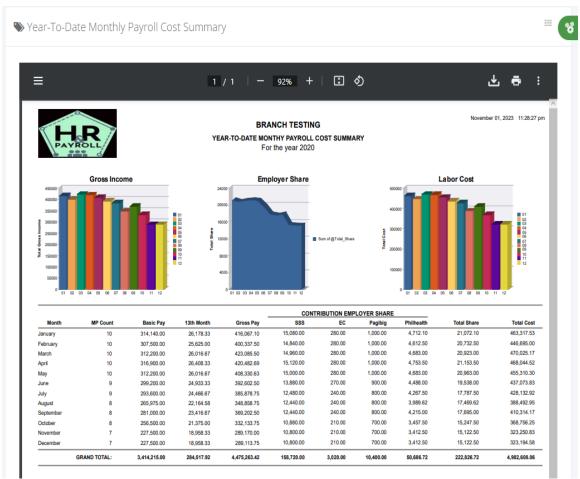
### 6.1.5 Y-T-D Cost Summary

### 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.



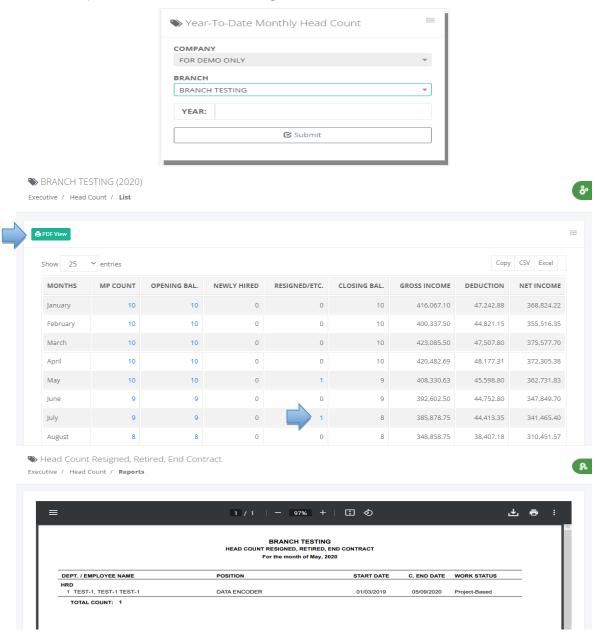


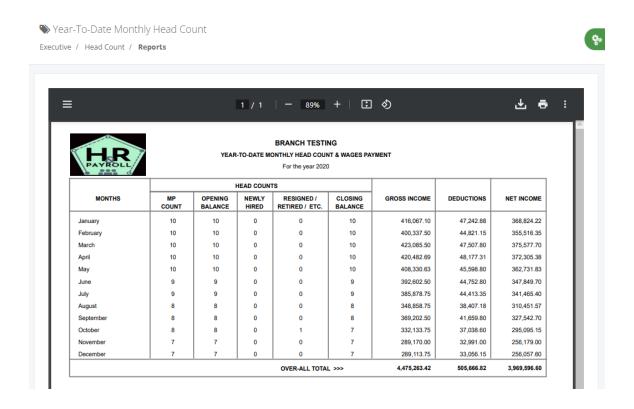
### 6.2 Y-T-D Head Count

#### 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.





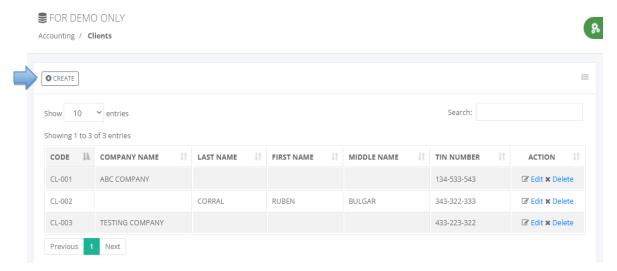
# 7 Accounting

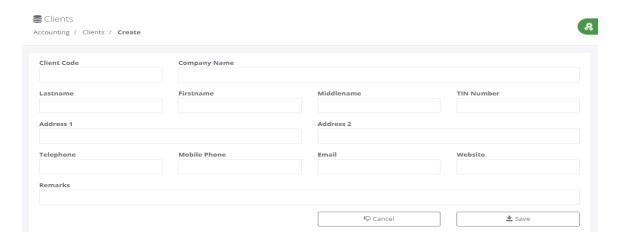
# 7.1 Tools

### **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.

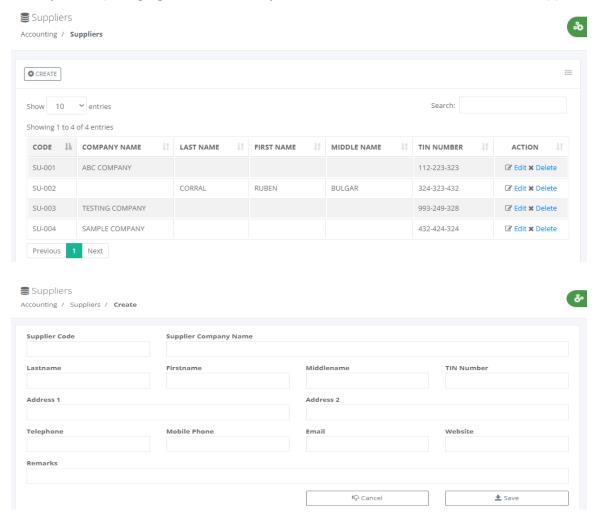




# 7.1.2 Supplier

### o Accounting -> Tools -> Supplier

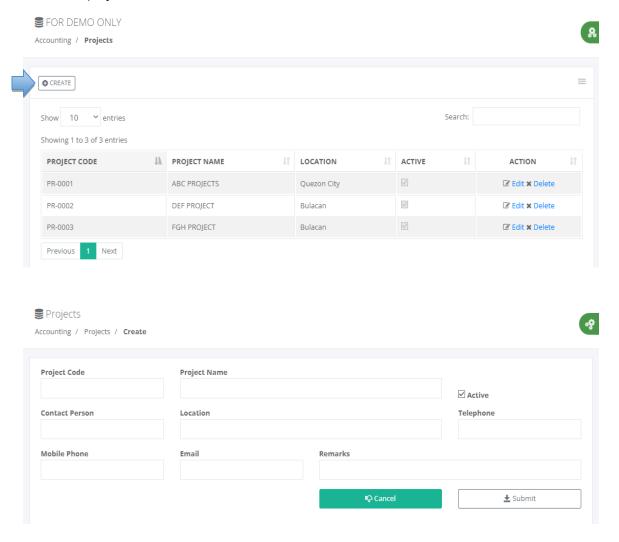
Supplier master data refers to the information and details about a company's suppliers. It includes data such as the supplier's name, address, contact information, payment terms, delivery terms, pricing agreements, and any other relevant information related to the supplier.



### 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.



#### 7.2 BIR

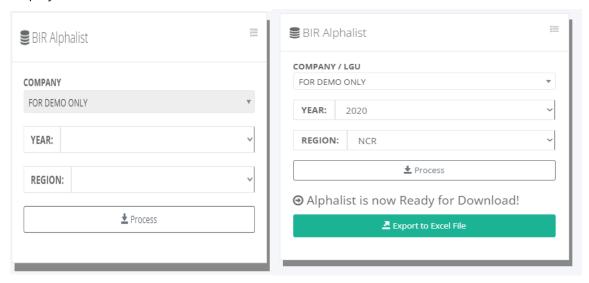
### 7.2.1 Alphalist

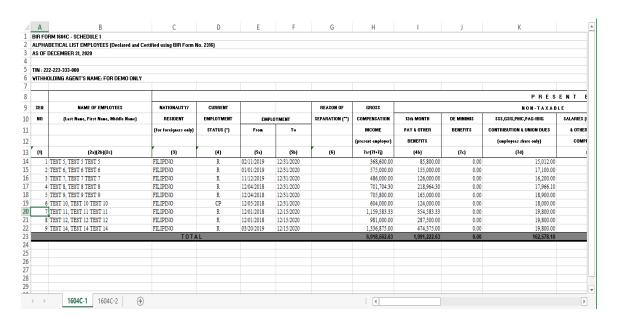
# Accounting -> B I R -> Alphalist

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.





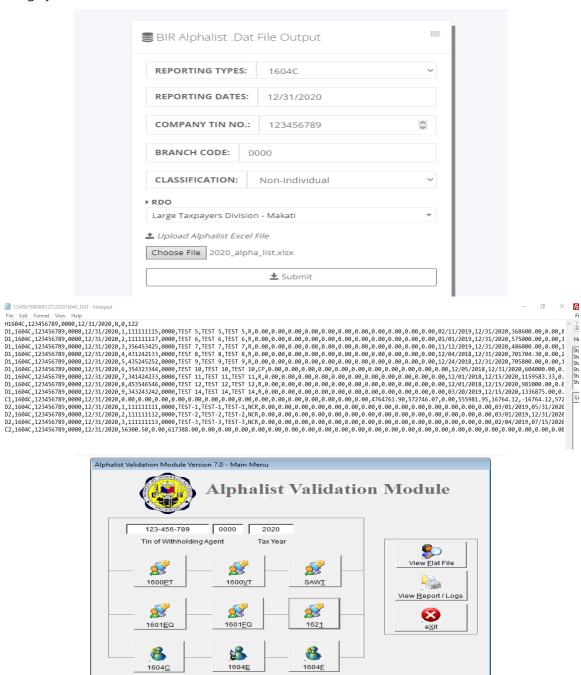
#### 7.2.2 DAT File 2316

# Accounting -> B I R -> 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

processing is done the system automatically downloads the generated .dat file output to the local drive. Users are required to use the BIR Alphalist Validation Module to ensure 100% compliance.

The Bureau of Internal Revenue (BIR) in the Philippines requires all registered businesses to submit their tax .dat files every year. These tax .dat files are used to calculate and report taxes for the current year. The submission process for these files is usually done through the BIR e-Filing system.



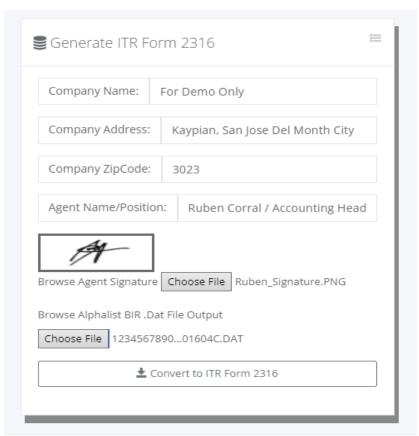
#### 7.2.3 ITR Form 2316

#### Accounting -> B I R -> 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.

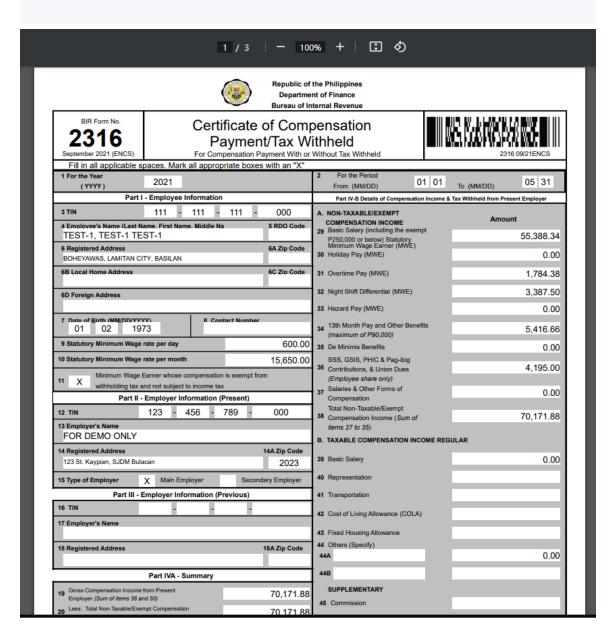
BIR Form 2316 is a document that employers provide to employees as proof of their income tax payments. Specifically, the form shows the total amount of taxes withheld from the employee's salaries, bonuses, and other earnings throughout the year. This information is used by the Bureau of Internal Revenue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











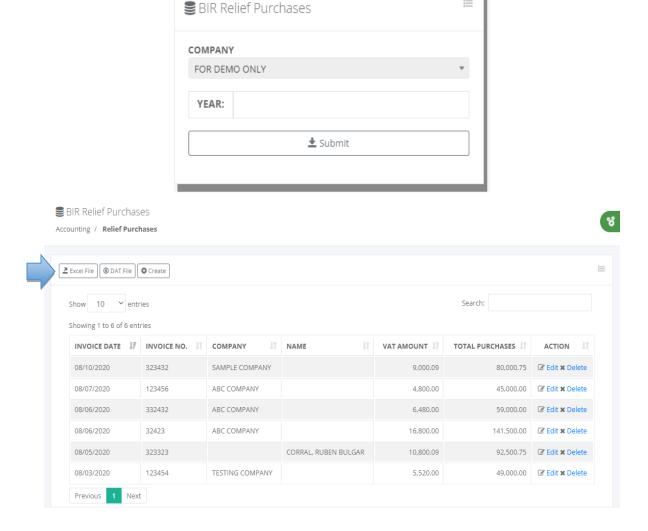
#### **Relief Purchases** 7.2.4

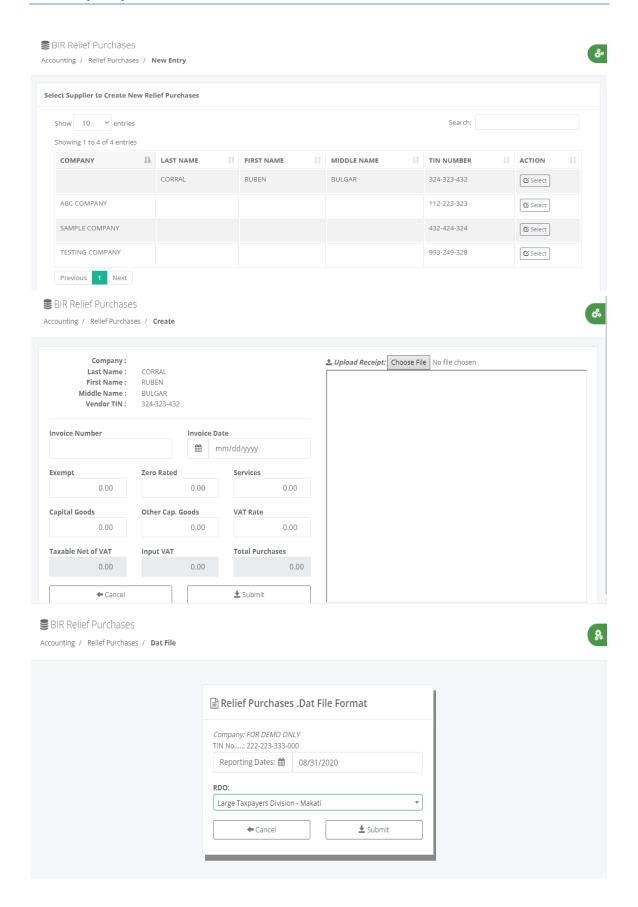
### Accounting -> B I R -> Relief Purchases

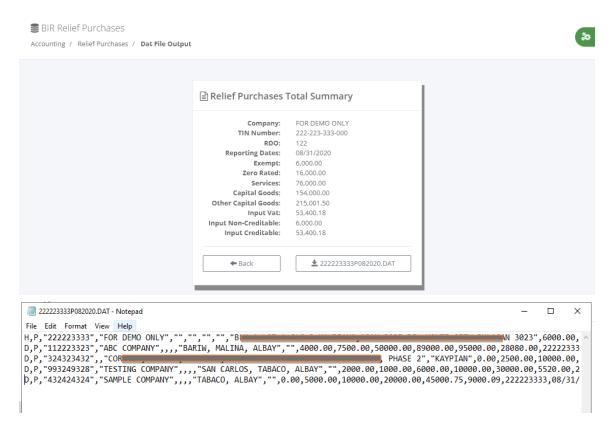
Fill up the form and, click the "Submit" button to proceed in the purchase table grid view list. Click the "Create" button to add a new purchase receipt, then select the supplier name before proceeding with data capture. To generate a .dat file for relief purchases, click the "Dat File" button and fill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

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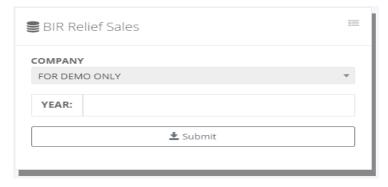


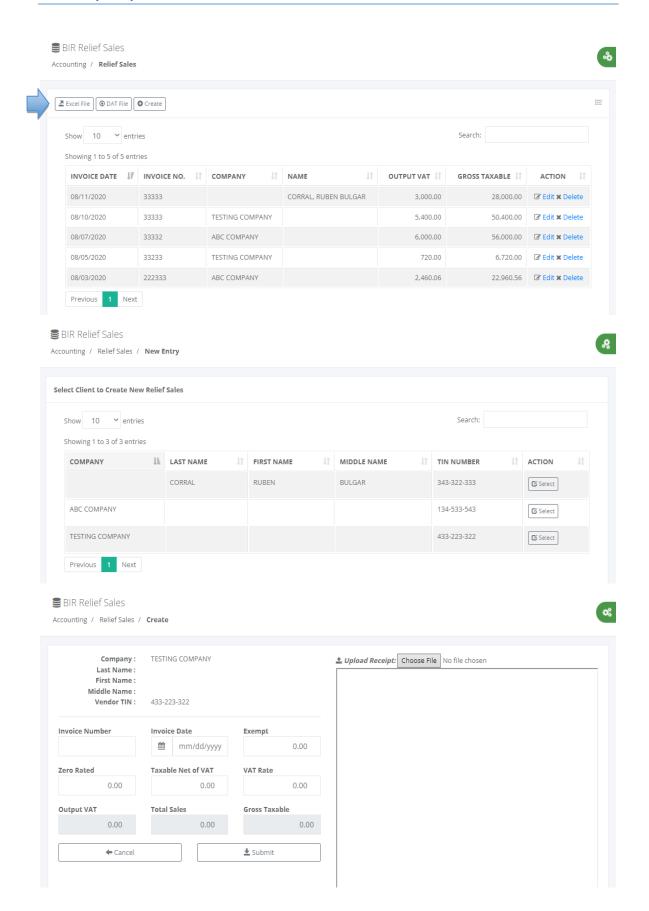
#### 7.2.5 Relief Sales

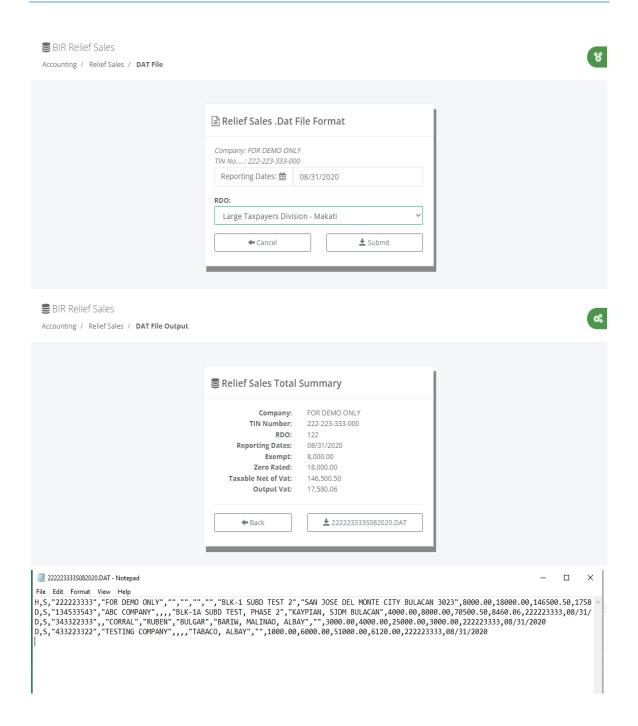
#### Accounting -> B I R -> Relief Sales

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.







### 7.2.6 Relief Importation

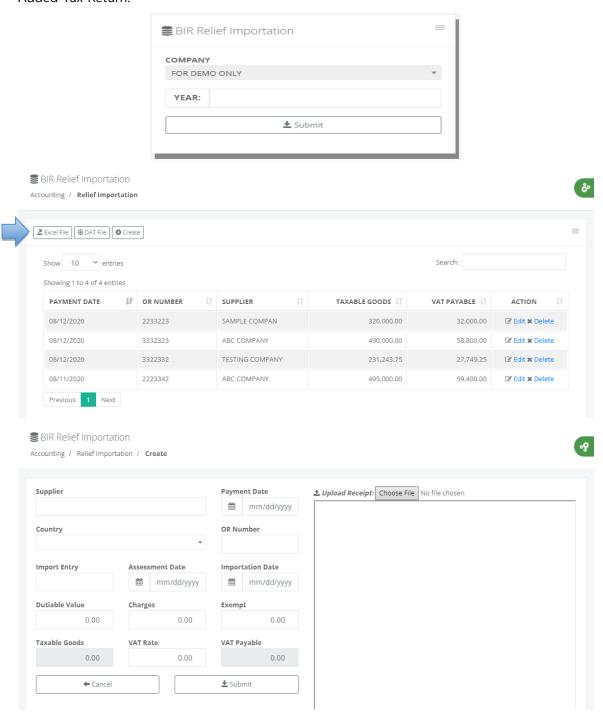
#### Accounting -> B I R -> Relief Importation

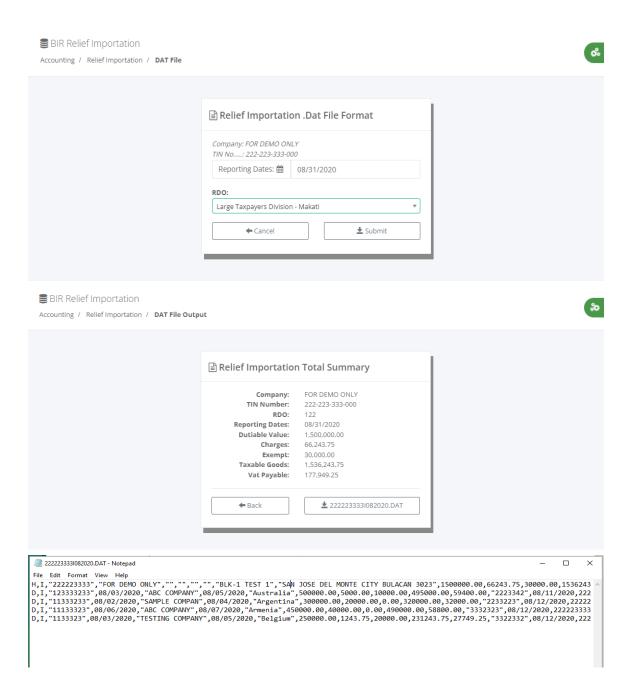
Fill up the form and, click the "Submit" button to proceed in the sales table grid view list.

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

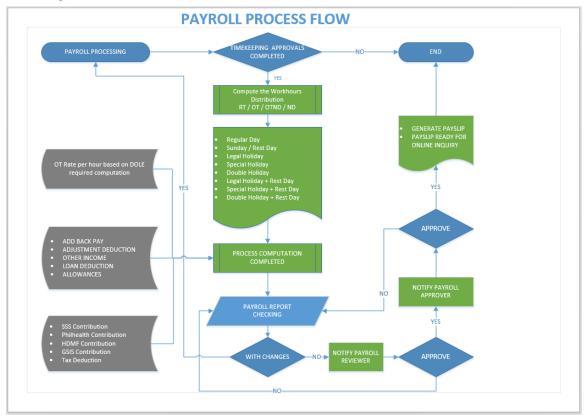
click the "Submit" button to process and click the "Filename.Dat" button to download the .dat file output.

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.





# 8 Payroll



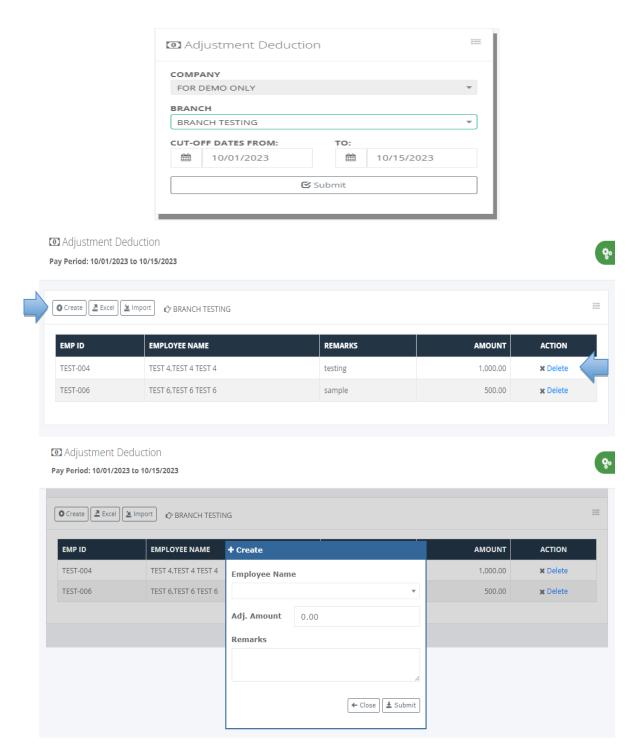
### 8.1 Data Entry

#### 8.1.1 Adjustment Deduction

### o 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.



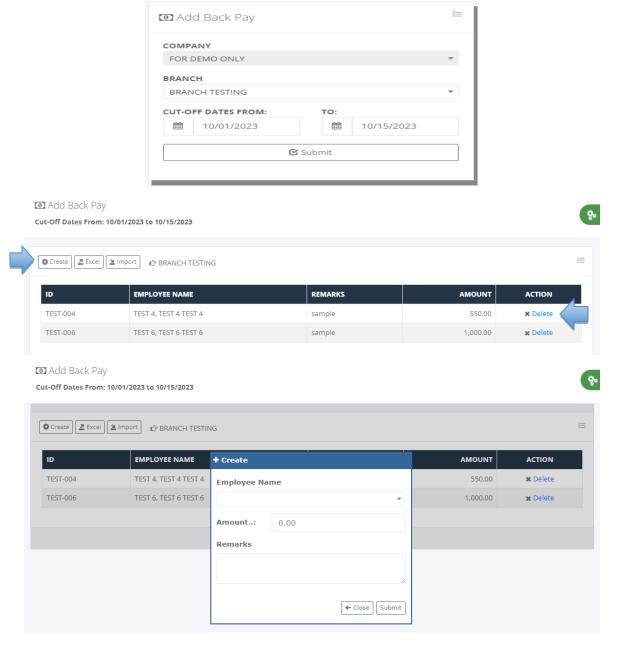
#### 8.1.2 Add Back pay

### o 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.

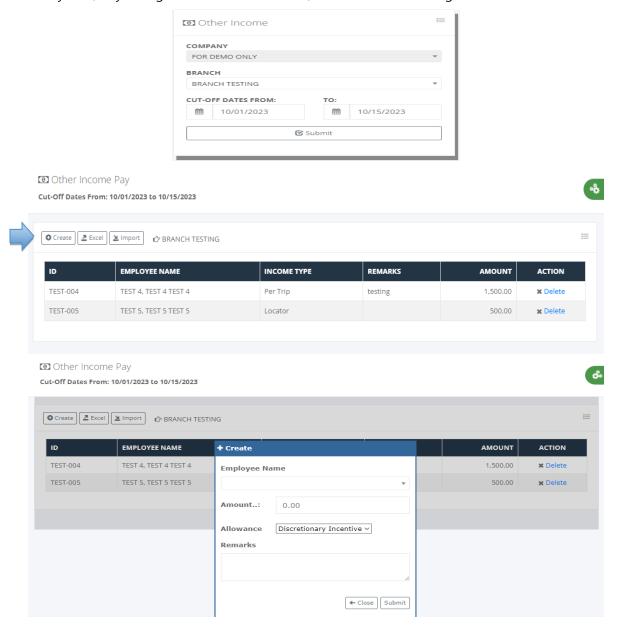


#### 8.1.3 Other Income

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.

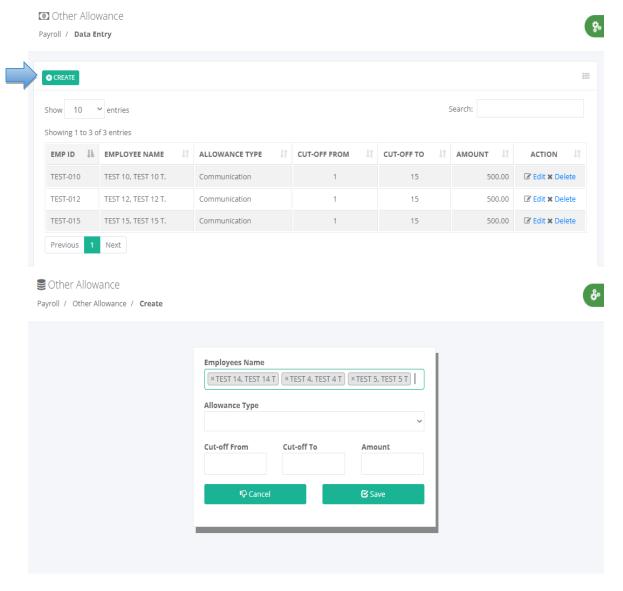


#### 8.1.4 Other Allowance

#### 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.

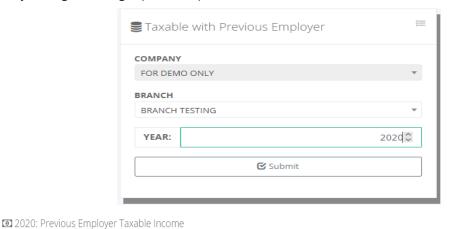


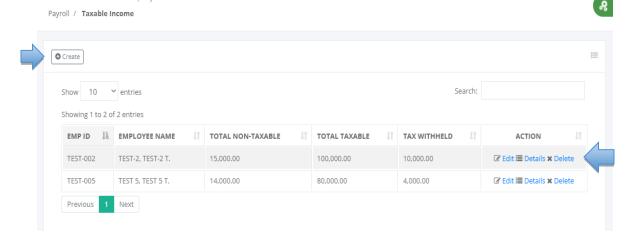
### 8.1.5 Taxable (S-7.4)

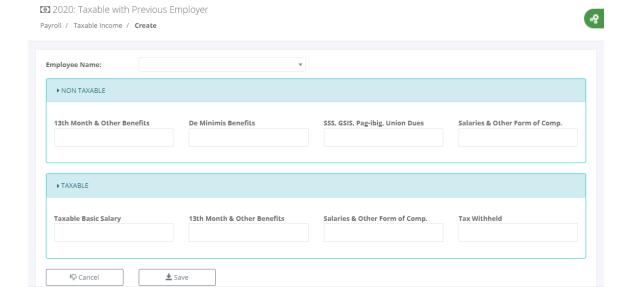
#### Payroll -> Data Entry -> Taxable (S-7.4)

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.





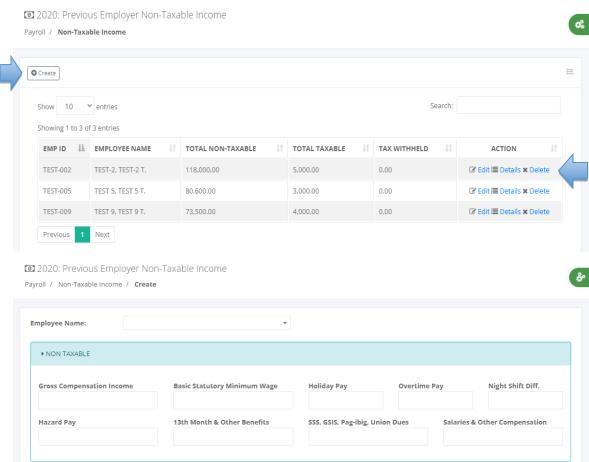


#### 8.1.6 Non-Taxable (S-7.5)

### 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.





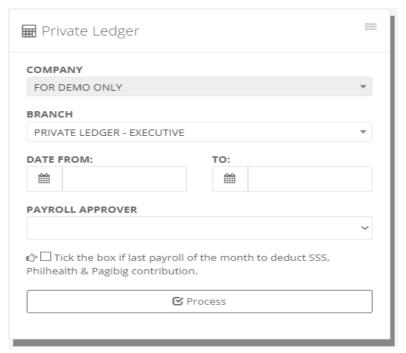
### 8.2 Process

#### 8.2.1 Private Ledger

#### o 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.

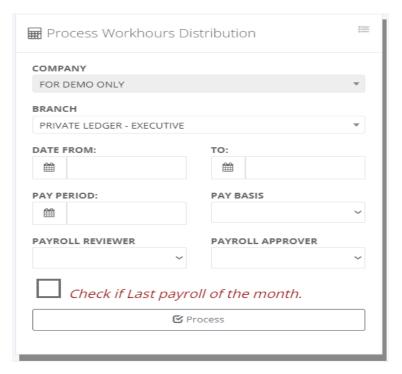


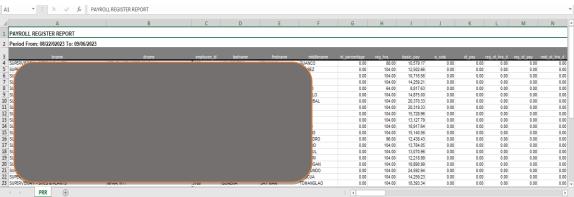
#### 8.2.2 Workhour Distribution

#### o 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.

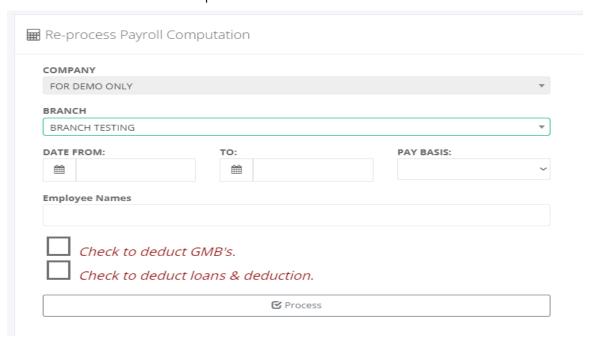




#### 8.2.3 Selected Employees

### Payroll -> Process -> Selected Employees

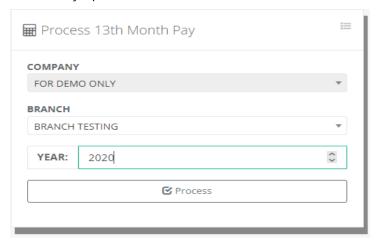
The payroll process of selected employees is a tool to reprocess selected employees with changes or those employees who have negative net pay salary due to absentees without pay with mandatory deduction of SSS, Philhealth, Pagibig or loans. Reprocess payroll default is without deduction of GMB's and loans, the payroll processor can decide whether the checkbox of the deduction is required or not.

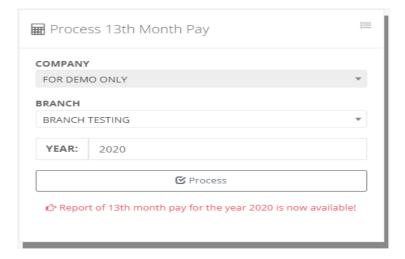


### 8.2.4 13<sup>th</sup> Month Pay

#### Payroll -> Process -> 13th 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.





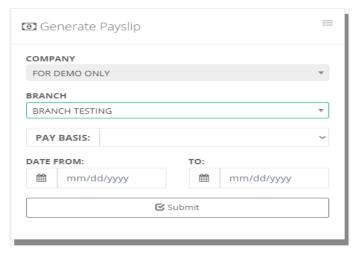
### 8.3 Reports

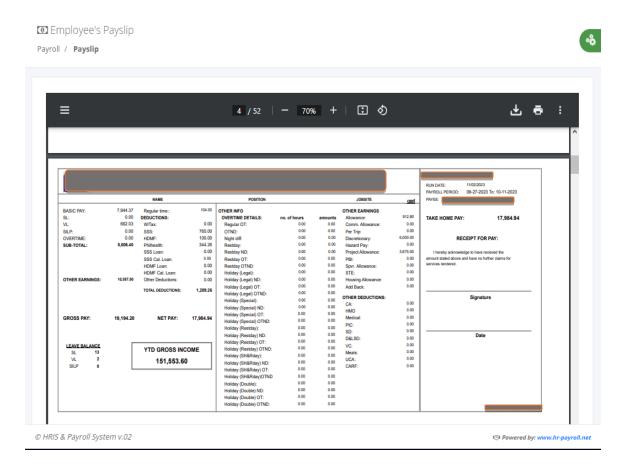
### 8.3.1 Payslip

#### o 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.



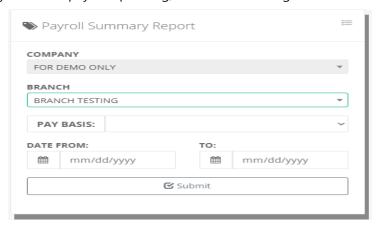


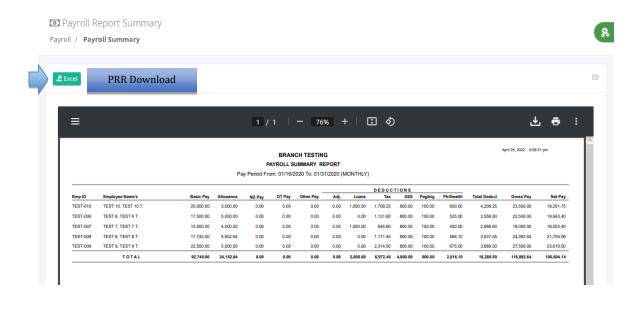
#### 8.3.2 Summary

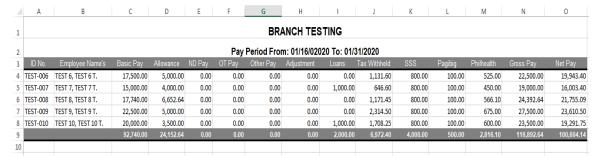
### Payroll -> Reports -> Summary

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.



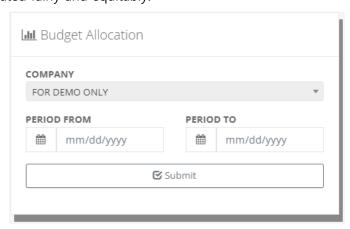


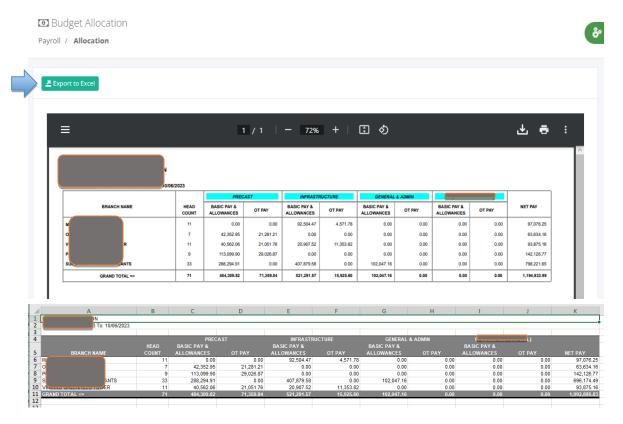


#### 8.3.3 Allocation

#### 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.

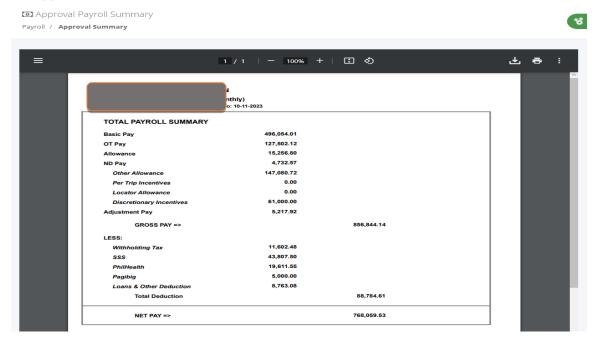




#### 8.3.4 Approval Summary

#### o Payroll -> Reports -> Approval Summary

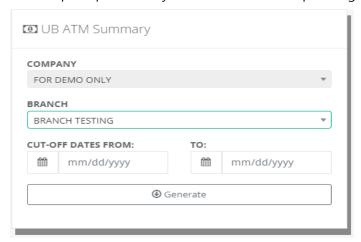
The payroll approval summary is a total payroll summary of basic pay, OT pay, allowances, withholding tax, SSS, PhilHealth, pagibig, and loans & other deductions that are displayed on the approval screen.



#### 8.3.5 UB ATM Summary

#### Payroll -> Reports -> UB ATM Summary

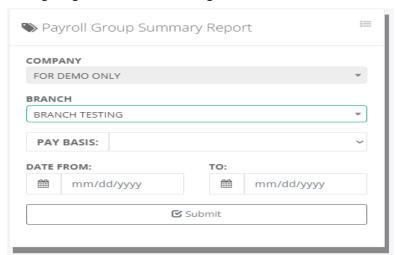
Generate UB (Union Bank) ATM Summary is available after the payroll is approved, the output format is based on the template provided by the bank for online uploading.

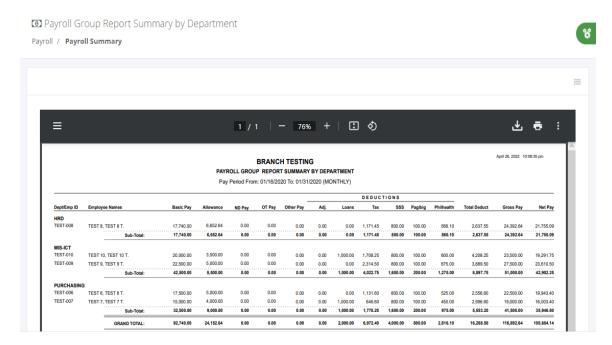


#### 8.3.6 Group by Department

### o 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.

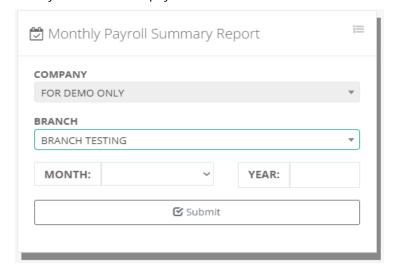


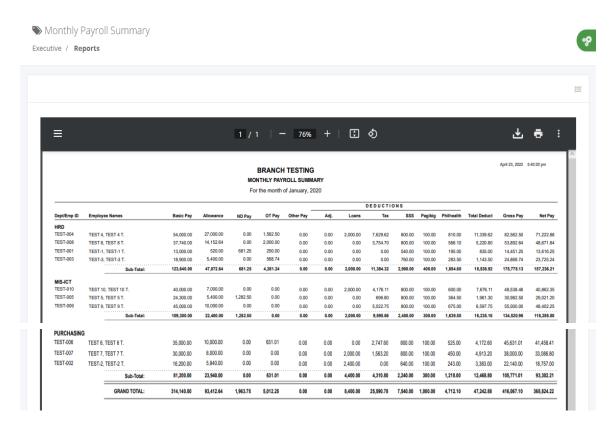


## 8.3.7 Monthly Summary

### 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.

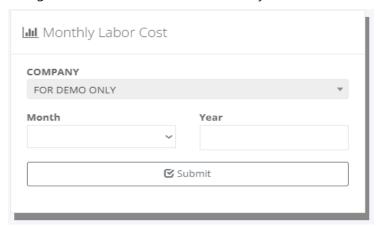


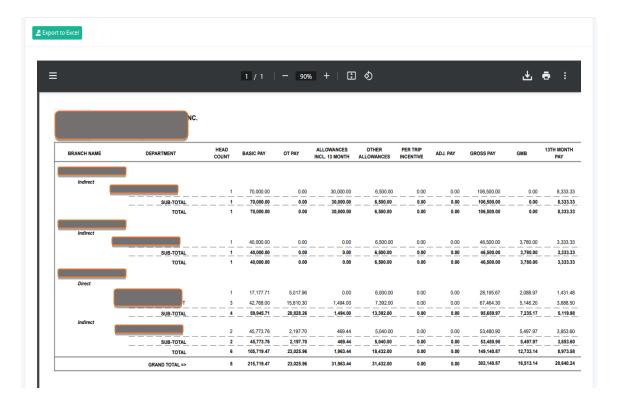


### 8.3.8 Monthly Labor Cost

#### 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.

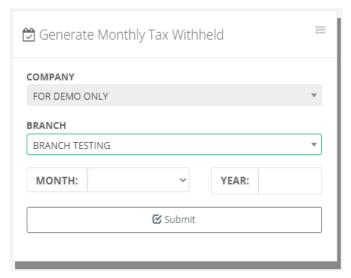


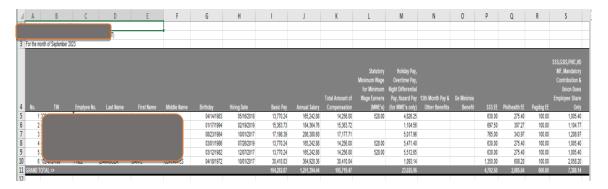


### 8.3.9 Monthly Tax Withheld

### o 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.



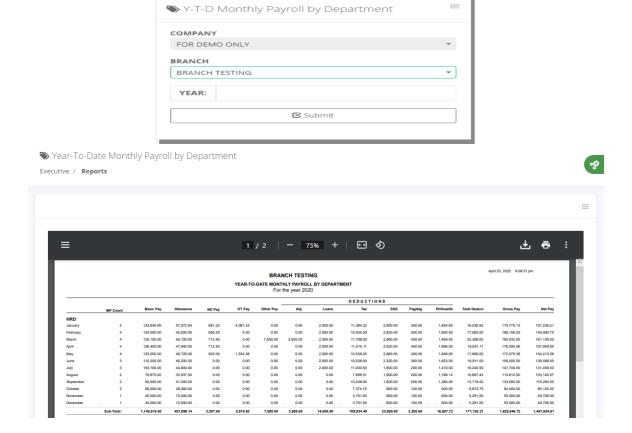


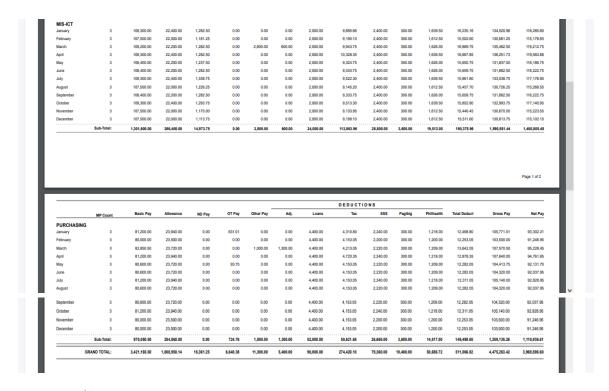
#### 8.3.10 Y-T-D Department

### 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.



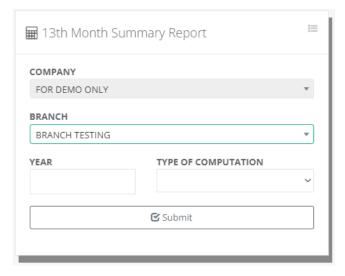


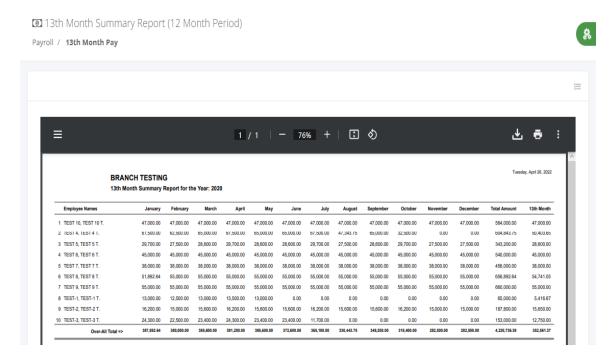
### 8.3.11 13<sup>th</sup> Month Summary

### o Payroll -> Reports -> 13th 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.



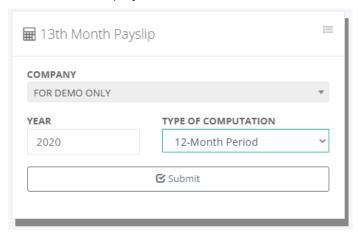


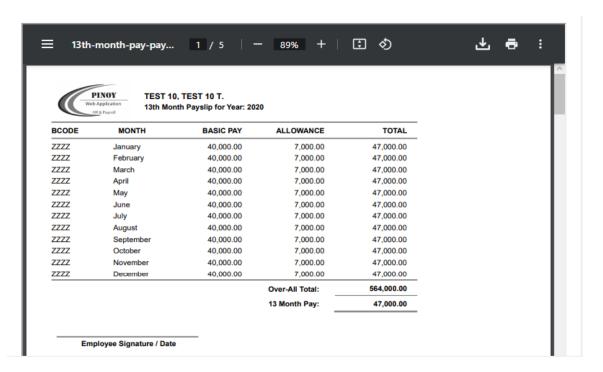
### 8.3.12 13th Month Payslip

### 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.





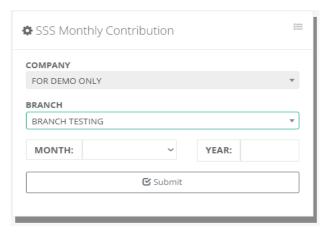
#### 8.4 Remittances

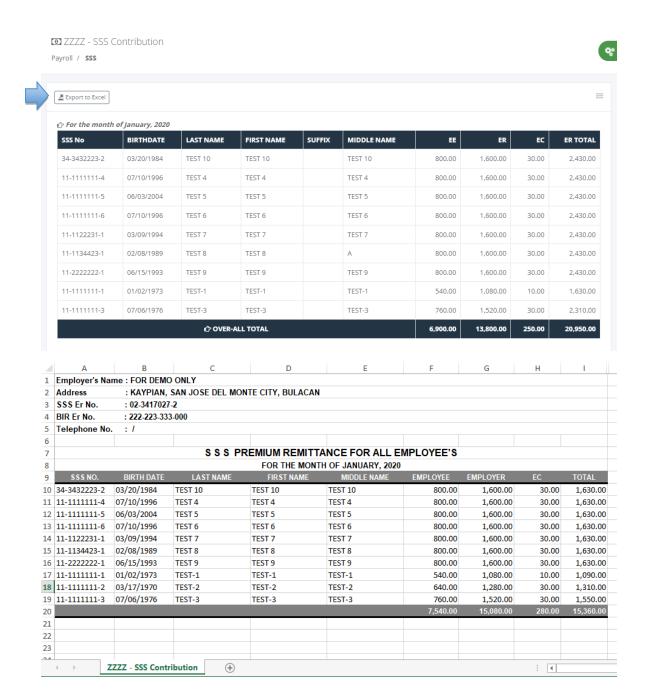
#### 8.4.1 SSS Contribution

### 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.





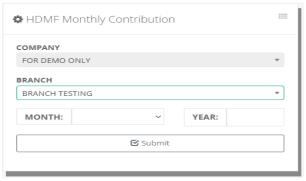
#### 8.4.2 HDMF Contribution

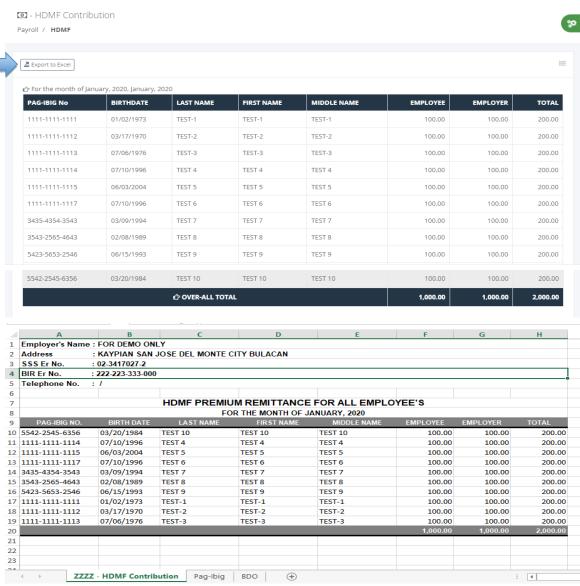
#### Payroll -> Remittances -> HDMF Contribution

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.



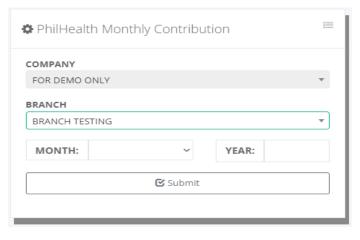


#### 8.4.3 Philhealth Contribution

#### 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.

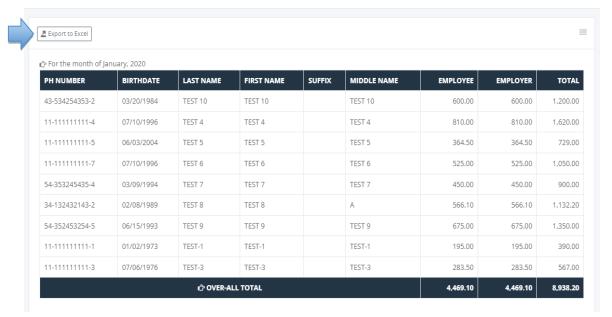
Monthly Philhealth Contribution is to help provide financial aid to Filipinos in need of medical care. It is a social health insurance program funded by contributions from employers and employees. The contributions are used to pay for medical expenses of members of the program, as well as their dependents.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

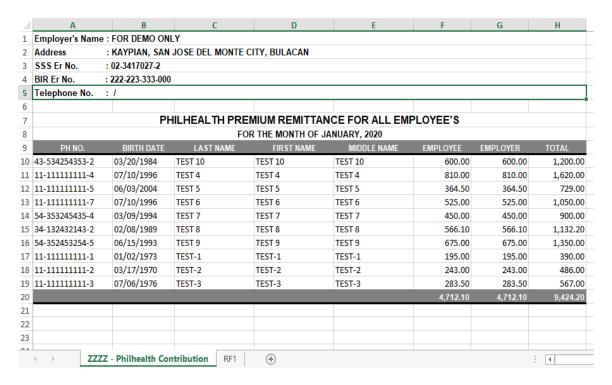


ZZZZ - PhilHealth Contribution

Payroll / PhilHealth





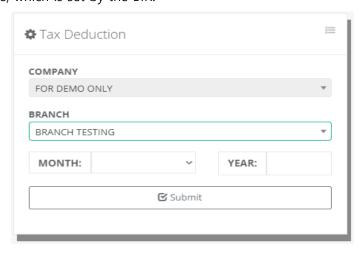


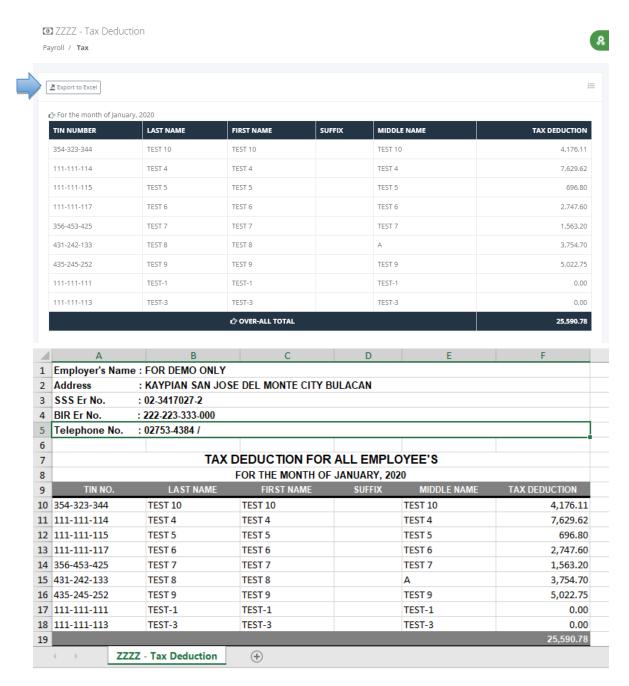
#### 8.4.4 Tax Deduction

#### 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.



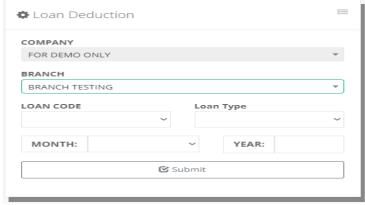


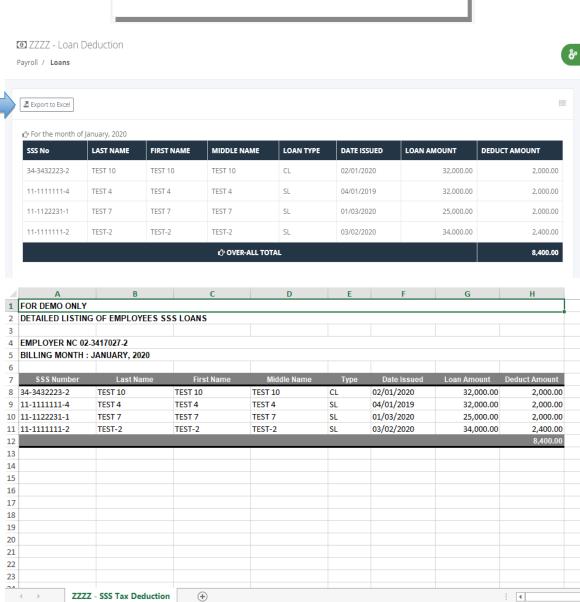
#### 8.4.5 Loans Deduction

#### 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.



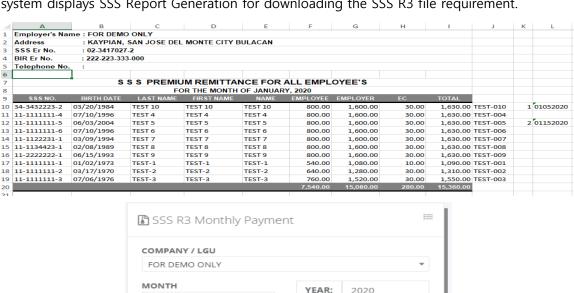


#### 8.4.6 SSS R3 File

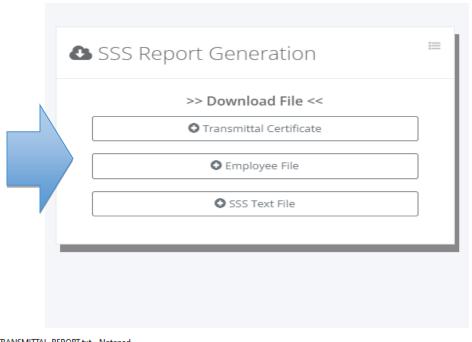
#### Payroll -> Remittances -> SSS R3 File

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 Excelgenerated 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.



January



01-TRANSMITTAL\_REPORT.txt - Notepad

File Edit Format View Help

File name : R30234170272012020.04270912

Employer name: FOR DEMO ONLY Date: Apr 27, 2022 Employer No : 02-3417027-2 App. Period: 012020

PAYMENT INFORMATION

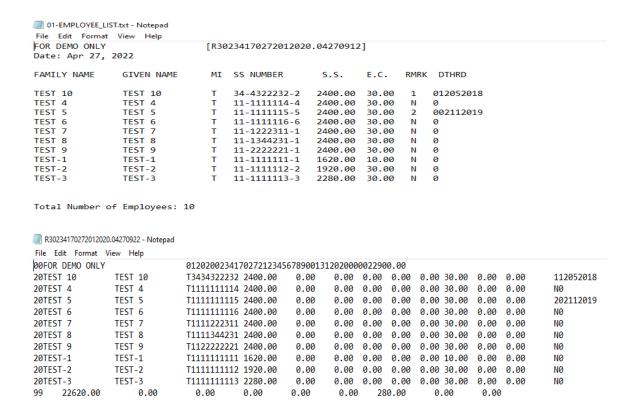
TR/SBR NUMBER : 1234567890
DATE OF PAYMENT : Jan 31, 2020
AMOUNT PAID : 22,900.00

ENCODED INFORMATION

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

Total number of Employees: 10

CERTIFIED CORRECT	T AND PAID
RECEIVED BY :	
DATE RECEIVED :	
TRANSACTION NO:	

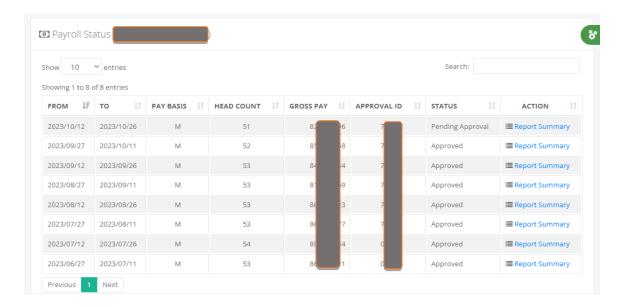


# 8.5 Payroll Status

## 8.5.1 By Branch

#### o Payroll -> Payroll Status -> By Branch

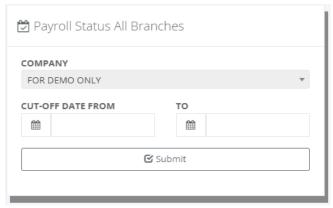
Branch payroll monitoring if timekeeping process, pending payroll, pending review, or pending approval status.

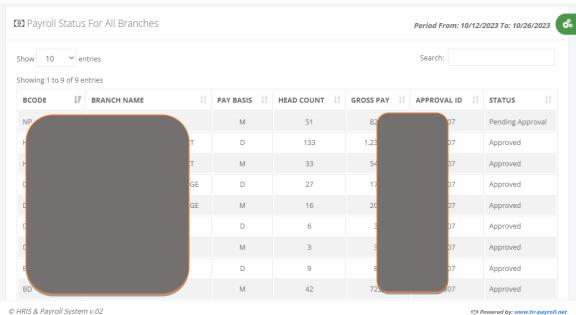


#### 8.5.2 All Branch

## 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.





# 9 Time & Attendance

# 9.1 Manual Filing

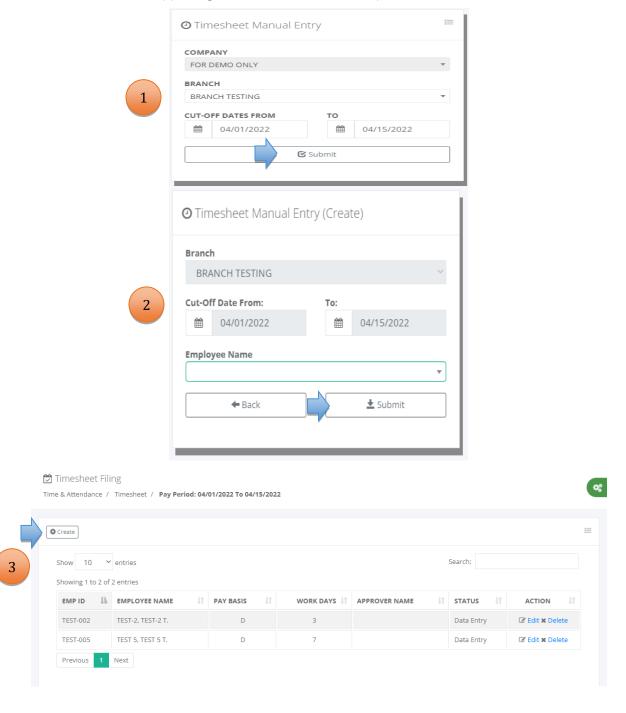
## 9.1.1 Timesheet

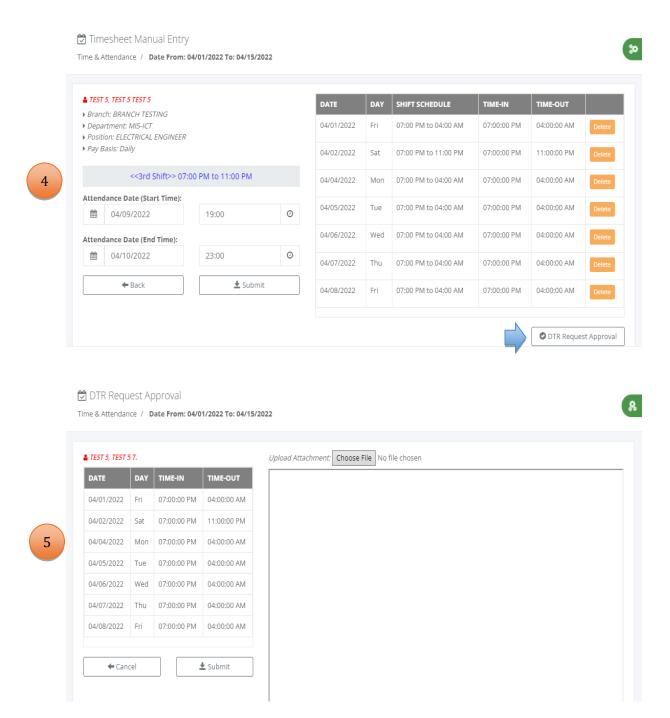
## o Time & Attendance -> Manual Filing -> Timesheet

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.





#### 9.1.2 Overtime

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

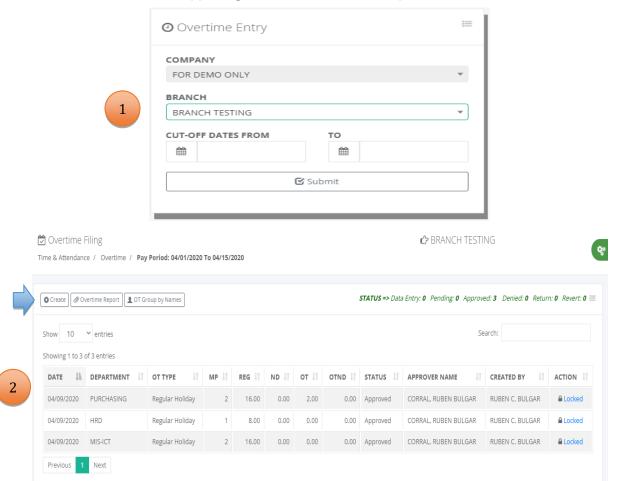
Timekeeper filing of employees' daily overtime. The filing is grouped by the department for every daily overtime and the timekeeper can file multiple names in one entry with the same OT start time and end time. Click the "Submit" button to add the entries that automatically compute the workhour distribution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

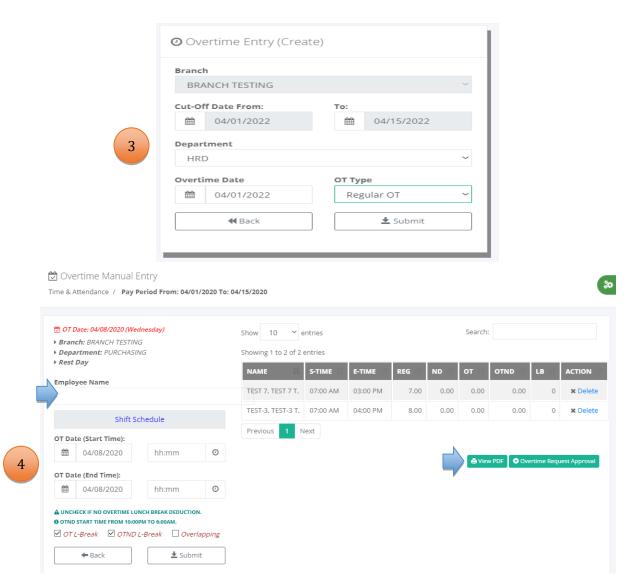
(OT), and overtime + night differential (OTND). To proofread the overtime entries, click the "View PDF" button and double-check the overtime entry before requesting approval.

#### **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.





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

Daily Overtime by Department

Time & Attendance / Overtime Filing

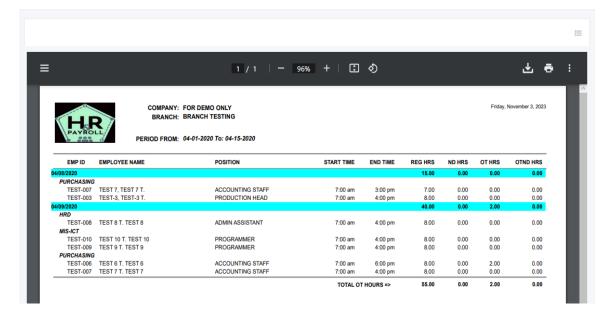


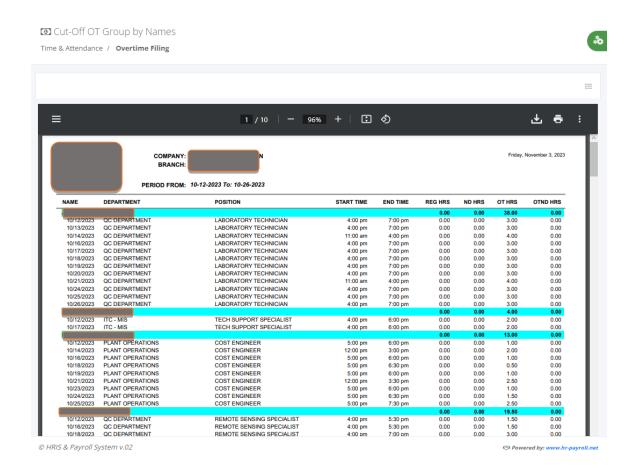


Cut-Off Overtime Report

Time & Attendance / Overtime Filing







#### 9.1.3 Leave

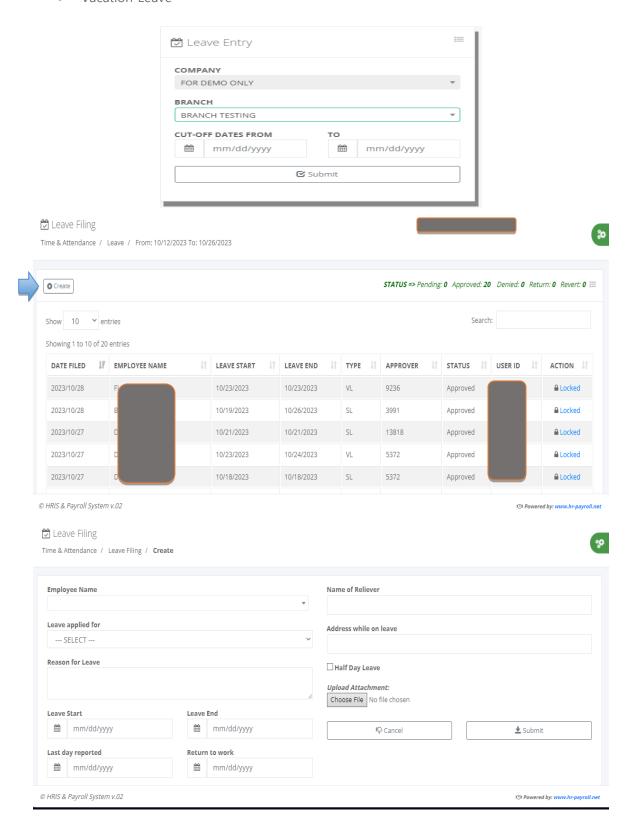
## Time & Attendance -> Manual Filing -> leave

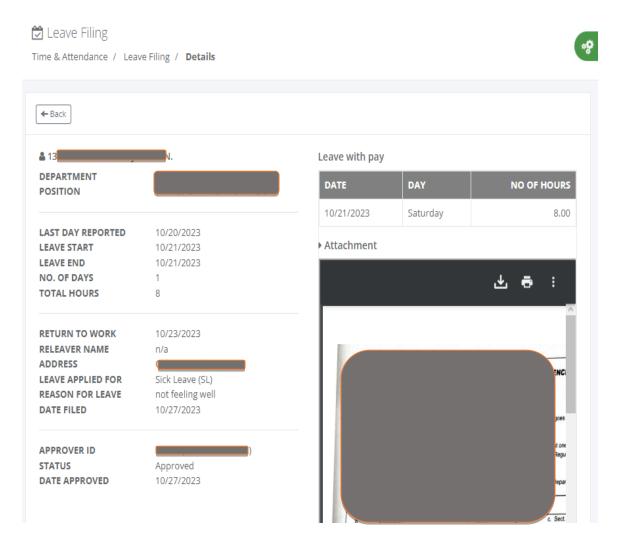
Timekeeper filing of signed leave form with pay before the timesheet processing. Fill up the form and click the "Submit" button to display records that have already been entered. The leave form attachment is required to submit the leave filing and automatically notifies the leave approver via email.

#### **LEAVE TYPES**

- Bereavement Leave
- Leave Without Pay
- Maternity Leave
- Parental Leave
- Paternity Leave
- Rehabilitation Leave
- Service Incentive Leave
- Sick Leave

#### • Vacation Leave

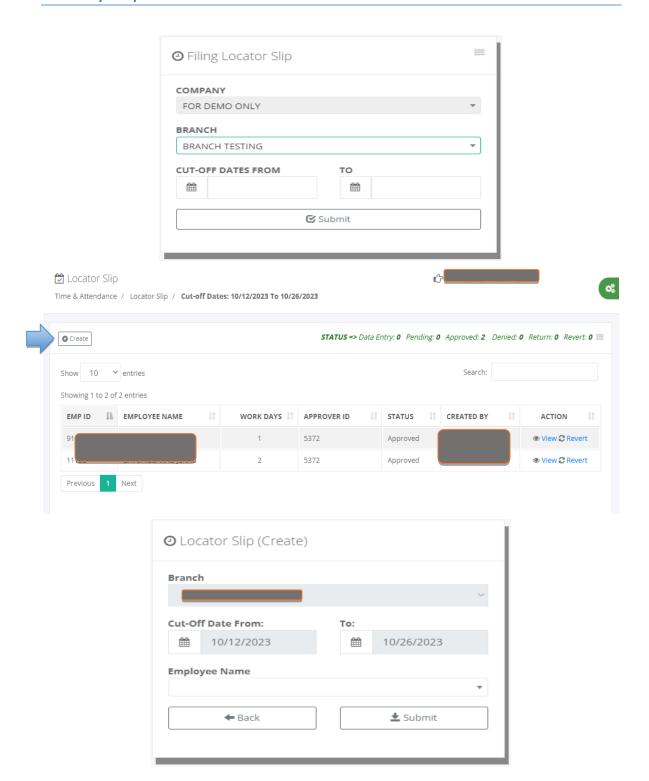


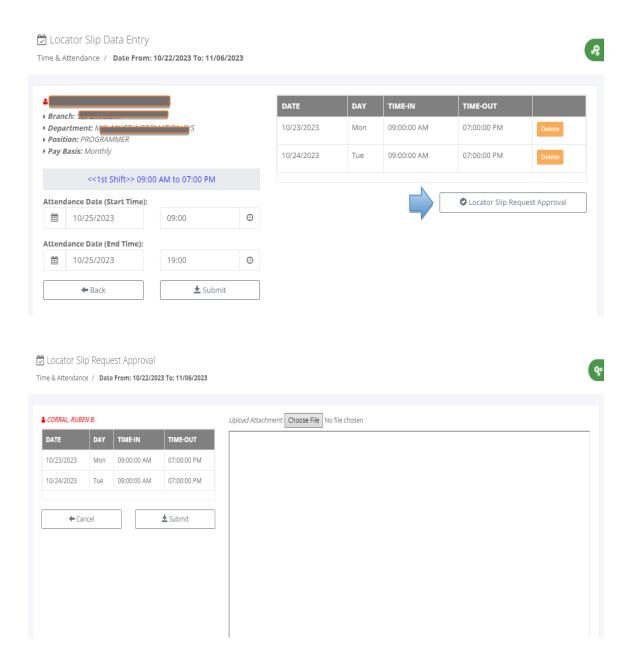


## 9.1.4 Locator Slip

## 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.



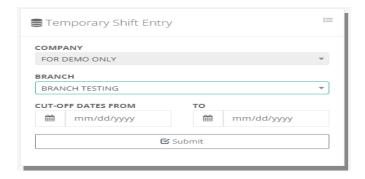


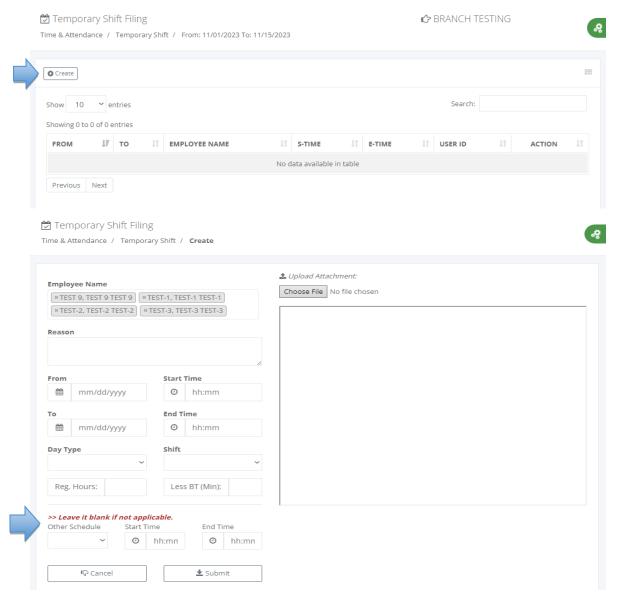
## 9.1.5 Temporary Shift

## 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.



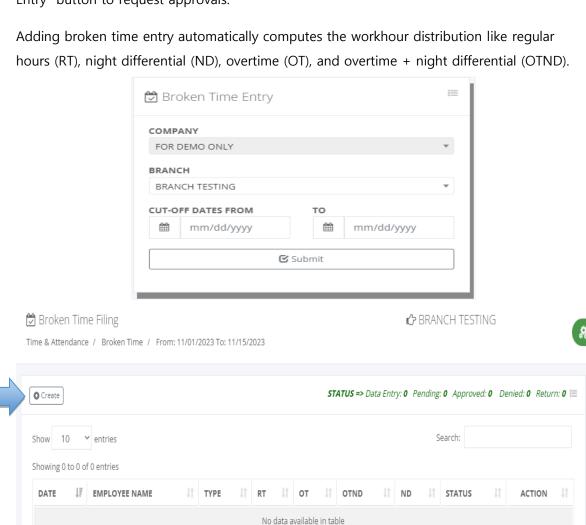


Note: The purpose of **other schedule** input is to insert different shifts within the single entry in the covered date range from Monday to Saturday or in between dates with different shift schedules.

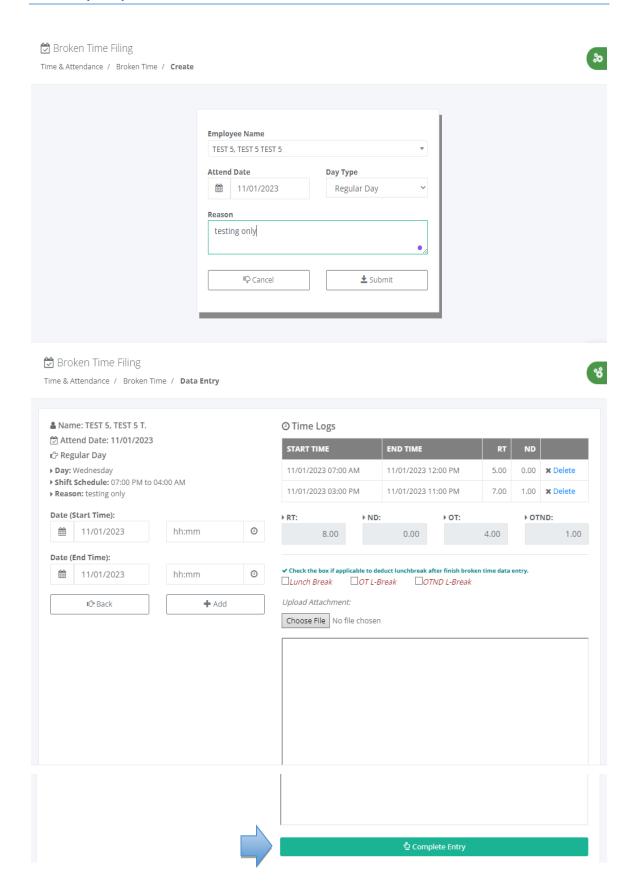
#### 9.1.6 Broken Time

## 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.



Previous Next

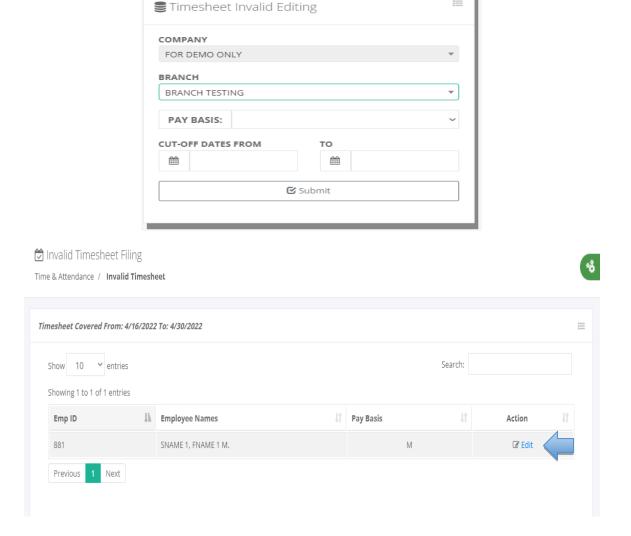


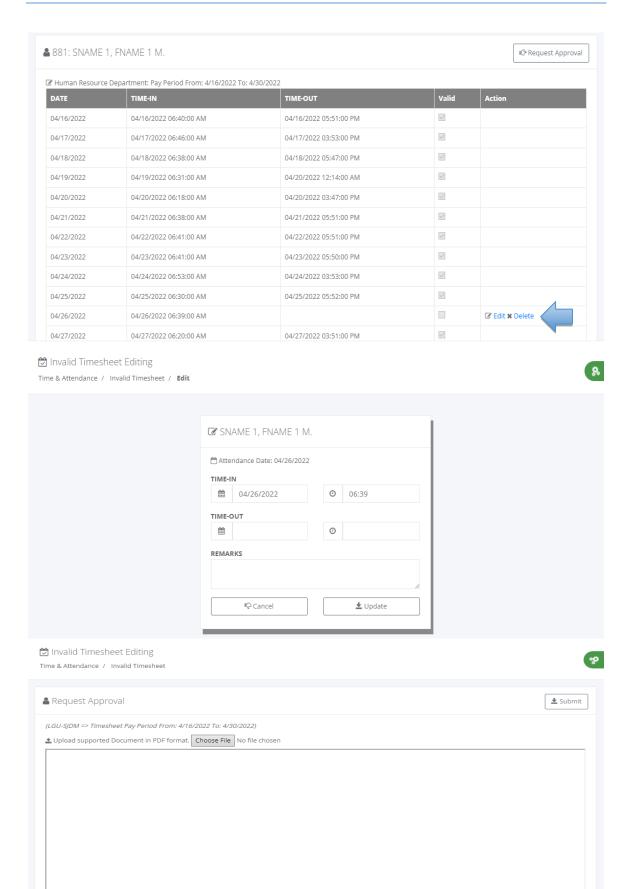
#### 9.1.7 Invalid Editing

## 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.



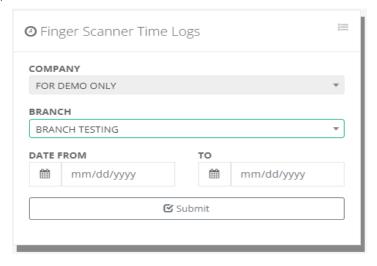


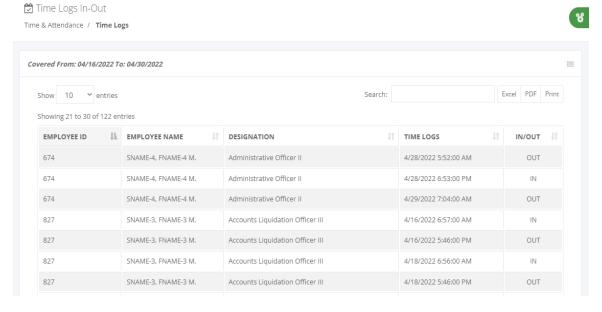
# 9.2 View Time Logs

## 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.

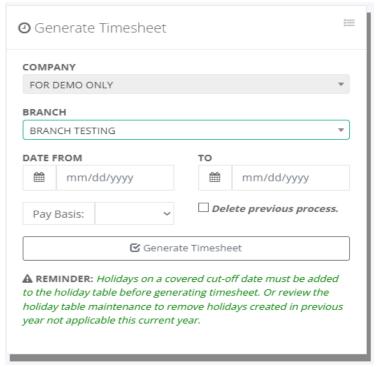


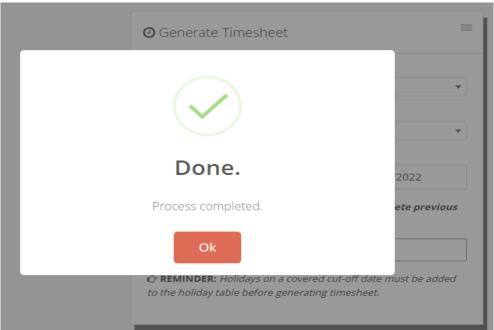


## 9.3 Generate Timesheet

## 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.

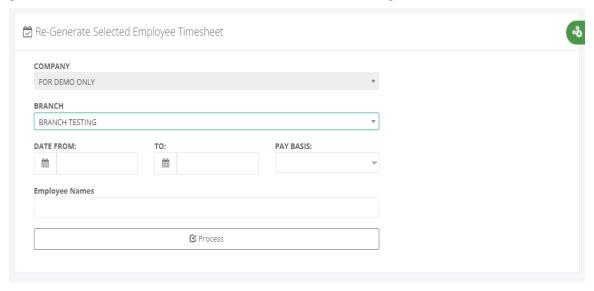




## 9.4 Re-Generate Timesheet

#### 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.

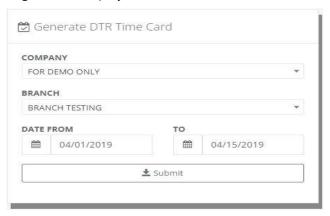


#### 9.5 Generate Time Card

## Time & Attendance -> Generate Time Card

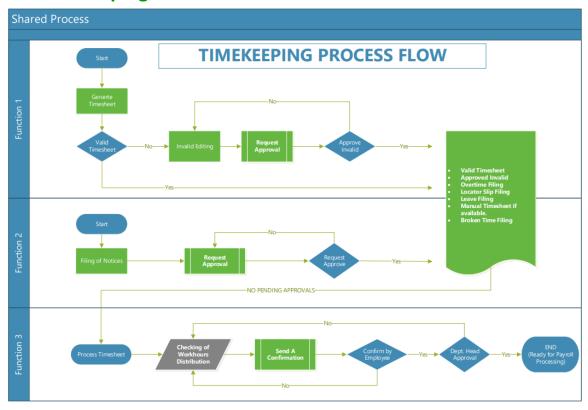
The Civil Service Daily Time Record (DTR) is a form used by government employees to record their daily attendance and work hours. It typically includes fields for the employee's name, position, time in, time out, and total work hours for the day.

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  DAILY TIME RECORD								Civil Service Form No. 48  DAILY TIME RECORD							
000								000							
SNAME-4, FNAME-4 M. (Name)							SNAME-4, FNAME-4 M. (Name)								
(reme)							(realite)								
For the month of		August 2022				For the month of			September 2022						
Official hours for arrival and departure			Regular days6			Officia	Official hours for arrival and departure			Regular days4					
	and dopan			Saturdays		0		Saturdays					0		
	A.M		P.M		Undertime			A.M		P.M		Undertime			
Day	Arrival	Departure	Arrival	Departure	Hours	Minutes	Day	Arrival	Departure	Arrival	Departure	Hours	Minutes		
1	$\vdash$					$\overline{}$	1	07:32 AM	12:00 PM	01:00 PM	06:00 PM				
2	i						2	07:31 AM		01:00 PM	05:05 PM				
3							3								
4							4								
5							5	08:40 AM	12:00 PM	01:00 PM	06:01 PM		40		
6							6	07:31 AM	12:00 PM	01:00 PM	07:22 PM				
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23	08:24 AM	12:00 PM	01:00 PM	06:00 PM		24	23						-		
24	07:29 AM	12:00 PM	01:00 PM	06:46 PM			24								
25	07:05 AM	12:00 PM	01:00 PM	06:02 PM			25								
26	08:03 AM	12:00 PM	01:00 PM	05:03 PM		3	26								
27							27								
28							28								
29							29								
30	07:46 AM	12:00 PM	01:00 PM	06:01 PM		$\square$	30								
31	07:55 AM	12:00 PM	01:00 PM	06:00 PM			31								

# 10 Timekeeping

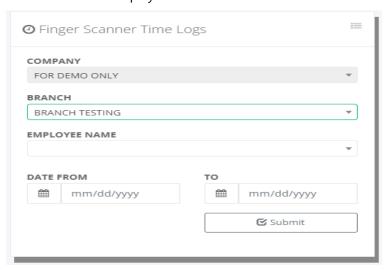


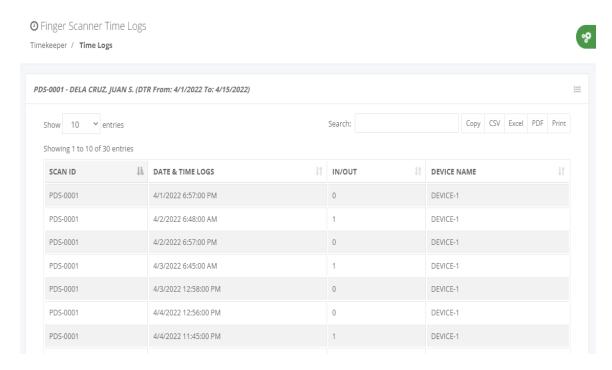
# 10.1 Inquiry

# 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.



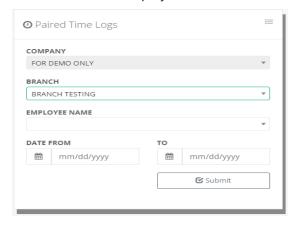


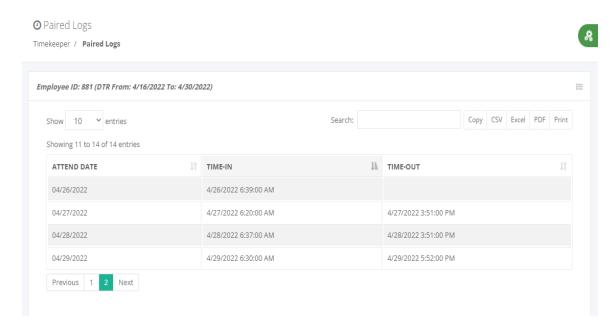
#### 10.1.2 Employee Paired Logs

## 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.

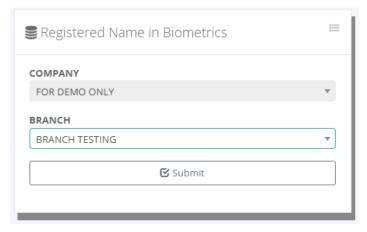


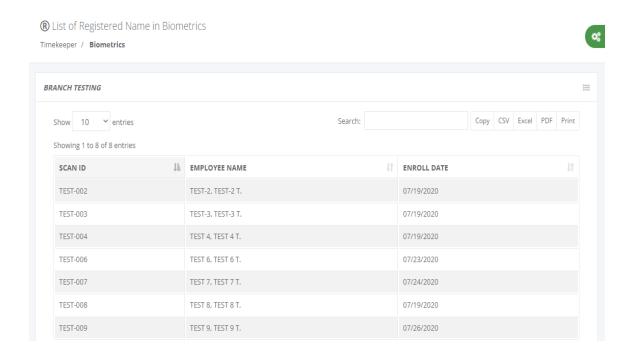


# 10.1.3 Register in Biometric

## 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.



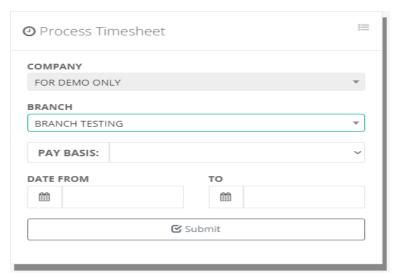


#### **10.2 Process Timesheet**

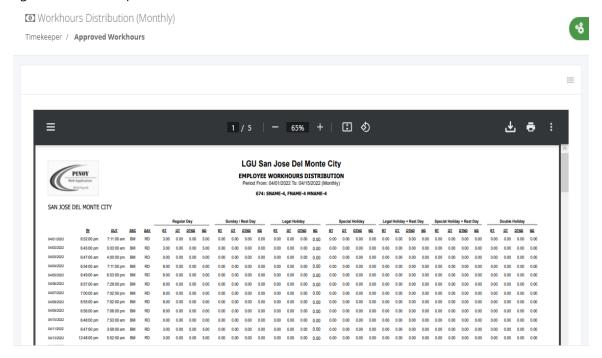
## 10.2.1 By Branch

## o 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.



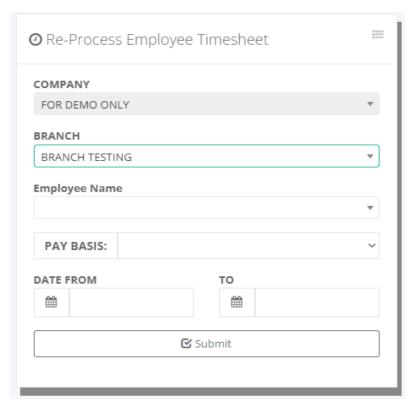
After the process is done, the available reports are Employee Workhours Distribution and Group Summary Workhours Distribution. This report is guide for timekeeper checking of workhour distribution if properly distributed or need an adjustment and reprocess timesheet again until the output is correct.



# 10.2.2 By Employee

#### 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.

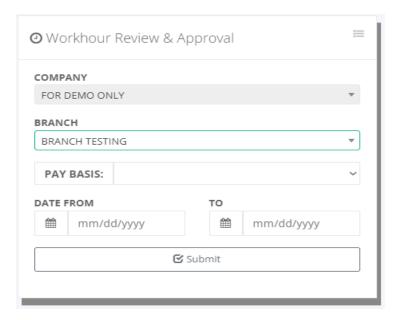


After the re-process is done, check the Employee Workhours Distribution report located at Timekeeping -> Reports -> Workhours Distr. to double check again the computation of workhours distribution.

## 10.3 Send A Confirmation

#### o 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.



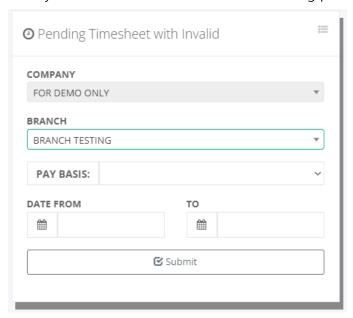
After sending a confirmation, the timekeeper can monitor the status of employee confirmation located at **Timekeeping -> Pending Status -> Confirm Workhour.** 

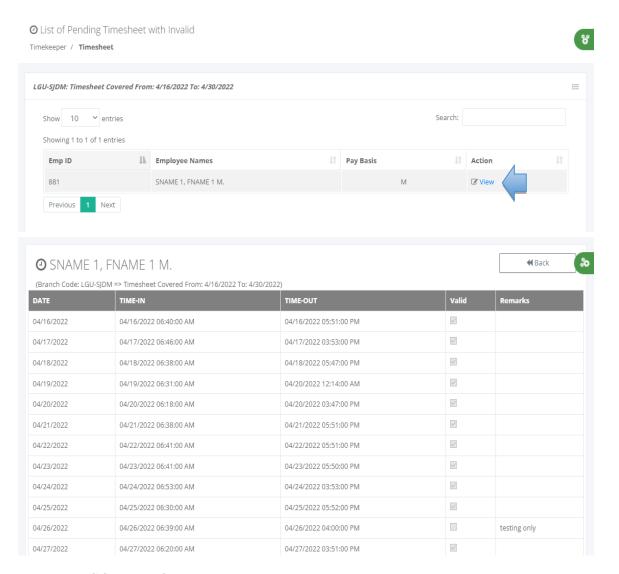
# **10.4 Pending Status**

# 10.4.1 Invalid Editing

## o 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.

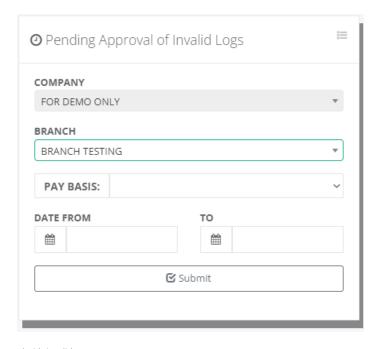


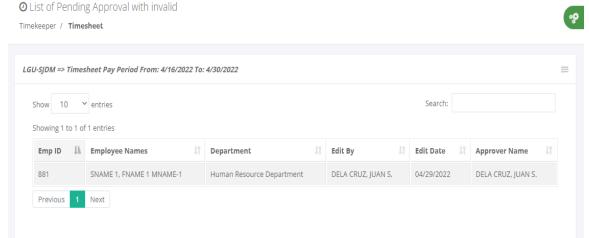


## 10.4.2 Invalid Approval

## 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.





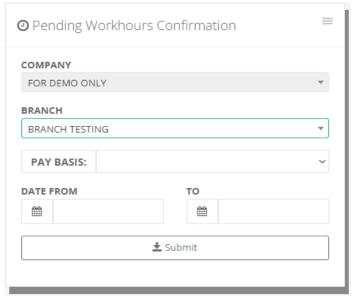
#### 10.4.3 Confirm Workhour

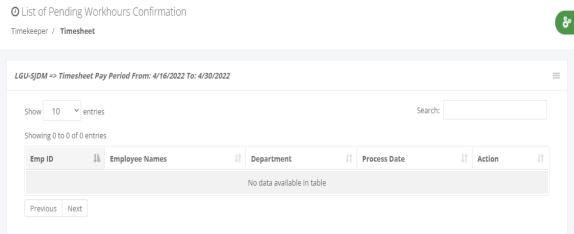
# Timekeeping -> Pending Status -> Confirm Workhour

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.

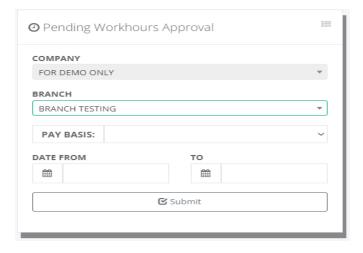


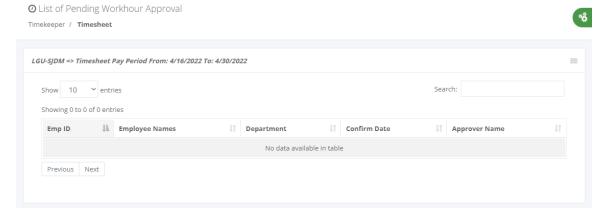


## 10.4.4 Workhour Approval

# 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.



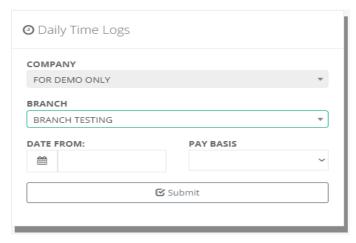


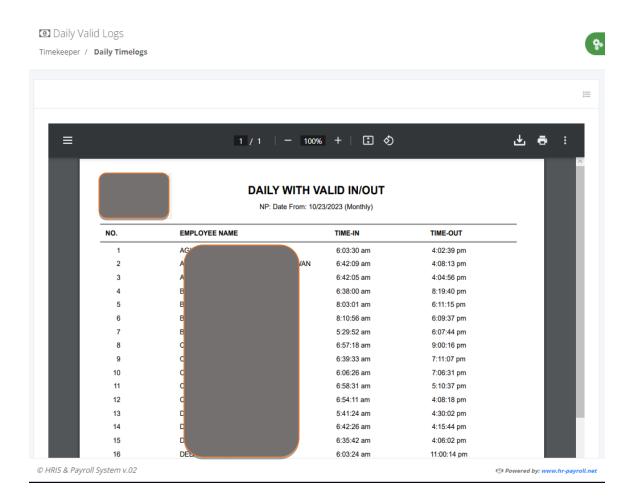
# 10.5 Reports

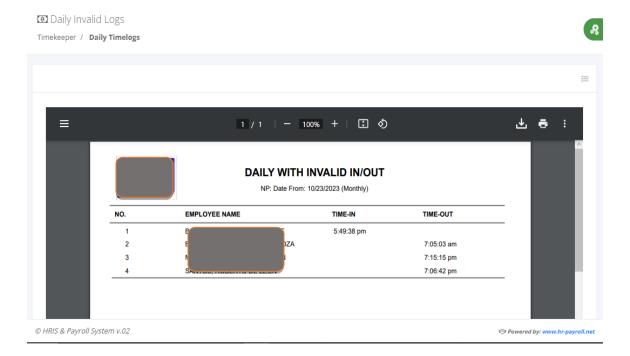
# 10.5.1 Daily Time Logs

# 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.





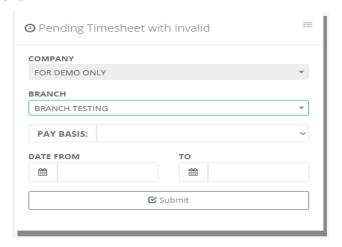


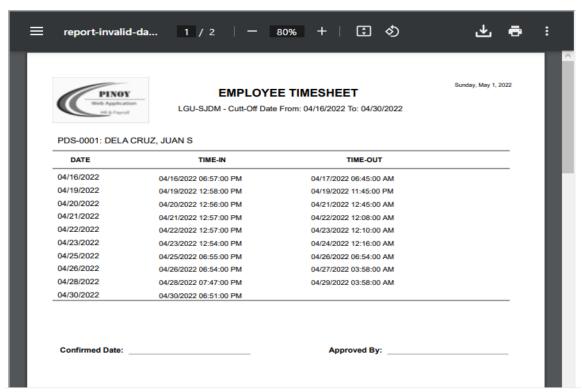
#### 10.5.2 Invalid Data

#### 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.

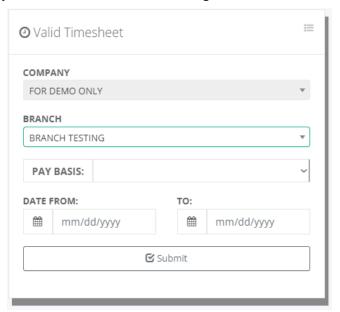


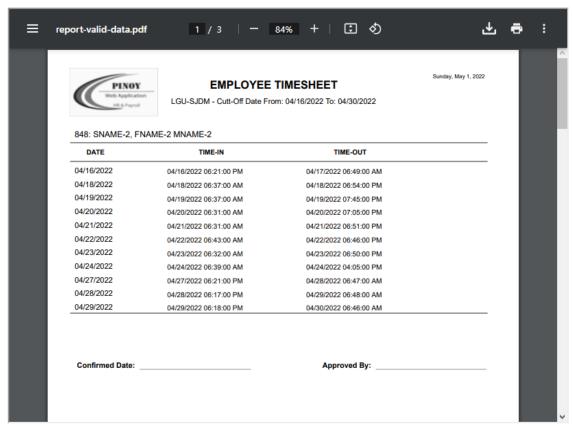


#### 10.5.3 Valid Data

#### 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.

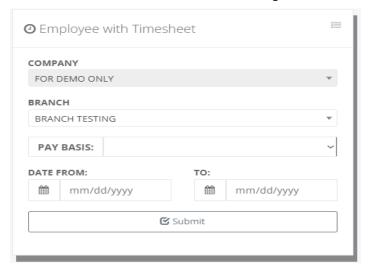


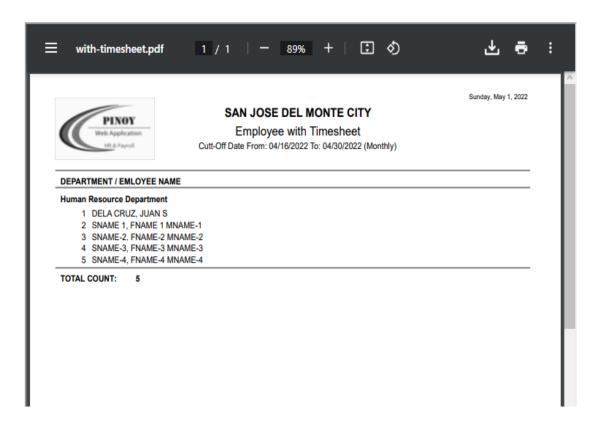


#### 10.5.4 With Timesheet

#### o 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.

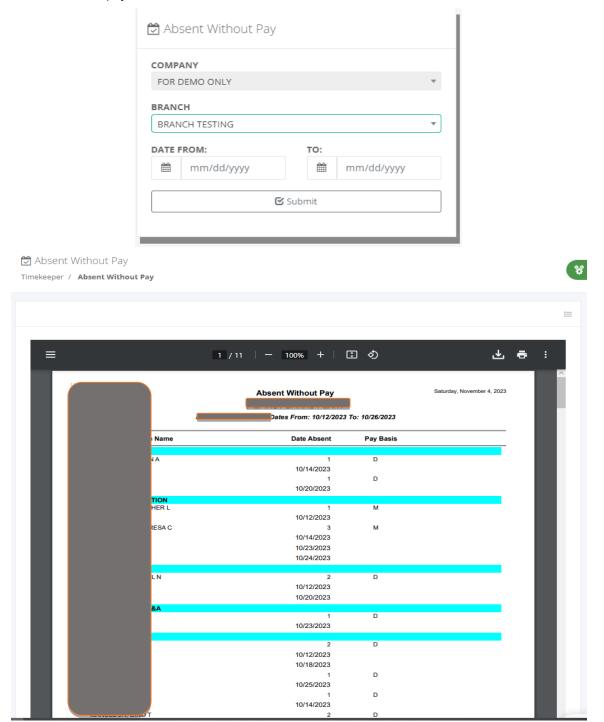




#### 10.5.5 Absent Without Pay

#### Timekeeping -> Reports -> Absent Without Pay

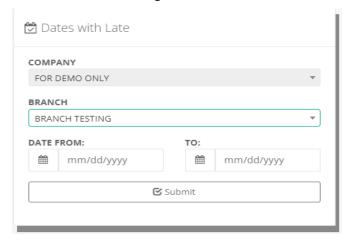
Tools for timekeepers to generate employees absent without pay. Fill up the form and input the cut-off dates, then click the "Submit" button to display all employees absentees without pay. This report can help the timekeeper to double-check or validate the attendance date if absent without pay is valid.

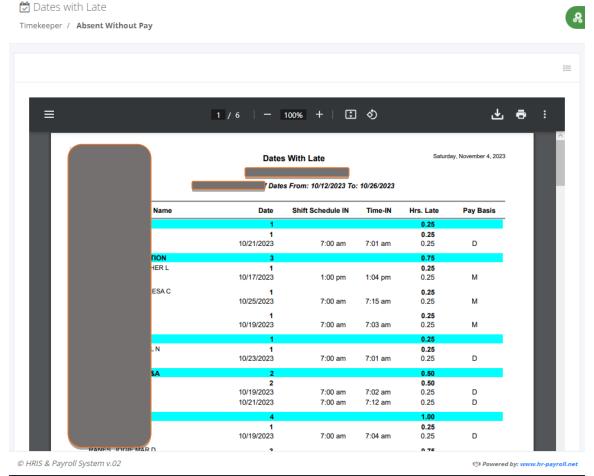


#### 10.5.6 Dates With Late

#### 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.

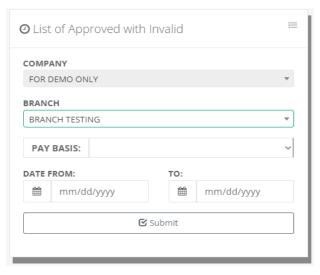


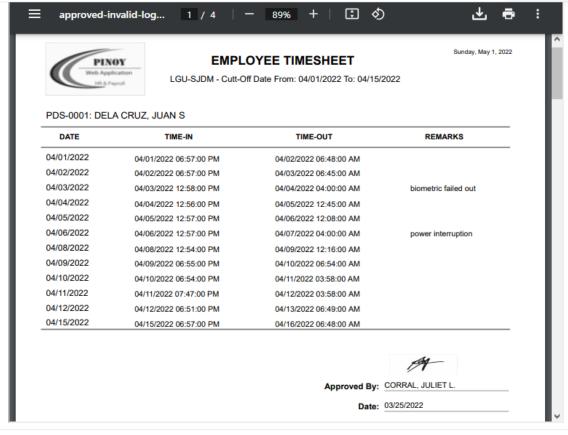


#### 10.5.7 Approved Invalid

## 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.





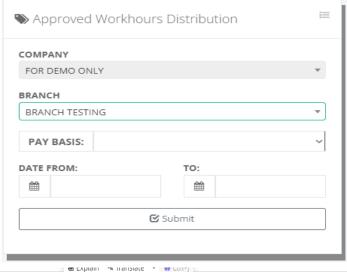
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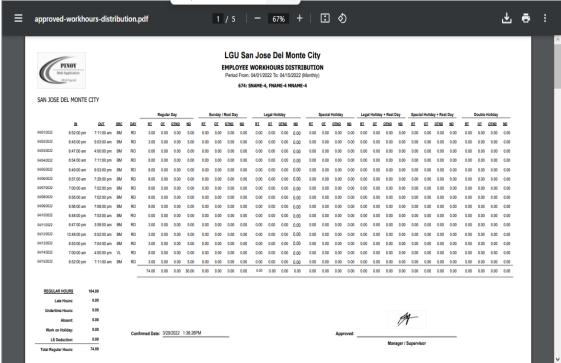
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#### 10.5.8 Approved Workhours

#### Timekeeping -> Reports -> Approved Workhours

Tools for timekeepers to view all approved employee workhour distribution. Fill up the form and input the cut-off dates, then click the "Submit" button to display all approved work hours distribution.



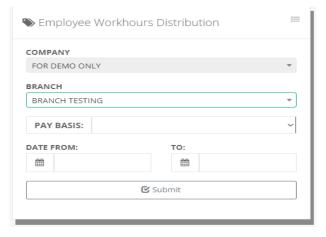


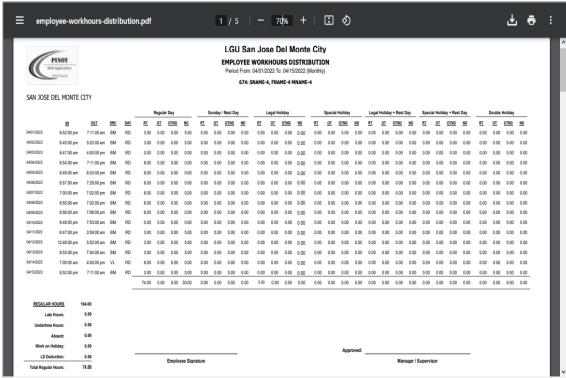
#### 10.5.9 Workhours Distribution

o Timekeeping -> Reports -> Workhours Distr.

Tools for timekeepers to generate employee workhour distribution after the timekeeping process is done. Fill up the form and input the cut-off dates, then click the "Submit" button to generate the report.

The generated report is a way of checking by the timekeeper if the hour computation is computed properly or missing filing of notices like overtime, leave, or locator slips. If the red color appears in the report column date, the possible error is the shift schedule was changed which should be filed as a temporary shift schedule, after approval and reprocessed again in Timekeeping -> Process ->By employee.

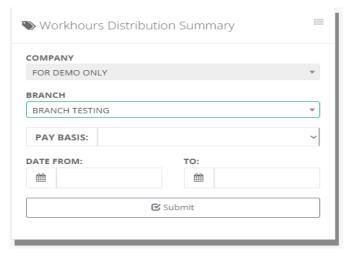


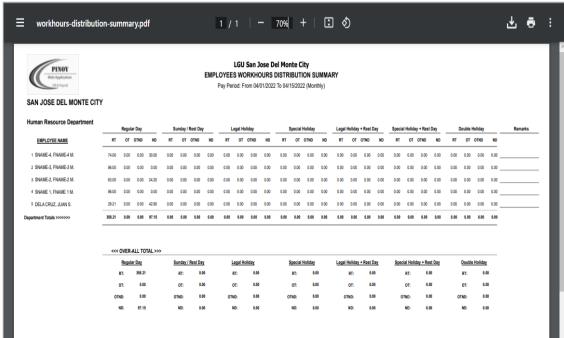


#### 10.5.10 Workhours Summary

#### 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.



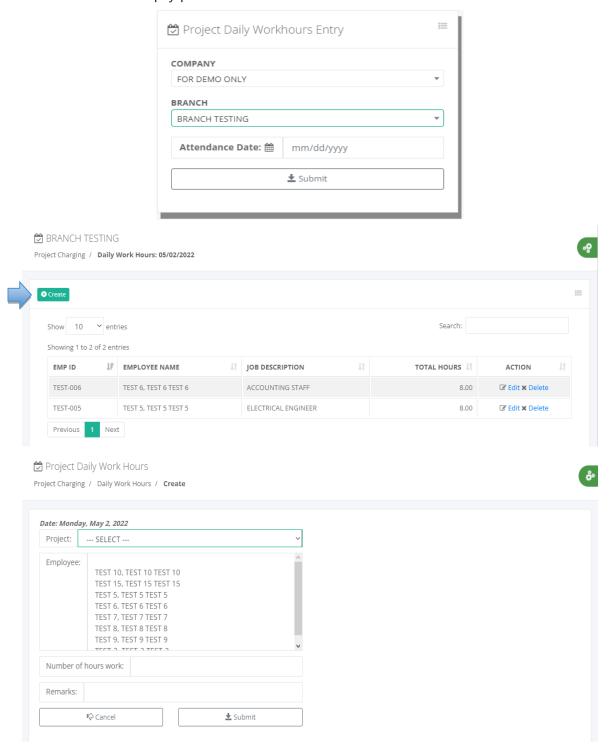


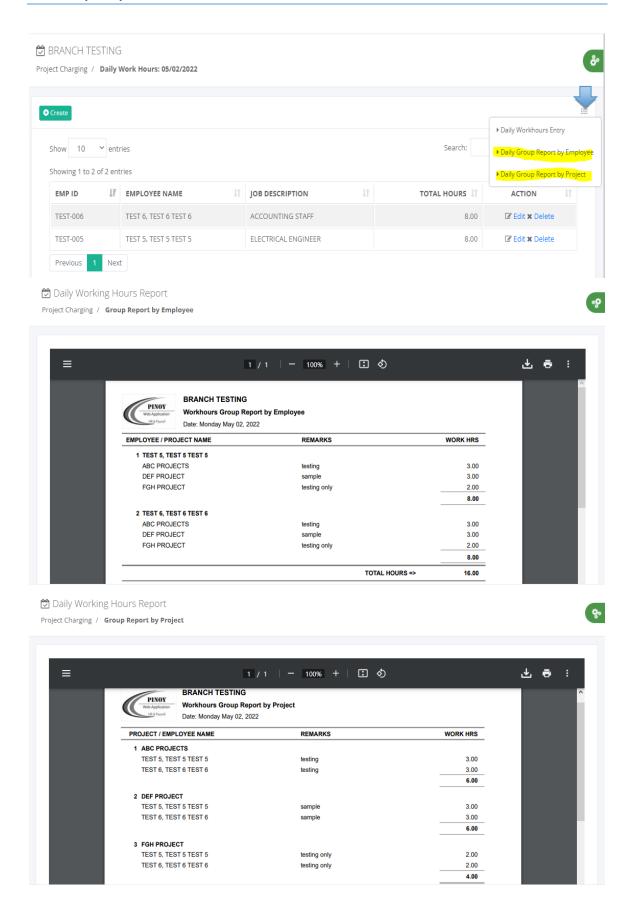
# 11 Project Charging

## 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.



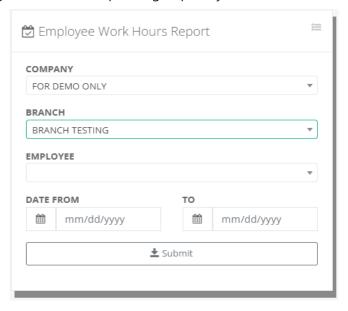


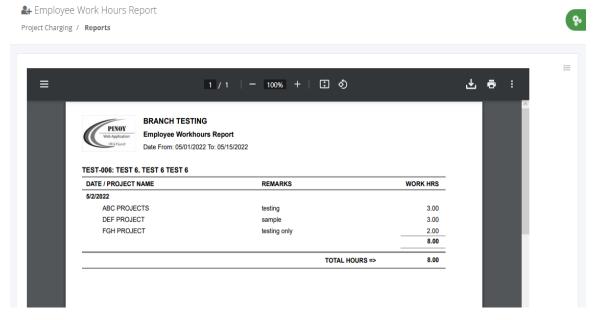
## 11.2 Work Hour Reports

## 11.2.1 By Employee

## o 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.



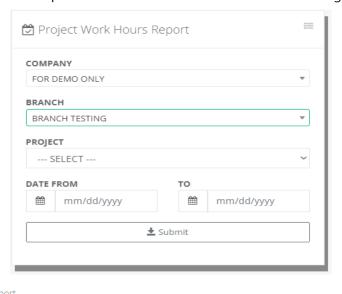


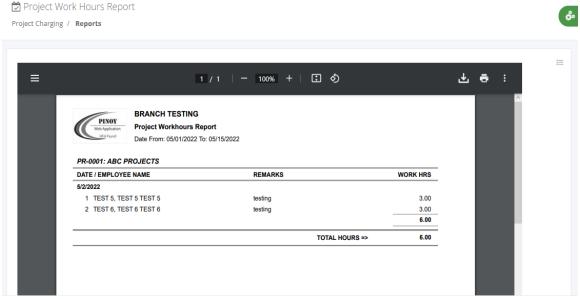
## 11.2.2 By Project

## o 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.



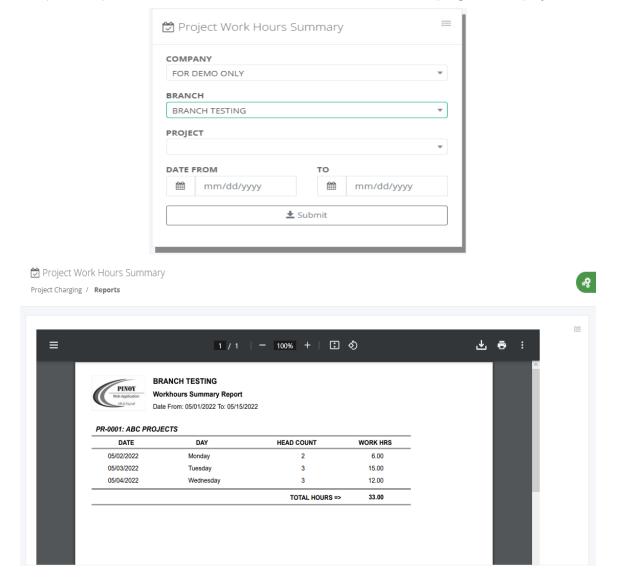


## **11.2.3** Summary

#### 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.

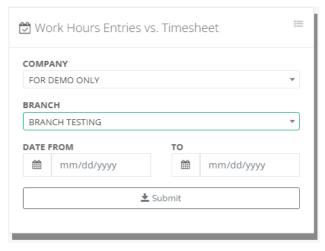
The Project Charging Working Hours Summary Report is a tool used to track the amount of time spent on a project. It helps project managers to better manage tasks and resources and to ensure that resources are being used efficiently. The report can provide an overview of the project status and help identify areas of potential improvement. It can also be used to compare the performance of different team members and track the progress of a project.

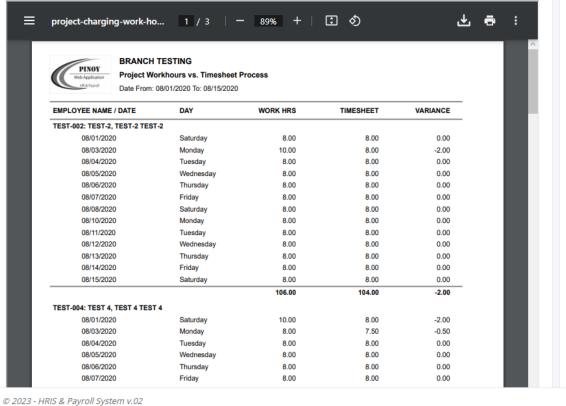


#### 11.2.4 Timesheet Comparison

## o 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.





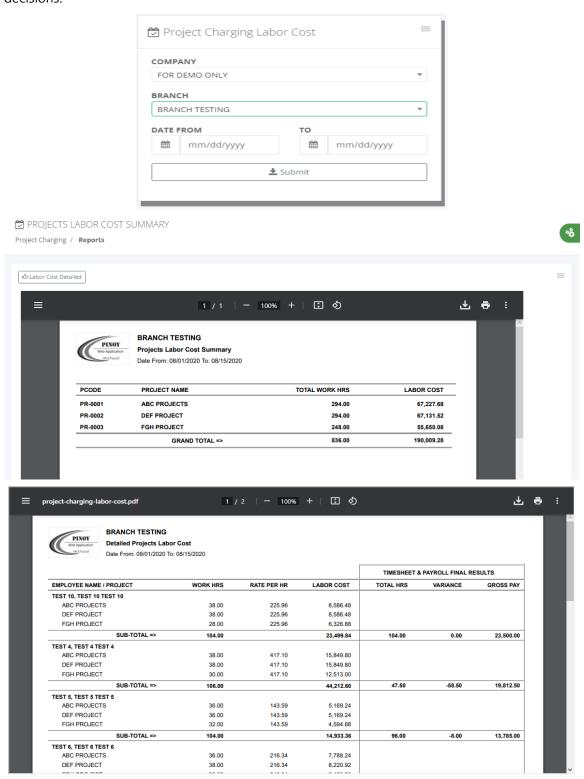
#### 11.2.5 Labor Cost

## o Project Charging -> Work Hour Reports -> Labor Cost

Tools to generate project charging labor costs for every pay period after the payroll process is approved.

This report includes information on the labor costs associated with the project, including the amount of wages paid to workers, the number of hours worked, and the total cost of the project. Additionally, the report includes information on any overtime costs associated with

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.

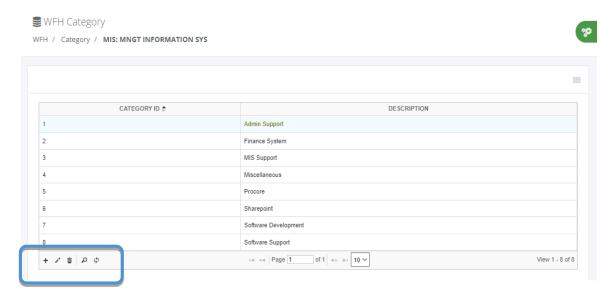


## 12 WFH Setup

## 12.1 Category

○ WFH Setup -> Category

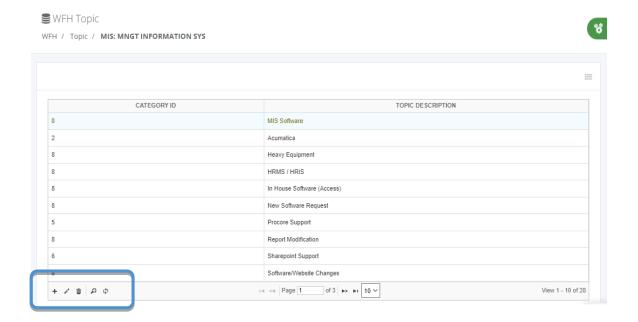
Maintenance lookup table for the work-from-home category.



## **12.2 Topic**

o WFH Setup -> Topic

Maintenance lookup table for the work-from-home topic.

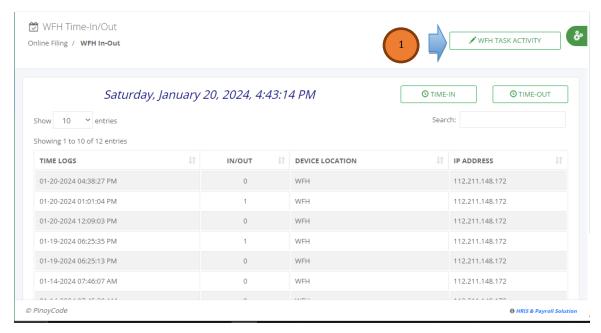


## 13 Online Filing

## 13.1 WFH In/Out

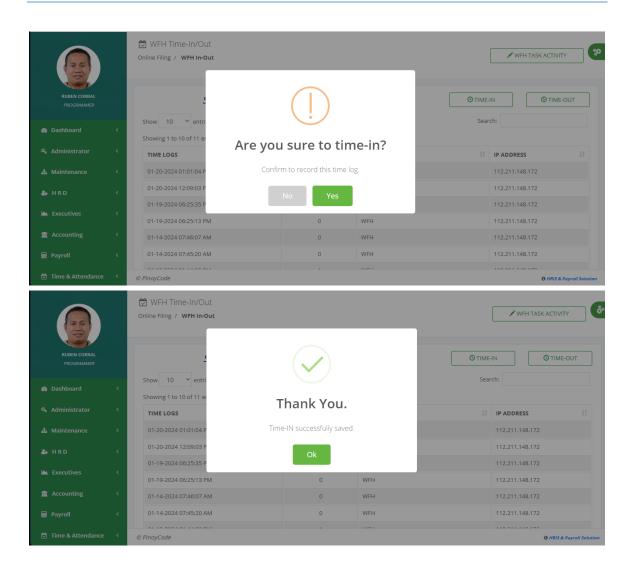
#### o Online Filing -> WFH In/Out

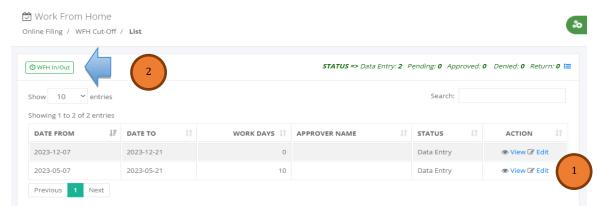
The purpose of work-from-home time-in and time-out is to help you track your work hours and ensure that you are working the required number of hours as per your employment contract. This helps your employer to monitor your productivity and ensure that you are meeting your work obligations. Time-in and 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.

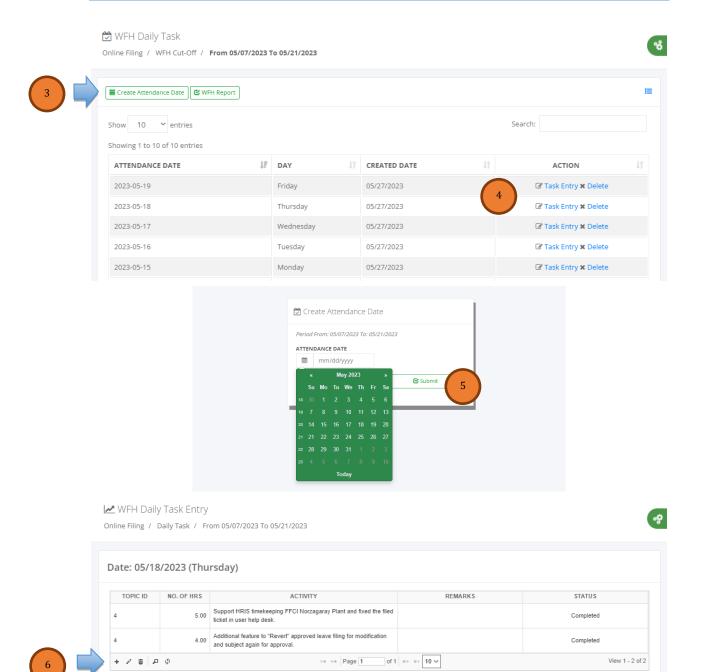


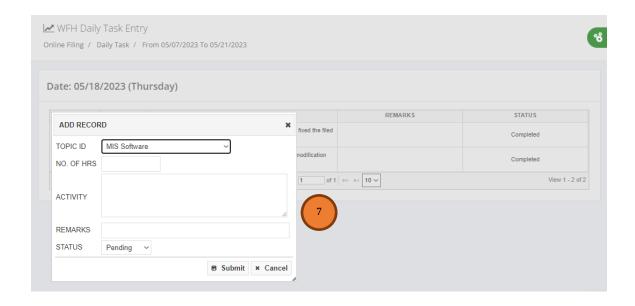
Click the button "Time-IN" to record the clock-in date &time hours and "Time-OUT" to the record clock-out date &time hours for timekeeping purposes.

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.

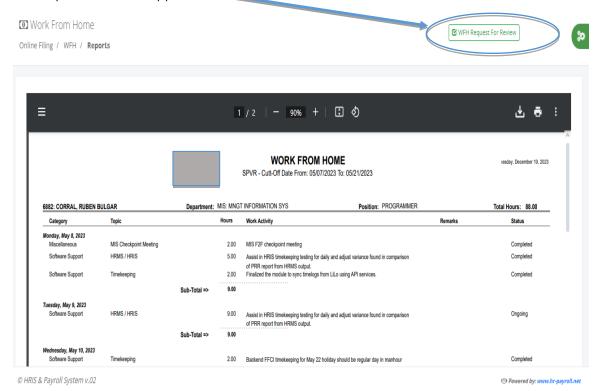








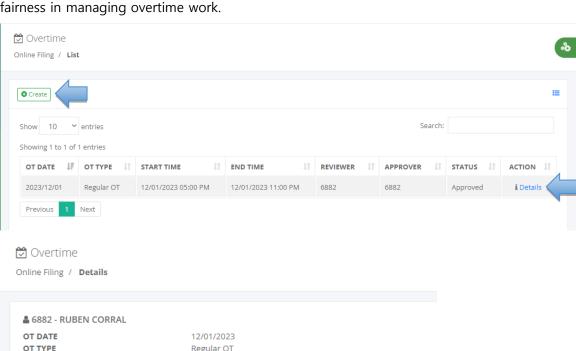
"WFH Request For Review" after completing the task activity within the cut-off for review and department head approval.



#### 13.2 Overtime

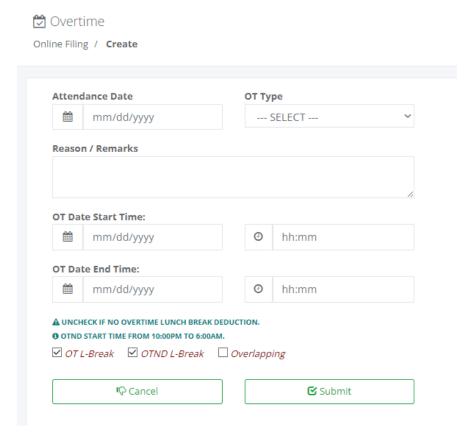
## o Online Filing -> Overtime

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.



OT DATE	12/01/2023	
OT TYPE	Regular OT	
SHIFT SCHEDULE	08:00 AM to 05:00 PM	
	00.00 AW to 03.00 FW	
DAY	Friday	
START TIME	12/1/2023 5:00:00 PM	
END TIME	12/1/2023 11:00:00 PM	
REASON	testing only	
RT	0.00	
ND	0.00	
от	4.00	
OTND	1.00	
Total OT Hrs	5.00	
Less OT L-Break	1.00	
Less OTND L-Break	0.00	
OT REVIEWER	6882 (CORRAL, RUBEN B.)	
APPROVER	6882 (CORRAL, RUBEN B.)	
APPROVED DATE	01/14/2024	
STATUS	Approved	
DATE FILED	01/14/2024	

**User Manual** 



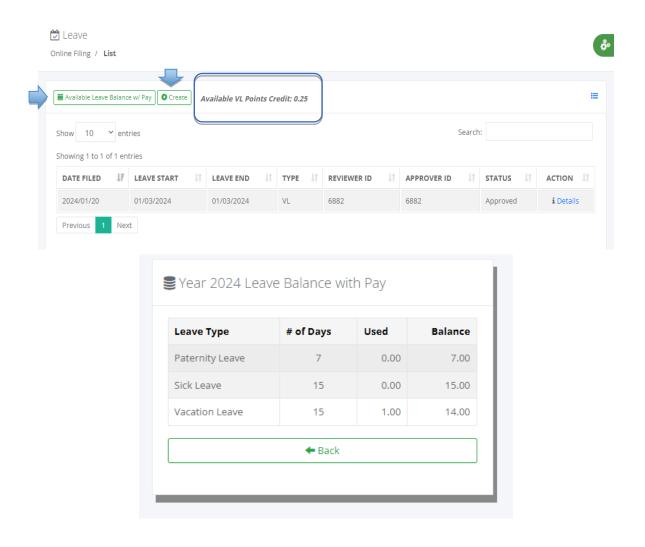
Fill up the overtime form and click the "Submit" button to notify the timekeeper for overtime review. After the reviewer confirms the overtime is valid automatically send it to the department head for overtime approval.

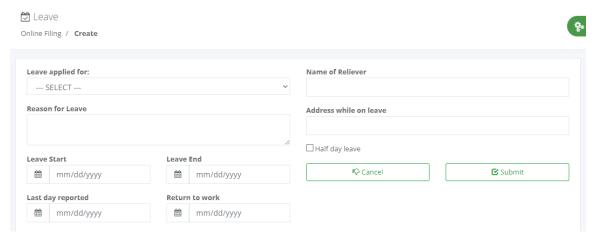
#### **13.3** Leave

#### 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.



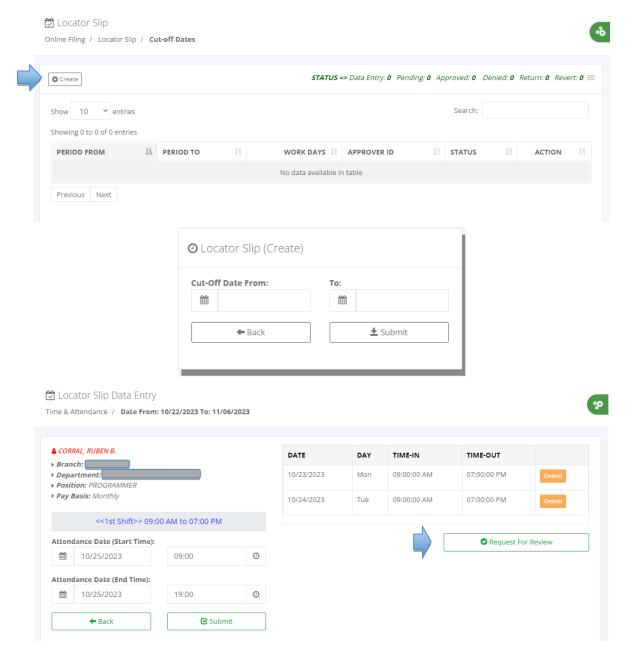


Fill up the overtime form and click the "Submit" button to notify the timekeeper for leave review. After the reviewer confirms the leave is valid automatically send it to the department head for leave approval.

## 13.4 Locator Slip

## o 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.



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.

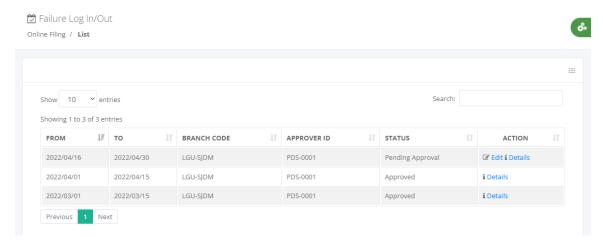
Click the "RequestFor Review" button to notify the timekeeper for locator slipreview.
After the reviewer confirms the locator slip is valid automatically send it to the department head for locator slip approval.

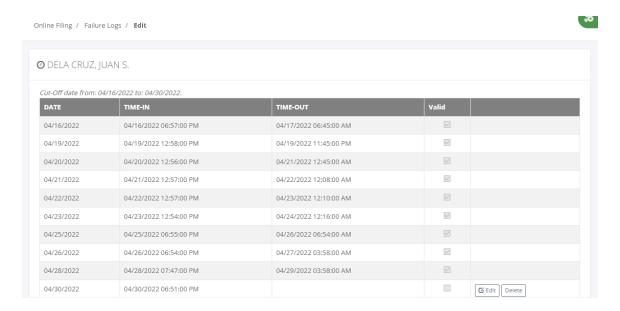
## 13.5 Failure In/Out

### 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.



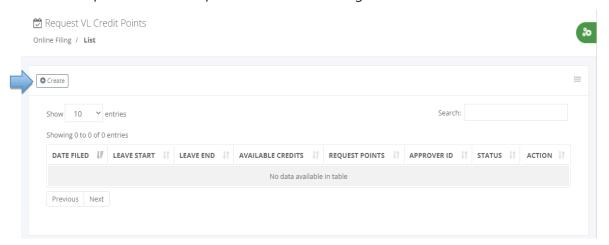


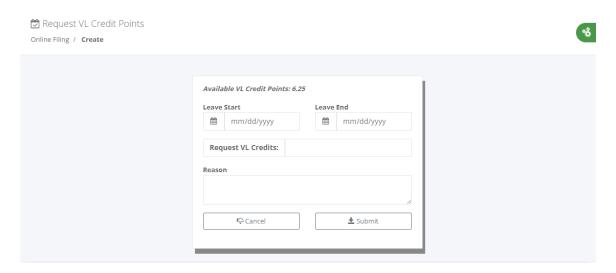
## 13.6 VL Request Credit

#### 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.



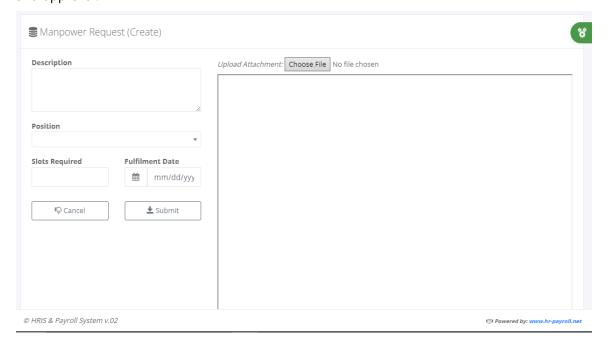


## 13.7 Manpower Request

## 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.

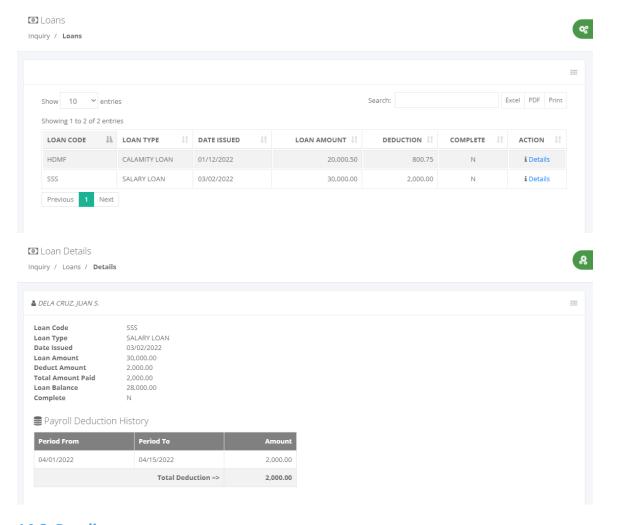


## 14 Inquiry

## **14.1 Loans**

#### o Inquiry -> Loans

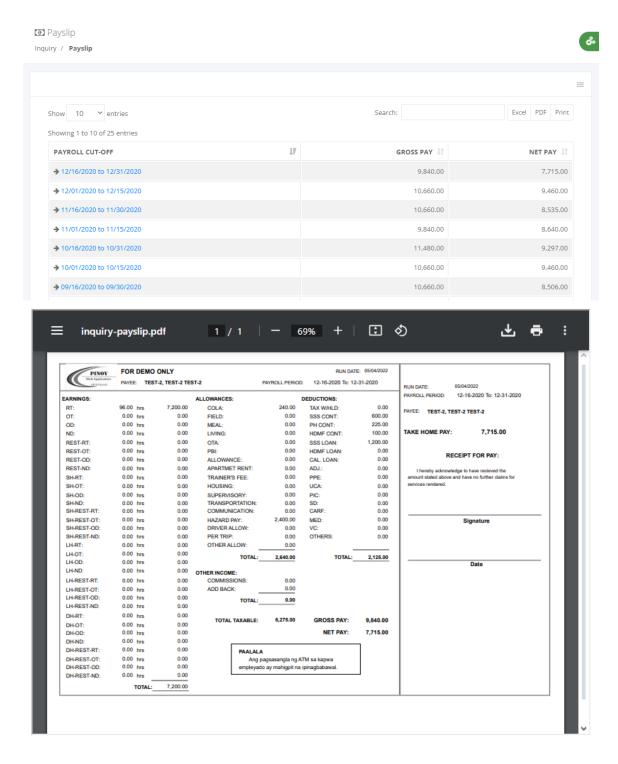
Self-service to inquire about their cash advance, loans, or other deductions and to check the remaining balances. Click the hyperlink "Details" in the action column to display the details of the salary deduction history for every payroll pay period for loans, cash advances, or other deductions.



#### 14.2 Payslip

#### 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.

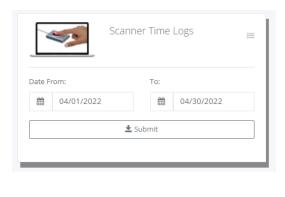


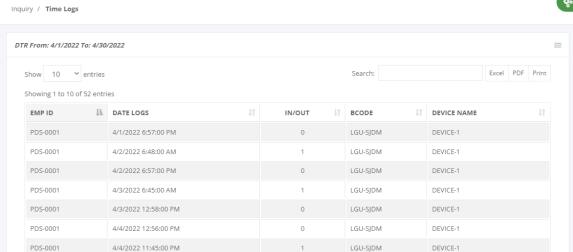
## 14.3 DTR Time Logs

## o 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.

② Biometric Time Logs

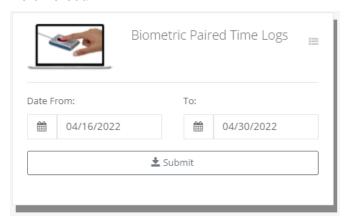


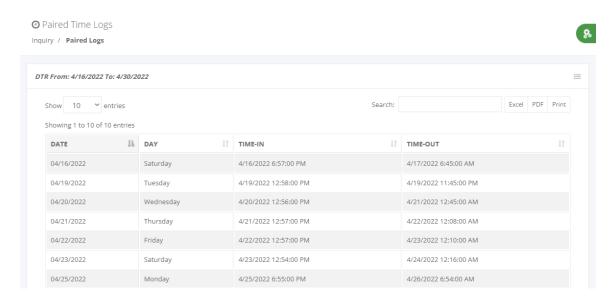


## 14.4 DTR Paired Logs

## o 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.



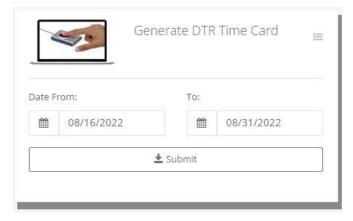


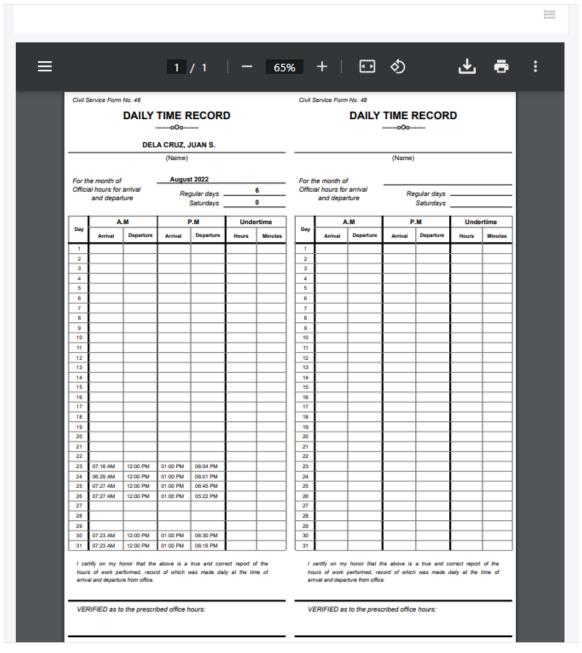
#### 14.5 DTR Time Card

## 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.





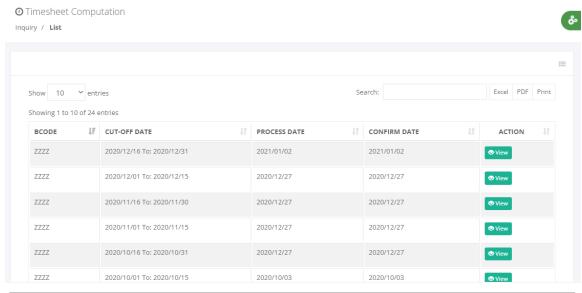
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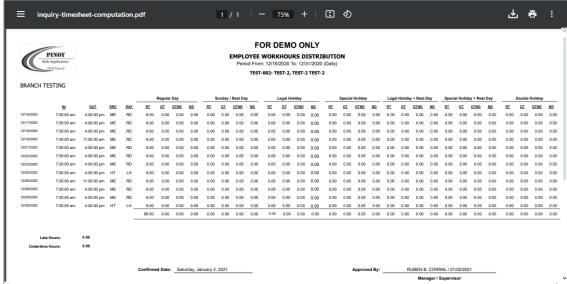
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## **14.6 Timesheet Computation**

## 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.



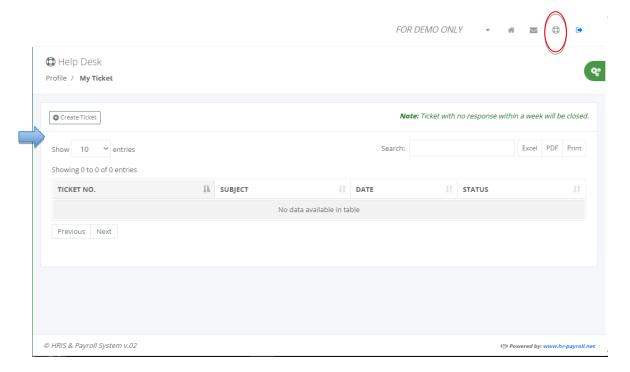


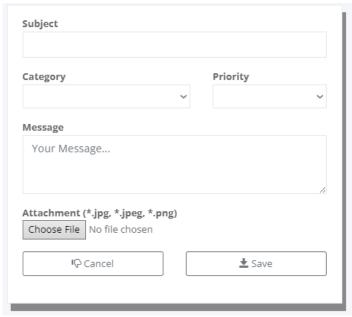
## **15 Ticketing Support**

## 15.1 Help Desk

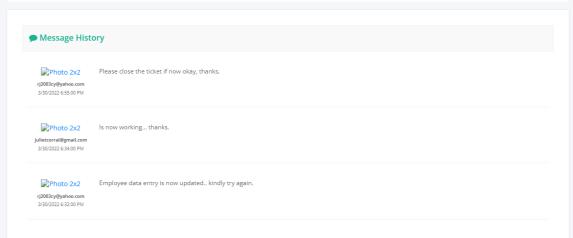
User tools to create a ticket for program errors or bugs, suggestions, and comments regarding system improvement. Click the "Create Ticket" button to create a new ticket and fill up the entry form, then attach an error screenshot or other reference related to the ticket issues and click the "Save" button that automatically queues to the Ticketing Support module.

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.









#### **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 31, 2025, 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 25 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.