



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

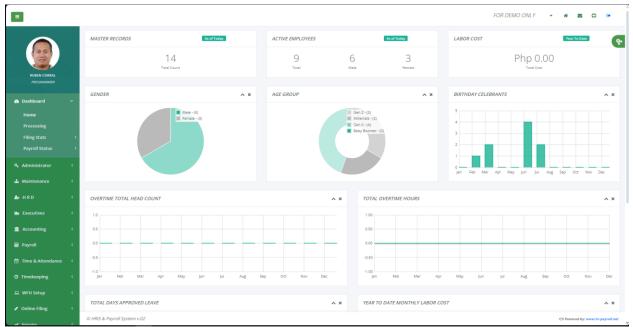
©User Manual

January 2024 Version 1.00 Author: Ruben B. Corral Email: ruben@pinoycode.com

City of San Jose Del Monte Bulacan, Philippines

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

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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

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

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

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

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

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

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

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

2 Getting Started



2.1 Logging In

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

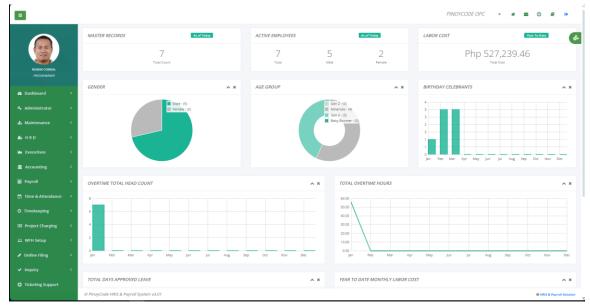
2.2 User Roles

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

2.3 Dashboard

2.3.1 Home

• Dashboard -> Home



2.3.2 Processing

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

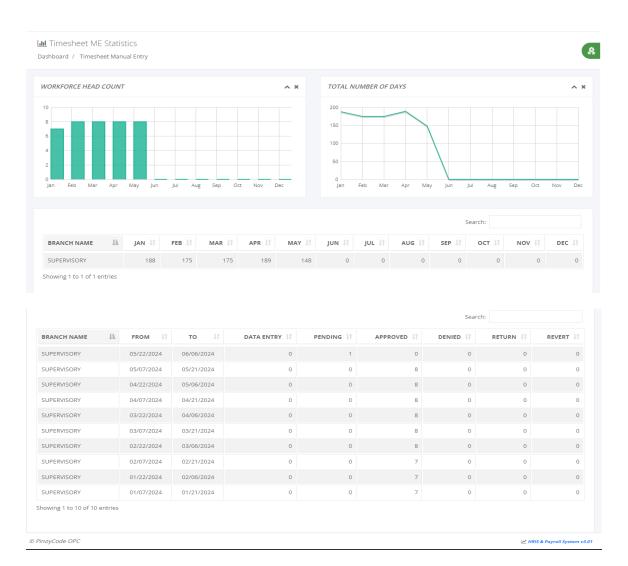
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2.3.3 Filing Stats

2.3.3.1 Timesheet Manual Entry

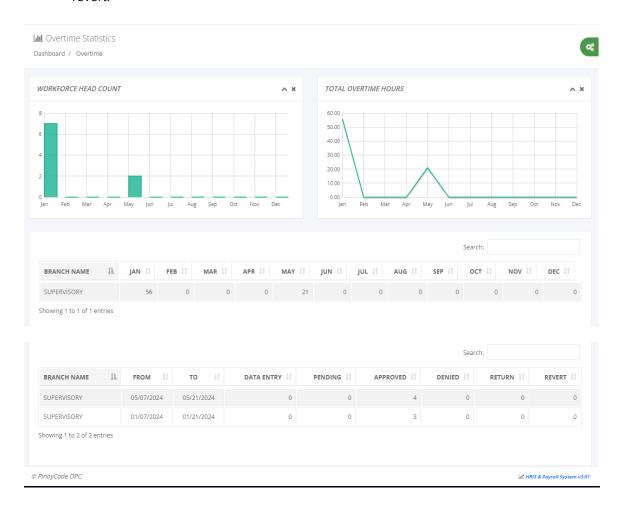
• Dashboard -> Filing Stats -> Timesheet ME

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

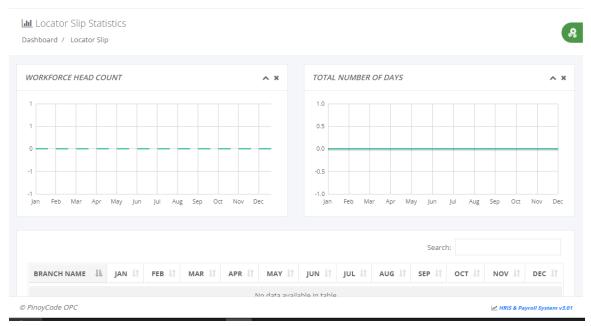
- Dashboard -> Filing Stats -> Leave
- > Leave filing stats status of data entry, pending, approved, denied, return, and revert.

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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

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

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2023/08/12	2023/08/26	Μ	53	7807	Approved
2023/07/27	2023/08/11	М	53	7807	Approved
2023/07/12	2023/07/26	Μ	54	0017	Approved
2023/06/27	2023/07/11	М	53	0017	Approved

2.3.4.2 All Branch

• Dashboard -> Payroll Status -> All Branch

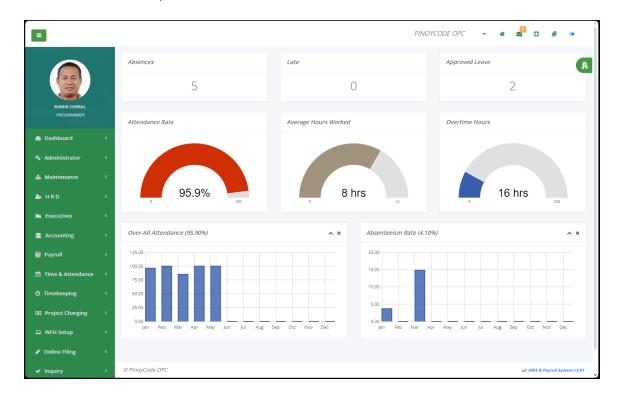
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2.3.5 My Performance

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

• Administrator -> Roles

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3.2 Manage Users

• Administrator -> Manage Users

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

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S Powered by: www.hr-payroll.net

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🔦 Manage Special Access

HRD / HR Admin / Manage User

uben@pinoycode.com			
howing 1 to 4 of 4 entries			
SPECIAL ACCESS	12	ACCESS	11
Contract Alert		\checkmark	
Employee Final Pay		\checkmark	
Employees All Branches		\checkmark	
Job Information		\checkmark	
Previous 1 Next			

3.3 Account Status

• Administrator -> Account Status

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

lministrator	/ Account Status				
otal Register:	493 Verified: 390 Not Verified: 10	3			
Show 10	\sim entries			Search:	PDF Print
Showing 1 to	10 of 493 entries				
USER NAM	E	Ļ≞	VERIFIED EMAIL	ACTIVE ACCOUNT	It Action It
19	gmail.com				✓ Deactivate Account
6					✓ Deactivate Account
ai	mail.com				✓ Deactivate Account
al	n				✓ Deactivate Account
al					✓ Deactivate Account
al	m.ph		\checkmark		✓ Deactivate Account
					 Deactivate Account

3.4 Mail Settings

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

🔦 Mail Settings

Administrator / Mail Settings

Mail Address		
	m.ph	
SMTP Client		
	com	
- <u> </u>	com	
Credentials		
<u></u>		
Port	Enable SSL	
	True	

3.5 Company

• Administrator -> Company

> The license key is provided based on the subscription account contract.

Company Maintenance / Company Profile				\$0
CREATE				=
Show 10 v entries		Search:		PDF Print
CODE IL COMPANY NAME	IT ADDRESS		lt	ACTION 1
2 Previous 1 Next	03 11231 020(0) 03 11231 / 11			🕼 Edit

ŵ

+ Company

Maintenance / Company Profile / Create

Company Name			Philhealth No.	HDMF Eyerid
Number of Empl	oyees	EXPIRING DATE	Company Type	☐ Multiple Branches ☐ Allowed Users to Update Employee Personal
Address 1			▲ Upload New Logo	Information
Address 2				
Area Code	Zip Code	Phone #1	Choose File No file chosen	
Phone #2	Tax No.	SSS No.	License Key	
			I∳ Cancel	± Submit

3.6 Branch Access

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

🛃 Manage Access	
Company	
FOR DEMO ONLY	~
📩 Submit	

Branch Access					
ministrator / Manage	e Access				
DR DEMO ONLY					
how 10 🖍 entrie	es			Search:	
nowing 1 to 4 of 4 entri	ies				
EMP ID	$\downarrow_{\underline{h}}$	EMPLOYEE NAME	11	ACTION	J1
	$\uparrow_T^{\mathcal{U}}$	EMPLOYEE NAME TEST-2, TEST-2 TEST-2	ţ1	ACTION	11
EMP ID TEST-002 TEST-005	<u>↓</u> k		ţţ.		11
TEST-002	17	TEST-2, TEST-2 TEST-2	ţţ.	م Access	11

FOR DEMO ON	ILY								
Show 10 v entries Search:									
CCODE	11	BCODE	11	BRANCH NAME	11	ACCESS	11	ACTION	11
4		ZZZZ		BRANCH TESTING				✓ Deactivate	
4		PL01		PRIVATE LEDGER - EXECUTIVE				× Activate	
Previous 1	Next								

3.7 Contribution Settings

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

Government Contribution Settings	
PINOYCODE OPC Deduction Option	
Every cut off	~
X Delete Save	

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.

A Excel			
BANK CODE 🗢	BANK NAME	DESCRIPTIO	N
AUB	AUB BANK		
BDO	BDO		
BPI	BANK OF THE PHILIPPINE ISLAND		
СВ	CHINA BANK		
EZC	EZCASH - UNIONBANK		
IB	I-BANK		
LBP	LAND BANK OF THE PHILIPPINES		
MBTC	METROBANK		
NATM	NO ATM		
UB	UNIONBANK		
+ / 🖮 🗕 ¢	I I I A	of 1 >> >= 10 Y	View 1 - 10 c
D HRIS & Pay coll System v.02			Powered by: www.hr-pa
	ADD RECORD		ж.
	BANK CODE		
	BANK NAME		
			1

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.

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Designation

Maintenance / Designation / List

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

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.

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

ADD RECORD	×
LOAN CODE	
DESCRIPTION	
COMMENT	
ALLOWED MULTIPLE	Yes ~
	 Submit × Cancel

4.1.4 Gov't Designation

• 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.

🗷 Excel 🛛 🖄 Import		
POSITION	SALARY GRADE	ACTIVE
Accountant I	11	
Accountant II	15	
Accountant III	18	\checkmark
Accountant IV	22	\checkmark
Accounting Analyst	11	\checkmark
Accounting Clerk I	4	\checkmark
Accounting Clerk II	6	\checkmark
Accounting Clerk III	8	
Accounting Machine Operator I	5	\checkmark
Accounting Machine Operator II	7	
+ / 🖬 / P ¢	<⊲ Page 1 of 260 ►> ►1 10 ℃	View 1 - 10 of 2.60

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.

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🛃 Government Salary Grade

Maintenance / Salary Grade / Tranche 1

									▶ Tranche 1
SG GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	
1	11,551.00	11,647.00	11,745.00	11,843.00	11,942.00	12,042.00	12,143.00	12,244	Tranche 2
2	12,276.00	12,369.00	12,464.00	12,560.00	12,657.00	12,754.00	12,852.00	12,950	Tranche 3
3	13,019.00	13,119.00	13,220.00	13,322.00	13,424.00	13,527.00	13,361.00	13,736	Tranche 4
4	13,807.00	13,914.00	14,020.00	14,128.00	14,236.00	14,345.00	14,456.00	14,567.0	0
5	14,641.00	14,754.00	14,867.00	14,981.00	15,096.00	15,212.00	15,329.00	15,446.0	0
6	15,524.00	15,643.00	15,763.00	15,884.00	16,007.00	16,129.00	16,253.00	16,378.0	0
7	16,458.00	16,585.00	16,713.00	16,841.00	16,970.00	17,101.00	17,231.00	17,364.0	0
8	17,505.00	17,663.00	17,823.00	17,984.00	18,146.00	18,310.00	18,476.00	18,643.0	0
9	18,784.00	18,941.00	19,100.00	19,259.00	19,420.00	19,582.00	19,746.00	19,911.0	0
10	20,219.00	20,388.00	20,558.00	20,731.00	20,903.00	21,079.00	21,254.00	21,432.0	0

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.

Monthly Rate Divisor	
Maintenance / Monthly Rate Diviso	r
Number of Days	
	26.08
⊡ Save	

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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.

III PhilHealth Contribution Table

Maintenance / PhilHealth

OVER RATE (%)	MAXIMUM PREMIUM	MINIMUM PREMIUM	BASIC SALARY TO	BASIC SALARY FROM	YEAR 🌩
2.7	1,375.00	275.00	50,000.00	10,000.00	2019
3.0	1,800.00	300.00	60,000.00	10,000.00	2020
3.5	2,450.00	350.00	70,000.00	10,000.00	2021
4.0	3,200.00	400.00	80,000.00	10,000.00	2022
4.0	3,200.00	400.00	80,000.00	10,000.00	2023
5.0	5,000.00	500.00	100,000.00	10,000.00	2024
5.0	5.000.00	500.00	100,000.00	10,000.00	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.

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I SSS Contribution Table

Maintenance / SSS

SALARY BRACKET 4	RANGE OF COMP. 1	RANGE OF COMP. 2	SALARY CREDIT	EMPLOYER	EC EMPLOYER	EMPLOYEE	TOTAL
1	0.00	4,249.99	4,000.00	380.00	10.00	180.00	390.0
2	4,250.00	4,749.99	4,500.00	427.50	10.00	202.50	437.5
3	4,750.00	5,249.99	5,000.00	475.00	10.00	225.00	485.0
4	5,250.00	5,749.99	5,500.00	522.50	10.00	247.50	532.5
5	5,750.00	6,249.99	6,000.00	570.00	10.00	270.00	580.0
6	6,250.00	6,749.99	6,500.00	617.50	10.00	292.50	627.5
7	6,750.00	7,249.99	7,000.00	665.00	10.00	315.00	675.0
8	7,250.00	7,749.99	7,500.00	712.50	10.00	337.50	722.5
9	7,750.00	8,249.99	8,000.00	760.00	10.00	360.00	770.0
10	8,250.00	8,749.99	8,500.00	807.50	10.00	382.50	817.5

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4.3 Train Law

4.3.1 Tax Daily

• Maintenance -> Train Law -> Tax Daily

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

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

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.

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III Train Law Weekly Tax Deduction Table

Maintenance / Weekly Tax Table

2,355.65 + 35% OVER	7,740.45 + 30% OVER	1,971.20 + 25% OVER	432.60 + 20% OVER	0.00 + 15% OVER	0.00 + 0% OVER
153,846.00	38,462.00	15,385.00	7,692.00	4,808.00	4,808.00
View 1 - 1 of		of 1 🗈 🗉 10 🗸	IN IN Page 1		φα

4.3.3 Tax Semi-Monthly

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

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

itenance / Semi-Month	ly Tax Table				
0.00 + 0% OVER	0.00 + 15% OVER	937.50 + 20% OVER	4,270.70 + 25% OVER	16,770.70 + 30% OVER	91,770.70 + 35% OVER

4.3.4 Tax Monthly

• Maintenance -> Train law -> Tax Monthly

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

Train Law Monthly Tax Deduction Table
Maintenance / Monthly Tax Table

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

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4.3.5 Tax Annually

• Maintenance -> Train Law -> Tax Annually

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

Train Law Yearly Tax Deduction Table
Maintenance / Yearly Tax Table

Over (%)	Тах	End Range	Start Range
Over (%)	Tax	End Range	Start Range
0.0	0.00	0.00	250,000.00
0.1	0.00	400,000.00	250,000.00
0.2	22,500.00	800,000.00	400,000.00
0.2	102,500.00	2,000,000.00	800,000.00
0.3	402,500.00	8,000,000.00	2,000,000.00
0.3	2,202,500.00	0.00	8,000.000.00

4.4 Performance

4.4.1 Areas

• Maintenance -> Performance -> Areas

Performance Areas Maintenance / Areas / List

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

4.4.2 Type

Add / Edit / Search / Refresh

• Maintenance -> Performance -> Type

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🛱 Performance Type

Maintenance / Type / List

		=
ID 🌩	ТҮРЕ	ACTIVE
1	Sales	true
2	Productivity	true
3	Efficiency	true
4	Quality	true
5	Customer satisfaction	true
6	Revenue	true
7	Profitability	true
8	Market share	true
9	Innovation	true
10	Employee engagement	true
+ /	μ φ Page 1 of 2 ↦ μ 10 √	iew 1 - 10 of 17

4.4.3 Areas for Improvement

• Maintenance -> Performance -> Areas for Improvement

🛱 Performance Areas For Improvement

Maintenance / Areas For Improvement / List

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

4.4.4 Development Plan

• Maintenance -> Performance -> Development Plan

🛱 Performance Development Plan

Maintenance / Development Plan / List



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

4.4.5 Objective Type

• Maintenance -> Performance -> Objective Type

🛱 Performance Objective Type

Maintenance / Objective Type / List

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

4.4.6 Preference Value

• Maintenance -> Performance -> Preference Value

Derformance Preference Value

Maintenance / Preference Value / List

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

4.4.7 Progress

• Maintenance -> Performance -> Progress

Derformance Progress

Maintenance / Progress / List

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

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4.4.8 Ratings

• Maintenance -> Performance -> Ratings

🔁 Performance Ratings

Maintenance / Ratings / List

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

4.4.9 Source

• Maintenance -> Performance -> Source

Performance Source Maintenance / Source / List

SOURCE	
	ACTIVE
partment head	true
pervisor	true
lleague	true
ent	true
am leader	true
sting only	false
ipe olle an	ervisor ague nt n leader

4.4.10 Status

• Maintenance -> Performance -> Status

d%

🔁 Performance Status

Maintenance / Status / List

ID 🌲	STATUS	ACTIV
I	In Progress	true
2	Completed	true
3	On Hold	true
ļ	Cancelled	true
5	Not Started	true
;	Deferred	true
,	Achieved	true
;	Failed	true
	Partially Completed	true
0	Abandoned	true

4.4.11 Strengths

• Maintenance -> Performance -> Strengths

Performance Strengths Maintenance / Strengths / List

 \equiv ID 🌲 STRENGTHS ACTIVE Strong work ethic 1 true 2 Excellent time management skills true 3 Effective communication skills true 4 Problem-solving abilities true 5 Adaptability and flexibility true Attention to detail 6 true Teamwork and collaboration true Leadership skills 8 true 9 Self-motivation true Positive attitude true + / P ¢ IN IN Page 1 of 3 ▶> ▶1 10 ¥ View 1 - 10 of 21

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4.5 Cut-Off Period

• Maintenance -> Cut-Off Period

Tools to generate pay period cut-off dates within the whole year, these created cutoff 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.

	€ Cut-Off Period		≔	
	COMPANY			
	FOR DEMO ONLY		-	
	BRANCH			
	BRANCH TESTING		•	
	YEAR:	2023		
	G	🛿 Submit		
		FOR DEMO ONLY	• # M	₽
BRANCH TESTING Maintenance / Cut-Off Period / 2023		-	Generate Cut-Off Period) 👶
Show 10 Y entries		Sear	:h:	

Show 10 Y entries			Search:		
Showing 0 to 0 of 0 entries					
DATE FROM	LE DATE TO	It Active	11	ACTION	
	No	o data available in table			
Previous Next					

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🛱 Generate Yearly Cut-Off Period

Maintenance / Cut-Off Period / 2023

BRANCH TESTING		
First Cut-off From	To 6	5
Second Cut-off From 7	то 21	1
ାଦ Cancel	🕑 Submit	

🛱 BRANCH TESTING

Maintenance / Cut-Off Period / 2023

owing 1 to 10 of 24 entries						
DATE FROM	1ª	DATE TO	11	ACTIVE	J1	ACTION I
2022/12/22		2023/01/06		\checkmark		✓ Deactivate
2023/01/07		2023/01/21		\checkmark		✓ Deactivate
2023/01/22		2023/02/06				✓ Deactivate
2023/02/07		2023/02/21				× Activate
2023/02/22		2023/03/06				× Activate
2023/03/07		2023/03/21				× Activate
2023/03/22		2023/04/06				× Activate
2023/04/07		2023/04/21				× Activate

5 HRD

5.1 Recruitment

5.1.1 Manpower Request

• H R D -> 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.

MANF	POWER REQUE	ST							
	ruitment / Manpo								
									1
how 10	0 V entries						Search:		
now n	o • entries						Search.		
howing 1	to 1 of 1 entries								
ID ↓!!	REQ. DATE	BCODE 11	DEPARTMENT	POSITION	.↓↑	slots 🕸	STATUS 🗍	HIRING 🕸	ACTION 🕸
4	09/17/2023	SPVR	MIS: MNGT INFORMATION SYS	PROGRAMM	ER	2	Approved	Open	I View
Previous	1 Next								
Flevious	NEAL								

5.1.2 Job Openings

- *H R D -> 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.

/ Reci	ruitment / Job O	penings						
								=
ow 10	0 v entries						Search:	
		BCODE	DEPARTMENT	ţţ	POSITION J1	slots ↓↑		ACTION

Entry Forms:

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

ġ.

APPLICANTS

HRD / Recruitment / Manpower Request / PROGRAMMER

	10 Y entries					Search:
Showing	1 to 1 of 1 entries					
ID ↓₹	APPLICANTS NAME	TYPE J1	status ↓↑	DATE 1	ACTIVE 1	ACTION
3	Juan Dela Cruz	Non-Employee	In Progress	09/17/2023	\checkmark	♣ Interview ♣ Screening Orientation Job Offer Edit ×
Previo	us 1 Next					
_						
E PROG	RAMMER Applicant (C	lreate)				
Applicant	Туре	Upload PDF	Resume: Choo	se File No file	chosen	
	~	/				
Applicant						
h h	Name					
- ipproxim	Name					
Sex	Age					
	Age ~					
Sex	Age ~					
Sex	Age ~					
Sex	Age ~ E					
Sex	Age					
Sex PROVINCI	Age					
Sex PROVINCI	Age					

Applicant Type

- Non-Employee
- Employee

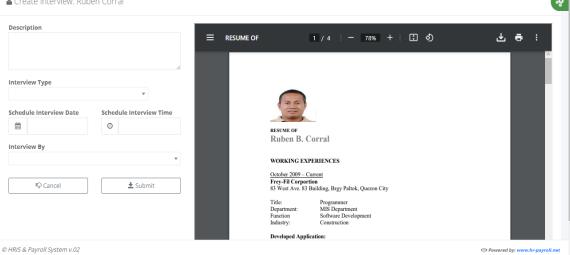
Applicant Source

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

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

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

Applicant Interview 8 HRD / Recruitment / PROGRAMMER / Ruben Corral \equiv O Create Show 10 ╰ entries Search: Showing 0 to 0 of 0 entries INTERVIEW TYPE 1 DATE J↑ TIME 1 STATUS ACTIVE ACTION ID No data available in table Previous Next & Create Interview: Ruben Corral ۰¢ Description 1 / 4 | - 78% + | 🗄 🔊 1 **-** -



© HRIS & Payroll System v.02

5.1.3 Interview

• *H R D -> Recruitment -> Interview*

> All pending types of interviews are automatically queued on the list.

🛃 Applicant In	nterview							
HRD / Recruitmen	nt / Interview							ð
								=
							C	
	entries						Search:	
Showing 1 to 1 of	1 entries							
REF ID ↓ P	POSITION 1	APPL NAME	APPL TYPE	APPL DATE	INTERVIEW TYPE	INTERVIEW DATE	INTERVIEW TIME	INTERVIEWER 1
4 P	ROGRAMMER	Ruben Corral	Non-Employee	10/31/2023	Face-to-Face Interview	09/25/2023	10:30	CORRAL, RUBEN B.
Previous 1	Next							

Approver Mail Inbox

My Inbox Inbox / List		• APPROVE ALL
Show 10 ~ entries	Search:	
	15	ACTION
 ITC - MIS requesting OT Approval dated 08/07/2023. 		View
ITC - MIS requesting OT Approval dated 08/13/2023. Ruben Corral is schedule interview for Face-to-Face Interview		lew view
Previous 1 Next		
Request Department: MIS: MNGT INFORMATION SYS Request Date: 09/17/2023 Request by: CORRAL, RUBEN B. Job Position: PROGRAMMER Slot Required: 2 Fulfilment Date: 09/25/2023	⊃loaded Documents:	: م ک
Interview Type: Face-to-Face Interview Interview Date: 09/25/2023 Interview Time: 10:30 Interview By: CORRAL, RUBEN B.	RESUME OF Ruben B. Corral	- 1
Actual Date Actual Time	Kuben B. Corrai	
Excellent - 10, 9 / Good - 8, 7 Average - 6, 5, 4 / Below Average - 3, 2, 1 Interview Results:	WORKING EXPERIENCES <u>October 2009 – Current</u> Frey-Fil Corportion 83 West Ave. 83 Building, Brgy Paltok, Quezon City Title: Programmer Department: MIS Department Function Software Development Industry: Construction	
	Developed Application: • Biometric Finger Scanner Time-In/Time-Out, CapEx Online Request & Approval using Finger Scanner, Private Ledger Payroll System, Manpower Count Monitoring, Project Database System, Government Remittances Report and more. My Personal Web Based Project: (using C# MVC. Net Framework) HR Payroll System (http://www.hr-payroll.net)	

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

ę,

Applicant Screening

HRD / Recruitment / PROGRAMMER / Ruben Corral

Show 10 Y entries							Search:		
Showing 0 to 0 of 0 entries									
ID \downarrow_{r}^{m} SCREENING TYP	PE	DATE	J1 TIME	: Iî	STATUS	Jî	ACTIVE	11	ACTION
			No data av	ailable in tab	e				
Previous Next									
LLEAIOUS MEXT	🛔 Create :	Screenin	g: Rube	n Corr	al			I	
FLEANDRS INFY	Create Description	1	g: Rube	n Corr	al				
	Description	уре			ule Screen	ning Tin	× 1e		

5.1.4 Screening

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

Applican	t Screening							
RD / Recruitr	ment / Screening	J.						
								1
Show 10	✓ entries						Search:	
Showing 1 to 1	of 1 entries							
REF ID ↓	POSITION 1	APPL NAME	APPL TYPE	APPL DATE $ \downarrow\uparrow\rangle$	SCREENING TYPE	SCREENING DATE	SCREENING TIME $\downarrow\uparrow$	SCREENING BY
4	PROGRAMMER	Ruben Corral	Non-Employee	10/31/2023	HSSE Officer Assessment Exam	09/27/2023	08:00	CORRAL, RUBEN B.
Previous	Next							
Frevious	INEXL							

Approver Mail Inbox

My Inbox		• APPROVE ALL
INDOX / LISL		
Show 10 v entries Showing 1 to 3 of 3 entries	Search:	
MESSAGE	12	ACTION 1
▶ ITC - MIS requesting OT Approval dated 08/07/2023.		Niew
▶ ITC - MIS requesting OT Approval dated 08/13/2023.		⊘ View
• Ruben Corral is schedule screening for HSSE Officer Assessment Exar	n dated: 09/27/2023 & time: 08:00.	≥ View
Previous 1 Next		
Applicant Screening -> Ruben Corral		R
Reference No: 4 Uploaded Docum Request Department: MIS: MNGT INFORMATION SYS Request Date: 09/17/2023 Request Date: 09/17/2023 Television Job Position: PROGRAMMER Slot Required: 2 Fullment Date: 09/25/2023 Screening Type: HSSE Officer Assessment Exam Screening Date: 09/27/2023 Screening Time: 08:00 Screening By: CORRAL, RUBEN B. Actual Date Actual Date Actual Time Excellent - 10, 9 / Good - 8, 7 Average - 6, 5, 4 / Below Average - 3, 2, 1 Screening Results: C Remark 	IME OF 1 / 4 - 78% + I S	: م پ
ر بر میں	Developed Application: • Biometric Finger Scanner, Time-In/Time-Out, CapEx Online Request & Approval using Finger Scanner, Private Ledger Payroll System, Manpower Count Monitoring, Project Database System, Government Remittances Report and more. My Personal Web Based Project: (using C# MVC .Net Framework)	
	HR Payroll System (http://www.hr-payroll.net)	~

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

entries) entries					Sea	arch:		
RIENTATION TYPE	J1	DATE 🕴	TIME II	STATUS	.↓↑ A	CTIVE 1	ACTION	1
			IENTATION TYPE	IENTATION TYPE		IENTATION TYPE 11 DATE 11 TIME 11 STATUS 11 A	IENTATION TYPE IT DATE IT TIME IT STATUS IT ACTIVE IT	IENTATION TYPE IT DATE IT TIME IT STATUS IT ACTIVE IT ACTION

Description	
Orientation Type	
Schedule Orientation Date	Schedule Orientation Time
Orientation By	
ାତ Cancel	🛓 Submit

5.1.5 Orientation

• 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.

Applican	nt Orientation							
D / Recruit	ment / Orientat	ion						
how 10	✓ entries						Search:	
howing 1 to	1 of 1 entries							
REF ID ↓	POSITION 1	APPL NAME	APPL TYPE	APPL DATE	ORIENTATION TYPE	ORIENTATION DATE $ \uparrow\rangle$	ORIENTATION TIME	ORIENTATION BY
4	PROGRAMMER	Ruben Corral	Non-Employee	10/31/2023	Company and HR Orientation	09/29/2023	09:00	CORRAL, RUBEN B.
Previous	1 Next							
	er Mail I	Inbox						
My Inb	ox	Inbox						• APPROVE ALL
My Inb	OX #t						Search:	• APPROVE ALL
My Inb box / Lis Show 10	OX #t						Search:	APPROVE ALL
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5how 10 5how 10 5howing 1	OX tt 0 ✓ entries to 3 of 3 entries AGE		d 08/07/2023.					
My Inb box / Lis 5how 10 5howing 1 • ITC - MI	OX it 0 → entries to 3 of 3 entries AGE IS requesting 01	5						ACTION
My Inb box / Lis Show 1(Showing 1 • ITC - MI • ITC - MI	OX it 0 ✓ entries to 3 of 3 entries AGE S requesting OT S requesting OT	s F Approval dated	d 08/13/2023.	d HR Orientatio	n dated: 09/29/2023 & time:	: 09:00.		Action J:

Applicant Orientation -> Ruben Corral	
Reference No: 4 Request Department: MIS: MNGT INFORMATION SYS Request Date: 09/17/2023 Request by: CORRAL, RUBEN B. Job Position: PROGRAMMER Slot Required: 2 Fullment Date: 09/25/2023	Uploaded Documents:
Orientation Type: Orientation Date: 09/29/2023 Orientation Time: 09:00 Orientation By: CORRAL, RUBEN B. Actual Date Actual Time Ø Excellent - 10, 9 / Good - 8, 7 Excellent - 10, 9 / Good - 8, 7 Average - 6, 5, 4 / Below Average - 3, 2, 1 Orientation Results: ✓ Remark Ø Ø 	<image/> <section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>
	~

- > 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

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

ş

🛃 Job Offer

HRD / Recruitment / Job Offer

ow 10	~	entries							Search:			
owing 1 to												
REFID	$\downarrow_{\overline{1}}$	POSITION 1	APPL NAME	11	APPL TYPE	1†	APPL DATE	11	JOB OFFER DATE	1¢	STATUS	ļ

5.1.7 Sources

• *H R D -> Recruitment -> Sources*

	tment / Sources				
O Create					
Show 10	✓ entries			Search:	
Showing 1 to	10 of 15 entries				
ID ↓₹	NAME	11 DESCRIPTION	11	ACTIVE	ACTION
15	Jobstreet	www.jobstreet.com.ph			🕼 Edit 🗙 Delete
14	Zoom	External Zoom		\checkmark	🕼 Edit 🗙 Delete
13	Magazine	Good Advertisement		\checkmark	🕝 Edit 🗙 Delete
12	Professional	Focused on a specific field		\checkmark	🕼 Edit 🗙 Delete
	Employee	Internal Source			🗷 Edit 🗙 Delete
11		External LinkedIn			🕼 Edit 🗙 Delete
11 10	linkedIn				

5.2 Training & Seminars

5.2.1 Training Sessions

• *H R D -> 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.

• Create							
Show 10 Y entries					Sea	rch:	
Showing 1 to 1 of 1 entries							
ID JF TRAINING NAME J1 TRA	INING TYPE	TRAIN	IOR II	STATUS 🕸		ACTION	
4 PROJECT MANAGEMENT TRAINING Pro	ect Management Construction #1	ACTIV	E LEARNING INC	Open	🕀 Resources 🚑 Att	endees 📶 Details	🕼 Edit 🗙 De
Previous 1 Next							
Training Sessions (Create)							
Training Name			Date From		Date T	0	
			mm/de	d/yyyy	m	mm/dd/yyy	У
Training Type			Start Time		End Ti	me	
		*	0		0		
Description			Total Hours		Status		
		,			Ope	en	
Trainor Name		//	ПÇ	Cancel		🛓 Subn	nit
		•					
Training Resources							
IRD / Training Session / Resources							
PROJECT MANAGEMENT TRAINING							
Attendees	Resources				± ADD		
Reference No.: 4 Training Type: Project Management Construction #1	Show 10 v entries						
Training Descr.: Tips how to manage projects Trainor Name: ACTIVE LEARNING INC Start Date: 11/06/2023	RESOURCE ID		J. [™] RESOUT	RCE NAME		.l† A0	TION
End Date: 10/13/2023 Start Time: 08:00			Ν	lo data available	in table		
End Time: 11:00							
Total Hours: 40 Status: Open							

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

ŝ	Train	ing	Atten	dees

HRD / Training Session / Attendees					
PROJECT MANAGEMENT TRAINING					=
Resources EDetails If Edit Reference No.: 4 Training Type: Project Management Construction #1 Training Descr.: Tips how to manage projects Trainor Name: ACTIVE LEARNING INC Start Date: 11/06/2023 End Date: 10/13/2023	Employee Name Show entries Showing 0 to 0 of 0 entries EMP ID	EMPLOYEE NAME	LADD Search:	ACTION	
Start Time: 08:00 End Time: 11:00 Total Hours: 40 Status: Open External: True Active: True Created By: CORRAL, RUBEN B. Created Date: 10/31/2023	Previous Next	No data available in t	able	ACTION	1

> 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.

/ Iraiiii	ng Events										
how 10	0 ✓ entries						50	arch:			
							20	arcn.			
howing 1	to 1 of 1 entries										
		11	TRAINOR	DATE FROM	DATE TO	S-TIME	E-TIME	TOTAL HRS	1¢	STATUS	
ID ↓≣	TRAINING NAME										

5.2.3 Trainors

• *H R D -> 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.

Search:	
It REMAKRS It EXTERNAL It ACTIVE It A	CTION
C# Coding Trainor	Edit 🗙 Delete
Trainors (Create)	
External	
External ainor Name	

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.

HKU /	Perfori	mance / Go	ais								
CREA	ATE .								В	RANCH TESTII	NG
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						No data available in table					

Goals
HRD / Performance / Goals / Create

Employee Name		
Goal Description		
doar bescription		
Goal Type		Target Completion Date
	•	mm/dd/yyyy
Goal Status		Progress Update
	Ψ.	· ·
Supervisor Comment		
Performance Ratings		
		*
		IĢ Cancel ▲ Submit

5.3.2 Objectives

• *H R D -> 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.

• CREA	TE								BRANCH TESTII	IG
Show	10	← entries						Search:		
Showir	ng O to	0 of 0 entries								
ID	↓Į	EMP ID	11	EMPLOYEE NAME	1î	OBJECTIVE TYPE	1î	CREATED DATE	IT ACTION	
					Na	data available in table				

Cobjectives HRD / Performance / Objectives / Create Employee Name Objectives Type Objectives Description Target Date Objective Status mm/dd/yyyy Progress Update Performance Ratings Supervisor Comment Current Current

5.3.3 Self-Assessment

• *H R D -> 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.

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						No data available in table					

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🗄 Self Assessment

HRD / Performance / Self Assessment / Create

Employee Name	•	Upload Attachment: Choose File No file chosen
Assessment Date	Performance Area	
mm/dd/yyyy	•	
Assessment Description		
	li li	
Strengths	Areas For Improvement	
Ψ	Ψ	
Development Plan		
	Ŧ	
Progress Update	Rating	
Ŧ	Ψ	
Comments		
	li.	
	Cancel	

5.3.4 Assessment

• *H R D -> 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.

HRD / Perfo		rocemont							
HKD / Perto	rmance / As	sessment							
CREATE									BRANCH TESTIN
Show 10	✓ entries							Search:	
Showing 0 to	0 of 0 entrie	5							
ID ↓	EMP ID	EMPLOYEE NAME	J† I	PERFORMANCE AREA	J†	ASSESSOR NAME	11	CREATED DATE	ACTION
				No data availa	ble in ta	able			

ġ.

🛱 Assessment

HRD / Performance / Assessment / Create

	•	Upload Attachment: Choose File No file chosen	
Assessor Name			
	•		
Assessment Date	Performance Area		
mm/dd/yyyy	•		
Assessment Description			
	li li		
Strengths	Areas For Improvement		
•	•		
Development Plan			
Development Plan	Ŧ		
Development Plan Progress Update	▼ Rating		
Progress Update	Rating		
Progress Update	Rating		
Progress Update	Rating		

5.3.5 Merit Adjustment

• *H R D -> 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.

	Perfor	mance / M	lerit Ad	justment									
€ CREA	ATE										BI	RANCH TESTII	VG
Show	10 ng 0 to	 entries 0 of 0 entries 								Search:			
ID	$\stackrel{\Pi \to +}{\to}$	EMP ID	J†	EMPLOYEE NAME	lt	ADJ. DATE	.↓↑	ADJ. AMOUNT	J†	REASON	11	ACTION	
						No data avail	able in ta	ble					

🗄 Merit Adjustment

HRD / Performance / Merit Adjustment / Create

Employee Name		Upload Attachment:
	v	Choose File No file chosen
Adjustment Date	Adjustment Amount	
mm/dd/yyyy		
Adjustment Reason		
	1.	
Effective Date	Status	
mm/dd/yyyy	~	
Supervisor Name		
	v	
Comments		
	Cancel	
	Submit	

5.3.6 Source Feedback

• *H R D -> 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.

	mance / Source								
CREATE							Bi	RANCH TESTII	VG
Show 10	← entries					Search:			
Showing 0 to	0 of 0 entries								
$ID \rightarrow T_{T}$	EMPID	EMPLOYEE NAME	$\downarrow \uparrow$	FEEDBACK DATE	11	PERFORMANCE AREA	.↓↑	ACTION	
				No data available in tab	le				

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🗄 Source Feedback

HRD / Performance / Source Feedback / Create

Emplo	yee Name			Upload Attachment:
			•	Choose File No file chose
Source	e Name			
			Ŧ	
Feedb	ack Date	Rating		
Ê	mm/dd/yyyy		T	
	mance Area		Ŧ	
Feedb	ack Description			
			h	
Comm	ients			
			h	
		Cancel	± Submit	

5.3.7 Preference

• *H R D -> 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.

😌 CRE	ATE								BR	ANCH TESTIN	VG
Show Showi		 entrie 0 of 0 entrie 						Search:			
ID	${\downarrow}_{1}^{\Pi}$	EMP ID	11	EMPLOYEE NAME	J1	PREFERENCE DATE	11	PERFORMANCE AREA	J1	ACTION	
						No data available in table					

Q°

🗄 Preference

HRD / Performance / Preference / Create

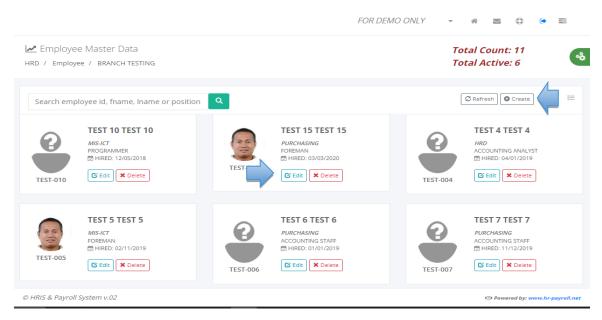
Employee Name		Ŧ	Upload Attachment: Choose File No file chosen
Preference Date	Performance Area		
mm/dd/yyyy		Ψ	
Preference Value			
		Ψ.	
Preference Description			
		li	
Comments			
		h	
	Cancel	⊥ Submit	

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.



❶ Job Info	raining G	Allowance 201 Files				
Emp ID		Last Name		First Name	Middle Na	ame Suf
TEST-015		TEST 15		TEST 15	TEST 15	5
Birthdate		Sex		Birthplace	Nationali	ty
₩ 06/13/2000		Male	~	TAGUIG	FILIPIN	10
Hiring Date		Civil Status		Religion	Weight	Height
₿ 03/03/2020		Married	~	ROMAN CATHOLIC	~	
SSS/GSIS Number		Pag-Ibig Number		TIN Number	Philhealt	h Number
13-4533333-3		1343-3334-3333		343-232-432	13-432	432445-5
Province		Municipality		Barangay	Subdivisio	on
Albay	~	Malinao	~	Bariw	~	
House No./Street Address				Home Telephone No.	Mobile	Phone No.
				Home Telephone No.	Mobile	Phone No.
				Home Telephone No. Provincial Telephone No.		Phone No. ogin Name
House No./Street Address					User Lo	
House No./Street Address					User Lo	ogin Name
House No./Street Address	SE OF EME	RGENCY			User Lo	ogin Name
House No./Street Address Provincial Address CONTACT PERSON IN CAS	SE OF EME	RGENCY		Provincial Telephone No.	User Lo	ogin Name
House No./Street Address Provincial Address	SE OF EME	RGENCY			User Lo	ogin Name

nployment Status	✓ w - tax	Upload 2x2 ID Picture	Upload Signature
Active	SSS Contribution		
d Date	Union Dues		
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s 0 Dependent epository Bank BANK e Contrac 03/03/2020 Salary	 Mc Accou 123 t End Date Labor 11/12/2025 Dir 50000.00 	ant Number 844444666 rect ~ Update	Monthly ~ Type of Process Manual ~ With Online Filing
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epository Bank BANK e Contrac 03/03/2020 Salary	 Mc Accou 123 t End Date Labor 11/12/2025 Dir 50000.00 	ant Number 844444666 rect ~ Update	Monthly ~ Type of Process Manual ~ With Online Filing
BANK e Contrac 03/03/2020 Salary	 ✓ 123 t End Date Labor 11/12/2025 Dir 50000.00 	a44444666 rect ∼ t Update	Manual ~
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Private Employee Master Data

- Personal Details
- Job Information
- Educational
- Allowance
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<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

• *H R D -> Employees*

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

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

Personal Data Sheet	MONTE CITY			
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RIS & Payroll System v.02				(© Powered by: www.hr-payroll.net
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۲ PARENTS						
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? Questionnaire HRD / Employee	**
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 34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office. Bureau or Department where you will be apppointed, a.) within the third degree? YES NO b.) within the fourth degree (for Local Government Unit - Career Employees)? YES NO 	
 a.) Have you ever been found guilty of any administrative offense? YES NO b.) Have you been criminally charged before any court? YES NO 	
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	
 37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector? YES NO 	

b.) Have you resigned f	a candidate in a national or local el from the government service during cal candidate? YES NO				0
39. Have you acquired the st	atus of an immigrant or permanent	resident of anothe	r country?		
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HRD / Employee / 827: SNAME-3, FNAME-3 MNAME-3

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epartment		Tax Status		Account Number	Type of Process
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LGU Employee Master Data

- Personal Information
- Family Background
- Educational Background
- Civil Service Eligibility
- Work Experience
- o Voluntary Work
- o Learning & Development
- o Other Information
- Questionaire
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- Payroll Setup
- Personal Details
- Job Information
- Allowance

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14	VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAININ			Đ			
15	Start from the most recent L&D/training program and include only the relevant L&D/training taken fo			Chief/Executive/Ma	anagerial positions)		
16		INCLUSIVE			Type of LD		
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5.5 Contracts

• *H R D -> 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.

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Completion Notice

Contract Alert / Report

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Monitoring of Contract / MPR Contract Alert / Report					ి
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MPR Contract History Contract Alert / Report

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• HRD->Contracts->Alert

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5.6 Loans

• *H R D -> 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.

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Loans & Deduction

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HRD / Loans & Deductions	/	Create
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Date Issued	Loan Amount			
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5.7 Benefits

5.7.1 Leave

• *H R D -> 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.

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ML		Maternity Leave		
PA		Parental Leave		
PL		Paternity Leave	\checkmark	
RH		Rehabilitation Leave		
SIL		Service Incentive Leave		
SL		Sick Leave	\checkmark	
VL		Vacation Leave	\checkmark	
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5.7.2 Pro Rata Leave

• *H R D -> 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.

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1	5.	2023	VL		14.00	× Delete	
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5.7.3 Hourly Rate

• *H R D -> 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.

	REGULA	AR DAY			REST	DAY			SPECIAL	HOLIDAY	
REG Hr	OT Hr	ND Hr	OTND Hr	REG Hr	OT Hr	ND Hr	OTND Hr	REG Hr	OT Hr	ND Hr	OTND H
100.00%	125.00%	10.00%	137.50%	130.00%	169.00%	143.00%	185.90%	30.00%	169.00%	43.00%	185.90%
SPE	CIAL HOLID	AY & REST D	AY		REGULAR	HOLIDAY		REG	ULARY HOLI	DAY & REST	DAY
REG Hr	OT Hr	ND Hr	OTND Hr	REG Hr	OT Hr	ND Hr	OTND Hr	REG Hr	OT Hr	ND Hr	OTND H
150.00%	195.00%	165.00%	214.56%	100.00%	260.00%	120.00%	286.00%	260.00%	338.00%	286.00%	371.80%
	DOUBLE	HOLIDAY		DO	UBLE HOLID	AY & REST D	YAY				
REG Hr	OT Hr	ND Hr	OTND Hr	REG Hr	OT Hr	ND Hr	OTND Hr				
200.00%	390.00%	230,00%	429.00%	390.00%	507.00%	429.00%	557.70%				

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.

HRD / Last Pay								
► BRANCH TESTIN Show 10						Search	12	
Showing 1 to 1	of 1 entries							
EMP ID	EMPLOYEE NAME	IT PERIOD FROM	JT PERIOD T	D IT STAT	rus ↓†		ACTION	ļţ
TEST-001	TEST-1, TEST-1 T.	06/01/2020	06/15/202	0 Paid		Other Liabili	ities 🛱 Unused Leave	i Details
Previous 1	Next							
		Last Pay				×		
		NAME PAY PERIOD F		TO:	feld bases	v		
		PAY PERIOD F	dd/yyyy	mm.	//dd/yyyyy	•		
		PAY PERIOD F		mm.	'dd/yyyy 5ubmit			
020: Leave Benef	fits with Pay	PAY PERIOD F	dd/yyyy	mm.				
020: Leave Benet		PAY PERIOD F	dd/yyyy	mm.				
		PAY PERIOD F	dd/yyyy	mm.	5ubmit			

Service Incentive Leave		0.00	0.00	0.00
VINUSED LEAVE				
SL	▶ VL		▶ SIL	
6.00		6.00		0.00

Total Amount

15

Last Pay Details

Vacation Leave

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.

15

d*

■ Last Pay (Resigned or End Contract)

HRD / Last Pay / Details

🖸 Last Pay & Other	Benefits	
-		
Branch	BRANCH TESTING	
Department	HRD	
Name	TEST-1, TEST-1 T.	
Pay Period	06/01/2020 To: 06/15/20)20
Status	For Clearance	
Approver Name	CORRAL, RUBEN B.	
Approved Date	N/A	
Approver Remark	N/A	
Released By	N/A	
Released Date	N/A	
Released Remark	N/A	
Input By	CORRAL, RUBEN B.	
nput Date	06/23/2020	
*** HR	MS INFORMATION ***	
Designation	DATA ENCODER	
Employee Status	Project-Based	
	i i ojece babeu	
liring Date	03/01/2019	
End Date	06/09/2020	
Pay Basis	Daily	
Salary	500.00	
COLA	20.00	
*** LAST TIMES	SHEET & PAYROLL PROCES	S ***
DTR Computation	View Timesheet	
Last Payslip	View Payslip	
Payroll History	View Payroll History	
SUMMARY COMPUTAT	ION	
Daily Rate	520.00	
Jnused SL	6.00	3,120.00
Unused VL	6.00	3,120.00
Jnused SIL	0.00	0.00
13th Month Pay	69,000.00	5,750.00
*Total Taxable Income	70,201.88	
<i>*Tax Withheld</i>	0.00	
<i>Tax Due</i>	0.00	
ax Refund		0.00
Other Liabilities		(1,000.00)
ast Salary.		4,385.00
TOTAL AMOUNT TO REC	-====	15,375.00

Last cut-off workhour distribution

											1 /	1	-	7	5%	+	(;	\$)													ځ	ē	
												F	OR D	EM	0 01	NLY																		
										I			WORK					N																
											Perio		n: 06/01/ -001: TE																					
												TEST	-001.11		1691-1	11231-3																		
BRANCH TE	ESTING																																	I
						Regular	Day			unday i	Rest Da	y		.egal H	oliday			Special	Holiday		Legal	Holiday	+ Rest D	ay	Specia	I Holida	y + Res	Day		Double	Holiday			
	<u>IN</u>	OUT	SRC	DAY	RT	-	OTND	ND	RT	<u>0</u>	OTND	ND	RT	<u>ot</u>	OTND	ND	RT	<u>0</u>	OTND	ND	RT	-	OTND	ND	RT	-	OTND	ND	RT	_	OTND	ND		ł
06/01/2020	7:00:00 pm	4:00:00 am		RD	3.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
0602/2020	7:00:00 pm 7:00:00 pm	4:00:00 am 4:00:00 am		RD RD	3.00 3.00	0.00	0.00	5.00 5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
06/03/2020	7:00:00 pm			RD	3.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
06/05/2020	7:00:00 pm	4:00:00 am		RD	3.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
06/06/2020	7:00:00 pm	11:00:00 pm		RD	7.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
06/08/2020	7:00:00 pm	4:00:00 am	ME	RD	3.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
06/09/2020	7:00:00 pm	4:00:00 am	ME	RD	3.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
				_	28.00	0.00	0.00	36.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
				_																														
Late	Hours	0.00																																
Undertime		0.00																																
Underdine	moure.	4.44																																
					Confirmer	d Date:	Tues	day, Jur	ne 23, 2	020		_							Approv	ed By:		RL	JBEN B.	CORR	AL / 06/	23/202	0							
																							Mani	iger / S	lupervis	or								Į
																																		-

Last cut-off payslip

	FOR DEMO	ONLY			RUN DAT	E: 04/21/2022	
	PAVEE: TEST	H, TESTH TE	ST-1	PAYROLL PERIOD	06-01-2020 To: 08	115-2020	RUN DATE: 04/21/2022
EARNINGS:			ALLOWANCES:		DEDUCTIONS:		PAYROLL PERIOD: 06-01-2020 To: 06-15-2020
RT:	64.00 hrs	4,000.00	COLA:	160.00	TAX WHLD:	0.00	
OT	0.00 hm	0.00	FIELD	0.00	SSS CONT:	0.00	ROSE: TEST-4, TEST-4 TEST-4
00:	0.00 hm	0.00	MEAL:	0.00	PH CONT:	0.00	
ND:	36.00 hm	225.00	LIVING:	0.00	HOME CONT:	0.00	TAKE HOME PAY: 4,385.00
REST-RT:	0.00 hm	0.00	OTA	0.00	SSS LOAN:	0.00	
REST-OT:	0.00 hm	0.00	PBE	0.00	HDMF LOAN:	0.00	
REST-OD:	0.00 hm	0.00	ALLOWANCE:	0.00	GAL LOAN:	0.00	RECEIPT FOR PAY:
REST-ND:	0.00 hm	0.00	APARTMET RENT:	0.00	ADJ:	0.00	I hereby acknowledge to have recieved the
SH-RT:	0.00 hm	0.00	TRAINER'S FEE:	0.00	PPE:	0.00	amount stated above and have no further claims for
SH-OT:	0.00 hm	0.00	HOUSING:	0.00	UCA:	0.00	services rendered.
\$1-00:	0.00 hm	0.00	SUPERVISORY:	0.00	PIC:	0.00	
SH-ND:	0.00 hm	0.00	TRANSPORTATION	0.00	SD:	0.00	
SH-REST-RT:	0.00 hrs	0.00	COMMUNICATION:	0.00	CARF:	0.00	
SH-REST-OT:	0.00 hm	0.00	HAZARD PAY:	0.00	MED:	0.00	Signature
SH-REST-OD:	0.00 hm	0.00	DRIVER ALLOW:	0.00	VC:	0.00	
SH-REST-ND:	0.00 hm	0.00	PER TRIP:	0.00	OTHERS:	0.00	
LH-RT:	0.00 hm	0.00	OTHER ALLOW:	0.00			
LH-OT:	0.00 hm	0.00	TOTAL:	168.00	TOTAL:	0.00	
LH-OD:	0.00 hrs	0.00			-		Date
LH-ND:	0.00 hm	0.00	OTHER INCOME:				
LH-REST-RT:	0.00 hm	0.00	COMMISSIONS:	0.00			
LH-REST-OT:	0.00 hrs	0.00	ADD BACK:	0.00			
LH-REST-OD:	0.00 hm	0.00	TOTAL:	0.00			
LH-REST-ND:	0.00 hm	0.00					
DH-RT:	0.00 hrs	0.00	TOTAL TAXABLE:	4,225,00	GROSS PAY:	4,385.00	
DH-OT:	0.00 hrs	0.00	INTAL INVALLE:				
DH-OD:	0.00 hm	0.00			NET PAY:	4,385.00	
DH-ND:	0.00 hm	0.00				-	
DH-REST-RT:	0.00 hm	0.00	PAALAL	A		1	
DH-REST-OT:	0.00 hm	0.00		pagaasangla ng A			
DH-REST-OD:	0.00 hm	0.00	empleyad	to ay mahigpit na	pinagbabawal.		
DH-REST-ND:	0.00 hm	0.00					
	TOTAL:	4,225.00					

Payroll history

			Emp	oloyee Gro	ss Earning	s Breakdown					
			т	'EST-001 - 1	TEST-1, TES	T-1 TEST-1					
Period From	Period To	Basic Pay	Allowance	OT Pay	ND Pay	Taxable Income	Gross Pay	SSS	HDMF	Philhealth	W/Tax
01/01/2020	01/15/2020	6,000.00	0.00	250.00	293.75	6,543.75	6,783.75	0.00	0.00	0.00	0.00
01/16/2020	01/31/2020	7,000.00	0.00	0.00	387.50	6,552.50	7,667.50	540.00	100.00	195.00	0.00
02/01/2020	02/15/2020	6,500.00	0.00	0.00	331.25	6,831.25	7,091.25	0.00	0.00	0.00	0.00
02/16/2020	02/29/2020	6,000.00	0.00	0.00	325.00	5,517.50	6,565.00	520.00	100.00	187.50	0.00
03/01/2020	03/15/2020	6,000.00	0.00	0.00	325.00	6,325.00	9,065.00	0.00	0.00	0.00	0.00
03/16/2020	03/31/2020	7,000.00	0.00	0.00	387.50	6,552.50	7,667.50	540.00	100.00	195.00	0.00
04/01/2020	04/15/2020	7,000.00	0.00	0.00	356.25	7,356.25	7,636.25	0.00	0.00	0.00	0.00
04/16/2020	04/30/2020	6,500.00	0.00	0.00	356.25	5,993.75	7,116.25	560.00	100.00	202.50	0.00
05/01/2020	05/15/2020	6,500.00	0.00	853.13	293.75	7,646.88	7,906.88	0.00	0.00	0.00	0.00
05/16/2020	05/31/2020	6,500.00	0.00	681.25	331.25	6,657.50	7,772.50	560.00	100.00	195.00	0.00

5.8.2 For Release

• *H R D -> Last Pay -> For Release*

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

Last Pay (Resigned or End Contract)	=
COMPANY	
FOR DEMO ONLY	~
BRANCH	
BRANCH TESTING	•
🕑 Submit	
L	



BRANCH TESTING											
Show 10 Y	entries 0 entries								Search:		
EMP ID	EMPLOYEE NAME	J↑ P	ERIOD FROM	11	PERIOD TO	J1	STATUS	J1	APPROVED DATE	11	Action $\downarrow\uparrow$
				No da	ata available in t	able					
Previous Nex	t										

ę.

5.9 Reports

5.9.1 Designation Count

• *H R D -> Reports -> Designation Count*

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

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

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

Designation Count HRD / Designation Count				*
BRANCH TESTING (Count As	of Saturday, Aj	bril 23, 2022)		=
Show 10 rentries			Search:	
Showing 1 to 6 of 6 entries		JOB NAME	COUNT \$	
ACAN		ACCOUNTING ANALYST	1	
ACCS		ACCOUNTING STAFF	2	
COE		COST ENGINEER	1	
DAE		DATA ENCODER	1	
ELE		ELECTRICAL ENGINEER	1	
PGR		PROGRAMMER	1	
Previous 1 Next				

Active Employee by Designation

HRD / Designation Count / Report

	1 / 1 - 100%	+ 🗄 👌		ٹ
	BRANCH TEST ACCOUNTING S' As of Saturday April 2	TAFF		
Employee Name	Start Date	End Contract	Work Status	- 1
1 TEST 6, TEST 6 TEST 6	03/14/2019	07/10/2056	Regular	
2 TEST 7, TEST 7 TEST 7	01/07/2019	04/21/2025	Regular	

5.9.2 Manpower Count

• *H R D -> 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.

€ Ma	npower Count	=
COMP	ANY	
FOR	DEMO ONLY	*
ATTEN	IDANCE DATE	
	mm/dd/yyyy	
	🕑 Submit	

de.

Manpower Count

HRD / Manpower Count

now 25	entries			Search:		
nowing 1 t	to 7 of 7 entries	ţ1	TOTAL EMPLOYEE	PRESENT 1	ABSENT 🗍	LATE 🎵
		T	295	232	63	12
			237	197	40	19
			22	17	5	4
			10	0	10	0
			1	0	1	0
		рм	0	0	0	0
			0	0	0	0
	OVER-ALL TOTAL >	>	565	446	119	35

Manpower Count Summary

HRD / Manpower Count / Report

=			1 / 1	Ι_	- 7	2% +	Ē	\$. J .	ē
			. / 1		'	270	Ŀ	V				ت	•
_													
											We	dnesday, November	1, 2023
	MANPOWER COUNT SUMM	ARY											
	Attendance Date: Monday Octo	er 23, 2023											
							ESTIMA	TED LABOR COST	BASED ON DAILY R	ATE INCLUDING F	ILED OVERTIME.		
BCODE	BRANCH NAME	TOTAL EMPLOYEE	PRESENT	ABSENT	LATE	REGULAR RATE	ESTIMA OT HRS	TED LABOR COST OT PAY	BASED ON DAILY R OTND HRS	ATE INCLUDING F	ILED OVERTIME. TOTAL OT	LABOR COST	(%)
BCODE	BRANCH NAME	TOTAL EMPLOYEE 237	PRESENT 197	ABSENT 40	LATE 19	REGULAR RATE 281,397.90						LABOR COST 318,338.38	(%) 13.13
	BRANCH NAME						OT HRS	OT PAY	OTND HRS	OTND PAY	TOTAL OT		
		237	197	40	19	281,397.90	OT HRS 432.00	OT PAY 36,318.47	OTND HRS 7.00	0TND PAY 622.01	TOTAL OT 36,940.48	318,338.38	13.13
FEC		237 0	197 0	40 0	19 0	281,397.90 0.00	OT HRS 432.00 0.00	OT PAY 36,318.47 0.00	0TND HRS 7.00 0.00	0TND PAY 622.01 0.00	TOTAL OT 36,940.48 0.00	318,338.38	13.13 0.00
FEC	ITION	237 0 0	197 0 0	40 0 0	19 0 0	281,397.90 0.00 0.00	OT HRS 432.00 0.00 0.00	OT PAY 36,318.47 0.00 0.00	0TND HRS 7.00 0.00 0.00	0TND PAY 622.01 0.00 0.00	TOTAL OT 36,940.48 0.00 0.00	318,338.38 0.00 0.00	13.13 0.00 0.00
FEC	ITION	237 0 0 295	197 0 0 232	40 0 0 63	19 0 0 12	281,397.90 0.00 0.00 388,595.68	OT HRS 432.00 0.00 0.00 732.50	OT PAY 36,318.47 0.00 0.00 61,063.55	0TND HRS 7.00 0.00 0.00 122.00	0TND PAY 622.01 0.00 0.00 11,223.26	TOTAL OT 36,940.48 0.00 0.00 72,286.81	318,338.38 0.00 0.00 460,882.49	13.13 0.00 0.00 18.60
FFC F F F F	ITION	237 0 0 295 22	197 0 0 232 17	40 0 63 5	19 0 0 12 4	281,397.90 0.00 0.00 388,595.68 25,199.46	OT HRS 432.00 0.00 0.00 732.50 0.00	OT PAY 36,318.47 0.00 0.00 61,063.55 0.00	0TND HRS 7.00 0.00 0.00 122.00 0.00	0TND PAY 622.01 0.00 0.00 11,223.26 0.00	TOTAL OT 36,940.48 0.00 0.00 72,286.81 0.00	318,338.38 0.00 0.00 460,882.49 25,199.46	13.13 0.00 0.00 18.60 0.00

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6%

📽 Manpower Count

HRD / Manpower Count / Report

	1 / 1 -	97% + 🗉	\$)		
	MANPOWER	COUNT REPORT			Saturday, April 23, 2022
	BRANG	CH TESTING			
	As of Sature	day April 23, 2022			
Department / Employee Name	Position	Hiring Date	C. End Date	Employee Status	Pay Basis
HRD					
1 TEST 4, TEST 4 T	ACCOUNTING ANALYST	04/01/2019	11/30/2025	Regular	D
2 TEST-1, TEST-1 T	DATA ENCODER	01/03/2019	07/09/2025	Regular	D
3 TEST-3, TEST-3 T	COST ENGINEER	03/01/2019	07/22/2025	Regular	D
MIS-ICT					
1 TEST 5, TEST 5 T	ELECTRICAL ENGINEER	03/01/2019	03/23/2025	Regular	D
2 TEST-2, TEST-2 T	PROGRAMMER	02/01/2019	09/30/2025	Regular	D
PURCHASING					
1 TEST 6, TEST 6 T	ACCOUNTING STAFF	03/14/2019	07/10/2056	Regular	м
2 TEST 7, TEST 7 T	ACCOUNTING STAFF	01/07/2019	04/21/2025	Regular	м

Se Manpower Count

HRD / Manpower Count / Present

	MANPOWER COUNT - (Present)		Saturday, April 23, 2022
	BRANCH TESTING		
	Attendance Date: Saturday April 23, 2022		
	,,,,		
Department / Employee Name	Position	Shift	Time-In
HRD			
1 TEST-3, TEST-3 T	COST ENGINEER	1st	10:48 am
MIS-ICT			
1 TEST-2, TEST-2 T	PROGRAMMER	1st	10:47 am

Manpower Count

HRD / Manpower Count / Absent

	1 / 1 - 100% + 🗄 🔇)
	MANPOWER COUNT - (Absent) BRANCH TESTING Attendance Date: Saturday April 23, 2022	Saturday, April 23, 202
Department / Employee Name	Position	Shift
HRD		
1 TEST 4, TEST 4 T	ACCOUNTING ANALYST	1st
2 TEST-1, TEST-1 T	DATA ENCODER	3rd
MIS-ICT		
1 TEST 5, TEST 5 T	ELECTRICAL ENGINEER	3rd
PURCHASING		
1 TEST 6, TEST 6 T	ACCOUNTING STAFF	1st
2 TEST 7, TEST 7 T	ACCOUNTING STAFF	1st

å.

Se Manpower Count

HRD / Manpower Count / Late

	1 / 1 - 100% + 🗄 🔊			• ٹ	•
	MANPOWER COUNT - (Late)		Saturday, April 23, 2022		
	BRANCH TESTING				
	Attendance Date: Saturday April 23, 2022				
Department / Employee Name	Position	Shift	Time-In		
HRD					
1 TEST-3, TEST-3 T	COST ENGINEER	1st	10:48 am		
MIS-ICT					
MIS-ICI		1st	10:47 am		

5.9.3 Expiring Contract

• *H R D -> Reports -> Expiring Contract*

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

🛱 Expiring Contract	=
COMPANY	
FOR DEMO ONLY	*
BRANCH	
BRANCH TESTING	Ŧ
🕑 Submit	

94

🛱 Expiring Contract

HRD / Expiring Contract

			TESTING CT (10 days or below)		Saturday, April 23, 202
EMP ID	EMPLOYEE NAME	As of Saturday	JOB POSITION	S. CONTRACT	E. CONTRACT
1 TEST-004	TEST 4, TEST 4 TEST 4	HRD	ACCOUNTING ANALYST	04/01/2019	04/30/2022

5.9.4 Birthday Celebrants

• *H R D -> Reports -> Birthday Celebrants*

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

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

🛱 Monthly Birthday Celebrants	≔
COMPANY	
FOR DEMO ONLY	*
BRANCH	
BRANCH TESTING	-
MONTH	
	~
🕑 Submit	

`?

Monthly Birthday Celebrants
 HRD / Birthday Celebrant

		1 / 1 - 97% +		± ē
PIN Web App	dication	SAN JOSE DEL MONTE C MONTHLY BIRTHDAY CELEBR For the month of March, 202	RANT'S	Monday, May 2, 2022
O. EMP ID	EMPLOYEE NAME	DEPARTMENT	POSITION	BIRTHDATE
1 827	SNAME-3, FNAME-3 MNAME-3	Human Resource Department	Accounts Liquidation Officer III	03/10/1971
2 674	SNAME-4, FNAME-4 MNAME-4	Human Resource Department	Administrative Officer II	03/08/1989

5.9.5 Leave Balance

• *H R D -> Reports -> Leave Balance*

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

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

🛱 Leave Balance	=
COMPANY	
FOR DEMO ONLY	*
BRANCH	
BRANCH TESTING	•
LEAVE TYPE YEAR	
SELECT 💙	
🗹 Submit	

View PDF						5 m 9 m
ow 10 v entries				Sear	ch:	
EMP ID	J↑ DEP	ARTMENT	J1	# OF DAYS	USED 1	BALANCE I
0486				3.00	3.00	0.00
5		IS		6.00	6.00	0.00
70				2.00	2.00	0.00
90				9.00	7.00	2.00
10		& SERVICES		4.00	3.00	1.00
10				14.00	2.00	12.00
				3.00	3.00	0.00

🔁 Employee Leave Balance

HRD / Leave Balance / Report

				÷ 5
	DEPARTM	ANY: NCH: LENT: HEALTH & SAFETY EAR: 2023 YPE: Vacation Leave		Wednesday, November 1,
DATE	NO. OF HRS	REASON	APPROVE	R APPROVED DATE
06/27/2023	8.00	PROCESSING OF PSA	3991	07/14/2023
07/13/2023	8.00	EMERGENCY	3991	07/27/2023
07/14/2023	8.00	EMERGENCY	3991	07/27/2023
07/15/2023	8.00	EMERGENCY	3991	07/27/2023
09/09/2023	8.00	WORK SUSPENSION	3991	09/12/2023
09/25/2023	8.00	schedule of medical checkup	3991	10/02/2023
	8.00	FAMILY MATTER	3991	10/24/2023
10/23/2023	0.00			
10/23/2023 NO. OF DAYS	5: 9.00			

5.9.6 COE-Salary Loan

• *H R D -> 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.

	Company		
	FOR DEMO ONLY	·	
	Employee Name		
	TEST-2, TEST-2 T	*	
	Loan Purpose		
	Car Loan		
	Certified By	Certified Designation	
	Juan Dela Cruz	HR Manager	
	1	± Submit	
≡ c	DE-Salary-Loan.pdf 1 / 1	- 89% + 🗄 🔇	🕹 🖶 :
			^
t	une 04, 2022		
	CERI	ΤΙ C A T I O N	
	CERI	TICATION	
	<u>C E R 1</u>	TICATION	
T	CER1	TICATION	
T		I I C A I I O N	
т	O WHOM IT MAY CONCERN:	mployee of FOR DEMO ONLY with the position of PROGRA	MMER from March
T O	O WHOM IT MAY CONCERN: his is to certify that TEST-2 TEST-2, was a regular er	mployee of FOR DEMO ONLY with the position of PROGRAI tion package of Php 21,320.00.	MMER from March
T O	O WHOM IT MAY CONCERN: his is to certify that TEST-2 TEST-2, was a regular er 1, 2019 up to present and receiving a gross compensa	mployee of FOR DEMO ONLY with the position of PROGRAI tion package of Php 21,320.00.	MMER from March
T O	O WHOM IT MAY CONCERN: his is to certify that TEST-2 TEST-2, was a regular er 1, 2019 up to present and receiving a gross compensa	mployee of FOR DEMO ONLY with the position of PROGRAI tion package of Php 21,320.00.	MMER from March
T O	O WHOM IT MAY CONCERN: his is to certify that TEST-2 TEST-2, was a regular er 1, 2019 up to present and receiving a gross compensa	mployee of FOR DEMO ONLY with the position of PROGRAI tion package of Php 21,320.00.	MMER from March
T O	O WHOM IT MAY CONCERN: his is to certify that TEST-2 TEST-2, was a regular er 1, 2019 up to present and receiving a gross compensa	mployee of FOR DEMO ONLY with the position of PROGRAI tion package of Php 21,320.00.	MMER from March
T O	O WHOM IT MAY CONCERN: his is to certify that TEST-2 TEST-2, was a regular er 1, 2019 up to present and receiving a gross compensa	mployee of FOR DEMO ONLY with the position of PROGRAI tion package of Php 21,320.00.	MMER from March
T C T	TO WHOM IT MAY CONCERN: his is to certify that TEST-2 TEST-2, was a regular er 1, 2019 up to present and receiving a gross compensa his certification is being issued upon the request of TE certified By:	mployee of FOR DEMO ONLY with the position of PROGRAI tion package of Php 21,320.00.	MMER from March
ד ס ס נ	TO WHOM IT MAY CONCERN: his is to certify that TEST-2 TEST-2 , was a regular er 1, 2019 up to present and receiving a gross compensa his certification is being issued upon the request of TE	mployee of FOR DEMO ONLY with the position of PROGRAI tion package of Php 21,320.00.	MMER from March

5.9.7 COE-Separated Employee

• *H R D -> Reports -> COE-Separated Employee*

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

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

	COE-Separated E	mployee	
	Company		
	FOR DEMO ONLY	*	
	Employee Name		
	TEST 7, TEST 7 T	*	
	Certified By	Certified Designation	
	Juan Dela Cruz	HR Manager	
		± Submit	
COE-Separ	ated-Emp 1 / 1	- 89% + 🗄 🖒	🕹 🖶 🗄
			^
June 04, 2022			
June 04, 2022			
	<u>CERI</u>	ICAIION	
	<u>CERI</u>	ICAIION	
TO WHOM IT	CER MAY CONCERN:	TICATION	
TO WHOM IT		ICAIION	
This is to certify	MAY CONCERN:	I C A I I Q N	NG STAFF from
This is to certify November 12, 2	MAY CONCERN: r that TEST 7 TEST 7 , was a regular emp 1019 to April 21, 2025.		NG STAFF from
This is to certify November 12, 2	MAY CONCERN: r that TEST 7 TEST 7 , was a regular emp 1019 to April 21, 2025.	loyee of FOR DEMO ONLY with the position of ACCOUNTIN	NG STAFF from
This is to certify November 12, 2	MAY CONCERN: r that TEST 7 TEST 7 , was a regular emp 1019 to April 21, 2025.	loyee of FOR DEMO ONLY with the position of ACCOUNTIN	NG STAFF from
This is to certify November 12, 2	MAY CONCERN: r that TEST 7 TEST 7 , was a regular emp 1019 to April 21, 2025.	loyee of FOR DEMO ONLY with the position of ACCOUNTIN	NG STAFF from
This is to certify November 12, 2 This certification	MAY CONCERN: r that TEST 7 TEST 7 , was a regular emp 1019 to April 21, 2025.	loyee of FOR DEMO ONLY with the position of ACCOUNTIN	NG STAFF from
This is to certify November 12, 2	MAY CONCERN: r that TEST 7 TEST 7 , was a regular emp 1019 to April 21, 2025.	loyee of FOR DEMO ONLY with the position of ACCOUNTIN	NG STAFF from
This is to certify November 12, 2 This certification	MAY CONCERN: that TEST 7 TEST 7, was a regular emp 1019 to April 21, 2025. n is being issued upon the request of TES	loyee of FOR DEMO ONLY with the position of ACCOUNTIN	NG STAFF from

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5.9.8 Gender

🚰 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.

HRD / Report \equiv 1 / 1 | - 100% + | 🗊 🚸 ± ē : Wednesday, November 1, 2023 FOR DEMO ONLY GENDER REPORT BRANCH TESTING FEMALE - (1) PURCHASING TEST-3, TEST-3 TEST-3 PRODUCTION HEAD 4ALE - (5) MIS-ICT TEST 5, TEST 5 TEST 5 FOREMAN PROGRAMMER TEST-2, TEST-2 TEST-2 PURCHASING TEST 6, TEST 6 TEST 6 ACCOUNTING STAFF TEST 7, TEST 7 TEST 7 ACCOUNTING STAFF TEST 15, TEST 15 TEST 15 FOREMAN PRIVATE LEDGER - EXECUTIVE FEMALE - (2) HRD TEST 12, TEST 12 TEST 12 HRD & ADMIN HEAD PURCHASING TEST 11, TEST 11 TEST 11 PURCHASING HEAD MALE - (1) MIS-ICT TEST 14, TEST 14 TEST 14 MIS MANAGER TOTAL COUNT: 9 MALE: 6 FEMALE: 3

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.

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📽 Group Age

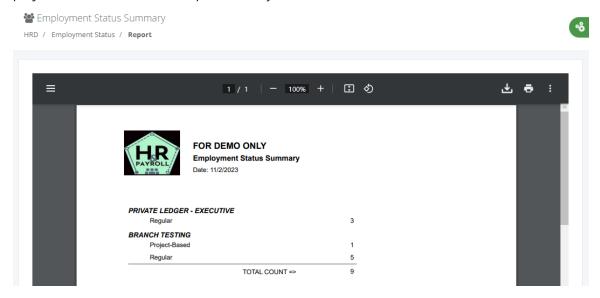
HRD / Report

BRANCH TESTING	Sex	Birth Date	Age	Position	Department
Gen-X (41 to 56) TEST-2, TEST-2 TEST-2 TEST-3, TEST-3 TEST-3	M F	03/17/1970 07/06/1976	53 47	PROGRAMMER PRODUCTION HEAD	MIS-ICT PURCHASING
Gen-Z (9 to 24) TEST 5, TEST 5 TEST 5 TEST 15, TEST 15 TEST 15 Millenials (24 to 40)	M M	06/03/2004 06/13/2000	19 23	FOREMAN FOREMAN	MIS-ICT PURCHASING
TEST 6, TEST 6 TEST 6 TEST 7, TEST 7 TEST 7	M M	07/10/1996 03/09/1994	27 29	ACCOUNTING STAFF ACCOUNTING STAFF	PURCHASING PURCHASING
PRIVATE LEDGER - EXECUTIVE Gen-X (41 to 56)	Sex	Birth Date	Age	Position	Department
TEST 11, TEST 11 TEST 11 TEST 12, TEST 12 TEST 12 Gen-Z (9 to 24)	F	06/13/1979 06/16/1970	44 53	PURCHASING HEAD HRD & ADMIN HEAD	PURCHASING HRD
TEST 14, TEST 14 TEST 14	М	02/01/2000	23	MIS MANAGER	MIS-ICT
Gen Z: 3 Millenials: 2	Gen .	K: 4	Baby B	oomer: 0	

5.9.10 Employment Status Summary

• *H R D -> 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

• *H R D -> Reports -> E. Status Details*

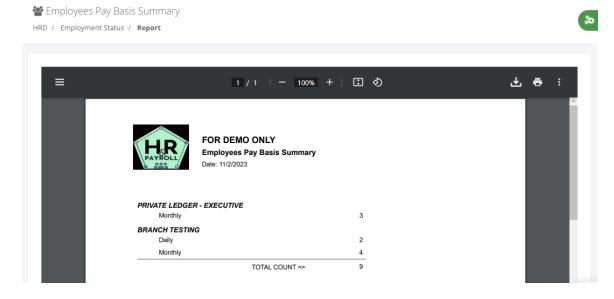
The employment status details refer to a list of names of an individual's current employment situation.

:		1 / 1 - 92% +	E 🔊		ᅶ	ē
HR	FOR DEMO ONLY Employment Status Details Date: 11/2/2023					
PRIVATE LEDGER	- EXECUTIVE					
Regular						3
	ST 11 TEST 11	PURCHASING		PURCHASING HEAD		
	ST 12 TEST 12	HRD MIS-ICT		HRD & ADMIN HEAD		
	ST 14 TEST 14	MIS-ICT		MIS MANAGER		
BRANCH TESTING Project-Based						
	ST 15 TEST 15	PURCHASING		FOREMAN		1
Regular	SI 15 IESI 15	PURCHASING		FOREMAN		
-						5
TEST-2, TES		MIS-ICT		PROGRAMMER		
TEST-3, TES		PURCHASING MIS-ICT		PRODUCTION HEAD FOREMAN		
TEST 5, TES TEST 6, TES		PURCHASING		FOREMAN ACCOUNTING STAFF		
TEST 0, TES	T 7 TEST 7	PURCHASING		ACCOUNTING STAFF		

5.9.12 Pay Basis Summary

• *H R D -> 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

• *H R D -> Reports -> Pay Basis Details*

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

Employment Status /	Keport				
≡		1 / 1 - 92% + 🗄 🔊		4 ē	:
HR	FOR DEMO ONLY Employees Pay Basis Details Date: 11/2/2023				
PRIVATE LEDGER - E	XECUTIVE				
Monthly TEST 11, TEST	44 TEOT 44	PURCHASING	PURCHASING HEAD	3	
TEST 11, TEST TEST 12, TEST		HRD	HRD & ADMIN HEAD		
TEST 12, TEST TEST 14, TEST		MIS-ICT	MIS MANAGER		
BRANCH TESTING					
Daily				2	
TEST-2, TEST-	2 TEST-2	MIS-ICT	PROGRAMMER		
TEST 5, TEST 5	5 TEST 5	MIS-ICT	FOREMAN		
Monthly				4	
TEST 6, TEST 6	TEST 6	PURCHASING	ACCOUNTING STAFF		
TEST 7, TEST 7	TEST 7	PURCHASING	ACCOUNTING STAFF		
TEST-3, TEST-	3 TEST-3	PURCHASING	PRODUCTION HEAD		
TEST 15, TEST	15 TEST 15	PURCHASING	FOREMAN		

5.9.14 Absentees Summary

• *H R D -> Reports -> Absentees Summary*

Generate employee monthly absentee summary report.

сомр	ANY		
PINO	YCODE OPC		
BRAN	сн		
SUPE	RVISORY		
DATE I	ROM:	TO:	
m	mm/dd/yyyy	#	mm/dd/yyyy
		🖸 Submit	

o%

🛱 Absentees Summary Report

Hrd / Absentees Summary

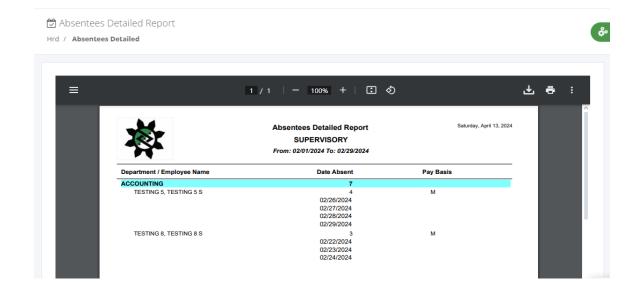
蓉	Absentees Summary Report SUPERVISORY From: 02/01/2024 To: 02/29/2024	Saturday, April 13, 2024
Department / Employee Name	Date Absent	Pay Basis
ACCOUNTING	7	
TESTING 5, TESTING 5 S	4	м
TESTING 8, TESTING 8 S	3	м

5.9.15 Absentees Detailed

• *H R D -> Reports -> Absentees Detailed*

Generate employee monthly absentee detailed report.

сомр	ANY						
PINO	YCODE OPC	Ŧ					
BRANCH							
SUPERVISORY *							
DATE I	FROM:	то:					
Ê	mm/dd/yyyy	Ê	mm/dd/yyyy				
	(Submit					



5.9.16 Late Summary

• *H R D -> Reports -> Late Summary*

Generate employee monthly late summary report.

сомр	ANY					
PINOYCODE OPC						
BRAN	сн					
SUPERVISORY						
DATE Ι	ROM:	то:				
Ê	mm/dd/yyyy	m	mm/dd/yyyy			
		Submit				

5.9.17 Late Detailed

• *H R D -> Reports -> Late Detailed*

Generate employee monthly late summary report.

OMP	ANY					
PINOYCODE OPC						
RAN	сн					
SUPERVISORY						
)ATE I	FROM:	TO:				
Ê	mm/dd/yyyy	Ê	mm/dd/yyyy			
	(🖸 Submit				

5.10 HR Setup

5.10.1 Department

• *H R D -> Tools -> Department*

Departments are required in employee master data; it's also used in different types of HR reporting or payroll reports to group employees by department. Click the "CREATE" button to

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

			epartment			_	
		FOR	DEMO ONLY			•	
		BRAN				- 1 -	
		BRAI	NCH TESTING			•	
			🕑 S	ubmit			
BRANCH TES							
) / Department							
CREATE							
Show 10 💙	' entries					Search:	
Showing 1 to 4 of	4 entries						
DCODE	Jå BCODE	J1	DEPARTMENT NAME	11	DESCRIPTION	11	ACTION
P004	ZZZZ		PAYROLL				🕼 Edit 🗙 Delete
Z001	ZZZZ		HRD				🕼 Edit 🗙 Delete
Z002	ZZZZ		PURCHASING				🕼 Edit 🗙 Delete
Z003	ZZZZ		MIS-ICT				🕼 Edit 🗙 Delete
Previous 1	Next						
BRANCH TES D / Department							
o i o oporeniario							
			Department				
			Department Code				
			Department Name				
			Description				
			ାଡି Cancel		🛓 Submit		

5.10.2 Holidays

• HRD -> Tools -> Holidays

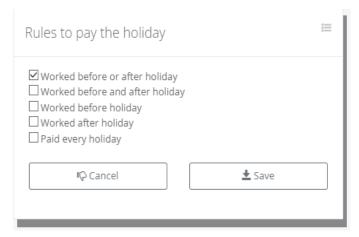
Holidays should be added in this module to pay the employees based on hourly rates percentage provided by the government agency. Make sure before pairing logs to generate a timesheet the holiday must be added first. Click the "CREATE" button to add a new holiday or hyperlink "Edit" to edit the record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

CREATE								
Show 1	0 ~	entries					Search:	
Showing 1	to 8 of 8	entries						
SEQ	$\downarrow \underline{\mathbb{I}}$	MONTH	11	DAY I	ТҮРЕ	DESCRIPTION	lî	ACTION
01		January		1	Regular Holiday	New Year Day		🕼 Edit 🗙 Delete
04		April		9	Regular Holiday	Araw ng Kagitingan		🕑 Edit 🗙 Delete
05		May		1	Regular Holiday	Labor Day		☑ Edit 🗙 Delete
11		November		30	Regular Holiday	Bonifacio Day		☑ Edit 🗙 Delete
12		December		24	Special Holiday	Non working holiday		🕼 Edit 🗙 Delete
12		December		25	Regular Holiday	Christmas Day		🕑 Edit 🗙 Delete
12		December		30	Regular Holiday	Rizal Day		☑ Edit X Delete
	iys / C i	reate		Calen	dar Holidays	1		
/ Holida								
/ Holida				Month	Day			
7 Holida				Month Type of Ho	~	~		
/ Holida					~ Diday			

5.10.3 Holiday Policy

• *H R D -> 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.

a Approvers	i=
COMPANY	
FOR DEMO ONLY	~
BRANCH	
BRANCH TESTING	•
🕑 Submit	

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BRANCH TESTING

HRD / Approvers

CREATE							1
how 10 💙 entries					Search:		
howing 1 to 10 of 42 entri	es						
DEPARTMENT	<u>↓</u> ±	EMPLOYEE NAME	J1	MODULE	11	ACTION	J1
HRD		CORRAL, RUBEN		Invalid Timesheet		× Delete	
HRD		CORRAL, RUBEN		Payroll		× Delete	
HRD		CORRAL, RUBEN		Temporary Shift		× Delete	
HRD		CORRAL, RUBEN		Broken Time		× Delete	
HRD		CORRAL, RUBEN		Temporary Shift Entry		× Delete	
HRD		CORRAL, RUBEN		Broken Time Entry		× Delete	
HRD		CORRAL, RUBEN		Leave Entry		× Delete	
IRIS & Payroll System v.02						Powered by: www.h	r-payroll

BRANCH TESTING

HRD / Approvers / Create

Approver		
Department		
Approver Employee ID		
Application Module		
	II ← Cancel	🛓 Submit

5.10.5 Shift Schedule

• *H R D -> 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 S	chedule						≔	1			
	FOR DEM							Ŧ				
	BRANCH	resting						-				
			C	Submit								
) Shift Schedule RD / Shift Schedule												
CREATE												
Show 10 v entries Showing 1 to 10 of 11 entrie	25							Sea	arch:			
EMPLOYEE ID	-3 	EMPLOYEE NA	ME					1t	A	CTION	ļţ.	
TEST-001		TEST-1, TEST-1	TEST-1							🕑 Edit	4	
TEST-002		TEST-2, TEST-2	TEST-2							C Edit		
TEST-003		TEST-3, TEST-3	TEST-3							𝗭 Edit		
TEST-004		TEST 4, TEST 4	TEST 4									
TEST-005		TEST 5, TEST 5	TEST 5							C Edit		
TEST-006		TEST 6, TEST 6	TEST 6									
TEST-007		TEST 7, TEST 7	TEST 7							☑ Edit		
Shift Schedule Shift Schedule / Creat	e											
Employee Name × LNAME-12, FNAME-12 MNA × LNAME-15, FNAME-15 MNA		/IE-14 MNAME-14]]								
× LNAME-12, FNAME-12 MNA	ME-15	ME-14 MNAME-14	ST:	hh:mn	0	ET:	hh:mn	0	R-Hrs:		LB:	
× LNAME-12, FNAME-12 MNA × LNAME-15, FNAME-15 MNA	ME-15			hh:mn hh:mn	© ©	ET: ET:	hh:mn hh:mn	0	R-Hrs:		LB:	
×LNAME-12, FNAME-12 MNA ×LNAME-15, FNAME-15 MNA	WE-15	~	ST:									

st: hh:mn O

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ET: hh:mn O

ET: hh:mn O

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🛱 Friday

🛱 Saturday

LB:

LB:

R-Hrs:

R-Hrs:

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.

Employee Flexi-time S HRD / Flexitime Schedule / S					å
• CREATE					i=
EMPLOYEE ID	EMPLOYEE NAME	REG. HOURS	LESS HOUR	ACTION	
④ Flexi-time Schedule					8
HRD / Flexitime / Create					_
					E
Employee Name					
* TESTING 1, TESTING 1 Sam	ple × TESTING 2, TESTING 2 SAMPLE × TESTIN	IG 3, TESTING 3 SAMPLE 3 × TESTING 5, T	ESTING 5 SAMPLE 5		
Regular Hours		Lunch Break Hour			_
8		1		;	\$ *
		『今 Cancel	🗹 Su	ıbmit	

5.10.7 Rest Day Per-Trip

• *H R D -> 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.

🛱 Rest Day Per-Trip	=
COMPANY	
FOR DEMO ONLY	
BRANCH	
BRANCH TESTING *]
🕑 Submit]

• CREATE						
Show 10 v entries				Search:		
ATTENDANCE DATE	11	DEPARTMENT NAME	EMP ID	EMPLOYEE NAME	lî	ACTION
11/05/2023		HRD	TEST-004	TEST 4, TEST 4		× Delete
11/05/2023		PURCHASING	TEST-006	TEST 6, TEST 6		× Delete
11/05/2023		MIS-ICT	TEST-010	TEST 10, TEST 10		× Delete
	eate					
+ BRANCH TESTING	eate					
Previous 1 Next	eate					

5.10.8 Early Time-Out

• *H R D -> Tools -> Early Time-Out*

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

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

🛱 Early Time-Out	=
COMPANY	
FOR DEMO ONLY	*
BRANCH	
BRANCH TESTING	-
🕑 Submit	

Show 10 Y entries					Search:	
Showing 1 to 3 of 3 entries						
ATTEND DATE	$\downarrow \underline{\mathbb{P}}$	TIME-OUT	11	REMARKS	11	ACTION
03/02/2023		03/02/2023 11:00 AM		work suspension		× Delete
04/01/2020		04/01/2020 01:00 PM		bad weather		× Delete
				bad weather		× Delete
	ate	04/14/2020 02:00 PM				Delete
Previous 1 Next	ate	04/14/2020 02:00 PM				• Derec
	ate	•4/14/2020 02:00 PM				
Previous 1 Next	ate					
Previous 1 Next	ate	O BRANCH TESTING	0			
Previous 1 Next	ate	BRANCH TESTING DATE & TIME-OUT	٥			

5.10.9 Biometrics

• *H R D -> Tools -> Biometric*

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

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

HRD / Biometric

of Registered N	ame in E	liometrics							
now 10 Y	entries					Sea	arch:		
nowing 1 to 8 of	8 entries								
SCAN ID		EMPLOYEE NAME	11	ENROLL DATE	J1	ADMIN	J†	ACTION	1†
TEST-002		TEST-2, TEST-2 TEST-2		07/19/2020		Yes		🕼 Edit 🗙 Delete	
TEST-003		TEST-3, TEST-3 TEST-3		07/19/2020		No		☑ Edit X Delete	
TEST-004		TEST 4, TEST 4 TEST 4		07/19/2020		No		🕼 Edit 🗙 Delete	
TEST-006		TEST 6, TEST 6 TEST 6		07/23/2020		No		☑ Edit X Delete	
TEST-007		TEST 7, TEST 7 TEST 7		07/24/2020		No		🕼 Edit 🗙 Delete	
TEST-008		TEST 8, TEST 8 TEST 8		07/19/2020		No		☑ Edit 🗙 Delete	
TEST-009		TEST 9, TEST 9 TEST 9		07/26/2020		No		🕼 Edit 🗙 Delete	

🛱 Biometric

HRD / Biometrics / Edit

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

5.10.10 HR Types

• *H R D -> 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.

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📽 FOR DEMO ONLY

HRD / Types

	10 v entries 1 to 10 of 62 entries		Search:		
ID 🎼	NAME It	DESCRIPTION	TYPE 1	ACTIVE 🕸	ACTION
12	NCI Rigger Training	NCI Rigger Training	Training	\checkmark	🗷 Edit
13	Teams	Teams	Interview	\checkmark	🗷 Edit
14	Virtual Interview	Virtual Interview	Screening		🕑 Edit
15	3D Software Training	3D Software Training	Training	\checkmark	🗷 Edit
16	Guided Training	Guided Training	Training		🗷 Edit
17	Promotion	Promotion	Assessment	\checkmark	🗷 Edit
18	Salary Adjustment	Salary Adjustment	Assessment	\checkmark	🕑 Edit

🚠 FOR DEMO ONLY

HRD / Types / Create

Type Name
Type Description
Type
I© Cancel ≰ Submit

5.10.11 Resources

• *H R D -> Tools -> Resources*

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

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

	entries		Searci	1:
Showing 1 to 4 of	4 entries	Lt DESCRIPTION	It ACTIVE It	ACTION
4	Training Room	Training Room	<u>_</u>	🕼 Edit 🗙 Delete 🧹
3	Training Manual	Training Manual		🕼 Edit 🗙 Delete
2	Computer Desktop	Computer Desktop		🕼 Edit 🗙 Delete
1	Laptop	Laptop	2	🕼 Edit 🗙 Delete
	Se Resource	es (Create)		1
	Name			

5.11 HR Admin

- 5.11.1 Branch
 - H R D -> HR Adminl -> Branch
 - If <u>NO LATES</u> is "Yes" no late deduction in timekeeping process workhours distribution.
 - > If <u>NO ND</u> is "Yes" no night differential in timekeeping process workhours distribution.
 - > If **ACTIVE** is "Yes" the record is available in selection dropdown list box.

BCODE	BRANCH NAME	DESCRIPTION	NO LATES	NO ND	ACTIVE 4
ONEWEST			false	false	true
PL	PRIVATE LEDGER		false	false	true
PS			false	false	true
PTP	POST TENSIONING PROJECT		false	false	true
RF	RANK AND FILE		false	false	true
SHIMDOTR	s		false	false	true
Delete	SUPERVISORY - SITES & PLANTS		true	true	true
Delete			true	false	true
200ВН	Search		false	false	false
3SW	U STOKET MAKENOUSE		false	false	false
+ 🗸 🖮 🔎 💠	I = < Page 2	of 17 🍺 🖬 10 🜱			View 11 - 20 o

ADD RECORD			×
BCODE]	
BRANCH NAME			
DESCRIPTION			
NO LATES	Yes ~		
NO ND	Yes ~		
ACTIVE	Yes ~		
		B Submit	× Cancel

5.11.2 Allowance

• 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.

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Allowance

Maintenance / Allowance / List

CREATE	2 Import		
	entries	Search:	
Showing 1 to 10 of 2		INCLUDED IN 13TH MONTH	ACTION
001	FIELD		🕼 Edit 🗙 Delete
002	MEAL		🕼 Edit 🗙 Delete
003	LIVING		🕼 Edit 🗙 Delete
006	F.O.T		🕼 Edit 🗙 Delete
007	OTA		🕼 Edit 🗙 Delete
009	APARTMENT RENTAL		🕑 Edit 🗙 Delete

5.11.3 Leave

• HRD -> HRAdmin -> Leave

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

Maintenance / L	eave / List			
😧 Create 🛃 Exc	cel 🞽 Import			
Show 10	← entries		Search:	
Showing 1 to 9 o	of 9 entries			
CODE	LA DESCRIPTION	NO. OF DAYS	PAYROLL PAY	ACTION
BL	Bereavement Leave	7	YES	🕼 Edit 🗙 Delete
LW	Leave Without Pay	30	NO	🕼 Edit 🗙 Delete
ML	Maternity Leave	120	NO	🕼 Edit 🗙 Delete
PA	Parental Leave	7	YES	🕼 Edit 🗙 Delete
PL	Paternity Leave	7	YES	🗷 Edit 🗙 Delete
RH	Rehabilitation Leave	7	YES	🕼 Edit 🗙 Delete
SIL	Service Incentive Leave	5	YES	C Edit 🗙 Delete

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+ Leave

Maintenance / Leave / Create			*
Leave Code Leave Description	No. Of Days	Liability Account	*
Desure II Mana Trime		Liability Subaccount	
Payroll Item Type Notices		·	•
Expense Account		Pay Item Group	
	Ψ		Ψ
Expense Subaccount		✓ Payroll Pay ✓ Cancel ✓ Save	
	•	•v ² Cancel ⊻ Save	

5.11.4 Loan Type

• *H R D -> 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.

Maintenance / Loan Ty	rpe / List					
	_					
Oreate	Import					
Show 10 💙 entr	ries			Search:		PDF Pri
Showing 1 to 10 of 16 e	entries					
LOAN TYPE	DESCRIPTION	11	LOAN CODE	COMMENT	11	ACTION
CL	CALAMITY LOAN		HDMF			🗷 Edit 🗙 Delete
CL	CALAMITY LOAN		SSS			🗷 Edit 🗙 Delete
CARF	CASH ADVANCE-REVOLVING FUND		CARF	CASH ADVANCE-REVOLVING FUND		🗷 Edit 🗙 Delete
LT	DEDUCTION LOST TOOLS		AUB	DEDUCTION LOST TOOLS		🕼 Edit 🗙 Delete
EL	EMERGENCY LOAN		SSS			🕼 Edit 🗙 Delete
HL	HOUSING LOAN		HDMF			🕼 Edit 🗙 Delete
MED	MEDICAL EXPENSE		MED			🗷 Edit 🗙 Delete

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+ Loan Type

Maintenance	7	Loan Type	/	Create	
-------------	---	-----------	---	--------	--

Loan Type Loan Code	Liability Account	
	~	٣
Description	Liability Subaccount	
		*
Payroll Item Type	Pay Item Group	*
Deduction		*
Expense Account	Comment	
	·	
Expense Subaccount	ାଦ Cancel 👱 Save	
	v	

5.11.5 Late & Undertime

• *H R D -> 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.

❷ Late, Undertime Settings	=
Company	
FOR DEMO ONLY	\sim
Branch	
BRANCH TESTING	~
🗹 Submit	

❷ Late Undertime Settings

Maintenance / Late Undertime / List

MINUTE FROM		MINUTE TO	MINUTE CONVERSION	ND CONVERSION
	0.01	0.25	0.25	0
	0.26	0.50	0.50	0
	0.51	0.75	0.75	0
	0.76	0.99	1.00	0

oî,

ADD RECORD	ж
MINUTE FROM	
MINUTE TO	
MINUTE CONVERSION	
ND CONVERSION	
	Submit × Cancel

5.11.6 Overtime Settings

• *H R D -> 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.

Overtime Settings	=
Company	
FOR DEMO ONLY	~
Branch / Division	
BRANCH TESTING	~
🕑 Submit	

)vertime Settings					
tenance / Overtime Setting	5 / List				
MINUTE FRO	М	MINUTI	ETO	MIN	UTE CONVERSION
	0.01		0.49		0.0
	0.51		0.99		0.5
φ <mark>φ</mark>		IN IN Page 1	of 1 🕪 ы 10 🗸		View 1 - 2 of
	ADD RECO	RD		×	
	MINUTE FR	M	[٦.	
		JIVI	Ľ	J	
	MINUTE TO				
	MINUTE CO	NVERSION			
			🖶 Submit 🗙 C	ancel	

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5.11.7 Grace Period Settings

• HRD->HRAdmin->GracePeriodSettings

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.

❷ Grace Period Settings	≔
Company	
FOR DEMO ONLY	~
Branch / Division	
BRANCH TESTING	~
🗹 Submit	

O Flexitime Settings

Maintenance / Grace Period

					100
START TIME		E	ID TIME		NO. OF HOURS
	7:00		9:00		2
+ / 💼 🔎 ¢		IN IN Page 1	of 1 🕨 🖭 10 🗸		View 1 - 1 of 1
ST. EN	DIT RECO ART TIME ND TIME D. OF HOU	Ξ	7:00 9:00 2 ■ Submit	× × Cancel	

5.11.8 Override Rest Day

• *H R D -> HR Admin -> 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.

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🎕 Override Rest Day	=
Company	
FOR DEMO ONLY	~
Branch / Division	
PRIVATE LEDGER - EXECUTIVE	~
🕑 Submit	

Cverride Rest Day to Regulary Day Maintenance / Override Rest Day

Show 10 ~ entries				Search:		PDF Pr
Showing 1 to 10 of 21 entr	ies					
BRANCH CODE	11	JOB DESCRIPTION	11	REMARKS	11	ACTION
NP		CONSTRUCTION FOREMAN		foreman		× Delete
NP		EARTH MOVING FOREMAN		foreman		× Delete
NP		FOREMAN, CARPENTER		regular day to rest day		× Delete
NP		FOREMAN CARPENTER/MASO		regular day to rest day		× Delete
NP		FOREMAN CARPENTER / MAS		foreman		× Delete
NP		FOREMAN - CRANE OPERATOR		regular day to rest day		× Delete
NP		FOREMAN, DECKHAND DIVER		regular day to rest day		× Delete

📽 Override Rest Day

Maintenance / Override Rest Day / Create			a
	Job Title		
	Remarks	•	
	I ♀ Cancel	🛨 Save	

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.

④ Late Policy Settings	
Hour Late Allowance	
Deduction Option	~
	⊘ Save

5.11.10 HDMF Add Contribution

• *H R D -> HR Admin -> HDMF Add Contr.*

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

HDMF Additional Contribution	=
Company	
FOR DEMO ONLY	~
Branch / Division	
BRANCH TESTING	~
Submit	

ID	EMPLOYEE NAME		AMOU	NT ACTION
1	AlDI		300.00	× Delete
	CORPORATION / Allowance / Create		800.00	x Delete
FREY-FIL	/ Allowance / Create	Linki		x Delete
FREY-FIL		Liabili	800.00	¥ Delete
FREY-FIL	/ Allowance / Create Description			x Delete
FREY-FIL Maintenance	/ Allowance / Create Description	Liabili	ity Account	× Delete

5.11.11 Manage Users

- *H R D -> 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.

wing 1 to 6 of 6 e	ntrios						Search:
SER NAME	↓Ŀ	COMP ID	BCODE 1	DEPT ID	EMP NO 🕸	EMPLOYEE NAME	ACTION
	l.com	2	PL	PL-ACC	TEST-11	TESTING 11 TESTING 11	Access 🛔 Special 🤁 Reset Password
-	om	2	SPVR	1148	TEST-05	TESTING 5 TESTING 5	& Access ♣ Special ♂ Reset Password
	e.com	2	SPVR	1147	TEST-06	TESTING 6 TESTING 6	Access 🛎 Special 😂 Reset Password
	om	2	SPVR	1148	TEXT-08	TESTING 8 TESTING 8	& Access ♣ Special ♂ Reset Password
c	om	2	SPVR	1146	TEST-03	TESTING 3 TESTING 3	Access 🛔 Special 📿 Reset Password
	.com	2	SPVR	1146	6882	RUBEN CORRAL	& Access ♣ Special ♂ Reset Password
	ext						

ihow 10 Y entries				Search:	
nowing 1 to 10 of 18 entries					
ROLE NAME	11	ACCESS	ţţ.	ACTION	J1
Accounting				X Activate	
Admin-Tools				X Activate	
Administrator				X Activate	
Biometric				✓ Deactivate	
CapEx				X Activate	
Employee		\checkmark		✓ Deactivate	
Executive				¥ Activate	

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🕰 Manage Special Access

HRD / HR Admin / Manage User

uben@pinoycode.com			
howing 1 to 4 of 4 entries			
SPECIAL ACCESS	1±	ACCESS	.↓↑
Contract Alert		\checkmark	
Employee Final Pay		\checkmark	
Employees All Branches		\checkmark	
Job Information		\checkmark	
Previous 1 Next			

5.11.12 Manage Access

• *H R D -> HR Admin -> Manage Access*

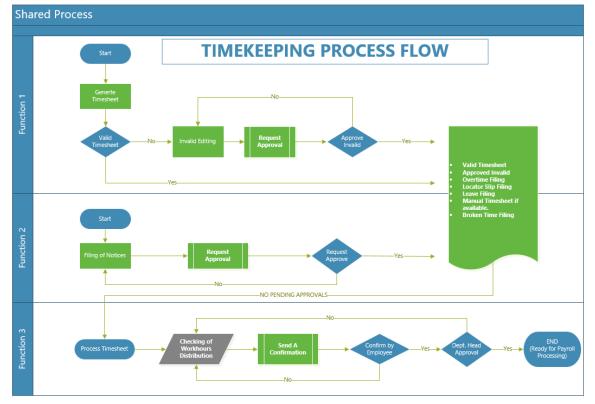
- Click the hyperlink "Deactivate" and confirm the popup dialog box by clicking "Yes" to remove access.
- Click the hyperlink "Activate" and confirm the popup dialog box by clicking "Yes" to give access.

how 10 💙 er	ntries		Search:		
howing 1 to 7 of 7 e	entries				
EMP ID	1ª	EMPLOYEE NAME	11	ACTION	11
6882		CORRAL, RUBEN BULGAR		Access	
TEST-03		TESTING 3, TESTING 3 SAMPLE 3		Access	
TEST-05		TESTING 5, TESTING 5 SAMPLE 5		Access	
TEST-06		TESTING 6, TESTING 6 SAMPLE 6		Access	
TEST-07		TESTING 7, TESTING 7 SAMPLE 7		Access	
TEST-11		TESTING 11, TESTING 11 SAMPLE 11		Access	
TEXT-08		TESTING 8, TESTING 8 SAMPLE 9		Access	



DR DEMO	UNLY								
how 10 howing 1 to 2	✓ entries of 2 entries					Search			
CCODE	11	BCODE	J↑	BRANCH NAME	11	ACCESS	J↑	ACTION	J1
4		ZZZZ		BRANCH TESTING				✓ Deactivate	
4		PL01		PRIVATE LEDGER - EXECUTIVE				× Activate	

5.12 Timekeeping Tools



5.12.1 Timesheet

• *H R D -> 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.

Employee Timeshe	et	
COMPANY		
FOR DEMO ONLY		-
BRANCH		
BRANCH TESTING		-
Employee Name		•
PAY BASIS:		~
DATE FROM	то	
m	曲	
	🕑 Submit	

Timesheet Backend Editing Maintenance / Tools / Timesheet

' i y	Period From: 10/12/2023 To: 10/26	/2023					
DATE	TIME-IN	TIME-OUT	SOURCE	DAYS	Tags	Valid	Action
10/12/2023	10/12/2023 07:00:00 AM	10/12/2023 06:16:00 PM	BM	RD		\searrow	🕼 Edit 🗙 Delete
10/13/2023	10/13/2023 06:55:56 AM	10/13/2023 04:36:13 PM	BM	RD	\checkmark	\checkmark	🕼 Edit 🗙 Delete
10/14/2023	10/14/2023 06:59:23 AM	10/14/2023 11:17:04 AM	BM	RD	\checkmark	\checkmark	🕼 Edit 🗙 Delete
10/16/2023	10/16/2023 07:45:08 AM	10/16/2023 04:56:34 PM	BM	RD	\checkmark	\checkmark	🕼 Edit 🗙 Delete
10/17/2023	10/17/2023 06:58:20 AM	10/17/2023 06:03:29 PM	BM	RD	\checkmark	\checkmark	🕼 Edit 🗙 Delete
10/18/2023	10/18/2023 06:57:36 AM	10/18/2023 05:18:07 PM	BM	RD	\checkmark	\checkmark	🕼 Edit 🗙 Delete
0/19/2023	10/19/2023 07:00:16 AM	10/19/2023 04:03:02 PM	BM	RD	\checkmark	\checkmark	🕼 Edit 🗙 Delete
10/20/2023	10/20/2023 06:58:57 AM	10/20/2023 06:01:39 PM	BM	RD	\checkmark	\checkmark	🕼 Edit 🗙 Delete
10/21/2023	10/21/2023 06·50·57 AM	10/21/2023 11·0/·31 AM	RM	RD	\checkmark	\checkmark	🕼 Edit 📽 Delete

5.12.2 Invalid List

• *H R D -> 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.

⊙ Employee Timesh	eet with Invalid	
COMPANY		
FOR DEMO ONLY		-
BRANCH		
BRANCH TESTING		•
PAY BASIS:		~
DATE FROM	то	

	🕑 Submit	
<u></u>		

🛱 Time	esheet with Ir	nvalid							Cut-off Date Fi	rom: 10/12/2023 To: 1	10/26/2023
Maintena	nce / Tools / I	Invalid / I									
Show 10) × entries								Se	arch:	
Showing 1	to 10 of 14 entries	5									
$ID \stackrel{1}{\to} \stackrel{1}{\to} \stackrel{1}{\to}$	EMP ID	APPROVER ID	J†	APPROVED	1î	APPROVED DATE	Jî.	EDIT BY	J1	EDIT DATE	ACTION 1
15988	97	72		True ~		10/27/2023		DF	т. М.	10/27/2023	× Delete
15983	86	72		True ~		10/27/2023		D	М.	10/27/2023	× Delete
15981	83	72		True ~		10/27/2023		D	М.	10/27/2023	× Delete
15978	68	72		True ~		10/27/2023		D	М.	10/27/2023	× Delete
15976	53	36		True ~		10/27/2023		D	М.	10/27/2023	× Delete
15969	14	91		True 🗸		10/27/2023		D	М.	10/27/2023	× Delete
15968	13	72		True 🗸		10/27/2023		D	М.	10/27/2023	× Delete
15967	130	236		True 🗸		10/27/2023		D	М.	10/27/2023	× Delete
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5.12.3 Audit Trail

• H R D -> 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.

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

Ŗ

COMPANY		
FOR DEMO ONLY		v
BRANCH		
BRANCH TESTING		•
PAY BASIS:		~
DATE FROM	то	
雦		
[🕑 Submit]

🔁 Audit Trail

Maintenance / Tools / Audit Trail /

Show 1	0 💙 entries					Search:			
Showing 1	to 10 of 51 entries								
ID	↓ ^{III} ↓ EMPLOYEE ID	IT PROCESS BY	J†	PROCESS DATE	11	PAY BASIS	11	ACTION	J1
10923	05	29		10/27/2023		М		x Delete	
10922	86	29		10/27/2023		М		x Delete	
10921	52	29		10/27/2023		М		× Delete	
10920	10	29		10/27/2023		М		x Delete	
10919	51	29		10/27/2023		М		x Delete	
10918	89	29		10/27/2023		М		x Delete	
10917	97	29		10/27/2023		М		x Delete	
10916	14	29		10/27/2023		М		x Delete	
10915	10	29		10/27/2023		М		x Delete	
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5.12.4 Daily Computation

• *H R D -> 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.

Employee Timeshe	et Daily Computation	
COMPANY		
FOR DEMO ONLY		~
BRANCH		
BRANCH TESTING		*
Employee Name		
		~
PAY BASIS:		~
DATE FROM	то	
曲		
	🕑 Submit	

🔁 Timesheet Daily Computation

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

DATE	TIME-IN	TIME-OUT	TAGS	SOURCE	Action
10/12/2023	10/12/2023 07:00:00 AM	10/12/2023 06:16:00 PM	RD	BM	🕼 Edit 🗙 Delete
10/13/2023	10/13/2023 06:55:56 AM	10/13/2023 04:36:13 PM	RD	BM	C Edit X Delete
10/14/2023	10/14/2023 06:59:23 AM	10/14/2023 11:17:04 AM	RD	BM	C Edit
10/16/2023	10/16/2023 07:45:08 AM	10/16/2023 04:56:34 PM	RD	BM	C Edit 🗙 Delete
0/17/2023	10/17/2023 06:58:20 AM	10/17/2023 06:03:29 PM	RD	BM	☑ Edit 🗙 Delete
10/18/2023	10/18/2023 06:57:36 AM	10/18/2023 05:18:07 PM	RD	BM	☑ Edit 🗙 Delete
10/19/2023	10/19/2023 07:00:16 AM	10/19/2023 04:03:02 PM	RD	BM	☑ Edit 🗙 Delete
10/20/2023	10/20/2023 06:58:57 AM	10/20/2023 06:01:39 PM	RD	BM	🕼 Edit 🗙 Delete
10/21/2023	10/21/2023 06:59:57 AM	10/21/2023 11:04:31 AM	RD	BM	🕼 Edit 🗙 Delete

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🔁 Timesheet Daily Computation

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

REGULAR DAY		REST DAY		SPECIAL HOLIDAY		SPECIAL HOLIDAY & RE	ST DAY
Reg Hrs:	8.00	Reg Hrs:	0.00	Reg Hrs:	0.00	Reg Hrs:	0.00
OT Hrs:	0.00	OT Hrs:	0.00	OT Hrs:	0.00	OT Hrs:	0.00
ND Hrs:	0.00	ND Hrs:	0.00	ND Hrs:	0.00	ND Hrs:	0.00
OTND Hrs:	0.00	OTND Hrs:	0.00	OTND Hrs:	0.00	OTND Hrs:	0.00
Reg Hrs:	0.00	Reg Hrs:	0.00	Reg Hrs:	0.00	Reg Hrs:	0.00
REGULAR HOLIDAY		REGULAR HOLIDAY &	DECT DAV	DOUBLE HOLIDAY		DOUBLE HOLIDAY & F	
OT Hrs:	0.00 🗘	OT Hrs:	0.00	OT Hrs:	0.00	OT Hrs:	0.00
ND Hrs:	0.00	ND Hrs:	0.00	ND Hrs:	0.00	ND Hrs:	0.00
OTND Hrs:	0.00	OTND Hrs:	0.00	OTND Hrs:	0.00	OTND Hrs:	0.00
		***	I ATES & UN	DERTIME HOURS***			
Reg_Late_Hrs:	0.00	Sh_Late_Hrs:	0.00	Lh_Late_Hrs:	0.00	Dh_Late_Hrs:	0.00
Reg_Utime_Hrs:	0.00	Sh_Utime_Hrs:	0.00	Lh_Utime_Hrs:	0.00	Dh_Utime_Hrs:	0.00
Rest_Late_Hrs:	0.00	Sh_Rest_Late_Hrs:	0.00	Lh_Rest_Late_Hrs:	0.00	Dh_Rest_Late_Hrs:	0.00
Rest_Utime_Hrs:	0.00	Sh_Rest_Utime_Hrs:	0.00	Lh_Rest_Utime_Hrs:	0.00	Dh_Rest_Utime_Hrs:	0.00

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.

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Workhour Summary Computation Maintenance / Workhour Summary

🛔 0486: BASCAR, JULIE MHAR D. Cut-off Date From: 10/12/2023 To: 10/26/2023 SPECIAL HOLIDAY & REST DAY REGULAR DAY REST DAY SPECIAL HOLIDAY Reg Hrs: 103.25 Reg Hrs: 0.00 Reg Hrs: 0.00 Reg Hrs: 0.00 OT Hrs: 4.00 OT Hrs: 0.00 OT Hrs: 0.00 OT Hrs: 0.00 ND Hrs. 0.00 ND Hrs: 0.00 ND Hrs: 0.00 ND Hrs: 0.00 OTND Hrs: OTND Hrs: OTND Hrs: 0.00 OTND Hrs: 0.00 0.00 0.00 REGULAR HOLIDAY DOUBLE HOLIDAY **REGULAR HOLIDAY & REST DAY** DOUBLE HOLIDAY & REST DAY Reg Hrs: 0.00 Reg Hrs: 0.00 Reg Hrs: 0.00 Reg Hrs: 0.00 OT Hrs: OT Hrs 0.00 OT Hrs: 0.00 OT Hrs: 0.00 0.00 ND Hrs: 0.00 ND Hrs: ND Hrs: 0.00 ND Hrs: 0.00 0.00 OTND Hrs: 0.00 OTND Hrs: OTND Hrs: 0.00 OTND Hrs: 0.00 0.00 ***LATES & UNDERTIME HOURS*** Reg_Late_Hrs: Sh_Late_Hrs: Lh_Late_Hrs: Dh_Late_Hrs: 0.75 0.00 0.00 0.00 Reg_Utime_Hrs: Dh_Utime_Hrs: 0.00 Sh_Utime_Hrs: 0.00 Lh_Utime_Hrs: 0.00 0.00 Rest_Late_Hrs: Sh_Rest_Late_Hrs: 0.00 Lh_Rest_Late_Hrs: 0.00 Dh_Rest_Late_Hrs: 0.00 0.00 Rest_Utime_Hrs: Sh_Rest_Utime_Hrs: Lh_Rest_Utime_Hrs: Dh_Rest_Utime_Hrs: 0.00 0.00 0.00 0.00 LS_Deduction: Total_Absent: End Contract: No Total Holidays Work: 0 0 0.00 Total Holidavs: 0 Total Hol Work Hrs: 0.00 Tot_Rest_To_Rg_Hrs: 0.00 + Back 🕑 Update

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.

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Monthly Payroll Summary Executive / Reports

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				мо	NTHLY PAY	I TESTING ROLL SUMM of January, 20								April 23, 2022	5:40:20 pm
									DEDUCTI	D N S					
				ND Pay	OT Pay	Other Pay	Adj.	Loans	Tax	555	-				
Dept/Emp ID	Employee Names	Basic Pay	Allowance	ND Pay		Oulei Pay	coal-	Loans	Tax	222	Pagibig	Philhealth	Total Deduct	Gross Pay	Net Pay
	Employee Names	Basic Pay	Allowance	ND Pay	0110	ouler Pay	- Colj.	Loans	Tax	333	Pagibig	Philhealth	Total Deduct	Gross Pay	Net Pay
HRD	Employee Names TEST 4, TEST 4 T.	Basic Pay 54,000.00	Allowance 27,000.00	0.00	1,562.50	0.00	0.00	2,000.00	7,629.62	800.00	Pagibig	Philhealth 810.00	Total Deduct	Gross Pay 82,562.50	Net Pay 71,222.88
Dept/Emp ID HRD TEST-004 TEST-008															
HRD TEST-004	TEST 4, TEST 4 T.	54,000.00	27,000.00	0.00	1,562.50	0.00	0.00	2,000.00	7,629.62	800.00	100.00	810.00	11,339.62	82,562.50	71,222.88
HRD TEST-004 TEST-008	TEST 4, TEST 4 T. TEST 8, TEST 8 T. TEST-1, TEST-1 T. TEST-3, TEST-3 T.	54,000.00 37,740.00 13,000.00 18,900.00	27,000.00 14,152.64 520.00 5,400.00	0.00 0.00 681.25 0.00	1,562.50	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	2,000.00	7,629.62	800.00 800.00	100.00 100.00 100.00 100.00	810.00 566.10 195.00 283.50	11,339.62 5,220.80	82,562.50 53,892.64	71,222.88 48,671.84 13,616.25 23,725.24
HRD TEST-004 TEST-008 TEST-001	TEST 4, TEST 4 T. TEST 8, TEST 8 T. TEST-1, TEST-1 T.	54,000.00 37,740.00 13,000.00 18,900.00	27,000.00 14,152.64 520.00	0.00 0.00 681.25	1,562.50 2,000.00 250.00	0.00 0.00 0.00	0.00 0.00 0.00	2,000.00 0.00 0.00	7,629.62 3,754.70 0.00	800.00 800.00 540.00	100.00 100.00 100.00	810.00 566.10 195.00	11,339.62 5,220.80 835.00	82,562.50 53,892.64 14,451.25	71,222.88 48,671.84 13,616.25
HRD TEST-004 TEST-008 TEST-001 TEST-003 MIS-ICT	TEST 4, TEST 4 T. TEST 8, TEST 8 T. TEST-1, TEST-1 T. TEST-3, TEST-3 T.	54,000.00 37,740.00 13,000.00 18,900.00	27,000.00 14,152.64 520.00 5,400.00	0.00 0.00 681.25 0.00	1,562.50 2,000.00 250.00 568.74	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	2,000.00 0.00 0.00 0.00	7,629.62 3,754.70 0.00 0.00	800.00 800.00 540.00 760.00	100.00 100.00 100.00 100.00	810.00 566.10 195.00 283.50	11,339.62 5,220.80 835.00 1,143.50	82,562.50 53,892.64 14,451.25 24,868.74	71,222.88 48,671.84 13,616.25 23,725.24
HRD TEST-004 TEST-008 TEST-001 TEST-003 MIS-ICT	TEST 4, TEST 4 T. TEST 8, TEST 8 T. TEST-1, TEST-1 T. TEST-3, TEST-3 T.	54,000.00 37,740.00 13,000.00 18,900.00	27,000.00 14,152.64 520.00 5,400.00	0.00 0.00 681.25 0.00	1,562.50 2,000.00 250.00 568.74	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	2,000.00 0.00 0.00 0.00	7,629.62 3,754.70 0.00 0.00	800.00 800.00 540.00 760.00	100.00 100.00 100.00 100.00	810.00 566.10 195.00 283.50	11,339.62 5,220.80 835.00 1,143.50	82,562.50 53,892.64 14,451.25 24,868.74	71,222.88 48,671.84 13,616.25 23,725.24
HRD TEST-004 TEST-008 TEST-001 TEST-003 MIS-ICT TEST-010	TEST 4, TEST 4 T. TEST 8, TEST 8 T. TEST-1, TEST-1 T. TEST-3, TEST-3 T. Sub-Total:	54,000.00 37,740.00 13,000.00 18,900.00 123,640.00	27,000.00 14,152.64 520.00 5,400.00 47,072.64	0.00 0.00 681.25 0.00 681.25	1,562.50 2,000.00 250.00 568.74 4,381.24	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	2,000.00 0.00 0.00 2,000.00	7,629.62 3,754.70 0.00 0.00 11,384.32	800.00 800.00 540.00 760.00 2,900.00	100.00 100.00 100.00 100.00 400.00	810.00 566.10 195.00 283.50 1,854.60	11,339.62 5,220.80 835.00 1,143.50 18,538.92	82,562.50 53,892.64 14,451.25 24,868.74 175,775.13	71,222.88 48,671.84 13,616.25 23,725.24 157,236.21
HRD TEST-004 TEST-008 TEST-001	TEST 4, TEST 4 T. TEST 8, TEST 8 T. TEST-1, TEST-1 T. TEST-3, TEST-3 T. Sub-Total: TEST 10, TEST 10 T.	54,000.00 37,740.00 13,000.00 18,900.00 123,640.00 40,000.00 24,300.00 45,000.00	27,000.00 14,152.64 520.00 5,400.00 47,072.64 7,000.00	0.00 0.00 681.25 0.00 681.25	1,562.50 2,000.00 250.00 568.74 4,381.24	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	2,000.00 0.00 0.00 2,000.00 2,000.00	7,629.62 3,754.70 0.00 0.00 11,384.32 4,176.11	800.00 800.00 540.00 760.00 2,900.00 800.00	100.00 100.00 100.00 100.00 400.00	810.00 566.10 195.00 283.50 1,854.60 600.00	11,339.62 5,220.80 835.00 1,143.50 18,638.92 7,676.11	82,562,50 53,892,64 14,451,25 24,868,74 176,778,13 48,538,46	71,222,88 48,671,84 13,616,25 23,725,24 157,236,21 40,862,35 29,021,20 48,402,25

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.

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Y-T-D Monthly Payroll by Department	=
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Near-To-Date Monthly Payroll by Department

Executive / Reports

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									DEDUCTI	ONS					
	MP Count	Basic Pay	Allowance	ND Pay	OT Pay	Other Pay	Adj.	Loans	Тах	SSS	Pagibig	Philhealth	Total Deduct	Gross Pay	Not Pay
IRD															
anuary	4	123,640.00	47,072.64	681.25	4,381.24	0.00	0.00	2,000.00	11,384.32	2,900.00	400.00	1,854.60	18,538.92	175,775.13	157,236.21
ebruary Iarch	4	120,000.00	45,500.00 46,720.00	656.25 712.50	0.00	0.00 7,500.00	0.00	2,000.00	10,045.50	2,820.00 2,860.00	400.00	1,800.00 1,848.00	17,065.50 22,396.00	166,156.25 180,032.50	149,090.75 161,136.50
pril	4	125,400.00	47,940.00	712.50	0.00	0.00	0.00	2,000.00	11,415,11	2,000.00	400.00	1.896.00	18,631.11	176,590.96	157,959,85
lay	4	123,200.00	46,720.00	625.00	1.534.38	0.00	0.00	2,000.00	10,538.00	2,880.00	400.00	1.848.00	17.666.00	172,079.38	154,413,38
une	3	110,200.00	46,200.00	0.00	0.00	0.00	0.00	2,000.00	10,538.00	2,320.00	300.00	1,653.00	16,811.00	156,400.00	139,589.00
uty	3	103,100.00	44,600.00	0.00	0.00	0.00	0.00	2,000.00	11,030.50	1,600.00	200.00	1,410.00	16,240.50	147,700.00	131,459.50
ugust	2	79,875.00	33,937.50	0.00	0.00	0.00	0.00	0.00	7,699.31	1,600.00	200.00	1,168.12	10,667.43	113,812.50	103,145.07
ieptember	2	92,000.00	41,000.00	0.00	0.00	0.00	0.00	0.00	10,538.00	1,600.00	200.00	1,380.00	13,718.00	133,000.00	119,282.00
October	2	66,000.00	28,000.00	0.00	0.00	0.00	0.00	0.00	7,374.75	800.00	100.00	600.00	8,874.75	94,000.00	85,125.25
lovember lecember	1	40,000.00	15,000.00	0.00	0.00	0.00	0.00	0.00	3,791.50	800.00	100.00	600.00	5,291.50	55,000.00	49,708.50
Recember	1 Sub-Total:	40,000.00	457,690.14	0.00	5.915.62	0.00	0.00	0.00	3,791.50	23,900.00	100.00	600.00	5,291.50	55,000.00	49,708.50
	Sub-Total:	1,149,515.00	457,690.14	3,387.50	5,915.62	7,500.00	3,500.00	14,000.00	109,934.49	23,900.00	3,200.00	16,657.72	171,192.21	1,625,546.72	1,457,854.51
IIS-ICT															
anuary	3	109,300.00	22,400.00	1,282.50	0.00	0.00	0.00	2,000.00	9,895.66	2,400.00	300.00	1,639.50	16,235.16	134,520.96	118,285.80
ebruary	3	107,500.00	22,000.00	1,181.25	0.00	0.00	0.00	2,000.00	9,190.10	2,400.00	300.00	1,612.50	15,502.60	130,681.25	115,178.65
larch	3	109,200.00	22,200.00	1,282.50	0.00	2,800.00	600.00	2,000.00	9,943.75	2,400.00	300.00	1,626.00	16,869.75	135,482.50	119,212.75
pril	3	109,300.00	22,400.00	1,282.50	0.00	0.00	0.00	2,000.00	10,328.35	2,400.00	300.00	1,639.50	16,667.85	136,251.73	119,583.88
lay	3	108,400.00	22,200.00	1,237.50	0.00	0.00	0.00	2,000.00	9,324.75	2,400.00	300.00	1,626.00	15,650.75	131,837.50	116,186.75
une	3	108,400.00	22,200.00	1,282.50	0.00	0.00	0.00	2,000.00	9,333.75	2,400.00	300.00	1,626.00	15,659.75	131,882.50	116,222.75
aty	3	109,300.00	22,400.00	1,338.75	0.00	0.00	0.00	2,000.00	9,522.30	2,400.00	300.00	1,639.50	15,861.80	133,038.75	117,176.95
ugust eptember	3	107,500.00	22,000.00	1,226.25	0.00	0.00	0.00	2,000.00	9,145.20 9,333.75	2,400.00	300.00	1,612.50	15,457.70	130,726.25 131,882.50	115,268.55
eptember Ictober	3	108,400.00	22,200.00	1,282.50	0.00	0.00	0.00	2,000.00	9,333.75 9,513.30	2,400.00	300.00	1,626.00	15,659.75	131,882.50	116,222.75
lovember	3	107,500.00	22,400.00	1,293.75	0.00	0.00	0.00	2,000.00	9,513.30	2,400.00	300.00	1,639.50	15,446.45	130,670.00	117,140.95
ecember	3	107,500.00	22,000.00	1,113.75	0.00	0.00	0.00	2,000.00	9,199.10	2,400.00	300.00	1,612.50	15,511.60	130,613.75	115,102.15
	Sub-Total:	1,301,600.00	266,400.00	14,973.75	0.00	2,800.00	600.00	24,000.00	113,863.96	28,800.00	3,600.00	19,512.00	190,375.96	1,590,581.44	1,400,805.48
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					07.7				DEDUCTI		Bertit	Da	Report Provide State		
	MP Count	Basic Pay	Allowance	ND Pay	OT Pay	Other Pay	Adj.	Loans	D E D U C T I Tax	O N S 555	Pagibig	Philhealth	Total Deduct	Gross Pay	Net Pay
	3								Тах	855					
anuary	3 3	81,200.00	23,940.00	0.00	631.01	0.00	0.00	4,400.00	Tax 4,310.80	\$\$\$ 2,240.00	300.00	1,218.00	12,468.80	105,771.01	93,302.21
anuary ebruary	3 3 3	81,200.00	23,940.00 23,500.00	0.00	631.01	0.00	0.00	4,400.00 4,400.00	Tax 4,310.80 4,153.05	\$\$\$ 2,240.00 2,200.00	300.00 300.00	1,218.00	12,468.80 12,253.05	105,771.01	93,302.21 91,246.95
anuary ebruary Iarch	3 3 3	81,200.00 80,000.00 82,850.50	23,940.00 23,500.00 23,720.00	0.00 0.00 0.00	631.01 0.00 0.00	0.00 0.00 1,000.00	0.00 0.00 1,300.00	4,400.00 4,400.00 4,400.00	Tax 4,310.80 4,153.05 4,213.05	\$\$\$ 2,240.00 2,200.00 2,220.00	300.00 300.00 300.00	1,218.00 1,200.00 1,209.00	12,468.80 12,253.05 13,642.05	105,771.01 103,500.00 107,570.50	93,302.21 91,246.95 95,228.45
anuary ebruary Iarch pril	3 3 3	81,200.00	23,940.00 23,500.00	0.00	631.01	0.00	0.00	4,400.00 4,400.00	Tax 4,310.80 4,153.05	\$\$\$ 2,240.00 2,200.00	300.00 300.00	1,218.00	12,468.80 12,253.05	105,771.01	93,302.21 91,246.95
anuary ebruary Iarch pril Iay	3 3 3 3	81,200.00 80,000.00 82,850.50 81,200.00	23,940.00 23,500.00 23,720.00 23,940.00	0.00 0.00 0.00 0.00	631.01 0.00 0.00 0.00	0.00 0.00 1,000.00 0.00	0.00 0.00 1,300.00 0.00	4,400.00 4,400.00 4,400.00 4,400.00	Tax 4,310.80 4,153.05 4,213.05 4,720.35	\$\$\$ 2,240.00 2,200.00 2,220.00 2,240.00	300.00 300.00 300.00 300.00	1,218.00 1,200.00 1,209.00 1,218.00	12,468.80 12,253.05 13,642.05 12,878.35	105,771.01 103,500.00 107,570.50 107,640.00	93,302.21 91,246.95 95,228.45 94,761.65
anuary ebruary iarch pril iay une	3 3 3 3 3 3	81,200.00 80,000.00 82,850.50 81,200.00 80,600.00	23,940.00 23,500.00 23,720.00 23,940.00 23,720.00	0.00 0.00 0.00 0.00 0.00	631.01 0.00 0.00 93.75	0.00 0.00 1,000.00 0.00 0.00	0.00 0.00 1,300.00 0.00 0.00	4,400.00 4,400.00 4,400.00 4,400.00 4,400.00	Tax 4,310.80 4,153.05 4,213.05 4,720.35 4,153.05	\$\$\$ 2,240.00 2,200.00 2,220.00 2,240.00 2,220.00	300.00 300.00 300.00 300.00 300.00	1,218.00 1,200.00 1,209.00 1,218.00 1,209.00	12,468.80 12,253.05 13,642.05 12,878.35 12,282.05	105,771.01 103,500.00 107,570.50 107,640.00 104,413.75	93,302.21 91,246.95 95,228.45 94,761.65 92,131.70
anuary ebruary larch pril lay une une	3 3 3 3 3 3 3	81,200.00 80,000.00 82,850.50 81,200.00 80,600.00 80,600.00	23,940.00 23,500.00 23,720.00 23,940.00 23,720.00 23,720.00	0.00 0.00 0.00 0.00 0.00 0.00	631.01 0.00 0.00 93.75 0.00	0.00 0.00 1,000.00 0.00 0.00 0.00	0.00 0.00 1,300.00 0.00 0.00	4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00	Tax 4,310.80 4,153.05 4,213.05 4,720.35 4,153.05 4,153.05	SSS 2,240.00 2,200.00 2,220.00 2,240.00 2,220.00 2,220.00	300.00 300.00 300.00 300.00 300.00 300.00	1,218.00 1,200.00 1,209.00 1,218.00 1,209.00 1,209.00	12,468.80 12,253.05 13,642.05 12,878.35 12,282.05 12,282.05	105,771.01 103,500.00 107,570.50 107,640.00 104,413.75 104,320.00	93,302.21 91,246.95 95,228.45 94,761.65 92,131.70 92,037.95
anuary ebruary iarch pril iay iay une uly ugust	3 3 3 3 3 3 3 3 3 3 3 3	81,200,00 80,000,00 82,850,50 81,200,00 80,600,00 81,200,00 81,200,00	23,940.00 23,500.00 23,720.00 23,940.00 23,720.00 23,720.00 23,940.00 23,720.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	631.01 0.00 0.00 93.75 0.00 0.00 0.00	0.00 0.00 1,000.00 0.00 0.00 0.00 0.00	0.00 0.00 1,300.00 0.00 0.00 0.00 0.00	4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00	Tax 4,310,80 4,153,05 4,213,05 4,153,05 4,153,05 4,153,05 4,153,05	555 2,240.00 2,220.00 2,220.00 2,220.00 2,220.00 2,220.00 2,220.00 2,220.00	300.00 300.00 300.00 300.00 300.00 300.00 300.00	1,218.00 1,200.00 1,209.00 1,218.00 1,209.00 1,209.00 1,218.00 1,209.00	12,468.80 12,253.05 13,642.05 12,878.35 12,282.05 12,282.05 12,282.05 12,282.05	105,771.01 103,500.00 107,570.50 107,640.00 104,413.75 104,320.00 105,140.00 104,320.00	93.302.21 91.246.95 95.228.45 94.761.65 92.131.70 92.037.95 92.828.95 92.037.95
anuary ebruary larch pril lay une uly ugust eptember	3 3 3 3 3 3 3 3 3 3 3 3 3	81,200.00 80,000.00 82,850.50 81,200.00 80,600.00 81,200.00 80,600.00 80,600.00	23,940.00 23,500.00 23,720.00 23,720.00 23,720.00 23,720.00 23,720.00 23,720.00	0.00 0.00 0.00 0.00 0.00 0.00	631.01 0.00 0.00 93.75 0.00 0.00	0.00 0.00 1,000.00 0.00 0.00 0.00	0.00 0.00 1,300.00 0.00 0.00 0.00 0.00	4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00	Tax 4,310.80 4,153.05 4,213.05 4,213.05 4,720.35 4,153.05 4,153.05 4,153.05	SSS 2,240.00 2,200.00 2,220.00 2,240.00 2,220.00 2,220.00 2,220.00 2,240.00	300.00 300.00 300.00 300.00 300.00 300.00 300.00	1,218.00 1,209.00 1,218.00 1,209.00 1,209.00 1,209.00 1,218.00 1,209.00	12,468.80 12,253.05 13,642.05 12,878.35 12,282.05 12,282.05 12,282.05 12,311.05	105,771.01 103,500.00 107,570.50 107,640.00 104,413.75 104,320.00 105,140.00	93,302.21 91,246.95 95,228.45 94,761.65 92,131.70 92,037.95 92,828.95
URCHASING anuary larch pril lay une ugust eptember ictober iowember	3 3 3 3 3 3 3 3 3 3 3 3	81,200,00 80,000,00 82,850,50 81,200,00 80,600,00 81,200,00 81,200,00	23,940.00 23,500.00 23,720.00 23,940.00 23,720.00 23,720.00 23,940.00 23,720.00	0.00 0.	631.01 0.00 0.00 93.75 0.00 0.00 0.00 0.00	0.00 0.00 1,000.00 0.00 0.00 0.00 0.00 0	0.00 0.00 1,300.00 0.00 0.00 0.00 0.00 0.00	4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00	Tax 4,310,80 4,153,05 4,213,05 4,213,05 4,153,05 4,153,05 4,153,05 4,153,05 4,153,05	555 2,240.00 2,200.00 2,220.00 2,220.00 2,220.00 2,220.00 2,220.00 2,220.00	300.00 300.00 300.00 300.00 300.00 300.00 300.00 300.00	1,218.00 1,200.00 1,209.00 1,218.00 1,209.00 1,209.00 1,218.00 1,209.00	12,468.80 12,253.05 13,642.05 12,878.35 12,282.05 12,311.05 12,282.05 12,282.05	105,771.01 103,600.00 107,670.50 107,640.00 104,413.75 104,320.00 105,140.00 104,320.00	93,302.21 91,246.96 95,228.45 94,761.65 92,131.70 92,037.96 92,037.96 92,037.96
anuary ebruary larch pril tay une uly uly ugust eptember ictober	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	81,200.00 80,000.00 82,850.50 81,200.00 80,600.00 81,200.00 80,600.00 81,200.00 81,200.00 81,200.00 81,200.00	23,940.00 23,500.00 23,720.00 23,720.00 23,720.00 23,720.00 23,720.00 23,720.00 23,720.00 23,940.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	631.01 0.00 93.75 0.00 0.00 0.00 0.00	0.00 0.00 1,000.00 0.00 0.00 0.00 0.00 0	0.00 0.00 1,300.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00	Tax 4,310,80 4,153,05 4,213,05 4,720,35 4,153,05 4,153,05 4,153,05 4,153,05 4,153,05 4,153,05 4,153,05 4,153,05	\$\$\$ 2,240.00 2,200.00 2,220.00 2,240.00 2,220.00 2,240.00 2,220.00 2,220.00 2,220.00 2,220.00 2,220.00	300.00 300.00 300.00 300.00 300.00 300.00 300.00 300.00 300.00 300.00	1,218.00 1,209.00 1,218.00 1,209.00 1,209.00 1,218.00 1,209.00 1,218.00 1,209.00	12,468.80 12,253.05 13,642.05 12,878.35 12,282.05 12,282.05 12,282.05 12,282.05 12,282.05 12,282.05	105,771.01 103,500.00 107,570.50 107,640.00 104,413.75 104,320.00 105,140.00 104,320.00 104,320.00	93,302.21 91,245.95 95,228.45 94,761.65 92,131.70 92,037.95 92,037.95 92,037.95 92,037.95 92,828.95
anuary ebruary larch pril lay une uly ugust eptember ctober ovember	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	81,200.00 80,000.00 82,850.50 81,200.00 80,600.00 80,600.00 81,200.00 80,600.00 81,200.00 80,600.00 81,200.00	23,940.00 23,500.00 23,720.00 23,720.00 23,720.00 23,720.00 23,720.00 23,720.00 23,720.00 23,720.00 23,940.00 23,940.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	631.01 0.00 93.75 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 1,000.00 0.00 0.00 0.00 0.00 0	0.00 0.00 1,300.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00	Tax 4,310,80 4,153,05 4,213,05 4,153,05 4	\$\$\$ 2,240,00 2,220,00 2,220,00 2,220,00 2,220,00 2,220,00 2,220,00 2,220,00 2,220,00 2,220,00 2,240,00 2,240,00	300.00 300.00 300.00 300.00 300.00 300.00 300.00 300.00 300.00 300.00	1,218.00 1,209.00 1,218.00 1,209.00 1,218.00 1,209.00 1,218.00 1,209.00 1,218.00 1,218.00 1,200.00	12,468.80 12,253.05 13,642.05 12,878.35 12,282.05 12,282.05 12,282.05 12,282.05 12,282.05 12,282.05 12,282.05 12,283.05	105,771.01 103,500.00 107,570.50 107,640.00 104,413.75 104,320.00 105,140.00 104,320.00 104,320.00 105,140.00 105,140.00	93,302,21 91,248,56 95,228,45 94,761,65 92,131,70 92,037,56 92,037,56 92,037,56 92,037,56 92,037,56 92,037,56 92,037,56 92,037,56

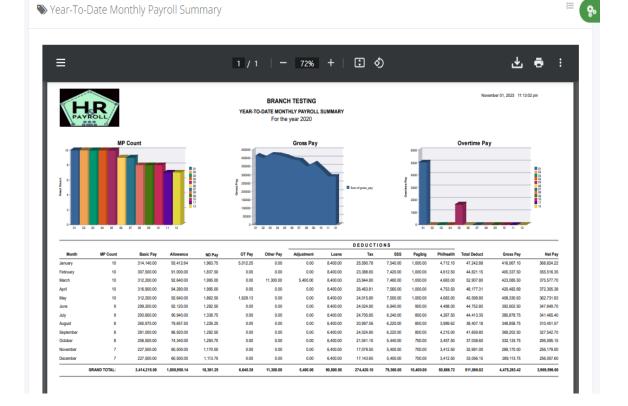
6.1.3 Y-T-D Summary

• 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.

N-T-D Monthly Payroll Summary	=
COMPANY	
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YEAR:	
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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.

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> Year-To-Date Monthly Payroll Cost by Department

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PAY	ROLL		YEAR-	TO-DATE MONTH	NCH TESTIN Y PAYROLL CO the year 2020	-	TMENT		Novembe	r 01, 2023 11:21:16 pm
					CONT	RIBUTION EMP	LOYER SHARE			
Month	MP Count	Basic Pay	13th Month	Gross Pay	SSS	EC	Pagibig	Philhealth	Total Share	Total Cost
HRD										
January	4	123,640.00	10,303.33	175,775.13	5,800.00	100.00	400.00	1,854.60	8,154.60	194,233.06
February	4	120,000.00	10,000.00	166,156.25	5,640.00	100.00	400.00	1,800.00	7,940.00	184,096.25
March	4	123,200.00	10,266.67	180,032.50	5,720.00	100.00	400.00	1,848.00	8,068.00	198,367.17
April	4	126,400.00	10,533.33	176,590.96	5,840.00	100.00	400.00	1,896.00	8,236.00	195,360.29
May	4	123,200.00	10,266.67	172,079.38	5,760.00	100.00	400.00	1,848.00	8,108.00	190,454.05
June	3	110,200.00	9,183.33	156,400.00	4,640.00	90.00	300.00	1,653.00	6,683.00	172,266.33
July	3	103,100.00	8,591.67	147,700.00	3,200.00	60.00	200.00	1,410.00	4,870.00	161,161.67
August	2	77,875.00	6,489.58	113,812.50	3,200.00	60.00	200.00	1,168.12	4,628.12	124,930.20
September	2	92,000.00	7,666.67	133,000.00	3,200.00	60.00	200.00	1,380.00	4,840.00	145,506.67
October	2	66,000.00	5,500.00	94,000.00	1,600.00	30.00	100.00	600.00	2,330.00	101,830.00
November	1	40,000.00	3,333.33	55,000.00	1,600.00	30.00	100.00	600.00	2,330.00	60,663.33
December	1	40,000.00	3,333.33	55,000.00	1,600.00	30.00	100.00	600.00	2,330.00	60,663.33
	SUB TOTAL:	1,145,615.00	95,467.92	1,625,546.72	47,800.00	860.00	3,200.00	16,657.72	68,517.72	1,789,532.36
MIS-ICT										
January	3	109,300.00	9,108.33	134,520.96	4,800.00	90.00	300.00	1,639.50	6,829.50	150,458.79
February	3	107,500.00	8,958.33	130,681.25	4,800.00	90.00	300.00	1,612.50	6,802.50	146,442.08
March	3	108,400.00	9,033.33	135,482.50	4,800.00	90.00	300.00	1,626.00	6,816.00	151,331.83
April	3	109,300.00	9,108.33	136,251.73	4,800.00	90.00	300.00	1,639.50	6,829.50	152,189.56
May	3	108,400.00	9,033.33	131,837.50	4,800.00	90.00	300.00	1,626.00	6,816.00	147,686.83
June	3	108,400.00	9,033.33	131,882.50	4,800.00	90.00	300.00	1,626.00	6,816.00	147,731.83
July	3	109,300.00	9,108.33	133,038.75	4,800.00	90.00	300.00	1,639.50	6,829.50	148,976.58
August	3	107,500.00	8,958.33	130,726.25	4,800.00	90.00	300.00	1,612.50	6,802.50	146,487.08

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6.1.5 Y-T-D Cost Summary

> Year-To-Date Monthly Payroll 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.

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: 🔊 ه ک \equiv 92% + . 1 / 1 November 01, 2023 11:28:27 pm BRANCH TESTING YEAR-TO-DATE MONTHY PAYROLL COST SUMMARY For the year 2020 Labor Cost Gross Income **Employer Share** Sum of @Total_Shan CONTRIBUTION EMPLOYER SHARE MP Count Basic Pay 13th Month Gross Pay SSS Total Share Total Cost Month EC Pagibig Philhealth January 314,140.00 26,178.33 416,067.10 15,080.00 280.00 1,000.00 4,712.10 21,072.10 463,317.53 10 14,840.00 280.00 1,000.00 4,612.50 20,732.50 446,695.00 February 307,500.00 25,625.00 400,337.50 March 312,200.00 26,016.67 423,085.50 14,960.00 280.00 1.000.00 4,683.00 20,923.00 470.025.17 April 316,900.00 26,408.33 420,482.69 15,120.00 280.00 1,000.00 4,753.50 21,153.50 468,044.52 May 312,200,00 26.016.67 408.330.63 15.000.00 280.00 1.000.00 4,683.00 20.963.00 455,310.30 13,880.00 270.00 900.00 4,488.00 19,538.00 437,073.83 June 24,933.33 299,200.00 392,602.50 428,132.92 July 293,600.00 24,466.67 385,878.75 12,480.00 240.00 800.00 4,267.50 17,787.50 265,975.00 22,164.58 348,858.75 12,440.00 240.00 800.00 3,989.62 17,469.62 388,492.95 Augus Septemb 281,000.00 23,416.67 369,202.50 12.440.00 240.00 800.00 4.215.00 17.695.00 410.314.17 10.880.00 210.00 15,247,50 368,756,25 October 256 500 00 21.375.00 332,133,75 700.00 3,457,50 10,800.00 210.00 700.00 3,412.50 15,122.50 323,250.83 Novembe 227,500.00 18,958.33 289,170.00 10,800.00 210.00 700.00 3,412.50 15,122.50 323,194.58 Decembe 227,500.00 18,958.33 289,113.75 GRAND TOTAL 3,414,215.00 284,517.92 4,475,263.42 158,720.00 3,020.00 10,400.00 50,686.72 222,826.72 4,982,608.06

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.

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BRANCH TESTING (2020) Executive / Head Count / List

show 25	✓ entries						Сору	CSV Excel
MONTHS	MP COUNT	OPENING BAL.	NEWLY HIRED	RESIGNED/ETC.	CLOSING BAL.	GROSS INCOME	DEDUCTION	NET INCOM
January	10	10	0	0	10	416,067.10	47,242.88	368,824.2
February	10	10	0	0	10	400,337.50	44,821.15	355,516.3
March	10	10	0	0	10	423,085.50	47,507.80	375,577.7
April	10	10	0	0	10	420,482.69	48,177.31	372,305.3
May	10	10	0	1	9	408,330.63	45,598.80	362,731.8
June	9	9	0	0	9	392,602.50	44,752.80	347,849.7
July	9	9	0	1	8	385,878.75	44,413.35	341,465.4
August	8	8	0	0	8	348,858.75	38,407.18	310,451.5

Nead Count Resigned, Retired, End Contract

Executive / Head Count / Reports

	BRANCH TE HEAD COUNT RESIGNED, RE				
	For the month of				
DEPT. / EMPLOYEE NAME	POSITION	START DATE	C. END DATE	WORK STATUS	
HRD					

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Near-To-Date Monthly Head Count

Executive / Head Count / Reports

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				BRANCH TESTI	NG			
LD		YEAR	TO-DATE M	ONTHLY HEAD COUL		YMENT		
PAYROLL				For the year 2020				
			HEAD COUN	TS				
MONTHS	MP COUNT	OPENING BALANCE	NEWLY	RESIGNED / RETIRED / ETC.	CLOSING BALANCE	GROSS INCOME	DEDUCTIONS	NET INCOME
January	10	10	0	0	10	416,067.10	47,242.88	368,824.22
February	10	10	0	0	10	400,337.50	44,821.15	355,516.35
March	10	10	0	0	10	423,085.50	47,507.80	375,577.70
April	10	10	0	0	10	420,482.69	48,177.31	372,305.38
May	10	10	0	0	10	408,330.63	45,598.80	362,731.83
June	9	9	0	0	9	392,602.50	44,752.80	347,849.70
July	9	9	0	0	9	385,878.75	44,413.35	341,465.40
August	8	8	0	0	8	348,858.75	38,407.18	310,451.57
September	8	8	0	0	8	369,202.50	41,659.80	327,542.70
October	8	8	0	1	7	332,133.75	37,038.60	295,095.15
November	7	7	0	0	7	289,170.00	32,991.00	256,179.00
December	7	7	0	0	7	289,113.75	33,056.15	256,057.60
				OVER-ALL TOTA		4,475,263.42	505,666.82	3,969,596.60

7 Accounting

7.1 Tools

7.1.1 Client

• 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.

-	O ONLY									
ccounting / C	lients									
• CREATE										
Show 10	← entries								Search:	
Showing 1 to 3	of 3 entries									
Showing 1 to 3	of 3 entries COMPANY NAME	J1	LAST NAME	Ĵĵ	FIRST NAME	Ĵĵ	MIDDLE NAME	Ĵĵ	TIN NUMBER	ACTION
-		lt	LAST NAME	ţţ.	FIRST NAME	ļţ	MIDDLE NAME	ţţ	TIN NUMBER J1 134-533-543	ACTION
CODE 斗	COMPANY NAME	ţţ.	LAST NAME	JT	FIRST NAME	11	MIDDLE NAME BULGAR	11		

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🛢 Clients

Accounting / Clients / Cre	eate			03
Client Code	Company Name			
Lastname	Firstname	Middlename	TIN Number	
Address 1		Address 2		
Telephone	Mobile Phone	Email	Website	
Remarks				
		ାତ Cancel	Save	

7.1.2 Supplier

• Accounting -> Tools -> Supplier

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

	Suppliers counting / Su	ppliers										*
	• CREATE										=	:
2	show 10	← entries								Search:		
2	Showing 1 to 4	of 4 entries										
	CODE 4	COMPANY NAME	.↓↑	LAST NAME	1t	FIRST NAME	11	MIDDLE NAME	11	TIN NUMBER	ACTION 1	
	SU-001	ABC COMPANY								112-223-323	🕼 Edit 🗙 Delete	
	SU-002			CORRAL		RUBEN		BULGAR		324-323-432	🕼 Edit 🗙 Delete	
	SU-003	TESTING COMPANY								993-249-328	🕼 Edit 🗙 Delete	
	SU-004	SAMPLE COMPANY								432-424-324	🗷 Edit 🗙 Delete	
	Previous 1	Next										
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S	Supplier Code		Su	upplier Company I	Nam	e						
L	astname		Fi	Firstname			Middlename			TIN Number		
	Address 1						Addre	ess 2				
1	Telephone Mobile Phone					Email			Website	Website		
F	Remarks											

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.

O CREATE								
5how 10 🖌 entrie	s						Search:	
Showing 1 to 3 of 3 entrie	25							
PROJECT CODE	1	PROJECT NAME	.↓↑	LOCATION	J1	ACTIVE	١î	ACTION
PR-0001		ABC PROJECTS		Quezon City		\checkmark		🕼 Edit 🗙 Delete
		DEF PROJECT		Bulacan		\checkmark		🕼 Edit 🗙 Delete
PR-0002		DEFTROJECT						
PR-0002 PR-0003 Previous 1 Next		FGH PROJECT		Bulacan				i
Previous 1 Next Projects	Create			Bulacan				G Edit ¥ Delete
Previous 1 Next Projects counting / Projects /	Create			Bulacan				C≇ Edit ¥ Delete
PR-0003 Previous Projects counting / Projects / Project Code	Create	FGH PROJECT Project Name		Bulacan			☑ Acti	ive
PR-0003 Previous 1 Next Projects counting / Projects /	Create	FGH PROJECT		Bulacan			☑ Acti Teleph	ive

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.

BIR Alphalist	≡	₿ BIR Alphalist	=
COMPANY		FOR DEMO ONLY	•
FOR DEMO ONLY		YEAR: 2020	~
YEAR:		REGION: NCR	~
REGION:		Process	
Process		⊖ Alphalist is now Ready for Download!	
± riocess		Export to Excel File	•
	_		

Α	В	С	D	E	F	G	Н	I.	J	K	
IR F	ORM 1604C - SCHEDULE 1										
LPH	ABETICAL LIST EMPLOYEES (Declared and Co	ertified using BIR Form N	lo. 2316)								
AS OF	F DECEMBER 31, 2020										
	222-223-333-000										
/ITH	HOLDING AGENT'S NAME: FOR DEMO ONLY										
										PRES	ENT
SEQ	NAME OF EMPLOYEES	NATIONALITY/	CURRENT			REASON OF	GROSS			NON-TAXAB	LE
NO	(Last Name, First Name, Middle Name)	RESIDENT	EMPLOYMENT	EMPI	OYMENT.	SEPARATION (**)	COMPENSATION	13th MONTH	DE MINIMIS	SSS,GSIS,PHIC,PAG-IBIG	SALARIE
		(for foreigners only)	STATUS (*)	From	To		INCOME	PAY & OTHER	BENEFITS	CONTRIBUTION & UNION DUES	& OTH
							(present employer)	BENEFITS		(employees share only)	CON
(1)	(2s)(2b)(2c)	(3)	(4)	(5a)	(Sb)	(6)	7a=(7f+7j)	(46)	(îc)	(7d)	
	1 TEST 5, TEST 5 TEST 5	FILIPINO	R	02/11/2019	12/31/2020		368,600.00	85,800.00	0.00	15,012.00	
	2 TEST 6, TEST 6 TEST 6	FILIPINO	R	01/01/2019	12/31/2020		575,000.00	155,000.00	0.00	17,100.00	
	3 TEST 7, TEST 7 TEST 7	FILIPINO	R	11/12/2019	12/31/2020		486,000.00	126,000.00	0.00	16,200.00	
	4 TEST 8, TEST 8 TEST 8	FILIPINO	R	12/04/2018	12/31/2020		701,704.30	218,964.30	0.00	17,966.10	
	5 TEST 9, TEST 9 TEST 9	FILIPINO	R	12/24/2018	12/31/2020		705,800.00	165,000.00	0.00	18,900.00	
	6 TEST 10, TEST 10 TEST 10	FILIPINO	CP	12/05/2018	12/31/2020		604,000.00	124,000.00	0.00	18,000.00	
	7 TEST 11, TEST 11 TEST 11	FILIPINO	R	12/01/2018	12/15/2020		1,159,583.33	354,583.33	0.00	19,800.00	
	8 TEST 12, TEST 12 TEST 12	FILIPINO	R	12/01/2018	12/15/2020		981,000.00	287,500.00	0.00	19,800.00	
	9 TEST 14, TEST 14 TEST 14	FILIPINO	R	03/20/2019	12/15/2020		1,336,875.00	474,375.00	0.00	19,800.00	
		TOTA	L				6,918,562.63	1,991,222.63	0.00	162,578.10	
	1604C-1 1604C-2 (+)						E				

7.2.2 DAT File 2316

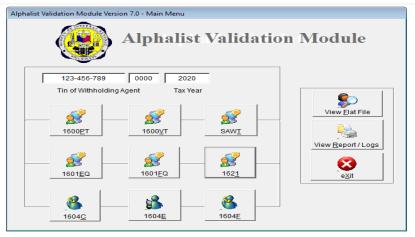
• Accounting -> B I R -> DAT File 2316

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.

S BIR Alp	ohalist .Da	at File Output	:=		
REPORT	ING TYPES:	1604C	~		
REPORT	ING DATES	: 12/31/2020			
СОМРА	NY TIN NO.	: 123456789	0		
BRANCE	H CODE:	0000			
CLASSIF	ICATION:	Non-Individual	~		
	xpayers Divisi Al <i>phalist Exce</i> ile 2020_alp				
<pre>It3456789000012310201604C_DAT-Netepad File Edit Format View Help Ih664C, 123456789, 0000, 12/31/2020, 14, 0, 122 D1, 1664C, 123456789, 0000, 12/31/2020, 2, 111111115, 0000, FEST D1, 1664C, 123456789, 0000, 12/31/2020, 2, 111111115, 0000, FEST D1, 1664C, 123456789, 0000, 12/31/2020, 3, 356453425, 0000, FEST D1, 1664C, 123456789, 0000, 12/31/2020, 4, 33124213, 0000, FEST D1, 1664C, 123456789, 0000, 12/31/2020, 4, 33124213, 0000, FEST D1, 1664C, 123456789, 0000, 12/31/2020, 5, 35423324, 0000, FEST D1, 1664C, 123456789, 0000, 12/31/2020, 5, 35423344, 0000, FEST D1, 1664C, 123456789, 0000, 12/31/2020, 5, 34324324, 0000, FEST D1, 1664C, 123456789, 0000, 12/31/2020, 3, 34243242, 0000, FEST D2, 1664C, 123456789, 0000, 12/31/2020, 2, 111111112, 0000, FEST D2, 1664C, 123456789, 0000, 12/31/2020, 3, 111111113, 0000, FEST C2, 1664C, 123456789, 0000, 12/31/2020, 3, 111111113, 0000, FEST C2, 1664C, 123456789, 0000, 12/31/2020, 5, 5100. 50, 0, 0, 0, 6, 6, 7388.</pre>	6, TEST 6, TEST 6, 7, TEST 7, TEST 7, 8, TEST 8, TEST 8, 9, TEST 9, TEST 9, 10, TEST 10, TEST 9, 11, TEST 11, TEST 12, TEST 12, TEST 14, TEST 14, TEST 14, TEST 14, TEST 14, TEST 14, TEST 14, TEST 12, TEST -1, TEST -1, 2, TEST -2, TEST -2, 3, TEST -3, TEST -3,	$ \begin{array}{c} \dot{R}, 0, 0, 0 \\ \dot{R}, 0, 0, 0 \\ \dot{R}, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,$	$\begin{array}{c} 0.00, 0.00, 0.00, 100, 011/(2013)\\ 0.00, 0.00, 0.00, 0.00, 11/(2/2013)\\ 0.00, 0.00, 0.00, 0.00, 11/(2/2013)\\ 0.00, 0.00, 0.00, 0.00, 12/04/(2013)\\ 0.00, 0.00, 0.00, 0.00, 0.00, 12/04/(2013)\\ 0.00, 0.00, 0.00, 0.00, 0.00, 12/04/(2013)\\ 0.00, 0.00, 0.00, 0.00, 0.00, 12/04/(2013)\\ 0.00, 0.00, 0.00, 0.00, 0.00, 12/04/(2013)\\ 0.00, 0.00, 0.00, 0.00, 0.00, 12/04/(2013)\\ 0.00, 0.00$	9,12/31/2020,575008.00,00,00,00,00,00,00,00,00,00,00,00,00,	Fi Fi Ht Sta Sta Sta Sta



7.2.3 ITR Form 2316

• Accounting -> BIR -> ITR Form 2316

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

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

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

Senerate ITR Form 2316 ा					
Company Name: For Demo Only					
Company Address: Kaypian, San Jose Del Month City					
Company ZipCode: 3023					
Agent Name/Position: Ruben Corral / Accounting Head					
Browse Agent Signature Choose File Ruben_Signature.PNG Browse Alphalist BIR .Dat File Output Choose File 123456789001604C.DAT					

S ITR Form 2316 20 Accounting / ITR Form 2316 / Output & Output ITR Form 2316 Group PDF File 1 / 3 | - 100% + | 🗄 🚸 Republic of the Philippines Department of Finance Bureau of Internal Revenue BIR Form No. Certificate of Compensation 2316 Payment/Tax Withheld September 2021 (ENCS) For Compensation Payment With or Without Tax Withheld Fill in all applicable spaces. Mark all appropriate boxes with an "X" 1 For the Ye For the Period 2021 01 01 05 31 From (MM/DD) To (MM/DD) (YYYY) Part I - Employee Information Part IV-B Details of Compensation Income & Tax Withheld from Present Employer 3 TIN 111 - 111 - 111 000 A. NON-TAXABLE/EXEMPT A. NON-TAXABLE/FEALINT COMPENSATION INCOME 29 Basic Salary (including the exempt P250,000 or below) Statutory Minimum Wage Earner (MWE) Amount e. First Name. Middle Na 4 En e's Name (Last Na 5 RDO Code TEST-1, TEST-1 TEST-1 55,388.34 6 Registered Address 6A Zip Code 30 Holiday Pay (MWE) 0.00 BOHEYAWAS, LAMITAN CITY, BASILAN 6B Local Home Address 6C Zip Code 31 Overtime Pay (MWE) 1,784.38 32 Night Shift Differential (MWE) 3,387.50 6D Foreign Address 33 Hazard Pay (MWE) 0.00 7 Date of Date of Birth (MM/DD/YYYY) 01 02 1973 8 Contact Number 34 13th Month Pay and Other Benefits 5.416.66 (maximum of P90,000) 9 Statutory Minimum Wage rate per day 600.00 35 De Minimis Benefits 0.00 10 Statutory Minimum Wage rate per month 15,650.00 SSS, GSIS, PHIC & Pag-ibig 36 Contributions, & Union Dues 4,195,00 Minimum Wage Earner whose compensation is exempt from (Employee share only) 11 х withholding tax and not subject to income ta Salaries & Other Forms of 37 0.00 Part II - Employer Information (Present) Compensation Total Non-Taxable/Exempt 123 - 456 - 789 -12 TIN 000 38 Compensation Income (Sum of 70,171.88 13 Employer's Name items 27 to 35) FOR DEMO ONLY B. TAXABLE COMPENSATION INCOME REGULAR 14 Registered Address 14A Zip Code 39 Basic Salary 0.00 123 St. Kaypian, SJDM Bulacan 2023 40 Representation 15 Type of Employer X Main Employer Secondary Employer Part III - Employer Information (Previous) 41 Transportation 16 TIN 42 Cost of Living Allowance (COLA) 17 Employer's Name 43 Fixed Housing Allowance 44 Others (Specify) 18 Registered Address 18A Zip Code 44A 0.00 44B Part IVA - Summarv 19 Gross Compensation Income from Present Employer (Sum of items 36 and 50) SUPPLEMENTARY 70.171.88 45 Con Less: Total Non-Taxable/Exempt Comper 70.171.88

7.2.4 Relief Purchases

• 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.

BIR Relief Purchases	≡
COMPANY	
FOR DEMO ONLY	
YEAR:	
TEAR.	
🛓 Submit	

BIR Relief Purchases

show 10 ⊻ entr	ies				Search:	
Showing 1 to 6 of 6 ent	ries					
INVOICE DATE \downarrow_{1}^{T}	INVOICE NO.	COMPANY 1	NAME IT	VAT AMOUNT	TOTAL PURCHASES $\downarrow\uparrow$	ACTION
08/10/2020	323432	SAMPLE COMPANY		9,000.09	80,000.75	🗷 Edit 🗙 Dele
08/07/2020	123456	ABC COMPANY		4,800.00	45,000.00	🕑 Edit 🗙 Dele
08/06/2020	332432	ABC COMPANY		6,480.00	59,000.00	🕑 Edit 🗙 Dele
08/06/2020	32423	ABC COMPANY		16,800.00	141,500.00	🕑 Edit 🗙 Dele
08/05/2020	323323		CORRAL, RUBEN BULGAR	10,800.09	92,500.75	🗷 Edit 🗙 Dele
08/03/2020	123454	TESTING COMPANY		5,520.00	49,000.00	🕼 Edit 🗙 Dele

8

BIR Relief Purchase		lew Entry	у									
elect Supplier to Create I	lew Reli	ief Purch	lases									
Show 10 v entrie									Search:			
COMPANY	11	LAST N	AME	Jî	FIRST NAME	J1	MIDDLE NAME	lî.	TIN NUMBER	J1	ACTION	J†
		CORRAI	L		RUBEN		BULGAR		324-323-432		🖾 Select	
ABC COMPANY									112-223-323		🖸 Select	
SAMPLE COMPANY									432-424-324		🖸 Select	
TESTING COMPANY									993-249-328		🖾 Select	
Company : Last Name : First Name : Middle Name : Vendor TIN :	CORI RUBI BULO 324-3	EN					2 Upload Receipt:	Choose Fil	e No file chosen			
Invoice Number			Invoic	e Date								
			Ê	mm/d	d/yyyy							
Exempt	Zero	Rated		S	ervices							
0.00			0.00		0.0	00						
Capital Goods 0.00	Othe	er Cap. G	0.00	V	/AT Rate 0.0	00						
Taxable Net of VAT	Inpu	it VAT	0.00	т	otal Purchases	0.00						
← Cancel		_			submit							
l					Submit							
BIR Relief Purchase		at File										
				_								
				🖹 Reli	ief Purchases	s .Dat Fi	e Format					

Reporting Dates: 🗰 08/31/2020

Ŧ

🛓 Submit

Large Taxpayers Division - Makati

← Cancel

RDO:

30

BIR Relief Purchases

Accounting / Relief Purchases / Dat File Output

	Relief Purchases	Total Summary				
	Company: TIN Number: REDO: Reporting Dates: Exempt: Zero Rated: Services: Capital Goods: Other Capital Goods: Other Capital Goods: Input Vat: Input Vat: Input Vat: Input Vat: Apput Creditable:	FOR DEMO ONLY 222-223-333-000 122 08/31/2020 6,000.00 154,000.00 154,000.00 154,000.00 215,001.50 53,400.18 6,000.00 53,400.18 ▲ 222223333P082020.DAT				
222223333P082020.DAT - Notepad File Edit Format View Help				-		×
<pre>he cut format view hep h,p,"22222333","FOR DEMO ONLY","," D,P,"112223233","ABC COMPANY",,,,"BA D,P,"324323432","COR D,P,"93249328","TESTING COMPANY",,,, D,P,"432424324","SAMPLE COMPANY",,,,</pre>	ARIW, MALINA, ALBAY", ,"SAN CARLOS, TABACO	, ALBAY","",2000.00,1000.00,6	9000.00,95000.00,28 ","KAYPIAN",0.00,25 000.00,10000.00,300	00.00, 00.00,	,22222 10000. 5520.0	333 00, 0,2

7.2.5 Relief Sales

• Accounting -> B I R -> Relief Sales

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

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

BIR Relief Sales	:=
COMPANY	
FOR DEMO ONLY	*
YEAR:	
🛓 Submit	

Z Excel File	Create								
Show 10 🖌 entrie	5						Search:		
Showing 1 to 5 of 5 entrie									
INVOICE DATE		COMPANY	ţ	NAME	ţţ	OUTPUT VAT		AXABLE 1	ACTION
	33333	TECTING		CORRAL, RUBE	EN BULGAR	3,000		28,000.00	C Edit X Dele
	33333	TESTING CO				5,400		50,400.00	C Edit X Dele
	33332	ABC COMPA				6,000		56,000.00	C Edit X Dele
	222333	ABC COMPA				2,460		6,720.00	C Edit X Dele
Previous 1 Next	222333	ABC COMPA	AIN Y			2,400	.00	22,900.00	
Select Client to Create New	/ Relief Sales								
Show 10 Y entries	5						Search:		
Showing 1 to 3 of 3 entrie	15								
COMPANY	LAST NAME	lî.	FIRST NA	ME II	MIDDLE NA	ME II	TIN NUMBER	J1	ACTION
	CORRAL		RUBEN		BULGAR		343-322-333		🕑 Select
ABC COMPANY							134-533-543		🖸 Select
TESTING COMPANY							433-223-322		🖸 Select
Previous 1 Next									
Hevious I Next									
BIR Relief Sales Accounting / Relief Sales /	Create								
Company : Last Name : First Name : Middle Name : Vendor TIN :	TESTING COMPAN 433-223-322	Y			2 Upload Re	ceipt: Choose Fi	le No file chose	n	
Invoice Number	Invoice Date		xempt	0.00					
Zero Rated	Taxable Net of VA	AT V	AT Rate						
0.00		00		0.00					
	Total Sales	G	iross Taxab	ble					
Output VAT	Total pares								
Output VAT		00		0.00					

BIR Relief Sales Accounting / Relief Sales / DAT File		४
	■ Relief Sales .Dat File Format Company: FOR DEMO ONLY TIN No: 222-223-333-000 Reporting Dates: 08/31/2020 RDO: Large Taxpayers Division - Makati ◆ Cancel	
BIR Relief Sales Accounting / Relief Sales / DAT File Output		\$
	Company: FOR DEMO ONLY TIN Number: 222-223-333-000 RDO: 122 Reporting Dates: 08/31/2020 Exempt: 8,000.00 Zero Rated: 18,000.00 Taxable Net of Vat: 146,500.50 Output Vat: 17,580.06	
D,S,"343322333",,"CORRAL","RUBEN","BULGAR	"","BLK-1 SUBD TEST 2","SAN JOSE DEL MONTE CITY BULACAM SUBD TEST, PHASE 2","KAYPIAN, SJDM BULACAN",4000.00,800 """BARIN, MALINAO, ALBAY","",3000.00,4000.00,25000.00,3 AACO, ALBAY","",1000.00,6000.00,51000.00,6120.00,222233	000.00,222223333,08/31/2020

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.

	Se BIR Re	lief Importation		=	
	COMPANY				
	FOR DEM	O ONLY		· .	
	YEAR:				
		🛓 Sul	bmit		
BIR Relief Importa	tion				
counting / Relief Impo					
A Excel File	O Create				
Show 10 Y entr	ies			Search:	
Showing 1 to 4 of 4 ent					
PAYMENT DATE		t SUPPLIER 1	TAXABLE GOODS	VAT PAYABLE	ACTION 1
08/12/2020	2233223	SAMPLE COMPAN	320,000.00	32,000.00	🕼 Edit 🗙 Delete
08/12/2020	3332323	ABC COMPANY	490,000.00	58,800.00	🕼 Edit 🗙 Delete
08/12/2020	3322332	TESTING COMPANY	231,243.75	27,749.25	🕼 Edit 🗙 Delete
08/11/2020	2223342	ABC COMPANY	495,000.00	59,400.00	🕼 Edit 🗙 Delete
Previous 1 Next					
BIR Relief Importa	tion				
counting / Relief Impor					
Supplier		Payment Date	1 Upload Receipt: Choose F	ile No file chosen	
		mm/dd/yyyy			
Country		OR Number			
	Ŧ				
Import Entry	Assessment Date	Importation Date			
	mm/dd/yyyy	mm/dd/yyyy			
Dutiable Value	Charges	Exempt			
	0.00	0.00			
0.00		VAT B			
0.00 Taxable Goods	VAT Rate	VAT Payable			
	VAT Rate 0.00	0.00			

d.

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BIR Relief Importation

Accounting / Relief Importation / DAT File

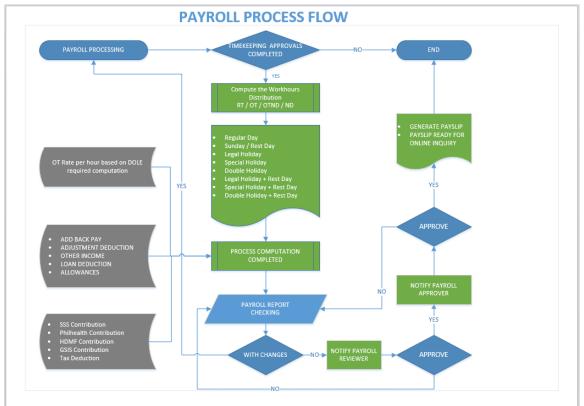
Company: FOR DEMO ONL TIN No: 222-223-333-00
Reporting Dates: 🛗
RDO: Large Taxpayers Division

BIR Relief Importation

Accounting / Relief Importation / DAT File Output

🖹 Relief Importation	n Total Summary
Company: TIN Number: RDO: Reporting Dates: Dutiable Value: Charges: Exempt: Taxable Goods: Vat Payable: tack	FOR DEMO ONLY 222-223-333-000 122 08/31/2020 1.500,000.00 66.243.75 30,000.00 1.536,243.75 177,949.25
@ 2222233331082020.DAT - Notepad	– 🗆 X
<pre>D,I,"12333233",08/03/2020,"ABC COMPANY",08/05/2020,"Australia" D,I,"1133323",08/02/2020,"SAMPLE COMPAN",08/04/2020,"Argentina D,I,"1133323",08/06/2020,"ABC COMPANY",08/07/2020,"Armenia",456</pre>	JOSE DEL MONTE CITY BULACAN 3023",1500000.00,66243.75,30000.00,1536243 ,500000.00,5000.00,10000.00,495000.00,59400.00,"2233342",08/11/2020,222 ,300000.00,20000.00,0.00,320000.00,32000.00,"2233223",08/12/2020,2222333 000.00,40000.00,0.00,490000.00,58800.00,"3332323",08/12/2020,2222333 250000.00,1243.75,20000.00,231243.75,27749.25,"3322332",08/12/2020,222

8 Payroll



8.1 Data Entry

8.1.1 Adjustment Deduction

• Payroll -> Data Entry -> Adjustment Deduction

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

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

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	COMPANY						
	FOR DEMO	ONLY			-		
	BRANCH						
	BRANCH T	ESTING			~		
	CUT-OFF D	ATES FROM:	то:				
	i∰ 10)/01/2023	#	10/15/2023			
			🖸 Submit				
			D Submit				
	- duration						
🖸 Adjustment D							
ay Period: 10/01/202	23 to 10/15/2023						
O Create	≝ Import 🕜 BRANCH TESTI	NG					:=
	L BRANCH LSTI	10					
EMP ID	EMPLOYEE NAME		REMARKS		AMOUNT	ACTION	
TEST-004	TEST 4,TEST 4 TEST 4		testing		1,000.00	× Delete	
TEST-006	TEST 6, TEST 6 TEST 6		sample		500.00	🗙 Delete	
🖸 Adjustment D	eduction						
ay Period: 10/01/20	23 to 10/15/2023						
🖸 Create 🛃 Excel	🛎 Import 🕜 BRANCH TESTI	NG					≔
	E BRANCH TEST	NG					
EMP ID	EMPLOYEE NAME	+ Create			AMOUNT	ACTION	
TEST-004	TEST 4,TEST 4 TEST 4	Employee Name			1,000.00	× Delete	
TEST-006	TEST 6,TEST 6 TEST 6	· · · · · · · · · · · · · · · · · · ·		•	500.00	🗙 Delete	
		Adj. Amount	0.00				
		Remarks					
			- Cl	ose 🛓 Submit			
			(* Ci				

Adjustment Deduction

8.1.2 Add Back pay

• Payroll -> Data Entry -> Add Back Pay

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

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

	🖸 Add E							
	COMPANY	Y				1 I		
	FOR DEM	10 ONLY			*			
	BRANCH							
	BRANCH	TESTING			*			
		DATES FROM:	TO:					
	1	0/01/2023	Ê	10/15/20	23			
			🕑 Submit					
Add Back Pay Cut-Off Dates From:	10/01/2023 to 10/15/2023							
Create Z Excel	🛎 Import 🕜 BRANCH TESTIN	NG						
ID	EMPLOYEE NAME		REMARKS	;	P	MOUNT	ACTION	
TEST-004	EMPLOYEE NAME TEST 4, TEST 4 TEST 4		sample	;	£	550.00	ACTION X Delete	
				;				
TEST-004 TEST-006 Add Back Pay Cut-Off Dates From: Cut-Off Dates From:	TEST 4, TEST 4 TEST 4 TEST 6, TEST 6 TEST 6 10/01/2023 to 10/15/2023		sample			550.00	X Delete	
TEST-004 TEST-006 Add Back Pay cut-Off Dates From: Create Excel ID	TEST 4, TEST 4 TEST 4 TEST 6, TEST 6 TEST 6 10/01/2023 to 10/15/2023 BRANCH TESTIO	NG + Create	sample			550.00 1,000.00	× Delete × Delete	
TEST-004 TEST-006 Add Back Pay Cut-Off Dates From: Create	TEST 4, TEST 4 TEST 4 TEST 6, TEST 6 TEST 6 10/01/2023 to 10/15/2023		sample sample			550.00	X Delete	
TEST-004 TEST-006 Cut-Off Dates From: Create Excel ID	TEST 4, TEST 4 TEST 4 TEST 6, TEST 6 TEST 6 10/01/2023 to 10/15/2023 BRANCH TESTIO	+ Create	sample sample			550.00 1,000.00	× Delete × Delete	
TEST-004 TEST-006 a Add Back Pay Cut-Off Dates From: Create Excel ID TEST-004	TEST 4, TEST 4 TEST 4 TEST 6, TEST 6 TEST 6 10/01/2023 to 10/15/2023 Import & BRANCH TESTI EMPLOYEE NAME TEST 4, TEST 4 TEST 4	+ Create	sample sample			550.00 1,000.00 300000 550.00	X Delete X X Delete	
TEST-004 TEST-006 a) Add Back Pay cut-Off Dates From: cut-Off Dates From: Create Excel ID TEST-004	TEST 4, TEST 4 TEST 4 TEST 6, TEST 6 TEST 6 10/01/2023 to 10/15/2023 Import & BRANCH TESTI EMPLOYEE NAME TEST 4, TEST 4 TEST 4	+ Create Employee Nam Amount:	e sample			550.00 1,000.00 300000 550.00	X Delete X X Delete	
TEST-004 TEST-006 TEST-006 Cut-Off Dates From: Cut-Off Dates From: Create Excel ID TEST-004	TEST 4, TEST 4 TEST 4 TEST 6, TEST 6 TEST 6 10/01/2023 to 10/15/2023 Import & BRANCH TESTI EMPLOYEE NAME TEST 4, TEST 4 TEST 4	+ Create Employee Nam	e sample			550.00 1,000.00 300000 550.00	X Delete X X Delete	
TEST-004 TEST-006 a) Add Back Pay cut-Off Dates From: (Create) (2) Excel ID TEST-004	TEST 4, TEST 4 TEST 4 TEST 6, TEST 6 TEST 6 10/01/2023 to 10/15/2023 Import & BRANCH TESTI EMPLOYEE NAME TEST 4, TEST 4 TEST 4	+ Create Employee Nam Amount:	e sample			550.00 1,000.00 300000 550.00	X Delete X X Delete	

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.

	CON	IPANY					
		R DEMO ONLY			Ŧ		
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		ANCH TESTING			-		
	CUT	10/01/202		ro: 10/15/2023	— I		
		10/01/202	5	10/15/2025			
			🗹 Subm	nit			
Other Incor	no Dav						
Other Incon	ne Pay						
Cut-Off Dates From	m: 10/01/2023 to 10/15/2023						
🛛 Create 🖉 Exce	el 🚨 Import 🕜 BRANCH TES	TING					
ID	EMPLOYEE NAME		INCOME TYPE	REMARKS		AMOUNT	ACTION
TEST-004	TEST 4, TEST 4 TEST 4		Per Trip	testing		1,500.00	× Delete
TEST-005	TEST 5, TEST 5 TEST 5		Locator			500.00	× Delete
TEST-005			Locator			500.00	x Delete
TEST-005			Locator			500.00	X Delete
	TEST 5, TEST 5 TEST 5		Locator			500.00	x Delete
 Other Incor 	TEST 5, TEST 5 TEST 5		Locator			500.00	x Delete
 Other Incor 	TEST 5, TEST 5 TEST 5		Locator			500.00	¥ Delete
Other Incor Cut-Off Dates From	TEST 5, TEST 5 TEST 5 me Pay m: 10/01/2023 to 10/15/2023		Locator			500.00	
Other Incor Cut-Off Dates From	TEST 5, TEST 5 TEST 5		Locator			500.00	× Delete
 Other Incor Cut-Off Dates From Create Z Excent 	TEST 5, TEST 5 TEST 5 me Pay m: 10/01/2023 to 10/15/2023 el ≚ Import ☆ BRANCH TES	STING	Locator				
 Other Incor Cut-Off Dates From Create Z Excent 	TEST 5, TEST 5 TEST 5 me Pay m: 10/01/2023 to 10/15/2023 el	STING + Create				AMOUNT	ACTION
Other Incor Cut-Off Dates From Create Exce ID TEST-004	TEST 5, TEST 5 TEST 5 me Pay m: 10/01/2023 to 10/15/2023 el Import< Import	STING				AMOUNT 1,500.00	ACTION X Delete
 Other Incor Cut-Off Dates From Create Z Excent 	TEST 5, TEST 5 TEST 5 me Pay m: 10/01/2023 to 10/15/2023 el	STING + Create				AMOUNT	ACTION
Other Incor Cut-Off Dates From Create Excer ID TEST-004	TEST 5, TEST 5 TEST 5 me Pay m: 10/01/2023 to 10/15/2023 el Import< Import	STING + Create				AMOUNT 1,500.00	ACTION X Delete
Other Incor Cut-Off Dates From Create Exce ID TEST-004	TEST 5, TEST 5 TEST 5 me Pay m: 10/01/2023 to 10/15/2023 el Import< Import	STING + Create Employee	Name 0.00			AMOUNT 1,500.00	ACTION X Delete
Other Incor Cut-Off Dates From Create Exce ID TEST-004	TEST 5, TEST 5 TEST 5 me Pay m: 10/01/2023 to 10/15/2023 el Import< Import	STING	Name			AMOUNT 1,500.00	ACTION X Delete
Other Incor Cut-Off Dates From Create Excer ID TEST-004	TEST 5, TEST 5 TEST 5 me Pay m: 10/01/2023 to 10/15/2023 el Import< Import	STING + Create Employee Amount:	Name 0.00			AMOUNT 1,500.00	ACTION X Delete
Other Incor Cut-Off Dates From Create Excer ID TEST-004	TEST 5, TEST 5 TEST 5 me Pay m: 10/01/2023 to 10/15/2023 el Import< Import	STING	Name 0.00			AMOUNT 1,500.00	ACTION X Delete

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.

Show 10	✓ entries						Search:	
Showing 1 to 3 o	of 3 entries							
EMP ID	EMPLOYEE NAME	1 ALLOWANCE TYPE	J1	CUT-OFF FROM	L1 CUT-OFF TO	J†	AMOUNT 1	ACTION
TEST-010	TEST 10, TEST 10 T.	Communication		1	15		500.00	🕼 Edit 🗙 De
TEST-012	TEST 12, TEST 12 T.	Communication		1	15		500.00	🗷 Edit 🗙 De
TEST-015	TEST 15, TEST 15 T.	Communication		1	15		500.00	🕑 Edit 🗙 De
Other Allow yroll / Other A	Next /ance .llowance / Create							
	vance							
	vance	Employees Name		TEST 4, TEST 4 T	5T 5, TEST 5 T			
	vance	× TEST 14, TEST		TEST 4, TEST 4 T	T 5, TEST 5 T			
	vance			TEST 4, TEST 4 T				
	vance	× TEST 14, TEST	14 T ×TE					
	vance	Allowance Type	14 T ×TE		~			

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.

Taxable with Previous Employer	1
COMPANY	
FOR DEMO ONLY	Ŧ
BRANCH	
BRANCH TESTING	•
YEAR:	2020 🗘
🕑 Submit	

2020: Previous Employer Taxable Income

🖸 2020: Taxable with Previous Employer

Payroll / Taxable Income

\rightarrow	• Create						≡					
		Show 10 v entries Search:										
	EMP ID	EMPLOYEE NAME	TOTAL NON-TAXABLE	TOTAL TAXABLE	TAX WITHHELD $\downarrow\uparrow$	ACTION 1						
	TEST-002	TEST-2, TEST-2 T.	15,000.00	100,000.00	10,000.00	☑ Edit 📰 Details 🗙 Delete						
	TEST-005	TEST 5, TEST 5 T.	14,000.00	80,000.00	4,000.00	𝗭 Edit 📰 Details 🗙 Delete						
	Previous 1	Next										

ployee Name:	Ŧ		
NON TAXABLE			
13th Month & Other Benefits	De Minimis Benefits	SSS, GSIS, Pag-ibig, Union Dues	Salaries & Other Form of Comp.
▶ TAXABLE			
Taxable Basic Salary	13th Month & Other Benefits	Salaries & Other Form of Comp.	Tax Withheld

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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.

Non-Taxable w/ Previous Employer	=
COMPANY	
FOR DEMO ONLY	*
BRANCH	
BRANCH TESTING	•
YEAR:	2020
🕑 Submit	



Show 10	 entries 			Search:	
Showing 1 to 3 o	f 3 entries				
EMP ID 🛛 🕌	EMPLOYEE NAME	TOTAL NON-TAXABLE	TOTAL TAXABLE	TAX WITHHELD	ACTION
TEST-002	TEST-2, TEST-2 T.	118,000.00	5,000.00	0.00	☑ Edit ■ Details × Delete
TEST-005	TEST 5, TEST 5 T.	80,600.00	3,000.00	0.00	☑ Edit 🔚 Details 🗙 Delete
TEST-009	TEST 9, TEST 9 T.	73,500.00	4,000.00	0.00	𝗭 Edit 📰 Details 🗙 Delete
Previous 1	Next				
		able Income			
	us Employer Non-Taxa				
	us Employer Non-Taxa ble Income / Create				

Holiday Pay

SSS, GSIS, Pag-ibig, Union Dues

Basic Statutory Minimum Wage

13th Month & Other Benefits

Gross Compensation Income

Hazard Pay

Night Shift Diff.

Salaries & Other Compensation

Overtime Pay

o:

8.2 Process

8.2.1 Private Ledger

• Payroll -> Process -> Private Ledger

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

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

🖩 Private Ledger	1
COMPANY	
FOR DEMO ONLY	*
BRANCH	
PRIVATE LEDGER - EXECUTIVE	*
DATE FROM:	то:
PAYROLL APPROVER	
	~
I Tick the box if last payroll of Philhealth & Pagibig contribution	
🖸 P	rocess

8.2.2 Workhour Distribution

• Payroll -> Data Entry -> Workhour Distribution

Fill up the form and check the checkbox for the last payroll of the month to compute the mandatory contributions like SSS, Philhealth and HDMF. Click the "Submit" button to process the payroll and the system validates if no pending approvals of manhour distribution before proceeding with payroll processing. After the processing is done the payroll staff can download the payroll register report to check the computation, if the results are okay then they can request for payroll review button that is available in the payroll summary viewing report. The payroll reviewer can randomly check the payroll output, and after checking they confirm the review to proceed to payroll final approval. Once the pay period payroll is approved, it's available in the user account to view their payslip.

Process Workhours	Distribution 🗎
COMPANY	
FOR DEMO ONLY	*
BRANCH	
PRIVATE LEDGER - EXECUTIV	E
DATE FROM:	то:
PAY PERIOD:	PAY BASIS
 	~
PAYROLL REVIEWER	PAYROLL APPROVER
``````````````````````````````````````	~
Check if Last pay	roll of the month.
G	Process
L	

	A	В	С	D	E	F	G	H		J	K	L	М	N
AYROLL F	EGISTER REPORT													
eriod Fror	n: 08/22/02023 To: 09/06/2023													
	bname	dname	employee_id	lastname	firstname	middlename	ot_percentage	reg_hrs	basic_pay	e_cola	ot_pay n	eg_ot_hrs_d	reg_ot_pay	rest_ot_h
PERVISO		A 68 A. 11/8 116 A 8 4 4 1 5 11				GUANCO	0.00	88.00	10,579.17	0.00	0.00	0.00	0.00	
9						REZ	0.00	104.00	12,502.66	0.00	0.00	0.00	0.00	
							0.00	104.00	10,716.56	0.00	0.00	0.00	0.00	
							0.00	104.00	14,259.21	0.00	0.00	0.00	0.00	
							0.00	64.00	8,817.63	0.00	0.00	0.00	0.00	
						LO	0.00	104.00	14,875.00	0.00	0.00	0.00	0.00	
						BAL	0.00	104.00	20,370.33	0.00	0.00	0.00	0.00	
							0.00	104.00	20,319.33	0.00	0.00	0.00	0.00	
							0.00	104.00	15,728.96	0.00	0.00	0.00	0.00	
							0.00	104.00	13,127.79	0.00	0.00	0.00	0.00	
							0.00	104.00	18,917.64	0.00	0.00	0.00	0.00	
						G	0.00	104.00	15,140.56	0.00	0.00	0.00	0.00	
						DRO	0.00	96.00	12,438.43	0.00	0.00	0.00	0.00	
						10	0.00	104.00	13,784.05	0.00	0.00	0.00	0.00	
						UL	0.00	104.00	13,070.96	0.00	0.00	0.00	0.00	
						RI	0.00	104.00	12,218.99	0.00	0.00	0.00	0.00	
						GAN	0.00	104.00	18,890.99	0.00	0.00	0.00	0.00	
						UNDO	0.00	104.00	24,592.94	0.00	0.00	0.00	0.00	
PEN						CUA	0.00	104.00	14,259.23	0.00	0.00	0.00	0.00	
PERVISOR	- SIIES & PLANIS	INFINE: DUI	3/00	IDURENA	JAT MAK	TOMANGLAO	0.00	104.00	18,393,34	0.00	0.00	0.00	0.00	

#### 8.2.3 Selected Employees

#### • Payroll -> Process -> Selected Employees

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

FOR DEMO ONLY			Ŧ
BRANCH			
BRANCH TESTING			*
DATE FROM:	то:	PAY BASIS:	
<b>m</b>	<b>m</b>		~
Employee Names			
Employee Names			
Check to ded	uct GMB's.		

# 8.2.4 13th 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.

🖩 Proce	ss 13th Month Pay	:=
COMPANY	,	
FOR DEM	O ONLY	Ŧ
BRANCH		
BRANCH	TESTING	*
YEAR:	2020	\$
	🕑 Process	

🖩 Proce	Process 13th Month Pay							
COMPANY								
FOR DEM	O ONLY	-						
BRANCH								
BRANCH	TESTING	•						
YEAR:	2020							
	C Process							
🖒 Repor	Report of 13th month pay for the year 2020 is now available!							

#### 8.3 Reports

#### 8.3.1 Payslip

#### • Payroll -> Reports -> Payslip

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

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

Generate Payslip		=
COMPANY		
FOR DEMO ONLY		*
BRANCH		
BRANCH TESTING		-
PAY BASIS:		~
DATE FROM:	то:	
mm/dd/yyyy	mm/dd/yyyy	
		_
	🕑 Submit	

å

Employee's Payslip

Payroll / Payslip

≡				4 / 52	- 709	% + 	1 🖸 🔊			ٹ	•
									RUN DATE: 11/02/202 PAYROLL PERIOD: 09-27-20	3 23 To: 10-11-2023	
		NAME		POSITION			JOBSITE	ced	PAYEE:		
BASIC PAY:	7,944.37	Regular time::	104.00	OTHER INFO			OTHER FARNINGS				
SL:	0.00	DEDUCTIONS:		OVERTIME DETAILS:	no. of hours	amounts	Allowance:	912.80	TAKE HOME PAY:	17,984,94	
VL:	662.03	W/Tax:	0.00	Regular OT:	0.00	0.00	Comm. Allowance:	0.00			
SILP:	0.00	SSS:	765.00	OTND:	0.00	0.00	Per Trip:	0.00			
OVERTIME:	0.00	HDMF:	100.00	Night diff:	0.00	0.00	Discretionary:	6,000.00	RECEIPT FO	R PAY:	
SUB-TOTAL:	8,606.40	Philhealth:	344.26	Restday:	0.00	0.00	Hazard Pay:	0.00			
		SSS Loan:	0.00	Restday ND:	0.00	0.00	Project Allowance:	3,675.00	I hereby acknowledge to have	recieved the	
		SSS Cal. Loan:	0.00	Restday OT:	0.00	0.00	PBI:	0.00	amount stated above and have no	further claims for	
		HDMF Loan:	0.00	Restday OTND:	0.00	0.00	Spvr. Allowance:	0.00	services rendered.		
		HDMF Cal. Loan:	0.00	Holiday (Legal):	0.00	0.00	STE:	0.00			
OTHER EARNINGS:	10,587.80	Other Deductions:	0.00	Holiday (Legal) ND:	0.00	0.00	Housing Allowance:	0.00			
		TOTAL DEDUCTIONS:	1,209,26	Holiday (Legal) OT:	0.00	0.00	Add Back:	0.00			
		TOTAL DEDUCTIONS:	1,209.26	Holiday (Legal) OTND:	0.00	0.00	OTHER DEDUCTIONS:		Signal		* I
				Holiday (Special):	0.00	0.00	CA:	0.00	oignai	lure	
				Holiday (Special) ND:	0.00	0.00	HMO	0.00			
GROSS PAY:	19,194,20	NET PAY:	17,984,94	Holiday (Special) OT:	0.00	0.00	Medical:	0.00			
				Holiday (Special) OTND:	0.00	0.00	PIC:	0.00			
				Holiday (Restday):	0.00	0.00	SD:	0.00			
				Holiday (Restday) ND:	0.00	0.00	D&LSD:	0.00	Dat	e	
LEAVE BALANCE				Holiday (Restday) OT: Holiday (Restday) OTND:	0.00	0.00	VC:	0.00			
SL 13		YTD GROSS INC	OWE	Holiday (Restday) OTND: Holiday (SH&Rday):	0.00	0.00	Meals:	0.00			
VL 2		151.553.6	0	Holiday (SH&Rday): Holiday (SH&Rday) ND:	0.00	0.00	UCA:	0.00			
SILP 0	L		•	Holiday (SH&Rday) ND: Holiday (SH&Rday) OT:	0.00	0.00	CARF:	0.00			
				Holiday (SH&Rday) OT: Holiday (SH&Rday)OTND	0.00	0.00					
				Holiday (Double):	0.00	0.00					
				Holiday (Double): Holiday (Double) ND:	0.00	0.00					
				Holiday (Double) ND. Holiday (Double) OT:	0.00	0.00					
				Holiday (Double) OTND:	0.00	0.00					
									1		

#### 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.

● Pay	roll Summary Re	eport		=
сомр	ANY			
FOR	DEMO ONLY			-
BRANG	н			
BRAN	ICH TESTING			-
PAY	BASIS:			~
DATE F	ROM:	то:		
ŝ	mm/dd/yyyy	Ê	mm/dd/yyyy	
		🕑 Submit		

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Payroll Report Summary

Payroll / Payroll Summary

cel	PRR Downloa	ad													
≡				1 /		- 76	% -	+   (	: <	)				ٹ	, ē
BRANCH TESTING April 26, 2022 858-31 pm															
PAYROLL SUMMARY REPORT															
Pay Period From: 01/16/2020 To: 01/31/2020 (MONTHLY)															
-	-	_	Allowance			-			DEDUC			Philhealth	Total Deduct	-	
Emp ID TEST-010	Employee Name's TEST 10, TEST 10 T.	Basic Pay 20.000.00	Allowance 3.500.00	ND Pay 0.00	0T Pay 0.00	Other Pay 0.00	Adj. 0.00	Loans 1,000.00	Tax 1.708.25	800.00	Pagibig 100.00	Philhealth 600.00	4,208.25	Gross Pay 23,500.00	Net Pay 19.291.75
TEST-010	TEST 6, TEST 6 T.	17,500.00	5,000.00	0.00	0.00	0.00	0.00	0.00	1,708.25	800.00	100.00	525.00	4,208.25	22,500.00	19,291.75
TEST-006	TEST 0, TEST 0 T.	17,500.00	4.000.00	0.00	0.00	0.00	0.00	1.000.00	646.60	800.00	100.00	450.00	2,556.60	19.000.00	19,943.40
TEST-007	TEST 8, TEST 8 T.	17,740.00	6.652.64	0.00	0.00	0.00	0.00	0.00	1,171.45	800.00	100.00	450.00	2,996.00	24,392.64	21,755.09
TEST-009	TEST 9, TEST 9 T.	22,500.00	5,000.00	0.00	0.00	0.00	0.00	0.00	2,314.50	800.00	100.00	675.00	3,889.50	27,500.00	23,610.50
	TOTAL	92,740.00	24,152.64	0.00	0.00	0.00	0.00	2.000.00	6.972.40	4,000.00	500.00	2,816,10	16,288,50	116.892.64	100.604.14

	Α	В	С	D	E	F	G	Н	I	J	К	L	М	Ν	0
1		BRANCH TESTING													
2	Pay Period From: 01/16/02020 To: 01/31/2020														
3	ID No.	Employee Name's	Basic Pay	Allowance	ND Pay	OT Pay	Other Pay	Adjustment	Loans	Tax Withheld	SSS	Pagibig	Philhealth	Gross Pay	Net Pay
4	TEST-006	TEST 6, TEST 6 T.	17,500.00	5,000.00	0.00	0.00	0.00	0.00	0.00	1,131.60	800.00	100.00	525.00	22,500.00	19,943.40
5	TEST-007	TEST 7, TEST 7 T.	15,000.00	4,000.00	0.00	0.00	0.00	0.00	1,000.00	646.60	800.00	100.00	450.00	19,000.00	16,003.40
6	TEST-008	TEST 8, TEST 8 T.	17,740.00	6,652.64	0.00	0.00	0.00	0.00	0.00	1,171.45	800.00	100.00	566.10	24,392.64	21,755.09
7	TEST-009	TEST 9, TEST 9 T.	22,500.00	5,000.00	0.00	0.00	0.00	0.00	0.00	2,314.50	800.00	100.00	675.00	27,500.00	23,610.50
8	TEST-010	TEST 10, TEST 10 T.	20,000.00	3,500.00	0.00	0.00	0.00	0.00	1,000.00	1,708.25	800.00	100.00	600.00	23,500.00	19,291.75
9			92,740.00	24,152.64	0.00	0.00	0.00	0.00	2,000.00	6,972.40	4,000.00	500.00	2,816.10	116,892.64	100,604.14
10															

#### 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.

Lul Bu	dget Allocation										
COMP											
FORL	FOR DEMO ONLY										
PERIO	D FROM	PERIO	D TO								
▦	mm/dd/yyyy	<b>##</b>	mm/dd/yyyy								
	🕑 Submit										

Budget Allocation

Payroll / Allocation

	xport to Excel												
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		N	W2023										
				PREC	CAST	INFRAST	RUCTURE	GENERAL	& ADMIN				I
	BRANCH NAME		HEAD COUNT	BASIC PAY & ALLOWANCES	OT PAY	BASIC PAY & ALLOWANCES	OT PAY	BASIC PAY & ALLOWANCES	OT PAY	BASIC PAY & ALLOWANCES	OT PAY	NET PAY	- 1
	M		11	0.00	0.00	92,504.47	4,571.78	0.00	0.00	0.00	0.00	97,076.25	- 1
	o		7	42,352.95	21,281.21	0.00	0.00	0.00	0.00	0.00	0.00	63,634.16	- I
	V R		11	40,562.06	21,051.76	20,907.52	11,353.82	0.00	0.00	0.00	0.00	93,875.16	
	P		9	113,099.90	29,026.87	0.00	0.00	0.00	0.00	0.00	0.00	142,126.77	
	SUL CANTS		33	288,294.91	0.00	407,879.58	0.00	102,047.16	0.00	0.00	0.00	798,221.65	- 1
	GRAND TOTAL =>		71	484,309.82	71,359.84	521,291.57	15,925.60	102,047.16	0.00	0.00	0.00	1,194,933.99	- 1
	А	В	С	D		E	F	G	ł	н	1	J	К
1	N 3 To: 10/06/2023												
3	0 10. 10/00/2020												
4				PRECAST		INFRASTRUC	TURE		ERAL & ADMIN			L)	
5	BRANCH NAME	HEAD COUNT	BASIC PAY			SIC PAY & OWANCES	OT PAY	BASIC PAY ALLOWANC			ASIC PAY &	OT PAY	NET P.
6 M		11		0.00	0.00	92,504.47	4,571.78		0.00	0.00	0.00	0.00	9
7 0		7	42,35		1,281.21	0.00	0.00		0.00	0.00	0.00	0.00	6
8 P		9	113,09		9,026.87	0.00	0.00		0.00	0.00	0.00	0.00	14
		33	288.29	4 91	0.00	407,879.58	0.00	102.04	47.16	0.00	0.00	0.00	69
9 S	ANTS	11	40,56		1.051.76	20,907.52	11,353.82		0.00	0.00	0.00	0.00	93

#### 8.3.4 Approval Summary

#### • 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.

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	l nthiy) o: 10-11-2023		
TOTAL PAYROLL SUMMARY			
Basic Pay	496,054.01		
OT Pay	127,502.12		
Allowance	15,256.80		
ND Pay	4,732.57		
Other Allowance	147,080.72		
Per Trip Incentives	0.00		
Locator Allowance	0.00		
Discretionary Incentives	61,000.00		
Adjustment Pay	5,217.92		
GROSS PAY =>		856,844.14	
LESS:			
Withholding Tax	11,602.48		
SSS	43,807.50		
PhilHealth	19,611.55		
Pagibig	5,000.00		
Loans & Other Deduction	8,763.08		
		88,784.61	

#### 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.

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FOR	DEMO ONLY			*						
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BRAN	BRANCH TESTING									
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			na na /dd (an a a							
Ê	mm/dd/yyyy	Ê	mm/dd/yyyy							

#### 8.3.6 Group by Department

#### • Payroll -> Reports -> Group by Department

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

🍽 Pay	Payroll Group Summary Report										
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FOR	FOR DEMO ONLY										
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BRAN	ICH TESTING		-								
PAY	BASIS:		~								
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	Submit										

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Payroll Group Report Summary by Department
 Payroll / Payroll Summary

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				• /											
					BRANCI	H TESTING	3							April 26, 2022 10:	:08:35 pm
			PAYR	OLL GROU	P REPORT	T SUMMARY	BY DEPA	RTMENT							
			Pay	Period From	n: 01/16/20	20 To: 01/31/2	2020 (MO	NTHLY)							
									DEDUCI	TIONS					
Dept/Emp ID	Employee Names	Basic Pay	Allowance	ND Pay	OT Pay	Other Pay	Adj.	Loans	DEDUCI Tax	SSS	Pagibig	Philhealth	Total Deduct	Gross Pay	Net Pay
HRD								Loans	Тах						
HRD	Employee Names TEST 8, TEST 8 T.	17,740.00	6,652.64	0.00	0.00	0.00	0.00	0.00	Tax 1,171.45	\$\$\$ 800.00	100.00	566.10	2,637.55	24,392.64	21,755.09
Dept/Emp ID HRD TEST-008	TEST 8, TEST 8 T.	17,740.00	6,652.64	0.00	0.00	0.00	0.00	0.00	Tax	800.00	100.00	566.10	2,637.55	24,392.64	21,755.09
HRD TEST-008	TEST 8, TEST 8 T.	17,740.00	6,652.64	0.00	0.00	0.00	0.00	0.00	Tax 1,171.45	\$\$\$ 800.00	100.00	566.10	2,637.55	24,392.64	21,755.09
HRD TEST-008	TEST 8, TEST 8 T.	17,740.00	6,652.64	0.00	0.00	0.00	0.00	0.00	Tax 1,171.45	\$\$\$ 800.00	100.00	566.10	2,637.55	24,392.64	21,755.09
HRD	TEST 8, TEST 8 T. Sub-Total: TEST 10, TEST 10 T. TEST 9, TEST 9 T.	17,740.00 17,740.00 20,000.00 22,500.00	6,652.64 6,652.64 3,500.00 5,000.00	0.00	0.00	0.00	0.00	0.00	Tax 1,171.45 1,171.45 1,708.25 2,314.50	\$\$\$\$ 800.00 800.00 800.00 800.00	100.00 100.00 100.00 100.00	566.10 566.10 600.00 675.00	2,637.55 2,637.55 4,208.25 3,889.50	24,392.64 24,392.64 23,500.00 27,500.00	21,755.09 21,755.09 19,291.75 23,610.50
HRD TEST-008 MIS-ICT TEST-010	TEST 8, TEST 8 T. Sub-Total: TEST 10, TEST 10 T.	17,740.00 17,740.00 20,000.00 22,500.00	6,652.64 6,652.64 3,500.00 5,000.00	0.00	0.00	0.00	0.00	0.00	Tax 1,171.45 1,171.45 1,708.25	\$\$\$\$ 800.00 800.00 800.00 800.00	100.00 100.00 100.00 100.00	566.10 566.10 600.00	2,637.55 2,637.55 4,208.25 3,889.50	24,392.64 24,392.64 23,500.00 27,500.00	21,755.09 21,755.09 19,291.75
HRD TEST-008 MIS-ICT TEST-010	TEST 8, TEST 8 T. Sub-Total: TEST 10, TEST 10 T. TEST 9, TEST 9 T. Sub-Total:	17,740.00 17,740.00 20,000.00 22,500.00	6,652.64 6,652.64 3,500.00 5,000.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 1,000.00 0.00	Tax 1,171.45 1,171.45 1,708.25 2,314.50	\$\$\$ 800.00 800.00 800.00 800.00	100.00 100.00 100.00 100.00	566.10 566.10 600.00 675.00	2,637.55 2,637.55 4,208.25 3,889.50	24,392,64 24,392,64 23,500.00 27,500.00	21,755.09 21,755.09 19,291.75 23,610.50
HRD TEST-008 MIS-ICT TEST-010 TEST-009	TEST 8, TEST 8 T. Sub-Total: TEST 10, TEST 10 T. TEST 9, TEST 9 T. Sub-Total:	17,740.00 17,740.00 20,000.00 22,500.00	6,652.64 6,652.64 3,500.00 5,000.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 1,000.00 0.00	Tax 1,171.45 1,171.45 1,708.25 2,314.50	\$\$\$ 800.00 800.00 800.00 800.00	100.00 100.00 100.00 100.00	566.10 566.10 600.00 675.00	2,637.55 2,637.55 4,208.25 3,889.50	24,392,64 24,392,64 23,500.00 27,500.00	21,755.09 21,755.09 19,291.75 23,610.50
HRD TEST-008 MIS-ICT TEST-010 TEST-009 PURCHASIN	TEST 8, TEST 8 T. Sub-Total: TEST 10, TEST 10 T. TEST 9, TEST 9 T. Sub-Total: G	17,740.00 17,740.00 20,000.00 22,500.00 42,500.00 17,500.00 15,000.00	6,852.84 6,852.84 3,500.00 5,000.00 8,500.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 1,000.00 0.00 1,000.00	Tax 1,171.45 1,171.45 1,708.25 2,314.50 4,022.75	\$\$\$ 800.00 800.00 800.00 800.00 1,600.00	100.00 100.00 100.00 200.00 100.00 100.00	566.10 566.10 600.00 675.00 1,275.00 525.00 450.00	2,637.55 2,637.55 4,208.25 3,889.50 8,097.75	24,392,64 24,392,64 23,500,00 27,500,00 61,000,00 22,500,00 19,000,00	21,755.09 21,755.09 19,291.75 23,610.50 42,902.25

#### 8.3.7 Monthly Summary

# • Payroll -> Reports -> Monthly Summary

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

🛱 Monthly Payroll S	Summary Rej	port	=
COMPANY			
FOR DEMO ONLY			*
BRANCH			
BRANCH TESTING			•
MONTH:	~	YEAR:	
	🕑 Submit		

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Nonthly Payroll Summary

Executive / Reports

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				MO	NTHLY PAY	I TESTING ROLL SUMM of January, 20	ARY							April 23, 2022	5:40:20 pm
									DEDUCTI	DNS					
Dept/Emp ID	Employee Names	Basic Pay	Allowance	ND Pay	OT Pay	Other Pay	Adj.	Loans	Тах	SSS	Pagibig	Philhealth	Total Deduct	Gross Pay	Net Pay
HRD															
TEST-004	TEST 4, TEST 4 T.	54,000.00	27,000.00	0.00	1,562.50	0.00	0.00	2,000.00	7,629.62	800.00	100.00	810.00	11,339.62	82,562.50	71,222.88
TEST-008	TEST 8, TEST 8 T.	37,740.00	14,152.64	0.00	2,000.00	0.00	0.00	0.00	3,754.70	800.00	100.00	566.10	5,220.80	53,892.64	48,671.84
TEST-001 TEST-003	TEST-1, TEST-1 T.	13,000.00	520.00 5.400.00	681.25 0.00	250.00 568.74	0.00	0.00	0.00	0.00	540.00	100.00	195.00	835.00	14,451.25	13,616.25
TEST-003	TEST-3, TEST-3 T. Sub-Total:	18,900.00 123,640.00	47.072.64	681.25	4,381,24	0.00	0.00	0.00	0.00	760.00 2.900.00	100.00	283.50 1.854.60	1,143.50	24,868.74 175,775,13	23,725.24 157,236,21
	aubritiai.	120,010.00		00120	4,001.04	0.00	0.00	2,000.00	11,004.02	2,000.00	400.00	1,004.00	10,000.01		101,200.21
MIS-ICT TEST-010	TEST 10. TEST 10 T.	40.000.00	7,000.00	0.00	0.00	0.00	0.00	2.000.00		800.00	100.00	600.00	7.676.11	48.538.46	40,862.35
TEST-005	TEST 5, TEST 5 T.	24,300.00	5,400.00	1,282.50	0.00	0.00	0.00	2,000.00	4,176.11	800.00	100.00	364.50	1,961.30	46,536.40	40,862.35
TEST-009	TEST 9, TEST 9 T.	45.000.00	10.000.00	0.00	0.00	0.00	0.00	0.00	5.022.75	800.00	100.00	675.00	6.597.75	55.000.00	48.402.25
	Sub-Total:		22,400.00	1,282.50	0.00		0.00	2,000.00	9,895.66	2,400.00	300.00	1,639.50	16,235.16	134,520.96	118,285.80
PURCHASIN	0														
TEST-006	TEST 6. TEST 6 T.	35.000.00	10.000.00	0.00	631.01	0.00	0.00	0.00	2,747.60	800.00	100.00	525.00	4,172.60	45.631.01	41,458,41
TEST-007	TEST 7, TEST 7 T.	30.000.00	8.000.00	0.00	0.00	0.00	0.00	2.000.00	1.563.20	800.00	100.00	450.00	4,913.20	38,000.00	33,086.80
TEST-007	TEST-2, TEST-2 T.	16,200.00	5,940.00	0.00	0.00	0.00	0.00	2,000.00	0.00	640.00	100.00	243.00	4,913.20	22,140.00	18,757.00
1201-002	1601-2, 1601-21.			0.00	631.01	0.00	0.00	4,400.00	4.310.80	2.240.00	300.00	1,218.00	12,468.80	105,771.01	93,302.21

### 8.3.8 Monthly Labor Cost

#### • Payroll -> Reports -> Monthly Labor Cost

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

📶 Monthly Labor Cost		
FOR DEMO ONLY	v	
Month ~	Year	
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	NC.										
BRANCH NAME	DEPARTMENT	HEAD	BASIC PAY	OT PAY	ALLOWANCES INCL. 13 MONTH	OTHER ALLOWANCES	PER TRIP	ADJ. PAY	GROSS PAY	GMB	13TH
	1										
Indirect											
		1	70,000.00	0.00		6,500.00	0.00	0.00	106,500.00	0.00	
	SUB-TOTAL	1	70,000.00	0.00	30,000.00	6,500.00	0.00	0.00	106,500.00	0.00	
	TOTAL	1	70,000.00	0.00	30,000.00	6,500.00	0.00	0.00	106,500.00	0.00	
Indirect											
		1	40,000.00	0.00	0.00	6,500.00	0.00	0.00	46,500.00	3,780.00	
	SUB-TOTAL	1	40,000.00	0.00	0.00	6,500.00	0.00	0.00	46,500.00	3,780.00	
	TOTAL	1	40,000.00	0.00	0.00	6,500.00	0.00	0.00	46,500.00	3,780.00	
Direct											
		1	17,177.71	5,017.96	0.00	6,000.00	0.00	0.00	28,195.67	2,088.97	
	т	3	42,768.00	15,810.30	1,494.00	7,392.00	0.00	0.00	67,464.30	5,146.20	
	SUB-TOTAL	4	59,945.71	20,828.26	1,494.00	13,392.00	0.00	0.00	95,659.97	7,235.17	
Indirect											
		$\frac{2}{2}$	45,773.76	2,197.70		5,040.00			53,480.90	5,497.97	
	SUB-TOTAL TOTAL	<u>2</u>	45,773.76	2,197.70	<u>469.44</u> 1,963.44	5,040.00	0.00	0.00	<u>53,480.90</u> 149,140.87	<u>5,497.97</u> 12,733.14	
	TOTAL		103,713.47	23,023.30	1,000.44	10,452.00	0.00	0.00	140,140.07	12,733.14	

# 8.3.9 Monthly Tax Withheld

#### • Payroll -> Reports -> Monthly Tax Withheld

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

🛱 Generate Monthly Tax Withheld	=
COMPANY	
FOR DEMO ONLY	v
BRANCH	
BRANCH TESTING	•
MONTH: YEAR:	
🕑 Submit	

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3 For the month of Septembe	- 2022	)															
3 Torbie Honar or September	2023																
																	SSS,GSIS,PHIC,HD
										Statutory	Holiday Pay,						MF, Mandatory
										Minimum Wage							Contribution &
											Night Differential						Union Dues
									Total Amount of			13th Month Pay &					Employee Share
4 No. TIN	Emplyee No.	Last Name	First Name	Middle Name	Birthday	Hiring Date	Basic Pay	Annual Salary	Compensation	(MWE's)	(for MWE's only)	13th Month Pay & Other Benefits	De Minimis Benefit	SSS EE			Only
5 13	Emplyee No.	Last Name	First Name	Middle Name	Birthday 04/14/1983	05/16/2018	Basic Pay 13,770.24	Annual Salary 165,242.88						555 EE 630.00	275.40	100.00	Only 1,005.40
5 13	Emplyee No.	Last Name	First Name	Middle Name		05/16/2018		-	Compensation	(MWE's)	(for MWE's only)						Only 1,005.40
5 1 3 6 2 7 3	Emplyee No.	Last Name	First Name	Middle Name	04/14/1983	05/16/2018	13,770.24	165,242.88	Compensation 14,256.00	(MWE's)	(for MWE's only) 4,826.25			630.00	275.40	100.00	Only 1,005.40 1,104.77
5 1 3 6 2 7 3 8 4	Emplyee No.	Last Name	First Name	Niddle Name	04/14/1983 01/17/1994	05/16/2018 02/19/2019 10/01/2017	13,770.24 15,363.73	165,242.88 184,364.76	Compensation 14,256.00 15,363.72	(MWE's)	(for MWE's only) 4,826.25 1,104.56			630.00 697.50	275.40 307.27	100.00 100.00	Only 1,005.40 1,104.77 1,208.97
5 1 3 6 2 7 3	Emplyee No.	Last Name	First Name	Niddle Name	04/14/1983 01/17/1994 08/23/1984	05/16/2018 02/19/2019 10/01/2017 07/26/2019	13,770.24 15,363.73 17,198.39	165,242.88 184,364.76 206,380.68	Compensation 14,256.00 15,363.72 17,177.71	(MWE's) 528.00	(for MWE's only) 4,826.25 1,104.56 5,017.96			630.00 697.50 765.00	275.40 307.27 343.97	100.00 100.00 100.00	Only 1,005.40 1,104.77 1,208.97 1,005.40
5 1 3 6 2 7 3 8 4 9 5 10 6 102014105	,		First Name	Middle Name	04/14/1983 01/17/1994 08/23/1984 03/01/1986	05/16/2018 02/19/2019 10/01/2017 07/26/2019 12/07/2017	13,770.24 15,363.73 17,198.39 13,770.24	165,242.88 184,364.76 206,380.68 165,242.88	Compensation 14,256.00 15,383.72 17,177.71 14,256.00	(MWE's) 528.00 528.00	(for MWE's only) 4,826.25 1,104.56 5,017.96 5,471.40			630.00 697.50 765.00 630.00	275.40 307.27 343.97 275.40	100.00 100.00 100.00 100.00	Only 1,005.40 1,104.77 1,208.97 1,005.40
5 1 3 6 2 7 3 8 4 9 5	,				04/14/1983 01/17/1994 08/23/1984 03/01/1986 03/12/1982	05/16/2018 02/19/2019 10/01/2017 07/26/2019 12/07/2017	13,770.24 15,363.73 17,198.39 13,770.24 13,770.24	165,242.88 184,364.76 206,380.68 165,242.88 165,242.88	Compensation 14,256.00 15,383.72 17,177.71 14,256.00 14,256.00	(MWE's) 528.00 528.00	(for MWE's only) 4,826.25 1,104.56 5,017.96 5,471.40 5,512.65			630.00 697.50 765.00 630.00 630.00	275.40 307.27 343.97 275.40 275.40	100.00 100.00 100.00 100.00 100.00	Only 1,005.40 1,104.77 1,208.97 1,005.40 1,005.40

#### 8.3.10 Y-T-D Department

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

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

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

♥ Y-T-D Monthly Payroll by Department	=
COMPANY	
FOR DEMO ONLY	-
BRANCH	
BRANCH TESTING	-
YEAR:	
🕑 Submit	

Year-To-Date Monthly Payroll by Department Executive / Reports

							NCH TESTI	NG							
					TEAR-TU		THLY PAYROL the year 202	L BY DEPART	MENT				A	pril 23, 2022 6:08:31	m
		Basic Pay	Allowance		OT Pay	Other Pay	Adj.	Loans	DEDUCTI	ION S	Pagibig	Philhealth	Total Deduct	Gross Pay	Not Pay
	MP Count	Dasic Pay	Allowance	ND Pay	OTPay	Other Pay	Adj.	Loans	Tax	888	Pagioig	Philipearth	Total Deduct	Gross Pay	Net Pay
HRD															
January	4	123,640.00	47,072.64	681.25	4,381.24	0.00	0.00	2,000.00	11,384.32	2,900.00	400.00	1,854.60	18,538.92	175,775.13	157,236.21
February	4	120,000.00	45,500.00	656.25 712.50	0.00	0.00	0.00	2,000.00	10,045.50	2,820.00	400.00	1,800.00	17,065.50	166,156.25 180,032.50	149,090.75 161,136.50
March	4	125,100.00	46,720.00	712.50	0.00	7,500.00	3,500.00	2,000.00	11,788.00	2,860.00	400.00	1,848.00	22,396.00	180,032.50	161,136.50
April	2	123,200.00	46,720.00	625.00	1.534.38	0.00	0.00	2,000.00	10,538.00	2,920.00	400.00	1,896.00	17,666.00	172,079.38	154.413.38
	3	110.200.00	46,720.00	0.00	0.00	0.00	0.00	2,000.00	10,538.00	2,880.00	300.00	1,648.00	16,811.00	156,400.00	139,589.00
May		103,100.00	46,200.00	0.00	0.00	0.00	0.00	2,000.00	11,030.50	1.600.00	200.00	1,663.00	16,240.50	147.700.00	131,459.50
June				0.00	0.00	0.00	0.00	0.00	7.699.31	1.600.00	200.00	1.168.12	10.667.43	113,812.50	103.145.07
June July	3		33 937 50				0.00	0.00	10.538.00	1.600.00	200.00	1.380.00	13,718.00	133.000.00	
June July August	3	79,875.00	33,937.50		0.00										
June July August September	3 2 2	79,875.00 92,000.00	41,000.00	0.00	0.00	0.00		0.00	7 374 75	800.00	100.00	600.00	9 974 75	94 000 00	119,282.00
June July August September October	3 2 2 2	79,875.00 92,000.00 66,000.00	41,000.00 28,000.00	0.00	0.00	0.00	0.00	0.00	7,374.75	800.00	100.00	600.00	8,874.75	94,000.00	85,125.25
June July August September	3 2 2	79,875.00 92,000.00	41,000.00	0.00				0.00	7,374.75 3,791.50 3,791.50	800.00 800.00 800.00	100.00 100.00 100.00	600.00 600.00 600.00	8,874.75 5,291.50 5,291.50	94,000.00 55,000.00 55.000.00	

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PURCHASIN January Harch Agril May June June September Dotober Kovember Dotober	MP Count 4G 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Basic Pay 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,000,00 81,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 81,200,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,00 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,000,000 80,0	Allowance 23,340,00 23,350,00 23,720,00 23,720,00 23,720,00 23,720,00 23,720,00 23,720,00 23,540,00 23,540,00 23,560,00	ND Pay 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	OT Pay 631.01 0.00 93.75 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	Other Pay 0.00 1.000.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	Adj. 0.00 0.00 1.300.00 0.00 0.00 0.00 0.00	Loans 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 52,800.00	DEDUCT1 Tax 4,310.80 4,153.05 4,153.05 4,153.05 4,153.05 4,153.05 4,153.05 4,153.05 4,153.05 4,153.05 4,153.05 4,153.05 4,153.05 4,153.05 4,153.05 4,153.05	555 2,240,00 2,220,00 2,220,00 2,220,00 2,220,00 2,220,00 2,220,00 2,220,00 2,220,00 2,240,00 2,240,00 2,240,00 2,240,00	Pagibig 300.00 300.00 300.00 300.00 300.00 300.00 300.00 300.00 300.00 300.00 300.00 300.00 300.00 300.00	Philhealth 1,218.00 1,200.00 1,200.00 1,209.00 1,209.00 1,209.00 1,209.00 1,209.00 1,209.00 1,209.00 1,209.00 1,209.00 1,209.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,20	Total Deduct 12,468,80 12,268,80 12,278,35 12,278,205 12,278,205 12,282,05 12,282,05 12,282,05 12,282,05 12,282,05 12,283,05 12,283,05 143,498,65	Gross Pay 105,771.01 103,500.05 107,640.00 104,413.75 104,320.00 104,420.00 104,420.00 104,420.00 104,520.00 105,500.00 105,500.00	Net Psy 91.302.21 91.262.84 94.761.65 92.282.85 92.828.66 92.828.66 92.828.66 92.828.66 92.828.66 92.828.66 91.246.56 91.246.56 91.246.56
January February March April June July July September Dotober November December	KG 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	81,200.00 80,000.00 82,865.50 81,200.00 80,600.00 81,200.00 80,600.00 80,600.00 81,200.00 80,600.00 81,200.00 80,000.00	23,940,00 23,500,00 23,720,00 23,720,00 23,720,00 23,720,00 23,720,00 23,720,00 23,720,00 23,940,00 23,940,00 23,940,00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	631.01 0.00 93.75 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 1,000.00 0.00 0.00 0.00 0.00 0	0.00 0.00 1,300.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00	Tax 4,310,80 4,153,05 4,2213,05 4,223,35 4,153,05 4,153,05 4,153,05 4,153,05 4,153,05 4,153,05	555 2,240,00 2,220,00 2,220,00 2,220,00 2,220,00 2,220,00 2,220,00 2,220,00 2,220,00 2,240,00 2,240,00 2,240,00 2,240,00	300.00 300.00 300.00 300.00 300.00 300.00 300.00 300.00 300.00 300.00 300.00	1,218.00 1,209.00 1,218.00 1,209.00 1,218.00 1,218.00 1,218.00 1,218.00 1,218.00 1,218.00 1,209.00	12,468.80 12,253.05 13,642.05 12,878.35 12,282.05 12,282.05 12,282.05 12,282.05 12,282.05 12,282.05 12,253.05	105,771,01 103,500,00 107,570,50 107,640,00 104,413,75 104,320,00 105,140,00 104,320,00 105,140,00 105,500,00	93,302.21 91,246.95 96,5228.45 94,761.65 92,131.70 92,037.95 92,037.95 92,037.95 92,037.95 92,037.95 92,037.95 92,037.95 91,246.95
lanuary February March April May Iune Iuly August September October	KG 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	81,200.00 80,000.00 82,850.50 81,200.00 80,600.00 81,200.00 80,600.00 80,600.00 80,600.00 81,200.00	23,940.00 23,500.00 23,720.00 23,720.00 23,720.00 23,720.00 23,720.00 23,720.00 23,720.00 23,940.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	631.01 0.00 0.00 93.75 0.00 0.00 0.00 0.00	0.00 0.00 1,000.00 0.00 0.00 0.00 0.00 0	0.00 0.00 1,300.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00	Tax 4,310,80 4,153,05 4,213,05 4,153,05 4,153,05 4,153,05 4,153,05 4,153,05 4,153,05 4,153,05 4,153,05	\$\$\$ 2,240.00 2,200.00 2,220.00 2,220.00 2,220.00 2,220.00 2,220.00 2,220.00 2,220.00 2,220.00 2,220.00	300.00 300.00 300.00 300.00 300.00 300.00 300.00 300.00 300.00	1,218.00 1,209.00 1,218.00 1,209.00 1,209.00 1,218.00 1,209.00 1,209.00 1,218.00	12,468.80 12,253.05 13,642.05 12,878.35 12,282.05 12,282.05 12,282.05 12,282.05 12,282.05 12,282.05 12,282.05	105,771.01 103,500.00 107,570.50 107,640.00 104,413.75 104,320.00 105,140.00 104,320.00 104,320.00	93,302.21 91,246.95 95,228.45 94,761.65 92,131.70 92,037.95 92,828.95 92,037.95 92,037.95
lanuary February March April May June July August September	KG 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	81,200.00 80,000.00 82,850.50 81,200.00 80,600.00 81,200.00 80,600.00 80,600.00	23,940.00 23,500.00 23,720.00 23,720.00 23,720.00 23,720.00 23,720.00 23,720.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	631.01 0.00 0.00 93.75 0.00 0.00 0.00	0.00 0.00 1,000.00 0.00 0.00 0.00 0.00 0	0.00 0.00 1,300.00 0.00 0.00 0.00 0.00 0.00	4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00	Tax 4,310,80 4,153,05 4,213,05 4,720,35 4,153,05 4,153,05 4,153,05 4,153,05 4,153,05	\$\$\$ 2,240.00 2,200.00 2,220.00 2,220.00 2,220.00 2,220.00 2,220.00 2,220.00	300.00 300.00 300.00 300.00 300.00 300.00 300.00 300.00	1,218.00 1,209.00 1,218.00 1,209.00 1,209.00 1,209.00 1,209.00 1,209.00	12,468.80 12,253.05 13,642.05 12,878.35 12,282.05 12,282.05 12,282.05 12,282.05	105,771,01 103,500,00 107,570,50 107,640,00 104,413,75 104,320,00 105,140,00 104,320,00	93,302.21 91,246.95 95,228.45 94,761.65 92,131.70 92,037.95 92,828.95 92,037.95
lanuary February March April May June June July August	IG 3 3 3 3 3 3 3 3 3 3 3 3	81,200.00 80,000.00 82,850.50 81,200.00 80,600.00 80,600.00 81,200.00	23,940.00 23,500.00 23,720.00 23,940.00 23,720.00 23,720.00 23,720.00 23,720.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	631.01 0.00 0.00 93.75 0.00 0.00 0.00	0.00 0.00 1,000.00 0.00 0.00 0.00 0.00	0.00 0.00 1,300.00 0.00 0.00 0.00 0.00 0.00	4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00	Tax 4,310,80 4,153,05 4,213,05 4,720,35 4,153,05 4,153,05 4,153,05 4,153,05	\$\$\$ 2,240.00 2,220.00 2,220.00 2,220.00 2,220.00 2,220.00 2,220.00 2,220.00	300.00 300.00 300.00 300.00 300.00 300.00 300.00 300.00	1,218.00 1,200.00 1,218.00 1,209.00 1,209.00 1,209.00 1,218.00 1,209.00	12,468,80 12,253,05 13,642,05 12,878,35 12,282,05 12,282,05 12,282,05 12,282,05	105,771.01 103,500.00 107,570.50 107,640.00 104,413.75 104,320.00 105,140.00 104,320.00	93,302.21 91,246.95 95,228.45 94,761.65 92,131.70 92,037.95 92,828.95 92,037.95
anuary iebruary March pril May une uly	IG 3 3 3 3 3 3 3 3	81,200.00 80,000.00 82,850.50 81,200.00 80,600.00 80,600.00 81,200.00	23,940.00 23,500.00 23,720.00 23,940.00 23,720.00 23,720.00 23,940.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	631.01 0.00 0.00 93.75 0.00 0.00	0.00 0.00 1,000.00 0.00 0.00 0.00	0.00 0.00 1,300.00 0.00 0.00 0.00 0.00	4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00	Tax 4,310.80 4,153.05 4,213.05 4,720.35 4,153.05 4,153.05 4,153.05 4,153.05	555 2,240.00 2,200.00 2,220.00 2,240.00 2,220.00 2,220.00 2,220.00 2,240.00	300.00 300.00 300.00 300.00 300.00 300.00 300.00	1,218.00 1,209.00 1,218.00 1,218.00 1,209.00 1,209.00 1,218.00	12,468.80 12,253.05 13,642.05 12,878.35 12,282.05 12,282.05 12,281.05	105,771.01 103,500.00 107,570.50 107,640.00 104,413.75 104,320.00 105,140.00	93,302 21 91,246,95 95,228,45 94,761,65 92,131,70 92,037,95 92,828,95
January February March April May June June	IG 3 3 3 3 3 3 3 3	81,200.00 80,000.00 82,850.50 81,200.00 80,600.00 80,600.00 81,200.00	23,940.00 23,500.00 23,720.00 23,940.00 23,720.00 23,720.00 23,940.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	631.01 0.00 0.00 93.75 0.00 0.00	0.00 0.00 1,000.00 0.00 0.00 0.00	0.00 0.00 1,300.00 0.00 0.00 0.00 0.00	4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00	Tax 4,310.80 4,153.05 4,213.05 4,720.35 4,153.05 4,153.05 4,153.05 4,153.05	555 2,240.00 2,200.00 2,220.00 2,240.00 2,220.00 2,220.00 2,220.00 2,240.00	300.00 300.00 300.00 300.00 300.00 300.00 300.00	1,218.00 1,209.00 1,218.00 1,218.00 1,209.00 1,209.00 1,218.00	12,468.80 12,253.05 13,642.05 12,878.35 12,282.05 12,282.05 12,281.05	105,771.01 103,500.00 107,570.50 107,640.00 104,413.75 104,320.00 105,140.00	93,302 21 91,246,95 95,228,45 94,761,65 92,131,70 92,037,95 92,828,95
January February March April May June	IG 3 3 3 3 3 3 3 3 3	81,200.00 80,000.00 82,850.50 81,200.00 80,600.00 80,600.00	23,940.00 23,500.00 23,720.00 23,940.00 23,720.00 23,720.00	0.00 0.00 0.00 0.00 0.00 0.00	631.01 0.00 0.00 93.75 0.00	0.00 0.00 1,000.00 0.00 0.00	0.00 0.00 1,300.00 0.00 0.00 0.00	4,400.00 4,400.00 4,400.00 4,400.00 4,400.00 4,400.00	Tax 4,310.80 4,153.05 4,213.05 4,720.35 4,153.05 4,153.05	\$\$\$ 2,240.00 2,200.00 2,220.00 2,240.00 2,220.00 2,220.00	300.00 300.00 300.00 300.00 300.00 300.00	1,218.00 1,200.00 1,209.00 1,218.00 1,209.00 1,209.00	12,468.80 12,253.05 13,642.05 12,878.35 12,282.05 12,282.05	105,771.01 103,500.00 107,570.50 107,640.00 104,413.75 104,320.00	93,302 21 91,246 95 95,228,45 94,761,65 92,131.70 92,037,95
January February March April	IG 3 3 3 3 3	81,200.00 80,000.00 82,850.50 81,200.00 80,600.00	23,940.00 23,500.00 23,720.00 23,940.00 23,720.00	0.00 0.00 0.00 0.00 0.00	631.01 0.00 0.00 0.00 93.75	0.00 0.00 1,000.00 0.00 0.00	0.00 0.00 1,300.00 0.00 0.00	4,400.00 4,400.00 4,400.00 4,400.00 4,400.00	Tax 4,310.80 4,153.05 4,213.05 4,720.35 4,153.05	\$\$\$ 2,240.00 2,200.00 2,220.00 2,240.00 2,220.00	300.00 300.00 300.00 300.00 300.00	1,218.00 1,200.00 1,209.00 1,218.00 1,209.00	12,468.80 12,253.05 13,642.05 12,878.35 12,282.05	105,771.01 103,500.00 107,570.50 107,640.00 104,413.75	93,302 21 91,246 95 95,228 45 94,761.65 92,131.70
lanuary February March	IG 3 3 3	81,200.00 80,000.00 82,850.50	23,940.00 23,500.00 23,720.00	0.00 0.00 0.00	631.01 0.00 0.00	0.00 0.00 1,000.00	0.00 0.00 1,300.00	4,400.00 4,400.00 4,400.00	Tax 4,310.80 4,153.05 4,213.05	\$\$\$ 2,240.00 2,200.00 2,220.00	300.00 300.00 300.00	1,218.00 1,200.00 1,209.00	12,468.80 12,253.05 13,542.05	105,771.01 103,500.00 107,570.50	93,302.21 91,246.95 95,228.45
lanuary February	IG 3 3	81,200.00	23,940.00 23,500.00	0.00	631.01	0.00	0.00	4,400.00	Tax 4,310.80 4,153.05	\$\$\$ 2,240.00 2,200.00	300.00	1,218.00	12,468.80 12,253.05	105,771.01	93,302.21 91,246.95
January	<b>IG</b> 3	81,200.00	23,940.00	0.00	631.01	0.00	0.00	4,400.00	Tax 4,310.80	\$\$\$ 2,240.00	300.00	1,218.00	12,468.80	105,771.01	93,302.21
	IG								Tax	855					
		Basic Pay	Allowance	ND Pay	OT Pay	Other Pay	Adj.	Loans			Pagibig	Philhealth	Total Deduct	Gross Pay	Net Pay
	MP Count	Basic Pay	Allowance	ND Pay	OT Pay	Other Pay	Adj.	Loans			Pagibig	Philhealth	Total Deduct	Gross Pay	Net Pay
									DEDUCTI	ONS					
							_								Page 1 of 2
	Sub-Total:	1,301,600.00	266,400.00	14,973.75	0.00	2,800.00	600.00	24,000.00	113,863.96	28,800.00	3,600.00	19,512.00	190,375.96	1,590,581.44	1,400,805.48
Necember	3	107,500.00	22,000.00	1,113.75	0.00	0.00	0.00	2,000.00	9,199.10	2,400.00	300.00	1,612.50	15,511.60	130,613.75	115,102.15
iovember	з	107,500.00	22,000.00	1,170.00	0.00	0.00	0.00	2,000.00	9,133.95	2,400.00	300.00	1,612.50	15,446.45	130,670.00	115,223.55
October	з	109,300.00	22,400.00	1,293.75	0.00	0.00	0.00	2,000.00	9,513.30	2,400.00	300.00	1,639.50	15,852.80	132,993.75	117,140.95
ieptember	3	108,400.00	22,200.00	1,282.50	0.00	0.00	0.00	2,000.00	9,333.75	2,400.00	300.00	1,626.00	15,659.75	131,882.50	116,222.75
ugust	3	107,500.00	22,000.00	1,226.25	0.00	0.00	0.00	2,000.00	9,145.20	2,400.00	300.00	1,612.50	15,457.70	130,726.25	115,268.55
uly	3	109,300.00	22,400.00	1,338.75	0.00	0.00	0.00	2,000.00	9,522.30	2,400.00	300.00	1,639.50	15,861.80	133,038.75	117,176.95
une	з	108,400.00	22,200.00	1,282.50	0.00	0.00	0.00	2,000.00	9,333.75	2,400.00	300.00	1,626.00	15,659.75	131,882.50	116,222.75
lay	3	108,400.00	22,200.00	1,237.50	0.00	0.00	0.00	2,000.00	9,324.75	2,400.00	300.00	1,626.00	15,650.75	131,837.50	116,186.75
	3	109,300.00	22,400.00	1,282.50	0.00	0.00	0.00	2,000.00	10,328.35	2,400.00	300.00	1,639.50	16,667.85	136,251.73	119,583.88
pril	3	109,200.00	22,200.00	1,282.50	0.00	2.800.00	600.00	2,000.00	9,943,75	2,400.00	300.00	1.626.00	16.869.75	135,482.50	119,212,75
ebruary Iarch pril	3	107,500.00	22,400.00	1,282.50	0.00	0.00	0.00	2,000.00	9,895.66	2,400.00	300.00	1,639.50	16,235.16	134,520.96 130,681,25	118,285.80

# 8.3.11 13th Month Summary

#### • 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.

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Submit

13th Month Summary Report (12 Month Period)

#### Payroll / 13th Month Pay

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	NCH TESTING	-	e Year: 2020	)									Tuesd	day, April 26, 2022
Employee Names	January	February	March	April	Мау	June	July	August	September	October	November	December	Total Amount	13th Month
				April 47,000.00	May 47,000.00	June 47,000.00	July 47,000.00	August 47,000.00	September 47,000.00	October 47,000.00	November 47,000.00	December 47,000.00	Total Amount 564,000.00	13th Month 47,000.00
Employee Names 1 TEST 10, TEST 10 T.	January	February	March											
Employee Names 1 TEST 10, TEST 10 T. 2 TEST 4, TEST 4 1.	January 47,000.00	February 47,000.00	March 47,000.00	47,000.00	47,000.00	47,000.00	47,000.00	47,000.00	47,000.00	47,000.00	47,000.00	47,000.00	564,000.00	47,000.00
Employee Names 1 TEST 10, TEST 10 T. 2 IESI 4, IESI 4 I. 3 TEST 5, TEST 5 T.	January 47,000.00 87,500.00	February 47,000.00 62,500.00	March 47,000.00 65,000.00	47,000.00 67,500.00	47,000.00 65,000.00	47,000.00 65,000.00	47,000.00 67,500.00	47,000.00 47,343.75	47,000.00 65,000.00	47,000.00 32,500.00	47,000.00 0.00	47,000.00 0.00	564,000.00 604,843.75	47,000.00 50,403.65
Employee Names 1 TEST 10, TEST 10 T. 2 IES1 4, IES1 4 I. 3 TEST 5, TEST 5 T. 4 TEST 6, TEST 6 T.	January 47,000.00 67,500.00 29,700.00	February 47,000.00 62,500.00 27,500.00	March 47,000.00 65,000.00 28,600.00	47,000.00 67,500.00 29,700.00	47,000.00 65,000.00 28,600.00	47,000.00 65,000.00 28,600.00	47,000.00 67,500.00 29,700.00	47,000.00 47,343.75 27,500.00	47,000.00 65,000.00 28,600.00	47,000.00 32,500.00 29,700.00	47,000.00 0.00 27,500.00	47,000.00 0.00 27,500.00	564,000.00 604,843.75 343,200.00	47,000.00 50,403.65 28,600.00
Employee Names 1 TEST 10, TEST 10 T. 2 IESI 4, IESI 4 I. 3 TEST 5, TEST 5 T. 4 TEST 6, TEST 6 T. 5 TEST 7, TEST 7 T.	January 47,000.00 67,500.00 29,700.00 45,000.00	February 47,000.00 62,500.00 27,500.00 45,000.00	March 47,000.00 65,000.00 28,600.00 45,000.00	47,000.00 87,500.00 29,700.00 45,000.00	47,000.00 65,000.00 28,600.00 45,000.00	47,000.00 85,000.00 28,600.00 45,000.00	47,000.00 67,500.00 29,700.00 45,000.00	47,000.00 47,343.75 27,500.00 45,000.00	47,000.00 65,000.00 28,600.00 45,000.00	47,000.00 32,500.00 29,700.00 45,000.00	47,000.00 0.00 27,500.00 45,000.00	47,000.00 0.00 27,500.00 45,000.00	564,000.00 604,843.75 343,200.00 540,000.00	47,000.00 50,403.65 28,600.00 45,000.00
Employee Names	January 47,000.00 67,500.00 29,700.00 45,000.00 38,000.00	February 47,000.00 62,500.00 27,500.00 45,000.00 38,000.00	March 47,000.00 55,000.00 28,600.00 45,000.00 38,000.00	47,000.00 67,500.00 29,700.00 45,000.00 38,000.00	47,000.00 65,000.00 28,600.00 45,000.00 38,000.00	47,000.00 65,000.00 28,600.00 45,000.00 38,000.00	47,000.00 67,500.00 29,700.00 45,000.00 38,000.00	47,000.00 47,343.75 27,500.00 45,000.00 38,000.00	47,000.00 65,000.00 28,600.00 45,000.00 38,000.00	47,000.00 32,500.00 29,700.00 45,000.00 38,000.00	47,000.00 U.UU 27,500.00 45,000.00 38,000.00	47,000.00 0.00 27,500.00 45,000.00 38,000.00	564,000.00 604,843.75 343,200.00 540,000.00 456,000.00	47,000.00 50,403.85 28,600.00 45,000.00 38,000.00
Employee Names 1 TEST 10, TEST 10 T. 2 IESI 4, IESI 4 I. 3 TEST 5, TEST 5 T. 4 TEST 6, TEST 6 T. 5 TEST 7, TEST 7 T. 6 TEST 8, TEST 6 T.	January 47,000.00 87,500.00 45,000.00 38,000.00 51,892.64	February 47,000.00 62,500.00 27,500.00 45,000.00 38,000.00 55,000.00	March 47,000.00 85,000.00 28,600.00 45,000.00 38,000.00 55,000.00	47,000.00 67,500.00 29,700.00 45,000.00 38,000.00 55,000.00	47,000.00 65,000.00 28,600.00 45,000.00 38,000.00 55,000.00	47,000.00 85,000.00 28,600.00 45,000.00 38,000.00 55,000.00	47,000.00 67,500.00 29,700.00 45,000.00 38,000.00 55,000.00	47,000.00 47,343.75 27,500.00 45,000.00 38,000.00 55,000.00	47,000.00 65,000.00 28,600.00 45,000.00 38,000.00 55,000.00	47,000.00 32,500.00 29,700.00 45,000.00 38,000.00 55,000.00	47,000.00 0.00 27,500.00 45,000.00 38,000.00 55,000.00	47,000.00 0.00 27,500.00 45,000.00 38,000.00 55,000.00	564,000.00 604,843.75 343,200.00 540,000.00 456,000.00 656,892.64	47,000.00 50,403.85 28,600.00 45,000.00 38,000.00 54,741.05
Employee Names 1 TEST 10, TEST 10 T. 2 IES1 4, IES1 4 I. 3 TEST 5, TEST 5 T. 4 TEST 6, TEST 6 T. 5 TEST 7, TEST 7 T. 6 TEST 8, TEST 8 T. 7 TEST 9, TEST 9, T.	January 47,000.00 87,500.00 45,000.00 38,000.00 51,892.64 55,000.00	February 47,000.00 62,500.00 27,500.00 45,000.00 38,000.00 55,000.00 55,000.00	March 47,000.00 55,000.00 45,000.00 38,000.00 55,000.00 55,000.00	47,000.00 67,500.00 29,700.00 45,000.00 38,000.00 55,000.00	47,000.00 85,000.00 28,600.00 45,000.00 38,000.00 55,000.00	47,000.00 85,000.00 28,600.00 45,000.00 38,000.00 55,000.00	47,000.00 67,500.00 29,700.00 45,000.00 38,000.00 55,000.00 55,000.00	47,000.00 47,343.75 27,500.00 45,000.00 38,000.00 55,000.00 55,000.00	47,000.00 85,000.00 28,600.00 45,000.00 38,000.00 55,000.00	47,000.00 32,500.00 29,700.00 45,000.00 38,000.00 55,000.00 55,000.00	47,000.00 U.UU 27,500.00 45,000.00 38,000.00 55,000.00	47,000.00 0.00 27,500.00 45,000.00 38,000.00 55,000.00	564,000.00 504,843.75 343,200.00 540,000.00 456,000.00 656,892.64 660,000.00	47,000.00 50,403.85 28,600.00 45,000.00 38,000.00 54,741.05 55,000.00

### 8.3.12 13th Month Payslip

#### • Payroll -> Reports -> 13th Month Payslip

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

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

🖩 13th Month Pays	slip	≣
COMPANY FOR DEMO ONLY		Ŧ
<b>YEAR</b> 2020	<b>TYPE OF COMPUTATION</b> 12-Month Period	~
	🕑 Submit	

		TEST 10 T.			
	13th Month	Payslip for Year: 20	20		
BCODE	MONTH	BASIC PAY	ALLOWANCE	TOTAL	
ZZZZ	January	40,000.00	7,000.00	47,000.00	
<u>ZZZZ</u>	February	40,000.00	7,000.00	47,000.00	
<u>ZZZZ</u>	March	40,000.00	7,000.00	47,000.00	
ZZZZ	April	40,000.00	7,000.00	47,000.00	
ZZZZ	May	40,000.00	7,000.00	47,000.00	
ZZZZ	June	40,000.00	7,000.00	47,000.00	
<u>ZZZZ</u>	July	40,000.00	7,000.00	47,000.00	
ZZZZ	August	40,000.00	7,000.00	47,000.00	
<u>ZZZZ</u>	September	40,000.00	7,000.00	47,000.00	
<u>ZZZZ</u>	October	40,000.00	7,000.00	47,000.00	
<u>ZZZZ</u>	November	40,000.00	7,000.00	47,000.00	
ZZZZ	December	40,000.00	7,000.00	47,000.00	
			Over-All Total:	564,000.00	
			13 Month Pay:	47,000.00	

# 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.

SSS Monthly Co	ntribution		=
COMPANY			
FOR DEMO ONLY			~
BRANCH			
BRANCH TESTING			Ŧ
MONTH:	~	YEAR:	
	🕑 Submit		
L			

ZZZZ - SSS Contribution

Payroll / SSS

🖒 For the month	n of January, 2020							
SSS No	BIRTHDATE	LAST NAME	FIRST NAME	SUFFIX MIDDLE NAME	EE	ER	EC	ER TOTAL
34-3432223-2	03/20/1984	TEST 10	TEST 10	TEST 10	800.00	1,600.00	30.00	2,430.00
11-111111-4	07/10/1996	TEST 4	TEST 4	TEST 4	800.00	1,600.00	30.00	2,430.00
11-111111-5	06/03/2004	TEST 5	TEST 5	TEST 5	800.00	1,600.00	30.00	2,430.00
11-1111111-6	07/10/1996	TEST 6	TEST 6	TEST 6	800.00	1,600.00	30.00	2,430.00
11-1122231-1	03/09/1994	TEST 7	TEST 7	TEST 7	800.00	1,600.00	30.00	2,430.00
11-1134423-1	02/08/1989	TEST 8	TEST 8	A	800.00	1,600.00	30.00	2,430.00
11-2222222-1	06/15/1993	TEST 9	TEST 9	TEST 9	800.00	1,600.00	30.00	2,430.00
11-1111111-1	01/02/1973	TEST-1	TEST-1	TEST-1	540.00	1,080.00	10.00	1,630.00
Address		C ONLY SAN JOSE DEL N	TEST-3 ALL TOTAL D IONTE CITY, BULAC	E	760.00 6,900.00 F	1,520.00 <b>13,800.00</b> G	30.00 <b>250.00</b> H	2,310.00 20,950.00
A Employer's Nar Address SSS Er No. BIR Er No.	B me : FOR DEMO : KAYPIAN, : 02-3417027 : 222-223-333	C OVER-	<b>ALL TOTAL</b>	E	6,900.00	13,800.00	250.00	20,950.00
A Employer's Nar Address SSS Er No. BIR Er No.	B me : FOR DEMO : KAYPIAN, : 02-3417027 : 222-223-333	C OONLY SAN JOSE DEL N -2000	ALL TOTAL D IONTE CITY, BULAC	E AN TTANCE FOR ALL EF	6,900.00 F	13,800.00	250.00	20,950.00
A Employer's Nai Address SSS Er No. BIR Er No. Telephone No.	B me : FOR DEMC : KAYPIAN, : 02-3417027 : 222-223-333 : /	C OVER- C OONLY SAN JOSE DEL N 2000 S S S S	ALL TOTAL D IONTE CITY, BULAC PREMIUM REMI FOR THE MC	E AN TTANCE FOR ALL EI DNTH OF JANUARY, 2020	6,900.00 F MPLOYEE'S	<b>13,800.00</b> G	<b>250.00</b> Н	20,950.00
A Employer's Nar Address SSS Er No. BIR Er No. Telephone No. SSS NO.	B me : FOR DEMO : KAYPIAN, : 02-3417027 : 222-223-333	C OONLY SAN JOSE DEL N -2000	ALL TOTAL D IONTE CITY, BULAC	E AN TTANCE FOR ALL EI DNTH OF JANUARY, 2020	6,900.00 F	13,800.00	250.00	20,950.00
A Employer's Nar Address SSS Er No. BIR Er No. Telephone No. SSS NO. 34-3432223-2	B me : FOR DEMC : KAYPIAN, : 02-3417027 : 222-223-33 : / BIRTH DATE	C OVER- C OONLY SAN JOSE DEL N -2 5.000 S S S S LAST NAME	ALL TOTAL D IONTE CITY, BULAC PREMIUM REMI FOR THE MO FIRST NAME	E AN TTANCE FOR ALL EI DNTH OF JANUARY, 2020 MIDDLE NAME	6,900.00 F MPLOYEE'S EMPLOYEE	G G EMPLOYER	EC	20,950.00
A Employer's Nar Address SSS Er No. BIR Er No. Telephone No. SSS NO. 34-3432223-2 11-111111-4	B me : FOR DEMC : KAYPIAN, : 02-3417027 : 222-223-33: : / BIRTH DATE 03/20/1984	C OVER- C ONLY SAN JOSE DEL N -2 8-000 S S S S LAST NAME TEST 10	D NONTE CITY, BULAC PREMIUM REMI FOR THE MC FIRST NAME TEST 10	E AN TTANCE FOR ALL EI DNTH OF JANUARY, 2020 MIDDLE NAME TEST 10	6.900.00 F MPLOYEE'S EMPLOYEE 800.00	G G EMPLOYER 1,600.00	EC 30.00	20,950.00
A Employer's Nai Address SSS Er No. BIR Er No. Telephone No. SSS NO. 34-3432223-2 11-1111111-4 11-1111111-5 11-1111111-6	B me : FOR DEMC : KAYPIAN, : 02-3417027 : 222-223-333 : / BIRTH DATE 03/20/1984 07/10/1996 06/03/2004 07/10/1996		ALL TOTAL D NONTE CITY, BULAC PREMIUM REMI FOR THE MO FIRST NAME TEST 10 TEST 4 TEST 5 TEST 5 TEST 6	E AN TTANCE FOR ALL EI DNTH OF JANUARY, 2020 MIDDLE NAME TEST 10 TEST 4 TEST 5 TEST 5 TEST 6	6,900.00 F MPLOYEE'S EMPLOYEE 800.00 800.00 800.00 800.00	G G EMPLOYER 1,600.00 1,600.00 1,600.00 1,600.00	EC 30.00 30.00 30.00 30.00	20,950.00 I TOTAL 1,630.0 1,630.0 1,630.0
A Employer's Nai Address SSS Er No. BIR Er No. Telephone No. 34-3432223-2 11-111111-4 11-111111-5 11-111111-6 11-1122231-1	B me : FOR DEMC : KAYPIAN, : 02-3417027 : 222-223-33 : / BIRTH DATE 03/20/1984 07/10/1996 06/03/2004 07/10/1996 03/09/1994		ALL TOTAL D MONTE CITY, BULAC PREMIUM REMI FOR THE MC FIRST NAME TEST 10 TEST 4 TEST 5 TEST 6 TEST 7	E AN TTANCE FOR ALL EI DNTH OF JANUARY, 2020 MIDDLE NAME TEST 4 TEST 4 TEST 5 TEST 6 TEST 6 TEST 7	6,900.00 F MPLOYEE'S EMPLOYEE 800.00 800.00 800.00 800.00 800.00	G G EMPLOYER 1,600.00 1,600.00 1,600.00 1,600.00 1,600.00	EC 30.00 30.00 30.00 30.00 30.00 30.00	20,950.00
A Employer's Nai Address SSS Er No. BIR Er No. Telephone No. 34-3432223-2 11-111111-4 11-111111-5 11-111111-6 11-1122231-1 11-1134423-1	B me : FOR DEMC : KAYPIAN, : 02-3417027 : 222-223-333 : / BIRTH DATE 03/20/1984 07/10/1996 06/03/2004 07/10/1996 03/09/1994 02/08/1989	C OVER- C OONLY SAN JOSE DEL N -2 0000 SSSS LAST NAME TEST 10 TEST 10 TEST 5 TEST 6 TEST 7 TEST 8	ALL TOTAL D IONTE CITY, BULAC PREMIUM REMI FOR THE MC FIRST NAME TEST 10 TEST 4 TEST 5 TEST 6 TEST 7 TEST 8	E AN TTANCE FOR ALL EI DNTH OF JANUARY, 2020 MIDDLE NAME TEST 10 TEST 4 TEST 5 TEST 5 TEST 6 TEST 7 TEST 8	6,900.00 F MPLOYEE'S EMPLOYEE'S EMPLOYEE 800.00 800.00 800.00 800.00 800.00 800.00	G G EMPLOYER 1,600.00 1,600.00 1,600.00 1,600.00 1,600.00 1,600.00	EC 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00	20,950.00 I TOTAL 1,630.0 1,630.0 1,630.0 1,630.0 1,630.0
A Employer's Nai Address SSS Er No. BIR Er No. Telephone No. 34-3432223-2 11-111111-5 11-111111-5 11-111111-5 11-111111-6 11-1122231-1 11-112231-1 11-1134423-1 11-222222-1	B me : FOR DEMC : KAYPIAN, : 02-3417027 : 222-223-333 : / BIRTH DATE 03/20/1984 07/10/1996 06/03/2004 06/03/2004 06/03/2004 06/03/2094 02/08/1989 06/15/1993	C OVER- C OONLY SAN JOSE DEL N 2 3000 S S S S LAST NAME TEST 10 TEST 10 TEST 5 TEST 6 TEST 7 TEST 6 TEST 7 TEST 8 TEST 9	ALL TOTAL D NONTE CITY, BULAC PREMIUM REMI FOR THE MC FIRST NAME TEST 10 TEST 4 TEST 5 TEST 6 TEST 7 TEST 6 TEST 7 TEST 8 TEST 9	E TTANCE FOR ALL EI TTANCE FOR ALL EI TTANCE FOR ALL EI TEST 10 TEST 4 TEST 5 TEST 6 TEST 7 TEST 8 TEST 9	6,900.00 F MPLOYEE'S EMPLOYEE'S EMPLOYEE 800.00 800.00 800.00 800.00 800.00 800.00	G G EMPLOYER 1,600.00 1,600.00 1,600.00 1,600.00 1,600.00 1,600.00 1,600.00	EC 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00	20,950.00 I TOTAL 1,630.0 1,630.0 1,630.0 1,630.0 1,630.0 1,630.0
A Employer's Nai Address SSS Er No. BIR Er No. Telephone No. 34-3432223-2 11-111111-5 11-111111-5 11-112221-1 11-112221-1 11-1222222-1 11-111111-5	B me : FOR DEMC : KAYPIAN, : 02-3417027 : 222-223-33 : / BIRTH DATE 03/20/1984 07/10/1996 06/03/2004 07/10/1996 03/09/1994 02/08/1989 06/15/1993 01/02/1973	C OVER- C OONLY SAN JOSE DEL N 2 0000 S S S S LAST NAME TEST 10 TEST 4 TEST 5 TEST 6 TEST 7 TEST 6 TEST 7 TEST 8 TEST 9 TEST-1	ALL TOTAL D NONTE CITY, BULAC PREMIUM REMI FOR THE MC FIRST NAME TEST 10 TEST 5 TEST 6 TEST 7 TEST 8 TEST 9 TEST-1	E TTANCE FOR ALL EI TTANCE FOR ALL EI TTANCE FOR ALL EI TEST 10 TEST 4 TEST 5 TEST 6 TEST 6 TEST 7 TEST 8 TEST 9 TEST-1	€,900.00           F           MPLOYEE'S           800.00           800.00           800.00           800.00           800.00           800.00           800.00           800.00           800.00           800.00           800.00           800.00           800.00           800.00           800.00           800.00           800.00           800.00	G G EMPLOYER 1,600.00 1,600.00 1,600.00 1,600.00 1,600.00 1,600.00 1,600.00 1,600.00 1,600.00	EC 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00	20,950.00 I TOTAL 1,630.0 1,630.0 1,630.0 1,630.0 1,630.0 1,630.0 1,630.0 1,630.0
A Employer's Nai Address SSS Er No. BIR Er No. Telephone No.	B me : FOR DEMC : KAYPIAN, : 02-3417027 : 222-223-333 : / BIRTH DATE 03/20/1984 07/10/1996 06/03/2004 06/03/2004 06/03/2004 06/03/2094 02/08/1989 06/15/1993	C OVER- C OONLY SAN JOSE DEL N 2 3000 S S S S LAST NAME TEST 10 TEST 10 TEST 5 TEST 6 TEST 7 TEST 6 TEST 7 TEST 8 TEST 9	ALL TOTAL D NONTE CITY, BULAC PREMIUM REMI FOR THE MC FIRST NAME TEST 10 TEST 4 TEST 5 TEST 6 TEST 7 TEST 6 TEST 7 TEST 8 TEST 9	E TTANCE FOR ALL EI TTANCE FOR ALL EI TTANCE FOR ALL EI TEST 10 TEST 4 TEST 5 TEST 6 TEST 7 TEST 8 TEST 9	6,900.00 F MPLOYEE'S EMPLOYEE'S EMPLOYEE 800.00 800.00 800.00 800.00 800.00 800.00	G G EMPLOYER 1,600.00 1,600.00 1,600.00 1,600.00 1,600.00 1,600.00 1,600.00	EC 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00	20,950.00     1,630.0 1,630.0 1,630.0 1,630.0 1,630.0 1,630.0 1,630.0 1,630.0 1,630.0 1,630.0 1,630.0

#### 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

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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.

COMPANY			
FOR DEMO ONLY			~
BRANCH			
BRANCH TESTING			*
MONTH:	~	YEAR:	
	🕑 Submit		

- HDMF Contribution
Payroll / HDMF

A Export to Excel							1
🖒 For the month of Jar	1uary, 2020, January, 20	020					
PAG-IBIG No	BIRTHDATE	LAST NAME	FIRST NAME	MIDDLE NAME	EMPLOYEE	EMPLOYER	TOTAL
1111-1111-1111	01/02/1973	TEST-1	TEST-1	TEST-1	100.00	100.00	200.00
1111-1111-1112	03/17/1970	TEST-2	TEST-2	TEST-2	100.00	100.00	200.00
1111-1111-1113	07/06/1976	TEST-3	TEST-3	TEST-3	100.00	100.00	200.00
1111-1111-1114	07/10/1996	TEST 4	TEST 4	TEST 4	100.00	100.00	200.00
1111-1111-1115	06/03/2004	TEST 5	TEST 5	TEST 5	100.00	100.00	200.00
1111-1111-1117	07/10/1996	TEST 6	TEST 6	TEST 6	100.00	100.00	200.00
3435-4354-3543	03/09/1994	TEST 7	TEST 7	TEST 7	100.00	100.00	200.00
3543-2565-4643	02/08/1989	TEST 8	TEST 8	TEST 8	100.00	100.00	200.00
5423-5653-2546	06/15/1993	TEST 9	TEST 9	TEST 9	100.00	100.00	200.00
5542-2545-6356	03/20/1984	TEST 10	TEST 10	TEST 10	100.00	100.00	200.00
		🖒 OVER-ALL TOT	AL		1,000.00	1,000.00	2,000.00

	Α	В	С	D	E	F	G	н
1	Employer's Nam	e : FOR DEMO ON	LY					
2	Address	: KAYPIAN SAN	JOSE DEL MONTE O	TTY BULACAN				
3	SSS Er No.	: 02-3417027-2						
1	BIR Er No.	: 222-223-333-000						
5	Telephone No.	: /						
5								
7			HDMF PREMIU	M REMITTANCE	FOR ALL EMPLO	YEE'S		
3				R THE MONTH OF J	· · · ·			
)	PAG-IBIG NO.	BIRTH DATE	LAST NAME	FIRST NAME	MIDDLE NAME	EMPLOYEE	EMPLOYER	TOTAL
0		03/20/1984	TEST 10	TEST 10	TEST 10	100.00	100.00	200.00
_	1111-1111-1114	07/10/1996	TEST 4	TEST 4	TEST 4	100.00	100.00	200.00
	1111-1111-1115	06/03/2004	TEST 5	TEST 5	TEST 5	100.00	100.00	200.00
	1111-1111-1117	07/10/1996	TEST 6	TEST 6	TEST 6	100.00	100.00	200.00
4	3435-4354-3543	03/09/1994	TEST 7	TEST 7	TEST 7	100.00	100.00	200.00
5	3543-2565-4643	02/08/1989	TEST 8	TEST 8	TEST 8	100.00	100.00	200.00
6		06/15/1993	TEST 9	TEST 9	TEST 9	100.00	100.00	200.00
	1111-1111-1111	01/02/1973	TEST-1	TEST-1	TEST-1	100.00	100.00	200.00
8	1111-1111-1112	03/17/1970	TEST-2	TEST-2	TEST-2	100.00	100.00	200.00
	1111-1111-1113	07/06/1976	TEST-3	TEST-3	TEST-3	100.00	100.00	200.00
0						1,000.00	1,000.00	2,000.00
1								
2								
3								
^	77	ZZ - HDMF Contrib	ution Pag-Ibig	BDO (+)		1		•

#### 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.

PhilHealth Mo	1
COMPANY	
FOR DEMO ONLY	Ŧ
BRANCH	
BRANCH TESTING	Ŧ
MONTH:	R:

ZZZZ - PhilHealth Contribution
 Payroll / PhilHealth

For the month of Ja	inuary, 2020							
PH NUMBER	BIRTHDATE	LAST NAME	FIRST NAME	SUFFIX	MIDDLE NAME	EMPLOYEE	EMPLOYER	то
43-534254353-2	03/20/1984	TEST 10	TEST 10		TEST 10	600.00	600.00	1,200
11-11111111-4	07/10/1996	TEST 4	TEST 4		TEST 4	810.00	810.00	1,620
11-11111111-5	06/03/2004	TEST 5	TEST 5		TEST 5	364.50	364.50	729
11-11111111-7	07/10/1996	TEST 6	TEST 6		TEST 6	525.00	525.00	1,050
54-353245435-4	03/09/1994	TEST 7	TEST 7		TEST 7	450.00	450.00	900
34-132432143-2	02/08/1989	TEST 8	TEST 8		A	566.10	566.10	1,132
54-352453254-5	06/15/1993	TEST 9	TEST 9		TEST 9	675.00	675.00	1,350
11-111111111-1	01/02/1973	TEST-1	TEST-1		TEST-1	195.00	195.00	390
11-11111111-3	07/06/1976	TEST-3	TEST-3		TEST-3	283.50	283.50	567

4	А	В	С	D	E	F	G	Н
1	Employer's Name	e : FOR DEMO ON	LY					
2	Address	: KAYPIAN, SAN	JOSE DEL MONTE	CITY, BULACAN				
3	SSS Er No.	: 02-3417027-2						
4	BIR Er No.	: 222-223-333-000	)					
5	Telephone No.	: /						
6								
7		PI	HILHEALTH PRI	EMIUM REMITTA	NCE FOR ALL EM	PLOYEE'S		
8			F	OR THE MONTH OF .	JANUARY, 2020			
9	PH NO.	BIRTH DATE	LAST NAME	FIRST NAME	MIDDLE NAME	EMPLOYEE	EMPLOYER	TOTAL
0	43-534254353-2	03/20/1984	TEST 10	TEST 10	TEST 10	600.00	600.00	1,200.00
1	11-11111111-4	07/10/1996	TEST 4	TEST 4	TEST 4	810.00	810.00	1,620.00
2	11-11111111-5	06/03/2004	TEST 5	TEST 5	TEST 5	364.50	364.50	729.00
13	11-11111111-7	07/10/1996	TEST 6	TEST 6	TEST 6	525.00	525.00	1,050.00
4	54-353245435-4	03/09/1994	TEST 7	TEST 7	TEST 7	450.00	450.00	900.00
15	34-132432143-2	02/08/1989	TEST 8	TEST 8	TEST 8	566.10	566.10	1,132.20
16	54-352453254-5	06/15/1993	TEST 9	TEST 9	TEST 9	675.00	675.00	1,350.00
7	11-111111111-1	01/02/1973	TEST-1	TEST-1	TEST-1	195.00	195.00	390.00
8	11-11111111-2	03/17/1970	TEST-2	TEST-2	TEST-2	243.00	243.00	486.00
9	11-11111111-3	07/06/1976	TEST-3	TEST-3	TEST-3	283.50	283.50	567.00
20						4,712.10	4,712.10	9,424.20
21								
22								
23								
	777	ZZ - Philhealth Co	ntribution RF1	(+)				

#### 8.4.4 Tax Deduction

#### • Payroll -> Remittances -> Tax Deduction

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

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

Tax Deduction	٦		=
COMPANY			
FOR DEMO ONLY			Ŧ
BRANCH			
BRANCH TESTING			•
MONTH:	~	YEAR:	
	🕑 Submit		

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ZZZZ - Tax Deduction

Payroll / Tax

Export to Excel					1
ን For the month of January,	2020				
TIN NUMBER	LAST NAME	FIRST NAME	SUFFIX	MIDDLE NAME	TAX DEDUCTION
354-323-344	TEST 10	TEST 10		TEST 10	4,176.11
111-111-114	TEST 4	TEST 4		TEST 4	7,629.62
111-111-115	TEST 5	TEST 5		TEST 5	696.80
111-111-117	TEST 6	TEST 6		TEST 6	2,747.60
356-453-425	TEST 7	TEST 7		TEST 7	1,563.20
431-242-133	TEST 8	TEST 8		A	3,754.70
435-245-252	TEST 9	TEST 9		TEST 9	5,022.75
111-111-111	TEST-1	TEST-1		TEST-1	0.00
111-111-113	TEST-3	TEST-3		TEST-3	0.00
		ப் OVER-ALL TOTAL			25,590.78
А	В	С	[	D E	F
A Employer's Name	_		[	D E	F
Employer's Name	FOR DEMO ONLY				F
Employer's Name Address	FOR DEMO ONLY	(			F
Employer's Name Address SSS Er No.	: FOR DEMO ONLY : KAYPIAN SAN JO	(			F
Employer's Name Address SSS Er No. BIR Er No.	: FOR DEMO ONLY : KAYPIAN SAN JO : 02-3417027-2	(			F
Employer's Name Address SSS Er No. BIR Er No.	: FOR DEMO ONLY : KAYPIAN SAN JO : 02-3417027-2 : 222-223-333-000	(			F
Employer's Name Address SSS Er No. BIR Er No.	: FOR DEMO ONLY : KAYPIAN SAN JO : 02-3417027-2 : 222-223-333-000 : 02753-4384 /	(	TY BULACAN	N	F
Employer's Name Address SSS Er No. BIR Er No.	: FOR DEMO ONLY : KAYPIAN SAN JO : 02-3417027-2 : 222-223-333-000 : 02753-4384 /	( DSE DEL MONTE CI	TY BULACAN	MPLOYEE'S	F
Employer's Name Address SSS Er No. BIR Er No.	: FOR DEMO ONLY : KAYPIAN SAN JO : 02-3417027-2 : 222-223-333-000 : 02753-4384 /	A DEDUCTION F	TY BULACAN FOR ALL E	MPLOYEE'S RY, 2020	
Employer's Name Address SSS Er No. BIR Er No. Telephone No.	: FOR DEMO ONLY : KAYPIAN SAN JO : 02-3417027-2 : 222-223-333-000 : 02753-4384 / TA)	SE DEL MONTE CI SE DEL MONTE CI X DEDUCTION F FOR THE MONTI	TY BULACAN FOR ALL E	MPLOYEE'S RY, 2020	
Employer's Name Address SSS Er No. BIR Er No. Telephone No.	: FOR DEMO ONLY : KAYPIAN SAN JC : 02-3417027-2 : 222-223-333-000 : 02753-4384 / TAJ	SE DEL MONTE CI <b>X DEDUCTION F</b> FOR THE MONTI FIRST NAME	TY BULACAN FOR ALL E	MPLOYEE'S RY, 2020 Fix MIDDLE NAM	NE TAX DEDUCTION
Employer's Name Address SSS Er No. BIR Er No. Telephone No. TilN NO. 354-323-344	: FOR DEMO ONLY : KAYPIAN SAN JC : 02-3417027-2 : 222-223-333-000 : 02753-4384 / TAX LAST NAME TEST 10	SE DEL MONTE CI <b>X DEDUCTION F</b> FOR THE MONTI FIRST NAME TEST 10	TY BULACAN FOR ALL E	MPLOYEE'S RY, 2020 Ffix MIDDLE NAM TEST 10	NE TAX DEDUCTION 4,176.11
3	For the month of January, TIN NUMBER 354-323-344 111-111-114 111-111-115 111-111-117 356-453-425 431-242-133 435-245-252 111-111-111	Image: Proceeding of Control of January. 2020           TIN NUMBER         LAST NAME           354-323-344         TEST 10           111-111-114         TEST 4           111-111-115         TEST 5           111-111-117         TEST 6           356-453-425         TEST 7           431-242-133         TEST 9           111-111-111         TEST 9           111-111-111         TEST-1	For the month of January.         LAST NAME         FIRST NAME           354-323-344         TEST 10         TEST 10           111-111-114         TEST 4         TEST 4           111-111-115         TEST 5         TEST 5           111-111-117         TEST 6         TEST 6           356-453-425         TEST 7         TEST 8           431-242-133         TEST 9         TEST 9           111-111-111         TEST-1         TEST 9           111-111-111         TEST-1         TEST-1	Image: property and p	For the month of January.         LAST NAME         FIRST NAME         SUFFIX         MIDDLE NAME           354-323-344         TEST 10         TEST 10         TEST 10         TEST 10           111-111-114         TEST 4         TEST 5         TEST 4         TEST 5           111-111-115         TEST 6         TEST 6         TEST 6         TEST 6           111-111-117         TEST 6         TEST 7         TEST 7           356-453-425         TEST 7         TEST 8         A           431-242-133         TEST 9         TEST 9         TEST 9           111-111-111         TEST-10         TEST 9         TEST 9           111-111-111         TEST-3         TEST-3         TEST 9

# 8.4.5 Loans Deduction

TEST 7

TEST 8

TEST 9

TEST-1

TEST-3

ZZZZ - Tax Deduction

14 356-453-425

15 431-242-133

16 435-245-252

17 111-111-111

18 111-111-113

19

### • Payroll -> Remittances -> Loans Deduction

TEST 7

TEST 8

TEST 9

TEST-1

TEST-3

Ð

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.

TEST 7

TEST 9

TEST-1

TEST-3

Α

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

1,563.20

3,754.70

5,022.75

0.00

0.00 25,590.78 directly to the lender. This deduction is usually done every month, and the amount deducted is usually subject to the contractual agreement between the employee and the lender.

🌣 Loan Deduction	=
COMPANY	
FOR DEMO ONLY	*
BRANCH	
BRANCH TESTING	<b>*</b>
LOAN CODE	Loan Type ~
MONTH:	~ YEAR:
	Submit



Payroll / Loans

## Export to Excel

SSS No	LAST NAME	FIRST NAME	MIDDLE NAME	LOAN TYPE	DATE ISSUED	LOAN AMOUNT	DEDUCT AMOUNT
34-3432223-2	TEST 10	TEST 10	TEST 10	CL	02/01/2020	32,000.00	2,000.00
11-111111-4	TEST 4	TEST 4	TEST 4	SL	04/01/2019	32,000.00	2,000.00
11-1122231-1	TEST 7	TEST 7	TEST 7	SL	01/03/2020	25,000.00	2,000.00
11-111111-2	TEST-2	TEST-2	TEST-2	SL	03/02/2020	34,000.00	2,400.00
(? OVER-ALL TOTAL							

	Α	В	С	D	E	F	G	Н				
1	FOR DEMO ONLY											
2	DETAILED LISTING	OF EMPLOYEES S	SS LOANS									
3												
4												
5	BILLING MONTH : .	JANUARY, 2020										
6												
7	SSS Number	Last Name	First Name	Middle Name	Туре	Date Issued	Loan Amount	Deduct Amount				
8	34-3432223-2	TEST 10	TEST 10	TEST 10	CL	02/01/2020	32,000.00	2,000.00				
9	11-111111-4	TEST 4	TEST 4	TEST 4	SL	04/01/2019	32,000.00	2,000.00				
10	11-1122231-1	TEST 7	TEST 7	TEST 7	SL	01/03/2020	25,000.00	2,000.00				
11	11-111111-2	TEST-2	TEST-2	TEST-2	SL	03/02/2020	34,000.00	2,400.00				
12								8,400.00				
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
- 14	< → ZZZZ	- SSS Tax Deduction	1 (+)					: •				



 $\equiv$ 

#### 8.4.6 SSS R3 File

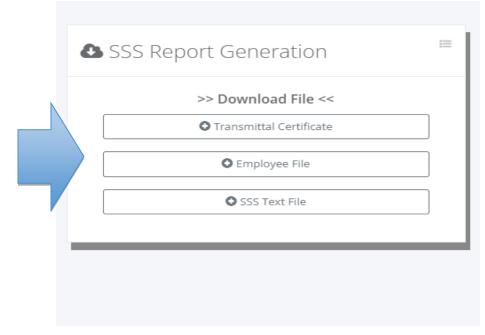
#### • Payroll -> Remittances -> SSS R3 File

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.

-	Α	в	С	D	E	F	G	н	1	J	ĸ	L
L	Employer's Name : FOR DEMO ONLY											
2	Address	Address : KAYPIAN, SAN JOSE DEL MONTE CITY BULACAN										
3	SSS Er No. : 02-3417027-2											
F.	BIR Er No. : 222-223-333-000											
5	Telephone No. :											
5		1										
		- S	S S PREMIL	JM REMITTAI	NCE FOR	ALL EMPL	OYEE'S					
\$			F	OR THE MONTH	OF JANUAR	Y, 2020						
0	SSS NO.	BIRTH DATE	LAST NAME	FIRST NAME	NAME	EMPLOYEE	EMPLOYER	EC	TOTAL			
0	34-3432223-2	03/20/1984	TEST 10	TEST 10	TEST 10	800.00	1,600.00	30.00	1,630.00	TEST-010	1	01052020
1	11-1111111-4	07/10/1996	TEST 4	TEST 4	TEST 4	800.00	1,600.00	30.00	1,630.00	TEST-004		
2	11-111111-5	06/03/2004	TEST 5	TEST 5	TEST 5	800.00	1,600.00	30.00	1,630.00	TEST-005	2	0115202
3	11-1111111-6	07/10/1996	TEST 6	TEST 6	TEST 6	800.00	1,600.00	30.00	1,630.00	TEST-006		
4	11-1122231-1	03/09/1994	TEST 7	TEST 7	TEST 7	800.00	1,600.00	30.00	1,630.00	TEST-007		
5	11-1134423-1	02/08/1989	TEST 8	TEST 8	TEST 8	800.00	1,600.00	30.00	1,630.00	TEST-008		
6	11-2222222-1	06/15/1993	TEST 9	TEST 9	TEST 9	800.00	1,600.00	30.00	1,630.00	TEST-009		
7	11-1111111-1	01/02/1973	TEST-1	TEST-1	TEST-1	540.00	1,080.00	10.00	1,090.00	TEST-001		
8	11-111111-2	03/17/1970	TEST-2	TEST-2	TEST-2	640.00	1,280.00	30.00	1,310.00	TEST-002		
9	11-111111-3	07/06/1976	TEST-3	TEST-3	TEST-3	760.00	1,520.00	30.00	1,550.00	TEST-003		
0						7,540.00	15,080.00	280.00	15,360.00			

COMPANY / LGU			
FOR DEMO ONLY			*
MONTH	YEAF	<b>2</b> 020	
January 🗸			
TR/SBR NUMBER	DATE C	F PAYMENT	
1234567890	Ē	01/31/2020	
AMOUNT PAID			
		2290	0
SSS Remittance Excel File			
Choose File ZZZZ_01202tribu	tion.xlsx		
↓ Gener	ate R3 File		



01-TRANSMITTAL_REPORT.txt - Notepad
 File Edit Format View Help

 File name
 : R30234170272012020.04270912

 Employer name:
 FOR DEMO ONLY

 Employer No
 : 02-3417027-2

App. Pe

Date: Apr 27, 2022 App. Period: 012020

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

ENCODED INFORMA	TION	
SS AMOUNT	:	22,620.00
EC AMOUNT	:	280.00
TOTAL AMOUNT	:	22,900.00

Total number of Employees: 10

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

01-EMPLOYEE LIST tyt - Notenad

UT-EMPLOYEE_LIST.txt - Notepad											
File Edit Format	View Help										
FOR DEMO ONLY [R30234170272012020.04270912]											
Date: Apr 27,	2022										
FAMILY NAME	GIVEN NAME	MI	SS NUMBER	5.5.	E.C.	RMRK	DTHRD				
TEST 10	TEST 10	т	34-4322232-2	2400.00	30.00	1	012052018				
TEST 4	TEST 4	т	11-111114-4	2400.00	30.00	N	0				
TEST 5	TEST 5	т	11-111115-5	2400.00	30.00	2	002112019				
TEST 6	TEST 6	т	11-111116-6	2400.00	30.00	N	0				
TEST 7	TEST 7	т	11-1222311-1	2400.00	30.00	N	0				
TEST 8	TEST 8	т	11-1344231-1	2400.00	30.00	N	0				
TEST 9	TEST 9	т	11-2222221-1	2400.00	30.00	N	0				
TEST-1	TEST-1	Т	11-1111111-1	1620.00	10.00	N	0				
TEST-2	TEST-2	т	11-1111112-2	1920.00	30.00	N	0				
TEST-3	TEST-3	т	11-111113-3	2280.00	30.00	N	0				

Total Number of Employees: 10

R30234170272012020.04270922 - Notepad

File Edit Format	View Help							
00FOR DEMO ONLY	(	01202002341702721234	4567890013	1202000	0022900.00			
20TEST 10	TEST 10	T3434322232 2400.00	0.00	0.00	0.00 0.00	0.00 30.00	0.00 0	.00 112052018
20TEST 4	TEST 4	T1111111114 2400.00	0.00	0.00	0.00 0.00	0.00 30.00	0.00 0	.00 NO
20TEST 5	TEST 5	T1111111115 2400.00	0.00	0.00	0.00 0.00	0.00 30.00	0.00 0	.00 202112019
20TEST 6	TEST 6	T1111111116 2400.00	0.00	0.00	0.00 0.00	0.00 30.00	0.00 0	.00 NO
20TEST 7	TEST 7	T1111222311 2400.00	0.00	0.00	0.00 0.00	0.00 30.00	0.00 0	.00 NO
20TEST 8	TEST 8	T1111344231 2400.00	0.00	0.00	0.00 0.00	0.00 30.00	0.00 0	.00 NO
20TEST 9	TEST 9	T1122222221 2400.00	0.00	0.00	0.00 0.00	0.00 30.00	0.00 0	.00 NO
20TEST-1	TEST-1	T111111111 1620.00	0.00	0.00	0.00 0.00	0.00 10.00	0.00 0	.00 N0
20TEST-2	TEST-2	T1111111112 1920.00	0.00	0.00	0.00 0.00	0.00 30.00	0.00 0	.00 NO
20TEST-3	TEST-3	T1111111113 2280.00	0.00	0.00	0.00 0.00	0.00 30.00	0.00 0	.00 NO
99 22620.00	0.00	0.00 0.00	0.00	0.00	280.00	0.00	0.00	

## 8.5 Payroll Status

#### 8.5.1 By Branch

## • Payroll -> Payroll Status -> By Branch

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

ow     10 ~     entries     Search:       owing 1 to 8 of 8 entries												
FROM ↓	то 💷	PAY BASIS	HEAD COUNT	GROSS PAY	J↑	APPROVAL ID	STATUS	ACTION				
2023/10/12	2023/10/26	М	51	82	6	7	Pending Approval	Report Summary				
2023/09/27	2023/10/11	М	52	8:	8	7	Approved	Report Summary				
2023/09/12	2023/09/26	М	53	84	4	7	Approved	Report Summary				
2023/08/27	2023/09/11	М	53	81	9	7	Approved	Report Summary				
2023/08/12	2023/08/26	М	53	80	3	7	Approved	Report Summary				
2023/07/27	2023/08/11	М	53	80	7	7	Approved	Report Summary				
2023/07/12	2023/07/26	М	54	89	14	c	Approved	Report Summary				
2023/06/27	2023/07/11	М	53	86	1	c	Approved	Report Summary				

#### 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.

	🛱 Payroll Sta	- I -				
	COMPANY					
	FOR DEMO ON	*				
	CUT-OFF DATE F	ROM				
	<b>##</b>		<b>#</b>			
					_	
Payroll Status For All Bra	anches				Period From: 10/12/2	2023 To: 10/26/2023
Show 10 ~ entries					Search:	
Showing 1 to 9 of 9 entries						
BCODE JF BRANCH NA	AME II	PAY BASIS	HEAD COUNT $\downarrow\uparrow$	GROSS PAY	APPROVAL ID	STATUS J1
NP		М	51	82	07	Pending Approval
H	т	D	133	1,23	07	Approved
H	π	Μ	33	54	07	Approved
C	GE	D	27	17	07	Approved
c	GE	М	16	20	07	Approved
c		D	6	3	07	Approved
c		Μ	3	3	07	Approved
E		D	9	8	07	Approved
BD		М	42	72.	.07	Approved

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## 9 Time & Attendance

## 9.1 Manual Filing

## 9.1.1 Timesheet

## • 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.

	Timesheet Manual Er	ntry	
	FOR DEMO ONLY		-
			Ť
	BRANCH TESTING		*
	CUT-OFF DATES FROM	то	
	₩ 04/01/2022	₩ 04/15/202	2
		Submit	
		Submit	
	⊘ Timesheet Manual Er	ntry (Create)	
	Timesheet Manual Er     Branch     BRANCH TESTING	ntry (Create)	~
	Branch	ntry (Create) To:	~
	Branch BRANCH TESTING		~
	Branch BRANCH TESTING Cut-Off Date From:	То:	~
	Branch BRANCH TESTING Cut-Off Date From: ᡤ 04/01/2022	То:	2
)	Branch BRANCH TESTING Cut-Off Date From: ᡤ 04/01/2022	То:	
	Branch BRANCH TESTING Cut-Off Date From: ᡤ 04/01/2022	То:	
	Branch BRANCH TESTING Cut-Off Date From:	To:	

🔁 Timesheet Filing

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

œ
. Т.

O Create Show 10 ✓ entries Search: 3 Showing 1 to 2 of 2 entries EMP ID I EMPLOYEE NAME PAY BASIS WORK DAYS STATUS ACTION TEST-002 TEST-2, TEST-2 T. D З Data Entry 🕼 Edit 🗙 Delete TEST 5, TEST 5 T. TEST-005 D Data Entry C Edit X Delete Previous 1 Next

30

#### 🔁 Timesheet Manual Entry

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

	5, TEST 5 TEST 5			DATE	DAY	SHIFT SCHEDULE	TIME-IN	TIME-OUT	
	ch: BRANCH TESTING rtment: MIS-ICT			04/01/2022	Fri	07:00 PM to 04:00 AM	07:00:00 PM	04:00:00 AM	Delet
	ion: ELECTRICAL ENGINE Basis: Daily	ER		04/02/2022	Sat	07:00 PM to 11:00 PM	07:00:00 PM	11:00:00 PM	Delet
	<<3rd Shift>>	07:00 PM to 11:00 PM		04/04/2022	Mon	07:00 PM to 04:00 AM	07:00:00 PM	04:00:00 AM	Delet
Attend	dance Date (Start Time)	):							
Ê	04/09/2022	19:00	0	04/05/2022	Tue	07:00 PM to 04:00 AM	07:00:00 PM	04:00:00 AM	Delet
Attend	dance Date (End Time):			04/06/2022	Wed	07:00 PM to 04:00 AM	07:00:00 PM	04:00:00 AM	Delet
Ê	04/10/2022	23:00	0	04/07/2022	Thu	07:00 PM to 04:00 AM	07:00:00 PM	04:00:00 AM	Delet
	🗲 Back	Let Submit		04/08/2022	Fri	07:00 PM to 04:00 AM	07:00:00 PM	04:00:00 AM	Delet
								OTR Reque	st Appro
								O DIR Reque	st Appr
	R Request Approva								

TEST 5, TEST :	5 T.		
DATE	DAY	TIME-IN	TIME-OUT
04/01/2022	Fri	07:00:00 PM	04:00:00 AM
04/02/2022	Sat	07:00:00 PM	11:00:00 PM
04/04/2022	Mon	07:00:00 PM	04:00:00 AM
04/05/2022	Tue	07:00:00 PM	04:00:00 AM
04/06/2022	Wed	07:00:00 PM	04:00:00 AM
04/07/2022	Thu	07:00:00 PM	04:00:00 AM
04/08/2022	Fri	07:00:00 PM	04:00:00 AM

## 9.1.2 Overtime

5

## • 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.

	<ul><li>Ove</li></ul>	rtime	Entry	/				=		
	FOR D	<b>NY</b> EMO O	NLY					Ŧ		
	BRANC	н								
1	BRANG	CH TEST	TING					•		
	CUT-OF	F DATE	S FROM	Л		то				
	Ē					Ê				
					🕑 Sub	mit				
	L									
🛱 Overtime Filing								🖒 BRANCH TESTI	NG	00
Time & Attendance / Overtime / Pay F	eriod: 04/01/2020	) To 04/15/2	2020							8
Create 🖉 Overtime Report 👤 OT Grou	up by Names						STATUS => Data	a Entry: 0 Pending: 0 Approv	ed: 3 Denied: 0 Retun	n: 0 Revert: 0 🗮
Show 10 💙 entries								Se	arch:	
Showing 1 to 3 of 3 entries										
DATE	от туре 👘	MP ↓↑	REG 🕸	ND 🕸	от 🕸	otnd 🕸	STATUS 🕸	APPROVER NAME	CREATED BY	ACTION 1
04/09/2020 PURCHASING	Regular Holiday	2	16.00	0.00	2.00	0.00	Approved	CORRAL, RUBEN BULGAR	RUBEN C. BULGAR	<b>≙</b> Locked
04/09/2020 HRD	Regular Holiday	1	8.00	0.00	0.00	0.00	Approved	CORRAL, RUBEN BULGAR	RUBEN C. BULGAR	▲ Locked
04/09/2020 MIS-ICT	Regular Holiday	2	16.00	0.00	0.00	0.00	Approved	CORRAL, RUBEN BULGAR	RUBEN C. BULGAR	Locked

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	Branch	n						- 1			
	BRA	NCH	TESTING					~			
	Cut-Of	f Date	e From:	То	-			_			
	Ê	04/	01/2022	1	₩ 04/	15/202	2				
3	Depart	tment	£					- 1			
	HRE	)						~			
	Overti	me Da	ate	то	Туре			- 1			
	Ê	04/	01/2022		Regular (	ΤС		~			
			K Back		+	. Submit		- I			
			Buck			Jubinie		-			
🕶 Overtime Manual Entry	_										
Overtime Manual Entry		020 To: (	04/15/2020								
💆 Overtime Manual Entry Time & Attendance / Pay Period		020 To: (	04/15/2020								
Time & Attendance / Pay Period	From: 04/01/2	020 To: (									
Time & Attendance / Pay Period	From: 04/01/2	020 To: (	Show 10 ~ e	entries				Search:			
Time & Attendance / Pay Period	From: 04/01/2	020 To: (						Search:			
Time & Attendance / Pay Period  OT Date: 04/08/2020 (Wednesde Branch: BRANCH TESTING Department: PURCHASING Rest Day	From: 04/01/2	020 To: (	Show 10 ~ e		E-TIME	REG	ND	Search: OT	OTND	LB	ACTION
OT Date: 04/08/2020 (Wednesda Branch: BRANCH TESTING Department: PURCHASING	From: 04/01/2	020 To: (	Show 10 ~ e Showing 1 to 2 of 2 d	entries S-TIME	<b>E-TIME</b> 03:00 PM	<b>REG</b> 7.00	<b>ND</b> 0.00		<b>OTND</b>	LB 0	
Time & Attendance / Pay Period         Image: Of Date: 04/08/2020 (Wednesdered in the second	From: 04/01/2	020 To: (	Show 10 ~ e Showing 1 to 2 of 2 o	entries S-TIME 07:00 AM				от			× Dele
OT Date: 04/08/2020 (Wednesda Date: 04/08/2020 (Wednesda Branch: BRANCH TESTING Department: PURCHASING Rest Day Employee Name Shift Schedu	From: 04/01/2	020 To: (	Show 10 ~ e Showing 1 to 2 of 2 o NAME TEST 7, TEST 7 T. TEST-3, TEST-3 T.	entries S-TIME 07:00 AM	03:00 PM	7.00	0.00	<b>от</b>	0.00	0	ACTION X Dele
Time & Attendance / Pay Period OT Date: 04/08/2020 (Wednesda Branch: BRANCH TESTING Department: PURCHASING Rest Day Employee Name Shift Schedu OT Date (Start Time):	From: 04/01/2	020 To: (	Show 10 ~ e Showing 1 to 2 of 2 o NAME TEST 7, TEST 7 T. TEST-3, TEST-3 T.	entries <b>S-TIME</b> 07:00 AM 07:00 AM	03:00 PM	7.00	0.00	<b>OT</b> 0.00	0.00	0	× Dele
Time & Attendance / Pay Period Control Date: 04/08/2020 (Wednesde Branch: BRANCH TESTING Department: PURCHASING Rest Day Employee Name Shift Schedu OT Date (Start Time): Ot 04/08/2020	From: 04/01/2		Show 10 ~ e Showing 1 to 2 of 2 o NAME TEST 7, TEST 7 T. TEST-3, TEST-3 T.	entries <b>S-TIME</b> 07:00 AM 07:00 AM	03:00 PM	7.00	0.00	<b>от</b>	0.00	0	× Dele
Time & Attendance / Pay Period Control Date: 04/08/2020 (Wednesde Branch: BRANCH TESTING Department: PURCHASING Rest Day Employee Name Shift Schedu OT Date (Start Time): Cot Date (End Time):	From: 04/01/2	٥	Show 10 ~ e Showing 1 to 2 of 2 o NAME TEST 7, TEST 7 T. TEST-3, TEST-3 T.	entries <b>S-TIME</b> 07:00 AM 07:00 AM	03:00 PM	7.00	0.00	OT 0.00 0.00	0.00	0	× Dele
Time & Attendance / Pay Period Control Date: 04/08/2020 (Wednesde Branch: BRANCH TESTING Department: PURCHASING Rest Day Employee Name Shift Schedu OT Date (Start Time): Cot Date (End Time): Cot Date (End Time):	From: 04/01/2		Show 10 ~ e Showing 1 to 2 of 2 o NAME TEST 7, TEST 7 T. TEST-3, TEST-3 T.	entries <b>S-TIME</b> 07:00 AM 07:00 AM	03:00 PM	7.00	0.00	OT 0.00 0.00	0.00	0	× Dele

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

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Daily Overtime by Department
 Time & Attendance / Overtime Filing

			1 / 1   - 96	6% + L	\$)				4 ē
T		BRANCH:	FOR DEMO ONLY BRANCH TESTING PURCHASING					Frida	y, November 3, 2023
PAYR		OT Date:	04-01-2020 To: 04-15-2020 Wednesday, April 8, 2020 Rest Day						
MP ID E	MPLOYEE NAME		POSITION	START TIME	END TIME	REG HRS	ND HRS	OT HRS	OTND HRS
EST-007 T	EST 7, TEST 7 T.		ACCOUNTING STAFF	7:00 am	3:00 pm	7.00	0.00	0.00	0.00
EST-003 T	EST-3, TEST-3 T.		PRODUCTION HEAD	7:00 am	4:00 pm	8.00	0.00	0.00	0.00
Encoded By: Date:	RUBEN CORRAL 11/03/2023								
Attendance	/ Overtime Filir	ıg							
Attendance		COMPANY: FOR D	1 / 1   — 90 DEMO ONLY	5% <b>+</b>   🕄	¢			Friday, N	🛃 🖶
	2	COMPANY: FOR E BRANCH: BRAN	DEMO ONLY	6% <b>+</b>   💽	ల			Friday, N	
	2	COMPANY: FOR E BRANCH: BRAN	DEMO ONLY CH TESTING	5% +   💽 Start Time	٥, END TIME	REG HRS	ND HRS	Friday, N OT HRS	
EMP ID P4/05/2020	PER EMPLOYEE NAME	COMPANY: FOR E BRANCH: BRAN	DEMO ONLY CH TESTING 2020 To: 04-15-2020			REG HRS 15.00	ND HRS 0.00		lovember 3, 2023
ЕМР Ю	PER EMPLOYEE NAME	COMPANY: FOR E BRANCH: BRAN	DEMO ONLY CH TESTING 2020 To: 04-15-2020					OT HRS	lovember 3, 2023 OTND HRS
EMP ID PURCHASING TEST-007 TEST-007	PER EMPLOYEE NAME	COMPANY: FOR E BRANCH: BRAN	DEMO ONLY CH TESTING 2020 To: 04-15-2020 POSITION	START TIME	END TIME	15.00 7.00 8.00	0.00 0.00 0.00	OT HRS 0.00 0.00 0.00	OTND HRS 0.00 0.00 0.00
ЕМР ID РИГОЗИОЗО РИГСКАЗИНО ТЕБТ-003 04/09/2020	PER EMPLOYEE NAME	COMPANY: FOR E BRANCH: BRAN	DEMO ONLY CH TESTING 2020 To: 04-15-2020 POSITION ACCOUNTING STAFF	START TIME 7:00 am	END TIME 3:00 pm	<b>15.00</b> 7.00	<b>0.00</b>	OT HRS 0.00 0.00	ovember 3, 2023 OTND HRS 0.00 0.00
EMP ID PURCHASING TEST-007 TEST-008	PER EMPLOYEE NAME	COMPANY: FOR E BRANCH: BRAN	DEMO ONLY CH TESTING 2020 To: 04-15-2020 POSITION ACCOUNTING STAFF	START TIME 7:00 am	END TIME 3:00 pm	15.00 7.00 8.00	0.00 0.00 0.00	OT HRS 0.00 0.00 0.00	OTND HRS 0.00 0.00 0.00
EMP ID PURCHASING TEST-007 TEST-007 HRD TEST-008 MIS-ICT	PER EMPLOYEE NAME TEST 7, TEST 7, T TEST 8, T. TEST 8	COMPANY: FOR D BRANCH: BRAN IOD FROM: 04-01-	DEMO ONLY CH TESTING 2020 To: 04-15-2020 POSITION ACCOUNTING STAFF PRODUCTION HEAD	START TIME 7:00 am 7:00 am	END TIME 3:00 pm 4:00 pm 4:00 pm	15.00 7.00 8.00 40.00	0.00 0.00 0.00 0.00	OT HRS 0.00 0.00 0.00 2.00	OVERDER 3, 2023 OTND HRS 0.00 0.00 0.00 0.00
EMP ID 04/08/2020 PURCHASING FEST-003 04/09/2020 HRD TEST-003 MIS-ICT TEST-000 MIS-ICT TEST-000	EMPLOYEE NAME EMPLOYEE NAME TEST 7, TEST 7, T. TEST 8, TEST 8, TEST 8, TEST 8 TEST 10, T. TEST 9, TEST 9, T. TEST 9	COMPANY: FOR D BRANCH: BRAN IOD FROM: 04-01-	2020 To: 04-15-2020  2020 To: 04-15-2020  POSITION  ACCOUNTING STAFF PRODUCTION HEAD  ADMIN ASSISTANT	<b>START TIME</b> 7:00 am 7:00 am 7:00 am	END TIME 3:00 pm 4:00 pm	15.00 7.00 8.00 40.00 8.00	0.00 0.00 0.00 0.00	OT HRS 0.00 0.00 0.00 2.00 0.00	OTND HRS 0.00 0.00 0.00 0.00 0.00 0.00
EMP ID DAVOS/2220 PURCHASING TEST-003 D409/2220 HRD TEST-003 D409/2220 HRD TEST-003 TEST-010 TEST-010 TEST-010 TEST-010 PURCHASING	EMPLOYEE NAME EMPLOYEE NAME TEST 7, TEST 7, T. TEST 8, TEST 8, TEST 8, TEST 8 TEST 10, T. TEST 9, TEST 9, T. TEST 9	COMPANY: FOR D BRANCH: BRAN IOD FROM: 04-01-	DEMO ONLY CH TESTING 2020 To: 04-15-2020 POSITION ACCOUNTING STAFF PRODUCTION HEAD ADMIN ASSISTANT PROGRAMMER	<b>START TIME</b> 7:00 am 7:00 am 7:00 am 7:00 am	END TIME 3:00 pm 4:00 pm 4:00 pm	15.00 7.00 8.00 40.00 8.00 8.00	0.00 0.00 0.00 0.00 0.00	OT HRS 0.00 0.00 2.00 0.00 0.00	OTND HRS 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.

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#### Cut-Off OT Group by Names

Time & Attendance / Overtime Filing

	COMPANY:						Friday	November 3, 2023
	BRANCH:	10-12-2023 To: 10-26-2023						
AME	DEPARTMENT	POSITION	START TIME	END TIME	REG HRS	ND HRS	OT HRS	OTND HRS
					0.00	0.00	38.00	0.00
10/12/2023	QC DEPARTMENT	LABORATORY TECHNICIAN	4:00 pm	7:00 pm	0.00	0.00	3.00	0.00
10/13/2023	QC DEPARTMENT	LABORATORY TECHNICIAN	4:00 pm	7:00 pm	0.00	0.00	3.00	0.00
10/14/2023	QC DEPARTMENT	LABORATORY TECHNICIAN	11:00 am	4:00 pm	0.00	0.00	4.00	0.00
10/16/2023	QC DEPARTMENT	LABORATORY TECHNICIAN	4:00 pm	7:00 pm	0.00	0.00	3.00	0.00
10/17/2023	QC DEPARTMENT	LABORATORY TECHNICIAN	4:00 pm	7:00 pm	0.00	0.00	3.00	0.00
10/18/2023	QC DEPARTMENT	LABORATORY TECHNICIAN	4:00 pm	7:00 pm	0.00	0.00	3.00	0.00
10/19/2023	QC DEPARTMENT	LABORATORY TECHNICIAN	4:00 pm	7:00 pm	0.00	0.00	3.00	0.00
10/20/2023	QC DEPARTMENT	LABORATORY TECHNICIAN	4:00 pm	7:00 pm	0.00	0.00	3.00	0.00
10/21/2023	QC DEPARTMENT	LABORATORY TECHNICIAN	11:00 am	4:00 pm	0.00	0.00	4.00	0.00
10/24/2023	QC DEPARTMENT	LABORATORY TECHNICIAN	4:00 pm	7:00 pm	0.00	0.00	3.00	0.00
10/25/2023	QC DEPARTMENT	LABORATORY TECHNICIAN	4:00 pm	7:00 pm	0.00	0.00	3.00	0.00
10/26/2023	QC DEPARTMENT	LABORATORY TECHNICIAN	4:00 pm	7:00 pm	0.00	0.00	3.00	0.00
					0.00	0.00	4.00	0.00
10/12/2023	ITC - MIS	TECH SUPPORT SPECIALIST	4:00 pm	6:00 pm	0.00	0.00	2.00	0.00
10/17/2023	ITC - MIS	TECH SUPPORT SPECIALIST	4:00 pm	6:00 pm	0.00	0.00	2.00	0.00
					0.00	0.00	13.00	0.00
10/12/2023	PLANT OPERATIONS	COST ENGINEER	5:00 pm	6:00 pm	0.00	0.00	1.00	0.00
10/14/2023	PLANT OPERATIONS	COST ENGINEER	12:00 pm	3:00 pm	0.00	0.00	2.00	0.00
10/16/2023	PLANT OPERATIONS	COST ENGINEER	5:00 pm	6:00 pm	0.00	0.00	1.00	0.00
10/18/2023	PLANT OPERATIONS	COST ENGINEER	5:00 pm	6:30 pm	0.00	0.00	0.50	0.00
10/19/2023	PLANT OPERATIONS	COST ENGINEER	5:00 pm	6:00 pm	0.00	0.00	1.00	0.00
10/21/2023	PLANT OPERATIONS	COST ENGINEER	12:00 pm	3:30 pm	0.00	0.00	2.50	0.00
10/23/2023	PLANT OPERATIONS	COST ENGINEER	5:00 pm	6:00 pm	0.00	0.00	1.00	0.00
10/24/2023	PLANT OPERATIONS	COST ENGINEER	5:00 pm	6:30 pm	0.00	0.00	1.50	0.00
10/25/2023	PLANT OPERATIONS	COST ENGINEER	5:00 pm	7:30 pm	0.00	0.00	2.50	0.00
					0.00	0.00	19.50	0.00
10/12/2023	QC DEPARTMENT	REMOTE SENSING SPECIALIST	4:00 pm	5:30 pm	0.00	0.00	1.50	0.00
10/16/2023	QC DEPARTMENT	REMOTE SENSING SPECIALIST	4:00 pm	5:30 pm	0.00	0.00	1.50	0.00

#### 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

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• Vacation Leave

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BRANC	н		
BRAN	CH TESTING		·
UT-O	FF DATES FROM	то	

#### 🛱 Leave Filing

Time & Attendance / Leave / From: 10/12/2023 To: 10/26/2023

Show	10 ¥ ent	ries						Searc	ch:	
Showin	ng 1 to 10 of 20	entries								
DATE	E FILED ↓	EMPLOYEE NAME	.↓†	LEAVE START	LEAVE END	$\downarrow\uparrow  \text{type}  \downarrow\uparrow$	APPROVER 1	STATUS	USER ID 1	ACTION
2023	3/10/28	F		10/23/2023	10/23/2023	VL	9236	Approved		Locked
2023	3/10/28	В		10/19/2023	10/26/2023	SL	3991	Approved		Locked
2023	3/10/27	D		10/21/2023	10/21/2023	SL	13818	Approved		Locked
2023	3/10/27	D		10/23/2023	10/24/2023	VL	5372	Approved		Locked
2023	3/10/27	D		10/18/2023	10/18/2023	SL	5372	Approved		Locked
) Lea	<i>, Payroll System</i> ave Filing Attendance / I	v.02 Leave Filing / Create							() Powere	d by: www.hr-payı
Lea me & A	ave Filing					Name of Reliever			() Powere	d by: www.hr-payr
Lea ime & A Emplo	ave Filing Attendance / I				v	Name of Reliever			() Powere	d by: www.hr-payr
Lea me & A Emplo	ave Filing Attendance / 1				▼	Name of Reliever Address while on			() Powere	d by: www.hr-payr
Emplo	ave Filing Attendance / L oyee Name				▼	Address while on	leave		() Powere	d by: www.hr-payr
Emplo	ave Filing Attendance / L oyee Name e applied for SELECT				* *	Address while on	leave		() Powere	d by: www.hr-payr
Emplo	ave Filing Attendance / L oyee Name e applied for SELECT				* *	Address while on	leave nt:		() Powere	d by: www.hr-payr
Emplo	ave Filing Attendance / L oyee Name e applied for SELECT		Leave	ind	* *	Address while on	leave nt:		() Powere	d by: www.hr-payr
Emplo	ave Filing Attendance / L oyee Name e applied for SELECT on for Leave	Leave Filing / Create		ind mm/dd/yyyy	* *	Address while on Address while on Half Day Leave Upload Attachme Choose File No 1	leave nt:			
Emplo	ave Filing Attendance / L oyee Name e applied for SELECT SELECT on for Leave	Leave Filing / Create	Leave E		* *	Address while on Address while on Half Day Leave Upload Attachme Choose File No 1	leave nt: ille chosen			

ne & Attendance / Lea	ve Filing / <b>Details</b>	
- Back		
13	Ν.	Leave with pay
DEPARTMENT POSITION		DATE DAY NO OF HOUR
		10/21/2023 Saturday 8.0
AST DAY REPORTED	10/20/2023 10/21/2023	Attachment
EAVE END	10/21/2023	
NO. OF DAYS TOTAL HOURS	1 8	: <del>م</del> :
ETURN TO WORK	10/23/2023	
RELEAVER NAME	n/a	
EAVE APPLIED FOR	Sick Leave (SL)	INC
REASON FOR LEAVE	not feeling well 10/27/2023	
		<b>_</b>
APPROVER ID	)	t ore Regu
STATUS DATE APPROVED	Approved 10/27/2023	lepa

## 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.

	❹ Filing	Locator Slip			=	
	COMPAN	Y				
	FOR DEM	10 ONLY			Ŧ	
	BRANCH					
	BRANCH	TESTING				
	CUT-OFF	DATES FROM	то			
	Ê		Ê			
			🕑 Submit			
🛱 Locator Slip Time & Attendance / Locator Slip	/ Cut-off Date	es: 10/12/2023 To 10/26	5/2023	Ć	2	
• Create			<b>STATUS =&gt;</b> Data Er	ntry: <b>0</b> Pending: <b>0</b>	Approved: 2 Deni	ied: 0 Return: 0 Revert: 0 🗮
Show 10 Y entries					Search:	
Showing 1 to 2 of 2 entries						
EMP ID	ME Jî	WORK DAYS	APPROVER ID	STATUS 1	CREATED BY	↓↑ ACTION ↓↑
91		1	5372	Approved		
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	<b>∰</b> 10	)/12/2023	Ê	10/26/2023	3	
E	mployee	Name				
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		🗲 Back		🛓 Submit		
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Q:

#### 🔁 Locator Slip Data Entry

Time & Attendance / Date From: 10/22/2023 To: 11/06/2023

Bran	ch:			DATE	DAY	TIME-IN	TIME-OUT	
Depa	artment: M tion: PROGRAMMER	50000		10/23/2023	Mon	09:00:00 AM	07:00:00 PM	Delete
Payl	<b>Basis:</b> Monthly			10/24/2023	Tue	09:00:00 AM	07:00:00 PM	Delete
	<<1st Shift>> 0	9:00 AM to 07:00 PM						
Atten	dance Date (Start Time	e):					Locator Slip Rec	juest Approval
Ê	10/25/2023	09:00	٥					
Atten	dance Date (End Time)	:						
	10/25/2023	19:00	Ø					
	🗲 Back	± Sub	mit					

🔁 Locator Slip Request Approval

Time & Attendance / Date From: 10/22/2023 To: 11/06/2023

/24/2023 Tue 09:00:00 AM		
	/24/2023 Tue 09:00:00	AM 07:00:00 PM
	← Cancel	
Cancel	- Cancel	

## 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.

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O Create													
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ime & At	tendance /	Tempor	r <mark>ary</mark> Shif	t / Create									
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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.

Adding broken time entry automatically computes the workhour distribution like regular hours (RT), night differential (ND), overtime (OT), and overtime + night differential (OTND).

	🛱 Broke	en Time Entry			:=			
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	FOR DEM	10 ONLY			•			
	BRANCH							
	BRANCH	TESTING			•			
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		(	🗹 Submit					
🛱 Broken Time Filing				🖒 BRAN	ICH TESTI			
Time & Attendance / Broken Tim	ne / From: 11/01	/2023 To: 11/15/2023						

• Create	Create									<b>STATUS =&gt;</b> Data Entry: <b>0</b> Pending: <b>0</b> Approved: <b>0</b> Denied: <b>0</b> Return: <b>0</b>						
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Showing 0 to 0 of 0 entries																
DATE J. E	MPLOYEE NAME	1†	TYPE	11	RT	11	от	1ţ	OTND	11	ND	1¢	STATUS	1î	ACTION	1t
No data available in table																
Previous Next																

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🔁 Broken Time Filing

Time & Attendance / Broken Time / Create

Broken Time Filing         ne & Attendance / Broken Time / Data Entry         Name: TEST 5, TEST 5 T.	e & Attendance / Broken Time / Data Entry         Name: TEST 5, TEST 5 T.         Attend Date: 11/01/2023         P Regular Day         Day: Wednesday         shift Schedule: 07:00 PM to 04:00 AM         Reason: testing only         ate (Start Time):         11/01/2023         11/01/2023         11/01/2023         ate (End Time):         11/01/2023         11/01/2023         hh:mm         11/01/2023         Attechd Time):         11/01/2023         11/01/2023         Atter (Bd Time):         11/01/2023         11/01/2023         11/01/2023         11/01/2023         11/01/2023         11/01/2023         11/01/2023         11/01/2023         11/01/2023         11/01/2023
Attend Date: 11/01/2023   Attend Date: 11/01/2023   Cregular Day   Day: Wednesday   Shift Schedule: 07:00 PM to 04:00 AM   Reason: testing only   Date (Start Time):   Image: 11/01/2023   Intermeter 11/01/2023   Intermeter 11/01/2023   Intermeter 11/01/2023   Intermeter 11/01/2023   Intermeter 11/01/2023   Intermeter 11/01/2023   Start Time):   Intermeter 11/01/2023	Attend Date: 11/01/2023         P Regular Day         Day: Wednesday         Shift Schedule: 07:00 PM to 04:00 AM         Reason: testing only         ate (Start Time):         m         11/01/2023         hh:mm         11/01/2023         hh:mm         11/01/2023         hh:mm         Interview         V Check the box if applicable to deduct lunchbreak after finish broken time data entry.         Lunch Break         Interview
START TIME END TIME RT ND     Day: Wednesday   Shift Schedule: 07:00 PM to 04:00 AM   Reason: testing only     11/01/2023 07:00 AM 11/01/2023 12:00 PM 5.00 0.00 X Delete   11/01/2023 03:00 PM 11/01/2023 11:00 PM 7.00 1.00 X Delete     ND: > OT: > OTND:     11/01/2023 hh:mm Image: ND: ND:     ND: > OT: > OTND:     ND: > OT:     ND: ND:     ND: ND:     ND: ND:     ND: ND:     ND: ND:        ND: ND:     ND: ND:           ND: ND:	START TIME       END TIME       RT       ND         Day: Wednesday       11/01/2023 07:00 AM       11/01/2023 12:00 PM       5.00       0.00       × Delete         Shift Schedule: 07:00 PM to 04:00 AM       11/01/2023 07:00 AM       11/01/2023 11:00 PM       5.00       0.00       × Delete         11/01/2023       03:00 PM       11/01/2023 11:00 PM       7.00       1.00       × Delete         ate (Start Time):
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Reason: testing only       11/01/2023 03:00 PM       11/01/2023 11:00 PM       7.00       1.00       X Delete         Date (Start Time): <ul> <li>             11/01/2023</li> <li>             hh:mm</li> <li>             11/01/2023</li> <li>             hh:mm</li> <li>             11/01/2023</li> <li>             hh:mm</li> <li>             Action</li> <li></li></ul>	Reason: testing only       11/01/2023 03:00 PM       11/01/2023 11:00 PM       7.00       1.00       X Delete         ate (Start Time):
	11/01/2023                hh:mm                8.00               0.00               4.00               1.00                 ate (End Time):                ✓ Check the box if applicable to deduct lunchbreak after finish broken time data entry.             Lunch Break             OT L-Break             Upload Attachment:             Upload Attachment:               Upload Attachment:               Lunch Break             Upload Attachment:               Lunch Break             Upload Attachment:               Lunch Break             Upload Attachment:               Lunch Break             Dot L-Break             Lunch Break             Lunch Break             Lunch Break             Dot L-Break             Lunch Break             Lunch             Lunch Break             Lunch
Date (End Time):     ✓ Check the box if applicable to deduct lunchbreak after finish broken time data entry.       I1/01/2023     hh:mm       IC> Back     IC> Add   Upload Attachment:	ate (End Time):          ✓ Check the box if applicable to deduct lunchbreak after finish broken time data entry.         □Lunch Break □OT L-Break □OTND L-Break         □Diad Attachment:         □D
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If Add     Upload Attachment:	
IC Back Upload Attachment:	IC Back + Add Upload Attachment:

## 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.

Timesheet Invalid Editing								
COMPANY								
FOR DEMO ONLY	*							
BRANCH								
BRANCH TESTING	· ·							
PAY BASIS:	~							
CUT-OFF DATES FROM TO								
<b>#</b>	<b>**</b>							
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sheet Covered Fro	om: 4/16/2022	2 To: 4/30/2022					
now 10 × er	ntries				Search:		
Emp ID		Employee Names	ļt.	Pay Basis	ļ†	Action	1
		SNAME 1, FNAME 1 M.		М		🕼 Edit 🔺	

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#### **&** 881: SNAME 1, FNAME 1 M.

```
🕫 Request Approval
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C Human Resource Department: Pay Period From: 4/16/2022 To: 4/30/2022

DATE	TIME-IN	TIME-OUT	Valid	Action
04/16/2022	04/16/2022 06:40:00 AM	04/16/2022 05:51:00 PM	$\checkmark$	
04/17/2022	04/17/2022 06:46:00 AM	04/17/2022 03:53:00 PM		
04/18/2022	04/18/2022 06:38:00 AM	04/18/2022 05:47:00 PM		
04/19/2022	04/19/2022 06:31:00 AM	04/20/2022 12:14:00 AM	$\checkmark$	
04/20/2022	04/20/2022 06:18:00 AM	04/20/2022 03:47:00 PM		
04/21/2022	04/21/2022 06:38:00 AM	04/21/2022 05:51:00 PM		
04/22/2022	04/22/2022 06:41:00 AM	04/22/2022 05:51:00 PM		
04/23/2022	04/23/2022 06:41:00 AM	04/23/2022 05:50:00 PM		
04/24/2022	04/24/2022 06:53:00 AM	04/24/2022 03:53:00 PM		
04/25/2022	04/25/2022 06:30:00 AM	04/25/2022 05:52:00 PM		
04/26/2022	04/26/2022 06:39:00 AM			🕼 Edit 🗙 Delete
04/27/2022	04/27/2022 06:20:00 AM	04/27/2022 03:51:00 PM		

😂 Invalid Timesheet Editing

Time & Attendance / Invalid Timesheet / Edit

	🕼 SNAME 1, FNAME 1 M.	
	<ul> <li>         Attendance Date: 04/26/2022      </li> <li>         TIME-IN      <li>              個 04/26/2022      </li> <li>             Ø             06:39      </li> </li></ul>	
	TIME-OUT	
	REMARKS	
	IQ Cancel	
Invalid Timesheet Editing Time & Attendance / Invalid Timesheet		<b>*</b>
Request Approval		🛓 Submit
(LGU-SJDM => Timesheet Pay Period From: 4/16/20		

## 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.

🕑 Fing	Pinger Scanner Time Logs								
COMP	ANY								
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BRAN	н								
BRAN	BRANCH TESTING								
DATE F	ROM	то							
÷	mm/dd/yyyy	Ê	mm/dd/yyyy						
	Submit								

🛱 Time Logs In-Out

Time & Attendance / Time Logs

ered From: 04/16/2022 T	o: 04/30/2022				
how 10 ~ entries			Search:		Excel PDF Print
nowing 21 to 30 of 122 er	ntries				
EMPLOYEE ID	EMPLOYEE NAME	DESIGNATION	11	TIME LOGS	î IN/OUT Ĵî
674	SNAME-4, FNAME-4 M.	Administrative Officer II		4/28/2022 5:52:00 AM	OUT
674	SNAME-4, FNAME-4 M.	Administrative Officer II		4/28/2022 6:53:00 PM	IN
674	SNAME-4, FNAME-4 M.	Administrative Officer II		4/29/2022 7:04:00 AM	OUT
827	SNAME-3, FNAME-3 M.	Accounts Liquidation Officer III		4/16/2022 6:57:00 AM	IN
827	SNAME-3, FNAME-3 M.	Accounts Liquidation Officer III		4/16/2022 5:46:00 PM	OUT
827	SNAME-3, FNAME-3 M.	Accounts Liquidation Officer III		4/18/2022 6:56:00 AM	IN
827	SNAME-3, FNAME-3 M.	Accounts Liquidation Officer III		4/18/2022 5:46:00 PM	OUT

양

## 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.

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DATE I	ROM		то	
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Pay	Basis:	~	Delete previous process	
	C	Generat	e Timesheet	
	UNDER: Holidays		ered cut-off date must be addeo	,

<b>⊘</b> Generate Timesheet	:=
	•
Done.	2022
Process completed.	ete previous
Ok	
C REMINDER: Holidays on a covere	
<i>to the holiday table before generati</i>	ng umesheet.

## 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.

Re-Generate Select	ed Employee Timesheet			
COMPANY				
FOR DEMO ONLY			Ŧ	
BRANCH				
BRANCH TESTING			Ŧ	
DATE FROM:	то:	PAY BASIS:		
Ê			~	
Employee Names				
	C Process			

## 9.5 Generate Time Card

## • Time & Attendance -> Generate Time Card

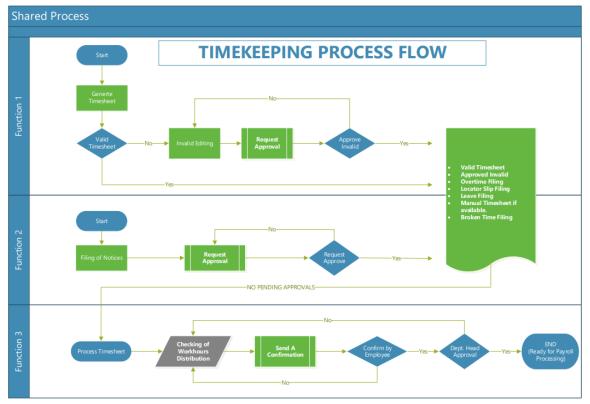
The Civil Service Daily Time Record (DTR) is a form used by government employees to record their daily attendance and work hours. It typically includes fields for the employee's name, position, time in, time out, and total work hours for the day.

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.

COMP	ANY		
FOR	DEMO ONLY		*
BRAN	н		
BRAN	ICH TESTING		*
DATE	ROM	то	
Ê	04/01/2019	<b>#</b>	04/15/2019
		± Submit	

Civil S	ervice Form	No. 48					Civil S	Service Form	n No. 48				
		DAILY	TIME F	RECORI	D				DAILY		RECOR	D	
			000	-	-					000	-	-	
		SNA	ME-4, FN/						SNA	IE-4, FNA			
			(Name)						UNA	(Name)			
			(Name)							(Name)			
For th	e month of		Augus	st 2022			For t	he month o	f	Septe	mber 2022		
Officia	al hours for		Re	gular days		6	Offici	al hours for		Re	gular days		4
	and depar	ture		Saturdays		0		and depa	rture		Saturdays		0
	Δ	.м		P.M	Unde	ertime		A.M		Р	.м	Unde	rtime
Day	Arrival	Departure	Arrival	Departure	Hours	Minutes	Day	Arrival	Departure	Arrival	Departure	Hours	Minutes
1							1	07:32 AM	12:00 PM	01:00 PM	06:00 PM		
2							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						<u> </u>	6	07:31 AM	12:00 PM	01:00 PM	07:22 PM		<u> </u>
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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						
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30 31	07:46 AM 07:55 AM	12:00 PM 12:00 PM	01:00 PM 01:00 PM	06:01 PM 06:00 PM		<u> </u>	30						

# **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.

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COMPANY	
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BRANCH TESTING	· ·
EMPLOYEE NAME	-
DATE FROM	то
mm/dd/yyyy	mm/dd/yyyy
	C Submit

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❷ Finger Scanner Time Logs

Timeke	eper	/	Time	Logs
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ihow 10 🗡 e	ntries			Search:			Сору	CSV	Excel	PDF	Print
howing 1 to 10 of 3	0 entries										
SCAN ID	ļi	DATE & TIME LOGS	J1	IN/OUT	J†	DEVICE N	IAME				Jt
PDS-0001		4/1/2022 6:57:00 PM		0		DEVICE-1					
PDS-0001		4/2/2022 6:48:00 AM		1		DEVICE-1					
PDS-0001		4/2/2022 6:57:00 PM		0		DEVICE-1					
PDS-0001		4/3/2022 6:45:00 AM		1		DEVICE-1					
PDS-0001		4/3/2022 12:58:00 PM		0		DEVICE-1					
PDS-0001		4/4/2022 12:56:00 PM		0		DEVICE-1					
PDS-0001		4/4/2022 11:45:00 PM		1		DEVICE-1					

### **10.1.2 Employee Paired Logs**

### • 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.

🕑 Pai	red Time Logs			=
сомр				
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EMPLO	DYEE NAME			-
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	mm/dd/yyyy	<b>m</b>	mm/dd/yyyy	
			🕑 Submit	

R

#### Paired Logs

Timekeeper / Paired Logs

how 10 Y entries			Search:			Сору	CSV	Excel	PDF	Print
howing 11 to 14 of 14 entries										
ATTEND DATE	11	TIME-IN		$\downarrow_{\underline{1}}$	TIME-OUT					J1
04/26/2022		4/26/2022 6:39:00 AM								
04/27/2022		4/27/2022 6:20:00 AM			4/27/2022 3:51:00 PM					
04/28/2022		4/28/2022 6:37:00 AM			4/28/2022 3:51:00 PM					
04/29/2022		4/29/2022 6:30:00 AM			4/29/2022 5:52:00 PM					

## **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.

Registered Name in Biometrics	≔
COMPANY	
FOR DEMO ONLY	Ŧ
BRANCH	
BRANCH TESTING	•
Submit	

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 ${\ensuremath{\mathbb R}}$  List of Registered Name in Biometrics

Timekeeper / Biometrics

how 10 Y entries			Search:		Сору	CSV	Excel	PDF	Print
howing 1 to 8 of 8 entrie									
SCAN ID	$\downarrow_{\underline{n}}^{\pm}$	EMPLOYEE NAME	ţ	ENROLL DATE					J1
TEST-002		TEST-2, TEST-2 T.		07/19/2020					
TEST-003		TEST-3, TEST-3 T.		07/19/2020					
TEST-004		TEST 4, TEST 4 T.		07/19/2020					
TEST-006		TEST 6, TEST 6 T.		07/23/2020					
TEST-007		TEST 7, TEST 7 T.		07/24/2020					
TEST-008		TEST 8, TEST 8 T.		07/19/2020					
TEST-009		TEST 9, TEST 9 T.		07/26/2020					

## **10.2 Process Timesheet**

#### 10.2.1 By Branch

## • Timekeeping -> Process Timesheet -> By Branch

Timekeepers to process the timesheet after all invalid logs are already edited. Fill up the form and input the cut-off dates, then click the "Process" button to process; the system validates all filing notices like overtime, leave, locator slip, temporary shift, broken time and invalid time logs are approved and no pending approvals before proceeding with the timesheet processing.

• Process Timesh	eet	:=
COMPANY		
FOR DEMO ONLY		~
BRANCH		
BRANCH TESTING		•
PAY BASIS:		~
DATE FROM	то	
<b>#</b>	<b>##</b>	
	🕑 Submit	

*

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

Workhours Distribution (Monthly)
 Timekeeper / Approved Workhours

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				-		Regular	Day		5	unday /	Rest Day			egal Ho	liday			Special H	loliday	Le	al Holiday	+ Rest D	ay S	vecial Ho	liday + Res	t Day		Double H	loliday	
	IN	OUT	SRC	DAY	BT	OT	OTND	ND	RT	OT	OTND	ND	RT	OT	OTND	ND	RT	QT	OTND NO	RT	QT	OTND	ND B	<u>01</u>	OTND	ND	BI	OI	OTND	ND
		7:11:00 am	BM	RD	3.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 0.	0.0	0.00	0.00	0.00 0					0.00	0.00	0.00
04/01/2022	6:52:00 pm																	0.00	0.00 0.			0.00	0.00	00 0.	0.00	0.00	0.00			
04/02/2022	6:45:00 pm	5:03:00 am		RD	3.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00 0.			0.00	0.00 0			0.00	0.00		0.00	
			BM		3.00 0.00			5.00 0.00	0.00 0.00	0.00 0.00		0.00 0.00	0.00 0.00	0.00 0.00		0.00 0.00	0.00	0.00		0.0 0.0	0.00			00 0	0.00			0.00		0.00
04/02/2022 04/03/2022	6:45:00 pm	5:03:00 am	BM BM	RD		0.00	0.00								0.00			0.00	0.00 0.	00 0.0 00 0.0	0.00	0.00	0.00 0	00 0	10 0.00 10 0.00	0.00	0.00	0.00	0.00	0.00
04/02/2022	6:45:00 pm 6:47:00 am	5:03:00 am 4:00:00 pm	BM BM BM	RD RO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 0. 0.00 0.	00 0.0 00 0.0 00 0.0	0.00	0.00	0.00 0 0.00 0	00 0. 00 0. 00 0.	0.00 0.00 0.00	0.00	0.00 0.00	0.00	0.00 0.00	0.00 0.00 0.00
04/02/2022 04/03/2022 04/04/2022	6:45:00 pm 6:47:00 am 6:54:00 am	5:03:00 am 4:00:00 pm 7:11:00 pm	BM BM BM BM	RD RO RD	0.00 8.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00	0.00	0.00 0.00	0.00 0.00 0.00	0.00	0.00 0.00 0.00	0.00	0.00	0.00 0.00 0.00	0.00	0.00 0.00 0.00 0.00	0.00 0. 0.00 0. 0.00 0.	00 0.0 00 0.0 00 0.0 00 0.0	0.00 0.00 0.00 0.00	0.00 0.00 0.00	0.00 0 0.00 0 0.00 0	00 0. 00 0. 00 0.	0 0.00 0 0.00 0 0.00 0 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00 0.00
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04/02/2022 04/03/2022 04/04/2022 04/05/2022 04/05/2022 04/05/2022 04/08/2022	6:45:00 pm 6:47:00 am 6:54:00 am 6:57:00 am 7:00:00 am 6:55:00 am	5:03:00 am 4:00:00 pm 7:11:00 pm 6:53:00 pm 7:29:00 pm 7:02:00 pm 7:02:00 pm	BM BM BM BM BM BM	RD RO RD RD RD RD RD RD RD RD	0.00 8.00 8.00 8.00 8.00 8.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0. 0.00 0. 0.00 0. 0.00 0. 0.00 0. 0.00 0. 0.00 0.	00 0.0 00 0.0 00 0.0 00 0.0 00 0.0 00 0.0 00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0	00 0. 00 0. 00 0. 00 0. 00 0. 00 0.	0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00
94/02/2022 94/03/2022 94/04/2022 94/06/2022 94/06/2022 94/07/2022 94/08/2022	6:45:00 pm 6:47:00 am 6:54:00 am 6:49:00 am 6:57:00 am 7:00:00 am	5:03:00 am 4:00:00 pm 7:11:00 pm 6:53:00 pm 7:29:00 pm 7:02:00 pm	BM BM BM BM BM BM	RD RO RD RD RD RD	0.00 8.00 8.00 8.00 8.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0. 0.00 0. 0.00 0. 0.00 0. 0.00 0.	30         0.0           30         0.0           30         0.0           30         0.0           30         0.0           30         0.0           30         0.0           30         0.0           30         0.0           30         0.0           30         0.0           30         0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0	00 0. 00 0. 00 0. 00 0. 00 0. 00 0.	0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00
0460/2022 04603/2022 04604/2022 04605/2022 04605/2022 04605/2022	6:45:00 pm 6:47:00 am 6:54:00 am 6:57:00 am 7:00:00 am 6:55:00 am	5:03:00 am 4:00:00 pm 7:11:00 pm 6:53:00 pm 7:29:00 pm 7:02:00 pm 7:02:00 pm	BM BM BM BM BM BM BM	RD RO RD RD RD RD RD RD RD RD	0.00 8.00 8.00 8.00 8.00 8.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0. 0.00 0. 0.00 0. 0.00 0. 0.00 0. 0.00 0. 0.00 0.	00 0.0 00 0.0 00 0.0 00 0.0 00 0.0 00 0.0 00 0.0 00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0	00 0. 00 0. 00 0. 00 0. 00 0. 00 0. 00 0.	0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00
9409/2022 9409/2022 9409/2022 9406/2022 9406/2022 9406/2022 9408/2022 9409/2022	6:45:00 pm 6:47:00 am 6:54:00 am 6:49:00 am 6:57:00 am 6:55:00 am 6:55:00 am	5:03:00 am 4:00:00 pm 7:11:00 pm 6:53:00 pm 7:29:00 pm 7:02:00 pm 7:02:00 pm 7:08:00 pm	BM BM BM BM BM BM BM BM	RD R0	0.00 8.00 8.00 8.00 8.00 8.00 8.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0. 0.00 0. 0.00 0. 0.00 0. 0.00 0. 0.00 0. 0.00 0.	20         0.0           20         0.0           20         0.0           20         0.0           20         0.0           20         0.0           20         0.0           20         0.0           20         0.0           20         0.0           20         0.0           20         0.0           20         0.0           20         0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0	00 0. 00 0. 00 0. 00 0. 00 0. 00 0. 00 0.	0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
94(02)2022 94(04)2022 94(04)2022 94(06)2022 94(06)2022 94(06)2022 94(06)2022 94(06)2022 94(16)2022	6:45:00 pm 6:47:00 am 6:54:00 am 6:49:00 am 6:57:00 am 6:55:00 am 6:55:00 am 6:56:00 am	5:03:00 am 4:00:00 pm 7:11:00 pm 6:53:00 pm 7:02:00 pm 7:02:00 pm 7:02:00 pm 7:06:00 pm 7:53:00 am	BM BM BM BM BM BM BM BM	RD RO RD RD RD RD RD RD RD RD RD	0.00 8.00 8.00 8.00 8.00 8.00 8.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0. 0.00 0. 0.00 0. 0.00 0. 0.00 0. 0.00 0. 0.00 0. 0.00 0.	20 0.0 20 0.0 20 0.0 20 0.0 20 0.0 20 0.0 20 0.0 20 0.0 20 0.0 20 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0	00 01 00 01 00 01 00 01 00 01 00 01 00 01 00 01 00 01	10 0.00 10 0.00 10 0.00 10 0.00 10 0.00 10 0.00 10 0.00 10 0.00 10 0.00 10 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

#### **10.2.2** By Employee

## • 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.

• Re-Process Employ	yee Timesheet	=
COMPANY		
FOR DEMO ONLY		v
BRANCH		
BRANCH TESTING		•
Employee Name		v
PAY BASIS:		~
DATE FROM	то	
	🗹 Submit	

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

## **10.3 Send A Confirmation**

## • Timekeeper -> Send A Confirmation

Timekeepers are to send a confirmation of workhours distribution for every employee or confirm by timekeeper based on a signed employee workhour distribution report if the employee has no access to the web application. Fill up the form and input the cut-off dates, then click the "Submit" button to send a notification to employees for verification and approval of their computed timesheet. Employees with issues on their timesheets should inform the timekeeper to correct them, if any. After confirmation is done, the system is automatically sent to the department head for approval of employee work hour distribution before payroll processing.

<b>O</b> Wo	rkhour R	eview & A	Approval		=
сомр	ANY				
FOR	DEMO ONLY	r			*
BRANG	н				
BRAN	ICH TESTING	ā			*
PAY	BASIS:				~
DATE F	ROM		то		
	mm/dd/	уууу	Ê	mm/dd/yyyy	
		C	🕻 Submit		

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

## **10.4 Pending Status**

## 10.4.1 Invalid Editing

## • Timekeeping -> Pending Status – Invalid Editing

Tools for timekeepers to check the list of pending status of timesheets with invalid time logs. Fill up the form and input the cut-off dates, then click the "Submit" button to display the list of employees with invalid time logs. After editing of invalid timesheet and sending it for approval will automatically be removed from the list of invalid editing pending status.

COMPANY FOR DEMO ONLY   BRANCH BRANCH TESTING  PAY BASIS:  DATE FROM TO  Submit	Pending Tir	mesheet with Invalid	=
BRANCH TESTING   PAY BASIS:  DATE FROM TO	COMPANY		
BRANCH TESTING    PAY BASIS:    DATE FROM    TO	FOR DEMO ON	LY	Ŧ
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	DATE FROM	то	
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		🗹 Submit	

<ul> <li>❷ List of Pending Tir</li> <li>Timekeeper / Timesheet</li> </ul>		with Invalid							*
LGU-SJDM: Timesheet Co	overed From	n: 4/16/2022 To: 4/30/2022							=
Show 10 ~ ent	ries				Sea	irch:			
Showing 1 to 1 of 1 en	tries								
Emp ID	$\downarrow_{\overline{r}}$	Employee Names	.↓†	Pay Basis		J1	Action	11	
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Previous 1 Nex	t								
		1 1 4						<b>≪</b> Back	\$
O SNAME 1, F		V . et Covered From: 4/16/2022 To: 4/30/202	2)					4 buck	
DATE	TIME-IN	er covered from, 4/10/2022 10, 4/30/202	TIME-OUT			Valid		Remarks	
04/16/2022	04/16/202	2 06:40:00 AM	04/16/2022 05:51	00 PM		$\checkmark$			
04/17/2022	04/17/202	2 06:46:00 AM	04/17/2022 03:53	00 PM		$\checkmark$			
04/18/2022	04/18/202	2 06:38:00 AM	04/18/2022 05:47	00 PM		$\checkmark$			
04/19/2022	04/19/202	2 06:31:00 AM	04/20/2022 12:14	00 AM		$\checkmark$			
04/20/2022	04/20/202	2 06:18:00 AM	04/20/2022 03:47	00 PM		$\checkmark$			
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04/26/2022	04/26/202	2 06:39:00 AM	04/26/2022 04:00	00 PM				testing only	
04/27/2022	04/27/202	2 06:20:00 AM	04/27/2022 03:51	00 PM		$\checkmark$			

## **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.

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<b>⊙</b> Pending Approv	al of Invalid Logs	=
COMPANY		
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BRANCH TESTING		•
PAY BASIS:		~
DATE FROM	то	
Ê	雦	
	🕑 Submit	

☑ List of Pending Approval with invalid

Timekeeper / Timesheet

:U-SJDM => Timesheet Pay Period From: 4/16/2022 To: 4/30/2022										
Show 10	entries						Search:			
Showing 1 to 1 of	1 entries									
Emp ID 🛛 🕌	Employee Names	11	Department	1¢	Edit By	E	Edit Date	$\downarrow \uparrow$	Approver Name	$\downarrow \uparrow$
881	SNAME 1, FNAME 1 MNAME-1	ł	Human Resource Department		DELA CRUZ, JUAN S.	C	04/29/2022		DELA CRUZ, JUAN S.	
Previous 1	Next									

### 10.4.3 Confirm Workhour

## • Timekeeping -> Pending Status -> Confirm Workhour

Tools for timekeepers to check the list of the pending status of employee workhour confirmation. Fill up the form and input the cut-off dates, then click the "Submit" button to display the list of employees with pending work hours confirmation. Timekeepers can follow up with those employees not yet confirmed their timesheet workhours distribution.

Employees set up not paperless, they need to sign the printed form of the employee workhour distribution report as a reference by timekeepers to confirm it into the system. Click the hyperlink "View" to redirect from the report of employee workhour distribution and click

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the "Confirm" button to confirm it, then the system automatically removes it from the pending list.

❷ Pending Workho	ours Confirmation	$\equiv$
COMPANY		
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<b>#</b>	<b>##</b>	
	± Submit	

O List of Pending Workhours Confirmation

Timekeeper / Timesheet

.GU-SJDM => Time:	sheet Pa	y Period From: 4/16/2022 To: -	4/30/2022					
Show 10	entries	5				Sear	ch:	
Showing 0 to 0 o	f 0 entrie	s						
Emp ID		Employee Names	ĴĴ	Department	11	Process Date	1 Action	11
				No data available in ta	ble			
Previous Ne	xt							

#### **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.

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	O Pending Workhour	s Approval		
	COMPANY			
	FOR DEMO ONLY		Ŧ	
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	BRANCH TESTING		~	
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	DATE FROM	то		
	<b>##</b>	<b>***</b>		
,		🕑 Submit		
<ul> <li>List of Pending Workhour</li> </ul>	Approval			
Timekeeper / Timesheet				
LGU-SJDM => Timesheet Pay Perio	d From: 4/16/2022 To: 4/30/2022			
Show 10 × entries			Search:	
Showing 0 to 0 of 0 entries				

1 Confirm Date

1 Approver Name

## **10.5 Reports**

Previous Next

Emp ID

## **10.5.1** Daily Time Logs

#### Timekeeping -> Reports -> Daily Time Logs 0

La Employee Names

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.

No data available in table

1 Department

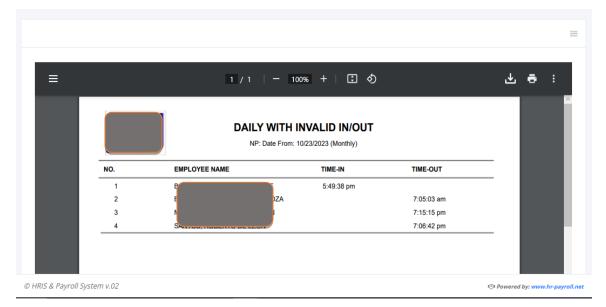
☑ Daily Time Logs	
COMPANY	
FOR DEMO ONLY	<b>*</b>
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DATE FROM:	PAY BASIS
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G	Submit

Timekeeper / Daily Timelogs

	DAILY V	WITH VALID IN/OUT		
	NP: Date	From: 10/23/2023 (Monthly)		
NO.	EMPLOYEE NAME	TIME-IN	TIME-OUT	—
1	AÇ'	6:03:30 am	4:02:39 pm	
2	A	VAN 6:42:09 am	4:08:13 pm	
3	A	6:42:05 am	4:04:56 pm	
4	в	6:38:00 am	8:19:40 pm	
5	в	8:03:01 am	6:11:15 pm	
6	в	8:10:56 am	6:09:37 pm	
7	в	5:29:52 am	6:07:44 pm	
8	c	6:57:18 am	9:00:16 pm	
9	c	6:39:33 am	7:11:07 pm	
10	d	6:06:26 am	7:06:31 pm	
11	c	6:58:31 am	5:10:37 pm	
12	c	6:54:11 am	4:08:18 pm	
13	C	5:41:24 am	4:30:02 pm	
14	C	6:42:26 am	4:15:44 pm	
15	D	6:35:42 am	4:06:02 pm	
16	DEL	6:03:24 am	11:00:14 pm	

#### Daily Invalid Logs

Timekeeper / Daily Timelogs



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#### 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.

COMPANY		
FOR DEMO ONLY		
BRANCH		
BRANCH TESTING		
PAY BASIS:		`
DATE FROM	то	
	<b>***</b>	

PINO Web Application	ion	E TIMESHEET From: 04/16/2022 To: 04/30/2022	Sunday, May 1, 2022
DS-0001: DELA	CRUZ, JUAN S	TIME-OUT	
04/16/2022	04/16/2022 06:57:00 PM	04/17/2022 06:45:00 AM	
04/19/2022	04/19/2022 12:58:00 PM	04/19/2022 11:45:00 PM	
04/20/2022	04/20/2022 12:56:00 PM	04/21/2022 12:45:00 AM	
04/21/2022	04/21/2022 12:57:00 PM	04/22/2022 12:08:00 AM	
04/22/2022	04/22/2022 12:57:00 PM	04/23/2022 12:10:00 AM	
4/23/2022	04/23/2022 12:54:00 PM	04/24/2022 12:16:00 AM	
4/25/2022	04/25/2022 06:55:00 PM	04/26/2022 06:54:00 AM	
4/26/2022	04/26/2022 06:54:00 PM	04/27/2022 03:58:00 AM	
4/28/2022	04/28/2022 07:47:00 PM	04/29/2022 03:58:00 AM	
04/30/2022	04/30/2022 06:51:00 PM		
1/30/2022	04/30/2022 06:51:00 PM		

### 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.

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	(	<b>∑</b> Submit	

Web Application	EMPLOYEE LGU-SJDM - Cutt-Off Date Fro		Sunday, May 1, 2022
848: SNAME-2, FN	NAME-2 MNAME-2		
DATE	TIME-IN	TIME-OUT	
04/16/2022	04/16/2022 06:21:00 PM	04/17/2022 06:49:00 AM	
04/18/2022	04/18/2022 06:37:00 AM	04/18/2022 06:54:00 PM	
04/19/2022	04/19/2022 06:37:00 AM	04/19/2022 07:45:00 PM	
04/20/2022	04/20/2022 06:31:00 AM	04/20/2022 07:05:00 PM	
04/21/2022	04/21/2022 06:31:00 AM	04/21/2022 06:51:00 PM	
04/22/2022	04/22/2022 06:43:00 AM	04/22/2022 06:46:00 PM	
04/23/2022	04/23/2022 06:32:00 AM	04/23/2022 06:50:00 PM	
04/24/2022	04/24/2022 06:39:00 AM	04/24/2022 04:05:00 PM	
04/27/2022	04/27/2022 06:21:00 PM	04/28/2022 06:47:00 AM	
04/28/2022	04/28/2022 06:17:00 PM	04/29/2022 06:48:00 AM	
04/29/2022	04/29/2022 06:18:00 PM	04/30/2022 06:46:00 AM	
Confirmed Date: _		Approved By:	

#### **10.5.4 With Timesheet**

#### • Timekeeping -> Reports -> With Timesheet

Tools for timekeepers to view the employee with timesheet after the pairing logs or generate timesheet is done. Fill up the form and input the cut-off dates, then click the "Submit" button to display all employees with timesheets. This report can help the timekeeper to know whose employees have no timesheet within the cut-off dates in the generated timesheet.

🕑 Em	ployee with Time	sheet	=
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	(	Submit	

☰ with-timesheet.pdf   1 / 1       ─ 89%   +	4 ē	:
SAN JOSE DEL MONTE CITY Employee with Timesheet Cutt-Off Date From: 04/16/2022 To: 04/30/2022 (Monthly)	Sunday, May 1, 2022	ĺ
DEPARTMENT / EMLOYEE NAME Human Resource Department 1 DELA CRUZ, JUAN S 2 SNAME 1, FNAME 1 MNAME-1 3 SNAME-2, FNAME-2 MNAME-2 4 SNAME-3, FNAME-3 MNAME-3 5 SNAME-4, FNAME-4 MNAME-4		
TOTAL COUNT: 5		

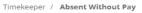
## **10.5.5** Absent Without Pay

### • 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.

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🔁 Absent Without Pay



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	Absent Without Pay		Saturday, November 4, 2023	- 10
	Dates From: 10/12/2			- 10
Name	Date Absent	Pay Basis		- 10
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	10/14/2023			_
	1	D		_
	10/20/2023			_
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#### **10.5.6 Dates With Late**

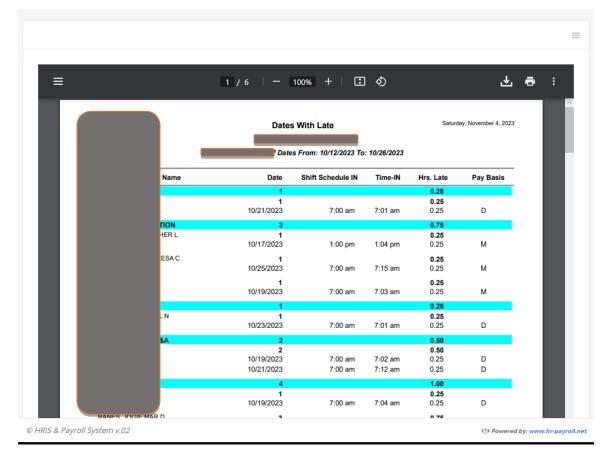
#### • Timekeeping -> Reports -> Dates With Late

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.

🛱 Da	tes with Late			
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		🖸 Submit		

🔁 Dates with Late

Timekeeper / Absent Without Pay



### 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.

	COMPANY			
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		🕑 Submit		
approved-i	nvalid-log 1 / 4	- 89% +   🕄 🔊		ء ک
				Sunday May 1 2022
PIN		OYEE TIMESHEET		Sunday, May 1, 2022
Web App	lication	OYEE TIMESHEET ff Date From: 04/01/2022 To: 04/15/202	22	Sunday, May 1, 2022
Web App	lication		22	Sunday, May 1, 2022
Web App	lication		22	Sunday, May 1, 2022
Web App HR.6.P	LGU-SJDM - Cutt-O			Sunday, May 1, 2022
PDS-0001: DEL DATE	LGU-SJDM - Cutt-O	ff Date From: 04/01/2022 To: 04/15/202		
PDS-0001: DEL DATE 04/01/2022	LGU-SJDM - Cutt-O A CRUZ, JUAN S TIME-IN	ff Date From: 04/01/2022 To: 04/15/202 TIME-OUT		
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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.

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| Onte<br>STRIE<br>2022 (N<br>NAME-4<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0. | City<br>BUTIO<br>Monthly)<br>5<br>ET<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   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                                                           | 280<br>8M<br>8M<br>8M<br>8M<br>8M<br>8M<br>8M<br>8M<br>8M<br>8M<br>8M<br>80<br>80 | 13         XA           11         13           11         14           11         14           11         14           11         14           11         14           11         14           11         14           11         14           11         14           11         14           11         14           11         14           11         14           11         14           11         14           12         14           13         14           14         14           15         14           16         14           17         14           18         14           19         14           10         14           11         14           12         14           14         14           15         14           16         14           17         14           18         14           19         14           14         <                 
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| AAN JOSE     SAN JOSE     SAN JOSE     AG22022     AG22022     AG620222     AG620222     AG602022     AG7102022     AG710202     AG71020     AG7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       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1<br>9M<br>9M<br>9M<br>9M<br>9M<br>9M<br>9M<br>9M<br>9M<br>9M<br>9M<br>9M     | XX         XX           X2         XX           X2         XX           X3         XX           X4         XX           X5         XX           X5         XX           X6         XX           X7         XX           X8         XX           X8         XX           X9         XX           X10         XX           X10         XX           X10         XX           X11         XX           X12         XX           X12         XX                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              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FNA<br>202<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0. 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AMP 1022           SAN JOSE           MARINZ           MARINZ <t< td=""><td>PINOT Adapta.utm 22 5 4 mont DEL MONTE 4 55200 pm 6 45000 am 6 45000 am</td><td>CTTY 2017 7.1100 am 4.0000 pm 7.2000 pm 7.2000</td><td>BBC 1 BBM BM BM</td><td>XX         XX         XX&lt;</td><td>2I 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.</td><td>01N0 0.00 0.00 0.00 0.00 0.00 0.00 0.00</td><td>5.00 5.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 5.00 5.00 5.00 5.00 5.00</td><td>Su BI 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 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 2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2</td><td>ET           0         0.00           0         0.00           0         0.00           0         0.00           0         0.00           0         0.00           0         0.00           0         0.00           0         0.00           0         0.00           0         0.00           0         0.00           0         0.00           0         0.00           0         0.00           0         0.00           0         0.00           0         0.00</td><td>12 00.0 00.0 00.0 00.0 00.0 00.0 00.0 00</td><td>0110 0.00 0.00 0.00 0.00 0.00 0.00 0.00</td><td>ND           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00</td><td>RT 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.</td><td>21 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.</td><td>oliday 0100 0.00 0.00 0.00 0.00 0.00 0.00 0.0</td><td>80 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0</td><td></td></t<>	PINOT Adapta.utm 22 5 4 mont DEL 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## **10.5.9 Workhours Distribution**

• 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.

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04/01/2022	6:52:00 pm	7:11:00 am	_	RD	3.00	0.00		5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	_	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
04/02/2022	6:45:00 pm	5:03:00 am	ВМ	RD	3.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
04/03/2022	6:47:00 am	4:00:00 pm	ВМ	RO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
04/04/2022	6:54:00 am	7:11:00 pm	BM	RD	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	- 11
04/05/2022	6:49:00 am	6:53:00 pm	BM	RD	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	- 88
04/06/2022	6:57:00 am	7:29:00 pm	ВМ	RD	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	- 8
04/07/2022	7:00:00 am	7:02:00 pm	BM	RD	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	- 88
04/08/2022	6:55:00 am	7:02:00 pm	BM	RD	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	- 88
04/09/2022	6:56:00 am	7:08:00 pm	BM	RD	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	- 8
04/10/2022	6:48:00 pm	7:53:00 am	BM	RO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	- 8
04/11/2022	6:47:00 pm	3:59:00 am	BM	RD	3.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	- 8
04/12/2022	12:48:00 pm	5:52:00 am	BM	RD	3.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	- 8
04/13/2022	6:53:00 pm	7:04:00 am	BM	RD	3.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	- 8
04/14/2022	7:00:00 am	4:00:00 pm	VL	RD	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	- 8
04/15/2022	6:52:00 pm	7:11:00 am	BM	RD_	3.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	- 8
				_	74.00	0.00	0.00 3	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
REGULAR	HOURS	104.00																															
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Total Regular		74.00					Employee	e Signa	sture														Man	ager / S	Supervie	sor							

#### **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.

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ENANGE DEL MONTE CIT		EMPLC	LGU San Jose De	el Monte City DISTRIBUTION SUMMARY			4 <del>6</del>	
ENDY BARADARIA AN JOSE DEL MONTE CIT		EMPLC	LGU San Jose De DYEES WORKHOURS D	el Monte City DISTRIBUTION SUMMARY	st Day Special Holiday + Rest Day	Double Holiday	Emarks	
CPINOT MANUAL COMPANY AN JOSE DEL MONTE CIT uman Resource Department ENFLOTEE NAME	Y RegularDay RT OT OTNO NO	EMPLC P Sunday/Rest Day RT OT OTNO NO	LGU San Jose De DYEES WORKHOURS D Yay Period: From 04/01/2022	el Monte City DISTRIBUTION SUMMARY To 04/15/2022 (Monthly) Special Holiday - Rc RT OT OTNO NO RT OT OTN	D ND RT OT OTND ND	RT OT OTND ND		
AN JOSE DEL MONTE CIT uman Resource Department EMPLOYEE NAME S SWALE 4, PNAME 4 M.	YRegular Day	EMPLC P Sunday / Rest Day	LGU San Jose De DYEES WORKHOURS D Jay Period: From 04/01/2022 Legal Holiday	el Monte City DISTRIBUTION SUMMARY To 04/15/2022 (Monthly) Special Holiday - RC RT 0T 07N0 N0 RT 0T 07N 0.00 0.00 0.00 0.00 0.00 0.00 0.00	D ND RT OT OTND ND	RT OT OTND ND		
AN JOSE DEL MONTE CIT uman Resource Department <u>EMPLOYEE NAME</u> 1 SWAKE J, PNAKE JM. 2 SWAKE J, PNAKE JM.	Y Regular Day RT OT OTNO NO 7400 000 0.00 30.00	EMPLC P Sunday / Rest Day RT 07 01100 NO 000 000 000 000	LGU San Jose De DYEES WORKHOURS D Pay Period: From 04/01/2022 Period: From 04/01/2022 RT or oftwo two 0.00 0.00 0.00 0.00	el Monte City DISTRIBUTION SUMMARY To 04/15/2022 (Monthly) Special Holiday - RC RT 0T 0TND ND RT 0T 0TM 0.00 0.00 0.00 0.00 0.00 0.00 0.00	D         ND         RT         OT         OTNO         ND           00         0.00         0.00         0.00         0.00         0.00         0.00           00         0.00         0.00         0.00         0.00         0.00         0.00	RT         OT         OTND         ND           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00		
Control Contro	Regular Day           RT         OT         OTNO         NO           74:00         0.00         0.00         0.00         0.00           96:00         0.00         0.00         0.00         0.00	EMPLC P Sunday / Rest Day RT 07 0TN0 N0 000 0.00 0.00 0.00 0.00 0.00 0.00	LGU San Jose De DYEES WORKHOURS D ay Period: From 04/01/2022 Engal Holiday RT 07 07N0 N0 0.00 0.00 0.00 0.00	El Monte City DISTRIBUTION SUMMARY           To 04/15/2022 (Monthly)           Special Holdsy           Egecial Holdsy           RT         OT OTNO           0.00         0.00         0.00         0.00	D         NO         RT         OT         OT         ND         ND           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00	RT         OT         OTND         ND           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00		
CENTRONE CENTRONE OF CONTROL OF	Regular Day           RT         OT         OTNO         NO           74:00         0.00         0.00         0.00         0.00           63:00         0.00         0.00         0.00         0.00           63:00         0.00         0.00         0.00         0.00           29:21         0.00         0.00         0.00         4280	Sunday / Rest Day         P           RT         07         0700         80           000         0.00         0.00         0.00         0.00           000         0.00         0.00         0.00         0.00           000         0.00         0.00         0.00         0.00           000         0.00         0.00         0.00         0.00	LGU San Jose De DYEES WORKHOURS D Pay Period: From 04/01/2022           RT         OT         OTMO         NO           80         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00	Elefonte City DISTRIBUTION SUMMARY To 04/15/2022 (Monthly)           Special Holdsy         Logal Holdsy + R MT         OT	No         RT         OT         NA         NA           0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00	RT         OT         OT         ND           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00		
AN JOSE DEL MONTE CIT uman Resource Department ENPLOYEE NAME 1 SIVME-1, PIVME-1 M. 2 SIVME-2, PIVME-2 M. 4 SIVME-2, PIVME-2 M. 4 SIVME-1, PIVME-1 M. 5 GEL-CRUZ, JAWN S.	Regular Day           RT         OT         OT         NO           74:00         0.00         0.00         0.00           96:00         0.00         0.00         0.00           63:00         0.00         0.00         0.00           96:00         0.00         0.00         0.00	EMPLO P P T or ono eo 000 000 000 000 000 000 000 000 000 00	LGU San Jose De DYEES WORKHOURS D Pay Period: From 04/01/2022           tegar Heilday           tegar 00         000         000         000           800         800         800         800         800           800         800         800         800         800         800           800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800         800 <th>Logal Holday + Re           Special Holday - Re         Logal Holday + Re           Special Holday - Re         Logal Holday + Re           To 04/15/2022 (Monthly)           Special Holday - Re         Logal Holday + Re           RT OT OTNO         NO         RT OT OTNO           0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0</th> <th>No         AT         OT         OT         No         No           0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00</th> <th>RT         OT         OT         ND           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00</th> <th></th>	Logal Holday + Re           Special Holday - Re         Logal Holday + Re           Special Holday - Re         Logal Holday + Re           To 04/15/2022 (Monthly)           Special Holday - Re         Logal Holday + Re           RT OT OTNO         NO         RT OT OTNO           0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0	No         AT         OT         OT         No         No           0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00	RT         OT         OT         ND           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00		
IN JOSE DEL MONTE CIT man Resource Department ENFLOYEE NAME SWAKE-3, FIVAME-3 M. SWAKE-3, PIVAME-3 M. SWAKE-3, PIVAME-3 M. SWAKE-3, PIVAME-2 M. SWAKE-1, PIVAME 1 M. DELA CRUZ, JANN S.	Regular Day           RT         OT         OTNO         NO           74:00         0.00         0.00         0.00         0.00           63:00         0.00         0.00         0.00         0.00           63:00         0.00         0.00         0.00         0.00           29:21         0.00         0.00         0.00         4280	Sunday / Rest Day         P           RT         07         0700         80           000         0.00         0.00         0.00         0.00           000         0.00         0.00         0.00         0.00           000         0.00         0.00         0.00         0.00           000         0.00         0.00         0.00         0.00	LGU San Jose De DYEES WORKHOURS D Pay Period: From 04/01/2022           RT         OT         OTMO         NO           80         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00	Elefonte City DISTRIBUTION SUMMARY To 04/15/2022 (Monthly)           Special Holdsy         Logal Holdsy + R MT         OT	No         RT         OT         NA         NA           0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00	RT         OT         OT         ND           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00		
EVELOTE ANNE 11. SINNE 2, FINNE 11. SINNE 2, FINNE 1 M. SINNE 2, FINNE 2 M. SINNE 2, FINNE 2 M. SINNE 2, FINNE 1 M. SINNE 1, FINNE 1 M. DELA CRUZ, JUNI S.	Regular Day           RT         OT         OTNO         NO           74:00         0.00         0.00         0.00         0.00           63:00         0.00         0.00         0.00         0.00           63:00         0.00         0.00         0.00         0.00           29:21         0.00         0.00         0.00         4280	Sunday / Rest Day         P           RT         07         0100         800           000         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00	LGU San Jose De DYEES WORKHOURS D Pay Period: From 04/01/2022           RT         OT         OTMO         NO           80         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00	Elefonte City DISTRIBUTION SUMMARY To 04/15/2022 (Monthly)           Special Holdsy         Logal Holdsy + R MT         OT	No         RT         OT         NA         NA           0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00	RT         OT         OT         ND           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00		
AN JOSE DEL MONTE CIT uman Resource Department ENFLOYTE NAME S SWIME 3, FNIME 3 M. S SWIME 3, PNIME 3 M.	Regular Day           RT         OT         NO           74:00         0.00         0.00         0.00           96:00         0.00         0.00         0.00           66:00         0.00         0.00         0.00           23:21         0.00         0.00         42:50           38:21         8:49         8:39         97:15           <<	Sunday / Rest Day         P           RT         07         0780         80           000         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00	LGU San Jose De DYEES WORKHOURS D lay Period: From Ok/01/2022           tegat Holdsy            RT         07         0740         000           000         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00	Special Hotiday         Legal Holiday         Regal	mp         mp<	RT         OT         NO           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00		
CENTRONE CENTRONE OF CONTROL OF	Regular Day           RT         OT         OT         NO           74:00         0.00         0.00         0.00           96:00         0.00         0.00         0.00           96:00         0.00         0.00         0.00           92:21         0.00         0.00         0.00           358:21         6.60         0.00         42.90           358:21         0.00         0.00         47.95           RC:         OVER-ALL TOTAL >>         NO           Regular Day         RT:         358.21	Sunday / Rest Day         P           RT         0T         0TMO         NO           000         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00	LGU San Jose De DYEES WORKHOURS D           DYEES WORKHOURS D           Lagal Holiday           r         or         orno         No           000         000         000         000         000           000         000         000         000         000         000           000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000         000	Special Holday         Regal Holday <th colsp<="" td=""><td>NP         RT         OT         OT/NO         Age           0         NO         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00</td><td>RT         OT         NO         NO           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00</td><td></td></th>	<td>NP         RT         OT         OT/NO         Age           0         NO         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00</td> <td>RT         OT         NO         NO           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00</td> <td></td>	NP         RT         OT         OT/NO         Age           0         NO         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00         0.00         0.00         0.00         0.00         0.00           0         0.00	RT         OT         NO         NO           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00	
Control of the second of the s	Regular Day           RT         OT         NO           74:00         0.00         0.00         0.00           63:00         0.00         0.00         0.00           29:21         0.00         0.00         0.00           358:21         6.00         6.00         97.55           ecc OVER-ALL TOTAL >>         Regular Day           RT:         358.21         588.21	Sunday / Rest Day         P           RT         0T         0TMO         NO           000         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00	LGU San Jose De DOYEES WORKHOURS D           bay Period:         From 04/01/2022           Lagal Holiday           r         or         or           00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00           0.00	Special Holday         Regal Holday <th colsp<="" td=""><td>NP         RT         OT         OT/DNO         Age           0         NO         RT         OT         OT/DNO         Age           00         0.00         0.00         0.00         0.00         0.00           00         0.00         0.00         0.00         0.00         0.00           00         0.00         0.00         0.00         0.00         0.00           00         0.00         0.00         0.00         0.00         0.00           00         0.00         0.00         0.00         0.00         0.00           00         0.00         0.00         0.00         0.00         0.00           00         0.00         0.00         0.00         0.00         0.00           00         0.00         0.00         0.00         0.00         0.00           00         0.00         0.00         0.00         0.00         0.00           00         0.00         0.00         0.00         0.00         0.00           00         0.00         0.00         0.00         0.00         0.00           00         0.00         0.00         0.00         0.00         0.00</td><td>RT         OT         OT         NO           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00</td><td></td></th>	<td>NP         RT         OT         OT/DNO         Age           0         NO         RT         OT         OT/DNO         Age           00         0.00         0.00         0.00         0.00         0.00           00         0.00         0.00         0.00         0.00         0.00           00         0.00         0.00         0.00         0.00         0.00           00         0.00         0.00         0.00         0.00         0.00           00         0.00         0.00         0.00         0.00         0.00           00         0.00         0.00         0.00         0.00         0.00           00         0.00         0.00         0.00         0.00         0.00           00         0.00         0.00         0.00         0.00         0.00           00         0.00         0.00         0.00         0.00         0.00           00         0.00         0.00         0.00         0.00         0.00           00         0.00         0.00         0.00         0.00         0.00           00         0.00         0.00         0.00         0.00         0.00</td> <td>RT         OT         OT         NO           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00           0.00         0.00         0.00         0.00         0.00        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## **11 Project Charging**

## **11.1 Daily Working Hours**

• Project Charging -> Daily Working Hours

This module is to keep track of detailed labor costs to input the daily working hours of moving workers from different projects assigned by the team leader. To get accurate project charging must be done every payroll pay period after the payroll process is approved by the payroll head. The hourly rate charged is the employee's gross income divided by the total hours worked on the pay period timesheet.

🕏 Project Daily Work	hours Entry	i=
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FOR DEMO ONLY		•
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#### BRANCH TESTING

Project Charging / Daily Work Hours: 05/02/2022

Show 10	Ƴ ent	ries				Search:		
Showing 1 to 2	of 2 ent	ries						
EMP ID	1F	EMPLOYEE NAME	11	JOB DESCRIPTION	11	TOTAL HOURS	ACTION	1
TEST-006		TEST 6, TEST 6 TEST 6		ACCOUNTING STAFF		8.00	) 🕼 Edit 🗙 Delete	
TEST-005		TEST 5, TEST 5 TEST 5		ELECTRICAL ENGINEER		8.00	) C Edit × Delete	

🛱 Project Daily Work Hours

Project Charging /	Daily Work Hours	1	Create
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🛱 Daily Working Hours Report

Project Charging / Group Report by Employee

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PINOY Wer Application Title Prysti			Т
EMPLOYEE / PROJECT NAME	REMARKS	WORK HRS	
1 TEST 5, TEST 5 TEST 5			
ABC PROJECTS	testing	3.00	
DEF PROJECT	sample	3.00	
FGH PROJECT	testing only	2.00	
		8.00	
2 TEST 6, TEST 6 TEST 6			
ABC PROJECTS	testing	3.00	
DEF PROJECT	sample	3.00	
FGH PROJECT	testing only	2.00	
		8.00	
	TOTAL HOURS =>	16.00	

🛱 Daily Working Hours Report

Project Charging / Group Report by Project

1 / 1	- 100% +   🕄 🚸	
PINOY         BRANCH TESTING           Web Application         Workhours Group Report b           Date: Monday May 02, 2022	y Project	
PROJECT / EMPLOYEE NAME	REMARKS	WORK HRS
1 ABC PROJECTS		
TEST 5, TEST 5 TEST 5	testing	3.00
TEST 6, TEST 6 TEST 6	testing	3.00
		6.00
2 DEF PROJECT		
TEST 5, TEST 5 TEST 5	sample	3.00
TEST 6, TEST 6 TEST 6	sample	3.00
		6.00
3 FGH PROJECT		
TEST 5, TEST 5 TEST 5	testing only	2.00
TEST 6, TEST 6 TEST 6	testing only	2.00
		4.00

## **11.2 Work Hour Reports**

#### 11.2.1 By Employee

#### • Project Charging -> Work Hour Reports -> By Employee

Generate employee work hour details report for visual checking of daily working hours entries. The employee work hours report is grouped by dates with sub-totals.

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🛃 Employee Work Hours Report

Project Charging / Reports

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Web Application Employee Workhou	rs Report		
Date From: 05/01/202	2 To: 05/15/2022		
TEST-006: TEST 6, TEST 6 TEST 6			
DATE / PROJECT NAME	REMARKS	WORK HRS	
5/2/2022			
ABC PROJECTS	testing	3.00	
DEF PROJECT	sample	3.00	
FGH PROJECT	testing only	2.00	
		8.00	
	TOTAL HOURS =>	8.00	

#### 11.2.2 By Project

### • Project Charging -> Work Hour Reports -> By Project

Generate project work hours details report for visual checking of project daily working hours entries. The project work hours report is grouped by dates with sub-totals.

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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.

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Project Work Hours Report
Project Charging / Reports

With Agelenter With Agelenter Date From: 05/01/2022 To: 05/15/2021			
PR-0001: ABC PROJECTS			
DATE / EMPLOYEE NAME 5/2/2022	REMARKS	WORK HRS	
1 TEST 5, TEST 5 TEST 5	testing	3.00	
2 TEST 6, TEST 6 TEST 6	testing	<u>3.00</u> 6.00	
	TOTAL HOURS =>	6.00	

#### 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.

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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.

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Project Work Hours Summary Project Charging / Reports

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	BRANCH TESTING				
PINOY Web Application	Workhours Summary Report				
	Date From: 05/01/2022 To: 05/15/2	022			
PR-0001: ABC PR	DJECTS				
DATE	DAY	HEAD COUNT	WORK HRS		
05/02/2022	Monday	2	6.00	_	
05/03/2022	Tuesday	3	15.00		
05/04/2022	Wednesday	3	12.00		
		TOTAL HOURS =>	33.00		

#### **11.2.4 Timesheet Comparison**

#### • Project Charging -> Work Hour Reports -> TS Comparison

Tools to generate project charging work hours entries vs the actual timesheet process and check the hour's variance if any.

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PINOY         Proj           Web Application         Proj           HE & Payroll         Date	ect Workhours vs. Timeshee From: 08/01/2020 To: 08/15/202	0			
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Proj           Web Application         Proj           Date           EMPLOYEE NAME / DATH           TEST-002: TEST-2, TEST-2	ect Workhours vs. Timeshee From: 08/01/2020 To: 08/15/202 E DAY 2 TEST-2	WORK HRS			
PINOY Web Application Date EMPLOYEE NAME / DATH TEST-002: TEST-2, TEST- 08/01/2020	ect Workhours vs. Timeshee From: 08/01/2020 To: 08/15/202 DAY 2 TEST-2 Saturday	8.00	8.00	0.00	
PINOY Web Application Proj Date EMPLOYEE NAME / DATH TEST-002: TEST-2, TEST- 08/01/2020 08/03/2020	ect Workhours vs. Timeshee From: 08/01/2020 To: 08/15/202 E DAY 2 TEST-2 Saturday Monday	80 WORK HRS 8.00 10.00	8.00 8.00	0.00 -2.00	
PINOY Web Application plate Proj Date EMPLOYEE NAME / DATH TEST-002: TEST-2, TEST- 08/01/2020 08/03/2020 08/04/2020	ect Workhours vs. Timeshee From: 08/01/2020 To: 08/15/202 E DAY 2 TEST-2 Saturday Monday Tuesday	0 WORK HRS 8.00 10.00 8.00	8.00 8.00 8.00	0.00 -2.00 0.00	
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#### 11.2.5 Labor Cost

#### • 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

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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.

COMP	ANY			
FOR	DEMO ONLY			
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DATE F	ROM	то		
Ê	mm/dd/yyyy	Ê	mm/dd/yyyy	

PROJECTS LABOR COST SUMMARY
Project Charging / Reports

project-charging-labor-cost.pdf

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PINOY	BRANCH TESTING				
Web Application	Projects Labor Cost Summary				
HR.& Payroll	D. I. E				
	Date From: 08/01/2020 To: 08/15/2020				
PCODE	PROJECT NAME	TOTAL WORK HRS	LABOR COST		
PCODE PR-0001		TOTAL WORK HRS 294.00	LABOR COST 67,227.68	:	
	PROJECT NAME			-	
PR-0001	PROJECT NAME ABC PROJECTS	294.00	67,227.68		

1 / 2 | - 100% + | 🗄 🔊

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Web Application Detailed Projects Labo						
Date From: 08/01/2020 To	o: 08/15/2020					
			[	TIMESHEET 8	PAYROLL FINAL RE	SULTS
MPLOYEE NAME / PROJECT	WORK HRS	RATE PER HR	LABOR COST	TOTAL HRS	VARIANCE	GROSS PAY
EST 10, TEST 10 TEST 10						
ABC PROJECTS	38.00	225.96	8,586.48			
DEF PROJECT	38.00	225.96	8,586.48			
FGH PROJECT	28.00	225.96	6,326.88			
SUB-TOTAL =>	104.00		23,499.84	104.00	0.00	23,500.00
EST 4, TEST 4 TEST 4						
ABC PROJECTS	38.00	417.10	15,849.80			
DEF PROJECT	38.00	417.10	15,849.80			
FGH PROJECT	30.00	417.10	12,513.00			
SUB-TOTAL =>	106.00		44,212.60	47.50	-58.50	19,812.50
EST 5, TEST 5 TEST 5						
ABC PROJECTS	36.00	143.59	5,169.24			
DEF PROJECT	36.00	143.59	5,169.24			
FGH PROJECT	32.00	143.59	4,594.88			
SUB-TOTAL =>	104.00		14,933.36	96.00	-8.00	13,785.00
EST 6, TEST 6 TEST 6						
ABC PROJECTS	36.00	216.34	7,788.24			
DEF PROJECT	38.00	216.34	8,220.92			

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## 12 WFH Setup

## 12.1 Category

## • WFH Setup -> Category

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

S WFH	Category
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WFH / Category / MIS: MNGT INFORMATION SYS

CATEGORY ID 🗢	DESCRIPTION
CATEGORT ID -	
1	Admin Support
2	Finance System
3	MIS Support
4	Miscellaneous
5	Procore
6	Sharepoint
7	Software Development
8	Software Support

## **12.2 Topic**

#### • WFH Setup -> Topic

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

#### SWFH Topic

WFH / Topic / MIS: MNGT INFORMATION SYS

CATEGORY ID	TOPIC DESCRIPTION	
8	MIS Software	
2	Acumatica	
8	Heavy Equipment	
8	HRMS / HRIS	
8	In House Software (Access)	
8	New Software Request	
5	Procore Support	
8	Report Modification	
6	Sharepoint Support	
•	Software/Website Changes	
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## **13 Online Filing**

## 13.1 WFH In/Out

### • Online Filing -> WFH In/Out

The purpose of work-from-home time-in and time-out is to help you track your work hours and ensure that you are working the required number of hours as per your employment contract. This helps your employer to monitor your productivity and ensure that you are meeting your work obligations. Time-in and time-out records can also be used for payroll purposes to accurately calculate your salary or wages. Additionally, tracking your work hours can help you maintain a healthy work-life balance and ensure that you are not overworking or burning out while working from home.

line Filing / WFH In-Out					WFH TASK ACTIVITY	, 
Saturday	/, January 2	20, 2024, 4:43:1	4 PM		-IN O TIME-C	DUT
how 10 🗸 entries				Sear	ch:	
howing 1 to 10 of 12 entries	It	IN/OUT	DEVICE LOCATION	lt	IP ADDRESS	11
THE EVEN					II NO DIGED	
01-20-2024 04:38:27 PM		0	WFH		112.211.148.172	*1
01-20-2024 04:38:27 PM		0	WFH WFH			•1
					112.211.148.172	01
01-20-2024 04:38:27 PM 01-20-2024 01:01:04 PM		1	WFH		112.211.148.172 112.211.148.172	01
01-20-2024 04:38:27 PM 01-20-2024 01:01:04 PM 01-20-2024 12:09:03 PM		1 0	WFH		112.211.148.172 112.211.148.172 112.211.148.172	•1

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 Time-In/Out Online Filing / WFH In-Out		
RUBEN CORRAL PROGRAMMER		s Share 10 - Martin	$(\underline{)}$	O TIME-IN O TIME-OUT
🙆 Dashboard		Show 10 Yentri		Search.
د Administrator		Showing 1 to 10 of 11 er	Are you sure to time-in?	It ADDRESS
📥 Maintenance		01-20-2024 01:01:04 P	Confirm to record this time log.	112.211.148.172
🚑 HRD		01-20-2024 12:09:03 P	No	112.211.148.172
🖮 Executives		01-19-2024 06:25:35 P		112.211.148.172
		01-19-2024 06:25:13 PM	0 WFH	112.211.148.172
Accounting		01-14-2024 07:46:07 AM	0 WFH	112.211.148.172
🖩 Payroll		01-14-2024 07:45:20 AM	0 WFH	112.211.148.172
🗑 Time & Attendance	<	© PinoyCode		• HRIS & Payroll Solution
		🗭 WFH Time-In/Out Online Filing / WFH In-Out		WEH TASK ACTIVITY
RUBEN CORRAL PROGRAMMER		Online Filing / WFH In-Out	$\checkmark$	
PROGRAMMER		Online Filing / WFH In-Out	Thank You.	
PROGRAMMER		Online Filing / WFH In-Out	Thank You.	O TIME-IN Search:
PROGRAMMER المعنى Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer		Online Filing / WFH In-Out	Time-IN successfully saved.	© TIME-IN Search: II IP ADDRESS
PROGRAMMER Dashboard A Administrator Maintenance H R D		Online Filing / WPH In-Out		O TIME-IN     O TIME-OUT       Search:     11       112.211.148.172
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ne Filing / WFH C	ut-Off	List								
WFH In/Out		2			STATUS => Dat	ta Entry: <b>2</b> P	Pending: <b>0</b> Appro	oved: <b>0</b>	Denied: 0 Retu	ırn: 0 া
	ntries						Search:			
ow 10 ~ er owing 1 to 2 of 2 e		DATE TO	11	WORK DAYS	APPROVER NAME	ţţ	Search:	11	ACTION	11
owing 1 to 2 of 2 e	ntries	<b>DATE TO</b> 2023-12-21	ţţ	WORK DAYS	APPROVER NAME	ţţ		łł	ACTION	

**

#### 🛱 WFH Daily Task

Online Filing / WFH Cut-Off / From 05/07/2023 To 05/21/2023

Show 10 Y entries				Sea	rch:	
Showing 1 to 10 of 10 entries						
ATTENDANCE DATE	↓₹ DAY	11	CREATED DATE	11	ACTION	
2023-05-19	Frida	У	05/27/2023	4	Task Entry 🗙 Delete	
2023-05-18	Thur	sday	05/27/2023		Task Entry 🗙 Delete	
2023-05-17	Wed	nesday	05/27/2023		🕼 Task Entry 🗙 Delete	
2023-05-16	Tues	day	05/27/2023		Task Entry X Delete	



WFH Daily Task Entry
Online Filing / Daily Task / From 05/07/2023 To 05/21/2023

•

[	Date: 05/18	/2023 (Thu	rsday)		
	TOPIC ID	NO. OF HRS	ACTIVITY	REMARKS	STATUS
	4	5.00	Support HRIS timekeeping FFCI Norzagaray Plant and fixed the filed ticket in user help desk.		Completed
	4	4.00	Additional feature to "Revert" approved leave filing for modification and subject again for approval.		Completed
	+ / m /	φ	I ≤ << Page 1 of 1	⇒ ►1 10 ¥	View 1 - 2 of 2

ine Filing / Daily Task / From 05/07/2023 To 0	5/21/2023		
ate: 05/18/2023 (Thursday)			
ate. 05/10/2025 (Indisady)			
		REMARKS	STATUS
ADD RECORD	* fixed the filed		Completed
TOPIC ID MIS Software	~ nodification		
NO. OF HRS	nounoutor.		Completed
	1 of 1	⇒ ⇒ 10 V	View 1 - 2 of
ACTIVITY			
	<i>"</i> 7		
REMARKS			
STATUS Pending ~			

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

iling / WFH / <b>Reports</b>	5				WFH Request For Review
E			1	/2   — 90% <b>+</b>   🗄 🕎	: 🖶 ك
				WORK FROM HOME SPVR - Cutt-Off Date From: 05/07/2023 To: 05/21/2023	resday, December 19, 2023
6882: CORRAL, RUBEN BULG				T INFORMATION SYS Position: PROGRAMMER	Total Hours: 88.00
Category Monday, May 8, 2023	SAR Topic MIS Checkpoint Meeting		S: MNGT	T INFORMATION SYS Position: PROGRAMMER	
Category Monday, May 8, 2023 Miscellaneous Software Support	Торіс		S: MNGT lours	T INFORMATION SYS Position: PROGRAMMER Work Activity Remark	s Status
Category Monday, May 8, 2023 Miscellaneous Software Support Software Support	Topic MIS Checkpoint Meeting HRMS / HRIS	He	S: MNGT lours 2.00 5.00 2.00	T INFORMATION SYS Position: PROGRAMMER Work Activity Remark MIS F2F checkpoint meeting Assist In HRIS timekeeping testing for daily and adjust variance found in comparison of PRR report from HRIS output.	s Status Completed Completed
Category Monday, May 8, 2023 Miscellaneous Software Support Software Support	Topic MIS Checkpoint Meeting HRMS / HRIS	Hc Sub-Total =>	S: MNGT lours 2.00 5.00 2.00	T INFORMATION SYS Position: PROGRAMMER Work Activity Remark MIS F2F checkpoint meeting Assist In KRIS timekeeping testing for daily and adjust variance found in comparison of PRR report from HRMS output. Finalized the model to synce timelogis from LLO using API services.	s Status Completed Completed

## 13.2 Overtime

### • Online Filing -> Overtime

Self-service overtime filing is to allow employees to independently and accurately record and request compensation for any additional hours worked beyond their regular working hours. It provides a convenient and efficient way for employees to track their overtime hours, ensuring that they are properly compensated for their extra effort. Self-service overtime filing also helps streamline the overtime approval process by allowing managers to review and approve or deny overtime requests promptly. Overall, it promotes transparency, accountability, and fairness in managing overtime work.

Overtime line Filing / List	:							(
Create								8
how 10 ~	entries 1 entries					Search:		
OT DATE ↓	от туре 👘	START TIME	1 END TIME	IT REVIEWER	J1	APPROVER 1	STATUS 🕸	ACTION 1
2023/12/01	Regular OT	12/01/2023 05:00 PM	12/01/2023 11:00 PM	6882		6882	Approved	i Details

🔁 Overtime

Online Filing / Details

12/01/2023 Regular OT 08:00 AM to 05:00 PM
Regular OT
-
08.00 AM to 05.00 PM
Friday
12/1/2023 5:00:00 PM
12/1/2023 11:00:00 PM
testing only
0.00 0.00
4.00
1.00
5.00
1.00
0.00
6882 (CORRAL, RUBEN B.)
6882 (CORRAL, RUBEN B.)
01/14/2024
Approved
01/14/2024

#### 💆 Overtime

Online Filing / Create

Atten	dance Date	от ту	pe	
Ê	mm/dd/yyyy	:	SELECT	~
Reaso	n / Remarks			
				11
OT Da	te Start Time:			
	mm/dd/yyyy	٥	hh:mm	
OT Da	te End Time:			
Ê	mm/dd/yyyy	0	hh:mm	
	IECK IF NO OVERTIME LUNCH BREA	K DEDUCTION.		
	START TIME FROM 10:00PM TO 6:00			
✓ от	L-Break 🛛 OTND L-Break	□ Overlapp	ing	

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.

	ce w/ Pay	Available VL Points Cr	edit: 0.25				
Show 10 Y en	tries				Search	1:	
Showing 1 to 1 of 1 er	ntries						
DATE FILED	LEAVE START	LEAVE END	TYPE ↓↑	REVIEWER ID	APPROVER ID	STATUS 👘	ACTION
2024/01/20	01/03/2024	01/03/2024	VL	6882	6882	Approved	i Details
	Leave		# of Day		Balance		
	Patern	ity Leave	7	0.00	7.00		
	Sick Le	ave	15	5 0.0C	) 15.00		
	Vacati	on Leave	15	5 1.00	) 14.00		
			<b>+</b> E	Jack			

Leave	applied for:				Name of Reliever	
9	SELECT			~		
Reaso	n for Leave				Address while on leave	
	6 have b			h	☐ Half day leave	
Leave	start mm/dd/yyyy	Leave	mm/dd/yyyy		IIQ Cancel	🕑 Submit
Last d	lay reported	Return	to work			
	mm/dd/yyyy	<b>m</b>	mm/dd/yyyy			

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

## 13.4 Locator Slip

## • Online Filing -> Locator Slip

The purpose of a "locator slip form" is to track and record the attendance of employees or individuals daily. This type of slip is often used in workplaces, schools, or other organizations to monitor and manage attendance. Employees or individuals may be required to fill out the locator slip with their name, date, and other relevant information, and then submit it to the appropriate department or supervisor for approval. This document will be used in filing overtime for attachment as a reference.

O Crea	ate			STATUS =	<b>=&gt;</b> Data Entry	r: 0 Pending: 0 Ap	proved: 0 Denied: 0	Return: <b>0</b> Revert.
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PERI	IOD FROM	PERIOD TO	11	WORK DAYS	APPROVER	ti di s	STATUS 👫	ACTION
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Prev	ious Next							
		<ul><li>❷ Locate</li></ul>	or Slip (Ci	reate)				
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	rator Slip Data Entry				<u>+</u> :	5ubmit		
	cator Slip Data Entry Attendance / <b>Date From</b> :	10/22/2023 To: 11/06			<u>*</u>	Submit		
Time & J	Attendance / Date From:	10/22/2023 To: 11/06						
Time & / COR Bran	Attendance / Date From: IRAL, RUBEN B.	10/22/2023 To: 11/06		DATE	DAY	TIME-IN	TIME-OUT	
Time & / COR Bran Depa Posit	Attendance / Date From: IRAL, RUBEN B. Inch: artment: tion: PROGRAMMER	10/22/2023 To: 11/06		DATE 10/23/2023			TIME-OUT           07:00:00 PM	Delete
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Time & J COR Bran Dep Posi Pay Atten	Attendance / Date From: IRAL, RUBEN B. Inch: artment: tion: PROGRAMMER Basis: Monthly <<1st Shift>> 09:0 dance Date (Start Time):	0 AM to 07:00 PM	/2023	10/23/2023	DAY Mon	<b>TIME-IN</b> 09:00:00 AM	07:00:00 PM 07:00:00 PM	Delete

- Filing of the locator slip is per cut-off dates, after we finish the entry merge the document into one PDF file for attachment as reference.
- Click the "RequestFor Review" button to notify the timekeeper for locator slipreview. After the reviewer confirms the locator slip is valid automatically send it to the department head for locator slip approval.

## 13.5 Failure In/Out

#### • Online Filing -> Failure In/Out

Self-service to edit the invalid time logs and subject to approval by their department head. After the timekeeper generates a timesheet, the system automatically sends those employees with invalid time logs, which are no time-in with time-out or with time-in no time-out.

Notes: Employees must use their inbox messages to edit the invalid logs; click the hyperlink "View" and click the hyperlink "Edit" to edit the invalid time logs and "Delete" to delete the records. After editing the invalid logs, click the "Request Approval" button to notify the approver.

show 10	r ent	ries					Search:	
showing 1 to 3 of	f 3 en	tries						
FROM	$\downarrow_{\overline{i}}$	то	.↓↑	BRANCH CODE	.↓†	APPROVER ID	STATUS ↓↑	ACTION 🔱
2022/04/16		2022/04/30		LGU-SJDM		PDS-0001	Pending Approval	C Edit i Details
2022/04/01		2022/04/15		LGU-SJDM		PDS-0001	Approved	i Details
2022/03/01		2022/03/15		LGU-SJDM		PDS-0001	Approved	i Details

Online Filing / Failure Logs / Edit

🕑 DELA CRUZ, J	IUAN S.			
Cut-Off date from: ( DATE	04/16/2022 to: 04/30/2022.	TIME-OUT	Valid	
04/16/2022	04/16/2022 06:57:00 PM	04/17/2022 06:45:00 AM		
04/19/2022	04/19/2022 12:58:00 PM	04/19/2022 11:45:00 PM		
04/20/2022	04/20/2022 12:56:00 PM	04/21/2022 12:45:00 AM	V	
04/21/2022	04/21/2022 12:57:00 PM	04/22/2022 12:08:00 AM		
04/22/2022	04/22/2022 12:57:00 PM	04/23/2022 12:10:00 AM		
04/23/2022	04/23/2022 12:54:00 PM	04/24/2022 12:16:00 AM		
04/25/2022	04/25/2022 06:55:00 PM	04/26/2022 06:54:00 AM		
04/26/2022	04/26/2022 06:54:00 PM	04/27/2022 03:58:00 AM		
04/28/2022	04/28/2022 07:47:00 PM	04/29/2022 03:58:00 AM		
04/30/2022	04/30/2022 06:51:00 PM			🖸 Edit 🛛 Delete

## **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.

🛱 Request VL Credit Points	3
Online Filing / List	
♥ Creste	=
Show 10 v entries Search:	
Showing 0 to 0 of 0 entries	
DATE FILED 17 LEAVE START 11 LEAVE END 11 AVAILABLE CREDITS 11 REQUEST POINTS 11 APPROVER ID 11 STATUS 11 ACTION	11
No data available in table	
Previous Next	

🔁 Request VL Credit Points		**
Online Filing / Create		_
	Available VL Credit Points: 6.25	
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	Request VL Credits:	
	Reason	
	^ℓ ^ℓ Q Cancel ± Submit	

## 13.7 Manpower Request

### • Online Filing -> Manpower Request

Self-service for department staff allowed to file manpower requests and subject to review of their department head before proceeding to HR head for approval. After the HR department head approves the manpower request automatically queued for the recruitment process.

Click the "Create" button to create a new manpower request, then fill up the form and click the "Submit" button so that the system automatically notifies the department head for review and approval.

Manpower Request (Create)	क
Description	Upload Attachment: Choose File No file chosen
Position	
Slots Required Fulfilment Date	
IÇ Cancel ▲ Submit	
© HRIS & Payroll System v.02	S Powered by: www.hr-payroll.net

## 14 Inquiry

## **14.1 Loans**

### • 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.

Show 10 Y entr	ies			Search:	E	Excel PDF Print
Showing 1 to 2 of 2 ent	ries					
LOAN CODE	LOAN TYPE	DATE ISSUED	LOAN AMOUNT	DEDUCTION 1	COMPLETE 1	ACTION 1
HDMF	CALAMITY LOAN	01/12/2022	20,000.50	800.75	Ν	i Details
SSS	SALARY LOAN	03/02/2022	30,000.00	2,000.00	Ν	i Details
	S					
iry / Loans / <b>Detai</b> ELA CRUZ, JUAN S.	S					
	s SSS SALARY LOAN 03/02/2022 30,000.00 2,000.00 2,000.00 28,000.00 N					
ELA CRUZ, JUAN S. an Code an Type te Issued an Amount duct Amount tal Amount Paid an Balance	SSS SALARY LOAN 03/02/2022 30,000.00 2,000.00 2,000.00 28,000.00 N					

## 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.

ayslip y / <b>Payslip</b>						
5how 10 v entries		Search:		Excel	PDF	Print
Showing 1 to 10 of 25 entries						
PAYROLL CUT-OFF	J₽	G	ROSS PAY	r	IET PA	Y 11
→ 12/16/2020 to 12/31/2020			9,840.00		7,7′	15.00
→ 12/01/2020 to 12/15/2020			10,660.00		9,46	50.00
→ 11/16/2020 to 11/30/2020			10,660.00		8,53	35.00
→ 11/01/2020 to 11/15/2020			9,840.00		8,64	40.00
→ 10/16/2020 to 10/31/2020			11,480.00		9,29	97.00
➔ 10/01/2020 to 10/15/2020			10,660.00		9,46	50.00

ARNINGS: RT: 96. OT: 0. OD: 0. ND: 0. REST.4T: 0. REST.4D: 0. REST.4D: 0.	.00 hrs .00 hrs .00 hrs .00 hrs .00 hrs .00 hrs	7,200.00 0.00	ALLOWANCES:	PAYROLL PERIOD	12-16-2020 To: 12	-31-2020	RUN DATE: 05/04/2022
RT:         96.           OT:         0.           OD:         0.           ND:         0.           REST-RT:         0.           REST-OD:         0.           REST-ND:         0.	.00 hrs .00 hrs .00 hrs						
RT:         96.           OT:         0.           OD:         0.           ND:         0.           REST-RT:         0.           REST-OD:         0.           REST-ND:         0.	.00 hrs .00 hrs .00 hrs				DEDUCTIONS:		PAYROLL PERIOD: 12-16-2020 To: 12-31-2020
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REST-OD: 0. REST-ND: 0.		0.00	OTA:	0.00	SSS LOAN:	1,200.00	
REST-ND: 0.	.00 hrs	0.00	PBI:	0.00	HDMF LOAN:	0.00	
	.00 hrs	0.00	ALLOWANCE:	0.00	CAL. LOAN:	0.00	RECEIPT FOR PAY:
	.00 hrs	0.00	APARTMET RENT:	0.00	ADJ.:	0.00	I hereby acknowledge to have recieved the
H-RT: 0.	.00 hrs	0.00	TRAINER'S FEE:	0.00	PPE:	0.00	amount stated above and have no further claims for
H-OT: 0.	.00 hrs	0.00	HOUSING:	0.00	UCA:	0.00	services rendered.
GH-OD: 0.	.00 hrs	0.00	SUPERVISORY:	0.00	PIC:	0.00	
	.00 hrs	0.00	TRANSPORTATION	0.00	SD:	0.00	
H-REST-RT: 0.	.00 hrs	0.00	COMMUNICATION:	0.00	CARF:	0.00	
H-REST-OT: 0.	.00 hrs	0.00	HAZARD PAY:	2,400.00	MED:	0.00	Signature
H-REST-OD: 0.	.00 hrs	0.00	DRIVER ALLOW:	0.00	VC:	0.00	
H-REST-ND: 0.	.00 hrs	0.00	PER TRIP:	0.00	OTHERS:	0.00	
H-RT: 0.	.00 hrs	0.00	OTHER ALLOW:	0.00			
.H-OT: 0.	.00 hrs	0.00	TOTAL	.: 2.640.00	TOTAL:	2,125.00	
H-OD: 0.	.00 hrs	0.00	1018	2,040.00	TOTAL.	2,120.00	Date
H-ND: 0.	.00 hrs	0.00	OTHER INCOME:				
H-REST-RT: 0.	.00 hrs	0.00	COMMISSIONS:	0.00			
H-REST-OT: 0.	.00 hrs	0.00	ADD BACK:	0.00			
H-REST-OD: 0.	.00 hrs	0.00	TOTAL	0.00			
H-REST-ND: 0.	.00 hrs	0.00					
0.	.00 hrs	0.00		6.275.00			
0. OH-OT: 0.	.00 hrs	0.00	TOTAL TAXABLE	.: 0,275.00	GROSS PAY:	9,840.00	
0H-0D: 0.	.00 hrs	0.00			NET PAY:	7,715.00	
0. ND: 0.	.00 hrs	0.00				-	
H-REST-RT: 0.	.00 hrs	0.00	PAALA	LA		1	
H-REST-OT: 0.	.00 hrs	0.00	An	g pagsasangla ng A	TM sa kapwa	1	
	.00 hrs	0.00	empley	ado ay mahigpit na	ipinagbabawal.		
H-REST-ND: 0.	.00 hrs	0.00				-	
	TOTAL:	7,200.00					

## 14.3 DTR Time Logs

## • Inquiry -> DTR Time Logs

Self-service to view the Daily Time Record (DTR) time logs. Input the selected date from and date to, then click the "Submit" button to display the time-in and time-out logs.

			s	canner Time Log	gs	:==				
			Date From:	To:						
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DT	R From: 4/1/2022 To: 4/30,	/2022								!==
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	Showing 1 to 10 of 52 entri									
	EMP ID	DATE LOGS	ţ۱	IN/OUT	ļţ.	BCODE J1	DEVICE-1		11	
	PDS-0001 PDS-0001	4/1/2022 6:57:00 4/2/2022 6:48:00		0		LGU-SJDM	DEVICE-1			
	PDS-0001	4/2/2022 6:48:00		0		LGU-SJDM	DEVICE-1			
	PDS-0001	4/2/2022 6:57:00		1			DEVICE-1			
	PDS-0001	4/3/2022 6:45:00		0		LGU-SJDM	DEVICE-1			
		4/3/2022 12:58:00		0		LGU-SJDM				
	PDS-0001						DEVICE-1			
	PDS-0001	4/4/2022 11:45:00	J PIVI	1		LGU-SJDM	DEVICE-1			

## 14.4 DTR Paired Logs

### • Inquiry -> DTR Paired Logs

Self-service to view the pairing Daily Time Record (DTR) time logs. Input the selected date from and date to, then click the "Submit" button to display the pairing time-in and time-out. This tool helps the employee to know the invalid time logs, which is no time-in with time-out, or with time-in with no time-out.

	52	Biome	etri	c Pair	ed Time Logs	≣
Date F	rom:			To:		
Ē	04/16/2022			巤	04/30/2022	
		<u></u> <b>±</b> ≤	Subr	nit		

aired Time Log ry / Paired Logs	-							
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how 10 ~	entries				Search:		Excel PDF	Print
showing 1 to 10 of	10 entries							
DATE	$\uparrow \overline{r}$	DAY	.↓î	TIME-IN	11	TIME-OUT		J1
04/16/2022		Saturday		4/16/2022 6:57:00 PM		4/17/2022 6:45:00 AM		
04/19/2022		Tuesday		4/19/2022 12:58:00 PM		4/19/2022 11:45:00 PM		
04/20/2022		Wednesday		4/20/2022 12:56:00 PM		4/21/2022 12:45:00 AM		
04/21/2022		Thursday		4/21/2022 12:57:00 PM		4/22/2022 12:08:00 AM		
04/22/2022		Friday		4/22/2022 12:57:00 PM		4/23/2022 12:10:00 AM		
04/23/2022		Saturday		4/23/2022 12:54:00 PM		4/24/2022 12:16:00 AM		
04/25/2022		Monday		4/25/2022 6:55:00 PM		4/26/2022 6:54:00 AM		

## 14.5 DTR Time Card

#### • 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.

ate From: To: 108/16/2022 108/31/2022		52	Genera	ate DTR	Time Card	1
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Jubric				ubitite		

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Civil Service Form						Civil S	ervice Form					
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	DEL	A CRUZ,	JUAN S.									
		(Name)							(Name)			
For the month of		Augus	st 2022				e month o					
Official hours for and depart			gular days		6	Officia	al hours fo and depa		Re	gular days		
			Saturdays							Saturdays		
Day Arrival	Departure	Arrival	P.M Departure	Unde	Minutes	Day	Arrival	Departure	P	.M Departure	Unde	Minutes
1						1						
2						2						
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28						28						
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31 07:23 AM	12:00 PM	01:00 PM	06:16 PM			31						
I certify on my h hours of work pe arrival and departu	rformed, reco					hou	ins of work	y honor that t performed, re viture from offic	cord of which			

## **14.6 Timesheet Computation**

#### **Inquiry -> Timesheet Comp.** 0

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.

Show	10 ~	entries														Searc	h:							Exce	I PE	DF	Print	
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# **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.

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30

🖨 Help Desk

Profile / My Ticket / Details

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Photo 2x2 rj2003cy@yahoo.com 3/30/2022 6:55:00 PM	Please close the ticket if now okay, thanks.
Photo 2x2 julietcorral@gmail.com 3/30/2022 6:34:00 PM	Is now working thanks.
Photo 2x2	Employee data entry is now updated kindly try again.

## **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.